



WOWEBSITES

# **Website Administration Manual**

## **using Elementor**



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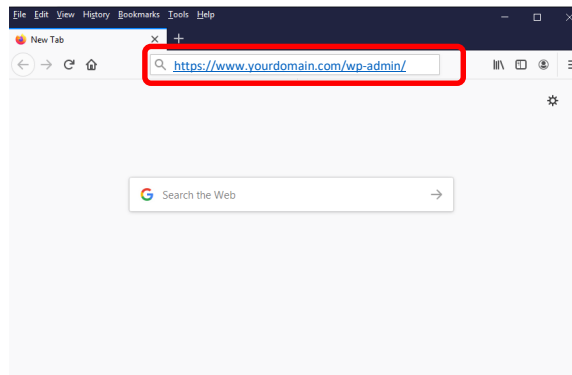
## Backend Access

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### Step 1:

Type in your **Admin URL** into browser's address bar.

e.g. <https://www.yourdomain.com/wp-admin/>



### Step 2:

Type in your username and password then click **Log in** button.

Username or Email Address

Password

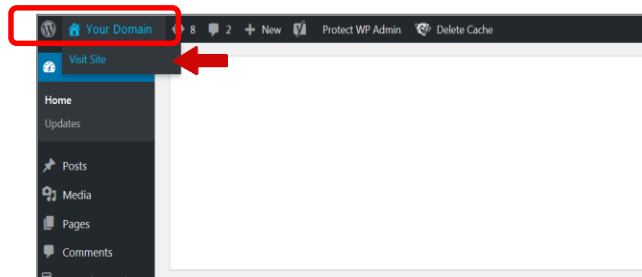
☐ Remember Me

Log In

## Updating Pages

### Step 1:

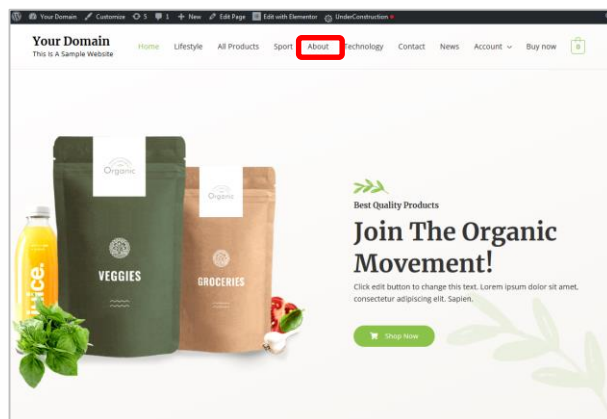
Once logged into the admin backend, go to **Your Domain** → **Visit Site** on the top toolbar:



### Step 2:

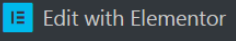
From website's navigation, click on a page you wish to update.

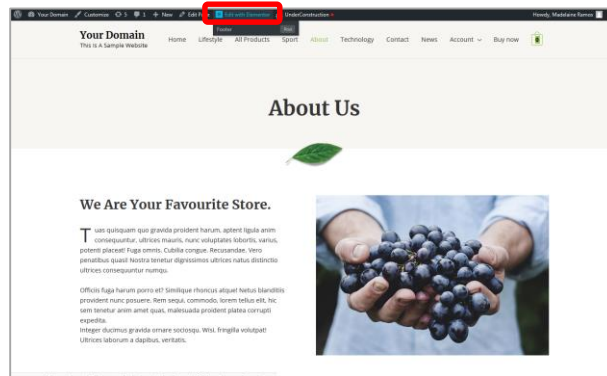
e.g. For instance, in below sample website, we want to update page **"About"**. Click on it.




## Updating Pages

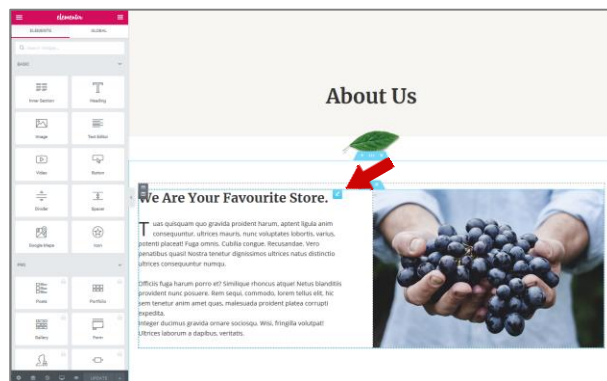
### Step 3:

Selected page will appear. Click  button located on top toolbar (*you will then be redirected to admin backend*).



### Step 4:



Scroll down to a section you wish to edit (*click the pencil icon *).

