



ProGreen Services, LLC

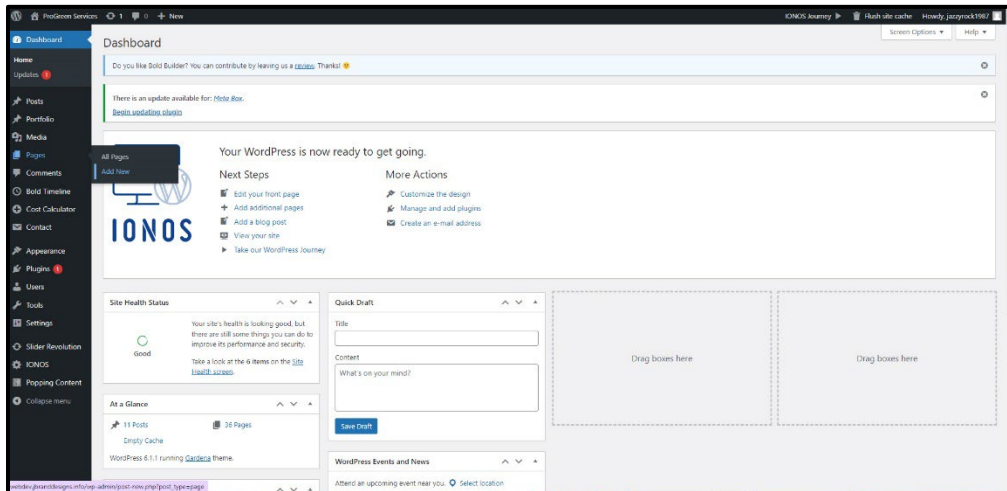
Website How-To Guide

View Online: [Link](#) | Password: [On94!PR0Green#3G02](#)

Build A Page	Update Home Page	Upload Images & Files	Contact Form	Edit Footers	Add A Title Banner
Edit Slide Banner	Blogs	Navigation Bar	Web Backend Changes	Theme & Plugins	Adding A New User

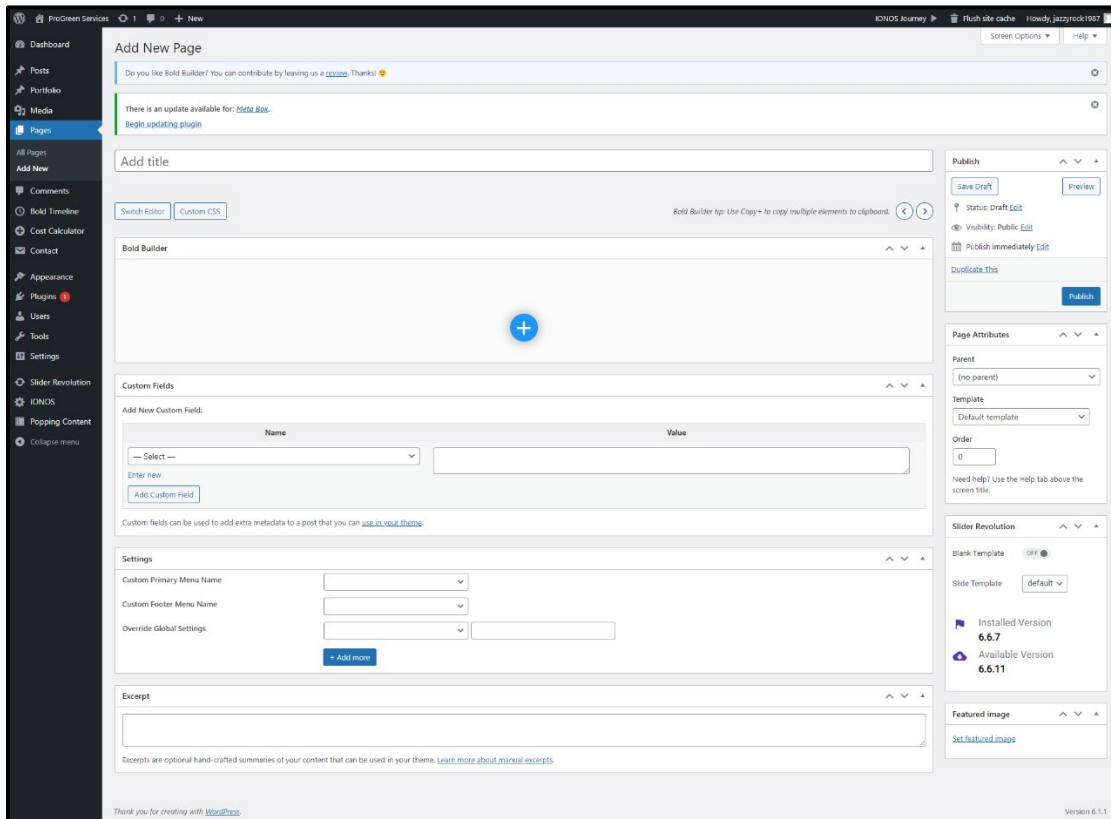
HOW TO BUILD A PAGE

1. Within the Dashboard, select the 'Pages' tab located on the left-hand side.
2. Under the 'Pages' tab, select 'Add New'.

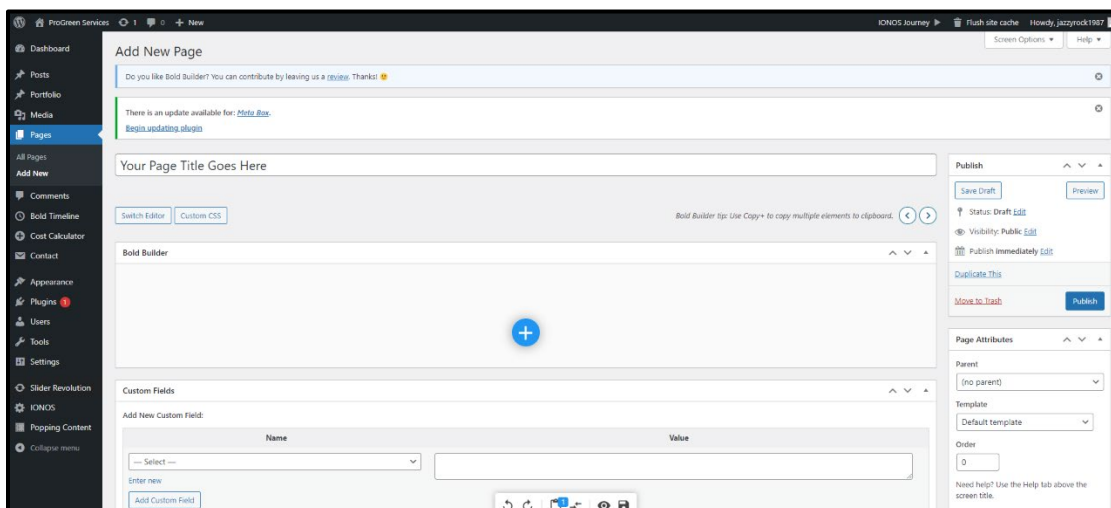




3. After you selecting the 'Add New' tab, the Dashboard will refresh revealing the 'Edit Page'.



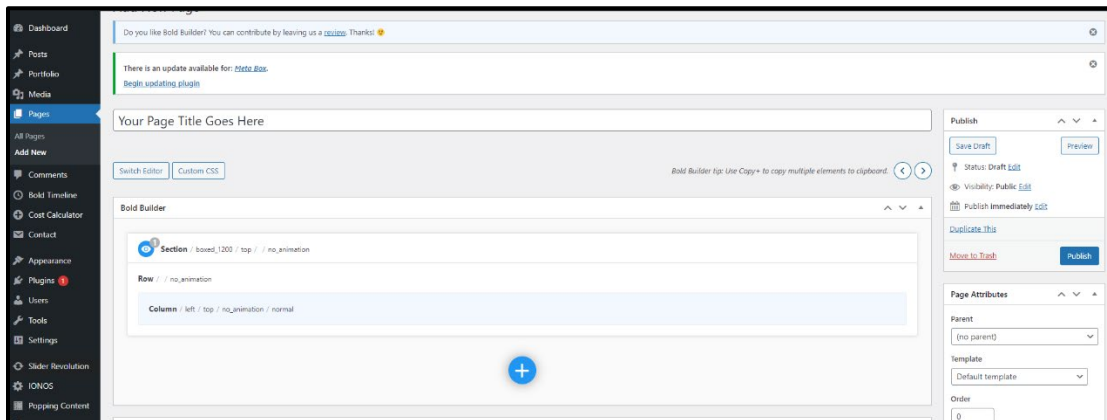
4. In the 'Edit Page' you'll want to name your new page that you're developing. Go to the 'Add title' at the very top of the page and type your desire page name.



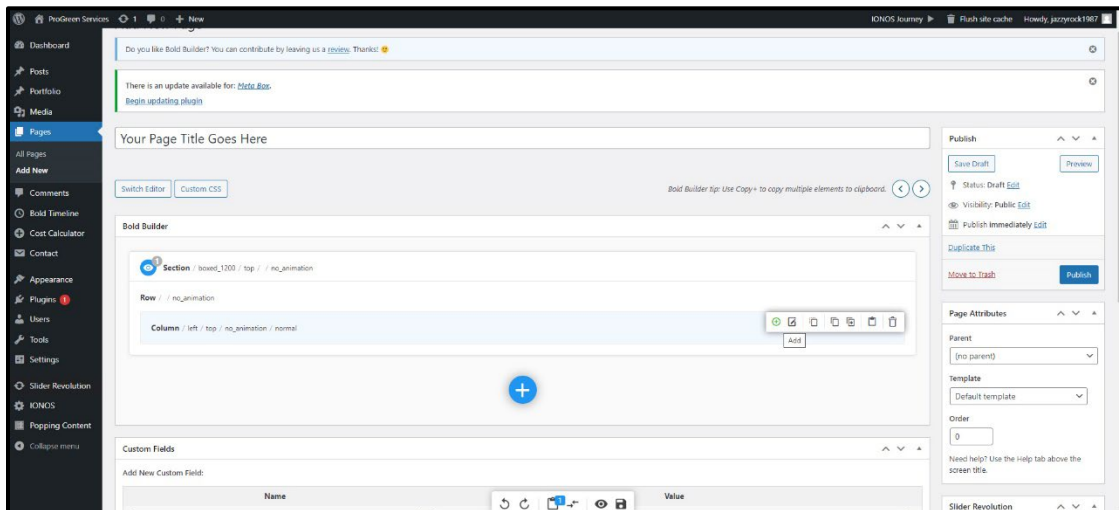


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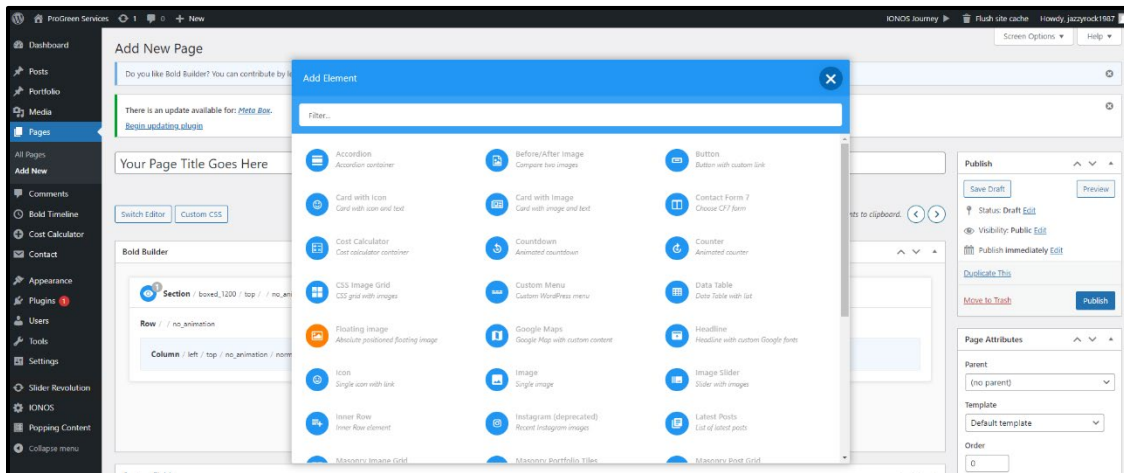
5. After typing in your page title, it's time to start building your page. In order to start building your new page, you'll need to click on the blue '+' circular button within the 'Bold Builder' section.



6. You now should see a column builder section being added to your page. You now need to begin adding elements to your page. In the column area, select the green '+' button.

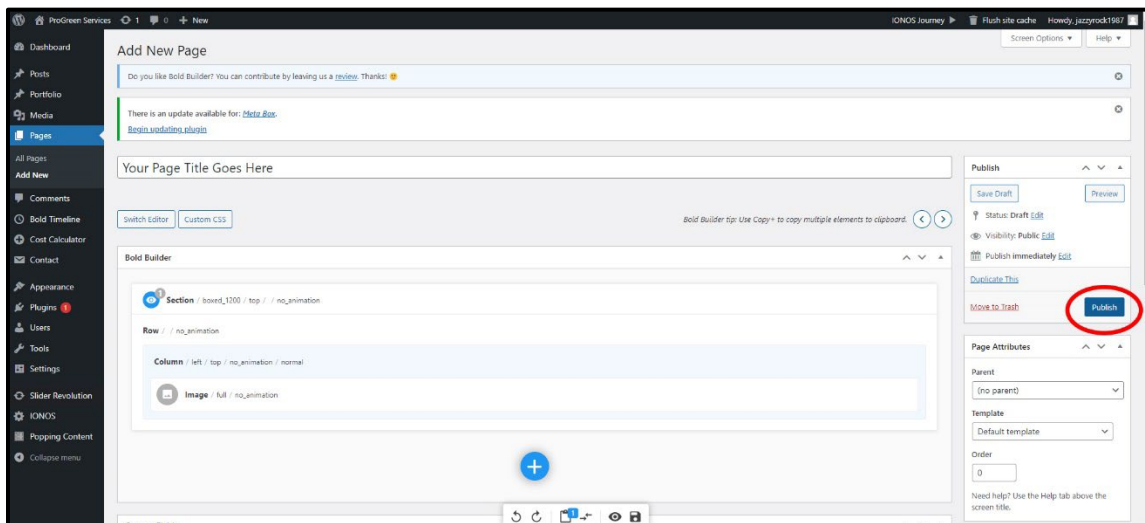


7. You should now see all the element that you can use to help build your page.

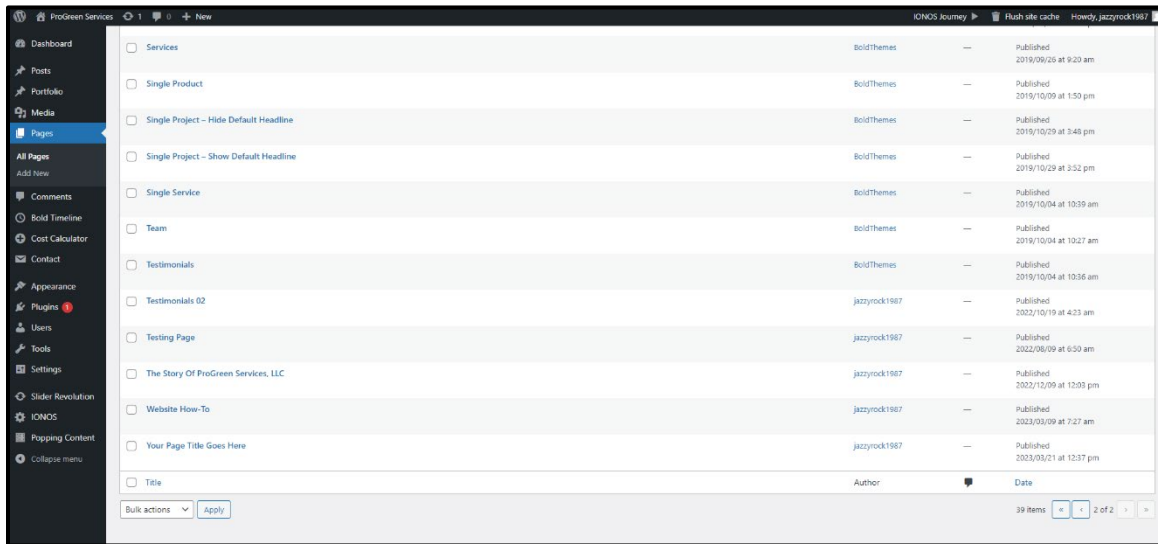


8. After selecting the element you want to use and input the information needed, click the 'Done' button and you should see the element being added into your column section.

