

# Byron Bay Luxury Weddings Website User Guide

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# GETTING STARTED

This is a basic guide to help you understand the CMS (content management system) features of this site, so that you (the administrator/editor or website owner) can perform content updates, plugin and security updates, and other necessary tasks in the administration of this site.

## ADMINISTRATOR AND EDITOR USERS

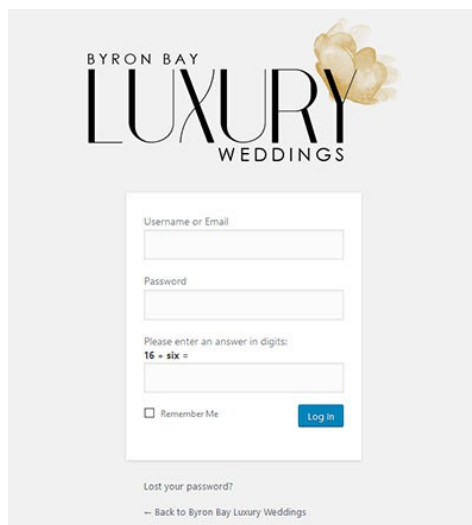
Since Users who sign in with "editor" status have limited access to the full range of features, we will start with the editor features and then move on to the more advanced features for administrators. If you are not a web designer or developer or don't have experience using Wordpress administrator features, it is recommended to login as an "editor" to make content updates and hire someone experienced to take care of the site's administration.

**IT IS A GOOD IDEA TO ALWAYS PERFORM A BACKUP OF THE SITE'S DATABASE BEFORE ATTEMPTING TO MAKE ANY SIGNIFICANT DESIGN OR CONTENT CHANGES TO THE WEBSITE. THIS WILL ENSURE THAT YOU WILL BE ABLE TO RESTORE YOUR WEBSITE TO THE WAY IT WAS BEFORE IF YOU MAKE A MISTAKE WHICH BREAKS THE FUNCTIONALITY, VISUAL APPEARANCE, OR LOADING OF THE SITE.**

## EDITOR FEATURES

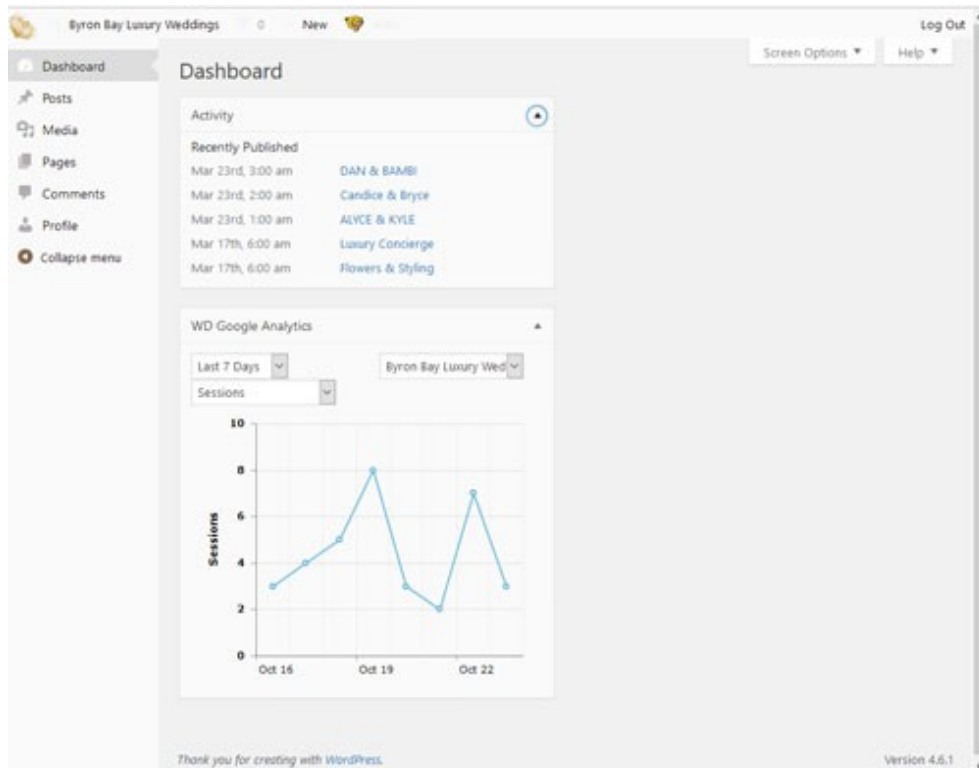
### GETTING STARTED

Visit the url of the login page which should have been given to you upon handover of the site. The url will probably look strange but this helps to hide your admin login page from potential hackers. Once it has loaded, enter your username and password in the fields, complete the "captcha" question and press the "Log In" button.



The image shows a login page for "BYRON BAY LUXURY WEDDINGS". The page has a light gray background. At the top, the logo "BYRON BAY LUXURY WEDDINGS" is displayed, with "LUXURY" in a large, serif font and "WEDDINGS" in a smaller, sans-serif font. To the right of the text is a decorative graphic of yellow flowers. Below the logo is a white login form with the following elements: a "Username or Email" input field, a "Password" input field, a captcha question "Please enter an answer in digits: 16 + six =" with a corresponding input field, a "Remember Me" checkbox, and a blue "Log in" button. At the bottom of the form, there is a link "Lost your password?" and a link "Back to Byron Bay Luxury Weddings".

Upon successful login, the loaded page should look something like this:



## MENU ITEM: DASHBOARD

The Dashboard is the first screen you see when you log into the administration area of your blog.

The main idea of the dashboard is to give you a place where you can get an at-a-glance overview of what's happening with your blog. You can view your draft posts, see who's linking to you or how popular your content's been, quickly put out a no-frills post, or check out and moderate your latest comments. It's like a bird's eye view of operations, from which you can swoop down into the particular details.

The Dashboard contains the following modules:

- At a Glance
- Activity
- Google Analytics

### AT A GLANCE

The At a Glance module is exactly what it sounds like! It offers an “at-a-glance” look at your blog's posts, pages, comments, theme, and spam. Click on the links and you'll be taken to the associated screen. There is a count of your total comments and spam caught by Akismet. You can also click on the numbers to load the appropriate comments screen.

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## ACTIVITY

The module has a lot of new functionality to make working with comments quick and easy from the Dashboard.

If you hover your mouse over one of the listed comments, action links will appear, letting you Approve/Unapprove, Reply, Edit, See the History, Mark as Spam, or Trash.

If you click on the Reply action link, a form will appear, letting you reply to the comment directly from the Dashboard.

## GOOGLE ANALYTICS

This is a feature that allows you to get an overview of your site analytics directly from the admin backend of your site. For a full user guide of this plugin you can go [here](#):

## MENU ITEM: POSTS

The posts section is where you will create the page content for the following pages:

- VENUES
- CATERING
- LUXURY CONCIERGE
- INTHE DETAIL
- CEREMONIES
- SHARE THE LOVE
- REAL WEDDINGS
- PLANNING YOUR EVENT
- INTERNATIONAL
- EVENTS

**WARNING: DO NOT OPEN AND EDIT THESE PAGES IN THE PAGE BUILDER (BEAVER BUILDER). DOING SO MIGHT CHANGE THE LOOK AND DESIGN LAYOUT OF THESE PAGES. INSTEAD, OPEN AND EDIT THEM USING THE “EDIT” BUTTON.**



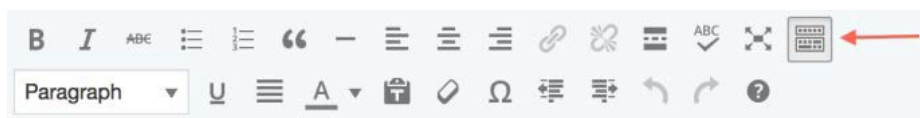
Posts are always associated with a date, which is included in the URL. Sometimes, posts are confused with pages. See [Post vs. Page](#) for an explanation of the differences.

## PUBLISH A NEW POST

There are several ways to publish new posts. The easiest way is with the New Post button on the left side of the toolbar.

Simply click New Post and you'll be taken to the new post screen.

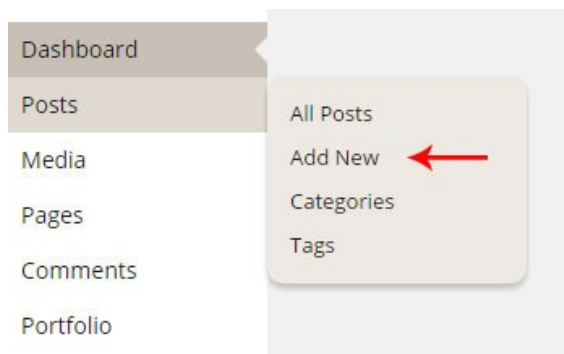
If you're writing a post and you'd like to format the text, click the kitchen sink icon to enable additional text formatting options:



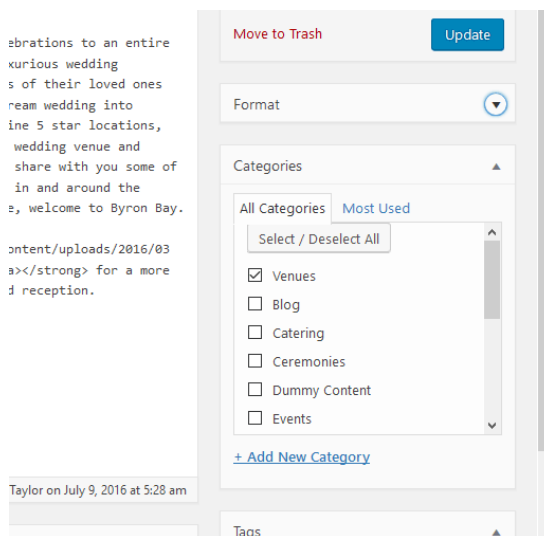
When you're done, hit **Publish Post**. Next, you can view your post and get instant feedback on it.

