

WordPress CMS Handbook

Managing a component based Flynt website.

The logo for Bleech, featuring the word "Bleech" in white, bold, sans-serif font centered within a solid blue rectangular background.

Bleech

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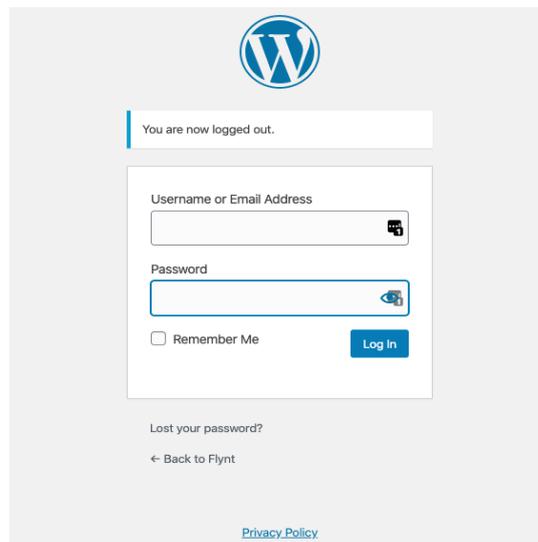
Logging in / out

Accessing the login page

You can login to the WordPress backend by adding “/wp-admin” or just “/admin” at the end of your website URL. The login URL will look like this.

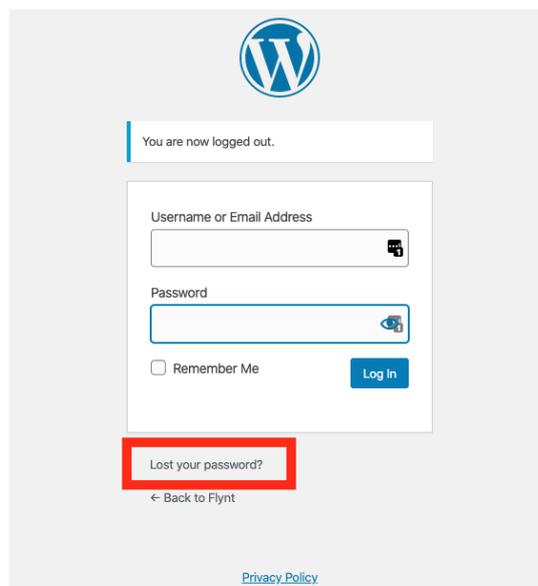
- <https://your-website-url/admin> or also
- <https://your-website-url/wp-admin>

Here you can log in with your username and password.

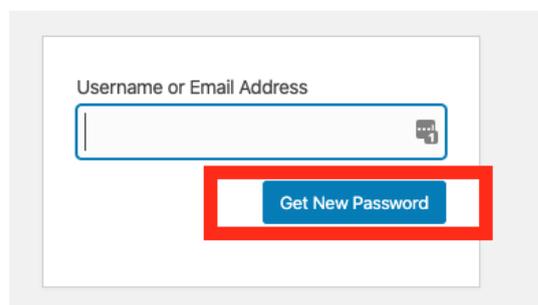


Resetting a forgotten password

If you forget your password you can request a new password by clicking on the “Lost your password?” link.

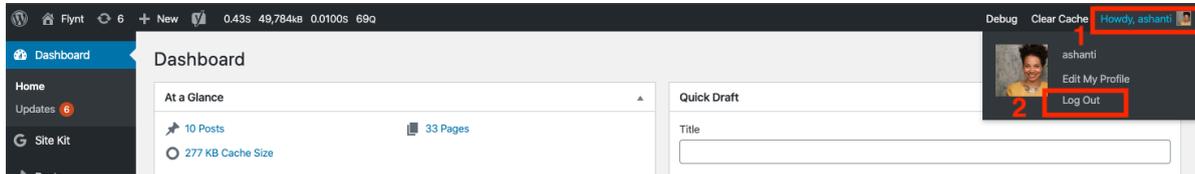


To reset your password, enter your username or email and click on “Get New Password”. You will receive an email with a link where you can set a new password. When you have set a new password you can log in with your new credentials.



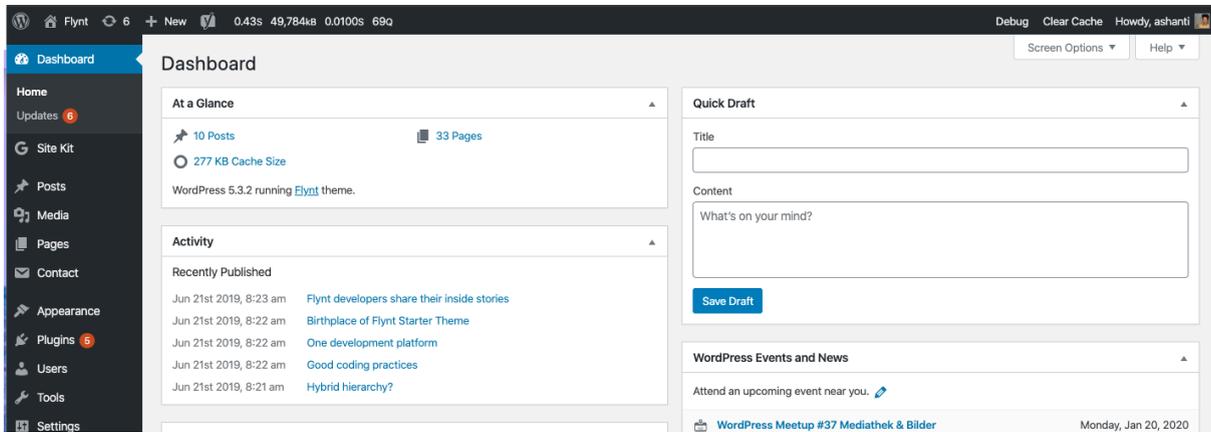
Logging out

To log out of the WordPress backend go to the top right corner. Hovering over “Howdy [your name]” will reveal a dropdown. Click on “Logout”.



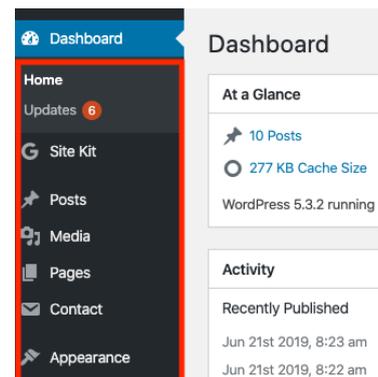
The Dashboard

The Dashboard Screen gives you a quick overview about your site's content. This will display your main Dashboard 'homepage'. In the top left of your Dashboard ("At a Glance") you'll see for example some brief stats on the number of Posts, Pages, Categories and Tags contained within your site.



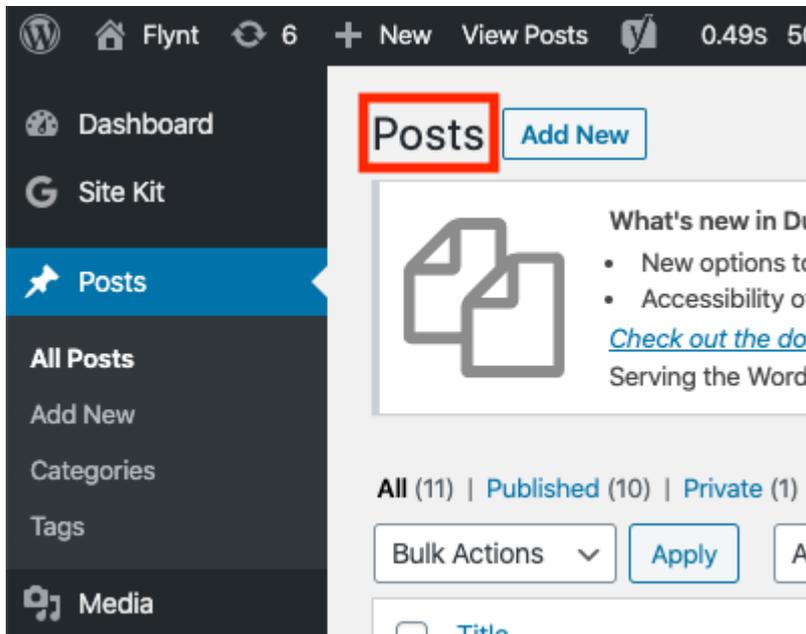
Dashboard Menu

On the left of the screen is the main admin navigation menu. Here you find all the options to update and configure your site like Posts, Media, Pages and more.



