

Municipality WordPress Training Guide

Created by the Government Information Center



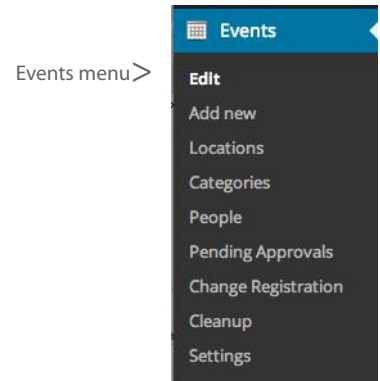
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ADD NEW

Add a Meeting or Event:

- ▶ Go to “Events”
 - Choose “Add new” event
 - Set the details (date, time, address)
 - Choose the category
 - If it is a **meeting** select the corresponding category (ex: Town Council, Planning Commission, etc on the right)
 - If it is an **event** select the “Event” Category.
 - In the Details editor add any special information for the event or meeting. If it is a meeting this is where you would place your meeting agenda pdf.
 - Save

(This will post the meetings where they need to go in all spots.)



Choose a categorie>

To Add Minutes After a Meeting:

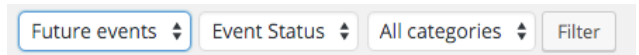
(Note: Make sure you have already created your minutes into PDF)

- ▶ Go to ‘Events’
 - Switch the dropdown that reads “Future events” to “Past events” and then click the “Filter” button.
 - Choose the past meeting/event you want to edit past meeting/event by click on the linked title text.
 - Go to Details box and upload minutes PDF by clicking the “Add Media” button
 - Click the “Update” button to save your changes.

This will post the minutes to the appropriate areas.

If you want to add a past event that has already happened because you need the minutes posted, just “add new”, choose the category, pick the past date, and add the info, type your Meeting Minutes PDF text in the notes, link to the pdf, save. It will post it in the right spot.

To have a pdf open in a new window (recommended) highlight the linked text and click the link icon. Check the “open link in new window/tab checkbox. Then click update.



***Please note**

All MEETINGS & EVENTS go into the EVENTS.

All NEWS & NOTICES go into the POSTS

RECURRING MEETING

Add a Daily Recurring Meeting/Event:

- ▶ Go to “Events”
 - Choose “Add new”
 - On the right hand side of the page check the checkbox under “Recurrence”.
 - You will now be able to set the event frequency.
 - If the recurring event is daily, you would select “Daily” from the dropdown.
 - Next you will type the number of days in which you would like the event to appear. For example, if you would like the event to appear every 3 days you would put the number 3 in the space to read “Every 3 Days”.
 - Under “Recurrence dates” select the date you would like the recurring event to start and when in the future you would like it to end. *You can set recurring events to display for years in the future but in most cases you would at most want it to reccure for a year.
 - Under “Event Date” you will simply select the first date the event will fall on and select the same date for its end date.
 - After setting the recurrence information you will fill out the rest of the event information from page 2 of this training packet.
 - Once you are finished adding all of the event information make sure to save click the “Save” button.

Recurrence

Frequency: Daily

Every 3 days

The event start and end date only define the duration of an event in case of a recurrence.

Recurrence dates

02/15/2016 06/30/2016

The recurrence beginning and end date.

* Note how the end date is set to a future date.

Event date

02/15/2016 02/15/2016

* Note how the start and end date are the same.

* Test Daily Event Example:

<p>Name</p> <p><input type="text" value="Test Town Council Meeting"/></p> <p><small>The event name. Example: Birthday party</small></p> <hr/> <p>Recurrence dates</p> <p>02/15/2016 06/30/2016</p> <p><small>The recurrence beginning and end date.</small></p> <hr/> <p>Event date</p> <p>02/15/2016 02/15/2016 <small>The event beginning and end date.</small></p> <p><small>In case of a recurrent event, use the beginning and end date to just indicate the duration of one event in days. The rest start date is determined by the recurrence scheme being used.</small></p> <p><input type="checkbox"/> This event lasts all day</p>	<p>Event Status</p> <p>Status: Public</p> <p><small>Private events are only visible for logged in users. Draft events are not visible from the front end.</small></p> <hr/> <p>Recurrence</p> <p><input checked="" type="checkbox"/></p> <p>Frequency: Daily</p> <p>Every 3 days</p> <p><small>The event start and end date only define the duration of an event in case of a recurrence.</small></p>
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RECURRING MEETING

Add a Weekly Recurring Meeting/Event:

- ▶ Go to “Events”
- Choose “Add new”
- On the right hand side of the page check the checkbox under “Recurrence”.
- You will now be able to set the event frequency.
- If the recurring event is weekly, you would select “Weekly” from the drop down.
- Next you will type the number in which you would like the event to appear in weeks. For example, if you would like the event to appear every Monday you would put the number 1 in the space to read “Every 1 Week”. If you want it to display every two weeks you would put a 2 in the blank to read “Every 2 weeks”.
- Then, you want to select the checkbox that correlates with which day of the week you would like the recurring event to fall on. For example, if it was every Monday you would check the box in front of “Mon”.
- Under “Recurrence dates” select the date you would like the recurring event to start and when in the future you would like it to end. *You can set recurring events to display for years in the future but in most cases you would at most want it to reccure for a year.
- Under “Event Date” you will simply select the first date the event will fall on and select the same date for its end date.
- After setting the recurrence information you will fill out the rest of the event information from page 2 of this training packet.
- Once you are finished adding all of the event information make sure to save click the “Save” button.

Recurrence

Frequency: Weekly

Every 1 week

Mon Tue Wed Thu Fri
 Sat Sun

If you leave this empty, the recurrence start date will be used as a reference.

The event start and end date only define the duration of an event in case of a recurrence.

Recurrence dates

02/15/2016 06/30/2016

The recurrence beginning and end date.

* Note how the end date is set to a future date.

Event date

02/15/2016 02/15/2016

* Note how the start and end date are the same.

