

## **CCBH WORDPRESS TRAINING**



# CCBH WORDPRESS TRAINING MANUAL

| Section                                   | Page |
|---|------|
| 1. How to Access Wordpress                |      |
| 2. How to Upload a File                   |      |
| 3. How to Edit an Existing Page           |      |
| a. Posts Page                             |      |
| b. Regular Page                           |      |
| 4. How to Create a New Page               |      |
| 5. How to Update the "Forms" Section      |      |
| a. Resident Homepage                      |      |
| b. Business Owner Homepage                |      |
| c. Healthcare Provider Homepage           |      |
| d. Job Searcher Homepage                  |      |
| 6. How to Update the "Hot Topics" Section |      |
| a. Resident Homepage                      |      |
| b. Business Owner Homepage                |      |
| c. Healthcare Provider Homepage           |      |
| d. Job Searcher Homepage                  |      |
| 7. How to Update the "Programs" Section   |      |
| a. Resident Homepage                      |      |
| b. Business Owner Homepage                |      |
| c. Healthcare Provider Homepage           |      |
| d. Job Searcher Homepage                  |      |



### **1. HOW TO ACCESS WORDPRESS**

To make any changes on the website, you will need to access the Wordpress "backend".

- 1. Go to the page <u>www.ccbh.net/wp-admin</u>
- 2. Enter your Username and Password.

| Username<br>Username<br>Password      |
|---------------------------------------|
| Remember Me Log In                    |
| Lost your password?<br>← Back to CCBH |



3. If your login is successful, you are now signed in to Wordpress. You are now viewing the "backend" of the website and can make changes.

| 🝈 🖀 ссвн 🕂 13   | 🎔 0 🕂 New UberMenu  |   |                                  | Howdy, closerlook 📃     |
|---|---|---|----------------------------------|-------------------------|
| Dashboard Home  | WordPress 4.5.2 is available! Please update now.  |   |                                  | Screen Options 🔻 Help 🔻 |
| Updates 🕕   | Dashboard   |   |                                  |                         |
| <ul> <li>✤ Posts</li> <li>♣ Media</li> <li>■ Pages</li> </ul> | Welcome to WordPress!<br>We've assembled some links to get you started  | ed:   |                                  | C Dismiss               |
| Image Slider  | Get Started   | Next Steps  | More Actions                     |                         |
| Comments  |   | Edit your front page  | Manage widgets or menus          |                         |
|   | Customize Your Site   | + Add additional pages  | Turn comments on or off          |                         |
| Appearance  | or, change your theme completely  | View your site  | Learn more about getting started |                         |
| 😰 Plugins 🧕   |   |   |                                  |                         |
| 📥 Users   | At a Glance   | A Quick Draft   | • [                              |                         |
| 🔑 Tools   | ★ 202 Posts   | Title   |                                  |                         |
| Settings  | 2 Comments  |   |                                  |                         |
| Custom Fields   | WordPress 4.4.3 running domag-child Update to 4 theme.  | 4.5.2 What's on your mind?  |                                  |                         |
| Contact Form DB   | Search Engines Discouraged  |   |                                  |                         |
| 🐞 Maps  | Akismet blocks spam from getting to your blog.<br>There's nothing in your spam queue at the moment                | Save Draft  |                                  |                         |
| Collapse menu   | There's not might your span quede at the momenta  | Drafts View   |                                  | !                       |
|   | Activity  | Grant Coordinator November 30, 2015<br>Services Area: Environmental Public HealthOpening<br>Date: November 30, 2015Closing Date: January  | ~                                |                         |
|   | Broken Link Checker   | <ul> <li>Supervisor – 2 positions available August 1, 2014</li> </ul>   |                                  |                         |
|   | Found 16 broken links<br>540 URLs in the work queue<br>Detected 1404 unique URLs in 1955 links and still searchin | Service Area: Environmental Health Opening Date: 07/18/2014<br>Closing Date: 08/18/2014<br>Director: August 1, 2014<br>Service Area: Environmental Health Opening Date: 07/18/201<br>Closing Date: 08/18/2014 | 4                                |                         |
|   |   |   |                                  |                         |



#### 2. HOW TO UPLOAD A FILE

To upload an image, PDF or other file to the site, follow the steps below. Once the file is uploaded, you can then link to the file or add it to a page.

1. While in the Wordpress backend, hover over the tab for "Media" and click "Add New"

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|--|---|--|----|---|----------|
| හ<br>Ho<br>Up  | Dashboard<br>me<br>Idates (13)  | <u>WordPress 4.5.2</u> is available! <u>Please update now</u> .<br>Dashboard   |    |   |          |
| ★ 97 1 < | Posts<br>Media<br>Pages<br>Image Slider<br>Comments<br>Contact                        | Ubrary<br>Add New<br>Get Started<br>Customize Your Site<br>or, change your theme completely  |    | Next Steps <ul> <li>Edit your front page</li> <li>Add additional pages</li> <li>View your site</li> </ul> |          |
| ·<br>¥ ≟ F 四 卒<br>圖 戦 ●  | Plugins (9)<br>Users<br>Tools<br>Settings<br>Custom Fields<br>Contact Form DB<br>Maps | At a Glance<br>202 Posts 211 Pages<br>2 Comments<br>WordPress 4.4.3 running domag-child<br>theme.<br>Search Engines Discouraged<br>Akismet blocks spam from getting to your blog.<br>There's nothing in your spam queue at the moment. | .2 | Quick Draft         Title         What's on your mind?         Save Draft                                 |          |
| 0  | Collapse menu   |  |    | Drafts  | View all |

#### 2. Press "Select Files" and then choose the file you wish to upload.

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|---|---|-----|---------|--------|-----|
| Dashboard                                       | WordPress 4.5.2 is available! <u>Please update now</u> .                                  |     |         | Help ។ |     |
| 9 Media   | Upload New Media  |     |         |        |     |
| Library<br>Add New                              | 1   |     | -       |        | 1   |
| <ul> <li>Pages</li> <li>Image Slider</li> </ul> | Drop files here   |     |         |        |     |
| Comments Contact                                | Select Files  |     |         |        | ł   |
| Appearance                                      | You are using the multi-file uploader. Problems? Try the <u>browser uploader</u> instead. |     | -       |        | i.  |
| 😰 Plugins 🧕                                     | Maximum upload file size: 20 MB.  |     |         |        |     |

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