

Web Site Maintenance User Manual

Contents

1	Intro	duction	4
2	Logir	1	4
3	Dash	board	5
	3.1 Da	shboard Menu Options	6
	3.1.1	Dashboard	6
	3.1.2	Posts	6
	3.1.3	Casino	6
	3.1.4	Live Casino pages	6
	3.1.5	Poker Pages	6
	3.1.6	Media	7
	3.1.7	Pages	7
	3.1.8	Comments	7
	3.1.9	Users	7
	3.1.10	Toolbar	7
4	Pages	5	8
Z	4.1 Ad	lding New language page	9
Z	4.2 Ad	lding your Site Content	10
	4.2.1	Mobile Content	
	4.2.2	Mobile SEO footer	
	4.2.3	Fullscreen Editing	14
Z	4.3 Sav	ving and Publishing Content	15
	4.3.1	SEO content	
	4.3.2	Adding a Background image to your page	16
2	4.4 Ad	ding Promotions	16
	4.4.1	Casino promotions	
	4.4.2	Poker and Sports promotions	
5	Medi	a Library	19
4	5.1 Vie	ewing a File in the Media Library	19

5.2	Ad	ding a File to the Media Library	19
5.3	Edi	iting the File Properties	20
5.	.3.1	Editing an Image	22
5.4	Del	leting a File from the Media Library	24
6 A	Appe	arance	. 25
6.1	Lar	nguage Menus	25
6.	.1.1	Create a new menu	25
6.	.1.2	Adding content to your menu	26
6.	.1.3	Delete Menu	26
6.	.1.4	Save menu	26
6.2	Bac	ckground images	27
7 C	Chop	Slider	. 28
8 N	Aobi	le Site	. 30
8.1	Mo	bile Menu	31
8.	.1.1	Localisation of menu items	31
8.2	Ch	op Slider	31
8.3	Mo	bile Page content	32
8.	.3.1	Mobile Content	32
8.	.3.2	Mobile Footer Content	33
8.4	Pro	omotions	33

Welcome

This manual has been designed to provide our clients with assistance to manage and update their website.

1 Introduction

The Emgidy Websites have been created using WordPress, an Open Source Content Management system used by millions of people around the world. Your website utilises an Emgidy customised theme.

2 Login

Before you can make any changes to your site, you will need to log in. The login for your site is found by using the following URL - http://youremgidysite.com/wp-admin. Obviously, replace youremgidysite.com with your actual domain name.

WWOR	DPRESS	
Username		
username		
Password		
•••••	•	
Remember Me	Log In	
Lost your password?		
← Back to My Site		

3 Dashboard

Once you've logged in, the WordPress Dashboard appears. This is your management homepage. At the very top of your Dashboard (and across every page) you will see the name of your site in the header area. You will also see the name of the person who is currently logged in (e.g. Joe Blogg). Move your cursor over your name to reveal the Log Out link.

🚯 My Site 🗭	+ New				Howdy, Joe Blogg 🛃
Home This is the national	me of your site	New Feature: 1	loolbar		Screen Options Help v This is the name of the person
Posts	d to ^g your hompage	We've combined the adm Dashboard header into o	nin bar and the one persistent t	old oolbar.	who is currently logged in
මෑ Media	23 Posts	Hover over the toolbar ite	ems to see wh	at's new.	dia
Pages	14 Pages			OISMISS	
Comments	52 Categories	O Pending	\wedge		
E Appearance	49 Tags	O Spam	This is	a <i>New Fe</i>	ature Pointer. It highlights
🖉 Plugins	Theme Twenty Twelve with 6 Wie	dgets	new Wo	ordPress	features. Here, it's pointing
용 Users	You are using WordPress 3.5		to the \	NordPres Save Dra	t Reset Publish
Tt Tools					
3 Settings	Recent Comments			Recent D	rafts
Collapse menu	Incoming Links			WordPres	ss Blog
	Plugins			Other Wo	rdPress News
	Most Popular Jetpack by WordPress.com (Ir	nstall)		WordPress	.tv: Drew Poland: Freelance Like a Rockstar
	Supercharge your WordPress site available to WordPress.com user	e with powerful features previo s.	ously only	Weblog To	ols Collection: WordPress Plugin Releases for 11/23
				Mobles Te	als Collection: WordDress & c. D.C. + Deleased

On most pages, just below your Username there are a couple of small inverted tabs. One called Screen Options and another called Help. Clicking either of these links will cause a panel to slide down from the top of the page. The Help link obviously displays some help information. The Screen Options link will display various options that allow you to configure what is displayed on the current page. The details in this panel change depending on what page you're currently viewing. As an example, on your main Dashboard page the Screen Options allow you to set which panels you'd like displayed on the page and also how many columns you'd like the panels to appear across.

