



Fifteen Website

How to CMS guide



This is the dashboard of your CMS (Content Management System) the first thing you see after logging in.

Posts: This is where you can edit and add new blog posts.

Pages: This is where you can edit and add pages. You have to go here to add tiles and image sliders. to the page.

Soliloquy: This is where you create an image slider.

Manage Menus: This is where you can edit or add menus.

The screenshot shows the WordPress dashboard for the website 'Jamie Oliver's Fifteen Cornwall'. The top navigation bar includes the WordPress logo, the site name, a refresh button, a comment count of 38,195, and links for 'New' and 'SEO'. A left-hand sidebar menu contains various management options: Dashboard (selected), Home, Updates (1), Posts, Media, Pages, Comments (38,195), Template Snippets, Appearance, Plugins (1), Users, Tools, Settings, Custom Fields, SEO, Soliloquy, Manage Menus, Subscribe2, and Collapse menu. The main content area is titled 'Dashboard' and features several widgets. The 'At a Glance' widget displays statistics: 214 Posts, 32 Pages, 95,564 Comments, and 38,195 in moderation. It also notes 'WordPress 3.8 running Fifteen theme.' and 'Search Engines Discouraged'. The 'Activity' widget shows 'Recently Published' items, including 'Fifteen Friday Face - Chef Jon' and 'It's great, it's green and it's here- Fontodi's new season olive oil!'. The 'Comments' widget lists several comments from users like 'Tim', 'Fifteen Cornwall', 'dad', and 'Stephen West'. At the bottom of the dashboard, there are filters for 'All', 'Pending (38,195)', 'Approved', 'Spam (0)', and 'Trash (0)'.

Create new page

1. Click on 'Pages' in the right hand column, and then click 'Add new'.
2. Enter the title of the page where it says 'Enter title here'.
3. Place your body copy text into the white box below.
 - Before the first paragraph type `` then at the end of the first paragraph type `` this gives that paragraph the title font. Please see example on page 7 of this guide.
4. You can now add an image or an image slider.
 - To add an image, just click 'Add Media', which you can either upload an image from your computer or select one which is already uploaded to the media library. When you have selected the image, click 'Insert Into Post'.
 - To add an image slider, click the drop down titled 'Slider' and select which one you want. If you haven't made an image slider for this page you have to create one. Please see the box below.

How to create an image slider

1. Click 'Soliloquy' in the left hand column.
2. Then click 'Add New'.
3. Next you have to name the slider where it says 'Enter Title Here'.
4. Time to add the images by clicking 'Click Here to Upload Images'.
 - This gives you two options; either upload the images from your computer which is the most common option to use. Or enter the url of an image that is has already been uploaded to the internet. Once uploaded, just click the cross in the top right corner of the pop-up box to close.
5. Now you need to change the slider size to 765px – 335px.
6. Change slider speed to 5500.
7. Then press 'publish' on the right hand side and then you're done.

Now go back to the page you were creating and add the slider you have just made.

5. Now your page is basically ready to publish but first you need to go to the 'Page Attributes' box on the right hand side and click the 'Parent' dropdown. Then select a page you want to attach your page to. For example, if you created a Valentines day page then attach it to events.
6. Now click the Publish and you're done. (You can check what your page looks like before publishing it by pressing 'Preview').

Add a tile to your page

1. Select the page you want to add your tiles to, from the 'Pages' page on the left hand side column.
2. Scroll down until you see the button 'Add Tile', click that button. This will drop down a form for you to fill out.
3. Enter the title in the first box.
4. Now add an image by clicking 'Add Image'. Once again, you can upload a new photo or chose from the media library.
5. Next you need to enter the description, please see the tip below for correct formatting.
6. Lastly you have to link it to a page, so click the link drop down and select the correct page and then press publish again so it appears on the front-end of the website.

You can add as many tiles to your page as you want. I suggest you keep it to an even number so it looks neat.

