



# Maintenance Manual

## for the Blue Pacific Mobile Home Park Website

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## Overview

This maintenance manual is written for those who will be maintaining the Blue Pacific Mobile Home Park website (<https://bluepacificpark.org/>). The Blue Pacific website contains both public and private pages. Anyone in the world with internet access can view the public pages. To view the private pages, you must have an account on this website and be logged in. Each member of Blue Pacific will create their own account, then a system administrator will grant you access to the private pages. A higher level of access is required to perform maintenance operations.

This site is built with WordPress and uses the WordPress supplied *Twenty Sixteen* theme with a custom child theme, *BluePacific-2020*. WordPress uses a theme to set the look of the website. A child theme may be used to modify or augment a parent theme. Theme modification and changing the look of the website is beyond the scope of this manual.

The Blue Pacific website can be accessed using any device with Internet access. You may use a desktop or laptop computer, tablet, or smart phone. This website is “responsive,” that is, it responds to the size of the screen display of the user and some elements will rearrange and resize to best fit the user’s screen. In addition, each browser can produce slight differences in how a webpage is displayed. The images in this guide have been created using the Chrome browser on a Windows 10 desktop, if you have a different setup, you may see slight differences between the images here and your display. The basic concepts will remain the same.

## Software Versions

As of this writing (October 2020), the most recent release of WordPress is Ver. 5.5.1 and the Twenty Sixteen theme is Ver. 2.2. The BluePacific-2020 child theme is Ver. 0.1.0. WordPress and the Twenty Sixteen theme can be updated without changing the look of the website.

## WordPress Editors and the Elementor Page Builder

With the release of Ver. 5.0, WordPress introduced a Block Editor, also known as Gutenberg, the older built-in editor is known as the Classic Editor. The Elementor Page Builder is an add-on option (plugin) and Blue Pacific has paid for the Pro version and requested that the website be built with this Elementor. The WordPress Block Editor is similar in concept the Elementor Page Builder. Through the WordPress editing system, the user has a choice of using Elementor, the Block Editor, or the Classic Editor. There is a fundamental incompatibility between the two WordPress editors and Elementor. Any Page or Post that was created or modified with Elementor should NEVER be edited with the Block Editor or the Classic Editor. It is permissible to go the other direction, that is, a Page or Post created with either of the WordPress editors may be edited (and continue to be edited) with Elementor. This manual is written exclusively using Elementor.

Elementor provides a series of tutorials that are beyond the scope of this manual. You can access all these tutorials on their website here: <https://docs.elementor.com/>

## Personal Account

The information in this section is the same as that in the *Member Account and Login* guide. It is included here so maintenance persons have all website information in a single document.

### Creating an Account

To view the public content of the Blue Pacific website, simply point your browser to <https://bluepacificpark.org/>. You may want to bookmark this page for future access.

To create your account, find the **LOGIN** block in the **Right Sidebar** of the **Home Page** (and several others). Depending on your screen size, you may need to scroll down to see this block. If you have a very small screen, like a smart phone, this block may have been shifted below the other main content on the page.

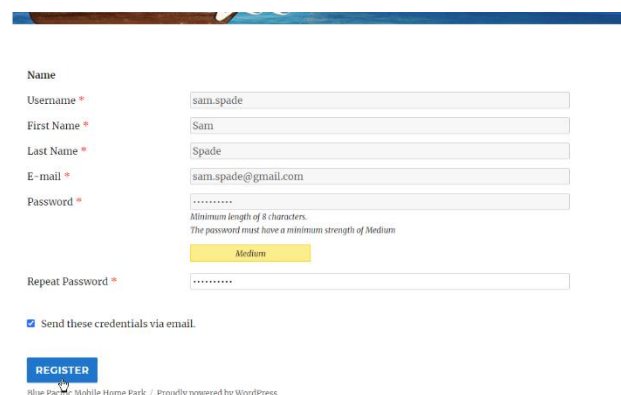
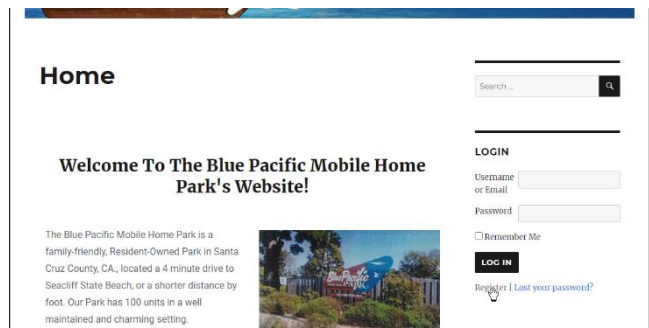
1. Click on the **Register** text just below the **LOG IN** button. A Registration page will display. Enter a **Username**, **First Name**, **Last Name**, **E-mail** address and **Password** (twice).

You will make up both the **Username** and **Password**. The **Username** must be at least 4 characters and unique within the Blue Pacific. It is suggested that you use *first\_name(dot)last\_name*, but you are free to try anything you want. Please use your true name in the **First Name** and **Last Name** fields so that the Administrators of the website can identify you. The Password must be at least 8 characters long and contain at least 1:

- Upper case letter
- Lower case letter
- Numeral
- Special character such as !@#\$, etc.

The password strength indicator will change as you type in your password, it must indicate **Medium** or **Strong** for the system to accept choice.

2. Click **REGISTER** after all your data is entered. You will automatically be logged into the website and will see an expanded navigation menu.



At this point, your account has a status of “**Visitor**” and while you can see some additional menu choices, if you click on one of these, you will get a “**Page Not Found**” message. When you clicked on **REGISTER**, an email was sent to the website Administrator notifying them that a new user has registered. As soon as the Administrator has verified that you are a member of Blue Pacific, they will change your status to “**Member**” and at that time you will be able to access the private pages of this website. There are higher levels of access beyond **Member**, and these levels will be given to those at Blue Pacific who will be maintaining the website.



Oops! That page can't be found.

Search ...

It looks like nothing was found at this location. Maybe try a search?

3. Log Out, it is always a good idea to log out when you are finished with your business on this website. Simply click on the **Log out** text on the **LOGIN** block that is in the Right Sidebar of most pages. You will be returned to the public view of the website.

## Log In

To log back in any time in future, visit the Blue Pacific website

(<https://bluepacificpark.org/>

- you did bookmark this, right?) and enter your

**Username** and **Password** in the LOGIN block, then click the **LOG IN** button. You can use either your **Username** or **Email** to log in.

Your browser may ask if you want to save this information. If you are on a private computer, feel free to save your login information. The next time you visit this site, all you will need to do is click the LOG IN button. If you use a public computer, say at the library, DO NOT save this log in information.

## Forgot Password?

We hope you recorded your password or had your browser save it. However, we all misplace a password from time to time. If this happens to you on the Blue Pacific website, you can get a new password automatically.

1. Just click on the **Lost your password?** text at the bottom of the **LOGIN** block.
2. A Get New Password page will display. Enter your **Username** or **E-mail**, then click the **GET NEW PASSWORD** button. A “Check your email...” message will display.

Check your regular email inbox for an email with the Subject: **Password Reset from "Blue Pacific Mobile Home Park"** and it will look something like this:

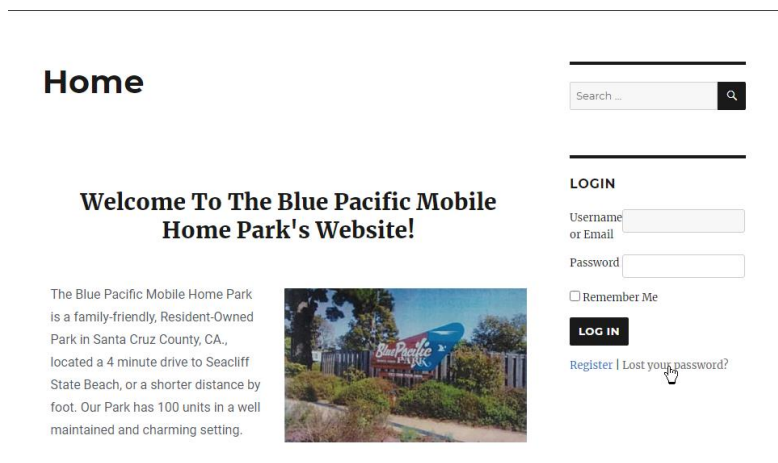
Someone requested that the password be reset for the following account:  
**sam.spade**  
If this was a mistake, just ignore this email and nothing will happen.  
To reset your password, visit the following link:  
<https://site.bluepacificpark.org/forgot/?key=bFOWWVP7HwxyzM1K4B3Y>

Click on the link and follow the on-screen instructions to set a new password.

## Change Name or Email

You can change your name or email address any time after you create your account. This is known as your “profile” data.

1. Log into the website and click on the **Edit your profile** text just below the **LOGIN** block.



**Home**

**Welcome To The Blue Pacific Mobile Home Park's Website!**

The Blue Pacific Mobile Home Park is a family-friendly, Resident-Owned Park in Santa Cruz County, CA., located a 4 minute drive to Seacliff State Beach, or a shorter distance by foot. Our Park has 100 units in a well maintained and charming setting.

Search ...

**LOGIN**

Username or Email

Password

Remember Me

**LOG IN**

Register | [Lost your password?](#)



Please enter your username or email address.  
You will receive a link to create a new password via email.

Username or E-mail

**GET NEW PASSWORD**

Blue Pacific Mobile Home Park / Proudly powered by WordPress

## Home

**Welcome To The Blue Pacific Mobile Home Park's Website!**

The Blue Pacific Mobile Home Park is a family-friendly, Resident-Owned Park in Santa Cruz County, CA., located a 4 minute drive to Seacliff State Beach, or a shorter distance by foot. Our Park has 100 units in a well maintained and charming setting.



Search ...

**LOGIN**

You are currently logged in as sam.spade. [Log out >](#)

[Edit your profile.](#)

2. The Profile page will display showing your current profile data.

**Profile**

NAME

Username \*

First Name \*

Last Name \*

E-mail \*

Password \*

Minimum length of 8 characters.  
The password must have a minimum strength of Medium

Repeat Password \*

Search ...

**LOGIN**

You are currently logged in as sam.spade. [Log out »](#)

[Edit your profile.](#)

3. Enter the new information here and click **UPDATE**.  
Note that you cannot change the **Username**. You can change your password on this screen. To change any of the other data, and leave your current password in place, leave both the **Password** fields blank. Changes made here will not affect your access level.

## Search

Looking for something, but you cannot remember where it is, try the **Search** function. Every page that has a **Right Sidebar**, has a **Search** box just above the **LOGIN** block.

1. Enter any text into the **Search** box and click on the magnifying glass icon. A list of all pages that contain that text will be displayed.

Home

Welcome To **The Blue Pacific Mobile Home Park's Website!**

**LOGIN**

You are currently logged in as sam.spade. [Log out »](#)

2. Click on the Title of any page in this list to jump to that page.

Search Results for: **bylaws**

**Governance**

Governing Documents Mutual Benefit Corporation Civil Code Mobile Home Residency Laws Articles of Incorporation BPHOA Bylaws Rules and Regulations – under review

**LOGIN**

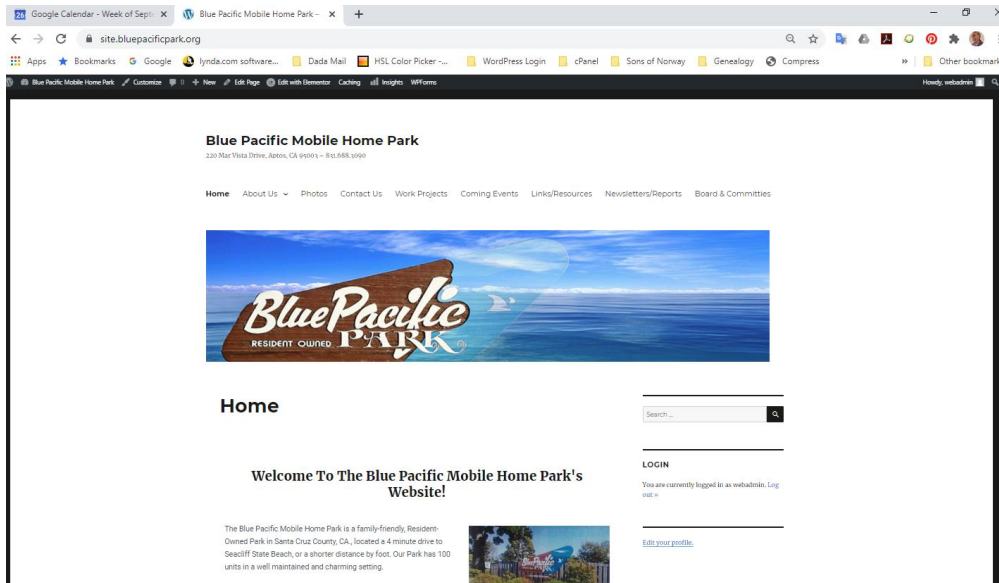
You are currently logged in as sam.spade. [Log out »](#)

[Edit your profile.](#)

# Website Screen Layout

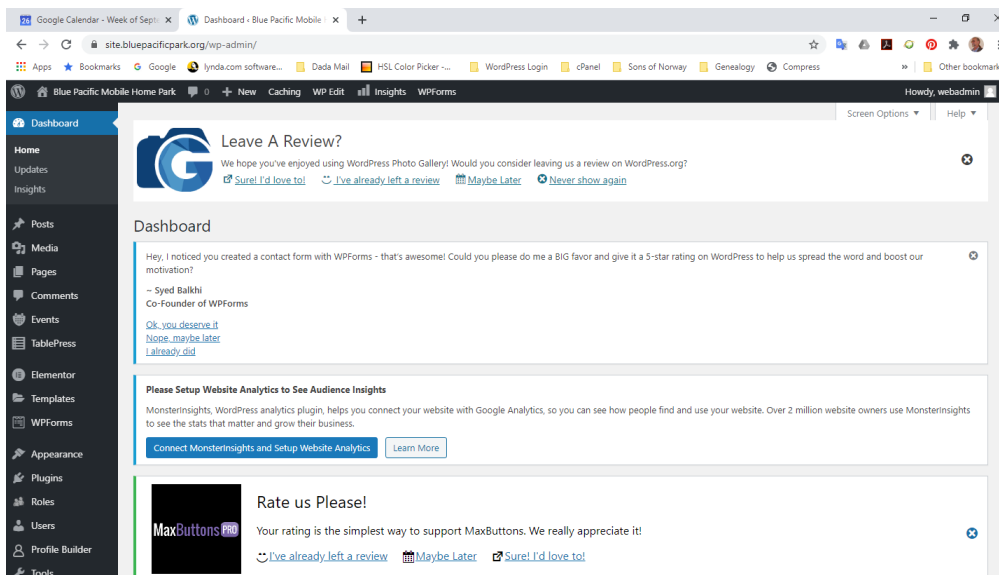
## Front End View

The general public and logged in users without edit capabilities (Visitor and Member) can only see the Front End View. The public and logged in Visitors can only navigate the public pages of this website. Logged in Members can also see the private pages.



## Back End View

For logged in users with editing capability, there is also a Back End View.



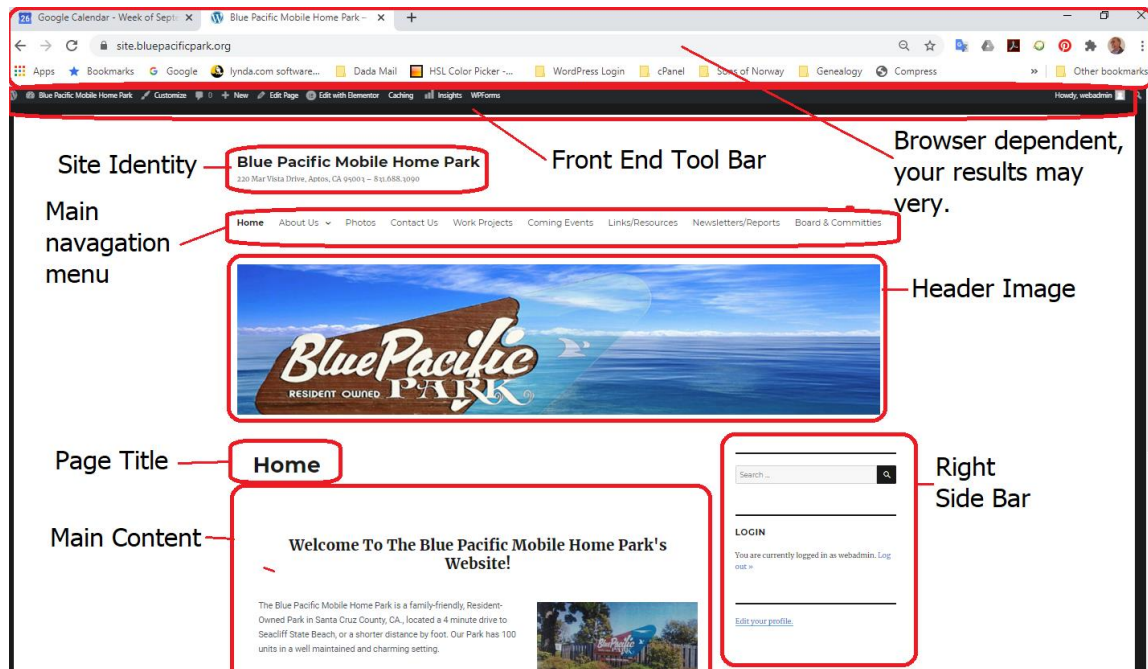
There are several levels of edit access and the Back End View will only display those editing controls that are available to the to the specifics of the logged in user.



**Note:** Any website maintenance operations starts with logging in. All following instructions assumes that that the user is logged in with a user account that has editing rights.

## General Appearance

The general appearance of any WordPress website is set by the **Theme**. The theme sets where and how the **Content** is displayed. The content is the words and pictures that you supply. The Blue Pacific website uses the WordPress provided theme named **Twenty Sixteen**. The Twenty Sixteen theme has been modified by a child theme named **BluePacific-2020**. This manual will instruct you on how to edit various areas of the display.



Note that for a logged in user with editing rights, there is a **Tool Bar** with a black background just above the **Site Identity** block. This tool bar is not present in the public view or for a logged in user without editing privileges. Also note that near the left edge of this toolbar is the **Site Title**, in this case “Blue Pacific Mobile Home Park” There is a similar toolbar on the **Back End View**, also with **Site Title**. Clicking on the **Site Title** is a toggle between the **Front End View** and **Back End View**.

