

eTRIKS website: beginner

Hi, and welcome to our explanation of the backend functions of the new eTRIKS website. For your ease I've divided the functions up to three levels. Beginner being functions for standard website editing blogposts and portfolio-items. Intermediate giving you the skills to edit and build your own pages. And professional giving you the possibility to edit the more difficult parts of the website like custom layouts and the sliders. This manual requires a minor knowledge of Wordpress-websites, html and css-coding. If this is not the case feel free to contact us for a private training sessions. If you are having any difficulties or encountered a bug feel free to contact me for support at jonathan.kauffmann@i-linepr.com.

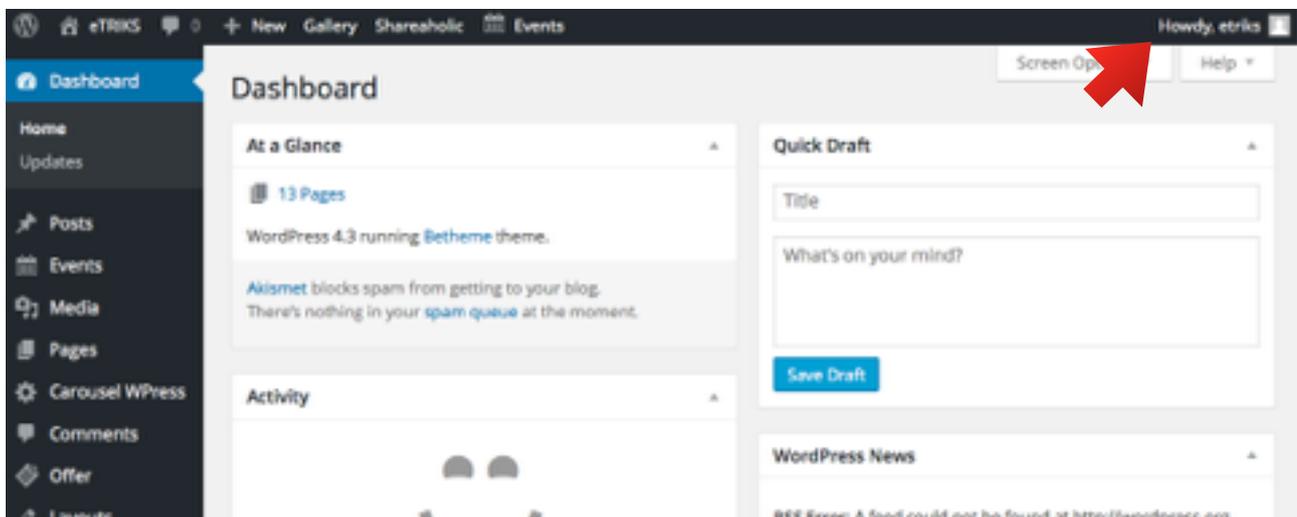
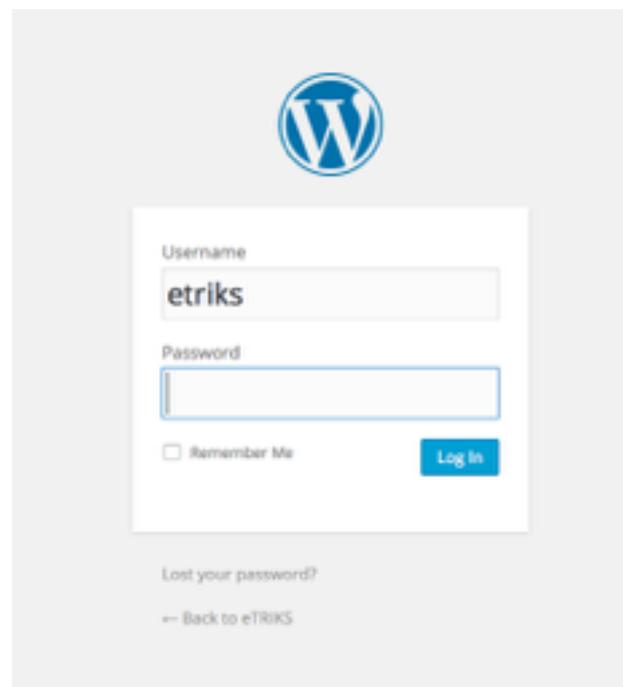
1 : Logging in

To access the backend of the website you will need to login as an admin:

1. Type www.etriks.org/wp-admin in the browser (www2.etriks.org/wp-admin for the time being as long as the website isn't online)
2. Fill out your username and password distributed by mail and click Log In
3. You are now on the website backend

2: Administrator info

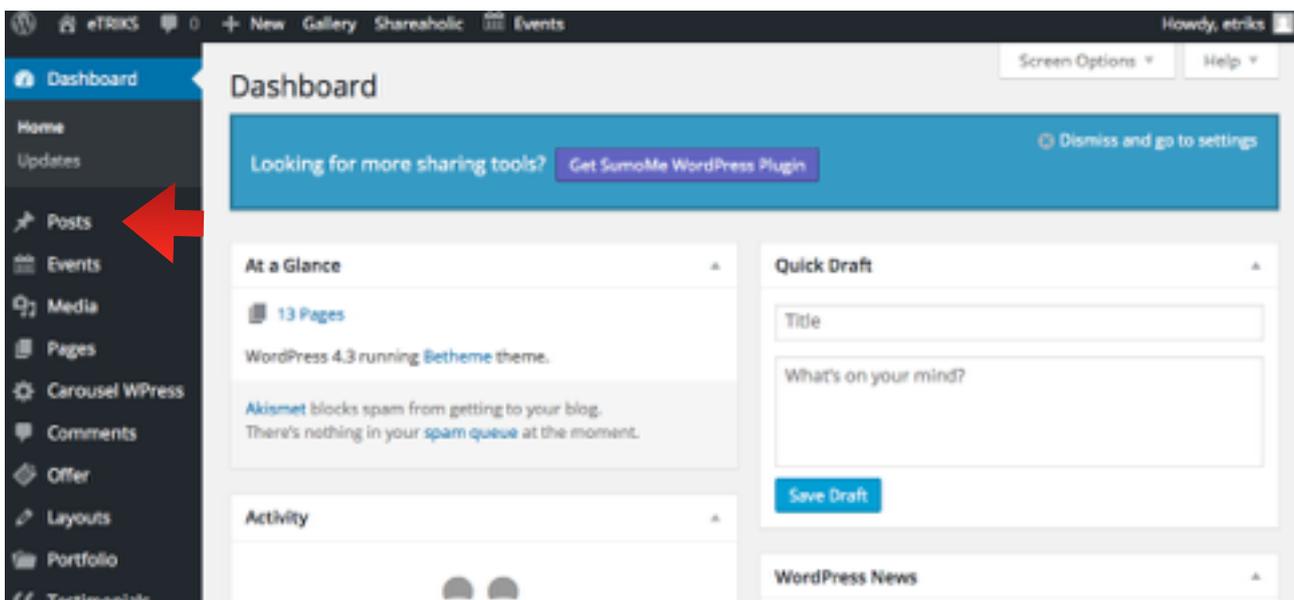
Editing your administrator info can be done with the following steps:



1. Hover over 'Howdy, ... (your admin-name) in the left top corner of the screen.
 1. Here you can either log out or edit your profile
 2. Click on 'Edit your profile'
2. Here you can edit the following information
 1. First name
 2. Last name
 3. Nickname and which name you wish to display
 4. e-mailadres
 5. website
 6. Biographical info
 7. And you can generate or edit your password by clicking on "Generate password"
 8. **Always 'Update profile' after you've made changes!**

