

Dear Chalets & Caviar Team,

I am very excited of the endless possibilities and business growth that we will be able to achieve with your new website. I know you guys are excited to find out how easy it will be for you to manage the content on your site. If you have never do this, fear not. We will accomplish this easily by following the instruction guide I have created below to accomplish this step by step.

In this guide we will learn how to:

- **Log into our management site**
- **Add new chalets**
- **Edit existing chalets**
- **Delete a chalet**
 - —and how to recover a chalet if we accidentally deleted it

Now that we know all the awesome things we will be learning, lets get started!

These are some terms used in our website management site. I would like to briefly explain them and relate them to what they refer in our business. It will help make terms a little bit more relatable when we are dealing with certain aspects of our content and website.

- **Posts** will refer to the *Chalets*.
- **All Posts** refers to *All the Chalets (regardless if they are for sale or for rent)*
- **Categories** refers to whether the *Chalets* are *for sale or for rent*.
- **Add New** refers to *adding a new chalet (similarly you will choose whether they are for sale or rent later)*

Don't worry if it does not make sense, you will see how it will become clearer as we progress through this guide.

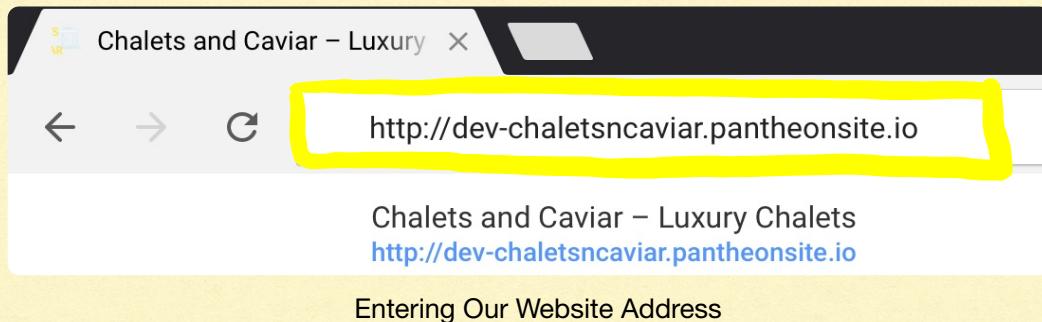
How to Log Into our Management Site:

Step 1

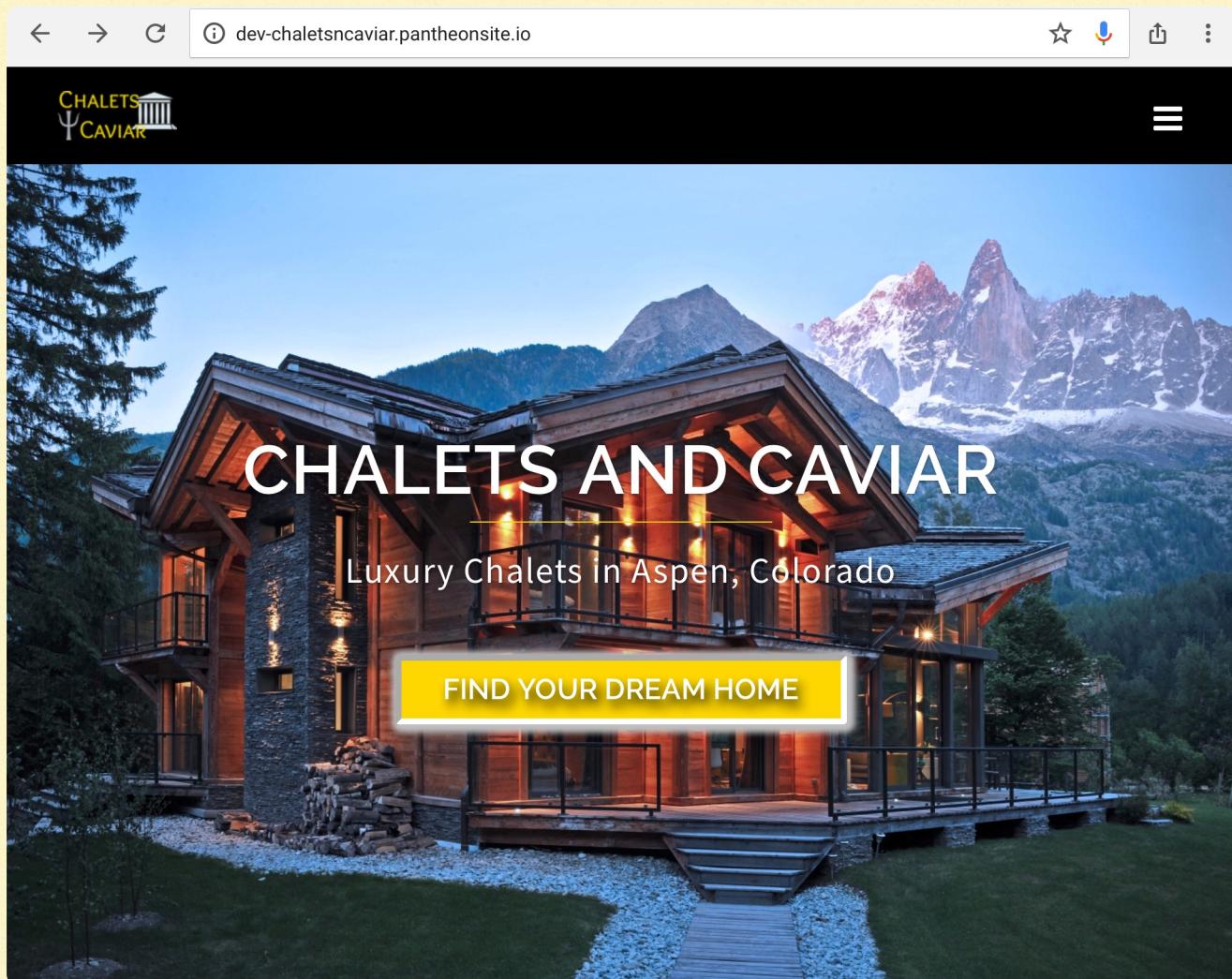
First we will need to visit our website:

- Enter our website's address into your web browser bar:

<http://dev-chaletsncaviar.pantheonsite.io/>



Now, we should be able to see our home page:



Our Home Page

Step 2

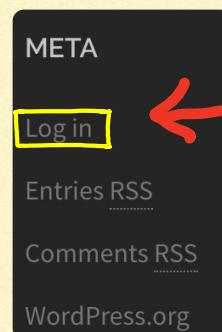
Scroll down to the **bottom** of the page and locate the menu titled **Meta**



Meta Menu

Step 3

Click on the **log in** entry of the *Meta Menu*



Step 4 (Final Step)

Fill out the form with your **username** and **password** and click **log-in**

A screenshot of a web browser displaying a WordPress login page. The address bar shows the URL "dev-chaletsncaviar.pantheonsite.io/wp-login.php". The page features the classic blue "W" logo. Below it is a login form with the following fields and controls:

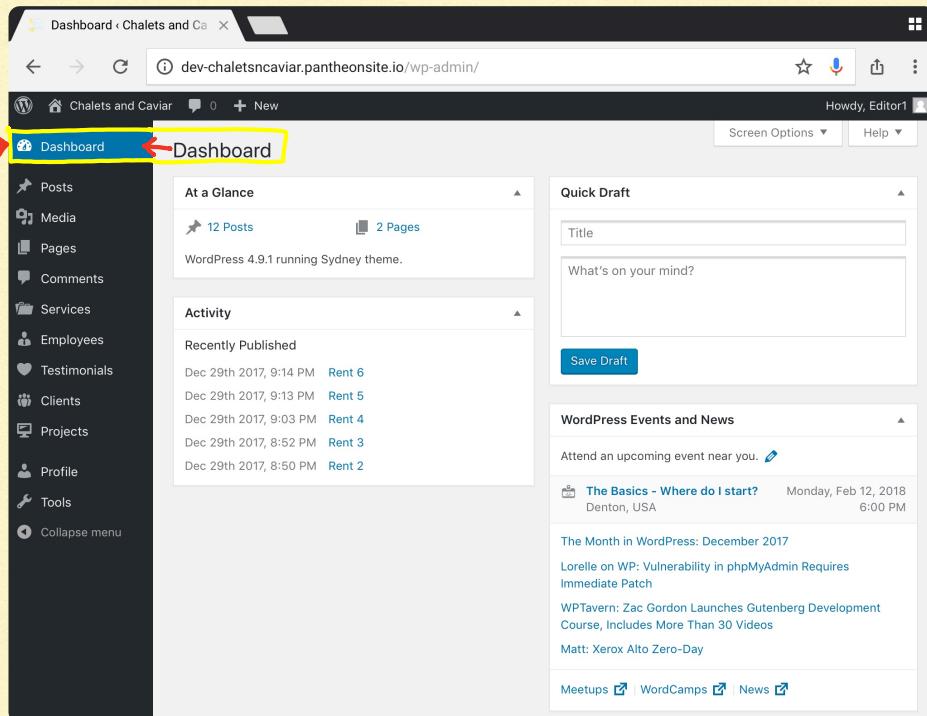
- "Username or Email Address" field containing "Editor1". A red arrow labeled "1" points to this field.
- "Password" field containing a series of black dots. A red arrow labeled "2" points to this field.
- "Remember Me" checkbox (unchecked).
- "Log In" button.
- Links at the bottom: "Lost your password?" and "← Back to Chalets and Caviar".

Red arrows labeled "3" point from the "Log In" button back up towards the "Log in" entry in the Meta menu.

Sign-In Page

How to Add New Chalets:

Once the previous steps where *completed* we should be logged-in into our **Dashboard**

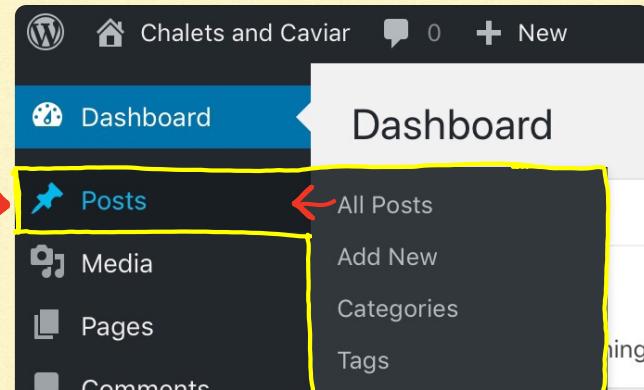


Our Dashboard

The **Dashboard** is the place we see every time we log-in into our website. Although this place will show recent activity and other relevant information, we will not particularly be using it for now.

Step 1

Click the **Posts** section. Located below the **Dashboard** section.



Posts' Section Displaying Sub-Menu

The **Posts** section will display a **sub-menu** on the right when the mouse is *pointing* at the **Posts** section, but you have not clicked the button yet.

If you click on the **Posts** section (underneath **Dashboard**) before the menu appears to its right, this will take you directly to **All Posts**.

In short, clicking on **Posts** is equal to clicking on **All Posts**. Which will show all your chalets.

Note:

Add New means to directly jump into **adding a new chalet** (which will also be available in the all posts page)

Categories refers to whether the Chalets are "**For-Sale**" or "**For-Rent**"

Step 2

Click on Add New

The screenshot shows the WordPress admin interface for the 'Posts' section. A yellow box highlights the 'Add New' button in the top navigation bar. A red arrow points to this yellow box from the left. The main area displays a list of posts, including one titled 'Rent 6'. The sidebar on the left includes links for 'Dashboard', 'Posts', 'All Posts', 'Add New', 'Categories', and 'Tags'.

