



**first  
steps**

**Women's Centre**

**Support. Educate. Empower.**

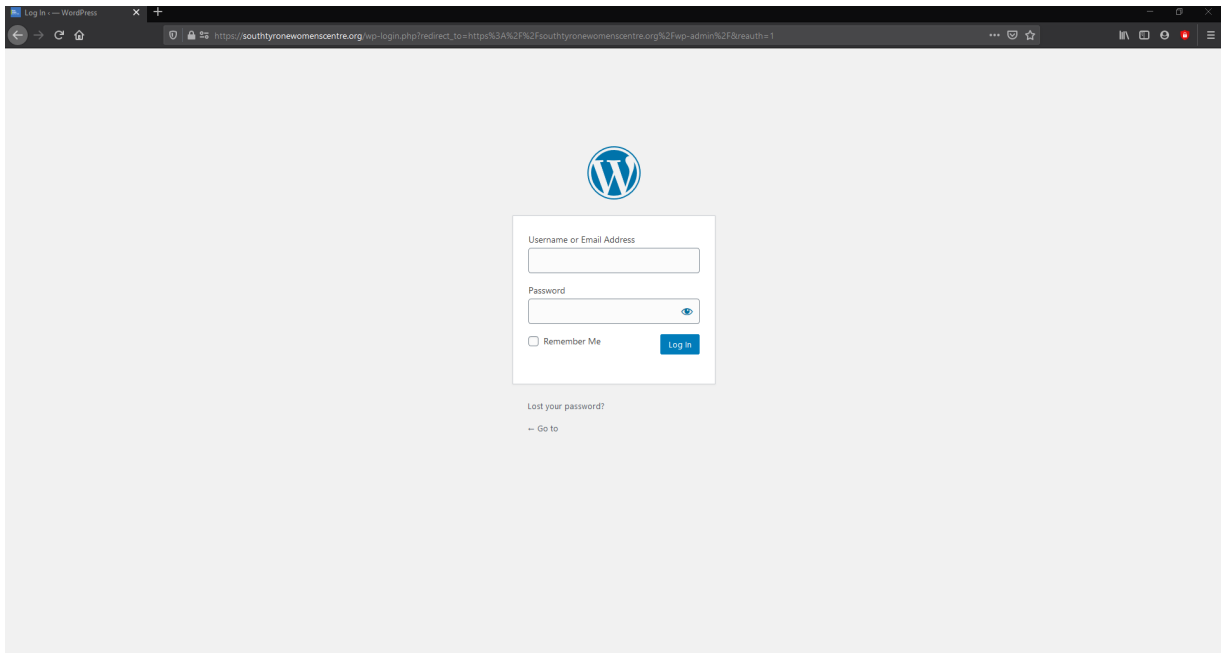
# **Website User Guide**

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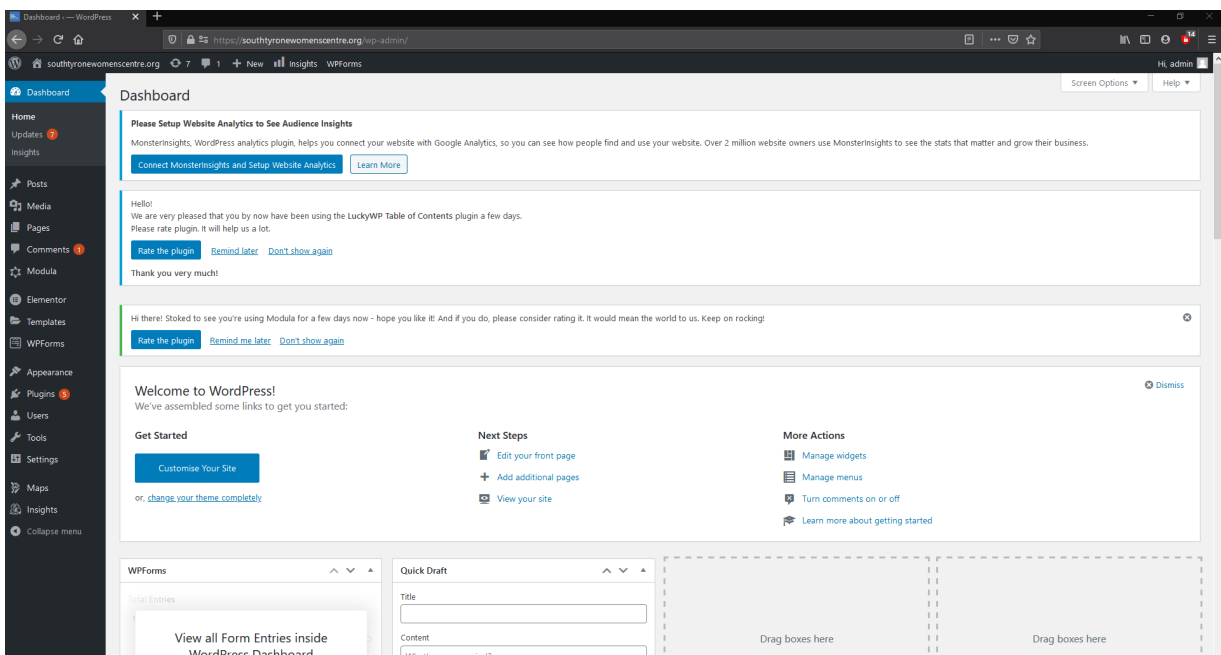
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# Logging into the site

Getting into the site is simple. Firstly you need to go to: [southtyronewomenscentre.org/wp-admin/](https://southtyronewomenscentre.org/wp-admin/)



Once here, you will need to enter the Username/E-Mail and your Password. You will then have access to the WordPress Admin page to make any changes to the site.