* Test Weekly Event Example:

<p>Name</p> <p>Test Town Council Meeting</p> <p>The event name. Example: Bl-today party</p>	<p>Event Status</p> <p>Status: Public</p> <p>Private events are only visible for logged in users, draft events are not visible from the front end.</p>
<p>Recurrence dates</p> <p>02/15/2016 06/30/2016</p> <p>The recurrence beginning and end date.</p>	<p>Recurrence</p> <p><input checked="" type="checkbox"/></p> <p>Frequency: Weekly</p> <p>Every 1 week</p> <p><input checked="" type="checkbox"/> Mon <input type="checkbox"/> Tue <input type="checkbox"/> Wed <input type="checkbox"/> Thu <input type="checkbox"/> Fri <input type="checkbox"/> Sat <input type="checkbox"/> Sun</p> <p>If you leave this empty, the recurrence start date will be used as a reference.</p>
<p>Event date</p> <p>02/15/2016 02/15/2016</p> <p>The event beginning and end date.</p> <p>In case of a recurrent event, use the beginning and end date to just indicate the duration of one event in days. The real start date is determined by the recurrence scheme being used.</p> <p><input type="checkbox"/> This event lasts all day</p>	<p>The event start and end date only define the duration of an event in case of a recurrence.</p>
<p>Event time</p> <p>12:00AM 12:00AM</p>	

RECURRING MEETING

Add a Monthly Recurring Meeting/Event:

- ▶ Go to “Events”
- Choose “Add new”
- On the right hand side of the page check the checkbox under “Recurrence”.
- You will now be able to set the event frequency.
- If the recurring event is monthly, you would select “Monthly” from the drop down.
- Next you will type the number in which you would like the event to appear in months. For example, if you would like the event to appear every month you would put the number 1 in the space to read “Every 1 Month”. If you want it to display every two months you would put a 2 in the blank to read “Every 2 months”.
- Next, you want to select which day of the month you would like the event to fall on. For example, if you want the event to take place every first Monday of the Month you will select “first” from the first drop down and “Monday” from the second dropdown.
- Under “Recurrence dates” select the date you would like the recurring event to start and when in the future you would like it to end. *You can set recurring events to display for years in the future but in most cases you would at most want it to reccure for a year.
- Under “Event Date” you will simply select the first date the event will fall on and select the same date for its end date.
- After setting the recurrence information you will fill out the rest of the event information from page 2 of this training packet.
- Once you are finished adding all of the event information make sure to save click the “Save” button.

Recurrence

Frequency: Monthly

Every 1 month

Every first Mon Day of month

If you use "Start day" as day of the month, the recurrence start date will be used as a reference.

The event start and end date only define the duration of an event in case of a recurrence.

Recurrence dates

02/15/2016 06/30/2016

The recurrence beginning and end date.

* Note how the end date is set to a future date.

Event date

02/15/2016 02/15/2016

* Note how the start and end date are the same.

* Test Monthly Event Example:

Name

Test Town Council Meeting

The event name. Example: Birthday party

Recurrence dates

02/15/2016 06/30/2016

The recurrence beginning and end date.

Event date

02/15/2016 02/15/2016 The event beginning and end date.

In case of a recurrent event, use the beginning and end date to just indicate the duration of one event in days. The real start date is determined by the recurrence scheme being used.

This event lasts all day

Event time

Event Status

Status: Public

Private events are only visible for logged in users, draft events are not visible from the front end.

Recurrence

Frequency: Monthly

Every 1 month

Every first Mon Day of month

If you use "Start day" as day of the month, the recurrence start date will be used as a reference.

RECURRING MEETING

Add a Specific Recurring Meeting/Event:

- ▶ Go to “Events”
- Choose “Add new”
- On the right hand side of the page check the checkbox under “Recurrence”.
- You will now be able to set the event frequency.
- If the recurring event is specific, you would select “Specific” from the drop down.
- Under “Recurrence dates” select the dates you would like the recurring event to appear. *You can select multiple dates from the calendar.
- Under “Event Date” you will simply select the first date the event will fall on and select the same date for its end date.
- After setting the recurrence information you will fill out the rest of the event information from page 2 of this training packet.
- Once you are finished adding all of the event information make sure to save click the “Save” button.

Recurrence



Frequency: Specific days ▾

The event start and end date only define the duration of an event in case of a recurrence.

Recurrence dates

02/25/2016,03/26/2016

Select all the dates you want the event to begin on.

* Note how multiple dates are selected.

Event date

02/15/2016

02/15/2016

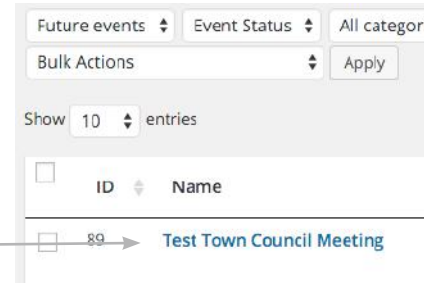
* Note how the start and end date are the same.

* Test Specific Event Example:

<p>Name</p> <p>Test Town Council Meeting</p> <p><small>The event name. Example: Birthday party</small></p>	<p>Event Status</p> <p>Status: Public ▾</p> <p><small>Private events are only visible for logged in users, draft events are not visible from the front end.</small></p>
<p>Recurrence dates</p> <p>02/25/2016,03/26/2016</p> <p>Select all the dates you want the event to begin on.</p>	<p>Recurrence</p> <p><input checked="" type="checkbox"/></p> <p>Frequency: Specific days ▾</p> <p><small>The event start and end date only define the duration of an event in case of a recurrence.</small></p>
<p>Event date</p> <p>02/15/2016 02/15/2016</p> <p><small>The event beginning and end date. In case of a recurrent event, use the beginning and end date to just indicate the duration of one event in days. The real start date is determined by the recurrence scheme being used.</small></p>	

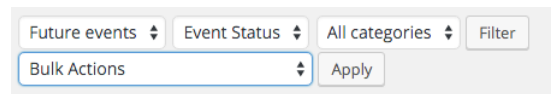
Delete a Meeting/Event:

- ▶ Go to "Events"
 - Find the specific event you want to delete.
 - Click on the title name link for that specific event to open it.
 - Scroll to the bottom and click button that says "Delete Event".



Delete a Multiple Meetings/Events:

- ▶ Go to "Events"
 - Check the checkboxes next to each of the events you want to delete.
 - From the "Bulk Actions" dropdown select "Delete Selected Items".
 - Then click the "Apply" button next to the Delete Selected Items" drop down.



