THEME USER MANUAL

Created by Nicholas Falzon
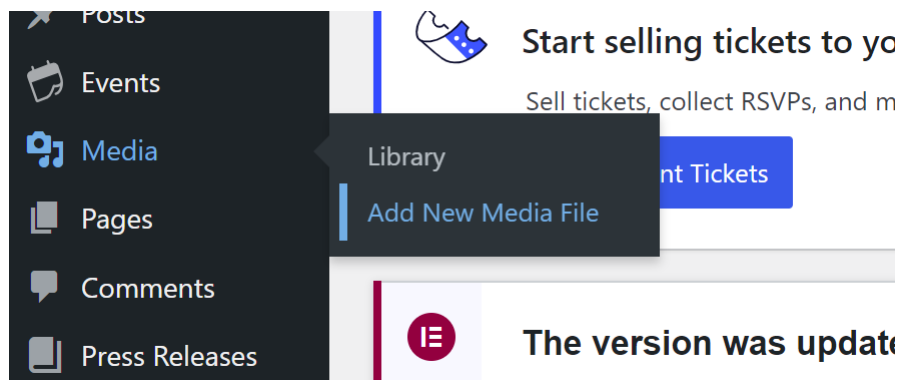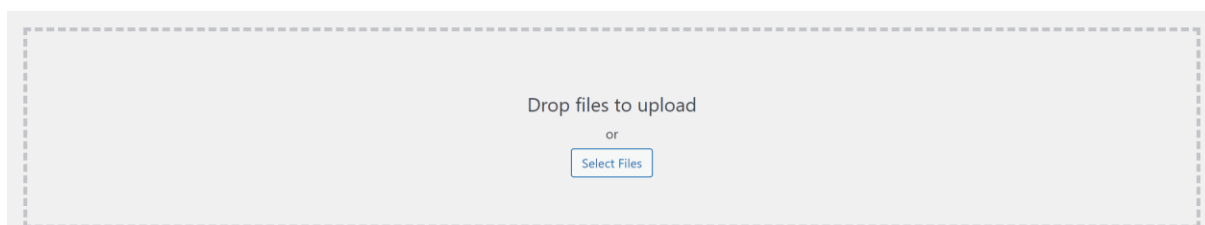
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How to upload new media
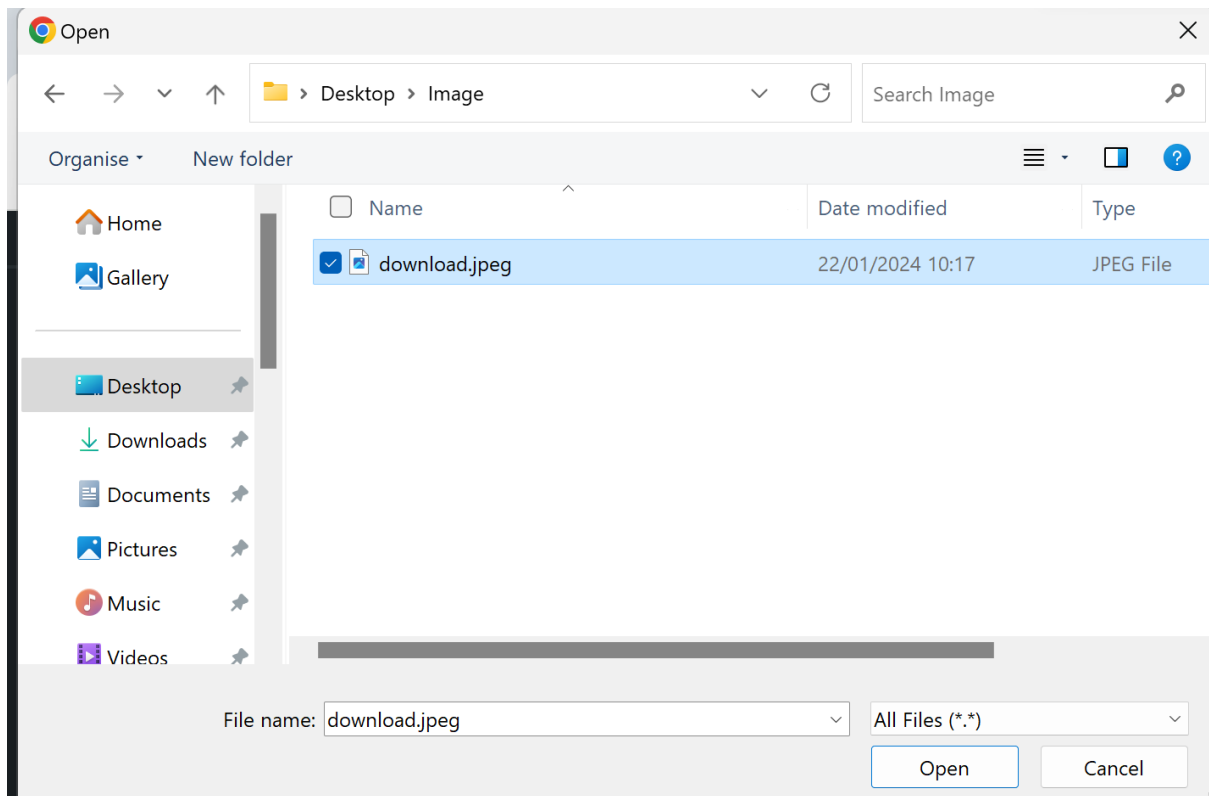

