

Documentation for Selasetur.is

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February 28, 2017

About this Document

This is an overview over the basic functionality of the Selasetur.is website. Selasetur.is is built with the open source content management system Wordpress, along with some added plugins to extend the functionality of the system. You can find more detailed documentation on those systems at the following pages

- Wordpress Documentation https://codex.wordpress.org/Main_Page
- Polylang Documentation <https://polylang.pro/doc/>
- Sponsors Support <https://wordpress.org/support/plugin/wp-sponsors>
- Yoast SEO Support <https://wordpress.org/support/plugin/wordpress-seo>

This document is ever evolving and can see updates in the future. Keep an eye on <https://clients.johannesg.com/docs/selasetur.is/> for the latest version of this documentation.

If you have any questions, you can contact Jóhannes Gunnar Þorsteinsson at johannesg@johannesg.com.

Log In

To log in, go to <http://www.selasetur.is/wp-admin/> and fill in your login information.

The Dashboard

After you login you will see the dashboard like pictured below. If you instead see the homepage of selasetur.is you can enter the dashboard by hovering over “Selasetur Íslands” on the left side of the top bar, and clicking on the “Dashboard” link that appears

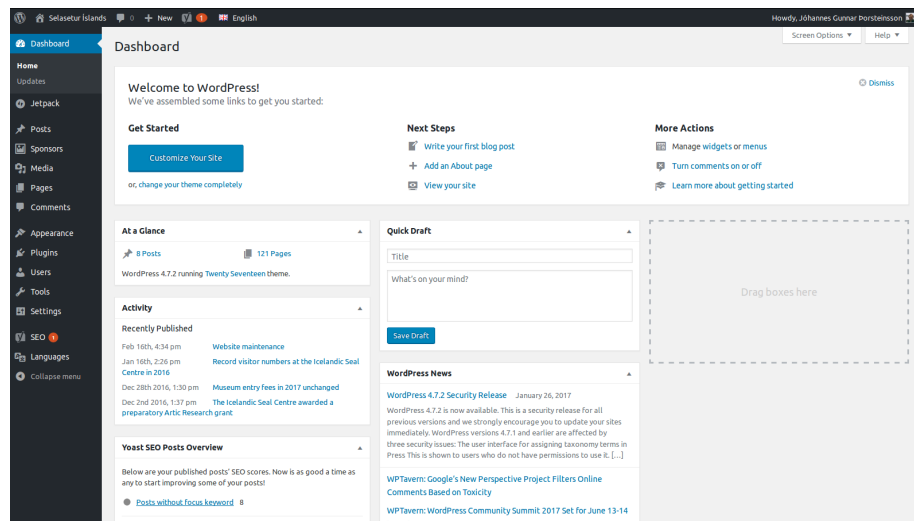


Figure 1: The Dashboard

Newsposts

When in the dashboard, you can click on Posts to see a overview of all news posts on the site. From there you can manage news posts and post new ones.

Posting a news post

By clicking on **Add New** you will be directed to the post editor shown below. On the left you can enter a news post title and the main content and adjust it to your liking. Use the **Add Media** button to upload and embed images, videos, pdf's, and other media.

On the right side you have various attributes related to the news post like publishing date and such. The most important boxes are **Languages**, **Publish**, and **Featured Image**.

In **Languages** you can assign a language to the post, and create a new linked news post in another language.

In **Publish** you can save the news post, adjust publishing dates, adjust visibility, and publish it when ready.

In **Featured Image** you can upload and set the “main image” for that post. It is highly recommended that every post has a featured image if possible.

