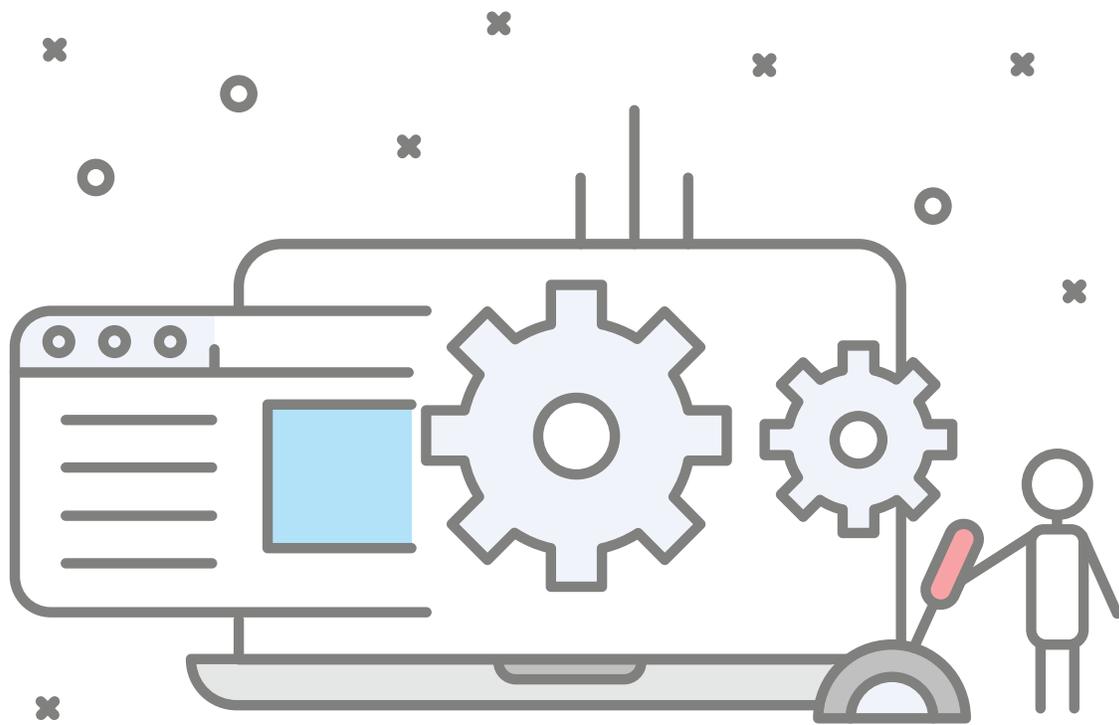




(MHUD) Ministry of Housing & Urban Development

# WEBSITE MANUAL





Thank you for working with us. We have created this manual to help you get started.

# Ministry of Housing and Urban Development Website Manual

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*Ad Vitam Advertising - [advitamadvertising.com](http://advitamadvertising.com)*

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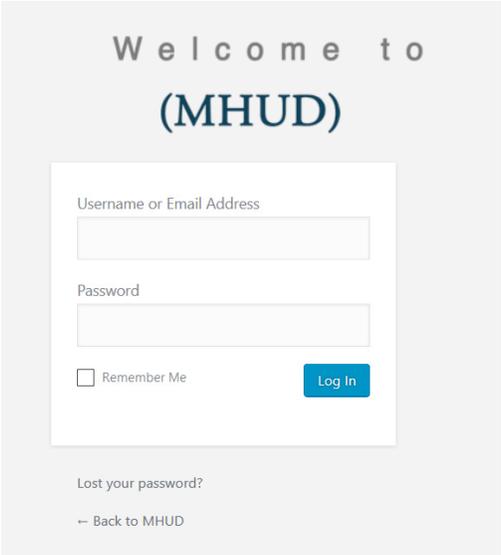
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# Welcome

This guide is an in depth look at the functions available within the MHUD website (WordPress) backend dashboard.

# Login

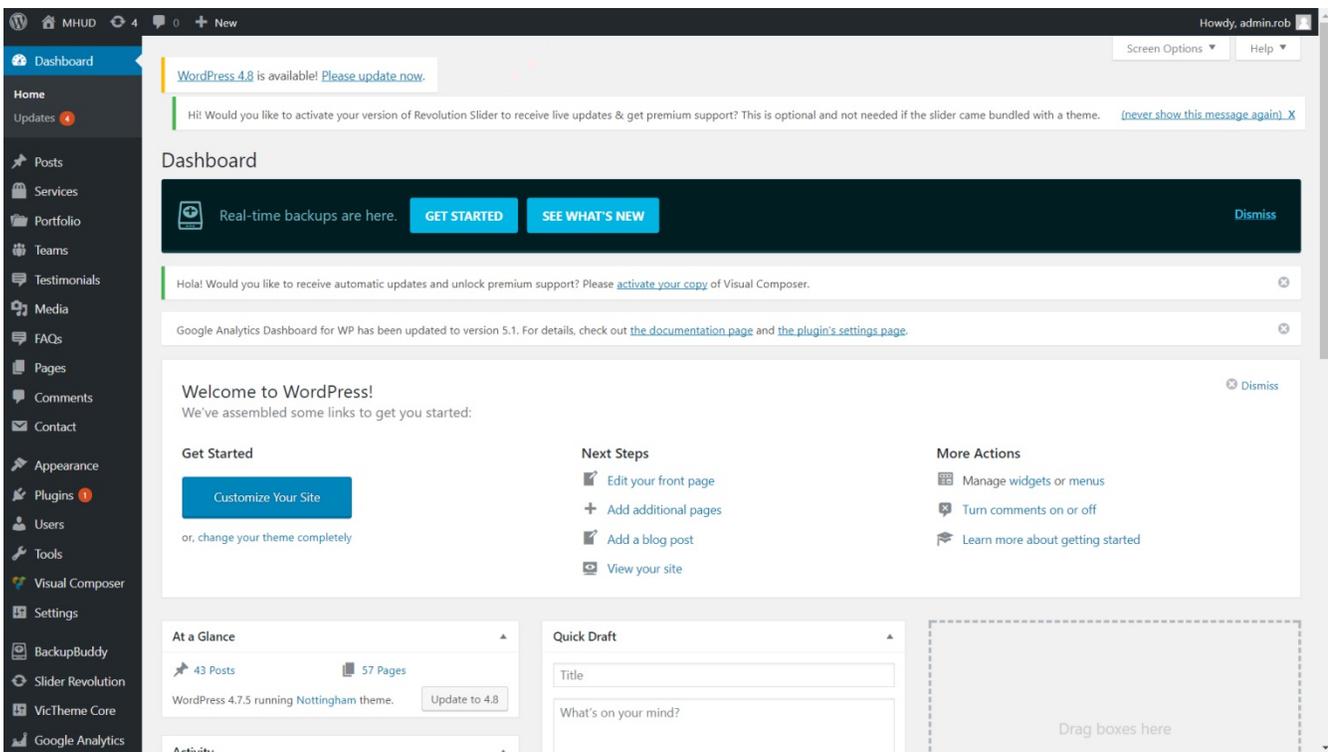
Before you can make any changes to your site, you will need to log in. The login for your site is typically found at the following URL - <http://housing.gov.tt/wp-admin>.



# Dashboard

Once you've logged in, the dashboard appears. This is your main administration homepage. At the very top of your Dashboard (and across every page) you will see the name of your site in the header area. In the example screenshot below (and throughout this documentation) the site name is MHUD. This is also hyperlinked to your site's homepage. You will also see the name of the person who is currently logged in (e.g. admin.rob). Move your cursor over your name to reveal the Log Out link as well as a link to edit your Profile.

When new or updated features are introduced into WordPress, you'll be shown a New Feature Pointer. This is simply to bring to your attention some feature within the Dashboard that's been added or updated. In the following Dashboard image, the New Feature Pointer is highlighting the updated Toolbar. Click Dismiss to hide the pointer.

