

## YogaKula WordPress Site

I would open a Browser with 2 tabs, one the **Public Pages** and one with the **Admin Pages**.

**Public Pages** : <http://www.yogakula.com/wp-index.php> (will be [www.yogakula.com](http://www.yogakula.com) soon)

**Admin Pages** : <http://www.yogakula.com/wp-admin> (this won't change)

As we go through this document, please go through those pages and check everything out. I encourage you to look around, read everything on the pages of the **Admin** from top to bottom so you know what's there. Have faith that you can do it, take a look around, try a few things and then if you need to ask Jonathan, you can at [jonathan@bepresents.com](mailto:jonathan@bepresents.com)

These are some formal WordPress terms here which will be bolded.

WordPress manages **Content** of the site using **Posts** and **Pages**.

Basically there is the **Visitor or Public Pages**, which is where the world sees the published content and then there is the **Admin Pages** where we control the text, images and “what goes where”.

**Theme** the site has a **Theme** created by Carolyn. The **Theme** is the design and layout of the site, the parts of the site that are the same on every page (like the menu, graphics at the top and the footer info at the bottom).

**Templates** are variations on a **Theme**. Like the Gallery page on **Public Pages** has a black background. The **Yoga** pages use the Yoga Template, which has a submenu related to the Yoga section of the site. (more on this later in the “**Editing Pages**” section).

**Menu** is stored in files in the WordPress Template folder. There is a sub menu for some of the sections. If you need to change the **Menus** (or the **Themes**) you'll need to get someone like me to go in and edit these files.

**Content** is the part of the site which is easily editable using the WordPress **Admin Pages**.

**Pages** are one time things, like the “Home Page” or the “Contact Page”. **Pages** can be **Published**, which means they are visible in the **Public Pages**, or **Drafts** which means they are not.

**IMPORTANT:** Try to never ever **Delete** a WordPress page. If you want to take it offline, change it's status to **Draft**.

At the bottom of every **Page** and **Post** edit screen there is a **Rollback** feature that lets you go back to a previous version of the **Page/Post** if you make an error or want to recover something.

**Posts** are for lists of entries that fall into a certain **Category** (categories are very important!). **Posts** also have a sequentiality to them and the date of the post can be edited to create the proper order.

**Categories** are ways of defining what type of **Post** it is. The **Template** has logic built into it which decides which **Post** goes where.

**Widgets** are the pieces of the site that appear in the **Sidebar**.

**Media Library** stores almost all the images in the site.  
**Templates & Themes**

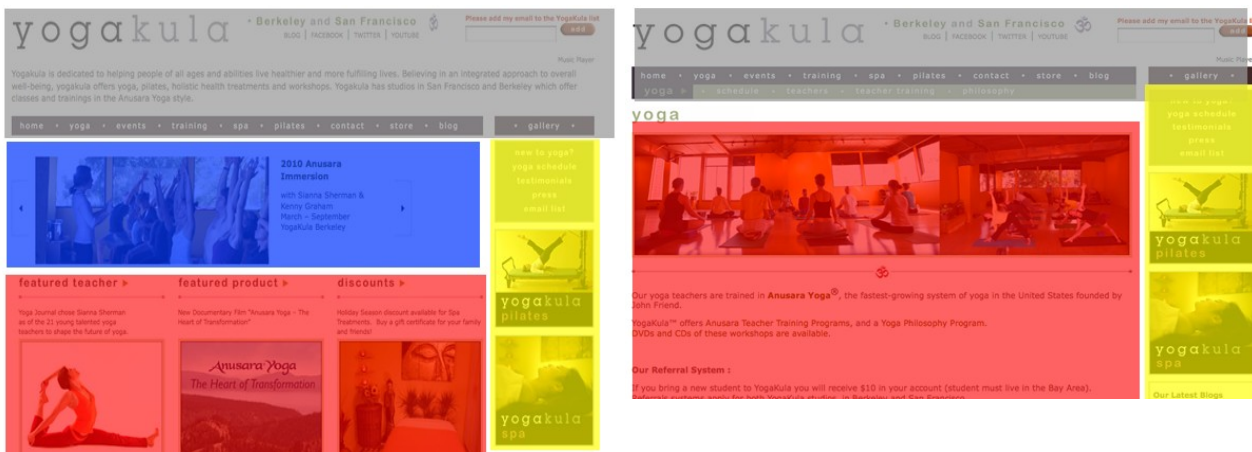
Below you see 2 examples of **Themes** in our YK **Template**.

**Grey Box** : is a part of the **Template** and contains the header graphics, email list sign up, links and the menu. This part is editable in the **WordPress Template** folder on the server.

