



<http://www.ignisart.com/samples/kshulsmann/>

How to Manage Your Site

Table of Contents

How to Manage Your Site.....	1
Welcome.....	1
Dashboard Tour.....	2
Preview Your Site.....	2
Site Performance.....	3
Autoptimize.....	3
W3 Total Cache (Performance).....	3
Left Toolbar.....	4
Your Blog.....	5
Manage Existing Posts.....	5
Edit Post.....	6
Quick Edit Post.....	9
Add New.....	10
Categories.....	10
Tags.....	10
Media Library.....	10

Welcome

The basics for your new site have already been configured for you but the work is far from done. This document is designed to get you started creating and editing your WordPress site. Don't despair over your url. It's k's' for a reason – to keep it more hidden until it's complete. It's more difficult to accidentally stumble on.

Be careful in making changes to the appearance of the site. You may find that certain changes won't allow you to return back to the way things are setup. Appearance > Customize should be edited with great caution. It's also important not to change the configuration of Wordfence, Performance, or Autoptimize.



Dashboard Tour

When you first log in you'll land on your dashboard page. Since your site has firewall and security (Wordfence) protection, as well as a store (WooCommerce), you'll see quite a few widgets related to these items.

The screenshot shows the WordPress dashboard for 'K.C. Hulsman Photography'. The left sidebar contains navigation links for Home, Updates, User searches, Jetpack, Posts, Media, Login Page Styler, Pages, Comments, Calendar Add-ons, Calendar Themes, Events, Flamingo, Contact, Portfolios, WooCommerce, Products, Appearance, Plugins, Users, Tools, Settings, SEO, Performance, Wordfence, Master Slider, and Collapse menu. The main content area features several widgets:

- At a Glance:** Shows 3 Posts, 8 Pages, and 1 Comment. It also mentions WordPress 4.8.1 running the Phlox theme.
- Activity:** Lists recently published posts and recent comments.
- Site Stats:** A bar chart showing activity for Aug 31, Sep 1, Sep 2, and Sep 3.
- Phlox Status:** Shows Products (1) and Portfolios (0).
- WooCommerce recent reviews:** States there are no product reviews yet.
- WooCommerce status:** Displays net sales of \$0.00 this month, 0 orders awaiting processing, 0 orders on-hold, 0 products low in stock, and 0 products out of stock.
- Wordfence activity in the past week:** Includes sections for Top 5 IPs Blocked, Top 5 Countries Blocked, and Top 5 Failed Logins, all showing no activity.
- Updates Needed:** Lists a new version of the 'Coming Soon Page & Maintenance Mode by SeedProd' plugin available for update.
- Yoast SEO Posts Overview:** Shows 3 posts without a focus keyword and provides an indexability check by Ryte.

Preview Your Site

You can access your site and store quickly to preview by using the dropdown under your site name.

The screenshot shows the top left corner of the WordPress dashboard. A red arrow points to the 'Visit Site' link, and a red box highlights the text 'Shortcuts to view your site and store.' The 'Visit Store' link is also visible below it.



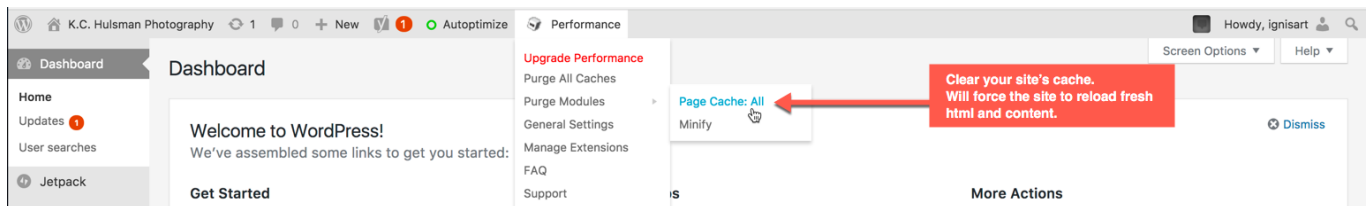
Site Performance

The site has been configured to optimize performance by caching content and code as well as minification of some theme files. There will be times you want to clear this caching either because your cache is getting very large for the site, or because you have made a change and it isn't showing up due to caching.

