WORDPRESS WALKTHROUGH

LOGIN

To login – type in the URL of your site followed by /wp-admin
Example: immortagen.com/wp-admin
On this page you will then enter in your username and password

VISUAL COMPOSER BASICS

Visual Composer is a plugin that takes all the backend code, and turns it into a visually appealing user interface. This helps our clients better understand the backend, and makes everything less complicated.

How To Turn Visual Composer On

When you log into the back end of your site, and click on a page from the left-hand dashboard, the top of your page should look like this:
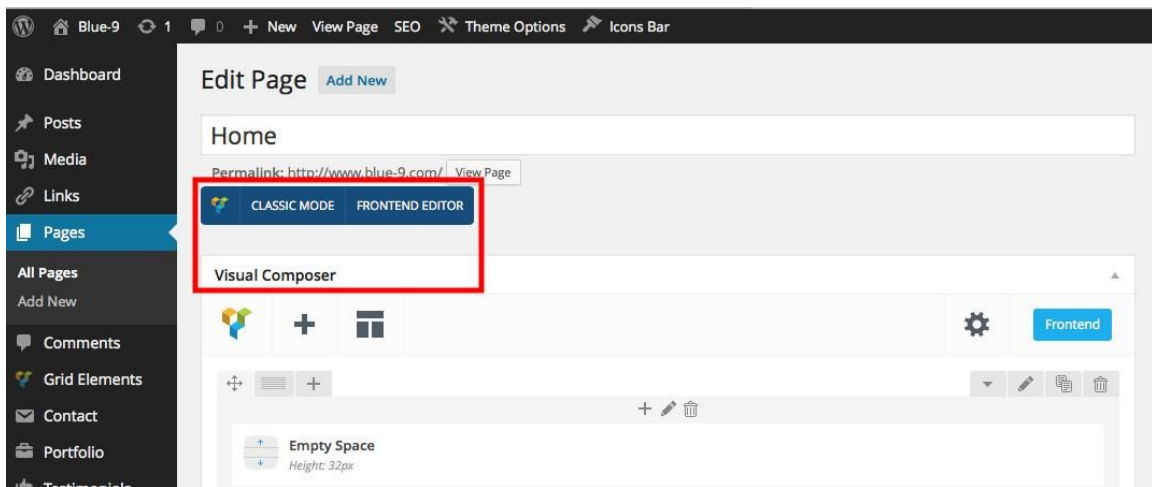
If your page doesn't look like this, simply click on "backend editor", which is normally in the blue tab labeled "classic mode" above.

Text – Headers & Body Text

When editing a page, you can edit text that is already in place by clicking on the pencil button as shown below:
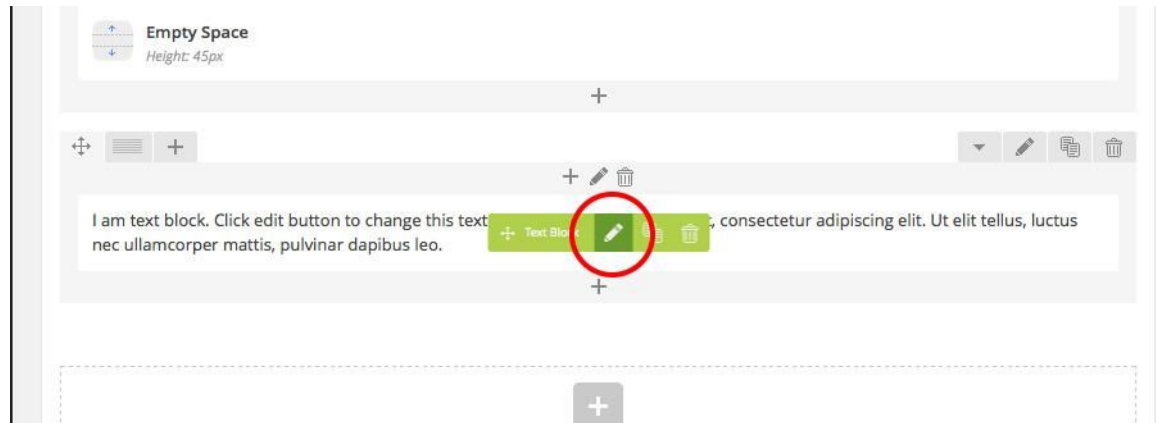
If you want to add a new text block, you will click on the "+" symbol throughout the page, and select "text block".

