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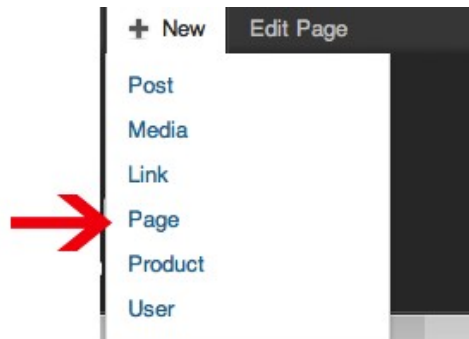
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Login

- ⤴ Go to <http://yourdomain.com/wp-login.php>
- ⤴ Login with your username and password
 - If you forgot your password, click 'Lost your password?'

Add A Page

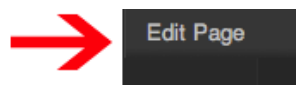
- ⤴ Login following the 'Login' steps.
- ⤴ From the Admin Bar, hover over 'New'
- ⤴ Click 'Page'



- ⤴ Create content for page.
- ⤴ Click 'Publish'.

Edit A Page

- ⤴ Login following the 'Login' steps.
- ⤴ Navigate to page you want to edit and click 'Edit Page'



- ⤴ Make edits to page
- ⤴ On the right, click 'Update'.

Make Text A Link

- ⤴ Navigate to page where you want to insert your image. See 'Edit A Page' or 'Add A Page'.
- ⤴ Select text you want to make a link

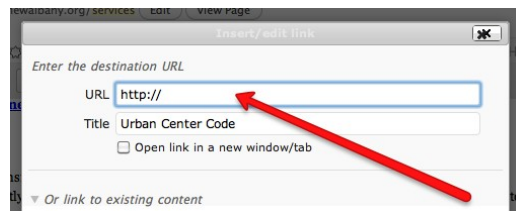
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eterie, one park, one water

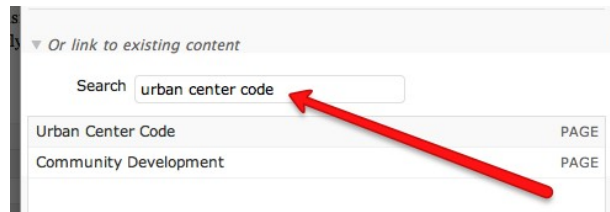
- Click the icon that looks like a link in a chain



- Decide if the link is to an internal or external website
- External: Enter URL if site is outside of your website/domain. Make sure to put 'http://' before your link.



- Internal: If URL is to a page inside your website/domain, enter the page title in the search bar and **click on the page title**.



- Click 'Add Link'

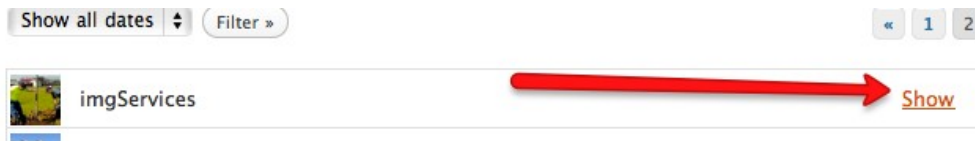


Insert Image Into A Page

- ⤴ Navigate to page where you want to insert your image.
- ⤴ Place cursor where you want to insert image
- ⤴ Click image icon



- ⤴ Click on location of image from the following options:
- ⤴ From Computer - Image is located on your hard drive .
 - Click 'Select Files'
 - Navigate to file on your hard drive and click 'OK'
 - File should upload. If problems occur, try the 'Browser uploader'
 - Enter Required Information (see above for descriptions of fields)
 - Click 'Insert into Post'
- ⤴ Media Library - Image is in Media Library
- ⤴ Click "Show"

