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www.filler.com Users Guide

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INTRODUCTION

This guide will help you understand and manage your WordPress-based web presence.

You can use it as a reference to look up information about your site as well as to assist when attempting to update content or use custom features of your site.

SITE INFORMATION

Your site runs WordPress (<http://www.wordpress.org>) an open source content management system. You are currently using WordPress version 3.7.1.

Additional plugins/modules:

- All in One SEO Pack (SEO for your site)
- Contact Form 7 (Contact form generator)
- Google XML Sitemaps (Generates a special XML sitemap which will help search engines)
- MCE Table Buttons (Creates table editing buttons)
- Revolution Slider (Home page slider)



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HOW TO ACCESS WORDPRESS

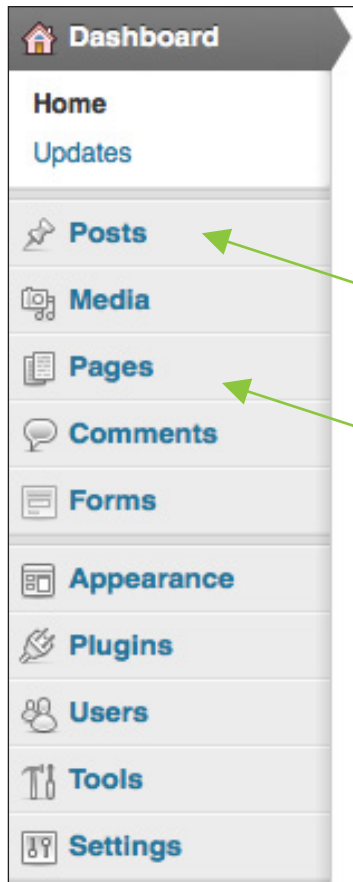
You can access your WordPress administrative panel from any computer that has an internet connection.

Administration Login URL: <http://www.filler.com/wp-login.php>

Username: pblair

Password: m3aQz3jS!

A screenshot of the WordPress login interface. At the top, the WordPress logo (a circular 'W') is followed by the word 'WORDPRESS' in a blue, serif font. Below this is a white login box with rounded corners. Inside the box, there are two text input fields: the first is labeled 'Username' and the second is labeled 'Password'. Below the password field is a checkbox labeled 'Remember Me'. To the right of the checkbox is a blue button with the text 'Log In' in white. Below the login box, there is a blue hyperlink that reads 'Lost your password?'. The entire login form is set against a light gray background.



ADMINISTRATION MENU

The main/welcome page of WordPress is called the dashboard.

The administration menu, which runs down the left side, is your access point for managing your site. The main sections you will be using is the "Pages" menus.

The "Posts" menu shows the blog posts within your site and allows you to edit their content, create new posts or delete old posts.

The "Pages" menu shows the content pages within your site and allows you to edit and update their content.



EDITING AN EXISTING PAGE

Click on Pages in the administration menu.

A list will appear with all the Pages within the site. Pages that are sub pages will have a dash(—) in front of them.

Click the title of the page or post you want to edit or click the word Edit.

SITE NOTES:

The main navigation can not be edited in Wordpress, to make edits or updates please contact Visible Logic.

On the main pages the left column sidebar is created by automatically pulling in the content from that page's sub page. All of the subpages are labeled "sidebar." The exception is the About section which has sub navigation to access the sub pages. The two pages under Mark's page are accessible by links included in his page.

The footer is generated by pulling in content from a number of editable pages. All of the pages are labeled "footer."





Editing a page

1. In the editor you can change the title, add new text or update existing text.
 - a. Title. This will be the title in the address such as www.yourwebaddress.com/about.
 - b. Optional Title Heading. Because the title is manually added it can be much longer and more descriptive, ex. Instead of "About" use "About Our Company Name." If no HTML title is added it will just be the same as the title at the top of the page. In the Custom Field section choose HTML_Title under Name, then add the title in the Value field, then click Add Custom Field. (Note: In the footer list pages the heading is included in the content and styled as Heading 1.)
 - c. Add content to the page. You can style similarly to the way you would in Microsoft Word.
2. Under Page Attributes, if the page is a sub page, set the parent page to the navigation section the page will be under. If it is top navigation item set to (no parent). Example: Mark Filler has the parent page About.
3. Set the Order for the page to display. This determines in what order the page will display in relation to other pages. The lower the number the higher in the list it will be. This will only affect pages that are included in the sub navigation.
4. Click Update in the upper right corner to re-publish the page.

