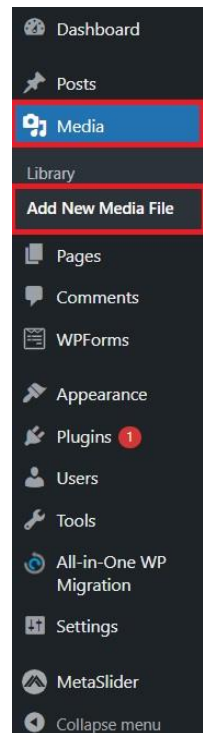
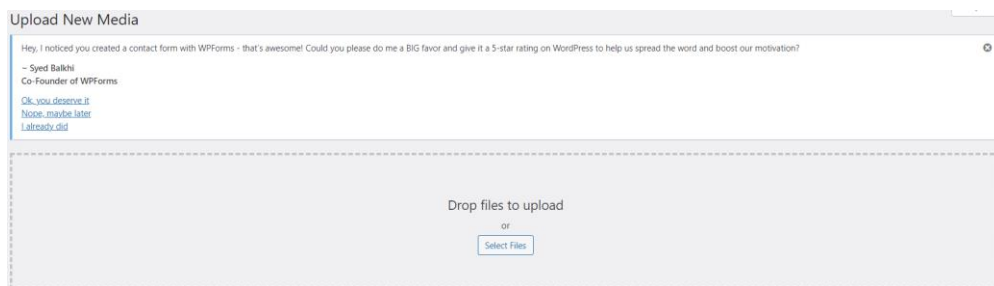


User Manual

Welcome to the user manual for the admin dashboard of MC_WP website! This user guide is designed for website administrators to help navigate and manage your website effectively, ensuring that you make the most out of the tools given as an admin.

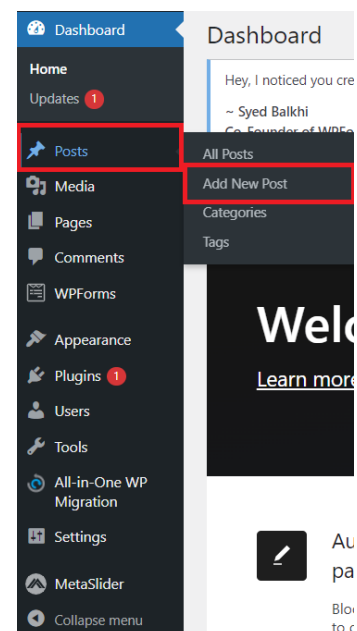
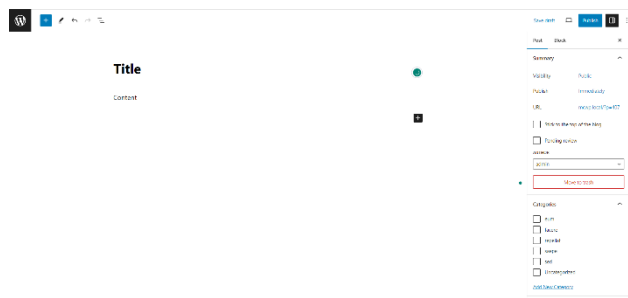
How to Upload Media

1. To upload photos and videos onto your website, go to the left sidebar and hover over the media button and click on 'Add New Media File.'
2. Next, simply drag and drop the media or click on the 'Select Files' button and select the media that you want.

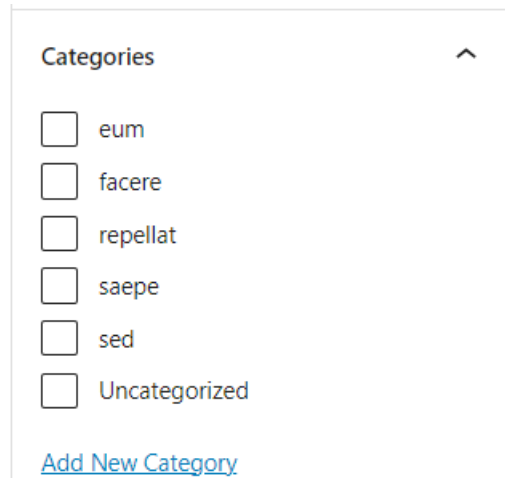


How to Upload a New Post

1. To create a new blog post, go to the left sidebar and hover over the posts button, then click on 'Add New Post.'
2. Once you clicked on the button, you are now in the 'Add New Post' page. From here you can write your own blog post, giving a title at the top of the page, and the rest of the content, such as media, under the title. To publish the blog post, click on the 'Publish' button in the top right hand of the screen.
3. The + icon lets you add extra content and customization such as, media, columns ect.