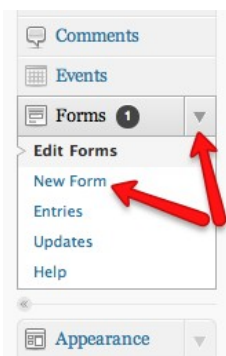


- ⤴ Enter Required Information
- ⤴ Title - title of image
- ⤴ Alternate Text - text to show if image doesn't show
- ⤴ Enter Optional Information
 - Published Date - date image was uploaded to page
 - Description - Describe the photo
 - Link URL - URL that image will link to if clicked on. Suggested to remove this text.
 - Alignment - Location of photo on page.
 - Size - Size of photo
- ⤴ Click 'Insert into Post'
- ⤴ Image should appear in main content area

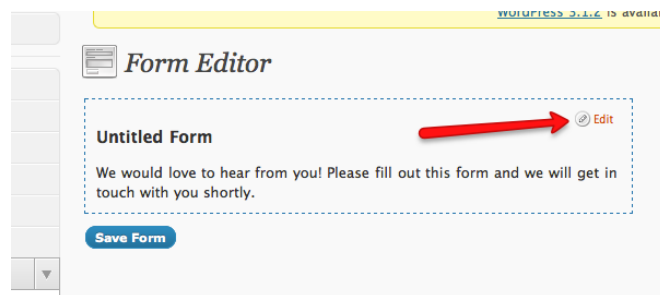
- ⤴ From URL – Image is located on another website.
- ⤴ Enter Required Information
 - Image URL – location of image (i.e. http://www.google.com/monalisa)
 - Image Title – title of image
 - Alternate Text – text to show if image doesn't show
- ⤴ Enter Optional Information
 - Image Caption – caption for the image
 - Alignment - Location of photo on page.
 - Link Image To: URL that image will link to if clicked on.
- ⤴ Click 'Insert Into Post'

Create a Form

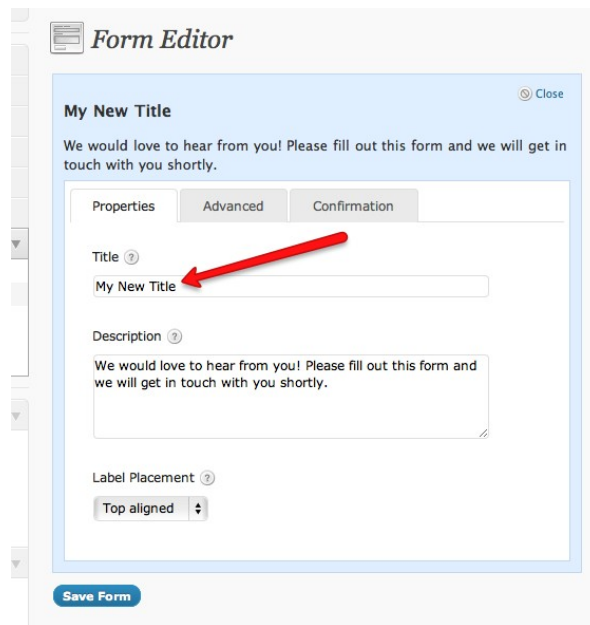
- ⤴ Login
- ⤴ Navigate to the 'Forms' pane and click on the down arrow
- ⤴ Click 'New Form'



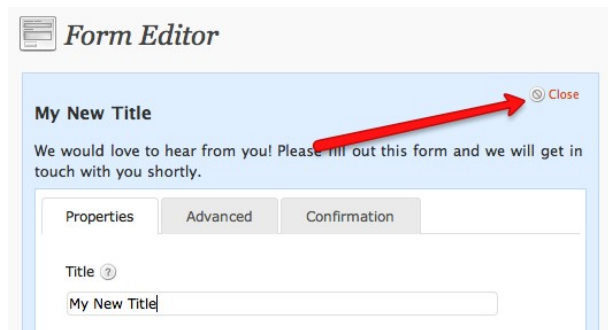
- ⤴ Edit the title field of the form
- ⤴ Hover over the field and click on the 'edit' button.