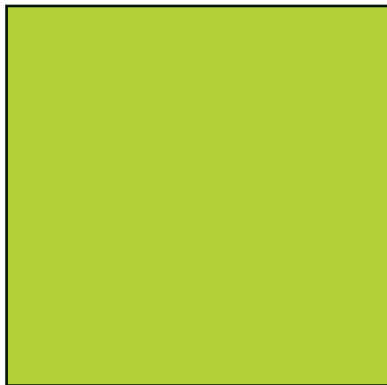
# Text fonts, colours, and sizes

**Font:** **Fira Sans**

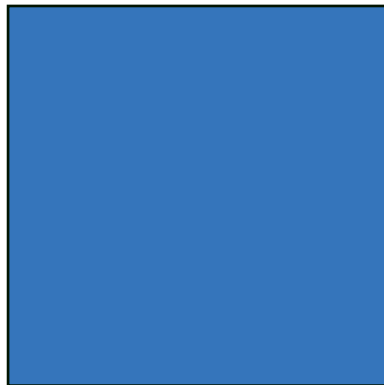
**Header Colour:** **Green**

**Body text Colour:** **White**

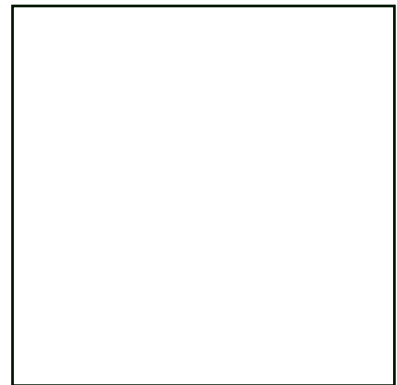
**Background Colour:** **Blue**



**Green #bbcd11**



**Blue #3e73ba**



**White #00000**

**Titles/Headers:** **H2**

**Sub-Headers:** **H3**

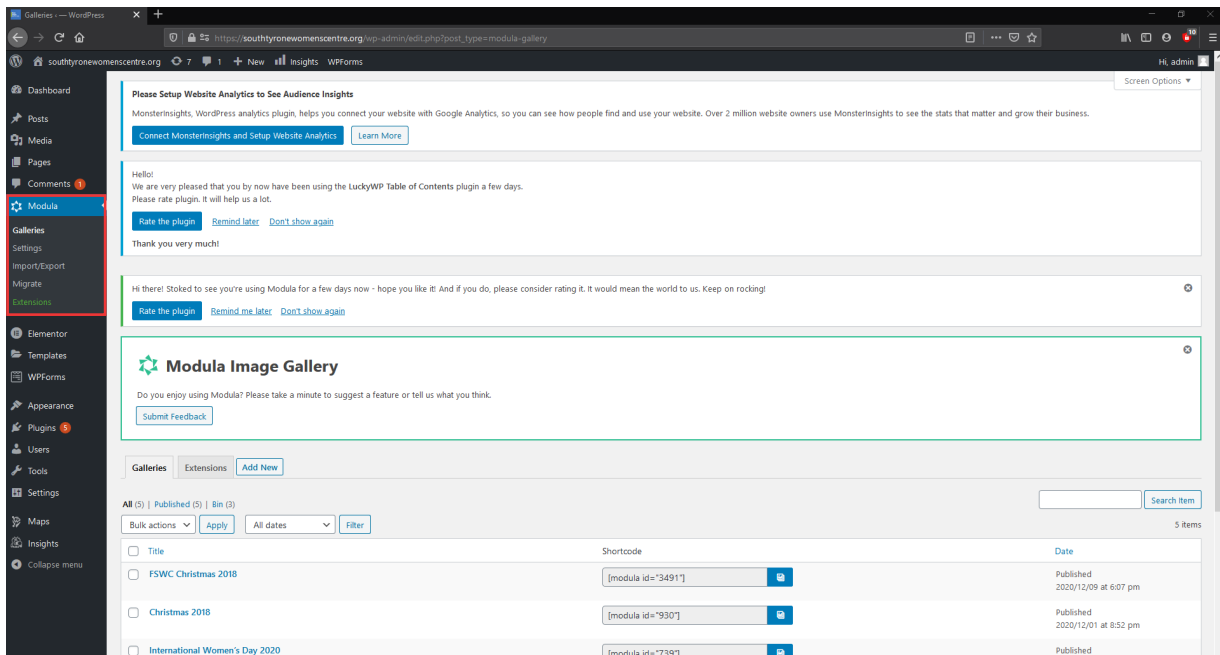
**Body Text font size:** **18pt**



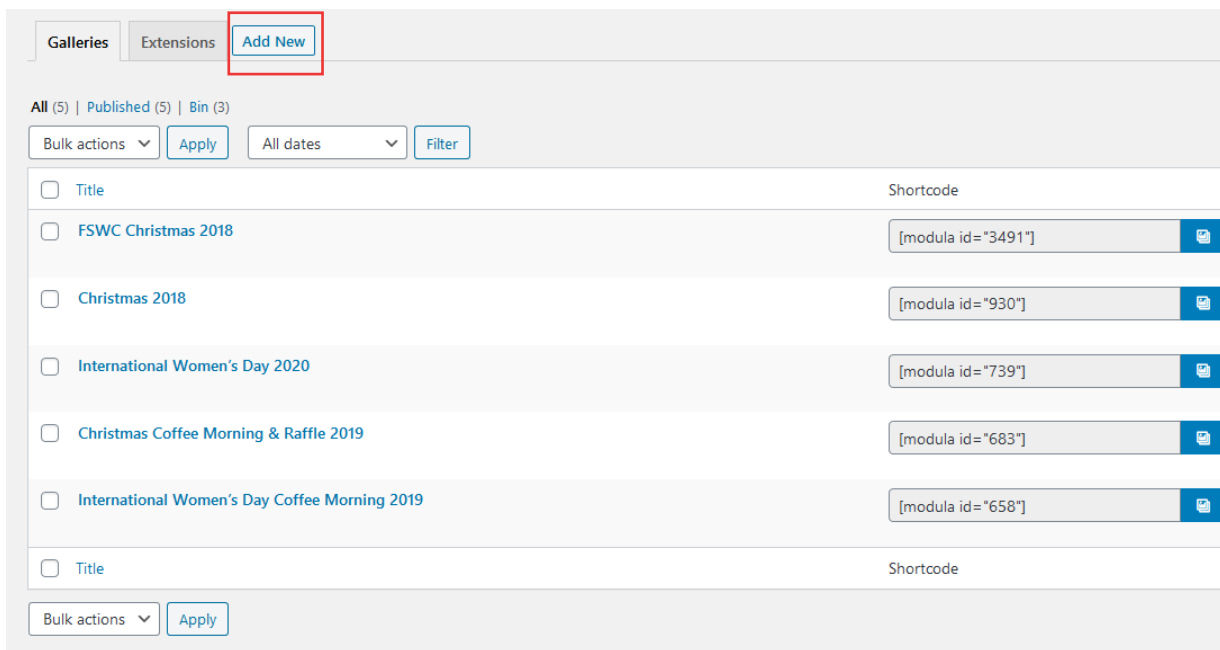
# Modula Gallery

## Adding photos

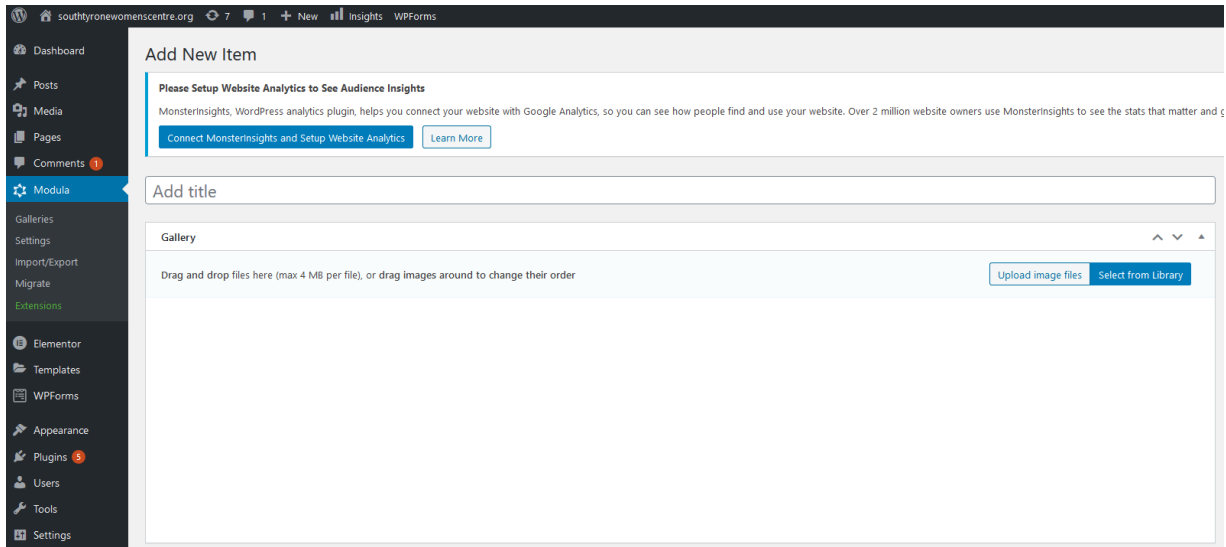
Adding photos to the Gallery is simple. Navigate to the Wordpress Admin page and select Modual on the left hand side.



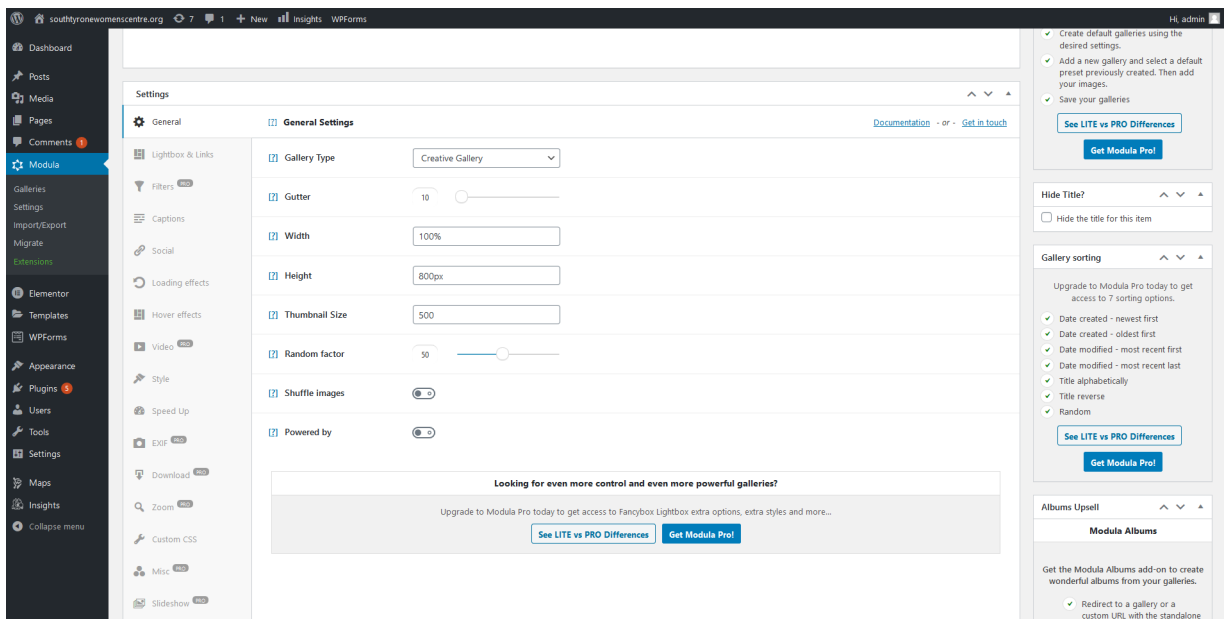
From here click on the add new beside the Galleries and Extensions tabs at the bottom.



