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[PMC WORDPRESS INSTRUCTION MANUAL]

Everything you'll need to know to update and maintain Peachtree Miata Club's WordPress based website.

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Logging in and Getting Started

There are two ways to log in to the WordPress or “back end” of the website.

You can either log in with an administrator account on the website itself (peachtreemiata.com) or you can go directly to the link for the WordPress Dashboard (for more information about how the Dashboard works see page 5.) by going to: <http://peachtreemiata.com/wordpress/wp-login.php>

All Board Members have accounts with Editor Permissions. There is also one shared account for Webmasters.

If you'd like to keep your username and password handy, write them below.

Username: _____

Password: _____

Website Elements

This is just a quick introduction to what I will be calling the parts of the website throughout this document. If you don't understand what section I'm referring to later, please look back to this section. PMC is using the Graphene theme (version 1.1.3.1) by Syahir Hakim (to visit the WordPress page for this theme, please see the Helpful Links on page 29). This theme is very flexible and will allow PMC to do everything it wants to do with the site and gives PMC the ability to grow or change in the future. Below are descriptions of the basic elements of the site.

The screenshot shows the website layout with several key areas highlighted by red boxes and arrows:

- Header:** Located at the top left, featuring the Peachtree Miata Club logo and a search bar.
- Top Navigation:** A horizontal menu below the header containing links for ABOUT US, MEMBERS ONLY, BOARD MEMBERS, EVENTS, JOIN/RENEW, PEACHWARES, LINKS, GALLERIES, and RECIPES.
- Content Area:** The main body of the page, currently displaying the 'About Us' page content.
- Sidebar/Widgets:** A vertical column on the right side containing a user profile for 'Hi PMC_wpadmin', a 'Welcome!' message, and a 'Shopping Cart' widget.
- Footer:** Located at the bottom of the page, containing copyright information and theme credits.

Header

This is a static image that appears on all of the site's pages and posts. It is easily changed through the Appearance tab on the WordPress Dashboard. (To change the header image, please follow the instructions on page 27.)

Top Navigation

This is a list of the pages on the site. These tabs are automatically created whenever you create a new page. Pages are not posts. You can add a page and exclude it from the Top Navigation, but most needs are covered by creating a post. Posts are never included in the Top Navigation.

Content Area

This is where the content in every page or post is displayed.

Sidebar/Widgets

This is another area of the site controlled by the Appearance tab. Currently, the Sidebar only contains three Widgets. The first is the log-in. Second is a text box (to edit see page 26). The third is the Peachwares Shopping Cart.

Footer

This is where the club name and copyright information are for the theme. It also has a credit link to mikihickel.com. Should you need to edit the content in the Footer, please see page 26.

WordPress Elements

The way you'll be accessing the inner workings of the site is through the WordPress Dashboard. At first, this page might seem a little complicated, but most of it is just extra WordPress information you can easily ignore. I've broken down the basic parts of the Dashboard for you.

The screenshot shows the WordPress Dashboard for 'Peachtree Miata Club'. Red callout boxes with arrows point to the following elements:

- Site Link**: Points to the home icon and the 'Dashboard' link in the sidebar.
- Login Info**: Points to the 'New Post' dropdown and the 'Log Out' link in the top right.
- Comments**: Points to the 'Comments' widget showing 39 posts, 12 pages, 1 category, and 9 tags.
- Quick Press**: Points to the 'QuickPress' widget with fields for Title, Content, and Tags.
- Recent Drafts**: Points to the 'Recent Drafts' widget showing a draft titled 'Divots Men's Embroidered Golf Shirt'.
- Blogs Linked to PMC**: Points to the 'Incoming Links' widget.
- Plugin News**: Points to the 'Newest Plugins' section.
- WordPress News**: Points to the 'WordPress News' section.
- Sales Info**: Points to the 'e-Commerce' section, which includes a table for sales data and a 'Sales by Quarter' form.
- Sidebar Tabs**: Points to the entire left sidebar menu.

This Month		Life Time	
\$0.00	Sales	\$0.00	Sales
0	Orders	0	Orders
	Avg Orders	\$0.00	Avg Orders

Financial Year End:

Sales by Last four months of sales on a per product basis:

At a Glance	Nov	Dec	Jan	Feb

Site Link

This is the easiest way to get back to the website. It's accessible from anywhere within the Dashboard.

Login Info

This is where your account information is displayed. You can also log out of the Dashboard and the site by clicking the Log Out link.

Comments

Comment information is displayed here. You can see how many comments you have on posts and pages, how many of those you've approved, how many are pending approval, and how many you've marked as spam.

Quick Press

This is a spot to quickly add a post to the site. I don't recommend using it because it makes it too easy to make duplicate posts.

Recent Drafts

Here's the quickest way to get back to what you were working on.

Blogs Linked to PMC

If someone else posts a link in their blog to PMC's blog, you'll see it here.

Sidebar Tabs

This is where you'll access everything you need to work on the site. See page 6 for more information about the Sidebar.

Plug-in News and WordPress News

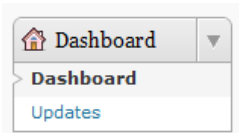
These are automatically generated news boxes about available plug-ins for WordPress blogs and general WordPress Site News.

Sales Info

This is where you'll see all the data created by the Shopping Cart widget. For more information about the Shopping Cart see page 24.

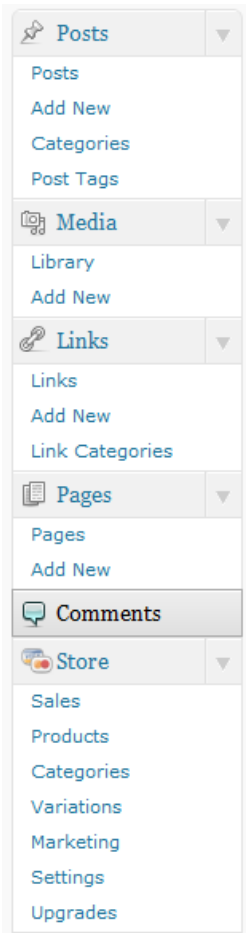
Dashboard Left Side Tabs

This is where you access everything on the site. I'll be working from the top box down and explain what they all do.



The Dashboard Box

This is the fastest way to get back to the dashboard's main page from anywhere else in the dashboard. This is also where you'll be notified of any updates to WordPress or Plug-ins.



The Content Box

The Posts Tab

When you click on the Posts tab you'll get a drop down that gives you everything you need to add or edit an individual post. To see what the **Posts page** looks like, go to page 18.

The **Add New** link does exactly what it says. This is where you'll click when you want to add a new post. To see what this page looks like, go to page 14.

The **Categories link** leads you to a page where you can add categories to better organize the site's content. Currently, there are no categories, but this feature might be useful in the future.

Post tags are like Categories, but more specific. This is where you'd go to see all of the tags you've used on your site and you can also use this page to add any new tags. To learn more about how the site uses tags, go to page 13.

