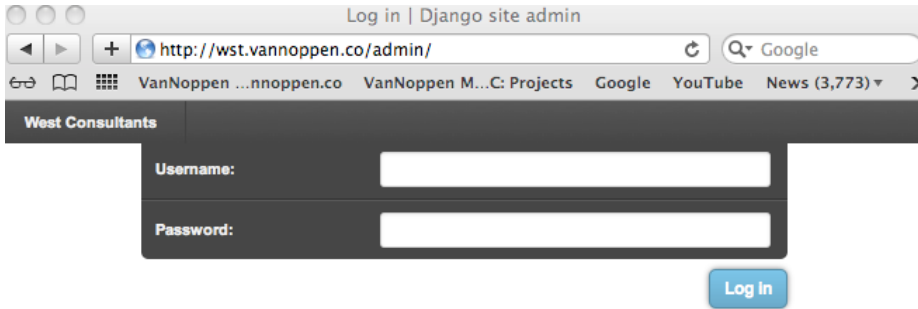


WEST CONSULTANTS
<upstairs/> REFERENCE GUIDE

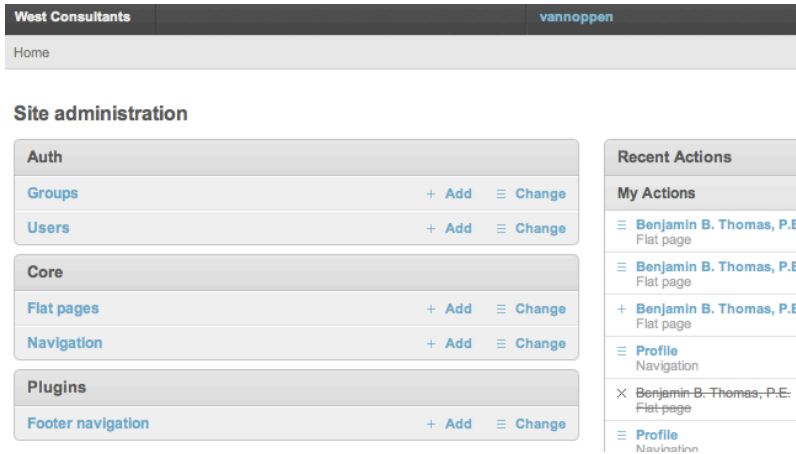
ACCESS



Site Administration Web Access > wst.vannoppen.co/admin
Enter your user name and password.

If you have successfully logged in, the next screen is

SITE ADMINISTRATION



The Site administration page ([Home](#) on inside pages) presents the user with options to:

- Establish new **Users** and create **Groups** for multiple users with the same access
- Edit a **Flat page** – This is where almost all content is edited. Flat pages are static pages not connected to a database.
- Navigation – This is where you determine what order you want your pages to appear in your HEADER and in what order on the drop down menus.
- Footer navigation – This is where you can determine what pages you want in your footer navigation and in what order they appear.

The list to the right indicates what has been changed most recently and by whom.

Click on the word Users

AUTHORITY > Users / Groups

Home > Auth > Users

Users + Add user

1 total

<input type="checkbox"/>	Username ^	E-mail address	First name	Last name	Staff status
<input type="checkbox"/>	vannoppen	info@vannoppen.co			✓

1 total

Users – Persons authorized to make changes and updates to the website.
Groups are set up for more than one person allowed the same access.

Each User is given a user name and password and assigned permissions.

Click on the checkbox next to Staff Status to activate the user’s access. A Superuser has access to everything available on the site, while a User’s access can be specified in the permissions window.

Complete the form and be sure to **SAVE** your changes at the bottom of the page.

CORE ADMINISTRATION

Core administration

Core		
Flat pages	+ Add	≡ Change
Navigation	+ Add	≡ Change

All active pages on your website are **Flat Pages**. Use these pages to edit or create page content and add graphics.