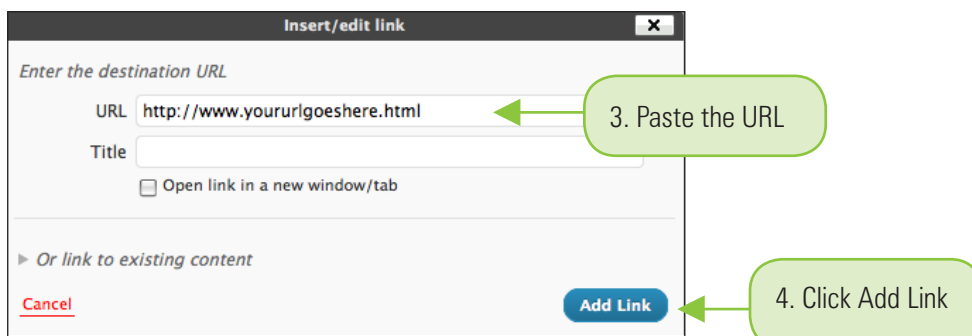
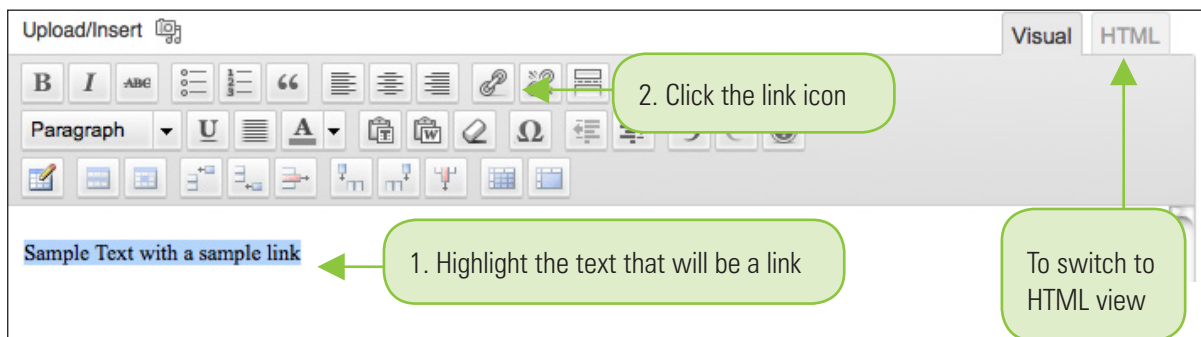
The screenshot shows the 'Edit Page' interface for a page titled 'Mark G. Filler Publications'. The page content includes a list of links to various articles. The interface includes a 'Publish' section on the right with 'Status: Published' and 'Visibility: Public'. Below this is the 'Page Attributes' section, which includes a 'Parent' dropdown menu set to 'Mark Filler', a 'Template' dropdown set to 'Default Template', and an 'Order' field set to '0'. At the bottom right is an 'Update' button. Annotations with arrows point to specific elements: 'a. You can change the title here' points to the page title; 'b. Change Page Header' points to the 'HTML_title' custom field; 'c. Add new text or update existing text' points to the main content area; '2. You can edit a page's Parent' points to the 'Parent' dropdown; '3. You can edit a page's Order' points to the 'Order' field; and '4. Click Update when done' points to the 'Update' button.



ADDING A LINK

You can add a link in the page editor.

1. Highlight the text that will be the link.
2. Click the insert a link button.
3. A new dialog box will open. Paste the Link URL into the field.
4. Click Add Link.

