1. Login to Admin Page

http://orangedaynursery.co.uk/wp- 1	login.php	
	Username or Email Address orangedaynursery Password password123 Remember Me Log In Lost your password? - Back to My CMS	2 3

STEP 1: Type in http://[replace with your nurseryweb URL]/wp-login.php to reach admin login page.

STEP 2: Type in Your Username or Email Address and Password > Click **[Log In]** button.

Username or Email Address: yourusername

Password: yourpassword

2. Add Pages / Edit Pages

🔞 🖄 мусмз 😋 з	P 0 + New			Howdy, NurseryWeb 📃
Dashboard	Pages Add New 2			
📌 Posts	Essential Addons for Elementor now powering 80,000+ websites. Use the coupon code ACTIVE80K to redeem a 25% discount on Pro. 🙂 Apply Coupon	8 I'm good with free	version	
9 Media				
📙 Pages	1 avMenu Addon For Elementor recommends the following plugin: <u>Elementor Addons & Widgets</u> .			8
All Pages	Begin installing.plugin Dismiss this notice			
Add New	All (14) Mine (12) Published (13) Draft (1)			Search Pages
🔊 Appearance	Bulk Actions Apply All dates Filter			14 items
👗 Profile	Title	Author		Date
Collapse menu	Contact — Elementor Edit Quick Edit Trash View Edit with Elementor	NurseryWeb	-	Published 2018/10/22
	Curriculum — Elementor	NurseryWeb	-	Published 2018/10/22
	Facilities — Elementor	NurseryWeb	_	Published 2018/10/22
	Fees — Elementor	NurseryWeb	-	Published 2018/10/22
	Gallery — Elementor	NurseryWeb	-	Published 2018/10/23
	Home — Front Page, Elementor	NurseryWeb	-	Published 2018/10/20

STEP 1: Click on the **[Page]** tab on side panel.

STEP 2: To add page, click on the [Add New] button.

STEP 3: Here with the pages that you have created.

- a) To edit page, click on the [Edit with Elementor].
- b) To delete page, click on the [Trash].

c) To view page, click on the [View].

3. Manage Menus / Navigation Bar



STEP 1: Click on the [Appearance] > [Menus] tab on side panel.

Pages	Pages	•
	Posts	Ŧ
Most Recent View All Search	Styles	V
Gallery Contact	Custom	n Links 🔺
Ofsted Fees		
News	URL	https://reports.ofsted
Security	Link Tex	t Ofsted
Curriculum Testimonials	-	Add to Menu
Select All Add to Me	enu Catego	ries 🔻

STEP 2: You can add pages or custom link (e.g. <u>http://www.nurserycam.co.uk</u>) to the menu.

- a) Here with the pages that you have created.
- **b)** \checkmark Tick on the selected pages or add custom links.
- c) Once done, click [Add to Menu] button.

IMPORTANT: You must include http:// for the link to work properly.

ome	Page 🔻	
Facilities	Pa	ge 🔻
etting	Page 🔻	

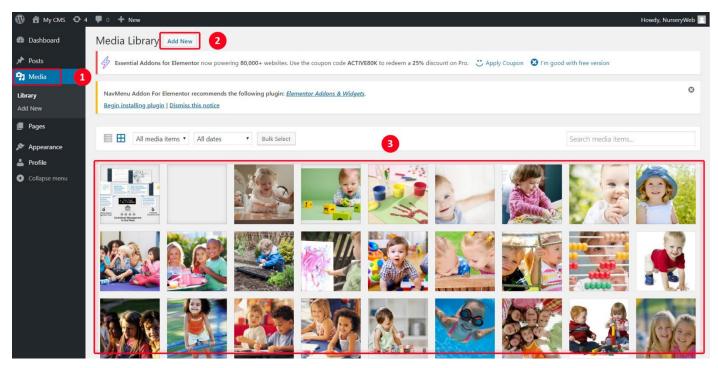
STEP 3: You can drag item to restructure the menu.

