



Imagination Learning Center Website Update Guide

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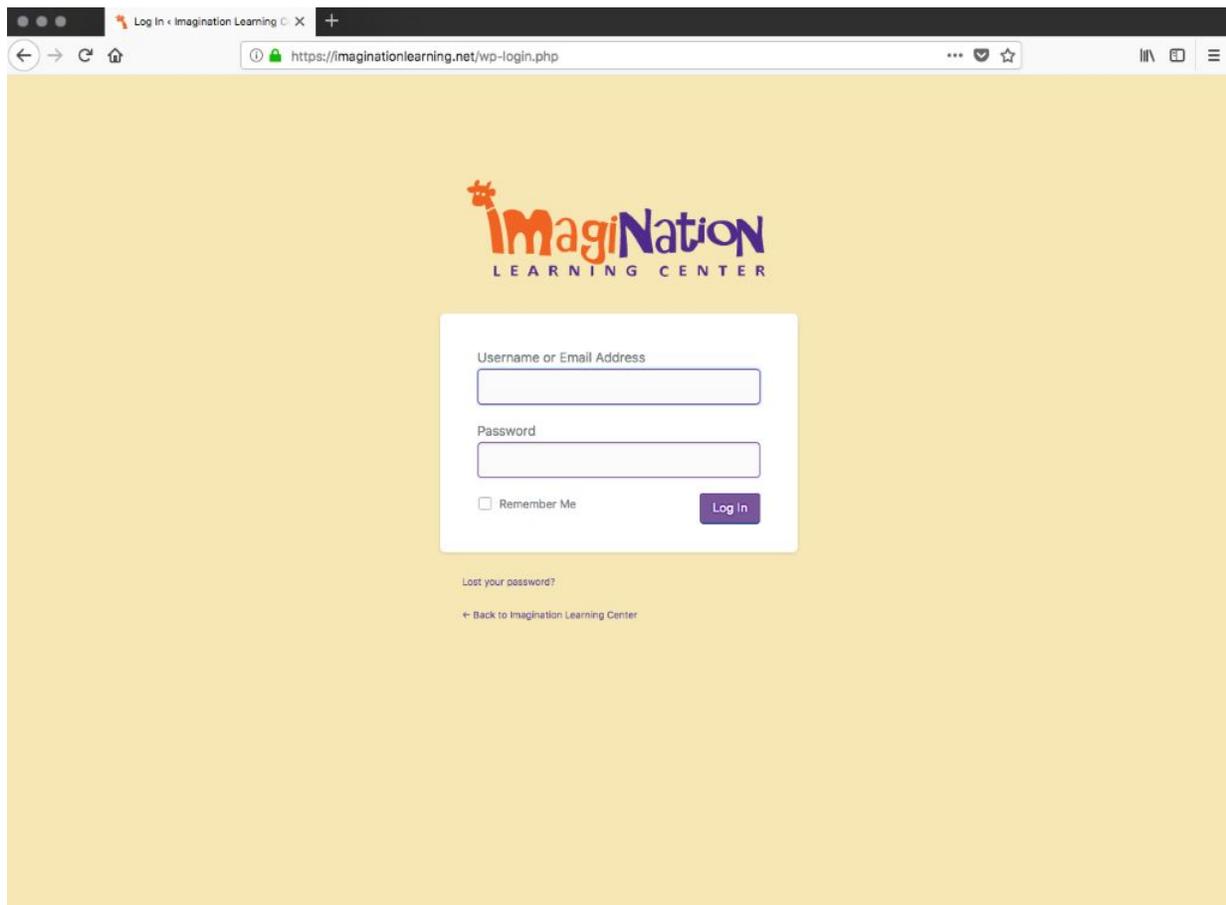
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Login

Before you can make any changes to your site, you will need to log in. The login for your site is typically found at the following URL - <http://your-wordpress-site.com/wp-admin>. Obviously, replace ***your-wordpress-site.com*** with your actual domain name.

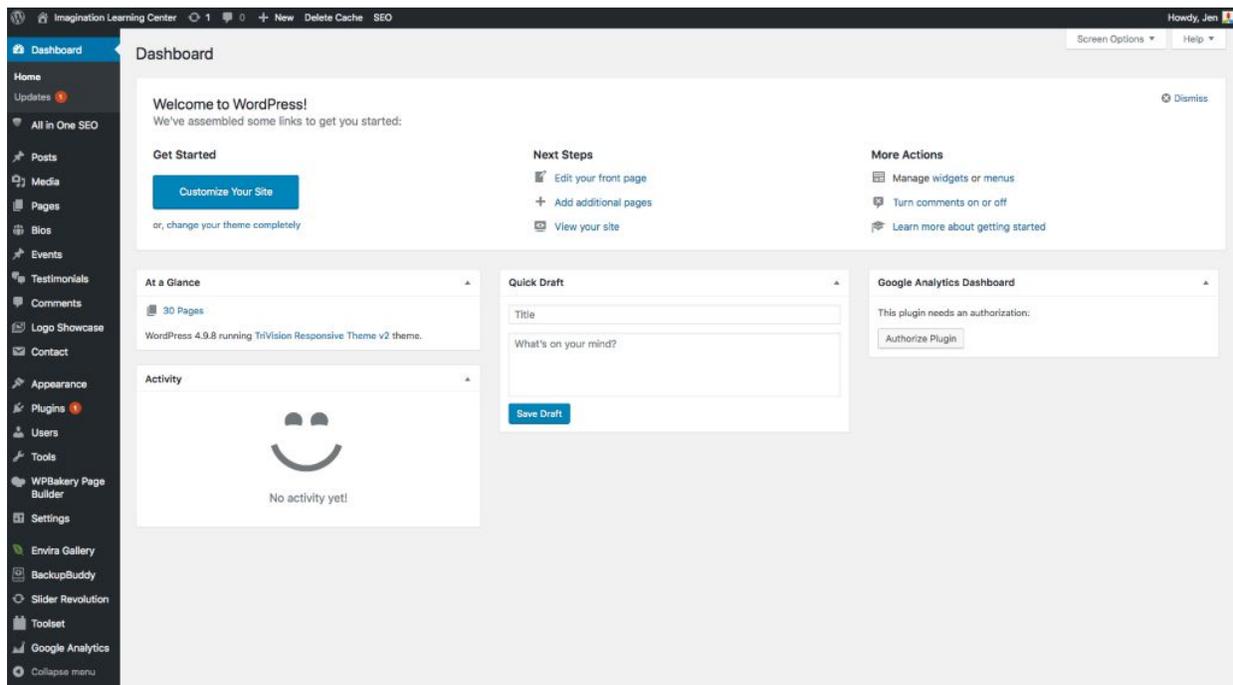
<https://imaginationlearning.net/wp-login.php>



You can login to your Dashboard using either your Username or your email address associated with your account.

Dashboard

Once you've logged in, the WordPress Dashboard appears. This is your main administration homepage. At the very top of your Dashboard (and across every page) you will see the name of your site in the header area. In the example screenshot below (and throughout this documentation) the site name is *Your WordPress Site*. This is also hyperlinked to your site's homepage. You will also see the name of the person who is currently logged in (e.g. Joe Blogg). Move your cursor over your name to reveal the *Log Out* link as well as a link to edit your Profile.



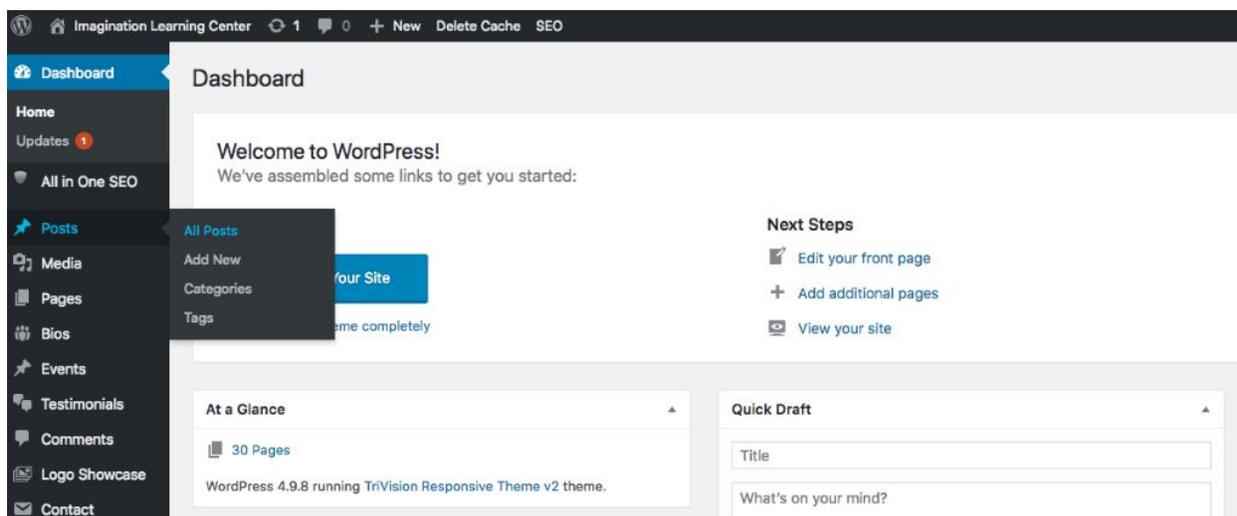
On most pages, just below your Username there are a couple of small inverted tabs. One called *Screen Options* and another called *Help*. Clicking either of these links will cause a panel to slide down from the top of the page. The *Help* link, not surprisingly, displays some help information. The *Screen Options* link will display various options that allow you to configure what is displayed on the current page.

The details in this panel change depending on what page you're currently viewing. As an example, on your main Dashboard page the Screen Options allow you to set which panels you'd like displayed on the page.

Dashboard Menu Options

Down the left-hand side of the Dashboard and on every page you will see your main navigation menu. This is where you'll find all the options to update and configure your site.