**Blue Box** : this is the slider bar that only appear on the homepage. This is managed by creating or editing a **Post** to have the **Category** “Home Page Post Slider” selected (more on how to do this later).

**Red Box** : this is the **Content** area and is what you will usually be editing via the **Admin**.

**Yellow Box** : this is the **Sidebar Widgets** area and the content there is managed in the **Appearance->Widgets** menu in the **Admin**.



At the bottom of the page are 2 sections.

**Green Box** : this is actually a separate **Page** in WordPress, called “Page Footer” and is edited like every other page. In the **Admin** click on **Pages** on the left menu and then “Search Pages” for “Page Footer”

**Grey Box** : this is also a part of the **Template**.



## Posts

The **Posts** should first be thought of in terms of what **Category** do the fall into. **Categories** have a **Parent-Child** relationship.

After you **Update** or Save a **Post** or **Page** you'll see a **Permalink** under the Title. This is the link to your new page.

**IMPORTANT:** Every **Post** must have a **Category** or it will get put in the “Default” **Category**.

The current **Categories** are :

[Blogs](#)

— [Featured Teacher](#)

— [Pilates](#)

— [Spa](#)

— [Yoga](#)

[Events](#)

— [Teacher Training](#)

[Default](#)

[Home Page Post Slider](#)

[Teachers](#)

— [Massage Therapists](#)

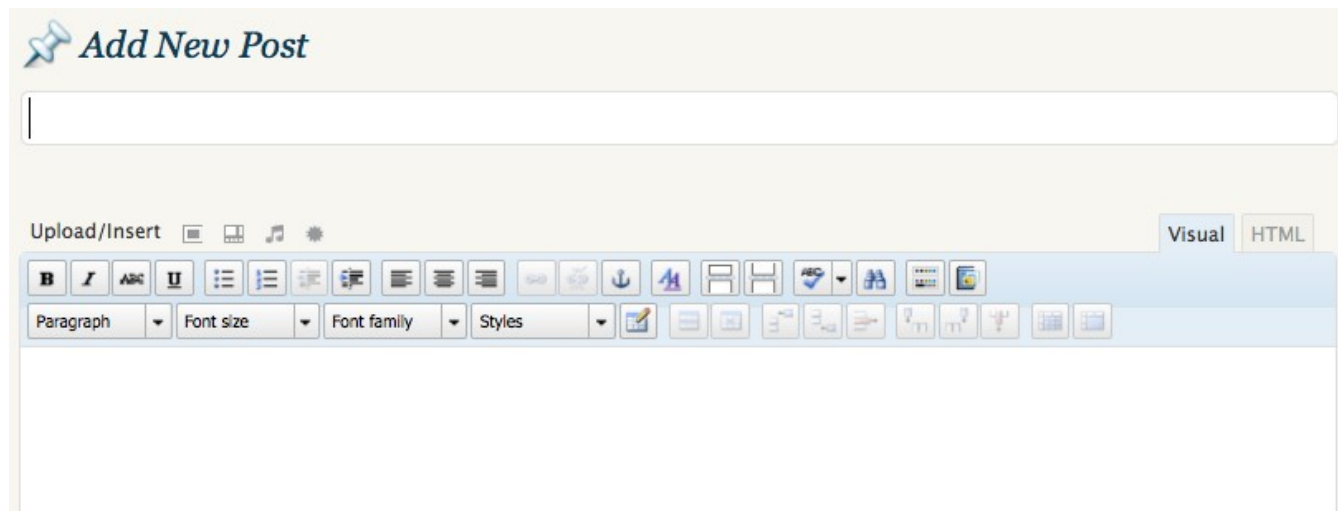
— [Philosophy Teachers](#)

— [Pilates Teachers](#)





A **Post** must have one **Category** assigned to it, but it can also have more than 1. Like a **Post** can be a “Teacher Training” and also appear on the home page in the “Home Page Post Slider”.

The “Default” **Category** is assigned if you don't pick one and can be used if you want to hide some thing. **Posts** that are only in this **Category** are not displayed in the **Public Site**.
























The **Edit Post** page in the **Admin Tool** has 2 important parts that apply to all **Posts**, they are **Title** and **Content**. The **Title** and **Content** are easy to figure out.
























**Add New Post**

Upload/Insert    

Visual HTML

**B** *I* ~~ABC~~ U                       

Paragraph Font size Font family Styles                     

Please take a moment to go through “Blogs” section of the **Public Site** and look around to familiarize yourself with it.

**Posts** are organized by **Date** and this can be adjusted. The **Posts** date defaults to the date when you first write it, but if you want it to appear earlier in a list then change the **Date** to an earlier date.

