

WEBSITE GUIDE

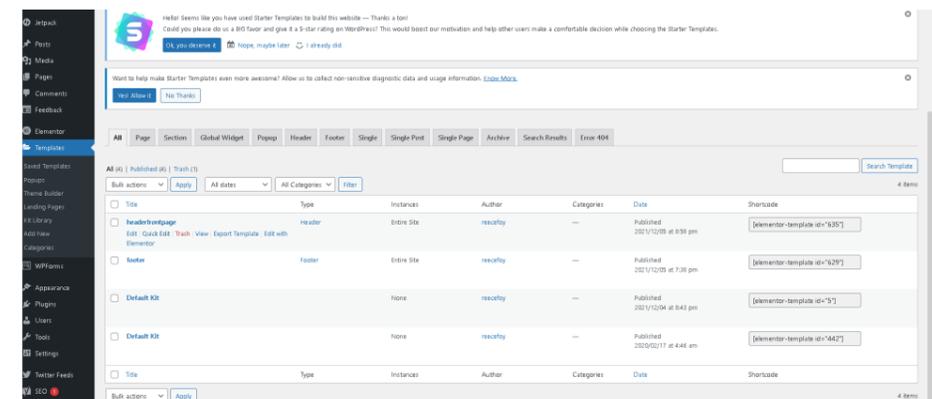
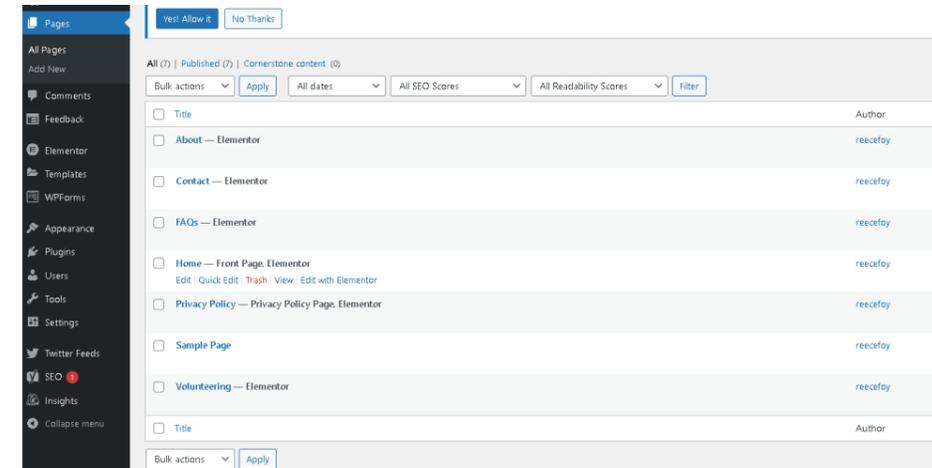
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To customise the site you need to login to <https://ashton-pantry.org/wp-admin> using the admin details that have been provided within an email that was sent.