Within the text block editor, you have many options similar to Microsoft Word(view image below).
-The green circle highlights the ability to change the size of your text (body, Heading options 1-6)
-The blue circle highlights the ability to change the color of your text
-The purple circle allows you to past text from outside of Wordpress (word/online) without adding any of the styling that is applied to the text
The red circle highlights the Toolbar Toggle, which minimizes and maximizes your text editing options
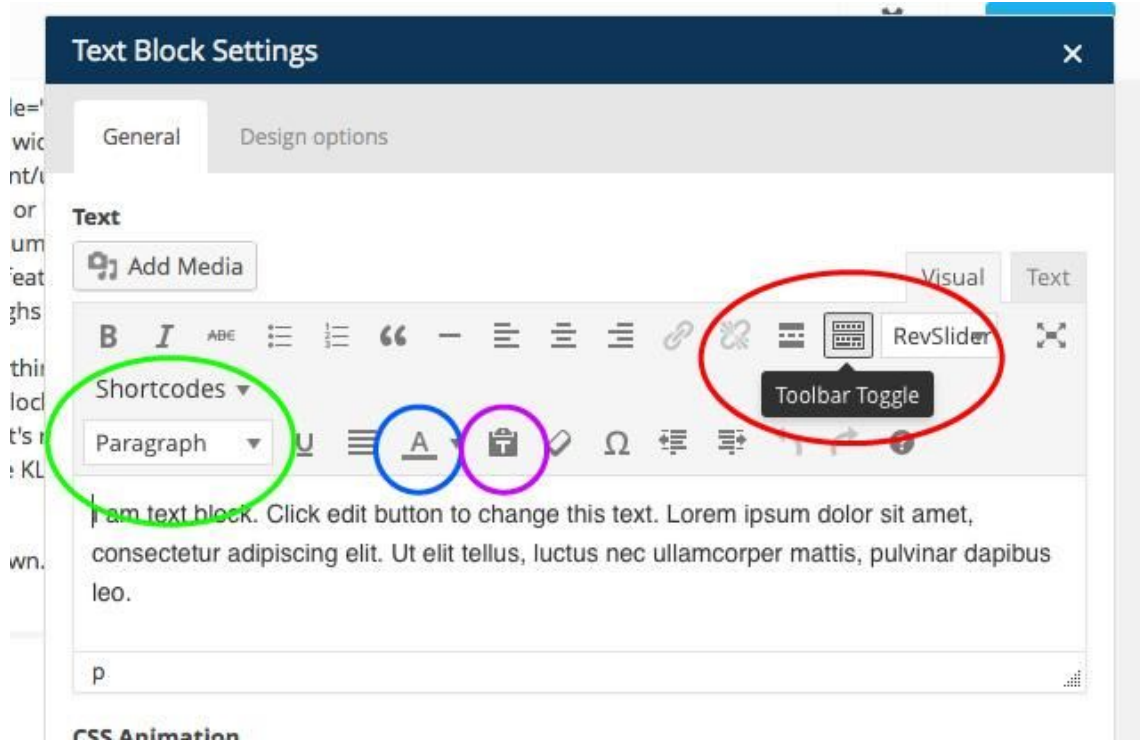
ADDING NEW USERS

After logging in, you will see a tab in the left dashboard labeled "Users" which you will click.

At the top of this page you will have the option to "add new"

Here you will enter the desired information for a new user
At the bottom of this page there will be a "role" tab. These are the different roles:

· Administrator – somebody who has access to all the administration features within a single site.
· Editor – somebody who can publish and manage posts including the posts of other users.
· Author – somebody who can publish and manage their own posts.
· Contributor – somebody who can write and manage their own posts but cannot publish them.
· Subscriber – somebody who can only manage their profile.

BLOGGING

To see all of you current posts, click on the "posts" tab on the left hand side of the dashboard.

Here you can edit, view, and delete your current posts

Creating A Blog Post

While you are under the "posts" tab, you can click "add new" at the top of the page to add a new post.

Here you can title your post, add content, set a featured image, add categories, add tags, and other various options.

By default, your posts include comments at the bottom of each post. If you wish to hide this, scroll to the bottom of the new post's page and uncheck "allow comments" under "Discussion". If you are unable to find this, go back to the top of the page and click on "screen options" in the top right. You will then check the "discussion" box. Scroll back down and you should be able to see the "comments" check box.

Categories

Categories are used to relate various articles. Always try to link your posts to the proper categories, as this will help the user find other similar posts and content.

Tags

Tags are similar to categories. Tags are like focus words. Add as many relatable tags as you can, as this will allow the user to get a better understanding of what the post is about.

WOOCOMMERCE

Under the "woocommerce" tab on the left hand dashboard, you will be able to see your orders, subscriptions, reports, settings, and add-ons.

Orders

While under "orders" you can add an order using the "add order" tab at the top. This can come in handy if someone messes up an order, or if you want to keep your in-store orders together with your online orders.

Under "orders" you will also be able to edit, delete and change the status (processing/on hold/complete) of various orders.

Subscriptions

This will be very similar to the "orders" tab. The only difference is that you will have the option to cancel, reactivate, renew, and hold various subscriptions.

Reports

This tab will allow you to review the amount of sales in a given period, your

customers from a given period, products that are low on stock, and tax summaries.

Settings

There are various settings that can be changed, but I would leave this to us.

PRODUCTS

Under the "products" tab on the left dashboard you will be able to see all of your current products, and have the option to add new products.

TIP: When I am adding a product that is very similar to an existing product (i.e. same category, same price) I usually scroll down to the existing product, click duplicate, and make the necessary changes for the new product.

Right Bar

Along the right bar in the Products page you will find the options to select the product category or categories, add product tags, add gallery images, and set the featured image.

Adding A Product

To add a new product, click on the "add product" button at the top of the products page.

Here you will type the product name, and a brief description if desired.

Below in the product data box is where you will change all of the products variables.

Simple Product

If there is only one variation of a product, you will use the simple product format.

Variable Product

If your poduct has variations (i.e. Small Medium Large), this is the product data category you will use.

To start, you will click on the "attributes" tab under the "product data" box. You will then either choose an existing custom attribute, or create your own using the "add" button.

If you are creating a new attribute, you will have to enter in an attribute name (size, color, length, etc.) along with attribute values (small, medium, large | blue, black, yellow, green). Make sure you check the "used for variations" box.

You will then click "save attributes"

Adding Variations

Now you will go to the "variations" tab.

Click on "add variation".

Next to the product number you will see the attribute scroll down.

Here you will select the desired value attribute for that specific variable product (i.e. small, medium, large).

Can We Improve This Walkthrough?

This walkthrough is a new addition to our service. If any information is unclear or if there is something you would like to learn that is not listed, please don't hesitate to contact us. We will gladly update this walkthrough. Please contact Kiley Murphy at kiley-murphy@uiowa.edu for any questions or comments.