

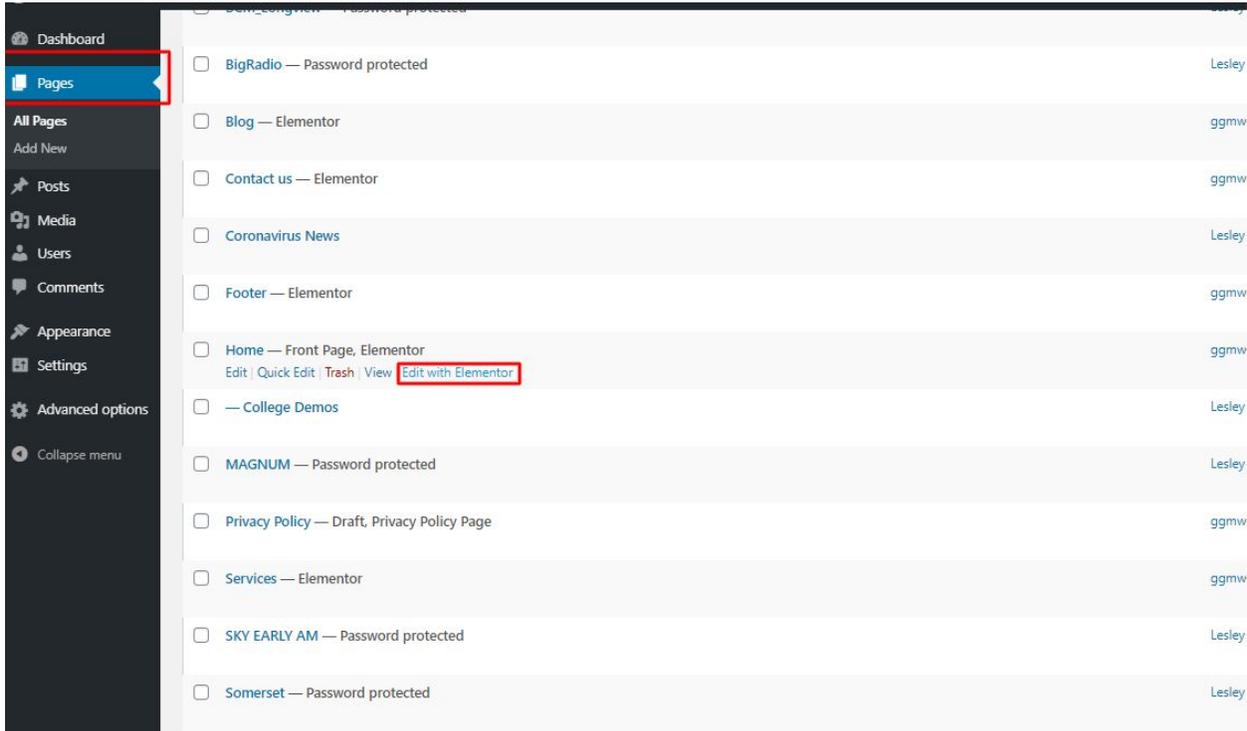
Remote News Service

User Manual

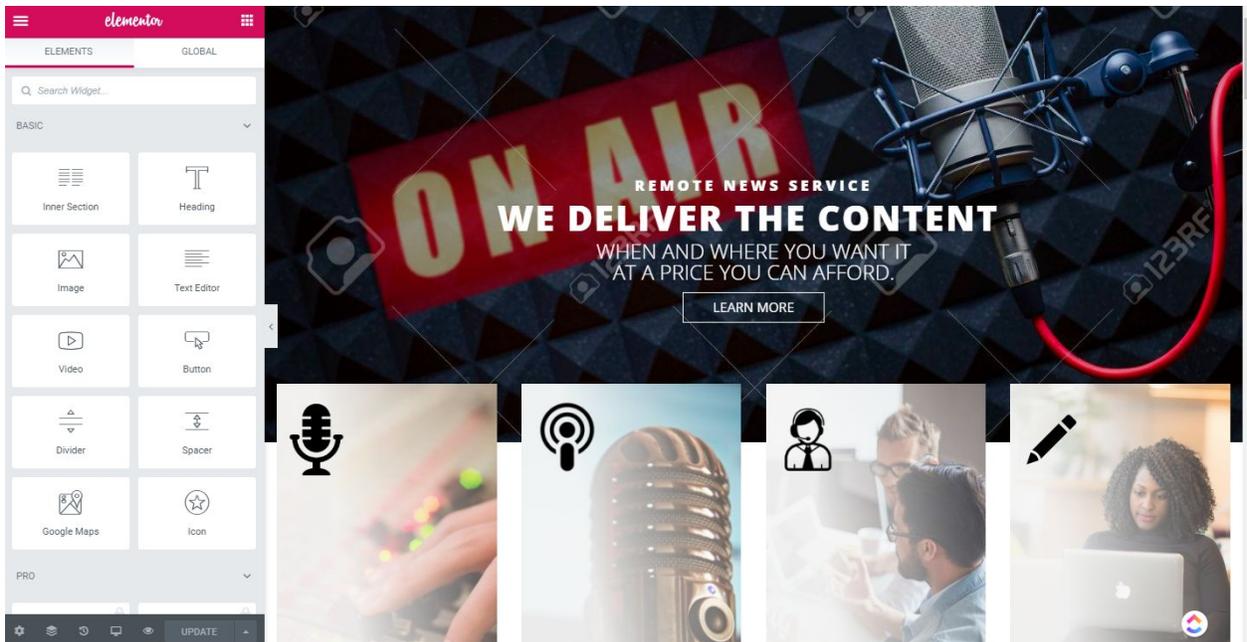
Editing the pages:	2
Editing any type of text element in the page:	3
Editing Images:	4
Changing images in the Service boxes :	4
Editing a simple image:	6
Editing a background image:	7
Editing Audio files on the main pages:	8
Adding a partars logo image:	10