Autopoptimize

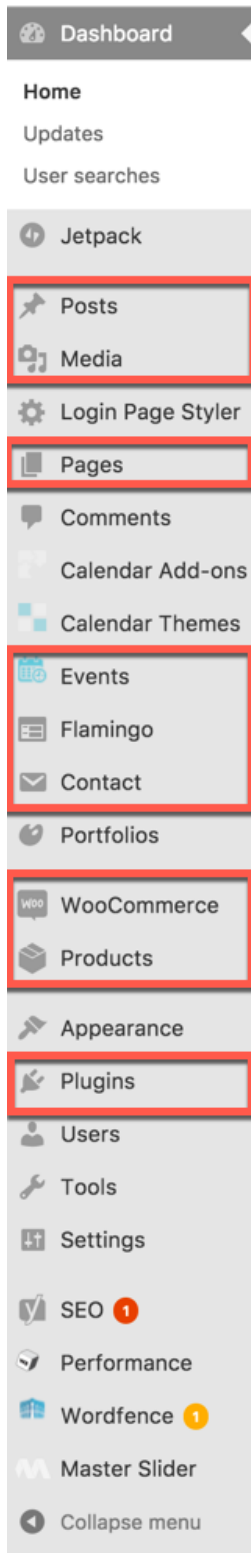


W3 Total Cache (Performance)



Left Toolbar

You are welcome to look at everything, since this will be your site. Be advised that if it isn't explained here then it is likely a configuration area and changes could have a significant impact on your site. If you are unsure, please ask before changing. Anything explained in this document, however, is meant for you to regularly be adding, editing, and deleting.



Home

Will take you back to the dashboard

Updates

If you have any plugins that require updates it will show you a small bubble with the number. This link takes you straight to the update screen. Always keep plugins up to date for security reasons.

Posts

Create or edit a Blog post.

Media

Add or edit an image for your site. Editing is limited to image information.

Pages

Add or edit pages for your site. These are your homepage, your about page, contact, essentially any page that is not the blog.

Events

You can keep track of past, present, and future events with this tool. Add or edit as you need.

Flamingo

This tool works with your contact form. It automatically collects email addresses and stores the messages in your site.

Contact

Add or edit contact forms. Honestly, any form you need to create.

WooCommere

This is where you manage your store. View orders, change currency, tax, etc.

Products

This is also where you manage your store. You can add and edit items here. They are created very similarly to how you create a post or page.

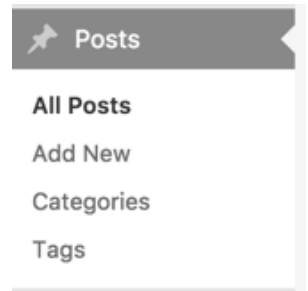
Plugins

All the magic here. You only really need to worry about keeping them up-to-date unless additional functionality is required for your site.