Go to the Admin Dashboard.
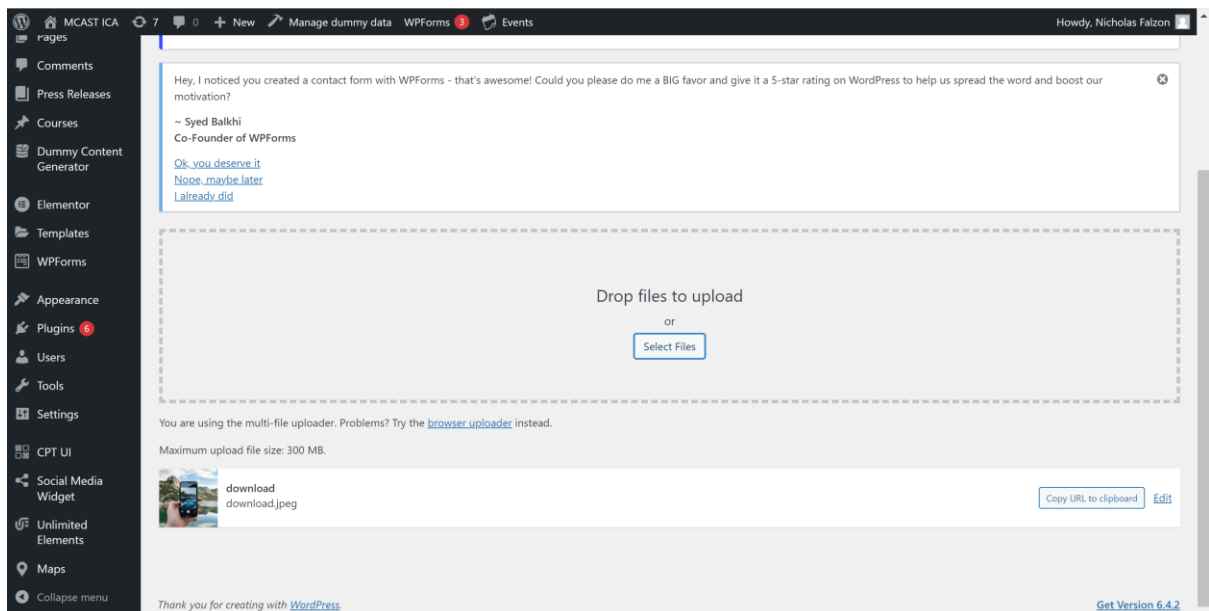

Hover on the Media tab and press on *Add New Media File.*

WordPress allows you to drop the image or to upload the image by pressing the button called *Select Files*.
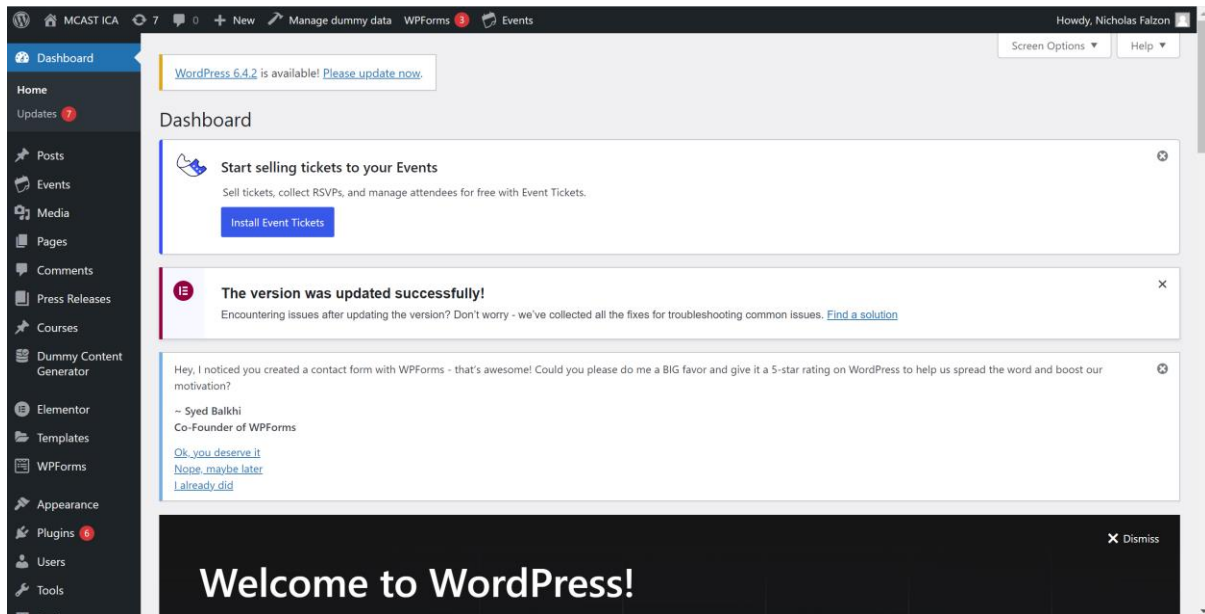
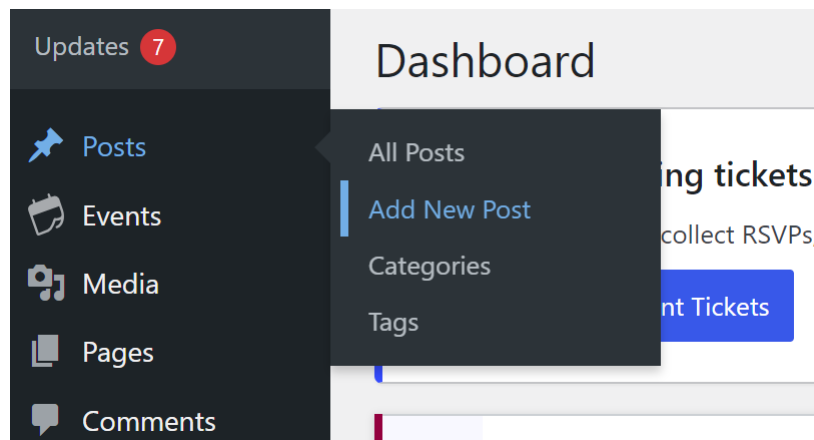Find the image and press the *Open* button to upload the image.

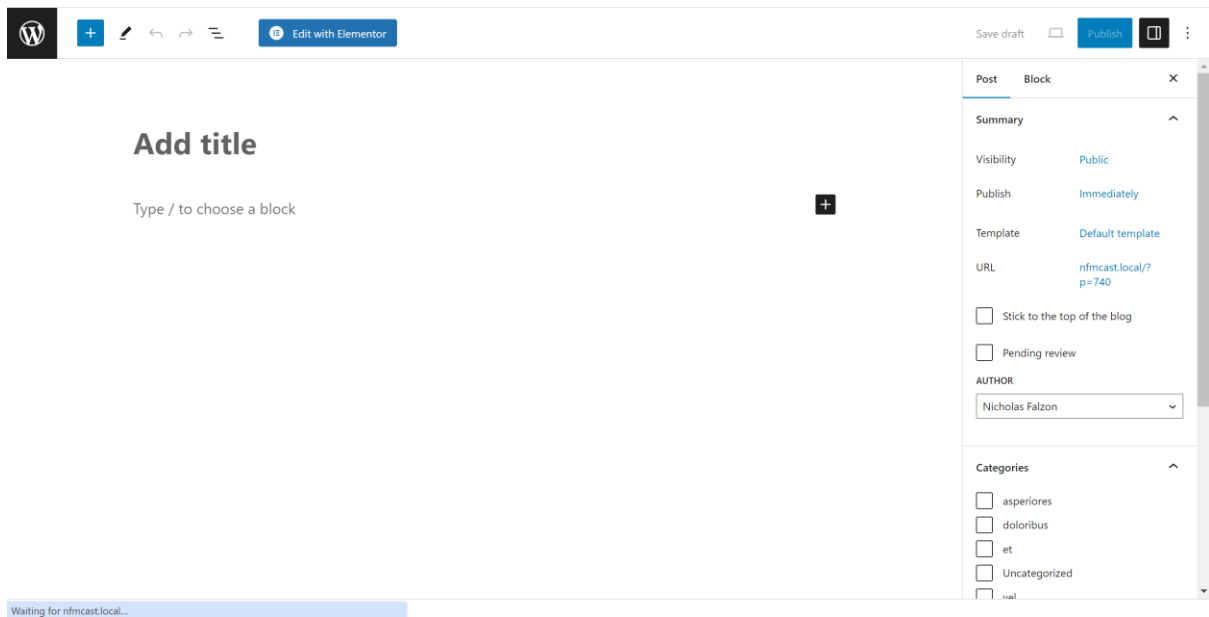The uploaded image should be automatically uploaded.

