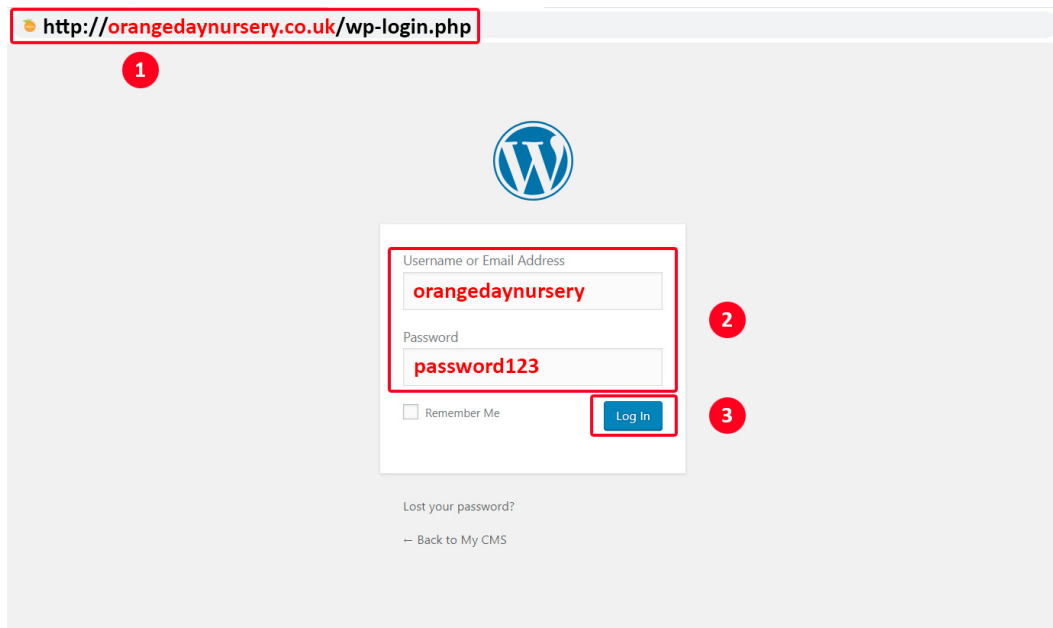


1. Login to Admin Page



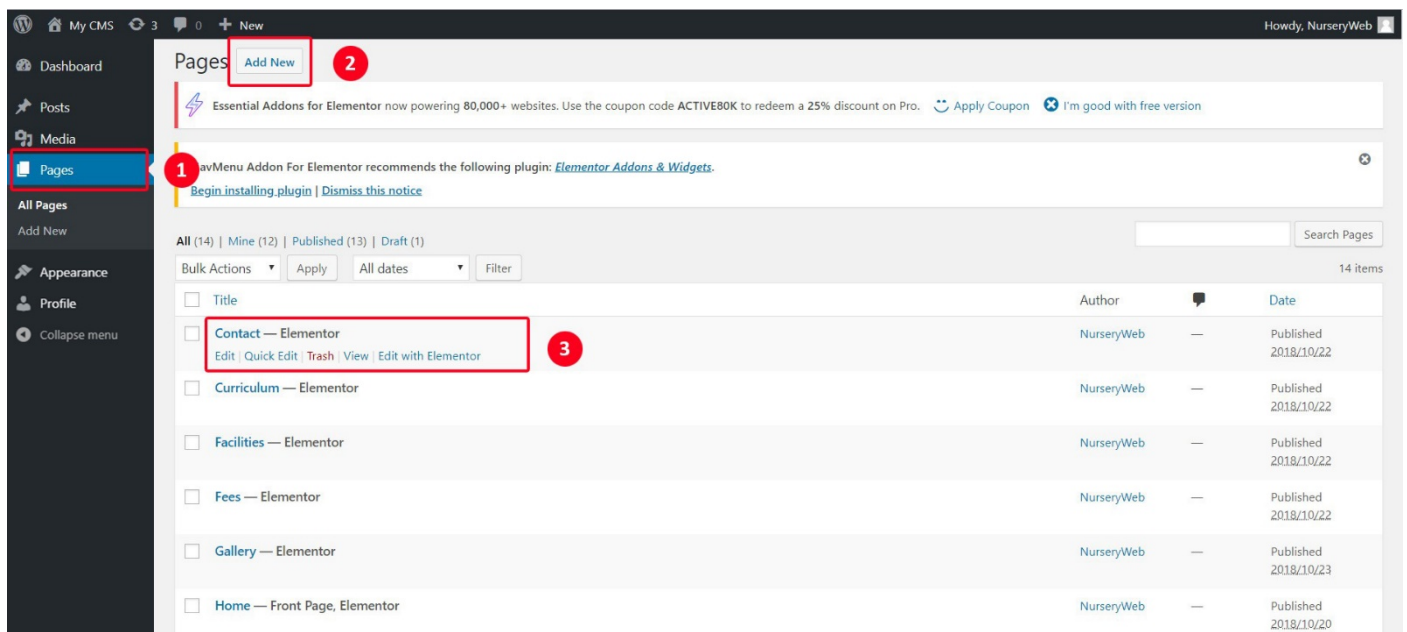
STEP 1: Type in **http://[replace with your nurseryweb URL]/wp-login.php** to reach admin login page.

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



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

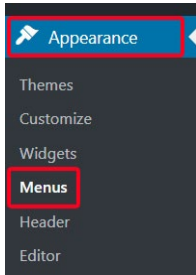
STEP 2: To add page, click on the **[Add New]** button.

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

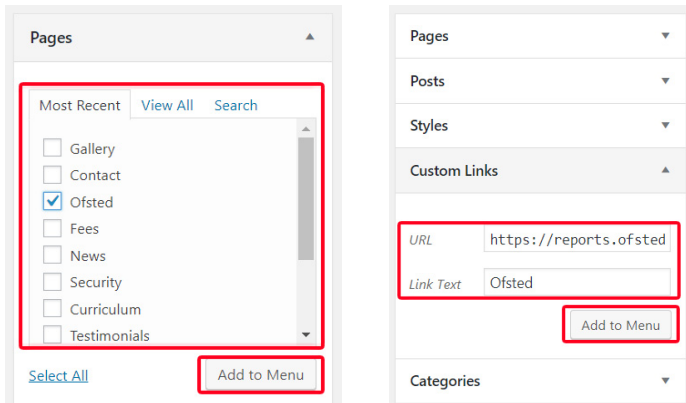
- To edit page, click on the **[Edit with Elementor]**.
- To delete page, click on the **[Trash]**.

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

3. Manage Menus / Navigation Bar



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



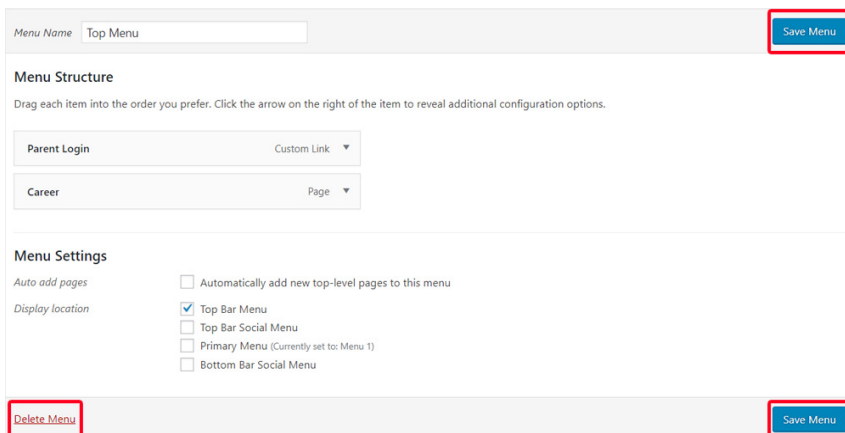
STEP 2: You can add pages or custom link (e.g. <http://www.nurserycam.co.uk>) to the menu.

- a) Here with the pages that you have created.
- b) ✔ 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.



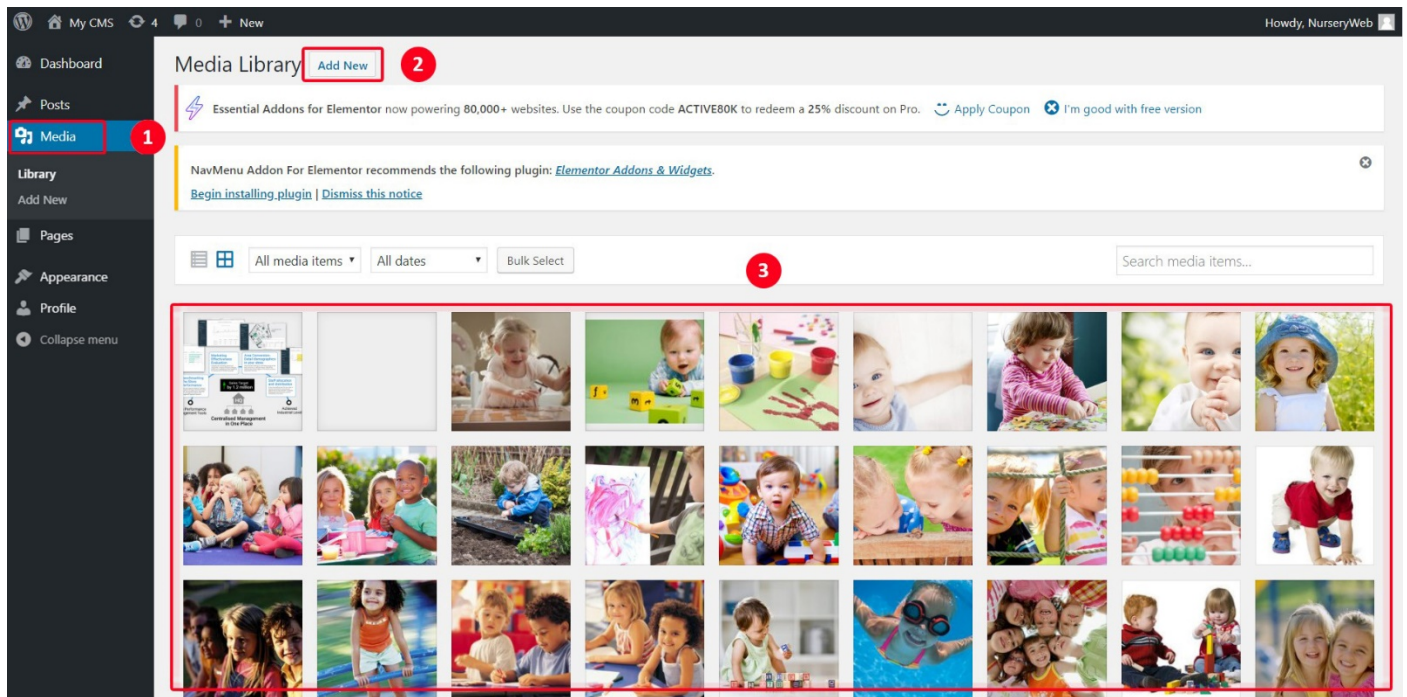
STEP 3: You can drag item to restructure the menu.