## THE DASHBOARD EDITOR

You can also create and publish posts with the dashboard editor. Simply go to Posts → Add New from your dashboard:

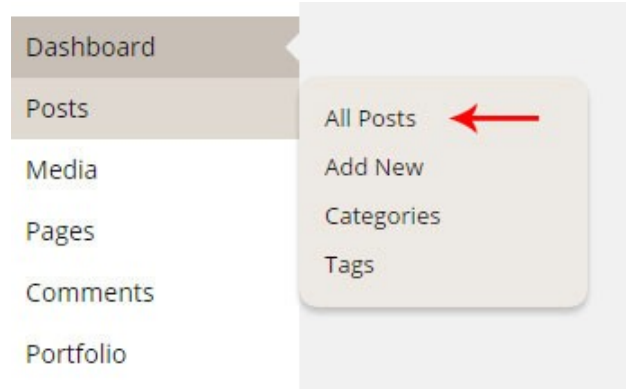


**NOTE: When you create a new post, make sure to give it a category label to ensure that it will display on the page of that category. The Category panel can be found on the right of the text editor on the Post page.**

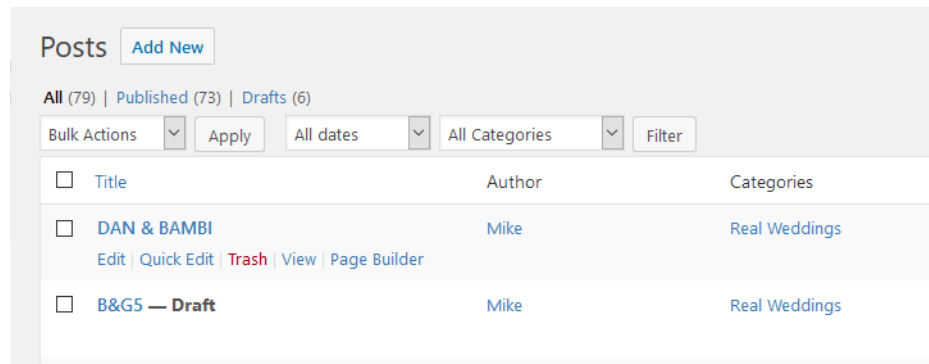


## EDIT POSTS

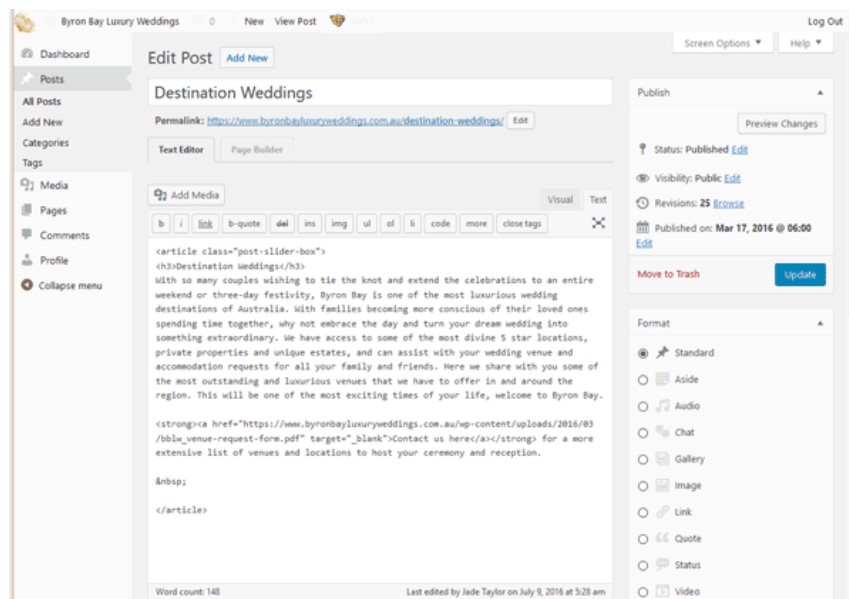
To edit or delete a post (whether it's a draft or has already been published), go to Posts → All Posts in your dashboard



Here you'll see a list of all of your posts. Clicking Edit under the name of a post will take you to the dashboard editor where you can make changes. To delete a post, click Trash.



When editing posts, select the category (the page) you want to work in from the drop-down menu and press the "Filter" button. This will give you a list of all the posts on that particular page. See image above. Then, move your cursor over the post you want to edit and press the "Edit" button (**NOT THE PAGE BUILDER BUTTON**). You will then be taken to the Edit page for that post which should look like this:

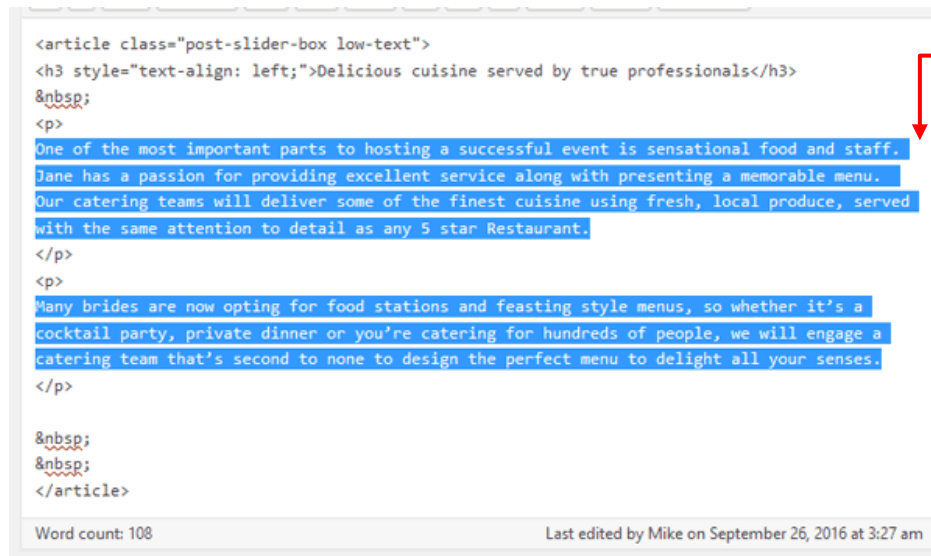


## EDIT POSTS CONT...

Make the necessary changes to the text and click on the "Update" button in the panel to the right to save your changes. If you need more help on this page, please click on the "Help" button at the top-right of the page and it will take you to the full Wordpress documentation.

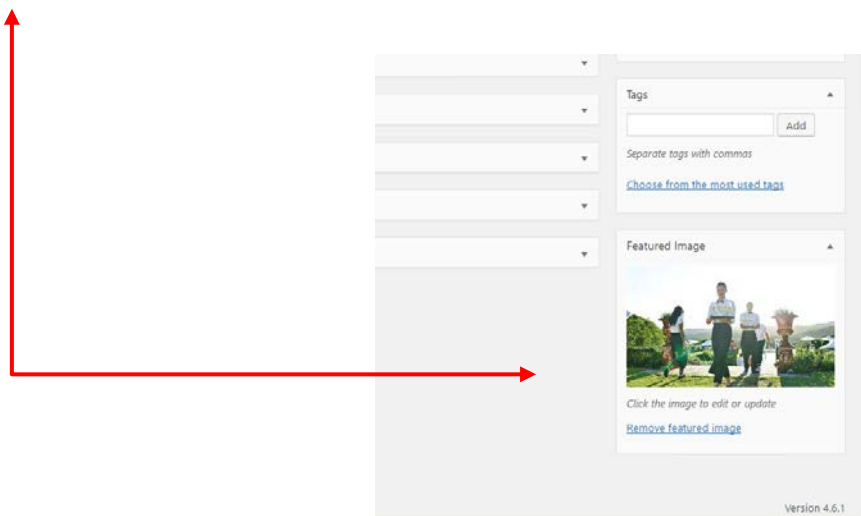
## CREATING A NEW POST

When creating a new post for a Slider Page, first copy the text inside the text field of another post from the same category, and then paste that text into your new post's text field. This will ensure you have the right code included for your post. You can then change the text in between the "<p>...</p>" tags, which will be the text for the new post.



## ADDING A NEW IMAGE

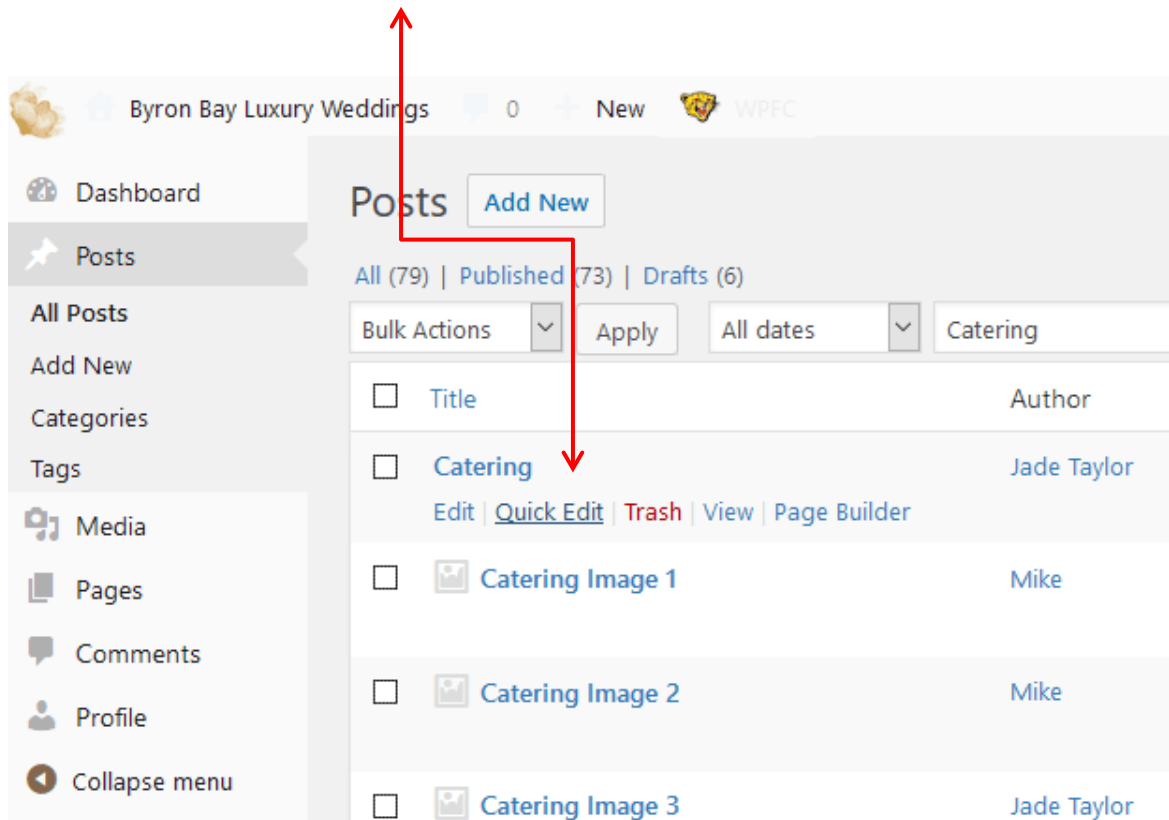
Adding a new image for a Slider Page is very simple. Simply create a new post, give it a name in the name field, set the category for the new post (this will ensure that it shows up on the right page), and then add the image using the “Featured Image” panel at the bottom-right of the screen. Make sure to click the “Update” button to save the post.



