

## Content Management System

WORDPRESS

User Manual

9352B 5:30- 7:00 WS

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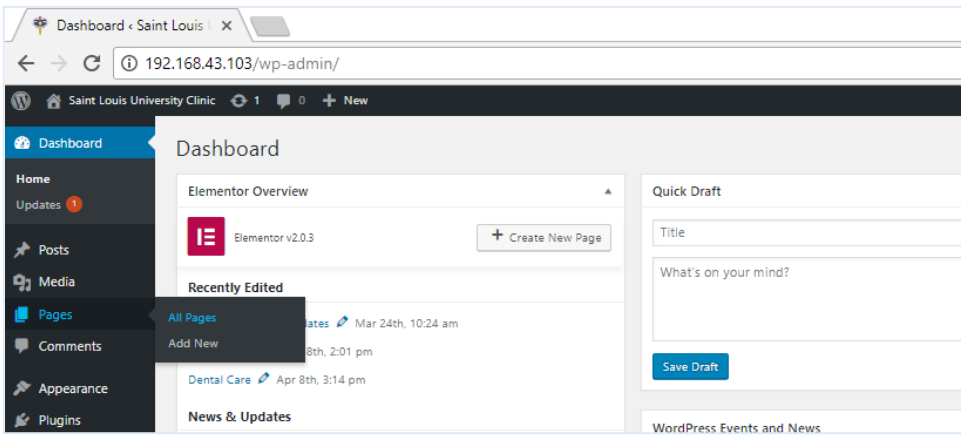
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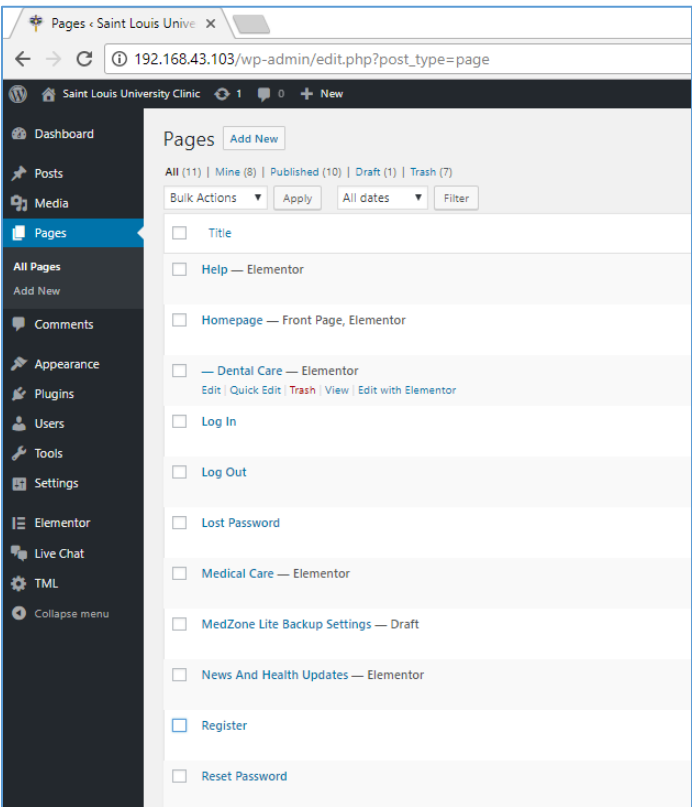
I. HOW TO EDIT THE WEBSITE:

*If you're an admin, you can edit or customize the website.*

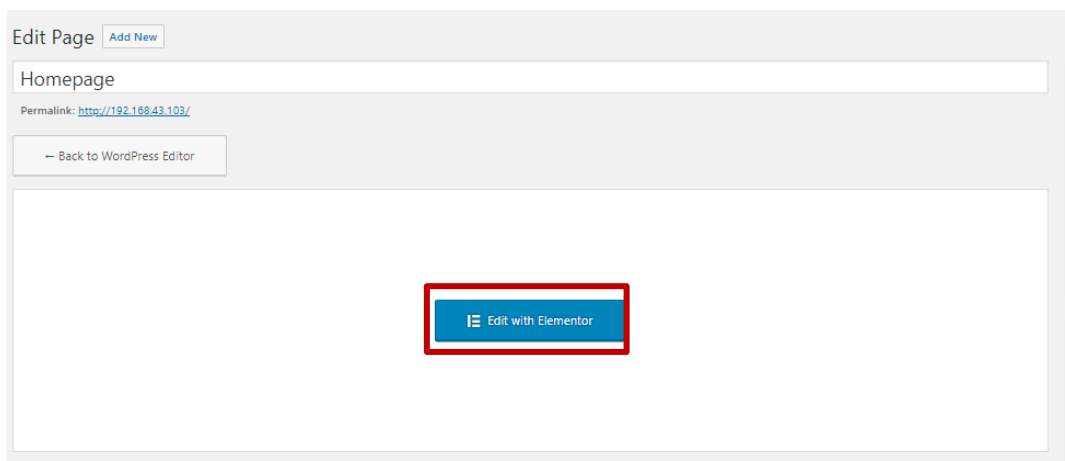
1. Once you are login, you will be redirected to the *Dashboard* and from there, at the right sidebar click on the *Pages* menu and choose *All Pages* to view all the pages of the website.



2. Double click on the page which you want to customize.

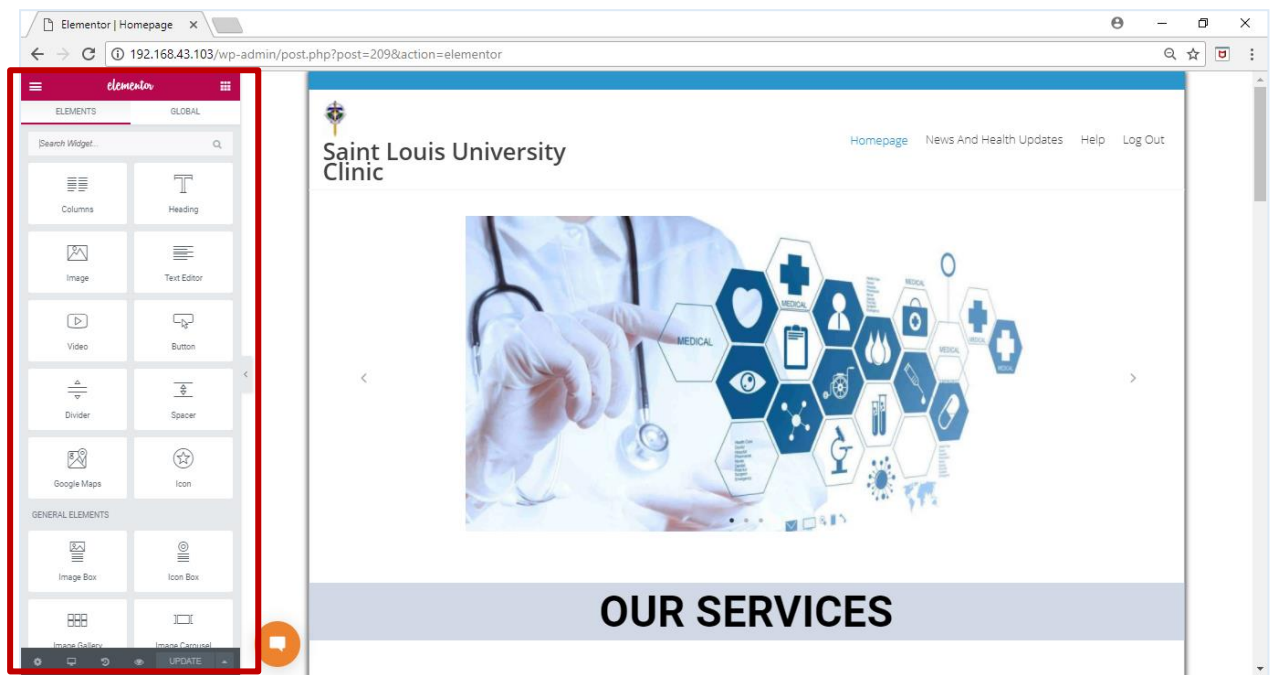


3. Click on the *Edit with Elementor* button




1.1 GETTING STARTED WITH ELEMENTOR

1. You can now customize the website using the tools provided by the *Elementor* plugin. This plugin provides an easy to use customization tool.