Menu Name Top Menu		Sa	ve Menu
Menu Structure Drag each item into the order	you prefer. Click the arrow on the rig	e right of the item to reveal additional configuration options.	
Parent Login	Custom Link	ink •	
Career	Page	age 🔻	
Menu Settings	_		
Auto add pages Display location	Automatically add new top- Top Bar Menu Top Bar Social Menu Primary Menu (Currently set to Bottom Bar Social Menu		
<u>Delete Menu</u>		Sa	ve Menu

STEP 4: After finished, click on the [Save Menu] button.

PLEASE NOTE: To delete menu, click on the [Delete Menu].

4. Upload Media File / Document



- STEP 1: Click on the [Media] tab on side panel.
- STEP 2: To upload new document or media file, click on the [Add New] button.

STEP 3: Click on the document or media file, you can manage it.

	🖀 My CMS 😌 6 📕 0 🕂 New		Howd	ly, NurseryWeb
	Attachment Details		<	> ×
✓ </th <th></th> <th>File name: shutterstock_18802 File type: image/jpeg Uploaded on: November 5, 20 File size: 770 KB Dimensions: 1000 × 724 URL</th> <th>18 http://demo2.nurseryweb.co.uk/wp-cc</th> <th>ontent/upl</th>		File name: shutterstock_18802 File type: image/jpeg Uploaded on: November 5, 20 File size: 770 KB Dimensions: 1000 × 724 URL	18 http://demo2.nurseryweb.co.uk/wp-cc	ontent/upl
* * III *		Title Caption Alt Text Description	shutterstock_188023364	Å
		Uploaded By View attachment page Edit m	NurseryWeb	
0	Edit Image b			

- a) You can view document or media file details.
- b) To edit document or media file, click on the [Edit Image] button.
- c) To delete document or media file, click on the [Delete Permanently] link.

5. How to Add / Remove Section and Column

	Add new section Insert template Drag widget here Drag widget here	
STEP 1: To add r	new section, click on the 😶 button. To insert template, click on the 🖸 bu	ıtton.
	SELECT YOUR STRUCTURE	×
L L		

STEP 2: Choose the structure (number of columns) you want to use in the section.

PLEASE NOTE: To cancel add section, click on the 🖾 button.

+	× Chiquines@orangedaynarsery.co.uk
□ ick edit button to change this text. Lorem ipsum dolor sit an ∠ consectetur adipiscing elit. Ut elit tellus, luctus nec ullamcorper mattis, pulvinar dapibus leo.	Click edit button to change this text. Lorem ipsum dolor sit amet, consectetur adipiscing elit. Ut elit tellus, luctus nec ullamcorper mattis, pulvinar dapibus leo.

STEP 3: Click on the \times button to remove the section.

6. How to Add / Edit Text Content



STEP 1: To add Text Content, click and drag the **[Text Editor]** button to the section or column. Once done, release your mouse click.

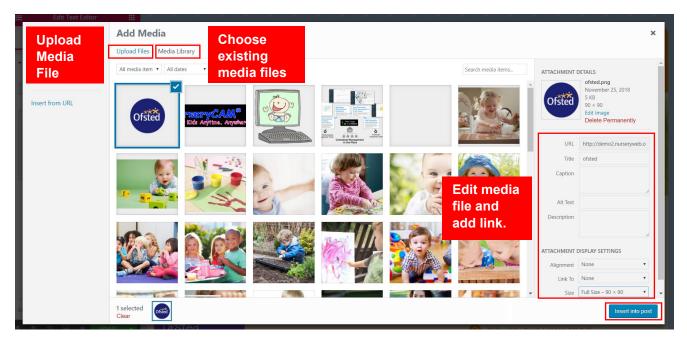
PLEASE NOTE: To cancel adding, simply drag the button back to the side panel.

	ick edit button to change this text.	2
L	orem ipsum dolor sit amet, consecte	tur
adipiscing elit. Ut elit tellus, luctus nec		
ul	llamcorper mattis, pulvinar dapibus l	eo.

STEP 2: To edit Text Content, click on the 🚄 button on Text Editor.



STEP 3: Click on the **[Content]** tab to edit text content.



- a) To add image or video, click on the [Add Media] button.
 - Select or upload the media file you wish to add.
 - You can edit your media file and add link.
 - Once done, click on the [Insert into post] button.

