

eTRIKS website: intermediate

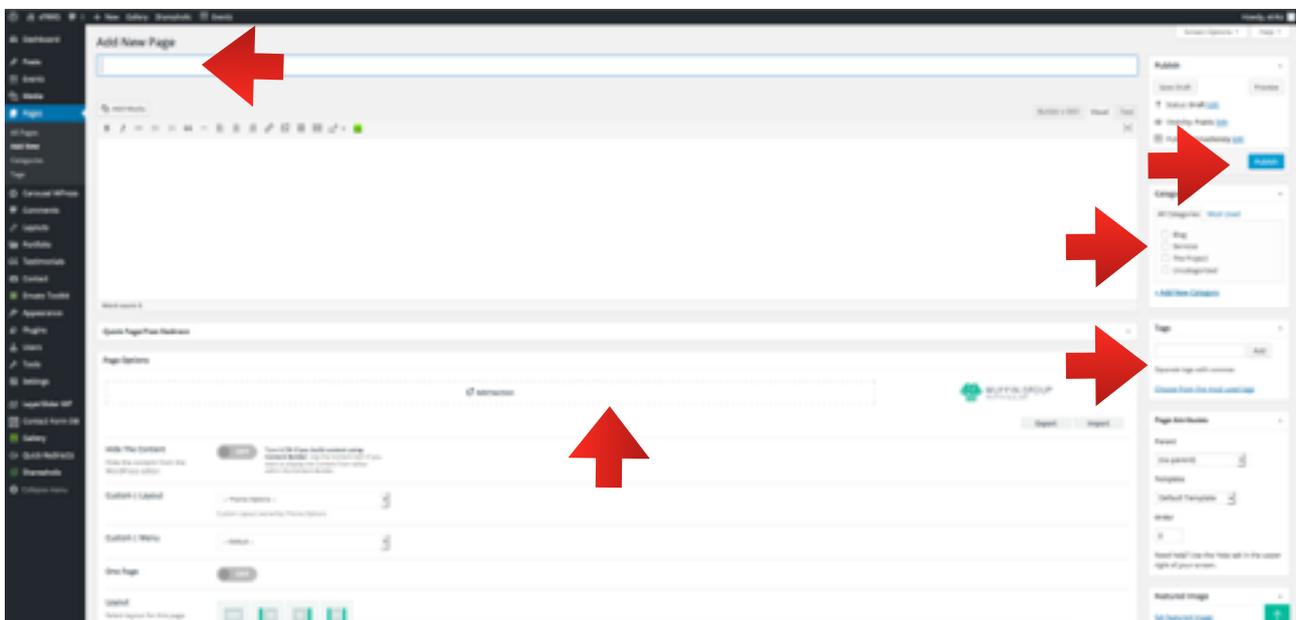
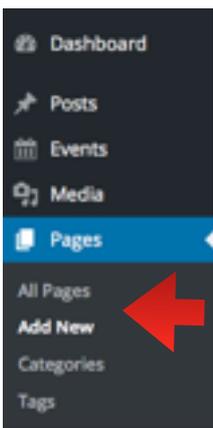
Hi, and welcome to our explanation of the backend functions of the new eTRIKS website. For your ease I've divided the functions up to three levels. Beginner being functions for standard website editing blogposts and portfolio-items. Intermediate giving you the skills to edit and build your own pages. 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 session. If you are having any difficulties or encountered a bug feel free to contact me for support at jonathan.kauffmann@i-linepr.com.

1: Pages

Building your own page and displaying it on the website takes a couple of steps to complete. First of all you must make the design for the page and edit the metadata. Afterwards you must add it to your menu.

a: Design

1. Hover over the 'Pages'-tab in the main menu.
2. Here you can view and edit the current pages (under 'All Pages') or add a new one (under 'Add new'). Lets add a new page.



3. Enter the title in the title section.
4. Place the content in the 'Muffin Builder'
 1. For content boxes:
 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. Add a section-title: this will not be seen on the website but is a reference to other users.
 4. Click 'Save changes' on the bottom of the menu

Portfolio Item Options

Title ✕
This field is used as an Section Label in admin panel only and shows after page update.

Background | Image

Background | Image position
This option can be used only with your custom image selected above.