3.1 Dashboard Menu Options

Down the left hand side of the Dashboard and on every page you will see your main admin navigation menu. This is where you'll find all the options to update and configure your site.

Hovering your cursor over each of the main menu options will display a 'fly-out' menu with the various choices for that particular menu option. Once you click each of the main menu options, that particular menu will expand to show all the available options within that section (if there are any).



The main menu options and their usage are:

3.1.1 Dashboard

This will display your main Dashboard 'homepage'. In the top left of your Dashboard you'll see some brief stats on the number of Posts, Pages, Categories and Tags contained within your site, as well as the total number of comments and approved comments. There's also a summary of how many Spam Comments you currently have.

3.1.2 Posts

This is where you can create a new Blog Post. You can also update your Categories and Post Tags.

3.1.3 Casino

This is where you can create promotions for your casino offering.

3.1.4 Live Casino pages

This is where you can create promotions for your live- casino offering.

3.1.5 Poker Pages

This is where you can create promotions for your poker offering.

3.1.6 Media

This is where all your uploaded images, documents or files are stored. You can browse through your Media library, as well as edit and update the files.

3.1.7 Pages

This is where all your main pages have been created and can be maintained.

3.1.8 Comments

You can manage all your Comments within this section, including replying to comments or marking them as Spam.

3.1.9 Users

This screen lists all the existing users for your site.

3.1.10 Toolbar

The WordPress Toolbar is a way of easily accessing some of the most common WordPress features. When you are logged into your WordPress dashboard and you visit your website, you will see the Toolbar running across the top of your site. This bar only appears if you are currently logged into your WordPress site, which means that it won't be visible to your everyday site visitors. If you are not logged in, the Toolbar won't be displayed.

My Site	•	+ New	Edit Page		Howdy, Joe Blogg 🔛	٩
My Si	te			The Toolbar only appears if you are currently logged into your WordPress site		
Just another	WordP	ress site				
HOME	PAREN	T PAGE	SAMPLE PAG	ε		
Home						
Far far awa there live th mantics, a l plies it with	y, behin ne blind arge la the ne	nd the word d texts. Sep nguage oce cessary reg	d mountains, arated they l ean. A small r gelialia.	far from the countries Vokalia and Consonantia, ive in Bookmarksgrove right at the coast of the Se- iver named Duden flows by their place and sup-		
lt is a parac the all-pow	lisemat erful Po	tic country, pinting has	in which roa no control al	sted parts of sentences fly into your mouth. Even bout the blind texts it is an almost unorthographic		

The Big Oxmox advised her not to do so, because there were thousands of bad Commas, wild Question Marks and devious Semikoli, but the Little Blind Text didn't listen. She packed

life One day however a small line of blind text by the name of Lorem Ipsum decided to leave

for the far World of Grammar.

4 Pages

After clicking on the Pages menu option you'll be shown a list of Pages that your site contains. Among the information displayed is the Page title, language, the Author, No. of Comments and either the Date Published or the Date the Page was last modified. The Pages screen will look similar to screen below.

e canno papas	the v								
O Livecasino pages	All (45) Published (35) Drafts (10) T	(auto (2))							Search Pages
* Poker pages	Danish (4) (English (45)) Finnish (9) (N	Ionwegian Bolonál (Polist	(1) Swedish (18) All lang	uages (78)					
Pokerlobby	(How to Fanitate	-	-						
Media	Bulk Adiona 💽 (Apply) The	ow all dates	All SEO Scores	(Filter)					45 ltmz + 1 of3 + 4
🥥 Sports pages	🗉 Title	*****	Author		Date	SEO	SEO Title	Meta Desc.	Focus KW
Pages Al Pages	Add Player	*****	hào	9	2012/11/04 Published	9	Act Player - CAROBIET		
Add New Pages Tres View	E Casino	*****	abel	0	2012/12/17 Published	٥	Casine - CARD9ET		
Appearance	Edit Account	*****	iube	0	2012/15/28 Published	9	Edit Account - CARDBET		
C Users	E Ny account	****/	Kube	9	2012/09/25 Published	٥	My account - CARDER T		
Tools	Balances and transfers	****/	iabe	φ	2012/05/25 Published	٥	Balances and transfers - CHRDBET		
Chop Slider 3	E - Deposit	****/	imbe	0	2012/09/25 Published	9	Deposit - CARCIELT		
SEO	🗐 —— bank - Draft	****	labe	φ	2012/09/25 Last Modified	٥	bank-CARDBET		
 Collapse menu 	📰 crodit card - Draft	****	loube	0	2012/09/21 Last Modified	a	credit-card - CARDEET		
	E moneybookers . Draft	*****	icute	9	2512/09/25 Last Nodified	٥	moneybookers - CARDEET		
	📄 —— noteller - Draft	* * * * *	labe	Q	2012/09/29 Last Notified	9	netwiler - CAROBET		
	🔄 —— paysale - Draft	*****	itube	0	2012/03/21 Last Modified	٥	paysels - CARCOCT		
	🔄 — Deposit limits	++++/	labe	0	2012/09/29 Published	٥	Depositante - CAHDEET		
	E - Edit account	++++/	icube	Φ	2012/09/26 Published	9	Edt account - CARDBET		
	🔄 — History	1+++1	ktable	Q	2512/10/08 Published	a	History - CARDBET		
	🐑 — splash - Draft	*****	labe	Φ	2512/09/25 Last Modified	٥	splash - CARDBET		
	E - Withdraw	****/	kube	0	2012/09/26 Published	٥	Withdraw - CARDEET		
	📃 —— bask-u - Draft	*****	icube	Ģ	2012/09/26 Last Wodfled	٥	bank-u - CARDBET		
	📄 —— moneybookers o Draft	*****	icibe	φ	2612/09/26 Last Nodified	٥	mineybookers-ii - CARDBET		
	📄 —— notellier u - Draft	****	10206	0	2012/09/04 Last Nodified	٥	netetler u - CARDBET		
	Rogister Player	••••	hite.	φ	2012/11/14 Published	٥	Register Player - CARDBET		
	🗇 Title		Author		Date	SEO	SEO Title	Meta Desc.	Focus KW
	Bulk Actions								42 ilens + 1 of 3 + +

