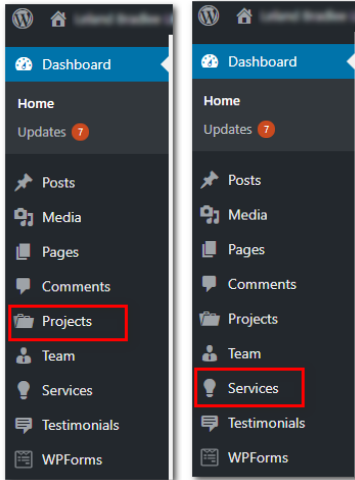


# PROJECTS & SERVICES

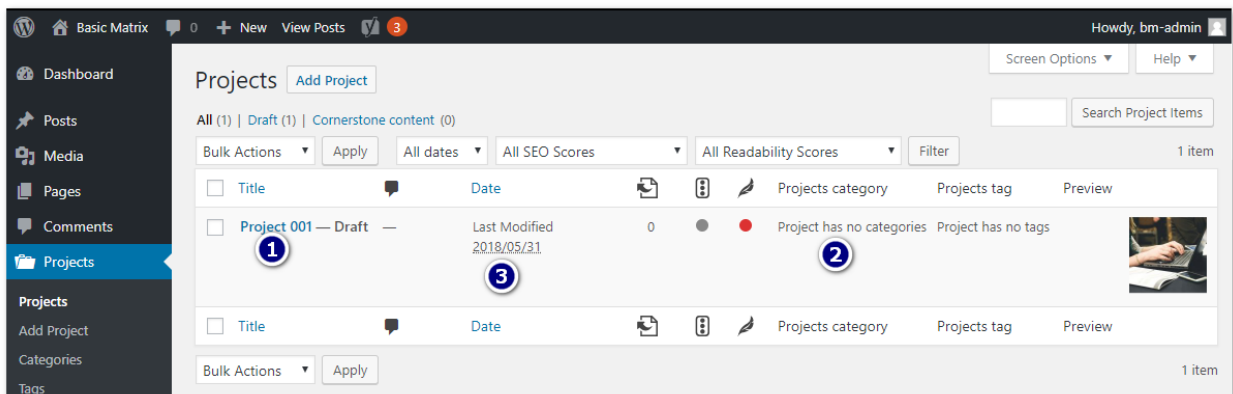
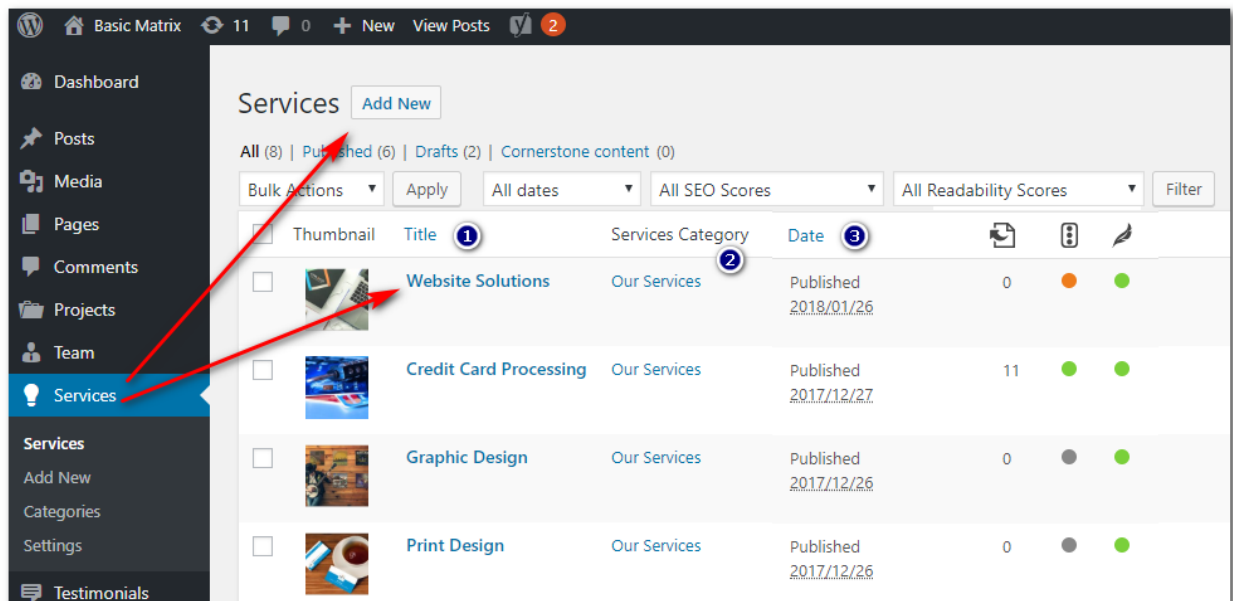
Your website may have EITHER or BOTH Projects & Services. If you add new Projects/Services, they will appear on your website automatically, but it may make the older Projects/Services disappear. You may just want to add or change information instead of creating new information.



