

Nambucca Youthie

User Guide

Logging In	3
User Guide	4
Hierarchy of the Website	4
Pages Type	4
Posts Type	5
Archive Type	6
Edit a Page	7
Editing Text	9
Saving Changes	11
Updating Images	12
Uploading New Media	14
Updating the Menu	15
Add a new link	15
Remove a link	16
Search Engine Optimisation (SEO)	17
Gallery	18
Post Sharing	19
Custom Post Types	20
News Articles	20
Services & Programs	21
Get in touch with NGNY	23

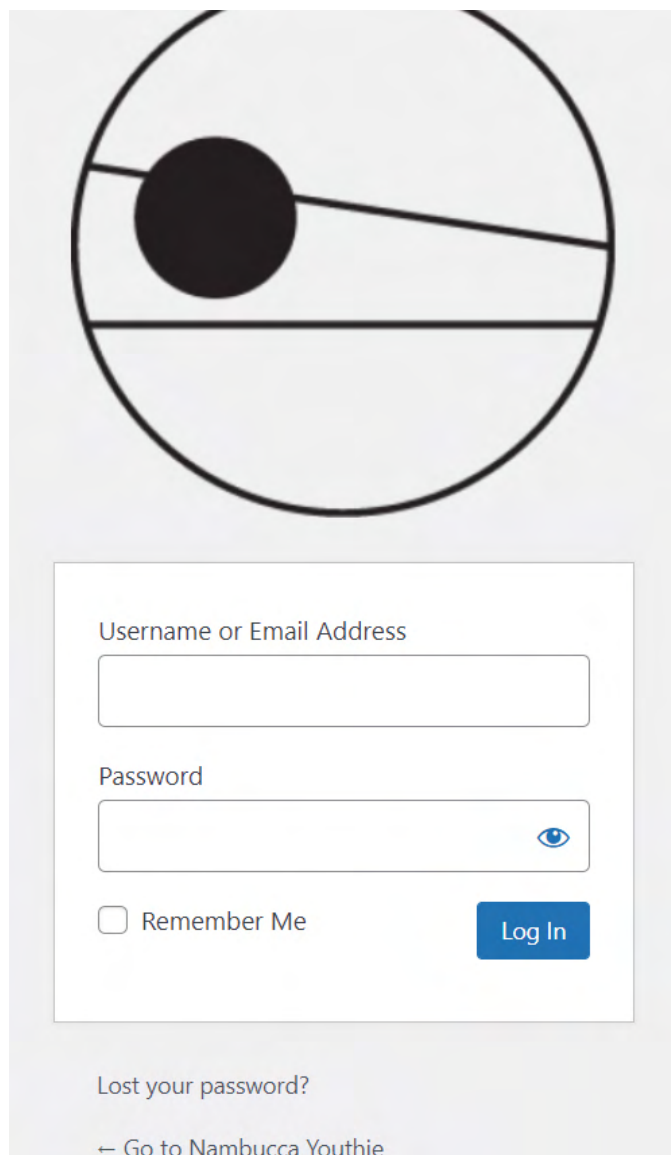
Logging In

To log into the Wordpress website, go to this url:

<https://nambuccayouthie.org.au/wp-login.php>

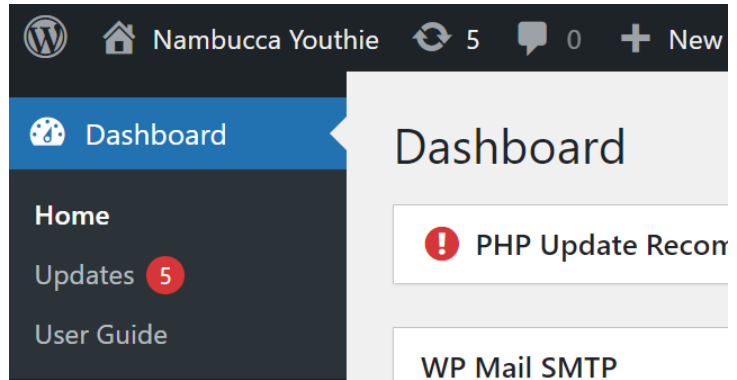
You will be presented with this login screen. Enter with your login credentials and you will then be logged into the dashboard of Wordpress. There is also the option to reset your password.

Upon signing in, you will be sent to your website's dashboard.

The image shows a screenshot of the WordPress login interface. At the top, there is a large circular logo consisting of a black circle with a smaller black circle inside it, and a horizontal line passing through the center. Below the logo is a white rectangular box containing the login form. The form has two input fields: the first is labeled 'Username or Email Address' and the second is labeled 'Password'. To the right of the password field is a small blue eye icon. Below the password field is a checkbox labeled 'Remember Me'. To the right of the checkbox is a blue button labeled 'Log In'. Below the login form, there is a link that says 'Lost your password?' and a link that says '← Go to Nambucca Youthie'.

User Guide

A copy of this user guide is available on the backend of the website, by clicking on 'User Guide' in the Dashboard submenu.



Hierarchy of the Website

The current website is built using the Wordpress Content Management System (CMS). Understanding the hierarchy will better teach you how to navigate the backend of the website.

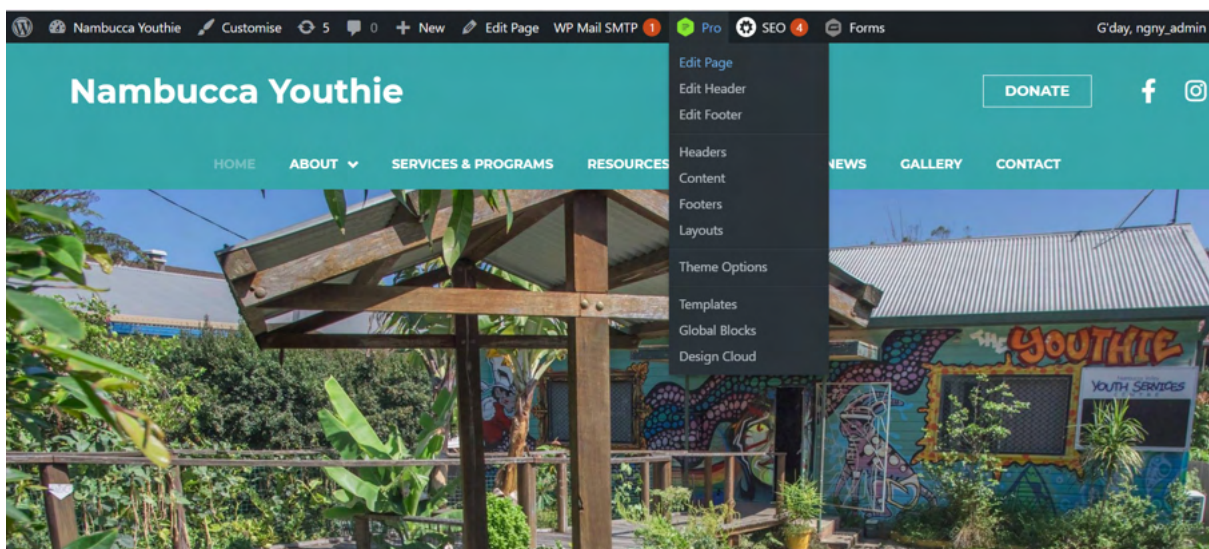
The Nambucca Youthie website is built using the Pro Theme. The documentation for this Theme can be found at <https://theme.co/docs>.

The website can be broken down into these different types:

Pages Type

Pages are created using the Pro builder. When viewing the website as a logged in user, in the admin bar at the top go to Pro > Edit Page to edit these pages. Only use Edit Page when changing things like the name of the title, categories or the permalink.

