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ADVERTISING INC.

Website Design | Graphic Design | Web Hosting | SEO | Web Maintenance



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Admin Tutorial

Prepared by:

iConcept Global Advertising Inc.



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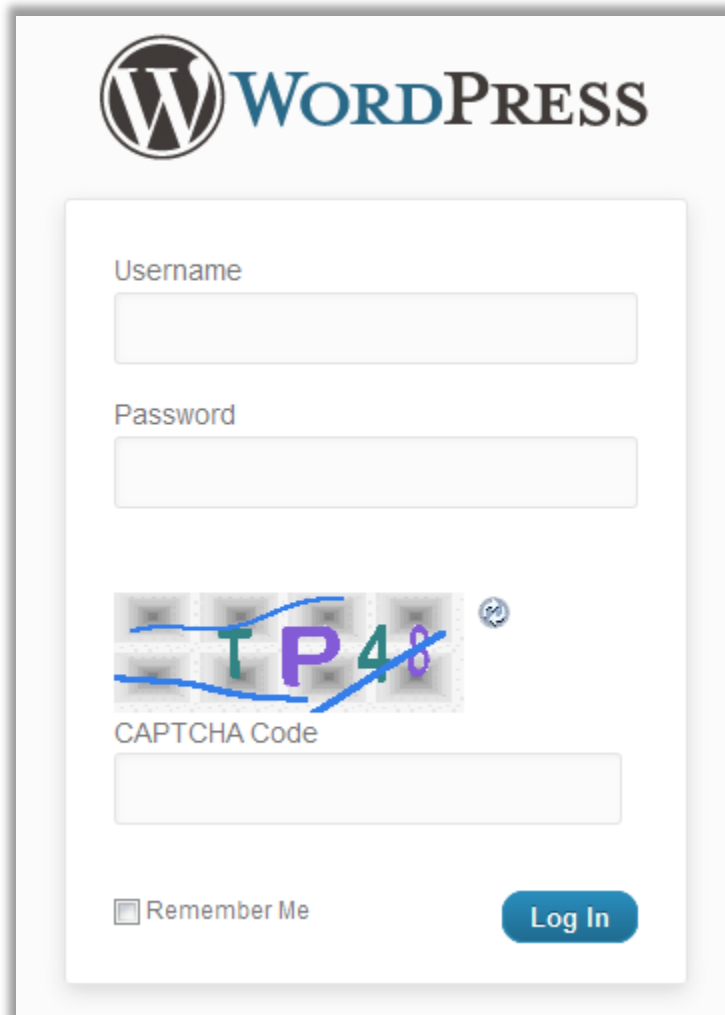
Log in Form

Enter your username and password. The access can be changed later on. Below is your temporary access information.

Link: <http://sanfranciscomirror.com/wp-admin>

Username: admin

Password: sf.iconcept



The image shows a screenshot of the WordPress login form. At the top left is the WordPress logo, a circular 'W' icon, followed by the word 'WORDPRESS' in a blue serif font. Below this are three input fields: 'Username', 'Password', and 'CAPTCHA Code'. The CAPTCHA image shows the letters 'TP48' in a stylized font with blue lines. At the bottom left is a checkbox labeled 'Remember Me', and at the bottom right is a blue 'Log In' button.

