Mills Web Design Administrator's Cheat Sheet

This document is intended as a quick reference to cover the basics of what is required in most cases.

All of the following settings are assuming you are already logged in to the admin panel of your website.

Log in to the site

This should be provided in the access document on handover.

Add a page

Pages > **add new** > *enter title > add text block or element >* **save** > **publish**

Edit an existing page

Pages > *click on name of page to edit > hover the relevant part of the editable content and click on the green pencil on the hovering toolbar > alter text >* **save** > **update**

Temporarily hide content that you can display again later

Things like announcements or seasonal promotions need not be created anew each time if you need to use them again in future. You can hide this info, then reveal it again later. The following steps are assuming you are already editing an existing page (see previous).

Pages > *click on name of page to edit > click on grey pencil in top right corner of row* (or section if applicable) that needs to be hidden >* **disable row** > **save** > **update**

*do not confuse this with the pencil icon that appears on the green floating button on hover, or the grey pencil to edit a column. It is the grey pencil on the top right hand tab of any row.

Delete a page

Pages > *hover title for trash option to appear beneath the title >* **trash**

Add a post

Posts > **add new** > *enter title > add element or text box >* **save** > *select category >* **publish**

Edit an existing post

Posts > *click on name of post to edit > hover the relevant part of the editable content and click on the green pencil on the hovering toolbar > alter text >* **save** > **update**

Delete a post

Posts > *hover title for trash option to appear beneath the title >* **trash**

Display a post as teaser text with a "read more..." link to the full post

Note: this is assuming you have already created the full post. If not, see section: Add a post

Posts > *click on name of post to edit > enter teaser text of your choice into "Excerpt" box* > alter text >* **save** > **update**

*The excerpt box is not part of the editing section where page content is entered– scroll down and you will find the excerpt box as a separate section further down. If you cannot find it go to "screen options" (top right hand corner) and turn the option on.

Edit the footer

Other content areas > **footer** > *hover the relevant part of the editable content and click on the green pencil on the hovering toolbar > alter text >* **save** > **update**

Add a new page to the menu

Note: the page must already be created – if not, see section: Add a page.

Appearance > **Menus** > *select a menu to edit (most sites have only one so a selection here may not be necessary) >* **Pages** > *tick the box of the page you wish to add>* **Add to menu** > *drag into desired position >* **Save Menu**

Add a new post to the menu

Note: the post must already be created – if not, see section: Add a post.

Note: it is not typical to add posts to the menu. Normally a news, events or blog page is configured to display the posts automatically.

Appearance > **Menus** > *select a menu to edit (most sites have only one so a selection here may not be necessary) >* **Posts** > *tick the box of the post you wish to add >* **Add to menu** > *drag into desired position >* **Save Menu**

Remove a button from the menu

Appearance > **Menus** > *select a menu to edit (most sites have only one so a selection here may not be necessary)* > *Expand the options of the said menu button (small downward triangle on right side)* > **Remove** > **Save Menu**

Edit the label on a menu button

Note: this doesn't affect the title of the original page or post, just the button label

Appearance > **Menus** > *select a menu to edit (most sites have only one so a selection here may not be necessary)* > *Expand the options of the said menu button (small downward triangle on right side)* > **Navigation Label** *(edit as desired)* > **Save Menu**

Add a button to the menu which links to an external location

Appearance > **Menus** > *select a menu to edit (most sites have only one so a selection here may not be necessary)* > **Links** > *enter the url (ensure you include http://)* > *enter the link text (which is the button label)* > **Add to menu** > **Save Menu**

Add an image to an existing masonry gallery

Note: this is assuming you are already looking at the visual composer editing area within a page or post and a masonry gallery already exists.

(hover masonry gallery element to see green floating toolbar) > *pencil (to edit)* > *green plus sign (to add)* > *drag and drop images anywhere in the upload screen that appears* > **Add Images** *(blue button at bottom right)* > **save** > **update**

Insert a new masonry gallery into an existing page or post

Note: this is assuming you are already looking at the visual composer editing area within a page or post

Add element > **galleries** > **masonry gallery** > *upload images (green plus sign)* > *drag images into the upload area* > **add images** > *configure any other settings for the masonry gallery* > **save** > *drag into desired position amongst any existing columns or rows (if applicable)* > **update** *(the update button says "publish" if it is the first time the page is created)*

Insert an image into an existing page or post

Note: this is assuming you are already looking at the visual composer editing area within a page or post

Add element > **single image** > **image** *(green plus sign)* > *drag and drop said image anywhere into upload area* > **set image** > **Image size** > **Image alignment*** > *Configure any other settings related to image* > **Save Changes** > **Update** *(the update button says "publish" if it is the first time the page is created)*

*If an image is left or right aligned, any text or content that follows will wrap around it. If it is centered, any text or content that follows will not wrap.

Suggestions if centering: If you are centering an image, a good tip is to ensure you choose an image size big enough to fill the space. For example, in a single column layout, the size "Content width" will be large enough to fill the full content width. Ensure the image you uploaded in the first place is at least this large.

Suggestions for left or right alignment: As the text will wrap around the image in either case, a "half content width" is a good choice in a single column layout (i.e. the content is page width). Ensure the image you uploaded in the first place is at least this large. If it is not choose "original" as the size instead.

Add a caption to an existing image

Note: this is assuming you are already looking at the visual composer editing area within a page or post and that a "Single Image" element already exists in the page. If not, see "Insert an image into an existing page or post".

Single Image > hover and click on pencil icon to edit > **Image** (click on green plus sign) > wait for screen to sort images relevant to that page only > select said image > **Caption** (enter text)* > **Set Image** > **Add Caption** > **Save Changes** > **Update**

*The caption will auto save as soon as your cursor leaves the caption box.

Insert text into an existing page or post

Note: this is assuming you are already looking at the visual composer editing area within a page or post

Add element > **text block** > insert required text > **Save Changes** > **Update** (the update button says "publish" if it is the first time the page is created)

Add a link to text within a page

Note: This is assuming you are already inserting text. If not, see "Insert text into an existing post or page" and follow through to the step "insert required text".

Select the relevant text that is going to become the link > **Insert / edit link** (this label is in the form of a tool tip that reveals itself when hovering the relevant editor button. Look for the button that looks like a chain link) > add link > **save changes** > **Update** (the update button says "publish" if it is the first time the page is created)