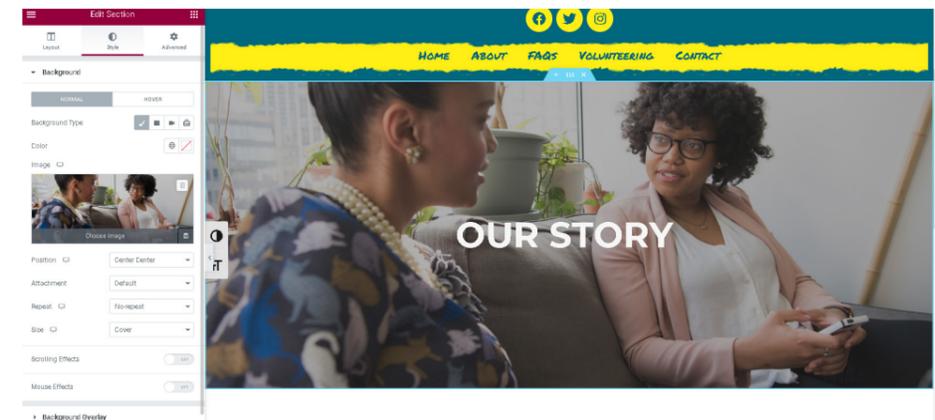
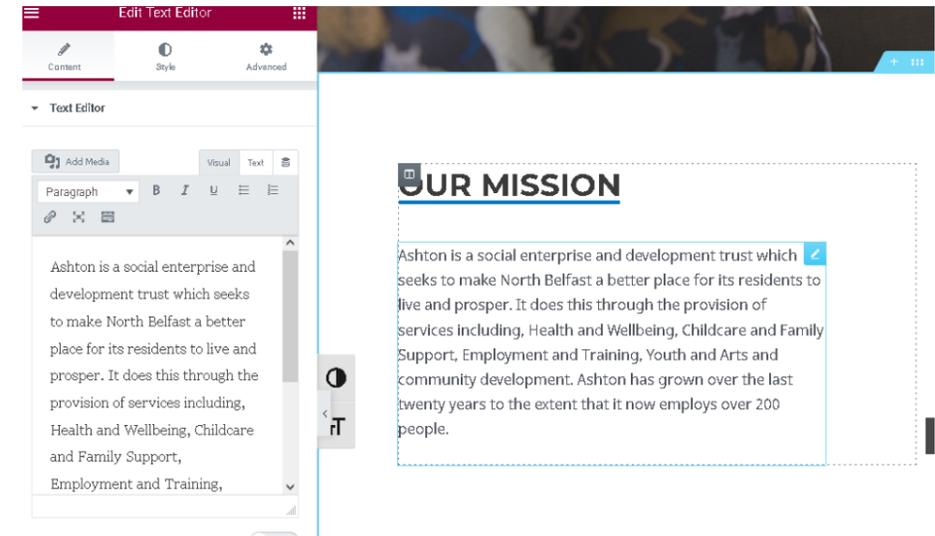
Once you sign into the account with admin privileges you can start to edit the site. Click on pages and with the list as shown then click the option to edit with Elementor. This will let you go into the editor and change the content of each respective page. To start editing the header or footer you need to go to the Templates section of WordPress and then select all. From there you want to hover over headerfrontpage or footer and select edit with Elementor. This will allow you to make changes to either of these assets which will then carry through to each page. We recommend leaving the default kit templates as this can effect functionality.

