

# i.Scout 4 WordPress User Guide

## 1. Introduction

“i.Scout 4 WordPress” is a WordPress theme created by **hawesWeb Productions**, based on the Arthemis theme by Michael Hutagalung, which is for free for use by people involved in Scouting. As currently designed, it is best used for District or County websites, though it can be modified for use as Group website theme.

[WordPress](#) is a CMS (Content Management System) primarily used for blogs, but just as capable of being used for more standard websites. There is a large range of themes and plugins (extensions which provide new features) that can be downloaded for free at [wordpress.org](#).

If you are not taking out one of my [paid options](#) and plan to install WordPress yourself, you can [download it here](#) and find out how to [install it on your own hosting here](#). I do not suggest you do this unless you have a good level of knowledge and experience with websites.

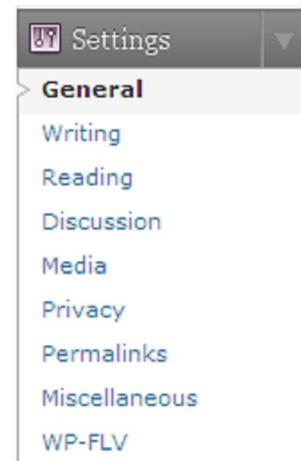
## 2. Setting up your website

The first thing you need to do after installing your theme is to set up the basics of how your website works. The first thing you need to do is go to Settings > General and set the name and tagline of your website. For example, “Flydale North Scouts” and “Everyday adventure in Flydale North!”.

You then need to set the timezone to London.

Then go to Settings > Permalinks and select “Month and name”. This will then mean that the permalinks in your website are easier for search engines to index.

Finally, go to Settings > Miscellaneous and de-select the “Organize my uploads into month- and year-based folders” option. This means that any files you upload will be put into the same folder.



## 3. Using WordPress

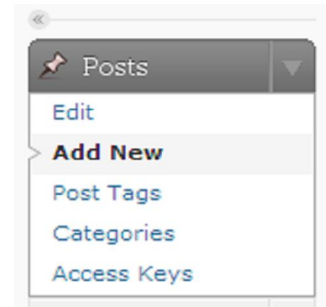
WordPress has two types of content: posts and pages. Posts are used as part of a blog format, whilst pages are used for more static website building – unless you plan to blog, you will mainly use pages for your website.



## Posts

Posts can be created by logging in to your WordPress dashboard and clicking on Posts > Add New. You then need to enter a title and type the post content. I suggest that you use the HTML editor window to do this (there is a list of standard HTML tags at the end of this document).

Before you publish your post, however, you must select a Category. Categories are used to organise how posts are displayed and how they can be viewed via archives. For example, a category name may be "News" so that you can publish a feed of your news on the main page, in a sidebar or even by RSS.



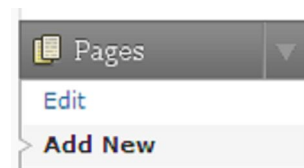
Posts are date-specific, and will carry a time-stamp to show when they were published – though this can be edited on the right-hand side of the screen. If you have set the permalinks as suggested above, your posts will have a URL like this:

- <http://www.your-url.co.uk/year/month/post-name>

Posts can then be edited by clicking on Posts > Edit.

## Pages

Pages are created in a similar way to posts: by logging in to your dashboard and click on Pages > Add New. You then need to enter a title and post content. Pages are not date-specific and tend to remain "static". However, it is still good practice to regularly review and update your pages to keep your site fresh and relevant. Pages can be edited by going to Pages > Edit.



Pages can also be set to be "parent" and "sub" pages, so they sit under each other – similar in a way to Categories for posts. For example, if you wanted to set up a series of pages on various issues that were important to you, you would create a parent page called "Issues" and a number of sub-pages called things like "Law and Order", "Education", "Health" etc.

If you have set the permalinks as suggested above, the URL of your pages will be like this:

- <http://www.your-url.co.uk/parent-page/sub-page>

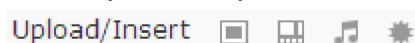
The permalink is automatically shown under the page title, and can be edited. If your page has a long title, you may wish to shorten it to make it easier to navigate to. This can also be done for posts, but it is much more important that pages have short, relevant URLs than posts.

Pages appear at the top of the page in the menu bar in the order they were published or you can arrange them by setting the Page Order.

## Uploading Media

Media, such as images and documents, can be uploaded directly into your posts and pages through WordPress. At the top of each Posts or Pages Add New or Edit sections, just above the content text area and just below the title text area, there is a set of symbols are "Upload/Insert":

In order, these icons allow you to upload images, video, audio, and media (eg. PDF documents). You will then be able to either insert these into your post or page and link to them from anywhere on your website.