Delete a Recurring Meeting/Event Series:

- ▶ Go to "Events"
 - Find one of the recurring events you would like to delete.
 - All the way to the right of the event listing you will see a column titled "Recurrence info".
 - Click the link that reads "Edit Recurrence ID ___". This will open that specific event.
 - Scroll to the bottom of the page and click the "Delete Recurrence" button. By clicking this button you are deleting the entire recurrence meeting series associated with this event.

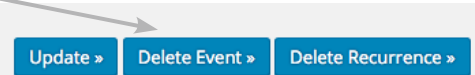
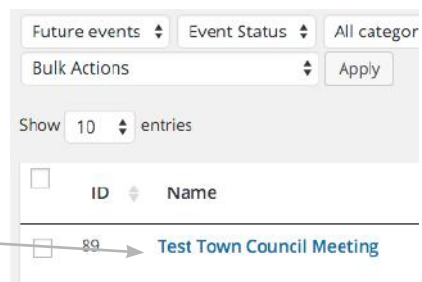
Recurrence info

Specific days
Edit Recurrence ID 4



Delete a 1 Recurring Meeting/Event from a Series:

- ▶ Go to "Events"
 - Find the specific recurring event you want to delete.
 - Click on the title name link for that specific event to open it.
 - Scroll to the bottom and click the middle button that says "Delete Event". This will just delete that specific event date from the recurring event series.



1ST STEP

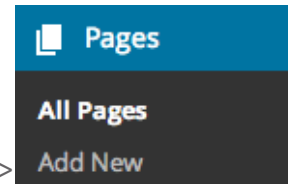
Add a "Page":

- ▶ Go to "Pages"
 - Choose "Add New"
 - (To edit -click on page title or edit under it)
 - Add page title (keep small for navigation purposes)
 - Add page content/images/links
 - Publish/Update

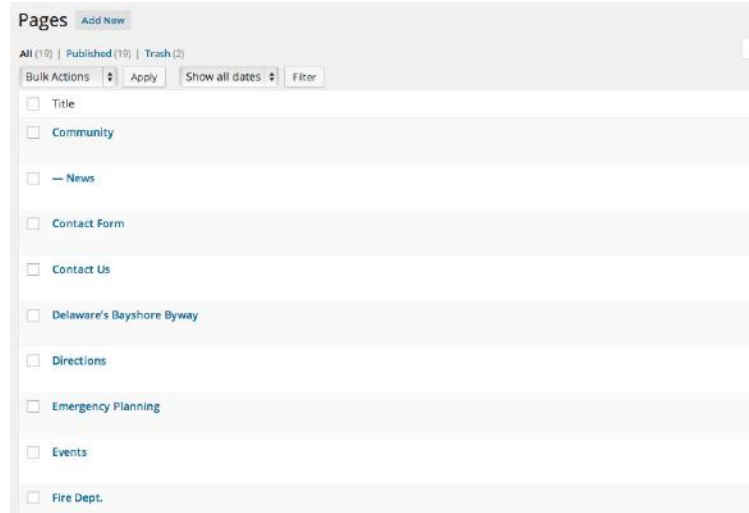
Remember that a shift return is a single space, and a regular return is a double space.

Now, follow the steps below on how to add and position your page in the navigation so that it will appear on your homepage in the navigation.

Pages Menu



Choose "Add New" >



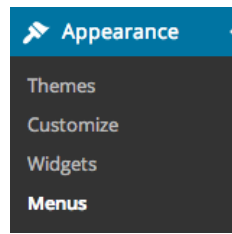
List of pages, can click on page name or edit to edit the page or post

2ND STEP

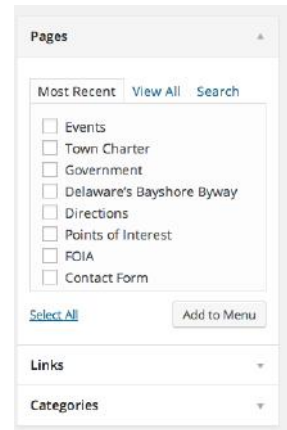
Add a "Page" to the Navigation Menu:

- ▶ Go to "Appearance"
 - Choose "Menus"
 - In the first column on this page you will see a mini menu entitled "Pages". Select the corresponding checkbox to the page you would like to add to your menu.
 - Click "Add to Menu"
 - Your page is now a menu item in the navigation. You should see it to the right, listed with the other menu pages.

Appearance menu:



Select which page you would like to add to the navigation here:

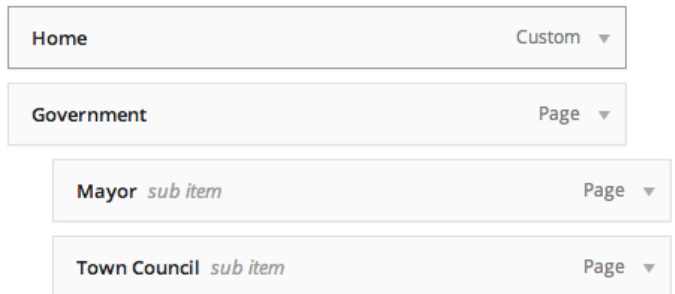


3RD STEP

Position your "Page" in the Navigation Menu:

- Now that you have added your page to the navigational menu you must position it to where you would like it to appear.
- Drag and drop where you would like your page to appear in the navigation.
- If you would like your menu item to appear as a sub-menu (or child) item you would drag and drop it so it is below and slightly indented under the parent page.
- If you would like your page to appear as its own menu item, make sure it is not indented under another page.
- It should line up with the other "top-level" (parent) pages.
- Click the "Save Menu" button

Below is an example of menu structure. "Home" & "Government" are top level ("parent") menu items. "Mayor" and "Town Council" are sub-menu ("child") items under "Government".



1ST STEP

Delete a "Page":

- ▶ Go to "Pages"
 - Locate the page you want to delete
 - Hover over the title name of the page. You will see options appear below it. Click the link that says "Trash". An alternate way is to open the page and under the section "Publish" click the link that reads "Move to Trash" and click the "Update" button.

If you accidentally delete a page, you can restore it by going to "Pages" and clicking the "trash" tab. Next, you will find the page that was accidentally deleted, hover over it and click the "restore" link.

*Note: If you delete a page it will automatically be deleted from the navigation.