Background | Color Use color name (eg. "gray") or hex (eg. "#808080").
Leave this field blank if you want to use transparent background.

2. Click Add item in the section

+ Add Section

MUFFIN GROUP
MUFFIN BUILDER

Add Item

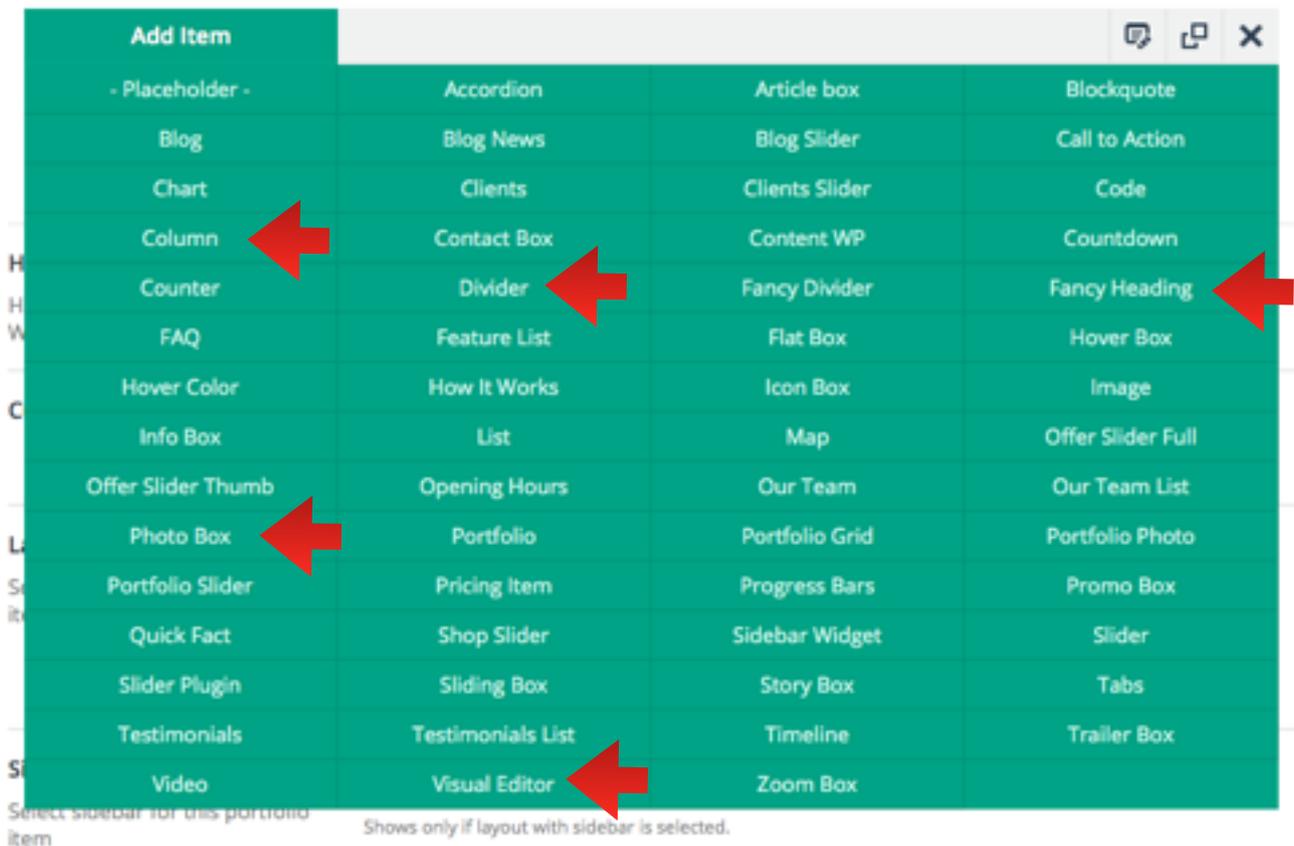
3. Select Visual Editor or Column (for text items)