Hovering your cursor over each of the main menu options will display a 'fly-out' menu with the various choices for that particular menu option. Once you click each of the main menu options, that particular menu will expand to show all the available options within that section (if there are any).



The main menu options and their usage are:

Dashboard

This will display your main Dashboard 'homepage'. In the top left of your Dashboard you'll see some brief stats on the number of Posts, Pages and Comments. If you have the **Akismet** anti-spam plugin activated, you'll also see the number of **Spam Comments** or comments awaiting moderation.

Posts

This is where you can create a new Blog Post. You can also update your Categories and Post Tags.

Media

This is where all your uploaded images, documents or files are stored. You can browse through your Media library, as well as edit and update the files.

Pages

This is where you create and maintain all your Pages.

Comments

You can manage all your Comments within this section, including replying to comments or marking them as spam.

Appearance

This menu is where you control how your site looks. You can choose a new Theme, manage your site Widgets or Menus and even edit your site theme files.

Plugins

Plugins extend and expand the functionality of WordPress. You can add or delete plugins within here as well as activate or deactivate them.

Users

This screen lists all the existing users for your site. Depending on your Role, you can also add new users as well as manage their Roles.

Tools

This section gives you access to various convenient tools. You can also import data to your WordPress site or export all your WordPress data to a file.

Settings

This is where most of your site is configured. Among other things, it allows you to configure your site name and URL, where your Posts appear, whether people can leave Post Comments or not and numerous other settings. Most times, once your site is setup, there's no need to change any of the settings within this section.

At the bottom of the menu you'll see a link called *Collapse menu*. Clicking this will hide the menu and simply display their icons instead. Click the small arrow icon again to expand the menu.

Occasionally when you install a plugin or have custom post types, they will have their own configuration or setup pages. The location of these will be entirely dependent on the individual plugin or custom post type but most times these pages will either appear within the *Tools* section, the *Settings* section or in a completely new menu section at the bottom of the menu.

Toolbar

The WordPress Toolbar is a way of easily accessing some of the most common WordPress features. When you are logged into your WordPress dashboard and you visit your website, you will see the Toolbar running across the top of your site. This bar only appears if you are currently logged into your WordPress site, which means that it won't be visible to your everyday site visitors. If you are not logged in, the Toolbar won't be displayed.

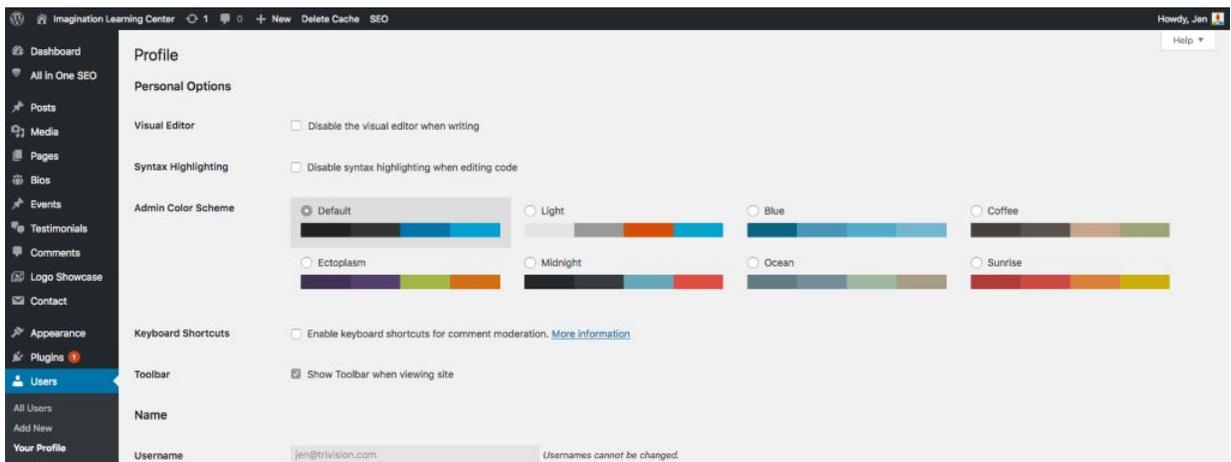


The Toolbar allows you to quickly access the following commonly used features.

- Visit the WordPress.org website, Codex or Support forums
- Display your site Dashboard and other commonly used menu options that allow you to update your site Themes, Widgets and Menus
- Visit the Customizer to update various site settings and depending on your theme, update your Background and Header images
- View or Edit your blog comments
- Add a new Post, Media, Page or User
- Perform a site Search
- View or Edit your Profile and logout from the WordPress Dashboard

Hiding the Toolbar

You can stop the Toolbar from displaying by modifying the preferences associated with your Profile. Simply click on the *Users* link in the left-hand navigation to display the list of Users. From this list of Users, click your user name or click on the *Edit* link that appears beneath the user name when hovering your cursor over each row. Alternatively, click on the *Your Profile* link underneath the *Users* menu option in the left-hand navigation or within the fly-out menu.

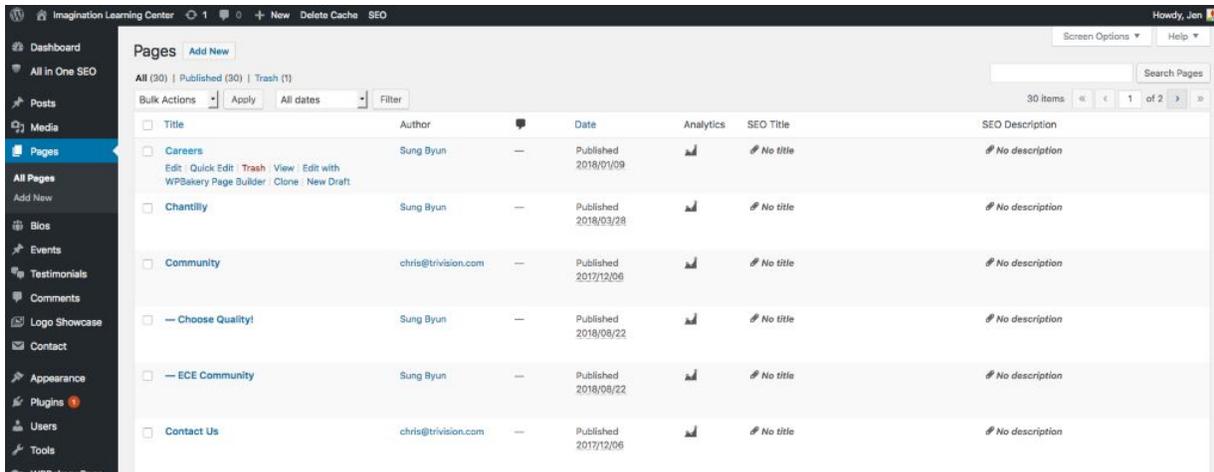


When editing your Profile there is a Toolbar option as shown in the screen above.

- **Show Toolbar when viewing site** – Checking this box will display the Toolbar at the very top of your website (only for the person who is currently logged in)

Pages

After clicking on the *Pages* menu option you'll be shown a list of Pages that your site contains. Among the information displayed is the Page title, the Author, No. of Comments and either the Date Published or the Date the Page was Last Modified. The Pages screen will look similar to screen below.



At the top of the page you can view how many Pages in total you have in your site, how many have been published by yourself or how many are Published or in Draft.

When hovering your cursor over each row, a few links will appear beneath the Page title.

- **Edit** – Will allow you to edit your Page. This is the same as clicking on the Page title
- **Quick Edit** – Allows you to edit basic Page information such as Title, Slug, Date plus a few other options
- **Trash** – Will send the Page to the Trash. Once the Trash is emptied, the page is deleted
- **View** – Displays the Page. If the Page hasn't been published yet, this will say *Preview*

Next to each Page title is a checkbox. This allows you to perform an action on multiple items at once. You simply check the Pages that you would like to affect and then from the Bulk Actions dropdown select either the *Edit* option or the *Move to Trash* option and then click the *Apply* button. The *Edit* option will allow you to edit the Author, Parent, Template, whether to allow Comments or not and the Status of each of the checked items. The *Move to Trash* option will move the selected items to the Trash.

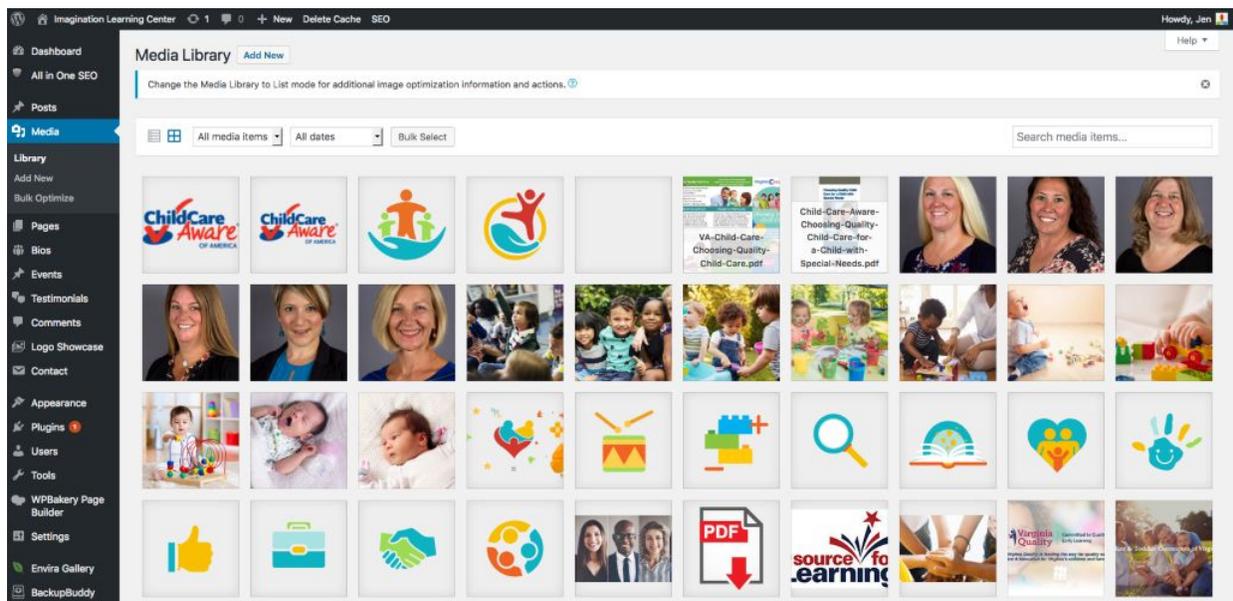
You can also filter the pages that are displayed using the dropdown list and the *Filter* button.

