

# WordPress Administrator's Guide

projectharmony.com

SPEAKING OF CHILDREN | GET INVOLVED | CAREERS | EVENTS | NEWS | PRESS

Project Harmony®

Services Resources About Training [DONATE](#)

## Together, we can end child abuse.

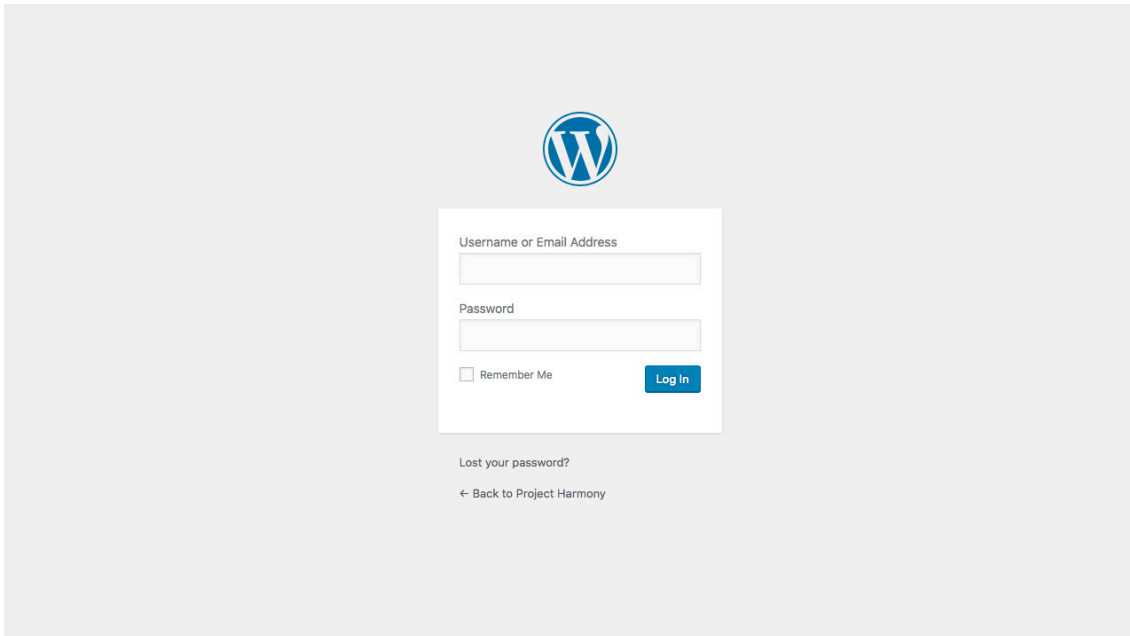
Every child deserves to grow up safe, happy and healthy. We're boldly focused on ending the cycle of child abuse and neglect in our community.

[GET INVOLVED](#)

*Do you need help?* *Looking for training?* *Want to find resources?*

# Table of Contents

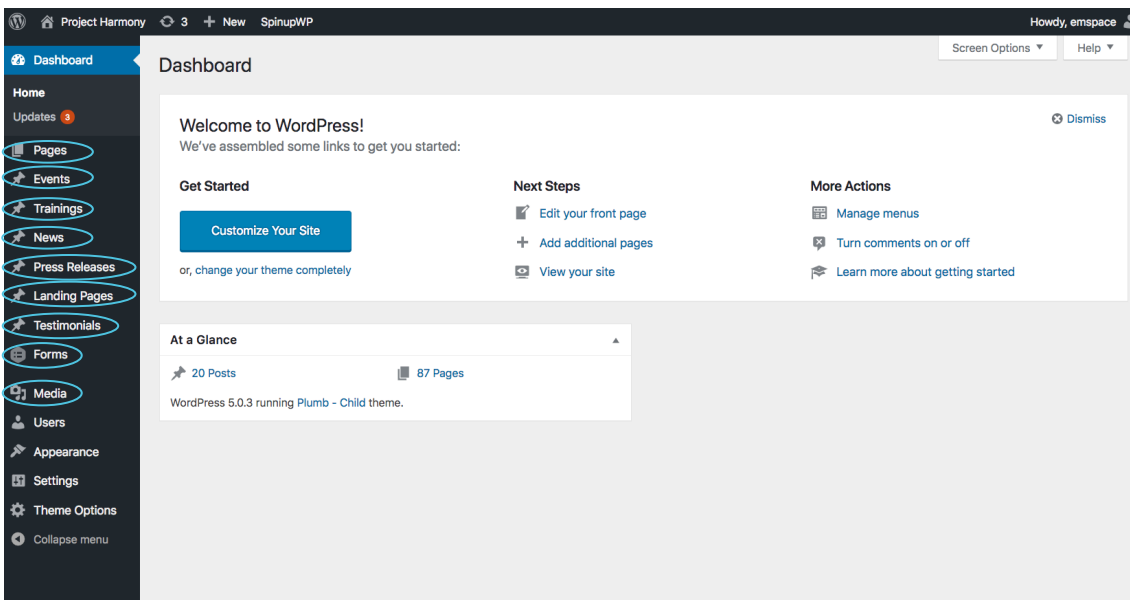
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## Login

To access the content management system, go to: [projectharmony.com/wp-admin](https://projectharmony.com/wp-admin)

Enter your assigned user name and password.

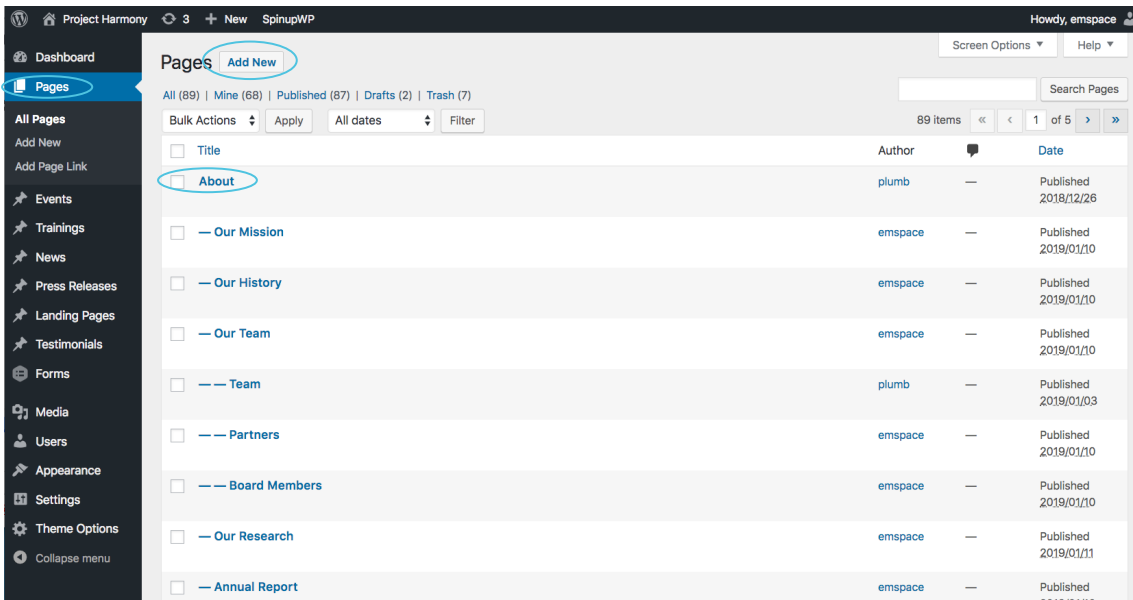


## Dashboard

The dashboard is the home page of WordPress. On the left is the main navigation. In the center you will see a quick status and highlights of the activity on your website.

The navigation items that are important for the content manager are:

- **Pages:** Edit the content of the main pages
- **Events:** Create and edit events
- **Trainings:** Create and edit trainings
- **News:** Create and edit posts for the News section
- **Press Releases:** Create and edit press releases
- **Testimonials:** Create and edit testimonials
- **Forms:** View and manage form submissions
- **Media:** Photo and file library

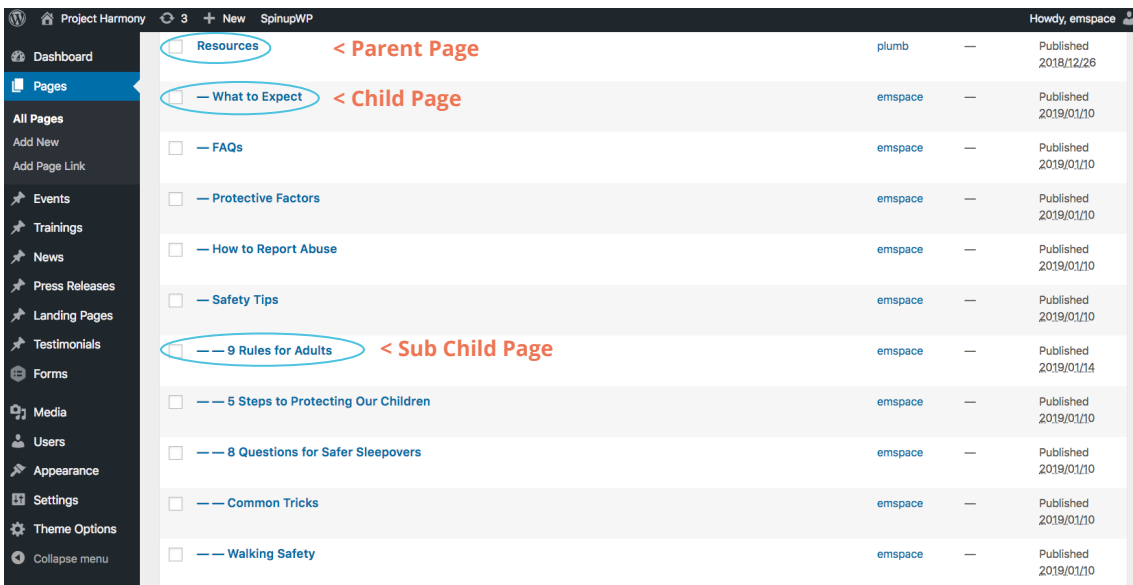


## Pages

Within this section, you can find and edit the page content of your website.

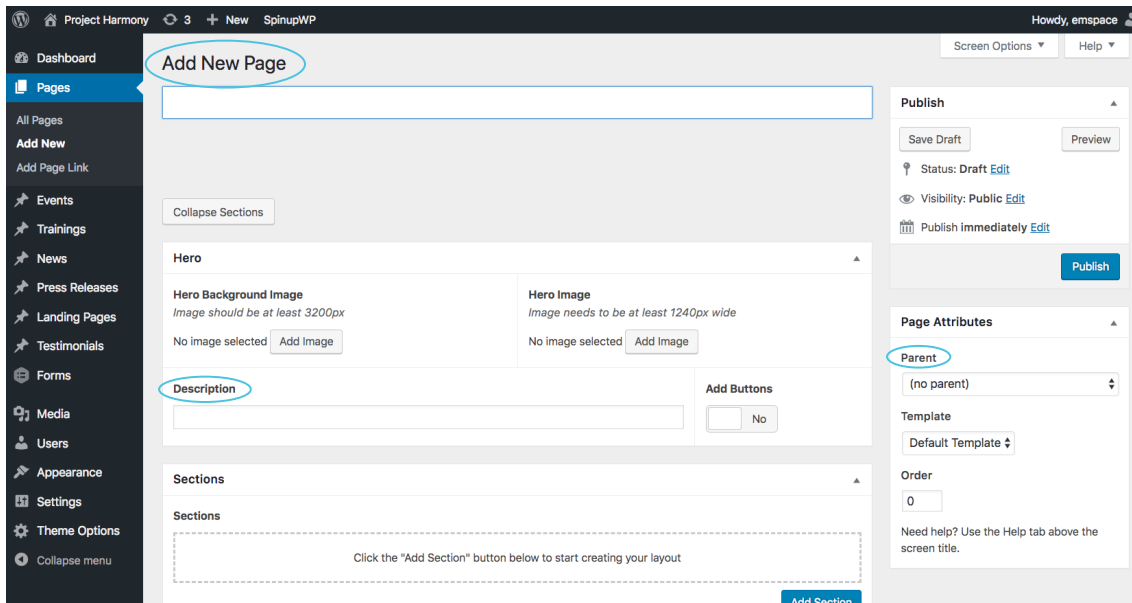
To edit a page, click on the page title.

To add a new page, click “Add New.”



## Parent and Child Pages

A child page acts as the “child” or subpage of its parent page. Child pages are designated with a dash in front of the page title. For example, — **What to Expect** is a child page of **Resources**, and — — **9 Rules for Adults** is a child page of — **What to Expect**, making it a sub child page of **Resources**.

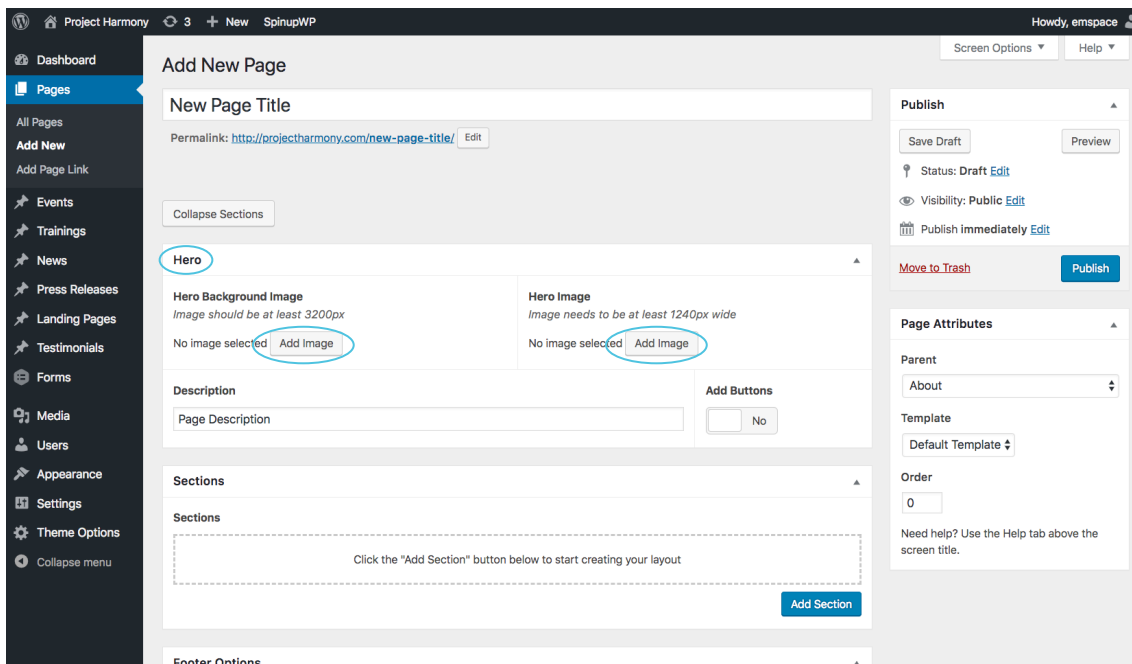


## Add New Page

Begin by designating a **Parent** page (if applicable) using the drop down menu selection on the lower right-hand side of the page.

Then, add a **Page Title** in the top text bar.

Add a **Description** to the page in the specified field within the Hero section. The description will show in the Hero area underneath the page title.

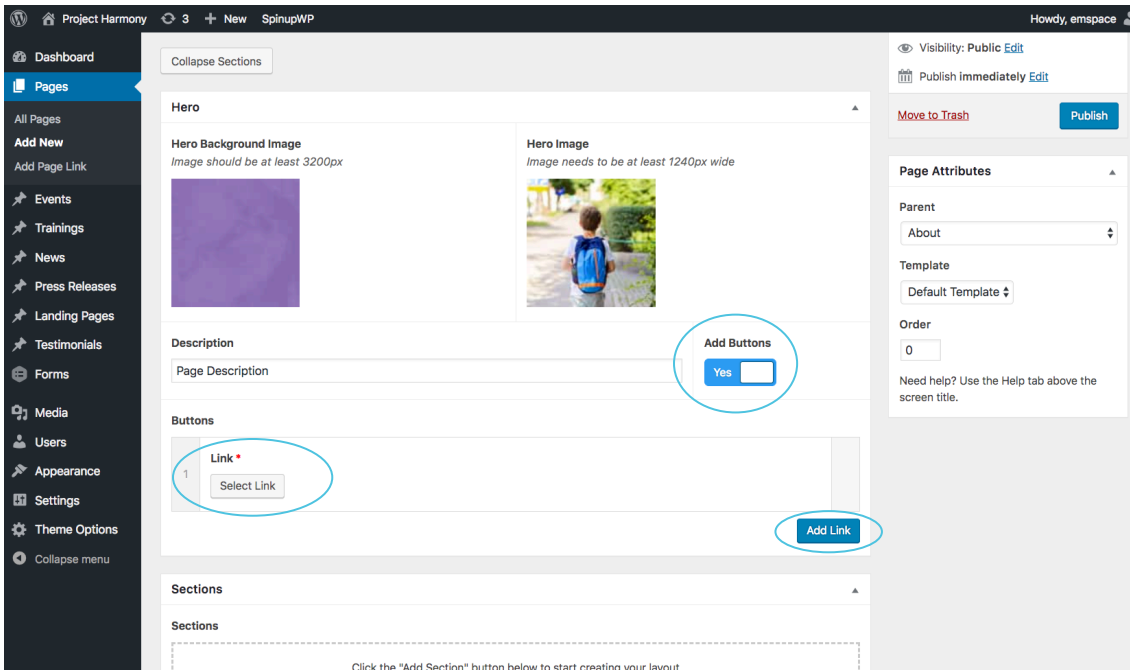


Pages automatically begin with a **Hero** section.