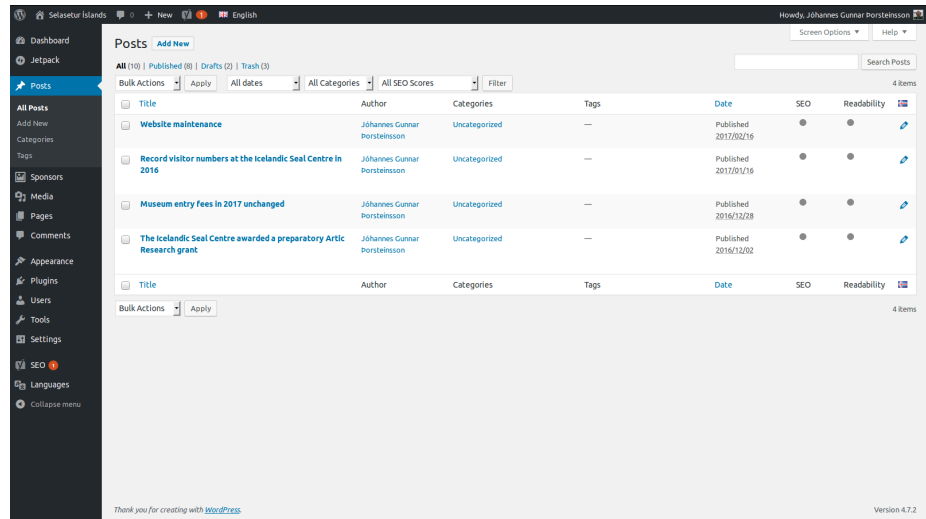


Figure 2: News Posts Overview

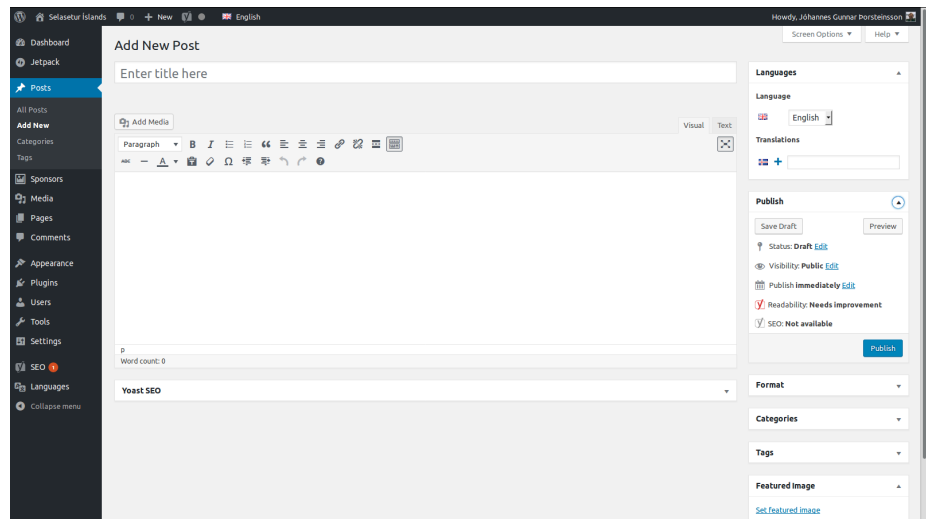


Figure 3: News post

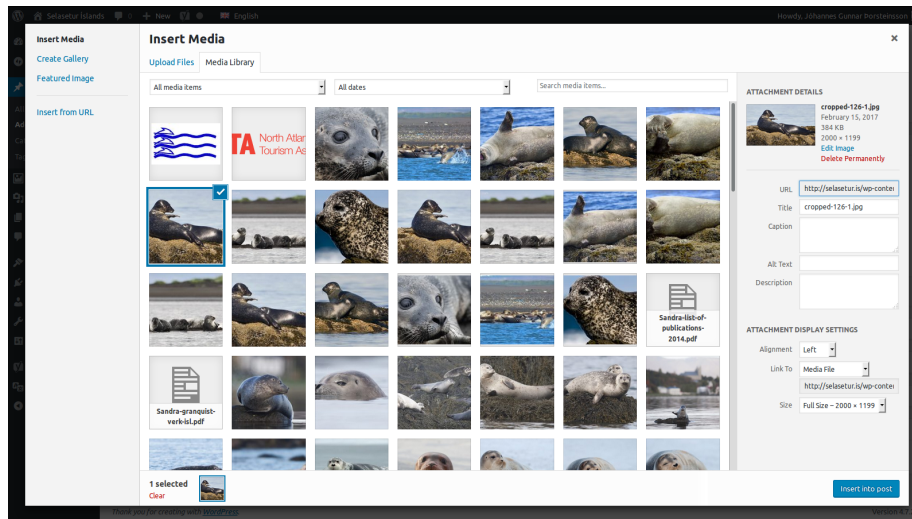


Figure 4: Insert media

Pages

Pages work in pretty much exactly the same way as posts (and it is highly recommended to set featured images on pages). The only major differences is that pages will not appear in the news feed, and that you can assign pages to be a children or a parent of another page.

