



WOWEBSITES

Website Administration Manual

using Elementor



Table of Contents

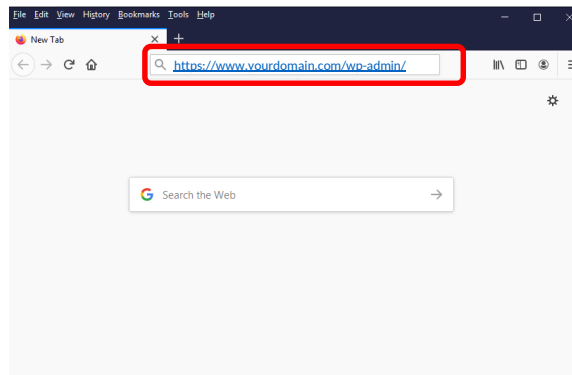
Backend Access	3
Updating Pages	4
Creating Blog Posts	7
Updating Blog Posts	12
Creating New Pages with Elementor	14
Creating New Menu	20

Backend Access

Step 1:

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

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



Step 2:

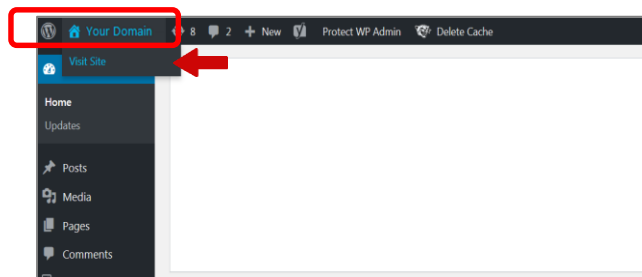
Type in your username and password then click **Log in** button.

Username or Email Address	
<input type="text"/>	
Password	
<input type="password"/>	
<input type="checkbox"/> Remember Me	<input type="button" value="Log In"/>

Updating Pages

Step 1:

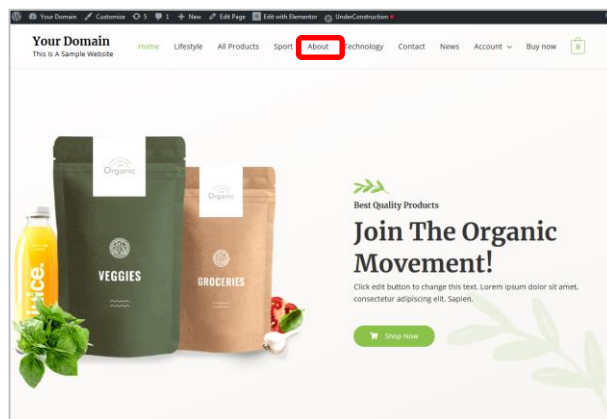
Once logged into the admin backend, go to **Your Domain** → **Visit Site** on the top toolbar:



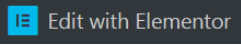
Step 2:

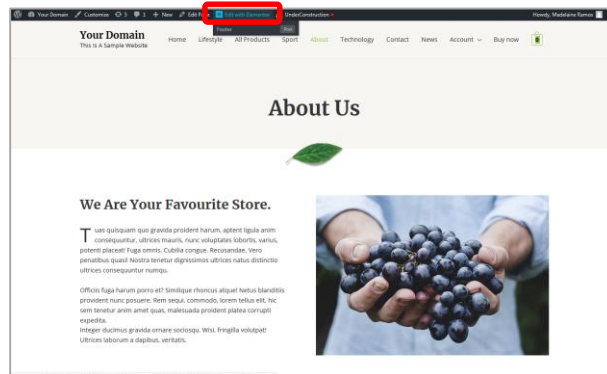
From website's navigation, click on a page you wish to update.

