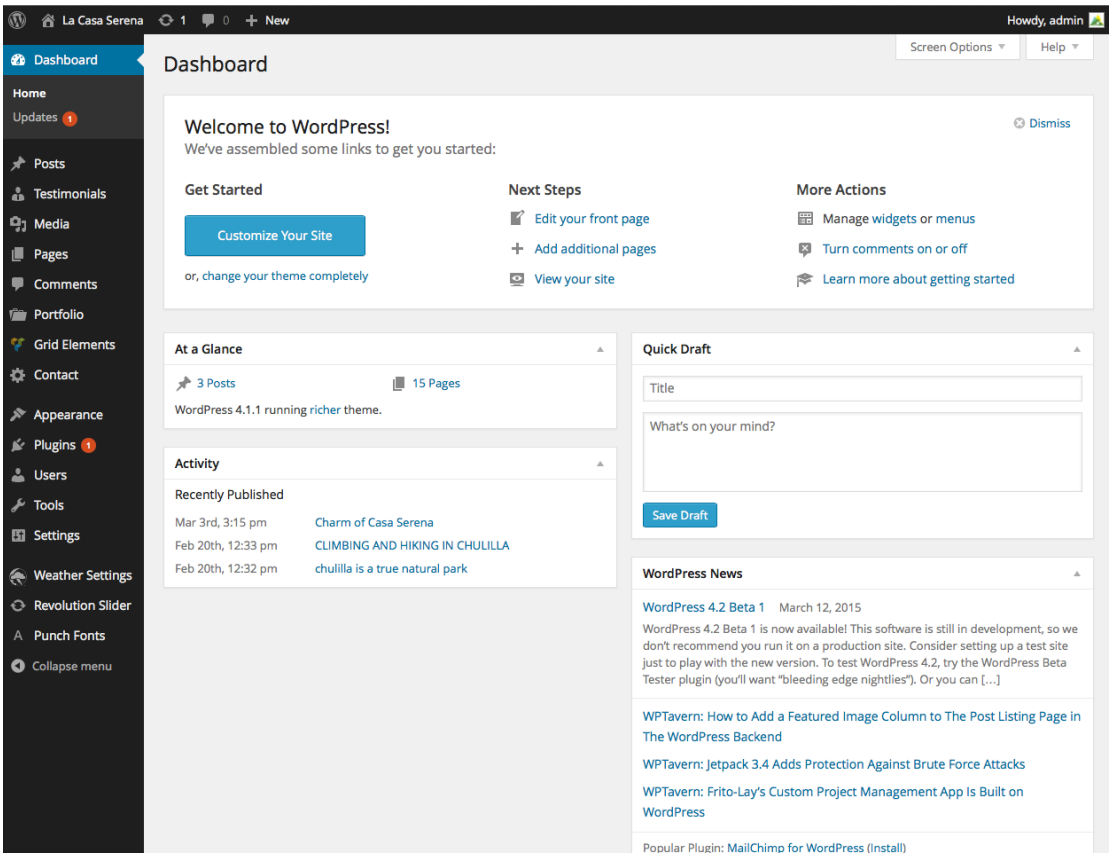
Hello, Please find below screen shots and comments to adding and updating the news and pages on your website. I have tried my best to keep the screenshots relevant and the explanation as simple as possible so you can go straight in and start editing your content. If you have any questions or would like 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.

