

Table of Contents

| | |
|--|----|
| LA Stormwater Website User Manual | 2 |
| Getting Started | 2 |
| How to Use This Guide..... | 2 |
| Logging In..... | 2 |
| Adding A Page: How To Add New Pages..... | 4 |
| Main Menu (Mega Menu): How To Add A Page To The Menu Or Remove It..... | 4 |
| Sidebar Menu Modifications: How To Create A Menu, Add A New Page To The Menu Or Make Minor Menu Modifications | 5 |
| Images And Photos: How To Add To And Pull Images From Media Library | 6 |
| Images and photos: How to add an image or photo to a page in the Text Window ... | 6 |
| Text Edits: How To Make Minor Text Edits | 8 |
| Broken Links: How To Fix A Broken Link | 8 |
| Redirects: How To Redirect Old Pages | 9 |
| Landing Page: How To Edit A Landing Page | 9 |
| Homepage: How To Make Edits To The Homepage | 10 |
| Slideshow: How To Add A Slide To The Homepage | 10 |
| How To Update Popular Links | 10 |
| How To Add To How Do I Main Menu And General Guidelines About Working With The Main Menus | 11 |
| How To Add A Document To The Library | 11 |
| How To Add A News Release And Its Photos To The Library | 13 |
| Infrequent Edits | 13 |
| Support and Resources | 15 |
| Take Aways:..... | 16 |

LA Stormwater Website User Manual

Getting Started

What to do before publishing *a page* in WordPress:

1. When considering adding content, consider whether it is more appropriate for the blog (timely, current) or for the website (evergreen, has a home within the current menu structure).
2. Have in mind the photos/images you would like to use for pages, posts or the slideshow. You may use SGA's Flickr Library of royalty-free images:
 - Visit Flickr.com and enter the following:
 - Username: sga_photo@yahoo.com
 - Password: sgainc

How to Use This Guide

To use this guide, you must first be logged into LA Stormwater's website.

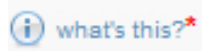
<http://www.lastormwater.org/wp-admin>

Logging In

1. Go to <http://www.lastormwater.org/wp-admin>
2. Enter assigned log in information.
3. After you log in, the "Dashboard" page will appear and you will see the Control Panel on the left.

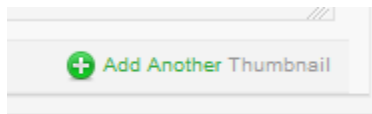
| | |
|---|---|
| <div> <div>Dashboard</div> <div> <div>Home</div> <div>Updates</div> <div>Akismet Stats</div> </div> <div> <div>Posts</div> <div>Home Slider</div> <div>Homepage</div> <div>Landing Pages</div> <div>About Us Sub</div> <div>Take Action Sub</div> <div>Documents</div> <div>Green LA Sub</div> <div>Media</div> <div>Links</div> <div>Pages</div> <div>Comments</div> <div>Appearance</div> <div>Plugins</div> <div>Users</div> <div>Tools</div> <div>Settings</div> <div>Contact</div> <div>BackupBuddy</div> <div>Magic Fields</div> <div>Collapse menu</div> </div> </div> | <p>Posts: This is where blog posts live</p> <p>Home slider: Controls the homepage slideshow</p> <p>Homepage: Homepage editing section</p> <p>Landing Pages: Landing pages editing section (About Us, Take Action, Green LA)</p> <p>About Us Sub: Houses all About Us pages</p> <p>Take Action Sub: Houses all Take Action pages</p> <p>Documents: Controls and houses all Library documents</p> <p>Green LA Sub: Houses all Green LA pages</p> <p>Media: Build, access and organize the website's media library here</p> <p>Links: Houses all blog links</p> <p>Pages: N/A</p> <p>Comments: Review/edit comments here</p> <p>Appearance: Hover over Appearance button to access the <u>Menus</u> section</p> <p>Plugins: N/A</p> <p>Users: Create users here</p> <p>Tools: Hover over Tools to access <u>Broken Links</u></p> <p>Settings: Hover over Settings to access <u>301 Redirects</u></p> <p>Contact: N/A</p> <p>BackupBuddy: Access Backup system here, Includes instructions for restoring</p> <p>Magic Fields: N/A</p> |
|---|---|

As a general note: Always click on the “what’s this?” icon for tips and guidelines!