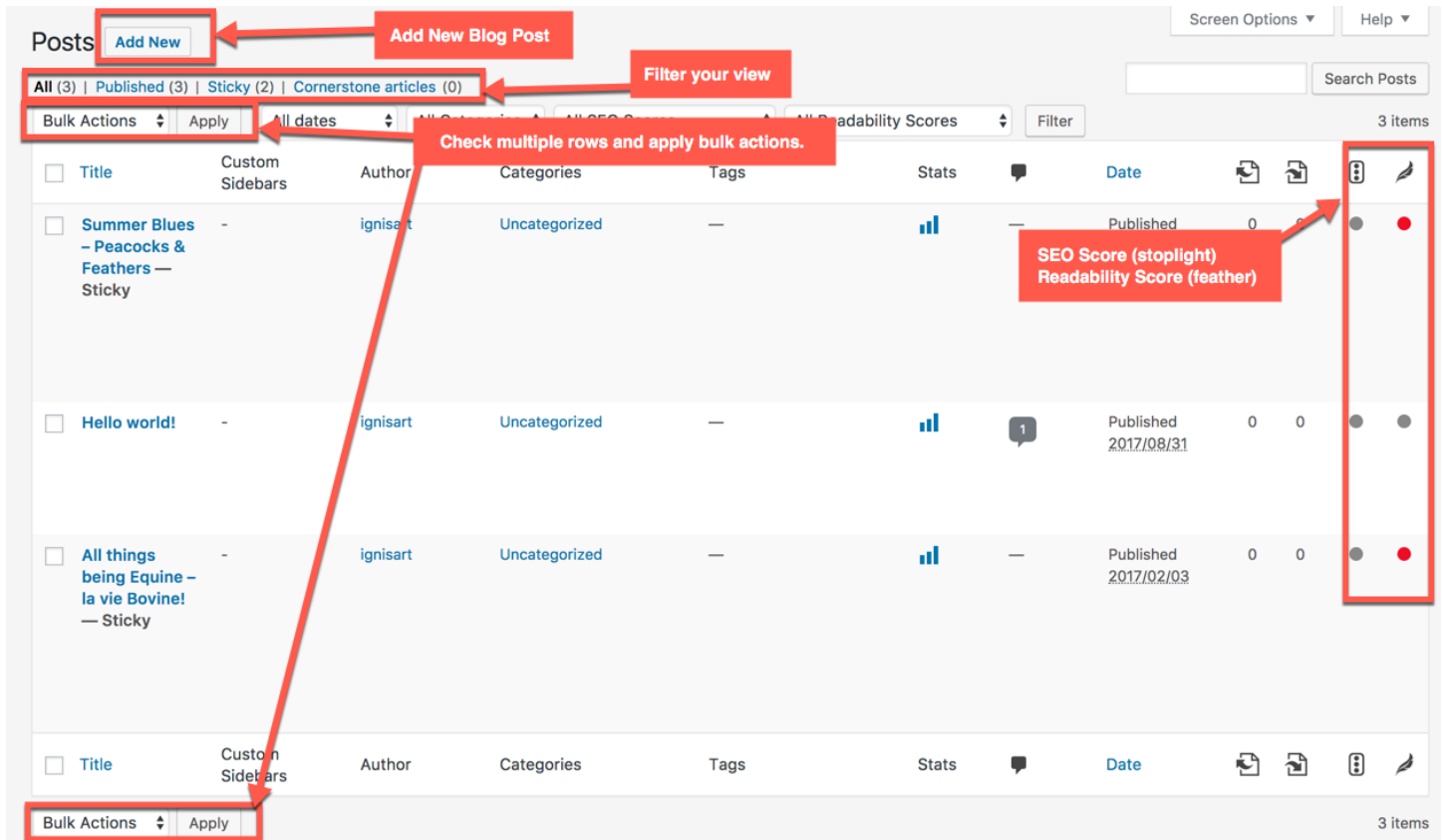
Your Blog

Everything related to your blog will be handled under the “**Posts**” left nav item.

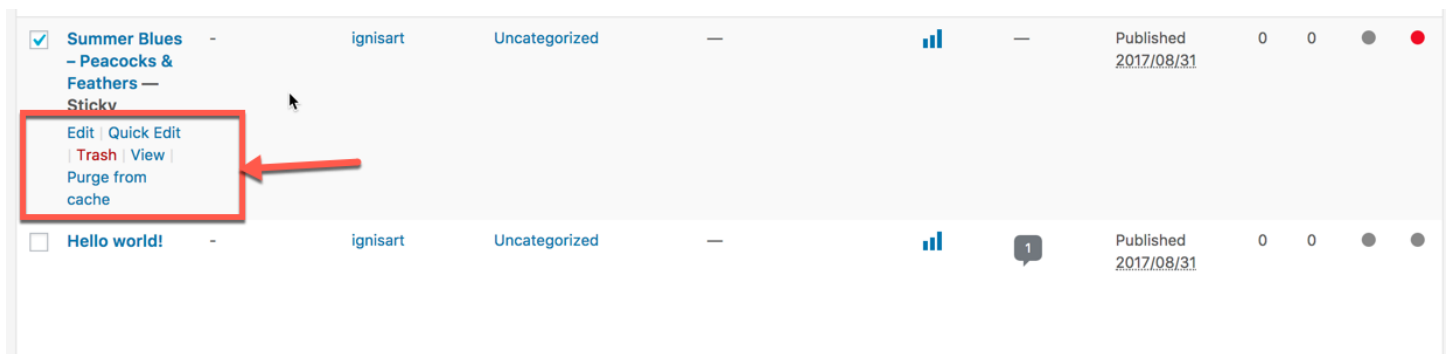


Manage Existing Posts

Click on “**Posts**” or Click/Hold on “**Posts**” and select “**All Posts**”.

A screenshot of the WordPress 'Posts' management interface. Red boxes and arrows highlight key features: 'Add New' button, 'Add New Blog Post' button, 'Filter your view' dropdown, 'Bulk Actions' and 'Apply' buttons, 'Check multiple rows and apply bulk actions.' annotation, 'SEO Score (stoplight)' and 'Readability Score (feather)' annotations, and a 'Bulk Actions' and 'Apply' button at the bottom. The table lists three posts: 'Summer Blues - Peacocks & Feathers - Sticky', 'Hello world!', and 'All things being Equine - la vie Bovine! - Sticky'. The first post is highlighted with a red box around its row, and a red arrow points to the 'Bulk Actions' and 'Apply' button at the bottom.