9. Once you're done adding all the elements you wish to use, you can publish your new page (to go live) by selecting the 'Publish' button located at the top right-hand side of the page.

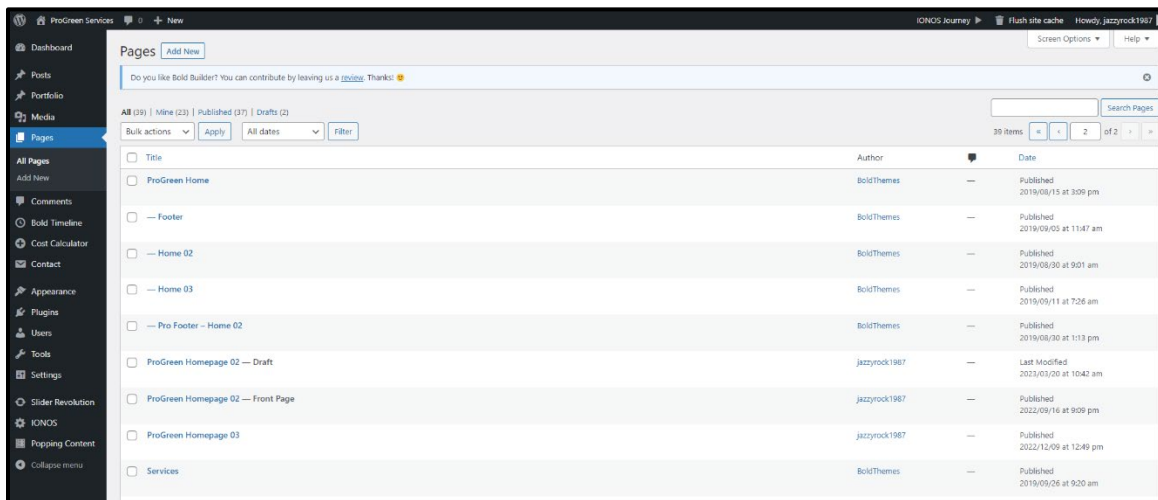


10. Once you published your new page (you have the option to draft it), you'll be able to locate it within the 'All Pages' tab; which is where you can make alternative edits if need be.



HOW TO UPDATE HOMEPAGE

1. Within the Dashboard, select the 'Pages' tab and click on the 'All Pages' tab.

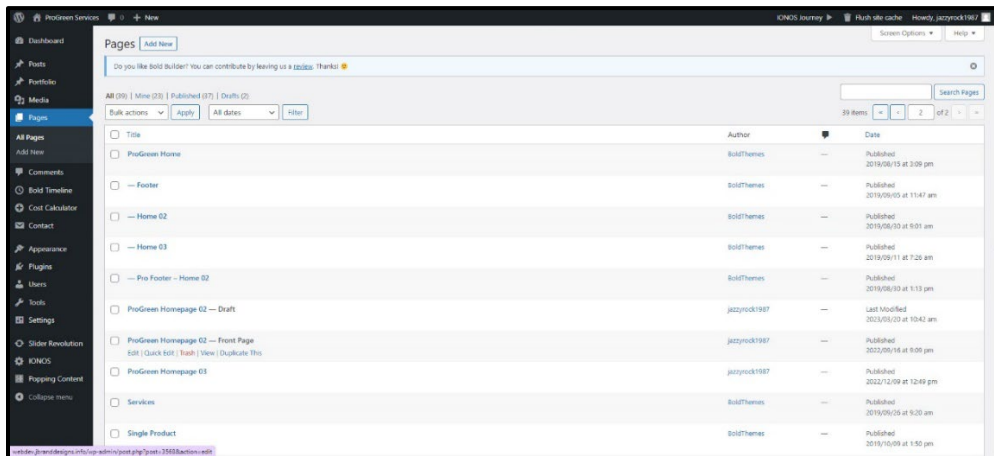


2. In order to locate the Homepage, you'll need to locate the '- Front Page' bold text. 'Front Page' represents the Main Homepage that all visitors will see when first viewing your website.

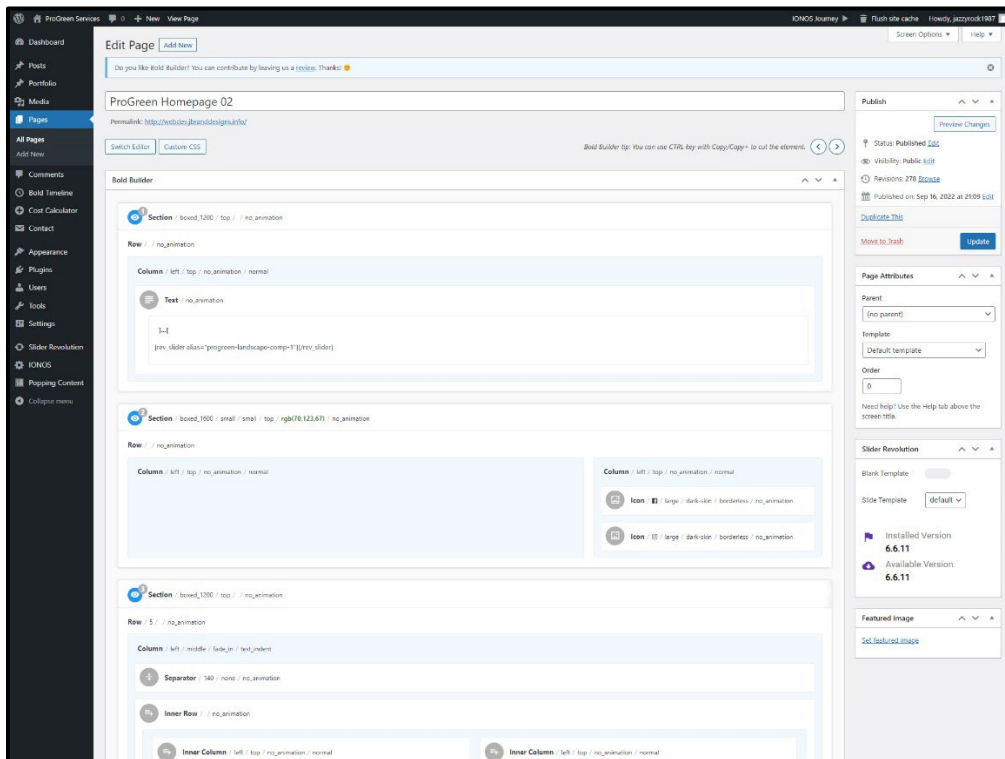


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- Once you find the page that has '**Front Page**' next to its title, you'll want to select the '**Edit**' link located underneath the title (move your cursor down).

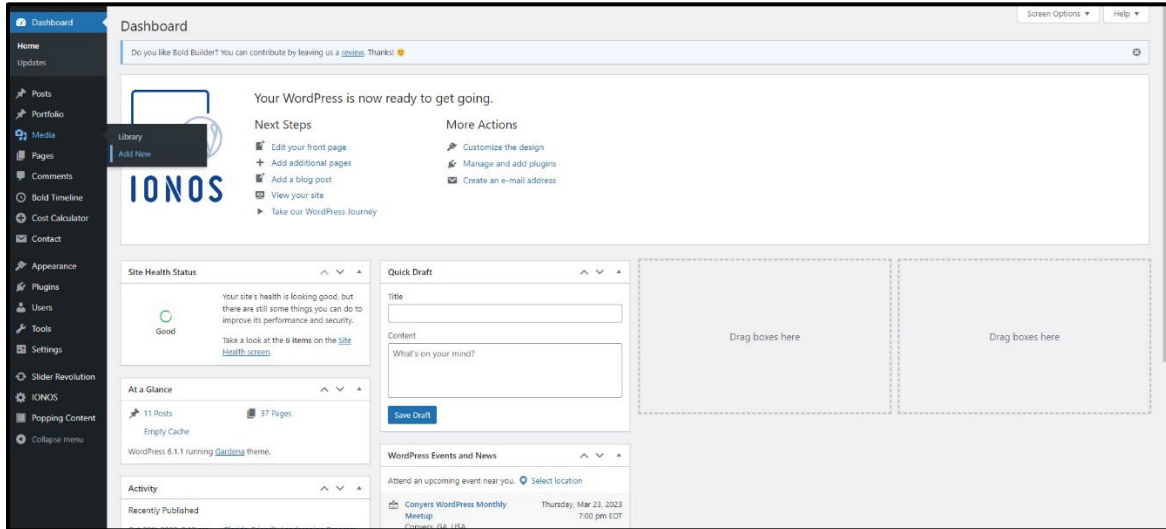


- The page should refresh and reveal all current sections and elements used to display what you see on the Homepage. *(Recommendation: watch video to see further in depth on what each section / element represents within the edit page)*

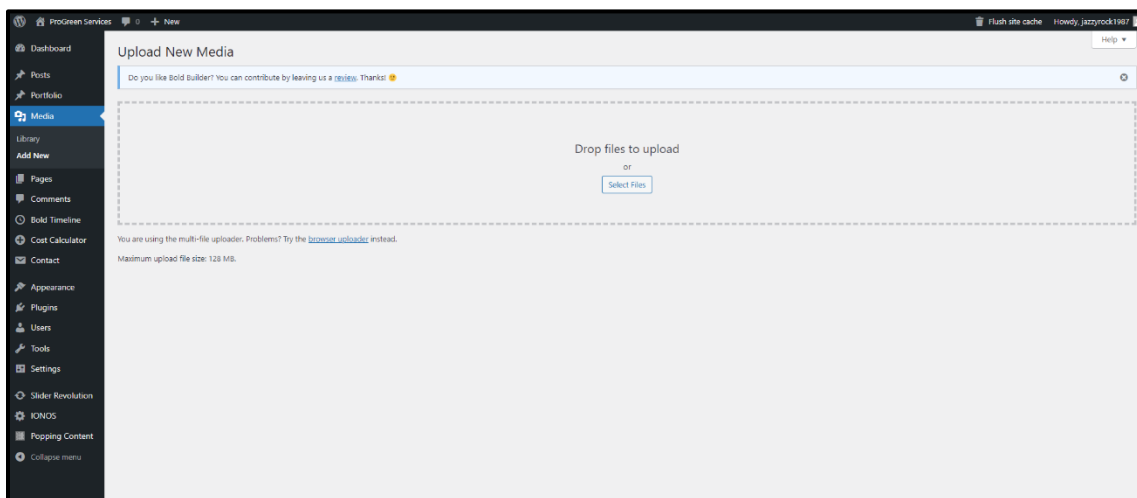


HOW TO UPLOAD IMAGES & FILES

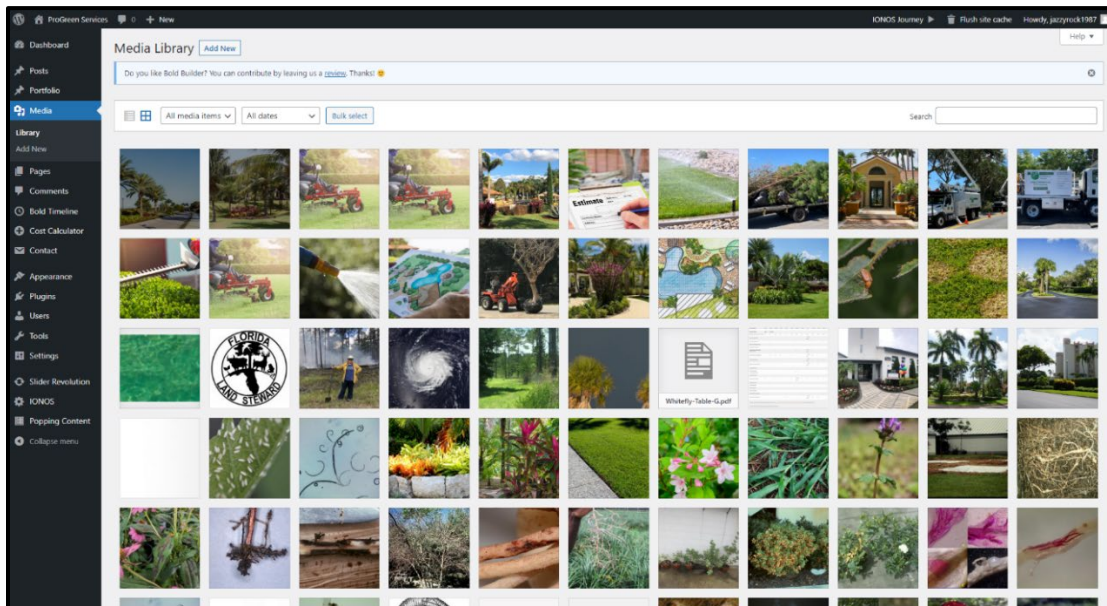
1. Within the Dashboard, select the **'Media'** tab.
2. Under the **'Media'** tab, select the **'Add New'** tab.



3. Drag and drop or select the **'Select Files'** button to upload your files. (your max file size is 128 MB)

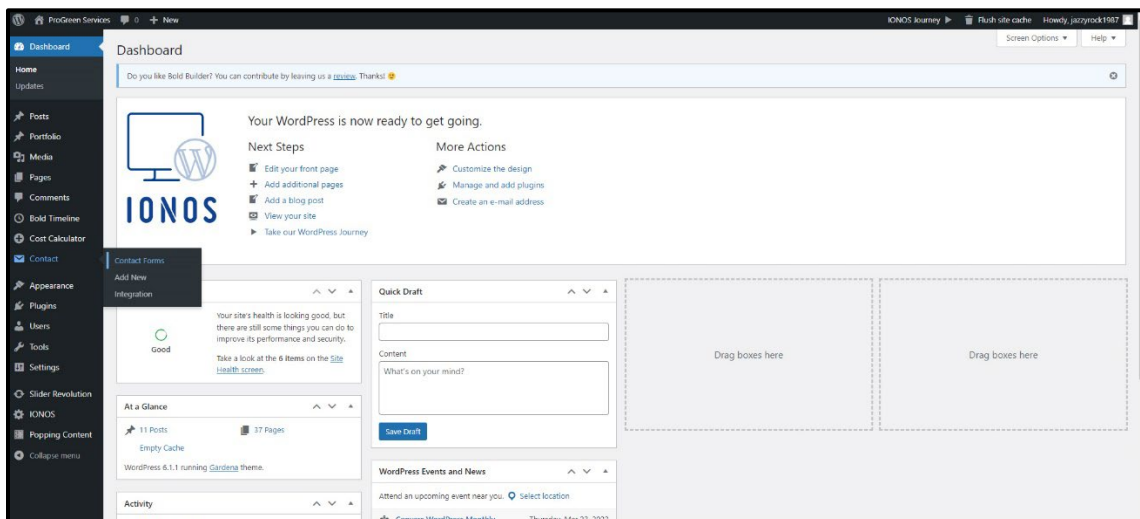


- Your new uploaded file will now be seen within your media library. You can use library images and or documents for blogs, page builds and or contact forms.



HOW TO UPDATE CONTACT FORM

- Within the Dashboard, select the 'Contact' tab.
- Under the 'Contact' tab, select the 'Contact Forms'.