### Staff Page

[http://www.yogakula.com/wp-index.php?page\\_id=141](http://www.yogakula.com/wp-index.php?page_id=141)

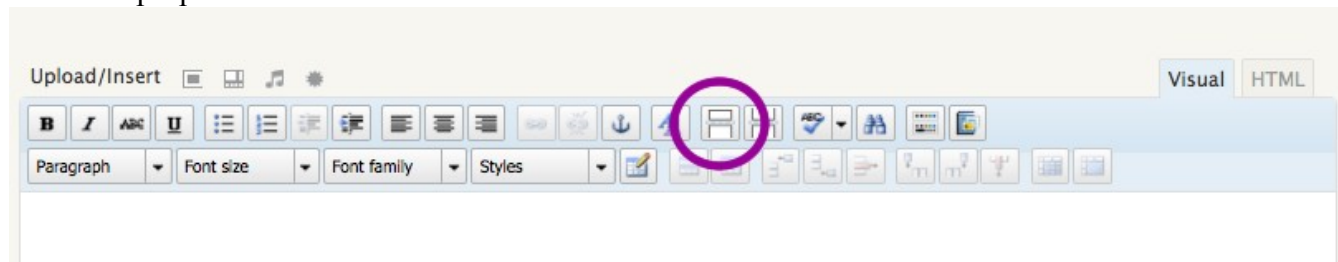
This section of the site is kind of special because the **Content** of the **Page** is created by gathering all the **Posts** of **Category** “Teachers” and then all the **Posts** of **Category** “Massage Therapists” and then all the **Posts** of **Category** “Philosophy Teachers”, etc.. These groups are displayed alphabetically.

When the visitor clicks on a Teacher on the Staff Page they are brought to that Teacher's **Post**.

Posts also have a **Template**. This is set below the **Content** and **Excerpt** sections in **Post Template**. The “Default Template” displays the Blog menu on the left side of the page, as you see in the Blog section of the site. The “Teachers” Template is for the Teachers and the “Full Detail” page is for anything that shows the **Post** in full detail.

### The “More” Tag

**Posts** are some times displayed partially with a “Click here to read more” link placed at a specified stopping point in the **Content**. To specify where this point is, there is a “**Insert More Tag**” button, circled in purple here:



So when writing an especially long **Post** that will be displayed in a list, like a **Post** of **Category** “Event”, make sure and place this tag so that the **Theme** knows where to stop the text and place the “Read More Link”

## Events

Events appear on different parts of the site and also have an expiration date so we make use of more fields on the **Edit Post** page in the **Admin**.

Under the **Content** on the **Edit Post** page you'll see these fields, “**Excerpt**”, “**Post Thumbnail Options**”, “**Post Template**” and “**Post Expirator**”.

The screenshot shows the 'Edit Post' page in the WordPress admin interface. The 'Content' section is expanded, showing several fields:

- Excerpt:** A text area containing 'Yoga for Mood: Get Serene & Joyful' and 'January 23 • 1:30 - 4:30 pm'. Below the text area is a link: 'Excerpts are optional hand-crafted summaries of your content that can be used in your theme. [Learn more about manual excerpts.](#)'
- Post Thumbnail Options:** A section for managing the post's thumbnail. It includes a 'Thumbnail preview' box, an 'Upload via URL, or Select Image (Below):' field, an 'Upload a thumbnail:' field with a 'Browse...' button, and a 'Delete thumbnail' checkbox. An 'Update Post' button is at the bottom.
- Post Template:** A dropdown menu labeled 'Default Template'.
- Post Expirator:** A section for setting an expiration date. It has an 'Enable Post Expiration' checkbox and a date/time picker set to 'December 16, 2009 @ 17'.

**Excerpt** : the short blurb of text that appears under the **Title** on the Home Page Slider.

**Post Thumbnail Options:** the **Image** that appears on the Home Page Slider. These images are currently 365 \* 148 pixels.

**Post Template** : whether or not the **Post** has a menu on the left and is formatted like Teachers.

**Post Expirator:** if enabled, the **Post** will automatically change from **Published** to **Draft** on the **Date** specified.

Events are **Posts** that appear in 3 different places.

Home Page Post Slider : assigning a **Post** to the **Category** “Home Page Post Slider” makes it appear in this area. The **Image** is loaded in the **Post Thumbnail Options** of the **Edit Post** page of the **Admin**. The **Excerpt** is used for the little blurb of text that appears under the **Title** on the Slider.

Events Detail Page : if you click on an Event Title you'll go to the page with all the **Content** is displayed.

