

CCBH Website Maintenance

Training Manual 2024



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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 <u>https://ccbh.net/wp-admin/</u> and enter your Username and Password.

Username or Email Address	¶√ © Log In
Lost your password? ← Go to CCBH	

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.

CCBH New Then	ne 😋 9 🗭 0 🕂 New				Howdy, ccbh_newad		
shboard	Dashboard				Screen Options 🔻 Help		
ar 🙆	Site Health Status	~ ~ *	Quick Draft	Activity	~ ~		
		Your site has critical issues that should be	Title	Recently Published			
ooklyn	0	addressed as soon as possible to improve its performance and security		Apr 16th, 5:23 am	Hello world!		
sts	Should be improved	Take a look at the 8 items on the Site	Content	Aug 30th 2018, 6:01 am	Custom Post		
Portfolio		Health screen.	What's on your mind?	Aug 14th 2018, 4:09 pm	So Why Are We More Scared Than Ever?		
art Builder	At a Glance	A ¥ A		Aug 13th 2018, 4:15 pm	How To Hide Teff In Your Kid's Coo		
ntent Blocks	A u o u			Aug 12th 2018, 4:12 pm	How To Make The Perfect Steak		
Pricing Tables Menu Cards	5 Comments	log rages	Save Draft	Recent Comments			
edia	WordPress 6.6.2 running	<u>Brooklyn</u> theme.	WordPress Events and News	From A WordPr	ess Commenter on Hello world!		
ges	Broken Link Checker	~ ~ *	Attend an upcoming event near you. Q Select location	Hi, this is a com editing, and del screen in	Hi, this is a comment. To get started with moderating, editing, and deleting comments, please visit the Comm screen in		
nments nnections ::	Found 16 broken links 40 URLs in the work queue	e	There are no events scheduled near you at the moment. Would you like to <u>organize a WordPress event</u> ?				
ntact	Detected 2954 unique URLs in 3239 links and still searching		WordPress 6.7 Release Candidate 3 WordPress 6.7 Release Candidate 2	From Admin on Lorem ipsum do diam nonumy e magna aliguration	Standard Blog Post With All The Trimmi olor sit amet, consetetur sadipscing elitr, irmod tempor invidunt ut labore et dolc		
pearance			Do The Woo Community: Press Release: Do the Woo 4.0 Official Launch, Elevating Voices in the WordPress Community	magna anquyan	llus		
ugins sers			WPTavern: #144 – Damon Cook & Seth Rubenstein on the Transformational Interactivity API	From Marcel on At vero eos et a	Standard Blog Post With All The Trimmi- ccusam et justo duo dolores et ea rebur		



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".

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🙆 Dashboard	Dashboard					Screen Options 🔻	Help 🔻
Home	Site Health Status	~ ~ *	Quick Draft	~ ~ *	Activity		^ V *
Brooklyn		Your site has critical issues that should be	Title		Recently Published		
	0	its performance and security.			Apr 16th, 5:23 am	Hello world!	
🖈 Posts	Should be improved	Take a look at the 8 items on the Site	Content		Aug 30th 2018, 6:01 ar	m Custom Post	
👚 UT Portfolio		Health screen.	What's on your mind?		Aug 14th 2018, 4:09 pr	m So Why Are We More So Ever?	ared Than
Chart Builder					Aug 13th 2018, 4:15 pr	m How To Hide Teff In Your	Kid's Cookies
Content Blocks	At a Glance	~ ~ *			Aug 12th 2018 4:12 pr	m How To Make The Perfer	+ Steak
目 UT Pricing Tables	🖈 11 Posts	189 Pages	Save Draft		Aug 12112010, 4.12 pi	in now to make the renee	. Stour
骨 UT Menu Cards	5 Comments				Recent Comments		
🤧 Media	Library	Brooklyn theme.	WordPress Events and News	~ ~ •	From A Wo	rdPress Commenter on Hello worl	ld!
📕 Pages	Add New Media File	A V A	Attend an upcoming event near you. Q Select location	n	Hi, this is a editing, and	comment. To get started with mo I deleting comments, please visit 1	derating, the Comments
Comments	Found 16 broken links		There are no events scheduled near you at the momen like to organize a WordPress event?	it. Would you	screen in		
Logs	40 URLs in the work queue Detected 2954 unique URLs in 3239 links and still searching		WordPress 6.7 Release Candidate 3		From Admin on Standard Blog Post W Lorem ipsum dolor sit amet, conseteti		th All The Trimmings
Contact			WordPress 6.7 Release Candidate 2		diam nonur	my eirmod tempor invidunt ut lab	ore et dolore
🔊 Appearance			Do The Woo Community: Press Release: Do the Woo 4.0 Launch, Elevating Voices in the WordPress Community	0 Official	magna aliquyam		
🕼 Plugins 💿			WPTavern: #144 – Damon Cook & Seth Rubenstein on t	the	From Marce	el on Standard Blog Post With All '	The Trimminas