Example
• Home



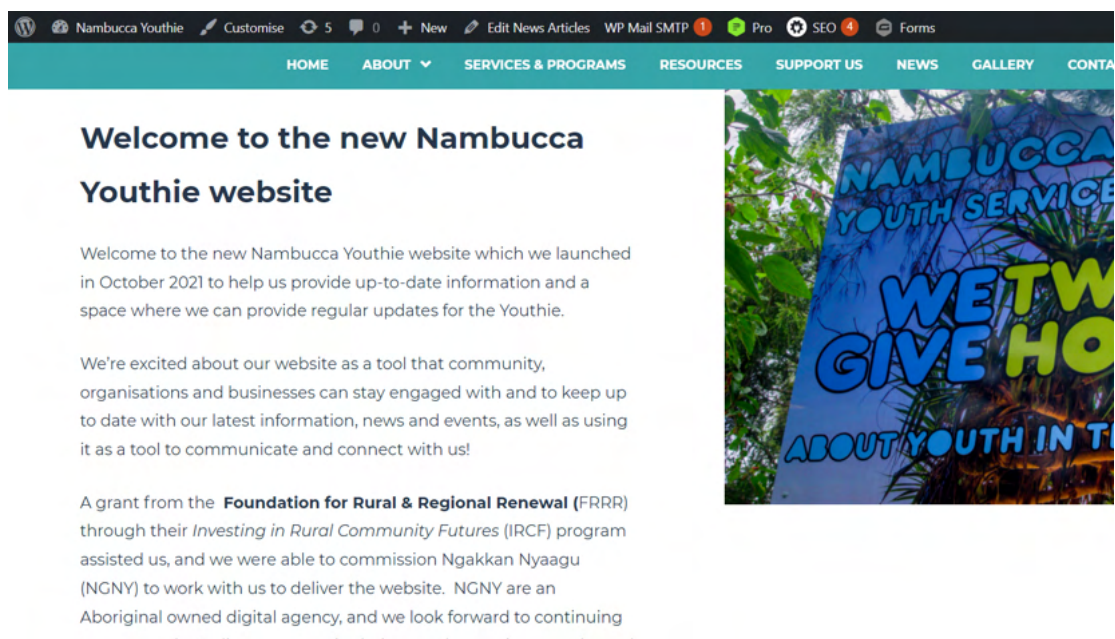
Posts Type

If you have had any Wordpress or blogging experience, you will be familiar with this type. If you are logged in and currently on a News Post, in the admin bar, go to Edit Projects and you will be able to edit that post's profile. Pages are created using the backend Wordpress blog function and the WYSIWYG (What You See Is What You Get) editor.

Posts have categories, featured images, and tags as default.

Example:

- News Post

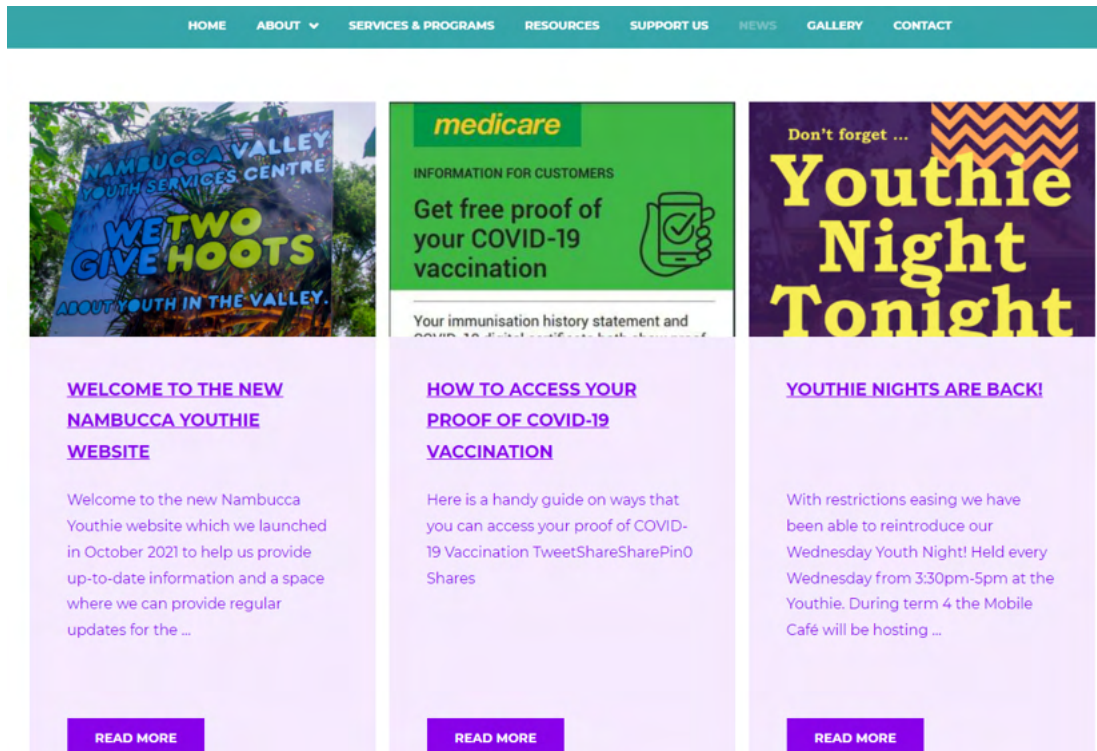


Archive Type

Page that groups together and displays all the single posts. These are usually custom templates that have been created and are not easily editable without prior knowledge of PHP and HTML. If you can't find the Pro > Edit Page or Edit Post in the admin bar, then chances are it was created as an archive page.

Example:

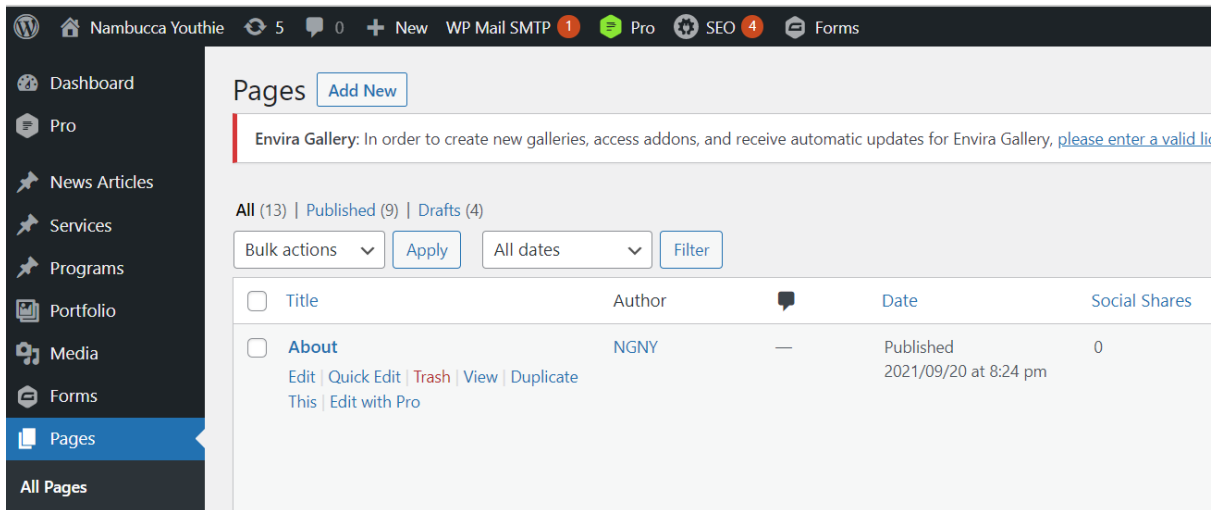
- News Page



Edit a Page

Referring back to the Hierarchy of the Website, some pages may not be editable using this method. A page is usually made up of a global Header, page content and a global footer.

There are two methods of editing a page:
From the Dashboard, go to Pages in the left sidebar



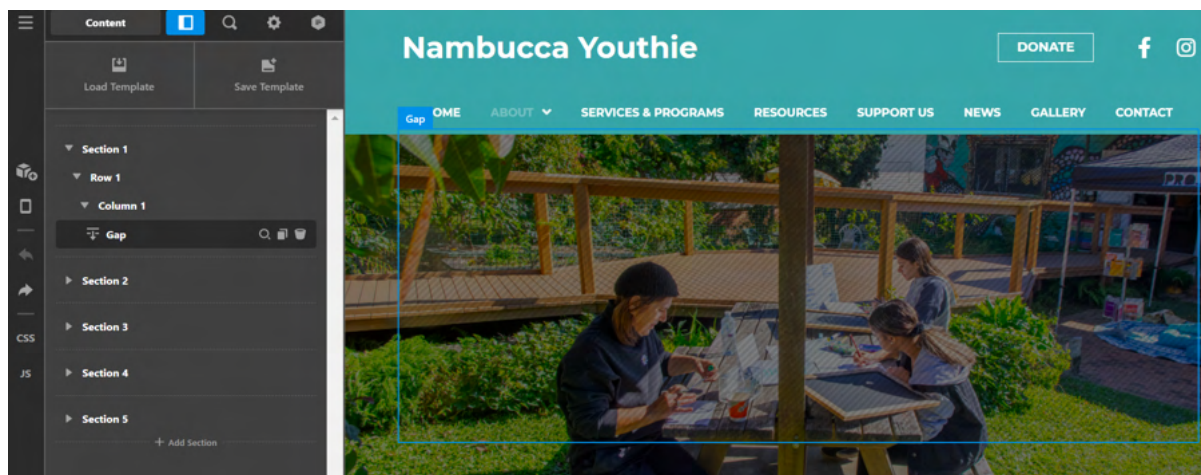
With your mouse, hover over the page you wish to edit and then click Edit with Pro. Do not use Edit / Edit Page unless you are making changes to the following:

- Title
- Permalink Slug
- SEO (Search Engine Optimisation)

If this is a pre-existing page on the website when you are logged in, navigate to the page you wish to edit. In the admin bar at the top of the website, hover over Pro > Edit Page or click on Edit with Pro in Pages.