The Media Tab

This is how you can see what images you've uploaded for the Header section (see pages # and # for more information about the Header). You can also add new media here by clicking on the New Media link.

The Links Tab

The links found here were automatically created by WordPress. I suggest just to leave these alone. The option is still there to use them in the future, if needed.

The Pages Tab

This is where you'll go to view all of the pages posted to the site. You can also add a new page from here. (See page 14 to learn how to create a new page. See page 16 to learn how to edit a page.)

The Comments Tab

This is where you'll go to approve comments, delete comments, or mark comments as spam.

Continued on the next page...

The Store Tab

This is everything you need to maintain the Peachwares store. You won't actually have to touch anything on the Peachwares page.

Sales shows you the overall statistics of what's been sold, when, and how much.

Products is where you'll go to manage all your existing items and to add new ones. (See page 24 to learn how to add an item.)

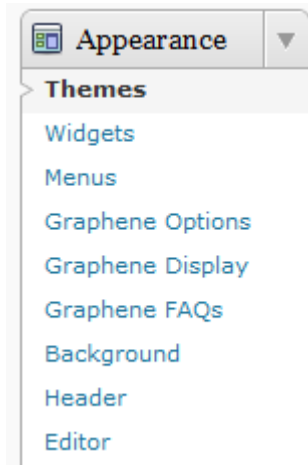
Categories are the types of items that you're selling. You can edit or add them here.

Variations are things like size and color. This is where you add or edit them.

Marketing is currently unused, but gives more options for people purchasing items online.

Under **Settings** you'll find options for changing how the store looks and works, currency types, payment options, etc.

The **Upgrades** link is where you'd go if you wanted to upgrade the Store Widget to the professional version.



The Admin Box

The Appearance Tab

When you click on the **Themes** link, you'll get a page that shows all the installed WordPress Themes. At the top you'll also find a tab where you can go to install more themes or to search for a new theme.

The **Widgets** link takes you to where you can select new, edit current, or remove widgets from the sidebar of the site.

The **Menus** link is where you'd create a custom menu. You are not currently using this feature.

Graphene Options takes you to a page of additional feature available with the current theme. Only one of these features is currently being used and its settings can be managed from individual posts and pages so you won't need to use this link much if at all.

Graphene Display has more options that control how the theme looks. Changing these settings can make the site look broken so beware of changing anything here unless you know what you're doing.

Graphene FAQs are just a few answers to some pretty specific questions.

Background is where you'd go to change the background image of the whole site.

Header is where you'd change the header image for the whole site. You can upload a new one or select one of the preloaded ones. You can also choose to add text to the header here.

The **Editor** link takes you to an editor for the templates and stylesheets that make the site run and control how it looks. I don't recommend changing anything here unless you have previous experience with .php files and Cascading Style Sheets.

Continued on the next page...

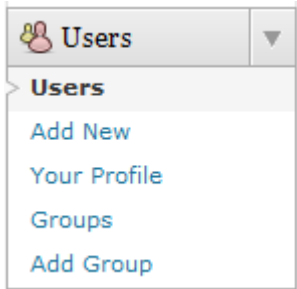


The Plug-ins Tab

When you click on **Plug-ins**, you'll see all the plug-ins installed on your blog and which of those plug-ins are active. This is also the page where you'll see if there are any updates to your plug-ins.

From the **Add New** link you can either search for new plug-ins or upload plug-ins you've downloaded elsewhere. I suggest only downloading plug-ins that are updated often and have good user reviews.

Editor is where you would change the function or look of plug-ins. If you don't know what you're doing, you can break the site.



The Users Tab

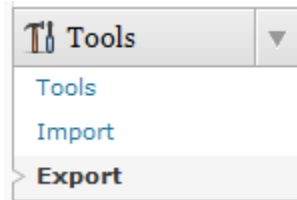
The **Users** link is where you'll go to manage the roles of users or to delete users.

Add New is where you can add users and select their roles yourself.

Your Profile is where you can adjust the look of the WordPress Dashboard for your account only. You can also change the name users see on your posts and comments, your email, and your password.

You can create **Groups** for your users and give those groups specific permissions. It's a faster way to manage your users.

Add Group is where you'd go if you wanted to add a new group and a description of that group.



The Tools Tab

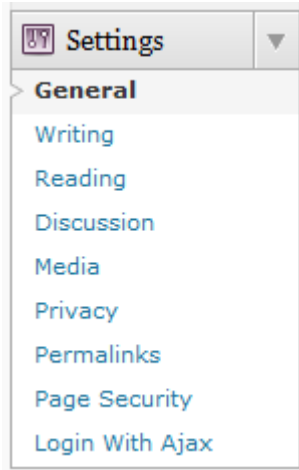
These are administrative tools that probably won't be needed much.

The **Tools** link gives you access to the Press This app and a Categories to Tags converter tool.

Import is for when you have a blog somewhere else that you'd like to convert to a WordPress blog.

Export allows you to save a copy of your site/blog as an XML file.

Continued on the next page...



The Settings Tab

General Settings are things like the displayed site title and tagline. These are used by search engines. This is also where you change the email address for the Administrator, the timezone, the date format for posts, the time format and on which day of the week the calendar starts. **Don't change the URL settings or you will break the site.**

The settings under **Writing** are the most basic and site wide controls for where posts end up when they're published.

Reading settings control the first thing people see when they land on the main page of the site and how many posts are read at a time.

Discussion controls whether people can comment on posts, what information people must leave to comment, whether or not an administrator gets an email when someone leaves a comment, and whether or not comments must be approved before being posted on the site.

Media controls the sizes of thumbnails and the maximum sizes of images, whether or not plain text links are automatically converted to live links, and where files will be uploaded to when embedded in a post/page.

Privacy lets you choose whether or not you'd like search engines to be able to find your site.

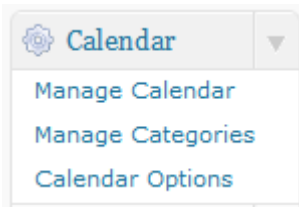
Permalinks lets you change the structure of your post/page links. Changing this can break the links on your site, so be careful.

Page Security controls what people see when they're not logged in, but they're trying to look at content meant for members only.

Login With Ajax is the link for the controls of the login widget on the site's sidebar. From here you can choose what page people are sent to when they login based on their roles. You can also control where people are redirected to when they log out of the site and the text of the automated email people receive when they register for the site.

The Extras Box

The two sections in this box are the controls for the Calendar and Galleries.



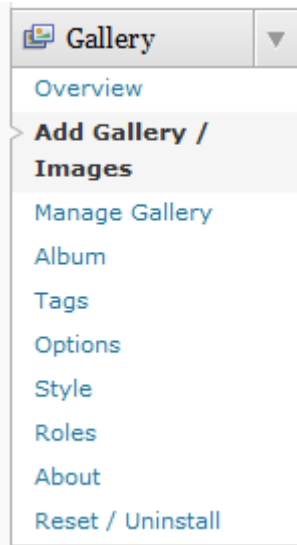
The Calendar Tab

Manage Calendar is where you can see all of your existing calendar entries, edit those entries, and create new entries. (See page 21 to learn how to edit an entry and page 18 to learn how to post a new one.)