At the top of the page you can view how many Pages in total you have in your site and how many are Published or in Draft.

When hovering your cursor over each row, a few links will appear beneath the Page title.

- Edit Will allow you to edit your Page. This is the same as clicking on the Page title
- Quick Edit Allows you to edit basic Page information such as Title, Slug, Date plus a few other options
- Trash Will send the Page to the Trash. Once the Trash is emptied, the page is deleted
- View Displays the Page. If the Page hasn't been published yet, this will say Preview

Next to each Page title is a checkbox. This allows you to perform an action on multiple items at once. You simply check the Pages that you would like to affect and then from the Bulk Actions dropdown select either the Edit option or the Move to Trash option and then click the Apply button. The Edit option will allow you to edit the Author, Parent, Template, whether to allow Comments or not and the Status of each of the checked items. The Move to Trash option will move the selected items to the Trash.

You can also filter the pages that are displayed using the dropdown list and the Filter button.

4.1 Adding New language page

In order to create a page in a different language, you need to select the "+" button below the desired language. The new page is launched showing the language for that particular page.



The user needs to duplicate and copy the content from the main page from within the Media attachments menu item as indicated below:



Once this is done, and you are happy with the page, then you can save the page accordingly.

4.2 Adding your Site Content

It is important to ensure that any content added to the site will not delete existing content or change the way in which your site behaves. If however you need to add new content, the editor used to enter content into your Page is very easy to use. It's much like using a regular word processor, with toolbar buttons that allow you to Bold



When creating a new Page or Post, the first thing to do is enter in your title in the top entry field where it says Enter title here. After moving the cursor down to the editor a new Permalink is created for your page. Permalinks are the permanent URL's to your individual Posts, Pages, Categories etc.. Though not usually necessary, you can manually edit your permalink by clicking on the actual permalink (the part after the domain name with the yellow background) or by clicking the Edit button next to it. Once you've modified it, click Ok to save or Cancel to cancel your changes.

At the top of the editor where your content is written, there are numerous formatting buttons. Clicking the

Show/Hide Kitchen Sink button () will show or hide a second line of formatting buttons which gives you extra functionality. The editor buttons perform the following functions:

ල Add Media	Add Media – Used to upload and insert media such as images, audio, video or documents
В	Bold – Bold text
Ι	Italic – Italicise text
ABC	Strikethrough – Add a strikethrough to your text
0 0 0	Unordered List – Create an unordered (bullet point) list
12	Ordered List – Create an Ordered (numbered) list

66	Blockquote – Used as a way of showing a quote. How this looks will be entirely dependent on the Theme that your site is currently using
	Align Left – Align text to the left
畫	Align Center – Align text in the center of the page
1	Align Right – Align text to the right
P	Insert/edit link – Used to create an html link to another page or website. The text or image that you want to link needs to be selected first before the button will become active
200 200	Unlink – Remove the html link from the selected link. Your cursor must be sitting on an active link for the button to be active
	Insert More tag – Inserts the More tag into your Page. Most blogs only display a small excerpt of a Post and you're required to click the Post title or a 'Read more' link to continue reading the rest of the article. When you insert a 'More' tag into your Post, everything prior to the tag is considered as this excerpt. Most times you'd only use this button when you're creating a blog Post, rather than a Page
ABC +	Toggle Spellchecker – Used to toggle the spellchecker on and off. You can also select between a range of different languages
53	Toggle fullscreen mode – Clicking this button will enlarge the editor so that it fills the browser window. Clicking the Exit fullscreen link at the top of the screen will reduce it back to its original size
	Show/Hide Kitchen Sink – Used to show or hide the second row of formatting buttons on the editor toolbar