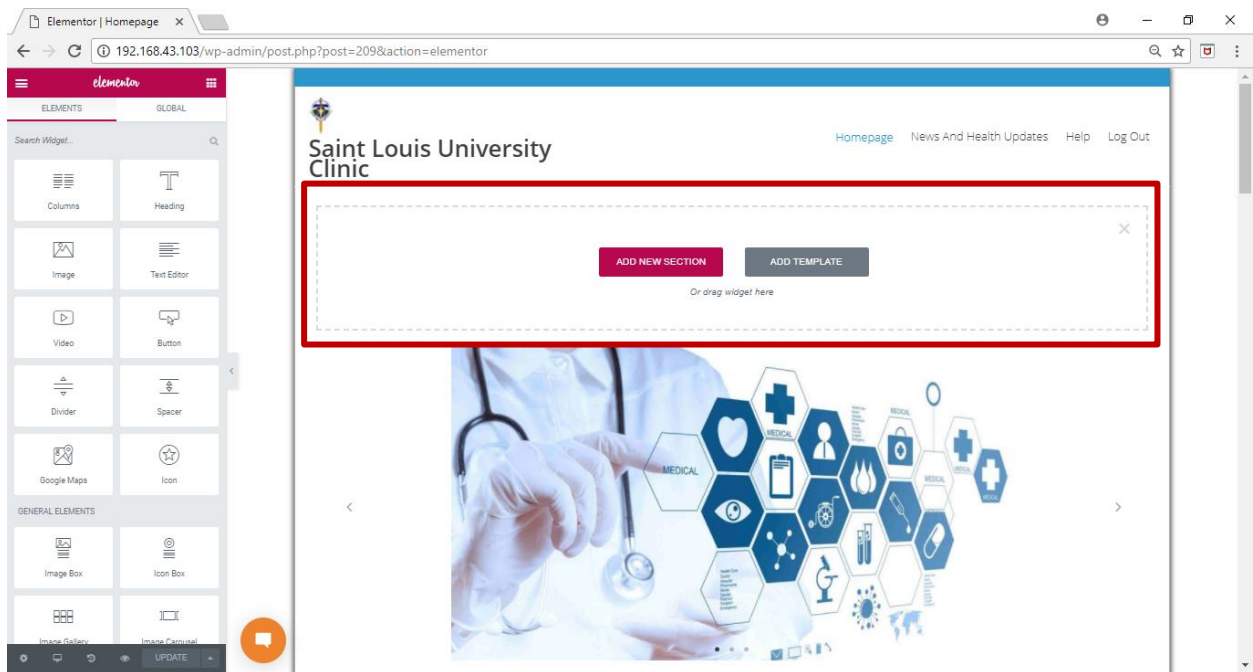
1.1 Adding a new section to the website:

If you want to add a section at a specific part of the page, hover to the element below that part of the page and if the icon  appear, click on the add(+) button.



A default section will now be created.