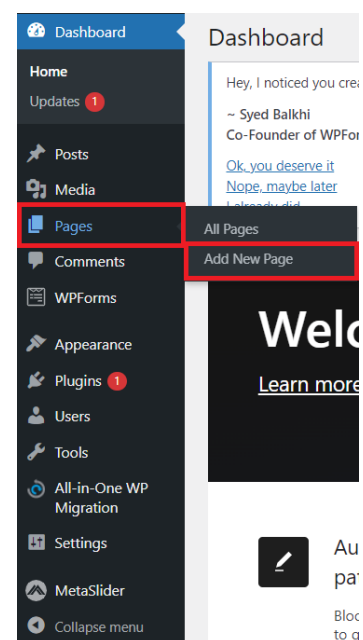
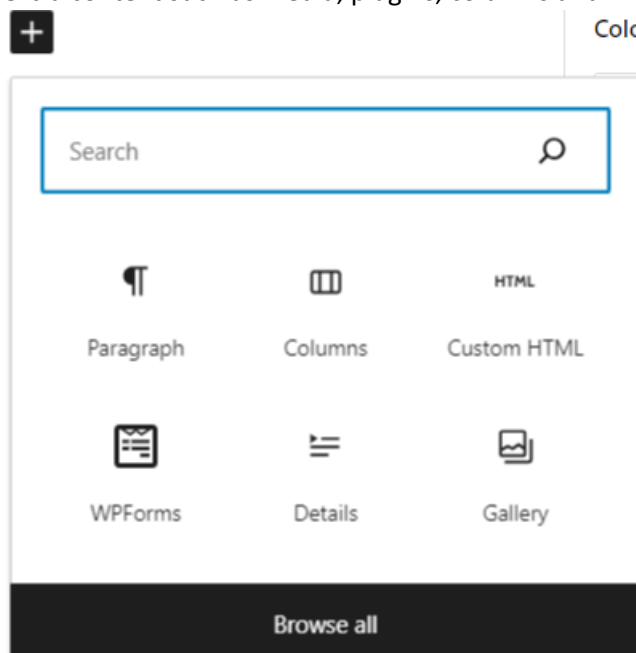


4. You can also add categories to sort out your blog posts in the right sidebar. You can select one or multiple categories, or add more.



How to Create a New Page

1. To create a new page, go to the left sidebar and hover over the posts button, then click on 'Add New Page.'
2. From here, the admin can add a title and content for their page. Users can add paragraphs and edit their size, font, colours ect. The admin can also click on the + icon to add extra content such as media, plugins, columns and more.



Extra Functionalities

The admin can add most functionalities through the customizer. To access this the user must hover over the 'Appearance' button and click customize. Once you are in the customize page, The admin will find 7 options.

Site Identity: To set, change or remove your website logo

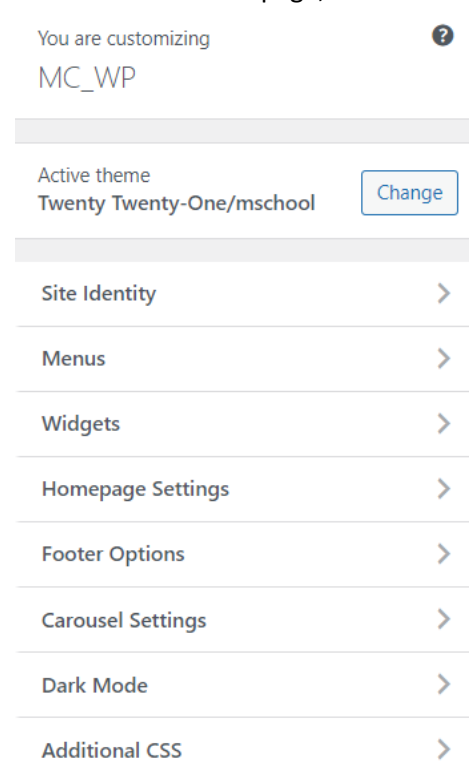
Menus: Set menus of header and footer

Homepage Setting: Set the home page and posts page

Footer Options: Set the background and text colour of footer to any colour and set how many widgets you would like the footer to have.

Carousel Settings: Set the images of the carousel in the home page to any 3 images of your choice.

