



PRAXIS

Spinal Cord Institute

Website Training Manual



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a bit about wordpress

oh hello wordpress

Wordpress is a Content Management System (CMS) that started as a blogging platform. Since its initial development, the community has gone and extended its functionality to encompass all of the needs of the modern website. Its ease of use for both developers and users have made it the most popular CMS in the world today.

Wordpress is divided into two areas of note:

The Frontend

This is the area that is visible to the public. They can navigate via a menu (usually placed at the top) and view content available as is standard with any website.

The Admin Area

Access to this area requires logging in. Once authenticated, logged in users can modify the content and how it is presented to the user.

common terms

Theme

This is the system of Wordpress which controls how content will appear. This controls the colours, fonts, layouts, etc. A Wordpress site can have many themes available, but can only have one applied at any given time. The theme we have chosen has been modified heavily to suit the needs of Praxis.

Plugins

A plugin is a collection of code which adds a new feature to a Wordpress site (eg. contact form). It is very common to have many plugins active and by the use of plugins a Wordpress site can be modified to do nearly anything.

Users / User Roles

Wordpress classifies people who can log into the admin area as Users and can have various levels of User Roles to determine what modifications can be made by that user. The highest class of User Role is 'Administrator', which has full access to all options in the Admin Area.

Media Library

Wordpress has the ability to upload assets to the site for use as site content. All of these assets are contained in the site's Media Library.

the admin area

1. User Specific Options

This area displays who is the current logged in user and contains options usually specific to the logged in user.

2. System Notifications

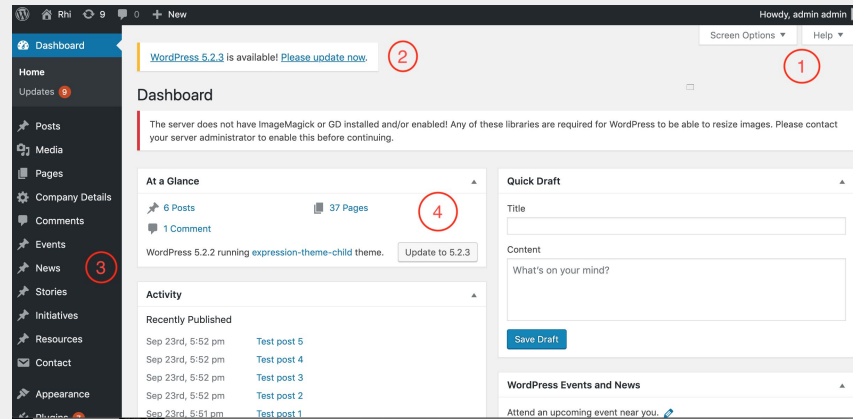
This area will display important notifications from the Wordpress system, such as available updates.

3. General Options

This area lists all of the options available in order to create new or edit existing content (post/pages), modify the site's appearance, create or edit users or configure plugins and other functionality.

4. Main Area - Dashboard

This area is essentially the control panel for the Praxis website. The home dashboard gives a quick overview of all the details of the Wordpress website. Once another option is picked from the sidebar, the dashboard will contain the main information or main options relevant to whichever option was selected on the left in the General Options.



posts

Posts

Posts are how Wordpress classifies groups of content. Wordpress started as a blogging platform and so Posts can be thought of as blog posts. Or more correctly content that can belong into a feed. Categories can be setup in order to classify Post content. Post content will be automatically pulled by RSS feed to the pages. Post content can be viewed in the Admin Area by selecting Posts in the admin area menu on the left.

Post Specific to Praxis

Posts

Resource	Related Page
News	Stories
Event	Newsletter

posts vs pages

Wordpress also contains a content type called Pages. Pages should typically be thought of as individual pages of content that are not collected into feeds. Pages can be accessed in the menu on the left.

modules

key quote module

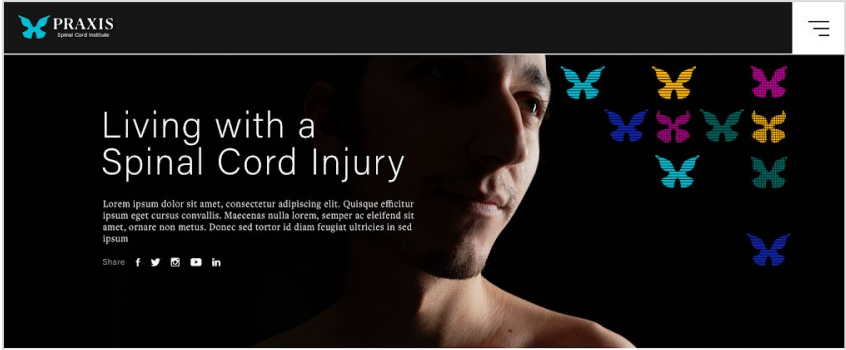

“Lorem ipsum dolor sit amet, consectetur adipiscing elit. Duis rhoncus condimentum neque, ac mollis lacus rhoncus a.”

word count

body:

115 characters
Recommended,
(can be more)

This should be shared by the pull quote on the content page.



Living with a Spinal Cord Injury

Share [f](#) [t](#) [i](#) [y](#) [g](#) [+](#) [i](#) [n](#)

UNDERSTANDING SCI | LIVING WITH AN SCI

Sub Section Headline/Title


Nam vel libero commodo, pulvinar augue sed, sollicitudin mauris. Cras finibus diam sed vulpate mattis. Proin pulvinar odio a turpis vehicula, vitae porttitor quam faucibus. In vulpate orci nunc, et accumsan sapien porttitor non. Morbi ac luctus enim.

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sponsorship module

SPONSORS



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SPONSORS



Related Page Module (Resource)

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READ MORE →

News Call-to-Action Module

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READ MORE →



Success Story Module

READ MORE →

related page module

Related Page Module (Resource)

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READ MORE →



Related Page Module (Resource)

READ MORE →

word count

headline:

2-3 Lines,
50 characters max.

body (text version only):

170 characters max.

CTA:

1-3 words

These modules height should adjust to the tallest one, the height is variable based on the amount of content within, if the recommended count goes over.



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Related Page Module (Resource)

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READ MORE →

News Call-to-Action Module

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READ MORE →



Success Story Module

READ MORE →

news module

News Call-to-Action Module

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READ MORE →



News Call-to-Action Module

READ MORE →

word count

headline:

2-3 Lines,
50 characters max.

body (text version only):

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CTA:

1-3 words

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SPONSORS



Related Page Module (Resource)

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READ MORE →

News Call-to-Action Module

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READ MORE →



Success Story Module

READ MORE →

success story module

Success Story Module

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READ MORE →



Success Story Module

READ MORE →

word count

headline:

2-3 Lines,
50 characters max.

body (text version only):

170 characters max.

CTA:

1-3 words

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SPONSORS



Related Page Module (Resource)

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READ MORE →

News Call-to-Action Module

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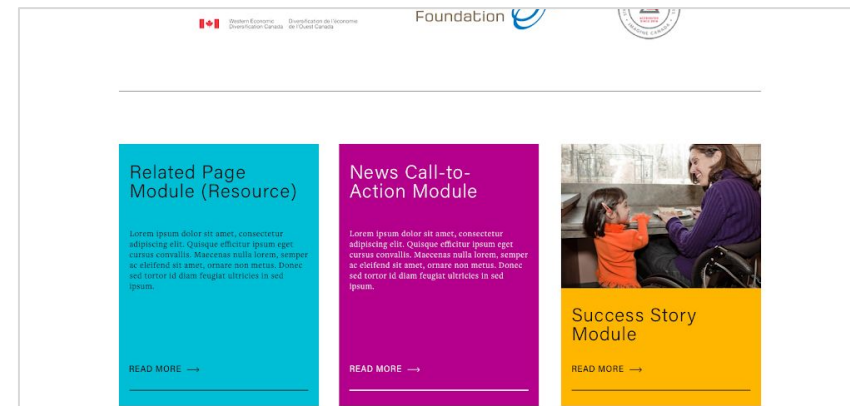
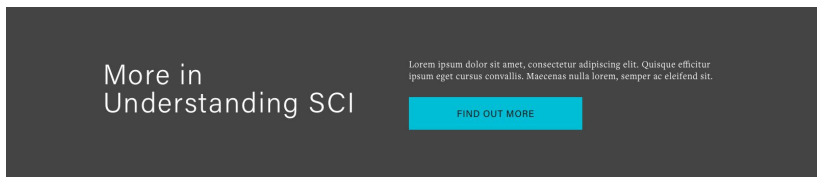
READ MORE →



Success Story Module

READ MORE →

SCI resources CTA module

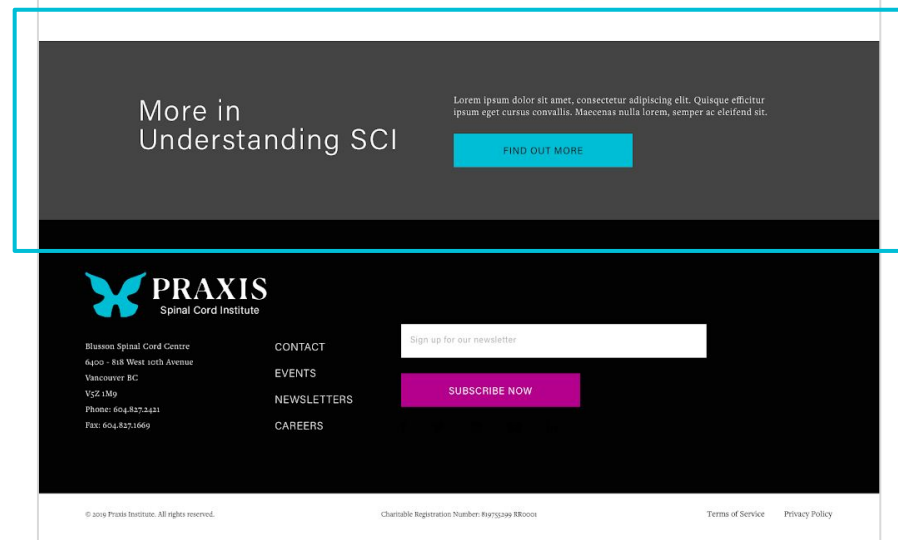


Headline:
2-3 Lines,
50 characters max.