3. Located the form created under 'Jazzyrock'. (this is the current contact form in use)

<input type="checkbox"/>	Title	Shortcode	Author	Date
<input type="checkbox"/>	Contact Form	[contact-form-7 id="1330" title="Contact Form"]	EduThemes	2018/09/10 at 12:38 pm
<input type="checkbox"/>	Contact form Edit Duplicate	[contact-form-7 id="2350" title="Contact Form"]	EduThemes	2019/09/27 at 11:24 am
<input type="checkbox"/>	Contact Form	[contact-form-7 id="3590" title="Contact Form"]	EduThemes	2018/09/10 at 12:38 pm
<input type="checkbox"/>	Contact form	[contact-form-7 id="3302" title="Contact Form"]	EduThemes	2019/09/27 at 11:24 am
<input type="checkbox"/>	Contact Form - Home 01	[contact-form-7 id="2421" title="Contact Form - Home 01"]	EduThemes	2019/09/30 at 2:52 pm
<input type="checkbox"/>	Contact Form - Home 01	[contact-form-7 id="3301" title="Contact Form - Home 01"]	EduThemes	2019/09/30 at 2:52 pm
<input checked="" type="checkbox"/>	Contact form 1	[contact-form-7 id="0" title="Contact form 1"]	Jazzyrock1987	2022/09/08 at 4:06 am
<input type="checkbox"/>	Free Estimate	[contact-form-7 id="2083" title="Free Estimate"]	EduThemes	2019/09/06 at 2:51 pm
<input type="checkbox"/>	Free Estimate	[contact-form-7 id="3499" title="Free Estimate"]	EduThemes	2019/09/06 at 2:51 pm
<input type="checkbox"/>	Free Estimate	[contact-form-7 id="3012" title="Free Estimate"]	EduThemes	2019/09/06 at 2:51 pm
<input type="checkbox"/>	Free Estimate	[contact-form-7 id="3300" title="Free Estimate"]	EduThemes	2019/09/06 at 2:51 pm
<input type="checkbox"/>	Short form	[contact-form-7 id="2822" title="Short form"]	EduThemes	2019/10/30 at 2:21 pm

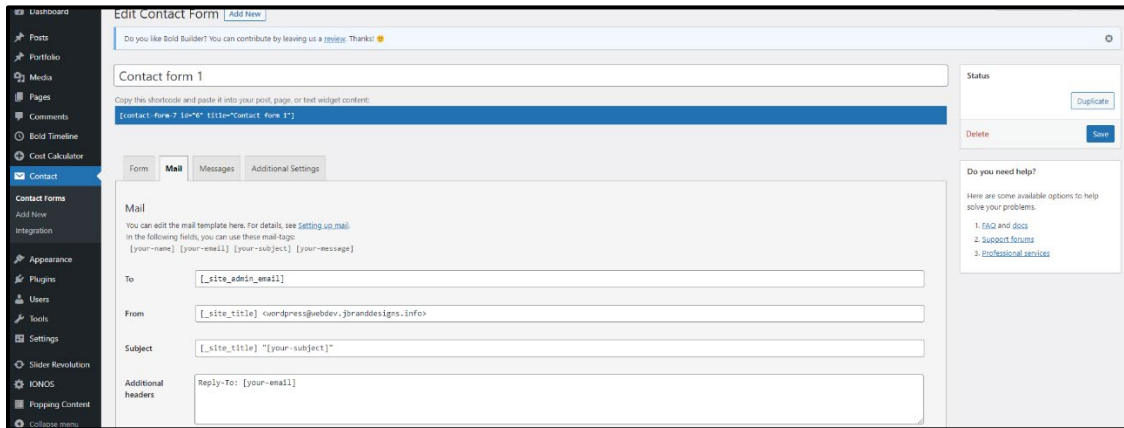
4. Once you've located the form, select the 'Edit' link underneath it.

5. The page should refresh and you'll now see the contact form.

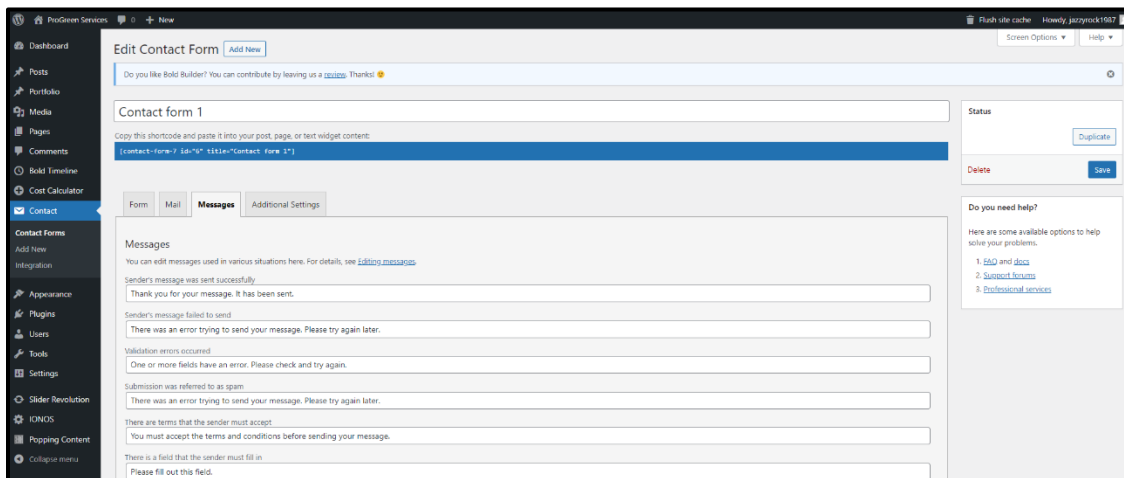
6. Under the 'Form' tab, you can add or remove desired form elements that you wish the viewer to fill out and complete.



- Under the **'Mail'** tab, you can change **'From'** site email. (this is simply a email address that must represent your current domain such as tim@progreenservices.net) Once the form is filled out and sent to you, you will receive an email under the now changed **'From'** email.



- Under the **'Message'** tab, you can change out the form filler responses to the user that's filling it out.



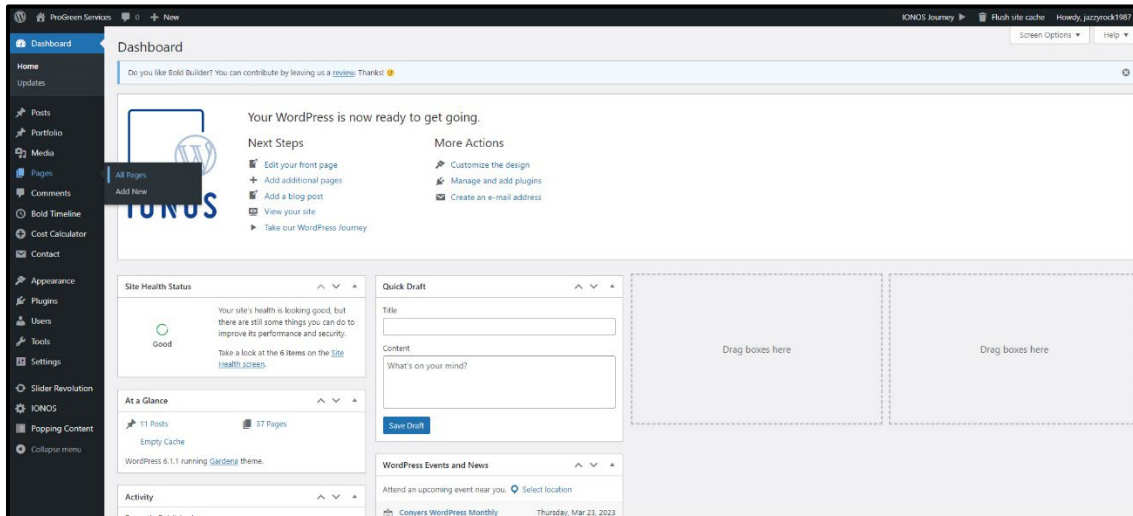
- If you make any changes to these sections, make sure you click the **'Save'** button under each tab.



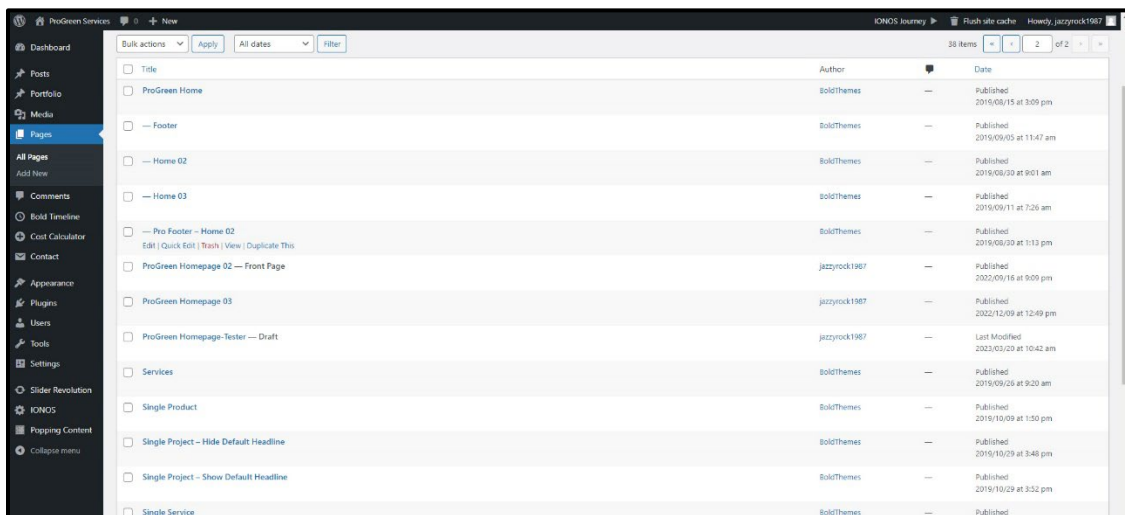
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HOW TO EDIT FOOTERS

1. Within the Dashboard, select the 'All Pages' under the 'Pages' tab.



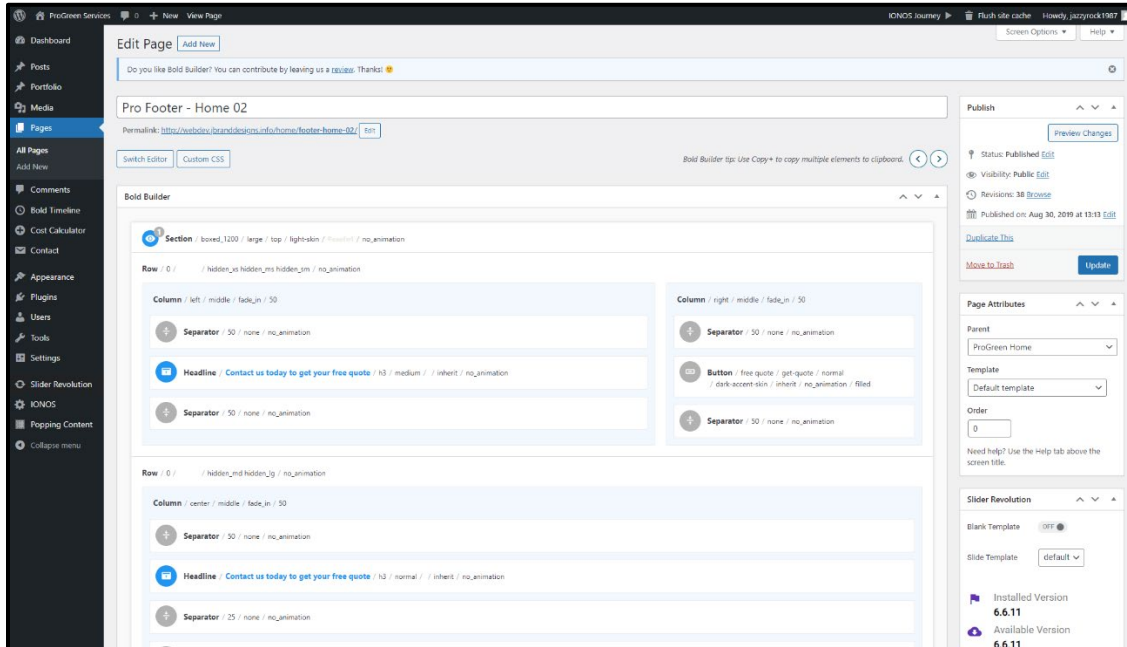
2. Search for the current live Footer named 'Pro Footer – Home 02'.



3. Once you've located the page, select 'Edit' link underneath it.



4. Once the page is refreshed, you can now add or remove any sections, columns, elements or just update certain information.



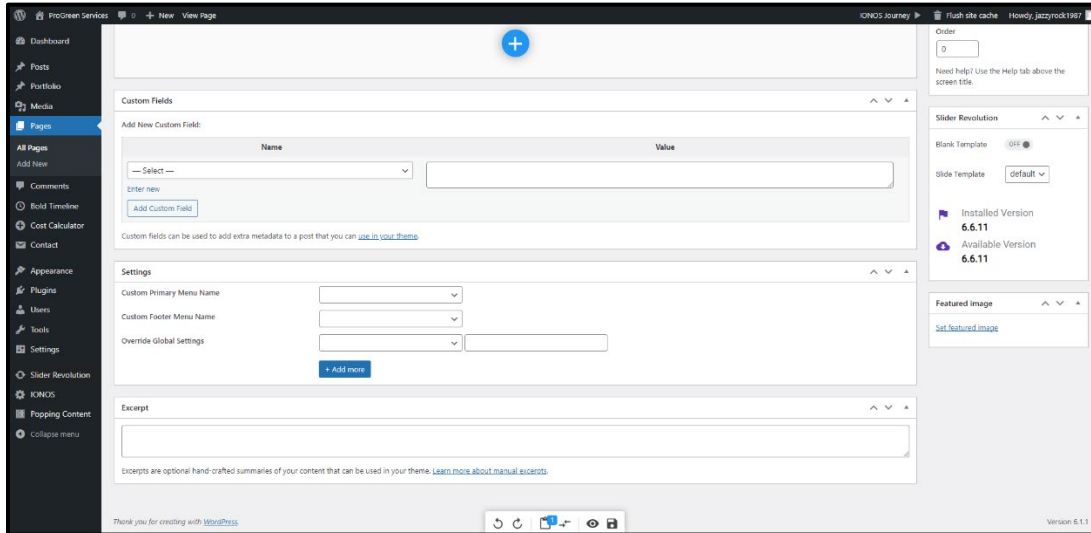
5. After you've updated the Footer, you can now select the blue 'Update' button located at the top right-hand side.

HOW TO ADD A TITLE BANNER TO A NEW PAGE

1. (Continuation from 'How To Build A Page') Once you've learn the basics with how to create a new page, skip to Step 2.
2. On your Edit Page, scroll down until you see the 'Settings' section.

