



THEME USER MANUAL

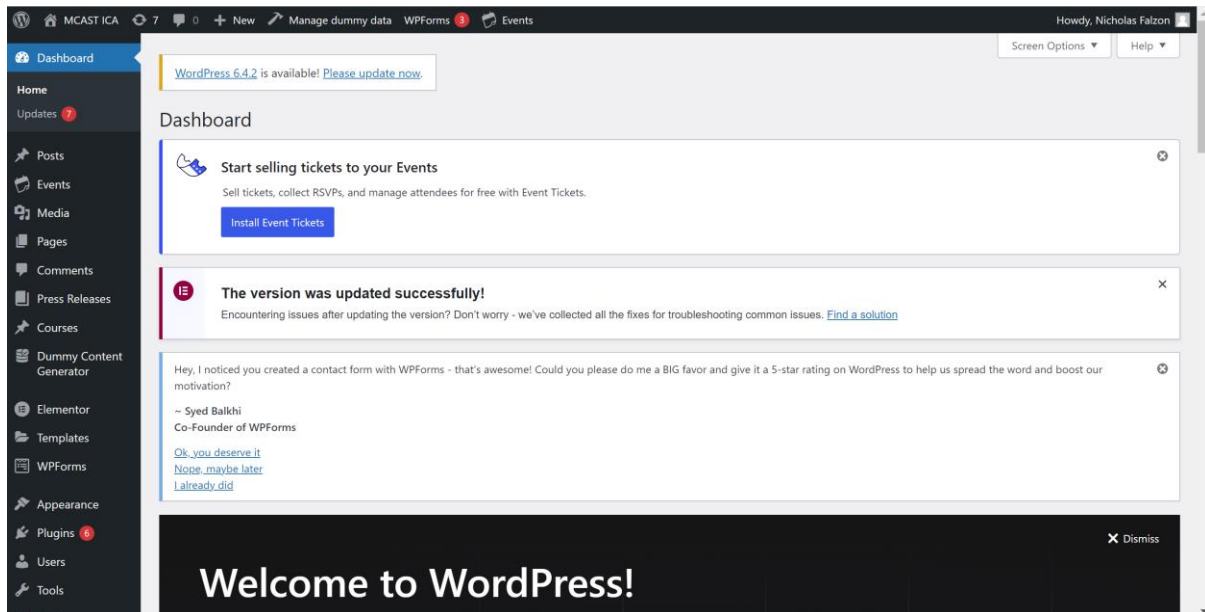
Created by Nicholas Falzon



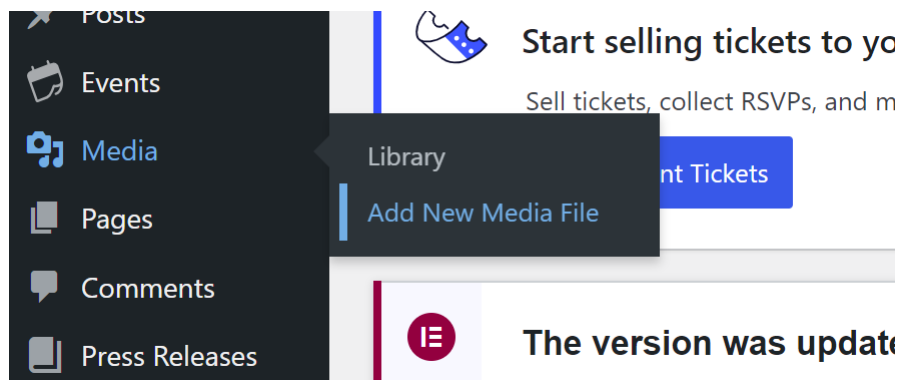
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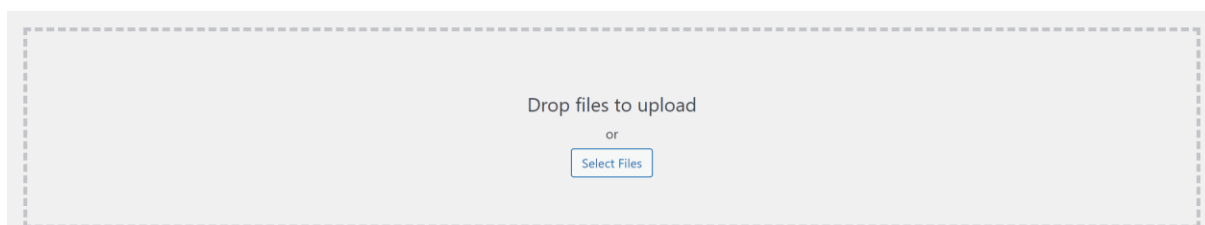
How to upload new media



Go to the Admin Dashboard.

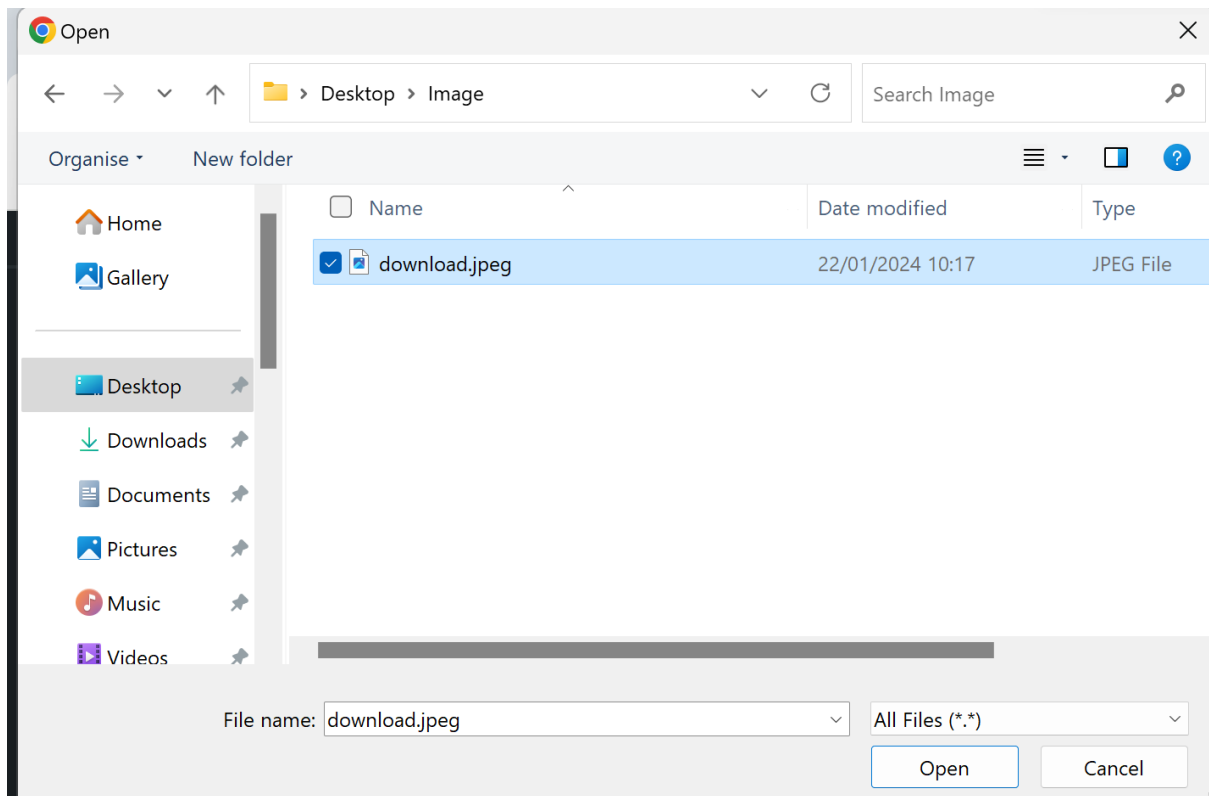


Hover on the Media tab and press on *Add New Media File*.