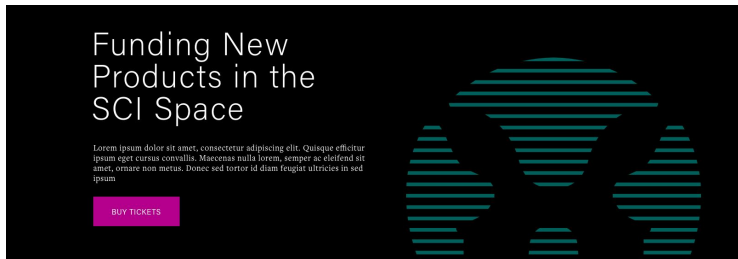
Body:
170 characters max.

CTA:
1-3 words

Background is relative and will adjust to keep padding (50px) if body copy is more than the two lines shown.



small hero module



Headline:

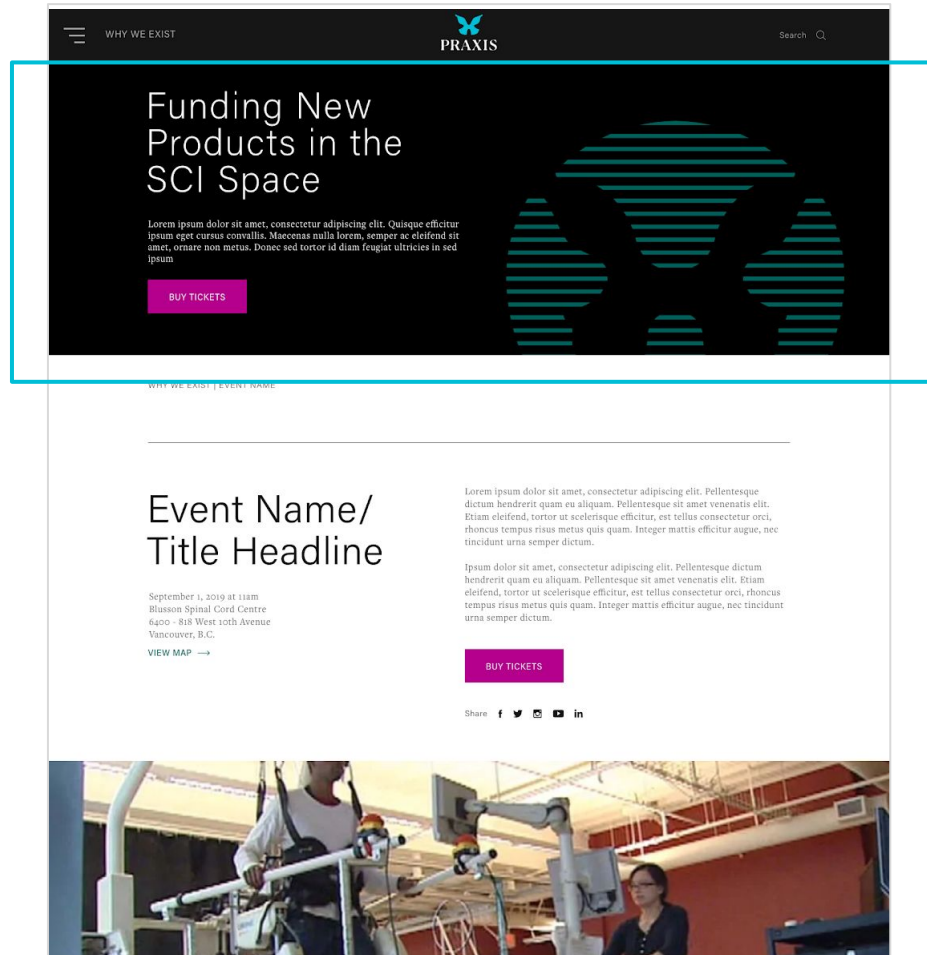
2-3 Lines,
50 characters max.

Body (text version only):

170 characters max.

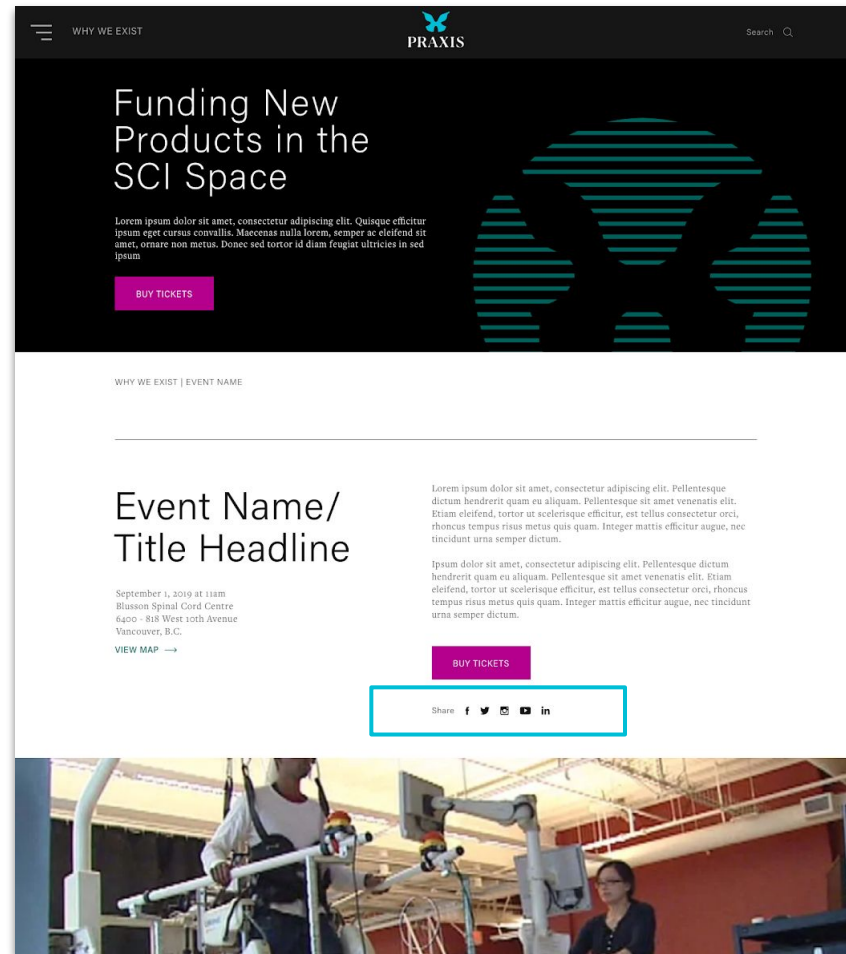
CTA:

1-3 words



social share module

Share     



event CTA modules

Event Call-to-Action Module

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CHECK FOR TICKETS



Event Call-to-Action Module

CHECK FOR TICKETS

Headline:

2-3 Lines,
50 characters max.

Date:

Full Month, Number, Year
Location, Prov.

Body (text version only):

170 characters max.

CTA:

1-3 words



SPONSORS



News Call-to-Action Module

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READ MORE →

Event Call-to-Action Module

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CHECK FOR TICKETS

Newsletter Call-to-Action Module

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SUBSCRIBE NOW



Blisson Spinal Cord Centre
6400 - 818 West 10th Avenue
Vancouver BC
V5Z 1M9
Phone: 604.827.2421
Fax: 604.827.1669

CONTACT

EVENTS

NEWSLETTERS

CAREERS

Sign up for our newsletter

SUBSCRIBE NOW

newsletter module

Newsletter Call-to-Action Module

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SUBSCRIBE NOW



Newsletter Call-to-Action Module

SUBSCRIBE NOW

word count

headline:

2-3 Lines,
50 characters max.

body (text version only):

170 characters max.

CTA:

1-3 words

These modules height should adjust to the tallest one, the height is variable based on the amount of content within, if the recommended count goes over.