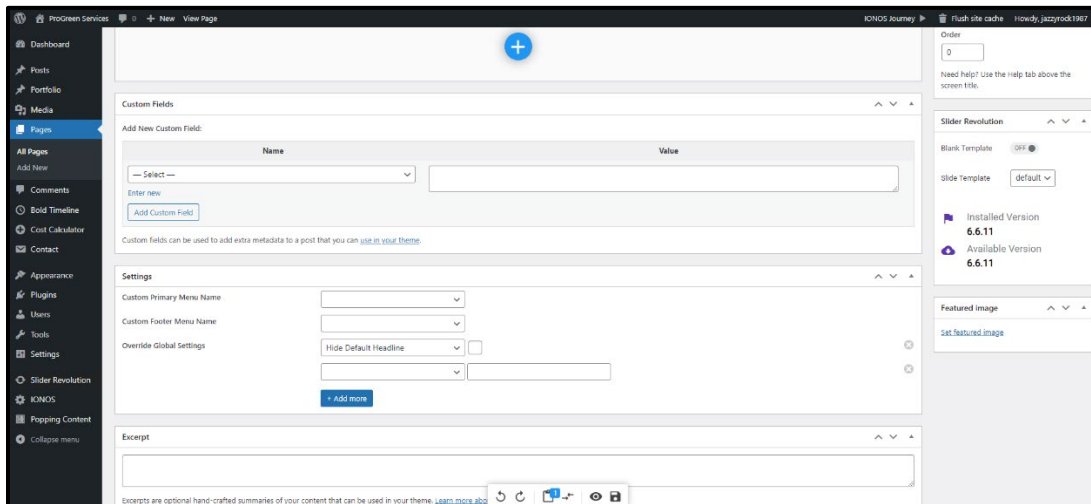


3. Under **'Settings'**, locate the **'Override Global Setting'**.



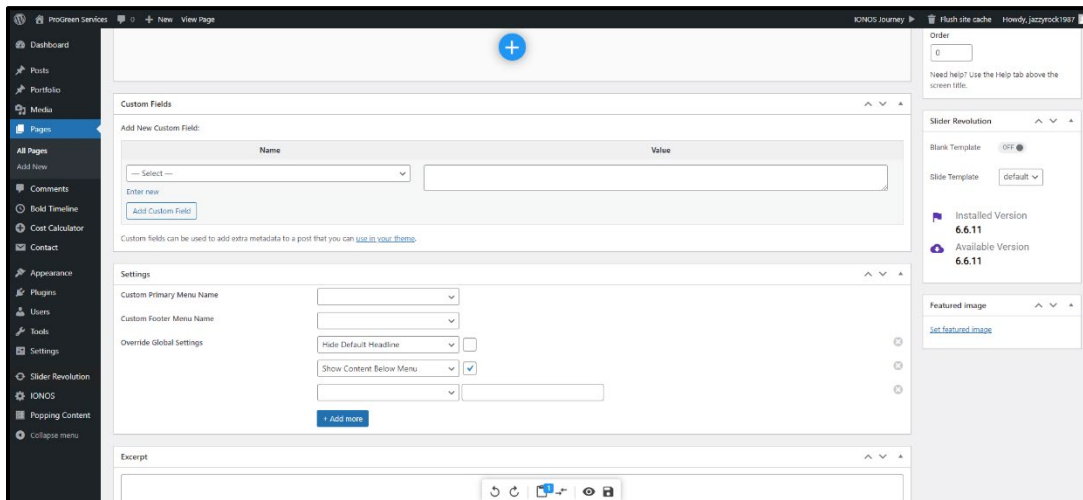
4. In the Drop Down Menu of this section, select **'Hide Default Headline'**.

5. After selecting the **'Hide Default Headline'**, select **'+Add More'** button.

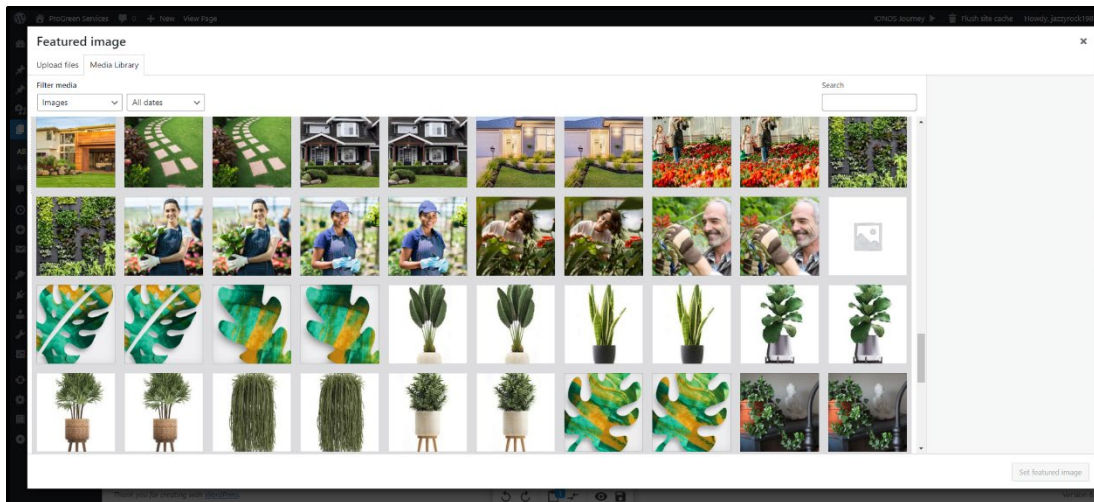




- In this Dropdown Menu, select the 'Show Content Below Menu' and check the box on the right.

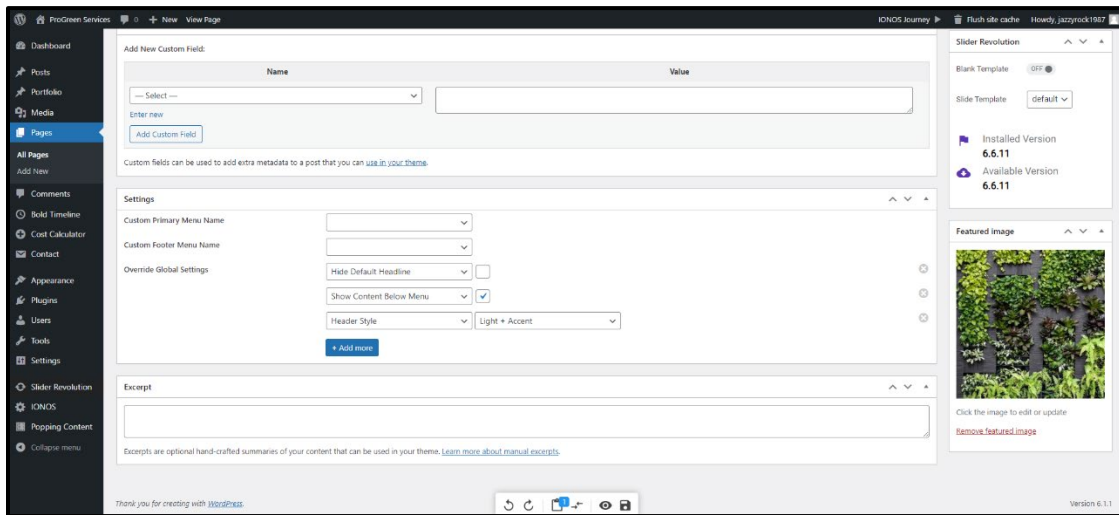


- Click the '+Add More' button once more.
- In this Dropdown Menu, select the 'Header Style' and on the second Dropdown Menu, select the 'Light + Accent'.
- On the right-hand side of the page you'll see an area called 'Set Featured Image'. This will be the image background to your pages header.



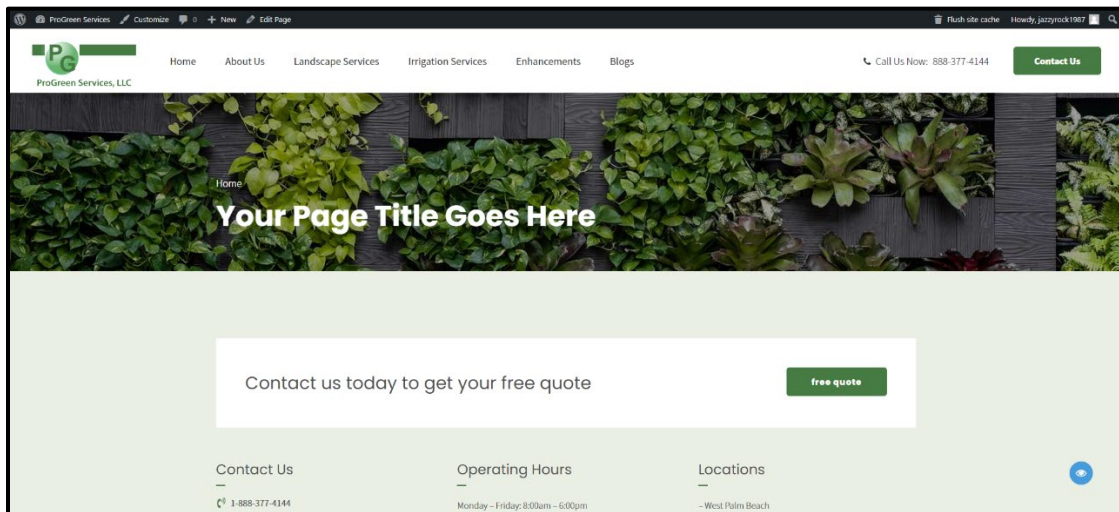


10. Select the **'Set Featured Image'** and find a large image preferably 1920x1080 pixels to become your background.



11. After selecting your image, scroll up and select the blue **'Update'** button on the top right-hand side.

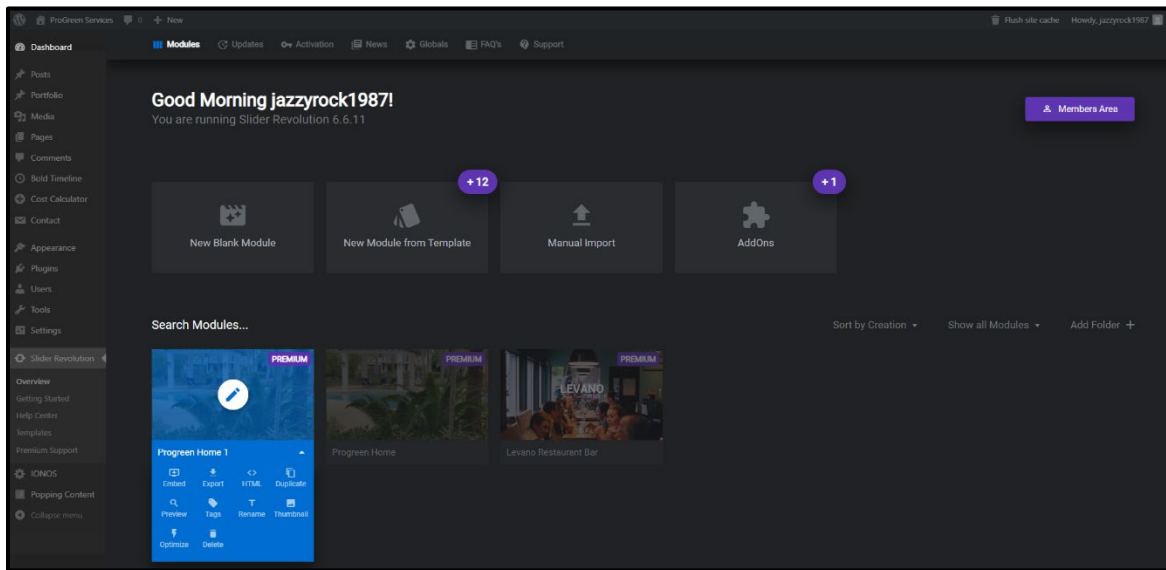
12. Preview your page and you should now see that your Page Title has now become a Title Banner.





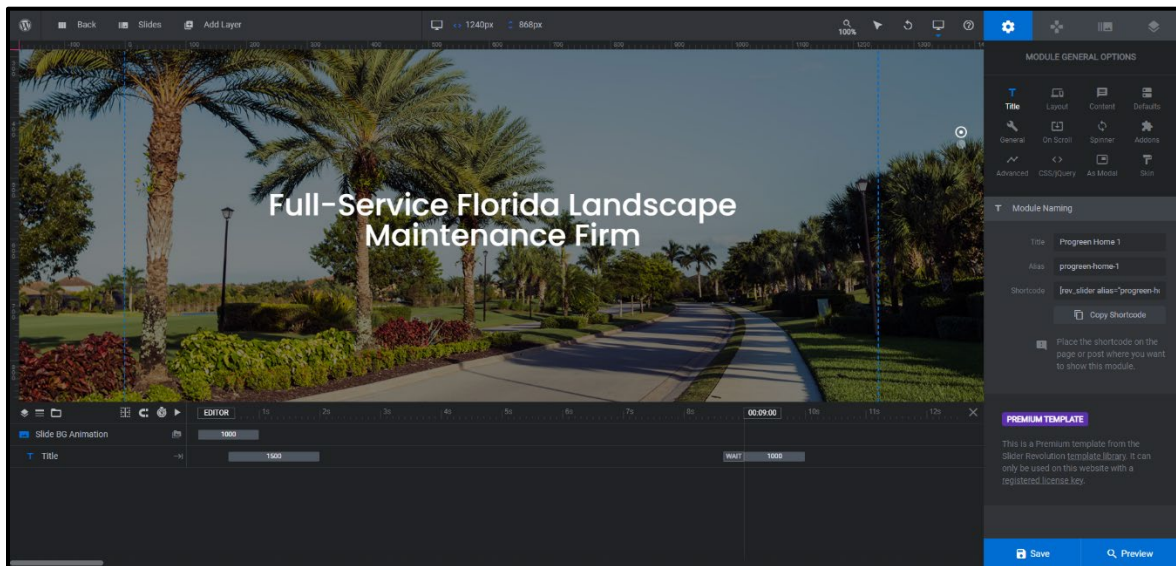
HOW TO EDIT SLIDE BANNER

1. Within the Dashboard, select the 'Slider Revolution'.



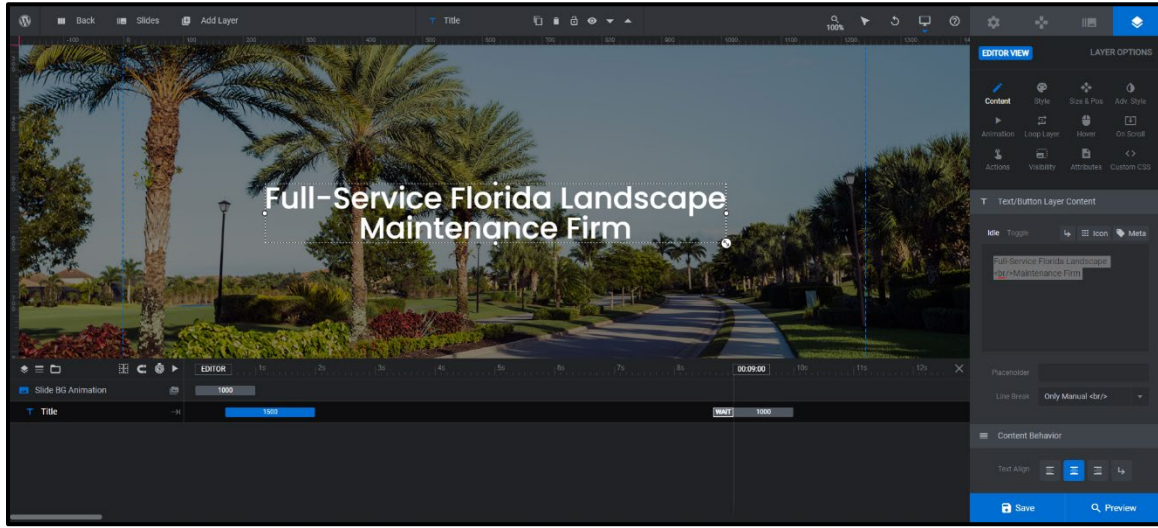
2. Select the 'Progreen Home 1' slider and click the edit pencil icon.

3. In the Edit screen, you'll see an animation timeline.





4. Select the Title text on the center of the slider and on the right-hand side menu, you'll see the **'Text/Button Layer Content'**. This is where you can edit and change out the headline text.

