

WordPress Instructions: General

Although there are many great resources on the internet on how to use WordPress, the following tutorial will help get you started, specifically pertaining to Frontier.

Get Familiar with WordPress:

Side menu:

- **Posts:** if you are doing any blogging, this is where you will make those posts. This is also used for posting “articles”.
- **Media:** if you want to add any pictures in your pages, you will need to add them here first. To edit any of these images (crop or change their url) this is where you will do it
- **Pages:** this is the meat of your website. Every page you want on your site will be added and edited in this tab
- **Comments:** not really used on Frontier sites
- **Templates:** If you have an element that will be present all along your site and you save it to view later, you can view them all here
- **Appearance:** aside from pages and media, this is likely the most used page in WordPress. This is where you choose the design and layout of your pages.
- **Plugins:** WordPress allows you to add other utilities to your site in order to enhance your experience. Be careful with these though as some of them can hack your website
- **Users:** This is where you give people access to various features on your website (ex. Signing in and viewing or signing in to edit)
- **Tools:** import and export to/from your website (not used on Frontier Sites)
- **Settings:** Here is where you change the behind the scenes parts of the website like “website name,” “how many posts are on a page,” “admin email,” etc.

Terminology:

- Not super necessary but if you come across a term you don’t know this guide should be able to help:
- <https://www.wpbeginner.com/glossary/>

Getting Started:

These are the things that should be installed to make your life a lot easier and keep the layout of website consistent with the other Frontier sites

Plugins: there are a couple plugins we download that make creating websites much easier:

- **Elementor:** allows you to create pages with a simple drag and drop method (Frontier has the Pro Version)
- **Elementor – Header, Footer & Blocks:** lets you use Elementor to make a header and footer
- **Yoast SEO:** helps you improve your search engine optimization so people can find your website
- Added by IT (if IT makes the website for you, they usually add these):

- **Advanced Custom Fields PRO**
- **Contact Form 7**
- **Duplicate Page**
- **Post SMTP**
- **Site Kit by Google**
- **Wordfence Security**

Themes:

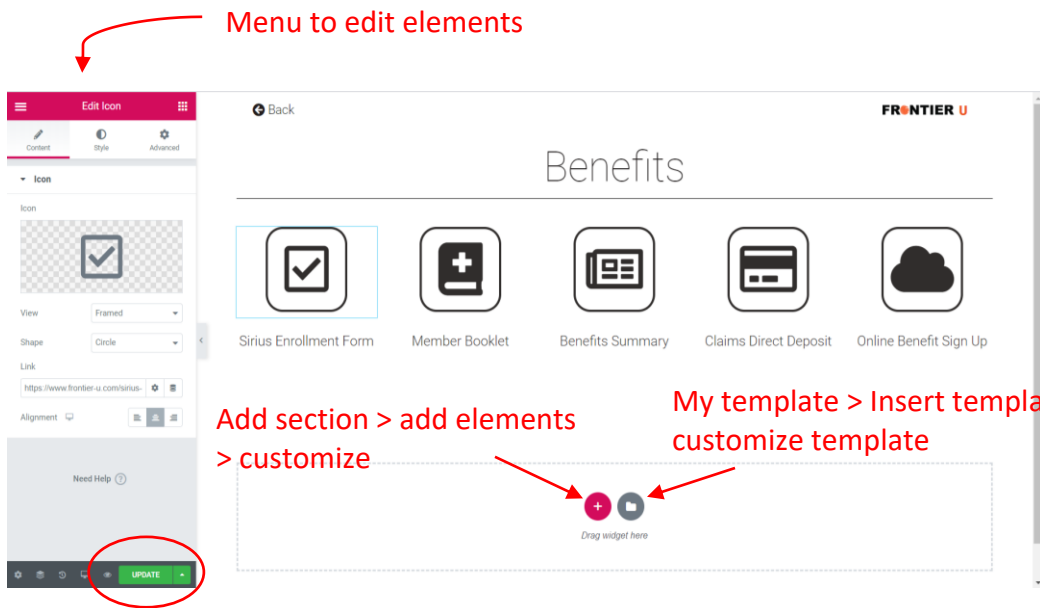
- **Astra:** This is the theme used by Frontier that we have found to be easiest to use
 - We recommend using this for all websites under Frontier

(throughout these instructions we will assume you have downloaded the above Plugins and Themes)

Creating a new page:

- **Brainstorm**
 - Brainstorm what content you want to put on your page
 - Draw up a quick sketch of what you want your webpage to look like (we have used Invision's feature "Freehand" which will let you do this online <https://121999.invisionapp.com/>)
- **Add New Page**
 - Press Pages Tab
 - Press Add New
 - Go to the sidebar on the right and disable
 - Press Edit with Elementor
- **Editing the Page**
 - Next Simply drag and drop elements from the side bar onto your page
 - Try a couple elements to see what you like
 - Each element can be customized in the side panel once clicked
 - You can customize both the element you select and the section it is contained in
 - Example: if you want to add photo background to a heading, you would add the photo to the section and type the words in the heading
 - When entering words, enter them in the content section rather than right on the page, it'll be easier to format
- **Adding Template Elements:**
 - Click the Folder
 - Click "My Template"
 - Add element and customize

See picture below



Menu to edit elements

Add section > add elements
> customize

My template > Insert template >
customize template

“Update” to save