Paragraph -	Style – Used to format the Page text based on the styles used by the current Theme
$\underline{\mathbf{U}}$	Underline – Underline your text
	Align Full – Align text on both the left and right (i.e. justify)
<u>A</u> -	Select text color – Use to change the color of text
Ê	Paste as Plain Text – Copying and pasting text from other sites or word processors sometimes leaves the text formatted differently to what you were expecting. The reason for this is that quite often the html tags or codes that formatted the original text are pasted along with the text itself. To avoid this, Paste as Plain Text will strip all these formatting and html tags. Checking the keep linebreaks checkbox will preserve all HTML br /> tags. Unchecking this option will remove them
Ŵ	Paste from Word – Pasting text from MS Word typically includes a huge amount of extra unrequired HTML tags which usually leaves the text formatted incorrectly. Using the Paste from Word option will remove these additional tags and clean up the HTML
\mathcal{Q}	Remove formatting – Use this to remove all the formatting (e.g. Bold, Underline, text color etc) from the highlighted text
Ω	Insert custom character – Used to insert special characters not easily accessible via the keyboard (e.g. ¼, ½, ¾, ©, €, ö etc)
ŧ	Outdent – Removes one level of indenting
墅	Indent – Indents text by one level
5	Undo – Undo your last action



4.2.1 Mobile Content

Since the mobile page does not utilise the background image for your site, you might want to create content specifically from the mobile. This can be done when editing a page under the Mobile Content section. Most of the content for your mobile site has already been configured and created for your ease.

mobi	le_o	conte	ent													V	risual	HTML	
в	I	ABG	0 0 0	66	-	=	28	2 🖂	A0 V	•	53	CS	€∕]						
																			1
																			1
Path: p	p																		

4.2.2 Mobile SEO footer

Mobile content for your site can be added from within the Edit Page function. Within the page, you can create mobile SEO footer, which can be different from the desktop footer. If left blank, the system will utilise the footer content shown under the section SEO footer.



4.2.3 Fullscreen Editing

WordPress allows for fullscreen composing. It provides for complete distraction free editing of your Page or Post.

To enter fullscreen mode simply click on the Toggle fullscreen mode button (). The editor will then takeover the whole browser window.



At the top of the screen is a toolbar with only the minimal number of buttons to enhance the distraction free environment. The toolbar and editor borders are displayed when first entering fullscreen mode. After a few seconds, these fade leaving you with a clean and clutter free editor where you can concentrate on updating your content.

To view the menu toolbar again once they have faded simply move your cursor up towards the top of the screen and they will be displayed again.

To exit from fullscreen mode and return to the standard visual editor, click on the Exit fullscreen link at the top of the page.

4.3 Saving and Publishing Content

Once you've added all your content to your Page or Post you have the option of Saving the Page as a Draft or Publishing the page. Clicking the Save Draft button will simply save your Page/Post. This is handy if you would like to come back at a later date to add more content or if you're simply not ready to publish yet.

🚯 My Site 🗭	+ New View Post Once all your co	ontent is added Howdy, Joe Blogg 🔀
企 Dashboard	Contract Add New Section 2015	otion to save as a ^{Options} Help
🖈 Posts		
All Posts	Spaceflight	Publish
Add New	Permalink: http://your-wordpress-site.com/spaceflight/ Edit Get Shortlink	Save Draft Preview
Tags	[몇 Add Media Visual Text	Status: Draft Edit
ලෑ Media	B I AB€ ☵ ☵ 66 ≣ 홒 클 🖉 🐰 ऱ 🛱 🍑 ▾ 🖸 🧱	Visibility: Public Edit
Pages	Paragraph ▼ <u>U</u> <u>■</u> <u>▲</u> ▼ [↑] [↓]	11 Publish on: Nov 25, 2012 @ 12:34 Edit
Comments	A good rule for rocket experimenters to follow is this: always assume that it	Manu ta Tarah
Appearance	will explode.	Publish
AI		

- Clicking the Publish button will save your Page/Post and publish it on your website.
- Clicking the Preview button will show you a preview of the current Page/Post.

There are also several options available when saving. By default the Status is set to Draft but this can be changed by clicking the Edit link just to the right of Status: within the Publish panel.

