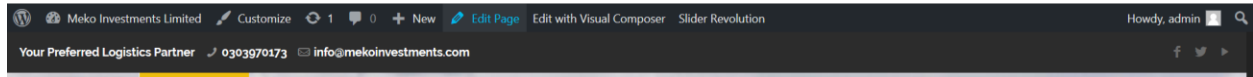


Editing a Page

A page can be edited by clicking in the **Edit Page** link at the top of the page



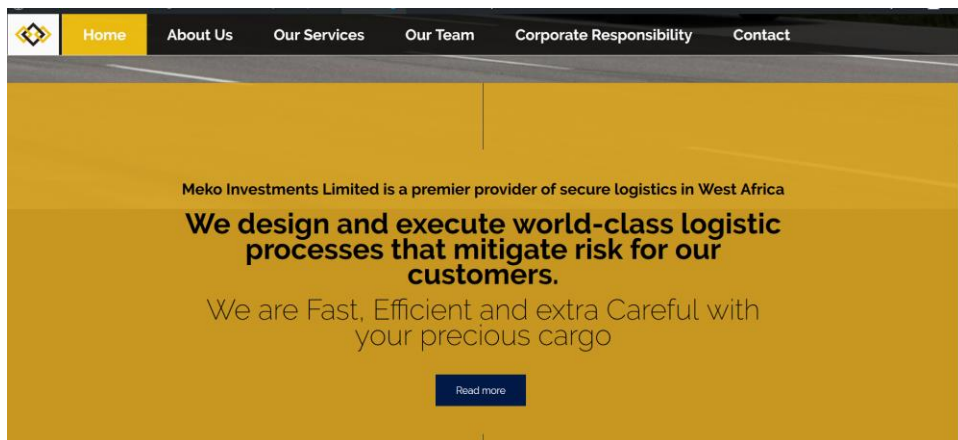
Editing the Home Page

The following are the various features to edit on the home page:

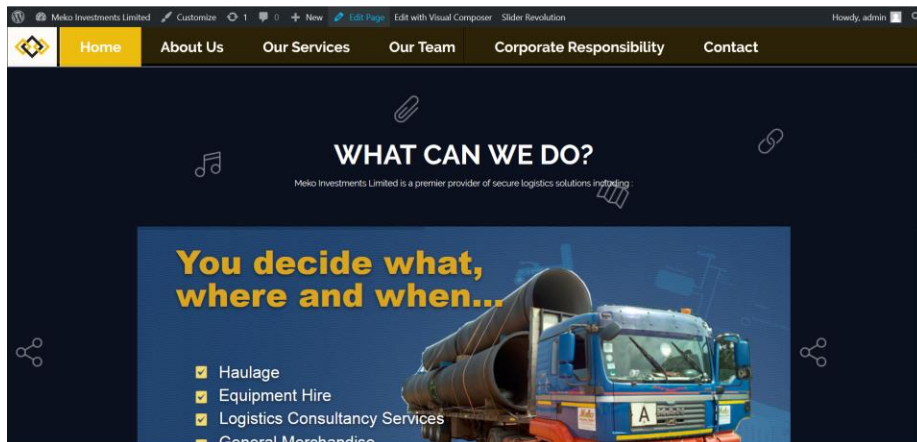
Item(1)



