Your Website

Instruction Manual

Before you proceed you will need the Username and Password from

us

Your Login details for Your Website is:

Username: xxxxx Use one suplied

Password: xxxx Use one supplied

Step 1

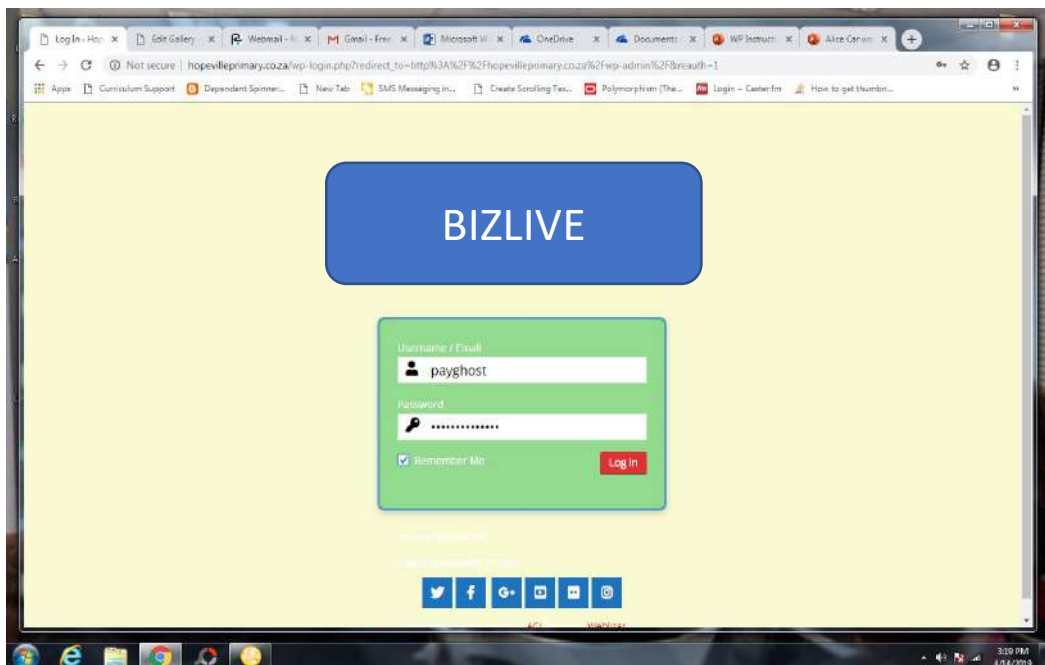Goto www.Yourdomain.co.za/signin

or

you may try

www.Yourdomain.co.za/wp-admin
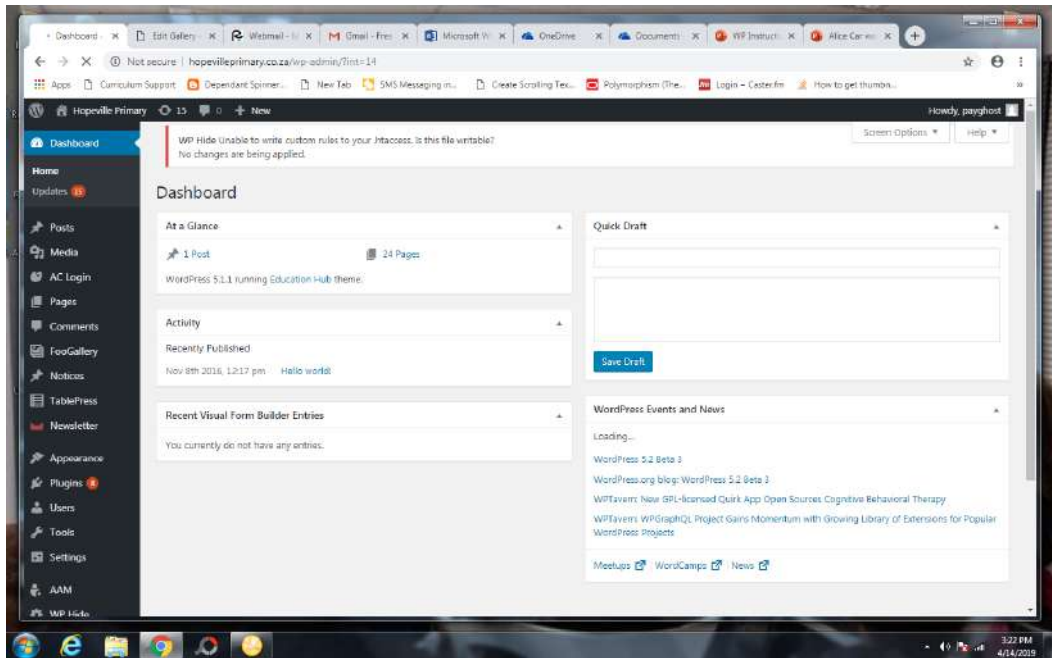
Press <ENTER>

This is the screen you will see:

Enter the USERNAME AND PASSWORD and click on LOGIN

You will see our logo and contact email. Use this email any time you need help.

Step 2
Once you enter the Username and Password
## This is the screen you will see:

The left side is the TASKBAR and you will see various options. Do not experiment and you can bring down the website if you do not understand the system.

Step 3
## EDITING & ADDING CONTENT TO PAGES

You may want to change some of the information currently on the site or you may want to add information.

After Login you will need to enter the View Mode. To do this move your mouse to the LEFT TOP CORNER where you will see the Home Icon and your Organizations Name. Click here to VISIT the SITE
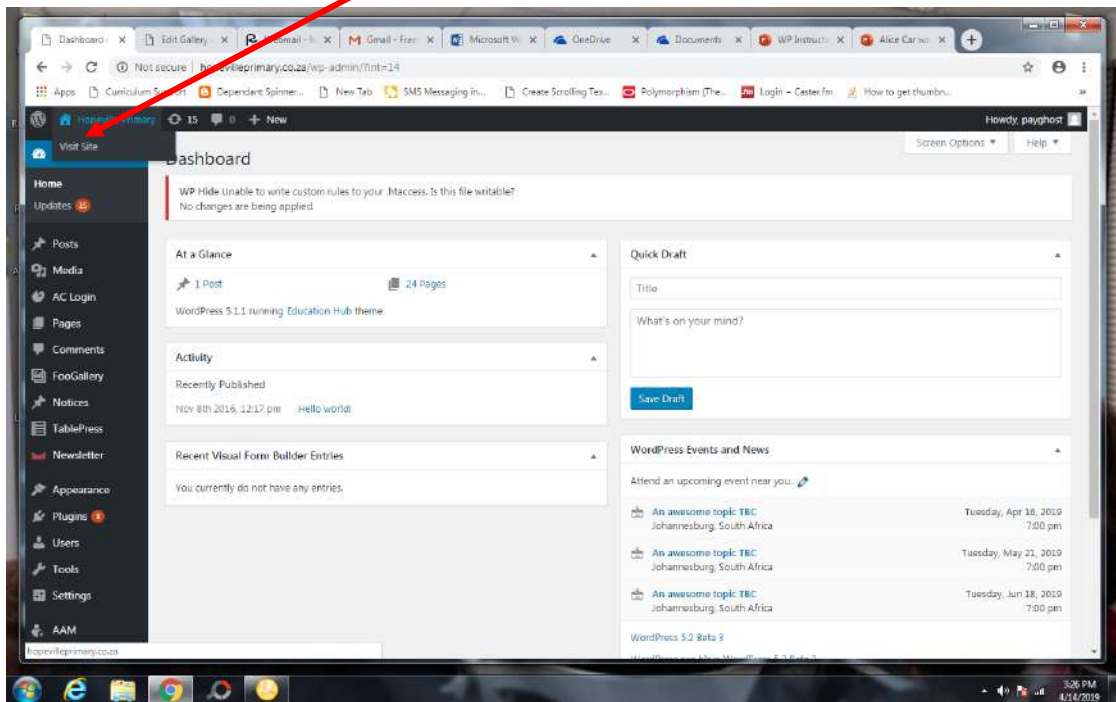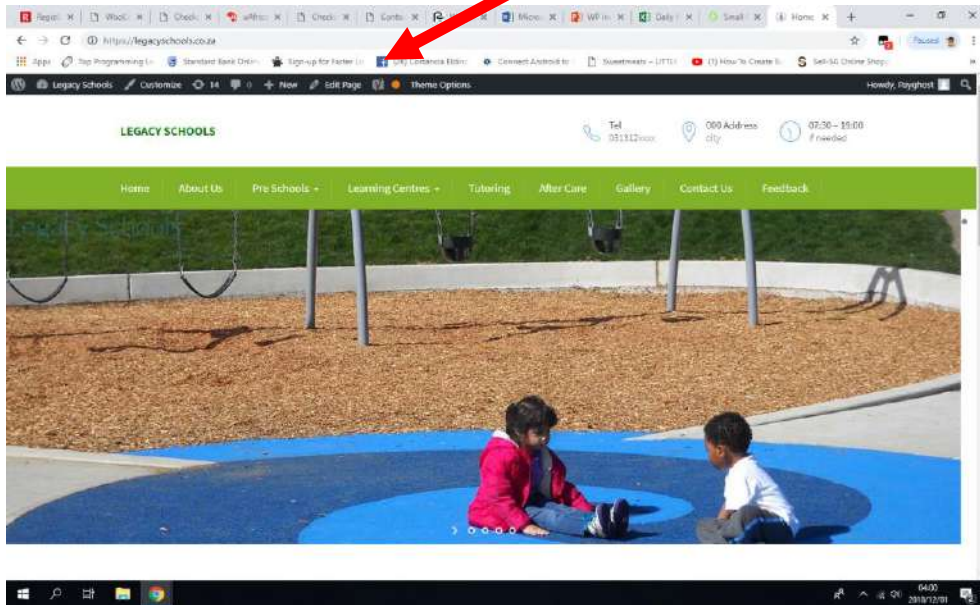
Step 4
Now you can Navigate to any page you wish to edit. Click on the Menu Tab.
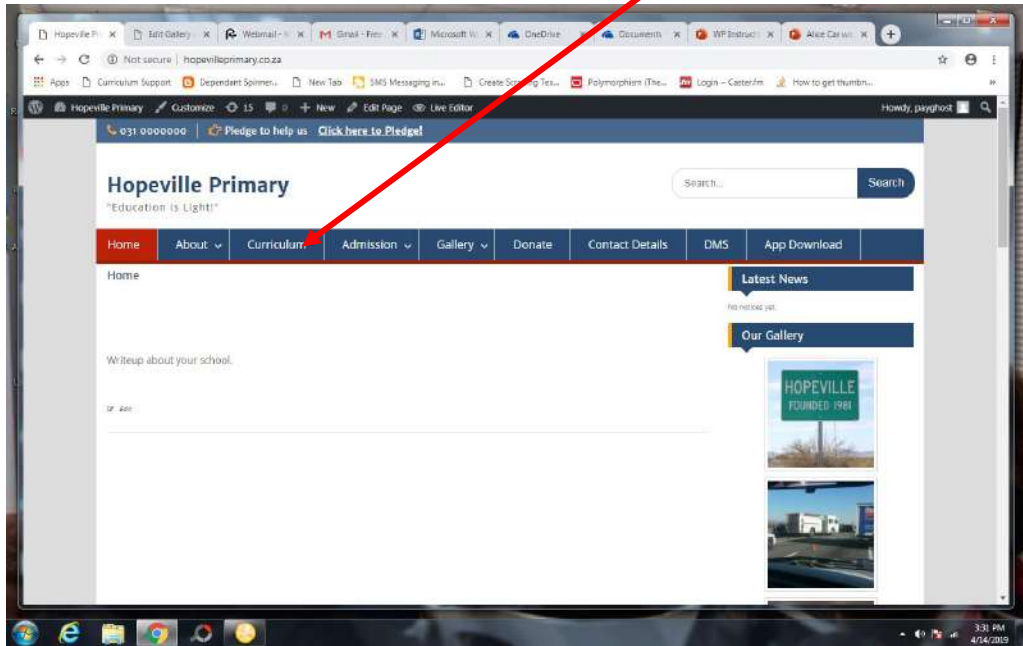
Step 5

If you need to change any info on any page simply navigate to the relevant page and   Select EDIT PAGE from the TOP Task Bar.

Step 6

You should see this: Now you are ready to effect changes. Depending on the plugins used you will variations of the EDIT Boxes. In most cases the principles are the same so don't become too concerned if you see something a bit different.
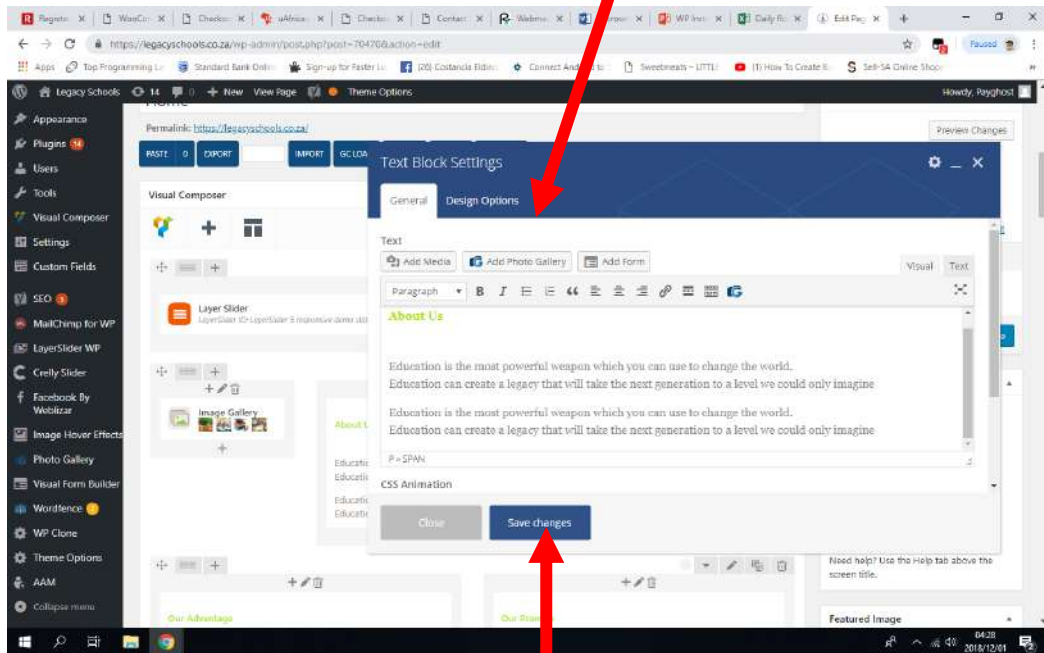
Step 7

You will see sections marked in Rectangular Outlines. Select the Box you wish to edit and Click on EDIT: You will see the EDIT option POP up once you move your mouse around in the BOX .
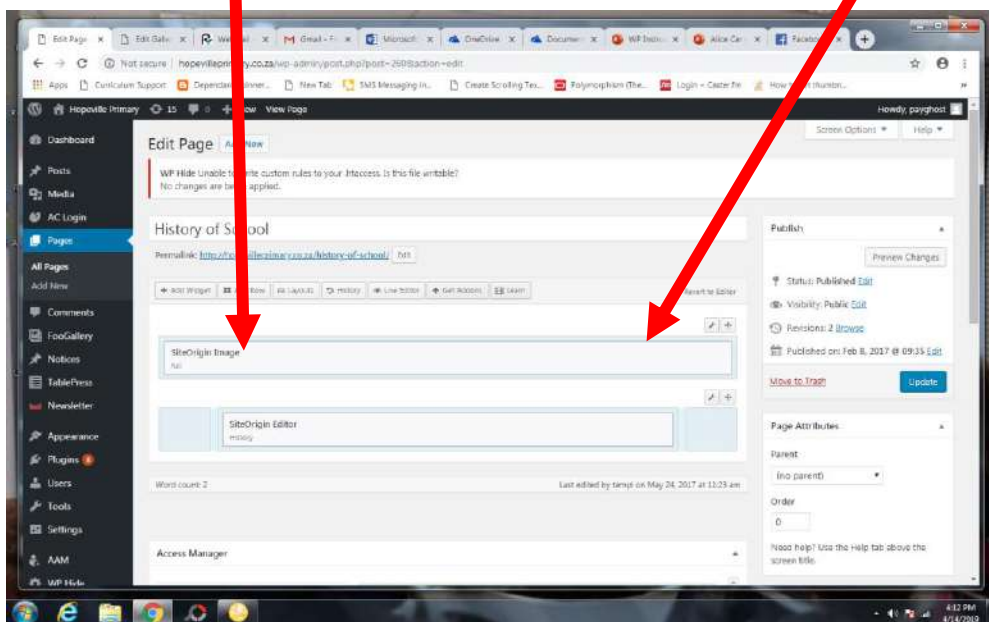
Step 8

You should see this: A TEXT BLOCK will pop up Now you are ready to effect changes in this Block. You can even copy and Paste in it.
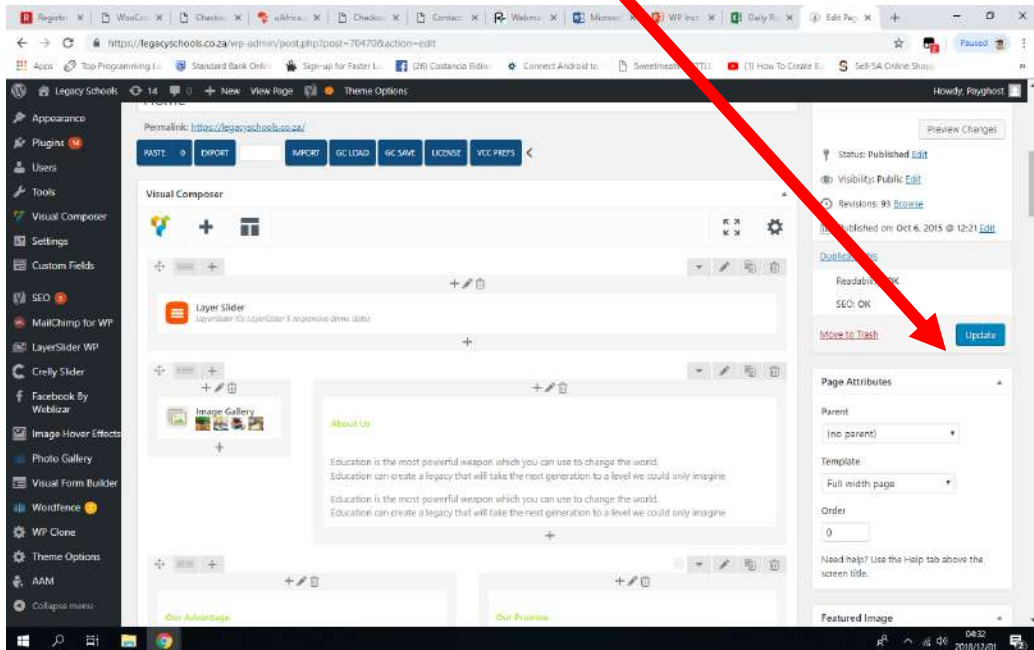

Step 9

Once you are done with the changes click on SAVE.

