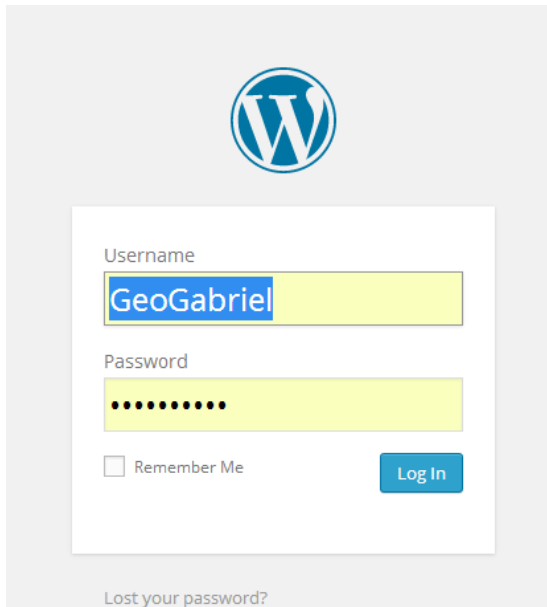


## Admin Login:

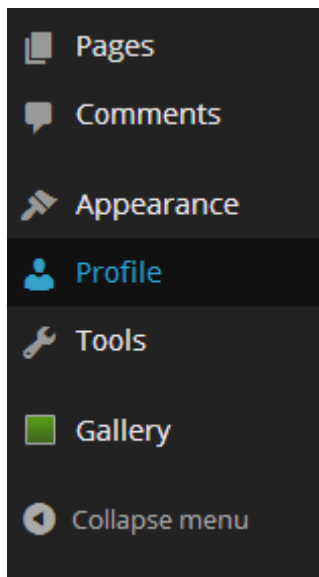
**URL:** [www.geogabriel.com/wp-admin](http://www.geogabriel.com/wp-admin)



The image shows the WordPress admin login interface. At the top center is the WordPress logo. Below it is a white login box with a light gray border. Inside the box, the word "Username" is above a text input field containing "GeoGabriel". Below that, the word "Password" is above a password input field filled with black dots. At the bottom left of the box is a checkbox labeled "Remember Me". At the bottom right is a blue "Log In" button. Below the login box, the text "Lost your password?" is visible.

**Username:** GeoGabriel  
**Password:** [see email]

## Change Password



Click **Profile**

**About Yourself**

Biographical Info

*Share a little biographical information to fill out your profile. This may be used to help others find you.*

New Password

*If you would like to change the password type a new one. Otherwise, leave blank.*

Repeat New Password

*Type your new password again.*

Strength indicator

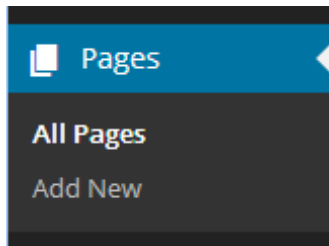
*Hint: The password should be at least 8 characters. It must contain lower case letters, numbers, and special characters.*

**Update Profile**

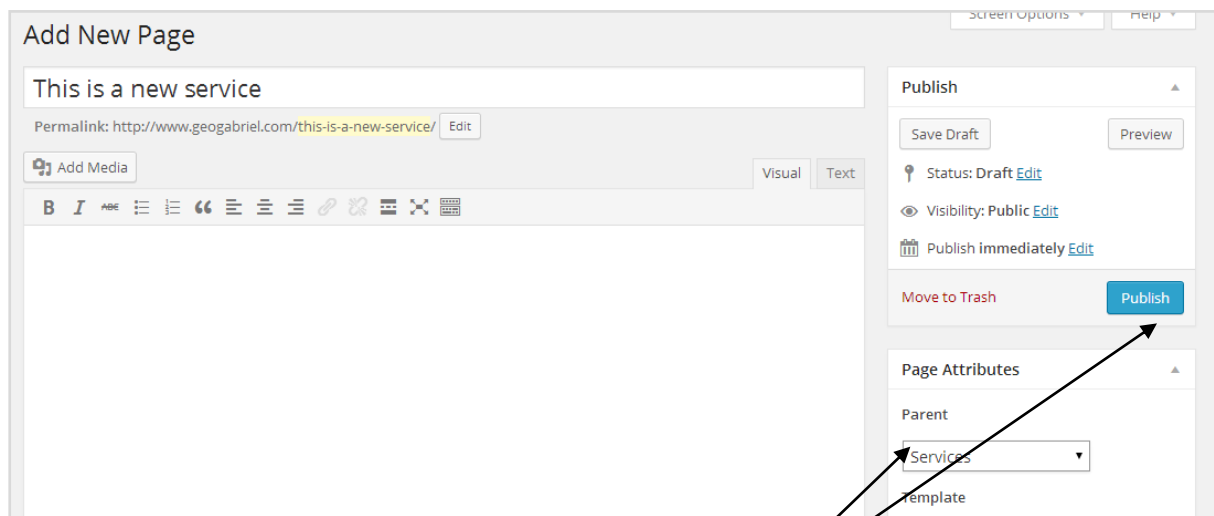
Scroll to the bottom and enter your New Password, then click **Update Profile Button**