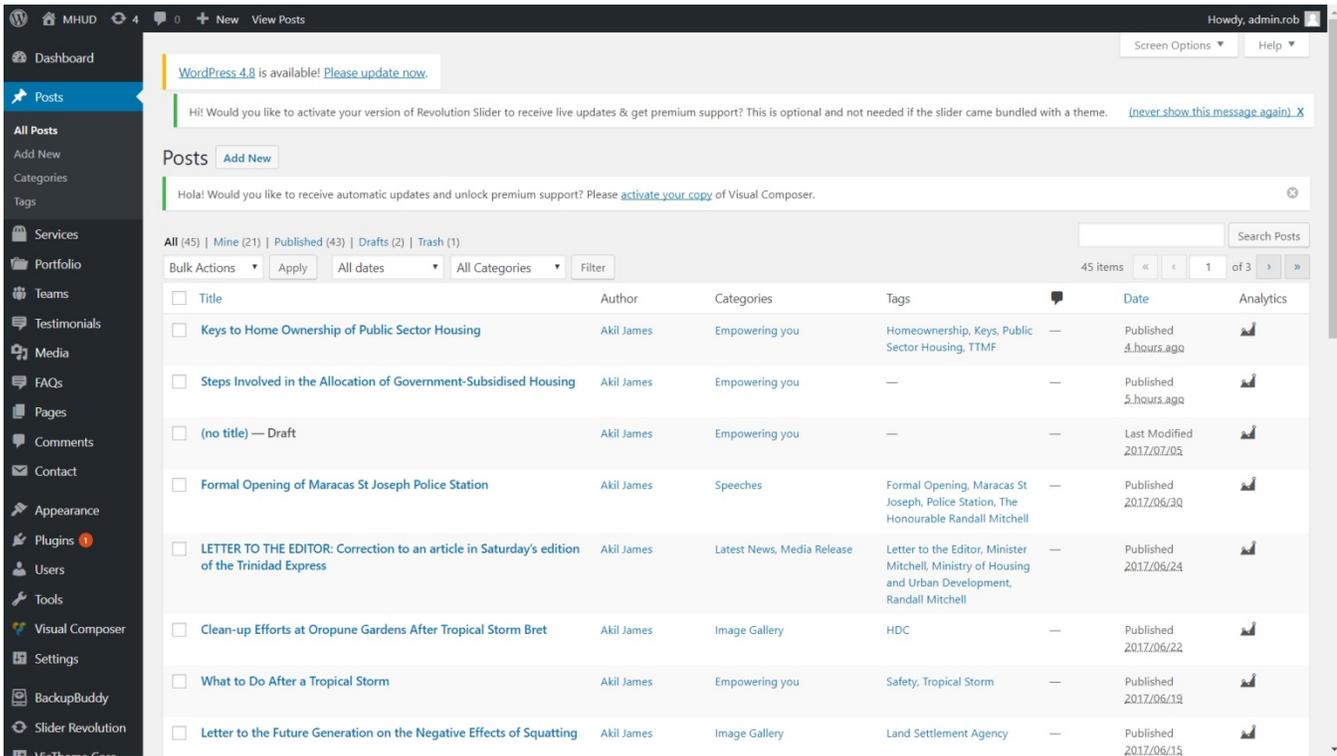


Down the left hand side of the Dashboard and on every page you will see your main admin navigation menu. This is where you'll find all the options to update and your site.

Hovering your cursor over each of the main menu options will display a 'fly-out' menu with the various choices for that particular menu option. Once you click each of the main menu options, that particular menu will expand to show all the available options within that section (if there are any).

# Posts

After clicking on the Posts menu option you'll be shown a list of Posts that your site contains. Among the information displayed is the Post title, the Author, Categories, Tags, No. of Comments and either the Date Published, Date Scheduled or the Date the Post was Last Modified. The Posts screen will look similar to the screen below.



At the top of the page you can view how many Posts in total you have in your site, how many are Published, Scheduled, Sticky, Pending, in Draft or in the Trash.

When hovering your cursor over each row, a few links will appear beneath the Post title.

- Edit – Will allow you to edit your Post. This is the same as clicking on the Post title
- Quick Edit – Allows you to edit basic Post information such as Title, Slug, Date plus a few other options
- Trash – Will send the Post to the Trash. Once the Trash is emptied, the page is deleted
- View – Displays the Post. If the Post hasn't been published yet, this will say Preview

Next to each Post title is a checkbox. This allows you to perform an action on multiple items at once. You simply check the Posts that you would like to affect and then from the Bulk Actions dropdown select either the Edit option or the Move to Trash option and then click the Apply button. The Edit option will allow you to edit the Categories, Tags, Author, whether to allow Comments and Pings or not, the Status and whether or not the Posts are 'Sticky'. The Move to Trash option will move the selected items to the Trash.

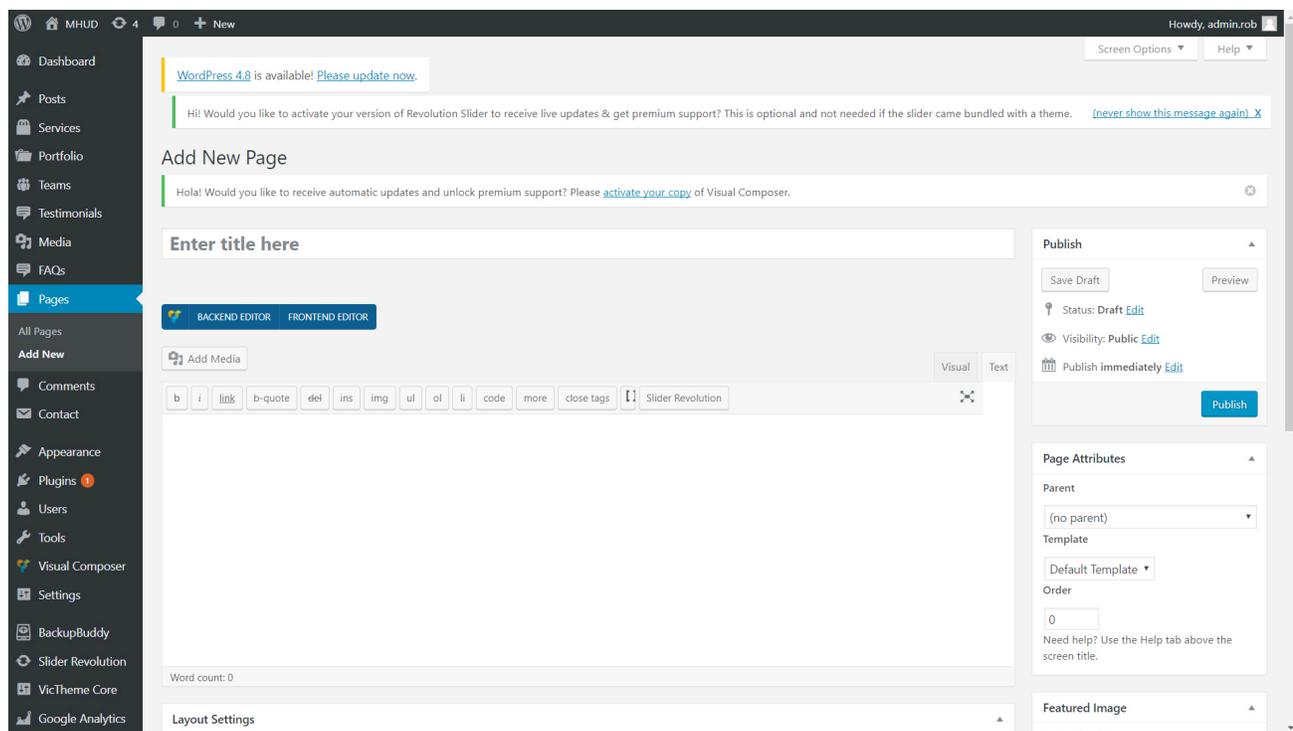
You can also filter the pages that are displayed using the dropdown lists and the Filter button. At the top of the list of Posts there are also two icons that change how the list is displayed. Click the List View icon to display the posts in the traditional List View or click the Excerpt. View icon to display a short excerpt from the Post underneath the Post title.

## Adding Content to Your Site

Adding content to your site is an easy process no matter whether you're creating a Post or a Page. The procedure for both is almost identical. Apart from how they display on your site, which was described earlier, the other main difference is that Posts allow you to associate Categories and Tags whereas Pages don't. What's the difference between categories and tags? Normally, Tags are ad-hoc keywords that identify important information in your Post (names, subjects, etc) that may or may not recur in other Posts, while Categories are pre-determined sections. If you think of your site like a book, the Categories are like the Table of Contents and the Tags are like the terms in the index.

