

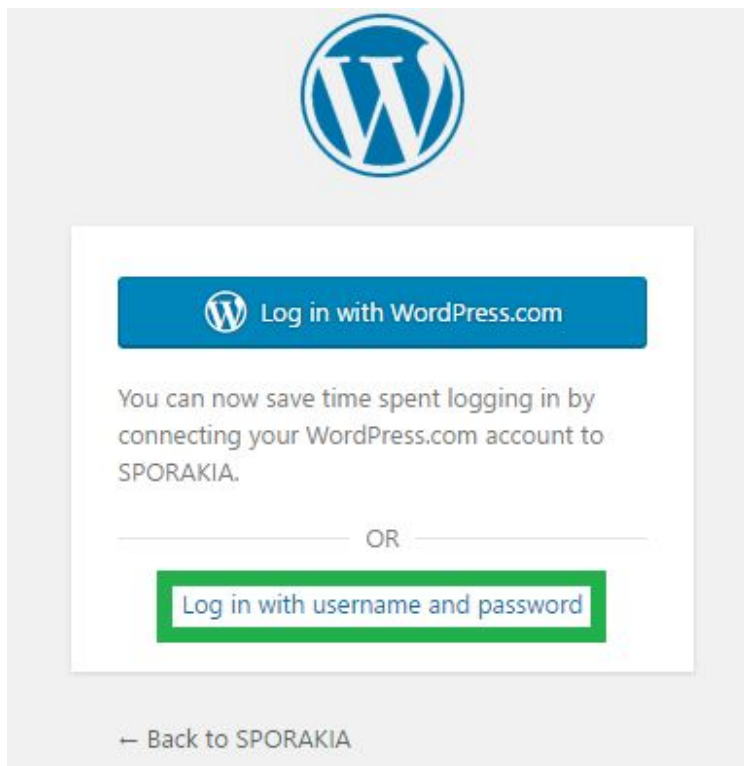
# **Webpage administration and how to moderate comments**

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## Credentials and administration view:

1.- First, you must enter the administration page to edit these sections. Just go to your browser and enter the link below, or click on it from here if you prefer: <http://sporakia.eu/wp-admin>. When you open the link, you will see a login screen like the one below.



Choose the option marked in green. You will then see one more login screen like the new one below.

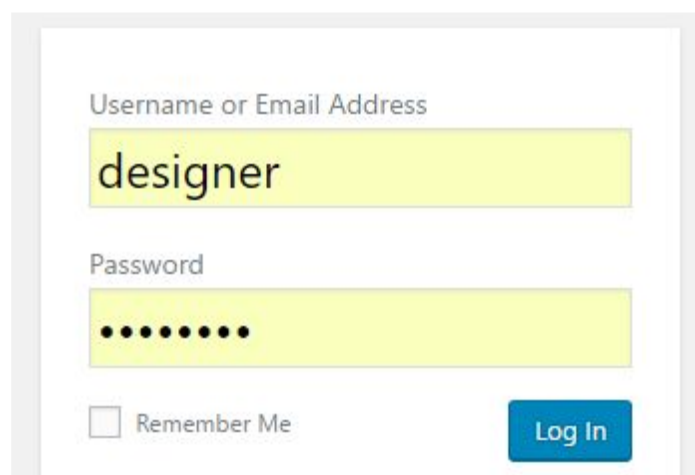
This time you need to enter the following credentials to access the website:

Username:

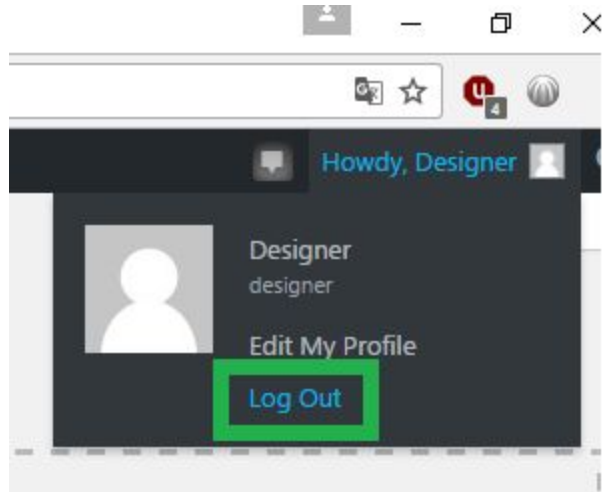
**“designer”**

Password:

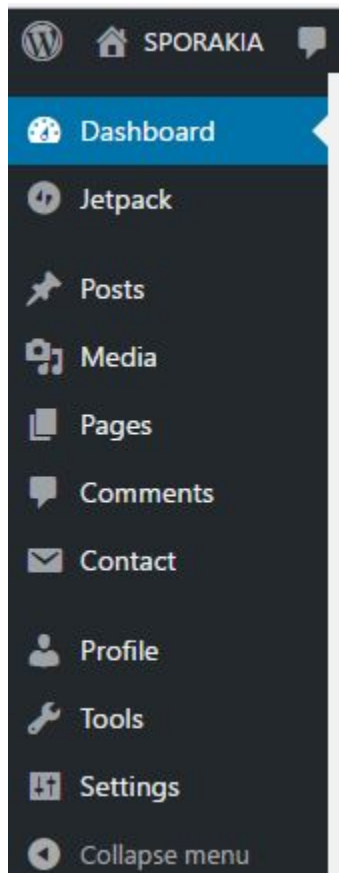
**“admin-\*\*\*\*\*”**

The image shows a WordPress login form. It has two input fields: "Username or Email Address" and "Password". The "Username or Email Address" field contains the text "designer". The "Password" field contains a series of dots representing a masked password. Below the password field is a checkbox labeled "Remember Me" which is currently unchecked. To the right of the "Remember Me" checkbox is a blue button labeled "Log In".

**Reminder:** After you finish managing the site, remember to log off or anyone with access to the computer could make unwanted changes. To log off, go to the top-right of the page and click on “**log out**”, as depicted in the image on the right.



2.- Once inside you will see the dashboard that contains a small summary of the content of the website and several options in the left panel like the image below.

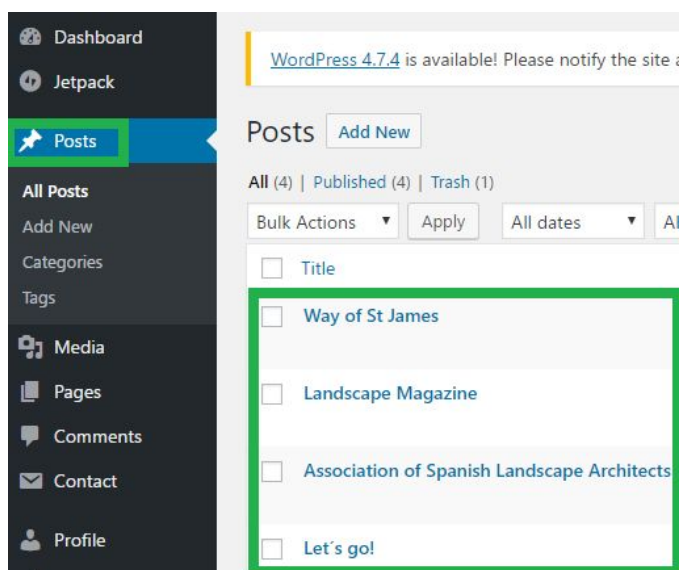
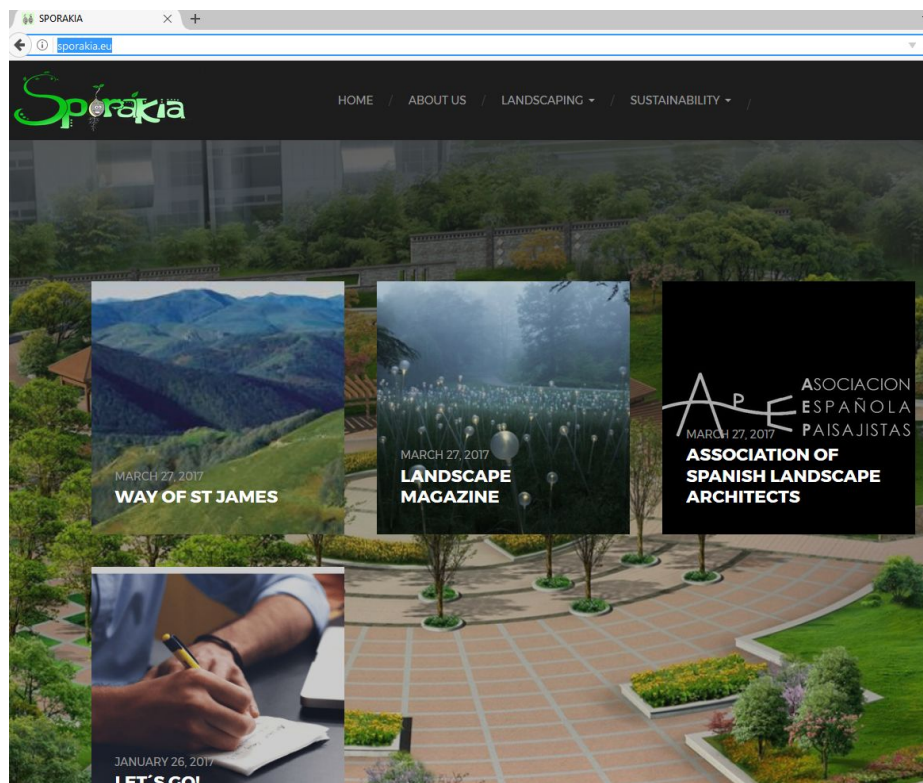


The tabs that you need to manage the webpage are “**Posts**”, “**Media**”, “**Pages**”, “**Comments**” and “**Profile**”. We will explain each option step by step with examples.

