



# Web Site- WordPress

## User Guide

Last update February, 2018

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## How To Log-in/Enter Edit Mode

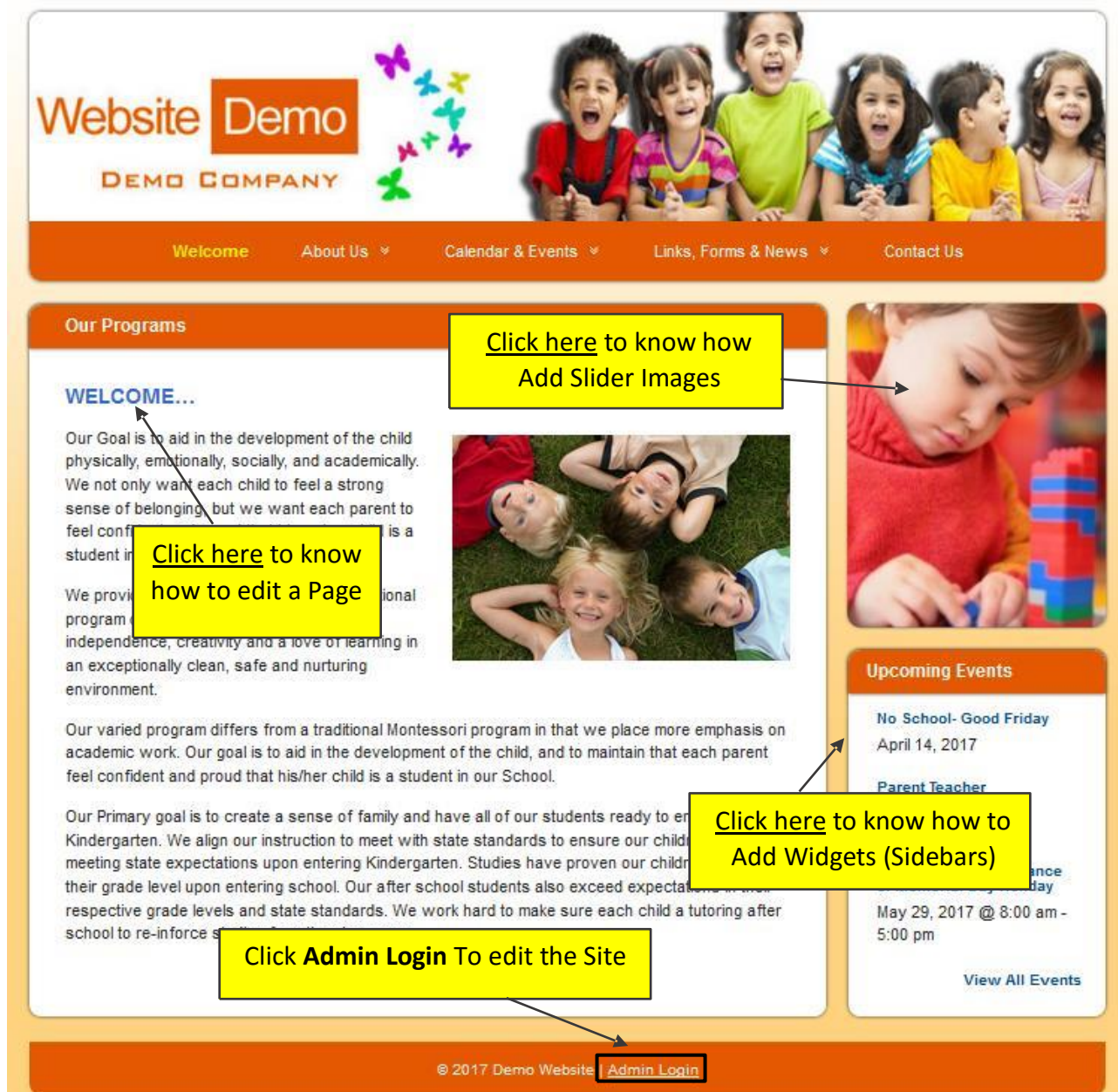
This document includes step-by-step instructions for editing your website. The three steps to remember when managing the information on your website are:

**Step 1: Log-in**

**Step 2: Update Website & Save Changes** (The changes you Save are visible in the webpage immediately)

**Step 3: Log-out.**

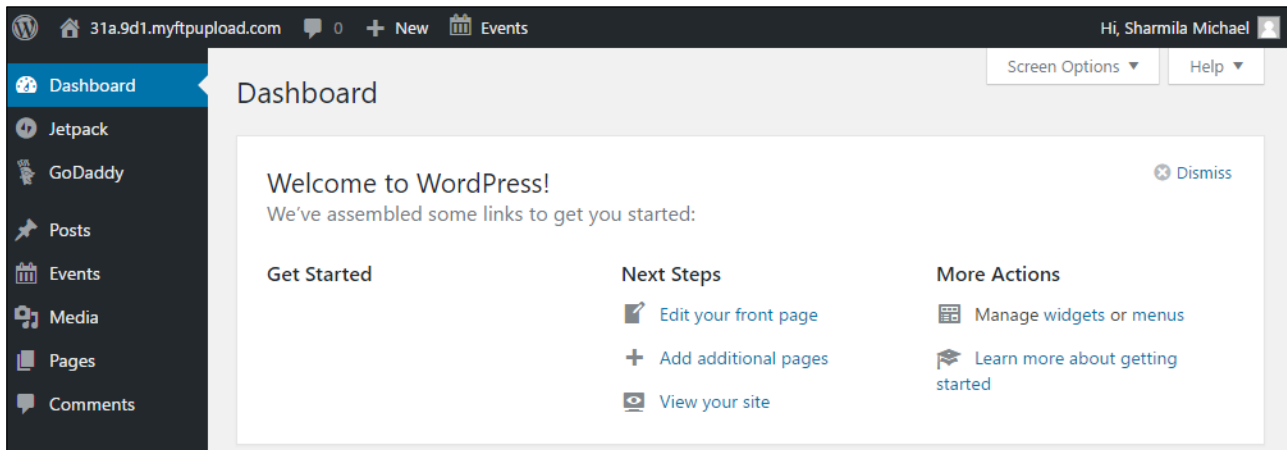
The image below describes the technical terms used in this User Guide for a better understanding of the HELP document.



Access your website and click "Admin Log-in" (Found in Most Footers)

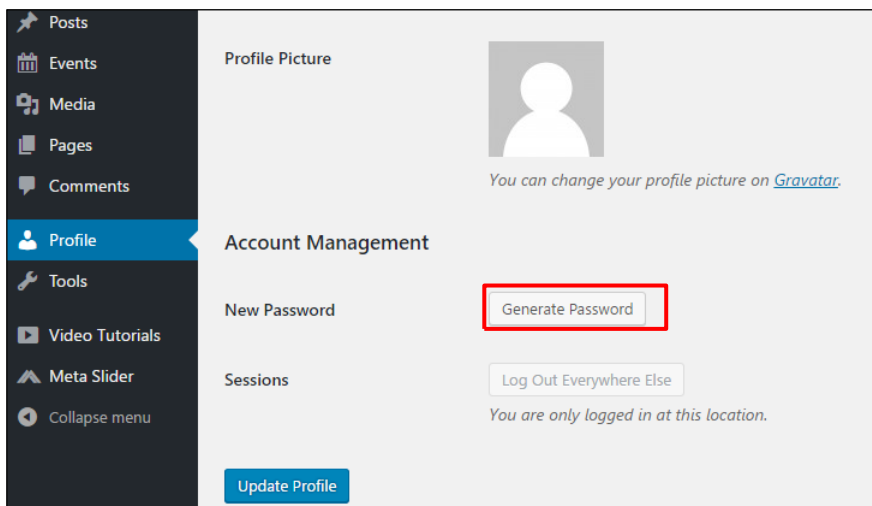
Log-in using the credentials provided by OnCare.

After you Log In, the **Dashboard** will be the landing page.

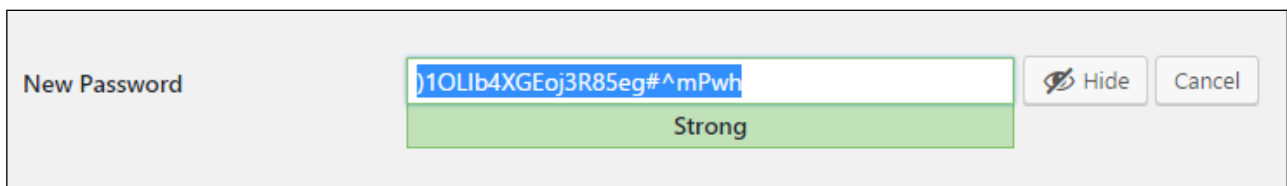


## How to Change the Password

Click **Profile** on the left navigation bar. Scroll down to the end of the page. Under Account Management, hit the button **Generate Password**.



You could find an automatically generated password. Click on the box and change password.



Type in a **Strong Password** which has numerals, alphabets (upper and lower case) and special characters and hit Update Profile button at the bottom of the screen.

New Password

Welcm@99

Strong

Hide Cancel

If the password set is weak, check in the box below to confirm using a weak password.