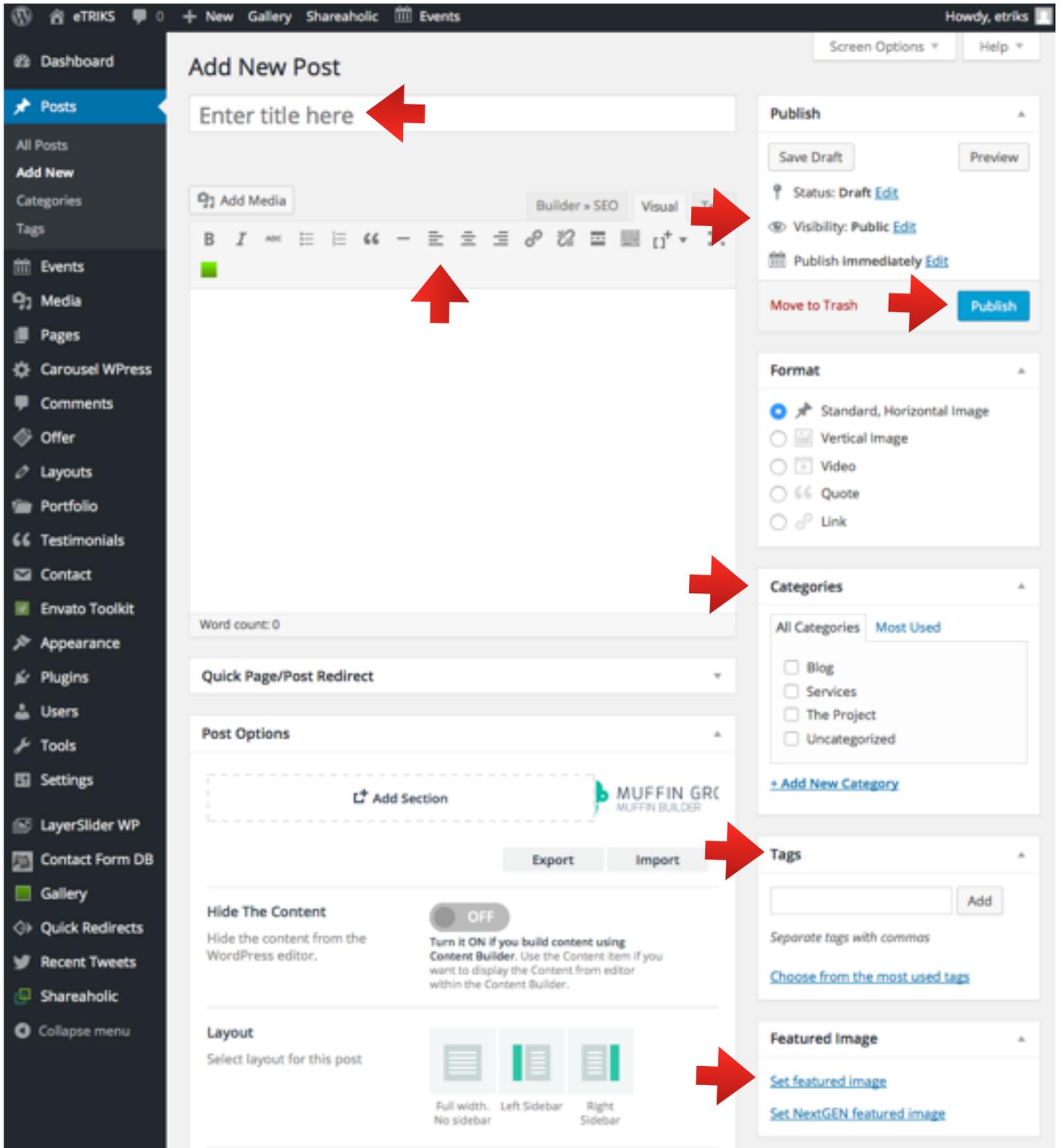
3: Blogposts

To edit and add new posts in the eTRIKS Blog follow these steps:



1. Hover over the 'Posts section in the main menu.
2. You can either view all the current posts (and edit them if you wish) under 'all posts' or add a new one ('add new post'). Let's add a new one.
3. Enter the title in the title section.
4. Place the content in the content box below. You can style your text with the buttons on the top or with using key-shortcodes used in Word (CTRL+B for bold for example).
5. In the top right you can edit the Visibility if you wish a colleague to review the article before publishing.
6. You can also set the time and date of publication (these also indicate the order of which the posts will be displayed)
 1. past dates for blog posts from the previous site