Insert/edit	link		×
Enter the desti	nation URL		
URL	http://www.nurserycam.co.uk		
Link Text	Wood Green Open link in a new tab		
Linking	an external website		
P	age List (Linking within web	site page)
No search te	rm specified. Showing recent items.		•
Demo 2 Tem	plate	STYLE	
Gallery		PAGE	
Contact		PAGE	
Ofsted		PAGE	
Fees		PAGE	
News		PAGE	
Security		PAGE	
Curriculum		PAGE	•
Cancel		Add Lin	k

- **b)** To add link to text, highlight the text in Text Editor and click on the **[link]** icon.
 - To link within website pages, click on ^A button and choose from page list.
 - To link external website, click on the button and insert link address (e.g. http://www.nurserycam.co.uk).
 - Once done, click on the [Add Link] button.

IMPORTANT: You must include http:// for the link to work properly.

PLEASE NOTE: To cancel adding, click on [Cancel] button.

Edit Text Editor		
Content Style Advanced	Orange Day Nursery	
	"Providing care and education in a quality setting for children aged 3 months	Parent's Login
Alignment 😨	Align text content	Tel: 020 8340 3104
Text Color	Change text color	
Typography C Z Family Default •	Home	
Size	<pre>Facilities Setting ></pre>	Withinson and
Weight Default -	Choose typography Welcome Where We	e Are
Style Default -	deally located to serve parents living or working in and around Turnpike Lane, Haringey Ladder, Wood Green, View larger map	Rising Stars Numery & Day Ca
Decoration Default -	Security Harringay, Tottenham, Hornsey, Crouch End and surrounding areas.	Orange Day Nursery
Line-Height 💿 PX EM	News We create a naturally relaxing and supportive nursery environment that encourages your child to play, experiment,	a transformer tran
Letter Spacing 😑	Fees > treasure, discover and learn how to grow and develop into smart boys and girls.	Map data ©2018 Google Terms of Use Report a map error
🌣 📚 🔊 🖵 👁 UPDATE 🔺	Ofsted 🙆 Willoughby Re	ad, London, N8 OJE

STEP 4: Click on the **[Style]** tab to change text alignment, text color and typography.



STEP 5: After finished, click on the [Update] button.

7. How to Add / Change Banner

≡ elementor III		
Image Box Icon Box	Orange Day Nurs	Parent's Login
Image Gallery Image Carousel	ORANG ⊂ to 5 years" Click, then hold and drag the button out	Tel: 020 8340 3104
8— 123↑ Icon List Counter	Home	
Progress Bar Testimonial Drag back	Facilities	1 A Manuel Lea
Tabs Accordion	Testimonials Curriculum Welcome	Where We Are
Toggle Social Icons	Security We are ideally located to serve parents living or wor and around Turnpike Lane, Haringey Ladder, Wood	king in Green, review arger map
(i) Alert SoundCloud	News Harringay, Tottenham, Hornsey, Crouch End and sur areas. Fees > Ofsted We create a naturally relaxing and supportive nurse environment that encourages your child to play, exp treasure, discover and learn how to grow and development.	ry room at the second s

STEP 1: To add Banner, click and drag the **[Image Carousel]** button to the section or column. Once done, release your mouse click.

PLEASE NOTE: To cancel adding, simply drag the button back to the side panel.

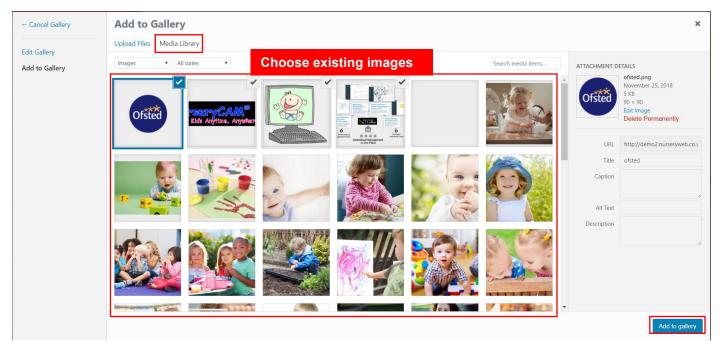


STEP 2: To edit Banner, click on the 🔼 button on Banner.