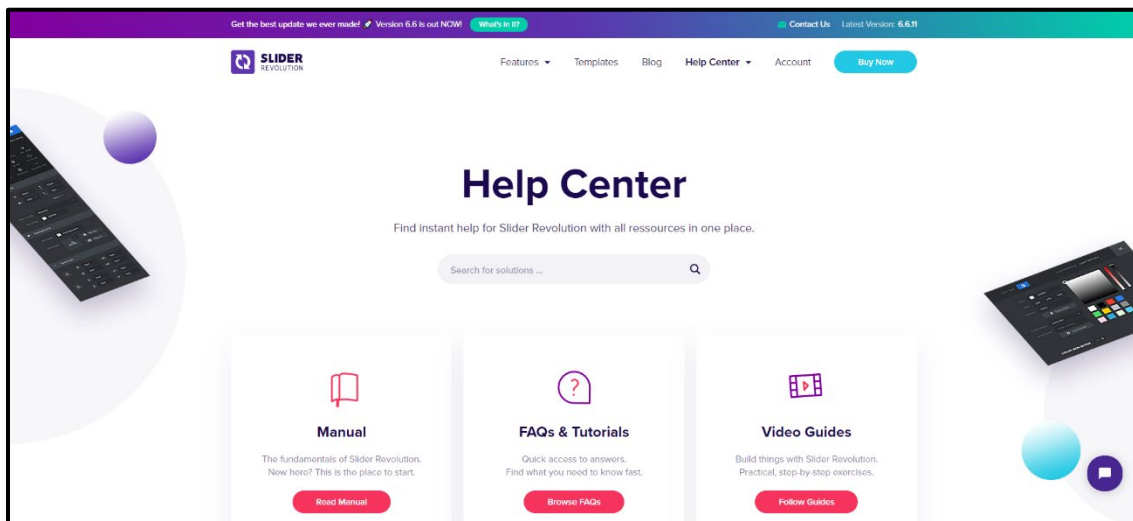


5. Select the **'Slide BG Animation'** within the timeline. This will show a menu on the right-hand side called **'Source'**.
6. To change out the image, select the **'Media Library'** button. (Make sure the image you use is larger than 1920x1080 pixels)





7. Once you've made your updates, click on the **'Save'** button on the bottom right.
8. To learn more about how to use Revolution Slider, please follow this link:



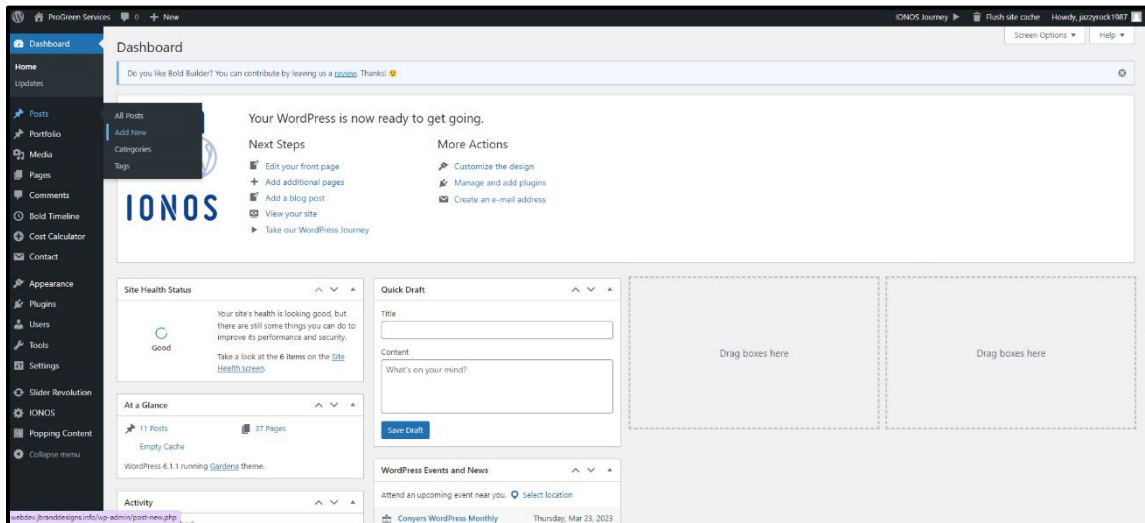
HOW TO ADD BLOGS TO SITE & HOMEPAGE

1. Within the Dashboard, select the **'Posts'** tab



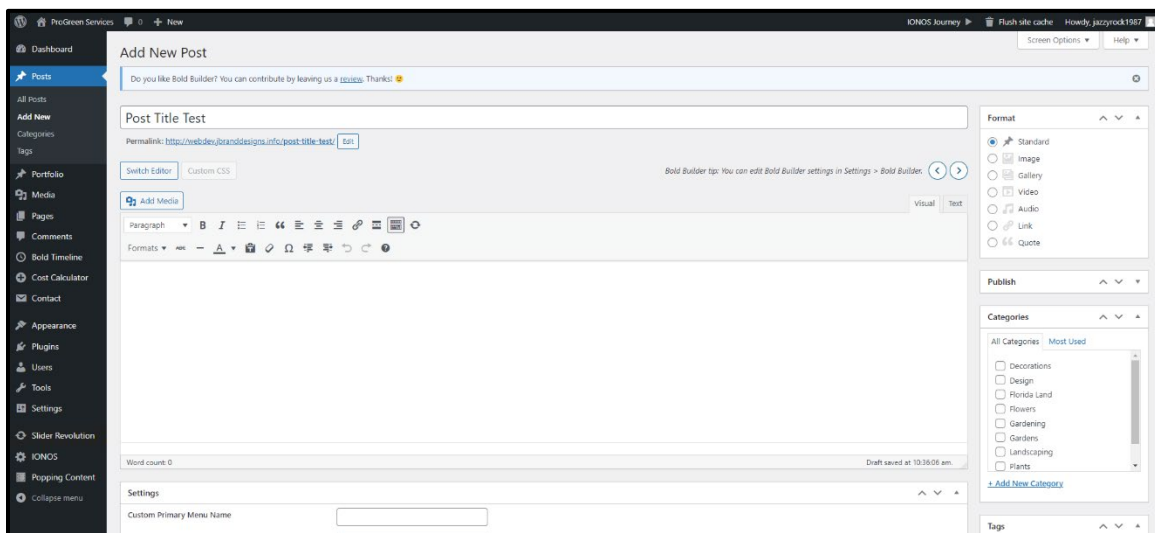
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2. Underneath the 'Posts' tab, select the 'Add New' tab.



3. Creating a post is very similar to creating a Page.

4. Create a Post title under 'Add Title'.

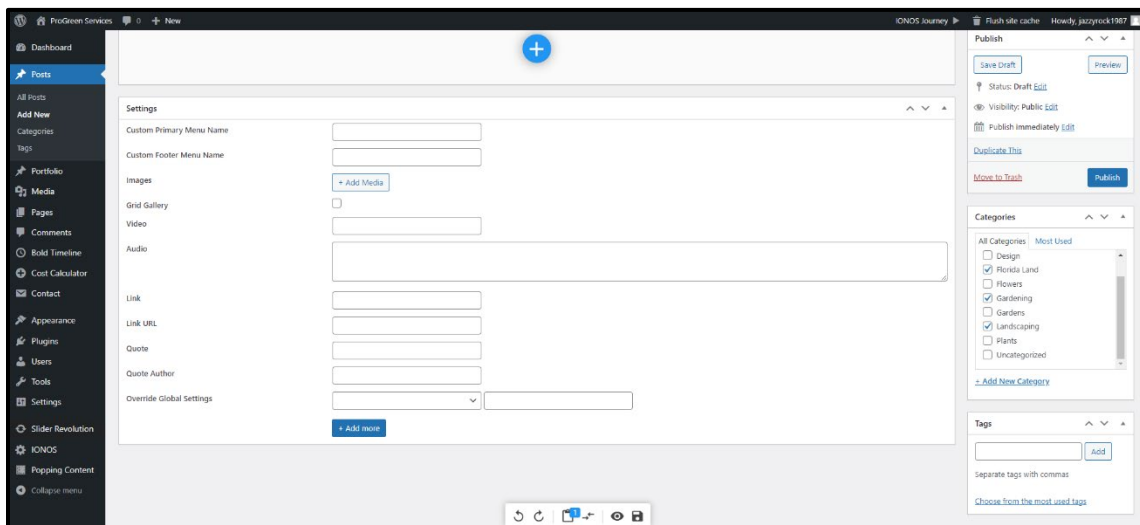


5. Once you've added a title, select the 'Switch Editor' button (This will allow you to create the post using page builder). A Pop-up will appear 'Are you sure you want to switch editor?'. Select 'OK'.

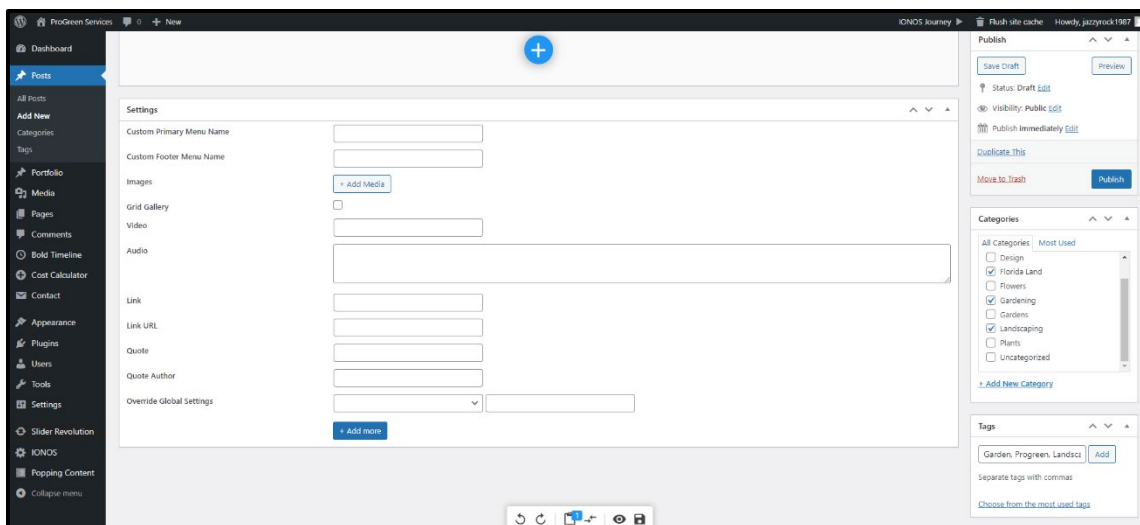


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6. On the right-hand side of the page, you'll find that the current Format is 'Standard' which is what we want but you can change the format if the post is based off images, gallery, videos and or etc.
7. Under 'Categories' you can select what categories best fit this Post. If you're not able to find the category you want, you simply create a new one by selecting the '+ Add New Category' link.

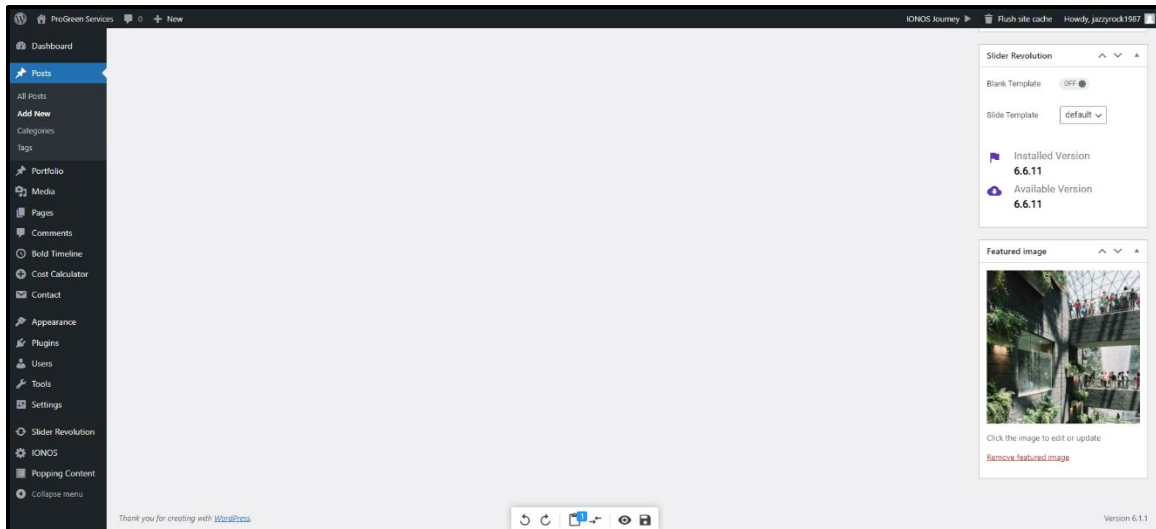


8. Under the 'Categories' section, you'll find the 'Tags'. You'll want type tags that best describe this post for website search engine.

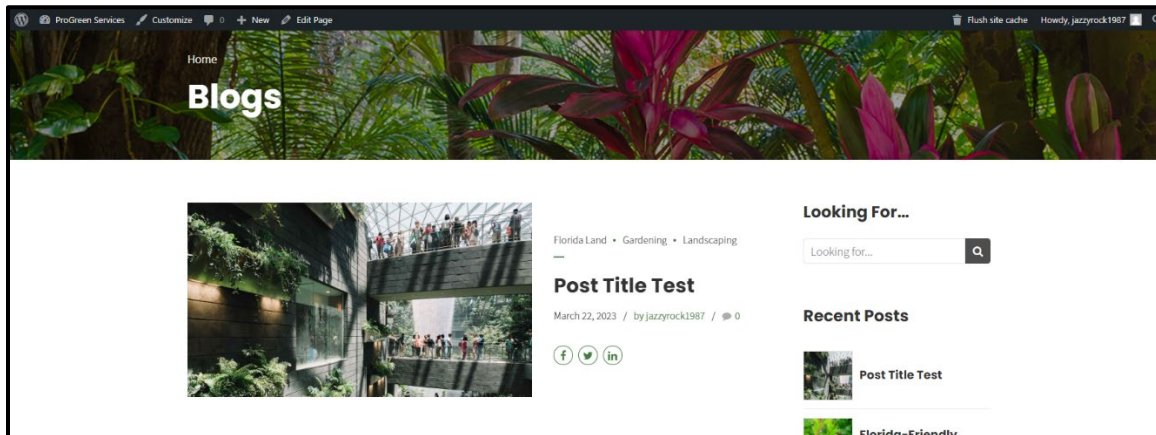




9. Type you desire Tags but make sure to have a comma in between each one and select the **'Add'** button once completed.
10. Once you're done adding your tags, scroll down to where you'll see the **'Featured Image'** section.
11. Select the **'Set Featured Image'** and find a large image (preferably a 1920x1080) you wish to use that'll best represent your post.



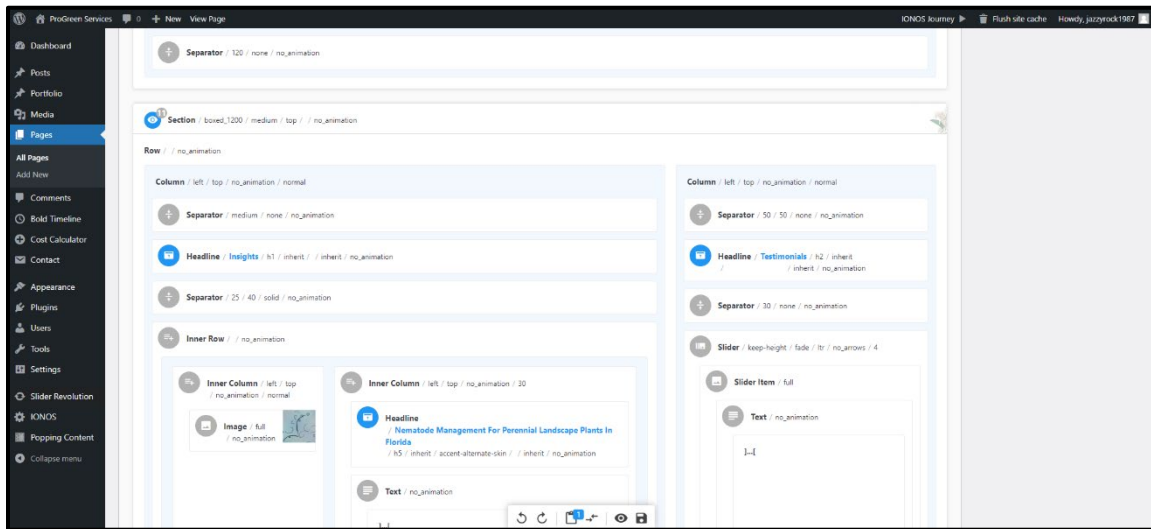
12. Once you're done creating your post, select the **'Publish'** button on the right-hand side.
13. Your new post should now be seen within the **'Blogs'** front-end page.



