Website Manual
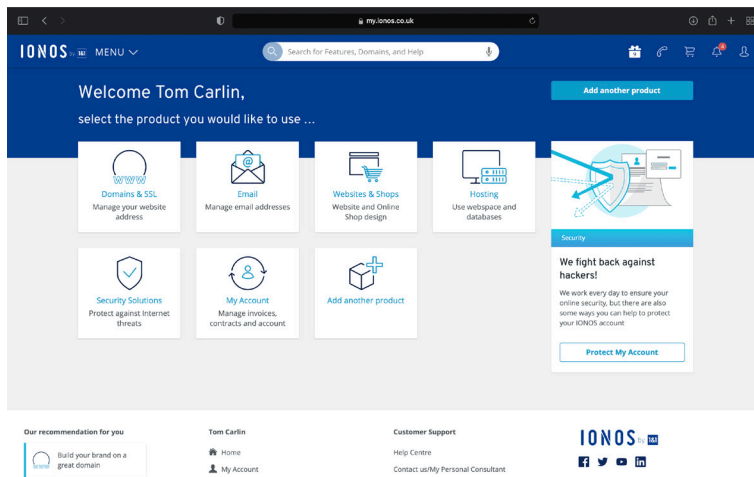
**School
Employer
Connections**
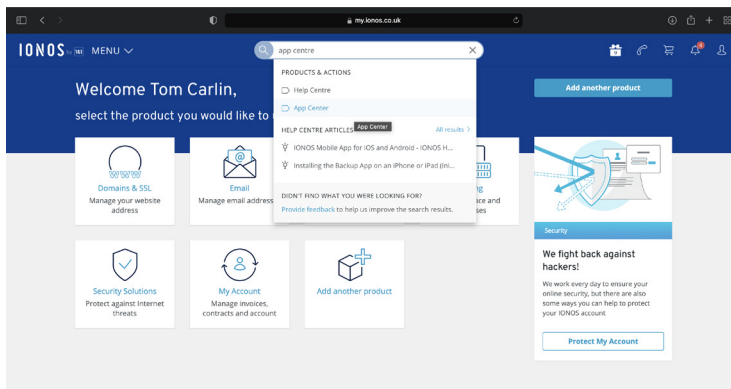
Log in details for wordpress check email

General

Website Link: https://www.ionos.co.uk/
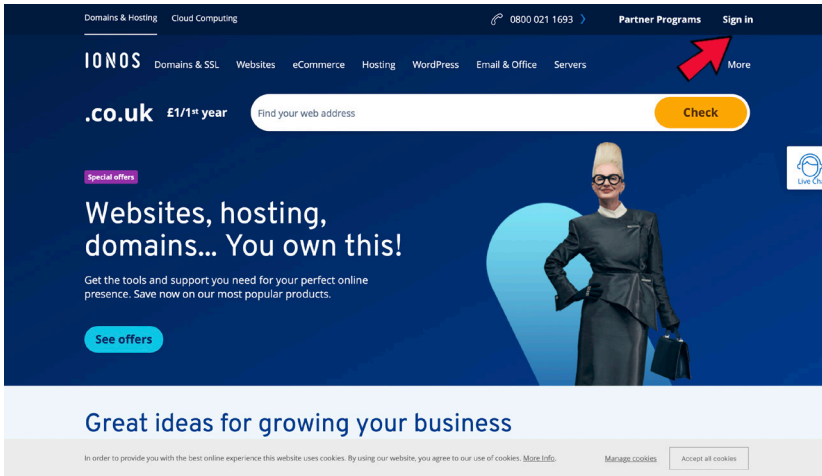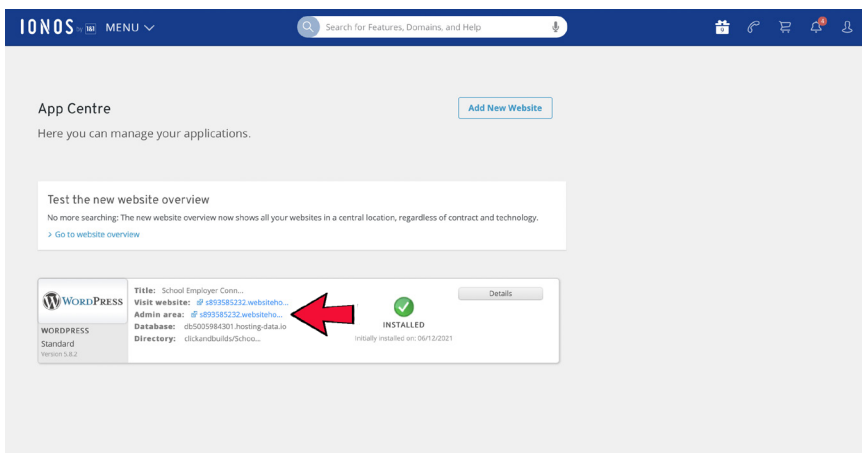

From the Ionos hosting menu use the search tab at top to go to the app centre
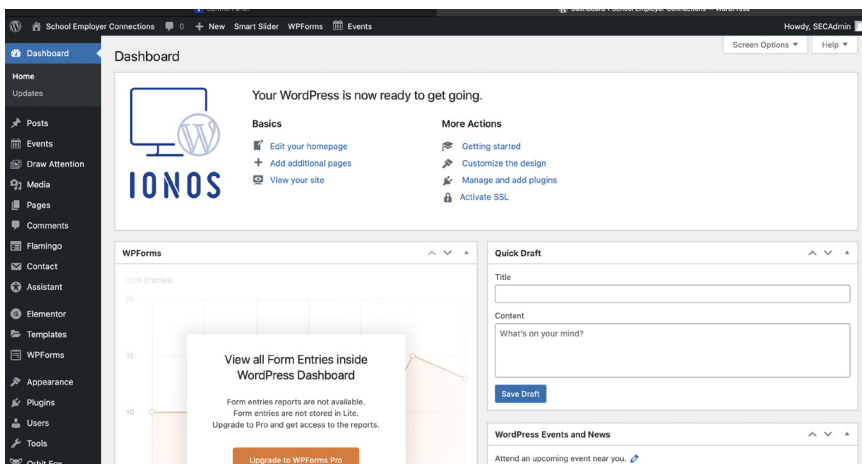
This will then bring up WordPress
Click in admin area and enter log in details for admin
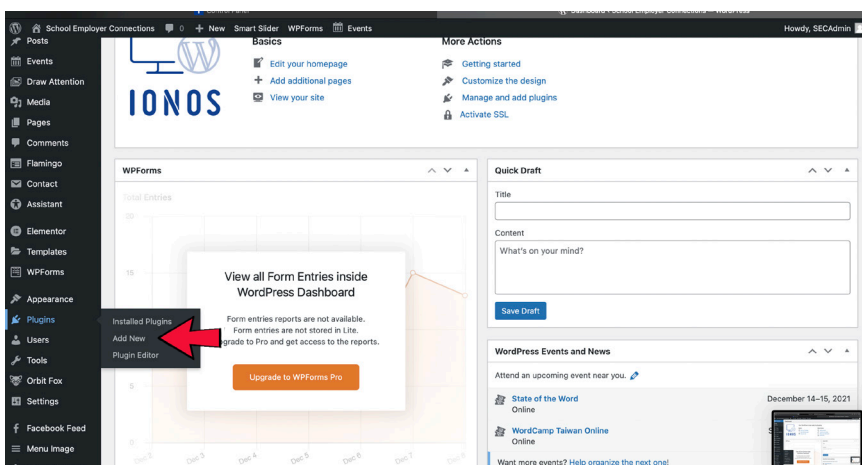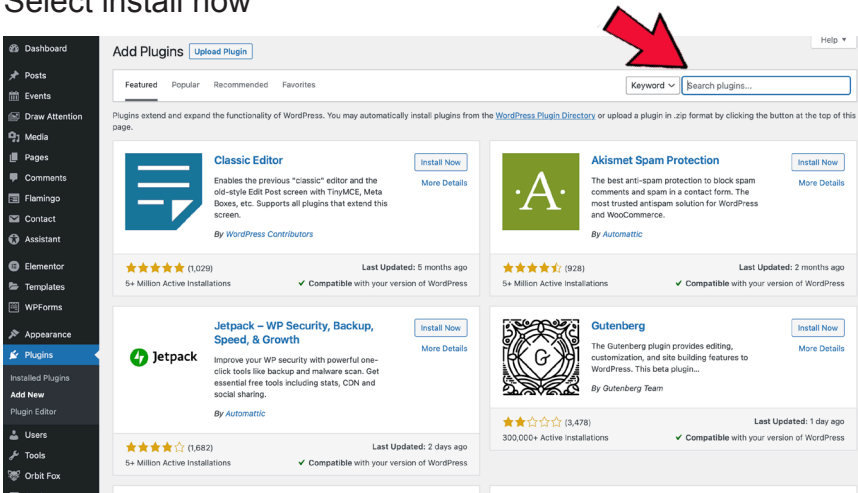

Plug ins

From the admin dashboard

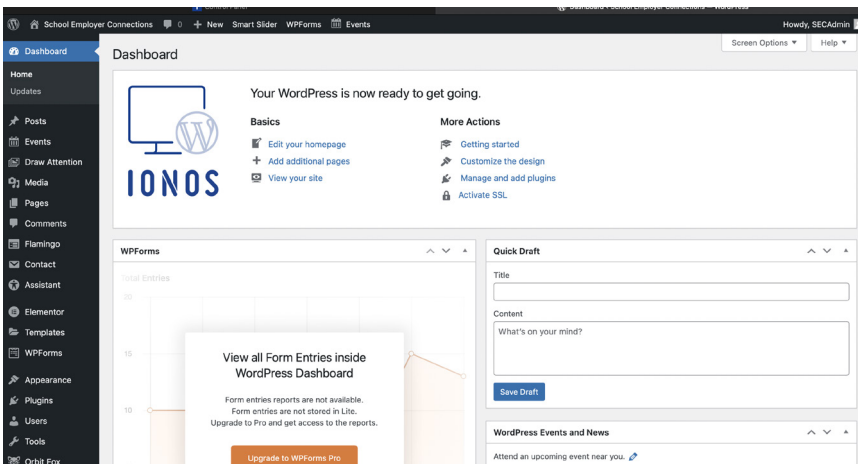on the left tab select plug ins and click add new

On the top right of the screen search for the plug in that you desire
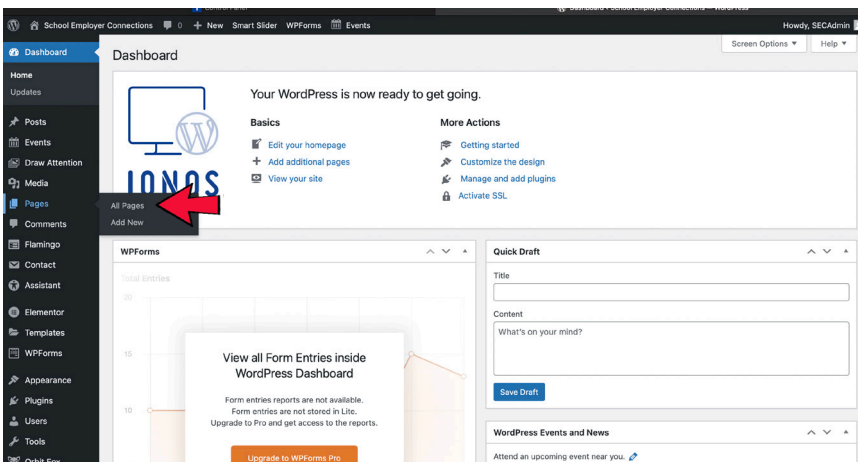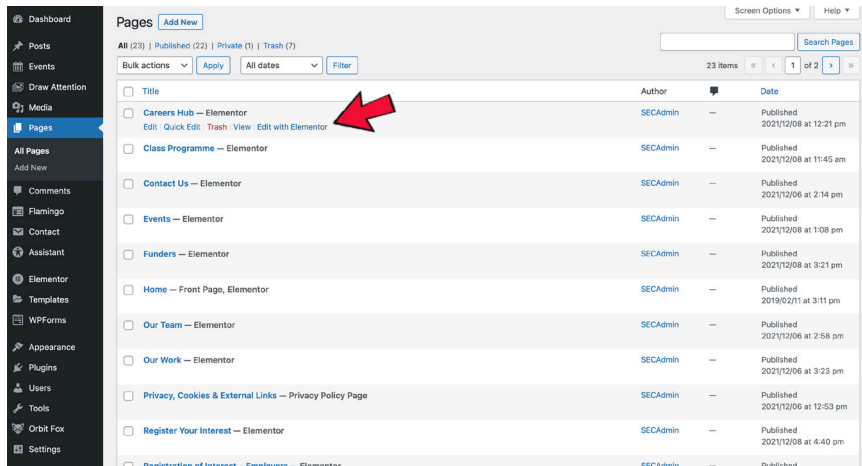Select install now

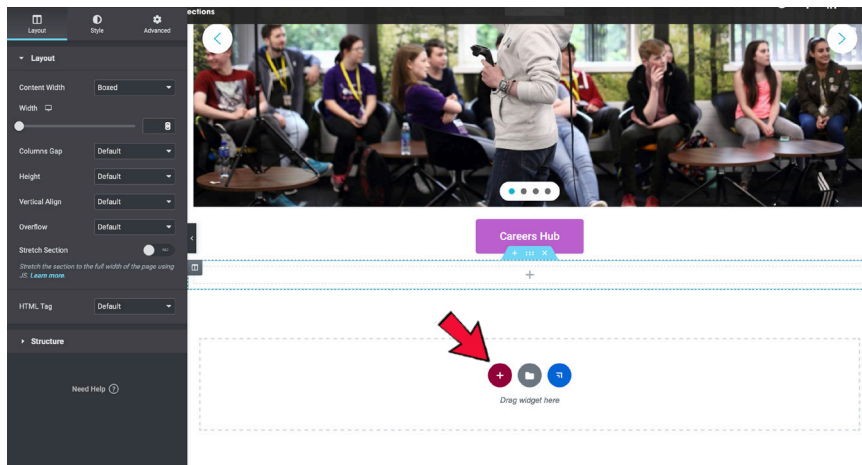**Video**

From the admin dashboard
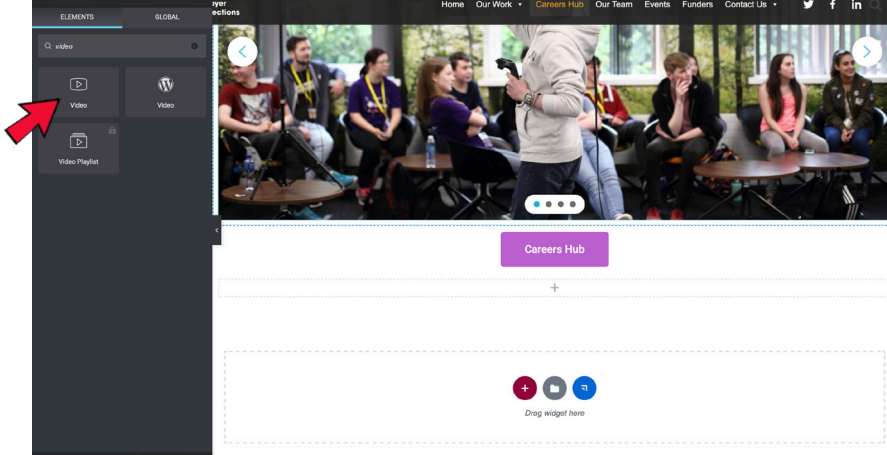

on the left tab select all pages

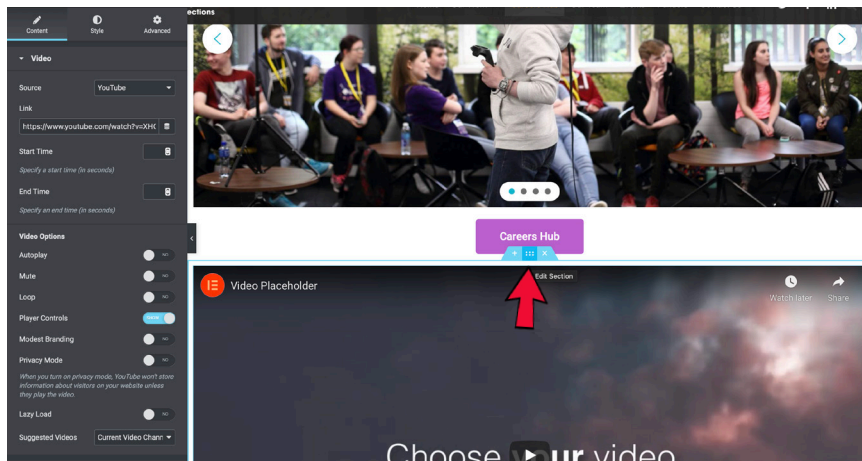Select edit with elementor on the page you wish to add a video

This will bring up a new page
To add a new video, click on the plus icon

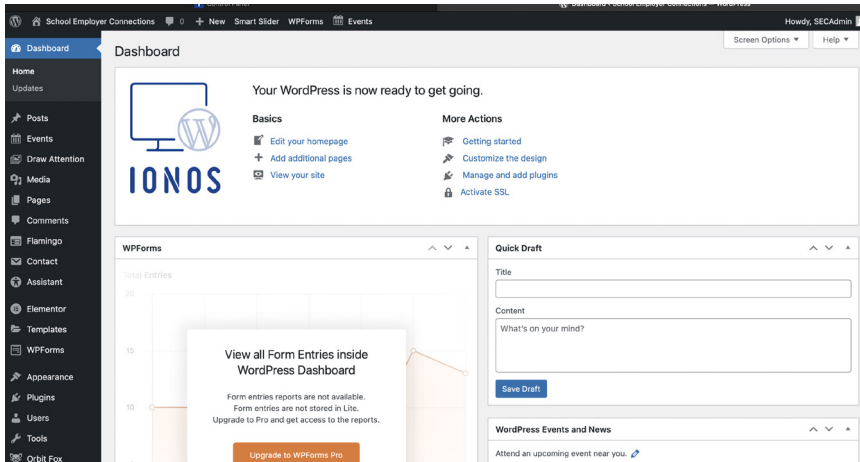
Select this on the left tab and drag video box over

To change position, select the 6 dots that allow you to drag and drop where you want on the page
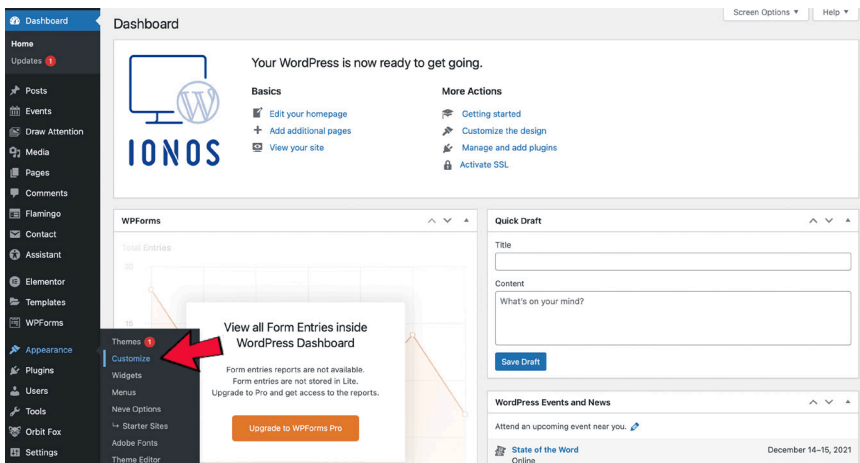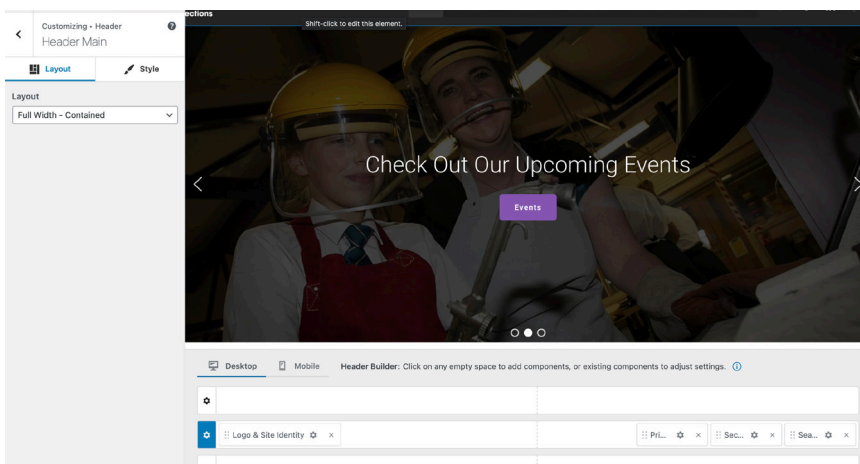
Menu

