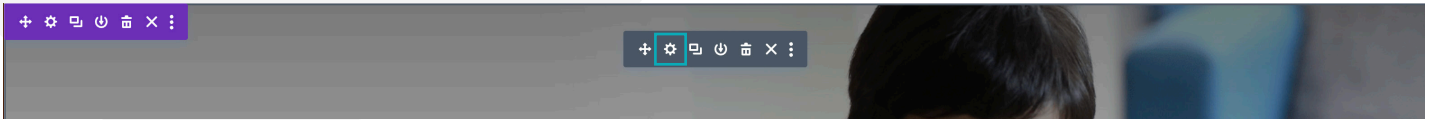


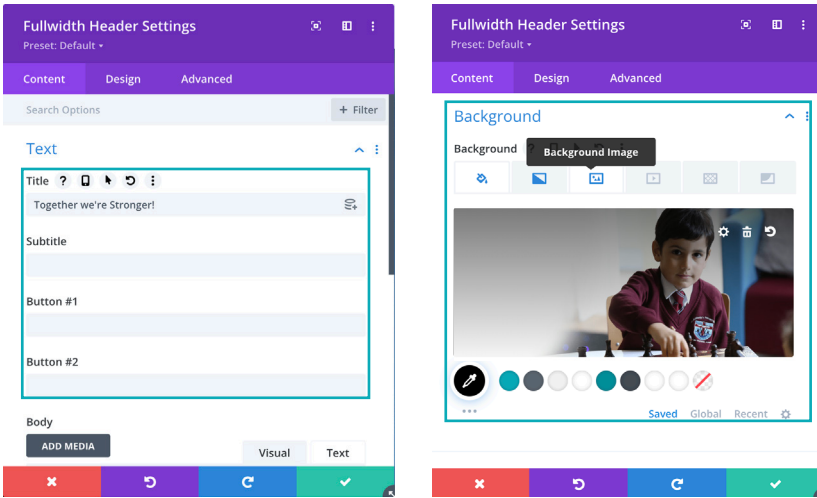
Advanced Bespoke Training Manual.

How to edit the header

Step 1: hover over the header and you will see a grey box appear with a few settings. Click the cog and a new settings box will appear.

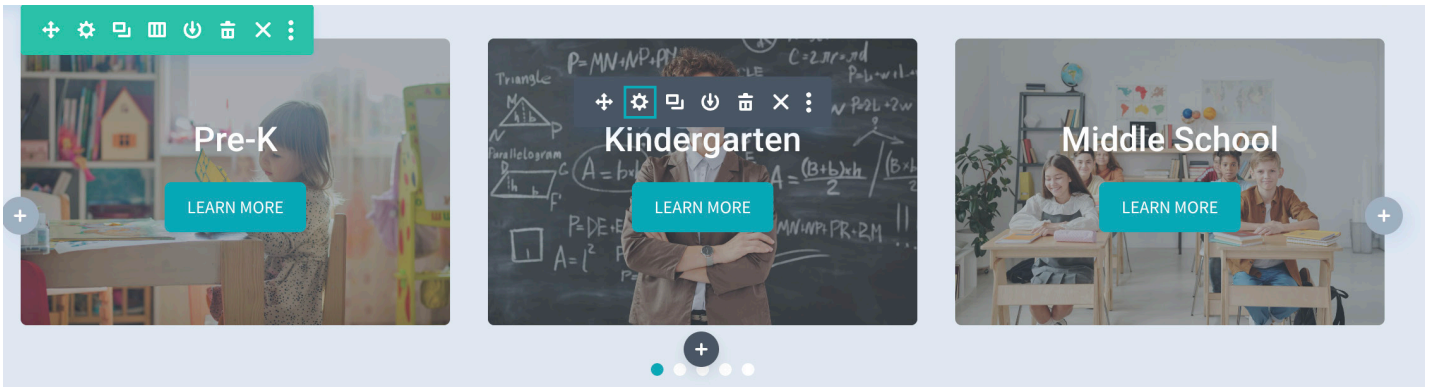


Step 2: Within the settings to have the ability to change the title, add a subtitle, add buttons and add content. If you scroll down you will see the 'background' this is where we can change our background image of the header. If you click on the cog in the top right of the image you can change the image to an image which is uploaded into your media library.