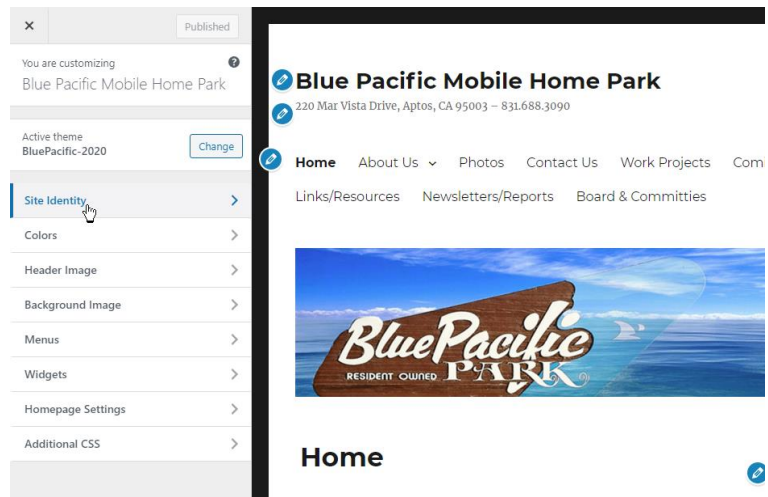
## Site Customization

As was mentioned before, the overall look of the website is controlled by the theme. While modifying the theme is beyond the scope of this manual, the theme itself has some customization options. These options can be accessed from the Customize item of the Front End Tool Bar.

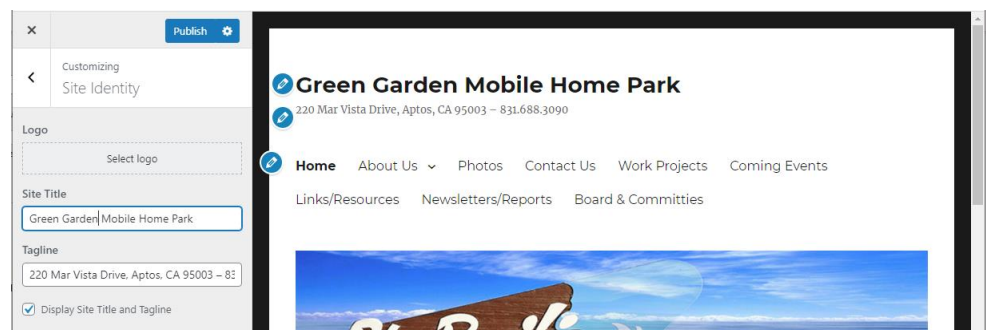


A Customization screen will display. This screen has a left side bar menu of the items that can be modified and a WYSIWYG display of the **Home** page. The WYSIWYG display will change in real time as you edit the various items. Note that many of the items have a blue pencil icon at their left. Clicking on one of the icons also allows you to edit that item.

As an example, to change the **Site Title**, click on the **Site Identity** item in the left sidebar menu, an edit box for the **Site Identity** items will display in the left sidebar.



Type in the new **Site Title**, note that the right side of the screen will change in real time.

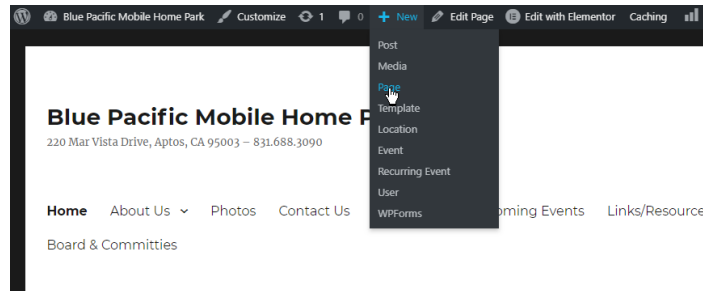


To save this change, click on the **Publish** button at the top of the left sidebar. To exit the Customization screen without saving the change, click on the **X** to the left of the **Publish** button.

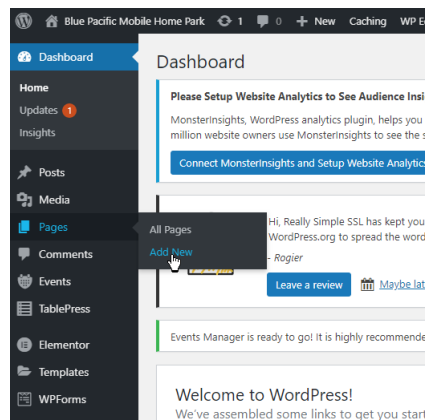
## General Maintenance

There are multiple ways to get to almost all the controls and tools within WordPress. I like to say, “There are always three ways...” For example, here are three ways to add a new **Page** in WordPress:

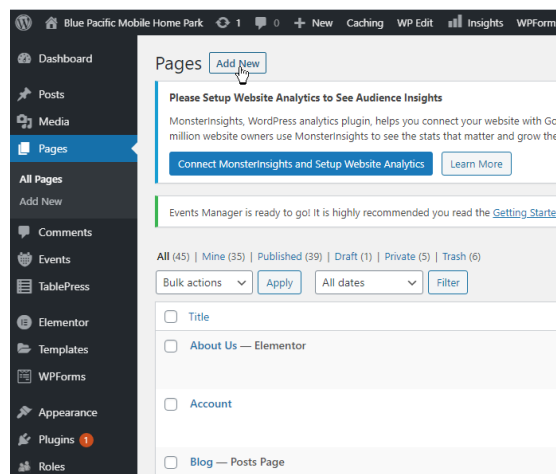
1. Select **New** ➤ **Page** from the **Tool Bar** while in the Front End View.



2. Select **Pages** ➤ **New Page** from the **Side Menu** while in the Back End View.



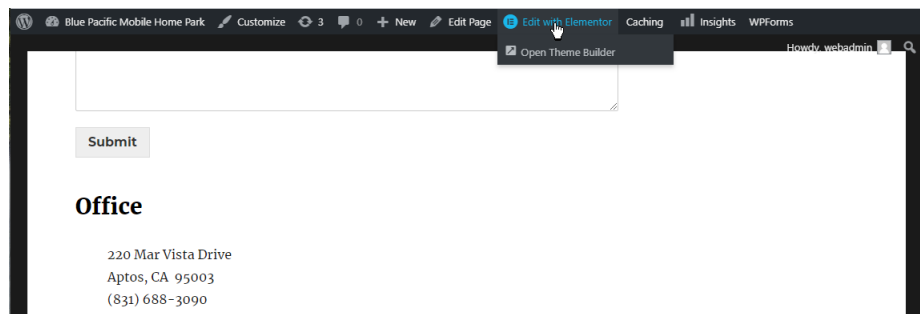
3. Or select **Add New** from the top of the **All Pages** view.



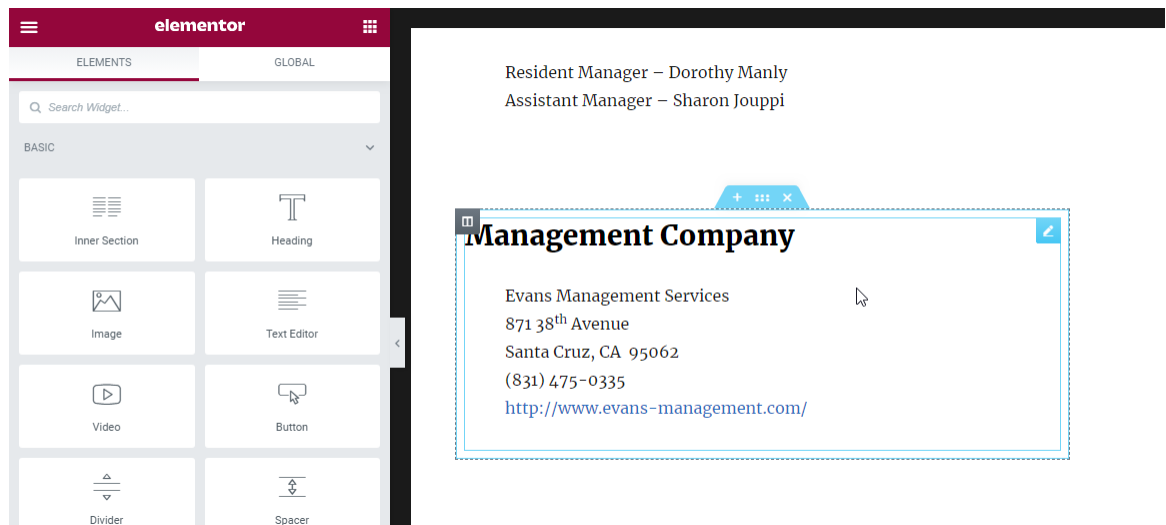
## Edit an Existing Page

One of the most common maintenance functions is to edit an existing **Page**, either because you found an error, or the data has changed. Say for example, the property management company changes their phone number, you will need to update the **Contact Us** page. The page edit function can be accessed from the **Front End** or **Back End**.

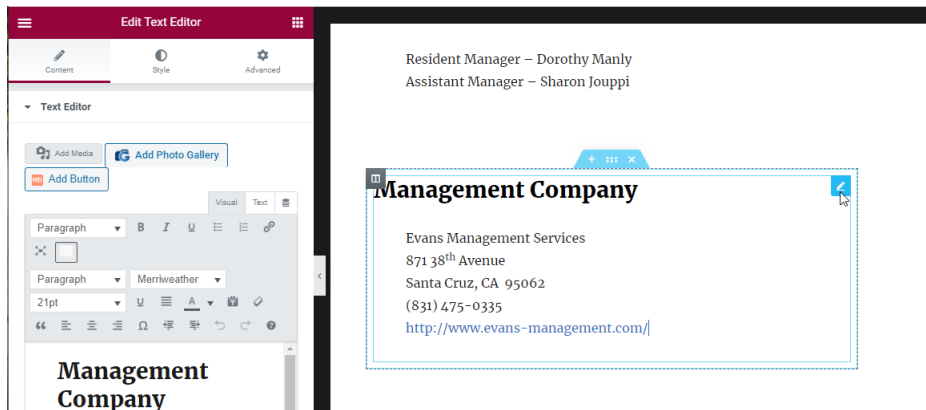
1. From the Front End, use the Main Menu to view the page. Select Edit with Elementor from the top toolbar.



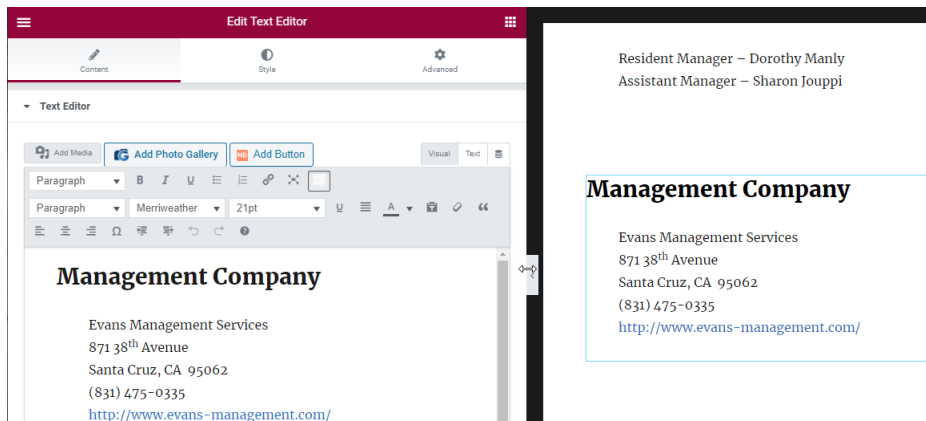
2. The Elementor page builder will display. This screen has two columns. The left column displays various Elementor tools depending on the type of element being edited. Until an element is selected, this column will display the various elements that can be added to a page. Adding elements will be covered in the Creating a New Page. The right column displays a WYSIWYG view of the page being edited. As the cursor is moved over the various elements on the page, that element's edit box will display. Click anywhere inside the edit box of the element to be edited.



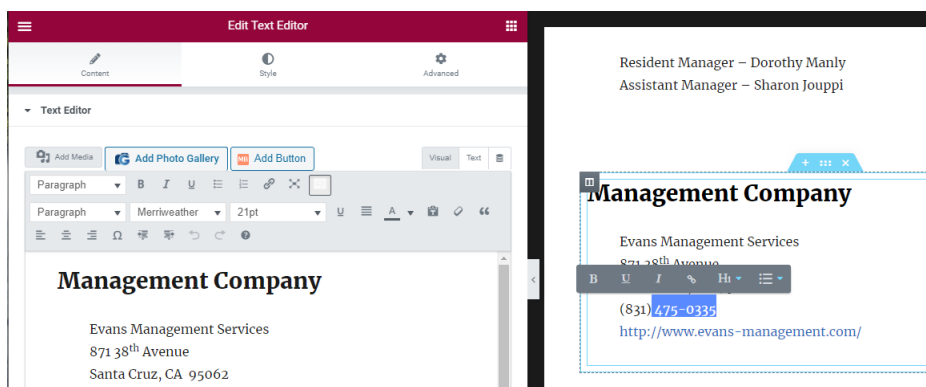
3. An editing tool specific to the selected element will display in the left column. In this case the Edit Text Editor.



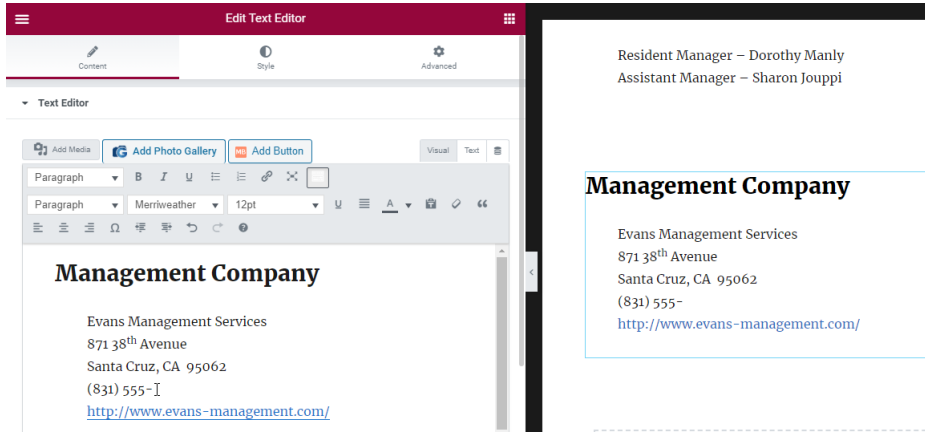
4. The relative size of the columns can be controlled by placing your cursor on the divider and dragging it left or right.



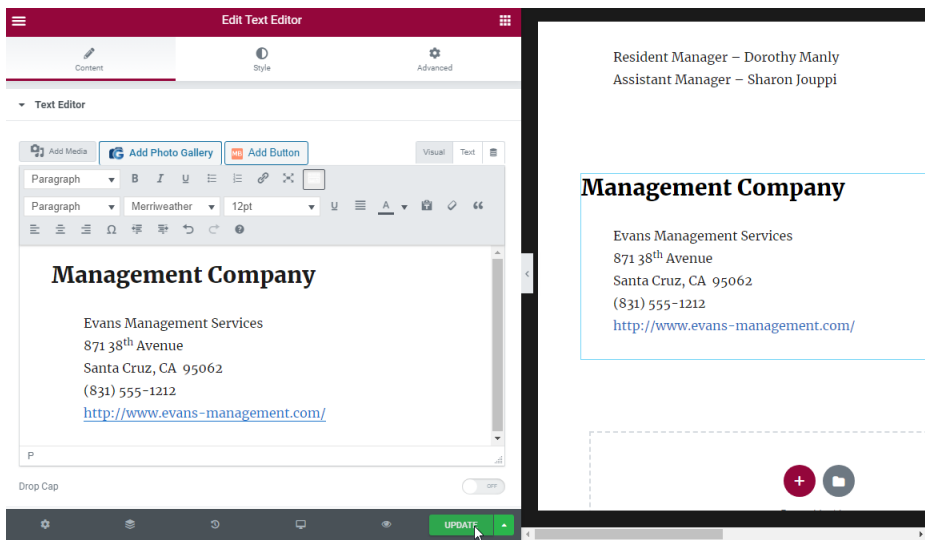
5. Simple text editing can be done in either column and any edits will appear real-time in the other. The Elementor Edit tool usually offers more formatting controls than the WYSIWYG column.



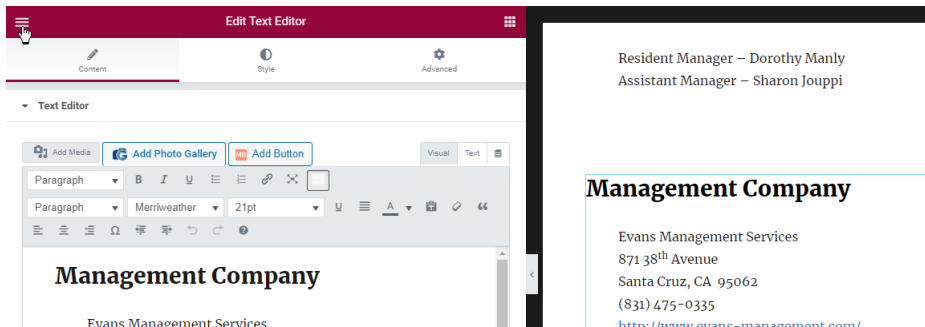
Or



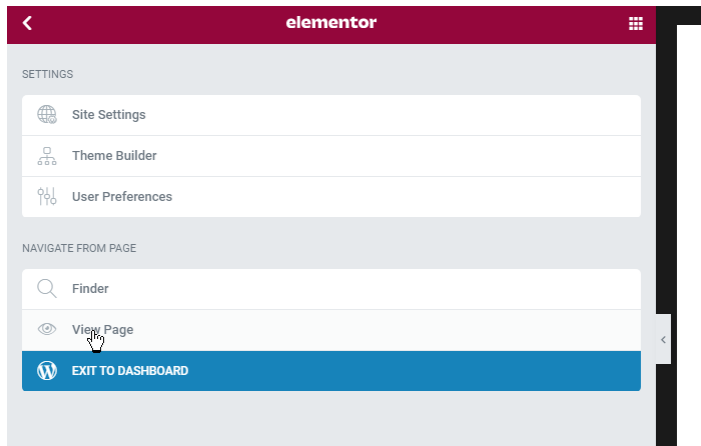
6. To save your edits, click on the green Update button at the bottom of the Editor column.