Editing the pages:

To update the content on your pages you need to first log into the WordPress dashboard and navigate to the page you want to edit. To find the page you need to edit you can go to the “Pages” tab on the left side of the screen. Simply hover over the page name and click on “Edit with Elementor”.



Now the page will show up with a variety of options to edit and add additional elements.

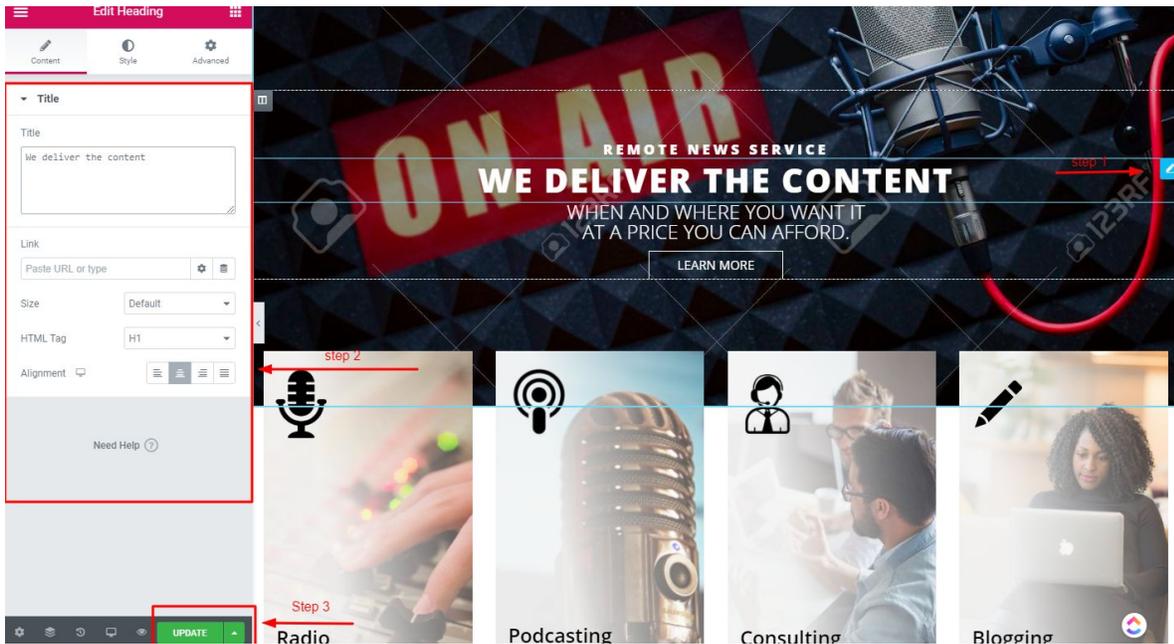


Editing any type of text element in the page:

Step 1: To edit a text area simply hover over it and either click on it or on the blue pencil icon on the right side of it.

Step 2: On the left side of the screen the dialog window will change. This is the place where you can make your edits or change the text completely.

Step 3: After your done with the changes click on the green "Update" button and your changes are now live



Editing Images:

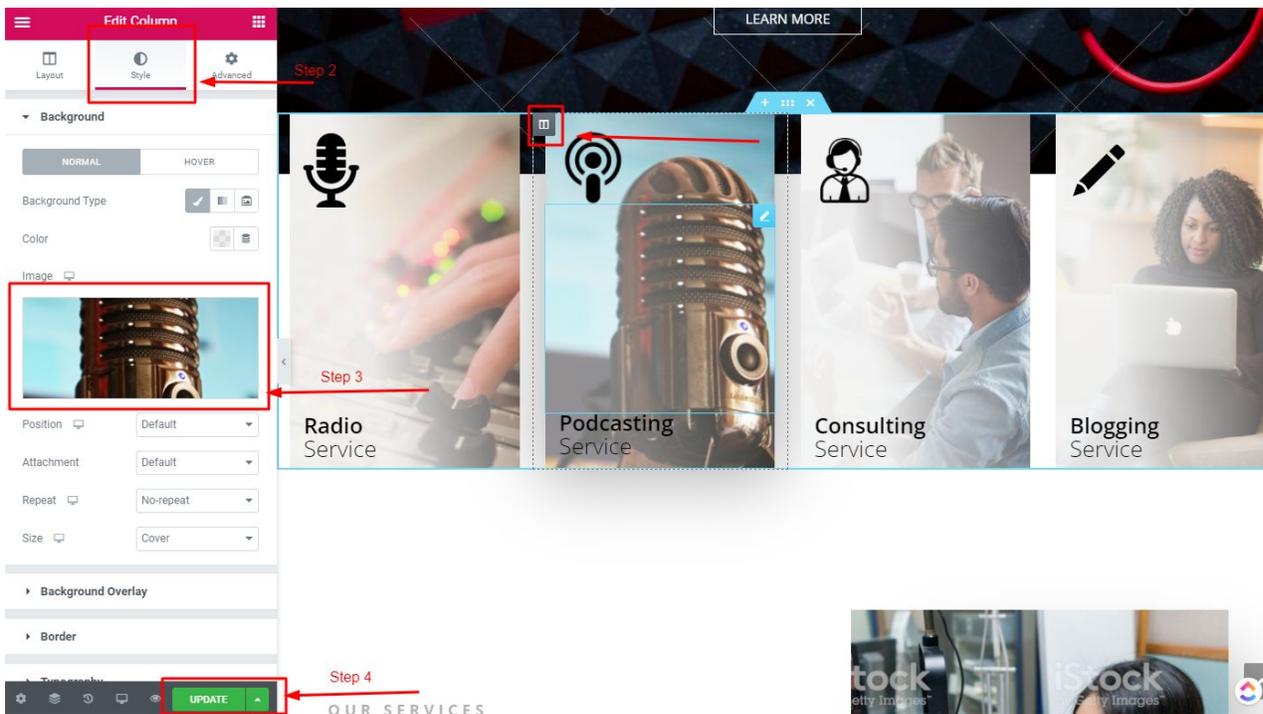
Changing images in the Service boxes :

Step 1: Hover over the box and click on the gray icon on the top left corner

Step 2: The dialog box on the left side will change with options for that area you need to click on the “Style” tab

Step 3: Now you can see that you have the option to change the image in the Service box

Step 4: After your done with the changes click on the green “Update” button and your changes

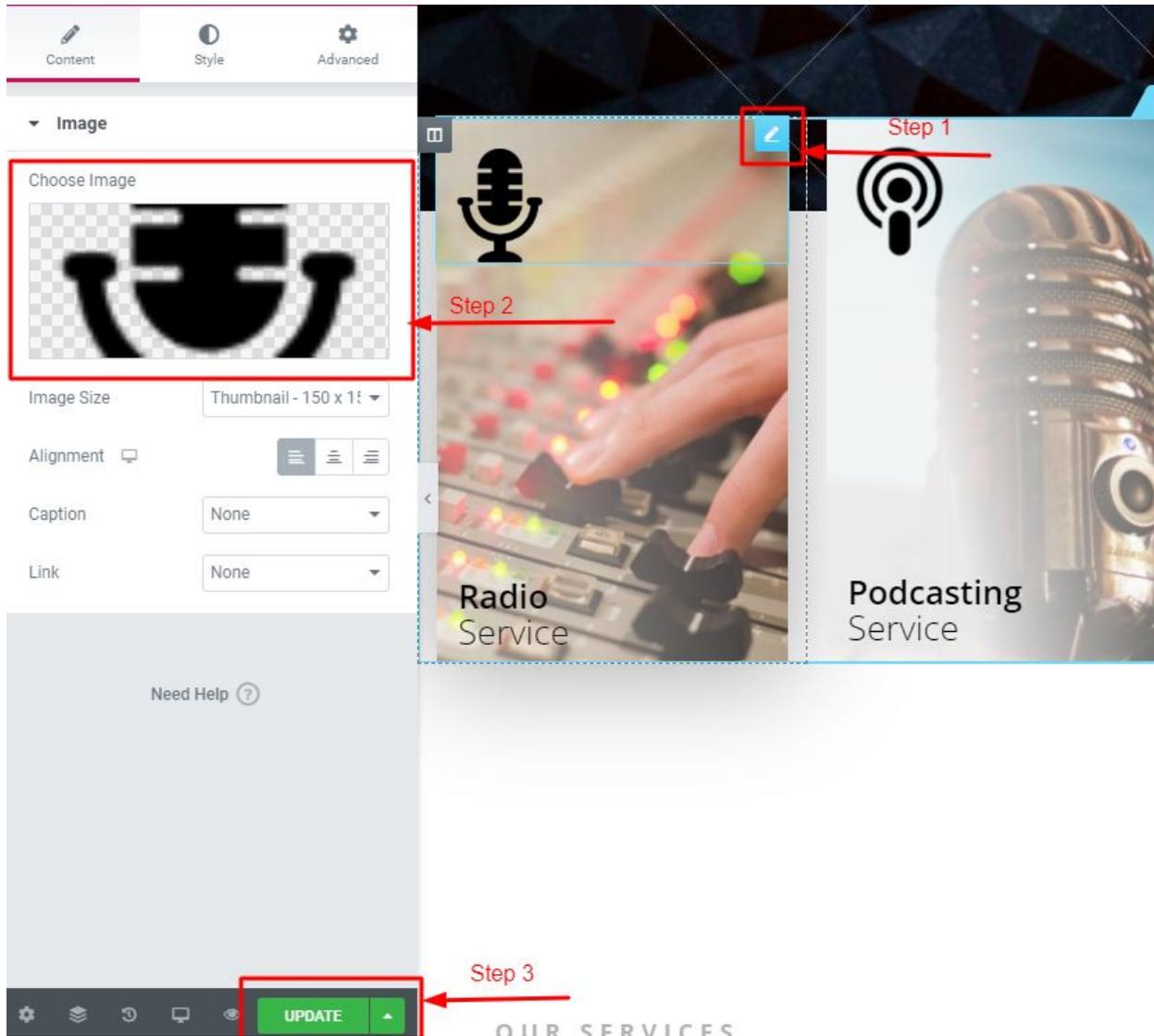


Editing icon in the Service boxes :