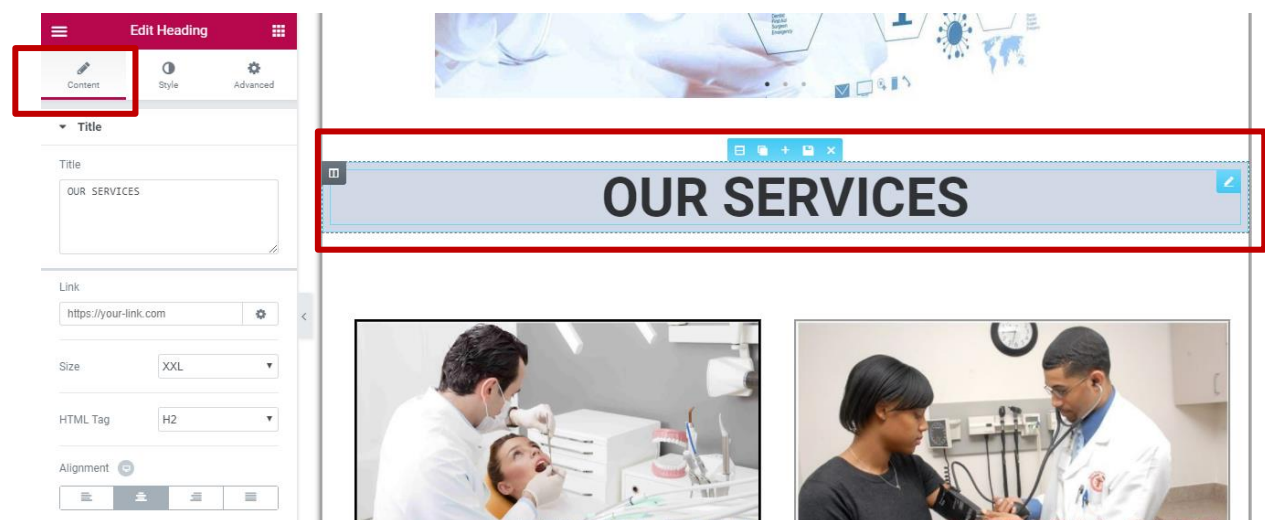
- 1. Add a new section- to customize the number of columns of the default section.
- 2. Add a template- to make use of custom templates provided by the tool