SPONSORS



News Call-to-Action Module

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READ MORE →

Event Call-to-Action Module

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CHECK FOR TICKETS

Newsletter Call-to-Action Module

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6400 - 818 West 10th Avenue
Vancouver BC
V6Z 1M9
Phone: 604.827.2421
Fax: 604.827.1669

CONTACT

EVENTS

NEWSLETTERS

CAREERS

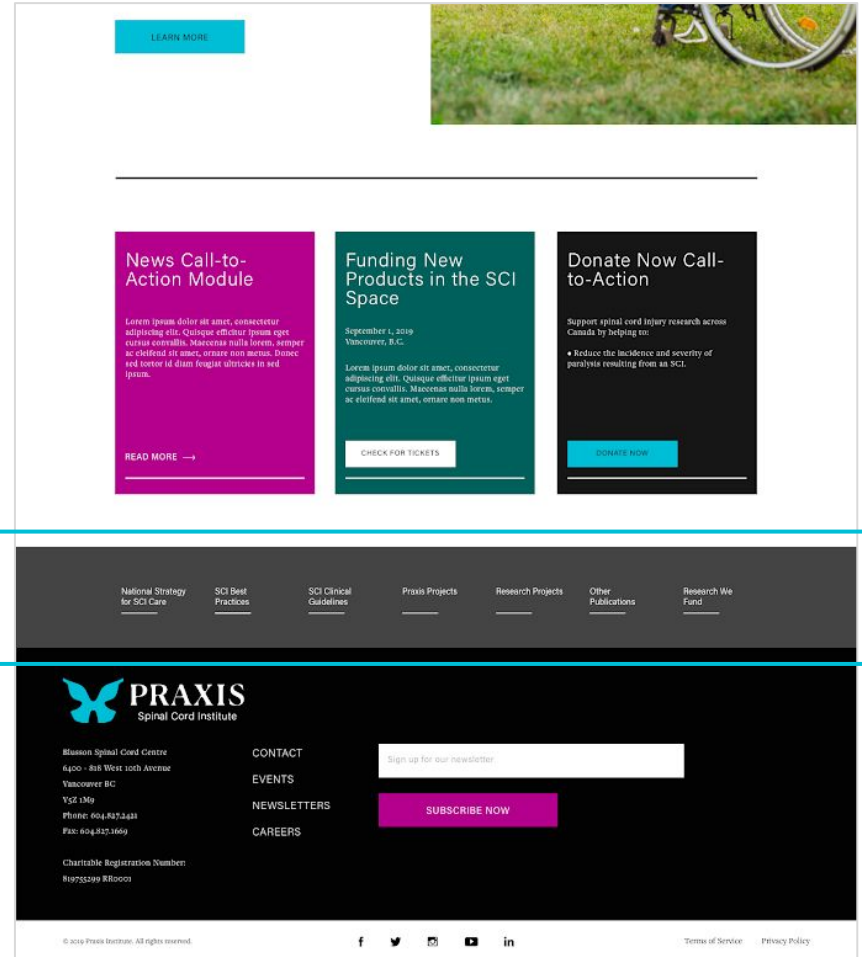
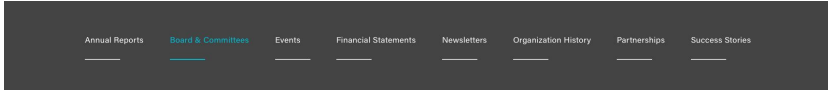
Sign up for our newsletter

SUBSCRIBE NOW

Quicklinks / Subsection Callout



Hover state



Donate Module

Donate Now Call-to-Action

Support spinal cord injury research across Canada by helping to:

- Reduce the incidence and severity of paralysis resulting from an SCI.

DONATE NOW

Headline:

2-3 Lines,
50 characters max.

Body (text version only):

170 characters max.
Try to divide into a
description and a bullet
point fact for donation.

CTA:

1-3 words

LEARN MORE

News Call-to-Action Module

September 1, 2019
Vancouver, B.C.

Check for Tickets


Donate Now Call-to-Action

Support spinal cord injury research across Canada by helping to:

- Reduce the incidence and severity of paralysis resulting from an SCI.

DONATE NOW

National Strategy for SCI Care | SCI Best Practices | SCI Clinical Guidelines | Praxis Projects | Research Projects | Other Publications | Research We Fund

 **PRAXIS**
Spinal Cord Institute






Mainland Spinal Cord Centre
4100 - 818 West 10th Avenue
Vancouver BC
T2Z 1M9
Phone: 604-673-2131
Fax: 604-673-1699

CONTACT
EVENTS
NEWSLETTERS
CAREERS

Sign up for our newsletter

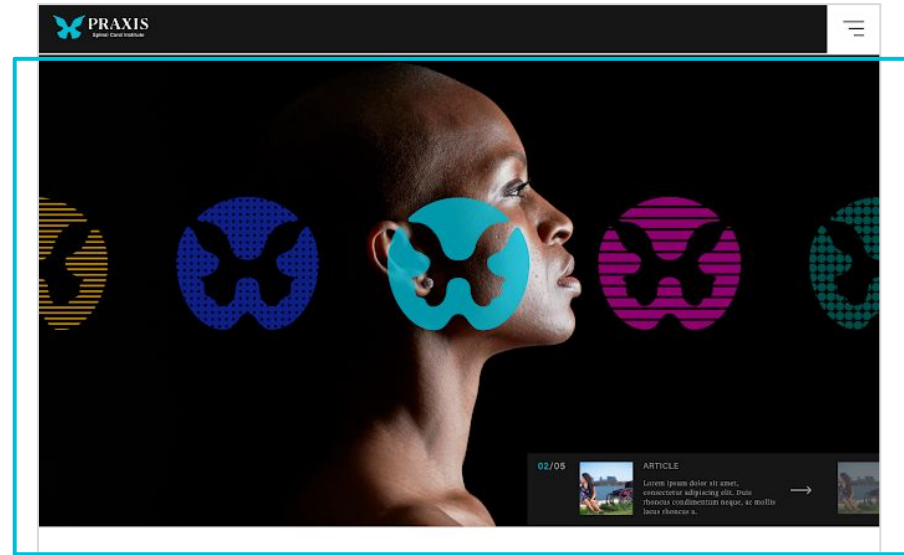
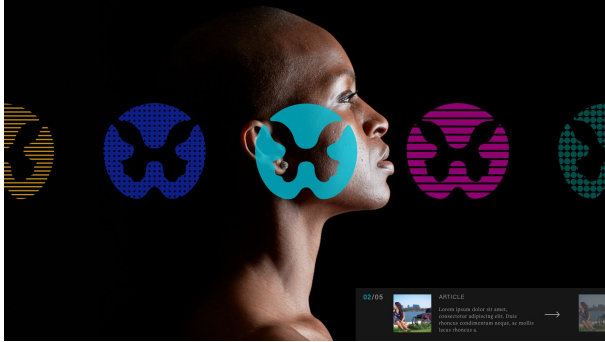
SUBSCRIBE NOW

Charitable Registration Number:
R9755299 RR0001

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sections

homepage large hero section



Headline:

2-3 Lines,
50 characters max.

Carousel:

1 word - Label
(Article,Event, Video, etc.)

Description = 100
characters max.

We are
Praxis Spinal
Cord Institute

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed diam nonummy nibb euismod tincidunt ut laoreet dolore magna aliquam erat volutpat. Ut wisi enim ad minim veniam, quis nostrud exerci tation ullamcorper suscipit laboris nisi ut aliquip ex ea commodo consequat. Learn more about Why We Exist.

Latest
News &
Articles

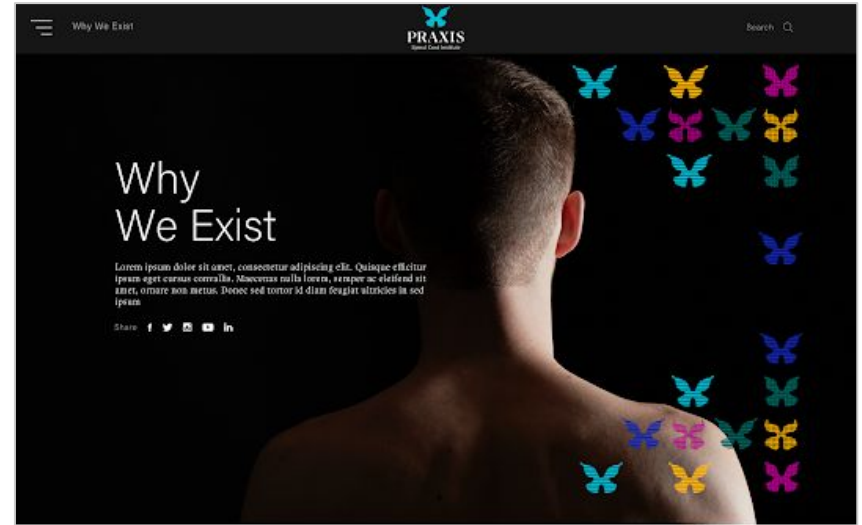
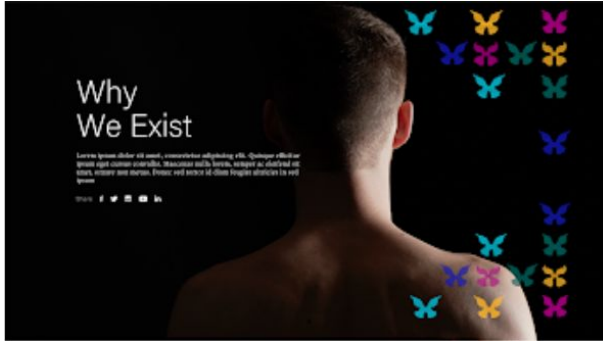
News Call-to-
Action Module

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News Call-to-
Action Module

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landing page hero section



Headline:

2-3 Lines,
50 characters max.