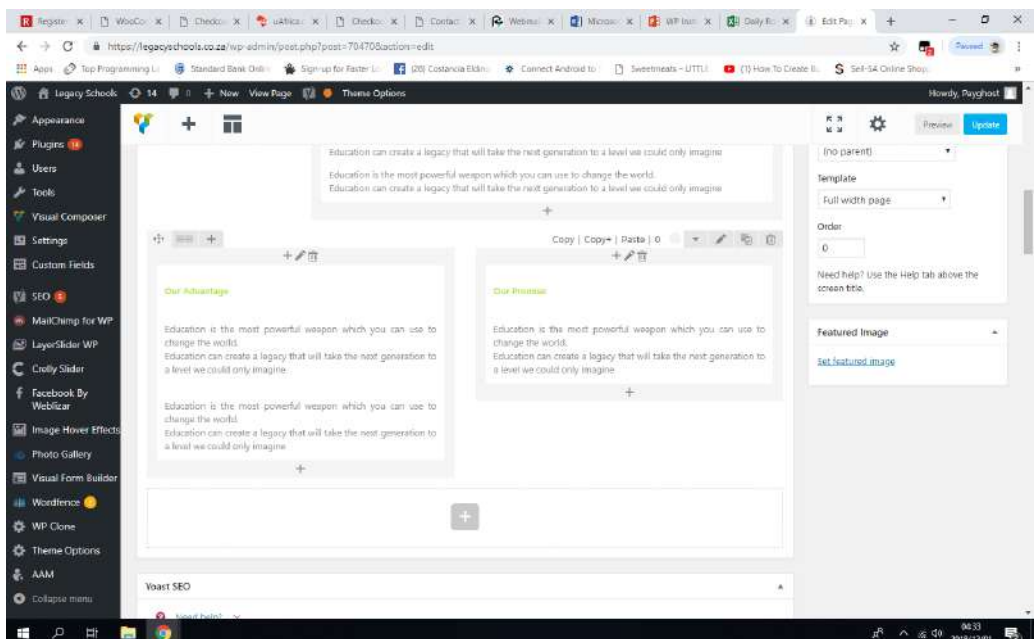You can even add Images/Photos etc very much like you do on Facebook.
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Step 10

You should see this: Now move the mouse over to UPDATE on right bar and click to Update
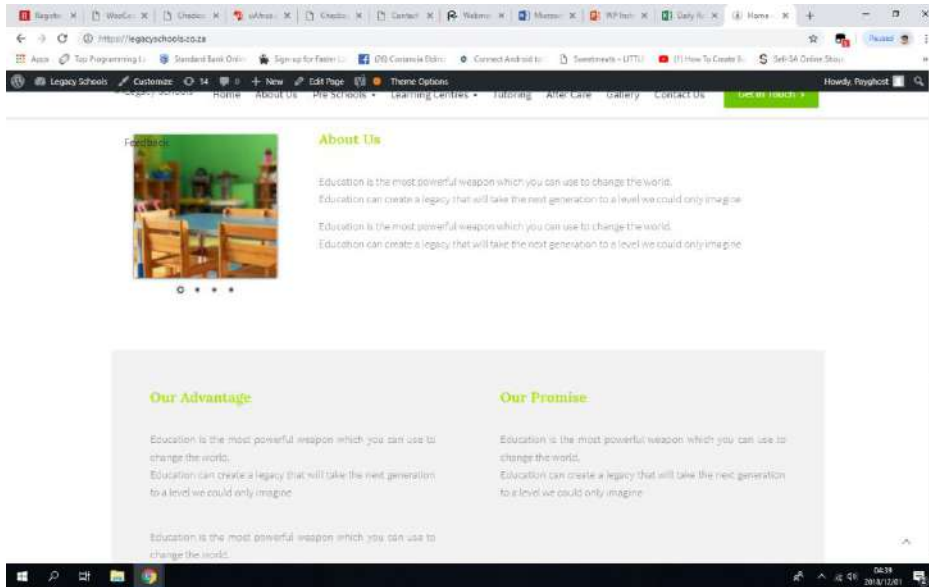

Step 11

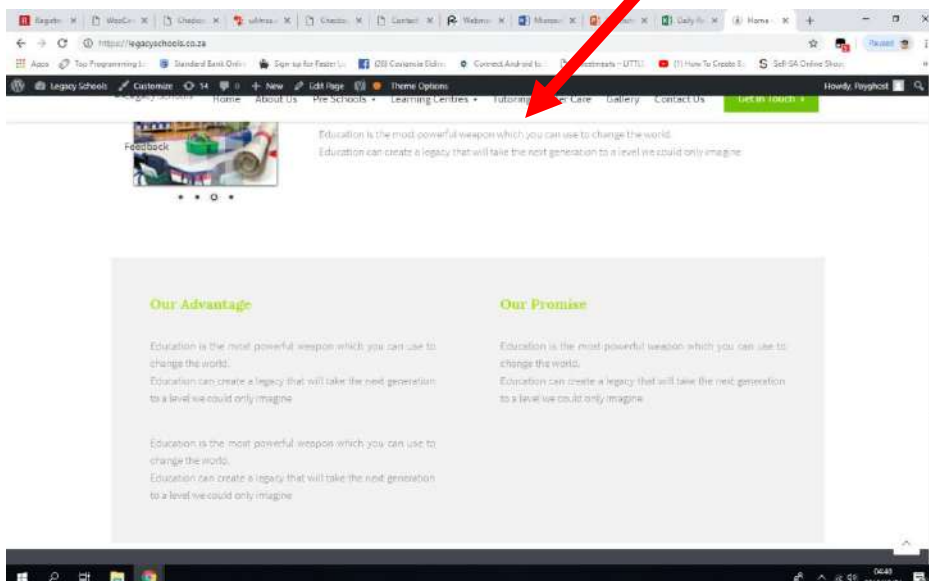Select each Block you wish to edit and SAVE when done:

Step 12

Now go to View Page . You should see your changes. If you don't see changes then you most likely failed to SAVE and UPDATE- Restart the process.

Step 13

To edit the next page simply select the page from the menu bar: and continue as you did above

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PART B
Managing your Photo Gallery
Step 14

If you plan to Upload Images Read this carefully. Before you commence with the uploads ensure you reduce each image so that it is less than or around 400 to 500 kb/ or 400px X 300px It is also good to keep all images in a standard size so that the user experience is great- Though this is not compulsory:

A good simple program to use is http://online-image-editor.com or http://photoscape.org or you can use Powerpoint - Choice is your.

With Photoscape you will need to download the program and can be used even if you not on the internet.

But to upload the images to your website you will need internet access.

Once all your images are resized you should be ready to upload.

Managing your Photo Gallery
Step 15

Move your mouse to the Dashboard and Click on FOOGALLERY. This is a photo gallery plugin. This may vary depending on which plugin we incorporate...but they remain almost the same in management.
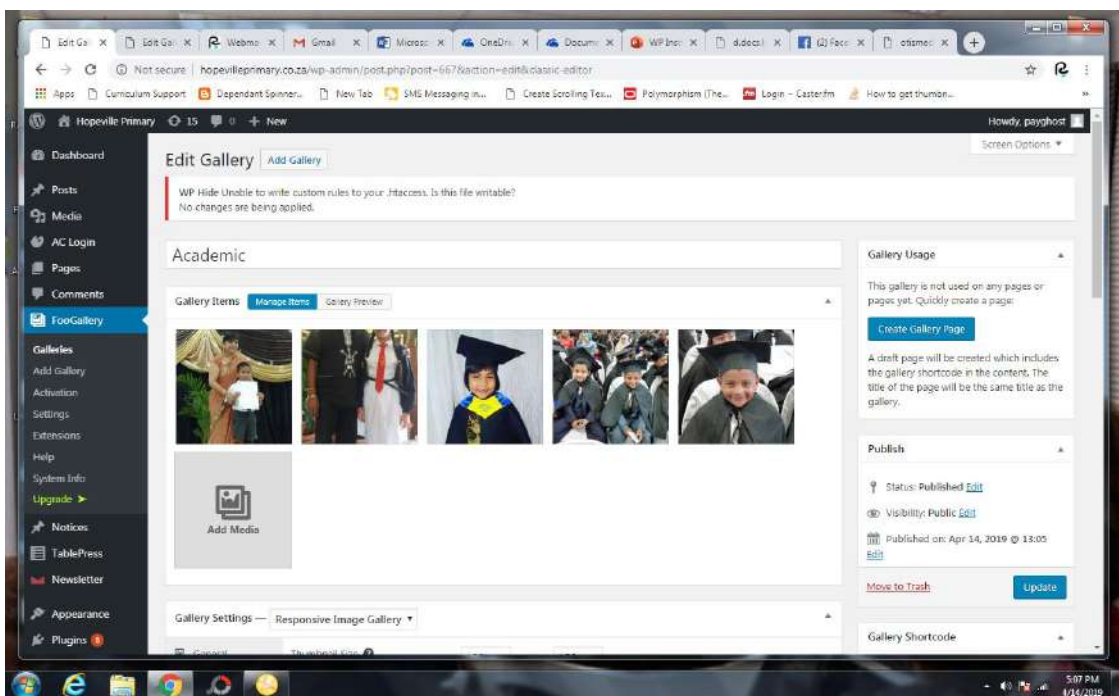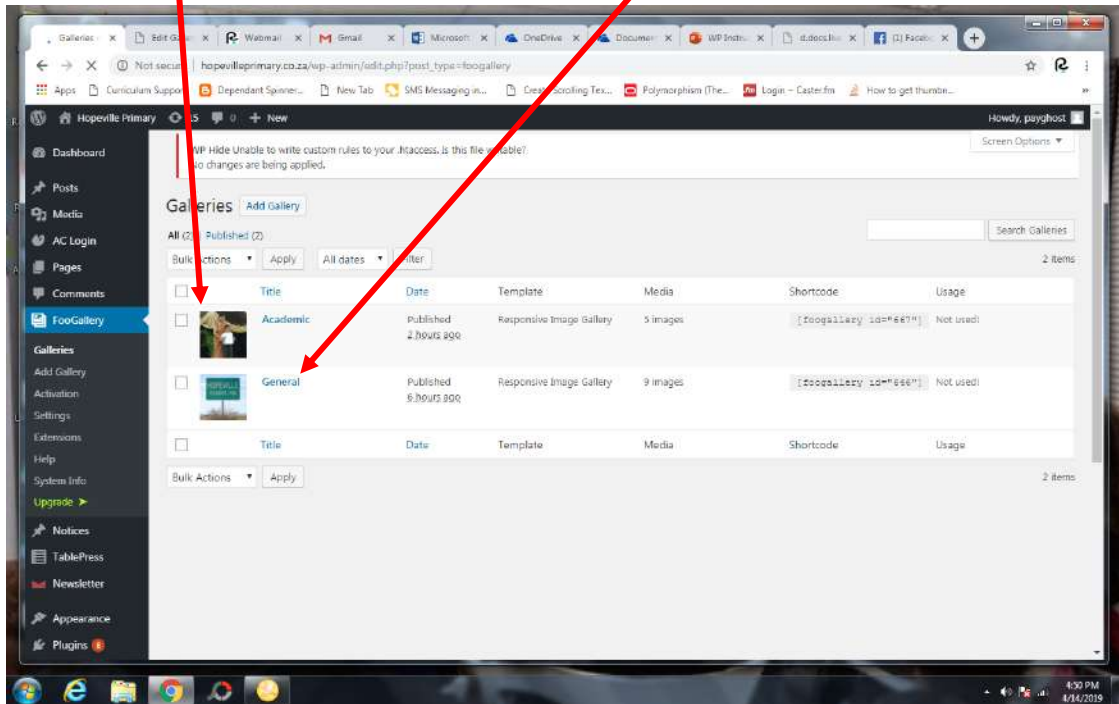
Hover and you see an extended Menu POP Out. Select Galleries or Add New. Select Add New if you want to create a new gallery or Galleries if you wish to add or delete photos from an existing gallery.
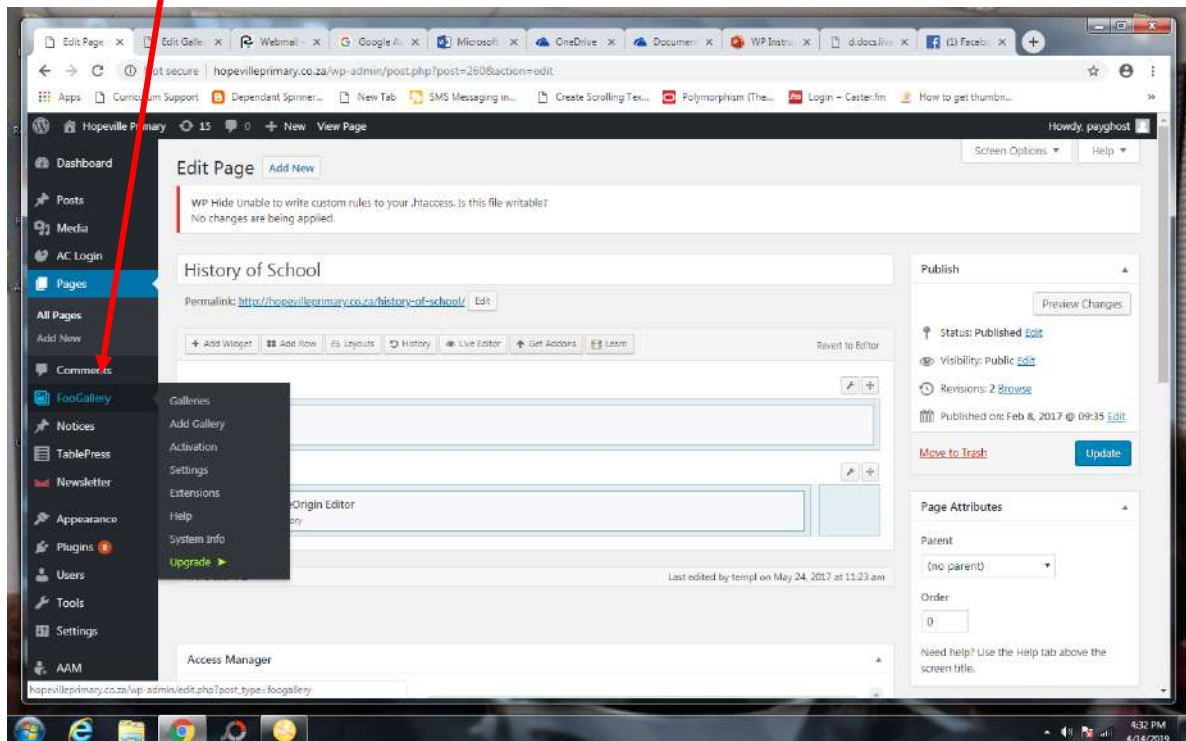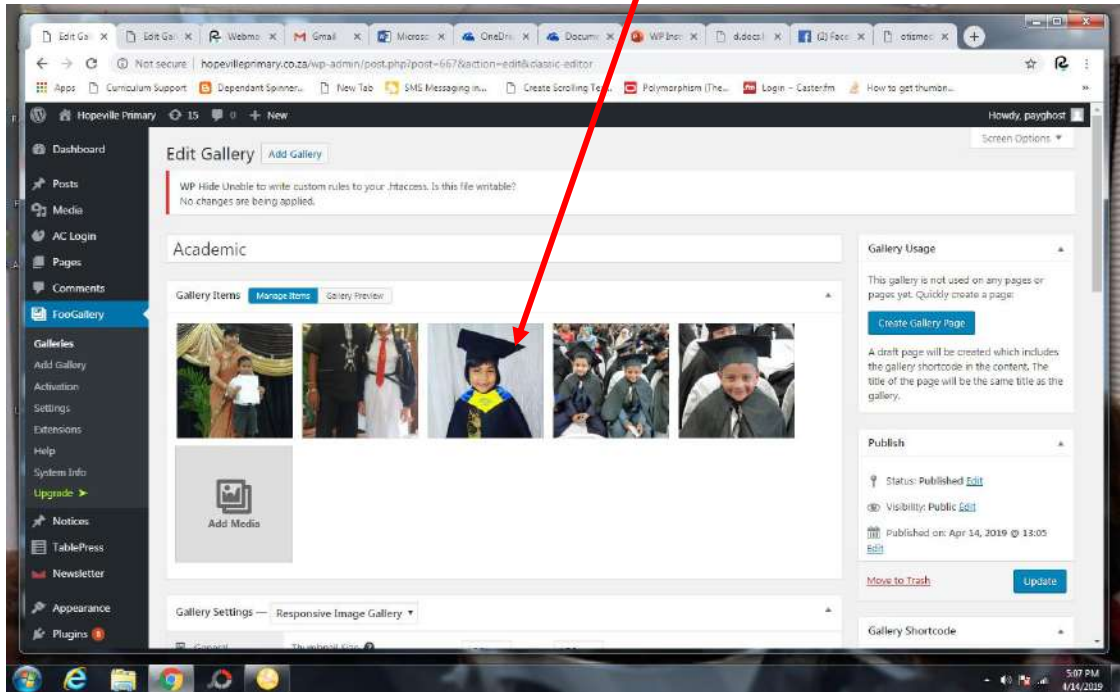
Managing your Photo Gallery
Step 16
You will see a list of all your existing galleries. Select the one you wish to edit. Select to Open