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




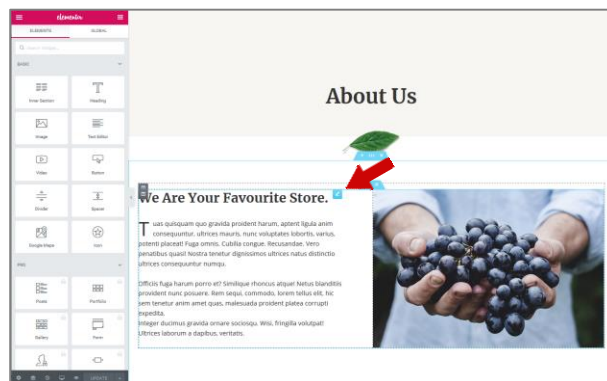
Step 3:

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





Step 4:

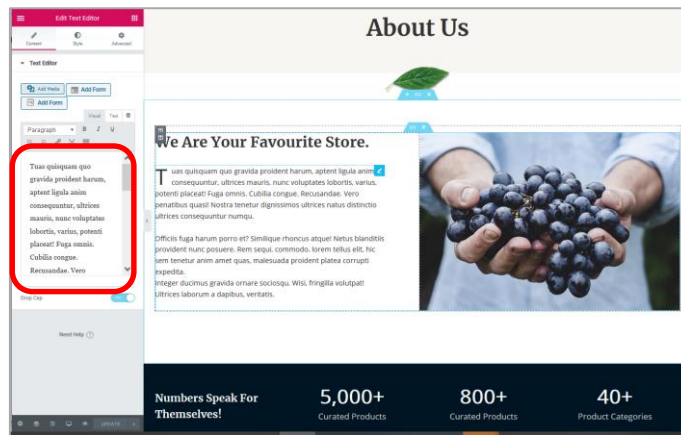
Scroll down to a section you wish to edit (click the pencil icon ).



Updating Pages

Step 5:

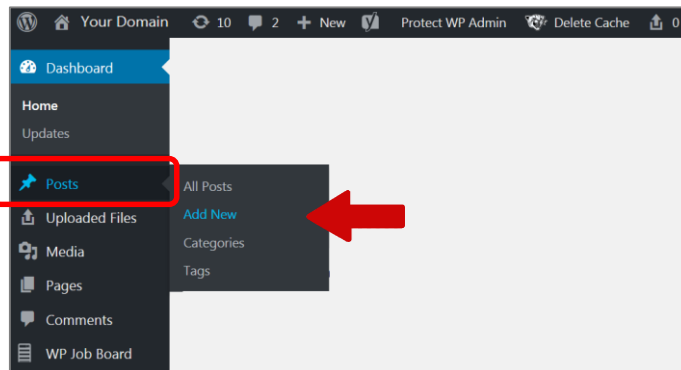
Once you click on the pencil icon  , you may now edit on the left panel editor. When finished editing, click  button at the bottom of left panel editor.



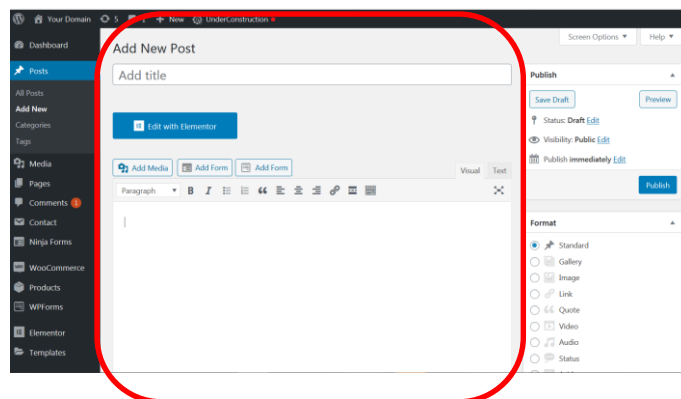
Creating Blog Posts

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**:



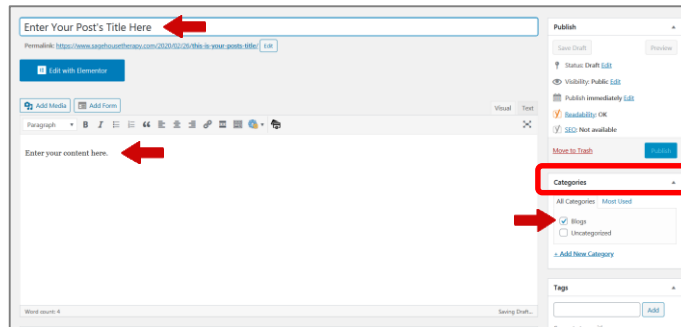
Then, you'll be in what's called the **WordPress Editor**.