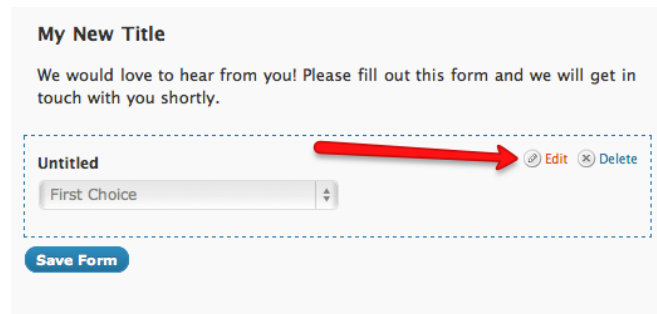
- ⤴ Enter the name of your form in the 'Title' text box.



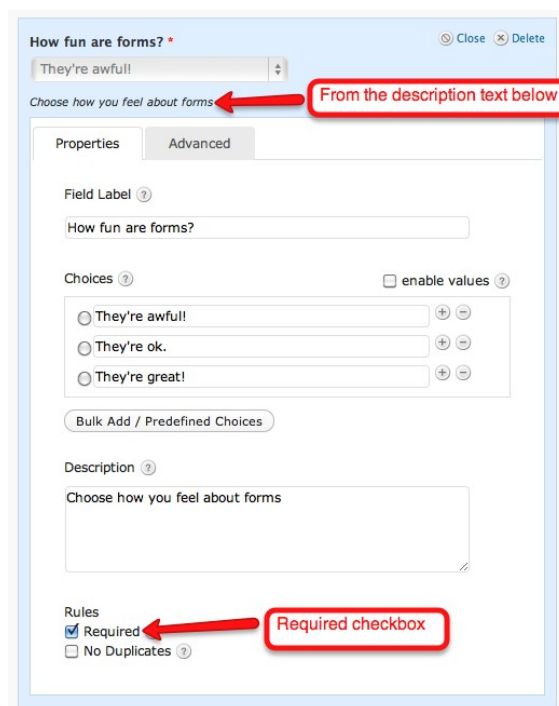
- ⤴ The description is what will be shown to users when they see your form.
- ⤴ When done, click 'Close'



- ⤴ To add fields, just click on the type of field you would like from the selection on the right. All necessary fields should be found in the 'Standard fields' or 'Advanced Fields' drop downs.
- ⤴ To edit a field's attributes, single-click on the element or click the 'Edit' button. It will expand.



- ⤴ To make a field required, check the 'Required' box
 - If you're not sure what a field's attribute is, hover your mouse over the question mark icon to reveal helpful information

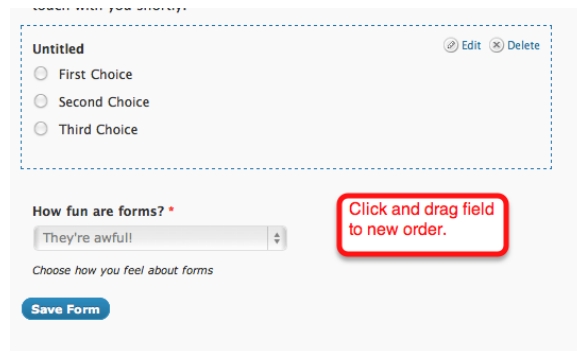


- ⤴ When you're done editing the field's attributes, click 'Close'.