Media Library

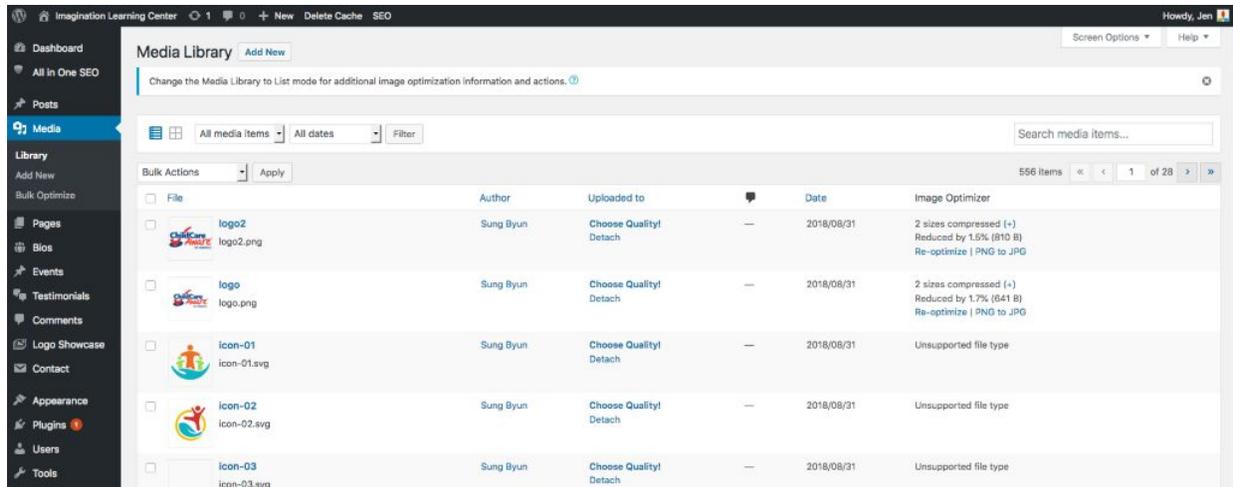
The Media Library is where you can find all the files that you've uploaded. There are two different types of views you can select from when viewing your media library. You can click the *List View* icon to display your images in a list, or you can click the *Grid View* icon to view your images in a Grid layout.



The Grid View will display a grid of thumbnail images for each of your media files. The Grid View employs infinite scrolling, rather than displaying your images over multiple pages. To view more images, simply scroll to the bottom of the page and more thumbnails are automatically loaded.



The List View will display your images vertically down the page, over multiple pages. By default, it will display 20 images per page but you can change this number by clicking the *Screen Options* link at the top-right of the page and changing the *Number of items per page*.



Both views show the most recently uploaded files first. There are also drop down lists that allow you to filter the list of files that are currently being displayed, along with a search field to help search for files.

Within the List View, the list of files contains a small thumbnail version of the image or file, the file title and the file name along with the file extension which shows the type of file (JPG, MP3, etc.), the name of the Author who uploaded the file, the Page or Post which the image was uploaded to, the number of comments and the date the file was uploaded.

When hovering your cursor over each row in the List View, a few links will appear beneath the file name.

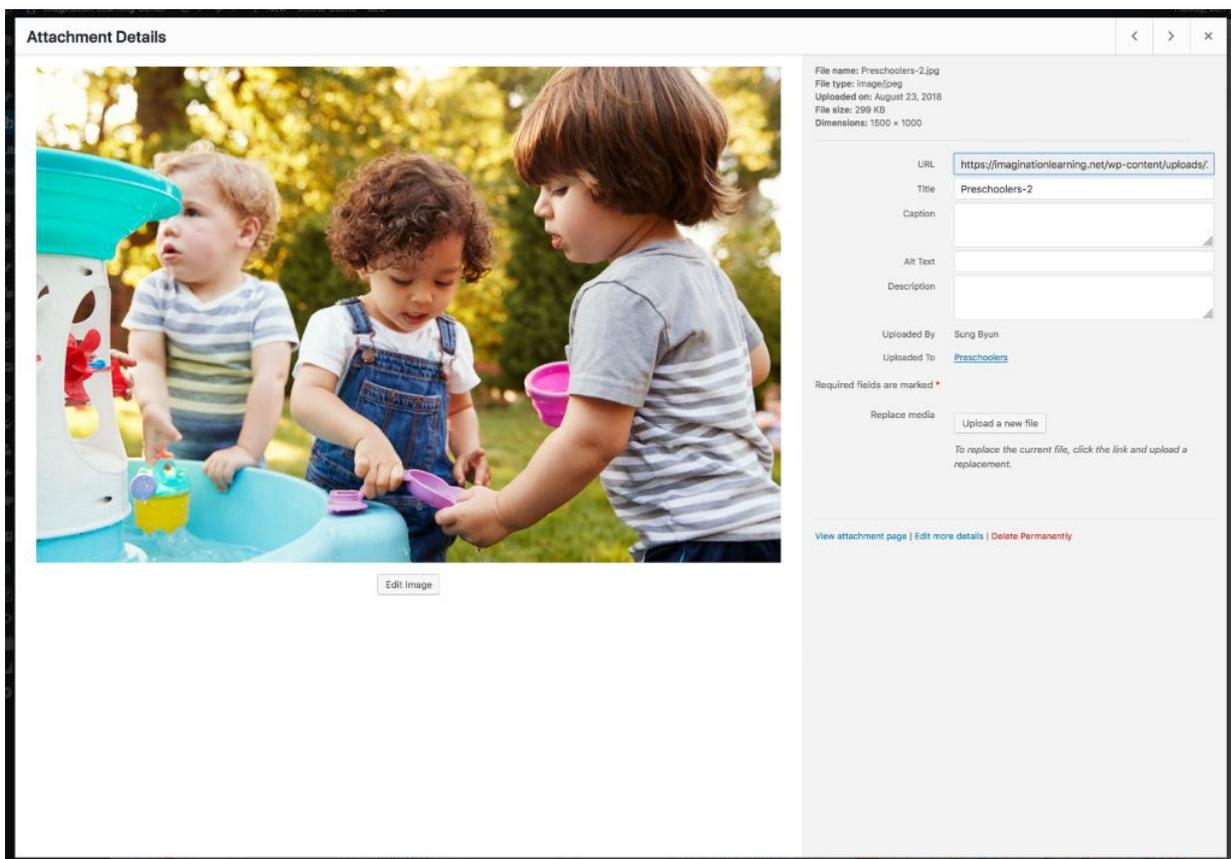
- **Edit** – Allows you to edit the file properties such as Title, Alt Text, Caption and Description. You can also perform some basic image manipulation
- **Delete Permanently** – Deletes the file permanently from the Media Library
- **View** – Will take you to the display page for that file

Viewing a File in the Media Library

The Grid View will display a grid of thumbnail images for each of your media files. Depending on the file type, you'll either see a thumbnail image for that

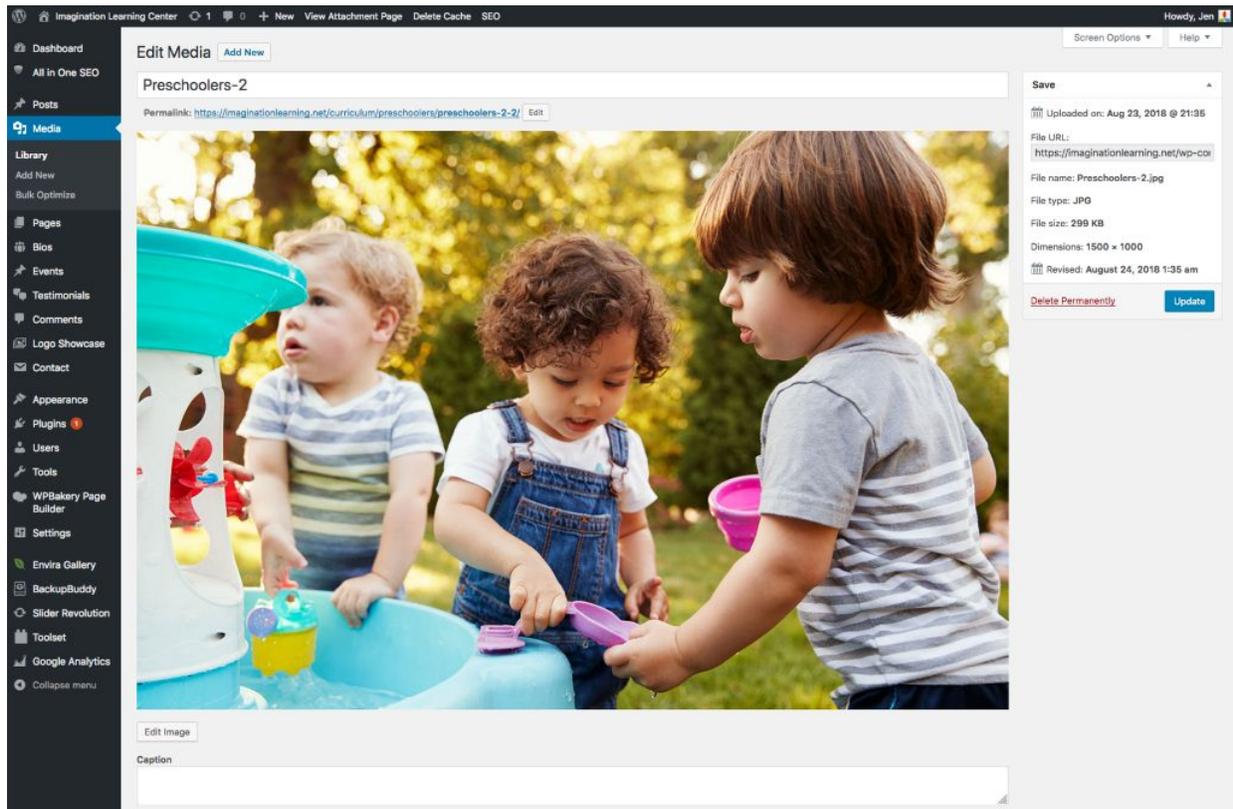
particular file or an icon representation.