7. To exit edit mode, click on the “hamburger” icon at the top of the edit column.



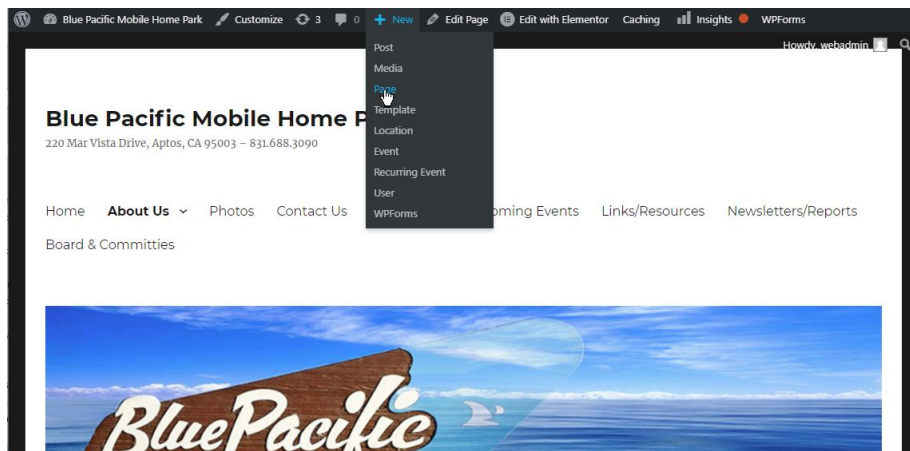
8. There are several choices of where to go when the editor closes. It is always a good idea to view your edits on the Front End, to do so, click View Page.



## Add a New Page

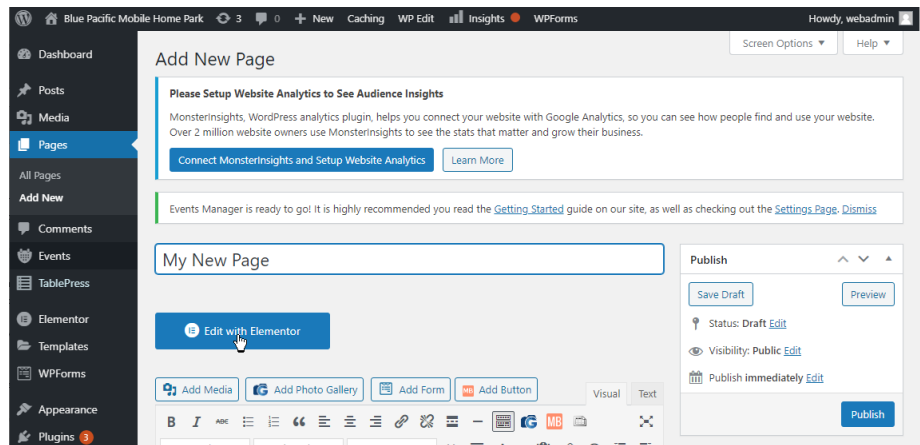
A time will come when you will want to add an additional **Page** to your website. As a second reference, you can access the Elementor “Build Your First Page” tutorial here: <https://docs.elementor.com/article/369-build-your-first-page>.

1. Select **New > Page** from the **Tool Bar**.

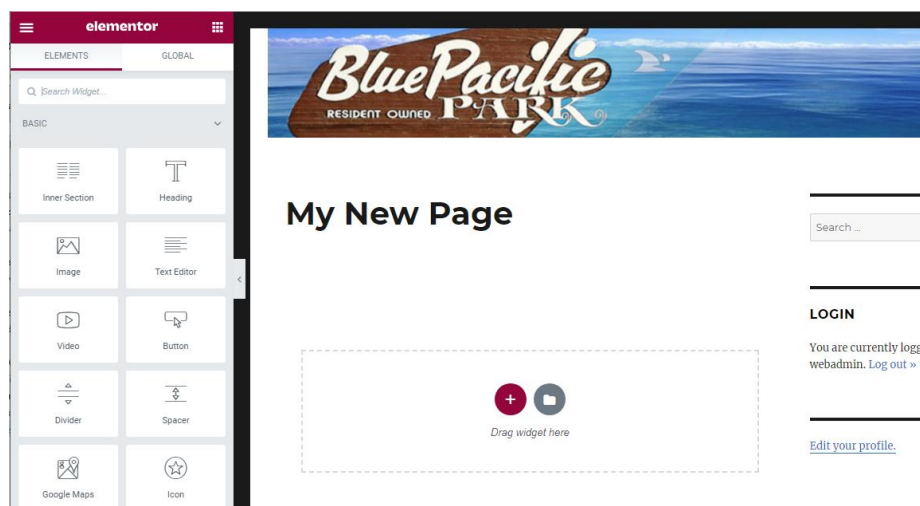


**Note:** A word of caution about selecting items from WordPress menus. This applies to both the **Tool Bar** and the left side menu in the Dashboard. If you click on any top menu item, it is the same as choosing the first item in the list. For example, if you click on **New**, it is the same as **New > Post**. Where this will bite you is if you are trying to add a **Page** and just click on **New**, you will be put into the **Post Editor**. The **Post Editor** looks very much like the **Page Editor** and you may do all your work in the **Post Editor** and a **Post** is very different from a **Page** and your work will be wasted. So, make sure you just move your cursor over **New**, without clicking. This will cause the drop-down menu to appear. Then slide your cursor down and click on **Page**.

2. The normal WordPress Page Editor will display. Enter the Title for this Page in the Add title field. Keep in mind that this title will display on the Page just below the Main Navigation menu. Then click the Edit with Elementor button.



3. The Elementor Page Builder will display with an array of Elementor Widgets in the left column (there are many! you will need to scroll down to see them all). The right column contains the WYSIWYG view of the page with the Page Title and a place holder Elementor Section to hold the first Widget.



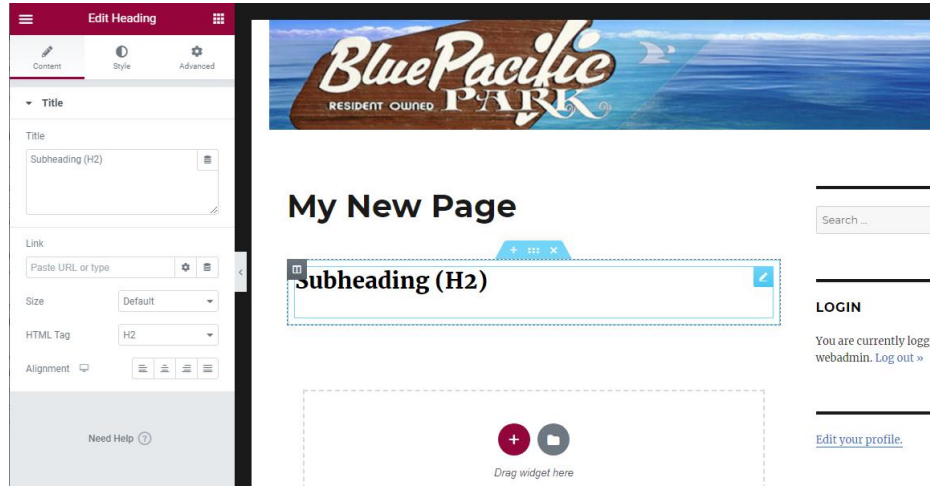
**Note:** Remember that you are working in the *Cloud*, not on your local computer. Anything that disrupts your internet connection can cause unsaved work to be lost. It is a good idea to save your work often. So, save this new page just as soon as you enter the **Title**.

4. Save your new page now. Click on the green Update button at the bottom of the Editor column. The button color will change from green to gray and you may continue the construction of your new page.
5. Add a subheading to the page. Locate the Heading element in the left column and drag it to the Element place holder in the right column. The left column will display the edit functions for the Heading element and a Heading element with



some place holder text will display in the right column. Replace the place holder text with the Title text to be used.

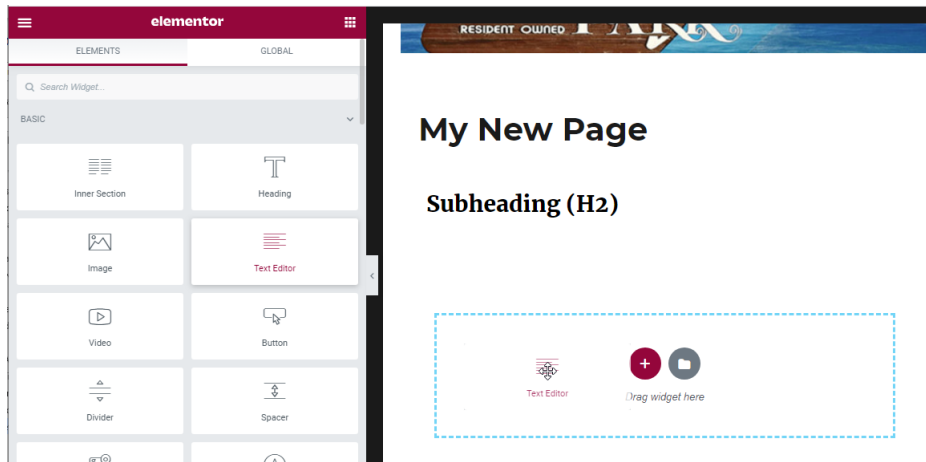
**Note:** Whenever you are editing a Page or Post, there will always be one additional Element place holder at the bottom of the Page or Post. This is not actually a part of the Page or Post and will not display in the Front End view.



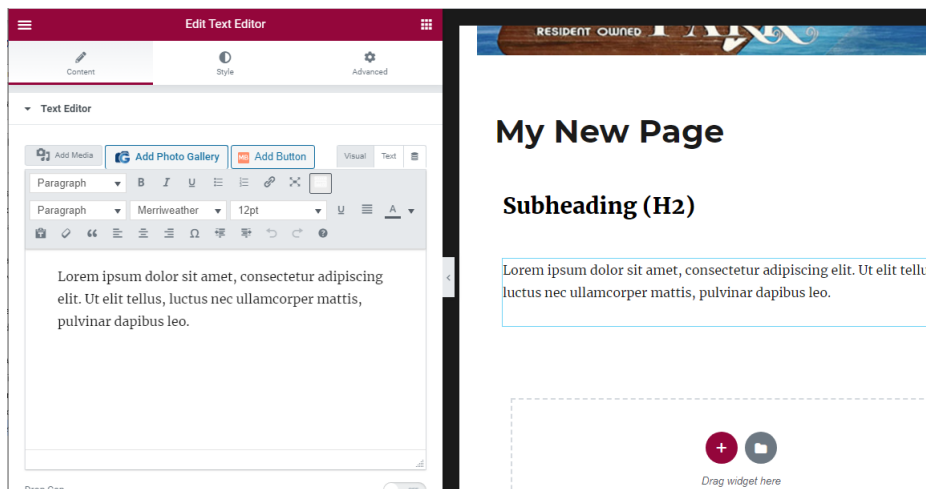
**Note:** Well formatted Pages and Search Engine Optimization (SEO). You want search engines like Google to return good results for your website. There is a lot of information floating around the internet about how to do this, some of this information is misleading, use caution. One of the easiest things you can do is to have well-structured pages by using the Heading tags properly. Here are the rules:

- Use one, and only one **Heading 1** tag per **Page**. WordPress does this one for us as the **Page Title** automatically get a **Heading 1** tag.
- Use Heading tags in sequence, and never put a lower numbered Heading tag inside a higher numbered tag. Like this:  
H1  
    H2  
        H2  
            H3  
                H2
- Do NOT use Heading tags to set the style of some text that is not a Heading. Use the Style and Advanced editing tools in the Editor for this.
- It is OK to have only this single **Heading 1** and no other Heading tags, so if you only have a small amount of text on a **Page**, you do not need any additional Heading tags.

- To add another Element to you Page, click on the 3x3 array of little squares at the upper-right of the left column. The array of Elementor Widgets will display in the left column. Drag a Test Editor to the right column. Drag a Test Editor to the right column.



- Whenever you add a new Element to a Page, the edit functions appropriate to that Element will display in the left column and the new Element will be added to the right column, usually with some place holder date. Add and format the desired text, and save your Page.

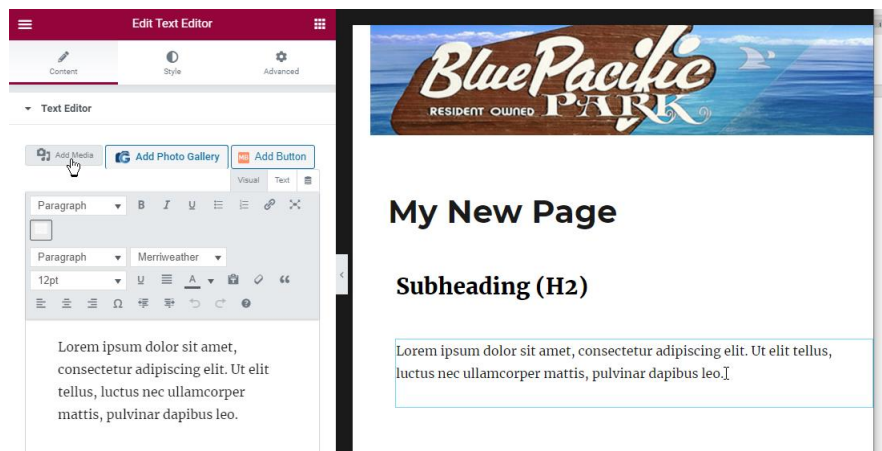


## Add an Image to a Page

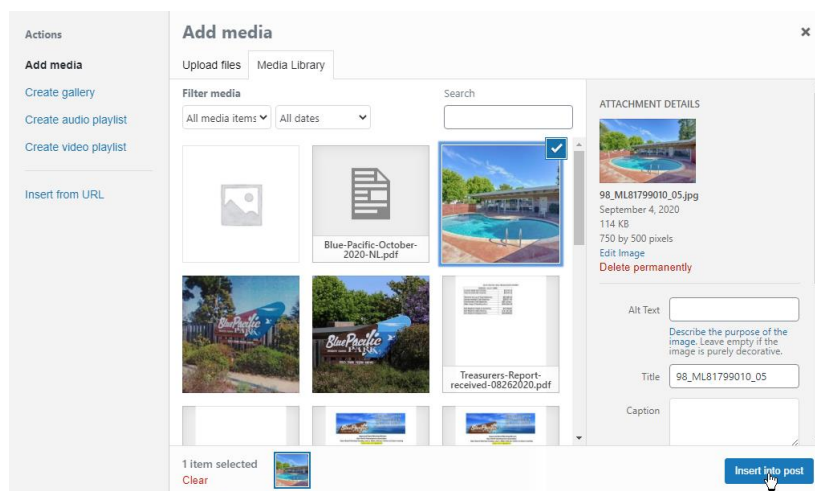
Pages with nothing but text are boring. Whenever possible, add photos or other graphical elements to your Pages. Adding graphical elements to a web page is a two-step process. First you need to upload the image file to the web server. Then you insert the image into the web page. WordPress helps us with this by providing a Media Library. Once an image file is in the Media Library, it can be used on multiple Pages. You can upload one or more files to the Media Library, then use these images on your new page. You can also access the Media Library from within the Page Editor while you are editing a page. We will cover the second method here, once you have done that, you should be able to figure out how to upload multiple files directly into the Media Library on your own.

1. There are two basic ways that Elementor allows adding images to a web page. The image can be added within the Text Editor, or an Image element to hold the image. Using an Image element provides a great deal of control over the image placement with regard to the other elements on a Page, but also a level of complexity that may not be worth it the efforts for a simple website. Keep in mind that at some time in the future, folks with less technical ability may be maintaining the site. This manual will document adding an image within the Text Editor. Please see the Elementor tutorials for the more complex methods here: <https://docs.elementor.com/article/112-image>.

While creating a new **Page** or editing an existing page where you want to insert a graphical element, place your cursor near the location where you want the image to appear. It is best to place the cursor just before the first word or just after the last word in a paragraph. We will fine tune the position later. Then click the Add Media button just above the **Text Editor**'s formatting tools.



2. The **Media Library** will open. If your desired image is already in the Library, select it, then click on the **Insert into Post** button.



If the image file is not already in the Media Library, click on the Upload Files tab and follow the prompts to copy one or more image files from your computer to the Media Library. There are two methods for this process:

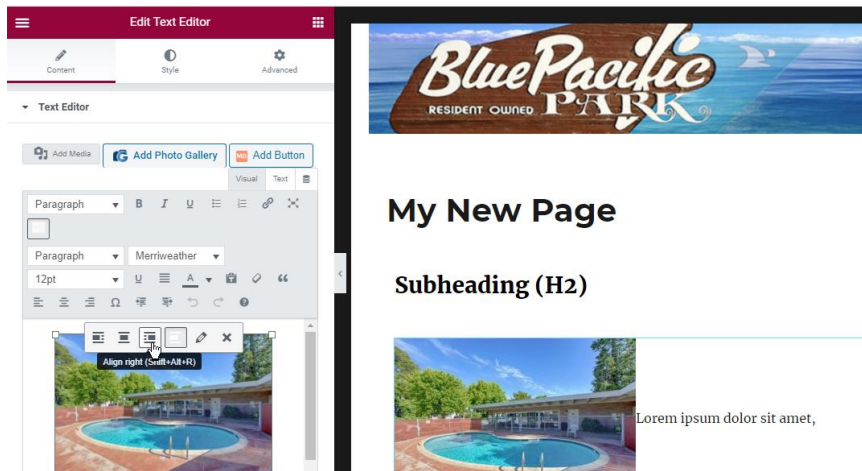
- Drag-and-Drop the file(s) from their location on your computer to the Drop files here window
- Click on the Select Files button and use the normal file finding procedure for our computer system.

We trust that you can work this process out on your own.

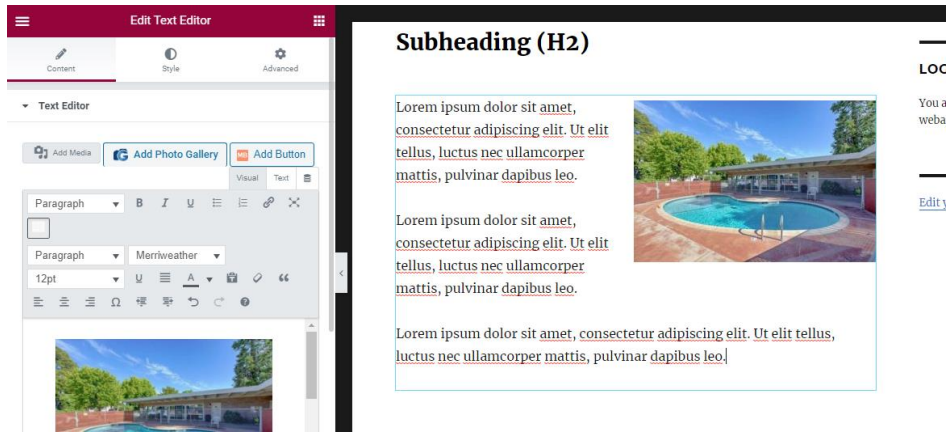
**Note:** The two graphic file formats that are designed to display on web pages are JPG and PNG. Other formats will need to be converted to one of these two before you can use them on your website. PDF files are not well suited for display on a website. If you need to display a PDF file, see the Link to a Document section below.