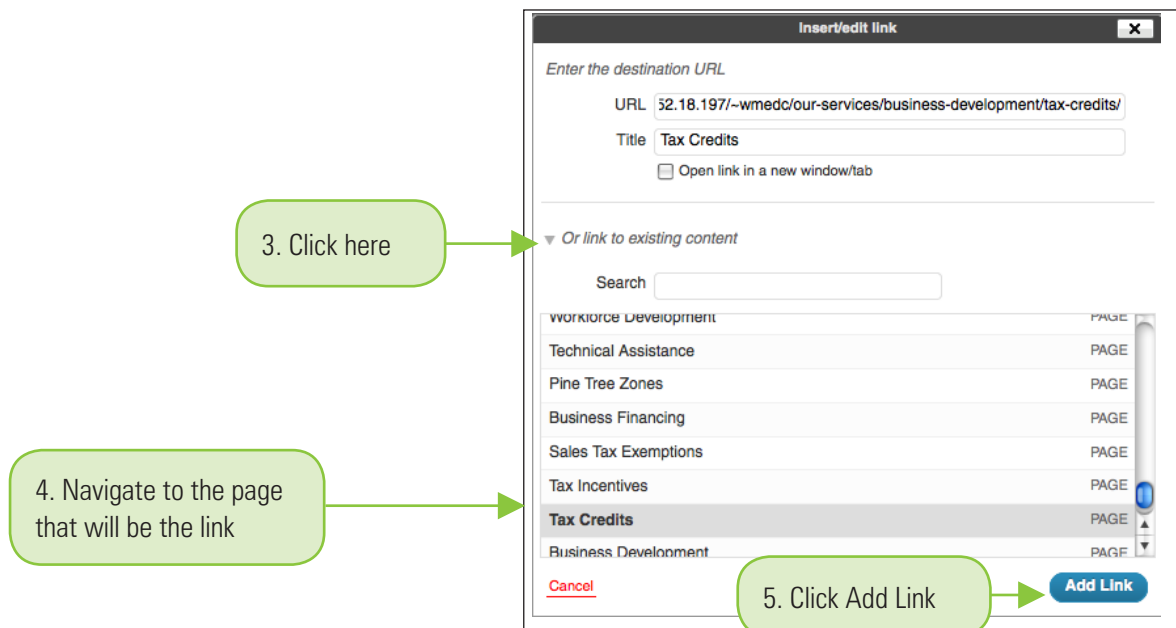
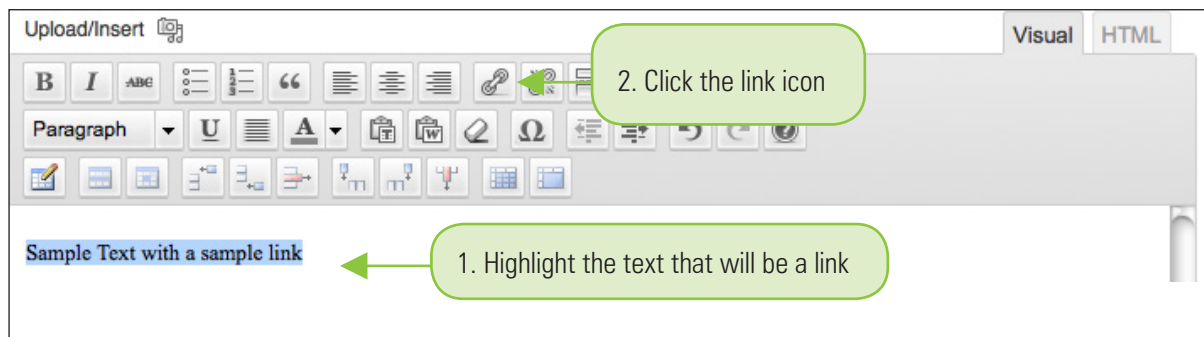




ADDING A LINK TO A PAGE IN YOUR SITE

You can add a link to a page or post within your site in the editor.

1. Highlight the text that will be the link.
2. Click the insert a link button.
3. A new dialog box will open. Click "Or link to existing content" to display a list of pages on your site.
4. Navigate to the page you would like your text to link to.
5. Click Add Link.