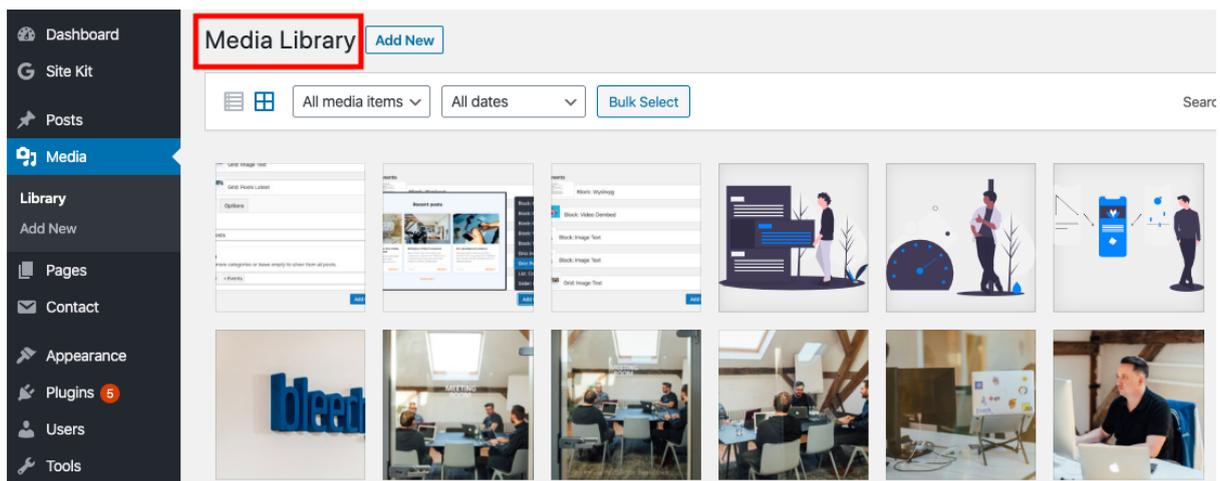
Posts

This is where you can create, edit, publish, and delete articles. You can divide your articles in several categories or provide specific tags.



Media

This is where you can find all of your images, files, and other uploaded items.



If you click on an image a popup will open. Here you can add the image tags (like Alternative Text and Title) necessary for SEO optimization. Here you can also add the copyright of the image, that will be displayed on the website under the image.

Attachment Details

File name: bleech-office-39.jpg
File type: image/jpeg
Uploaded on: November 14, 2019
File size: 538 KB
Dimensions: 1500 by 1000 pixels

Alternative Text:
Describe the purpose of the image. Leave empty if the image is purely decorative.

Title:

Caption:

Description:

Uploaded By: Steffen

Uploaded To: Hero Image Text

Copy Link:

[View attachment page](#) | [Edit more details](#) | [Delete Permanently](#)

Pages

This is where you can view, create and manage static pages. You can add new pages with “Add New” or edit existing pages. If you hover over a page title, a small submenu will appear. Click “Edit” to enter the content of the page to make your changes.

Pages

All Pages
Add New

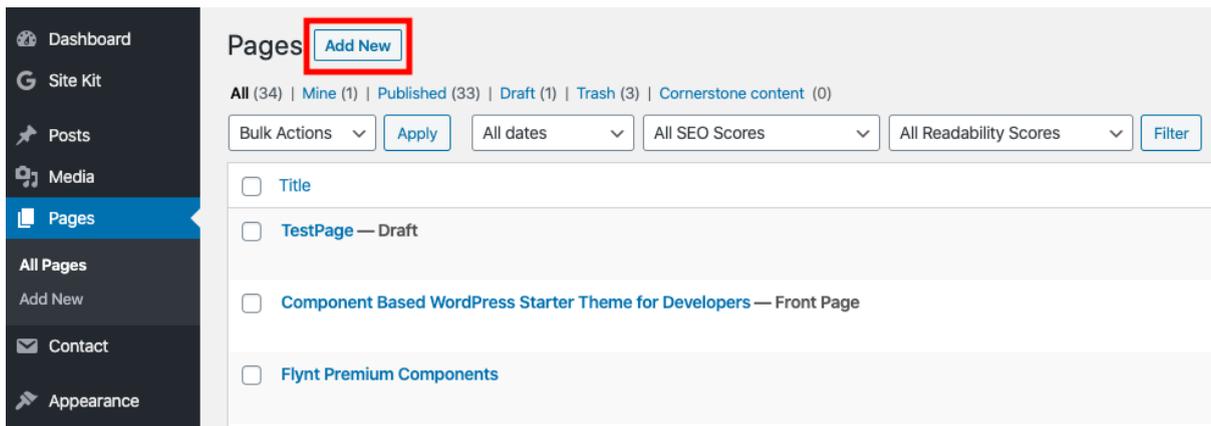
Contact
Appearance
Plugins 5
Users
Tools
Settings
Custom Fields
Global Options

All (33) | Published (33) | Cornerstone content (0)

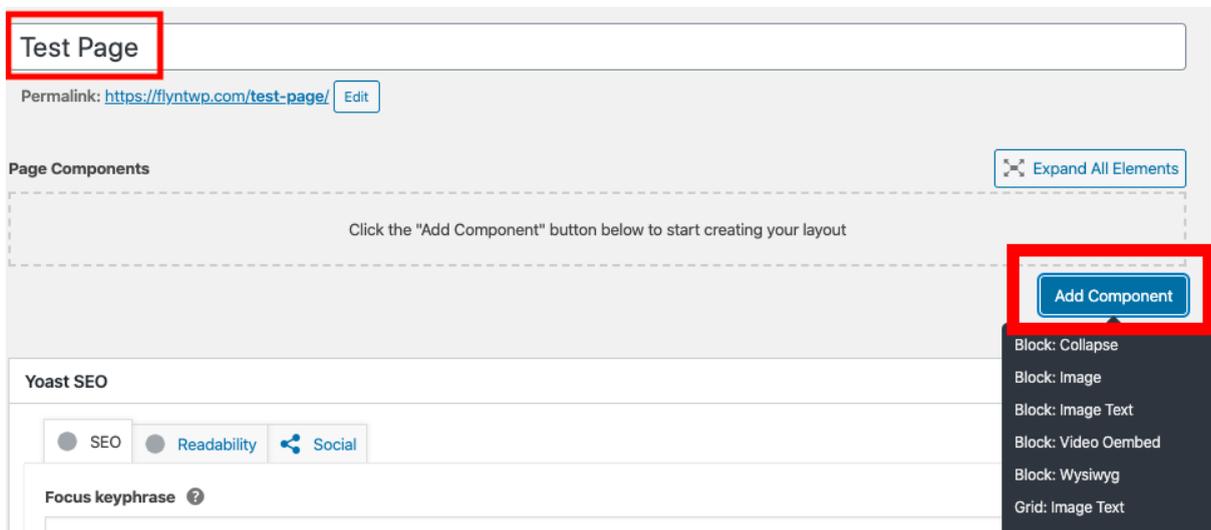
Bulk Actions All dates

<input type="checkbox"/>	Title	Author
<input type="checkbox"/>	Component Based WordPress Starter Theme for Developers — Front Page <small>Edit Quick Edit Trash View Clone New Draft</small>	Steffen
<input type="checkbox"/>	Flynt Premium Components	Steffen
<input type="checkbox"/>	Flynt Base Components	Steffen
<input type="checkbox"/>	— Hero Slider	Steffen

Add a new Page



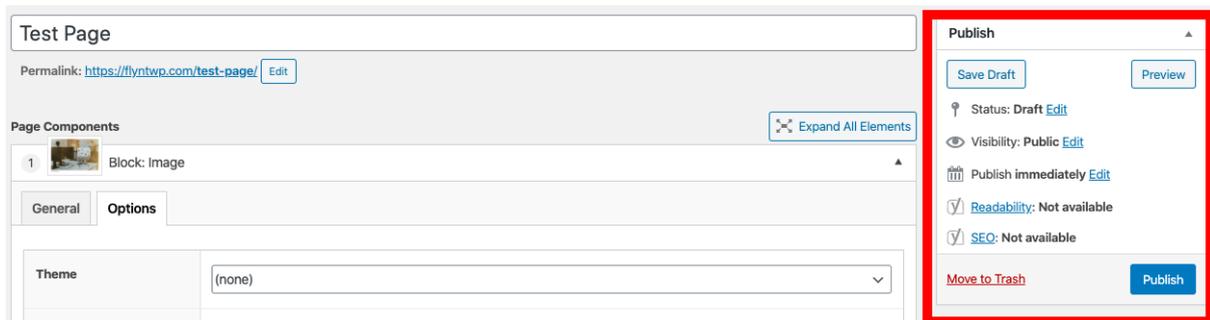
Enter a title for your page, i.e. “Contact” or “About Us”. For example in the below image the page title is “Test Page”.



