



User Manual

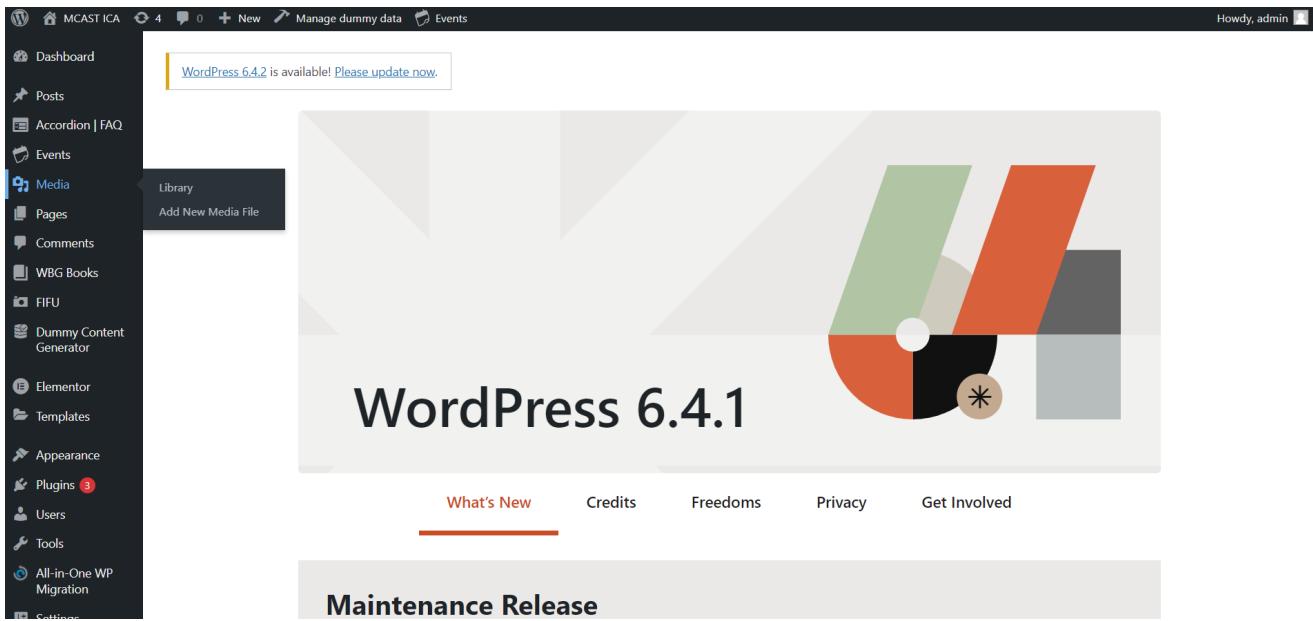
WORDPRESS TEMPLATE

1

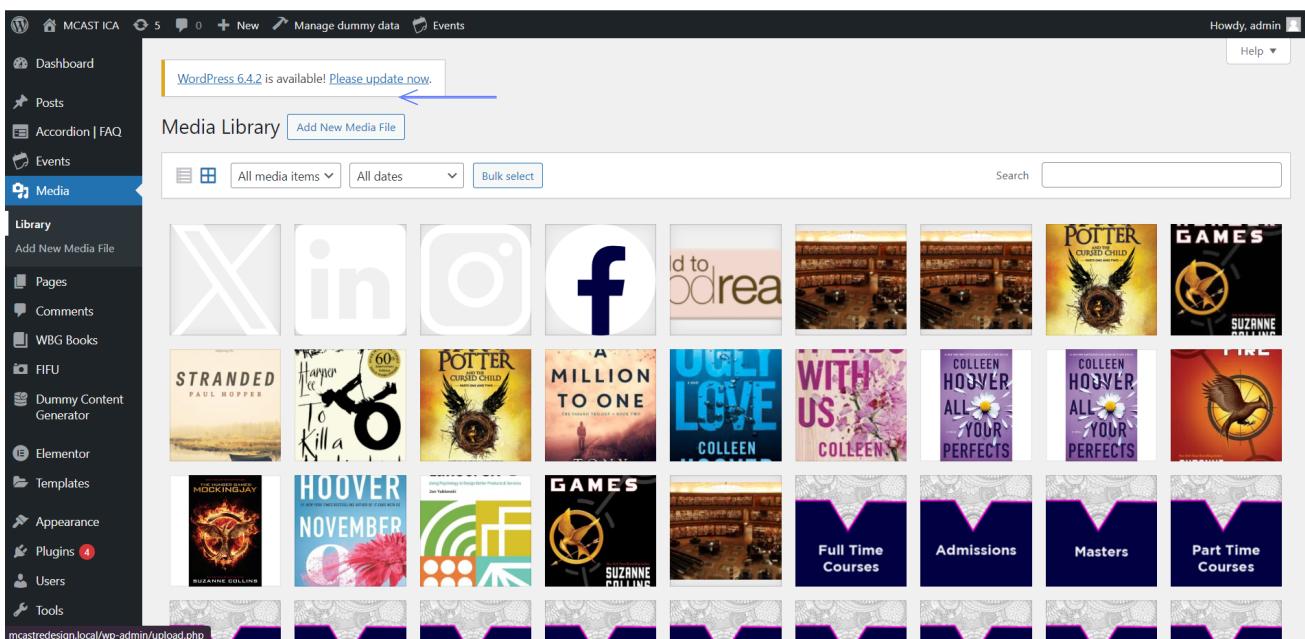
Uploading Media

In this chapter, you can find information on how to upload media to your website.

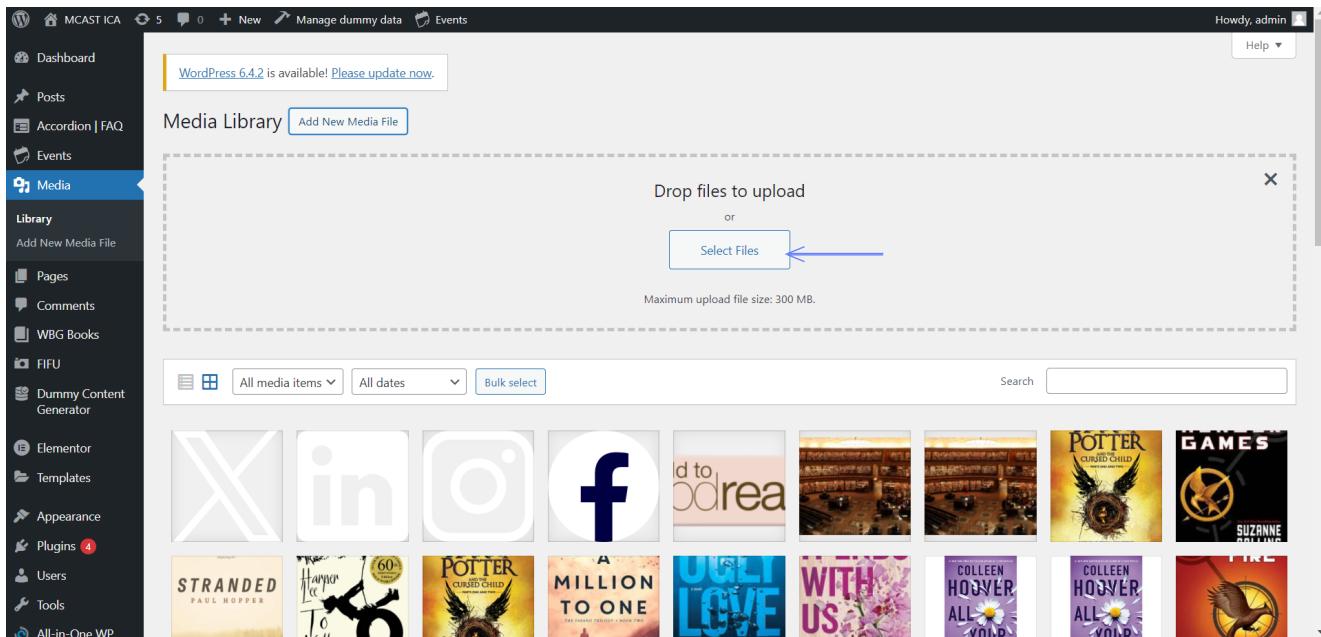
To upload media for your website, first, you need to open the WordPress admin and navigate to Media.



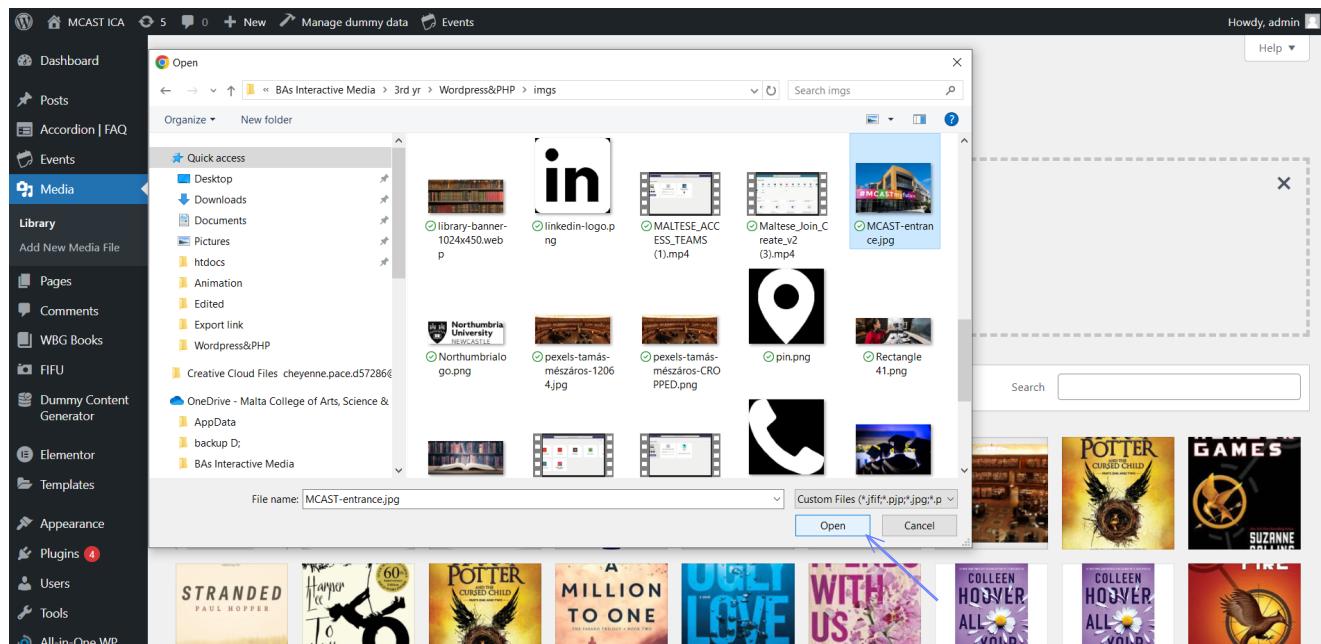
Option 1 : Media can be viewed aswell as added from the library



Click on 'Add New Media File', then 'Select Files'



Navigate on the folder or image that you would like to upload from and click on 'Open'



The image should now be visible as the first option.