Account Management

New Password

welcome

Very weak

Hide Cancel

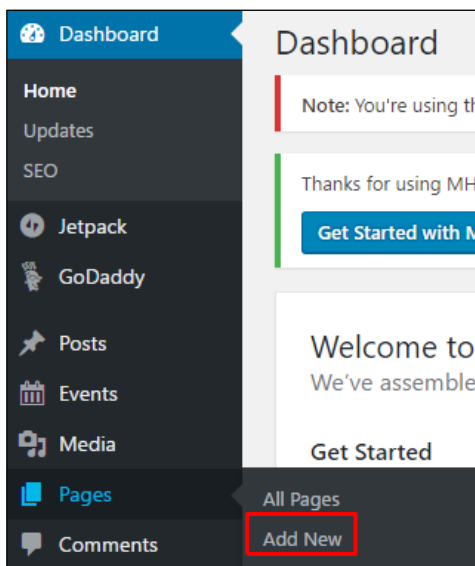
Confirm Password

☐ Confirm use of weak password

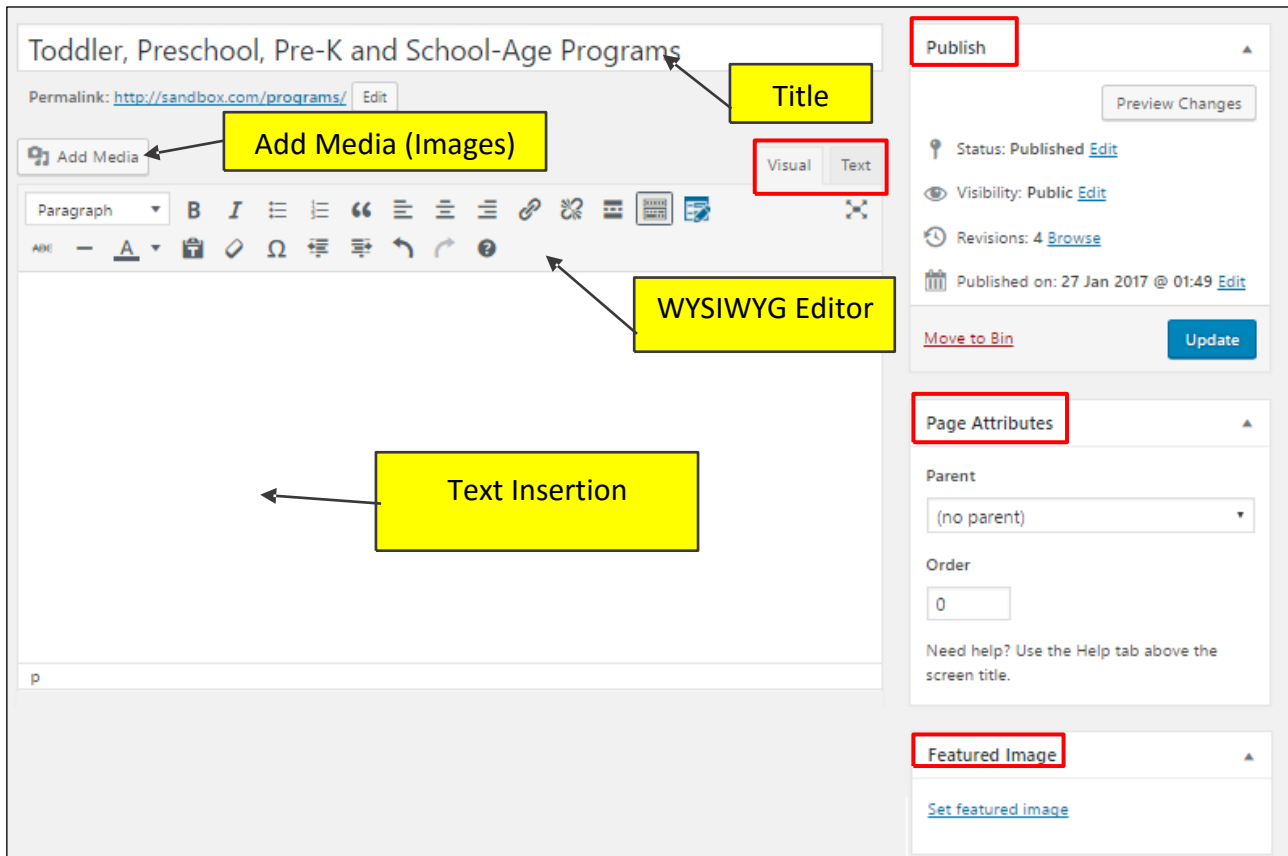
## Add New Page

Following are the simple steps to add page.

Click on **Pages** → **Add New** as shown in the following screenshot.



You will get the editor page as seen in the following screenshot. The editor page has two tabs, Visual and Text. You can insert text in either of these.

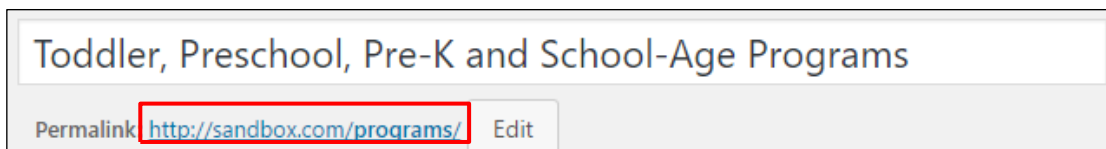


Following are the details of the fields on editor page of the **Add New Page**.

## Title

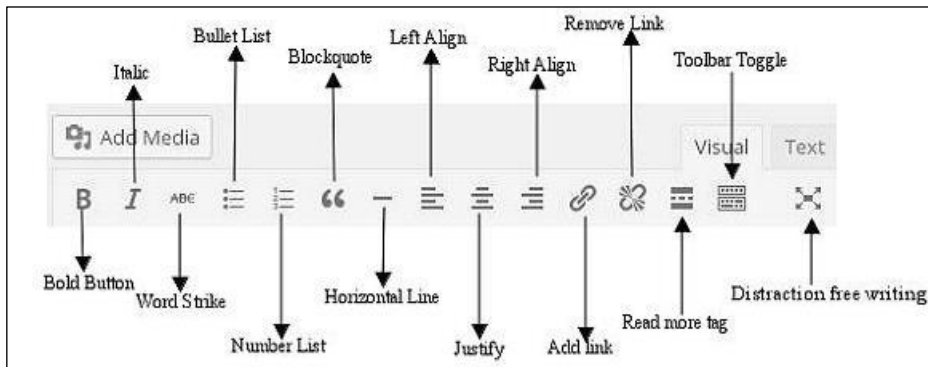
It is used to write the title of the article.

Permalink shows the potential URL for the page below the title. The URL generates as per the given title.



## WYSIWYG Editor (WYSIWYG: What You See Is What You Get)

It is a WYSIWYG Editor, which is similar to a word processor interface where you can edit the contents of the article.



Following are the options present of WYSIWYG editor –

- ☐ **Bold Button** – Used to bold your font.
- ☐ **Italic** – Used to italicize the font.
- ☐ **Word Strike** – Strikes through the content.
- ☐ **Bullet List** – Adds bullets to content.
- ☐ **Number List** – Adds numbers to the list of the content.
- ☐ **Blockquote** – Quotes the text.
- ☐ **Horizontal Line** – Creates a horizontal line between sentences.
- ☐ **Left Align** – Sets the content on the left side of the page.
- ☐ **Right Align** – Sets the content to the right side of the page.
- ☐ **Justify** – Justifies the content of the page.
- ☐ **Add Link** – Adds a link to your content. When you click on this button, the following page gets displayed.

Following are the fields present in the Insert/edit link.

**URL** – Enter URL you want to link.

**Link text** – Insert text you want to enter into the link.

**Open link in a new window/tab** – Open your link page into the new tab or window.

**Or link to existing account** – Links to an existing content page by selecting the page from the given list. When you click on existing page then you get a link created in the URL section as seen in the following screenshot.

Insert/edit link

Enter the destination URL

URL

contact-us

Link Text

CONTACT US

☐ Open link in a new tab

Or link to existing content

Search

No search term specified. Showing recent items.

Toddler, Preschool, Pre-K and School-Age Programs

PAGE

Contact Us

PAGE

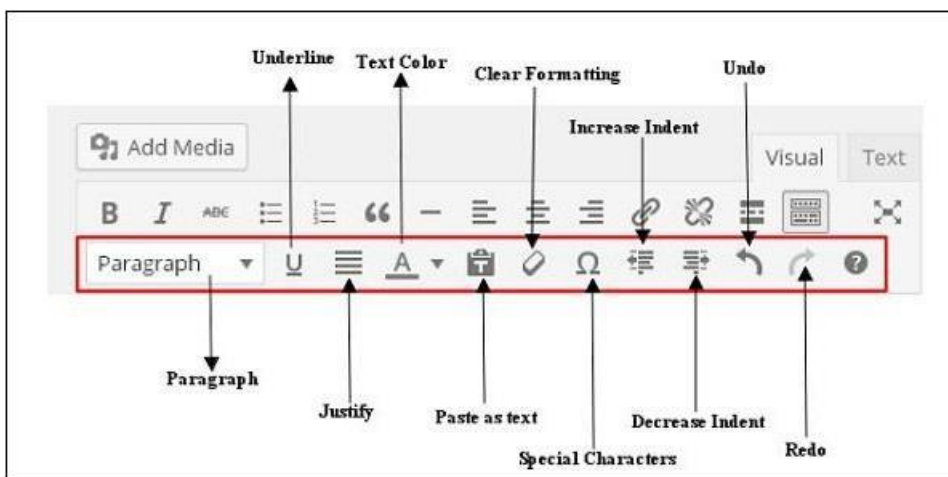
Play and Learn School; Toddler, Preschool, Pre-K, and Before/After School Programs

