A Guide to Using WordPress 5.0 + RAVEN5

v 1.6 Updated February 20, 2019

A Guide to Using WordPress + RAVEN5

Table of Contents

1. Introduction

RAVEN5 specializes in a niche corner of the marketing industry on contest marketing and incentivized marketing programs. They provide increased brand awareness, build email subscribers, develop social media followings, gather consumer data and distribute coupons to drive both online and/or in-store traffic. We work with clients to create unique experiences that find and develop new prospects and customers.

In addition to contest marketing, we provide digital marketing services such as email and social media marketing as well as website design and development. Our team builds fully responsive websites that work across all devices. Our internal capabilities allow us to fully design and develop websites from scratch as well as transition existing sites over to our platform.

About Our Platform

Our managed WordPress hosting platform allows us to build, launch and manage multiple sites for all of our clients. Our platform includes server-side caching for increased speed, solid security and monitoring, nightly backups stored off-site and automated updates. Plus, you've got access to our team should you need assistance.

About WordPress

WordPress, originally released in 2003, is an open-source content management system (CMS) based on PHP and MySQL. Features include a plugin architecture and a template system. WordPress was used by more than 27.5% of the top 10 million websites as of February 2017. WordPress is reportedly the most popular website management or blogging system in use on the Web, supporting more than 60 million websites.

WordPress 5.0 Gutenberg – What are Blocks?

Gutenberg is a take on a new editor for WordPress. The current visual editor requires you to utilize short codes and HTML to make things work. Their goal is to make this easier, especially for those just starting with WordPress.
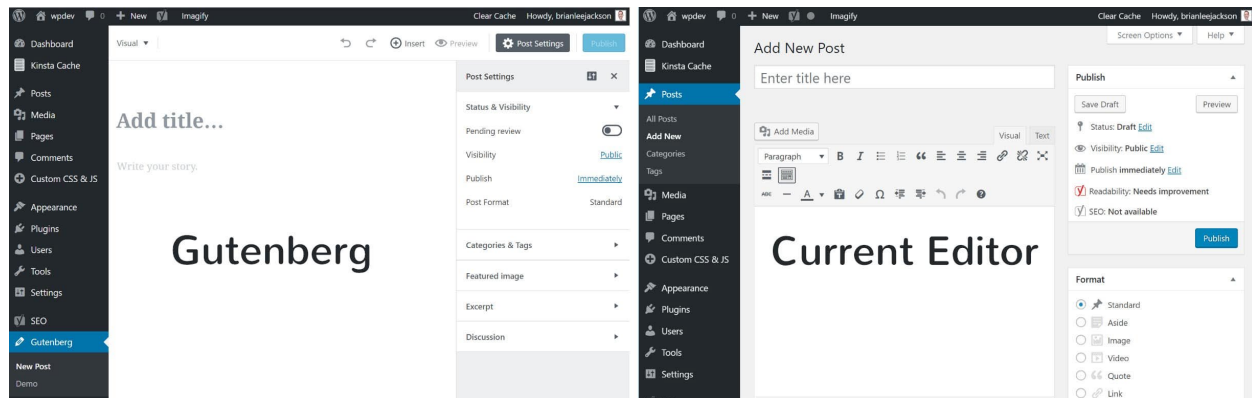
Blocks are a new concept for WordPress Gutenberg. By placing each element into its own block, it will be easy to:

- Search
- Understand
- Move Around the Page

The new block system allows for a large selection of default blocks, including:

Common Blocks

- Paragraph
- Image
- Gallery
- Heading
- Quote
- List
- Cover Image
- Video
- Audio

Formatting

- Pullquote

- Table

- Preformatted

- Code

- Custom HTML

- Classic Text

- Verse

Layout Blocks

- Separator

- More

- Button

- Text Columns
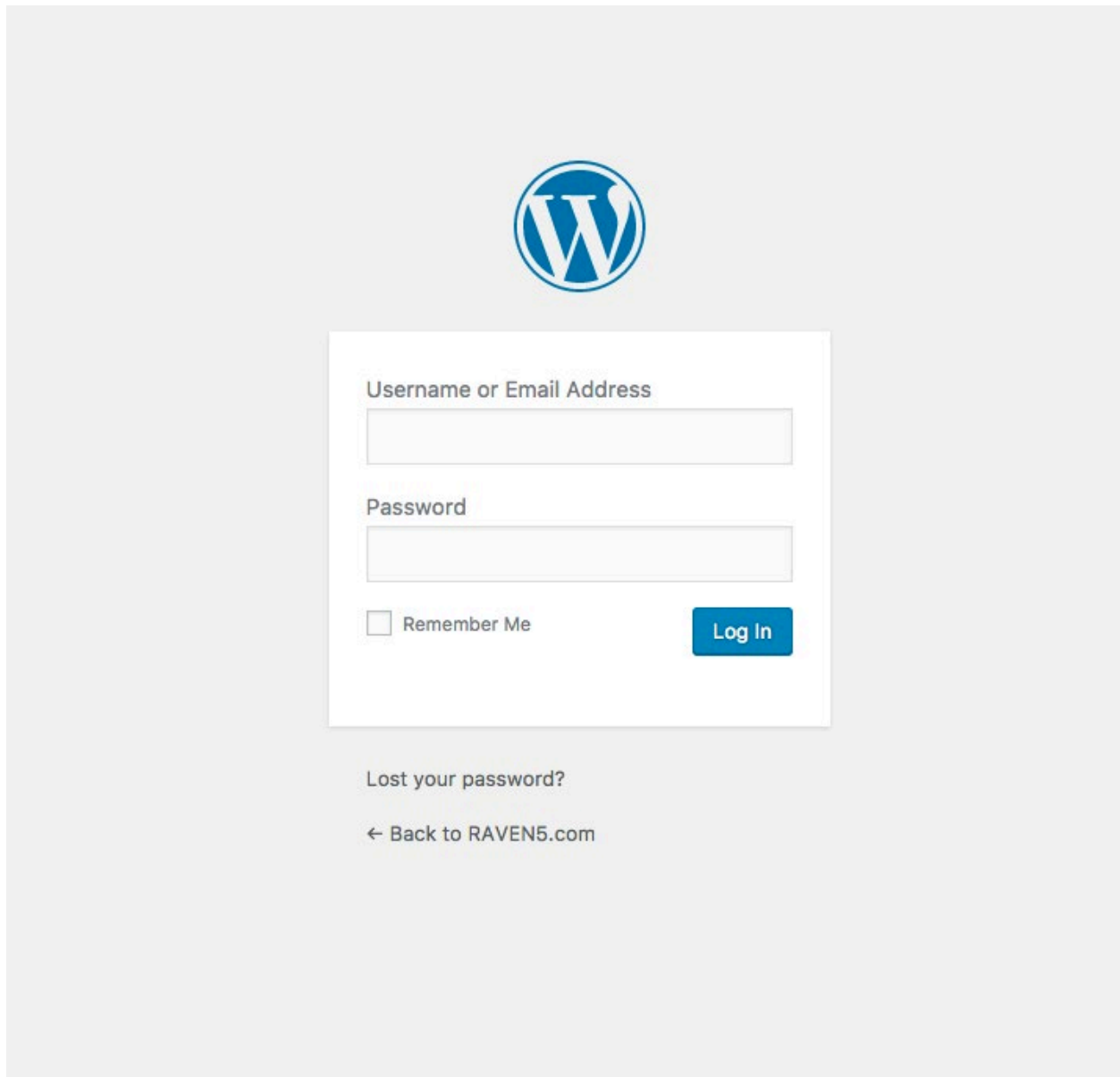
Widgets

- Latest Posts

- Categories

- Short code

2. Logging In

Ready to make a post/change on your new WordPress website? You'll need to login to the admin area. Simply visit www.yourdomain.com/admin and you'll be presented with the login screen. Your account was created based on the information supplied to RAVEN5 during the configuration of your new site. If you're having trouble logging in, please contact us.