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

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

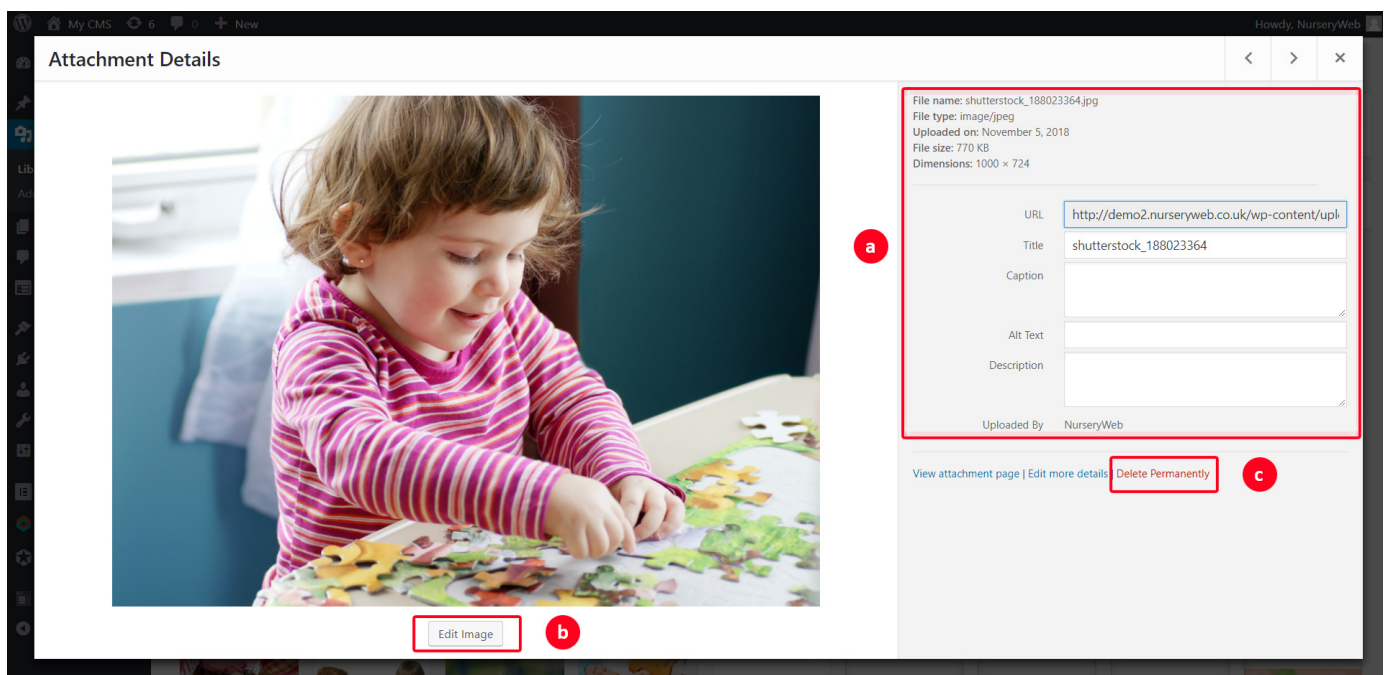
4. Upload Media File / Document



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.



a) You can view document or media file details.

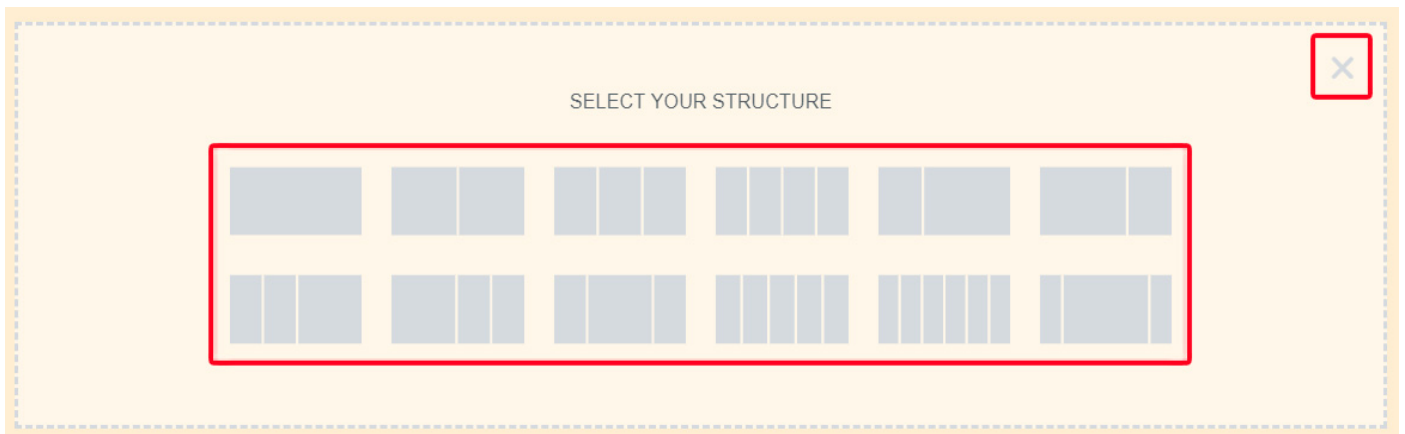
b) To edit document or media file, click on the **[Edit Image]** button.

c) To delete document or media file, click on the **[Delete Permanently]** link.

5. How to Add / Remove Section and Column



STEP 1: To add new section, click on the  button. To insert template, click on the  button.



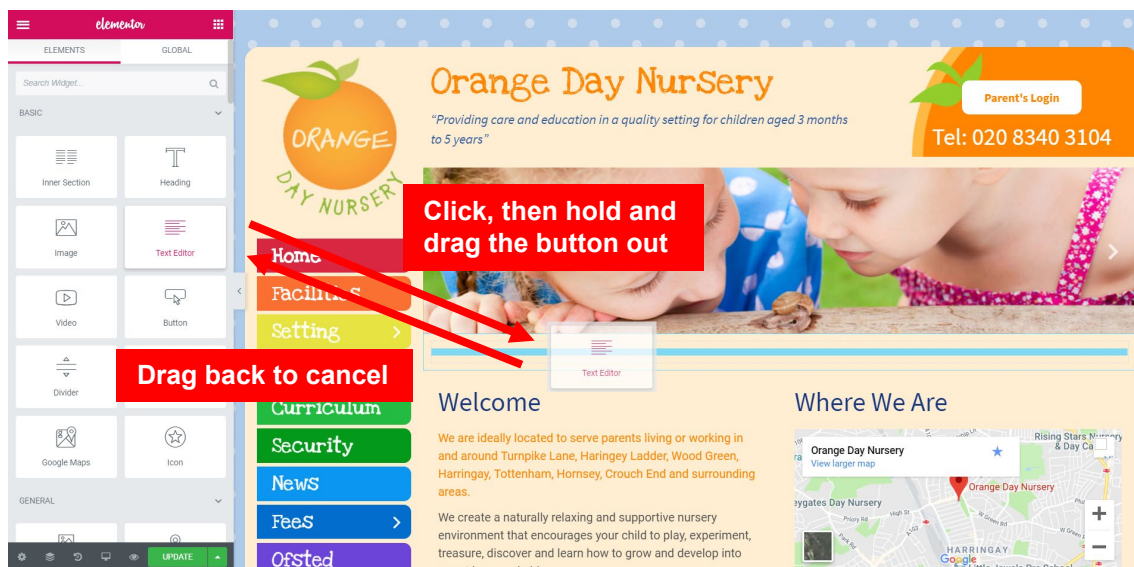
STEP 2: Choose the structure (number of columns) you want to use in the section.

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



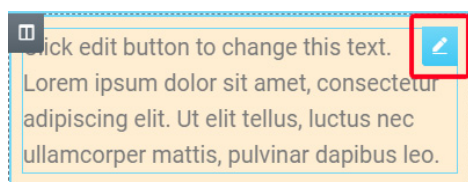
STEP 3: Click on the  button to remove the section.

6. How to Add / Edit Text Content

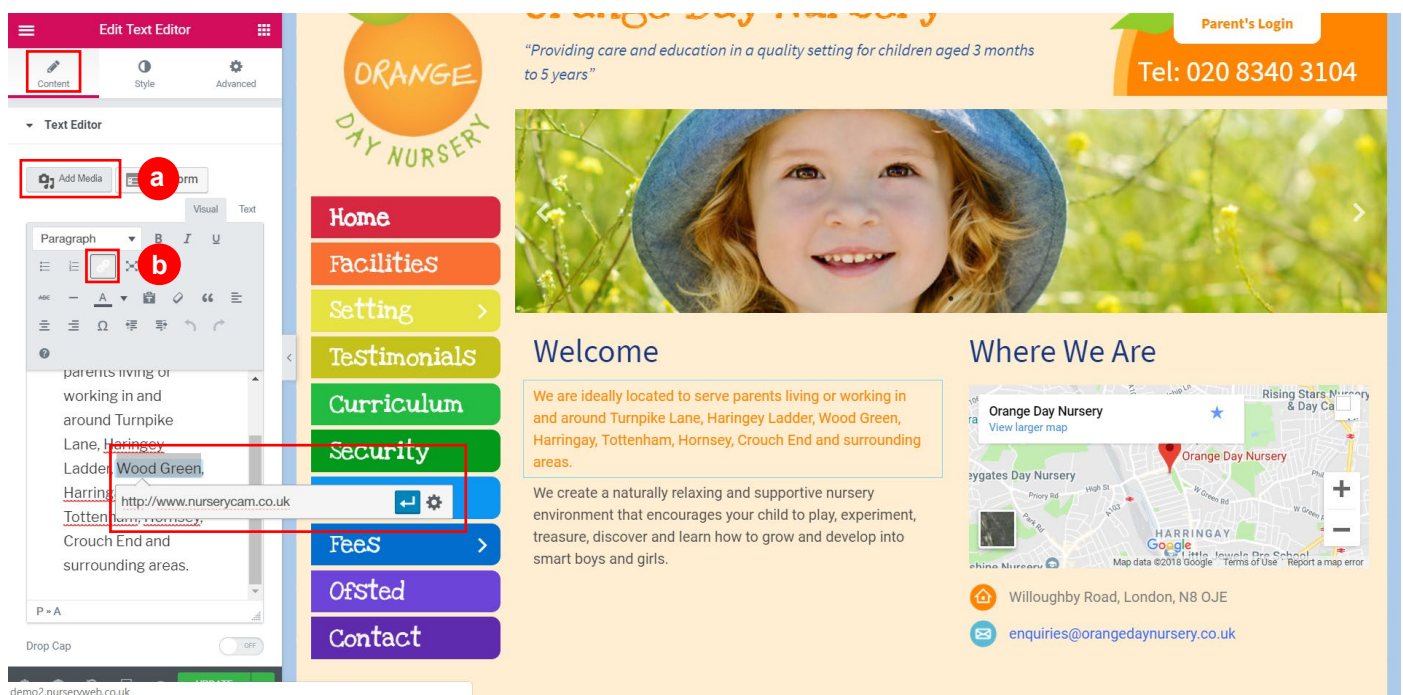


STEP 1: To add Text Content, click and drag the [Text Editor] button to the section or column. Once done, release your mouse click.

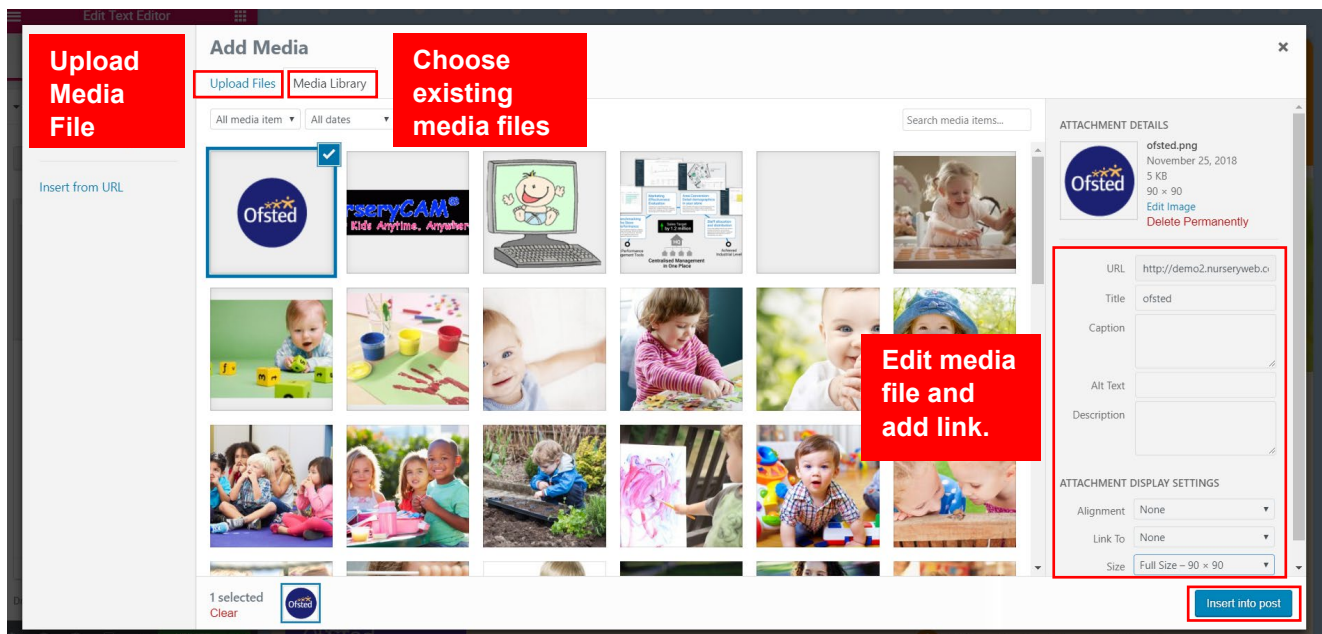
PLEASE NOTE: To cancel adding, simply drag the button back to the side panel.