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

🔞 👔 CCBH New Them	e 📀 9 📮 0 🕂 New Howdy, ccbh_newadmin 🔳
Dashboard	Help *
Brooklyn	
Posts	
UT Portfolio	
Chart Builder	Drop files to upload
Content Blocks	or Select Files
UT Pricing Tables	
骨 UT Menu Cards	
🤧 Media	You are using the multi-file uploader. Problems? Try the <u>browser uploader</u> instead.
Library	Maximum upload file size: 192 MB.
Add New Media File	
Pages	
Comments	
Connections :: Logs	
🖾 Contact	
✗ Appearance	
😰 Plugins	
🚢 Users	



3. If the upload is successful, the file will be added to the Media Library. You can view all the files in the Media Library by clicking on Media.



4. To link to a file, click a file listed in the Media Library. In the Attachment Details page, you can use or copy the "File URL" to link to the file.





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.

🔞 🖀 CCBH New Theme	🛇 9 📮 0 🕇 New View Page	Howdy, ccbh_newadmin 📃
2 Dashboard	Edit Page Add New Page	Screen Options 🔻 Help 🔻
★ Posts	Homepage	Publish Preview Changes
👕 UT Portfolio	Permalink: https://cobh.net/NewTheme/	Status: Published Edit Vicibility: Public Edit
Content Blocks	Brooklyn Page Builder (Visual Composer)	Revisions: 120 Browse Published on: Apr 16, 2024 at 06:46 Edit
骨 UT Menu Cards	+ E o c C •	Move to Trash Update
Pages	x • • + / 0 ×	Page Attributes
Add New Page Comments	× ≡ + +ℓ×	Parent (no parent)
Connections :: Logs	Silder Revolution 6 Tatle Stater 2 Aliaes stater-2	Template Default template
 Contact Appearance 	+	Order
💉 Plugins (5) 🚢 Users		Need help? Use the Help tab above the screen title.



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

🚯 🖀 CCBH New Theme	😳 9 📮 0 🕂 New View Page			Howdy, ccbh_newadmin 🔃
📌 Posts	+ 🖽			C OPreview Update
🖆 UT Portfolio	X * +		10 ×	Visibility: Public Edit
Content Blocks	25 === +		- 0 X	Published on: Apr 16, 2024 at 06:46 Edit
骨 UT Menu Cards	+ $ earrow \times $ Single Image	+ 2 ×	+ $p \times$ Single Image	Move to Trash Update
Pages	+	+	+	Page Attributes
All Pages Add New Page	z 📰 +	+ 2 ×	- 0 O ×	(no parent)
CommentsConnections ::				Template Default template
Logs Contact	52 ==== +	т	- 0 O X	Order 0
Appearance		+ ℓ × + ℓ : Single Image Single	× + ℓ × Image Single Image	Need help? Use the Help tab above the screen title.
Lusers	+		+	Featured image 🔻
		+		

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

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Conten	Single II	nage settin	js												<i>*</i> = ^	Update
目 UT Prici	General	Caption Set	ings Extra	Settings	Shadow	Reveal Effect	Glitch	Rotation	Animation	Custom Cursor	Design C	Options				Changes
骨 UT Mer	Image															
93 Media																
📕 Pages	Mass	+ 10														
All Pages															- 1	06:46 <u>Edit</u>
Add New Pa	luces cia															Update
Comme	Image Size	,														
📌 Connec Logs	Unginai														×	*
🖾 Contac		-14														
🔊 Appear	image Op	icity														~
🖌 Plugins																
👗 Users	C	lose	Save cha	inges												
🖋 Tools																
WPBaker	y Page							+						0		
Builder		53		-								- 00 ×	1 s	Need help? Use the H creen title.	lelp tab ab	ove the
- Setungs			+0	×		+	Ø×			+ Ø ×		+ 0 ×				
MC4WP			Singl	e Image		Sin	gle Image			Single Image		Single Image	F	eatured image		*

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".'