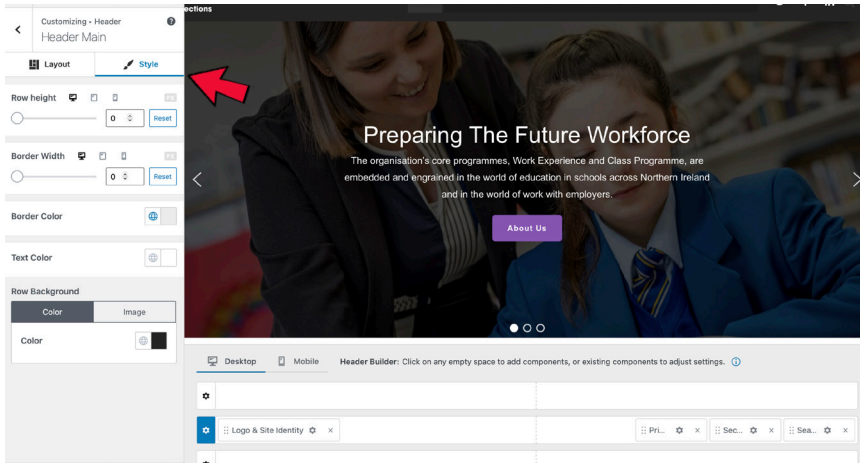## How to change colour of menu

From the admin dashboard

Go the left menu and select appearance > Customise

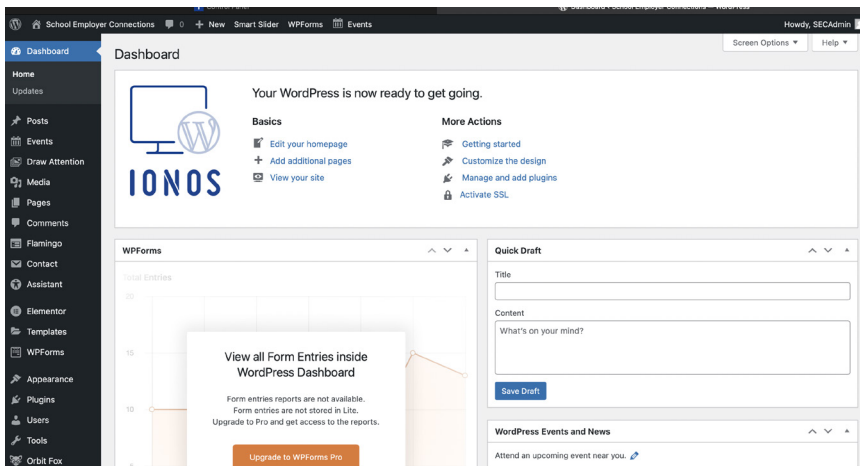Hold shift and left click the menu you wish to edit

In the left menu select style
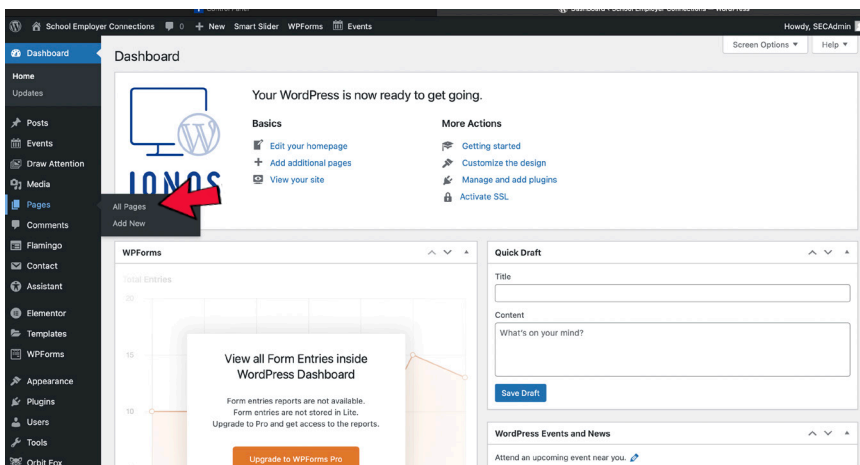Here the menu is fully editable
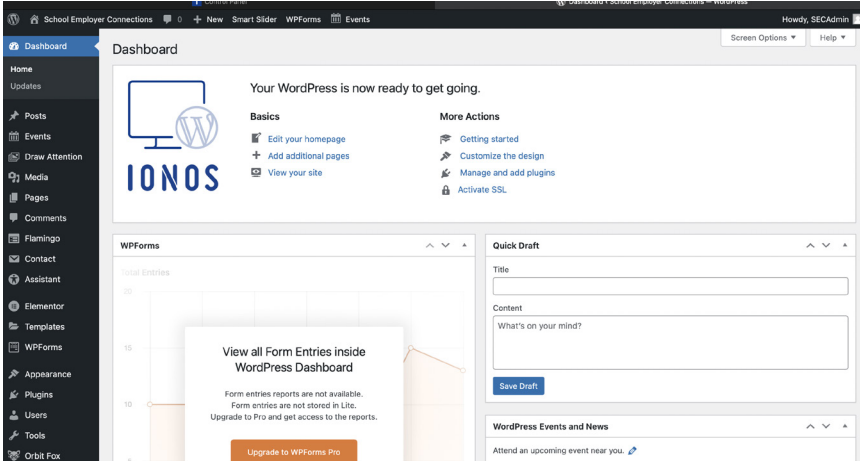

Pages

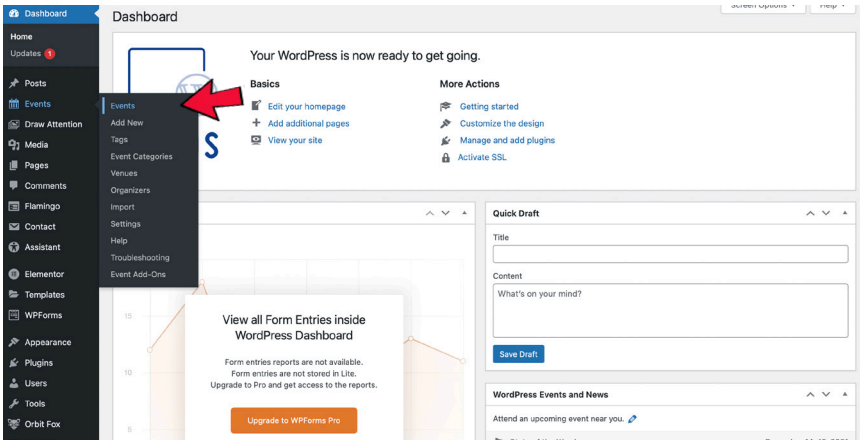From the admin dashboard

Go to the left menu
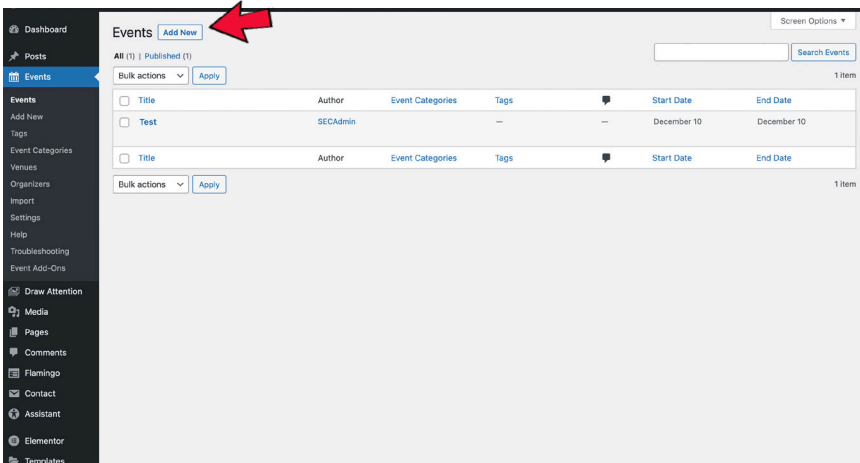Select pages and Add new

Events

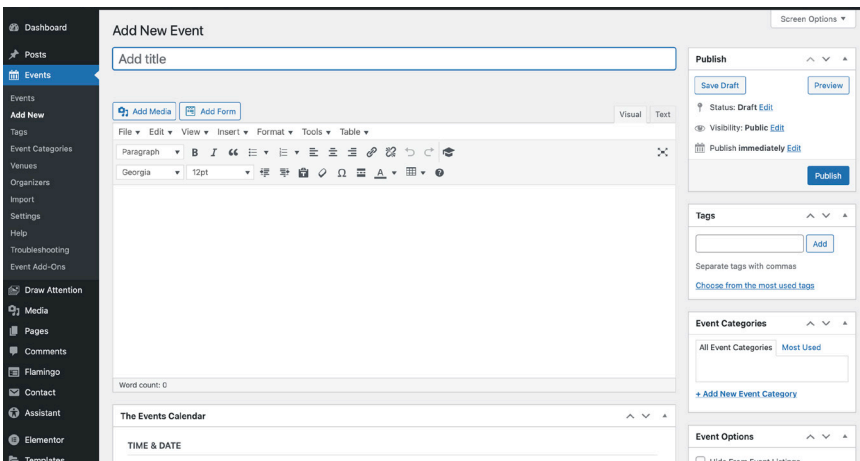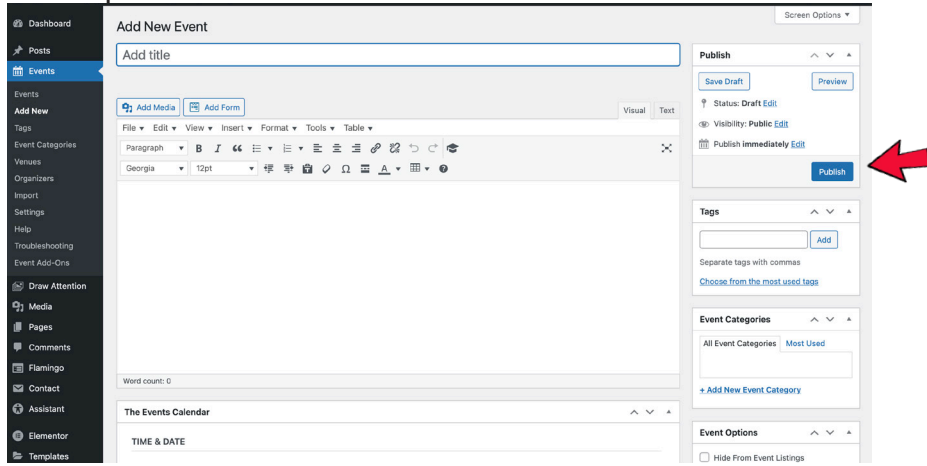## From the admin dashboard

on the left menu select events

At the top of the page select add new

Enter details of the event

Select publish to save events
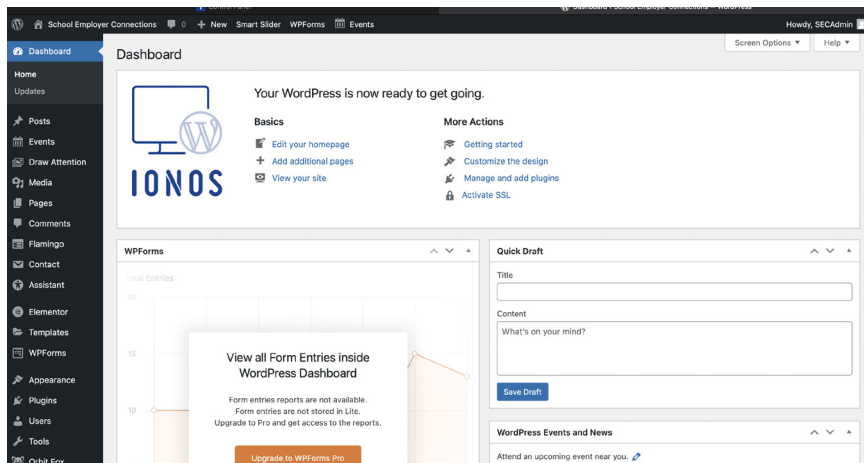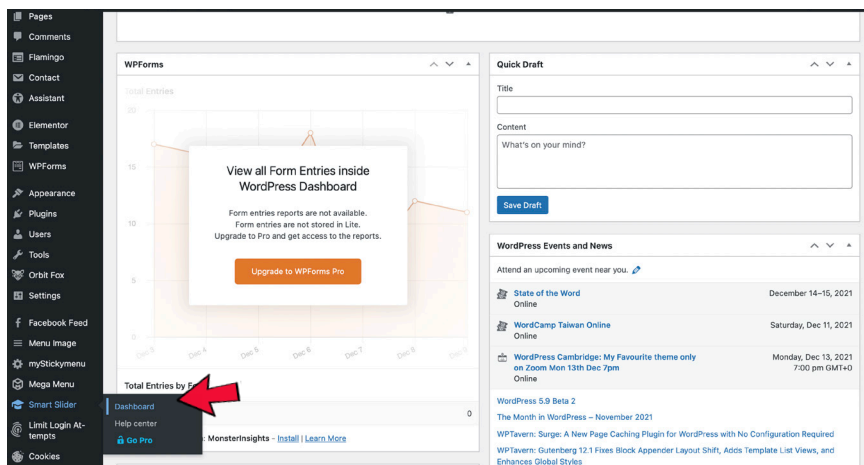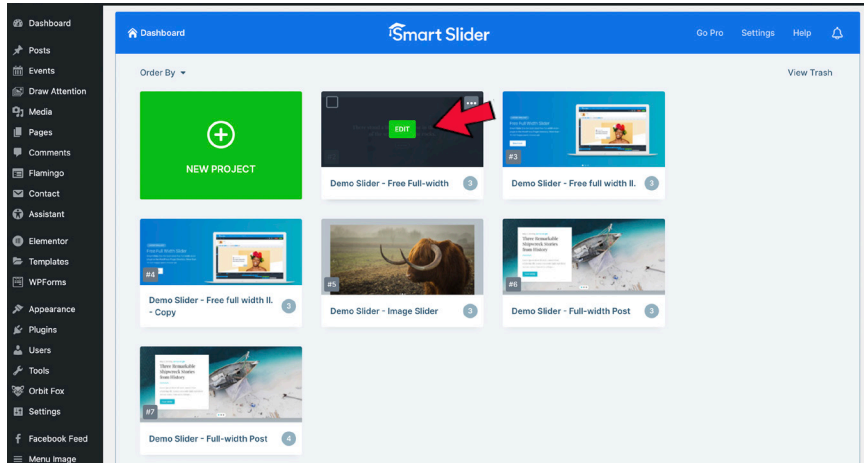

Sliders

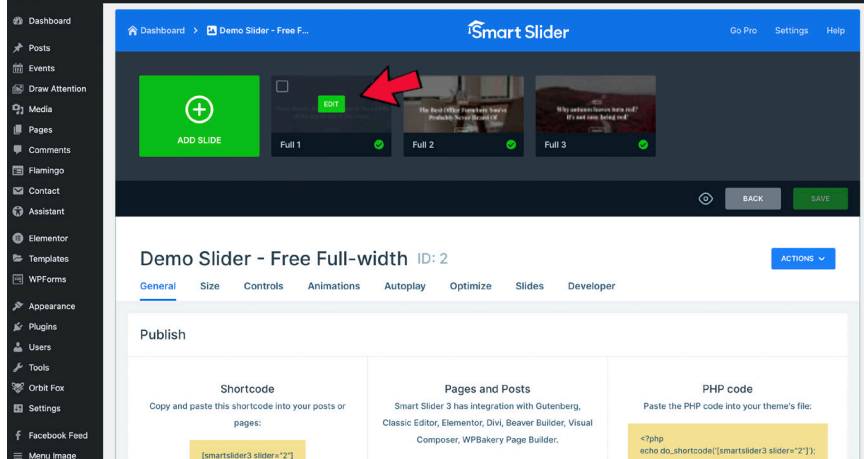## To change Slider

From the admin dashboard

Go to the left menu
Select 'smart slider'

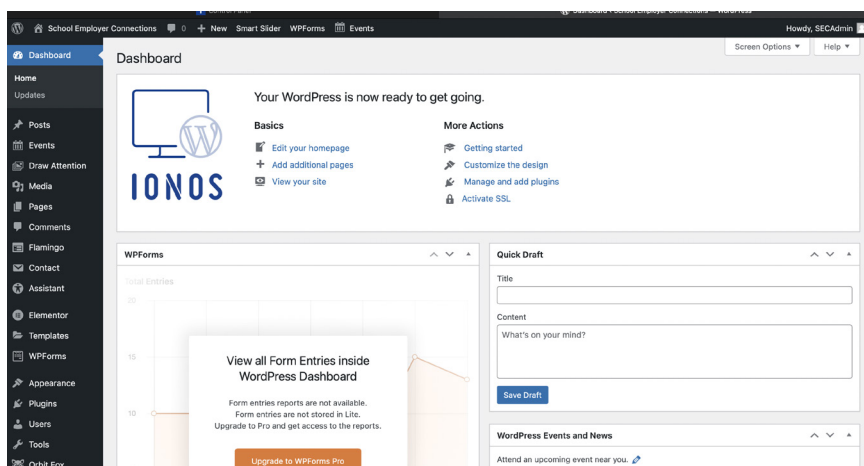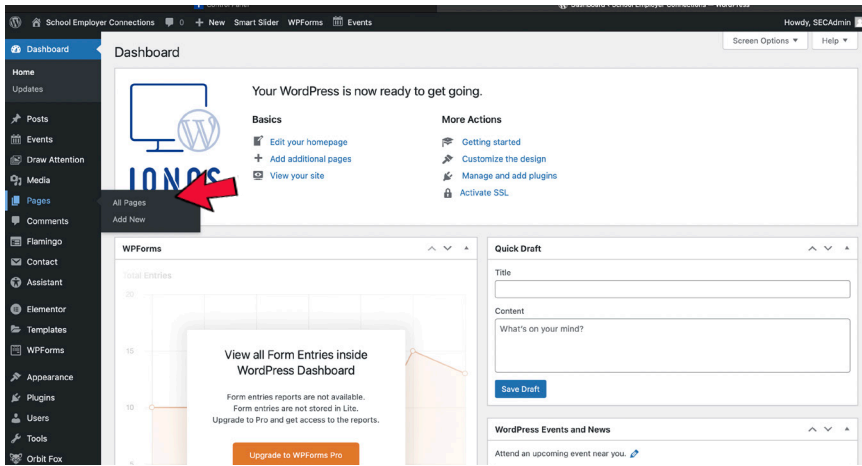To the slider hover over desired slider