You must select a **Hero Background Image** for every page by selecting "Add Image." Image colors on the site correspond to certain menu items or groups:

- **Services:** Yellow
- **Resources:** Green
- **About:** Light Purple
- **Training:** Orange
- **Events:** Blue
- **Others:** Purple

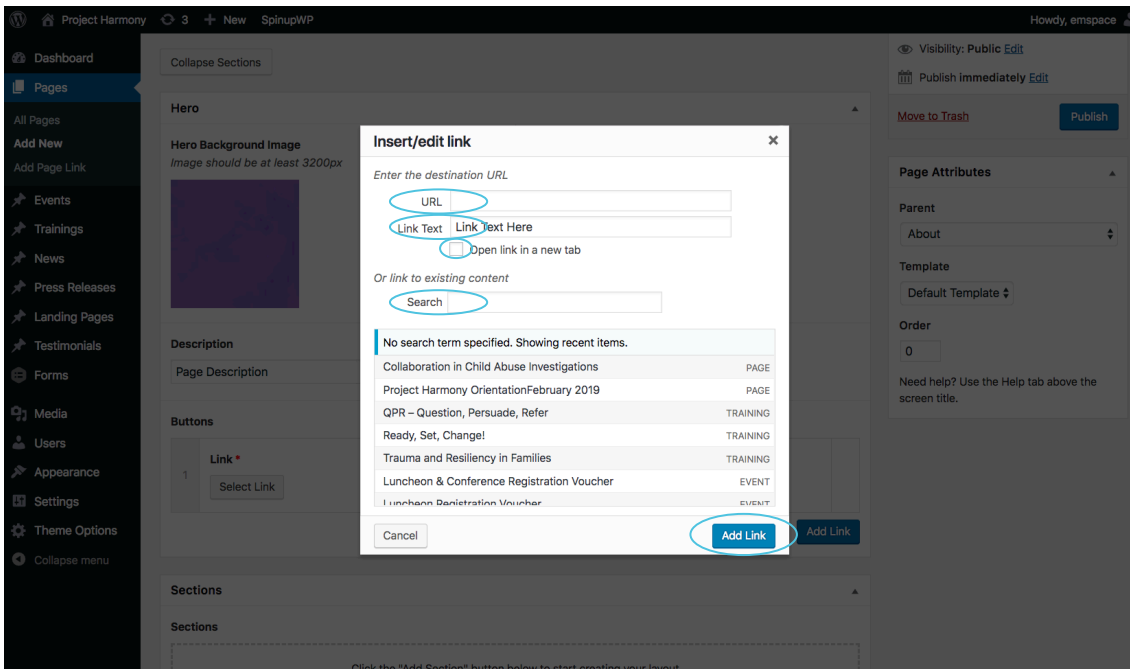
You can add/change the **Hero Image** at any time by clicking "Add Image" — make sure it's at least 1240 pixels wide. If no hero image is selected, the page title and description will center on the page. We recommend all parent and child pages have hero images, but sub child pages are optional.



## Adding Buttons to Hero

Click the button under **Add Buttons** to Yes. A box will then appear with the ability to add button links. This can be done by clicking the **Select Link** button and a pop up window will appear to select a link.

To add more than one button link, simply select **Add Link** and another link field will appear.



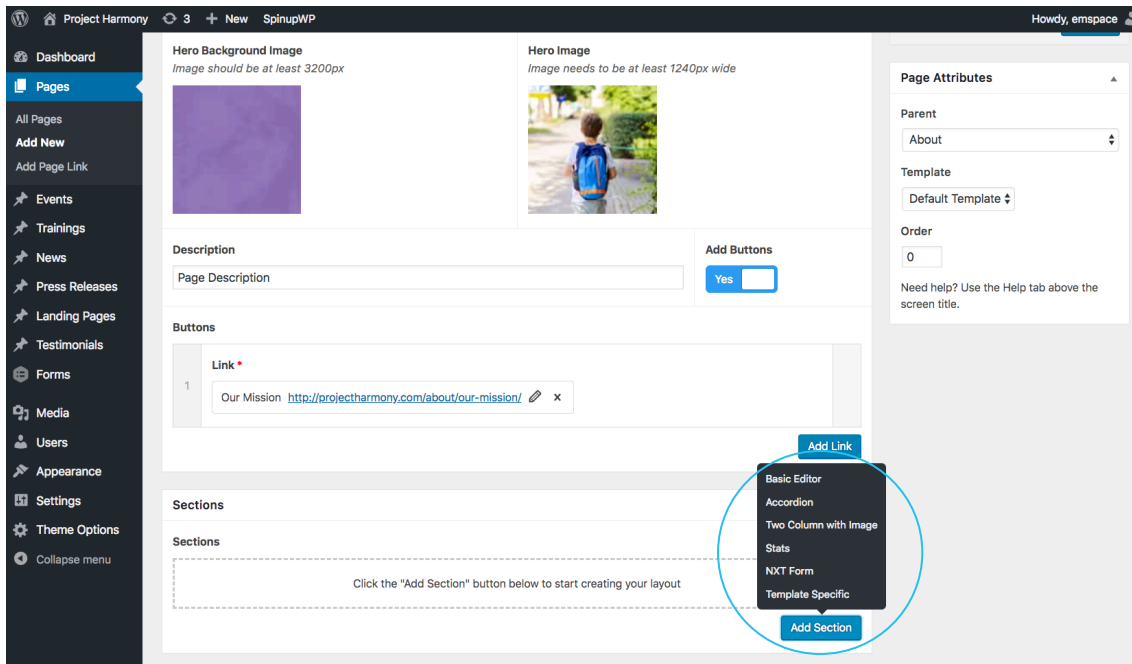
## Adding Links

**URL:** Place link field here for external links. To place an internal page link, use the search field below and search any page, event or training you would like to link to.

**Link Text:** Enter the text you would like to appear for the link text or button.

**Open link in a new tab:** Only select if link is going to an external link.

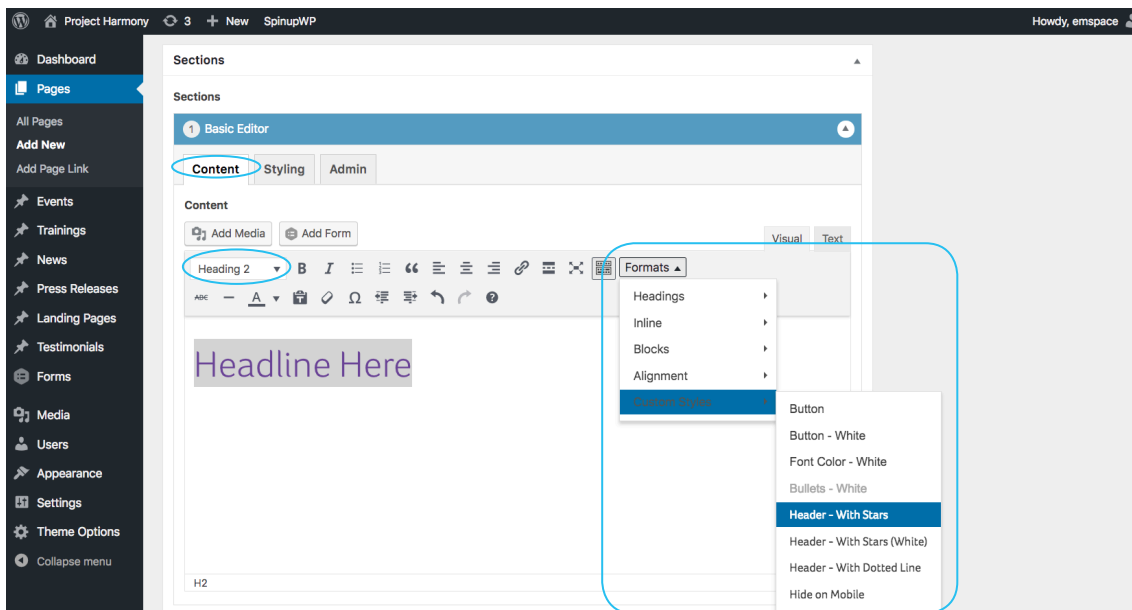
Once these steps are complete, select the **Add Link** button to apply the settings.



Since this page is under About Us, we'll select the light purple hero background image and choose our hero image.

Now, we'll **Add Section** to this page. Click the "Add Section" button, where 6 different options will appear.

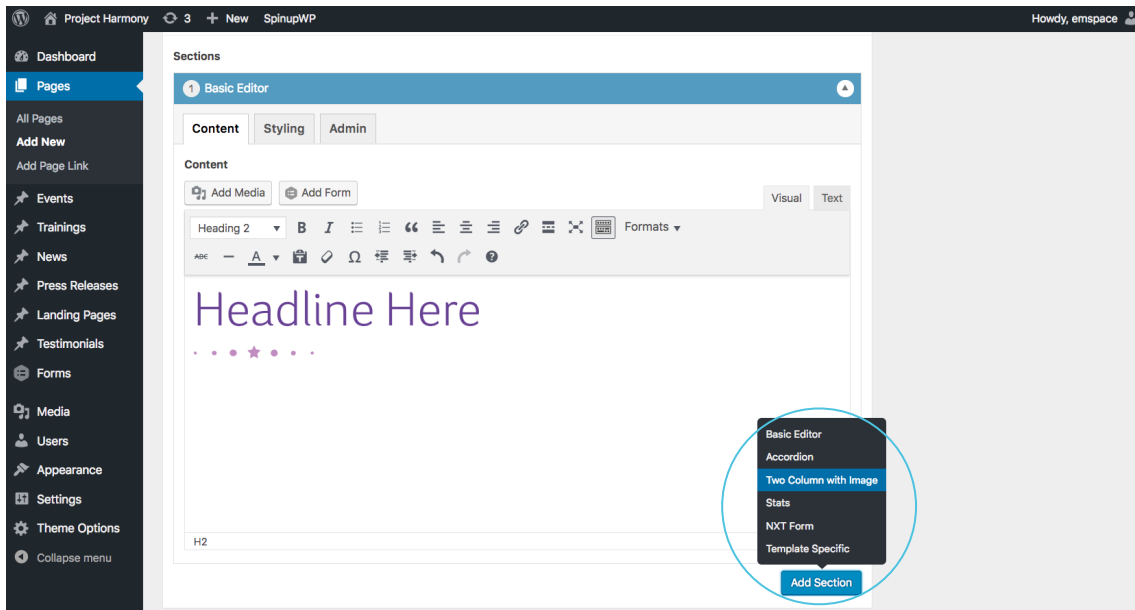
- **Basic Editor:** Simple text, most common
- **Accordion:** Ability to hide and show large amounts of content by toggling.
- **Two Column with Image:** Image on left or right side with content and colored background.
- **Stats:** Choose to feature any stats with an icon.
- **NXT Form:** Ability to input NXT form using id #
- **Template Specific:** Insert any content specific to the template type.



Since this is the first section, we will simply select **Basic Editor**.

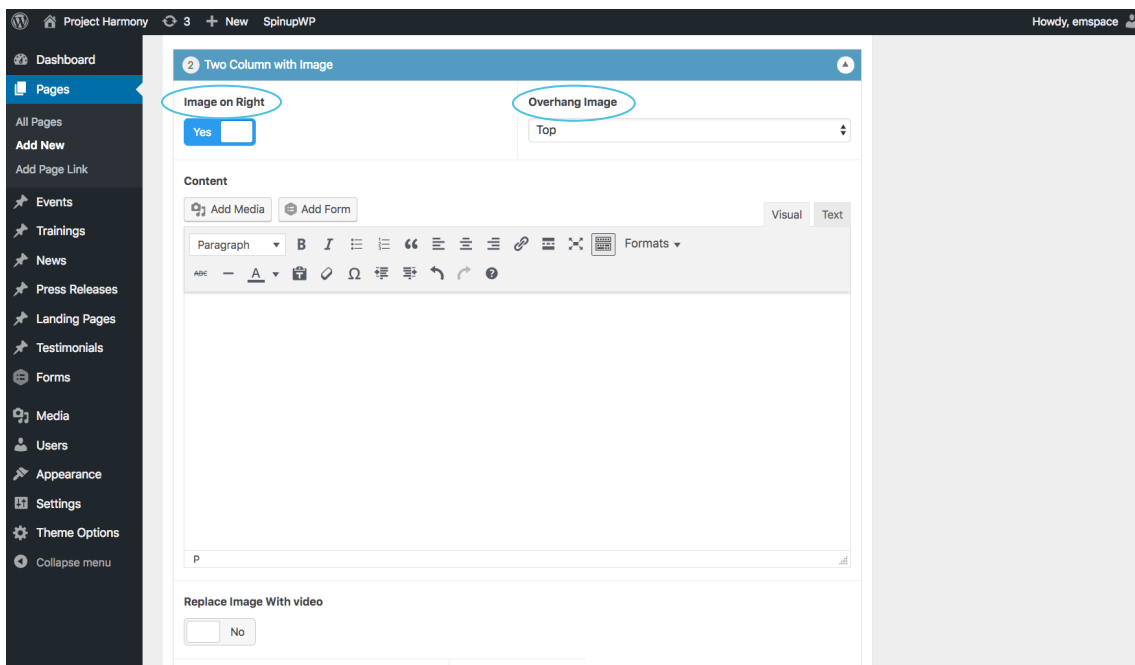
Type the **page title** into the text box that appears. Any text entered will default to Paragraph style. To make it appear as a heading, highlight the text. Then, select **Heading 2** from the style menu above it.

- **Paragraph:** Default text style
- **Heading 1:** Only for headings at top of each page
- **Heading 2:** For headlines starting a new section. Under Formats > Custom Styles to choose Header - With Stars or Header - With Dotted Line
- **Heading 3:** For sub headlines
- **Heading 4:** For call out text
- **Heading 5:** For small bold headings within paragraph text



Now that we've added a basic editor section, it's time to add a **colored background** section.

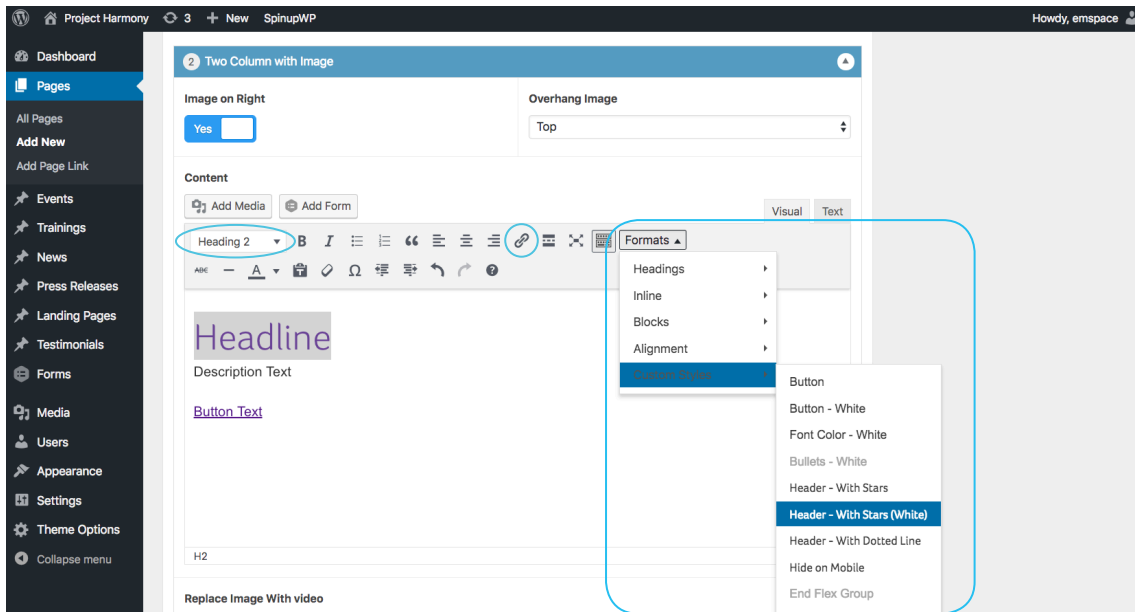
Click "Add Section" and select **Two Column with Image**.



**Image on Right:** It's recommended to alternate sections between left and right images for sections. Since the Hero image is on the left, select Yes under Image on Right for the first two column section created.

**Overhang Image:** Default selection is 'Top' — others can be selected as needed. When top is selected, the detail stars will automatically be applied.





## Adding Text to Two Column Sections

Add text you would like to display in the section. It is recommended to have an H2 Headline with paragraph text underneath. Add a link if needed.

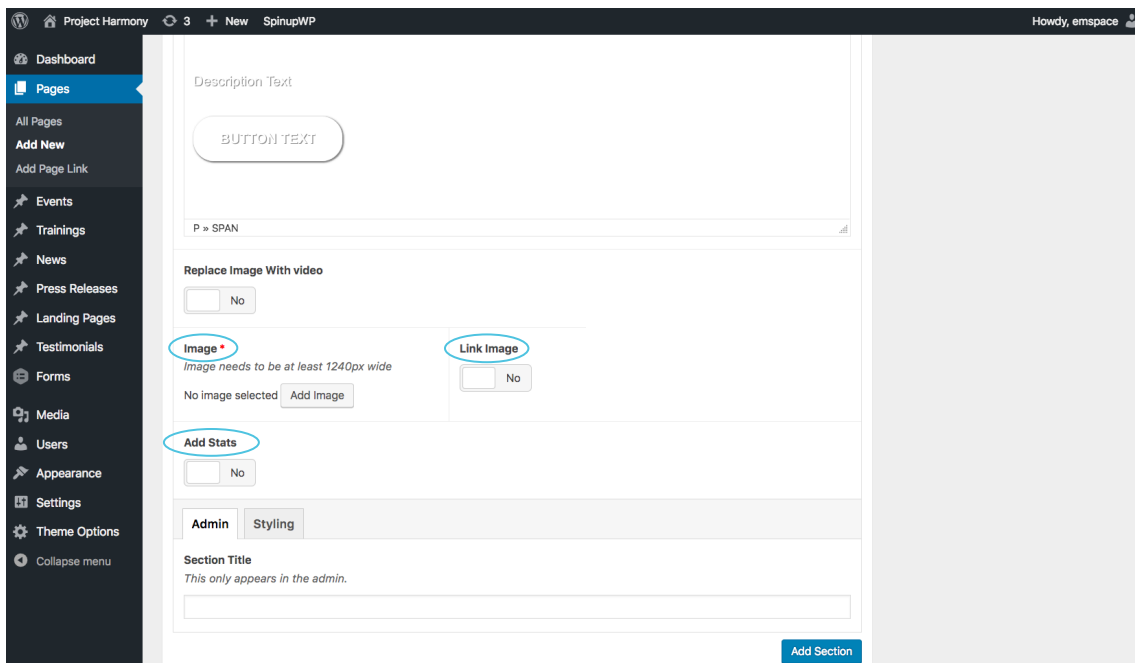
Since this is a colored background section, the text and styles will now need to be changed to white.

Highlight the H2 Headline and go to **Formats > Custom Styles > Select Header - With Stars (White)**

To change paragraph text to white, highlight the text and go to **Formats > Custom Styles > Select Font Color - White**

To create a white button, highlight the link and go to **Formats > Custom Styles > Select Button - White**

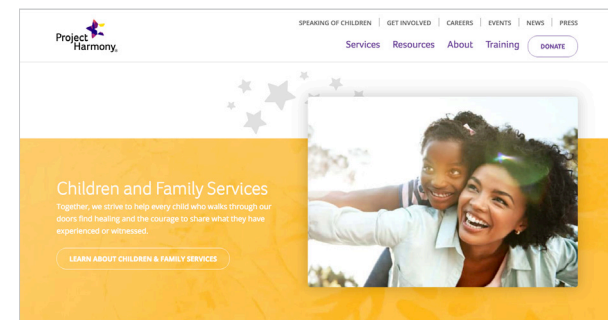
All text in the section will now appear with white styling.