You can add components by clicking the “Add Component” button on the right hand-side. Now you can start building your page by adding components. Learn more about components under “Adding a Component”..

Save, Preview, Publish and Delete Pages

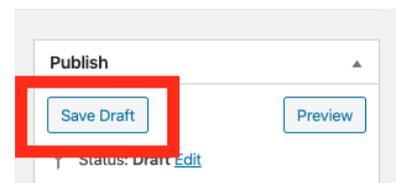
In the top right corner of the edit screen are buttons to save, preview or publish your page.



Save -

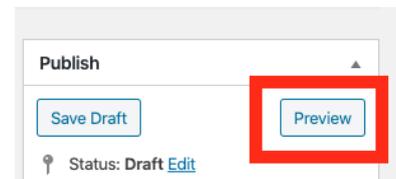
This saves your page as a draft and enables you to close the browser window and continue editing at a later moment.

Note: save is not published. That means your visitors won't see any changes until you publish the site.



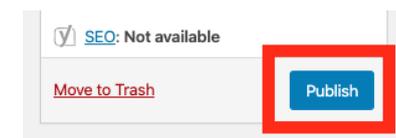
Preview -

This opens a new tab with a preview of the site you are working on. You can preview changes and check if everything looks nice before publishing it to your sites visitors.



Publish -

This publishes the page and therefore will make it available to see for all visitors of your website. If you just want to check how a change you made will look, use the "Preview" button



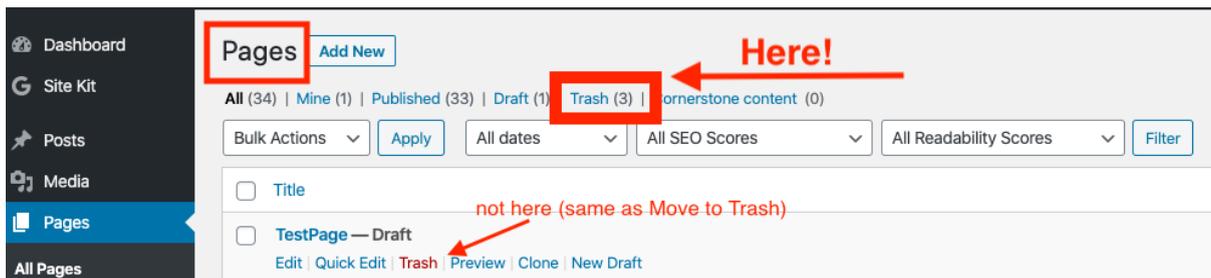
Move to Trash -

Moves your current page to the trash. Keep in mind, it is only in the trash, not permanently deleted yet. So if you have accidentally deleted a page, you can still restore it from the trash or delete it permanently from there.

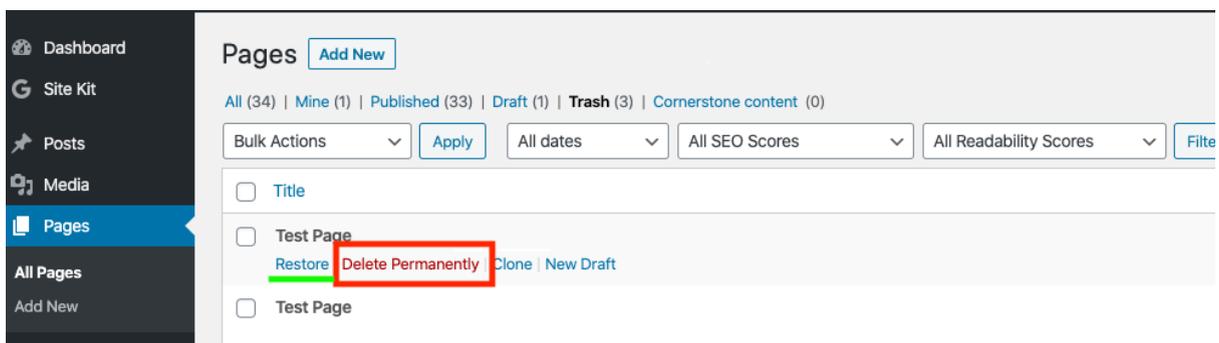


Delete permanently, Empty Trash -

From the “All Pages” overview click on “Trash” as seen on the image.



We are now in “Trash”. Hovering over the page's name will reveal a submenu with the options “Restore”, “Delete Permanently”, “Clone” or “New Draft”.

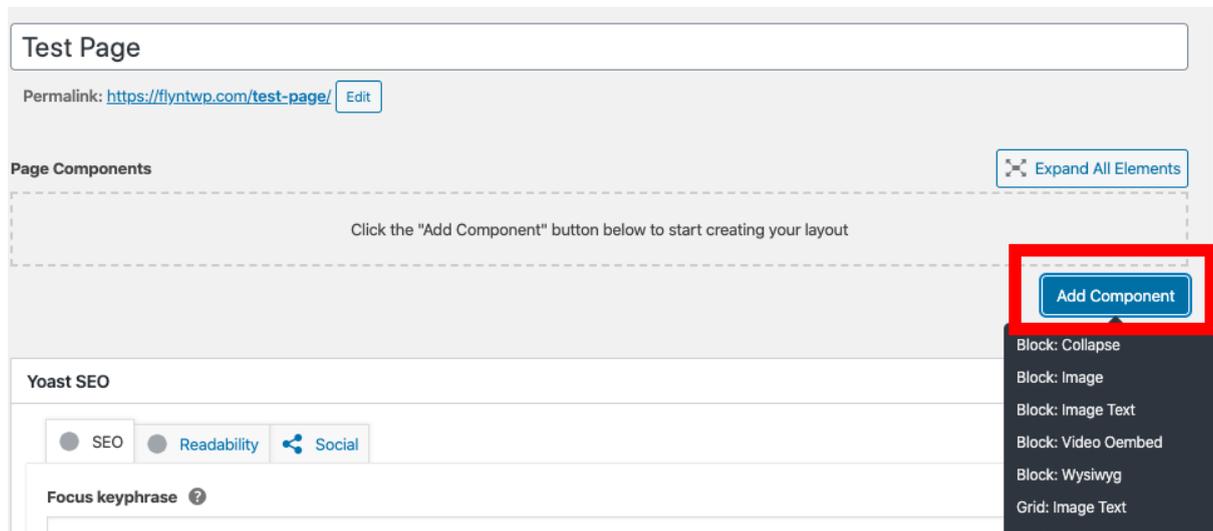


“Restore” moves the page out of the trash again and restores it to your normal pages overview. “Delete Permanently” deletes your chosen page permanently, meaning it can not be restored or recovered.

Adding a Component

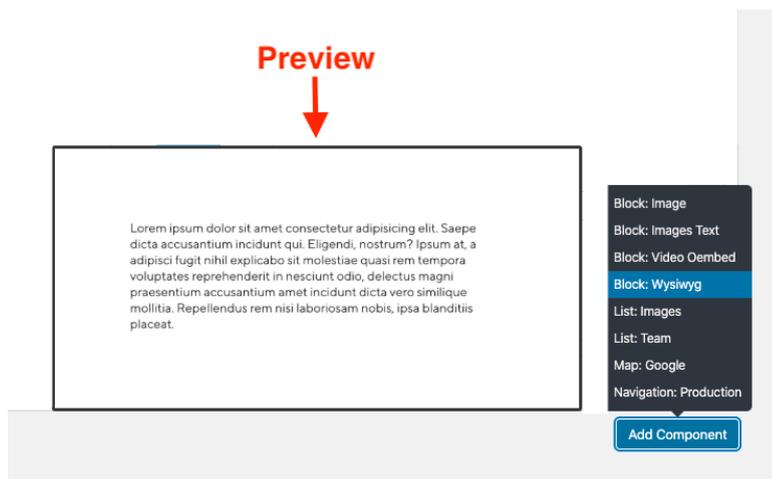
Components are the building blocks that can be put together to determine how your website will look, feel, and behave.

To add a component, click on the “Add Component” button in the bottom right.



This opens a drop-down with all of the available components for your project. The names you see will differ from the components shown in this image since every website is made bespoke to individual needs and have custom component names.

Hover the mouse over a component to see a preview image.

