

START ART

Version 1.1



CREATIVE
YADLEY

www.creativeyadley.com

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HOW TO LOGIN TO YOUR WEBSITE?

All you need to do is add `/login/` or `/admin/` to the end of your website address, for example `mywebsitename.com/login`

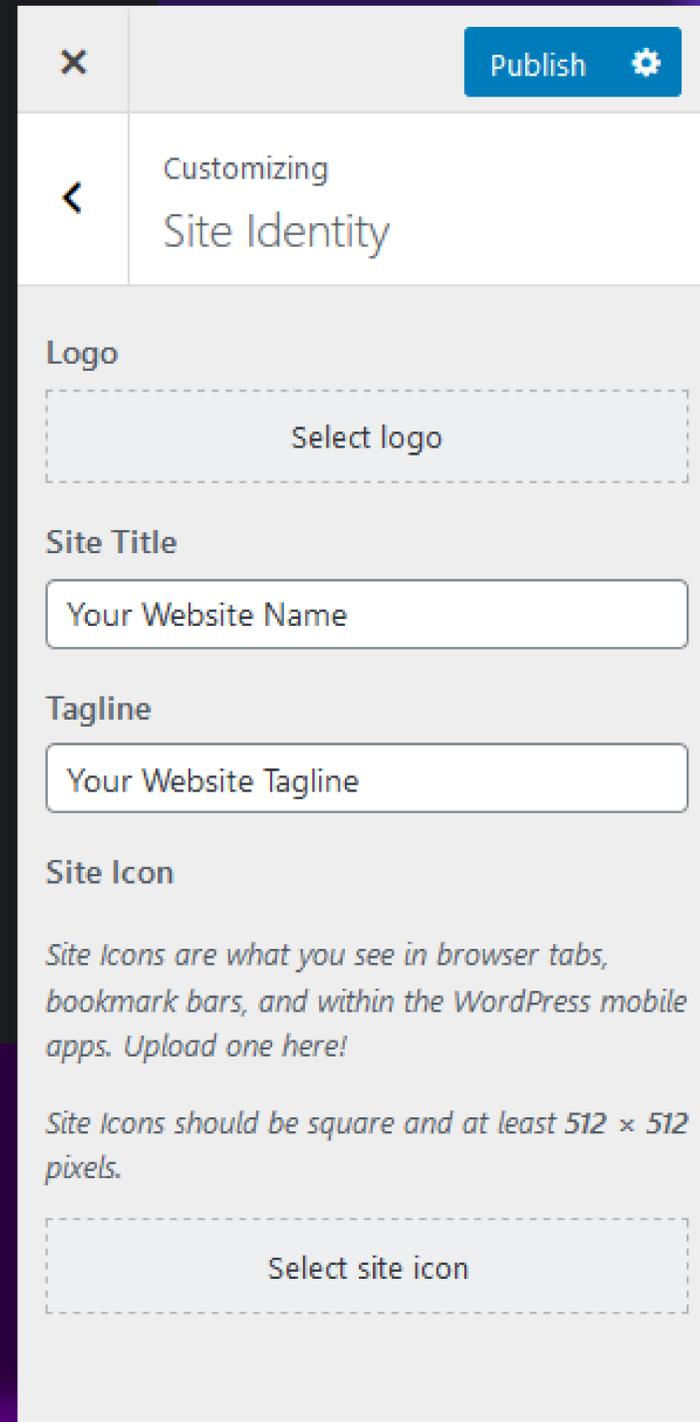
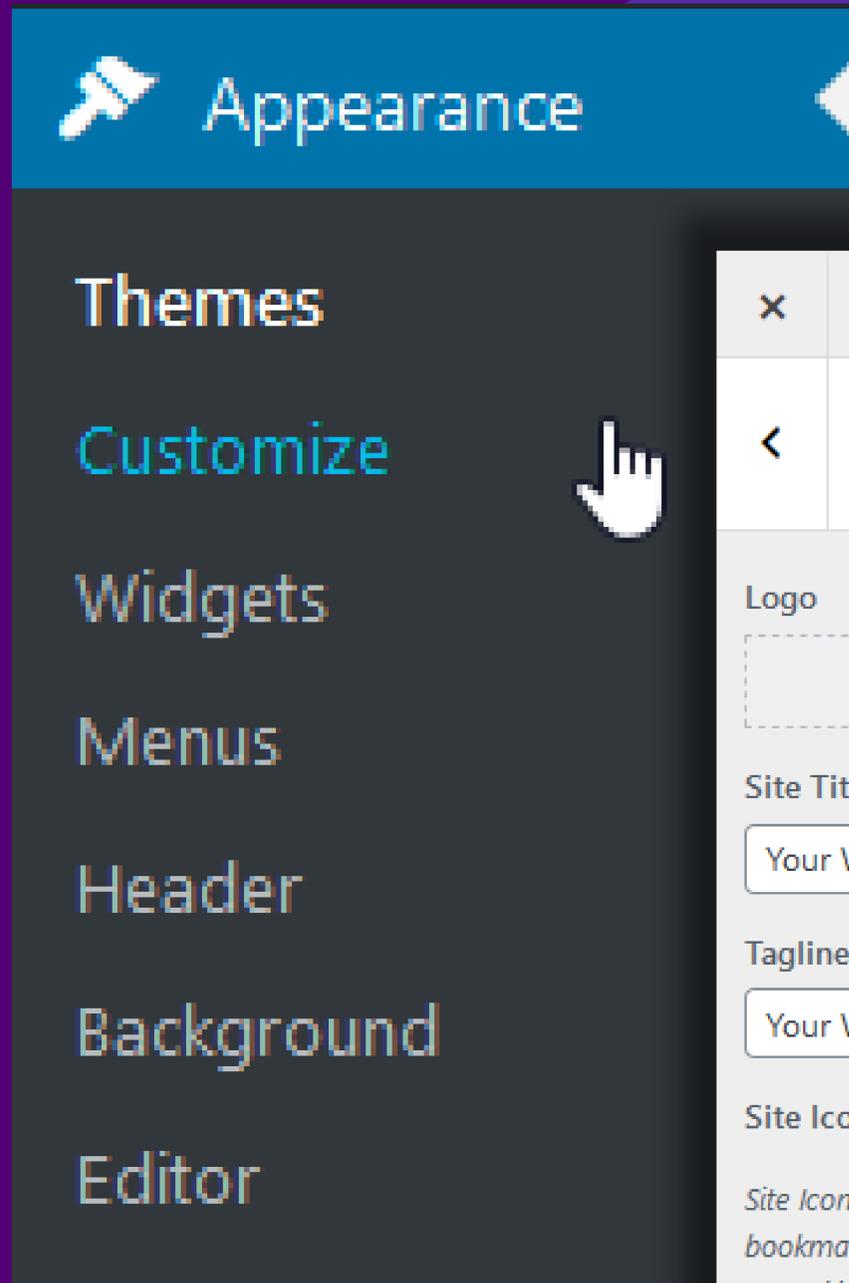
Click enter. This will take you to your login page where you can enter your **Username** and **Password**. Once logged in, you will be taken directly to the administration area, which is also known as the **dashboard**, of your website.

