



CCBH Website Maintenance

Training Manual 2024

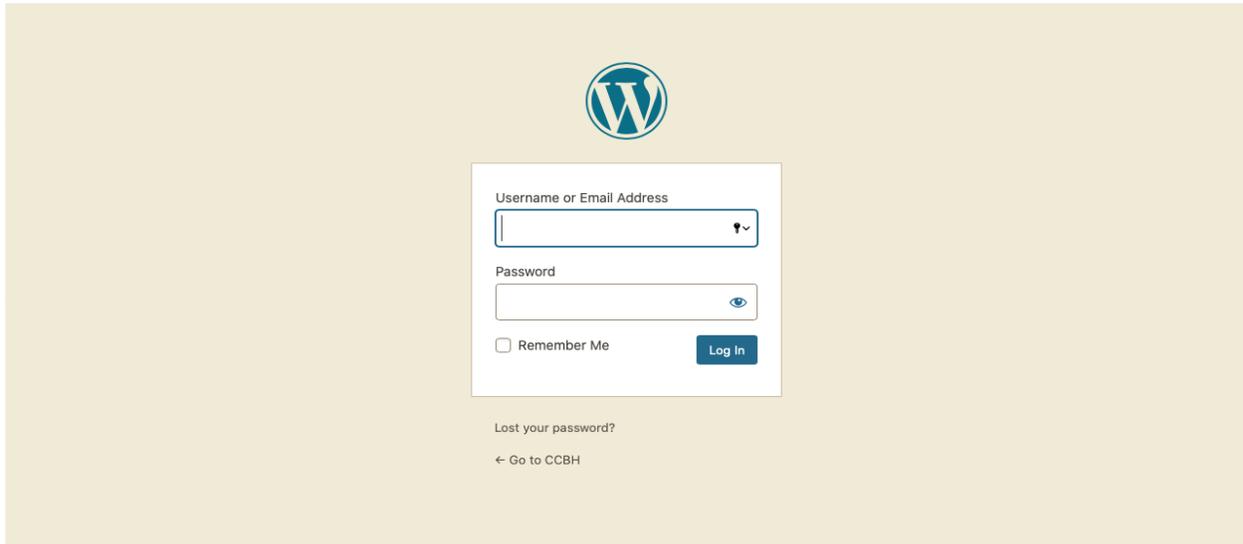
Table of Contents

1. How to Access Wordpress Dashboard
2. How to Upload a File
3. How to edit an Existing File
4. How to Create a New Page
5. How to Add and Delete Users
6. How to edit the Footers
7. How to edit the Sidebars
8. How to edit the Home Page Slider
9. How to edit the Accordions
10. How to edit the portfolio content sections
11. How to edit the main navigation bar

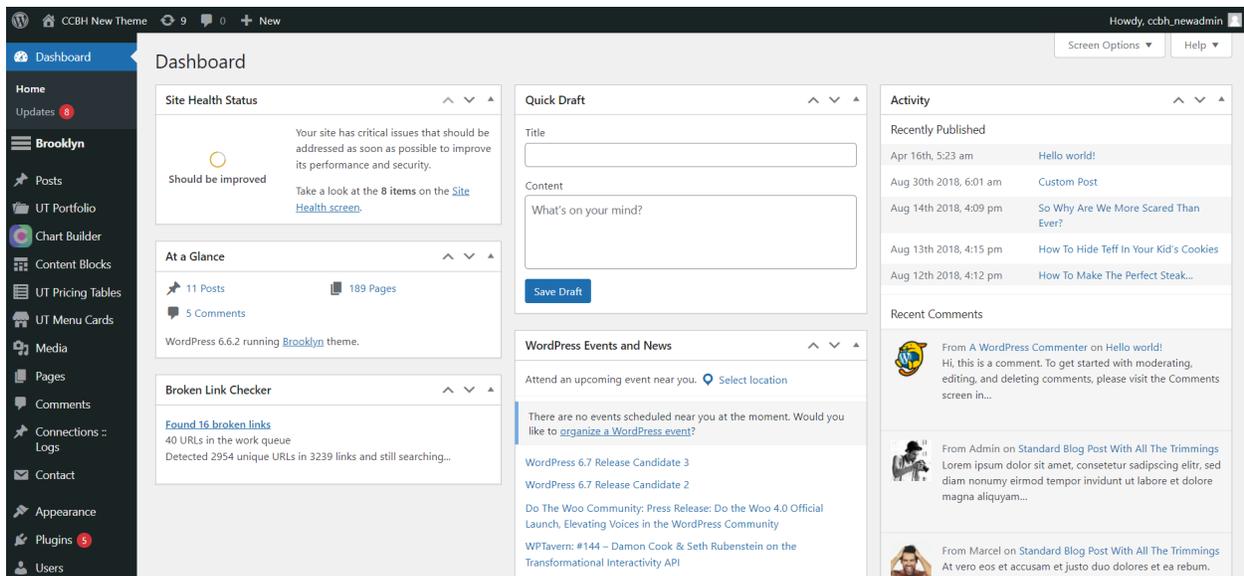
How to access the WordPress dashboard

For making any changes on the website, you'll need to access the WordPress dashboard.

1. Go to the URL <https://ccbh.net/wp-admin/> and enter your Username and Password.



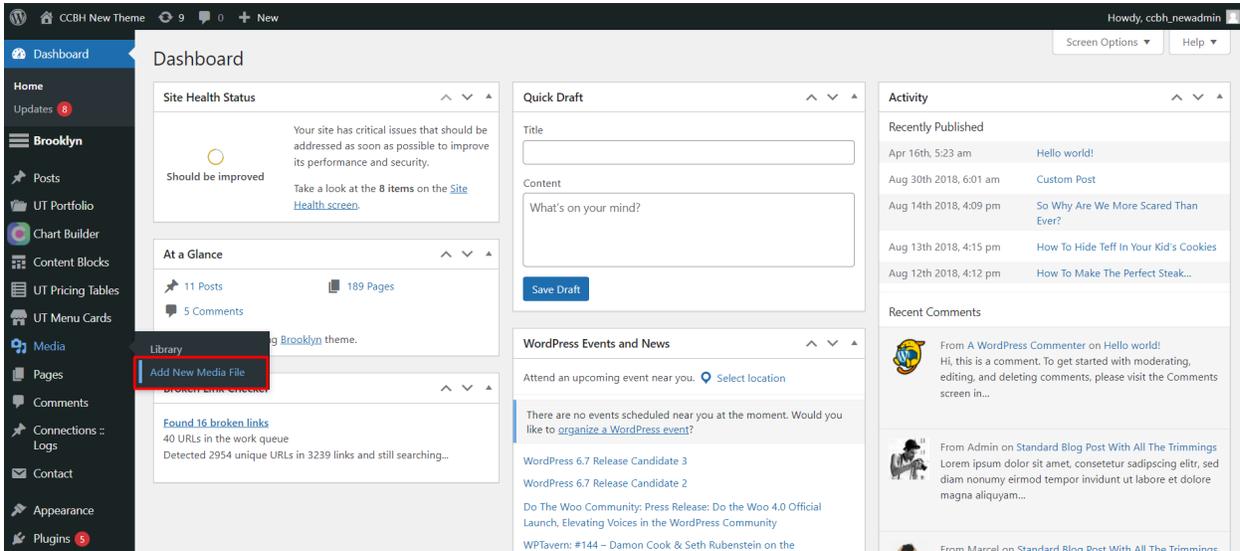
2. If your login is successful, you are now signed in to WordPress. You are now viewing the “backend” of the website and can make changes.



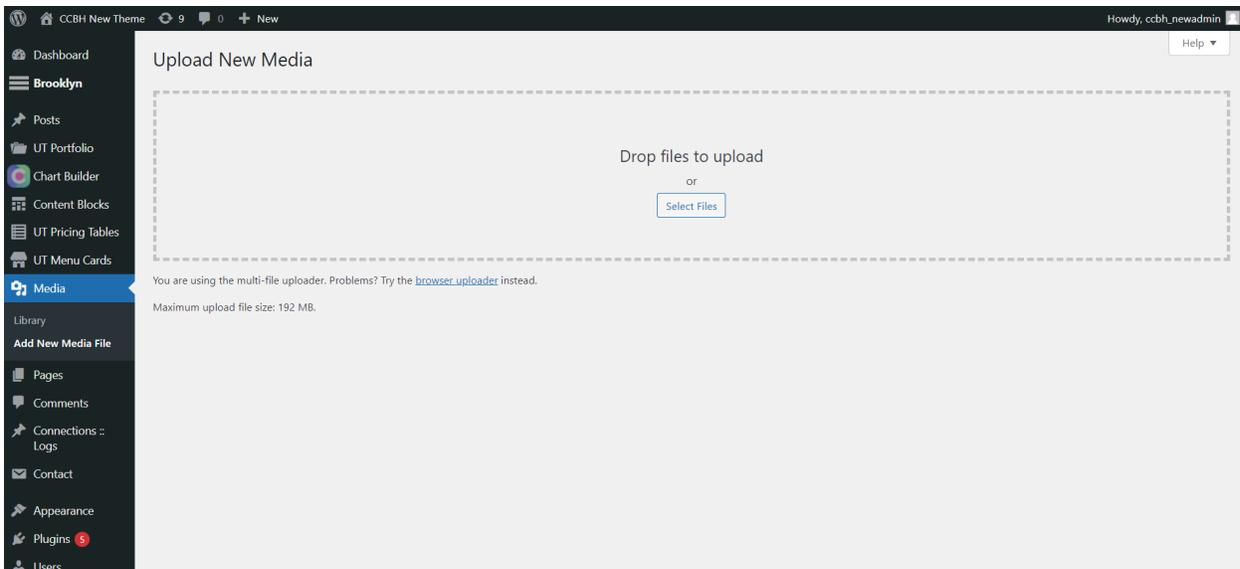
How to upload a file

To upload an image, PDF, or other files to the site, follow the steps below. Once the file is uploaded, you can then link to the file or add it to a page.