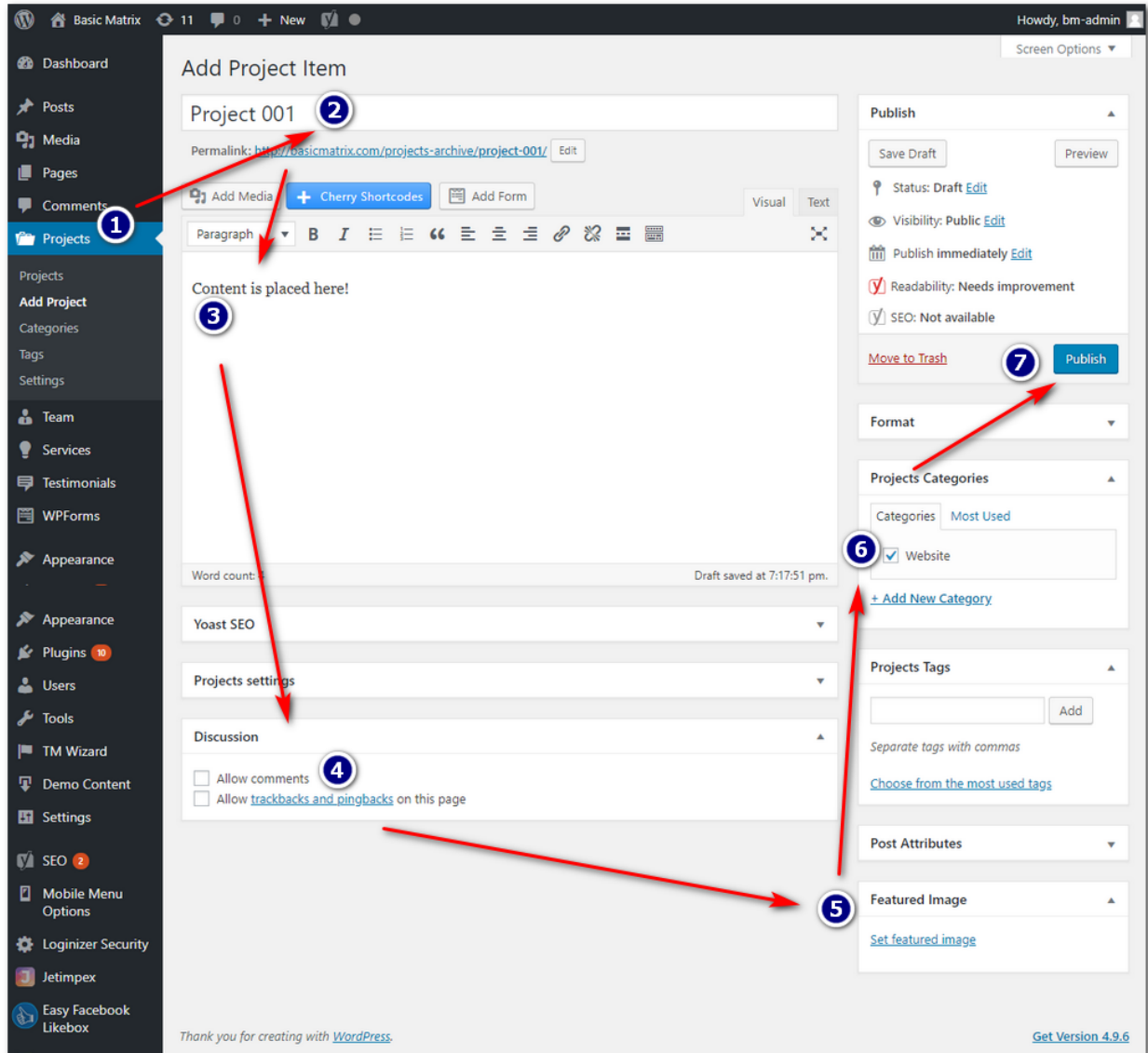
Projects and Services are similar in the way that you will edit/add.