A screenshot of the WordPress Media Library interface. On the left, a sidebar shows various site sections like Dashboard, Posts, Accordion | FAQ, Events, Media (which is selected), Library, Pages, Comments, WBG Books, FIFU, Dummy Content Generator, Elementor, Templates, Appearance, Plugins (with 4 notifications), Users, Tools, and All-in-One WP. A blue arrow points from the 'Media' section in the sidebar to the uploaded image in the library. The main area shows a grid of media items, with the uploaded image 'MCASTmyfuture' appearing as the first item in the top row.

Option 2: Go directly to '[Add New Media File](#)', then repeat the same process as in Option 1. That is clicking on '[Select Files](#)'. Opening the image that you would like to upload. You can later view the image from the library tab (seen in option 1).

A screenshot of the 'Upload New Media' page. The sidebar on the left is identical to the one in the previous screenshot. The main area has a title 'Upload New Media' and a large dashed box for file upload. Below the box, it says 'Drop files to upload or Select Files'. A note at the bottom states 'You are using the multi-file uploader. Problems? Try the [browser uploader](#) instead.' and 'Maximum upload file size: 300 MB.'

NOTE : To choose several files simultaneously, press and hold the SHIFT key (for Windows users) or the COMMAND key (for Mac users).

WordPress Supporting File Types

Image

- .jpg
- .jpeg
- .png
- .gif
- .ico

Documents

- .pdf (Portable Document Format; Adobe Acrobat)
- .doc, .docX (Microsoft Word Document)
- .ppt, .pptx, .pps, .ppsx (Microsoft Power-Point Presentation)
- .odt (OpenDocument Text Document)
- .xls, .xlsx (Microsoft Excel Document)
- .psd (Adobe Photoshop Document)

Videos

- .mp4, .m4v
- (MPEG-4)
- .mov (QuickTime)
- .wmv (Windows Media Video)
- .avi
- .mpg
- .ogv (Ogg)
- .3gp (3GPP)
- .3g2 (3GPP2)

Audio

- .mp3
- .m4a
- .ogg
- .wav

2

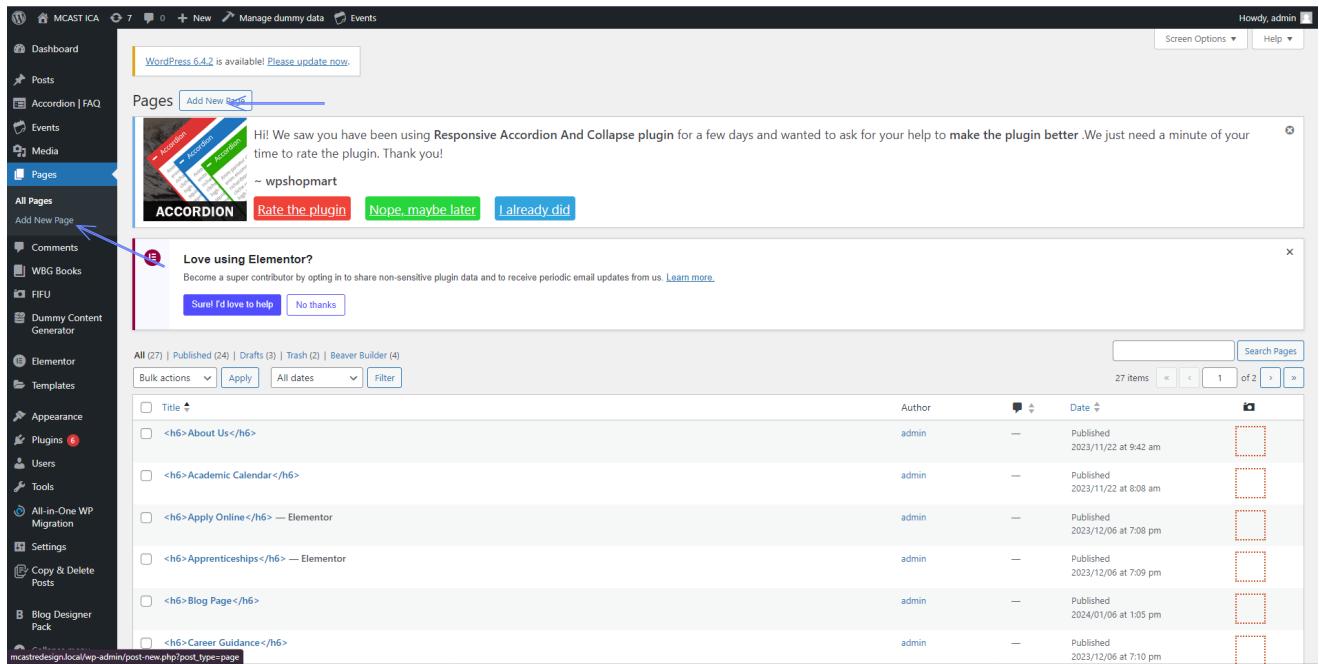
Creating Posts, Custom Post Types & Pages

In this chapter, you can find information on how to create Pages, Post and custom Post Types

Pages ······ Posts ······ Custom Post Types

How to create a new page :

To create a new page, you can either open the '[Pages](#)' tab on the left side menu of the WordPress dashboard, than click on '[Add New Page](#)' button at the top. Or else click directly the '[Add New Page](#)' button from the sidebar



You should now see three options for editing the page. Feel free to mix and match between different pages. If you already have experience with [Elementor](#), [Beaver Builder](#), or the [WordPress page builder](#) itself, you can exclusively use that and ignore or disable the others.

In order to use [Wordpress Page Builder](#), you can simply click on 'Use Standard Editor' to start editing.

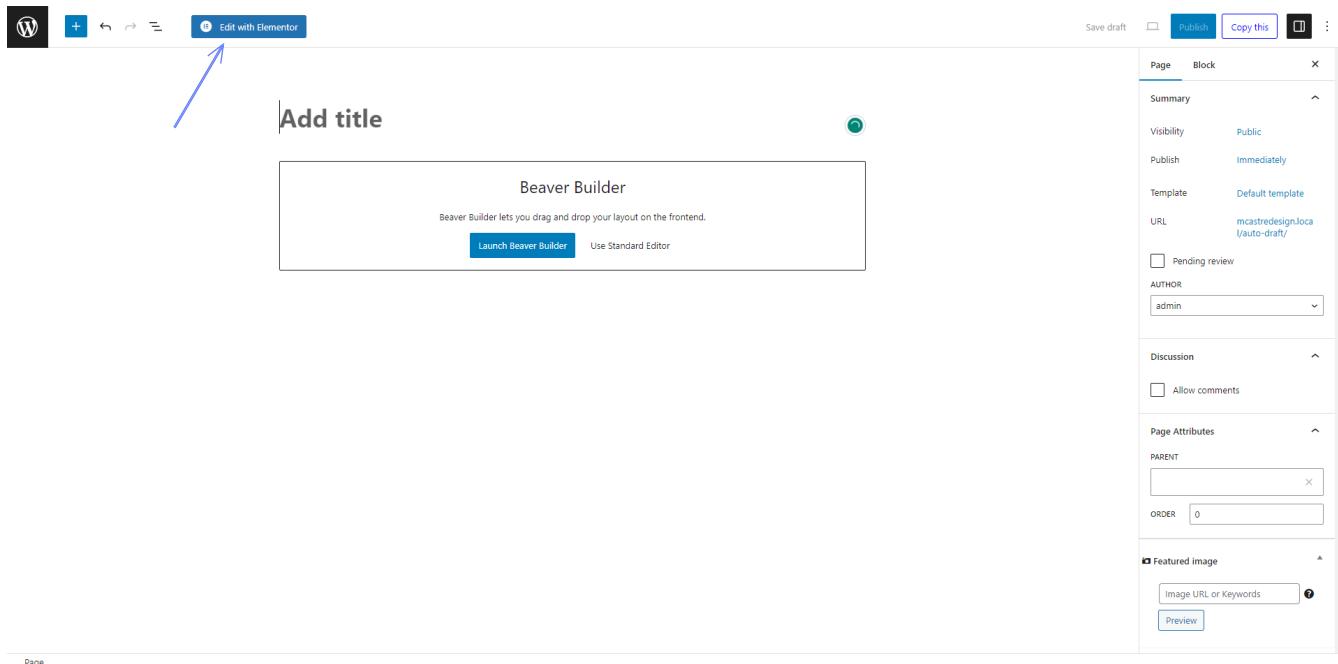
The screenshot shows the WordPress editor interface. At the top, there are standard editing tools like 'Save draft', 'Publish', and 'Copy this'. Below the toolbar, the main content area has a title 'Add title' and a sub-section titled 'Beaver Builder' which says 'Beaver Builder lets you drag and drop your layout on the frontend.' There are two buttons at the bottom of this section: 'Launch Beaver Builder' (in blue) and 'Use Standard Editor' (in grey). A blue arrow points from the 'Use Standard Editor' button towards the right sidebar. The right sidebar contains several panels: 'Summary' (Visibility: Public, Publish: Immediately), 'Template' (Default template), 'URL' (mcastredesign.local/auto-draft/), 'Pending review' (checkbox), 'AUTHOR' (admin dropdown), 'Discussion' (checkbox for Allow comments), 'Page Attributes' (PARENT dropdown, ORDER: 0), and 'Featured image' (Image URL or Keywords input, Preview button).