1. While in the WordPress backend, hover over the tab for “Media” and click “Add New”.



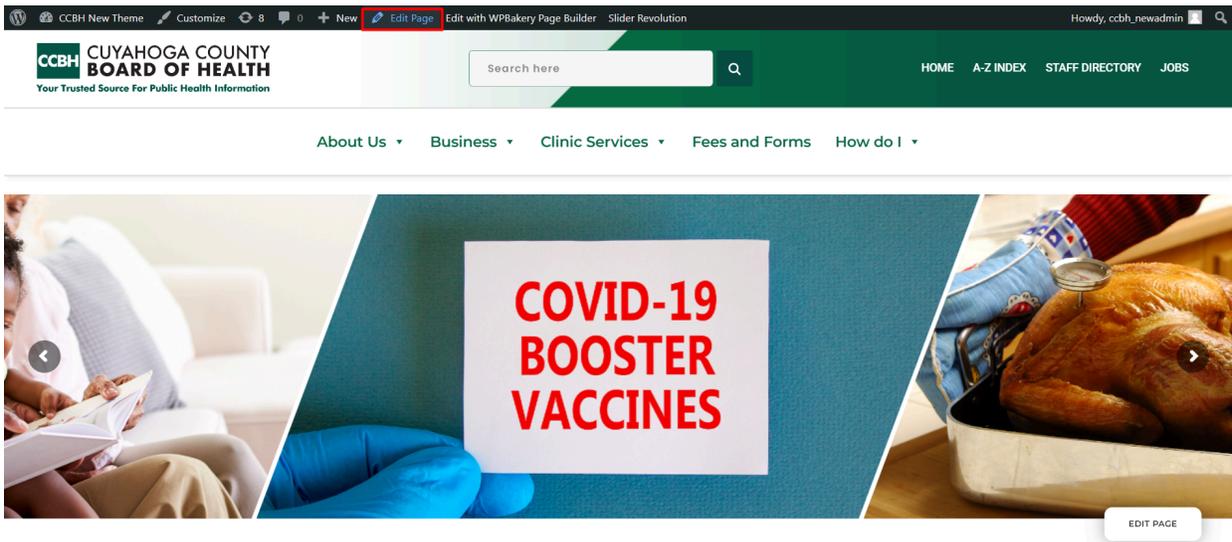
2. Press “Select Files” and then choose the file you wish to upload.



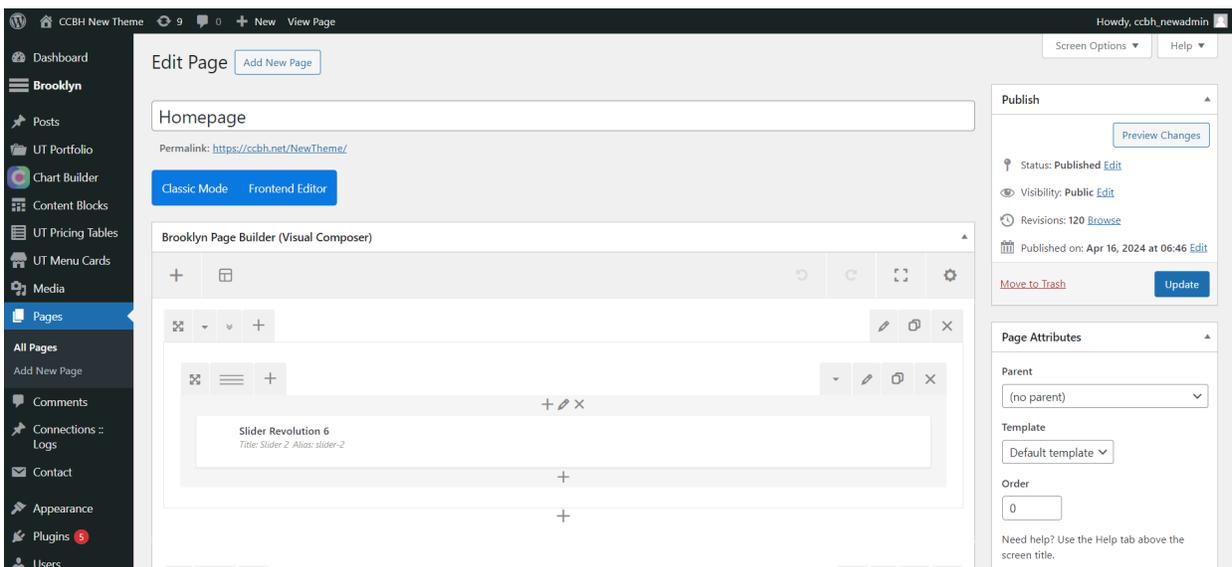
How to edit an existing page

If you want to edit the content on an existing page, follow the steps below

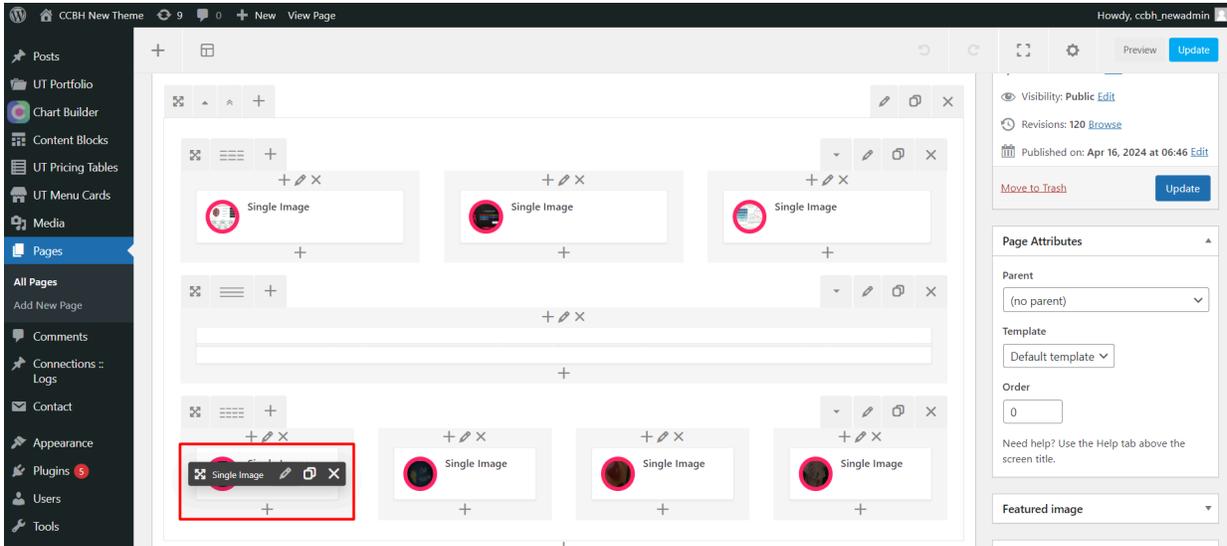
1. Make sure you are signed in to the WordPress backend (see section one of the manual).
2. Go to the page you would like to edit. Click “Edit Page” or “Edit Post” in the WordPress admin header at the top of the page.



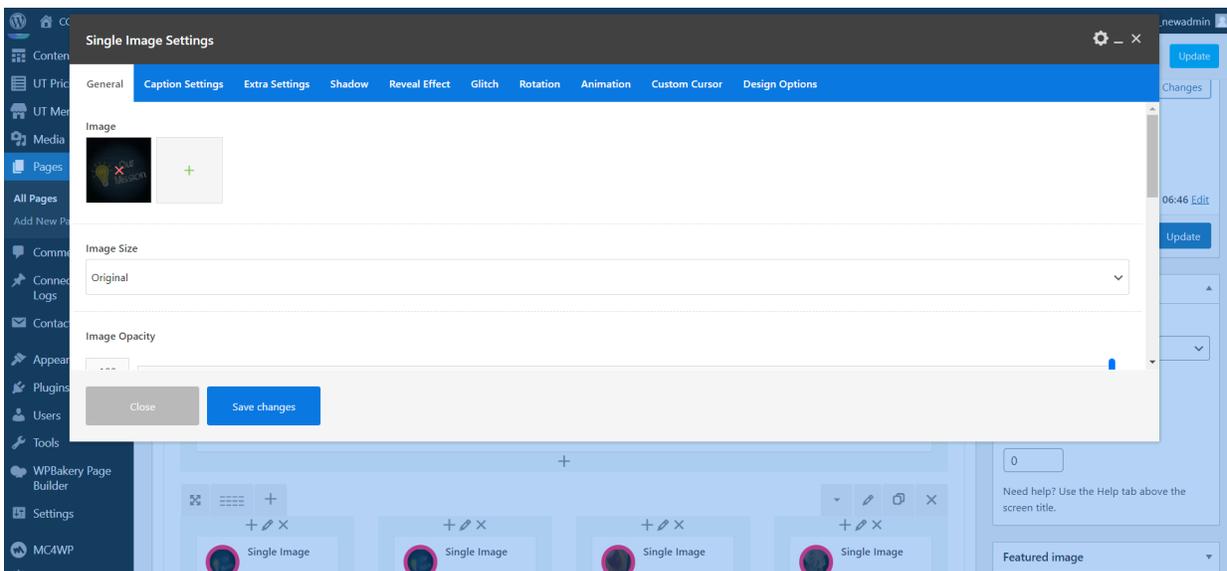
3. Now you can edit the content, images, and links on the page by selecting the item boxes in the edit content page.



