

ADMIN MANUAL FOR RIVER STUDIOS

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WORDPRESS ADMIN ACCESS

LINK: <https://rivers-studios.weavers-web.com/wp-login.php>

USERNAME: 7yvrwZs330Lsdumhud

PASSWORD: /W<3v2(>Z},j*,A6

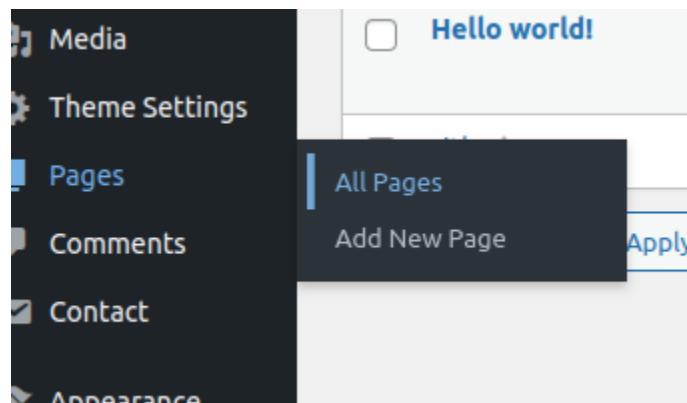
PLEASE NOTE:

If you want to change any image of your website then find the size of the existing image and make the new image in same size and then upload. It will then make the website look perfect all the time.

Don't change any HTML tag from any section. If you change any HTML tag then content will not show perfectly in live site.

HOW TO MANAGE PAGES

If you want to manage pages of your website, then you have to click PAGES. Here you will find the list of pages that we have created for your website. From the list just choose the page that you want to manage and click EDIT



Here I'm editing the HOME page. But don't change the permalink of the pages and then the page will not open.

Home — Front Page
[Edit](#) | [Quick Edit](#) | [Trash](#) | [View](#)

Photography

Home
Permalink: <https://rivers-studios.weavers-web.com/>

[Add Media](#)

Paragraph **B** *I*

|

Word count: 0

Home Page Field

[Banner](#) [Photography](#) [Instagram](#) [Cinematography](#) [About us](#)

Title 3
Our Cinematography

Image 3

Cinematography button

In Home Page, you will find that we have created separate tabs so that you can understand which section you are managing. Identify the section and change the content in it as per your requirement. I am giving you one example for the banner section.

Banner Section

Here you can change banner title and image.

Home Page Field

Banner **Photography** **Instagram** **Cinematography** **About us**

Title 1

Because Perfection is Never Planned...

Image 1



Photography Section

Here you can change the second section title and image.