🚯 🖀 CCBH New Them	e 😋 9 📮 0 🕂 New	Howdy, ccbh_newadmin 🥅
Dashboard	Add Now Page	Screen Options 🔻 Help 🔻
Brooklyn	Add New Fage	
	Add title	Publish
📌 Posts	/idd tite	Save Draft Preview
		Status: Draft <u>Edit</u>
Chart Builder	Backend Editor Frontend Editor	Visibility: Public Edit
Content Blocks		Publish immediately Edit
UI Pricing lables	Q1 Add Media Visual Text	Publich
Thenu Cards	b i link b-quote del ins img ul ol li code more close tags Slider Revolution	Publish
91 Media		Page Attributes
Pages		
All Pages		Parent
Add New Page		(no parent)
Comments		Template
Connections :: Logs		Default template V
Contact		Order
.		0
Appearance	Manu anna A	Need help? Use the Help tab above the screen title.
🖉 Plugins	wora coune u	
📥 Users	Brookby - Metapapal	P 1 11

- 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.

🕅 🔺 CCBH New Theme	• ↔ 9 ♥ 0 + New			Howdy, ccbh_newadmin
Chart Builder	Classic Mode Frontend Editor			Visibility: Public Edit
LIT Pricing Tables				Publish immediately Edit
UT Menu Cards	Brooklyn Page Builder (Visual Composer)		A	Move to Trash Publish
Media	+ 🖽		o 🖸 D o	
Pages	50 L		1 A A V	Page Attributes
l Pages	s/su T			Parent
dd New Page	S == +		- 0 O ×	(no parent) V
Comments	4	0 ×		Template
Connections :: Logs				Default template V
Contact		+		Order
Appearance		'		
Plugins (5)				screen title.
Users				
🌶 Tools		+		Featured image 🔹

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

Add Element			Q. Search element by name
All Plugins Structural Information Community	Media		
Mailchimp Plugin MailChimp is the world's largest marketing automation platform.	Contact Form 7 Load your desired contact form directly into the site.	Portfolio Showcase Module Load your desired portfolio showcase directly into the site.	Menu Card Module Lead your desired menu card directly into the site.
Slider Revolution 6 Integrate your slider directly into the site.	Row Place content elements inside the row	Text Block A block of text with WYSIWYG editor	Separator Horizontal separator line
É	an	- And	(+)

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

			DIGITAL
🔞 😚 CCBH New Them	• • • • • • • • • • • • • • • • • • •		Howdy, ccbh_newadmin 📃
Dashboard	Add New Page		Screen Options 🔻 Help 🔻
Brooklyn			Publich
🖈 Posts	Add title		Save Deafe
💼 UT Portfolio	Permalink: https://ccbh.net/NewTheme/10933-2/ Edit		Status: Draft Edit
Chart Builder	Classic Mode Frontend Editor		 Visibility: Public Edit
UT Pricing Tables			Publish immediately Edit
🚽 🖉	brookiyn Page builder (visual Composer)		Move to Trash Publish
😋 Media		5 C [] Q	
📙 Pages	× +	0 ×	Page Attributes
All Pages			Parent (no parent)
Comments	x ≡ + + / x	- 0 0 ×	Template
Connections ::	I am text block. Click edit button to change this text. Lorem ipsum dolor sit amet, consectetur adipiscing elit. Ut elit tellus,	luctus nec ullamcorper mattis,	Default template V
Logs	pulvinar dapibus leo.		Order
	+		0
Plugins (5)	+		Need help? Use the Help tab above the screen title.

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.

🔞 🏦 CCBH New Theme	e 😋 9 📕 0 🕂 New			Howdy, c	cbh_newadmin 📃
🙆 Dashboard	Users Add New User			Screen Options 🔻	Help 🔻
Brooklyn	All (2) Administrator (2)				Search Users
🖈 Posts	Bulk actions	Change			2 items
1 UT Portfolio	Username 🕈	Name	Email 🗘	Role	Posts
Chart Builder		_	amar@zed.digital	Administrator	11
Content Blocks					
UT Menu Cards	Gouyang Edit Delete View Send password reset	_	gouyang@ccbh.net	Administrator	0
9 Media	Username 🕈	Name	Email 븆	Role	Posts
📕 Pages	Bulk actions Y Apply Change role to	✓ Change			2 items
Comments					
Connections :: Logs					
Contact					
🔊 Appearance					
🖌 Plugins 🜀					
🐣 Users 🛛 🗸					
All Users					



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.