Manage Categories is the page to create, delete, or edit the categories you use to sort your events. Each event has to have a category assigned to it.

Calendar Options are the basic settings for how the calendar looks and functions. Don't change the CSS unless you know how.

Continued on the next page...



The Gallery Tab

The Overview link is exactly what it sounds like. Here you'll find a summary of how many photos you have uploaded and how many galleries you have. You'll also find news related to this plug-in.

Add Gallery/Images is where you'll uploading your gallery images and creating new galleries. To learn how to do this, go to page 23 for instructions.

Manage Gallery is where you can see all of the galleries on the site. To learn how to manage existing galleries go to page 23.

Album is where you can group your galleries even further. The site is not currently using this feature.

Tags can be applied to pictures just like they're applied to posts. This link is where you create or delete photo tags.

Options are the basic controls of the Gallery widget. Changing these settings might break your galleries. Be careful.

Style takes you to a page where you can edit the look of the galleries by changing the CSS associate with it. If you're not familiar with CSS, best to leave this one alone.

Roles is where you control user permissions for the galleries.

About is general information about the Gallery plug-in from the creators.

Reset/Uninstall is also what it sounds like. You can use this link to either reset the plug-in's settings to the default or delete the plug-in altogether. This will also delete all of your galleries.

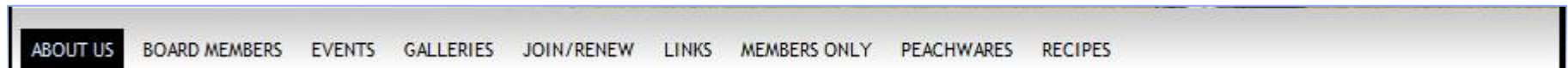
How the Site is Structured

Your site is a WordPress driven website. Through WordPress you can create pages and posts.

Pages

Pages are the top tier way of getting information to your users. Pages are like folders they contain all the smaller parts of information in the form of posts, links, files, etc. These pages function just like they would on a regular website.

There are currently nine pages that make up the site. They are listed on the Top Navigation in alphabetical order.



About Us

This page contains a message from the president. It is also being used as the main or “landing page” of the site. (To learn how to change this, see page 26) This page will have to be maintained by administrators.

Board Members

This is a list of the current board members and their email addresses. It also has a list of the club committee contacts. This page will have to be maintained by administrators.

Events

This page houses the Events Calendar. You won't have to touch this page. It updates itself when you update the Calendar (page 20).

Galleries

This is a list of links to Event Pages. This page will have to be maintained by an administrator.

Join/Renew

This page has the basic information about how to join the club, what the benefits of joining are, how to renew your membership and how to join or contact the Yahoo group. An administrator will have to maintain this page.

Links

These are links to Miata resources and other Miata clubs. This page will have to be maintained by an administrator.

Continued on the next page...

Members Only

This page is a list of links that only registered and logged in members of the site can see. There is a link to the Peachwares page, the Membership Directory File, a space where you can link to Meeting Minutes and Reports, and various forms. This page will have to be maintained by administrators.

Peachwares

This page is the Peachwares store. It is automatically updated by the Store Tool.

Recipes

This page is a list of links to Tags. See page 21 to learn how the Recipes page works. This page will only have to be maintained if users would like more categories for recipes.

Posts

If pages are folders, then posts are the individual pieces of paper within those folders.

Events Posts

These are individual events. Each event is tagged with either Past Event or Upcoming Event tags. When a user clicks on a link in the Event Calendar, they are taken to the post that corresponds to that event. For more information on how to post or edit Event Posts, see page 18.

Recipes Posts

These are individual recipes. Each recipe is tagged with "Beverages," "Appetizers," "Main Courses," or "Desserts," tags. To see how to post or edit a Recipe, see page 21.

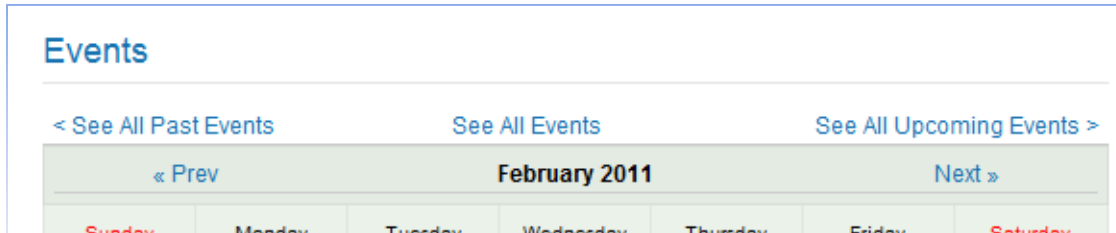
All About Tags

One of the advantages of using a blog structure for a website is that you can organize your posts with Tags. Tags can also provide you with short cuts.

There are two parts of the site that rely heavily on Tags to drive users to the content they're looking for.

Event Tags

The Events section of the site uses three tags. The "Event" tag, the "Past Event" tag, and the "Upcoming Event" tag. When an event is posted (see page # for how to post an event) it is tagged with both the "Event" tag and either the "Upcoming Event" tag or the "Past Event" tag. These three tags correspond with the links at the top of the calendar on the Events Page.



The Past Events link takes you to an automatically generated list of all Events posts tagged Past Events.

The See All Events link leads to an automatically generated list of all of the posts tagged Event (this should be all Events posts).

The Upcoming Events are all the posts tagged as upcoming.

This gives users three different ways to find an event. They can either use the search box at the top of the page, look for the event on the calendar, or they can scroll through any of the lists of posted Events.

Recipe Tags

These tags work in the same way the Events tags do. The Recipes page is a list of links to automatically generated lists of posts tagged with the corresponding tags.



Each individual Recipe should be tagged with the "Recipes" tag and at least one other tag (Beverages, Appetizers, Main Courses, Desserts).

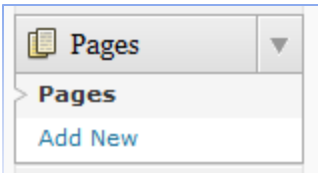
Users can find the recipe they're looking for by either selecting the category of the food item, searching through the list of all recipes or searching for the recipe in the search box at the top of the page.

Another advantage of posting the recipes this way is that the people maintaining the site only have to post a recipe once for users to be able to have all three ways of finding it.

For instructions on how to post a Recipe see page 21.

