

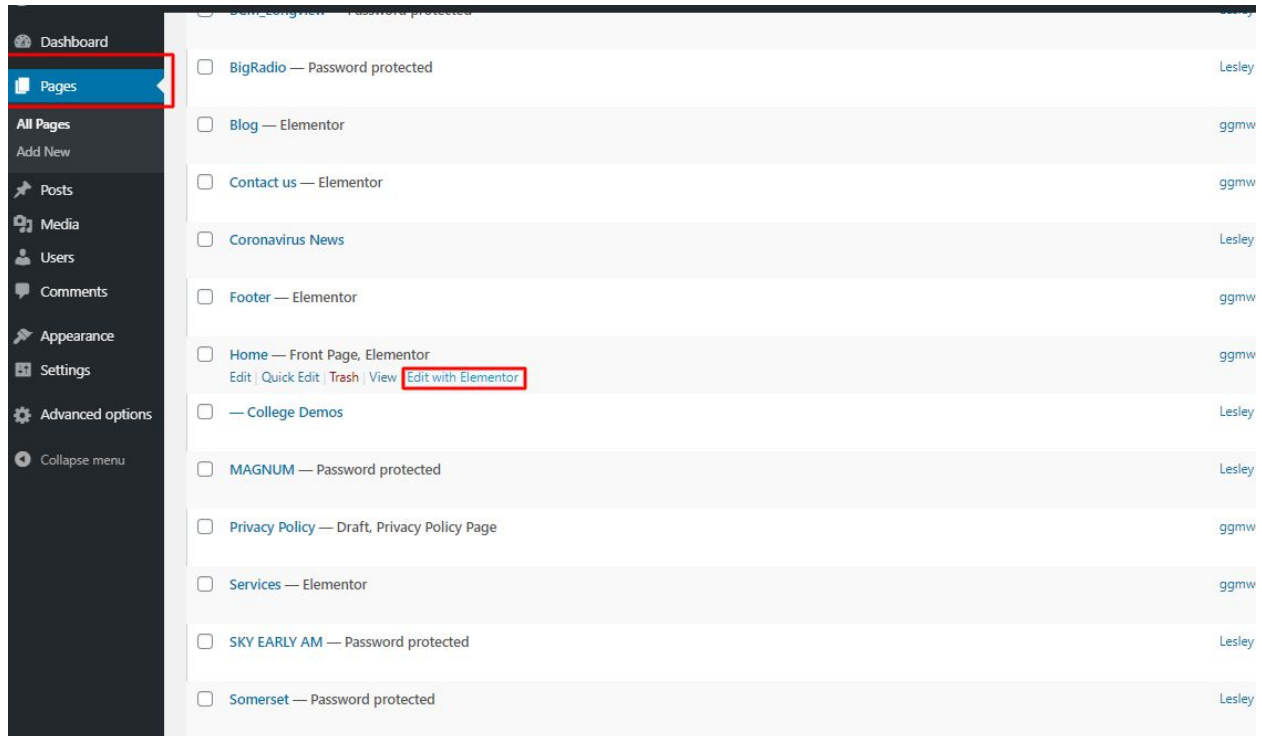
Remote News Service

User Manual

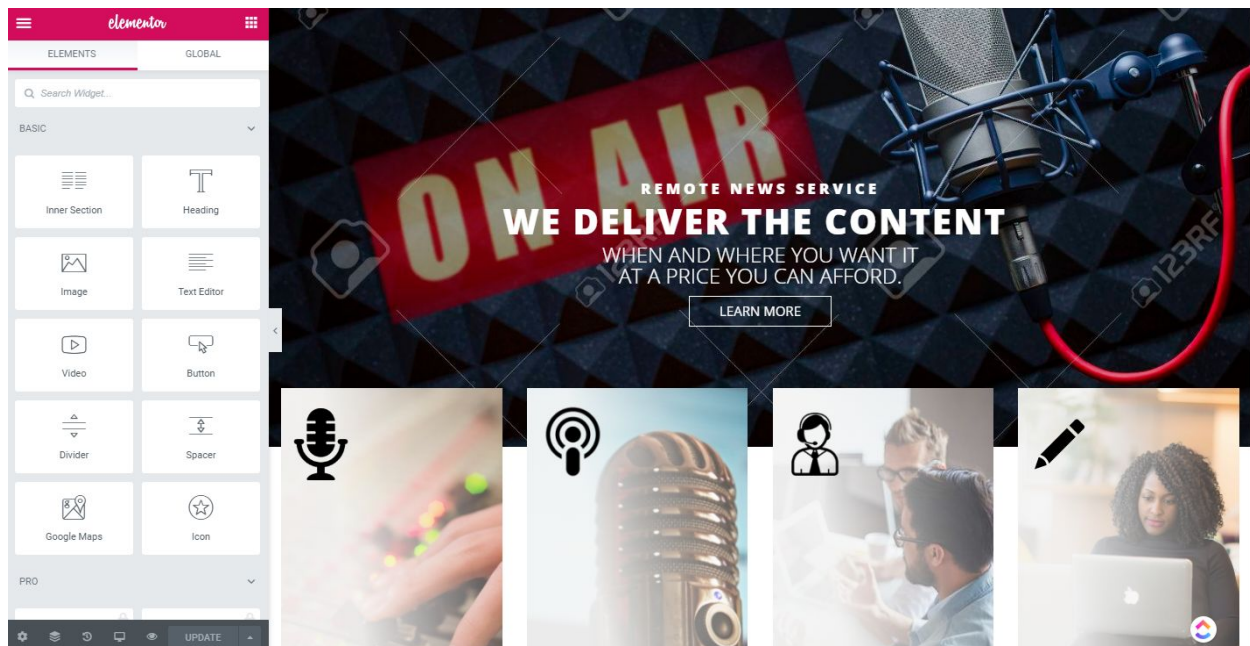
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Editing the pages:

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.

