

Charges Website Template - instructions for use

The instructions below are for those with familiarity of installing and administering WordPress sites.

This is designed to be a clean install of Wordpress. If you wish to transfer content from an existing Wordpress installation you should, following this setup then use an appropriate backup and restore technology. If you are uncertain about how to do this you should seek the expertise of a Wordpress developer. Regretfully, neither the General Synod Office nor Informations and Communications Board have the resources available to assist individual situations.

If you wish to move from an existing website that is not Wordpress-based, again you should seek the relevant expertise. Often in such circumstances it may be better to start from scratch.

Below, the example <http://yoursiteurl.org> should always be replaced with your actual new website address!

Installation procedure

- You will need to download the relevant zip file from the download page. Extract the files locally on your computer.
- You must, on the hosting server, create a new clean mysql database. Do not create a WordPress installation as the roll-up installer does that.
- **You must install to the root directory of your domain or subdomain.** Attempting a URL such as <http://yoursiteurl.org/thesite/> will claim a successful install but much of the template will not function. Always install in the form of <http://yoursiteurl.org> with whatever your real URL is.
- Upload the files you previously downloaded via FTP to the location on your webserver from which you will serve the main Wordpress installation.
- Run <http://yoursiteurl.org/installmywp.php>
- Follow the setup procedure. The only details you should need to change or enter are for the host address, hostname, username and password of the freshly created database.
- The username and password for the website to enter into the installation:
 - username: Controller
 - password: 5c0tl4nd!
- Once you've installed and logged in to the administrative backend of the new site, you will need to rebuild the permalinks in the standard Wordpress manner. As usual for Wordpress, login via <http://yoursiteurl.org/wp-login.php>
- You should create a new admin immediately and delete Controller (ensuring all content is transferred to the new admin).

Using the Template

Somebody used to administering Wordpress should be able to familiarise themselves with this template in just a few minutes. The main configuration areas to bear in mind are:

- **Widgets** - Specific widget areas have been created to allow for information to be positioned in different locations on a page. News widgets are specific to news post pages. Those including 'home' in their title will display on the home page only. The 'Standard Sidebar' displays on the

right side on every page with a default template except for the home page. In the development phase of any site it is worth experimenting with the use of the widgets to achieve the look and feel you want.

- **Home page slider** - editing the home page also gives you access to the main slider that displays on that page. Images should be sized for 630px wide x 420px high. Slides can be linked to existing news posts or pages.
- **Options Menu** - this provides tabs covering the main details for the main cross-page elements such as footer details, site logo, etc.
- Please note, any images and text included in the template are subject to copyright and not to be used in a public environment. You must use your own images and other content for any live website.

Much of the site structure is straightforward to learn. Experimentation is the best way to discover how the various elements tie together.

If you have any questions or find an issue with the template, please contact Chris Mayo, Convener of the Information and Communications Board on iandcconvener@scotland.anglican.org