Step 3

Click and Type the title of your new Chalet in the section “Enter title here”

[This title will be displayed on the browser tab and not on the actual page, so it should be kept as short as possible (less than 6 words) but relevant to your Chalet, so it can help you and the clients recognize it]

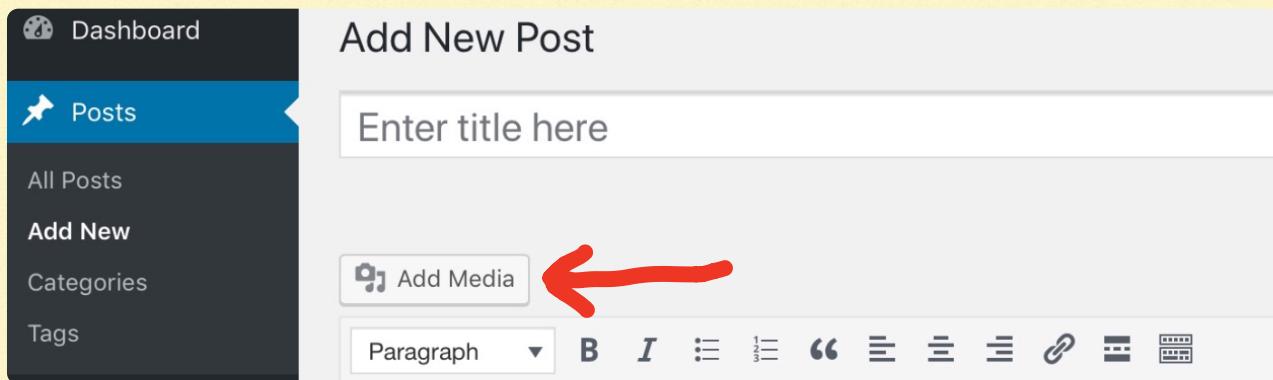
The screenshot shows the 'Add New Post' screen. A yellow box highlights the 'Enter title here' input field, which contains the text 'House 6 – Chalets and Caviar'. A red arrow points to this yellow box from the left. The right side of the screen shows the 'Publish' and 'Format' panels.

The screenshot shows a web browser window. A yellow box highlights the tab title 'House 6 – Chalets and Caviar'. Another yellow box highlights the URL 'https://dev-chaletsncaviar.pantheonsite.io/for-sale/house-6/361/'. Red arrows point to both of these yellow boxes from the left. The browser also displays the 'CHALETS CAVIAR' logo at the bottom.