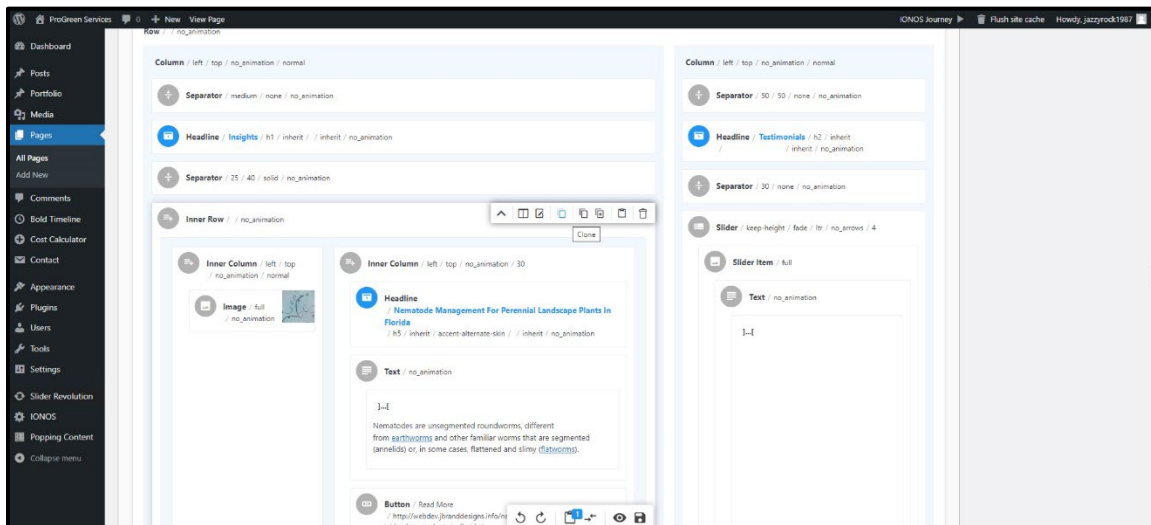
14. To add your latest post to the Homepage, go to the 'All Pages' tab under the 'Pages' tab on the Dashboard,

15. Edit the (Front Page) Homepage being currently used.

16. Scroll down until you see 'Section 11' Insights.

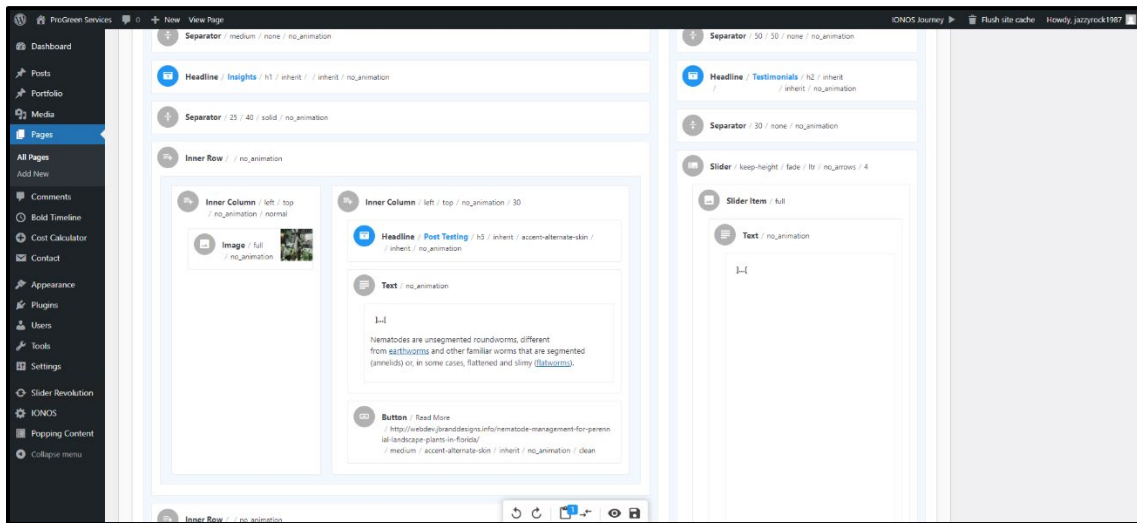


17. Clone the Inner Row showing 'Nematode...' post.

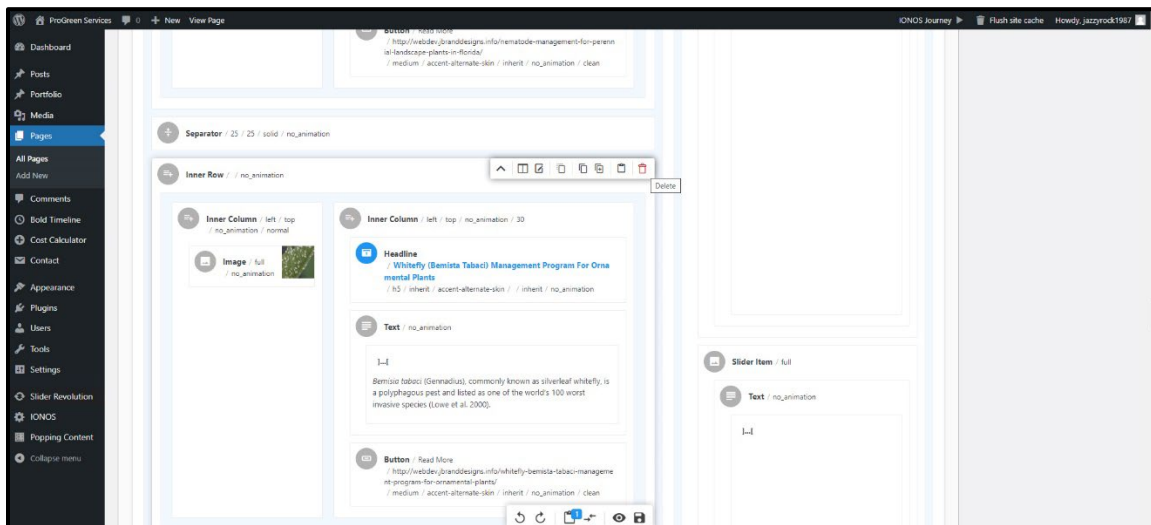




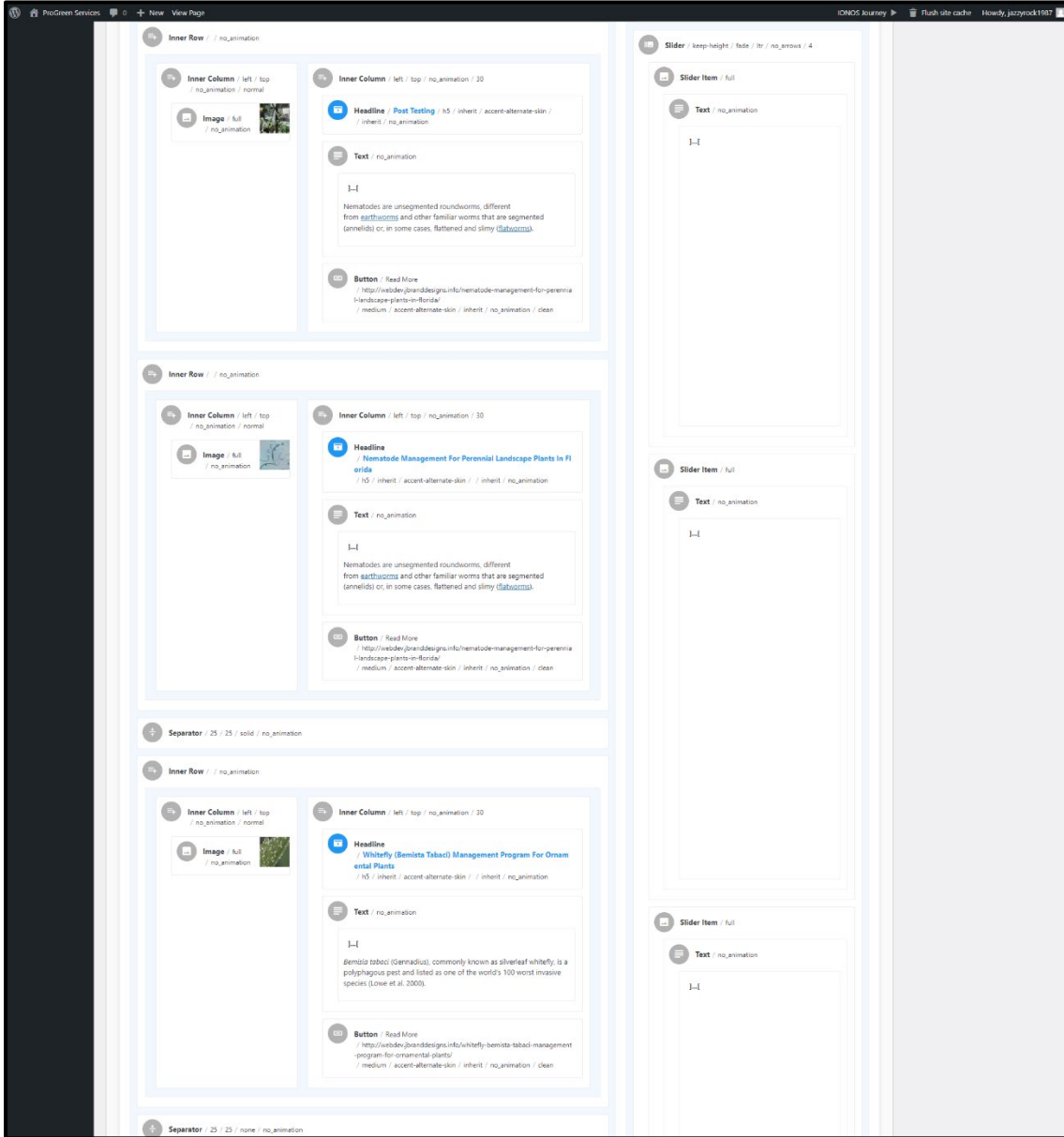
18. Now with the cloned copy, change out the image, Headline Title, description and button link to match the blog you've just finished creating.



19. Once you've updated the cloned post, scroll down and delete the third post (we only want to keep two).

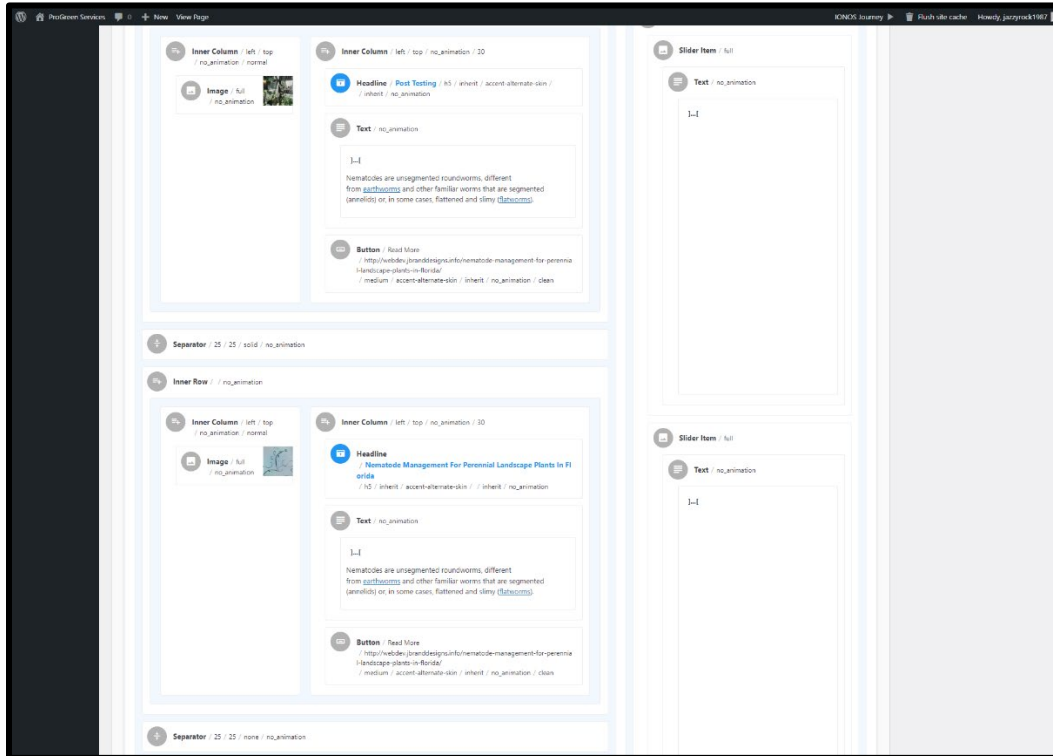


20. Here's a Before and After.



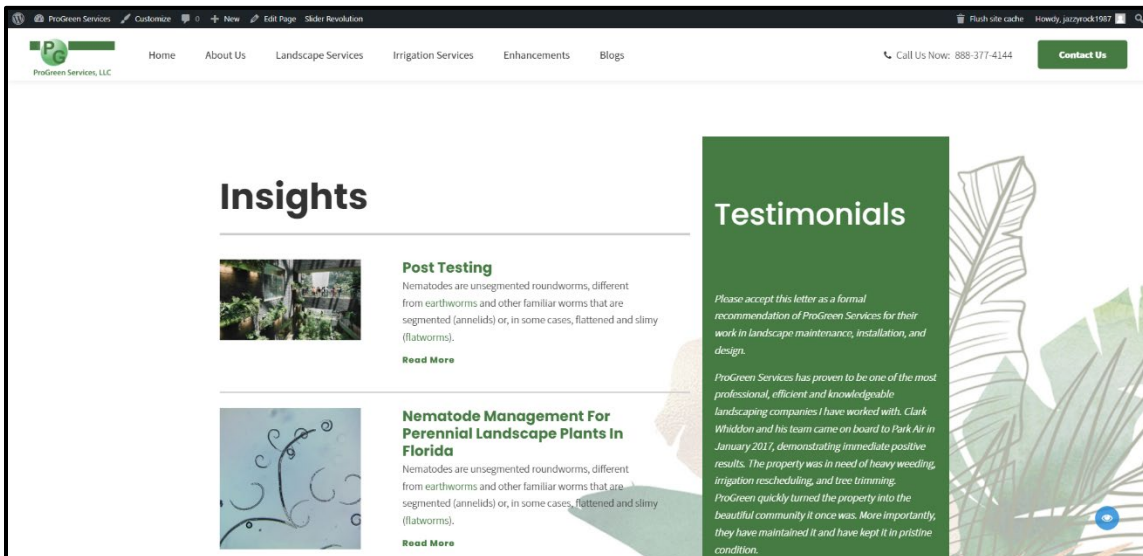


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21. Once your post section is updated, scroll up and click the 'Update' button on the top right-hand side.

