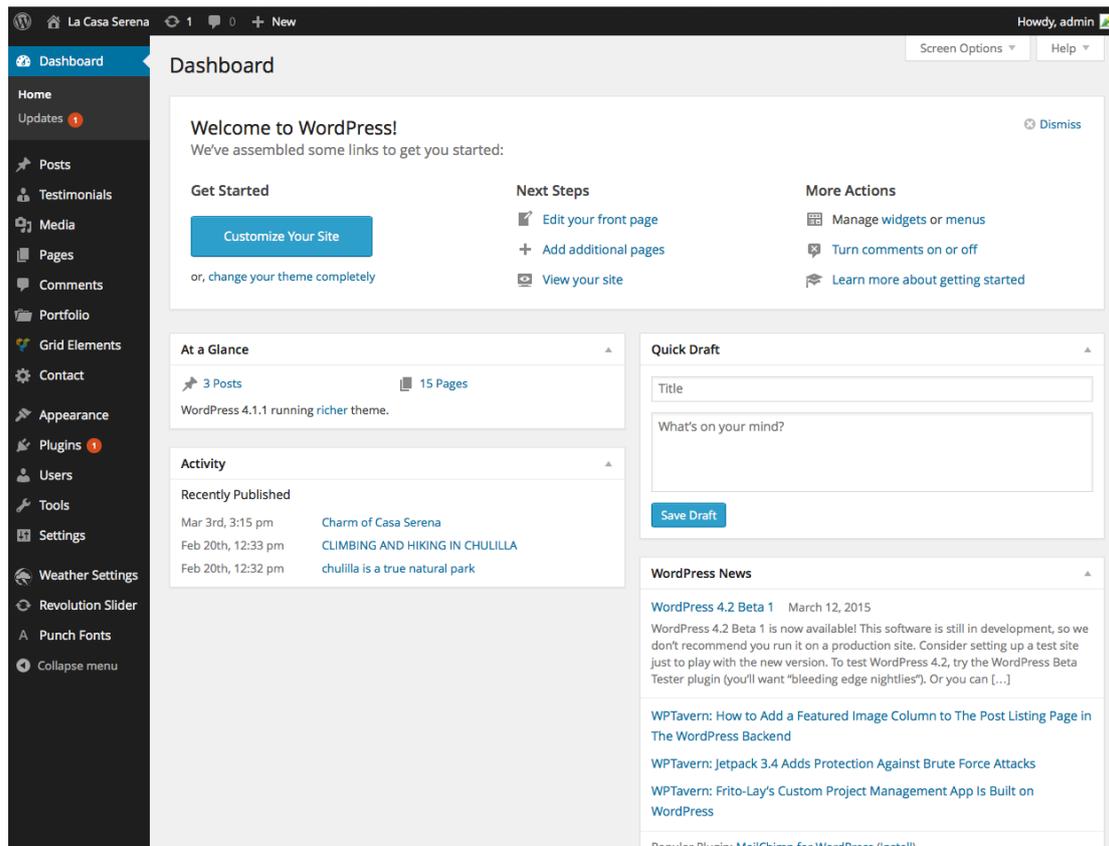


Hello, Please find below screen shots and comments to adding and updating the news and pages on your website. I have tried my best to keep the screenshots relevant and the explanation as simple as possible so you can go straight in and start editing your content. If you have any questions or would like to learn a few more complex changes please email me and Ill do my best to help.

Your Dashboard looks like this when you log in. Ignore any update warnings in orange we will manage those.



To update your news section – Select Posts on the left menu

Here you will see a list of your news stories

To edit them, hover over the title and click edit.

Or to start a new news post select add new towards the top of the page.