Managing your Photo Gallery
Step 17

You can delete unwanted images by moving your mouse over to the RIGHT Hand Corner of the image and Click on "REMOVE FROM GALLERY"
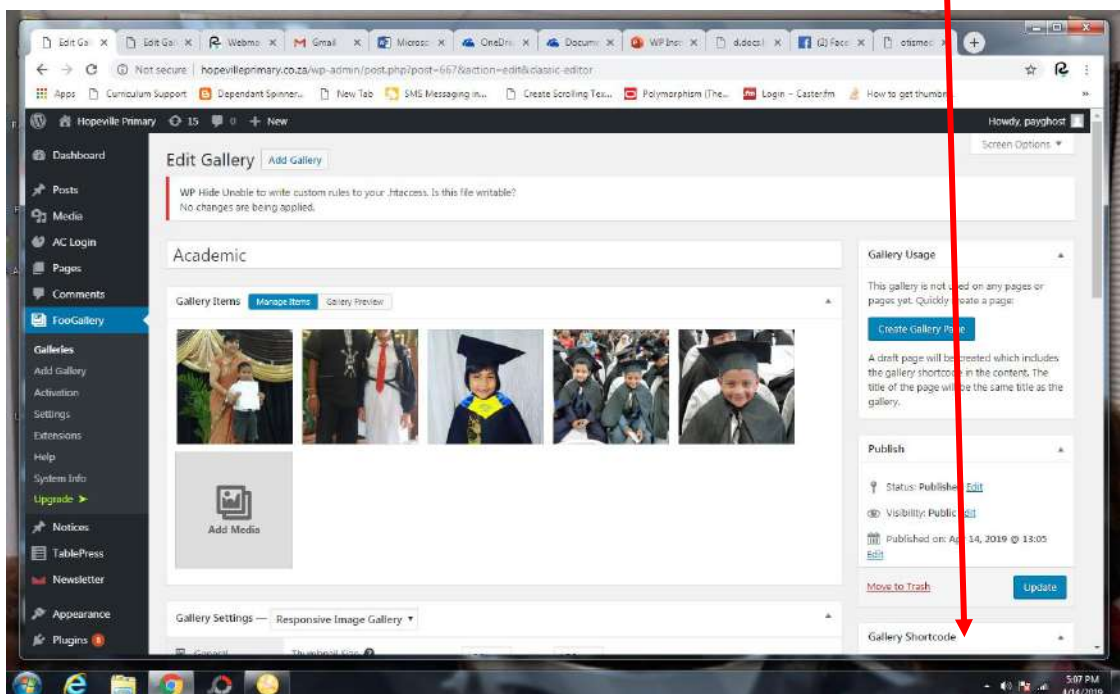

Step 18
To add images Click on "Add Media"
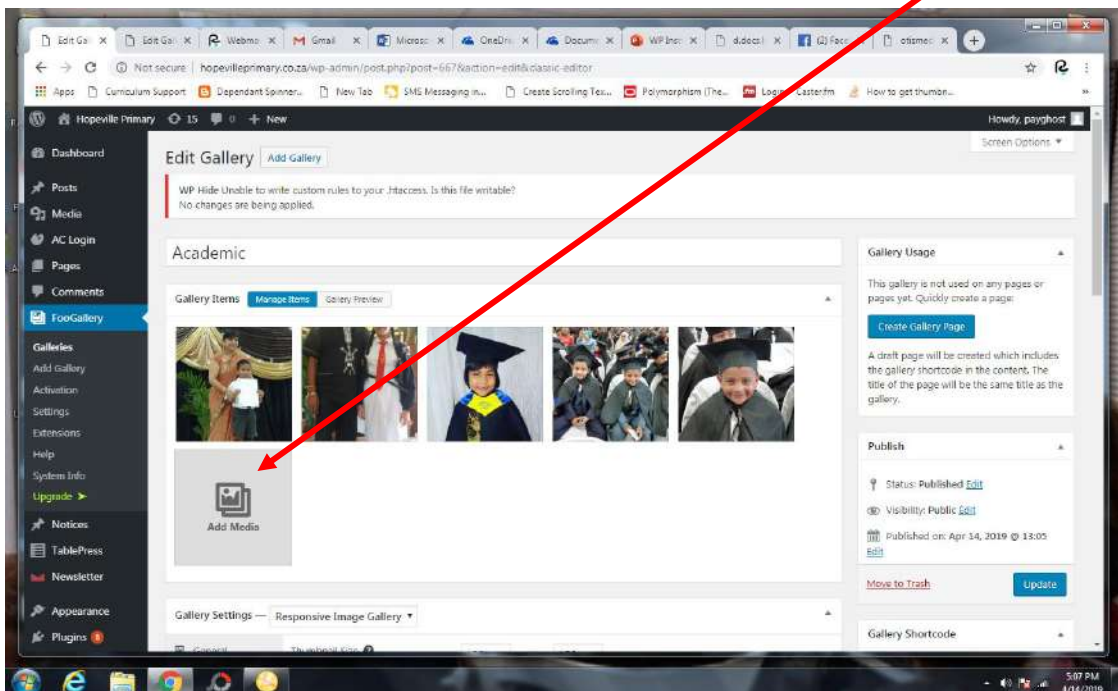
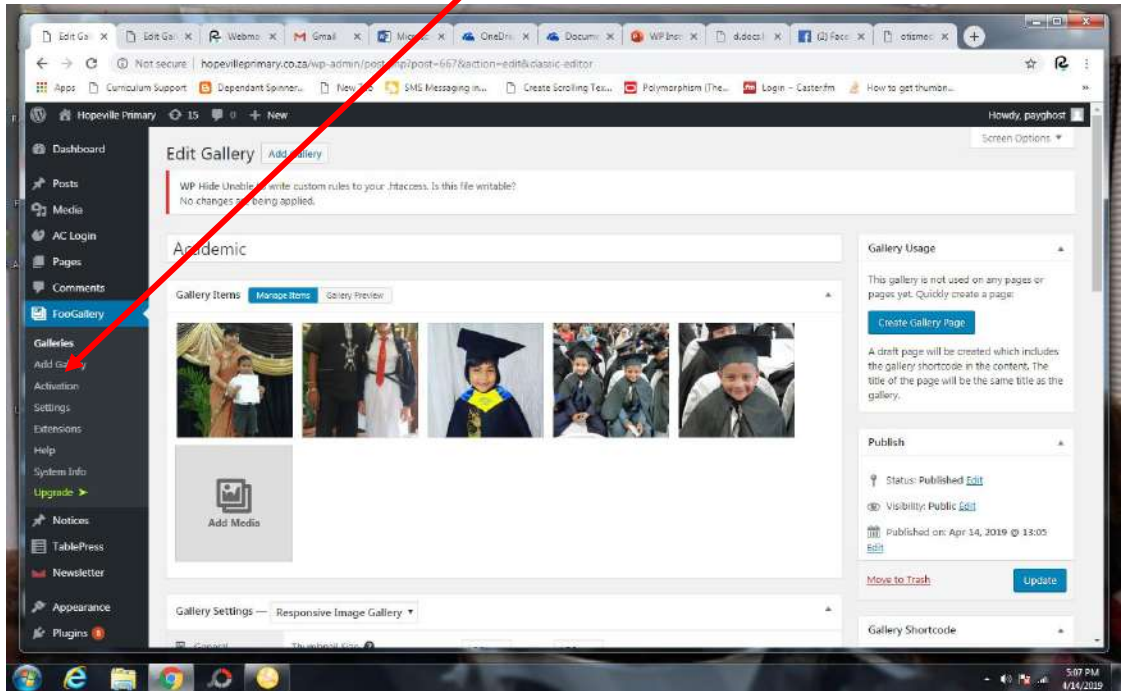# Step 19
To add images Click on "Add Media". Save
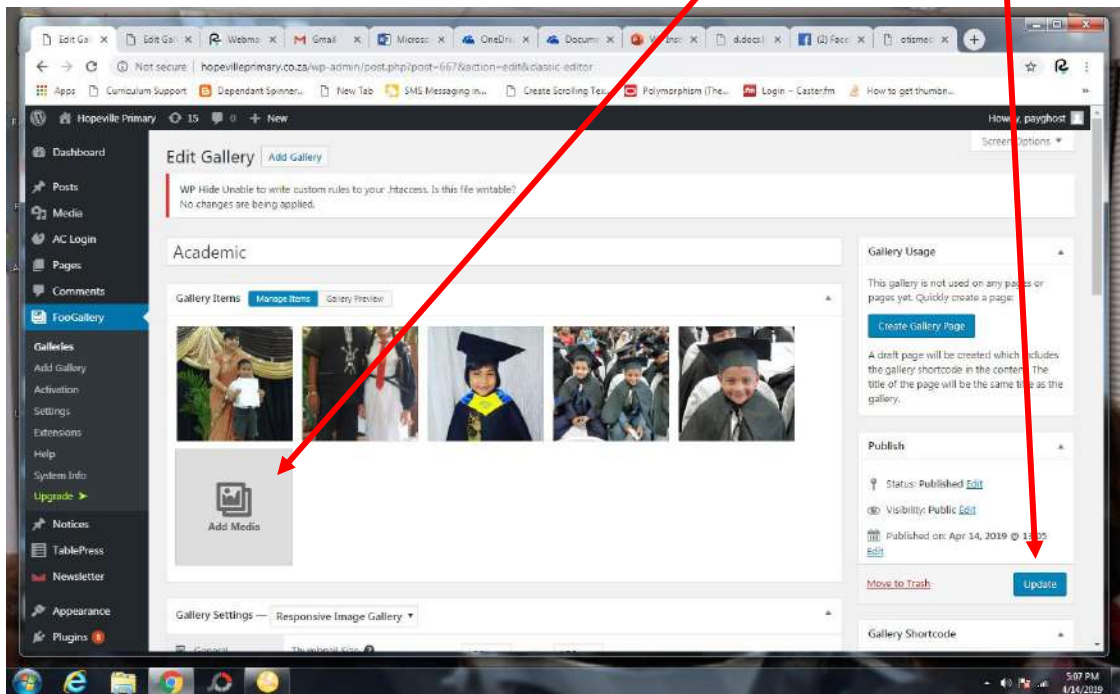
Step 20
You can place the gallery anywhere you want on the website by simply copying the Gallery Shortcode and paste at point to include the Gallery.

Step 21
To add a new Gallery move mouse to the Left Dashboard and select sub menu "ADD GALLERY" under FooGallery

Step 22
Give the gallery a Name. Click on "ADD MEDIA" then select images from your computer and upload. Now copy the "Gallery Shortcode" and paste on page you want to display the gallery.
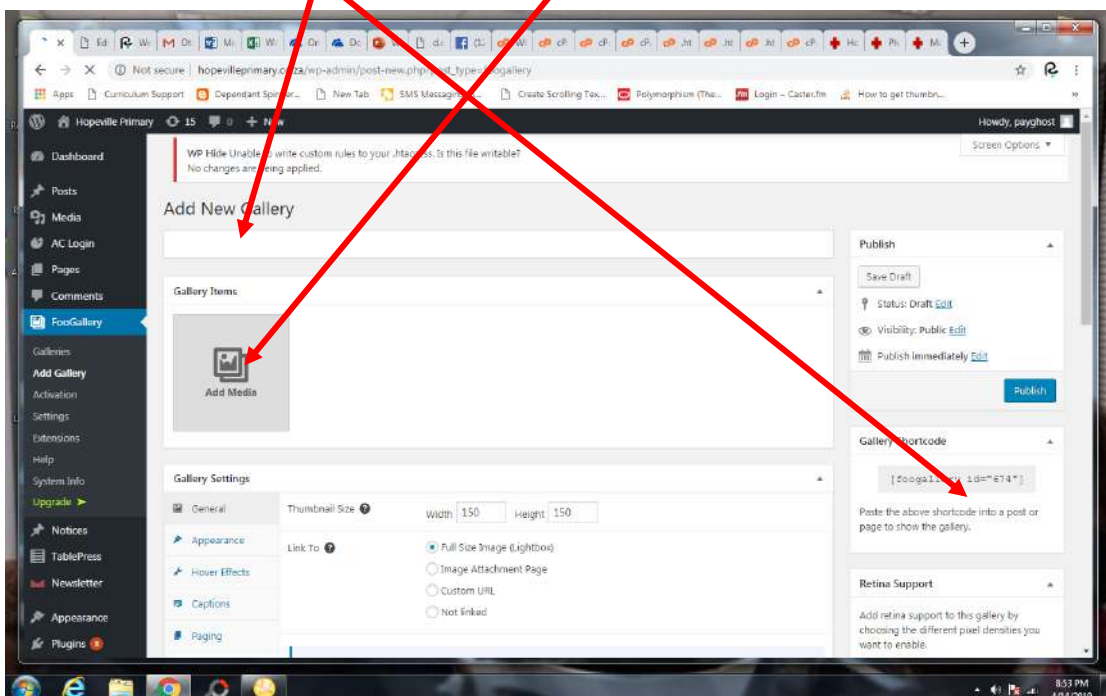
PART C
ADDING NEW PAGES
STEP 23
Move to Dashboard and select "PAGES"
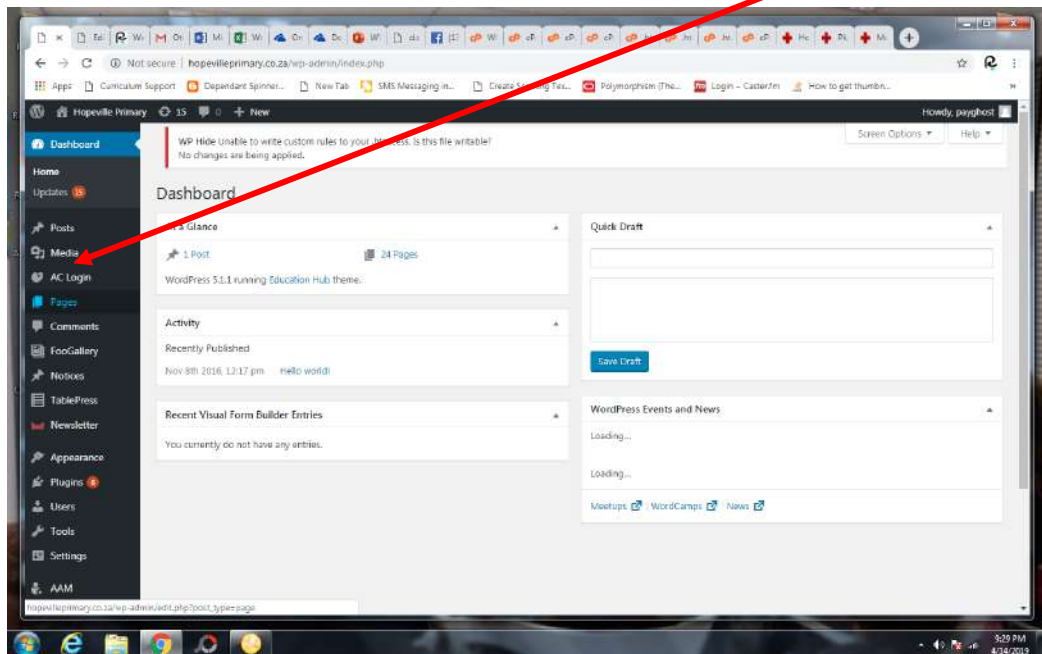
Step 24
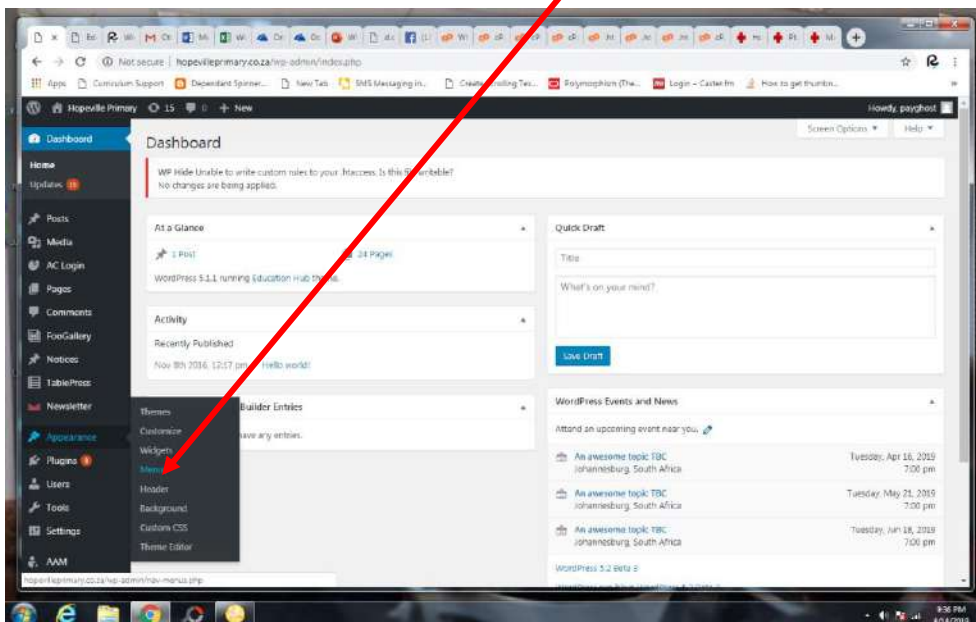## You will get additional options : "ALL PAGES" & "ADD NEW".
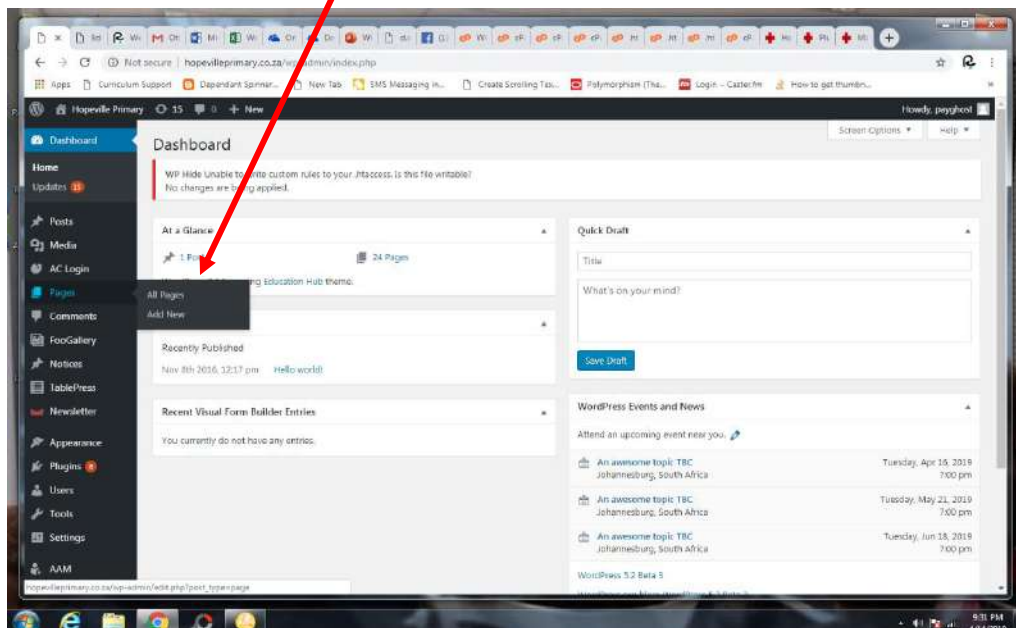
PART C
ADDING NEW PAGES