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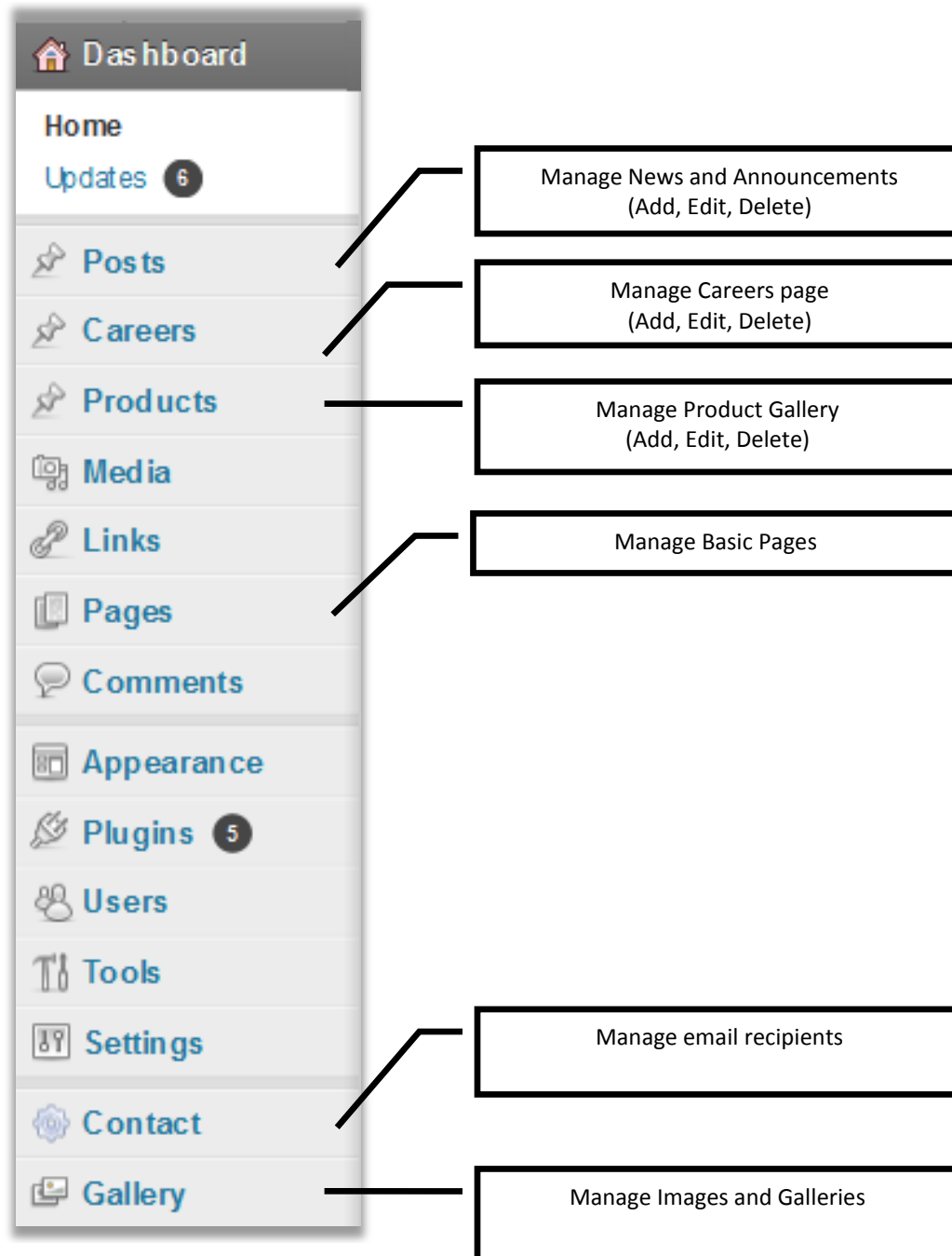
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The Dashboard

This is the landing page of your website admin. This contains the menus wherein you can edit posts, pages, images etc.



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Managing Contents: The Basics

Editing your contents is easy; whether it's an article or page content, it's just like working on a word document. Below are its functionalities:



Name	FUNCTION
Bold	Makes selected text and numbers bold
Italic	Makes selected text and numbers italic
Strikethrough	Creates a line on the selected text
Underline	Underlines selected text and numbers
Unordered list	Add, or remove, bullets in a selected paragraph
Ordered list	Makes a numbered list or reverts back to normal
Out dent	Decreases the indent to the previous tab stop
Indent	Indents the selected paragraph to the next tab stop
Align left	Aligns to the left with a ragged right margin
Align center	Centers the selected text
Align right	Aligns to the right with a ragged left margin
Insert/Edit Link	Sets a link in the highlighted text
Unlink	Breaks the link on the text
Insert Image	Allows to place an Image on the article (from your computer)
Font size	Changes the size of selected text and numbers
Align full	Aligns the selected text to both the left and right margins
Cut	Removes the selection from the document and places it on the clipboard
Paste	Places the content of the clipboard at the insertion point
Font Family	Changes the font of the selected text