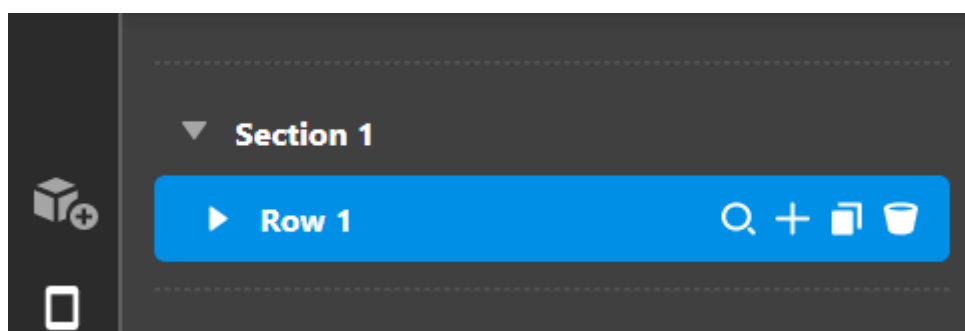
Once the page builder is loaded, the window will be split into two parts: the left side displays the layout as separated into sections; and the right side displays a live preview of the page.



Each section can be opened up by clicking on the ► to the left of the section title. This will reveal the Row, the Column and finally the Elements that make up the page. Elements are the building blocks of a page and may have general purpose like a Text Element or Image Element, or could have a dedicated purpose like adding Navigation Menus or Accordions.

When hovering or selecting any of the sections with the mouse, three or four options will appear.

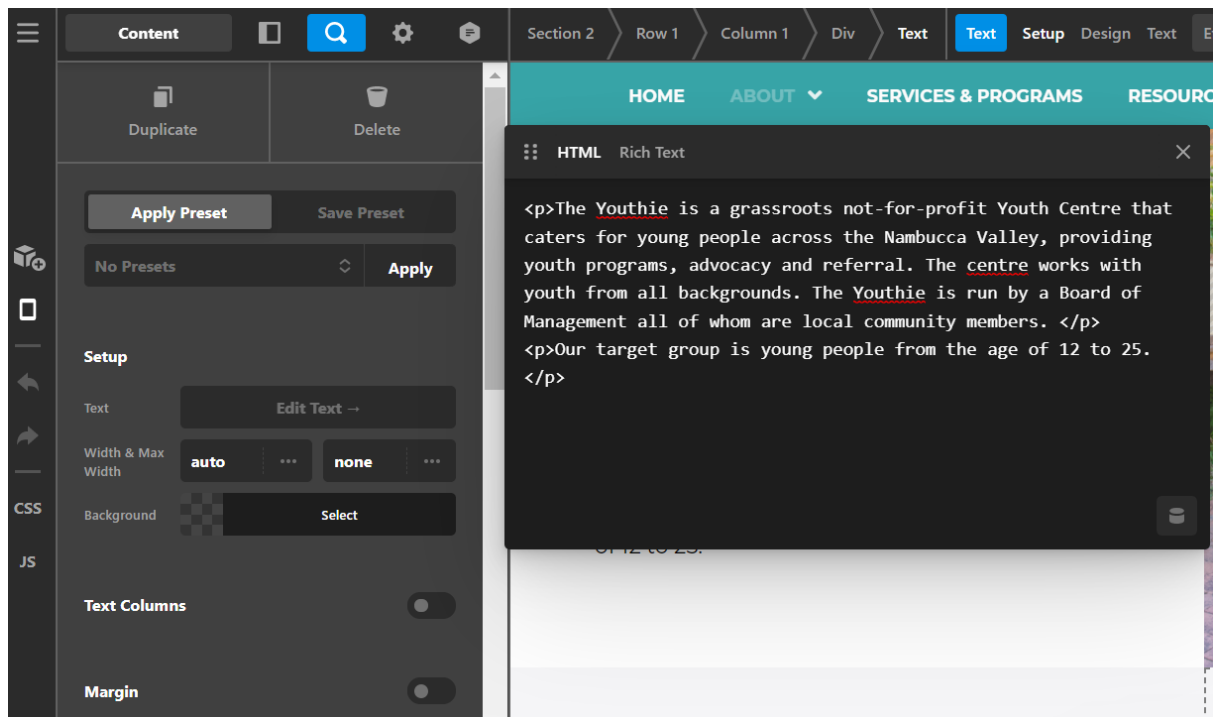
The magnifying glass 🔍 will open up the Inspector, which reveals all the different types of settings that can be changed. For sections, rows and columns the + will Add Elements to that container. If it is an element already like the Headline, this option will not be available. The duplicate multiple paper icon 📄 will duplicate that item element. The trash bin 🗑️ icon will delete that item element.



Editing Text

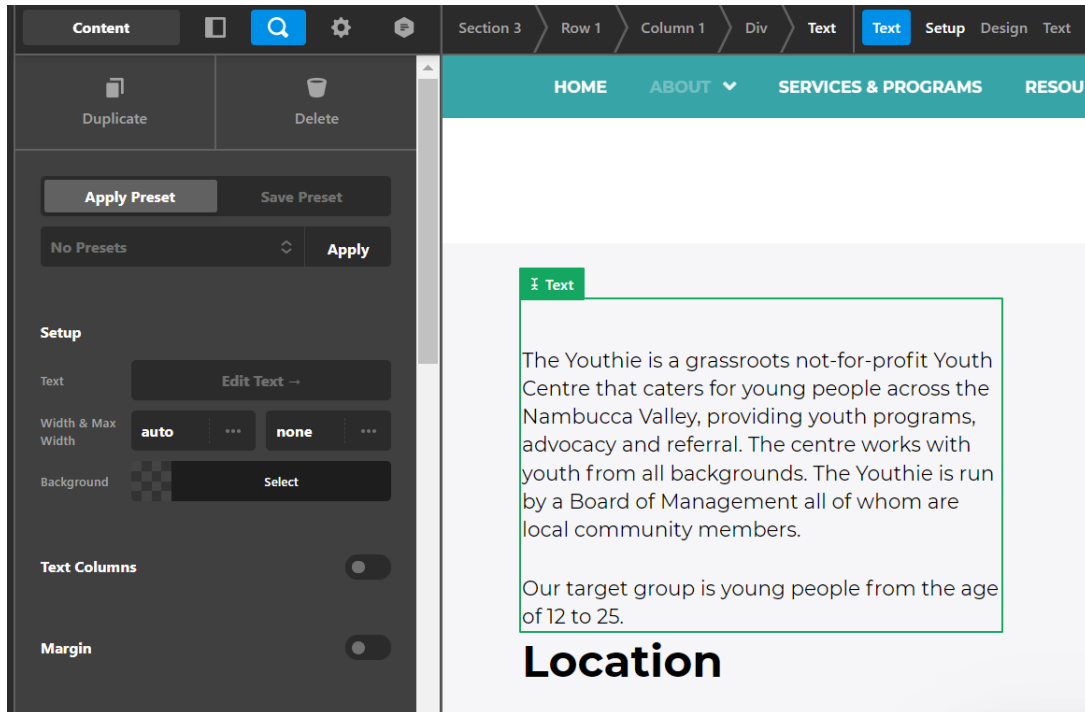
There are two ways of editing text:

Method 1: Upon left-clicking the magnifying glass icon of any text element, the left hand side of the window will change to display all the options for customisation. Clicking on Edit Text, underneath Setup (in the left hand side of the window) will bring up a window that displays the content in either HTML or Rich Text (on right below). Use whichever version you are more comfortable with.

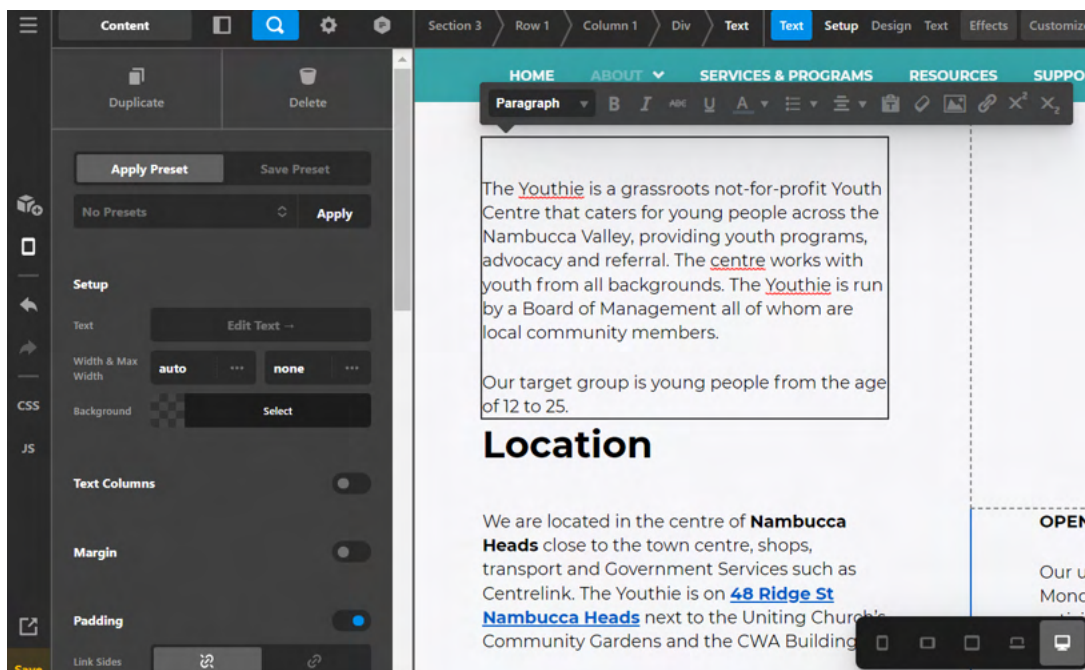


If the window is too small, you can resize it by moving your mouse to any edge and dragging on the blue bar that appears.