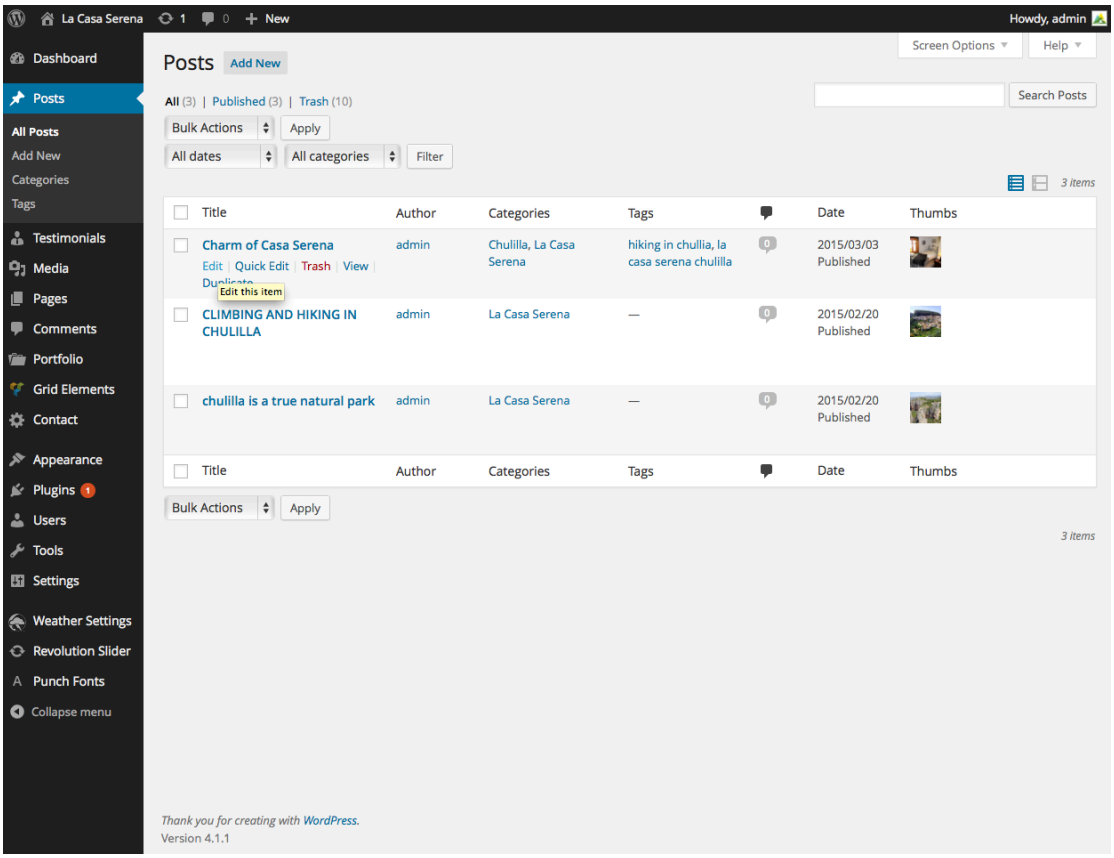


To update your news section – Select Posts on the left menu

Here you will see a list of your news stories

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

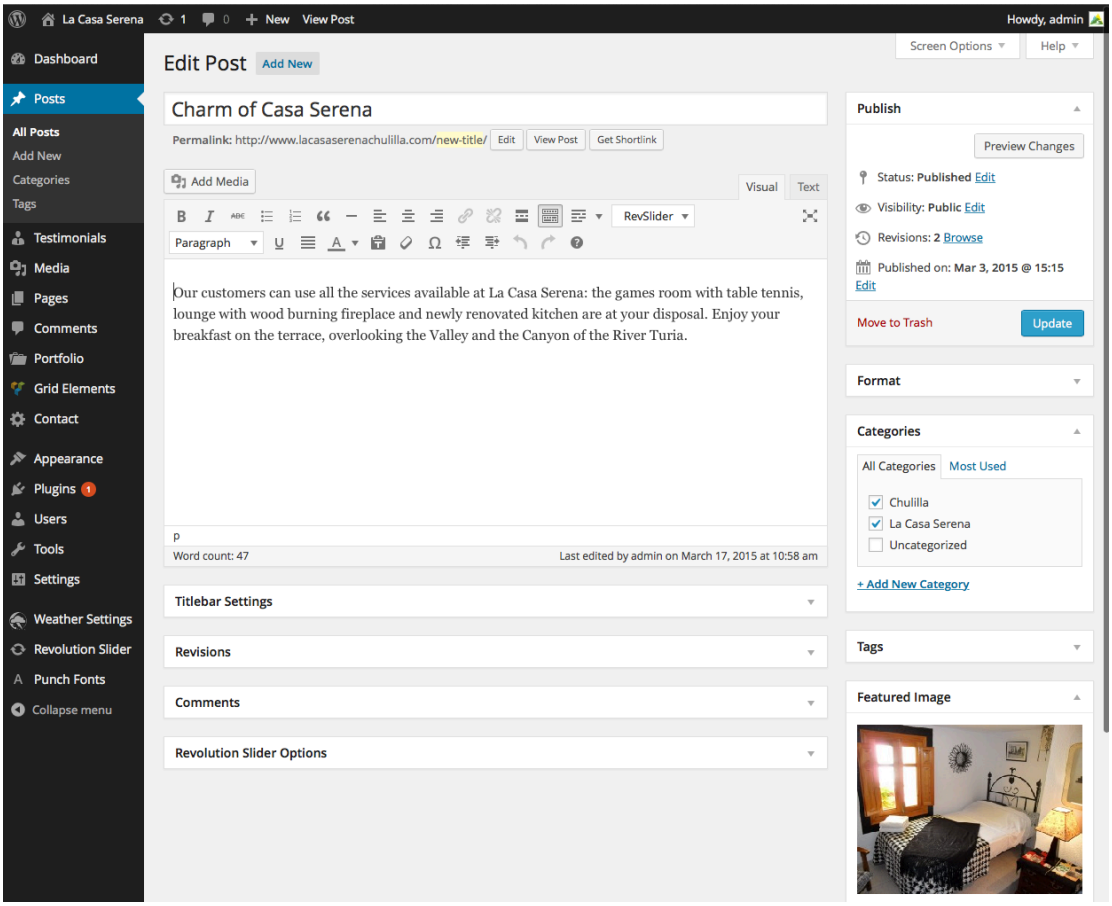
Or to start a new news post select add new towards the top of the page.