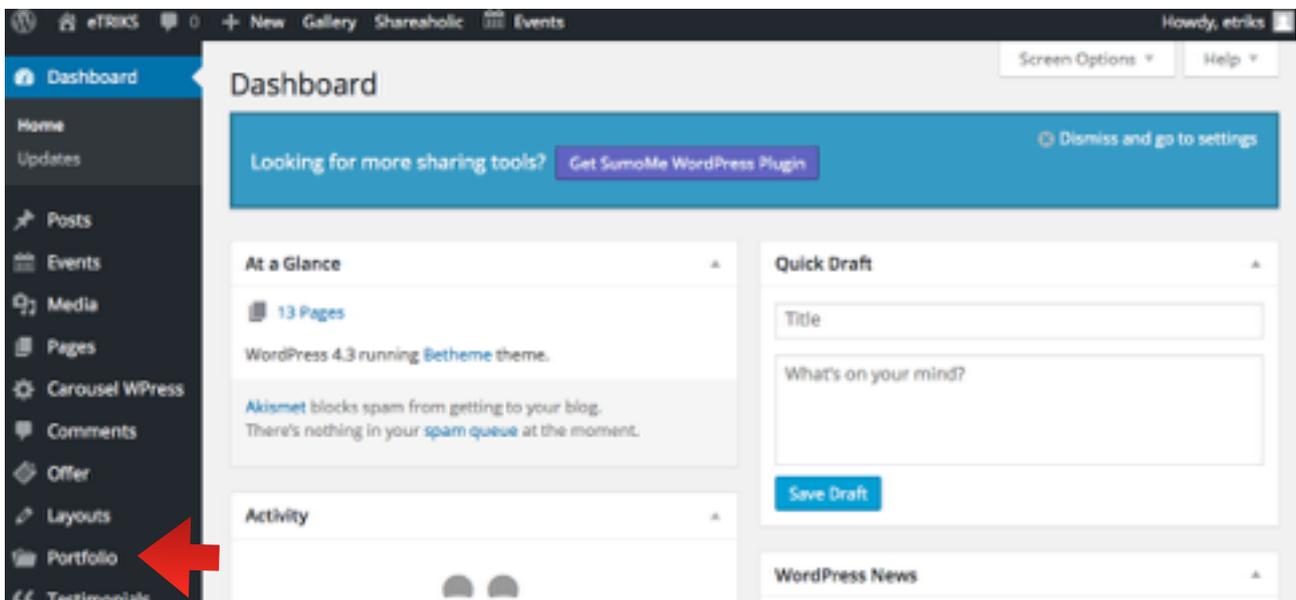
- future dates for blogposts that will be become available after a certain time
- In the right column set 'categories' and 'tags' to link related blogposts together.



8. Select an image for the blogpost by clicking 'Set featured image' Here you can upload files from your computer up to 2MB under 'Upload Files'. Or select an image that is already uploaded on the website under 'Media Library'
 1. Images can later be cropped or resized in the website under 'Edit Image' !!! **This will edit all of the images with this title on this website, don't use this function if you are using an image that is already on the website !!!**
9. Click publish or edit-button after your changes.
10. All other functions can be ignored for now.
11. For previous website we can import all the blogposts at once. For more information on this feature, please contact Jonathan.