A screenshot of the WordPress login page. At the top left is the WordPress logo, a circular 'W' icon, followed by the word 'WORDPRESS' in a blue serif font. Below this is a white rounded rectangle containing the login form. The form has two input fields: 'Username' and 'Password'. Below the password field is a checkbox labeled 'Remember Me'. To the right of the checkbox is a blue button with the text 'Log In'. At the bottom left of the form is a blue link that says 'Lost your password?'. The background of the slide shows a person's hands typing on a laptop keyboard, with the laptop screen displaying a WordPress dashboard.

Your **dashboard** allows you to control all of the behind-the-scene details of managing your site. In case you are lost, remember you can also find your website dashboard by appending `/wp-admin` to your website address (URL).

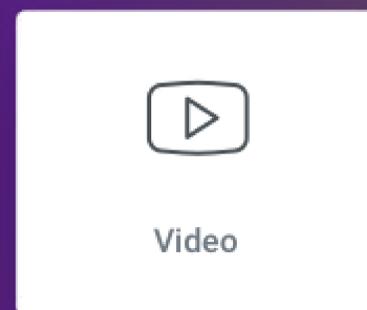
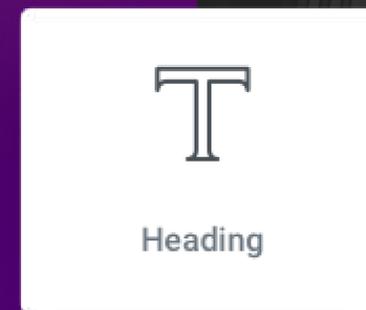
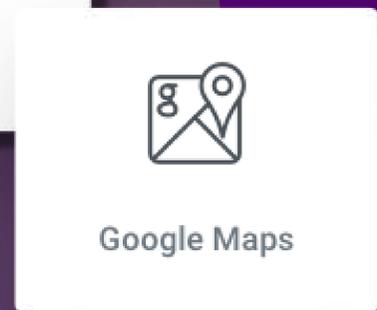
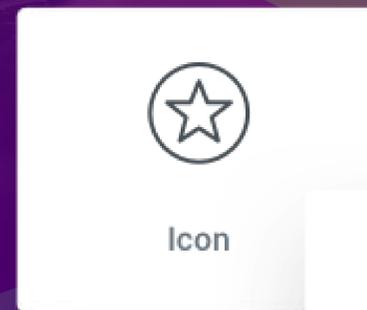
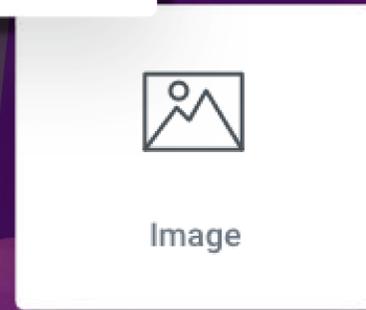
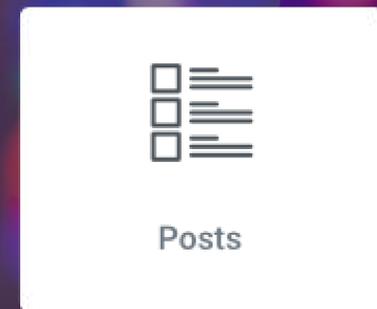
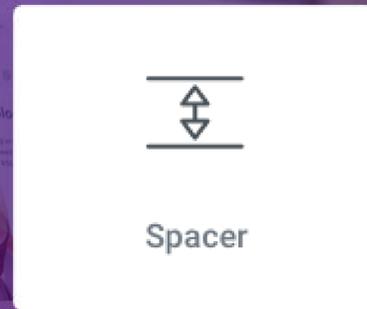
HOW TO CHANGE YOUR WEBSITE PASSWORD?

- In your dashboard, go to **Users > All Users**. Click on your username in the list to edit it.
- In the **Edit User** screen, scroll down to the **New Password** section and click the **Generate Password** button. If you want to change the automatically generated password, you can overwrite it by typing a new password in the box provided.
- Click the **Update User** button below.
- Your new password becomes active immediately.



HOW TO CHANGE YOUR WEBSITE LOGO?

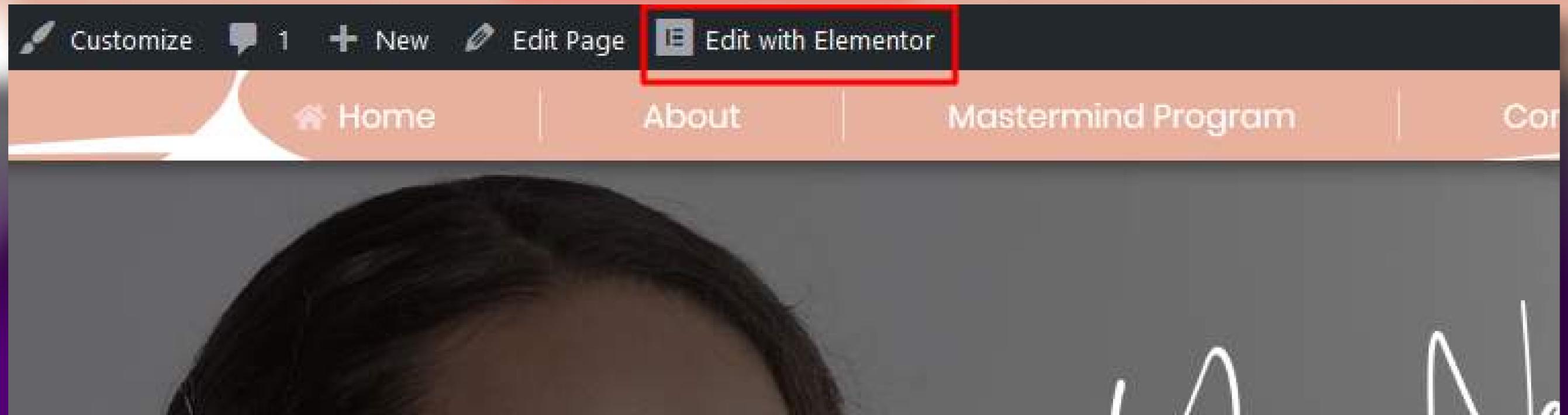
- In your dashboard hover over 'Appearance' and click on 'Customize.'
- Click on 'Site Identity' to open the logo placement panel.
- Click on 'Select Logo' to select one from your Media Library or from your local computer.
- In this 'Site Identity' panel you can also change your site title and tagline.