Step 1: Hover over the icon in the Service box and click on the blue pencil icon on the right side of the element or just simply click on the icon

Step 2: The dialog box on the left side will change with options for that area now you can click on the change image option and chose an image that you want to use (side note we recommend using .png files with transparent background for this one)

Step 3: After your done with the changes click on the green "Update" button and your changes



Editing a simple image:

Step 1: Click on the image or on the blue pencil icon on the right side of the element

Step 2: The dialog box on the left side will change with options for that area now you can click on the change image option and chose an image that you want to use

Step 3: After your done with the changes click on the green "Update" button and your changes

The screenshot displays the Gramercy CMS interface. On the left, the 'Edit Image' dialog box is open, showing a 'Choose Image' section with a red box around the selected image. Below this, there are settings for 'Image Size' (Medium Large - 768), 'Alignment', 'Caption', and 'Link'. At the bottom of the dialog, a green 'UPDATE' button is highlighted with a red box and labeled 'Step 3'. The main content area shows a news article snippet with the heading 'OUR SERVICES' and sub-heading 'REMOTE NEWS Service offers radio news to stations who can't afford a news team. We offer in-depth news coverage your audience relies on.' A red box on the right side of the image area is labeled 'Step 1'. Below the CMS interface, a video player is visible with the word 'DEMOS' and a play button. A red arrow labeled 'Step 3' points to the play button.

Editing a background image:

Step 1: Hover over the area with the background click on the “six dots” icon in the top center of it

Step 2: The dialog box on the left side will change with options for that area you need to click on the “Style” tab

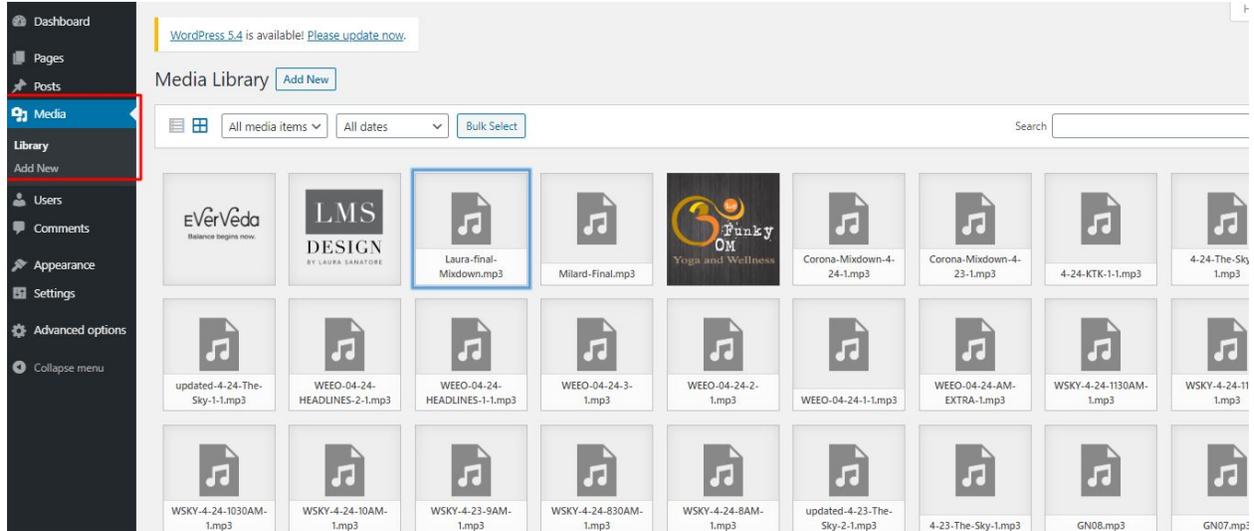
Step 3: Now you can see that you have the option to change the image in the Service box

Step 4: After your done with the changes click on the green “Update” button and your changes