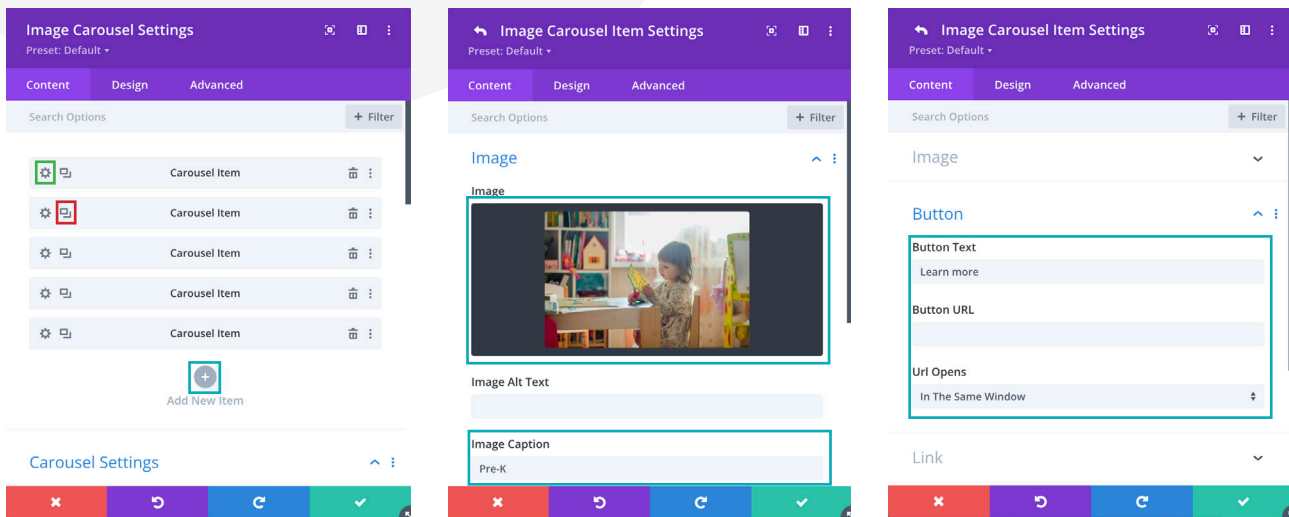
How to edit the carousel

Step 1: hover over the carousel and you will see a grey box appear with a few settings. Click the cog and a new settings box will appear.



How to edit the carousel cont.

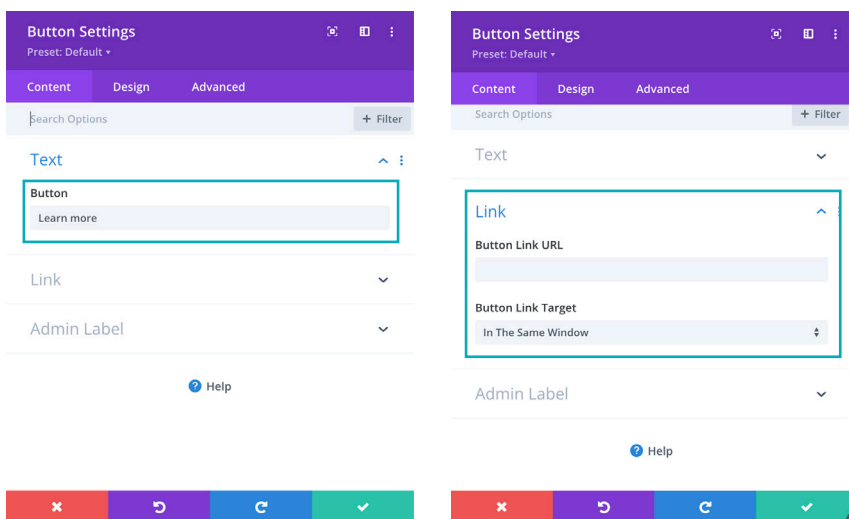
Step 2: Once the settings are open you can add a new carousel item by clicking 'add new item' or you can duplicate an item by clicking the **duplicate icon** next to the cog, if you click the **cog** you will enter the settings of that individual carousel item.



Step 3: When you either create or edit a carousel item to can add an image, a title and you can add a button and a link. Once you are happy with your selection click the green tick to finalise.

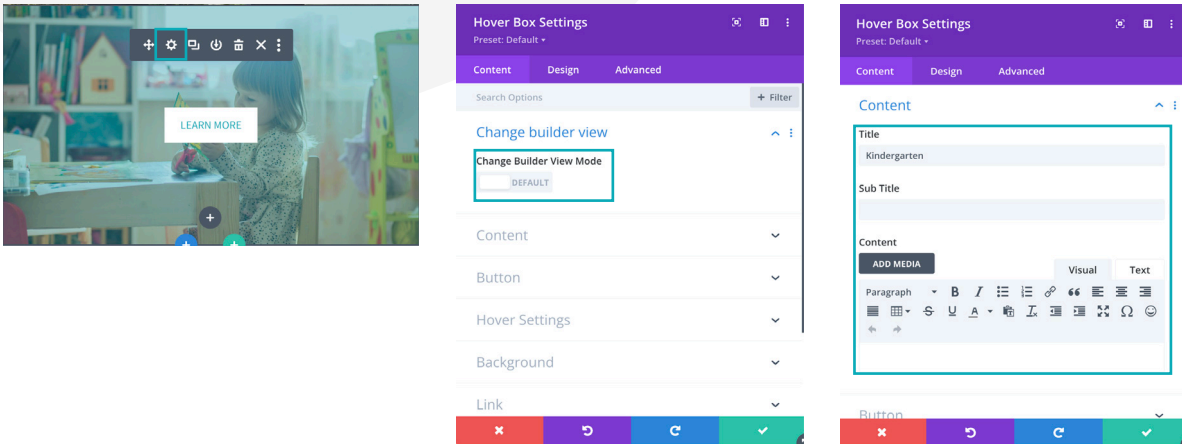
How to edit a button

Step 1: Hover over your button and click the grey cog. Once you have opened up the settings, you can give your button a name and you can add a link to your button. The button target link will give you two options, open in the same window or open in a new tab. We recommend you only use open in a new tab if the button links to a pdf or an external website.