3. The Elementor **Page Builder** will redisplay with your image file inserted at the cursor location. Most likely the size and alignment with the text will not be what you want. Fortunately, this is easily fixed.

Click on the image in the Text Edit Editor column and a pop-up tool bar will appear.

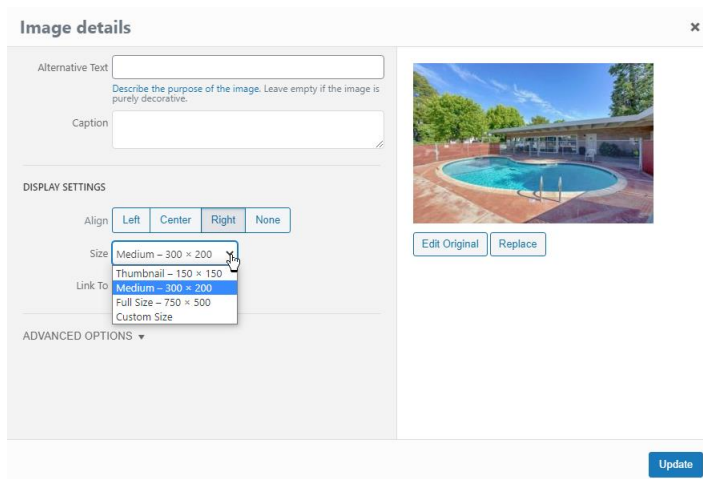


- Click on the Align Right icon, the image will move the right edge of the WYSIWYG display and the text will follow around the image. Add additional text to see this happen.

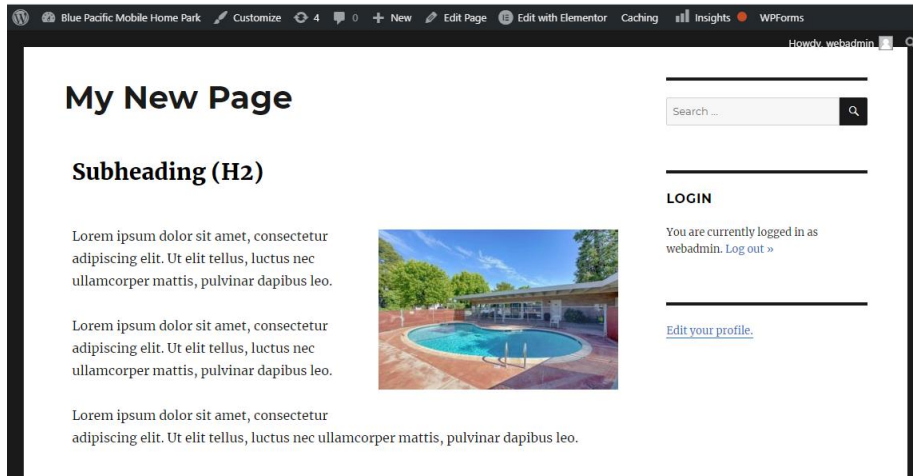


- The image size may also be changed here. Again click on the image in the Edit Test Editor column, then click on the pencil (Edit) icon. The **Image Details** editing screen is displayed. One of the features of the **Media Library** is that it creates several different sizes from the uploaded image, all smaller than the original. On this screen you can select the alignment and size for your image. This may take some experimentation to get what you want. There are two optional controls in this editor:

- Alternative Text** – This is text that will spoken for someone using a *screen reader*. Screen readers are used by the visually impaired and they convert the text of a web page into spoken words.
- Caption** – if you wish a caption attached to your image, enter that text here.



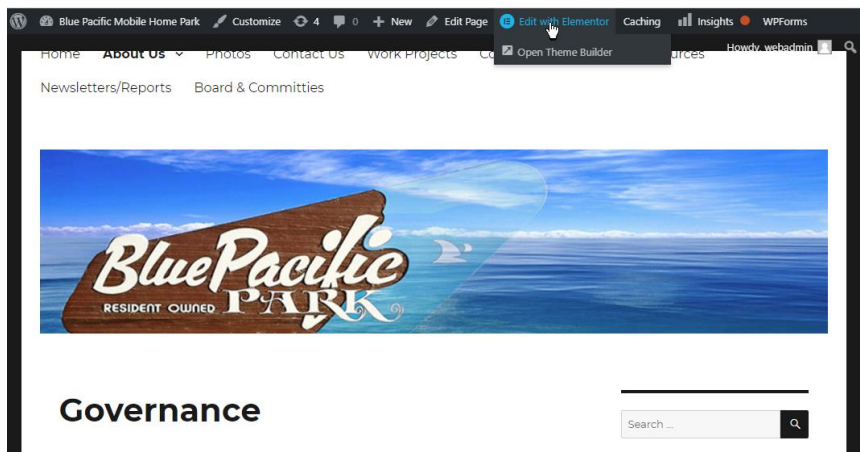
6. Save the Page and view it in the Front End to ensure that you have what you want.



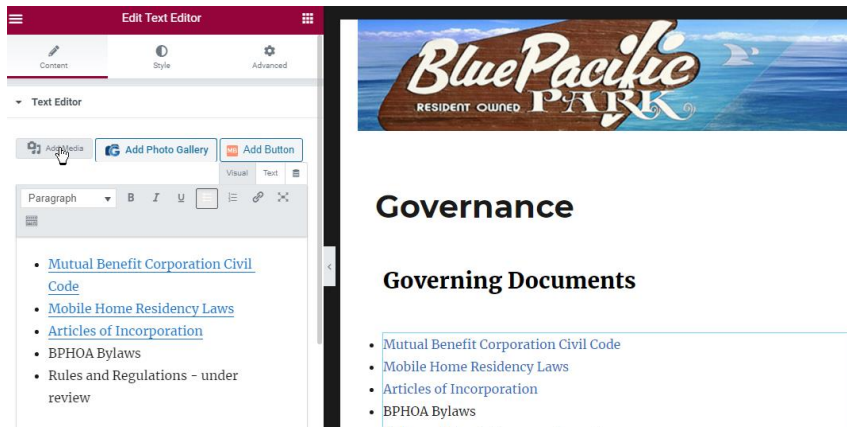
## Add a link to a Document

We stated earlier that there are issues displaying a PDF file in a Page, but there is a way of providing a link to a PDF file in order to display or down-load that PDF file. This is useful for event flyers or governing documents.

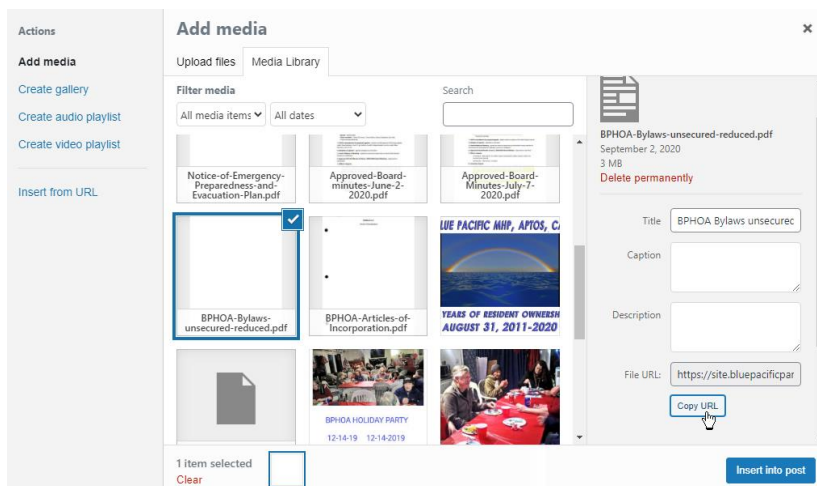
1. Open the Page you wish to add the link with the Elementor Page Builder (Edit with Elementor on the Front End Tool Bar)



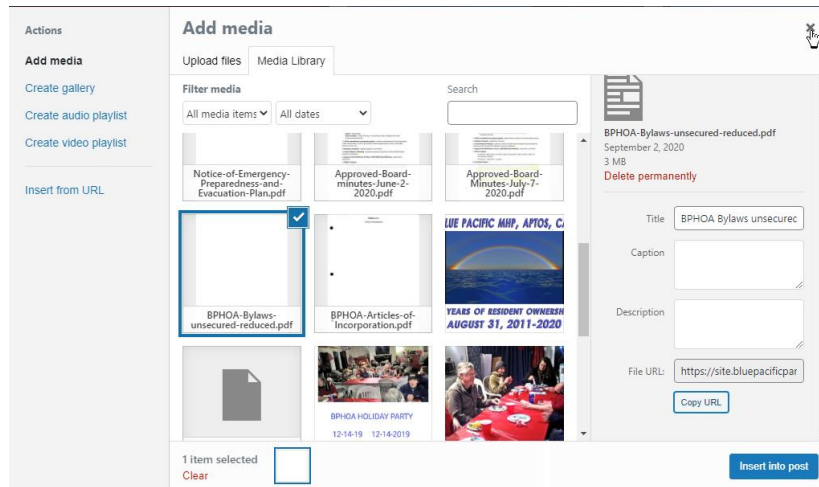
- To add the link, you will need the *Universal Resource Locator* (URL) of the document. To find this URL, click on the Add Media tab in the Text Editor.



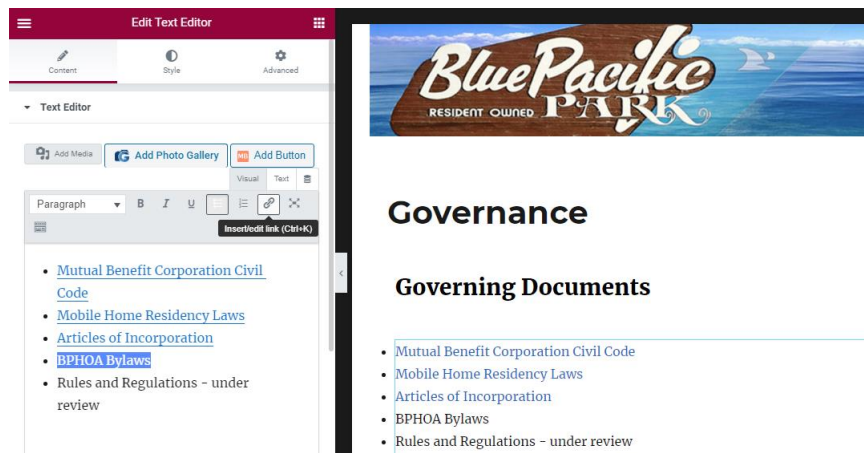
- Find, or Upload the document in the Media Library. Click once on the document icon, an Attachment Details right Side Bar will display. Click the Copy URL button, "Copied!" will briefly display to the right of this button. The URL is now held in the Clip Board.



4. Click the X in the upper-right corner on the Add Media window. DO NOT click the Insert into post button.

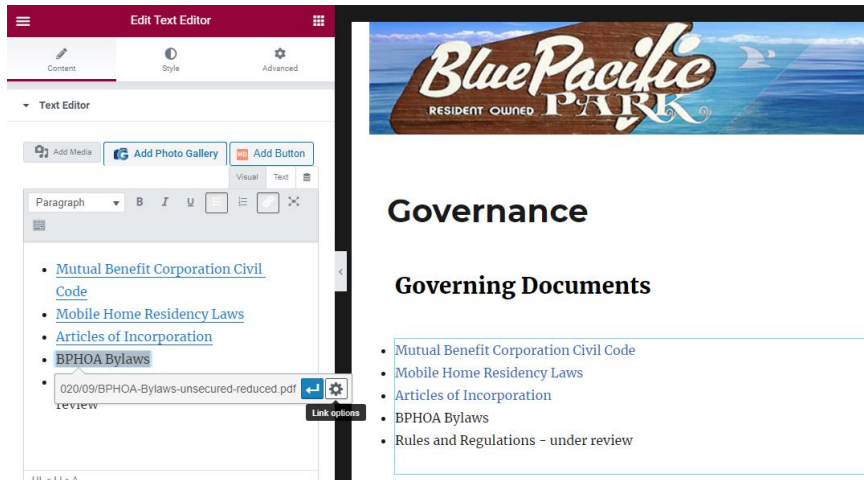


5. In the Text Editor column, select (or enter and select) the text to be the link then click on the Link icon.

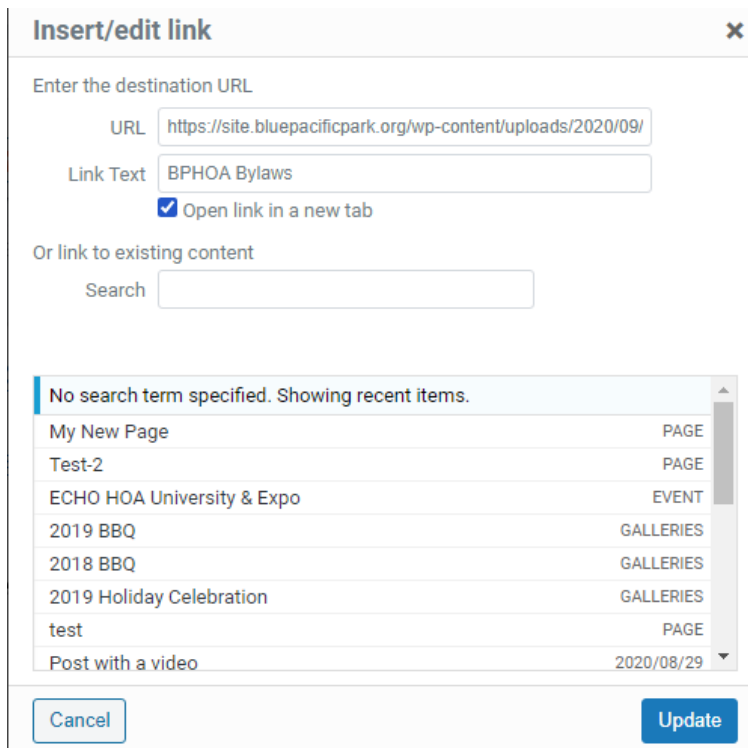




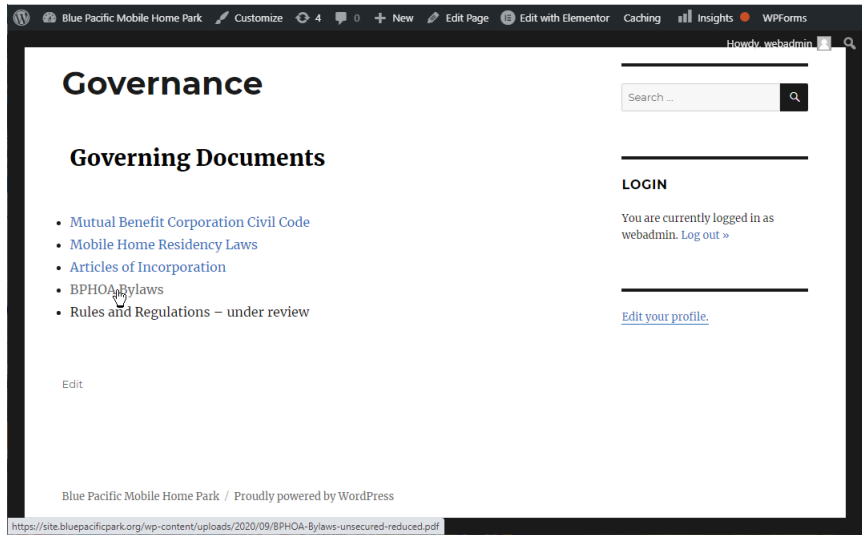
- A link edit tool will display near your selected text. Click in the field that displays “Paste URL or type to search” then use the keyboard **Paste** shortcut, **CTRL-V** (**⌘-V** on the Mac).



- Click on the **Link Options** (gear) icon and the **Insert/edit link** window is displayed. Check the Open link in a new tap check box then click the Update button.



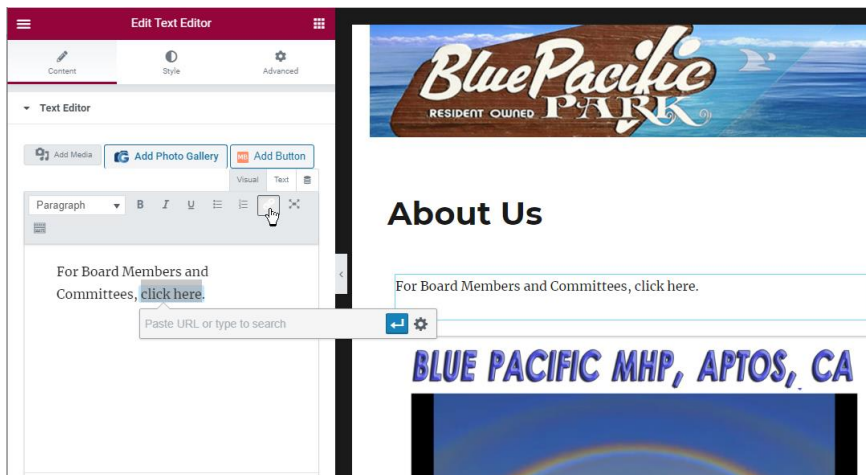
8. Save the Page (click the green Update button) then view the page in the Front End. Click the link text to verify the link.



## Add a link to an Existing Page on Your Website

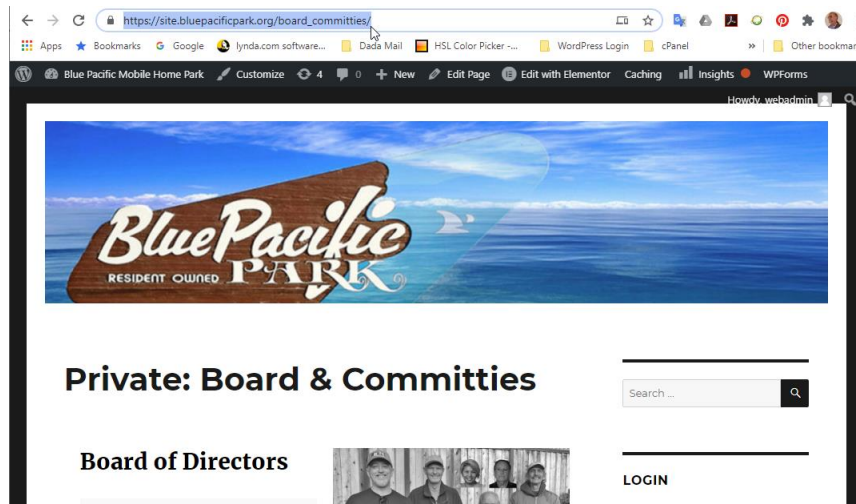
Adding a link to a Page on your website is similar to adding a link to a document. The only difference is that you will use the URL of the linked to Page.