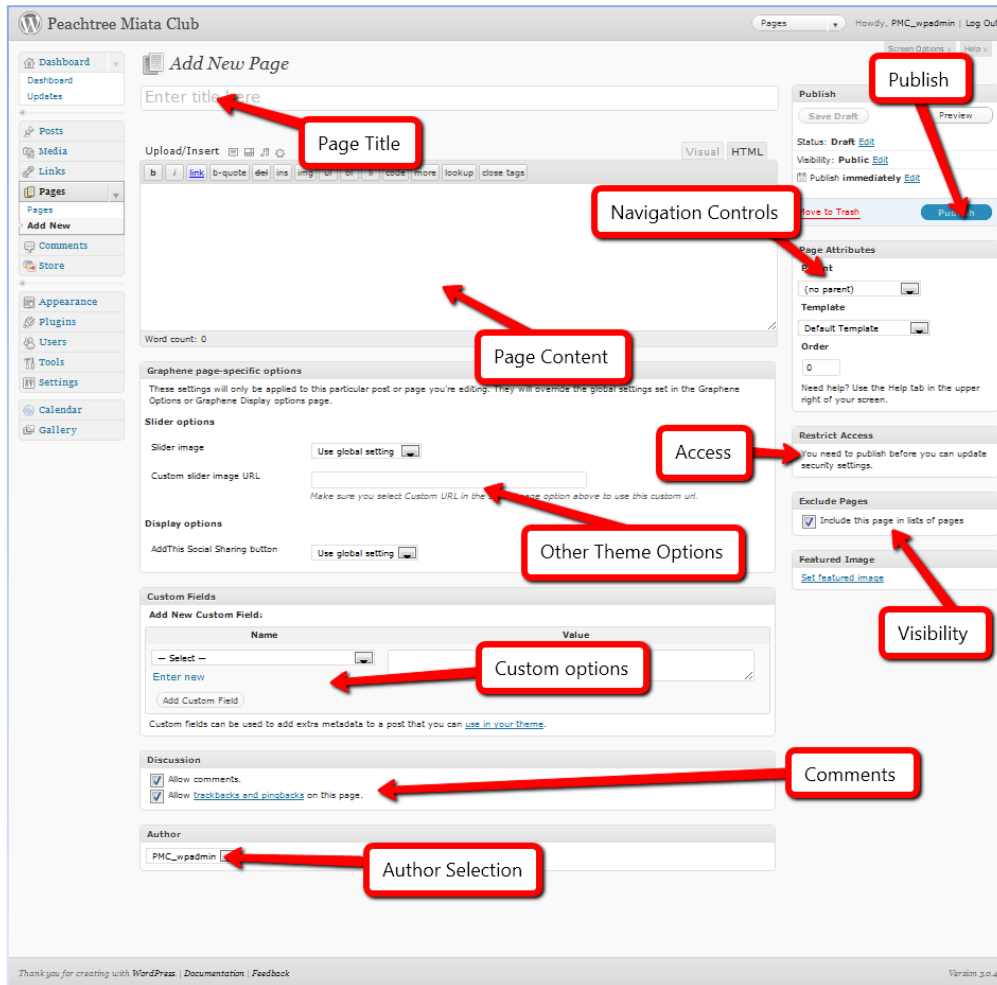
Publishing a New Page

If the site needs a new section and tab in the top navigation, you can add a new page. See page 11 for examples of what a page is/should be.



There are two ways to add a new page. For both, the first step is to click the Pages tab on the left side of the dashboard to reveal the drop down list.

You can either click on the Add New link in the drop down or you can click on the Pages link and this will take you to a list of all current pages on the site. At the top of that page is an Add New button. Click on that button and it will take you to the Page editor.

A screenshot of the WordPress 'Add New Page' editor interface. The page is titled 'Add New Page' and has a text input field for the title. Below the title is a rich text editor with 'Visual' and 'HTML' tabs. The right sidebar contains 'Publish' and 'Page Attributes' sections. The bottom section contains 'Display options', 'Custom Fields', 'Discussion', and 'Author' sections. Red arrows point to various elements with labels: 'Page Title' (title input), 'Navigation Controls' (Visual/HTML tabs), 'Page Content' (text editor), 'Access' (Restrict Access), 'Other Theme Options' (Exclude Pages), 'Visibility' (Include this page in lists of pages), 'Custom options' (Custom Fields), 'Comments' (Discussion), and 'Author Selection' (Author dropdown).

Center Section

Title

The first step you have to do is give the page a title. The URL of the page is automatically generated based on this title and you should do it first thing.

Content

The box under the title box is where you'll be putting your content. At the top of that box are two tabs. One says, "Visual" and the other says "HTML" and you'll probably use both.

If you're copying and pasting content, make sure you paste it into the content box with HTML selected. That way the formatting won't be copied from your source and cause it to look wrong on the site. You can use the WYSIWYG editor (the Visual tab) for most content formatting, but if you don't see what you need on the tool bar, you'll have to do it in HTML.

Extra Theme Options

The box under the content box is for theme options the site isn't using. You can just ignore the top part of this box.

Under "Display options" you can choose whether or not you'd like to allow users to share this page on social networks. This is fine for most pages, but if the page is going to be a members only page, you'll want to disable the sharing option by selecting "Hide button" from the drop down box.

Continued on the next page...

Custom Options

The same goes for the custom options box just under the theme options box.

Comment Permission

The second to last box has the controls for selecting whether or not you will allow comments on your new page. Most pages won't need to have comments allowed (except the Members Only page) so just uncheck the boxes before you publish the page.

Author Selection

The box at the bottom of the page is where you can select the author of the page. The default is the name you logged in with. You don't need to change this.

Right Hand Options Boxes

Publish/Info Box

The top box on the right hand side of the page is the basic information about the page. There won't be much here if you haven't published the page yet. From this box you have save a draft of the page, preview what the page will look like, and publish the post by hitting the Publish button.

Page Attributes Box

The box under the publish box controls the order in which the post will appear in the top navigation. The drop down box marked "Parent" lets you create a page linked to another post. For an example of how this works, go to the website and hover over the Peachwares link. The Peachwares page is a parent page to three other pages.

The Template drop down lets you choose between two different templates. The default template looks like every page on the site, but the theme allows for a page without the sidebar/widgets. This might come in handy, but currently isn't being used.

The order lets you control the Order box lets you control the order of the links in the top navigation. They are currently in alphabetical order. If you add a new page, you will need to adjust the order of the pages to place the new page in the right order. There are currently 9 pages in the top navigation and they're numbered 0-8 in the Order box.

Access Box

You won't be able to access this option until the page is published, but if you want the page to have members only access, you'll have to publish the page and then come back and edit this option (see page 16 for instructions on how to edit an existing page). It will have a check box and you can select "Protect this page and its descendants" to require a user to login to see the content. You'll also be able to select what groups you'd like to see the content. If you'd like to publish a page that only users with Administrative rights (Board Members) you can make that selection here.