Body (text version only):

170 characters max.

Our Annual Reports

Nam vel libero commodo, pulvinar augue sed, sollicitudin mauris. Cras finibus diam sed vulputate mattis. Proin pulvinar odio a turpis vehicula, vitae porttitor quam faucibus.

SEE THE REPORTS

Fiscal Report & Strategy (Year)

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READ MORE →

Updated Strategic Approach

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READ MORE →

homepage section

Latest News & Articles

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News Call-to-Action Module

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READ MORE →

News Call-to-Action Module

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READ MORE →

Headline:

2-3 Lines,
50 characters max.

Body:

300 characters max.

CTA (if used):

1-3 words

Latest News & Articles

Nam vel libero commodo, pulvinar augue sed, sollicitudin mauris. Cras finibus diam sed vulputate mattis. Proin pulvinar odio a turpis vehicula, vitae porttitor quam faucibus.

News Call-to-Action Module

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Quisque efficitur ipsum eget cursus convallis. Maecenas nulla lorem, semper ac eleifend sit amet, ornare non metus. Donec sed tortor id diam feugiat ultricies in sed ipsum.

READ MORE →

News Call-to-Action Module

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Quisque efficitur ipsum eget cursus convallis. Maecenas nulla lorem, semper ac eleifend sit amet, ornare non metus. Donec sed tortor id diam feugiat ultricies in sed ipsum.

READ MORE →

Donation Headline/ Title

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Quisque efficitur ipsum eget cursus convallis. Maecenas nulla lorem, semper ac eleifend sit amet, ornare non metus. Donec sed tortor id diam feugiat ultricies in sed ipsum.

DONATE NOW

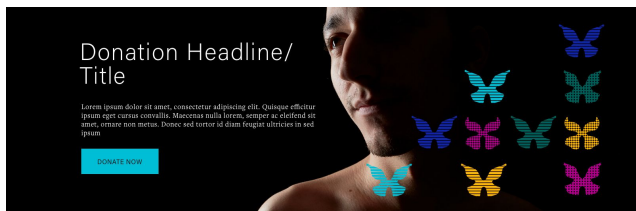


Upcoming Events Headline

Nam vel libero commodo, pulvinar augue sed, sollicitudin mauris. Cras finibus diam sed vulputate mattis. Proin pulvinar



donate section



Headline:

2-3 Lines,
50 characters max.

Body:

300 characters max.

CTA (if used):

1-3 words

Relative padding will adjust.

Latest News & Articles

Nam vel libero commodo, pulvinar augue sed, sollicitudin mauris. Cras finibus diam sed vulputate mattis. Proin pulvinar odio a turpis vehicula, vitae porttitor quam faucibus.

News Call-to-Action Module

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Quisque efficitur ipsum eget cursus convallis. Maecenas nulla lorem, semper ac eleifend sit amet, ornare non metus. Donec sed tortor id diam feugiat ultricies in sed ipsum.

READ MORE →

News Call-to-Action Module

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Quisque efficitur ipsum eget cursus convallis. Maecenas nulla lorem, semper ac eleifend sit amet, ornare non metus. Donec sed tortor id diam feugiat ultricies in sed ipsum.

READ MORE →

Donation Headline/ Title

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Quisque efficitur ipsum eget cursus convallis. Maecenas nulla lorem, semper ac eleifend sit amet, ornare non metus. Donec sed tortor id diam feugiat ultricies in sed ipsum.

DONATE NOW

Upcoming Events Headline

Nam vel libero commodo, pulvinar augue sed, sollicitudin mauris. Cras finibus diam sed vulputate mattis. Proin pulvinar odio a turpis vehicula, vitae porttitor quam faucibus. In vulputate nec name, et accumsan sapien porttitor non. Morbi ac lacus enim.

OUR EVENTS



event section

Upcoming Events Headline

Nam vel libero commodo, pulvinar augue sed, sollicitudin mauris. Cras finibus diam sed vulputate mattis. Proin pulvinar odio a turpis vehicula, vitae porttitor quam faucibus. In vulputate orci nunc, et accumsan sapien porttitor non. Morbi ac luctus enim.

OUR EVENTS



Headline:

2-3 Lines,
50 characters max.

Body:

300 characters max.

CTA (if used):

1-3 words

Donation Headline/ Title

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Quisque efficitur ipsum eget cursus convallis. Maecenas nulla lorem, semper ac eleifend sit amet, ornare non metus. Donec sed tortor id diam feugiat ultricies in sed ipsum.

DONATE NOW



Upcoming Events Headline

Nam vel libero commodo, pulvinar augue sed, sollicitudin mauris. Cras finibus diam sed vulputate mattis. Proin pulvinar odio a turpis vehicula, vitae porttitor quam faucibus. In vulputate orci nunc, et accumsan sapien porttitor non. Morbi ac luctus enim.

OUR EVENTS



KEY INITIATIVES

Related Page Module (Resource)

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Quisque efficitur ipsum eget cursus convallis. Maecenas nulla lorem, semper ac eleifend sit amet, ornare non metus. Donec sed tortor id diam feugiat ultricies in sed ipsum.

News Call-to-Action Module

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Quisque efficitur ipsum eget cursus convallis. Maecenas nulla lorem, semper ac eleifend sit amet, ornare non metus. Donec sed tortor id diam feugiat ultricies in sed ipsum.



key initiatives section

KEY INITIATIVES

Related Page Module (Resource)

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Quisque efficitur ipsum eget cursus convallis. Maecenas nulla lorem, semper ac eleifend sit amet, ornare non metus. Donec sed tortor id diam feugiat ultricies in sed ipsum.

READ MORE →

News Call-to-Action Module

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Quisque efficitur ipsum eget cursus convallis. Maecenas nulla lorem, semper ac eleifend sit amet, ornare non metus. Donec sed tortor id diam feugiat ultricies in sed ipsum.

READ MORE →



Success Story Module

READ MORE →

Nam vel libero commodo, pulvinar augue sed, sollicitudin mauris. Cras finibus diam sed vulputate mattis. Proin pulvinar odio a turpis vehicula, vitae porttitor quam faucibus. In vulpate exi nunc, et accumsan sapien porttitor non. Morbi ac luctus enim.

OUR EVENTS



KEY INITIATIVES

Related Page Module (Resource)


Lorem ipsum dolor sit amet, consectetur adipiscing elit. Quisque efficitur ipsum eget cursus convallis. Maecenas nulla lorem, semper ac eleifend sit amet, ornare non metus. Donec sed tortor id diam feugiat ultricies in sed ipsum.

READ MORE →

News Call-to-Action Module


Lorem ipsum dolor sit amet, consectetur adipiscing elit. Quisque efficitur ipsum eget cursus convallis. Maecenas nulla lorem, semper ac eleifend sit amet, ornare non metus. Donec sed tortor id diam feugiat ultricies in sed ipsum.

READ MORE →



Success Story Module

READ MORE →



Sign up for Our Newsletter

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Quisque efficitur ipsum eget cursus convallis. Maecenas nulla lorem, semper ac eleifend sit amet, ornare non metus. Donec sed tortor id diam feugiat ultricies in sed ipsum.