## Add Service Page

To add a new service Click on **Pages**



Click on **Pages** & Click on **Add New**

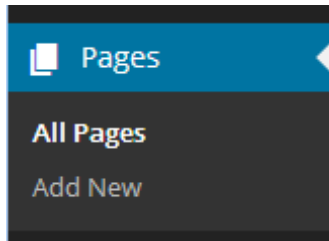


Enter the Service Title & Content

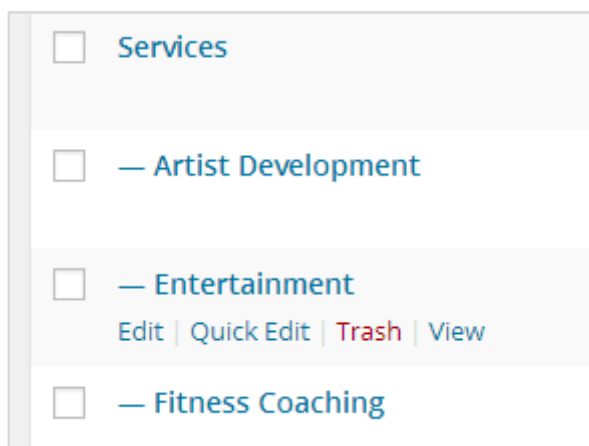
- Select **Services** as the Parent
- Then Click on **Publish**

## Edit Service Page

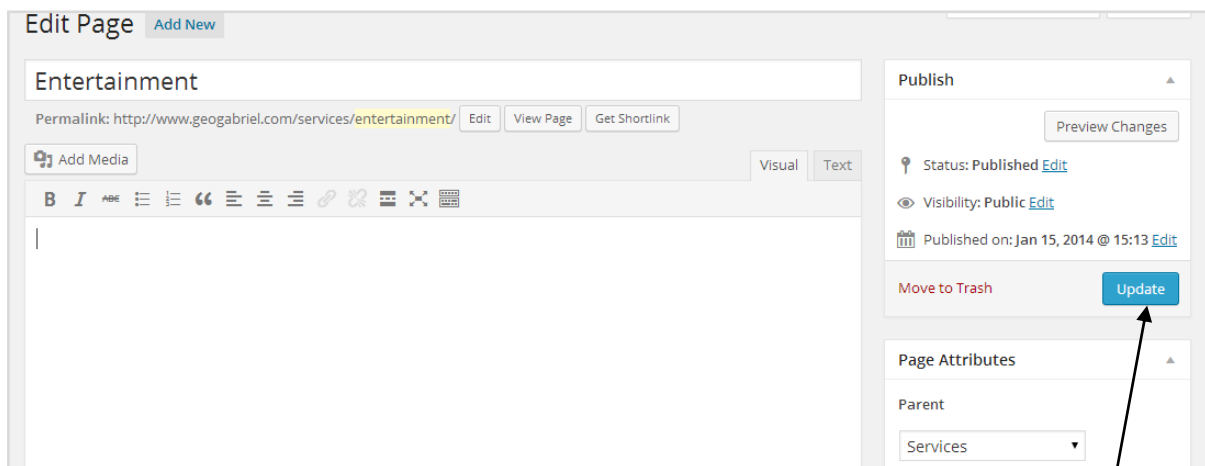
To Edit the Services Click on **Pages**



Click on **Pages**



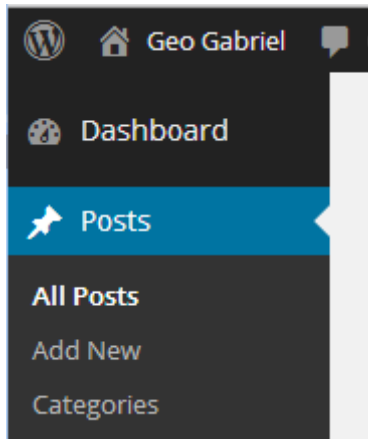
Hover the Service Page you want to edit and click on **Edit**