Adding A Page: How To Add New Pages

1. Log on to WP.
2. If you are not creating a landing page, select a “home” for the page by choosing one of the main menu topics:
3. About Us Sub
4. Take Action Sub
5. or
6. Green LA Sub
7. Click on Add New
8. Enter the Title.
9. Review the Permalink below to ensure the title appears correctly in the URL.
10. Choose a Layout Option (refer to layout samples for reference)
11. *If the page requires a submenu (or sidebar menu), click on the box and enter the EXACT name of the submenu below. If a submenu hasn't been created, you may continue creating the page and return to editing this area at a later time.*
12. Choose the user (more than one can be marked) to which the page applies.
13. Complete the necessary fields below.
14. To add multiple elements like Thumbnails, click on the button +Add Another Thumbnail



15. Under Page Attributes, select a Parent. A Parent is a page that is hierarchically above the page you are creating. For example: Take Action is the parent of Help Stop Pollution.
16. All other fields under Page Attributes can be left at the default setting.
17. Under Publish, click on Preview Changes.
18. If all is good, click on Publish.

Tips:

When adding text to the Text box, keep custom styling to a minimum as the goal is to ensure the layout and design elements are consistent throughout the website.

If a page title is edited or changed after the original date of publishing, the URL under permalink retains the original title. Ensure that the permalink URL is updated after the title has been edited.

Tips for Homeowners

Permalink: <http://184.173.222.175/~lastorm/take-action/practice-good-housekeeping/tips-for-homeowners/>

Edit

View Page

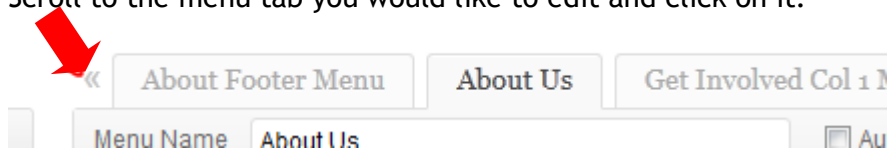
For a summary of the Wordpress text WYSIWYG editor, visit

<http://www.thinkoomph.com/thinking/2011-11/how-to-use-the-wordpress-wysiwyg-editor/>.

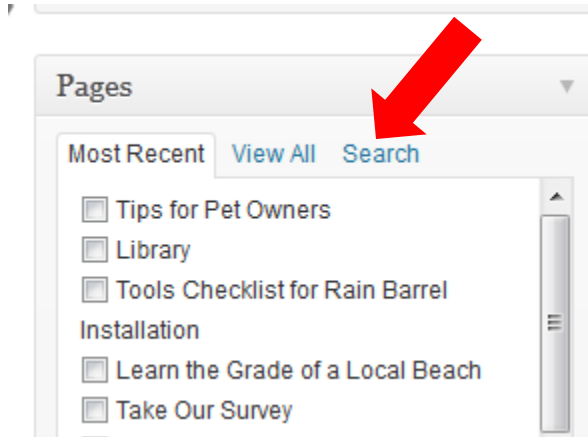
Main Menu (Mega Menu): How To Add A Page To The Menu Or Remove It

1. Log on to WP.
2. Click on Appearance.

3. Click on Menus.
4. Scroll to the menu tab you would like to edit and click on it.



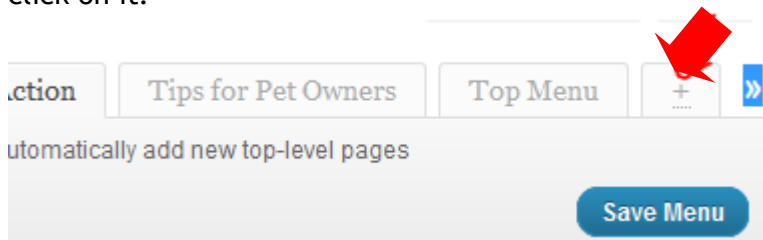
5. To add a link, under Pages, click on Search and search for the page you'd like to include on the list.



