RBA Salon

Wordpress Start Guide
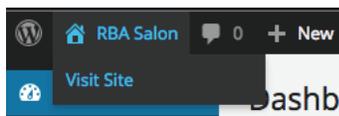
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Wordpress

Logging In

rbasalon.net/wp-admin
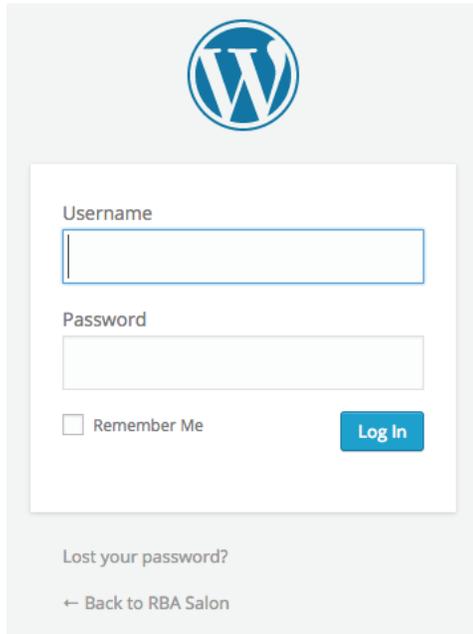
Username: RBAdmin

Password: [base] + WP

Once you are logged in, you will be taken to the Wordpress dashboard.

To view the site, hover over RBA Salon in the top left of the dashboard and you will see a link.

The dashboard is the main hub for any editing you need to do to your site's content, images, menus, or basic layout.

Wordpress

Basic Page Editing

To edit any page, you can find the link through the dashboard, or by going to the specific page. Each page will have a link on the top to bring you to the editor.

The Editor

Each page will have it's own editor with a few of the same basics. The title [About] will show on individual pages to show what page they are on. If you want a custom url, like rbasalon.net/about-us instead of just /about, you can edit the link in the section below the title. The main content window is where you will fill in the text that will be on the page. There are two viewing options: Visual or Text.

Wordpress

Visual will give you the full representation of how the content will look, including font sizes, colors, and even included images. Text view will show the code of the site. This is more useful if you want to add custom HTML to the page, but also helpful if you are copying and pasting a link from elsewhere. By pasting in the Text viewer, you can eliminate any rogue code that can cause formatting errors, most common from Microsoft Office documents.

Using the buttons above the editor, you can stylize your text and links, as well as add images or a custom slider.

In the sidebar, you have the Publish section and the Page Attributes section. The Publish section is used for creating new pages, scheduling times for those pages to go live for people to see, creating drafts to come back to, or to view the history in case you need to revert back to an older state. The Page Attributes section won't be one you touch often. The templates area is for setting unique looks to your pages. These are defined in specific files not accessible through the dashboard, but are used to call specific layouts for types, like a Gallery or the Services Menu.

The order section is where you can set the order of different parts of the site that rely on ordering, like the Services Menu or Staff. The order can be any number, positive or negative. Going by orders of 10 is usually recommended so if you need to sneak an item in between two others you won't have to re-number all of the items.

Wordpress

Homepage

rbasalon.net/ or Dashboard » Pages » RBA Salon

The homepage uses the basic editor, not having anything special directly built in. Since it uses the page template called "Homepage" the slider area / home sidebar are built into that page template. All you have to do here is insert your content, add some SEO terms to help Google find you and you're good to go!

Slider

Dashboard » Meta Slider | Dashboard » Appearance » Widgets

The homepage template has a widget area built into the top most portion. A widget area is a section where you can add little bundles, called widgets. In this case, we use the slider widget in the Homepage Widget Area, but it is easily changeable. This is useful if you suddenly don't want a slider, or rather have a large contact form in that area, without having to change the theme itself. In the widget you have the option to call which slider you would like.