PAGE

Cancel

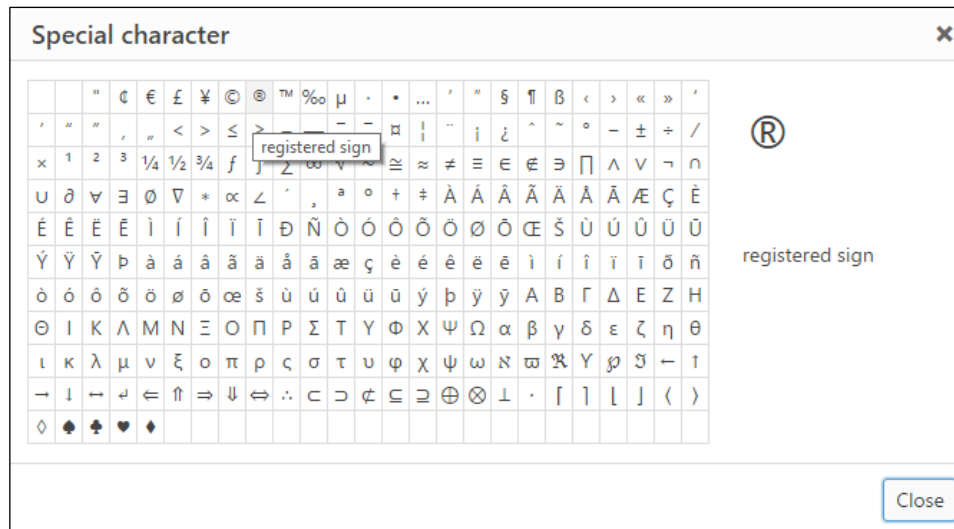
Update

- ☐ **Remove Link** – Deletes the particular link added for text or content.
- ☐ **Read more tag** – Adds **Read More** tag to your page.
- ☐ **Toolbar toggle** – Clicking on this you get another list of toolbar as shown in the following image.



- ☐ **Paragraph** – Selects the headings as required for the text from the dropdown.
- ☐ **Underline** – Underlines the sentences.
- ☐ **Justify** – Justifies your content.
- ☐ **Text Color** – Sets color for words or sentences.
- ☐ **Paste as Text** – Pastes your text.
- ☐ **Clear Formatting** – Deletes selected content.

- ❑ **Special character** – Inserts special characters needed in your content.



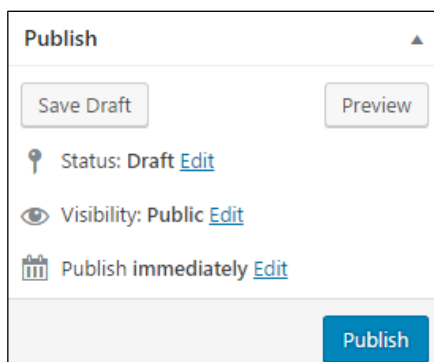
- ❑ **Increase Indent** – Increases the indent of the page.
- ❑ **Decrease Indent** – Decreases the indent of the page.
- ❑ **Undo** – Reverses the most recent editing command.
- ❑ **Redo** – Opposite of undo, restores the most recent editing command.

## Text Insertion

For writing the content of an article.

## Publish

To publish the page to the user on the website. The page can be saved using “Save Draft” button. The page will be published only when the “Publish” button is hit.



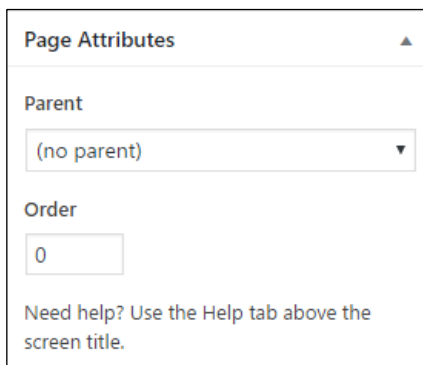


## Page Attribute

Page attributes module allows you to select the parents for your particular page. You can also set order of the pages.

**Parent** – Allows you to select parent page.

**Order** – Sets the order of the page.



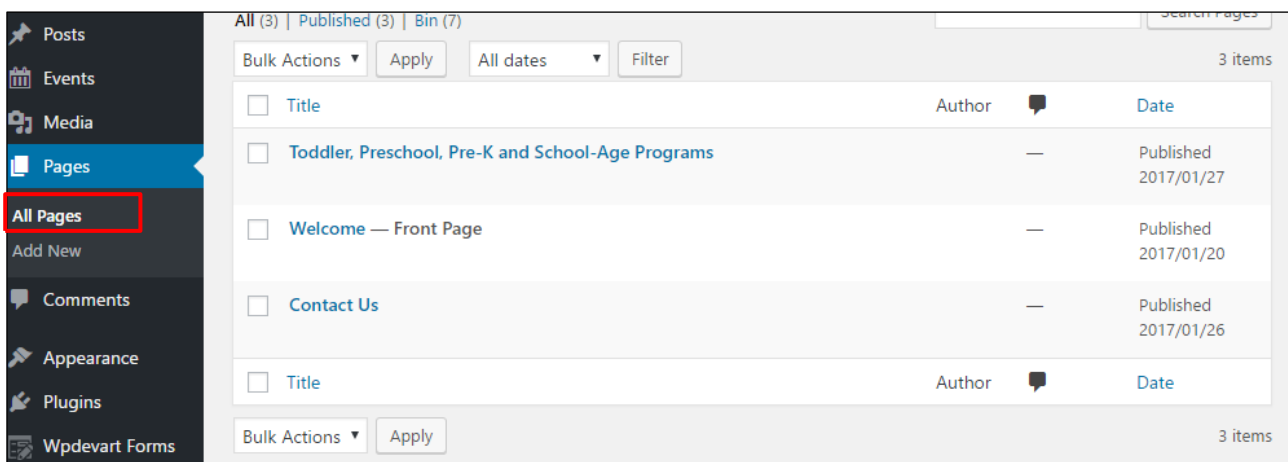
The screenshot shows the 'Page Attributes' meta-box. It has a 'Parent' dropdown menu currently set to '(no parent)' and an 'Order' text input field set to '0'. Below these fields is a note: 'Need help? Use the Help tab above the screen title.'

## Featured Images

Includes the images in the pages.

## Edit Page

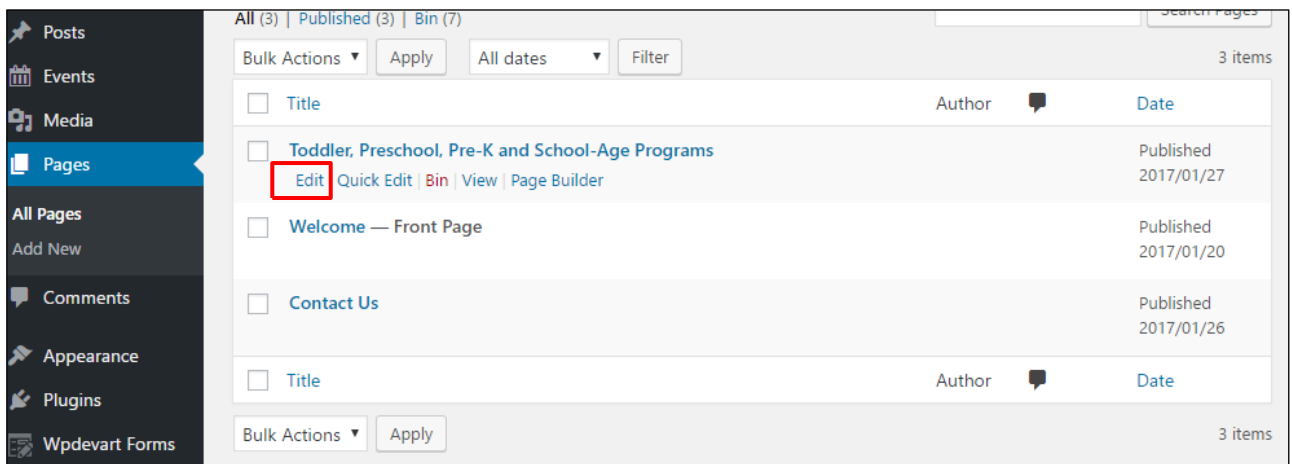
Click on **Pages** → **All Pages** as shown in the following screen.



