# User manual for Escort INDEPENDENT script

Setting up, content filling, content replacement.

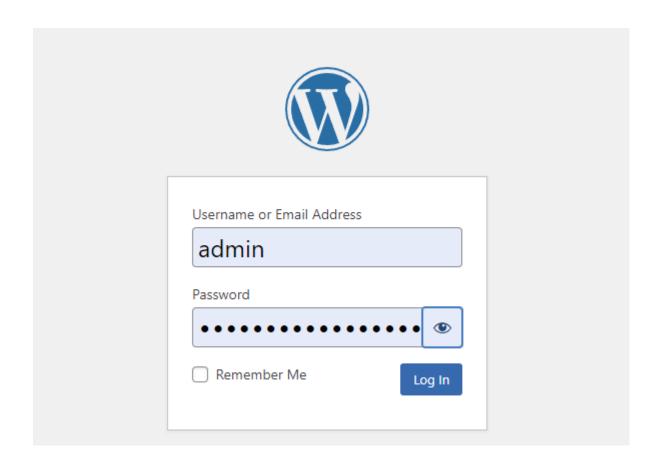
# **Contents**

Authorization	3
Editing/Replacing Content	4
Editing the feedback form	11
Editing the website logo	14
Adding a favicon for the website	15
Editing information in the website header	16
Editing information in the website footer	17
Editing menu items (below the website header)	18
Editing SEO Meta Tags	19

# **Authorization**

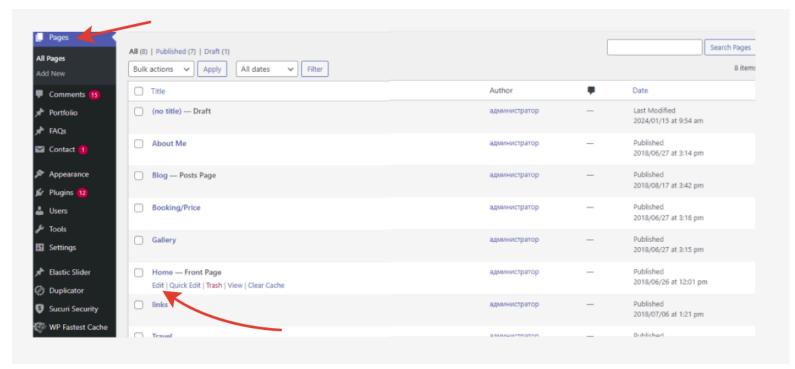
Go to the administrator login page by adding /admin to the website address.

After navigating to the specified page, you need to enter the login details for the administrator account.

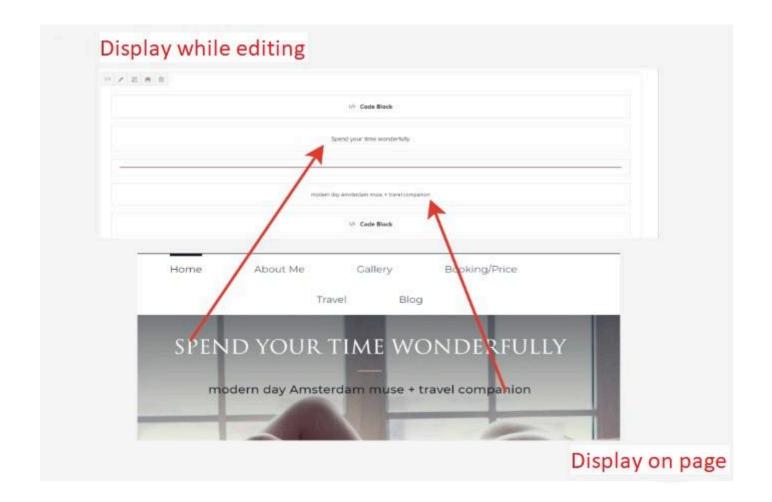


# **Editing/Replacing Content**

After successful authorization, to edit, you need to go to the "pages" section. Here, from the list of website pages, select the page you want to edit and click on the "edit" button -