To use [Wordpress Page Builder](#), you can click on the 'Add' button and start importing paragraphs, images etc. you can use the right side panel to edit the style.

This screenshot shows the 'Add title' screen in the WordPress editor. The toolbar includes standard tools like bold, italic, and list icons. Below the toolbar, there's a search bar with placeholder text 'Type / to choose a block'. To the right of the search bar is a '+' icon, which is highlighted by a blue arrow. A modal window titled 'Search' is open, showing categories: Paragraph, Heading, Image, Spacer, Icon, and Group. At the bottom of the modal is a 'Browse all' button. The right sidebar contains panels for 'Paragraph' (Start with the basic building block of all narrative), 'Color' (Text and Background options), 'Typography' (SIZE: S, M, L, XL), and 'Advanced' settings.

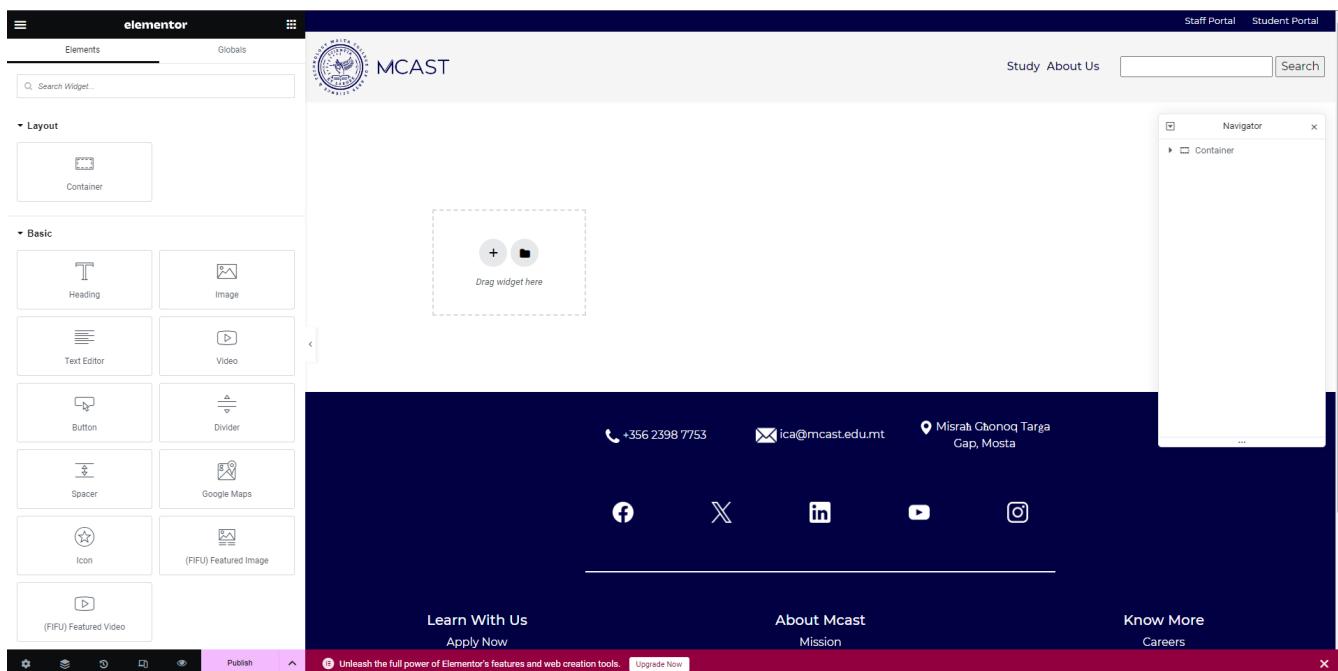
Pages ■■■■■ **Posts** ■■■■■ **Custom Post Types**

If you would like to use [Elementor](#), all you need to do is click on the highlighted button below.



The screenshot shows the WordPress dashboard with the 'Edit with Elementor' button highlighted by a blue arrow. The page title is 'Add title'. On the right, there's a sidebar with various settings like visibility, publish date, and template. A central text area says 'Beaver Builder' with a note about drag-and-drop layout on the frontend.

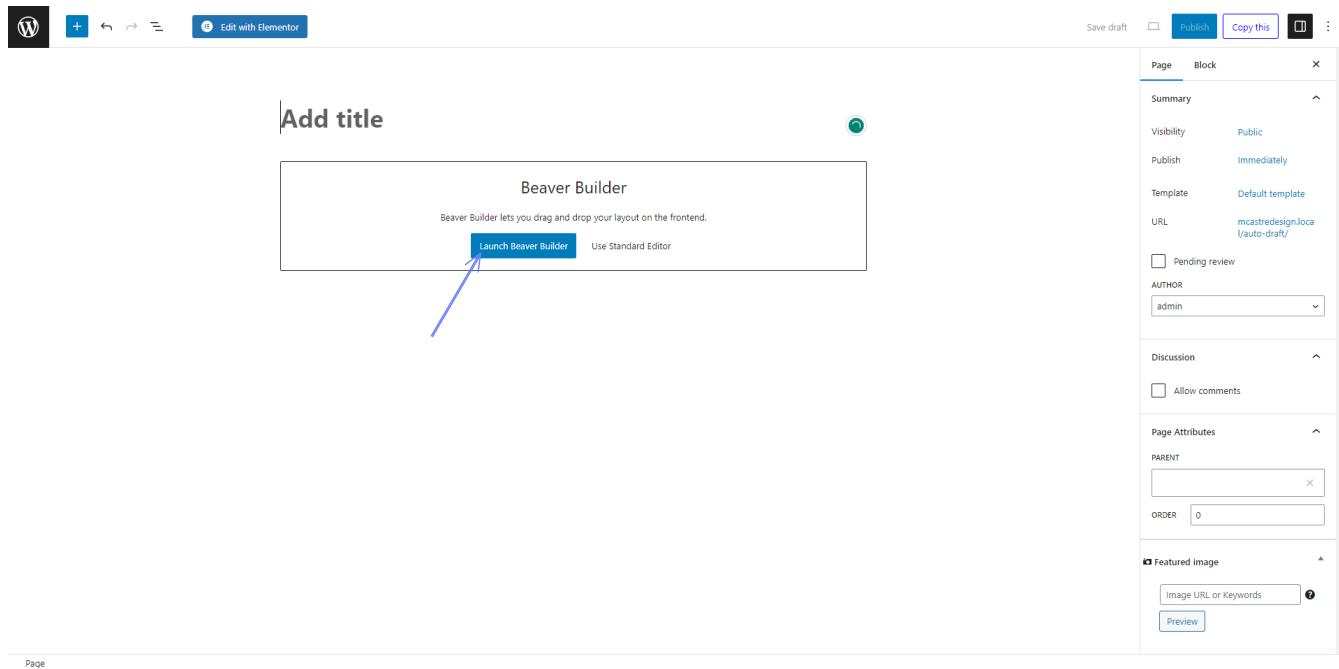
With [Elementor](#), you can access features similar to those found in the WordPress Page Builder. The plugin's user interface might be visually more intuitive for some users, and the live view of the page provides a better understanding of responsiveness.



The screenshot shows the Elementor page builder interface. On the left, there's a sidebar with categories like 'Layout', 'Basic', and 'Elements'. In the center, there's a live preview of a website for 'MCAST' with a dark header and footer. On the right, there's a 'Navigator' panel showing the page structure. At the bottom, there's a toolbar with various icons and a message about Elementor's features.

Pages ••••• **Posts** ••••• **Custom Post Types**

If you would like to use [Beaver Builder](#), all you need to do is click on the highlighted button below.