4. Hover on the Single Image boxes and click on the pen icon, to make edits to the image title in the webpage.



5. The Single Image Settings will popup and the image, caption and content can be edited here.



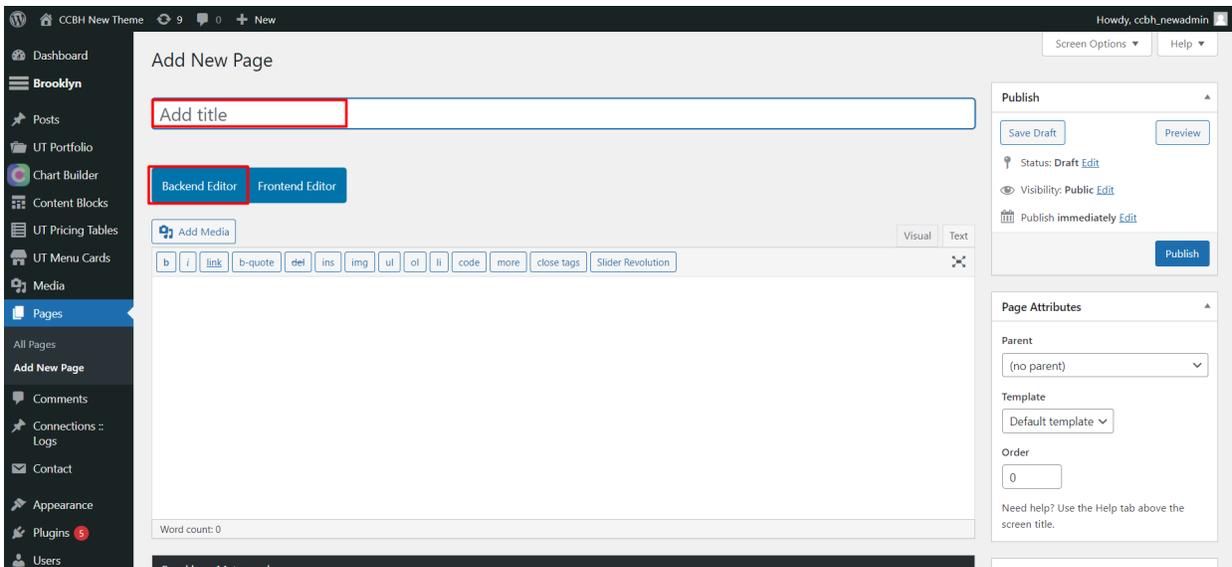
6. Similarly, all the items in the page can be edited individually by clicking the pen icon and the changes can be made.

IMPORTANT MESSAGE: After making the Changes, it'll ONLY be made live if you click "Update". When you click "Update" the changes will INSTANTLY be made on the live site.

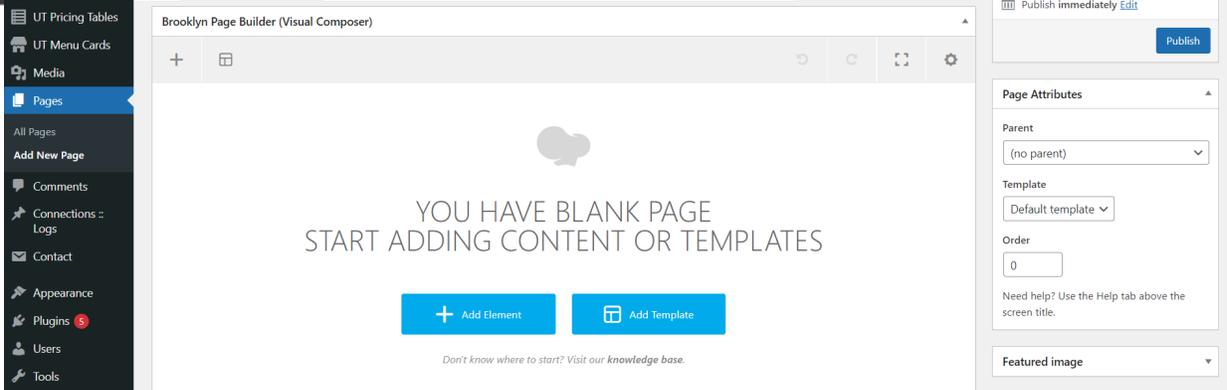
How to create a new page

Follow the steps below to create a completely new page.

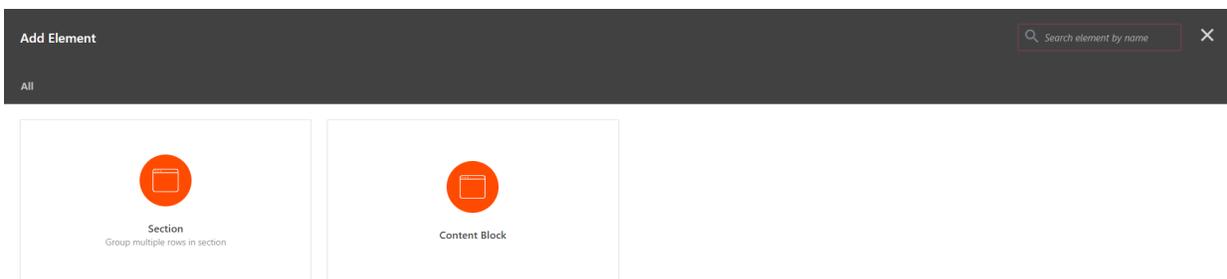
1. Login into the WordPress backend (see section 1).
2. Hover your mouse over "Posts" and select "Add New".



3. Provide the title for the page and click on the Backend Editor.
4. This enables you to add pre-built templates or custom elements to the page. Click on the Add a Element to add individual items such as text, image, video and so on.



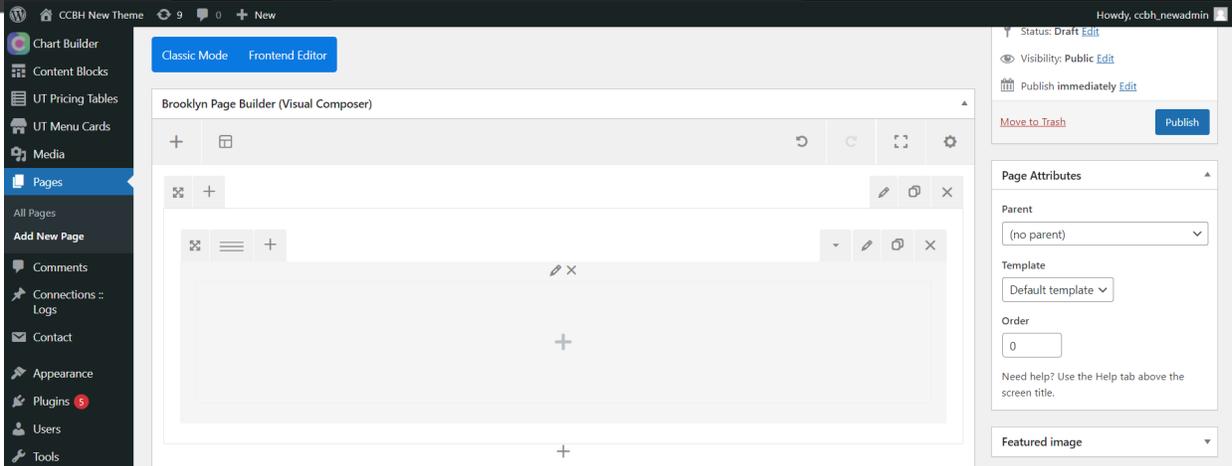
5. Once the Add Element button is clicked, select the add section as shown in the screen below.



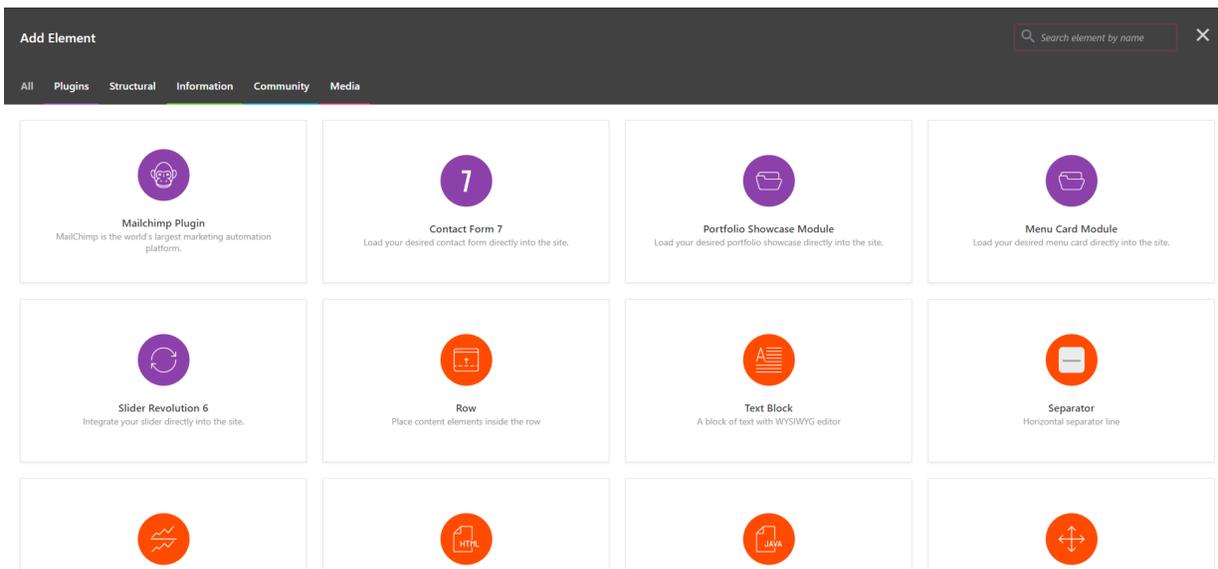
6. After adding the section, the row needs to be added.