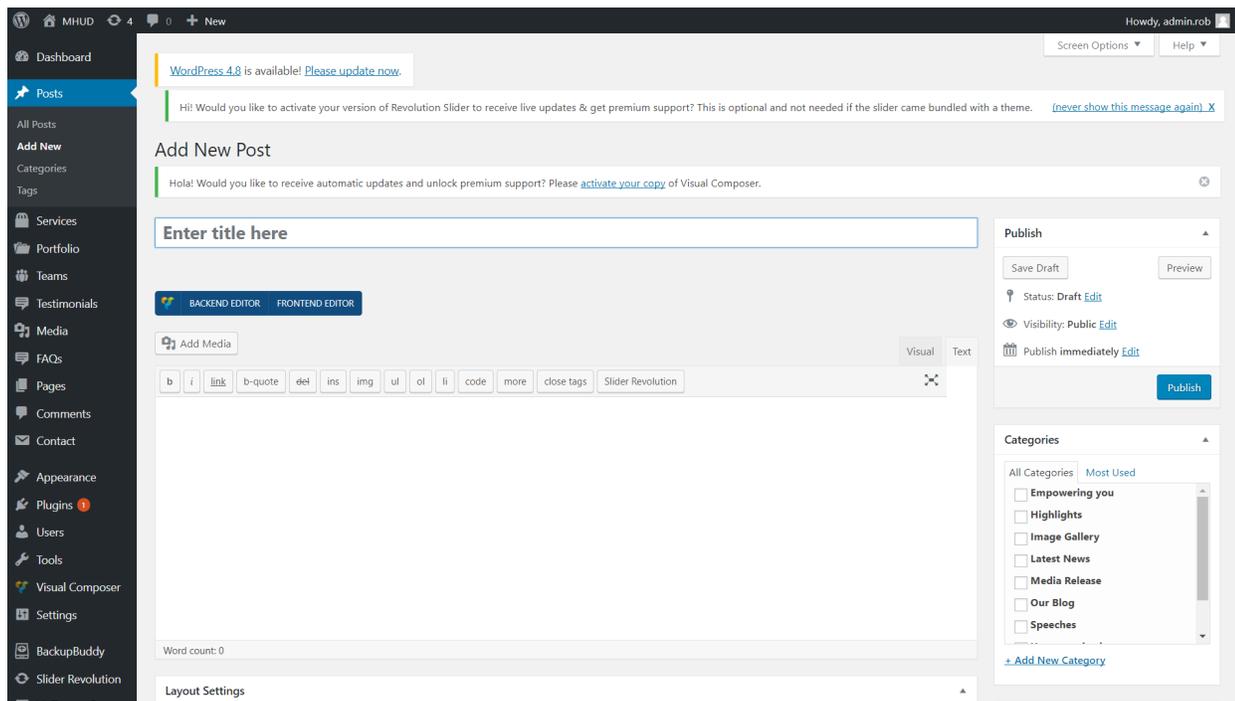
## Adding a new page

To add a new Page, hover your cursor over the Pages menu option in the left hand navigation menu and in the fly-out menu, click the Add New link. Alternatively, click the Pages menu option and then click the Add New link underneath, or the Add New button at the top of the page. You will be presented with a page similar to the image below.



## Adding a new post

To add a new Post, hover over the Posts menu option in the left hand navigation menu and in the fly-out menu, click the Add New link. Alternatively, click the Posts menu option and then click the Add New link underneath, or the Add New button at the top of the page. You will be presented with a page similar to the image below.



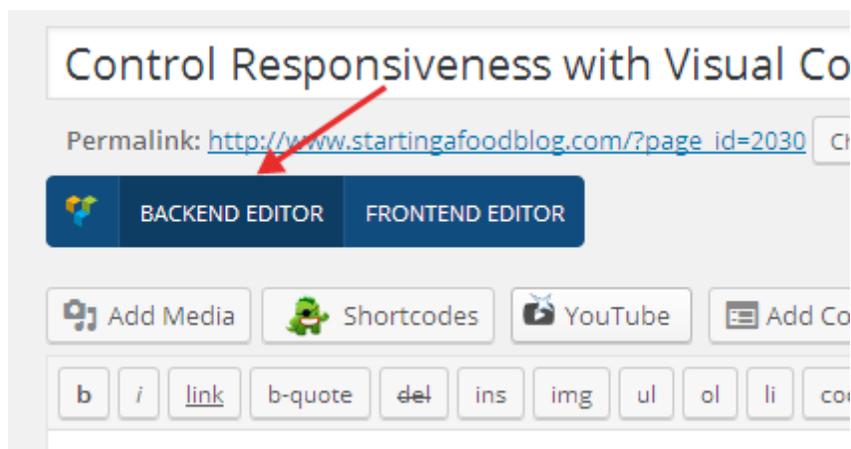
## Adding content with Visual Composer

At the top of the editor there are two tabs, Backend and Frontend Editor (  BACKEND EDITOR FRONTEND EDITOR ). These switch the editor view between the Visual editor and the Text editor. The Text view will enable you to view the HTML code that makes up your content. For the more experienced users this can be helpful at times but for those not familiar with HTML tags, it's not recommended.

When creating a new Page or Post, the first thing to do is enter in your title in the top entry field where it says Enter title here. After moving the cursor down to the editor a new [Permalink](#) is created for your page. Permalinks are the permanent URL's to your individual Posts, Pages, Categories etc.. Though not usually necessary, you can manually edit your permalink by clicking on the actual permalink (the part after the domain name with the yellow background) or by clicking the Edit button next to it. Once you've modified it, click Ok to save or Cancel to cancel your changes.

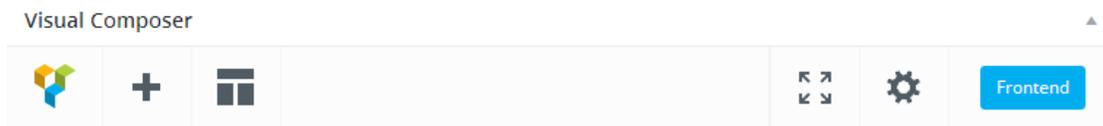
## Backend Editor

Switch on Backend editor mode



The first two sections of Backend editor are (1) Theme SEO Settings – where you will provide Meta description, focus keyword and meta title for your post (2) Layout Settings – You can choose as default layout or custom layout

On third section you will find Visual Composer Backend editor where you will create content for your blog post or page with the support of Visual Composer elements.