3. Creating or Editing Pages

After logging in, click on the Pages tab on the left menu.
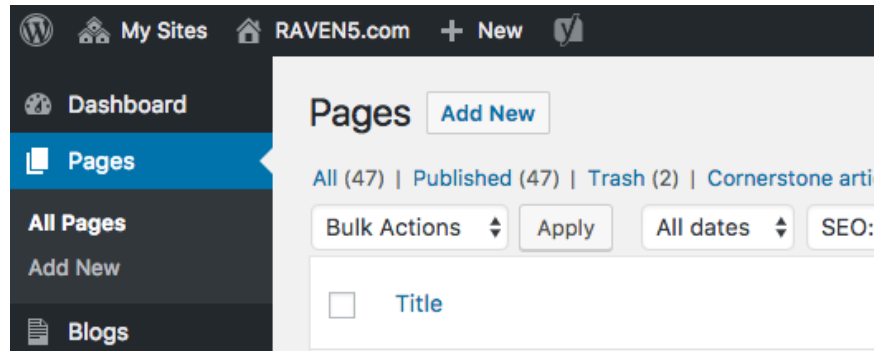
Click on the desired page title from the list or click Add New to begin creating a new page.
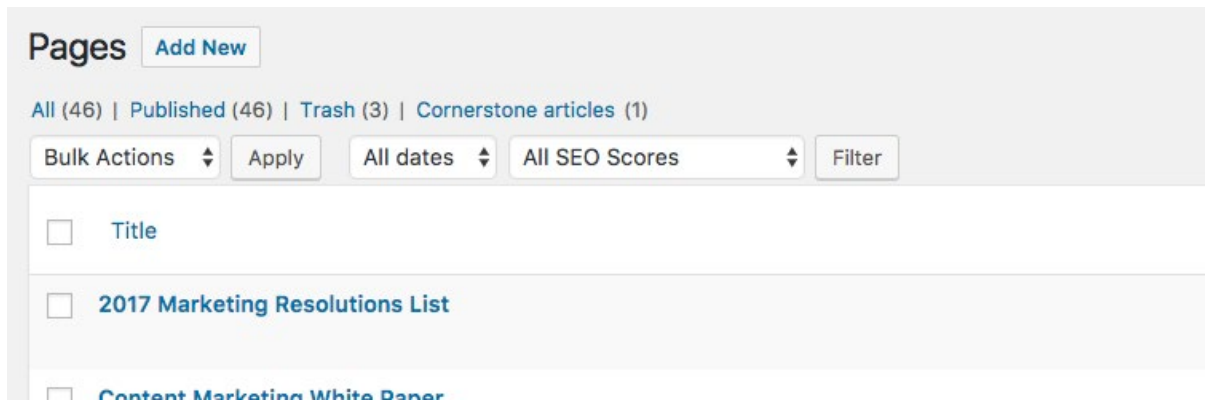
You'll be able to edit text and add in images with ease. Type in the title of the Page where it says "Add Title" as shown below.
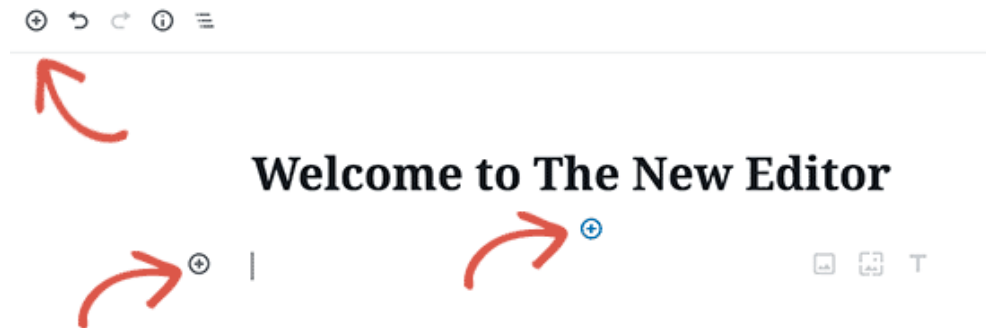
By default, the first block is a paragraph block. This allows users to start writing right away. However, if you want to add something different, then you can click on the add new block button on the top left corner of the editor, below an existing block, or on the left side of a block.
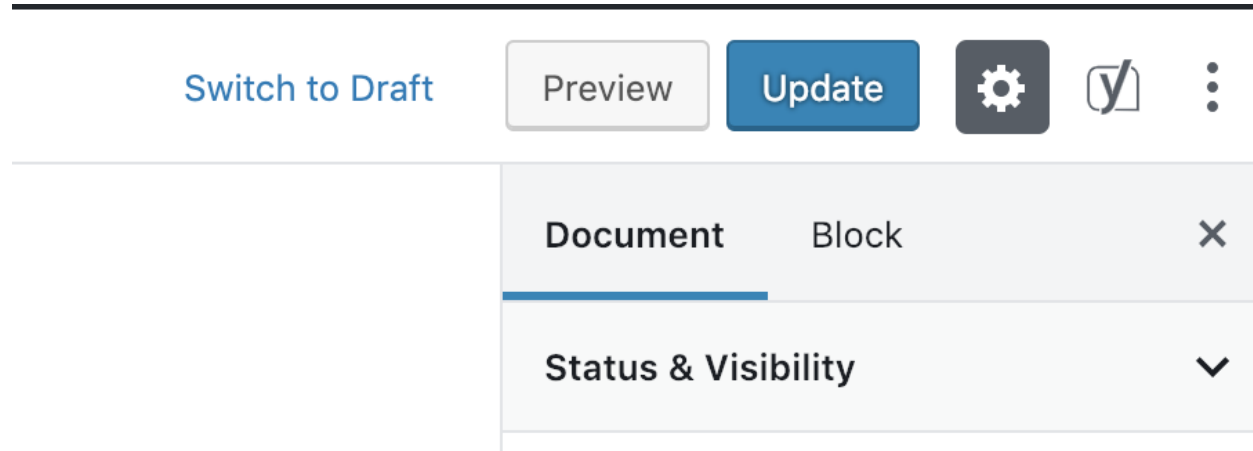

*Advanced: If you want to switch between Visual Editor and Code Editor, click the triple dots at the top right and select your preferred method under "Editor Tab".
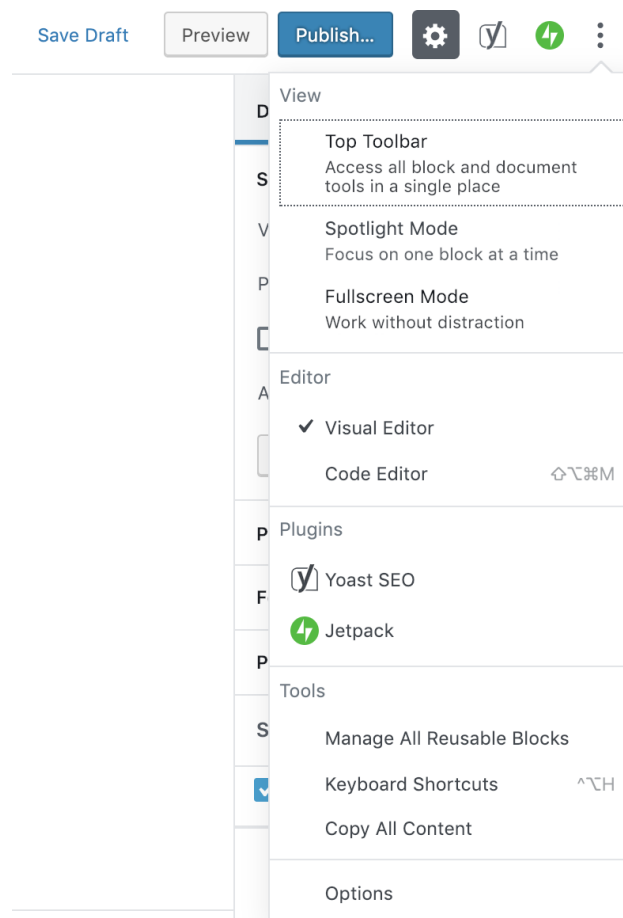
Once you have added all the information to the page or you want to save your work, don't forget to press the Publish/Update button.