6. Check the box when the correct page is displayed (You will see it appear on the list).
7. To remove a link, click on the Page (with arrow down icon) to expand the window and select Remove.
8. When done making changes, click on Save Menu.

Sidebar Menu Modifications: How To Create A Menu, Add A New Page To The Menu Or Make Minor Menu Modifications

1. Log on to WP.
2. Hover over Appearance and click on Menus.
3. To add a menu, scroll to the far right of the list of tabs until you reach the + sign and click on it.



4. Follow the instructions on the window that appears.
5. Once you've created a menu and you'd like to edit it, find its tab by scrolling left to right.
6. Select the one you want to work on.
7. To add a new page link to it, find the page under Pages (filter by Most Recent, View All or Search)
8. Click on the box and click Add to Menu.

9. Once it has been added to the menu, you can re-order the list by clicking and dragging.
10. If the page is a subpage link, drag the page link to the right (causing an indented effect).
11. When complete, click Save Menu.

Tips:

If you wish to add more than 3 subpage links to an existing sidebar menu, create a separate menu for that topic.

Always check the live site immediately after making changes to ensure changes were activated properly.

Images And Photos: How To Add To And Pull Images From Media Library

1. Log on to WP.
2. Find the Media tab on the Control Panel.
3. If you would like to peruse the Library for images to use for pages or posts, review the thumbnails until you find one you like.
4. Click on the thumbnail.
5. Copy the File URL.
6. Paste the URL in the URL field of the post or page you are working on.
7. If you would like to add an image to the Library, click on Add New.
8. Edit the Title so that it's descriptive and accurate.
9. You may use this image immediately by copying the URL and pasting it onto the URL field of the post or page you are working on.
10. If you are not ready to use it, you may simply add it to the Library for future use.

Tip:

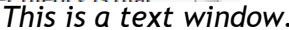
We recommend you upload all the photos or images you plan on using on pages or posts to the Media Library before working on the page or post.

Images and photos: How to add an image or photo to a page in the Text Window

Inserting an image within the post with text wrapped around it:

Tip:

This works well if you have a smaller sized image and it can't be used for the image header.



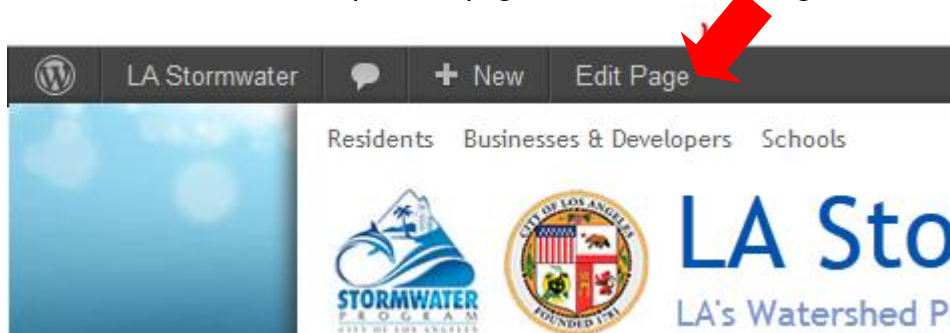
1. When working within the Text editor window, place the cursor in the text where you would like the photo to be placed.
2. Insert photo using “Add Media” icon at top left of edit box.
3. Click Add Media and drag your photo into box.
4. Once the photo uploads, scroll down in the photo edit screen and click the option for “full size” and then click “Insert into Post.”
5. Once you’re back in the edit screen, you can click a corner of the image and drag it to your desired size.