Flat pages + Add flat page

21 total

<input type="checkbox"/>	Title	Slug	Last modified	
<input type="checkbox"/>	Benjamin B. Thomas, P.E.	benjamin-b-thomas-pe	June 12, 2012	
<input type="checkbox"/>	Stormwater	stormwater	June 11, 2012	
<input type="checkbox"/>	Erosion Control	erosion-control	June 11, 2012	
<input type="checkbox"/>	Subdivision Planning	subdivision-planning	June 11, 2012	
<input type="checkbox"/>	Civil Site Plans	civil-site-plans	June 11, 2012	
<input type="checkbox"/>	Other Services	other-services	June 11, 2012	
<input type="checkbox"/>	Construction Administration	construction-administration	June 11, 2012	
<input type="checkbox"/>	Project Administration	project-administration	June 11, 2012	

Navigation is where you can change the order of your pages on your navigation bar and in what order they appear on your dropdown menus.

Navigation

<input type="checkbox"/>	Priority ^	Flat page
<input type="checkbox"/>	0	Home
<input type="checkbox"/>	1	Site Plans
<input type="checkbox"/>	2	Civil Site Plans
<input type="checkbox"/>	3	Grant & Loan Funding
<input type="checkbox"/>	4	Mapping
<input type="checkbox"/>	5	Profile
<input type="checkbox"/>	6	Contact Us

7 total

Change navigation

History

Flat page: +
The page you wish the navigation item to link to. The name of the navigational item is the same as the title of the page.

Priority:
The location of this item in the navigation, items with the same priority will be arranged in alphabetical order.

Drop downs

[Add another Drop Down](#)

PLUGINS ADMINISTRATION

Plugins

Footer navigation + Add ≡ Change

Footer Navigation is where you can set up your bottom navigation buttons and change the order of your pages on your navigation. These buttons can be different from your top of the page navigation bar.

Footer navigation + Add footer navigation

<input type="checkbox"/>	Priority ^	Flat page
<input type="checkbox"/>	<input type="text" value="0"/>	Home
<input type="checkbox"/>	<input type="text" value="3"/>	Mapping
<input type="checkbox"/>	<input type="text" value="4"/>	Profile
<input type="checkbox"/>	<input type="text" value="5"/>	Contact Us

4 total

The Priority column is how you determine where on the navigation bar you want the page to appear. Use the Add foot navigation to add another page to the bottom navigation.

EDITING FLAT PAGES

Go back to Home and double click on Flat page. Double-click on one of the [Flat Page names](#).

Flat pages

21 total


<input type="checkbox"/>	Title	Slug	Last modified
<input type="checkbox"/>	Benjamin B. Thomas, P.E.	benjamin-b-thomas-pe	June 12, 2012
<input type="checkbox"/>	Stormwater	stormwater	June 11, 2012
<input type="checkbox"/>	Erosion Control	erosion-control	June 11, 2012
<input type="checkbox"/>	Subdivision Planning	subdivision-planning	June 11, 2012
<input type="checkbox"/>	Civil Site Plans	civil-site-plans	June 11, 2012
<input type="checkbox"/>	Other Services	other-services	June 11, 2012
<input type="checkbox"/>	Construction Administration	construction-administration	June 11, 2012
<input type="checkbox"/>	Project Administration	project-administration	June 11, 2012
<input type="checkbox"/>	Community Wells	community-wells	June 11, 2012
<input type="checkbox"/>	Wastewater Disposal	wastewater-disposal	June 11, 2012
<input type="checkbox"/>	Municipal Systems	municipal-systems	June 11, 2012

You can sort your flat page list by clicking on the title. It will then sort alphabetically.

Change flat page History View on site

Title:
Shows up as the HTML head title and shows up in the navigation if added to it.

Content:



Lorem ipsum dolor sit amet, consectetur adipiscing elit. Crassem et augue quis diam dignissim vehicula. Maecenas interdum tellus vel dolor tincidunt vel pharetra quam tempor. Nam ornare, mi a adipiscing pellentesque. eurus purus sodales nunc, quis egestas sem libero quis lectus. Donec vestibulum morcus nulla. ut bibendum massa vulputate id.