- 3. Provided at the left side bar are the widgets you could use by dragging and dropping them to the section area.

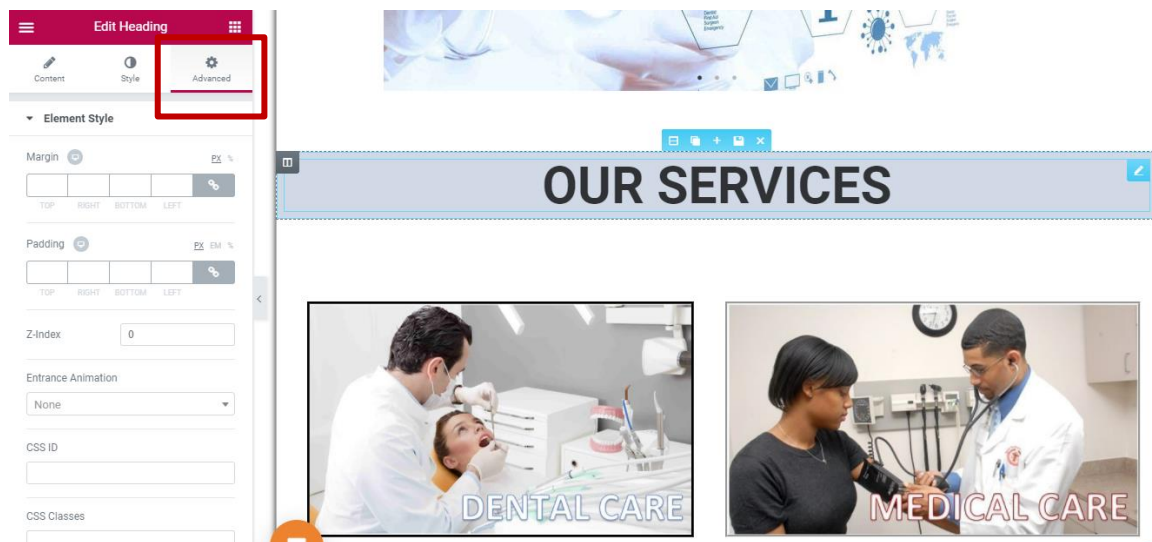
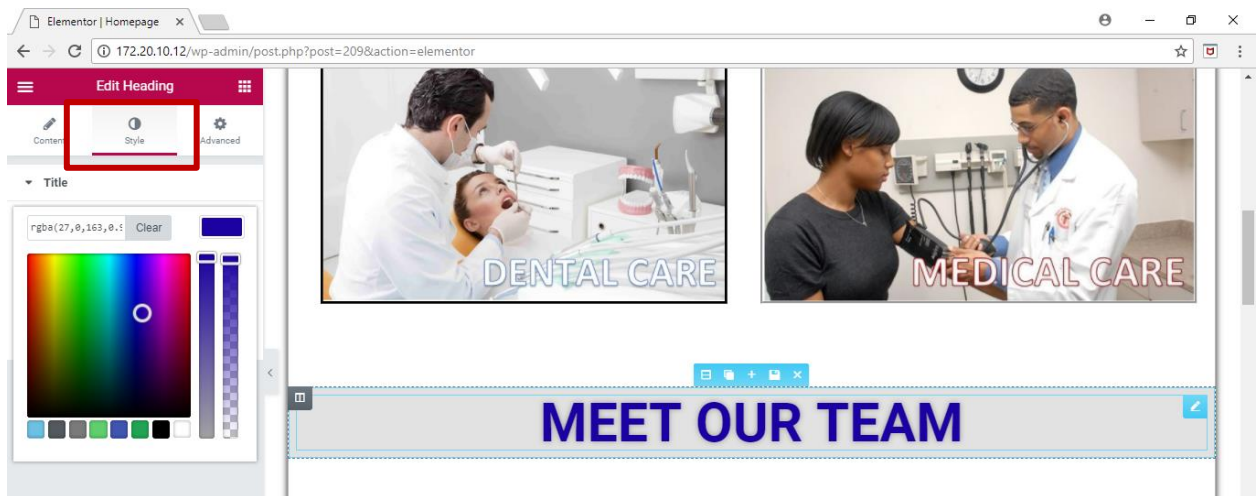