Method 2: In the right preview window, when you hover over an element, a green outline will display around it. Double click the text you wish to edit and this will bring up the menu toolbar interface. Like writing an email and the rich text editor, you can change the text and format here.

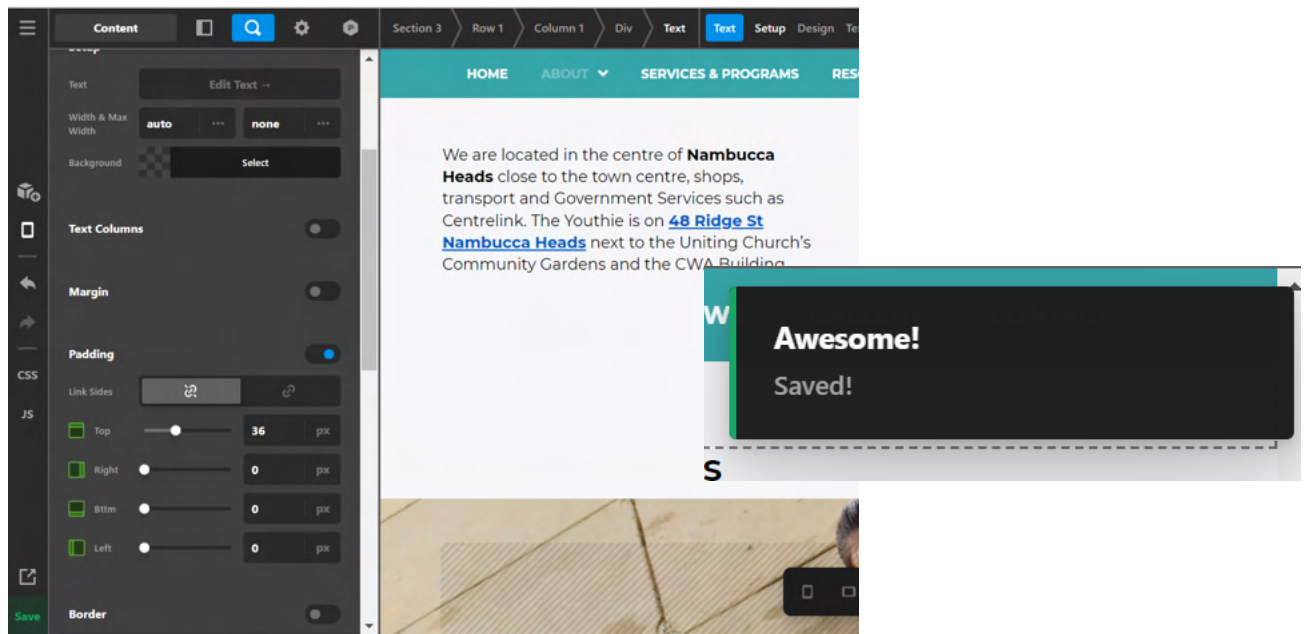


There are more options on the left hand side underneath Text Format if you wish to style the text further.



Saving Changes

To save your changes, at the bottom left hand corner of the screen, click Save. You can also hit Ctrl + S / Cmd + S. A progress bar will run along the top of the page and then display a success notification.



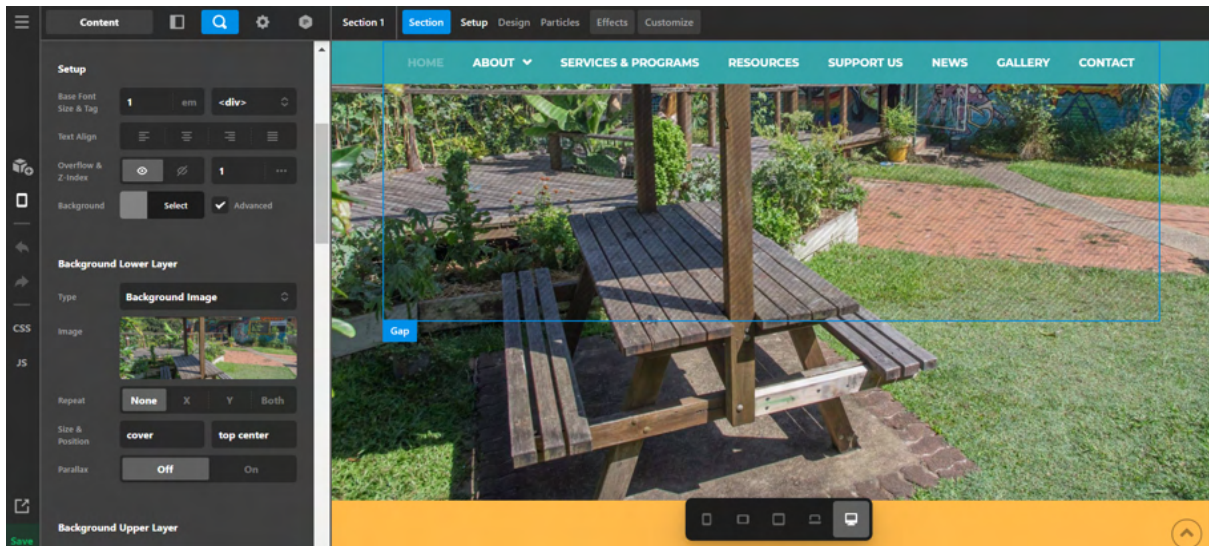
A progress bar will tick across the top of the window and display a successful notification in the top right when completed.

Updating Images

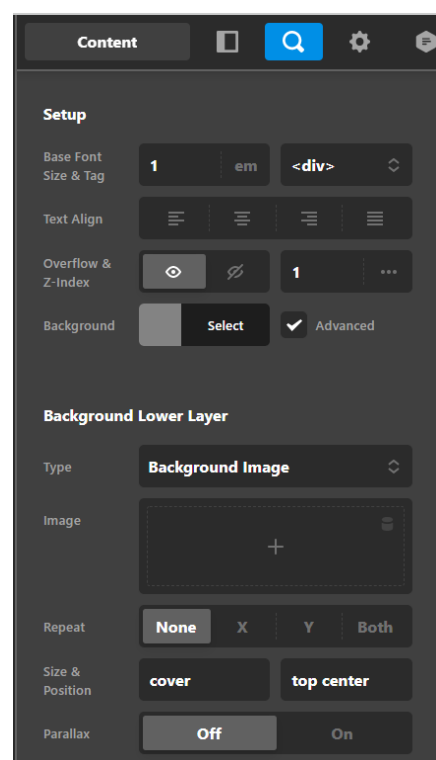
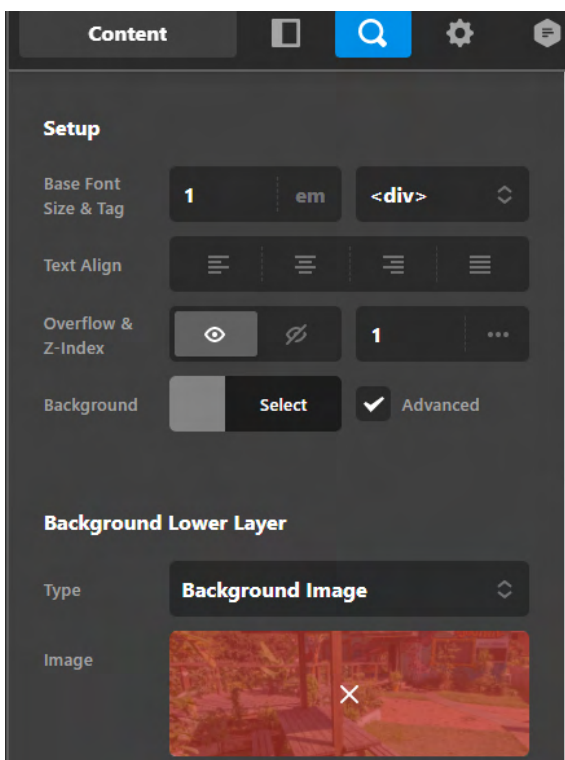
Inspect the image element. It can either be set as a background image or as an image.