Please note that when you make a change with the Elementor editor it is important that you remember to select the update button on the bottom left hand side of the Elementor side bar for the changes to take effect. This applies to any change made through the Elementor plug in.



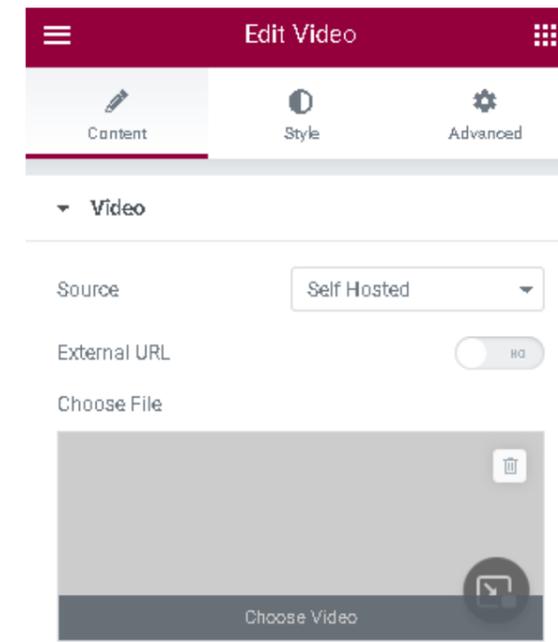
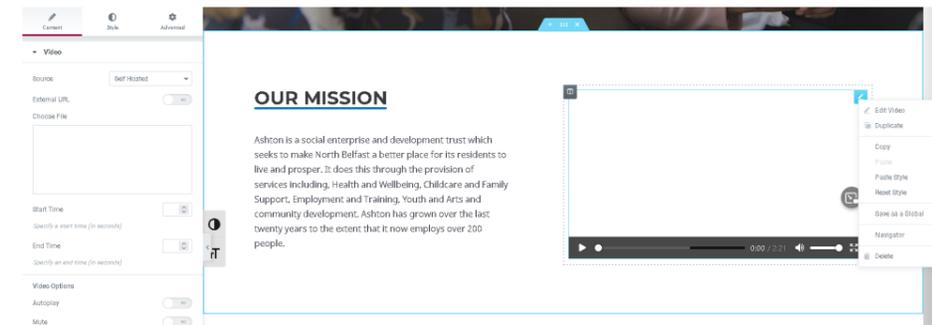
Once you are in the Elementor editor as shown in the screen shot the text will display in various blocks. To edit the text on the website simply select the text box and amend the changes into the text box toolbar on the right hand side and the changes will take effect once you have selected the green update button in the editing sidebar. This can also be done with each of the heading texts but do not change the size of each heading to keep the uniform look. You can also change the colour of the text under the style settings.