After clicking on a thumbnail within the Grid View, a pop-up window will display the properties for that particular file, along with giving you the ability to update certain properties. If the file is an image, you'll also see a larger version of that image. For supported audio and video files (M4a, MP4, OGG, WebM, FLV, MP3, and WAV) you'll see the appropriate media player. For other file types such as PDF's or Word Documents, there is a link to view the attachment page which in turn has a link to the actual file.



Within the List View, you can click the thumbnail image, the media file title or you can hover the cursor over the row and click the *Edit* link. The various file properties will be displayed, along with giving you the ability to update certain properties. If the file is an image, you'll see a larger version of that image. For supported audio and video files (M4a, MP4, OGG, WebM, FLV, MP3, and WAV) you'll see the appropriate media player. For other file types such as PDF's or Word Documents, you'll simply see the file properties along with a button to view

the attachment page which in turn has a link to the actual file.



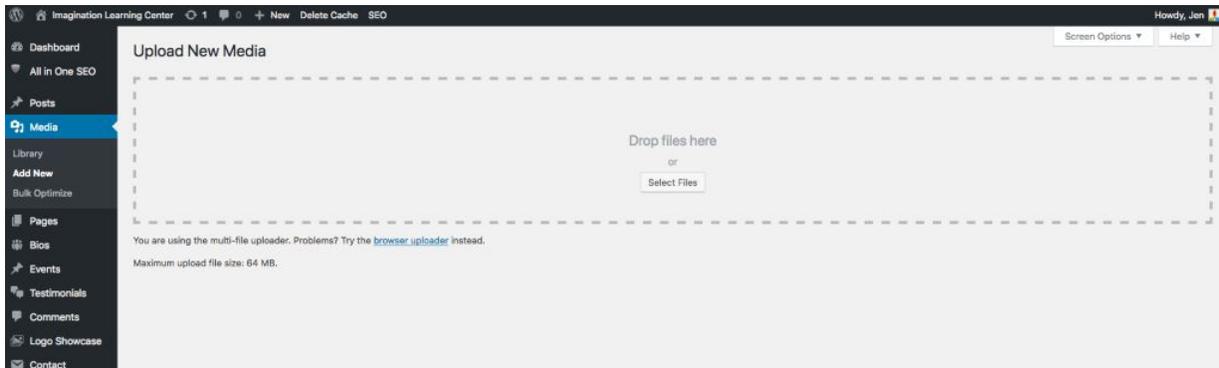
Clicking the *View* link, when hovering your cursor over a row, will display the attachment page for that particular media file. If the file is an image, you'll see a larger version of that image. For supported audio and video files you'll see the appropriate media player and for other file types such as PDF's or Word Documents, you'll see a link to the actual file.

Adding a File to the Media Library

To add a new file to the Media Library, click on the *Add New* link in the left-hand navigation menu or the *Add New* button at the top of the page.

If you click the *Add New* button when you're viewing the Media Library in the *List View*, or click the *Add New* link in the menu, simply drag your images from wherever they are on your computer, into the area marked *Drop files here*. Your file(s) will be automatically uploaded.

Once your images or files are uploaded, they're listed below the file uploader. If you'd like to edit the file properties, click the *Edit* link next to the file.



If you click the *Add New* button when you're viewing the Media Library in the *Grid View*, you can drag your images from wherever they are on your computer, to anywhere on the screen. Your file(s) will be automatically uploaded.

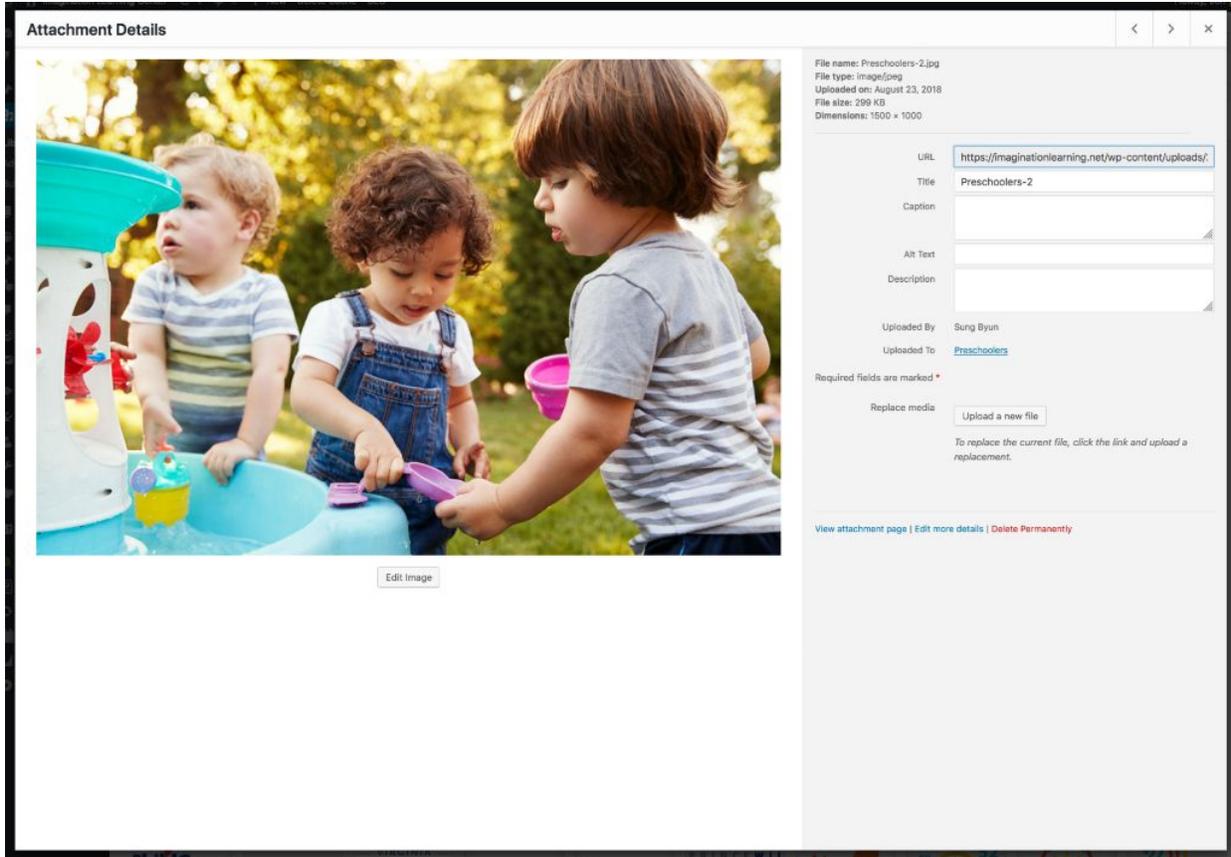
Once your images or files are uploaded, they're displayed below the file uploader, with the rest of your media.

When uploading files, you can also click the *Select Files* button and then select the files that you'd like to upload, using the dialog window that is displayed.

Editing the File Properties

If you're viewing your files using the *Grid View*, simply click on one of your media files and you'll be presented with a pop-up window that displays the relevant properties for that particular file.

After updating each field your changes will be automatically saved. You can use the arrow buttons at the top of the pop-up window to navigate to the previous or next image. Click the 'x' in the top-right of the pop-up window to return to the media Grid View.



To edit the properties of an existing file when using the *List View* within the Media Library, hover the cursor over the particular row that contains the file you wish to edit and click the *Edit* link. Alternatively, you can also click the file title or the thumbnail image. Clicking the *Edit* link next to the file after it's just been uploaded, will also allow you to edit its properties.

After clicking *Edit*, the relevant properties for that particular media file are displayed, including the title, URL, filename, file type and in the case of an image, the file dimensions. When editing the file properties, the *Alternative Text* field will only be displayed for images.