Home Page Field

Banner **Photography** **Instagram** **Cinematography** **About us**

Title 2

Our Photography

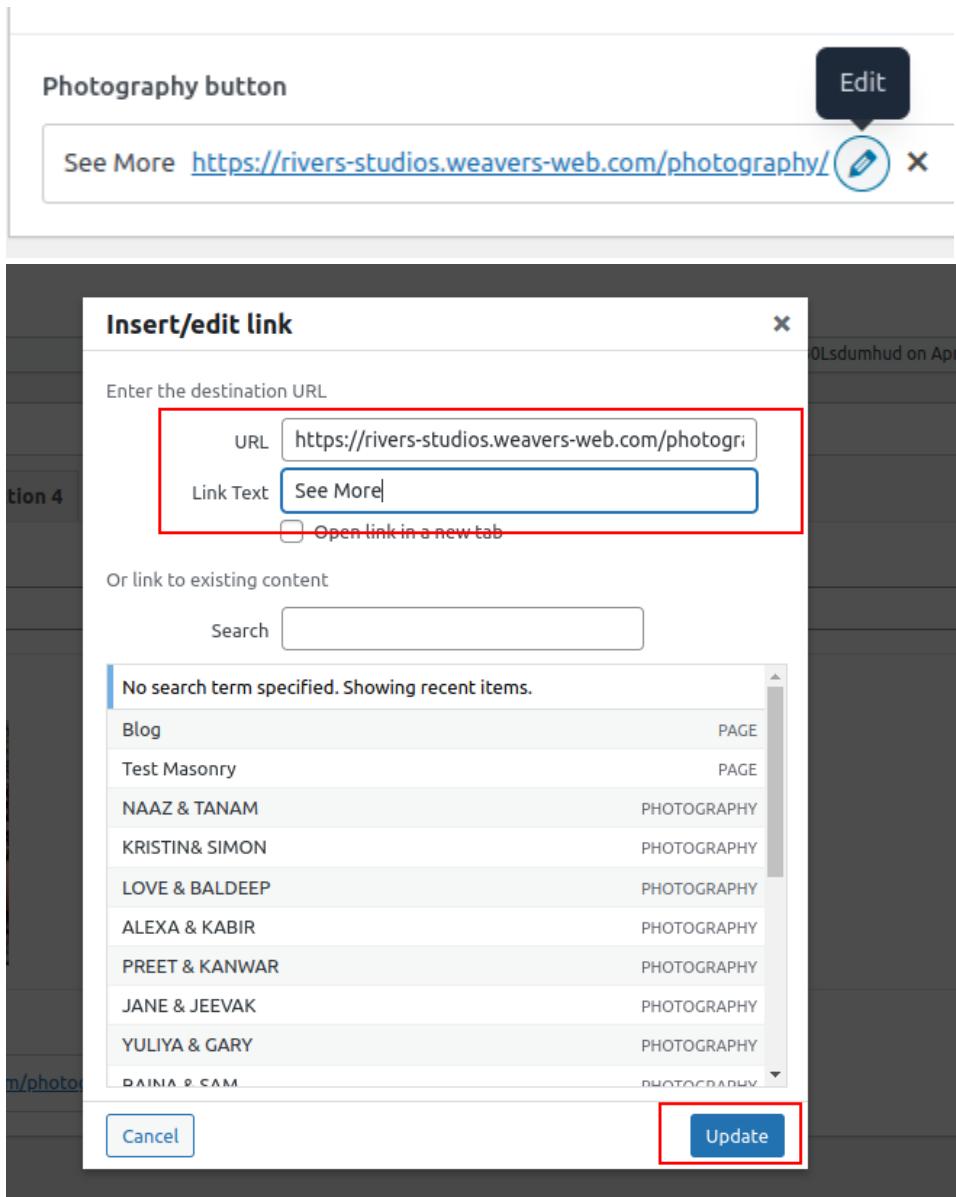
Image 2



Photography button

See More <https://rivers-studios.weavers-web.com/photography/>  

Also, you can change the button text and the link.



After editing the button text and the link, just click on the UPDATE button to make the changes live.

Instagram Section

Instagram Background Image



Instagram Title

Follow Us On Instagram

Instagram Sub Title

@rivers-studios

Instagram Content

Stay connected and be part of our vibrant community by following us on Instagram!

Instagram Shortcode

```
[insta-gallery id="0"]
```

From here you can change the Instagram background image, title and the content. Please do not change anything in the blue marked field. Then the Instagram feeds will not be displayed in the frontend.

Cinematography section

Title 3
Our Cinematography

Image 3



Cinematography button

See More <https://rivers-studios.weavers-web.com/cinematography/>  

From here you can change the title, image, button text and the button link.