La Casa Serena
1
0
New
Howdy, admin
Dashboard
Posts
All Posts
Add New
Categories
Tags
Testimonials
Media
Pages
Comments
Portfolio
Grid Elements
Contact
Appearance
Plugins
Users
Tools
Settings
Weather Settings
Revolution Slider
Punch Fonts
Collapse menu
Screen Options
Help
Posts
Add New
All (3) | Published (3) | Trash (10)
Search Posts
Bulk Actions
Apply
All dates
All categories
Filter
3 items
Title
Author
Categories
Tags
Date
Thumbs
Charm of Casa Serena
Edit | Quick Edit | Trash | View | Duplicate
Edit this item
admin
Chulilla, La Casa Serena
hiking in chullia, la casa serena chulilla
2015/03/03 Published
CLIMBING AND HIKING IN CHULILLA
admin
La Casa Serena
—
2015/02/20 Published
chulilla is a true natural park
admin
La Casa Serena
—
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

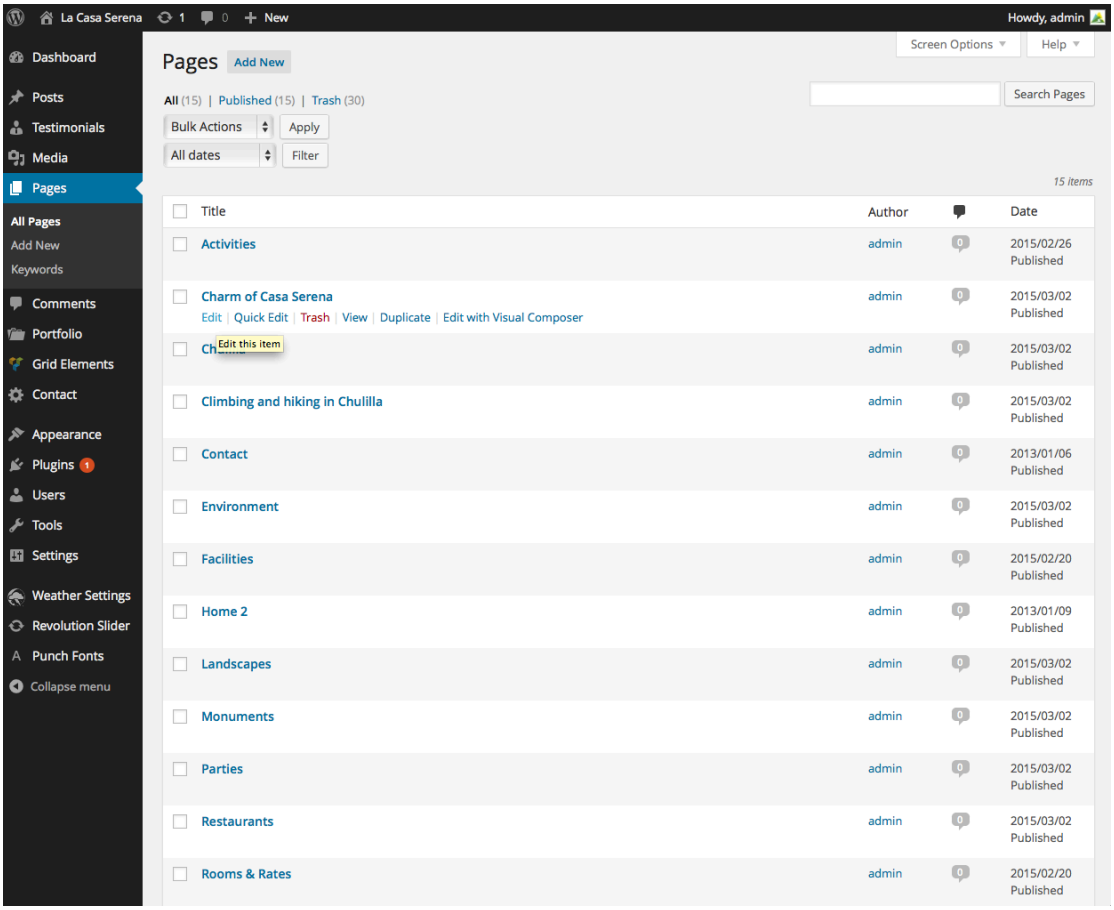
I have selected edit on the screen grab below but the same will apply for a new post .

