

How to edit your website

We can show you the basics.

tgm

let's edit your website

One of the main advantages of having tgm build your website on the Wordpress platform is that you are able to make simple changes to the content of your pages yourself. This document is a step-by-step guide you can look at when you need to make changes.

Log In

A log in keeps your site nice and secure. That's why it's important to have a strong username and password.

To log in to your website go to:

<http://www.historicmotoring.co.nz/wp-admin>

Type in your username and password and click 'log in'.

Username: Festival-admin

Password: Oe%Cp*d\$KUb6L1QWull71jaH

Front end and back end

What do they mean?

Back end:

The 'back end' refers to everything that goes on behind the scenes of your website. The part that nobody else can see but you - and us. You'll be able to make your updates and changes from what is called the 'Dashboard'.

Front end:

The front end of a website shows you what everyone else can see. This means once you've made any changes or updates in the back end, you'll be able to go to the 'front end' to see what these will look like.

To see the front end of your website click on the website name in the top left hand corner - it will have a house icon right next to it.

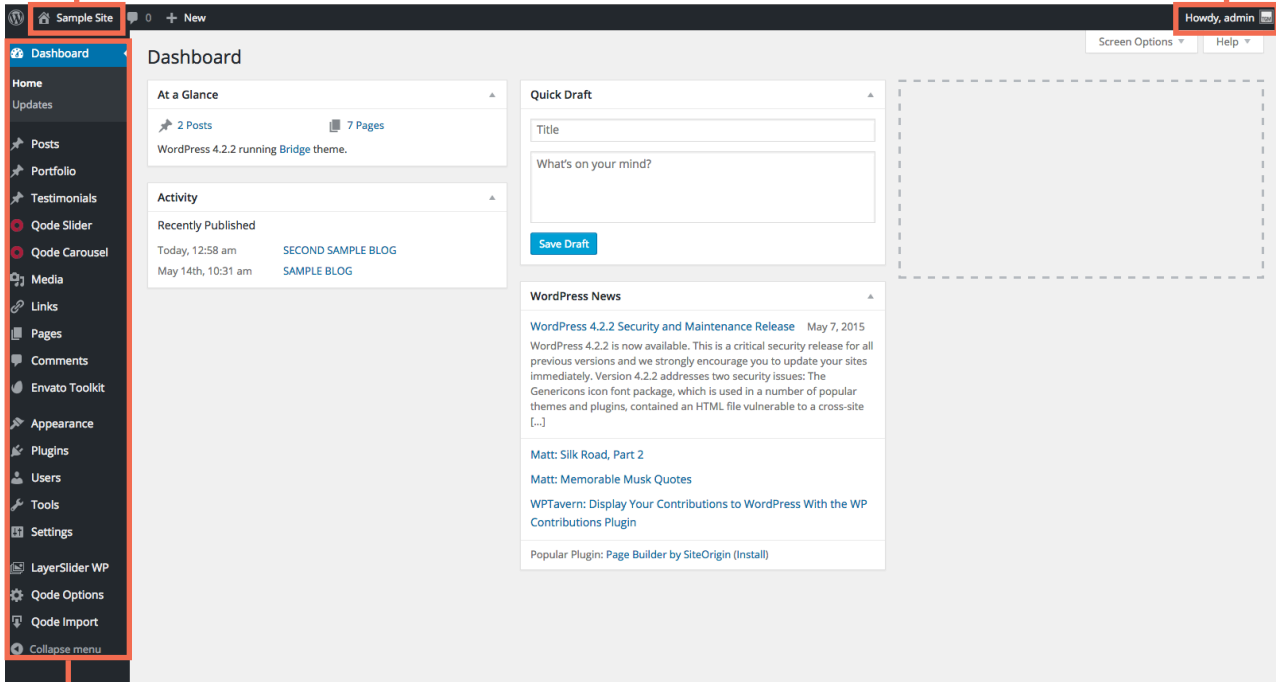
Navigation

To get to where you need to go on your website, take a look at the left hand menu. This is called a 'navigation' menu, giving you access to different areas of your website through the back end.

To go to specific pages within your website click on the 'Pages' heading on the left hand 'navigation' menu.

View site from the front end

Logout



Navigation menu

How to edit your page

When you view your 'Pages' you will be able to see the areas/blocks where your text is placed. This allows you to edit easily thanks to a little plugin we have called a 'visual composer'.

If you hover your mouse over some of the blocks on the page you will see a green box pop up like the one in the picture.



This green box has four parts to it:

Drag n drop: Let's you move the blocks (called 'elements') to different places on the page.

Edit: This will open up the element and let you edit - this is the option you'll use when you want to change the text.

Clone: This will allow you to make an exact copy of the element and place it below.

Delete: Click the delete button when you want to remove an element from the page.

How to edit text

Click on the 'edit' icon. This will open up a window where you can make the changes to your text - just like writing an email or a word doc.

In the window, you will be able to:

- Edit your text
- Change font style
- Change font size
- Add links

What is a link?

A 'link' is a part of the text you can click on that will lead you to another page within your site, or even an external site - it essentially is a 'link' to another URL.

For example, you may have seen something like this on a website before:

"For more information click [here](#)."

When you click '[here](#)' it leads you to the place you need to go.