About us section

Home Page Field

Banner Photography Instagram Cinematography About us

About Us Banner



About Us Title

About Us

About Us Content

We are professional event photo and cinema experts in Gujarati, Punjabi & South Indian wedding events. We are based in Tampa and also

About Learn More Button Label

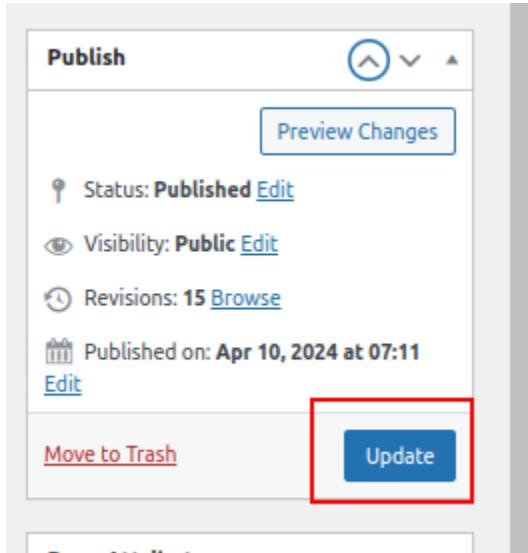
Learn More

About Learn More Button Link

/about

From here you can change the background image, title, content section, button text and the button link.

After making all the changes, click on the UPDATE button to make the changes live.

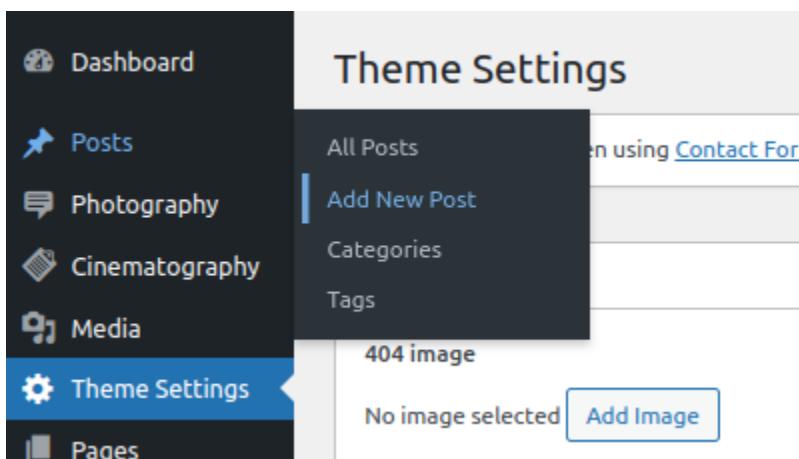


Please Note: Never change the page template. If you change the page template, then it will appear as a broken page at the front-end.

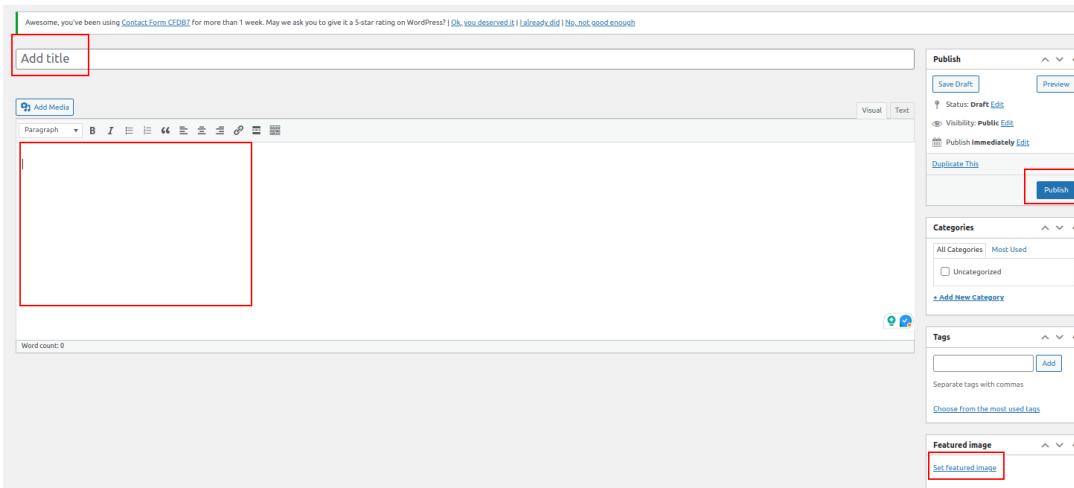
The rest of the pages can be managed by following the same process.