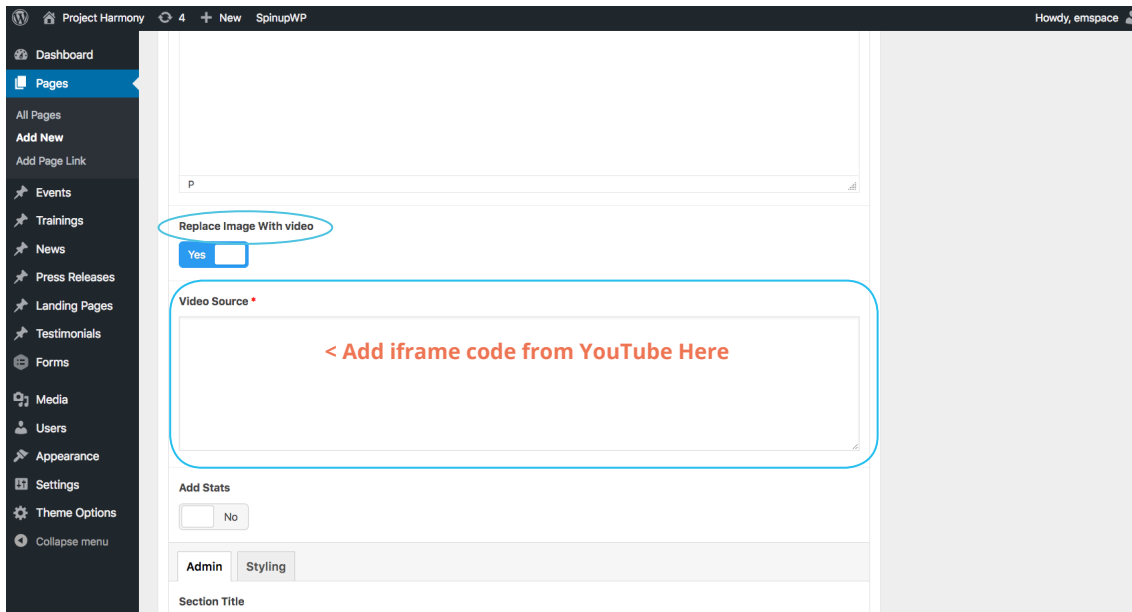


## Add a Featured Image to Two Column Section

**Image:** To upload an image to the section, select the 'Add Image' button and choose a feature image. Note: images must be at least 1240 pixels in width for this section type.

**Link Image:** If you'd like to link the image, just click button to select 'Yes' and place desired link.





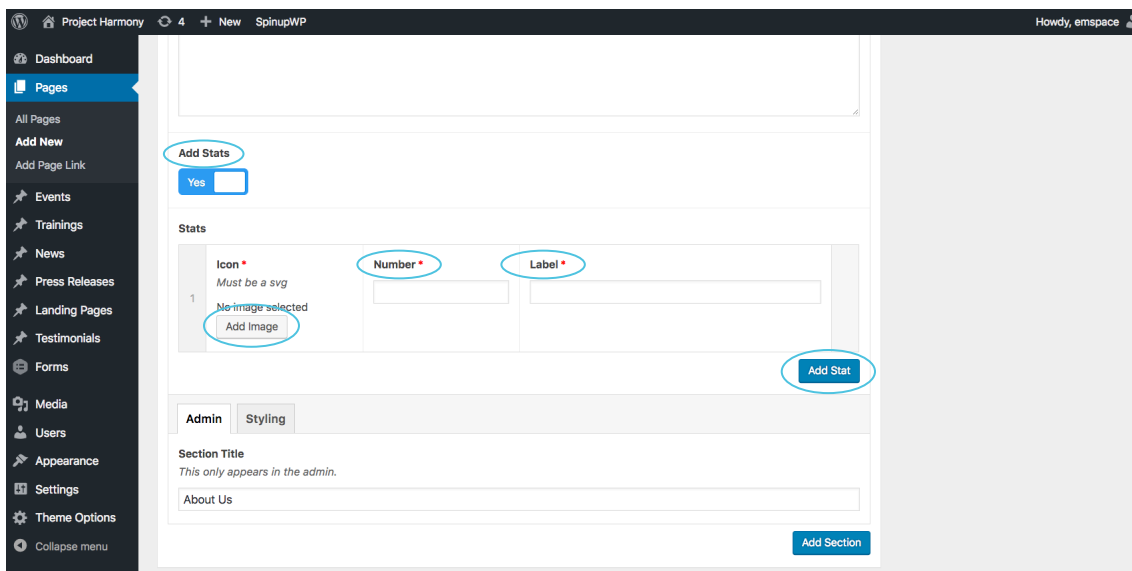
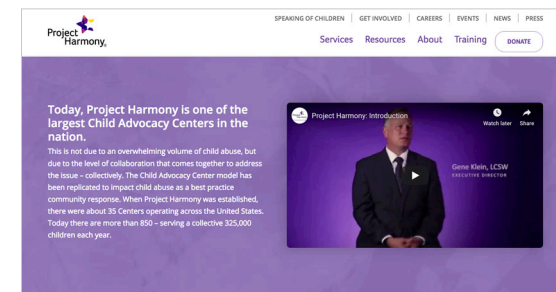
## Add a Featured Video to Two Column Section

To feature a video instead of an image in this section type, select 'Yes' under '**Replace Image With Video.**'

Paste in iframe code from YouTube in the field below.

To get the iframe code, use the following steps:

- Use the YouTube site to find the video you want.
- Click the '**Share**' button below the video.
- Click the '**Embed**' button next to the link they show you.
- **Copy** the iframe code given and paste it into the **Video Source** field in WordPress.



## Add Stats to Two Column Section

Add a **max of 4 stats** to any two column section and it will show up under the content and image featured.

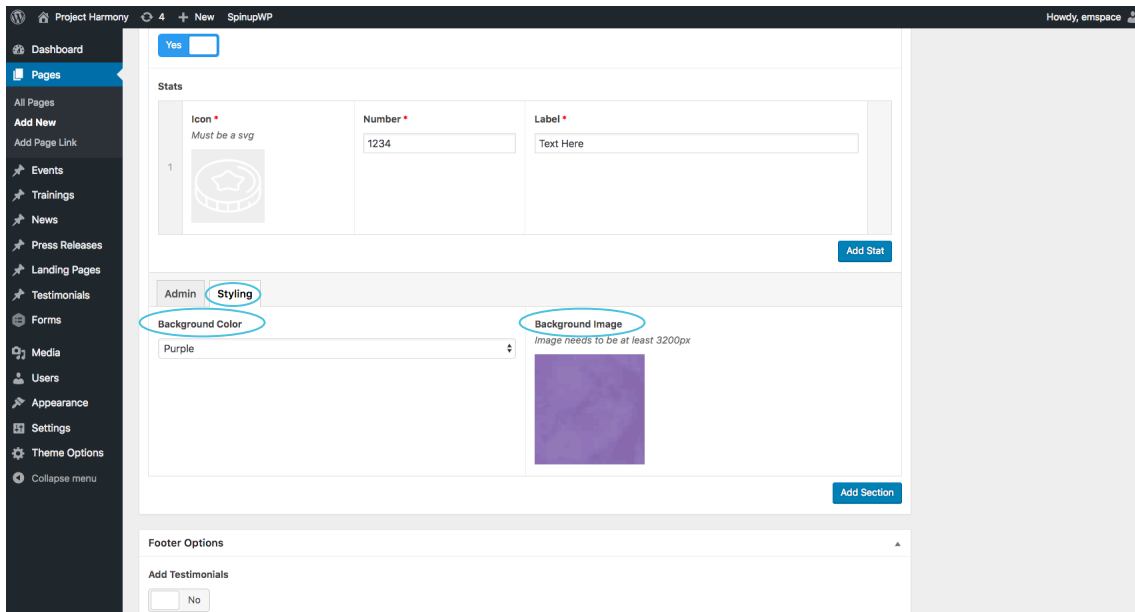
To do so, select Yes under **Add Stats**. Once selected, the Stats box will appear.

**Icon:** Add an icon by selecting the Add Image button.

**Number:** Enter the number of the stat here with no commas (will be automatically added).

**Label:** Enter the words you would like featured under the number; 2-3 words max recommended.

**Add Stat:** Select button to add more stats, max of 4.



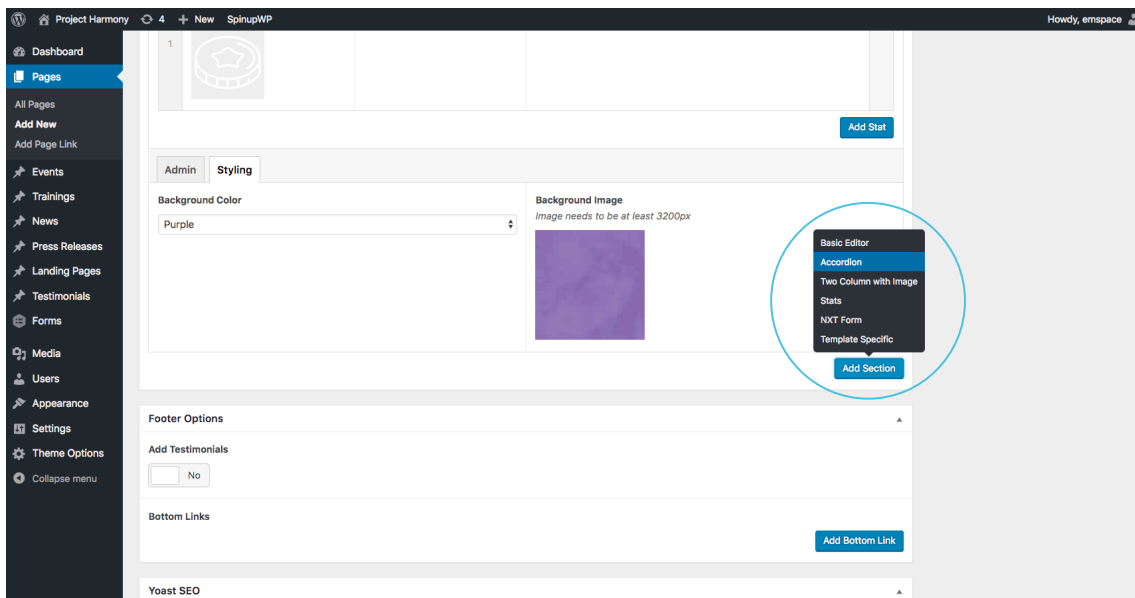
## Add Background to Two Column Section

In the next section, under the **Admin** tab you can edit the section title to appear how you would like it to appear in WordPress.

Under the **Styling** tab is how to add a background to this section type.

**Background Color:** Select the background color that will be applied to this section (follow guidelines on page 4).

**Background Image:** Select the background image to be displayed in this section. This image should be the same as the Hero (follow guidelines on page 4).

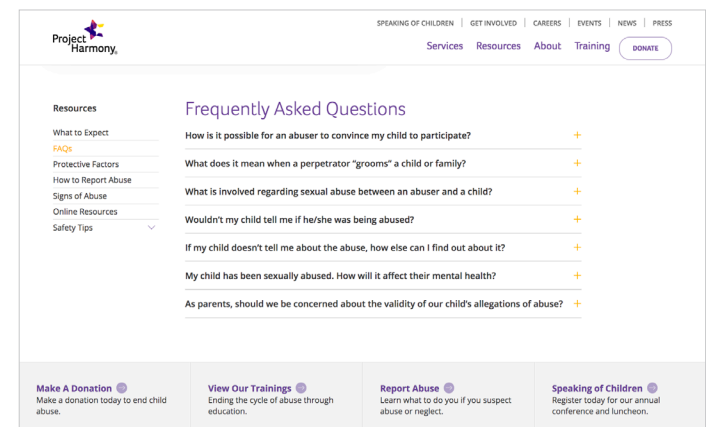


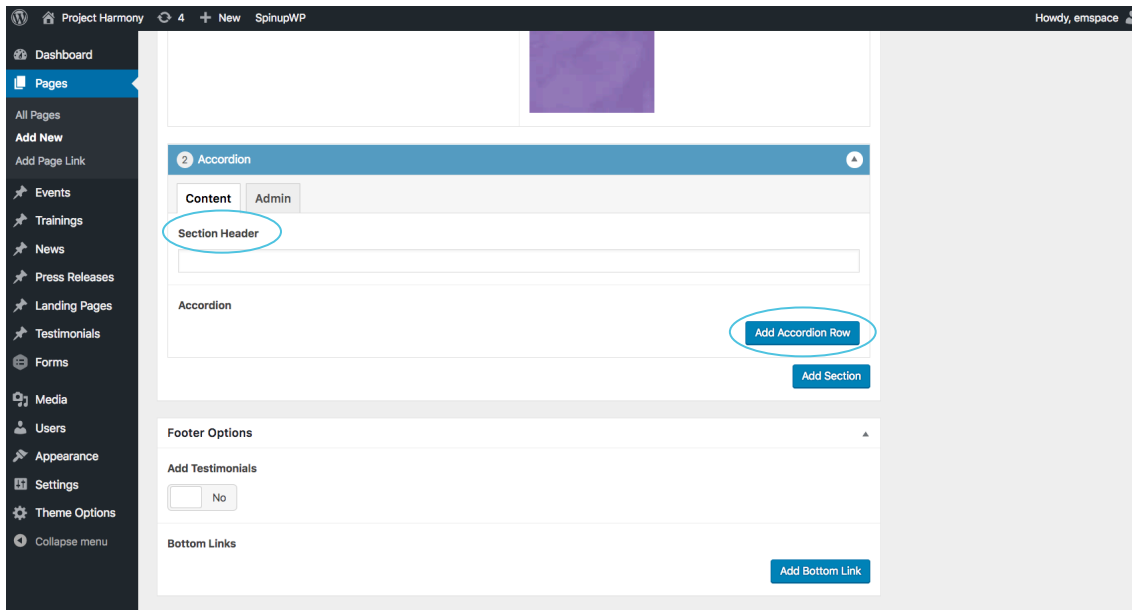
## Add Accordion Section

To add a new Accordion Section, select the **Add Section** button then **Accordion** in the pop up box.

This section type is best for content-heavy sections that can be condensed using expandable headlines.

**Example:** <https://projectharmony.com/resources/faqs/>

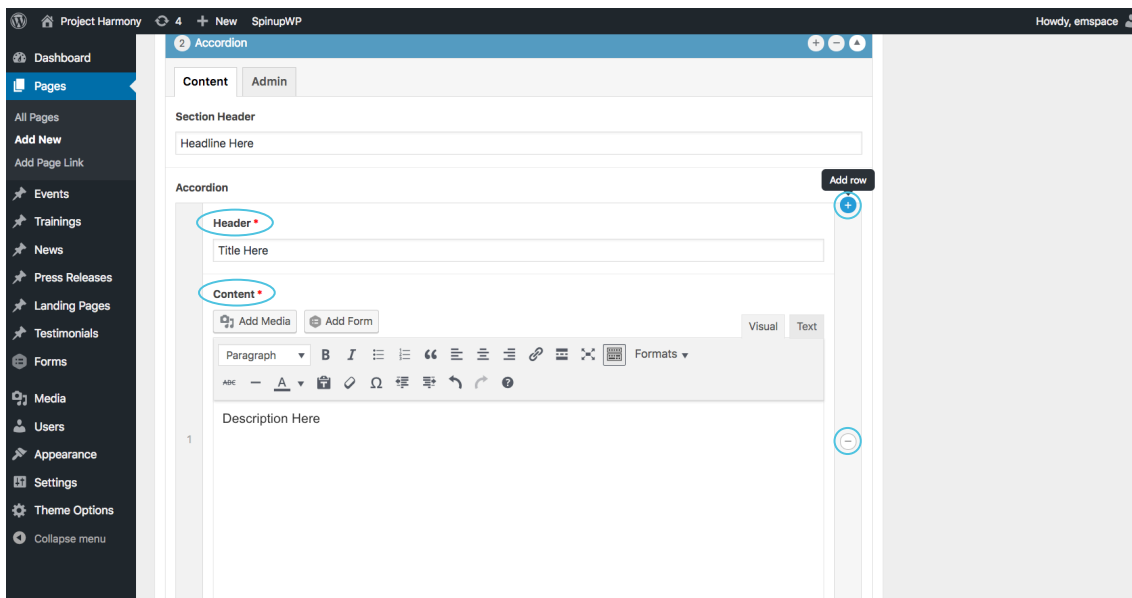




## Add Rows to Accordion Section

Once the section is created, you have the ability to add rows. There is no limit to how many rows can be added. Add a Section Header that will display above the accordion.

Edit the Section Title that only appears in WordPress under the Admin tab. This helps navigate a page if there are a lot of sections.



## Add Content to Rows of Accordion Section

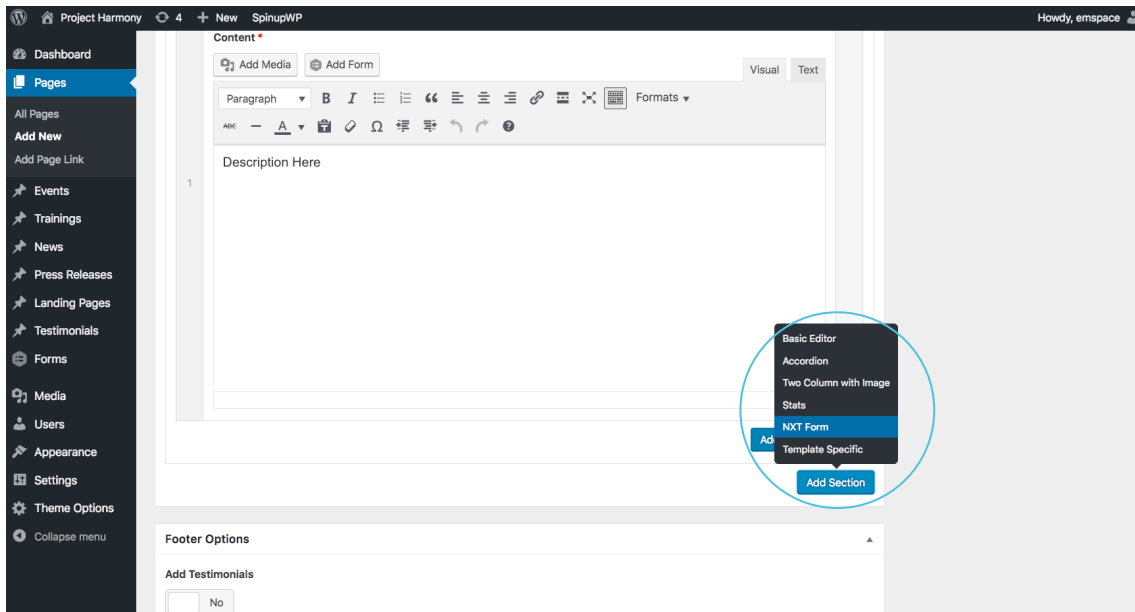
**Headline:** Text that will appear on the page. Once clicked it will reveal the content in the section.

**Content:** Will be revealed once Header text is selected.

**Add more rows** by selecting Add Accordion Row button OR the plus icons that appear when the mouse hovers on the content section.