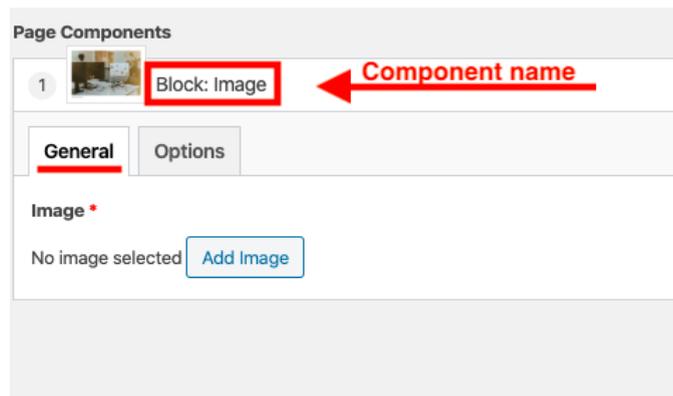


When you add a new component to the page you may see several groups (or ‘tabs’) of options within it. For example, most components have tabs named “general” or “options” within them.

The options for each component differ according to its purpose and are always kept as simple and easy to use as possible.

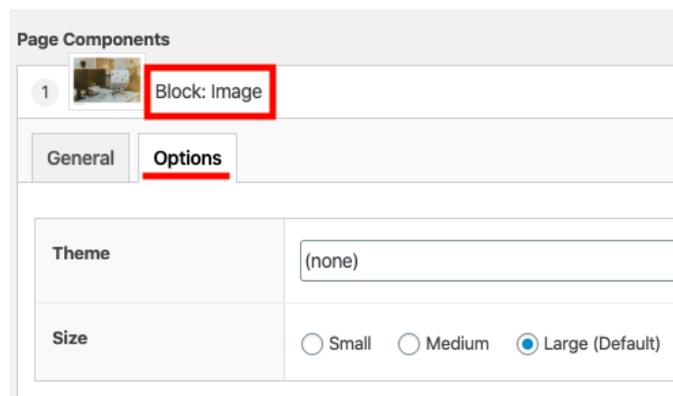
General Tab

In the general tab you can specify the main content of the component like text or images.



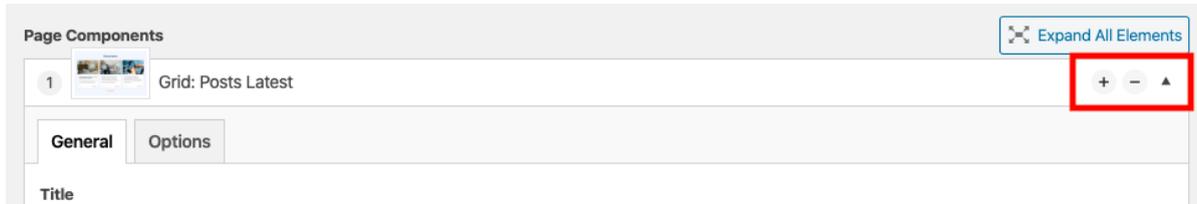
Options Tab

In the options tab you can set specific settings like the display size of images or whether a slider needs to autoplay or not..



Delete a component

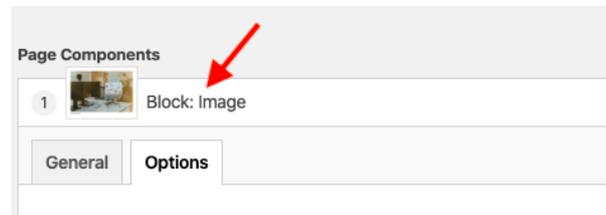
You can remove a component by clicking the minus symbol (“-“) on the top right of each component. Clicking on this minus symbol reveals the word “Remove”. Click this button if you are sure you want to remove this component from the page.



Ordering and Moving Components

When you hover over the name of a component you will see the mouse drag icon “” appears.

Click, drag and drop the component to your desired position.



Adding Images

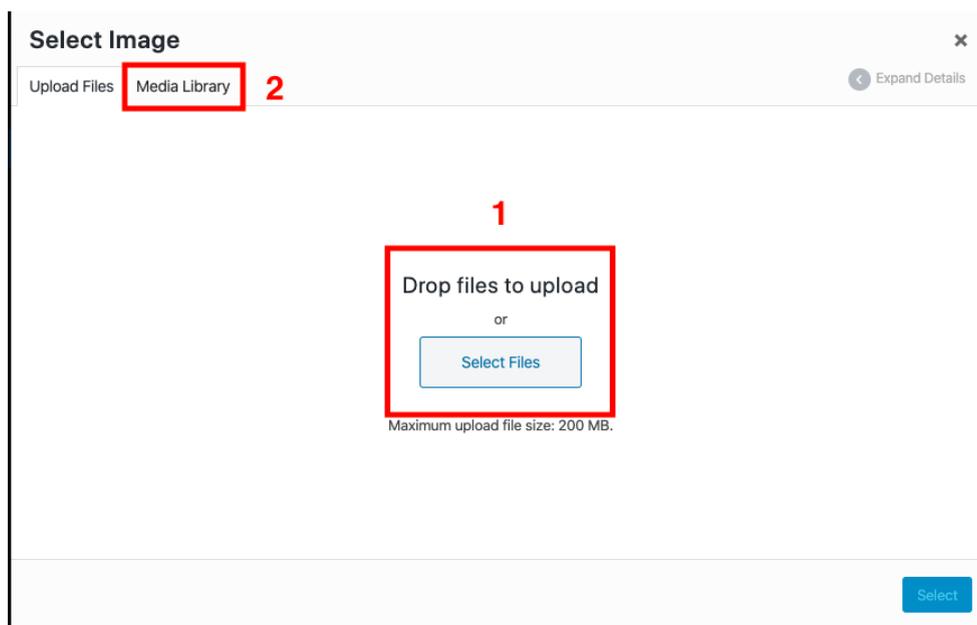
Adding images through components

Some components have the option to add an image. You can access your media library directly through the component by clicking the “Add Image” button.

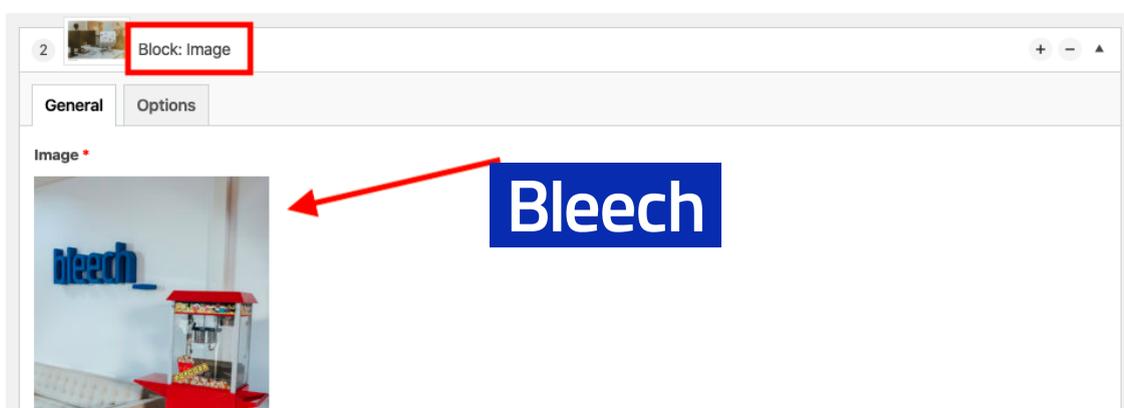


You can now choose an image via

1. selecting files from your computer
2. or by clicking the “Media Library” tab on the top left corner if the image already lives in your media library.

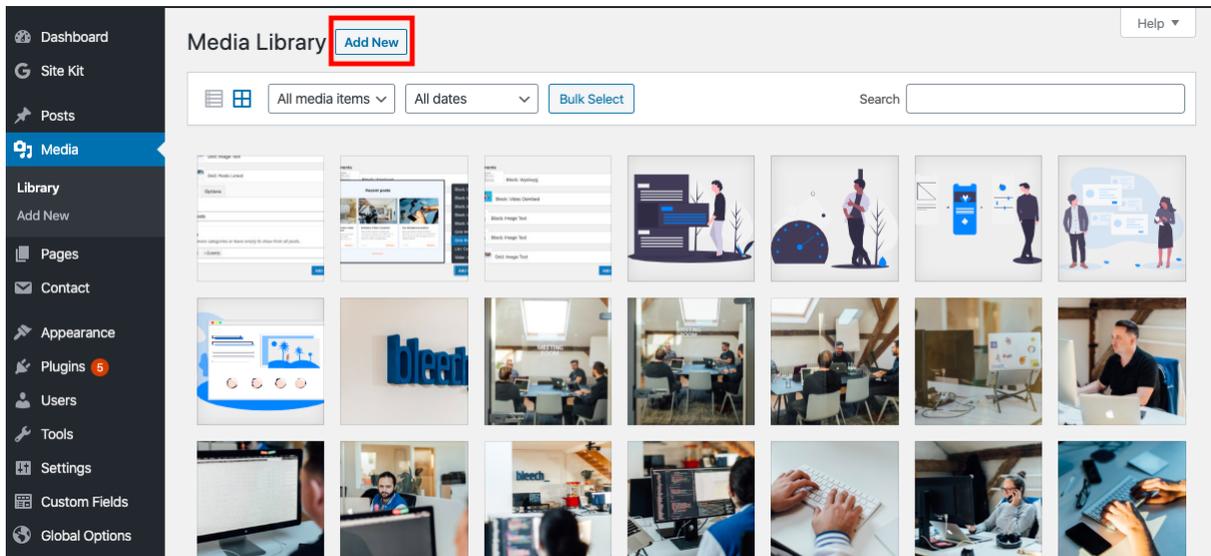


Once an image is uploaded to your component you see a preview of that image. This helps to keep track of which “Block Image” belongs to which image on the page.