- Top box is for the news title
- Next box down is where your 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

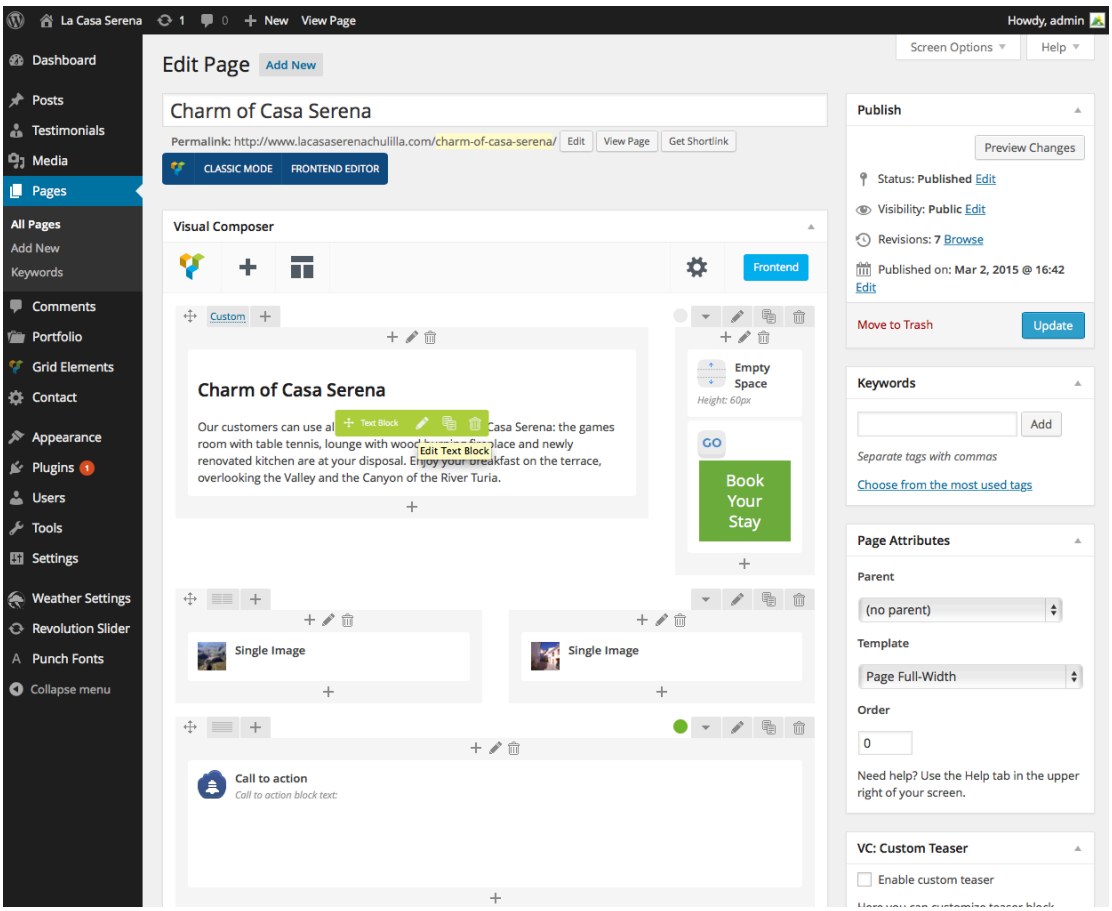
Once happy with your changes click “Update” or if it is a new post you’re creating it will say “Publish” This will make the changes or new post live on the website.