Options

Meta description:
This will not show up on the page, it is used by search engines to help users identify what this page is about.

Form receiver:
If this page contains a form, upon submission this email address will receive the information.

Is home page
If you already have a home page selecting this will deactivate your old home page and make this the new home page.

Delete Save and continue editing Save and add another Save

There should be only one home page. The home page should have the lowest priority number so it will present first and the home page box should be checked.

Flat pages have a title field – the name of the page; and a content window – where the contents of the page are added or modified. *Once a page is titled, it should not be changed as that can disrupt established links.*

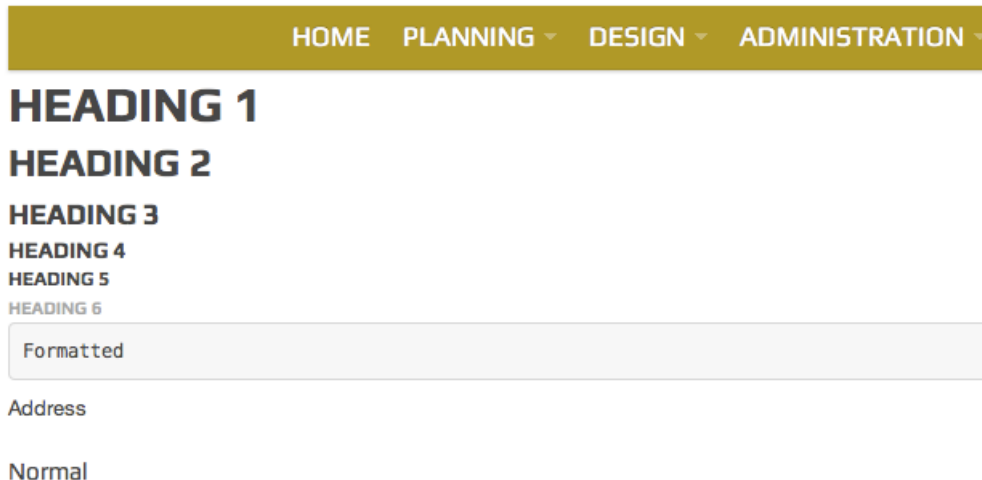
At the bottom of each flat page is a Photo Gallery section and a Slider section. You can use this section to add photos that you want to appear separate from the text in a gallery type set up. The slider is to add pictures to the top of the page that change in a particular order.

Click into the content window to edit the content seen on a page. A series of icons give you options to add tables, links, photos and to format text.

SITE CHANGES

TEXT

The text for your site has been set up specifically for your site. *It is important to use these appropriately as they are tracked in search engines. Use **BOLD** to make stronger text in a paragraph. Do not use a heading style to type a full paragraph.*



The screenshot shows a navigation menu with the following items: HOME, PLANNING, DESIGN, and ADMINISTRATION. Below the menu, there is a list of heading styles: HEADING 1, HEADING 2, HEADING 3, HEADING 4, HEADING 5, and HEADING 6. A text box labeled 'Formatted' is shown below the heading list. Below the text box, there are two options: 'Address' and 'Normal'.

When you enter the name of a new flat page, the text for the title of the page is automatically set up. You can pick from the different heading types to fit your particular page.

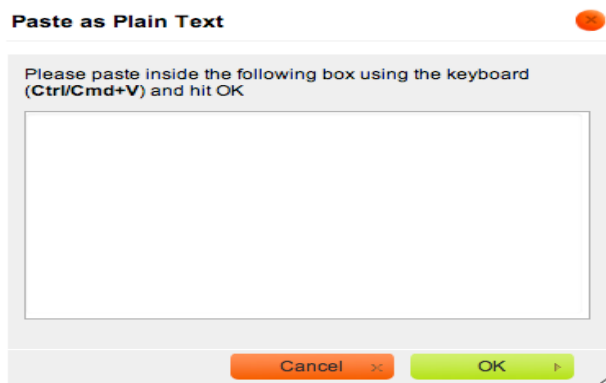
To change the text, select and open a flat page. In the content box you can make changes to the text just by typing them in. There is a pretty standard tool bar that you can use to make text bold, put in bullets and change the alignment.