# How to delete and create new posts:

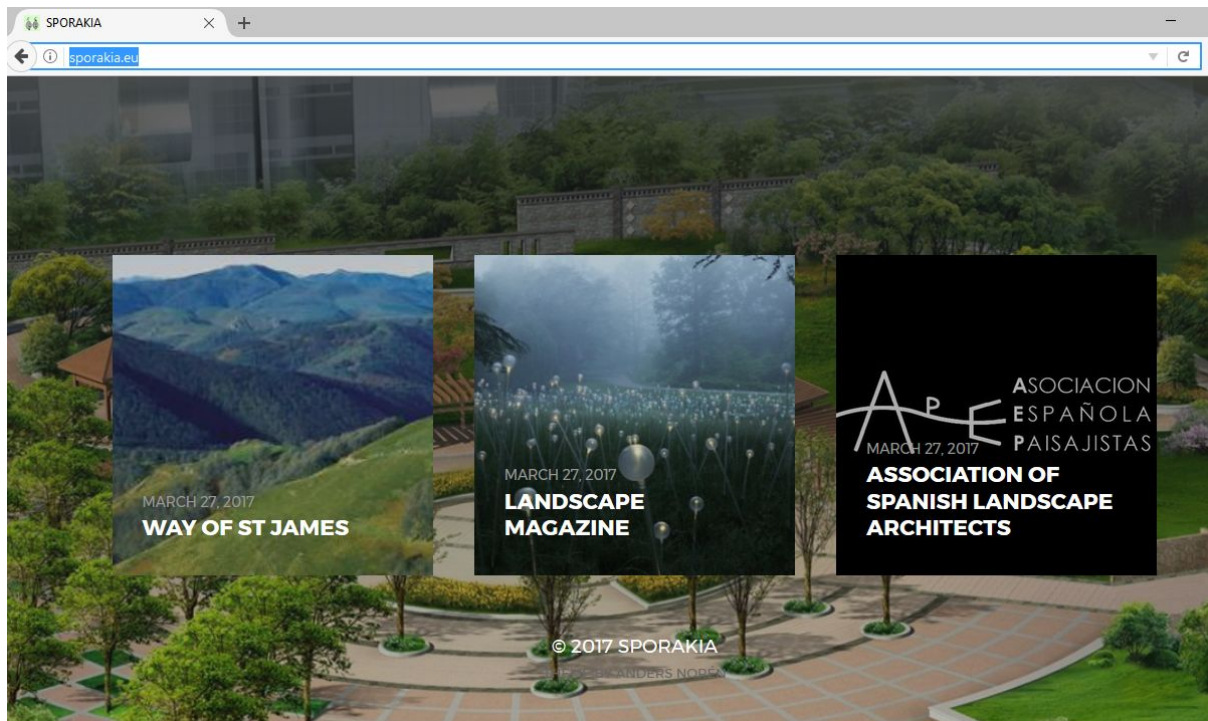
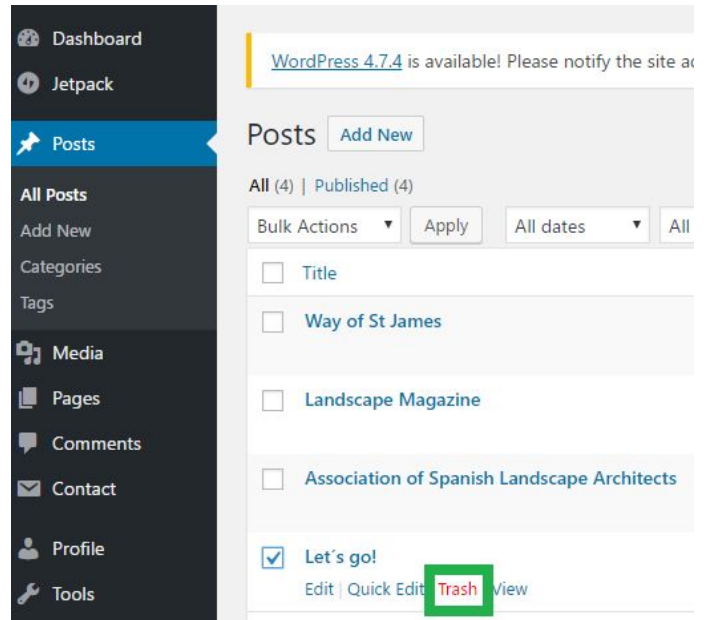
## Deleting posts:

If you open the webpage “[sporakia.eu](http://sporakia.eu)”, you will see four posts on the main screen created by the Toxosoftware Team as an example. The image below shows it best. You can open the webpage with any browser.



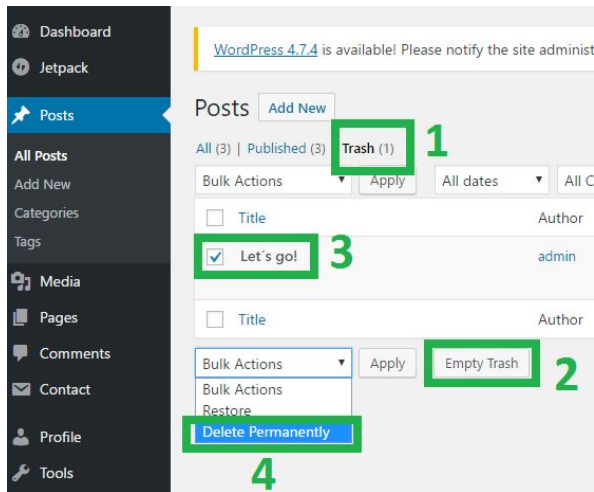
In the administration view, select “**Posts**” in the left panel menu to see all the posts that have been created.

You can mark one or all to send to the trash. Deleting a post will move it to the trash and it will disappear from the main view of the webpage, as seen in the image below.



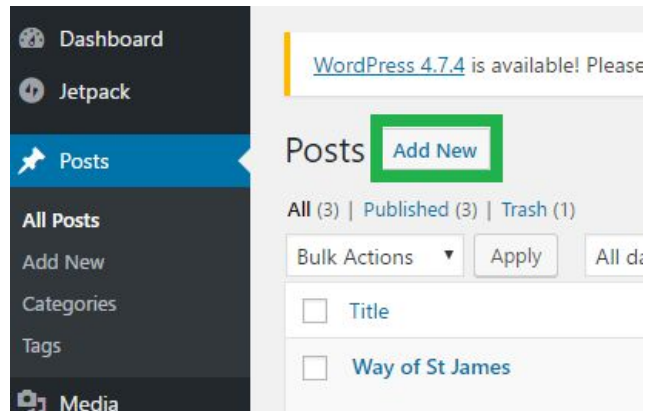


After you delete any post, the **(1) “Trash”** will appear right beside the **“Published”** posts option. If you select the **Trash** option you will see all the posts that have been deleted. You can restore them or delete them permanently. If you choose option **(2) Empty Trash**, you can permanently delete all posts at the same time. To delete one at a time, postmark them individually (for example, **(3) Let’s Go**) and then select **(4) “Delete Permanently”** from **“Bulk Actions”**.