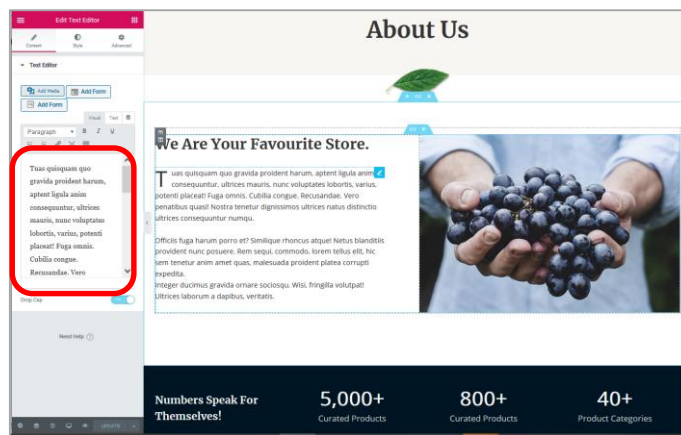




## Updating Pages

### Step 5:

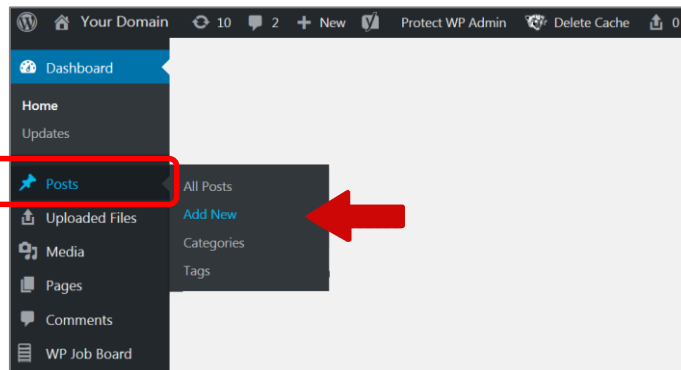
Once you click on the pencil icon  , you may now edit on the left panel editor. When finished editing, click  button at the bottom of left panel editor.



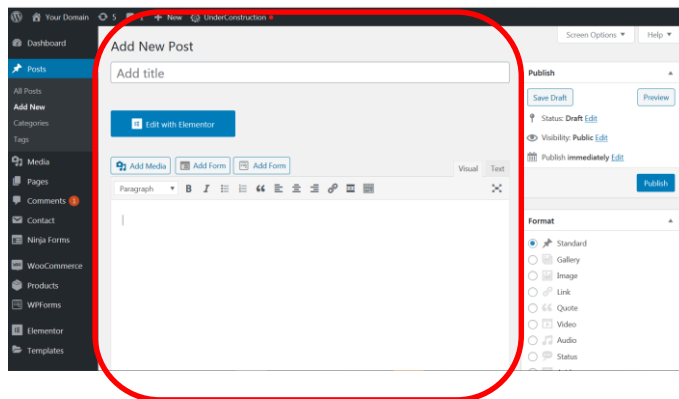
## Creating Blog Posts

### Step 1:

To create a **new blog post**, access admin backend (*see page 3*) and on the left admin menu go to **Posts** → **Add New**:



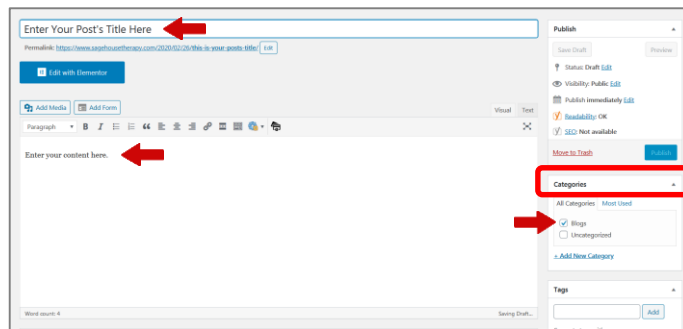
Then, you'll be in what's called the **WordPress Editor**.



## Creating Blog Posts

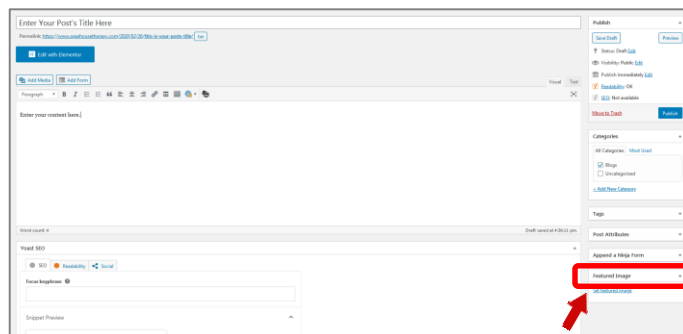
### Step 2:

This is where you enter the **title**, **text content** for your post. Under **Categories** on the right side of the page, tick **Blogs**:



### Step 3:

To **upload an image**, scroll down and on the right panel go to **Featured Image** → **Set Featured image**:





## Creating Blog Posts

### Step 4:

When **Setting Featured Images**, you may:

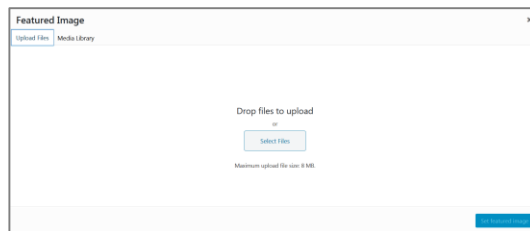
**4.1) Upload Files** - upload images from your own device.

**4.2) Media Library** - may select images already uploaded to the media library.

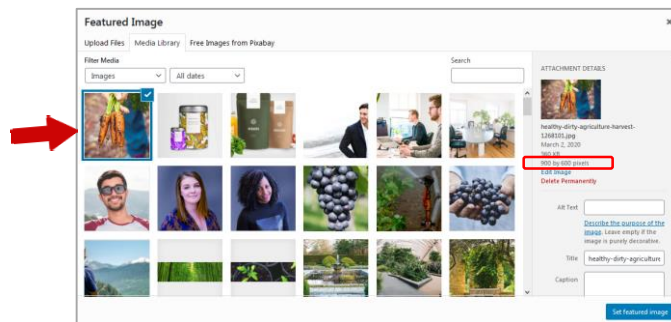
**Note:** *Recommended image size is 900 by 600 pixels size.*

#### 4.1) Upload Files

**4.1.1) Drag files** to this box *or* **Select Image files** from your device. Automatically, the image you've selected will be added to the **Media Library**.