- Pending Review means the draft is waiting for review by an editor prior to publication.
- Draft means the post has not been published and remains a draft for you.

You can also change the visibility of the Page by clicking the Edit link just to the right of Visibility: within the Publish panel.

- Public is the default and means the page is viewable to all. There is also an option to make the Post 'sticky'. Sticky posts are placed at the top of all blog posts and stay there even after new posts are published.
- Password Protected allows you to assign a password to your page. Only people who have the password will be able to access the page.
- Private hides the content from the public completely. Normal users and visitors will not be aware of private content. You will only see the private content when you are logged into your Emgidy WordPress site.

By default, when you click the Publish button your Page/Post is published immediately. To change this, click the Edit link just to the right of Publish on: within the Publish panel. You can then select the date and time that you'd like to schedule your Page/Post to be published. You must also click the Publish button when you have updated the date and time fields to publish at the desired date and time.

4.3.1 SEO content

You can create SEO content to enable your site to rank higher with search engines. SEO content can be created in the Wordpress SEO by Yoast section found in the middle section of your Page.

WordPress SEO by Yoas	st
General Page Analysis	Advanced
Snippet Preview:	Casino - CARDBET https://www.cardbet.com/casino/ - Cached
Focus Keyword:	
	What is the main keyword or key phrase this page should be found for?
SEO Title:	
	Title display in search engines is limited to 70 chars, 54 chars left. Generate SEO title If the SEO Title is empty, the preview shows what the plugin generates based on your title Generate SEO title template. Generate SEO title
Meta Description:	
	The meta description will be limited to 156 chars, 156 chars left.
	If the meta description is empty, the preview shows what the plugin generates based on your <u>meta description</u> template.

4.3.2 Adding a Background image to your page

When creating / editing content of a page, the user can select the background image required. This option can be found at the bottom of the page under the Background Section. The Background Image sets can be created as described in section 7.6.

Background	
Image Set	NewCasino (1)
Overlay	Default Overlay
Background Color	#

4.4 Adding Promotions

Each section has the ability to add promotions, however each one has a slightly different implementation to have different effects.

4.4.1 Casino promotions

The initial page 'casino-promotions' is not shown anywhere on the site, but is used as a reference. The child pages will be displayed instead. The dash before the page signifies that it is a child (--).

 Casino pages 	Casino pages Add New
Casino pages Add New Categories Casino pages Tree View	All (25) Published (18) Pending (7) English (25) Danish Finnish (11) Norwegian Bokmål Polish Bulk Actions • Apply Show all dates •
Livecasino pagesPoker pages	 Title casino-promotions
● Pokerlobby	— Register – Deposit – Get 20 Freespins!

When adding a new promotion, tell the system that it has the parent of 'casino-promotions'.

Attributes		
Parent		
casino-promotions	•	

You can add/edit as many as you wish. When creating, add the category of casino-promotions for the system to identify what it is....



Finally, remember to select the Casino Promo template to obtain the look/feel necessary.

Post Template
Casino Promo 💌
This theme has some <u>custom post templates</u> that you can use to on individual posts, you can select one for this post using the drop down above.

4.4.2 Poker and Sports promotions

This area does not need to have child pages specified and uses a default template. However, you do need to specify the category.

Categories		
All Categories	Most Used	
📝 poker prom	otions	

Or

Categories		
All Categories	Most Used	
sports pror	notions	

5 Media Library

The Media Library is where you can find all the files that you've uploaded. The most recent uploads are listed first. The list of files contains a small thumbnail version of the image or file, the file name and the type of file (jpg, txt, etc.), the name of the Author who uploaded the file, the Page or Post which the image was uploaded to, the number of comments and the date the file was uploaded.

🚯 My Site 🗭	+ New				Howdy, Joe Blogg 🔛
Dashboard	Media	creen Options v Help v			
🖉 Posts					Oserek Madia
ා Media	All (24) Images (23) I Unattached (3)			Search Media
Library	Bulk Actions	Apply Show all dates Filter		24 items	« 1 of 2 > »
Add New	0	File	Author	Uploaded to	Date
Pages		Maddie at 8wks	Joe Blogg	(Unattached)	20 hours ago
Comments	-0	JPG		Attach	
Appearance					
🖉 Plugins		Firefly Class 03 K64	Joe Blogg	Spaceflight, 2012/12/15	0 2012/12/15
용 Users	-	Edit Delete Permanently View			
Ti Tools			las Dises	0	
IT Settings		JPG Hovering the cursor over	reach	2012/11/25	2012/11/25
Collapse menu		row will show you variou options you can perform	IS		
		708177main_hubble_lose_spiral_cropped_800-600 JPG	Joe Blogg	Spaceflight, 2012/11/25	2012/11/25
		Seturn JPG	Joe Blogg	Spaceflight, 2012/11/25	2012/11/25

When hovering your cursor over each row, a few links will appear beneath the file name.