4. Page Templates

Page templates are used to change the look and feel of a page. If your website theme has been developed with more than one-page template, you'll be able to change the template on new and existing pages. When you're in the page editor, in the page attributes widget in the right column under the Documents Tab, there is a dropdown labelled 'Template' under this dropdown it will show all available templates in your theme.
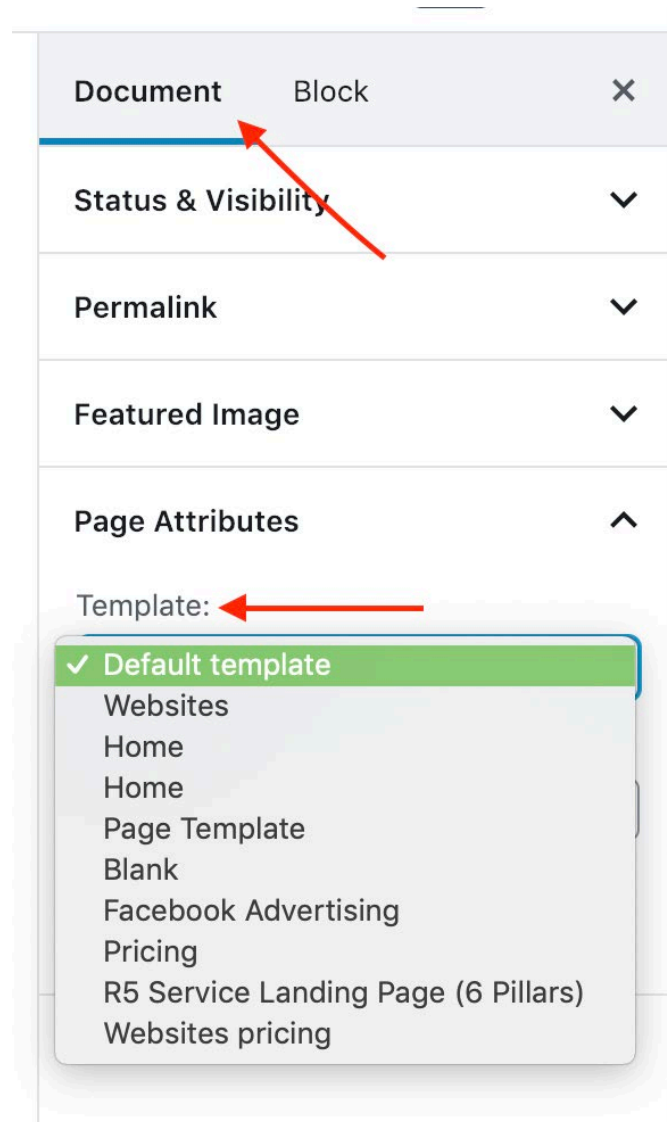
5. Inserting Media

To insert media such as images, sounds or videos from your media library, click on the add new block button on the top left corner of the editor (1), add the image block (2) and then upload an image file or select from the Media Library.
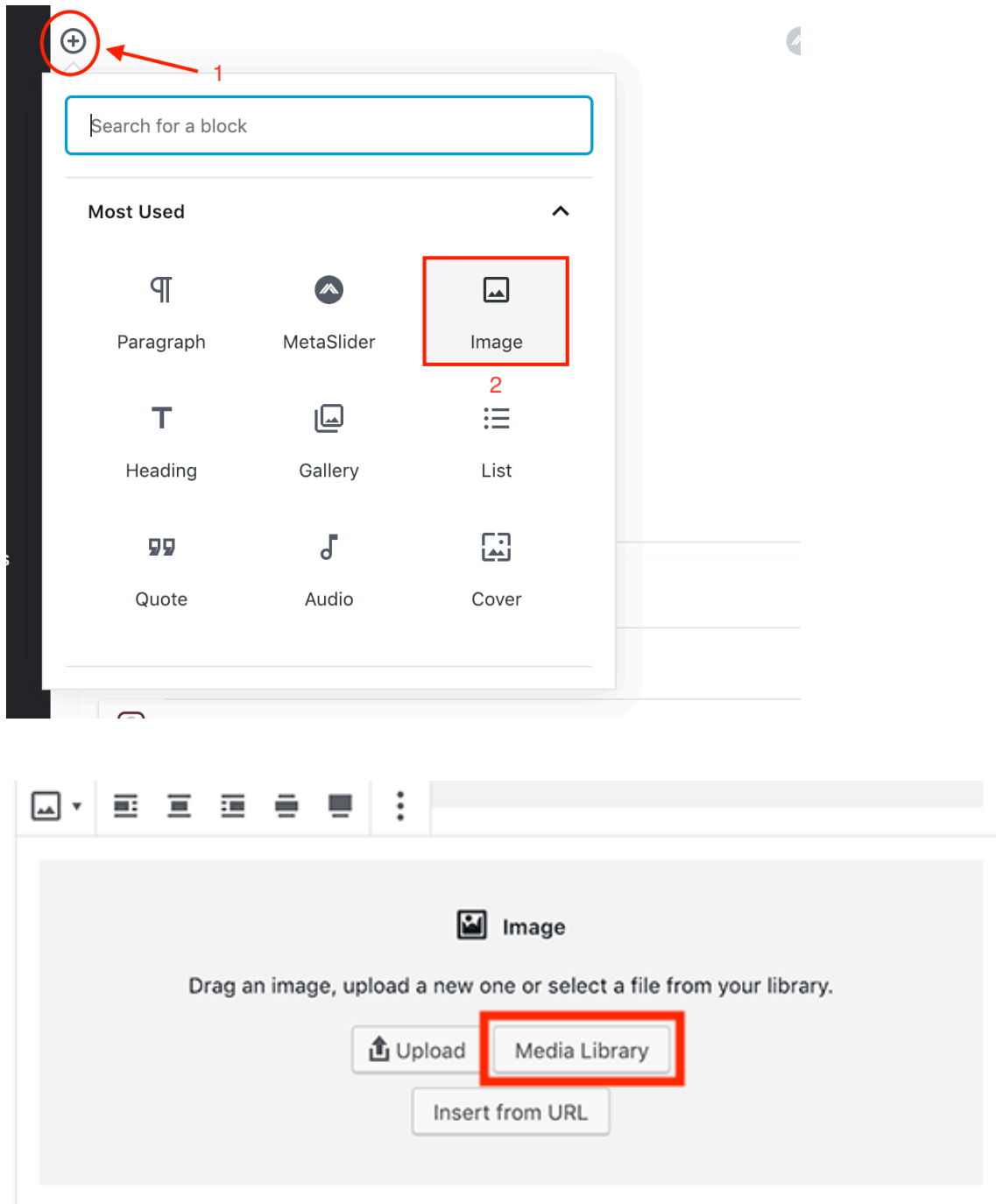
When selecting from the Media Library, after finding the file(s) you're looking for, simply click on it and you'll be able to fill in details about it on the right-side pane before inserting into the page.
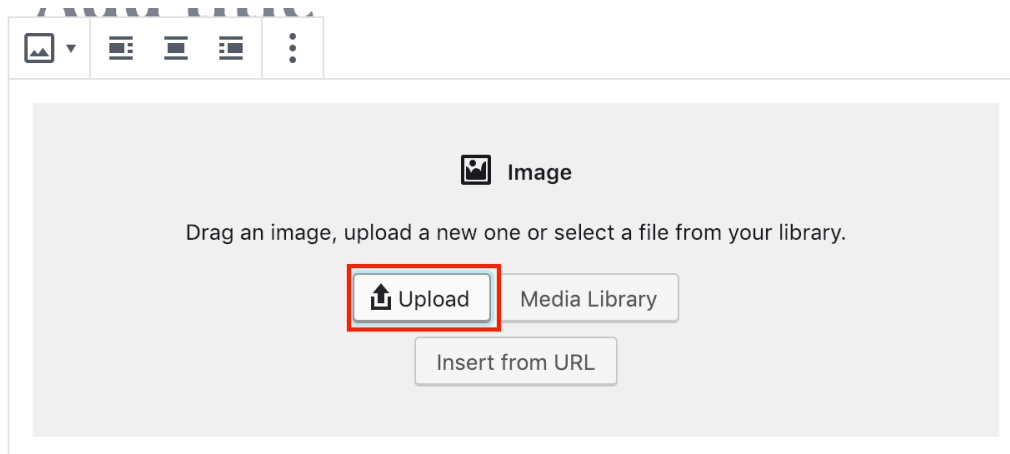
5. Inserting Media Cont'd