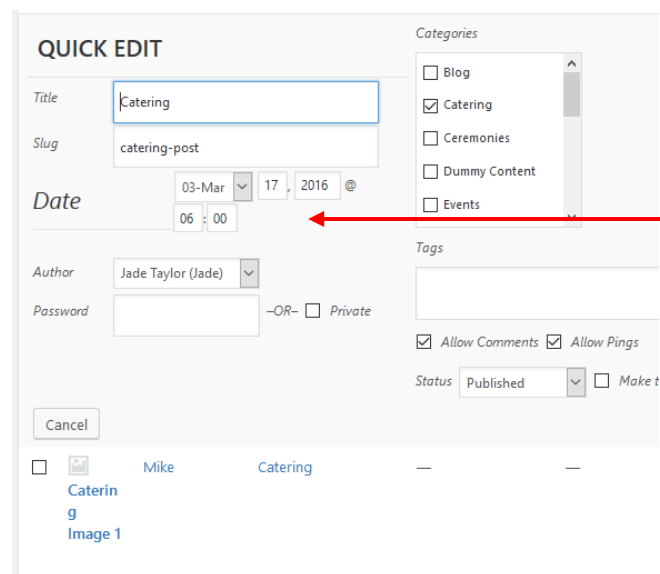


## ORDER OF POSTS

The order at which the posts appear in the slider is determined by the date/time the posts were created. This can be modified from the Posts Page using the “Quick Edit” button.



Once you click on the Quick Edit button, it will create a dropdown window where you can edit general properties of the post. Modify the date and time in the “Date” section and press the “Update” button.



## MENU ITEM: MEDIA

Media consists of the images, video, recordings, and files that you upload and use in your blog. Media is typically uploaded and inserted into the content when writing a Post or writing a Page. Note that the Uploading Setting in the Settings Media Screen describes the location and structure of the upload directory (where your media files are stored). If you do need to upload Media, even if that Media is not related to a Post or Page, then you need to use the Media Add New Screen.

Visit the Media Add New Screen to install new media by clicking Add New link at the top of this screen or Select Media > Add New from left side menu.

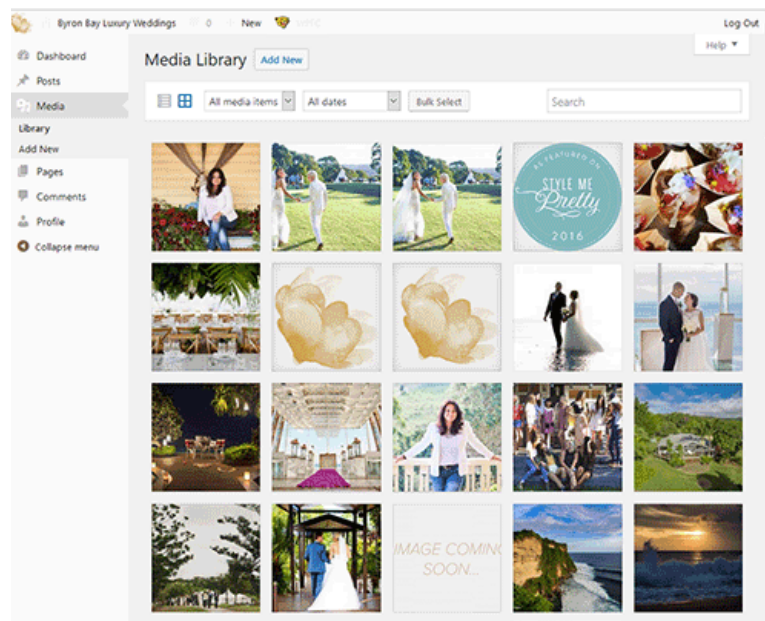
### MEDIA LIBRARY

The Media Library Screen allows you to edit, view, and delete Media previously uploaded to your blog. Multiple Media objects can be selected for deletion. Search and filtering ability is also provided to allow you to find the desired Media.

Media Library provides two types of views. One is simple visual Grid View and another is conventional List View. Switch between these views using the icons to the left above the screen.

### MEDIA LIBRARY GRID VIEW

In Media Library Grid View, thumbnails of image, Audio icons and Movie icons are arranged in the grid.



## FILTERING OPTIONS

At the top of Grid View, you can filter the media by media type and date:

### **All Media Items**

This dropdown allows you to select, by media type such as Images, Audio and Video or Unattached to any Posts nor Pages, which Media are displayed in the Table of Media. By default, "All media items" is selected and all of your Media are displayed.

### **All Dates**

This dropdown allows you to select, by date, which Media are displayed in the Grid View. By default, "Show all dates" is selected and all of your Media are displayed.

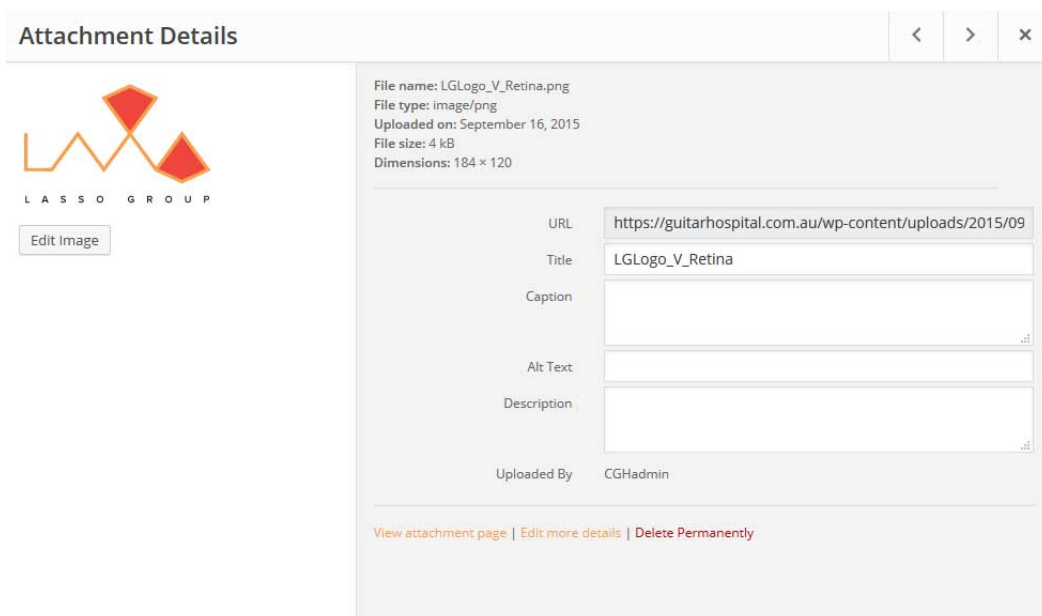
To the right, is a Search box where you can enter a word, or series of words to search and display all the Media meeting your search words. The search results will be updated as you type.

## DELETE MEDIA

To delete media items, click the Bulk Select button at the top of the screen. Select any items you wish to delete, then click the Delete Selected button. Clicking the Cancel Selection button takes you back to viewing your media.

## ATTACHMENT DETAILS

In Media Library Grid View, clicking an Image thumbnail, Audio icon or Video icon will display an Attachment Details dialog, which allows you to preview media and make quick edits. Any changes you make to the attachment details will be automatically saved. You can also delete individual items and access the extended edit screen from the details dialog. Use the arrow buttons at the top of the dialog, or the left and right arrow keys on your keyboard, to navigate between media items quickly.



Attachment Details changes its appearance and information by media type. The left side of this dialog shows the Image, Audio player or Video player. The right side lists the following media file attributes and optional data. Some of them are editable from this dialog.

- **File name** – The name of media file
- **File type** – The MIME Type of media file
- **Uploaded on** – The date when media file was uploaded
- **File size** – The file size of media file
- **Dimensions** – (Image files only) The dimensions of image media
- **URL** – Read only display of a direct link to the media file.
- **Title** – The name of the media. A title is often shown on attachment pages and galleries if themes or plugins are designed to display it.
- **Caption** – A brief explanation of the media.
- **Description** – An explanation of this particular media.
- **Alt Text** – (Image files only) The alt text for the image, e.g. “The Mona Lisa” to describe the media. Used for accessibility.
- **Artist** – (Voice files only) Singer, composer or producer of this media.
- **Album** – (Voice files only) Album title that includes this media.
- **Uploaded By** – author who uploaded the Media.
- **Uploaded To** – Title of the Post or Page that contains this Media. Click on the title to view that Post or Page in an edit Screen. If the Media was unattached to any Post or Page, this line is not appeared.

**At the bottom there are three link menus:**

#### **View Attachment Page**

shows the media in a simulated view of how the image would look when displayed in your Theme.

#### **Edit more details**

displays the Edit Media Screen. See the [Edit Media](#) for details on editing Media information.

#### **Delete Permanently**

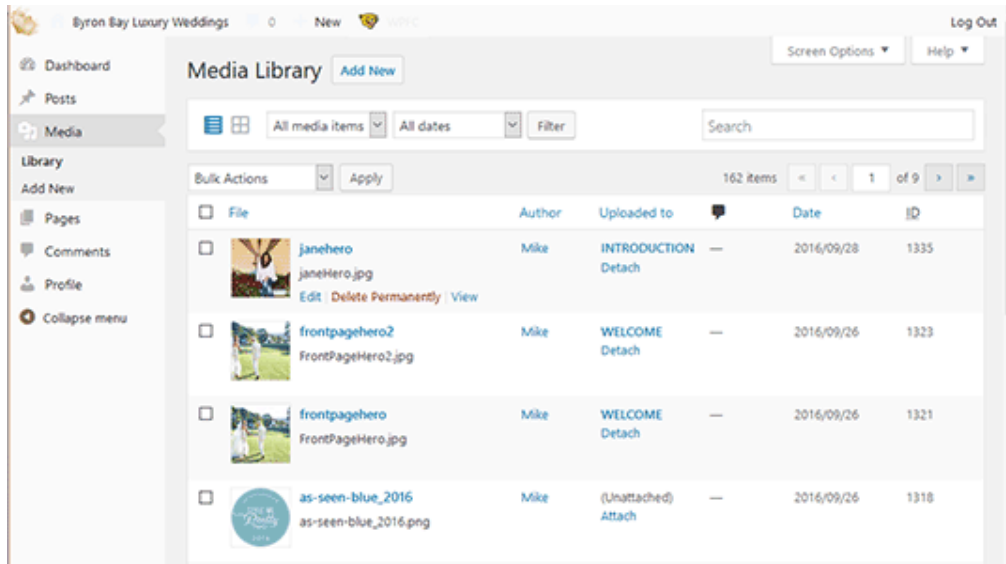
deletes the media. Also, image files has Edit Image button at the lower left.

#### **Edit Image**

(Image files only) allows you to make edits such as rotate, scale, and crop. See the [Edit Image Screen](#).

## Media Library List View

In Media Library List View, a table lists all of your Media, by row. The Media are listed with the newest uploaded Media first.