La Casa Serena 1 0 + New Howdy, admin

Dashboard

Posts Screen Options Help

All Posts
Add New
Categories
Tags

Testimonials
Media
Pages
Comments
Portfolio
Grid Elements
Contact
Appearance
Plugins 1
Users
Tools
Settings
Weather Settings
Revolution Slider
Punch Fonts
Collapse menu

Posts Add New

All (3) | Published (3) | Trash (10)

Bulk Actions Apply

All dates All categories Filter

3 items

<input type="checkbox"/>	Title	Author	Categories	Tags		Date	Thumbs
<input type="checkbox"/>	Charm of Casa Serena <small>Edit Quick Edit Trash View</small> <small>Duplicate Edit this item</small>	admin	Chullilla, La Casa Serena	hiking in chullilla, la casa serena chullilla	0	2015/03/03 Published	
<input type="checkbox"/>	CLIMBING AND HIKING IN CHULLILLA	admin	La Casa Serena	—	0	2015/02/20 Published	
<input type="checkbox"/>	chullilla is a true natural park	admin	La Casa Serena	—	0	2015/02/20 Published	

Title Author Categories Tags Date Thumbs

Bulk Actions Apply

3 items

Thank you for creating with [WordPress](#).
Version 4.1.1

I have selected edit on the screen grab below but the same will apply for a new post .

- Top box is for the news title
- Next box down is where you write your story/news
- Featured Image – Select add featured image and upload your image and click set featured image
- Categories – Select a category or click “Add New Category” to create a new one

Once happy with your changes click “Update” or if it is a new post you’re creating it will say “Publish” This will make the changes or new post live on the website.

The screenshot shows the WordPress 'Edit Post' interface for a post titled 'Charm of Casa Serena'. The interface is divided into several sections:

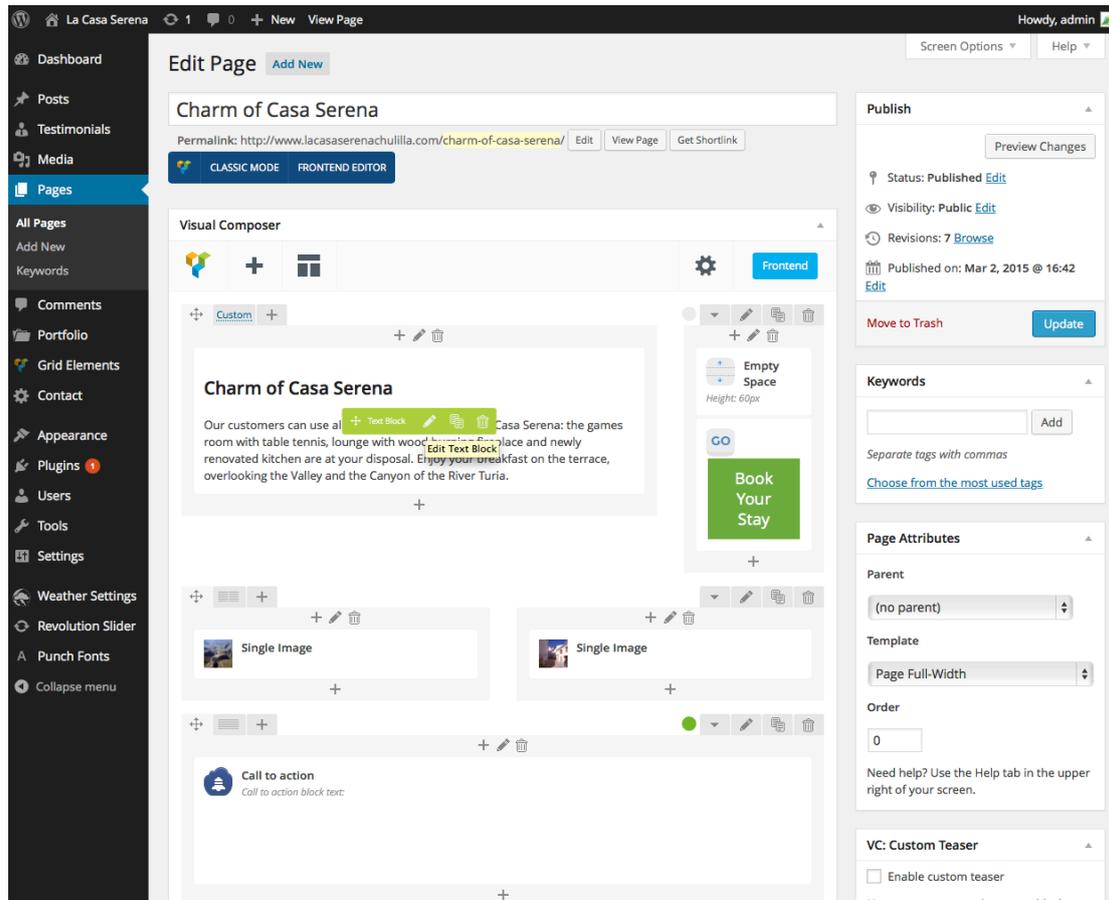
- Header:** Shows the site name 'La Casa Serena', navigation links, and the user 'Howdy, admin'.
- Left Sidebar:** A dark sidebar with navigation options: Dashboard, Posts (selected), All Posts, Add New, Categories, Tags, Testimonials, Media, Pages, Comments, Portfolio, Grid Elements, Contact, Appearance, Plugins (1), Users, Tools, Settings, Weather Settings, Revolution Slider, Punch Fonts, and Collapse menu.
- Main Content Area:**
 - Title:** 'Charm of Casa Serena' with a 'Permalink' field showing 'http://www.lacasaserenachulilla.com/new-title/' and buttons for 'Edit', 'View Post', and 'Get Shortlink'.
 - Visual Editor:** A rich text editor with a toolbar containing bold, italic, text color, background color, link, unlink, list, quote, indent, outdent, table, table of contents, and RevSlider options. The text area contains the paragraph: 'Our customers can use all the services available at La Casa Serena: the games room with table tennis, lounge with wood burning fireplace and newly renovated kitchen are at your disposal. Enjoy your breakfast on the terrace, overlooking the Valley and the Canyon of the River Turia.'
 - Word Count:** 'Word count: 47' and 'Last edited by admin on March 17, 2015 at 10:58 am'.
 - Settings:** A vertical stack of expandable sections: Titlebar Settings, Revisions, Comments, and Revolution Slider Options.
- Right Sidebar:**
 - Publish:** Shows 'Status: Published', 'Visibility: Public', 'Revisions: 2', and 'Published on: Mar 3, 2015 @ 15:15'. Includes 'Move to Trash' and 'Update' buttons.
 - Format:** A dropdown menu.
 - Categories:** Shows 'All Categories' and 'Most Used' tabs. Selected categories are 'Chulilla' and 'La Casa Serena'. Includes an 'Add New Category' link.
 - Tags:** A dropdown menu.
 - Featured Image:** A thumbnail image of a bedroom interior with a bed, a window, and a lamp.

To update the pages on your website Click “Pages” on the left. As with the posts, hover your mouse over the page name and click edit.

The screenshot shows the WordPress dashboard for 'La Casa Serena'. The left sidebar contains a navigation menu with 'Pages' highlighted. The main content area displays a list of 15 pages. The page 'Charm of Casa Serena' is highlighted, and its 'Edit' link is visible. The table below lists the pages with their titles, authors, and publication dates.