Image Element Type

Clicking on any image on the right hand side preview window will update the left hand side. Most images will have pre-existing classes and settings, but for the most part will be set to fill the container.

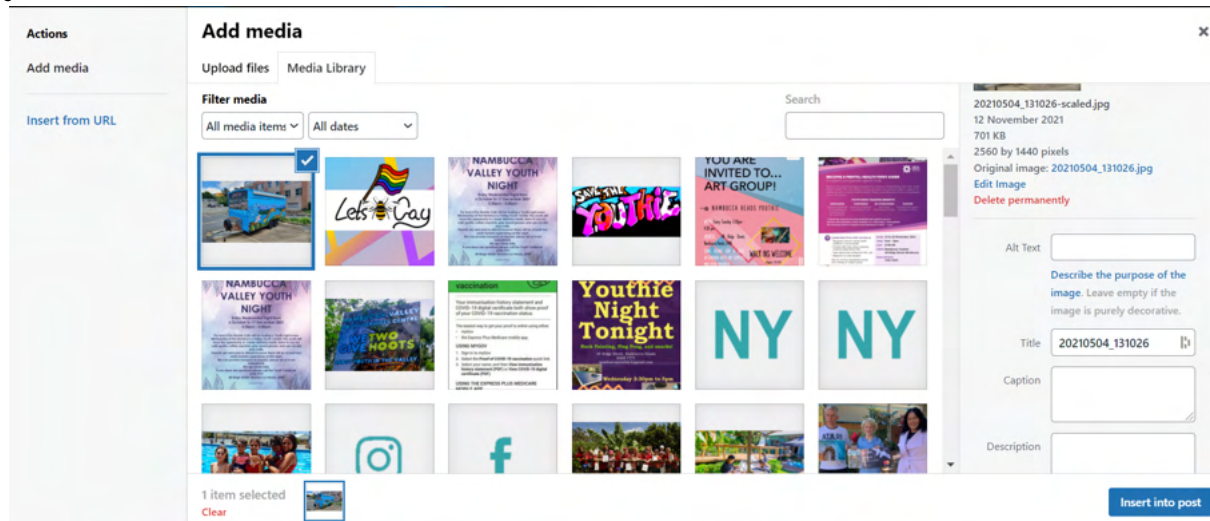


Underneath Image, hover over the source image will give you a red overlay with a white x (1), and then clicking on it will remove the current image. The image will be replaced by a grey +, and clicking on this will then open up a modal.



In this modal, allow you to choose from the Media Library or Upload a new image from your computer. To select an image, left click on the thumbnail.

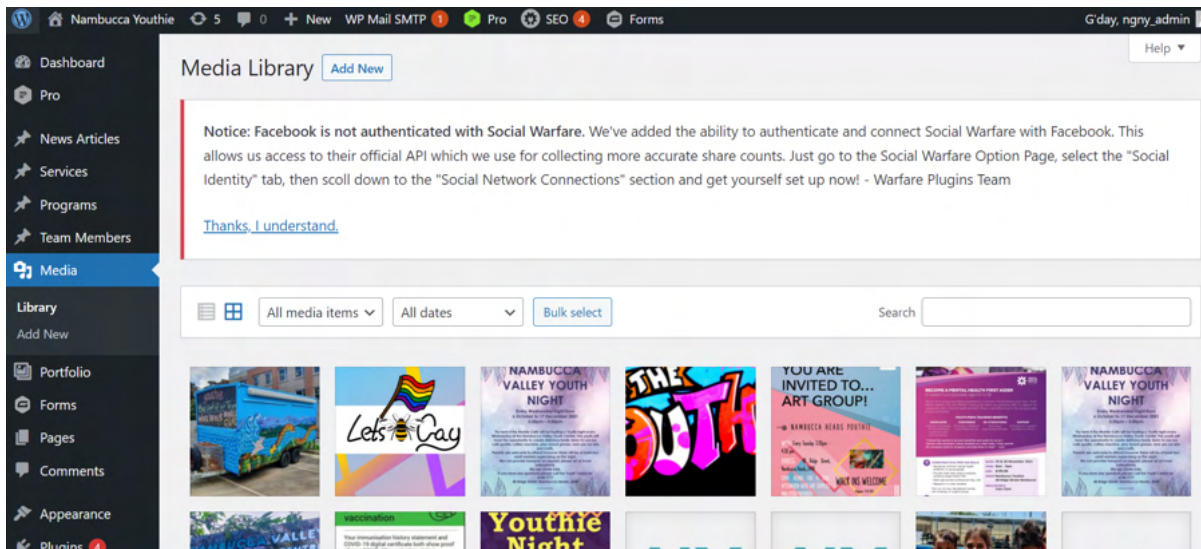
Click Insert into post in the bottom right hand corner afterwards after you have made your selection.



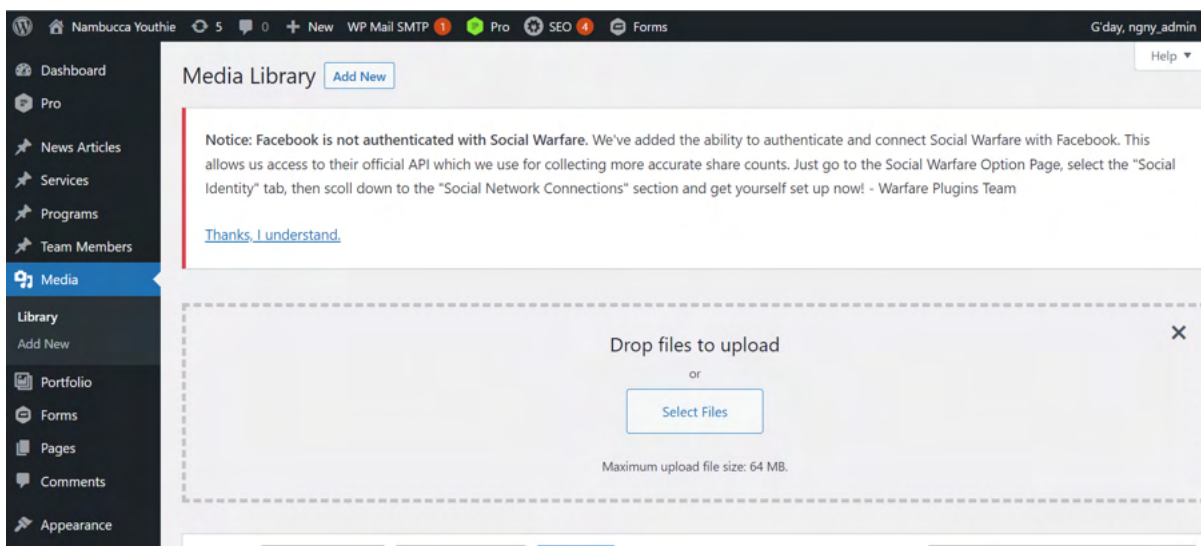
The preview window will update with the new selected image.

Uploading New Media

The Media Library can be accessed by going to Media > Library in the sidebar.



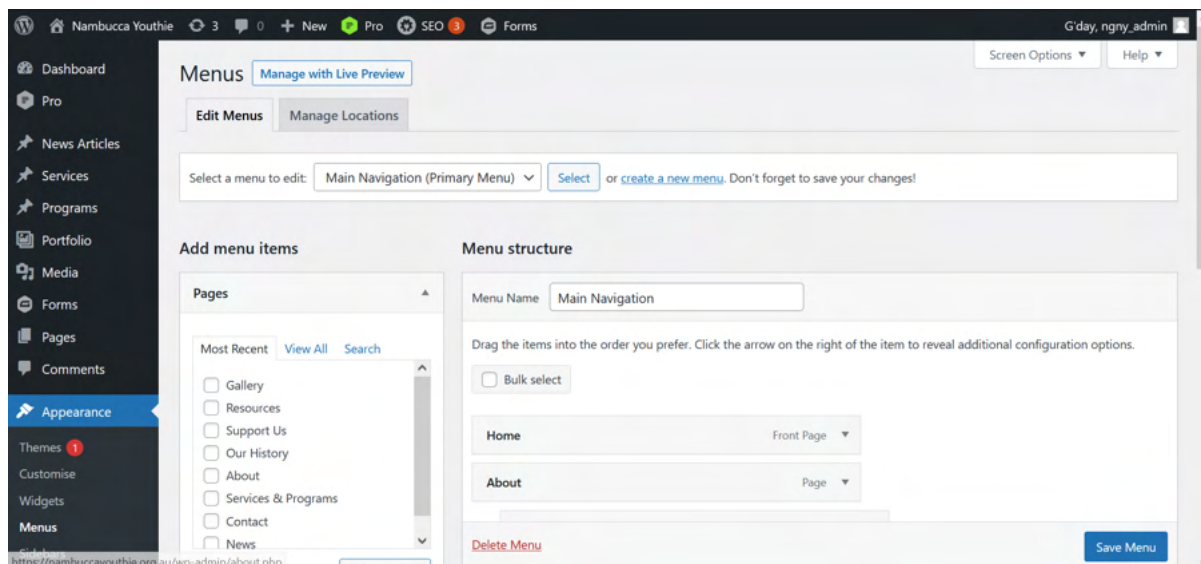
Add New will take you directly to the Upload New Media section where you can choose to drag and drop files, or click to open up a prompt to choose the media.