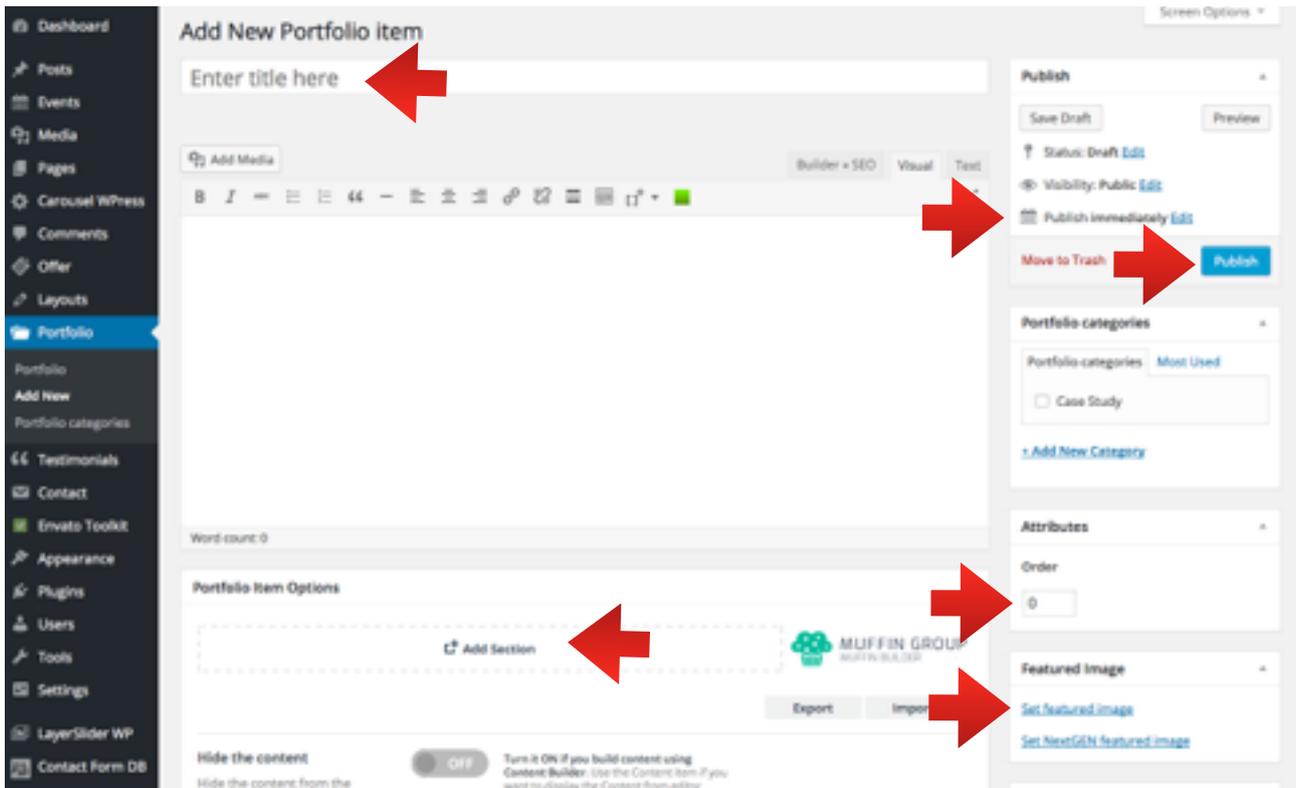
4: Portfolio-items

Portfolio items will be automatically placed under the 'Portfolio'-section on the home page. To edit these please follow these steps:



1. Hover over the 'Portfolio'-tab in the main menu.

2. Here you can view and edit the current items (under 'Portfolio') or add a new one (under 'Add new'). Lets add a new item.



3. Enter the title in the title section.
4. Place the content in the 'Muffin Builder'
 1. Click Add Section
 1. Click the 'Edit button': left button in the top-right-corner of the section



2. Put the background color on #FFFFFF (white), this isn't automated
3. Click 'Save changes' on the bottom of the menu
2. Click Add item in the section