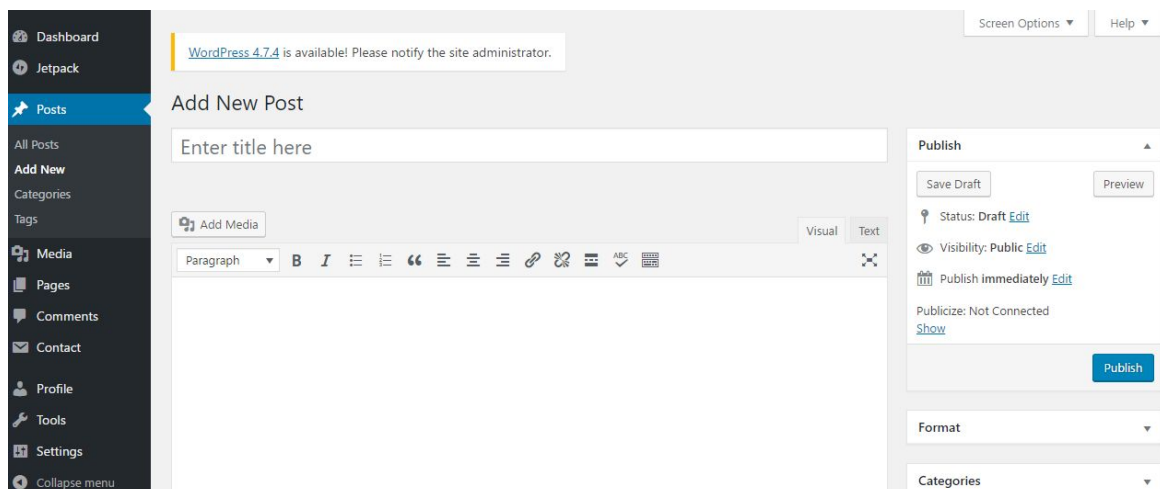


### Adding new posts:

To add a new post in the administration view, select **“Posts”** from the left panel menu and click on **“Add New”**.

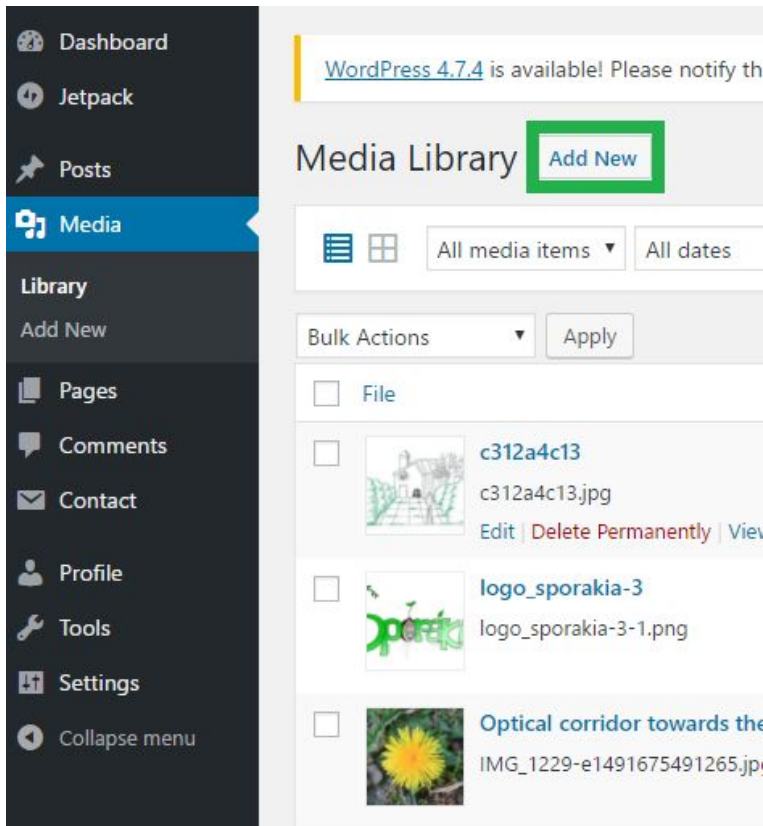


The screen below will appear. You can create a title for your new post, **“Add Media”** to add a new photo by uploading it yourself or selecting a pre-uploaded one, write text, etc. After you finish, click on **“Publish”** on the right and it will be published on the main webpage.



**Reminder:** The posts made by the Toxosoftware Team are examples. Please delete them and create your own to practice.

## How to delete files from the website:



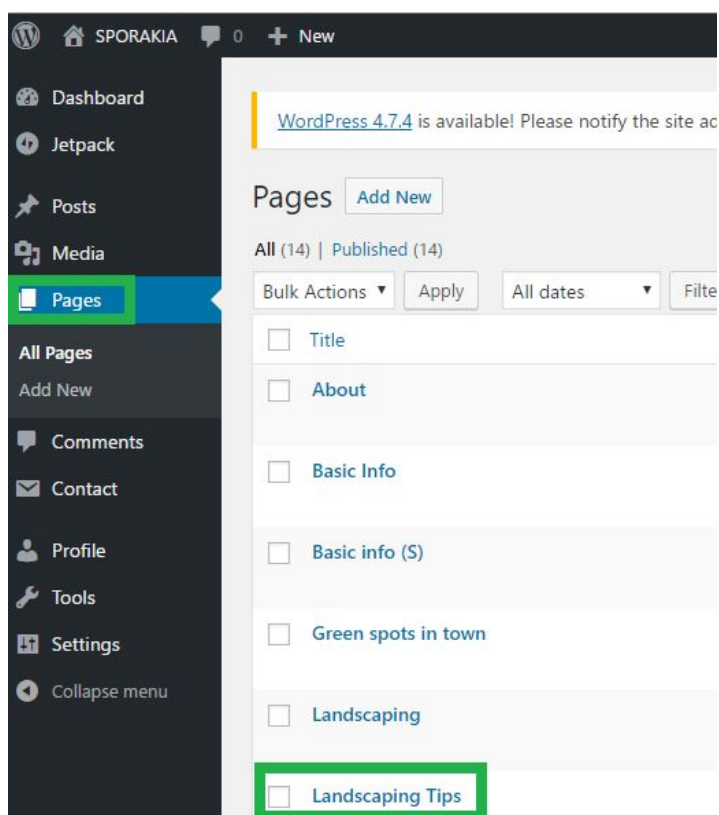
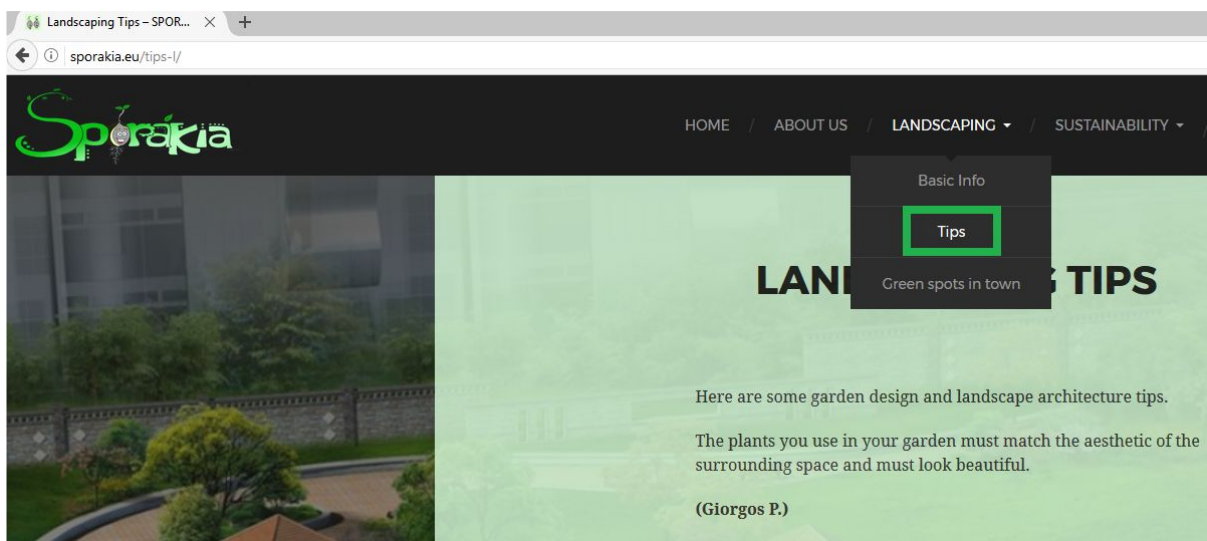
The “**Media**” section is to add new items to the webpage or delete any uploaded files. Click on “**add new**”, or select an item from the list and click “**Delete Permanently**” to remove it.

**Reminder:** Be careful when you delete any media item. Once removed, it will disappear completely everywhere on the website.



