Blue Ridge Bee Supply Website
https://blueridgebeesupply.com
Care and Feeding of Website

Step 1: Access Editor Interface

To add content or update content on the site, you will first need to log into the editor interface of the website.

1. Go to https://blueridgebeesupply.com/wp_login.php [note: wp_login.php must be lower case]
2. You'll get a plain screen that asks for username and password.
   - username: standard username
   - password: standard password [note: case sensitive so must be typed this way]
3. You'll be taken to the site dashboard where you can add posts, pages, and media (graphics, files, etc.)
   - **Posts** are current information that you are sharing and where most of your additions and/ or changes will occur — think of them as posts you might add to Facebook.   In the past, this has included information about ordering or purchasing nucs, queens, packages, honey, and wax items; information about workshops, community activity, and activities at schools or events.
   - **Pages** are generally more static content that you want to always show up in a specific place. Like the About information on Facebook. You might make changes from time to time, but mostly this information doesn't change much and it's things that you want easily found by anyone coming the website. An example is the Hive Parts page with the overview of types of product you sell — woodenware, beekeeping tools, medications, foundation, etc. The one page you will need to update more frequently is the home page which is named "Welcome to Blue Ridge Bee Supply." I'll provide a video how to specifically about this page.
   - **Media** is where you can upload graphics, pictures, pdfs, and other files to be used on the website. When you add a photo to a post either on this site or on Facebook, it's saved with other pictures. Facebook calls them photos and albums. In Wordpress, it's called Media.

Step 2a: Add a New Post - Simple Text

Most of what you will be adding are posts. The next steps are to add a simple post that includes a picture.

1. Click on the **Posts** link from the left navigation of the dashboard.
2. Click on **Add New** either under **Posts** or using the **Add New** button at the top of the main edit section in light gray.
3. Start by adding the **title** for the post. For example "It's Time to Order Packages & Nucs"
4. Next you'll be adding the content for the post. The editor provides editing blocks that you can pre-format by selecting the kind of block you want to add. The default is just a regular

paragraph. The first block is provided and you'll see the words "Start writing or type / to choose a block." If you click inside of the box and type the / key, you'll get a list of different kinds of blocks you can use. The most common we've used are paragraph, image, and gallery. You'll be able to rearrange blocks of content once the content has been added, so feel free to be creative as you add content. For this example, I'm going to assume we are adding text. Just start typing or you can cut and paste from an existing document. When you start a new paragraph, the editor will automatically put it in it's own block.

5. Once all of the content is in, click on the **Document** tab in the right column so you can see the options for the entire document. If you don't see anything in the right column, look in the top right corner of the screen for the symbol that looks like a gear. Click that and you should see a right column pop up with tabs for **Document** and **Block**.

6. About midway down you will see **Categories** with a list of check boxes below it. Check the box that best describes what you are posting about. In the case of "It's Time to Order Packages & Nucs," I'd check both the "**Nucs**" and "**Packages**" boxes under the "**Bees, Queens, Honey**" category. Categories is how we organize the posts. Once this post is published, you'll see the post listed under **Latest Posts** section on the home page of the site and when you click on either the picture of **Nucs** or **Packages** on the **Bees, Queens, Honey** page of the website. [https://www.blueridgebeesupply.com/bees-queens-and-honey/]

7. If you want to add a picture to this post, go to **2b** below before doing this Publish step. Otherwise, click on the blue **Publish** button at the top right of the page to publish the post. You may need to click it twice the first time you Publish.

Step 2b: Add Image to Post

We've added images to Posts using a couple of different methods. One is to add an **image** block. The other is to add a **gallery** block. We'll talk about both here starting with just adding 1 image to a post.
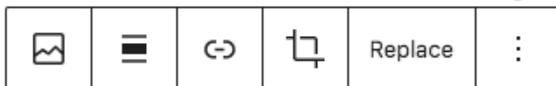
Add an Image

1. Once you are in the editor for adding a new post, you can either click inside an empty block and type / to bring up the block formatting menu or you can also add a new block by clicking on the + in a circle that is to the right of a block or by clicking the + in a circle that is in the far left corner of the screen. When you click on it, you get to choose the kind of block you want to add. Select the **image** type.

2. You can upload a new image that's on your computer, select one from the media library, or provide a link to an image on another website (even the Facebook page).
   - To **upload**, click on the **Upload** option, find the image file on your computer, click on it and click on the open button. The image will be brought into your post and also stored in the Media Library.
   - To **select from the media library**, click the **Media Library** button. You'll be taken to the media library and can scroll through the image that are available. When you find the one you want, click on it, and then click on the **Select** button in the bottom right corner. The image will be brought into your post.