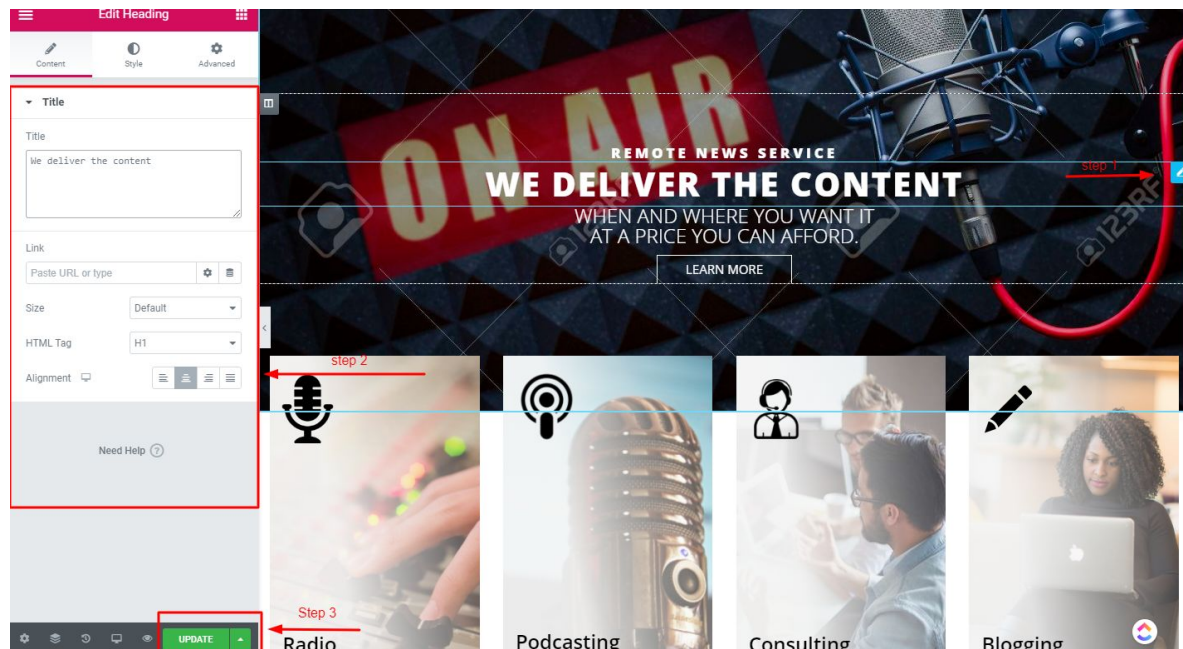


Editing any type of text element in the page:

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 you're done with the changes click on the green "Update" button and your changes are now live.



Editing Images:

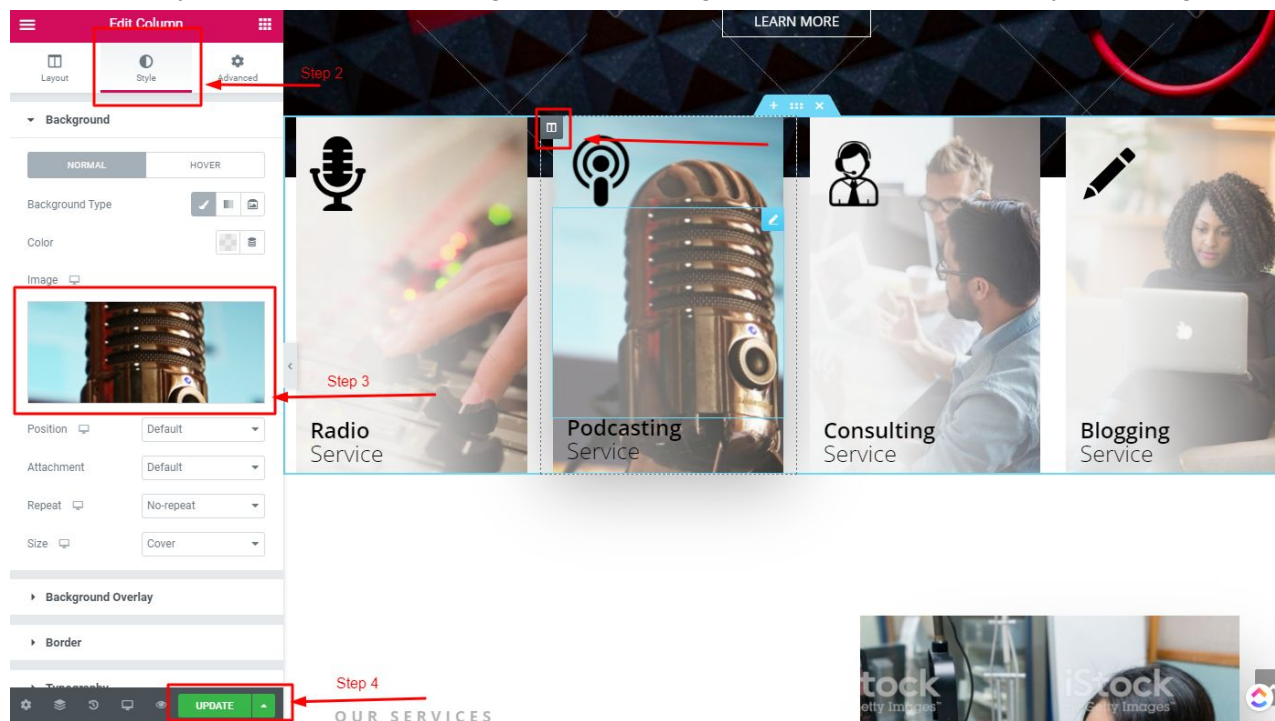
Changing images in the Service boxes :