To change the large header images select the 6 dots on the blue tab just above the image as shown in the second screen shot and then select the style option, choose image and either select an image from the media library and then select insert media. Alternatively, you can upload an image which will then be added to your media library once it has successfully imported. Repeat this process to change the images on the front page also.



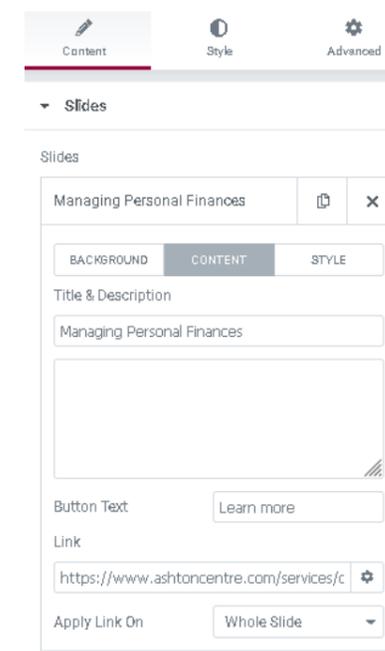
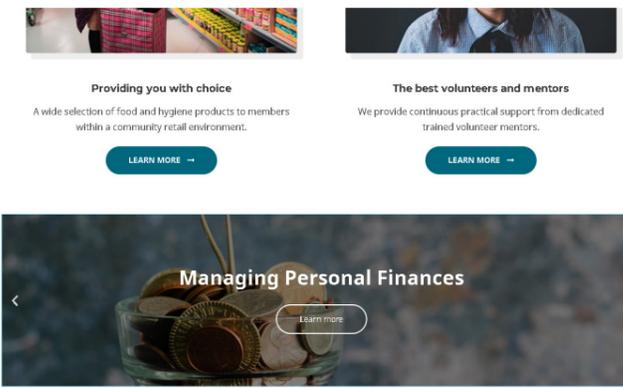
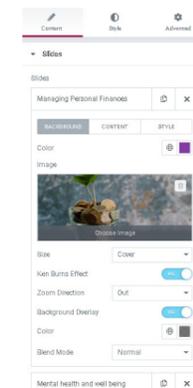
To edit what video is displayed within the about page navigate to the pages section and access the Elementor editor as explained in section one and then right click the blue box with the pencil icon on the top right of the video and select edit video as shown in the first image.

Select the option to choose video and you will have the media library come up. When uploading a new video, ensure that the video as 1080p as anything bigger is too large to upload and not work. Ensure that the files being uploaded are less than 512mb.