STEP 24
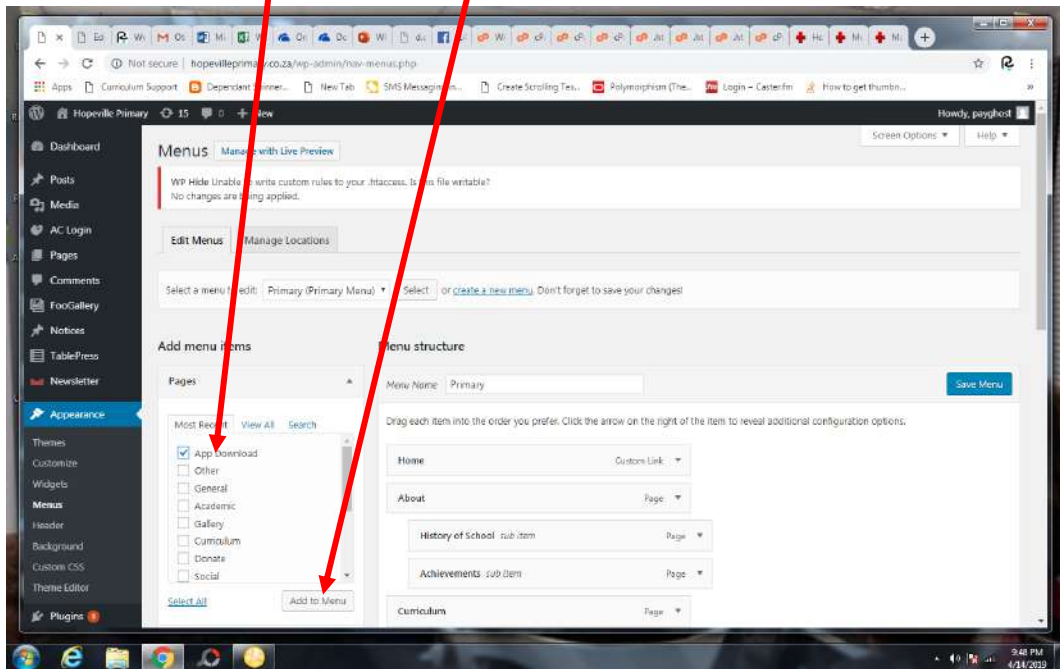Once you are done with the NEW page, you may want to add it to the MENU.
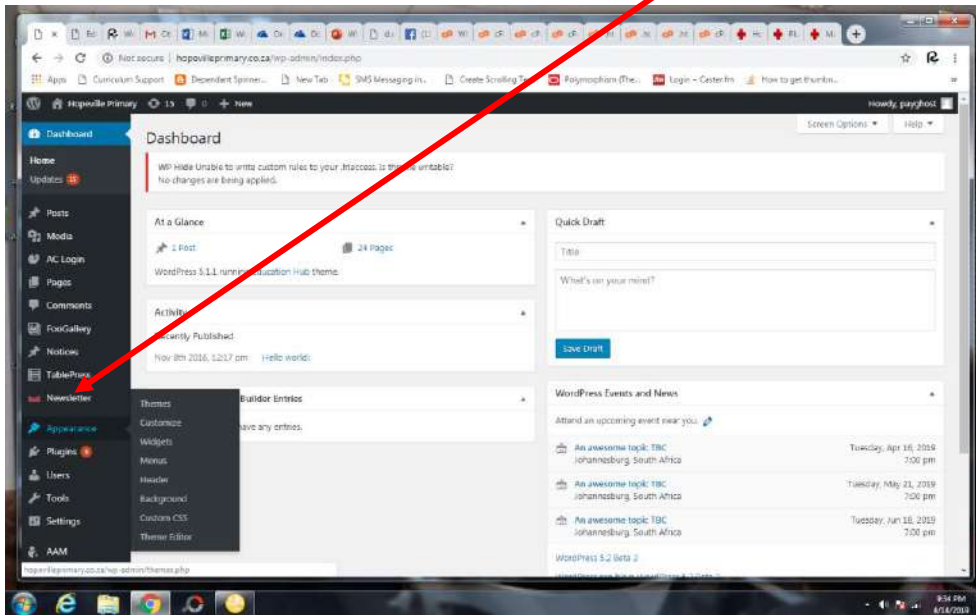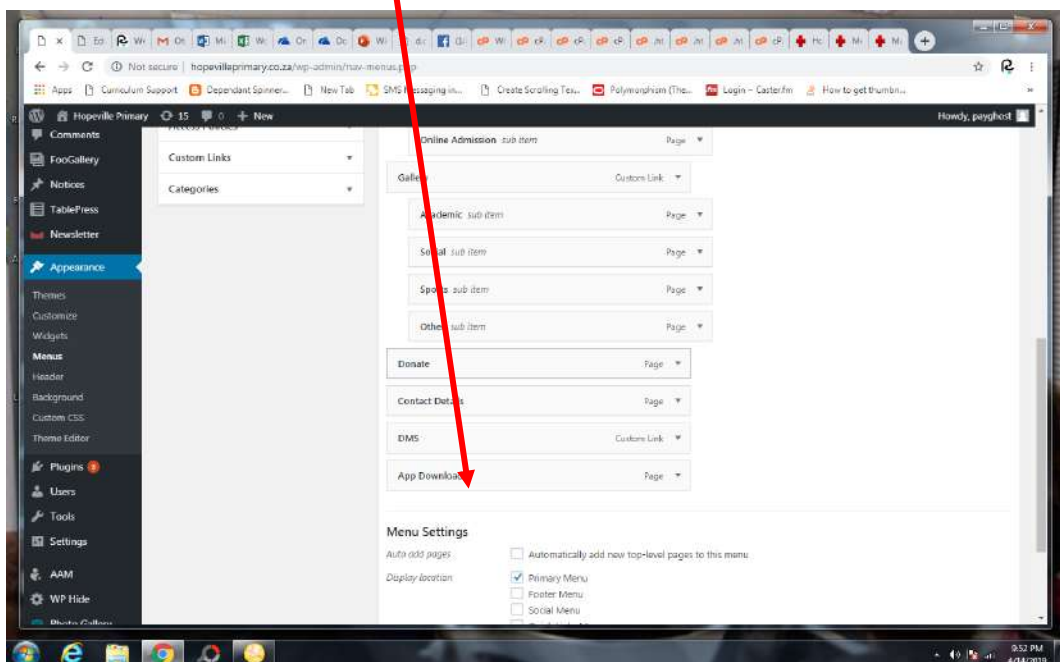

Step 25
Select MENU.

ADDING NEW PAGES
STEP 26

Select the page you just created and the click on "ADD TO MENU".

Step 27

You new page should appear as the last item. Move your mouse over the menu page Click and Drag to position you desire. Save MENU

In this section you will learn how to Publish Blogs.

Blogs can also be your
Publications
Campaigns
ETC

PART C- Be a BLOGGER
STEP 1
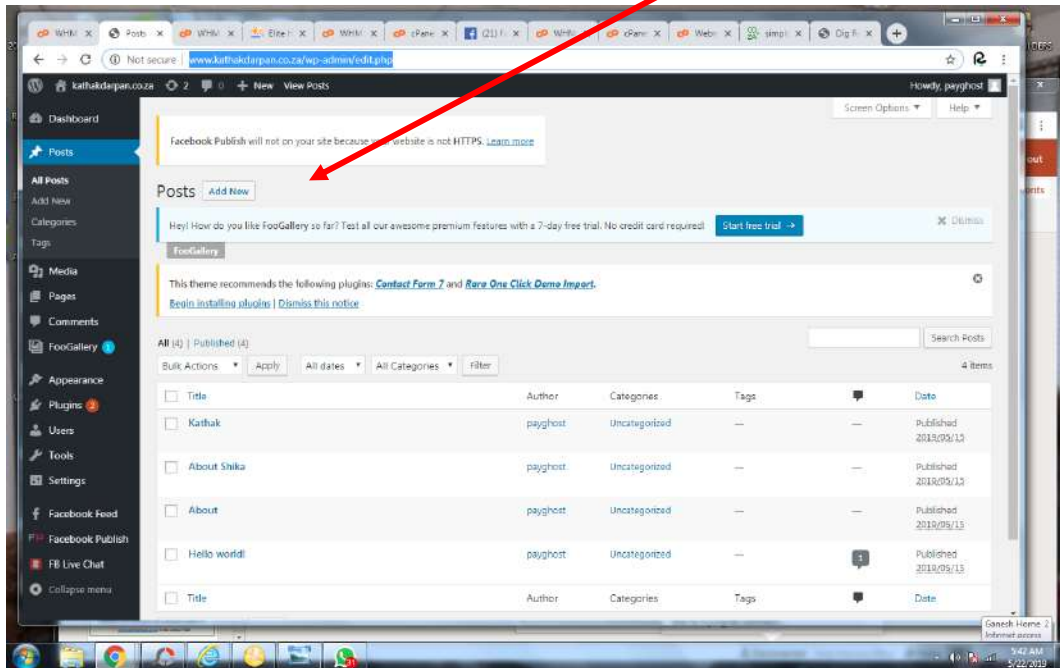## Once Logged in select "POST" from Dashboard
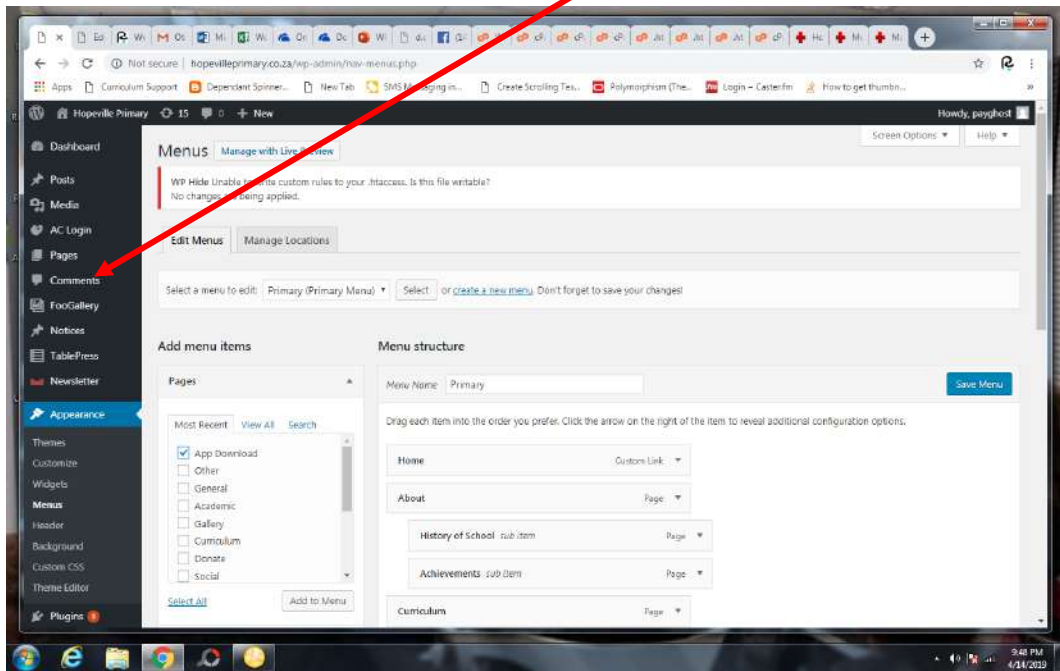
Step 2
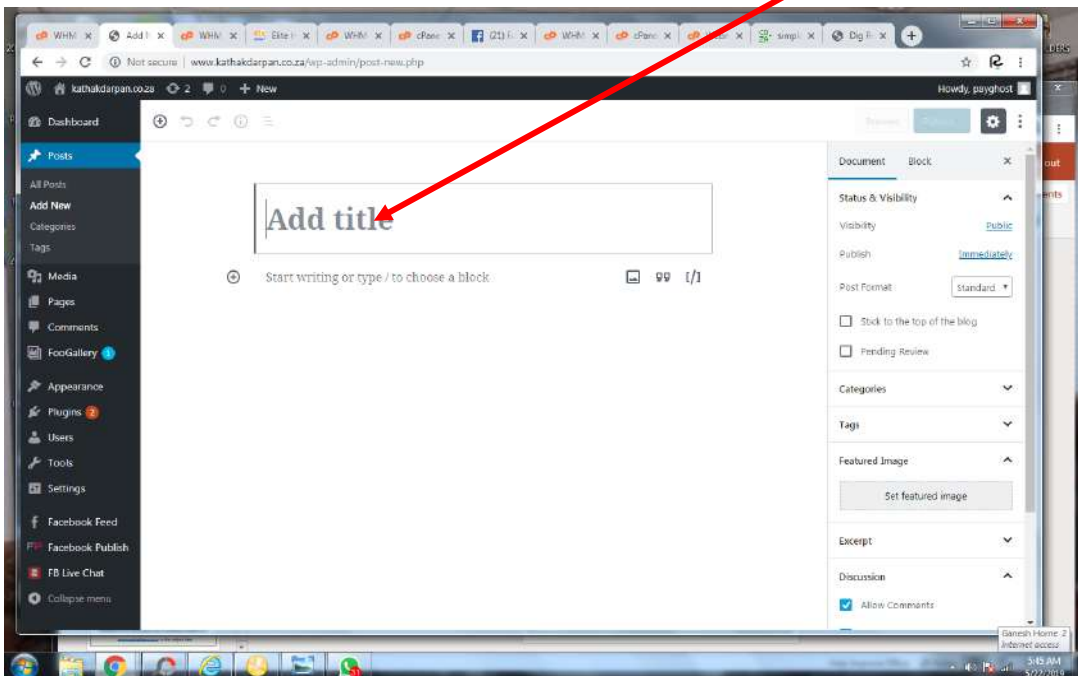## The dropdown will give you the option : ADD NEW.
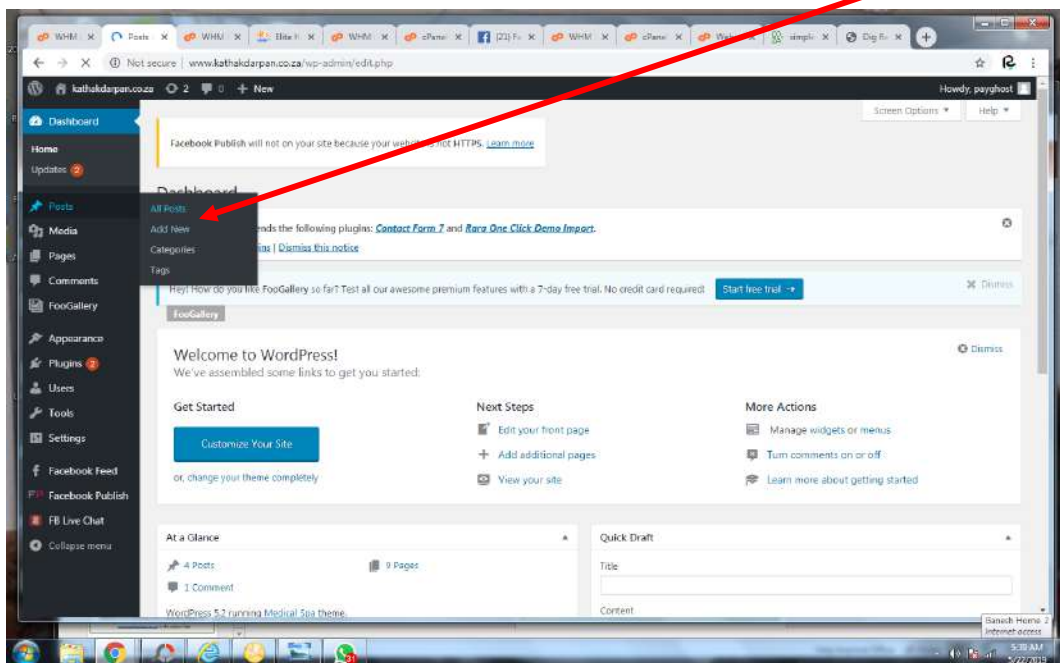
STEP 3
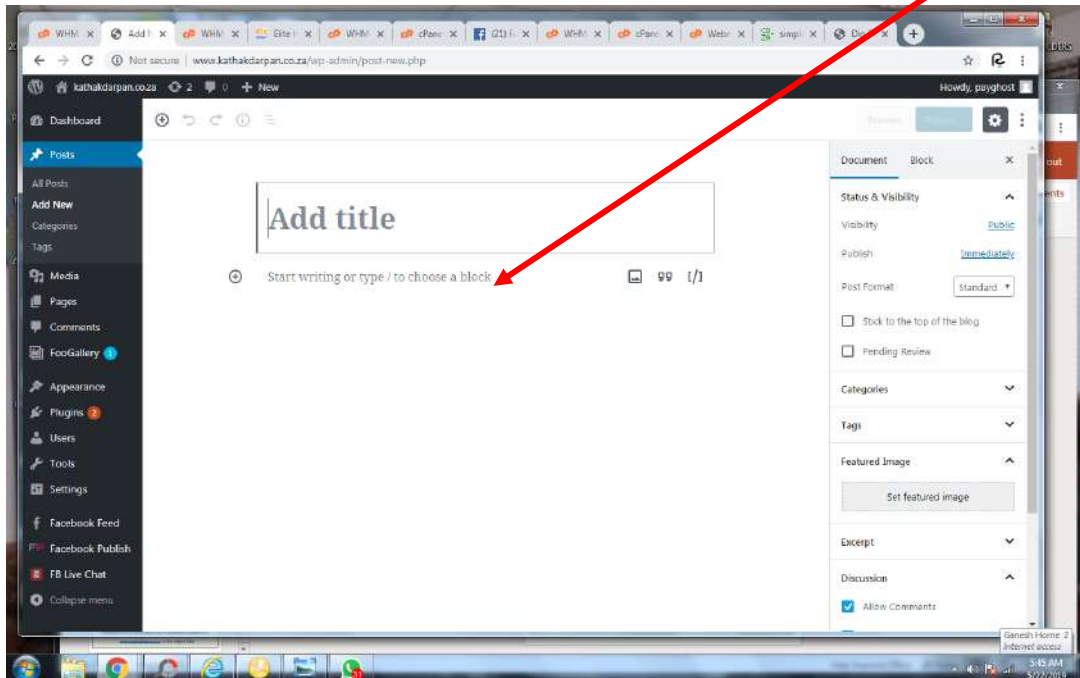## You will see all existing Posts/Blogs. Now move mouse to ADD NEW