Select edit

From here you can add slides or change the images
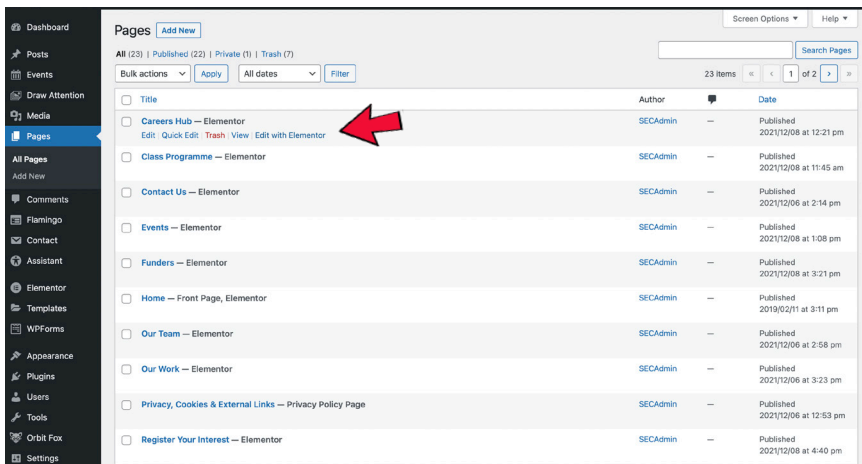
Add Carousel of images to the website
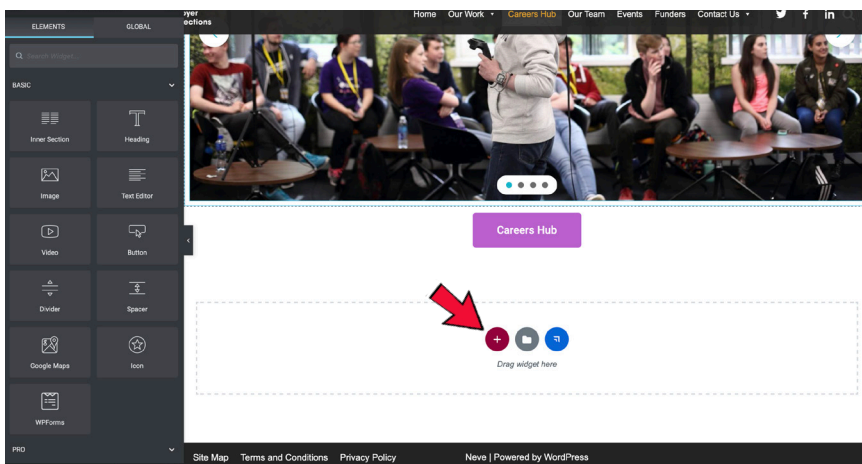
From the admin dashboard
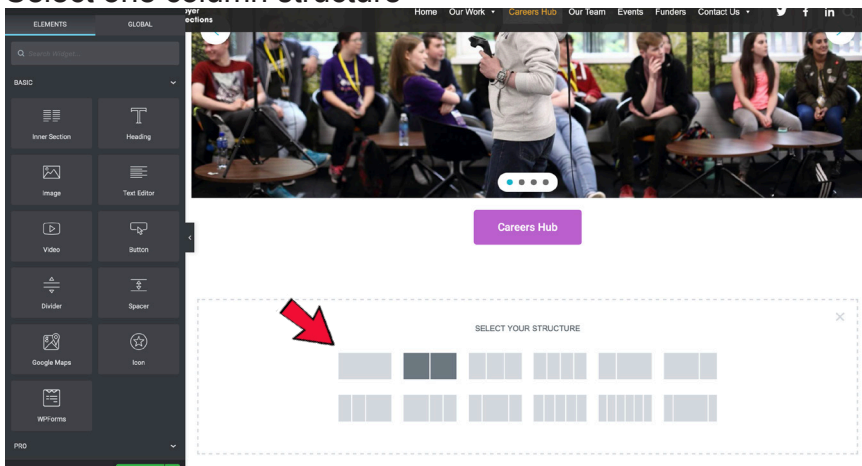
go to the left menu
Go to all pages

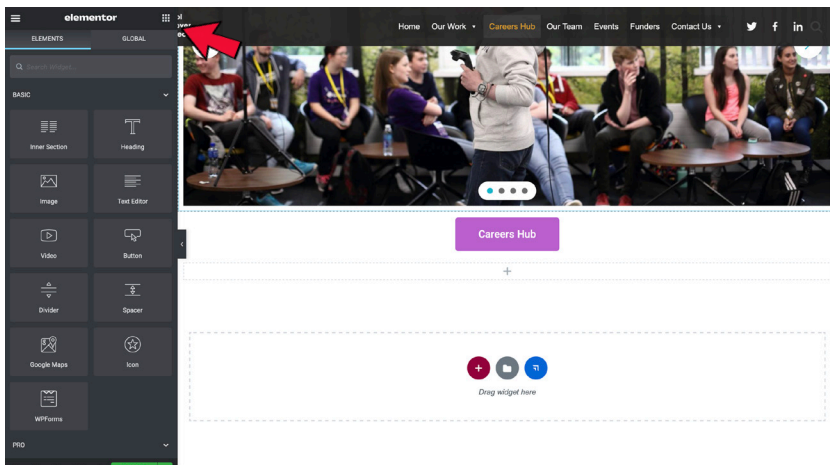Select edit with elementor on the page you wish to add a slider
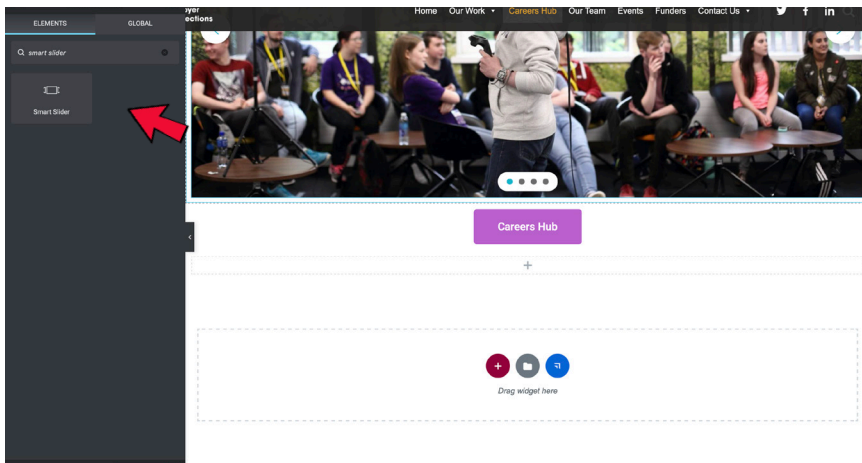

Scroll to bottom of page
Select plus icon

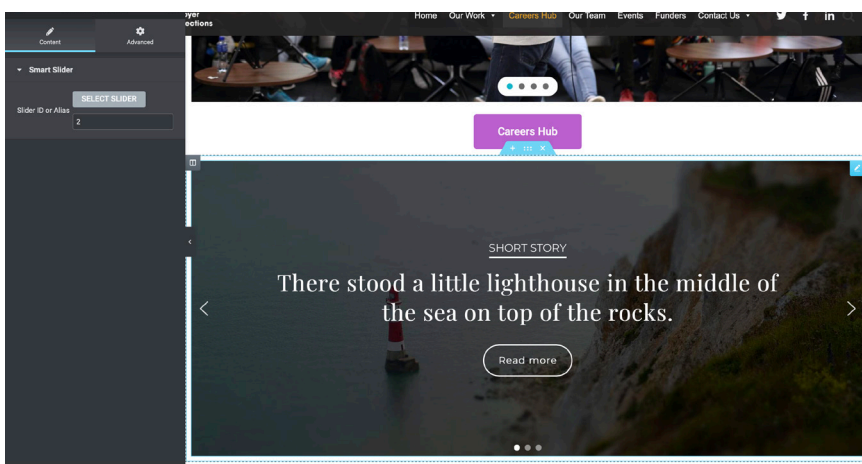## Select one column structure

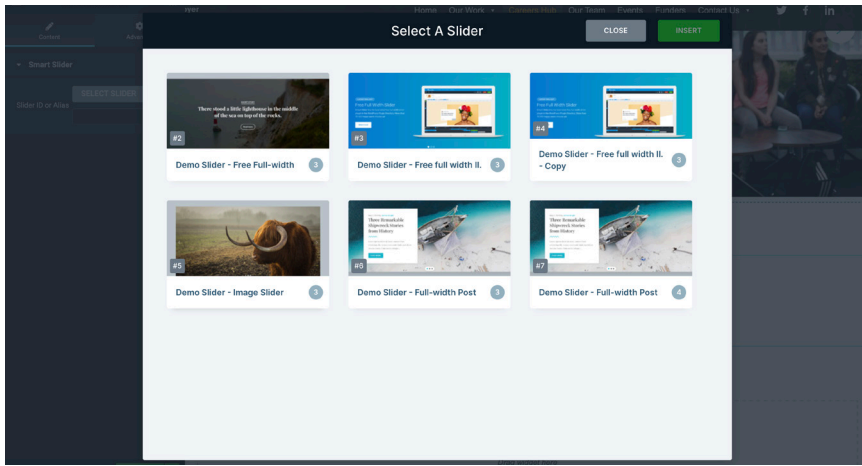## Go to the left menu and select square icon

in search tab enter smart slider

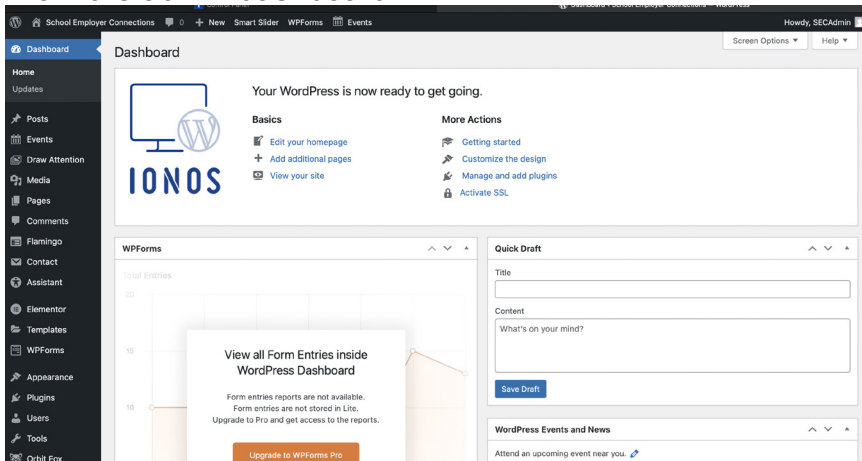## drag this on to the page

select your slider
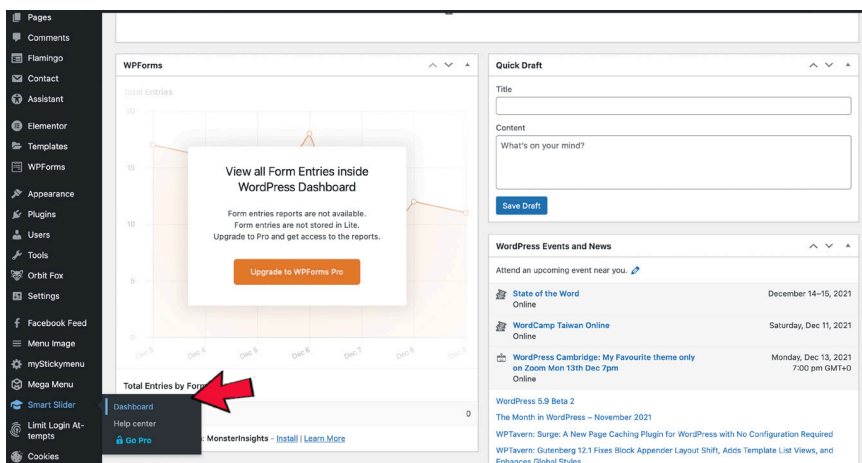

Home Page (include links to each page)

Carousel
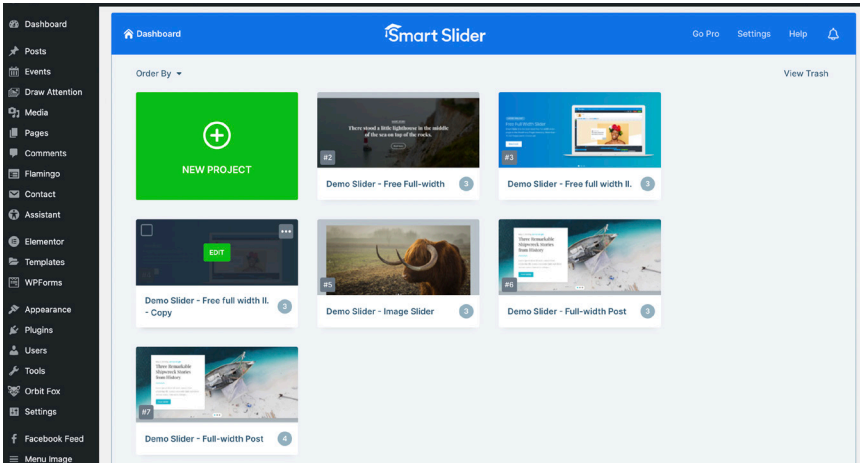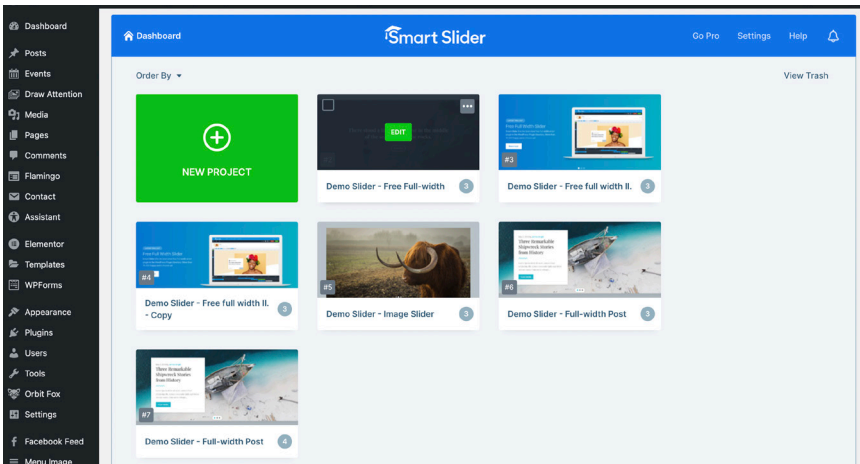
Changing the images

From the admin dashboard

On the left dashboard, a plugin will appear named smart slider
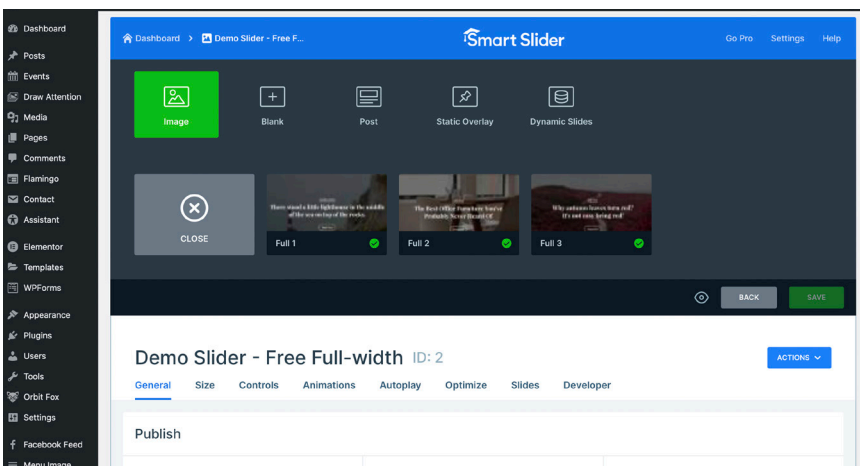
Click on smart slider tab, this will then bring you to its dashboard

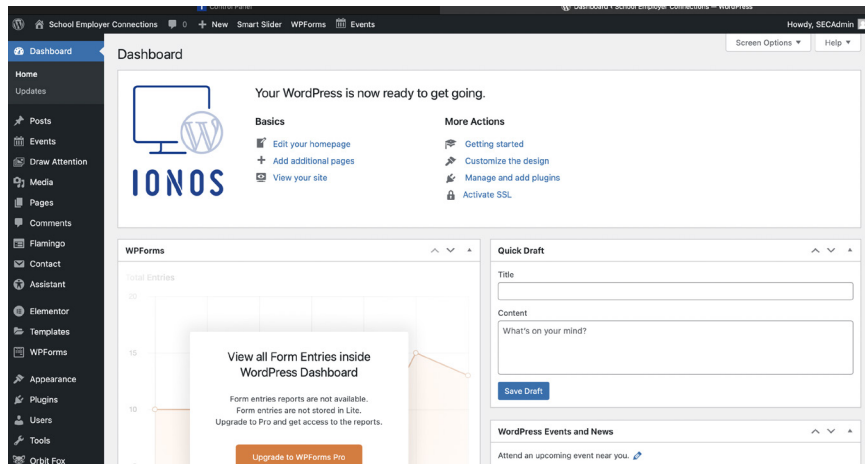Hover over the smart slider you want to edit

This will then bring you to another page where you can change the slides or add additional slides.