HOW TO MANAGE POSTS

If you want to add a new BLOG, then click ADD NEW.

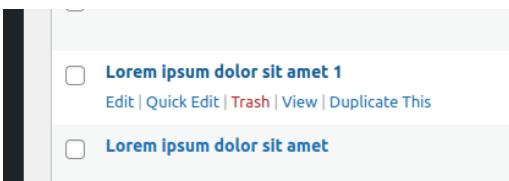


After that add title, content and featured image.



After adding all the content click on the PUBLISH button to make it live.

If you want to edit the blog, click on EDIT.

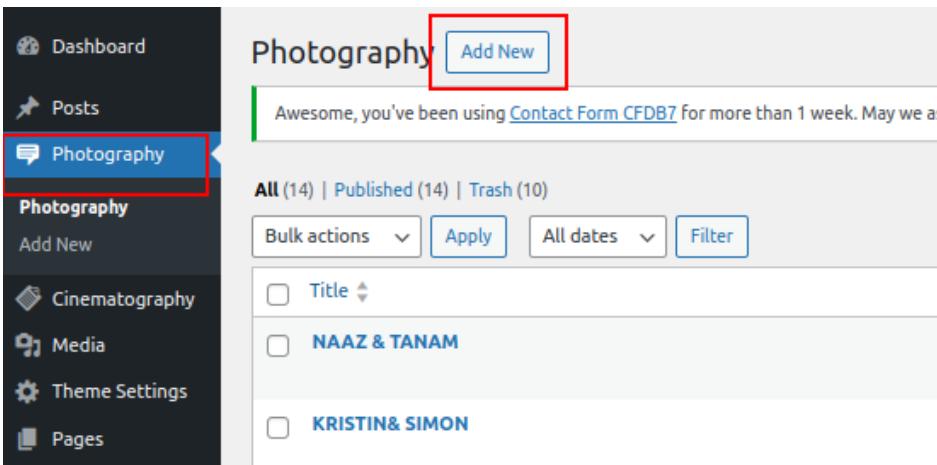


After that you can change the title, content and the image accordingly.

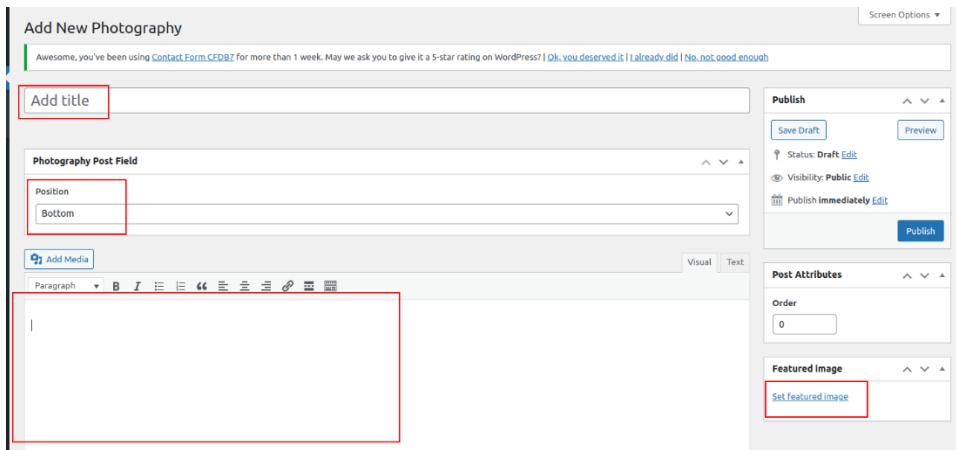
After making the changes, please click on the UPDATE button.