Places Where the Post Title is Displayed

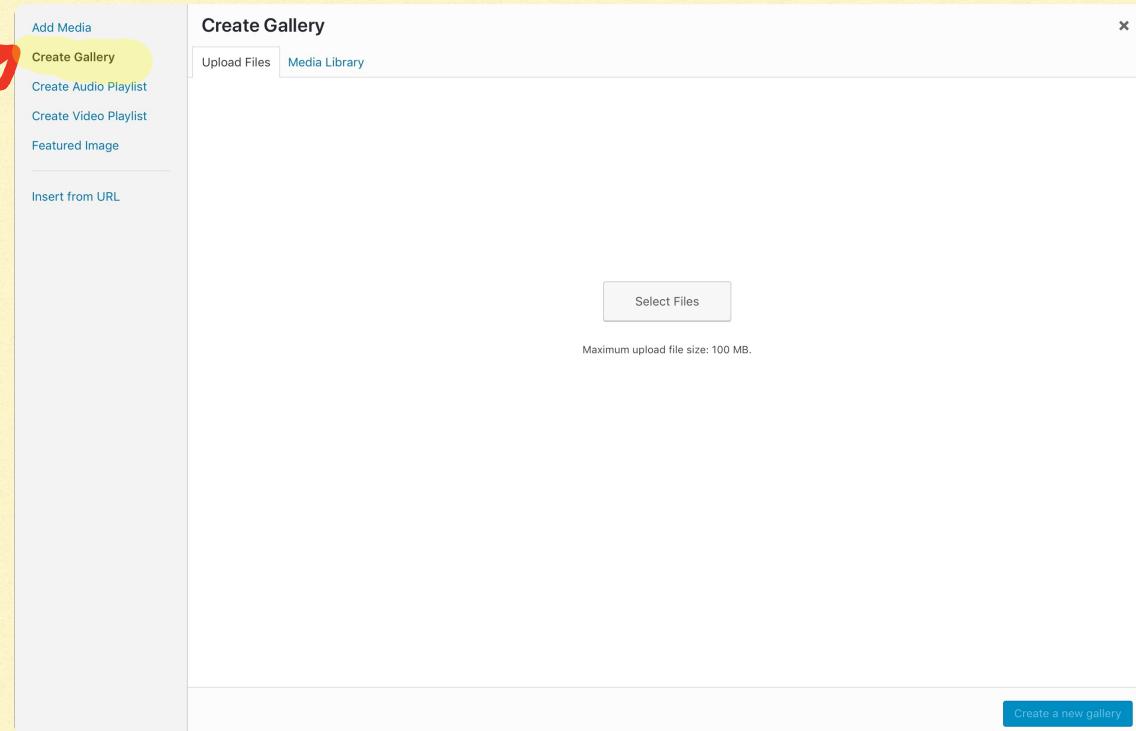
Step 4

Click on Add Media



Step 5

Click on Create Gallery

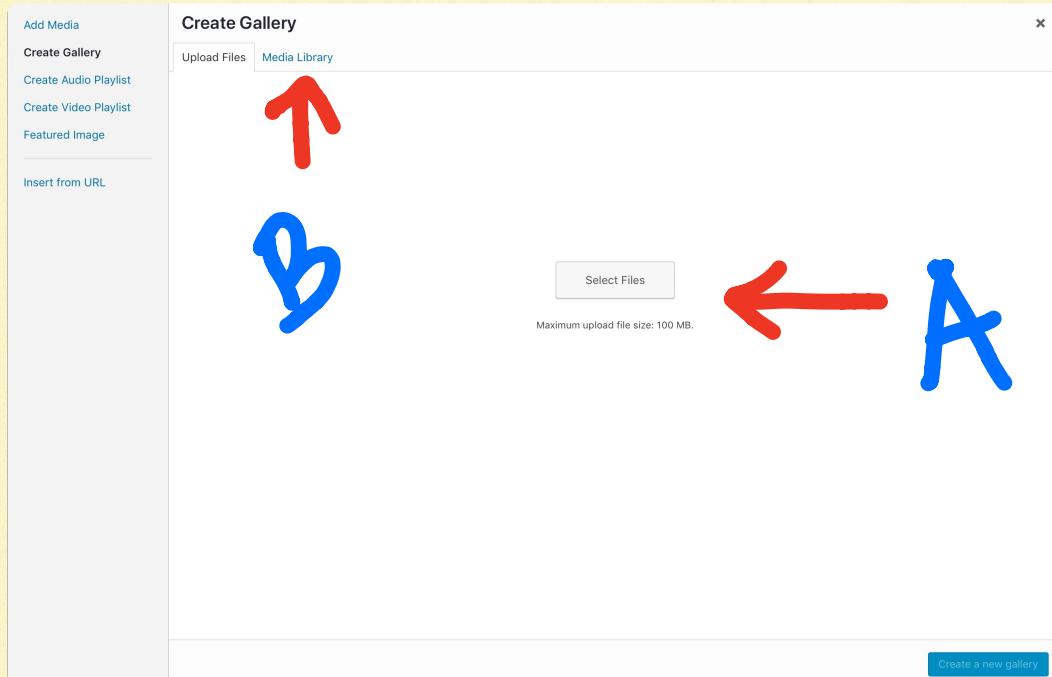


The Gallery will be all the pictures we would like to show of the Chalet that we are adding to our page. Don't worry we will learn how to add and delete images, if you ever would like to add or remove some images from your chalets (*posts*).

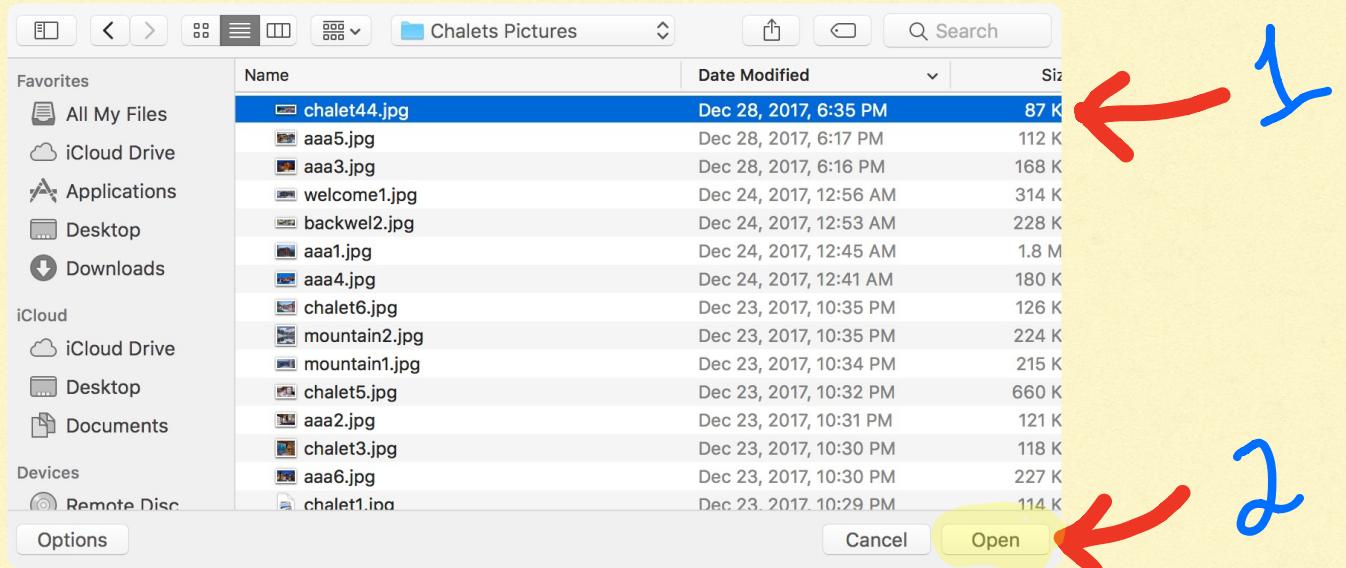
Note: The images that you will want you use to showcase in your new Chalet's post are needed to be located and saved in your computer, so we can export them to our website. Make sure to know where they are placed. I recommend you to put them all inside of a folder in your desktop.

Step 6A & 6B

Click on Select Files (6A) or Media Library (6B) —refer to notes **A** and **B** below to choose which is the appropriate method.



6A. This will open a new window which will allow you to select the images you wish to upload to the *Media library* from your computer. These images are currently not available in your *media library of your website*.

