1 Introduction

You have chosen WordPress - the world's most popular content management system, powering roughly 28% of the web. You will use it to manage your own website as well.

This document will serve as a WordPress manual and will cover just the basics to get beginners up and running: logging into and navigating around WordPress, where to find content, how to edit or create basic content and working with images.

1.1 Scope and Purpose

This document was created to provide clients and new WordPress users with a better understanding of how to manage your site. It should be used as a general reference guide for day-to-day administration of your website. It is not an all-inclusive manual for WordPress nor is it meant to be a handbook for making extensive modifications to existing site design or structure.

WordPress Homepage   Product Documentation

2 Working environment overview

You are about to discover the essential parts of your administration area. Topics are presented in a logical order as they appear on a toolbar.

2.1 Logging in

To log in to your website go to: [YOUR WEBSITE URL]/wp-admin

Enter your username and password.

Once entered you will be taken to the WordPress Dashboard.

2.2 Navigating WordPress
The WordPress interface is comprised of many useful tools and features:

2.2.1 The Dashboard
The Dashboard is the first screen you see when you log into the administration area of your site. On the Dashboard, you will find widgets that provide an at-a-glance overview of your site including recent activity, update notifications, and other useful information.
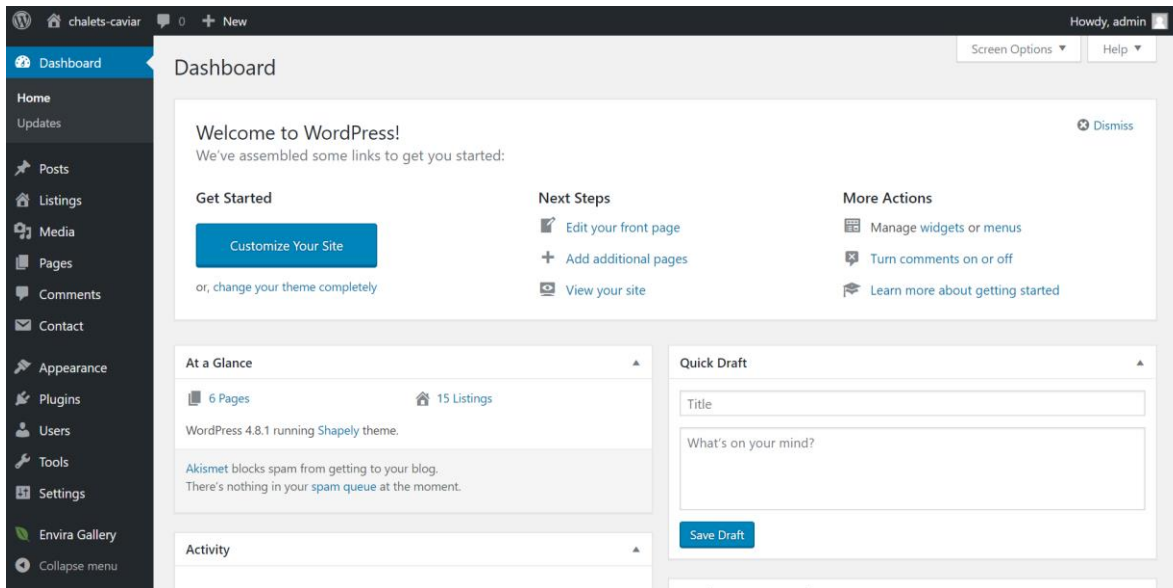
2.2.2 WordPress Sidebar Menu
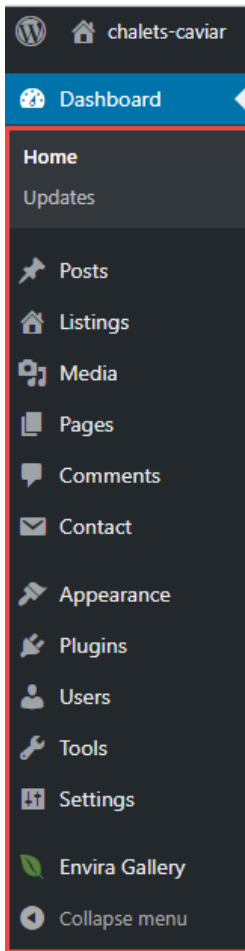
The most common way of moving around in the WordPress backend is by using the left sidebar menu. Here you have access to all content types, including pages, posts, the media library, and plugin settings. The menu items in the sidebar will vary, depending on the role assigned to you as a user.

Hovering over a menu item will reveal a submenu. Typically, you have access to:

- Add a new page or post
- Manage categories (unique to your site) – Listings in your case to add properties
- Clicking a menu item will take you to the list of pages, posts, or categories.

2.2.3 WordPress Admin Bar

The admin bar is the dark gray menu bar that appears across the top of the dashboard. It also appears across the top of the site itself when you are logged in. However, it is not visible to public visitors to the site.