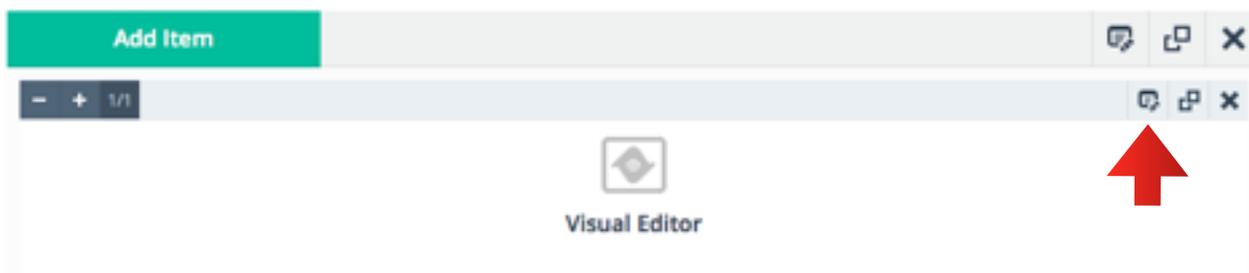
1. Select Visual Editor



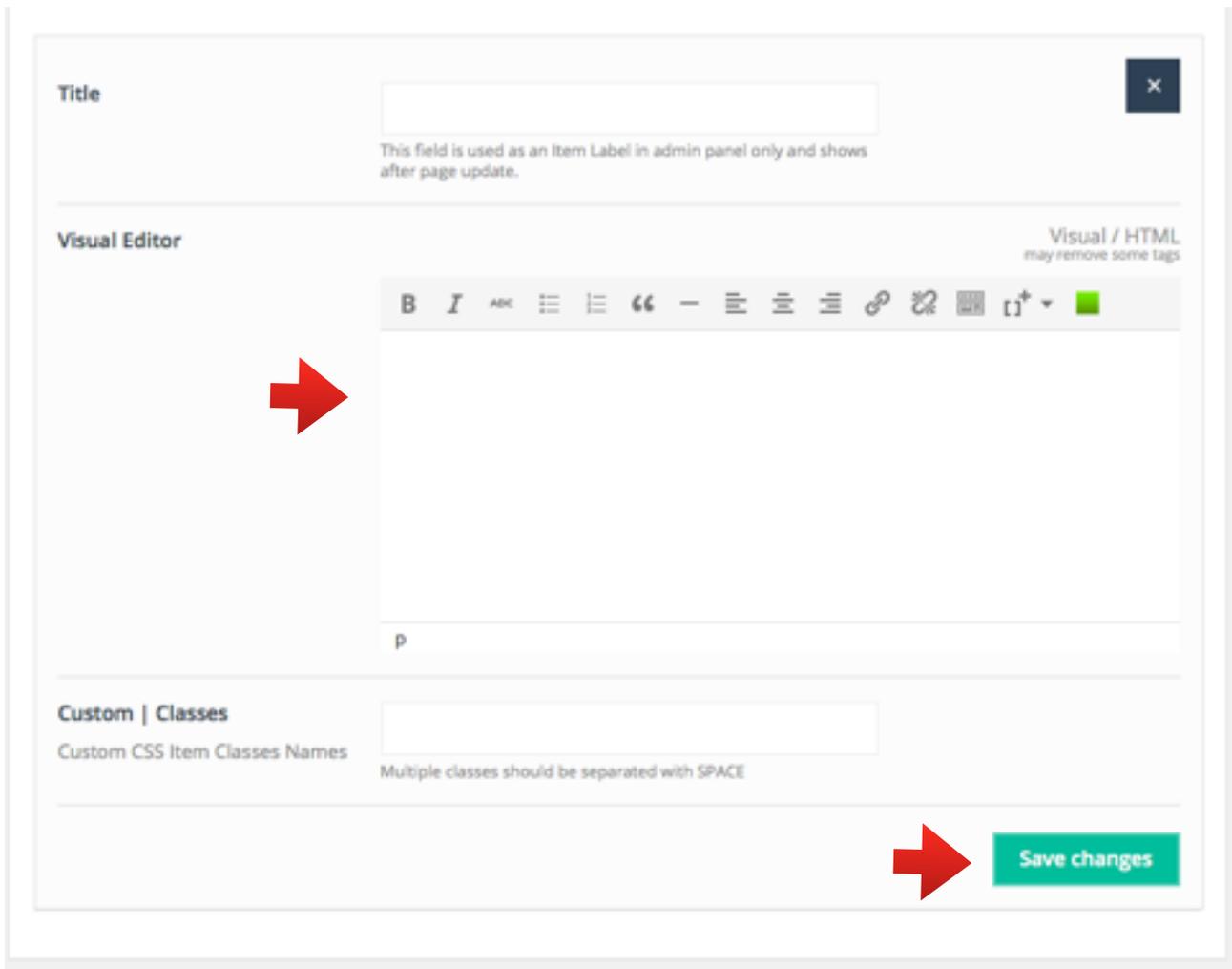
2. Define the column-width with - + buttons