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

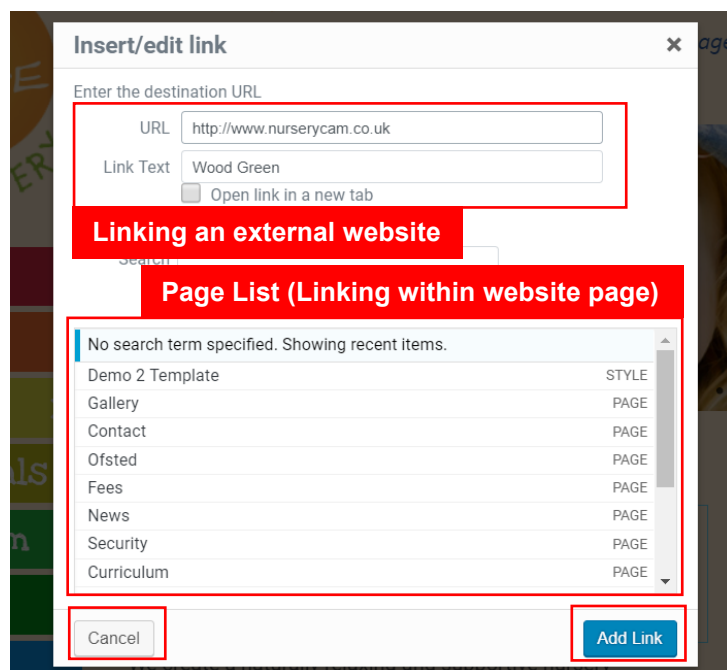


STEP 3: Click on the [Content] tab to edit text content.



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.



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  button and choose from page list.
- To link external website, click on  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.

Align text content

Change text color

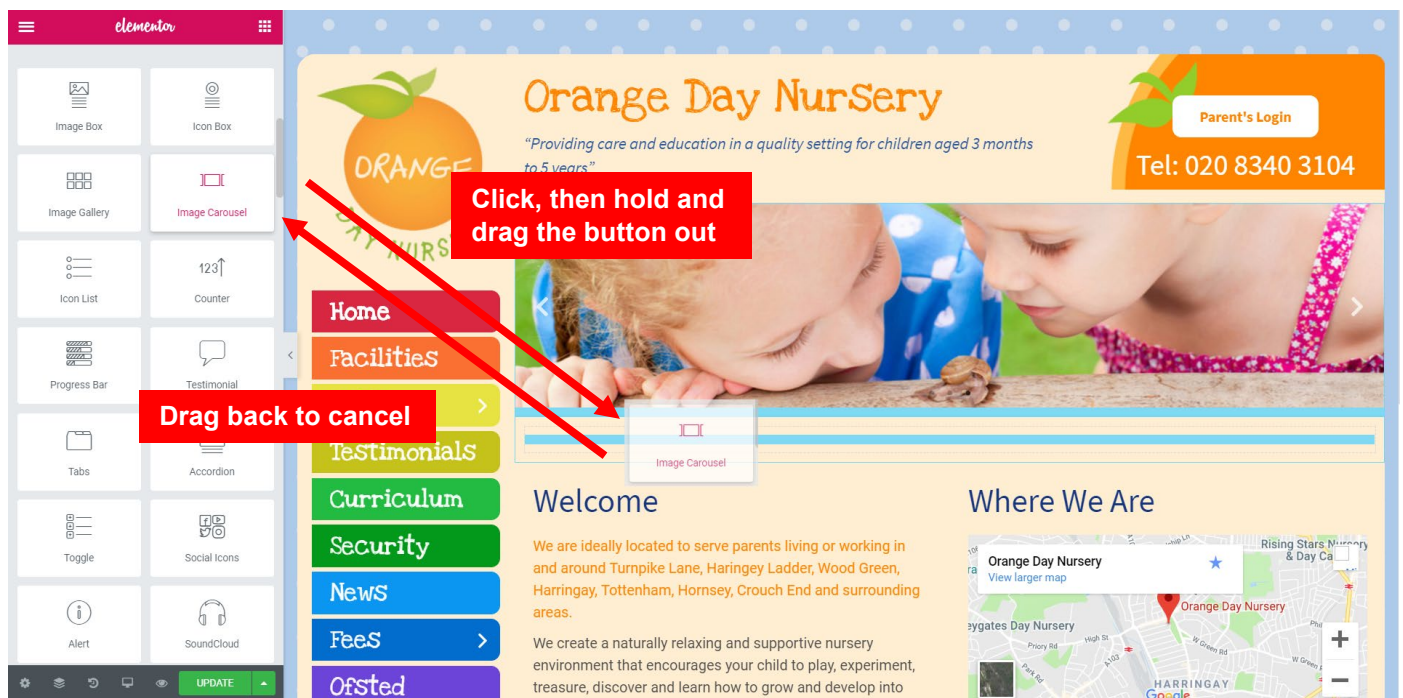
Choose typography

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

UPDATE

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

7. How to Add / Change Banner



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

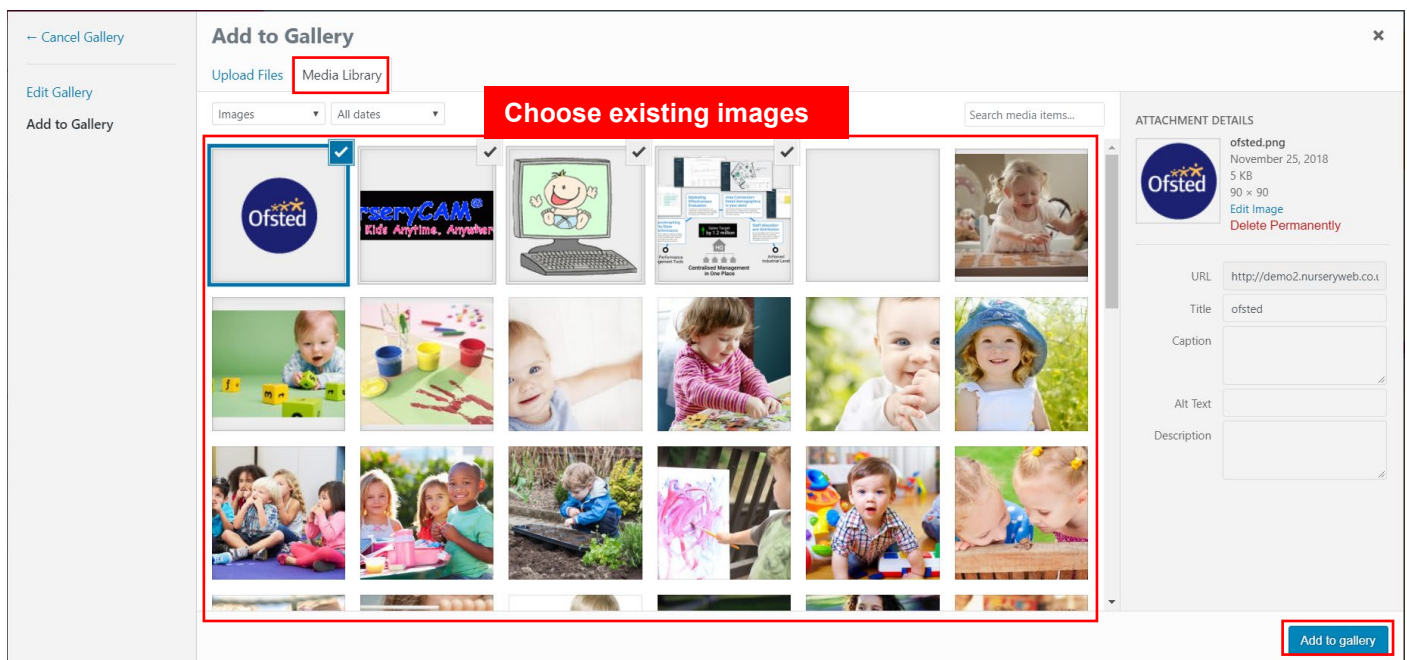
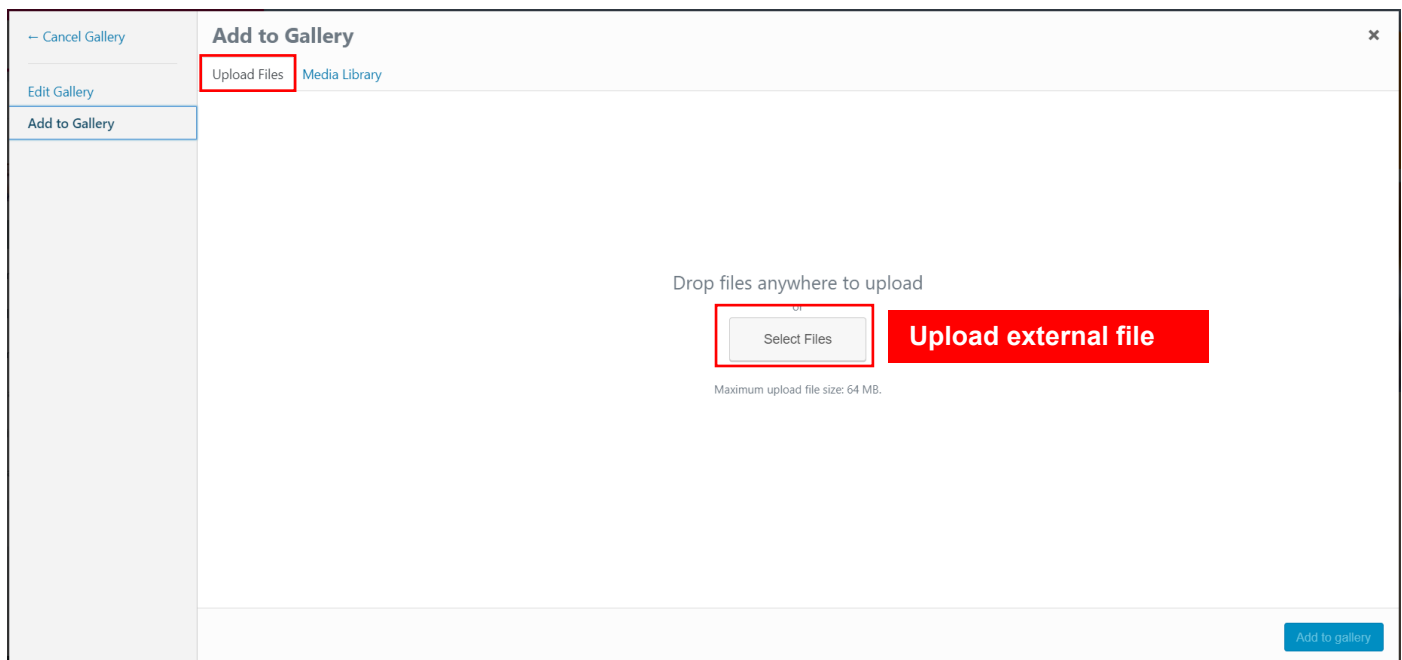
PLEASE NOTE: To cancel adding, simply drag the button back to the side panel.



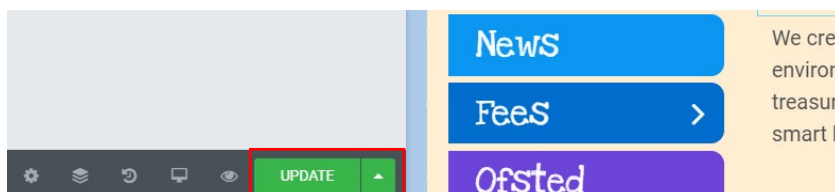
STEP 2: To edit Banner, click on the  button on Banner.