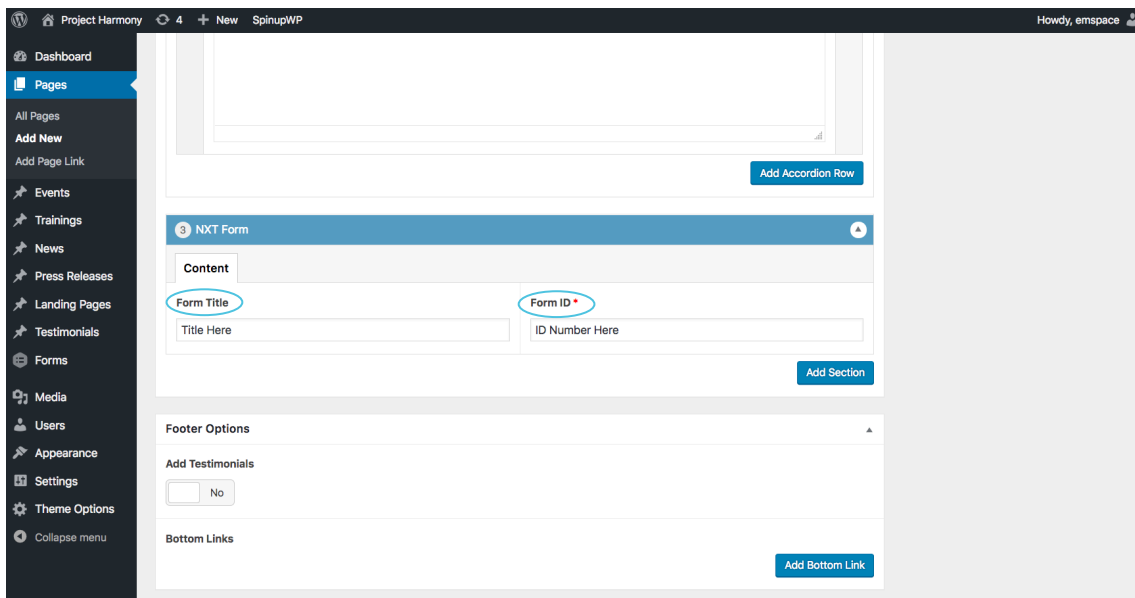
**Delete rows** by selecting the **minus icon**, then **remove** in the pop up box. Note: once this has been selected, it cannot be undone.

**Rearrange rows** by hovering over left hand gray column that contains the row number. Hold the mouse down and drag the two to where it should be moved and release the mouse.



## Add NXT Form Section

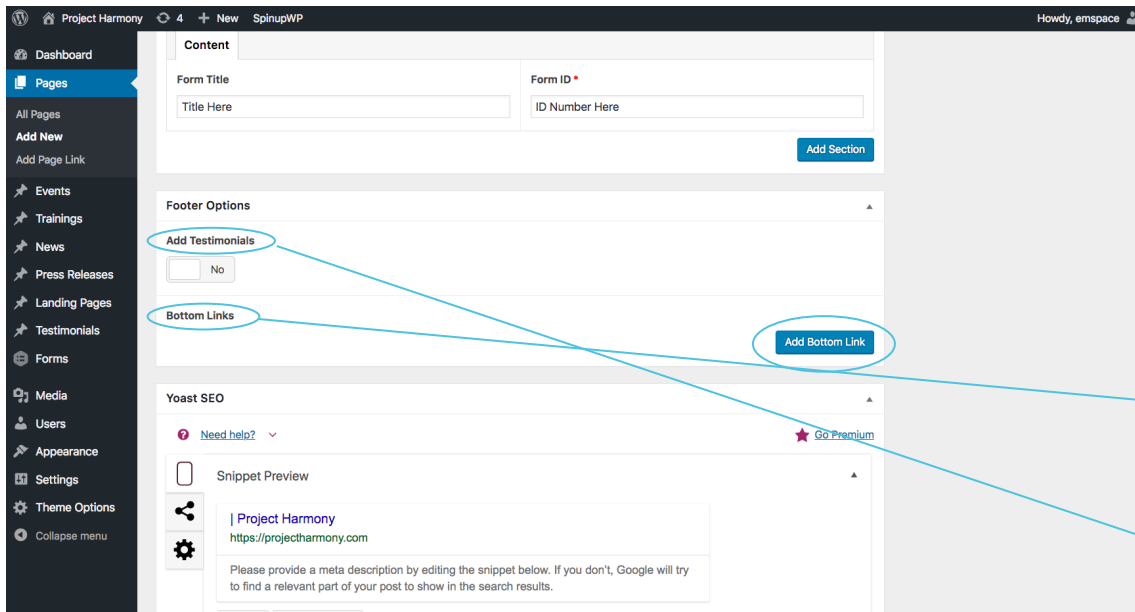
To add a NXT Form Section, select **Add Section** button then **NXT Form** in the pop up box.



## Add NXT Form Title and ID to Section

**Form Title:** Text that will appear above the form.

**Form ID:** Input the form ID from NXT here.

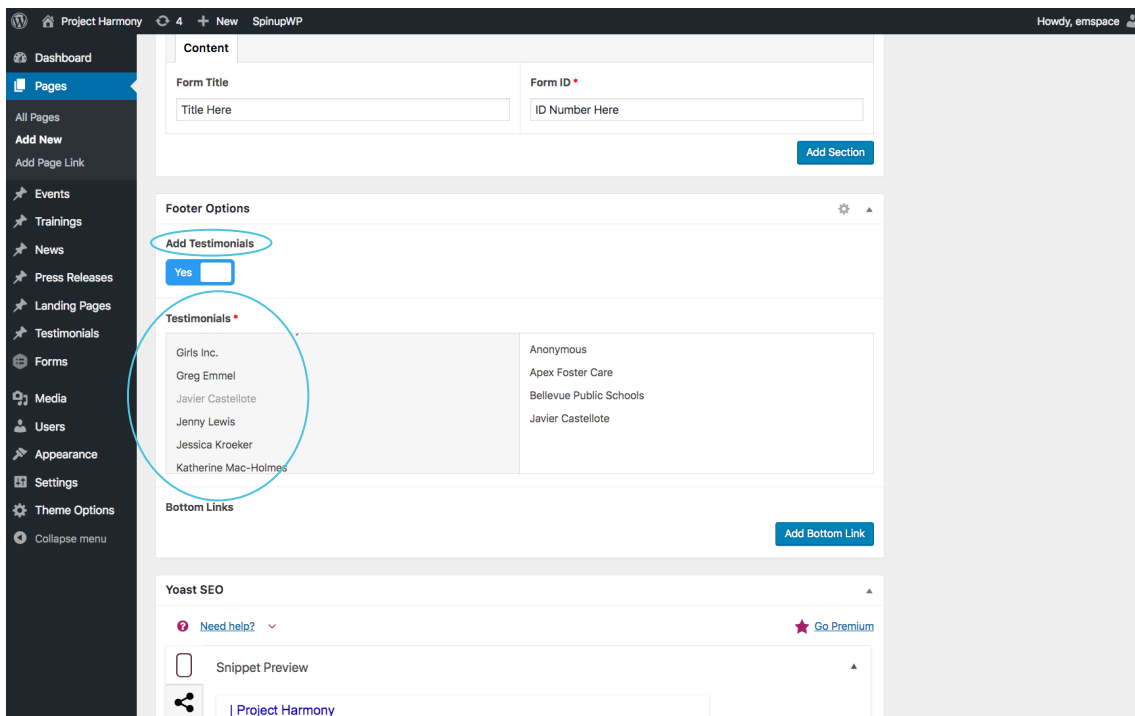
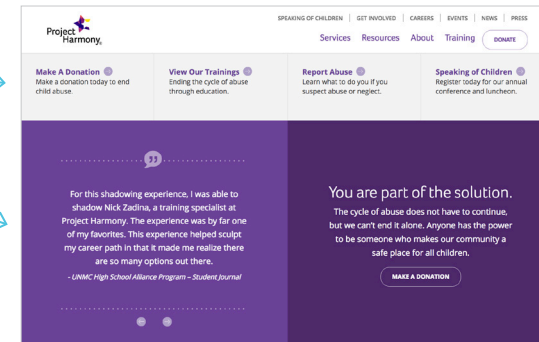


You may continue to add more sections to your page, or you may be finished adding content.

The final section of each page is a Testimonial and Donate call-out followed by featured bottom links.

### Footer Options

If this section is not edited, it will default to the standard testimonials and bottom links (see below).



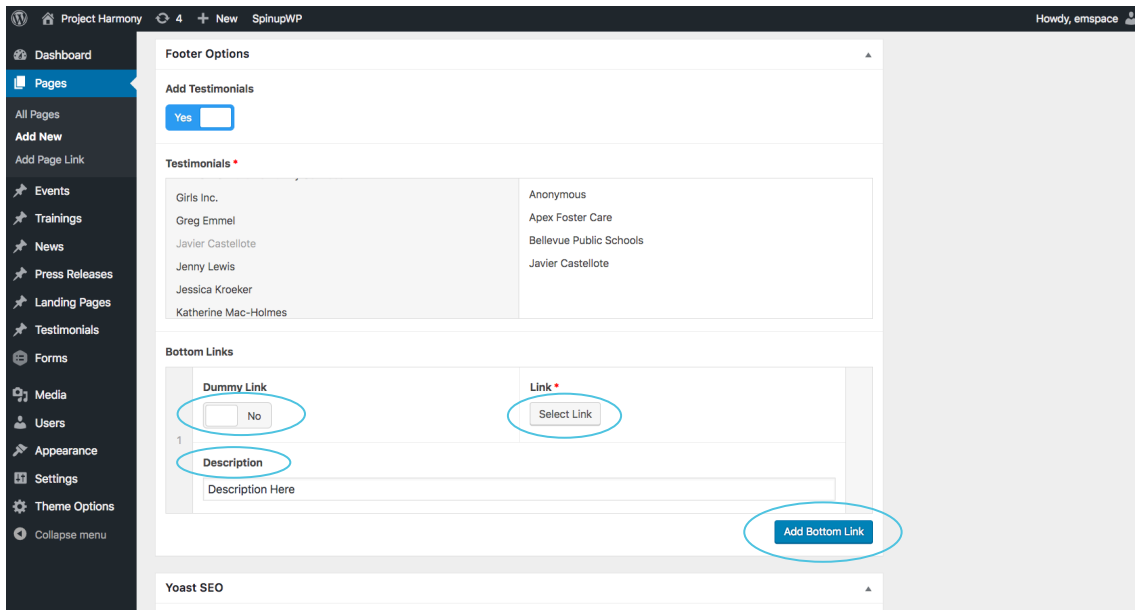
### Add Custom Testimonials to any page

If no content is added to this section, the page will show a default testimonial rotation.

If you would like to feature page-specific testimonials, click the button to 'Yes' under **Add Testimonials**.

Once selected, a list of testimonials will appear, scroll and click on the ones you would like to feature and it will show in the right hand column.

See page 18 for how to add testimonials.



## Adding Custom Bottom Links

If no content is added to this section, the page will show four default bottom links selected by the Admin.

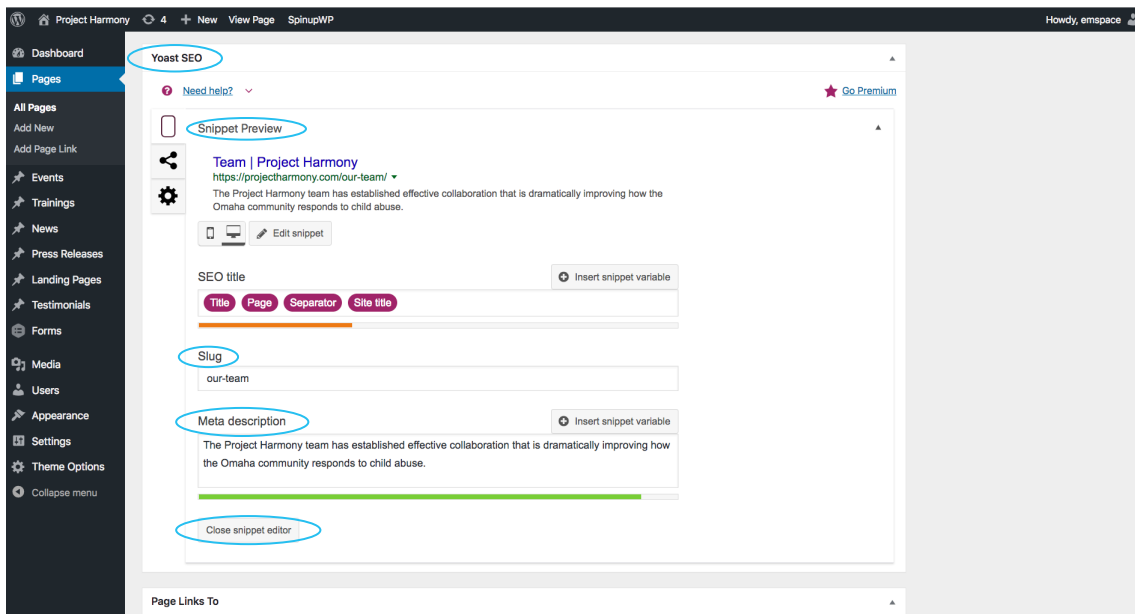
If you would like to add specific bottom links to any page, select the '**Add Bottom Link**' button and the button selection will appear.

**Link:** Select link you would like bottom link to go to. For more information on how to add a link see page 5.

**Description:** This will appear below the link title. It is recommended to keep this to one sentence or below 60 characters.

**Add Bottom Link:** To add more bottom links, click the blue button and repeat steps above. There is no limit to how many links can be added to a page.

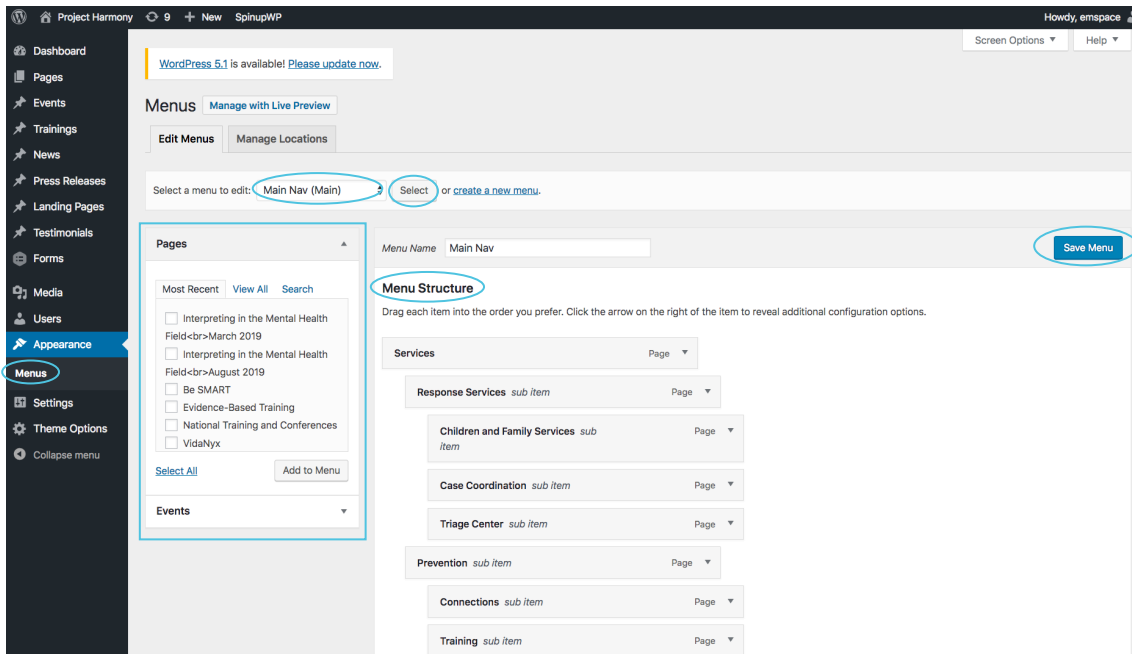
**Dummy Link:** If there is one link by itself you can add a dummy link at any time. For example, if there are 5 links, you can add a dummy link after the 3rd link so the last link is not on its own line. Use this feature sparingly as needed.



Finally, we highly recommend entering a **search excerpt** of 45 words or less. This helps users locate content using the site wide search.

We also recommend adding **Yoast SEO** content, which includes an **SEO title, slug, meta description** and **focus keyword**. This is the preview content that will show when someone links to this page on social media, for example.

When you're finished, scroll to the top of the page and click the **Publish** button in the top right to publish your new page.



## Adding Page to Website Menu

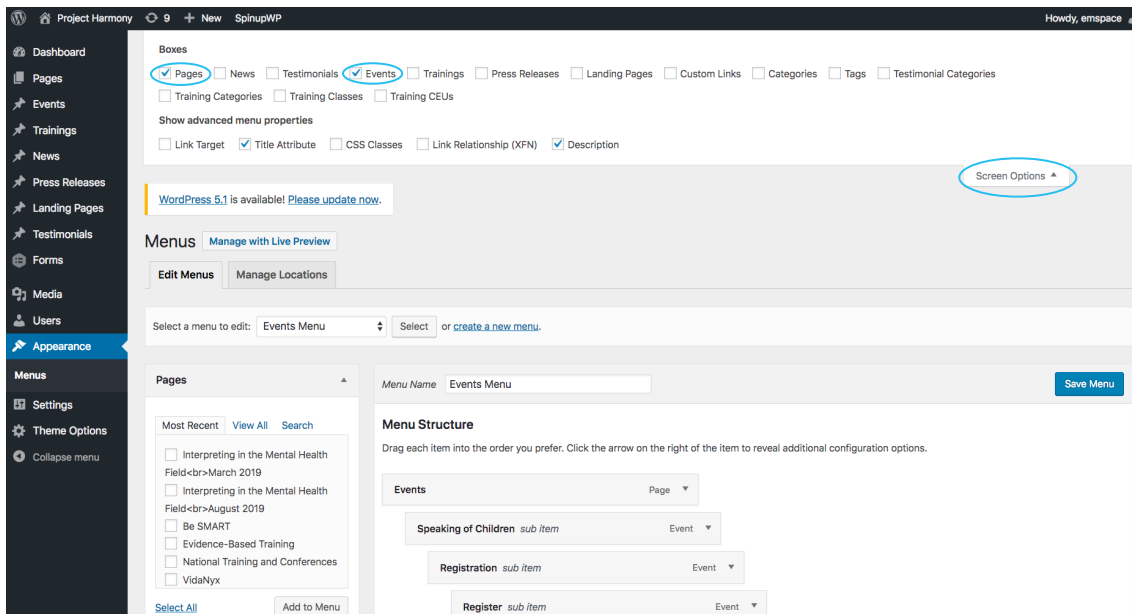
To add a new page link to the website navigation, go to Appearances > Menus.

Once there, **select the Menu** to edit by selecting the item in the drop down, then hit select.

In the Pages box, you can find the page you would like to add by three views: most recent, view all and search. Once the page you would like to add is selected, press **Add to Menu**. Drag and drop.