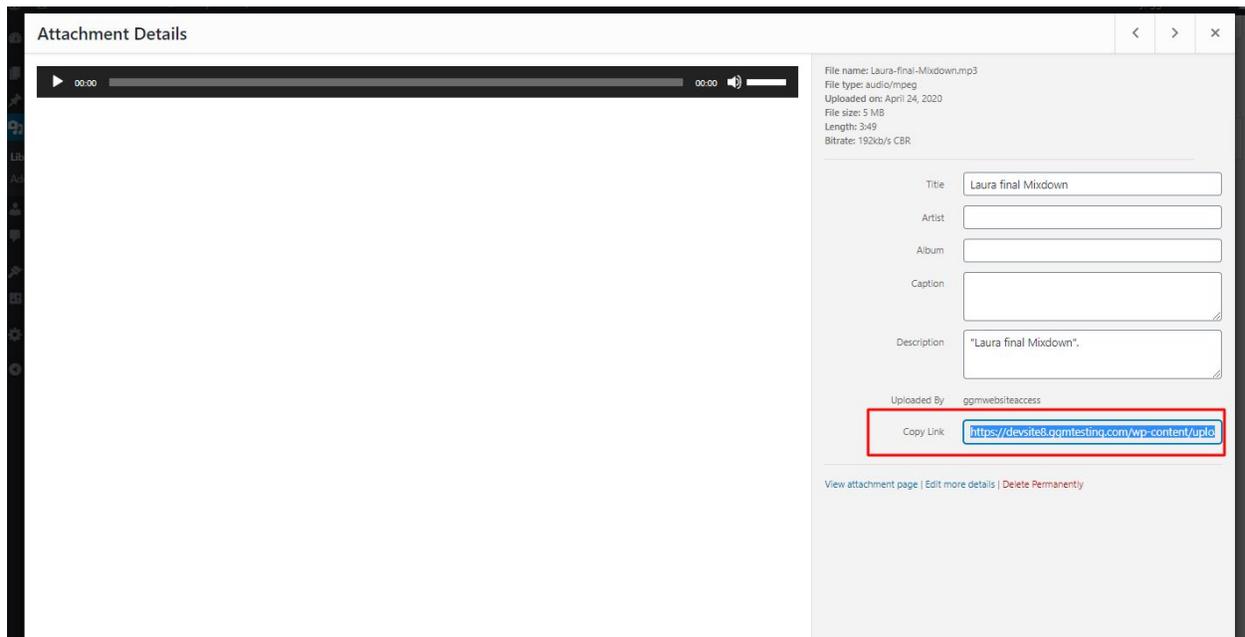
The screenshot displays the Gramercy website editor interface. On the left is the 'Edit Section' sidebar, and on the right is a preview of the website's contact form. The contact form has a background image of a microphone and a hand holding a sign that says 'Remote News Serv'. The sidebar has three tabs: 'Layout', 'Style', and 'Advanced'. The 'Style' tab is selected and highlighted with a red box. Under the 'Background' section, there are options for 'Background Type', 'Color', and 'Image'. The 'Image' option is highlighted with a red box, and a red arrow labeled 'Step 3' points to the image selection area. At the bottom of the sidebar, there is a green 'UPDATE' button, highlighted with a red box and a red arrow labeled 'Step 4'. In the top right corner of the preview area, there is a 'six dots' icon, highlighted with a red box and a red arrow labeled 'Step 1'. A red arrow labeled 'Step 2' points to the 'Style' tab in the sidebar.

Editing Audio files on the main pages:

Step 1: Go to your Wordpress Dashboard and Upload your audio file in the Media library - you can upload the file by simply dragging and dropping it or click on add new



Step 2 Once you upload the file click on it and copy the link to that file



Step 4: Navigate to a main page where you want to change the file click on edit with elementor.

Step 5: Click on the audio element or the play button inside the elementor editor

Step 6: Paste the link you copied in step 2 where it says src = "the link you copied" (put the link in between the quotes)

Step 7: After your done with the changes click on the green "Update" button and your changes

remarkably talented and dedicated news anchors and reporters.



Edit Heading

Content Style Advanced

Title

Title

```
<audio id="firstAudio" controls>
  <source
    src="https://devsites.gmtesting.c
om/wp-
content/uploads/2020/02/Jenna-
Kochenuer-
WEEO.mp3" type="audio/mpeg">
</audio>
```

Link

Paste URL or type

Size: Default

HTML Tag: H2

Alignment

Step 6

DEMOS

TRY US OUT!

JENNA KOCHENAUER
WEEO,
CHAMBERSBURG/HAGERSTOWN

JON DEMASTER
WHBL SHEBOYGAN, WI

Step 5

Need Help ?

UPDATE

Step 7

ABOUT US

There's nothing **more valuable and trustworthy** than localized radio

In these ever-changing times of digital hyper-awareness, local radio wins every time.

Adding a partars logo image:

Step 1: Click on the partars logo area or on the blue pencil icon on the right side of the element

Step 2: The dialog box on the left side will change with options for that area Hover over the last item in that area and click on the “Copy” icon next to it and a copy of the last logo will show up.

Step 3: Click on the new item to expand the options for it now you can fill in the information like URL and change the image

Step 4: After your done with the changes click on the green “Update” button and your changes

The screenshot displays the 'Edit Logo Showcase' interface. On the left, a list of items (Item #10, #11, #12, #13) is shown. Item #13 is selected, and its details are visible in the dialog box, including the company logo (ALPHAMEDIA), name, description, and URL. The main area shows a grid of partner logos under the heading 'Our Partners'. Red arrows point to specific elements: Step 1 points to a pencil icon on the Entercom logo; Step 2 points to a copy icon next to Item #12; Step 3 points to the 'Company Logo' field in the dialog; and Step 4 points to the 'UPDATE' button at the bottom of the dialog.

To remove an item just click on the “X” icon that is placed right next to the “copy” icon.