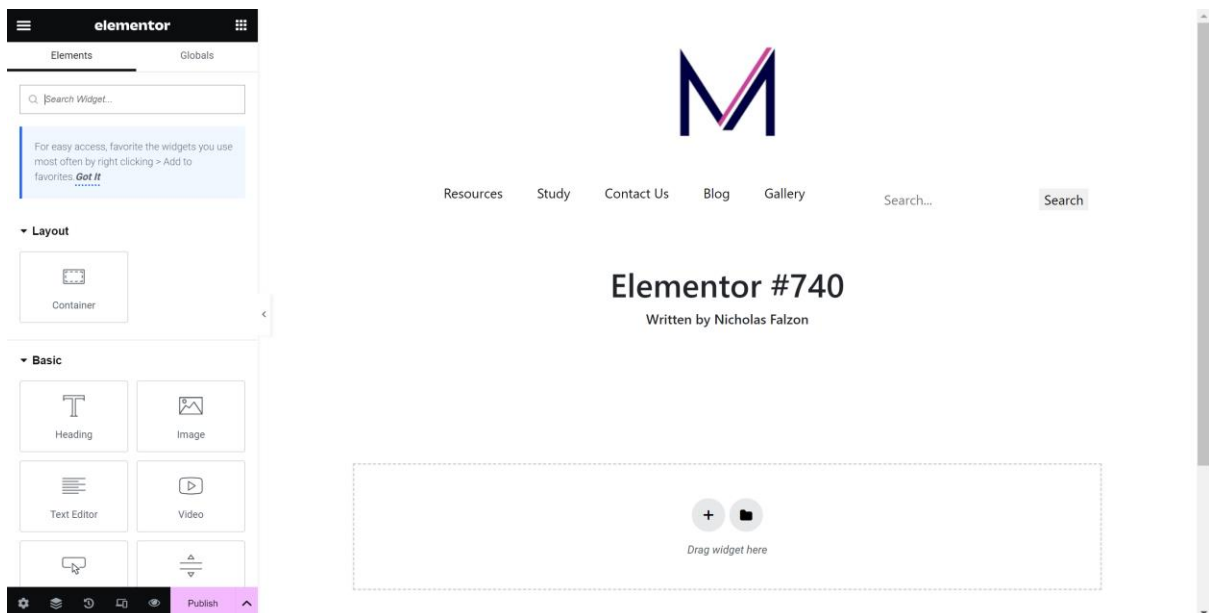# Creating a new Post

Go to the Admin Dashboard.

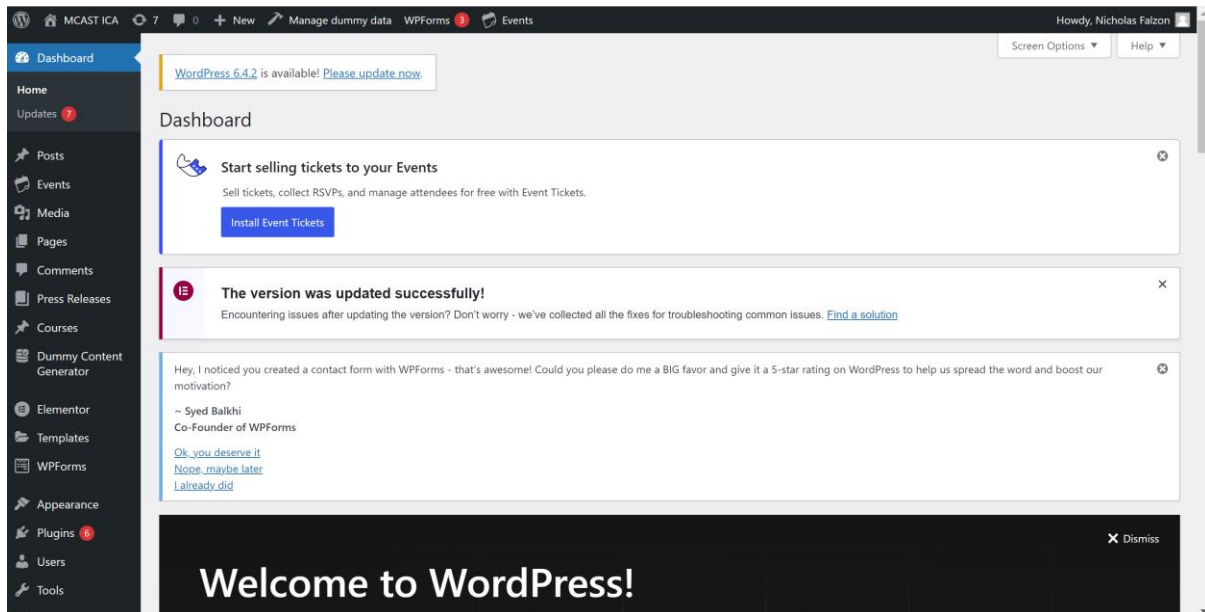Go to the Posts tab and press on Add New Post.

One can create a new post using the built-in WordPress post editor or the Elementor plugin (the blue button named *Edit with Elementor*). One can select a category by pressing one of the categories (on the bottom right of the screenshot). Lastly, one can choose a template which can be used in the post. When the post is ready to be uploaded, one can publish the post by pressing the *Publish* button.
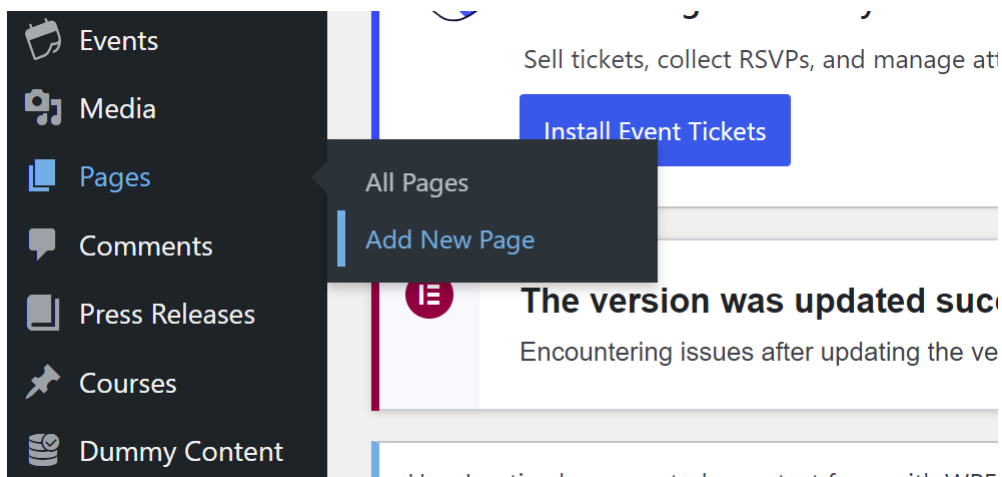

After clicking the button to edit with Elementor, one can insert different elements which can be used in the post. After editing, one can publish the post by pressing the pink button, *Publish*.
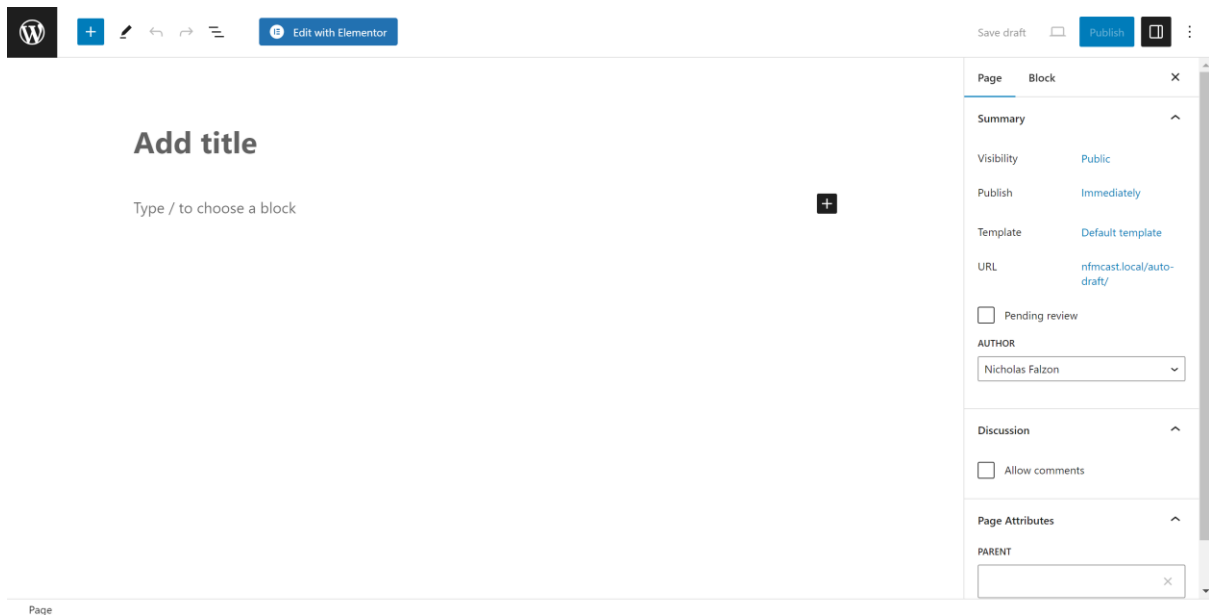
Creating a new Page