+ Add Section

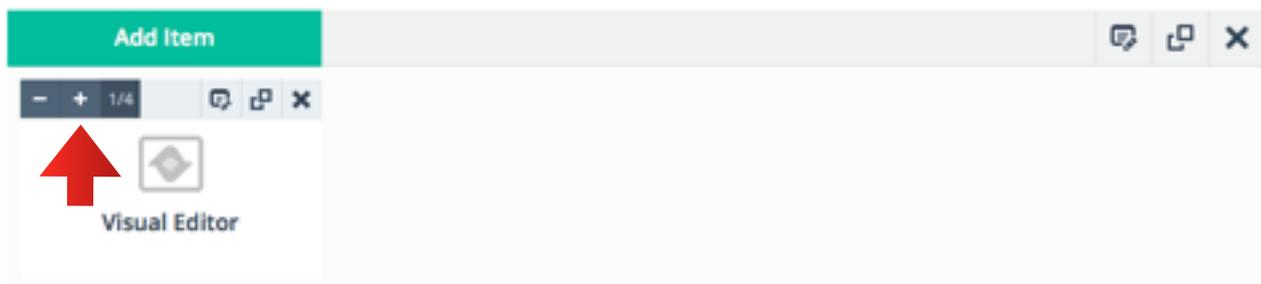
MUFFIN GROUP
MUFFIN BUILDER

Add Item

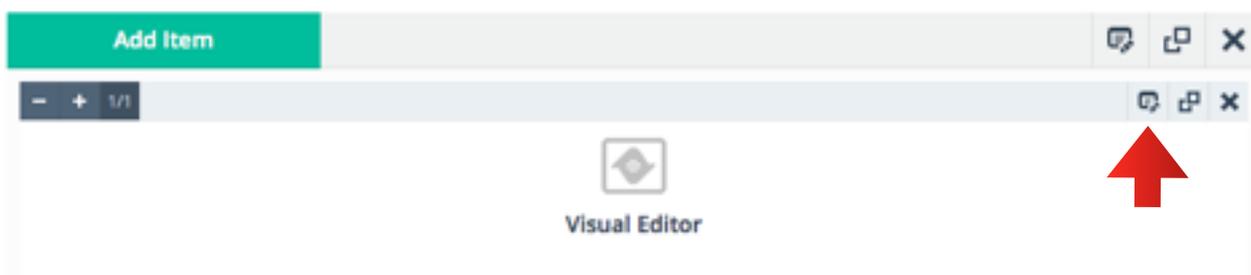
1. Visual Editor (for text that codes automatically)



2. Column (for manual inline CSS-coding)
3. For headings: select Fancy Heading
4. For Images: select Photo Box
5. For spacings between items: Divider
6. There are more options: feel free to try these out (if you need any suggestions on which to use, feel free to contact me)
4. Define the column-width with - + buttons



5. Click the 'Edit button':



1. Visual Editor: Fill out your text

Title ×

This field is used as an Item Label in admin panel only and shows after page update.

Visual Editor Visual / HTML
may remove some tags

B *I* ABC

→

p

Custom | Classes

Custom CSS Item Classes Names
Multiple classes should be separated with SPACE

→ [Save changes](#)

2. Column:

1. Fill out your text in 'Column Content' (don't forget your CSS-coding!)

2. Align your text: with 'Text Align'

3. Fancy Heading:

1. Fill out the 'Title'

2. Select if you want to use H1 or H2-tag

3. Fill out a slogan of needed

4. It's possible to edit extra content (don't forget your CSS-coding!)

4. Photo Box:

1. Select a title for the Box

2. Add an image with the Browse button

1. The image can be uploaded using the Media Library

3. Add extra content to the image (don't forget your CSS-coding!)

4. Select a Text Align

5. You can add a link to the photo under Link

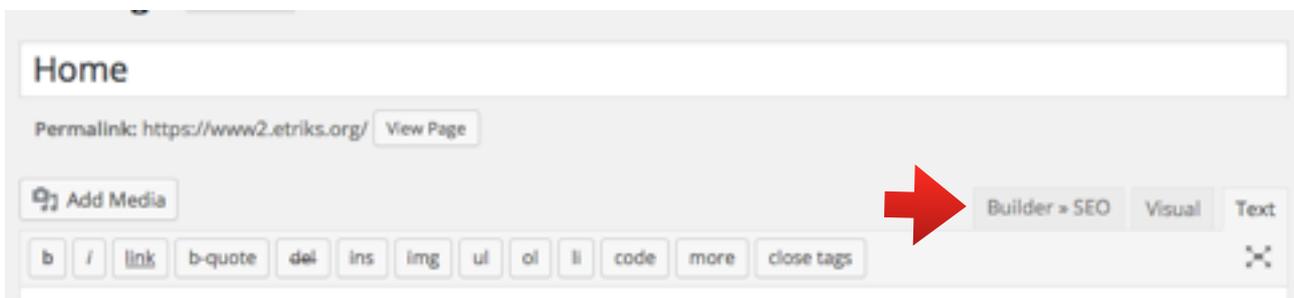
6. Select if you want it to Open in a new window