To paste entirely new content from an outside source, the best method is to paste the selection as plain text using the paste box with the note pad (middle box).



This action will open a new box to paste into which will remove all the formatting.



You then paste into the flat page. Some of the formatting used by Word and other programs does not paste properly. It is better to be sure all of the imbedded coding is removed and then paste the cleaned text into the editing window.

You can copy text directly from a Word document using the third button (with the W). This targets and cleans out specific code imbedded in Word documents.



IMPORTANT - Save your changes.

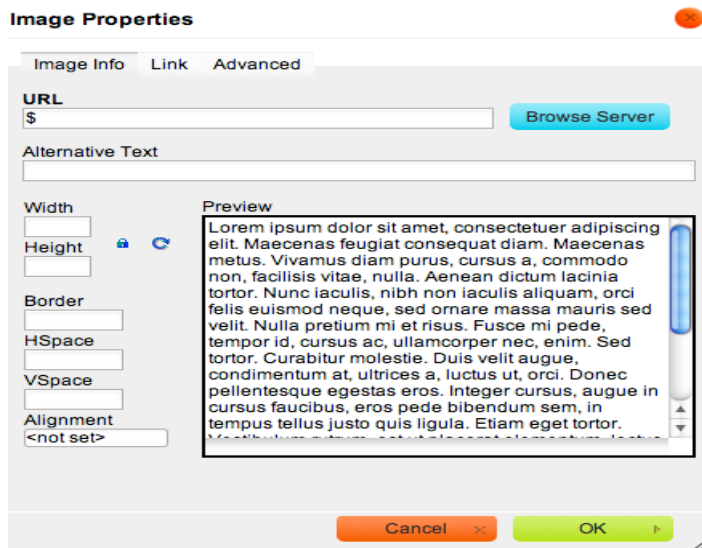
PHOTOS

Photos that you want to add to your website need to be saved for websites and web devices. If you upload a photo that is not saved properly, it will not display properly. Please make sure that you have permission to use the photo. Also, make sure that the size is under 1 mg.

To insert a photo, you open the flat page, go to the content section, put your cursor where you want to insert the photo and click on the little photo box in the right corner of the toolbar.

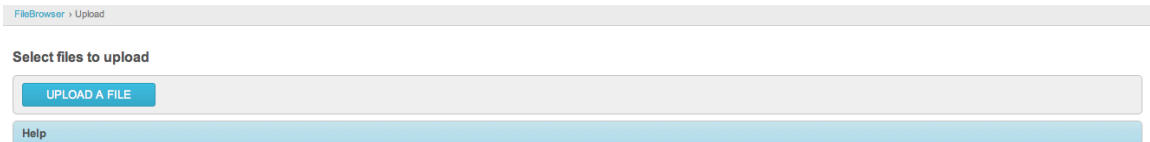


You will get an Image Properties Box.

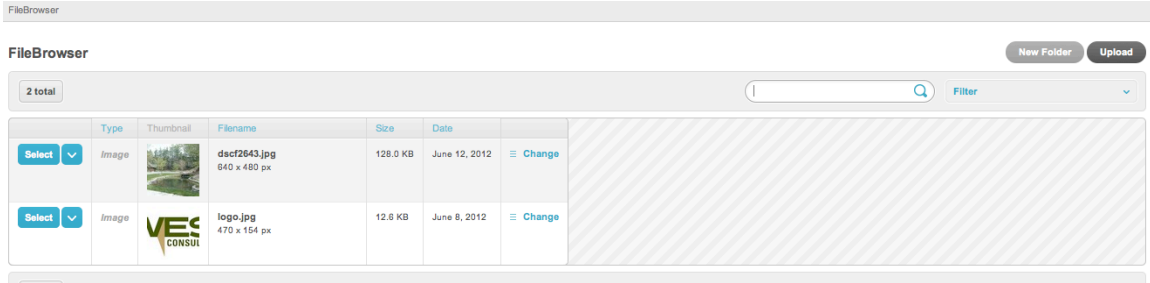


Click on the browser server and a page will open of the photos that already have been uploaded for your site.