HOW TO MANAGE PHOTOGRAPHY SECTION

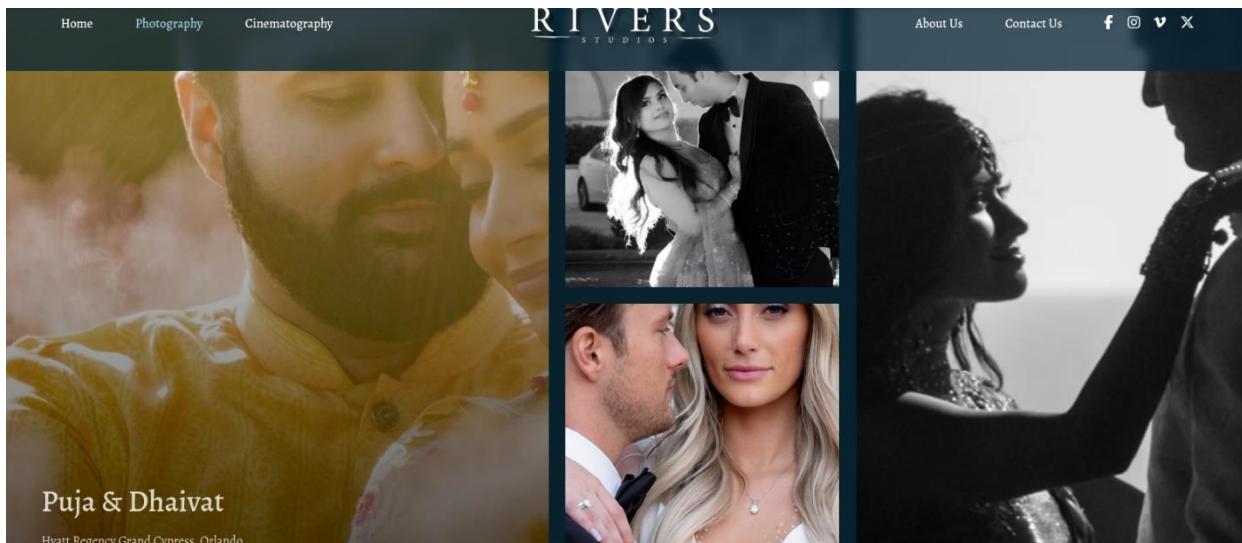
If you want to add a new PHOTOGRAPHY section, then click ADD NEW.



After that add title, position, content, featured image and add gallery images.



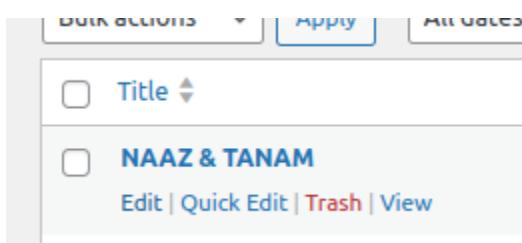
For the position part, only for the first 4 posts keep the position ‘top’ to show these on the top (screenshot attached).



For the rest all the posts keep the position ‘bottom’.

After adding all the content click on the PUBLISH button to make it live.

If you want to edit one photography section, then click on EDIT under each section.



NAAZ & TANAM

Permalink: <https://rivers-studios.weavers-web.com/photographby/naaz-tanam/> Edit

Photography Post Field

Position
Bottom

Add Media

Paragraph B I E E E E E E E E E E

NEW YORK

Word count: 2 Last edited by 7yvrvwz330Lsdumhud on April 18, 2024 at 9:08 am

Photography Gallery Images

Image

Add to gallery Bulk actions

Publish

Preview Changes

Status: Published [Edit](#)

Visibility: Public [Edit](#)

Published on: Apr 17, 2024 at 09:13 [Edit](#)

Move to Trash Update

Post Attributes

Order 0

Featured image

Click the image to edit or update Remove featured image

Then change the content accordingly and click on the UPDATE button to make it live.

Publish

Preview Changes

Status: Published [Edit](#)

Visibility: Public [Edit](#)

Published on: Apr 17, 2024 at 09:13 [Edit](#)

Move to Trash Update

HOW TO MANAGE CINEMATOGRAPHY SECTION

If you want to add a new cinematography type, click on ADD NEW under CINEMATOGRAPHY.