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

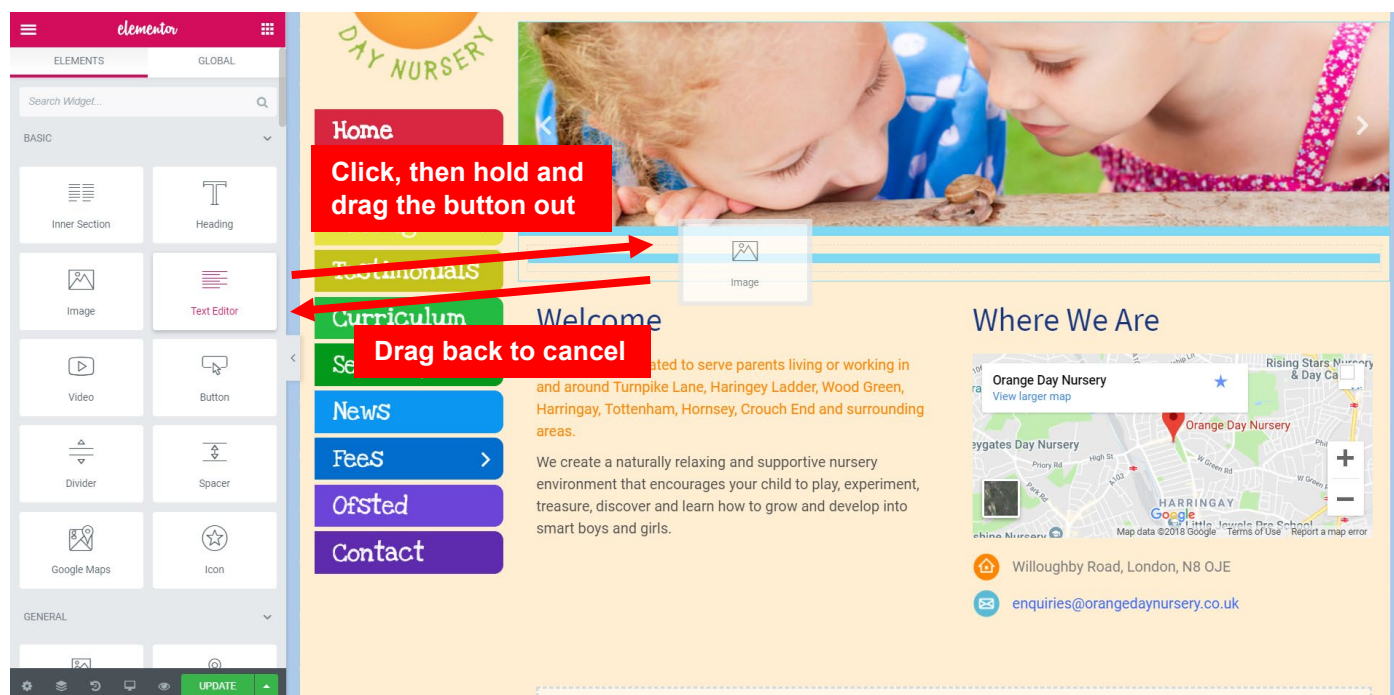


- a) To upload new images, click on the **[Upload Files]** button. Then, click on the **[Select File]** button to select the external files you wish to upload.
- b) To add exiting images to banner, click on the **[Media Library]** button. Then, select single or multiple images you wish to add.
- c) Once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



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


8. How to Add / Replace Image



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

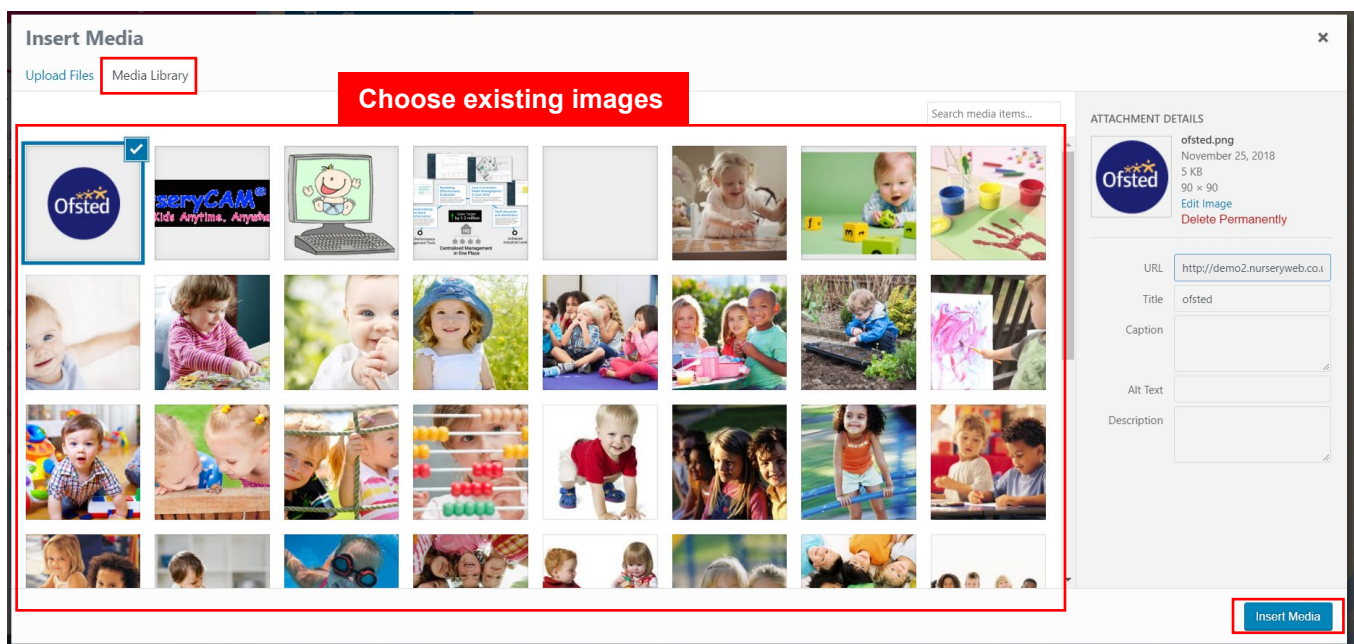
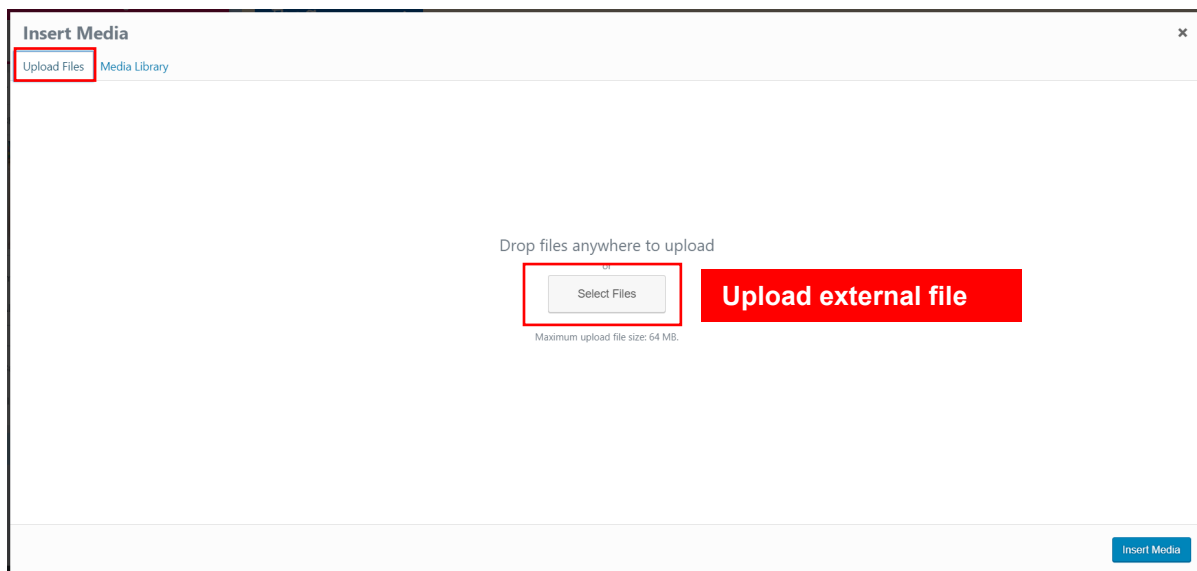
PLEASE NOTE: To cancel adding, simply drag the button back to the side panel.



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



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



- 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.
- To add exiting images, click on the **[Media Library]** button. Then, select an image you wish to add.
- Once done, click on the **[Insert Media]** button.

Setting

Testimonials

Curriculum

Security

News

Fees

Ofsted

Contact

Facilities

Our opening hours are weekdays 8:00 am to 6:00pm and parents are welcome to drop off or collect between these times, completely free of any further fees or charges. Our morning sessions run from 8:00am to 1:00pm and the afternoon sessions from 1:00pm to 6:00pm.

Our fees are inclusive of breakfast, lunch, tea, snacks, drinks, milk, formula milk and all nappies and creams.

Each room is individually appointed to reflect the particular requirements of each age group from three months to five years old. Children are moved between rooms based on individual development rather than strictly age.

Resize image

Drag widget here

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.

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.

Add link to image

Drag widget here

©Orange Day Nursery – Childcare nursery in Willoughby Road, London, N8 0J
Hosted by www.nurseryweb.co.uk

Ofsted

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

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

News

Fees

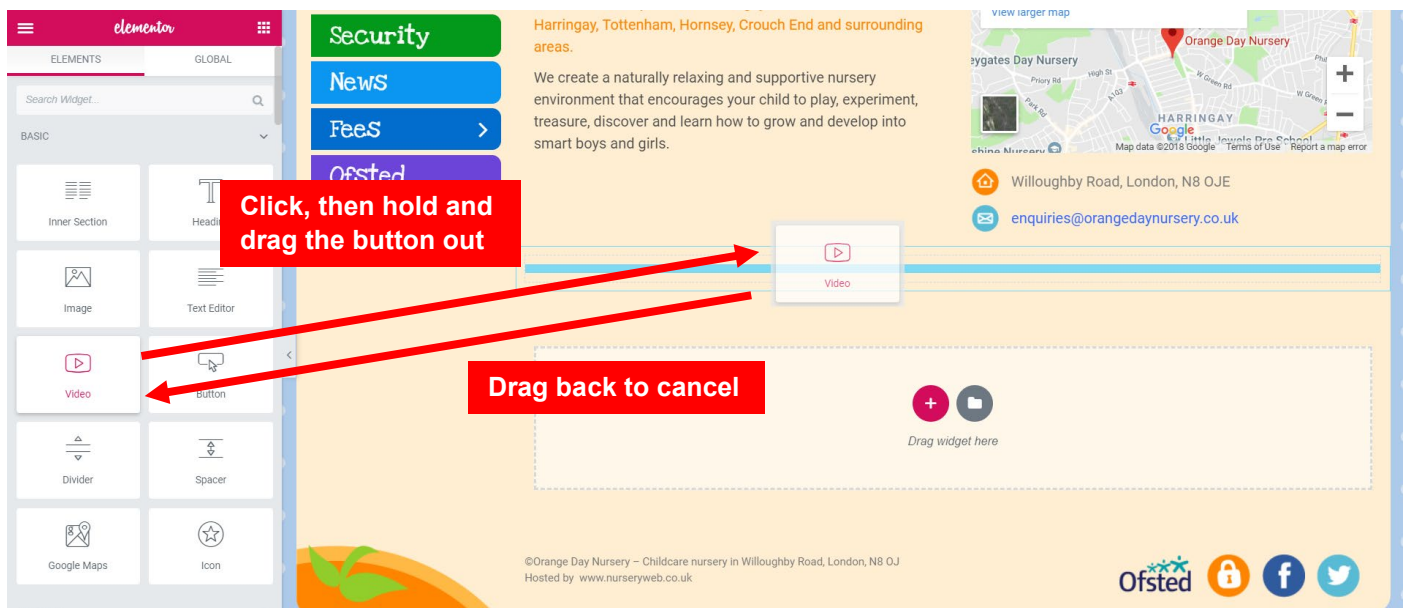
Ofsted

We create an environment where children can explore, learn, and grow. We are a smart business.