Go to the Admin Dashboard.
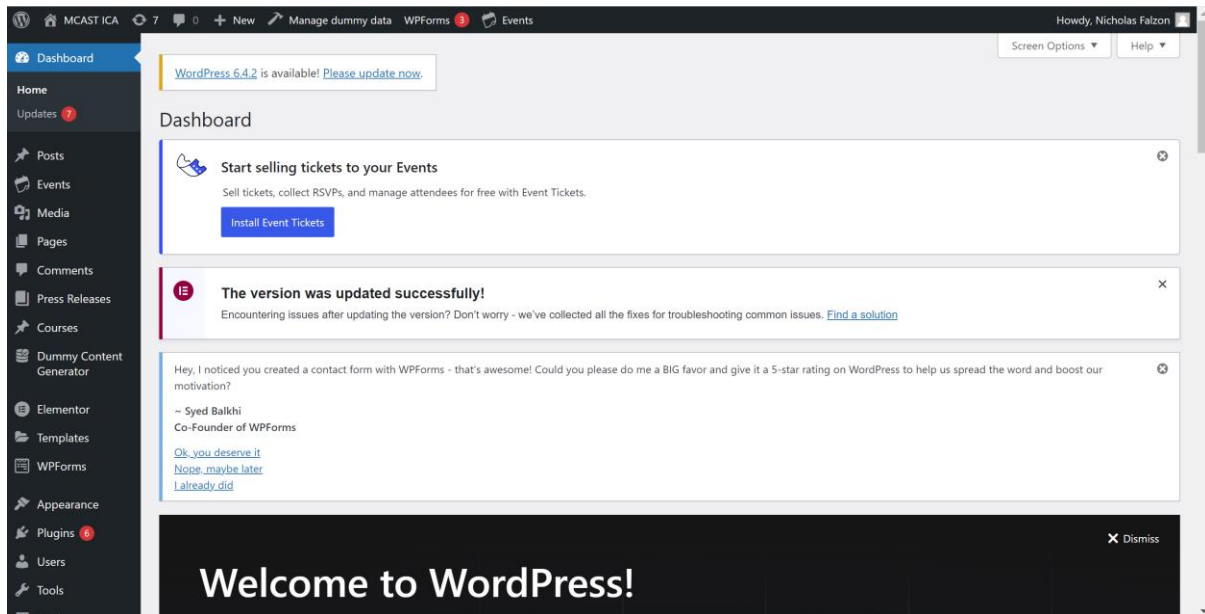

Hover on the Pages tab and click on *Add New Page*.

One can create a new page using the built-in WordPress post editor or the Elementor plugin (the blue button named *Edit with Elementor*). Lastly, one can choose a template which can be used on the page. When the page is ready to be uploaded, one can publish the page by pressing the *Publish* button.
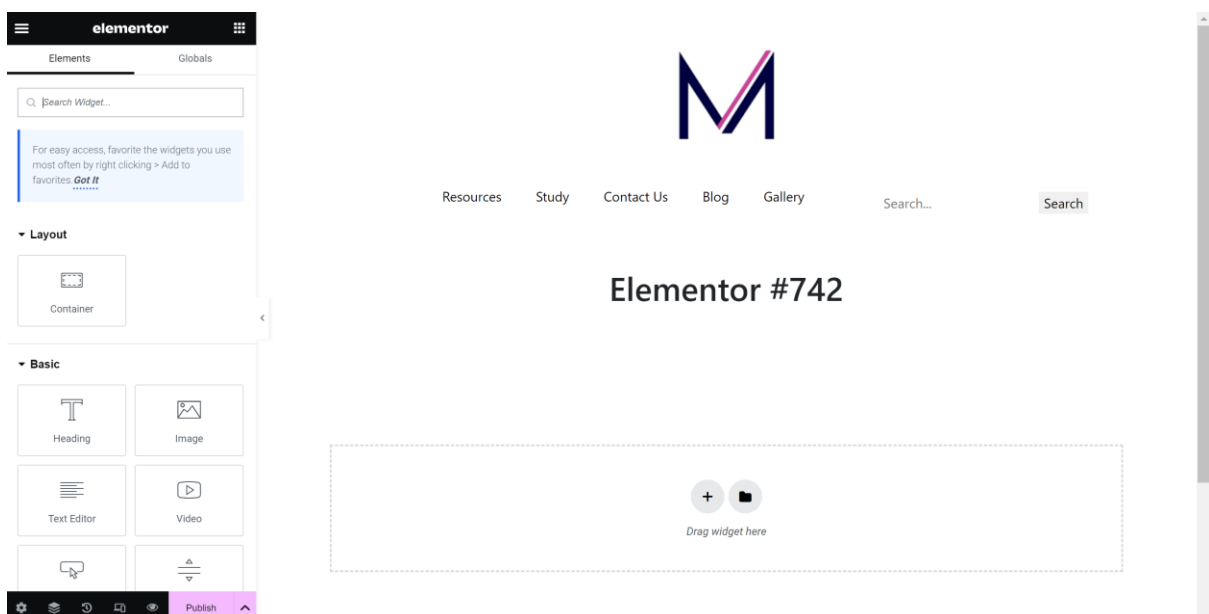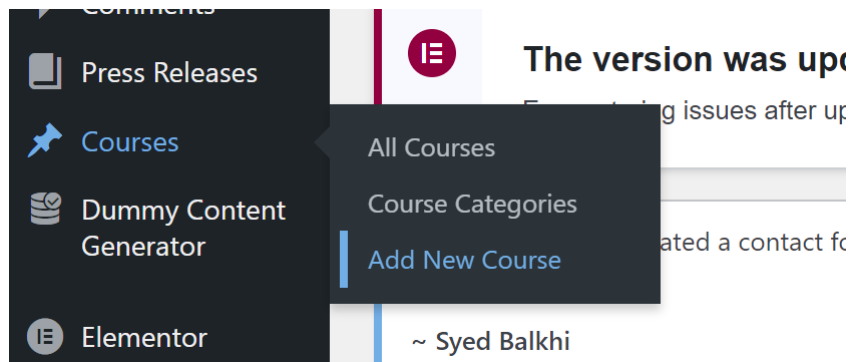

After clicking the button to edit with Elementor, one can insert different elements which can be used on the page. After editing, one can publish the page by pressing the pink button, *Publish*.