Creating Blog Posts

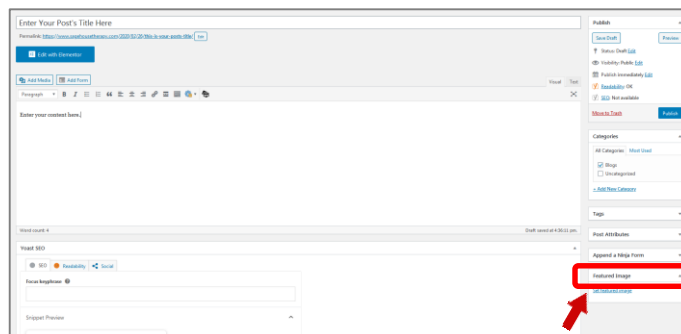
Step 2:

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**:



Step 4:

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

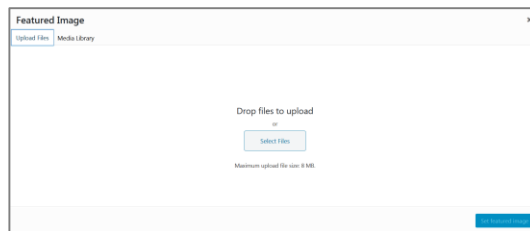
4.1) Upload Files - upload images from your own device.

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

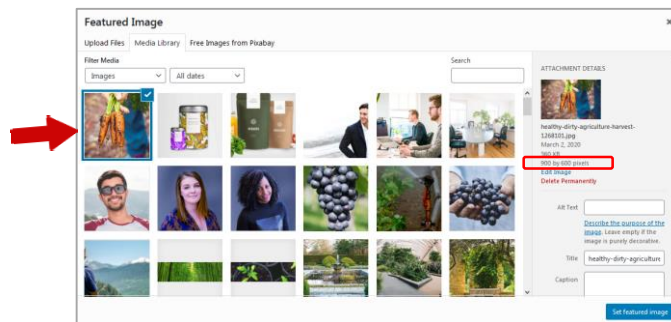
Note: Recommended image size is 900 by 600 pixels size.

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**.



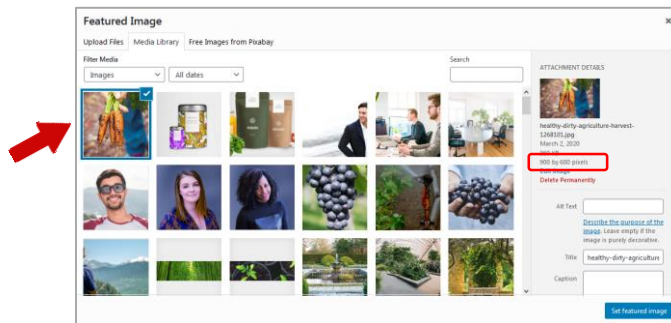
4.1.2) Uploaded image will automatically be selected from Media Library. To ensure image recommended size, view attachment details on the right and image size should appear **900 x 600 pixels**:



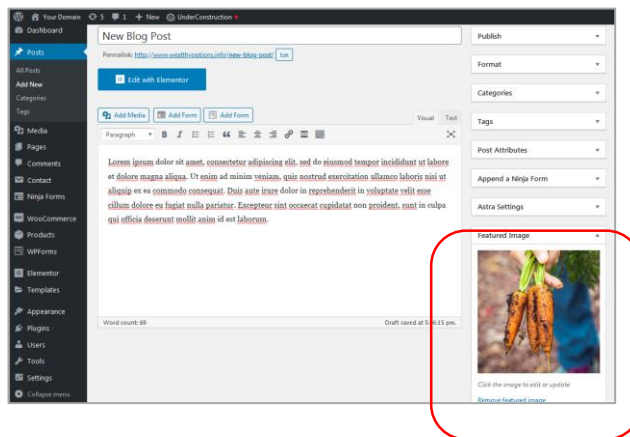
Creating Blog Posts

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**:



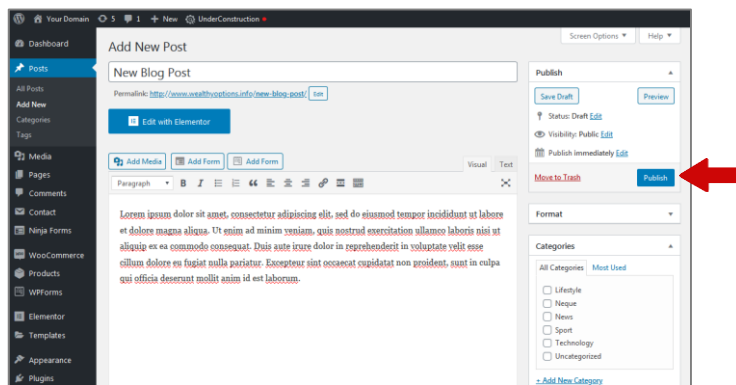
Once uploaded, you may see **featured image** on the right panel. You may **edit/update/remove** the featured image.



Creating Blog Posts

Step 5:

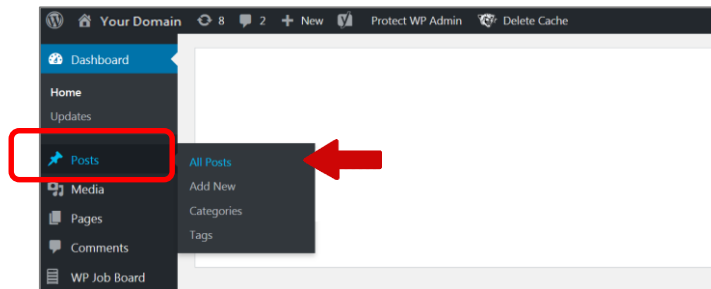
To view your newly created blog post, under **Publish** you may click on **Preview** button to view on a browser. To save your post, click **Publish** button.



Updating Blog Posts

Step 1:

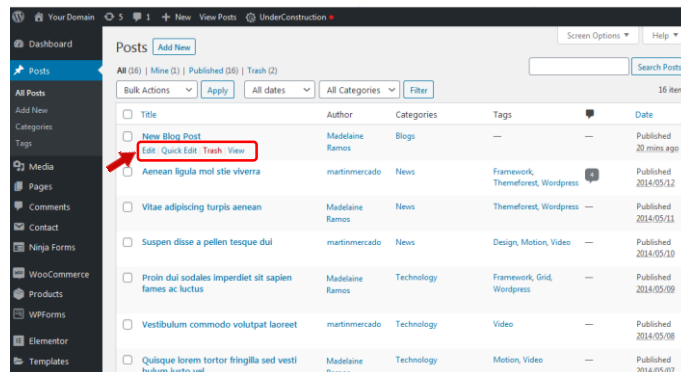
To update blog posts, access **admin backend** (see page 3) and on the left admin menu go to **Posts** → **All Posts**:



Step 2:

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

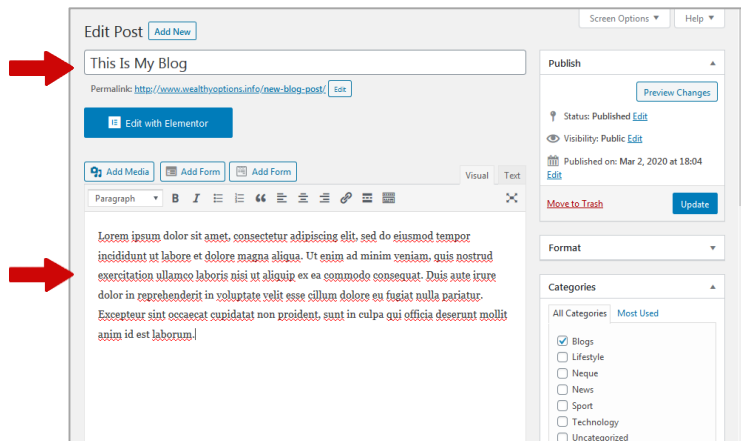
e.g. Let's try to edit a blog post. Click **edit** from the options.



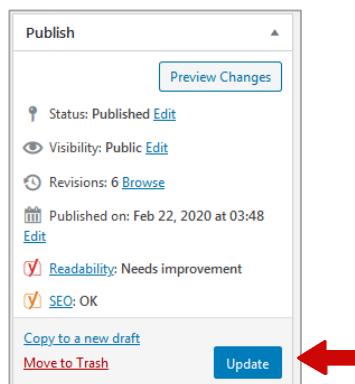
Updating Blog Posts

Step 3:

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



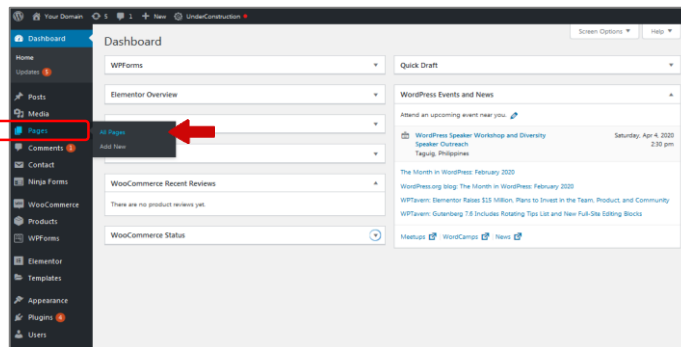
Once done updating content, click **UPDATE** button on right panel under **PUBLISH**.



Creating New Pages with Elementor

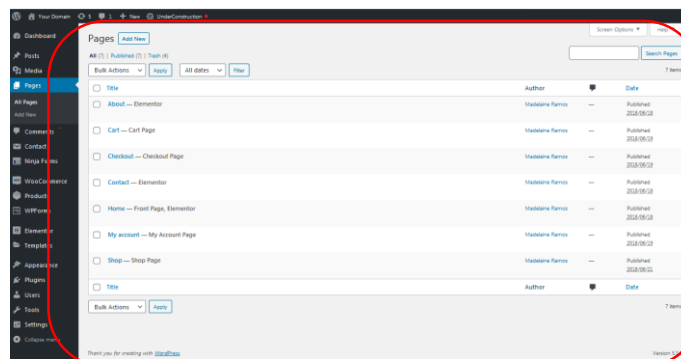
Step 1:

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.



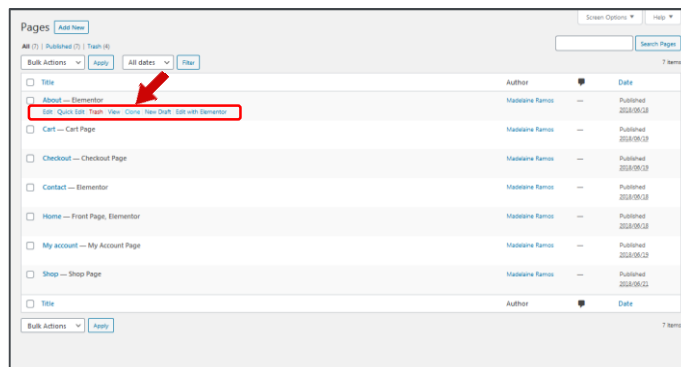
Creating New Pages with Elementor

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:

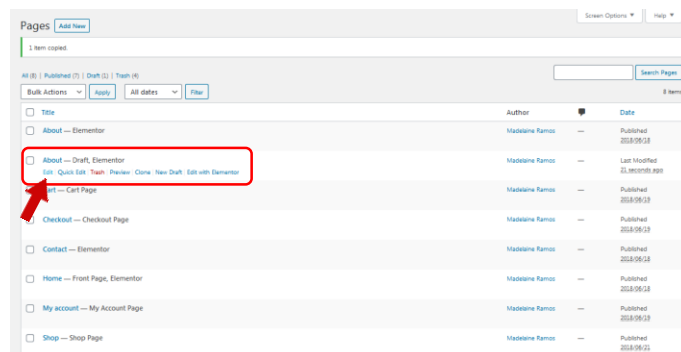
[Edit](#) [Quick Edit](#) [Trash](#) [View](#) [Clone](#) [New Draft](#) [Edit with Elementor](#)

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



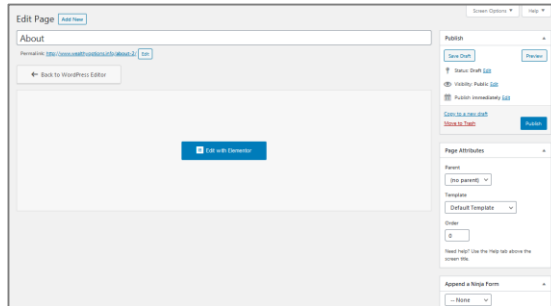
Step 4:

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**.



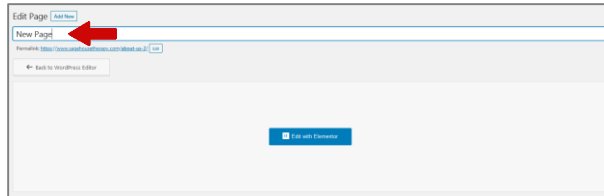
Creating New Pages with Elementor

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



Step 5:

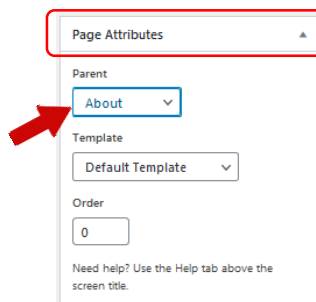
Edit the **title**.



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**”

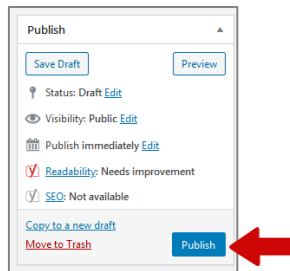




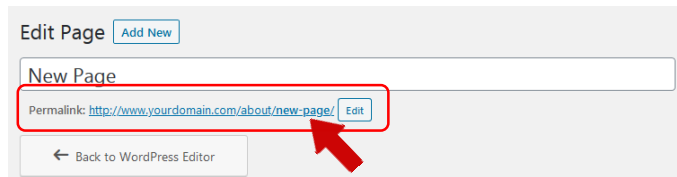
Creating New Pages with Elementor

Step 7:

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

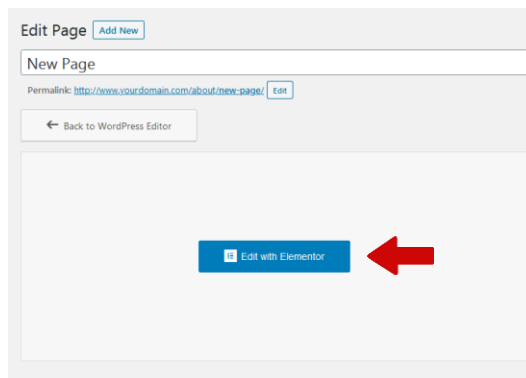


Once published, you will notice the URL link automatically added the *name of your newly created page* under parent “**About**” page.