Note: When editing a content, always make sure that you're working on the **VISUAL TAB**



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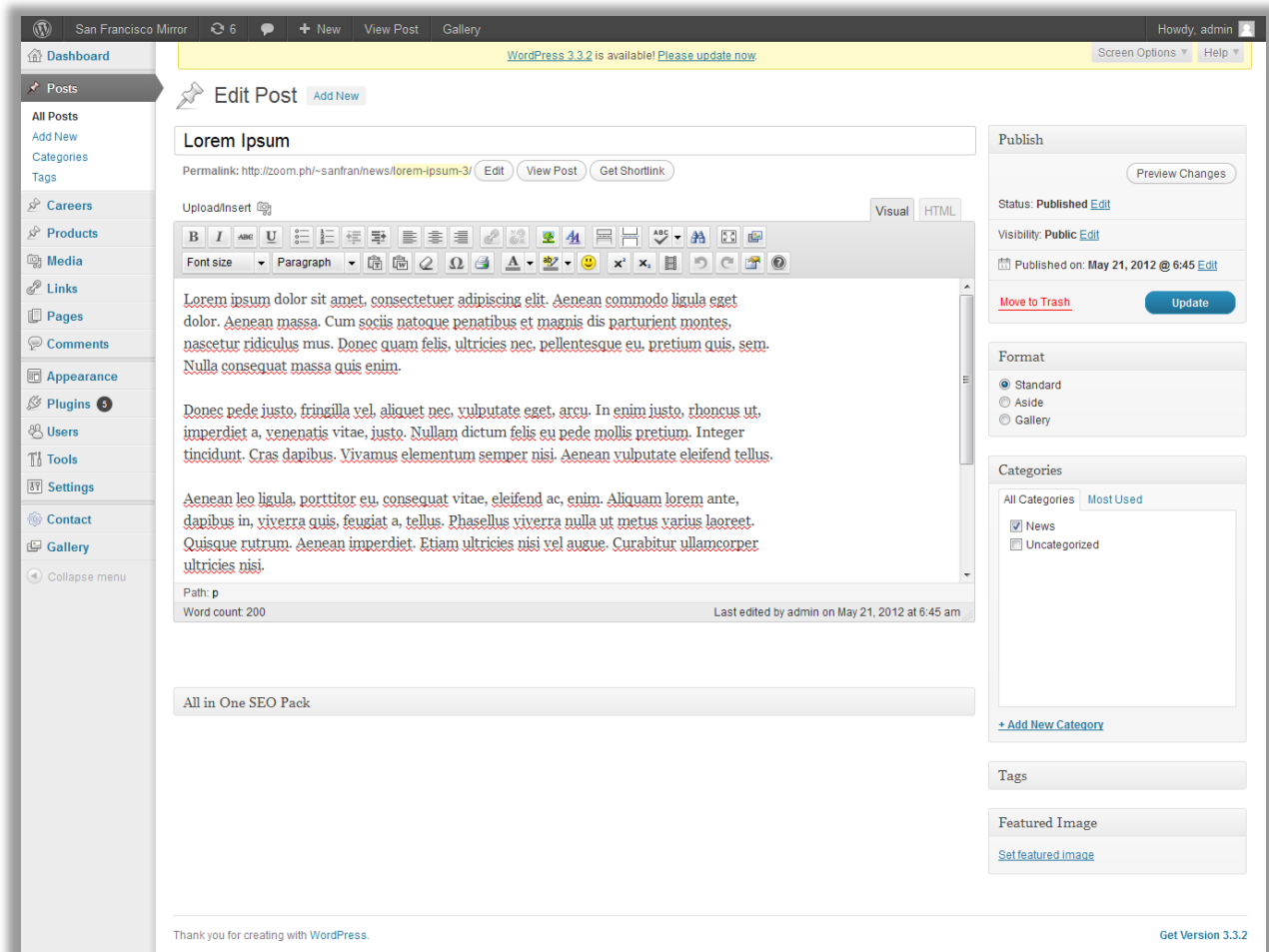
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Managing Posts

Manage your Latest News Section



Guide:

1. Post > Add New

- a. Fill up Title text field
- b. In the text area select **visual tab**. Copy and paste your article from other documents
- c. In the Categories Panel always select **News**
- d. If you wish to post your new article right away, just click **Publish** at upper right side of the page.
 - i. If you want it to be published for a specific date, edit the schedule on the Publish Panel

Published on: **Sep 8, 2010 @ 8:00** [Edit](#)

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Managing Pages

Manage basic pages: About Us (and subpages), Contact Us

The screenshot shows the WordPress 'Edit Page' interface for a page titled 'Company Profile'. The page content includes a paragraph: "San Francisco Mirror Corporation, a leader in the glass industry was established in 1952 as a manufacturer and leading importer, supplier and processor of high quality glass products." Below this is a section titled "Major Product Lines:" with a bulleted list:

- Imported Float Glass (all sizes and thickness) Blue, Bronze, Clear, Gray, Green
- Reflective Coated Glass (Pyrolytic; On line) Blue, Bronze, Gold, Green, Pink Rosa
- Energy Advantage Low-Emissivity Glass

 The interface also shows a sidebar with navigation options like Dashboard, Posts, Careers, Products, Media, Links, Pages, Comments, Appearance, Plugins, Users, Tools, Settings, Contact, and Gallery. The right-hand panel includes 'Publish' options (Status: Published, Visibility: Public, Published on: Apr 10, 2012 @ 2:47) and 'Page Attributes' (Parent: (no parent), Template: Default Template, Order: 0). At the bottom, there is a footer with 'All in One SEO Pack' and 'Thank you for creating with WordPress.'

Guide:

1. On the Dashboard, go to **Pages**
2. Hover your Mouse point on the page you want to update
3. Options will appear wherein you can choose: **Edit | Quick Edit | Trash | View**
 - a. To edit contents, select **Visual tab** on the upper right side of the field
4. When done, click **Update**. (Upper right part of the page)

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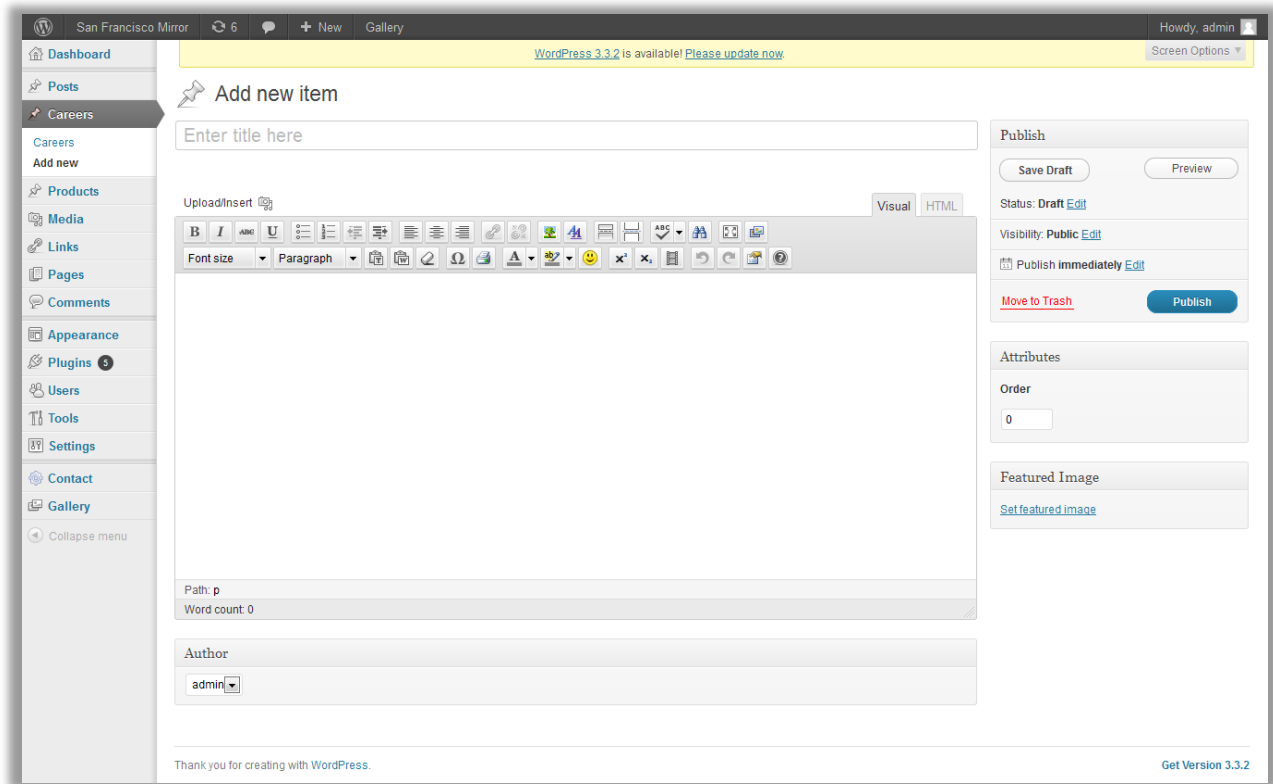
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Managing Careers Page