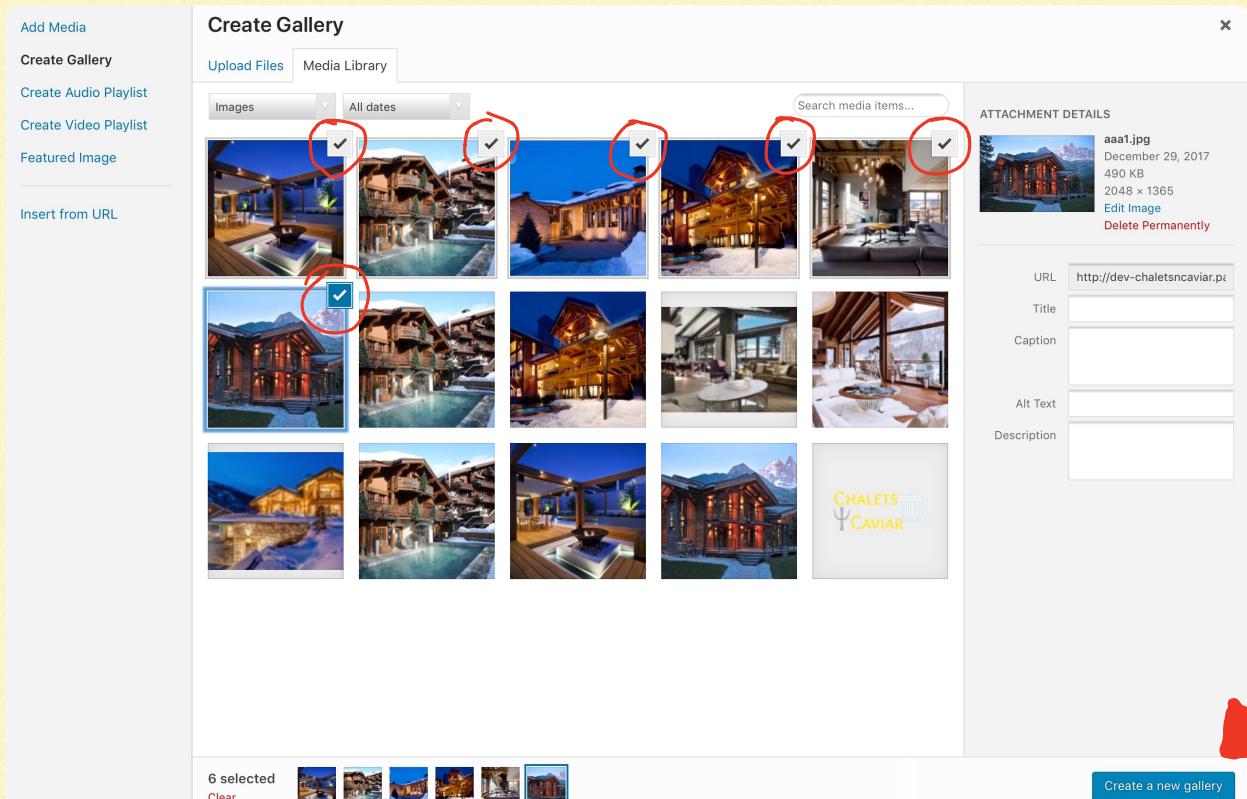


Choose all the images you will like to export to your *Media Library*. Select (indicated by blue highlight) all the images you will like to upload click open/upload. When done this will lead to step **6B**.

6B. This will allow you to choose from your images that were already uploaded to the website's media content. All media content that you export/upload from your computer via **process A** (referenced above) will be automatically stored in the *Media Library* —so you do not have to repeat the process if you would like to reuse it later on.

Step 7

Select all the images you would like to include in your gallery and **click on create gallery**



Selecting Images on Media Library

Step 8

The previous step will lead to **Edit** and **Insert** your gallery. This step is *important* because it allows us to change the settings in which the gallery is displayed. We will be making sure the following values are chosen to follow the esthetics of the theme and for best results.

The screenshot shows the 'Edit Gallery' screen in the WordPress admin. It displays a grid of images with caption options. On the right, there are settings for the gallery: 'Link To' set to 'Attachment Page', 'Columns' set to 3, 'Size' set to 'Thumbnail', and a dropdown menu showing 'Thumbnail', 'Medium', 'Large', and 'Full Size'. A red arrow labeled 'C' points to the 'Insert gallery' button at the bottom right.

A. The section **Link to** has to be set to **Media File**

B. The section **Size** has to be set to **Medium**



Final Selection

C. Only after the *Edit* options look like the **Final Selection** (above), Click on **Insert Gallery** (left).

Step 9

Write your title and paragraph below your **Gallery. (This will be visible with your Gallery)**

The screenshot shows the WordPress 'Add New Post' screen. On the left is a sidebar with various menu items like Posts, Media, Pages, and Services. The main area has a title field 'Write Your New Title Here...' and a content editor with a toolbar. Below the toolbar is a gallery of six images of chalets. At the bottom are two text input fields: 'Type your title in here...' and 'Type your paragraph in here...'. Red arrows point from the text labels 'A' and 'B' to these respective fields. The right side of the screen shows the 'Publish' and 'Format' panels.

A. I know you're probably thinking... another title? Yes, only this time, it will be visible with your pictures and can be as long as you wish to. I would recommend you write a longer title, if necessary. This title is **not** displayed in your web browser tab (step 4 -top of the page). This title should be used to compliment the gallery we created and provided valuable information the visitors will use to refer to, when inquiring about more information.

B. This paragraph(s) will contain all the specific information you want the visitors to see when viewing your new chalet. This could be the information you more often will give your customers when explaining this chalets, or could build upon a description of the images included in your gallery.

The screenshot shows a preview of the gallery post. It features three images of a chalet at night, a large living room with a fireplace and mountain view, and an exterior view of the chalet with a mountain backdrop. Below the images is a box containing the title 'HOUSE IN LOREM IPSUM DOLOR, FOR SALE \$XXX,XXX' and a short paragraph of placeholder text.

How are Titles and Paragraphs Displayed in your Gallery Post

Step 10

Edit your **Title** and **Paragraph** (to maintain the same aesthetics)

JB JA

Heading 4 B I = “ = =

Type your title in here... 

Type your paragraph in here...

Centering the Title and Changing Font Type from Paragraph to Heading 4

A. The **Title** has to be selected (blue highlight) and centered from the top menu (arrow A)

B. After the previous step the **Title** should still be selected —*If not select it again*. Choose the text format to match that of a title instead of a paragraph.

To do this we will be selecting the format drop down menu from “**Paragraph**” to “**Heading 4**” (arrow B)

JC

Heading 4 B I = “ = =

Type your title in here... 

Type your paragraph in here...

