

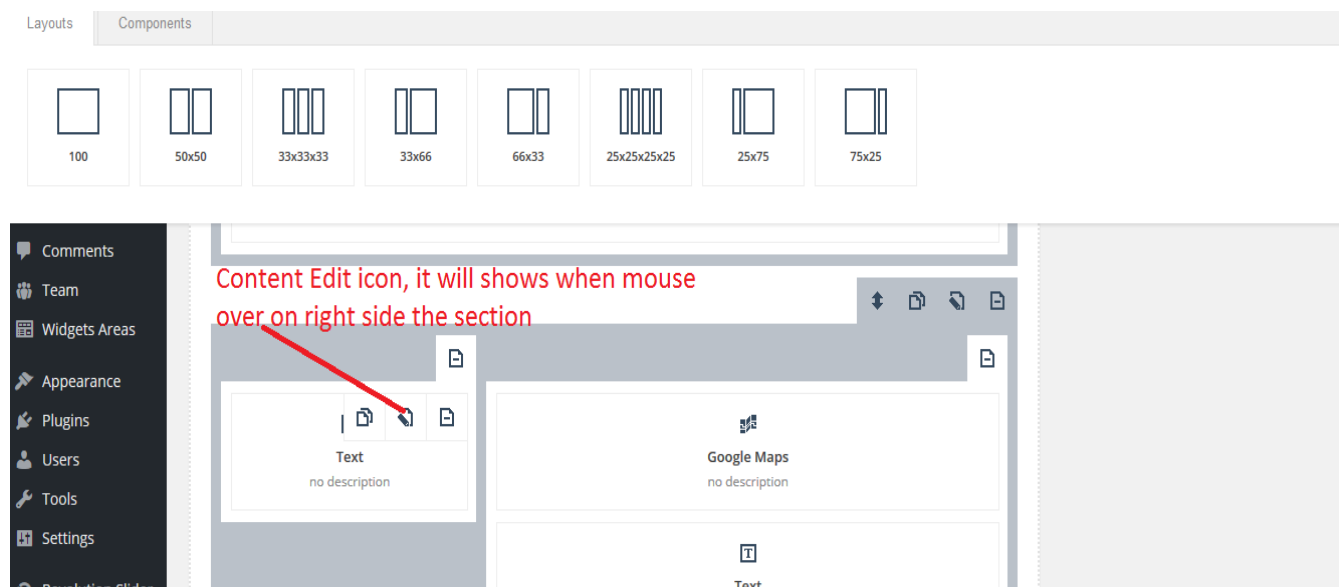
## How to Add/Edit text to the pages

First Login in admin panel : when you will open the page you will see the boxex on the right side, like : space, header and subheader and text....

If you want to change the text then mouse over on particular section, when mouse over you will see three icon on right side, first is 'Clone...', second is 'Edit...' and third one is 'Remove...'

Here we will edit the text so please click on the second icon. After click on the icon, section will open in edit mode, text will see in text editor.

Here you can add/edit the text and also image.



The screenshot shows a CMS page editor. On the left is a dark sidebar with navigation items: Dashboard, All in One SEO, Posts, Media, Pages (highlighted), Add New, Timetable columns, Events, Comments, Team, Widgets Areas, Appearance, Plugins, Users, Tools, Settings, Revolution Slider, Punch Fonts, and Collapse menu. The main editor area is titled 'Add Media' and 'Default editor'. It shows a 'Word count: 0' and 'Last edited by Admin on September 18, 2015 at 12:17 pm'. Below this are 'Layouts' and 'Components' tabs. The 'Components' tab displays several layout options with dimensions: 100, 50x50, 33x33x33, 33x66, 66x33, 25x25x25x25, and 25x75. The main content area contains three components: a 'Space' component (-40px), a 'Header + Subheader' component with the text 'You can change the Header and Subheader from here', and a 'Text' component with the text 'Change page content from here'. The right-hand panel shows page settings: Status: Published, Visibility: Public, Revisions: 6, Published on: Sep 11, 2015 @ 11:44, and Page Attributes (Parent, Template, Order). A 'Featured Image' section is also visible.

## How to add an image to pages.

The screenshot shows a 'TEXT' editor window. At the top, it says 'TEXT' and has a close button. Below this is a text input field. A red annotation says: 'This box will open when admin clicking on the 'Edit' icon.' Below the input field is a 'CONTENT' section with the text 'Content.' and a red annotation: 'You can add the image from "Add Media" button'. The 'Add Media' button is highlighted with a red box. Below the text is a rich text editor toolbar with various icons for bold, italic, underline, link, unlink, list, and other formatting options. At the bottom of the editor, there is a logo for 'CRANK DAY NURSERY' and the text 'Crank Nursery Ltd', 'Crank Hill, Crank', and 'Crank Hill, Crank'. At the bottom right of the editor are 'CANCEL' and 'SAVE' buttons.

## How to change the Managers name on the 'Contact Us' page

First open the contact us page in edit mode from admin panel. After open you can see the box "Header and Subheader" under the "Layouts and Components" section

When you will mouse over on the "Header and Subheader" section right side, you can see three icon, first is "Clone..", second is "Edit..." and third is "Remove...". So please click on second icon "Edit". After clicking on edit icon you can see the text boxes for header and subheader. Please check below screenshot:

HEADER + SUBHEADER

General | Header styles | Subheader styles

**HEADER**  
Content of the header.

Contact Us Change header from here

**IMPORTANT OF THE HEADER**  
Important of the header.

- Use default - | H1 | H2 | H3 | H4 | **H5** | H6

**SUBHEADER**  
Content of the subheader. Change sub-header from here

CANCEL SAVE