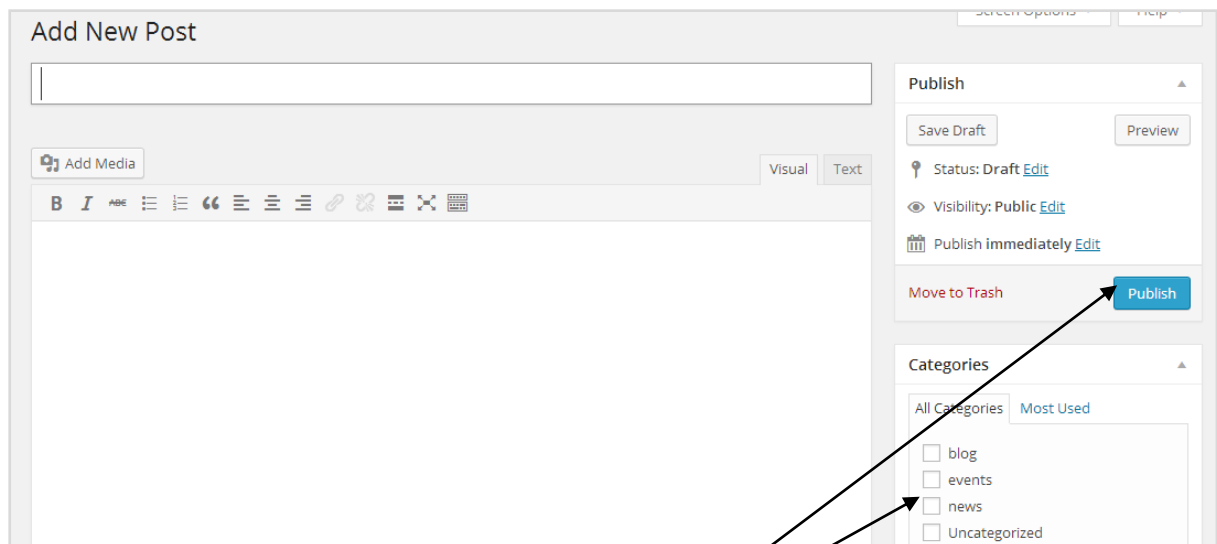
Upon Completion, Click on **Update**

## Add / Edit Blog & News

To Add or Edit a blog post and News,

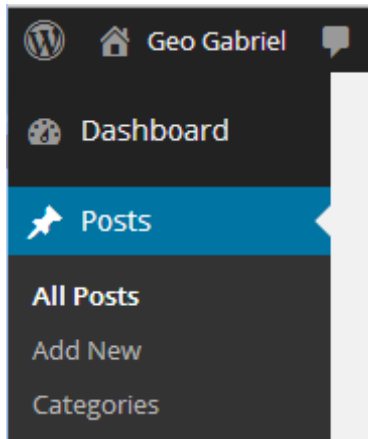


Click on **Posts** & Click  
on **Add New**



Enter the Title.  
**Select the post type before you Publish**

## Add New Events



Click on **Posts** & Click on **Add New**

A screenshot of the WordPress 'Enter Event Title' form. The form includes a title field, a permalink, an 'Add Media' button, and a rich text editor. The rich text editor contains the text 'Address: 89, London Road, Off Old Kent, London SE15 oFG' and 'Price: Free'. Below the editor, there are fields for 'Path' and 'Word count'. At the bottom, there is a 'Custom Fields' section with a table for adding new custom fields. The table has two columns: 'Name' and 'Value'. The first row shows 'event-date' in the 'Name' column and '12/01/14' in the 'Value' column. An arrow points from a text box to the 'event-date' dropdown. Another arrow points from a text box to the 'events' category in the 'Categories' sidebar. A third arrow points from a text box to the 'Publish' button in the right sidebar.

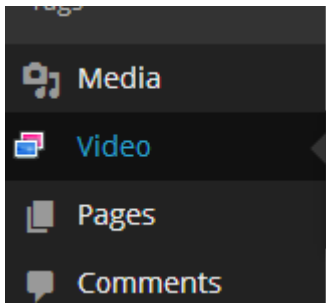
Name	Value
event-date	12/01/14

Select **[event-date]** from the dropdown options, and type in the date

Select Event Category

Click on **Publish**, to publish the event.

## Add Videos



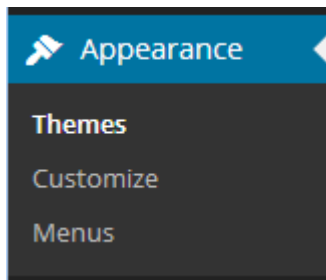
Click on **Video** & click **Add New**

A screenshot of the 'Add New Video' form in WordPress. The form has a title field labeled 'Enter Video Title' and a permalink field with the text 'http://www.geogabriel.com/acs\_slider/enter-video-title/'. Below these is a section titled 'Slide Link and Thumb Options' which contains a 'Slide Link' field with the URL 'www.youtube.com/watch?v=SYayhg6uRnU'. To the right of the form is a 'Publish' sidebar containing buttons for 'Save Draft', 'Preview', and 'Publish', along with status and visibility information. A 'Move to Trash' link is also visible. A 'Featured Image' section is partially visible at the bottom.