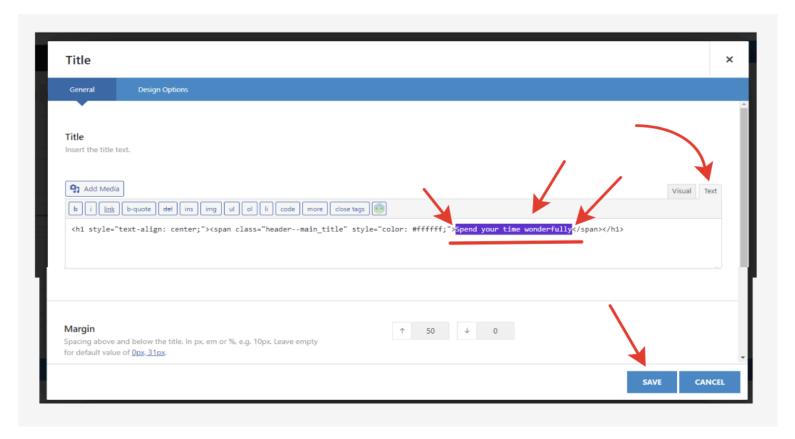


On the detailed editing page, content editing blocks will be intuitively arranged -

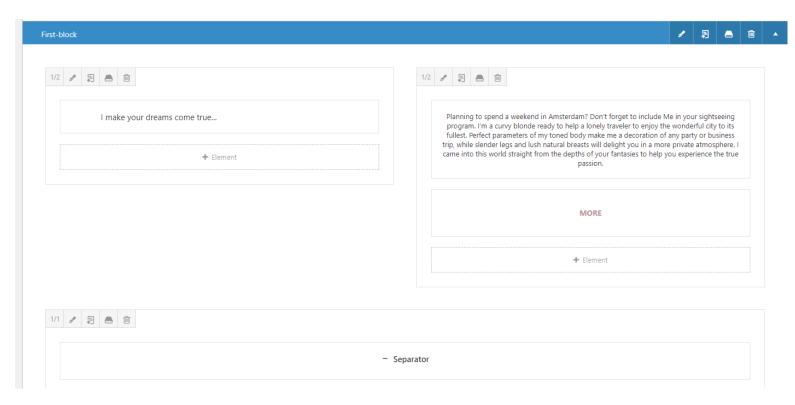


To edit the textual component, you need to hover over the selected block, then hover over the "element settings" editing button, and click on it.-

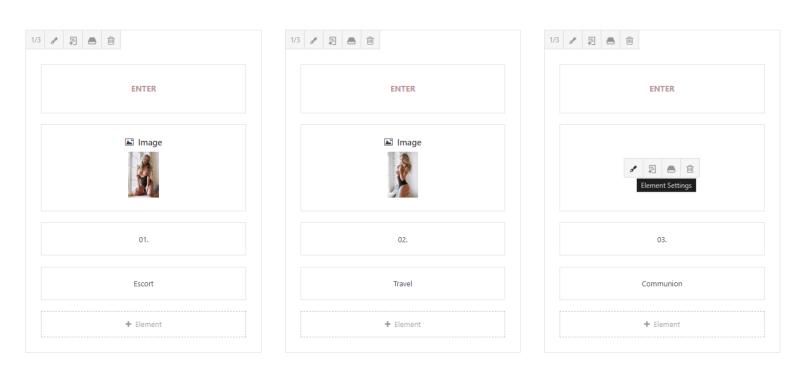
Next, in the opened window, you need to select the "text" tab on the right side of the window, and then replace the desired text strictly as indicated in the image - the one visually highlighted in blue and only that. It is located between two symbols >here<. After editing, you need to save the changes by clicking on the "save" button in the bottom right corner.



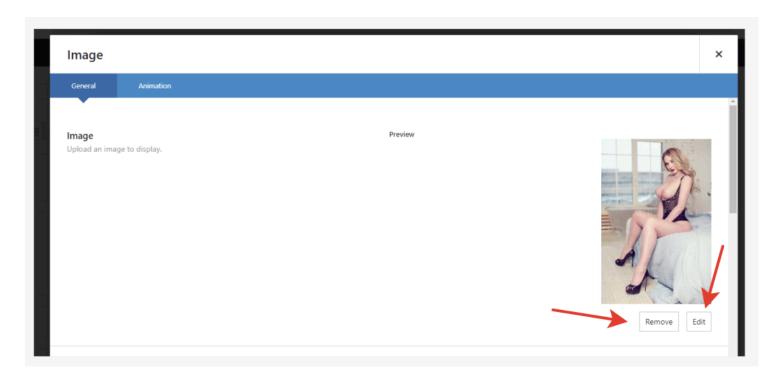
Other text blocks are filled in similarly.-