Hover over the row to see additional menu items available.

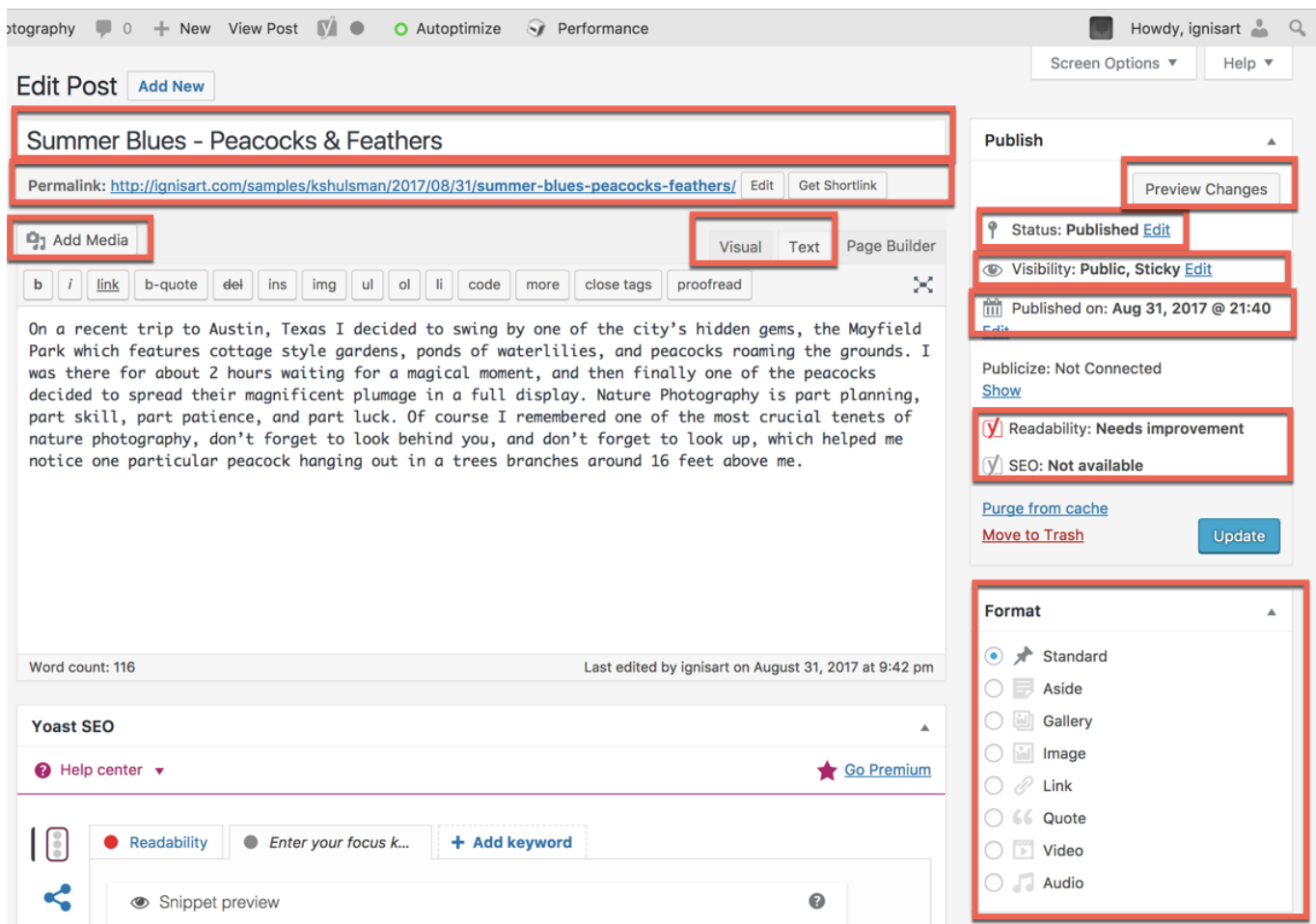
A screenshot of the WordPress 'Posts' management interface showing a hover menu. A red box highlights the hover menu for the first post, 'Summer Blues - Peacocks & Feathers - Sticky'. The menu includes options: 'Edit', 'Quick Edit', 'Trash', 'View', 'Purge from cache', and 'Purge from cache'. A red arrow points to the 'Edit' option.