3. Click the 'Edit button':

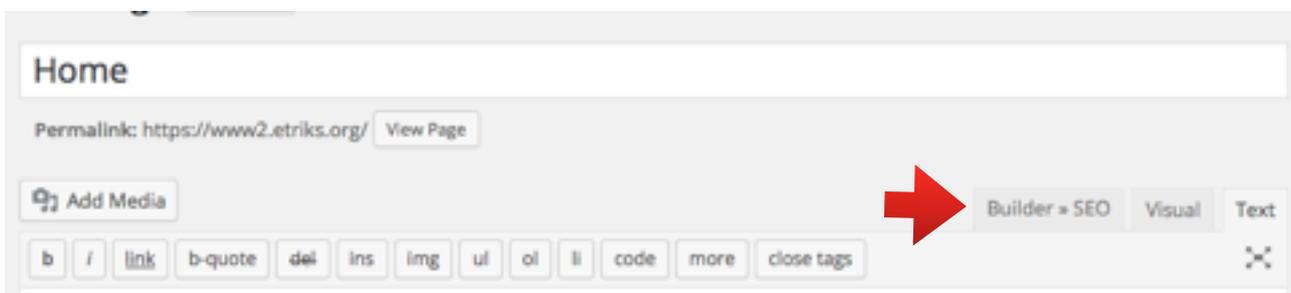


4. Fill out your text in the Visual Editor

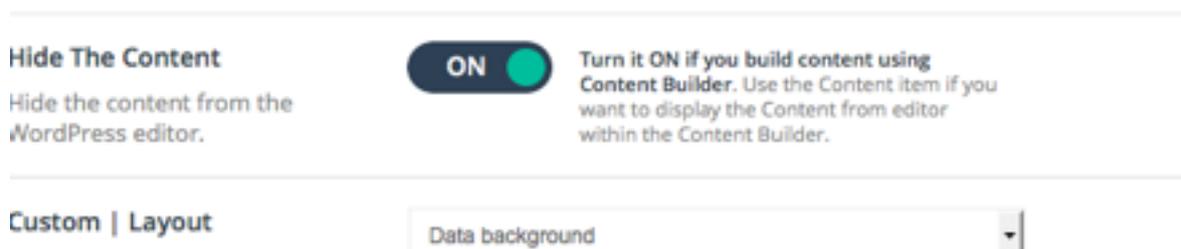


5. Click 'Save changes'

5. In the top right you can edit the Visibility if you wish a colleague to review the article before publishing.
6. You can also set the time and date of publication
7. Set the order of the Portfolio in which it will be displayed in the Portfolio-section
 1. Newer items will always be placed at the top
8. Select an image for the item by clicking 'Set featured image' Here you can upload files from your computer up to 2MB under 'Upload Files'. Or select an image that is already uploaded the website under 'Media Library'
9. Click publish or edit-button after your changes.



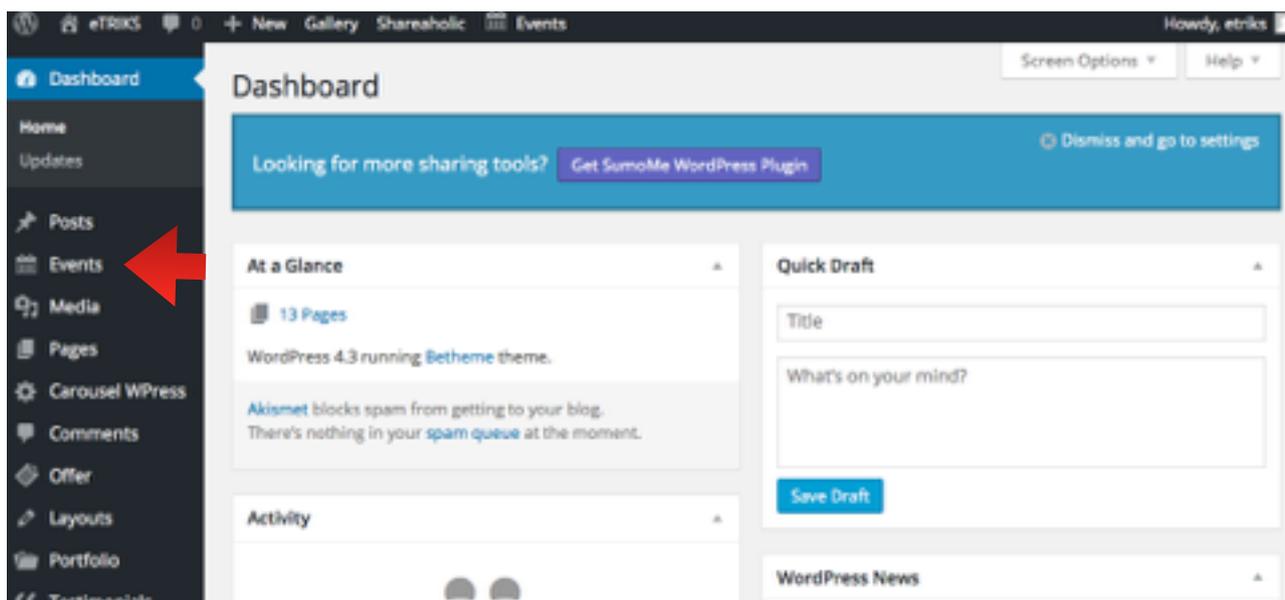
10. To have content from the Muffin-builder inserted into SEO (Google and Search function on your website) - hit the 'Builder >> SEO'-function after editing. **!!!do this step every time you edit a certain page!!!**
11. **Check if the 'Hide The Content'-box is checked to 'ON'**