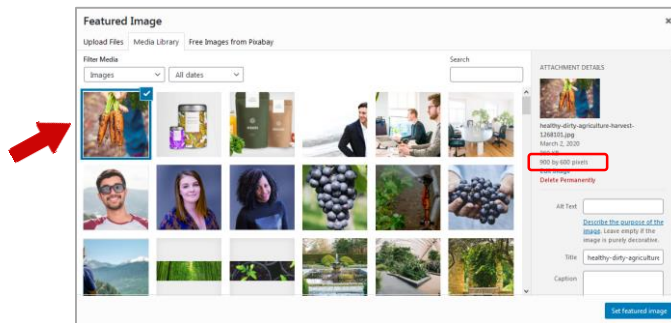
**4.1.2) Uploaded image** will automatically be selected from **Media Library**. To ensure image recommended size, view attachment details on the right and image size should appear **900 x 600 pixels**:



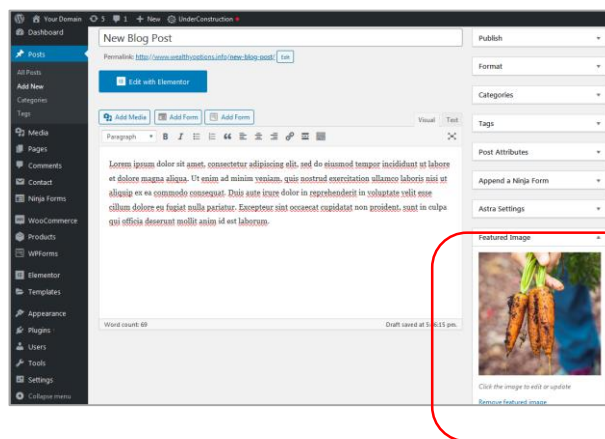
## Creating Blog Posts

### 4.2) Media Library

**4.2.1)** Select an image from **Media Library**. Once an image is selected, **Attachment Details** will appear on the right. Ensure that the image size is **900 x 600 pixels**:



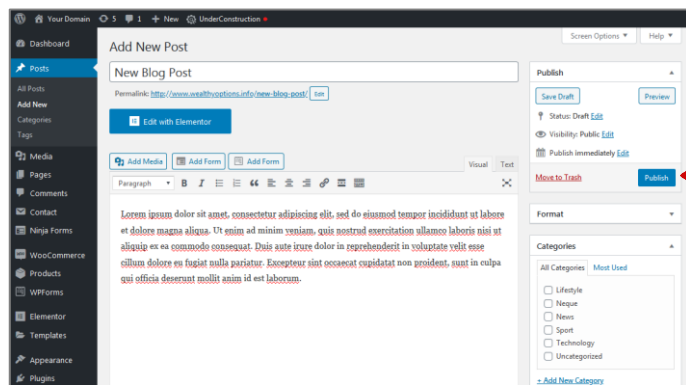
Once uploaded, you may **see featured image** on the right panel. You may **edit/update/remove** the featured image.



## Creating Blog Posts

### Step 5:

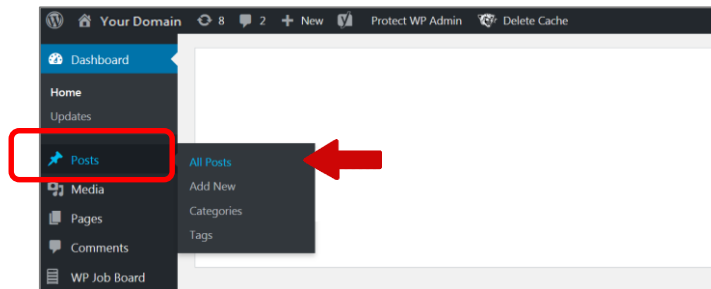
To view your newly created blog post, under **Publish** you may click on **Preview** button to view on a browser. To save your post, click **Publish**



## Updating Blog Posts

### Step 1:

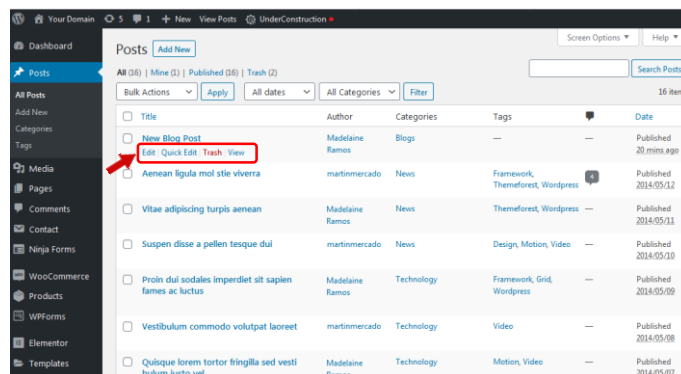
To update blog posts, access **admin backend** (see page 3) and on the left admin menu go to **Posts** → **All Posts**:



### Step 2:

Scroll down to **Posts**, and choose a post you wish to update. Hover to each post and **Edit options** will appear.