<input type="checkbox"/>	Title	Author		Date
<input type="checkbox"/>	Activities	admin	0	2015/02/26 Published
<input type="checkbox"/>	Charm of Casa Serena	admin	0	2015/03/02 Published
<input type="checkbox"/>	Ch...	admin	0	2015/03/02 Published
<input type="checkbox"/>	Climbing and hiking in Chulilla	admin	0	2015/03/02 Published
<input type="checkbox"/>	Contact	admin	0	2013/01/06 Published
<input type="checkbox"/>	Environment	admin	0	2015/03/02 Published
<input type="checkbox"/>	Facilities	admin	0	2015/02/20 Published
<input type="checkbox"/>	Home 2	admin	0	2013/01/09 Published
<input type="checkbox"/>	Landscapes	admin	0	2015/03/02 Published
<input type="checkbox"/>	Monuments	admin	0	2015/03/02 Published
<input type="checkbox"/>	Parties	admin	0	2015/03/02 Published
<input type="checkbox"/>	Restaurants	admin	0	2015/03/02 Published
<input type="checkbox"/>	Rooms & Rates	admin	0	2015/02/20 Published

Hover your mouse over the sections you want to edit until the green box appears, on this green box click the pencil icon “edit text block”



This brings a pop up box where you can edit and format the text in that column. Once you have made your changes click save changes.

You do the same with the images, hover your mouse over until the green box appears and click “edit image” this pops up a different box where you can remove and upload a new image” hit save changes

All the editable elements throughout the site work on the same principal, hover over, click edit change what appears in the pop up box, click save.

Once you are happy with the changes you have made on the page and you want to update the live site you click the blue “update button”

La Casa Serena 1 0 + New View Page Howdy, admin

Dashboard Posts Testimonials Media Pages All Pages Add New Keywords Comments Portfolio Grid Elements Contact Appearance Plugins 1 Users Tools Settings Weather Settings Revolution Slider Punch Fonts Collapse menu

Edit Page Add New

Charm of Casa Serena

Permalink: <http://www.lacasaserenachullilla.com/charm-of-casa-serena/>

CLASSIC MODE FRONTEND EDITOR

Visual Composer

Custom +

Charm of Casa Serena

Our customers can use all the services available at La Casa Serena: the games room with table tennis, lounge with wood burning fireplace and newly renovated kitchen are at your disposal. Enjoy your breakfast on the overlooking the Valley and the Canyon of the River Turia.

Single Image

Call to action

Call to action block text:

Text Block Settings

General Design options

Text

Add Media

Visual Text

B I ABE H1 H2 H3 H4 H5 H6 H7 H8 H9 H10 H11 H12

RevSlider

Heading 2

h2 > strong

Charm of Casa Serena

Our customers can use all the services available at La Casa Serena: the games room with table tennis, lounge with wood burning fireplace and newly renovated kitchen are at your disposal. Enjoy your breakfast on the overlooking the Valley and the Canyon of the River Turia.

h2 > strong

CSS Animation

No

Select type of animation if you want this element to be animated when it enters into the browsers viewport. Note: Works only in modern browsers.

Extra class name

If you wish to style particular content element differently, then use this field to add a class name and then refer to it in your css file.

Close Save changes

right of your screen.

VC: Custom Teaser

Enable custom teaser

Here you can customize teaser block.

La Casa Serena 1 0 + New View Page Howdy, admin

Dashboard Posts Testimonials Media Pages All Pages Add New Keywords Comments Portfolio Grid Elements Contact Appearance Plugins 1 Users Tools Settings Weather Settings Revolution Slider Punch Fonts Collapse menu

Edit Page Add New

Charm of Casa Serena

Permalink: <http://www.lacasaserenachullilla.com/charm-of-casa-serena/>

CLASSIC MODE FRONTEND EDITOR

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Charm of Casa Serena

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Single Image

Call to action

Call to action block text:

Single Image Settings

General Design options

Widget title

Enter text which will be used as widget title. Leave blank if no title is needed.

Image

Select image from media library.

Image size

full

Enter image size. Example: "thumbnail", "medium", "large", "full" or other sizes defined by current theme. Alternatively enter image size in pixels: 200x100 (Width x Height). Leave empty to use "thumbnail" size.

Image alignment

Align center

Select image alignment.

Image style

Default

Select display style.

Link to large image?

Yes, please

If selected, image will be linked to the larger image.

Image link

http://

Enter URL if you want this image to have a link.

CSS Animation

Close Save changes