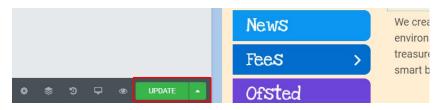


STEP 3: To add or replace banner images, click on the [Content] tab > [Add Images] button.

← Cancel Gallery	Add to Gallery	×
Edit Gallery	Upload Files Media Library	
Add to Gallery		
	Drop files anywhere to upload	
	Select Files Upload external file	
	Maximum upload file size: 64 MB.	
	Add to a	gallery



- a) To upload new images, click on the **[Upload Files]** button. Then, click on the **[Select File]** button to select the external files you wish to upload.
- **b)** To add exiting images to banner, click on the **[Media Library]** button. Then, select single or multiple images you wish to add.
- c) Once done, click on the [Add to gallery] button.



STEP 4: After finished, click on the **[Update]** button.

8. How to Add / Replace Image

ELEMENTS Search Widget BASIC	ntor III Global Q	Home
Inner Section	ПП Heading	Click, then hold and drag the button out
Image	Text Editor	Curriculum Welcome Where We Are
(D) Video	Button	Se Drag back to cancel ated to serve parents living or working in and around Tumpike Lane, Haringey Ladder, Wood Green, Grange Day Nursery Image: Se
⊥	Spacer	areas. sygates Day Nursery Precs > We create a naturally relaxing and supportive nursery environment that encourages your child to play, experiment, treasure, discover and learn how to grow and develop into
Boogle Maps	ित्र Icon	smart boys and girls. Contact Willoughby Road, London, N8 OJE
GENERAL RA ♦ ৩ ⊅ ₽	O UPDATE A	enquiries@orangedaynursery.co.uk

STEP 1: To add Image, click and drag the **[Image]** button to the section or column. Once done, release your mouse click.

PLEASE NOTE: To cancel adding, simply drag the button back to the side panel.

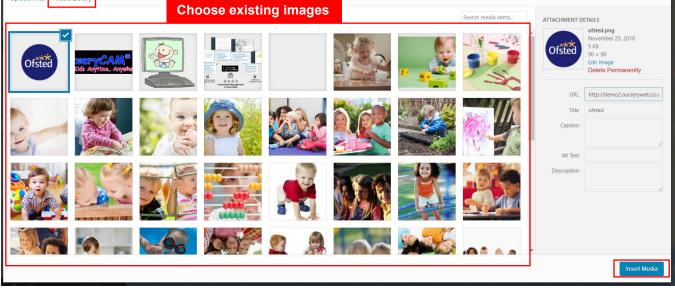


STEP 2: To edit Image, click on the 🗹 button on Image.



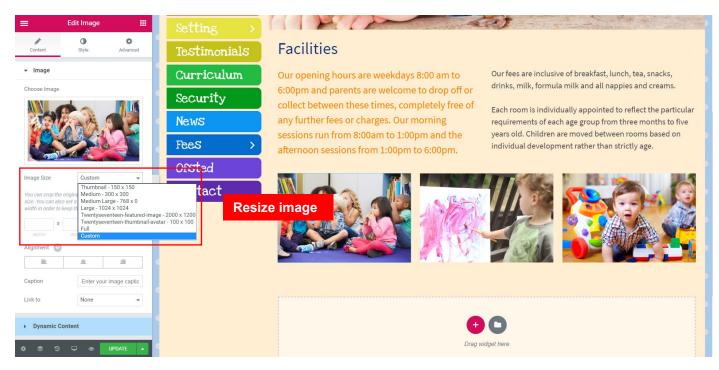
STEP 3: To add or replace image, click on the **[Content]** tab > Image.





×

- a) To upload new images, click on the [Upload Files] button. Then, click on the [Select File] button to select the image you wish to upload.
- **b)** To add exiting images, click on the [Media Library] button. Then, select an image you wish to add.
- c) Once done, click on the [Insert Media] button.

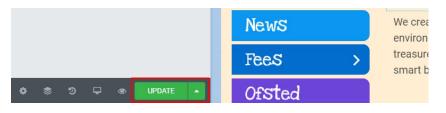


STEP 4: Click on **[Image Size]** dropdown menu to expand more image size options. You also can choose **[Custom]** option and insert image size value when necessary.