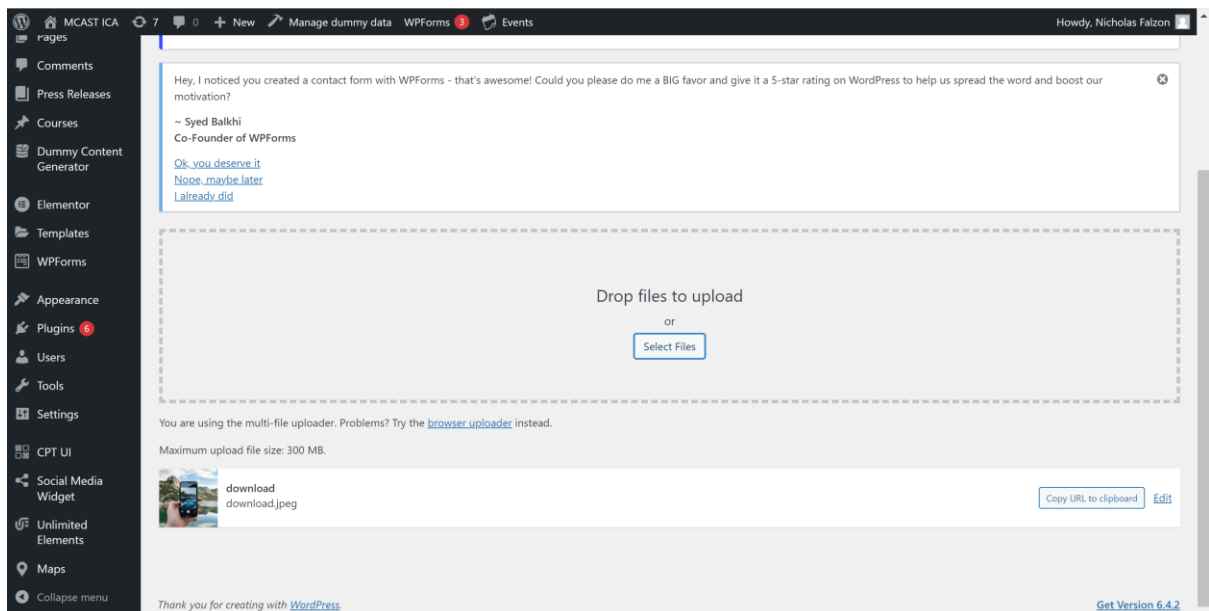


WordPress allows you to drop the image or to upload the image by pressing the button called *Select Files*.

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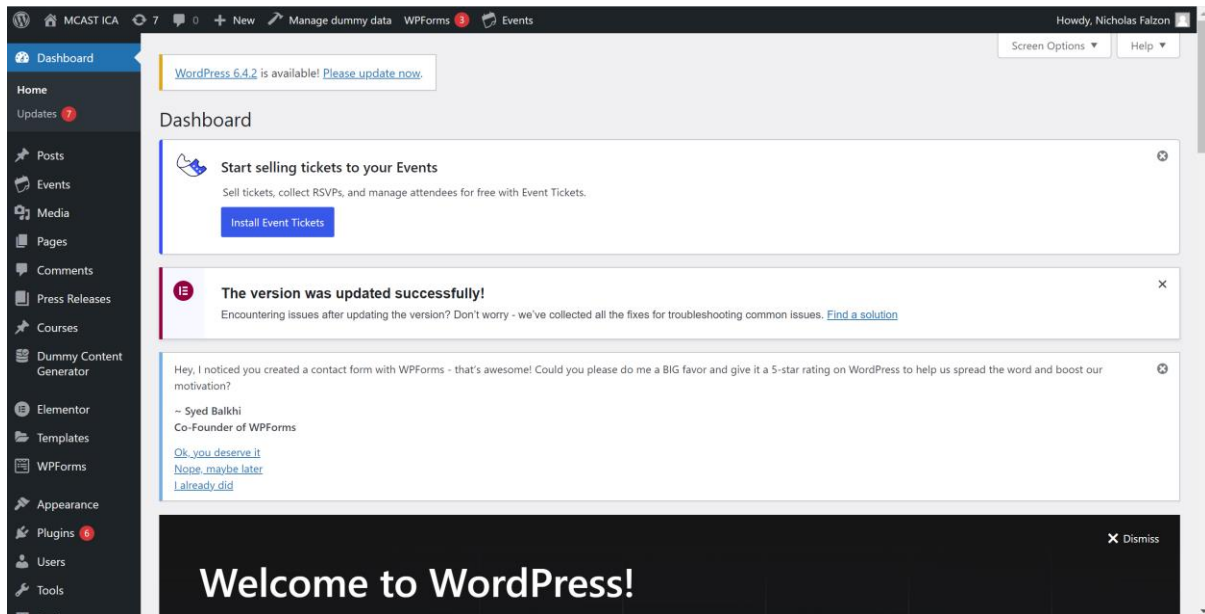


Find the image and press the *Open* button to upload the image.

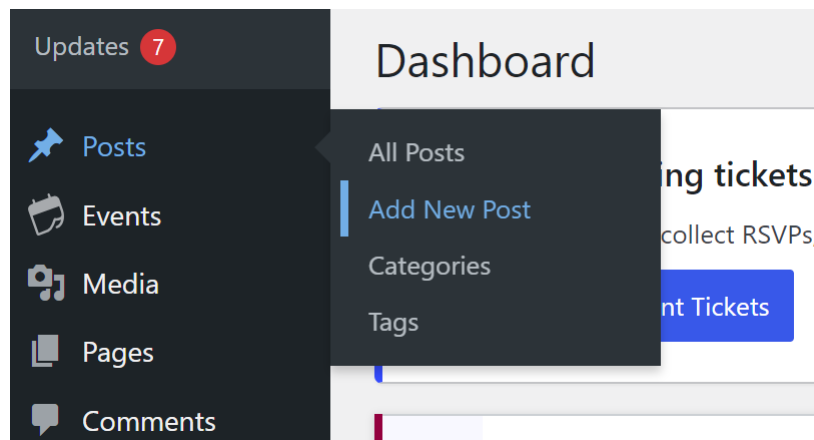


The uploaded image should be automatically uploaded.

Creating a new Post

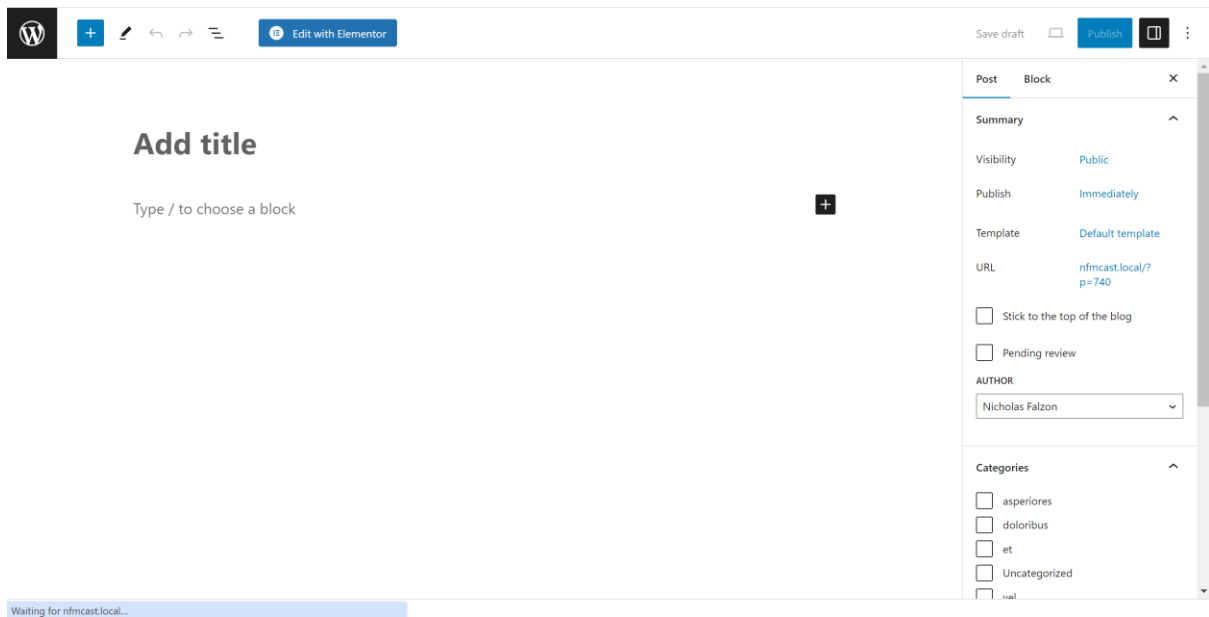


Go to the Admin Dashboard.