Drag the corner inward to make the photo smaller, not larger or it will become blurry.

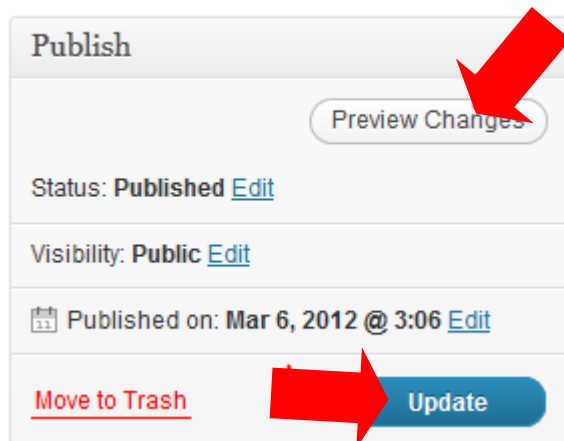
6. To wrap the text around the image, click the image and two icons will appear at the top left of the image.
7. Click the photo icon with mountains and an image edit screen will appear.
8. Below the photo in the image screen, you will see options, None, Left, Center, and Right. Click which option you would like for wrapping the text.
9. Then, below the “Link to url,” click “Link to Image.”
10. Click on Update.
11. The edit screen will look differently than the actual post, so click “Preview Changes” in the right sidebar to view the changes inside the post.
12. If you agree with the changes, go back to the edit screen and click Update (or Publish if the page is new).

Text Edits: How To Make Minor Text Edits

1. Log on to WP.
2. Open a new browser and find the page you need to edit.
3. Find the tool bar at the top of the page and click on Edit Page.



4. Edit the page as needed.
5. Prior to publishing, click on Preview Changes under the Publish sidebar, if needed.
6. Click on Update when complete.



Broken Links: How To Fix A Broken Link

1. Log on to WP.
2. Find the page that needs editing.
3. In the window editor, locate the hyperlink (in blue) and click on the “chain” icon.
4. When the popup window appears, replace the broken URL with the correct one.
5. Click on Update.

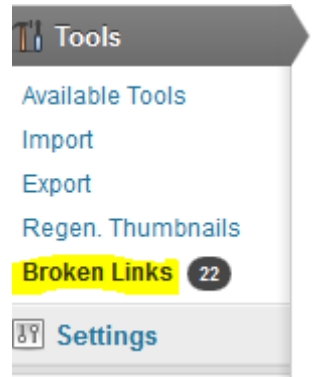
A screenshot of the 'Enter the destination URL' popup window. It has a text input field for 'URL' containing the text 'http://www.swrcb.ca.gov/stormwtr/construction.html', which is highlighted with a yellow box. Below it is a text input field for 'Title'. At the bottom, there is a checkbox labeled 'Open link in a new window/tab' which is checked.

Tip:

When linking to an external source, click on the box “Open link in a new window/tab”.

In addition to manually finding broken links on the site, we have installed an automatic tool called “Broken Links” and can be accessed through the Tools tab on the Control Panel.

1. To fix a broken link using the tool, review the page in question. If it is indeed broken, find the appropriate page on the live site and take note of the URL.
2. Fix it within the tool by clicking on Edit URL, pasting the new URL and clicking on Update URL. Select “not broken”. This removes it from the list.



Redirects: How To Redirect Old Pages

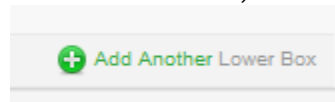
Because not every page on the old website made its way to the new website, make sure to set up a 301 Redirect so that old URLs that are still in use can continue to point users to the correct page.

1. Log on to WP.
2. Hover over Settings and click on 301 Redirects.
3. Scroll to the bottom of the list and enter the old URL on the left side and the new URL on the right.

