

Chalets and Caviar Documentation

In this document, you will find a set of simple instructions and steps to follow for the administration and edition of your website.

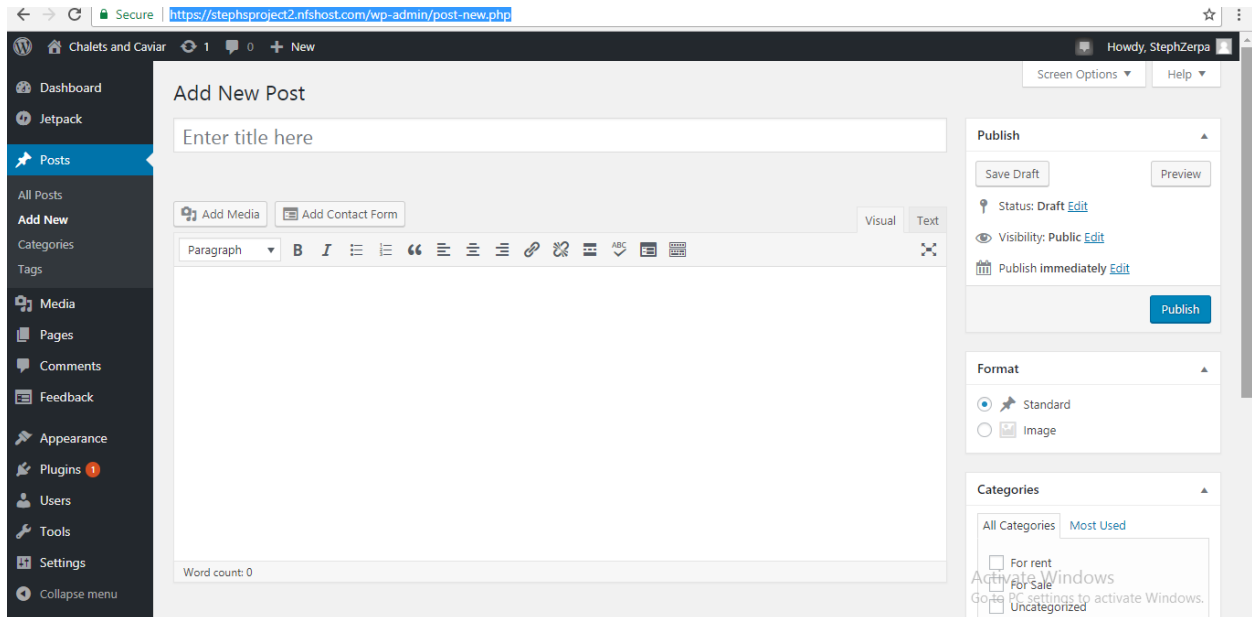
Each chalet in this site is, easily displayed for the user's comfort, as a post; making it easy for your clients to quickly access the endless possibilities your company offers. The chalets are divided in two sets: For rent and for sale. If you are reading this document you have been invited by email to be a page's administrator or editor, which gives you the abilities to alter your list of post. Once you accept the invitation from WordPress you can do the following: Add, edit, and delete chalets from your listing.

To add a new chalet, you can follow the following steps:

1. Create a new post by clicking on this link:

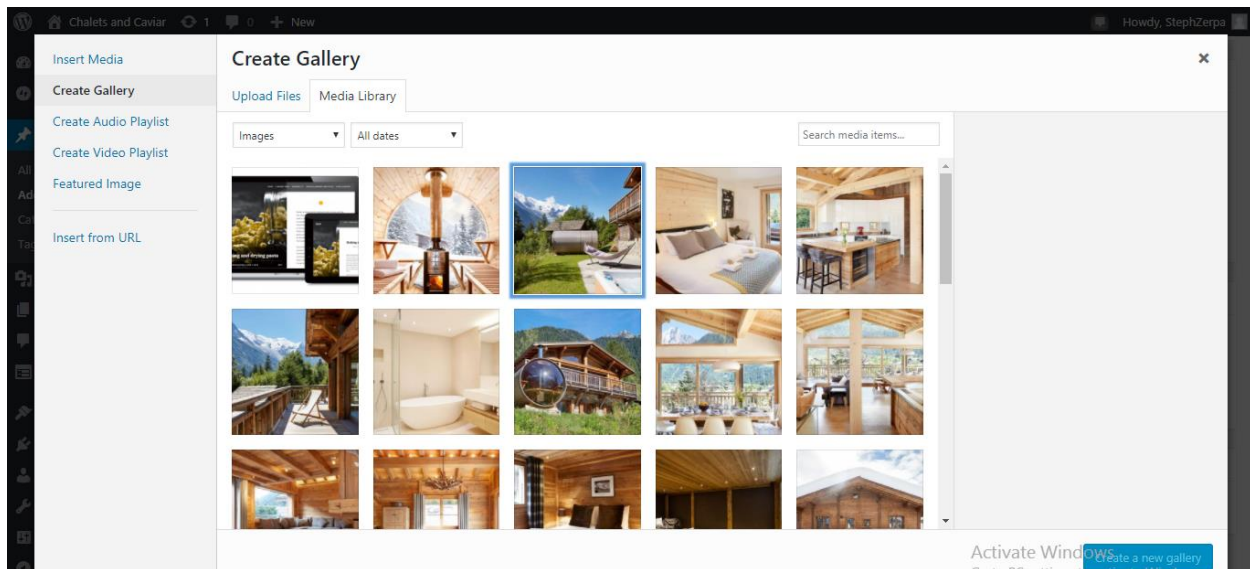
<https://stephproject2.nfshost.com/wp-admin/post-new.php>