3 Adding properties to your website

Before you start adding new properties, you need to be able to identify and add shortcodes within the WordPress environment. Shorcode is basically a shortcut. Visit https://en.support.wordpress.com/shortcodes/ for more explanation.

Don't panic! It is simple to use shortcodes. They are often generated automatically. All you need to do is to copy & paste them into the right section. Let's add a new property together.

3.1 Create galleries for each property

Upload your photos with Envira Gallery first.
Add new > give your new gallery a name and upload as many photos as you wish.
Hit publish to make it public or update your website.

Note. WordPress has difficulties when uploading photos with dimensions over 2000 pixels. It doesn't matter whether you modify a width or a height, just keep in mind to activate aspect ratio. If you don't know how to resize a photo, here are some tips on how to do it in both Windows and MacOS. https://www.digitaltrends.com/computing/how-to-resize-an-image/
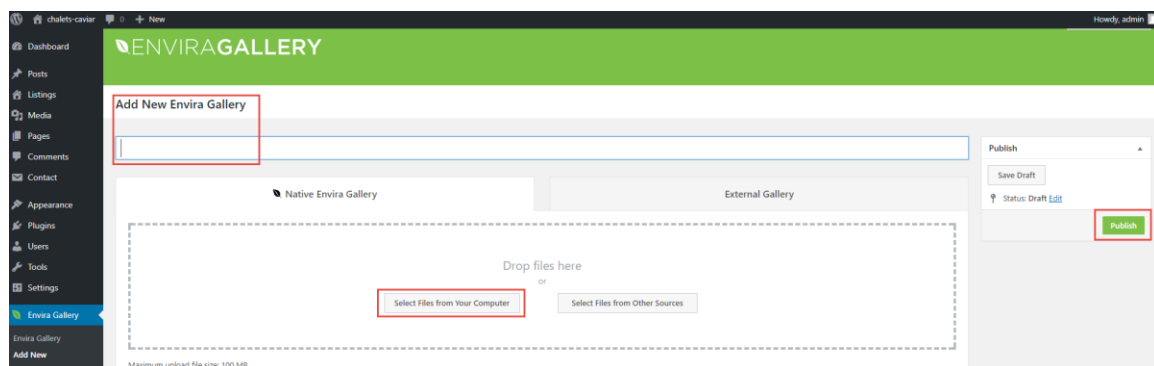
Our new property called "Grand Bleu" has now a shortcode [envira-gallery id="121"]
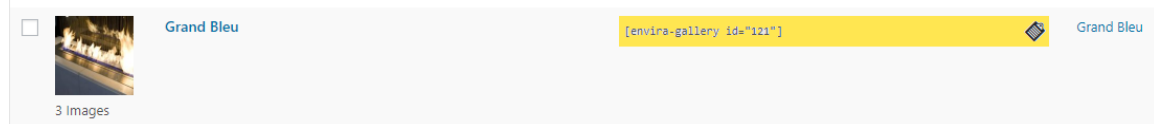
This shortcode will be used to insert our photos while creating a new property in "Listings".

3.2 Adding or Editing Properties

This section will cover the basics of adding or editing properties using IMPress listings. Go to left side bar menu > Listings > Add New > Enter the title "Grand Bleu".

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Then Add Gallery and insert [envira-gallery id="121"] we just created. You can add a description in a form of a text. Then you should fill out as much information as you possibly can about the property in a "Property Details" section because all data will be displayed automatically in a separate tab. Select "For Sale" or "Rental" - this feature will sort out your property to its category.