Press **Save Menu** to publish.

**\*NOTE:** It's recommended that the website admin only edits this section. Any changes made cannot be reversed. Please contact Emspace + Lovgren if you have any questions or need assistance.



The Website Menu can be updated for the following selections: main nav, secondary nav, footer, and events.

If you are adding menu items for other page types, for example Events, we will need to add event pages to the screen options to search.

Select **Screen Options** in the top right hand corner and a drop down will appear. Add the menu types you would like to appear and you will then be able to add those pages to the menu.

For example, select Events in order to add a new Speaking of Children page.



WordPress 5.1 is available! [Please update now.](#)

Howdy, emspace

Screen Options Help

Dashboard Pages

All Pages Add New Add Page Link

Events Trainings News Press Releases Landing Pages Testimonials Forms

Media Users Appearance Settings Theme Options Collapse menu

WordPress 5.1 is available! [Please update now.](#)

Our Mission Add New

Permalink: <https://projectharmony.com/about/our-mission/> Edit

Collapse Sections

Hero

Hero Background Image Image should be at least 3200px

Hero Image Image needs to be at least 1240px wide

Description To protect and support children, collaborate with professionals and engage the community

Add Buttons No

Sections

Sections

1 Basic Editor

Content Styling Admin

Content Add Media Add Form Visual Text

Paragraph B I H3 H4 H5 H6 Link Image Video Embed Table

Formats

One Child. One Voice. One Vision. Be Someone!

Project Harmony exists to provide effective, immediate and sensitive support to child abuse victims and their non-offending family members.

Medical evaluations, forensic interviews and advocacy services are provided to ensure that each child and family gets the most from those responding to child abuse. A highly child-centered program and facility, Project Harmony has assembled a multidisciplinary team of law enforcement, social services, medical and referral

Add Section

Footer Options

Add Testimonials No

Bottom Links Add Bottom Link

Yoast SEO

Publish

Preview Changes

Status: Published Edit

Visibility: Public Edit

Published on: Jan 10, 2019 @ 16:32 Edit

Move to Trash Update

Page Attributes

Parent About

Template Default Template

Order 1

Need help? Use the Help tab above the screen title.

## Edit Page

Fortunately, most pages on the site are already created and will simply need to be updated.

To demonstrate editing pages, we'll use **Our Mission**. View the live page [here](#).

To the left is the page viewed on WordPress.

Note that the page begins with a Hero Section and then followed by the page sections, starting with a Basic Editor section type.

On the right hand side of the page, About is designated as the parent page.

## Preview of live page

SPEAKING OF CHILDREN | GET INVOLVED | CAREERS | EVENTS | NEWS | PRESS

Services Resources About Training DONATE

Project Harmony

Our Mission

To protect and support children, collaborate with professionals and engage the community to end child abuse and neglect.

Share Tweet

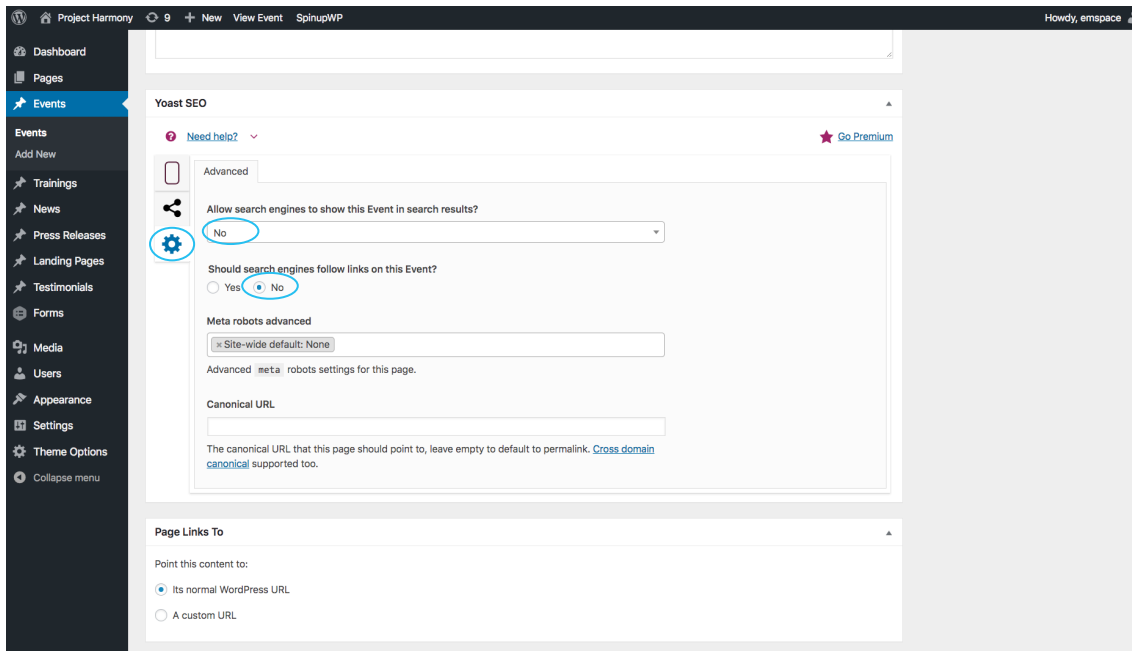
About

Our Mission

Our History

One Child. One Voice. One Vision. Be Someone!

Project Harmony exists to provide effective, immediate and sensitive support to child abuse victims and their non-offending family members.



## Create Hidden Page

Follow the same steps as above, and set page to Publish. To make this page hidden we will NOT add it to the website menus, so it will not show up in the navigation.

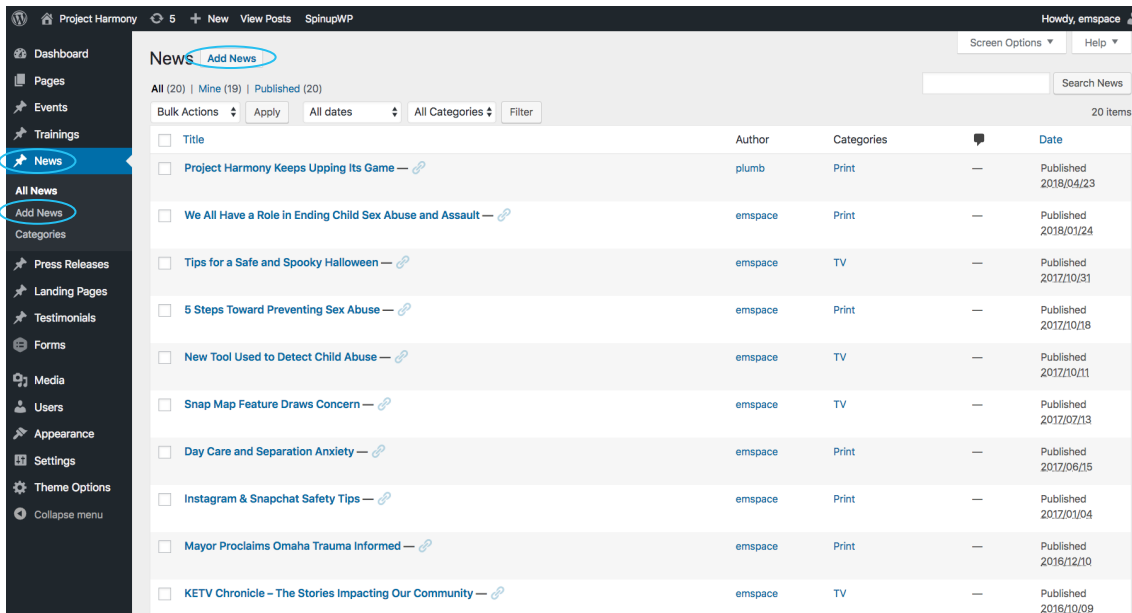
If you would like the page to not show in any search engines, go to Yoast SEO and make the following edits under settings.

Allow search engines to show this Page in search results?

**Select No.**

Should search engines follow links on this Page?

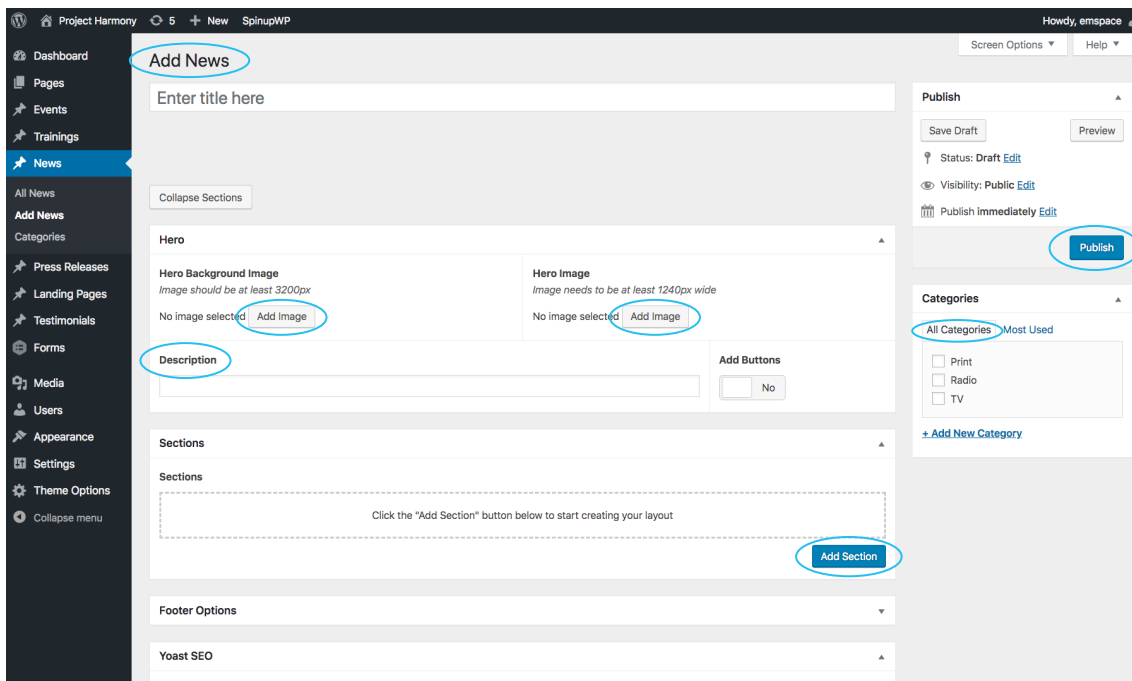
**Select No.**



## News

The **News** page is where any print, radio or TV Project Harmony announcements are located.

Select **Add New** to add a news story.



Adding news is straightforward. Begin by adding a title Hero Image and Description. Style page just like a normal interior page.

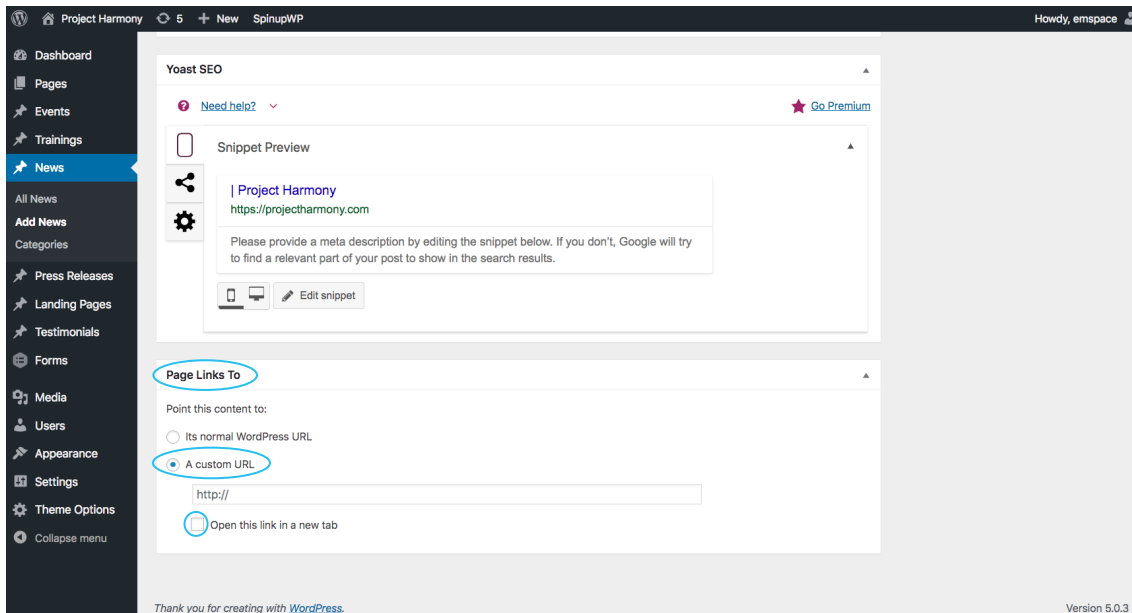
Add a Hero Background Image by selecting **Add Image** under **Hero Background Image** title and select the dark purple image for this page type.

To add a thumbnail photo, click **Add image** under Hero Image. This image will also be featured on the main News page. If no image is selected, it will show a default image of Project Harmony's logo.

Add Content by selecting Add Section then Basic Editor in the popup and input text you would like to appear.

After you've formatted your article, remember to add **Categories**, a **Thumbnail** image, and **Yoast SEO** information.

Click **Publish**.

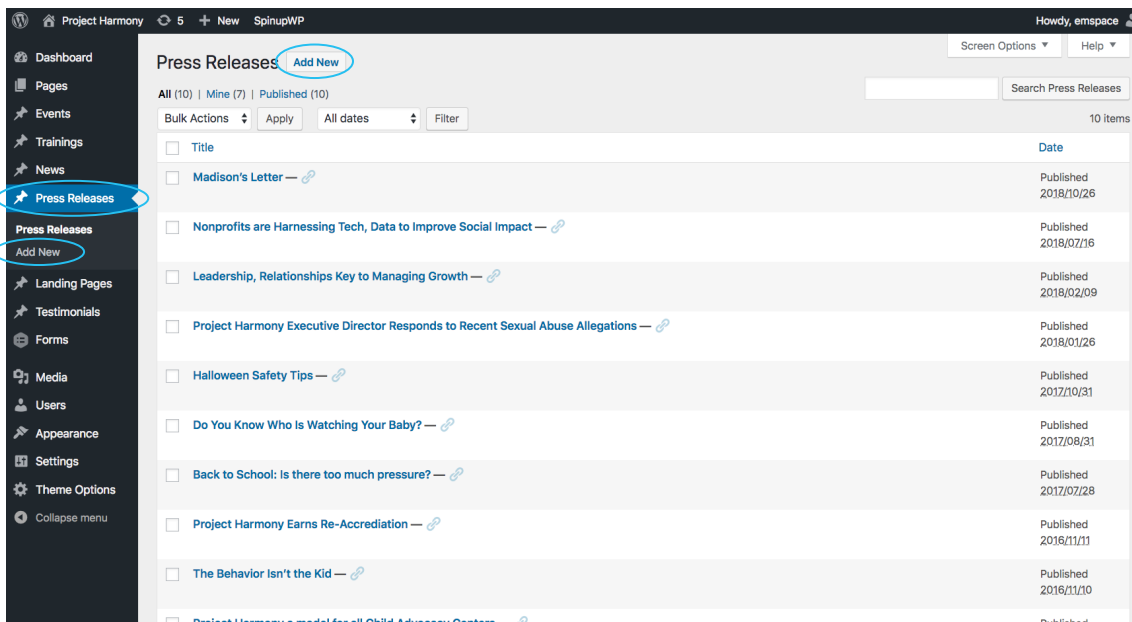


To set the page to link to an external source, scroll to the bottom under **Page Links** to and select **'A custom URL.'**

Place the desired url you would like to link to and select **'Open this link in a new tab.'** This ensures the link does not replace the website and the user can easily return.

Click **Publish.**

Once the page is published, at any point you can change the publish date for older articles by selecting edit and updating the date you would like it to be back dated to.

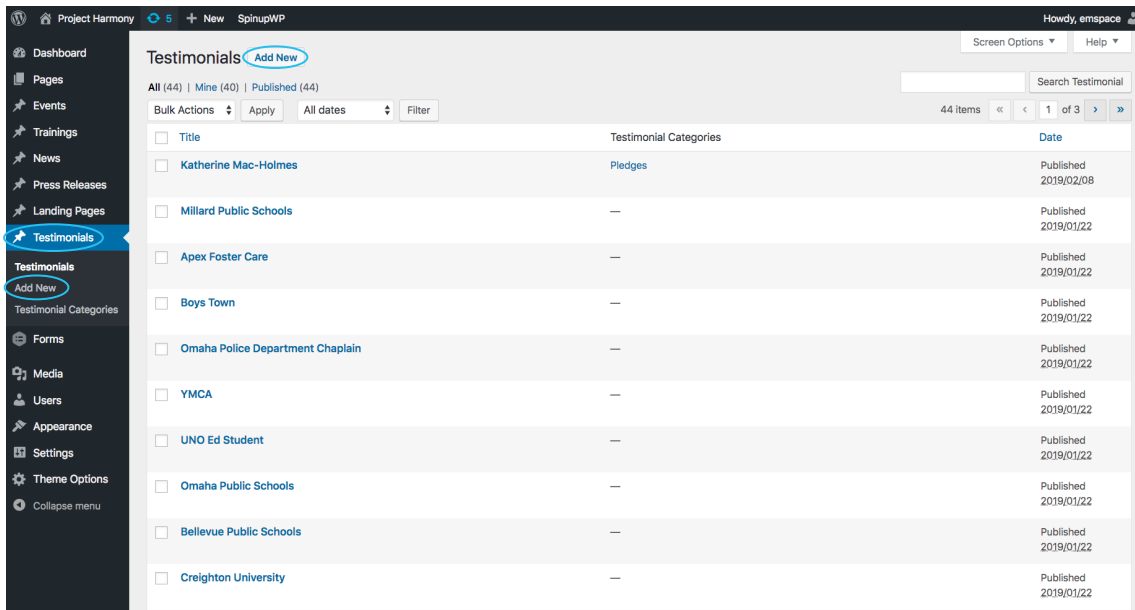


## Press Releases

The **Press Release** page is where any press release Project Harmony announcements are located.

Select **Add New** to add a new press release.

Press Releases follow the same steps as News, however no Hero Image needs to be selected.