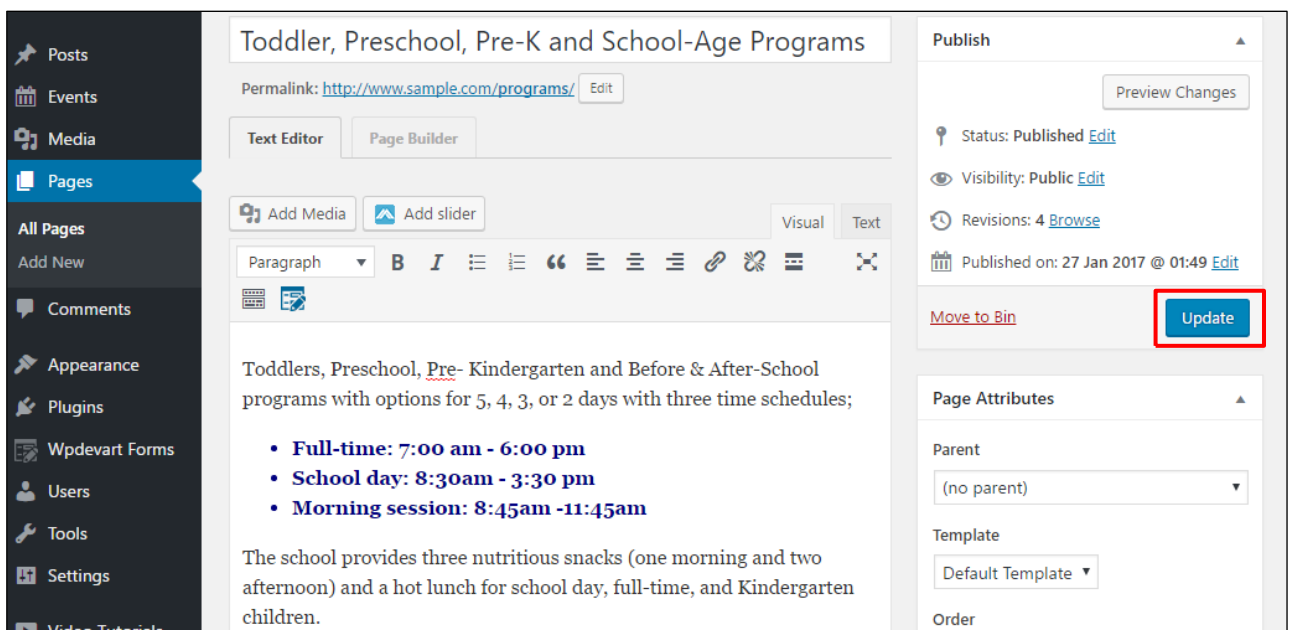
The screenshot shows the WordPress dashboard with the 'Pages' menu item selected. The 'All Pages' sub-menu is highlighted with a red box. The main content area displays a list of pages with columns for checkboxes, titles, authors, and dates. The pages listed are 'Toddler, Preschool, Pre-K and School-Age Programs', 'Welcome — Front Page', and 'Contact Us'. The 'All Pages' sub-menu is highlighted with a red box.

You can view list of the page created. When the cursor hovers on the pages, then few options get displayed. There are two ways to edit the Post, i.e., **Edit** and **Quick Edit**.

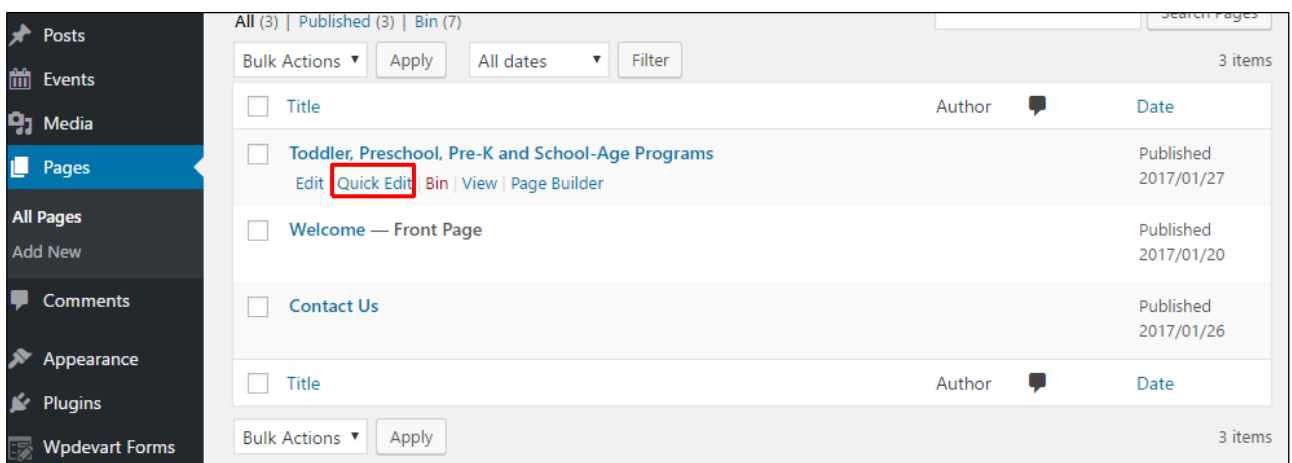
**Edit** – Click on **Edit** option as shown in the following screenshot.



You can edit or change the content or title from the page as per your need, and then click on **Update** button as shown in the following screen.



**Quick Edit** – Click on **Quick Edit** option as shown in the following screen.



You can edit the **Title**, **Slug** (also known as **Permalink**), **date** and can also select the parent for your page as shown in the following shot and then click on **Update** button.

The screenshot shows the 'Quick Edit' interface for a WordPress page. At the top, there are tabs for 'Bulk Actions', 'Apply', 'All dates', and 'Filter', along with a '3 items' indicator. Below this is a header with 'Title', 'Author', and 'Date'. The 'QUICK EDIT' section contains several fields: 'Title' (Toddler, Preschool, Pre-K and School-Age Program), 'Slug' (programs), 'Date' (01-Jan, 27, 2017 @ 01:49), 'Password' (with a '-OR-' and 'Private' checkbox), 'Parent' (Main Page (no parent)), 'Order' (0), 'Template' (Default Template), 'Allow Comments' (checkbox), 'Status' (Published), and 'Cancel' and 'Update' buttons. The 'Update' button is highlighted with a red box. Below the 'QUICK EDIT' section is a table listing pages:

<input type="checkbox"/>	Title	Author	Date
<input type="checkbox"/>	Welcome — Front Page		Published 2017/01/20
<input type="checkbox"/>	Contact Us		Published 2017/01/26

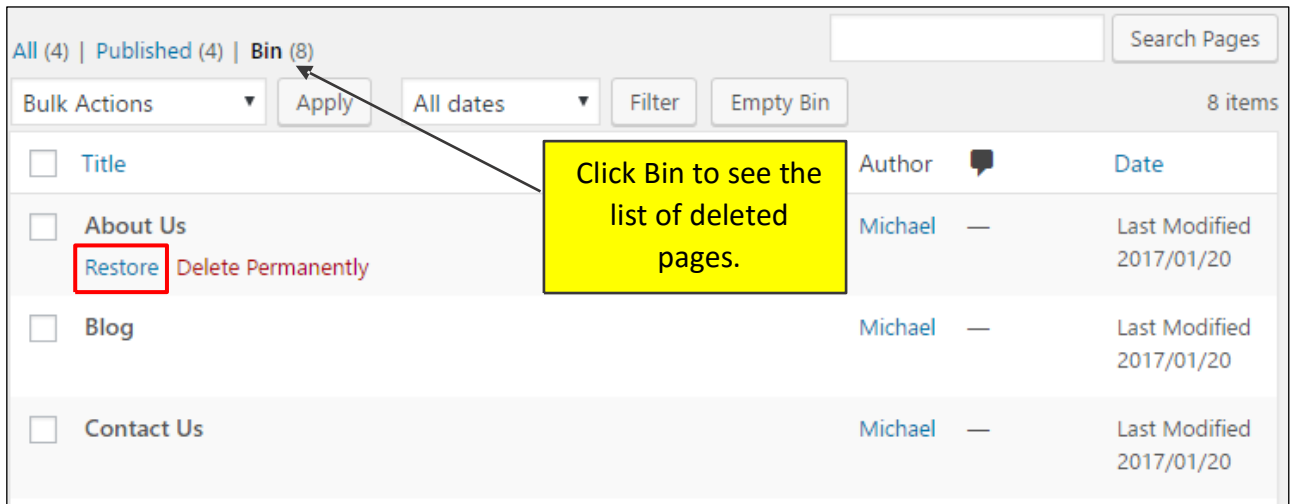
## Delete a Page

Click **Bin** to delete a page.

The screenshot shows the WordPress 'Pages' list view. On the left is a sidebar with navigation links: Posts, Events, Media, Pages (highlighted), All Pages, Add New, Comments, Appearance, Plugins, and Wpdevart Forms. The main content area shows a table of pages with columns for 'Title', 'Author', and 'Date'. The table has a header row and three data rows. The first data row is for 'Toddler, Preschool, Pre-K and School-Age Programs', which is highlighted. Below the title, there are links for 'Edit', 'Quick Edit', 'Bin' (highlighted with a red box), 'View', and 'Page Builder'. The other two data rows are for 'Welcome — Front Page' and 'Contact Us'. At the bottom of the table, there are 'Bulk Actions' and 'Apply' buttons, and a '3 items' indicator.

## Restore a Page Deleted

Click Pages → All Pages. Choose the category **Bin**.