Edit Image # Content Byle Advanced Image Byle Entertion Image Size Medium - 300 x 300 Image	Fees > Ofsted Contact	sessions run from 8:00am to 1:00pm and the afternoon sessions from 1:00pm to 6:00pm.	years old. Children are moved between rooms based on individual development rather than strictly age.
Alignment © E É É É Caption Enter your image captic Link to None None Media File Custom URL		Drag wid Drag wid S0range Day Nursery – Childcare nursery in Willoughby Road, London, N8 OJ Hosted by www.nurseryweb.co.uk	lget here
රී මී වී 🖵 👁 UPDATE 🖡			

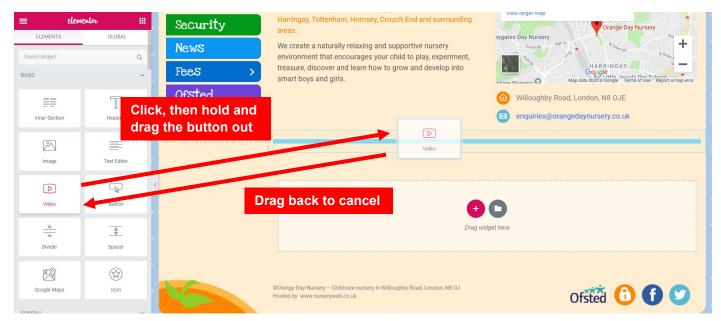
STEP 5: Click on **[Link to]** dropdown menu to choose **[Media File]** option or **[Custom URL]** option (e.g. <u>http://www.nurserycam.co.uk</u>) to add the link to image, or **[None]** option to remove the link.

IMPORTANT: You must include http:// for the link to work properly.



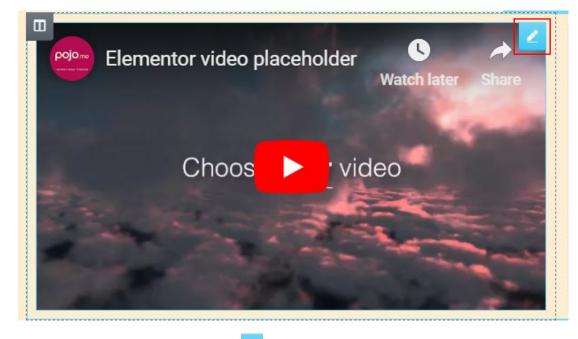
STEP 6: After finished, click on the [Update] button.

9. How to Add / Edit Video

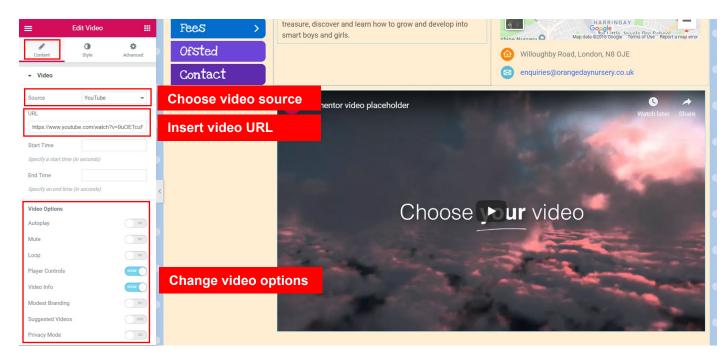


STEP 1: To add Video, click and drag the **[Video]** button to the section or column. Once done, release your mouse click.

PLEASE NOTE: To cancel adding, simply drag the button back to the side panel.

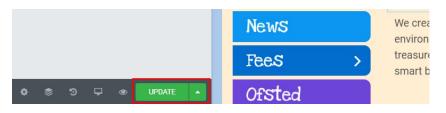


STEP 2: To edit Video, click on the 🧹 button on Video.



STEP 3: Click on the **[Content]** tab to choose video source and add or replace video's URL (e.g. <u>http://www.nurserycam.co.uk</u>). You also can change the video options.

IMPORTANT: You must include http:// for the link to work properly.



STEP 4: After finished, click on the [Update] button.