1. If the link refers to a page on the website: select 'No' (suggestion)

2. If the link refers to another website: select 'Yes' (suggestion)
5. Divider:
 1. Select the Divider Height: on this website we mostly use 10 to 15 px

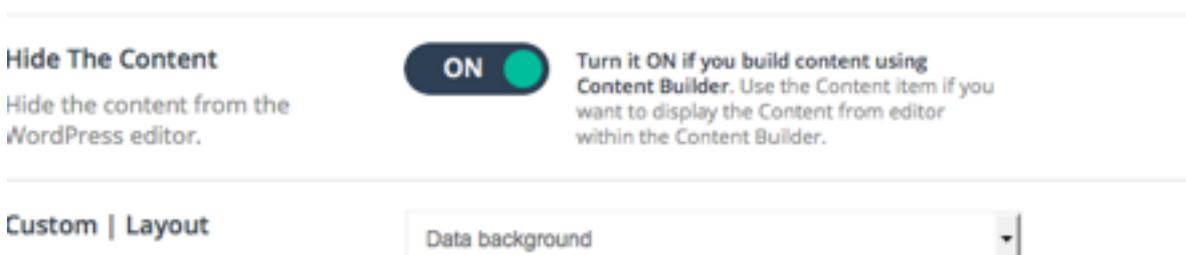
6. Don't forget to click 'Save changes' in every section!

5. If you wish to change the position of items you can drag them across the screen.
6. In the top right you can edit the Visibility if you wish a colleague to review the page before publishing.
7. Select a Category for the Page
8. Select a Custom Layout for the page to insert the background:
 1. Set Custom Lay-out to 'Data Background'
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'**