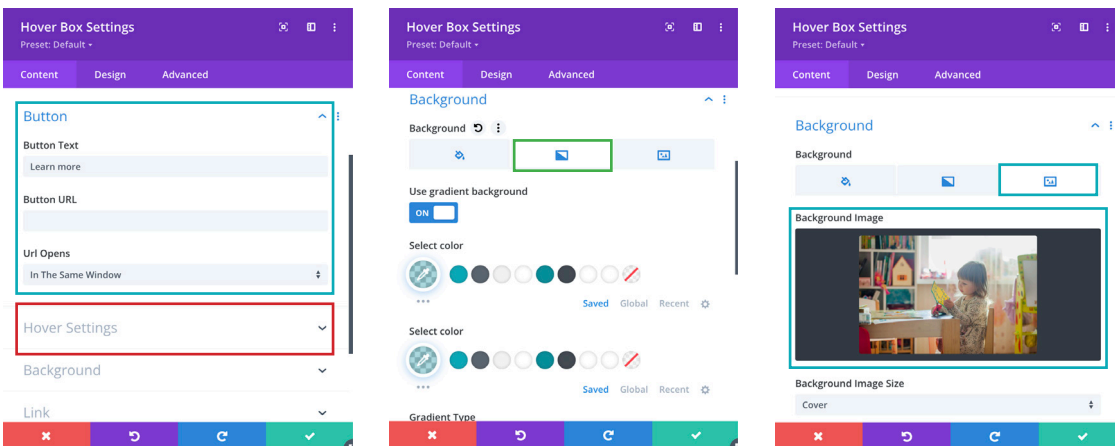


How to edit the hover box

Step 1: Hover over the hover box and click the grey cog and your settings will appear. The 'change builder view' let's you view the hover box as either front or back while editing so you can see what you are doing.



Step 2: Under content is where you can add a title, subtitle and content to your hover box. You can also add a button to your hover box, by default this will only appear when you hover over the box. You can change this through the 'hover settings.'

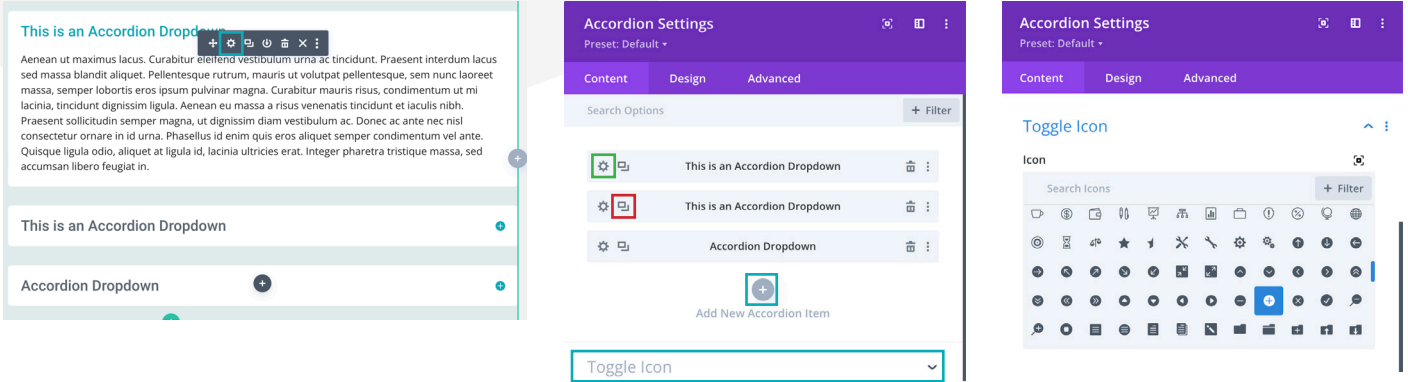


Step 3: To add an background image to your hover box, click background then select your background image. You can also add a gradient overlay to your image by clicking the **gradient tab icon**.



How to edit an accordion

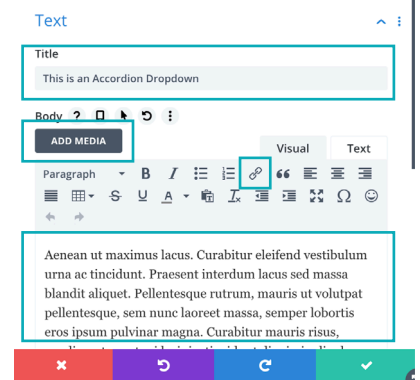
Step 1: Hover over the accordion and click the grey cog and your settings will appear.