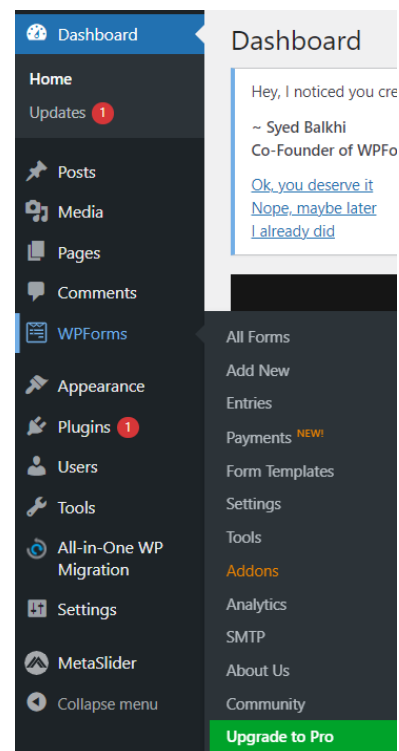
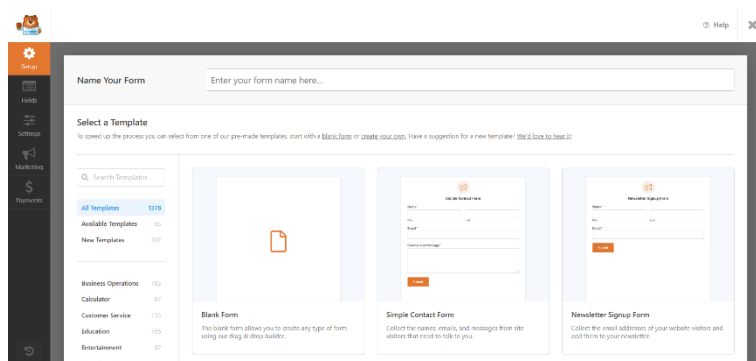
Dark Mode: Switch page from light mode to dark mode.



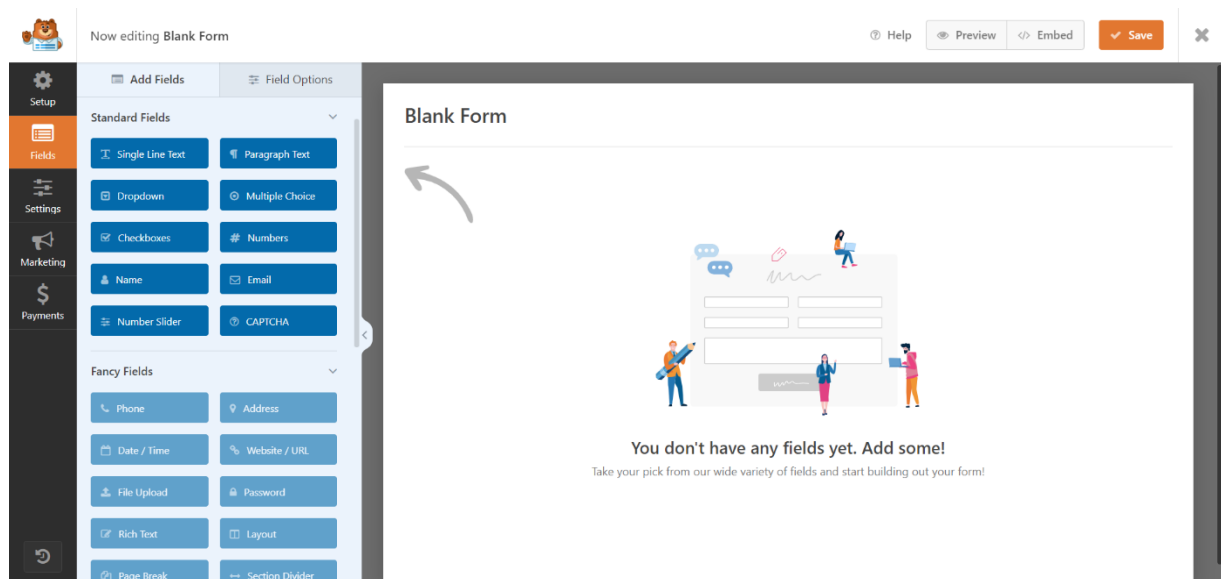
Plugins

The only plugin used for this theme was WPForms to create forms to apply and receive feedback.

1. To create a form hover over the WPForms button and click 'Add New.'
2. Next click on one of the already made templates, or click on the blank form to create a form from scratch.



From here, you can create any field with any setting attached to it.



User Maintenance

1. To create a new user, go to the left sidebar and hover over the posts button, then click on 'Add New User.'
2. Once you are in the user page, fill out at least all the required fields and choose a password. You can come up with your own password, or click on 'Generate Password' for a strong password.
3. Once you are finished click on the 'Add New User' button at the bottom of the page.

Create a brand new user and add them to this site.

Username (required)	<input type="text"/>
Email (required)	<input type="text"/>
First Name	<input type="text"/>
Last Name	<input type="text"/>
Website	<input type="text"/>
Password <input type="button" value="Generate password"/>	<input type="text" value="Tip(hXvmx0YG7Y3i9mVKLZq*)"/> Strong <input type="button" value="Hide"/>
Send User Notification	<input checked="" type="checkbox"/> Send the new user an email about their account.
Role	Subscriber <input type="button" value="v"/>
<input type="button" value="Add New User"/>	