Exclude Pages Box

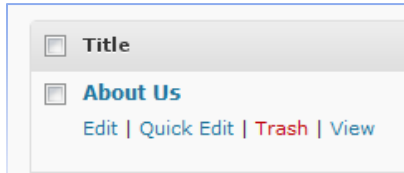
By clicking on this check box you can keep this page from showing up in the top navigation of the site. The default status of this is checked, so if you don't want this to show, you'll have to uncheck it.

Featured Image Box

This box is related to the Graphene page-specific options box in the center section. Because the site isn't using this aspect of the theme, you won't have to do anything with this box.

Editing an Existing Page

To edit an existing page, go to the Pages tab and click on the Pages link. This takes you to the page that lists all of your current pages.



Edit

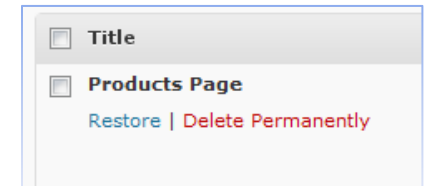
To edit a page, find it in the list and mouse over the title. A list of links will appear. From here you have four options. You can click the Edit link to get to the editing page that looks just like the page you used to create the page (see page 14 for a screen cap of this page).

Quick Edit

You can click the Quick Edit Link for a more limited version of the Edit page. This will expand the information about that page while keeping you on the list of pages. From Quick Edit, you can control options like Title, the date it was published, who published it, what the parent page is, the page order number, the template the page uses, etc. If you change any of these options, remember to click on the Update button before doing anything else or no changes will be made. If you change your mind and decide not to change anything with the Quick Edit, click the Cancel button.

Trash

If you want to delete a page, click the trash link under the page's title. If you accidentally click this link, you will see a message at the top of the page that says the page has been moved to the trash. Next to that message is a link that says "Undo." Click on that link to restore the page from the trash. If you don't see this message, you can restore the page by going to the Trash link at the top of the page and clicking the restore link that appears when you mouse over the page's title. If you really want to completely delete the page, you can also use this menu and click the Delete Permanently link.



View

This link takes you out of the Dashboard and to this particular page on the site.

How to Edit a Page

This is just like how you published the page originally, only there is already content in all the boxes. Edit the page content like you would a word document under the Visual tab or edit the content while being able to see the code under the HTML tab. I suggest using the HTML tab as much as possible so you can make sure no strange formatting tags have showed up while you're editing. When you're done, don't forget to click on the Update button (located where the Publish button was before) or your changes won't show up.

How to Edit Your Site's Pages

About Us

The About Us is an overall explanation of the site. It currently functions as the first page that someone sees. Currently, this page contains a message from the club President. There isn't a lot of formatting that you'll have to do for this page when you update it. Just make sure that the President's name and title are bold.

Board Members

This page is two lists of email addresses. The names of the Officers and Committee members will have to be changed. Other than that, there aren't many formatting rules to this page. The Club Officers and Club Committees titles are both formatted with `<h1>` tags.

Events

The content on this page is automatically generated. You won't have to edit anything on this page. See page 18 to learn how to post a new event and page 21 to edit an existing event.

Galleries

This page is a list of links to individual Events posts. When you edit an Events post to add the gallery from the Event, you will add the link to this page. You'll post the event date and title with the oldest at the bottom of the list and the newest at the top and by year. The years are formatted with `<h1>` tags.

Join/Renew

The forms on this page should be uploaded to the site via the FTP to the same place and using the same file name each time (see page 27). Save the newest version over the old version and you won't have to change the link on this page every time. The main title of this page is an `<h1>` tag and the following titles on this page are `<h2>` tags. The forms and the list of benefits are all unordered lists (with `` and `` tags).

Links

This is just a list of links. It's in alphabetical order. Should you need to add a link, please add it where it goes alphabetically. There are no special formatting instructions for this page.

Members Only

Peachwares is a link. The Bylaws and Membership Directory should be links to files uploaded via the FTP to the same place with the same file name (see page 27). The same goes for minutes, reports, and forms you post. The Minutes/Reports and Forms titles are both formatted with `<h1>` tags.

Peachwares

This page is automatically created by the Store widget. See page 24 for instructions on how to post a new item.

Recipes

This page is a list of links that lead to tags for the Recipes. It sorts Recipe posts into categories. You will only have to update this page if the users request that there be more ways to sort the recipes. This is currently formatted as an unordered list (using `` and `` tags). The View All Recipes link is not an item in the list.

Publishing a New Event Post

There are two main steps to posting an Event. First you have to create a post, then you have to add it to the calendar.

The screenshot shows the WordPress 'Add New Post' interface. Red callout boxes with arrows point to the following elements:

- Post Title:** The text input field at the top.
- Publish Box:** The 'Publish' button on the right side.
- Categories:** The 'Categories' section on the right.
- Content Box:** The large text area for the post content.
- Extra Theme Options:** The 'Grapheme post-specific options' section.
- Post Tags:** The 'Post Tags' section on the right.
- Access:** The 'Restrict Access' section on the right.
- Excerpt:** The 'Excerpt' text area.
- Trackbacks:** The 'Send Trackbacks' section.
- Custom Fields:** The 'Custom Fields' section.
- Featured Image:** The 'Featured Image' section on the right.
- Comments:** The 'Discussion' section with checkboxes for 'Allow comments' and 'Allow trackbacks and pings'.
- Author:** The 'Author' dropdown menu at the bottom.

To start a new post, go to the posts drop down on the Dashboard. Click the Add New link. That will take you to a page that looks a lot like the page for publishing pages.

Post Title

The first thing you need to do is give the post a title. If you don't do this first, the post's URL will be automatically generated by the content in the content box and it won't make any sense.

Content Box

The format of the content in the content box should look like this:

```
<strong>Date:</strong> [Month Day, Year]<br>
<strong>Time:</strong> [Time]<br>
<strong>Location:</strong> [Location]<br>
<p>Description of event</p>
```

(If you have created a gallery for this specific event already, this is where the gallery code would go. See page 23 for how to create and post a gallery.)

After following these conventions for the content, you can then move on to selecting the rest of the options you have for the post.

Extra Theme Options

Under the content box is the same box you'll see for pages called "Grapheme post-specific options." Ignore the slider options because the site isn't using the slider. Under "Display options" is where you decide whether or not you want people to be able to share this post on social networks. I think most events should be allowed to be shared as just another way of making sure people know when and

where something is happening. The default is to have the social network sharing turned on. So if you want the sharing options to appear on the post, just leave the drop down box on "Use global setting."

Continued on the next page...

Excerpt

The site isn't using this option either. It's part of the slider, which is turned off. You can leave this section blank.

Trackbacks

You don't have to enter anything here either.

Custom Fields

The site doesn't currently use custom fields either. You can ignore this box.

Comments

This is where you select whether or not people can leave comments. Events should have comments enabled. This way people can leave their responses to the event and interact with each other. Just leave the boxes checked.