Can't find what you're looking for? You can upload to your media library directly by dragging the file from your desktop and dropping it right onto this window.
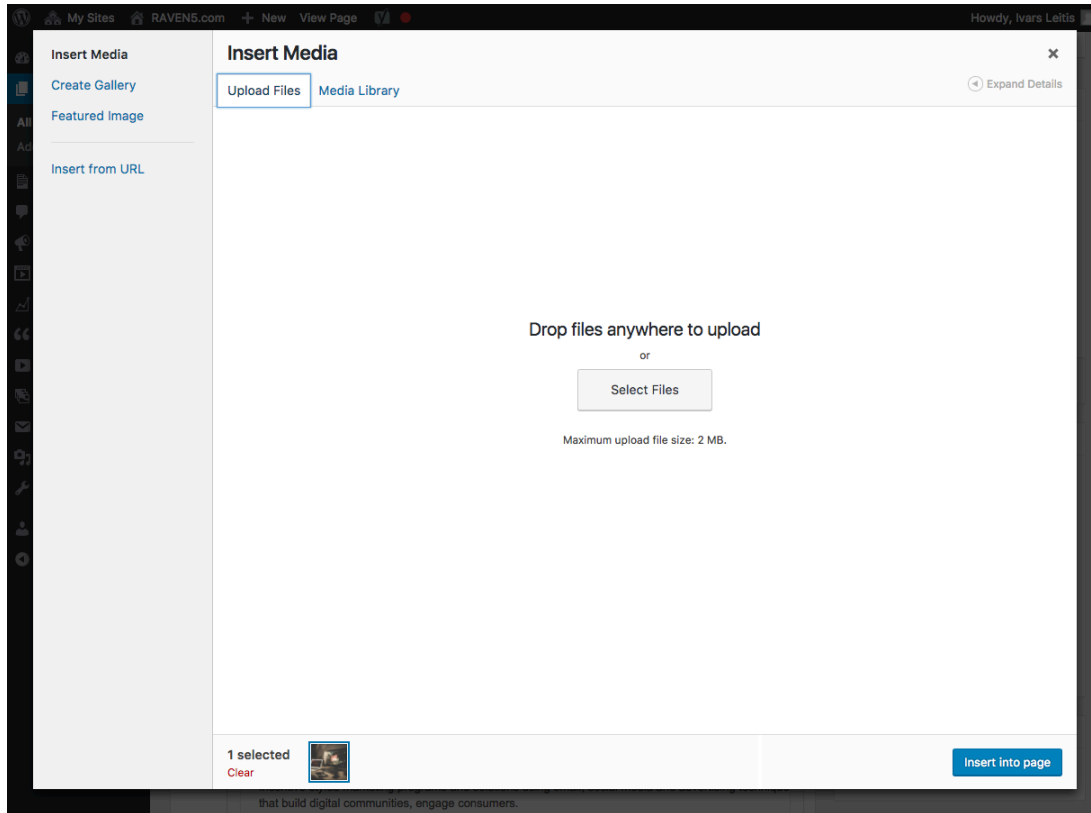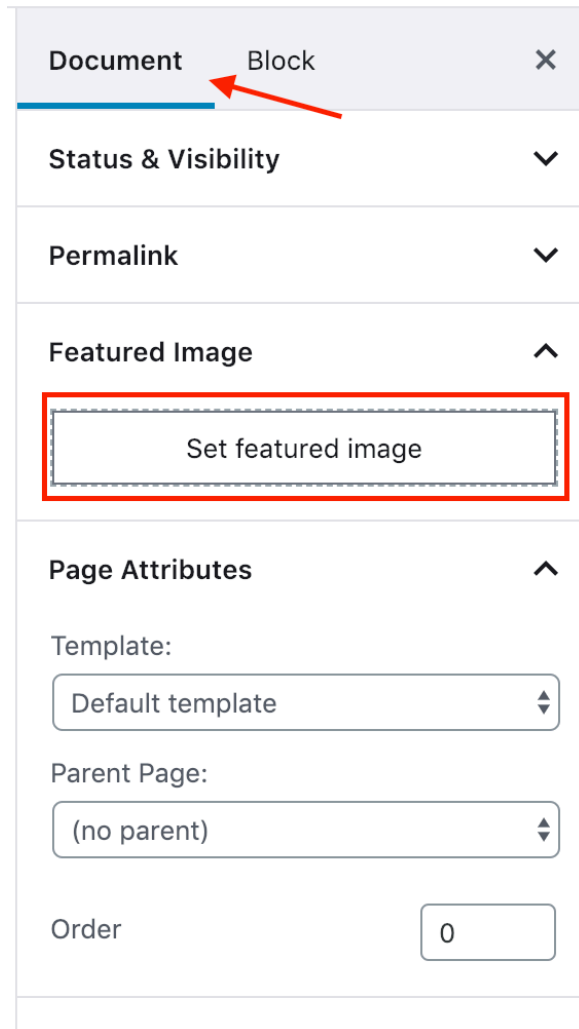

You can also click the upload button from the image block itself then click the Upload Files button to select an image stored on your computer.

Setting the **Feature Image** for each page is a good idea as well. The featured image is often used as a header image on the page. Social networks will utilize the largest images it can find on a page when a link is shared for it. You can find the **Feature Image** box on any editable page/post type on right side of the page below the **Document Tab.** Click on Set featured Image followed by selecting the desired picture you would like to use for the featured page.
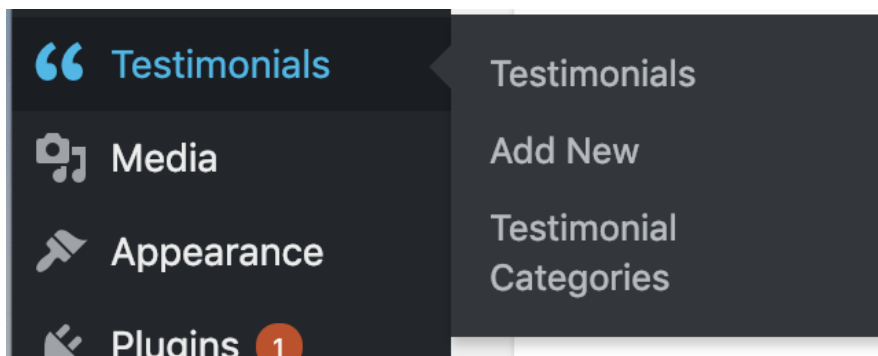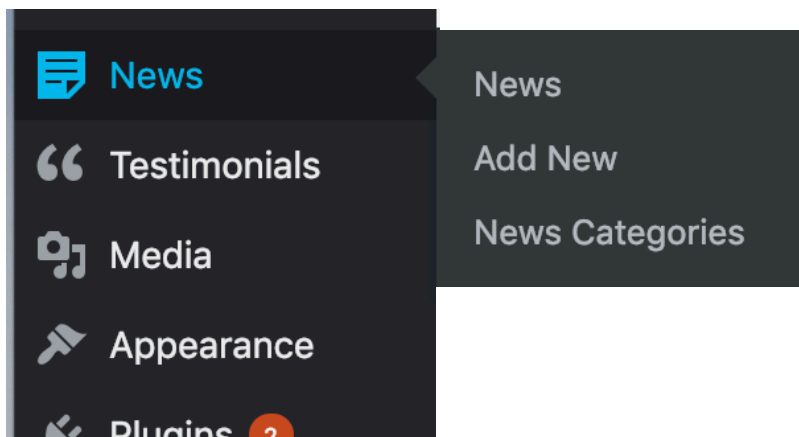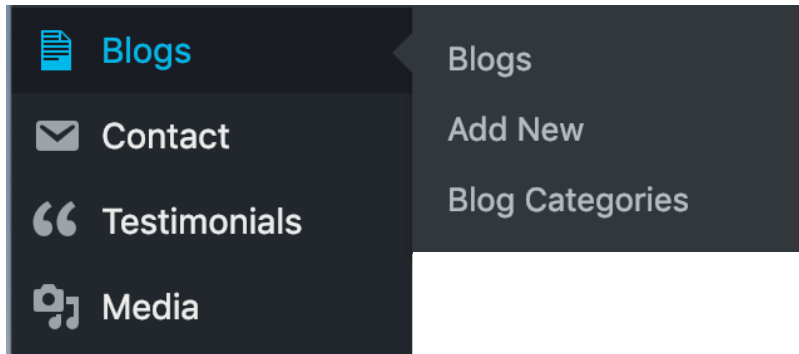
6. Blog Posts / Various Custom Post Types

Depending on the design and setup of your website, you may or may not have these various custom post types. These posts utilize customized templates and will sometimes feed content to various spaces of your website. They work similar to standard page Posts. A few types are mentioned below:

To create a new post for any of the custom post types, click on the Create new button or to edit an existing post click on the title of the post. Once all the content is added or changes have been made, press the Publish/ Update button to confirm the changes.