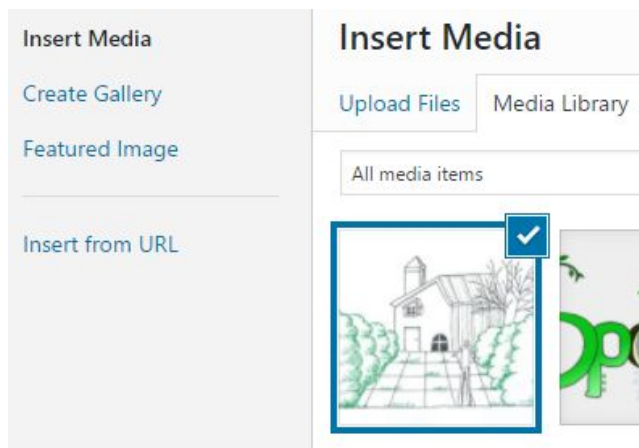
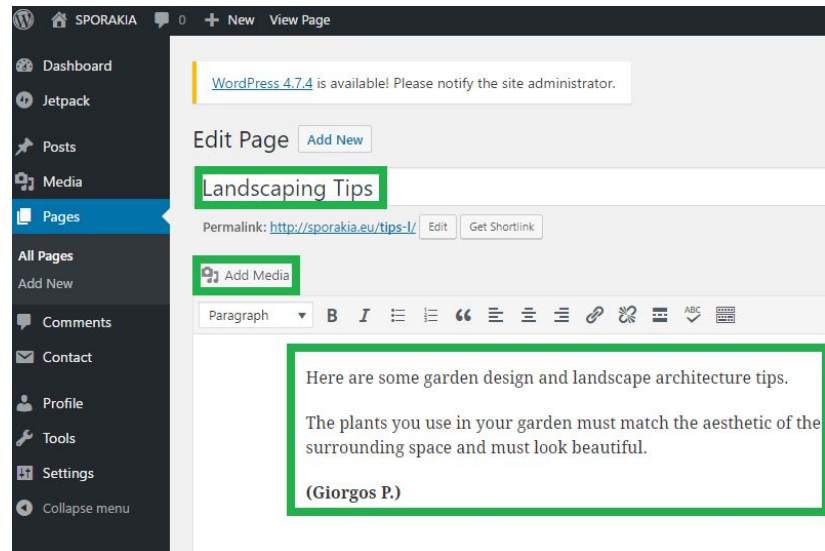
## How to edit sections on static pages:

Static pages are the pages with core content that won't change (such as About Us, Landscaping, Sustainability, etc., as you can see in the green box of text below). If you look at the image below, in the "Tips" subsection of the "LANDSCAPING" subsection is the text you sent us but not the images that you want here. To edit this section just go to the administration mode. Remember that to enter the administration mode you must enter the link "[sporakia.eu/wp-admin](http://sporakia.eu/wp-admin)" in your browser and enter the log-in credentials.



After you enter administration mode, select the "**Pages**" section from the left panel menu. Then choose the page you want to edit from the list. In this case, we will choose the "**Landscaping Tips**" page as an example.

Once you open the Landscaping Tips page, you will see the body text and the title shown at the top of the page in the main webpage view. You can change text, delete items, add media items, etc.



If you want to add a media file to the page, just click on the text part where you want to add it and click **“Add Media”**. The gallery of uploaded files will appear. Select a file or, if the file that you want is not listed, click **“Upload Files”**. When finished, click **“Insert into page”**, at the bottom-right.

Click on the image to change the alignment. If the image is small, click on the pen to edit

the size, among other things. After you finish, click **“Update”** in the bottom-right.

To publish the changes you made, click the **“Update”** button on the right side of the page, as you can see in the image below.

The screenshot shows the WordPress admin interface for editing a page titled "Landscaping Tips". The left sidebar contains navigation options like Dashboard, Jetpack, Posts, Media, Pages, and Comments. The main content area shows the page title, permalink, and a rich text editor with the following text:

Here are some garden design and landscape architecture tips.

The plants you use in your garden must match the aesthetic of the surrounding space and must look beautiful.

Below the text is a line drawing of a house with a chimney, surrounded by trees and a path. The right sidebar contains the "Publish" section with a green box around the "Update" button, and the "Page Attributes" section.

Once you've updated the page, you can see the changes in the main webpage view, as depicted in the image below.

The screenshot shows the live website view of the "Landscaping Tips" page. The page has a green background and a navigation menu at the top with links for HOME, ABOUT US, LANDSCAPING, and SUSTAINABILITY. The main content area features the same text and line drawing as the edit screen:

**LANDSCAPING TIPS**

Here are some garden design and landscape architecture tips.

The plants you use in your garden must match the aesthetic of the surrounding space and must look beautiful.

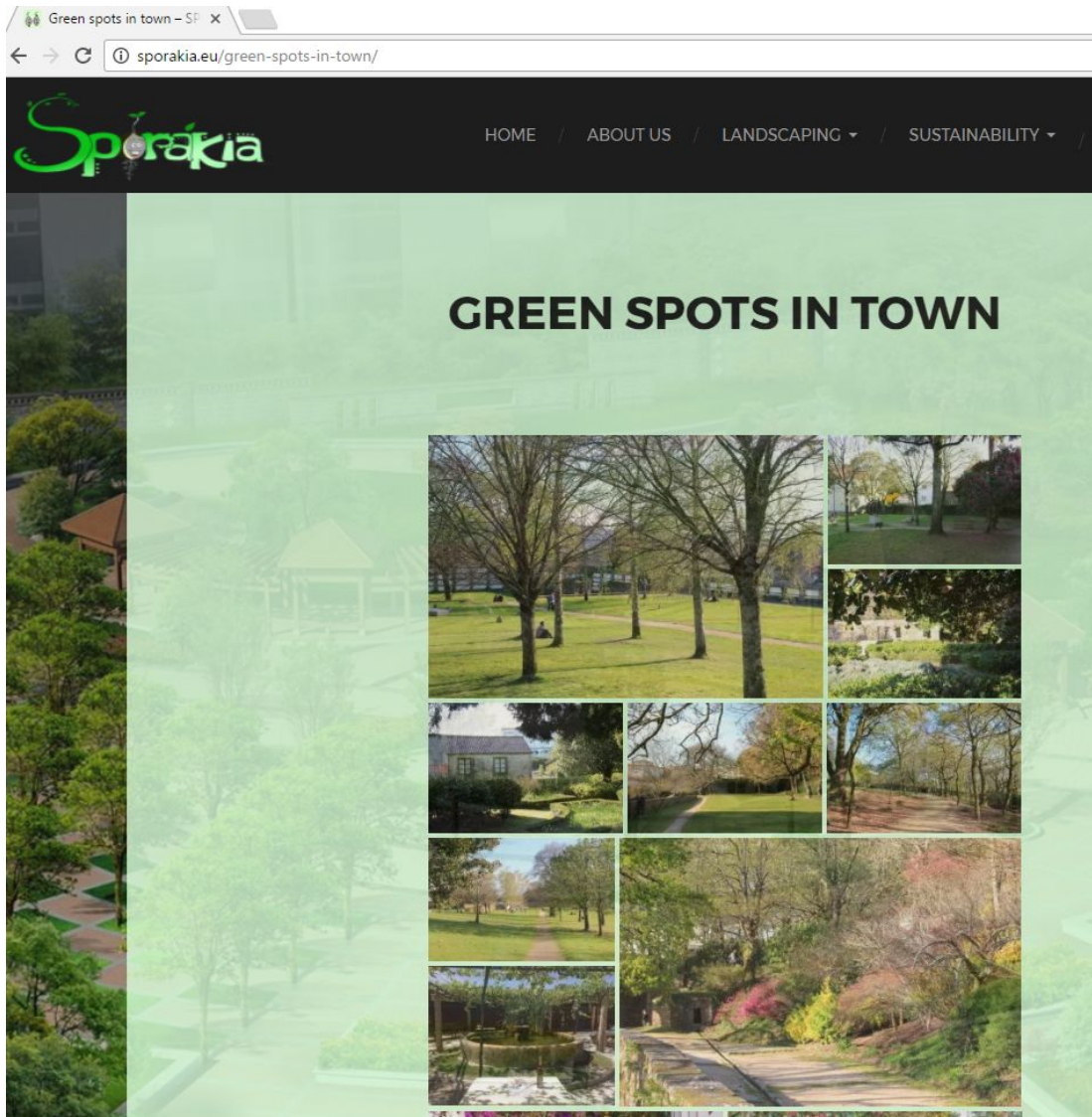
Below the text is a line drawing of a house with a chimney, surrounded by trees and a path. The name "(Giorgos P.)" is visible at the bottom of the image.



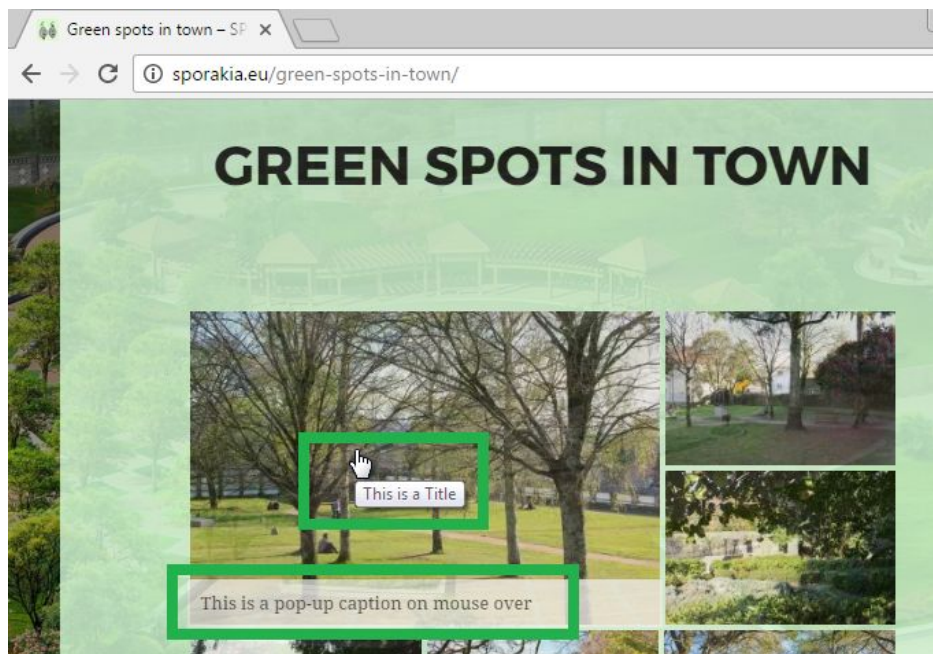
**Reminder:** Try to upload the other two images to the webpage and edit the pages for practice editing static sections.