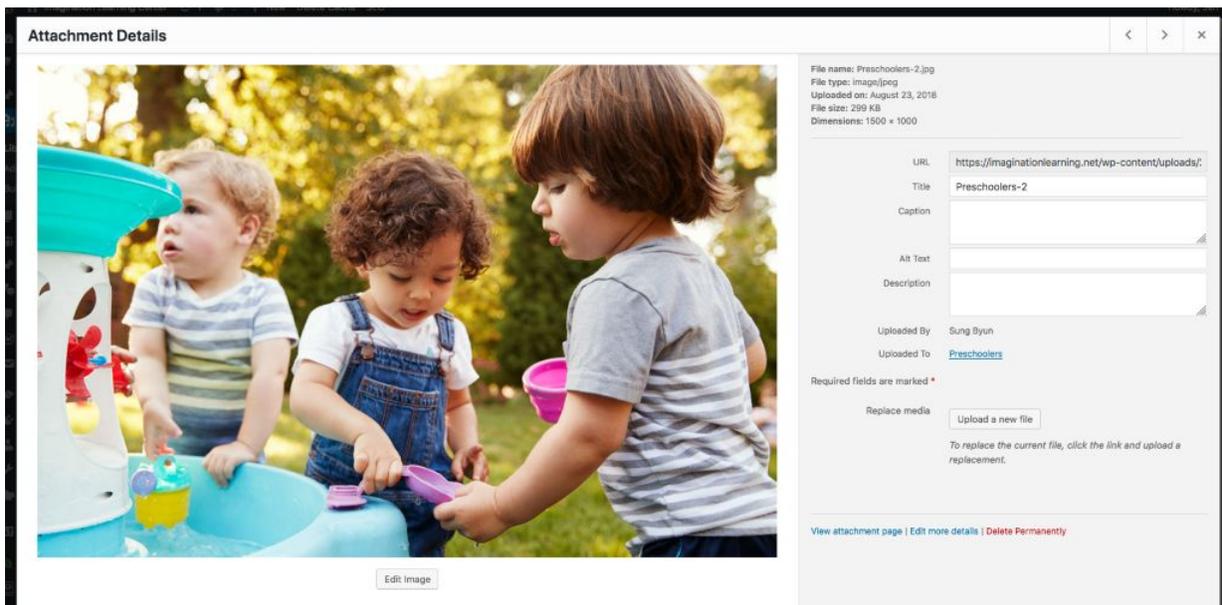
- **Title** – Although the field isn't labelled, the *Title* is the field at the very top of the page (when editing the image from the *List View*). The Title is displayed as a tooltip when the mouse cursor hovers over the image in the browser

- **Caption** – is displayed underneath the image as a short description. How this displays will be dependent on the WordPress theme in use at the time. You can also include basic HTML in your captions
- **Alternative Text** – This field is only displayed for image files. The Alternative Text is displayed when the browser can't render the image. It's also used by screen readers for visually impaired users
- **Description** – This content is displayed on the file's attachment page
- **Metadata - Artist** – This field is only displayed for audio files. It allows you to specify the recording artist
- **Metadata - Album** – This field is only displayed for audio files. It allows you to specify the album to which the audio file belongs to

Once the file properties are updated click the *Update* button to save your changes.

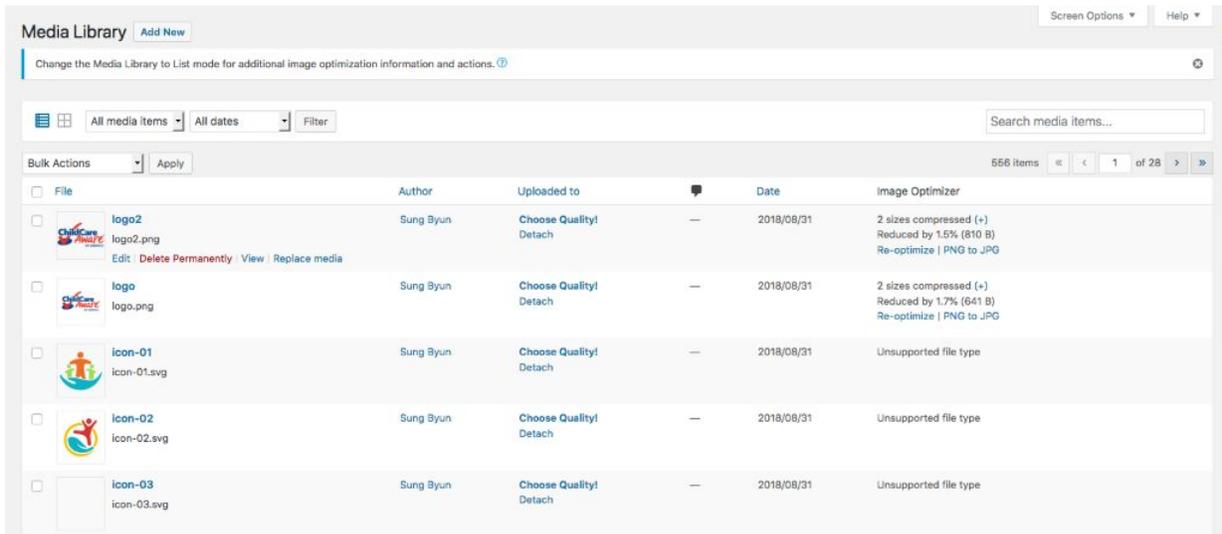
Deleting a File from the Media Library

To delete a file from the Media Library when using the *Grid View*, first click an image to view the File Properties, then click on the *Delete Permanently* link that appears in the pop-up window.



To delete a file from the Media Library when using the *List View*, click on

the *Delete Permanently* link that appears beneath the file name when hovering your cursor over each row.



The screenshot shows the Media Library interface with a table of media items. The table has the following columns: File, Author, Uploaded to, Date, and Image Optimizer. The first row shows a file named 'logo2' (logo2.png) by Sung Byun, uploaded on 2018/08/31. The 'Image Optimizer' column for this file shows '2 sizes compressed (+)', 'Reduced by 1.5% (810 B)', and 'Re-optimize | PNG to JPG'. Below the file name, there are links for 'Edit', 'Delete Permanently', 'View', and 'Replace media'. The second row shows a file named 'logo' (logo.png) by Sung Byun, also uploaded on 2018/08/31, with the same 'Image Optimizer' information. The third row shows a file named 'icon-01' (icon-01.svg) by Sung Byun, uploaded on 2018/08/31, with the 'Image Optimizer' column showing 'Unsupported file type'. The fourth row shows a file named 'icon-02' (icon-02.svg) by Sung Byun, uploaded on 2018/08/31, with the 'Image Optimizer' column showing 'Unsupported file type'. The fifth row shows a file named 'icon-03' (icon-03.svg) by Sung Byun, uploaded on 2018/08/31, with the 'Image Optimizer' column showing 'Unsupported file type'. The interface includes a search bar, a filter dropdown, and a bulk actions menu.

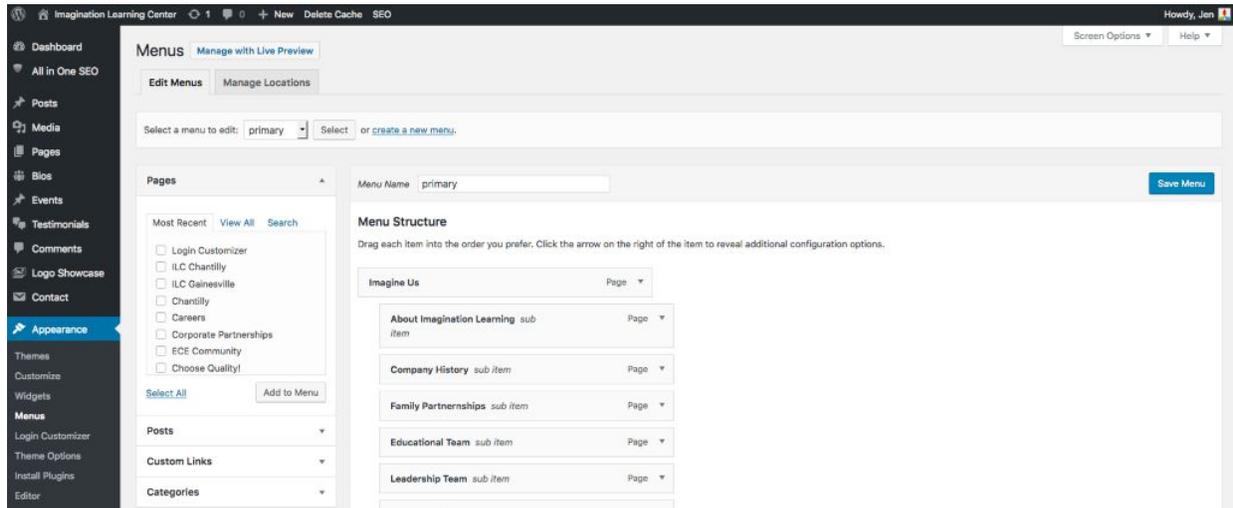
File	Author	Uploaded to	Date	Image Optimizer
<input type="checkbox"/>  logo2 logo2.png Edit: Delete Permanently View Replace media	Sung Byun	Choose Quality! Detach	2018/08/31	2 sizes compressed (+) Reduced by 1.5% (810 B) Re-optimize PNG to JPG
<input type="checkbox"/>  logo logo.png	Sung Byun	Choose Quality! Detach	2018/08/31	2 sizes compressed (+) Reduced by 1.7% (641 B) Re-optimize PNG to JPG
<input type="checkbox"/>  icon-01 icon-01.svg	Sung Byun	Choose Quality! Detach	2018/08/31	Unsupported file type
<input type="checkbox"/>  icon-02 icon-02.svg	Sung Byun	Choose Quality! Detach	2018/08/31	Unsupported file type
<input type="checkbox"/>  icon-03 icon-03.svg	Sung Byun	Choose Quality! Detach	2018/08/31	Unsupported file type

After you click the *Delete Permanently* link in either view, you'll be prompted with a confirmation message.

Click the *OK* button to delete the file or click the *Cancel* button to return to the Media Library.