## TABLE OF MEDIA

The table of Media contains the following columns:

- **[ ]** – This checkbox, when clicked (checked), 'selects' that particular Media to be processed by a Bulk Action.
- **"thumbnail"** - There is no column heading for "thumbnail", but a small image of the actual media is displayed in this column.
- **File** - Displayed in the form of a link, this is Title, the name of the media. Clicking the title link opens Edit Media Screen. See the Edit Media for details on editing Media information. Below the Title the actual name of the file that holds this particular Media is displayed.
- **Author** - Displayed in the form of a link, this is the author who uploaded the Media. Clicking the author link causes all the Media authored by that user to be displayed in the Table of Media (thus allowing a Bulk Action to be applied to all Media for a given author).
- **Uploaded to** - Uploaded to describes the title of the Post or Page that contains this Media and the date of that Post or Page. Click on the title to view that Post or Page in an edit Screen. If the Media was unattached to any Post or Page, an "Attach" link will appear and when clicked this Media can be attached to selected Posts or Pages. For more detail about selecting, see Find Posts or Pages. If the Media has been attached to more than one Post or Page, only the details of the first Post or Page will be displayed.
- **Comment bubble** - Each Media row has comment bubble with the number of comments for that Media. If a Media has any comments, then the number of comments is displayed in a bubble. Clicking on a blue comment bubble causes the Comments Screen to be displayed to allow moderation of those comments.
- **Date** - The date the Media was uploaded.

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## **SORTABLE COLUMNS**

Some column headings, such as the File, Author, Uploaded to, and Date headings, can be clicked to sort the Table of Media in ascending or descending order. Hover over the column title, e.g. File, to see the up arrow or down arrow. Click the heading to change the sort order.

## **PAGE NAVIGATION**

Under the Screen Options, the number of Media displayed per page is determined. If more than one page of Media is available, two double-arrow boxes to move to the first and last page are provided. Also two single-arrow boxes are displayed to move one page backward or forward. Finally, a box showing the current page number can be used to enter a page to directly display.

## **SCREEN OPTIONS**

The Screen Options allow you to choose which columns are displayed, or not displayed, in the underlying Table. Clicking on the Screen Options tab shows a list of the columns with a check-box next to each column. Check the box for each column you want displayed in the Table, or uncheck the box to not display that column. In addition, the number of Media items to display in the Table of Media can be set. Click the Screen Options tab again to close the Screen Options.

## **SEARCH**

Above the Table, to the right, is a Search box where you can enter a word, or series of words, and hit the Enter key to search and display all the Media meeting your search words.

## **FILTERING OPTIONS**

At the top of List view, you can filter the media by media type and date:

### **All**

This dropdown allows you to select, by media type such as Images, Audio and Video or Unattached to any Posts nor Pages, which Media are displayed in the Table of Media. By default, "All" is selected and all of your Media are displayed.

### **All Dates**

This dropdown allows you to select, by date, which Media are displayed in the Table of Media. By default, "All dates" is selected and all of your Media are displayed.

### **Filter**

Clicking this button applies the settings you select in the dropdown.

## USING SELECTION, ACTIONS, AND APPLY

### Selection

This Screen allows Bulk Actions to be performed on one or more Media selected in the Table. For Bulk Actions to be performed on multiple Media at once, those Media must be first selected via one of these methods:

- **Select one Media at a time -** To select a Media, the checkbox to the left of the Media entry must be checked (clicked). It is possible to keep selecting more Media by checking their respective checkbox.
- **Select all Media in given Table -** All Media in a given table can be selected by checking the checkbox in the Table's title, or footer bar. Of course, unchecking the header or footer title bar checkbox will cause all entries in that Table to be unchecked (NOT selected).
- **Reverse Selection -** A Reverse Selection means checked items become unchecked, and unchecked items become checked. A Reverse Selection is accomplished by holding the Shift key on the keyboard and clicking the header or footer title bar checkbox.
- **Actions -** Actions describe the process to be performed on particular Media. There are two styles of Actions that will be referred to as Bulk Actions and Immediate Actions. The follow describes these Actions:
  - **Bulk Actions -** These Actions can be performed on one, or more Media, at one time, if those Media have been previously selected. Bulk Actions are available, when appropriate, as choices in the Bulk Actions pulldown box, above the Table. The only Bulk Action allowed is Delete Permanently.
  - **Immediate Actions -** Immediate Actions are performed immediately, on an individual Media. Hovering the mouse cursor over the Media row reveals the Edit, Delete Permanently, and View options under the File column, in that Media row. Clicking on a Media Title will also initiate the Edit Action.

The available Actions are described below:

- **Edit -** This Immediate Action displays the Edit Media Screen. This Action can be initiated by click on the Media Title. See the Edit Media for details on editing Media information.
- **Delete Permanently -** This Action deletes the Media. Delete Permanently is available both as a Bulk Action, and an Immediate Action.
- **View -** This Action presents the Media in a simulated view of how the image would look when displayed in your Theme. View is available only as an Immediate Action.
- **Attach -** In Unattached filtered view, "Attach" action is displayed. By clicking this link, the media can be attached to selected Posts or Pages. For more detail about selecting, see Find Posts or Pages.

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## FIND POSTS OR PAGES

Find Posts or Pages

	Title	Type	Date	Status
<input type="radio"/>	I just bought a brand new guitar, does it need a setup?	Question	2015/09/29	Draft
<input checked="" type="radio"/>	What is the "scale" of a guitar and what is its influence?	Question	2015/09/23	Draft
<input type="radio"/>	What is a "Setup" ?	Question	2015/09/23	Draft
<input type="radio"/>	What is the intonation?	Question	2015/09/23	Draft
<input type="radio"/>	How to choose a set of strings?	Question	2015/09/23	Draft
<input type="radio"/>	What is a passive/active instrument?	Question	2015/09/23	Draft
<input type="radio"/>	Which upgrade(s) should I	Question	2015/09/23	Draft
<input type="radio"/>	What is the Tone?	Question	2015/09/23	Draft
<input type="radio"/>	Why my fresh new strings won't stay in tune?	Question	2015/09/23	Draft
<input type="radio"/>	How often do I need to change my strings?	Question	2015/09/23	Draft
<input type="radio"/>	how to string your guitar	Post	2015/09/22	Draft
<input type="radio"/>	PRIVACY	Page	2015/09/19	Published
<input type="radio"/>	Trading Post	Page	2015/09/15	Draft
<input type="radio"/>	How Do I Test How the FAQ Section Is Working?	Question	2015/09/08	Published
<input type="radio"/>	FAQ/HOW TO	Page	2015/09/08	Draft
<input type="radio"/>	Artist/ Band Blog Title 5	Post	2015/08/06	Published

Select

Clicking Attach link in the "Attached to" column or "Media" column when unattached, a filtered view appears in the Find Posts or Pages dialogue box. From this dialogue box, you can select a Posts or Pages that the media should be attached to. Follow the steps:

1. Search posts or Pages by keyword.
2. Select the post/Page one wants to attach the media.
3. Click the Select button.

### **Apply**

After one or more Media are selected, and after a Bulk Action is specified, the Apply button performs the given Action on the selected Media.

- **Apply** - Click the Apply button to execute the Bulk Action, specified in the Actions pulldown, on the selected Media. Remember, prior to executing Actions, one or more Media must be selected, as described before.



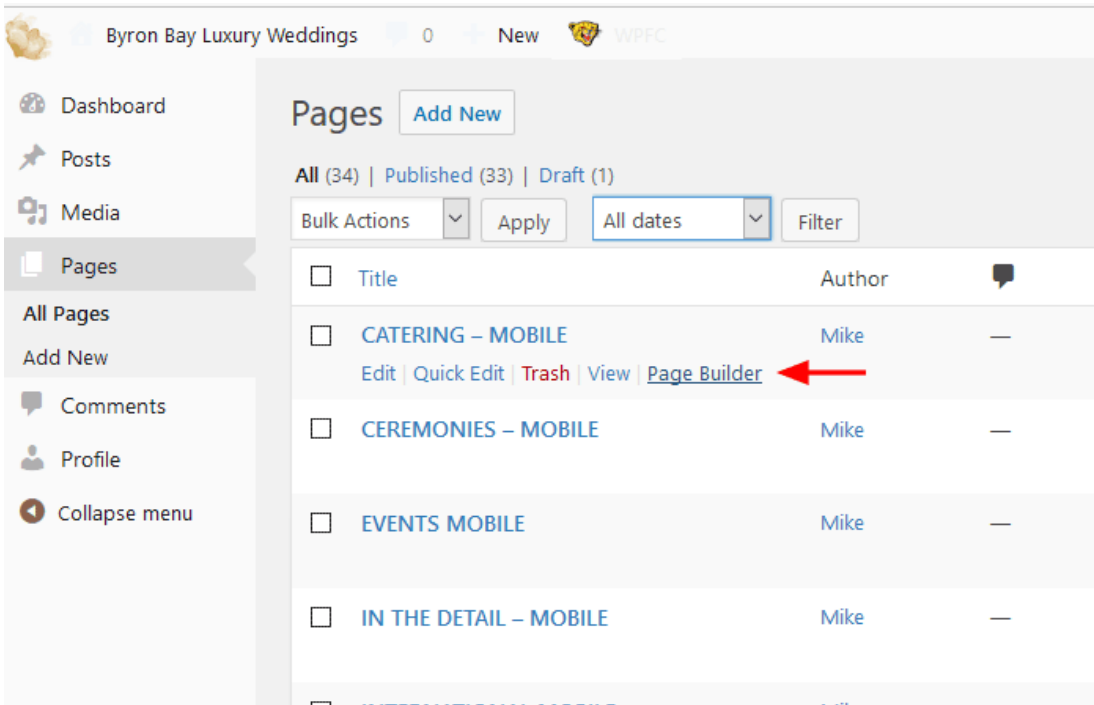
# MENU ITEM: PAGES

There are a few different types of pages on the BBLW website and each type has to be treated differently when creating and editing those pages. Below is a list of them in groups and how you should edit the pages in those groups.