10. How to Add / Edit Gallery

≡ elem	entor 🏢	Tr NUPSER
Image Box	Con Box	Click, then hold and drag the button out
Image Gallery	Image Carousel	Setting
o o Icon List	¹²³ Î Drag	Testimonials Image Callery ack to cancel Welcome
Progress Bar	Testimonial	Security We are ideally located to serve parents living or working in and around Tumpike Lane, Haringey Ladder, Wood Green, Harringay, Tottenham, Hornsey, Crouch End and surrounding Orange Day Nursery Wew larger map Prising Stars, Mursery & Day Ca
Tabs	Accordion	Fees > We create a naturally relaxing and supportive nursery environment that encourages your child to play, experiment,
0 0 Toggle	f D Social Icons	Oristed Smart boys and girls. Contact Map date 2016 Gddge * Terms 270 s * Report a map error Owner and girls. Willoughby Road, London, N8 OJE
(Î) Alert	SoundCloud	enquiries@orangedaynursery.co.uk
ب و چ م	UPDATE •	

STEP 1: To add Gallery, click and drag the **[Gallery]** button to the section or column. Once done, release your mouse click.

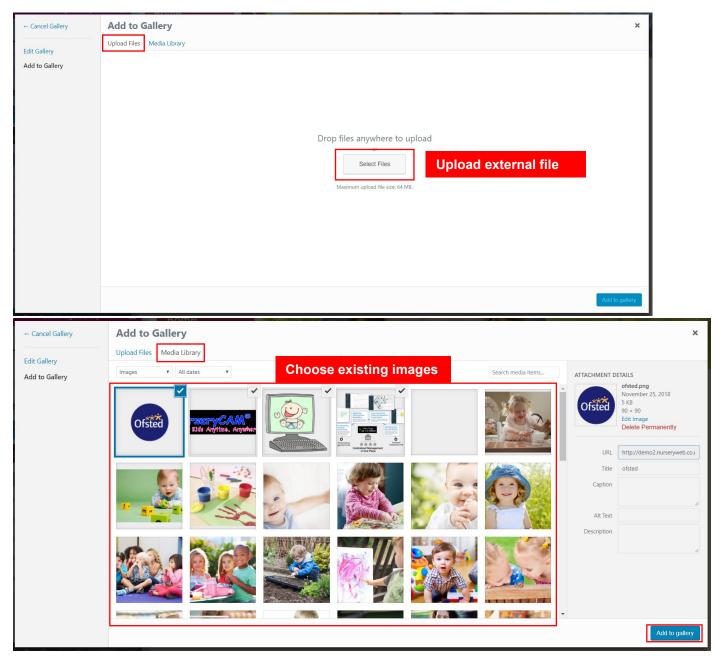
PLEASE NOTE: To cancel adding, simply drag the button back to the side panel.



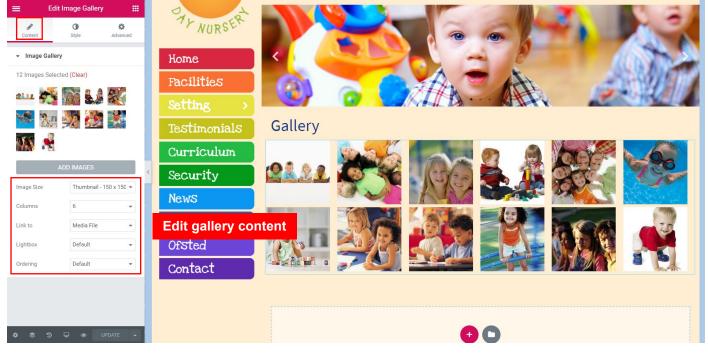
STEP 2: To edit Gallery, click on the **C** button on Gallery.



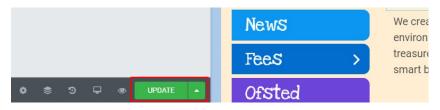
STEP 3: Click on [Content] tab > [Add Images] button to add or replace images.



- a) To upload new images, click on the [Upload Files] button. Then, click on the [Select File] button to select the external files you wish to upload.
- **b)** To add exiting images to banner, click on the **[Media Library]** button. Then, select single or multiple images you wish to add.
- c) Once done, click on the [Add to gallery] button.