Step 8:

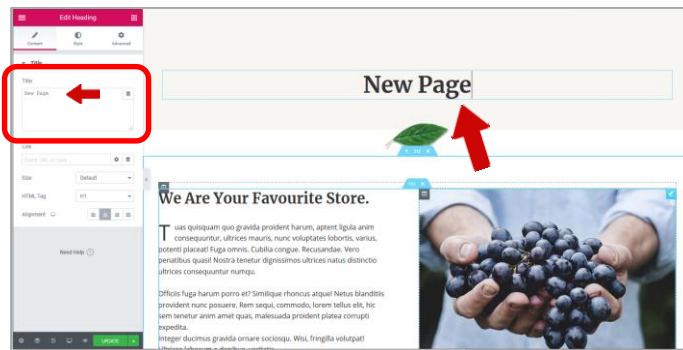
Click **Edit with Elementor** to further **add/edit content** of the *newly created page*. You will then be redirected to admin backend.




Creating New Pages with Elementor

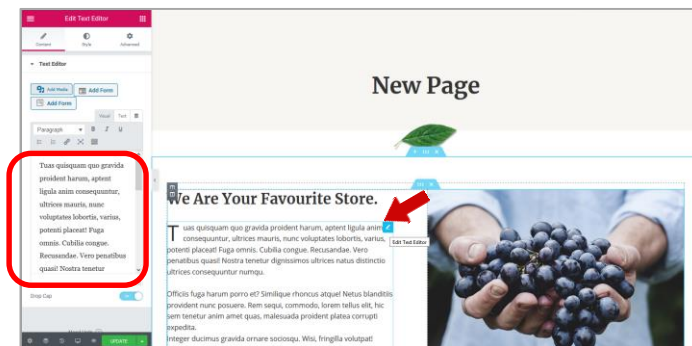
Step 9:

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:

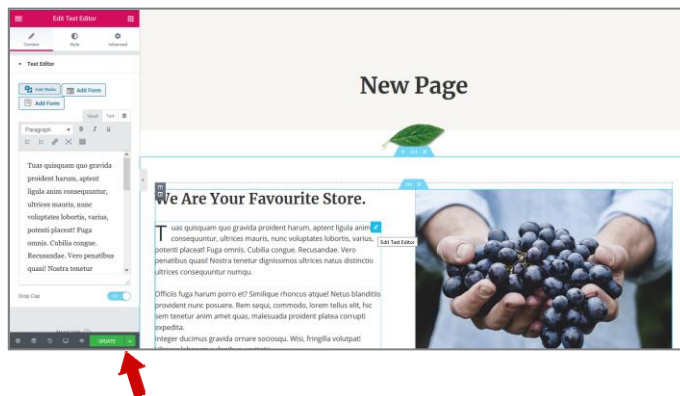
You may now proceed to select any section you wish to edit. Click on the pencil icon  to further edit on the left panel editor.



Creating New Pages with Elementor

Step 11:

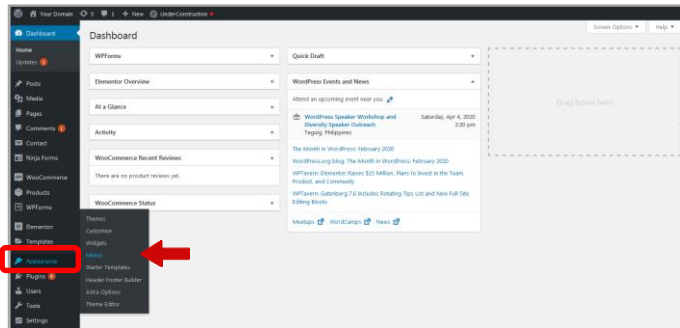
Once done editing, click the **UPDATE** button on the bottom part of the left panel editor.