7. Videos

Videos and **Presentations** utilize an embed code (from YouTube, SlideShare etc.). In these cases, you'll simply need to paste your URL into the respective platform's block box on your video post. To access this, click the add block sign on top left, scroll down to Embeds tab, click on the Embeds tab to open all the options you can choose to embed on your page.

For example, if you want to embed a YouTube video, you would add the YouTube Embed block and add the URL from YouTube and click Embed.
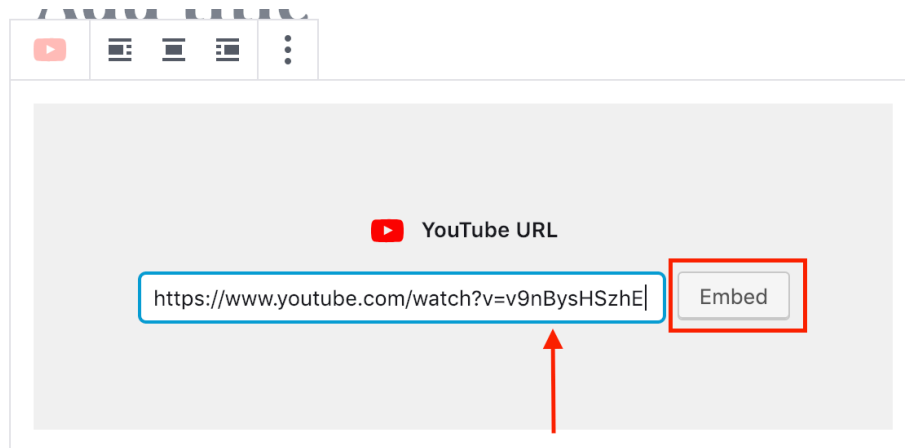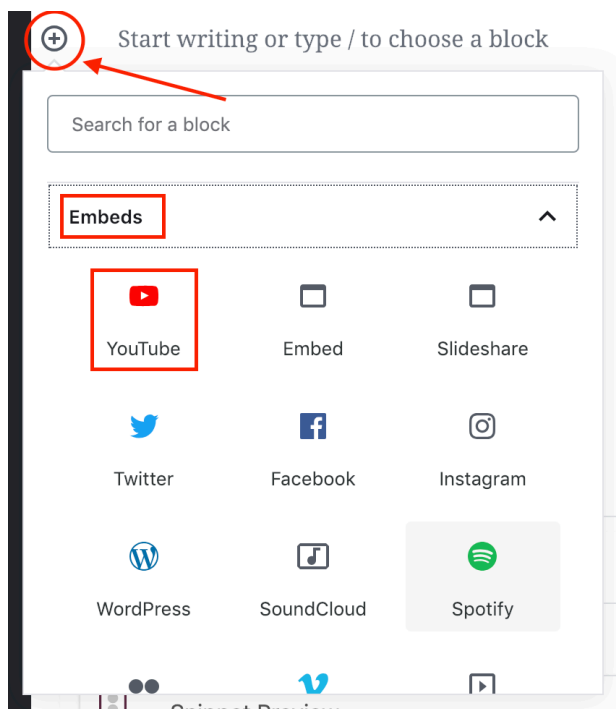
8. Gallery

If your website has been setup with a gallery module, navigate to the Galleries section and click **Add New** or edit

an existing by clicking on the name of the gallery.
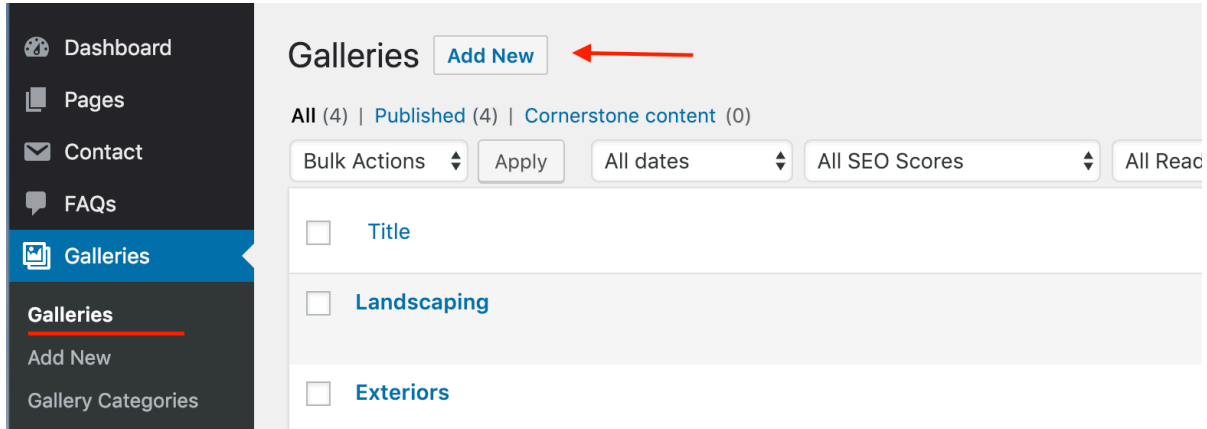
Click on **Insert Media** and then **Create Gallery** on the left side pane. Choose the images you wish to add to your

new gallery and then click **Create a new gallery.**
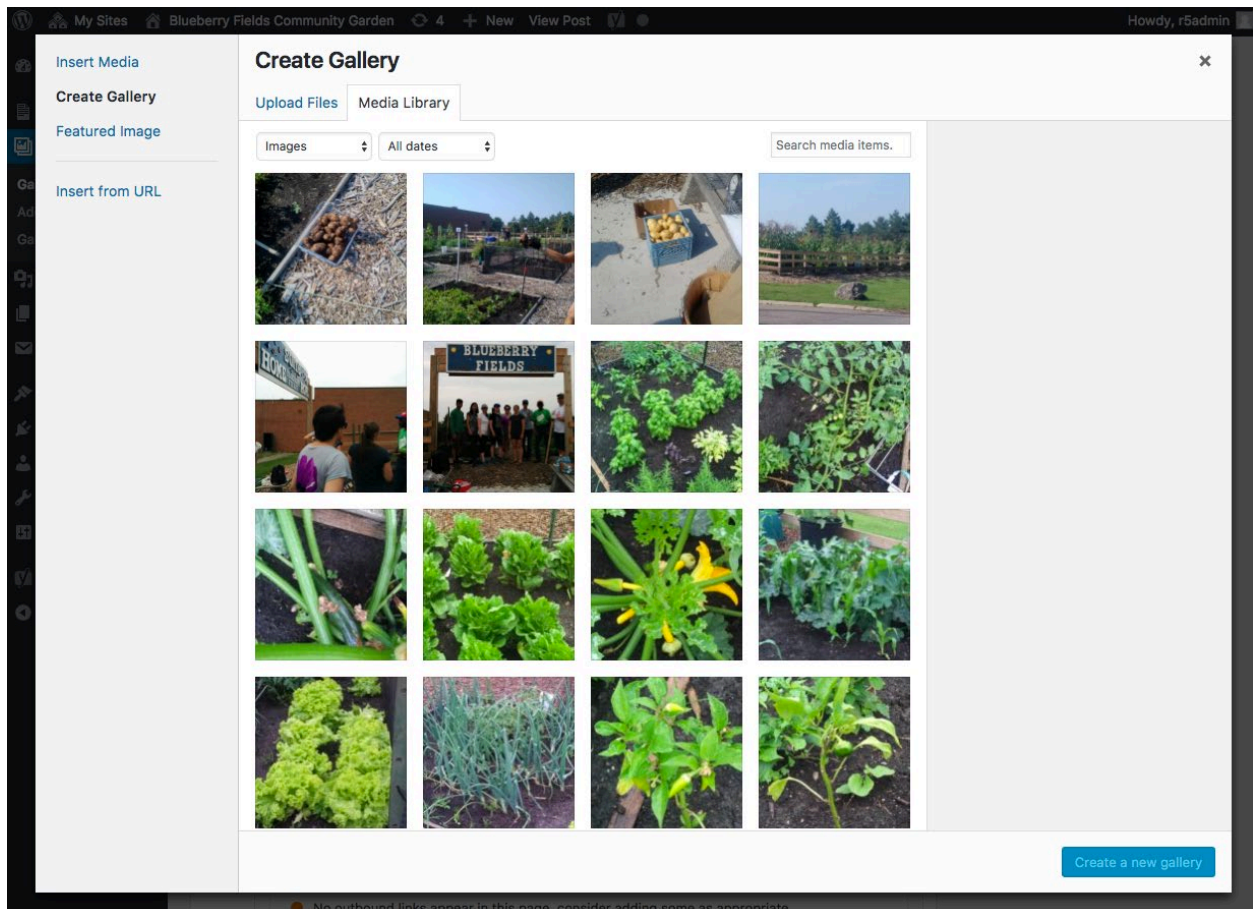
On the following page, select the Gallery settings and size. You can also add captions to your photos as required. Once completed click **Insert gallery**.