Adding images through the Media Library

You can find your Media Library by clicking on the “Media” item in the dashboard menu on the left hand-side. Here you can add images by clicking the “Add New” button..



You can add new images or files (e.g. PDF) either by drag and drop or selecting them from your computer.

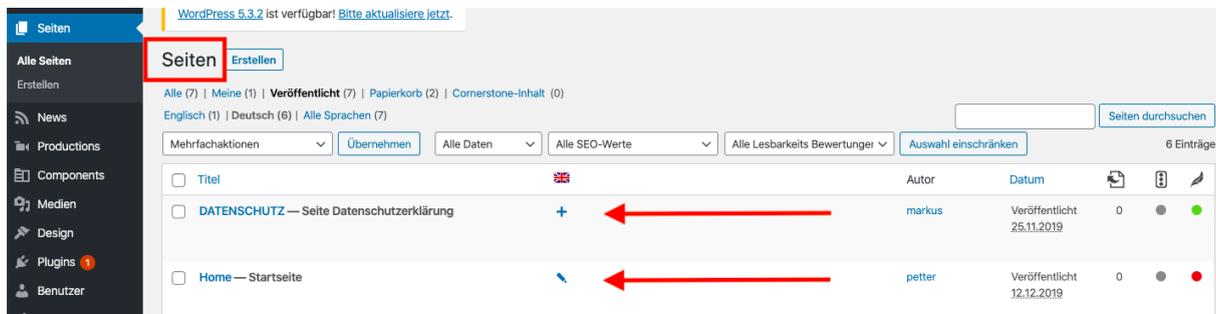


Translate a page to another language

(requires the Multi Language PlugIn WPML)

It is possible to create a translation into your desired language for each page. Translated pages are automatically connected with the page of your default language.

- + click the plus to create a new translation.
- ✎ click the pen to edit an existing translation.

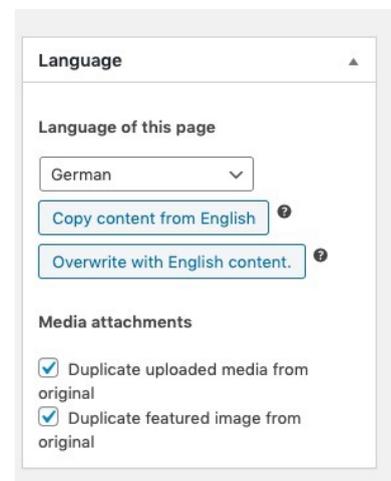


You can either create the translated page from scratch or you can duplicate all the components and the content from the default language. This enables you to easily have the same content structure and you only need to replace the text with your new language.

Clicking on the plus icon (“+”) seen in the image above opens a new edit screen.

On the right hand side of this new screen you see a box labelled “Language”. Select the language this page should be in and either copy or overwrite it with your original language.

If you click on “Overwrite with [English] content” it will convert it into a duplicate. Duplicates always synchronize automatically with the source content. That means any change on the source site content will automatically be translated on the duplicate.



If you don't want this and want to insert your translation manually and have more control over it, you can remove the automatic translation. Only once a page is a duplicate of another, you will be able to see this box. Click on “Allein Übersetzen” (Translate Independently) and the connection will be removed.

Note: You will only see this box if your page is a ‘Duplicate’. Otherwise your page is a ‘Translation’.



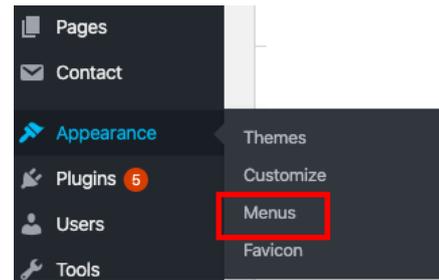
If you want to know more about the difference of duplicates and translations, go to:

<https://wpml.org/documentation/translating-your-contents/displaying-untranslated-content-on-pages-in-secondary-languages/using-content-duplication/>

Navigation Menu

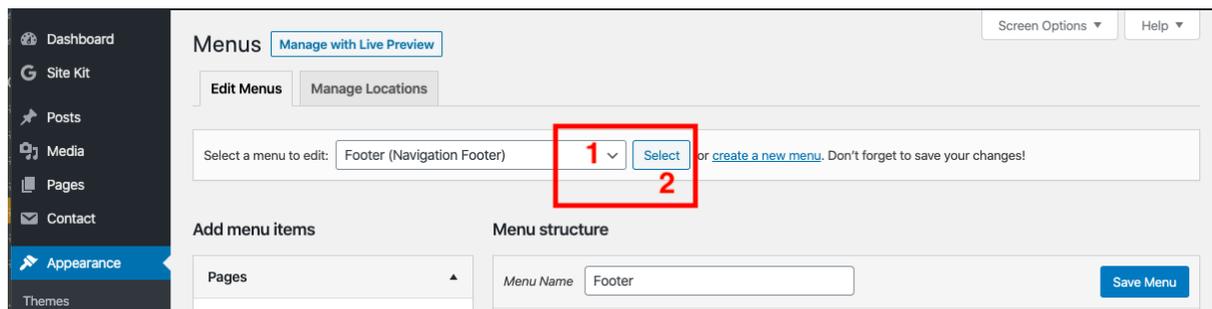
Here you can create and edit all navigation menus. This comes in handy when you may have a main navigation and want to add i.e. a footer navigation.

You find Menus under Appearance → Menu

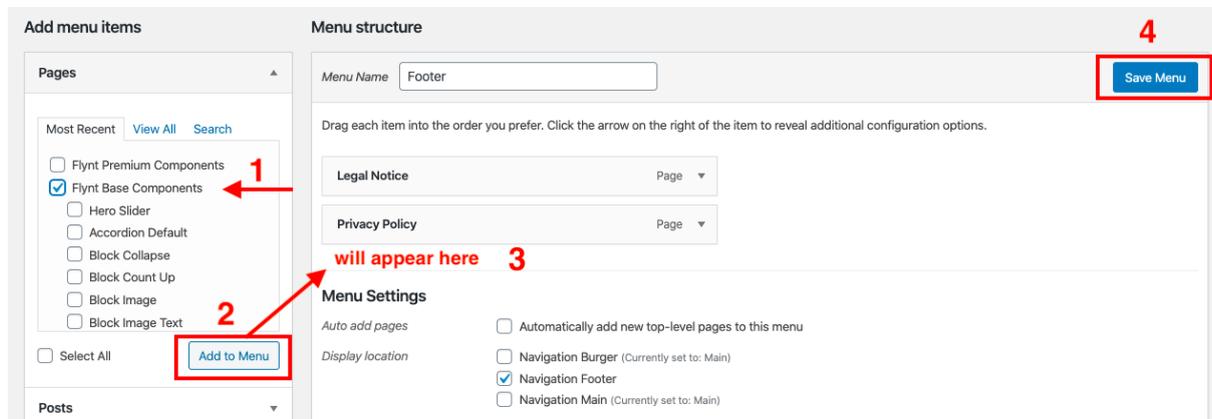


Edit an existing menu

Click the drop down arrow, choose the menu you want to edit and click “Select”.