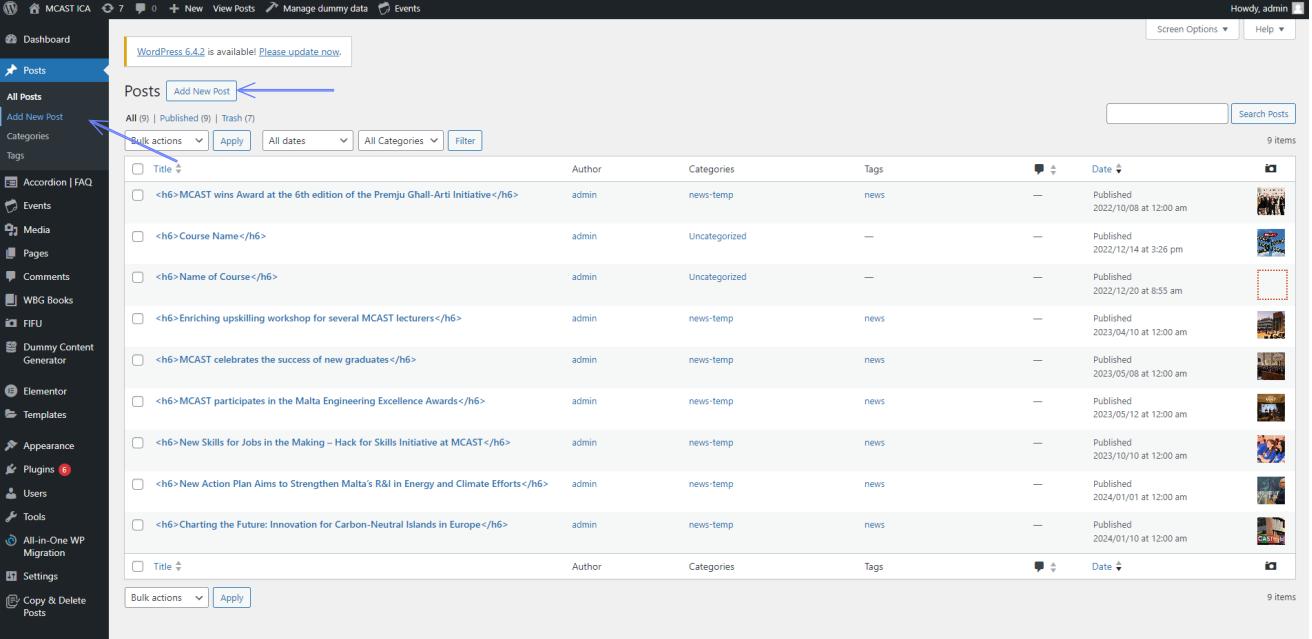


With [Beaver Builder](#), it involves nearly the same features as the Elementor. With a difference of sidebar positioning and different CSS features. This plugin also helps in forming a responsive page as well as letting you use the original wordpress widgets.

Pages •••• **Posts** •••• **Custom Post Types**

One can start creating Posts by :

To create a new post, you can either open the ‘[Posts](#)’ tab on the left hand side of the sidebar, than click on ‘[Add New Post](#)’ button at the top. Or else click directly the ‘[Add New Post](#)’ button from the sidebar itself.



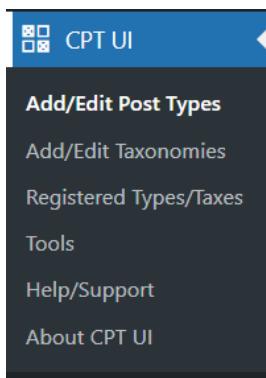
The screenshot shows the WordPress admin interface. The left sidebar has a 'Posts' section with a 'All Posts' link and an 'Add New Post' button. The main area is titled 'Posts' and shows a list of 9 items. At the top of the list, there is another 'Add New Post' button. The URL in the address bar is 'mcastredesign.local/wp-admin/post-new.php'.

When creating a new post, you can either use the [Elementor](#), or the original [WordPress Page Builder](#) (as seen on page 9 -10).

How to use Custom Post Types :

In order to make use of custom post types, a plugin called, [Custom Post Type UI](#) will be needed. This can be downloaded from the plugins page. The plugin allows you to create different content such as posts, pages and media without any limits.

Start by navigating to the '[CPT UI](#)' tab on the left hand side of the WordPress dashboard .

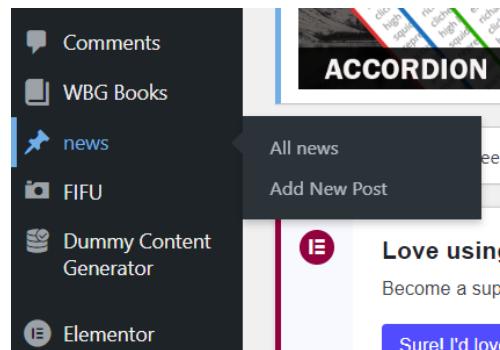


Start by filling in the [Post Type Slug](#), add in the [Plural Label](#) and the [Singular Label](#). Once completed click on the [Add Post Type](#) button.

The screenshot shows the 'Add New Post Type' form. The 'Basic settings' section contains fields for 'Post Type Slug' (with a note about lowercase alphanumeric characters, dashes, and underscores), 'Plural Label' (e.g. Movies), and 'Singular Label' (e.g. Movie). Below these are 'Auto-populate labels' options and a checkbox for migration. A large blue 'Add Post Type' button is at the bottom. On the right, there's a sidebar with a newsletter sign-up for 'Custom Post Type UI' and an advertisement for 'CPTUI Extended'.

Pages ————— **Posts** ————— **Custom Post Types**

Your custom post type will now be visible on the left side menu in your WordPress Dashboard. Click on it to create new content.



You can now add more posts inside the newly created [custom post type](#). To do so you can navigate to the plus icon and start inputting; paragraphs, headers, images, forms etc...

A screenshot of the WordPress editor. At the top, there's a toolbar with icons for save, publish, and copy. Below that, the post title 'Add title' is displayed. The main content area has a placeholder 'Type / to choose a block' with a plus sign icon. To the right, there's a sidebar with settings for the 'news' post type. The 'Summary' section shows 'Visibility: Public' and 'Publish: Immediately'. The 'URL' field shows 'mcastredesign.local/news-post-type/auto-draft/'. There are also sections for 'Pending review' and 'Featured image', which includes a 'Preview' button.

3

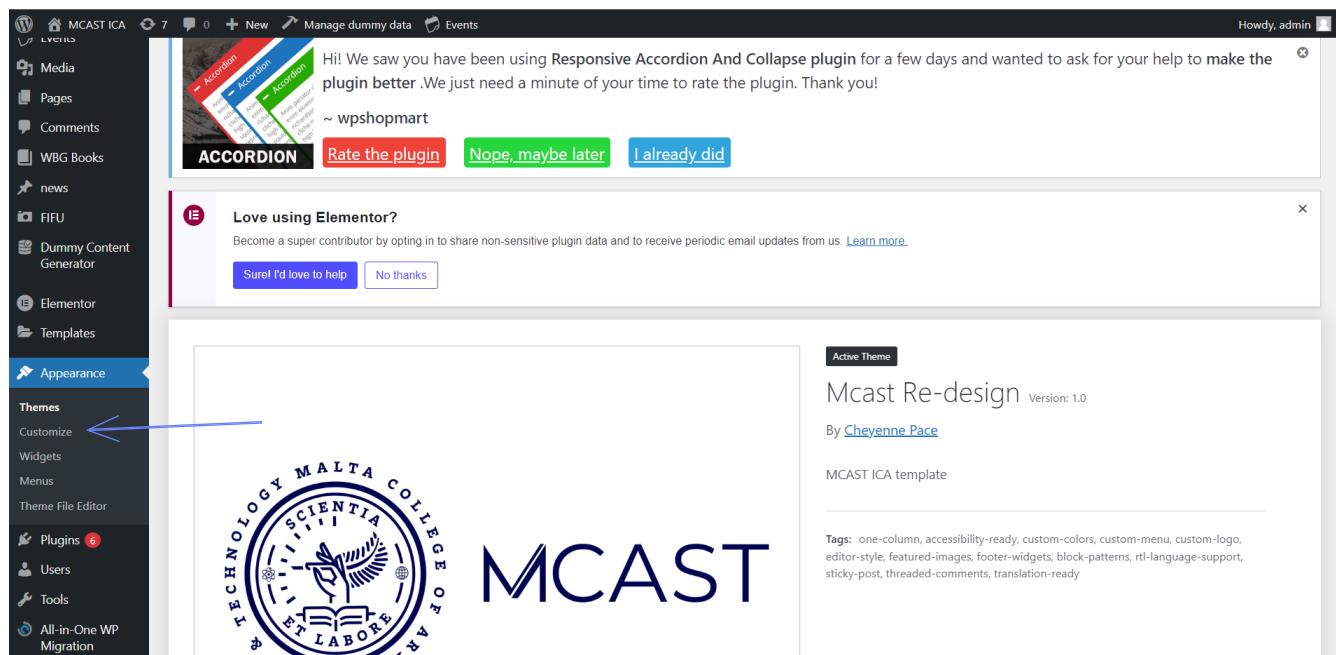
Special Functionalities & Plugins

This chapter will show you how to use special functionalities as well as plugins.

Special Functionalities :

Footer :

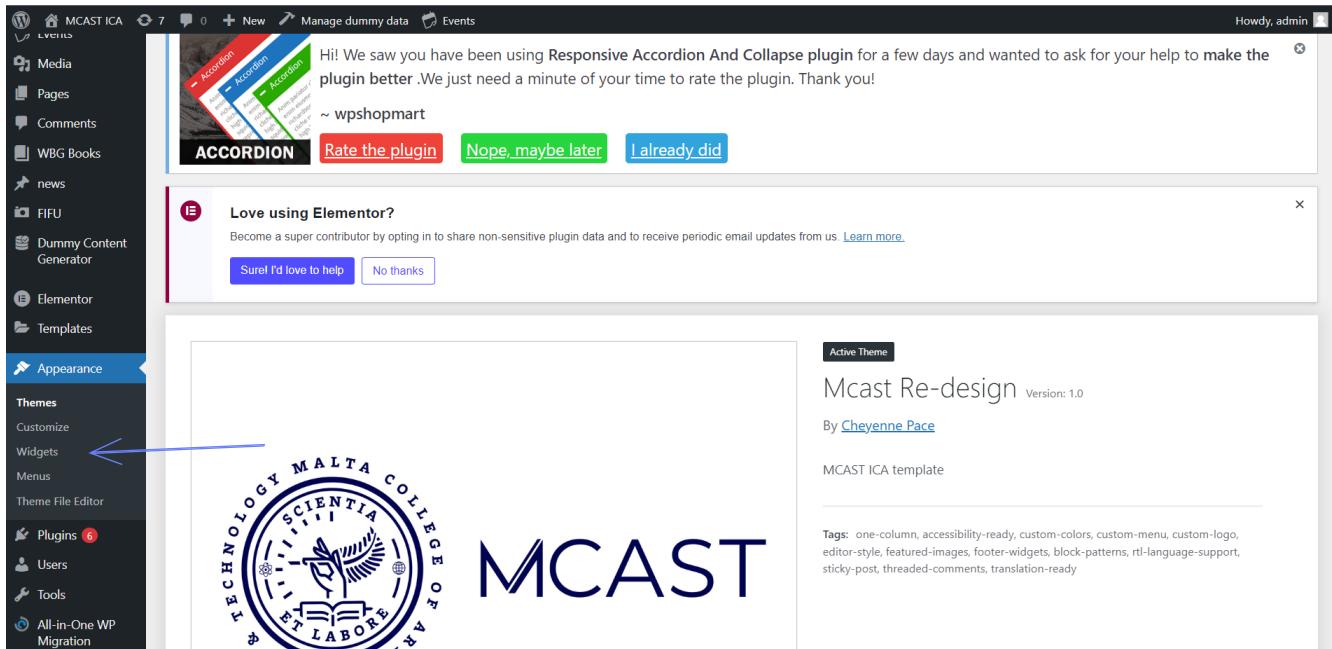
The footer can be further customized using the '[Customize](#)' feature offered by WordPress.