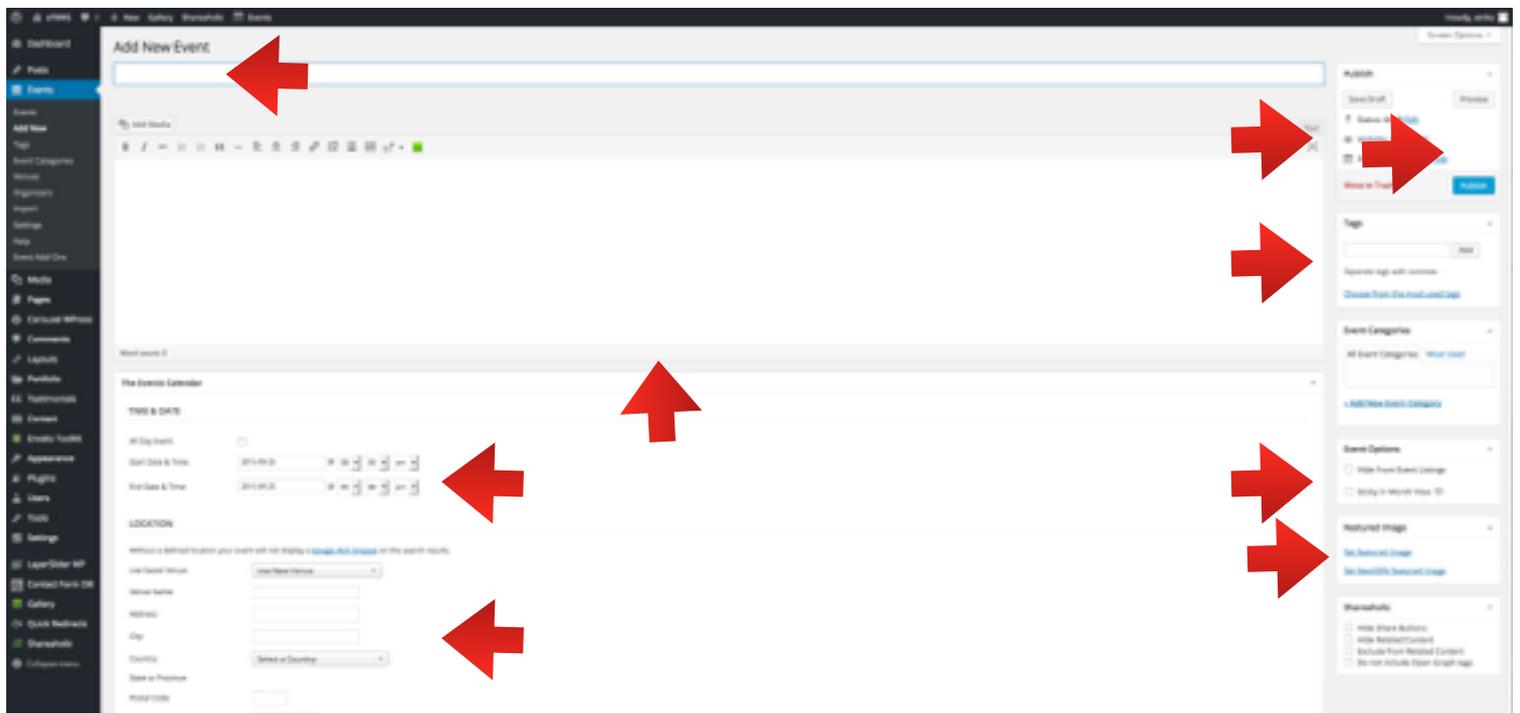
12. **Click public or edit-button to save again.**
13. All other functions can be ignored for now.

3. Events

To add a new event to the events calendar. Please follow these steps:



1. Hover over the 'Events'-tab in the menu.
2. You can view and edit all the events/organizers and venues created before or add a new event. Let's add a new event by clicking on 'Add new'
3. Insert the event title
4. Place additional information about the event: subject, speakers, schedule in the information-box
5. Site a start date & time and end date & time
6. Add a location or use a saved location from a previous event
 1. For a correct Google Maps, make sure you have filled out the adress correctly. Some addresses may vary in spelling.
7. Add an organizer or use an existing one.
8. Add an event URL and a cost.



9. You may want to consider not setting e-mailaddresses to avoid spammers
10. Like Blogposts and portfolio posts you can set a publish date in the left column
11. Add tags and categories to link events together
12. Set a featured image for the event (like with blogposts and portfolio-items)
13. 'Publish' or 'Save changes'