2. You will see this:



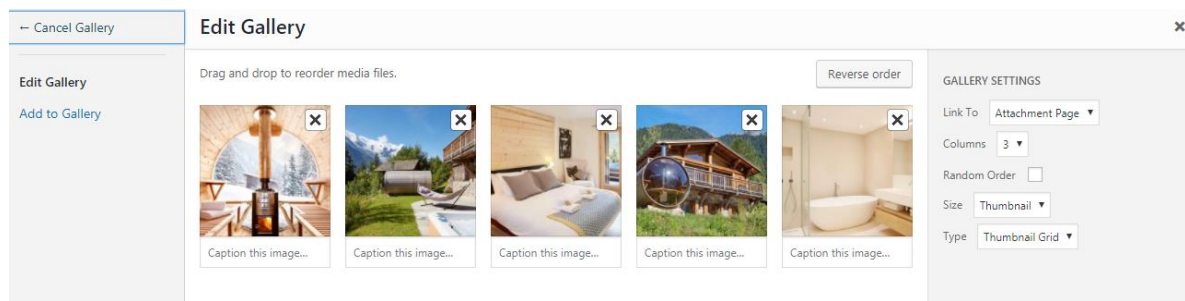
From top to bottom, you will see: Add Title, the “add media and contact form” section, a toolbar, the empty text section, and, on the right-hand side, the Post Settings; these include: Status, Format, Categories, Tags and Featured Image.

- In the Title section, you will write the name of your chalets, for example “Chalet Cassiopeia”. Keeping in mind, as discussed previously, the concept of constellations for such names.
3. When you click on “Add Media”, you will see the following. Click on Create Gallery on the left-hand menu.



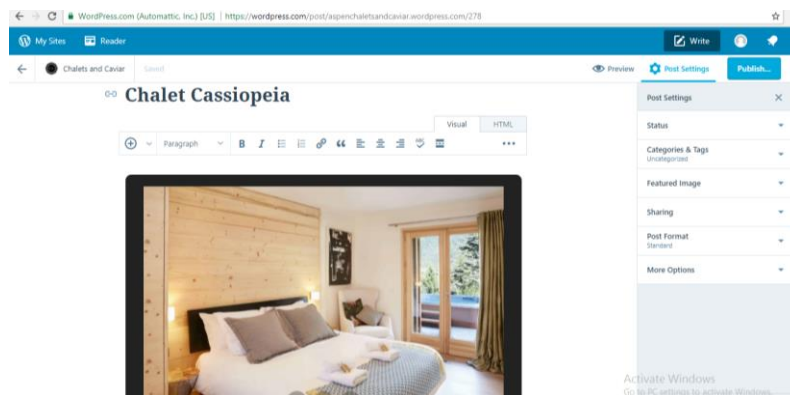
4. On the top side on this page you will see a button that says Upload Files, and once you click on it you will be directed to your computer files.
5. From there you will select the photos you want for your chalet, which will be uploaded to the media gallery. Once the photos are there, you can select them and click the Create a New Gallery button, located will be in the bottom, right corner.

6. You will then see this:



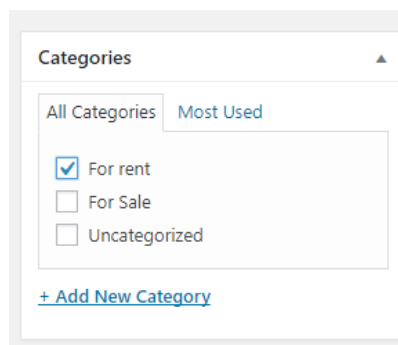
7. You will change the type from the default “thumbnail grid” to the “slideshow” option and click Insert.

8. So far, your page should look similar to this:



9. Once you have the title and the slideshow, you can proceed to add the text description for the chalet, which is the last step for the creation of your post basic layout.

10. After your left-hand area is completed, you will move to the Post Settings on the left. In this section, you will only make changes to Categories & Tags, where you will determine whether this post is For Sale or For Rent.



11. Once all of this is done, you have a post ready to become public. The last step is: Publishing!
You will click the blue Publish button in the right-top section of the page.

To edit a previously created chalet, you can follow the following steps:

1. You can access the list of posts by clicking this link:
<https://stephsproject2.nfshost.com/wp-admin/edit.php>
2. Under each post, you will the Edit button in the bottom left corner. Click it and the post configuration will open. To make your edits you can base on the learned steps for the creation of a new post.

To delete a chalet, you can follow the following steps:

3. You can access the list of posts by clicking this link:
<https://wordpress.com/posts/my/aspenchaletsandcaviar.wordpress.com>
4. Under each post, you will see the Trash button in the bottom right corner. Click it and your chalet will be deleted.

For further queries contact me at: fefizerpa_01@hotmail.com



Web Development by StephZerpa Development for Chalets and Caviar.