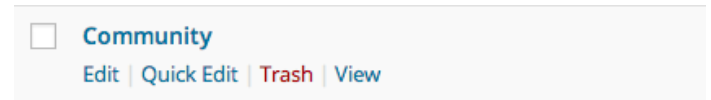
2ND STEP

Remove a "Page" from the Navigation:

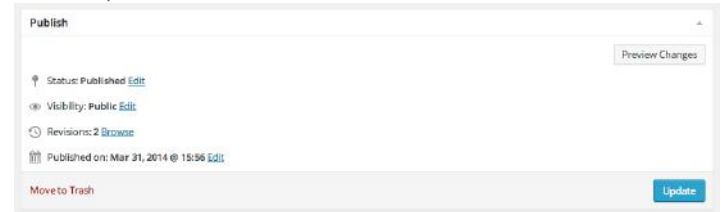
- ▶ Go to "Appearance"
 - Choose "Menus"
 - Under the "Menu Structure" section, find the page you would like to remove from the navigation and click the down facing caret.
 - Click the link that says "Remove"
 - Then, click the "Save Menu" button

*Note: Use these steps when you do not want to delete a page but want it hidden from the navigation of the site.

One option is to hover over the selected page and click "Trash".



Another option would be to open the actual page and click "Move to Trash" under the publish section.



If you delete a page, you want to make sure to delete it from your navigation by clicking the "Remove" link.



ADD NEW

Add a News/Notice Post:

- ▶ Go to “Posts” in the left side nav
 - Choose “Add new”
 - Add content (Post title, text, tags, links, images, etc.)
 - Publish or Save Draft
- (if it does not show up on the live site, check your Status in the Publish box. Also in the Publish box, you can edit publish date, or type by choosing draft, etc.)

Make sure to add tags into your post. Tags make it easier for people to find your content. You can add tags one at a time by clicking the add button or hitting the Enter/Return key on your keyboard. Or you can add multiple tags at time by separating them with a comma as you type and then click add.

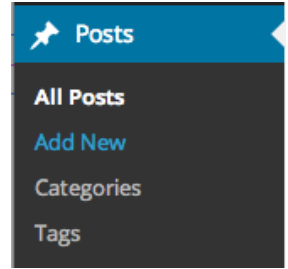
If you save it as Draft, you can preview it in the Publish box by selecting Preview.

***Remember:** Please paste text that is copied from another file such as Word into NotePad or other text editor to remove code that is inserted. This code is not visible to you, but shows up in the wordpress details editor box.

Also don't forget to format your text. Create paragraphs, bold text, italics, underlines, add links, images, etc. **Please do not add inline styles.** The site has css that will control font size, color, etc.

A shift return is a single space, and a regular return is a double space except with Bullets. In the case of Bullets, shift return creates a two line bullet regular return creates a new bullet item.

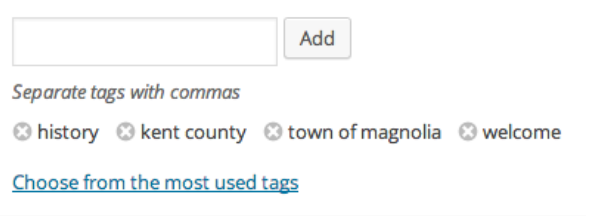
Posts menu >



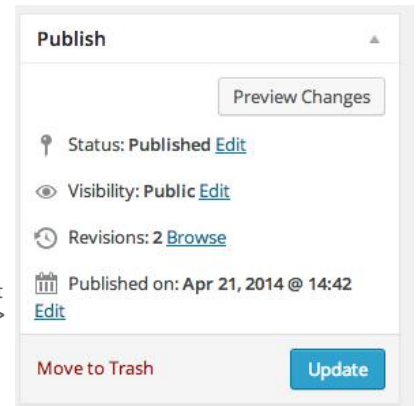
Posts list >



Tags



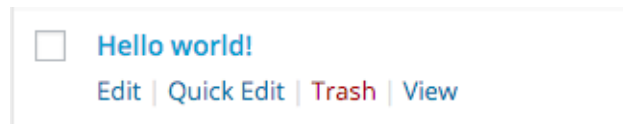
Publish box >



Adjust post date. Can have post in the future if needed. >

Delete a News/Notice Post:

- ▶ Go to “Posts” in the side nav
 - Hover over the title link to the post you want to delete.
 - You will see options appear below the title.
 - Click on the red “trash” link.
- That post is now in the trash and can only be restored if you click on the trashlink, hover over the title of the post and click the “restore” link that appears below.
- *If you empty the trash the post will be gone.



DELETE

What is a “Sticky-Post”?

- A “sticky-post” is the text area located to the right or left of your slider image on your website’s home page. This is a space where you can highlight an important notice, town event or simply a welcome message or your town’s history. Just think of it as “Sticking” important news to the forefront of your home page.

Make a “Sticky-Post”:

- ▶ Go to “Posts” in the side menu
 - Choose “Add new”
 - To make it a “sticky-post”, select the “Edit” link located next to “Visibility” and directly underneath “Status”.
 - Check the the box next to the text: “Stick this post to the front page”.
 - Click the “Update” button

***Remember:** You can only have one “sticky-post” at a time. Please make sure to go back to the previous sticky-post and uncheck the checkbox to make it no longer sticky. Don’t forget to click the “Update” button.

Check this box to make it sticky.

Publish

Preview Changes

Status: **Published** [Edit](#)

Visibility: **Public, Sticky**

Public

Stick this post to the front page

Password protected

Private

[Cancel](#)

Revisions: **3** [Browse](#)

Published on: Mar 31, 2014 @ 13:58 [Edit](#)

[Move to Trash](#)

Posts [Add New](#)

All (3) | Published (3) | Sticky (1)