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

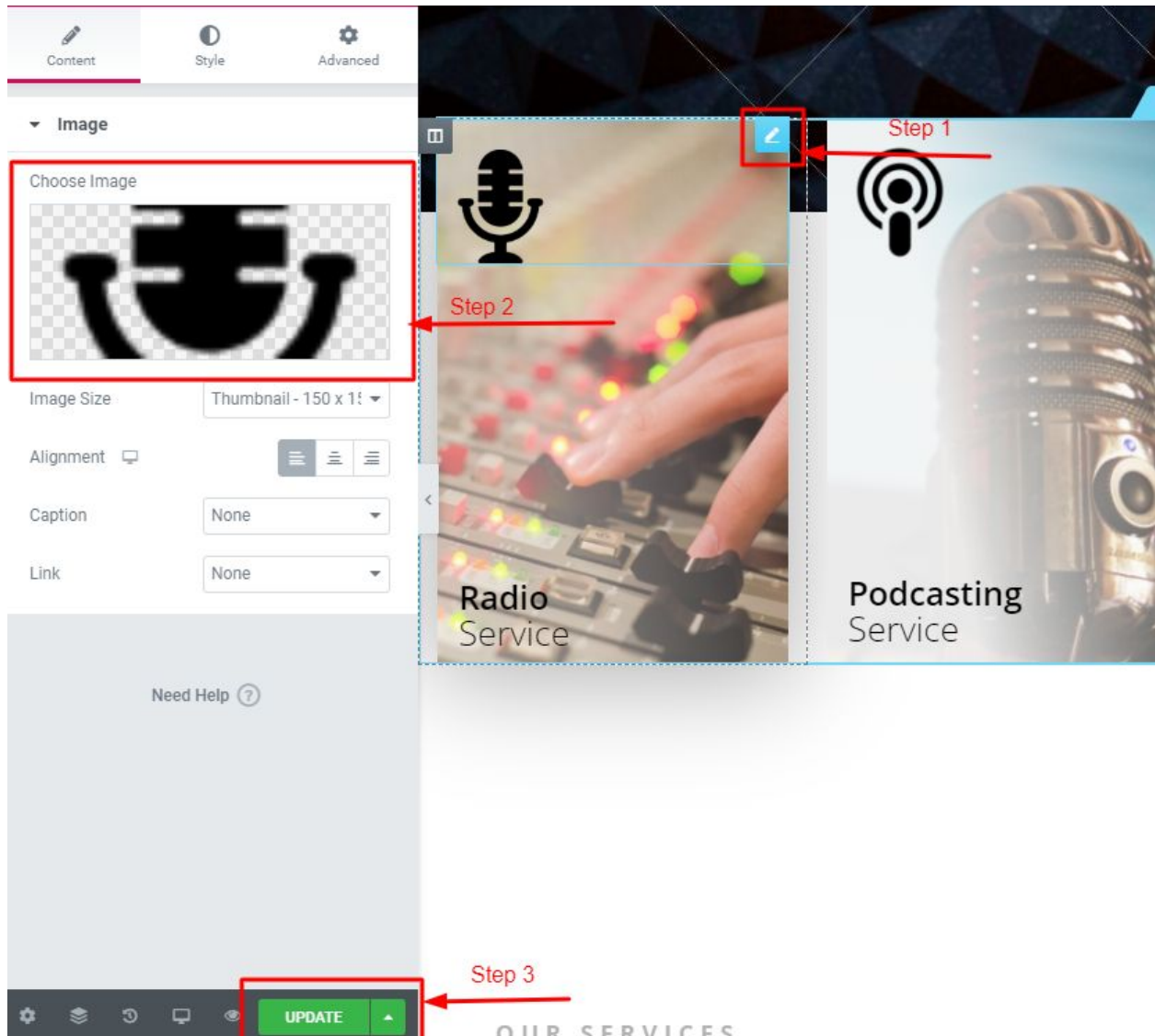


Editing icon in the Service boxes :

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

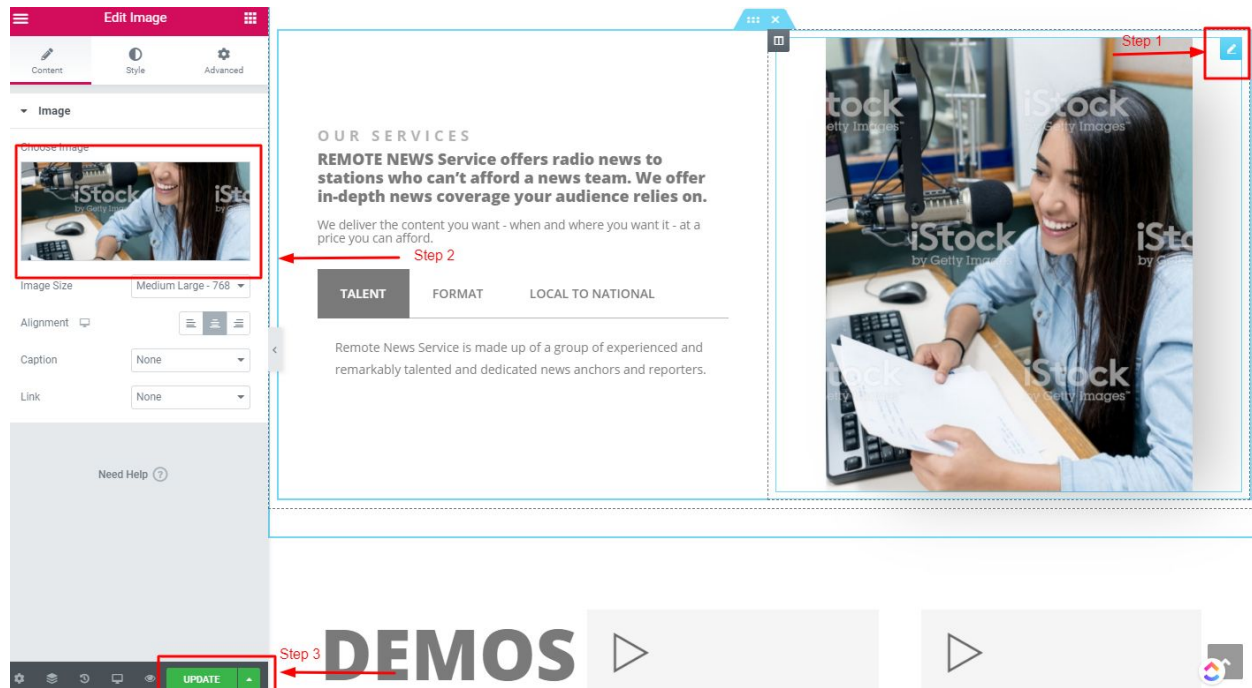


Editing a simple image:

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 choose an image that you want to use

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



Edit Image

Content Style Advanced

Image

Choose Image

Image Size: Medium Large - 768

Alignment: [Icons]

Caption: None

Link: None

Need Help ?

OUR SERVICES

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.

We deliver the content you want - when and where you want it - at a price you can afford.

TALENT FORMAT LOCAL TO NATIONAL

Remote News Service is made up of a group of experienced and remarkably talented and dedicated news anchors and reporters.

