

Belle Properties

<http://belleproperties.com/>



The Belle Difference

Our Team

Living Here

Resources

Property Search

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Experience the Belle Difference

We are a boutique firm dedicated to providing clients with unparalleled personalized service.

Table of Contents

| | |
|------------------------------|---|
| Logging In | 2 |
| Page Editors | 2 |
| Custom Pages | 5 |
| Homepage | 6 |
| Side Navigation/Contact Info | 6 |

Getting Started

First, gather and organize all of the information you want to add in your update before proceeding to the following steps. Having this information at-hand before beginning will make the entire process easier.

Open your website and go to the online update tool. This can be done by adding “/wp-admin” (lowercase – no quotation marks) behind the last backslash of your home website address.

Logging In

To access your Bellaworks Wordpress Website Admin, go to your domain (<http://belleproperties.com/>) and add “wp-admin” to the end of the URL in your browser (<http://belleproperties.com/wp-admin>)

Secure Updating

We only want you to be able to update your site, so we have secured it with a user ID and a password. Here are yours. Keep this paper in a secure, but accessible place for future reference.

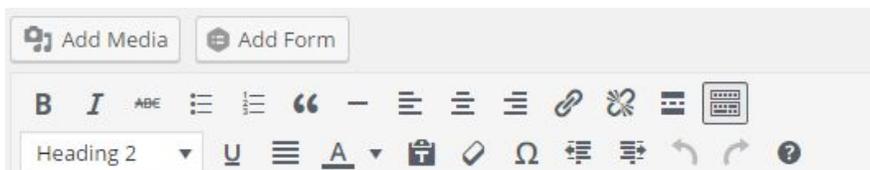
User Name: belle

Password: j2fBTzTf

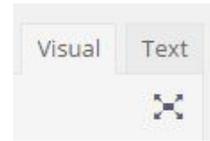
Page Editors (Pages)

To access the editable pages on your website, click “Pages” in the left column. You can click on any page title to begin the text editor for that page. Some pages are different, and we’ve installed custom tools and fields to make updating easy and intuitive. If the page you are working on has custom fields scroll down to the designated section and update each field separately. Note that you can “hover” over or click on an image to view the options for deleting or changing an image.

Within this editor, you are able to perform many of the formatting options available in most word processors including bold, italicize, underline, etc.



Note: if you are missing the bottom row of your toolbar, click on the “Toolbar Toggle” button. 



Also, make sure that you are in the visual editor when making edits (not the text tab).

Copying/Pasting Text from Outside Website

If you're copying text from an email, document or another website, be sure to use the "Paste as Plain Text" icon.  This icon is a toggle button and must be selected on each page to function. The icon will appear with a darker gray box around it if it has been selected.

Inserting a Link

You can insert a link (to an outside website, a page within your site, or a link to a document) by clicking the link icon  on the top tool bar. Type in the URL you want to link to and click on the arrow..



If you are linking to an outside website, click on . Make sure to check the box "Open Link in New Window/Tab". If you are linking to a page on your own site, you do not need to check.

Insert/edit link

Enter the destination URL

URL

Link Text

Open link in a new window/tab

Inserting a Link to a .pdf

You will need to upload the pdf first if you wish to insert it in a post. Do this by clicking the "Add Media" button and Upload File link. Select the desired .pdf from your computer. You can now see the .pdf in your media library. Type your desired hyperlink text such as "View Entire Article" in the field labeled "title". Click the "insert into page" button to see your link.

Inserting a Link to an Email Address

Type your desired text. Highlight the text, and click the "insert link" icon in the toolbar. In the url field, type: <mailto:emailaddress@domain.com> where emailaddress@domain.com is the desired email address. Click on the arrow when finished.

Inserting an Image

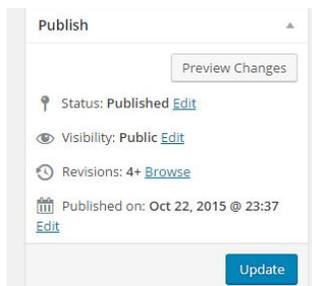
You can add an image to your post by clicking the **“Add Media”** button and Upload File link. Select the desired image from your computer. You can now see the image in your media library. Add the necessary alt text and description and click **“Insert Into Page”**.



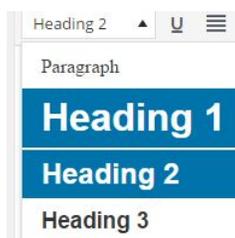
You can have text right aligned or left aligned to your photo by clicking on the image and selecting **“Align Left”** button or **“Align Right”** button. You can also access editing tools by clicking on the pencil icon. You can add a link to your image by selecting from the **“Link to”** pull-down menu. To delete a photo, click on the **“x”** button.

Other Things to Note

- When you enter text on a line and click **“Enter”**, you will create a new paragraph with a space in between the lines. If you desire the next line to fall under the previous line (with no spaces between lines), click **“Shift” + “Enter”** at the same time.
- When you have completed edits to page, click **“Update”** under **“Publish”**. You can preview your changes before going live, by clicking **“Preview Changes”** and the page will open in a new window so you can review the changes. Once you hit **“Update”**, your changes will be **“live”**.



- To select a heading style, click on drop-down. Heading 1 will always be the page title (do not use). Paragraph style is the default style throughout the site. Heading 2 is a typical style for a page section. Heading 3 can be used for a sub-section on a page.



Custom Pages

We have added custom pages to make editing content and formatting quick and easy. To edit:

Our Team

To edit the top part of the “Our Team” page, go to “Pages” and select “Our Team”.

To edit the individual team members, go to the left sidebar and select “Realtors”. Click on the realtor you want to edit. You can edit the following fields:

- Name
- Phone Number
- Email Address
- Photo (333px wide X 500px tall)
- Bio

To add a new realtor, click “Add New” and enter fields. Click “Publish” when finished.

You can re-order the realtors by going to “Re-order” under “Realtors” and dragging and dropping the row into desired order. If you need to delete a realtor, go to “Realtors” and hover over realtor and click “Trash”.

The Belle Difference

You can change out the photo on this page by hovering over photo and clicking on the “x” in the upper right hand corner. Upload a new image (850px wide × 600px tall).

Living Here

To add a new area on the “Living Here” page, go to “Pages” and select “Living Here”. Scroll to the bottom and click “Add Row” and enter the following fields:

- Title
- Description
- Image (300px X 300px)
- Neighborhoods - to add a neighborhood, click on “Add Neighborhood” and enter name. You can drag and drop in desired order. To delete a neighborhood, hover over the line and click “-”.

To delete an area, hover over the entire section and click “-”. You can drag and drop areas into desired order.

Homepage

To access the homepage text editor, go to “Pages” and select “Homepage”. To edit the main image of Charlotte skyline, hover over image and clicking on “x” in upper right hand corner. Upload a new image (recommended size 1500px wide X 750px tall).

To edit the image of the 3 of you, hover over image and click on “x” in upper right hand corner. Upload a new image (recommended size 750px wide X 690px tall)

Testimonials

To add new testimonials to homepage, go to left sidebar and click “Testimonials”. Click “Add New” and enter title (not published, just for backend purposes) and the testimonial. Click “Publish” when finished. To delete an existing testimonial hover over testimonial and click “Trash”.

Side Navigation/Contact Information

To edit the contact information in your footer, go to “Options” in left hand column and click on “Company Info” tab. Click “Update” when finished.