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Documentation for Self-Updates

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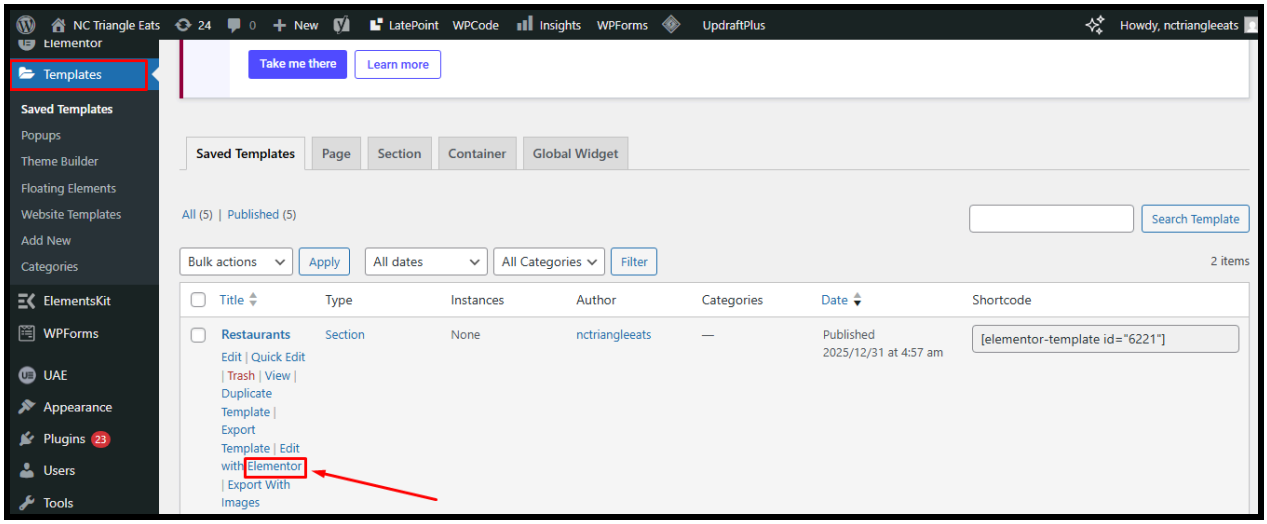
➡ Add/remove restaurants (Elementor duplicate)

1. Accessing and Editing Website Templates



Step 1: Navigate to the Templates Section

Once you have logged into your WordPress admin dashboard, locate the **"Templates"** tab in the left-hand sidebar menu. Click on it to view your library of saved layouts, sections, and pages.

Step 2: Locate Your Target Template

From the **"Saved Templates"** list, browse the titles to find the specific component you wish to modify (e.g., the "Restaurants" section). Hover your cursor over the title of the template to reveal the action menu.

Step 3: Launch the Visual Editor

Within the action menu, click on the **"Edit with Elementor"** link (highlighted in the red box in the reference image).

Step 4: Access the Design Interface

A new page will load, launching the Elementor visual interface. From here, you can manage the layout, update content, and refine design elements in a live environment.

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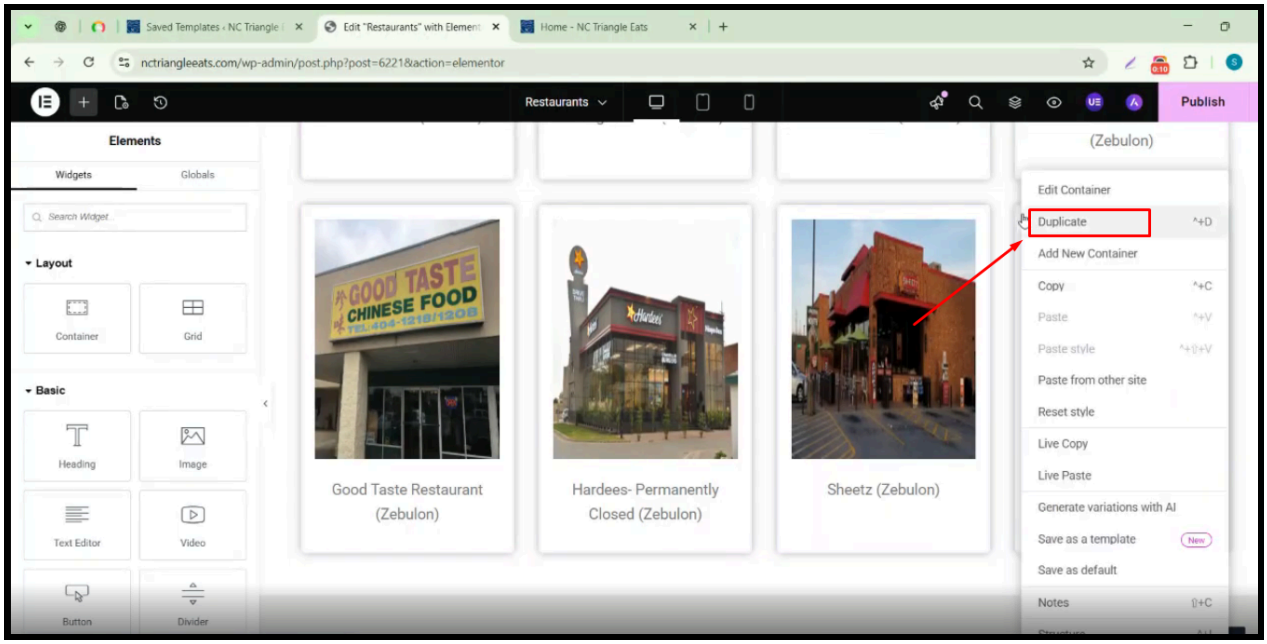
2. Duplicating Content for New Listings