YOU HAVE BLANK PAGE  
START ADDING CONTENT OR TEMPLATES

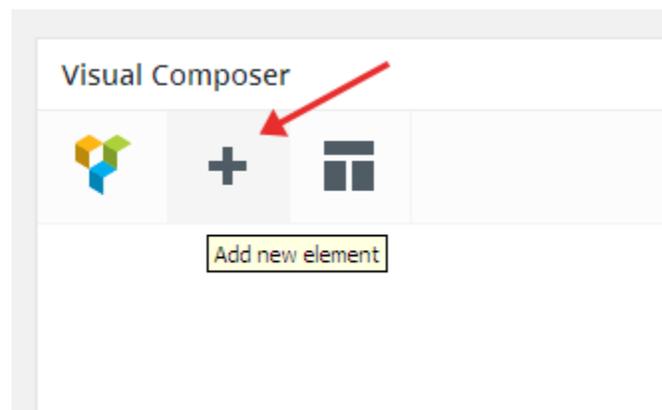


*Don't know where to start? Visit our [knowledge base](#).*

Visual Composer backend editor navigation consists of following options

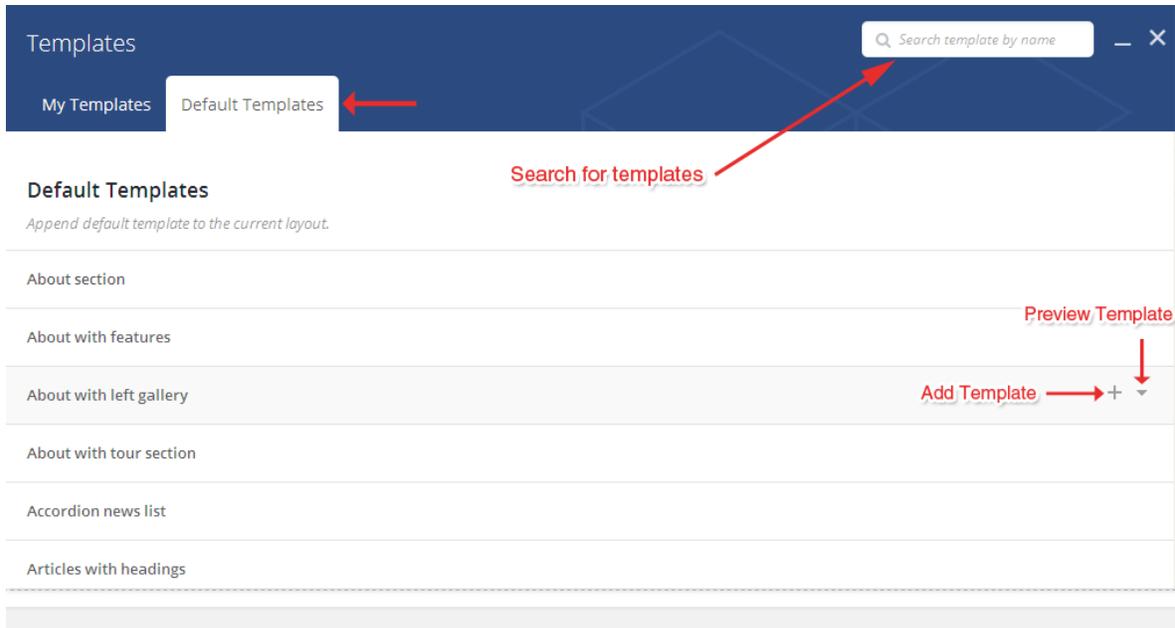
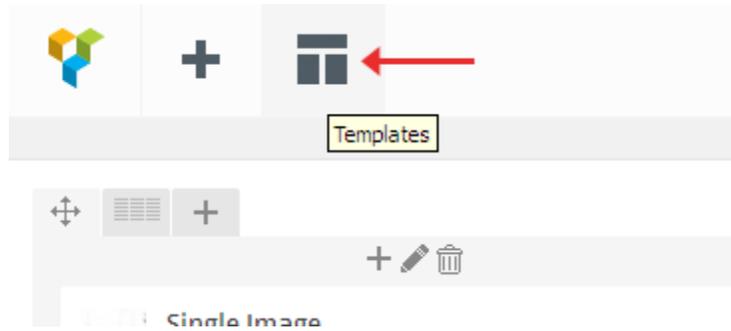
### Add new element:

To add a new element you always click here and add your favorite elements from Visual Composer elements library



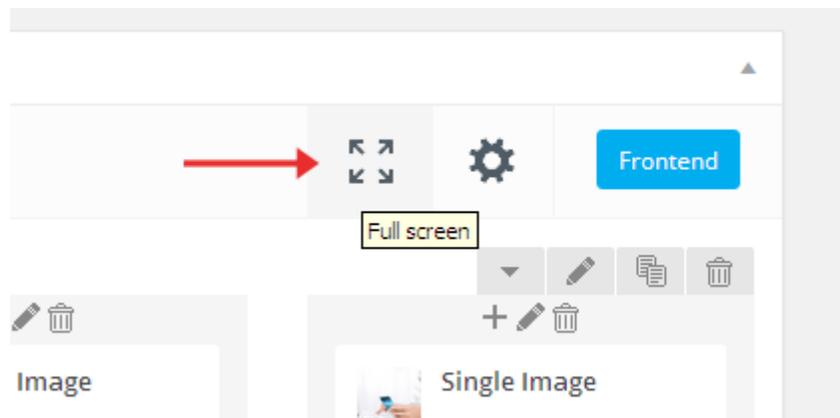
### Templates:

To add a default readymade template you can access to Visual Composer inbuilt default templates library and use template that matters your business.



### Full Screen:

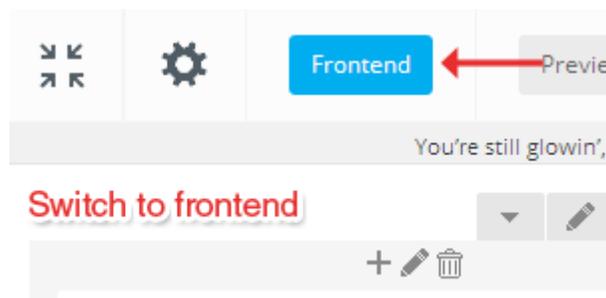
You may want to switch full screen mode while you don't want to see the unwanted stuffs around Visual Composer Backend editor. You can also exit full screen to restore default default screen.





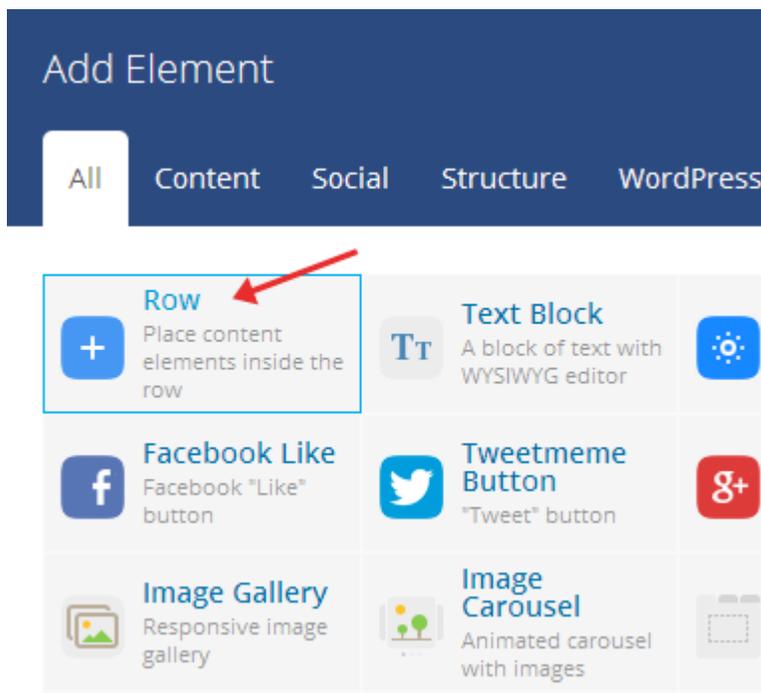
### Frontend:

Anytime you can switch to Frontend from Backend, but it's recommended you save your element before to switch to Frontend otherwise you will have to lose whatever you did on Backend.

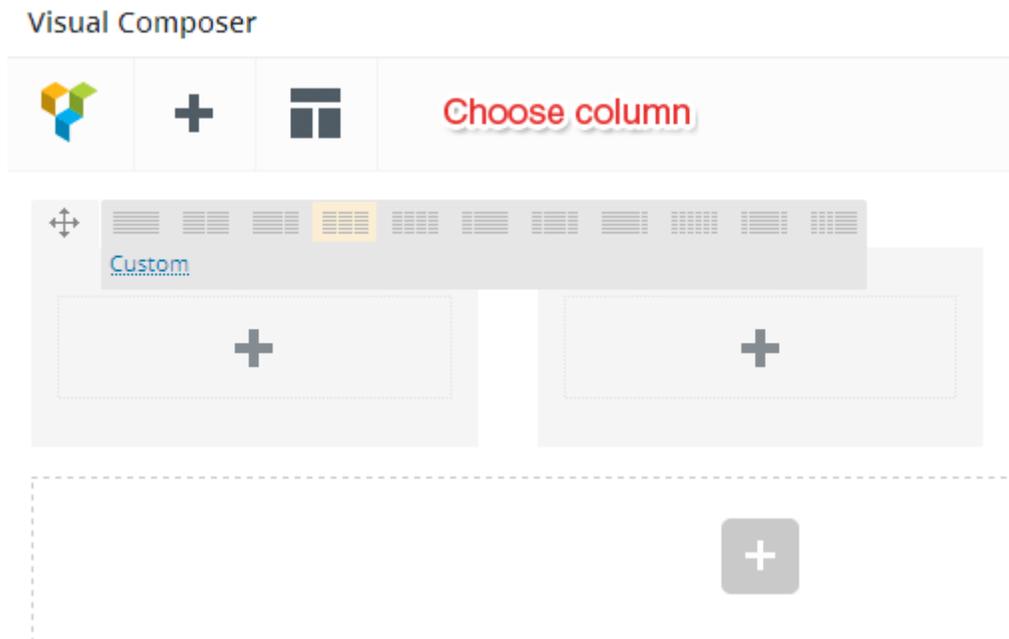


### Add New Element

To add new element simply click on "Add new element" and choose "Row"



Now divide the Row in three columns by choosing custom columns or clicking on “Add column”