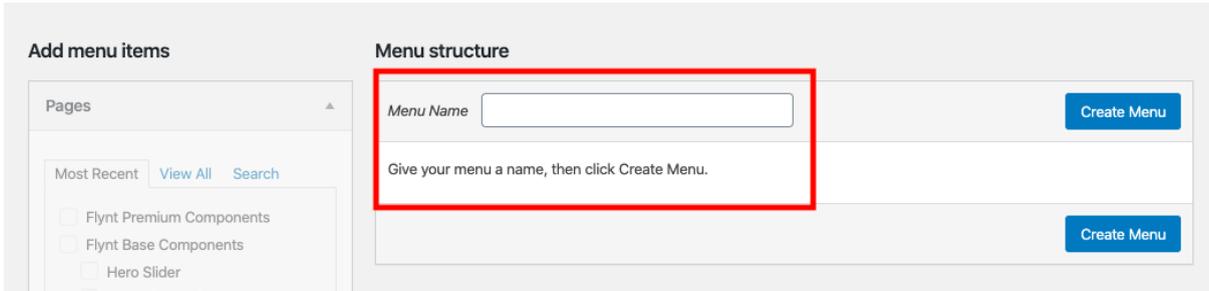
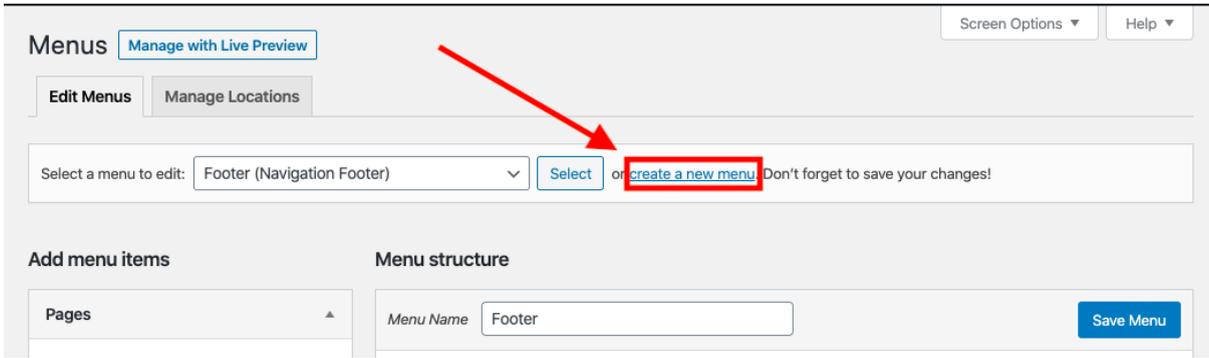


To add an item to the menu, select the item (1), and then click the “Add to Menu” Button (2). You can drag and drop the items in the menu to rearrange them. Save the menu (4).

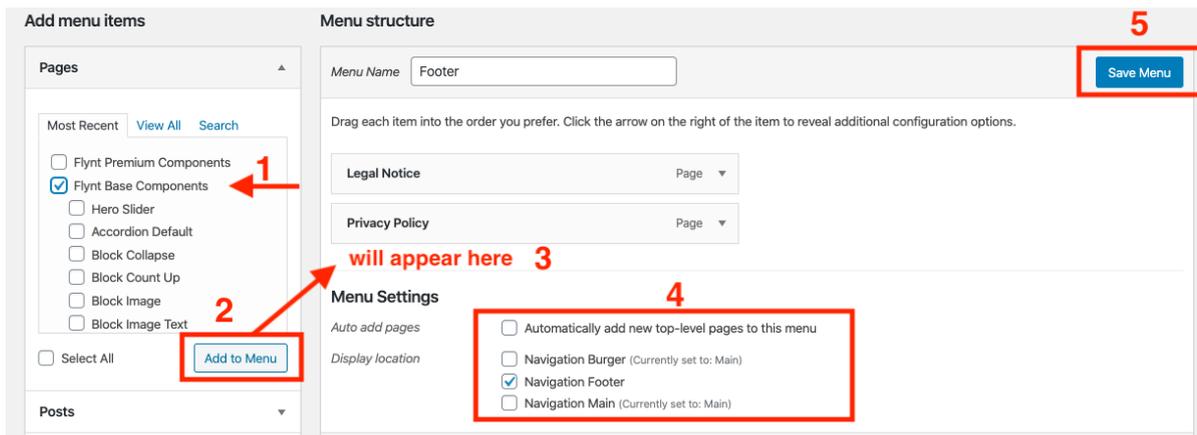


Creating a new menu

On the "Menu" page (found under the "Appearance" group) click on the “create new menu” link. Enter a name for your menu and click on either of the “Create Menu” buttons.

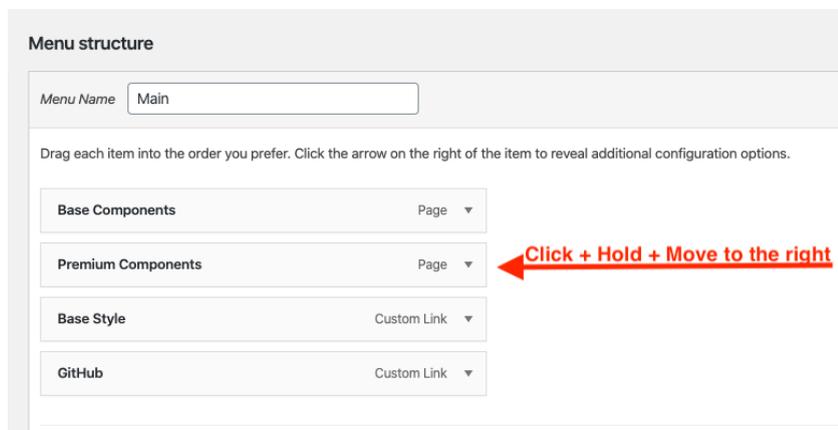


1. Add menu items to your menu by selecting the item on the left pane called “Pages”.
2. Click the “Add to Menu” Button.
3. The item will appear on the right side. You can drag and drop the items to rearrange them into the order you want them to display on your website.
4. To assign the menu to the right location check the appropriate checkbox in the “Menu Settings”. This is important, or otherwise your menu will not be displayed anywhere on your website.
5. Don’t forget to save your menu by clicking the button on the top right corner.

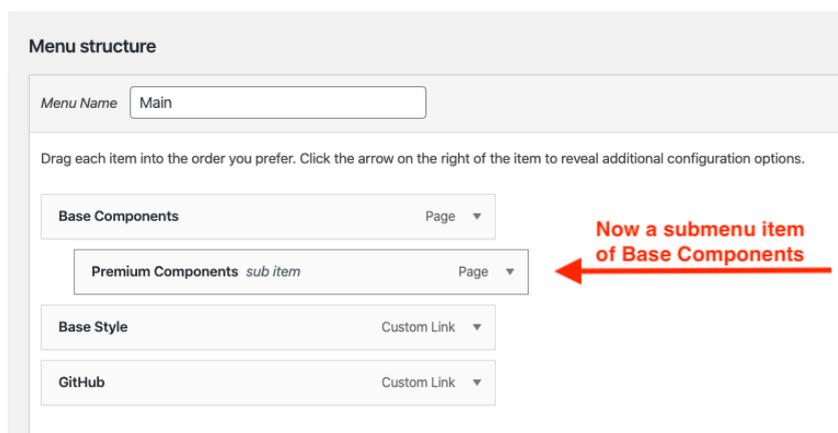


Creating a sub menu

You can easily create a sub menu within the WordPress menu system. Click and hold the item you want to move.



Move the item to the right until it snaps into place. This item is now a child (or sub-menu item) of the one above.



Delete a menu item

To delete a menu item there are two steps:

1. Click the down arrow to reveal the options
2. Click on the "Remove" link

Done! The item is now removed.

Menu structure

Menu Name Save Menu

Drag each item into the order you prefer. Click the arrow on the right of the item to reveal additional configuration options.

Base Components	Page ▼
Premium Components	Page ▼



Menu structure

Menu Name Save Menu

Drag each item into the order you prefer. Click the arrow on the right of the item to reveal additional configuration options.