1.2 Editing headers:

Hover on the text element and click on the pen icon at the top most right to start editing the text. The editing tool will be shown at the left sidebar.

- a. Content tab- Here you can edit the title, the link to which the header will be directed to incase the user click it, the size of the text etc.
- b. Style tab – Here you can format the header. You can change the font, font color, line-spacing etc.
- c. Advance tab- Here is where you can configure the advance settings such as the animation, margin, background etc.

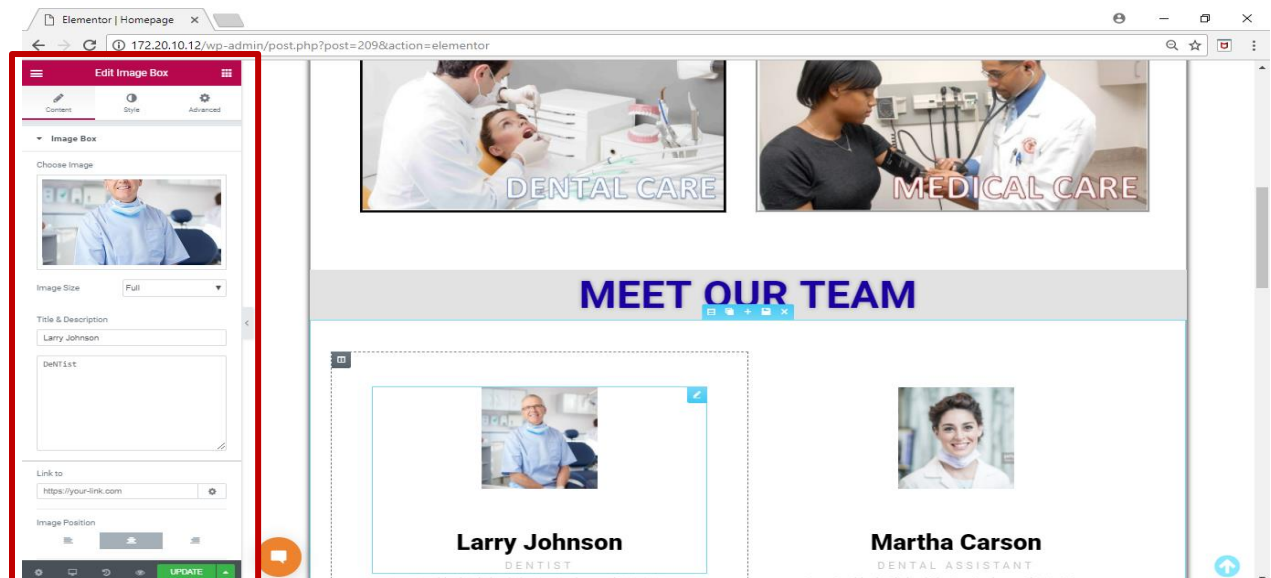


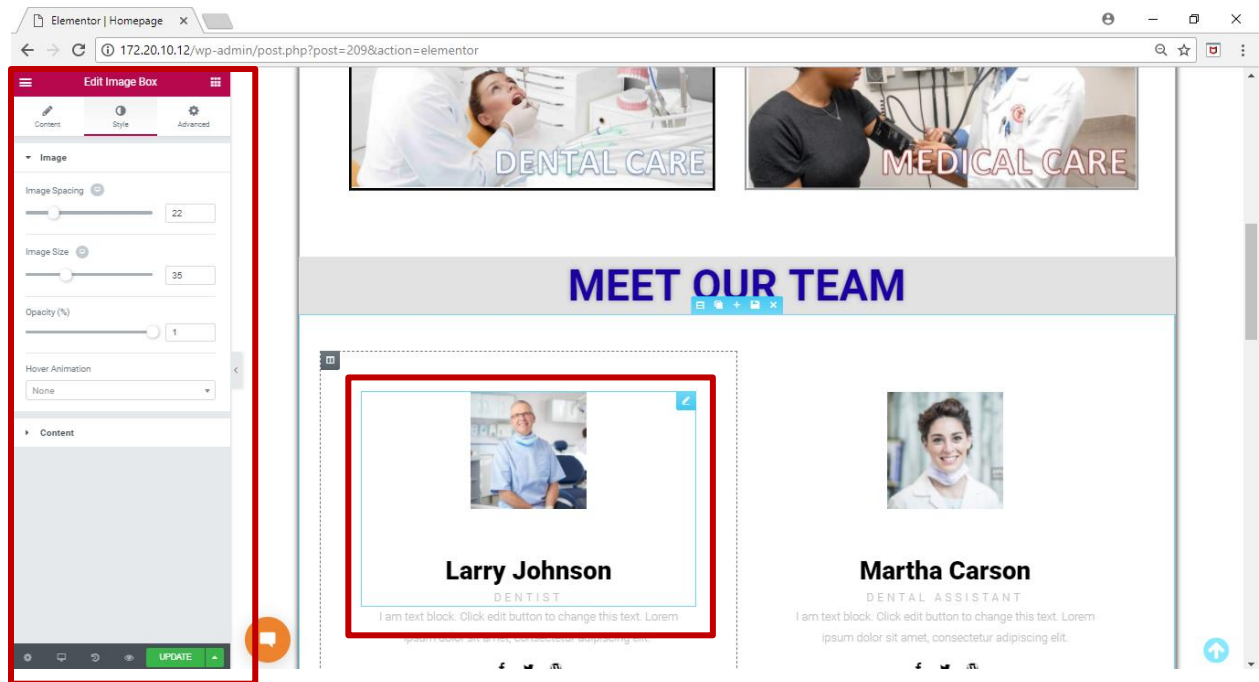


### 1.3 Editing images:

Hover on the image and then click on the pen icon to edit.

- Content tab – Here you can change the image, add description, change the size etc.
- Style tab – Here you can adjust the spacing, size, opacity and animation of the image. A style editor for the caption of the image is also available here.
- Advanced tab- Here is where you can configure the advance settings such as the animation, margin, background etc.