Step 2: Within the settings you can create a new accordion item by clicking the '+' or you can duplicate an existing accordion by clicking the 'duplicate icon' to edit an accordion click the 'settings cog.'

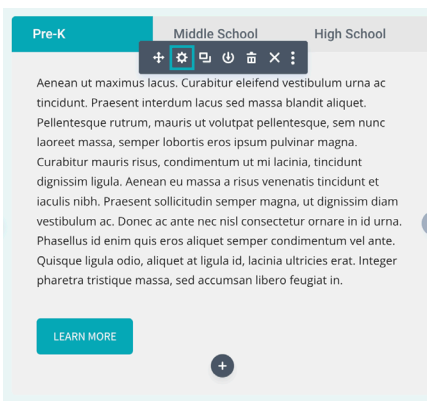
Step 3: You can change the icon on the toggle and you can search through a large library of icons provided.

Step 4: Once you create a new accordion you can give it a title, add images, add links, and add content.



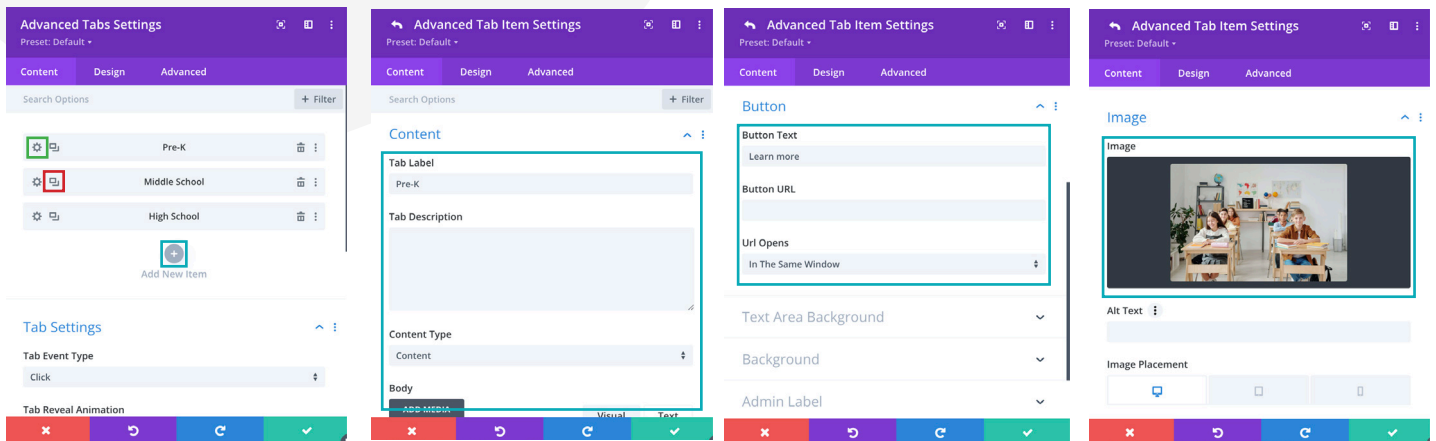
How to edit basic tabs

Step 1: Hover over the tabs and click the grey cog and your settings will appear.



How to edit basic tabs cont.

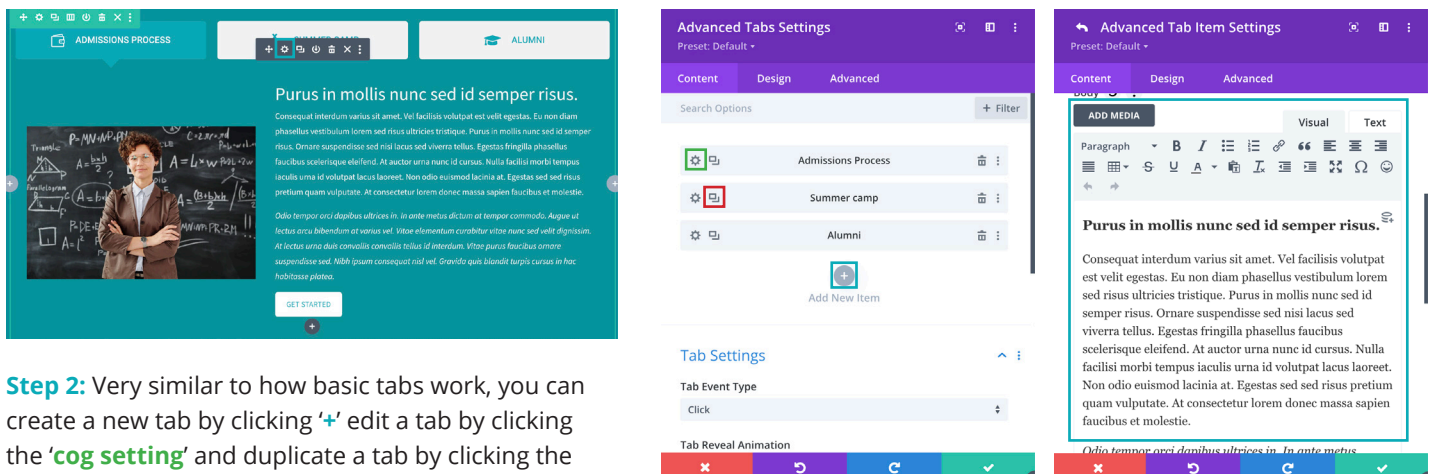
Step 2: Very similar to how accordions work, you can create a new tab by clicking '+' edit a tab by clicking the 'cog setting' and duplicate a tab by clicking the 'duplicate icon.'



