

Introduction

This is documentation for the Thornbury Neighbourhood Development Plan website.

You can scroll down this page, click links from the menu or use the search box.

Things you should know:

- The domain thornburyplan.co.uk (<http://thornburyplan.co.uk>) is registered with [123 Reg](https://www.123-reg.co.uk) (<https://www.123-reg.co.uk>)
- The hosting is provided by [123 Reg](https://www.123-reg.co.uk) (<https://www.123-reg.co.uk>)
- The website is powered by the [WordPress](https://wordpress.org) (<https://wordpress.org>) Content Management System
- The WordPress theme was developed by [James Tarpey](https://jamestarpey.com) (<https://jamestarpey.com>)

URL

The website address is thornburyplan.co.uk (<http://thornburyplan.co.uk>)

!> The website address will work with and without www.

Logging in

WordPress has a front and backend:

- The frontend is the website as users will see it
- The backend is where administrators login to manage content and site settings

To login:

- Go to thornburyplan.co.uk/admin (<http://thornburyplan.co.uk/admin>)
- Enter your username and password
- Click the blue 'Login' button

!> If you don't know your login details send an email to hello@jamestarpey.com (<mailto:hello@jamestarpey.com>)

After logging you'll be redirected to the WordPress dashboard.

Content

It is possible to define different types of content in WordPress.

Events

Events are for listing and displaying events on the website.

To create a new event:

- Hover on 'Events' from the main WordPress menu, then click 'Add New'
- Enter the event title, description, start and end date and time
- Click the 'Set featured image' link to upload or choose an image to associate with the event

- Click the blue 'Publish' button

To modify an event:

- Click 'Events' from the main WordPress menu
- Click on the title of an existing event
- Update the event details
- Click the blue 'Update' button

To delete an event:

- Click 'Events' from the main WordPress menu
- Hover on the title of an existing event
- Click the red 'Bin' link that appears below the title

Media

Media is where you store website files, like images and downloadable documents.

To upload a file:

- Hover on 'Media' from the main WordPress menu, then click 'Add New'
- Drag and drop one or more files into the dotted area, or click the 'Select Files' button
- Once uploaded, your files can be added to the site

To modify a file:

- Click 'Media' from the main WordPress menu
- Hover on the title of an existing file
- Click the 'Edit' link that appears below the title
- Update the file
- Click the blue 'Update' button

To delete a file:

- Click 'Media' from the main WordPress menu
- Hover on the title of an existing file
- Click the red 'Delete Permanently' link that appears below the title

!> Other content types have a bin so you can undo your changes, but media files are deleted immediately

Document library

By default media files are hidden from users until you include them somewhere on the site, for example by adding an image or link to a page.

This WordPress theme has a document library feature. This means you can organise files into specific folders and users can automatically view and download the files from the website.

By putting files in a specific 'Private' folder, you can automatically restrict access to unauthenticated users.

To create the document library:

- Create a new page and assign the 'Documents' page template
- Organise media files into the 'Documents' folder structure

For example:

- Documents (folder)
 - Public (folder)
 - Agendas (folder)
 - 1-january-2018.pdf
 - 1-february-2018.pdf
 - Minutes (folder)
 - 1-january-2018.pdf
 - 1-february-2018.pdf
 - Private (folder)
 - Notes (folder)
 - confidential.pdf

!> The document library will only work if you have a 'Documents' folder with 'Public' and 'Private' subfolders. You also need subfolders in the 'Private' and 'Public' folders.

Pages

Pages are for static content, like an 'about us' page.

To create a new page:

- Hover on 'Pages' from the main WordPress menu, then click 'Add New'
- Enter the page title and content
- Click the 'Set featured image' link to upload or choose an image to associate with the page
- Click the blue 'Publish' button

To modify a page:

- Click 'Pages' from the main WordPress menu
- Click on the title of an existing page
- Update the page details
- Click the blue 'Update' button

To delete a page:

- Click 'Pages' from the main WordPress menu
- Hover on the title of an existing page
- Click the red 'Bin' link that appears below the title

News

News is for time sensitive content, like news articles and updates.

To create a news article:

- Hover on 'News' from the main WordPress menu, then click 'Add New'

- Enter the news article title and content
- Enter a short summary in the Excerpt field - this is what is displayed in the rotating news ticker
- Click the 'Set featured image' link to upload or choose an image to associate with the news article
- Click the blue 'Publish' button

To modify a news article:

- Click 'News' from the main WordPress menu
- Click on the title of an existing news article
- Update the news article details
- Click the blue 'Update' button

To delete a news article:

- Click 'News' from the main WordPress menu
- Hover on the title of an existing news article
- Click the red 'Bin' link that appears below the title

Forms

You can setup one or more web forms. User submitted form data is sent to an email address.

!> The default email address used is feedback@thornburyplan.co.uk (<mailto:feedback@thornburyplan.co.uk>)

[Contact Form 7 \(https://en-gb.wordpress.org/plugins/contact-form-7/\)](https://en-gb.wordpress.org/plugins/contact-form-7/) is a third party plugin used for contact forms. Visit the [documentation \(https://contactform7.com/docs/\)](https://contactform7.com/docs/).

Forums

You can setup one or more online forums.