STEP 3: Click on **[Content]** tab to change image size, image columns per row, link, lightbox and ordering when necessary.



STEP 4: After finished, click on the **[Update]** button.

11. How to Add / Edit Testimonial

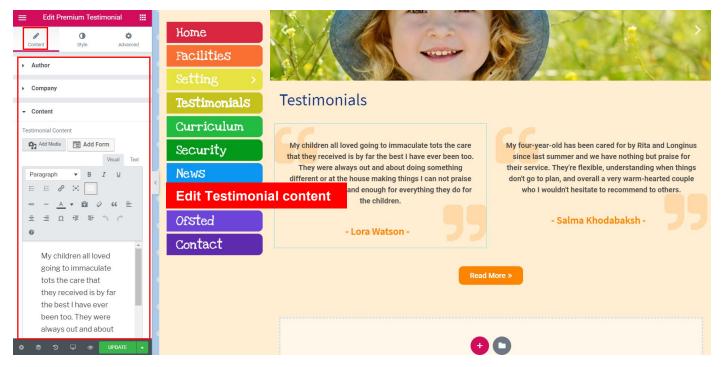
Premium Modal Box \$ Premium Pricing Table (5)	Premium Person	News different or at the house making things I can not praise Fees > Click, then hold and drag the button out - Lora Watson -
Premium Testimonial		back to cancel
HEADER ELEMENTS	Default Navmenu	Crag widget here
Overlay NavMenu	T Mega Menu	COrange Day Nursery - Childcare nursery in Willoughby Road, London, N8 0.J Hosted by www.nurseryweb.co.uk
oth(foorco ♦ \$ D ₽	UPDATE	

STEP 1: To add Testimonial, click and drag the **[Premium Testimonial]** button to the section or column. Once done, release your mouse click.

PLEASE NOTE: To cancel adding, simply drag the button back to the side panel.



STEP 2: To edit Testimonial, click on the *button* on Testimonial.



STEP 3: Click on [Content] tab to edit testimonial's author name, company, and content when necessary.

😑 Edit Premium Testimonial 🔡		A A A A A A A A A A A A A A A A A A A	
Content Style Advanced	Home		
> Image	Facilities		
> Author	Setting >		
 Company 	Testimonials	Testimonials	
	Curriculum		
✓ Content	Edit Testimonia		My four-year-old has been cared for by Rita and Longinus
Color Typography C 🖉	News	that they received is by far the best I have ever been too. They were always out and about doing something	since last summer and we have nothing but praise for their service. They're flexible, understanding when things
Margin 😑 PX EM %	FeeS >	different or at the house making things I can not praise Rita and her husband enough for everything they do for	don't go to plan, and overall a very warm-hearted couple who I wouldn't hesitate to recommend to others.
15 0 15 0 %	Ofsted	the children.	- Salma Khodabaksh -
Quotation Icon		- Lora Watson -	
y quotation con	Contact		
		Read	More »
✿ 恋 ♡ 및 ● UPDATE ▲		•	0

STEP 4: Click on [Style] tab to edit font color, typography and quotation icon.



STEP 5: After finished, click on the [Update] button.