Edit – Allows you to edit the file properties such as Title, Alt Text, Caption and Description. You can also perform some basic image manipulation

Delete Permanently – Deletes the file permanently from the Media Library

View – Will take you to the display page for that file

5.1 Viewing a File in the Media Library

To view a file, hover the cursor over the particular row that contains the file name and click the View link. If the file is an image, you'll see a larger version of the image. If the file was another type of file such as a text file or PDF for example, you'll simply see a link to that file. Click the link to view the file.

5.2 Adding a File to the Media Library

To add a new file to the Media Library, click on the Add New link in the left hand navigation menu or the Add New button at the top of the page. You will be presented with a page similar to the popup window that is displayed when uploading a new image in your Post or Page.

To upload a new file to the Media Library, simply drag your images from wherever they are on your computer, into the area marked Drop files here. Your file(s) will be automatically uploaded.

Alternatively, click the Select Files button and then select the files that you'd like to upload, using the dialog window that is displayed.

Once your images or files are uploaded, they're listed below the file uploader. If you'd like to edit the file properties, click the Edit link next to the file.



5.3 Editing the File Properties

To edit the properties of an existing file, hover the cursor over the particular row that contains the file, when viewing the list of Media Library files and click the Edit link. Alternatively, you can also click the file title or the thumbnail image. Clicking the Edit link next to the file after it's just been uploaded, will also allow you to edit its properties.

After clicking Edit, the file properties are displayed, including the title, URL, filename, file type and in the case of an image, the file dimensions. When editing the file properties, the Alternative Text field will only be displayed for images.



- Title Although the field isn't labelled, the Title is the field at the very top of the page. The Title is displayed as a tooltip when the mouse cursor hovers over the image in the browser
- Caption is displayed underneath the image as a short description. How this displays will be dependent on the WordPress theme in use at the time. You can also include basic HTML in your captions
- Alternative Text is displayed when the browser can't render the image. It's also used by screen readers for visually impaired users
- Description This content is displayed on the file's attachment page

Once the file properties are updated click the Update button to save your changes.

5.3.1 Editing an Image

WordPress has a basic image editing tool that allows you to perform some simple manipulation with your uploaded images. You're able to rotate and flip your images as well as scale them and crop them to different sizes.

When editing the properties of an image (as opposed to other file types like documents or PDFs), click the Edit Image button just below the thumbnail to show the image editing tools.



Just above the image you'll find the following image editing buttons:



Crop – Click on the image and drag the selection box to the size that you'd like the image cropped. Click the Crop button to crop the image to the new size



Rotate counter-clockwise - Rotate the image 90° counter-clockwise



Rotate clockwise – Rotate the image 90° clockwise



Flip vertically – Flip the image vertically

Flip horizontally – Flip the image horizontally



Undo – Undo the last change



Redo – Redo the last change



Click the Scale Image link to resize the image proportionally. For best results, scaling should be done before performing any other operations like cropping, rotating, etc..

To scale your image to a new size, simply enter the width or height dimensions in the appropriate field (w x h) and click the Scale button. After entering one value, the other value will change automatically so as to keep the image in proportion. The original image dimensions are displayed just above the input fields, for your reference.

There are several ways to crop your image. The easiest is to simply click on the image and drag the selection box to the appropriate size. If you'd like your image cropped to a specific ratio, enter the values in the Aspect Ratio input fields (e.g. 1:1 (square), 4:3, 16:9 etc.). You can then hold down the shift key and drag one of the edges of your selection to enlarge or reduce the size, while keeping this aspect ratio locked. If there is already a selection made, specifying the aspect ratio will automatically change the selection to match it.

Whenever the selection box is adjusted, the dimensions are displayed in the Selection input fields. You can also manually enter the dimensions of the selection box (in pixels) by entering values into these two fields. Once your selection box is adjusted, simply click the Crop button just above the image to crop the image to this new size.

By selecting one of the options in the Thumbnail Settings panel, you have the option to apply your changes to All image sizes, just the Thumbnail image or All sizes except Thumbnail.

Click the Save button to save your changes.

Click the Update Media button to return to the main Media Library page.

If you'd like to revert back to your original image, click the Edit Image button again to return to the image editor. A new Restore Original Image link is displayed just below the Scale Image link. Click the Restore Original Image link and then click the Restore image button to discard your changes and restore your original image.



5.4 Deleting a File from the Media Library

To delete a file from the Media Library, click on the Delete Permanently link that appears beneath the file name when hovering your cursor over each row. You will be prompted with the following message; "You are about to permanently delete the selected items. 'Cancel' to stop, 'OK' to delete."