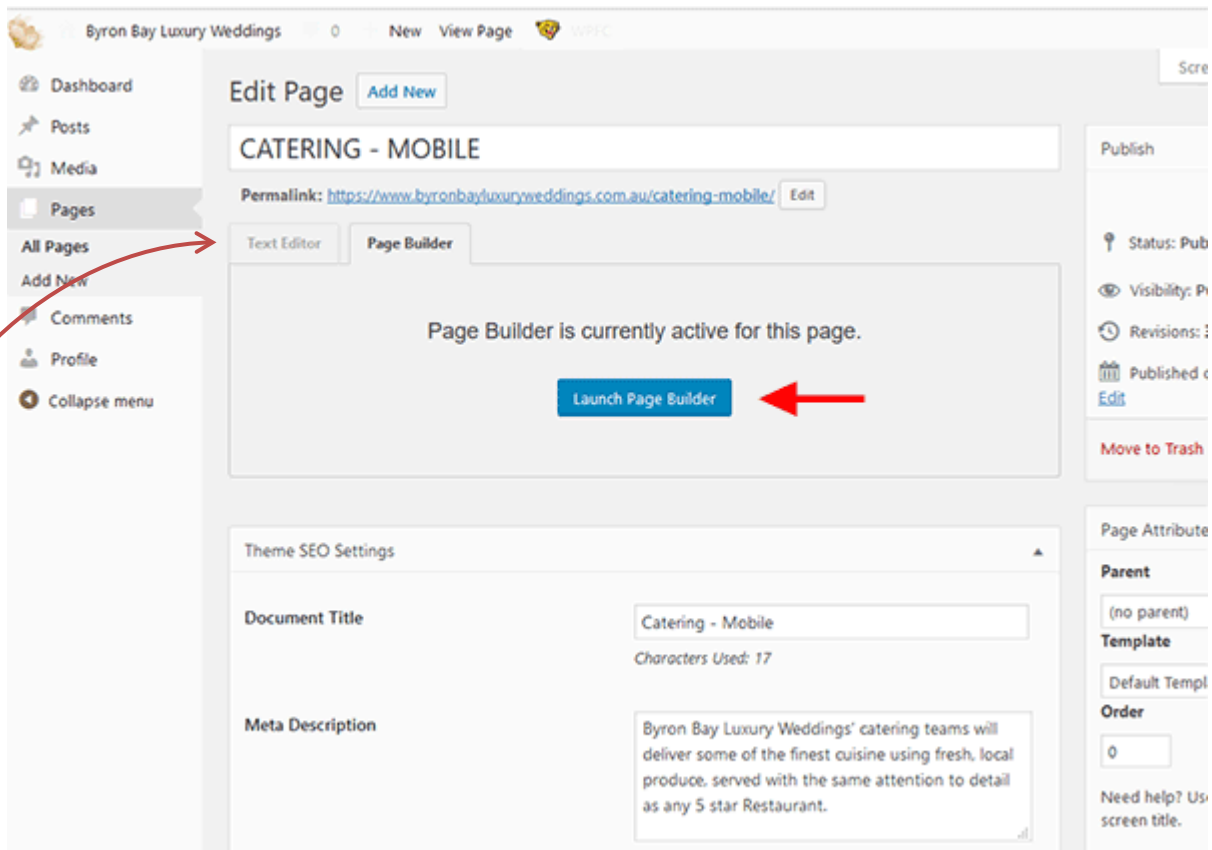
NAVIGATION PAGES: Edit using the “PAGE BUILDER”	INFORMATION PAGES: Edit using the “PAGE BUILDER”	SLIDER PAGES Edit using the “EDIT” button
<ul style="list-style-type: none"><li>INTRODUCTION</li><li>VENUES &amp; MORE</li><li>SERVICES</li></ul>	<ul style="list-style-type: none"><li>FRONT PAGE</li><li>JANE MAGNUS</li><li>BRIDE &amp; GROOM PAGES (eg DAN &amp; BAMBI)</li><li>CONTACT</li></ul>	<ul style="list-style-type: none"><li>VENUES</li><li>CATERING</li><li>LUXURY CONCIERGE</li><li>IN THE DETAIL</li><li>CEREMONIES</li><li>SHARE THE LOVE</li><li>PLANNING YOUR EVENT</li><li>INTERNATIONAL</li><li>EVENTS</li><li>REAL WEDDINGS</li></ul>

## EDITING PAGES USING THE PAGE BUILDER

There are a couple of ways to get to the page builder. If you are editing a page that is already created, you can get to the page builder for that page directly from the “Pages” page by clicking on the “Page Builder” button as you move your cursor over the page you want to edit in the list.



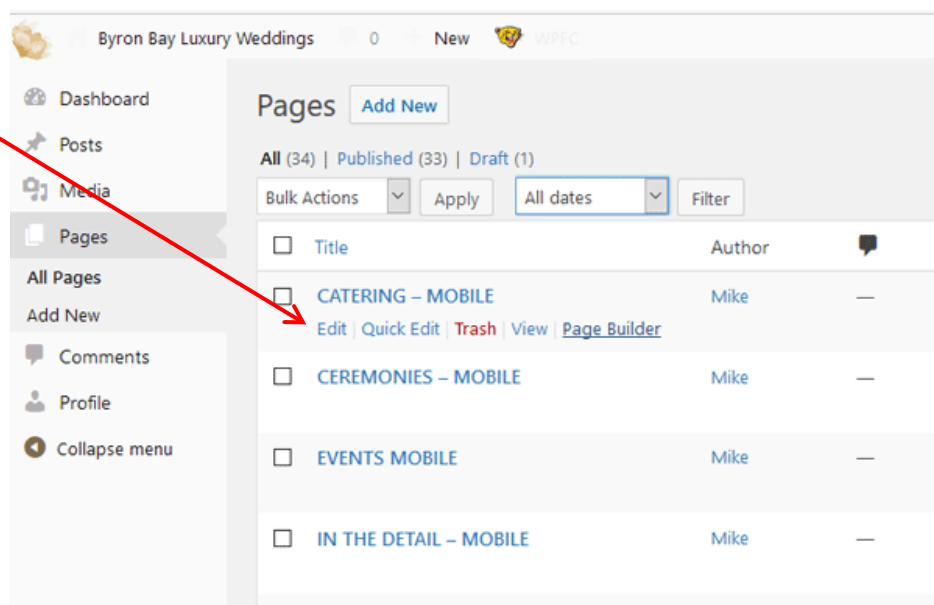
You can also access the page builder from the “Edit” page.



**WARNING: IF THE PAGE BUILDER IS “ACTIVE” FOR A PARTICULAR PAGE, DO NOT USE THE TEXT EDITOR TO EDIT THE PAGE. THIS WILL CHANGE THE LOOK AND FUNCTIONALITY OF THE PAGE.**

## EDITING PAGES USING THE EDIT PAGE

Edit all non-Page Builder pages from the Edit Page. This can be accessed through the Pages page.



For more information about the Edit page see [here](#). NOTE: The Add New Pages Screen is essentially the same as the Edit Pages Screen. This is what the Edit page looks like.

luxury Weddings0NewView PageWPFCLog Out

Edit PageAdd New

VENUES

Permalink: <https://www.byronbayluxuryweddings.com.au/venues-and-more/venues/>Edit

Text EditorPage Builder

Add MediaVisualText

b i link b-quote del ins img ul ol li code more close tags

<h1 class="bblw-page-heading slider-page-heading">VENUES</h1>

<div>

<span class="sub-nav-menu"><a id="a-venues" href="//www.byronbayluxuryweddings.com.au/people-places/venues/">VENUES</a> | <a id="a-catering" href="//www.byronbayluxuryweddings.com.au/people-places/catering/">CATERING</a> | <a id="a-entertainment" href="//www.byronbayluxuryweddings.com.au/people-places/luxury-concierge/">LUXURY CONCIERGE</a> | <a id="a-flowers" href="//www.byronbayluxuryweddings.com.au/people-places/in-the-detail/">IN THE DETAIL</a> | <a id="a-celebrants" href="//www.byronbayluxuryweddings.com.au/people-places/ceremonies/">CEREMONIES</a> | <a id="a-other" href="//www.byronbayluxuryweddings.com.au/people-places/share-the-love/">SHARE THE LOVE</a> | <a href="//www.byronbayluxuryweddings.com.au/real-weddings/">CONTINUE YOUR JOURNEY &gt;</a>

</span>

</div>

&nbsp;

<div>[new\_royalslider id="1"]</div>

&nbsp;

Word count: 15Last edited by Mike on September 28, 2016 at 4:22 am

Theme SEO Settings

Screen OptionsHelp

Publish

Preview Changes

Status: PublishedEdit

Visibility: PublicEdit

Revisions: 56Browse

Published on: Jan 31, 2016 @ 23:07Edit

Move to TrashUpdate

Page Attributes

Parent

VENUES & MORE

Template

Page Builder

Order

0

Need help? Use the Help tab above the screen title.

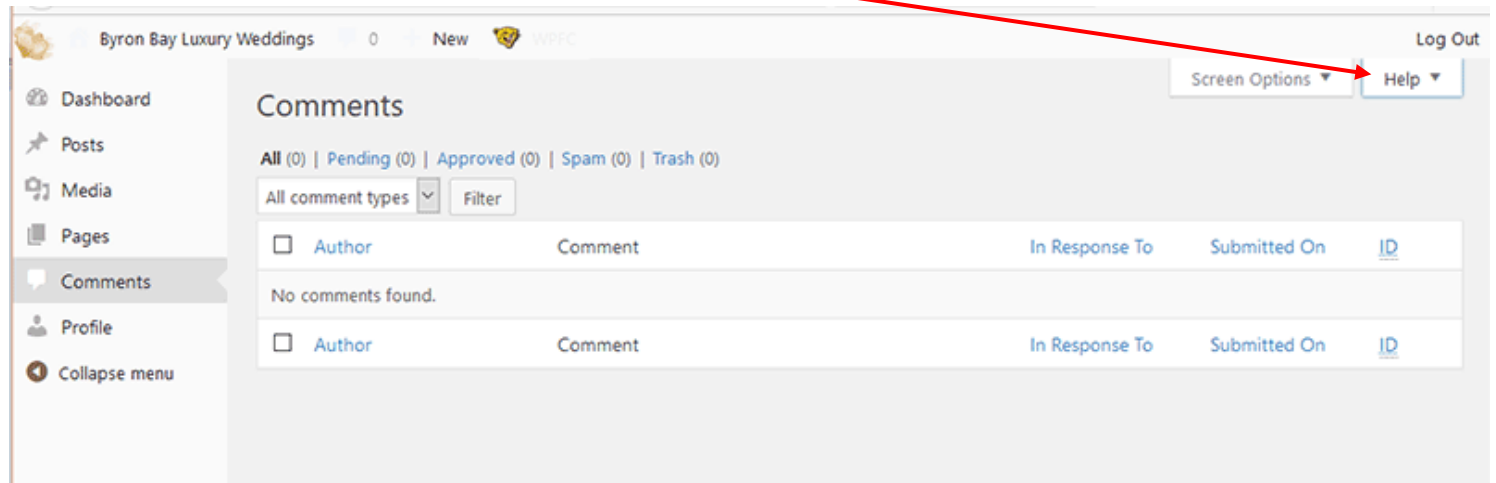
Featured Image

Set featured image

[↑ Table of Contents ↑](#)

