Instructions for PrincetonHRSolutions.com

Backend Access:
URL: http://princetonhrsolutions.com/wp-admin
UN: phrs
PW: hRsoL!9277

This gives you full administrative rights to the site.

Once logged in, you will be brought to the Dashboard, which is an overview of your website (recent comments, posts, etc.)

Video Tutorials

I have installed a complete set of Video Tutorials for you. Once logged in, at the top of the left menu, click the Video Tutorials link. These include videos for WordPress, for WordPress SEO, for the Visual Composer (the tool used to edit pages) and for the Revolution Slider (home page slideshow plugin). These will show you about 95% of what you need to know in order to manage your website. Spend some time with these videos when you can as they are a huge help. We'll just touch on some things in this document as well.

Image Dimensions

Home page slider: 860 x 278
Top image on content pages: 860 x 300

Updating Pages

To view all of the website pages, mouseover the Pages link on the left side of the page and click All Pages. This will show you all of the pages, using the same site structure as the website.

To edit a page, simply click the name of the page.

We are using a visual editor called Visual Composer to make the update. It is very simple to use. Simply mouse over a "block" of content, click the green pencil edit icon that appears, and in the modal window that pops up, make the changes. See the following screenshot.
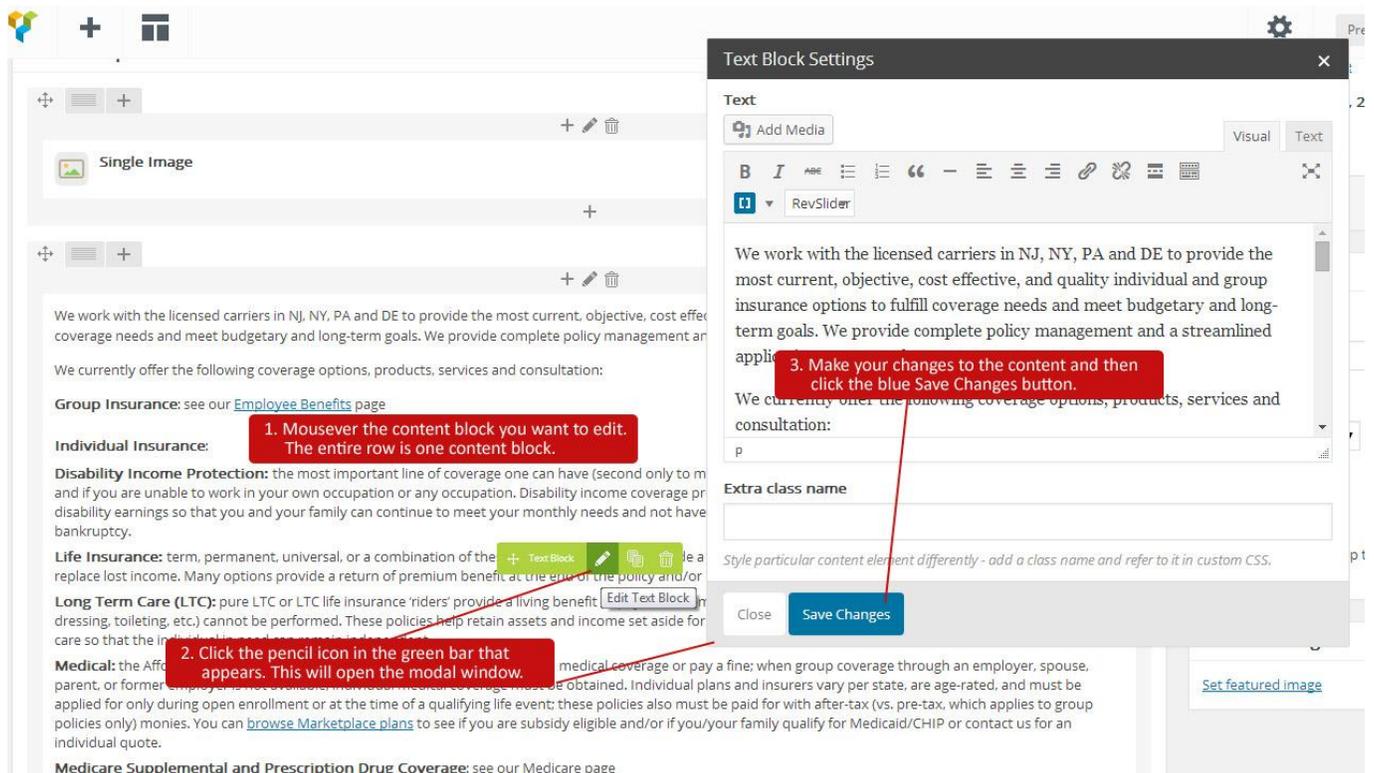
Preview your changes by clicking the gray Preview Changes button in the Publish box to the right. The web page will open in another browser tab. Once you are ready to go live with the changes, click the blue Update button.

Creating a News Item

The news items are simply blog posts. To create a new item:

1. Log into WordPress using the information above.

2. On the left menu, mouse over Posts and click Add New.

3. Enter an attention-getting page title in the title bar.

4. Write your blog post in the text editor.

5. You can add pictures within your content via the "Add Media" button.

   a. When you add a picture, try to give it a good SEO-friendly Title and Alt Text.

   b. Add a caption if you'd like. You can leave the Description field blank.

   c. Set your alignment.

     d.   Set Link To "None" and pick the appropriate size.

     e. Click the blue "Insert into post" button and the picture will be added to your post.

6. Format the blog text (bold, italic, etc.) as you wish. Just always keep ease of readability in mind.

7. In the WordPress SEO by Yoast box at the bottom, enter a Meta Description. I usually grab a good sentence from the blog post itself. This is for the search engines. You can leave everything else in this box blank.

8. Preview your blog post by clicking the gray "Preview" button on the top right.

9. When you are ready to go live, click the blue "Publish" button.

Note: The Latest News items on the home page will automatically update when you create a new News item.

Updating the Home Page Slider

We are using a plugin called the Revolution Slider. Since we are only using one layer per slide, it is easy to update. Complete instructions for this plugin can be found here: http://themepunch.com/revolution/documentation/ and we have also added a video tutorial as mentioned above in the Video Tutorials section. But I'll walk you through it here as well.

1. To access the slider, click Revolution Slider on the left nav
2. In the "main (main)" slider row, click the blue Edit Slides button.
3. That will allow you to change any image on any slide.
4. Find the slide you'd like to edit and click the green Edit Slide button
5. Scroll down and in the "Slider Main Image/Background" box, click the blue Change Image button.
6. Find the image that you already created on your computer and hit the Insert button.
7. Scroll to the bottom and click the green Update Slide button.