9. Banner

Depending on the build of your site you may or may not be utilizing a rotating banner on the home page or other

pages. If you are however, we use Meta Slider as our core plugin to achieve this. You can easily select images to

use, reorder, change timing, etc. through it's easy to use interface. Simply click on **Meta Slider** in the left menu to
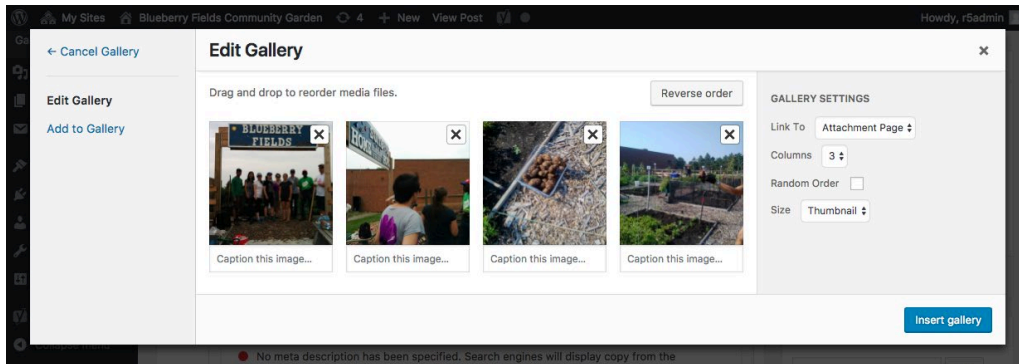
get started. From there, click Add Slide at the top of the page or edit your existing slides by dragging them to

reorder, clicking on the individual tabs for General, SEO and Crop. You can add a caption if you wish and you can

add or update the link(s) if there are any. There are advanced settings as well should you wish to adjust the speed,

cropping, direction, etc.
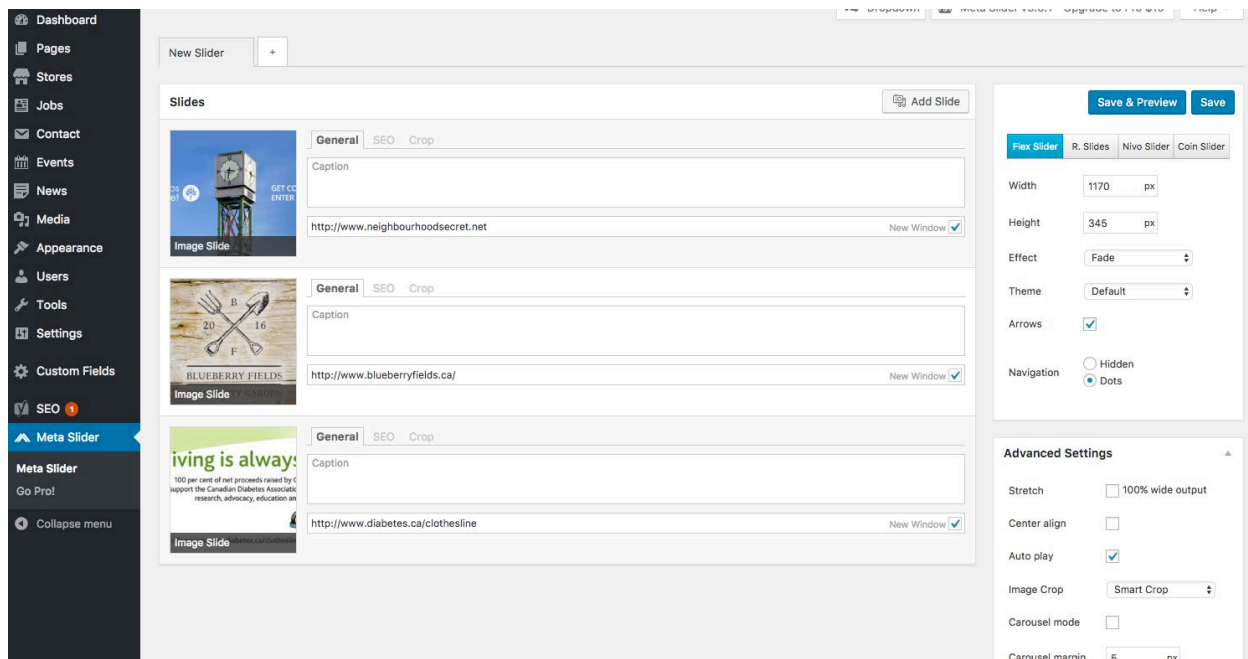
10. SEO

We install Yoast SEO with each new WordPress website on our platform. It is highly regarded as the #1 plugin for SEO on WordPress. You can learn more about Yoast by visiting their website here. On every page you create, the Yoast SEO box will display right below the content section.

Yoast gives you ratings based on traffic lights, green, yellow and red. It evaluates the content of your page based on readability and keyword and gives a rating as well as recommendations on how to improve. In the Yoast SEO box you can edit the Google snippet and preview how the page will show up in search results. You can also adjust your focus keyword as well as meta keywords.

By clicking on the sharing icon, you can customize your social sharing text and image for Facebook and Twitter.

11. eCommerce

If your site has an online shop, it's running WooCommerce, the most customizable eCommerce platform for WordPress. For more information click here. With WooCommerce, a new custom post type is added, **Products**. As this is one of the more advanced options on WordPress, we suggest that you get in touch with us here if you're interested in setting this up.

Adding a product

A product page itself is very similar to a standard page, with the addition of the Product data and description below the content area. You can add the regular price, sale price (which can be scheduled), SKU, stock information, shipping weight and dimensions, etc. **It's important to have dimensions set as these are used to estimating shipping costs.**

12. Downloads

If your site is utilizing a download manager, RAVEN5 sites use the Download Monitor plugin. For more information from the developer click here. This plugin provides an intuitive UI for uploading and managing downloadable files, inserting download links into posts & logging downloads. You can add, manage, categorize and tag downloadable files.

Adding downloads

On your sidebar in the Admin area, click on **Downloads.** Click 'add file' either from the downloads page, or within the sidebar, to add your first download.

Adding a download is similar to posts and pages: give your download a title and (optionally) some content. Beneath the content area you can start adding your files:

Add a version and you'll see the data fields: version, download count, file date, and the file URLs (which you list one per line, adding more if you want file mirrors). The top file version (highlighted blue) will be your current version.

You'll also notice below the file URL box you have two buttons to add files: 1)upload file, which will open up a standard WordPress upload window, 2) browse for file will open a special module for finding files on your server. Both options will insert the file URL for you after you have selected a file.

Once you have added your files you can optionally give your download an excerpt (short description) and then if you can also assign categories, tags and a featured image just like posts.

When you are done, hit publish to make the download live. Depending on your implementation, you can simply copy and paste the short code onto the page you want the download to appear. Otherwise simply reference the URL from the Download Information box on the right column.

13. Visual Composer

We have installed Visual Composer on some sites for styling purposes and ease of use modifying complex pages. It allows any user to build and edit a grid-based layout as a web developer would with the need to understand very little web code. When editing any page on the site it will automatically load Visual Composer for editing. For an in-depth guide please visit the plugin developer's website video tutorials here and their full documentation here.