Author

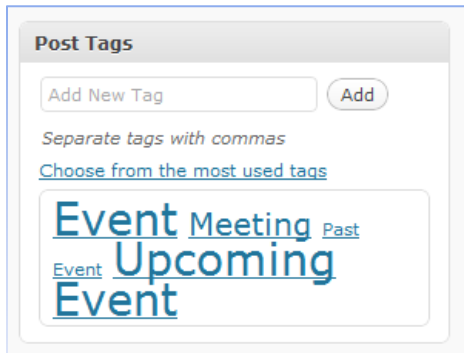
You don't need to change this either.

Publish Box

This box doesn't require anything until you are done with everything else and are ready to hit the publish button.

Categories

The site is not currently using categories. Categories are just another way of sorting posts and pages. We use tags for this purpose.



Post Tags

Post tags are an important aspect of the Event post. This is how the events are sorted on the Events page. If the event has already happened, you'll tag the post as "Event" and "Past Event" so it can be found under the Past Events link and the All Events link. If the Event hasn't happened yet, you'll tag it "Upcoming Event" and "Event" for the same reasons. When the events happen, you will edit posts tagged "Upcoming Event" to add the photo gallery and change the tags from Upcoming to Past. To see how to do this, go to page 21. **If you add a gallery, you must then post the URL of the post on the Galleries page.**

To select a tag, click on the link that says, "Choose from the most used tags" to reveal these tags. To add one to a post, click on that link and it will appear above the box and have a little circle with an x next to it. You'll click that circle to

remove a tag.

If you don't see the tag you need in the box, you can type it in the box above and click the Add button. Make sure you spell the tag exactly like it was spelled before or you'll be adding a new tag without meaning to and the links on the Events page won't include your new post.

Restrict Access

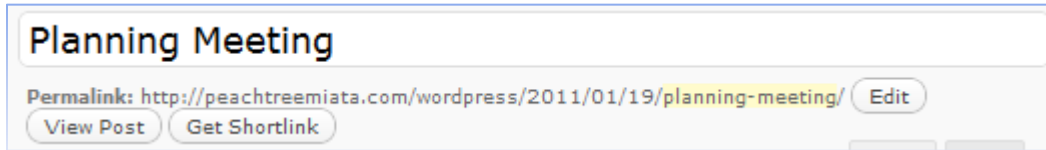
This works just like it does for pages. If you want the post to be members only, you'll have to publish it and then come back to edit the post. See page 21 for how this works.

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Featured Image

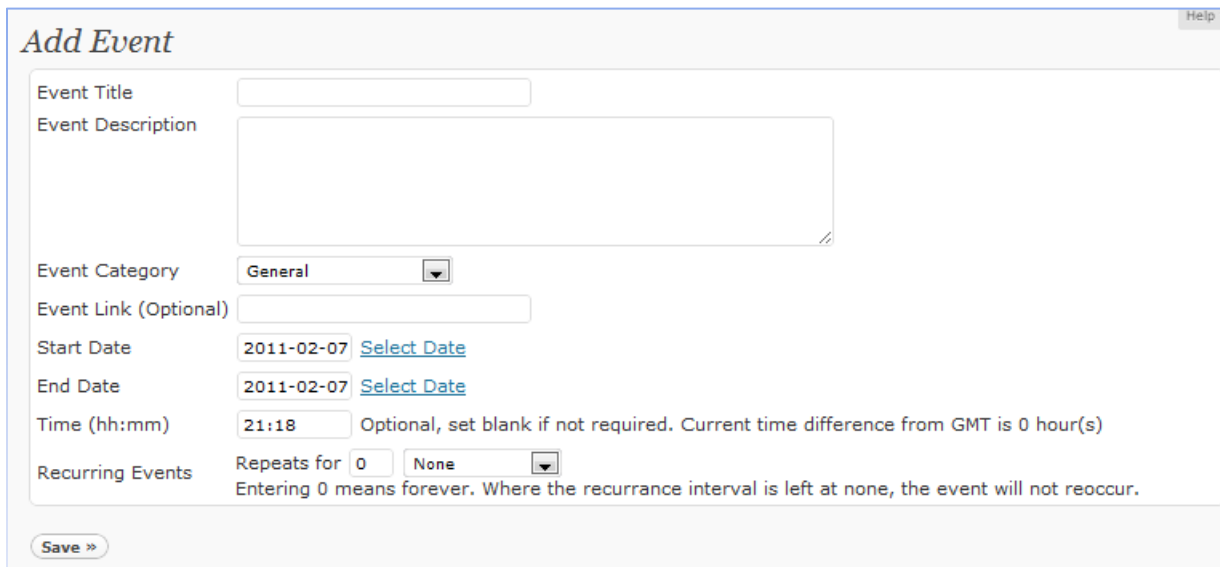
The site doesn't currently use this feature. You don't have to touch this option.

After you publish the post, copy the URL of the post by right clicking on the View Post button and copying the link address. You'll need this when you post the event on the calendar.



Adding an Event to the Calendar

Click on the Calendar tab on the left side tabs of the Dashboard. Then click the Manage Calendar link.

A screenshot of the "Add Event" form in WordPress. The form has the following fields:

- Event Title: A text input field.
- Event Description: A large text area.
- Event Category: A dropdown menu with "General" selected.
- Event Link (Optional): A text input field.
- Start Date: A date picker showing "2011-02-07" with a "Select Date" link.
- End Date: A date picker showing "2011-02-07" with a "Select Date" link.
- Time (hh:mm): A time input field showing "21:18" and a note: "Optional, set blank if not required. Current time difference from GMT is 0 hour(s)".
- Recurring Events: A section with "Repeats for" set to "0" and a dropdown menu set to "None". A note below says: "Entering 0 means forever. Where the recurrence interval is left at none, the event will not reoccur."

At the bottom left of the form is a "Save »" button.

Enter the **title of the Event**. It should be the same as the title of the event post.

Enter a short **description of the event**.

Select your event category. This will make the event easier to find later should you want to edit it. Each category is color coded.

Enter the event link that you copied when you published the event post in the Event Link box. When someone clicks on the event on the calendar, they'll be taken to the appropriate post.

Select start and end dates as well as the time and if it's a recurring event and you're done. Click the Save button.

Editing an Existing Events Post

This works in much the same way as editing a page. You'll go to the Posts tab on the left side of the dashboard and click on the Posts link. This takes you to the list of posts. This can be a long list. If you know when the post was posted (it should say when you view the post on the site), you can sort the list by the date and click on the Filter button.

When you locate the post you'd like to edit, mouse over the post title to get the edit menu. Click on the Edit link.

From here you can access any of the options you have when you create a post. You can also make a post members only with the Restrict Access box and change any tags it is tagged with.

To add a gallery at this time, please see page 23 for instructions on how to post a new gallery. After you add the gallery to the post, you will then add a link to that post to the Galleries page.

Posting a New Recipe

Posting a new Recipe is a lot like posting an Event. To start a new post, go to the posts drop down on the Dashboard. Click the Add New link.