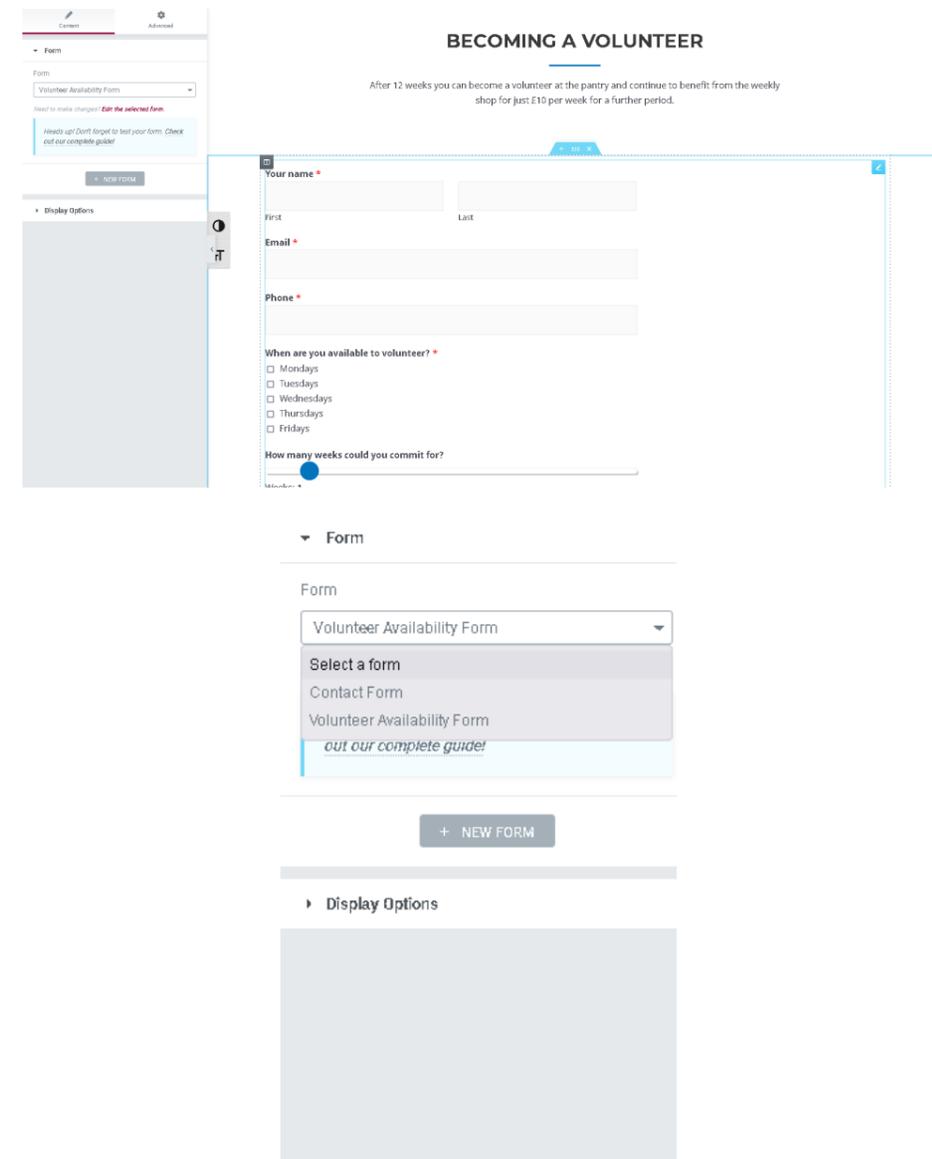
To change the content of the sliding gallery select it within the Elementor editor whilst on the homepage. As you can see from the first screen shot you first have to edit the image background the same way in which you change other images. To change the text and content behind the gallery if you refer to the second image you change to the content tab and type in the title as shown by the example. You then have to make sure to copy the url from the page the gallery should redirect the user to the appropriate page.