Step 3: You can add a title to your tab, add content, add a button and add images within your tab.

How to edit advanced tabs

Step 1: Hover over the tabs and click the grey cog and your settings will appear.



Step 2: Very similar to how basic tabs work, you can create a new tab by clicking '+' edit a tab by clicking the 'cog setting' and duplicate a tab by clicking the 'duplicate icon.'

Step 3: Once you have created a new item you can give your tab a title and add content.

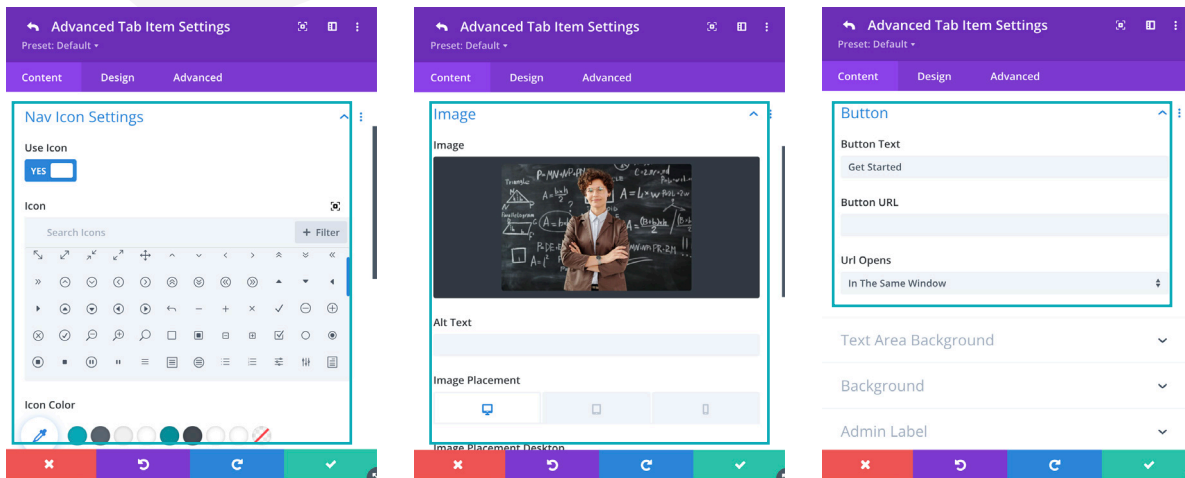


How to edit advanced tabs cont.

Step 4: You can give your tab an icon by navigating to 'nav icon settings' and you can choose from the library of icons available.

Step 5: You can add an image by navigating to the image and you can select an image from your media library and you also have the option of positioning the image, left, right, top or bottom.

Step 6: you can also add a button to the content by navigating to the button tab.

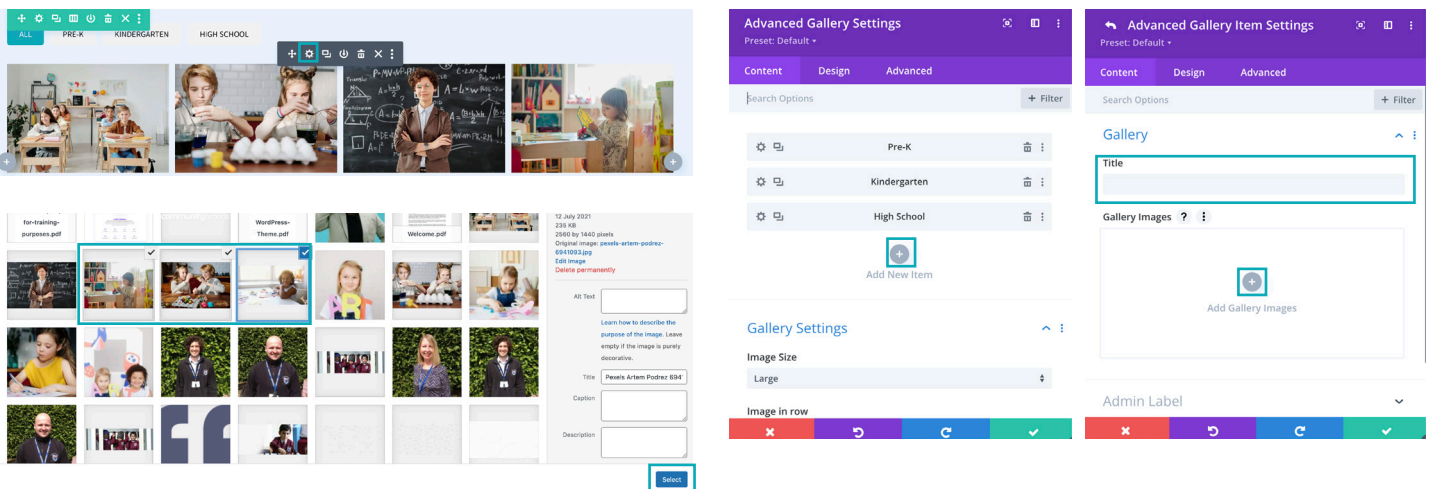


How to edit advanced gallery

Step 1: Hover over the gallery and click the grey cog and your settings will appear.