Tip: To find the new URL of a page, visit the page on the live site on a separate browser and copy it directly from the URL field.

Landing Page: How To Edit A Landing Page

1. Log on to WP.
2. Click on Landing Pages on the Control Panel.
3. Click on Manage.
4. Hover over the landing page you would like to edit and click on Edit.
5. Under Featured Box, upload image file and add title, text and hyperlink (URL) - *This is the large area with photo and caption at the top of the page.*
6. Under Lower Box, upload image file and add title, text and hyperlink (URL).
7. If you would like to add an additional Lower Box, click on the button below



Tips:

Highlight the topic's sub-pages by using the Featured Box and Lower Boxes to direct visitors directly to those pages.

We recommend adding no more than 4 Lower Boxes.

We recommend using text directly from the pages to use as captions as it is easier for the reader to transition when the content is continuous.

Homepage: How To Make Edits To The Homepage

1. Log on to WP.
2. Click on Homepage on the Control Panel.
3. Edit the Mission Statement in the text window that appears at the top of the page.
4. Edit the banner and buttons by uploading images or inserting the URL of the new images in the field, and include the link to the internal page.
5. Click on Update when all changes have been made.

Slideshow: How To Add A Slide To The Homepage

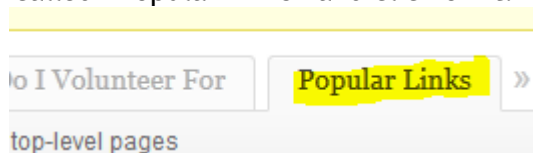
1. Log on to WP.
2. Click on Home Slider in the control panel.
3. Click on Add New.
4. Upload *Photo*, add *Slide Hyperlink* (URL) and *Slide Description*.
5. Click on Publish when complete.

Tip:

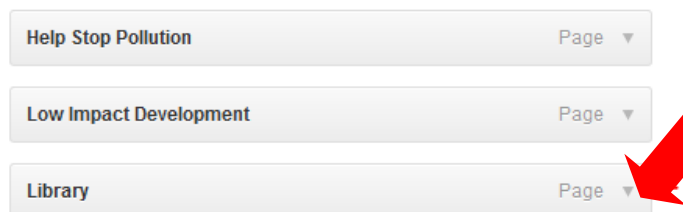
Switch the order of the slides by changing the Published On date. The most recent appears first.

How To Update Popular Links

1. Log on to WP.
2. Click on Appearance.
3. Scroll to the menu tab called “Popular Links” and click on it.



4. Under Pages, click on Search and search for the page you'd like to include on the list.
5. Check the box when the correct page is displayed (You will see it appear on the list).
6. Click on Save Menu.
7. To remove a link, click on the Page (with arrow down icon) to expand the window and select Remove.



8. Click on Save Menu.

How To Add To How Do I Main Menu And General Guidelines About Working With The Main Menus

1. Log on to WP.
2. Hover over Appearance and click on Menus.

The How Do I mega menus are organized by the following:

- Mega How Do I Apply For
- Mega How Do I Dispose Of
- Mega How Do I Learn About
- Mega How Do I Request
- Mega How Do I Volunteer For

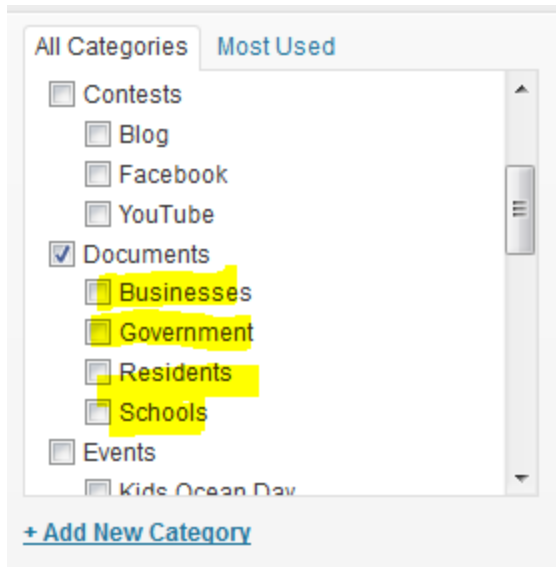
3. To edit any of the menus above, scroll left to right to find the menu you would like to edit (remove or add to) and click on it.
4. Add a link by searching for the page in the Pages box.
5. Once you have chosen your page, click on the box and click on Add to Menu.
6. Once it has been added to the menu, click on Save Menu.
7. Immediately review the mega menu on the live website to make sure it fits nicely. You may need to refresh your page.