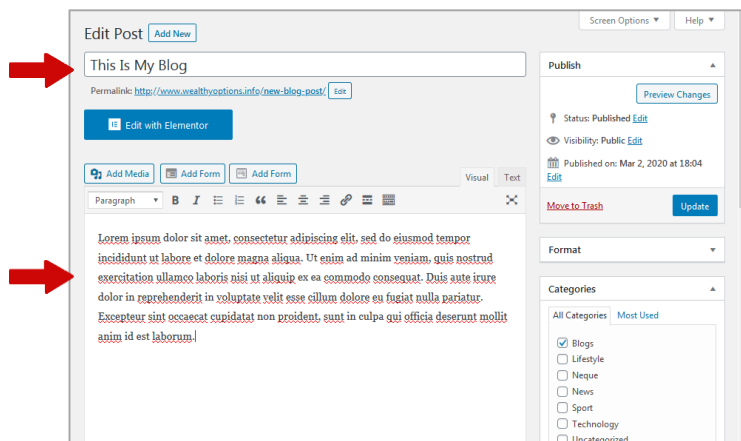
e.g. Let's try to edit a blog post. Click **edit** from the options.



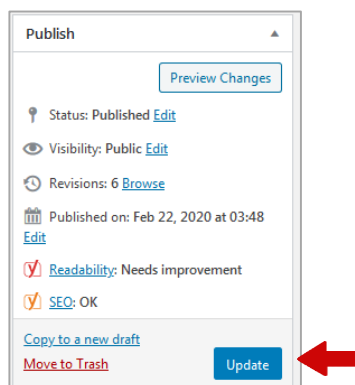
## Updating Blog Posts

### Step 3:

You'll be now in the **WordPress Editor**. Edit blog post title/content.



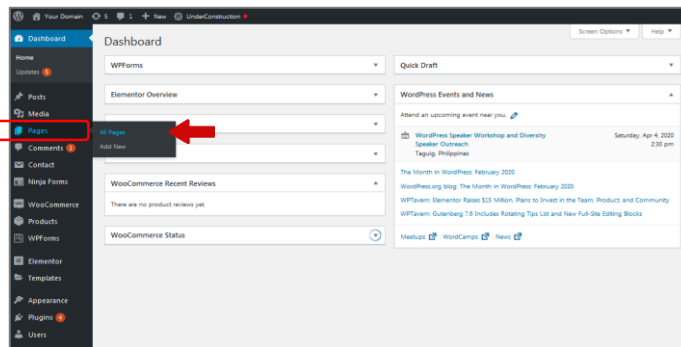
Once done updating content, click **UPDATE** button on right panel under **PUBLISH**.



## Creating New Pages with Elementor

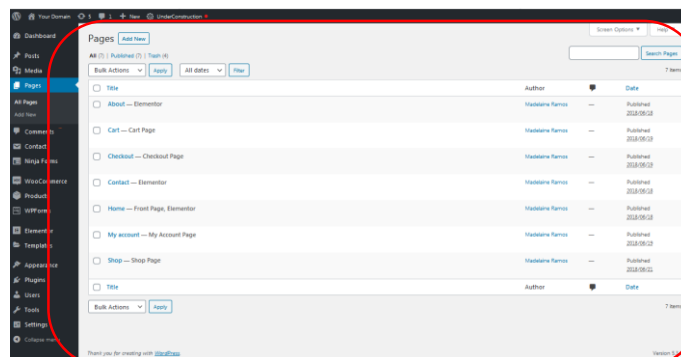
### Step 1:

Firstly, access **admin backend** (see page 3) and on the left admin menu go to **Pages → All Pages**:



### Step 2:

Scroll down until **Pages** admin menu appears.



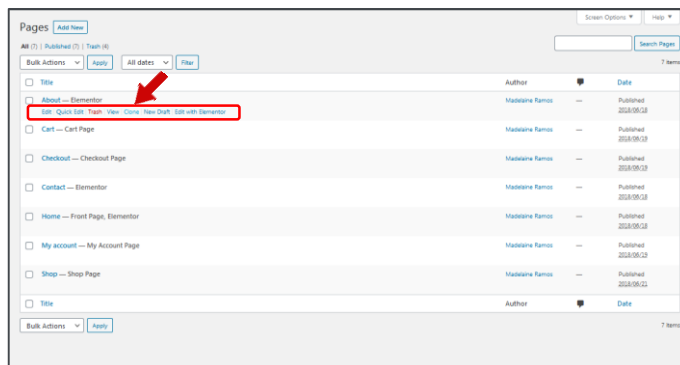
## Creating New Pages with Elementor

### Step 3:

To create a **new page**, we will be duplicating an existing page that is in a way similar to the page you wish to create. As you hover to any existing page, **editing options** will appear below on each listed existing page:

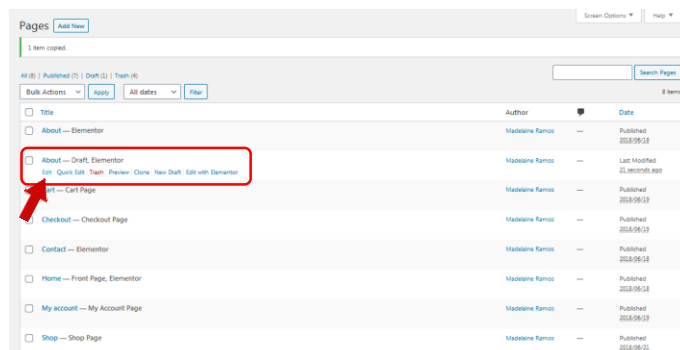
[Edit](#) [Quick Edit](#) [Trash](#) [View](#) [Clone](#) [New Draft](#) [Edit with Elementor](#)

In this example, we will try to create a **new page** similar to the parent page **About**. Click **Clone**.



