



# NORTHUMBERLAMB WEBSITE MANUAL

## Abstract

This manual includes the steps to update the [northumberland.ca/.com](http://northumberland.ca/.com) website

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## Logging In

Login to back-end: northumberlamb.ca/wp-admin

Username: northumberlamb

Password: n0rthumberl@mb

## Change content on pages

1. On the left side navigation bar, select Pages
2. Click on the title of the page you would like to edit (Ajax page should never be clicked on)
3. Edit content in visual text editor, navigate to different sections of the page by using the tabs above the editor as necessary
4. Click Update in the upper right when ready to save your changes
5. Front end page will have to be refreshed to show changes made

## Consumers Page – Adding/Removing featured clients

At the bottom of the consumers editing page you can add and remove clients from the where to buy section simply by clicking on them. The clients in the left side box are the clients available, the clients in the right side box will be displayed on the front-end page.

### Adding a Client

Select the Client link on the left side navigation bar and then click on the Add New button. You can then enter a title for the client and a hyperlink (optional) along with the category the client falls under (ie. Grocery Store, Butcher Shops and Restaurants). Publish the page when done.

## Media Page – Adding Photo Albums, Videos, and Articles

### Photo Albums

Photo albums can be added by selecting the camera icon from the visual text editor. The Compact Album setting is what is in use right now. On the far left set of options, select the album you would like to display. Other settings can be modified as preferred. Click Insert when done and update the page. Instructions on how to make galleries/albums can be found below.

### Videos

Videos can be added by embedding the link to a video from YouTube (Other video hosting/streaming sites may also provide embedding). Click on the Insert/Edit Video button in the visual text editor and click on the embed tab. On YouTube, the embed code can be found under the video player by clicking on the Share link and then clicking on the Embed tab. Copy and paste this code into the Insert Video popup on the NorthumberLamb edit video page and click OK. The size of and location of the video can be changed by clicking and dragging. Update the page when done.

### Articles

Articles can be added by either adding them in a photo album or inserting a PDF. PDFs can be inserted by clicking on Add Row at the bottom of the Article edit page and then clicking the Add File button. The PDF can then be selected if already uploaded to the site or can be uploaded by selecting the Upload Files tab and choosing the PDF to upload from your computer. Select the PDF once uploaded and click the Select button. Update the page when done.

## Recipes Page

### Popups on Recipes Page

The content in the popups on the recipe page can be modified by selecting the appropriate tab at the bottom of the Recipes edit page. From here the content will either be editable by inserting data into a table and/or by editing through the visual text editor.

### Adding a Recipe

A recipe can be added by selecting the Recipes link on the left side navigation bar and then clicking on the Add New button. You can then enter a title for the recipe and a description in the visual text editor below. The cut of lamb that is required for the recipe must be selected (More than one cut of lamb can be selected). An image can be added to the recipe by clicking the Add Image button and either selecting an already uploaded image or uploading a new image. Prep Time, Servings, and Instructions can be added in the text editors. Ingredients are added by clicking the Add Row button under ingredients and adding each ingredient. More rows can be added for more ingredients. Update the page when done.

## Shippers Page

The Become a Shipper and Become a Member sections can be edited by their respective visual text editors. Update the page when done.

### Lamb Grading Chart

The Lamb Grading Chart can be modified by editing the fields in the table. Rows can be added and removed anywhere by clicking the plus or minus buttons on the far right of the row. Additional rows can be added to the bottom of the table by clicking the Add Row button at the bottom. Update the page when done.

## Adding Links to Important Links Dropdown

1. On the left side navigation bar, select Appearance then Menus
2. Click the Links menu to expand the Add Link menu
3. Input the URL address of the site you would like to link to
4. Input the title of the link that will appear in the Important Links dropdown
5. Click the Add to Menu button
6. Click and drag the link, moving it under the Important Links heading and spaced over to the right to appear the same as the other links
7. Click the Save Menu button to save the new link
8. Links can be removed by clicking the dropdown arrow next to Custom on the link and clicking the remove button

## Photo Gallery

Photo gallery management is done by clicking on the Photo Gallery button on the left side navigation bar. Galleries of images are created and then added to an album. To create a gallery click the Add New button beside Galleries. Here you will give the gallery a name and optionally a description and

a preview image. Images can be added to the gallery by clicking the Add Images button. Images can be selected from already uploaded images or images can be uploaded from your computer by clicking the Upload Files button and selecting images to upload. You can then select what image you would like to add to the gallery and click the Add selected images to gallery button. Click the Save button in the upper right to save the gallery with the images.

Click on the Albums link under Photo Gallery on the left side navigation bar to add galleries to an album. A new album can be created by clicking the Add new button beside Albums. Add a name for the album and optionally a description and a preview image. Click the Add Album/Galleries button to add other albums or galleries to the album. Select galleries/albums from the available list of items and click the Add button. Click the Save button in the upper right of the page to save the galleries/albums to the album.

The newly created Album can then be added to a page when using the Insert Photo Gallery button and following the steps Media Page section above to add a photo album.