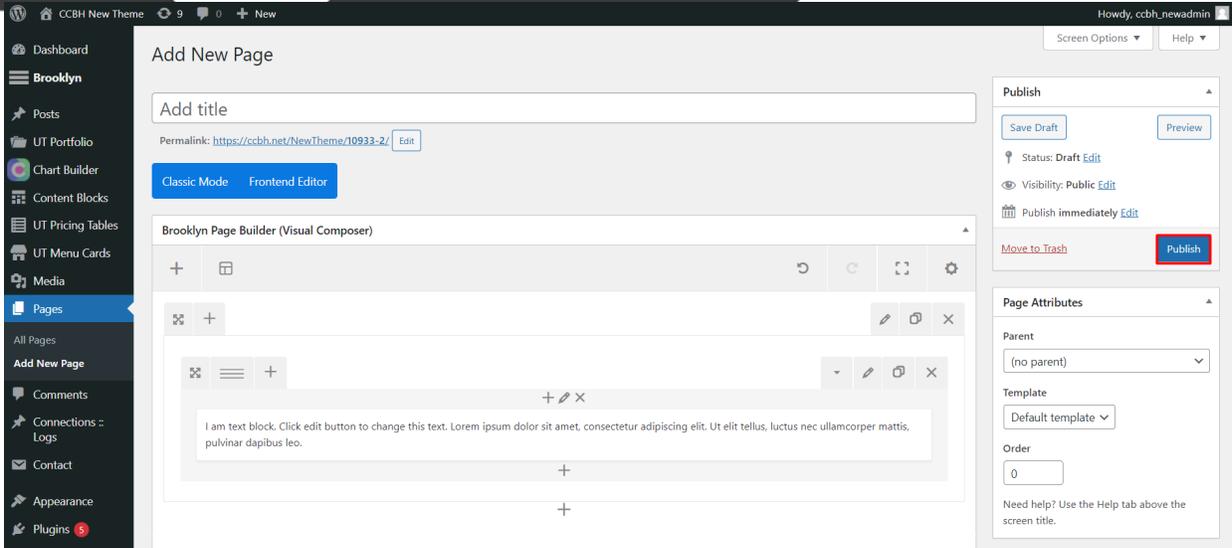
7. Click on the + icon, to add the individual items to the page from the options available.



8. Individual items like text blocks can be added to the page and provide the content in the text box settings popup.

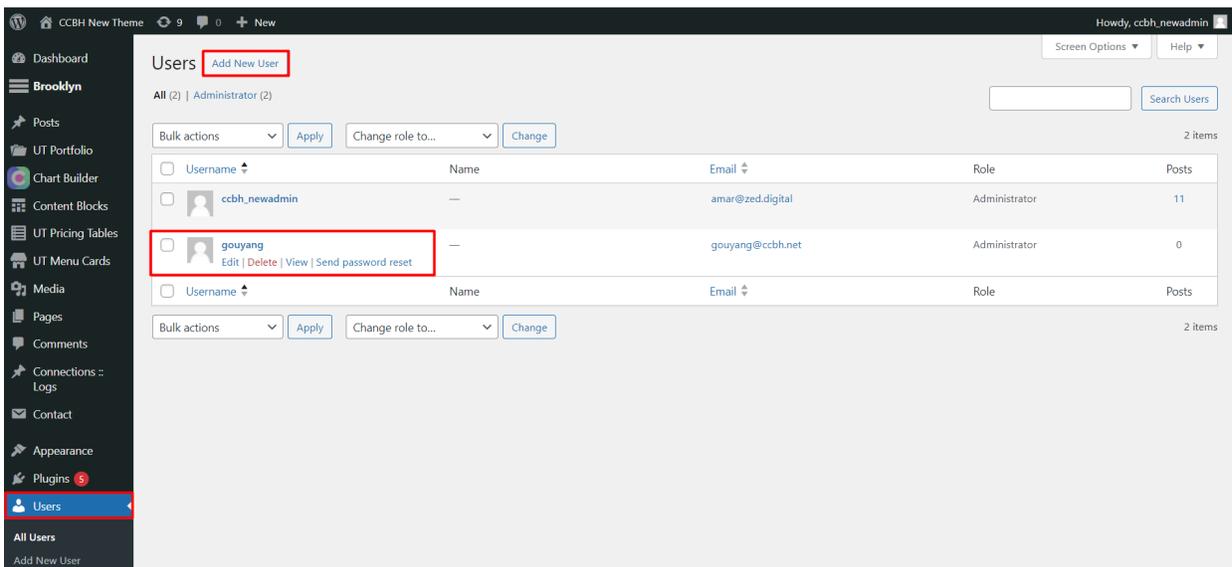


9. Then click on the Publish button to create the new page.



How to Add and Delete Users

1. Click on “Users” and Click “Add New” shown in the highlighted box, to create a new user.
2. Edit/View/Delete users by hovering over their profile.



3. Select the checkbox of users to change their role or delete them by click Bulk actions.

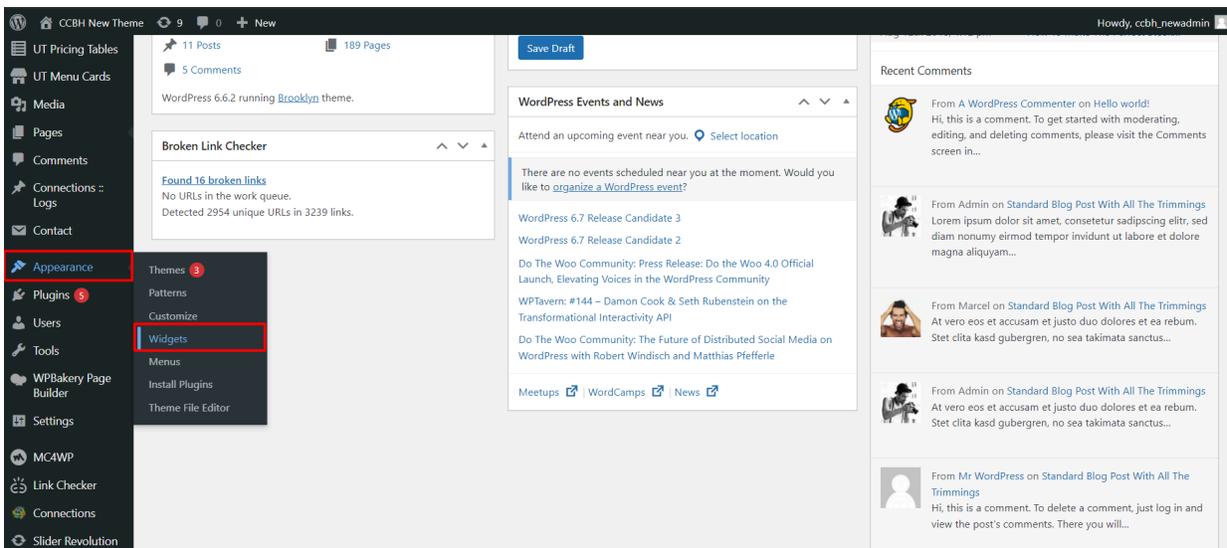
List of Other Super Admin Capabilities

- Update plugins
- Edit PHP in Editor
- Edit the navigation menu
- Create forms
- Edit header and other footer info
- Edit the Homepage slideshow
- Editing the font or styling
- Editing the layout of pages other than what is explained above.

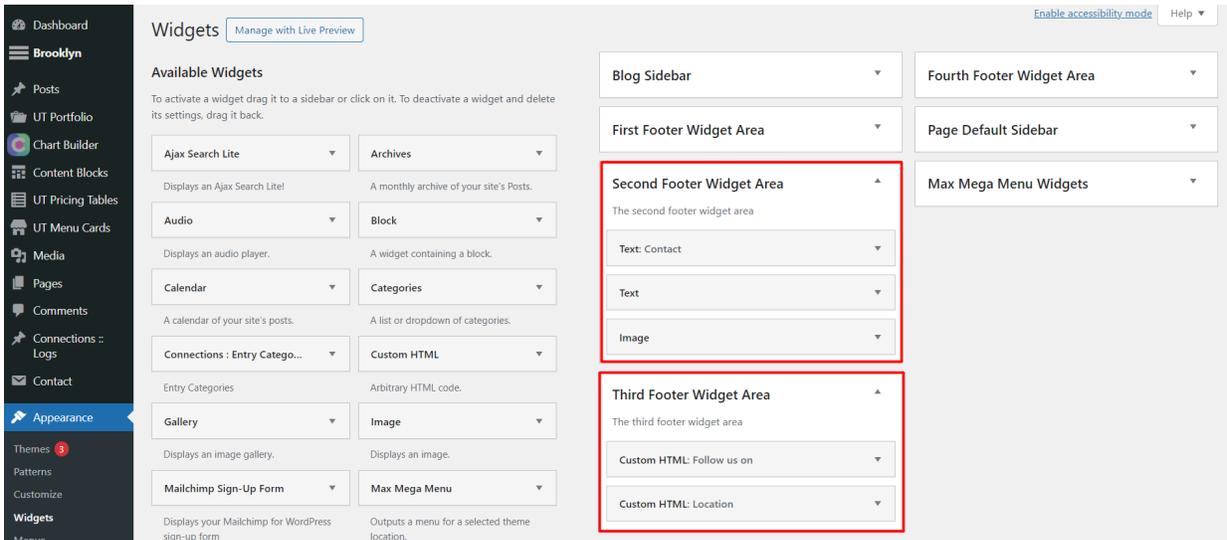
How to edit the footer

To update the content in the footer, please follow the steps below.