Changing the text
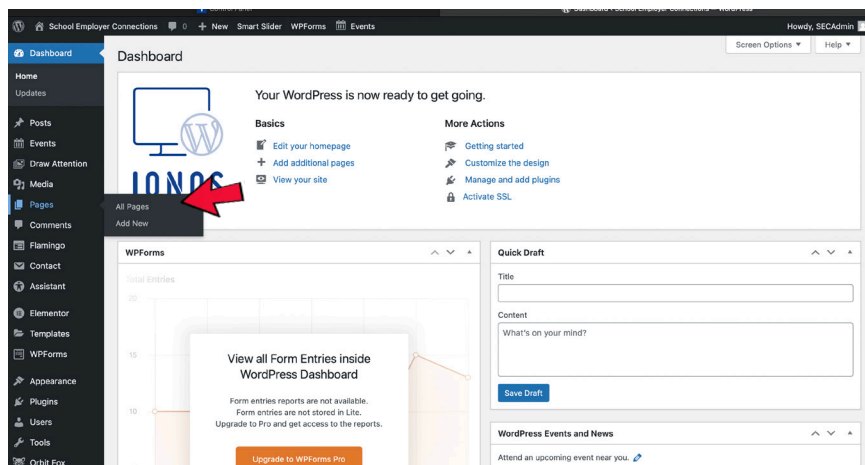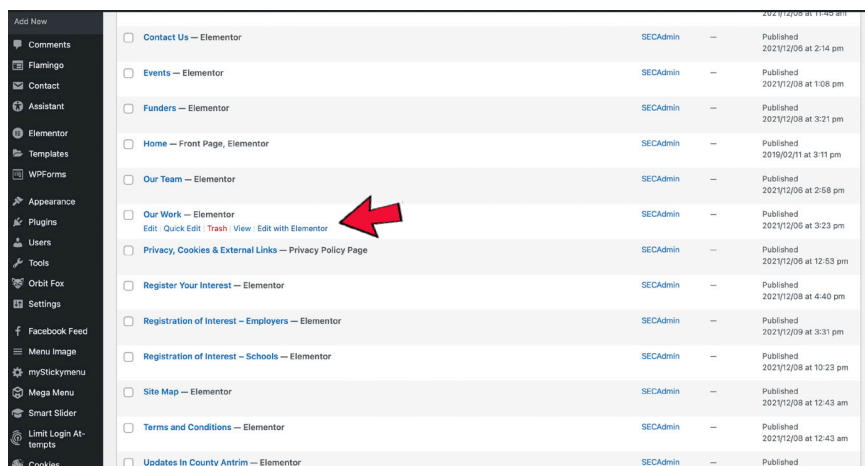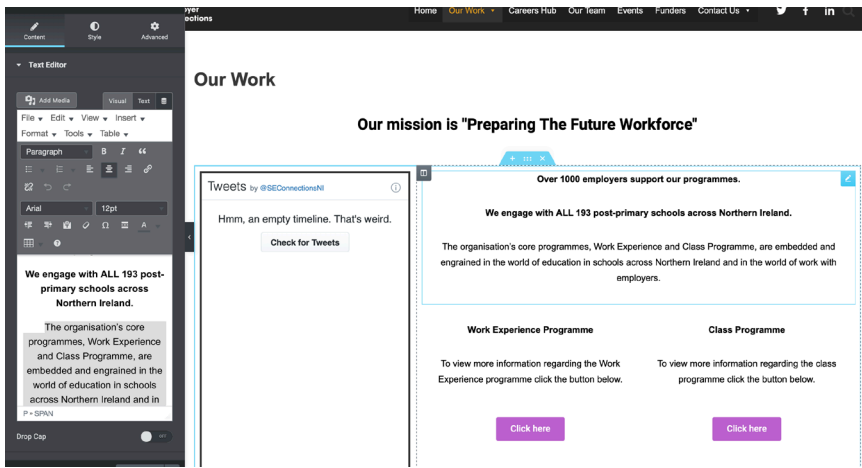
From admin dashboard

Go to all pages on the left menu

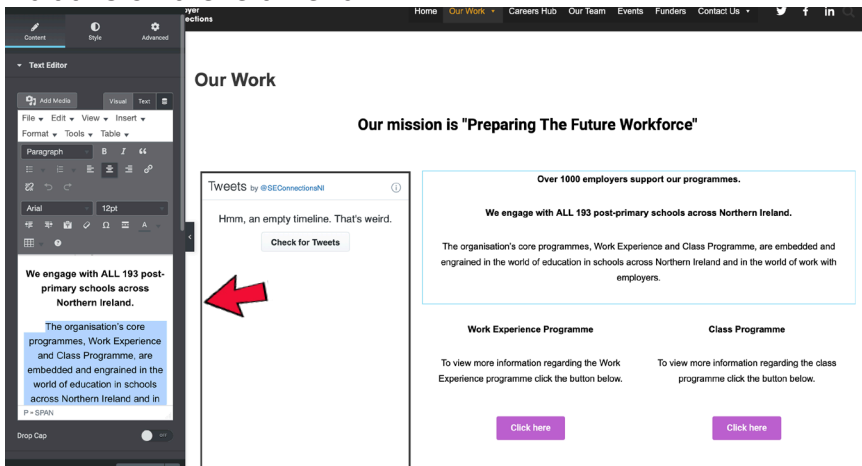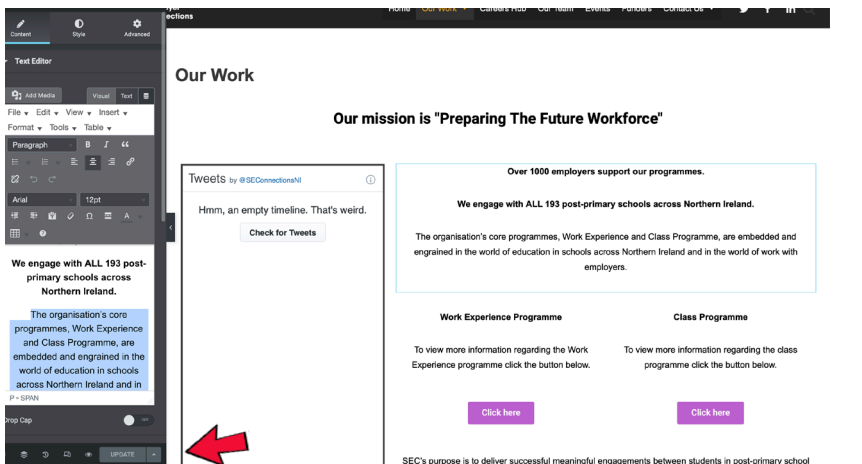## Select edit with elementor on the page desired to change

Select the text box you wish to change

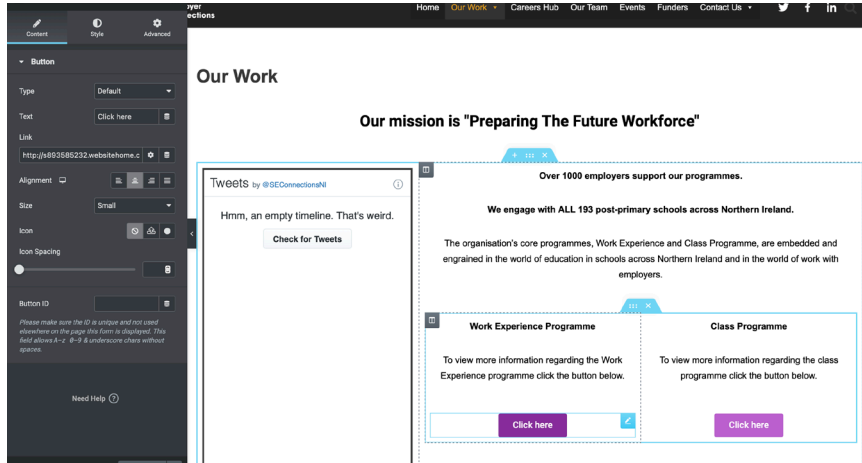## Edit this on the left menu

To save changes select update

Links

To change the link on a button, click on the button
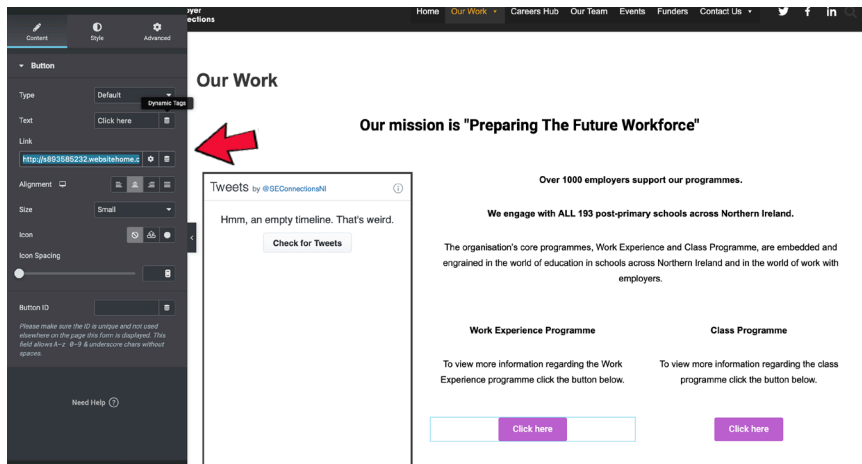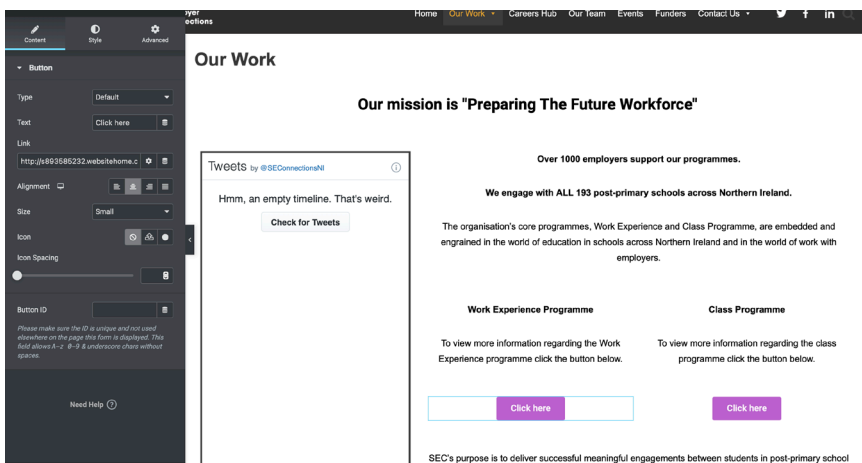

This will then bring up a pop-up window
In the contents section input the link that you want the button to include

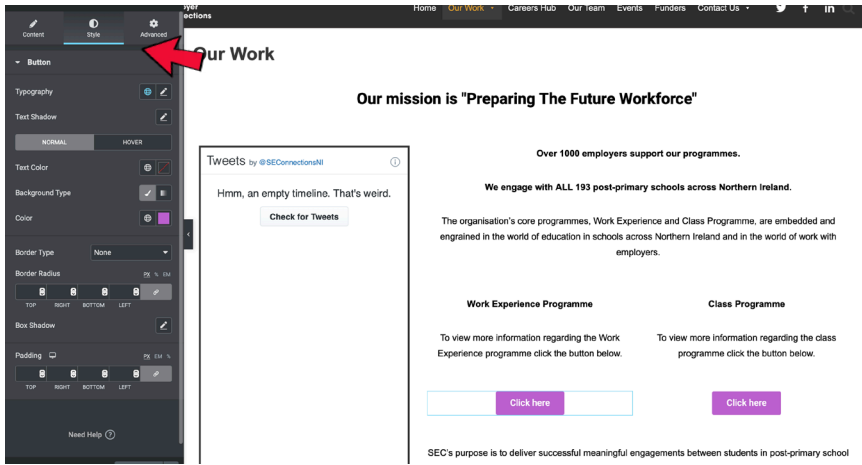## Changing the button

Click on the button you want to change

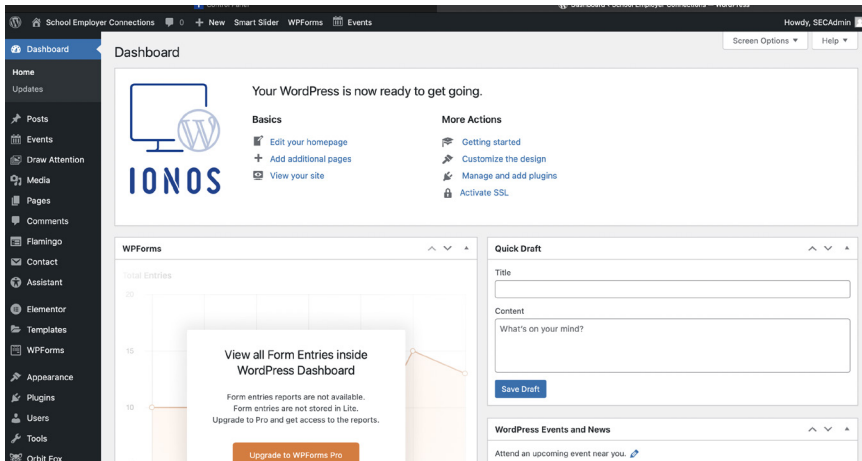A pop-up window will appear, then select style tab
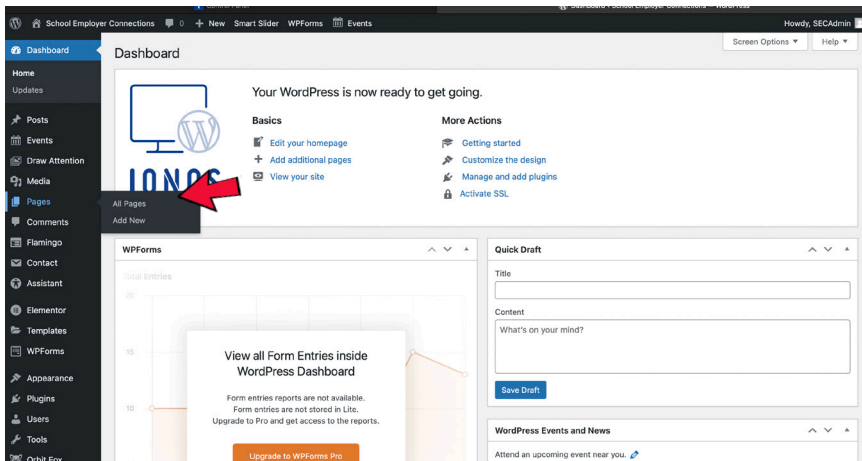

The button will then be full editable
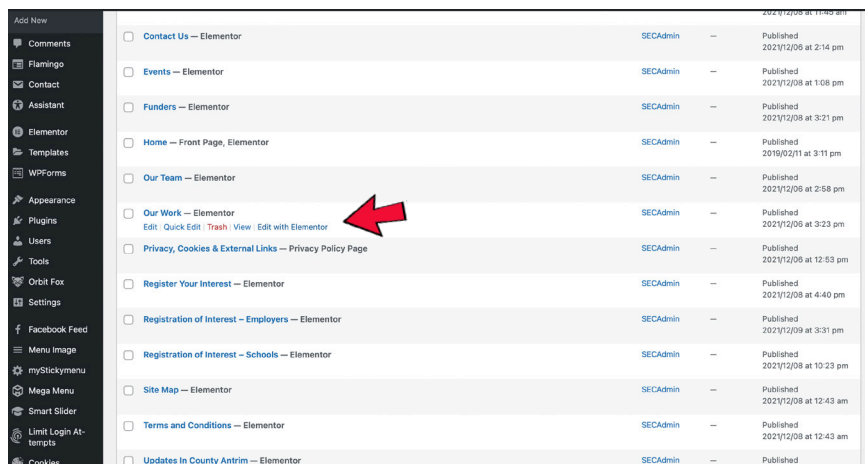

Social media
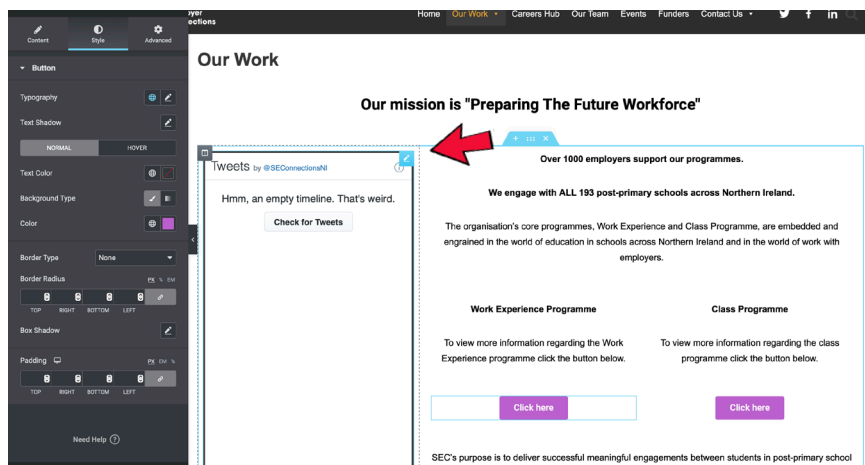
Twitter

From the admin dashboard

Go to the left menu
Select all pages

Go to the page you wish to add/edit
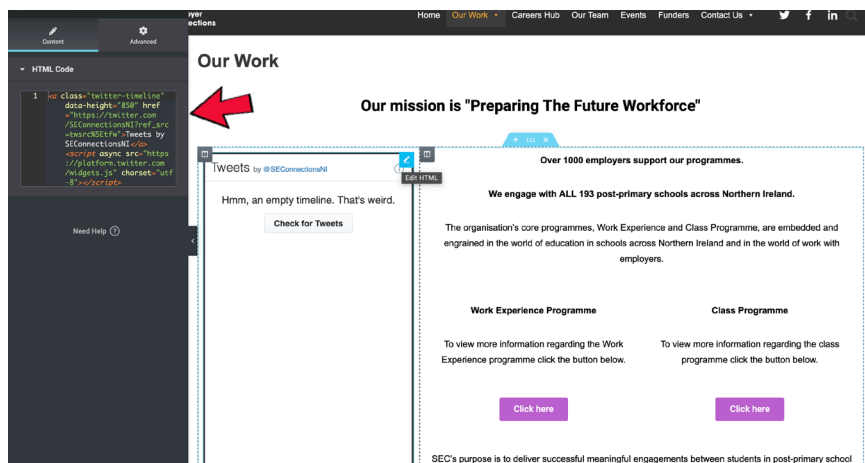Select edit with elementor

On the page hover over the social media feed
Select the blue square in the top right of the feed

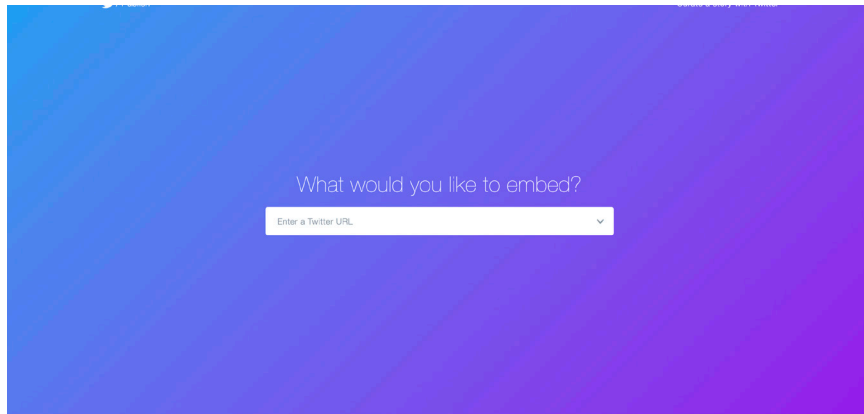This will then bring up a menu on the left named 'html code'
Paste your code in this boz

How to get the live social media feed code

Go to https://publish.twitter.com/#
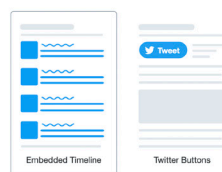

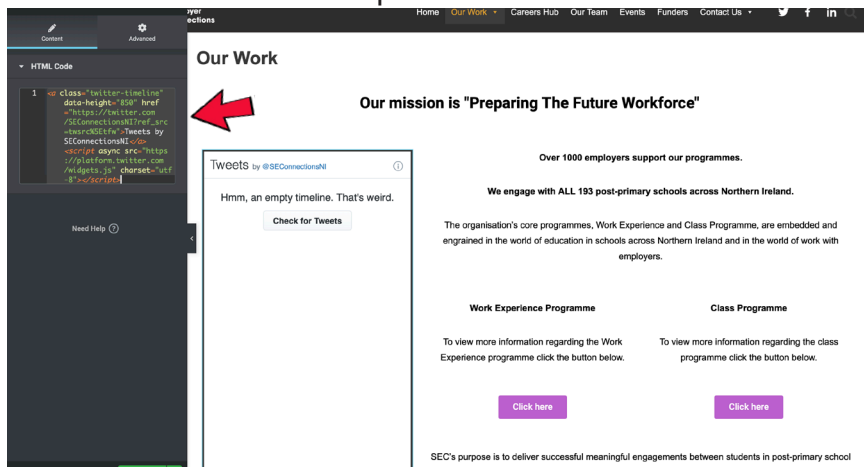Paste the url of the twitter account you wish to insert
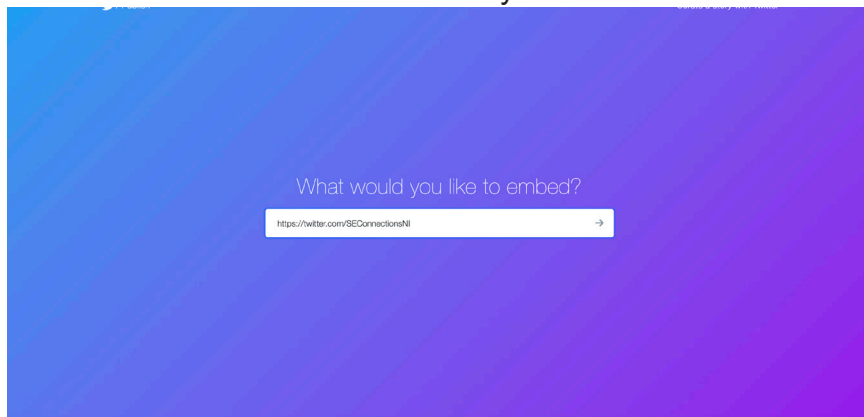
Select embed timeline