From here you will be able to give your new gallery a title, and upload the desired photos from your computer.



On the new gallery page you also have the option to change how the gallery is presented on the page.



# Image Details

The images can't be larger than 2500x2500.

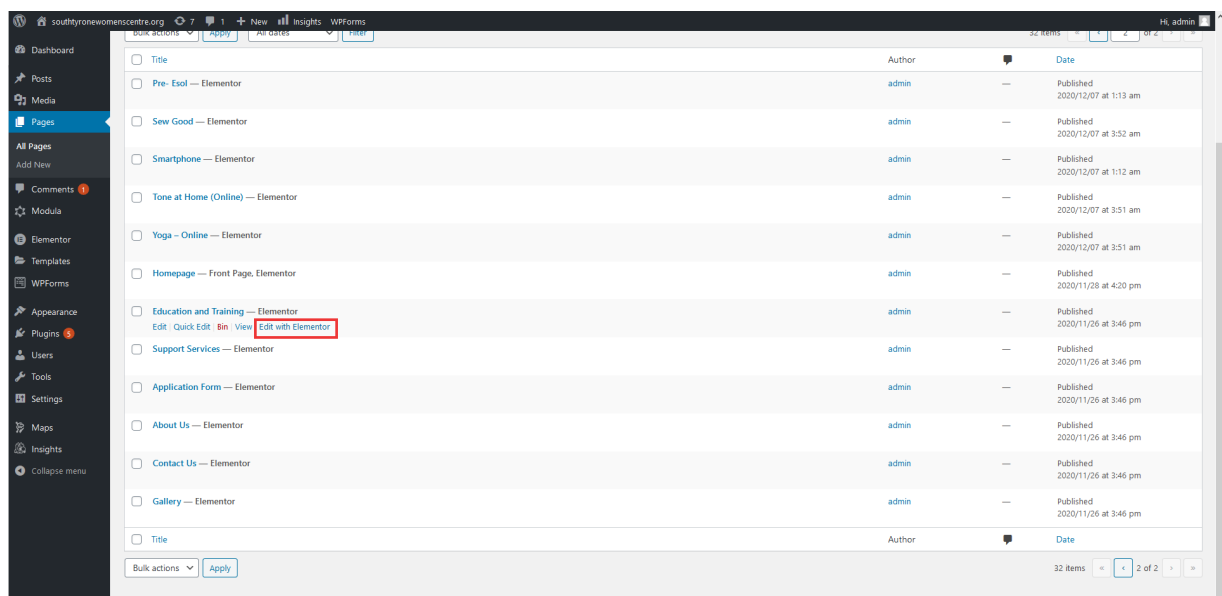
The images can't be larger than 4mb in size.

Drag and drop files here max 4 MB per file or drag images around to change their order

[Upload image files](#) [Select from Library](#)

# Adding courses to Education and Training Getting started

Firstly navigate to the pages tab on the left hand side of the WP Admin Page. Go to the second page and select Education and Training, then click edit with elementor.



The screenshot shows the WordPress Admin interface. The left sidebar is open to the 'Pages' tab. The main content area displays a list of pages. The 'Education and Training' page is selected, and the 'Edit with Elementor' link is highlighted with a red box. The table below shows the details of the pages.

<input type="checkbox"/>	Title	Author	Date
<input type="checkbox"/>	Pre- Esol — Elementor	admin	Published 2020/12/07 at 1:13 am
<input type="checkbox"/>	Sew Good — Elementor	admin	Published 2020/12/07 at 3:52 am
<input type="checkbox"/>	Smartphone — Elementor	admin	Published 2020/12/07 at 1:12 am
<input type="checkbox"/>	Tone at Home (Online) — Elementor	admin	Published 2020/12/07 at 3:51 am
<input type="checkbox"/>	Yoga – Online — Elementor	admin	Published 2020/12/07 at 3:51 am
<input type="checkbox"/>	Homepage — Front Page, Elementor	admin	Published 2020/11/28 at 4:20 pm
<input type="checkbox"/>	Education and Training — Elementor	admin	Published 2020/11/26 at 3:46 pm
<input type="checkbox"/>	Support Services — Elementor	admin	Published 2020/11/26 at 3:46 pm
<input type="checkbox"/>	Application Form — Elementor	admin	Published 2020/11/26 at 3:46 pm
<input type="checkbox"/>	About Us — Elementor	admin	Published 2020/11/26 at 3:46 pm
<input type="checkbox"/>	Contact Us — Elementor	admin	Published 2020/11/26 at 3:46 pm
<input type="checkbox"/>	Gallery — Elementor	admin	Published 2020/11/26 at 3:46 pm

Go to the relevant section e.g. IT Courses. Scroll to the bottom of that section.

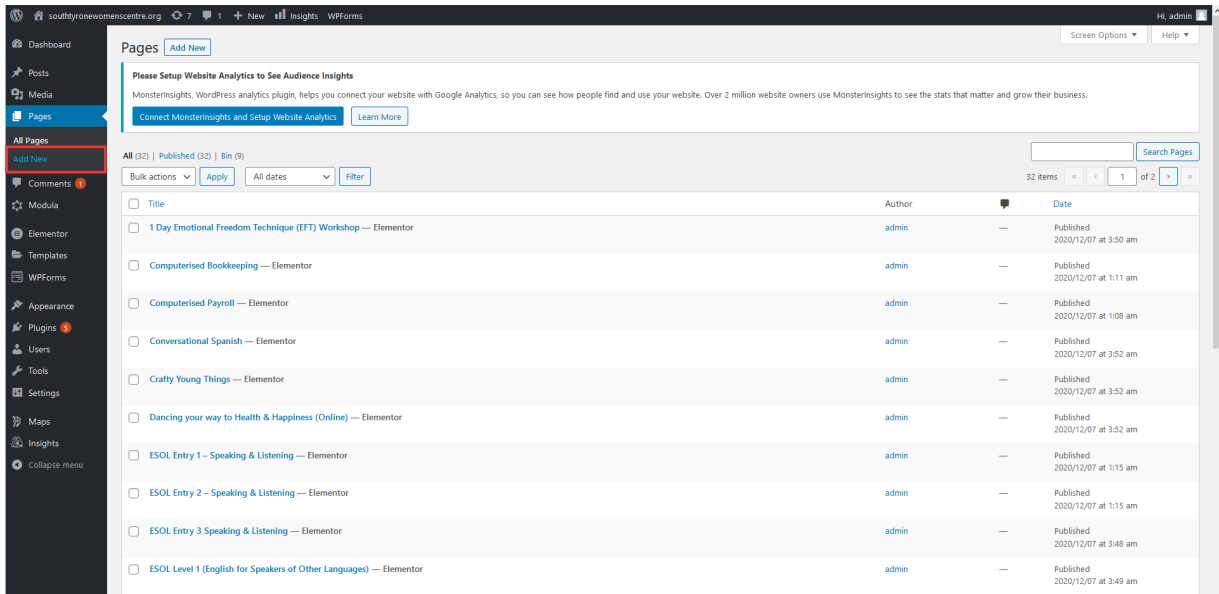
The screenshot shows the Elementor page editor interface on the left, with a sidebar containing various widgets like 'Image', 'Text Editor', 'Video', 'Button', 'Divider', 'Spacer', 'Google Maps', and 'Icon'. The main content area displays three course cards on a blue background. Each card features a representative image, a title, a 'Course Duration', 'Entry requirements', 'Course Content' list, and a 'Read More' button.

The easiest way to create a new page is to duplicate the bottom left section directly underneath itself. Then edit the text and change the image to details relevant to the course you are adding.