Step 2: Click 'add new item' Then give your gallery a title, then click 'add gallery images'

Step 3: Your media library will then open up and you can select multiple images, once you are happy with your chosen image click the 'select button.'



How to edit staff & faculty

Step 1: Hover over the module and click the grey cog and your settings will appear.

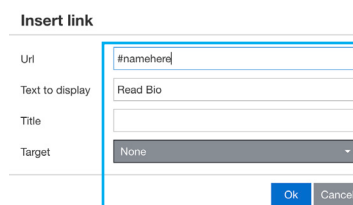
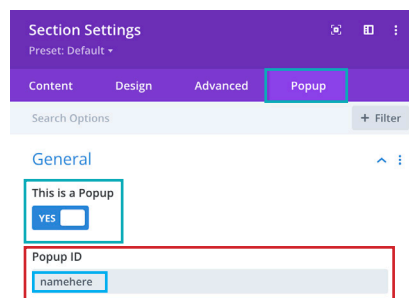
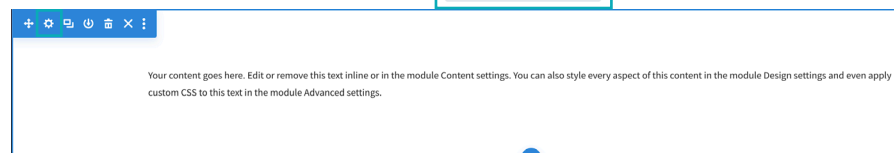
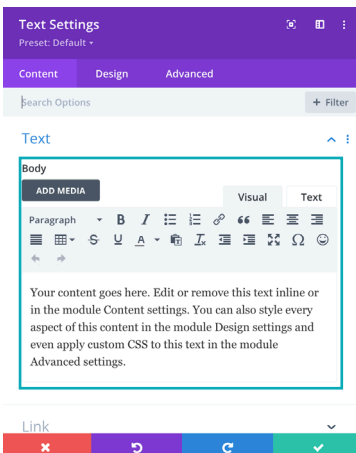
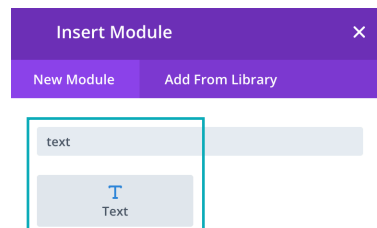
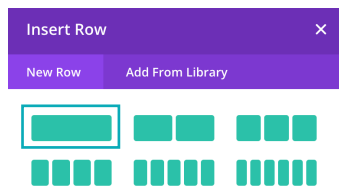
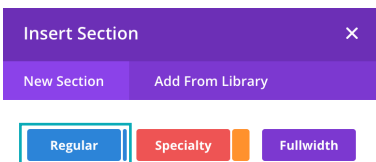
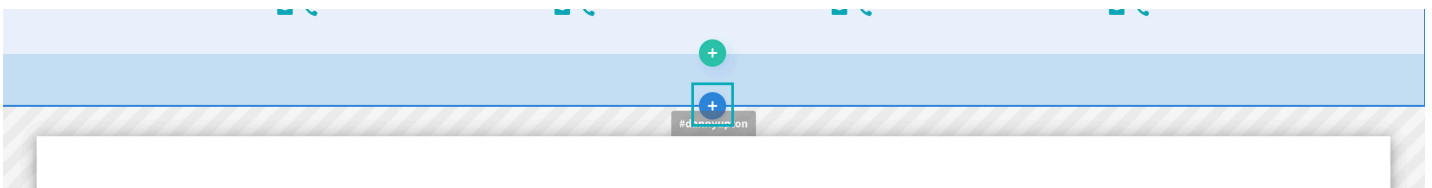
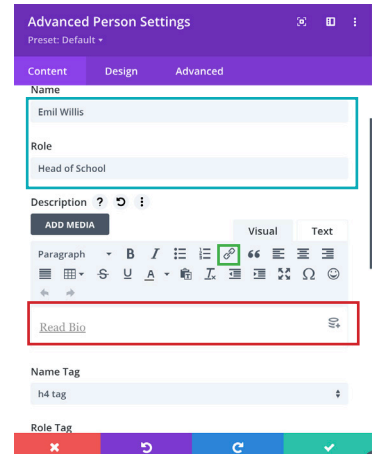
Step 2: Give your staff member a name and a role.