Events Page ([http://www.yogakula.com/wp-index.php?page\\_id=113](http://www.yogakula.com/wp-index.php?page_id=113)) : This page loads all the **Posts** of **Category** “Event” and displays them in sequential order.

## Events Checklist:

- 1) Does it have a title?
- 2) Does the **Content** body have the following elements?
  1. An image with the border in the top left corner?
  2. The first paragraph should always be a description of the Event and must conclude with a **“More Tag”** so that the Event can be displayed on the Events list page.
- 3) Does it have an expiration date set in the **Post Expirator**?
- 4) If it is an Event that will go on the Home Page Slider, does it have the **Post Thumbnail Options** set with an image of proper size?

After you check that list and add an Event make sure you then go check the live site at these locations:

Home Page :

<http://www.yogakula.com/>

Events Page:

[http://www.yogakula.com/?page\\_id=113](http://www.yogakula.com/?page_id=113)

The Event's particular full length “Detail Page”, for example :

<http://www.yogakula.com/?p=1024>

## Pages

After you **Update** or Save a **Post** or **Page** you'll see a **Permalink** under the Title.

**Pages** are much simpler than **Posts** and really only have 3 important parts:

**Title** : what is the name of the page?

**Content** : the main body of the page.

**Template** : the **Template** section of **Pages** is found in a box on the right side of the screen. (On the **Edit Posts** page it was found in the middle, near the bottom). The **Templates** we created mostly just change the second menu bar that appears under the first.

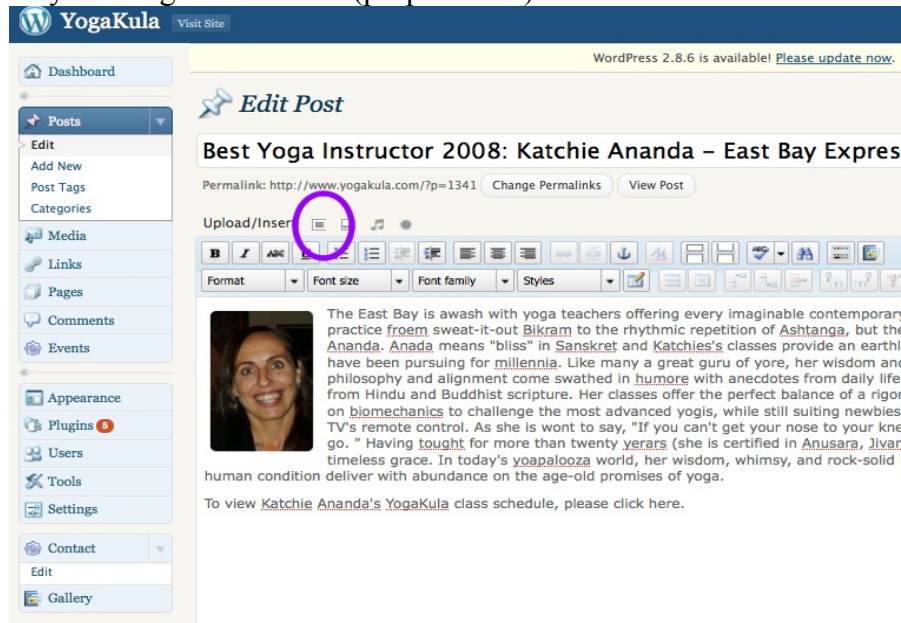
Choosing the “Yoga” Template seen here :

[http://www.yogakula.com/wp-index.php?page\\_id=614](http://www.yogakula.com/wp-index.php?page_id=614)

Makes the menu appear that says “Yoga”, “Schedule”, “Teachers”, “Teacher Training”, “Philosophy”

## Media Library and Image Manager

WordPress has a super cool image & media library manager. You can get to it on the **Edit Post** and **Edit Page** screens by clicking the little box (purple circle):



This will open a window which will let you upload new images or search the library for existing images.

**IMPORTANT:** Name or rename the images so that they explain what they are of like “Sianna\_Sherman\_Teaching\_SF.jpg”. Please use underscores instead of spaces and if you can put the image size in the name like “Sianna\_Sherman\_teaching\_SF\_100\_256.jpg”

And no names like “img123139.jpg” please!

## **Widgets or Sidebar**

**Widgets** are little pieces that fit together to make the **Side Bar**. In the **Admin Tool** on the left menu bar under **Appearance** is **Widgets**. (<http://www.yogakula.com/wp-admin/widgets.php>)

The **Widgets** are dragged and dropped from the big list in the center of the screen to the side bar on the left that says “Sidebar1”. There are different types of **Widgets** that have different roles. As you see most the **Widgets** we are using now are “Text” **Widgets** that display some text or html code. You can open them and look at them to see which ones are what.