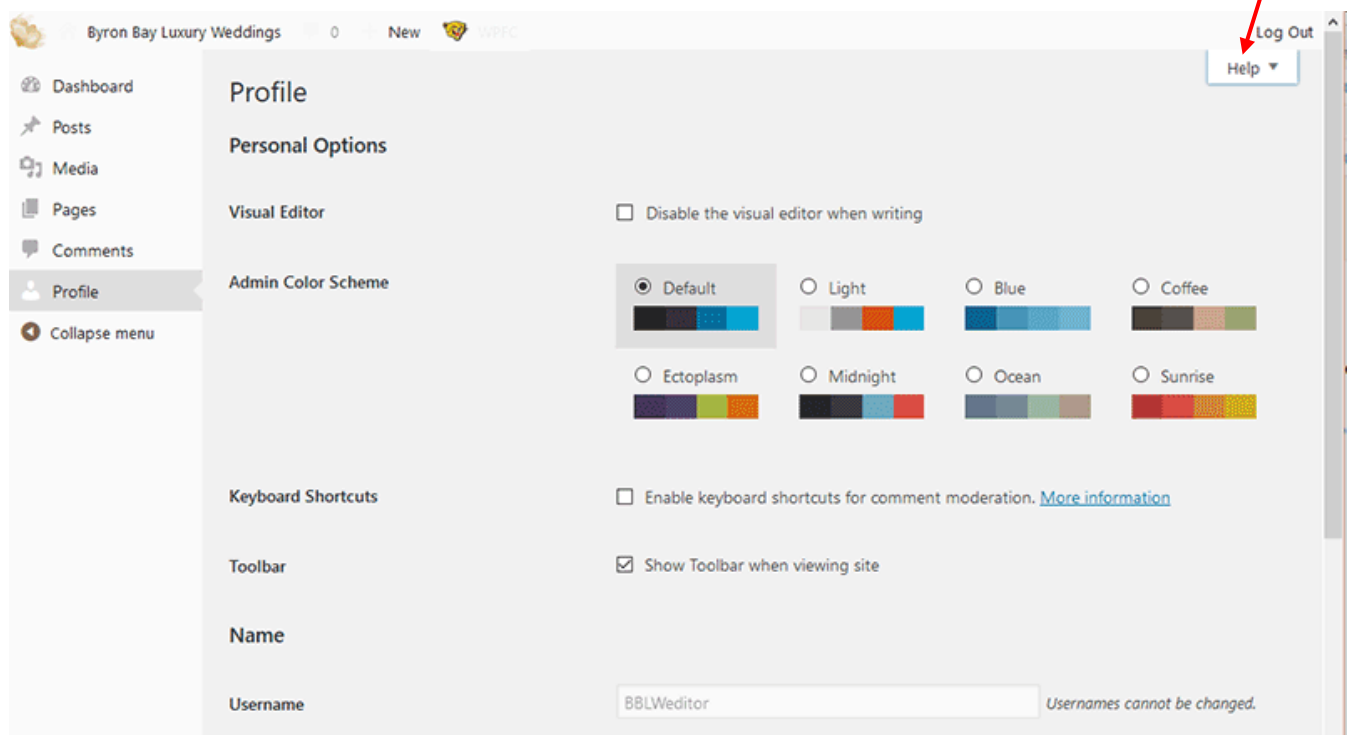
## MENU ITEM: COMMENTS

The comments page is where you manage comments that the public have left on your posts or pages. From here you can either approve or deny comments, and even edit the comments (for example, if they contained a link or code in the message that you didn't want to display you can remove it) before publishing the comment. For more information on this page, please click on the help button in the top right of the screen from the "comments" page within your admin.



## MENU ITEM: PROFILE

The profile page is where you can specify your name and how it will be displayed on your site, your e-mail address (for administrative purposes), other personal information, and personal options. For more information on this page, please click on the help button in the top right of the screen from the "profile" page within your admin.



# ADMINISTRATOR FEATURES

## GETTING STARTED

Visit the URL you were given to access the WordPress backend of the website. Enter your username, password and captcha on the form on the login page to enter.

In order to save on doubling up information, information on menu items which are shared by both administrator and editor users will be linked to from the Editor Features section.

MENU ITEM: DASHBOARD [🔗](#)

MENU ITEM: POSTS [🔗](#)

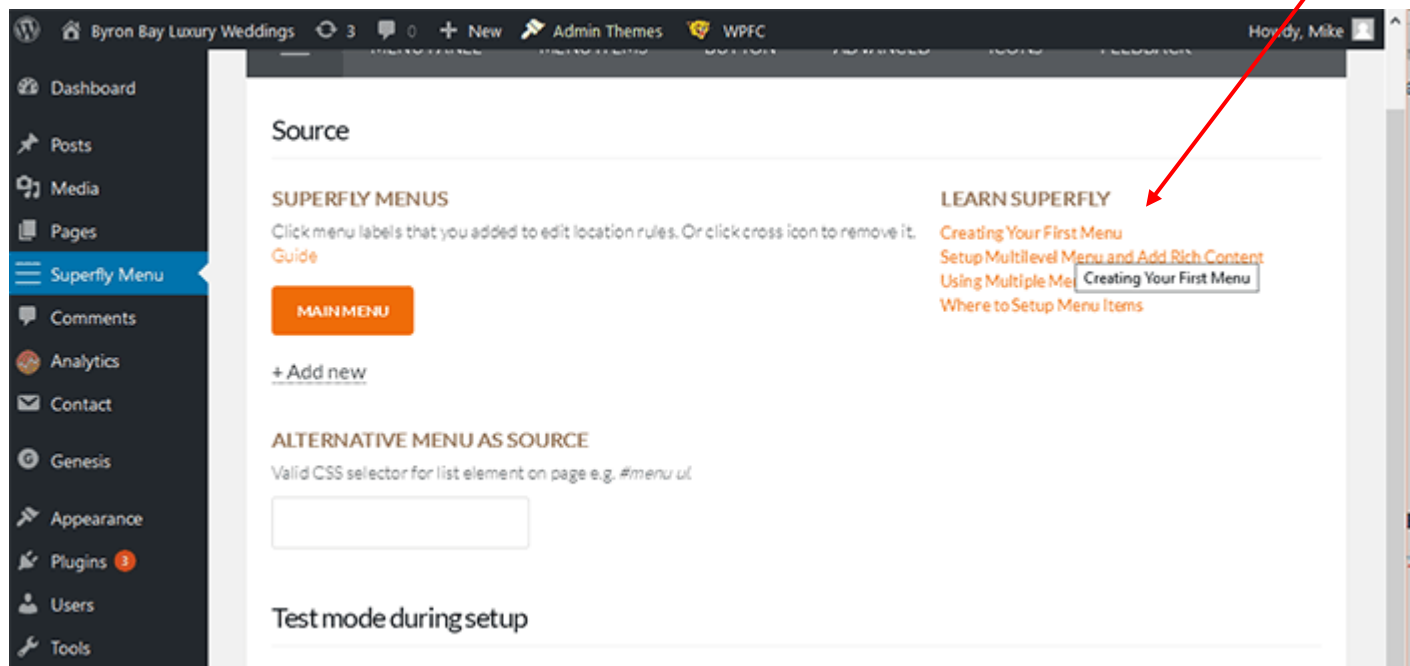
MENU ITEM: MEDIA [🔗](#)

MENU ITEM: PAGES [🔗](#)

MENU ITEM: COMMENTS [🔗](#)

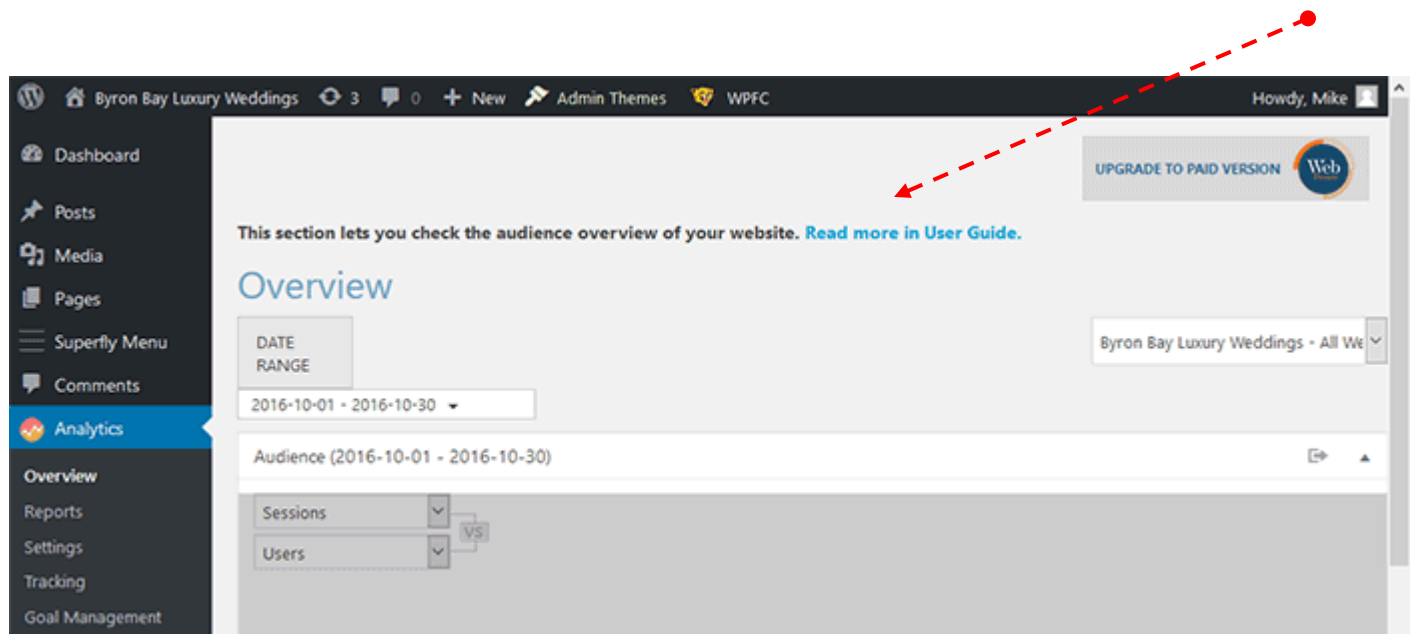
## MENU ITEM: SUPERFLY MENU

The Superfly Menu page is where you will control the design and layout of the BBLW menu. This plugin comes with full documentation that can be accessed directly from the top-right of the Superfly Menu page.