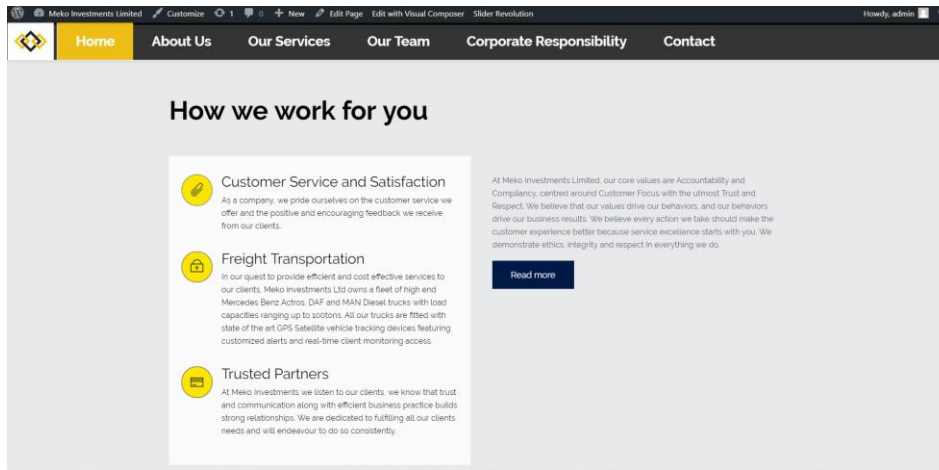
Item(2)



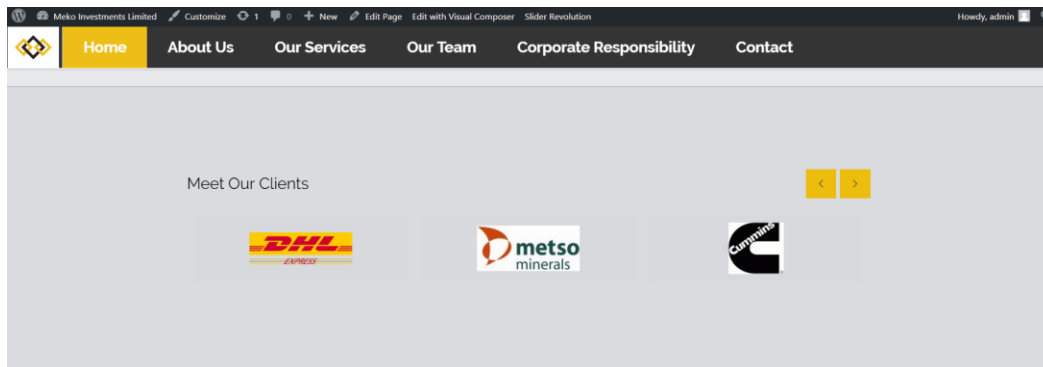
Item(3)



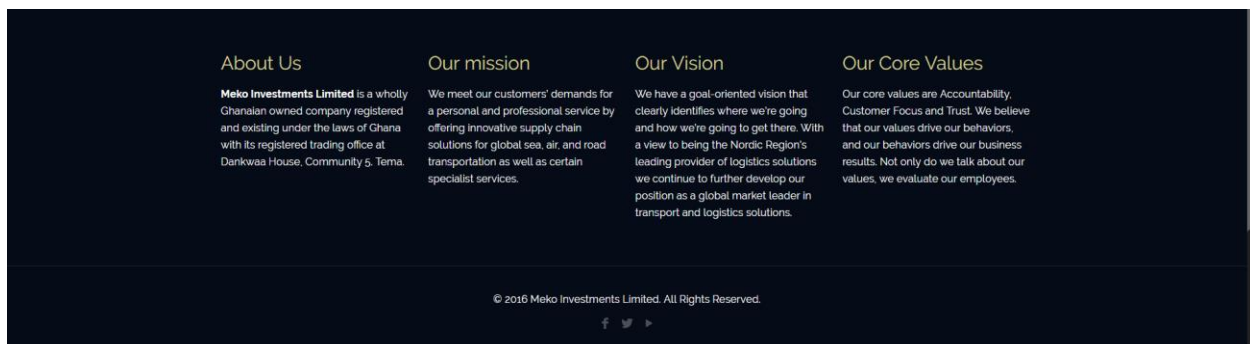
Item(4)



Item(5)