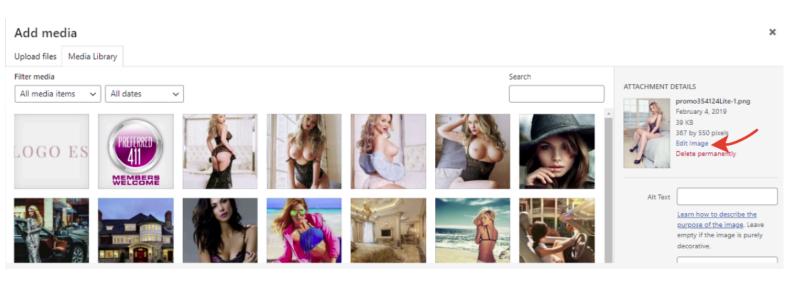
To edit/replace images, you also need to hover over the photo, proceed to editing -



In the opened window, you can click the "remove" button to delete and the "edit" button to edit. -



When editing/replacing a photo, it is necessary to consider the set size and adhere to it to avoid errors with the visual display on the page. To find out the set size of the image, you need to click on the "edit" button, in the top right corner of the page, next to the edited photo, and then click on the "edit image" button. -

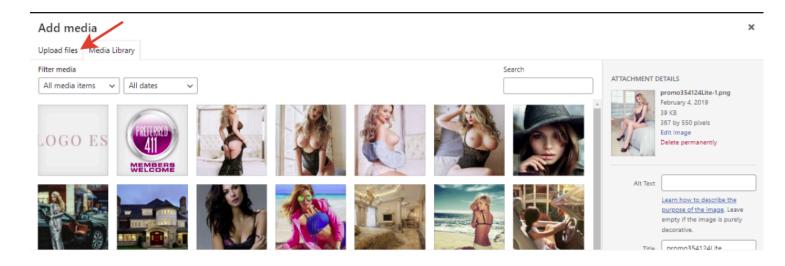


In the top right corner, you will find the dimensions of the image specified -

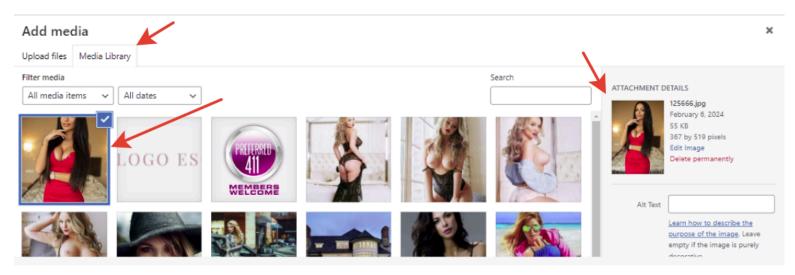


To replace the image, at the step where the "edit image" button was clicked, you need to select the already uploaded image from the available list, or first upload a new image (it will then appear in this list) and select it.

To upload an image, you need to go to the "upload files" tab in the top left corner of the window. -



In the opened window, click on the "select files" button, choose the appropriate image on your device, and it will be uploaded and displayed in the "media library" tab. -



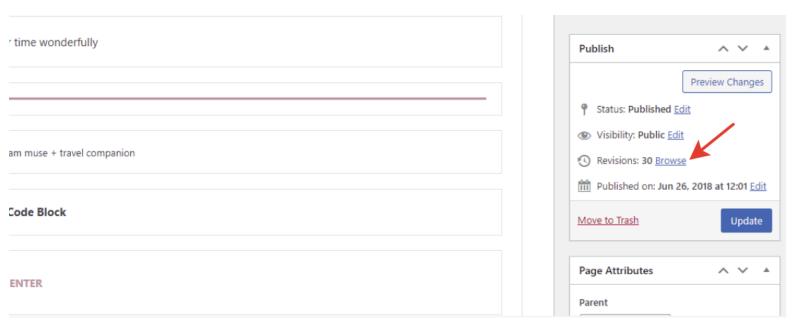
Upon completion of the selection/editing, it's necessary to save the changes by clicking the "Insert into page" button in the bottom right corner, and then proceed to save with the "save" button. -



After editing any element on the page, you can preview how the elements have visually changed on the page. To do this, you need to save the changes by clicking the "update" button on the right side of the page, while being at the topmost position on the page. -

time wonderfully	Publish ^ > A
	Preview Changes  P Status: Published <u>Edit</u>
am muse + travel companion	Visibility: Public <u>Edit</u> Revisions: 30 <u>Browse</u>
Code Block	Published on: Jun 26, 2018 at 12:01 Edit  Move to Trash  Update
ENTER	Page Attributes ^ ^ A