22. You can see your post on the Homepage.

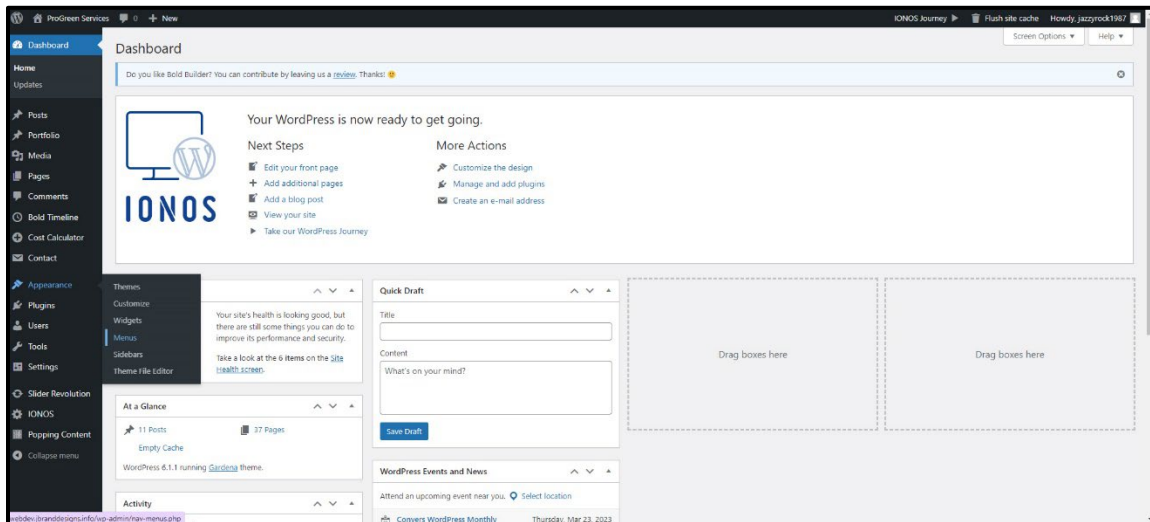




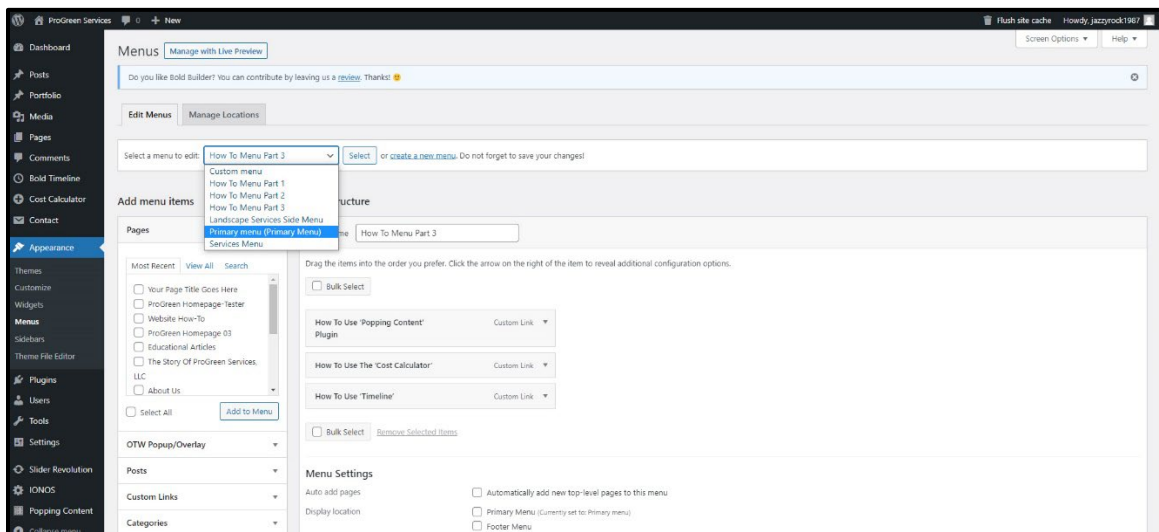
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HOW TO EDIT CURRENT & ADD A NEW NAVIGATION BAR

1. Within the Dashboard, select the 'Appearance' tab.
2. Under the 'Appearance' tab, select the 'Menus' tab.



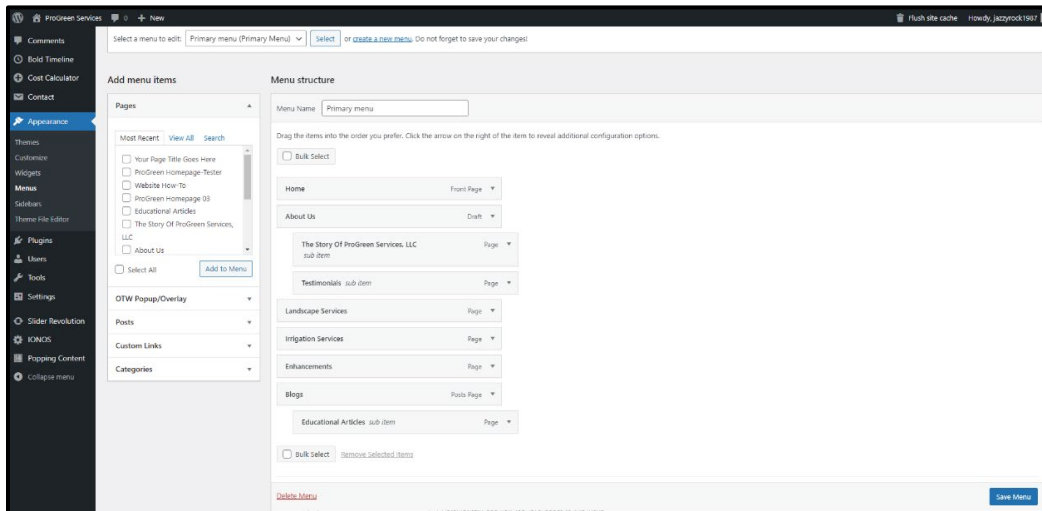
3. If you wish to update the current Navigation Menu, simply go to the 'Select Menu To Edit' and under the dropdown menu, select the 'Primary Menu'.



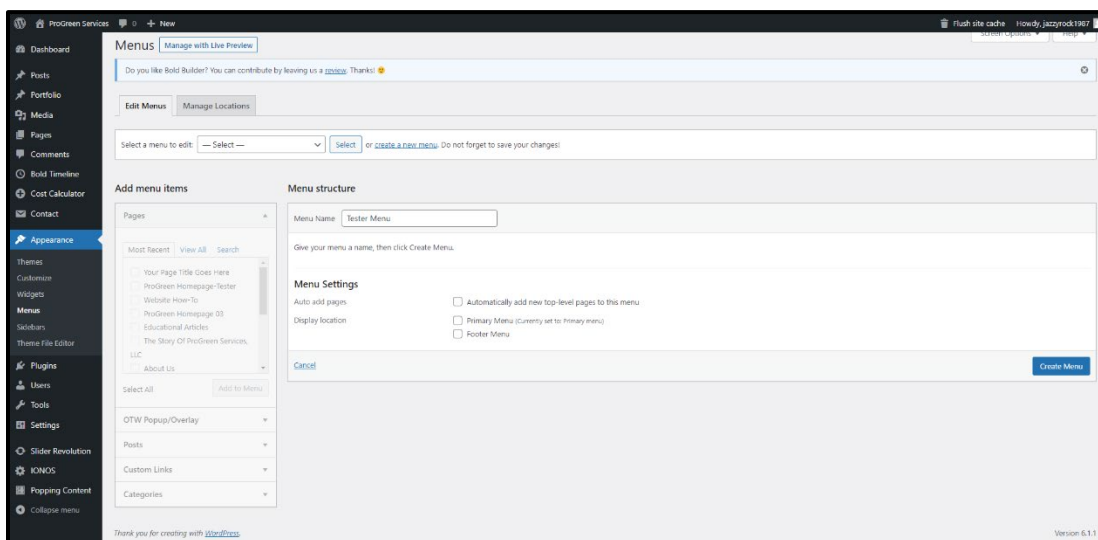


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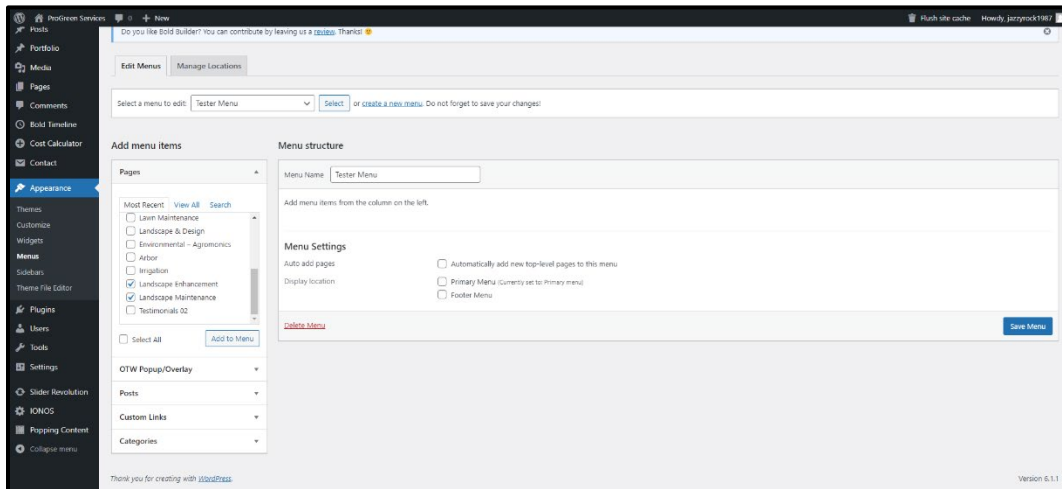
4. After selecting which menu you wish to edit, click the **'Select'** button on the right of the dropdown.
5. You can now remove and or add custom links, pages, blogs / posts to the current menu.



6. Once you've made all required changes, click the **'Save Menu'** button located at the bottom right-hand side of the page.
7. If you wish to Add A New Menu, simply go back to the top of the page and instead of selecting an already created menu from the dropdown menu, select the **'Create A New Menu'**.

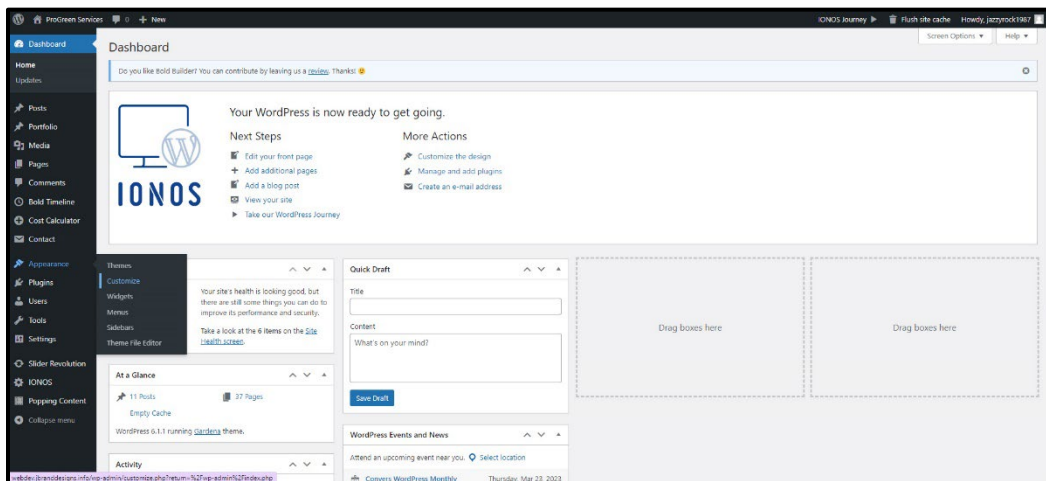


8. Create a new menu name and click the 'Create Menu' button located at the bottom right-hand side.
9. After your new menu is created, you can now add custom links, pages, blogs / posts.



WHERE TO GO TO EDIT WEBSITE COLORS, TAB ICON & ETC.

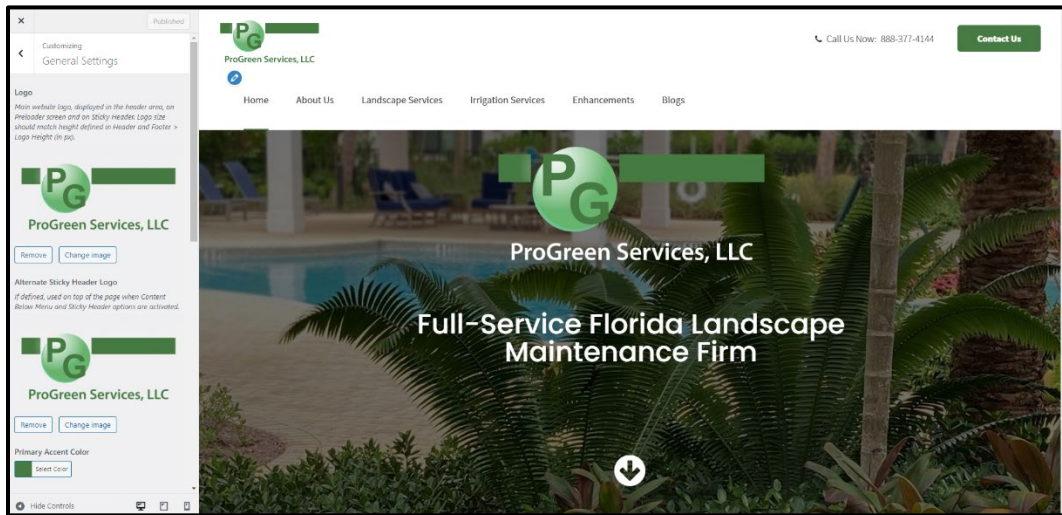
1. Within the Dashboard, select the 'Appearance' tab.
2. Under the 'Appearance' tab, select the 'Customize' tab.



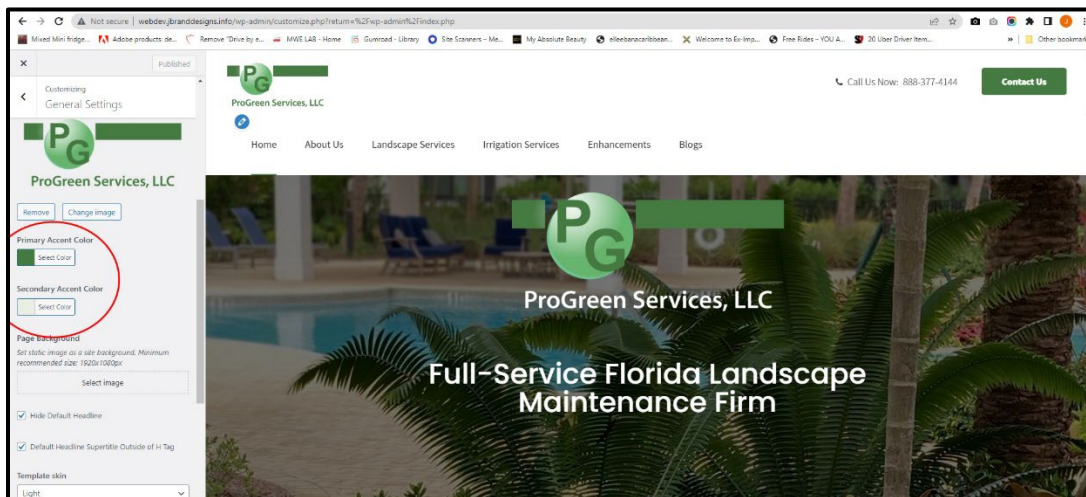


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3. After selecting the **'Customize'** tab, the page will refresh and should now show not only current website styling but also menu tabs on the left.
4. To change coloring theme of the site, select the **'General Settings'**.



5. Scroll down and you should see a **'Primary Accent Color'** and a **'Secondary Accent Color'**.

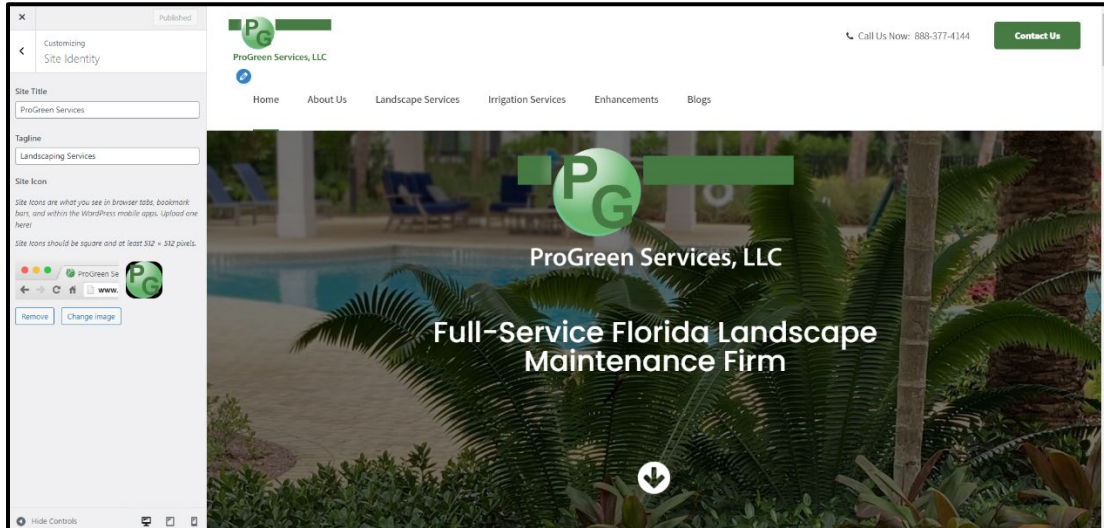


6. After selecting your new desired colors, select the **'Publish'** button found at the top right-hand side of that menu.