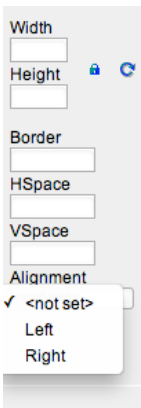
If you want to upload an entirely new photo, you click on the upload button, then the upload file button and select the file you want to upload.



Once your file is uploaded, it will appear on your images page and you select it to place on your flat page.



That will take you back to your Image Properties Box. In this box, you can set the width and height of the picture, you can put space around the picture and you can set the alignment of the picture in the text.



The text as it appears in your content box, is not necessarily exactly the way it will appear on your actual website. You may have to play with the spacing and image placement.

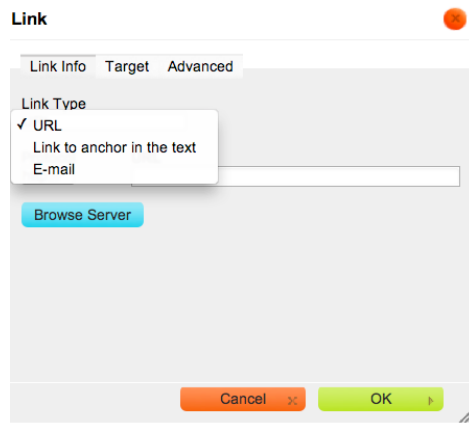
Make sure to save your changes to the flat pages.

LINKS

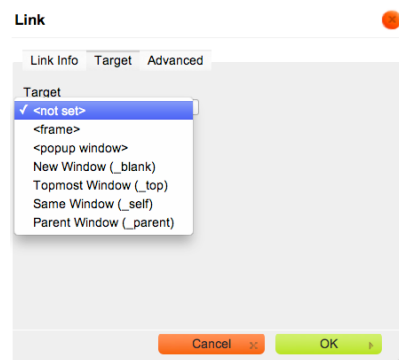
You can make links to other flat pages and outside links when you enter your text. Select the text that you want to make a link and click on the link box (looks like a chain link).



A Link box will open up for you to enter the URL of the item you are linking. First you need to select the type of Link.



Under the target tab make sure you select a new page for the link.



Links for other websites need the entire URL. URLs can be copied and pasted in the URL box. Links to pages on your own website, just need a backslash (/), the word pages, backslash (/) and the name of the page. (/pages/fitness-center).

SPECIAL CHARACTERS

You can insert special characters into your text by using the special characters icon.



A drop down box will open with the special characters available to choose to insert.

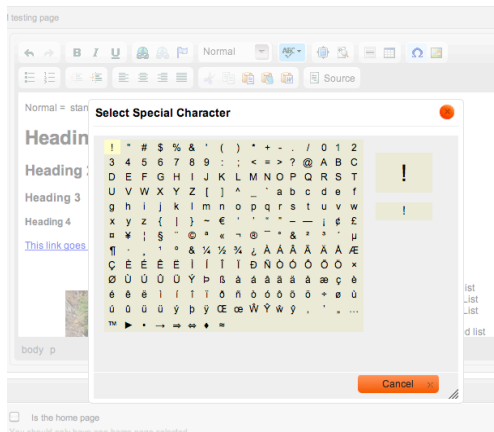
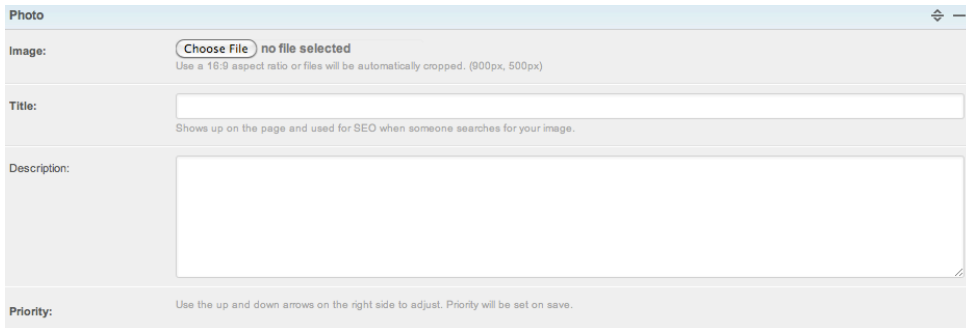