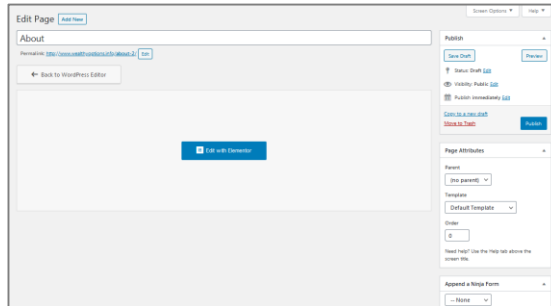
### Step 4:

A new page **"About — Draft, Elementor"** will be created and added to the list of existing pages. Locate the newly created page from the list and click **Edit**.



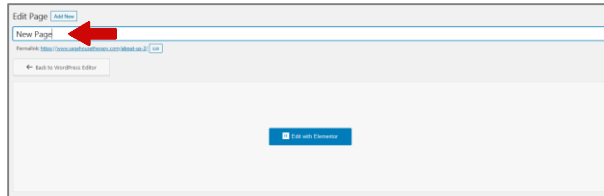
## Creating New Pages with Elementor

Then, you'll be in what's called the **WordPress Editor**.



### Step 5:

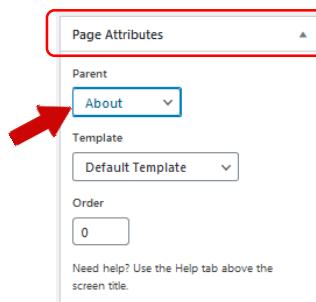
Edit the **title**.



### Step 6:

Under **Page Attributes > Parent** on the rightmost panel, select from the list box if desired newly created page is under a parent page. Hence, if a newly created page is a parent, select **“(no parent)”**.

Say, for this instance, we will select parent **“About”**

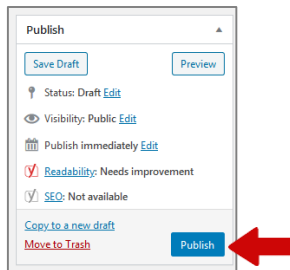




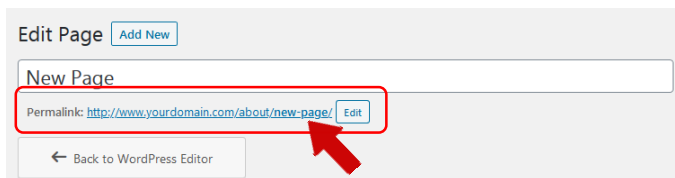
## Creating New Pages with Elementor

### Step 7:

Under **Publish** on the rightmost panel, click **Publish** button.

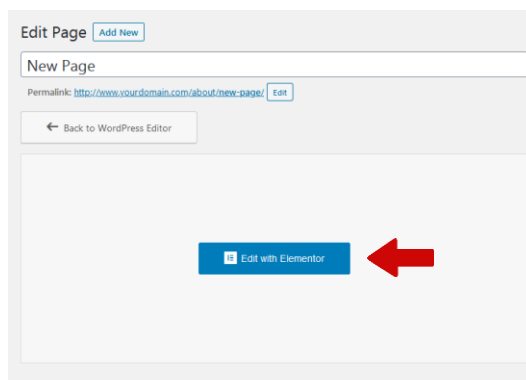


Once published, you will notice the URL link automatically added the *name of your newly created page* under parent **"About"** page.



### Step 8:

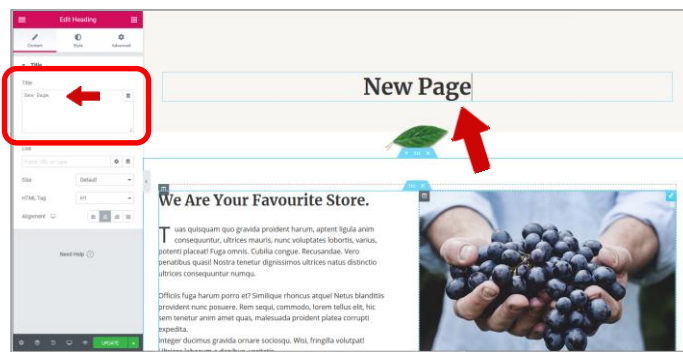
Click **Edit with Elementor** to further **add/edit content** of the *newly created page*. You will then be redirected to admin backend.




