

Adding a new Project

- (1) To add a new project, go to the 'Projects' tab, and choose 'Add New'. You will see the following screen:

The screenshot shows the 'Add New Project' screen in a WordPress dashboard. The sidebar on the left contains navigation links: Dashboard, Jetpack, Projects (highlighted), All Projects, Add New (1), Project Category, Packages, Testimonials, Pages, Profile, Forminator, and Collapse menu. The main content area is titled 'Add New Project' and contains the following fields:

- Add title** (2): A text input field for the project title.
- Single Project Group**: A section header for the project group.
- Single project description** (3): A large text area for the project description.
- Single project gallery**: A section for the project gallery.
- Add to gallery** (4): A button to add the project to the gallery.
- Bulk actions**: A dropdown menu for bulk actions.

The right-hand sidebar contains the following sections:

- Publish**: A section with buttons for 'Save Draft' and 'Preview'. It also shows the status as 'Draft' (with an 'Edit' link), visibility as 'Public' (with an 'Edit' link), and publish immediately as 'Publish immediately' (with an 'Edit' link). It also shows 'Readability: Needs improvement' and 'SEO: Not available'. A 'Publish' button is at the bottom.
- Project Categories**: A section with tabs for 'All Project Category' and 'Most Used'. It lists categories: Elopements, Engagements (5), Stories, and Weddings. There is a '+ Add New Project Category' link at the bottom.
- Featured image**: A section with a 'Set featured image' link (6).

You should fill in all the fields: (2) give it a descriptive title, (3) fill out a description of the project, and (4) use 'Add to gallery' to upload and add photos to the project gallery.

(5) It's advised to set categories from the right-hand 'Project Categories' section, unless you don't want the images to show up on the Portfolio page. They will be organized according to category, and you can choose multiple if they apply. Projects with the 'Stories' category will also show up in the featured stories section on the Portfolio page.

(6) Make sure to use 'Set featured image' on the bottom right as well! This will set the image which will be used as the header, as well as the image that will show up on the main stories tab in the portfolio page.