Post Title

The first thing you need to do is give the post a title. If you don't do this first, the post's URL will be automatically generated by the content in the content box and it won't make any sense.

Content Box

The format of the content in the content box should look like this:

```
<h1>Ingredients</h1>
<ul>
<li>[Ingredient 1]</li>
<li>[Ingredient 2]</li>
<li>[Ingredient 3]</li>
<li>[Ingredient 4]</li>
</ul>
<h1>Directions</h1>
<p>[Instructions on how to complete the recipe]</p>
```

And if applicable:

```
<strong>Time:</strong> [Time]<br>
<strong>Temperature:</strong> [Temp]<br>
```

After following these conventions for the content, you can then move on to selecting the rest of the options you have for the post.

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Extra Theme Options

Ignore the slider options. The site isn't using the slider. Under "Display options" decide whether or not you want people to be able to share this post on social networks. The default is to have the social network sharing turned on. If you want the sharing options on the post, leave the drop down box on "Use global setting."

Excerpt

The site isn't using this option either. It's part of the slider, which is turned off. You can leave this section blank.

Trackbacks

You don't have to enter anything here either.

Custom Fields

The site doesn't currently use custom fields either. You can ignore this box.

Comments

This is where you select whether or not people can leave comments. Just leave the boxes checked.

Author

You don't need to change this either.

Publish Box

This box doesn't require anything until you are done with everything else and are ready to hit the publish button.

Categories

The site is not currently using categories. Categories are just another way of sorting posts and pages. We use tags for this purpose.

Post Tags

Post tags are an important aspect of the Recipes post. This is how they are sorted on the Recipes page. Each post should be tagged with both the "Recipe" tag and the tag most appropriate to label the recipe.

To select a tag, click on the link that says, "Choose from the most used tags" to reveal these tags. To add one to a post, click on that link and it will appear above the box and have a little circle with an x next to it. You'll click that circle to remove a tag.

If you don't see the tag you need in the box, you can type it in the box above and click the Add button. Make sure you spell the tag exactly like it was spelled before or you'll be adding a new tag without meaning to and the links on the Events page won't include your new post.

Restrict Access

This works just like it does for pages. If you want the post to be members only, you'll have to publish it and then come back to edit the post.

Featured Image

The site doesn't currently use this feature. You don't have to touch this option.

Editing an Existing Recipe

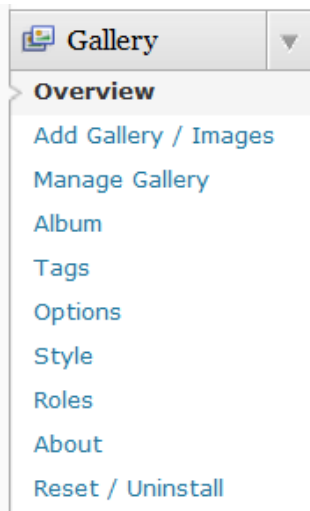
This works in much the same way as editing a page. You'll go to the Posts tab on the left side of the dashboard and click on the Posts link. This takes you to the list of posts. This can be a long list. If you know when the post was posted (it should say when you view the post on the site), you can sort the list by the date and click on the Filter button.

When you locate the post you'd like to edit, mouse over the post title to get the edit menu. Click on the Edit link.

From here you can access any of the options you have when you create a post. You can also make a post members only with the Restrict Access box and change any tags it is tagged with.

Creating a Gallery

The gallery tool I have chosen for the site is easy to use and easy to update.



Click on the Add Gallery/Images link in the Gallery drop down on the Dashboard.

This will bring you to the upload page. Unless you're updating a gallery, you should always add photos in a new gallery. To do this you will click on the "Add new gallery" link at the top of the upload box.

Type the name of the new gallery ([Year] [Event Title]) in the box and click the "Add gallery" button.

This will bring you back to the Upload Images tab of the box.

Click the "Browse..." button and find the images on your computer (you can select multiple images at a time). Then choose the name of the gallery you just created from the "Choose gallery" drop down list. Click the "Upload images" button and watch the status bar that appears.

Once the images are uploaded, you will see another status bar as thumbnails for those images are created. Once both of these processes are done, you can click on the Manage Gallery link in the Gallery tab to get more options for that gallery.

Find the gallery in the list. To the left of the Gallery title is an ID number. Remember your gallery number for later. Click on the title and you will get to that gallery's advanced settings. This is also where you add and edit captions on the photos. If you change any of the information about the photos, make sure you click the correct "Save Changes" button.

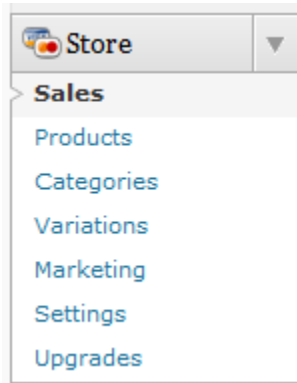
Placing a Gallery in a Post/Page

When you want to add your gallery to a page or post you will need the ID number of the gallery. Follow the previous instructions on how to edit a page or post and include this code in the content of the page or post where you want the gallery located.

```
[nngallery id=x]
```

This code includes the brackets. The x is where you put the gallery ID number. Click the Update button and the gallery should now be posted.

Adding an Item to the Peachwares Store



Click the Products link in the Store tab of the dashboard. On the left side of the Display Products page you will see a list of your existing products. On the right is where you'll be adding a new product.

Product Name, SKU, Price, and Sales Price

Enter the product name and price in the appropriate boxes. You do not need to put anything in the Stock Keeping Unit or Sale Price boxes.

Product Descriptions

Below this information is where you enter a short description of the product. This works just like the content boxes for pages and posts. You do not need to put anything in the Additional Description box.

Categories and Tags

Peachwares are not currently tagged, but you do need to select the kind of item it is by selecting a category. I've created several already and more can be added. (For instructions on how to add a category see page 25.)

Price and Stock Control

The only box you need to check here is the "Do not include tax" box. Leave the rest of the boxes unchecked.

Shipping Details

Leave all of these options blank. Check the checkbox at the bottom that says, "Disregard Shipping for this product."

Variation Control

This is for when you have several different sizes or colors that a user can choose from. The current variations are for color and clothing size. (For instructions on how to add new variations or editing existing variations, see page 25.)

If you're selecting size, click on the check box next to size and wait for another list to appear. The default has all the sizes checked. Uncheck the sizes that don't apply to your product. This works the same way for the color variation.

Advanced Options

We're not currently using these options in the Peachwares store. You can skip this entire box.

Product Images

You can only upload one image of the product. Click the Select Files button and locate the image you want to use on your computer.

Product Download

This is for if you ever want to charge people for downloading a file. You can ignore this box as well.

Click the Add New Product button and your new item has been added to the Peachwares store.

Add a New Product Category

Click on the Categories link on the Store tab of the Dashboard.

From this page you click on the link just below where it says Add Category..