Edit Post

If you'd like to do a full edit of the page, click on the **Post Name**.

The first set of editable fields are outlined below.

Title	It isn't labelled but this is literally the title for your blog entry. It will also appear in the title tag if you wish.
Permalink	Very important! You have the ability to edit this. It will auto generate based on your post title, but often it gives a less than optimal breakdown. Simplify and tidy as needed to improve search engine indexing.
Add Media	Allows you to select images from your media library to insert into the post. You can also insert as galleries.
Tabs (Visual/Text)	Visual will let you edit the page MS Word style. Text gives you html editing capabilities. Even though you see Page Builder, don't use it. It will bring you much grief.



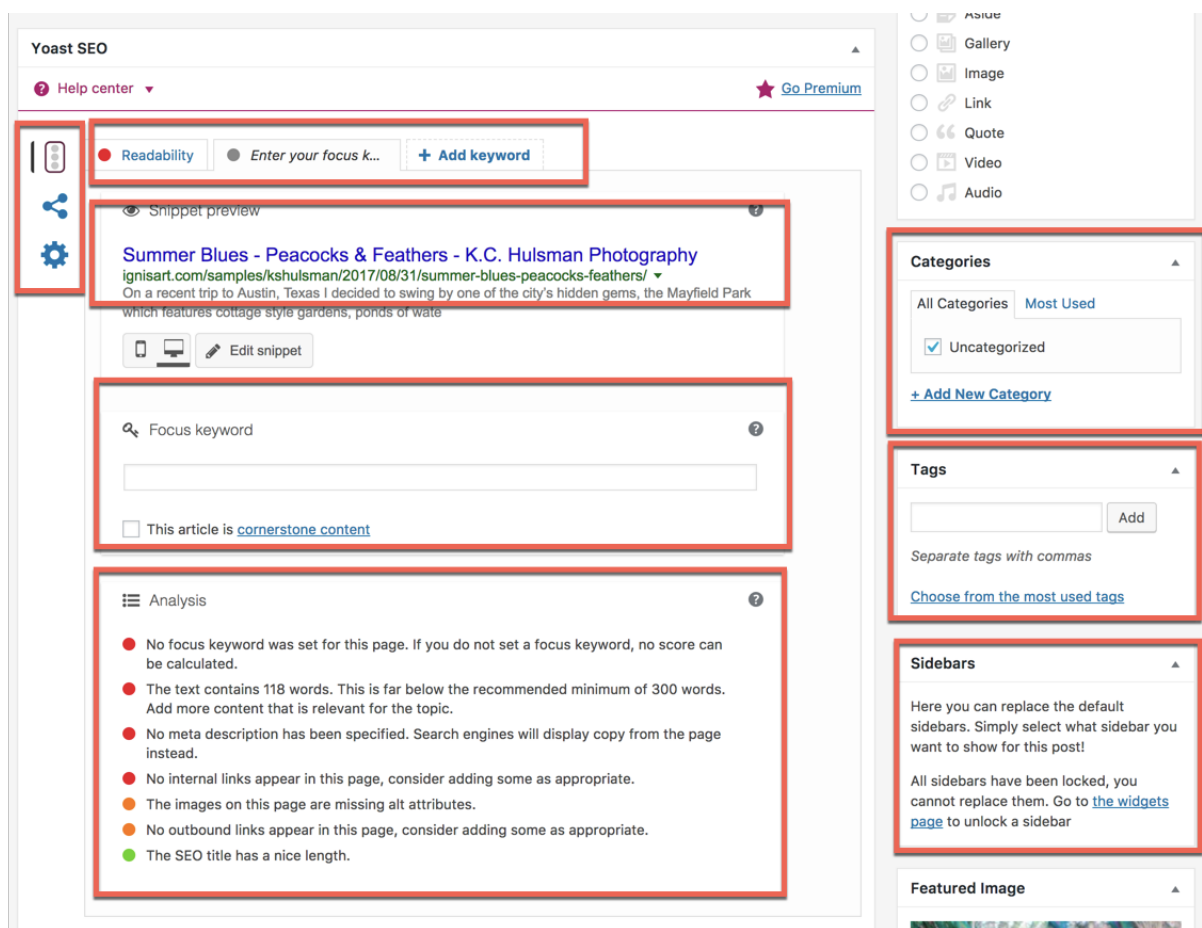
Preview Changes	Launches a new tab or window to show you what you've got even before you publish or save.
Status	You can set to Published (viewable by the public), Draft (viewable only to you), or Pending Review.
Visibility	For the blog, you'll want to set your posts to Public.