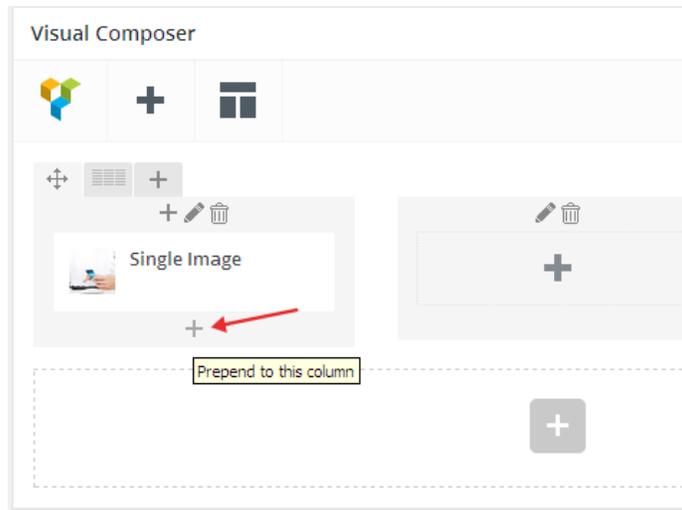


So you have now three columns now click on “Add element” and choose “Single image”



Now add an image and set size to “medium”

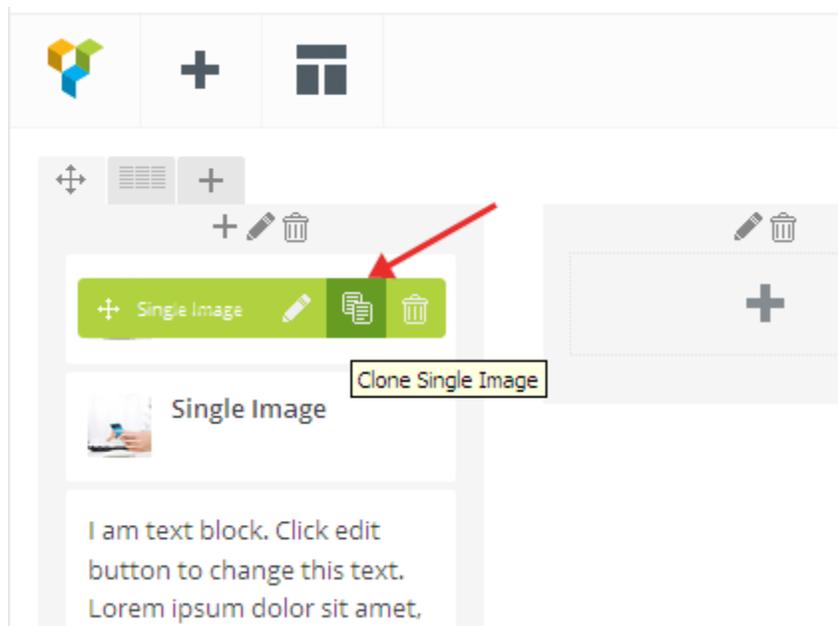
After that click on “Prepend to column”



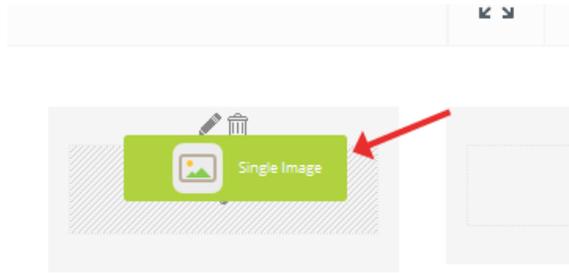
Now choose “Text block” and add a new text that will appear after image

You can add the same image on other two rows by using clone option.

To clone image simply click on “Clone image”

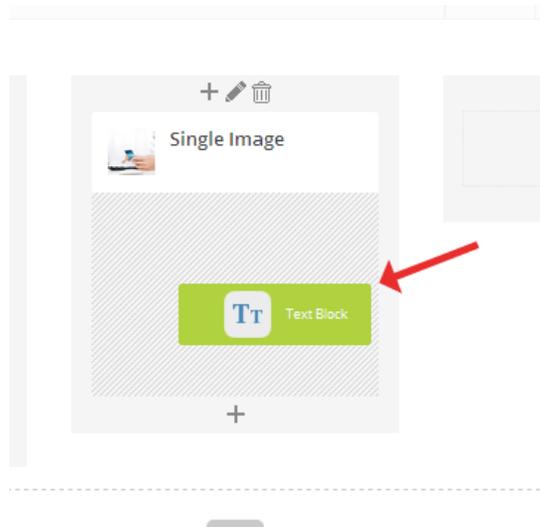


Now drop the image on other column



Drop single image

You can also clone text block and drop on other two columns right below image



To add more elements, you always click on Add element button and choose any of your desired Visual Composer element.



## Row Settings

You can easily apply custom settings on specific row, to apply custom settings click on “Edit this row” button and access “Row Settings”

Row Settings

General Design Options

Row stretch

Default

Select stretching options for row and content (Note: stretched may not work properly if parent container has "overflow: hidden" CSS property).

Columns gap

0px

Select gap between columns in row.

Full height row?

Yes

If checked row will be set to full height.

Equal height

Yes

If checked columns will be set to equal height.

Close Save changes

Row Settings Options

### Row stretch:

You can choose any stretch as Default, Stretch row, Stretch row and content

### Columns Gap:

Choose gap width between columns

### Full height row:

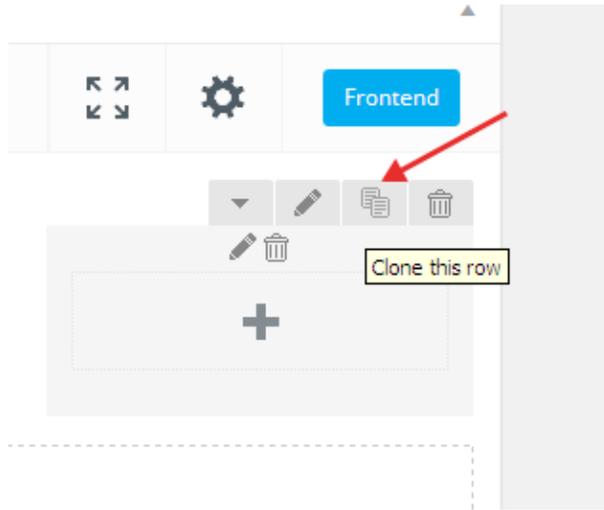
If checked row will be set to full height

### Content position:

Select content position within columns.

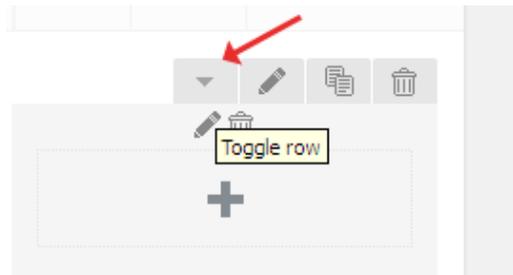
### Clone Row

You can clone any existing row and use on another row



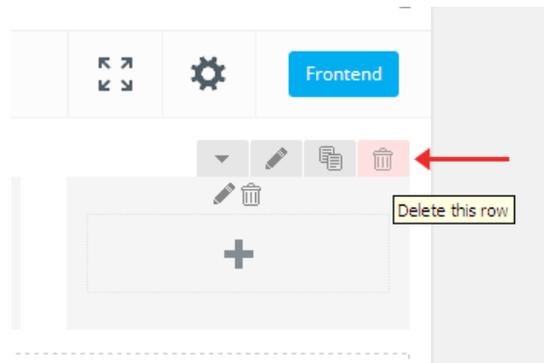
### Toggle Row

You can toggle any row



### Delete Row

Click on "Delete row" button to delete any row



### Frontend Preview

When you have done editing simply click on "Update" button and click "Preview" to see your page template

## Frontend Editor

### Add Element:

Click on “Plus” button to add element from Visual Composer elements library.



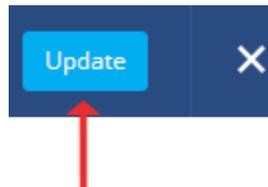
**My Site**  
Just another WordPress site

### Templates:

You can add any read-to-use Visual Composer templates from different categories. You can also create your own Template and save as “My Templates” in Visual Composer.

### Update:

After creating or customizing a page with Visual Composer you must click on “Update” button to save data



### Exit Visual Composer:

To exit from Visual Compose, click on “Cross” button

### Creating Row

So we will create a row and add some elements as experiment with Visual Composer.