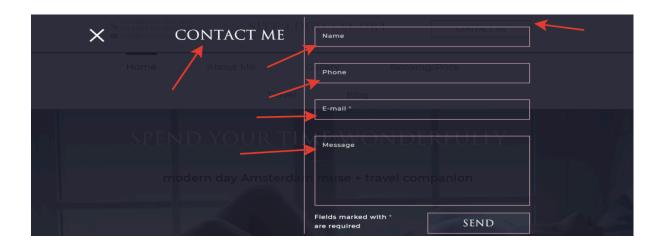
In case there are any issues with the display due to some reasons, there is an option to revert changes. To do this, in the menu mentioned in the previous step, go to the "Revisions" page and click the "browse" button. -



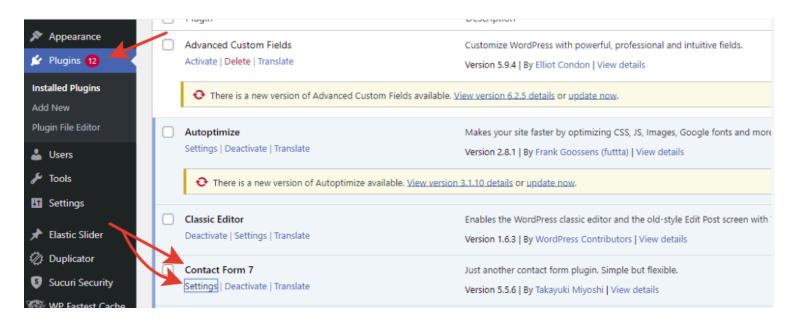
Here, all previous saves on the page are displayed. Choose how many saves back you want to revert using the horizontal slider and click the save button. -



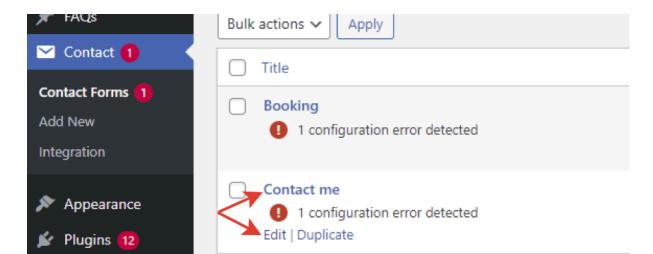
## Editing the feedback form



To edit the contact information, you need to go to the "plugins" section in the administrator panel, then select "Contact Form 7", and click on the "Settings" button.

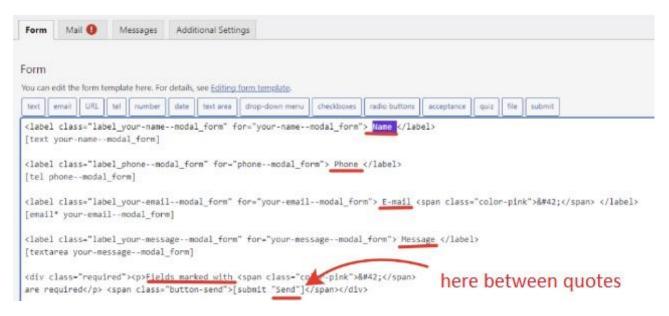


Next, proceed to edit in the "contact me" tab by clicking the "edit" button. =



Here, you can replace the text on the form (1), the email address receiving submissions from this form (2), and the text in the email generated by this form (3).

1. To replace the text in the form itself, you can do this in the "form" tab. Here, as in all

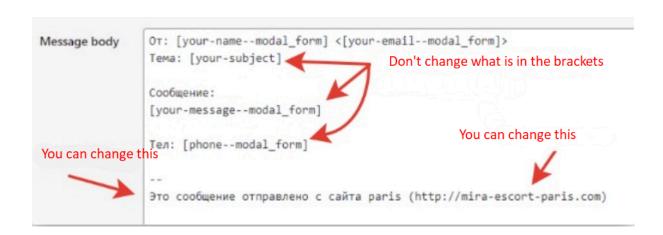


form editing tabs, you can only replace text between the symbols > (text) <.