Through the Meta Slider menu, you can customize the slider to your liking, with as many slides as you want, complete with captions, text, transitions, etc. If you want to add another slide, click the add slide button. This will open up a window where you can drag and drop any image you'd like to use. You can then change the order, add text, or use SEO to describe your image.
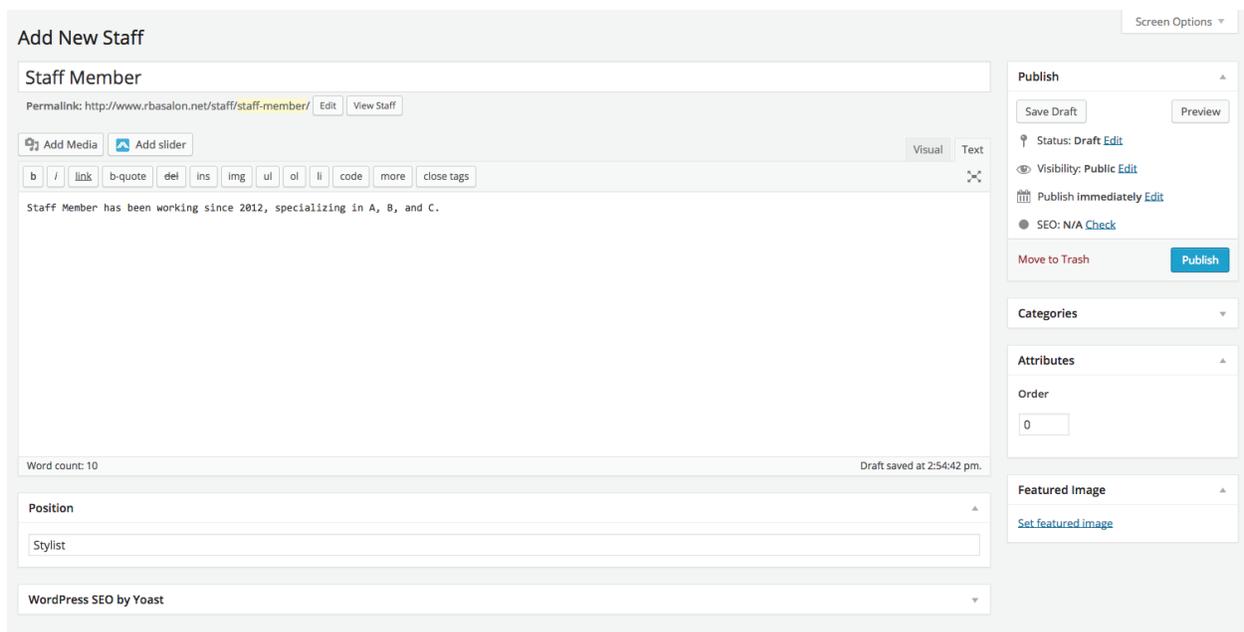
Wordpress

About / Staff

rbasalon.net/about or Dashboard » Pages » About

The about page uses the basic editor, relying on just the title and the content. Using the Staff page template allows you to pull staff underneath the main content of the about page. There are two options, Staff and Staff Full Width. Staff keeps the sidebar with two staff members side by side in the content, while Full Width mimics the gallery page, four across with no sidebar.

Dashboard » Staff » Add New

In the staff editor, there are a few sections added, Position and Featured Image. On the main about / staff page you will be able to see the name of the staff member, a photo (Featured Image) and the title of their position if you choose to add it. Adding content to the main area will add a link to the bottom of their photo directing a viewer to a page that will hold the bio written in that area, as well as their title and photo. Custom ordering can be used.

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Services

rbasalon.net/services or Dashboard » Pages » Services

The service pages uses a full width template, pulling in the Services items in menu format. Content can be added at the top of the page.