Following the initial access to the template editor, follow these steps to efficiently expand your restaurant listings while maintaining a consistent design.

Step 5: Identify the Target Container

Navigate through the visual editor to the restaurant section you wish to replicate. Hover over the specific container or column that houses the current restaurant data (image, title, and location).

Step 6: Access the Management Menu

Right-click on the "Edit Container" handle (the six-dot icon at the top of the element) to trigger the advanced action menu.

Step 7: Execute the Duplicate Command

From the dropdown list, select the "Duplicate" option.

> Pro Tip: You can also use the keyboard shortcut Ctrl + D (or Cmd + D on Mac) while the container is selected to perform this action instantly.

Step 8: Verify the New Listing

A mirror image of the original restaurant card will appear immediately adjacent to or below the original. This ensures all styling, padding, and font settings remain identical for the new entry, requiring only a content update.

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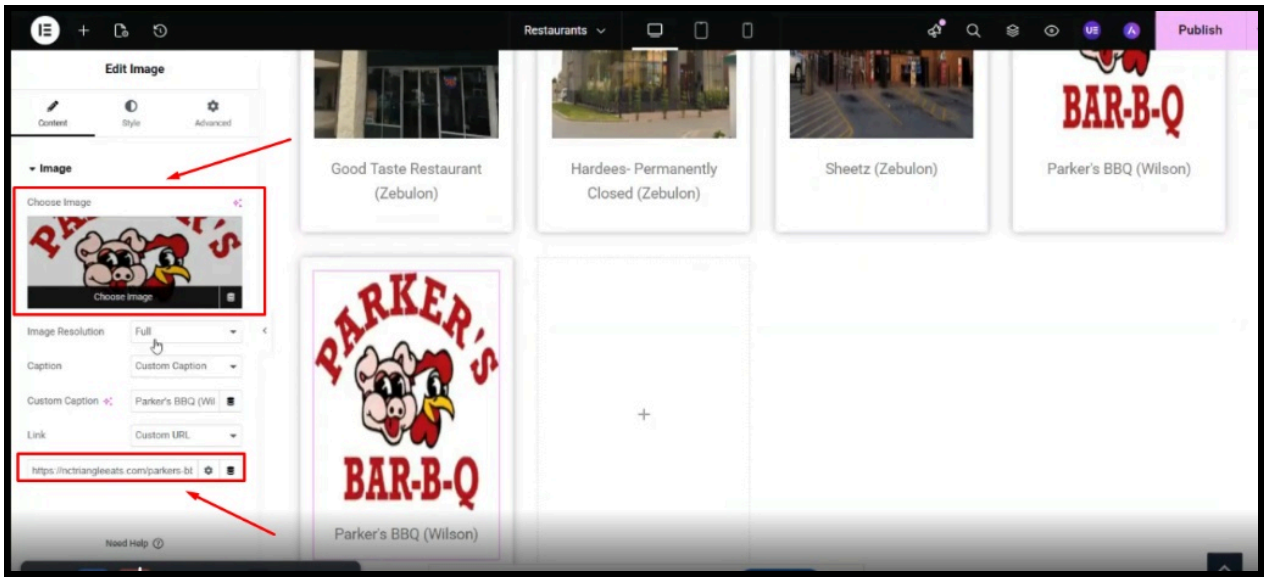
3. Updating Restaurant Listing Details



Once you have duplicated a container, you must update the placeholder information with the unique data for the new restaurant listing. Follow these steps within the Elementor visual editor.

Step 9: Open the Image Editor

Click on the image placeholder within the newly duplicated container. This will activate the "Edit Image" panel on the left side of your screen.

Step 10: Replace the Restaurant Logo/Photo

In the "Edit Image" panel, under the Content tab, hover over the existing image thumbnail (highlighted by the upper red box in the reference image). Click the "Choose Image" overlay to open your Media Library, where you can upload the correct logo or photo for the new restaurant.