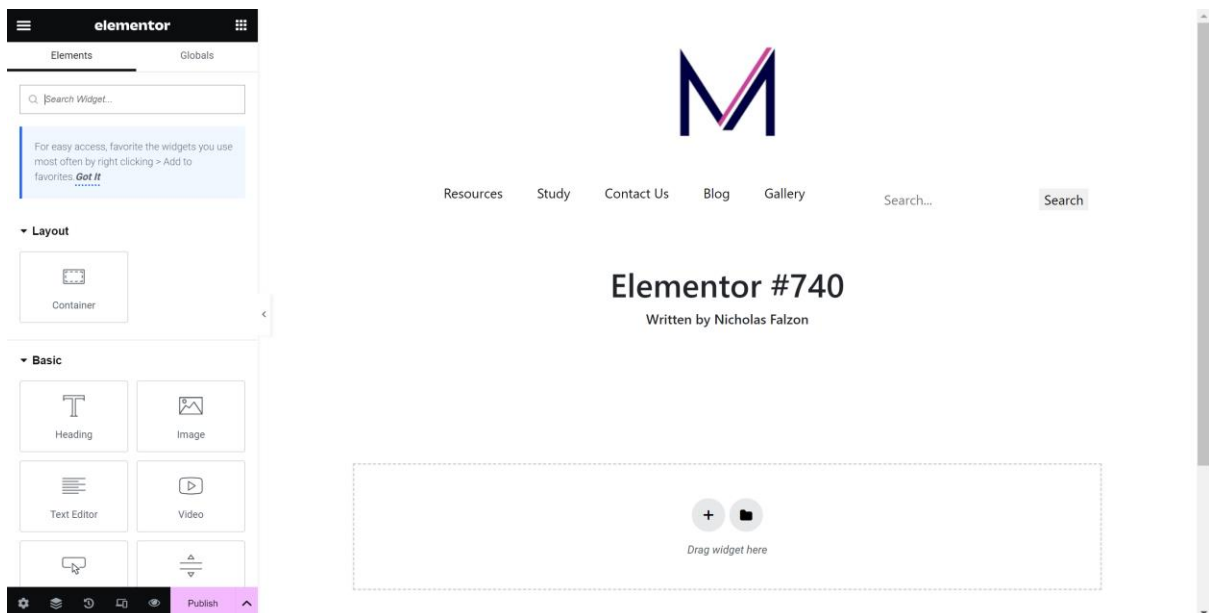


Go to the Posts tab and press on Add New Post.

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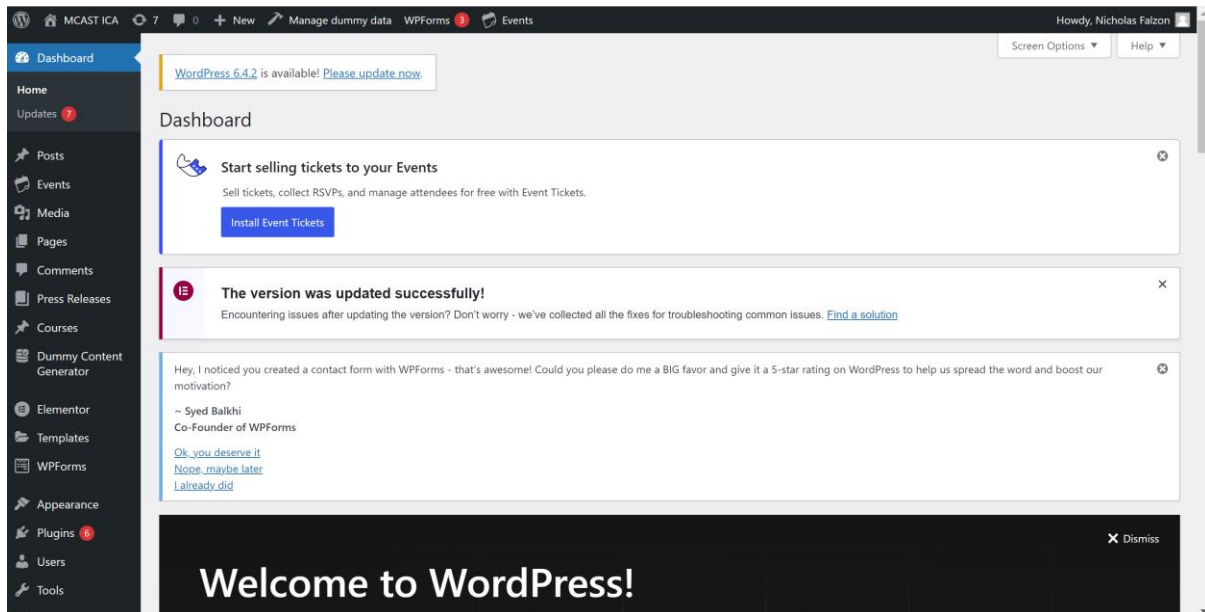


One can create a new post using the built-in WordPress post editor or the Elementor plugin (the blue button named *Edit with Elementor*). One can select a category by pressing one of the categories (on the bottom right of the screenshot). Lastly, one can choose a template which can be used in the post.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

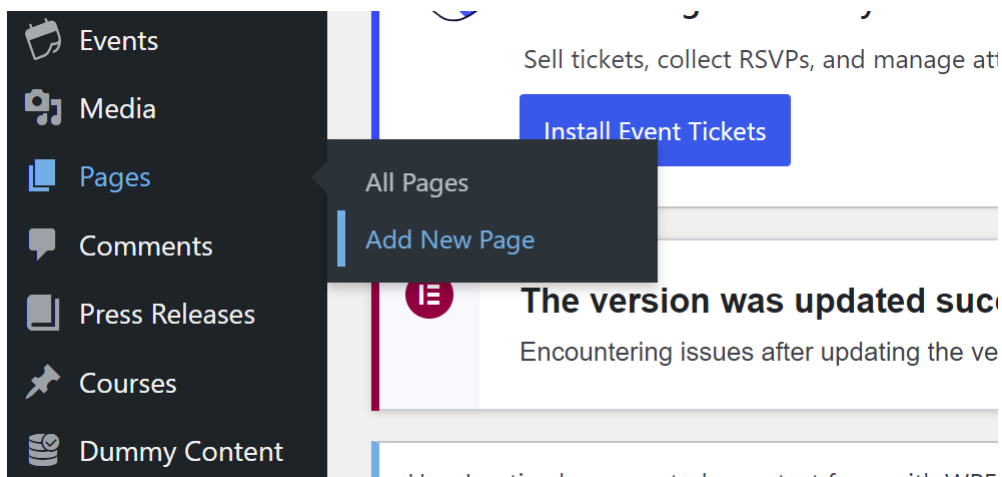


After clicking the button to edit with Elementor, one can insert different elements which can be used in the post. After editing, one can publish the post by pressing the pink button, *Publish*.

Creating a new Page

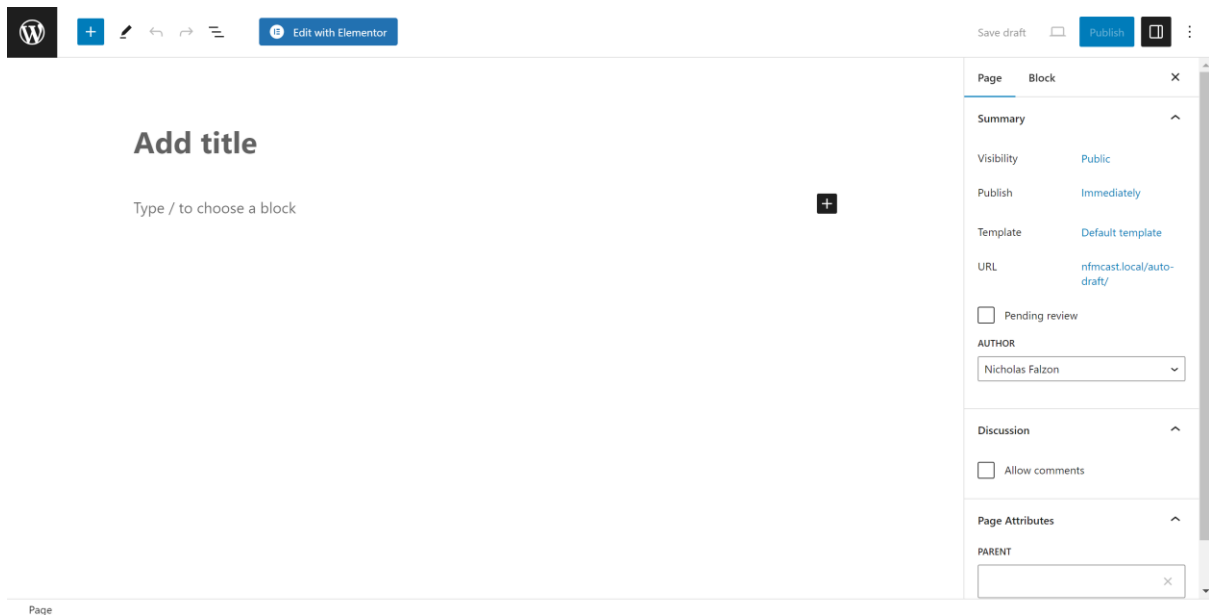


Go to the Admin Dashboard.