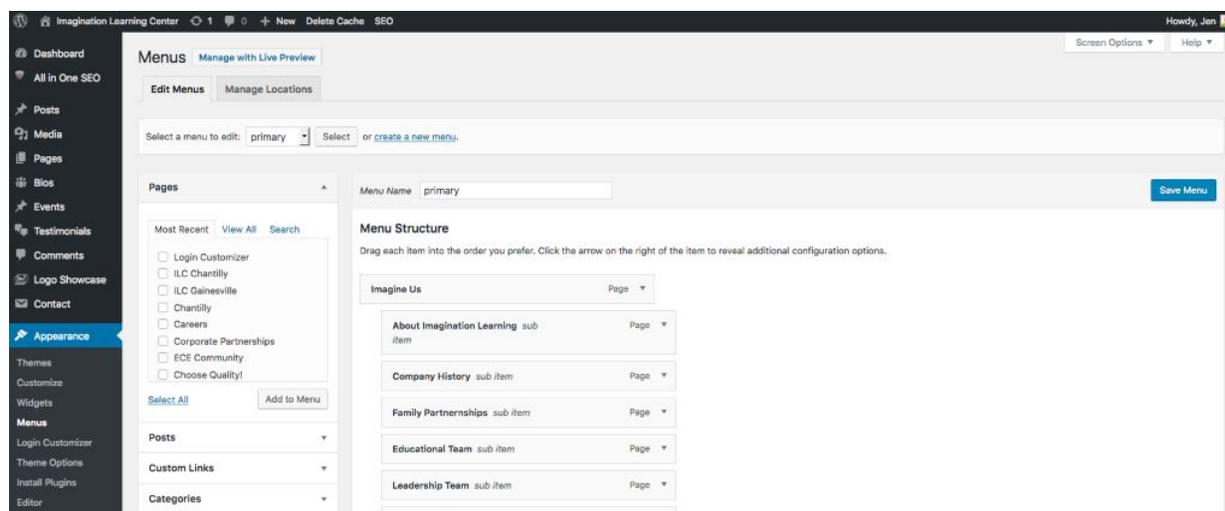
Updating the Menu

If your theme supports custom menus, you can make modifications to them from the *Menus* option. Menus can contain links to Pages, Posts, Categories, Custom Links or other content types.



Editing an Existing Menu Item

Your current list of menu items resides in the right-hand column on the menu screen. If there are multiple menus on your site, there will be a dropdown list displayed at the top of the page that enables you to select the menu that you would like to edit. Simply select the menu you would like to edit from the *Select a menu to edit* drop down list and then click the *Select* button. The menu items for your selected menu will then be displayed.



The items in this right-hand column on the *Menus* page will match the menu items that appear on your website. Clicking on the down arrow next to each menu item name will show an options panel for that particular menu item. In this options panel, there are several items that can be updated. You can show or hide extra fields such as *Link Target*, *CSS Classes*, *Link Relationship (XFN)* or *Description* using the *Screen Options* tab at the very top-right of the screen.

- **URL** – Only displayed for Custom Links and will contain the URL to navigate to when that menu item is clicked
- **Navigation Label** – This is the label that will display within the actual menu on your website
- **Title Attribute** – This is the tooltip that appears when the mouse cursor hovers over the menu item
- **Open link in a new window/tab** – (Hidden by default) You can set the menu item to open in the same window or tab (which is the default) or in a new window or tab. This option is made visible by ticking the *Link Target* option on the *Screen Options* panel
- **CSS Classes** – (Hidden by default) Optional CSS Classes to add to this menu item. This option is made visible by ticking the *CSS Classes* option on the *Screen Options* panel
- **Link Relationship (XFN)** – (Hidden by default) Allows for the generation of XFN attributes so you can show how you are related to the authors/owners of site to which you are linking. This option is made

visible by ticking the *Link Relationship (XFN)* option on the *Screen Options* panel

- **Description** – (Hidden by default) The description for the link. This may or may not appear, depending on the theme This option is made visible by ticking the *Description* option on the *Screen Options* panel

Each menu item can be moved to a new location in the menu hierarchy by using either the links underneath the *Title Attribute* input field or by clicking on the title area of the menu item and dragging ‘n dropping the menu to new location. If you choose to drag ‘n drop your menu items, the cursor will turn into a four-pointed arrow when you’re hovering over the correct area.

After making updates to your menu items, click the *Save Menu* button at the top or bottom of the screen.

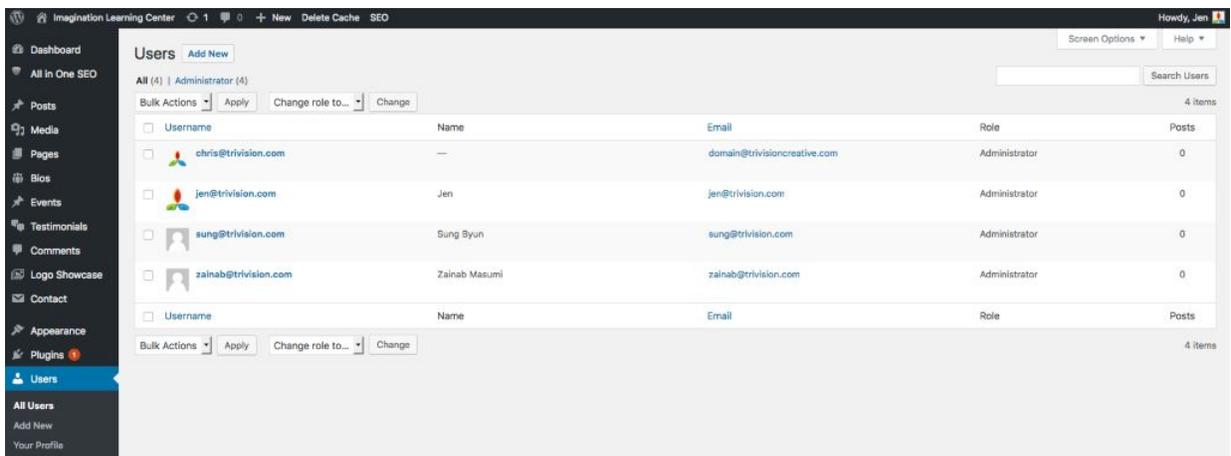
Deleting a Menu Item

To delete a menu item click on the down arrow next to the menu item name to view the options panel for that item and then click the *Remove* link. After making your updates, click the *Save Menu* button at the top or bottom of the screen.

Users

This screen lists all the existing users for your site. Users with roles other than Administrator will see fewer options when they are logged in. Depending on your Role, you can also add new users as well as manage their Roles.

At the top of the screen there are links that allow you to filter the list of Users based on the User Roles. The number in brackets will advise how many there are for that particular type.



When hovering your cursor over each row in the list of Users, links will appear beneath the user name.

- **Edit** – Allows you to edit the user profile
- **Delete** – Allows the User to be deleted. This link won't be available for your own profile

A User can have one of five defined roles as set by the site admin: Administrator, Editor, Author, Contributor, or Subscriber.

- **Administrator** – Somebody who has access to all the administration features
- **Editor** – Somebody who can publish and manage posts and pages as well as manage other users' posts, etc.

- **Author** – Somebody who can publish and manage their own posts
- **Contributor** – Somebody who can write and manage their posts but not publish them
- **Subscriber** – Somebody who can only manage their profile

When WordPress is first installed, an Administrator account with all capabilities is automatically created.

The **avatar** that is displayed in the list of Users is using what's called a Gravatar. A Gravatar is a Globally Recognized Avatar. Gravatars are currently used by a huge number of blogs, forums, chat sites and the like. Rather than having to upload an avatar on each and every system you sign up to, Gravatars allow you to have one avatar that is viewable everywhere. To create a Gravatar, simply go to gravatar.com and sign up. To use your Gravatar within WordPress, simply add an email address to your Profile that you've configured within the Gravatar site and it will automatically display.

Adding a New User

To add a new user, click on the *Add New* link in the left-hand navigation menu or the *Add New* button at the top of the page.

The screenshot shows the WordPress dashboard with the 'Add New User' form. The left sidebar contains navigation options: Dashboard, All in One SEO, Posts, Media, Pages, Bios, Events, Testimonials, Comments, Logo Showcase, Contact, Appearance, Plugins (1), Users (selected), All Users, Add New, Your Profile, and Tools. The main content area is titled 'Add New User' and includes the following fields and options:

- Username (required)**: Text input field.
- Email (required)**: Text input field.
- First Name**: Text input field.
- Last Name**: Text input field.
- Website**: Text input field.
- Password**: Text input field with a 'Show password' button.
- Send User Notification**: A checked checkbox with the label 'Send the new user an email about their account.'
- Role**: A dropdown menu currently set to 'Subscriber'.

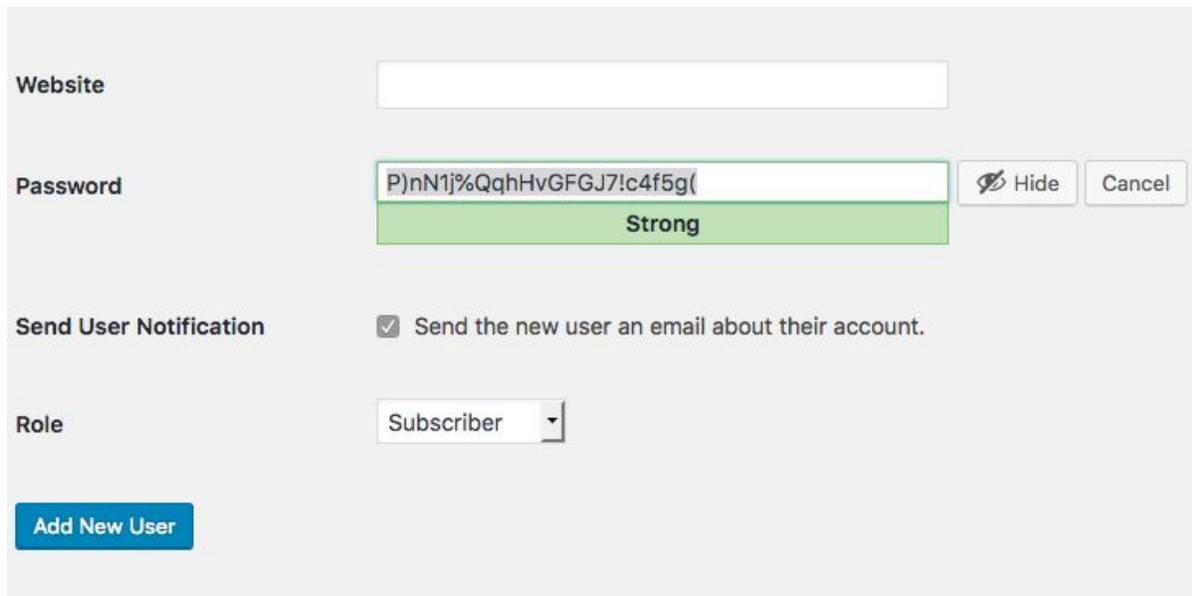
A blue 'Add New User' button is located at the bottom of the form.