Both will have Thumbnails, Titles (1), Categories (2), and Date Published (3). They may appear slightly different on your screen based on screen resolution.

You can choose to “Add New” or you can click on a title to edit that Project/Service.



# PROJECTS & SERVICES

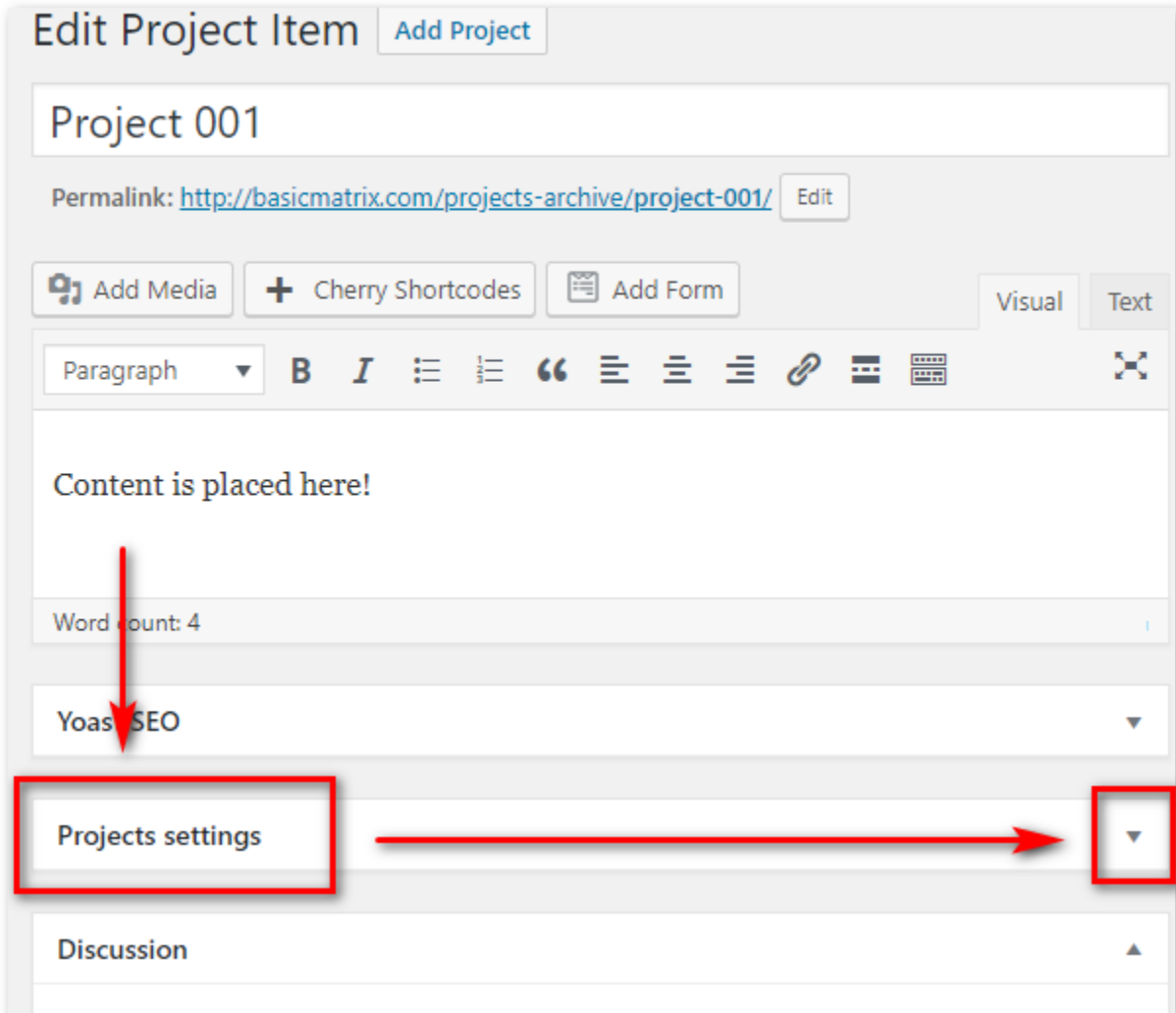


1. Once you have selected to “Add New” or clicked on a title to edit a Project/Service, then you need to make sure to fill out steps 2-7.
2. The title of the Project/Service. This is what the viewer will see.
3. Your content. You can edit this as normal text. Underneath this section may be other sections. If you have an image gallery, it will be in the section “Project Settings.” Services will have similar options, but as of this point they do not have image galleries. See the next page for more information.
4. Make sure that comments are unchecked.
5. Set your featured image. Make sure this picture is a good resolution.
6. Choose the appropriate category for your Project/Service.
7. Publish the page when you are done. Once you do this, remember that it is public and the world can see your post.

# PROJECTS & SERVICES

## Project page: Image Gallery

Some project pages may contain Image Galleries. This will be found under “Project Settings,” which you may have to expand by clicking the downward-pointing triangle.