Bulk Actions Show all dates

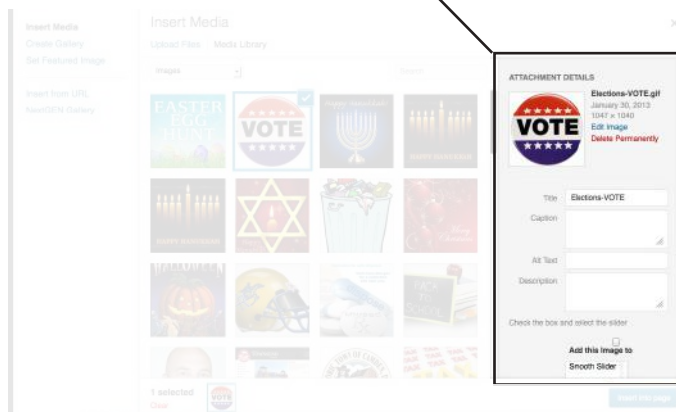
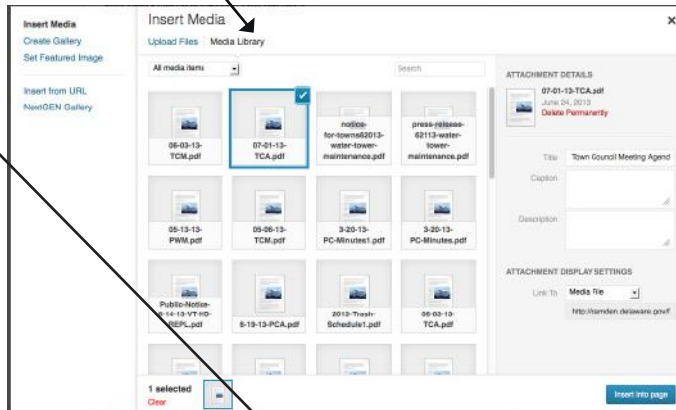
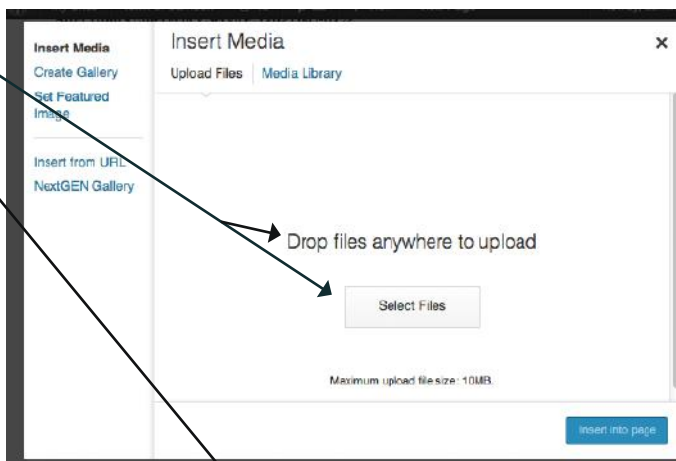
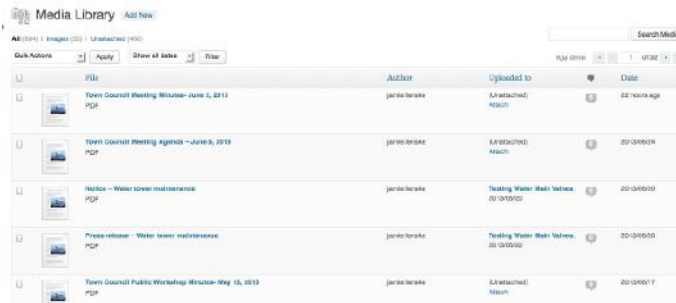
<input type="checkbox"/>	Title
<input type="checkbox"/>	Testing 1,2,3...
<input type="checkbox"/>	A Test Post
<input type="checkbox"/>	History of Little Creek - Sticky
<input type="checkbox"/>	Title

This is an indicator that this post is a “sticky-post”

ADD NEW

Add Images to Posts/Pages:

- Create a new post.
 - Title it, add text, choose category, etc...
- Put your cursor where you want the image.
- Choose "Insert Media"
- Choose where the image is:
 - If on your computer, browse to it and select.
 - If in Media files, choose Media Library Tab
 - Click on the document or image you would like
- In the box on the right make sure you:
 - Put a title in (if you don't like what's there)
 - Choose your alignment - Left, Right, Center, None.
 - If there is a link you wish to add, you can.
 - Pick size... if image is large, go for the medium.



What is a “Meta-Slider”?

- A “Meta-Slider” is the slideshow of images on your home page. You can add multiple images here and even reorder them.

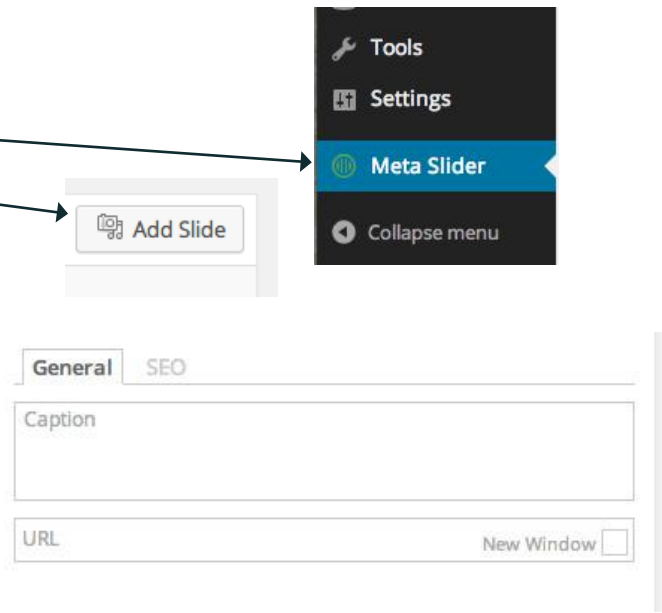
ADD NEW

Add Images to the Meta-Slider:

- Click on Meta Slider in the left nav.
- Click the “Add Slide” button.
- Select the “Upload Files” tab.
- Drag and drop the image you would like in the slider.
- Click the “Add to Slider” button in the bottom right hand corner.
- You should now see the new image appear under other previous slides.
- Next to the image you will see a caption box. If you would like your image to have a caption or small message, do so here.
- Below the caption box there is an area for you to enter a URL. Enter in a URL here if you would like to link the image to a page.
- In the right hand corner, click the “Save” button.
- Refresh your website and test to make sure the image is there and appearing correctly.

***Note:** Make sure you are only uploading landscape oriented photos to the Meta-Slider. Portrait oriented photos will not display correctly.