Creating New Menu

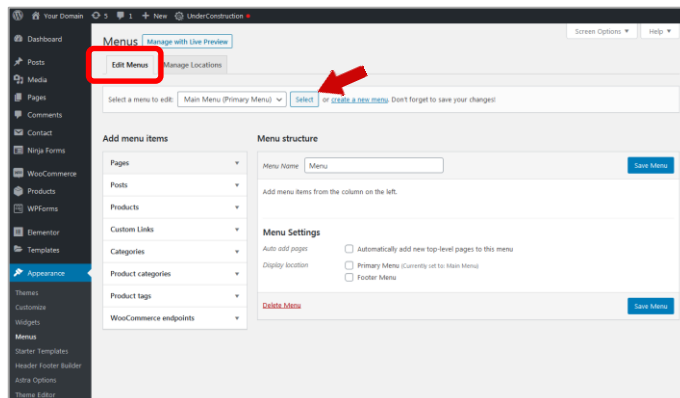
Step 1:

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



Step 2:

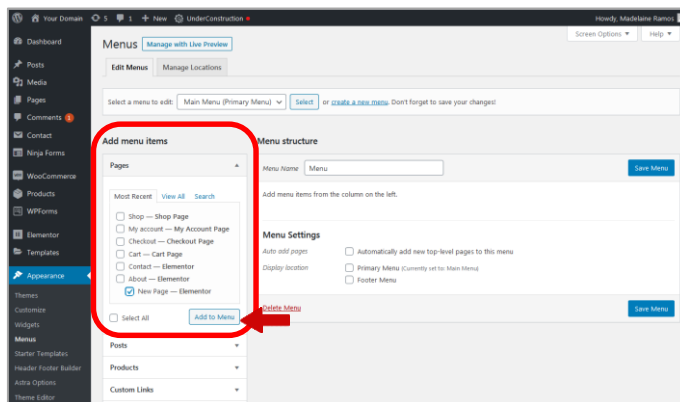
Scroll down to **Edit Menu** Tab. Ensure that in **Select a menu to edit** textbox, **“Main Menu (Primary)”** is selected and then click [Select](#) button.



Creating New Menu

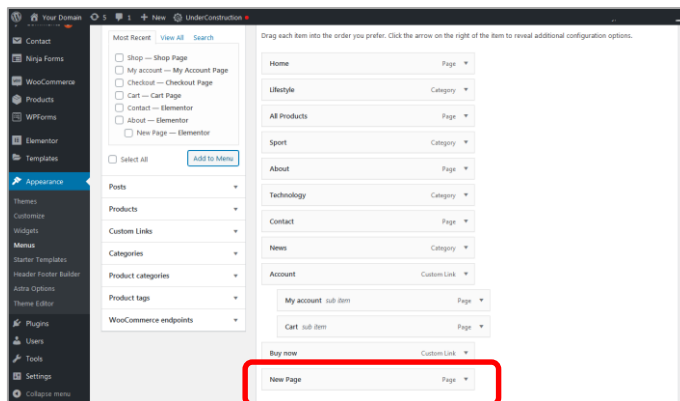
Step 3:

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:

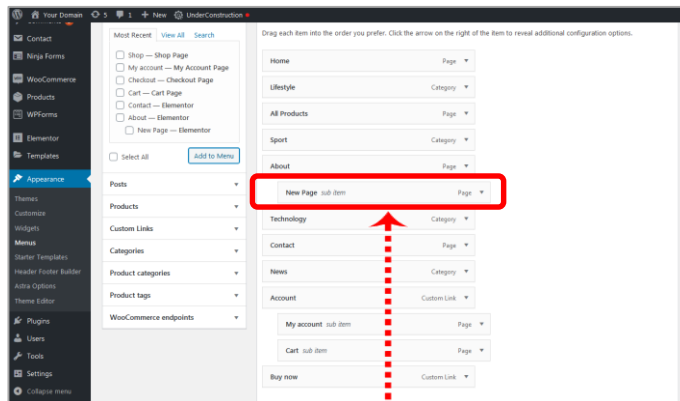
Scroll down to the bottom part of **Menu structure** to see *your newly added menu*. (In our example, “New Page”)



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.