WHAT IS ELEMENTOR?

Elementor is a drag and drop **page builder plugin** that works on WordPress based websites. It allows you to define layouts; add, edit, and remove elements; and use various templates to build your website. With Elementor page builder, you edit the page and simultaneously see exactly how it looks like.

You basically use Elementor by dragging elements from the left and placing them on your page.



HOW TO START EDITING YOUR PAGE WITH ELEMENTOR?

- Navigate to the desired page and click **Edit with Elementor** on the top menu.
- Alternatively, you can navigate to **Pages > All Pages** tab in your WordPress admin panel and open the needed page.
- Click on the blue **Edit with Elementor** button and start editing.

HOW TO REPLACE YOUR HERO IMAGE?

A hero is a large web banner image prominently placed at the top of every page.

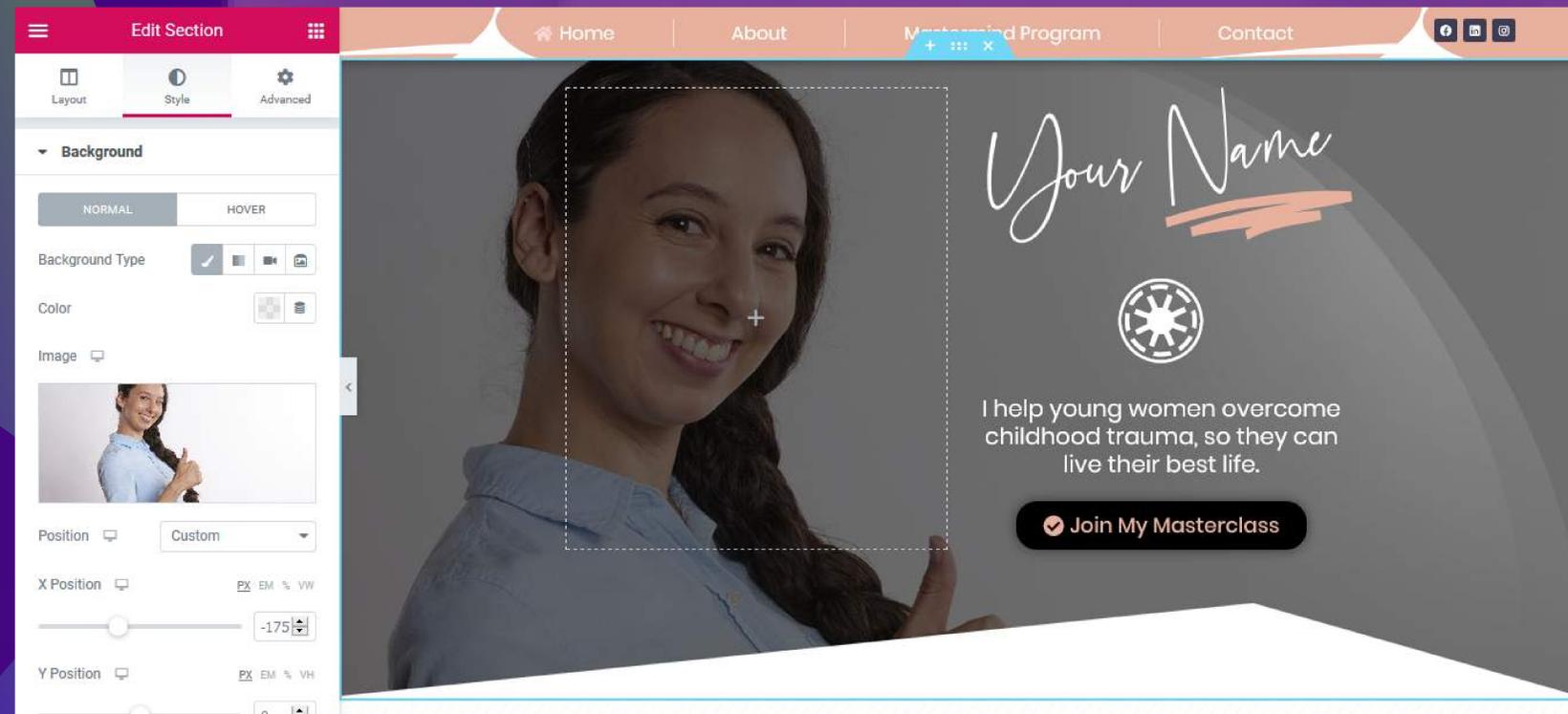
- Hover your mouse over the top of the hero section and click on the blue section handle (those 6 dots at the center).

- The section editor panel will automatically open on the left.

- Click on **STYLE**.