Acceptable files to upload include images, pdfs, docs and videos as long as it is within the upload limit. If the item you wish to upload is bigger than this limit, please get in touch with NGNY.

Updating the Menu

To make any changes, go to Appearance > Menus in the left sidebar.

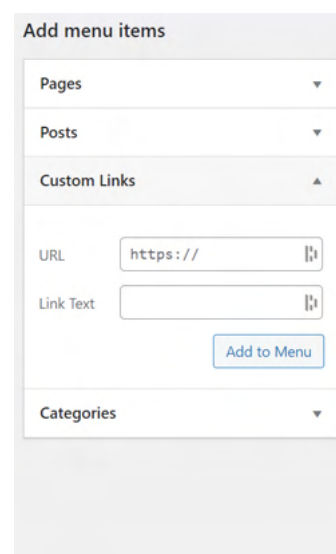
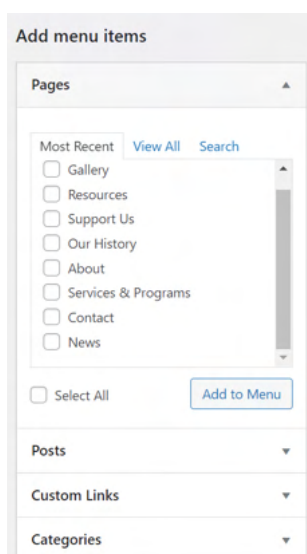


Add a new link

For pages that are within the website:

On the left hand side underneath the Pages accordion, if the page has been published recently, it will appear at the very top. You also have the option of searching up the page if you know the page title, or viewing all the pages. You can select more than one page to add to the menu. (On left)

For pages that are external, use the **Custom Links**. Click on Add to Menu once you have filled in the URL and the link text. (On right)



Remove a link

To remove a link, expand the accordion of the link you wish to remove and then hit Remove in the bottom left hand corner.

Menu Item Custom Link ▲

URL

Navigation Label

Graphic Display

Icon Primary Icon Secondary

Image Primary Image Secondary

Image Primary Alt Text Image Secondary Alt Text

Image Width (Required) Image Height (Required)

Input the unitless pixel width. E.G. If your image is 300px wide, write "300" in the input. Input the unitless pixel height. E.G. If your image is 150px tall, write "150" in the input.

[Remove](#) | [Cancel](#)

After that, you will also need to click the blue Save Menu button at the top or the bottom of the page. Be careful not to hit the Delete Menu. There will be a warning pop-up to remind you if you're sure!

Menu structure

Menu Name

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

Bulk select

Menu Item Custom Link ▲

URL

Navigation Label

Graphic Display

Icon Primary Icon Secondary

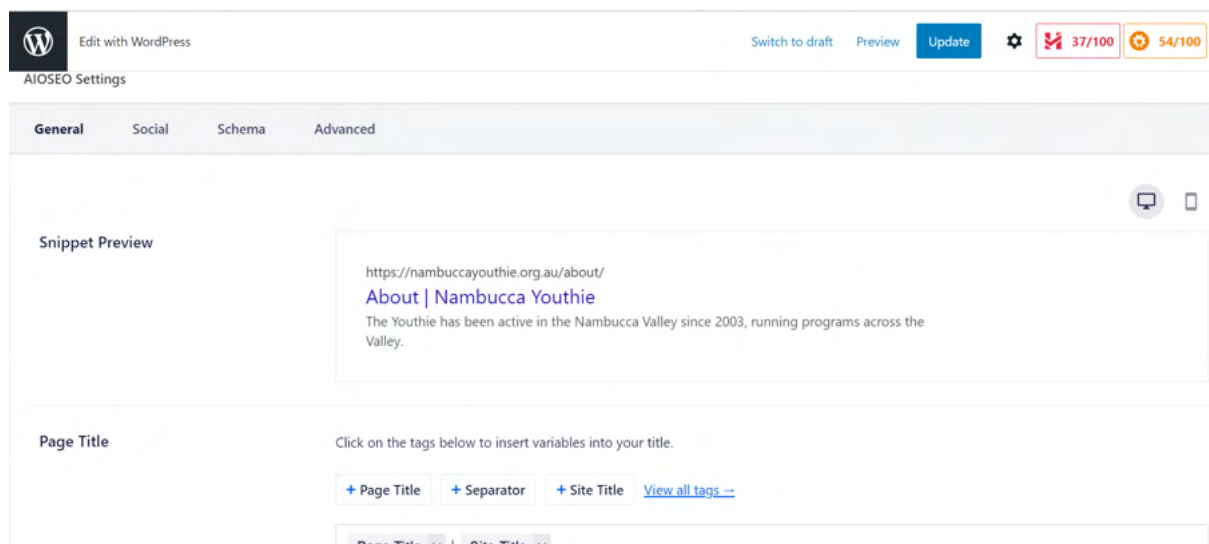
[Delete Menu](#) [Save Menu](#)

Search Engine Optimisation (SEO)

The plugin we use here is All In One SEO (AIOSEO). In this instance, we wish to Edit the page (not Edit with Pro). In the top right hand corner, there are two buttons that will analyse the SEO rating of any page's headline and the SEO content itself. Any errors that can be addressed to improve a page's SEO.

The automatically generated meta description will take on the page's shortcode, so it is recommended for a better SEO score to update these as you see fit.

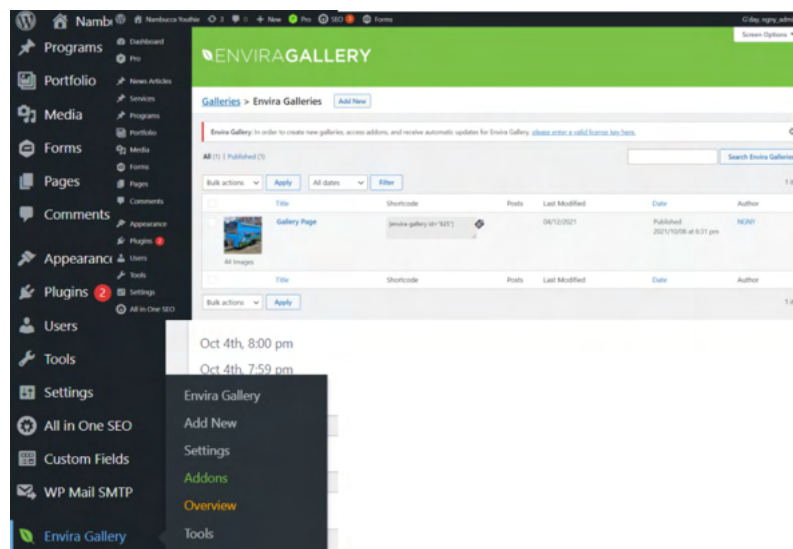
Please be aware that with Facebook, they use the Open Graph protocol. If you share across Facebook and it is not pulling in the correct imagery then there are some settings underneath AIOSEO Settings > Social which can be individually tailored per post. The default settings can be changed and accessed from the dashboard menu All in One SEO > Social Networks and then choosing the Facebook tab. \Currently it will use the Featured Image on a post as the Post Image Source, but there is also the possibility of choosing a default post Facebook image if for example the post hasn't been assigned one.



Gallery

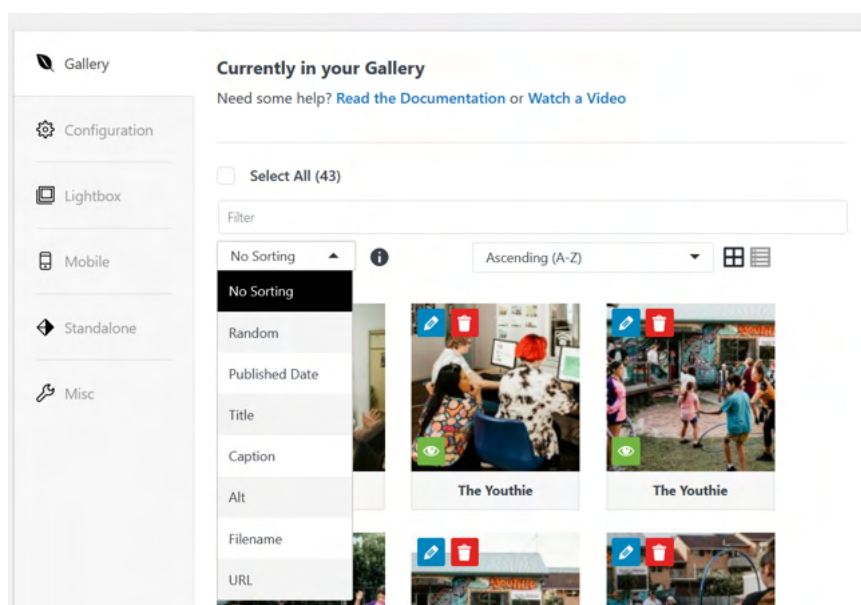
The gallery function on the Gallery page (<https://nambuccayouthie.org.au/gallery/>) is built using a plugin called Envira Gallery. Currently there is only one gallery set up.