Adding a new Course

Go to the Admin Dashboard.

Hover on the Courses tab and click on *Add New Course*
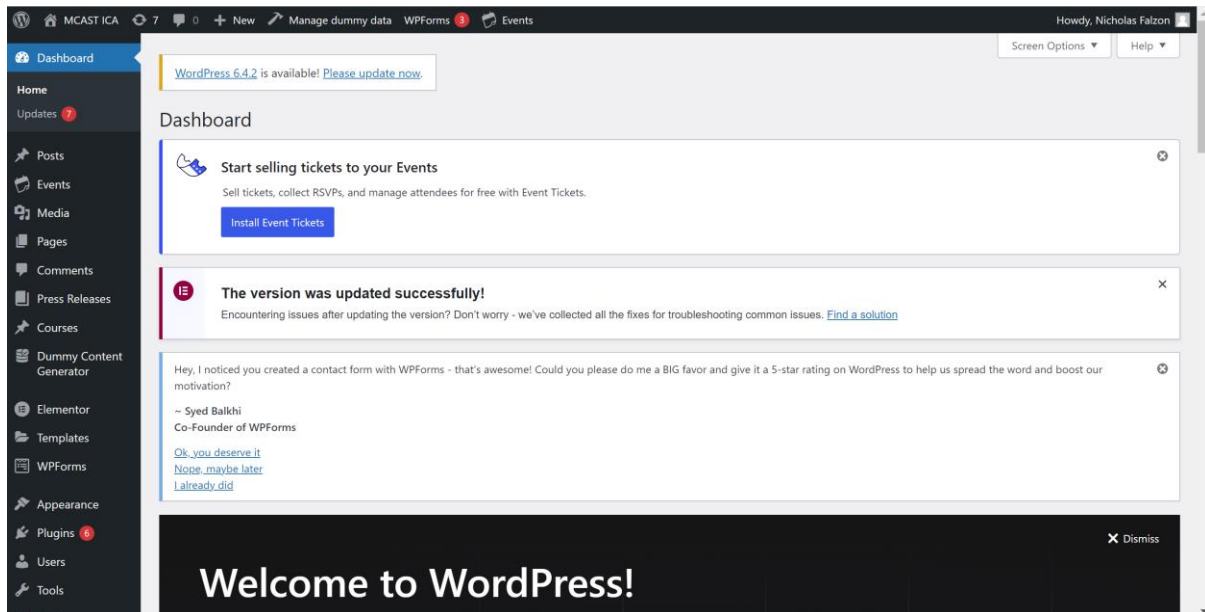
Fill in the form with the required data and once everything is filled in, click on *Add Course*.

If you wish to edit one of the fields you can do so by clicking on one of the fields. Once everything is up to standard, one can press on the *Update* button.

How to edit and add a Course Category.

Go to the Admin Dashboard.
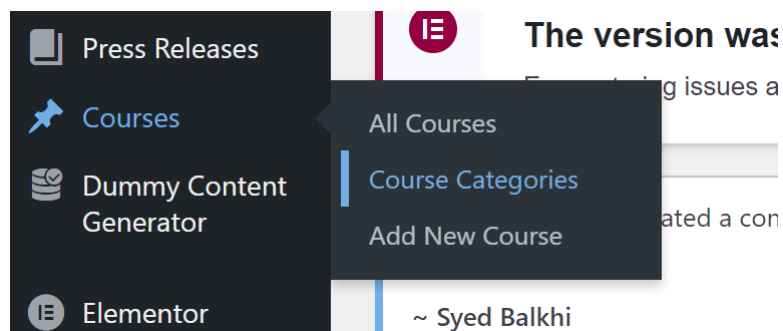
Hover on the Courses tab and click on *Course Categories*
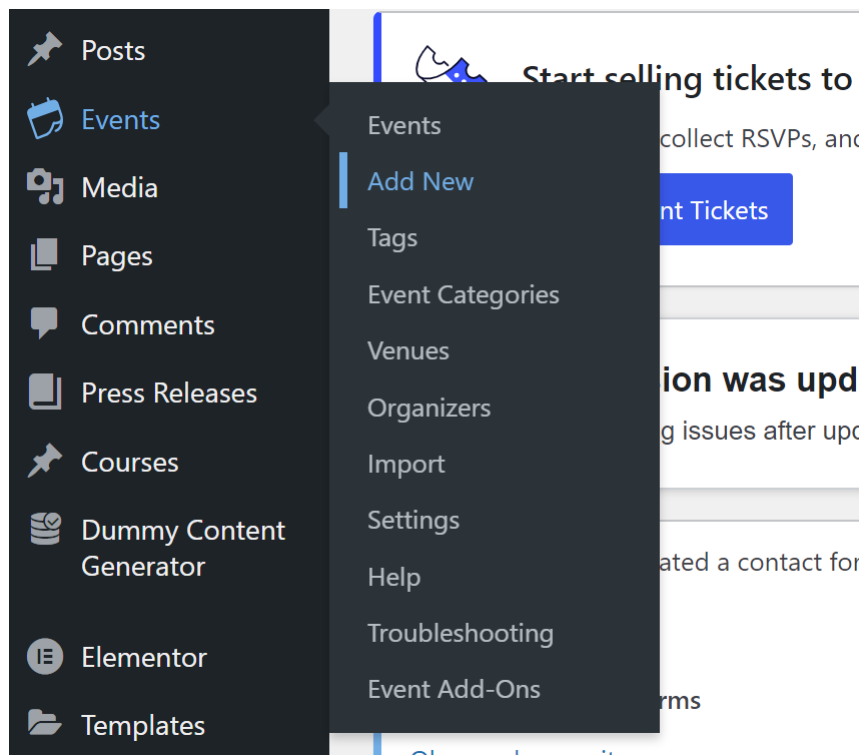
Add new Course Category

Name

The name is how it appears on your site.

Slug

The "slug" is the URL-friendly version of the name. It is usually all lowercase and contains only letters, numbers, and hyphens.

Description

The description is not prominent by default; however, some themes may show it.

Add new Course Category

Fill in the form to create a new course category.

Bulk actions ∨	Apply			5 items
☐ Name ⬍	Description ⬍		Slug ⬍	Count ⬍
☐ **Art** Edit | Quick Edit | Delete | View	—		art	3
☐ **Fashion**	—		fashion	2

Lastly, to edit a category, hover on the course category and click on the *Edit* button.

Theme User Manual

Name

Art

The name is how it appears on your site.

Slug

art

The "slug" is the URL-friendly version of the name. It is usually all lowercase and contains only letters, numbers, and hyphens.

Description

The description is not prominent by default; however, some themes may show it.

Update   Delete

Edit the form and press the *Update* button to update the category.