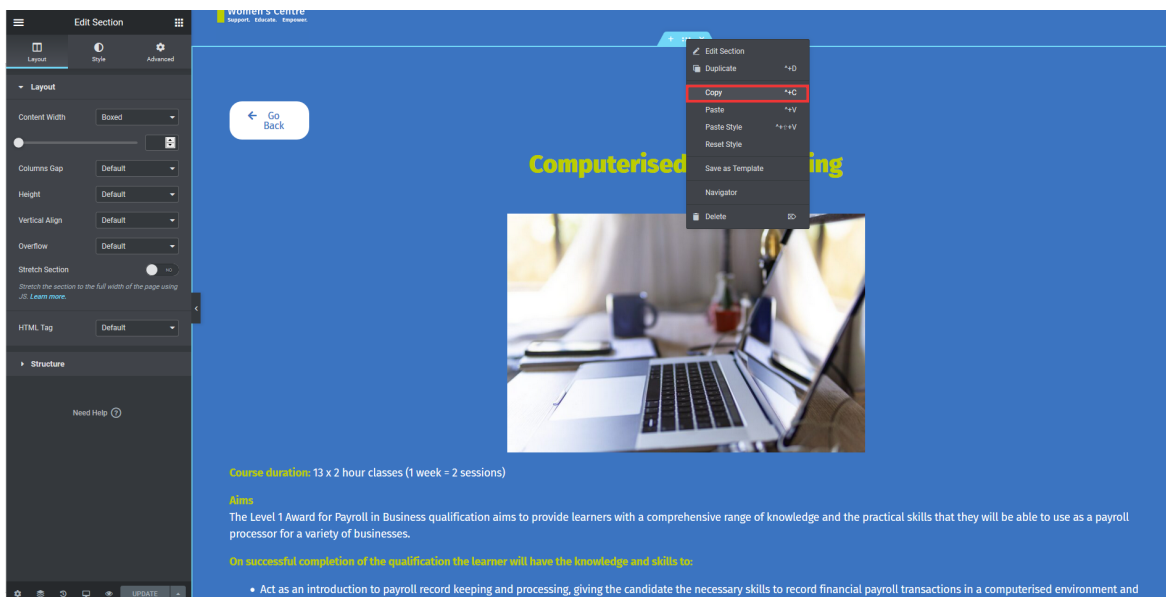
This screenshot shows the Elementor page editor with a duplicated section of the course cards. The duplicated section is positioned directly below the original one. The interface elements, including the sidebar and the course card content, are identical to the previous screenshot.

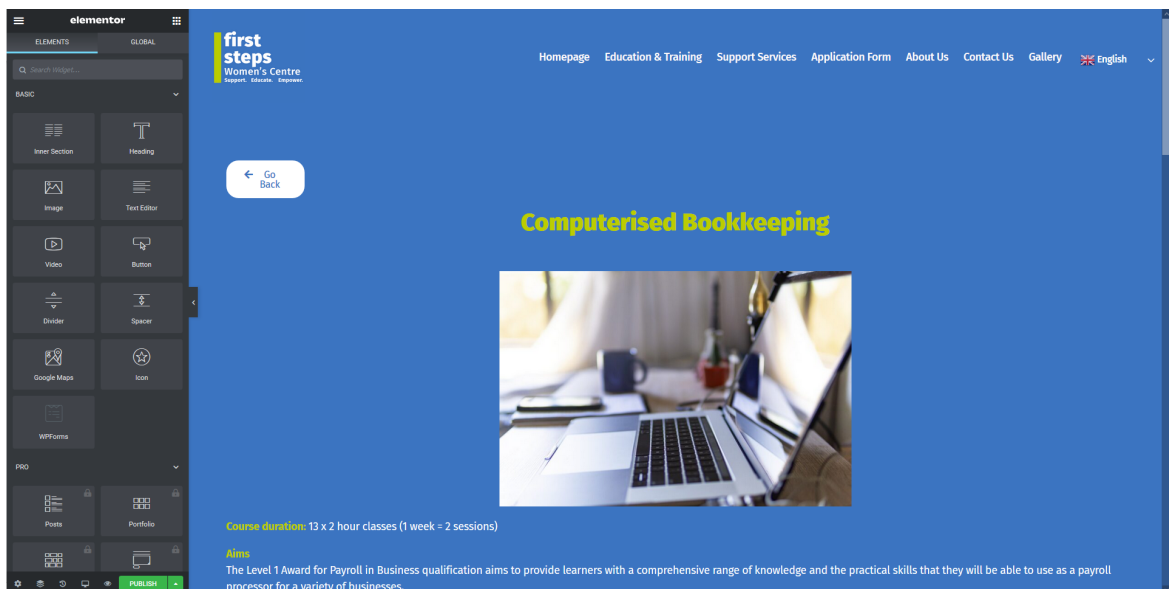
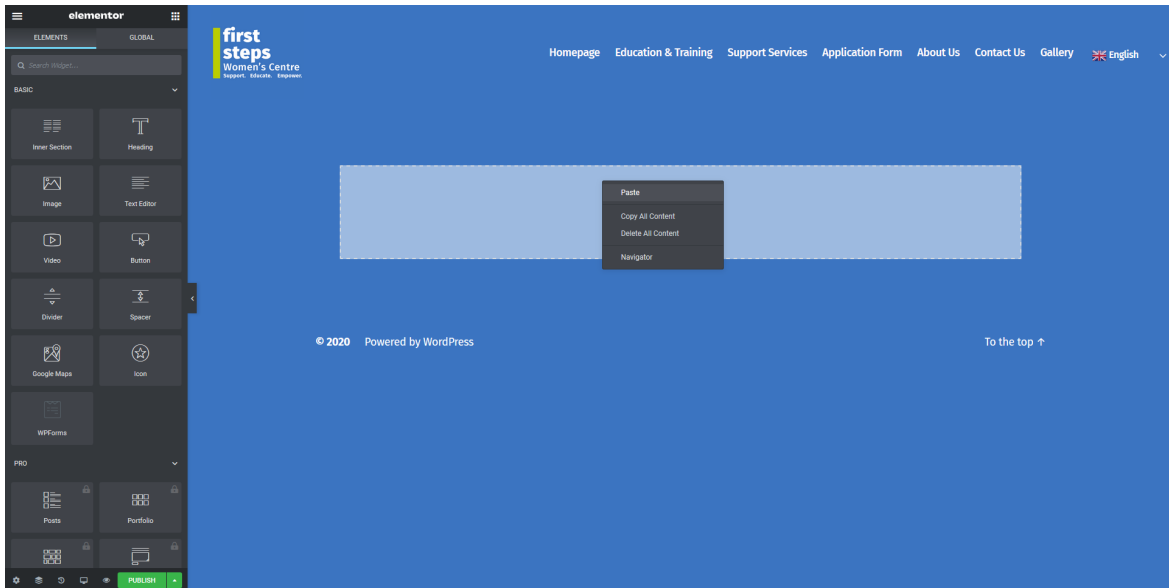
\*\*This is a zoomed out version of the page to fit all the content in a single screenshot\*\*

After doing this, you will need to create another page for the course you have added. To do this go back to the WP admin page, select pages on the left, then add new.