Add, Edit and Delete careers



Guide:

1. On the dashboard, go to **Careers > Add New**
2. Enter Job Title on the subject
3. Add job description on the main content area
4. Once done, click **Publish**

To edit existing post:

1. On the dashboard, go to **Careers**
2. Hover your mouse point to the post you want to edit
 - a. Do necessary changes
3. Click **Update**

To delete existing post:

1. On the dashboard, go to **Careers**
2. Hover your mouse point to the post you want to delete
3. Select **Trash**



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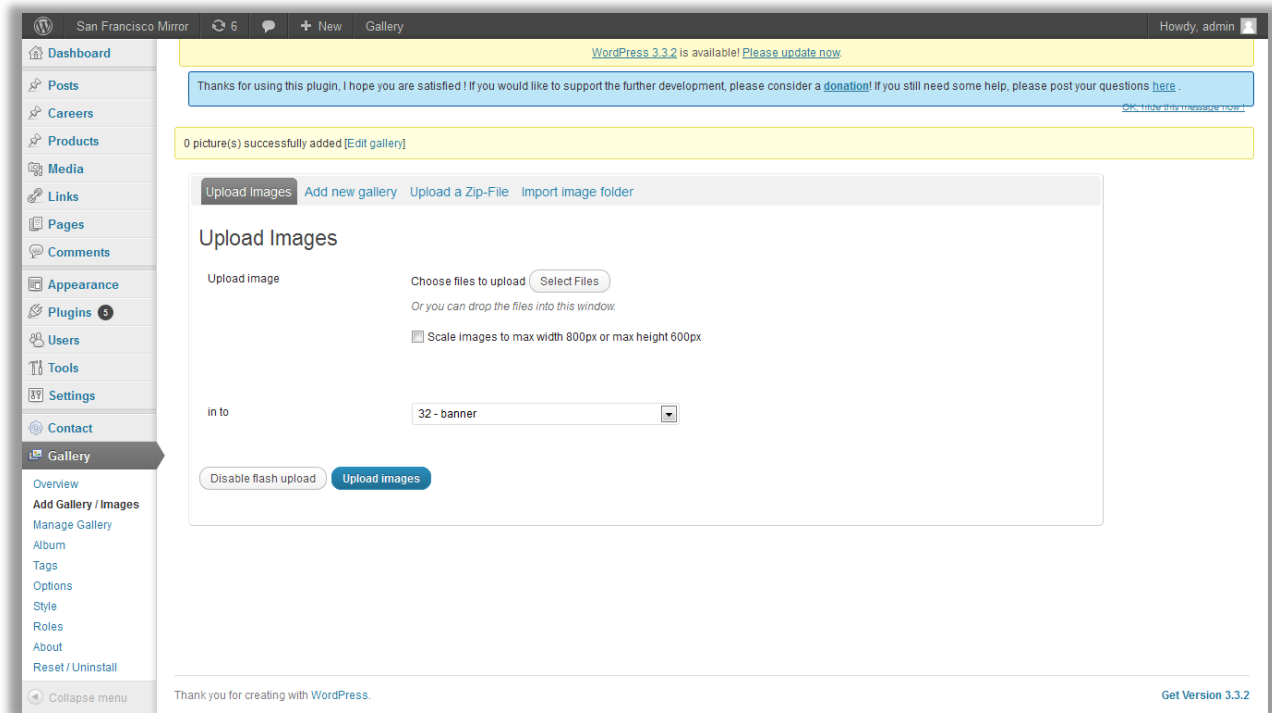
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Managing Animated Banner