Calendar / Events
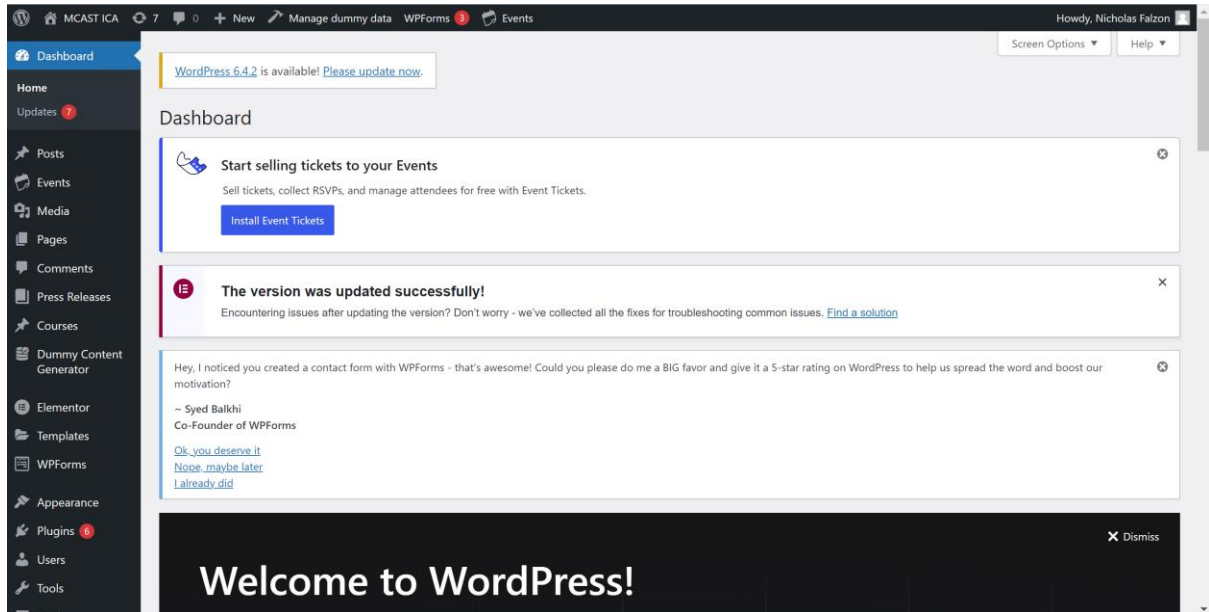
Go to the Admin Dashboard.

Hover on the Events tab and click on *Add New*

Fill in the details of the event

After filling in the title and the description, one can scroll down and edit many other options.

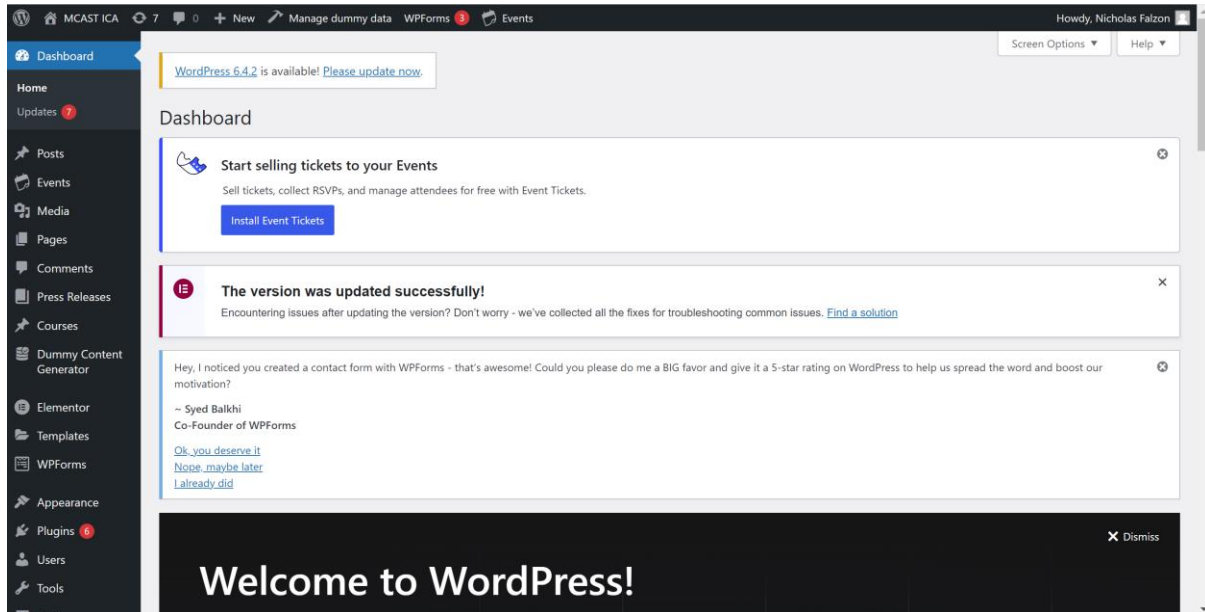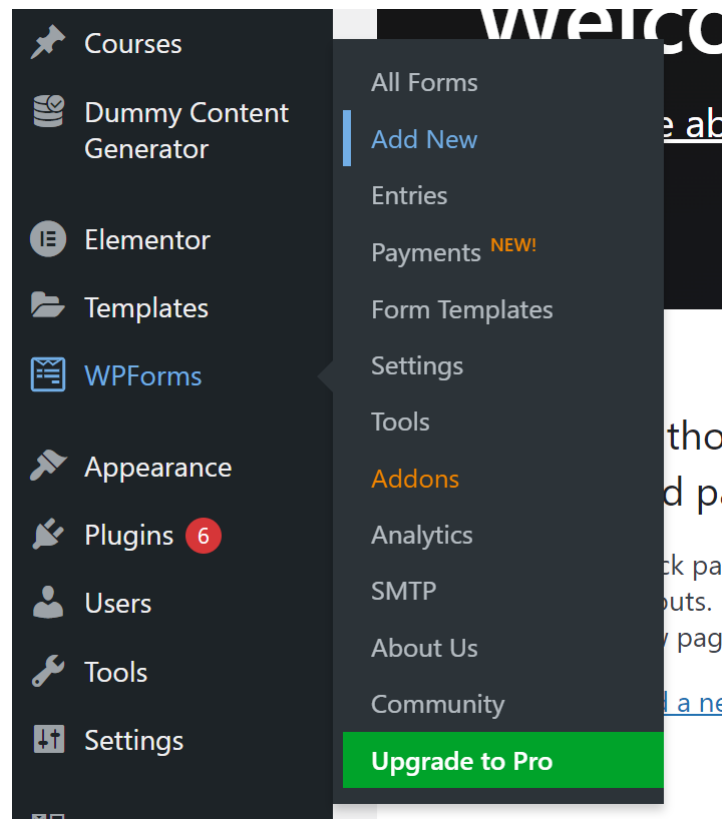One can also choose tags and event categories. Lastly, when everything is set up, one can simply press the Publish button to publish the event.

Contact Us Form

Go to the Admin Dashboard.

Hover on the WPForms tab and click on *Add New*

It is important to name all of your forms since you will need to know which form you will need to insert into your website.