2. 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.

🖚 Dashboard	Widgets Merce with the Preside				Enable accessibility mode	Help 🔻
	vvidgets Manage with tive Previe	w				
	Available Widgets		Blog Sidebar	•	Fourth Footer Widget Area	*
Posts	To activate a widget drag it to a sidebar or its settings, drag it back	click on it. To deactivate a widget and delete				
Chart Ruilder	its settings, drug it buck		First Footer Widget Area	•	Page Default Sidebar	٣
	Ajax Search Lite 🔻	Archives 🔻				
UT Pricing Tables	Displays an Ajax Search Lite!	A monthly archive of your site's Posts.	Second Footer Widget Area	^	Max Mega Menu Widgets	*
PUT Menu Cards	Audio 🔻	Block	The second footer widget area			
91 Media	Displays an audio player.	A widget containing a block.	Text: Contact	*		
📕 Pages	Calendar 🔻	Categories 🔻	Text	.		
Comments	A calendar of your site's posts.	A list or dropdown of categories.				
Connections :: Logs	Connections : Entry Catego	Custom HTML	Image	*		
Contact	Entry Categories	Arbitrary HTML code.	Third Factor Widget Area			
🔊 Appearance 🛛 📢	Gallery	Image 🔻	The third footer widget area			
Themes	Displays an image gallery.	Displays an image.	Custom HTML: Follow us on			
	Mailchimp Sign-Up Form 🔻	Max Mega Menu 🔻				
Widgets	Displays your Mailchimp for WordPress sign-up form	Outputs a menu for a selected theme location.	Custom HTML: Location	Ť		

 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.

🚯 🔺 CCBH New Theme	😋 9 📕 0 🕂 New			Howdy, ccbh_newadmin 📃
Chart Builder	Ajax Search Lite 🔻	Archives 🔻		
Content Blocks	Displays an Ajax Search Lite!	A monthly archive of your site's Posts.	Second Footer Widget Area * Max Mega Menu Widget	s v
Thenu Cards	Audio 🔻	Block	The second footer widget area	
9 Media	Displays an audio player.	A widget containing a block.	Text: Contact	
Pages	Calendar 🔻	Categories 🔹	Text A	
Comments	A calendar of your site's posts.	A list or dropdown of categories.	Títle:	
Logs	Connections : Entry Catego 🔻	Custom HTML 🔻		
Contact	Entry Categories	Arbitrary HTML code.	Yisual Text	
🔊 Appearance	Gallery 🔻	lmage 🔻	b <i>i</i> <u>link</u> ul ol li code Slider Revolution	
Themes 3	Displays an image gallery.	Displays an image.	5550 Venture Drive 	
Patterns Customize	Mailchimp Sign-Up Form	Max Mega Menu 🔻	Parma, OH 44130	
Widgets Menus	Displays your Mailchimp for WordPress sign-up form	Outputs a menu for a selected theme location.	BUSINESS HOURS: 	
Install Plugins Theme File Editor	Meta 🔻	Navigation Menu 🔹	Monday-Friday 8:30 a.m 4:30 p.m	
😰 Plugins 👩	Login, RSS, & WordPress.org links.	Add a navigation menu to your sidebar.	<pre>After hours/</pre>	
🛓 Users	Pages 🔻	Recent Comments 🔹	Delete Done Saved	
🖋 Tools	A list of your site's Pages.	Your site's most recent comments.		



 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

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

🔞 🏠 CCBH New Them	🔞 🐔 CCBH New Theme 😌 9 🛡 0 🕇 New Howdy, cobh_newadmin 🔳											
Dashboard	Widgets Manage with Live Pre	view			Enable accessibility mode	Help 🔻						
Brooklyn	Available Widgets		Blog Sidebar	•	Fourth Footer Widget Area	•						
💼 UT Portfolio	its settings, drag it back.	or click on it. To deactivate a widget and delete	First Footer Widget Area	•	Page Default Sidebar	*						
Chart Builder	Ajax Search Lite	Archives 🔻			Text	•						
UT Pricing Tables	Displays an Ajax Search Lite!	A monthly archive of your site's Posts.	Second Footer Widget Area	•	United Thomas - Social Madia Widget: Follow	Ţ						
骨 UT Menu Cards	Audio	Block	Third Footer Widget Area	•	onited memes - Social Media Widget. Pollow	_						
9 Media	Displays an audio player.	A widget containing a block.			Search: Search here	•						
Comments	Calendar	A list or dropdown of categories.			Max Mega Menu Widgets	•						
Connections :: Logs	Connections : Entry Catego	Custom HTML										