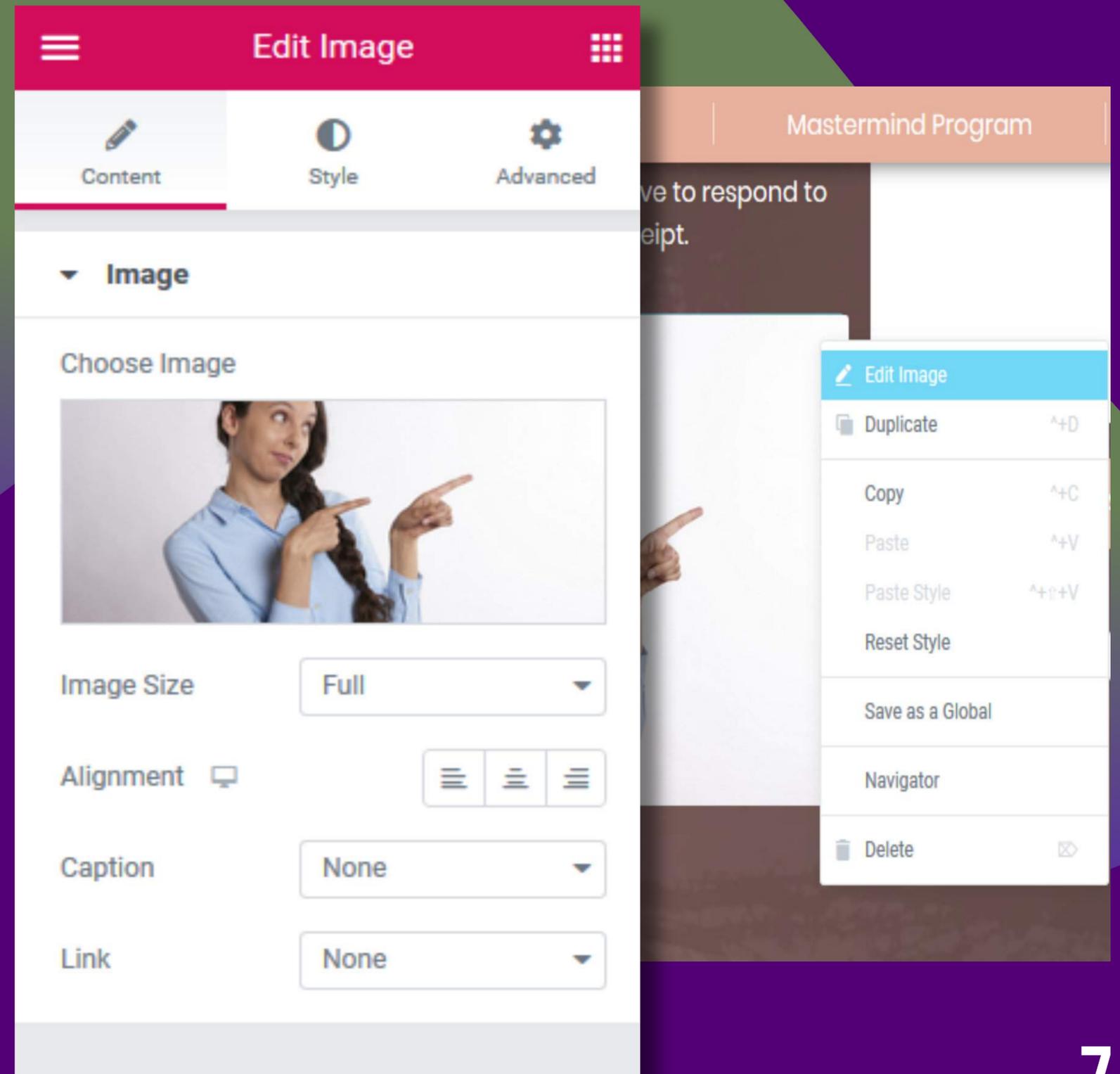
- Click on **BACKGROUND** just below.

- Click on the current image to be able to select a new one from your media library or from your computer.



HOW TO REPLACE ANY OTHER IMAGE?

- Click on the image that you would like to replace. The editor panel will automatically open on the left.
- Alternatively, **right-click** on the image you would like to replace and click on **Edit Image**. Use the editor panel on the left to select a new image from your media library or from your local computer.



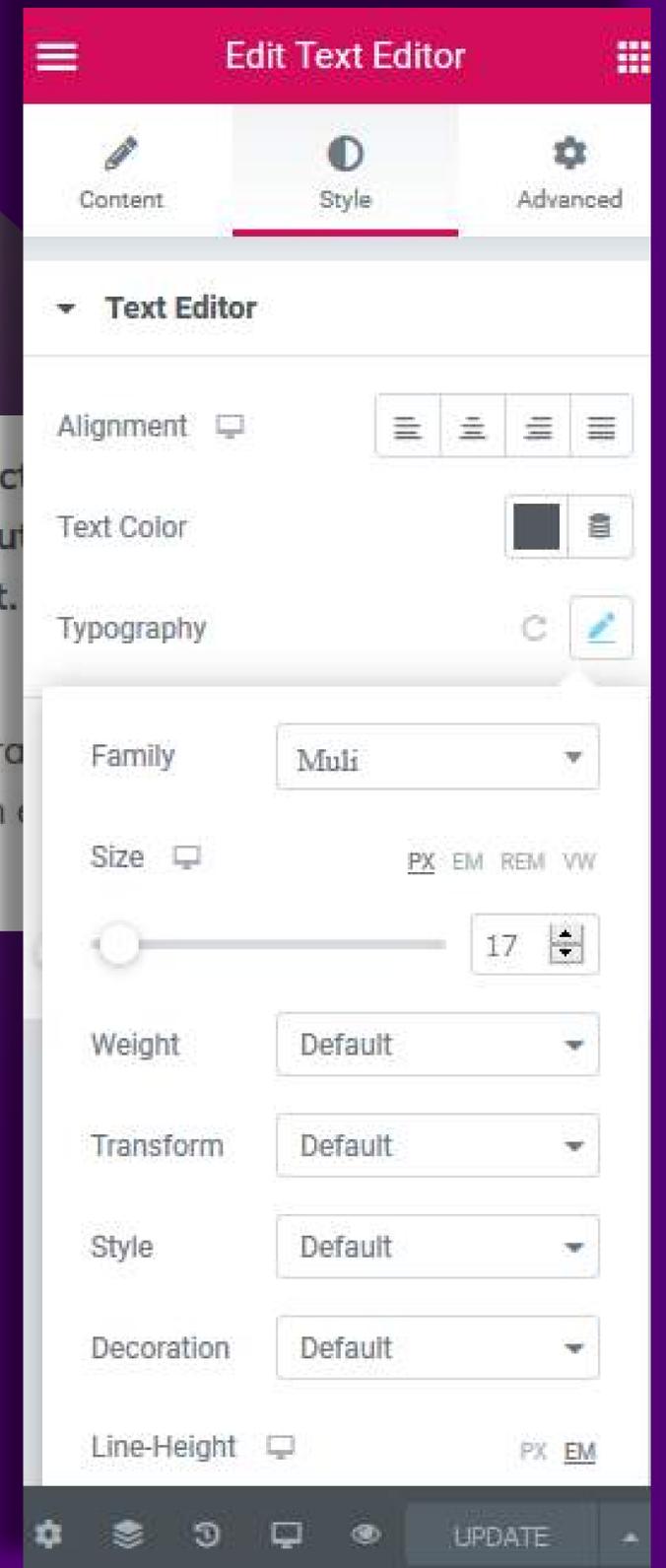
HOW TO CHANGE FONT SIZE, COLOR, FAMILY & STYLE