The screenshot shows the 'Edit Project Item' interface. At the top, there is a title 'Project 001' and a 'Permalink' field with the URL <http://basicmatrix.com/projects-archive/project-001/>. Below this are buttons for 'Add Media', 'Cherry Shortcodes', and 'Add Form'. The main content area is a text editor with a 'Paragraph' dropdown and various formatting icons. The text 'Content is placed here!' is visible. Below the text editor is a 'Word count: 4' indicator. The 'Yoast SEO' section is partially visible. The 'Projects settings' section is highlighted with a red box, and a red arrow points to the downward-pointing triangle on its right side. Below this is the 'Discussion' section.

This will expand the section, as seen on the next page.

# PROJECTS & SERVICES

Go to Image Format. Then you can add images.

Word count: 0 Last edited by Basic Matrix on May 31, 2018 at 2:54 pm

Yoast SEO

Projects settings

**General** Image Format Gallery Format Audio Format Video Format

Project options for Image format

Additional images  
Select attachments images

**ADD IMAGES**

Image listing layout  
Select listing layout

Grid  Masonry

Make sure to update the page to save your changes.

Published on: Feb 8, 2018 @ 11:12 [Edit](#)

[Duplicate This](#)

Readability: Needs improvement

SEO: Not available

[Move to Trash](#) **Update**

Projects Categories

Categories **Most Used**

- Commercial
- Healthcare
- Industrial
- NonProfit
- Residential

Word count: 0

Yoast SEO

Projects settings

**General** Image Format Gallery Format Audio Format Video Format