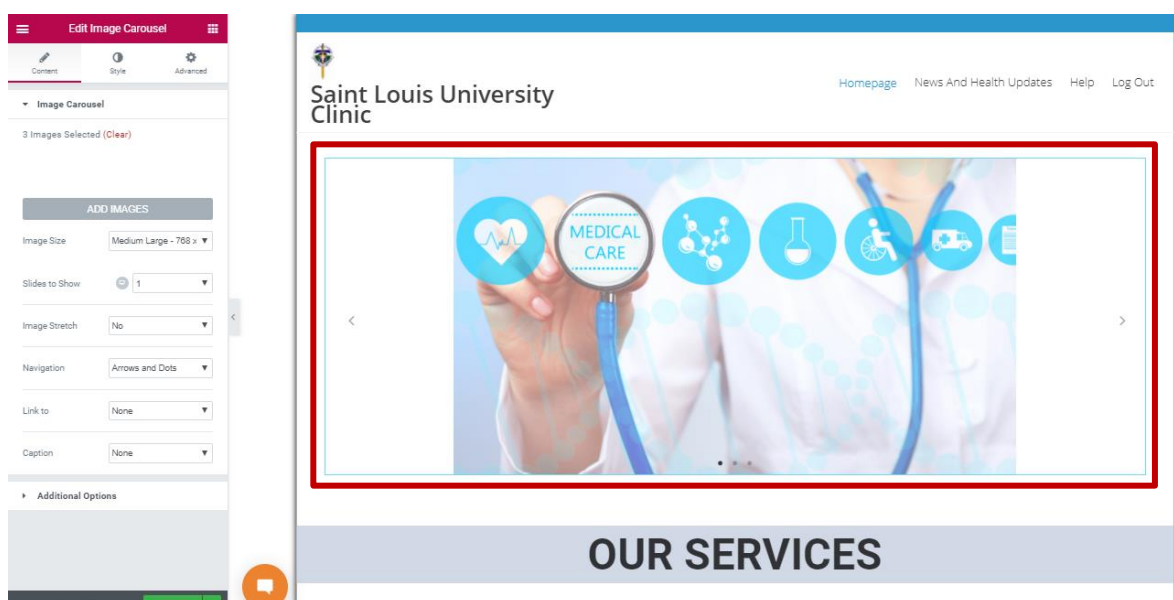




#### 1.4 Changing the pictures in the image slider

*Hover on the picture slide and click on the pen icon. An editing tool will appear at the left sidebar.*

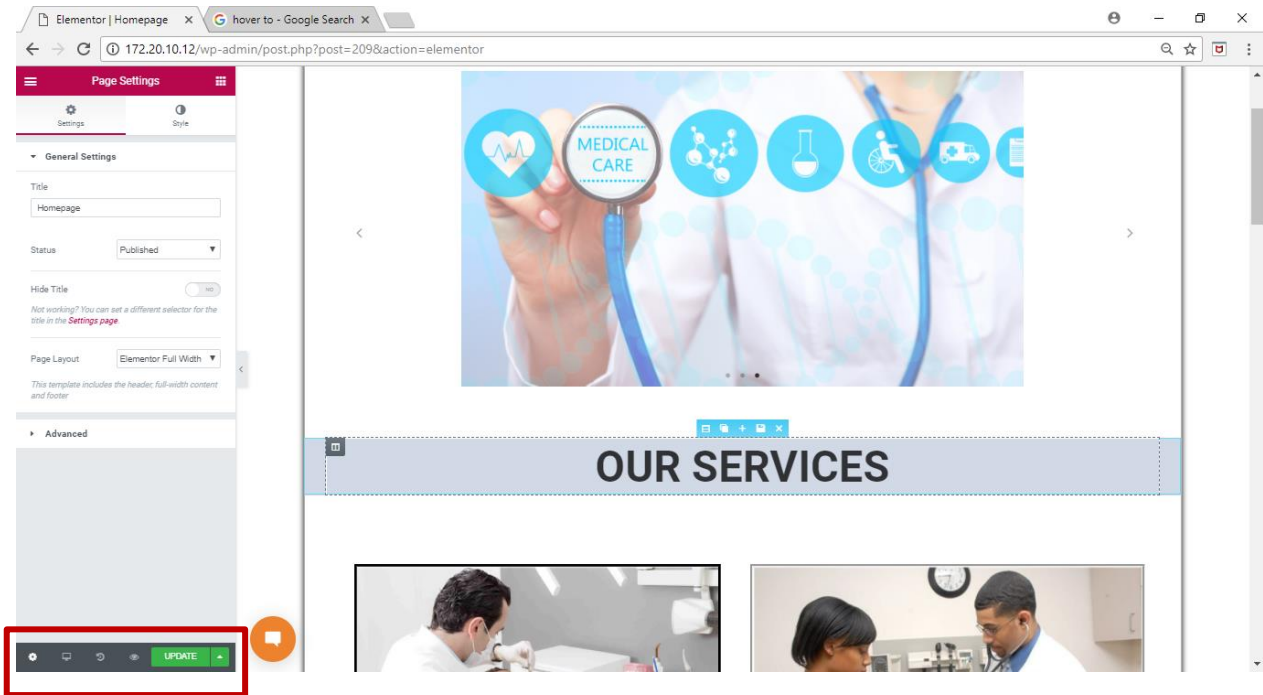
- Content tab – here you can add images, change them, or remove them. You could also change the size of the images, the number of images per slide etc.
- Style tab- Here you can customize the border type, border radius etc.
- Advanced tab- *Here is where you can configure the advance settings such as the animation, margin, background etc.*