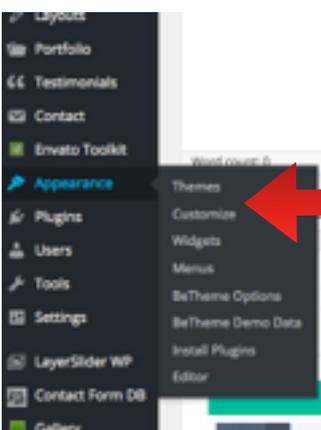


12. **Click public or edit-button to save again.**

13. All other functions can be ignored for now.
14. Editing pages basically works the same way.

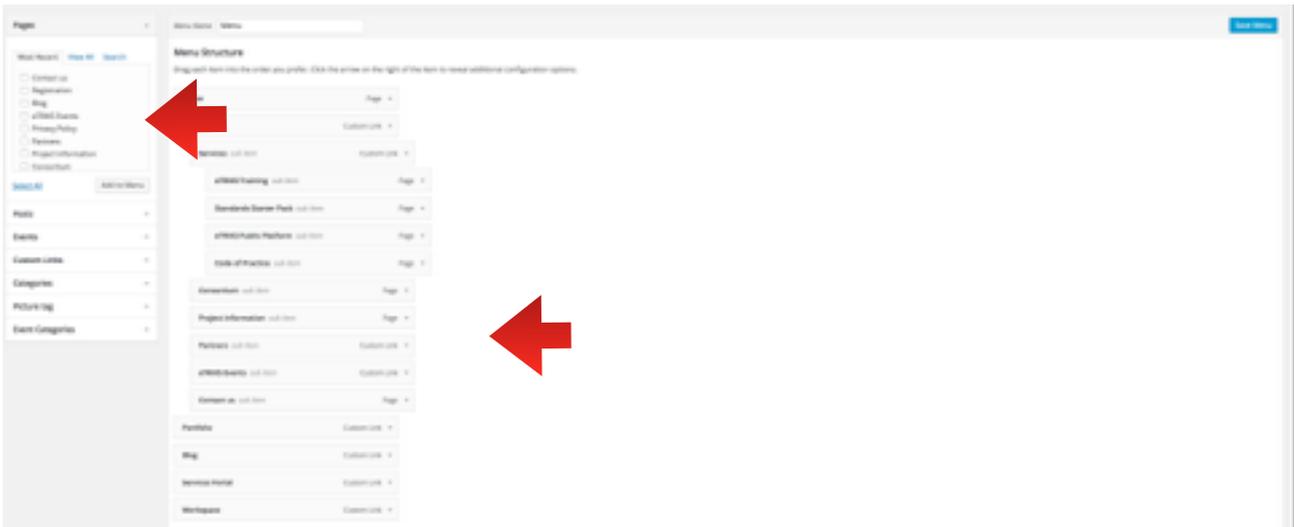
b: Adding page to menu

The second step is to give the user the possibility to navigate to the new page. Mostly this is done via the menu at the top of the website.

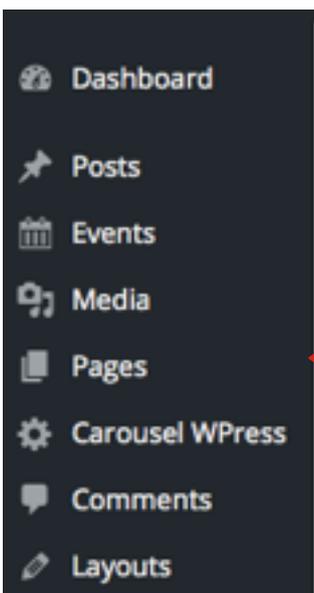


1. Hover over the 'Appearance'-tab in the menu.
2. Click on 'Menus'

3. Add a page to you menu
 1. On the right hand side, check off the page you wish to add to your menu
 2. Click the 'Add to Menu'-button
4. You can edit the place of the tab by dragging the newly formed tab across the menu. You can also place it in submenu's under the titles of your choosing.
5. **Click 'Save Menu' after you've made changes!**



Sidenote: You can also add links to other websites in your menu. You can do this by clicking on 'Custom Links' on the right hand side. Fill out the URL, give the link a title and click 'Add to menu'



2: Video Carousel

This section will explain you how to edit the Video Carousel on the home page.

1. Go to the Video Carousel by clicking on 'Carousel WPress' in the menu.
2. To edit the video's in Carousel on the Home page: press 'Edit Entries'

3. Here you can add new entries or edit the existing ones. Lets add a new one: Click 'Add a new entry'
4. Set the Type to Video

5. Give the video a title
6. Set the URL of your YouTube-video
7. Set an image. You can choose one from the Media library or upload you own. Please use a size of 500 x 325 px
8. You can also give the video a description that will be displayed (this is not mandatory)

The screenshot shows the 'Edit Carousel entries' interface. At the top, it says 'Name: Home'. Below that is a logo for 'eTRIMS' with the text 'eTRIMS: European Translational Information and KM Services Workshop (1/4)'. The form has several fields: 'Type' is a dropdown menu set to 'Video'; 'Title' is a text box containing 'eTRIMS: European Translational Information and KM Services Workshop (1/4)'; 'Url' is a text box containing 'https://www.youtube.com/watch?v=Hj6dT_7hb4c'; 'Image URL' is a text box containing 'https://www2.etriks.org/wp-content/uploads/2015/09/eTRIMS-Video-Poster-1.jpg' with an 'Upload' button next to it; and 'Description' is a rich text editor with a toolbar and a large empty text area. At the bottom left, there are three buttons: 'Edit', 'Cancel', and 'Delete this entry'.