UPDATE

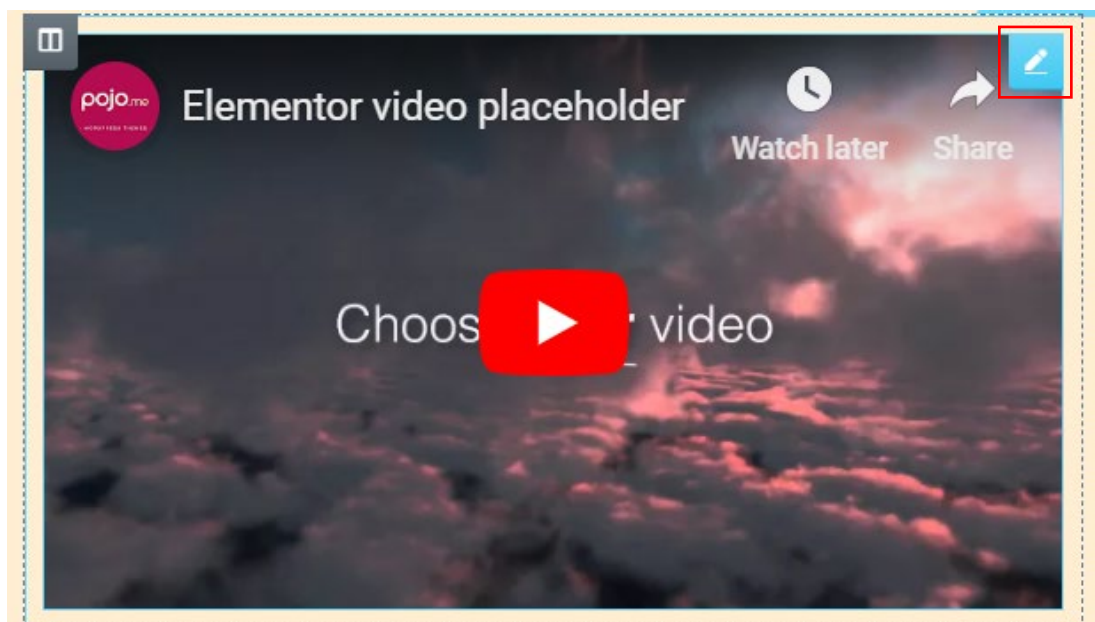
STEP 6: After finished, click on the **[Update]** button.


9. How to Add / Edit Video

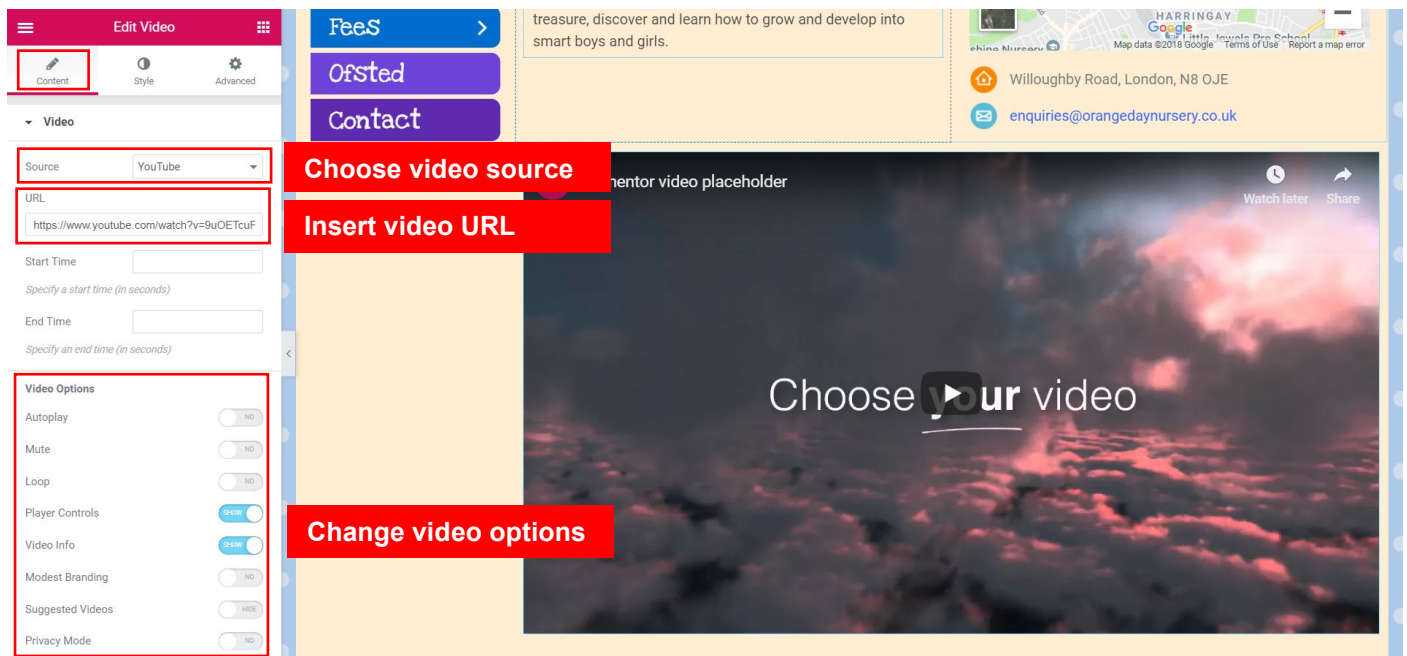


STEP 1: To add Video, click and drag the **[Video]** button to the section or column. Once done, release your mouse click.

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

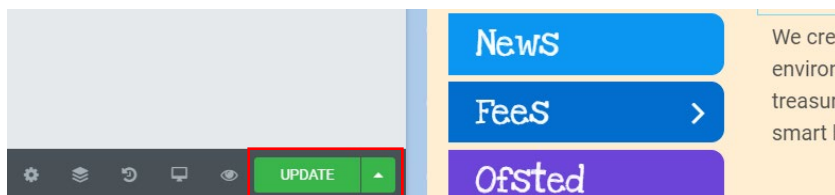


STEP 2: To edit Video, click on the  button on Video.



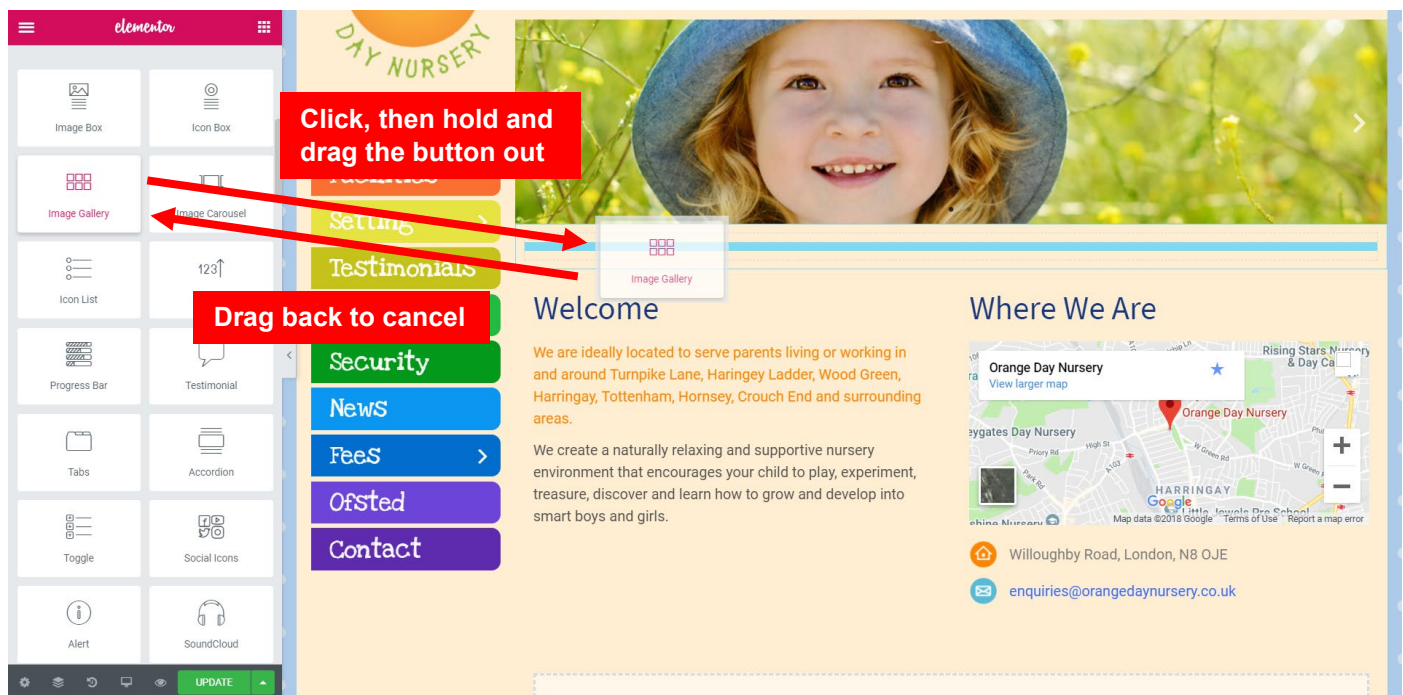
STEP 3: Click on the **[Content]** tab to choose video source and add or replace video's URL (e.g. <http://www.nurserycam.co.uk>). You also can change the video options.

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



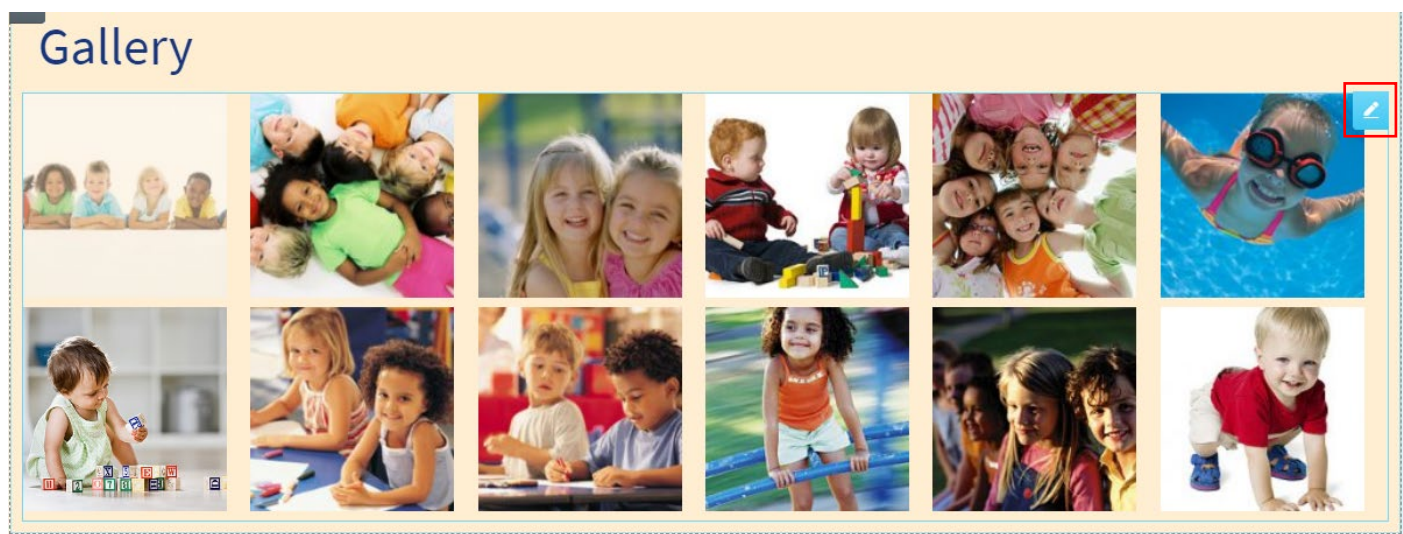
STEP 4: After finished, click on the **[Update]** button.