Step 3: To create the popup you then need to create a 'new section' to do this click the 'blue +'

Step 4: Select 'regular' then insert a row, for this example we will just do full width, then insert a 'text module' and then we can paste in the teachers bio here.

Step 5: Then we click on the 'blue cog' and then click 'popup.' Enable the popup and give the popup a name.

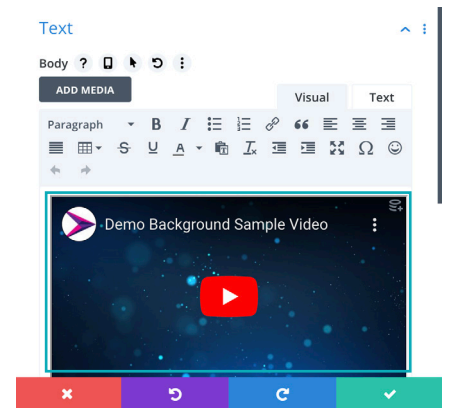
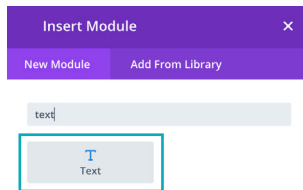
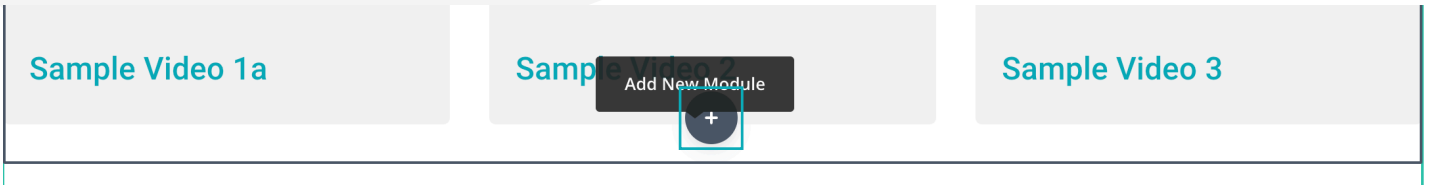
Step 6: We now go back to 'Step 2' and in the 'content' we write 'read bio' and link this with the name we gave 'Step 5' but with a # at the beginning. So for example the popup name is #namehere.



How to add videos

Step 1: Click the 'grey +' and search for a 'text' module

Step 2: Paste your chosen video URL (YouTube or Vimeo) into the text module content area.

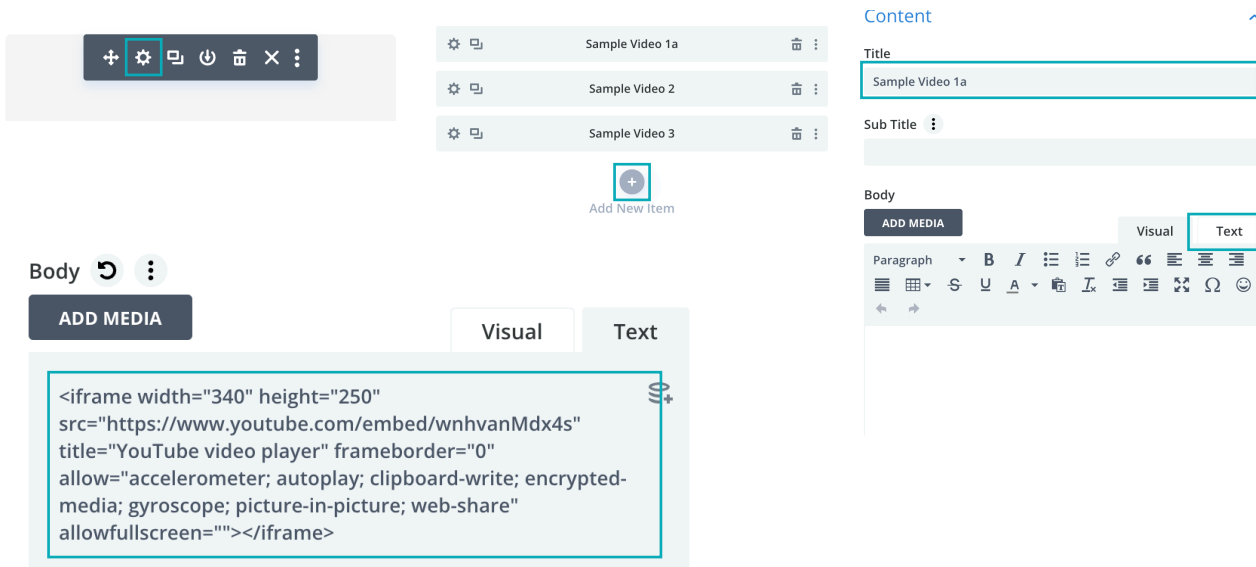


How to edit video slider

Step 1: Hover over the module and click the 'grey cog' and your settings will appear.