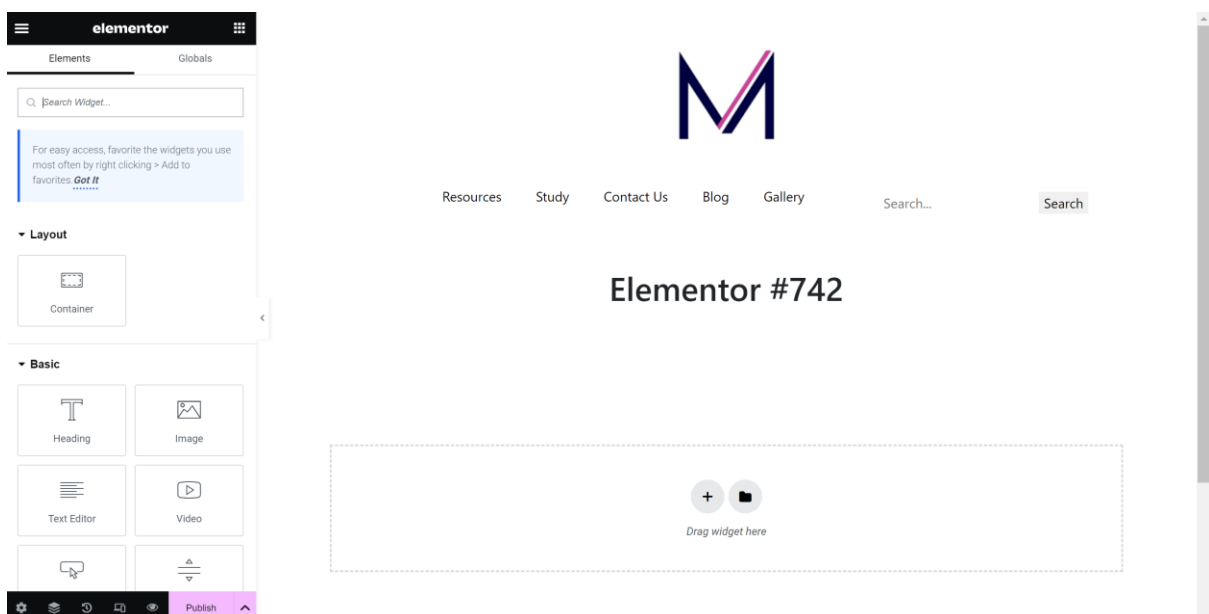


Hover on the Pages tab and click on *Add New Page*.

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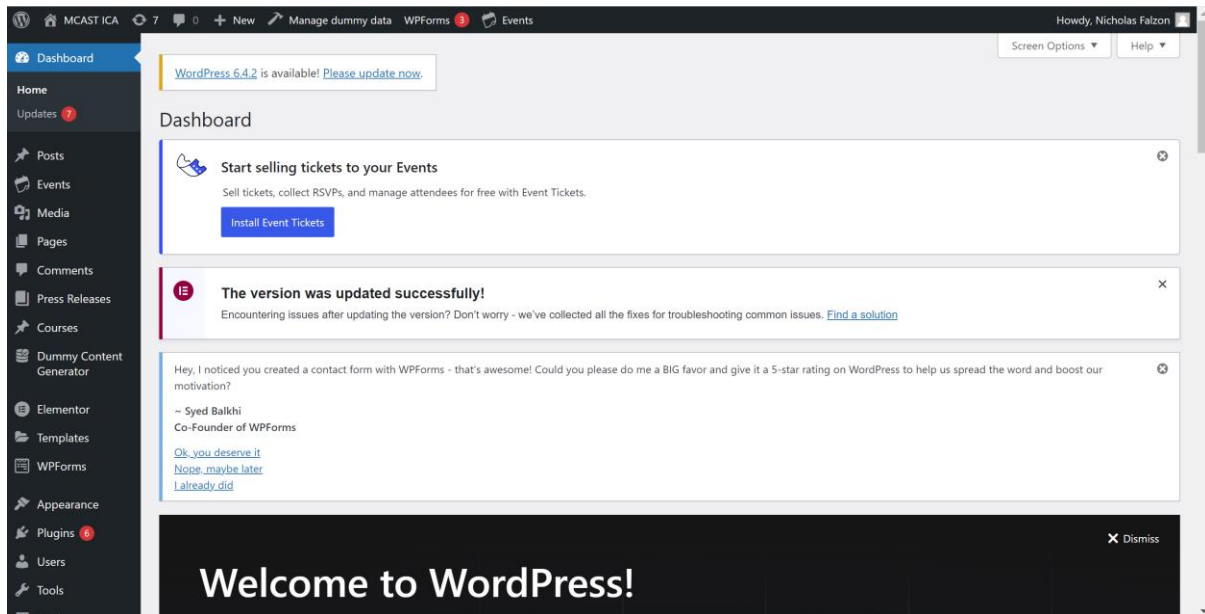


One can create a new page using the built-in WordPress post editor or the Elementor plugin (the blue button named *Edit with Elementor*). Lastly, one can choose a template which can be used on the page. When the page is ready to be uploaded, one can publish the page by pressing the *Publish* button.

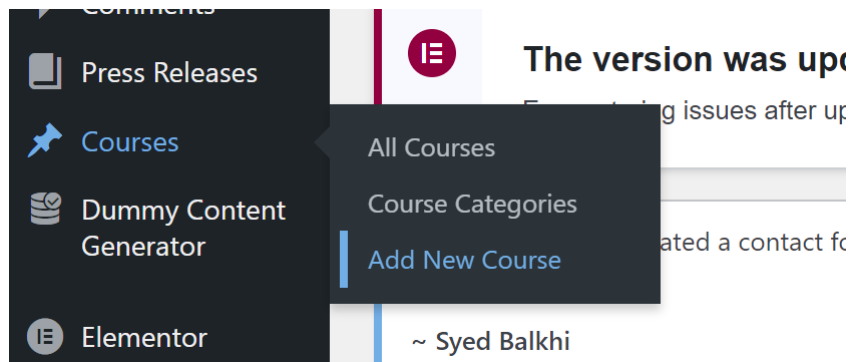


After clicking the button to edit with Elementor, one can insert different elements which can be used on the page. After editing, one can publish the page by pressing the pink button, *Publish*.

Adding a new Course



Go to the Admin Dashboard.