The screenshot shows the WordPress admin dashboard. On the left, there's a sidebar with links: Dashboard, Posts, Photography, Cinematography (which is highlighted in blue), Media, Theme Settings, and Pages. Under the Cinematography link, there's a sub-menu item 'Add New' which is also highlighted with a red box. The main content area has a title 'Cinematography' and a blue 'Add New' button, also with a red box around it. Below the title, there's a message: 'Awesome, you've been using [Contact Form CFDB7](#) for more than 1 week. May we ask you to give it a 5-star rating on WordPress? | [Ok, you deserved it](#) | [I already did](#) | [No, not good enough](#)'. There are filters for 'All (6)', 'Published (6)', and 'Trash (1)'. Below the filters are buttons for 'Bulk actions', 'Apply', 'All dates', and 'Filter'. A search bar is followed by three filter options: 'Title' (unchecked), 'Feature Cinematic Films' (unchecked), and 'Highlight Films' (unchecked).

After that add names and contents in all the fields in the video gallery section. Please identify the section and add content in it.

The screenshot shows the WordPress editor in 'Visual' mode. At the top, there's a toolbar with 'Add title' (highlighted with a red box) and other editing tools like 'Add Media', 'Paragraph', 'B', 'I', etc. Below the toolbar is a large text area where you can enter content. At the bottom of the text area, there's a 'Word count: 0' field and a 'Cinematography Video Gallery' section with up and down arrows for ordering.

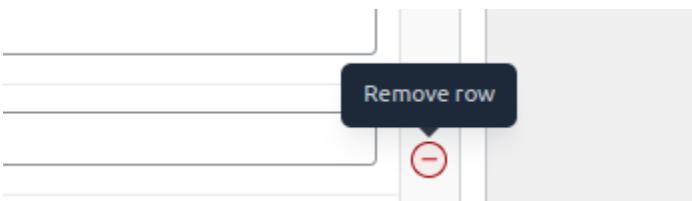
Cinematography Video Gallery

Videos Gallery

1	Video	<input type="text"/>
	Video Thumbnail	No image selected Add Image
	Location	<input type="text"/>
	Title	<input type="text"/>
	Description	<input type="text"/>

[Add Row](#)

If you want to add more rows, then click on ADD ROW. Also, if you want to remove the row click on (-) icon, the row will be removed.



If you want to edit cinematography post, click on EDIT for each post.

<input type="checkbox"/> Title
<input type="checkbox"/> Feature Cinematic Films
Edit Quick Edit Trash View

Cinematography Video Gallery

Videos Gallery

Video	 https://player.vimeo.com/video/786288791?h=371d0b9bcf
Video Thumbnail	No image selected Add Image
Location	TORONTO
Title	ALEXA & KABIR
Description	Two cultures uniting into one family in the name of love in the most vibrant city in the world

Feature Cinematic Films

Permalink: <https://rivers-studios.weavers-web.com/cinematography/feature-cinematic-films/> [Edit](#)

[Add Media](#)

Visual [Text](#)

Paragraph [B](#) [I](#) [List](#) [List](#) [Image](#) [Link](#) [Table](#)

Publish

[Preview Changes](#)

Status: Published [Edit](#)

Visibility: Public [Edit](#)

Published on: Apr 16, 2024 at 11:15 [Edit](#)

[Move to Trash](#) [Update](#)

Post Attributes

Order

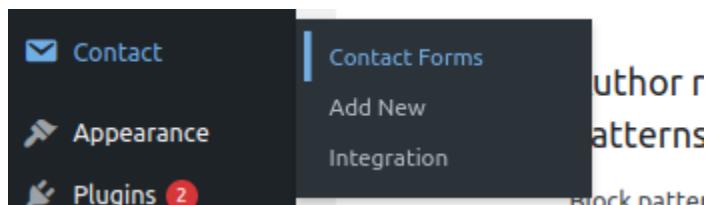
Featured image

[Set featured image](#)

Change the content accordingly and click on the UPDATE button.