Important note about working with the main menus:

When thinking about adding to the menu, review the current menu and take note of the space available on the menu.

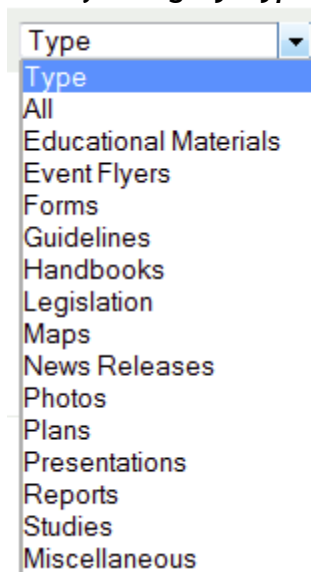
How To Add A Document To The Library

1. Log on to WP.
2. Click on Add New
3. Select *Document Type*, *Category*, upload *File*.
4. If applicable, check box if document is a popular item, include date, size and short description.
5. Under Categories, select the appropriate user.
6. Click on Publish when complete.



7. When complete, click on Publish.

List of Category Types:



Tips:

When adding documents, consider if there is an internal page that could use a reference to the document.

For example, because LID is a popular topic, if an LID document is being uploaded to the Library, there is a LID documents page within Green LA/LID that should be updated with this information.

While most topics don't necessarily need a "documents" page, there are some pages that could use the double reference. For example, the BMP pages under Practice Good Housekeeping all point to PDF materials within their specific pages for the user's convenience.

Other Library documents can certainly only live in the Library. Use your discretion when linking from other pages to Library documents.

Disregard the Permalink noted at the top of the Library document editing page as it is NOT the URL you should use to refer to the document. Always use the hard link assigned to each document after you have uploaded it.

How To Add A News Release And Its Photos To The Library

Provider of the news releases will prepare the files as follows:

News Release PDF with embedded photos and descriptive file title (example: northatwatergrandopening.pdf)

- Included will be date of release
- Included will be a short description

Accompanying JPG photos with same title as PDF, numbered (example: northatwatergrandopening1.jpg, northatwatergrandopening2.jpg, etc.)

- Included will be short descriptions for each

Upon receiving the PDF and photos, please follow these steps to activate the PDF and upload onto Library:

1. Upload photos first under Photos category
2. Use Adobe Acrobat to open the PDF and hyperlink the photos on the PDF to the photo files you've just uploaded onto the Library (the url should look something like this: http://www.lastormwater.org/wp-content/files_mf/northatwatergrandopening3.jpg)
3. Save the PDF and upload onto Library as you would any other document.

Tip:

By following these steps, the photos remain high-res and files are organized in their correct category (PDF in News Release and photos in Photos), but they still link to one another should they need to be accessed by the press or another user.

Infrequent Edits

To change out the following, use an FTP client to access the folders that house the original images.

FTP information can be found in passwords document.