Select copy code
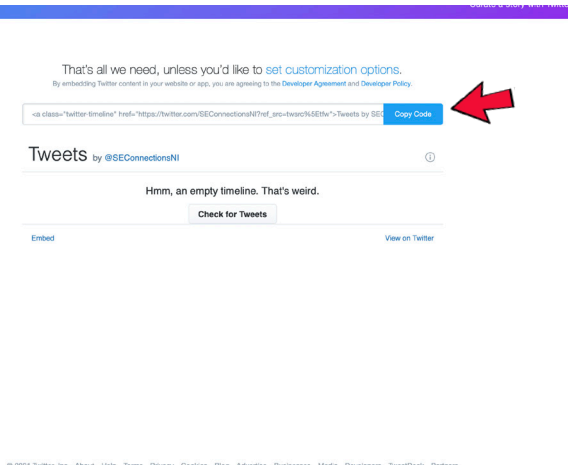
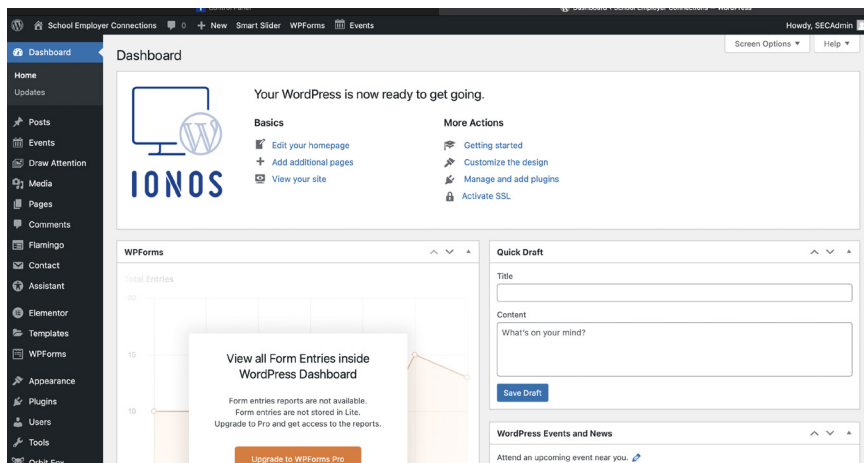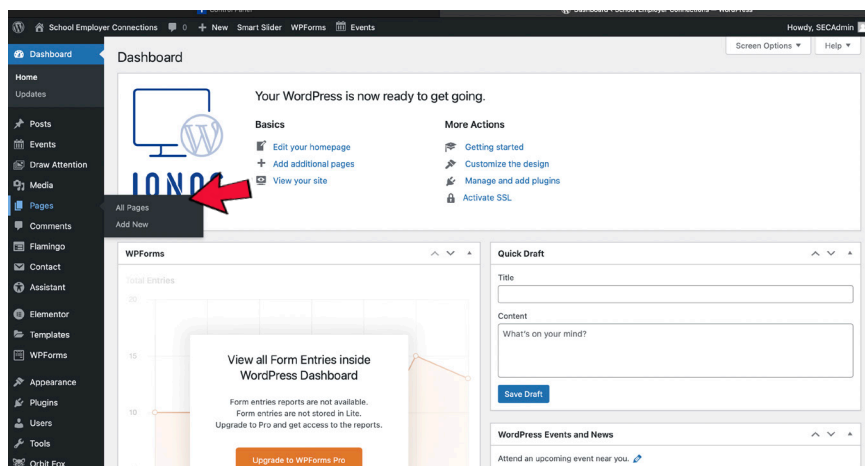## Return to WordPress and paste the code in the box on the left side
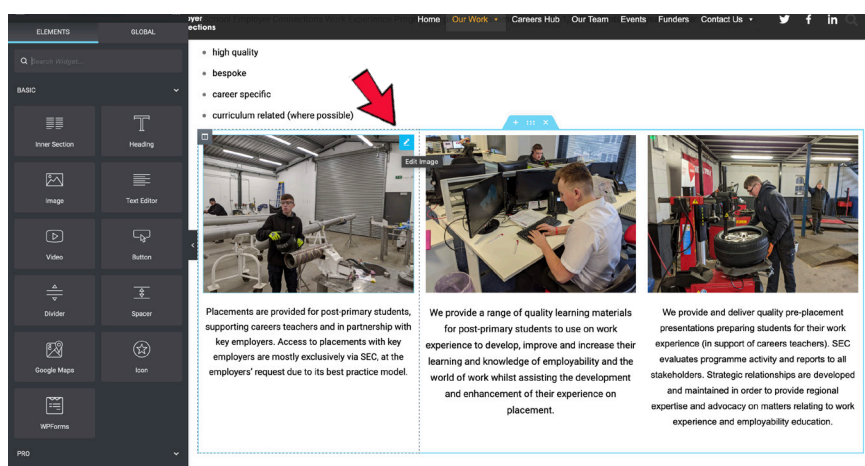

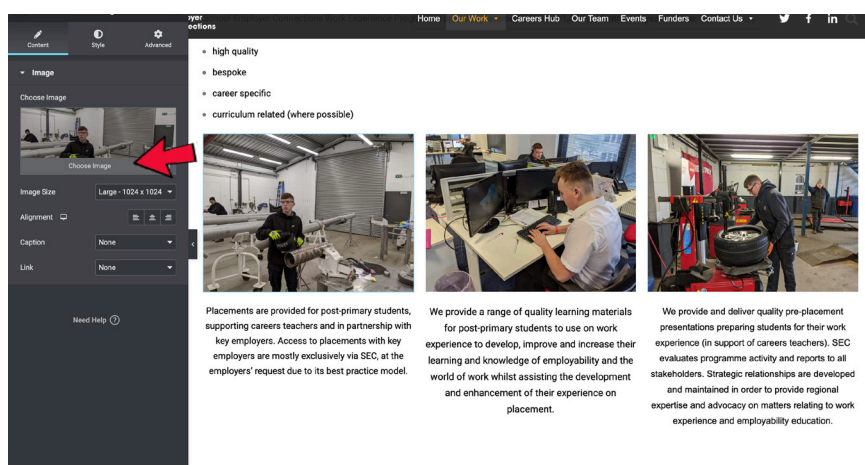## How to change images

From the admin dashboard

Go to all pages
Edit with elementor

Hover over the image you wish to change
Select the blue square

In the left menu hover over the image
Select chose image

Select upload files
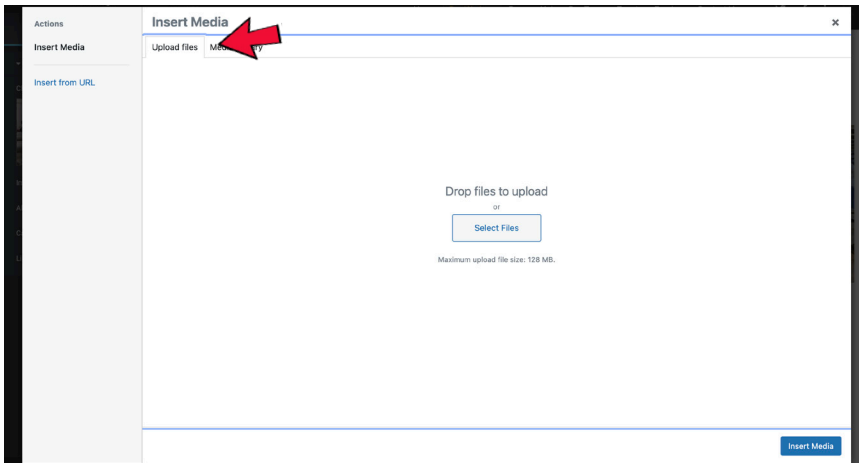
How to change the form

From the admin dashboard

Use the left menu select contact> contact form
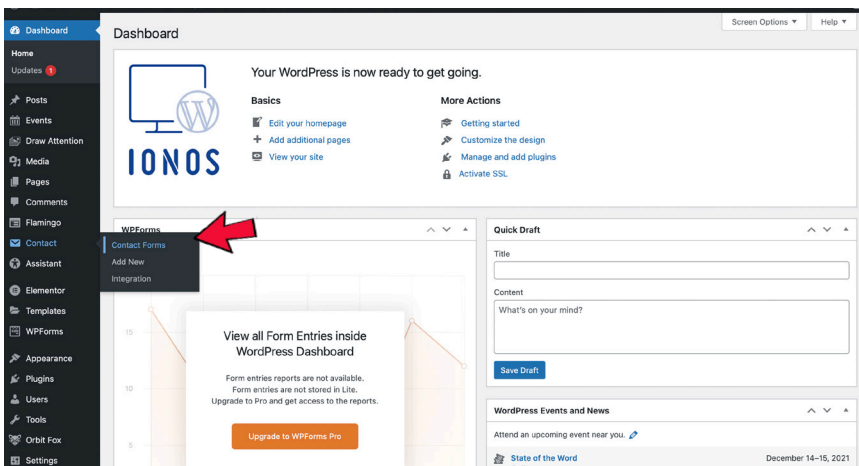
Hover over the form
Select edit
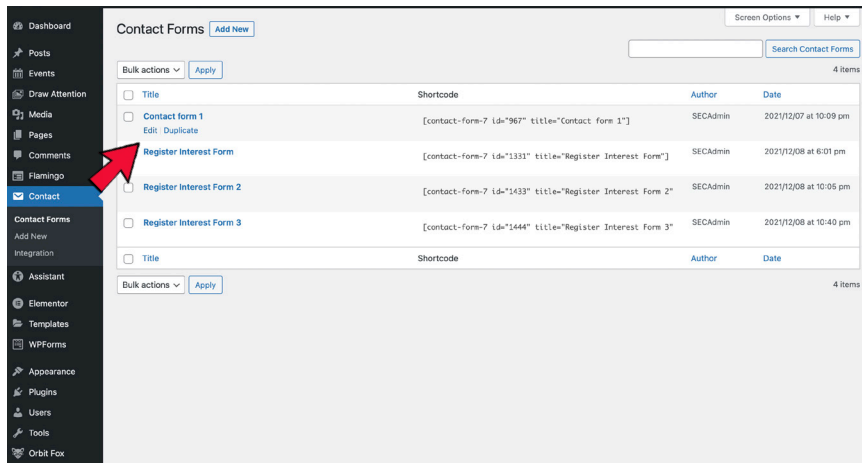
The form will then be fully editable
(The email template data can be changed in the mail tab)

How to add a form
From the admin dashboard

Use the left menu
Select contact> contact forms
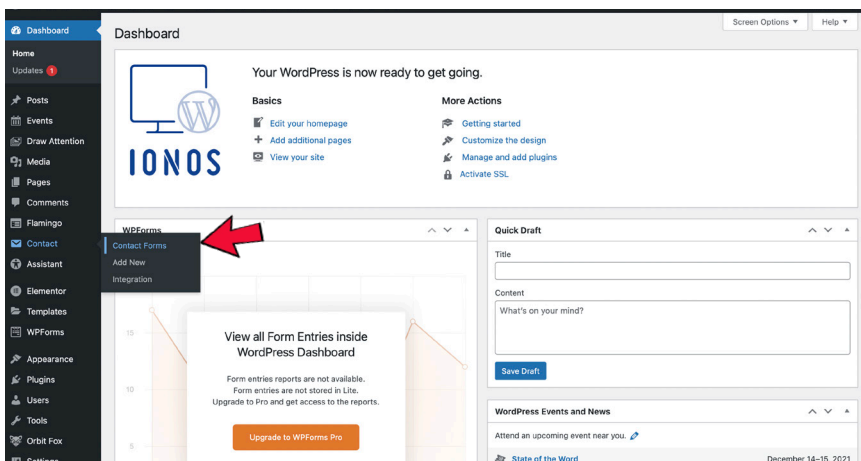
Select add new at the top of the page
Save changes
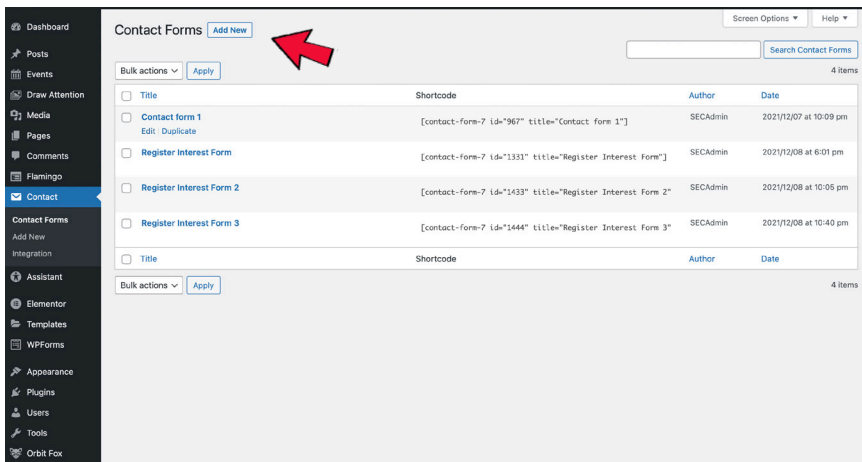
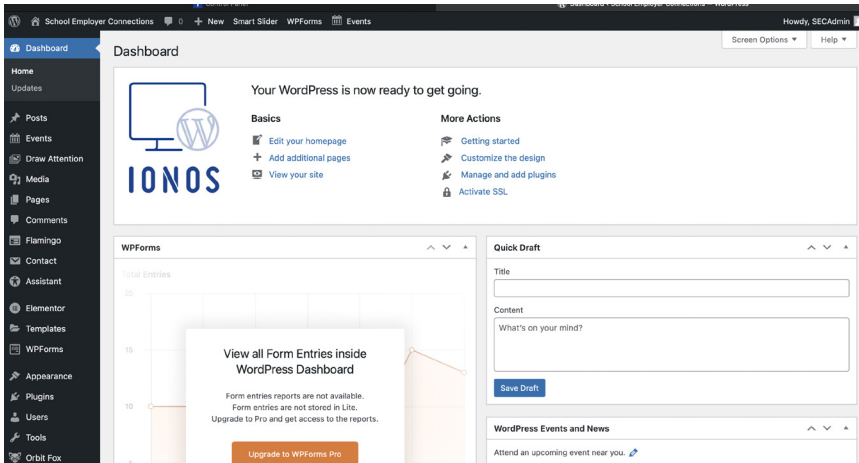## How to insert a form on to website

From the admin dashboard

use the left menu
Select pages > all pages
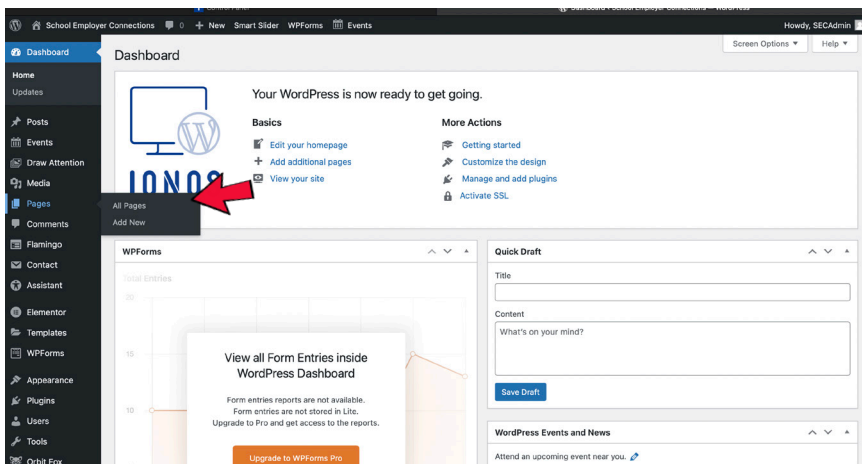
Select edit with elementor on page you wish to edit

On the left menu select 'shortcode'
Drag and drop the element on to the page where you desire
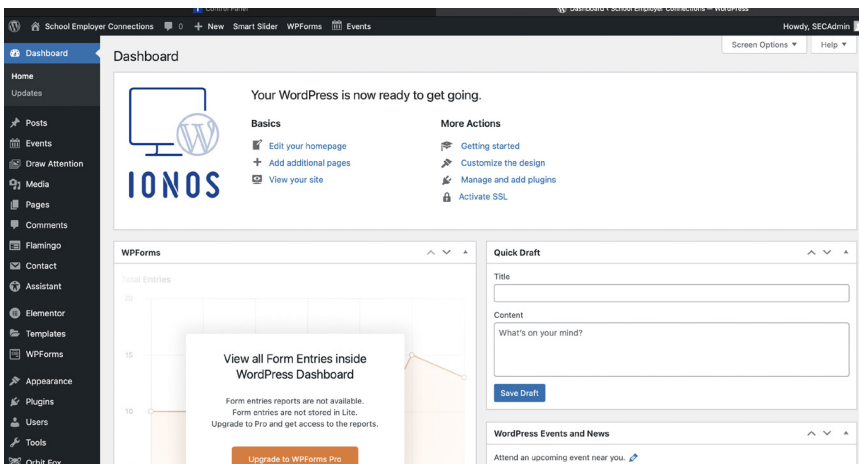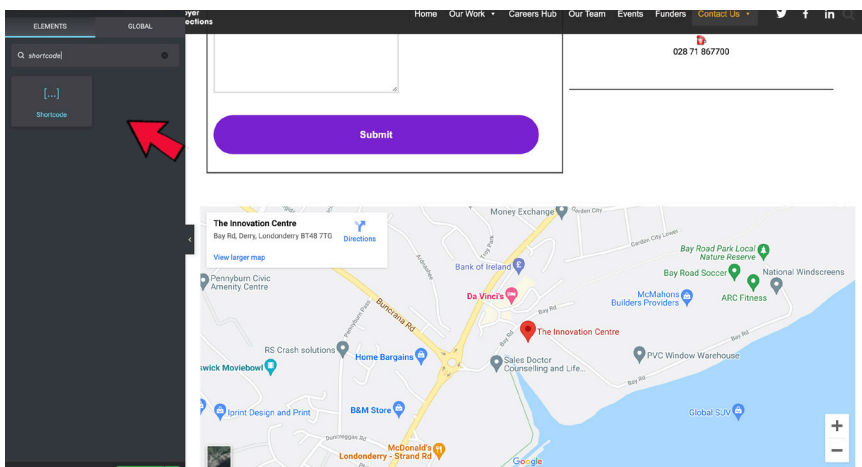