Centering a Paragraph

C. The **only** change that will be done to the **paragraph(s)** is to be **centered**. The process is the same as we did in (Step A). You will need to select (blue highlight) the paragraph text, and choose to center the text from the top menu (arrow C)

Step 11

Select the right **Category** for your Chalet post. This will indicate where your page will be displayed or showed. Is your chalet “**For Sale?**” or “**For Rent?**” or **both?**

The screenshot shows the WordPress post editor interface. At the top, there are three images of a chalet. Below them is a title input field containing "Type your title in here..." and a paragraph input field containing "Type your paragraph in here...". In the bottom left, it says "h4" and "Word count: 10". In the bottom right, it says "Draft saved at 11:16:19 am.". On the right side, there is a sidebar with a list of content types (Image, Video, Quote, Link, Gallery) and a "Categories" section. The "Categories" section has a yellow header and contains "All Categories" and "Most Used" tabs. Under "Most Used", there are two options: "For Rent" (unchecked) and "For Sale" (checked). A red arrow points from the text "Is your chalet ‘For Sale?’ or ‘For Rent?’ or both?" to the "For Sale" checkbox.

Step 12

Select the **format: “No Sidebar”** for your post page. This will be located in the **Template** section under **Post Attributes**. This will keep the same minimalist aesthetic and showcases only your images and text content.

The screenshot shows the WordPress post editor interface. It includes three images of a chalet, a title input field, a paragraph input field, and a sidebar with various settings. The sidebar has sections for "Categories", "Tags", "Post Attributes", and "Featured Image". In the "Post Attributes" section, there is a dropdown menu labeled "Template" which is set to "No sidebar". To the right, a modal window titled "Default Template" is open, showing "No sidebar" is selected and marked with a green checkmark. A red arrow points from the text "This will keep the same minimalist aesthetic and showcases only your images and text content." to the "No sidebar" button in the modal.

Step 13

Click to choose your **Featured Image** on the “set featured image” section . This is the image that will be displayed as the main image for your Chalet post and the small icon image when is showed with the rest of the chalets. Choose from **Media Library** or **uploads** (step 8)

The screenshot shows the WordPress media library interface. It includes a sidebar with "Default Template" settings (showing "No sidebar" and "Page builder ready"), a "Featured Image" section with a "Set featured image" link, and a main area displaying a grid of thumbnail images. One specific image in the grid is circled in red and highlighted with a green number 3. A red arrow points from the text "Choose from Media Library or uploads (step 8)" to this circled image. To the right, a larger preview window shows a single image of a chalet with a green number 4 at the bottom. Another red arrow points from the text "This is the image that will be displayed as the main image for your Chalet post and the small icon image when is showed with the rest of the chalets." to the preview window. A green number 5 is also visible near the preview window.

Step 14 (Final Step)

Click on Publish to publish your site and make it visible. This is the last step.

The screenshot shows the WordPress 'Add New Post' screen. On the left, there's a sidebar with various menu items like Posts, Media, Pages, and Tools. The main area has a title field 'Write Your New Title Here...', a visual editor, and a media gallery containing six images of chalets. Below the gallery are two text input fields: 'Type your title in here...' and 'Type your paragraph in here...'. At the bottom, it says 'h4' and 'Word count: 10'. On the right, a 'Publish' sidebar shows the current status as 'Draft' and visibility as 'Public'. It includes buttons for 'Save Draft', 'Move to Trash', and a large blue 'Publish' button. A red arrow points from the 'Publish' button on the left to the 'Publish' button on the right.

A close-up of the 'Publish' sidebar. It shows the status as 'Draft' and visibility as 'Public'. There are three main buttons: 'Save Draft' (green), 'Move to Trash' (green), and a large green 'Publish' button. A red arrow points from the 'Publish' button on the left towards this one.

Some other options include:

The screenshot shows the published website 'CHALETS & CAVIAR'. The main page features a large image of a chalet at night with mountains in the background. Below it is a grid of five smaller images of different chalets. At the bottom, there are two text input fields: 'Type your title in here...' and 'Type your paragraph in here...'. A red arrow points from the published website back to the 'Publish' sidebar on the right.

- Choose “**Preview**” if you would like to see the result before making it available to your visitors.
- Choose “**Save Draft**” if you would like to save a copy of your chalet.
 - This is useful if you are not finished with your post/chalet listing.
 - The system automatically saves a copy periodically, in case of accidental shut off or unsaved work. You will be able to locate your last saved draft under **All posts**.
 - The final saved draft would be whichever one happened last. The manual selection on “save draft” or the last automated saved draft.
- Choose “**Move to Trash**” to Delete the file. This will be located with the other trashed items, until permanently deleted or recovered.

How to Edit Existing Chalets:

Step 1

Find out which Chalet you wish to edit. This can be done by looking at the Title of the Chalet in the **window tab** in your browser, **address bar**, or the **title within your page**.

The screenshot shows a web browser window with the title "House 6 – Chalets and Caviar". The address bar displays the URL "https://dev-chaletsncaviar.pantheonsite.io/for-sale/house-6/361/". The main content area of the website features three large images of a chalet. Below the images, the title "HOUSE IN LOREM IPSUM DOLOR, FOR SALE \$XXX,XXX" is displayed, followed by a paragraph of placeholder text.

Step 2

Navigate and Locate the **Chalet (Post)** under **Posts** or **All listings**.

Remember the section under the **Dashboard**?

It is the same concept as **Step 1** and **Step 2** for **How to Add a New Chalet** guide.

The screenshot shows the WordPress dashboard's "Posts" screen. The left sidebar has a "Posts" section with links like "Add New", "Categories", "Tags", "Media", "Pages", etc. The main area lists posts with columns for Title, Author, Categories, Tags, Date, and Permalink. The first post is titled "Write Your New Title Here..." and is listed under "For Sale". Handwritten notes provide instructions: "(1) Locate the Chalet Post by matching the Title" and "(2) Click the Title to view content or click "Edit" to open post."