UPDATE

DEMOS

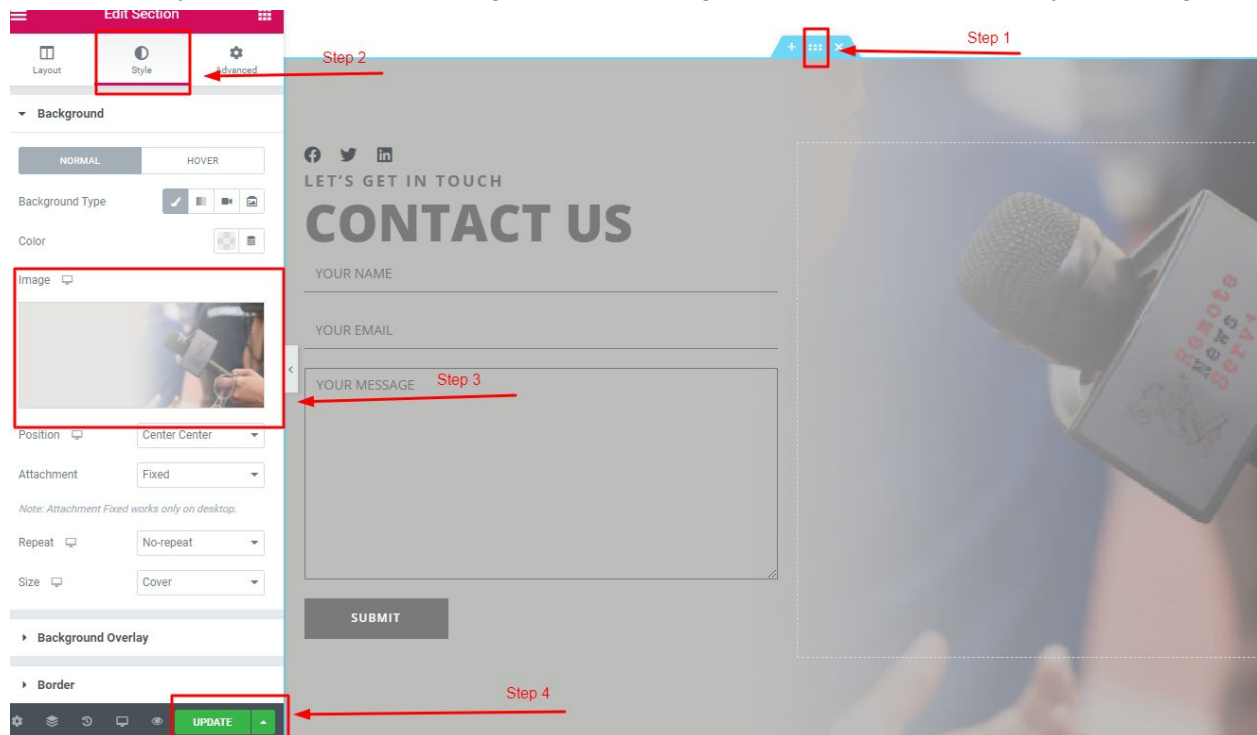
Editing a background image:

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

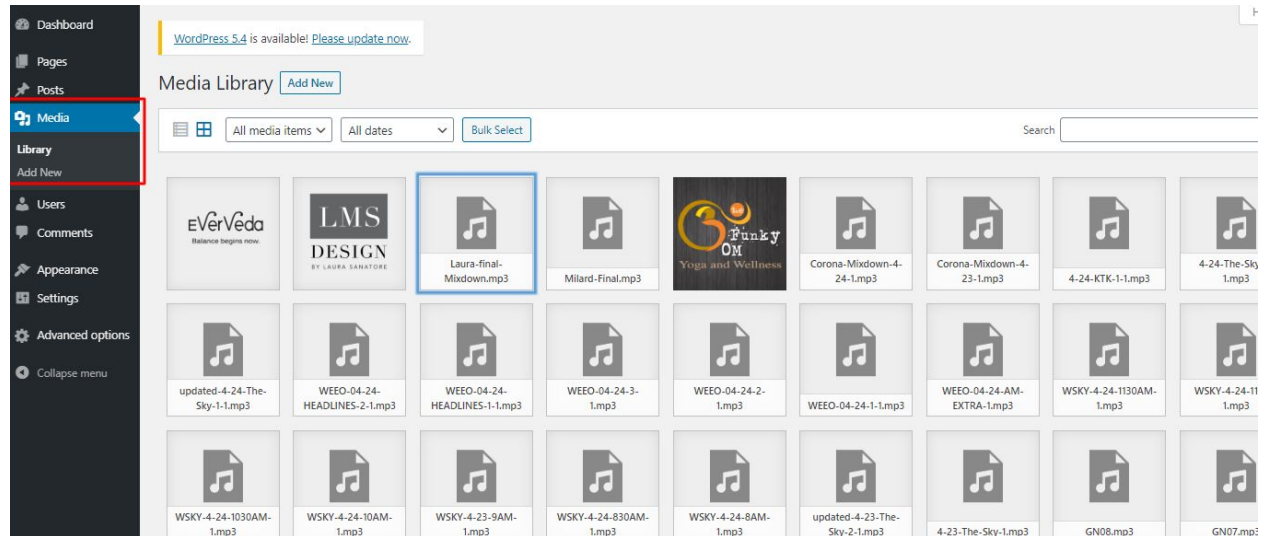
Step 4: After your done with the changes click on the green “Update” button and your changes



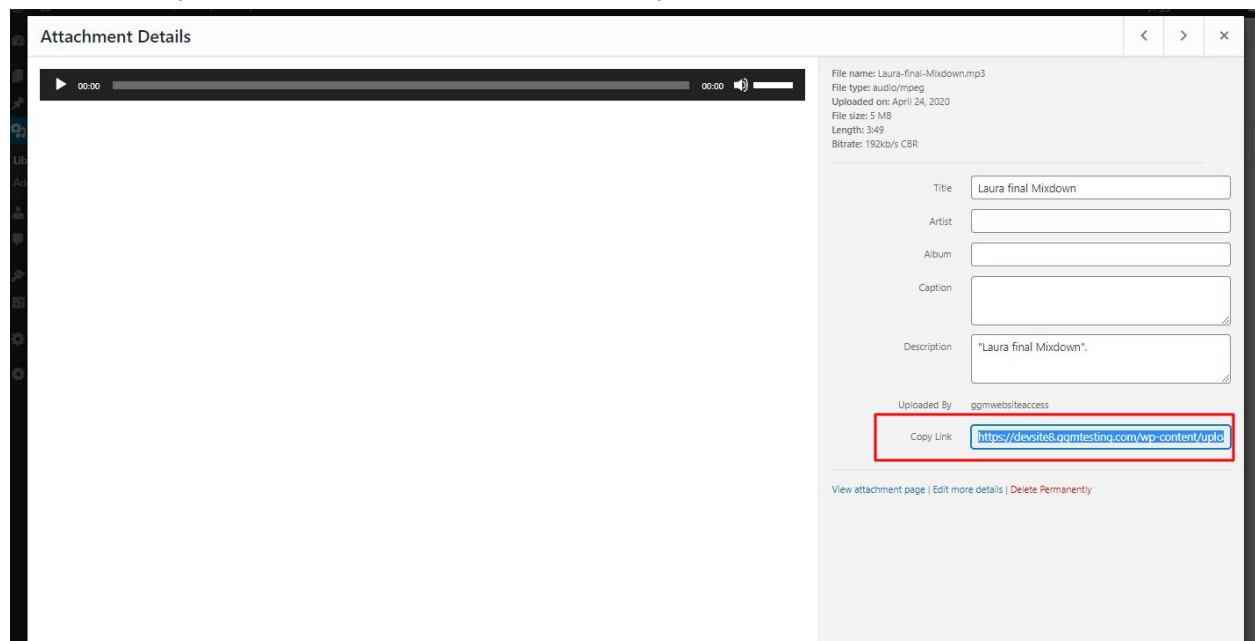
The screenshot shows the 'Edit Section' dialog box for a 'CONTACT US' section. The 'Style' tab is selected, and the 'Image' option is highlighted. The 'Update' button is at the bottom right of the dialog box. Red arrows indicate the steps: Step 1 points to the 'six dots' icon in the top center of the background image; Step 2 points to the 'Style' tab; Step 3 points to the 'Image' option; and Step 4 points to the 'Update' button.