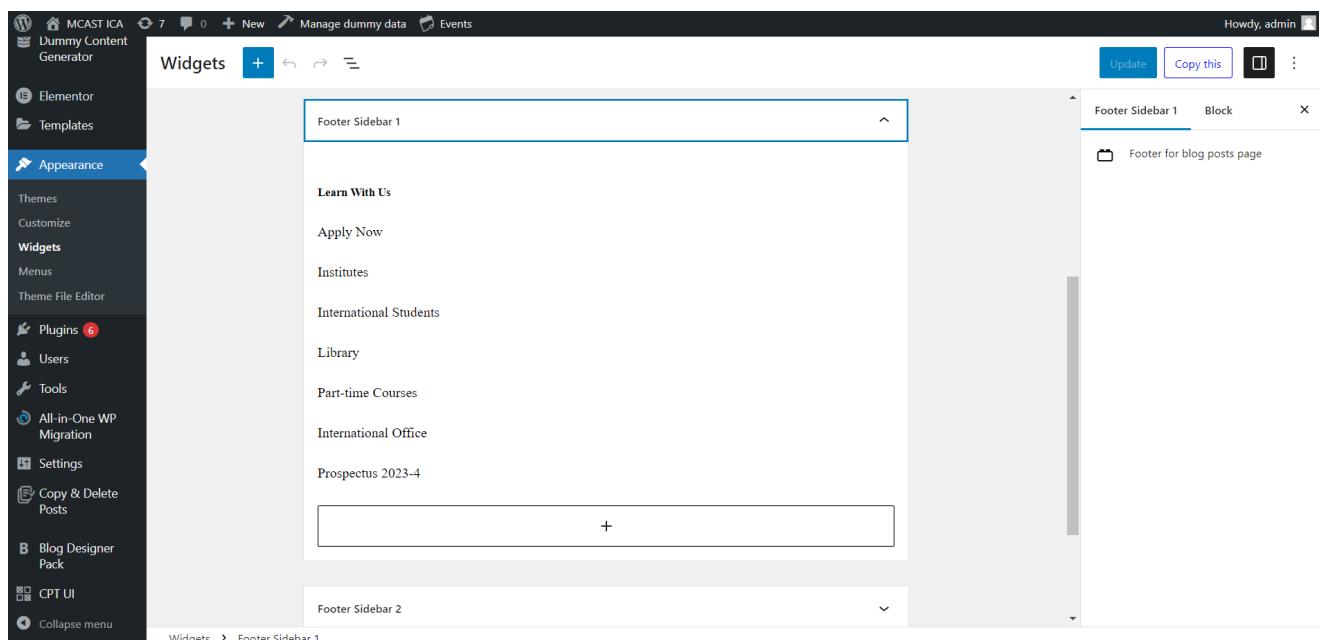
Over here, you can manage the personalization of the footer. Such personalization includes, changing the background colour, changing the colour of text, changing the rows as well as the columns at the very bottom.

RECOMENDATION : When changing the colour of the footer, make sure to keep the content legible. Therefore, keep a high contrast between the background colour and the text on top.

By using the [Widgets](#) feature, offered by Wordpress you can manage the content inside the footer

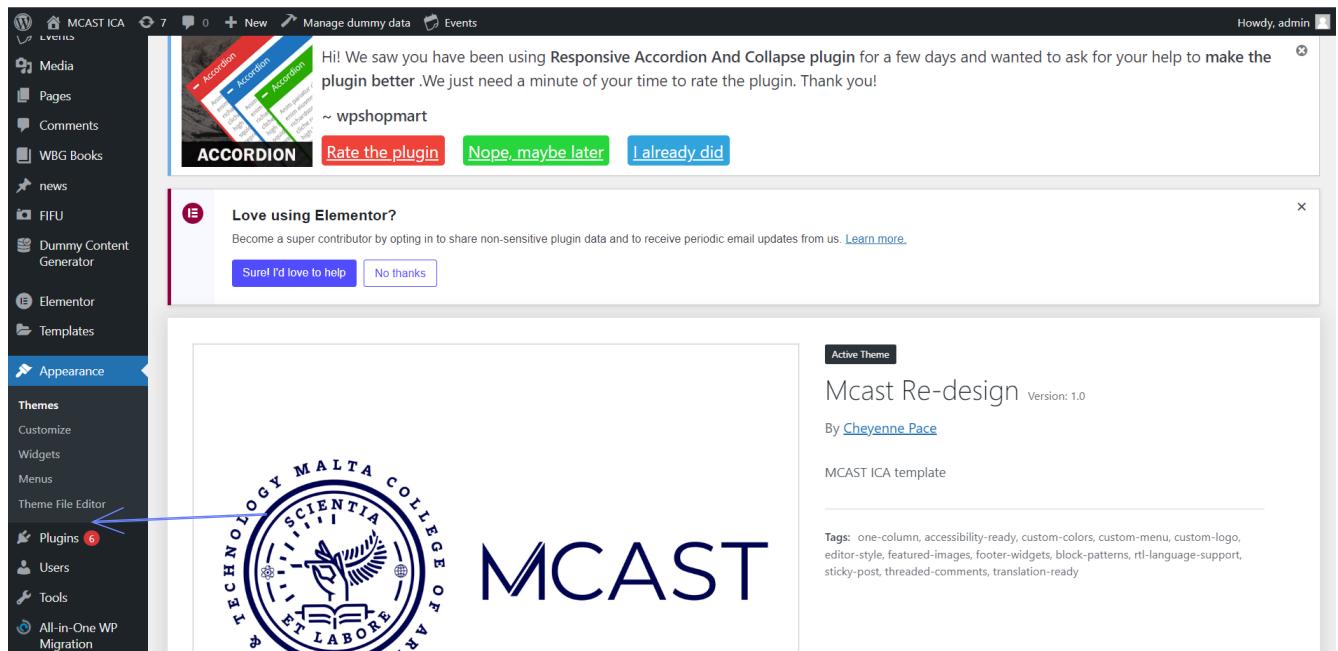


Here, you can add the content you would like to have visible in the footer. Utilize [Footer Sidebar 1](#), [Footer Sidebar 2](#), [Footer Sidebar 3](#), and [Footer Sidebar 4](#) to add content at the very bottom; each number represents a column. The [Top Footer Sidebar](#) should be used to place content on top of the columns.



Header :

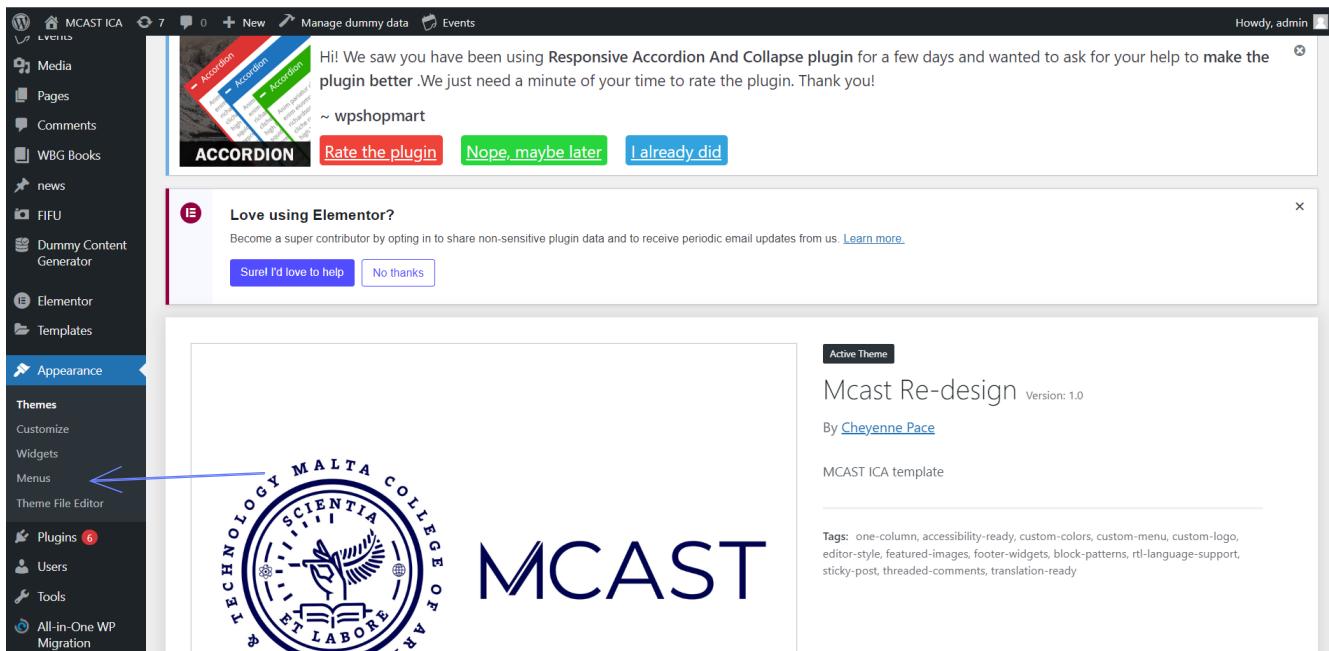
The header can be further customized using the '[Customize](#)' feature of [WordPress](#).