## 4. The Index Page

The index page in this theme is primarily made up of a GIF image that rotates between a number of Scout Association brand-specific images.

It also has a Latest News section, where the three latest Posts in the “News” category will be displayed, alongside an image, set using a custom field named “Image” with the URL in the Value field. This image is 200x120.

Just below the latest news section, there is a tactile “Join the adventure” image that changes on mouseover.

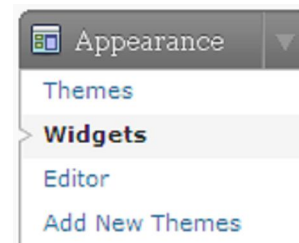
## 5. The Header

The Header of this theme contains the Scout Association logo in the top left, which links to [scouts.org.uk](http://scouts.org.uk), and the website title in the top right with the tagline below it, which link back to the homepage. This can be changed to an image in `header.php`.

The navigation bar is split into two sections, with a page list automatically populating the top bar. The bottom section contains hard-coded Section images, which have hard-coded links to section-specific pages on your site. It also includes a “Join the adventure” image link and one for the Scout Shops too. If you are not designing a District or County website, you can remove the extra images in `header.php`.

## 6. The Footer

The footer is split between two PHP files. The large purple section above the footer text contains widgetised elements designed in the `main.php` file. There are four widgets in this section, Main Left, Main Center, Main Right and Main Right2. The two right widgets are half the size of the others and designed for a Quick Links section.



The rest of the footer text is included in `footer.php` and has hard-coded links to Accessibility, Contact, Site Map, Privacy and About this site pages.

## 5. The Sidebar

In this theme, the sidebar appears on the right-hand side of the screen on every page and post, but not on the index page. These can be edited by using the Widgets page, as above.

There are four widget areas in the sidebar: Sidebar Top and Sidebar Bottom stretch across the whole width of the sidebar, at the top and bottom of the sidebar. Sidebar Left and Sidebar Right are half the width of the sidebar and sit besides each other.

The sidebar is a place to put details that your reader may find interesting, such as links to other websites, videos, etc.

You do not need to put widgets in all of these sidebars.



## 6. Plugins

Plugins are a way to enhance your website with ease and to improve various functionalities. There are a large number available for free at [wordpress.org](http://wordpress.org). The easiest way to install plugins is to upload the ZIP file in Plugins > Add New > Upload.

I have included in the download a number of plugins, which I have listed below, that I suggest you use, if you want that functionality:

### Category Posts

The [Category Posts](#) plugin allows you to show just the posts from just a particular category (eg. News) in a widget.

### Contact Form and Really Simple CAPTCHA

Rather than putting your email address live on your website, you can set up contact forms that require people to enter certain information before sending you a message. The plugin I suggest you use for this is [Contact Form 7](#), which allows you to set up various contact forms easily and place them in your posts or pages with just one line of code. [Really Simple CAPTCHA](#) allows you to used CAPTCHA in your contact forms and prevent spam messages.

### Twitter widget

If you tweet, you want to make sure that your tweets are shown on your website. The [Elegant Twitter Widget](#) allows you to publish your Twitter feed as a widget.

### Sitemap widget

Sitemaps are important parts of websites – they make it far easier for search engines to index your website and improve accessibility. The [Dagon Design Sitemap Generator](#) does pretty much all the work for you.

### Access Keys widget

Accessibility something that all websites should attempt to increase wherever possible. The [Access Keys](#) widget is an easy way to enable users to navigate through using access keys.

### Text size

Another part of improving accessibility is making it as easy as possible for users to read your content by changing the font size. The [WP-chgFontSize](#) plugin can be added to a sidebar as a widget.

### Google Analytics for WordPress

Set up a [Google Analytics](#) profile for your website so that you can track the hits that come to your website. Using the [Google Analytics for WordPress](#) plugin removes the need to enter any HTML into the theme.

### Flickr Feed Gallery

If you want to show off your Flickr photos, the [Flickr Feed Gallery](#) makes it easy.

## 7. Basic HTML

Basic HTML is useful when creating both posts and pages. I have included below is a list of useful HTML codes:

- ❑ Link: `<a href="LINK">Linked text</a>`
- ❑ Bold text: `<b>Boded text</b>` or `<strong>Boded text</strong>`
- ❑ Italic text: `<i>Italicised text</i>` or `<em>Italicised text</em>`
- ❑ Image: ``
- ❑ Headers: `<h1><h1>`; `<h2></h2>`; `<h3></h3>`

## 8. Feedback, further help and support

If you have taken out one of my [paid options](#) and require any help, you can email me for more help and support at [chris@hawesweb.co.uk](mailto:chris@hawesweb.co.uk). I may also be able to help you if you have not taken out one of my paid options.

If you have any feedback on this theme, please let me know.