HOW TO MANAGE CONTACT FORMS

If you want to change the email id of receiving notification of your contact form, then you can do it from CONTACTS.



Edit SEND MESSAGE form and go to MAIL tab.

A screenshot of a web-based contact form configuration interface. On the left is a sidebar with a dark vertical bar. The main area shows a list of forms under the heading 'Title'. The first item is 'Contact form 1' with a 'Edit | Duplicate' link below it. There are other items in the list, each with a 'Title' dropdown arrow.

Here you can change the mail id at TO field and can change the SUBJECT line as well.

A screenshot of the 'Mail' tab in the contact form settings. The tab bar includes 'Form', 'Mail' (which is selected and highlighted in blue), 'Messages', and 'Additional Settings'. The 'Mail' section has a heading 'Mail' and instructions: 'You can edit the mail template here. For details, see [Setting up mail](#). In the following fields, you can use these mail-tags: [firstname] [lastname] [email] [subject] [phone] [City] [message]'. It shows fields for 'To' (containing '[_site_admin_email], rajesh.kanojia@weavers-web.com'), 'From' (containing '[_site_title] <wordpress@rivers-studios.weavers-web.com>'), and 'Subject' (containing 'Rivers studios Contact Form'). The 'Subject' field is highlighted with a red rectangle.

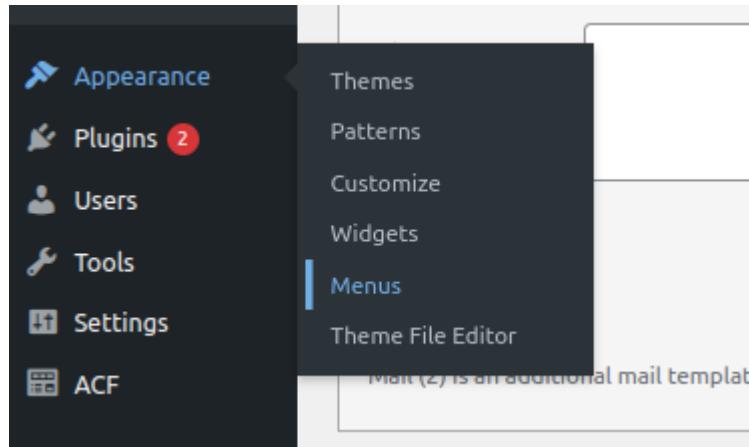
After changing the mail ID and subject, just save the contact form.

A screenshot of a confirmation dialog box. It contains the message 'Mail (2) is an additional' and a large blue 'Save' button.

Please don't change any other thing here. Then your form will not work.

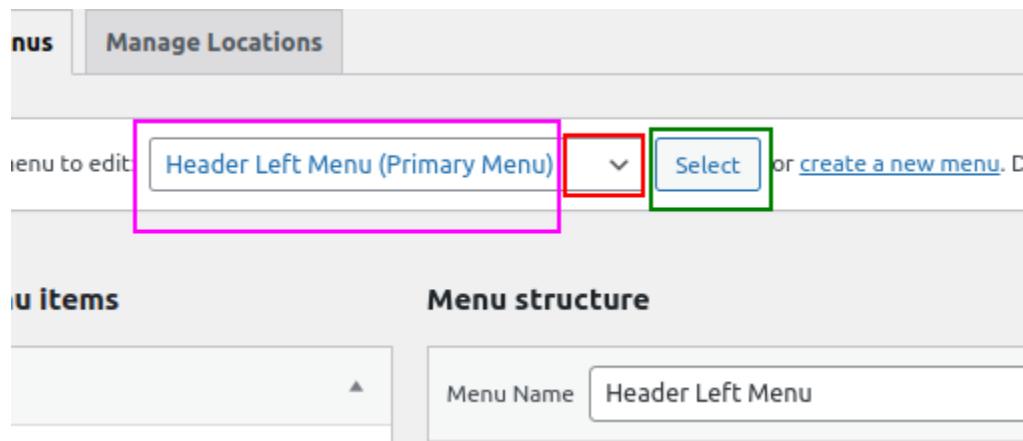
HOW TO MANAGE MENUS

If you want to manage Menus, then hover on APPEARANCES then click on MENUS.