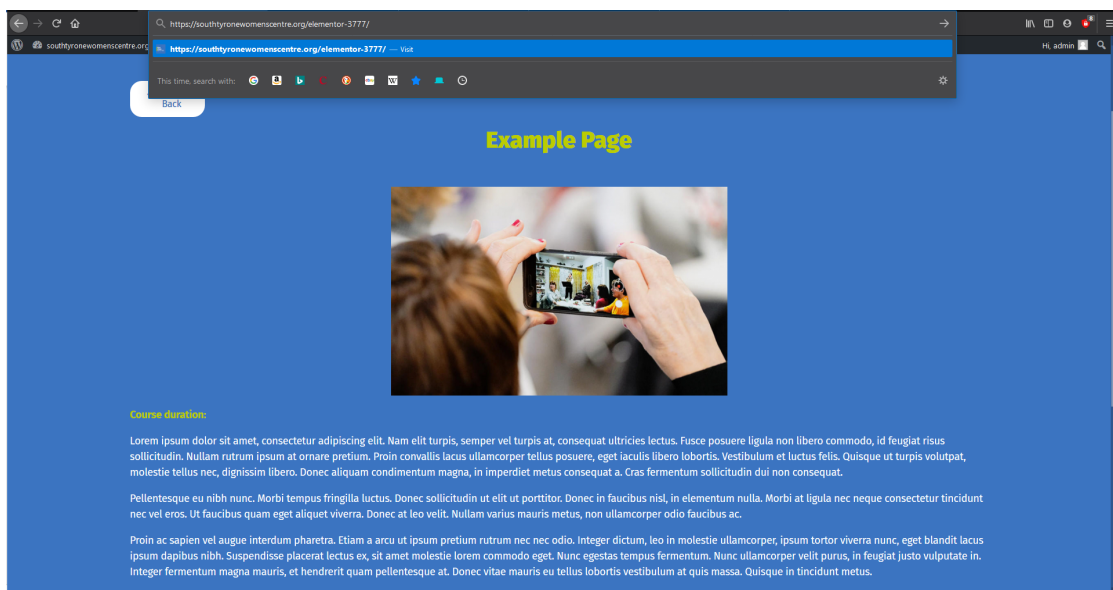
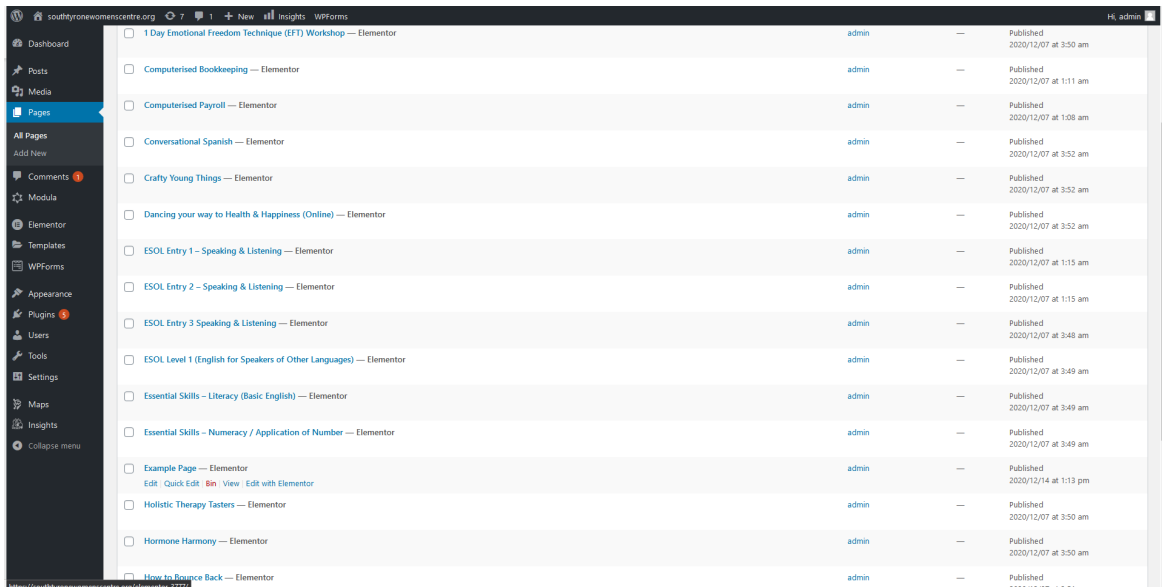


This will be your more information page where the users can apply for the course and read more about it. An easy way to make one of these pages it to open an existing read more page like Computerised Bookkeeping . Copy and paste the section into the new page. From here then change all information to match the new course you have added.

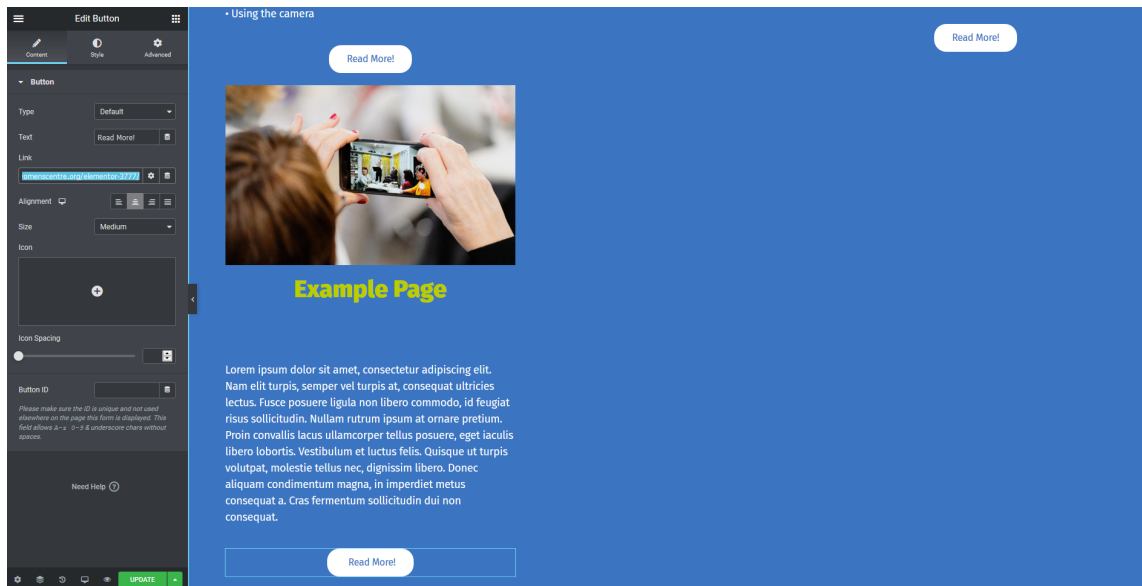




When this is done you will need to get the URL of this page. You get this by simply finding the page you have just created under the pages tab in the WordPress admin page. Click on visit site and copy the url found at the top of the page.



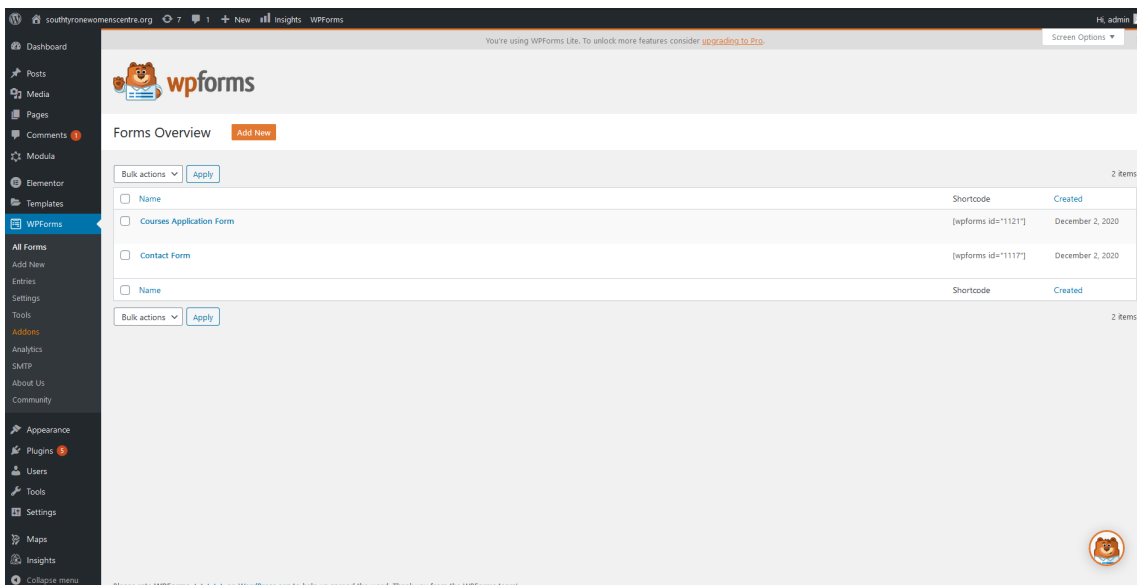
After getting the URL we need to add it to the read more button for the course we just created on the Education and Training page. Navigate back to the Education and Training page and edit it with elementor. Scroll down to the new course you added and click on the read more button. You need to replace the current link URL with the new one. Once finished click on update and that's it.