Step 3

Make necessary changes and Click Publish to Update/Save Changes

- A.** Click on the Main Title to make changes to its title (browser tab title).
- B.** Click on Images, to make changes to the gallery, or the images that are displayed.
- C.** Click on the text to make changes to the Text (Title Displayed in Page or Paragraphs)
- D.** Click on categories to select or change a new category (for sale or for rent or both)
- E.** Click on Featured Image to Change the Main Image Displayed for the Chalet Posting

The screenshot shows a WordPress post editor with several sections and features highlighted:

- A:** A red arrow points to the "Main Title" input field at the top left, which says "Write Your New Title Here...".
- B:** A red arrow points to the "Edit" link in the top right corner of the image gallery section.
- C:** A red arrow points to the "Type your title in here..." input field below the gallery.
- D:** A red arrow points to the "For Sale" checkbox under the "Categories" section, which is checked.
- E:** A red arrow points to the "Featured Image" section, which displays a thumbnail of a chalet and includes links to edit or remove it.

Other visible elements include:

- Permalink: <http://dev-chaletsncaviar.pantheonsite.io/for-sale/706/706/>
- Visual, Text, Page Builder tabs.
- Add Media button.
- Format sidebar with options: Standard, Aside, Image, Video, Quote, Link, Gallery.
- Tags sidebar.
- Categories sidebar with "All Categories" and "Most Used" tabs, showing "For Rent" and "For Sale" checkboxes, where "For Sale" is checked.
- Post Attributes sidebar with "Template" set to "No sidebar".
- Featured Image sidebar with a thumbnail and links to "Click the image to edit or update" and "Remove featured image".

Don't Forget to Click on Publish to Make Changes Take Effect

(Remember the guide section on **How To Add a New Chatel** will provide specifications step by step in what is required to add, edit, or change to each particular item referred above)

How to Delete a Chalet

Step 1

Find out which Chalet you wish to delete. This can be done by looking at the Title of the Chalet in the **window tab** in your browser, **address bar**, or the **title within your page**. (refer to **Step 1** and **Step 2** on *How to Edit Existing Chalets*)

Step 2

Navigate and Locate the **Chalet (Post)** under **Posts** or **All listings**.

Remember the section under the Dashboard?

It is the same concept as **Step 1** and **Step 2** for **How to Add a New Chalet** guide.

Step 3

Delete the posting through the **edit post page** or through the **listings page**. It is recommended to delete via the first route, once the **edit post page** since it will provide you a visual of the **Chalet post** you wish to **delete (trash)**.

Posts Add New

All (13) | Mine (1) | Published (13) | Trash (1)

Bulk Actions Apply All dates All Categories Filter

Title	Author	Categories	Tags	Date	Permalink	Category
Write Your New Title Here...	Editor1	For Sale	—	Published 1 min ago	For Sale	
Rent 6	danrodz	For Rent	—	Published 2017/12/29	For Rent	

Write Your New Title Here...
http://dev-chaletsncaviar.pantheonsite.io/for-sale/write-your-new-title-here/706/
Edit | Quick Edit | Trash

Rent 6
http://dev-chaletsncaviar.pantheonsite.io/rent/rent-6/451/
Edit | Quick Edit | Trash | View

Screen Options Help

Delete here through the Posts/All Posts Page

Edit Post Add New

Write Your New Title Here...

Permalink: http://dev-chaletsncaviar.pantheonsite.io/for-sale/write-your-new-title-here/706/ Edit

Add Media

Visual Text Page Builder

Paragraph B I “ ” “ ” “ ” “ ”