- The final option is to **link** to a different website and embed the picture from the other website to your post. Beware in doing this because if something happens on the other website, you post will be affected. Click on the **Insert from URL** option. (URL is the same thing as a website address). You will be prompted to add the website address where the image resides. If you are embedding an image from a Facebook post, find the image in the photo library and copy and paste that address into the box provided. Then click on the return arrow ↵ on the right of the address box to activate [APPLY] the link. For example, an image from Blue Ridge Bee Supply Facebook page could look like this: https://scontent-iad3-1.xx.fbcdn.net/v/t1.0-9/116831991_2781785012041787_3208748095613006722_o.jpg?_nc_cat=102&ccb=2&_nc_sid=8bfeb9&_nc_ohc=aFet1f67QF4AX9IAi52&_nc_oc=AQnpB54wiBlmINpplIP8xTcoxHoTyla9oE99Uoi9WEcCTkjGuP309ftl5m35AYPy5cYN1rhFWW4SM3b_GpHzhE8B&_nc_ht=scontent-iad3-1.xx&oh=c44f16d65e0d587949c80c569960b909&oe=5FCAFCEA (Yep! It's ugly!)

3. Once the image is in place, you'll notice that there are handles (blue dots on side and bottom) on the image that will allow you to size the image to fit your post however you see fit.
4. Another useful tool is the menu at the top left of the block above the image. It looks like this:

The second box with the block with a bar on top and bottom will let you position the image where you want it in the block. If you want the text to flow around the image, you can select the option to flow right or flow left by click on this box. You can also just center the image in the block.

Add a Gallery

A Gallery is a collection of images that you are adding to your post or page. You can order the images and also determine how many columns the gallery will have.

1. As with adding an image, once you are in the editor for adding a new post, you can either click inside an empty block and type / to bring up the block formatting menu or you can also add a new block by clicking on the + in a circle that is to the right of a block or by clicking the + in a circle that is in the far left corner of the screen. When you click on it, you get to choose the kind of block you want to add. Select the **gallery** type.
2. Again, you can upload images or go to the media library to select the images you want in your gallery. I recommend adding the images to the Media Library (#3 below) first and then adding them in.
3. Select all of the pictures you want to include in your gallery. Pick them in the order that you want them to appear (but also you can move them around later). If there is text in the caption element of the picture, it'll show up in the gallery. You can always change it or remove once it's in the post or page. Once you have selected all of the pictures you want, click on the blue **Create a new gallery** button.
4. You'll see all of the pictures for the gallery and will once again be able to order them. This is the easiest place to order them because you can use drag and drop to move them. You can also

add more pictures at this point by clicking on the **Add to gallery** link to the left of the screen. Once you have all the pictures you want and they are in the order you want, click on the **Insert Gallery** button.
5.   Once they are inserted, you can determine how many columns they use by selecting the **column** numbers in the block settings to the right under the **Gallery Settings** area.
6.   You can move pictures around by clicking on the picture and using the **<** or **>** arrows to move it.
7.   If there is a caption, you can change or delete it by clicking on the text in the picture.

3. Adding to the Media Library

I recommend adding to the Media Library before creating the post or page because you'll have the opportunity to add Alt Text and a caption if you want it. Alt Text is important for 2 reasons:
- If the picture doesn't load for some reason when the web page is displayed, instead the picture of a broken picture, the words will show up so the user will know what you intended.
- Search engines use the alt text information to create an index associated with your website so always including alt text can help move your listing up in the search results.

1.   Click on the Add New under Media in the dashboard menu or click on Medium and then Add New to add new pictures, files, etc. to the media library.
2.   You can either drag and drop files into the box provided or you can select the **Select Files** button to browse your computer and find the files. I almost always use Select Files.
3.   A window will open showing the computer file structure. Find the files you want and select them and then click the **Open** button on the window that opened. You'll be taken back to the upload screen and if you scroll down a bit, you'll be able to watch the files load into the library.
4.   Once they've all finished loading, click the **Library** link in the dashboard menu and you'll see pictures of all of the items loaded into the library.
5.   Click on the first one in the list. A new view will open showing the item plus some info in the right hand column. Add something meaningful to the **Alt Text** box and to other boxes if you want to. **Caption** will show up when you insert pictures. **Description** only shows up under certain situations which we are not currently using.
6.   Changes are saved automatically. I generally use the **<** or **>** to move to the next item and to make sure my changes are saved.

4. Editing Posts

When you select Posts in the left column of the Dashboard, you'll see a list of all posts in most recent to least recent order by publication date.

1.   To edit, find the one you want in the list and move your curser over the name of the post. You'll notice that a list of actions will appear under the title.
2.   Click on the edit link. The full post will appear and you can make changes as necessary.
3.   Publish to save your changes.

5. Adding and Editing Pages

Pages are added and edited pretty much like posts, except there are no categories associated with pages. Pages only appear through the menu or specific links added to the website, so you can create pages that are not visible on the website. If you need to add a page to the menu, check back with me. This site uses menus that were created specifically for this site.

6. Widgets in the Left Hand Column of Site

Every page will show the same list of widgets. This is another feature that I can change or can walk you through. To access the widgets, you'll need a different login and it's a little trickier than any of the other sections. There is actual coding in some of the widgets.

5. Video Demonstrations

To view demonstrations of these functionalities and some additional tips, go to: https://www.youtube.com/playlist?list=PLXDrhUcrNSie8r3sCGe9oBU0eyy-a3dzv