Guide to Editing Your Website

Admin Area: Your Admin Area can always be found at YourChapter.org/wp-admin (replace YourChapter.org with your domain name).

<u>New Photo Gallery Instructions</u>

1. **Go to the Admin Dashboard:**
   Navigate to **Photo Gallery > Add New Photo Gallery**.

2. **Add a Title:**
   Enter the name of your photo gallery in the **Title** field.

3. **Set a Featured Image:**
   On the right side of the screen, click **Set Featured Image** and upload or select your preferred image.

4. **Save Your Draft:**
   Click **Save Draft** to save your progress.

5. **Open in Elementor:**
   At the top left of the screen, click **Edit with Elementor** to open the page in the Elementor editor.

6. **Add the Gallery Widget:**
   In the left Elementor panel, search for **Gallery**.
   Drag the **Gallery widget** onto the page where you want the gallery to appear.

7. **Add and Configure Images:**
   o On the left panel, click **Add Images** to upload or select your photos.
   o Under **Layout**, change the setting from **Grid** to **Justified**.
   o Adjust the **Row Height** to your preference.
   o If you increase the **Row Height** above **300**, also change the **Image Resolution** to **Medium Large (768 x 0)** for best quality.

Additional Support

- If you have any questions or need assistance, please open a support ticket at
  https://greenlightdesignstudios.com/support-portal/