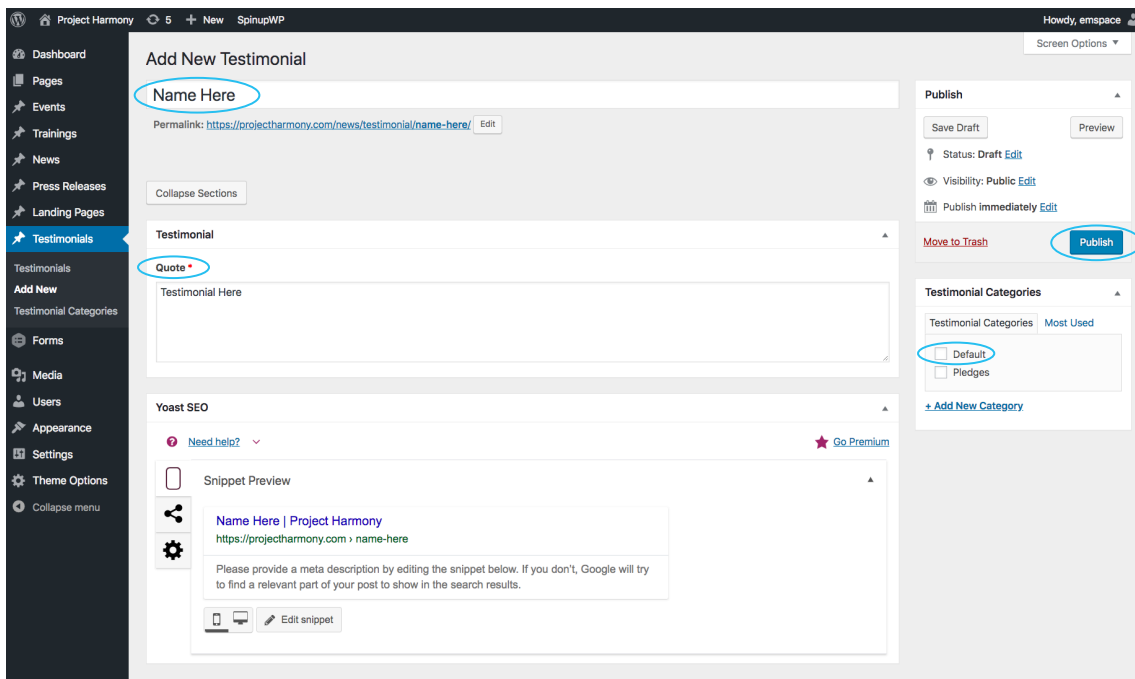


## Testimonials

The Testimonials are featured on the bottom of every page, showing the Default rotation.

Custom Testimonials can be added to any page in-place of the default rotation. See Page 13 for instructions.

Select **Add New** to add a testimonial.



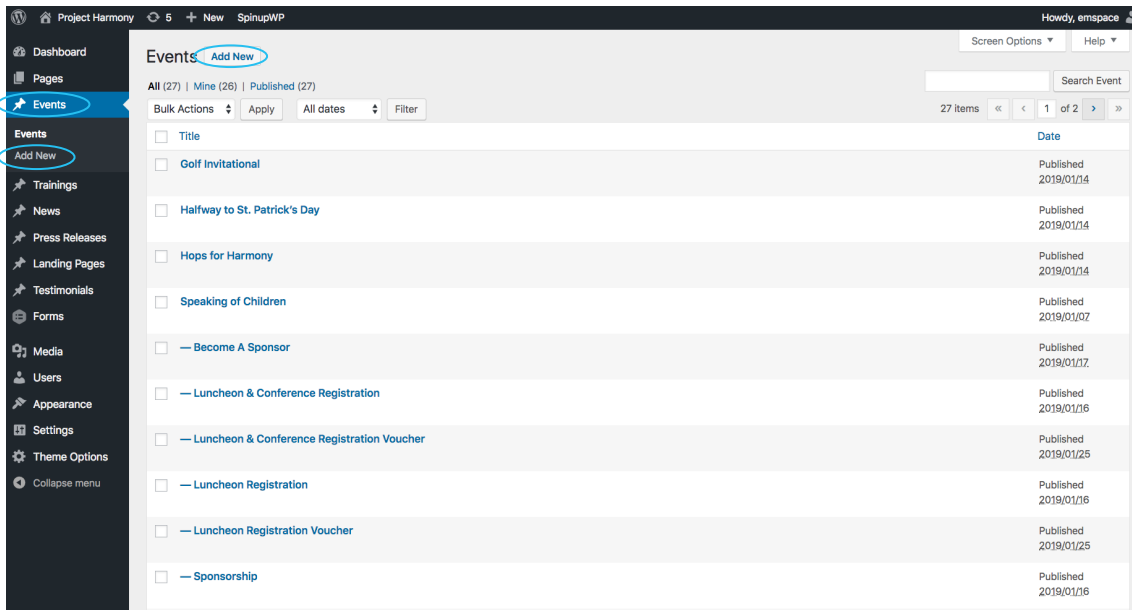
Adding testimonials is straightforward.

Add the **Name** the testimonial is from in the top field.

Add the testimonial text in the **Quote** field.

If you would like it to show in the default rotation on every page, make sure to select it in the right hand **Testimonials Categories** section.

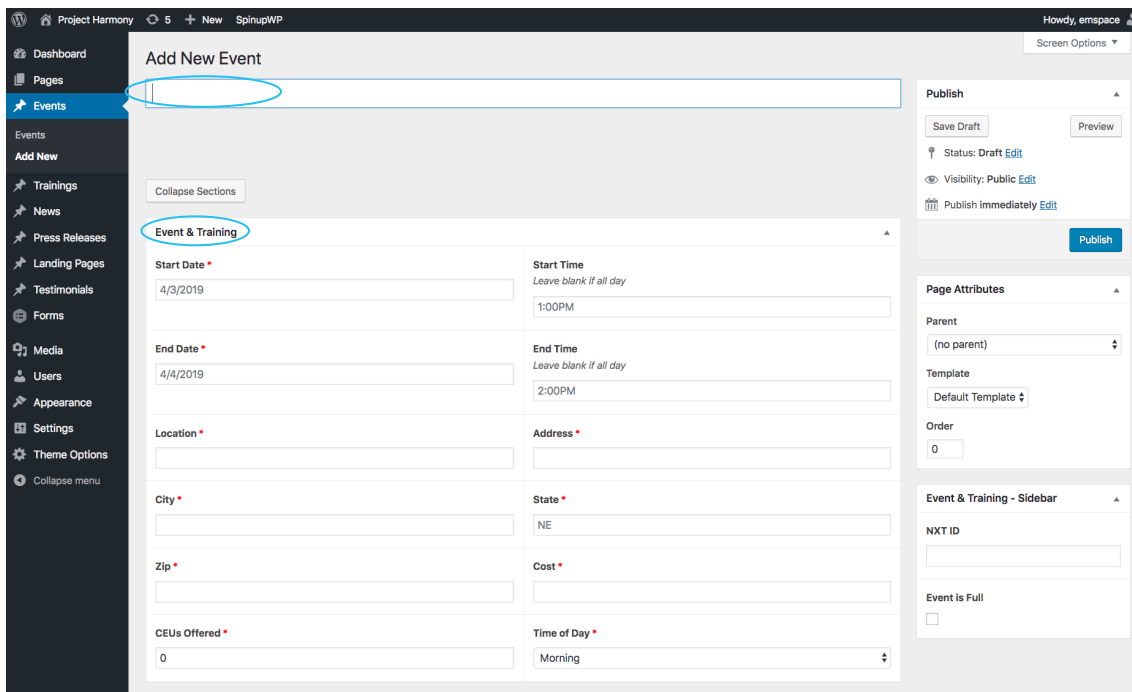
Click **Publish**.



## Events

The **Events** page is where all events are placed.

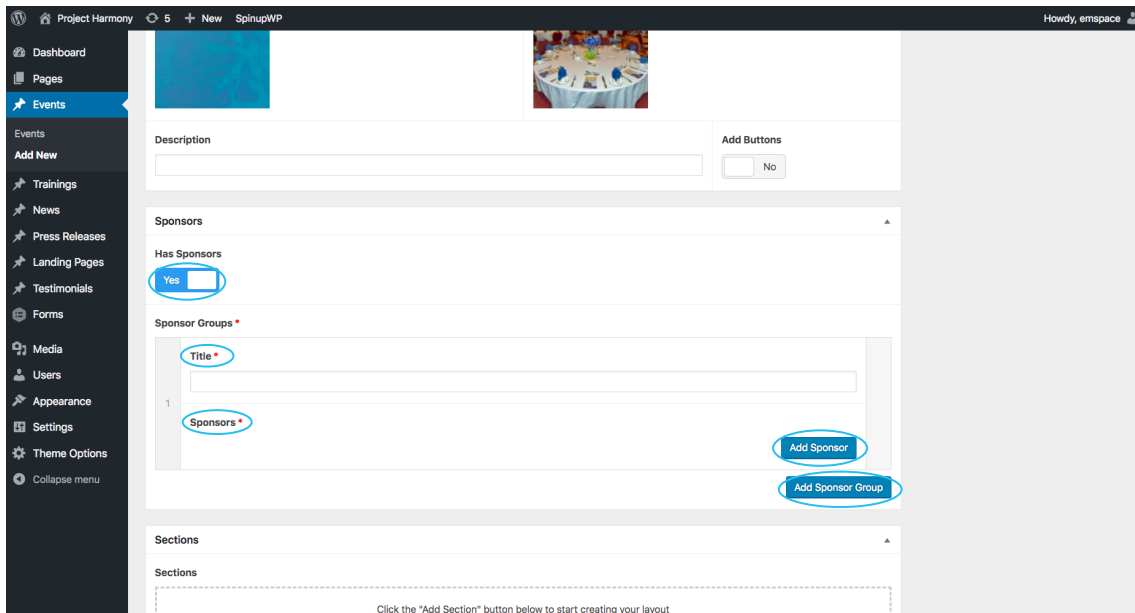
Select **Add New** to add an Event.



## Adding an Event

Adding an event is similar to adding a new page, with the addition of the **Event & Training** and Sponsor sections. Input all required content in this section and it will automatically be styled with icons, header and description text.

Once this is complete, continue inputting information like a normal page with a blue hero background image and hero image. The hero image selected will also display on the main Events page.

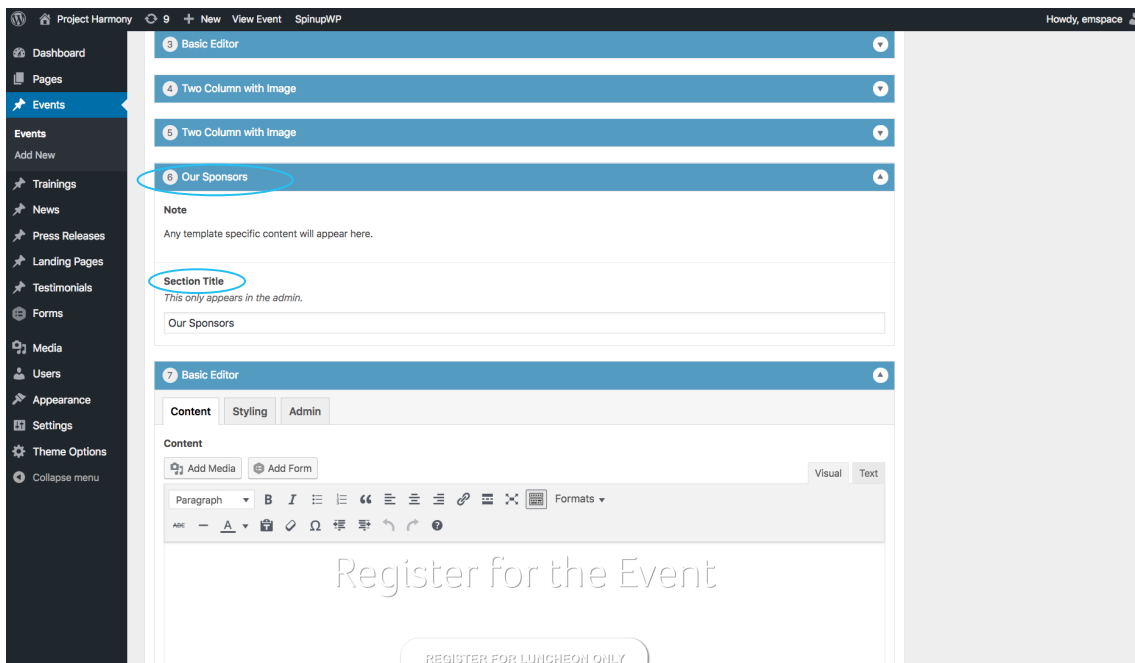


## Adding Sponsors to an Event

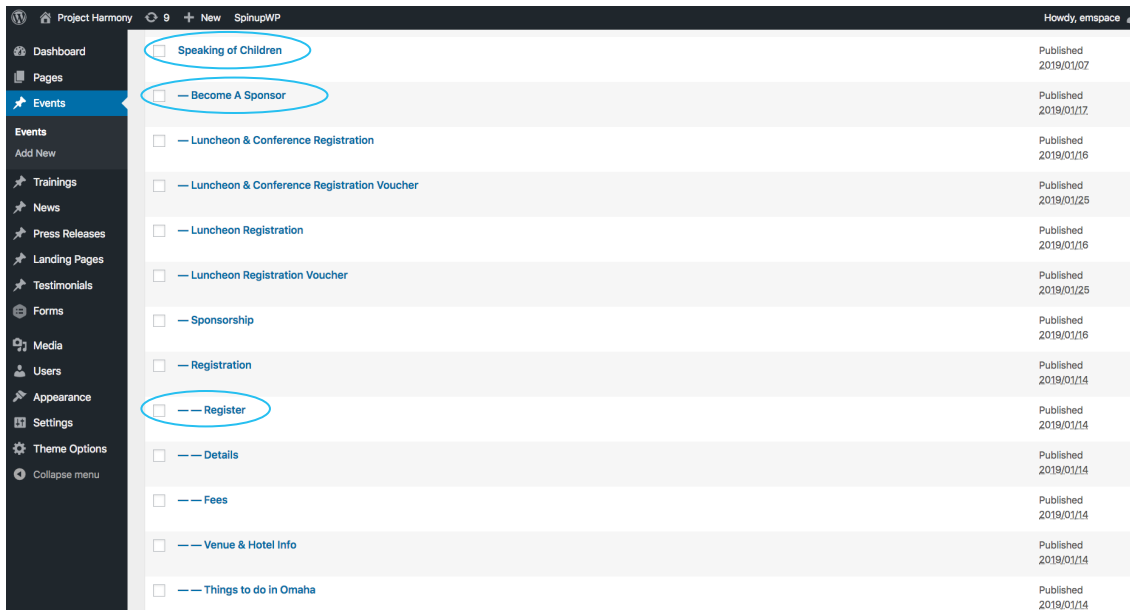
Any Events page as the ability to add sponsors.

Under **Has Sponsors**, select Yes. Add a title for the sponsor group then select **Add Sponsor**. Once selected you can add a logo and url for the logo to link to. There is no limit to how many logos can be added to a section.

Add another Sponsor Group by selecting **Add Sponsor Group** and a new sponsor section will appear. Repeat steps from above.



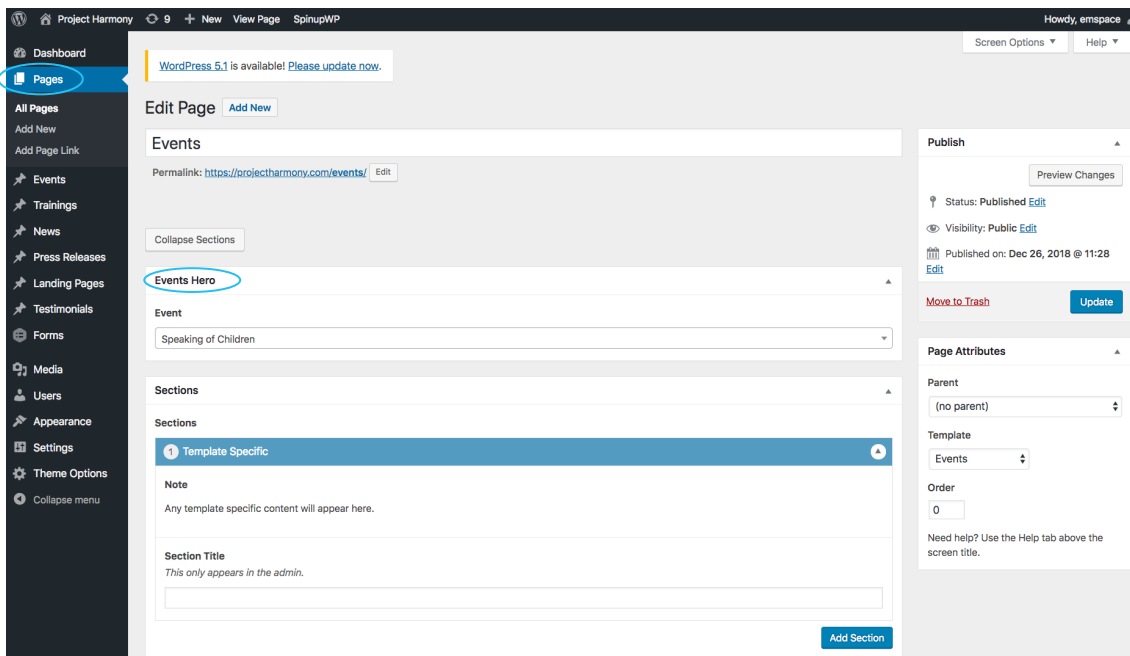
Once completed, scroll down to the Sections and Add Section, then Template Specific in the pop up. Also the section wherever you would like the Sponsor logos to appear on the page with a title to display.



## Adding Sub Pages to Events

Like the pages category, events can also have a sub navigation. A good example of this setup is the Speaking of Children Event.

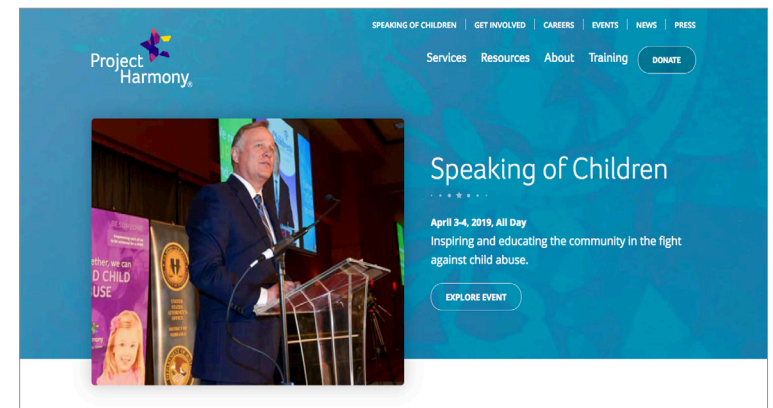
To add sub pages simply select Add New at the top of the screen and in the right hand column select the parent page.