## Adding new photos to the gallery and titles:

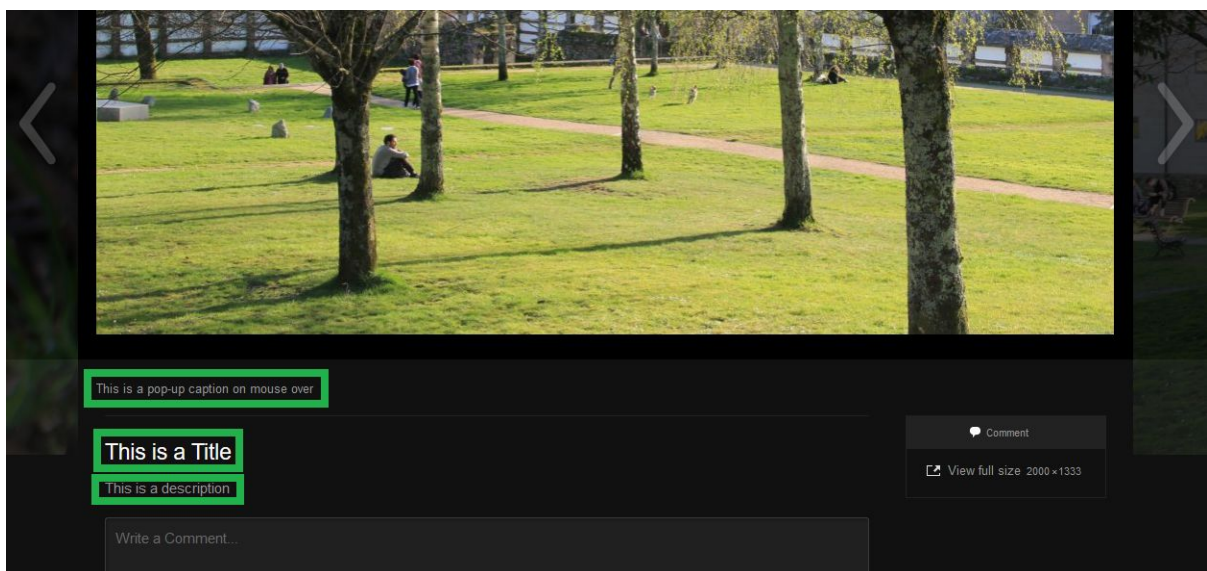
Go to the main webpage view and navigate to the “**Landscaping**” section. In the “**Green Spots In Town**” subsection you will see a photo gallery as shown below.



If you move the mouse over any image, you will see a pop-up caption. Hold the mouse still 1 second over an image to make the title appear. You can see an example in the following image.

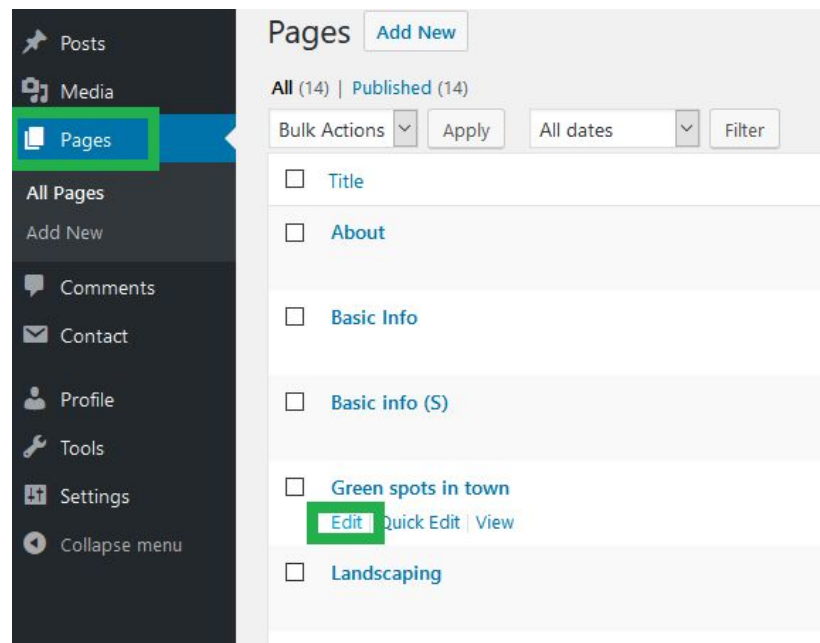


When you click on a photo (see image below), it will open in full screen and there will be arrows to flip between the photos. Some text will appear beneath the photos, which can be edited in administration mode.

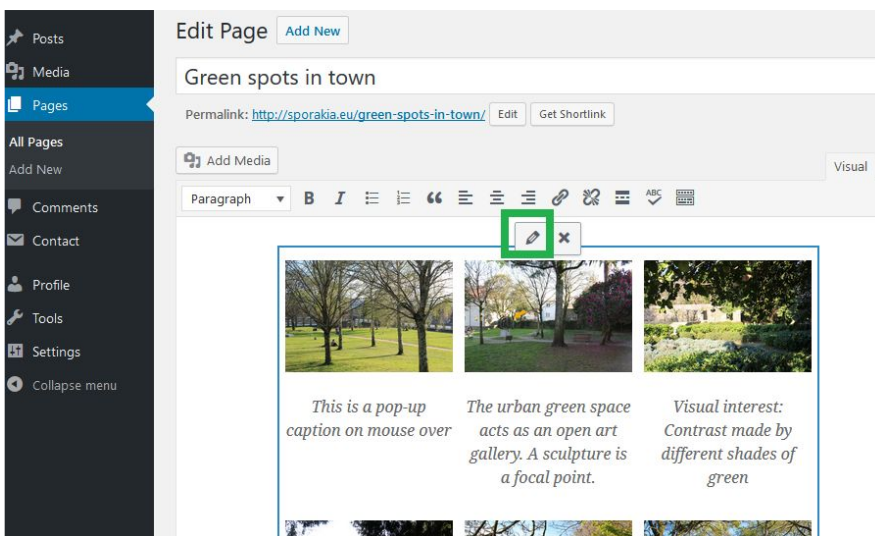




As explained above, to interact with this section, you must access the administration mode with the provided user credentials ([click here to see the user credentials](#)). After you enter the administration view, go to the “**Pages**” section in the left panel menu, and click on “Edit” on the “**Green spots in town**” page.