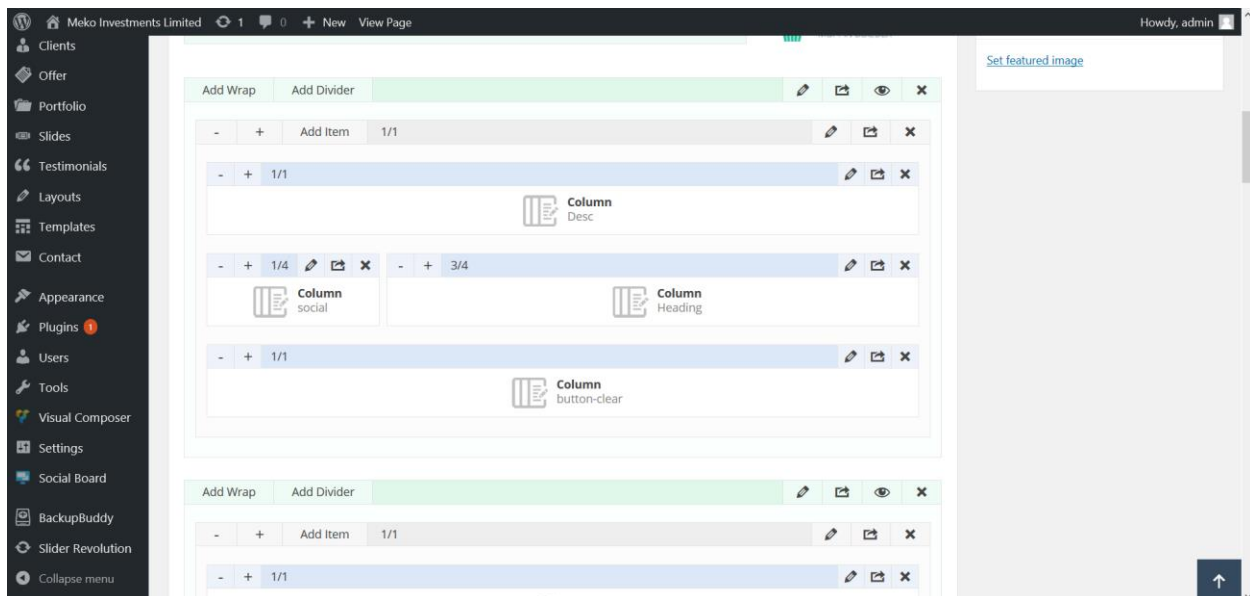
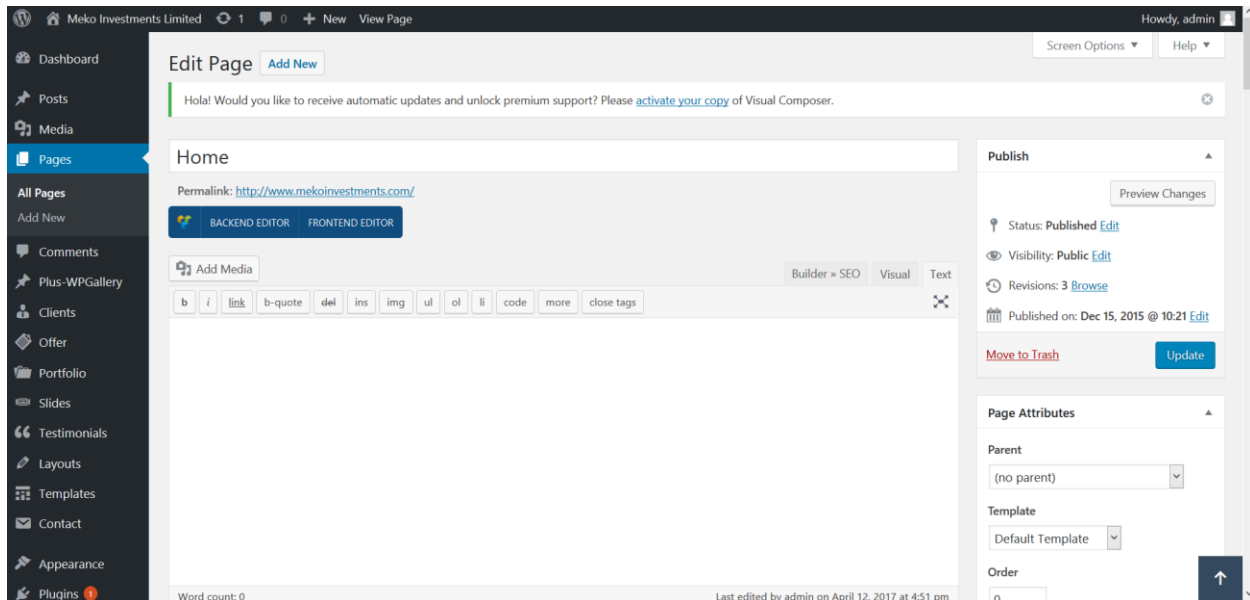