Click the OK button to delete the file or click the Cancel button to return to the Media Library.

6 Appearance

6.1 Language Menus

Appearance
Themes
Widgets
Menus
Cufón
Background
Editor

Within the Menus Editor, you are able to select the menus that will be displayed for the different languages. In order to launch your site using a new language, the menu bar for that language needs to be set.

6.1.1 Create a new menu

To create a new custom menu, click on the + tab, give the menu a name, and click Create Menu button.

After a menu is created, then detail items can be added to the menu. Choose items like custom links, pages, and categories, from the left column to add to the menu.

The Casino menu needs to retrieve one of the categories as the default view for users to land on. E.g. Hot games. In this case, the page that should be chosen should be Hot Games and the Navigation label should be renamed to Casino, in that specific language, as shown in the example below.

	footer	main	Main 2	Mobile Mai	n +	
Μ	lenu Name	main			A	utomatic
L	anguage E	nglish 💌				
<u>_</u>	elete Menu					
	Start				Page	T
	Sports				Рала	-
	oporto				1 age	
	Live Betting				Page	T
	Casino			Ca	isino page	T
	Navigation L	abel	Title	Attribute		
	Casino					
	Original: H	ot Games				
	Remove C	ancel				
	Poker				Custom	T

6.1.2 Adding content to your menu

Once the language pages have been added and published (section 5), these pages will appear within the menu for that particular language. You can simply drag and drop these pages and put them in the order you want. You can also click each item to reveal additional configuration options. You can also drag a menu item a little to the right to make it a submenu, to create menus with hierarchy. You'll see when the position of the drop target shifts over to portray the nested placement. When you have finished creating the new language menu, make sure you click the Save Menu button.

You can specify a different navigation label for a menu item as well as other attributes. This is very important to personalise your menu bar specifically to the desired language.

Posts			
Casino pages	8 Menus		
Clivecasino pages	The second s	footer main Main 2 Mobile Main	*
Poker pages	Censh (3) (English (4) (Pinnsh (4) (Norwegan Bolmál (2) (Polan (2) (3)wedan (5)	MenuName focter	Aufomatically add new top-level pages
+ Pokerlobby	Theme Locations		Translations: Danah 🥒 Faniat 🍠 Norwegien Bolima 🥖 Polah 🍠 Swedah J
Media	Your theme supports 2 menus. Select which	Language English	Instruction on the Instrument
Sports pages	menu appears (o each location	Delete Menu	Save Meeu
Pages	The Main Menu		
	man		
Appoaranco	Pooler Linka	About Us	Page w
Nights .	focter	Construction of the Constr	
Mentos	Same	Terms & Conditions	Page +
Cutton		Responsible Gamina	Page w
Background	Custom Links		
		Contact Us	Page w
Plogins (1)	URL Http://		
E Users	Label Nets bet	Privacy Policy	Page +
[] Tools	(Add to Bana)		
IT Settings			Com Units
Chop Slider 3	82.S		
WPML	Pages		
550	Most Recent View All Search		
	Carlso Ca		
	rooten rooten rooten Rec Dog Let Ride Take		
	Sectore States		
	Categories		
	Nost Used View All Search		
	poter promotions sperts promotions casino promotions		
	Select Al (Add to thema)		
			for Marine 1

6.1.3 Delete Menu

Click this link to delete the menu. Deleting also deletes the menu items.

6.1.4 Save menu

Click this button to save the menu.

6.2 Background images

Each page on your site can have a different background image. In order to manage the images, you will need to go to the "Appearance" menu and select the "Background" option.



A number of background images can be created, to enable you to personalise the background image per page as well as language.

E	Background Manager				
Sett	igs Image Sets (13) Trash (1) Import				
Bul	Actions (Apply) (Add New)				13 llenus
0	Title Description	Categories	Tags	Images	Last Modified
8	FPbgENG			3	2013/01/14
10	(PbgSW)			3	2013/01/14
8	FPbgFI			2	2013/01/11
8	NewCasino			1	2013/01/07
8	hitman			1	2012/12/13
5	poker	poker promotions		1	2012/11/23
8	Live Casino			1	2012/11/00
1	Casino.			1	2012/11/08

Images can be uploaded and saved using the upload / insert menu button.

Settings Image Sets (13) Trash (1) Imnort
FPbgENG Add Some Images!
UploadInsert Click on this icon to start adding some images. Save using the Add Image Set button. Don't forget to add a title!
Image count: 3
Background Image Link

7 Chop Slider

The images within the slider boxes in your Home Page can be modified and personalised from the Chop Slider Menu. Once all images have been included in your Media library, images can be uploaded into the slider. In order to choose an image from the Library, you will need to click on the "Show" link near the desired picture.