You can switch between Classic Mode and Backend Editor (advanced) by clicking the blue button at the top. The advanced mode allows you to directly edit the HTML including shortcodes on a page and is not recommended for the average user.
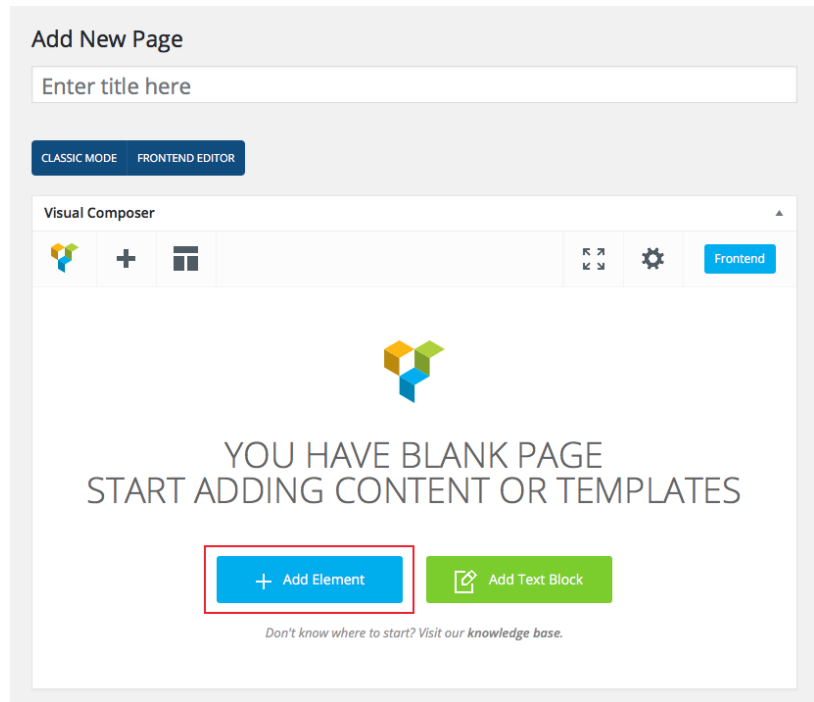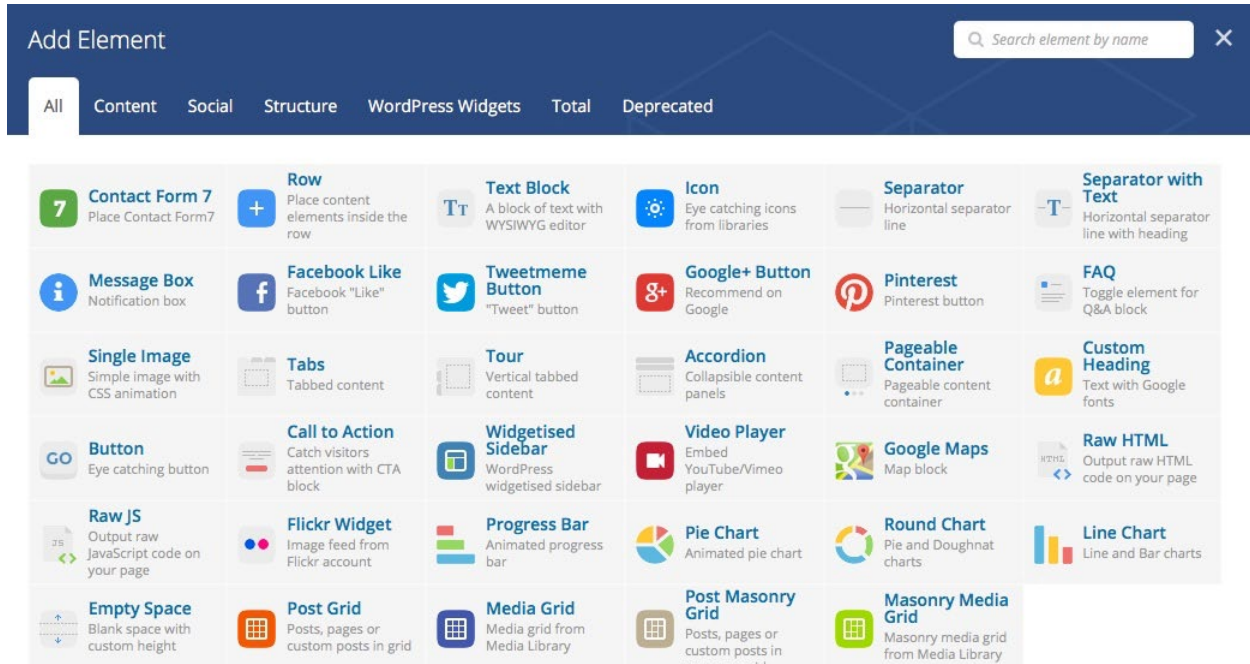
Elements

The Visual Composer comes with 34 standard page builder elements for many features you'd want to add to your pages (the screenshot above shows them all). Many of the elements include added options for colours, borders, padding, margins, custom CSS, animations and more. Here's a quick rundown of what's included:

- **Rows** You'll use the row element to create columns and to insert all of your other page elements.
- **Text Blocks** are exactly what they sound like – blocks of text. Using the standard WordPress WYSIWYG editor you can add and format text with this module.
- **Icons** include font icons from the following icon libraries: FontAwesome, Open Iconic, Typicons, Entypo, Linecons and Mono Social.
- **Separator & Separator with Text** are ways to create line (and or text) breaks between sections you create on your pages.
- **Message Boxes** are great for adding notes, alerts or other boxed messages.
- **Facebook, Tweet, Google+ and Pinterest** are all simple social sharing buttons you can add for users to share the page you are creating.

- **FAQs** are toggles that can be used for adding hidden content users can reveal as they read through your page.

- The **Single Image** is just that – a simple image with added options for sizing, animation, a link and more.

- **Tabs, Tours & Accordions** are similar to the FAQs in that they contain hidden or collapsible content but with the first section open.

- A **Pageable Container** is a basic content slider (but you can insert just about any page builder element into each container "page").

- **Custom Headings** make it easy to add your own headings to sections using custom fonts, sizing, colors and more.

- **Buttons** allow you to add links to other pages or external websites.

- A **Call to Action** is a callout box with an added button that catches a user's attention and allows you to add a bit of convincing content.

- The **Widgetised Sidebar** allows you to insert your own custom sidebar anywhere on the page.

- The **Video Player** makes it easy to insert different video formats supported by WordPress.

- **Google Maps** is another straightforward option – just paste in your Google Map code to insert a map on your page.

- **Progress Bars, Pie Charts, Round Charts and Line Charts** are all ways to graph or display data or skills.

- **Empty Space** makes it simple to add a vertical break between elements.

- **Post, Media, Post Masonry and Media Masonry Grids** are all custom grids you can add to pages (with the option to mix and match post or media types).
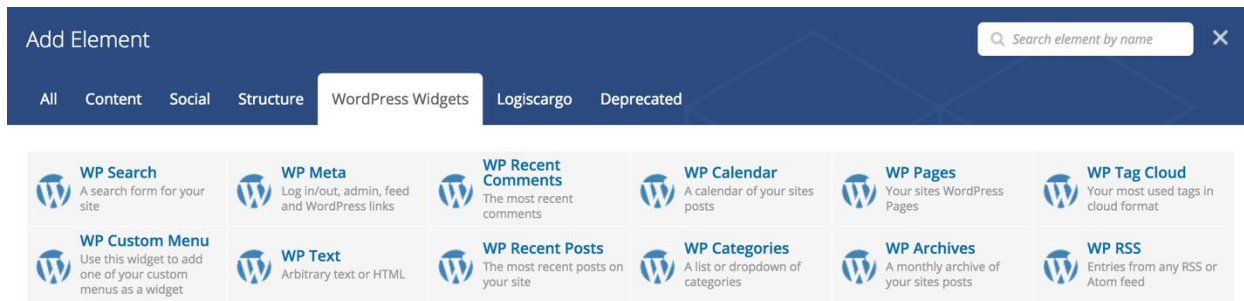
The plugin also includes **10 widget elements** that can be used to build your own sidebar if you choose to do so. These become helpful when creating custom landing pages where your sidebar might not be in a typical page location, or if your entire website is a large network of landing pages with no two using the same sidebar.