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

🔞 🏦 CCBH New Them	ne 😋 9 투 0 🕂 New			Howdy, ccbh_newadmin
💼 UT Portfolio	its settings, drag it back.	silen en in accounte e mayer and actere		
💽 Chart Builder	Ajax Search Lite 💌	Archives	First Footer Widget Area	Page Default Sidebar
Content Blocks	Displays an Aiax Search Lite!	A monthly archive of your site's Posts.	Second Footer Widget Area	Text
UT Pricing Tables	Audia	Plask		Title:
UT Menu Cards	Audio	BIOCK	Third Footer Widget Area	
9 Media	Displays an audio player.	A widget containing a block.		93 Add media Visual Text
Pages	Calendar 🔻	Categories 🔻		b <i>i</i> link ul ol li code Slider Revolution
Connections "	A calendar of your site's posts.	A list or dropdown of categories.		CALL
Logs	Connections : Entry Catego 🔻	Custom HTML 🔻		A community service for social, health and
🗹 Contact	Entry Categories	Arbitrary HTML code.		government information.
🔊 Appearance	Gallery 🔻	Image 🔻		
Themes 🟮	Displays an image gallery.	Displays an image.		
Patterns	Mailchimp Sign-Up Form 🔻	Max Mega Menu 🔻		
Widgets	Displays your Mailchimp for WordPress	Outputs a menu for a selected theme		Delete Save
Menus	sign-up form	location.		
Install Plugins	Meta 🔻	Navigation Menu 🔹		United Themes - Social Media Widget: Follow 🔻
	Login, RSS, & WordPress.org links.	Add a navigation menu to your sidebar.		Search: Search here
	Pages 💌	Recent Comments 🔻		

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.

🚯 🕋 CCBH New Theme	◆ 9 🛡 0 🕂 New	Howdy, ccbh_newadmin 📃
Chart Builder		Status: Draft Edit
Content Blocks	Classic Mode Frontend Editor	Visibility: Public Edit
UT Pricing Tables	Brooklyn Page Builder (Visual Composer)	Publish immediately Edit
骨 UT Menu Cards		Publish
91 Media	+ 🖽 5 ° .: Q	
📙 Pages 🔸	x + / 0 x	Page Attributes
All Pages		Parent
Add New Page	x = + · · / 0 ×	(no parent) V
Comments	+ Ø ×	Template
Connections :: Logs	Accordion Module 🖉 🗘 🗙	Default template 🗸
M Contact		0
🔊 Appearance		Need help? Use the Help tab above the
😰 Plugins 🚺		screen title.
🕹 Users	т	Featured image
🖋 Tools		reatured image

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

Add Element		Search element by name	
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.

30 🟠 🛞		^	_newadmin 📃
About Word	Accordion Item Settings	v - ×	
Get Involved	General		
WordPress.o	Accordion Label		<u> </u>
Documentat	Heading		Publish
Support			
Feedback	Accordion Content		
E ruges	93 Add Media	I Text	
All Pages	Paragraph V B $I \cong \boxtimes \mathscr{C}$ $\mathfrak{S} \equiv \mathfrak{S} \mathfrak{S} \mathfrak{S}$	\times	~
P Comme			
Connect Logs	Content		
🔛 Contac			•
🔊 Appear			/e the
💉 Plugins	Close Save changes		

- 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.

🛞 🏦 CCBH New Theme	€ 9 ♥ 0 + New		Howdy, ccbh_newadmin 📃
骨 UT Menu Cards	+ 🕀	D C	C OPreview Update
9 Media			
📙 Pages 🔸	× +	0 0 ×	Page Attributes
All Pages			Parent
Add New Page	x = +	- 00 ×	(no parent) V
Comments	$+ \rho \times$		Template
Connections :: Logs	Accordion Module + 1/ 1/ 1/ X	20	Default template V
Contact	Accordion Item		0
Appearance	🔀 Accordion Item 🖉 🔿 🗙		Need help? Use the Help tab above the
🖌 Plugins ઉ	Accordion Label: Heading		screen title.
📥 Users			Featured image
差 Tools	+		r catalea mage



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.