10. How to Add / Edit Gallery

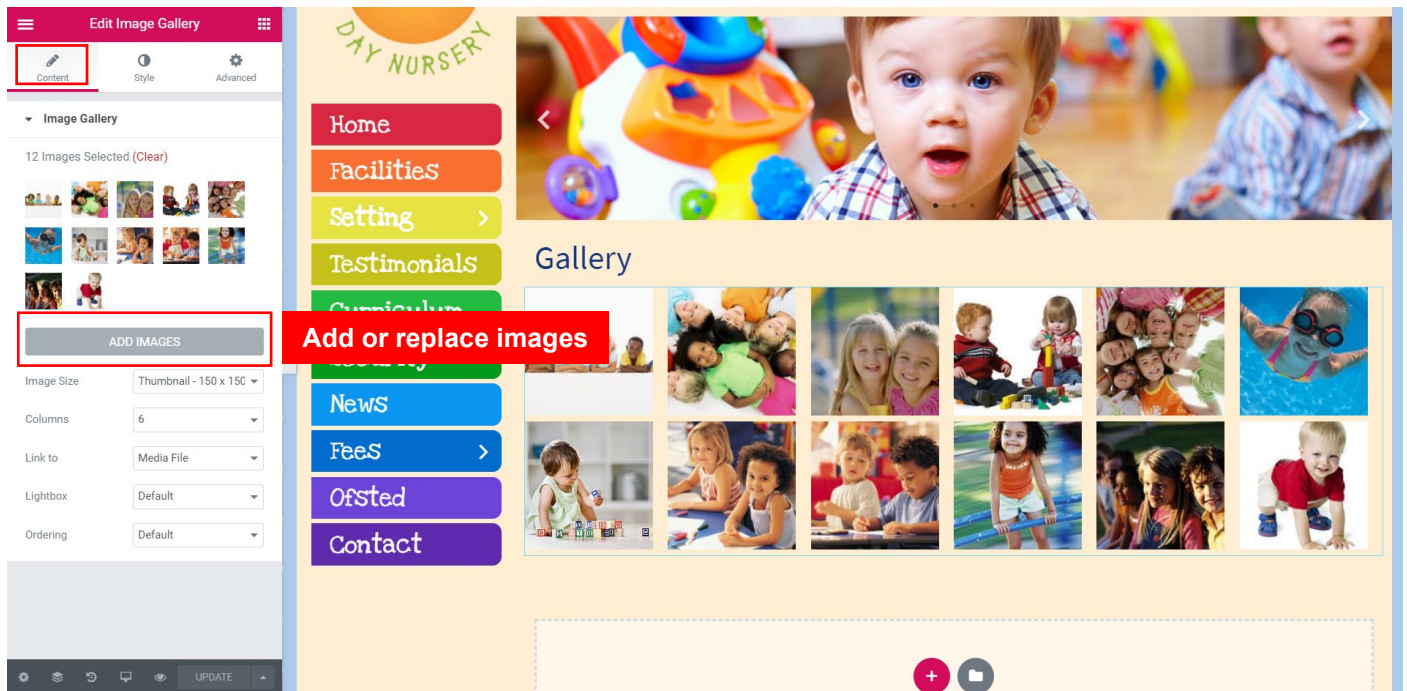


STEP 1: To add Gallery, click and drag the **[Gallery]** button to the section or column. Once done, release your mouse click.

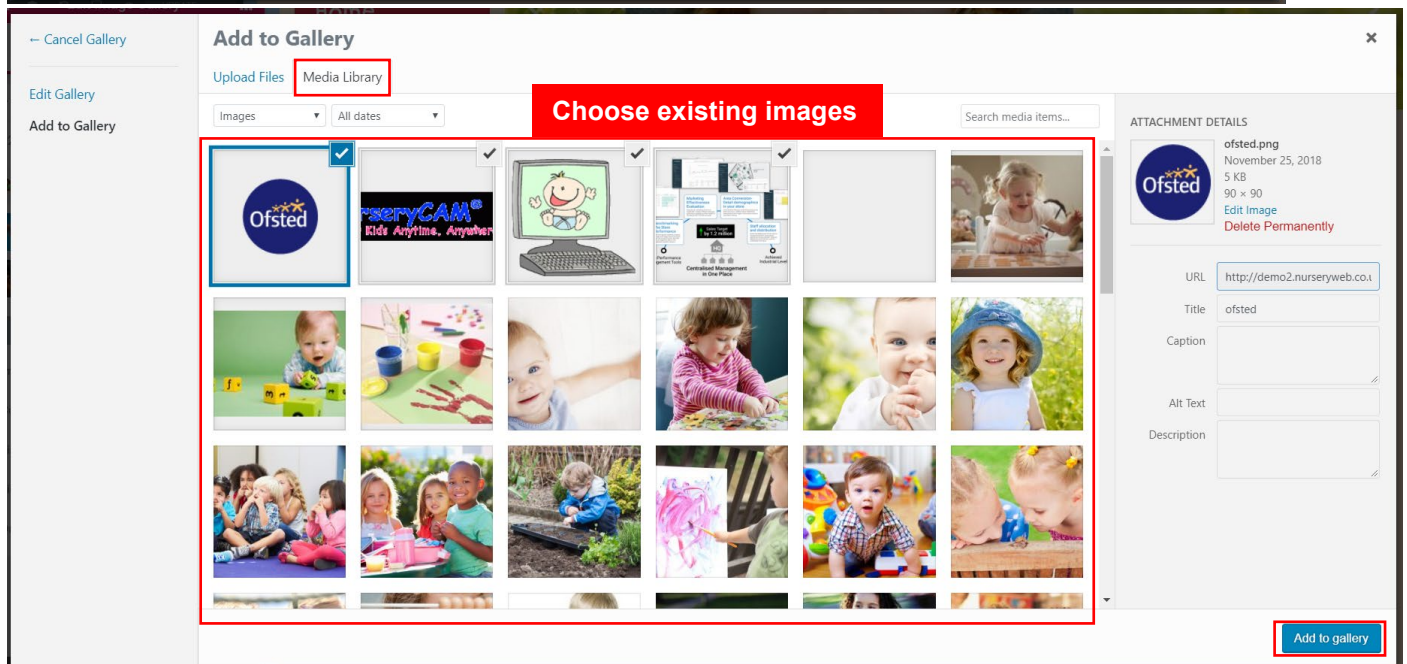
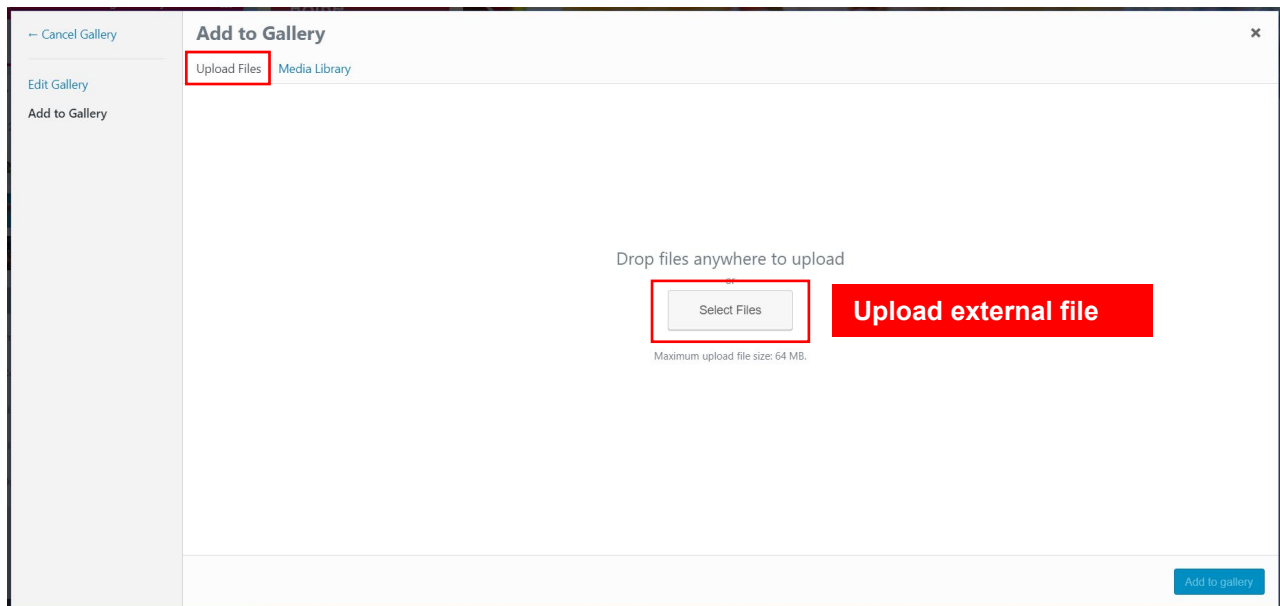
PLEASE NOTE: To cancel adding, simply drag the button back to the side panel.



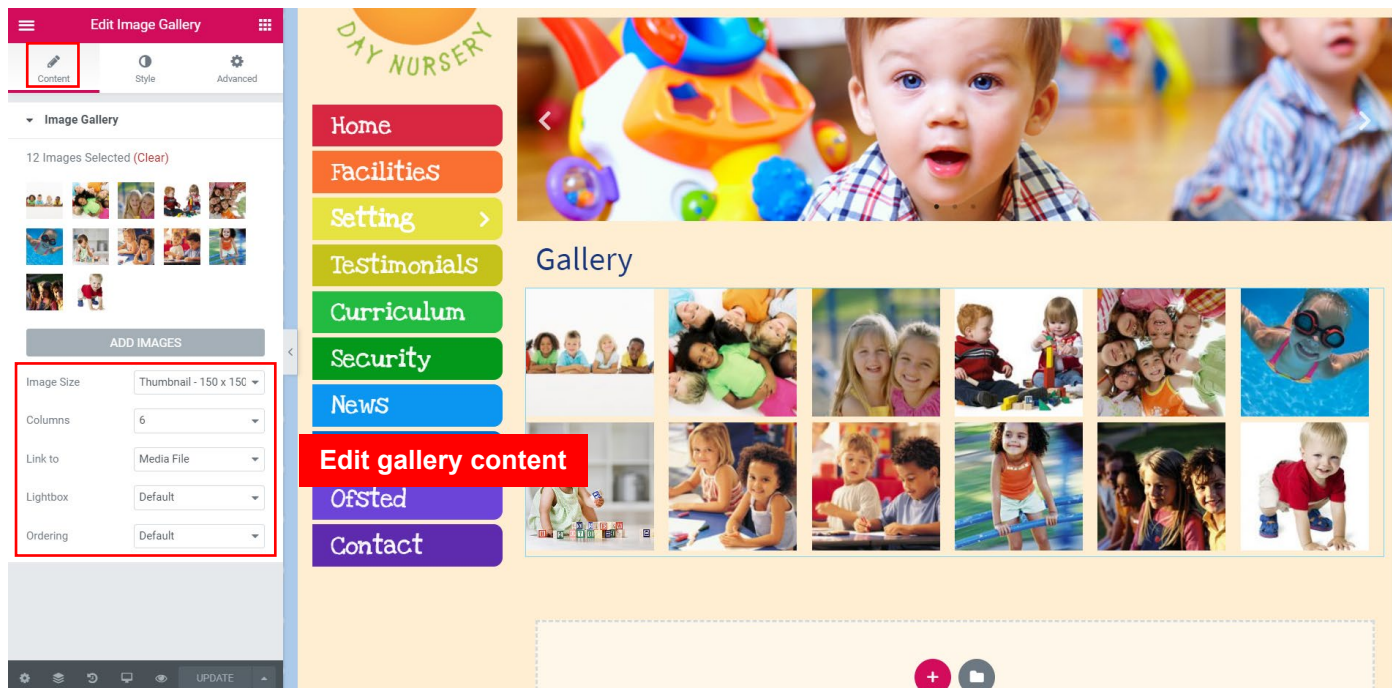
STEP 2: To edit Gallery, click on the  button on Gallery.



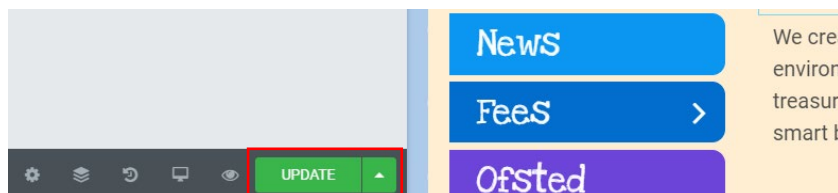
STEP 3: Click on **[Content]** tab > **[Add Images]** button to add or replace images.



- 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.
- To add exiting images to banner, click on the **[Media Library]** button. Then, select single or multiple images you wish to add.
- Once done, click on the **[Add to gallery]** button.