***Note:** When making a caption try to keep it to one sentence.



REORDER

Reorder Images in the Meta-Slider:

- Click on Meta Slider in the left nav.
- Hover over the image you want to move and drag and drop it in which ever order you would like it to appear on the slideshow.
- In the right hand corner, click the “Save” button.
- Refresh your website and test to make sure the images are showing up in the correct order.

DELETE

Delete an Image from the Meta-Slider:

- Click on Meta Slider in the left nav.
- Hover over the image you would like to delete.
- Click on the red “x” in the left hand corner of the image.
- In the right hand corner, click the “Save” button.
- Refresh your website and test to make sure the image is no longer there.



ADD NEW

Add Photos:

- ▶ Choose Gallery
 - Add Gallery/Images
 - Pick "Upload Images" Tab
 - Browse for images, select images (can be more than one) or drop & drag images.
 - Choose Gallery (from drop down menu)
 - Choose "Upload Images"

Manage Gallery

Choose Gallery you want to edit.
Here is where you can add titles & descriptions to the images. Choose "Save Changes" when complete.

Add a New Gallery:

- ▶ Choose Gallery
 - Add Gallery/Images
 - "Add New Gallery" tab (should land on this first)
 - Add name of new Gallery
 - Choose Add Gallery button

(Note: this will appear in your drop down menu to add photos to but will not appear on the gallery page in the site until you do step 3 below.)

Display a new Gallery on Page

- ▶ Go to Pages
 - Choose "Photo Gallery" page
 - Choose HTML Tab (not visual)
 - Copy the code on the page:

```
<h3>Around Town</h3>
<div id="photos">[nggallery id=2]</div>
```

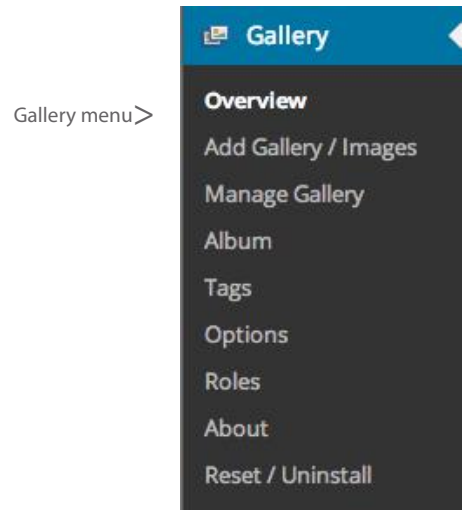
Then paste the code below the others
Change the text between the <h3> & </h3> to the name you want...

```
Example <h3>Event Photos</h3>
```

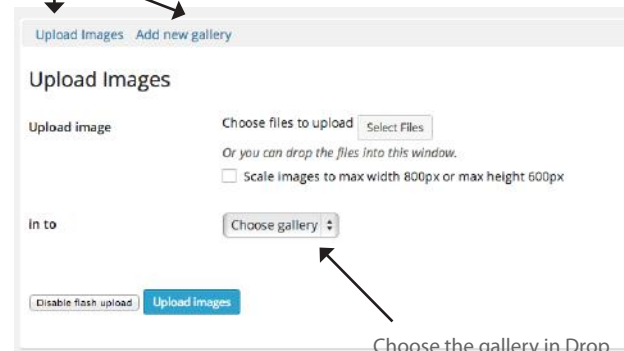
Change the id number to the right gallery number (each has one assigned when created, you can view this in the categories section, but logically will go in order so next number will be 3)

```
Example <div id="photos">[nggallery id=3]</div>
```

This will successfully start a new gallery of images on the page with the title of Event Photos which will pull the photos you just posted.

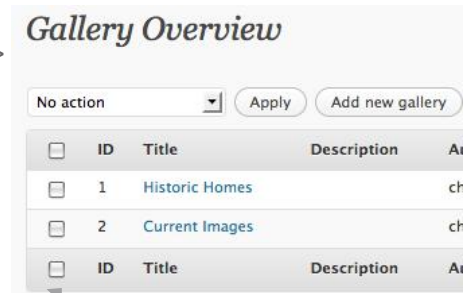


Add Images, Add Gallery

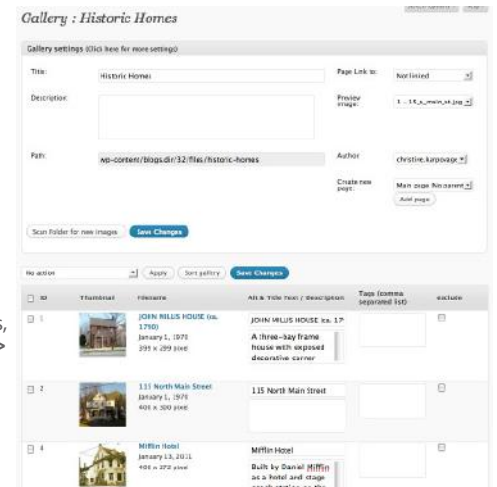


Choose the gallery in Drop Menu for uploading images

Overview >



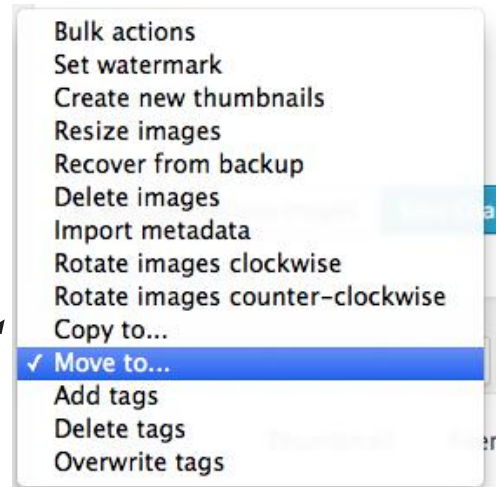
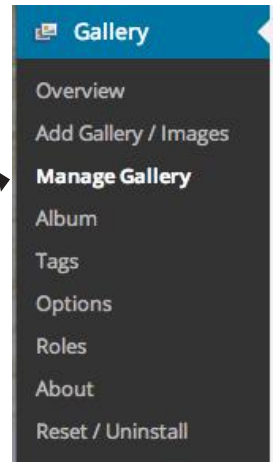
Gallery ID Number



Add titles, descriptions >

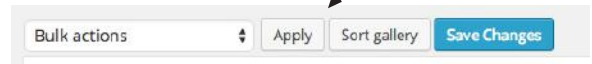
Move an Image from one Gallery to Another:

- ▶ Under Gallery in the left nav select “Manage Gallery”
- Click on the gallery that has the image you want to move
- Click the checkbox next to the image you want to move
- From the drop down list you want to select “Move to”
- Click the “Apply” button that is next to the drop down
- A pop-up window will appear. Select the gallery you would like to move the image to.
- Click “Okay”



Re-order Images in a Gallery:

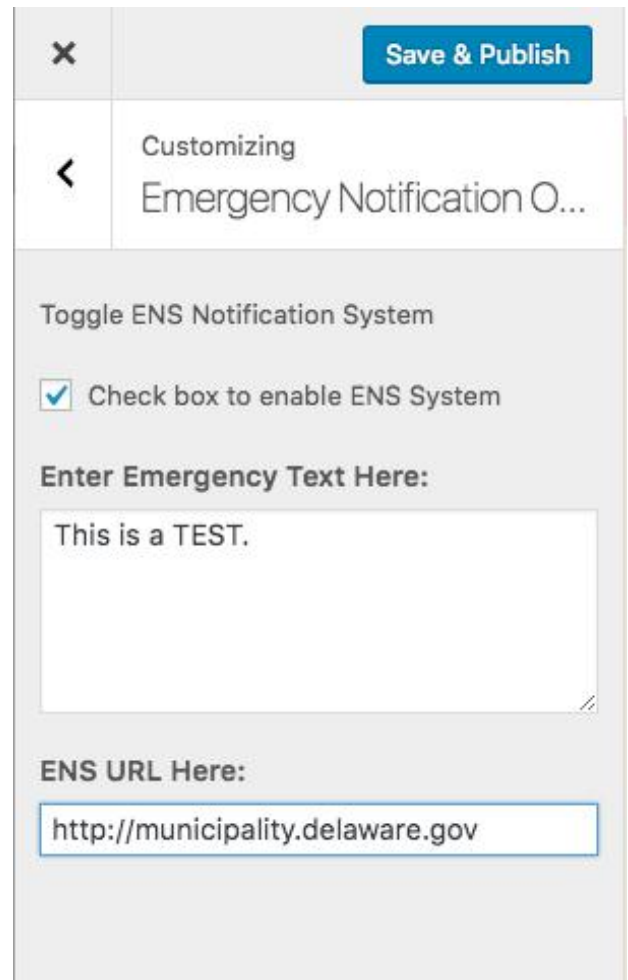
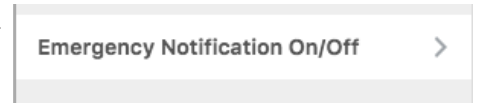
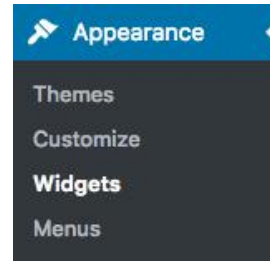
- ▶ Under Gallery in the left nav select “Manage Gallery”
- Click on the gallery you would like to work with
- Click the button on this page that says “Sort Gallery”
- Drag and Drop the images in the desired order
- Click the “Update Sort Order” button



Enable the Emergency Notification Feature:

- ▶ Click on “Appearance” in the left navigation and then select “Customize”
- Click on the button that says “Emergency Notification On/Off” that is located on the left.
- Check the checkbox next to the text “Check box to enable ENS System.”
- Place the desired text you would like the emergency banner to read in the the text box where it says “ENS text goes here.”
- Place the URL in which you would like the Emergency Notification to link to in the input box below the text “ENS URL Here”.
- Finally, click the blue “Save & Publish” button at the top.
- Make sure to go out to your live site and test to ensure the emergency notification banner is displaying correctly.

* Please refence this sample notification



Disable the Emergency Notification Feature:

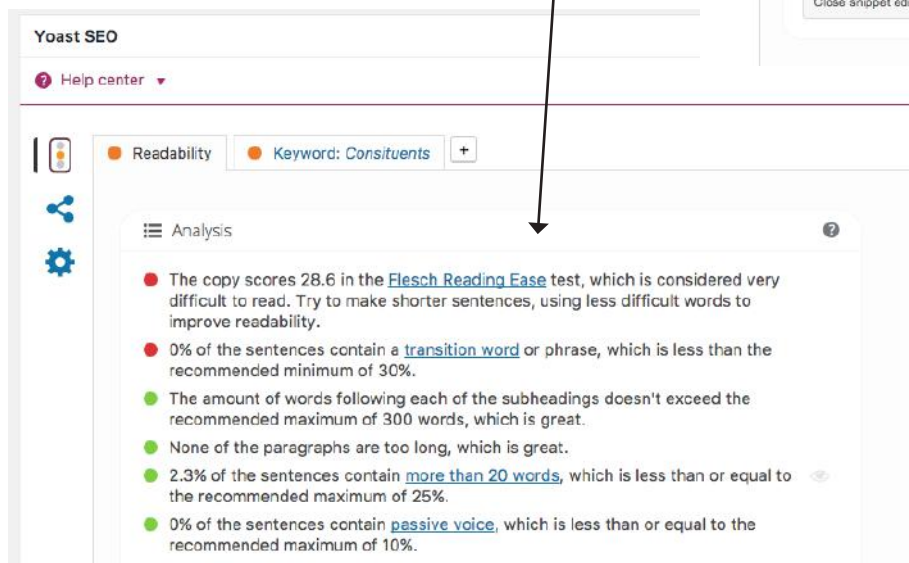
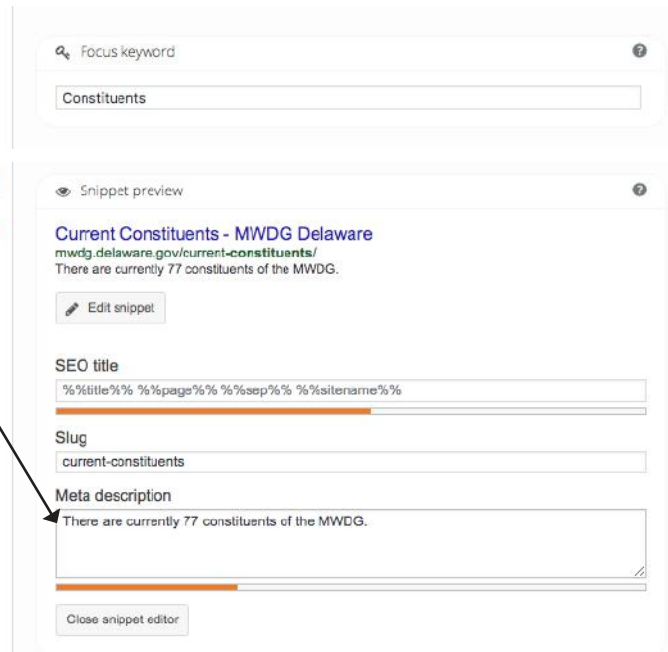
- ▶ Click on “Appearance” in the left navigation and then select “Customize”
- Click on the button that says “Emergency Notification On/Off” that is located on the left.
- Uncheck the checkbox next to the text “Check box to enable ENS System.”
- Click the blue “Save & Publish” button at the top.
- Make sure to go out to your live site and test to ensure the emergency notification banner is displaying correctly.