Paste in the Youtube Video URL

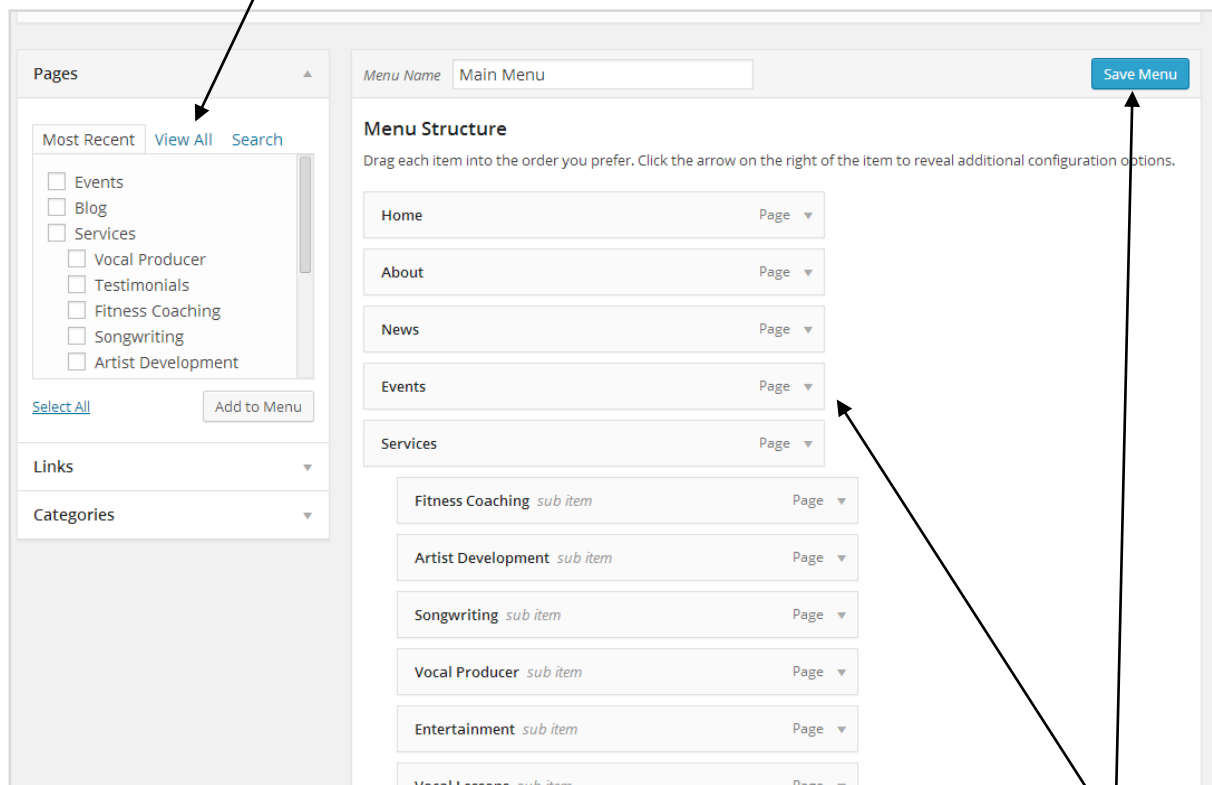
And then **publish**

## Change Menu



Click on **Appearance** & then **Menus**

To Add a Page to the Page, Click on **View All** to view all the pages and tick the box of the pages, then Click on **Add to Menu**.



You can drag the Menu to sort the order to your preference, click **Save Menu** to publish



## Store

Add New Page

Screen Options Help

Enter Item Name Here

Add Media

VisualText

**B** *I* ABC

Path: p

**Publish**

Save Draft Preview

Status: Draft [Edit](#)

Visibility: Public [Edit](#)

Publish immediately [Edit](#)

Move to Trash [Publish](#)

**Page Attributes**

Parent

(no parent) ▼

Template

Default Template ▼

Order

1 ▼

Path: p

Word count: 0

Last edited by Geo Gabriel on January 13, 2014 at 9:41 pm

**Custom Fields**

Name	Value
link	<a href="https://www.apple.com/uk/itunes/">https://www.apple.com/uk/itunes/</a>
price	£5.99

1. From the dropdown select [ **link** ] & the paste the URL to the product in value section
2. From the dropdown select [ **price** ] & enter the price in value section



Page Attributes

Parent

Store ▼

Template

Default Template ▼

Order

Set the **Parent** to **Store**

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

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

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

[Move to Trash](#)

**Publish**

Page Attributes

Parent

And then Click on **Publish** to publish on the website