Step 4
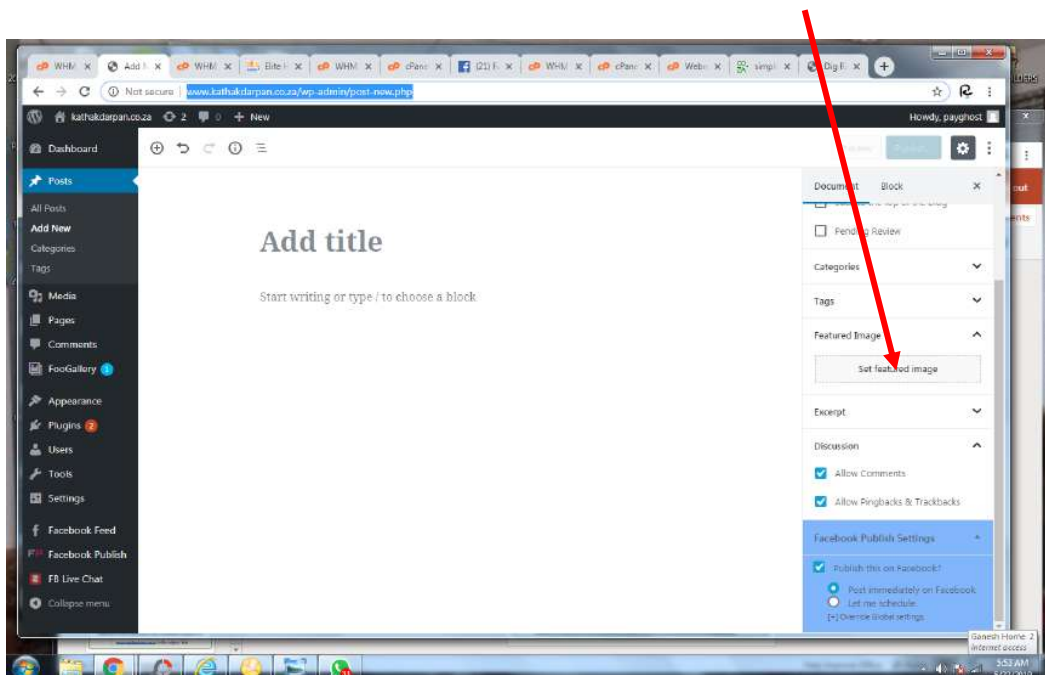## Give your post a TITLE – Depends on what you blogging…

STEP 5

Now move mouse to ADD your content. You can also copy and paste if you have the content on some other document.
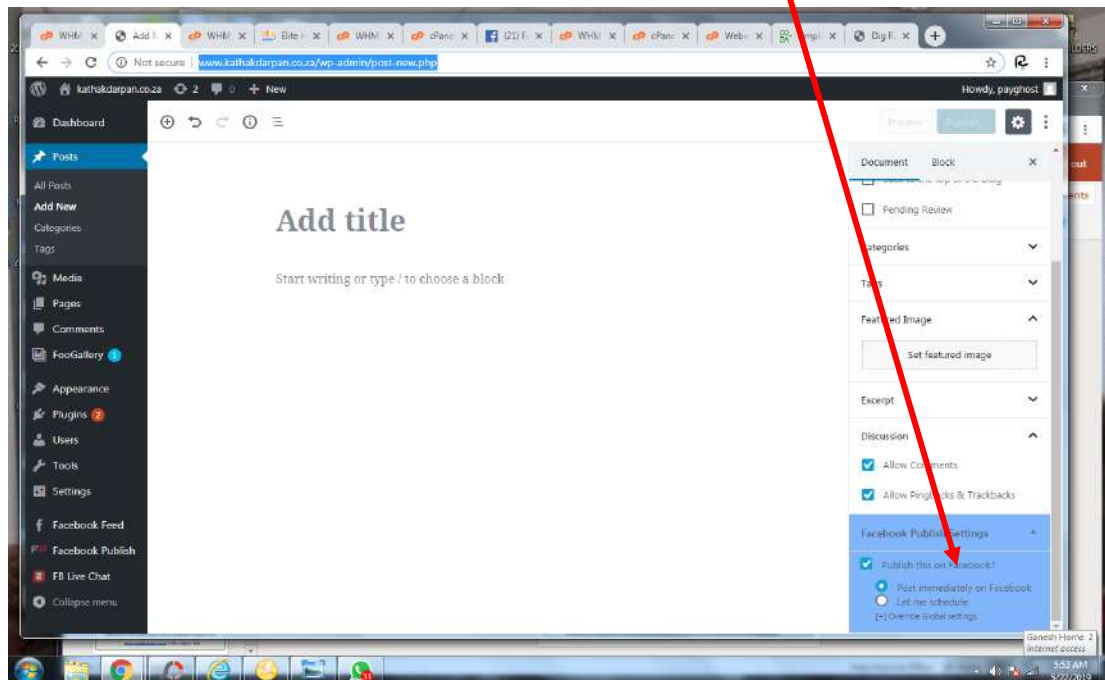

Step 6

You may want to add a Feature Image for this article. Eg if you blogging on baking a chocolate cake- You may want to add a picture of the Cake. Move mouse to .:SET FEATURED IMAGE..Proceed to upload

STEP 7

You can also Publish your article/blog directly to your facebook page.


Step 8

Note: You can also add other images within the body of the blog. To do this you will need to select option "ADD MEDIA" . You can now upload pictures and videos etc. Once done proceed to LOGOUT
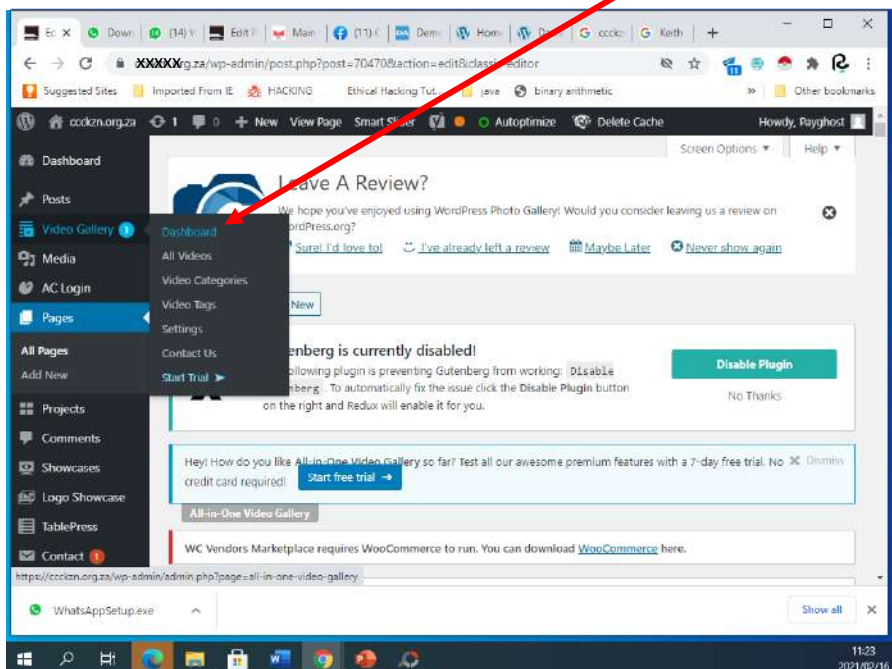
Need HELP!   Send us an email : info@bizlive.co.za

In this part we cover the VIDEO UPLOAD function

It is advisable to have all your videos and cover image for each video stored on your computer so that the process will not be delayed.
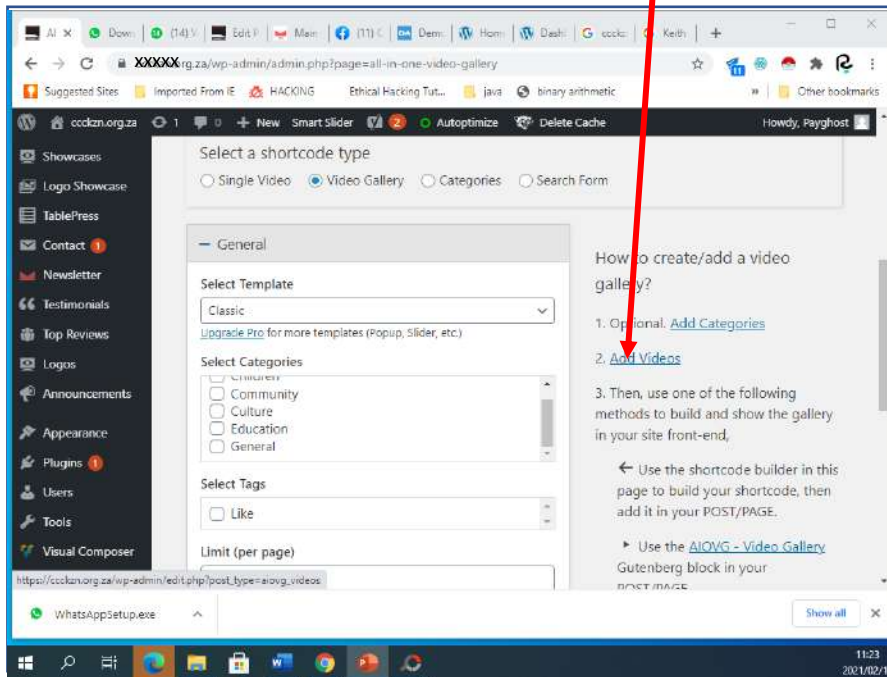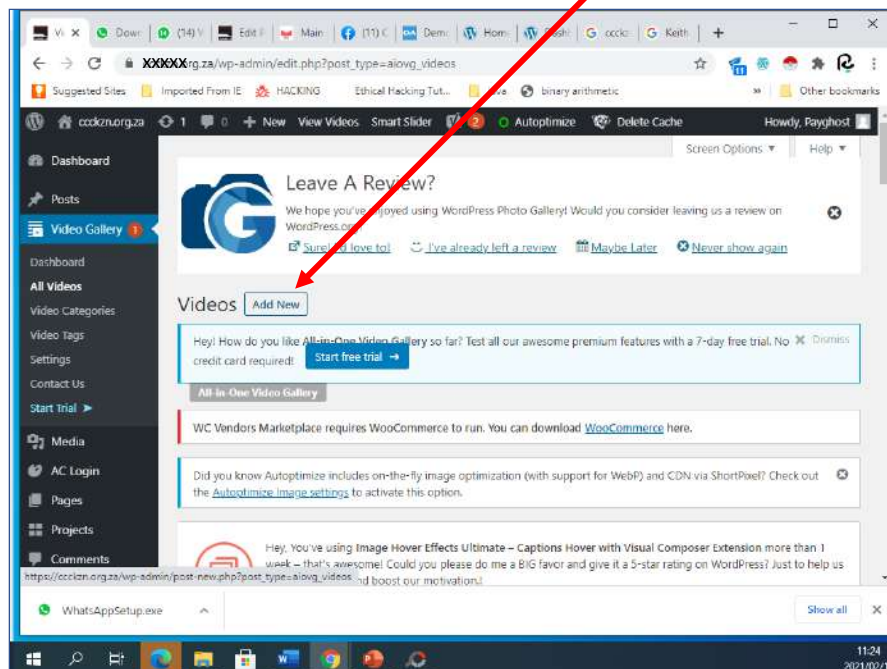
Step 1. From Dashboard Select VIDEO GALLERY
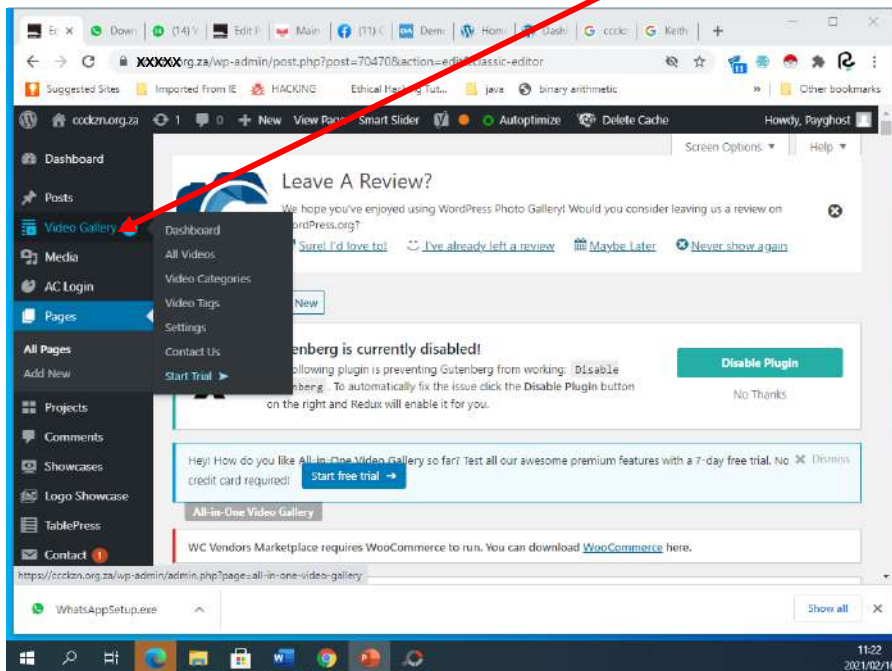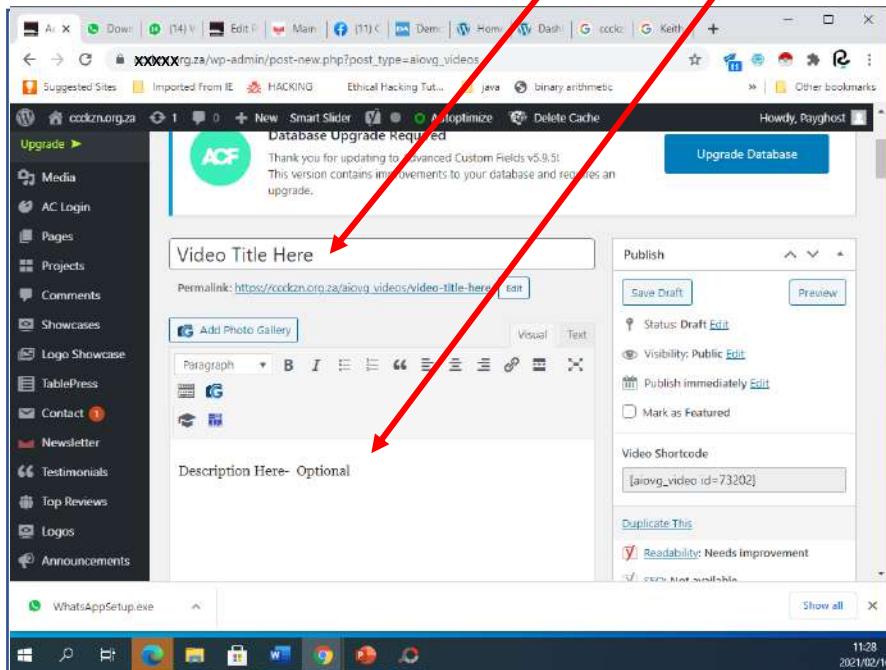