Adding / Removing a Testimonial image:

Step 1: Click on the Testimonial area or on the blue pencil icon on the right side of the element

Step 2: The dialog box on the left side will change with options for that area Hover over the last item in that area and click on the “Copy” icon next to it and a copy of the last Testimonial will show up.

Step 3: Click on the new item to expand the options for it now you can fill in the information like URL and change the image

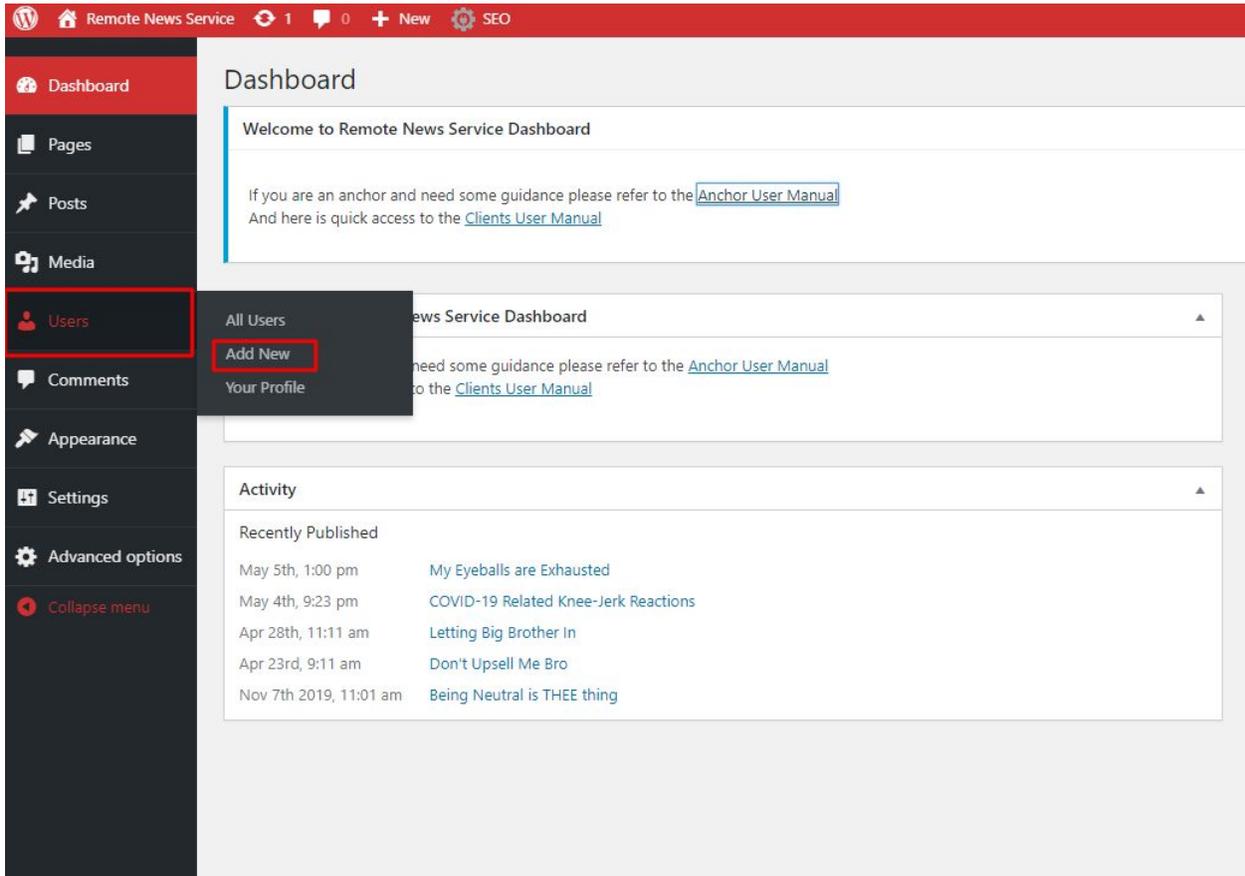
Step 4: After your done with the changes click on the green “Update” button and your changes

The screenshot shows the 'Edit Testimonials' interface. On the left, a dialog box for 'Item #4' is open, containing fields for image (showing '94.3'), icon, title, comment, name (Paul Cashin), position (Program Director), date, link, and rating (Hidden). On the right, a testimonial card for 'SUPER TALK 99.7 WTN' is shown, featuring a quote from Brian Wilson, Former Program Director/Cumulus Super Talk 99.7, WTN Nashville, TN. Red annotations indicate: Step 1 (pencil icon on the testimonial card), Step 2 (copy icon on the testimonial list), Step 3 (new item in the list), and Step 4 (UPDATE button at the bottom).

To edit a testimonial just click on an item to expand it's options and edit the information
 To remove an item just click on the “X” icon that is placed right next to the “copy” icon.