1. As with a link to a document, select the text that will be the link then click on the Link icon.

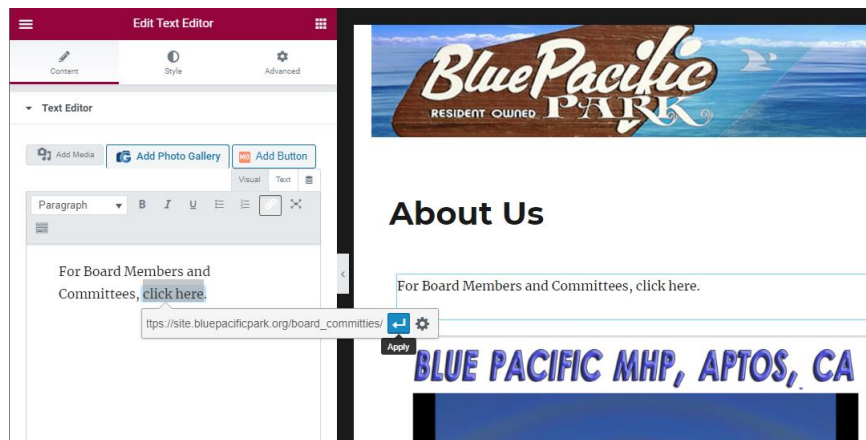


2. In a separate browser window or tab, open the Page to be linked to. Copy the URL from the browser's Address line. Each browser is a little different in how it

displays this Address (URL) is the page being viewed, but it will be near the top of the browser window.



3. Back in the browser window or tab for the Page you are editing, Paste the copied URL in the Link field then click the Apply icon.

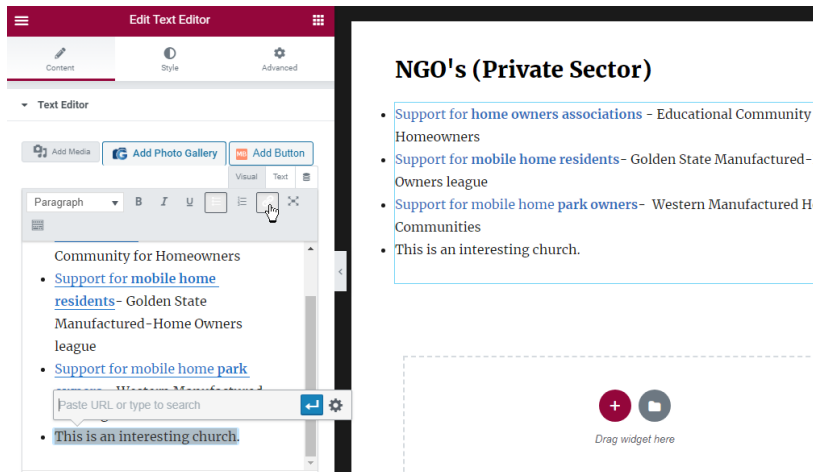


4. Save the Page and verify the link in the Front End.

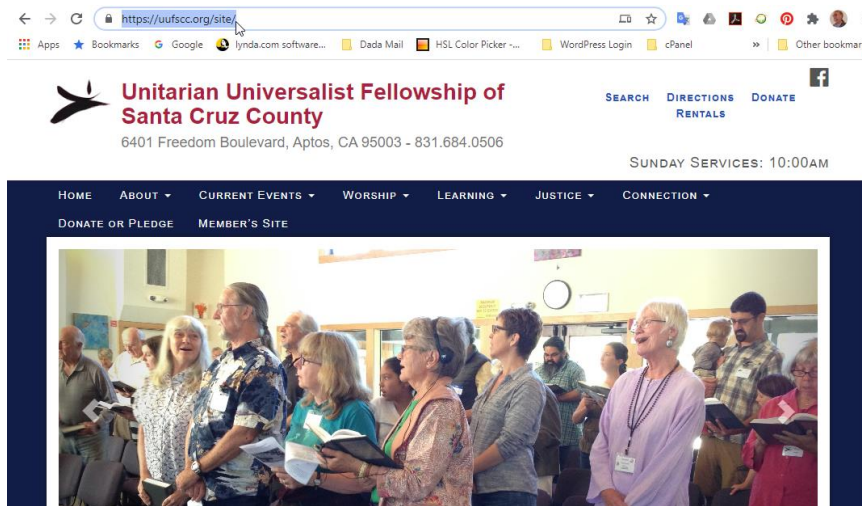
## Add a link to an Existing Page on another Website

Linking to a Page on another website is almost the same as linking to a Page on your own site, except we will get the URL from the foreign website and we will open that Page in the new browser window or tab.

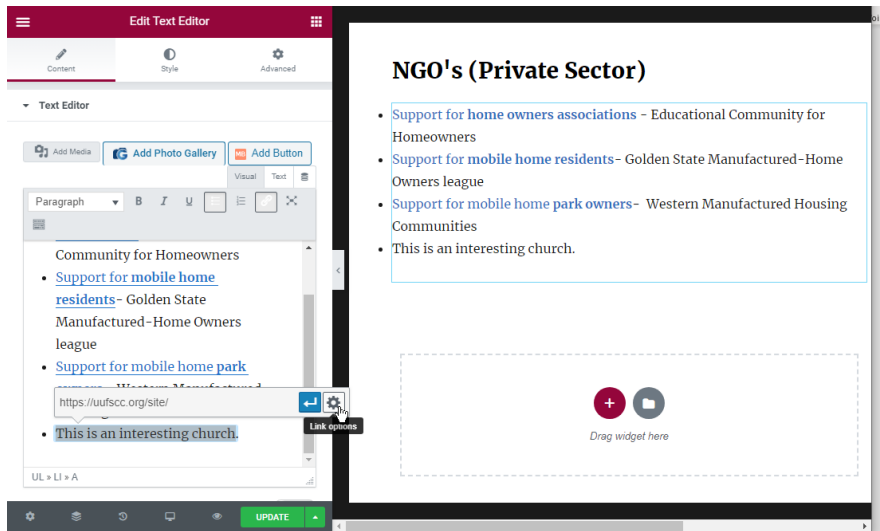
1. Once again select the text that will be the link then click on the Link icon.



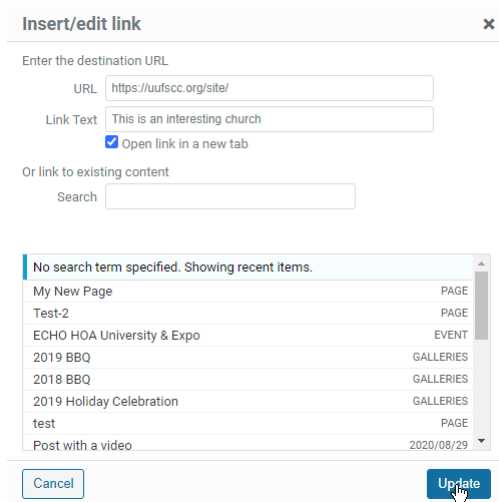
2. In a separate browser window or tab, copy the URL of the target page.



3. Back in the browser window or tab for the Page you are editing, Paste the copied URL in the Link field then click the **Link Options** (gear) icon.



4. Check the Open link in a new tap check box then click the Update button.

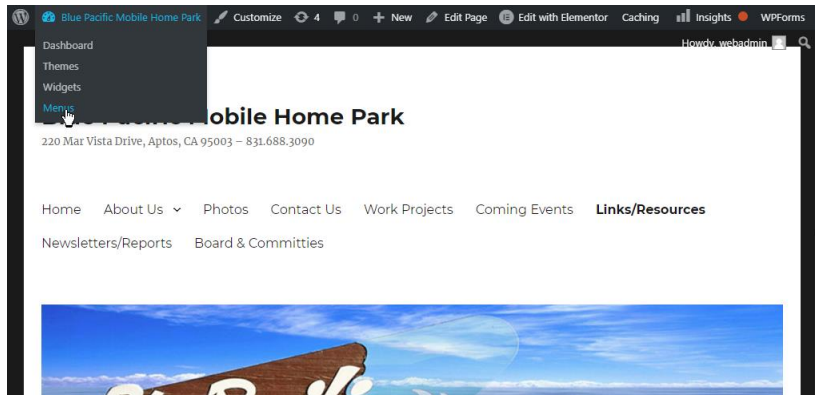


5. Save the Page and verify the link in the Front End.

## Add New Page to the Menu

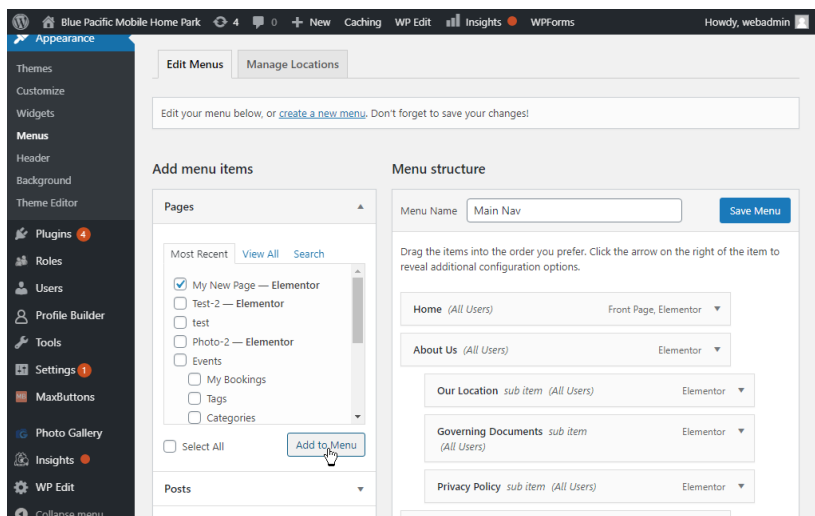
A while back we built a new page, now we need to make it easily viewable by your site visitors. The best way to do this is to add this page to the **Main Menu**. This is very easy to do using the drag-and-drop **Menu Editor** built into WordPress.

1. From the Front End view, you can access the **Menu Editor** by selecting **Menus** from the drop down menu under the **Site Name** in the **Tool Bar**. From the Back End view, select **Appearance** > **Menus** from the left-side menu.

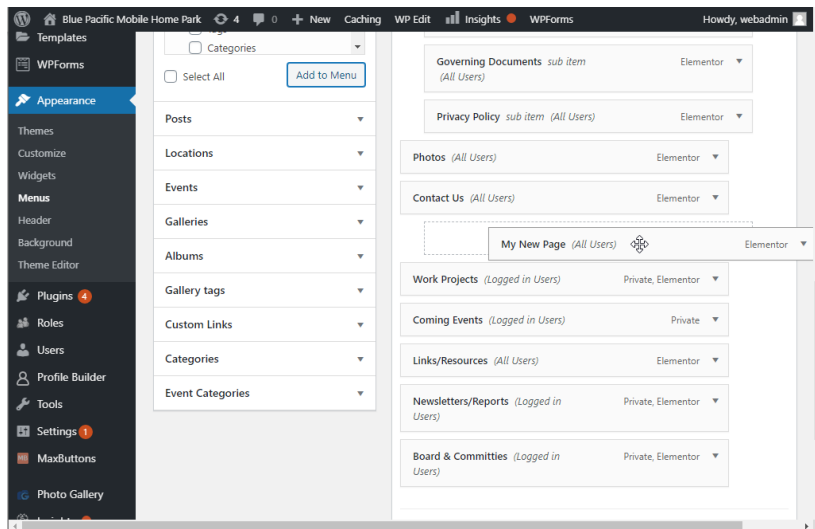


2. The **Menu Editor** screen has two areas, **Add menu items** and **Menu structure**. The **Menu structure** area shows the current organization of your menu, but in a vertical format showing top to bottom and items from left to right in **your Main Menu** of the Front End view. As you move the cursor over any item in the **Menu structure**, it will become a 4-headed arrow. Using a click-hold-drag-release method, you can rearrange your menu. If you move an item under, and to the right of another menu item, it will become a sub-menu of the item above.

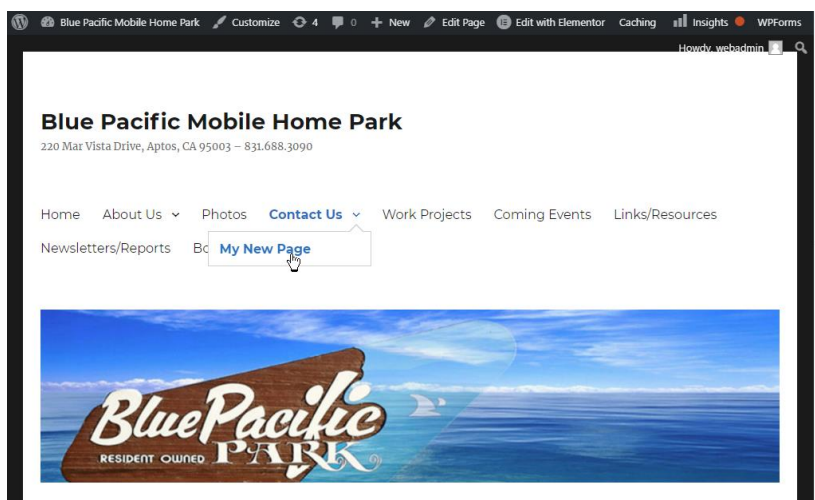
The **Add menu items** has several types of menu items, **Pages** and **Custom Links** will be the most used. These type areas can be expanded or condensed by clicking on the up or down pointing arrow to the right of each type name. Expand the **Pages** type if not already expanded. The **Pages** area has three tabs, **Most Recent**, **View All**, and **Search**. The **Most Recent** should be selected by default, select it if it is not. The **Page** you just created will display at the top of this list. If you are adding an older page to the menu, you may need to scroll down to find it, or use the **View All** or **Search** tab to locate that **Page**. Check the new page name and then click the **Add to Menu** button. This added **Page** will display at the bottom of the **Menu structure** list.



3. Move your cursor over the new menu item at the bottom of the list. Click and hold the left mouse button, then drag this menu item to its desired place in the menu, release the left mouse button. In the example below, the menu item has been moved under and to the right of the Contact Us menu item. This will cause the new menu item to become a sub-menu of the Contact Us menu item.



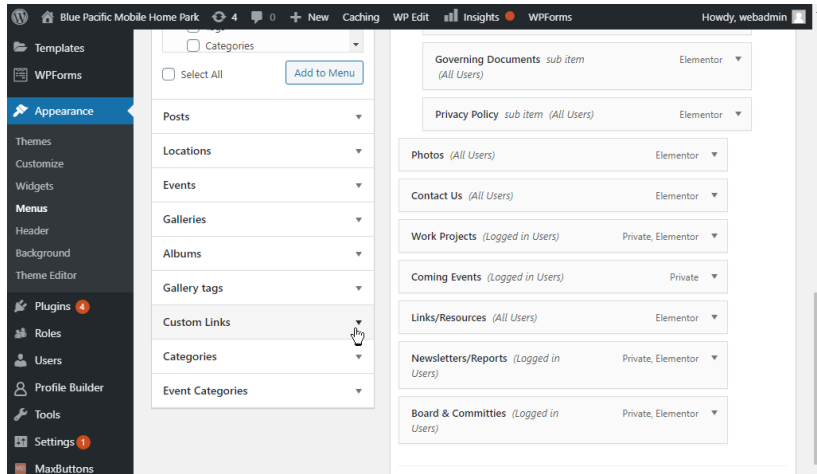
4. Menu edits do not take affect until the menu is saved. Click on the **Save Menu** button and text the new menu selection from the Front End..



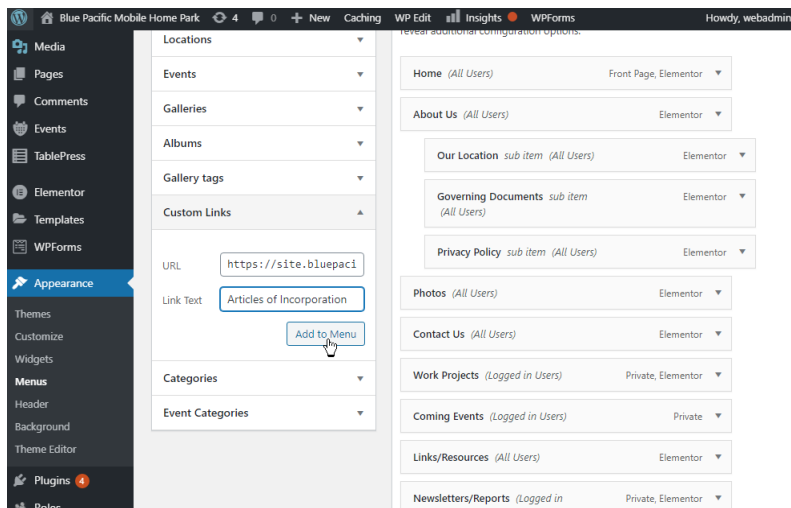
## Add a Document Link to the Menu

A document may be linked to a menu item. This process is similar to adding a document link to a **Page**, but we work in the **Menu Editor**.

1. Open the **Menu Editor** and expand the **Custom Links** type in the **Add menu items** list.

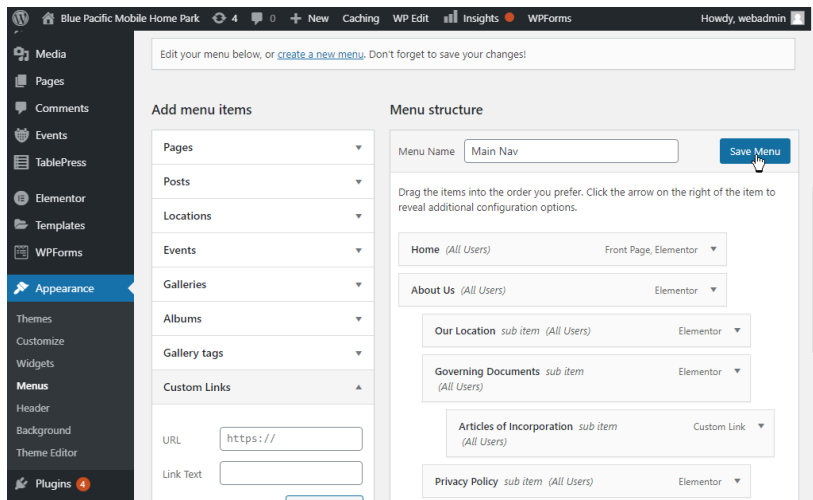


2. In a separate browser window or tab, access the **Media Library**. Upload the document (if not already in the Library) and copy the link text just like you did for adding an image or document to a **Page** and past it into the URL field here. Enter the **Link Text**, this is the text that will display in the **Main Menu**. Click **Add to Menu**.