Add, Edit and Delete images



Guide:

1. On the dashboard, go to **Gallery**
2. Click **Upload Pictures**
3. Select the image from your computer
4. On the dropdown menu (choose gallery), select **32 - banner**
5. Once done, click **Upload Images**

Note: the required dimension for the images is 1000x384px

To manage images:

1. On the dashboard, go to **Gallery > Manage Gallery**
2. Select the corresponding gallery (32 - Banner)
3. You may edit the description and delete existing images
4. **Save Changes**

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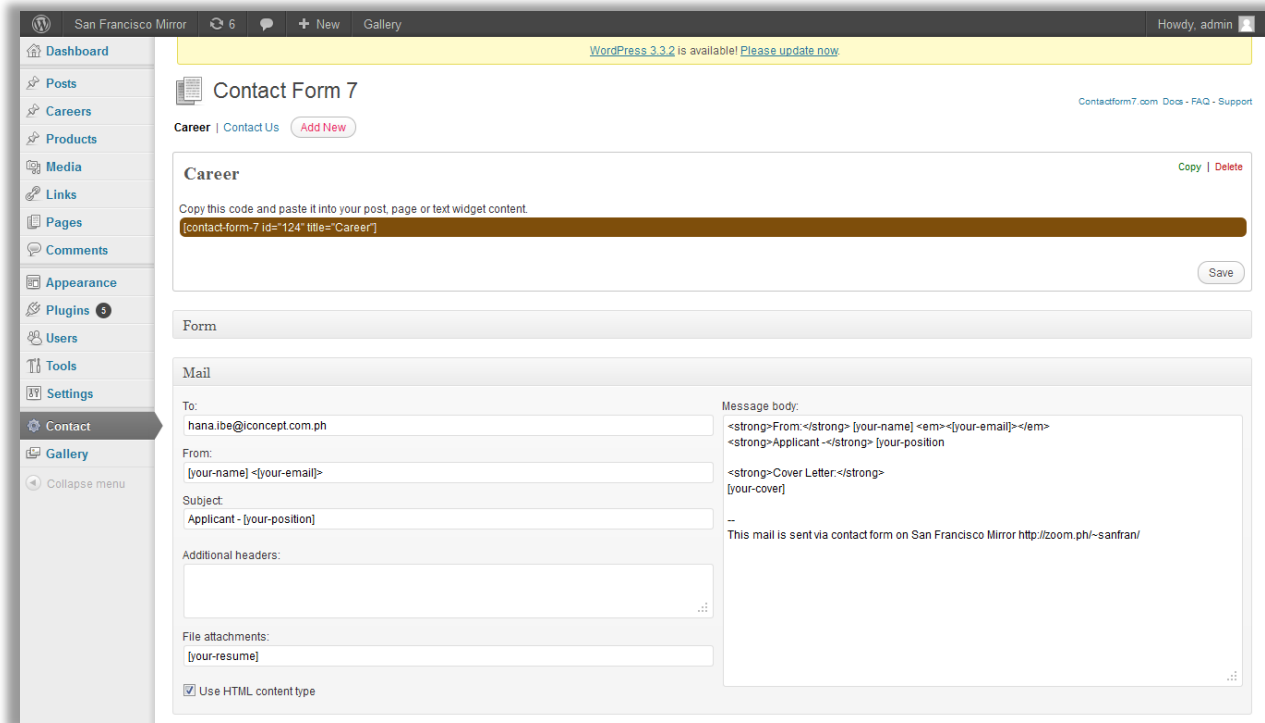
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Manage Email Recipients

Add, Edit, Delete Email Recipients



Guide:

1. On the dashboard, click on **Contact**
2. On the landing page, enter the desired email to the field (To:)
3. To add the second email recipient, click on **Mail 2** and click on the checkbox.
4. Enter the email on the same field (To:)
5. Once done, click on **Save**

Note: There are two (2) contact forms in the website. To edit other contact forms, click on the corresponding tab for contact form.