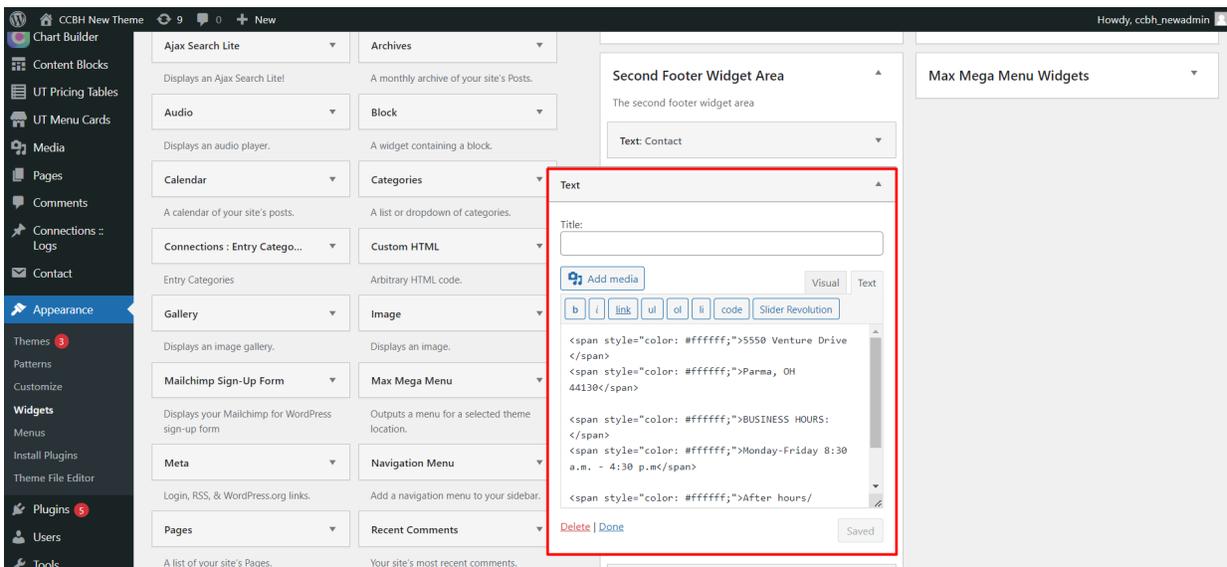
1. Hover on the Appearances in the sidebar, and then click on the widgets button.



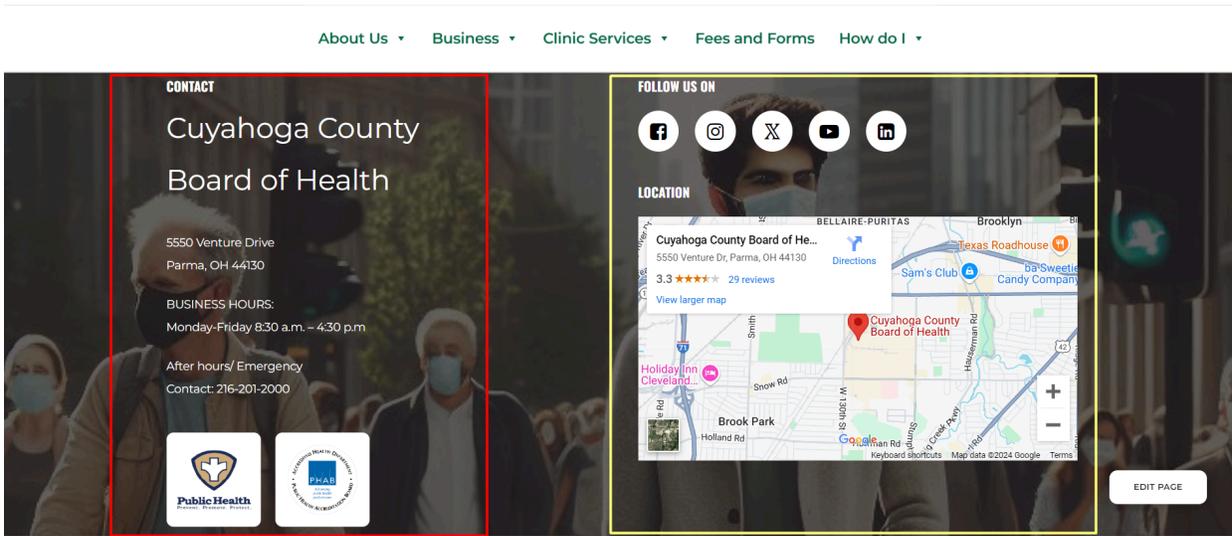
- Click on the Second Footer Area dropdown, to make changes to the left footer content and Third Footer Area dropdown to make changes to the right side content of the footer.



- Open the individual elements in the footer area to make the changes accordingly. **Note** : Do not make changes to the CSS and HTML tags unless design needs to be changed.

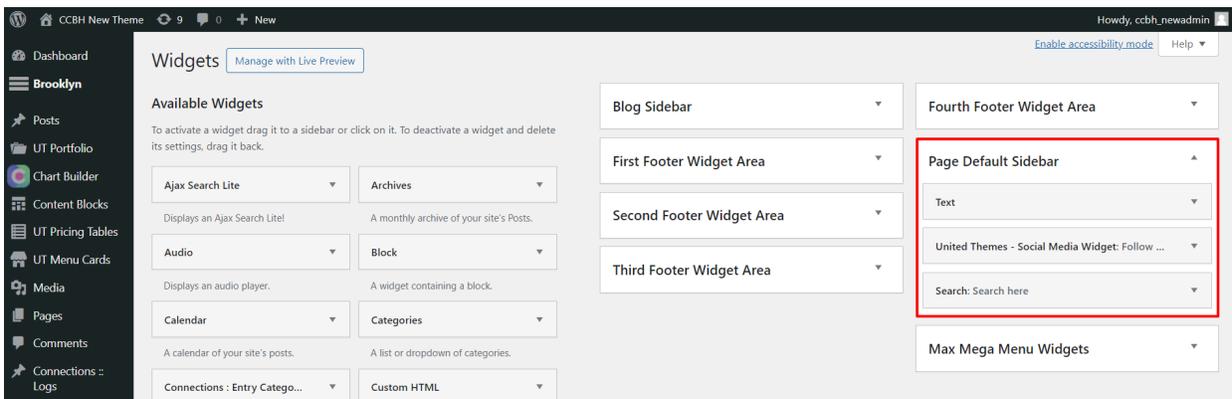


- Below is the screenshot provided for reference of the Footer Area, Red Highlighted area is Second Footer Widget and the Yellow Highlighted area is the Third Footer Widget.

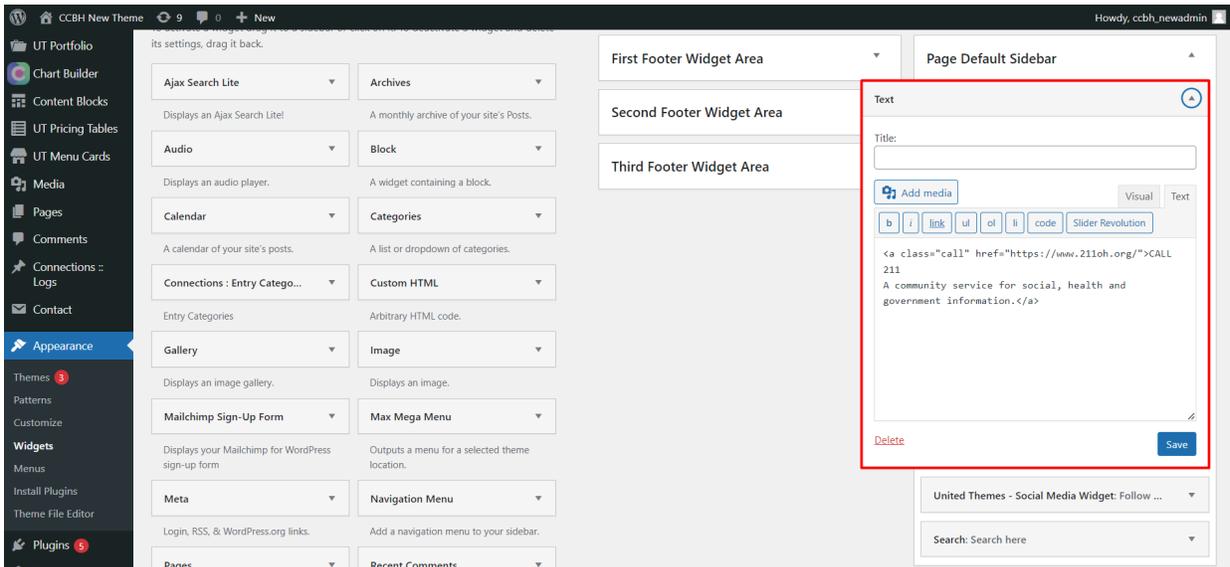


How to edit the Sidebar

- Go to Widgets under the Appearance Section. Click on the Right Column Widget Area.



- Click on the dropdowns to make changes to the sidebar items.

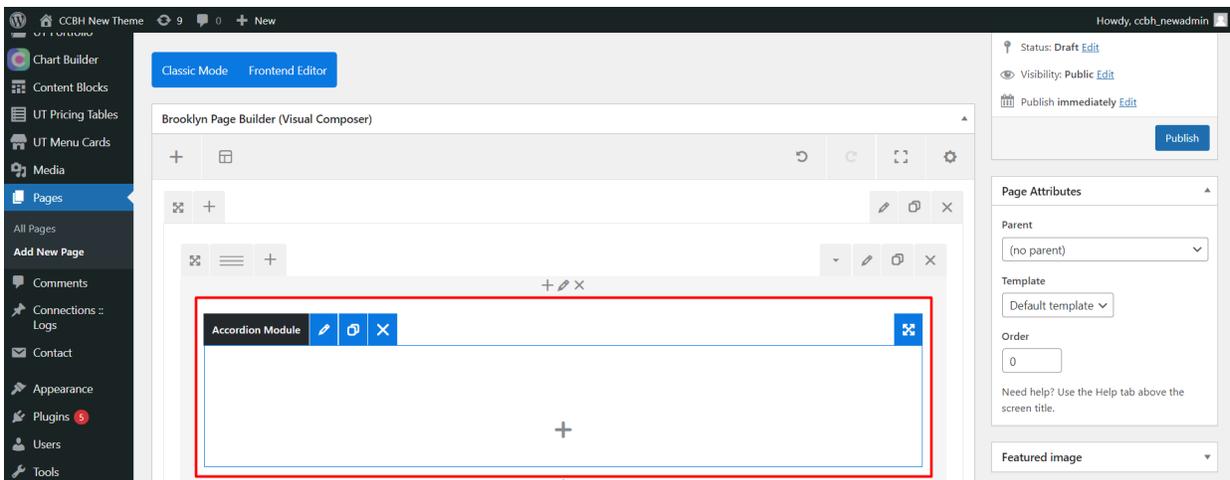


3. Click on the SAVE button to update the changes to the website.

How to edit the Accordion

To edit an accordion file in a page, the follow the steps:

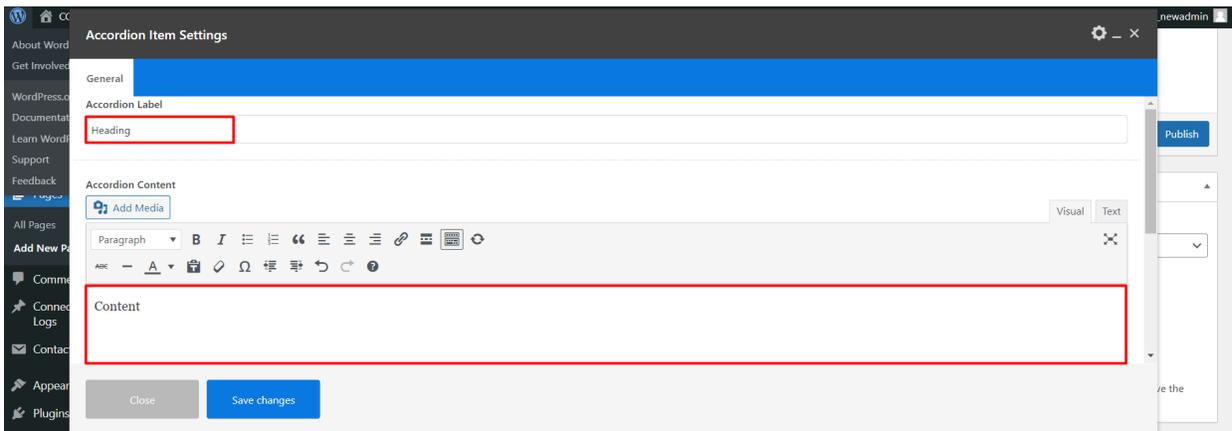
1. Click on the Accordion module in the elements page.



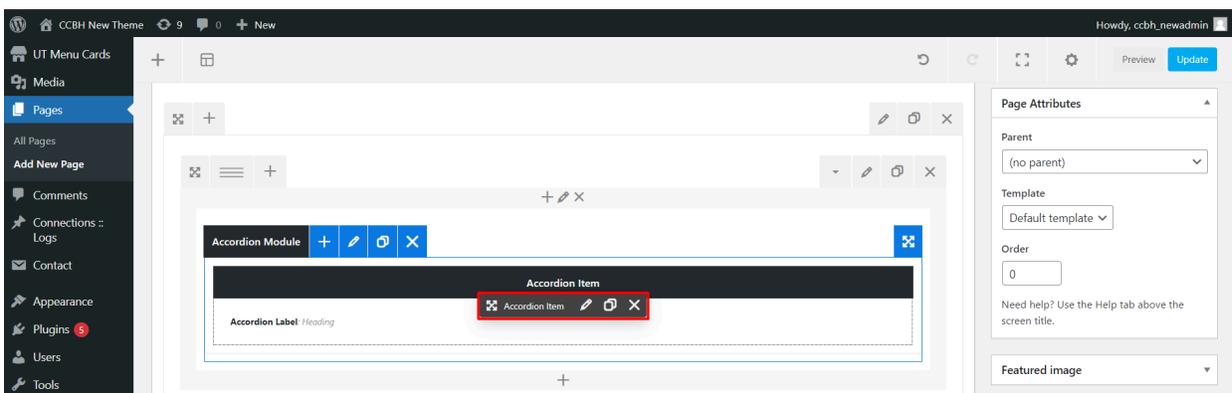
2. To add a new accordion, click on the + button, and click Accordion Item.



3. To add a new accordion, click on the + button, and click Accordion Item.
4. Add the Heading and Content in the Accordion Settings popup.



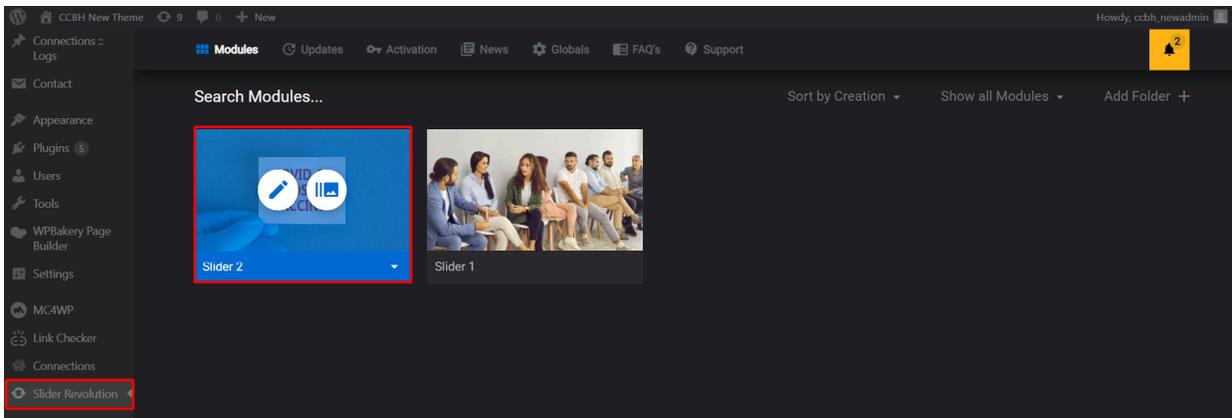
5. Similarly add the additional accordions by clicking the + buttons.
6. To Edit and make changes to the accordion, hover on the accordion item and click on the pen icon as shown below.



7. Click on **Save Changes** and click on the **Update** button to make the changes to the live page.

How to edit the homepage slider

1. Go to the WordPress dashboard, and click on “Slider Revolution”. The Slider page dashboard will appear as in the screenshot.
2. To edit a slider, hover on a particular slider and click on the pen icon.



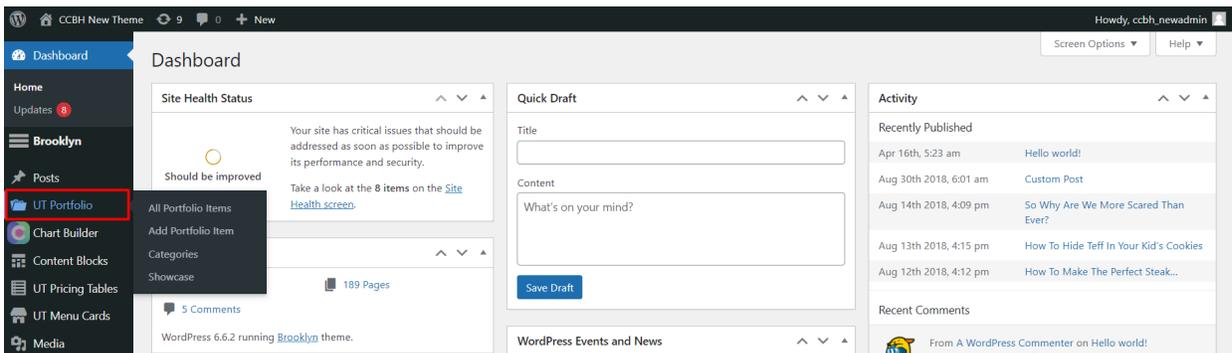
3. To edit a slider, hover on a particular slider and click on the pen icon.
4. Then the Slider Editor will appear as shown below.



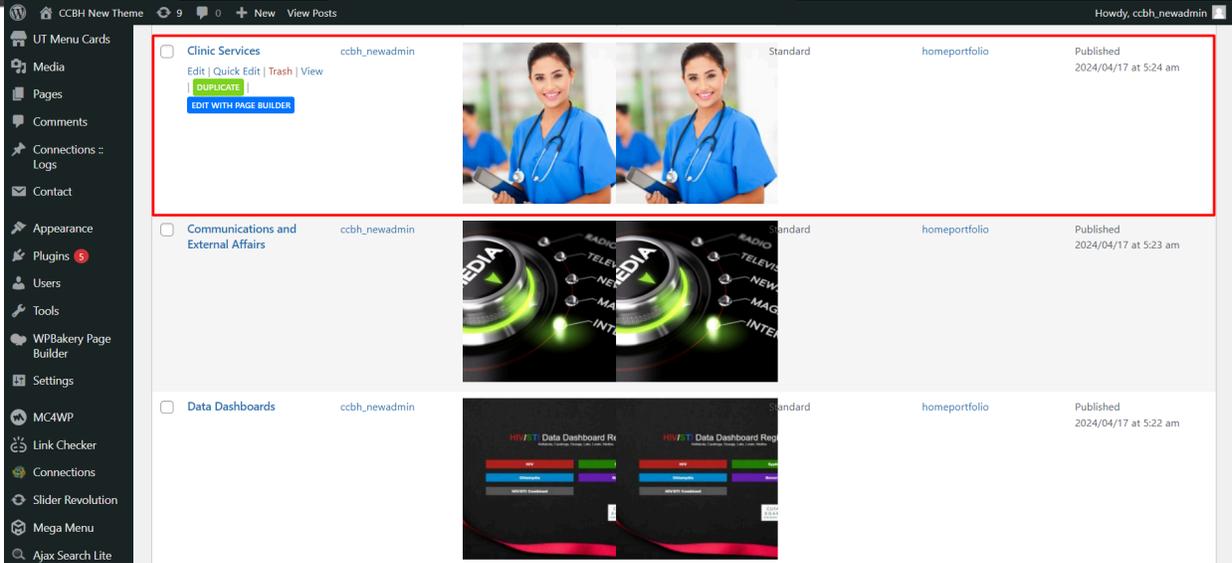
5. The images for individual slides can be edited by selecting the from the slides dropdown option.
6. Click on Preview to see the changes here and Save to update the Slider in the website.