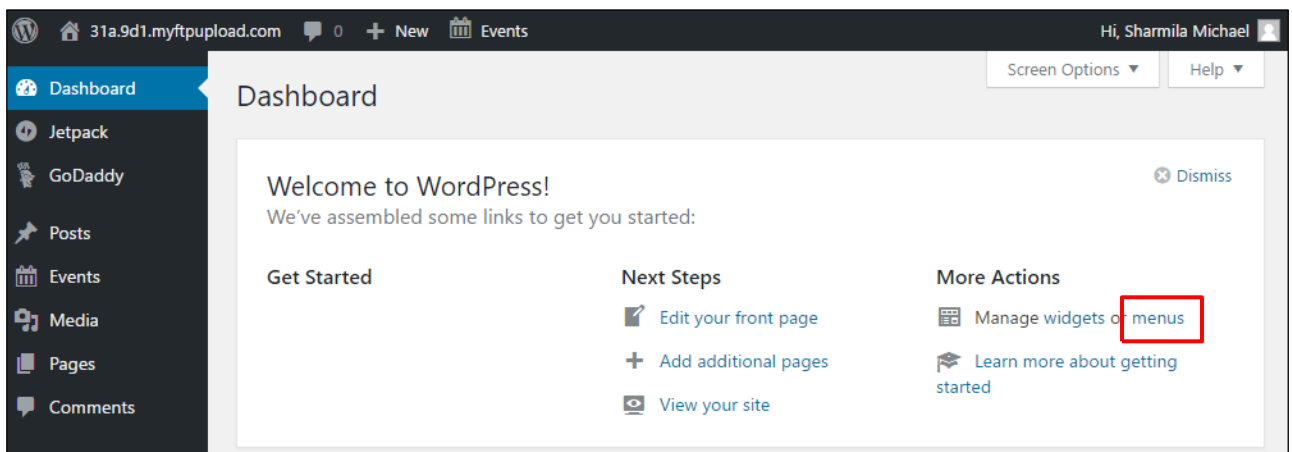
The screenshot shows the WordPress 'All Pages' view. The top navigation bar includes links for 'All (4)', 'Published (4)', and 'Bin (8)'. The 'Bin (8)' link is highlighted with a yellow callout box that says 'Click Bin to see the list of deleted pages.' Below the navigation bar, there are buttons for 'Bulk Actions', 'Apply', 'All dates', 'Filter', and 'Empty Bin'. The main content area displays a list of pages. The 'About Us' page is highlighted with a red box around the 'Restore' link. The 'Blog' and 'Contact Us' pages are also visible. The 'About Us' page has a 'Delete Permanently' link next to it. The 'Author' and 'Date' columns are visible on the right side of the table.

Title	Author	Date
About Us	Michael	Last Modified 2017/01/20
Blog	Michael	Last Modified 2017/01/20
Contact Us	Michael	Last Modified 2017/01/20

Click **Restore** to Restore the page to the website.

## Insert Menu and Sub-Menu

Click **menus** under “More Actions” of the Dashboard.



The screenshot shows the WordPress Dashboard. The left sidebar contains links for 'Dashboard', 'Jetpack', 'GoDaddy', 'Posts', 'Events', 'Media', 'Pages', and 'Comments'. The main content area displays a 'Welcome to WordPress!' message. Below the message, there are three sections: 'Get Started', 'Next Steps', and 'More Actions'. The 'More Actions' section contains links for 'Manage widgets or menus', 'Learn more about getting started', and 'Screen Options'. The 'Manage widgets or menus' link is highlighted with a red box.

**Pages**

Most Recent View All Search

☐ Toddler, Preschool, Pre-K and School-Age Programs

☐ Contact Us

☐ Play and Learn School; Toddler, Preschool, Pre-K, and Before/After School Programs

Select All Add to Menu

**Posts**

**Custom Links**

**Categories**

**Event Categories**

**Menu Name** Primary Menu Save Menu

**Menu Structure**

Drag each item into the order you prefer. Click the arrow on the right of the item to reveal additional configuration options.

Welcome Page

Our Programs Page

Calendar sub item Custom Link

Contact Us Page

**Menu Settings**

Auto add pages ☐ Automatically add new top-level pages to this menu

Display location ☒ Main Menu ☐ Footer Menu

Just drag and indent the menu that needs to be sub-linked.

If there are Custom Links to be added in the navigation menu, other than the webpages, click Custom Links. Add URL and Link text and click the **Add to Menu** button.

**Pages**

**Posts**

**Custom Links**

URL

Link Text

Add to Menu

## Insert Images

Click on Add Media

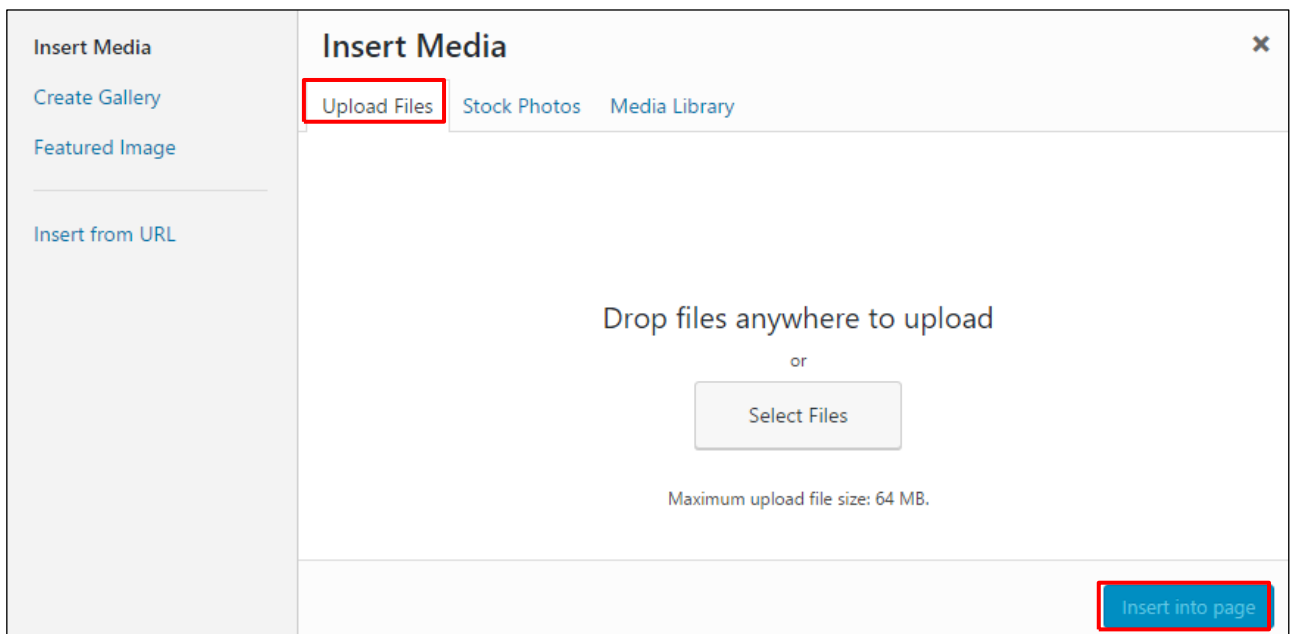
Toddler, Preschool, Pre-K and School-Age Programs Publish

Permalink: <http://sandbox.com/programs/> Edit

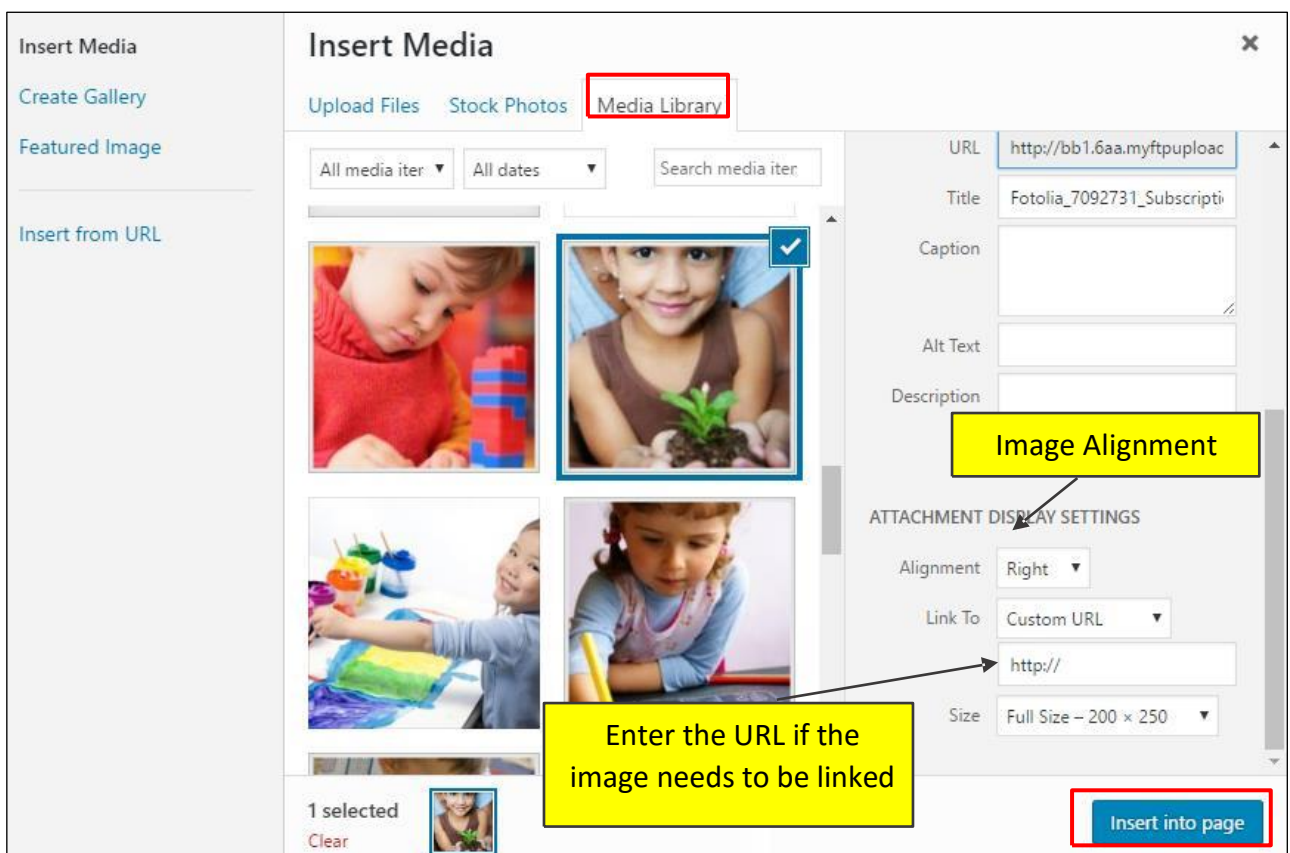
Add Media Visual Text

Status: Published Edit

You can insert an image directly from your system by clicking on Upload Files tab. Click on Insert into Post button.