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Dashboard	Dashboard					Screen Options 🔻 Help 🔻
Home Updates (8)	Site Health Status	~ ~ *	Quick Draft	~ ~ *	Activity	~ ~ *
Brooklyn		Your site has critical issues that should be	Title		Recently Published	
	O	its performance and security.			Apr 16th, 5:23 am	Hello world!
📌 Posts	Should be improved	Take a look at the 8 items on the Site	Content		Aug 30th 2018, 6:01 am	Custom Post
🖆 UT Portfolio	All Portfolio Items	Health screen.	What's on your mind?		Aug 14th 2018, 4:09 pm	So Why Are We More Scared Than
💽 Chart Builder	Add Portfolio Item				4. 424 2040 4.45	
Content Blocks	Categories	~ ~ *			Aug 13th 2018, 4:15 pm	How to Hide left in Your Kid's Cookies
UT Pricing Tables	Showcase	189 Pages	Save Draft		Aug 12th 2018, 4:12 pm	How To Make The Perfect Steak
骨 UT Menu Cards	5 Comments				Recent Comments	
9 Media	WordPress 6.6.2 running <u>Brooklyn</u> theme.		WordPress Events and News	~ ~ *	From A WordPres	ss Commenter on Hello world!

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

🚯 🏾 🏠 CCBH New Them	e 🔂 9 📮 0 🕂 New View UT Portfolio	Howdy, ccbh_newadmin 📃
 Dashboard Brooklyn 	Edit Portfolio Add Portfolio Item	Screen Options 🔻
→ Posts	Clinic Services	Publish •
Categories Showcase	When title is located in React Carousel use special characters pipe or double point : to add linkbreaks on the title. Words after the linebreak are automatically smaller than the ones before. Permalink: https://ccbh.net/NewTheme/portfolio-item/clinic-services/ Edit Classic Mode Frontend Editor	Preview Changes Status: Published Edit Visibility: Public Edit Revisions: 5 Browse Published on: Apr 17, 2024 at 05:24 Edit
Chart Builder	BrookJr BrookJr Image: Composer (Visual Composer) Image: Composer (Visual Composer)<	Move to Trash Update
UT Menu Cards	x + / 0 ×	All Categories Most Used
 Pages Comments Connections :: Logs 	S = + -	APP DEVELOPMENT LOGO DESIGN MARKETING MOCKUPS
Contact	+ +	PHOTOGRAPHY VIDEO WEB DEVELOPMENT Add New Category.



4. 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.

🛞 🖀 CCBH New Them	e 📀 9 📮 0 🕂 New View UT Pontfolio			1	Howdy, ccbh_i	newadmin 🖡
UT Pricing Tables	+ 🗇			ø	Preview	Update
骨 UT Menu Cards				-		
91 Media	🚸 Portfolio Details					
Pages						
Comments			Featured	Portrait I	mage	
* Connections ::	Show Portfolio					
Logs	Choose how the portfolio content should be displayed. If you choose "inside a lightbox or sideup box", the portfolio item gets		Upload			
M Contact	redirect the user to a single portfolio page, where you can add way more content and media. Note: Global only works correctly if		Only for	showcases	with Portrait	Support.
🔊 Appearance	the portfolio item has been assigned to a category which is part of the showcase.		with san	e at least 7 ne aspect ra	atio.	gner
🖌 Plugins	on an external website (not available for react slider)	~	2.18	1		
📥 Users						
🖋 Tools	Drainat Link		100	and a	est.	2.1
WPBakery Page Builder	Redirect the portfolio thumbnail directly to an external site.				×	
Lt Settings	https://cchh.net/NewTherme/clinic-services/	-			A	
MC4WP						
ද්ර Link Checker	Project Link Target			2/12	1 Aug	
Gonnections	Tarret for external site		Add	Media		
Slider Revolution						
🛱 Mega Menu	_self. Opens the linked document in the same frame as it was clicked.	~				