- **Pelicans:** When the Green LA mega menu begins to grow, you may want to replace the large pelican image with the smaller one. Find the folder:

http://www.lastormwater.org/wp-content/themes/stormwater/images/greenla_megabgalt.png

and replace the large pelican image with the small one by transferring the file from your local drive to the folder on the server. Be sure to give it the same name (highlighted) so that it replaces the image. Next, begin adding pages to the menu titled "Mega Green LA Column 3". Through FTP, in the header.php, you'll want to look for the attached bit of code and take out the comment pieces (the beginning <!-- and ending -->)

```

<!--
<ul id="greenla-col3">
<li><?php wp_nav_menu( array('menu' => 'Mega Green LA Column 3',
)); ?></li>
</ul>
-->

```

- **Website Background:** If you would like to replace the current background with a new background, recommend the background not change more than once a quarter. Use the designs provided to match pixel size. You may overwrite the following files (use same filenames):

<http://www.lastormwater.org/wp-content/themes/stormwater/images/mainheader.jpg>

<http://www.lastormwater.org/wp-content/themes/stormwater/images/mainfooter.jpg>

Note: the blue background that appears between and top and bottom pages will remain hex color #164174.

- **eNewsletter signup graphic:** If you would like to replace the graphic, please use the provided file to use as a template. You may overwrite the following file (use same filename):

<http://www.lastormwater.org/wp-content/themes/stormwater/images/mlist.png>

Tip:

When designing these graphics for the website, keep the program's design guidelines in mind and use the guide as reference prior to publishing the art files referred to above.

Support and Resources

1. LAStormwater.org website manual

- Access an electronic version of the manual here:
<http://www.lastormwater.org/manuals> and enter assigned password

2. “Playground” version of the website

- Access this identical version of the website here:
URL: <http://staging.lastormwater.org>
URL to access Wordpress backend: <http://staging.lastormwater.org/wp-login.php>
Username: Use the username assigned to you
Password: Use the password assigned to you
Note: this is a mirror image of the website as of 4/30/12. Any changes to the “live” website after 4/30/12 will not appear on the playground site.
- Use this to “mock” create pages, get familiar with menus, and just about anything covered in the training manual.
- We recommend that you take note of the changes or delete work you do on here to keep it as close to its original version as possible.

3. Lynda.com subscription - A software training and tutorial video library

- Use the course titled, Wordpress Essential Training, to familiarize yourself with Wordpress: <http://www.lynda.com/WordPress-tutorials/WordPress-Essential-Training/97614-2.html> (or search “Wordpress Essential Training” on Lynda.com)
- User information will be forwarded to you or can be found in the password document.
- Following the course recommended above, there are a number of other courses that could be of help. We suggest perusing the library and participating in other courses related to Wordpress, CMS fundamentals and web design.
- This subscription will expire on 4/20/2013.

4. Wordpress support resource

This official Wordpress support database is helpful when troubleshooting specific issues related to Wordpress and especially when you have an error code or message you can use as reference: <http://wordpress.org/support/>

This is a forum-based resource where solutions are provided by fellow Wordpress developers.

Tip:

When troubleshooting a problem, it's best to start with the support database above, but if no solution can be found there, another way to troubleshoot would be to simply paste the error code you are working with in a Google search field.

5. BackupBuddy plugin - Backup system installed for website

- We have installed an automatic backup system that stores the contents of the entire website weekly
Note: if a restoration takes place, content or other website changes that were applied after the restore date will not appear.

- The .zip file is stored in the following directory:
`/home/lastorm/public_html/wp-content/uploads/backupbuddy_backups/`
- Every time the site is backed up, an email notification is sent to `lastormwater@lacity.org`
- Please review the video tutorials under Getting Started in the BackupBuddy tab on the Control Panel to familiarize yourself with the backup process



Take Aways:

Always remember to review any changes you make on the Wordpress on the live website immediately after you Publish or Update.

DO NOT update the Wordpress version or its plugins

You will find “Menus” under “Appearance” on the Control Panel

Always use the hard link assigned to each Library document when referring to any Library document on an internal page (example: http://www.lastormwater.org/wp-content/files_mf/homeowner_howto_guide.pdf)

When creating a new page, do not click on the Add New button adjacent to Title, ALWAYS click on Add New on the appropriate section’s Control Panel button.