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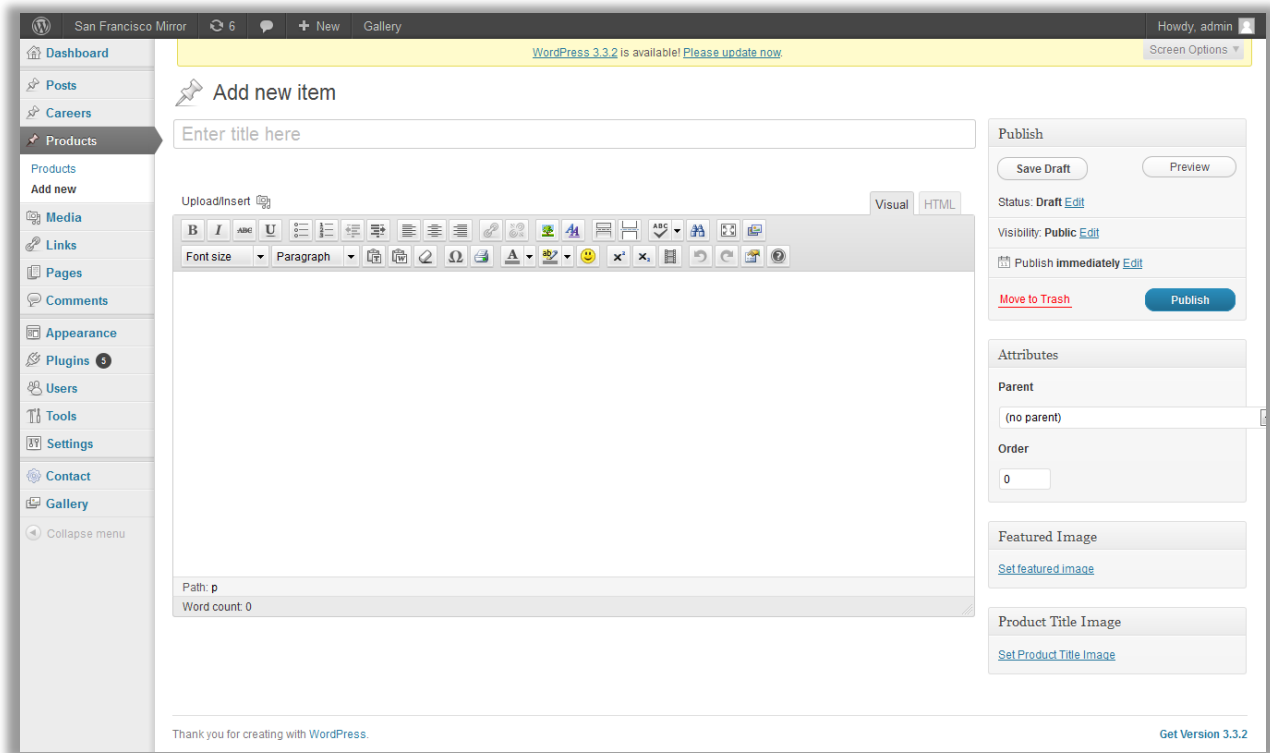
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Manage Product Gallery

Add, Edit, Delete Products and Categories



To add new product:

1. On the dashboard, go to **Products > Add new**
 - a. Enter title on the subject
 - b. Enter description on the main content area
 - c. Set the featured image
 - i. This could be the logo on the top of the content page or the product itself, depending on the category you will select
2. On the Attribute section, select the **Parent** (category)
3. Click **Publish**

To add New Category:

1. On the dashboard, go to **Products > Add new**
2. Enter Category name (subject field)
3. Select the **Parent Category**
4. Click **Publish**