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

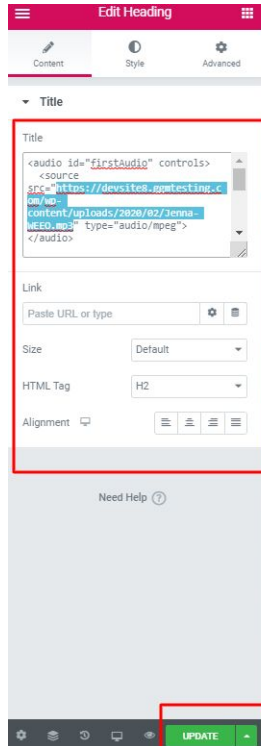


Step 4: Navigate to a main page where you want to change the file click on edit with elementor.

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



Step 6

DEMOS
TRY US OUT!

Step 5

CHENAUER
RSBURG/HAGERSTOWN

JON DEMASTER
WHBL SHEBOYGAN, WI

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.

Step 7

UPDATE

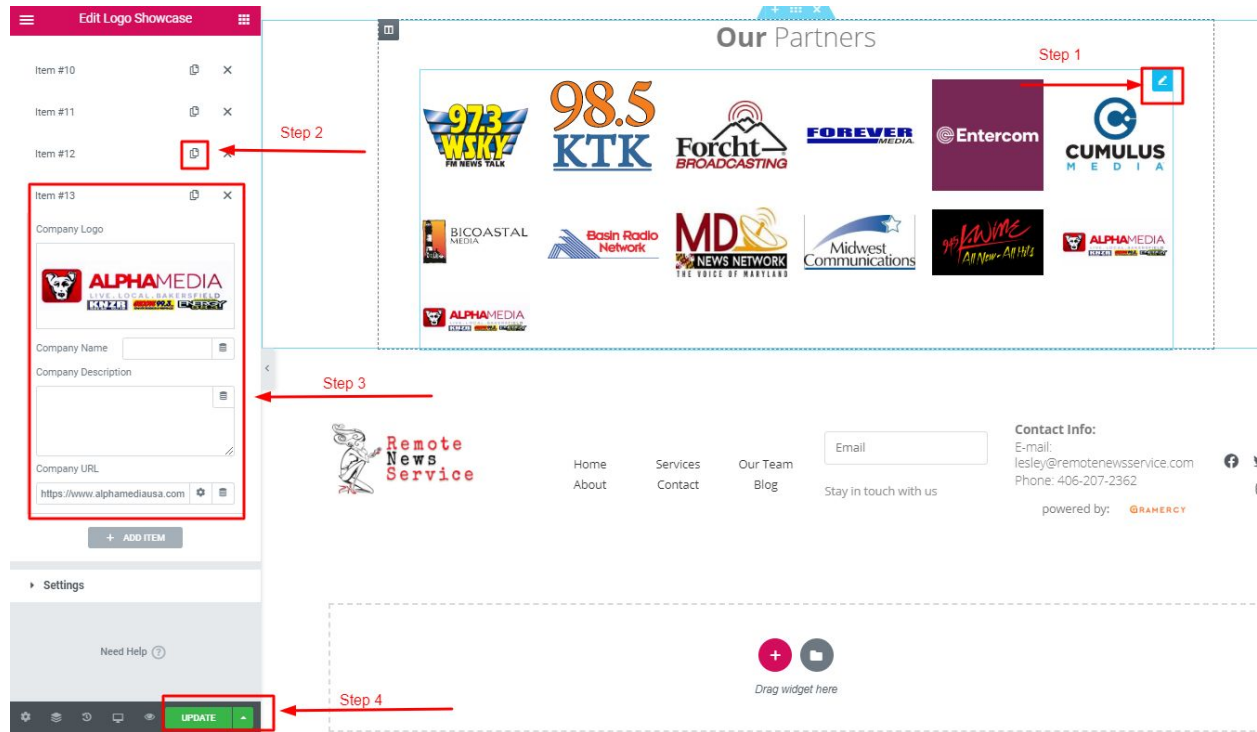
Adding a partars logo image:

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 Gramercy CMS interface. On the left, the 'Edit Logo Showcase' dialog box is open, showing a list of items (Item #10, Item #11, Item #12, Item #13). Item #13 is selected, and its details are shown: Company Logo (ALPHAMEDA), Company Name, Company Description, and Company URL (https://www.alphamediausa.com). A red box highlights the 'UPDATE' button at the bottom of the dialog. On the right, the 'Our Partners' section is visible, showing a grid of partner logos including 97.3 WSKY, 98.5 KTK, Forcht Broadcasting, FOREVER MEDIA, Entercom, CUMULUS MEDIA, BICOASTAL MEDIA, Basin Radio Network, MD NEWS NETWORK, Midwest Communications, and ALPHAMEDA. A red box highlights the 'Copy' icon next to the last item in the grid. A red arrow labeled 'Step 1' points to the 'Our Partners' section. A red arrow labeled 'Step 2' points to the 'Copy' icon. A red arrow labeled 'Step 3' points to the 'Item #13' dialog box. A red arrow labeled 'Step 4' points to the 'UPDATE' button.