What is Yoast SEO?

- Yoast provides metrics / ratings for each page to enhance search engine results and yields recommendations to boost traffic based on the content of each individual page using four (4) different colors:
 - o Gray – Neutral rating (or more content needed)
 - o Green – Optimal / sufficient use of keywords and phrases within a page
 - o Orange – Some content and keywords may need fine-tuning
 - o Red – Least optimal rating

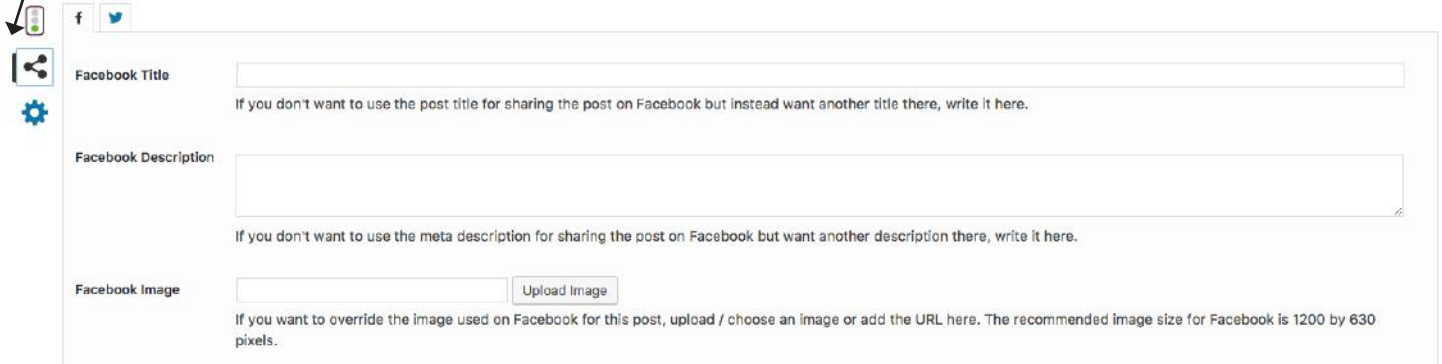
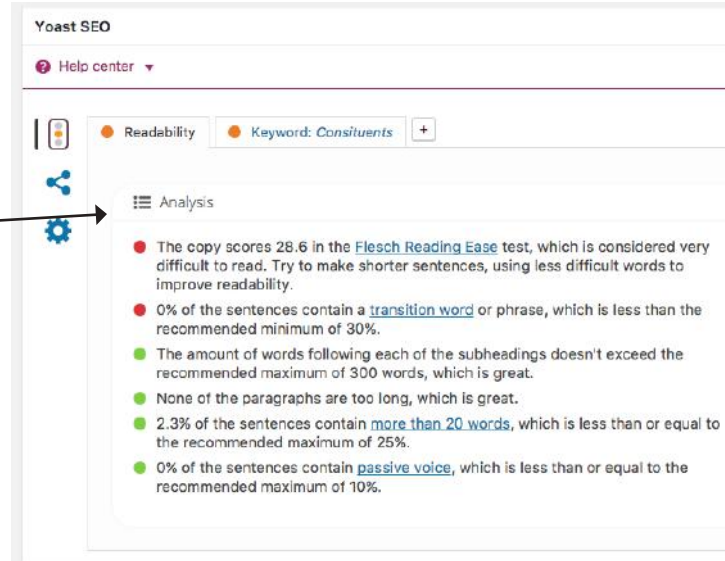
How to Utilize Yoast SEO - “Keyword”

- ▶ Select “Pages” from the left navigation.
 - Open a page that you would like to add SEO to. Please note you should be adding SEO to all of your pages for the best results.
 - Scroll down to view the Yoast SEO feature which will most likely be under the text editor section.
 - The “Keyword” tab should be selected.
 - In the input box under “Focus Keyword” add a keyword that explains the overall purpose of this page. For example, if you have a page all about your town’s park, your keyword could be park.
 - Next, above “Focus Keyword”, you will see a section where you can see your “Snippet preview” and you can edit here as well. Click the “Edit Snippet” button.
 - Where it says “Meta description”, add a short descriptive sentence pertaining to what this page is all about. Yoast will let you know if the sentence is too long. Your meta description should have your keyword included in it.
 - Below the section “Analysis”, you will see some tips on how you can improve this page’s SEO and where you have excelled. Simply look at the color’s to guide you on how to improved your page’s SEO. Green is good, orange is okay and red needs improvement.
 - Always strive for a green rating but orange is okay too! You should never have a red rating.



How to Utilize Yoast SEO - "Readability" & Social Media Feature

- ▶ Select the tab that says "Readability"
 - Under "Analysis" you will see some tips on how your page is rated in "Readability". This section will give you tips on how to improve your page's readability.
 - If you select the "social" icon below the stop light icon you will see an area to narrow down how you would like this page to be displayed on Facebook and/or Twitter.
 - You will see a areas where you can select a Facebook and/or Twitter title, description, and/or image.



- ▶ Check your page's Rating
 - In the Publish page section of your page, you will see a section where your page's rating will be displayed.
 - You will see a rating for "Readability" and "SEO".
 - Keep in mind green is great, orange is okay and red means this page needs some work.
 - Please note you can also view the pages rating when you look at the page list view.