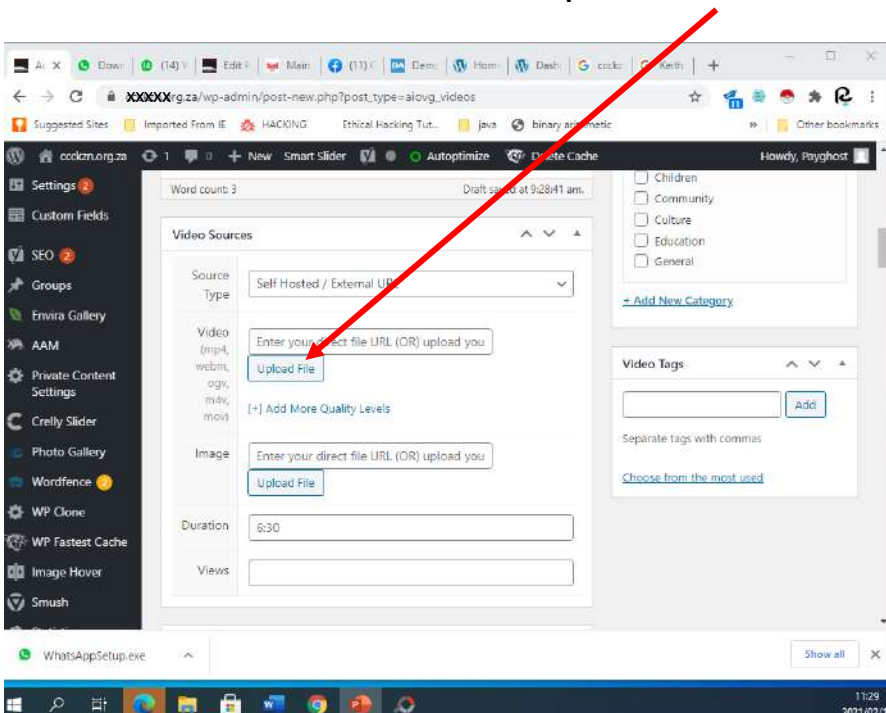# Step 2. Now select DASHBOARD

Step 3. Now Select ADD VIDEO
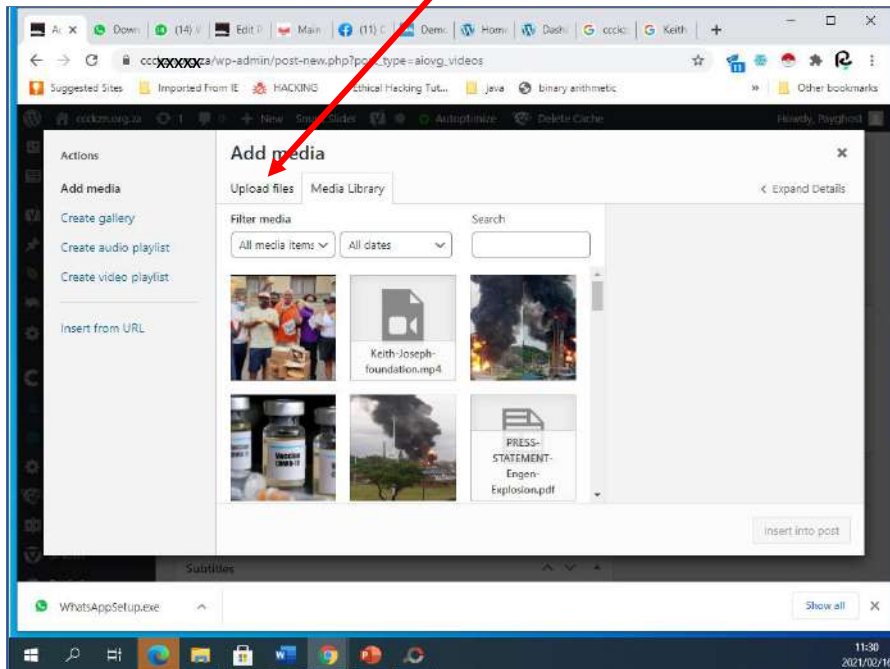

Step 4. Now Select ADD NEW

Step 5. Now add the Video Title here

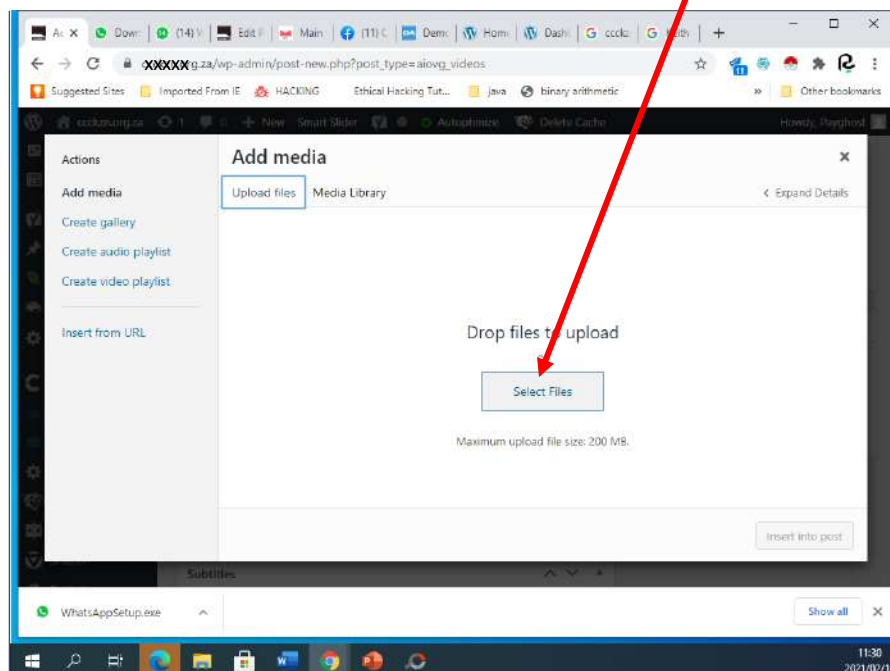## And you can add more info about the video here-
Optional

Step 6. Now scroll down until you reach VIDEO
SOURCE. Click here to upload the video

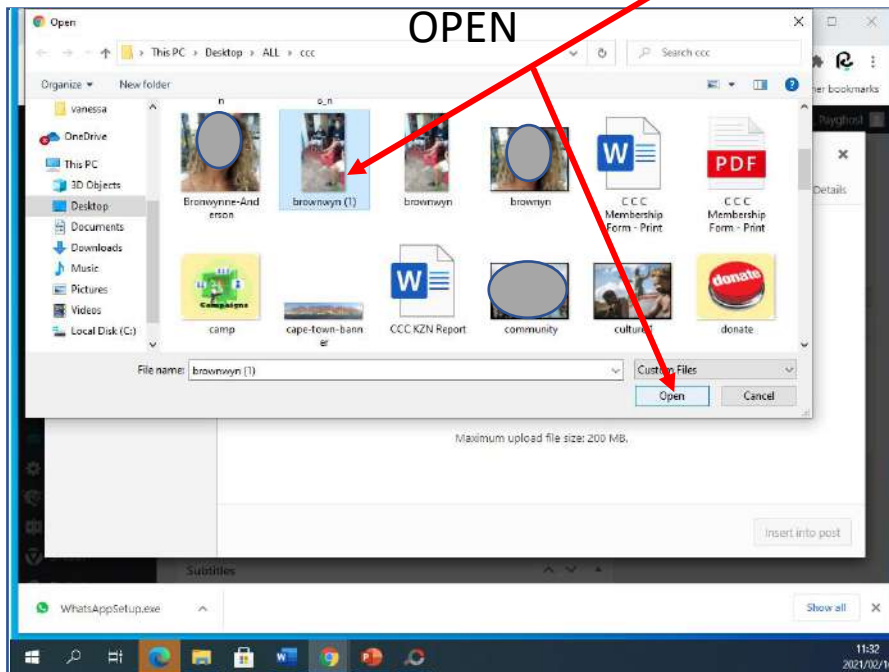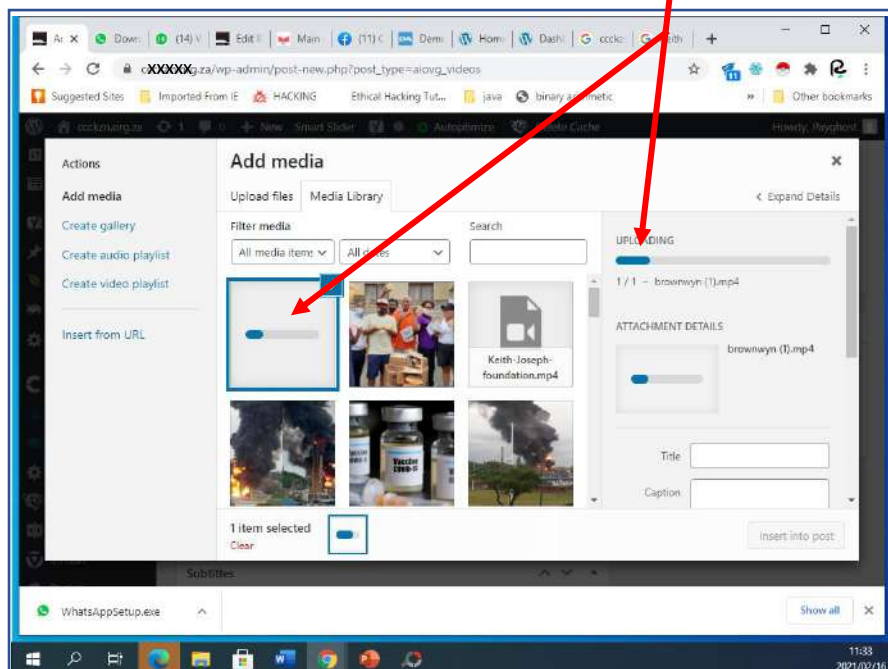Step 7. Now click on UPLOAD FILE. The file should be
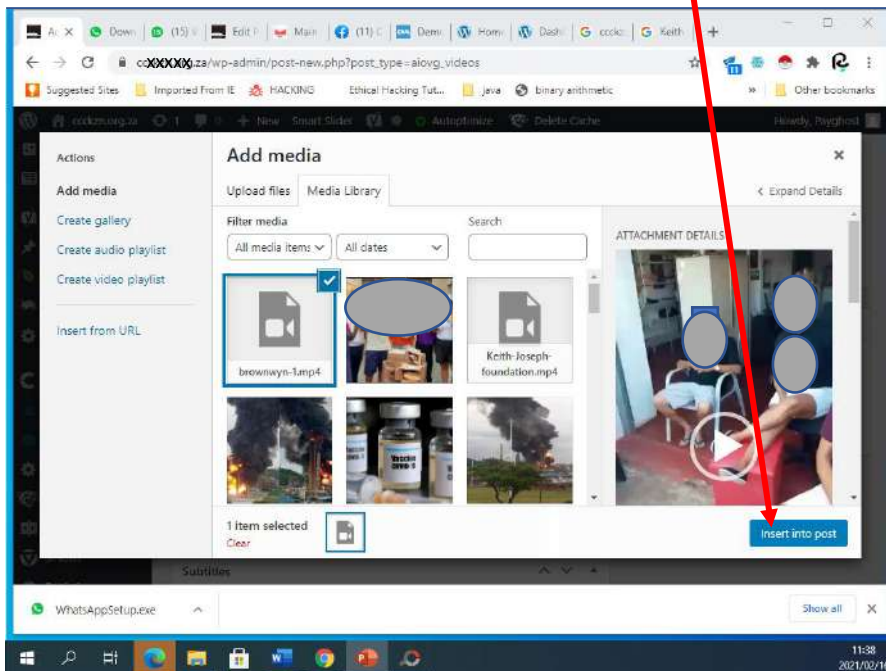on your computer storage

Step 8. Now click on SELECT FILE

Step 9. You will now be taken to your computer. Select the folder and choose the video and click on OPEN
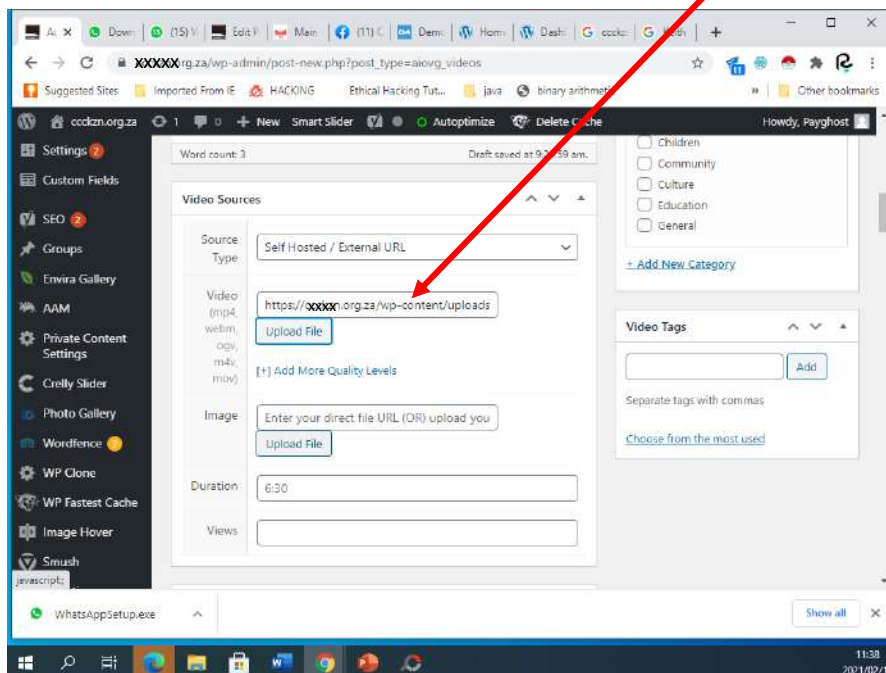