If you wish to add another gallery slide you need only to select the add item option, change the image to something that will correspond to your text. Ensure that the options underneath are as follows Size-Cover, ken burns effect-yes, zoom direction-in, background overlay-yes, leave the colour setting as is and blend mode should be normal. Follow the steps above to change the text under content.



The volunteer form and the feedback form on the contact page have been pre configured and loaded through the WordPress forms editor. We recommend not changing the settings for these as it will effect the pages and the overall look. However, if you would like to simply go into the Elementor editor and select your pre existing form then change the drop down option “select a form” from the editor and chose the form that you would like to use.

As far as the data that is stored when people fill out these forms seeing as you’re using Bluehost for your WordPress hosting, you can find the link to the phpMyAdmin database server by scrolling to the bottom of the homepage once logged in under Helpful Links » Advanced » phpMyAdmin: this is where you can configure the database and select the email that the form will send the information to. It should as standard go to the email that you used to set up the Bluehost account.



We have included a translator plug in and an accessibility plug in. To edit the settings of these plug ins you need to do it through the WordPress Dashboard and navigate to the settings tab on the right hand side. You can then select Google language translator or WP accessibility.

For the Google language translator ensure the plugin status box is check and from here it is simply a matter of selecting the available languages for translation from the huge list shown and then scroll down to the save changes button and press it. It is recommended that you leave the other settings as standard.

As shown by the second image on the left the WP accessibility lets you toggle different accessibility settings under the miscellaneous accessibility settings. We recommend that you keep the first box checked under the accessibility toolbar settings and leave the rest as it is fine where it is, although you can check these to change its properties if you wish and again remember to save the changes when you are done.

Plugin Status: Check this box to activate

Choose the original language of your website:

What languages will be active? ([Select All](#) | [Clear](#))

<input type="checkbox"/> Afrikaans	<input type="checkbox"/> French	<input type="checkbox"/> Kyrgyz	<input type="checkbox"/> Sesotho
<input type="checkbox"/> Albanian	<input type="checkbox"/> Frisian	<input type="checkbox"/> Lao	<input type="checkbox"/> Sindhi
<input type="checkbox"/> Amharic	<input type="checkbox"/> Galician	<input type="checkbox"/> Latin	<input type="checkbox"/> Sinhala
<input type="checkbox"/> Arabic	<input type="checkbox"/> Georgian	<input type="checkbox"/> Latvian	<input type="checkbox"/> Slovak
<input type="checkbox"/> Armenian	<input type="checkbox"/> German	<input type="checkbox"/> Lithuanian	<input type="checkbox"/> Slovenian
<input type="checkbox"/> Azerbaijani	<input type="checkbox"/> Greek	<input type="checkbox"/> Luxembourgish	<input type="checkbox"/> Samoan
<input type="checkbox"/> Basque	<input type="checkbox"/> Gujarati	<input type="checkbox"/> Macedonian	<input type="checkbox"/> Scots Gaelic
<input type="checkbox"/> Belarusian	<input type="checkbox"/> Haitian	<input type="checkbox"/> Malagasy	<input type="checkbox"/> Somali
<input type="checkbox"/> Bengali	<input type="checkbox"/> Hausa	<input type="checkbox"/> Malayalam	<input type="checkbox"/> Spanish
<input type="checkbox"/> Bosnian	<input type="checkbox"/> Hawaiian	<input type="checkbox"/> Malay	<input type="checkbox"/> Sundanese
<input type="checkbox"/> Bulgarian	<input type="checkbox"/> Hebrew	<input type="checkbox"/> Maltese	<input type="checkbox"/> Swahili
<input type="checkbox"/> Catalan	<input type="checkbox"/> Hindi	<input type="checkbox"/> Maori	<input type="checkbox"/> Swedish
<input type="checkbox"/> Cebuano	<input type="checkbox"/> Hmong	<input type="checkbox"/> Marathi	<input type="checkbox"/> Tajik
<input type="checkbox"/> Chichewa	<input type="checkbox"/> Hungarian	<input type="checkbox"/> Mongolian	<input type="checkbox"/> Tamil
<input type="checkbox"/> Chinese (Simplified)	<input type="checkbox"/> Icelandic	<input type="checkbox"/> Myanmar (Burmese)	<input type="checkbox"/> Telugu
<input type="checkbox"/> Chinese (Traditional)	<input type="checkbox"/> Igbo	<input type="checkbox"/> Nepali	<input type="checkbox"/> Thai
<input type="checkbox"/> Corsican	<input type="checkbox"/> Indonesian	<input type="checkbox"/> Norwegian	<input type="checkbox"/> Turkish
<input type="checkbox"/> Croatian	<input checked="" type="checkbox"/> Irish	<input type="checkbox"/> Pashto	<input type="checkbox"/> Ukrainian
<input type="checkbox"/> Czech	<input type="checkbox"/> Italian	<input type="checkbox"/> Persian	<input type="checkbox"/> Urdu
<input type="checkbox"/> Danish	<input type="checkbox"/> Japanese	<input checked="" type="checkbox"/> Polish	<input type="checkbox"/> Uzbek
<input type="checkbox"/> Dutch	<input type="checkbox"/> Javanese	<input type="checkbox"/> Portuguese	<input type="checkbox"/> Vietnamese
<input checked="" type="checkbox"/> English	<input type="checkbox"/> Kannada	<input type="checkbox"/> Punjabi	<input type="checkbox"/> Welsh
<input type="checkbox"/> Esperanto	<input type="checkbox"/> Kazakh	<input checked="" type="checkbox"/> Romanian	<input type="checkbox"/> Xhosa
<input type="checkbox"/> Estonian	<input type="checkbox"/> Khmer	<input type="checkbox"/> Russian	<input type="checkbox"/> Yiddish
<input type="checkbox"/> Filipino	<input type="checkbox"/> Korean	<input type="checkbox"/> Serbian	<input type="checkbox"/> Yoruba
<input type="checkbox"/> Finnish	<input type="checkbox"/> Kurdish	<input type="checkbox"/> Shona	<input type="checkbox"/> Zulu

