**EVIDENCE-BASED TREATMENT CENTER SEATTLE**

**WordPress Website User Manual**



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1. **FIRST: we need to get a new logo (Star?)**

**The Appearance Menu:**

*screenshot of the appearance dashboard*

Customize = to customize the header, etc.

Widgets = Widgets for the sidebars, but these weren’t part of the original Shawney website

Menus = See the Menu sections below

Header = You can play around with this, but it may jeopordize the site’s functionality

Background = Just like it says

EBTCS.com Access

**How to access** [**http://www.ebtseattle.com**](http://www.ebtseattle.com) **(currently emattcreations.com)**

Whichever URL (Web Address) you are using, just add “/wp-admin” to get to the login page

Example: [http://www.emattcreations.com/wp-admin](http://www.shawney.com/test/wp-admin)

**Login Information**

*Login: ebtcs*

*Password (case-sensitive): junny1!*

# MENUS AND NAVIGATION

**Description:**

Your current navigation reflects the main pages on your site and is styled to appear the same each time you add a website page or someplace new to send visitors to to the menu.

**LOCATE THE MENUS MENU PAGE**

APPEARANCE > MENU

Here you will have access to create and change navigation menus.

You can now use the GUI menu creator on this admin panel to put your menu(s) together. Give them each a name, and then assign a menu to a location with the pull-down options.

It’s self-explanatory. On the left side of the page you can create a link and then add it to your menu automatically. This is similar to how the site is redirected to the Shawney CloudWerks page.

***Place a screenshot of the menu sections here***

The menu named *Shawney Main* is the navigation bar at the top of your pages. The items listed below the name of the menu are the pages (see page 3 for more on Pages) created in the pages section, which also houses most of your content.

If you want to create a new menu:

***Place a screenshot of the create menu sections here***

# PAGES AND CONTENT

**Description:**

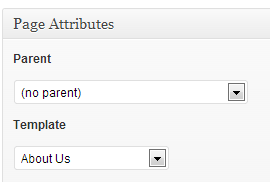
In WordPress, you can write either posts or Pages. When you’re writing a regular blog entry, you write a post. Posts, in a default setup, appear in reverse chronological order on your blog’s home page. Pages are for content such as “About,” “Contact,” etc. Pages live outside of the normal blog chronology, and are often used to present timeless information about yourself or your site – information that is always applicable. You can use Pages to organize and manage any content.

**LOCATE THE Pages MENU Page**

Click on “PAGES” on the left-hand side of your page

***Place a screenshot of the Pages Section here***

Here you can click “Add New” to add a new Page. In each page listed there is a section at the far right:



If you click on the template section you will see a list of template pages created for your site. If you visit one of the pages having a differnet template which you would prefer over another, just select it and click “Update”.

To add content to your pages:

Here you can copy/paste content into the specified page, which is linked to the Navigation Menu. Basically, you can edit this page similar to how you edit a Microsoft Word document (fonts, colors, etc.).

You also have the option to add media to the page.

**Visual** = Direct text or media input to appear on the page

**Text** = This option enables you to add HTML code to your pages

***Place a screenshot of the Edit Page Section here***

# PLUGINS

***Place a screenshot of the Plugins Section here***

***Explain what a plugin is with general information***

# WIDGETS

***Place a section here for widgets with an explanation***

***Place a screenshot of the Widgets Section here***