How to create a link: in a text block

- Go into the 'edit' window, as if you were editing your text.
- Highlight the word or sentence you want to 'link'.
- Click the 'link' icon, which looks like a small chain.
- There will be an area pop up where you can add your link.
- To add your link, you should copy and paste the URL of the page you want people to go to when they click your link.
 - » **Link to External site:** Copy and paste the URL of the page you want people to go to when they click your link. Click on the cog icon to bring up some more options. Tick the box that says 'Open link in new tab' and then click the 'add link' button.
 - » **Link to PDF file:** Upload the document to the media section of the site and copy its URL by clicking on the file from the media library. Once you have copied the URL then this can be pasted into the box on the page. Lastly, click on the cog icon to bring up some more options. Tick the box that says 'Open link in new tab' and then click the 'add link' button.
 - » **Link to a page on your website:** Copy and paste the URL of the page you want people to go to when they click your link. Once the link is in place click on the blue arrow to apply the link to the text.
 - » **Link to an email address:** Copy and paste the URL of the email address you want people to contact when they click on the link. Once the address is in place make sure 'mailto:' is sitting before the address like this 'mailto:john@your-site.co.nz'. Lastly, click on the blue arrow to apply the link to the text.

How to change a link: on a button

- Go into the 'edit' window for the button and paste the new URL into the 'link' field.
 - » If the link is to an external site or PDF file the 'link target' needs to be set to 'Blank'.
 - » If the link is to a page on your website the 'link target' needs to be set to 'Self'.
 - » If the link is to an email address the 'link target' needs to be set to 'Top'.

images

Optimising:

Photos that are saved from a camera to your computer, online or email can all be different shapes and sizes. When you are adding an image to your website you need to make sure that the image you are adding is to the correct specs - or 'optimised'. This will mean your website is formatted correctly - with all imagery looking consistent and suited to your website to avoid layout issues. And it will help your website load quickly - a very important feature to your customers. Placing your image in Photoshop is a good option to achieve the size and format you need.

Replacing gallery images:

Go into the 'edit' window for the image gallery and click on the 'plus' button. Upload or select images from your media. Dragging and dropping the images can change the order. Click on 'add images' in the bottom corner when you're happy with the order. Delete images by clicking on the cross.

Replacing single images:

Go into the 'edit' window for the image and click on the 'plus' button. Upload or select your image from your media and click on 'add image' in the bottom corner.

how to save changes

To save any changes you've made, click the blue 'update' button at the top right hand side of the page.

Once you've saved your page you can view the changes by clicking on 'View Page' at the top of the screen.

Update



Pro Tips:

To **see your changes as they are appearing** on your 'front end' right click on 'view page' and click 'Open in a new tab' option. This will let you view your page as a visitor would, and you'll still have the back end open on another tab to quickly go back to!

To **see your changes before updating the page**, click on 'Preview Changes' at the top of the screen. This will open a new tab automatically. If you need to make adjustments, simply click back to the editing tab.

make a blog post

Click on the 'Posts' option in the navigation menu. You'll see a button at the top of the screen called 'Add New'. From here you will be able to write your content, add pictures, save and publish. You can 'save as draft' and come back to it later if you want to.

Extra Features

These can be found on the right hand side of the page under the publish section.

Featured images:

The initial image the user will see when they land on the blog page. If you would like to add a featured image, click on 'set featured image' and upload or select one from your media.

Categories & tags:

The initial image the user will see when they land on the blog page. If you would like to add a featured image, click on 'set featured image' and upload or select one from your media.

Tags are very similar to Categories. They can be added to multiple blog posts just like categories. Use tags for more detail like 'brownies' or 'chocolate'. Google loves categories and tags. To add a new tag start typing the word into the box and if the site already has this tag then it will pop up as an option that you can select or finish typing and click 'add'.

When you're finished remember to click 'Publish'.

edit a blog post

Click on the 'Posts' option in the navigation menu. You will see a list of all the blog posts on your website. Click on the post you want to edit. You will see an editor box that will enable you to edit the content.

If you want to change a picture that you have used in a blog post, simply click on the image, click on the pencil icon and select a new image by uploading a new image from your computer or select one from your media.

Hello newbie,

As the latest region to take on the Vero International Festival of Historic Motoring, it is up to you to update the website for the up and coming event. The above pages provided some standard editing instructions you will need but there are a couple of other areas on the website that also need to be updated. We have included these below to help. Happy editing and thank you for continuing on this spectacular event.

change logo on the home page

Click on the 'Slider Revolution' option in the navigation menu. You'll see the 'Home' slider on this page under 'Revolution Sliders'. From here you will be able to click on this slider. If you scroll down the page you'll reach the slider preview section. Click on the logo and then the 'Edit' button which sits in the above grey toolbar and is a pencil icon. Select or upload your new event logo and insert. Once the image is in place, click on the green save icon at the top right of your screen.

change video on the home page

Click on the 'Pages' option in the navigation menu. You'll see the 'Home' page on the list. From here you will be able to click into this page. If you scroll down the page you'll reach the 'Qode Video Box'. Click on the edit pencil and then replace the new video link. You will also need to replace the featured image to something that represents your region. The image should be 1920x755 px. Once the link and image is in place, click on the save changes button and update the page.

change email 'from' address

Click on the 'Ninja Forms' option in the navigation menu. You'll see both forms on the list. From here you will be able to click into each form and then click on 'Emails & Actions' from the top. You will need to change the 'REPLY TO' address under the 'Email Confirmation' and the 'TO' address under the 'Email Notification'. Click the blue 'Done' button once the changes have been made and then 'Publish'. Don't forget to do this for both forms.

still unsure?

Just get in touch we're always happy to help.

web@tgmcreative.co.nz

don't forget