Step 10. The video will start to upload. Be patient as it may take a while. Observe the progress bar
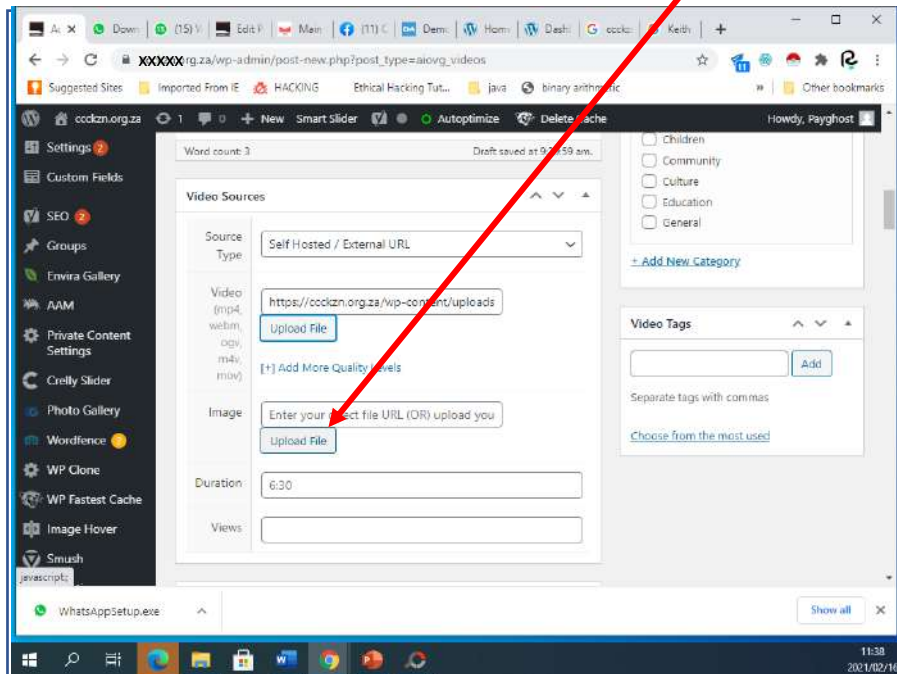
Step 11. Once complete the video will show as below. Next click on INSERT INTO POST
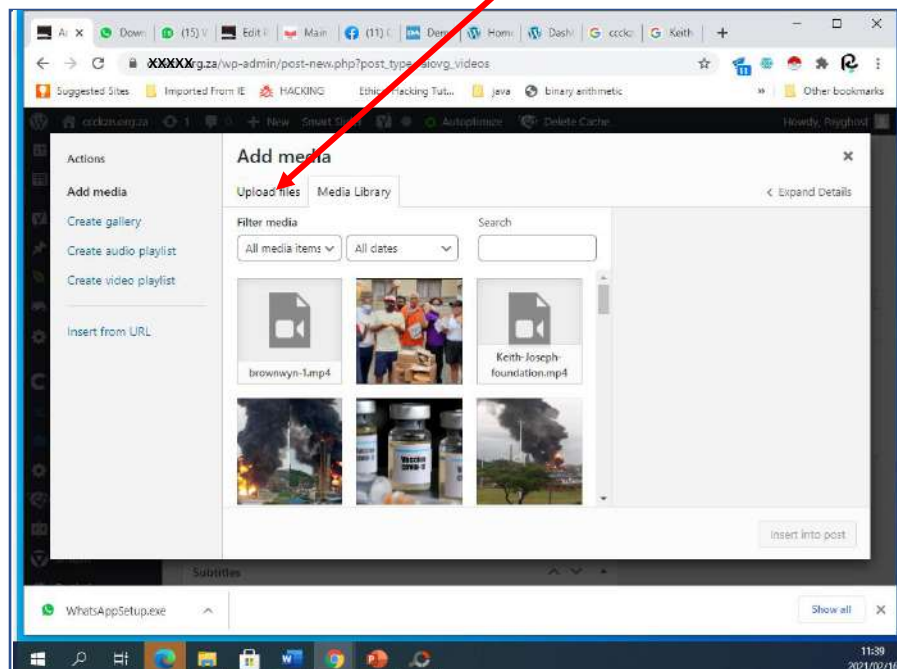

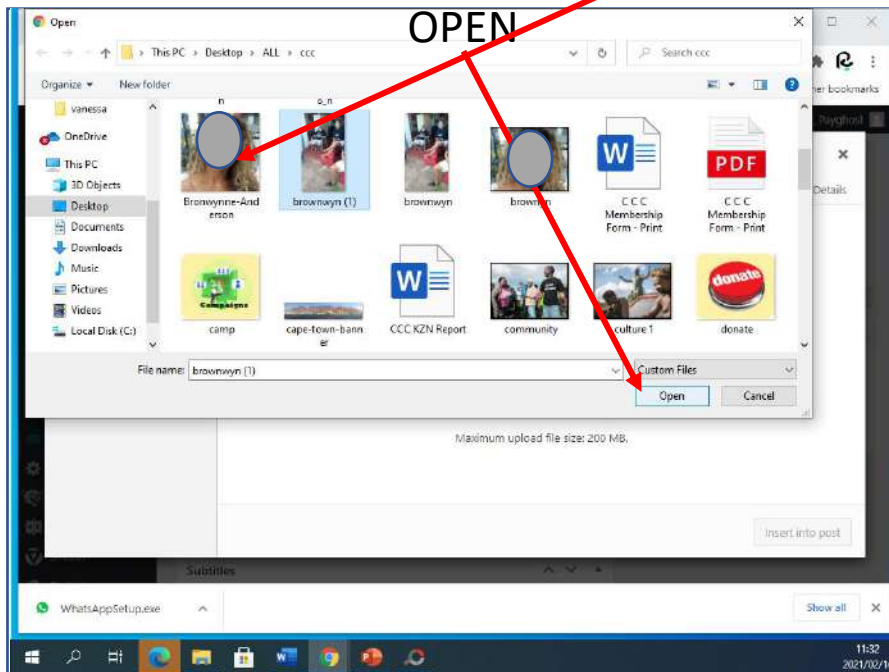# Step 12. You will now see the link here.

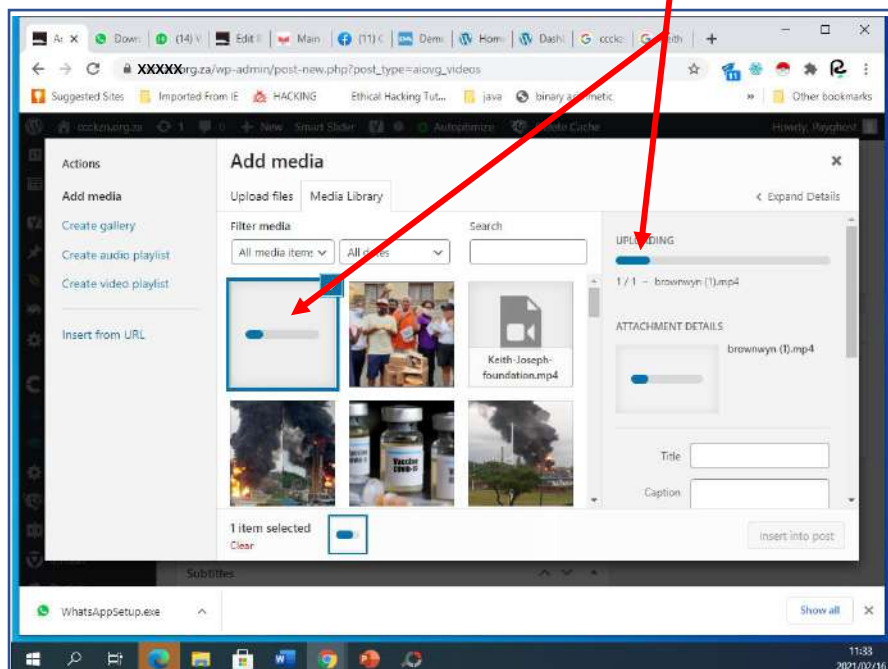# Step 13. Now you may want to select a cover picture for the video. Click on UPLOAD FILE

Step 14. Now click on UPLOAD FILE. This will take you back to your computer files
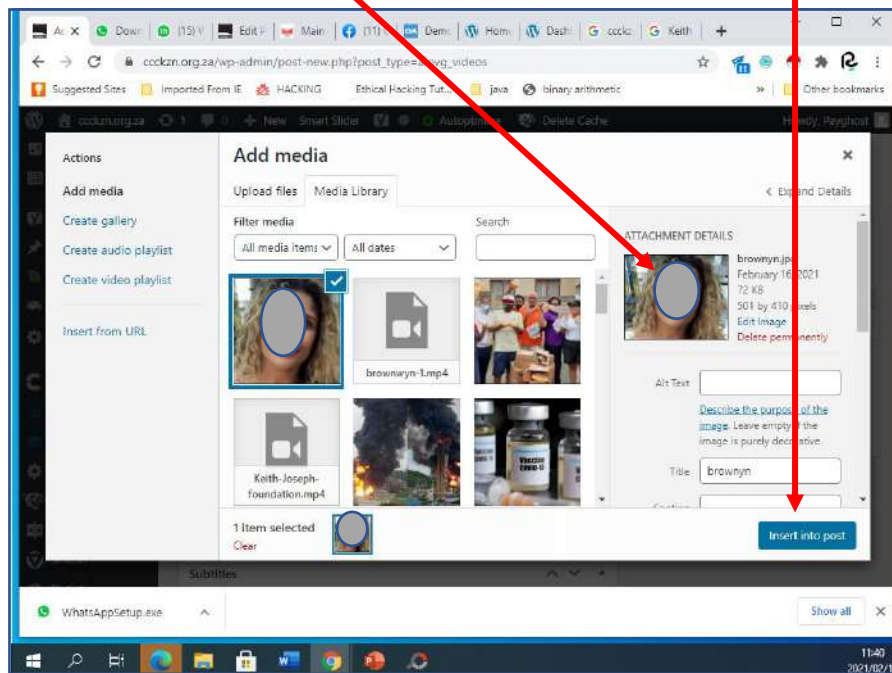
Step 15. You will now be taken to your computer.
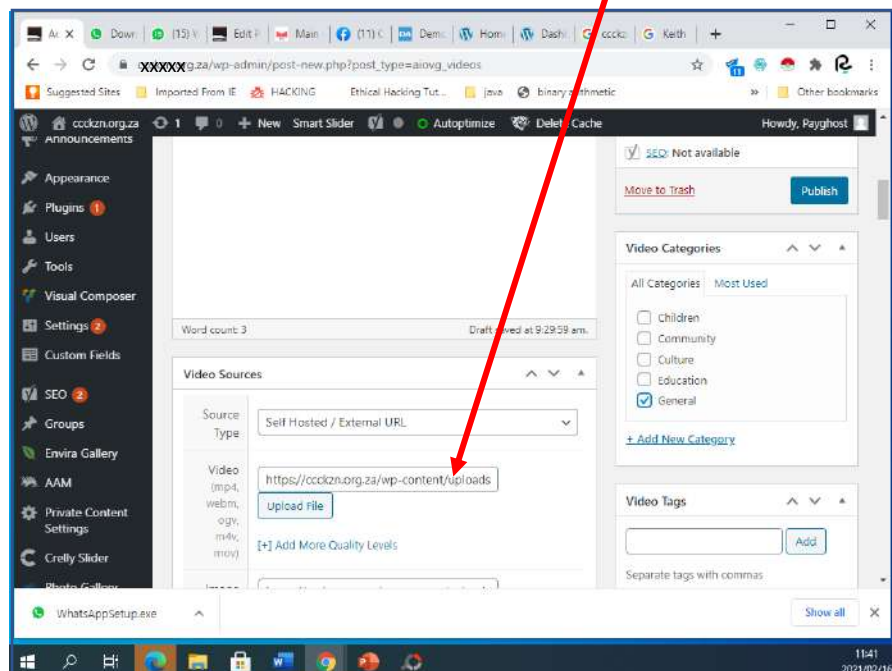Select the folder and choose the image and click on
OPEN

Step 16. The video will start to upload. Be patient as
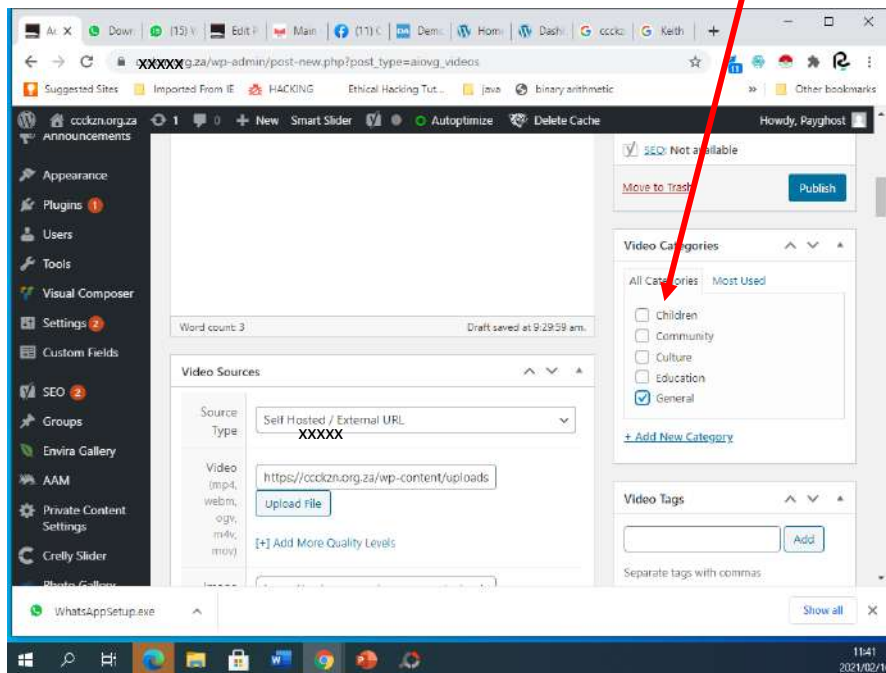it may take a while. Observe the progress bar

Step 17. Once the upload is complete you should see
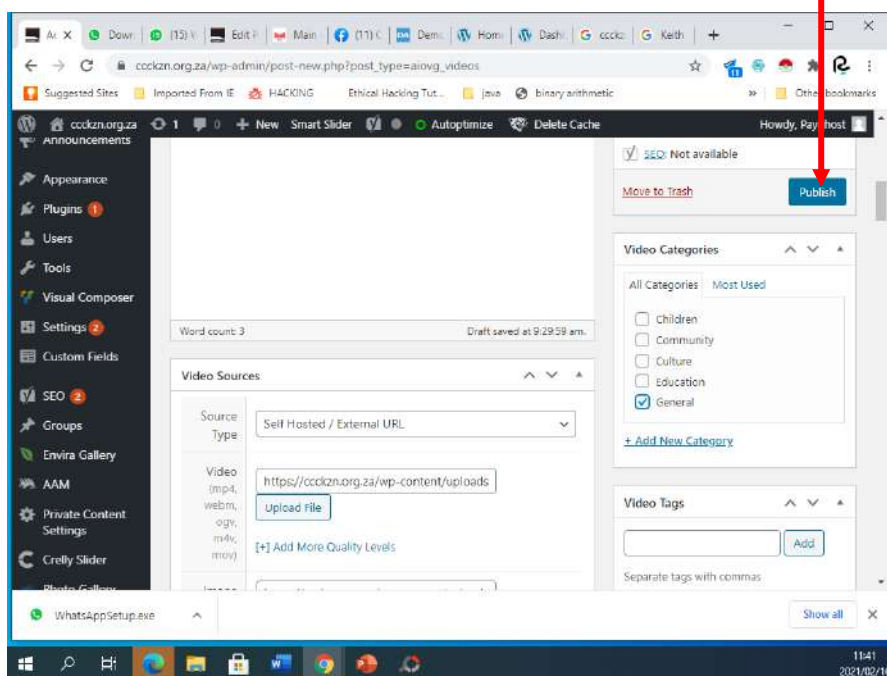the image here. Click on INSERT INTO POST

Step 18. You will now see the link here.

Step 19. You may now want to categorize the video.
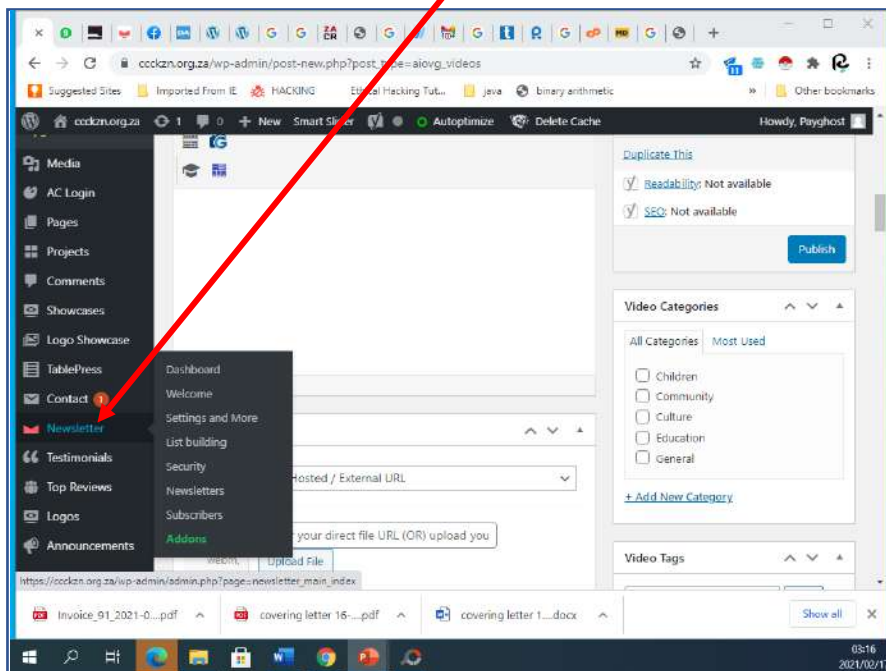Click here to add video to a specific category/ies.