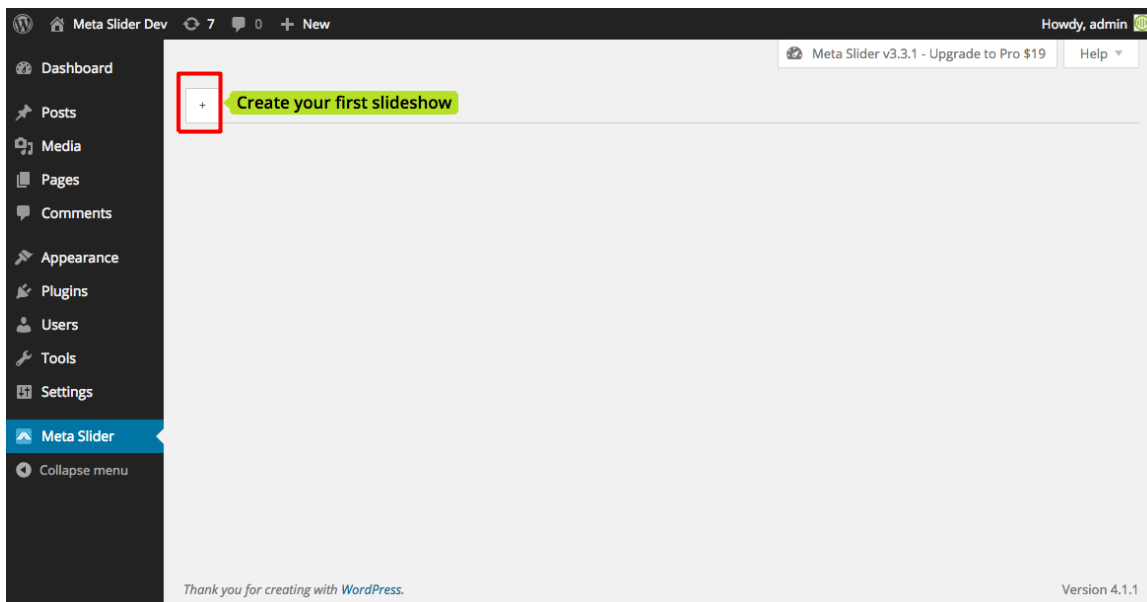
Also you can select the files from the Media Library tab if the image has been already uploaded to the Media Library.



## Inserting Slider Images

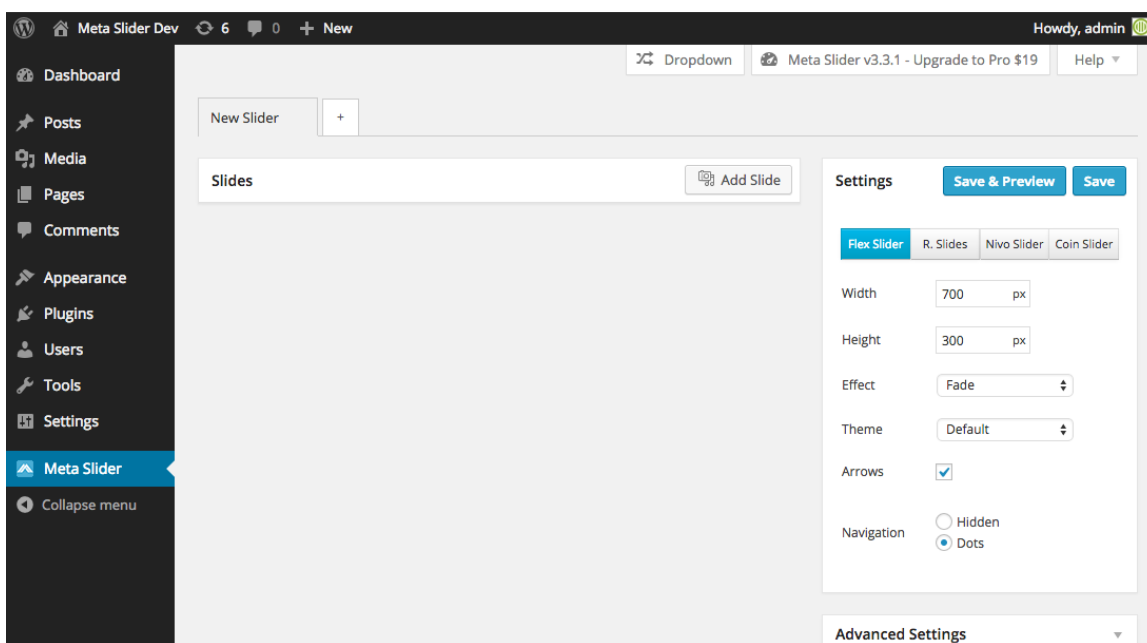
### Creating your first slideshow

Click the “+” button to create a new slideshow.



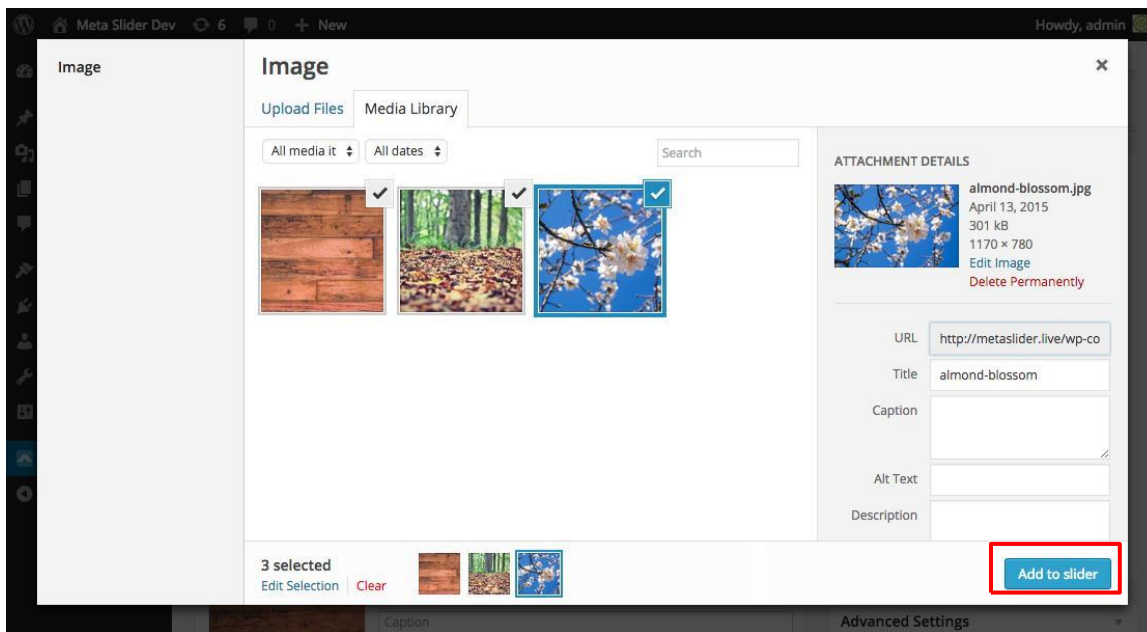
A new empty slideshow will be created.

All of your slideshows will be listed as tabs across the top of the page. The slideshow settings are listed on the right hand side of the page, and the slides for each slideshow will be displayed in the main area of the page.

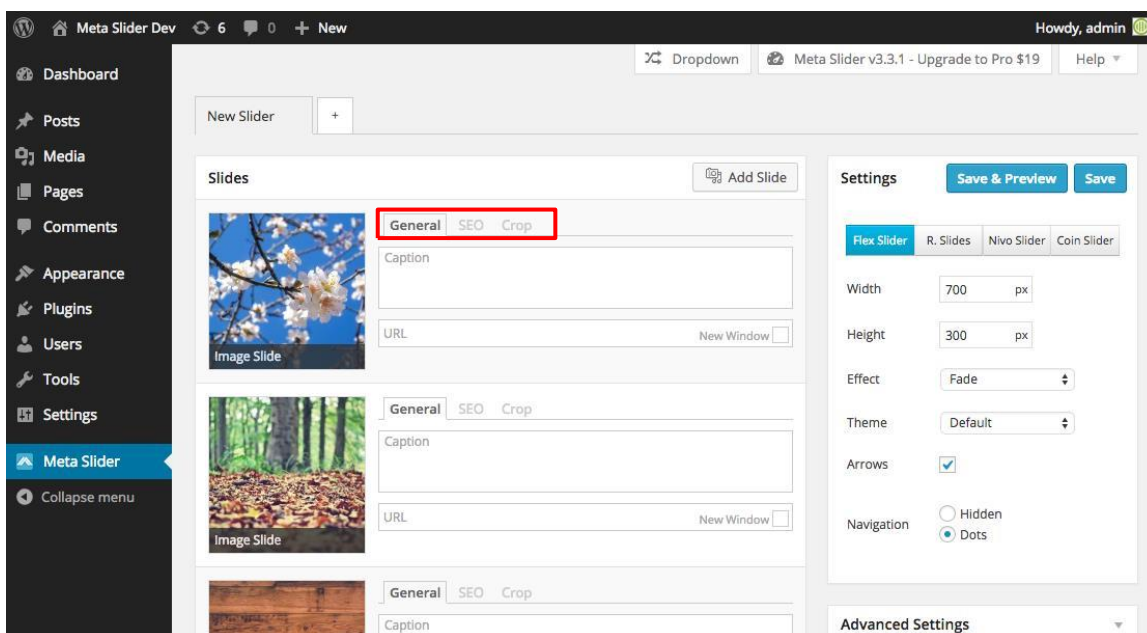


## Adding Slides

To add a slide to the slideshow, click the “Add Slide” button. The default Media Library interface will appear where you can upload new slide images or select existing images from your media library. Hold down CTRL to select multiple images.