Publish

Status: Published Edit

Visibility: Public Edit

Published on: Jan 7, 2018 @ 11:25 Edit

Move to Trash Update

Format

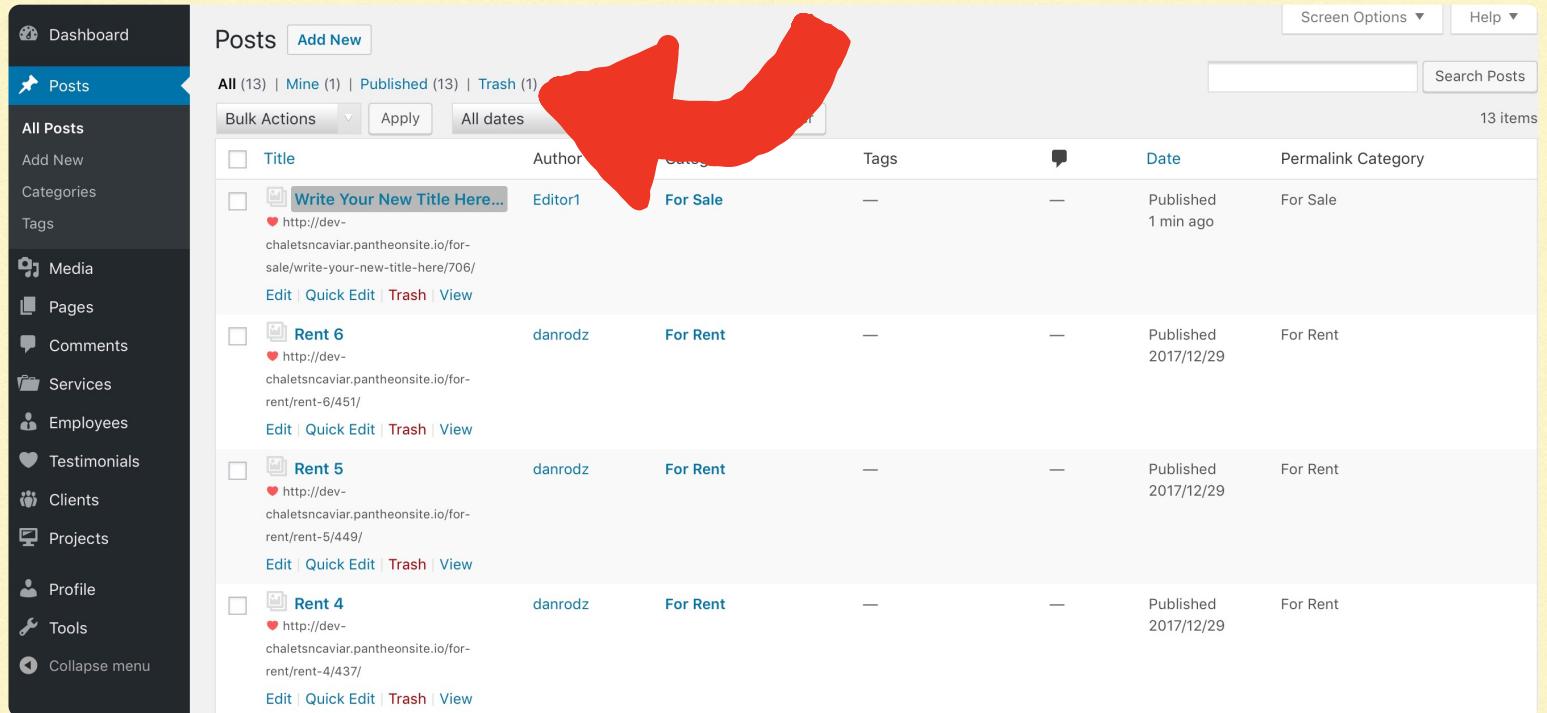
Standard Aside

Deleting through the Edit Post / Chalet Post

How to Recover a Chalet if We Accidentally Deleted it

Step 1

Navigate to the **All Posts or Posts** section and **click on Trash section**.

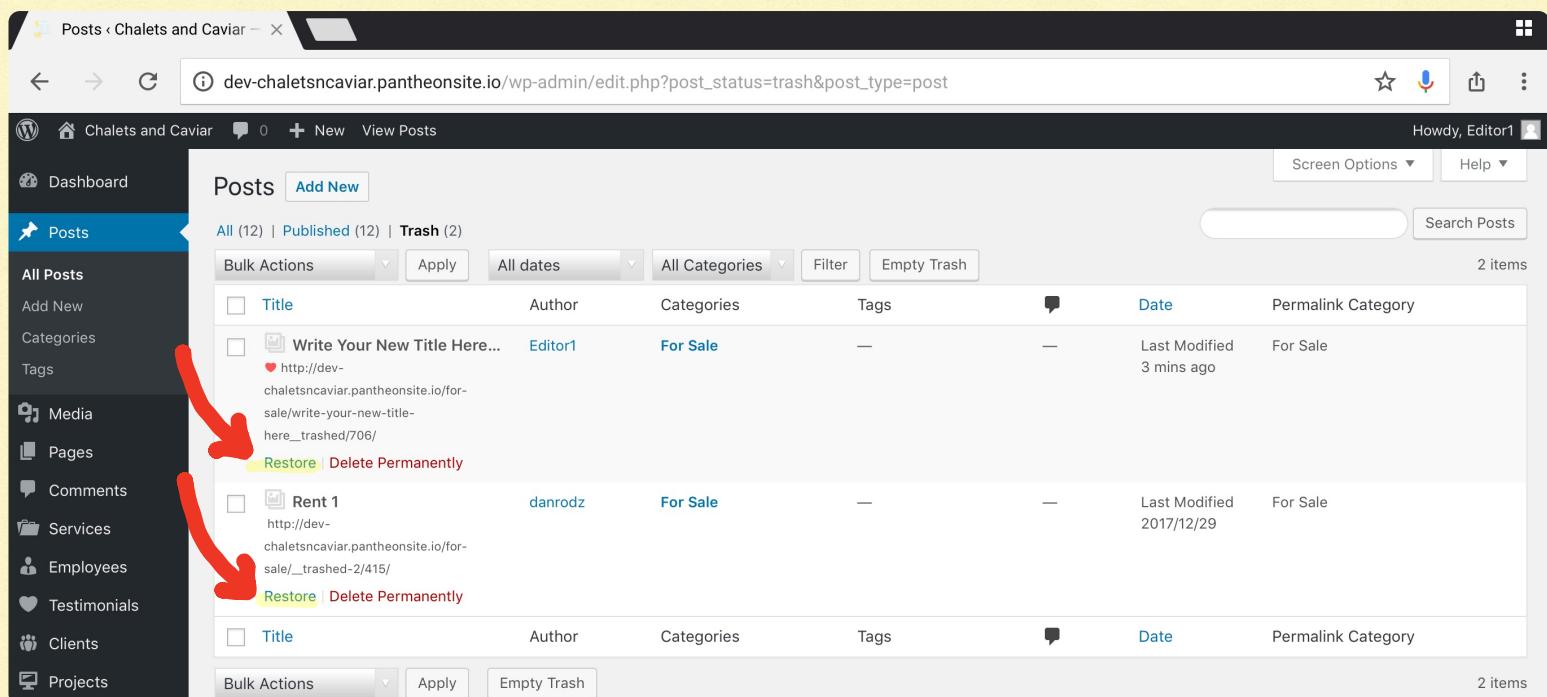


The screenshot shows the WordPress Admin Posts screen. The left sidebar has a dark theme with various menu items like Dashboard, Posts, All Posts, Media, etc. The main area shows a table of posts with columns for Title, Author, Categories, Tags, Date, and Permalink. A red arrow points to the 'Trash' tab in the top navigation bar.

Title	Author	Categories	Tags	Date	Permalink
Write Your New Title Here...	Editor1	For Sale	—	Published 1 min ago	For Sale
Rent 6	danrodz	For Rent	—	Published 2017/12/29	For Rent
Rent 5	danrodz	For Rent	—	Published 2017/12/29	For Rent
Rent 4	danrodz	For Rent	—	Published 2017/12/29	For Rent

Step 2

Locate the **Chalet Post** you wish to **recover** and **Click Restore**



The screenshot shows the WordPress Admin Posts screen with the 'Trash' tab selected. The left sidebar has a dark theme with various menu items. The main area shows a table of posts with columns for Title, Author, Categories, Tags, Date, and Permalink. Three red arrows point to the 'Restore' button for each post listed in the table.

Title	Author	Categories	Tags	Date	Permalink
Write Your New Title Here...	Editor1	For Sale	—	Last Modified 3 mins ago	For Sale
Rent 1	danrodz	For Sale	—	Last Modified 2017/12/29	For Sale

After **restoring** your **Chalet Post** from the **Trash**, it will be located back in the **All Posts** section