When you click on either of those, a box will appear where you can enter the name of the new category. The rest of the information on this page is optional. You

don't need to fill it out for the store.

Click the “Add Category” button.

Edit an Existing Category

You can do this from the same Categories page. Click on the “Edit” link next to the category you'd like to edit. You'll get the same options you get when you're creating a new category. Use this option if you need to change the name of a category or its description.

Add Display Variations

Click on the Variations link of the Store tab on the Dashboard.

From this page you can add new variations and edit existing ones.

Most item variations are size or color. If an option isn't available when you're posting a new item, you can update these variations to include the choices you need.

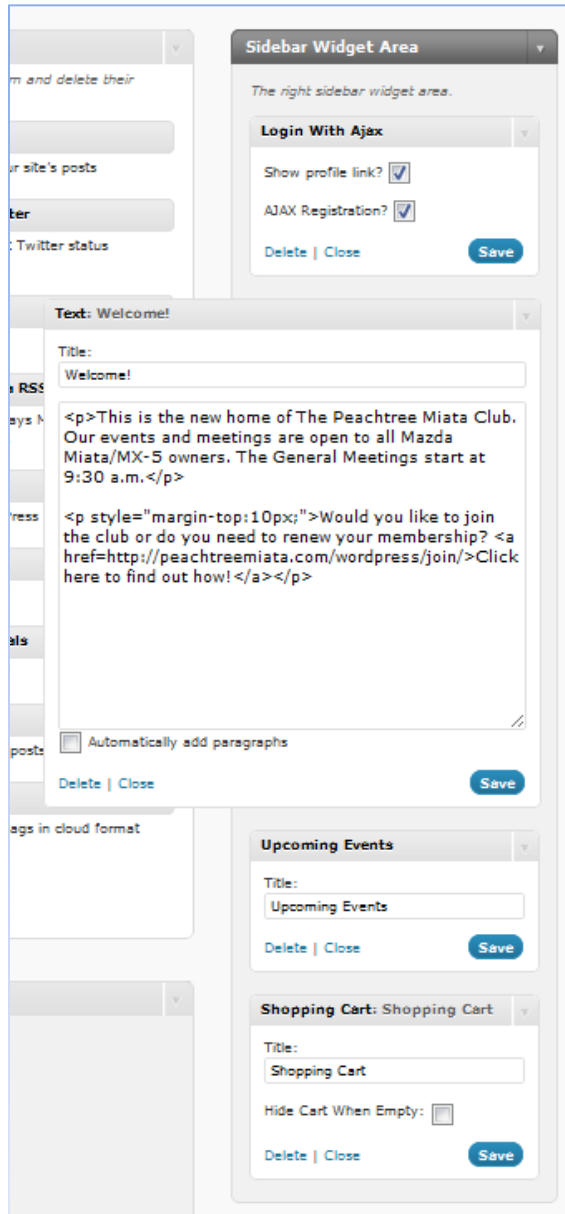
To edit the variation, click on the Edit link next to it.

Under the previously entered variations is a link that says, “+Add Value.” Click this link to add as many boxes as you need for the values you need.

When you're done, click the Update Variations button. Those variations will now appear as options in the variations list on the Product pages.

Editing the Widgets

Click on the Widgets link of the Appearance tab on the Dashboard.



In the center of the page is a list of all the Widgets available to you with this theme. The Widgets you're actually using appear on the right side of the page in the Sidebar Widget Area. There are currently only four widgets in use. Only one of these has editable content, but there are some options available to you in this section.

Login With Ajax

I currently have only one of the check boxes clicked. Checking the "Show profile link" box means that when someone is logged in, they can access their profile from anywhere on the site through this widget. I've left the other box unchecked so Administrators can control registration for the site.

Text: Welcome!

Think of this as the HTML view of a post or page editor. This box only contains text. You can only hand code the text formatting in this box. If you make changes to the text, make sure to click the Save button. After you've saved, you'll have to manually close the box by clicking the Close link.

Upcoming Events

This widget is automatically populated by the calendar. From this box you can edit the title of the widget only.

Shopping Cart.

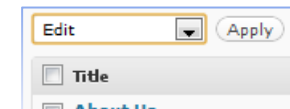
This shows users what they have in their shopping carts no matter where they are on the site. You can change the name of the shopping cart here and also choose to hide the cart when it's empty. Don't hide the cart though. You have to refresh the page to have the cart appear when something is in it.

The site is not currently using the Footer Widget Area. You don't need to worry about this section.

Kicking the Site

Sometimes when you change anything in the Sidebar widgets, you have to update all the pages to reflect your changes. I call this kicking the site. This is easy to do.

Click on the pages tab. At the top of the list of pages there is a check box next to the word Title. Checking this box selects all of the pages. Then choose Edit in the drop down list directly above the Title labeled Bulk Actions. Then click the Apply button.



You'll get the BULK EDIT menu. Don't change anything here. All you have to do is click the Update button. Once all of the pages are updated, the changes to the widget sidebar will appear on the site.

Editing the Header Image

If you'd like to change the header image, you can do so by clicking on the Header link of the Appearance tab on the Dashboard.

Your current header will be at the top. Beneath that is a box where you can upload a new header image. Make sure the new image is 900 x 198 pixels before you upload it.

From this page you can also select one of the several preloaded header images that came with the theme. You can also choose if you'd like to have text on your header. This option is currently turned off because the necessary text is already on the header image.

When you're done making changes, click the Save Changes button at the bottom of the page.

Uploading Files for the Members Only Page

All of these files should be uploaded via the FTP in the /htdocs/ folder. The Membership Directory should always be saved as a pdf first with a file name of PMCMembershipDirectory.pdf.

To save the spreadsheet as a pdf in Excel 2007 click on the pearl in the upper left hand corner. Mouse over "Save As" and in the list of options that comes up, you should see "PDF or XPS." Click on that.

This should save you some time and keep you from having to update the links every time the files are updated.

If you'd like to use an FTP program to do this, I've been using FileZilla (a free program) and it's been working well. See page 28 if you'd like to download it.

Helpful Links

WordPress Help - <http://wordpress.org/support/>

Graphene - <http://wordpress.org/extend/themes/graphene>

Calendar Plugin - <http://www.kieranoshea.com/>

Exclude Pages from Navigation Plugin - <http://wordpress.org/extend/plugins/exclude-pages/>

Login With Ajax plugin - <http://netweblogic.com/wordpress/plugins/login-with-ajax/>

NextGEN Gallery plugin - <http://alexrabe.de/wordpress-plugins/nextgen-gallery/>

Page Security by Contexture plugin - <http://www.contextureintl.com/wordpress/contexture-page-security-for-wordpress/>

WP e-Commerce Plugin - <http://getshopped.org/>

FileZilla - <http://filezilla-project.org/>

Miki Hickel - <http://mikhickel.com>

If you have any questions or need help, feel free to contact Miki Hickel at mikhickel@gmail.com