After clicking 'Add to slider' the slides will be added to the slideshow. You can drag and drop the slides to reorder them.



## Configuring Slides

There are 3 tabs which can be used to configure each slide:

General – set the slide caption (HTML allowed) and URL

SEO – set ALT and Title text for the slide image

Crop – adjust the crop position of the slide

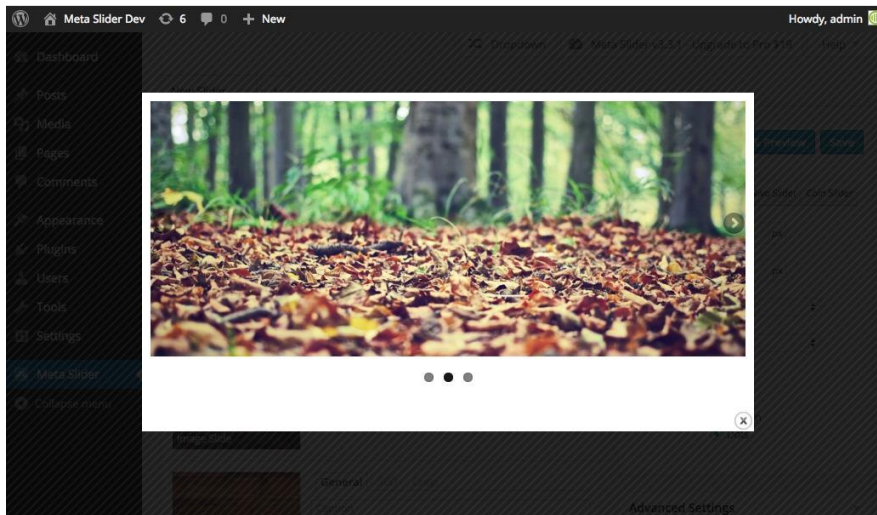
Adjusting the slideshow settings

The slideshow settings are listed on the right-hand side of the page. You can choose the slideshow type from Flex Slider, R. Slides, Nivo Slider or Coin Slider. Different options will be enabled/disabled based on your selected slideshow type.



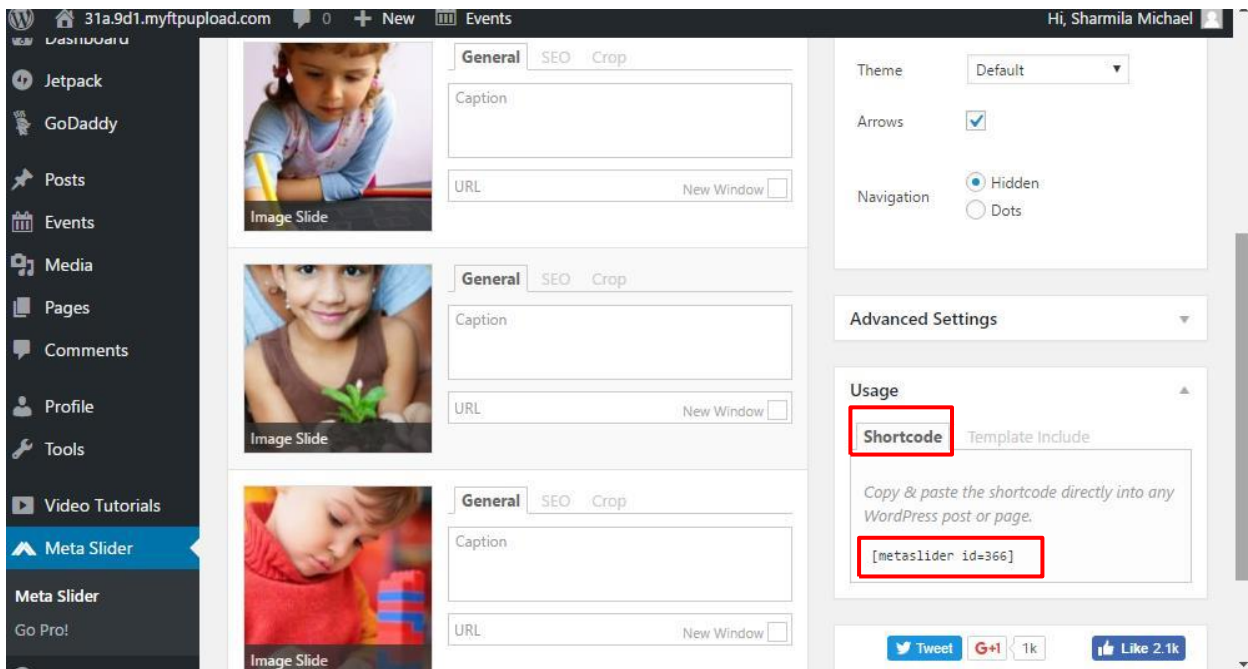
## Previewing the slideshow

To preview the slideshow click the 'Save & Preview' button.

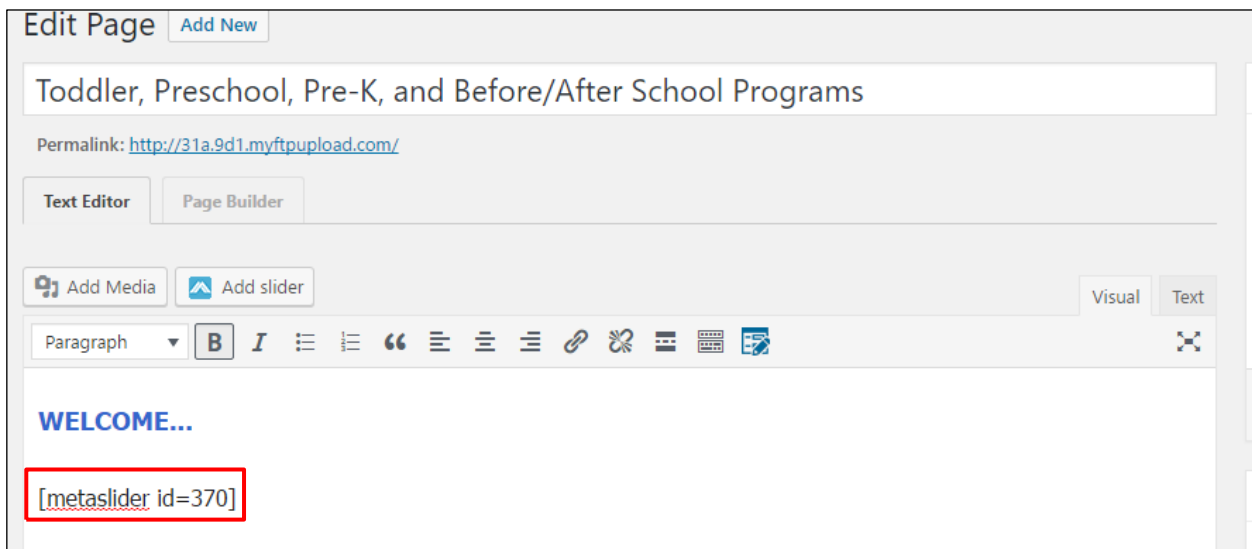


## Embedding your slideshow in a Post or Page

Once you are happy with your slideshow, scroll down to the 'Usage' section (bottom right) and copy the provided shortcode.

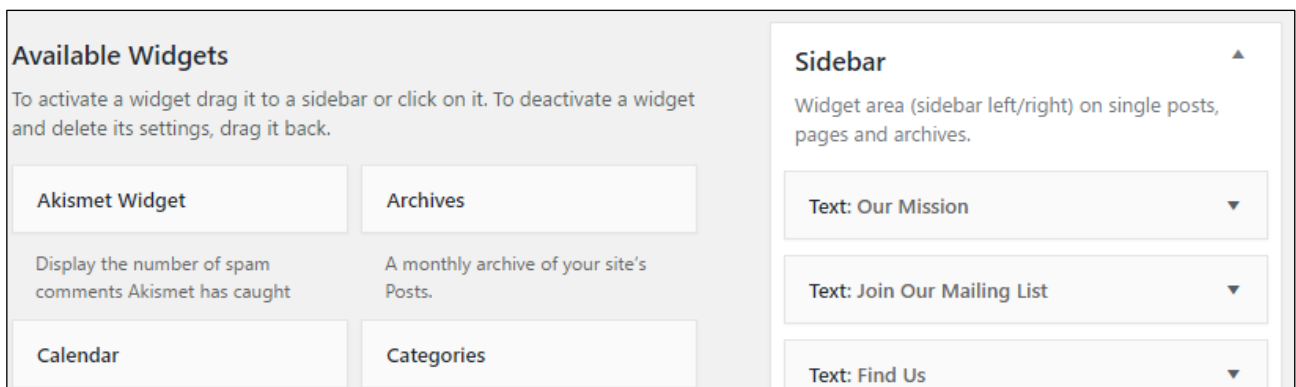
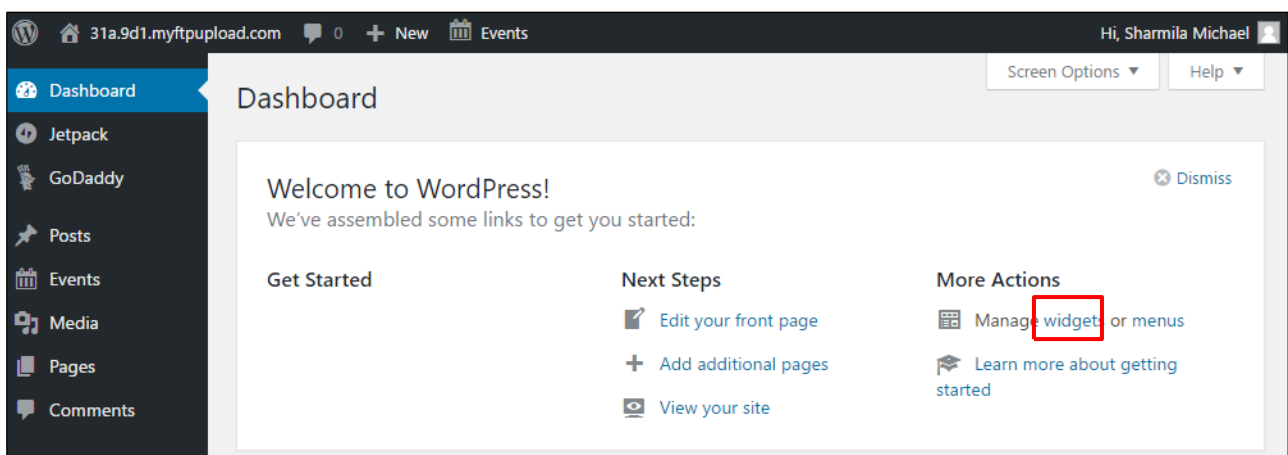