Once the above page is displayed, simply fill in the various fields and click the *Add New User* button.

- **Username** – (mandatory) Enter the username of the new user here. This will also be used as the Login name for the user. Once saved, the Username can't be changed
- **E-mail** – (mandatory) Enter a valid email address of the new user here. The email address must be unique for each user. If a published Post or Page is authored by this user and approved comments are made to that post or page, a notification email is sent to this email address
- **First Name** - Enter the first name of the new user here
- **Last Name** – Enter the last name of the new user in this text box
- **Website** – You may enter the new user's website URL in this text box
- **Password** – Clicking the *Show password* button will show you the password that has automatically been generated for the new user

- **Send User Notification** – When ticked, WordPress will send your new user an email about their account
- **Role** – Select the desired Role for this user from the dropdown list

WordPress will automatically generate a strong password when you create a new user. Clicking the *Show password* button will display the password that was generated and if you want, will also allow you to change it. The password strength indicator, shown just below the password field, must indicate at least Medium before WordPress will allow you to save the new user. It goes without saying, the stronger the password the more secure the login so it's advisable that the strength indicator shows your password as being Strong. To make a password stronger, use upper and lower case letters, numbers and symbols like ! " ? \$ % ^ &).



The screenshot shows the WordPress user creation form. It includes a 'Website' text input field, a 'Password' field with a generated password 'P)nN1j%QqhHvGFGJ7!c4f5g(' and a 'Strong' strength indicator, a 'Send User Notification' checkbox which is checked, and a 'Role' dropdown menu set to 'Subscriber'. A blue 'Add New User' button is at the bottom left. There are 'Hide' and 'Cancel' buttons next to the password field.

Deleting a User

To delete a user, click on the *Delete* link that appears beneath the user name when hovering your cursor over each row. The *Delete* link won't appear for the user that is currently logged in.

Users [Add New](#)

All (4) | Administrator (4)

Bulk Actions Change role to...

<input type="checkbox"/>	Username	Name
<input type="checkbox"/>	 chris@trivision.com Edit Delete View	—
<input type="checkbox"/>	 jen@trivision.com	Jen
<input type="checkbox"/>	 sung@trivision.com	Sung Byun
<input type="checkbox"/>	 zainab@trivision.com	Zainab Masumi
<input type="checkbox"/>	Username	Name

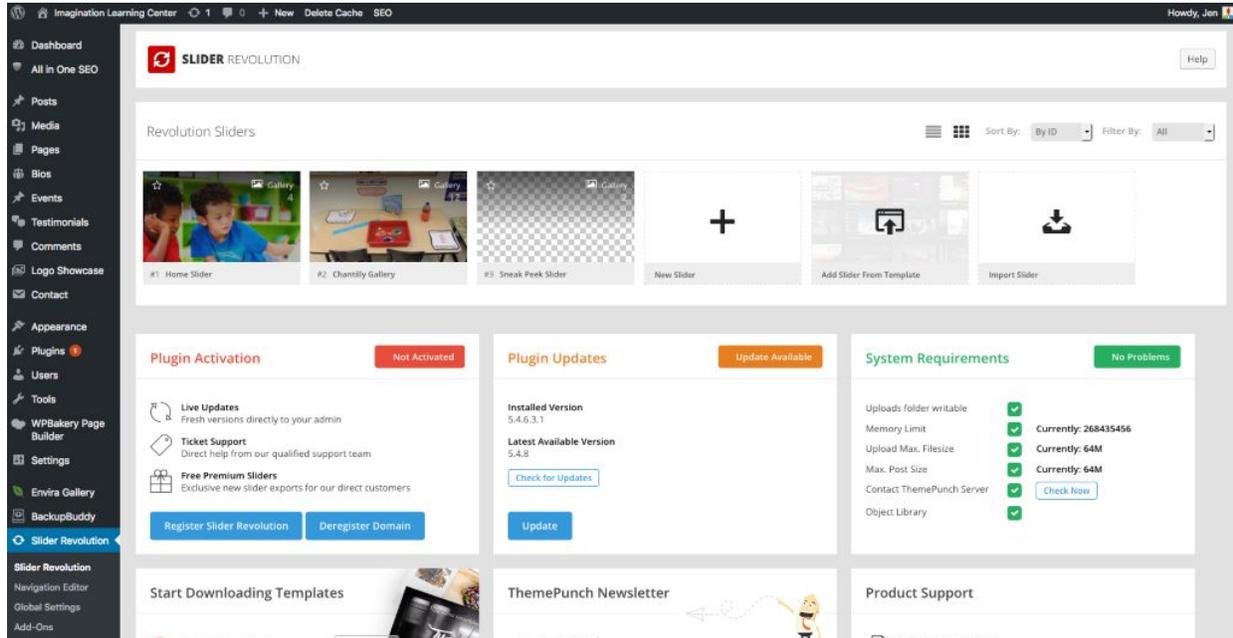
Bulk Actions Change role to...

Along with deleting the user you will be given the choice of what to do with all the content currently assigned to that User. The available choices are:

- **Delete all content** – This will delete all the content which this user created
- **Attribute all content to** – This will assign all the content currently linked to this User, to another User of your choosing. Simply select the User from the dropdown list

After making your selection, click the *Confirm Deletion* button to remove the User.

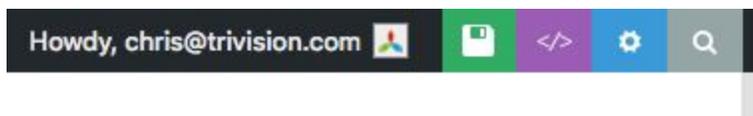
Updating Slider Revolution Slides



1. Click on the slide you want to edit.
2. Click on the thumbnail of the slide you want to edit
3. To update the slide image, click on “Media Library”

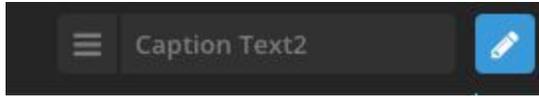


4. Drag & drop new image in the pop-up window.
5. Once image has uploaded, click “Insert” in the bottom right corner.
6. To save, click the green icon in the top right of the screen (sometimes you need to scroll for it to appear).



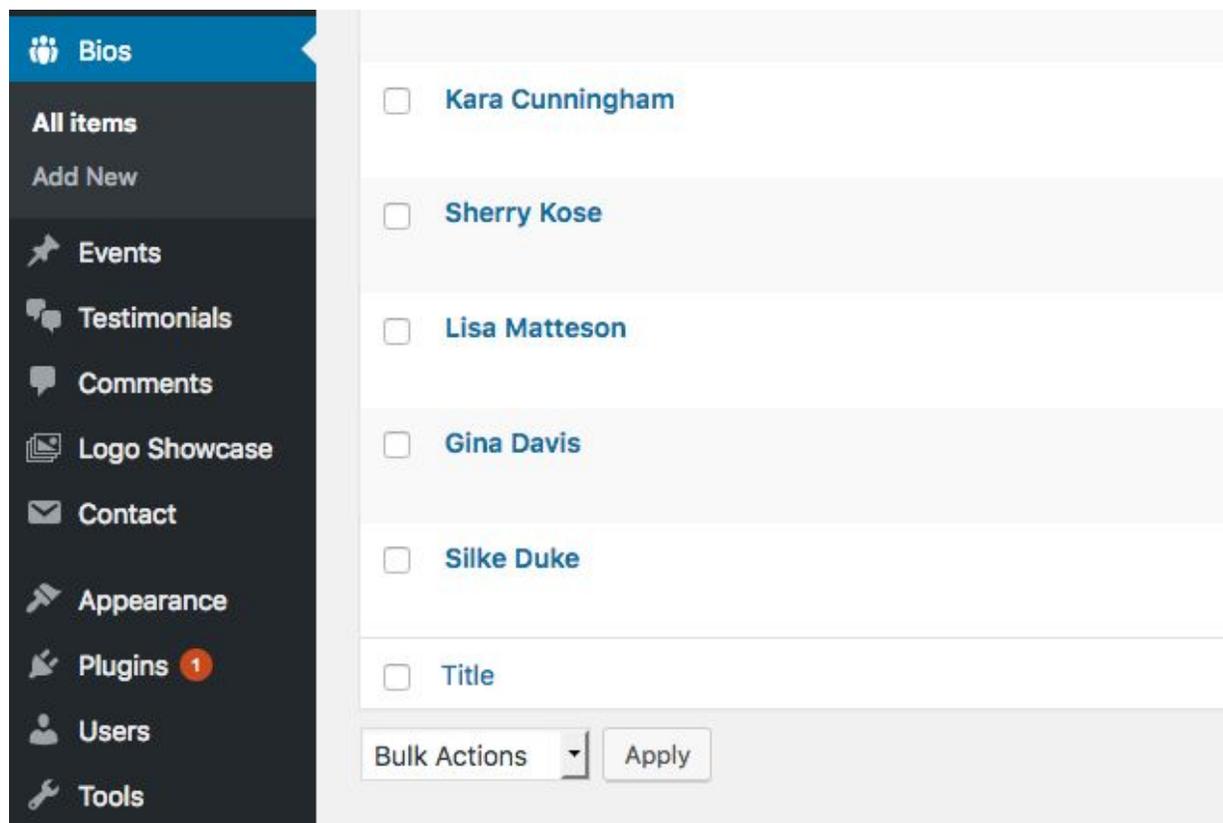
7. To update text, hover over the text you want to update until purple outline appears, then click on the text.