Rows

Rows are used to divide your page into the logic blocks with columns, columns later will hold your content blocks. Rows can be divided into the layouts (eg. 1/2 + 1/2, 1/3 + 1/3 + 1/3, and so on). Your page can have an unlimited number of rows. To change a row's position, click and drag the row's drag handler and drag the row around (vertical axis). You can add additional rows by simply clicking on the + icon to add an element and selecting Row. You can also nest rows inside of other rows to organize a page into various sections.
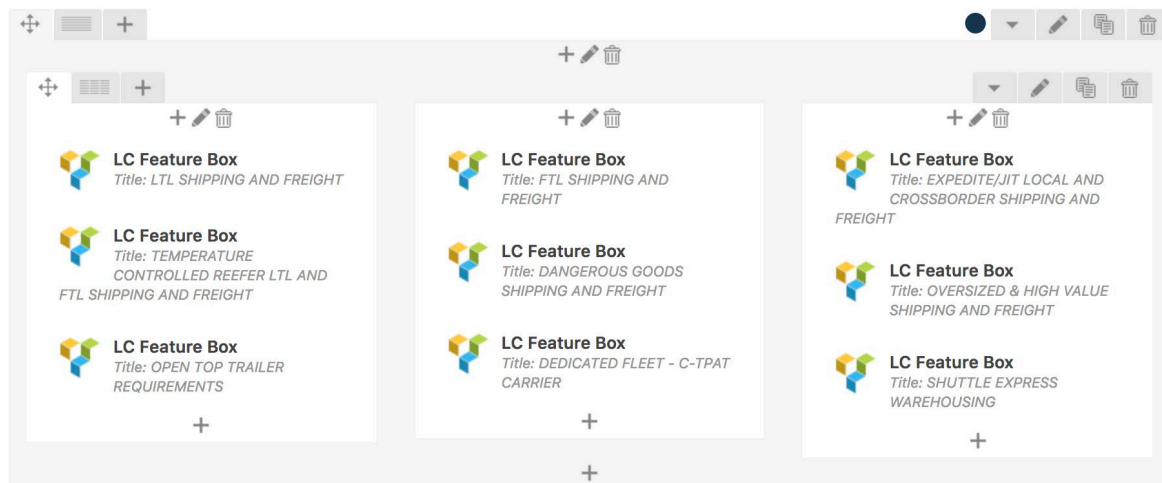
Columns

Columns are part of the row and they hold your content elements inside them. Columns can be reordered. Click and drag a column around (horizontal axis). That way you can group elements in logical groups and then drag them around to reposition as needed. You can divide rows into columns by clicking on the icon below column options.
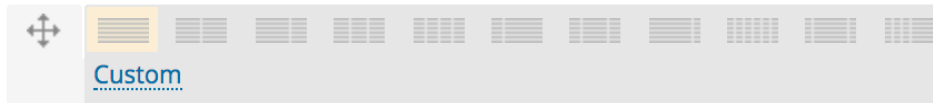
Drag & Drop

At any point in the design process you can drag & drop any row or page element to rearrange them. You can also duplicate any row or element, which makes adding repetitive content quick and easy (great for similar columns, FAQs, toggles, etc.).

Once you've created a design you love you can save it as a template. This comes in handy when creating a custom page layout or sidebar that you'd like to reuse. Just click on the Templates button, give your layout a name, and hit save. When you use your template, it will automatically populate your page with the layout and elements you saved.

Edit Page Add New

Home

Permalink: http://localhost/total-video-guides/

CLASSIC MODE FRONTEND EDITOR

Visual Composer

Revolution Slider
Revolution Slider: Slider 1

Icon Box
Donec vulputate dictum congue. Duis eleifend varius massa. Sed at nunc odio. Etiam ut efficitur justo. Vivamus eros at.

Icon Box
Nam varius euismod ullamcorper. Duis at ex sit amet arcu commodo posuere sed sit amet enim. Curabitur efficitur ante sit amet sed.

Icon Box
Donec vulputate dictum congue. Duis eleifend varius massa. Sed at nunc odio. Etiam ut efficitur justo. Vivamus eros at.

Icon Box
Nam varius euismod ullamcorper. Duis at ex sit amet arcu commodo posuere sed sit amet enim. Curabitur efficitur ante sit amet sed.

Icon Box
Donec vulputate dictum congue. Duis eleifend varius massa. Sed at nunc odio. Etiam ut efficitur justo. Vivamus eros at.

Icon Box
Nam varius euismod ullamcorper. Duis at ex sit amet arcu commodo posuere sed sit amet enim. Curabitur efficitur ante sit amet sed.

Element Settings:

General Tab

The General tab includes general options for your page element. These will vary based on which element you insert (however, in all cases editing is as simple as using a dropdown, color picker, check or text box). For example, the Message Box in the image to the right includes options for style, shape, color, icon, text and animation. If you were to insert a Button, instead you would find options for text, URL, style, shape, color, size, alignment, icon and animation.
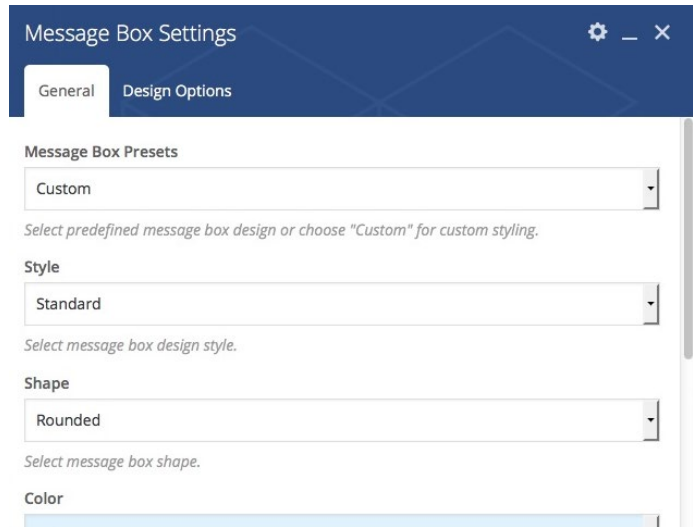
Design Options Tab

The Design Options tab is the second standard tab you'll see on just about every page builder element. From here you can add a custom background (color or image), border, padding and margin to your element. The options to Simplify Controls reduces the CSS box options so you can enter one universal value for each option (margin, border and padding). One note to remember: when you apply a background, it is contained within your border. Increasing your padding will increase the visible background you added around your element, but if you increase your margin you will increase the empty space around your page element (revealing the row/page behind it). Depending on the module you insert, the page element may have more tabs. For example, the Visual Composer Post Grid has added option tabs for Data Settings and Item Design.
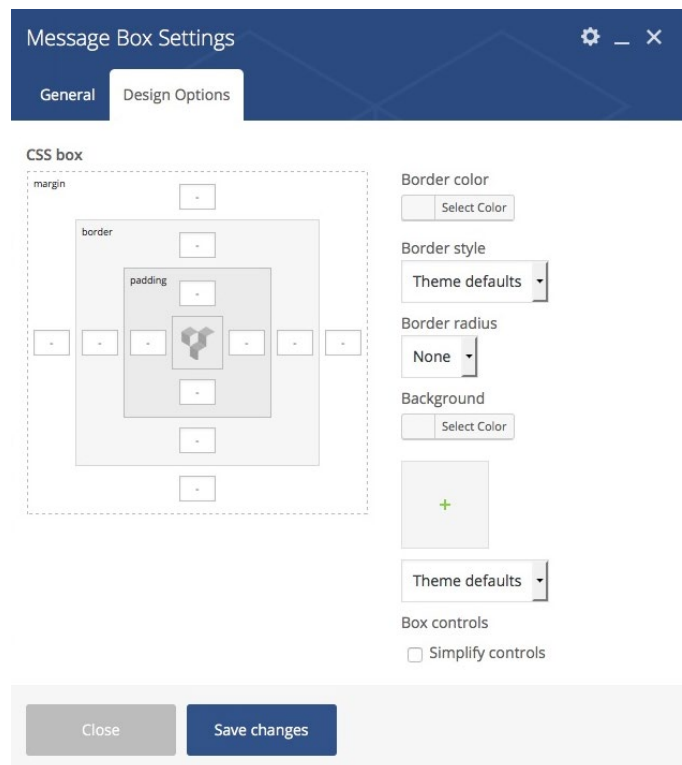
14. Support

If you're looking for more features such as additional custom post types, installation of other plugins, eCommerce or even a redesign, send us an email and we'll get back to you with an estimate. Our hourly pricing is $95/hour.

There are a few ways to get a hold of us!

a. You can contact us by submitting a request to help@tactix5.com, this will create a support ticket in our system and will allow us to manage your request efficiently.

b. You can also visit our website at tactix5.com and click on the red Help button to submit a ticket anytime.

15. Useful Links

If you can't find what you are looking for or need to add something not mentioned in our guide, try the inks below:

-   https://www.wpbeginner.com/beginners-guide/how-to-use-the-new-wordpress-block-editor/

-   https://www.codeinwp.com/blog/wordpress-gutenberg-guide/