The shortcode can be pasted directly into any Post or Page. If you want to include the slideshow directly in your theme template files, use the Template Include code instead.



## Widgets

Widgets are nothing but the right block of the window. Click Manage widget from the dashboard of the page.



On the left side of the widgets page, you can find list of **Available Widgets**. Click on Meta Slider or Text Widget and hit the button **Add Widget** at the bottom.

## To Insert Image Slider

## To Insert Text on the right block

After Adding the relevant text, Chose an option from below:

- 1) Show Widget for → Hide on Checked pages: The widget will be hidden on the checked in pages.
- 2) Show Widget for → Show on checked pages: The widget will be visible only on the checked in pages.

## How to Upload Forms

When your document is prepared and ready to be added to your website, follow the steps below:

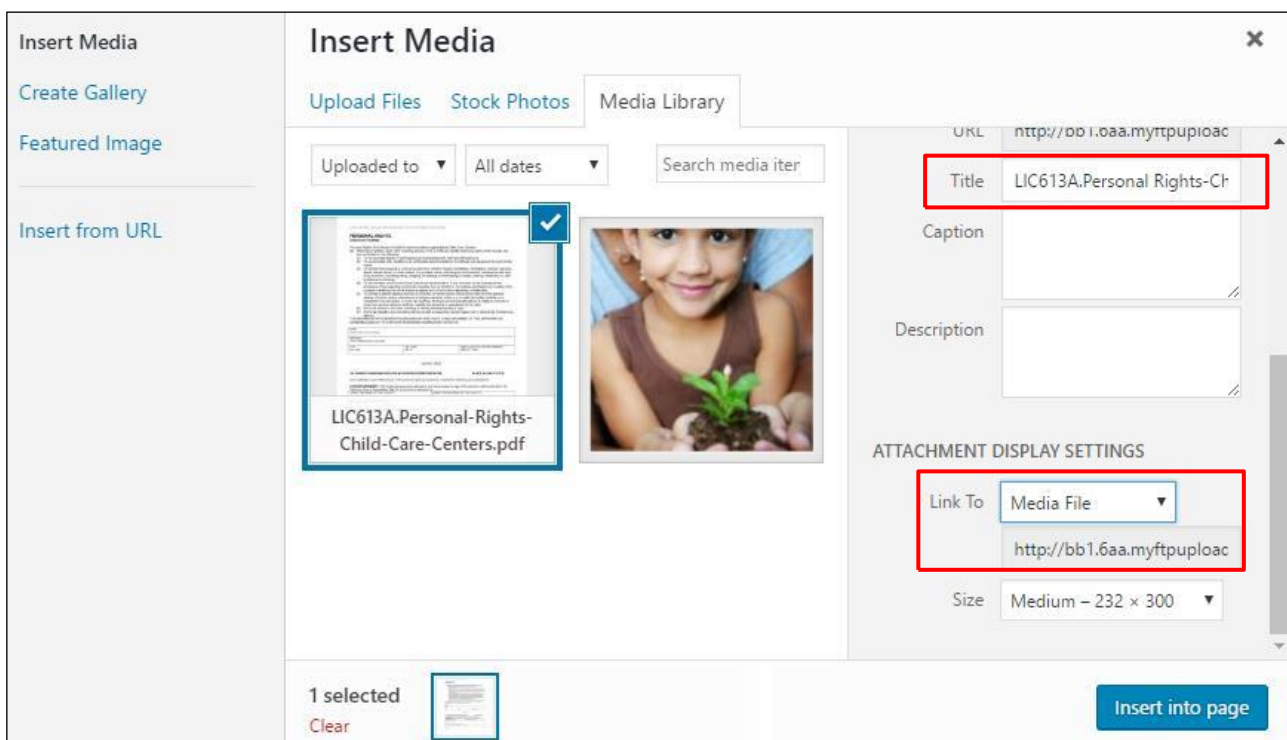
Go to the page or post where the link to your document will be added  
(create a new page or post if necessary).

Locate your cursor precisely where the text link will be placed (but don't type any text).



Click the **Add Media** button (above the editing toolbar buttons).

Click **Select Files** and upload the file to Media Library. Your document will be imported into the WordPress Media library.



Once the uploading process has completed, enter the text you require (for the link on the page) in the **Title** box.

Under **ATTACHMENT DISPLAY SETTINGS** choose **Link To** → **Media File**. This ensures that text added to your post will link to the file you have just uploaded.

Click the **Insert into Page/Post** button and press the **Update** or **Publish** button to finish.

# Forms

Permalink: <http://bb1.6aa.myftpupload.com/forms/> [Edit](#)

**Text Editor** **Page Builder**

[Add Media](#) [Add slider](#)

Paragraph **B** *I* [List](#) [List](#) [Quote](#) [Table](#) [Link](#) [Image](#) [Table](#) [Table](#)

**State Licensing Forms**

[LIC613A.Personal Rights-Child Care Centers](#)

[LIC627.Consent For Emergency Medical Treatment](#)

[LIC700.Identification and Emergency Information](#)

[LIC701.Child's Pre-Admission Health Evaluation](#)

[LIC702.Child's Pre-Admission Health History Report](#)

[LIC995.Notification of Parent's Rights](#)

[LIC995E.Caregiver Background Check Process](#)

**Published**

[Preview Changes](#)

Status: **Published** [Edit](#)

Visibility: **Public** [Edit](#)

Revisions: **4** [Browse](#)

Published on: 9 Feb 2017 @ 22:54 [Edit](#)

[Move to Bin](#) [Update](#)

**Page Attributes**

Parent

(no parent) [v](#)

Template

Default Template [v](#)

Order

4

Need help? Use the Help tab above the screen title.

Inserted PDF(s) link

## Add / Edit Calendar Events

Click Events → Add New.

[Posts](#)

[Events](#)

[Media](#)

[Pages](#)

[Comments](#)

Events

Add New

Tags

Event Categories

Venues

Enter the title of the event and the description if required.

# Field Trip to Chocolate Factory

Permalink: <http://bb1.6aa.myftpupload.com/event/field-trip-to-chocolate-factory/> [Edit](#)

[Add Media](#) [Add slider](#)

Paragraph **B** *I* [List](#) [List](#) [Quote](#) [Table](#) [Link](#) [Image](#) [Table](#) [Table](#)

**Description**

**Event Title**

[Save Draft](#) [Preview](#)

Status: **Draft** [Edit](#)

Visibility: **Public** [Edit](#)

Publish immediately [Edit](#)

[Move to Bin](#) [Publish](#)

There are options to enter other details of the event.

**The Events Calendar**

---

**TIME & DATE**

---


Start/End:   to   [Timezone: America/Phoenix](#)

☐ All Day Event

*This event is from 8:00am to 5:00pm on February 9, 2017.*

**LOCATION**

---

 Use Saved Venue:

Venue Name:

Address:

City:

Country:

State or Province:

Postal Code:

Phone:

Website:

Show Google Map: ☒

Show Google Maps Link: ☒

Click **All Day Event** if there are no specific time limits.

## To Edit/Delete An Event

Click Events. It displays the list of events posted.

Posts

**Events**

Events

Add New

Tags

Event Categories

Venues

Organisers

Import

Settings

All (9) | Published (8) | Draft (1)

Bulk Actions

9 items

<input type="checkbox"/>	Title	Author	Event Categories	Tags		Start Date	End Date
<input type="checkbox"/>	No School in observance of Independence Day	Michael	—	—	—	July 4	July 4
	Edit   Quick Edit   Bin   View						
<input type="checkbox"/>	Teacher In-Service Days	Michael	—	—	—	June 8	June 9
<input type="checkbox"/>	No School in observance of Memorial Day Holiday	Michael	—	—	—	May 29	May 29

Click **Edit** to update the contents of the event.

Click **Bin** to delete the event.

## How to Log Out

Finally when you are finished editing your website, click on the Log Out button which is always found at the top right corner of the page.