If you want to manage the header menu (main desktop Menu),

1. First select the more links from dropdown (red marked)
2. Select the menu from the dropdown (pink marked)
3. Click on SELECT. (green marked)



Now you can add new menu items from the left-hand side options. You can also add a custom menu too. You can drag and place the menu item as per you required order also can remove any menu.

The screenshot shows the 'Photography' page being edited in a WordPress menu. The page title is 'Photography'. Below it, there is a 'Navigation Label' field containing the text 'Photography'. A link bar at the bottom provides options to move the page up, down, under another page, or to the top. A note indicates the original page is 'Photography'. At the bottom are 'Remove' and 'Cancel' buttons.

But never delete any menu and never change the menu DISPLAY LOCATION

The screenshot shows the 'Menu Settings' screen for the 'Photography' menu. It includes settings for adding new pages, selecting the display location (Primary Menu is checked), and buttons for 'Save Menu' and 'Delete Menu'.

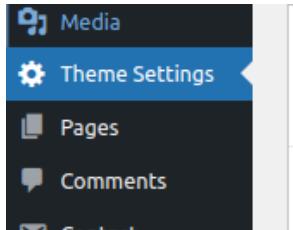
After adding these pages, just click SAVE MENU to make the changes live.

The screenshot shows the 'Pages' list in the WordPress dashboard. The 'Blog' page is selected, indicated by a red box around its checkbox. At the bottom right of the list, there is a blue button labeled 'Add to Menu' with a red box around it.

In the same way you can manage other Menus as well.

HOW TO MANAGE HEADER AND FOOTER

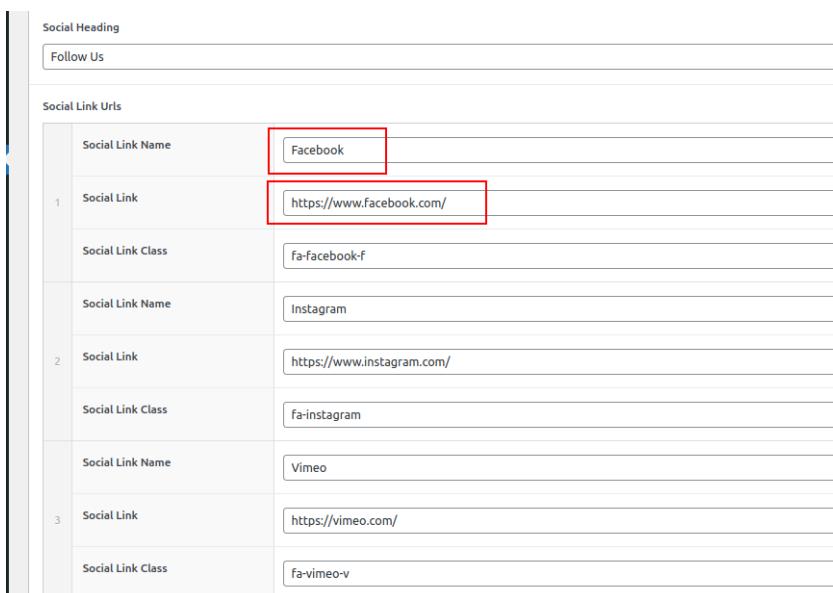
Header and footer elements such as logo, footer text, Social Media Links and the text can be managed through THEME SETTINGS.



Here you can change the marked section.



Also you can change the social media icons text and link.



After making the changes as per your requirement click on the UPDATE button.