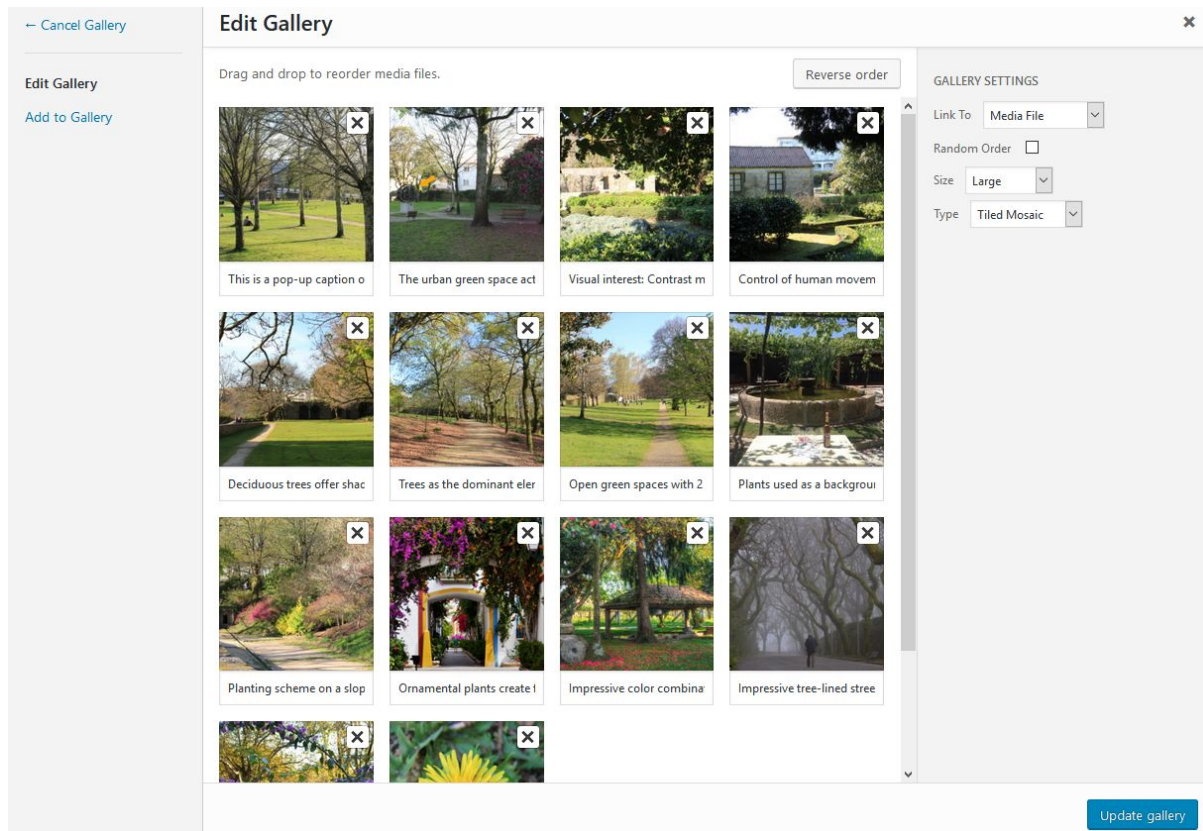


### Uploading photos:



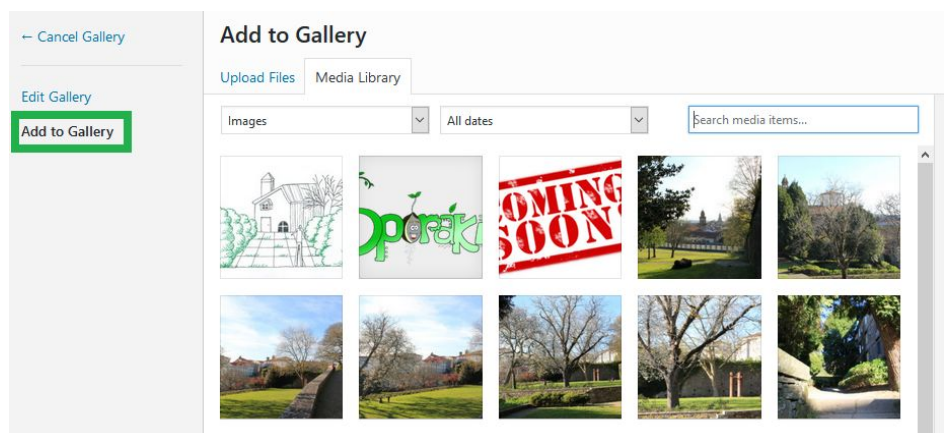
When finished, you will see a screen like the image on the left. Click on any photo in the list to select the entire gallery. A pencil and an X will appear above the gallery. Click the pen to open the administration page.

You will see a screen as depicted in the following image. Don't be scared--it's very simple to edit, as we explain in detail below.



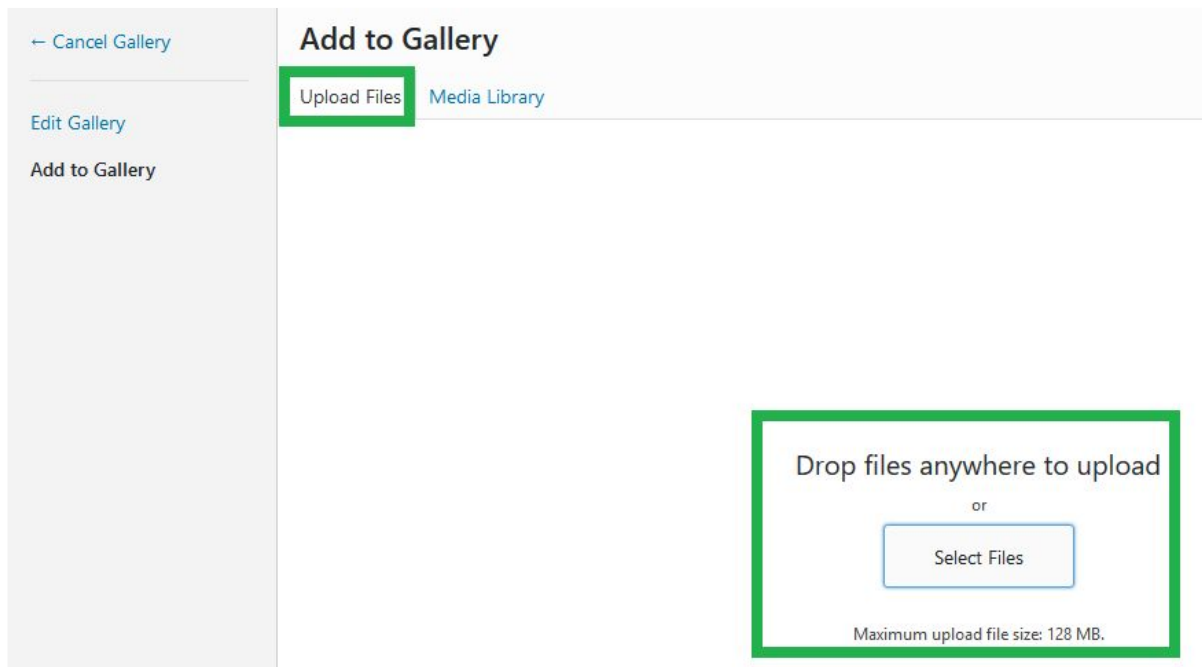
If you look at the photos, they all have an X in the upper-right corner. Click the X to delete a photo from the gallery, but know that those changes won't be saved until after you click on **“Update gallery”** (bottom-right). If you want to change the position of a photo just drag and drop it where you want.

If you want to add a photo to the gallery, click on **“Add to Gallery”** and all uploaded photos will appear in the menu. If the photo you want to add is not there,



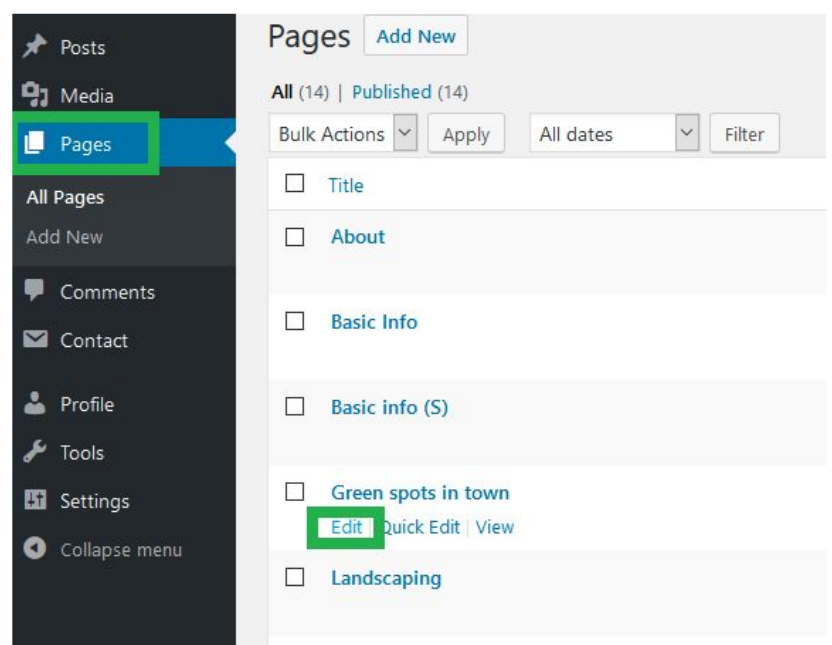
you can upload it choosing “**Upload files**”. You can see this depicted in the image below.

After choosing “**Upload files**” you can drop files to upload or select them from your computer or removable media such as a USB drive.

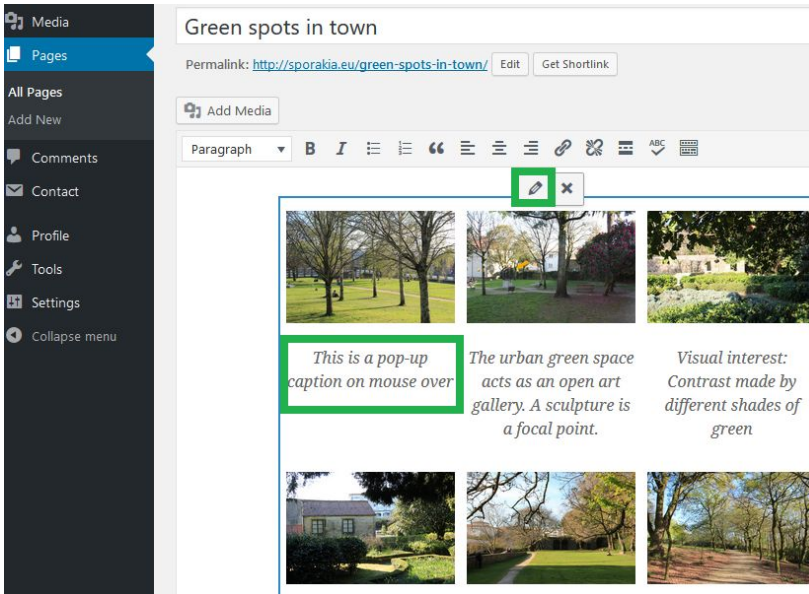


### Modifying text under the gallery photos:

To modify this text you need to go to the administration view, and log in with your credentials ([click here to see it](#)). Then go to “**Pages**” and click “**Edit**” in the “**Green spots in town**” page. You will see the administration page for the gallery.