Creating a new Anchor account(User):

Step 1: To create a new Anchor account (User), you need to first log into the WordPress dashboard and navigate to USERS (on the left side of the screen) hover over it and click on "ADD NEW":



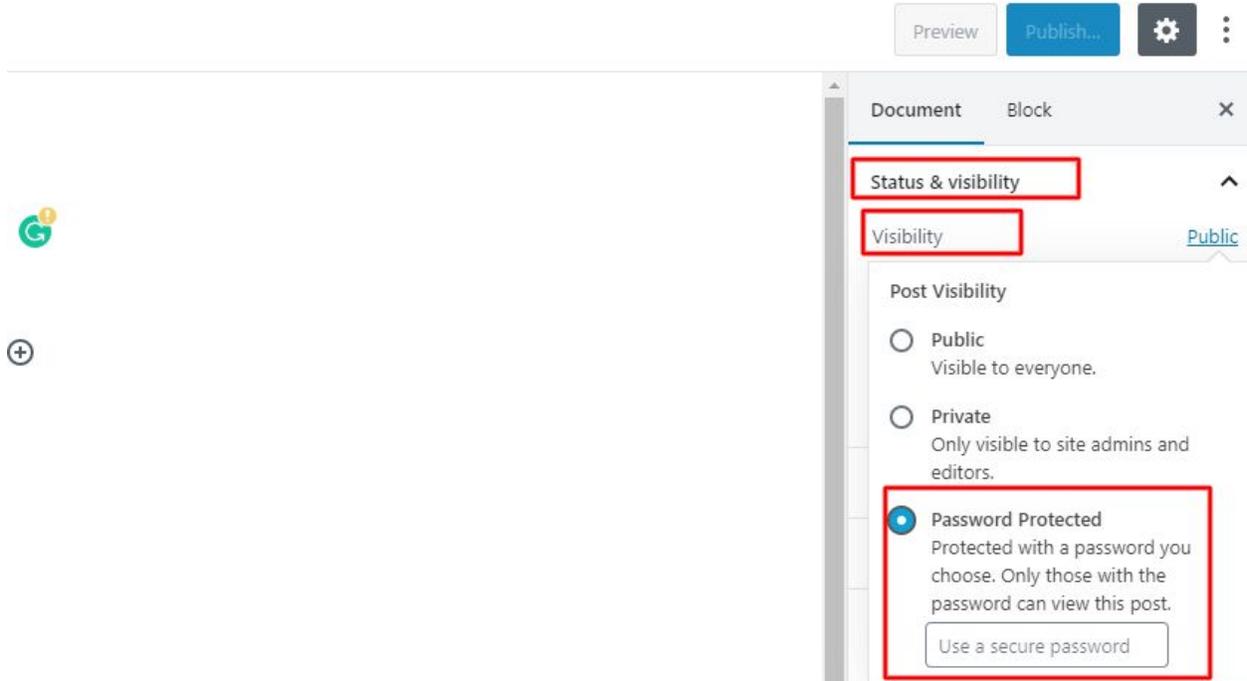
Step 2: After that fill in all the required information needed to create the user and **a very important step here is to choose the role of the user as an "EDITOR" from the drop-down menu. also a very important step here is to generate and save the password for this user and provide the Anchor with the right credentials for the WordPress account** After that click on "Add New User"

The screenshot shows the WordPress 'Add New User' interface. On the left is a dark sidebar menu with options: Dashboard, Pages, Posts, Media, Users (highlighted), All Users, Add New, Your Profile, Comments, Appearance, Settings, Advanced options, and Collapse menu. The main content area is titled 'Add New User' and includes the instruction 'Create a brand new user and add them to this site.' Below this are several input fields: Username (required), Email (required), First Name, Last Name, and Website. The Password field has a 'Show password' button highlighted with a red box, and the text 'important step!' is written in red next to it. The 'Send User Notification' checkbox is checked. The 'Role' dropdown menu is set to 'Editor' and is also highlighted with a red box. At the bottom left of the form, the 'Add New User' button is highlighted with a red box.

Now you are all set with Creating a new Anchor account(User) and you should be able to see the new user appear in the list of users

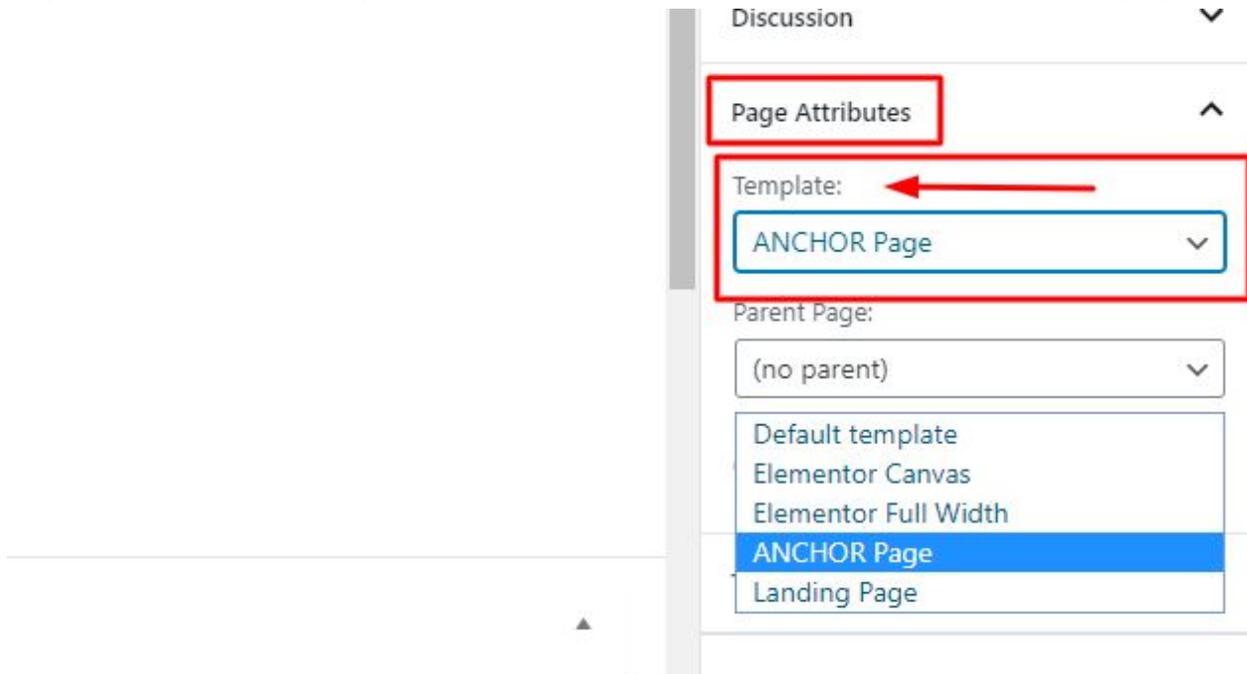
Creating a new Anchor's Page :