SUBSCRIBE NOW

Key quote/testimonial section

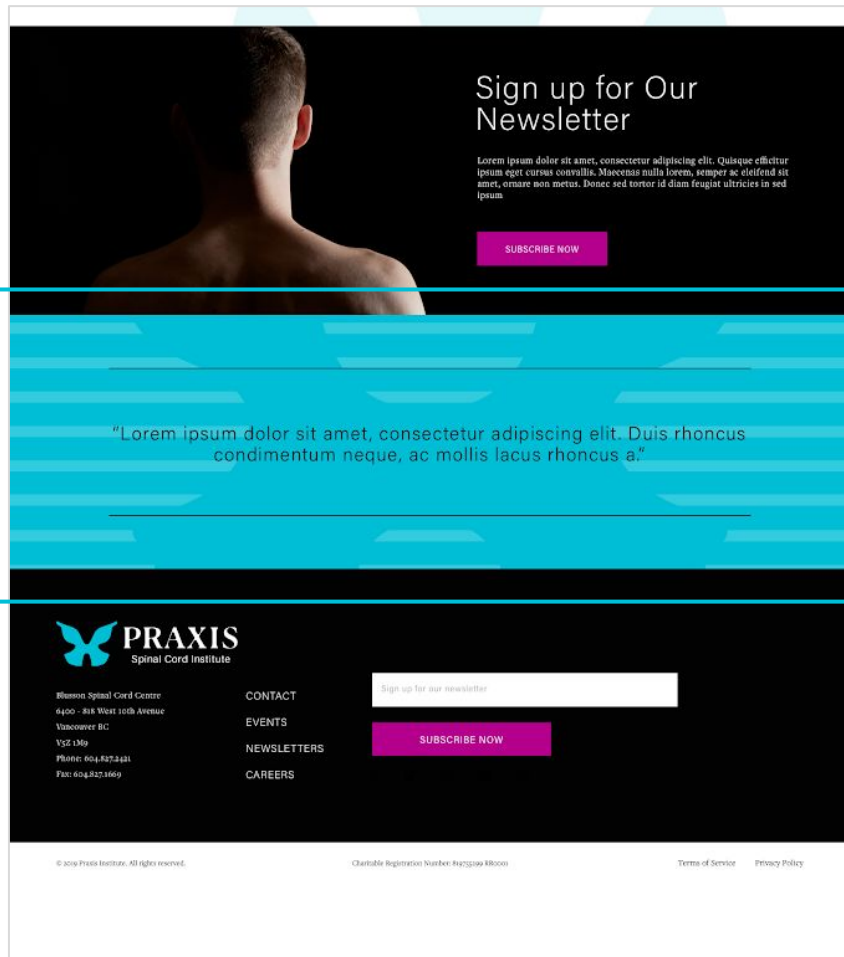
“Lorem ipsum dolor sit amet, consectetur adipiscing elit. Duis rhoncus condimentum neque, ac mollis lacus rhoncus a.”

word count

body:

115 characters
Recommended,
(can be more)

This should be shared by the pull quote
on the content page.



The image shows a screenshot of a website footer with a pull quote overlay. The footer is dark with white text. On the left, there is contact information for the Blomson Spinal Cord Centre. In the center, there is a navigation menu with links for CONTACT, EVENTS, NEWSLETTERS, and CAREERS. On the right, there is a newsletter sign-up form with a 'SUBSCRIBE NOW' button. The pull quote overlay is a blue horizontal bar with white text, containing the same placeholder text as seen in the first image. The background of the footer features a silhouette of a person's back.

Blomson Spinal Cord Centre
4400 - 818 West 10th Avenue
Vancouver BC
V5Z 1M9
Phone: 604.672.2441
Fax: 604.627.1669

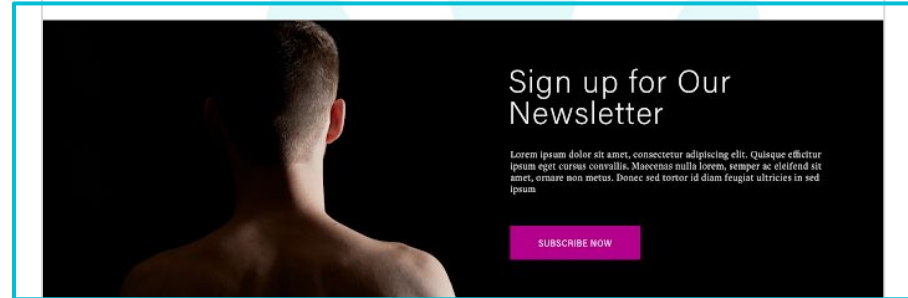
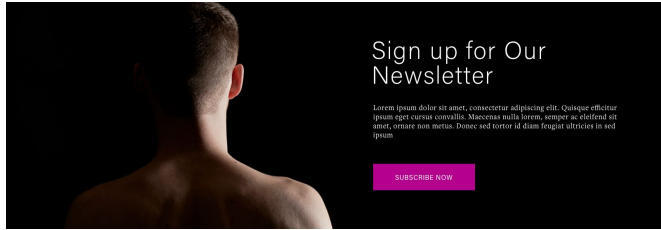
CONTACT
EVENTS
NEWSLETTERS
CAREERS

Sign up for our newsletter

SUBSCRIBE NOW

© 2019 Praxis Institute. All rights reserved. Charitable Registration Number: R427204-88000 Terms of Service Privacy Policy

newsletter section



- Headline:**
 - 2-3 Lines,
 - 50 characters max.
- Body:**
 - 300 characters max.
- CTA:**
 - 1-3 words



content entry

basic content entry

There is a baseline for entering content for all of the Post Types and Pages. They all contain the following areas to edit:

1. Main Title

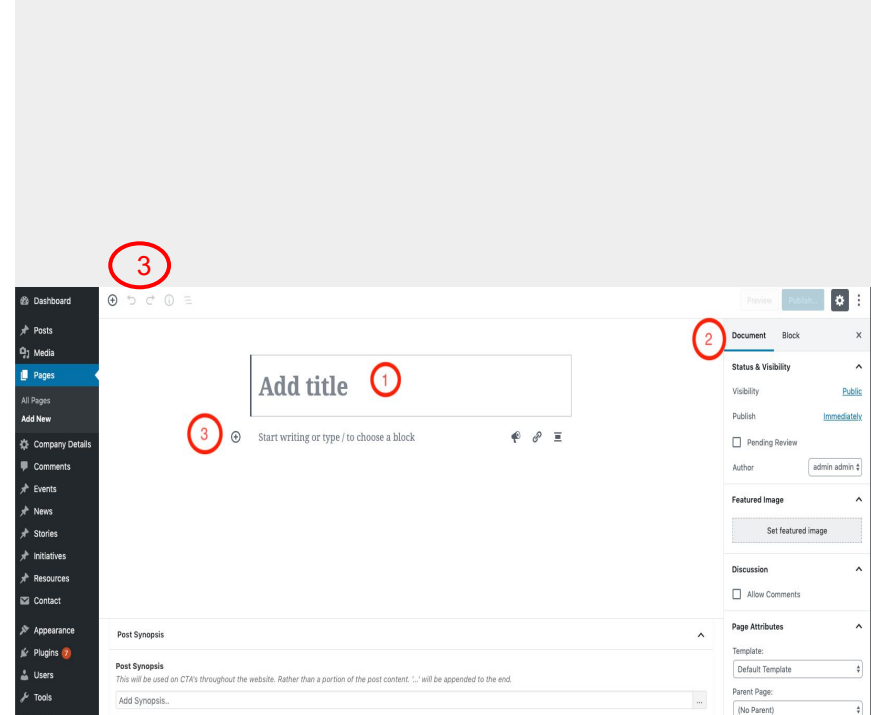
This is the title of the Page. This title will appear in feeds or in the URL of the page.

2. Main Content - Gutenberg

This is where the main content can be edited. The Gutenberg Wordpress Editor allows you to easily control the layout and add content blocks such as text or images. This is also where you can easily add Modules to the content. Modules are pre-configured blocks of content unique to Praxis. Each block is called a Gutenberg block

3. Icon - Choose a block

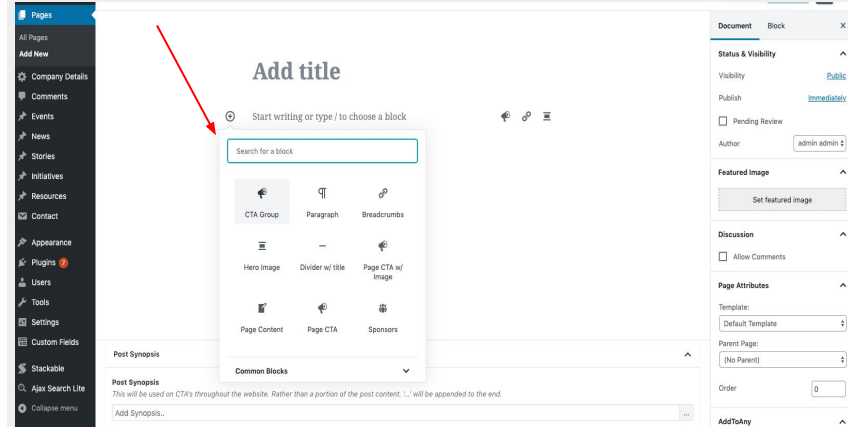
You can start building out your page in two ways. You can either choose the (+) sign on the top left hand corner or find below the title



basic content entry

4. Pull Down Box

By clicking on the (+) icon allows you to select the type of block/module that we've designed for Praxis. In the next few slides we'll go through all the customizations per block. This is the start of how to build your page out.