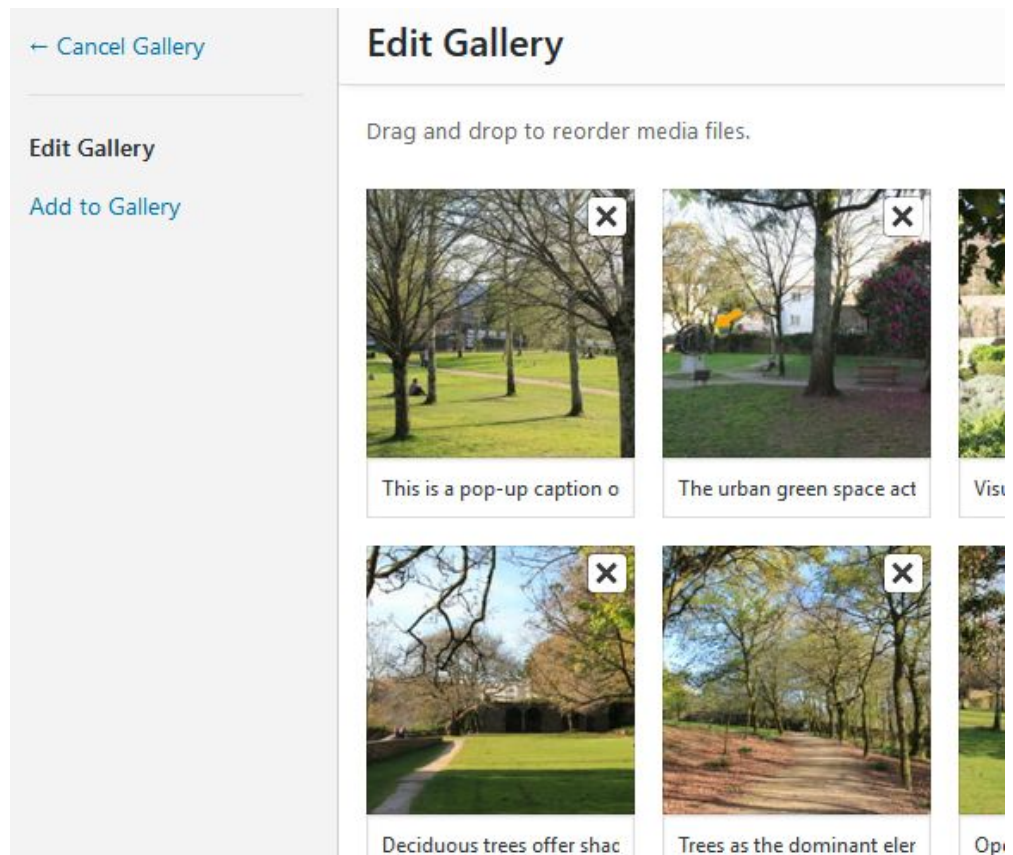






After you click on “**Edit**”, you will see the photo gallery, like the image on the left. Here you can see the caption that appears in the main view of the webpage. To change it, just click on any photo to select the entire gallery and click the pencil.

You will then see the individual administration of the photos, as depicted in the image on the right.



Finally, to edit the text, click the photo you want to make changes to. A text box will appear at the bottom-right of the screen, where you can make changes. Remember to click on **“Update gallery”** or your changes will not be saved.

Drag and drop to reorder media files.

Reverse order

GALLERY SETTINGS

Link To: Media File

Random Order:

Size: Large

Type: Tiled Mosaic

ATTACHMENT DETAILS

IMG\_1250-e1491332948996.jpg  
April 4, 2017  
976 KB  
2000 x 1333  
[Edit Image](#)  
[Delete Permanently](#)

URL:

Title:

Caption:

Alt Text:

Description:

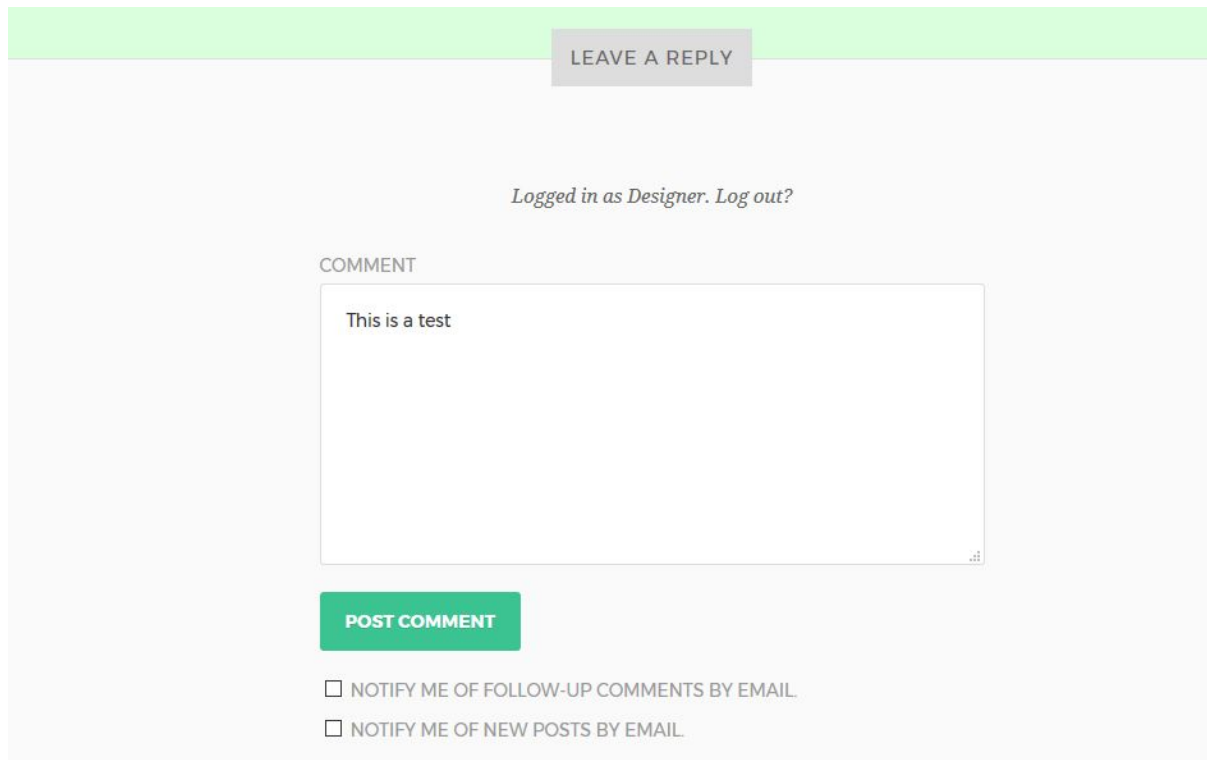
Update gallery

## Comment moderation:

When you go to your posts and open one in the main webpage, you will see a section called **“Comment”**. Any person can leave a comment, but it will not appear until you, the user and administrator (called **“Designer”**), approves it. We will explain how to do this in the next few pages.

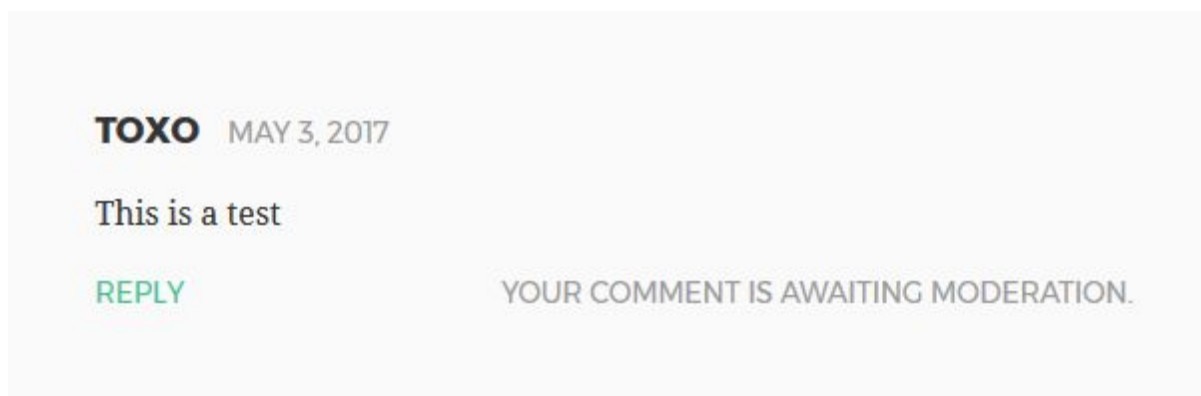


The following image shows an example of how to post a comment.