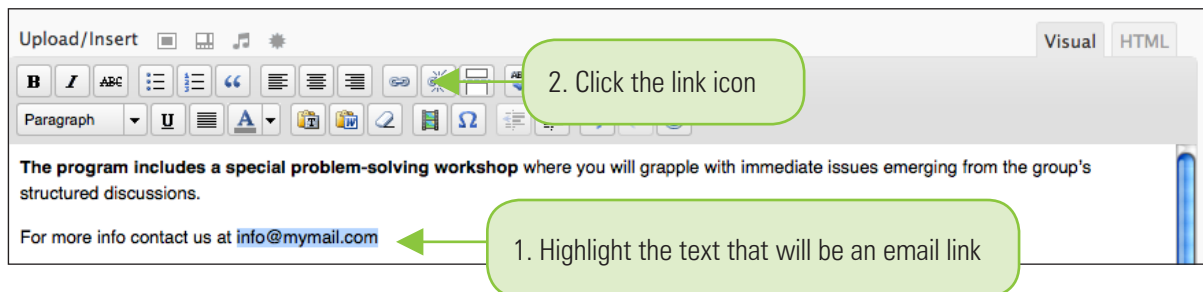




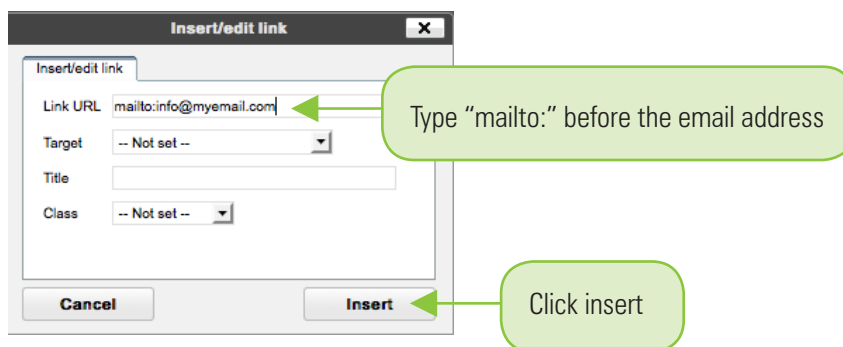
ADDING AN EMAIL LINK

You can add an email link in the page or post editor.

1. Highlight the text that will be the link.
2. Click the insert a link button.



3. A new dialog box will open. Type "mailto:" and then the email address that the text will link to in the Link URL field.
4. Click Insert.





ADDING SEARCH ENGINE INFORMATION

At the bottom of any page you are creating or editing there is a box labeled ALL in One SEO Pack, this is where you can add valuable information for search engines to find your site.

Title: If this is left blank it will be what ever the page is titled. You can override the title to something more detailed and use key words. Example: instead of "About Us" update the title to " About (Companies name) a (Location) based (Type of Business)

Description: This should be 1-2 sentences describing the page. This is the short text that will appear in a google search under your listing.

Keywords: About 12 words people would use to search for your site separated by commas.

You do not need to update the other fields below Keywords. You will see a display of how your page will look in search engine results in the Preview Snippet.

When done updating be sure to click Publish or Update in the top right corner of the page.

The screenshot shows the 'All in One SEO Pack' interface. At the top, there is a link to 'Upgrade to All in One SEO Pack Pro Version'. Below this is a 'Preview Snippet' section showing a search result for 'Meet Monique | Monique Ryan' with a URL and a description. The main section contains three input fields: 'Title' (containing 'Meet Monique Ryan, MS, RDN, CSSD, LDN'), 'Description' (empty), and 'Keywords (comma separated)' (empty). A green callout box on the left says 'Add the Title, Description and Keywords' with an arrow pointing to the input fields. On the right, there is a 'Publish' section with a 'Preview Changes' button, status information ('Status: Published', 'Visibility: Public'), and a date/time stamp ('on 21, 2010 @ 20:30'). A green callout box at the bottom right says 'Click Publish/Update when done' with an arrow pointing to the 'Update' button.

All in One SEO Pack

[Upgrade to All in One SEO Pack Pro Version](#)

Preview Snippet

Meet Monique | Monique Ryan
<http://75.103.79.155/~moniquer/meet-monique/>
Monique Ryan, MS, RDN, CSSD, LDN For over twenty-five years Monique Ryan has guided her clients in translating and applying the science of evidence based

Title Meet Monique Ryan, MS, RDN, CSSD, LDN
37 characters. Most search engines use a maximum of 60 chars for the title.
A custom title that shows up in the title tag for this page.

Description
0 characters. Most search engines use a maximum of 160 chars for the description.

Keywords (comma separated)

Publish
[Preview Changes](#)
Status: **Published** [Edit](#)
Visibility: **Public** [Edit](#)
on 21, 2010 @ 20:30 [Edit](#)
[Update](#)

Add the Title, Description and Keywords

Click Publish/Update when done