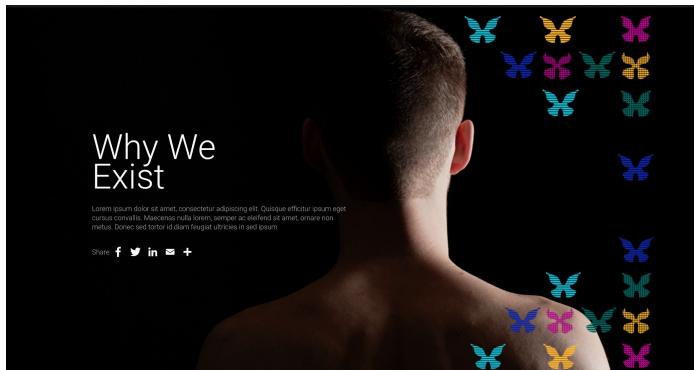


The screenshot displays a CMS interface for editing a page. On the left is a dark sidebar with navigation options like 'Pages', 'Add New', 'Company Details', 'Comments', 'Events', 'News', 'Stories', 'Initiatives', 'Resources', 'Contact', 'Appearance', 'Plugins', 'Users', 'Tools', 'Settings', 'Custom Fields', 'Stackable', 'Ajax Search Lite', and 'Collapse menu'. The main content area has a header 'Add title' and a sub-header 'Start writing or type / to choose a block'. A red arrow points to a plus icon that has opened a 'Common Blocks' pull-down menu. This menu contains a search bar and a grid of block options: CTA Group, Paragraph, Breadcrumbs, Hero Image, Divider w/ title, Page CTA w/ image, Page Content, Page CTA, and Sponsors. Below the menu is a 'Post Synopsis' section with a text area and an 'Add Synopsis...' button. On the right side of the page, there is a 'Document Block' settings panel with sections for 'Status & Visibility' (including 'Publish' and 'Pending Review'), 'Featured Image' (with a 'Set featured image' button), 'Discussion' (with an 'Allow Comments' checkbox), and 'Page Attributes' (including 'Template', 'Parent Page', and 'Order').

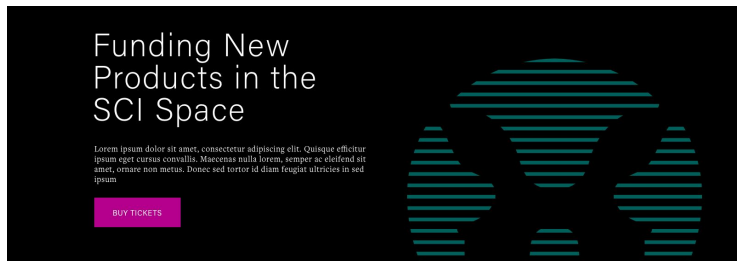
page building

Hero Image

Big Hero:



Small Hero:



By Choosing the Hero Image Block, the instructions will appear to the right.

Template:

Allows you to chose small hero or big hero. [Difference shown to the left of here]

Hero image:

Image selected under Media Section on the left bar of the page.

Title:

Allows you to input a title that is 50 characters max

Paragraph:

Allows you to input sentences with a max of 170 characters max

Add Social Share buttons:

Check the box if you want the Social Share buttons to show

Add CTA:

If you click this allows you add a link and select the colour of the CTA button

Content Alignment:

Option between Top/Center/Bottom allows you to choose the placement of where you want to the body copy to be

Document **Block** ✕

Hero Image
A block to render hero image, small or big.

Template
Small Hero

Hero Image
No image selected [Add Image](#)

Title

Paragraph

Add Social Share Buttons

Add CTA

Content Alignment
Center

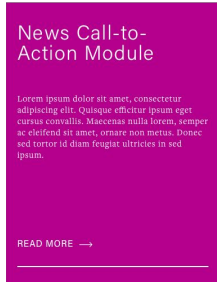
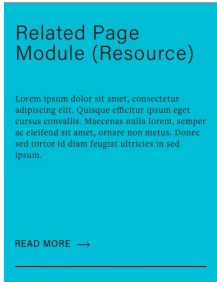
Advanced ▾

CTA Group

CTA Group

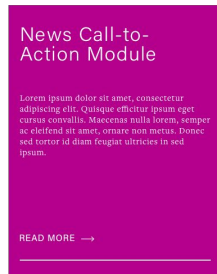
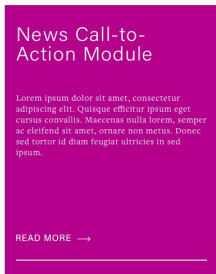
This block is built for any group of three text blocks that are throughout the website design such as the News call to action, Events, Success Story, and Related Page Module. They can be text only, text blocks, or text block with image.

We recommend creating the posts before adding them to your page.



Latest News & Articles

Nam vel libero commodo, pulvinar augue sed, sollicitudin mauris. Cras finibus diam sed vulputate mattis. Proin pulvinar odio a turpis vehicula, vitae porttitor quam faucibus.



Space Between:

Customized to give an option of bigger or smaller gaps in between text blocks

Slot One:

Check off the "is this slot used for text only?" if you want text only without a text box.

[REF: Latest News & Articles text box below]

If you want a coloured text box do not check it off

CTA Block:

Post - drop down menu will list the number of posts created under the post section

Show Featured Image -

Image pulls from the Media Section

Add Button -

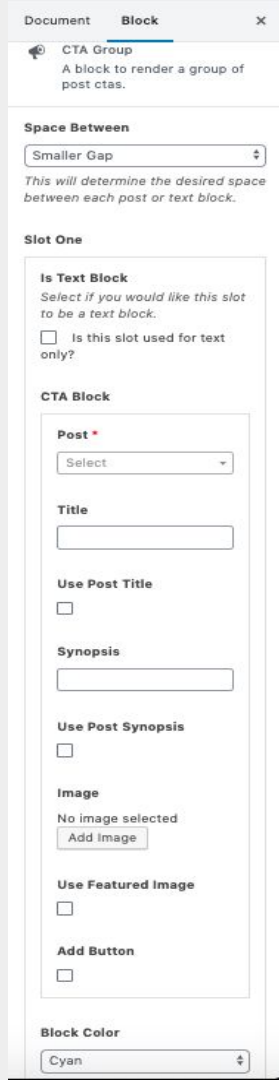
will create a CTA button to the text box. If you don't have a separate link, the "READ MORE" will automatically show up for the post.

Block Colour -

allows you to choose from the selected Praxis brand colours

Slot 2 and Slot 3 repeat what is

shown on Slot 1 above

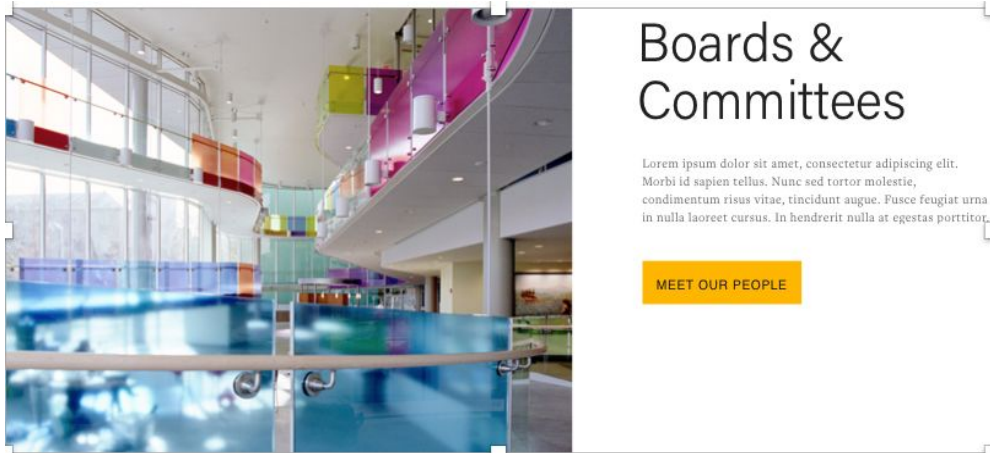


Page CTA w/ Image

Page CTA w/ Image

This block provides the option for you to input copy, image, and a CTA in one place.

Whenever there is a block that requires a title, paragraph, image and most importantly a CTA button, this is the block to use.



Title:

Input the desired title for the block (e.g. Boards & Committees)

Paragraph:

Input the desired paragraph but keep in mind of the character count

CTA Colour:

Choose from any one of the Praxis branded colours for the CTA Button

CTA Link:

Add URL and CTA Copy here [refer to slide ___ for instructions]

Image:

Add Image from the Media Section. If it's not in the Media Library, add it in there first to upload the image to the page

Content Placement:

Option for copy to be left aligned or right aligned

Document Block X

Page CTA w/ Image

A block to render a CTA section with an image.

Title

Paragraph

CTA

Select Link

CTA Color

Cyan

Image

No image selected Add Image

Content Placement

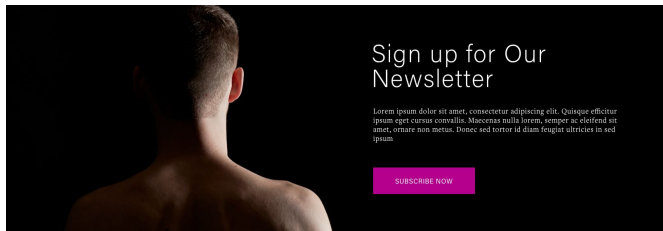
Left

Advanced

CTA with Background

CTA with background was built out as a module to host any information that requires a background and CTA button in one. If you have any information that requires a title, body copy, and CTA button then this is the module to use.