You can add a custom location using Latitude and Longitude settings or you can enter Map Embed Code. Here's the quick overview how to do get the information from maps.google.com.
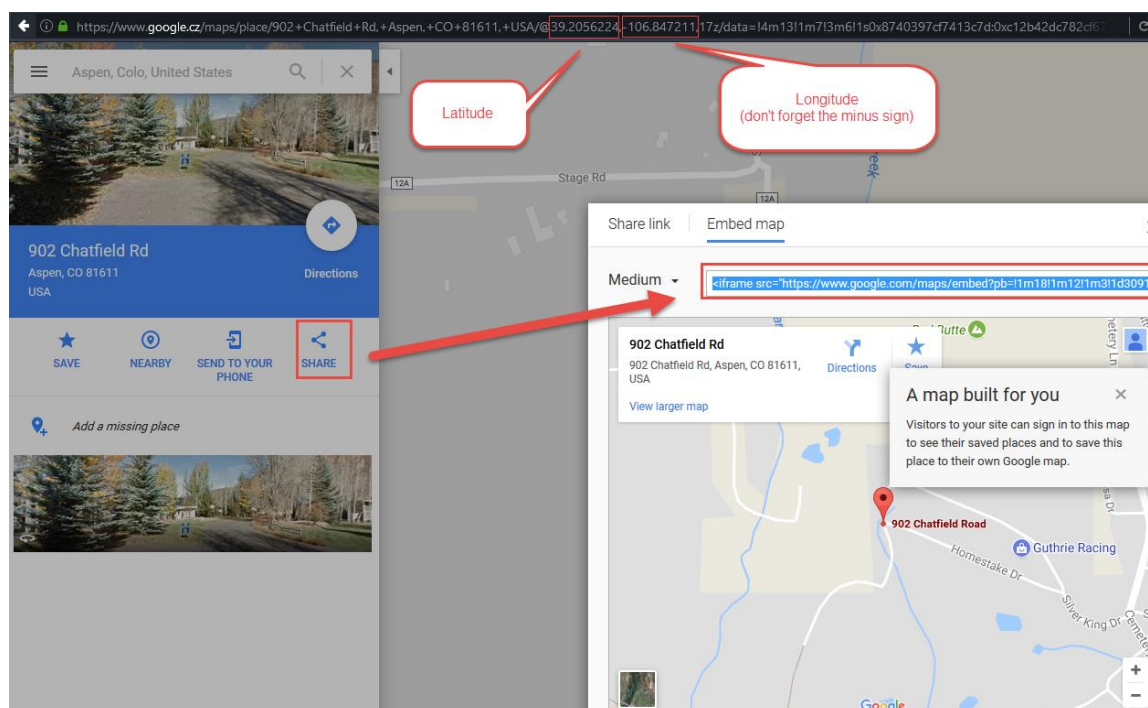
As soon as you entered your data, hit publish or update button and see the result.

3.3   Adding Properties

You successfully published your listing "Grand Bleu" but it won't appear on your page "Our Rentals". It is because you need to insert the shortcode for this listing! But where do we find the shortcode for this listing? Right in our address bar! This post has number 38 which generated a shortcode for this property: [listings id="38"]
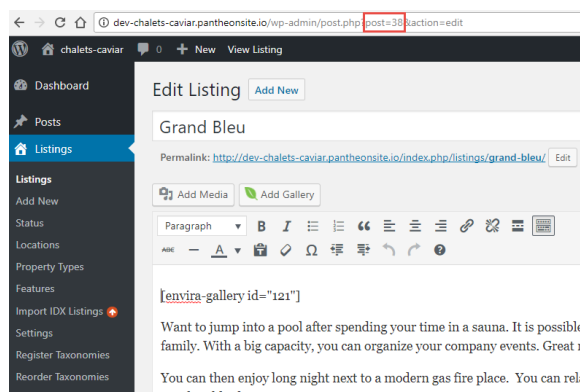
Go then to Pages > Our Rentals > Edit page and insert the [listings id="38"] shortcode like into the visual editor.
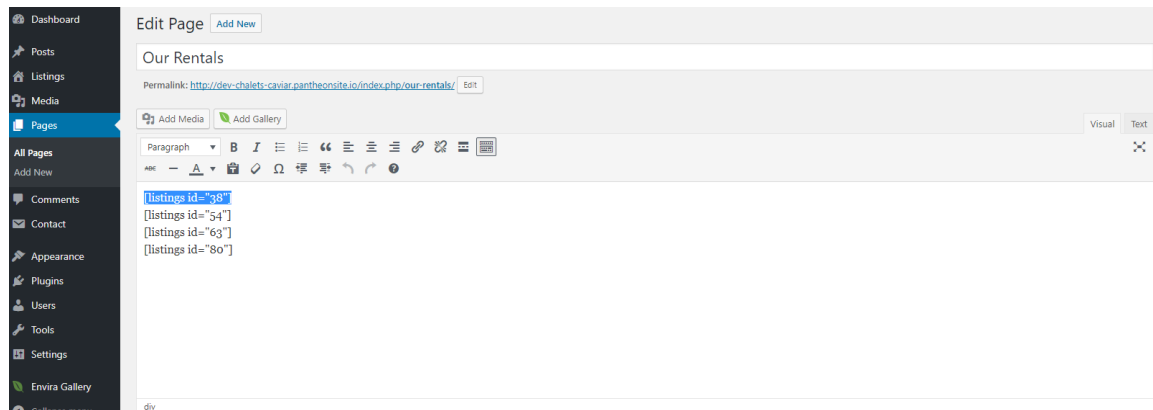
You will notice 3 other shortcodes corresponding to our properties added before. You can check their "id" numbers and change the order if you wish them displayed differently.

You can add photos and text alongside those shortcodes like in any other text editor.

Shapely theme offers you a lot of possibilities to customize your front-page content. Click on Customize Your Site on your Dashboard. If you want to change your front-page photo you will navigate to Widgets > Homepage > and you can see existing sections. Click on each and discover its features. You can add as many widgets as you wish.

I invite you to go through all the sections so you can have an idea how to change your website's identity. Nevertheless, there is one section called "Additional CSS" which you should avoid to modify. This section hold a key information about your website layout and you would not want to risk changing it unless you are comfortable with coding.

Thank you for your attention and I hope you will enjoy working with your new website!