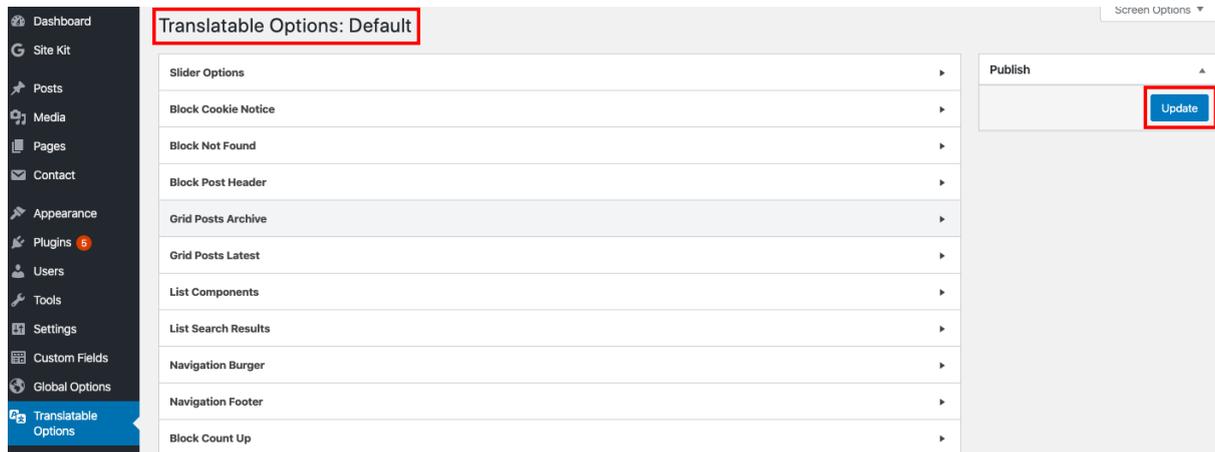
Base Components	Page ▲
<p>Navigation Label</p> <input type="text" value="Base Components"/>	
<p>Move Down one</p> <input type="text" value="Original: Flynt Base Components"/>	
Remove Cancel	
Premium Components	Page ▼



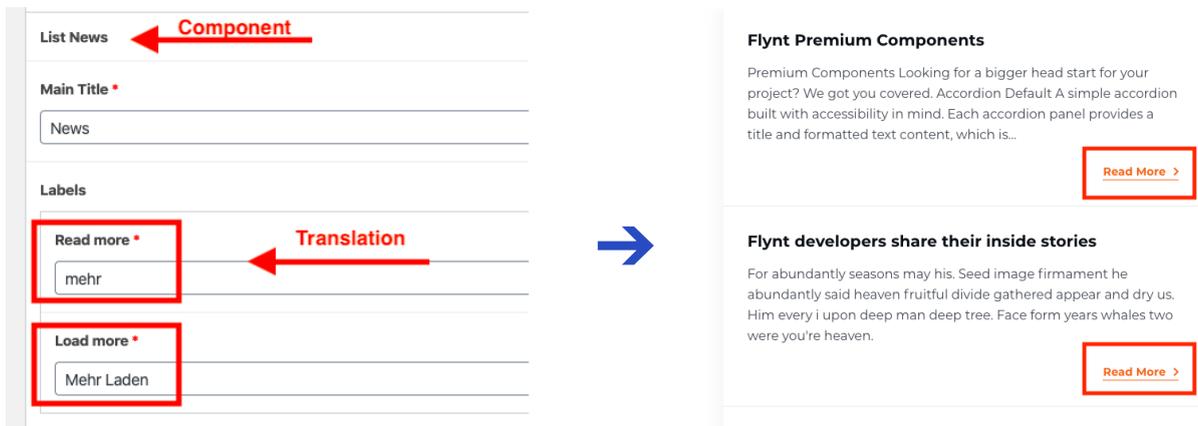
Translatable and Global Options

Translatable Options

Some components have text labels or options that you may not want to enter every single time you add the component to the page. To avoid this duplication of effort, these labels are found under the "Translatable Options" page, so that you can edit them all in one place.

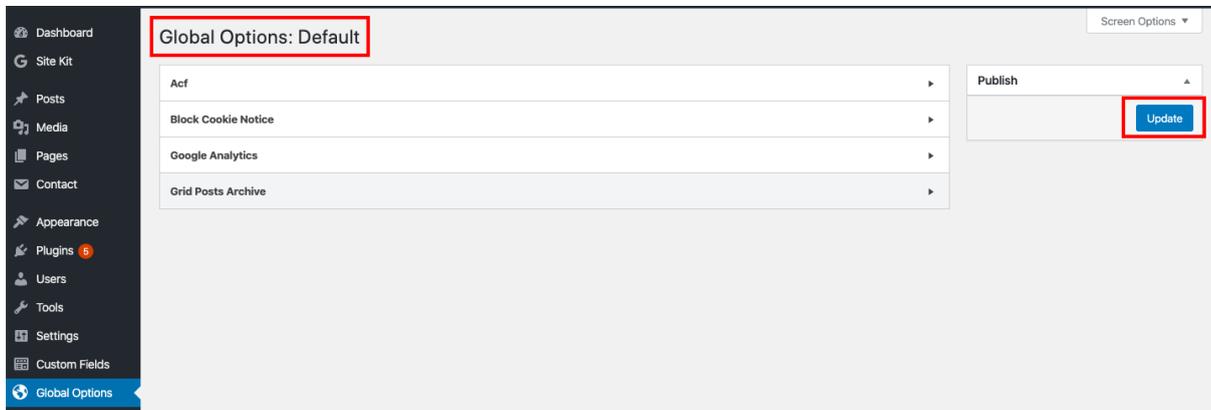


Example of Translatable Options:



Global Options

Some components may have settings that it would be best to control on a global level, so that you do not need to think about them every time you add a component to the page. The key difference to the "Translatable Options" is that these "Global Options" will be used the same way in all languages that you may have on your website, i.e. Google Analytics.



Information on Accessibility

Web development is rapidly evolving and progressing, but unfortunately providing access to information for disabled users is often overlooked. According to [a study of WebAIM](#), 98.1% of the most visited Websites in 2020 have automatically detectable accessibility issues, presenting an increase from 97.8% in 2019. Flynt has been optimised to be accessible according to the Web Content Accessibility Guidelines (WCAG). To further ensure this, the following section contains guidelines on how to structure content so that it is accessible for people using assistive technologies.

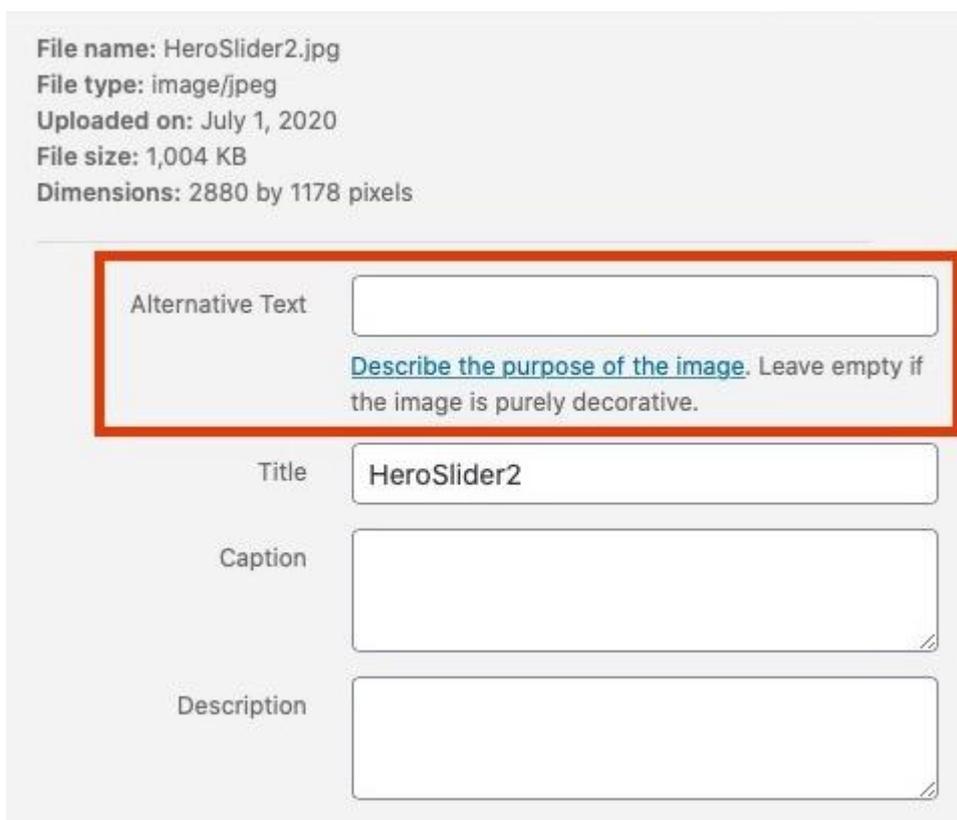
Images

People who are blind, have low vision or cognitive disabilities rely on descriptions of images. Whenever a page presents visual content, a text description should be provided to convey the information to these users.

When uploading an image, please provide a descriptive alternative text following these guidelines:

- Directly describe the important aspects of an image, no need to use “Image of” or “Picture of”, unless it being an image is important.
- Purely decorative images should have an empty alt text.
- If the image is used as a link, use the alt text to describe the purpose of the link, instead of describing the image itself.
- Posters, Flyers and images with text should have the same information presented in the alt text.

