

# Complex Cloth User Handoff Guide

December 10, 2022



## Overview

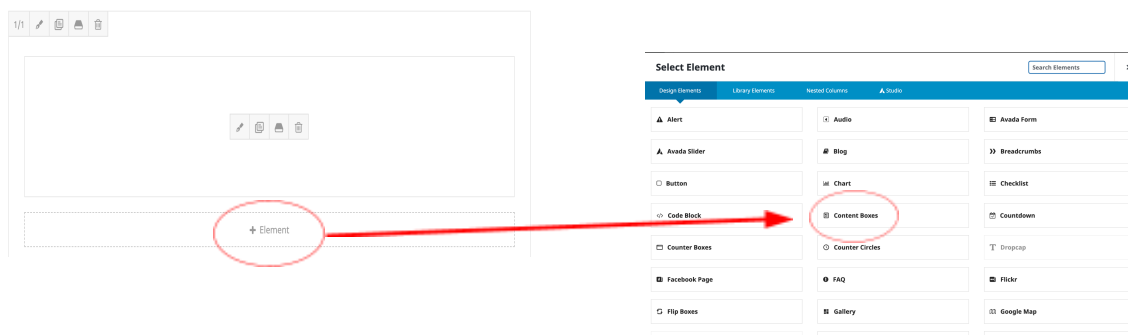
This document provides instructions on how to navigate and edit the website that we created using WordPress. To build our site, we used Avada. For a general guide regarding the website builder, use this website (<https://theme-fusion.com/documentation/avada/getting-started/>).

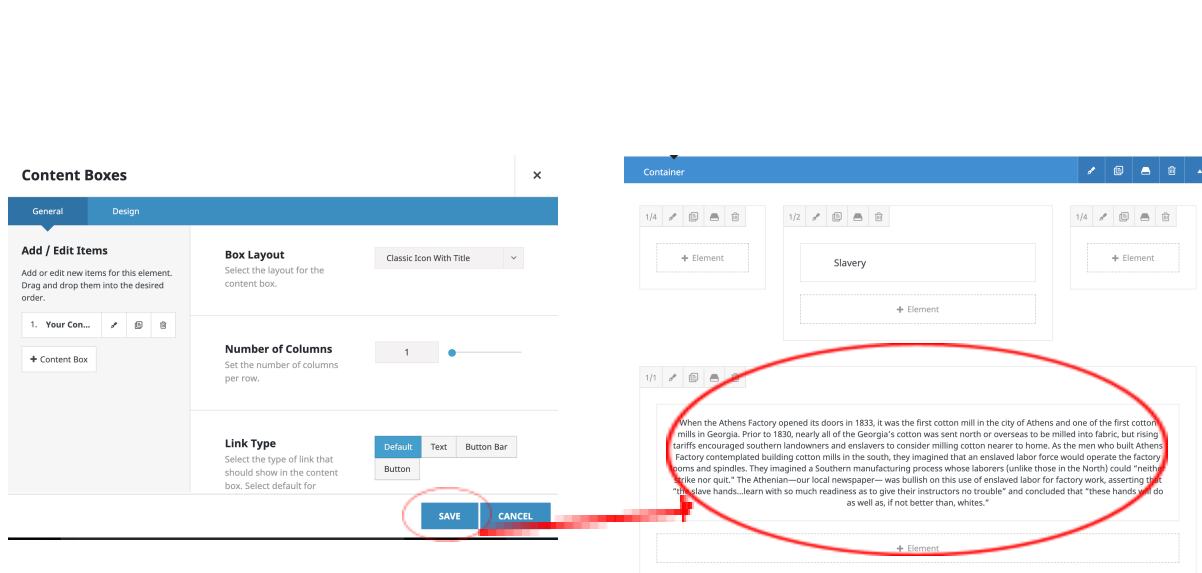
## How to edit:

1. Go to [www.complexcloth.org/wp-admin](http://www.complexcloth.org/wp-admin)
2. Login to using the email sent linking you to the Wordpress space
3. In the top left corner of the dashboard click the house icon titled "Visit Site"
4. A tool bar should be at the top of the screen, this means you are logged in and able to edit the site

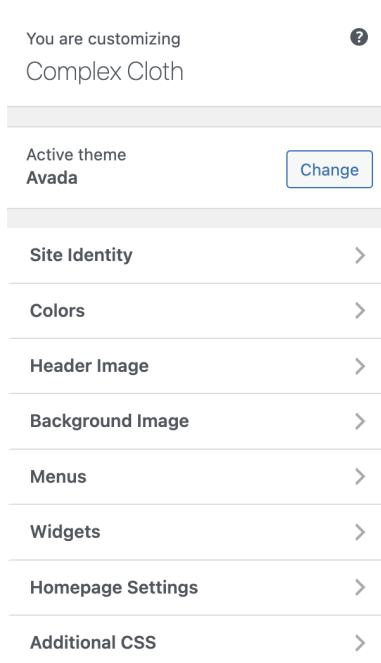


5. For content editing needs, click the pencil tool entitled “edit” OR the “edit live” - this is completely personal preference, both will allow you to edit the content on each respective page
6. Boxes will appear throughout the page. When you click on a “+ Element” button inside the box, Avada will give you a plethora of options to add. Select whichever element you please, which will bring you to a page specifying the details for the element’s design. For most pieces of content, leave all settings at their default and click save. Once the element box is in your desired position, begin filling in your content.





7. To publish any changes hit the blue “update” button at the bottom of the Avada sidebar.
8. To edit the appearance of the site, click the paintbrush icon entitled “customize”
9. This box will pull up on the left-hand side of the screen If you'd like to change the content of the text, do it through the text editor feature under the content section of the Avada sidebar, it will work better than editing straight on the page



10. If you'd like to change the appearance of the text, go to the style tab of the Avada side bar and click the blue pen next to the typography option
11. To publish any updates in the “customize” tab, be sure to hit “publish”. The button will change from “publish” to “published” once the change is confirmed.
12. The Virtual Design Guide holds all the details of how things should look for each section of the site.
13. For any other questions regarding wordpress, search through <https://wordpress.com/>.

## New Media Contact Information:

If you have any questions about the website or project, you can reach out to either John Weatherford or Leah Moss

John Weatherford's email: [jweatherford@gmail.com](mailto:jweatherford@gmail.com)

Leah Moss's email: [leahmoss@uga.edu](mailto:leahmoss@uga.edu)