How to edit the homepage main navigation bar

1. To edit the main navigation bar, follow the steps below

1	🚳 CCBH New Theme 🖌 Customize 🔂 8 📮 0	🕂 New 🖉 Edit Pa	age Edit with WPBake	ery Page Builder Slider Revolutio	n		Howdy, ccbh_ne	wadmin 📃 🔍	
	CCBH CUYAHOGA COUNTY BOARD OF HEALTH Your Trusted Source For Public Health Information		Searcl	h here	٩	HOME A-Z INDE	X STAFF DIRECTORY	JOBS	
		About Us 🔹	Business 🔹	Clinic Services 🔹	Fees and Forms	How do I 🔹			
	ADMINISTRATION		CHIEF ADMIN	IISTRATIVE OFFICER		HEALTH COMMISSIONER			
-	ENVIRONMENTAL PUBLIC HEALTH SERVICES		CHIEF FINANCIAL OFFICER			LEADERSHIP TEAM			
	EPIDEMIOLOGY, SURVEILLANCE & INFO	ORMATICS	COMMUNICA	TIONS AND EXTERNAL	AFFAIRS	MEDICAL DIRECTOR			
	NURSING AND CLINICAL SERVICES		LEGAL COUN	SEL		ORGANIZATIONAL DEVELOP	PMENT		
	POPULATION HEALTH SERVICES								
		3 Call vace app	or visit their websit cine availability and pointment to get a v	e to check make an accine	Z		Eor	PAGE	



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

🔞 😚 CCBH New Theme	😋 9 투 0 🕂 New	Howdy, ccbh_newadmin
Dashboard	Menus Manage with Live Preview	
Brooklyn	Edit Menus Manage Locations	
📌 Posts		
🝘 UT Portfolio	Select a menu to edit: second-nav-bar (Prim	nary Menu, Mobile Menu) 💙 Select or <u>create a new menu</u> . Do not forget to save your changes!
Chart Builder		
Content Blocks	Add menu items	Menu structure
UT Pricing Tables		
骨 UT Menu Cards	Max Mega Menu Settings	Menu Name second-nav-bar
91 Media	♥ Primary Menu ✓	Drag the items into the order you prefer. Click the arrow on the right of the item to reveal additional configuration options.
Pages	• Mobile Menu	Dulk Select
Comments	Pages v	
Logs	Posts v	About Us Page 🔻
💟 Contact	Logs v	Administration sub-item Page 💌
🔊 Appearance 🔸	Custom Links 💌	Environmental Public Health Services sub item Page 🔻
Themes Patterns	Categories v	Epidemiology, Surveillance & Informatics sub-item Page 🔻
Customize	Log Types 🔹	
Widgets Menus	Navigation Buttons 🔹	Save Menu Delete Menu

- 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.

🚯 🏾 🏠 CCBH New Theme	😌 9 👎 0 🕂 New		Но	wdy, ccbh_newadmin 📃
UT Pricing Tables				
骨 UT Menu Cards	Max Mega Menu Settings	•	Menu Name second-nav-bar	
9] Media	🛇 Primary Menu 🗸	:	Drag the items into the order you prefer. Click the arrow on the right of the item to reveal additional configuration options.	
Pages	• Mobile Menu	:	Bulk Select	
Comments	Pages	•		
Connections :: Logs	Posts	•	About Us o Mega Menu Page 🔻	
Contact	Logs		Administration sub-litem Page v	
🔊 Appearance	Custom Links	•	Environmental Public Health Services subitem Page 🔻	
Themes 3	Categories	•	Epidemiology Surveillance & Informatics subitem Page V	
Patterns Customize				
Widgets	Log types	•	Nursing and Clinical Services sub item Page v	
Menus	Navigation Buttons	•		
Install Plugins	Megamenu Settings	*	Population Health Services sub-item Page v	
inclusion and cultur				

- 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.

🔞 省 CCBH New Then e	🗢 🤋 🛡 o	+ New						Howdy, ccbh_ne	ewadmin 🔝
UT Pricing Tables									
骨 UT Menu Cards		About Us						~	
9 Media		About 05							
📕 Pages		🌃 Mega Menu 🗸			1		[
Comments		Settings	Sub menu display mode Mega Menu - Grid Lay	yout 🗸			Select a Widget to add	to the panel 🗸	
Connections :: Logs		🕍 Icon	~ \$ \$ 1					+ Column	
Contact			⊕ ☆ 및 1	< 4/12 >	⊕ ☆ 및 집 Chief A feining in Office	< 4/12 >	⊕ ☆ 및 I	< 4/12 >	
🔊 Appearance			Menu Item	æ	Menu Item	s	Menu Item	de la	
Themes 3			Environmental Public Health Services	s	Chief Financial Officer Menu Item	p	Leadership Team Menu Item	P	
Patterns Customize			Epidemiology, Surveillance & Informatics	×	Communications and External Affairs	p	Medical Director	¥	
Widgets			Nursing and Clinical Services	ų	Legal Counsel	¥	Organizational Development	ų	
Menus			Menu Item		Menu Item		Menu Item		
Theme File Editor			Population Health Services Menu Item	s					
🖌 Plugins									
🕹 Users			+ Row						
🖋 Tools									

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.