Paste the shortcode into the left menu
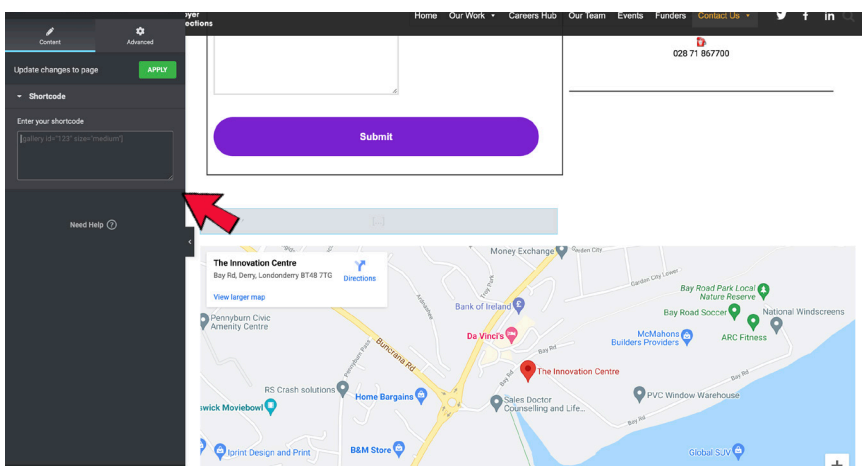
How to get the shortcode for the form

From the admin dashboard

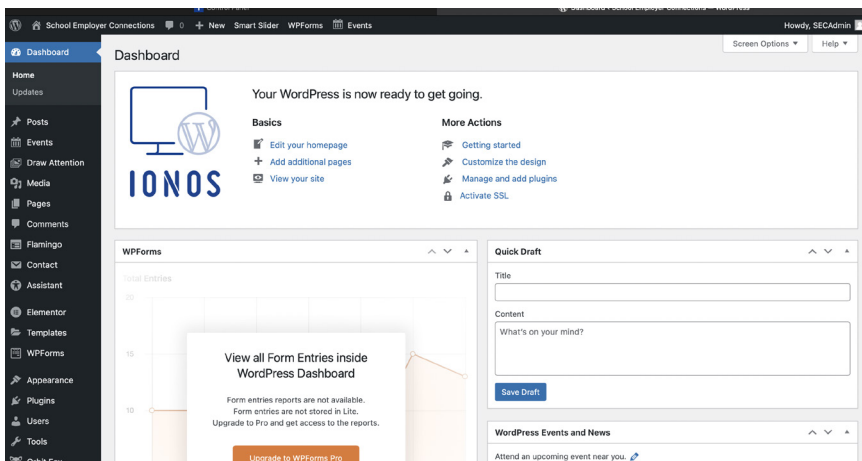Use the left menu
Select contact > contact form

The shortcode can be found to the right of the form
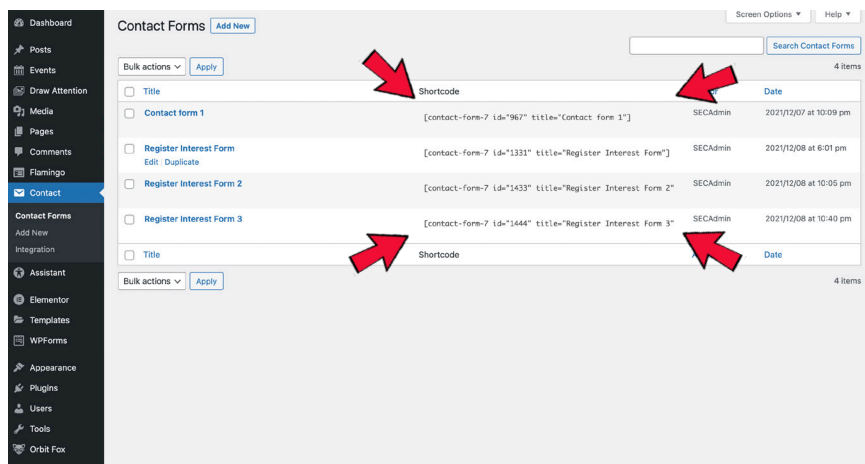
Our Team

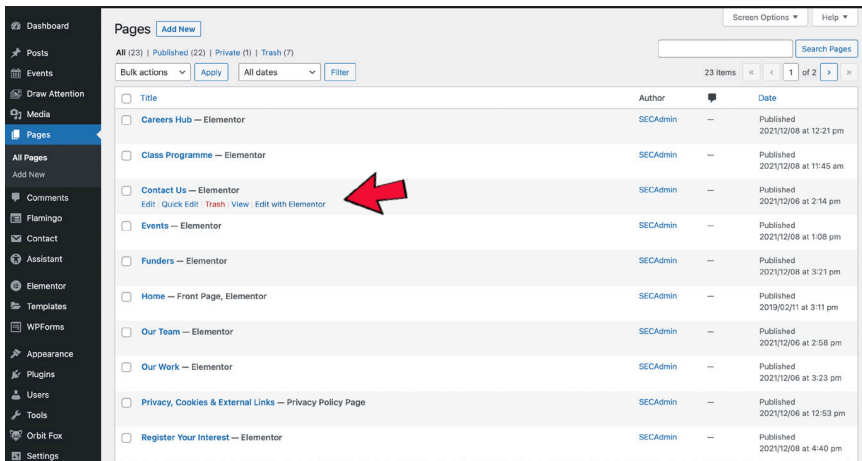**To add more Team Members**

From the admin dashboard
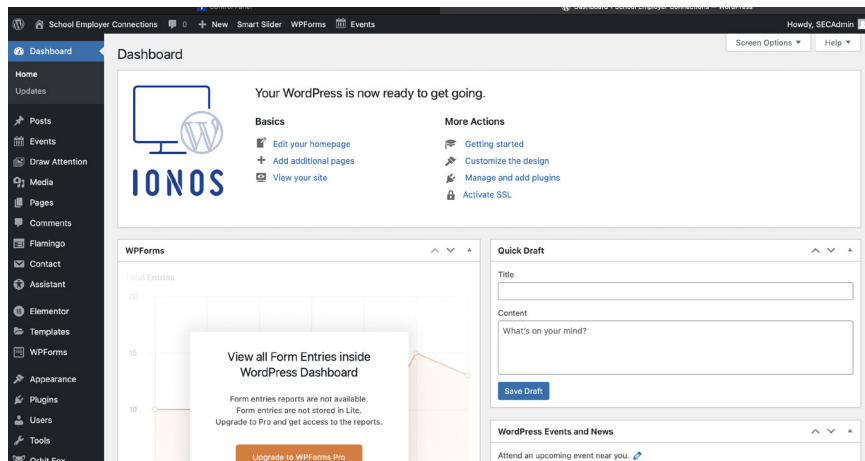
Use the left menu to select the 'all pages' tab
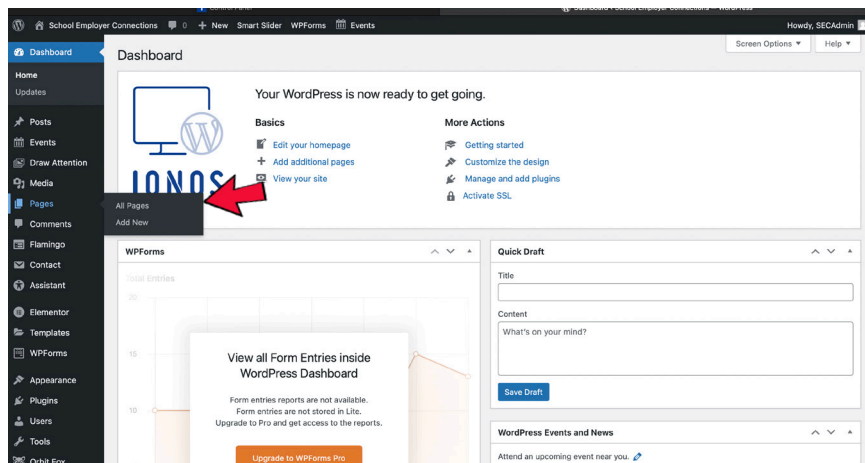
On our team select the edit with elementor
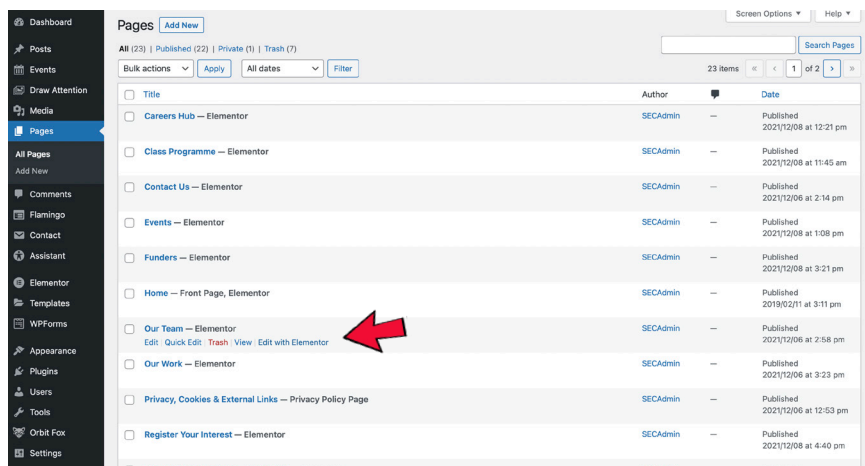
To add more scroll down to the bottom of the page and select the plus icon
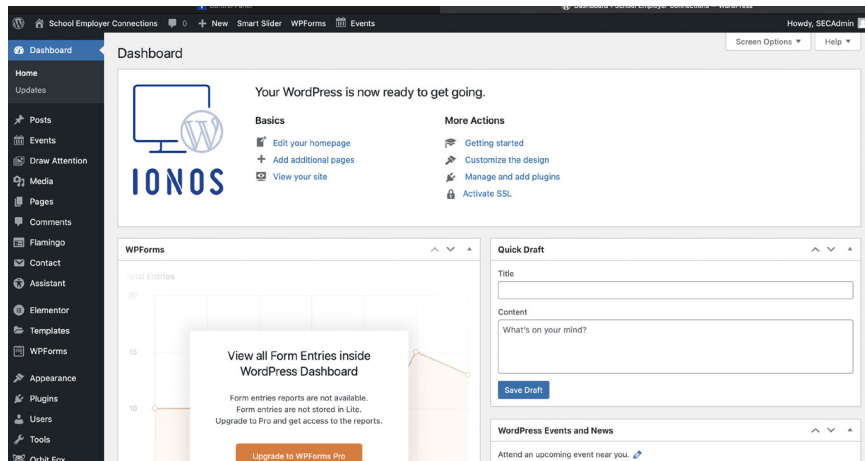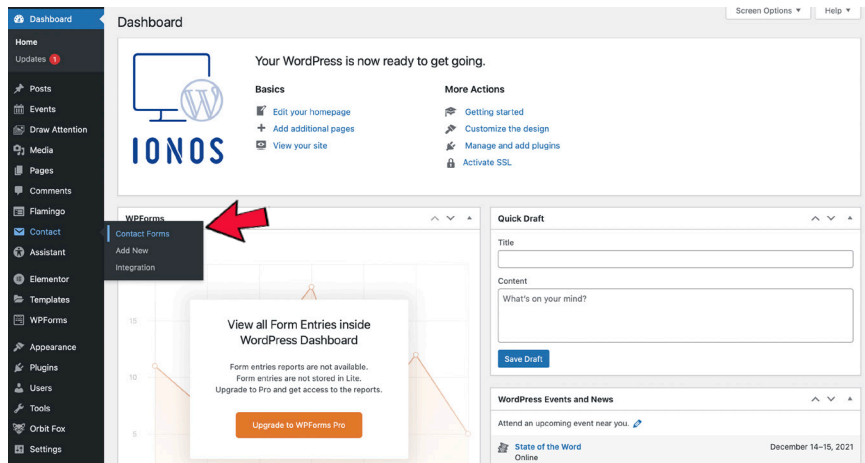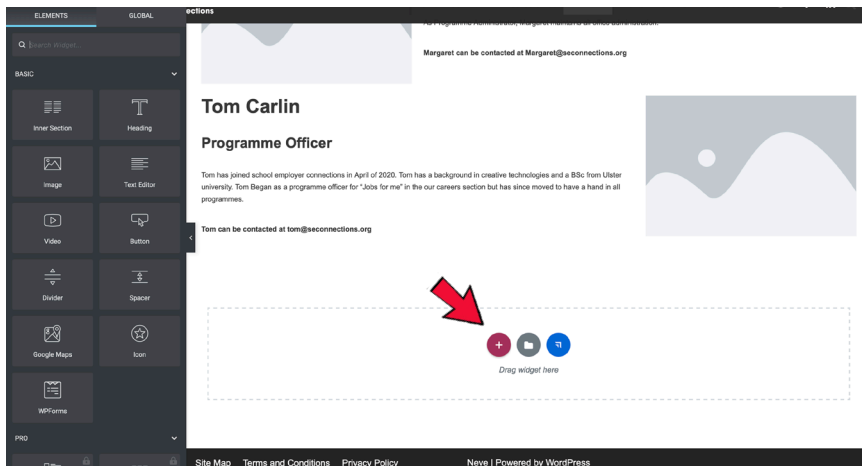

Chose the layout of your columns
Select the plus icon within the column
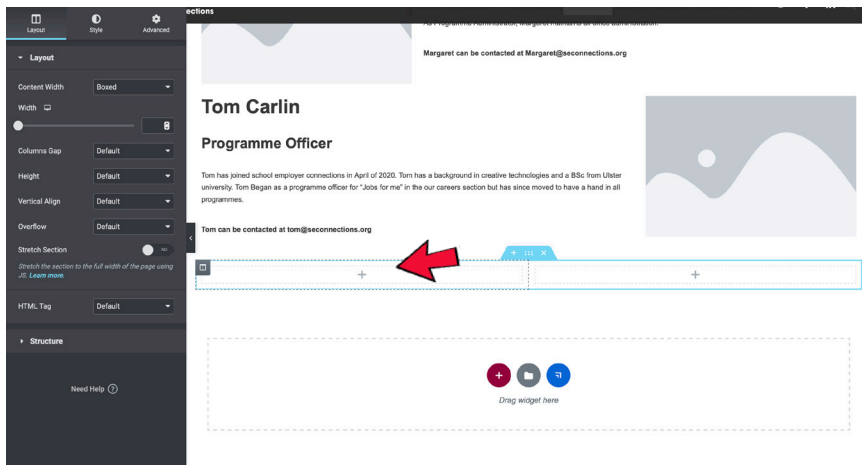
Use the left menu to drag and drop your desired item to add (images, text, videos)
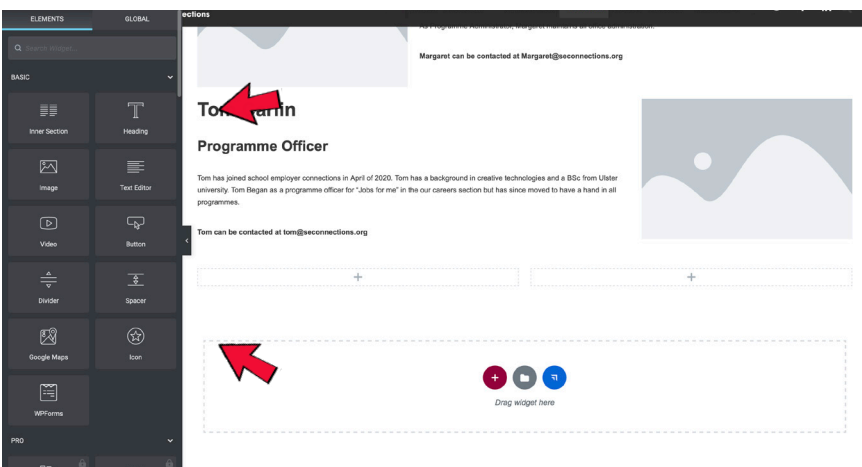
Contact Us

How to change the map

Search on a browser google maps
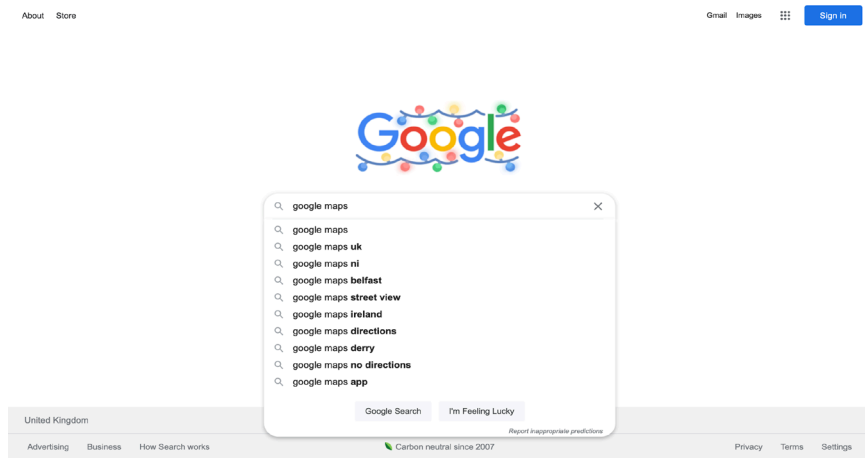
Search desired location