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

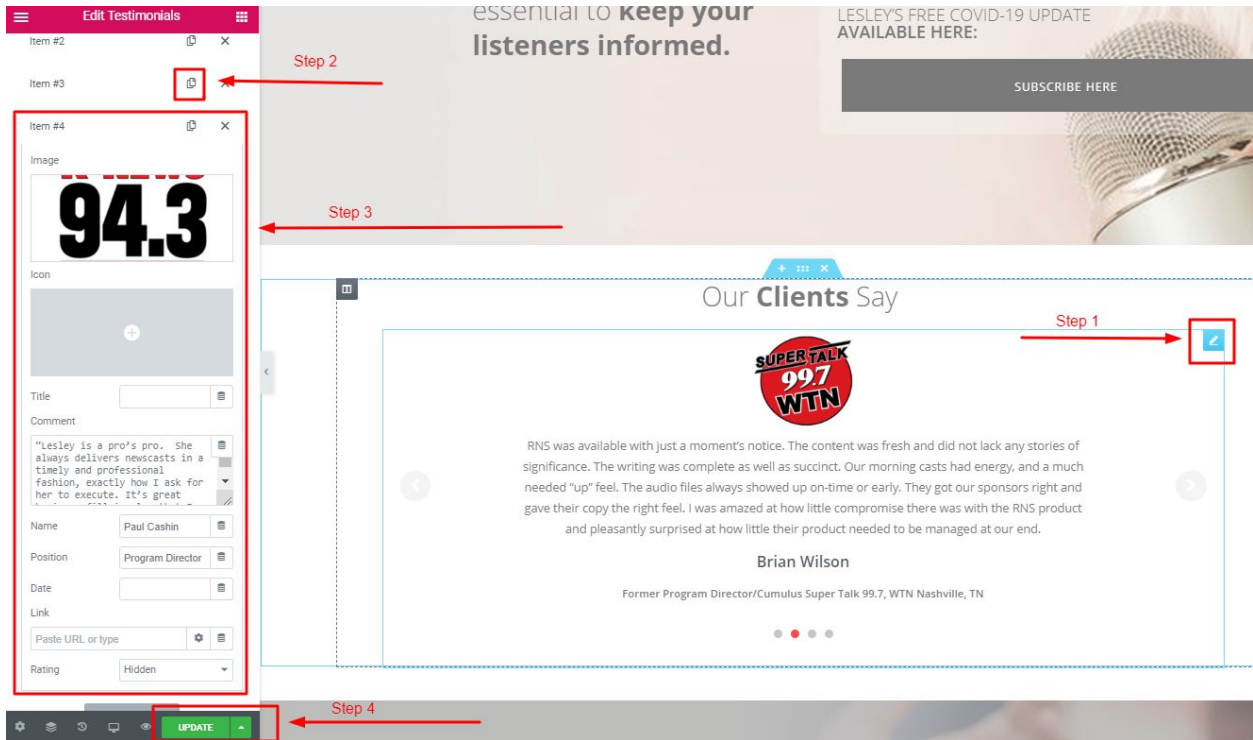
Adding / Removing a Testimonial image:

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



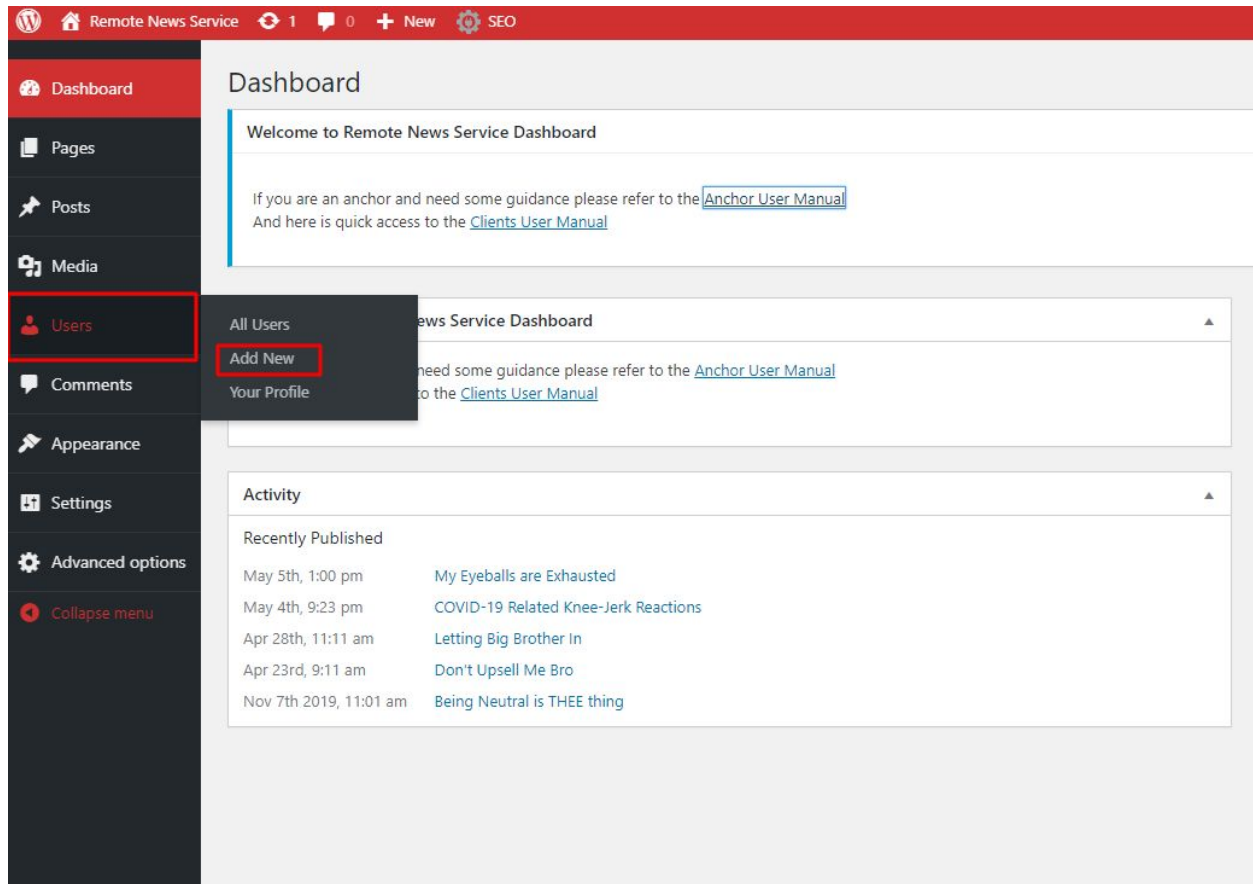
The screenshot shows the Gramercy CMS interface. On the left, the 'Edit Testimonials' dialog box is open, showing a list of testimonials. The 'Image' field is highlighted with a red box and labeled 'Step 3'. The 'Copy' icon next to the last item in the list is highlighted with a red box and labeled 'Step 2'. The 'UPDATE' button at the bottom is highlighted with a red box and labeled 'Step 4'. The main content area shows a testimonial from Brian Wilson, with a blue pencil icon in the top right corner highlighted with a red box and labeled 'Step 1'.