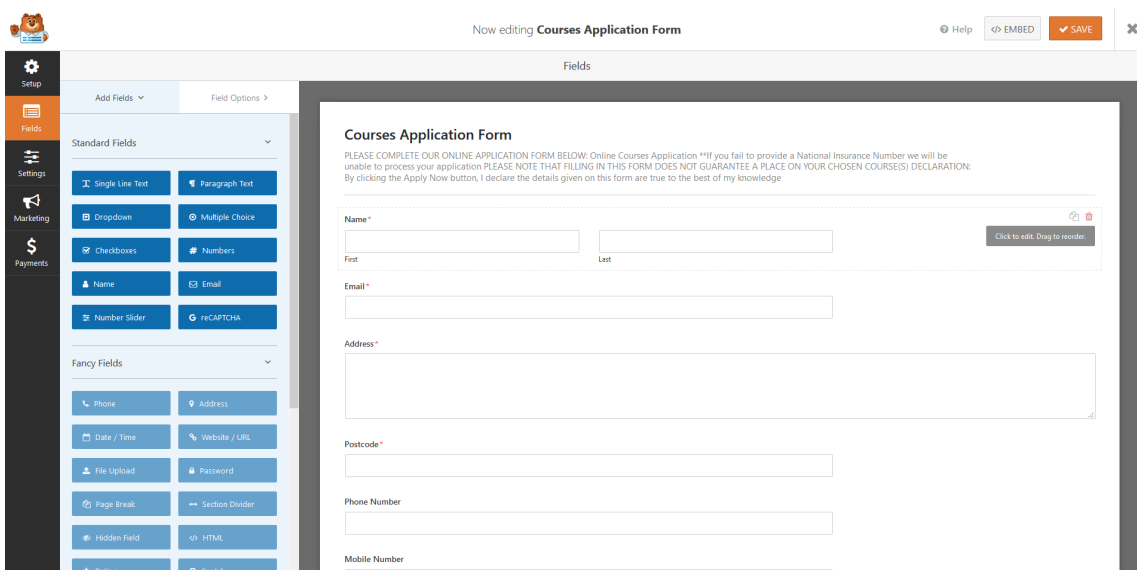


# Form Changes

From the WordPress Admin page navigate to WPForms on the left hand side. Select it and chose whichever form you would like to change. In this example I will be using the Course Application Form but these steps can be followed to make changes to the contact form too.

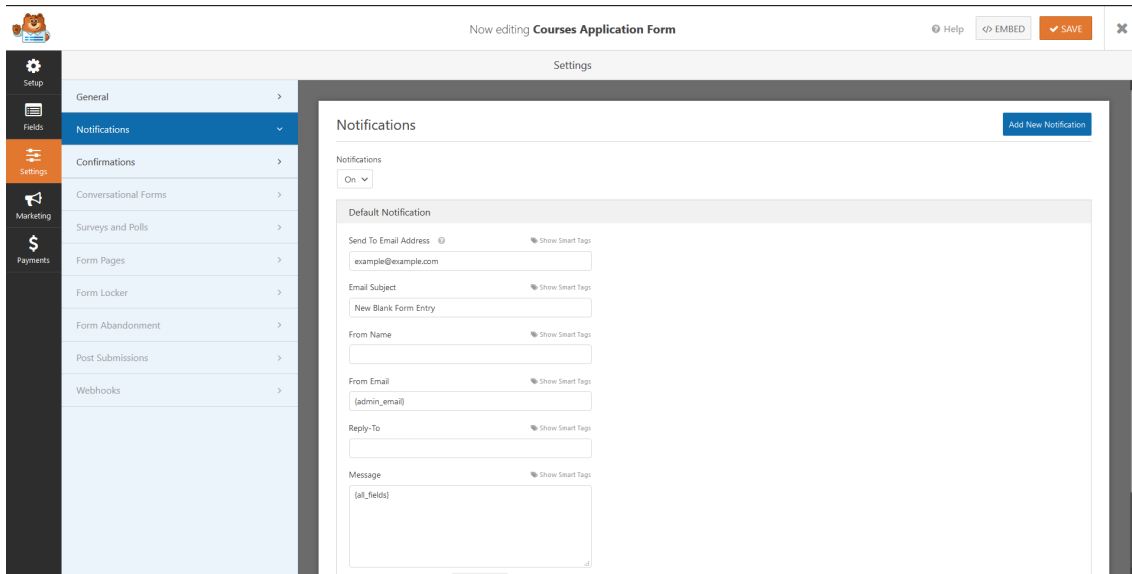


On this page you can edit all of the questions, reorder them, add and remove as you please. When any changes are made make sure to click on the orange save icon in the top right corner of the screen.



# Changing the receiving E-mail

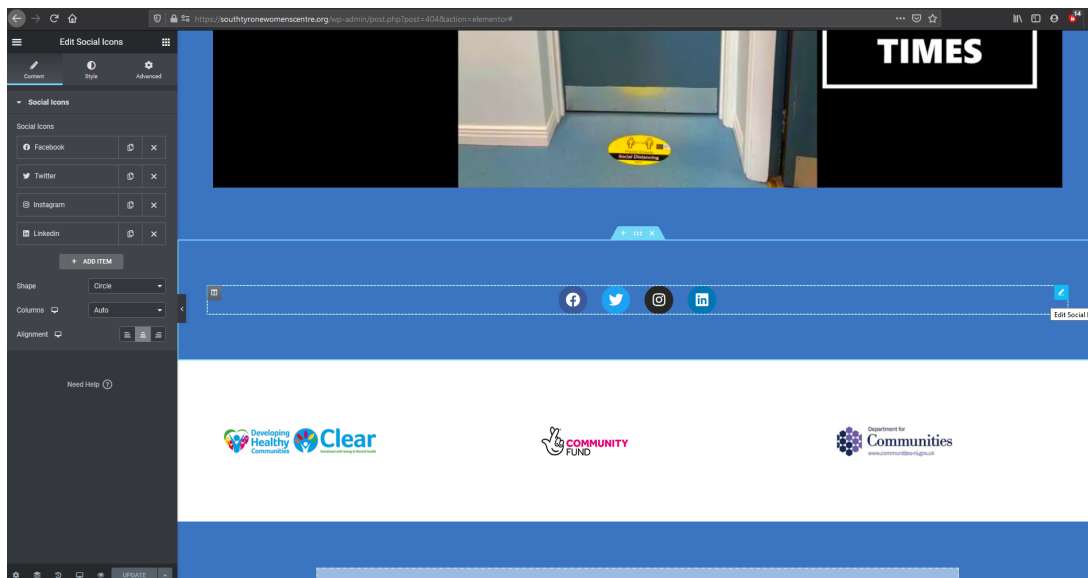
To change the receiving e-mail address, navigate to settings, notifications, then change the “Send To Email Address” to whichever email you require.



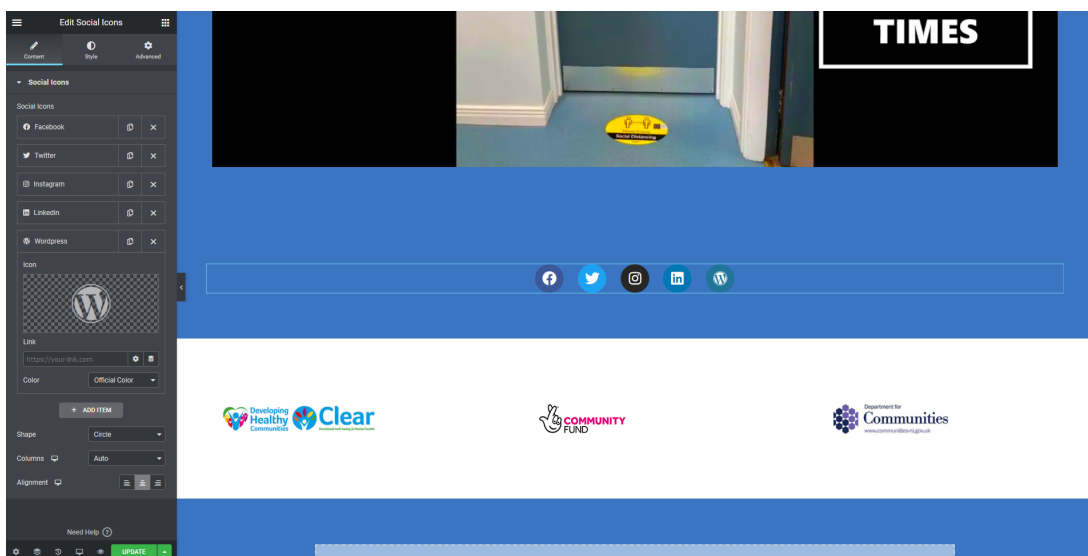
Make sure to click the orange save icon in the top right to save all the changes made.

# Social Icons

To change, add, or remove social media icons edit a chosen page with elementor and navigate down that page to the icons. From here click on the icons and a settings menu will appear on the left hand side.