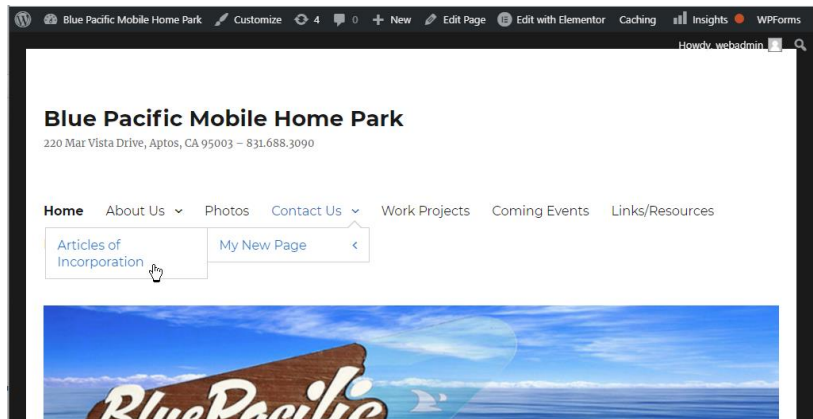




3. Grab the new menu item from the bottom of the list and drag it to its desired location. In the example below we are moving it to be a sub-menu of a sub-menu. Don't get carried away with sub-menus, we are only demonstrating a capability here.



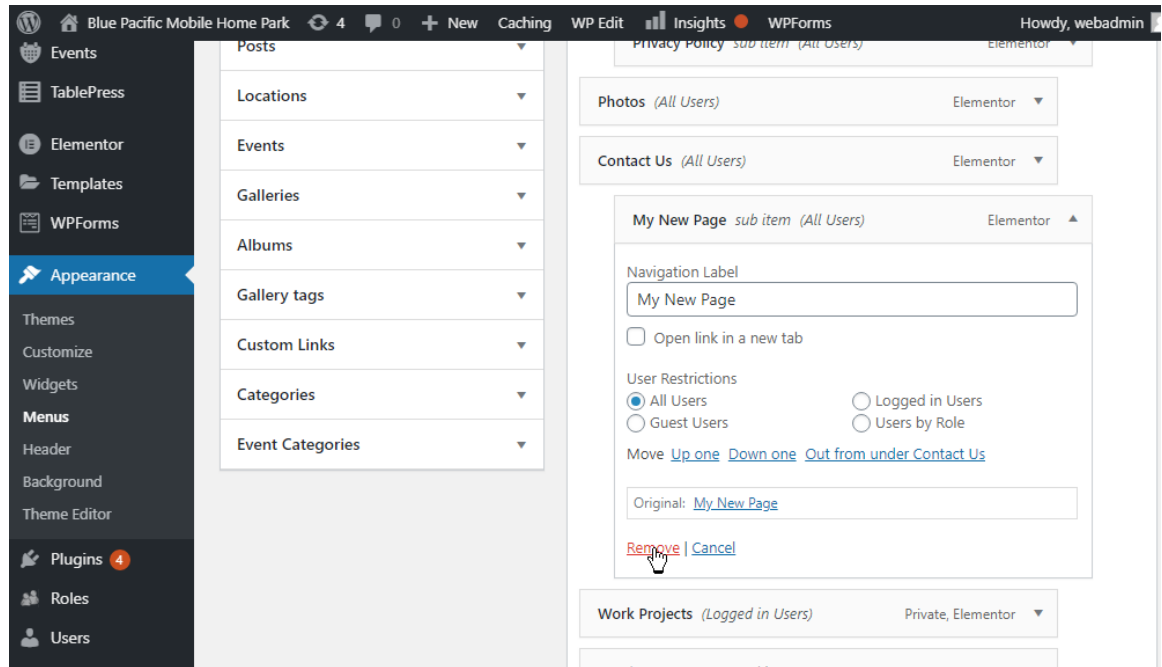
4. Save the Menu and check your results in the Front End view.



## Remove a Menu Item

When a page or document becomes obsolete, you will want to remove it from the menu.

1. Open the **Menu Editor** and locate the menu item you wish to remove in the **Menu structure** list. Click on the that item to expand it.



2. Click on **Remove** and save the menu.

Note: You have only removed the item from the menu, the Page or linked Document is still on the system.

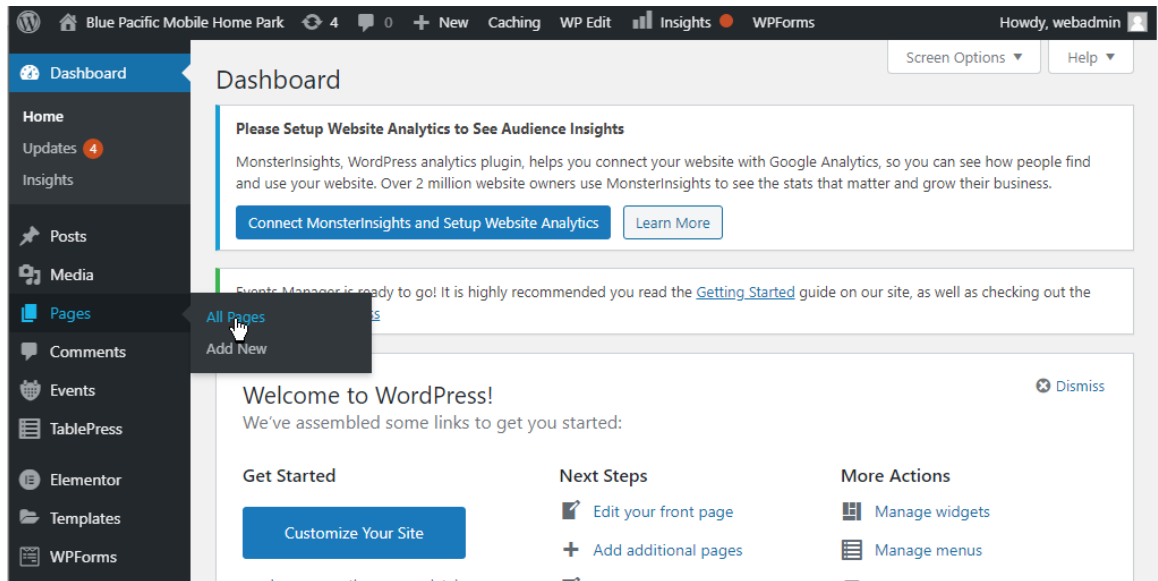
3. As always, return to the Front End view and check your work.

## Remove a Page

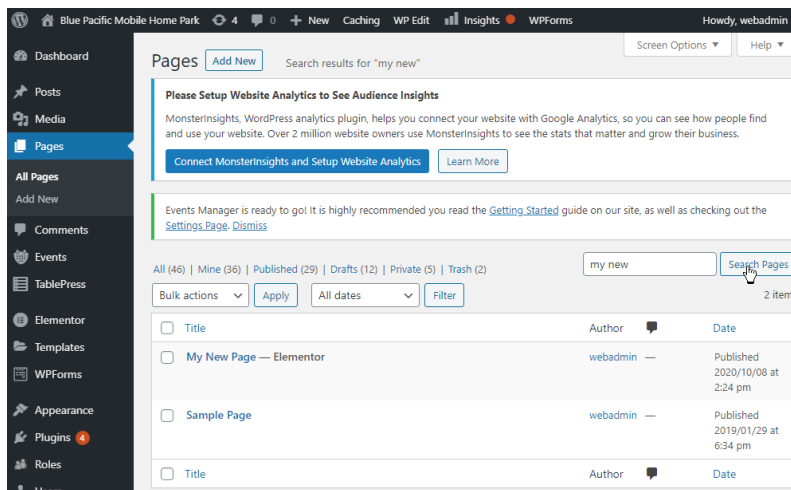
If one of your Pages has become obsolete, you may want to remove it from the system.

**Note:** See “Here’s a better idea” below before you actually delete a **Page**.

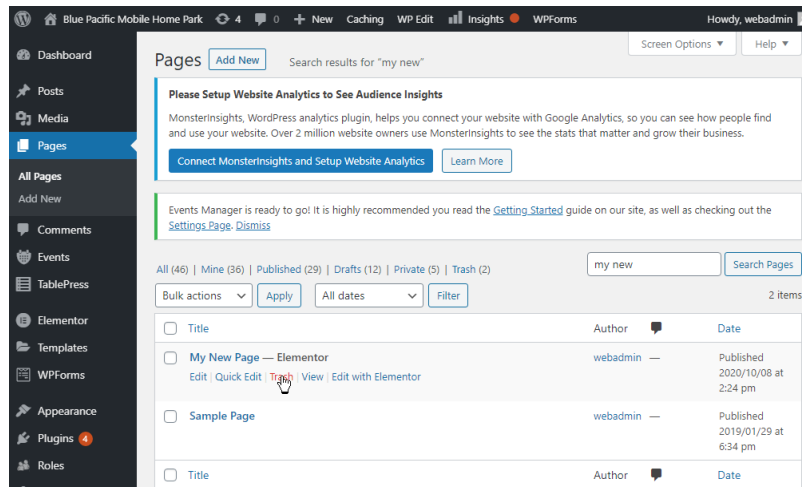
1. In the Back End view, select **Pages** ➤ **All Pages** from the left-side menu.



2. Scroll or use the **Search Pages** tool to find the page to be removed.



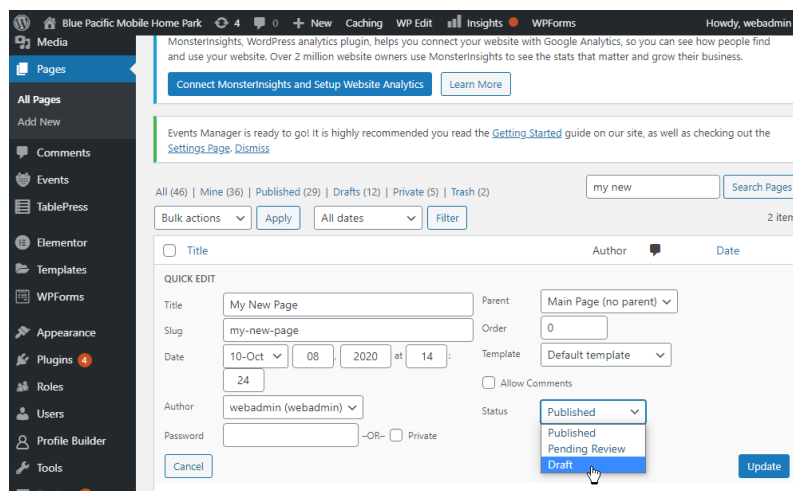
3. Move the cursor over the **Page Title** and a pop-up menu will appear, click on **Trash** to remove the **Page**.



**Note:** **Pages** can be recovered from the **Trash** if you make a mistake. Note the addition of **Trash** to the *filters* (in line with **All**, **Published**, ... near the top of the **Pages** screen) after a **Page** is sent to the **Trash**.

**Here's a better idea.** You may want a similar **Page** some time in the future, so rather than delete an old page, change its **Status** to **Draft**.

4. At Step 2 above, select **Quick Edit** rather than **Trash**. An additional set of pop-up controls will display.



5. Select **Draft** from the **Status** drop-down list, then click the **Update** button. You will now be able to edit and re-Publish his page any time in the future.

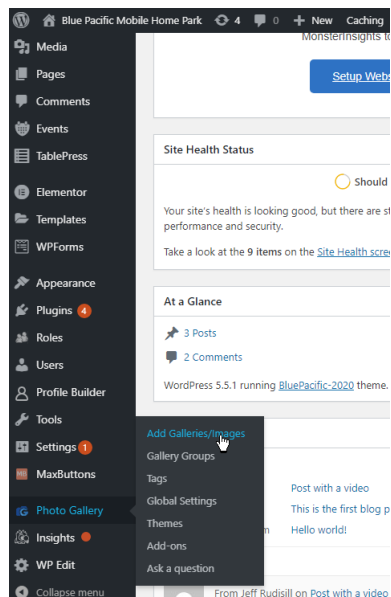
**Note:** Click on the **Draft** filter near the top of the **Pages** screen to quickly access any of your **Pages** that have a **Status** of **Draft**.

## Photo Gallery

The Blue Pacific website has Photo Gallery by 10Web installed and this plugin was used to build the initial galleries on the Photos page. Elementor has its own gallery widget. They have a video tutorial here: <https://docs.elementor.com/article/597-gallery-widget>. Before there are too many photos in the galleries, you may want to evaluate both tools and decide which one to use.

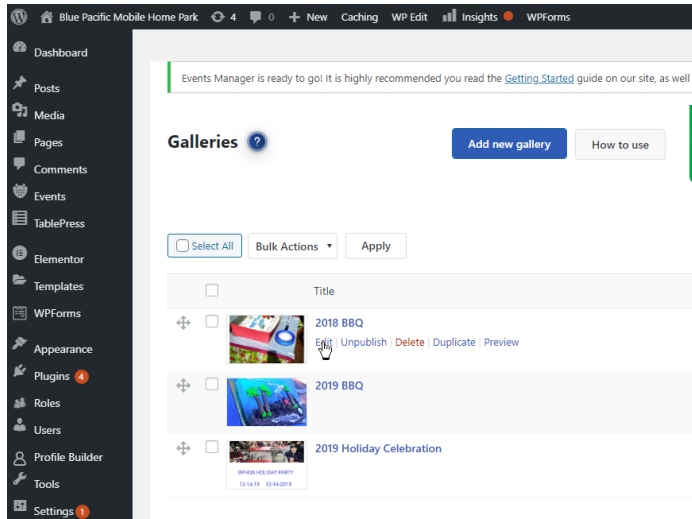
The installed Photo Gallery plugin adds a custom widget to the Elementor array of widgets. However, before you add this element to a page, you should build the gallery using the tools provided by the plugin.

1. To edit an existing gallery or build a new gallery, select **Photo Gallery** ➤ **Add Gallery/Images** from the side menu in the Back End view.

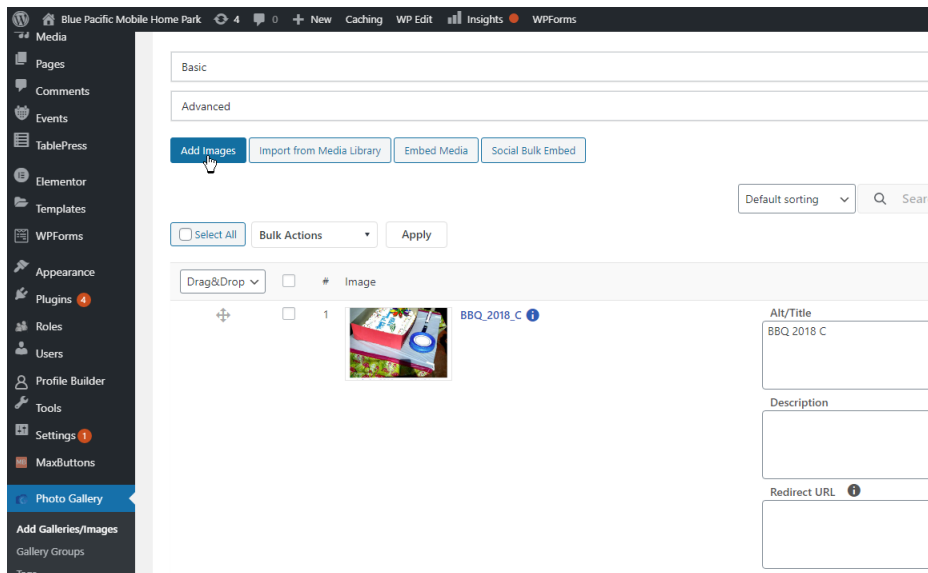


2. The Galleries screen displays showing a list of galleries and an **Add new gallery** button. Adding a new gallery is fundamentally the same editing an existing

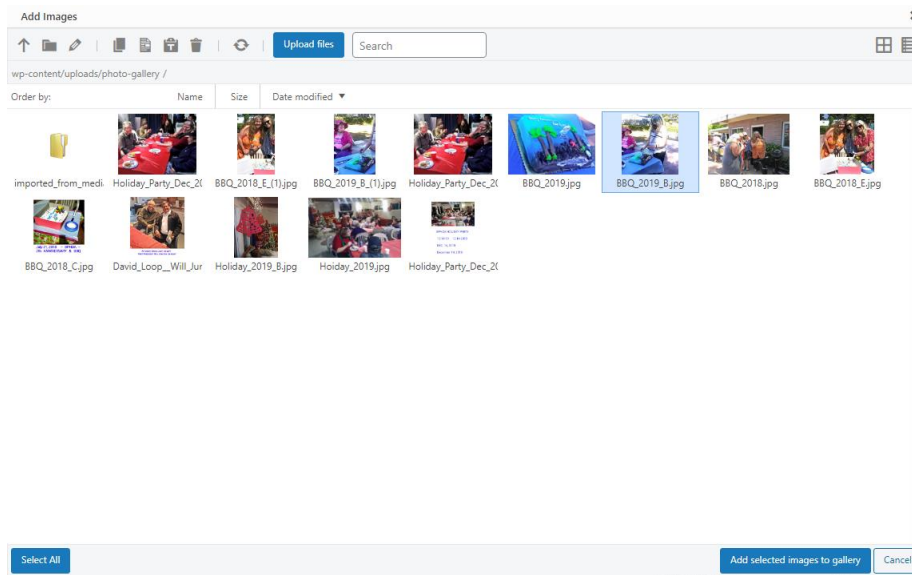
gallery. Click on the Edit control in the pop-up menu under a gallery title (or click on the Add new gallery button).