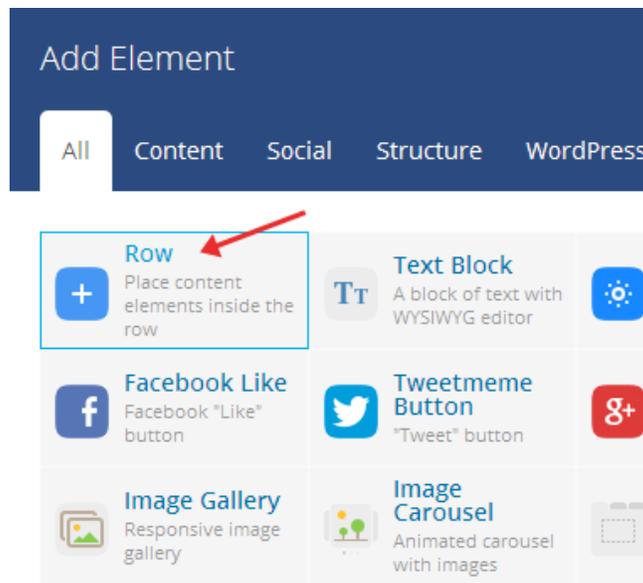
To add a Row click on “Add element” button and choose “Row”



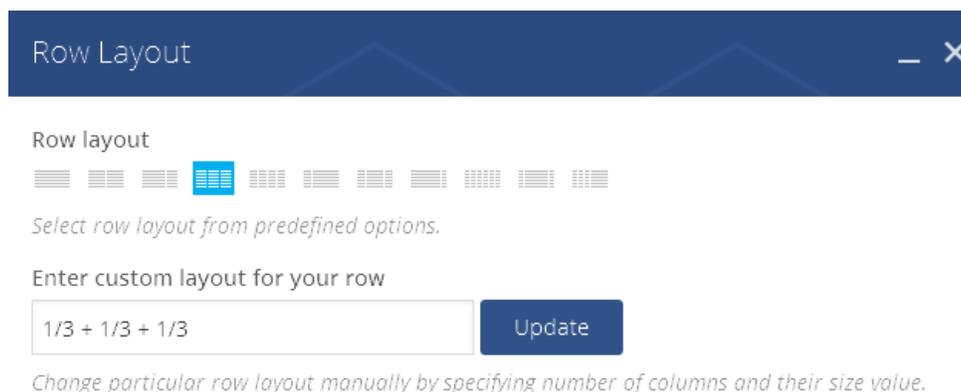
YOU HAVE BLANK PAGE  
START ADDING CONTENT OR  
TEMPLATES



*Don't know where to start? Visit our knowledge base.*

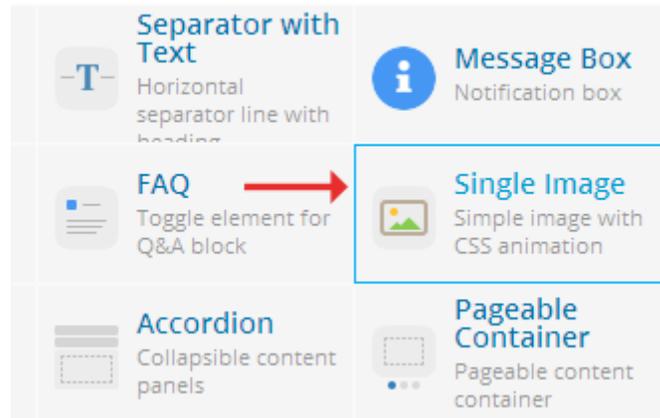


Click on “Show row controls” button and choose custom layouts (i.e. 1/3+1/3+1/3) for Row

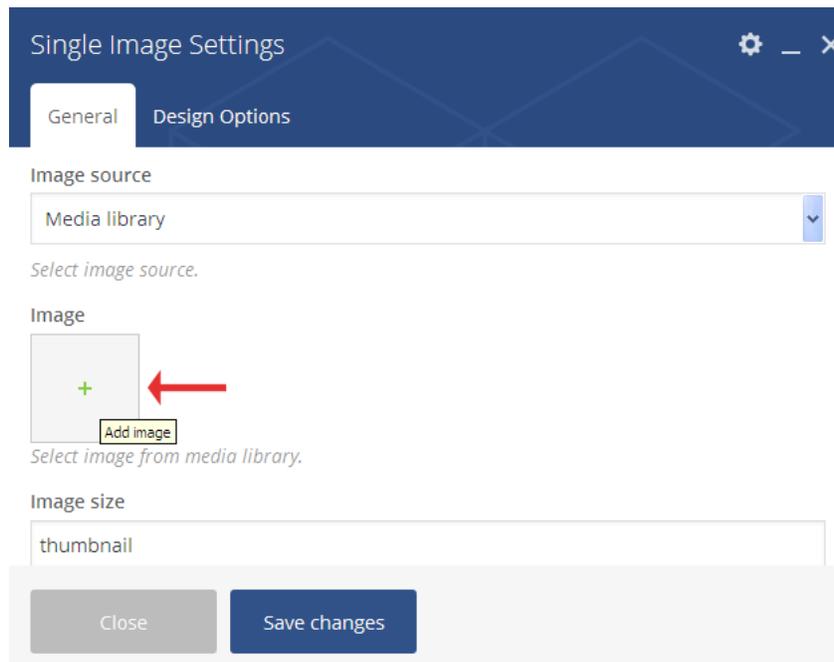


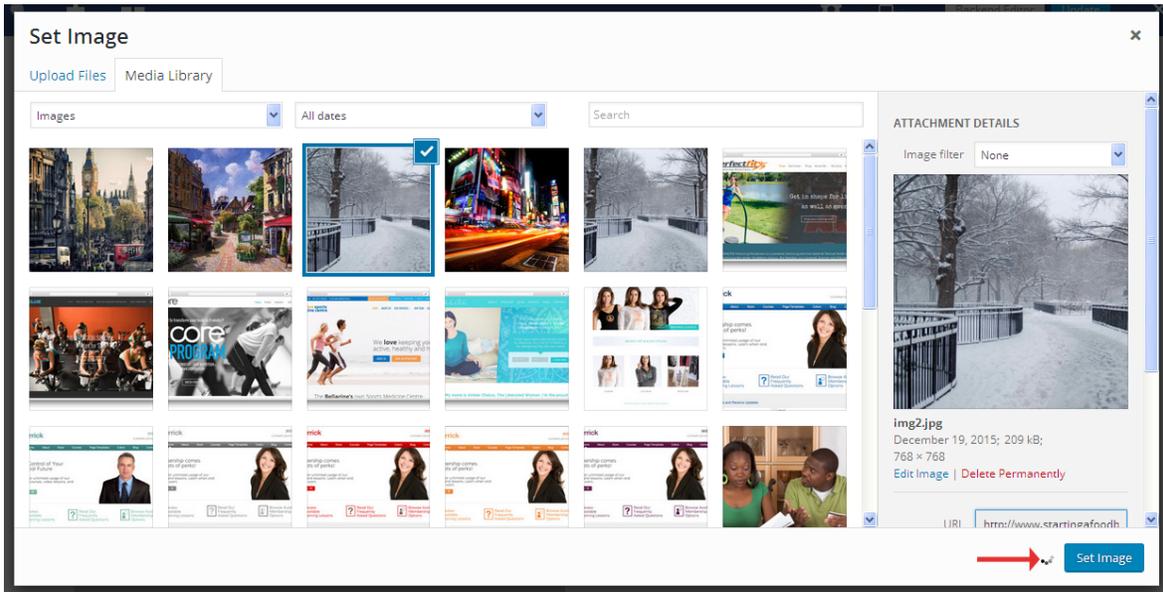
## Adding Single Image

Now you have three columns for parent Row, Click on “Add element” button on left column and choose “Single Image”



Click on “Add image” button and browse images from your media gallery or add an image from your computer hard drive.