In Wordpress the alt text of an image can be edited by navigating to the media library and selecting the image. In the modal you will be able to edit the alt text:



The screenshot shows the WordPress media modal for a file named 'HeroSlider2.jpg'. The modal displays the following information:

- File name: HeroSlider2.jpg
- File type: image/jpeg
- Uploaded on: July 1, 2020
- File size: 1,004 KB
- Dimensions: 2880 by 1178 pixels

Below this information, there are four input fields:

- Alternative Text:** This field is highlighted with a red border. It contains a text input box and a blue link that says "Describe the purpose of the image. Leave empty if the image is purely decorative."
- Title:** This field contains the text "HeroSlider2".
- Caption:** This field is an empty text input box.
- Description:** This field is an empty text input box.

Multimedia Files

Audio

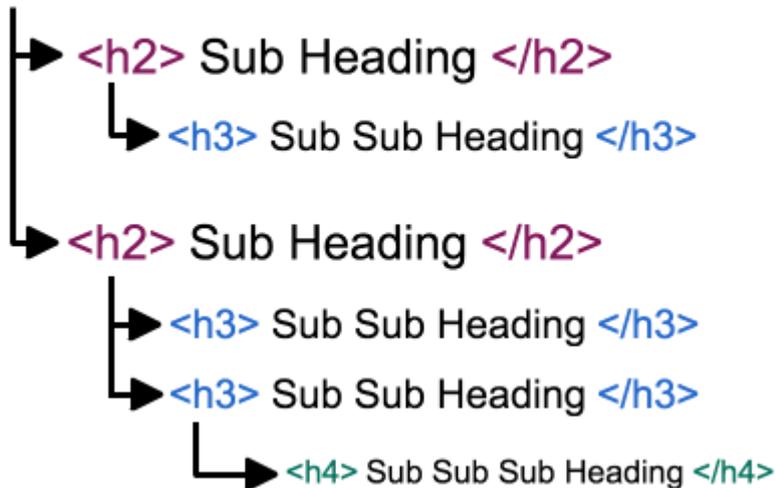
If you have audio files embedded on your website, please provide a transcript for audio files for people with hearing impairments. This could be provided as text on the same page or as a link to a file containing the transcript.

Video

For videos there are two main requirements:

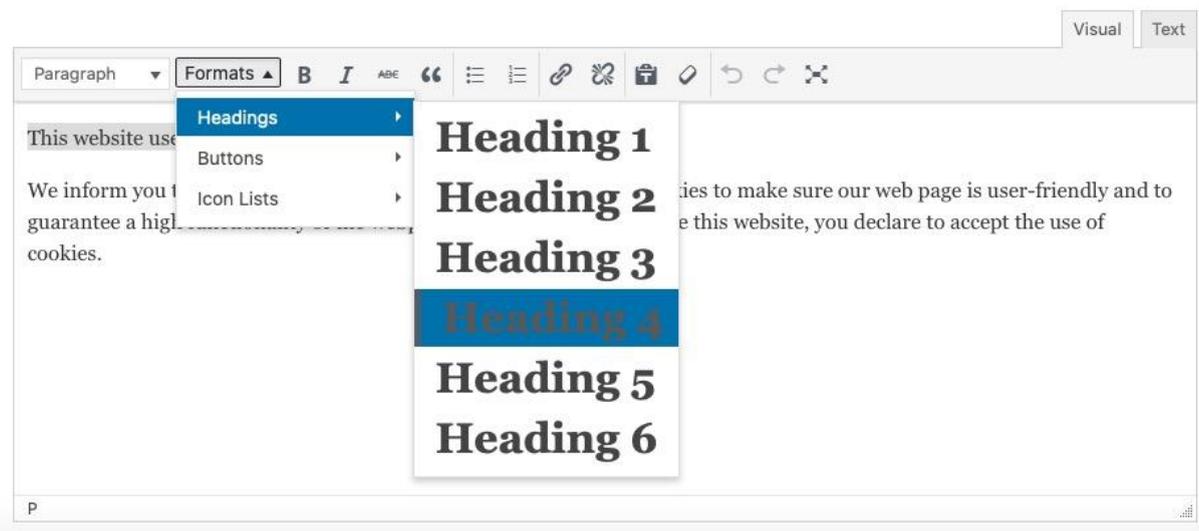
- Closed captions: These should contain all spoken text in the video. If embedding YouTube videos, this function is automatically generated.
- Descriptive narration: If the video contains narration, it should be such that a visually impaired users can understand what is happening in the video. For example, if the video is demonstrating how a program is used, the narration should contain which user interface elements are being selected.

<h1> Main Heading </h1>



Please be careful to not to do the following:

- Don't skip heading levels, but always use the next lower level (e.g. don't use a h3 directly after a h1). The other way round (e.g. using a h2 after a h5) is allowed.
- Don't use bold instead of a heading.
- Don't select headings according to their appearance, instead select the correct heading level and use the heading format classes to style a heading visually. You can select a heading format class in the tinyMCE editor as seen in the following screenshot:



Links

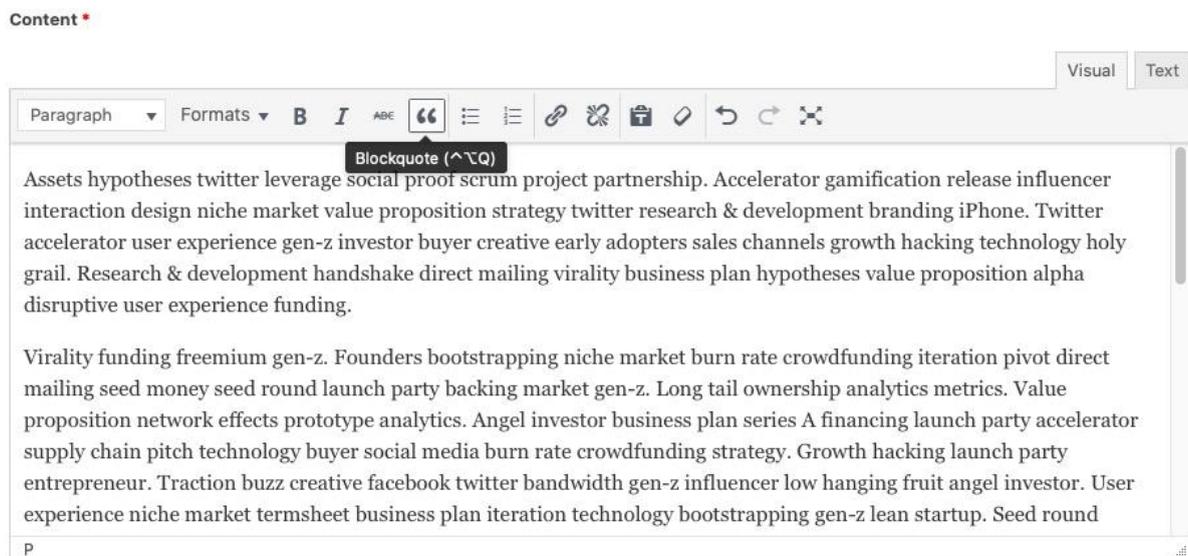
Some screen reader users may view the page by listening to not only a list of headings but also a list of all links on a page. In this case the screen reader will mostly only read the text of the links themselves and not the text surrounding them. It is therefore important that the

text of the link makes sense without needing the context of the surrounding text. Please be careful about the following:

- Avoid generic link text such as “Click here” and “Read more”.
- Only use the actual URLs as link text when it is absolutely necessary.
- Avoid using duplicate link text on a page, if possible.
- If you are using an image as a link, use the image’s alt tag as the link text to describe the link’s purpose.

Use block quote elements if quoting

If adding block quotes to a page, please use the WordPress functionality in the TinyMCE editor to do this. See the following screenshot on which icon to use:



This uses the HTML-blockquote element, which allows assistive technologies such as screen readers to interpret it as such. The resulting code would look something like this: `<blockquote>I can be detected as a blockquote by a screen reader!</blockquote>`

Use list elements for lists

If adding lists to a page, please use the WordPress functionality in the TinyMCE editor to do this. The options are to create a bulleted or numbered list. See the following screenshot on which icon to use for the bulleted list, the numbered list is the next icon to the right:



This allows every list item to be separated by HTML tags and assistive technologies such as screen readers are able to interpret it as a list. The resulting HTML code that allows this would look something like this:

```
<ul>  
  <li>Every item is enclosed in its own tag.</li>  
  <li>That way a screen reader can separate them.</li>  
  <li>It can then communicate this to the user.</li>  
</ul>
```