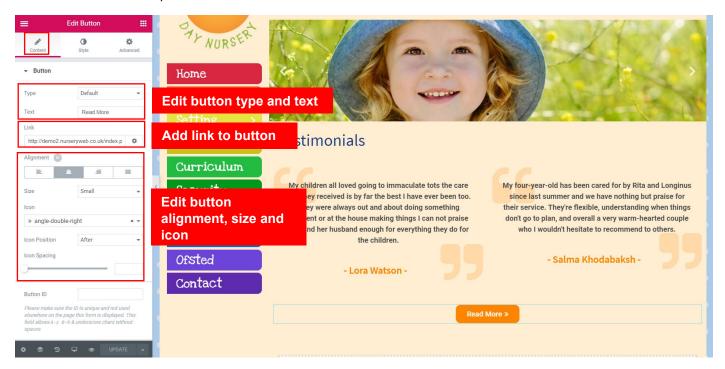
12. How to Add / Edit Button

ELEMENTS Search Widget BASIC	ntor II GLOBAL Q	Home		
Inner Section	Click, ther drag the b			
2		Testimonials	Button	
Image	Text Editor	Curriculum	Welcome	Where We Are
Video	G Button	News Dr	We are ideally located to serve parents living or working in ag back to cancel crown by the parents living or working in ag back to cancel crown be and surrounding	Ta View larger map
⊢ ▽ Divider	Spacer	Fees > Ofsted	We create a naturally relaxing and supportive nursery environment that encourages your child to play, experiment, treasure, discover and learn how to grow and develop into	Prov Bal Hall Prove Bal Hold Bal Hall Prove Bal Hold Ba Hold Bal Hold Bal H
B Google Maps	(Con	Contact	smart boys and girls.	Murceany Map data 22118 Goods - Termis Druse Chappert a map error Milloughby Road, London, N8 OJE enquiries@orangedaynursery.co.uk
GENERAL	~			enquines@orangedaynursely.co.uk
(文) 中で参め	O UPDATE			

STEP 1: To add Button, click and drag the **[Button]** button to the section or column. Once done, release your mouse click.

PLEASE NOTE: To cancel adding, simply drag the button back to the side panel.

Read More »



STEP 2: To edit Button, click on the 🚄 button on Button.

STEP 3: To edit button content, click on the **[Content]** tab. You can add link to button (e.g. <u>http://www.nurserycam.co.uk</u>) and edit the button's type, text, size, alignment and icon.

IMPORTANT: You must include http:// for the link to work properly.

Edit Button ## Content Style Advanced	Home Edit typography Click on [Normal] tab to edit text color and button color. Click on [Hover] tab to edit text color, button color and hover effect when mouse over button.
Border Type None Border Type None Border Radius Border Radius Bort Bortrom LEFT Box Shadow Padding Padding Ex EM % D0P Reset BOTTOM LEFT	Edit border My children all loved going to immaculate tots the care that they received is by far the best I have ever been too. They were always out and about doing something different or at the house making things I can not praise Rita and her husband enough for everything they do for the children. My children all loved going to immaculate tots the care that they received is by far the best I have ever been too. They were always out and about doing something different or at the house making things I can not praise Rita and her husband enough for everything they do for the children. My four-year-old has been cared for by Rita and Longinus since last summer and we have nothing but praise for their service. They're flexible, understanding when things don't go to plan, and overall a very warm-hearted couple who I wouldn't hesitate to recommend to others. Ofsted - Lora Watson - Salma Khodabaksh -
수 홍 ゔ 무 : UPDATE	Read More >

STEP 4: Click on the [Style] tab to edit typography, button color, hover effect and border.



STEP 5: After finished, click on the **[Update]** button.

13. How to remove element

Welcon	ne		
Wetteor	🖉 Edit Widget		
We are ideally	Duplicate	^+D	ng or working in
and around Tu			r, Wood Green,
Harringay, Tot	Сору	^+C	d and surrounding
areas.	Paste	^+V	
We create a na	Paste Style	^+@+V	ive nursery
environment t	Reset Style		play, experiment,
treasure, disco smart boys an	Save as a Global	PRO	nd develop into
Siliait boys an	Navigator		_
I	Delete	⊠	

STEP 1: Right-click on the element you want to delete.

STEP 2: Select [Delete] option to remove that element.

14. Preview page on Desktop/Tablet/Mobile



STEP 1: Click on the 🖵 button to expand more preview options.

- a) Desktop preview
- **b)** Tablet preview
- c) Mobile preview

15. Preview changes of the website



STEP 1: After done update the website, click on the set the changes.

16. How to retrieve history



STEP 1: Click on the Dutton to view the history, as well as Undo and Redo.

STEP 2: Click on the **[Action]** tab and appear the pervious actions list. Click on the actions item, you can trace back your steps.



STEP 3: Click on the **[Revision]** tab and appear the pervious revisions list. Select the revision item that you wish to trace back, and click on **[Apply]** button to apply the revision on the current page. Click on **[Discard]** button to return to the current version of the page.

17. How to save and back-up website



STEP 1: Click on the button to expand more options.

STEP 2: Click on the **[Save Draft]** button to save current website design as draft. Click on the **[Save as Template]** button to save current website design as Template.