Item (6)- Bottom Widget

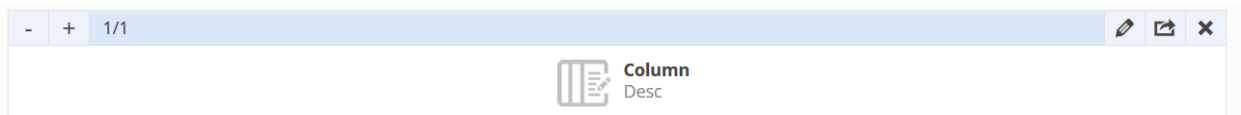


You can edit by clicking on the **Edit Page** link on the very top of the page

Edit Page of the Home Page



After that you must click on the **pencil icon** to edit a **feature** block:

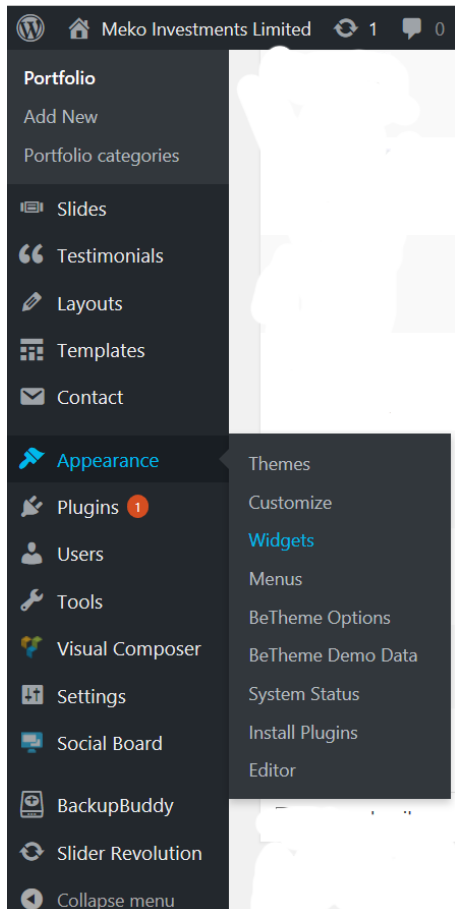


This first block contains the **“Your preferred logistics partner”** on the home page

***The subsequent feature blocks are arranged in order after the snapshots above, except Item (6) – the bottom widget:**

The widgets can also be edited by going to the following menu at the administrator's menu:

Appearance->Widget



These are the bottom widgets:

Footer | #1
Appears in the Footer section of the site.

Text: About Us

Footer | #2

Footer | #3

Footer | #4

By clicking on the **Text: About us** of the **Footer|#1** Widget we are able to edit the **content** as follows:

Text: About Us

Title:
About Us

Content:
Meko Investments Limited is a wholly Ghanaian owned company registered and existing under the laws of Ghana with its registered trading office at Dankwaa House, Community 5. Tema.