Over here, you can manage the personalization of the header. Such personalization includes, changing the background colour, changing the colour of text and changing the logo

RECOMENDATION : When changing the colour of the header, make sure to keep the content legible. Therefore, keep a high contrast between the background colour and the text on top.

By using the [Menus](#) feature, offered by WordPress you can set the navigation inside the header (i.e the pages and sub-pages displayed to the users)



Using the Menus tab, you can effortlessly drag and drop pages into the Menu Structure. Sub-pages can be added by indenting them relative to other pages. This creates a hierarchical effect, and WordPress will automatically recognize and display them as sub-items.

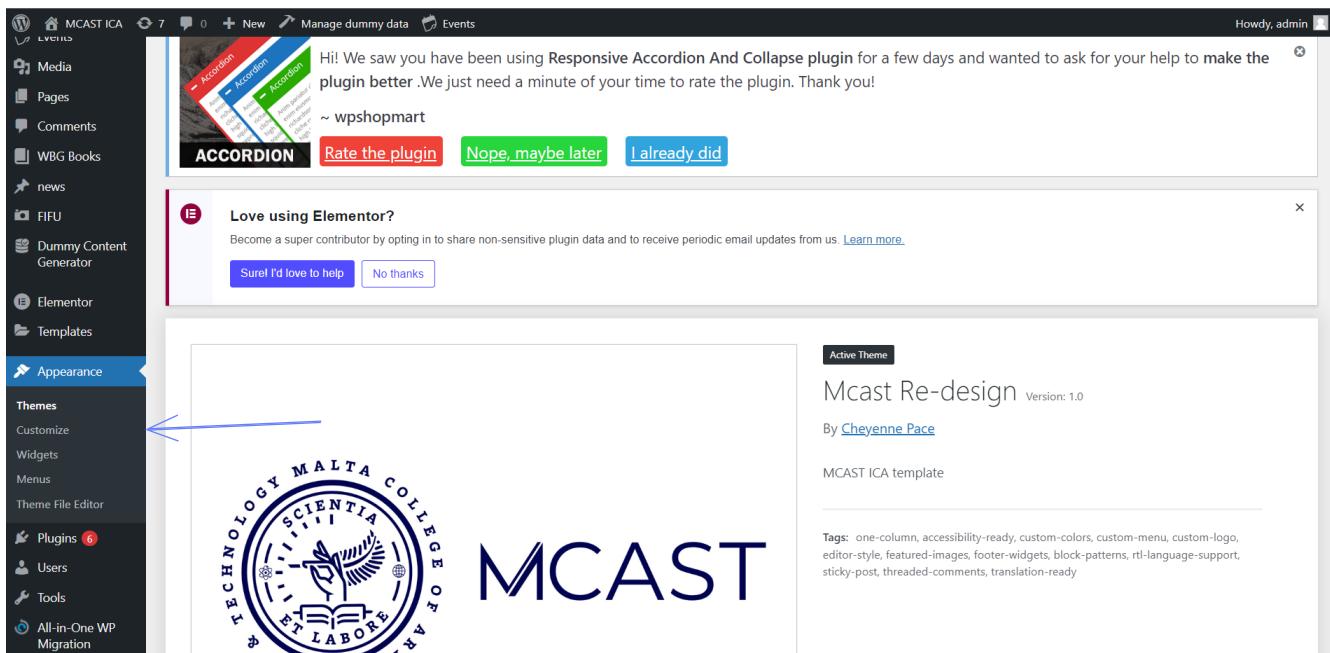
The screenshot shows the 'Add menu items' screen under the 'Appearance' > 'Menus' tab. The 'Main' menu is being edited. The 'Menu structure' panel shows a hierarchical tree of menu items:

- Study
 - Academic Calendar
 - Apply Online
 - Full Time Courses
 - Part Time Courses
 - Masters
- Elementor
 - Online
 - Communication
- About Us
- Study
- Academic Calendar
- Apply Online
- Full Time Courses
- Part Time Courses
- Masters

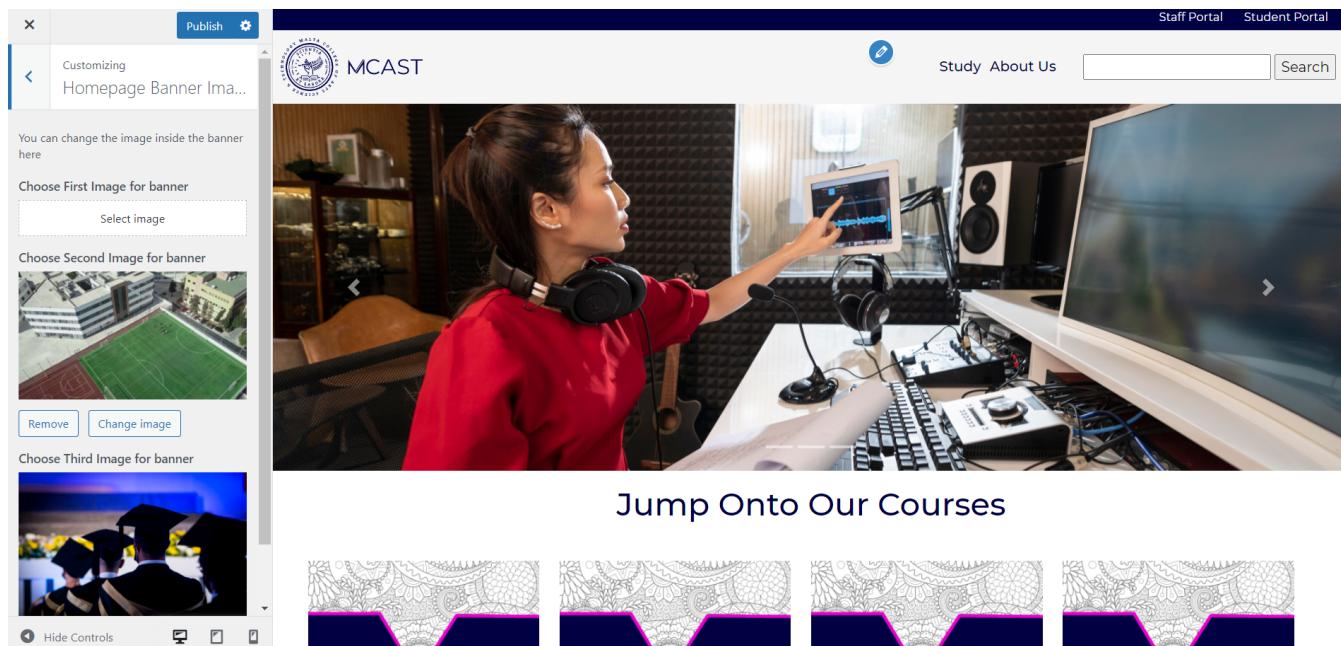
At the bottom, there are 'Save Menu' and 'Delete Menu' buttons.

Homepage Banner & Library Banner Images:

The Images for the Homepage Carousel and the Library can be further customized using the 'Customize' feature offered by WordPress.



Over here, you can change the images by either clicking on **Select Image** for new one or else **Change Image** to replace the existing one.



Plugins:

WordPress Book Gallery :

This plugin allows you to establish a database for organizing your book collection seamlessly. The key advantage lies in its integrated features, encompassing a search function as well. To start adding books, simply locate [WBG Books](#).

The screenshot shows the WordPress Book Gallery plugin dashboard. On the left, there's a sidebar with various menu items like 'All Books', 'Add New', 'Categories', etc. The main area displays a list of books with columns for 'Book Cover', 'Book Title', 'Book Category', 'Author', 'Tags', 'Book Status', and 'Published Date'. Three books are listed: 'Hamlet' by William Shakespeare, 'Harry Potter and the Cursed Child' by J.K. Rowling, and 'Laws of UX' by Jon Yablonski. A modal window titled 'Love using Elementor?' is open, asking if the user wants to share plugin data and receive updates. It has 'Sure! I'd love to help.' and 'No thanks' buttons.

Go to 'Add New', and fill out the necessary information. Please note that the more information you fill out the better the results will be.

The screenshot shows the 'Add New Book' editor screen. The left sidebar includes 'Add New' under the 'WBG Books' section. The main area has a title field containing 'Add title'. Below it is a rich text editor toolbar. To the right, there are several metaboxes: 'Publish' (with 'Save Draft' and 'Publish' buttons), 'Visibility' (set to 'Public'), 'Publish immediately' (unchecked), 'Categories' (listing 'All Categories' and 'Most Used' with checkboxes for 'news-temp' and 'Uncategorized'), and 'Tags' (a simple input field).

From the right hand side menu, locate the section named [Book Categories](#), and add in the genres of the book (this will help during filtration) . It is also ideal that a picture of the book is added into the [Features image](#) and the [Book cover Image](#) section. After completion you can Publish the book.

The screenshot shows the 'Book Information' tab in the Book Management plugin. On the left, there's a sidebar with various settings like General Settings, Gallery Settings, and API Import. The main area has fields for Sub Title, Primary Author, Publisher, Co-Publisher, Published On, ISBN, ISBN-13, ASIN, Pages, Country, and Language. To the right, there's a sidebar with three sections: 'Choose from the most used tags' (with a 'Featured image' section containing 'Image URL or Keywords' and 'Preview'), 'Book Categories' (listing categories like Adventure, Bibliography, Classics, Drama, Educational, Fantasy, Fiction, and Literature), and 'Book Cover Image' (with a 'Set Book Cover Here' button).