🔞 🏠 CCBH New Then	ie 😔 9 📮 0	+ New						Howd	y, ccbh_newadmin 🔢
UT Pricing Tables									
न UT Menu Cards									
93 Media		About Us						>	<
Pages		📅 Mega Menu 🔍			7				
Comments		A Settingr	Sub menu display mode Mega Menu - Grid Lay	out 🗸				Select a Widget to add to the panel 🗸	
Connections ::		w settings						Select a Widget to add to the panel	
Logs		🕍 Icon						Archives	
M Contact			⊕ ∅ ☑	4/12 >	⊕ 幸 ⊑ □	< 4/12 >	⊕ ¢ ⊑ ¤	Audio	
A 1			Administration	s	Chief Administrative Officer	Ju.	Health Com	Block	
Appearance			Menu Item		Menu Item		Menu Item	Calendar	
Themes			Environmental Public Health Services	s	Chief Financial Officer Menu Item	s	Leadership Menu Item	Categories Connections : Entry Categories	
Patterns			Enidemiology Suppeillance & Informatics		Communications and External Affairs		Medical Dir	Custom HTML	
Customize			Menu Item	æ	Menu Item	æ	Menu Item	Gallery	
Widgets			Nursing and Clinical Services	۹	Legal Counsel	s.	Organizatio	Image	
Menus			Menu Item		Menu Item		Menu Item	Mailchimp Sign-Up Form	
Install Plugins			Population Health Services	×				Navigation Menu	
Theme File Editor			Piend Netri					Pages	
😰 Plugins 🜀								RSS	
👗 Users			+ Row					Recent Comments	
🖌 Tools								Reusable Block (MMM)	
MDPakeny Dage								Search	
Builder									

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.

🕦 🖀 CCBH New Them	e 😋 9 루 0 🕂 New		
🗬 UT Menu Cards	Pages 🔺	Drag the items into the order you prefer. Click the arrow on th	e right of the
9 Media			- ign of the
Pages	Most Recent View All Search	Bulk Select	
Comments	Online Data Request Form	About Us P	age 🔻
Connections :: Logs	Requests for Proposals/Requests	Administration sub item	Page 🔻
Contact	Ohio Equity Initiative – OEI	Environmental Public Health Services sub-item	Page 🔻
🔊 Appearance	Sexual Health Services Food Safety – Food Protection Unit		
Themes 🟮	and Emergency Response	Epidemiology, Surveillance & Informatics sub item	Page 🔻
Patterns	Food Forms and Applications Opening a Food Business		
Customize	Performance and Quality	Nursing and Clinical Services sub item	Page 🔻
Widgets	Administrator		
Menus	Organizational Development	Population Health Services sub item	Page 🔻
Install Plugins Theme File Editor	Equity, Diversity and Inclusion – Director	Health Commissioner sub item	Page 🔻
😰 Plugins 🚺	Communications and External	Legal Counsel sub item	Page 🔻
🛓 Users	Chief Financial Officer		
🔑 Tools	Chief Administrative Officer	Communications and External Affairs sub item	Page 🔻
WPBakery Page Builder	Select All Add to Menu		-
5 Settings		Save Menu Delete Menu	

- 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.

🔞 🏠 CCBH New Theme	😌 9 👎 0 🕂 New		Howdy, ccbh_newadmin 📃
🚳 Dashboard	Add menu items	Menu structure	
Brooklyn	Max Mega Menu Settings 🔹	Menu Name second-nav-bar	
📌 Posts	Pages •	Drag the items into the order you prefer. Click the arrow on the right of the item to reveal additional configuration options.	
🗯 UT Portfolio	Posts v	Bulk Select	
Chart Builder	Logs 🔻		
Content Blocks	Custom Links	About Us Page 💌	
UT Menu Cards		Administration sub-litern Page V	
9 Media	URL https://	Environmental Public Health Services sub item Page 💌	
📕 Pages	Link Text		
Comments	Add to Menu	Epidemiology, Surveillance & Informatics sub item Page 💌	
Connections :: Logs	Categories •	Nursing and Clinical Services sub-item Page v	

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