A screenshot of a web interface for leaving a reply. At the top, there is a light green header bar with a grey button labeled "LEAVE A REPLY". Below this, the text "Logged in as Designer. Log out?" is displayed. The main content area is titled "COMMENT" and contains a text input field with the text "This is a test". Below the input field is a green button labeled "POST COMMENT". At the bottom of the form, there are two checkboxes: "NOTIFY ME OF FOLLOW-UP COMMENTS BY EMAIL" and "NOTIFY ME OF NEW POSTS BY EMAIL", both of which are currently unchecked.

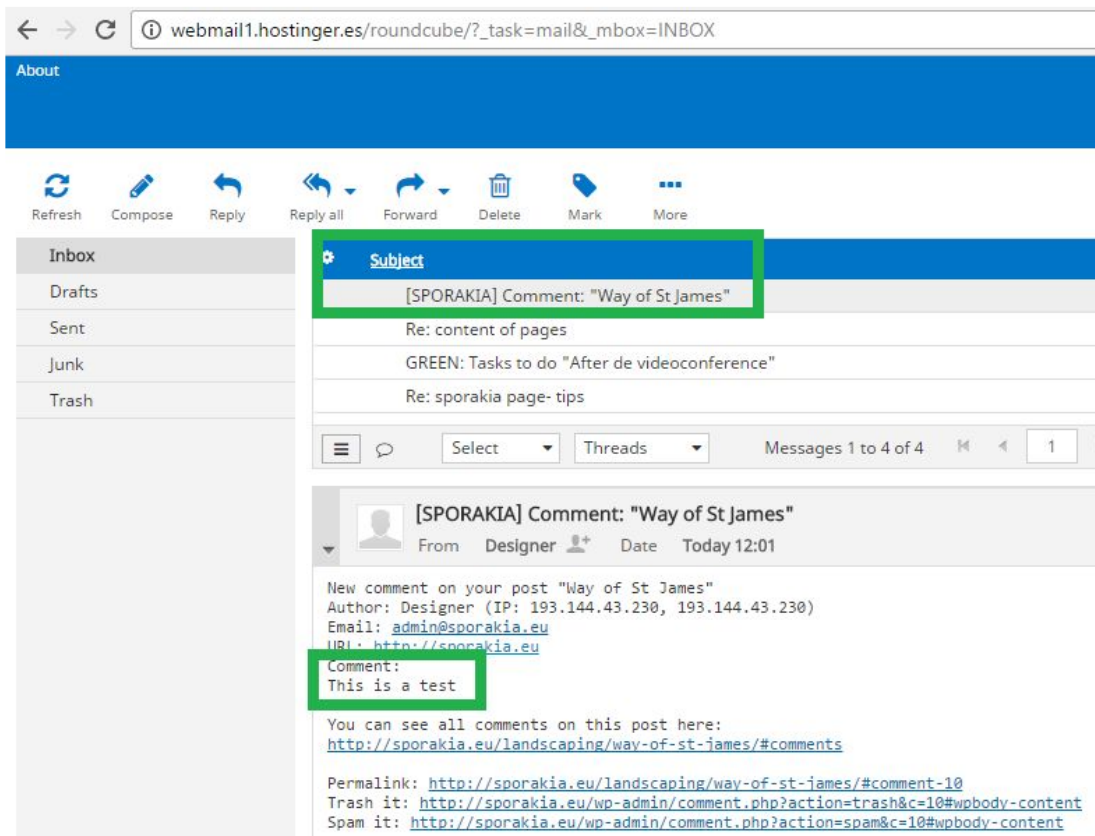
After you click on “**Post Comment**” you will see the comment on your computer, but it won’t appear on any other yet because it has to be approved. You can see this in the image below.



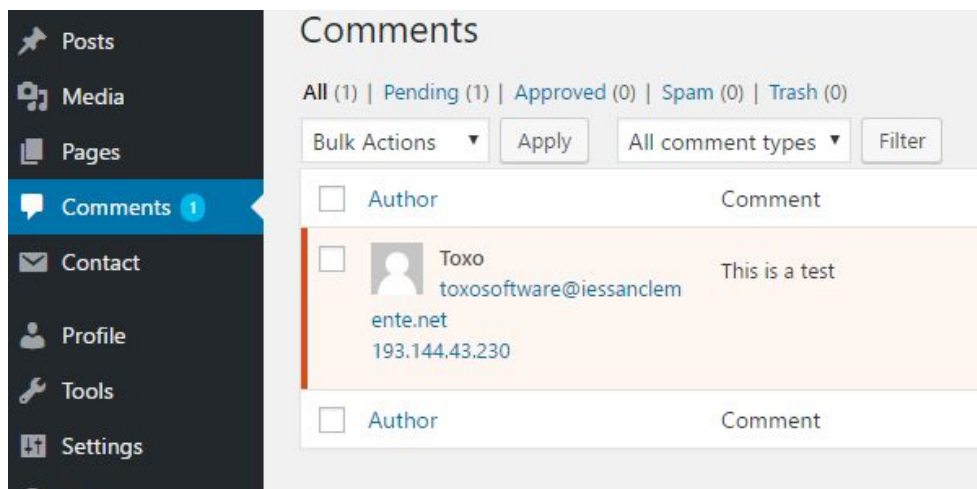
**Reminder: Comments left as administrator/user “Designer” are auto-approved.**

When someone makes a comment in any section, you'll receive a notification email in the "[admin@sporakia.eu](mailto:admin@sporakia.eu)" account. Click on this link: "[Sporakia Email](#)", if you want to view the corresponding manual.

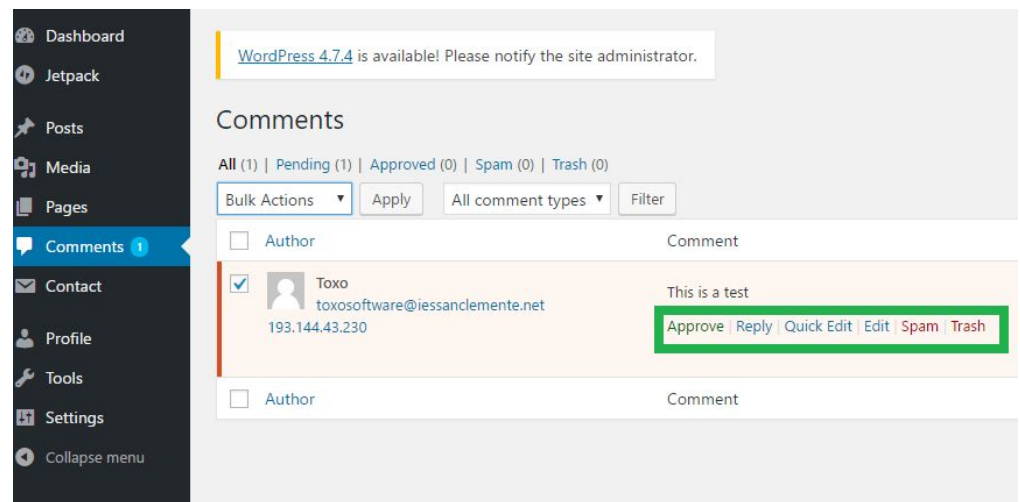
The next image shows the email notification for the text comment.



After you receive this notification, you must enter the administration view using the "**Designer**" credentials and go to the "**Comments**" section in the left panel menu, as depicted in the picture below.



To see the moderation options, hold the mouse over the comment to which you want to make changes. In this example the comment is **“This is a test”**, but if you have comments in other sections, you will see all of them and you would be able to choose which ones appear on the website.



When you choose the comment, you'll see beneath it some actions you can take for it.

- The first action is **“Approve”**. If you click on this, the comment appears on the webpage for anyone who visits the main webpage.
- The second action is **“Reply”**. You can reply from here as the user “Designer” or you can reply from the main webpage. Remember that if you reply from the main webpage you need to later approve the comment.
- The third action is **“Quick Edit”**. With this you can change the text of a comment, for example if a comment includes offensive words or is misspelled.
- The fourth action is **“Edit”**. Besides being able to change the text, you can also edit the name and email of the comment.
- The fifth action is **“Spam”**, which allows you to moderate comments that have nothing to do with the content or people who want to advertise at the expense of your website.
- The last is **“Trash”**. This sends the comment to the trash. If you want to delete the comment permanently, you need to remove it from the trash too.

**We hope you enjoy your website. If you have any problems or questions don't hesitate to contact us.**

**Kind regards from Toxosoftware Team.**