To edit a testimonial just click on an item to expand it's options and edit the information

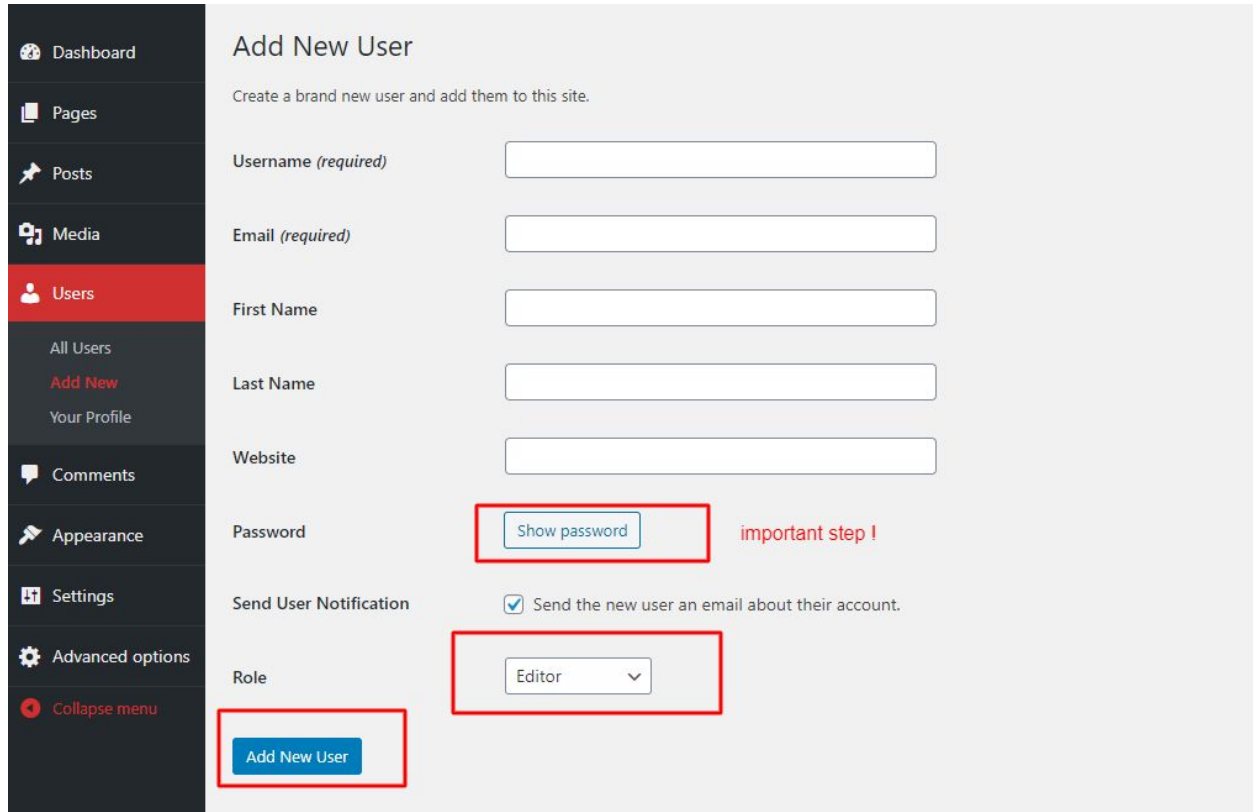
To remove an item just click on the “X” icon that is pleased right next to the “copy” icon.

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”

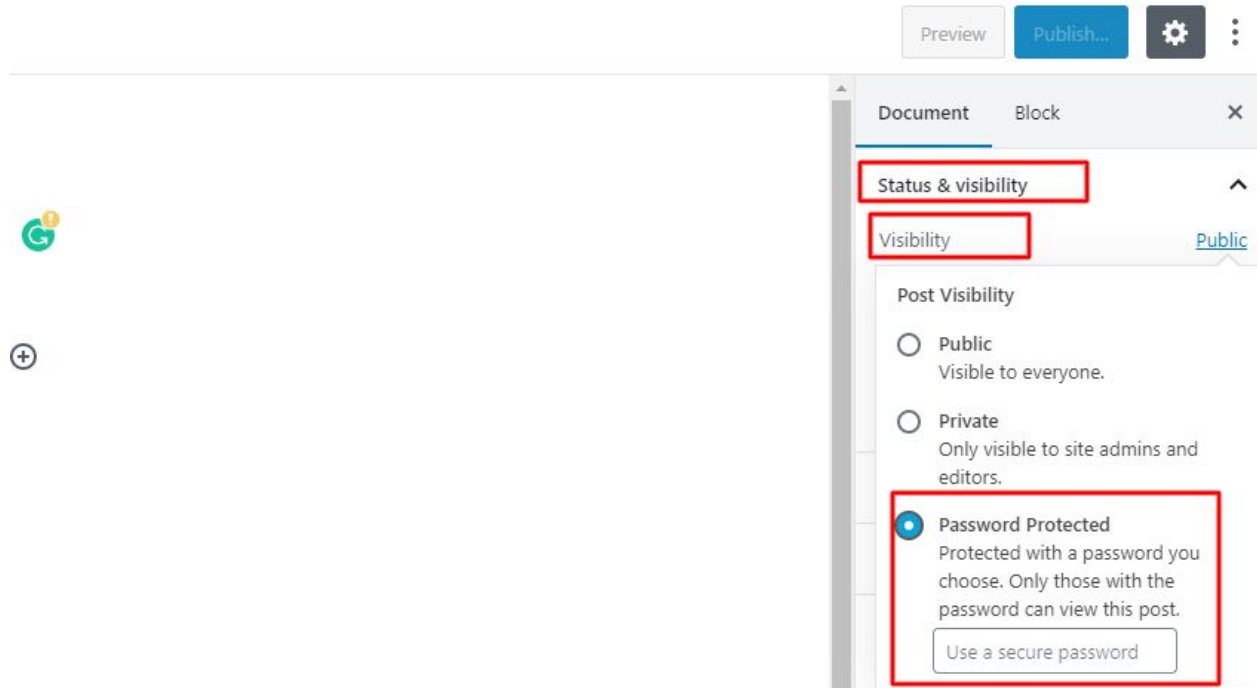


The screenshot shows the WordPress 'Add New User' form. The left sidebar contains navigation links: Dashboard, Pages, Posts, Media, Users (highlighted), All Users, Add New, Your Profile, Comments, Appearance, Settings, Advanced options, and Collapse menu. The main content area is titled 'Add New User' and includes the instruction 'Create a brand new user and add them to this site.' The form fields are: Username (required), Email (required), First Name, Last Name, Website, Password, Send User Notification (checked), and Role (dropdown menu set to 'Editor'). A red box highlights the 'Add New User' button at the bottom left. Another red box highlights the 'Role' dropdown menu, which is set to 'Editor'. A third red box highlights the 'Show password' button next to the Password field. To the right of the Password field, the text 'important step !' is written in red.