When shown on the map, select the left menu and click on share

Select the embed a map tab & Copy the html code
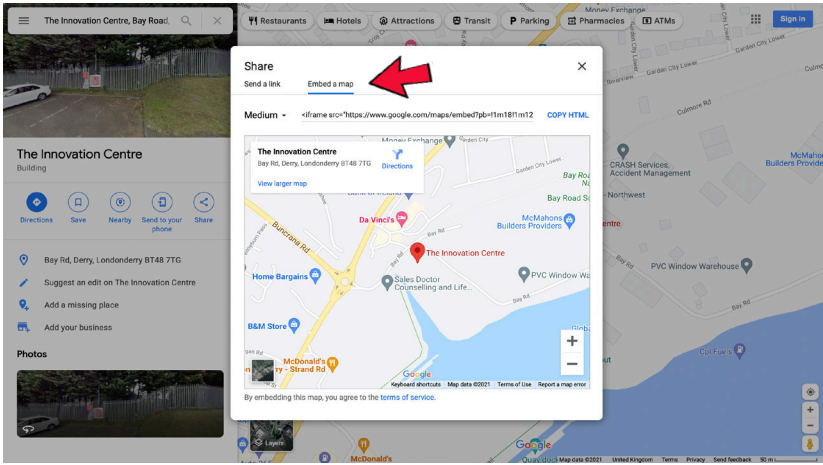
Return to the admin dashboard
Go to contact us page
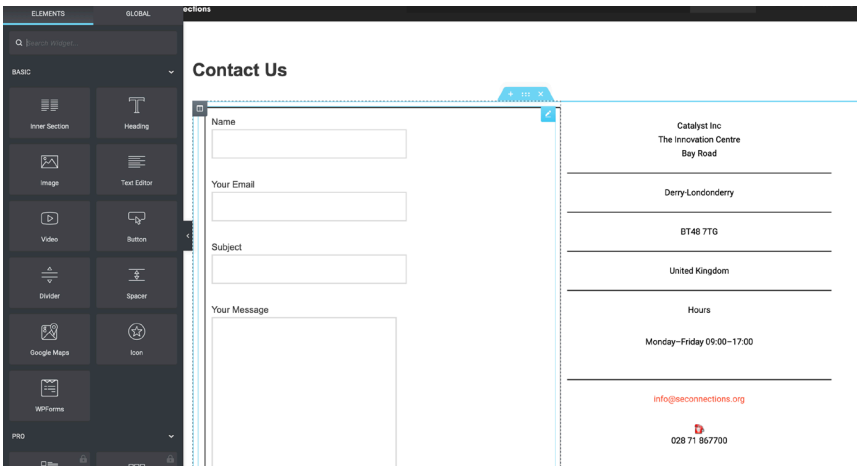
Search for a HTML Element in the left menu.
Drag and drop this in the desired location.
Paste code in the right box
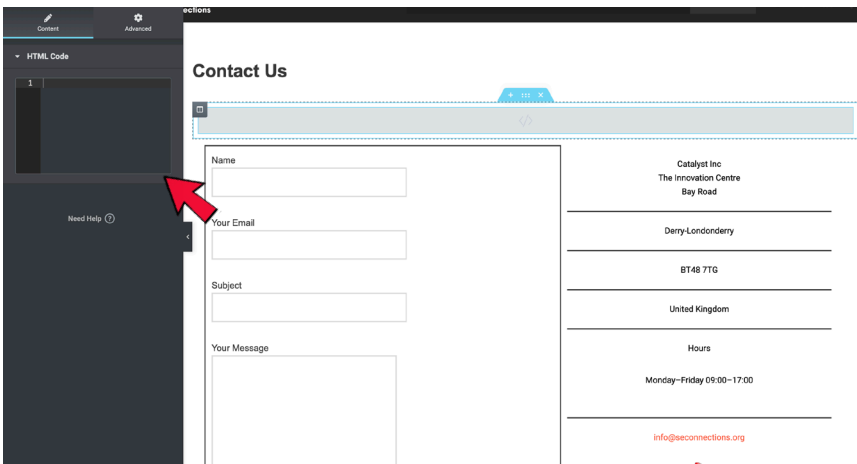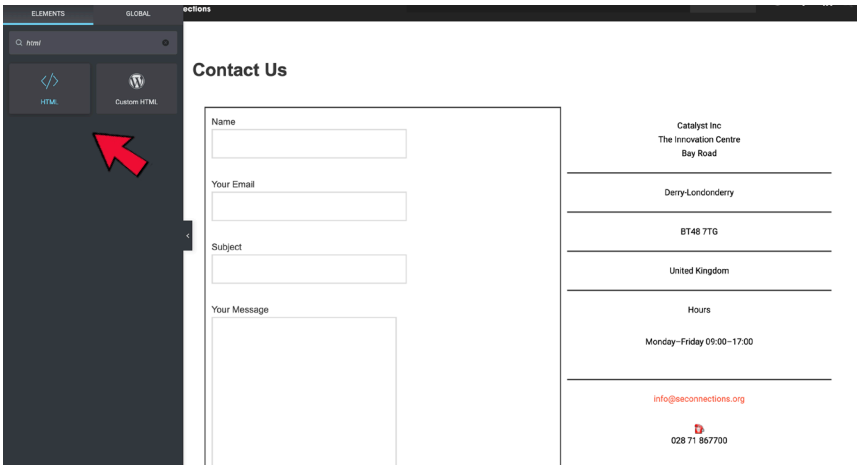
Change size of map

Scroll to the bottom of html code that was pasted into the box
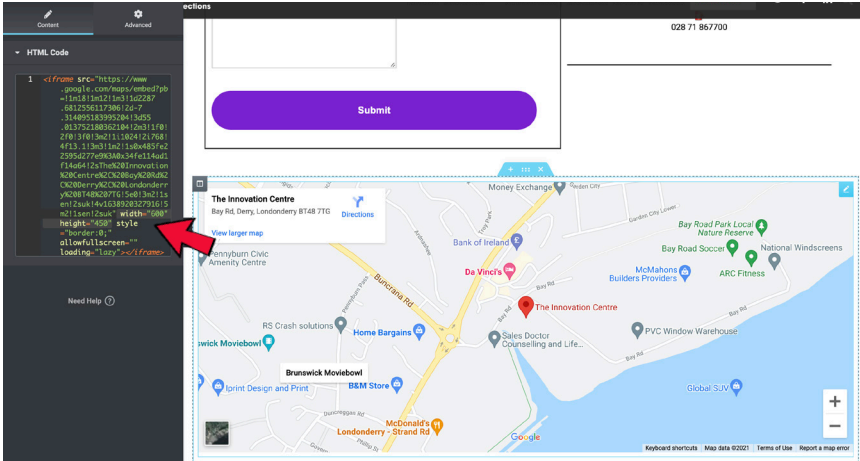
The height and width can be adjusted from here (measured in pixels)

Email
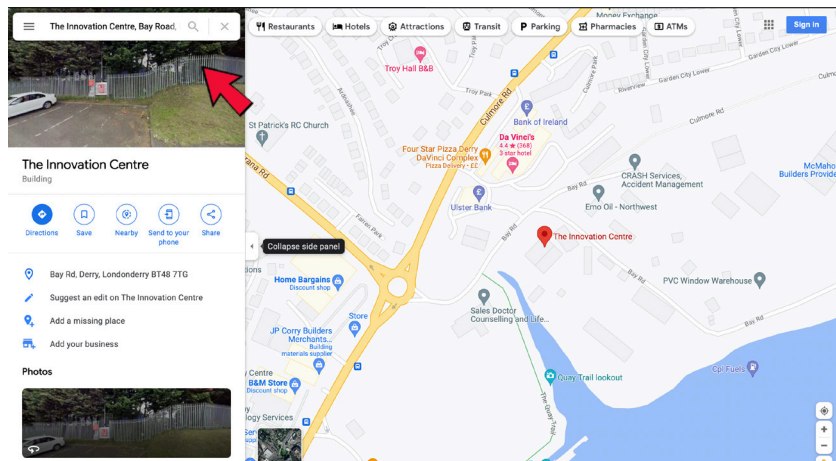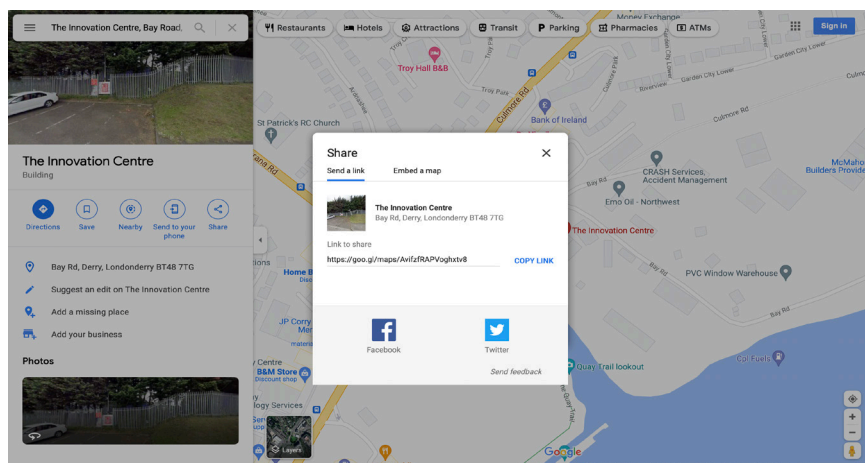
From the admin dashboard
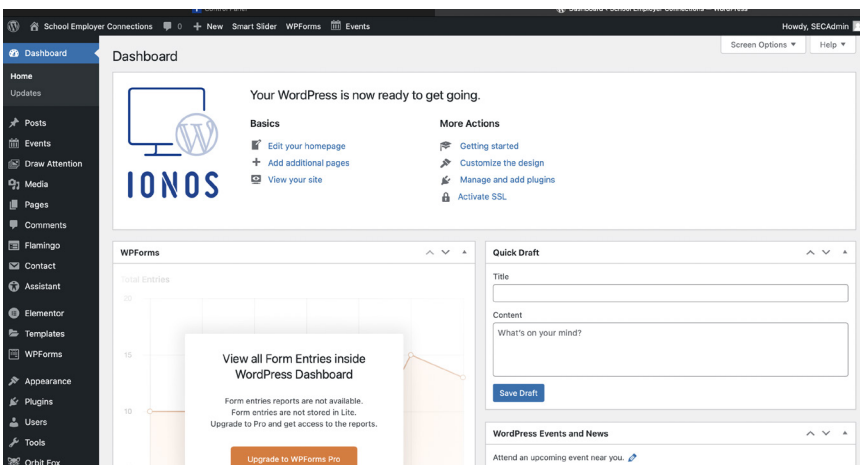
Go to the left menu
Select contact >forms

Select edit on the form you wish to change

Select the mail tab

In the email template customise the 'to' section by writing the desired email address of the person/account that you wish to recieve the data
Save at bottom of page
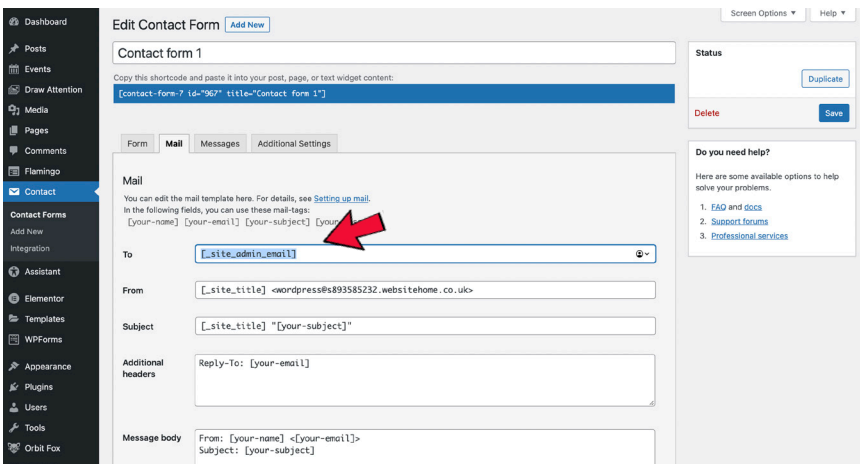
SSL Security Certificate

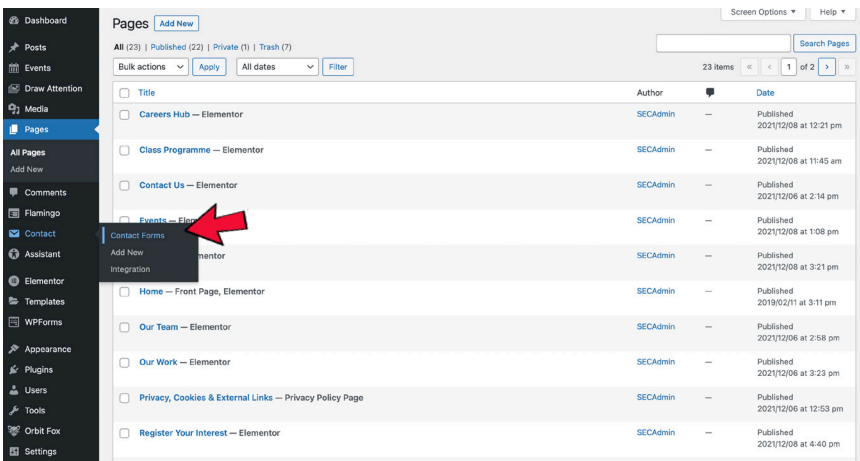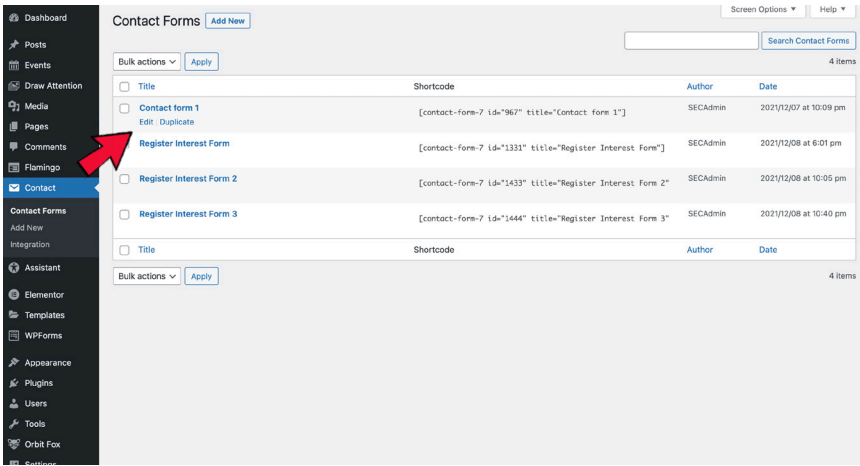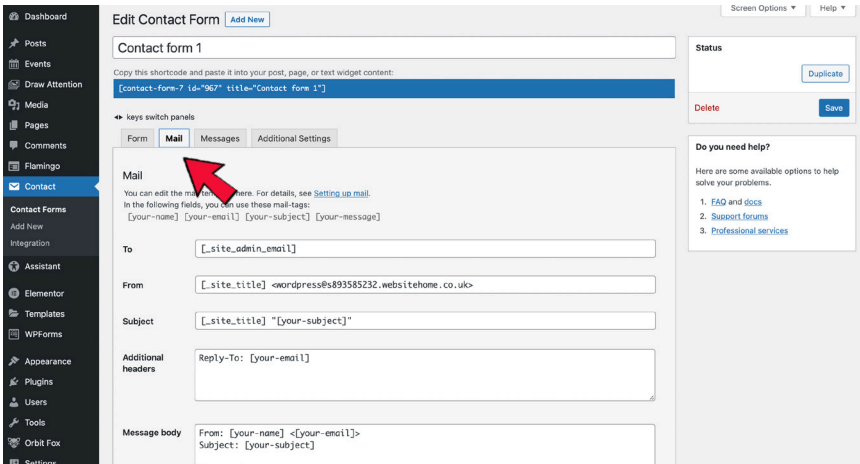This can't be added with our temporary domain however once the domain has switched over this can be enabled with ease.

Go to the Admin dashboard and select Activate SSL
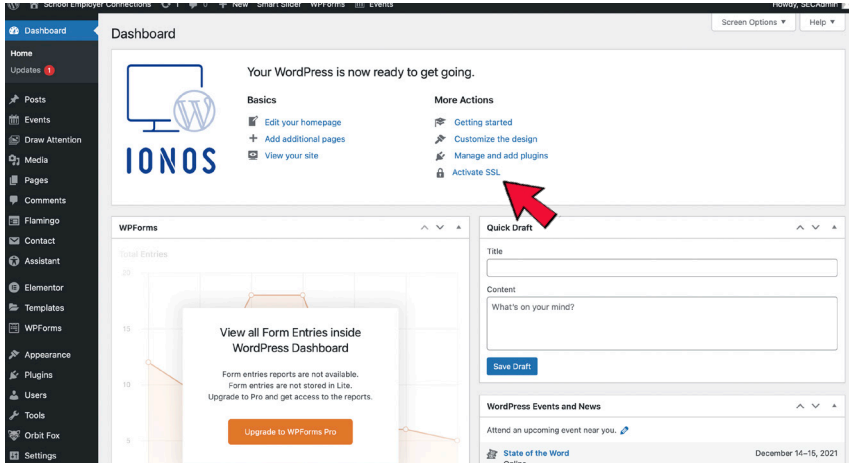
Ionos will have step by step instructions on how to enable this feature.

How to view from a Phone perspective

Go to the dashboard
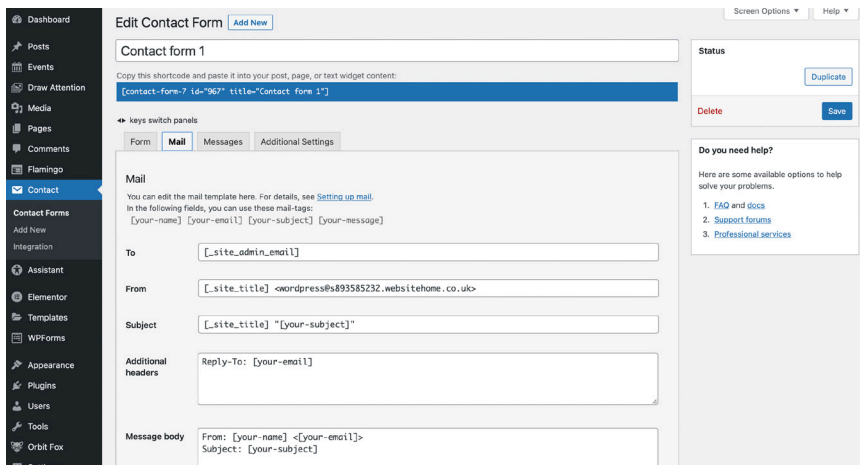
Using the left menu navigate to the all pages tab

Select edit with elementor on the desired page you wish to view

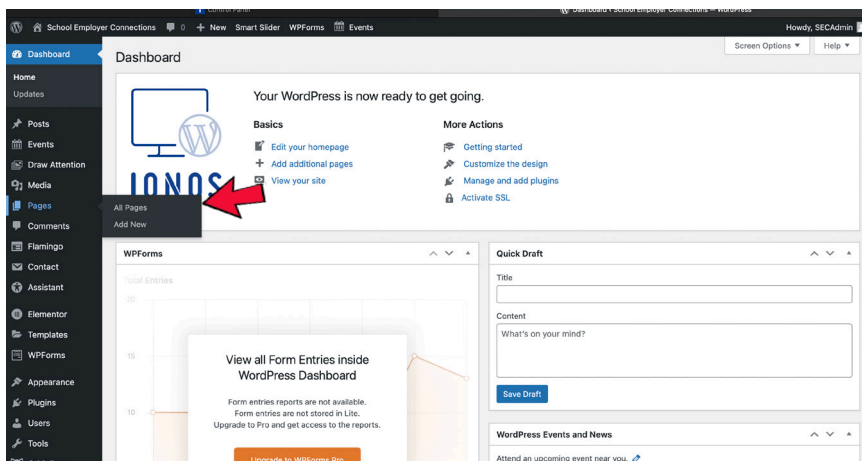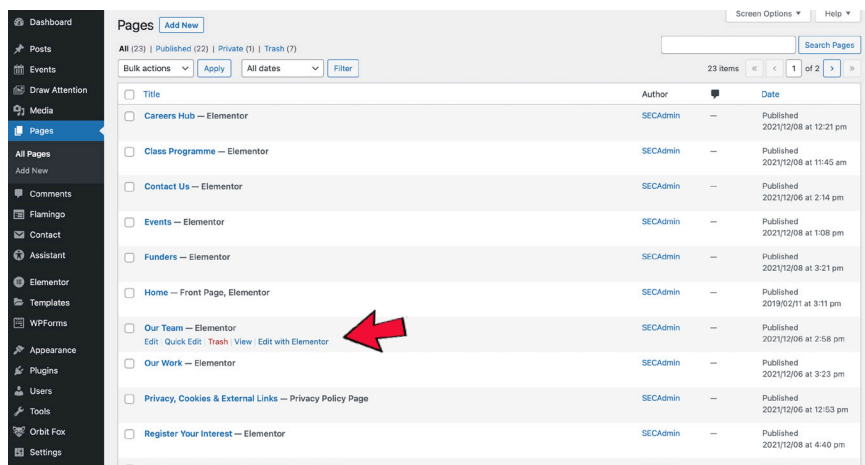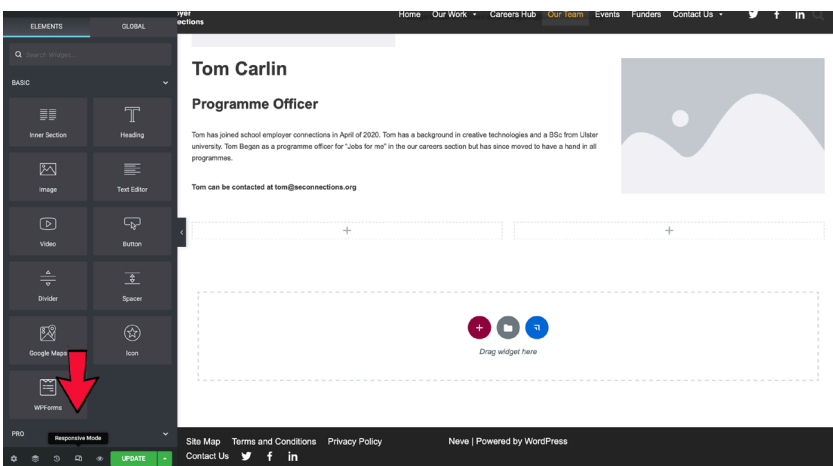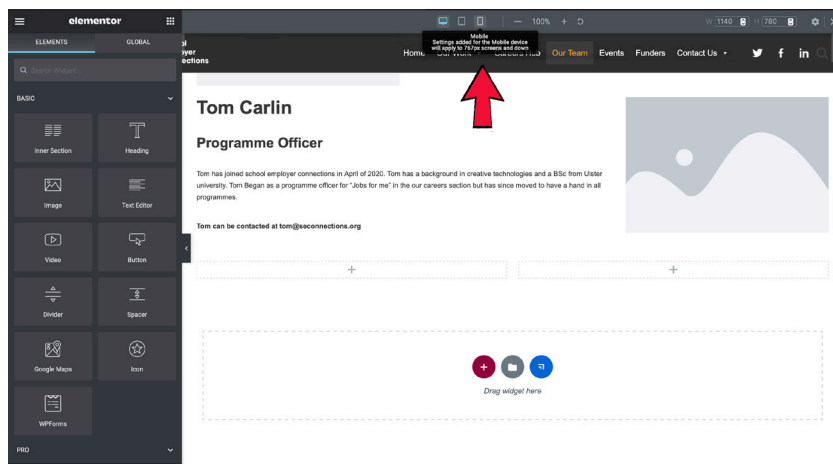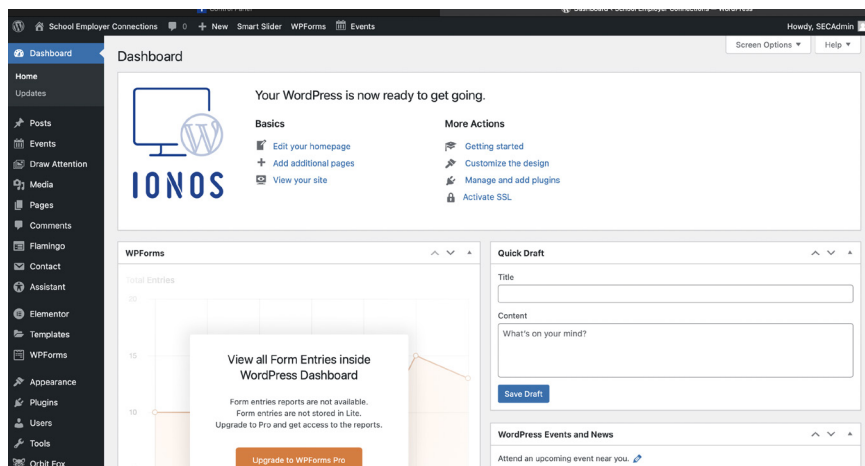From here select the responsive mode button