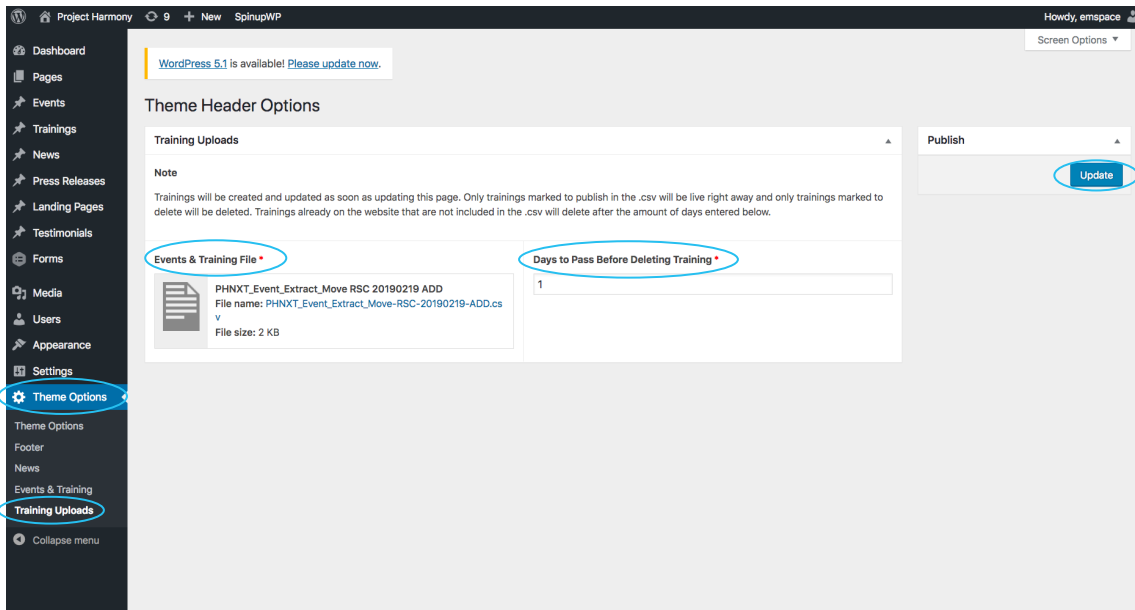
## Events Hero Image

The most upcoming event will automatically be featured in the header of the Events page.

The featured header event can also be manually selected by going to the Events page under Pages and selected in the Events Hero drop down.







## Training

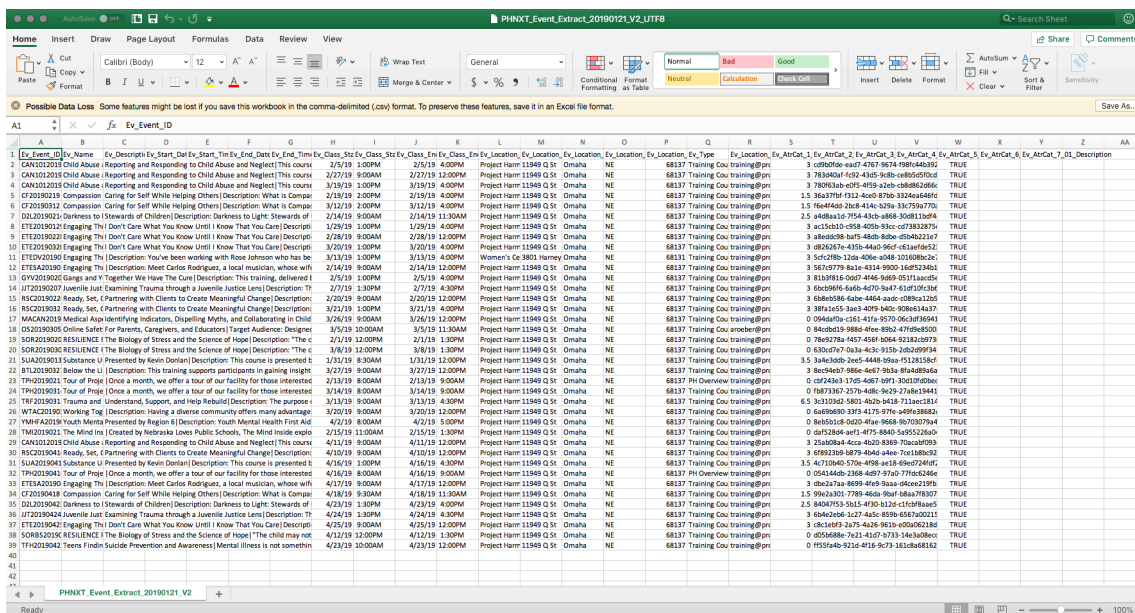
To upload a training file, go to **Theme Settings** in the left hand bar then **Training Uploads**.

Hover over the training file uploaded and click the X button to delete it. Once that is done, the content will be replaced with a file selection. Select **Add File**. Simply upload and select the new training file.

Days to Pass Before Deleting Training can be adjusted and customized. We recommended the setting to 1 day.

After completed, hit update.

**\*NOTE:** If the update button is hit with an old upload file selected, it will replace all content with the same training ID number.



## CSV File Settings

**Description:** This field works like a plain text field. Breakpoints and any other developmental styles can be applied. It is recommended to this field if you have experience or have been trained how to do so.

**Publish Column:** Set to True if you would like training to be live on the website when uploading the file. Leave field blank if you would like training to publish as a draft.

**Delete Column:** Set to True if you would like to delete a training. Leave field blank if you do not wish to delete the training.

WordPress 5.1 is available! [Please update now.](#)

Project Harmony | 9 | + New | SpinupWP | Howdy, emspace

Screen Options | Help

Dashboard | Pages | Events | **Trainings** | Add New

Trainings | Add New | Training Categories | Training Classes | Training CEUs

All (35) | Mine (2) | Published (35) | Trash (2)

Bulk Actions | Apply | All dates | Filter | 35 items | 1 of 2

<input type="checkbox"/>	Title	Start Date	Training Categories	Training Classes	Training CEUs	Date
<input type="checkbox"/>	Ready, Set, Change!	3/6/2019	Training Course	Ready, Set, Change!	3	Published 2019/02/19
<input type="checkbox"/>	Working Together Across Cultures	5/9/2019	Training Course	Working Together Across Cultures	0	Published 2019/02/21
<input type="checkbox"/>	Compassion Fatigue and Self-Care	5/8/2019	Training Course	Compassion Fatigue and Self-Care	1.5	Published 2019/02/21
<input type="checkbox"/>	Adult Mental Health First Aid	5/7/2019	Training Course	Adult Mental Health First Aid	0	Published 2019/02/21
<input type="checkbox"/>	RESILIENCE Film Screening	5/3/2019	Training Course	RESILIENCE Film Screening	0	Published 2019/02/21
<input type="checkbox"/>	Navigating Evidence-Based Practices	4/30/2019	Training Course	Navigating Evidence-Based Practices in Children's Mental Health	2.5	Published 2019/02/21
<input type="checkbox"/>	Child Abuse and Neglect 101	5/1/2019	Training Course	Child Abuse and Neglect 101	3	Published 2019/02/21
<input type="checkbox"/>	QPR – Question, Persuade, Refer	4/1/2019	Training Course	QPR – Question, Persuade, Refer	0	Published 2019/01/28
<input type="checkbox"/>	Trauma and Resiliency in Families	4/25/2019	Training Course	Trauma and Resiliency in Families	6.5	Published 2019/01/28

## Edit a Training

Once the training file has been uploaded, you can edit any training. Go to Trainings in the left hand bar.

**Add New:** Add a new training manually through WordPress.

**Training Categories:** Sorting Categories for trainings (this is currently disabled on the front end of the website).

**Training Classes:** Items are automatically added here when a CSV file is uploaded, however they must be deleted manually. This is used to sync up with the Course Catalog.

**Training CEUs:** Hours available to sort; this is automatically updated through the CSV file upload.

WordPress 5.1 is available! [Please update now.](#)

Project Harmony | 9 | + New | View Training | SpinupWP | Howdy, emspace

Screen Options

Dashboard | Pages | Events | **Trainings** | Add New

Trainings | Add New | Training Categories | Training Classes | Training CEUs

News | Press Releases | Landing Pages | Testimonials | Forms | Media | Users | Appearance | Settings | Theme Options | Collapse menu

**Edit Training** | Add New

Ready, Set, Change!

Permalink: <https://projectharmony.com/training/calendar/ready-set-change/> | Edit

Collapse Sections

Event & Training

<b>Start Date *</b> 3/6/2019	<b>Start Time</b> Leave blank if all day 9:00AM
<b>End Date *</b> 3/6/2019	<b>End Time</b> Leave blank if all day 12:00PM
<b>Location *</b> Project Harmony	<b>Address *</b> 11949 Q St
<b>City *</b> Omaha	<b>State *</b> NE
<b>Zip *</b> 68137	<b>Cost *</b> 0

**Publish**

Preview Changes

Status: **Published** | Edit

Visibility: **Public** | Edit

Published on: Feb 19, 2019 @ 11:49 | Edit

Move to Trash | Update

**Training Categories**

Training Categories | Most Used

PH Overview / Tour  
 Training  
 Training Course

+ Add New Category

**Training Classes**

Training Classes | Most Used

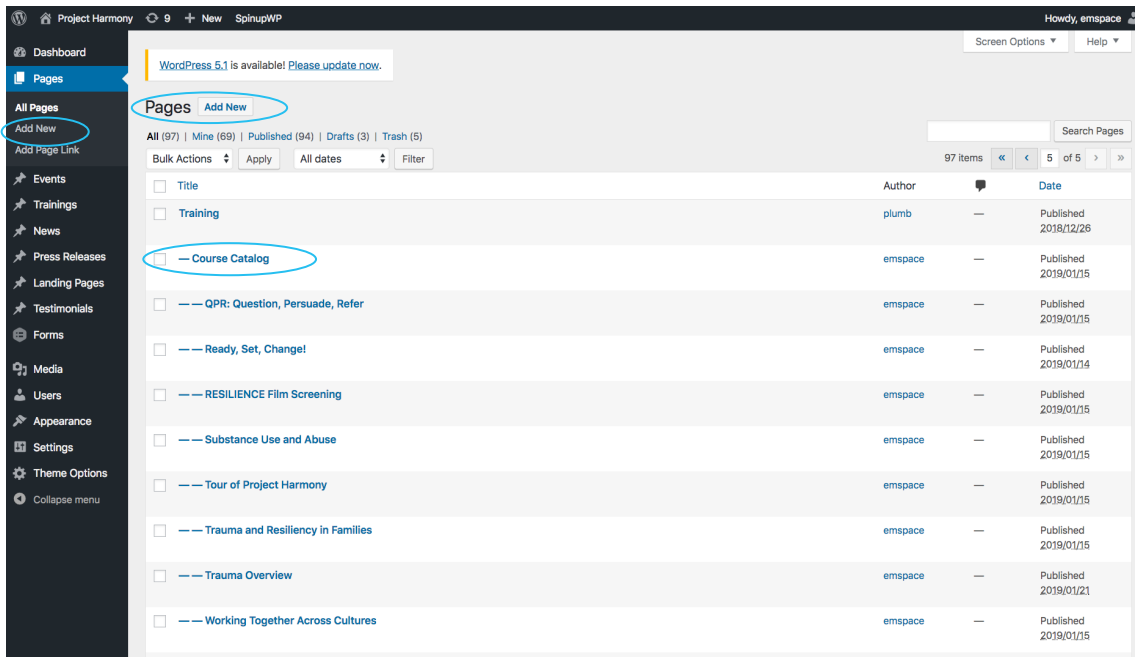
Adult Mental Health First Aid  
 Below the Line  
 Below the Line - Working with People in Poverty

## Edit a Training

Select the training you would like to edit and update like any other text page.

To **publish the page**, select Edit in the right hand column and change from Draft to Publish. The training item will then appear on the calendar.

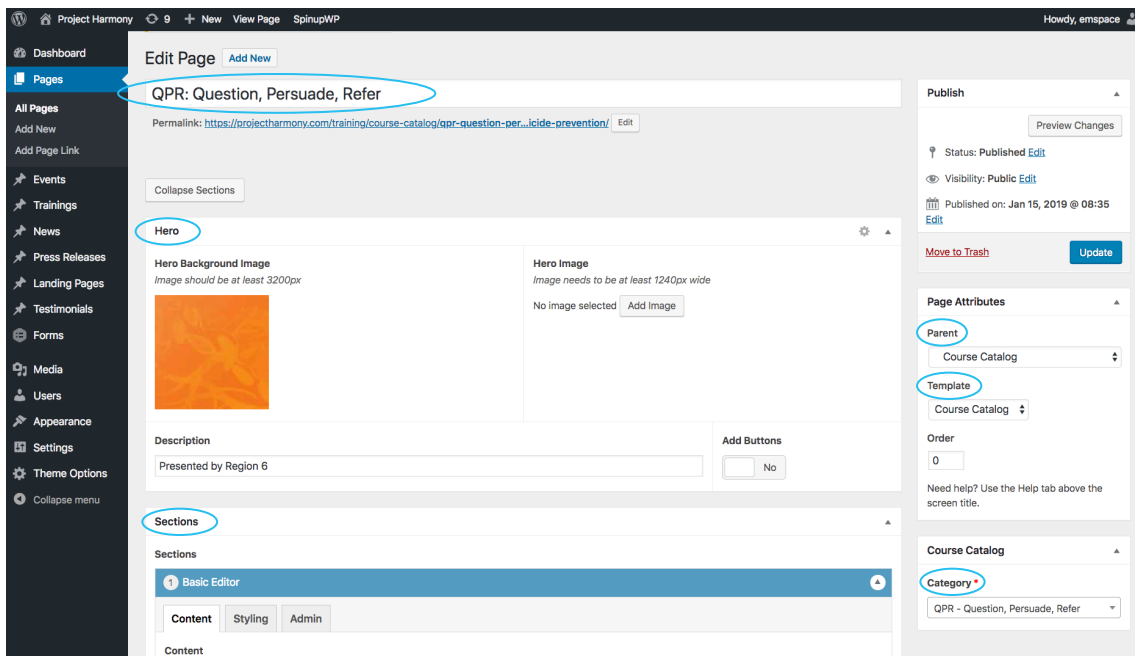
**\*NOTE:** If this training is uploaded again through the CSV file, any manual updates made in WordPress will be replaced the content in the CSV file.



## Course Catalog

Course Catalog pages can be added under Pages like any other page.

Select Add New to add a new Course Catalog page.



## Adding a Course Catalog

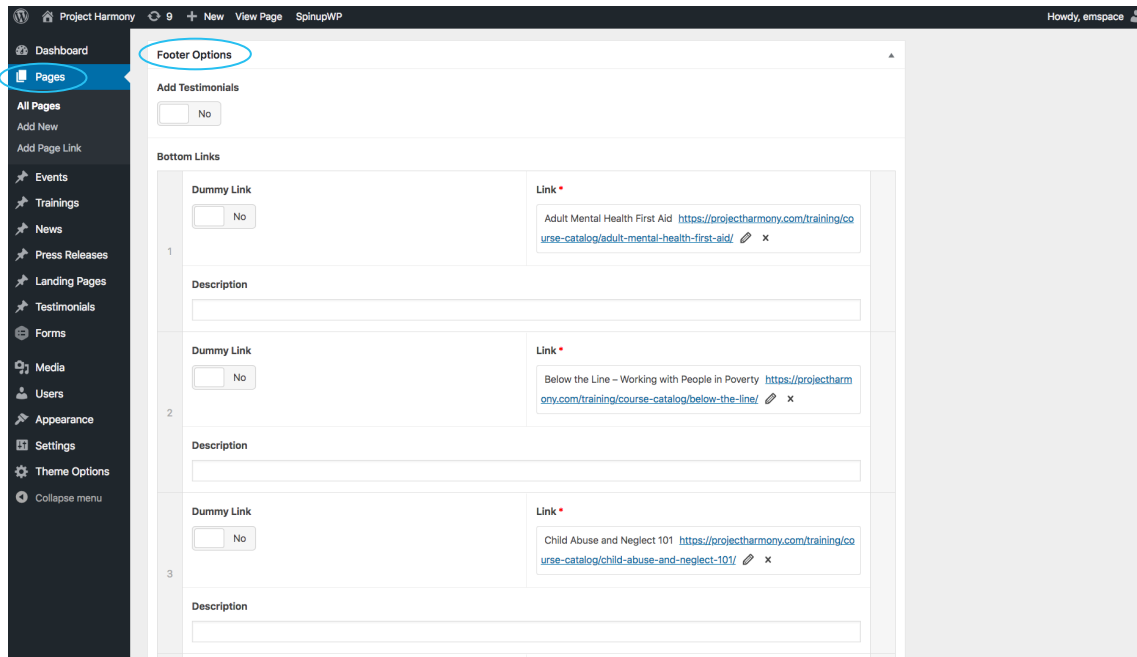
Enter the page title.

In the right hand column, select the **Parent** as Course Catalog and the **Template** as Course Catalog.

Under **Course Catalog** then **Category** there is a drop down selection. This selection is pulled from the **Training Classes** as listed on page 23. Select the Category this training will be grouped with (must be exact) in order for the course catalog to show the available training dates.

Continue to add content to the page like all pages.

Click Publish (or Update if page is being edited).



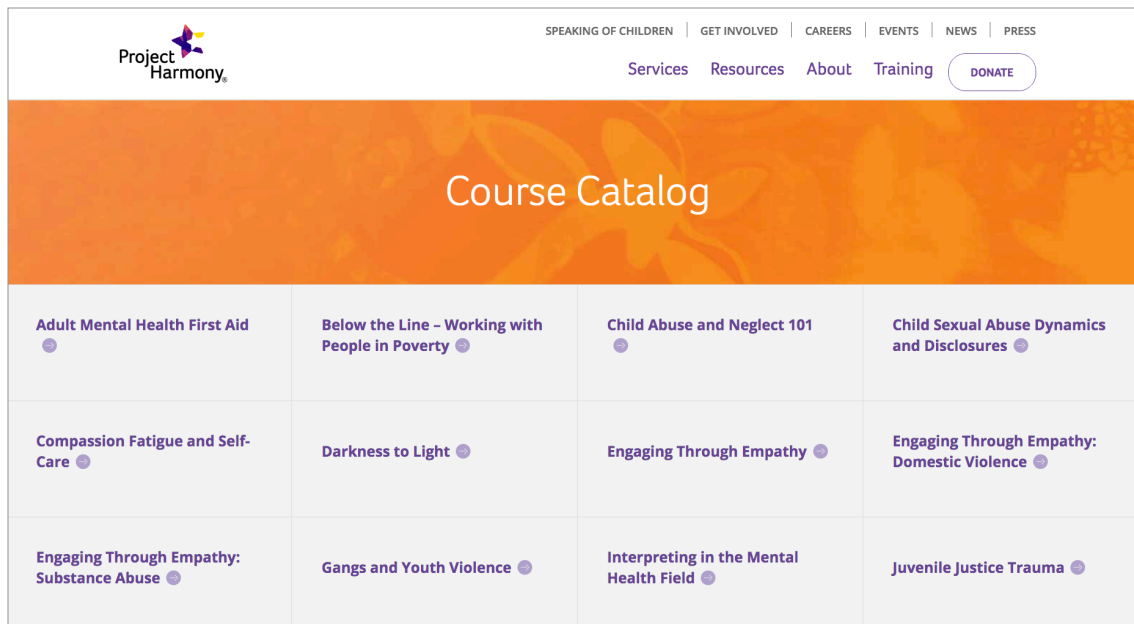
## Adding Course Catalog Link to Calendar Page

In order for the new Course Catalog page to show, we will need to add a bottom link to the Calendar Page.