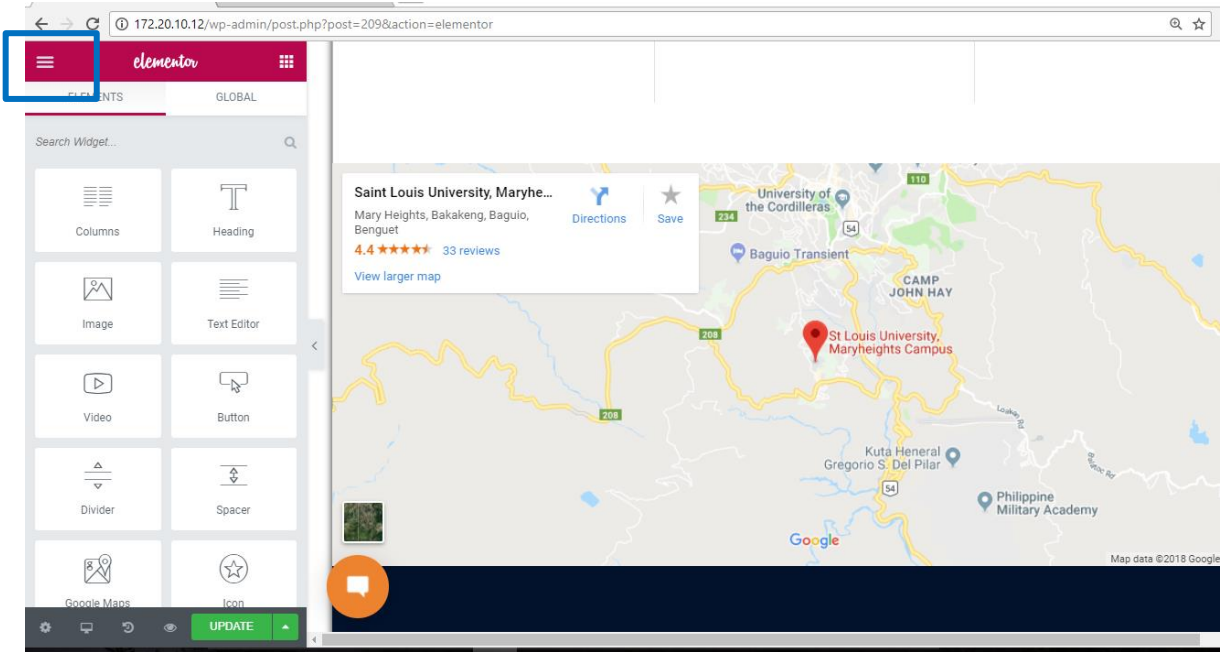
1.5 At the rightmost button, you can find the Update, Preview Changes, Responsive Mode, Settings buttons.

- a. *Update-Click this in order to update all the changes that you’ve made.*
- b. *Preview Changes-This button is used in order to preview the design changes that you’ve made.*
- c. *Responsive Mode-This is used to view the site’s interface when viewed in different devices such as mobile phones and tablets.*



After publishing the changes, you can view the applied changes of the site going back to the dashboard.

Click the boxed icon with shown in the image.





Then, choose 'exit to dashboard'.