To make changes to the gallery, please go to Envira Gallery at the bottom of the left hand sidebar menu. Clicking on Envira Gallery will take you to the main Envira Galleries dashboard.



Click on the title 'Gallery Page' to be taken to the settings of the gallery.

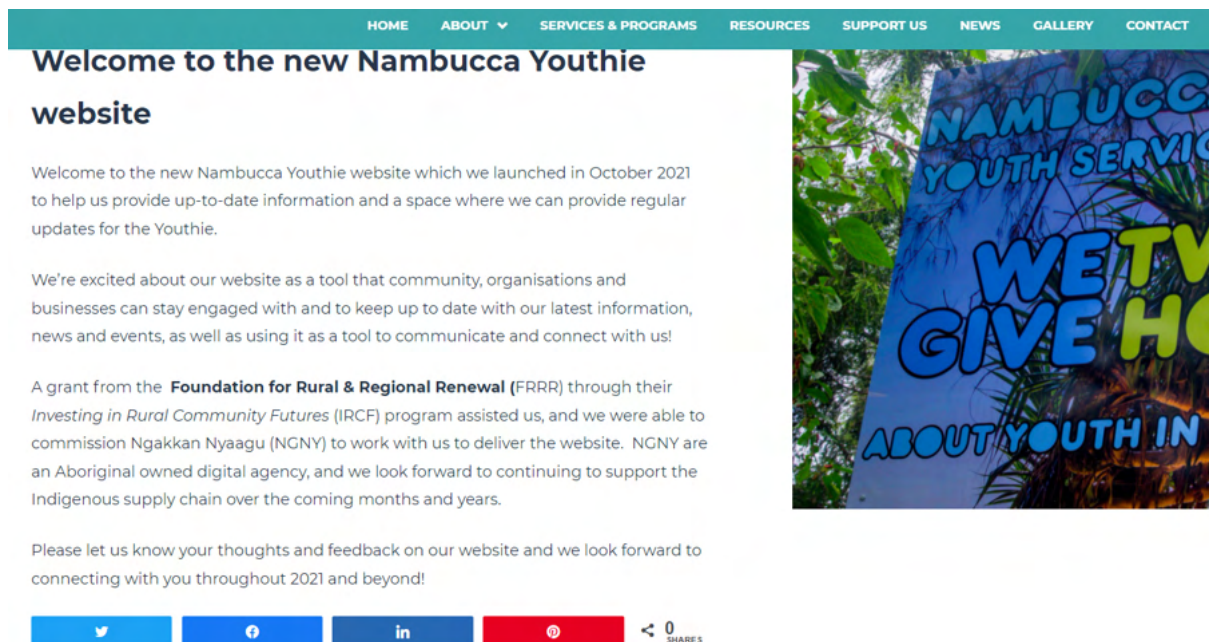
Scroll down past the upload section to view the images currently uploaded to that gallery. Please note that click and drag rearranging only works when the gallery is set to **No Sorting** (the dropdown menu pictured below). Otherwise, depending on the type of option selected, Envira Gallery will automatically sort the images for you.



Post Sharing

The plugin we are currently using is the free version of Social Warfare and is available on all News post pages. The post sharing will appear underneath the featured image and is currently set up for Twitter, Facebook and Linked In, and will track all shares across these three networks.

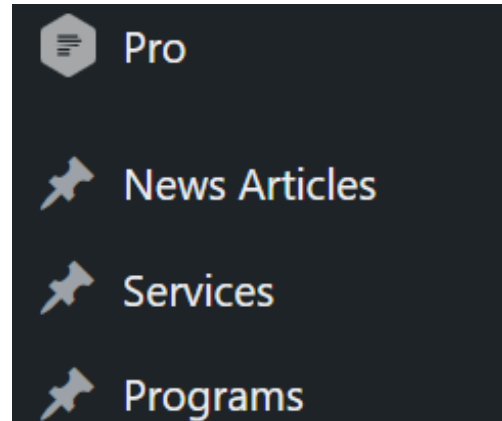
If you wish to push any blog posts across to the Nambucca Youthie socials, this is one way to achieve that. Upon clicking on the button, a pop-up window will appear with a preview of the blog post which you can edit before sharing.



The screenshot shows a website header with navigation links: HOME, ABOUT, SERVICES & PROGRAMS, RESOURCES, SUPPORT US, NEWS, GALLERY, CONTACT. The main content area features a post titled "Welcome to the new Nambucca Youthie website". The post text includes a welcome message, an explanation of the website's purpose, a mention of a grant from the Foundation for Rural & Regional Renewal (FRRR) through the Investing in Rural Community Futures (IRCF) program, and a request for feedback. To the right of the text is a featured image of a blue sign with white and yellow text that reads "NAMBUCCA YOUTH SERVICE", "WE TV GIVE HO", and "ABOUT YOUTH IN". Below the text are social sharing buttons for Twitter, Facebook, LinkedIn, and Pinterest, along with a "SHARES" counter showing 0.

Custom Post Types

There are 3 Custom Post Types that have been created for the Nambucca Youthie site: News Articles, Services, and Programs. These can all be accessed from the left hand sidebar, all of them with little thumbtack icons.



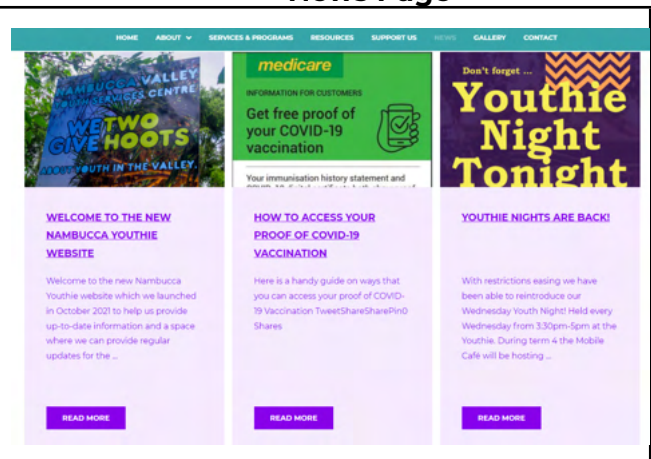
News Articles

News Articles are displayed on the home page as part of the News Feed, as well as on the News page <https://nambuccayouthie.org.au/news/> The news articles are displayed newest to oldest on the backend. Any new articles published will be added automatically at the beginning.