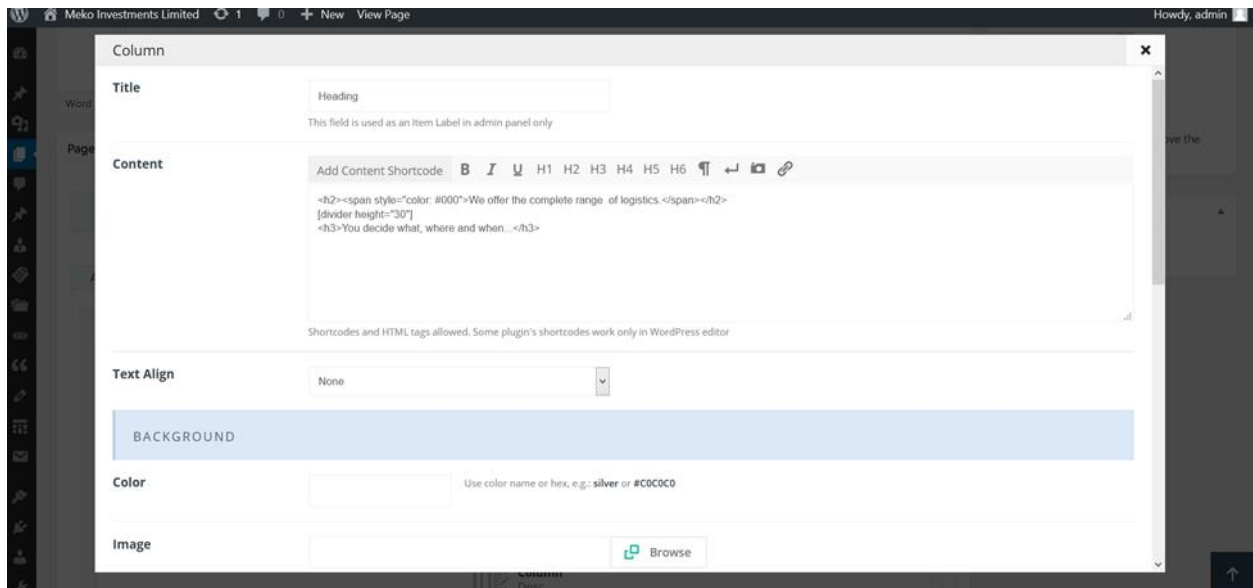
☐ Automatically add paragraphs

[Delete](#) | [Close](#) [Save](#)

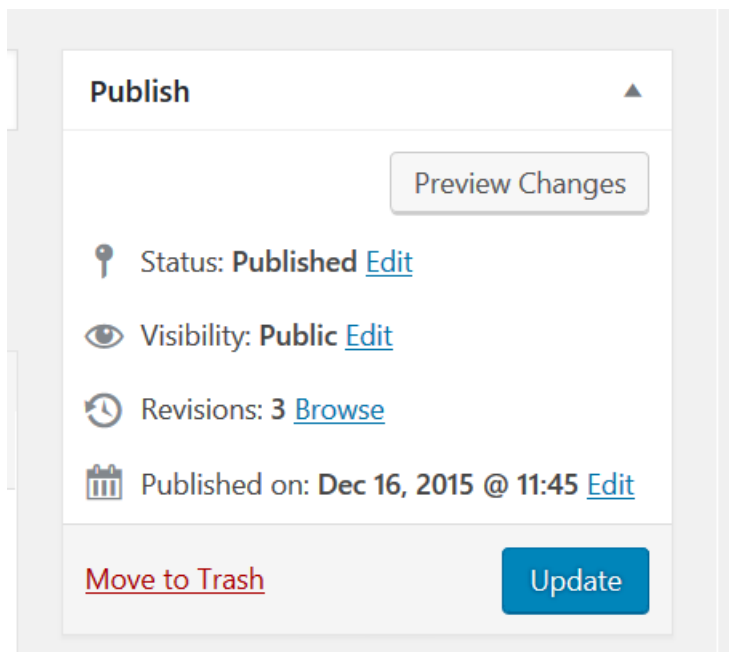
About Us Page

*Editing of the **about us** page is done in the same way as the home page.*

This is the editing form after clicking the **Pencil Icon** as mentioned above:



You will have to scroll to the bottom, and click the **save changes**, after that you must scroll up and click on the **update** button to commit the changes.