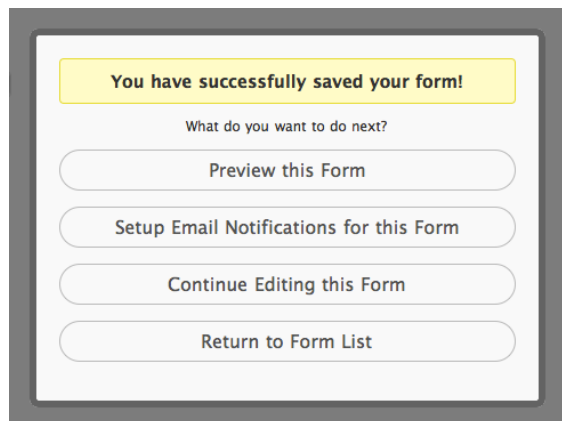
- ✦ Adding another field will add it to the bottom of your form.



- ✦ To rearrange the order, click on the field you want to move and drag it to the desired position.



- ✦ To delete a field that you added, click on the 'delete' button. This is revealed when you hover over an element.
- ✦ When done, click 'Save Form'. You should see this box after a successful save. Click 'Return to Form List'.

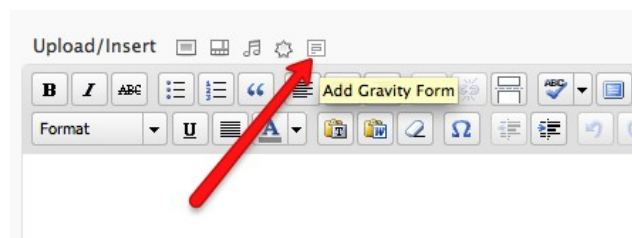


- ⤴ Verify that your new form is in the list. Congrats, you've created your first form! Note: only administrators are allowed to delete forms.

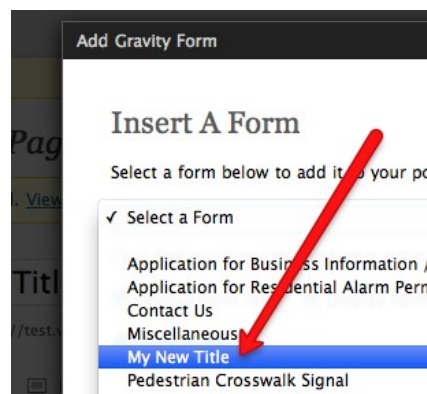


Include A Form On A Page

- ⤴ Login
- ⤴ On the public part of the website, navigate to the page where you want your form to appear.
- ⤴ Click 'Edit Page'
- ⤴ Click the 'Add Gravity Form' icon



- ⤴ Select your form from the drop down menu



- ✦ Click 'Insert Form'

Insert A Form

Select a form below to add it to your post or page.

My New Title

Can't find your form? Make sure it is active.

Display form title Display form description E

Insert Form Cancel

- ✦ Form should now be included using a special "short code"

Style Guide

If you want to style the body of your page, there are some simple ways to do it.

- ✦ Highlight the text you want to change.
- ✦ Choose how you want to style the text from the many options:

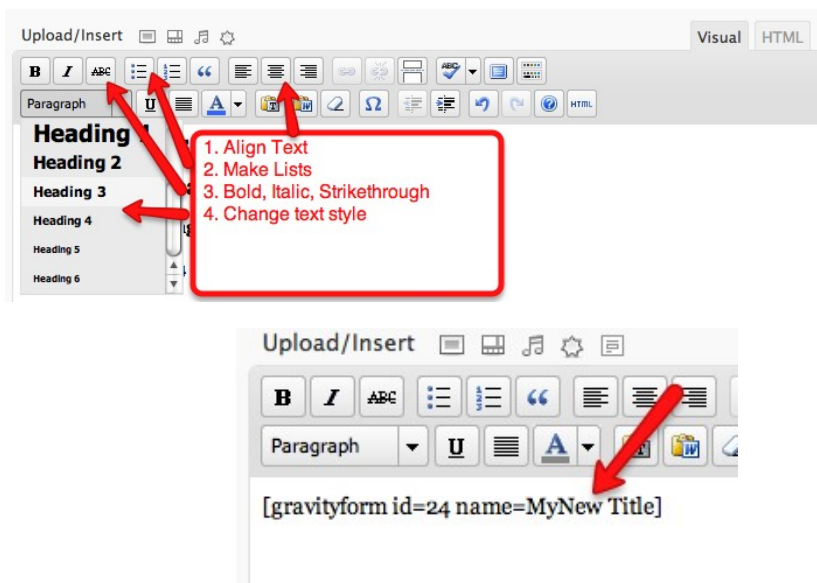


Figure 1 - Main editor

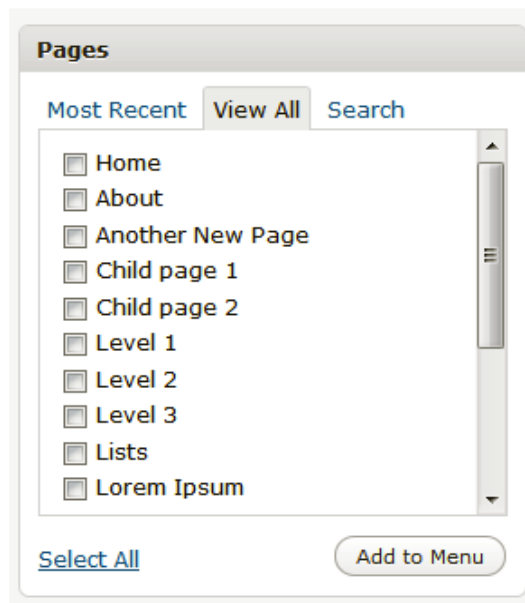
Adjusting Navigation

- ✦ Login
- ✦ From the 'Appearance' menu on the left-hand side of the Dashboard select the 'Menus' option to bring up the menu editor.
- ✦ Select the name of the menu you are trying to edit

- ⤴ Main Menu: Top Navigation Menu on each page
- ⤴ Footer Menu: Menu at the bottom of each page
- ⤴ To re-arrange pages drag and drop the selected page to desired area

Adding Items to a Menu

- ⤴ In the left-hand corner of the menu editor screen, you should see a sub-menu titled 'Pages'. In this sub-menu, click the View All link. This will bring up a list of all the pages that are currently published on your site/blog.
- ⤴ Select the pages you want to add to your menu by clicking the checkbox to the left of each

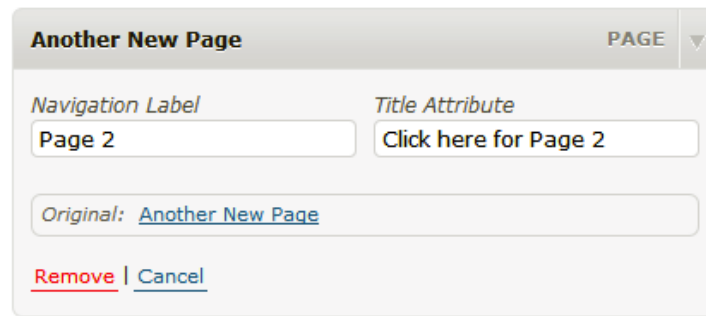


item's title.

- ⤴ Add to Menu
 - ⤴ Menu items default to the bottom of the list – Click on the desired page and drag the box to the right position.
- ⤴ Click 'Save Menu' to save the changes.

Deleting a Page from the Menu

- ⤴ Find the corresponding menu item box in the right-hand corner of the menu editor window and left-click on the arrow icon in the top right-hand corner of it. The menu item box should then expand and the options we need to edit should be visible.



Another New Page PAGE ▾

Navigation Label

Title Attribute

Original: [Another New Page](#)

[Remove](#) | [Cancel](#)

- ⤴ Click on the Remove link in the bottom left-hand corner. The menu item box for the menu item you deleted should no longer be displayed.
- ⤴ Click the Save Menu button to save the changes you have made.