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#### **Mid Florida Materials**

www.midfloridamaterials.com



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## **Getting Started**

First, gather and organize all of the information you want to add in your update before proceeding to the following steps. Having this information at-hand before beginning will make the entire process easier.



Open your website and go to the online update tool. This can be done by adding "/wp-admin" (lowercase – no quotation marks) behind the last backslash of your home website address.

# Logging In

To access your Bellaworks Wordpress Website Admin, go to your domain (<u>http://www.midfloridamaterials.com</u>) and add *"wp-admin"* to the end of the URL in your browser (<u>http://www.midfloridamaterials.com/wp-admin</u>).

### Secure Updating

We only want you to be able to update your site, so we have secured it with a user ID and a password. Here are yours. Keep this paper in a secure, but accessible place for future reference.

User Name: midflorida Password: Pj3efsRe

# **Page Editors (Pages)**

To access the editable pages on your website, click "Pages" in the left column. You can click on any page title to begin the text editor for that page. Some pages are different, and we've installed custom tools and fields to make updating easy and intuitive. If the page you are working on has custom fields scroll down to the designated section and update each field separately. Note that you can "hover" over or click on an image to view the options for deleting or changing an image.

Within this editor, you are able to perform many of the formatting options available in most word processors including bold, italicize, underline, etc. If you're copying text from an email, document or another website,

be sure to use the "Paste as Plain Text" icon. This icon is a toggle button and must be selected on each page to function. The icon will appear with a darker gray box around it if it has been selected. Insert images or documents with the "Add Media" button.

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### Inserting a Link

You can insert a link (to an outside website, a page within your site, or a link to a document) by clicking the

link icon on the top tool bar (see above) and following the prompts. At that point, you can enter an external website URL or select one of your existing pages from the list that appears in the popup.

If you are linking to an outside website, make sure to check the box "Open Link in New Window/Tab". If you are linking to a page on your own site, you do not need to check.



Insert/edit link							
Enter the destination URL							
URL http://www.google.com							
Link Text							
✓ Open link in a new window/tab							
Or link to existing content							
Search							

**To link to a .pdf:** You will need to upload the pdf first if you wish to insert it in a post. Do this by clicking the "Add Media" button and Upload File link. Select the desired .pdf from your computer. You can now see the .pdf in your media library. Type your desired hyperlink text such as "View Entire Article" in the field labeled "title". Click the "insert into page" button to see your link.

To link an email address: type your desired text. Highlight the text, and click the "insert link" icon in the toolbar. In the url field, type: <u>mailto:emailaddress@domain.com</u> where <u>emailaddress@domain.com</u> is the desired email address.

#### Inserting an Image

You can add an image to your post by clicking the "**Add Media**" button and Upload File link. Select the desired image from your computer. You can now see the image in your media library. Add the necessary alt text and description and click "Insert Into Page".

You can have text right aligned or left aligned to your photo by clicking on the image and selecting "Align Left" button or "Align Right" button. You can also access editing tools by clicking on the pencil icon. You can add a link to your image by selecting from the "Link to" pull-down menu. To delete a photo, click on the "x" button.



Once you are satisfied with your page edits, click "Update" in the right sidebar.

#### Text Editor/Other things to note

- When you enter text on a line and click "Enter", you will create a new paragraph with a space in between the lines. If you desire the next line to fall under the previous line (with no spaces between lines), click "Shift" + ""Enter" at the same time.
- If part of your toolbar disappears, make sure you click the "Toolbar Toggle" button.





- Make sure that you are in the visual editor when making edits (not text tab).
- When you have completed edits to page, click "Update" under "Publish".
  You can preview your changes before going live, by clicking "Preview Changes" and the page will open in a new window so you can review the changes. Once you hit "Update", your changes will be "live".

Visual Text

Publish					
	Preview Changes				
9 Status: Publishe	ed <u>Edit</u>				
Visibility: Public Edit					
🕙 Revisions: 4+ Br	rowse				
m Published on: C	oct 22, 2015 @ 23:37				
	Update				

## **Custom Pages**

We have added custom pages to make editing content and formatting quick and easy. To edit:

**Featured Image at Top of Page:** To edit the image at the top of page, go to "Pages" and select page you want to edit. On the right hand side, click "Remove Featured Image" and upload new image (1400 px wide X 500px tall).

**About Us:** To edit the images in the right column on this page, click on "Right Side" tab and click on the "x" in the upper right hand corner of image. Upload new image(s).

Products: To edit text on Products page, go to pages, "Products".

To edit individual Product pages, go to the left sidebar and select "Products". Click on the product you want to edit. The following fields have been set up for each product: Title, Featured Image (900 px. wide x 600 px. high), and description. To upload photos, click on "Gallery" and "Add to Gallery". You can delete images in gallery by clicking on "x" in upper right hand corner. You can drag and drop photos in desired order.

You can add additional products by going to "Products" and click "Add New". Enter fields above and click "Publish" when you are finished.