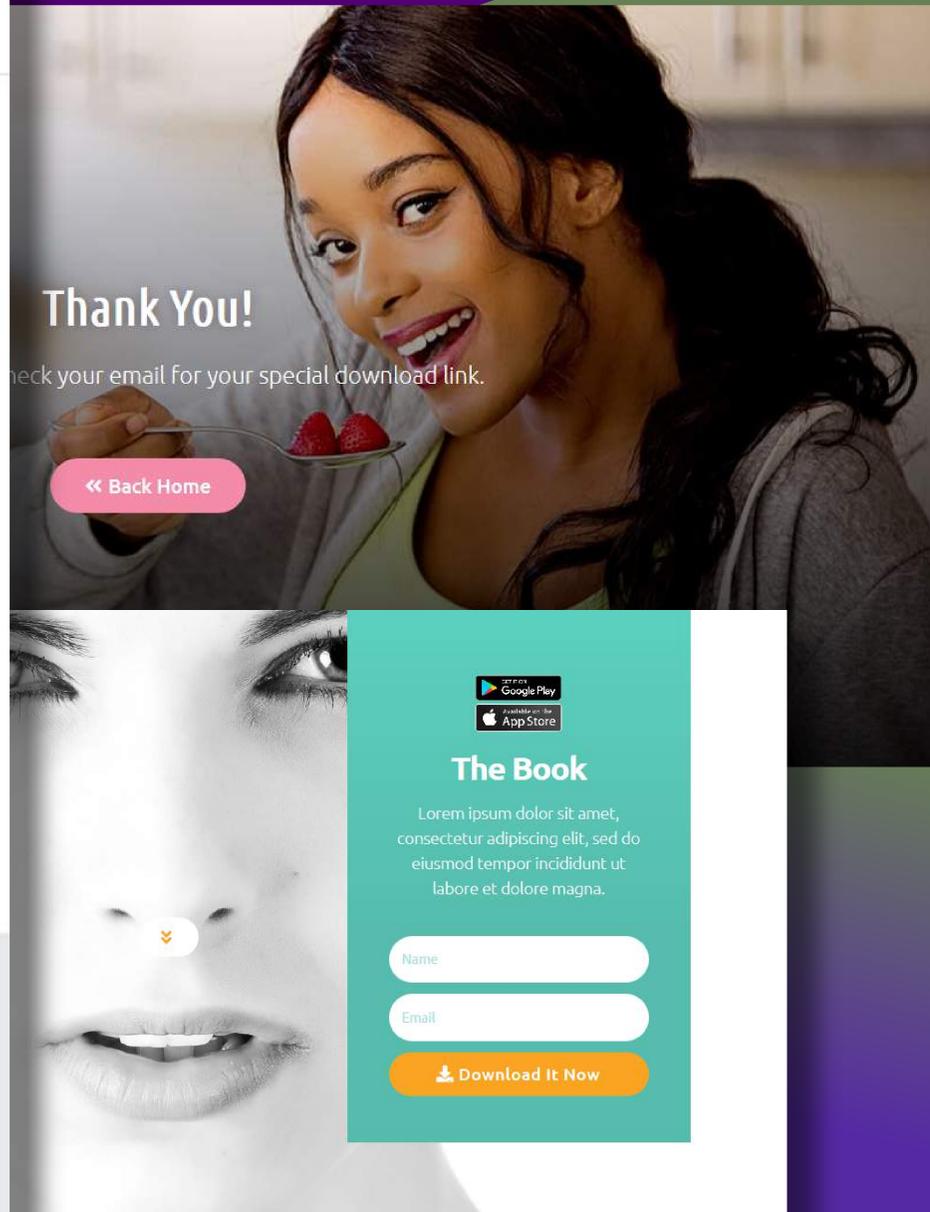
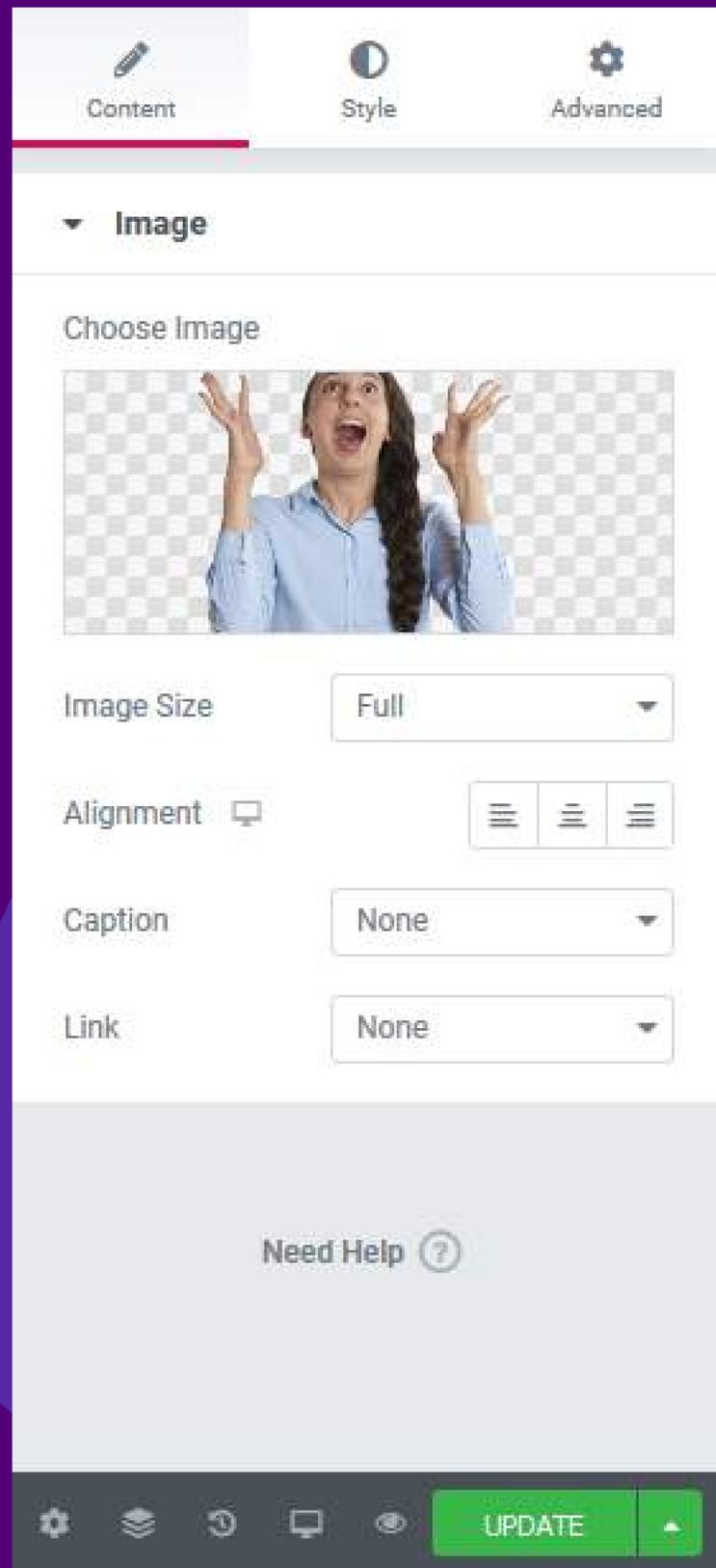
Click on the text you would like to edit. Your text design options are located in the 'Style' tab. They include but are not limited to:

- Size - Choose a size for your font
- Weight - Choose the weight of the font
- Transform - Choose the Transform properties for the font
- Style - Choose between Normal, Italic, and Oblique

Lorem ipsum dolor sit amet, consectetur
Phasellus sit amet odio porttitor, rutrum
Morbi porttitor ac eros nec suscipit.
tincidunt.