Finally click the mobile phone icon to enable viewing in this setting, this will be fully editable .
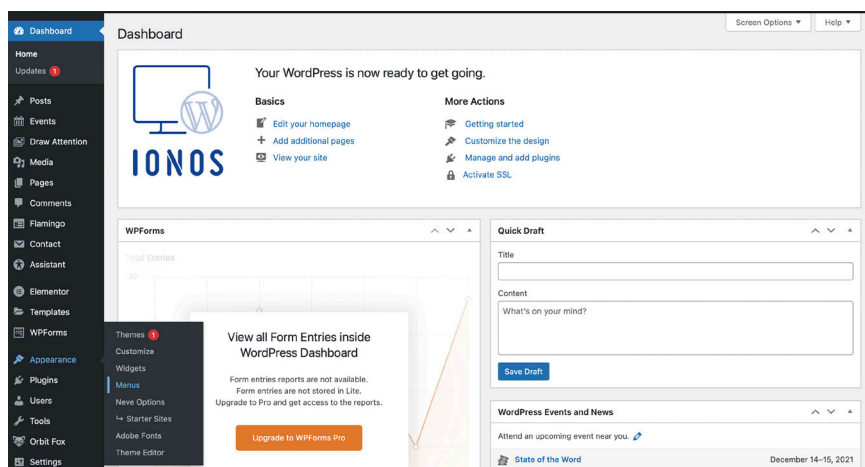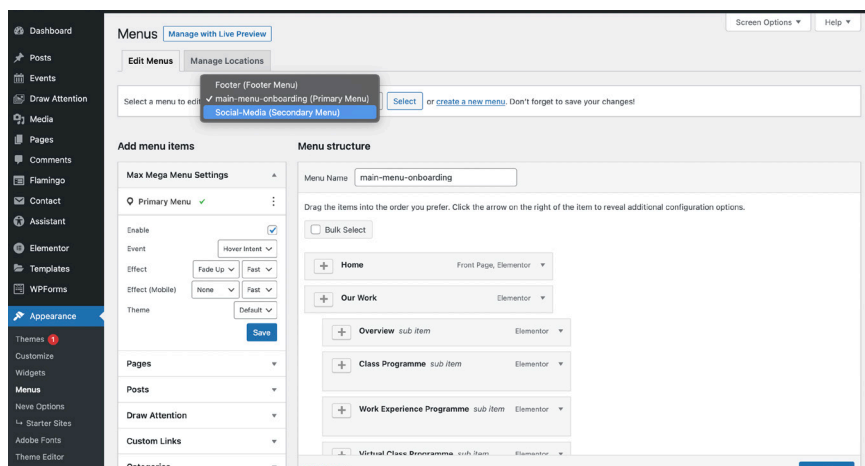
How to add a page to the navigation Menu
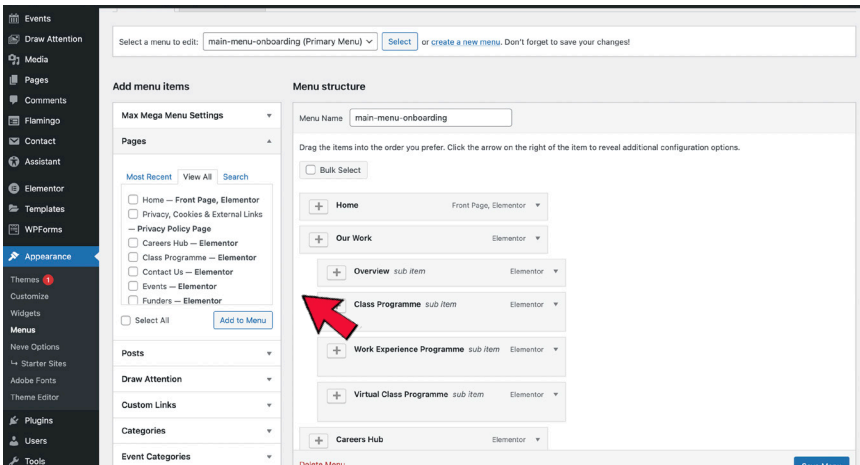
Go to the admin dashboard

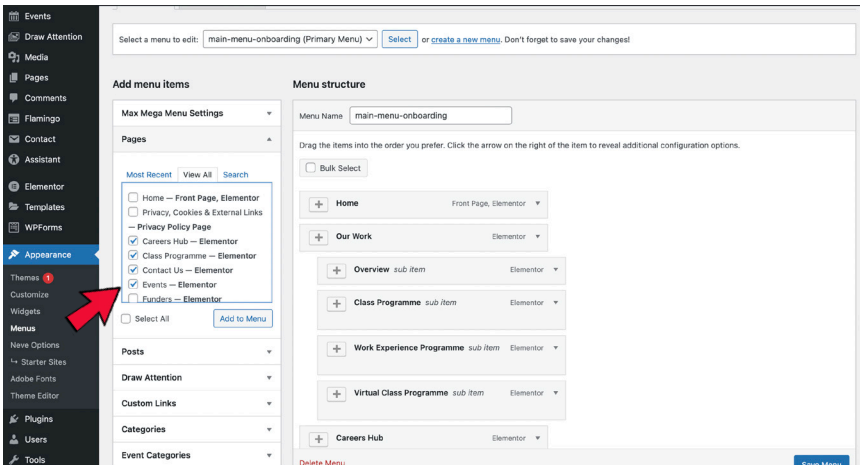In the left menu select Appearance > Menu
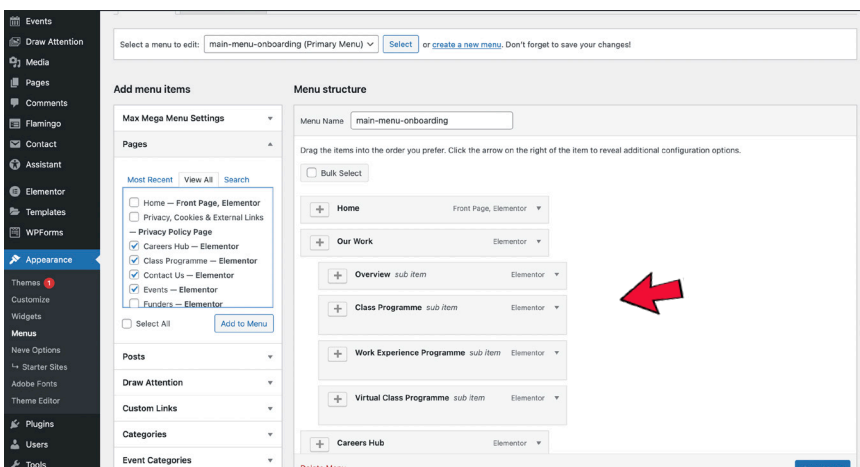

Select the menu you wish to add to or edit

Navigate to the left menu and select pages > View all

Tick the boxes of the pages you desire to add to your menu and select save

To make the page a sub menu arrange the page slightly to the right as shown in the screenshot
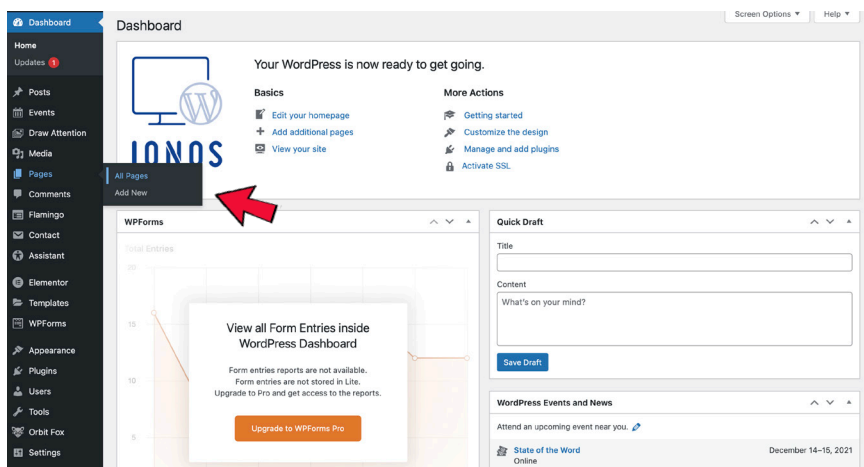
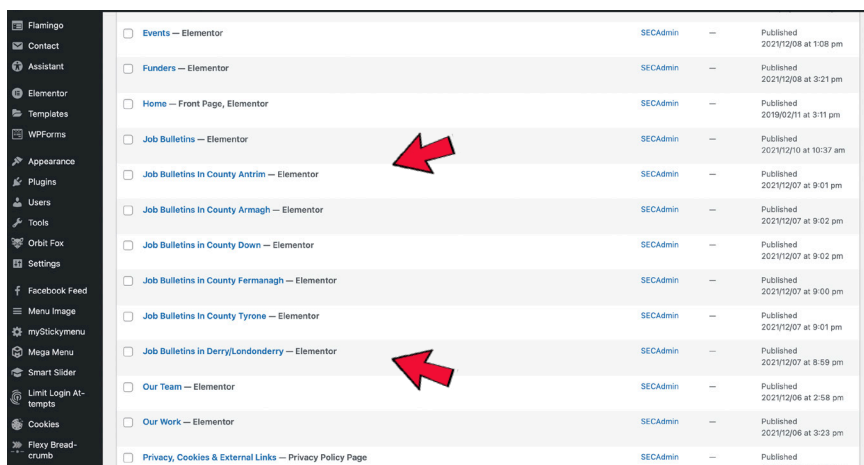## How to customise the pages on the interactive map
Go to the admin dashboard
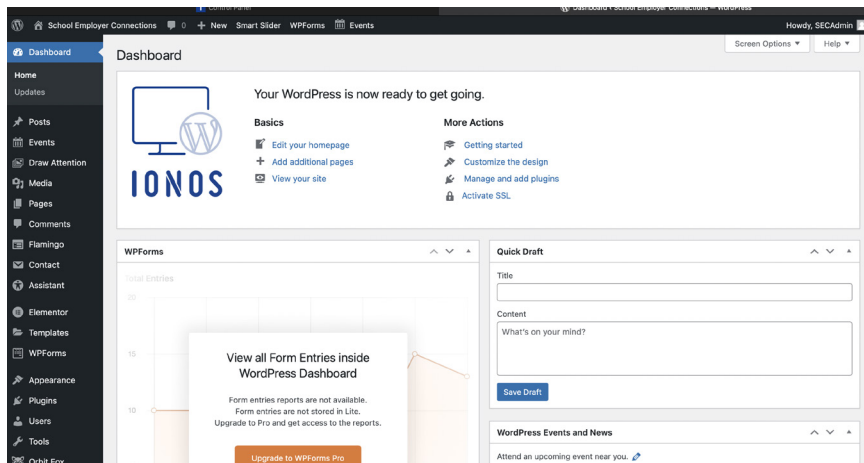
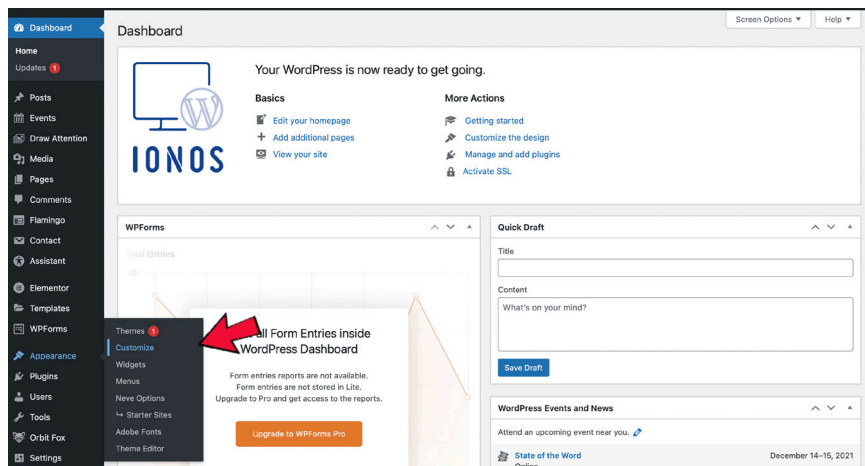Select Pages > All pages

Look for the pages names Job Bulletins "Location" and select edit with elementor
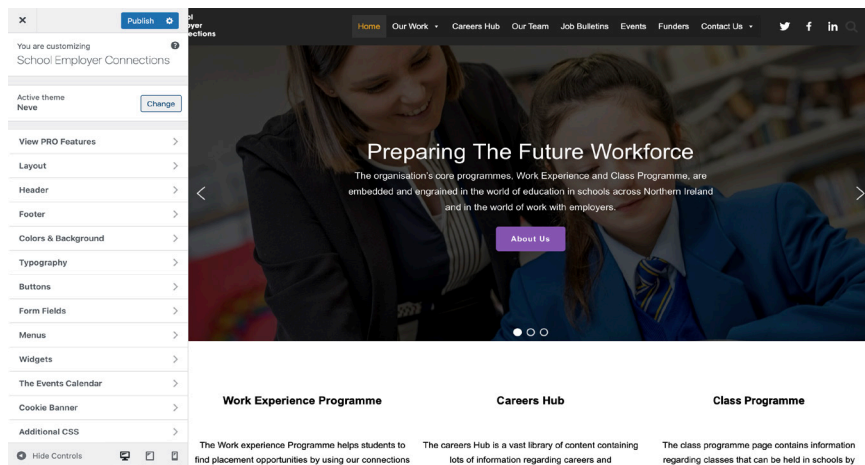

General - When editing any pages always use elementor as if the normal wordpress editor is used it can break the page as they don't intergrate

To undergo general customisation
Go to the dashboard and select appearence > Customise

Once this is clicked it will take you to a view of the website home page with a menu along the left side.


General customisation can be done here and if a specific part of the website is needing edited, you can hold shift and click this element and the menu on the left will change to show editing capabilities for this element.

How to add other users/admins to the website
Start from the dashboard and select Users > All Users
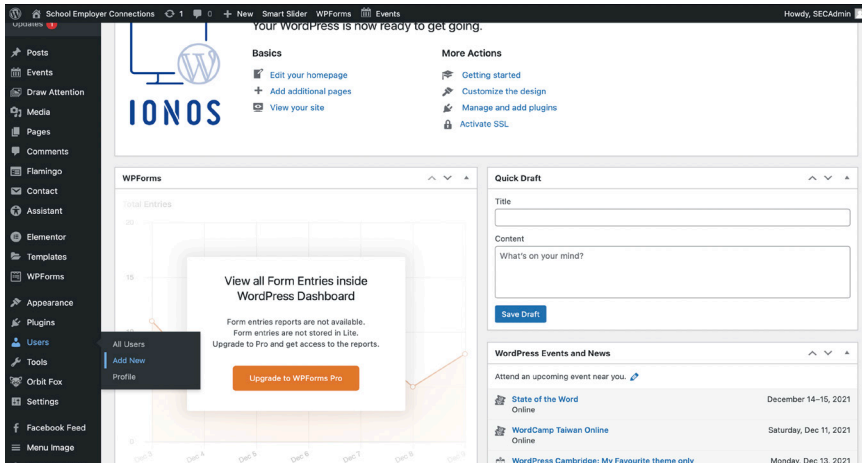
Select "Add new" at the top of the page to add a new user
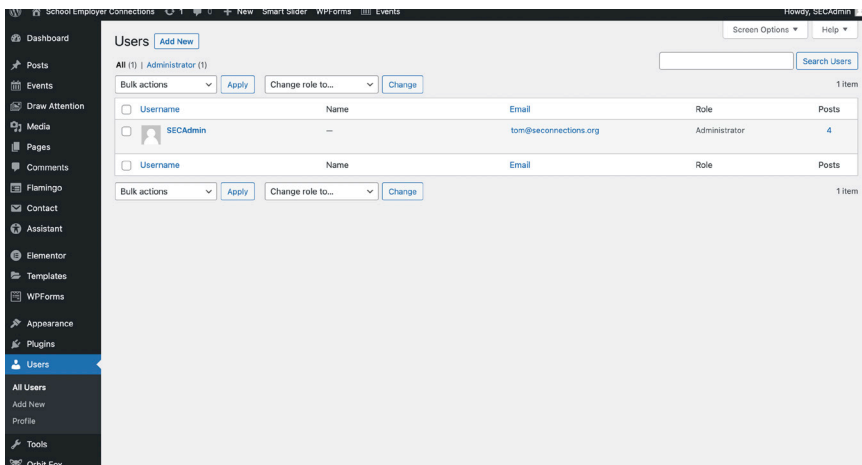
Enter the new user's details and this will allow them to login