Example below:



Title:

Max 70 Character Count

Paragraph:

Max 150 Character Count

CTA:

By clicking CTA, you are able to add the title of the CTA and select an URL that the button should link through to

CTA Colour:

Option to choose any one of the brand colours for Praxis in the drop down menu

Image:

Selected from the media section on the left hand bar

Content Placement:

Allows the body copy to align on the left or side hand side of the image

Document Block X

Page CTA w/ background
A block to render a section with a CTA leading to a page that has an image background.

Title

Check Out Our Newsletters

Paragraph

Lorem ipsum dolor sit amet, conse

CTA

Subscribe Now <http://praxis.coss-ette-vandigital.net/why-we-exist/newsletters/>  

CTA Color

Cyan

Image



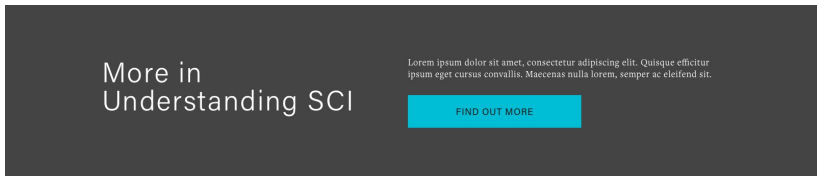
Content Placement

Right

Page CTA...a.k.a. SCI Resources CTA Module

Page CTA a.k.a. SCI Resources CTA Module is a simple CTA banner that allows customization on the background colour of the banner, the text, and the body copy.

Example below:



Title:

Max 70 Character Count

Background Colour: This gives you the option to change the background colour from black, white, and grey

Paragraph:

Max 150 character count

CTA:

Select CTA copy and URL link here

Image:

Selected from the media section on the left hand bar

CTA colour:

Allows you to choose the desired colour of the CTA button that fits with Praxis brand colours

Document

Block



Page CTA

A block to render generic page CTA.

Title

Background Color

White

Paragraph

CTA

Select Link

CTA Color

Cyan

Advanced

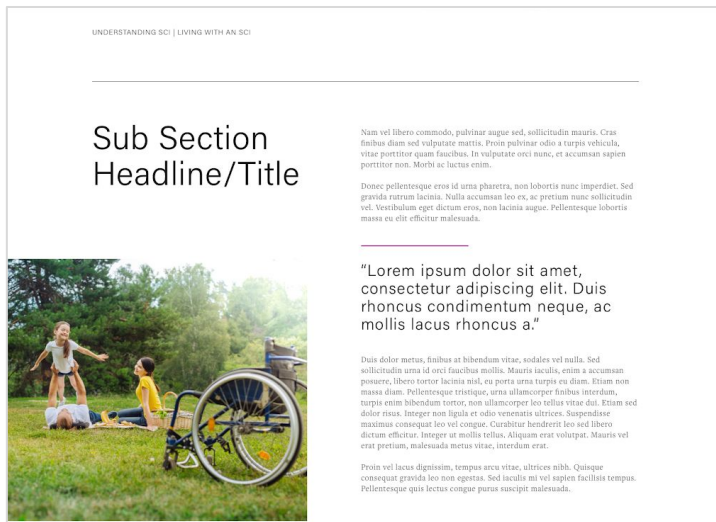
Page Content

Page Content is a block that builds a content block that consists of a title, body copy, and/or quote. An Image is a customizable option.

There are two options given for this block.

Template One and Template Two

Example below:



Template:

Template One includes a title option while Template Two does not have that option

Title:

Only for Option 1, allows you to add a title to your content

Image:

Add image from your media section

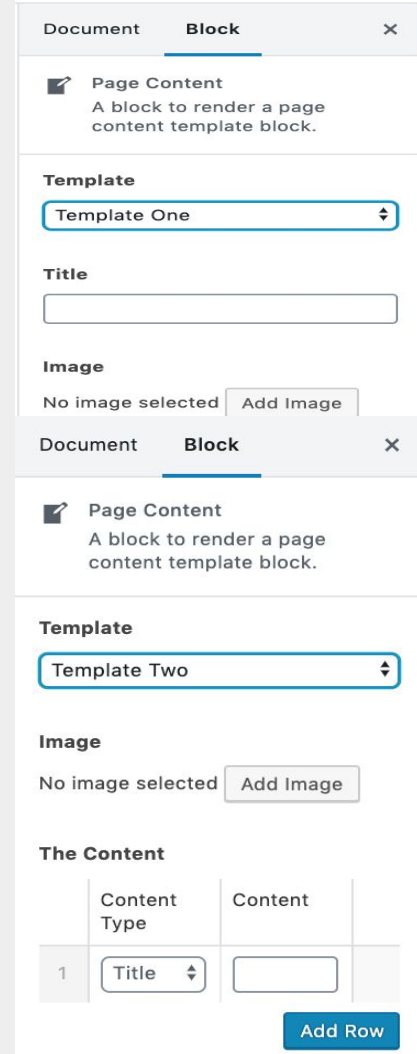
Content:

Has a drop down menu that allows you to choose from Paragraph (body) and Quote (as shown as the key quote module) and the accent colour of the lines that accompany the quote.

For Template two - you have an option to select a title as well.

Content Placement:

Allows you to choose if the copy aligns right or left



Sponsorship

In relation to the sponsorship module

SPONSORS



This module/block allows you to list of sponsors to any page with an option to add a click through link to the sponsors page.

Title:

Add a title of your choice. This is optional

Sponsors:

Image to be selected through the media gallery.

If the sponsor has a link, there is an option to add that as well.

Document Block X

Sponsors
A block to render sponsors section block.

Title

Optional

Sponsors

	Image *	Link
1	No image selected <input type="button" value="Add Image"/>	<input type="button" value="Select Link"/>
2	No image selected <input type="button" value="Add Image"/>	<input type="button" value="Select Link"/>

Advanced

Breadcrumbs and Divider with Titles

Breadcrumbs:

If selected will automatically add a 'breadcrumb' widget that allows you to toggle back to the last page you were on.

Divider with titles:

If a divider is ever needed to break up your sections you can select the following from the drop down menu 'divider with title.' From there you would adjust the weight of the line and add spacing above or under.

KEY INITIATIVES

Title:

Is optional. Only if you think it's required such the example with 'key initiatives' in place.

Line Width:

Able to select light,medium, or bold

Add Space Above/below:

Select if you require extra spacing between the body and the divider.

Document Block X

- Divider w/ title
A block to render a basic divider with a title.

Title

Line Width

Medium

1px 2.5px 3px

Add Space Above

Add 80px of space above?

Add Space Below

Add 80px of space below ?

Advanced



post building

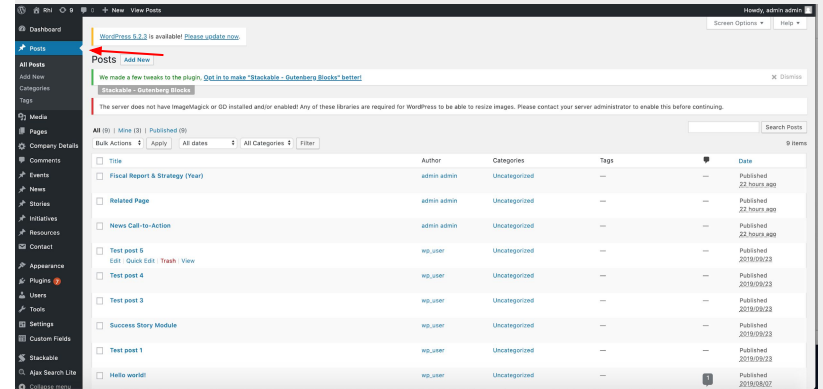
building specific content

- posts

Select Posts from the menu on the left and click on 'Add New'.

This is where you would create the content for the text blocks (coloured and text only) throughout the website.

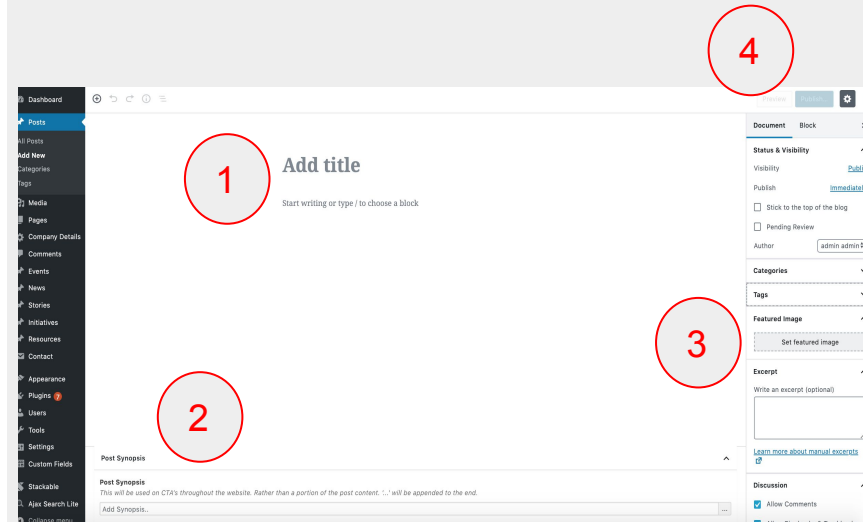
They are used for the CTA group and events module.



building specific content

- posts

1. Enter in the Title Name and Body Copy in the title and body field as you would like it to appear on the frontend.
2. Enter in the Body Copy under Post Synopsis again so it would appear on the front end.
3. Add a feature image selected from the media gallery if you'd like to add an image to your text box.
** will only hold one image each time**
4. Publish and/or Preview when post is complete



events

building specific content

- Events

Select Events from the menu on the left and click on 'Add New'.

