

How to Edit Your Website

Login to the website at <http://www.oldtownfiberglass.com/login>

<http://www.oldtownfiberglass.com/login>

Old Town
fiberglass

Username

Password

Remember Me

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Click on "Pages"

The screenshot shows the WordPress dashboard for the website 'Old Town Fiberglass'. The left sidebar contains a menu with 'Pages' highlighted in red. The main content area is titled 'Website Control Panel' and features the 'Old Town fiberglass' logo. Below the logo, there is a 'Welcome To Your New Website!' message and instructions on how to manage the site. The right sidebar contains a 'Google Analytics Dashboard Widget' showing a line graph of page views from 2012-04-29 to 2012-05-29, and a 'W3 Total Cache: Google Page Speed Report' with a score of 92/100.

Old Town fiberglass Website Control Panel

Welcome To Your New Website!

We here at Move UP Media are thrilled to deliver you a top-quality website and hope it will grow and expand with your company as the years go on. If you ever have questions, please let us know by contacting your project lead - Andy McCraw (e. andy@moveupmedia.com | c. 949.547.2650)

The main areas to pay attention to are over there on the left hand side. Content is created and displayed through one of two major types:

1. **Posts** - Where you'll add things like News items, New Products, or Project Gallery photos
2. **Pages** - Where you can view and edit any of the pages in your website.

By simply clicking on one of those areas you can see a list of all posts or pages that have already been created. You can choose to edit an existing one, or create a new one.

Creating a News/New Products Item

1. Hover over Posts
2. Click on "Add New"
3. Give it a title
4. Enter your content in the main/center area. Feel free to play with the toolbar to try out different formatting options (ie align an image to the right to allow text to flow around it on the left). To upload an image it's the small grey icon directly above the toolbar.
5. Tags are keywords related to your content that folks might use if they're searching for content on your site. Enter a few of these directly related to the News item.
6. Select the Category (News or New Products)
7. If you're done and ready to publish, click "Publish" and your content will go live. If you want to save it and come back later click "Save Draft". To preview what you've created, click "Preview" and it will open the finished version in a separate tab for you to see your handiwork.

Creating a Project Gallery Item

1. Hover over Posts
2. Click on "Add New"
3. Give it a title
4. Select the Category (Gallery)
5. Custom Fields - Under "Name" in the dropdown select "portfolio_item_description". Under "Value" enter the description to go under the image title.
6. Featured Image - Click "Set featured image", upload a new image, and click "Use as featured image" in the uploader.
7. If you're done and ready to publish, click "Publish" and your content will go live. If you want to save it and come back later click "Save Draft". To preview what you've created, click "Preview" and it will open the finished version in a separate tab for you to see your handiwork.

Google Analytics Dashboard Widget

2012-04-29 to 2012-05-29

Base Stats (hide)	Extended Stats (hide)
333 Visits	31.83% Bounce Rate
1,784 Pageviews	00:03:55 Avg. Time on Site
5.36 Pages/visit	82.88% % New Visits

Top Posts

Old Town Fiberglass	426 views
Standard Planters < Old Town Fiberglass	119 views
Squares and Rectangles < Old Town Fiberglass	100 views
Project Gallery < Old Town Fiberglass	75 views
Bowls < Old Town Fiberglass	73 views
Cones < Old Town Fiberglass	55 views
Geometrics < Old Town Fiberglass	53 views
Cylinders < Old Town Fiberglass	46 views
Custom Fiberglass < Old Town Fiberglass	43 views
Contact < Old Town Fiberglass	42 views
Urns < Old Town Fiberglass	40 views

Top Searches

21	old town fiberglass
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Top Referrers

211	(direct)
68	google

W3 Total Cache: Google Page Speed Report

Page Speed Score: 92/100

- ▲ Combine images into CSS sprites
- ▲ Optimize images
- ▲ Defer parsing of JavaScript
- ▲ Reduce request serialization
- ▲ Specify a cache validator
- ✔ Avoid a character set in the meta tag

Refresh analysis View all results

www.oldtownfiberglass.com/wp-admin/ Move UP Media | Web, Graphic Design, Consulting, Marketing, & More!

Type in the name of the page you want to edit and click “Search Pages”

Old Town Fiberglass + New Howdy, Sample

Dashboard
Posts
Media
Pages
All Pages
Add New
Appearance
Collapse menu

Pages [Add New](#)

All (118) | Published (117) | Draft (1) | Trash (4)

Bulk Actions Show all dates

118 items

Title	Author	Date	Analytics
About	Administrator	2012/04/18 Published	15 pageviews 2 exits 15 uniques
— History	Administrator	2012/04/18 Published	10 pageviews 1 exits 10 uniques
— News	Administrator	2012/04/18 Published	5 pageviews 1 exits 5 uniques
Contact	Administrator	2012/04/17 Published	63 pageviews 15 exits 43 uniques
— Representatives	Administrator	2012/05/09 Published	21 pageviews 6 exits 18 uniques
Home	Administrator	2012/04/18 Published	1,786 pageviews 334 exits 1,319 uniques
Other	Administrator	2012/04/18 Published	29 pageviews 5 exits 26 uniques
— Architectural Elements	Administrator	2012/04/18 Published	7 pageviews 1 exits 7 uniques
— Downloads	Administrator	2012/04/18 Published	20 pageviews 4 exits 17 uniques
— Sitemap	Administrator	2012/04/18 Published	2 pageviews 0 exits 2 uniques
Products	Administrator	2012/04/18 Published	993 pageviews 114 exits 748 uniques
— Accessories	Administrator	2012/04/18 Published	6 pageviews 0 exits 6 uniques
— Attachment	Administrator	2012/04/18 Published	2 pageviews 0 exits 2 uniques
— Casters	Administrator	2012/04/18 Published	1 pageviews 0 exits 1 uniques
— Planter Irrigation	Administrator	2012/04/18 Published	3 pageviews 0 exits 3 uniques
— Reinforcement	Administrator	2012/05/24 Published	0 pageviews 0 exits 0 uniques
— Saucer - Draft	Administrator	2012/04/18 Last Modified	
— Custom Fiberglass	Administrator	2012/04/18 Published	43 pageviews 5 exits 30 uniques
— Seating/Bench	Administrator	2012/04/18 Published	44 pageviews 4 exits 35 uniques
— Accent Seating	Administrator	2012/05/10 Published	3 pageviews 1 exits 3 uniques

Bulk Actions

118 items

www.oldtownfiberglass.com/wp-admin/edit.php?post_type=page

Click on the page you need to edit and it will show you the edit screen. Simply type in the new dimensions for the Caladesi or Ponto products and click "Update".

The screenshot shows a WordPress 'Edit Page' interface for a page titled 'Caladesi'. The page content includes a product image of a tan planter with the text 'Click image to enlarge' below it. Below the image is a table of dimensions for various models, which is highlighted with a red box. The table has columns for Model #, Outside, Inside, Height, Rim, Base, and Weight. Below the table is a note: '* Measurement of diameter'. The right sidebar contains 'Publish' and 'Page Attributes' sections. The footer of the page reads 'Move UP Media | Web, Graphic Design, Copywriting, Marketing, & More!'.

Model #	Outside*	Inside*	Height	Rim	Base*	Weight
CCL1628	16"	13"	10-1/2"	28"	1-1/2"	17
CCL2032	20"	16"	14-1/2"	32"	2"	25
CCL2344	23"	18"	17"	44"	2-1/2"	38
CCL2436	24"	18"	19"	36"	3"	35
CCL2472	24"	18"	19"	72"	3"	63

* Measurement of diameter