8. Once the text has been chosen, click on the edit pencil icon (this is greyed out until hover)



9. Once text has been updated, see step 6 above to save.
10. Follow the above steps for each slide.

Adding or Updating Bios

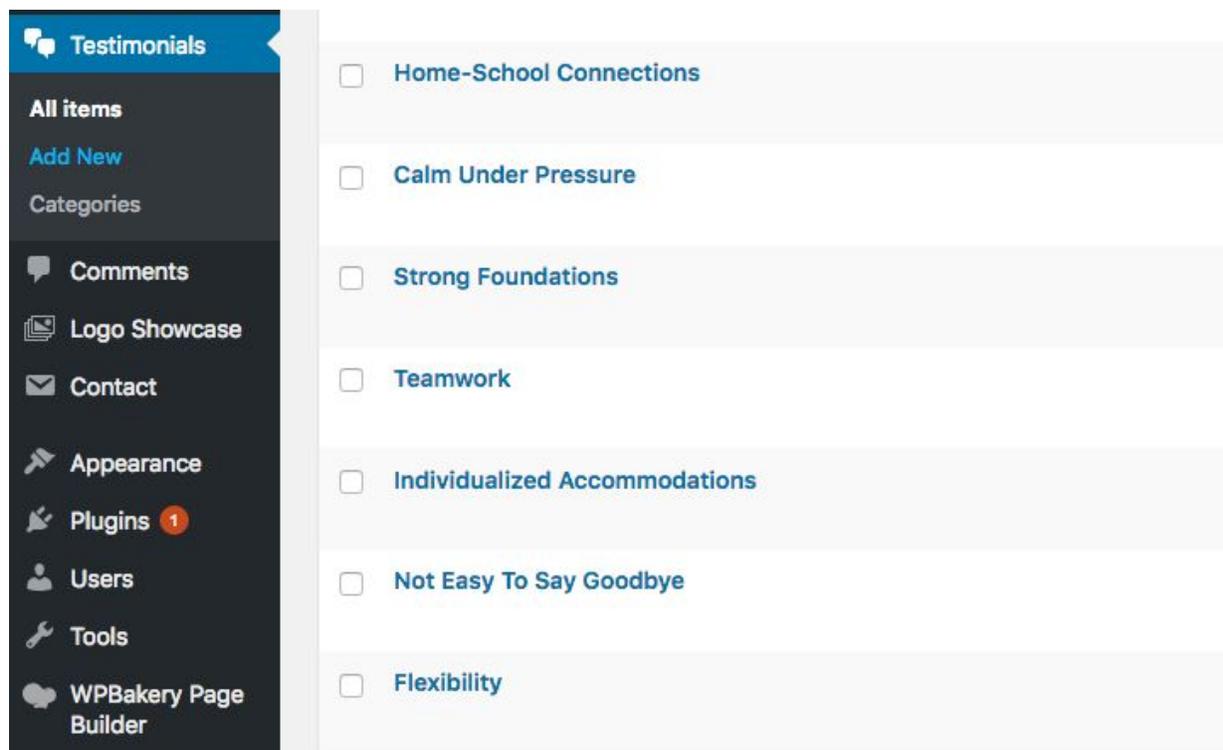


1. Click on “Bios” in the left navigation bar
2. If adding a new Bio, click “Add New”
3. Add the person’s name in the "Enter Title here” field
4. Paste or type the persons biography in the content field
5. Paste or type the person's title and location in the excerpt field
6. Add their headshot under “Featured” image
7. Click “Publish”

Updating a Bio

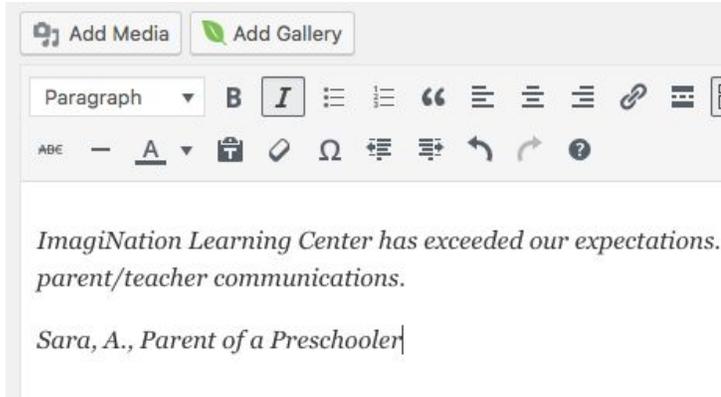
1. Click on “Bios” in the left navigation bar
2. Once the page loads, click on the name of the person you’d like to update
3. Make updates as needed in either the Title, Content or Excerpt fields.

Adding, Updating or Deleting Testimonials



Adding a Testimonial

1. Click on “Testimonials” in the left navigation bar
2. Click “Add New”
3. Type or paste the title in the “Enter Title here” field
4. Paste or type the testimonial in the content area
5. Once the text is added, make sure to highlight all the text and click on the italic button



6. Click “Publish” to publish the testimonial

Updating a Testimonial

1. Click on “Testimonials” in the left navigation bar
2. Click on the title of the Testimonial you want to edit
3. Update Title or Content
4. Click on “Update” to save changes

Deleting a Testimonial

There are 2 ways to delete “Testimonials” or posts in general

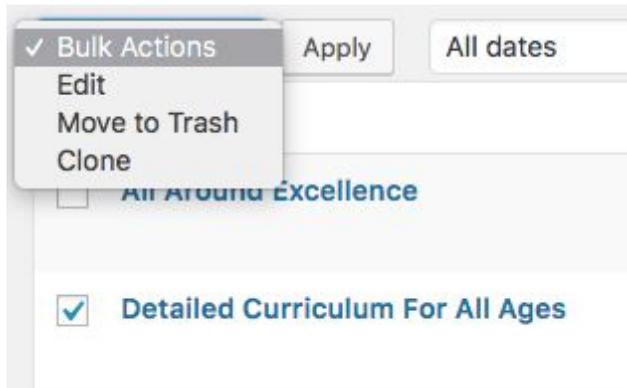
1. To delete a testimonial, click on “Testimonials” in the left navigation bar
2. Hover over the title until you see options below the title and click on “Trash”



3. Or, click the checkbox next to the title



4. Once the testimonial checkbox has been checked, go to the drop down at the top or bottom of the page and choose “Move to Trash.” This is best used for deleting multiple items at once.



Adding or Removing Sponsors & Partnerships logos

Logo Showcase			2018/08/14	
<input type="checkbox"/>	Leadership: Prince William	Corporate Member	Published 2018/08/14	
<input type="checkbox"/>	Virginia Quality	Corporate Member	Published 2018/08/14	
<input type="checkbox"/>	Smart Beginnings	Corporate Member	Published 2018/08/14	
<input type="checkbox"/>	Prince William Chamber of Commerce	Corporate Member	Published 2018/08/14	
<input type="checkbox"/>	Title	Logo Category	Date	Image

Bulk Actions

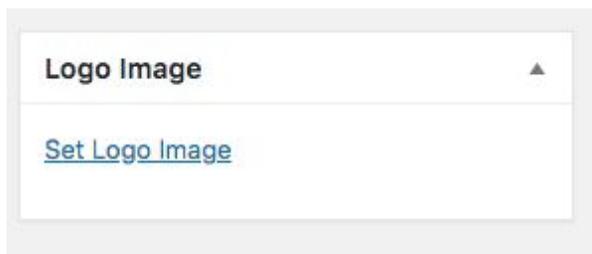
Adding a Logo

1. To add a new logo to the logo carousel, click on “Logo Showcase” in the left navigation bar.
2. Click on “Add New”
3. Paste or Type the company name in the “Enter Title here” field
4. Paste the company URL in the “Logo Link” field

Logo Link

Enter link url for logo. i.e https://www.wponlinesupport.com

5. Upload the image by click on “Set Logo Image”



6. Choose the “Corporate Member” category
7. Click “Publish” to save changes and make the new logo live.

Removing a Logo

1. To remove a logo, click on “Logo Showcase” in the left navigation bar.
2. Click on “All Logo Showcase”
3. Hover over the title and click “Trash”



Editing Page Content

Pages						
<input type="checkbox"/>	Careers Edit Quick Edit Trash View Edit with WPBakery Page Builder Clone New Draft	Sung Byun	—	Published 2018/01/09		No title
<input type="checkbox"/>	Chantilly	Sung Byun	—	Published 2018/03/28		No title
<input type="checkbox"/>	Community	chris@trivision.com	—	Published 2017/12/06		No title
<input type="checkbox"/>	— Choose Quality!	Sung Byun	—	Published 2018/08/22		No title
<input type="checkbox"/>	— ECE Community	Sung Byun	—	Published 2018/08/22		No title
<input type="checkbox"/>	Contact Us	chris@trivision.com	—	Published 2017/12/06		No title
<input type="checkbox"/>	Corporate Partnerships	Sung Byun	—	Published 2018/01/09		No title

The site uses Visual Composer to “build” the page content. Editing that content is a fairly straight-forward concept. I will use one page as an example:

1. Click on “Pages” in the left navigation bar.
2. Click on the page you want to edit (I’ve chosen “Careers” for this example)
3. To edit text, hover over the module/area you want to update until you see the green block with icons. Click on the pencil to edit.

Careers

Our name encompasses everything that we strive for – a safe and fun place for each child to play and make new friends, partnered with an exceptional and innovative curriculum, specifically designed for each age and learning level. Our success is the direct result of our teachers. We strive to employ only those individuals who have the best credentials and expertise in the field.

This is a great opportunity to make a difference. We want all Imagination Learning Center employees to share their ideas and creativity, to enhance our programs, and to be role models of individuality and diversity. We seek early childhood professionals who are engaging, enthusiastic, and genuinely excited to be teaching and nurturing young children.

In addition to a rewarding career that affords you the opportunity to shape children's futures, we offer an excellent benefits package.

4. Edit text as you would in other areas.
5. When finished click on “Save Changes” to save the text changes and close the modal window.

6. To edit the banner image, click on the “Featured Image” and the media upload modal will open. Drag & Drop the new image (the modal will turn blue) and then click on “Set Featured Image”
7. Click “Publish” once the changes have been completed.