[Asgaros Forum \(https://wordpress.org/plugins/asgaros-forum/\)](https://wordpress.org/plugins/asgaros-forum/) is a third party plugin used for forums. Visit the [documentation \(https://www.asgaros.de/support/\)](https://www.asgaros.de/support/).

Settings

Logo

To change the website logo:

- Hover on 'Appearance' from the main WordPress menu, then click 'Customise'
- Click 'Site Identity'
- Add an image or change the existing one
- Click the blue 'Publish' button

Header

To change the header image:

- Hover on 'Appearance' from the main WordPress menu, then click 'Customise'
- Click 'Header Image'
- Add an image or change the existing one

- Click the blue 'Publish' button

Themes

There should only be one WordPress theme installed - Thornbury NDP.

WordPress will prompt you when any updates to the theme are available.

!> Plan updates carefully. The website is unavailable whilst you're updating.

Widgets

Widgets are displayed in the website sidebars. See [WordPress Widgets](https://codex.wordpress.org/WordPress_Widgets) (https://codex.wordpress.org/WordPress_Widgets).

To add a widget:

- Drag a widget from 'Available Widgets' into either the 'Left Sidebar' or 'Right Sidebar' panel
- Re-order widgets by dragging and dropping them
- Click on a widget title to expand it and see the available options
- Click the blue 'Save' button to save any changes

To remove a widget drag it out of the panel.

Menus

Menus is where you customise the main website navigation.

To add pages to the menu:

- Click 'Pages' below where it says 'Edit your menu below, or create a new menu'
- Select one or more page from the 'Most Recent' list, or click 'Search' and type a page Name
- Check the boxes next to the pages you want to add
- Click the 'Add to Menu' button - the pages will be added to the bottom of the 'Menu Structure'
- Re-order menu items in the 'Menu Structure' by dragging and dropping them

To add a custom link to the menu:

- Click 'Custom Links' below where it says 'Edit your menu below, or create a new menu'
- Enter a URL and the Link Text, then click the 'Add to Menu' button
- Click the 'Add to Menu' button - the pages will be added to the bottom of the 'Menu Structure'
- Re-order menu items in the 'Menu Structure' by dragging and dropping them

To create dropdown menus:

- Left click and hold on an existing menu item under 'Menu Structure'
- Drag it below another menu item, it should be slightly indented

To delete menu items:

- Click on an existing menu item under 'Menu Structure'
- Click the red 'Remove' link that appears

Plugins

Users

View and manage all of the registered users. See [WordPress Roles and Capabilities \(https://codex.wordpress.org/Roles_and_Capabilities\)](https://codex.wordpress.org/Roles_and_Capabilities).

To add a new user:

- Hover on 'Users' from the main WordPress menu, then click 'Add New'
- Enter a username and email address
- Make sure the 'Send User Notification' checkbox is checked
- Assign one or more user roles
- Click the blue 'Add New User' button
- The user will receive an email to complete their registration

To delete a user:

- Click 'Users' from the main WordPress menu
- Check the box alongside the username of an existing user
- Click the 'Bulk Actions' dropdown and choose 'Delete'

Security

[Wordfence Security \(https://en-gb.wordpress.org/plugins/wordfence/\)](https://en-gb.wordpress.org/plugins/wordfence/) is a third party plugin used for security. Wordfence is the most comprehensive WordPress security solution available.

Caching

The website is cached to improve the performance.

[WP Fastest Cache \(https://wordpress.org/plugins/wp-fastest-cache/\)](https://wordpress.org/plugins/wp-fastest-cache/) is a third party plugin used for performance and optimisation. Visit the [documentation \(http://www.wpfastestcache.com/\)](http://www.wpfastestcache.com/).

!> To clear the cache hover on 'WPFC' from the admin bar and click 'Delete Cache and Minified CSS/JS'

Backups

[BackUpWordPress \(https://en-gb.wordpress.org/plugins/backupwordpress/\)](https://en-gb.wordpress.org/plugins/backupwordpress/) is a third party plugin used for backups. The plugin has been configured to backup both the file system and database daily at 3am. It will store the last three backups.

To download a backup:

- Hover on 'Tools' from the main WordPress menu, then click 'Backups'
- Click the 'Download' link next to an existing backup

To delete a backup:

- Hover on 'Tools' from the main WordPress menu, then click 'Backups'
- Click the red 'Delete' link next to an existing backup

Google Analytics

Google Analytics is used to track anonymous user data like the number of page views and downloads.

You need a Google Account and Google Analytics Tracking ID.

To login to Google Analytics:

- Go to [analytics.google.com \(https://analytics.google.com\)](https://analytics.google.com)
- Login with your Google Account
- From the main Google Analytics menu, expand 'Behaviour', then 'Site Content' and click 'All Pages'
- You'll see a line graph and table showing the number of pageviews
- To change the date range, click the dates in the top right corner to reveal a datepicker
- To download the report, click the 'Export' link above the date picker
- To setup automated email reports, click the 'Share' link above the date picker

!> For general help visit the [Google Analytics Help Center \(https://support.google.com/analytics\)](https://support.google.com/analytics)

Cookies

[UK Cookie Consent \(https://wordpress.org/plugins/uk-cookie-consent/\)](https://wordpress.org/plugins/uk-cookie-consent/) is a third party plugin used to display a cookie consent message.