Step 2: Within the settings click 'add new item' then give your video a 'title'

Step 3: Click the 'text' tab within the body section and then you can embed an iframe from YouTube or Vimeo



How to add tables

Step 1: Within your dashboard navigate to **'Ninja Tables Pro'** and you will all of your tables, on the right hand side you will see **'add table'**

Step 2: Give your table a **'title'** then create your **'first column'** and give it a name. You can create as many columns as you wish.

Step 3: You now create your rows by clicking **'add data'**

Step 4: Once you have created your table, you need to insert it to your page, so click on the **'shortcode'** this will copy this. Then go back to your page and paste the shortcode into a text module.

The screenshot shows the Ninja Tables Pro dashboard. On the left is a sidebar with the 'Ninja Tables Pro' logo and a 'Tables' menu. The main area is titled 'All Tables' and contains a table with columns: ID, Title, Description, Data Source, and ShortCode. A table with ID 52063 and title 'Test Table' is listed. A search bar and 'Import Table' and 'Add Table' buttons are at the top right. Below the table list are three forms: 1. 'Table Title' form with a text input containing 'New Table'. 2. 'Table Description' form with a rich text editor containing a paragraph. 3. 'Add Data' form with two input fields for 'Column 1' and 'Column 2', and a 'Continue Adding' checkbox. In the center, there are 'Add Column' and 'Add Data' buttons. At the bottom, a code block shows the shortcode: `[ninja_tables id="279479"]`.

Step 5: To edit a table you can either navigate to Ninja Tables Pro in your dashboard or you can go to the page with your table on and below the table you will see **'edit table'** PLEASE NOTE that this only appears once you are logged in.

Emil Willis 20 kevin@parentapps.co.uk Lorem Ipsum has been the industry's standard dummy text ever since the 1500s when an unknown printer took a galley of type and scrambled it to make a type specimen book.

Edit Table



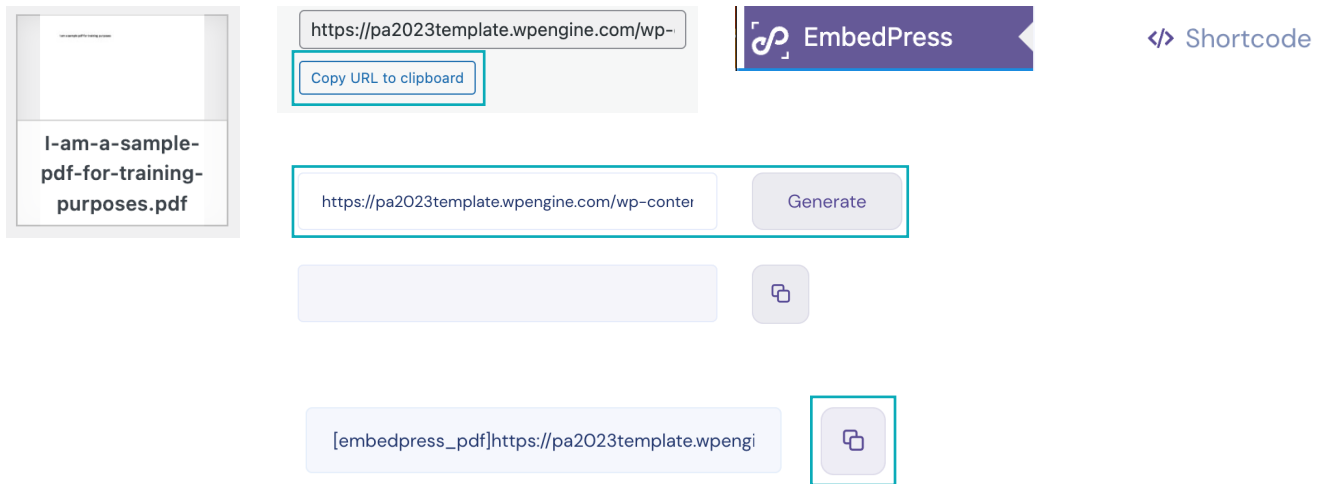
How to embed a PDF

Step 1: Navigate to your **'Media library'** within the dashboard and **'select the PDF'** you wish to embed, click on the PDF and then **copy the URL**.

Step 2: Navigate to **'Embed Press'** and then click on **'shortcode'**

Step 3: Paste your URL into the field then click 'generate' this will then generate the shortcode for you

Step 4: Copy the shortcode and then paste it into a text module within the page you wish the PDF to appear



The screenshot illustrates the EmbedPress workflow. On the left, a PDF thumbnail is shown with the title "I-am-a-sample-pdf-for-training-purposes.pdf". The main interface features a text input field containing a URL: "https://pa2023template.wpengine.com/wp-". A "Copy URL to clipboard" button is positioned below the input. To the right is the "EmbedPress" logo. Further right, a "Shortcode" button is visible. Below the URL input, a "Generate" button is present. Underneath the "Generate" button is a large empty text area and a copy icon. At the bottom, a text box displays the generated shortcode: "[embedpress_pdf]https://pa2023template.wpengi", with a copy icon to its right.