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

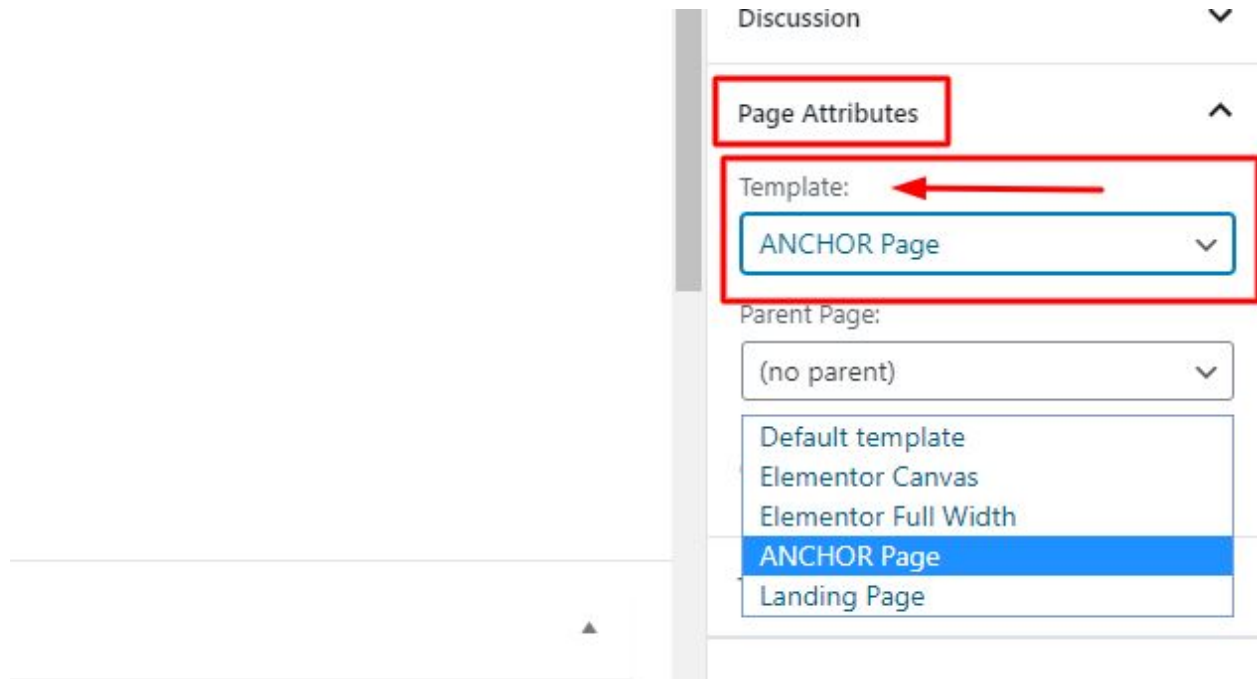
Creating a new Anchor's Page :

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":

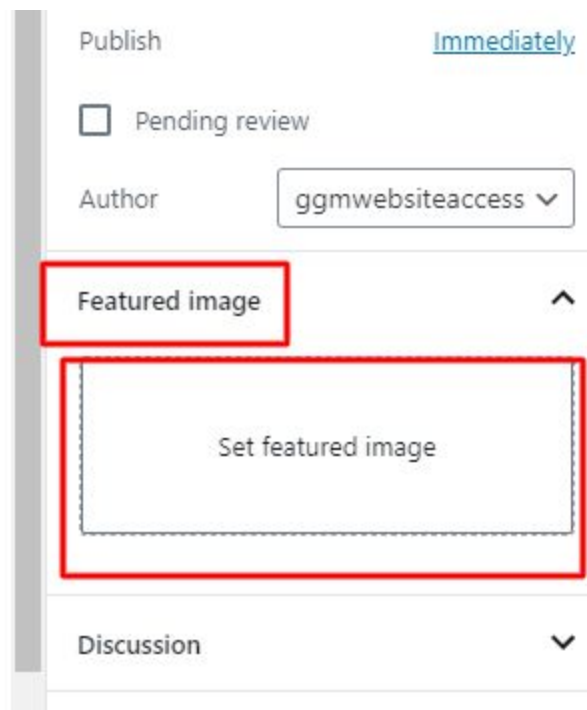


Step 2: On the right side of the screen under the "Status and Visibility " tab where it says "Visibility" right next to it there is a blue text "Public " click on it and from the dropdown click on "Password Protected and" and chose a password for your anchor

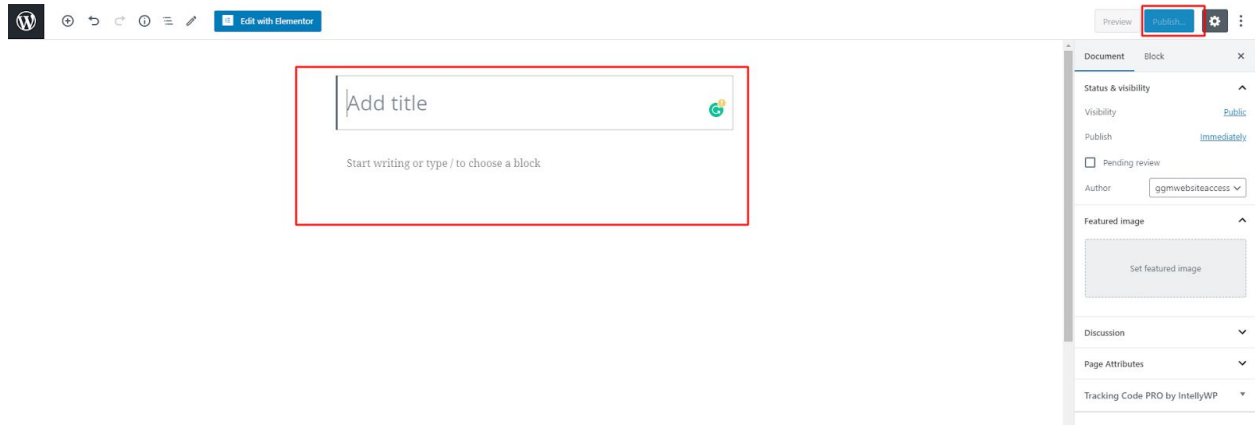
Step 3: After you've set the password move on to to "Template" and choose ANCHOR page



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.