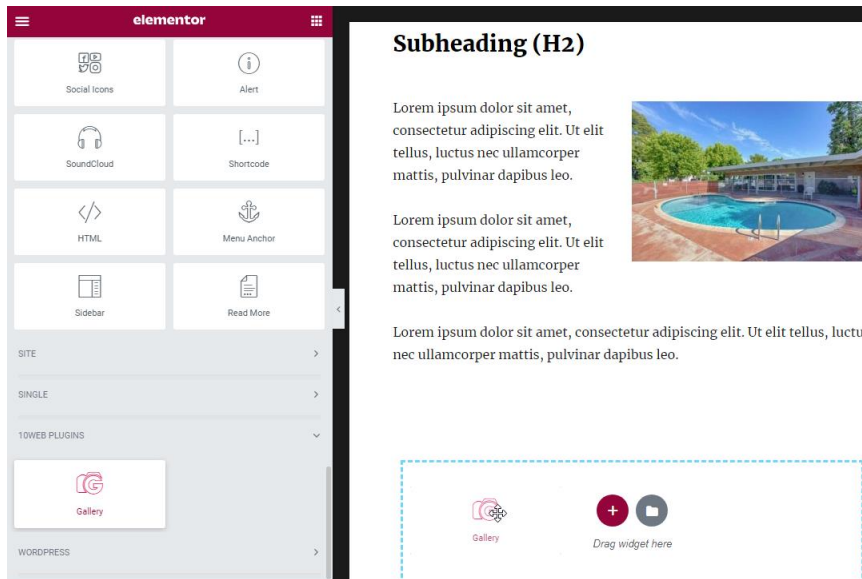
3. To add images to a new or existing gallery, click on the Add images button. Also on this screen, several edits to the images in the gallery can be made, like adding a description to a photo or dragging the photos into a different order.



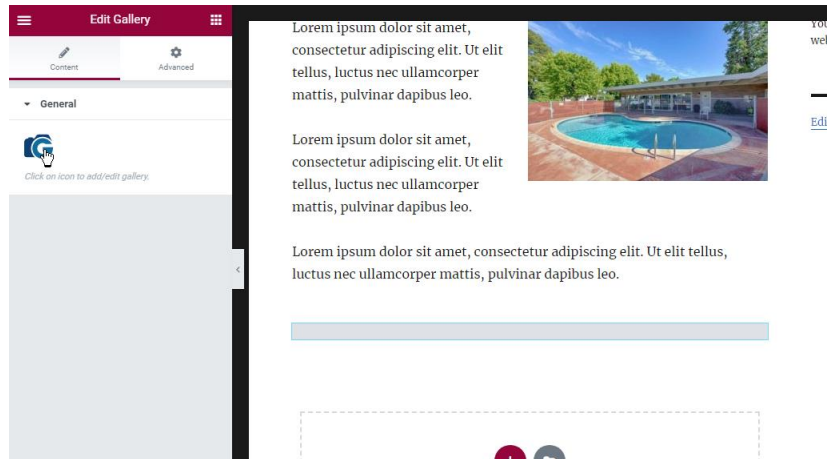
4. The Add Images screen is displayed. This screen has several tools for editing images, organizing images into folders, uploading additional photos, and adding images to a gallery.



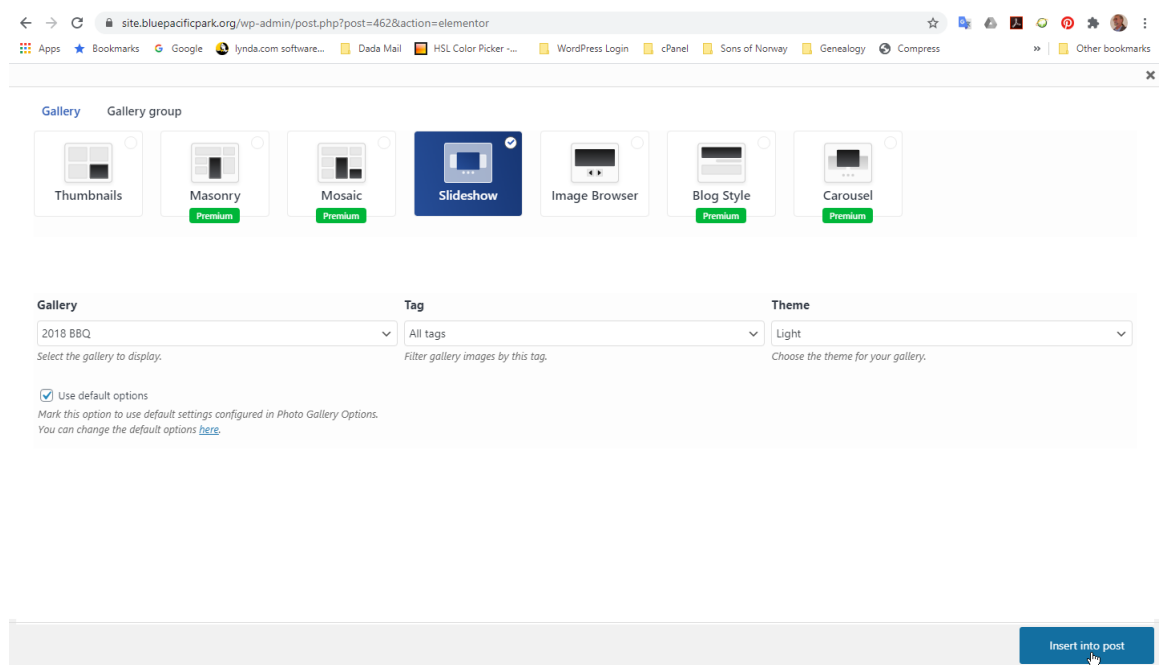
5. After the gallery is built, Edit the page where the gallery will be located. Note that images may be added to a gallery after the gallery is placed on a Page.



6. Click on the Gallery icon in the Edit Gallery column.



7. A Gallery screen will display. Select the gallery to be displayed from the drop-down list, click on the gallery style to be used, and click the Insert into post button.



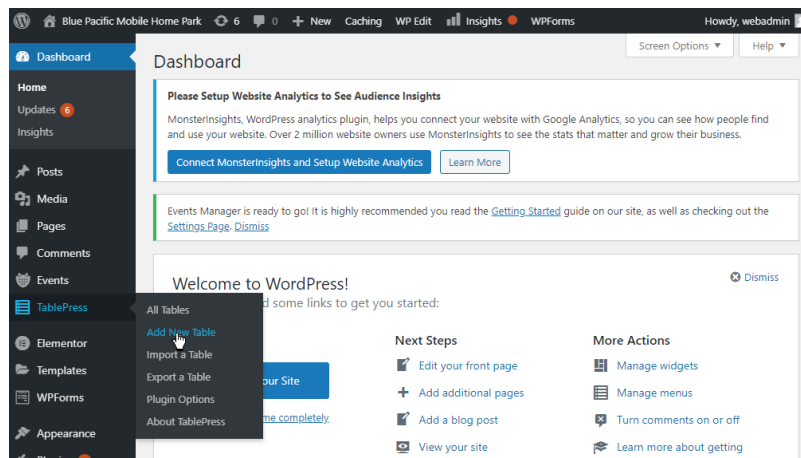
8. As always, save the page and check your work in the Front End view.



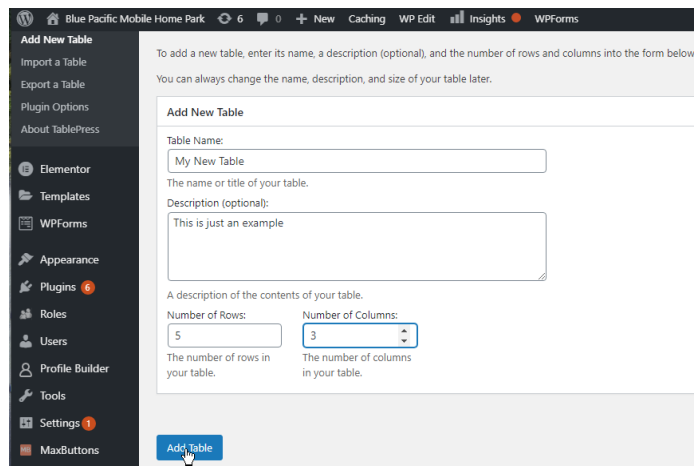
## Table Press

Using tables on a WordPress website is similar to galleries in that you first build the table, then add it to a Page. It differs in that there is no table element. We'll cover how a table is added to a Page when we get to that point in the process. The Table Press add-on has been installed on the Blue Pacific website.

1. To create a new table, select **TablePress** ➤ **Add New Table** from the side menu of the Back End view.

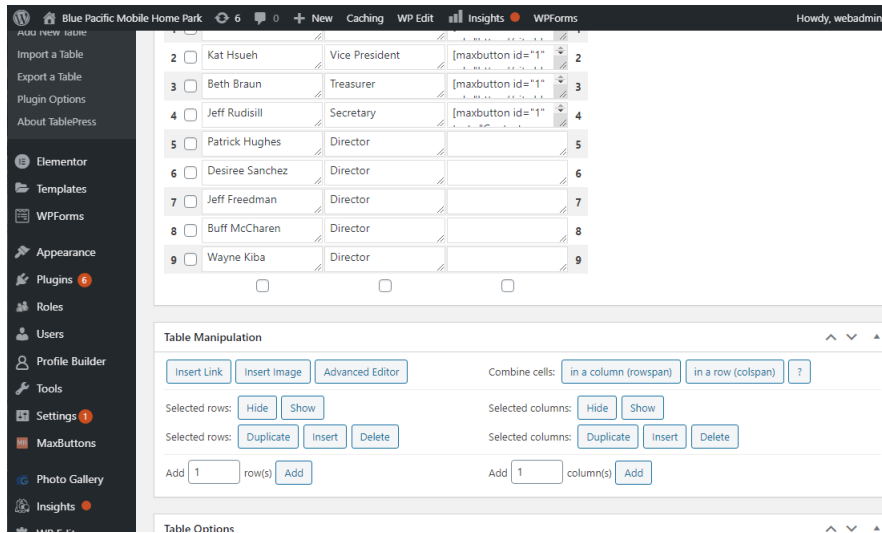


2. The Add New Table screen displays, enter a Table Title, an optional description and the number of Rows and Columns for the table. Don't worry if you do not know the exact number of rows and columns you will need, these can be changed later. Click on the Add Table button.

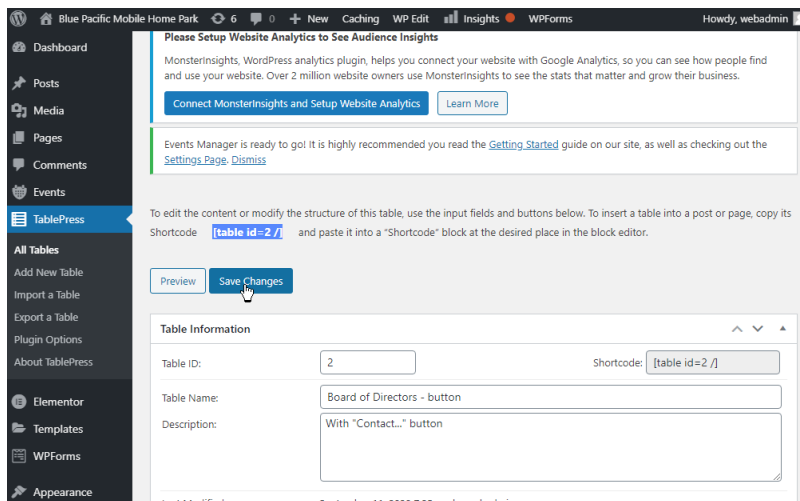


3. The Table Information screen displays with the Table Name and Description from the prior screens. A Table ID has been assigned and a *Short Code* generated. We will use this Short Code later to place the Table on a Page. In the Table Content area of this screen, an array of data entry boxes is generated based on the row and column count from the prior screen. Enter the data for your table in these boxes.

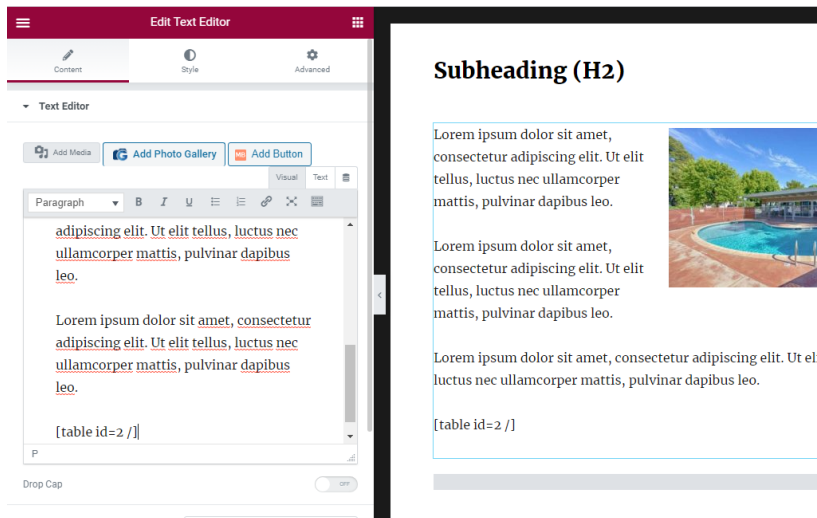
- Below the Table Content area is a set of Table Manipulation tools to add and remove Rows and Columns. There are also tools for entering links or images into the Table cells.



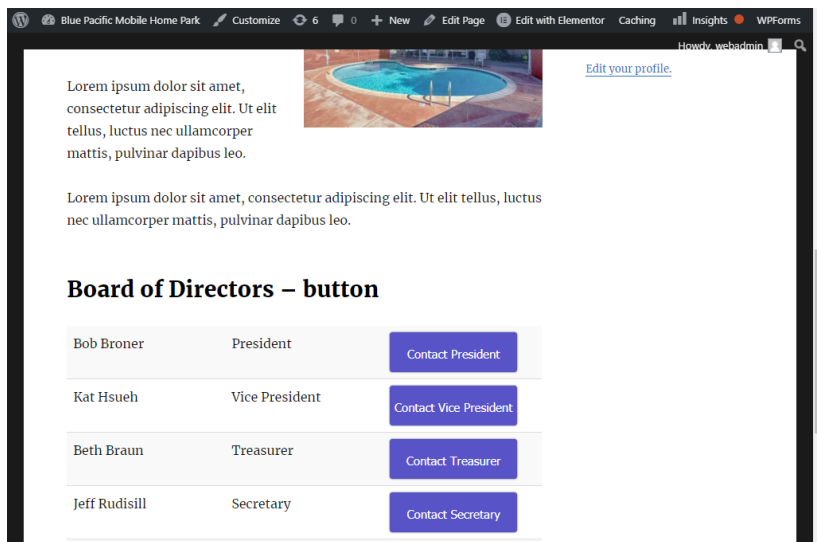
- When all your data is entered into the Table, copy the Short Code then click the Save Changes button



6. Edit the Page where the Table will be displayed. In an existing or new Test Edit element, past the Short Code at the position you wish the Table to appear.

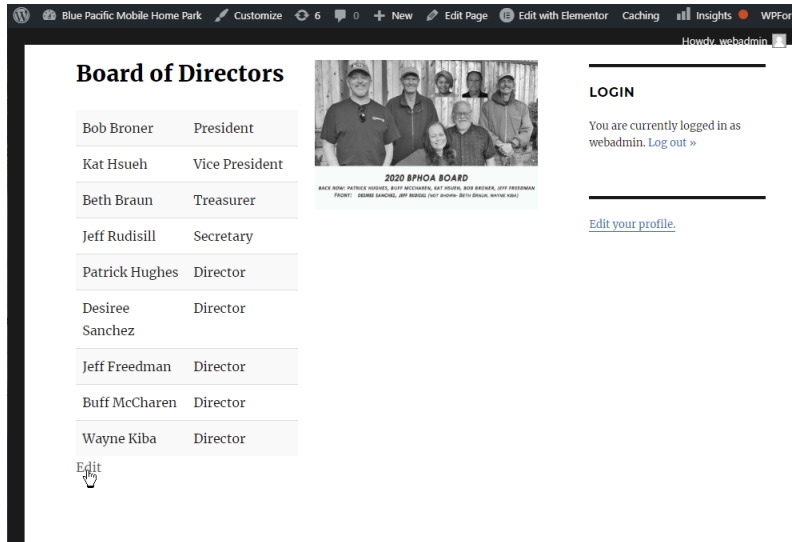


7. The WISIWYG function does not work for Tables. Save the Page and check your work in the front end view.



8. There is a short cut to edit an existing Table. From the Front End view, there is a small “Edit” below every table that is displayed. Click on that Edit and the table

above it will be displayed in the TablePress editor. When Save Changes is clicked after any edits, the Table is automatically updated in the Front End view.



The screenshot shows a WordPress admin page for 'Blue Pacific Mobile Home Park'. The page title is 'Board of Directors'. On the left, there is a table listing the board members:

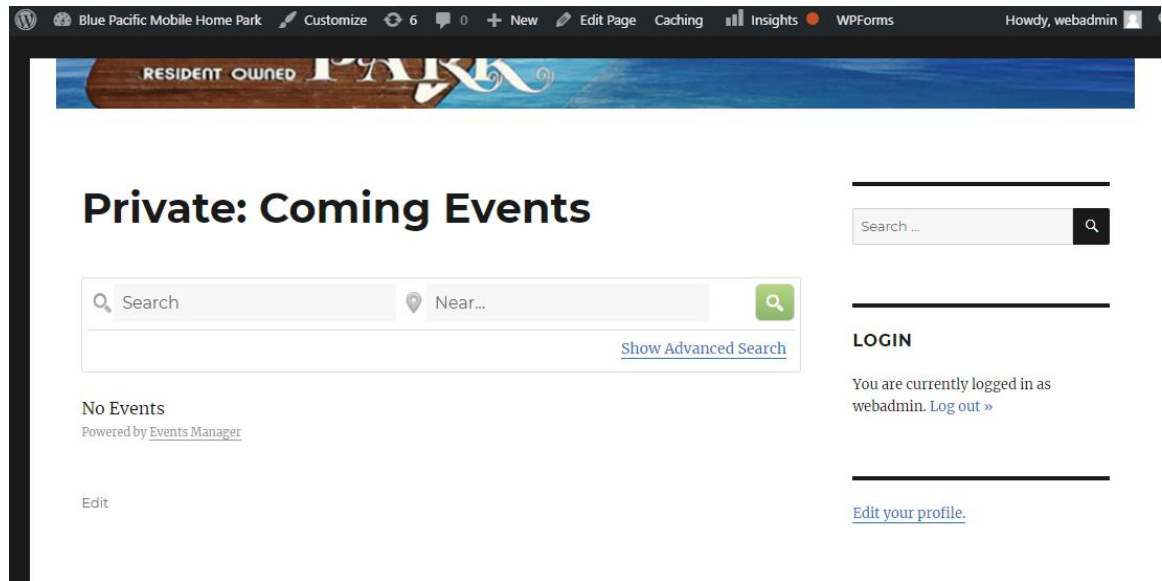
|                 |                |
|-----------------|----------------|
| Bob Broner      | President      |
| Kat Hsueh       | Vice President |
| Beth Braun      | Treasurer      |
| Jeff Rudisill   | Secretary      |
| Patrick Hughes  | Director       |
| Desiree Sanchez | Director       |
| Jeff Freedman   | Director       |
| Buff McCharen   | Director       |
| Wayne Kiba      | Director       |

Below the table is an 'Edit' button with a cursor icon. To the right of the table is a photo of the '2020 BPHOA BOARD' with names listed below: BOB BRONER, PATRICK HUGHES, BUFF MCCHAREN, KAT HSUEH, BETH BRAUN, JEFF FREEDMAN, DESIREE SANCHEZ, JEFF RUDISILL, WAYNE KIBA. Further right is a 'LOGIN' section with the text 'You are currently logged in as webadmin. Log out >' and a link 'Edit your profile.' The browser's address bar shows 'Howdy, webadmin'.