Dashboard » Staff » Add New

The service menu pulls in the title, with a price next to it, as well as a brief description, but only the title is needed to show. The sidebar holds two of the more important options, Categories and the order. By checking the box for "Section Title", the menu item gets it's own heading and is separated by the ones above it, showing it is a new area. The order is important, though. Giving orders of 100 to Section Titles will allow each section to be easily identified, while giving enough space to put multiple items between in steps of 5 or 10.
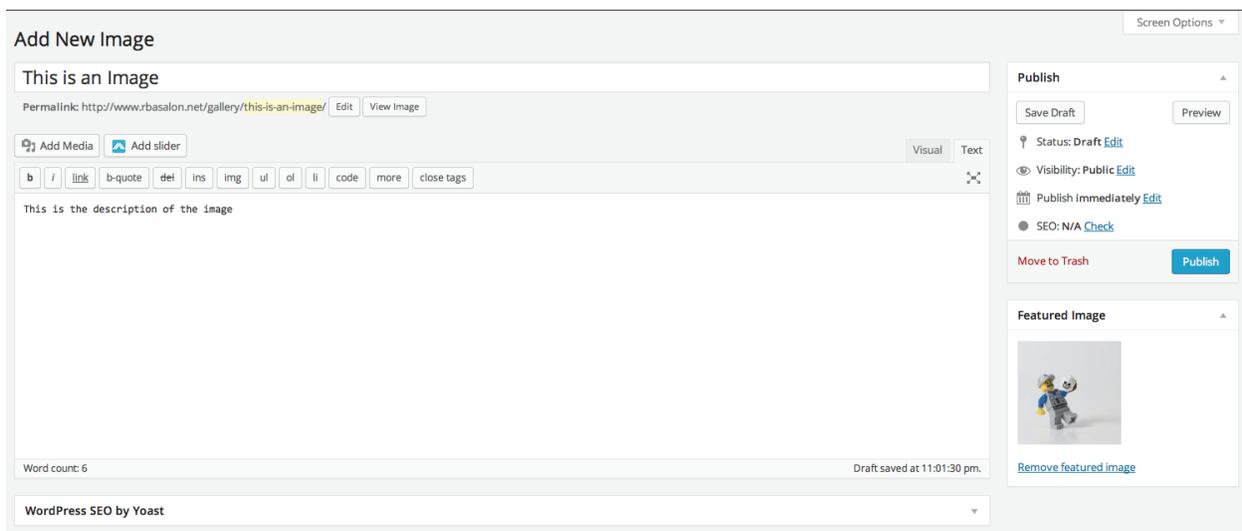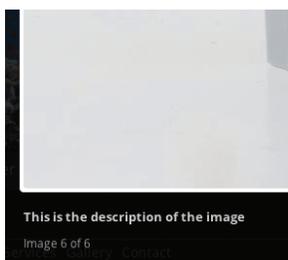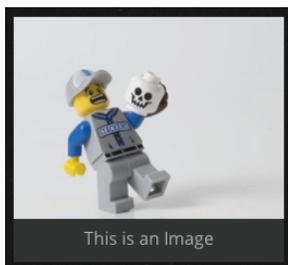
Wordpress

Gallery

rbasalon.net/gallery or Dashboard » Pages » Gallery

The Gallery pages uses a full width template, pulling in the Gallery Images from the media library. Content can be added at the top of the page.

Dashboard » Gallery » Add New

The gallery uses a light box style image viewer, showing all items in a grid and then expanding when a viewer clicks on them. The title for the post and the featured image(in the sidebar) are shown together in the main gallery view. The description shows when a viewer clicks on the image and it is expanded to a full page view. Custom ordering can be used, starting with the lowest number first, but the images default to the newest add at the top when an order is not set.

Wordpress

Contact

rbasalon.net/contact or Dashboard » Pages » Contact

The contact page uses a default template, using just the title and content for the page. An iframe on the page pulls in a Google Map to show the location of the salon. An iframe is a viewport window that will show any site on the web just by adding the url. The one in use is generated from Google, pulling in the dedicated map page, complete with reviews that are posted on Google.

Social Media

Dashboard » Appearance » Customize

Within the Customize Panel, you will see a section for social media. The input areas within that section are where you can add the url for a social network. If the space isn't blank, the icon for that website will show in the sidebar on any page that is not full width. The current ones in use are:

Facebook

Twitter

Google +

Yelp

Foursquare

Others

FTP (File uploading)

> URL: rbasalon.net
> Username: rbafischer
> Password: [base] + FTP

FTP (File Transfer Protocol) is the way to connect to the entire structure of the website. FTP access is for any files you need to modifyfor your site. A program most often used is Filezilla, https://filezilla-project.org, but you can also connect by visiting ftp://rbasalon.net and using the same login info.

Google Analytics

> URL: google.com/analytics
> Username: admin@rbasalon.net
> Password: [base] + GA

Google Analytics shows all the viewer data for your site, including area, approximate age range, and what users are looking at most on your site. A good starter guide can be found at: http://bit.ly/FFD_analytics

Mail

> URL: webmail.rbasalon.net
> Username: admin@rbasalon.net, contact@rbasalon.net
> Password: [base] + M

The admin email is the main email for your Wordpress and Google Analytics account, which won't have to be used much. The contact email will be used for any forms on your site and the one you give out for people to contact you.