Tile tip

To keep the tiles the same height when they are next to one another, either make sure they have the same length sentences, or if one is longer than the other you can enter '
' on the line under the sentence in the CMS. This creates a blank line. Please see example below.

How is appears on the front-end:



Last minute availability

Check out our availability for lunch and dinner over the next couple of days.

[More](#)



Sample menus

Come and take a look at our Sample Menus, created by head chef Andy Appleton.

[More](#)

How it appears in the CMS:

Check out our availability for lunch and dinner over the next couple of days.

Come and take a look at our Sample Menus, created by head chef Andy Appleton.

Linking your page

This is done by adding tiles to your pages and linking them to other pages or by placing a link in your text copy. To place a link in your text, follows these simple steps.

1. Above the text input box there are loads of buttons, click 'Link', this will make a pop up appear with two options. Either enter a url or chose from a page that is already created on the site. Click the page you want to link to and it will auto fill the url and title for you. But you can and will probably want to change the title to something like 'Click here to find out more'. Then press 'Add link' and it will automatically go into your body copy.

Below is how it will appear in your text in the CMS, but on the actual webpage, it will just say 'Click here to find out more'.

```
<a href="http://217.199.187.69/15cornwall.co.uk/events/spring-farmers-market/" title="Click here to find out more">
```

Creating a blog post

Creating a new blog post is very similar to creating a new page. So if you have read about or have made a new page before, this should be easy. Follow these steps and you will be a blogger in no time.

1. Click 'Posts' in the left hand column. This will open up a list of all the blog posts but you don't have to worry about them, just click 'Add New' at the top of the page.
2. Now enter your title of the post in the box that says 'Enter Title Here'.
3. Next is to add an image by clicking 'Add Media'. A pop up will appear where you upload or select the image you want to use. Then press 'insert into post'.
4. Next enter your text into the box below. Remember if you want to create the heading font, type `` before the paragraph and `` after to give that paragraph it's heading font, this is useful for question posts. Please see the example below.

First paragraph styling

How it looks on the front-end

This is the heading font and weight style, which is different to the weight below

This is the standard body copy font weight and size. So you don't have to type anything in front of this to get this style.

How it looks in the CMS

``This is the heading font and weight style, which is different to the weight below``

This is the standard body copy font weight and size. So you don't have to type anything in front of this to get this style.

5. Now your post is set up, you now have to select the categories your post comes under, so people can search and find it more easily. Do this by ticking the correct boxes in the 'Categories' box on the right hand side.
6. Nearly there, just one last thing is to add a featured image, this will appear as a cropped thumbnail on the blog page, not on your post page. Do this by clicking set featured image in the 'Featured Image' box on the right hand side.
7. You're finished, all you have to do now is preview and then publish your post which is also on the right hand column of the CMS page.

Creating a menu

To create a new menu you also need know how to add a new page - adding menus are done in three stages. First create and input the menu items, second is creating the menu page and adding the menu. Then finally is linking the new menu from the menu subpage, by adding a tile. Don't worry, just follow these steps and you'll be fine.

1. Click on 'Manage Menus' from the left hand side column menu.
2. Next click the 'Create New Menu' button. Which will open up a new page and all you have to do is enter the name of the menu in the first box titled 'name'. If you do want to add a description about that certain menu you can type that into the description box below the title. But bear in mind you can add a main intro on the menu page later.
3. Then click 'Create Menu' at the bottom of the page. Then click 'Back' or 'Manage Menu' again to add items.
4. Now your menu has been created, you need to add categories within the menu, by clicking 'Edit Categories', make sure that its on the menu you want to edit.
5. In the categories page you click 'Add New Category', which opens up a page which looks similar to the add menu page. But on this one, in the name/title box you type the category such as Main or Dessert.
6. Further down the page you have to select the layout of that category, do this by clicking the layout drop down and selecting 'Responsive One Column (Zurb Foundation)' or 'Responsive Two Column (Zurb Foundation)'. This gives you the option to create one column or two columns in the menu. I suggest using the two column only for one items such as bread or Arancini etc. See below for examples.

