

# ProBonoInst.org

## Website Instructions

### Site Login

URL: <http://www.probonoinst.org/wpps/wp-login.php>


Username: (Your Username)

Password: (Your Password)

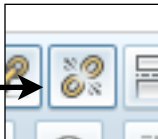
### Adding a Page

1. Click on "Pages" in the left column.
2. Click "Add New."
3. Enter a title in the title field.
4. Enter the content in the content box.
5. In the "Page Attributes" box, select the Parent page, if it has one.
6. Leave the Template as "Default Template."
7. In the "Section" box, select the section the page will be under. If the page does not belong in any section, do not select a section.
8. Click the blue "Publish" button. The site is now on the page, but not in any of the menus.
9. Click on "Appearance" in the left column.
10. Click on "Menus."
11. At the top of the screen, click on the tab for the menu of the section the page is in.
12. Check the page in the "Pages" box in the center column, it should be towards the top. You can also search by name, by clicking on "Search."
13. Click the "Add to Menu" button.
14. Drag and drop the page link to the desired order.
15. Click one of the blue "Save Menu" buttons.
16. If the page is a sub page of one of the main pages, click the Main Menu tab.
17. Repeat steps 12-15. The page is now on the site and in the menus.

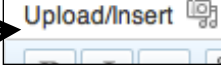
### Adding a Link to a Page

1. Highlight the text you to link from.
2. Click the Insert/Edit Link button. 
3. Enter a URL
  - a. for an exterior site enter the full URL, starting with "http://"
  - b. for an interior page, click "Or link to existing content," and click on the page you want to link to.
4. If you want the link to open in a new browser window, check the box next to "Open link in a new window/tab."
5. Click the blue "Add Link" button in the lower right corner.
6. You do not need to bold the link text, that is done automatically on the site, but it doesn't show up in WordPress.

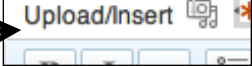
### Removing a Link

1. Click in the middle of the linked text.
2. Click the Unlink button. 

### Adding a PDF or Other Document to a Page

1. Highlight and copy the text you want to link to the PDF.
2. Click the Add Media button. 
- a. Drag and drop the PDF, or select the file from your computer.
- b. If the PDF is already on the site, click "Media Library," and find the PDF in the list.
3. Paste the text you copied into the Title field. If you selected the PDF through the Media Library, changing the title will not change the other links to the same PDF throughout the site.
4. Leave the Caption field blank.
5. Enter a description if you want.
6. Click the "File URL" button below the Link URL field.
7. Click the Insert into Post.

### Adding an Image

1. Click on the line where you would like the image.
2. Click the Add Media button. 
3. Drag and drop the image file, or select the file from your computer.
4. Enter a title, this will be viewable when the image is moused-over in certain browsers.
5. Enter some alternative text, it can be the same as the title.
6. Leave the caption field blank.
7. Enter a description if you want, this will only visible in the WordPress.
8. Click the "None" button under Link URL, or enter a URL you want the image to link to.
9. Select an Alignment.
10. Select a size.
11. Click the "Insert into Post" button.
12. If you need to resize the image, or change the alignment or any other settings, click on the image and click on the first icon on the image.

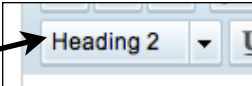
### Updating the Home Page Slider

The home page slider displays the published posts in the Slides section. There is no set number of slides it will display, so if you want 10 slides you can have 10 slides.

### Removing a Slide

1. Click on "Slides" in the left column.
2. Mouseover the slide you want to remove, and click the red "Trash." The slide is now no longer in the slider. You can also click on "Quick Edit," and changing the Status from "Published" to "Draft." It is still in the site, but only accessible through WordPress.

### Adding a Slide

1. Click on "Slides" in the left column.
2. Click "Add New Slide" at the top of the page, or in the left column.
3. Enter a title for the slide. The title will only be visible in the WordPress.
4. Enter the content of the slide in the content window.
5. Highlight the line that will be the visible title of the slide, and change the format from "Paragraph" to "Heading 2." 
6. If the slider has an image, click at the beginning of the next line, and follow the add an image instructions. You can also click at the beginning of the title line.
7. If you don't want this slide to be the first slide, click "Edit" next to date in the Publish box in right column. Change the date to some time earlier than the other slides, and click the "OK" button. Then click the blue "Publish" button. The slide will now be on the site.

8. If you want to change the order of the slides, you need to change the dates. Mouseover the slide you want to change the date of, and click "Quick Edit." Change the date, and click the blue "Update" button in the lower right corner of the Quick Edit window.

### **Updating the Home Page Video Box**

1. Click on "Content Blocks" in the left column.
2. Click on "Home Page Video."
3. Delete the video image and text. If you need to change the "New Video" title, make sure the format is "Heading 2."
4. Follow the add an image instructions, and make sure the image is 173 pixels wide. Enter the URL of the video in the Link URL field.
5. Enter the new text below the image.
6. Click the blue "Update" button in the Publish box.

### **Updating Other Sections of the Home Page**

You can edit the "Support The Work of PBI," "The Pro Bono Wire" and "New At PBI" boxes on the home page, by clicking on "Content Blocks" in the left column, and editing the corresponding post.

Support the Work of PBI - Donate - the title is in the content field like the video box.

The Pro Bono Wire - The Pro Bono Wire - the title is the the title field.

New At PBI - New At PBI - the title is the the title field.

### **Forms on the Site**

The site uses the Gravity Forms plugin for the three forms on the site, Contact Us, Subscribe to the Pro Bono Wire, and Online Donation. Each form sends a notification email to PBI, and a conformation email to the person who submitted the form. All of the form submissions are also accessible through WordPress. The Forms box in the Dashboard displays the number of entries for each form, click on the title of the form to see the list of the entries. Then click on the first name to view the complete entry. If you want to delete an entry, mouseover the name, and click the red "Trash."