 Posts Casino pages Curvectarino pages Poker pages Poker pages Posts pages Pages Pages Polaris Posts pages Pages Posts pages Contract pages <li< th=""><th colspan="5">Create New Chop Slider + Istantis Chap Slider I stantoset Upload Slides/Images</th></li<>	Create New Chop Slider + Istantis Chap Slider I stantoset Upload Slides/Images				
	der Settings Too Slider Title				
	vetOped by Emgldy. Built using Banes.	ion 3.5			

Under the thumb, you will see three small icons, from left to right:

- Edit Slide
- Change Image
- Remove Slide

When selecting the "Edit" icon, to edit the slide's captions and link, the following popup window will show:



All the information requested can be included but not required.

- Caption Title is the title of the slide
- Caption Text (HTML) is the slide's description
- Slide link can be used as a hyperlink when you need to link to a specific HTML

Additional slides can be added accordingly, and if order of slides needs to be changed, this can be dragged and dropped to the required place.

8 Mobile Site

The number of people sitting down to access the internet via a regular computer or laptop is slowly but surely decreasing. Many people prefer quick access to websites via their cell phones and tablets. This means that if you want to remain a viable player in your market of choice, your website visitors need to see a mobile-ready website when they access your pages from their phones. Emgidy has created this for you.

The design of the mobile version of your site has been developed keeping in mind the smaller screens. Menus in your mobile site appear differently to those in the desktop site in order to show on the page properly. Although Images are great, it is important to keep in mind that they take up space and can push your important text over multiple pages. Web users are often looking for fast information, and your mobile site has been designed to provide users what they're looking for at a glance.



The mobile site has been configured to utilise a number of elements from within your desktop site automitically to avoid duplication of work. Content can be updated directly from within your WordPress administration module. Your mobile site is multi lingual and user can change language from the top

When including images for your mobile site, it is recommended that images selected are small in size to enable speed and reduce resource consumption of your mobile. In addition, given that the mobile site has a much smaller estate to display content, content should be wisely selected and avoid line spaces that uses up unnecessary space.

Most SEO experts will tell you to ditch Flash and Java on your regular website, simply because they're not SEO friendly and the search engine crawlers have trouble with them. On a mobile device, these functions simply won't be supported, making your site virtually unreadable to mobile visitors. It is recommended that any flash content is removed. Where flash content is included and a user selects any flash content, a pop up will be displayed with a message directing users to utilise the desktop site.

8.1 Mobile Menu

The menu shown on your mobile device is managed from within the Appearance Menu section of your wordpress site. Refer to section 6.



8.1.1 Localisation of menu items

In order to enable a new language in your mobile site, the menu for that specific language needs to be created. Refer to Section 6 of this manual for a more detailed explanation of how to create menu items. The following naming conventions have been used for Mobile Menus:

- Mobile Main (for English)
- Mobile Main SV (for Swedish)
- Mobile Main FI (for Finish)

etc.

8.2 Chop Slider

Within Chop Slider, we have created a number of slides to enable you to manage your mobile images. When creating your images, it is good if you utilise the 8-bit PNG or GIF format and reduce the number of colours in the palette. Some image programs such as PhotoShop allow you to save the image for the web and fine-tune the image settings. By reducing the colour palette from 256 to something like 32, you greatly reduce the size of the file.

In addition, transitions should not be included, since these take slow down your site. Editing and creation of new images can be done directly by yourself. For more information refer to section 7 of this manual.

Created Sliders									
Title	Integration	Images	Version	Created / Updated	Edit	Remove			
MOBILE FI movi	ng Shortcode: [chopsliderid="21"] Template tag: php chop_slider(21) ?		7	2013-01-16 11:37:09	/	×			
MOBILE Now S	VE Shortcode: [chopsliderid="20"] Template tag: php chop_slider(20) ?		4	2013-01-15 16:21:48	/	×			
MOBILE Now E	VG Shortcode: [chopsliderid="19"] Template tag: php chop_slider(19) ?	A DECEMBER OF	6	2013-01-15 16:15:43	/	×			

8.3 Mobile Page content

The pages on your mobile site will not include any background images. Content of each page can be created from within your WordPress Administration module. Within your WordPress module, each page contains a section entitled "mobile-content" and "mobile-footer".

8.3.1 Mobile Content



8.3.2 Mobile Footer Content

mobile_seo_footer	Visual HTML
B I ₩₩ ☵ ☷ ₩ ■ ≢ ≢ 2 22 몸 ♥ ▼ 12 團 CS 1/2	
	^
	E
Path: p	

8.4 **Promotions**

All promotions created for the desktop site will also be included in the mobile site and will be displayed within the site like a menu. The site will automatically grab the images set as the features image for that promotions and display it in the promotions menu.