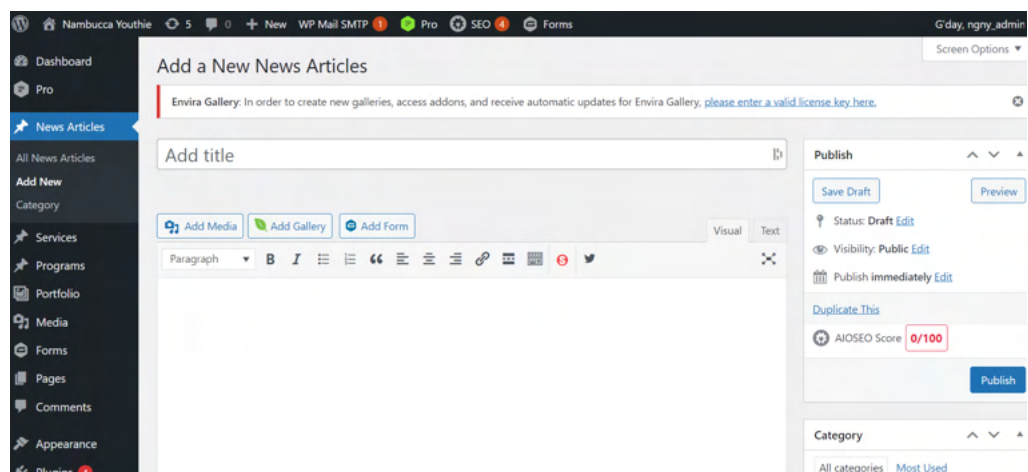
News section on the Home Page



News Page

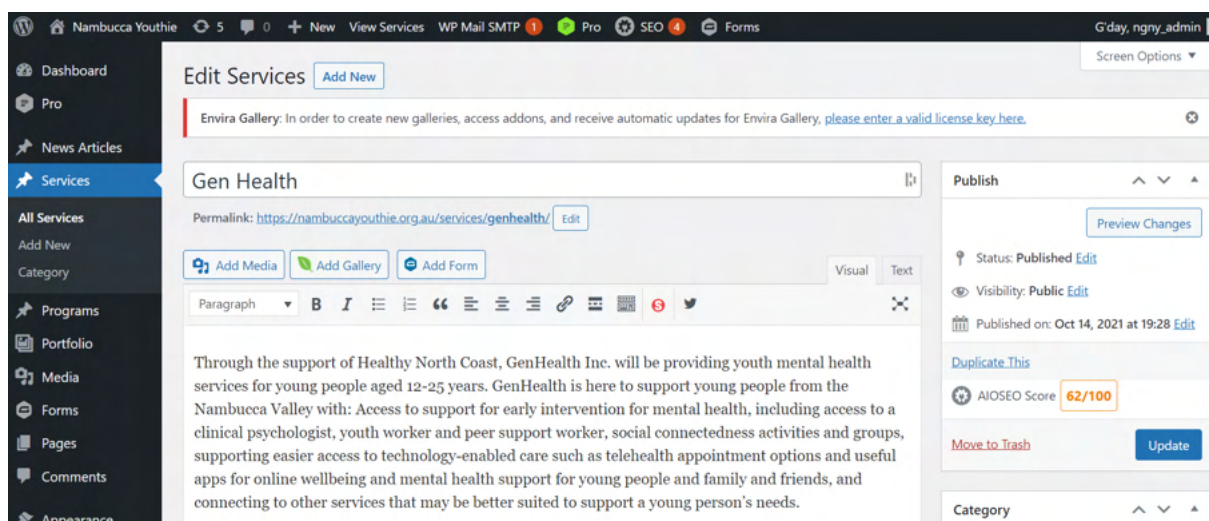
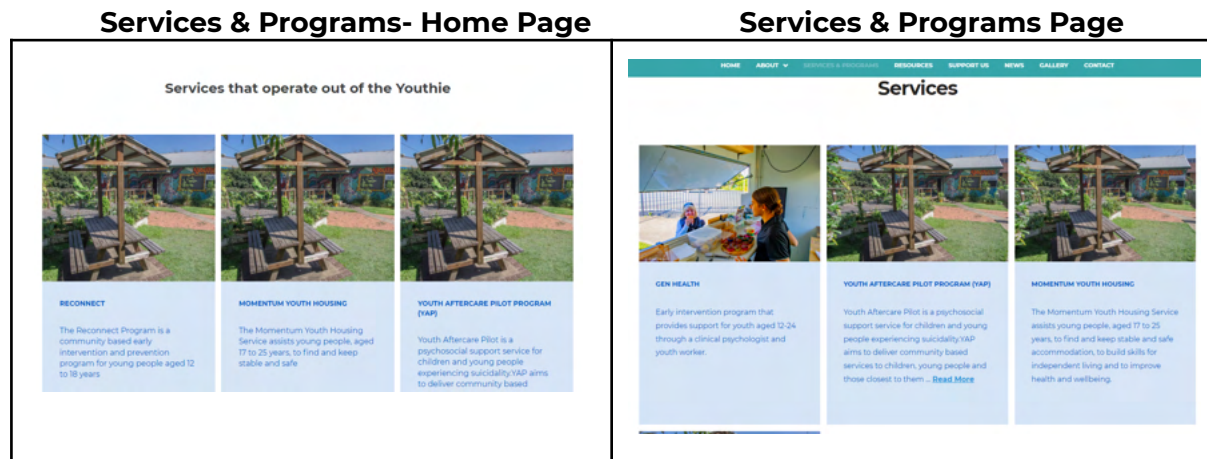


To create a new article, go to News Articles from the left sidebar then click Add New. Fill in the **title** with the name of the news article. The first word editor is where the main content of your news article goes. There are currently no categories set up for News Articles but articles can be tagged at your leisure if additional filtering is required.



Services & Programs

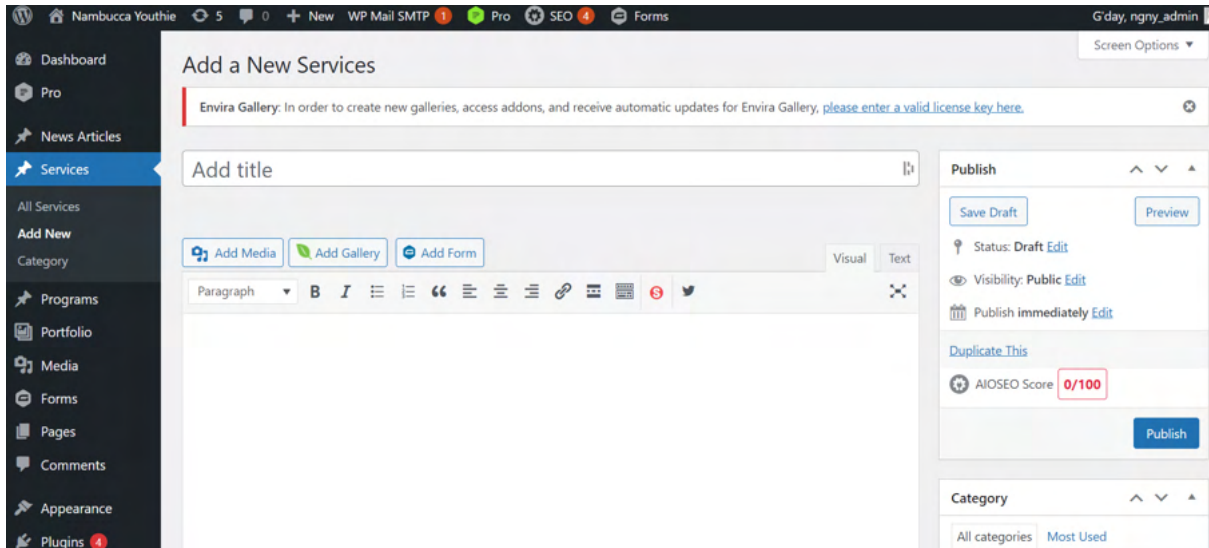
Services and Programs are displayed on the home page, as well as on the Services & Programs page <https://nambuccayouthie.org.au/services-programs/>. The services are published newest to oldest on the backend. Any services published will be added automatically at the beginning.



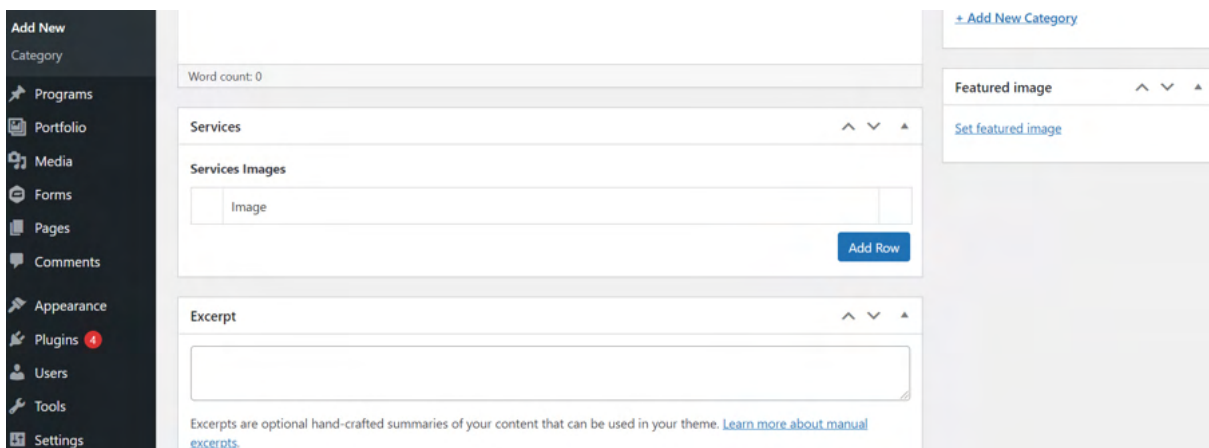
To create a new service or program, go to Services / Programs from the left sidebar then click Add New.

Fill in the **title** with the name of the service/program. The first word editor will be a description of the service. This section can be as long as you like.

The **featured image** is the image that will be displayed on the slider. Any additional images can be added in the box underneath the word editor titled **Services Images**. You can add as many images as you'd like. Hover over the grey column on the right to add additional rows to select more images.



The **excerpt** is used as the blurb in the slider.



Get in touch with NGNY

If you have any further questions, you can contact:

Project Lead	Liam Ridgeway (liam@ngny.com.au)
Development Lead	Samantha Li (samantha@ngny.com.au)
Project Manager	Frances Zahra (frances@ngny.com.au)