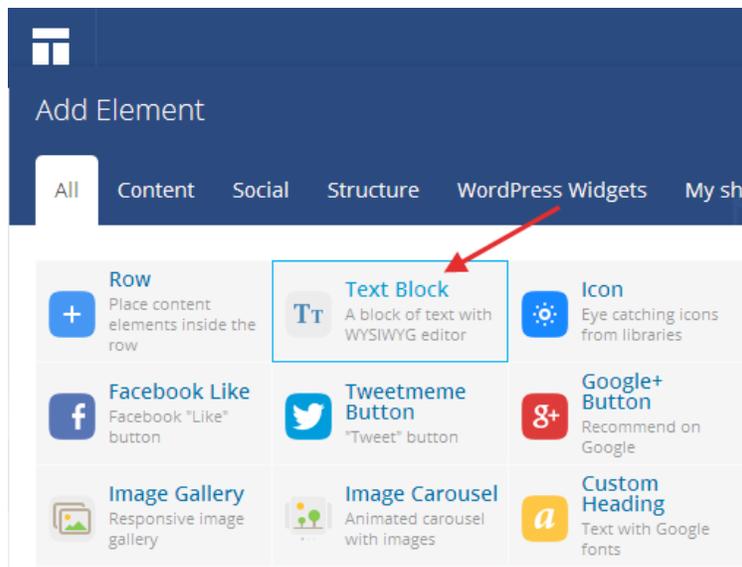
You may want to make changes on image effect and finally click on “Save changes”

## Adding Text Block

To add a text block right below the Image, click on “Prepend to column”

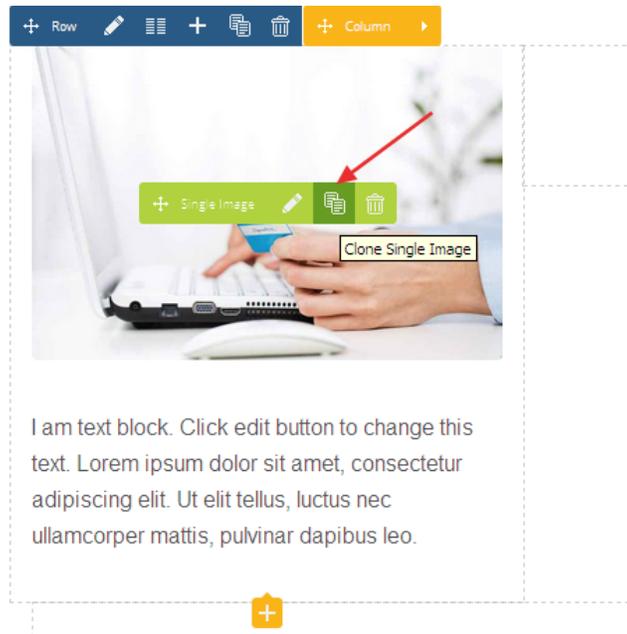


Now choose “Text Block” and add your text



## Clone Single Image

To clone or copy single image click on “Clone single image”



Now you will see similar image below main image

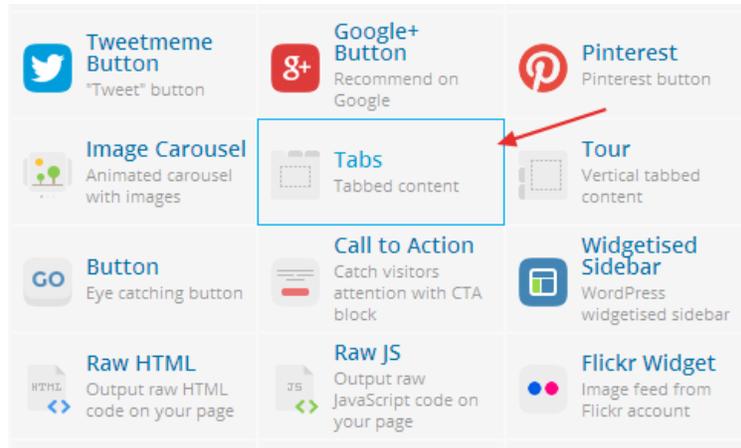
Now drag and drop the image on second column. You can also drag Text block and bring lots of changes on images



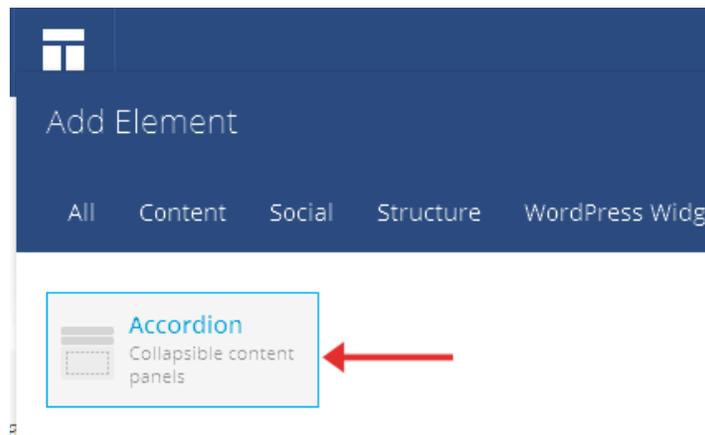
## Creating Tabs, Accordion, Tour

Visual Composer allows you to create Tabs, Accordion, and Tour to display content with toggle control.

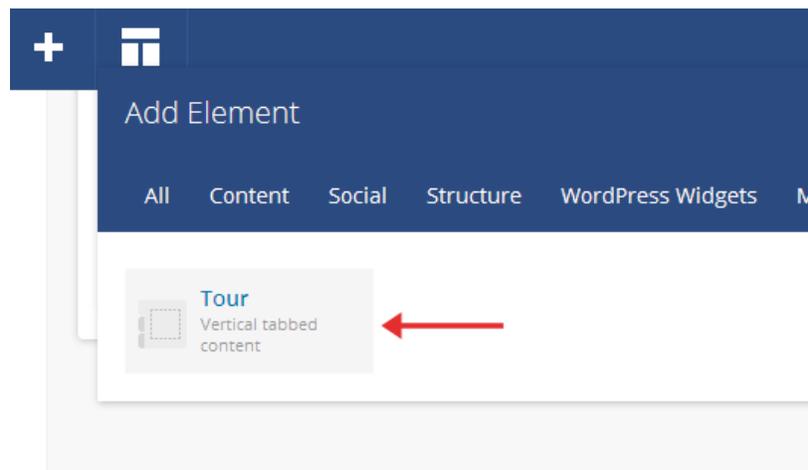
To add a tab simply click on “Add element” and choose Tabs. Now bring changes to your tabs with adding different contents and multiple tabs.



To add an accordion click on “Add element” and choose Accordion,



To add Tour click on “Add element” and choose Tour



## Button Setup

To setup button tap on “Button” and make following changes

Call to Action Settings

General Button Design Options

Text

Grab the offer now

URL (Link)

Select URL Title: URL: <http://google.com>

*Add link to button.*

Style

Flat

*Select button display style.*

Shape

Rounded

*Select button shape.*

Color

Close Save changes

**Text:** Button text i.e. Buy Now, Shop Now, Download Now etc.

**URL (Link):** Add your product purchase page URL

**Style:** Choose button style

**Shape:** Choose button shape

**Color:** Select button color.

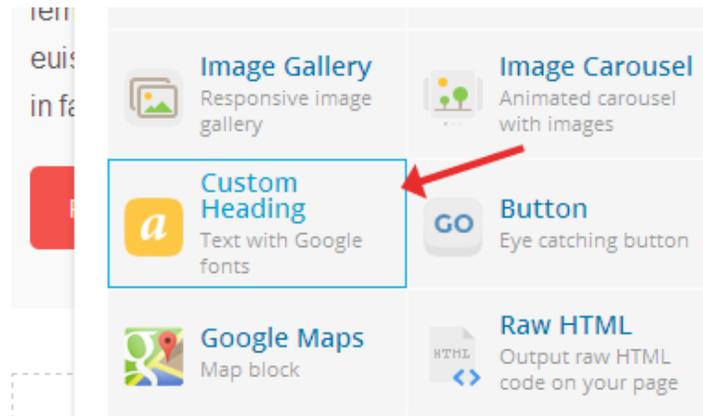
**Alignment:** Select button alignment.

**Add icon:** You may want to add icon by clicking on “Yes” button

After that click on “Save changes” and you’re done

## Custom Heading

With Custom heading you can add custom Google fonts to your post or page with Visual Composer.



## Masonry Media Grid

With Masonry Media Grid you can display media content with different styles.



### ***Masonry Media General Grid Settings***

**Images:** Add images from media library as many as you want.

**Display Style:** 4 styles to display media grid: Show all, Load more button, Lazy loading, and Pagination

**Grid elements per row:** Select number of single grid elements per row.

**Gap:** Select gap between grid elements.

Masonry Media Grid Settings

General Item Design Design Options **Load More Button**

Text  
Load more

Style  
Flat

Select button display style.