A shortcode needs to be added on the corresponding page, to display the library database [{wp_books_gallery}](#)

Library

The screenshot shows the WordPress editor with a shortcode [wp_books_gallery] inserted into the content area. The shortcode is enclosed in a box with a '_shortcode' placeholder above it.

The middle part of the link, which in this example is 'books', is called a slug. The slug can be changed from the [General settings](#) on the plugin.

The screenshot shows the 'General Settings' page in the WBG Books plugin. The sidebar on the left lists options like Accordion | FAQ, Events, Media, Pages, Comments, WBG Books (which is selected), All Books, Add New, Categories, Tags, Book Categories, General Settings, and Gallery Settings. The main area contains several configuration fields: 'Gallery Page Slug' (set to 'books'), 'Preferred Author' (with a 'Upgrade to Professional!' link), 'Download When Logged-in?' (with a 'Upgrade to Professional!' link), 'Affiliate Code' (with a 'Upgrade to Professional!' link and a 'Code Apply To URL' field), 'Book Cover Priority' (with a 'Upgrade to Professional!' link), 'Hide Book Cover' (with a 'Upgrade to Professional!' link), and 'Default Cover Image Url' (with a text input field).

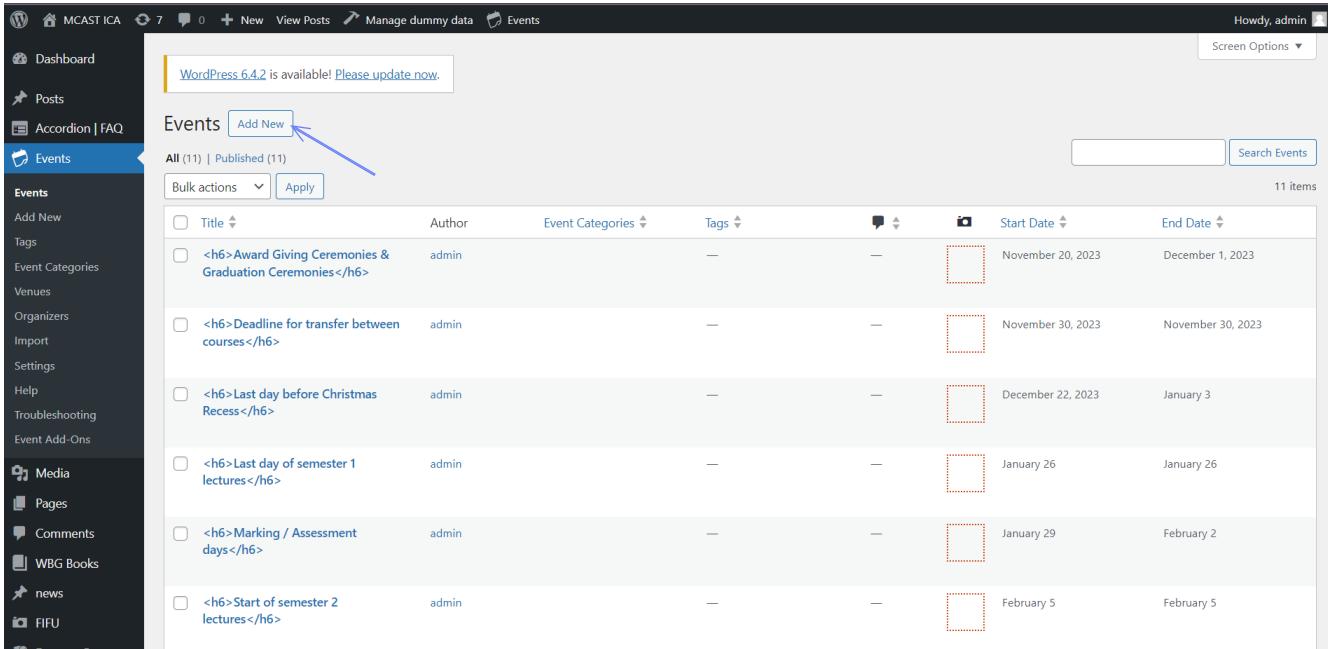
The Icon Block :

Is a simple Plugin that helps you add SVG icons easier. All you need to do is navigate to the [WordPress Page Builder](#). Edit a page, select the 'plus' icon and look for [Icon](#). You can now import an SVG.

You can either choose from [Icon Library](#) or else you can insert an SVG link from [Insert custom SVG](#).

The Events Calendar :

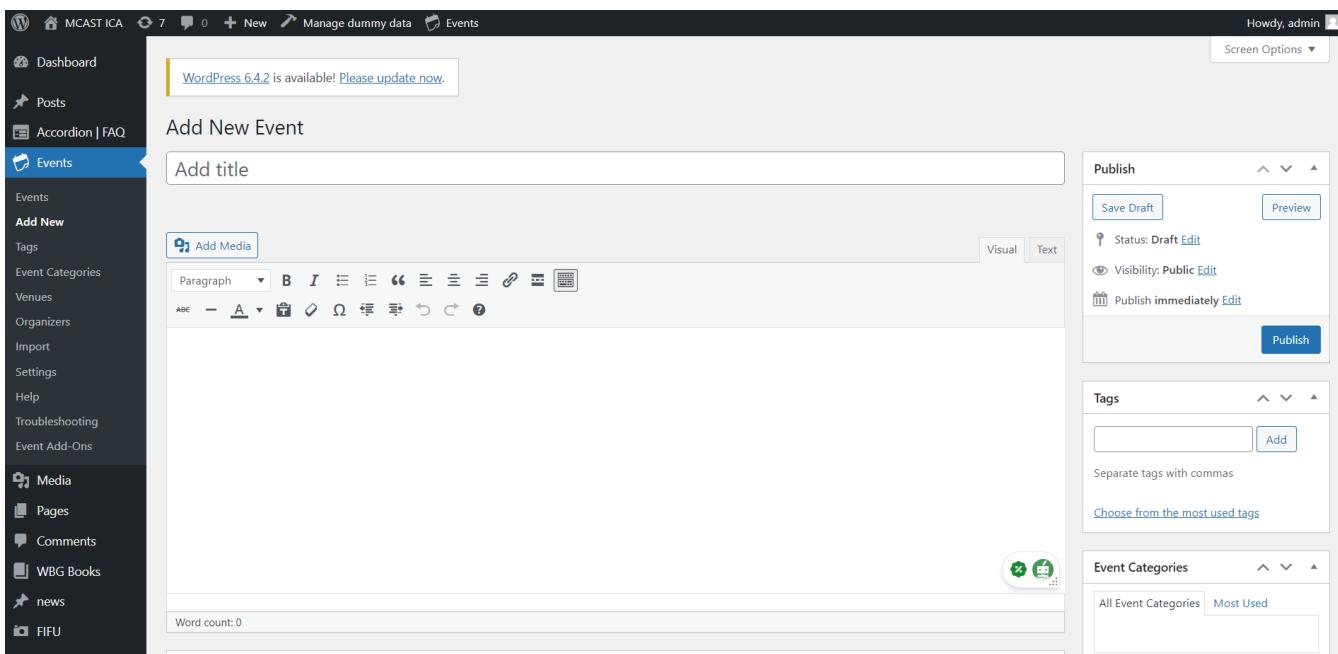
This plugin helps you develop a functional calendar system, by simply entering new events. All you have to do is navigate to the [Events](#) menu on the WordPress left side menu, and add a new event.



The screenshot shows the WordPress admin dashboard with the 'Events' menu selected. The main area displays a list of events, each with a title, author, categories, tags, and dates. A blue arrow points to the 'Add New' button at the top right of the list table. The sidebar on the left contains various navigation links for managing posts, media, and other site components.

Title	Author	Event Categories	Tags	Start Date	End Date
<h6>Award Giving Ceremonies & Graduation Ceremonies</h6>	admin	—	—	November 20, 2023	December 1, 2023
<h6>Deadline for transfer between courses</h6>	admin	—	—	November 30, 2023	November 30, 2023
<h6>Last day before Christmas Recess</h6>	admin	—	—	December 22, 2023	January 3
<h6>Last day of semester 1 lectures</h6>	admin	—	—	January 26	January 26
<h6>Marking / Assessment days</h6>	admin	—	—	January 29	February 2
<h6>Start of semester 2 lectures</h6>	admin	—	—	February 5	February 5

From here you can add all the necessary details that you would like to have displayed in the calendar.



The screenshot shows the 'Add New Event' editor screen. It includes a title field ('Add title'), a rich text editor toolbar, and a word count indicator ('Word count: 0'). On the right side, there are sections for 'Publish' (status: Draft, visibility: Public, publish immediately), 'Tags' (tags input field and choose from most used tags), and 'Event Categories' (category selection dropdown). The sidebar on the left remains the same as the previous screenshot.

Navigate onto the [Settings](#) page of the Events tab and re-name the 'Events URL slug' and 'Single event URL slug' to the same slug name of the page that you would like to display on.

The Events URL slug: academic-cal
The Single event URL slug: academic-cal

The [Slug](#) can be checked from the Pages. Navigate to the page and click on [Quick edit](#).

The Slug: about-us

The [Slug](#) inside the pages can also be re-named.

The Slug: academic-cal

The Responsive Accordion And Collapse:

This plugin enables a Frequently Asked Question section. With the help of this plugin, you can display Questions and Answers for the users to see.

The screenshot shows the WordPress admin dashboard with the 'Accordion | FAQ' plugin active. A prominent orange banner at the top right promotes the 'Pro Version' with features like '18+ Design Templates', '4 Overlay Effect', 'Widget Option', and 'Border Customization'. Below the banner, a form allows adding a new accordion with fields for 'Add title' and 'Accordion Design Template'. To the right, a 'Publish' box shows the post is currently a 'Draft' with 'Public' visibility. The left sidebar contains the standard WordPress menu.