## Creating New Pages with Elementor

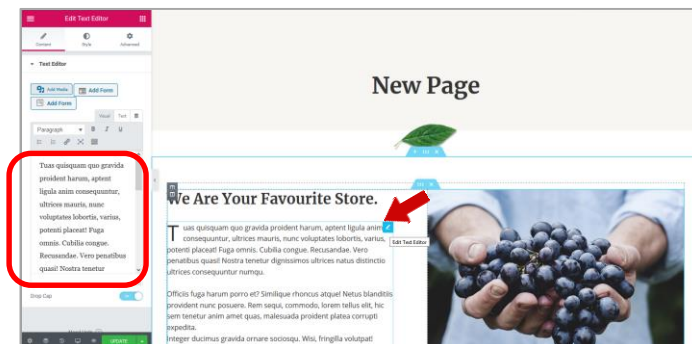
### Step 9:

Select section containing **Header 1** and edit on the left panel editor. In this instance, we will change it to **“New Page”**, Header 1 now will be updated to **“New Page”**:



### Step 10:

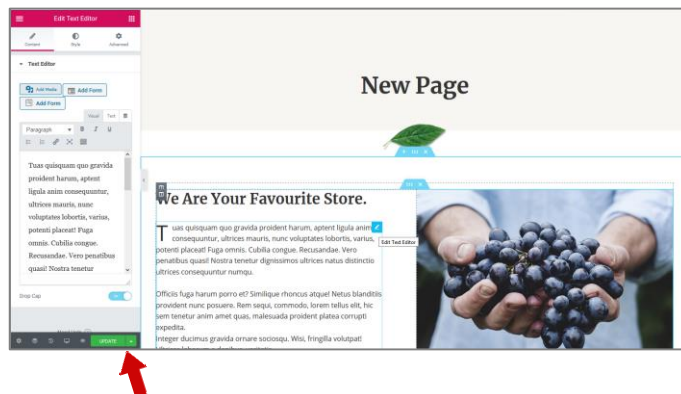
You may now proceed to select any section you wish to edit. Click on the pencil icon  to further edit on the left panel editor.



## Creating New Pages with Elementor

### Step 11:

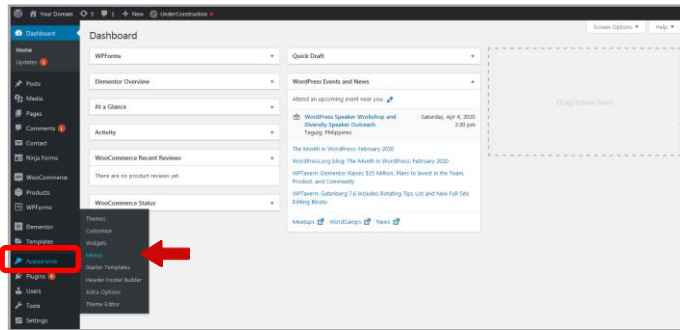
Once done editing, click the **UPDATE** button on the bottom part of the left panel editor.



## Creating New Menu

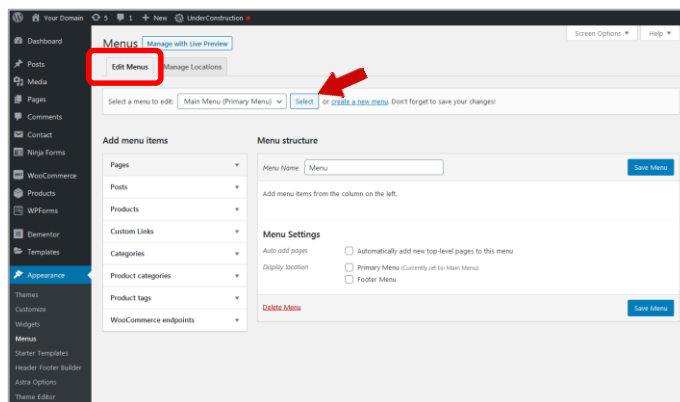
### Step 1:

In creating a menu, ensure that a **new page** was created prior. From the Dashboard, go to **Appearance** → **Menus**.



### Step 2:

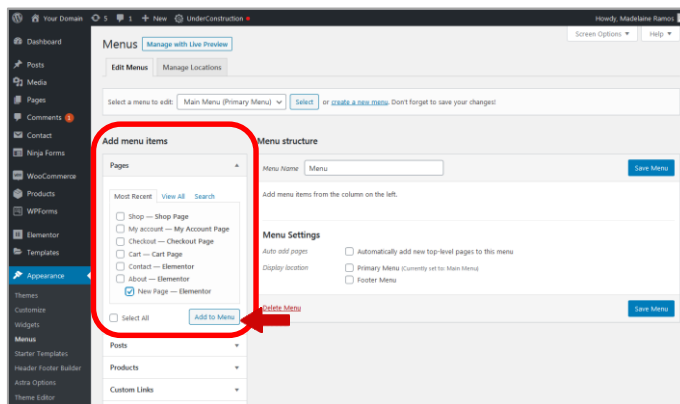
Scroll down to **Edit Menu** Tab. Ensure that in **Select a menu to edit** textbox, “**Main Menu (Primary)**” is selected and then click **Select** button.



## Creating New Menu

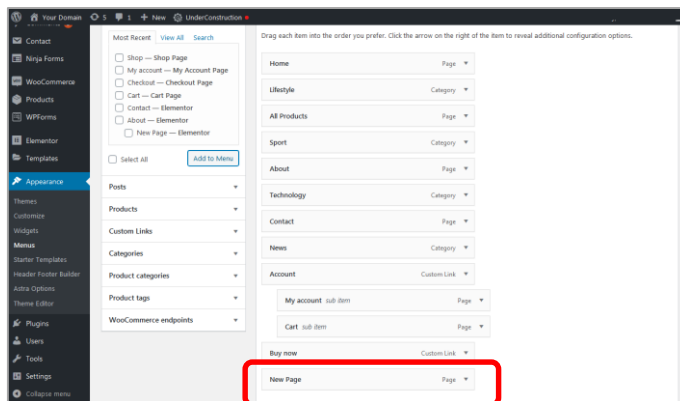
### Step 3:

Under **Add menu items > Pages > Most Recent** tab, scroll down to search for your newly created page (*in our prior example, “New Page”*) and select it. Click **Add to Menu** button.