PHOTO GALLERIES AND SLIDER IMAGES

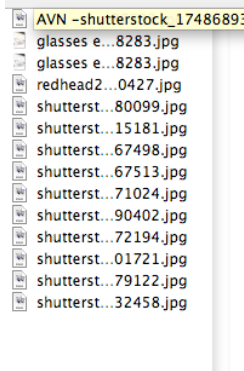
At the bottom of each flat page are a Photo Gallery Box and a Slider Image Box. This is the section where you can add sliders to the page and a photo gallery at the bottom of the page.



You can click on the add photo box and a new box appears.



You click on the choose file and a browser box opens and you choose your photo. Remember that photos need to be saved in a format for Website and web devices in order for them to present properly.



You have to enter a title for the photo or it will not save. You can set the priority that you want the photo to appear in the gallery. You can just delete photos that you want to take them off the gallery.

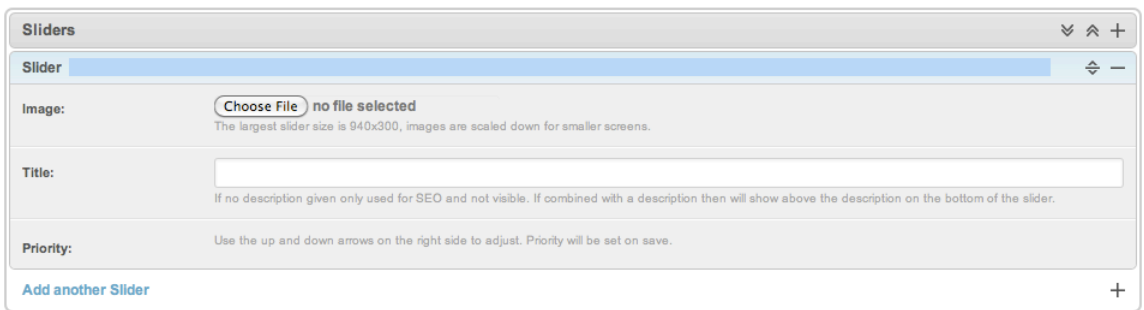
SLIDERS *(featured images at top of page)*

Slider images are added in the same manner that the photos are added to the galleries. The system is set up to resize the photos to fit the slider set up.

However, for the best images, pictures should be sized to 900 px wide by 326 px high.

Use the title area to add content for Search Engine Optimization – this information will not be visible to someone viewing your site.

If you would like the images to rotate in a particular series, use the priority button and designate 0 to 5 for each image included in the slider series.



The screenshot shows a 'Sliders' management interface. At the top, there's a 'Sliders' header with a dropdown arrow, an up arrow, and a plus sign. Below this is a 'Slider' section with a blue header bar and a minus sign. The main form area contains three sections: 'Image:' with a 'Choose File' button and 'no file selected' text, followed by a note 'The largest slider size is 940x300, images are scaled down for smaller screens.'; 'Title:' with a text input field and a note 'If no description given only used for SEO and not visible. If combined with a description then will show above the description on the bottom of the slider.'; and 'Priority:' with a note 'Use the up and down arrows on the right side to adjust. Priority will be set on save.' At the bottom left is a blue 'Add another Slider' button and at the bottom right is a plus sign.

This document is hidden on your website should you need additional copies or desire to make additions. Go to **About Us** and at the very bottom, left corner of the page click on which is a link to the pdf version of this document.