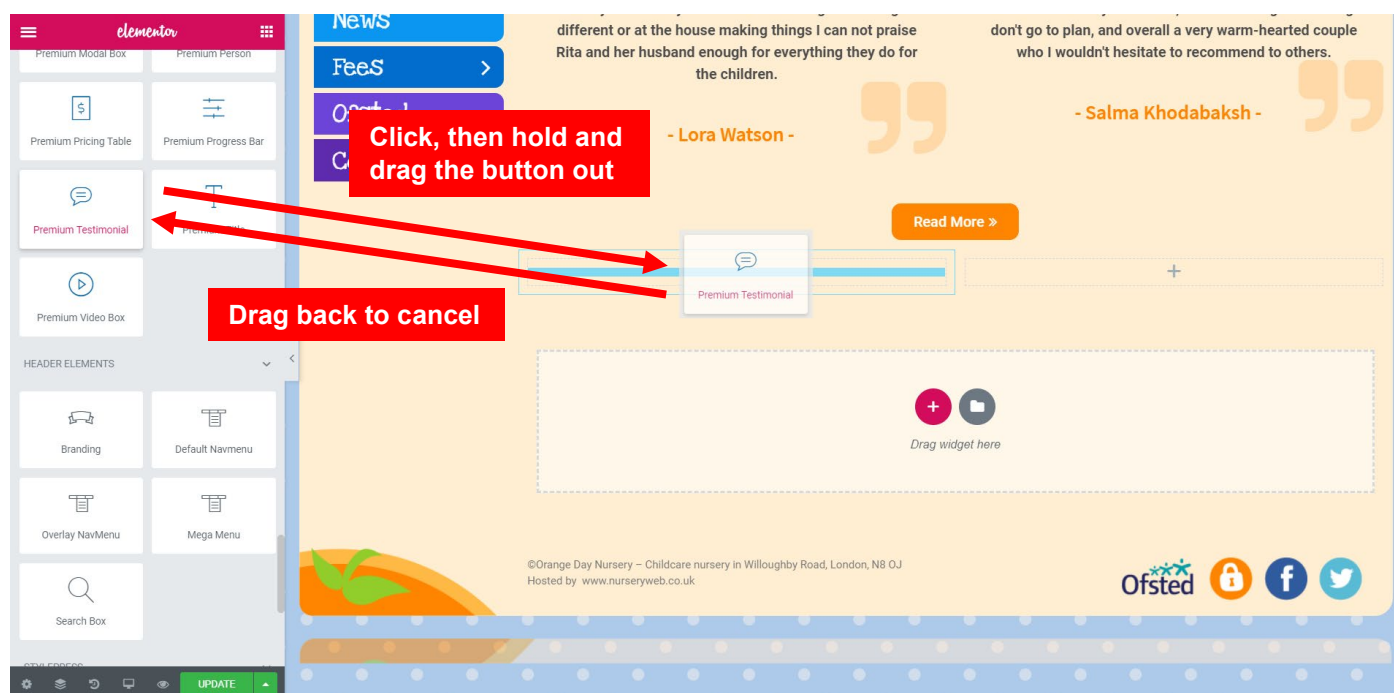


STEP 3: Click on **[Content]** tab to change image size, image columns per row, link, lightbox and ordering when necessary.



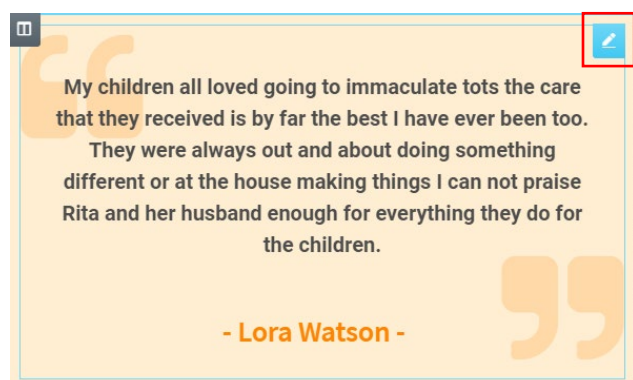
STEP 4: After finished, click on the **[Update]** button.


11. How to Add / Edit Testimonial

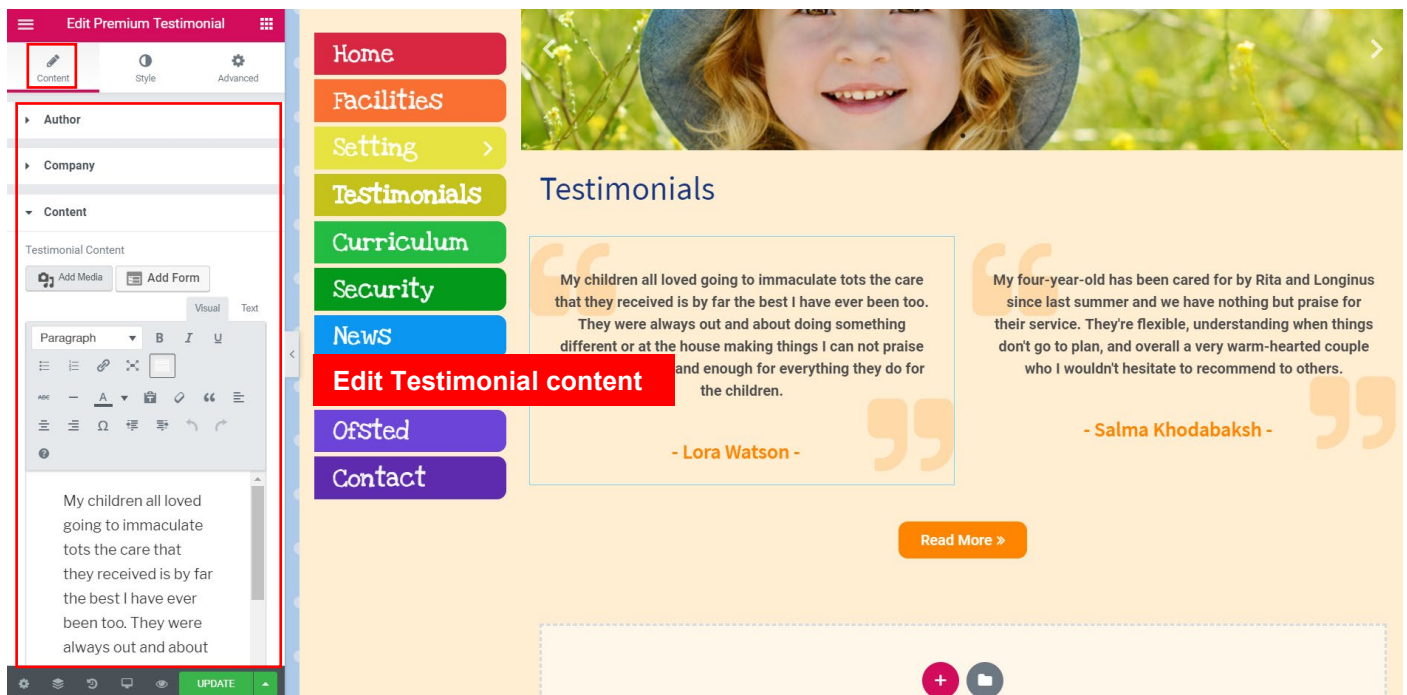


STEP 1: To add Testimonial, click and drag the **[Premium Testimonial]** button to the section or column. Once done, release your mouse click.

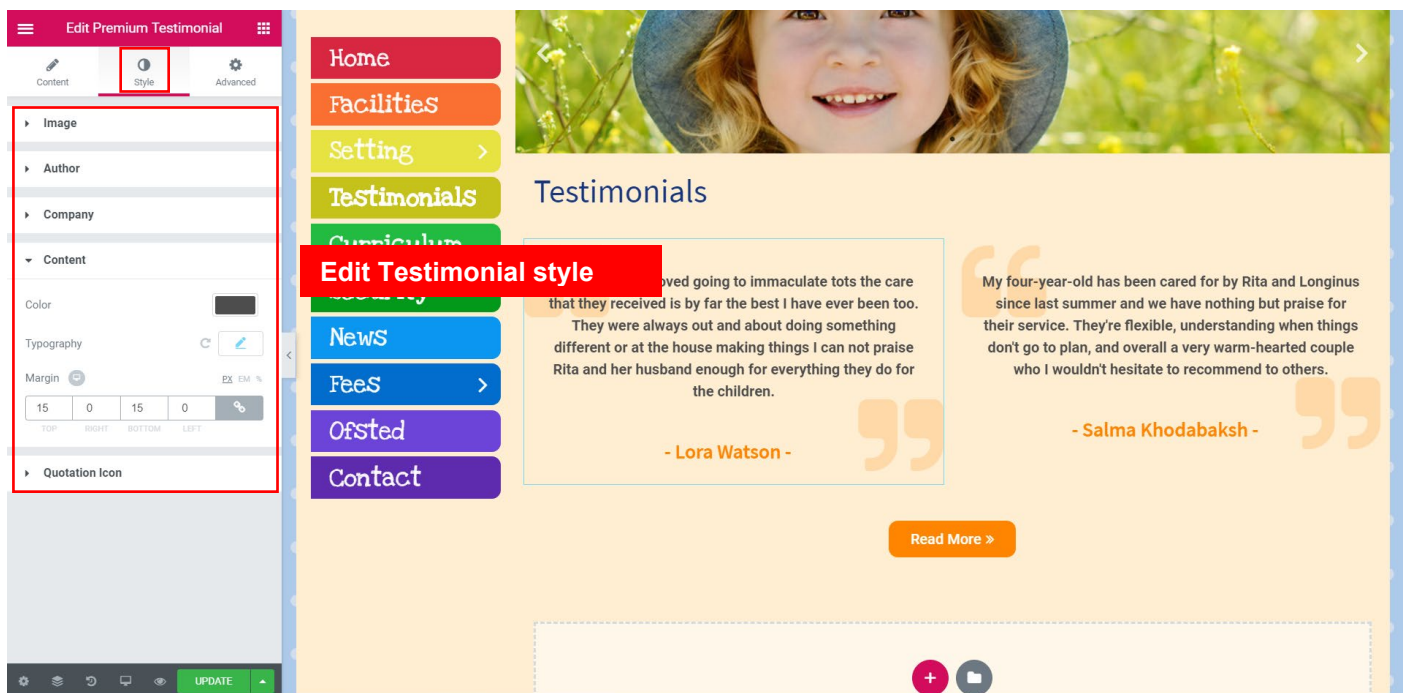
PLEASE NOTE: To cancel adding, simply drag the button back to the side panel.



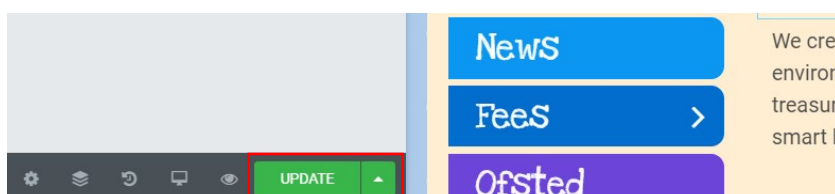
STEP 2: To edit Testimonial, click on the  button on Testimonial.