Add Accessibility toolbar with fontsize adjustment and contrast toggle

Exclude font size toggle from Accessibility toolbar

Exclude contrast toggle from Accessibility toolbar

Include grayscale toggle with Accessibility toolbar

The grayscale toggle is only intended for testing, and will appear only for logged-in administrators

Toolbar location (ID attribute, such as #header):

Toolbar font size:

Use alternate font resizing stylesheet

Support Accessibility toolbar as shortcode or widget

Place toolbar on right side of screen.

Hide toolbar on small screens.

Miscellaneous Accessibility Settings

Add Site Language and text direction to HTML element

Add post title to "more" links. Continue reading text:

Automatically Label WordPress search form and comment forms

Remove target attribute from links

Force search error on empty search submission (theme must have search.php template)

Remove tabindex from focusable elements

Force underline on all links

Long Description UI:

Support <code>longdesc</code> on featured images

Remove title attributes inserted into post content and featured images.

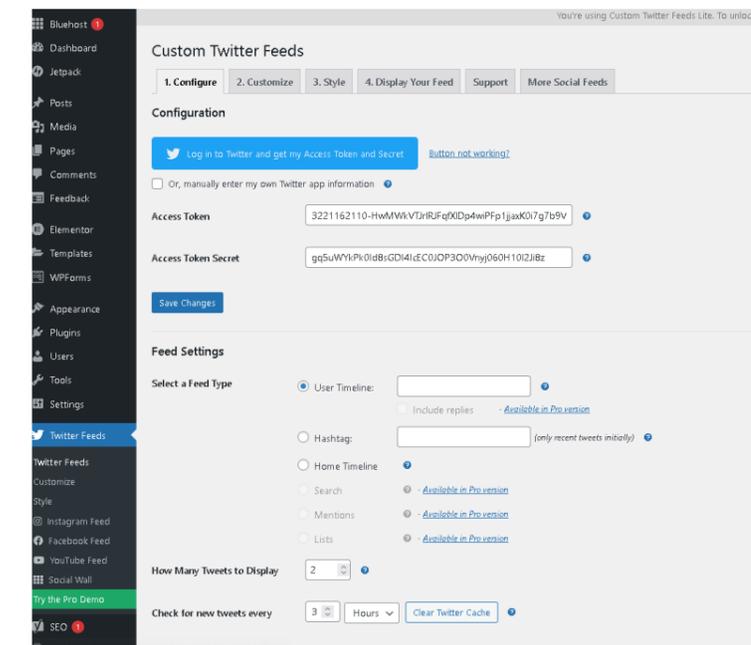
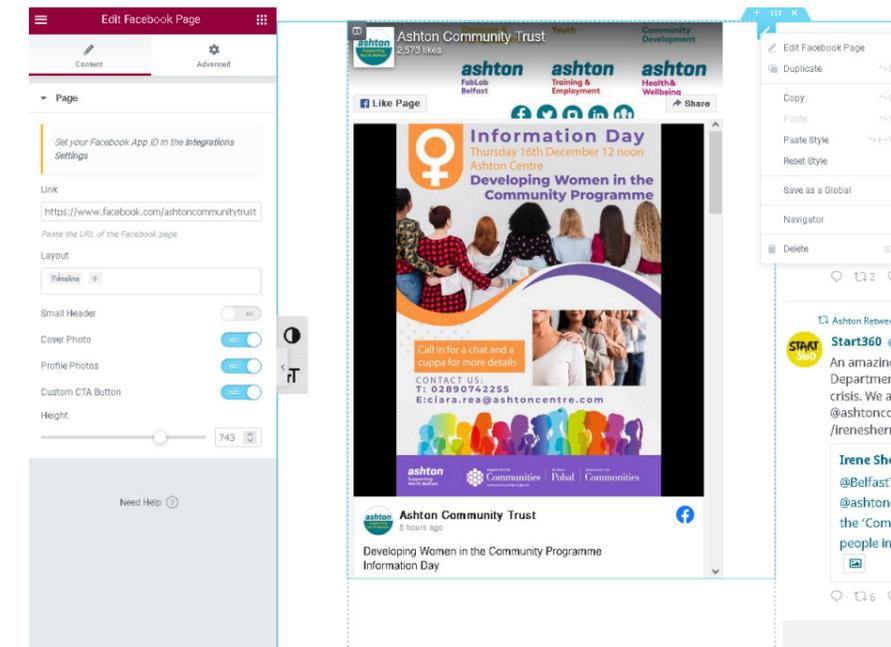
Enable diagnostic CSS

Disable fullscreen block editor by default

Add outline to elements on keyboard focus: Outline color (hexadecimal, optional):

The two social plug ins are edited by two separate methods. The Facebook plug in is edited through the edit in Elementor option for the Homepage. It was added through the facebook embed option. To edit the facebook page that is displayed click the blue box icon with the white pen (hovering over it will say edit Facebook page) or right click and select edit Facebook page. You then only need to paste in the desired Facebook page URL that you want to be displayed in the column.