### Step 4:

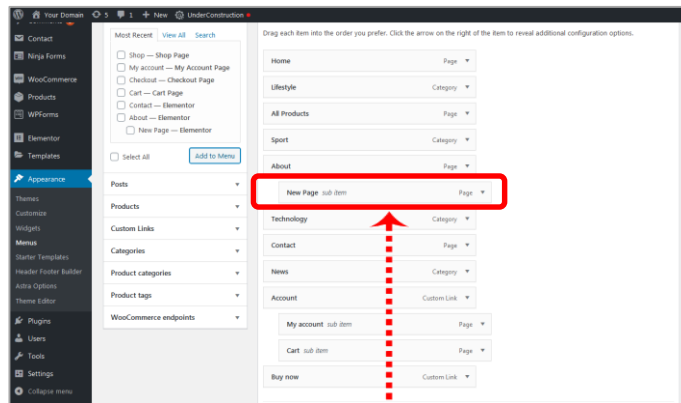
Scroll down to the bottom part of **Menu structure** to see *your newly added menu*. (In our example, “New Page”)



## Creating New Menu

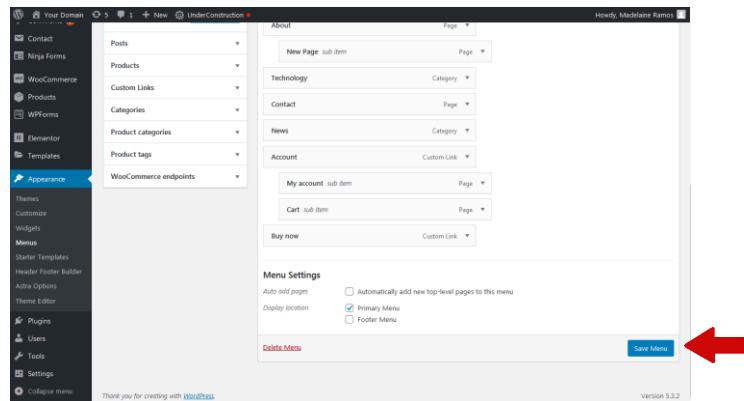
### Step 5:

You may now drag the **newly added menu** item in the order you prefer.



### Step 6:

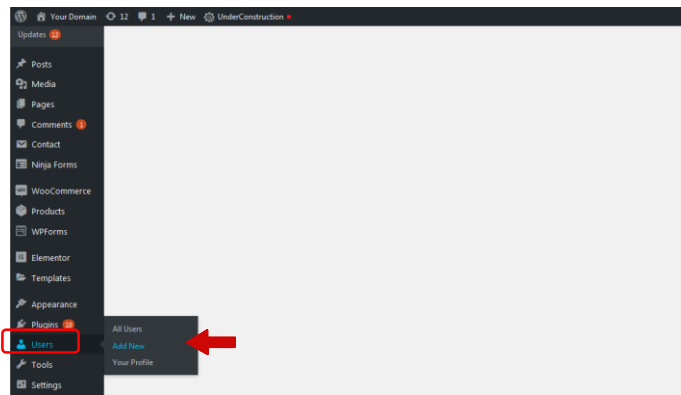
Once done with repositioning your **newly created menu**, Click **Save Menu** button.



## Adding a New User (Author/Admin)

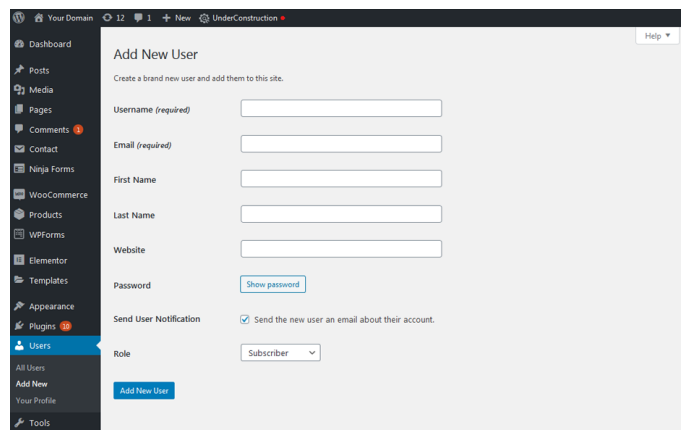
### Step 1:

In adding a **New User (author/admin)**, access admin backend (see page 3) and on the left admin menu go to **Users → Add New**:



### Step 2:

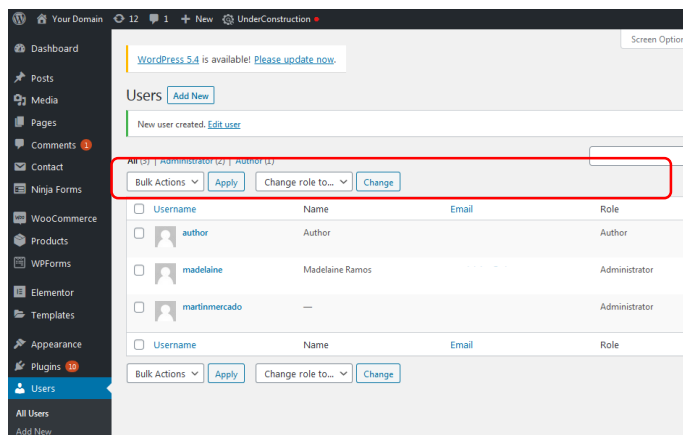
Completely fill out the form then for the **“Role”** field at the bottom, choose the appropriate role for a certain user, whether admin or author. When done, click **“Add New User”** button.