Note that even if a page is set to have page X as parent, it does not automatically appear in the main menu under that said page. You'll need to create the link manually unless it's a top level page. More info on menu management further below.

Just like in News Post, you can create a page in english and icelandic. In **Languages** you can assign a language to the post, and create a new linked news post in another language.

Menus/Links

My going into **Appearance -> Menus** you will be shown the menu tree. Near the top you will see "Select a menu to edit:" where you can switch from the Icelandic menu (Aðalvalmynd) or the english one (Main Menu).

When creating a new page you want to be displayed in the main menu you will have to add it via the **Pages** box on the left of the menu tree. After adding a page via the menu interface it will be inserted at the bottom of the menu tree. From there you can drag and drop it to the appropriate position. Note that

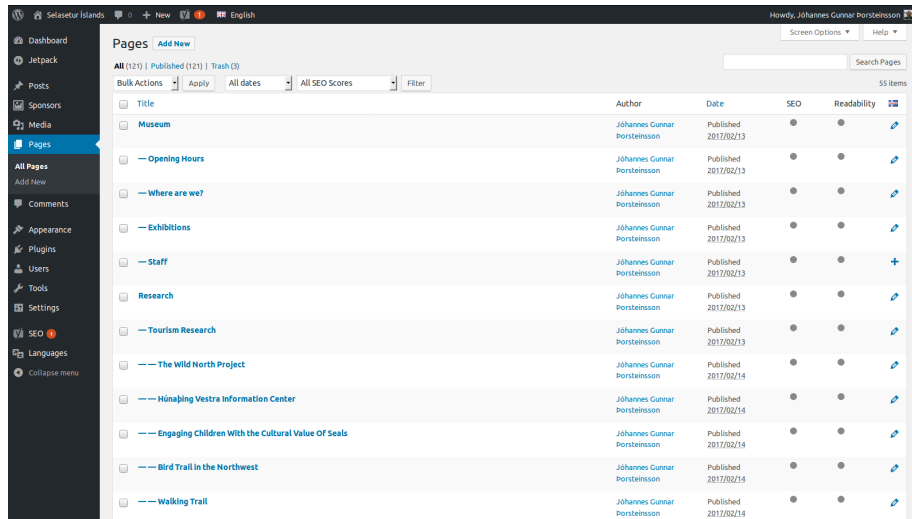


Figure 5: Pages Overview

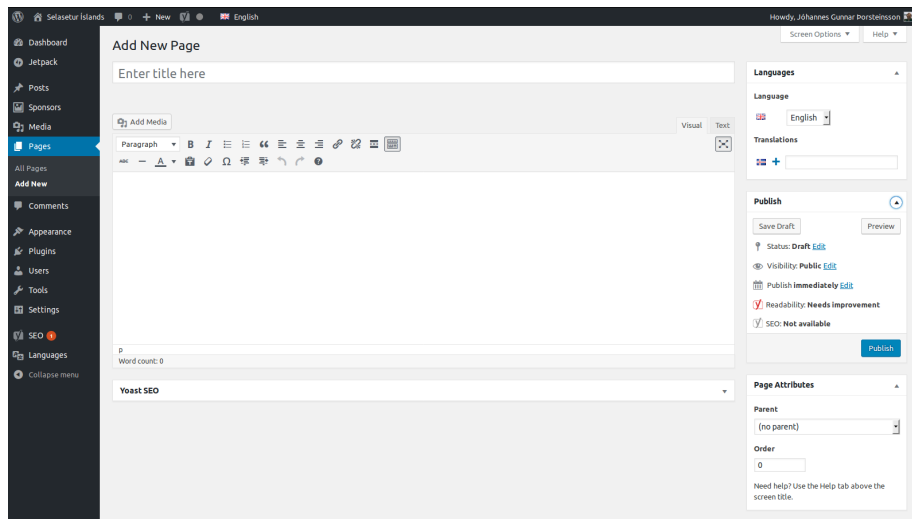


Figure 6: Add new page

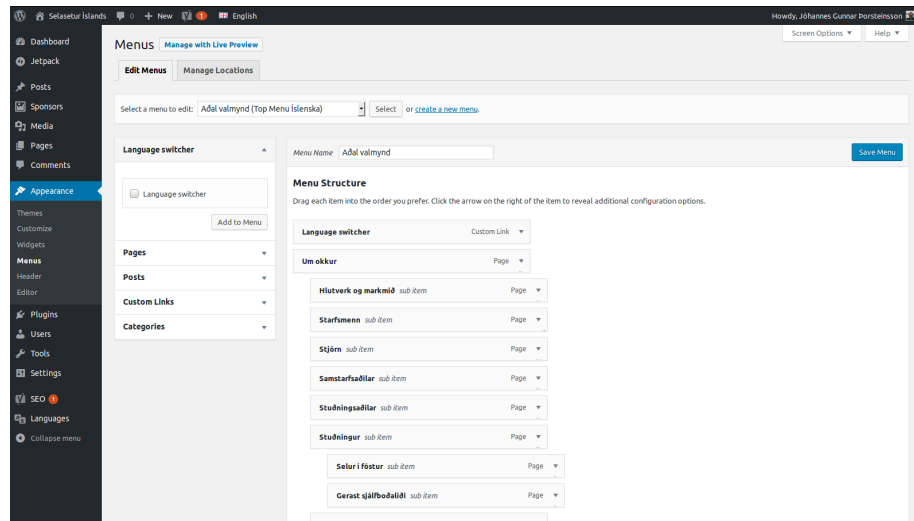


Figure 7: menus

you will have to do this for the other language menu if you have created a page both in Icelandic and English.

Sponsors

Adding sponsors work in a similar way to pages and news posts. You will need to enter a title, sponsor website and set a sponsor logo. On the right you can select between the two categories “*Samstarfsaðilar*” and “*Stuðningsaðilar*”0. Note that the same sponsor post gets displayed on both Icelandic and english page.

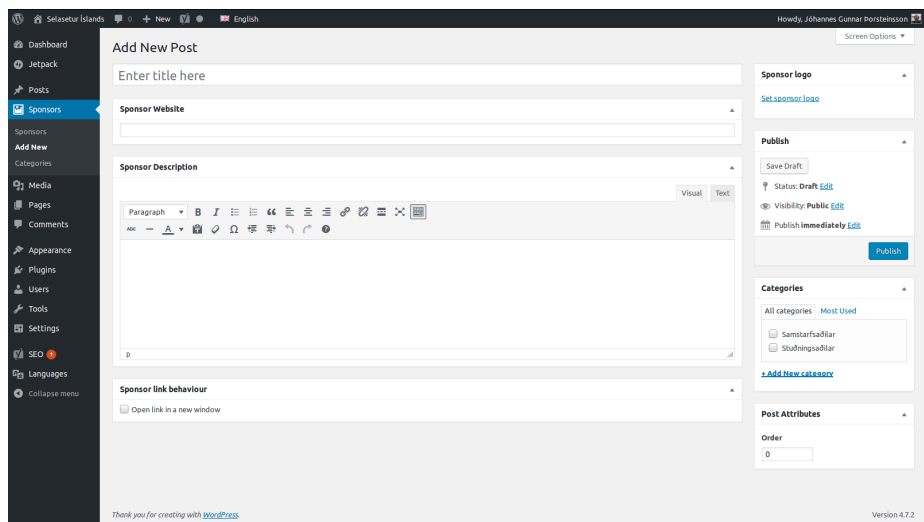


Figure 8: Add new sponsor