You can drag which field you want into the form. Some fields are locked since they are premium assets.
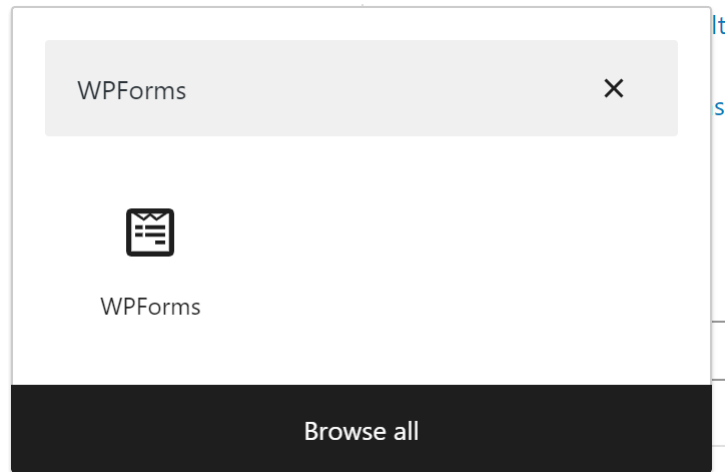
After pressing on a field, you can change the options by pressing the 2nd tab called *Field Options*. Once everything is set, it is important to save.
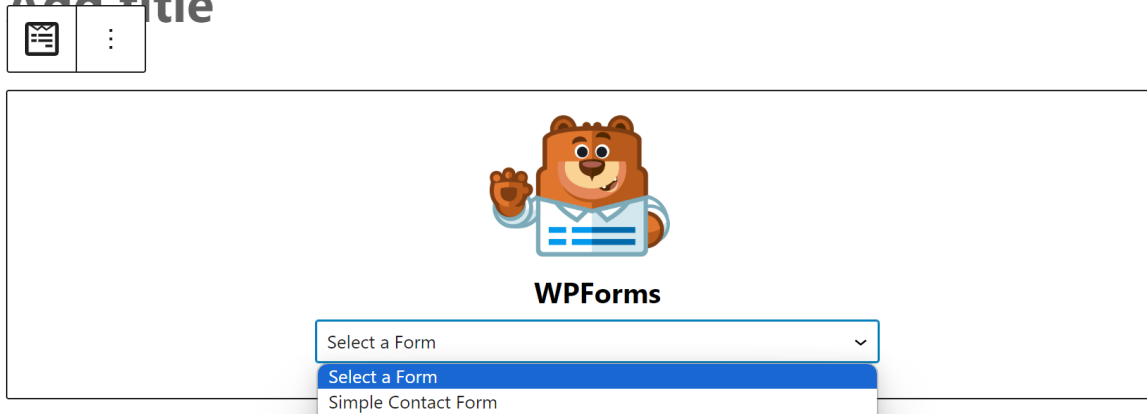

Open up the page which you'd like to have a form and press on the plus icon.

Type in the plugin, *WPForms,* and click on the plugin.

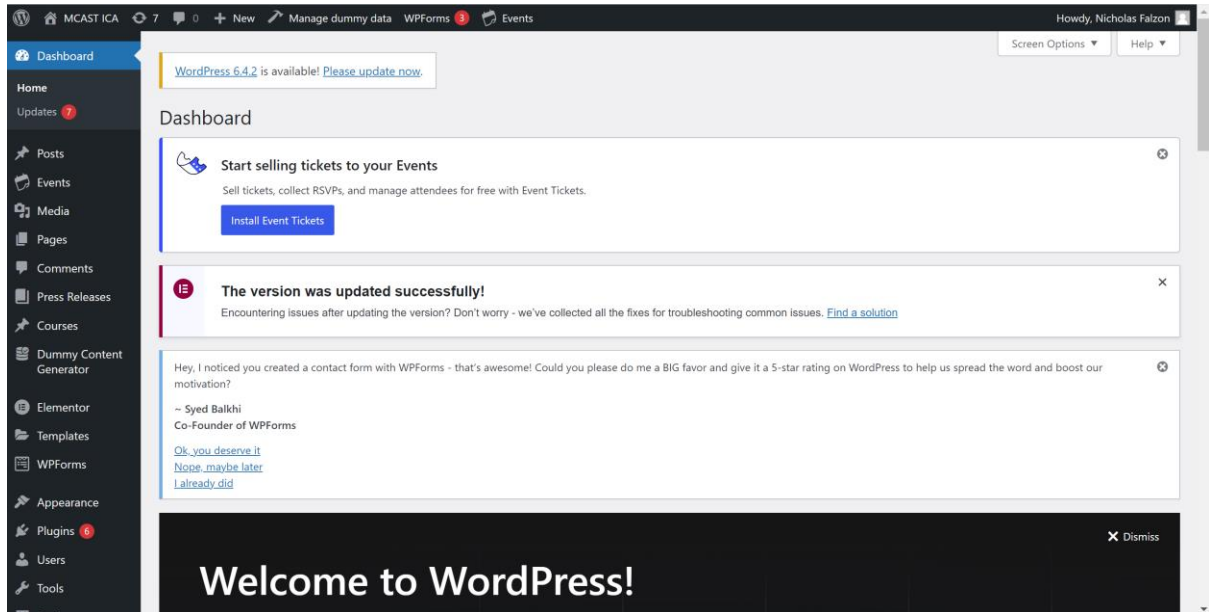## Add title

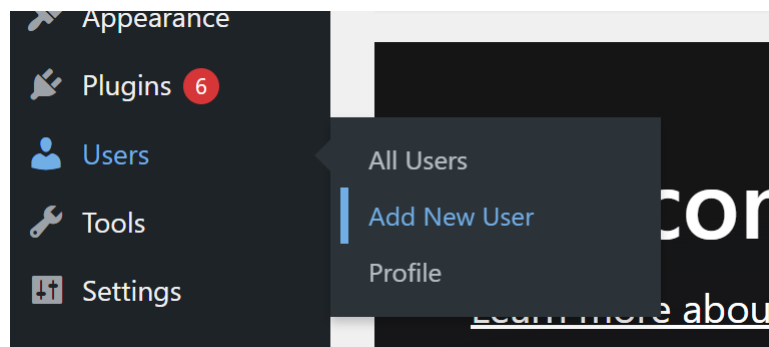

Lastly, click on the dropdown menu to select the form.

Adding a User

Go to the Admin Dashboard.
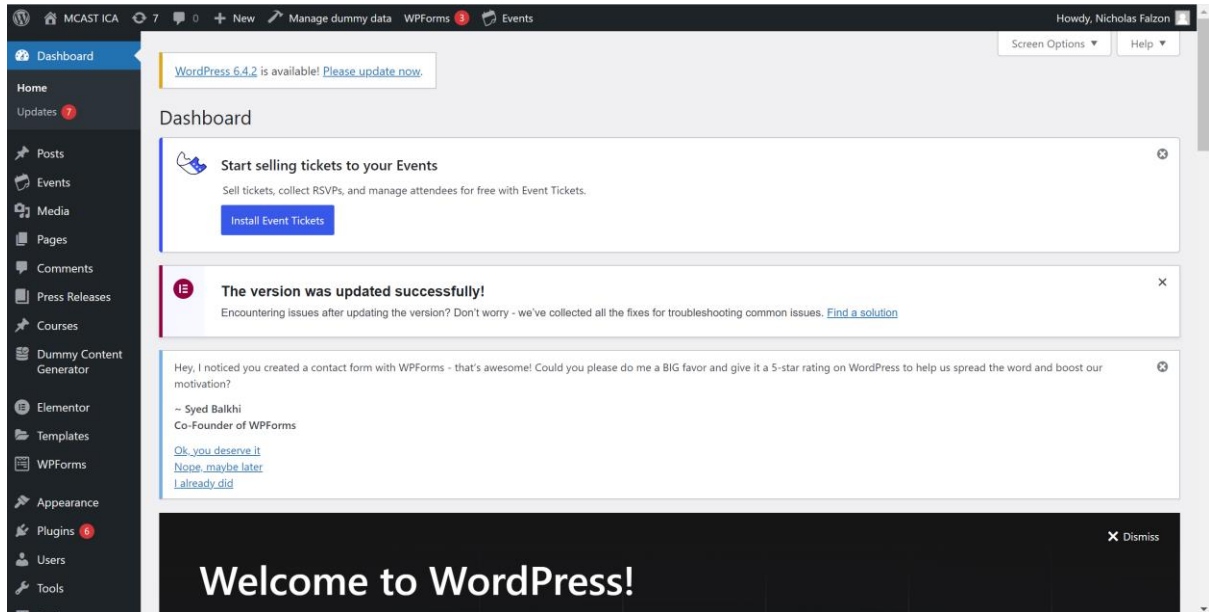

Hover on the Users tab and click on *Add New User*

Username (required)

Email (required)

First Name

Last Name

Website

Password

Generate password

••••••••••••••••••••••   👁 Show

Strong

Send User Notification   ☑ Send the new user an email about their account.