## Adding a New User (Author/Admin)

### Step 3:

Added **User (Author/Admin)** will appear in the admin area. You may edit/delete a user anytime by hovering over it and the editing options will appear.



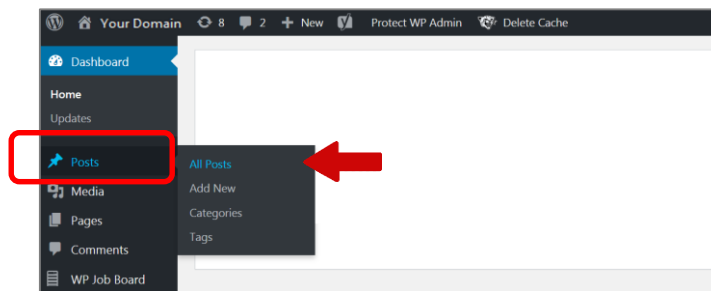


## Choosing A Blog Author

### Step 1:

To choose the **blog author**, ensure that the author was **created in the backend** (see page 23) prior to proceeding with the following steps:

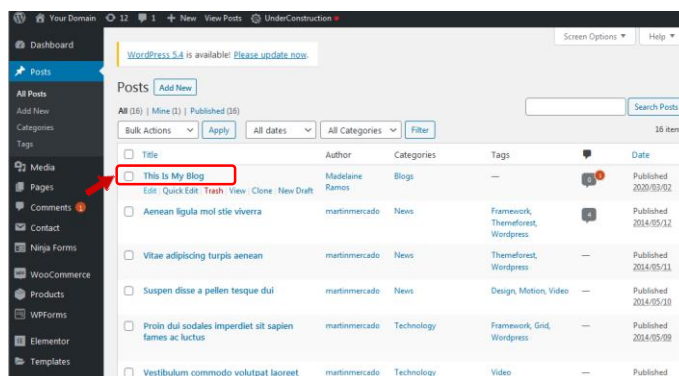
Access **admin backend** (see page 3) and on the left admin menu go to **Posts**  
→ **All Posts**:



### Step 2:

Scroll down to **Posts**, and choose a post you wish to **add a blog author**. Hover to each post and **Edit options** will appear.

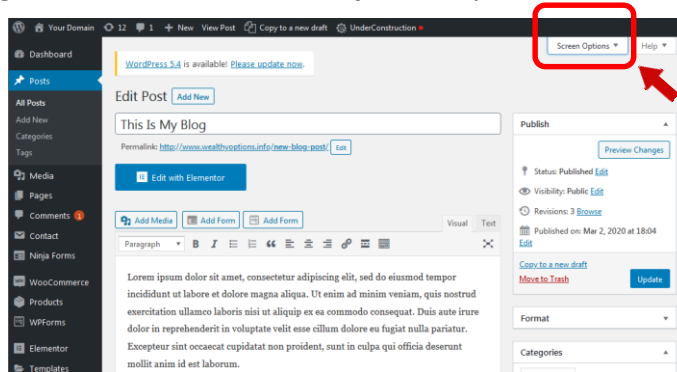
e.g. Let's try to add an author to an existing blog post. Click **edit** from the options.



## Choosing A Blog Author

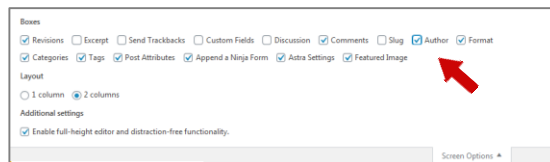
### Step 3:

On the top right corner, click **Screen Options** fly down menu button.



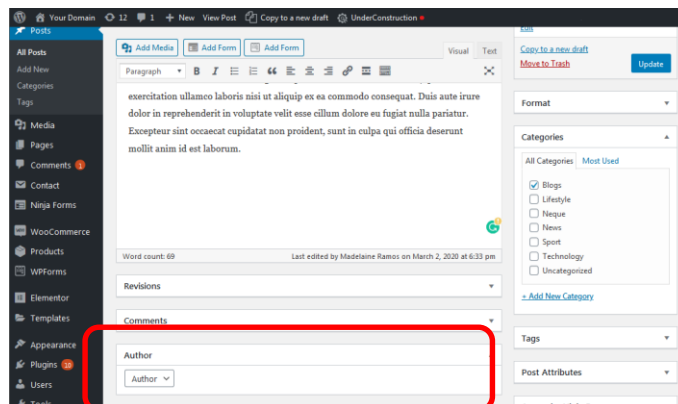
### Step 4:

Tick the **Author** check box for the Author section to appear at the bottom of the admin area.



### Step 5:

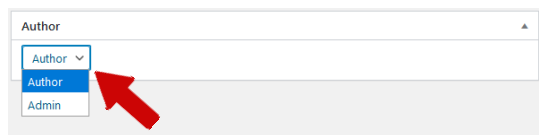
Scroll down to the bottom of the page to see the **Author** section. Click on it to show the Author drop-down list box.



## Choosing A Blog Author

### Step 6:

Choose the **author** from the drop down list.



### Step 7:

Scroll back to the top and click **Update** button.