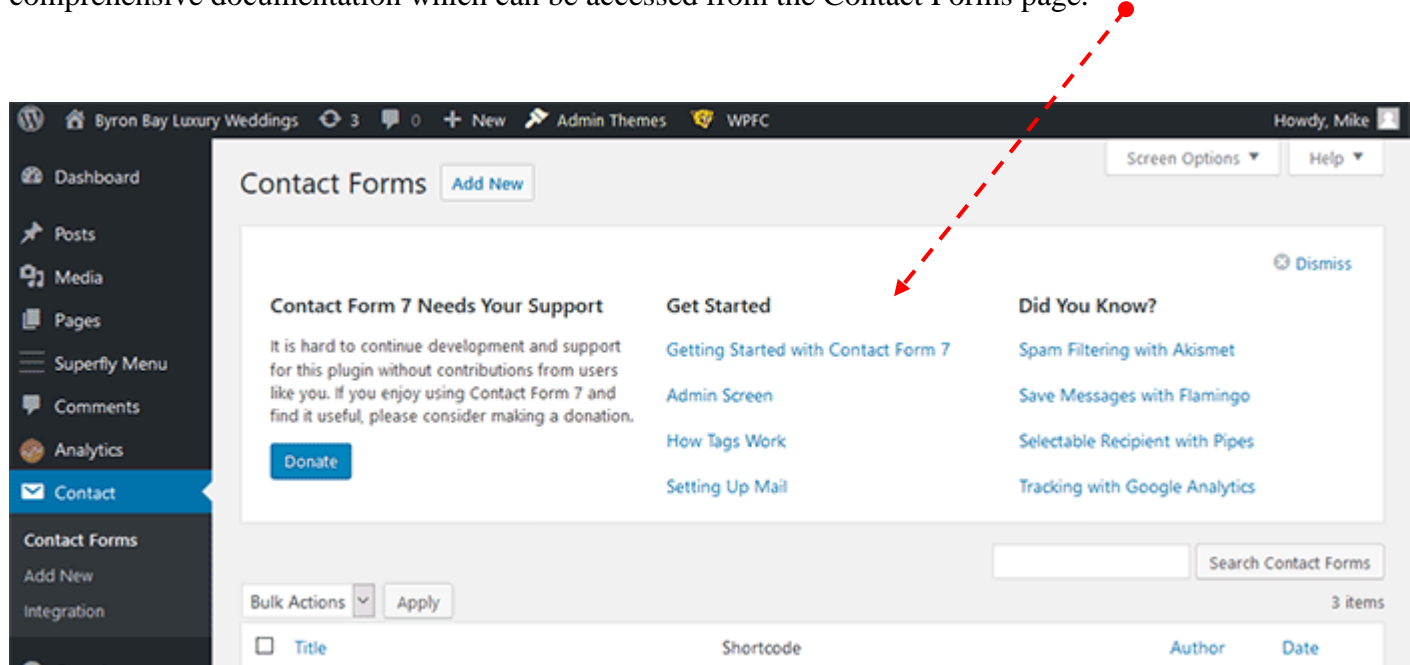
## MENU ITEM: ANALYTICS

The Analytics page is where you can keep track of your google analytics properties directly from within your website's backend. Documentation for this plugin is provided by clicking the link at the top of the Analytics page.



## MENU ITEM: CONTACT

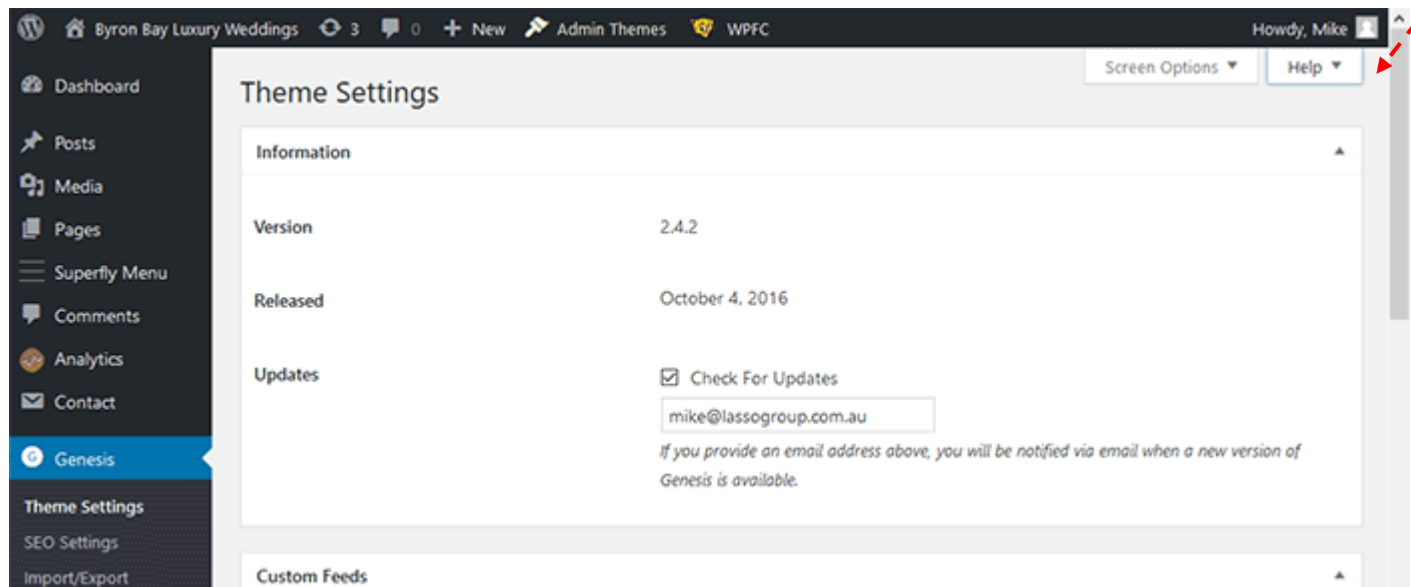
The Contact Forms page is where you create and edit various forms for your site, whether they be simple to complex contact forms, newsletter opt-ins, questionnaires and so on. The Contact Form 7 plugin has comprehensive documentation which can be accessed from the Contact Forms page.



# MENU ITEM: GENESIS

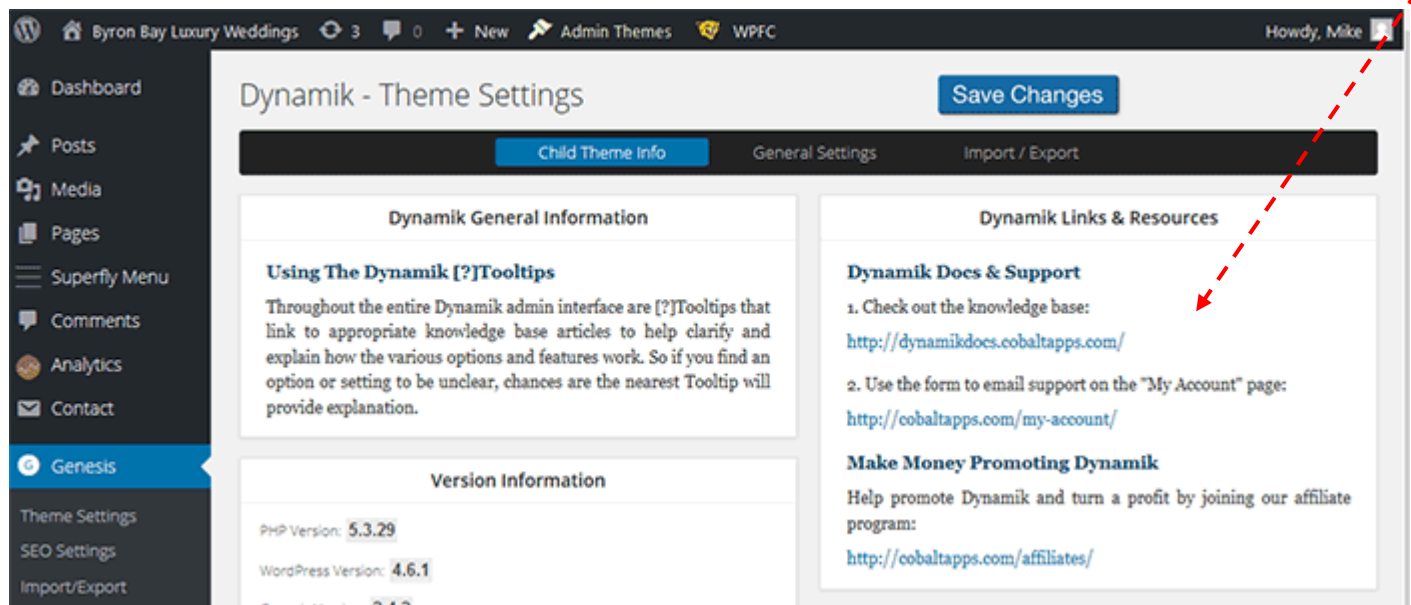
Genesis is the structural framework in the architecture of the BBLW website. It is installed through the “theme” functionality of WordPress. Genesis and Dynamik Website builder work together on this site. Genesis is the “theme” and Dynamik is the “child theme”. I will explain Dynamik further on.

The Genesis page is where you configure all the settings for the genesis framework. Unless you intend to fundamentally change the design of the site, you shouldn’t need to use the Genesis page. Full documentation on Genesis can be accessed by clicking on the help button at the top-right of the screen from within the Genesis page.



# GENESIS SUB-MENU ITEM: DYNAMIK

Dynamik website builder is a management system which helps you build and manage customised themes for wordpress sites. Documentation on dynamik can be accessed from the Dynamik Settings page at the top-right.



Note: It is recommended that you do not make any changes in the Genesis and Dynamik Pages before you have a thorough understanding of how to use them. Always make a backup of the database before making any changes in the Genesis/Dynamik pages.

## MENU ITEM: APPEARANCE

This menu item has five sub items, “Themes”, “Customize”, “Menus”, “Widgets”, and “Editor”. The various Appearance menu items allow you to change how your site looks and behaves.

Unless you want to change the look and design of the site, you shouldn’t need to use these. As usual, documentation on each can be found by clicking on the help button at the top-right of the screen from within the various pages.

## MENU ITEM: PLUGINS

The Plugins page is where you manage the various plugins for your WordPress installation. Any plugins that are installed will need to be periodically updated to maintain the security and functionality of the site. Documentation on this page can be accessed by clicking the help button at the top-right of the screen.

**Warning: Removing or deactivating any of the active plugins will most likely affect the look or functionality of the site. Do not remove any plugins or add new ones unless you know what you are doing.**

## MENU ITEM: USERS

This page is where you manage the various users for your site. It lists all the existing users for your site. Each user has one of five defined roles as set by the site admin: Site Administrator, Editor, Author, Contributor, or Subscriber. Users with roles other than Administrator will see fewer options in the dashboard navigation when they are logged in, based on their role.

Clicking on each user will open a profile page where you can change the profile settings for that user. For more information click on the help button at the top-right of the screen.

## MENU ITEM: TOOLS

This menu item has four submenu items: “Available Tools”, “Import”, “Export”, and “AG Custom Admin”.

### AVAILABLE TOOLS

The *Available Tools* menu option gives you access to two different tools.

The *Press This* bookmarklet and the *Categories and Tags Converter*. *Press This* is a little browser app that lets you grab bits of the web and easily create new posts.

The *Categories and Tags Converter* is a tool for converting *Categories* to *Tags* or vice versa. For more information click on the help button at the top-right of the screen.



## IMPORT

The *Import* option provides you with various tools for importing content from other blogging systems. You can import content from Blogger, LiveJournal, Moveable Type, TypePad and Tumblr. You can also import content from Blogrolls that use the [OPML Format](#), posts from an RSS feed or content from other WordPress sites. To import content from another WordPress site you first need to install the [WordPress Importer](#) plugin. To import content from another type of site other than WordPress, you'll be prompted to install the relevant Importer plugin after selecting the type of site that you'd like to import your content from. For more information click on the help button at the top-right of the screen.

## EXPORT

The *Export* option is used to export your data in XML format, from your WordPress site. The export format is called *WordPress eXtended RSS* or WXR and will contain your posts, pages, comments, custom fields, terms, navigation menus and custom posts. Once you've saved the download file, you can use the *Import* function on another WordPress site to import the content from this site.