Hover on the Courses tab and click on *Add New Course*

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Course Title:

Course Code:

Duration:

Course Category:

Course Details:

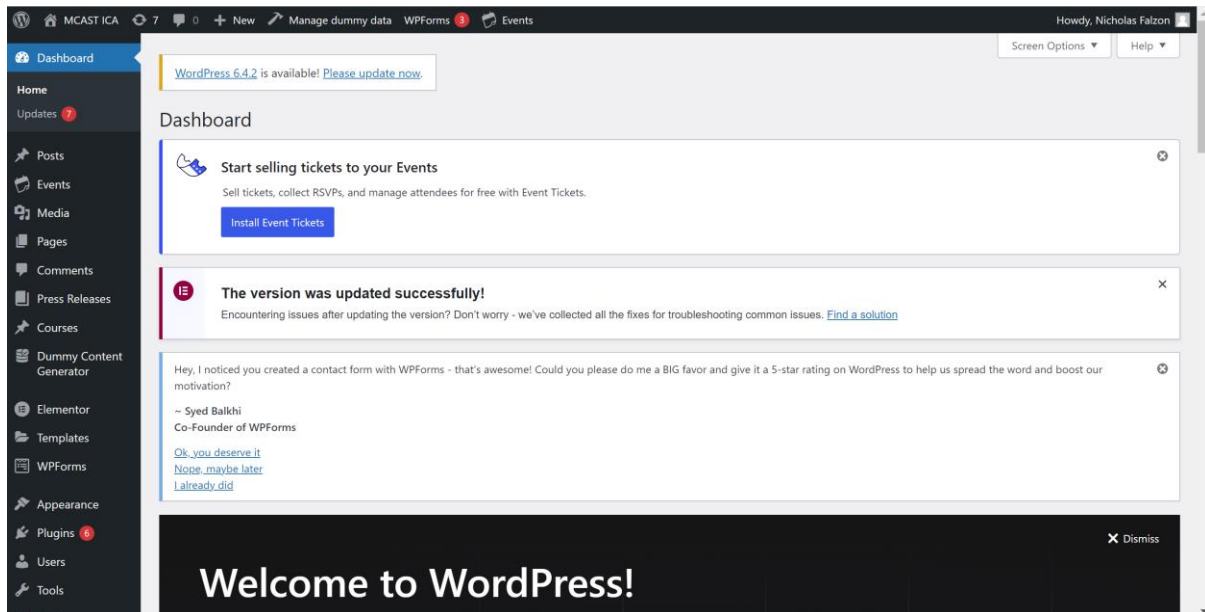
[Add Course](#)

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

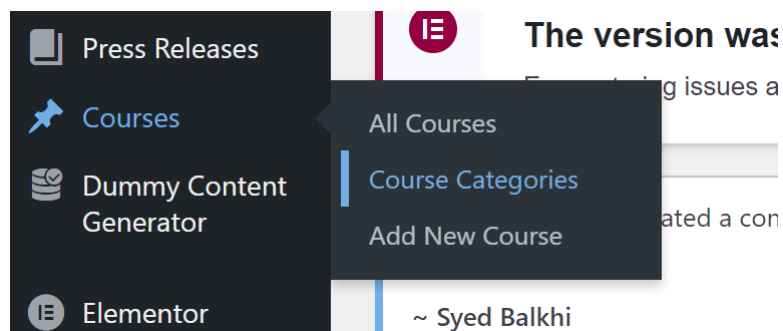
The screenshot shows the WordPress course editor for a course titled "Diploma in Media". The main content area displays the course details: Course Code: CA3-03-22, Course Duration: 1 Year Full-time, Course Category: Media, and Course Description: Test. The editor is in "Classic" mode. On the right side, there is a sidebar with a "Course" tab and a "Block" tab. The "Course" tab is active, showing a summary of the course: Visibility: Public, Publish: January 22, 2024 9:51 am UTC+0, Template: Default template, and URL: nfmcast.local/courses/diploma-in-media-2/. Below the summary, there are buttons for "Switch to draft" and "Move to trash". Under the "Course Categories" section, there is a list of categories: Art, Photography, Media, Graphic Design, and Fashion. The "Media" category is selected. At the bottom of the sidebar, there is a "Course" label.

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	
<input type="checkbox"/>	Name ▲▼	Description ▲▼	Slug ▲▼	Count ▲▼	
<input type="checkbox"/>	Art Edit Quick Edit Delete View	—	art	3	
<input type="checkbox"/>	Fashion	—	fashion	2	

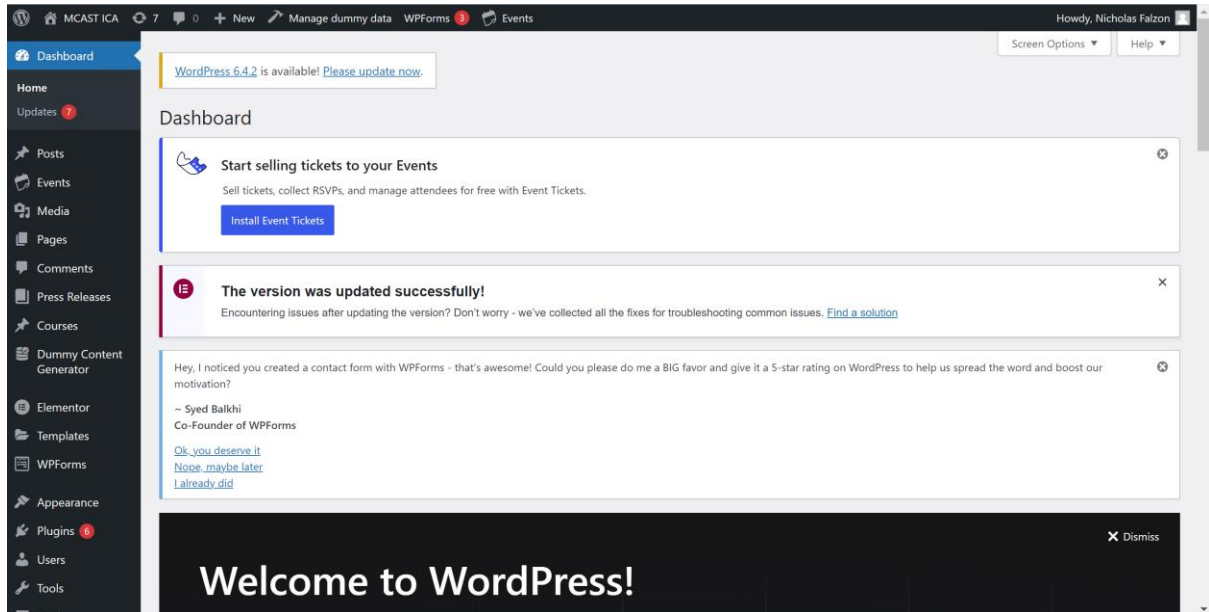
Lastly, to edit a category, hover on the course category and click on the *Edit* button.

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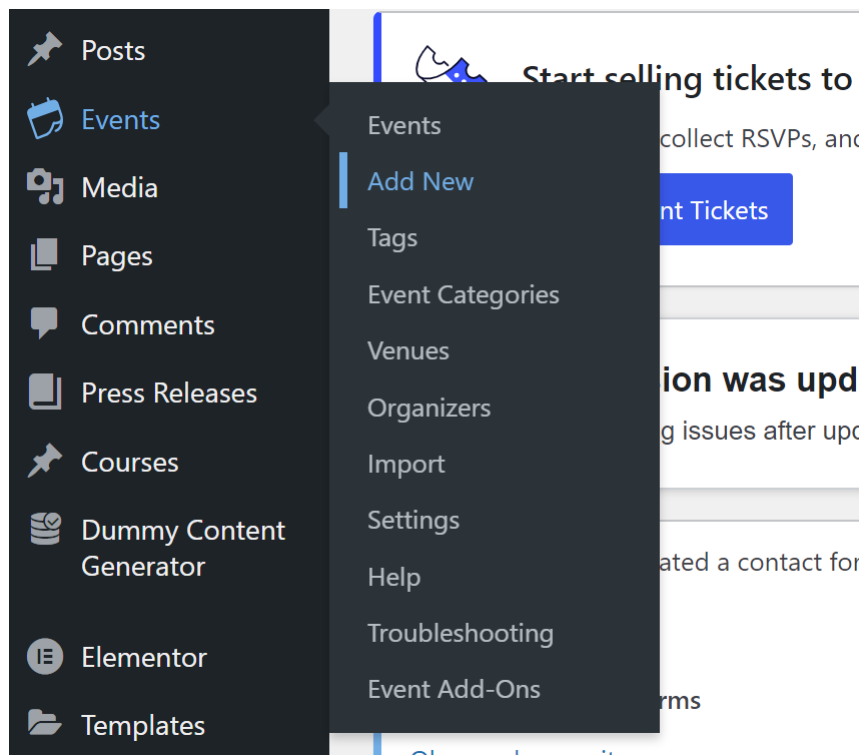
Name	<input type="text" value="Art"/>
	The name is how it appears on your site.
Slug	<input type="text" value="art"/>
	The "slug" is the URL-friendly version of the name. It is usually all lowercase and contains only letters, numbers, and hyphens.
Description	<div></div>
	The description is not prominent by default; however, some themes may show it.
<div><div>Update</div><div>Delete</div></div>	

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*

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The screenshot shows a web editor for creating an event. At the top is a text input field labeled "Add title". Below it are two buttons: "Add Media" (with a plus icon) and "Add Form" (with a document icon). To the right of these buttons are two tabs: "Visual" and "Text". Below the buttons is a rich text editor toolbar with a dropdown menu set to "Paragraph", and icons for bold (B), italic (I), bulleted list, numbered list, quote, indent left, indent right, link, unlink, and table. The main area is a large, empty text box for the event description. At the bottom left of the editor, it says "Word count: 0".