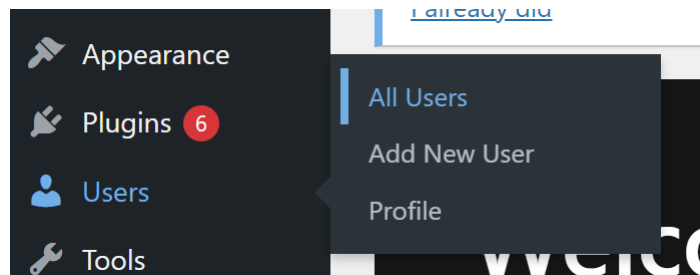**Role**   Subscriber ⌄

Add New User

Fill in this form to create a new user. Also, you can change the role of the new user by clicking on the drop-down menu of the Role. When everything is done, click on the button, *Add New User*.
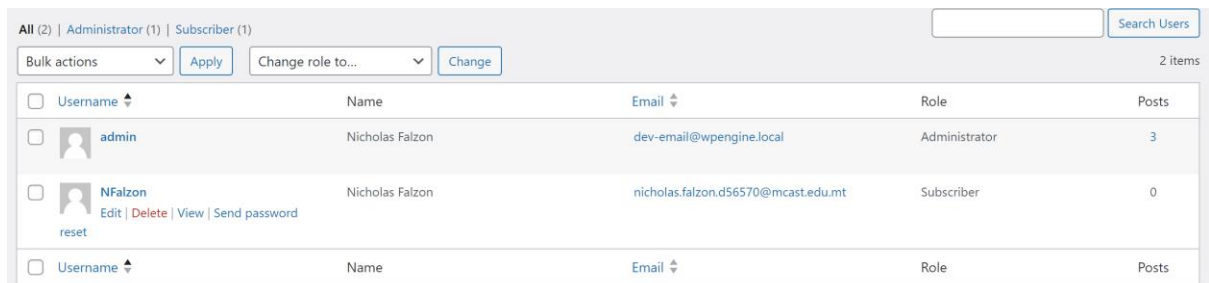
Editing a User

Go to the Admin Dashboard.

Hover on the Users tab and click on *All Users*

Hover on the user which you wanted to be edited and click on *Edit*.
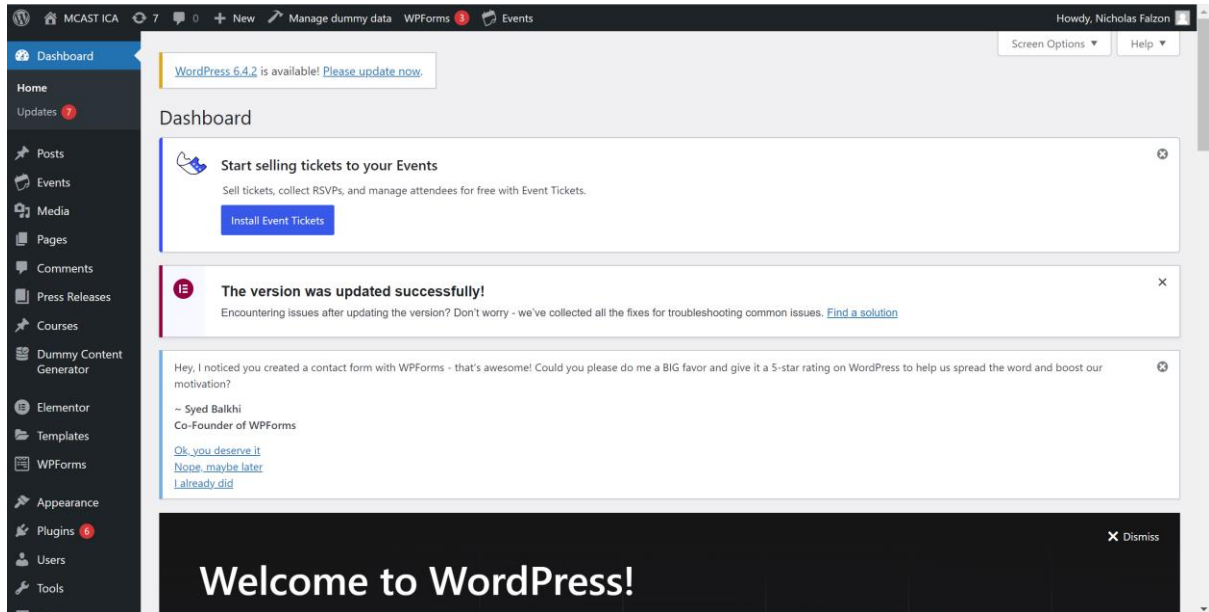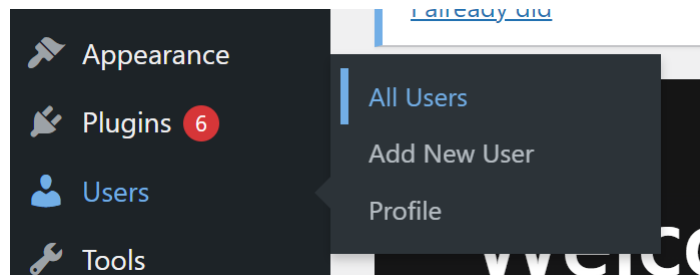
One can change all of the settings and details of the user (more settings can be found).
Once all the settings and fields are edited, one can update by pressing the button,
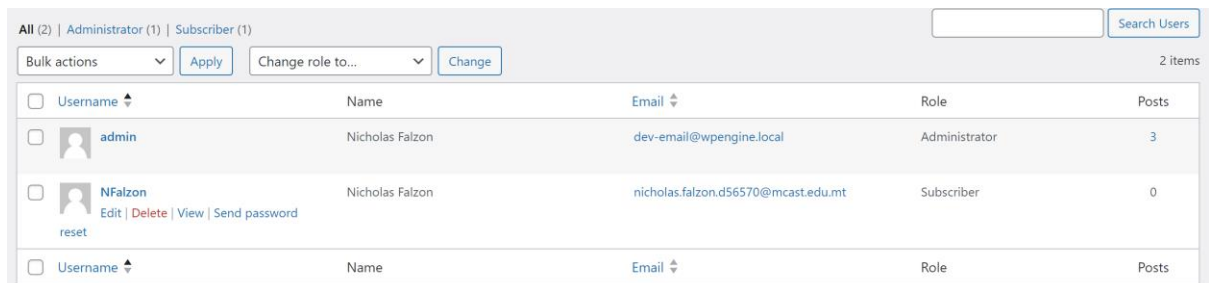*Update User*.

Deleting a User

Go to the Admin Dashboard.

Hover on the Users tab and click on *All Users*

Hover on the user which you wanted to be edited and click on *Delete*.

You have specified this user for deletion:

ID #2: NFalzon

Confirm Deletion

Click on the button called *Confirm Deletion*, to confirm the deletion of the User.