
Editing Notes (Rev. October 29)

This document and other related documents is in the folder 'docs' on the main server in a folder called 'instructions'.

The main server access:

1. To get to the server, login:

<https://portlandnursery.com:2083>

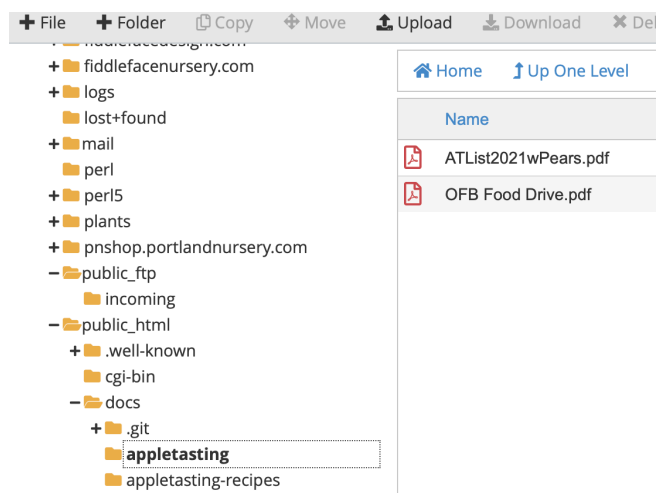
login name: portland

password: h9OStJwHMpfKpJC

2. This takes you to "Cpanel" - In the second set of icons, click on "File Manager" - this will take you to the file directory. The website for portlandnursery.com (not the shopping site) is stored in the folder 'public_html' and looks like this with folders:

- | | |
|---------------|---|
| - public_html | a. You can ignore "well-known" and "cgi-bin" |
| + .well-known | b. "docs" contains all the pdfs referenced on the website. See notes below for replacing. |
| + cgi-bin | c. "mainsite" is the CMS |
| + docs | d. "newsletter" contains all the past html newsletters |
| + mainsite | e. "plants" contains the directory "images" with all the images used on the site. |
| + newsletter | f. "products" contains a program called "Bag Calc" that I was asked to build: https://portlandnursery.com/products/bagcalc.html |
| + plants | |
| + products | |

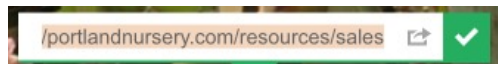
3. In file manager, you can use the "upload" command to add or replace a file in the "docs" folder. Make sure the folder that you want to add to is open in the window, for example, this shows the folder "appletasting" open. And the "upload" button is at the top. Click on that and it will walk you through uploading a file. Then use the command at the bottom to return to the file manager.



4. To delete a file, highlight the file and right click and select delete.

General Notes

1. **Titles** - H in editor box - the existing format/style can be seen by clicking on the text, then it shows up in left corner when in edit - the styles are:
 - a. H2 is Brighton
 - b. H3, H4 is in Josefin Sans
2. **The first paragraph** on a page automatically becomes larger.
3. Images
 - a. Save your images as .jpg files or as .webp
 - b. Sidebar **Images** for narrow sidebars should be 360px wide; images in main body can be 750px wide. Only use .jpg images - not png images which are not as Google friendly due to the space they take up.
 - c. To **insert an image** in edit mode, click on the edit area, select the image icon and find the image and upload. Once it is uploaded, you can highlight the image and click on the 'link' icon and add a link.
 - d. To **delete an image** in edit mode, highlight the image, then use the 'trashcan' icon in the editor.
4. When **adding a link**, paste the link into the box provided and then click the green arrow - if it is a link to a NON-portlandnursery.com page, click the gray arrow box to the right of the link first - this will cause the link to open in a new tab.



5. Uploading documents: All pdf documents are stored in a directory on the hosting server called 'docs' - they are divided in logical folders. You can name your new document the same name as what is already up there and just upload it to replace the one there. If you name it something different, you'll need to go in to every page that links to the document and change the name. It is important to delete or replace the old document because it will be found in a search.

Specific pages:

For all of these changes, login to <https://portlandnursery.com/backend>

Homepage - Monthly Update

1. Main image- image is 1400px wide x 366px tall; This image needs to be added in the backend - see Slider Instructions document.
2. Update the What's Happening
 - a. Update Month in header; header is H2
 - b. Update paragraph; content is H3
3. The image in the left of the gray box (I call that section the 'social block') can be replaced — 366px wide by 420px high. Add a link based on the instructions above.

Container Gardens - Landing Page

1. Upload the pdf per the instructions above into the folder 'container-gardens-pdfs'. Naming convention is monthYEAR.pdf (lowercase month) - september2021.pdf.
2. Edit the main paragraphs, the month's new recipe and the three columns at the bottom.

3. Add the side image - 517px wide x 500px tall. Upload the new image before deleting the old one.
4. Previous images are stored in the folder: plants>images>containers>images21a by the month number.. i.e. folder >images21a is for the year 2021 and the September is image9.jpg.
5. Add the new recipe as a list in the sidebar. Title is H2 and linked to the pdf. Update the links to the current month.
6. Edit other accordion tab items as desired.

CUSTOM PLANTING PLANS PAGE

1. The first paragraph can be edited. The larger font is H3
2. Replacing the pdf Questionnaire will have to be done by replacing the document and using the same name (or change the name in the link. Use the 'Uploading documents' instructions above.

EMPLOYMENT PAGE

1. The main part of the page and the sidebar are editable.
2. To replace the Employment Application, you will need to upload to the docs directory on the host server (see above for logging into server and uploading.
3. There is a word doc file called 'Employment' that has the text for the active page that you can copy and paste from.

YEARLY EVENTS PAGE

1. The month needs to be an H2
2. The event title is an H3
3. The body content is a P
4. The location and date is an H4 - to use a bullet use, Alt 0149.
5. The Event images are 1024px wide x 232px tall
6. You can write up the event in Word, copy it in, then style using the edit box.

LOCATIONS PAGE

1. Edit the time (it will automatically format correctly)
2. You can also edit the description of each store
3. You can replace the store images - they are 352px x 305px tall. (To make it the same size as the map)
4. The changes you make on the Locations page will roll into the individual location pages (added for Google) - <https://portlandnursery.com/about/5050SEstark> and <https://portlandnursery.com/about/9000SEdivision>

MONTHLY TIPS PAGES

1. All sections are editable. Use images 500px wide.

SALES PAGE

1. To replace an image, follow the instructions above
2. To add an image, click on the existing image, hit the right arrow key and then Return to create an edit space. You can also use this method to create a space to add text in.
3. Images should be 700px wide.