Each question and answer can be added in separate boxes. Upon completion take a copy of the shortcode and input it in the page, that you would like the FAQs to be displayed.

The screenshot shows the 'Add New Accordion' screen with two accordion items. Each item has fields for 'Accordion Title' (set to 'Accordion Sample Title'), 'Accordion Description' (set to 'Accordion Sample Description'), 'Use WYSIWYG Editor' button, 'Accordion Icon' (set to 'fa-laptop'), 'Display Above Icon' (set to 'Yes'), and a trash icon. At the bottom are 'Add New Accordion' and 'Delete All' buttons. To the right, a 'shortcode' box contains '[WPSM_AC id=1244]' and a 'View Demo For Help' button.

Shortcode on the page -->

Wellbeing Hub

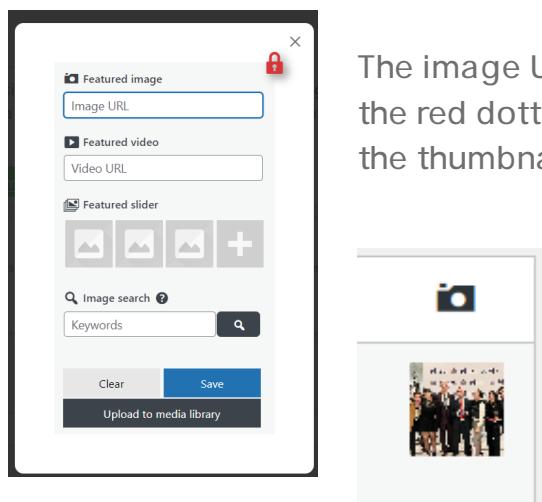
[WPSM_AC id=430]

Featured Image from URL (FIFU):

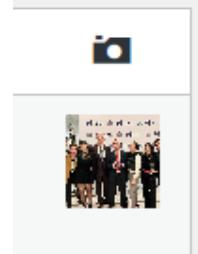
This plugin is there to add a thumbnail to the post or page. You can simply do so by clicking on the small dotted square on the right hand side.

The screenshot shows the WordPress admin dashboard under the 'Pages' menu. A modal window for 'Adding Elementor?' is open. Below it, the page list table shows two posts: 'About Us' and 'Academic Calendar'. A red arrow points to a small dotted square icon located to the right of the thumbnail for the 'About Us' post.

	Title	Author	Date
<input type="checkbox"/>	<h2>About Us</h2>	admin	— Published 2023/11/22 at 9:42 am
<input type="checkbox"/>	<h2>Academic Calendar</h2>	admin	— Published 2023/11/22 at 8:08 am



The image URL can be added upon clicking on the red dotted square, Save and you should see the thumbnail.



Blog Designer Pack:

This plugin will assist you when creating the news page. Go to the [Blog Designer Pack](#) on the left sidemenu and select a layout.

The screenshot shows the WordPress admin dashboard with the 'Blog Designer Pack' plugin active. On the left, there's a sidebar with various menu items. The main area has two sections: 'Looking to customize your existing blog page?' and 'Free and Premium Layouts'. The 'Free and Premium Layouts' section displays a grid of 12 layout thumbnails, each with a 'FREE' or 'PRO (New)' label. Below the layouts, there's a 'Create Shortcode' button. The 'Usage of Blog Designer Pack' section contains a bullet point about creating a blog or news website and a note about shortcode usage.

Through the left side menu of the plugin, you can choose the preferred design and filter through the query parameters, to accommodate your likings. When you are pleased with the design, copy the shortcode.

The screenshot shows the 'Shortcode Parameters' and 'Shortcode [?]' sections. The 'Shortcode Parameters' section contains fields for 'General Parameters' (Total Number of Post: 5), 'Query Parameters' (Post Order By: Post Title, Post Order: Descending), 'Display Specific Category' (Category ID: 1), and 'Pagination' (True). The 'Shortcode [?]' section shows the generated shortcode: [bdp_post_gridbox show_author="false" show_tags="false" show_comments="false" show_category="false" show_content="false" limit="5" orderby="title"]. Below this, a 'Preview Window [?]' shows a grid of news posts from MCAST. The posts include images, titles, dates, and descriptions like 'Course Name DECEMBER 14, 2022', 'Enriching upskilling workshop for several MCAST lecturers APRIL 10, 2023', 'MCAST celebrates the success of new graduates MAY 8, 2023', and 'MCAST participates in the Malta Engineering Excellence Awards MAY 12, 2023'.

Paste the shortcode on the page that you would like to see it on.

News

```
[/]
[bdp_post_gridbox show_author="false" show_tags="false" show_comments="false" show_category="false"
media_size="medium" limit="5" category="12" pagination="false"]
```

All-in-One WP Migration

With this plugin you can either Import or Export the website.

I import a website to start or continue working on a new theme, which is not in your [WordPress Themes](#) yet.

Export a website to transfer the theme onto another device.

The screenshot shows the WordPress admin dashboard with the 'All-in-One WP Migration' plugin active. The left sidebar has a dark theme with various menu items like Pages, Comments, WBG Books, news, FIFU, Dummy Content Generator, Elementor, Templates, Appearance, Plugins (6), Users, Tools, and All-in-One WP Migration. The main content area has a red header bar with tabs: ACCORDION, Rate the plugin, Nope, maybe later, I already did. Below this is a 'Love using Elementor?' pop-up with options to help or not. The central part shows the 'EXPORT SITE' section with a search bar, an 'ADD' button, and a link to 'Advanced options (click to expand)'. At the bottom is an 'EXPORT TO' button. To the right is a 'LEAVE FEEDBACK' section with social sharing icons (Post, Follow 3K, YouTube) and two feedback options: 'I have ideas to improve this plugin' and 'I need help with this plugin'. The URL in the address bar is mcastredesign.local/wp-admin/admin.php?page=a1twp_export.

Elementor:

To utilize this plugin, kindly go to [page 10](#) for guidance.

Copy & Delete Posts:

This plugin is enabled to help you duplicate posts and pages. As well as deleting them at one go. To use this plugin, navigate on posts or pages, and hover onto the name of the page/post that you would like to amend.

The screenshot shows the WordPress admin dashboard with the 'Copy & Delete Posts' plugin active. A modal window is centered over a list of posts. The modal has a green header 'Copy now!', a text input '1 time(s) to' with a dropdown menu set to 'this site', and a note 'Or define it for this case'. Below the input is a 'Settings' section with a 'Default' button and a gear icon. The main list of posts includes items like 'Blog Page', 'Career Guidance', 'CLE', 'Copy of Full Time Courses', 'CSR', 'Elementor #1232', 'Elementor #497', 'Erasmus', 'Full Time Courses', 'Home', and 'IEU'. Each post entry shows its title, author ('admin'), status ('Published' or 'Last Modified'), and date. The URL at the bottom of the screen is 'mcastredesign.local/wp-admin/edit.php?post_type=page#'

Beaver Builder Plugin (Lite Version):

To utilize this plugin, kindly go to [page 9](#) for guidance.

4

User Management Functionality

This chapter will show you how to manage
Users on WordPress Dashboard

Go to WordPress Dashboard and navigate to Users from the left side menu.

Username	Name	Email	Role	Posts
admin	—	dev-email@wpengine.local	Administrator	9
cheyenne	Cheyenne pace	cheyenne.pace.d57286@mcast.edu.mt	Subscriber	0

Add a new user.

The new user should appear under all users.

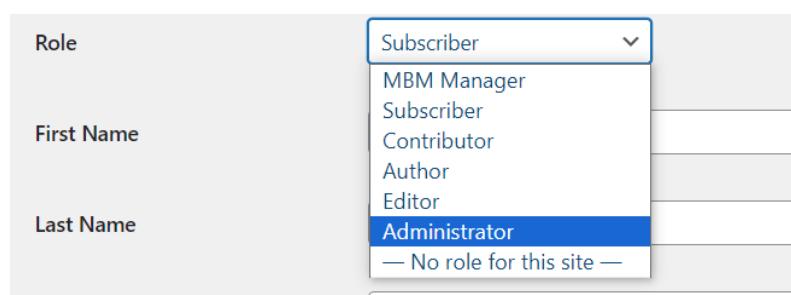
Username	Name	Email	Role	Posts
admin	—	dev-email@wpengine.local	Administrator	9
cheyenne	Cheyenne pace	cheyenne.pace.d57286@mcast.edu.mt	Subscriber	0
cheyenne	Cheyenne pace	cheyenne.pace.d57286@mcast.edu.mt	Subscriber	0

If you would like to edit the details of the new user, You can hover on the new user, and click on 'Edit'.

<input type="checkbox"/>		cheynneP	Cheyenne pace	cheynne.pace.d57286@mcast.edu.mt	Subscriber	0
<input type="checkbox"/>		cheynneP	Name	Email	Role	Posts

From here you can also change the roles of the user.

The screenshot shows the 'Edit User' page for 'cheynneP'. The left sidebar is dark with white text, showing 'Users' as the active section. The main form has fields for 'Name', 'Username' (set to 'cheynneP'), 'Role' (set to 'Subscriber'), 'First Name' (set to 'Cheyenne'), 'Last Name' (set to 'pace'), 'Nickname (required)' (set to 'cheynneP'), and 'Display name publicly as' (set to 'Cheyenne pace'). A blue arrow points to the 'Role' dropdown menu.



The updated role can be viewed here, along with the option to delete the user.

<input type="checkbox"/>	Username	Name	Email	Role	Posts
<input type="checkbox"/>	admin	—	dev-email@wpengine.local	Administrator	9
<input type="checkbox"/>	cheynneP	Cheyenne pace	cheynne.pace.d57286@mcast.edu.mt	Administrator	0
<input type="checkbox"/>	cheynneP	Name	Email	Role	Posts