Fill in the details of the event

The screenshot shows a form titled "The Events Calendar" with a collapse/expand icon in the top right corner. The form is divided into several sections:


- TIME & DATE**: Includes a "Start/End:" section with date and time pickers (1/22/2024, 8:00am to 1/22/2024, 5:00pm) and a "Time Zone: UTC+0" dropdown. There is an "All Day Event" checkbox and a note: "This event is from 8:00am to 5:00pm on January 22, 2024."
- LOCATION**: Includes a "Venue:" dropdown menu with the option "Create or Find a Venue". There are checkboxes for "Show map" and "Show map link", both of which are checked.
- ORGANIZERS**: Includes an "Organizer:" section with input fields for "Organizer Name:", "Phone:", "Website:", and "Email:". A note states: "The e-mail address will be obfuscated on this site to avoid it getting harvested by spammers." There is an "Add another organizer" button.
- EVENT WEBSITE**: Includes a "URL:" input field with the placeholder text "example.com".
- EVENT COST**: Includes a "Currency Symbol:" dropdown menu with "Before cost" selected. There are input fields for "ISO Currency Code:" and "Cost:". A note at the bottom says: "Enter a 0 for events that are free or leave blank to hide the field."


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

Publish


Save Draft

Preview

 Status: **Draft** [Edit](#)



 Visibility: **Public** [Edit](#)



 Publish **immediately** [Edit](#)

Publish

Tags

Add

Separate tags with commas

[Choose from the most used tags](#)

Event Categories

All Event Categories

Most Used

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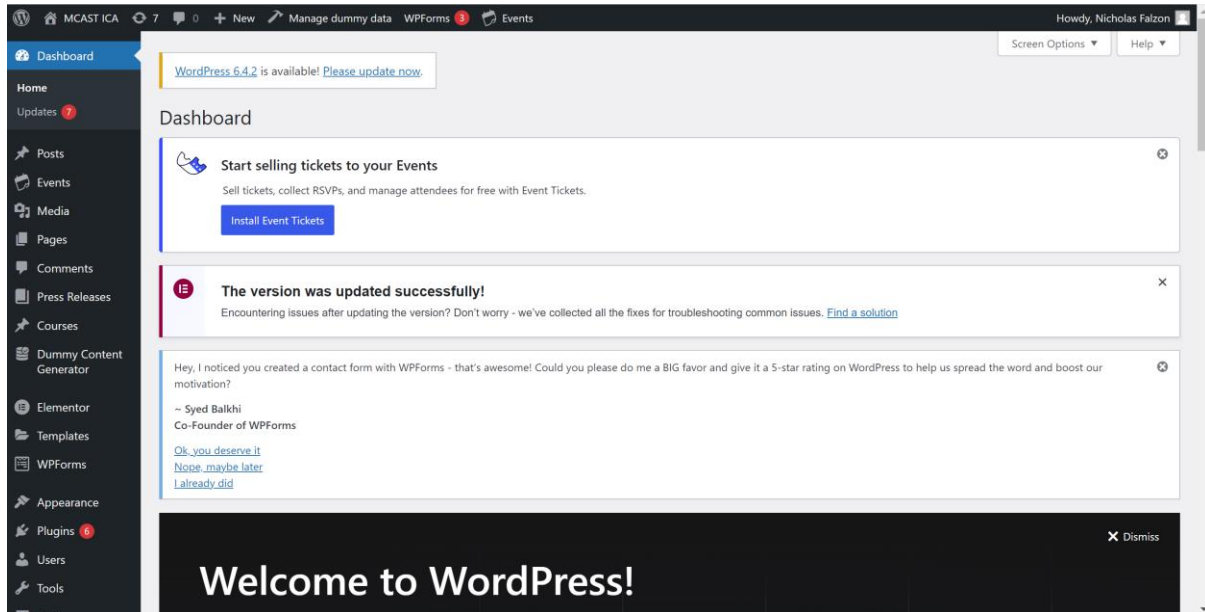
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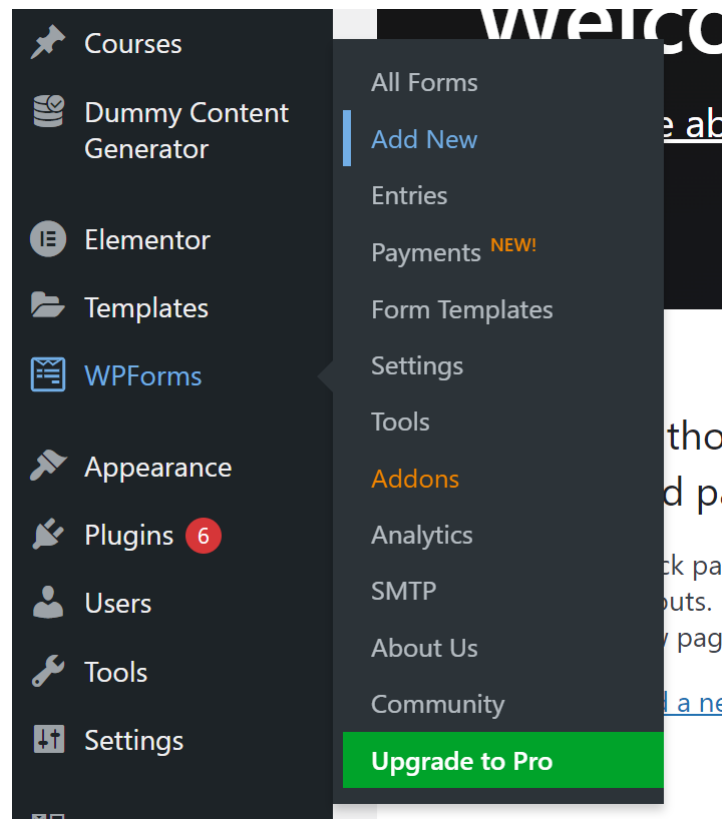
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One can also choose tags and event categories. Lastly, when everything is set up, one can simply press the Publish button to publish the event.

Contact Us Form



Go to the Admin Dashboard.



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

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The screenshot shows the 'Name Your Form' section with a text input field labeled 'Enter your form name here...'. Below this is the 'Select a Template' section. It includes a search bar labeled 'Search Templates' and a list of templates on the left: 'All Templates' (1378), 'Available Templates' (65), and 'New Templates' (307). The main area displays three template cards: 'Blank Form' (described as a drag & drop builder), 'Simple Contact Form' (for collecting names, emails, and messages), and 'Newsletter Signup Form' (for collecting email addresses for a newsletter). A sidebar on the left contains navigation icons for Setup, Fields, Settings, Marketing, and Payments.

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.

The screenshot shows the 'Simple Contact Form' editor. On the left is a sidebar with 'Add Fields' and 'Field Options' tabs. Under 'Add Fields', there are two sections: 'Standard Fields' (including Single Line Text, Paragraph Text, Dropdown, Multiple Choice, Checkboxes, Numbers, Name, Email, Number Slider, and CAPTCHA) and 'Fancy Fields' (including Phone, Address, Date / Time, Website / URL, File Upload, and Password). The main area displays the 'Simple Contact Form' layout with fields for 'Name' (First and Last), 'Email', and 'Comment or Message', along with a 'Submit' button. The same sidebar navigation icons from the previous screenshot are visible on the far left.

You can drag which field you want into the form. Some fields are locked since they are premium assets.