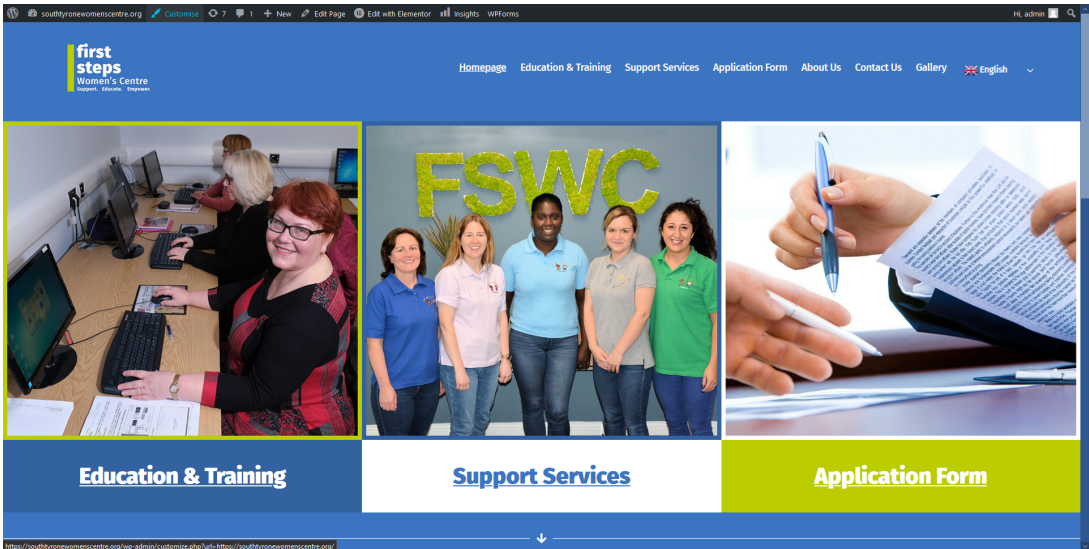


You can now add social icons by clicking on the “Add Item” button and entering the details of the said social media account.

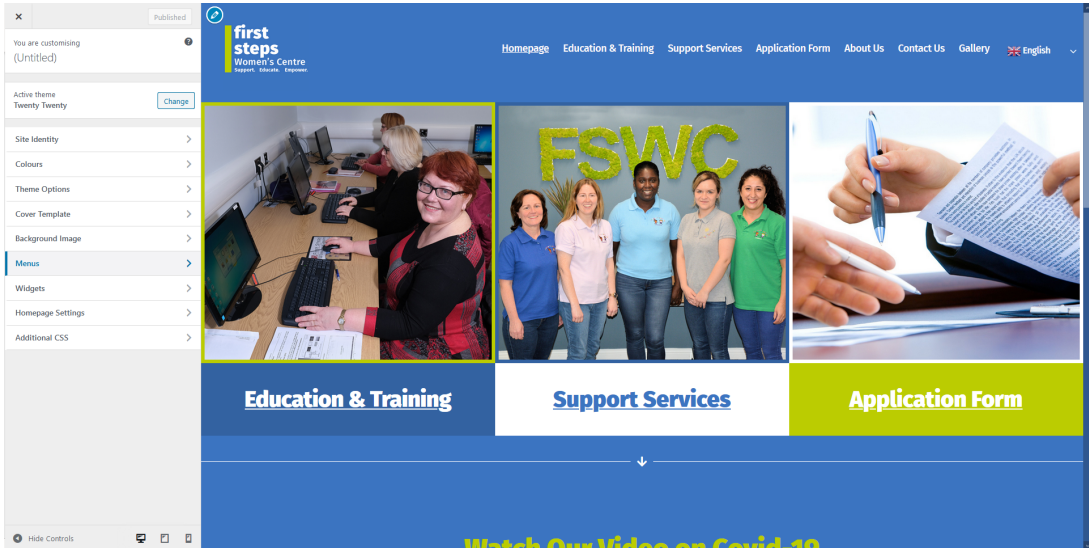


# NavBar

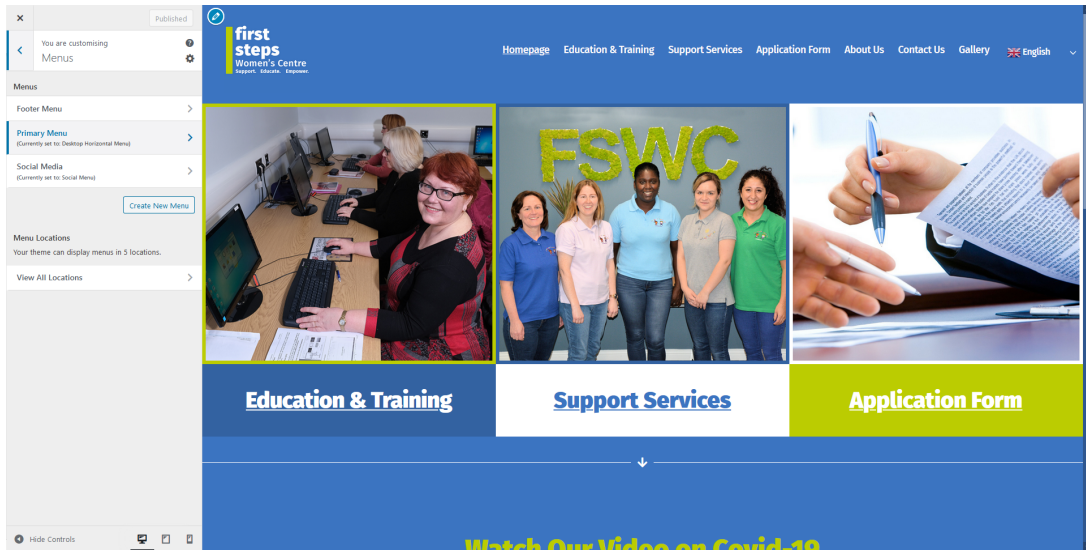
To edit the NavBar go to the WP Admin homepage. From here, navigate to pages, and find the homepage. Then click on view. When on the page click on customize at the top.



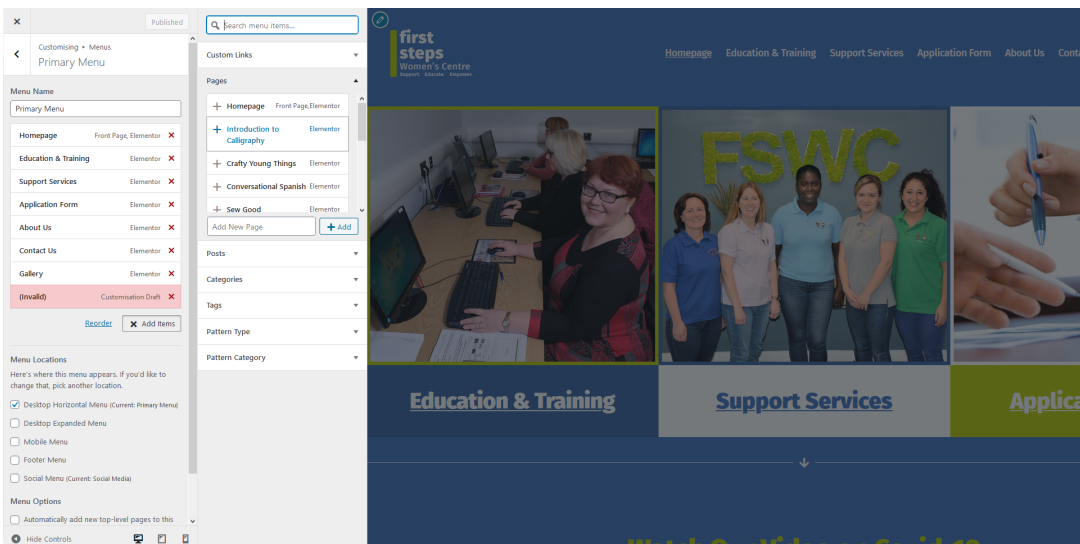
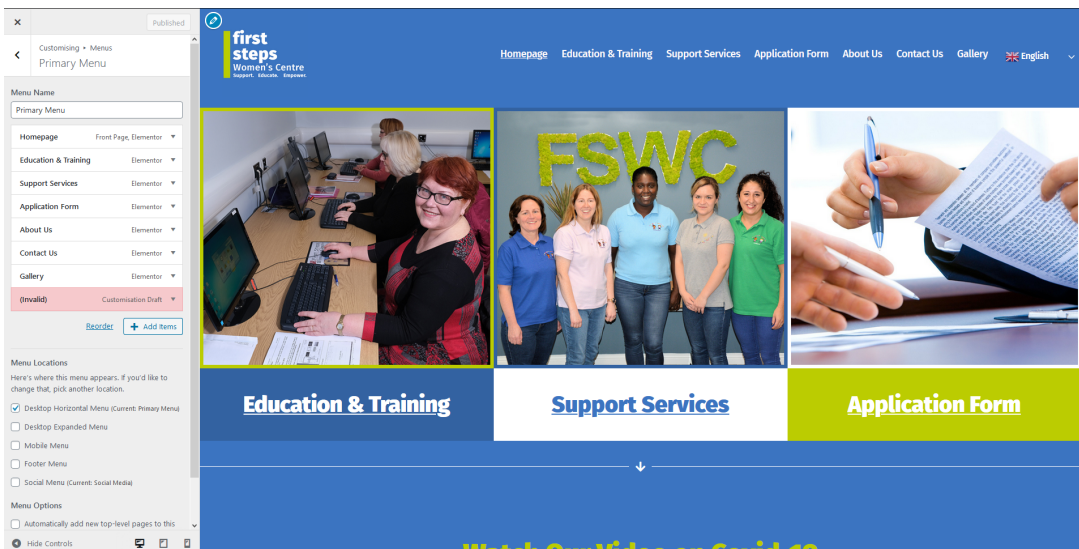
Navigate down to the menus tab on the left hand side of the page.