Shape  
Rounded

Select button shape.

Color  
Blue

Select button color.

Close Save changes

### Item Design Settings

**Grid element template:** Create new template or modify selected. Predefined templates will be cloned.

**CSS box:** Add margin, border and padding with CSS box

Masonry Media Grid Settings

General **Item Design** Design Options Load More Button

Grid element template  
Masonry grid: Default

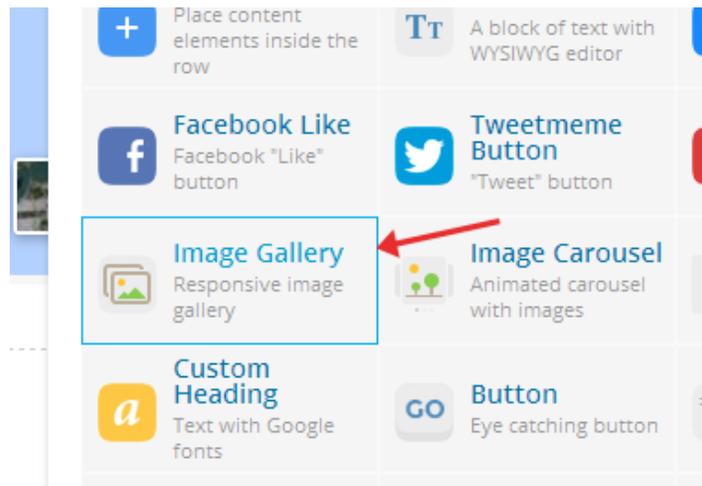
[Create new](#) template or [modify selected](#). Predefined templates will be cloned.

Close Save changes

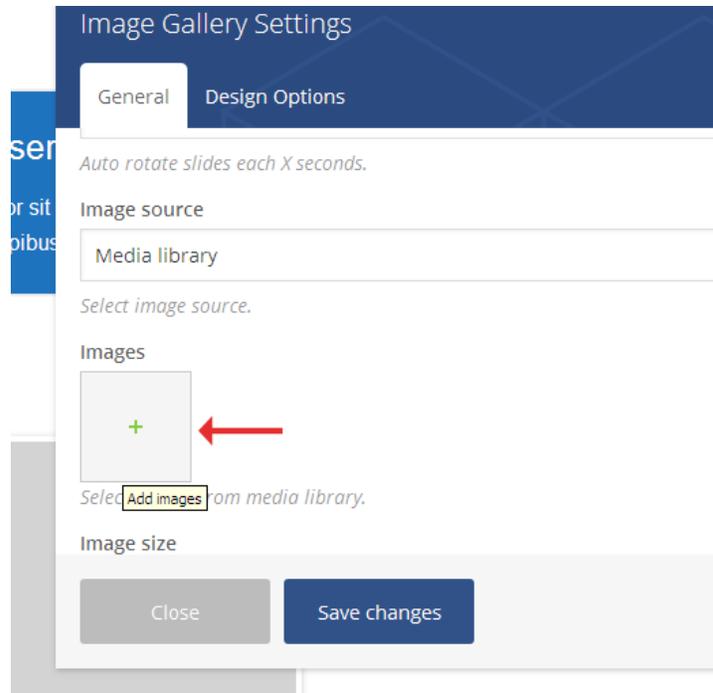
When you have made all changes simply click on “Save changes” and you will see great results

## Image Gallery

With Visual Composer you can add Image Gallery,



Now click on “Add Image” button and browse your images to add to your Gallery



### ***Image Gallery Settings***

**Widget Title:** Give a title of your Gallery Widget or leave it blank to add no title

**Gallery Type:** You have four types of Gallery (Flex slider fade, Flex slider slide, Nivo slider, and Image grid)

**Auto Rotate:** Auto rotate slides each X seconds.

**Image Source:** Default to Media Library

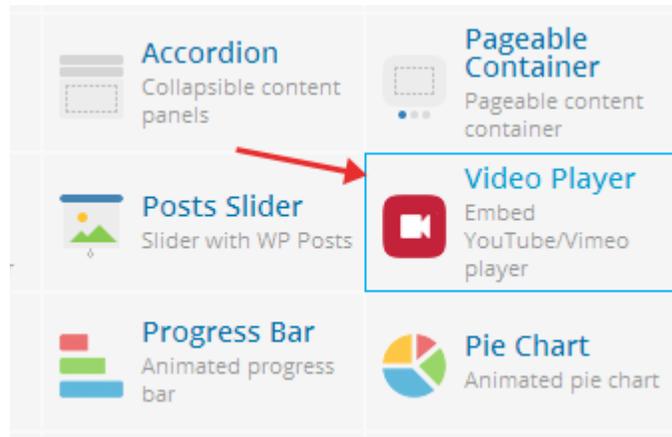
**Image Size:** Try medium or large

**On click action:** Default to Open Prettyphoto or Open Custom link to send traffic to any page you want

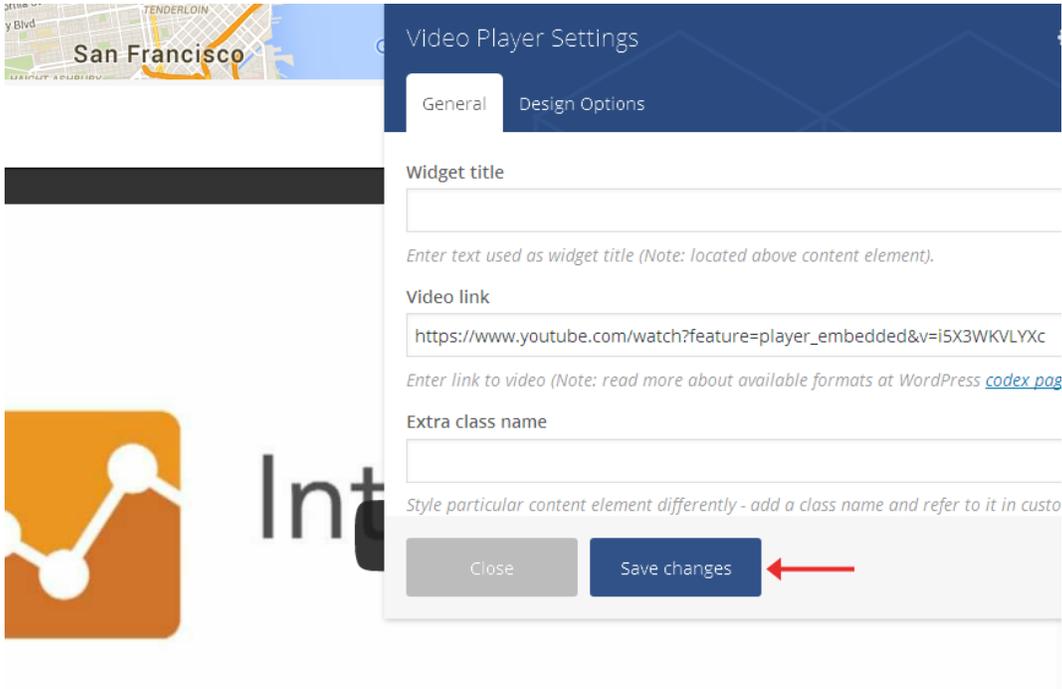
**Extra Class name:** Apply other CSS styles on your Image Gallery with Extra Class. Finally click on "Save Changes"

## Video Player

You can Add YouTube Video With Video Player. To add Video Player simply click on “Add Element” and choose “Video Player”



Now bring following changes to Video Player



**Video link:** Enter link to video

## Progress Bar

You can add Progress bar with Visual Composer.

To add Progress bar click on “Add element” and choose “Progress Bar”



Make following changes to Progress bar

**Values:** To change individual value click on “Toggle row” and change to Label, Value (Value of bar i.e. 70, 80, 90 etc.), Color (Choose color)

To add new Value click on “Plus” button and add your own value

**Units:** Enter measurement units (Example: %, px, points, etc. Note: graph value and units will be appended to graph title).

**Color:** Select bar background color.

Finally click Save changes and you will see following results

# Revolution Slider

A full guide on Revolution slider can be found at <https://www.themepunch.com/revslider-doc/slider-revolution-documentation/>



1 868 798 6703 or 1 868 792 8331

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