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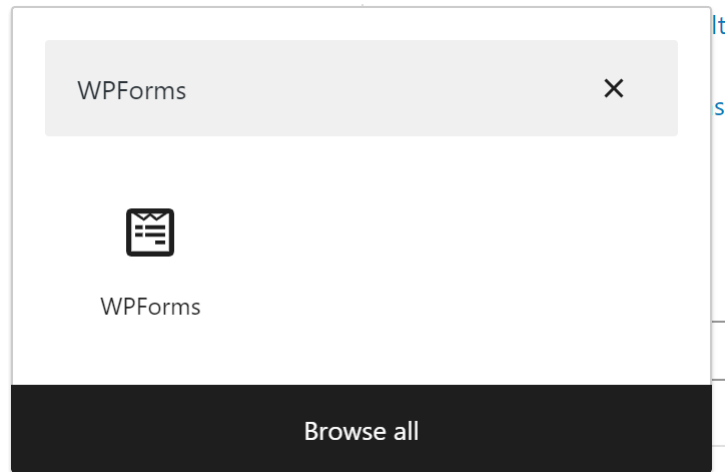
The screenshot shows the 'Now editing Simple Contact Form' interface. On the left is a dark sidebar with icons for Setup, Fields, Settings, Marketing, and Payments. The main area has a top bar with 'Help', 'Preview', 'Embed', and 'Save' buttons. Below this is a 'Field Options' panel with tabs for 'General', 'Advanced', and 'Smart Logic'. The 'General' tab is active, showing settings for a 'Name' field (ID #0). The settings include a 'Label' (Name), a 'Format' dropdown set to 'First Last', and a 'Description' text area. A 'Required' toggle is turned on. The main form preview on the right shows the 'Name' field with 'First' and 'Last' input boxes, an 'Email' field, a 'Comment or Message' text area, and a 'Single Line Text' field. A 'Submit' button is at the bottom.

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.

The screenshot shows the WordPress page editor interface. The top bar includes the WordPress logo, a plus icon, undo/redo buttons, and an 'Edit with Elementor' button. The main area displays 'Add title' and a prompt 'Type / to choose a block' with a plus icon. The right sidebar contains a 'Page' tab and a 'Block' tab. The 'Page' tab is active, showing a 'Summary' section with fields for 'Visibility' (Public), 'Publish' (Immediately), 'Template' (Default template), and 'URL' (nfmcast.local/auto-draft/). There is a 'Pending review' checkbox. Below this is the 'AUTHOR' dropdown set to 'Nicholas Falzon'. The 'Discussion' section has an 'Allow comments' checkbox. The 'Page Attributes' section has a 'PARENT' dropdown. At the bottom, there is a 'Page' label.

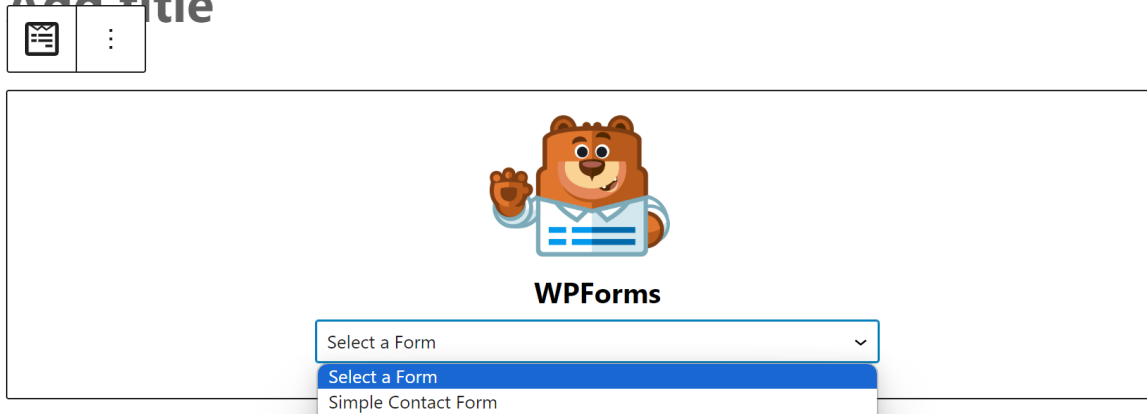
Open up the page which you'd like to have a form and press on the plus icon.

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

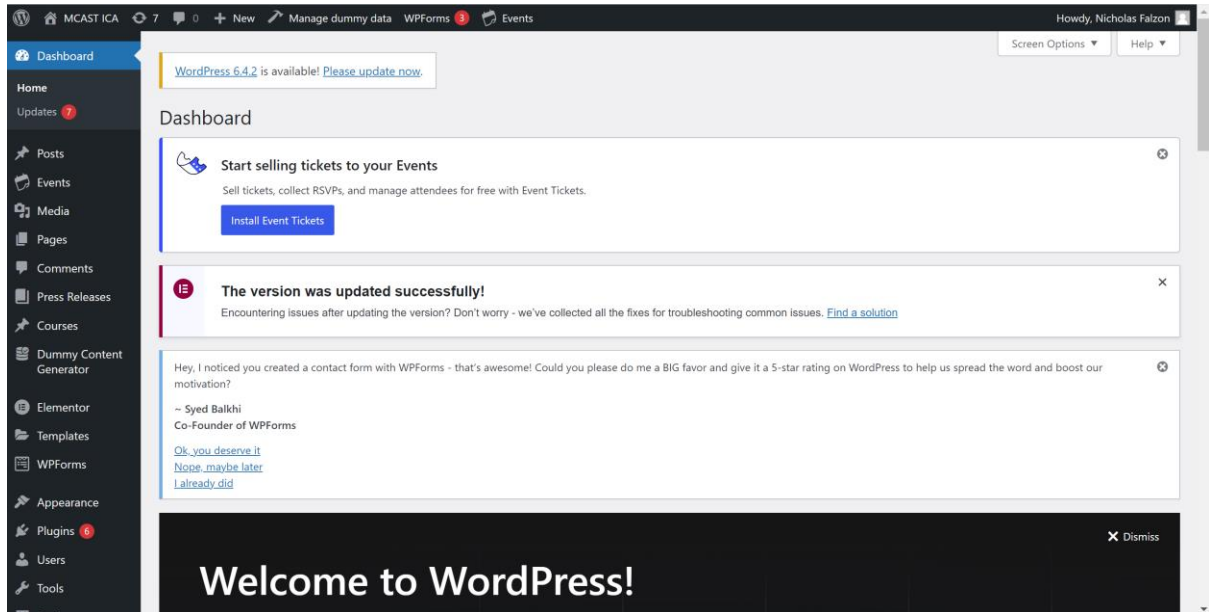
Add title



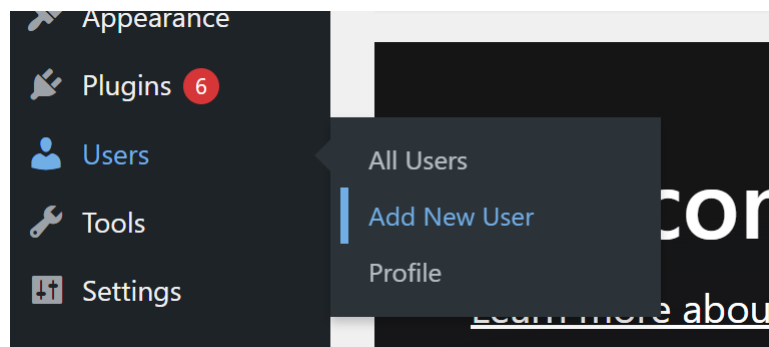
Lastly, click on the dropdown menu to select the form.

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Adding a User



Go to the Admin Dashboard.