How to edit the homepage Portfolio Content Section

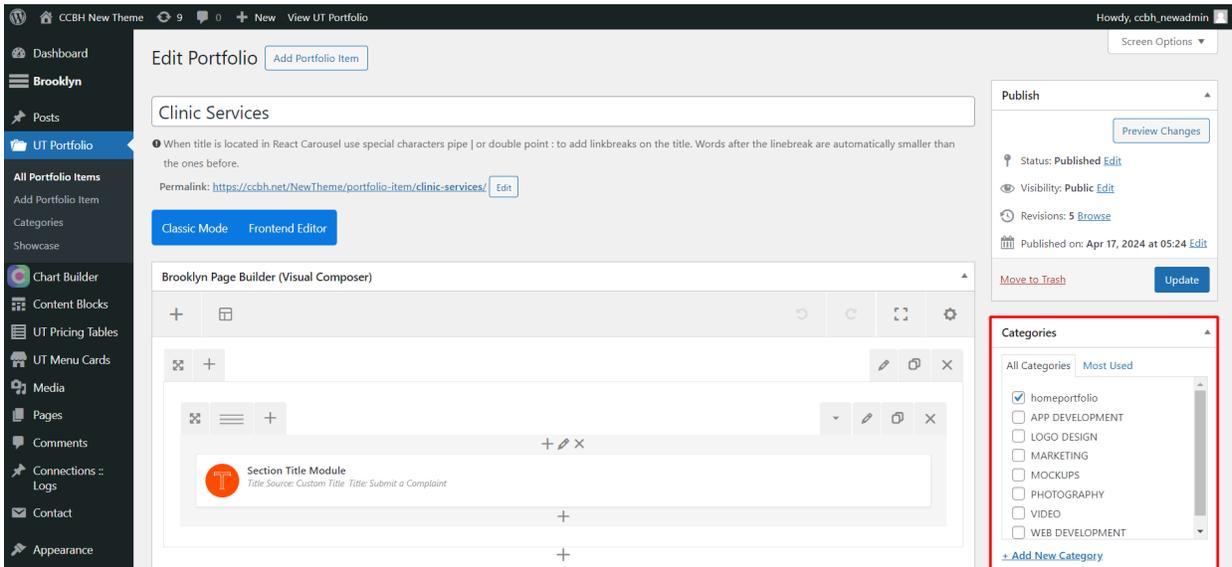
1. Click on the UT Portfolio option in the Sidebar. The list of portfolio items will be shown.



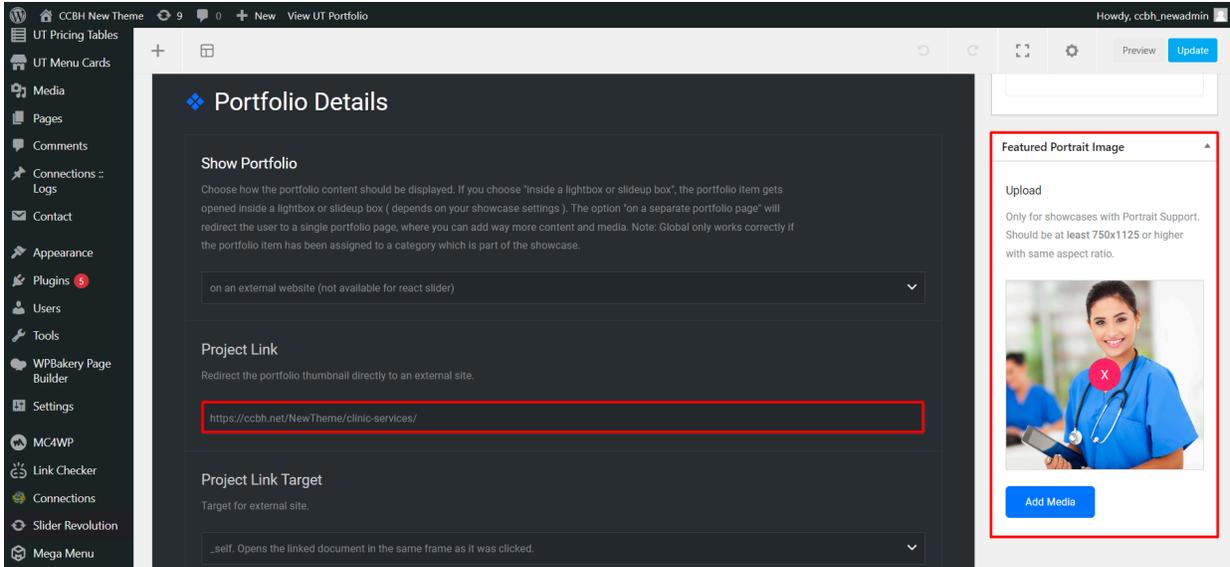
2. To make changes to the individual portfolio item, click on the options provided.



3. The portfolios are shown by category and the category can be select here as shown below

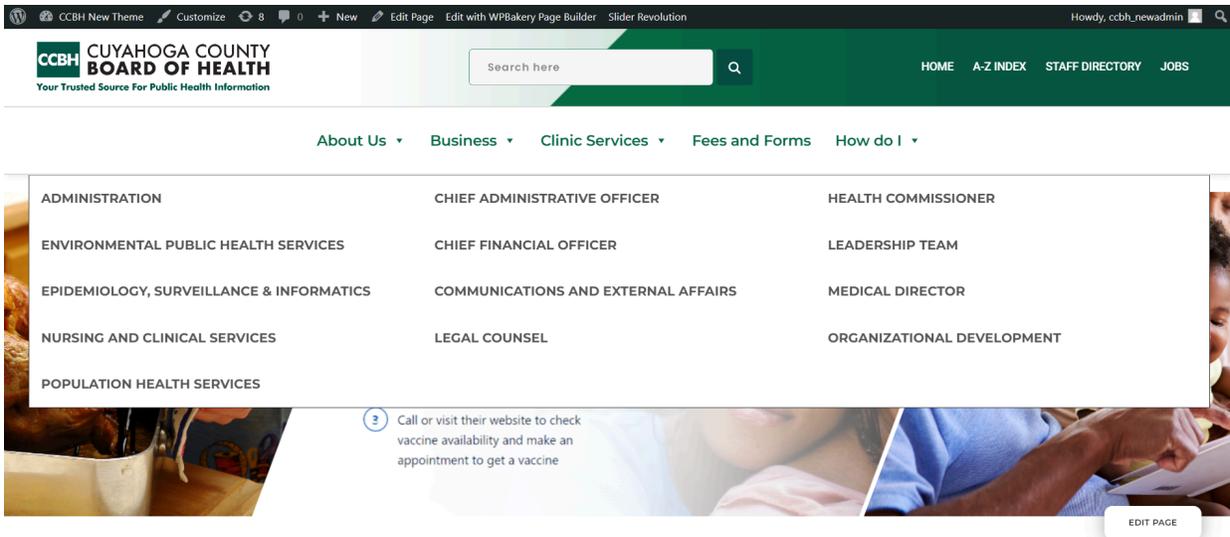


- The images and the links can be edited as shown in the red highlighted box and Click on the **Update** button to make the changes to live.