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.



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”

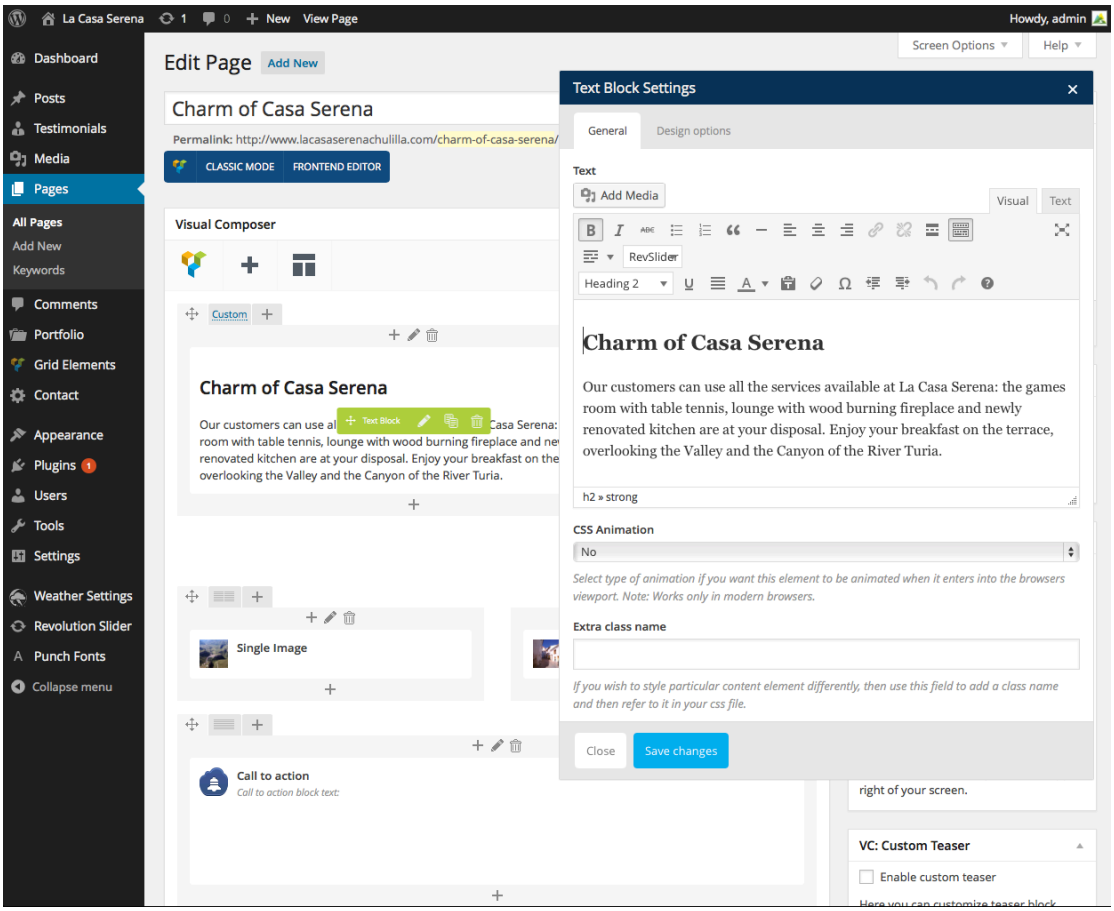


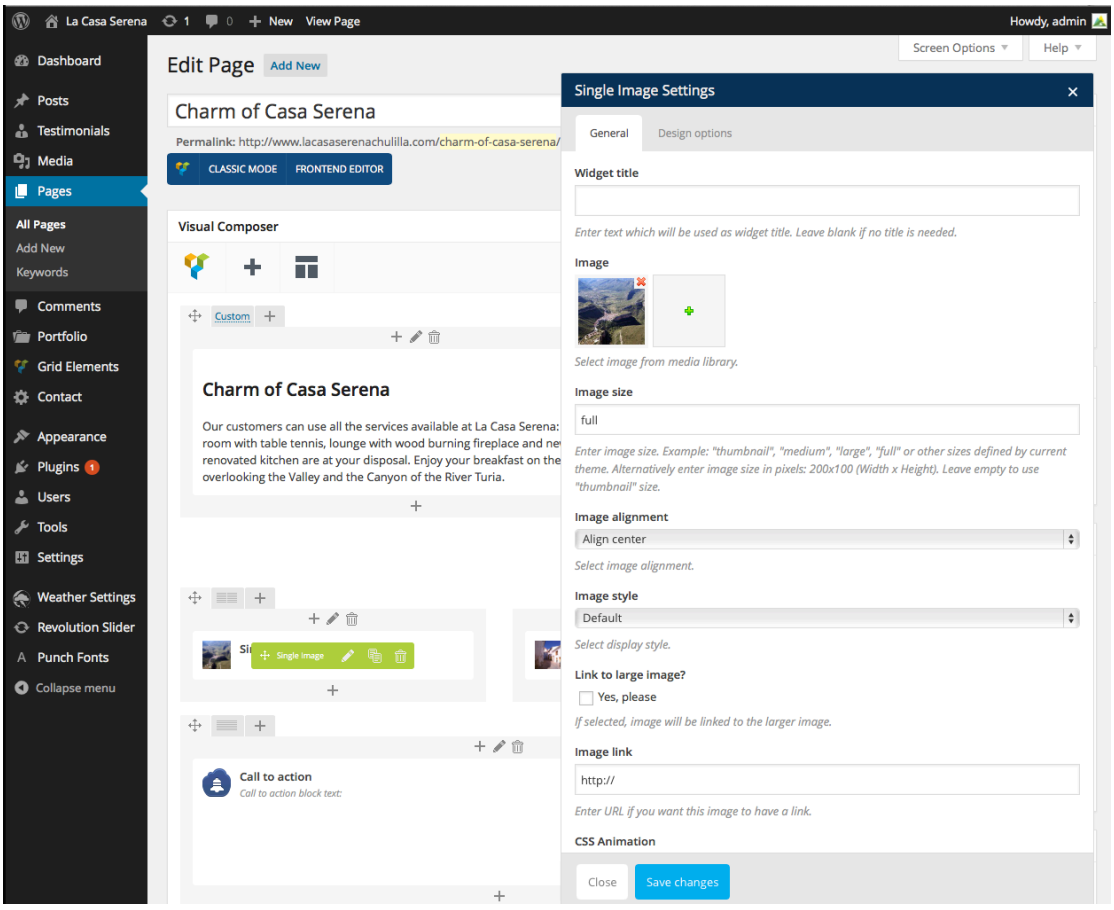
This brings a pop up box where you can edit and format the text in that column. Once you have made your changes click save changes.

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
New
View Page
Howdy, admin
Screen Options
Help
Dashboard
Posts
Testimonials
Media
Pages
All Pages
Add New
Keywords
Comments
Portfolio
Grid Elements
Contact
Appearance
Plugins
Users
Tools
Settings
Weather Settings
Revolution Slider
Punch Fonts
Collapse menu
Edit Page
Add New
Charm of Casa Serena
Permalink: http://www.lacasaserenachulilla.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 terrace, 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
RevSlider
Heading 2
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 terrace, 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


La Casa Serena
New
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Keywords
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Charm of Casa Serena
Permalink: http://www.lacasaserenachulilla.com/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