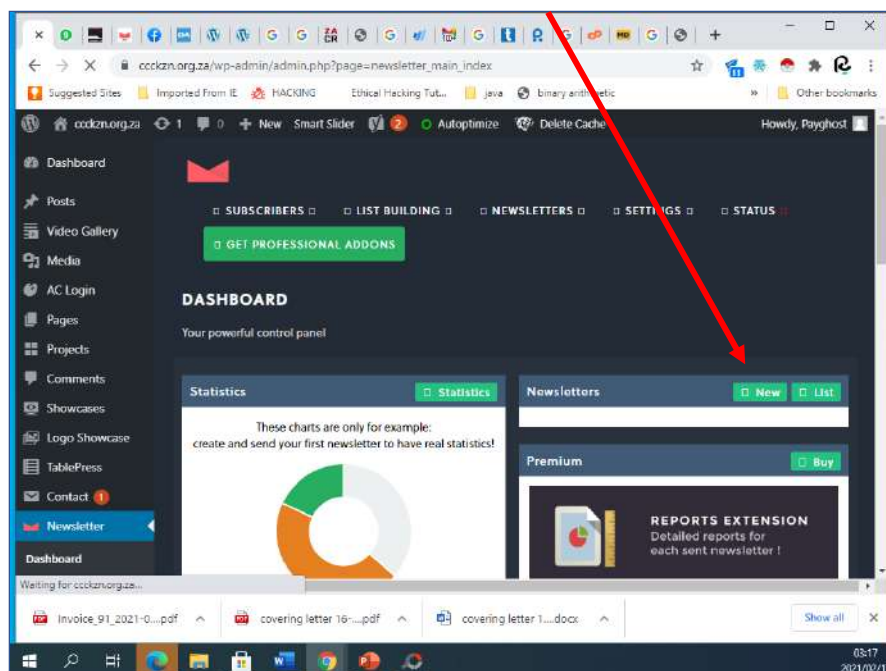Step 20. Very Important, You must click on PUBLISH

In this part we cover the NEWSLETTER function

It is advisable to have all your newsletter content on your computer so that the process will not be delayed.
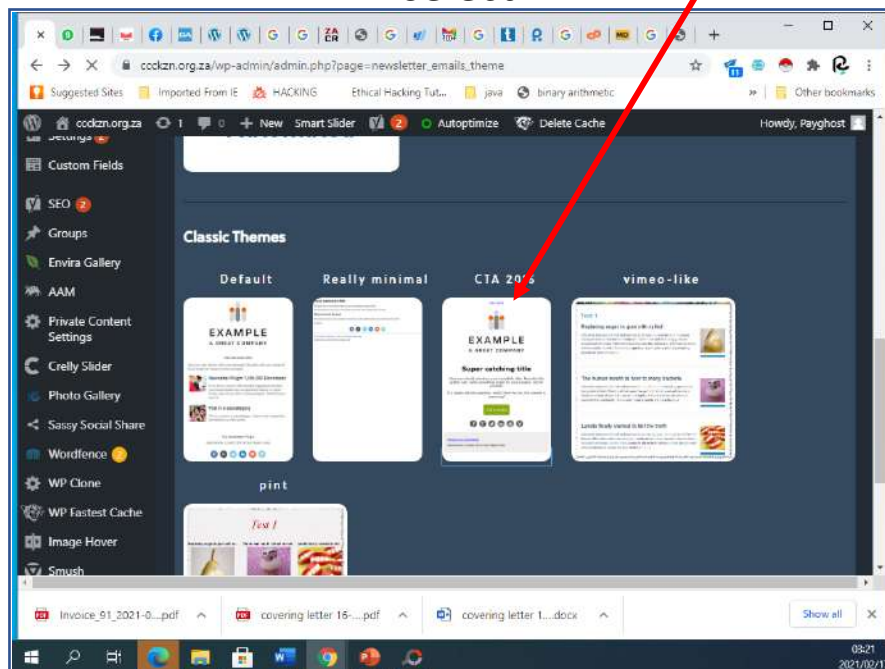
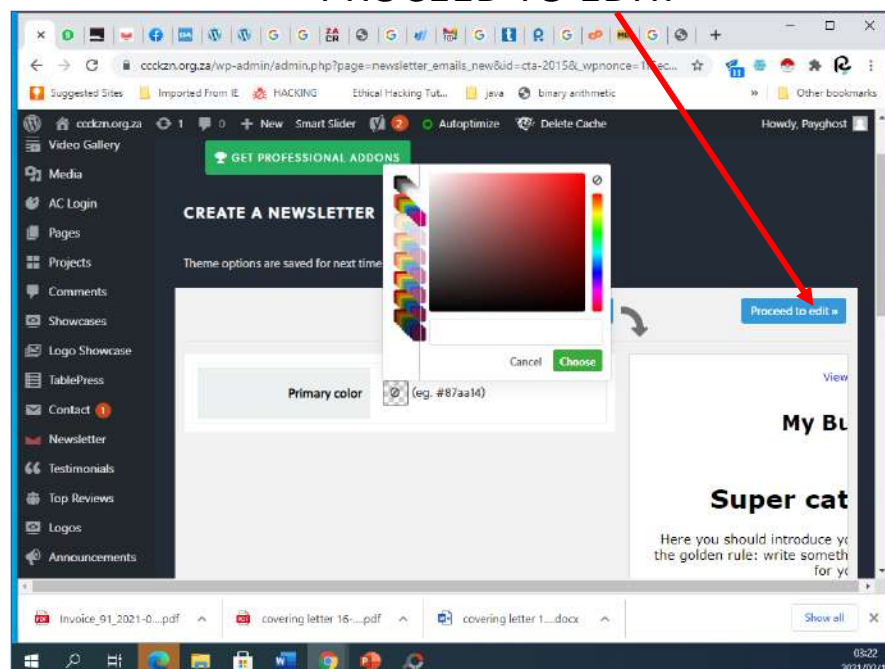## Step 1. Click on NEWSLETTER and then click on DASHBOARD

Step 2. You will see a lot of functions. For now we will focus on the creation of a newsletter. Click on NEW
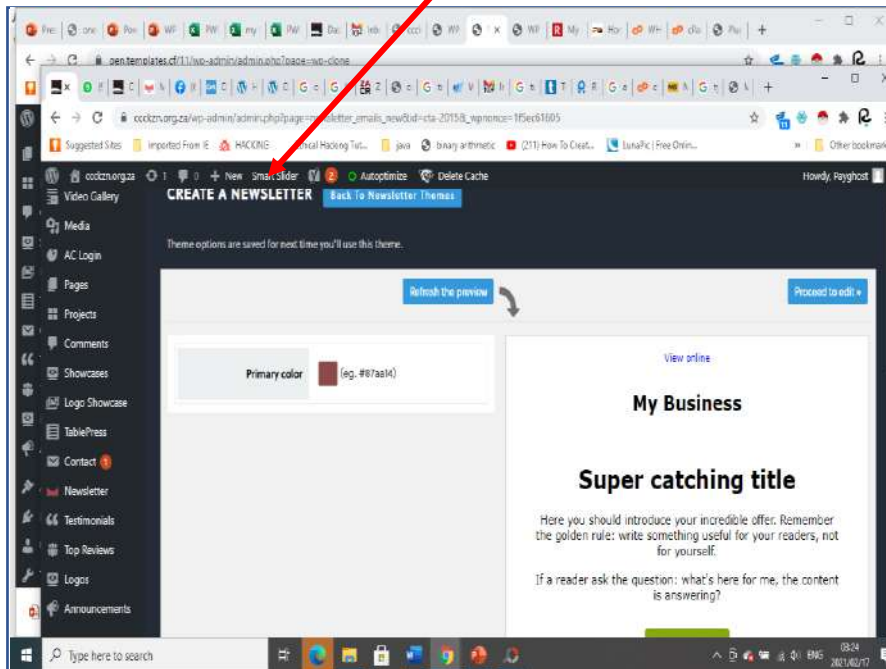
Step 3. A quick and easy way to design your newsletter is to use a template. Click on any one to select.
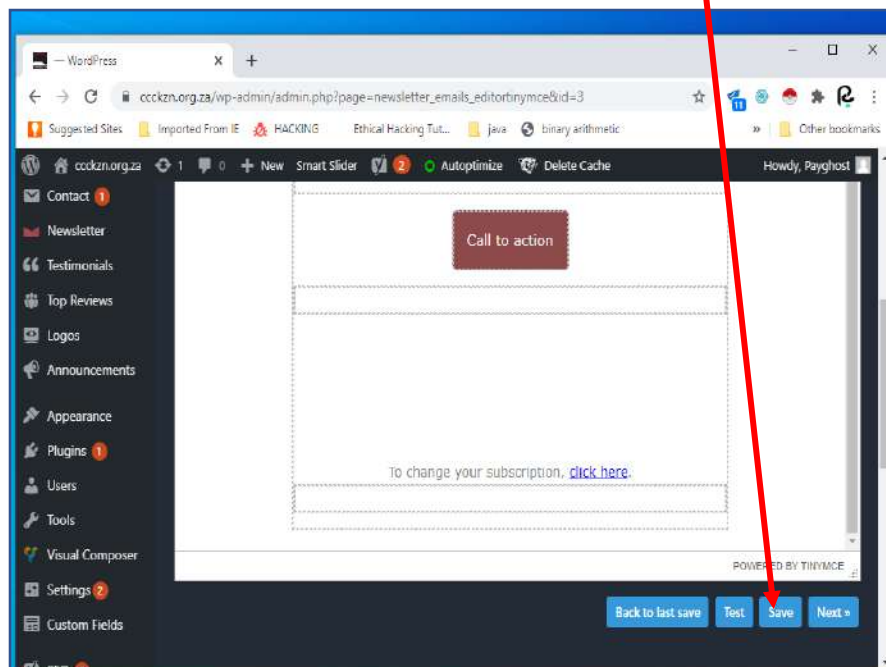

Step 4. Now select your primary colour. Now click on PROCEED TO EDIT.

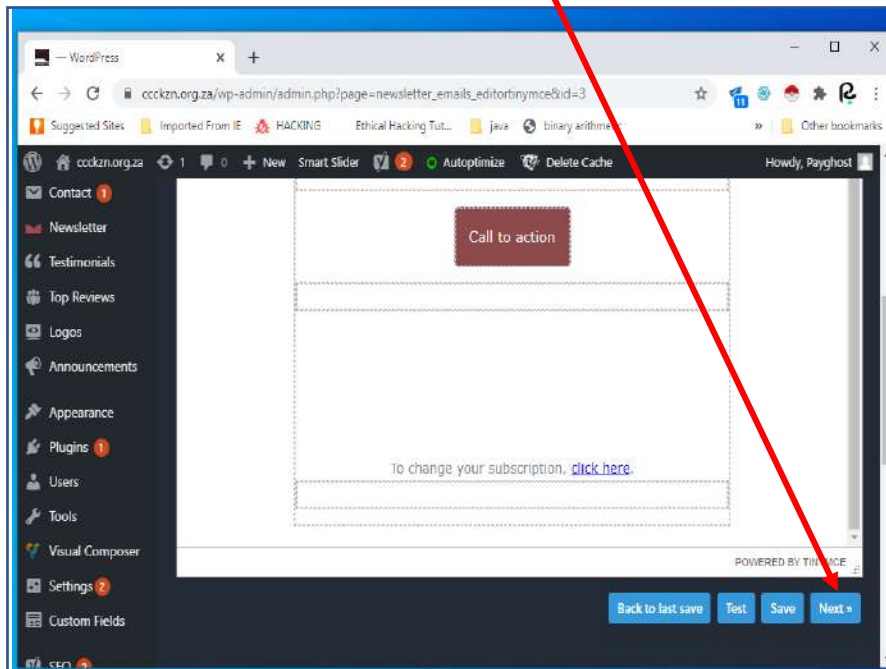## Step 5. You can now make changes, edit, add info and media like pictures etc.
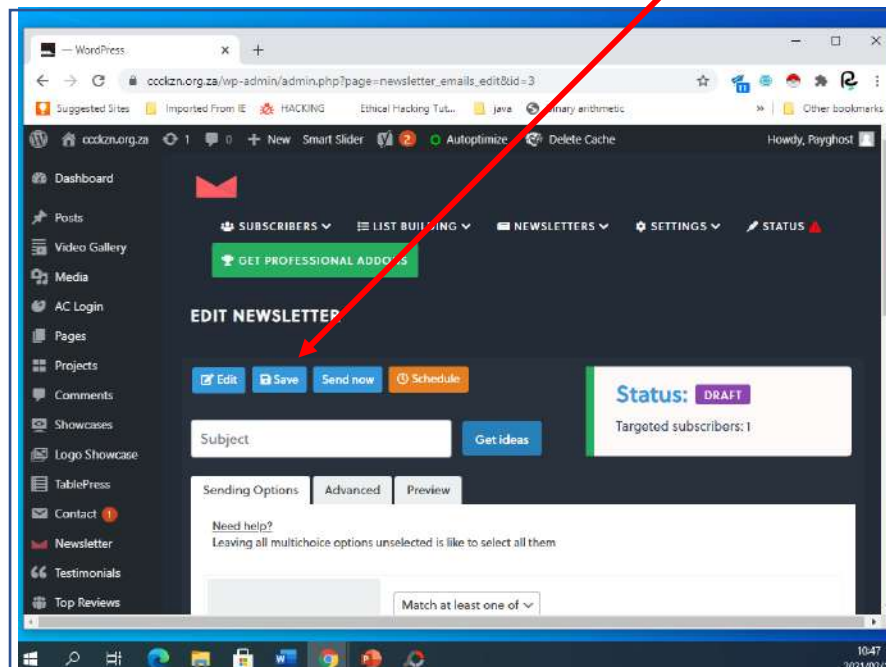

Step 6. Now click on SAVE

Step 7. Now click on NEXT

Step 8. Now click on SAVE and SEND.

All your subscribers will receive notification of your Newsletter.

Step 9. You may want to add your existing email accounts of your contacts to the Database so that they may receive your newsletter when you publish

Firstly Capture your Email Accounts on a Excel Spreadsheet. Save the spreadsheet as a CSV file.
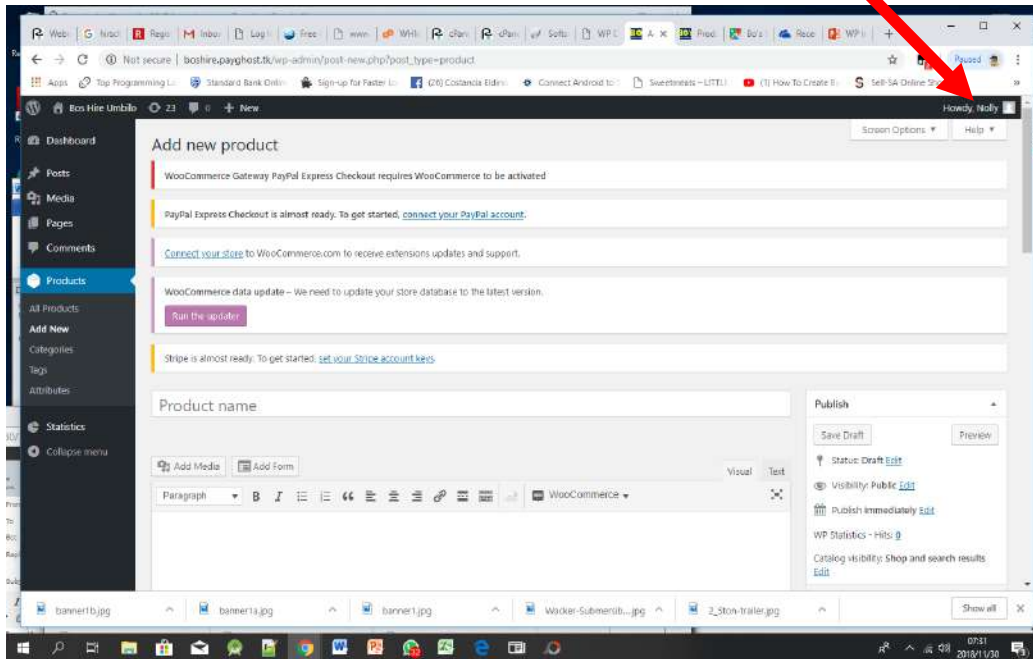Next Click on SUBSCRIBERS and select IMPORT. Select the CSV File of all your email contacts

Click on SUBSCRIBERS and then Click on IMPORT.
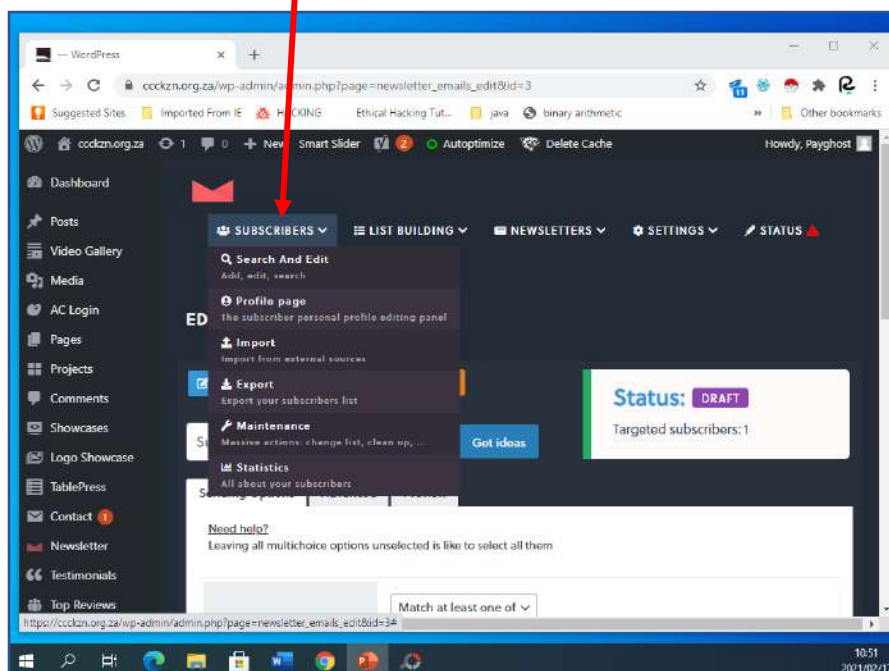
Log Out
Step 1
Move to the top of the screen. Click on HOWDY XXXX. Select LOGOUT

Need More HELP!!

Bizlive is your provider and we are always there for YOU. Simply drop us an email with your Query, Problem, Suggestion and we will find a solution.

Our Email is info@bizlive.co.za.

Ensure you include the domain name ie : www.mybusiness.co.za in the subject line

A guide to managing your Website from A-Zee

All Things IT
Website Designs
Server Maintenance
Mobile Applications
Software Design
Cryptocurrency
Cyber Security

Email us for support:

info@netfactor.uk
info@bizlive.co.za
info@shope.co.za
info@luitziqmedia.co.za