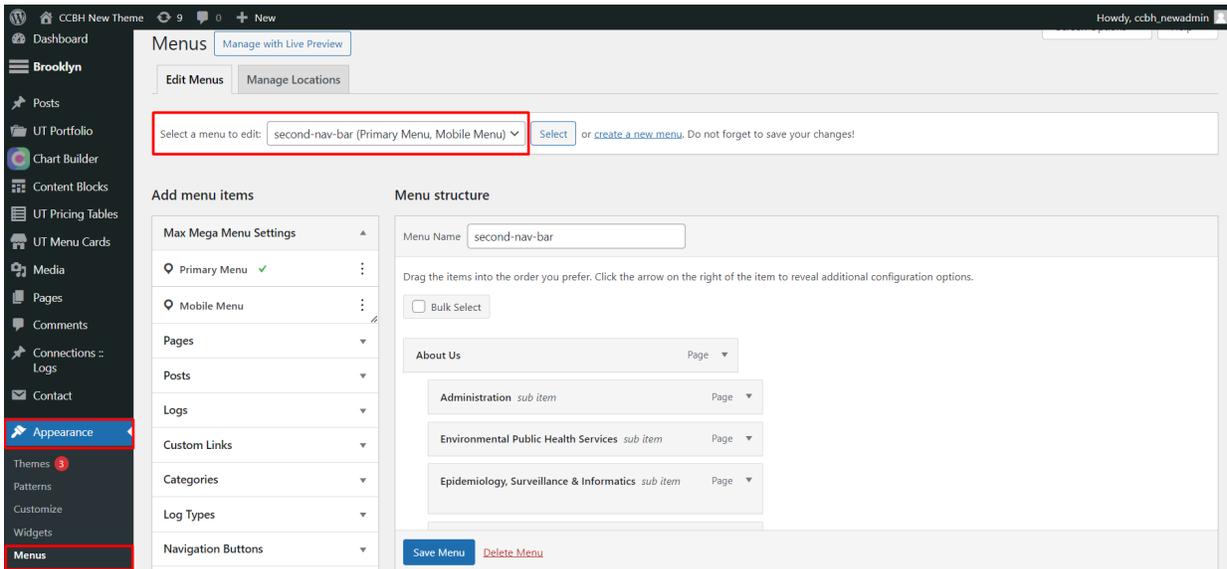


How to edit the homepage main navigation bar

- To edit the main navigation bar, follow the steps below

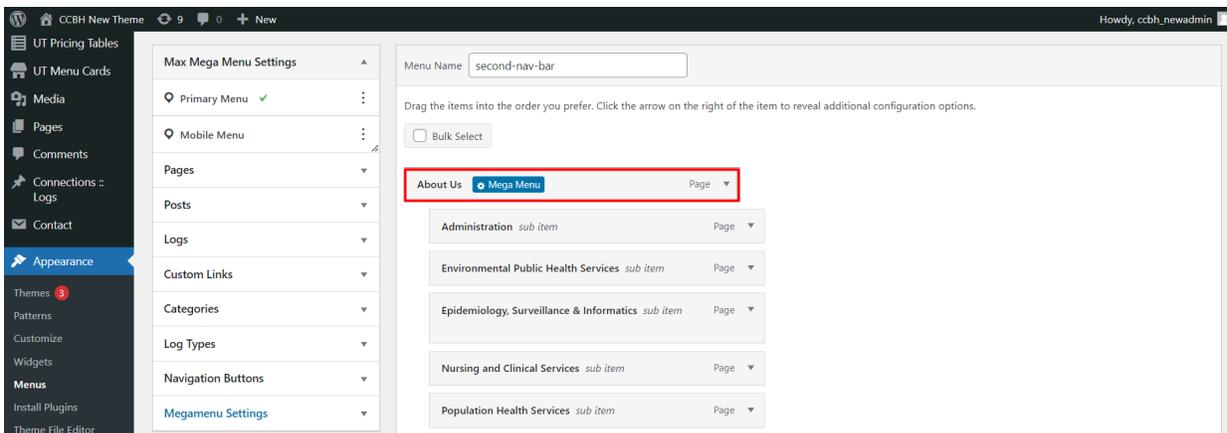


2. Click the Menus button while hovering on the Appearances option in the sidebar.



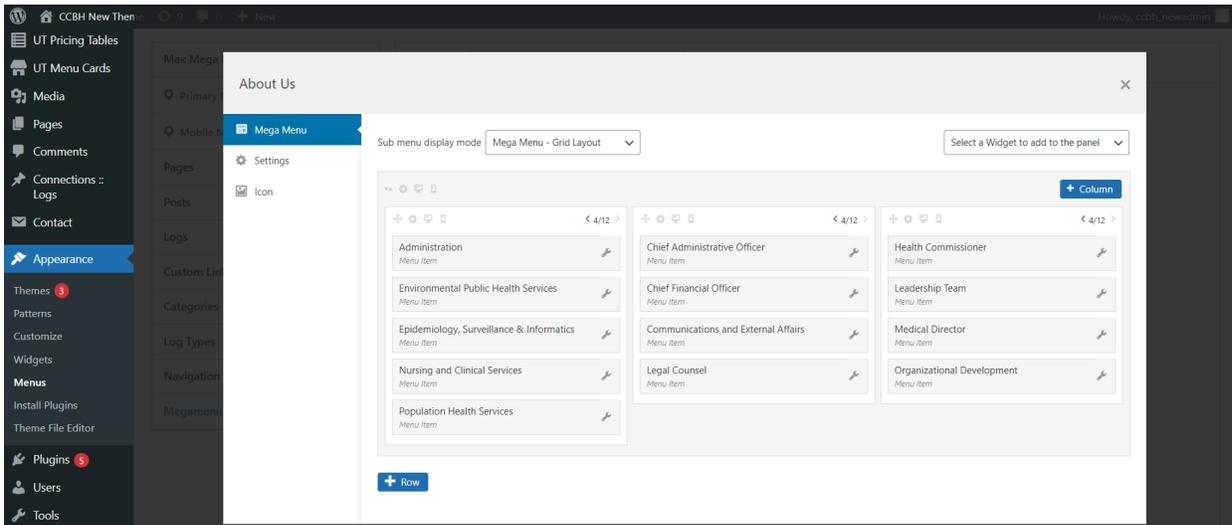
3. Select the menu to edit, and the main navigation bar is named as **second-nav-bar**.

4. To make changes to the Mega Menu, Click on the Mega Menu button on the first level items.

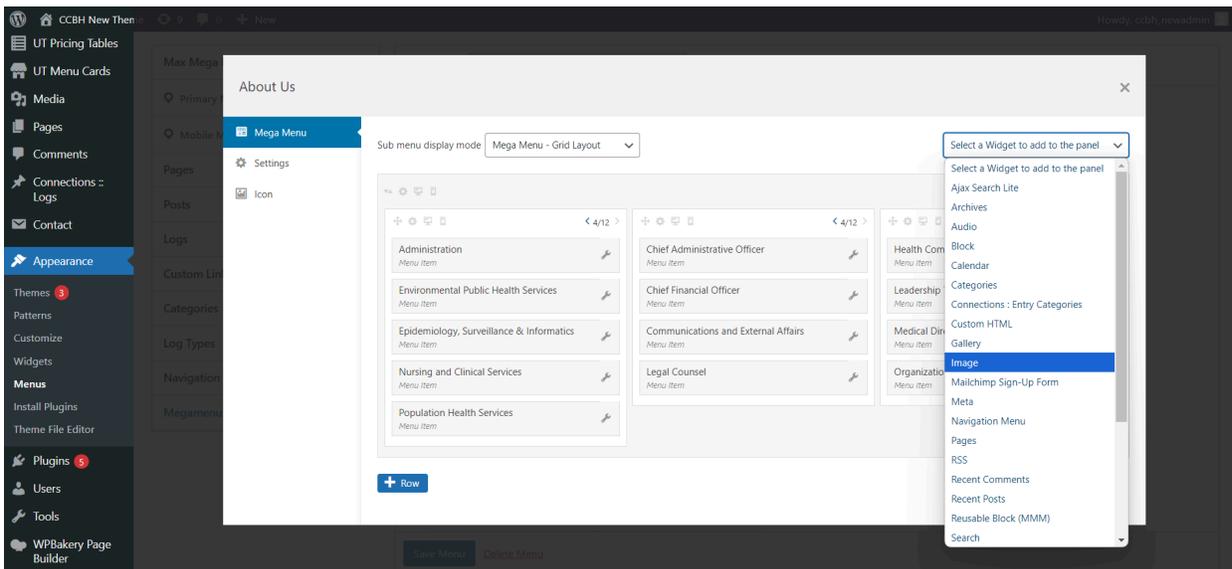


5. The Mega Menu popup will appear and the menu items are allowed to drag and drop to change the layout.

6. New Columns and Rows can be added in the megamenu and the menu items can be placed.

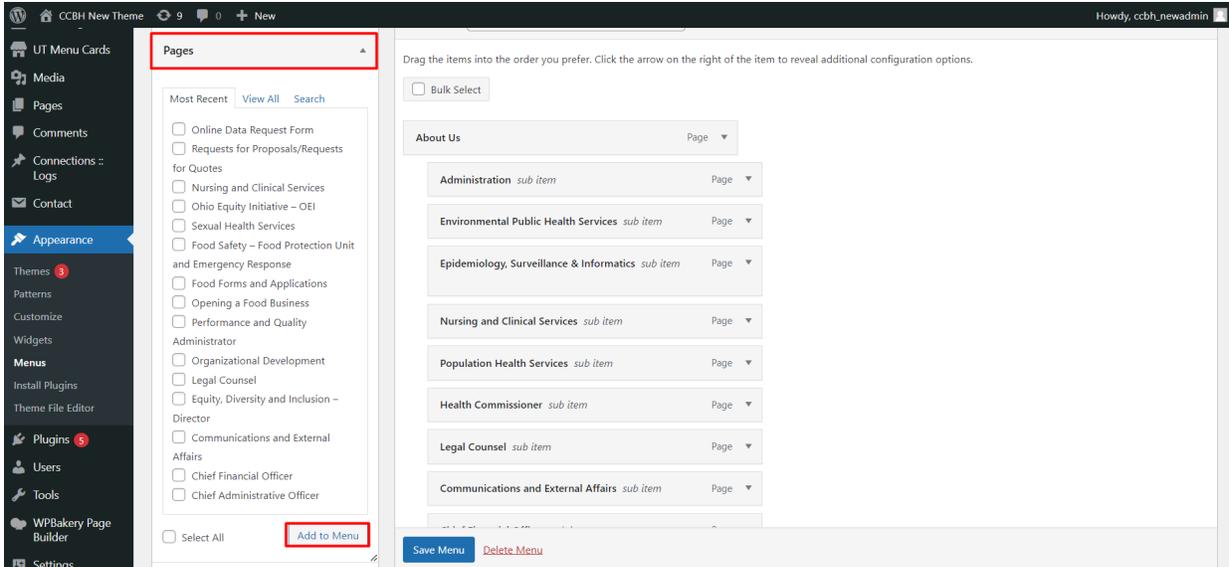


7. Click on the Select a Widget to add to the panel dropdown to add individual elements such as text block/image to the mega menu.



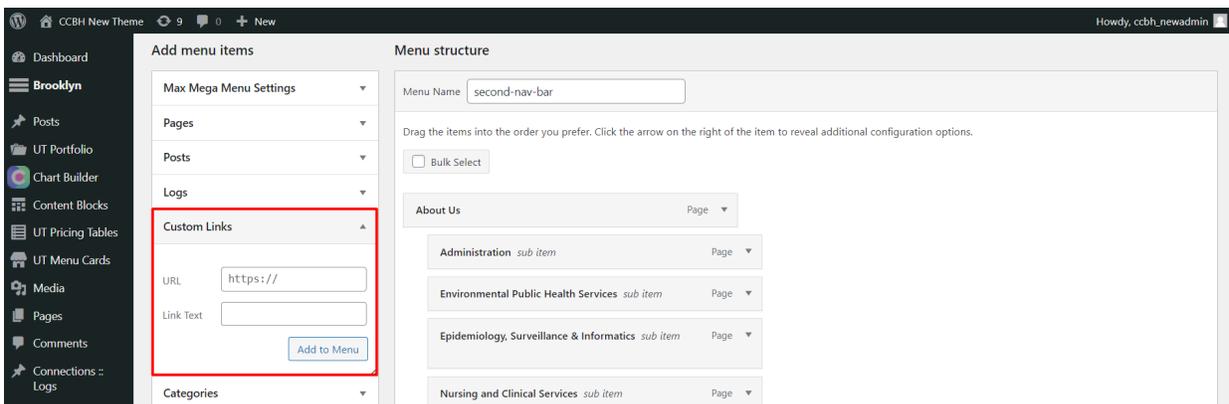
8. After making the changes mega menu saves automatically with a 2 seconds delay. Click on the Save Menu in the Menu Page to update the changes.

9. To add a new page to the menu, click on the Pages dropdown in the sidebar of the Menu page.



10. Search for a page and click on the Add to Menu and it'll be added, then drag the item to reorder them accordingly.

11. Custom Menu items can be added with custom URLs as shown in the below screenshot.



12. Click on the Save Menu to update the changes.