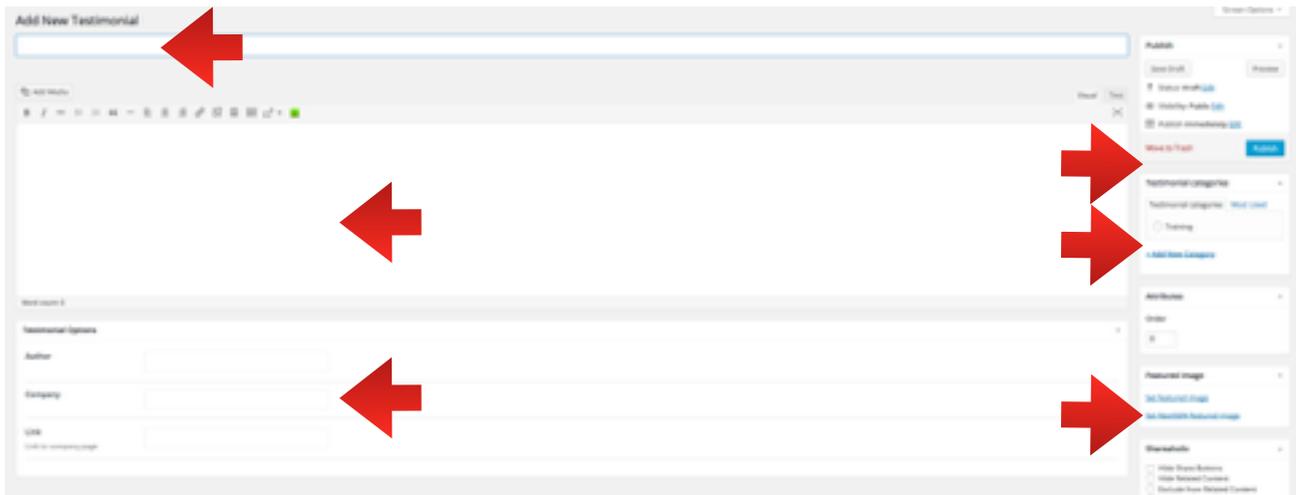
9. Click 'Add'

10. You can delete other entries starting from step 3 and selecting 'Delete this entry'

3. Testimonials

If you wish to add a testimonial to your website from a client or partner. Use the following steps.

1. In the main menu hover over 'Testimonials'. Edit your existing ones using 'Testimonials' or add a new one with 'Add New'
2. Set a title for the Testimonial (For example Client 1)
3. Enter the text for the testimonial using the editor.
4. If you wish to add an author, company and link this is possible.
5. **Set a category(or multiple ones) for the testimonial (this will come back later)**

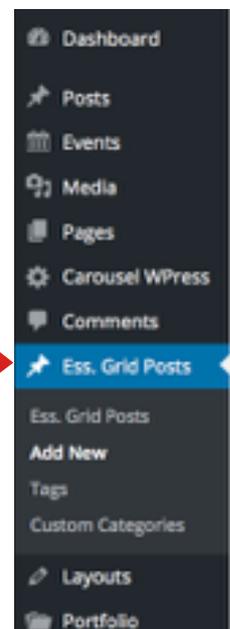


6. Set a featured image (for example a picture of the client)
7. **Click 'Publish', make sure you save your changes every time you make some.**
8. Add the testimonial to a page using the following instructions. Go to the page you wish to add the Testimonial in.
9. In the Muffin builder. Click 'Add Item' in the section you wish to add it.
10. Select 'Testimonials' to add a slider or 'Testimonial list' to add a list
11. Select the category of the testimonials you wish to add (see step 5)
12. Select in which order they will be displayed
13. You can Hide the photo's if you don't have any.
14. Click the green 'Save changes'-button of the section
15. Click the blue 'Save changes'-button for the page.