This post is for the use of adding any time stamped events. It can be used to put a separate events page as well. For example this page was built from this element:

<http://praxis.cossette-vandigital.net/events/test-event-1/>



The screenshot shows the WordPress admin interface. On the left sidebar, the 'Events' menu item is highlighted. The main content area displays the 'Events' management screen. At the top, there are several notification banners: 'WordPress 5.2.3 is available! Please update now.', 'Stackable - Gutenberg Blocks', and a message about imageMagick or GD. Below these, there is a message about a post moved to the trash. The main content area shows a list of events with the following columns: Title, Date, and Published. The events listed are:

Title	Date	Published
<input type="checkbox"/> Test Event - 5		Published 2019/08/20
<input type="checkbox"/> Test Event - 4		Published 2019/08/18
<input type="checkbox"/> Test Event - 3		Published 2019/08/19
<input type="checkbox"/> Event Call to Action		Published 2019/08/19
<input type="checkbox"/> Funding New Products in the SCI Space		Published 2019/08/19

At the bottom of the page, the URL 'praxis.cossette-vandigital.net/wp-admin/admin.php?page=stackable' and 'Get Version 5.2.3' are visible.

building specific content

- events

1. Enter in the title name in the title field as you would like it to appear on the frontend.
2. Add the Event Template block for which event you are planning to promote
3. Input the Event Details under Event Details for it to appear on the front end. It will be combined with the event template to look like this below:

Event Name / Title Headline

December 1, 2019 at 11:00 am
Blusson Spinal Cord Centre
6400 – 818 West 10th Avenue
Vancouver, BC

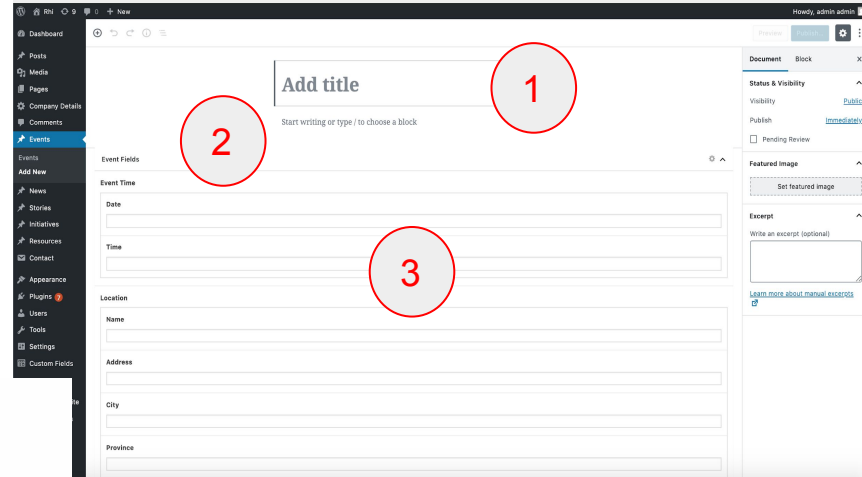
[GET DIRECTIONS](#) →

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Pellentesque dictum hendrerit quam eu aliquam. Pellentesque sit amet venenatis elit. Etiam eleifend, tortor ut scelerisque efficitur, est tellus consectetur orci, rhoncus tempus risus metus quis quam. Integer mattis efficitur augue, nec tincidunt urna semper dictum.

Ipsum dolor sit amet, consectetur adipiscing elit. Pellentesque dictum hendrerit quam eu aliquam. Pellentesque sit amet venenatis elit. Etiam eleifend, tortor ut scelerisque efficitur, est tellus consectetur orci, rhoncus tempus risus metus quis quam. Integer mattis efficitur augue, nec tincidunt urna semper dictum.

BUY TICKETS

Share [f](#) [t](#) [in](#) [✉](#) [+](#)



backend mgmt

creating WP users

1. In the menu on the left-side, select 'Users'.
2. Click 'Add New'.
3. Fill in the user details.
4. Select 'Role' via dropdown menu.
5. Click 'Add New User'.

WordPress 5.2.2 is available! Please update now.

Users Add New

We made a few tweaks to the plugin. [Click to make "Stackable - Outdoors Blocks" better!](#)

Stackable - Outdoors Blocks

The server does not have Imagick or GD installed and/or enabled! Any of these libraries are required for WordPress to be able to resize images. Please contact your server administrator to enable this before continuing.

All (2) Administrator (2) Bulk Actions Apply Change role to: 1 Change Search Users 2 Items

Username	Name	Email	Role	Posts
admin	admin	admin@praxs.com	Administrator	3
wp_user	---	bruce.sagers-kward@live.ca	Administrator	6

1

2

Thank you for creating with [WordPress](#) [Get Version 5.2.2](#)

Create a brand new user and add them to this site.

Username (required)

Email (required)

First Name

Last Name

Website

Password Show password

Send User Notification Send the new user an email about their account.

Role

Other Roles

3

Send User Notification

Send the new user an email about their account.

Role

Subscriber
 Contributor
 Author
 Editor
 Administrator

Add New User

5

4

general email notifications

info@praxisinstitute.org is the website's main email. It receives all notifications and is public-facing (IE. any emails the website sends out, come from this address). You can change it, but it would change both where the notifications go as well as what address correspondence comes from.

The following are the other addresses currently receiving notifications:

Contact forms

- Contact us
- Share your story
- Newsletter sign up



security

The following security measures are in place to minimize (if not eliminate) access of bots and ensure the sensitive information for Praxis are secured.

- strict password requirements
- no brute-force logins (blocked after 20+ tries)
- required captcha for new user sign-ups
- no sensitive information (such as credit cards) are stored within the main site



menus

How to update menu titles

You can edit menu titles by following these steps:

1. In the menu on the left-side, select 'Appearance'.
2. Click 'Menu'.
3. Use the dropdown at the top to select which menu to edit.
4. Use the arrow to expand the details.
5. Update menu titles as needed.

The screenshot shows the WordPress admin interface for editing menus. The left sidebar has 'Appearance' selected (1). The 'Menus' section is expanded (2). A dropdown menu is open, showing 'New Bar (Custom New Bar)' selected (3). The 'Menu Structure' section is expanded (4), showing a list of menu items. The 'Why We Exist' item is selected, and its details are expanded (5), showing the 'Navigation Label' field with the text 'Why We Exist'.

Company details

You can update company details by:

1. In the menu on the left-side, select 'Company Details'.
2. Update the Company Details and Contact Details as you see fit. This information lives on front end of the contact page and the website footer.
3. Use the Social Links to update the social urls leading to your platforms. This is directly related to the Shared Social Button Add.
4. Select Save to save all of the details.

The screenshot shows the WordPress admin interface for 'Custom Company Settings'. The left sidebar menu has 'Company Details' highlighted, with a red circle and arrow labeled '1' pointing to it. The main content area is titled 'Custom Company Settings' and contains three sections: 'Company Details', 'Contact Details', and 'Social links'. Each section has several input fields. A red circle and arrow labeled '2' points to the 'Company Name' field. A red circle and arrow labeled '3' points to the 'Save' button at the bottom. A red circle and arrow labeled '4' points to the 'Save' button at the bottom. The page also includes a top navigation bar, a sidebar with various menu items, and a footer with a 'Get Version 5.2.3' link.

Section	Field Name	Value
Company Details	Company Name	Praxis Institute
	Charitable Registration Number	819775229 RR0001
Contact Details	Building Name	Blusson Spinal Cord Centre
	Mailing Address	6400 - 818 West 10th Avenue
	Company City	Vancouver
	Fax Number	604.827.1669
Social links	Facebook	https://www.facebook.com/
	Youtube	https://www.youtube.com/
	Twitter	https://twitter.com

thanks.

appendix

image sizes

sponsorship module

Ideally full colour PNG files

White background can be accommodated

300 x 120 pixels

related page module

300 x 120 pixels

news page module

300 x 120 pixels

success story page module

300 x 260 pixels

event page section (event post)

1600 x 600 pixels

event CTA module

320 x 120 pixels

newsletter module

320 x 120 pixels

homepage large hero section

1600 x 900 pixels

landing page hero section

1900 x 900 pixels

Page Content Section

800 x 750 pixels

Page CTA with Image

800 x 750 pixels

Contact us Section

900 x 600 pixels

CTA with Background

1600 x 500 pixels