Click on primary menu.

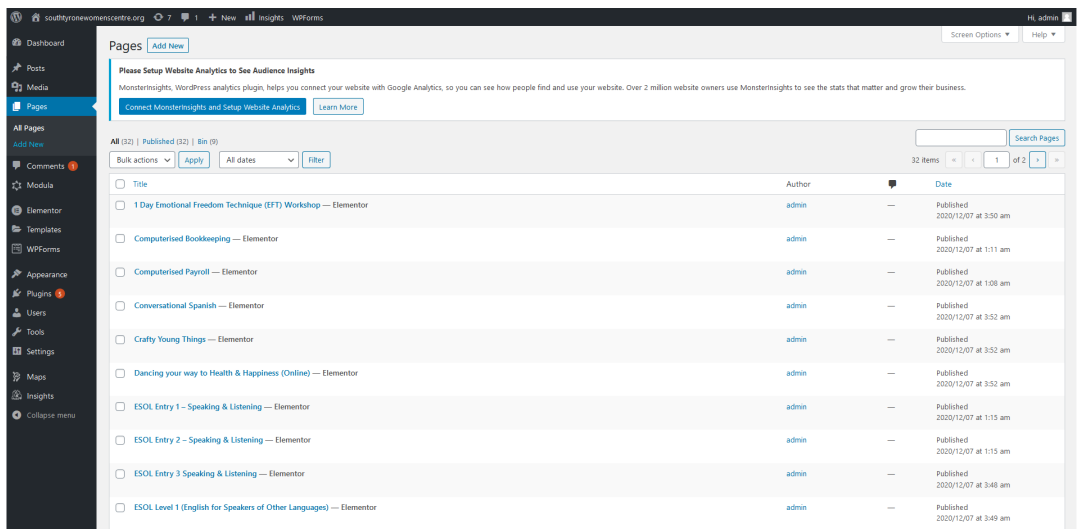


From here you can re-order the pages, as well as adding and removing them too.

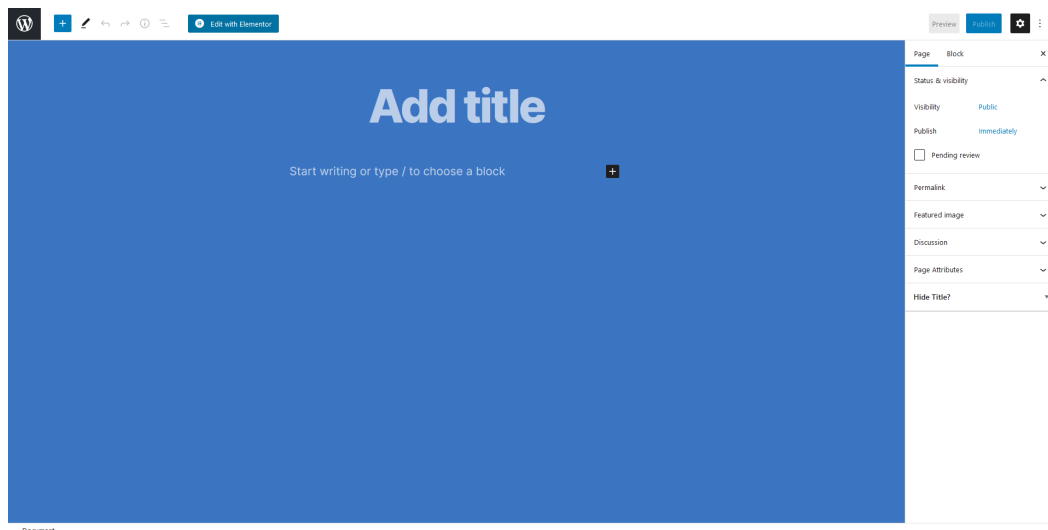


# Adding a New Page

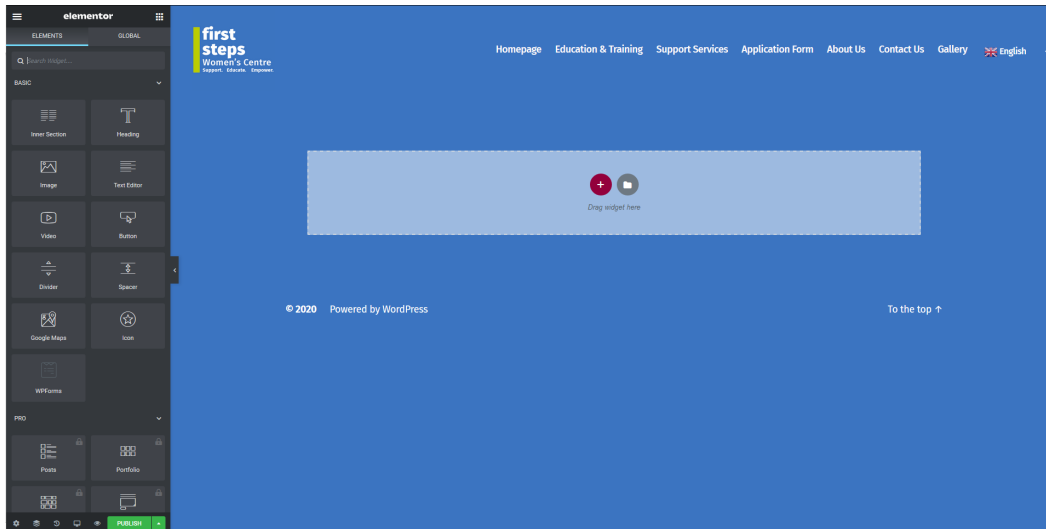
To add a new page to the FSWC site go to the WP Admin page. Navigate to pages on the left. Select “Add New Page”.



Click on edit with elementor.

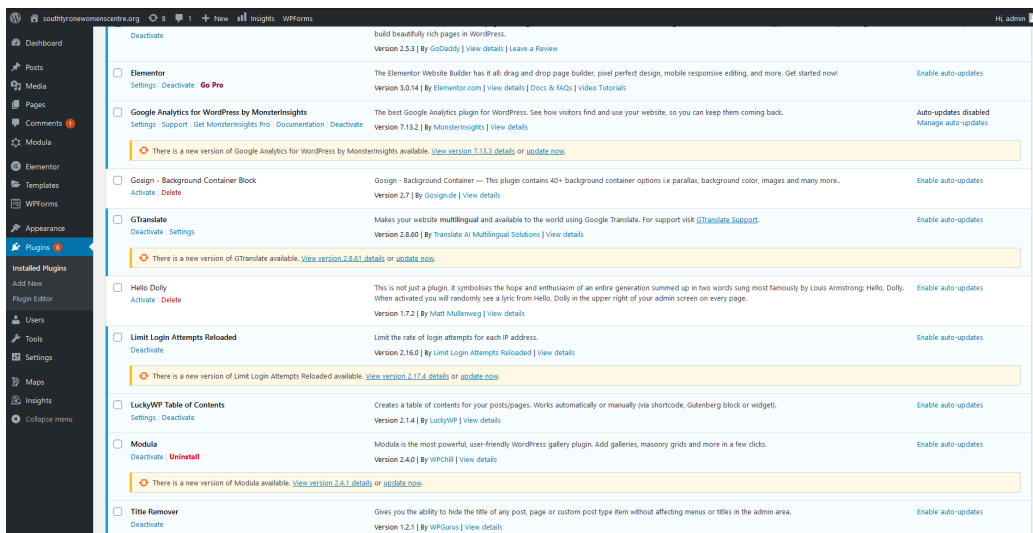


From here you can create a new page for the site using the tools that elementor gives you.



# Adding a New Language

To add a new language to the language dropdown menu. Go to the WP Admin page and navigate to Plugins, then installed plugins.



Click on the GTranslate settings and from here you can select which languages you would like to appear on the language dropdown menu