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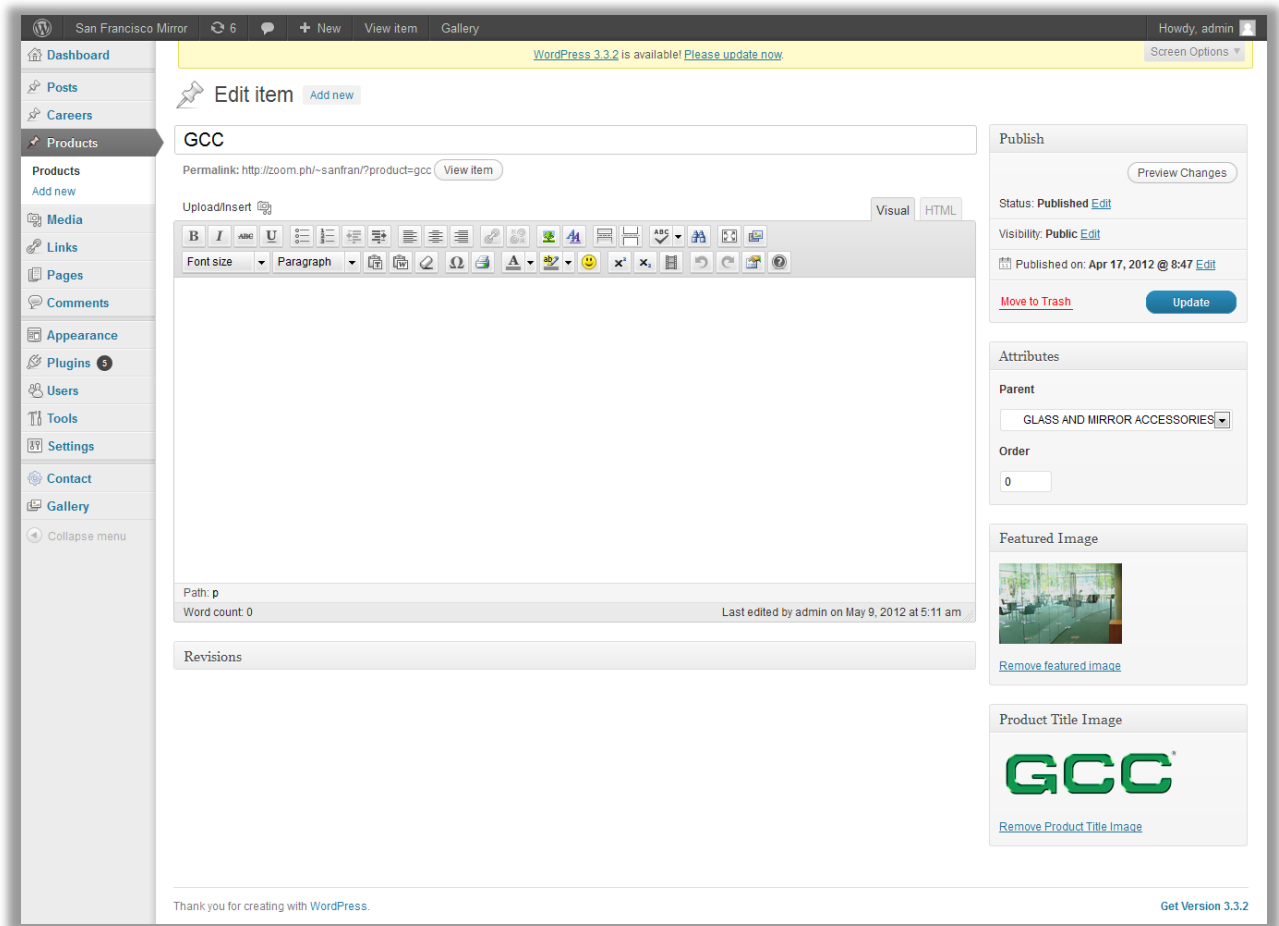


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To edit existing product/category:

1. On the dashboard, go to **Products**
2. Select the product/category you want to update
 - a. Edit necessary changes
3. Click **Update**

To delete existing product/category:

1. On the dashboard, go to **Products**
2. Hover your mouse point to the product/category you want to delete
3. Select **Trash**

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