

GCI User Guide

- [Wordpress General Function](#)
- [GCI Wordpress](#)
 - [Home Page](#)
 - [About Us Page](#)
 - [Editing The Other Language](#)
 - [Add Our Articles](#)
 - [Add Projects](#)

Wordpress General Function

GCI Wordpress

Home Page

To edit the homepage, you can follow the following steps:

1. **Log in to WordPress:** Access your WordPress dashboard.
2. **Go to Pages:** In the left sidebar, click on **Pages**.
3. **Open Home Page:** Find and click on **Home**.
4. **Edit with Elementor:** Click the **Edit with Elementor** button.
5. **Make Changes:** Use Elementor to edit your homepage.
6. **Save:** Click **Update** to save your changes.

“ Not all elements on this page can be edited. Some elements are plugins whose content is automatically updated. The "Our Articles" section cannot be edited from this page; instead, it must be managed from the [Post \(our article\) module](#).

Dual language

Each page on this website has a language setting. You must edit each page according to the language assignment specified for that page. For further settings, please move to [editing the other language](#)

About Us Page

To edit the homepage, you can follow the following steps:

1. **Go to Pages:**
 - In the left sidebar, click on **Pages**.
2. **Select the About Us Page:**
 - In the list of pages, locate and click on the **About** page.
3. **Edit with Elementor:**
 - Once the About Us page is open, click the **Edit with Elementor** button.

Dual language

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Editing The Other Language

Add Our Articles

Add New Post

To create or update an article, you can follow these steps:

1. Go to **Posts**.
2. Click the **Add New Post** button at the top left of the page.
3. Fill in the **Title** field.
4. Select the **Articles** category.

Adding an Attachment:

1. Click **Add Media**.
2. Upload the PDF file of the article.

“ *The article must be a newly uploaded file. Attaching a file that already exists in the media gallery will cause the attachment not to appear. **Only newly uploaded files within the article post will display on the website.*** ”

3. Ensure the **Link To** option is set to **Media File**.
4. Click the **Insert to Post** button.

The Article category post is set to display only the title and attachment. Adding elements such as the post body, periods, or anything else in the post form will not affect the website display.

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Add Projects

Add New Post

To create or update a project, you can follow these steps:

1. Go to **Posts**.
2. Click the **Add New Post** button at the top left of the page.
3. Fill in the **Title** field.
4. Select the **Highlighted Project [language]** or **Sector Based Project category [language]** category. Highlighted Project will be displayed under **Key Project Experiences** section, while Sector Based Project will be displayed under **Sector Based Key Project Experience** section.

Adding Other Information:

when creating new **Highlighted Project**, you may need to add additional data such as Period, Location, Project Counterpart and role. fill this information in the respective form input under project post meta. These data will not be displayed if you are creating Sector Based Project post category. Sector Based Project only display your input in post body.

Adding Image

If you want to add an featured image, this will be easily accomplished by:

1. Click **set featured image** link button on the right side of the form.
2. Click image
3. Click set featured image button.

Dual language

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