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

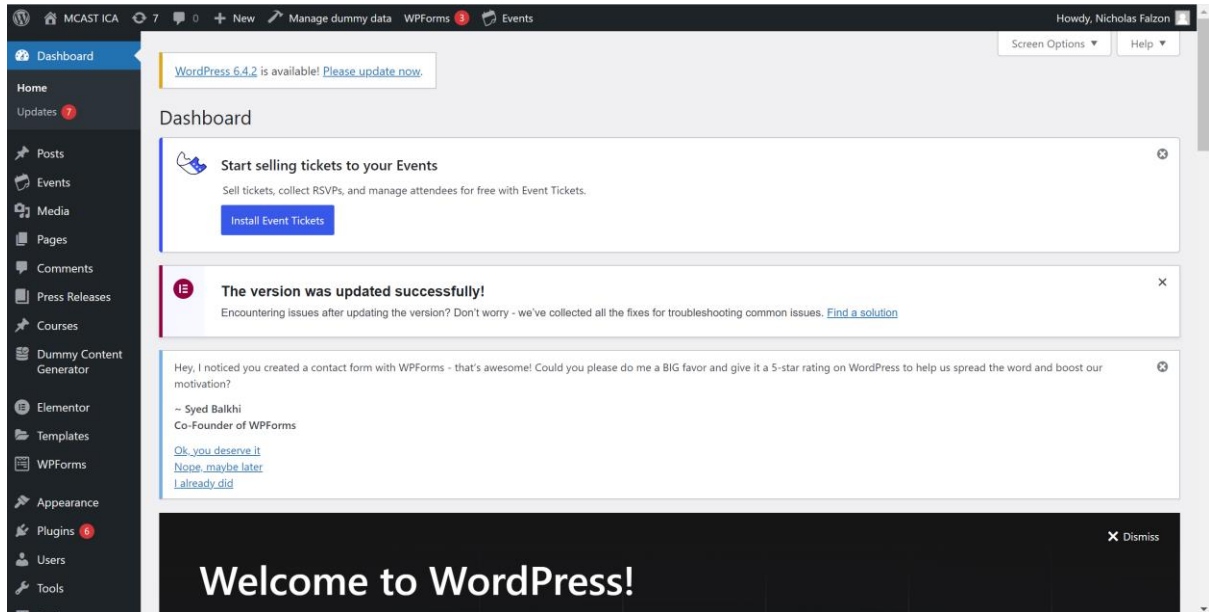
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Username (required)	<input type="text"/>
Email (required)	<input type="text"/>
First Name	<input type="text"/>
Last Name	<input type="text"/>
Website	<input type="text"/>
Password	<div><div>Generate password</div><div><input type="password"/></div>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

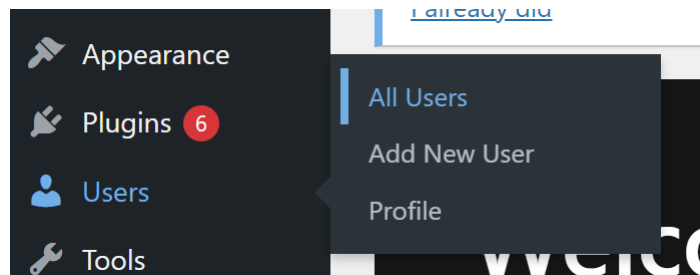
Fill in this form to create a new user. Also, you can change the role of the new user by clicking on the drop-down menu of the Role. When everything is done, click on the button, *Add New User*.

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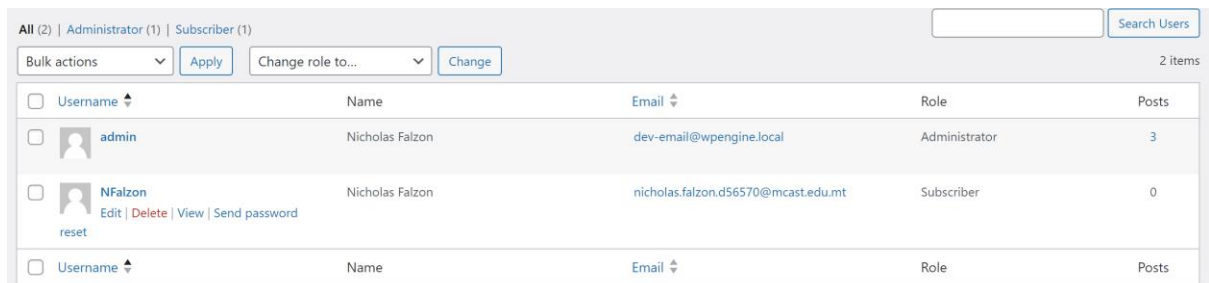
Editing a User



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*.

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Profile Picture



Account Management

New Password

Set New Password

Password Reset

Send Reset Link

Send Nicholas Falzon a link to reset their password. This will not change their password, nor will it force a change.

Application Passwords

Application passwords allow authentication via non-interactive systems, such as XML-RPC or the REST API, without providing your actual password. Application passwords can be easily revoked. They cannot be used for traditional logins to your website.

New Application Password Name

Required to create an Application Password, but not to update the user.

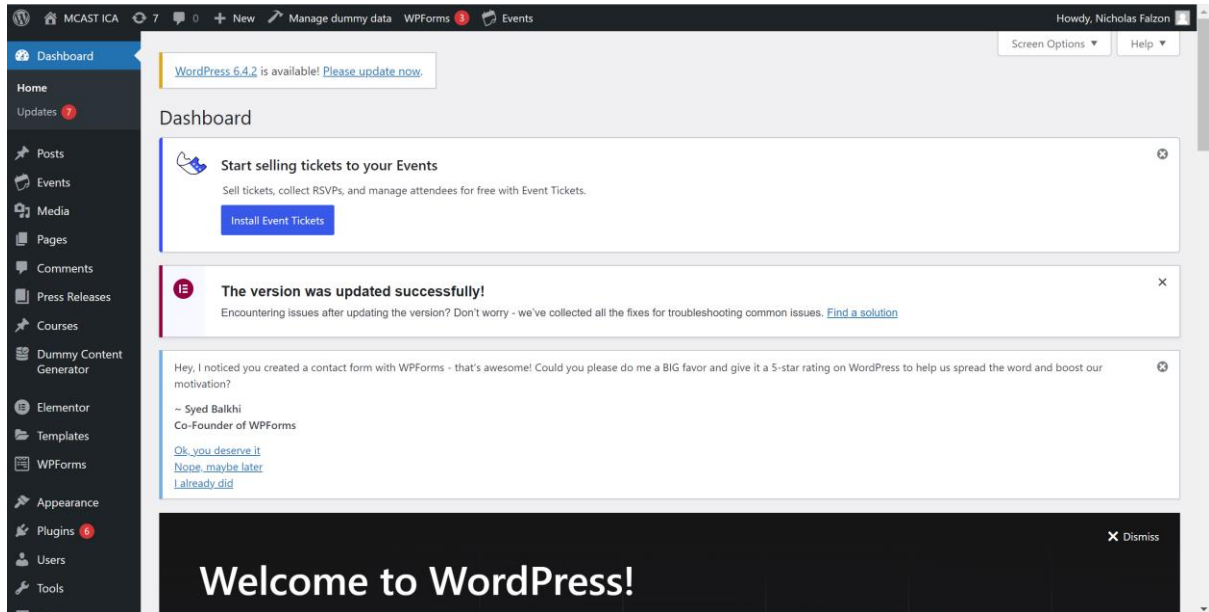
Add New Application Password

Update User

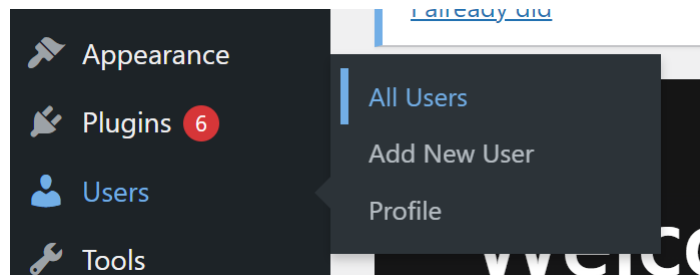
One can change all of the settings and details of the user (more settings can be found).

Once all the settings and fields are edited, one can update by pressing the button,
Update User.

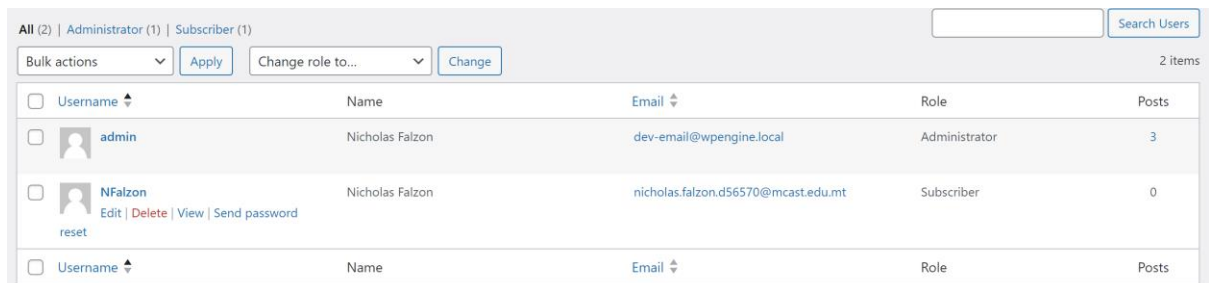
Deleting a User



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*.

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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.