You can re-order the products by clicking on "Re-order" under "Products" in the left sidebar. You can drag and drop products into desired order and click "update".

Services: To edit text on Services page, go to pages, "Landfill & Recycling Services".



To edit individual Service pages, go to the left sidebar and select "Service". Click on the service you want to edit. To add a new service click "Add New" under "Service" and enter the designated fields: Title, Short Description Featured Image (900 px. wide x 600 px. high), and long description. To upload photos, click on "Gallery" and "Add to Gallery". You can delete images in gallery by clicking on "x" in upper right hand corner. You can drag and drop photos in desired order. Click "Publish" when you are finished.

You can re-order the services by clicking on "Re-order" under "Services" in the left sidebar. You can drag and drop services into desired order and click "update".

Locations: To edit text on Location page, go to pages, "Location and Service Areas".

To edit individual Locations, go to the left sidebar and select "Location". Click on the location you want to edit. To add a new location click "Add New" under "Location" and enter the designated fields: enter the designated fields: Address and Description.

On the right hand side, select the designate category.

Category Most Used					
✓ Transfer Stations					
Borrow Pits					
Landfill					

Click "Publish" when you are finished.

You can re-order the locations by clicking on "Re-order" under "Locations" in the left sidebar. You can drag and drop locations into desired order and click "update".

**Get a Closer Look at Our Recycling Services:** To edit the videos on this page, click on "Videos" tab. To add a new video click "Add Video". Add title and link to YouTube link (need to upload to YouTube first). You can drag and drop videos in desired order. To delete existing video, hover over row and click "-".

**Contact:** This page contains embedded maps from Google. If you wish to update maps, please contact Bellaworks for assistance.

## Homepage

To access the homepage text editor, go to "Pages" and select "Homepage".



**Slides**: You can edit the main text and slider image. To remove existing image, hover over image and click on "x" in upper right hand corner. Upload a new image (image size 1145 px wide X 397 px tall). To add a new slide, click "Add Row" and enter title and upload image. You can drag and drop slides in desired order. To delete an existing slide, hover over the row and click on the "-".

**How We Can Help:** To edit links in boxes on bottom right corner, click on "How We Can Help" tab. You can edit text and page links (by selecting in dropdown). To add a new box, click "Add Row" and enter text/page link. You can drag and drop boxes in desired order. To delete an existing link, hover over the row and click on the "-".

**Logos:** To edit the logos at the bottom of the homepage, click on the "Logos" tab. To add a new logo, click on "Add Row" and upload image and add url link. You can drag and drop logos in desired order. To delete an existing logo, hover over the row and click on the "-".

#### **Header/Footer Information**

To edit the footer/header contact information, go to the left sidebar and select "Options". You can also edit the hours of operation by clicking on the "Hours of Operation" tab. When finished click "Save Options".

### News

To access the Blog pages on your website, click "News" in the left column. You can click on any post title to begin the text editor for that page. If the post includes an image, note that you can "hover" over or click on an image to view the options for deleting or changing an image.

- 1. Start a new post by clicking "Add News Item" from the sidebar or the top of your screen.
- Add a news title (consider good keywords that would be used for better search engine performance).
- Type your post directly into the text editor. If you're copying text from an email, document or another website, be sure to use the "Paste as Plain Text" icon. Insert images or documents with the "Add Media" button. Pay attention, when linking to an external site, to check the box beside "open link in a new window" in the hyperlink popup.
- 4. Lastly, click "Publish" to post the blog post immediately or click the "Edit" button beside "Publish Immediately" to schedule the post for a later date.



## **Editing Forms**

#### Checking your form entries

Each time a customer inputs their information into your forms, an email will be sent to MFMWeb@hubbard.com. To view all past entries, simply hover over "Forms" in the left sidebar, then click "Entries". Here, you can view the details of that client's entry.

#### Adding fields to your form

To add a field to an existing form, click "Forms" in the left sidebar. Click the title of the form you wish to edit. Here, you can click fields from the right menu, which will appear at the bottom, and drag them to the desired position within the form. When you're through, click "Update Form" and it will update live on your website.

Phone : Field ID 2	🖉 Edit 🖪 Duplicate 🗶 Delete
Phone *	

To edit a field, hover over the desired field and click the "Edit" button. You can then change the field name or add directions to the viewer. To delete a form field, hover over that field, and click the "Delete" button in the top left corner.

To change the recipient of the form email notification, go to Forms > Settings > Notifications. Click "Edit" under "Admin Notifications". Enter email addresses in the "Send to Email" field and separate with a comma.

## YouTube Videos

To add a new video to your YouTube account, you will need to log-in to google at <u>www.google.com</u>. The following is your log-in information:

Email: midfloridamaterials@gmail.com

Password: fR7bDvpq



In the upper right hand corner, click on the drop-down and select YouTube. Click on "My Channel". In the upper right hand corner, click "Upload" and upload video to site. Once you have uploaded to site, you can grab the url and paste directly into editor on website (see above).