Quisque dictum dolor sem, eu viverra
faucibus venenatis odio. Vestibulum
sollicitudin non lorem.





HOW TO PREVIEW & PUBLISH YOUR PAGE?

- After you have made changes to your page, the next thing you will want to do is to **Preview & Publish** it.
- To preview your page, scroll to the bottom panel and click the little eye icon located just before the green update button.
- Note: *The Preview link is different than the actual page link.*
- If you are satisfied with the result, go ahead and click the green Update button to make your changes live.

A

Edit Form

Content | Style

Form Fields

Submit Button

Actions After Submit

Email

To:

Subject:

Message:

By default, all form fields are sent via [all-fields] shortcode. To customize sent fields, copy the shortcode that appears inside each field

UPDATE

B

Email

CONTENT | ADVANCED

Default Value:

ID:

Please make sure the ID is unique and not used elsewhere in this form. This field allows A-z 0-9 & underscore chars without spaces.

Shortcode:

C

First Name

CONTENT | ADVANCED

Default Value:

ID:

Please make sure the ID is unique and not used elsewhere in this form. This field allows A-z 0-9 & underscore chars without spaces.

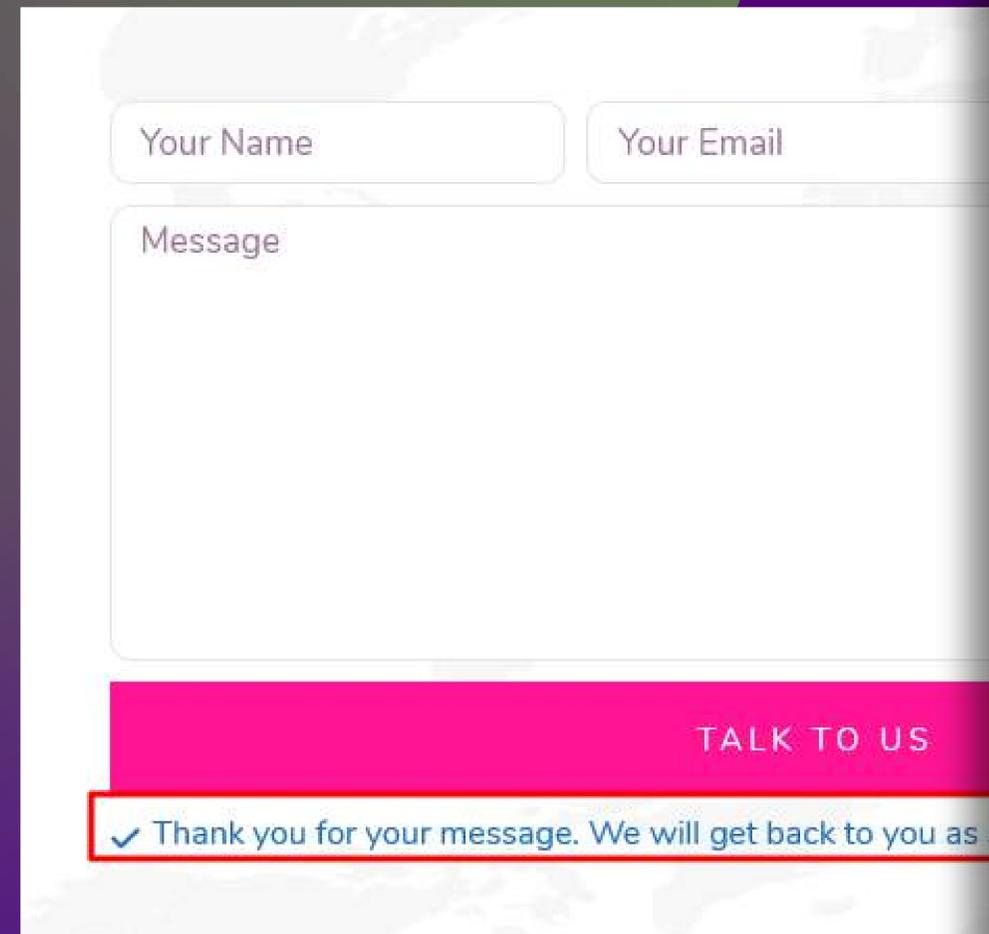
Shortcode:

WHERE TO WRITE YOUR EMAIL ON YOUR CONTACT FORM?