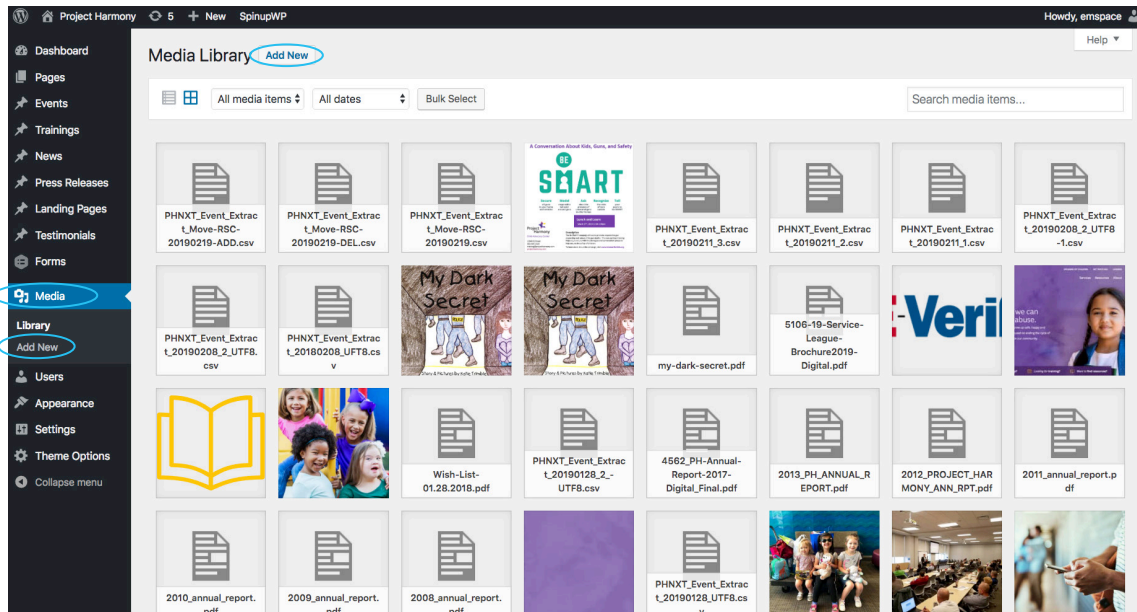
Go to Pages then edit the **Calendar Page**. Scroll to the bottom **Footer Options** Section. Here you can add the new Course Catalog link.

See page 14 for instructions on adding bottom links.

Click Publish to update page.



< Preview of Course Catalog section on the Calendar Page

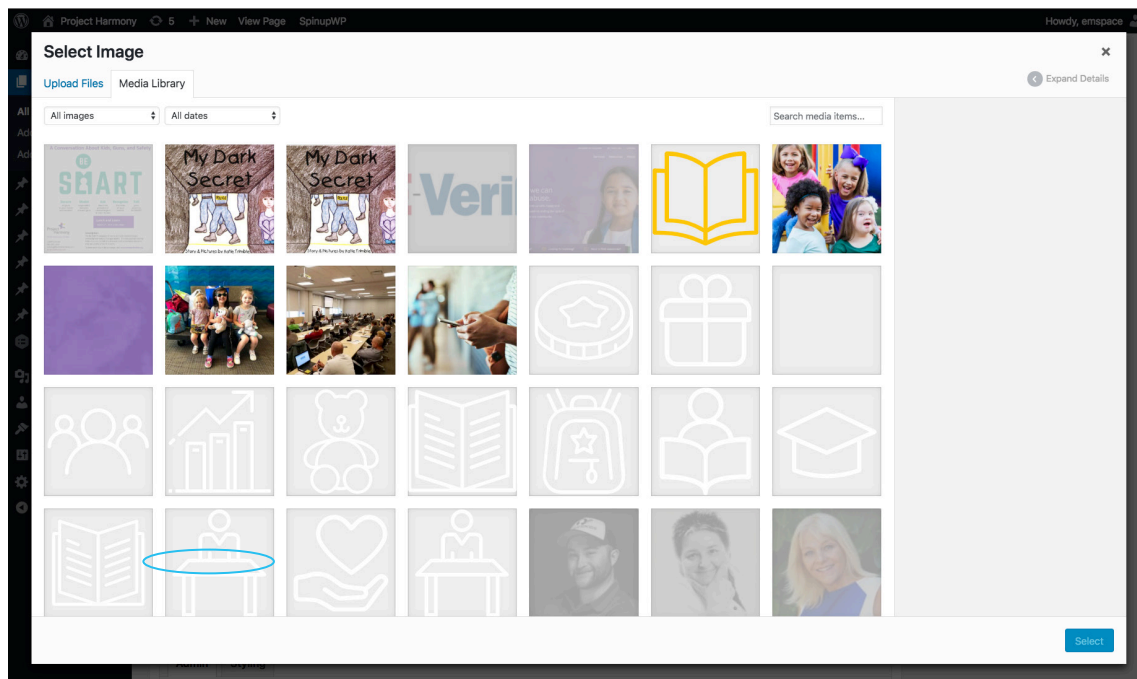


## Media

**Media Library** consists of the images, videos, audio recordings and documents that you upload and use in your site.

The Media menu can be used to manage your existing media files. To upload new files to your Media Library, click **Add New**.

Drag and drop files into the box or select files.



You'll notice that when adding photos as background images or thumbnails, some of your Media Library choices will be grayed out. This "gray" means that these photos do not meet the image specifications for that specific location.

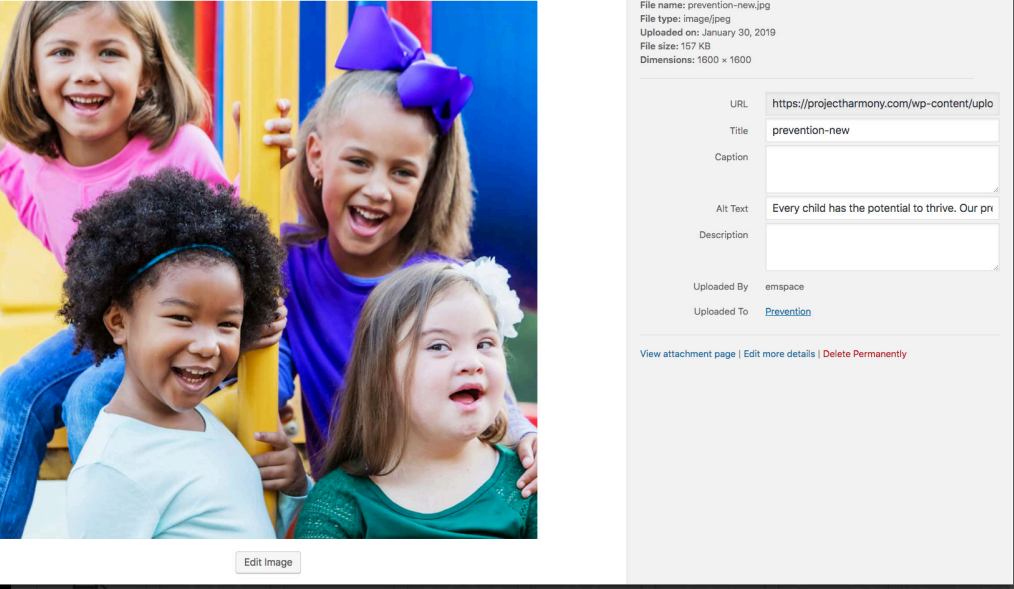
For example, a background image must be 3200 pixels wide. A hero image must be 1240 pixels wide. Usually these specs appear as a helpful prompt in the thumbnail or background image box.

When inserting a thumbnail image, any images that are not 1240 pixels wide are grayed out and can't be selected.

If a photo you'd like to insert does not meet these specs, resize and crop your original image to the stated image specifications. Then, re-upload your image to the Media Library.

Project Harmony 5 + New SpinupWP Howdy, emspace

### Attachment Details



File name: prevention-new.jpg  
 File type: image/jpeg  
 Uploaded on: January 30, 2019  
 File size: 157 KB  
 Dimensions: 1600 x 1600

URL: <https://projectharmony.com/wp-content/uplo>

Title:

Caption:

Alt Text:

Description:

Uploaded By: emspace

Uploaded To: [Prevention](#)

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

[Edit Image](#)

## Attachment Details

To find and edit attachment details, double-click on an image or document file from the Media Library.

**URL:** Use the URL when you insert a link to a document in your post or page.

**Title:** Imported from the photo or document file name.

**Caption:** A very short description that will appear as a caption when you insert photos into your posts or pages. *(Currently not in use on the site.)*

**Alt Text:** Alternative text is read by screen readers in place of images allowing the content and function of the image to be accessible to those with visual or certain cognitive disabilities. It is displayed in place of the image in browsers if the image file is not loaded or when the user has chosen not to view images.

**Description:** If you wish to include a description that is longer than the caption, it can be entered here.

**Edit Image:** We recommend that you edit images before they are uploaded to the media library, but some basic editing options are offered here: crop, rotate, flip and resize.

Forms Add New

All (5) | Active (5) | Inactive (0) | Trash (2)

Bulk Actions Apply 5 items

<input type="checkbox"/>	Title	ID	Entries	Views	Conversion
<input type="checkbox"/>	Contact	2	9	35	25.7%
<input type="checkbox"/>	Media Kit	4	1	24	4.2%
<input type="checkbox"/>	Speaking of Children - Become a Sponsor	7	3	24	12.5%
<input type="checkbox"/>	Training Request	6	8	34	23.5%
<input type="checkbox"/>	Volunteer	5	0	4	0%

Bulk Actions Apply 5 items

Thank you for creating with WordPress. Version 5.0.3

## Forms

There are currently active forms on the Project Harmony website. The main **Form** page displays entries, views and conversion rates for each form.

Training Request ID: 6

Edit Settings Entries Preview

All (8) | Unread (8) | Starred (0) | Trash (0)

Any form field contains Search 8 items

<input type="checkbox"/>	First	Last	Organization/Group	Phone	Email
<input type="checkbox"/>	Gina	Klein	All Care Health Center	(712) 256-6582	gklein@allcarehealthcenter.org
<input type="checkbox"/>	Paige	Rose	Nebraska VR	(402) 719-0319	paige.rose@nebraska.gov
<input type="checkbox"/>	Jessica	Timm	Care Corps Inc	(402) 721-3125	jessica.timm@lifehousesene.org
<input type="checkbox"/>	Leah	Struthers	Christian Heritage	(402) 419-3992	leah.struthers@chne.org
<input type="checkbox"/>	Holly	Elliott	Iowa Organization for Victim Assistance	(319) 731-4022	holly.elliott@usdoj.gov
<input type="checkbox"/>	Rachel	Pfeifer	Standing Bear Elementary School	(402) 850-3846	rachel.pfeifer@hotmail.com
<input type="checkbox"/>	Katharine	Chandler	Apex Foster Care	(402) 981-8560	katharinechandler3@gmail.com
<input type="checkbox"/>	Stephanie	Spire	Daycare Center	(402) 592-2305	stephaniespire@inspiringbmlc.com

Bulk Actions Apply 8 items

Thank you for creating with WordPress. Version 5.0.3

## Entries

To view form entries, select **Entries**.

The default view is the first form listed. Use the **Switch Form** drop down menu in the top right to view the entries for other forms.

You can click to view each individual entry to view more details.

Forms **Add New**

All (5) | Active (5) | Inactive (0) | Trash (2)

Bulk Actions  Apply 5 items

<input type="checkbox"/>	Title	ID	Entries	Views	Conversion
<input type="checkbox"/>	<b>Contact</b> Edit Settings Entries Preview <b>Duplicate</b> Trash	2	9	35	25.7%
<input type="checkbox"/>	<b>Media Kit</b>	4	1	24	4.2%
<input type="checkbox"/>	<b>Speaking of Children - Become a Sponsor</b>	7	3	24	12.5%
<input type="checkbox"/>	<b>Training Request</b>	6	8	34	23.5%
<input type="checkbox"/>	<b>Volunteer</b>	5	0	4	0%

Bulk Actions  Apply 5 items

Thank you for creating with [WordPress](#). Version 5.0.3

## Add New Form

Though you can add a new form by clicking **Add New**, the easiest way is to simply **duplicate an existing form** that has similar fields.

**Contact** ID: 2

Edit Settings Entries Preview

Name \*

First Last

Email \*

Phone

Address

Street Address

Street Address

Street Address Line 2

Address Line 2

City State / Province

City State / Province / Region

Zip / Postal Code United States

ZIP / Postal Code Country

Standard Fields

Single Line Text Paragraph Text

**Drop Down** Multi Select

Number Checkboxes

Radio Buttons Hidden

HTML Section

Page

Advanced Fields

Post Fields

Pricing Fields

**Update** Cancel Move to Trash

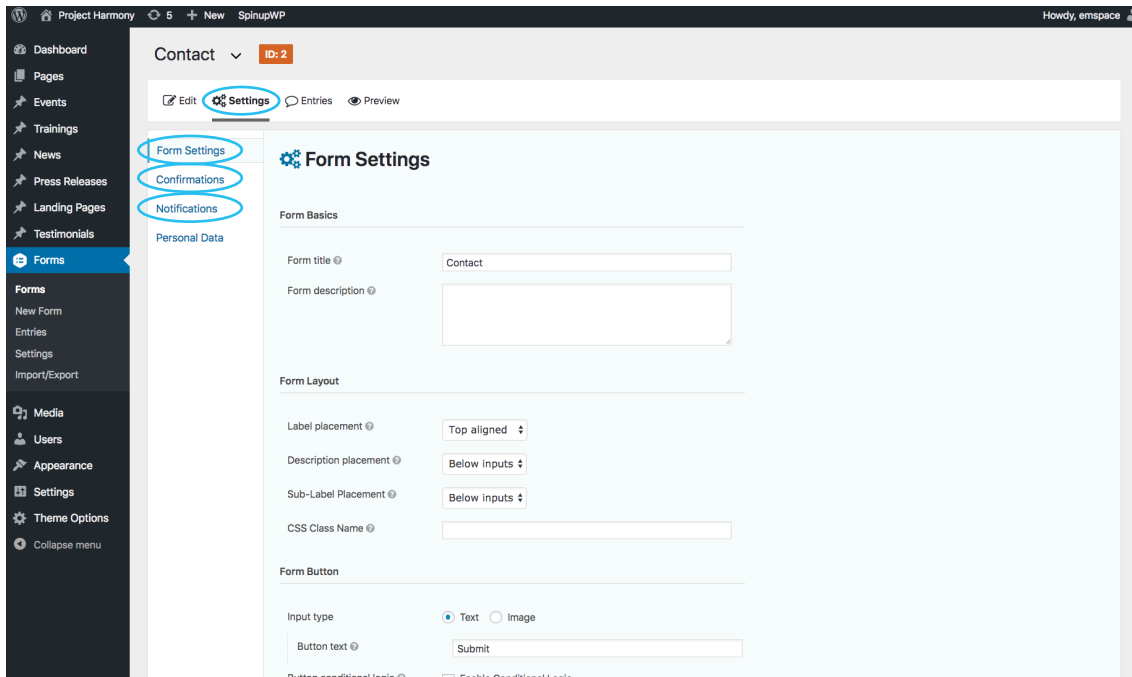
## Editing Form

After duplicating the form, you'll have to click **Edit** to rename it accordingly and rearrange, delete or add necessary form fields. Use the Form Builder categories in the top right-hand corner to add new fields.

When finished, click **Update**.

Please note that the ability to accept payments via WordPress forms has not been setup. All payments should go through an NXT form. See page 13 on how to add an NXT form to any page.





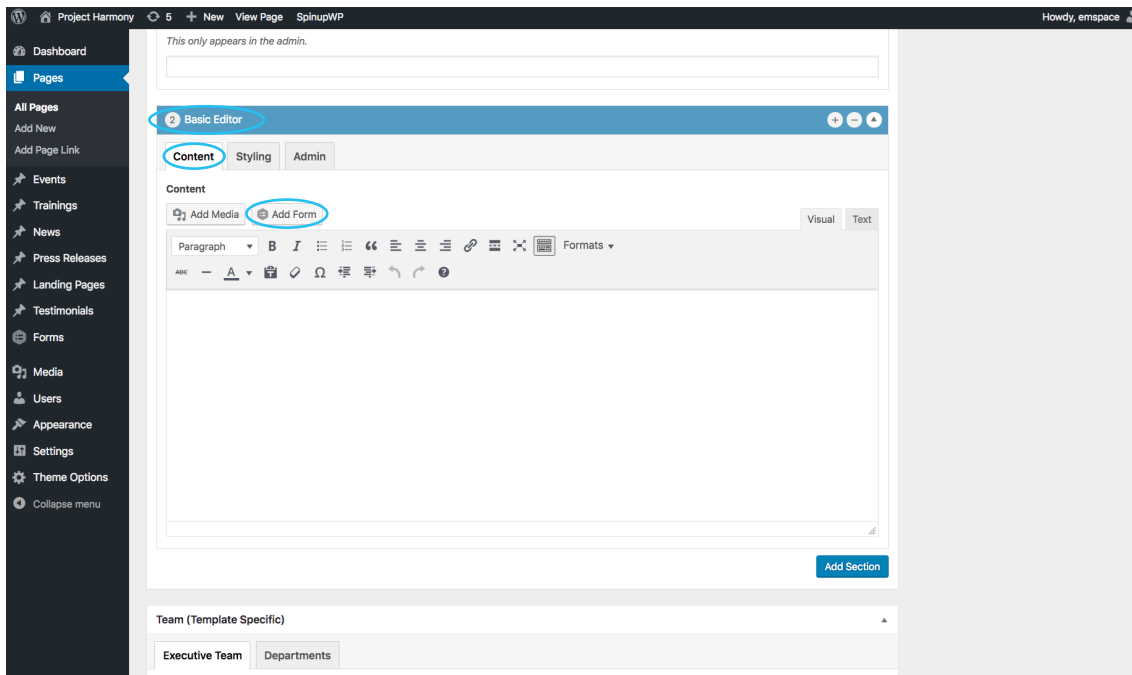
## Edit Form Settings

After a form has been saved, select **Settings** to update the Admin and User notifications.

**Form Settings:** Add title and description, and edit button text to submit the form.

**Confirmations:** Setup what user will see once form has been submitted. You can link to a page, replace the form with a message or redirect to a URL.

**Notifications:** Setup for the Admin and User (optional). Admin notifications can be set for what emails will receive updates when a form has been filled out. User notifications can be added if an email confirmation is needed.



## Add Form to Page

Add a form to any Basic Editor Section by selecting '**Add Form**' then selecting the form you would like on the page in the drop down. You can select to add or remove the title and description if needed.