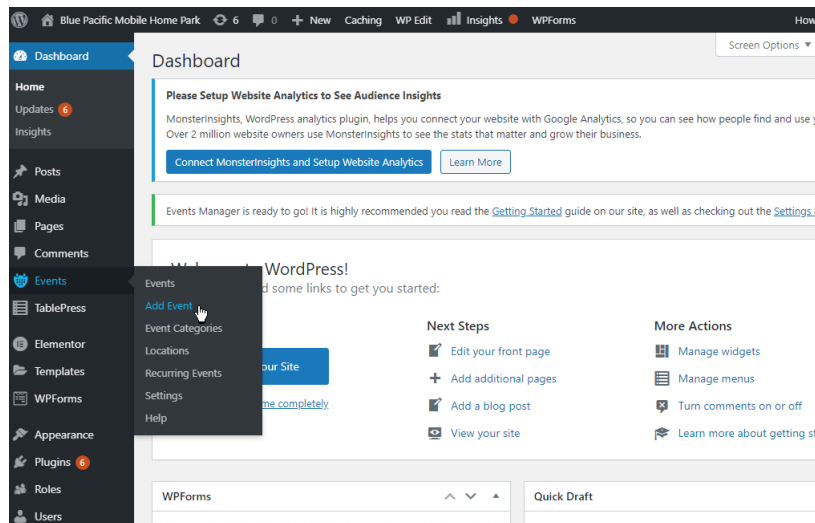
## Event Manager

The list of Events in on the Coming Events page is controlled by the Event Manager. This Page will display all Published events that are in the future. When the day and time of an event passes, that Event is automatically removed. Likewise, if a future event is

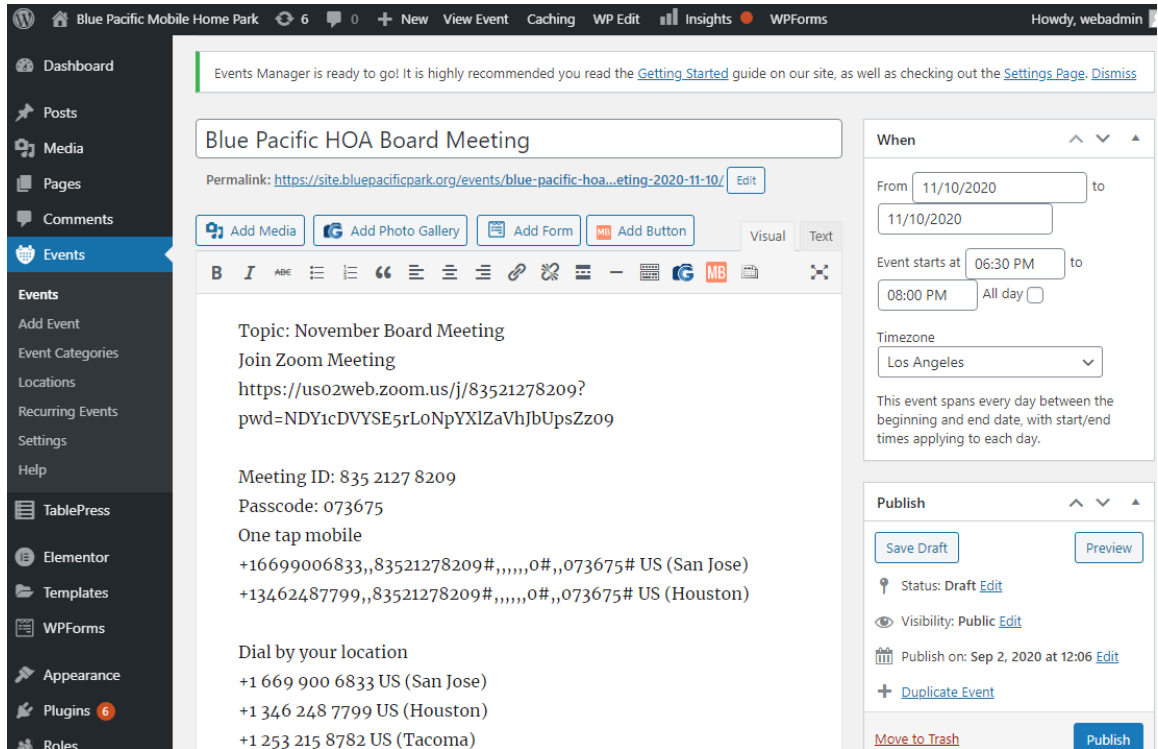
changed from Published to Draft, it will no longer display. If there are no Published, future events, the list of events will be blank.



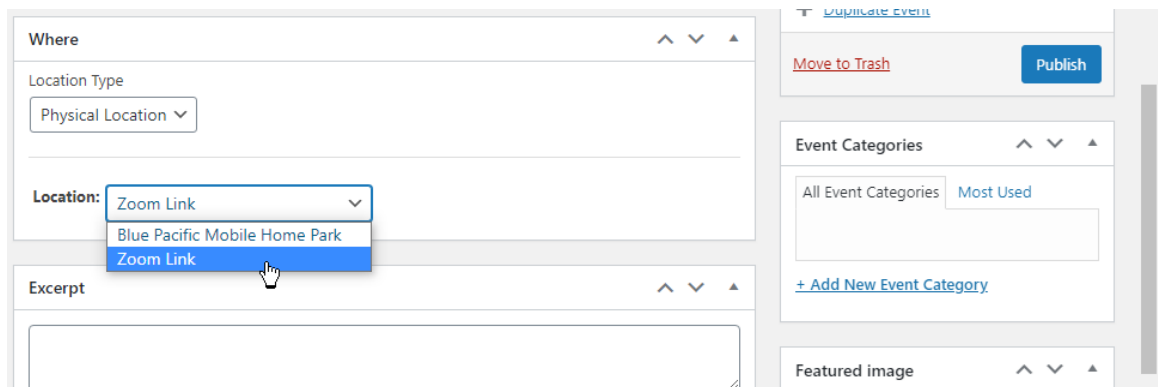
1. To add a Coming Event, select **Events** > **New Event** from the Back End side menu.



- The Event edit screen is displayed. Enter a Name for the event. In the When area of the right sidebar, enter the start date and an optional end date as well as a start time and optional ending time (or check All day or an all day event). Enter a description of the event or other relevant information about the event, such as a Zoom invitation.



- In the Where section, an Event may have a Location Type Physical Location or a URL. Note that a Zoom Meeting is considered to have a Physical Location. When a Physical Location type is specified, a Location may be selected from the drop-down list then click on the Publish button. Note that a Location must be defined before it can be used in an Event.



- To define a Location, select **Events > Locations** from the Back End side menu. Creating or editing a location is similar to other operations already covered.

## Account Maintenance

In order for the Members of Blue Pacific Mobile Home Park to access the private Pages of the website, they must have an account with Member or higher privileges. Each member will need to create their own account as instructed above. When they complete the registration form, an email is sent to the system admin email address (currently set to [webmaster@bluepacificpark.org](mailto:webmaster@bluepacificpark.org)), the content will look like this:

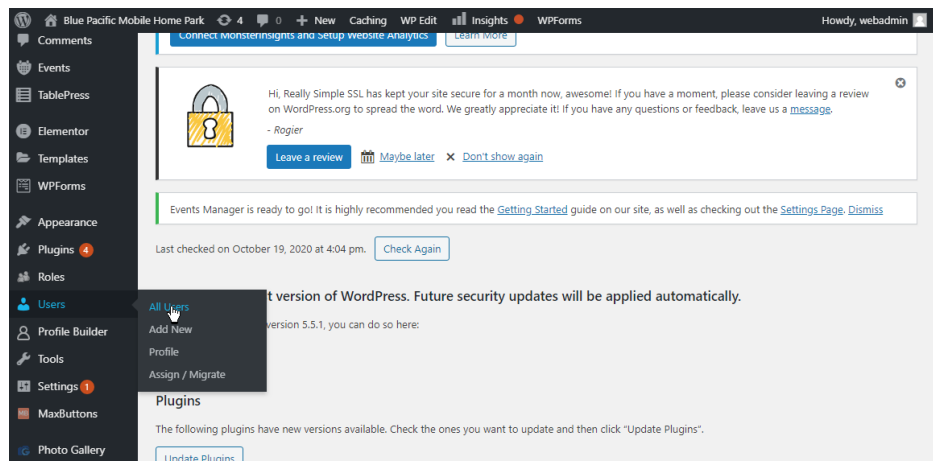
New subscriber on Blue Pacific Mobile Home Park.

Username:sam.spade

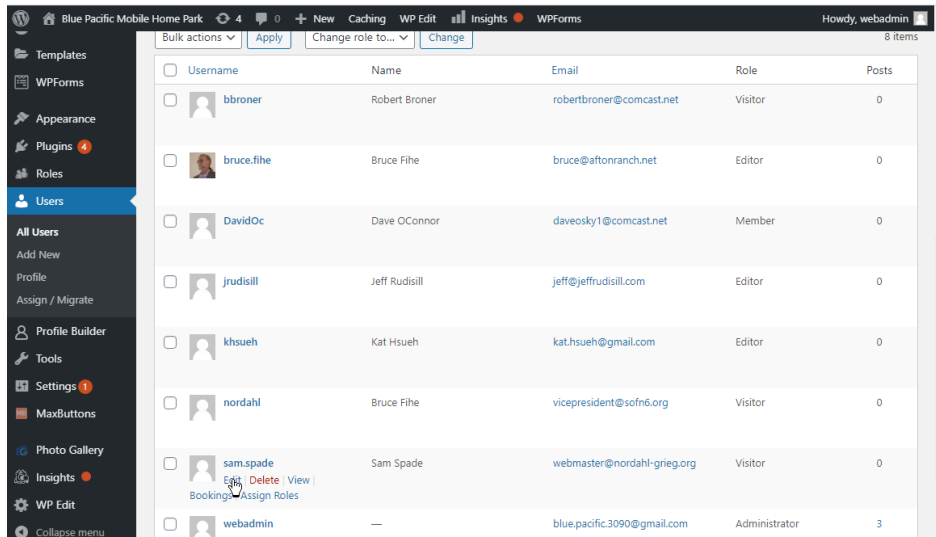
E-mail:[sam.spade@gmail.com](mailto:sam.spade@gmail.com)

This account will automatically be given a status of “Visitor.” This status does not have sufficient privileges to access the private Pages. Someone with Administrator privileges well need to edit the new account to give authorized folks higher level access.

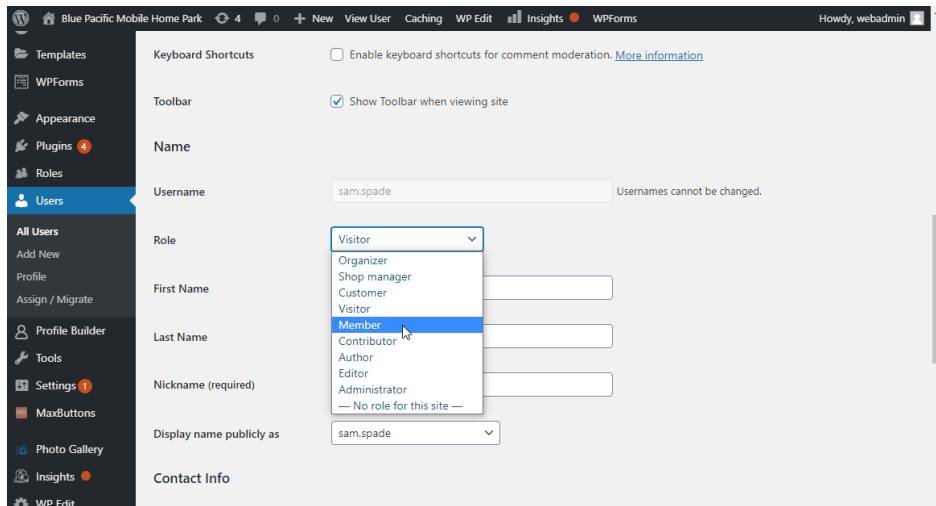
1. Log into the website with an account with Administrator privileges. From the Dashboard or Back End View, select **Users** ➤ **All Users** from the left side menu



- The Users screen will display. Note that a pop-up menu will display under each Username as you move the cursor in the line for that user. Find or Search for the new User to be edited and click on the Edit control.

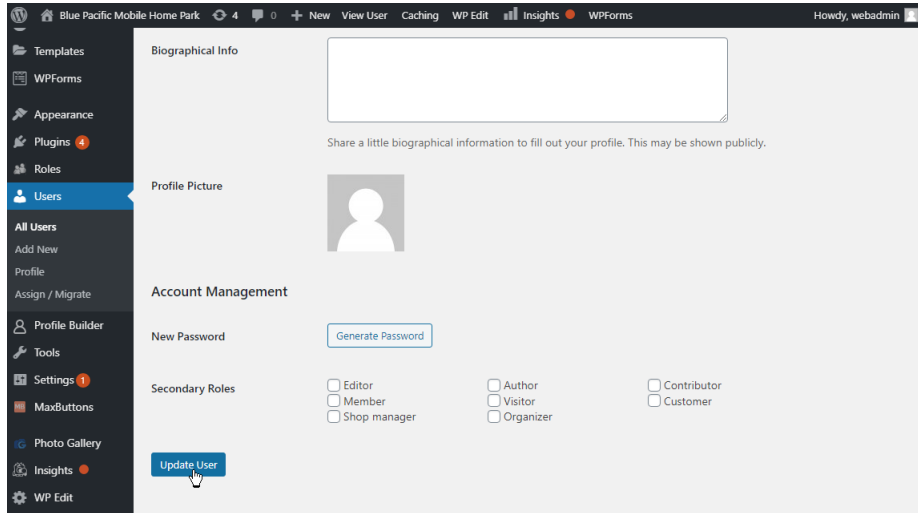


- The Edit User screen will display. Select the drop down field for Role and select “Member” from the list.

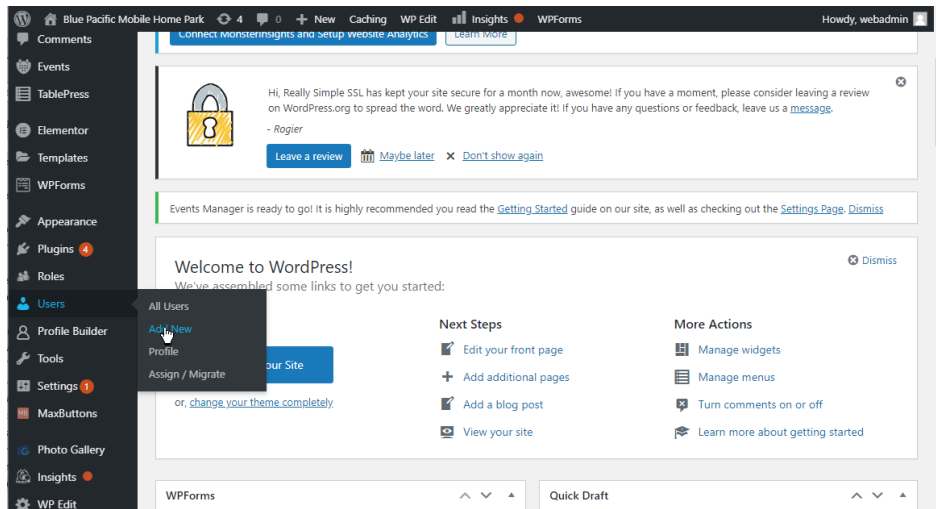




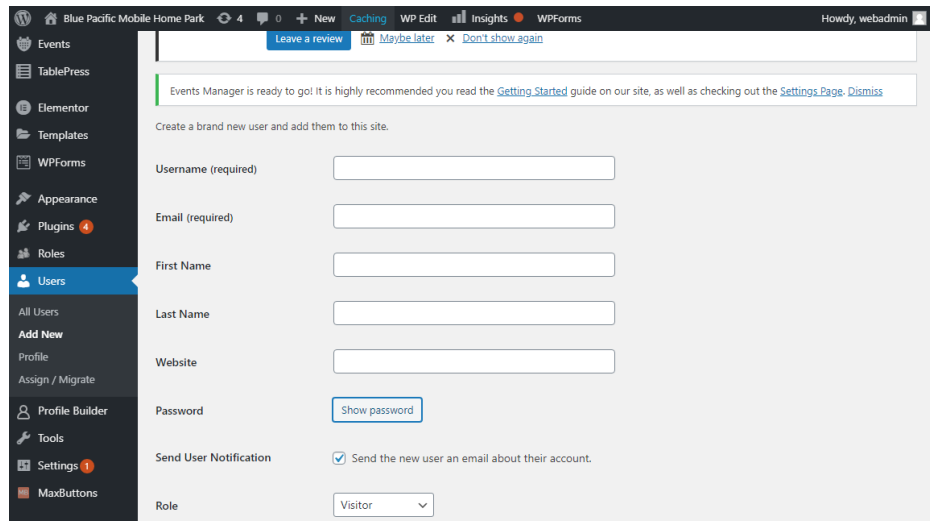
4. Click the “Update User” button the save the new status for this User.



5. If you have any Members that have difficulty creating their own account, it is possible to create a user account from scratch. Select **Users** ➤ **Add New** the side menu.



6. Fill in data for the User. Note that the Username and Email are the only required fields and both must be unique within the system.



The screenshot shows the WordPress 'Add New User' form. The left sidebar contains the WordPress dashboard menu with 'Users' selected. The main content area has a heading 'Create a brand new user and add them to this site.' Below this are several input fields: 'Username (required)', 'Email (required)', 'First Name', 'Last Name', and 'Website'. The 'Password' field has a 'Show password' button. There is a checkbox for 'Send User Notification' which is checked, with the text 'Send the new user an email about their account.' Below that is a 'Role' dropdown menu set to 'Visitor'. At the top of the page, there are browser tabs for 'Leave a review', 'Maybe later', and 'Don't show again'. A notification banner at the top says 'Events Manager is ready to go! It is highly recommended you read the [Getting Started](#) guide on our site, as well as checking out the [Settings Page](#). [Dismiss](#)'.

7. Click the **Add New User** button to create the new account.