2. The email address where the filled and submitted forms are sent is managed in the "mail" tab. Here, you need to enter the email address where the filled forms will be sent and specify the sender's email address. -

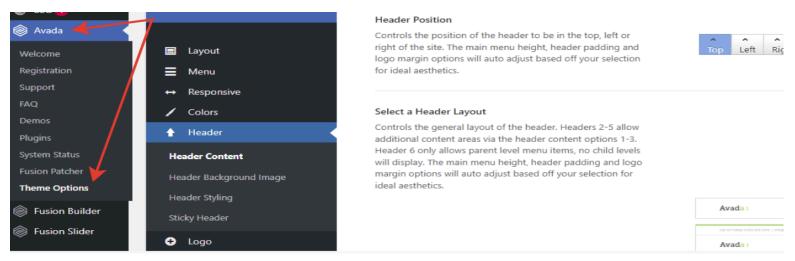


3. Here, you can also make some edits to the email from the form - change the email in the email and part of the text (only the part indicated in the image). -

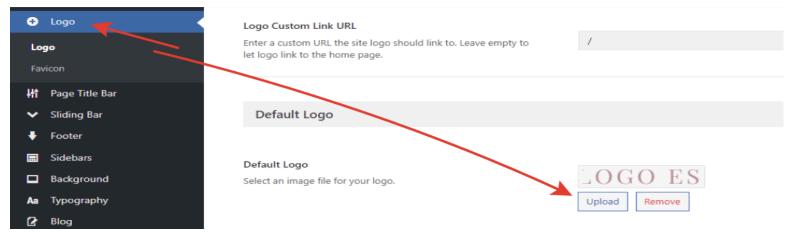


### Editing the website logo

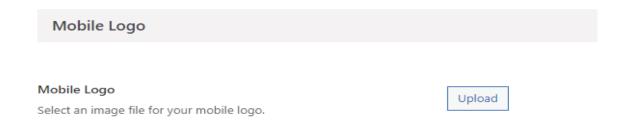
To edit elements in the header and footer of the website, including the logo and others, you need to go to the "Avada" menu in the administrator panel, then select "Theme options". -



To upload the website logo, you need to go to the next section - "logo" - here, you should navigate to the "default Logo" block and click the "Upload" button - then follow the same process as with uploading a photo - first upload it to the website, adhere to approximate dimensions and format - it is recommended to set logos in SVG format.



You can also separately upload a logo for the mobile version of the website.-

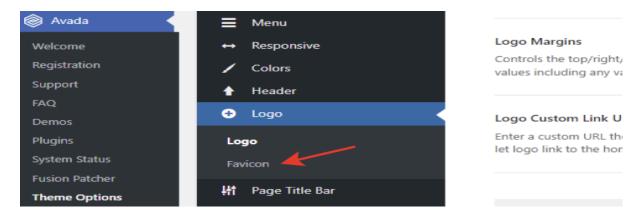


## Adding a favicon for the website

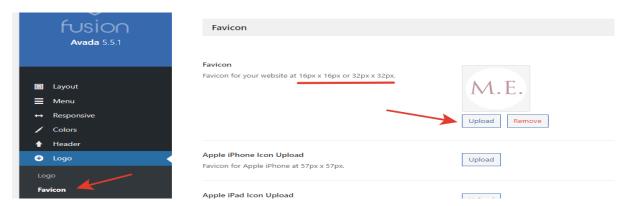


(A small image that is displayed when opening a browser tab)

Adding the website favicon is located in the same section as the logo - "Avada", "Theme options", Logo, Favicon.-



Здесь The process here is the same for adding - upload it to the website considering the sizes -



\*после всех изменений не забывайте сохранять изменения через кнопку сохранения внизу страницы -



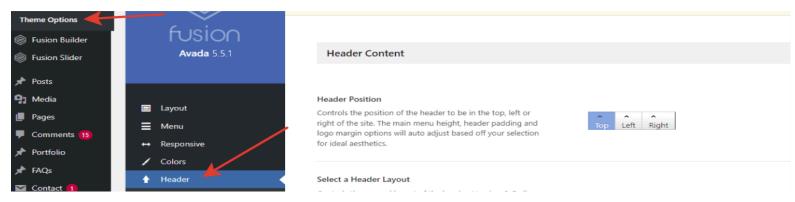
### Editing information in the website header



SITE LOGO ESCORT

CONTACT ME

To edit information in the website header, you need to navigate to the "Avada", "Theme options" menu in the administrator panel and then select "header". -