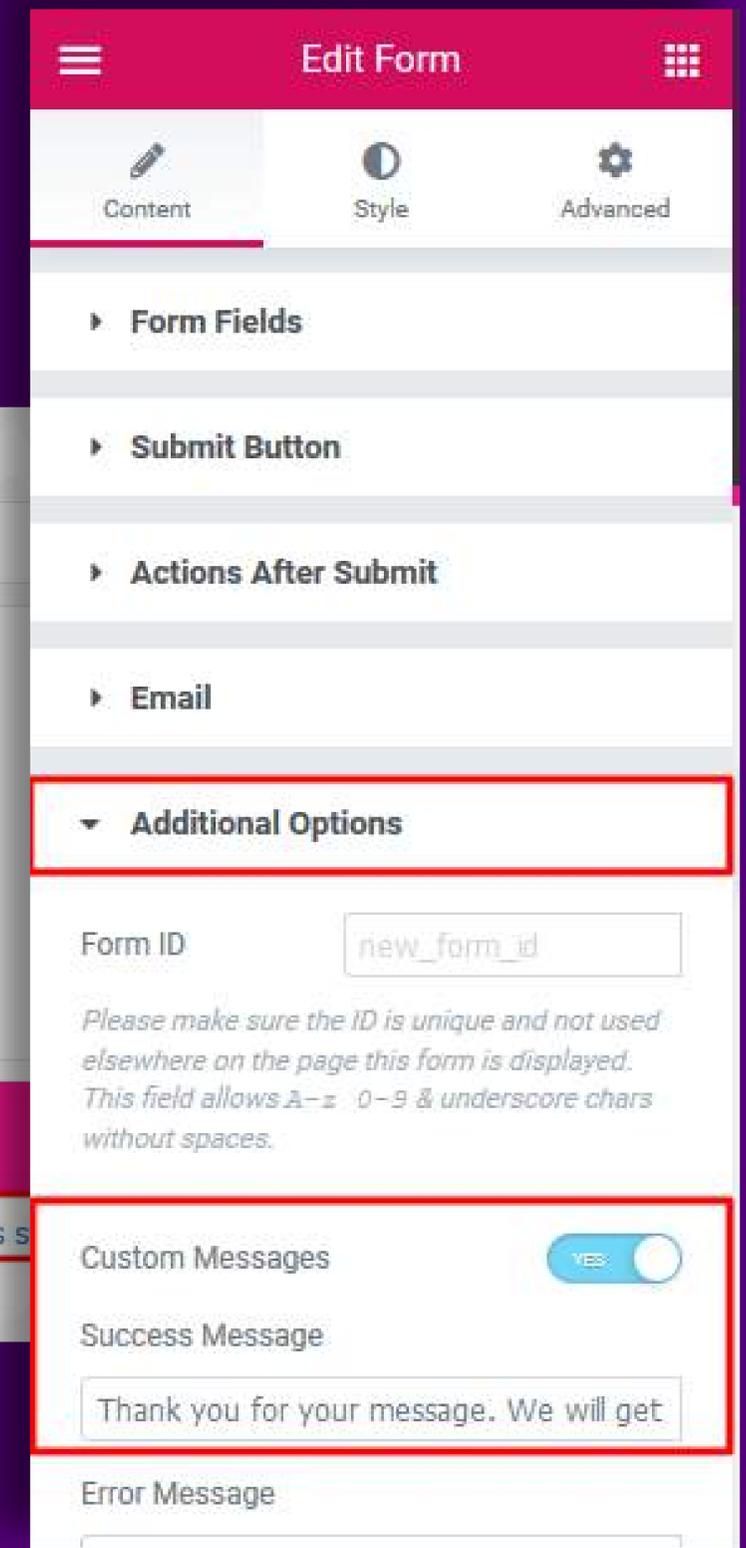
- Your contact form should have an email where all submissions go to. You write your email in the 'To' field (see screenshot A).
- Please DO NOT write anything in the 'Message' box which is located just below the Subject line. Leave that message box as it is.
- For the rest of the fields, make sure you have written the 'ID' in the advanced section. See screenshots B and C).

WHERE TO SET YOUR CUSTOM 'THANK YOU' MESSAGE WHEN A USER SENDS A MESSAGE?

- In your form settings scroll down to 'Additional Options.'
- Activate the 'Custom Messages' toggle by clicking on it.
- Write your custom Thank You message in the 'Success Message' field.
- Make sure to also set a visible message color in the 'Style' tab.

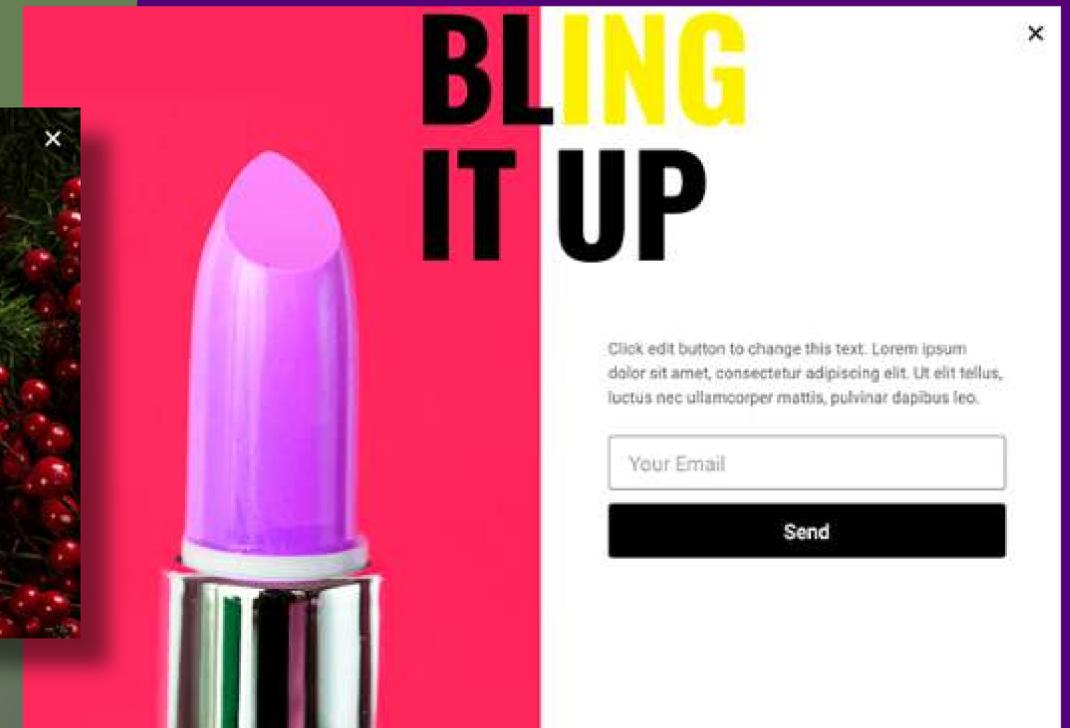
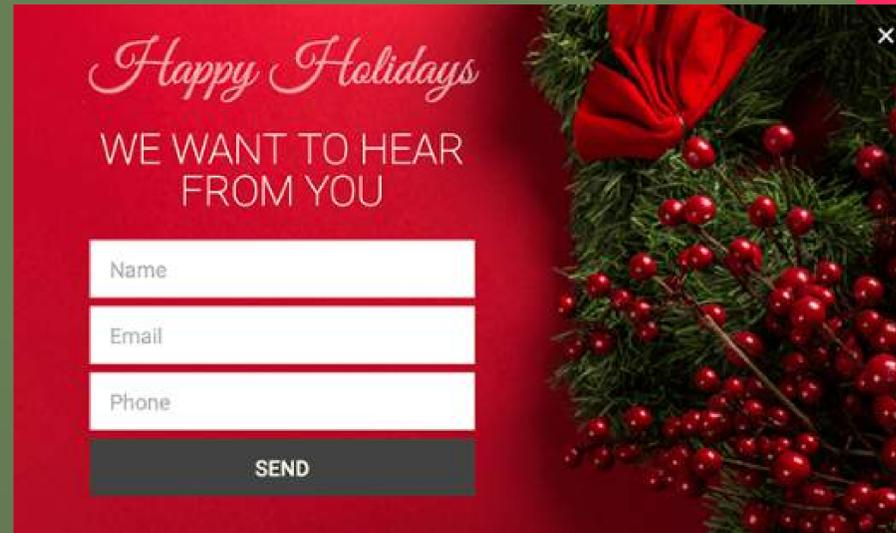


A screenshot of a contact form. At the top, there are two input fields: "Your Name" and "Your Email". Below them is a larger text area labeled "Message". At the bottom of the form is a pink button that says "TALK TO US". Below the button, a red box highlights a success message: "✓ Thank you for your message. We will get back to you as s".