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

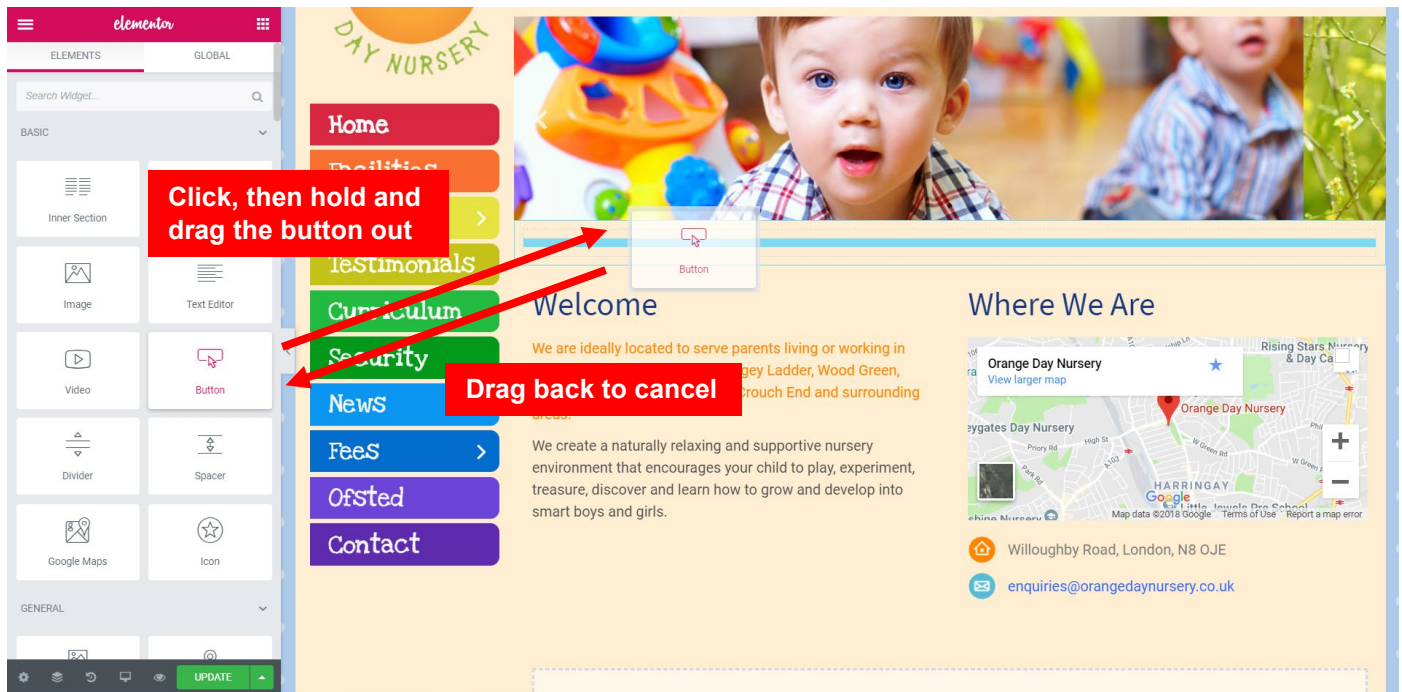


STEP 4: Click on **[Style]** tab to edit font color, typography and quotation icon.



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


12. How to Add / Edit Button

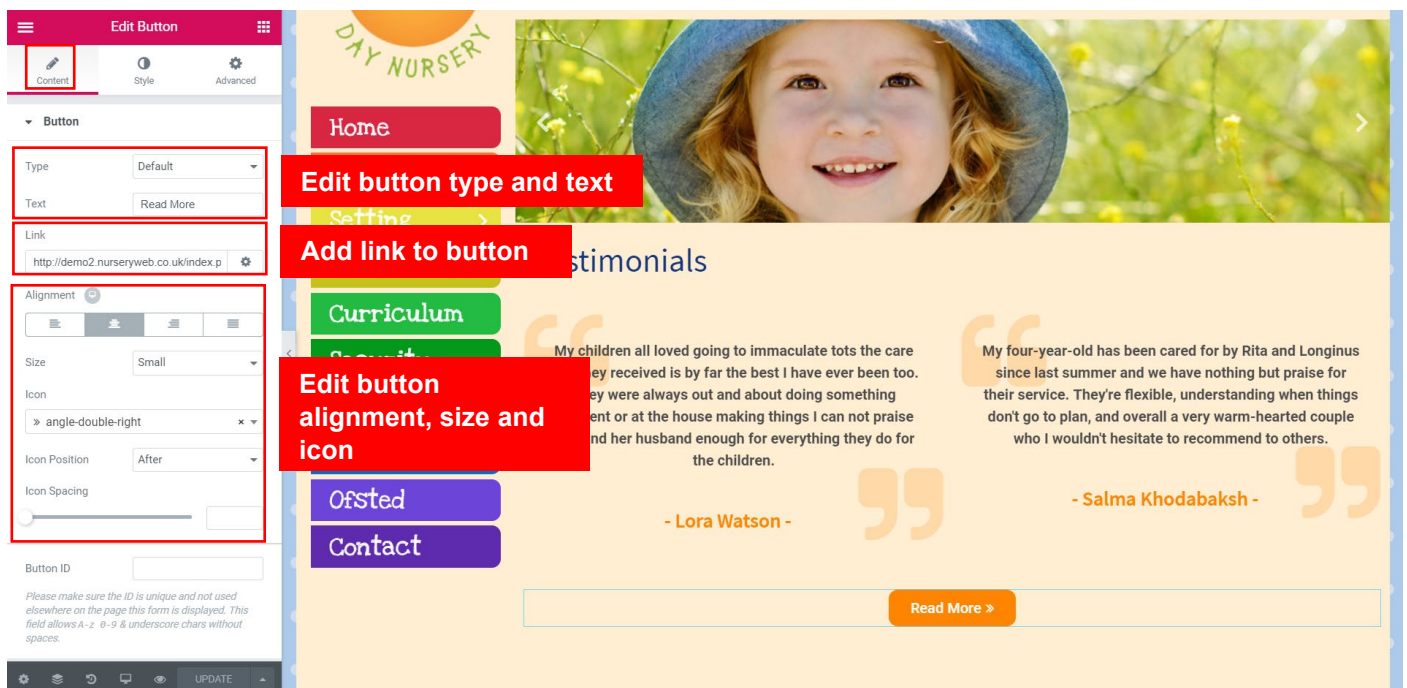


STEP 1: To add Button, click and drag the **[Button]** button to the section or column. Once done, release your mouse click.

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

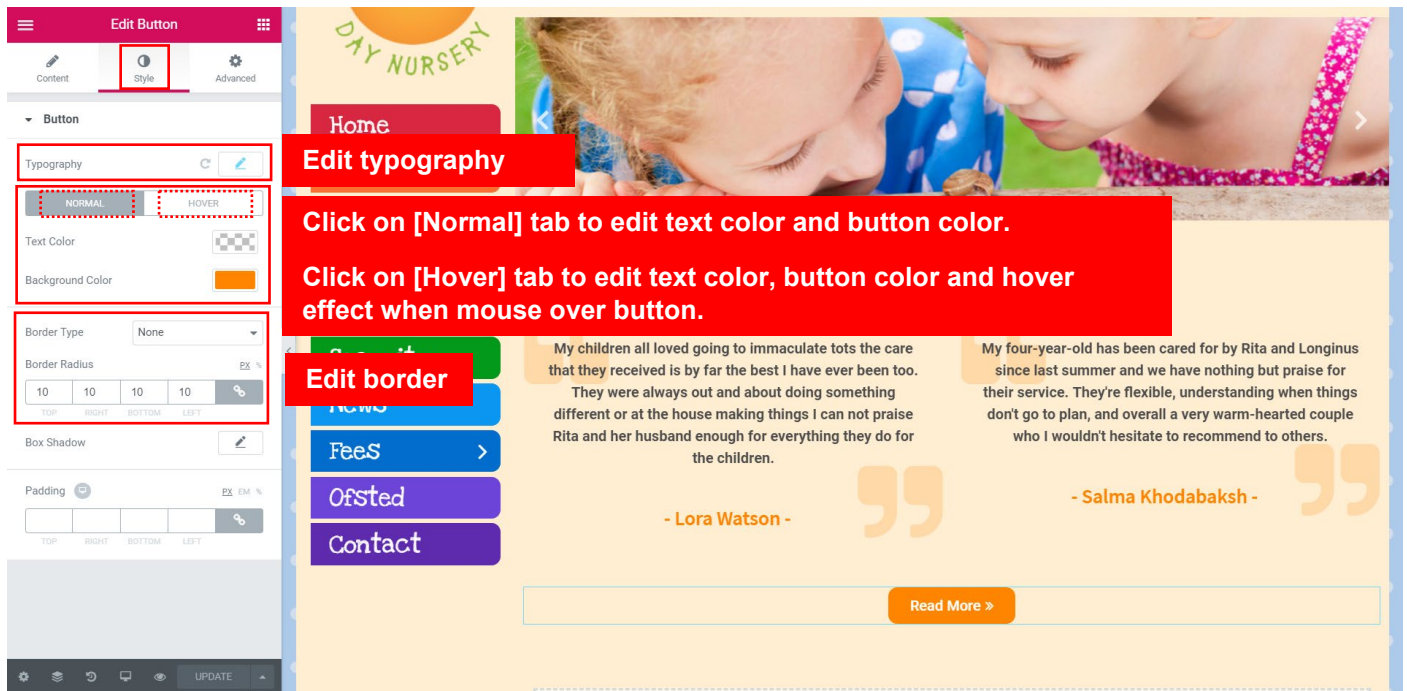


STEP 2: To edit Button, click on the  button on Button.

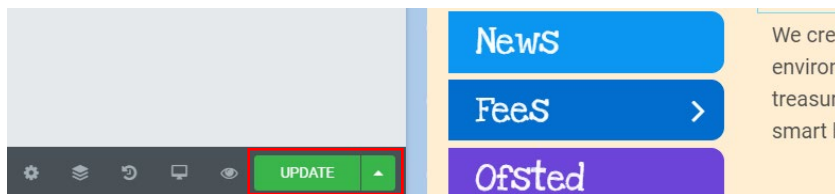


STEP 3: To edit button content, click on the **[Content]** tab. You can add link to button (e.g. <http://www.nurserycam.co.uk>) and edit the button's type, text, size, alignment and icon.

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

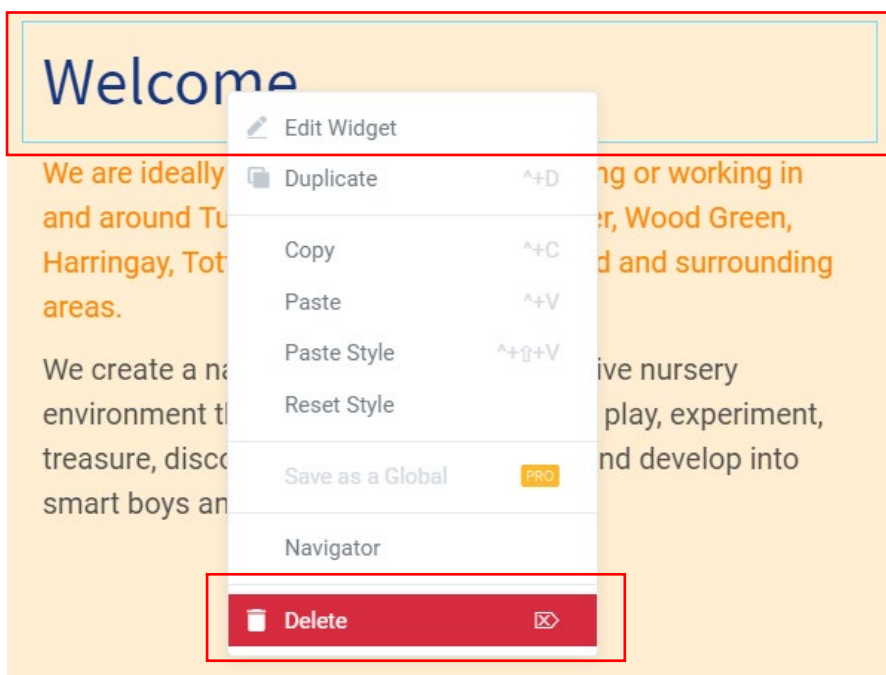


STEP 4: Click on the **[Style]** tab to edit typography, button color, hover effect and border.



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

13. How to remove element




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  button to see the changes.

16. How to retrieve history

The screenshot shows the 'History' sidebar on the left with the 'REVISIONS' tab selected. A red box highlights the 'Section Removed' dropdown and the 'Editing Started' entry. A red circle with the number '2' points to the 'History' button in the bottom toolbar. The main preview area shows the 'Orange Day Nursery' website with a navigation menu on the left and a main content area with a 'Welcome' section and a 'Where We Are' map.

STEP 1: Click on the  button 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.

The screenshot shows the 'History' sidebar on the left with the 'REVISIONS' tab selected. A red box highlights the 'DISCARD' and 'APPLY' buttons. A red circle with the number '3' points to the 'Revisions' list. The list shows several revisions, with the most recent one being '1 min ago (Dec 2 @ 03:28) Current Version By NurseryWeb'. The main preview area shows the 'Orange Day Nursery' website with a navigation menu on the left and a main content area with a 'Welcome' section and a 'Where We Are' map.

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.