7. To change the Favicon located on browser tab, select the 'Site Identity' tab.

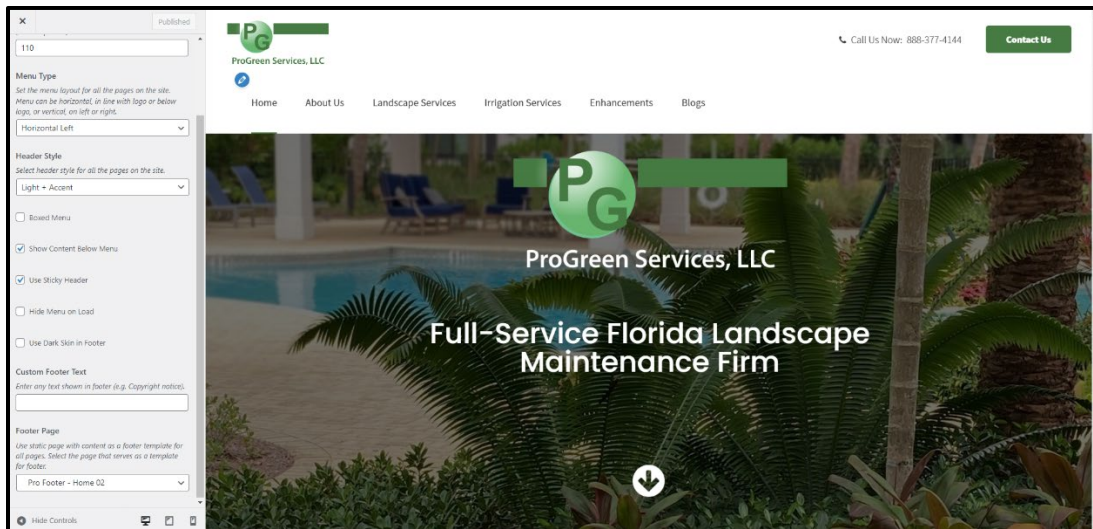
8. Select 'Change image' and update your new icon.



9. After selecting your desired new icon, select the 'Publish' button located at the top right-hand side of that menu.

10. To change your current Footer page, select the 'Header and Footer' tab.

11. Scroll down until you see the 'Footer Page' section.



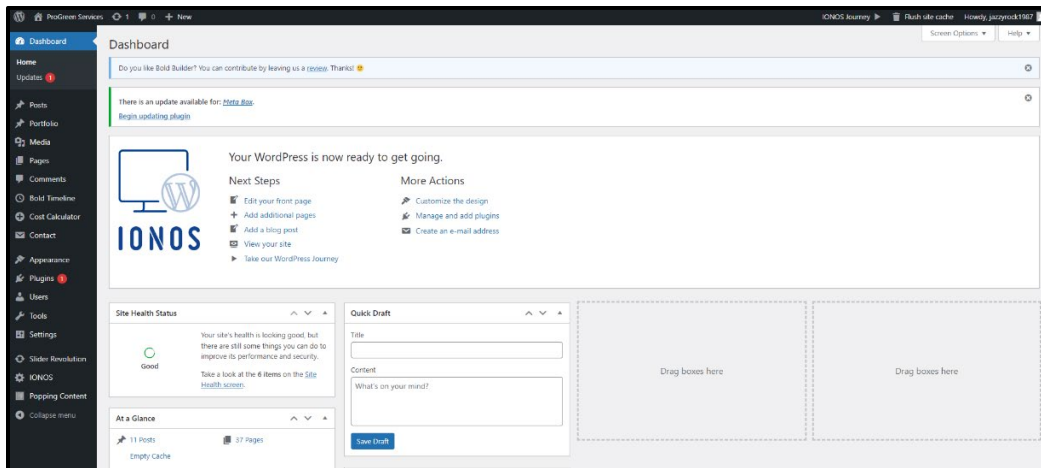


12. Select your desired Footer Page to display.

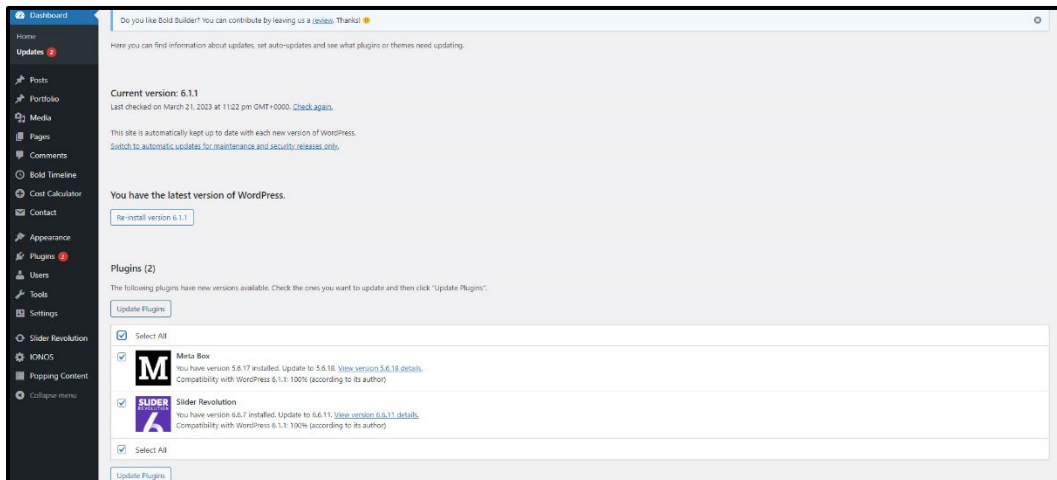
13. After selecting your new Footer Page, select the **'Publish'** button located at the top right-hand side of that menu.

WHERE TO GO TO UPDATE THEME & PLUGINS

1. There's two ways to make your updates however, the easiest one is within the **'Updates'** section. On the Dashboard, click on the **'Updates'** tab located underneath the **'Home'** tab on the left-hand side of the menu.

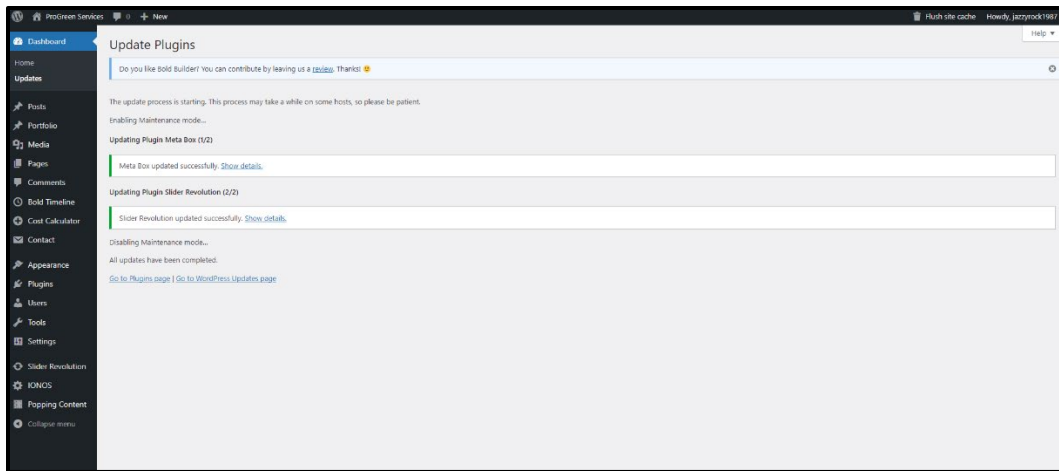


2. On the Updates page, select the themes and or plugins that's in need of an update. Select the **'Update'** button.

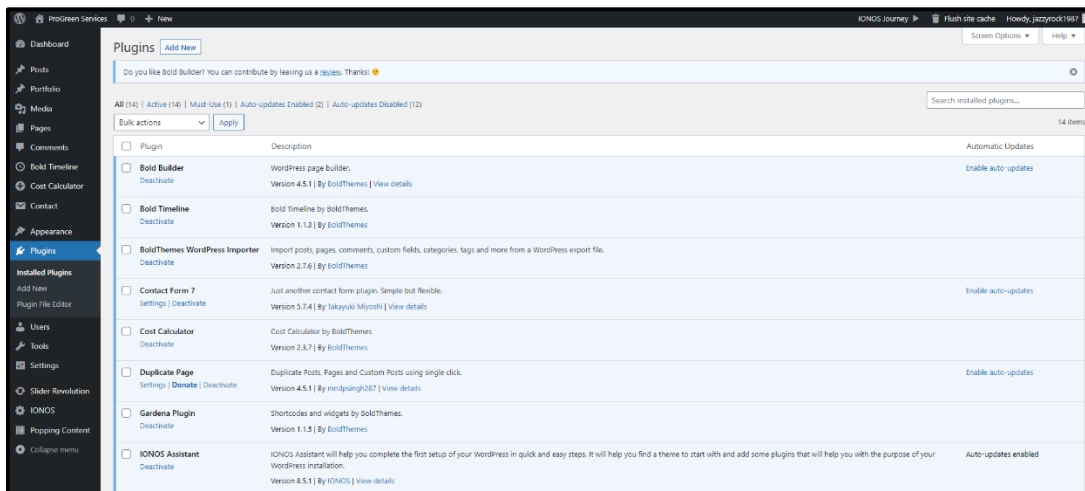




3. The page will refresh and will let you know once all updates are completed.

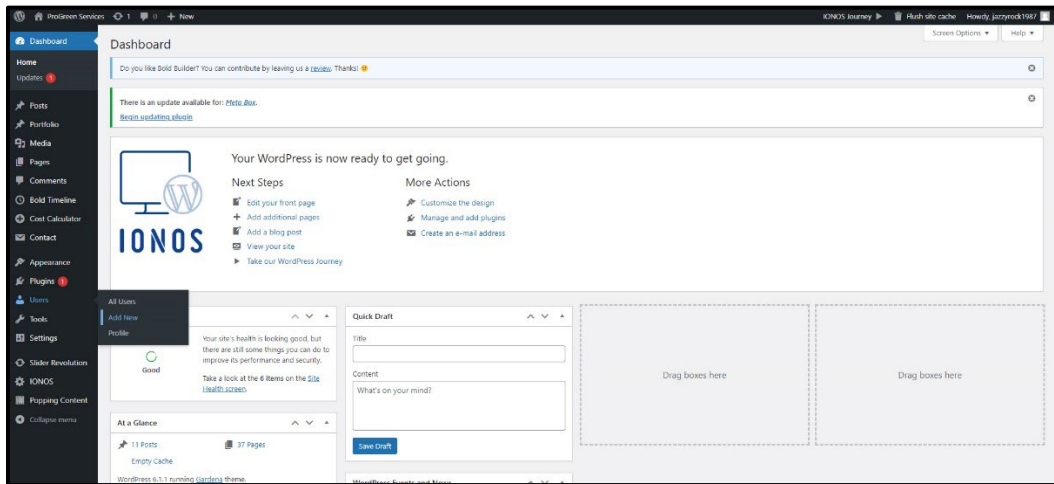


4. The second option is only for Plugins. If you wish to add, remove and or update a plugin, you can simply click on the 'Plugins' tab. Under this tab, there's three options to choose from. In this case, you'll want to select the 'Installed Plugins'. This is where you can view what's currently being used and what needs updating.

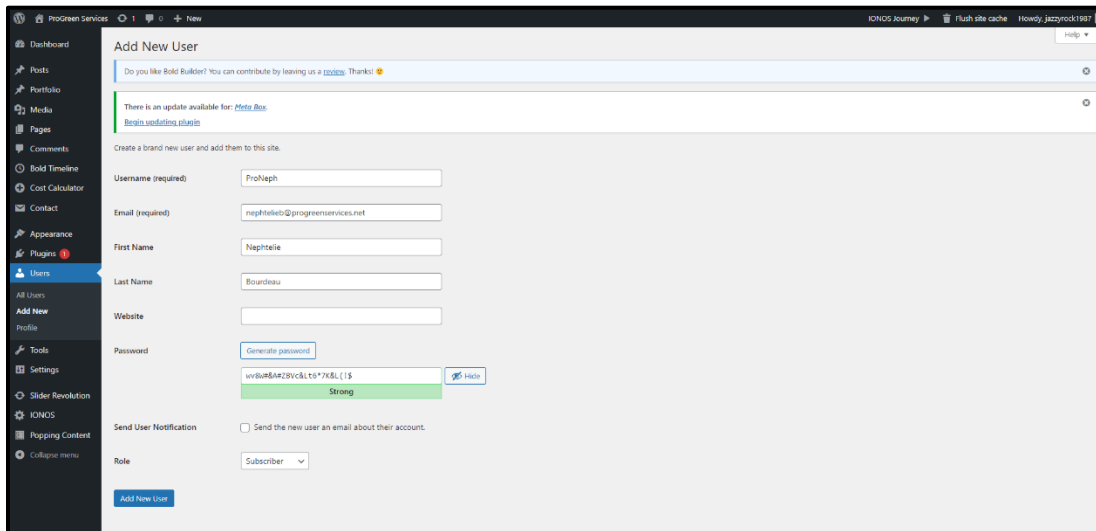


HOW TO ADD NEW USERS

1. Within the Dashboard, please find and select the 'Users' tab located on the left-hand side menu.



2. Input all proper information needed in order to secure your users account including email and password.





3. Select what role you would like to have user be.

User Roles:

Administrator (slug: 'administrator') – somebody who has access to all the administration features within a single site.

Editor (slug: 'editor') – somebody who can publish and manage posts including the posts of other users.

Author (slug: 'author') – somebody who can publish and manage their own posts.

Contributor (slug: 'contributor') – somebody who can write and manage their own posts but cannot publish them.

Subscriber (slug: 'subscriber') – somebody who can only manage their profile.

A screenshot of the WordPress 'Add New User' form. The form is displayed in a dark-themed interface. On the left, there is a sidebar menu with 'Users' selected. The main content area has a title 'Add New User' and a subtitle 'Create a brand new user and add them to this site.' Below this, there are several input fields: 'Username (required)' with the value 'ProNeph', 'Email (required)' with 'neph1e@progreenservices.net', 'First Name' with 'Neph1e', and 'Last Name' with 'Bourdeau'. There is also a 'Website' field. The 'Password' section includes a 'Generate password' button and a password strength indicator showing 'Strong'. A 'Send User Notification' checkbox is present and unchecked. At the bottom, there is a 'Role' dropdown menu with 'Subscriber' selected. An 'Add New User' button is located at the bottom left of the form.

4. Select the 'Add New User' button on the bottom left to complete the account creation.



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5. You can make any further user account role, password edits and or etc. if need be.

The screenshot displays the WordPress 'Users' management page. At the top, there are navigation links for 'All Users', 'Add New', and 'Profile'. Below this, there are bulk action controls including 'Bulk actions', 'Apply', 'Change role to...', and 'Change'. A search bar is also present. The main content area shows a table of users with the following data:

Username	Name	Email	Role	Posts
info@bold-themes.com	BoldThemes	info@bold-themes.com	Administrator	0
jazzyrock1987	—	jazzyrock1987@hotmail.com	Administrator	0
ProGreen Team	ProGreen Team	info@progreen.com	Author	11
Nephelie	Nephelie Boudreau	nephelie@progreenservices.net	Editor	0

At the bottom of the table, there are additional bulk action controls: 'Bulk actions', 'Apply', 'Change role to...', and 'Change', with a '4 Items' indicator.