Step 1: To create an Anchor's page you need to first log into the WordPress dashboard and navigate to Pages (on the left side of the screen) hover over it and click on "ADD NEW":

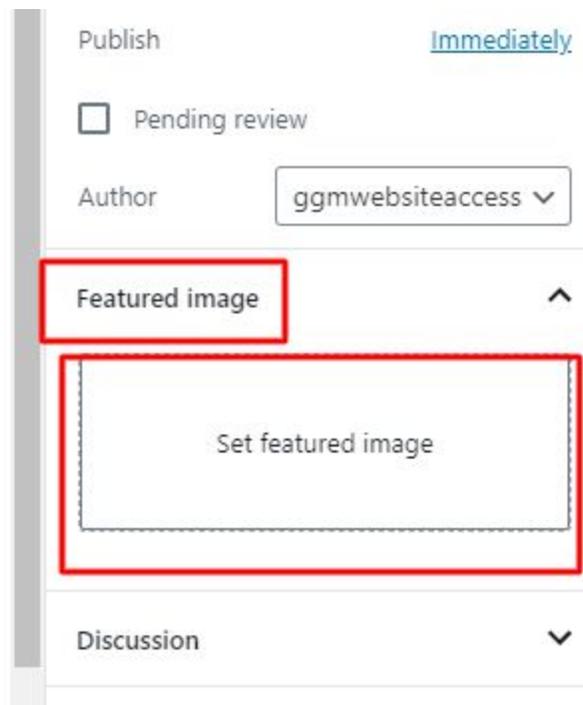


Step 2: On the right side of the screen under the "Status and Visibility " tab where it says "Visibility" right next to it there is a blue text "Public " click on it and from the dropdown click on "Password Protected and" and chose a password for your anchor

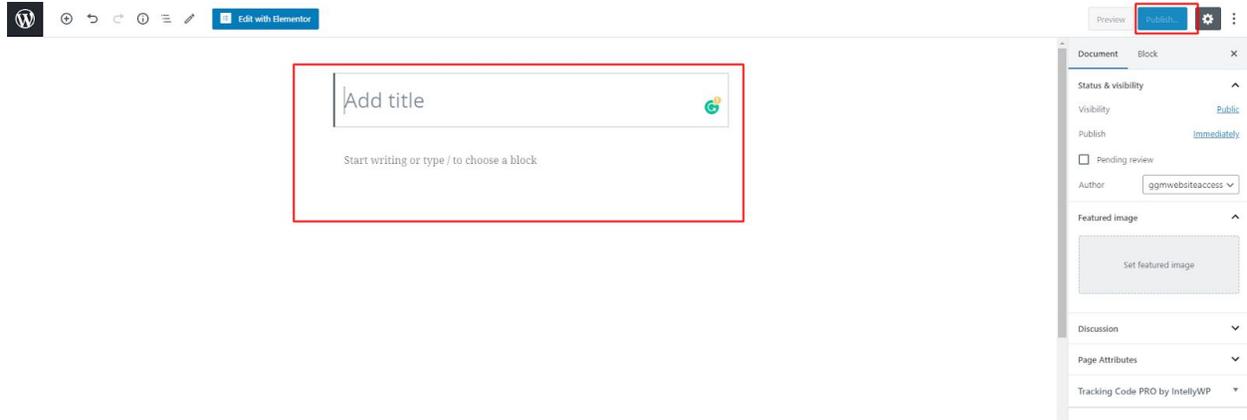
Step 3: After you've set the password move on to to "Template" and choose ANCHOR page



Step 4: After that you just need to go to the tab "Featured Image" and select a cover photo for your Anchor



Step 5 Now fill in all the necessary information like name phone est..and click on the publish / Update button on the top right corner of the screen



Step 6: Go to the newly created page and make sure that the password works and everything is the way you wanted it to be and you're all set.