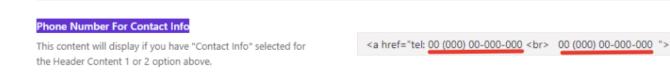


Here, you need to go to the "Phone Number For Contact Info" block - in it, you can edit the contact information in the website header - phone numbers and email addresses.-



SITI

#### В номере телефона меняем только цифры



In the email, only this fragment. -

```
) (000) 00-000-000 </a> <a href="mailto:info@escort-it.com"><i
```

and

it.com"><i class="fas fa-envelope"></i>info@escort-it.com</a>

## Editing information in the website footer

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To edit information in the website footer, you need to navigate to the "Avada", "Theme options" menu in the administrator panel and then select "footer".-

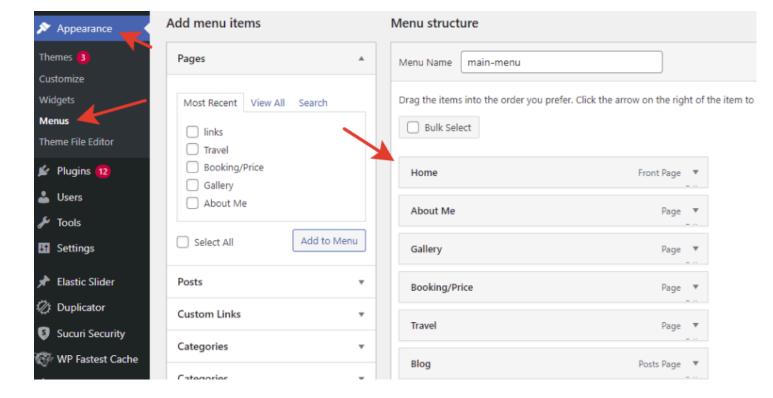


Here, you can change the informational text and link -

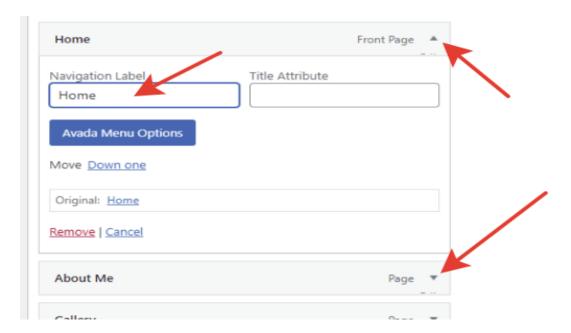


# Editing menu items (below the website header)

To edit menu items, you need to go to the "Appearance" menu in the administrator panel and then select "Menus". -



Here, you can rename menu items. Simply click on the arrow and replace the value in the field.

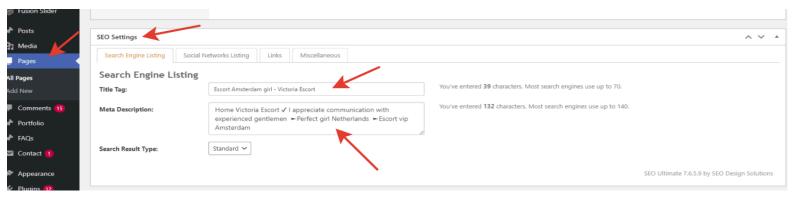


### **Editing SEO Meta Tags**

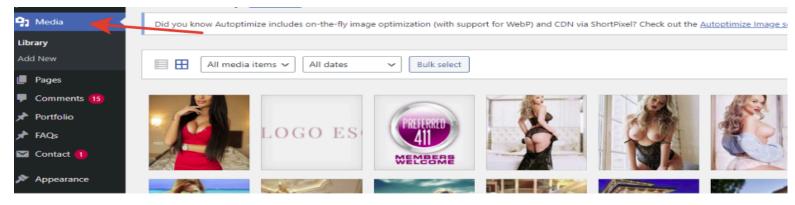
Meta tags are filled on each page of the website, and it's also necessary to specify meta descriptions for images.

An example of filling in meta tags for pages -

Navigate to the administrator panel to the required page of the website and scroll down the page. In the SEO Settings block, fill in the title and description for the page, considering the keywords and the recommended character count for them. -



To fill in the meta description for images (alt and title), you need to go to the "media" section in the administrator panel.



Here, click on the desired photo and enter tags for the alt and title fields. -