## AG CUSTOM ADMIN

This is a plugin that allows you to customise the administration backend for various users. This plugin has been used to change the look and functionality of users without Administrator privileges. For more information on this feature, click [here](#).

## MENU ITEM: SETTINGS

The various *Settings* pages are used to configure your WordPress site. Normally, once your WordPress site is set up there's no reason to change any of these settings. The following is a list of the settings pages on the BBLW website. Some of these are WordPress default pages and some are settings pages for various plugins the site uses.

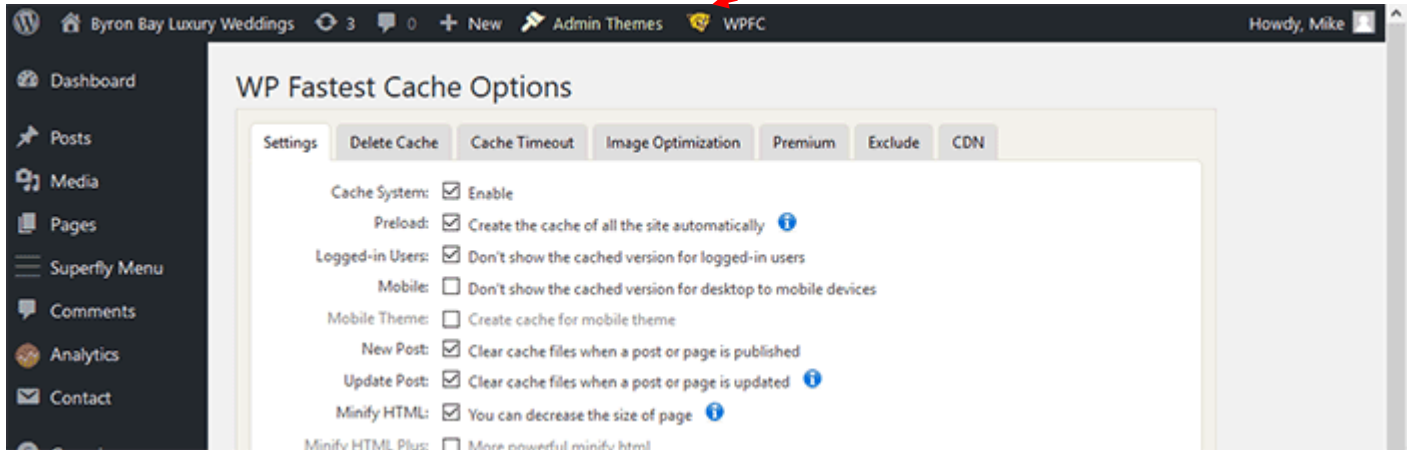
- General
- Writing
- Reading
- Discussion
- Media
- Permalinks
- Restrict Widgets
- Reveal IDs
- Page Builder
- Coming Soon Pro
- XML-Sitemap

Further information/support for each of these items can be accessed from within each items settings page.

**Note: It is recommended not to change things on these pages unless you have experience and know what you are doing. You should also backup the database before making any changes.**

## MENU ITEM: WP FASTEST CACHE

This plugin is used to convert dynamic content on the site to static content and to minify code, which results in a faster loading website. It is currently set to clear the cache whenever a post or page is created or updated, however there may be times when you need to clear the cache manually. This can be done easily using the WP Fastest Cache icon in the Admin Bar at the top of the screen when you are logged in to the site.



Support and information for this plugin can be found [here](#) and [here](#).

## MENU ITEM: WP SECURITY

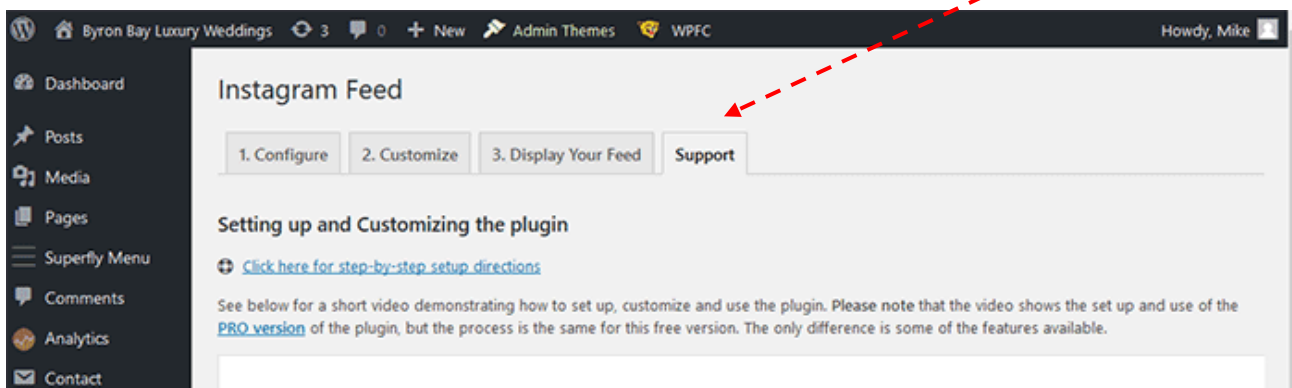
WP Security is a security plugin for WordPress installations and governs the security aspects of the BBLW site.

**Warning:** It is recommended that you thoroughly read the documentation on this plugin and be confident you know what you are doing before making any changes to this aspect of the site.

Documentation for this plugin can be accessed from a link at the top of the WP Security Dashboard page. I will also provide it [here](#).

## MENU ITEM: INSTAGRAM FEED

Instagram Feed is a plugin that enables you to insert and manage Instagram pages on the website. Documentation and support can be accessed by using the “Support” tab on the Instagram Feed page.



## MENU ITEM: SUPER SOCIALIZER

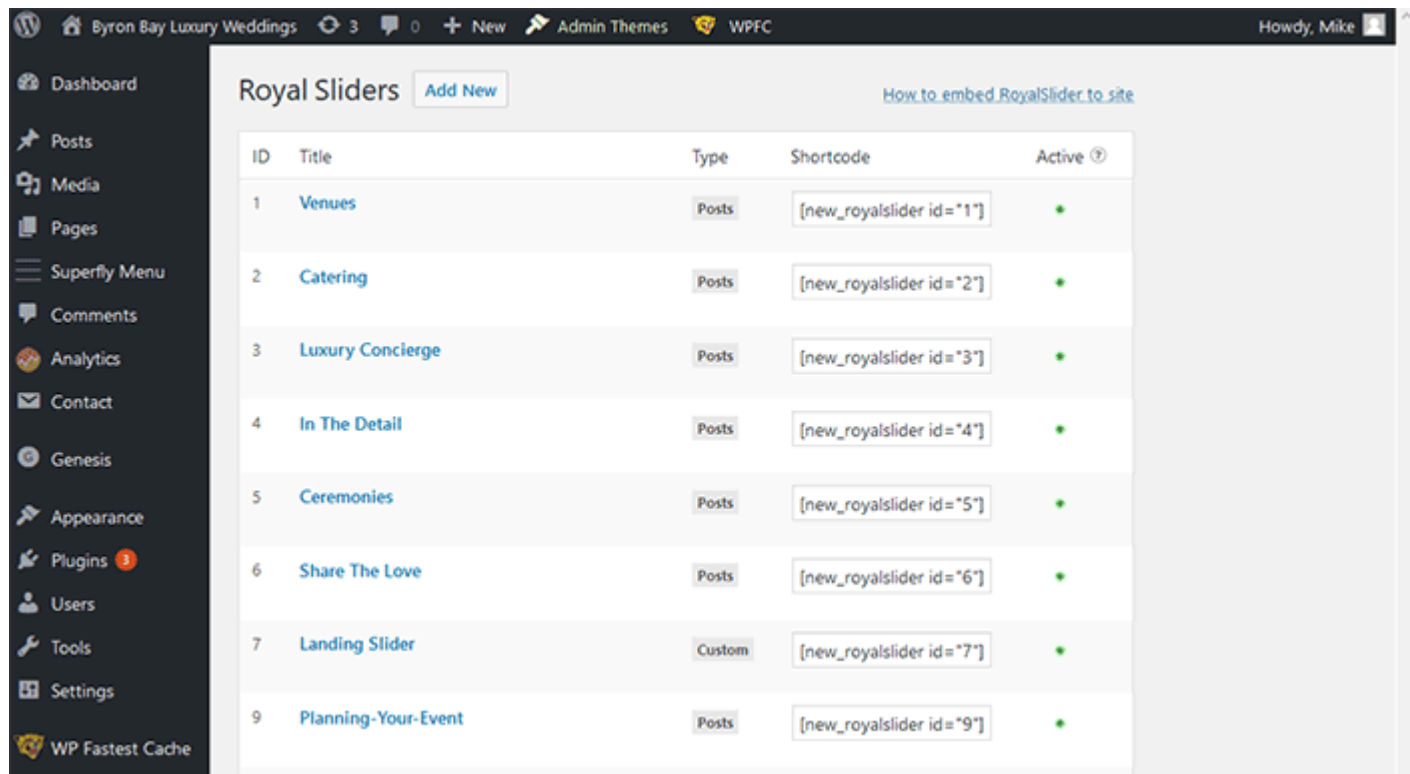
Super Socializer is a WordPress Social Plugin to integrate Social Login, Social Share and Social Comments at your website. Documentation can be found [here](#).

## MENU ITEM: ROYALSLIDER

RoyalSlider is an image gallery and content slider plugin. This is an important part of the design of the BBLW website. The content in Slider pages are contained in posts which are then displayed by RoyalSlider sliders. Each Slider page (eg. Venues, Catering etc) has its own slider that displays content for that category.

If you are managing content for the BBLW site, it is a good idea to read the documentation of this plugin and get familiar with how it is implemented on the site.

Documentation for this plugin can be found [here](#).



The screenshot shows the WordPress dashboard for 'Byron Bay Luxury Weddings'. The 'Royal Sliders' plugin is active, and the 'Royal Sliders' management page is displayed. The page has a dark sidebar with navigation links: Dashboard, Posts, Media, Pages, Superfly Menu, Comments, Analytics, Contact, Genesis, Appearance, Plugins (3), Users, Tools, Settings, and WP Fastest Cache. The main content area has a header with 'Royal Sliders' and an 'Add New' button. Below the header is a table with the following data:

ID	Title	Type	Shortcode	Active ?
1	Venues	Posts	[new_royalslider id="1"]	+
2	Catering	Posts	[new_royalslider id="2"]	+
3	Luxury Concierge	Posts	[new_royalslider id="3"]	+
4	In The Detail	Posts	[new_royalslider id="4"]	+
5	Ceremonies	Posts	[new_royalslider id="5"]	+
6	Share The Love	Posts	[new_royalslider id="6"]	+
7	Landing Slider	Custom	[new_royalslider id="7"]	+
9	Planning-Your-Event	Posts	[new_royalslider id="9"]	+