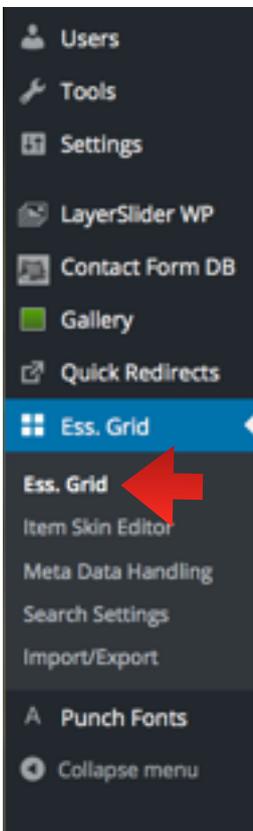
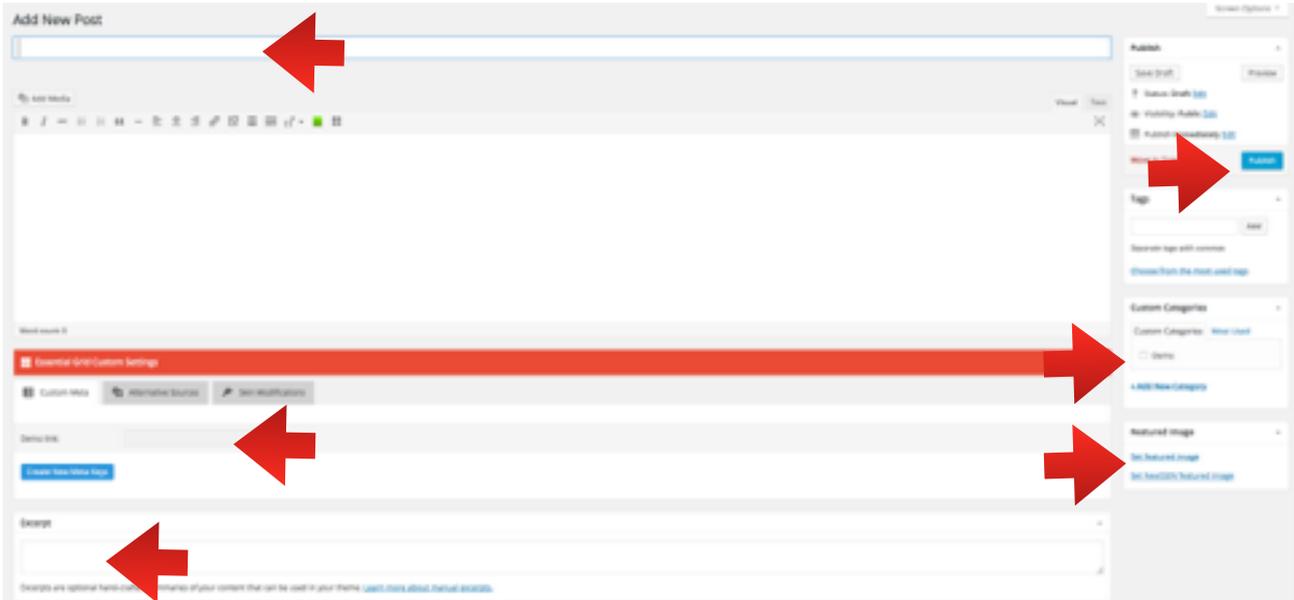
4. Essential Grid

The Essential Grid-plugin is used to display the different demo's used on the eTRIKS Labs-page. This part will explain how to add items to the Essential Grid and place the grid on a page.

1. Go to 'Ess. Grid Posts' in the main menu.
2. Click 'Add new' or 'Ess Grid Posts' to see the current posts.
3. Enter the title of the project.
4. In 'Custom Meta' add the 'Demo Link' or URL the post should refer to.



5. In 'Excerpt' add some text that should be displayed in the grid.
6. In 'Custom Categories' check off the 'Demo' category the place the Post in the grid
7. Add a 'Featured Image'. Please try to use the same size for every Image uploaded into the grid.
8. Click Publish



9. To add the grid to a certain page go to the Ess. Grid-tab in the main menu and click 'Ess. Grid'.
10. You will see the Grid named Demo (we're using this in the Labs-page). Copy the shortcode.
11. This shortcode can be placed into any text area (Visual Editor, Column, Content, ...) on the website.



4. CSS-coding

To use this site you will need some minor knowledge about inline CSS-coding. In the follow section I will give you some examples of the most used functions.

Inline coding always needs a starting tag and an end tag with the text in between for example: `<p> Example text </p>`

Here are the most used:

- Paragraphs: `<p> Example text </p>`
- Bold: ` Example text `
- Italics: `<i> Example text </i>`
- Underline: `<u>Example text </u>`
- Headings 1 to 5: `<h1> Example text </h1>`, `<h2> Example text </h2>`, ...
- Lists
 - Numbered (or ordered)
 - `Item 1Item2Item3`
 - Bulleted (or unordered)
 - `Item 1Item2Item3`
- Links:
 - For link on the website: `Link title`
 - For link to other website: `Link title`