Published On	You have the power to manually set the date to either back publish or schedule a post. Default behavior is to set the publish to the date and time you edit.
Readability	Shows how easy to digest your text is to the average reader.
SEO	This is related to your Yoast plugin that allows for fine tuning search engine optimization. It will try to give you a score you can work from.
Format	There are preset 'options' for post types. Generally, the Standard post will always be what you want.

Below the main editing area are additional options.

Yoast SEO	Yoast is a tool that helps you better optimize your posts and pages for search engines. You can edit the title display, set focus keywords, get a readability analysis, an seo analysis, alter if a page or post is indexed by search engines, as well as set how you want text to display if someone 'shares' your post on Facebook.
Categories	These can be configured in the categories sub-menu under Posts, but it's important to have an intuitive hierarchy of subjects. This will let you classify your posts better for viewing and indexing.
Tags	Similar to categories. You can setup your Tags under Posts, but it's important to properly tag your posts. Only you will know what groupings and tags make sense for your particular subjects.
Sidebar	It's possible to override the default sidebar displayed. You would see options here if it were configured.



Last, there are post options and featured images.

Post options are only available with the Phlox theme. If you change themes you will lose this section.

Featured Image

This is the graphic that will be used by WordPress in the blog roll as well as if the post is shared on social media.

Post Options

You can fine tune many things about a post or a page using the Phlox extra options. The best way to learn is to try it out.

Related Posts

No related posts found.

Add Related Posts

Post Options

Layout options

General Setting

Featured Image Setting

Title Section Setting

Background Setting

Advanced Setting

Post Sidebar Layout

THEME DEFAULT

Specifies the position of sidebar on this post. The default (first) choice, is the one that you have specified in theme options.[Blog > Single Post]

Post Sidebar Style

Theme Default

✓

Specifies the style of sidebar on this post. The default (first) style, is the one that you have specified in theme options.[Blog > Single Post]

Title Alignment

THEME DEFAULT


Specifies alignment for the title in the page content.

Content Style

Theme Default

✓

You can reduce the width of text lines and increase the readability of context (does not affect the width of media). The default (first) choice is the one that you have specified in theme options. [Blog > Single Post > Content Style]



Click the image to edit or update

[Remove featured image](#)

Documentation provided by IgnisArt Creative Design | www.ignisart.com | hello@ignisart.com

page 8

Quick Edit Post

There are a number of things you can edit right from the all posts screen using the quick edit option. Hover over the post and select **“Quick Edit”** from the menu that appears to edit.

The screenshot shows the 'Quick Edit' interface for a WordPress post. The interface is divided into several sections, each highlighted with a red border. The 'Title' section contains the post title 'Summer Blues - Peacocks & Feathers' and the slug 'summer-blues-peacocks-feathers'. The 'Date' section shows the date '08-Aug 31, 2017 @ 21:40'. The 'Author' section shows the author 'ignisart (seimei)'. The 'Categories' section shows the category 'Uncategorized' with a checked checkbox. The 'Tags' section is empty. The 'Status' section shows the status 'Published' and a checked checkbox for 'Make this post sticky'. The 'Allow Comments' and 'Allow Pings' sections are empty. The 'Update' button is visible in the bottom right corner. Below the 'Quick Edit' interface, the post's metadata is displayed, including the title 'Hello world!', the author 'ignisart', the category 'Uncategorized', the status 'Published', the date '2017/08/31', and the number of comments '1'.

Allow Comments

Never, never let this be checked unless you want the way of pain. You must be prepared to police your site endlessly if you allow comments. I can't stress this enough.

Status

You can quickly un-publish a post from here. You can also quickly make a post sticky.



Add New

Posts > Add New

Everything you do in edit post applies. :) That's not a cop out. It's true.

The only difference is that a "Save Draft" button appears next to preview on the right so you can avoid publishing.

Categories

Posts > Categories

Wordpress lets you pre-define categories to group content. It's important to use them, and it's even more important that you plan them out. Don't just assign categories on the fly. Think about how you want to group content in the site and blog and plan it.

Tags

Posts > Tags

Similar to Categories but are used to be more specific. These are for fine tuning and can be used like keywords for topics you discussed in your post. You want to try and plan these as much as possible, but it is not as deeply critical that you have them perfectly organized for all future eventualities.

Media Library

stuff