***All feature blocks on the about us page could be edited the same way except this portfolio slider:**



To edit this **portfolio slider**, just click on the **Portfolio** link on the left menu of the administrator's backend:

Meko Investments Limited 1 New Howdy, admin

Screen Options

Portfolio [Add New](#)

Hola! Would you like to receive automatic updates and unlock premium support? Please [activate your copy](#) of Visual Composer.

All (31) | Published (31)

Bulk Actions All dates

31 items 1 of 2

<input type="checkbox"/>	Thumbnail	Title	Categories	Order	Author		Date
<input type="checkbox"/>		t4	Our team	0	admin	—	Published 2017/03/09
<input type="checkbox"/>		t3	Our team	0	admin	—	Published 2017/03/09
<input type="checkbox"/>		t2	Our team	0	admin	—	Published 2017/03/09
<input type="checkbox"/>		t1	Our team	0	admin	—	Published 2017/03/09
<input type="checkbox"/>		Abt 2	About Us	0	admin	—	Published 2017/03/09
<input type="checkbox"/>		Abt 1	About Us	0	admin	—	Published 2017/03/09
<input type="checkbox"/>		25	Social Responsibility	0	admin	—	Published 2016/11/24

Dashboard Posts Media Pages Comments Plus-WPGallery Clients Offer Portfolio Portfolio categories Slides Testimonials Layouts Templates Contact Appearance

Our Services Page

This can be edited the same way as the **About us** page

Our Team

Steps in editing a page is the same way as described above.

Editing the Heading for Paul Opoku:

The screenshot shows a 'Column' editing window with the following fields:

- Title:** A text input field containing 'Heading'. Below it, a note states: 'This field is used as an Item Label in admin panel only'.
- Content:** A rich text editor area. The top bar includes an 'Add Content Shortcode' button and formatting options (Bold, Italic, Underline, H1-H6, Bulleted List, Numbered List, Link, Unlink). The main text area contains the HTML code: `<h2 style="color:#000">Paul Opoku</h2>`. A note below the editor states: 'Shortcodes and HTML tags allowed. Some plugin's shortcodes work only in WordPress editor'.
- Text Align:** A dropdown menu set to 'None'.
- BACKGROUND:** A light blue rectangular preview bar.
- Color:** A text input field for color selection, with a note: 'Use color name or hex, e.g.: silver or #C0C0C0'.
- Image:** A text input field for image selection, with a 'Browse' button.
- Position:** A dropdown menu set to 'Center Top No Repeat'.

Content for Paul Opoku:

The screenshot shows a 'Column' editing window with the following fields:

- Title:** A text input field containing 'Desc'. Below it, a note states: 'This field is used as an Item Label in admin panel only'.
- Content:** A rich text editor area. The top bar includes an 'Add Content Shortcode' button and formatting options (Bold, Italic, Underline, H1-H6, Bulleted List, Numbered List, Link, Unlink). The main text area contains the following HTML code:

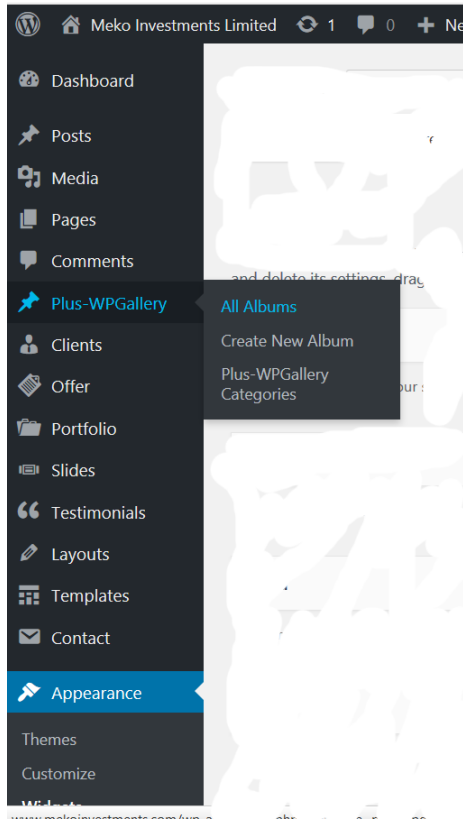
```
<h5>Paul has over 18years experience in Logistics and Freight forwarding. He is a trained professional with strong experience in diverse areas including management, business negotiation, sales, and project management. </h5>
<p class="big">In Paul's view, your customers are your partners, and it is all about creating innovative solutions to any type of cargo from point A to point B.</p>
<p>Prior to taking on the role as CEO of Meko Investments Limited, he served as the CEO of DHL Global Forwarding (DGF) one of the most successful freight forwarding and logistics companies in Ghana for 2 years. </p>
<p>Paul was responsible for setting up DGF in Ghana in 2005 and after serving as Airfreight Product and General Manager; he became CEO in 2014 through experience, dedication, expertise and the ability to expand the benefits of the organisation both to the company and the local community.</p>
<p>He has an International Executive MBA in Project and Strategic Management (École Supérieure de Gestion – Paris Graduate School of Management) with areas of
```

A note below the editor states: 'Shortcodes and HTML tags allowed. Some plugin's shortcodes work only in WordPress editor'.
- Text Align:** A dropdown menu set to 'None'.
- BACKGROUND:** A light blue rectangular preview bar.
- Color:** A text input field for color selection, with a note: 'Use color name or hex, e.g.: silver or #C0C0C0'.
- Image:** A text input field for image selection, with a 'Browse' button.
- Position:** A dropdown menu set to 'Center Top No Repeat'.

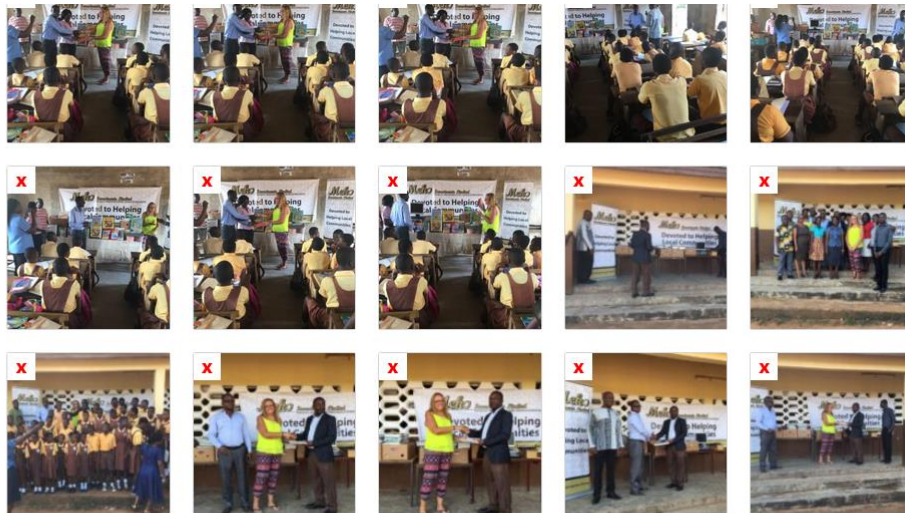
Corporate Responsibility Page

Steps in editing a page is the same way as described above.

However to edit the Photo Albums:



You can edit the selected Album and click the button below to add Images:



Add Gallery Images

Upload images for this album

Contact Us Page

Steps in editing a page is the same way as described above.