A screenshot of the "Edit Form" settings page. The page has a red header with "Edit Form" and a hamburger menu icon on the left and a grid icon on the right. Below the header are three tabs: "Content", "Style", and "Advanced". The "Content" tab is selected. The page lists several settings sections: "Form Fields", "Submit Button", "Actions After Submit", "Email", "Additional Options", "Form ID", "Custom Messages", "Success Message", and "Error Message". A red box highlights the "Additional Options" section, which contains a "Form ID" field with the value "new_form_id" and a note: "Please make sure the ID is unique and not used elsewhere on the page this form is displayed. This field allows A-z 0-9 & underscore chars without spaces." Another red box highlights the "Custom Messages" section, which has a "Custom Messages" toggle set to "YES" and a "Success Message" field containing the text "Thank you for your message. We will get".

HOW TO EDIT/CREATE A POPUP?



Choose Template Type

Select the type of template you want to work on

Popup

Name your template

Enter template name (optional)

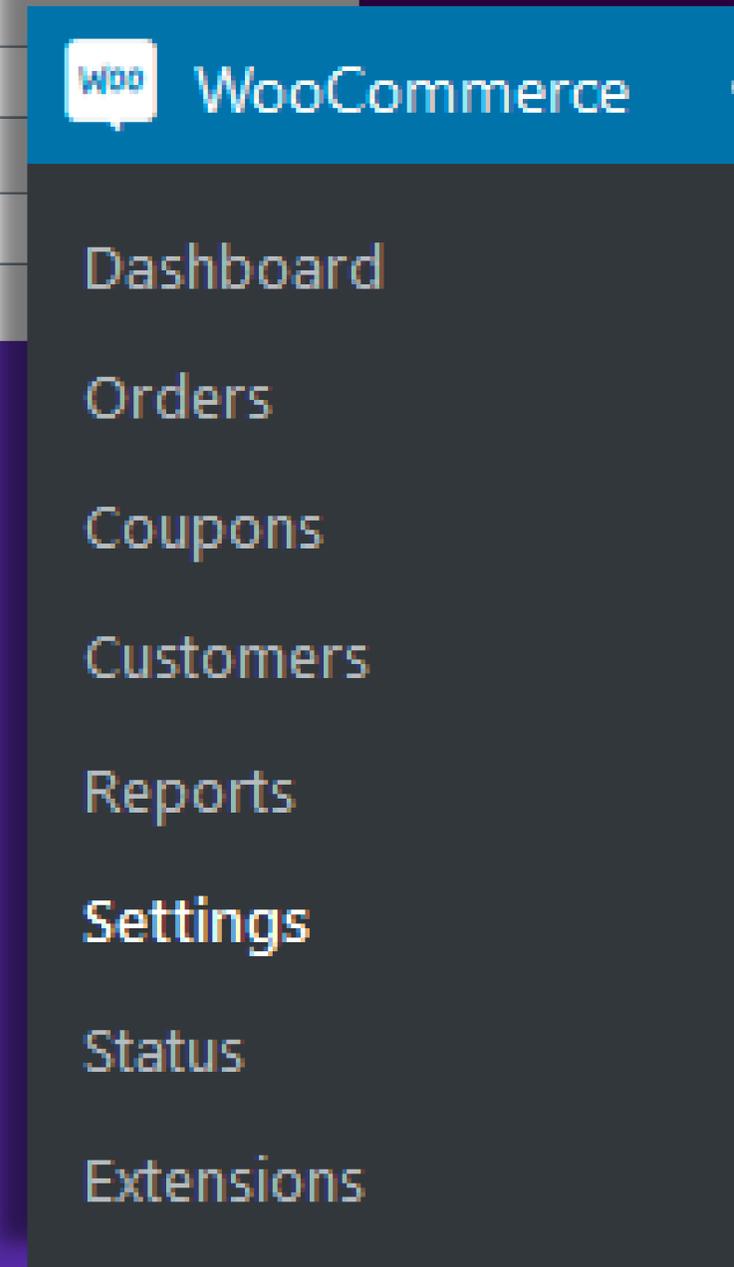
CREATE TEMPLATE

- In your WordPress dashboard, hover over the word **'Templates'** and click on **'Popups'**.
- A list of any pre-existing popups will show. You can hover over the one you would like to edit and click on **'Edit With Elementor.'**
- To create a new one, click on **'Add New'** near the top left of your screen. The popup templates window will open. Give a name to your popup and click the green **'Create Template'** button to begin designing your popup.

HOW TO SET UP YOUR SHOP NAME & SHOP EMAIL ADDRESS?

Email sender options

"From" name	<input type="text" value="Your Business Name"/>
"From" address	<input type="text" value="youremail@example.com"/>



- Whenever a customer buys a product or places an order on your shop, an automatic email will be sent from the shop to the customer. To set up your Shop Name and Shop Email address, hover over 'WooCommerce' in your dashboard, click on 'Settings' and click on 'Emails.' Scroll down to 'Email Sender Options.'
- In the "From" name field: Enter the name with which you want your customer to be notified by an email.
- In the "From" email address field: enter the mailing ID which will be used to send emails to your customers.

WHERE TO SETUP YOUR PAYMENT METHODS?

Paypal, Stripe, Bank Transfer etc



- To set up your payment methods, in your dashboard hover over 'WooCommerce' and click on 'Settings'
- Click on 'Payments.' All your installed payment gateways will be displayed in this section.
- You can enable or disable payment gateways using the i/o button next to each payment method. Also, you can sort the order of display by dragging and dropping according to your preference.

STUCK? NEED HELP?

We are available for you on the following platforms:

- Feel free to open a **support ticket**. Kindly note: our ticket responses during weekends are only limited to **emergency technical issues only**.



- Hit the 'Chat With Us' button located at the bottom right of our website.



- WhatsApp us on +1 (307) 683-5500