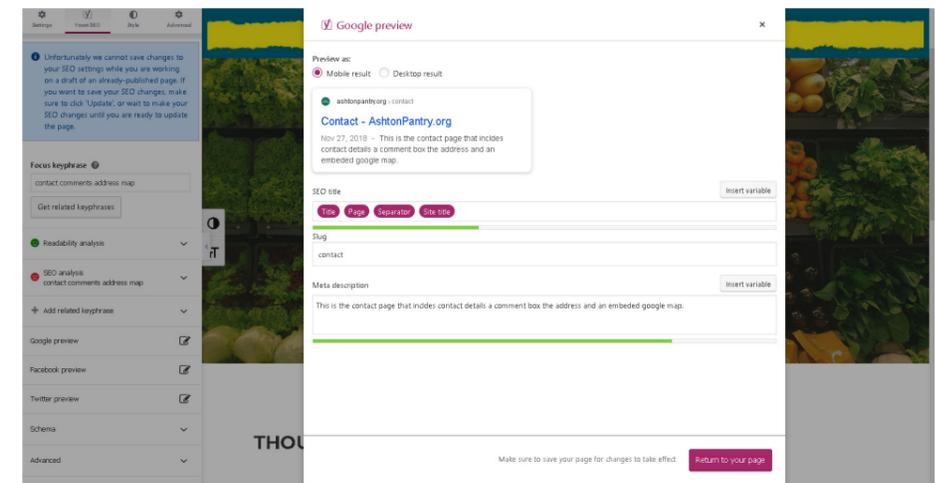
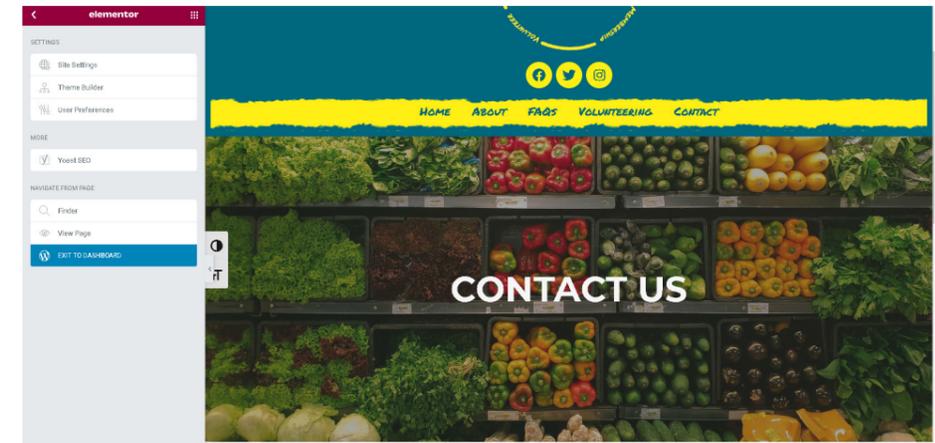
To embed the twitter feed you need to do it from the WordPress dashboard and navigate to the Twitter Feeds option on the left hand side. Click on the “Log in to Twitter and get my access token and secret” Enter your details as prompted and if it doesn’t work the first time try again as it make take a few attempts but it will work! You can also change how many tweets are displayed and how often it will refresh your feed which you can change and save settings for. We have already set this up so you should only need to change how many tweets and how often it refreshed. Please note that changing the amount of tweets displayed will also change the length of the column that displays the feed on the homepage which will ruin the symmetry of the page.



The metadata of each page is controlled via the Yoast SEO plug in through the Elementor editor. When you are in a pages Elementor editor navigate to the top left hand side and click on the hamburger menu (the three white lines beside the word Elementor) and then click the Yoast CEO button under the more section.

Here you can edit the Focus keyphrase section and click on the Google preview setting which will bring up the window shown in the second image. Each focus keyphrase should be limited to four keywords as anymore will be ignored by search engines. Each page will have four different Focus keyphrases that is most relevant to each page.

Under the Google preview the Meta Description is the only thing you may want to change. It is best to keep this a brief description of the relevant page and include the focus keyphrase words in this description to help optimise your page for the Google search engine.



To update your social media posts we recommend downloading the app and following the steps below to make it as hassle free as possible:

1. Download the App Multi Layer Photo Editor (Free, and available on Apple and Android)
2. Ensure Social Media templates are downloaded onto your mobile device
3. Open App
4. Click Select Picture
5. Select the template you would like to use
6. Keep the original picture proportions
7. Click the + at the top of the screen, then select picture
8. Select the image you would like to place in the template
9. Keep the original picture proportions
10. Drag image into the appropriate place and click the tick on the top right of the screen
11. Download finished image

