

User Training developer notes

User Training

Home

~~explain that "our programmes"~~
only the developer can make changes here.

Primary Menus

~~Appearance~~

- explain the difference between
'primary menu' and 'secondary menu'.

- Appearance > Menus > Edit Menus
tab

* select a menu to edit

* adjust the Menu structure

* Menu settings > Display
location

Don't add new page without consulting
the developer.

Another way to navigate is

Appearance > customize > Menus

ABOUT

Appearance > Customize > About
change images
edit text

PROGRAMMES

Posts

Add a new post

- ↳ add image to 'featured image' section
- ↳ add ~~text~~ title & body text

Edit post

EVENTS

Events

Add a new event

- ↳ add img to 'featured image' section
- ↳ add title & body text
- ↳ add icons (font awesome)

↳ add a 'Read more'

Single Programme / Single Event page

only the developer can style the layout

SHOP page

Products

Add a new product

- ↳ add img to 'product image' section
- ↳ add title
- ↳ add price in 'product data'
 - Regular price
- ↳ add description to 'product short description'

~~Only the developer~~

Only the developer can style the layout of shop page and the single product page.

Page titles

only the developer can change titles.

Social media links on Footer

only the developer can update the links

Sponsors

only the developer can update

Media library

Adding, updating, deleting, ~~the~~ images
resizing (cropping) images.

Comments

you'd see comments posted on your website here

Woocommerce

you'd see product orders, reports, etc here.

Appearance > Themes

Don't edit this. This is the theme the developer created for you.

Appearance > customize > Site identity

- change logo
- site icon

Appearance > customize > widgets

consult developer

Appearance > customize > Home page settings

consult developer

Appearance > customize > woocommerce

consult developer

Appearance > customize > Additional CSS

don't touch

plugins

don't touch

Users

consult the developer

Tools

don't touch

Settings

don't touch

Collapse Menu

Show how it works

Updates

let the developer know when
you get notifications here.

Dashboard overview

explain what they'll see here.