<table border="1"> <tr> <td colspan="2">INSALATA</td> </tr> <tr> <td>Burrata</td> <td style="text-align: right;">£14</td> </tr> </table>	INSALATA		Burrata	£14	<table border="1"> <tr> <td colspan="4">ANITPASTI</td> </tr> <tr> <td>'Nduja on toast</td> <td style="text-align: right;">£4</td> <td>Puglian Olives</td> <td style="text-align: right;">£4</td> </tr> <tr> <td>Bread</td> <td style="text-align: right;">£3</td> <td>Arancini</td> <td style="text-align: right;">£4</td> </tr> </table>	ANITPASTI				'Nduja on toast	£4	Puglian Olives	£4	Bread	£3	Arancini	£4
INSALATA																	
Burrata	£14																
ANITPASTI																	
'Nduja on toast	£4	Puglian Olives	£4														
Bread	£3	Arancini	£4														
Responsive One Column (Zurb Foundation)	Responsive Two Column (Zurb Foundation)																

7. Still on that page, the next thing is to select the display order in the box below, this will order your categories of how you want them on the page.
8. Now click 'Save Category', then press 'Back' which will take you back to the categories page where you can follow the steps again to add another category.

So you have created the menu and categories, now you have to add the items. The items are put in individually, so repeat these steps when adding items.

9. Click 'Edit Items' on the menu your adding them to. This opens a new page where you click 'Add New Item', which opens another page.
10. On this page you enter the name of the item/dish in the name input box.
11. Now enter the price in the price box. Remember to add a '£' symbol first. If the dish has two prices such as a starter and main, then you can add a secondary price below the price.
12. Click 'Save Item', then click 'Back to Items', to add more items.

Once you have added all items and categories to your menu, you now need to create the new page to display them on. Adding a new page for a menu is the same as adding a new page as previously described within this guide. If you know how to set up a new page please skip to step 17.

13. Add a new page by clicking 'Pages' in the right hand side column. Then click 'Add New'.
14. Enter the title of the page where it says 'Enter title here'.
15. Place your body copy/intro text into the white box below.
 - Before the first paragraph type `` then at the end of the first paragraph type `` this gives that paragraph the bigger font.
16. You can now add an image or an image slider.
 - To add an image, just click 'Add Media', which you can either upload an image from your computer or select one, which is already uploaded. When you have selected the image, click insert into post.
 - To add an image slider, click the drop down titled 'Slider' and select which one you want.
17. Now to add the menu you created earlier, first you need to go to the 'Page Attributes' box on the right hand side and click the 'Parent' dropdown. Then select 'menus', then click 'save as draft', this will create a new menu in the right hand column of the CMS titled 'Menu Option'.
18. Click on the 'Menu Option' drop down and select the menu you created earlier. This will display your menu across the whole page in one column, but if like the dinner menu there are two columns one being the dinner and the other the tasting menu then you need to click the next dropdown below and add a second menu. This will create two columns.
19. This page is now ready to publish, so click 'Publish'.

So you have created the menu on the page, now you just have to link it. This is done by adding a tile to the menus subpage. If you know how to add tiles from the previous page within this guide then you don't need to read any more. If not then please follow the steps below.

20. Select the page you want to add your tiles to, from the 'Pages' page on the right hand side column.
21. Scroll down until you see the button 'Add Tile', click that button. This will drop down a form for you to fill out.
22. Enter the title in the first box.
23. Now add an image by clicking 'Add Image'. Once again, you can upload a new photo or choose from the media library.
24. Next is to write a sentence about where it's linking. Please see the tip below.
25. Lastly you have to link it to a page, so click the link drop down and select the correct page, and then press publish again so it appears on the page.

Well done, you should have now added a menu to the website. Repeat all the steps again to create another menu. The more you do it the easier it becomes. To save time you could create all the menus in the 'Manage Menus' page before creating the pages and tiles.