Step 11: Set image resolution

For consistency and fast page loading, ensure the "Image Resolution" dropdown is set to a standard size, such as Full.

Step 12: Enter the Descriptive Text (Data Fields)

Locate the Caption dropdown menu. Ensure it is set to "Custom Caption." In the text field directly below (labeled Custom Caption), enter the official name of the restaurant followed by its location in parentheses (e.g., Parker's BBQ (Wilson)). This ensures the text matches the specific listing.

Step 13: Configure the Slug (Destination Link)

To ensure the listing is clickable and links to the correct restaurant details page, locate the Link dropdown and set it to "Custom URL." In the text field provided, enter the complete destination URL (slug) for that restaurant

Step 14: Publish

Once the link is placed, navigate to the top right-hand corner of the editor and click the pink "**Publish**" (or "**Update**") button to make the new listing live on the website.

➨ Update data

(custom fields, the city of Wilson has another 200 restaurants to add once verified, how do I add all of them at the same time)

The Manual Entry Process

As you have to add the 200 additional restaurants identified for the Wilson location, it is important to understand the workflow required for these updates.

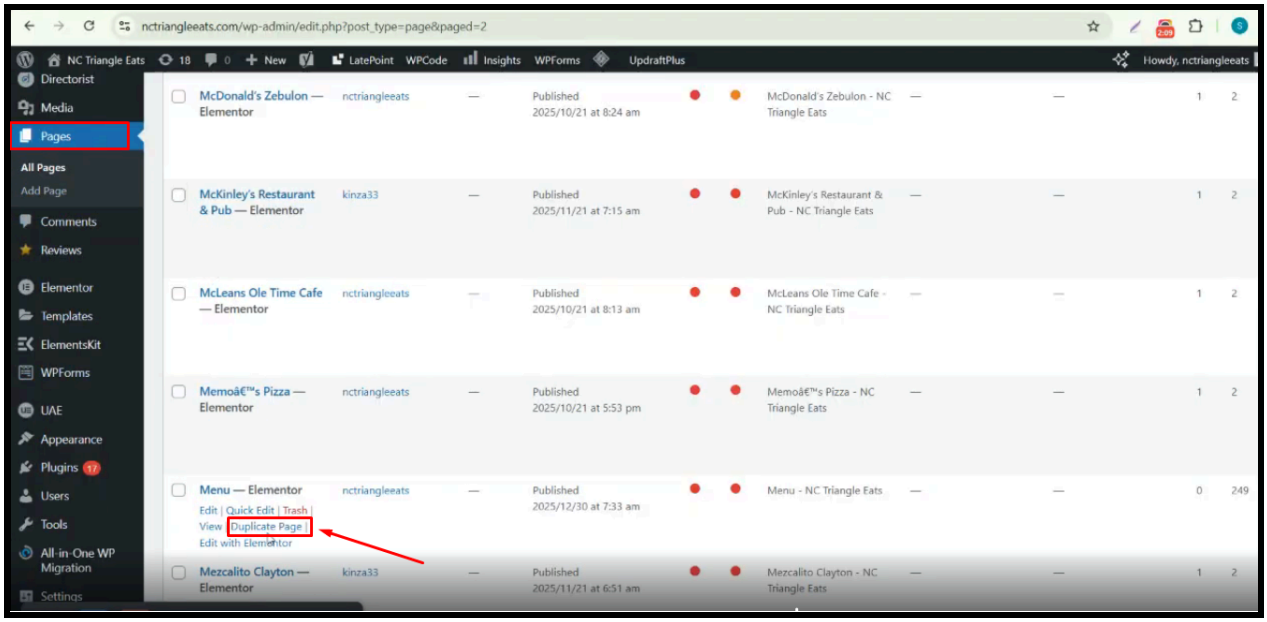
Currently, the platform does not have a bulk-upload feature that allows for 200 pages to be added simultaneously. Each restaurant listing must be created one by one to ensure the technical SEO, menu links, and data accuracy are maintained.

Execution Steps for the Wilson Location

To add these new listings, you must go to the Wilson location page and follow the manual duplication steps previously explained in **Add/remove restaurants (Elementor duplicate)** :

1. Open the Wilson Page: Go to the WordPress dashboard and open the Wilson location page with the Elementor Editor.
2. Duplicate an Existing Listing: Right-click on a current restaurant card and select "Duplicate" to create a new placeholder.
3. Input Data: Manually update the name, photo, and details for the new restaurant.
4. Publish: Click the "Update/Publish" button for each new addition.

➨ Embed Menus



Initiating the Menu Page Creation

To ensure each restaurant has a dedicated and professionally structured menu, you must first create a new page by duplicating an existing menu template. Follow these steps within the WordPress administrative dashboard.

Step 1: Access the Pages Library

From the main WordPress sidebar menu, navigate to the "Pages" tab (highlighted by the red box in the reference image). Click on "All Pages" to view the complete list of your site's published content.

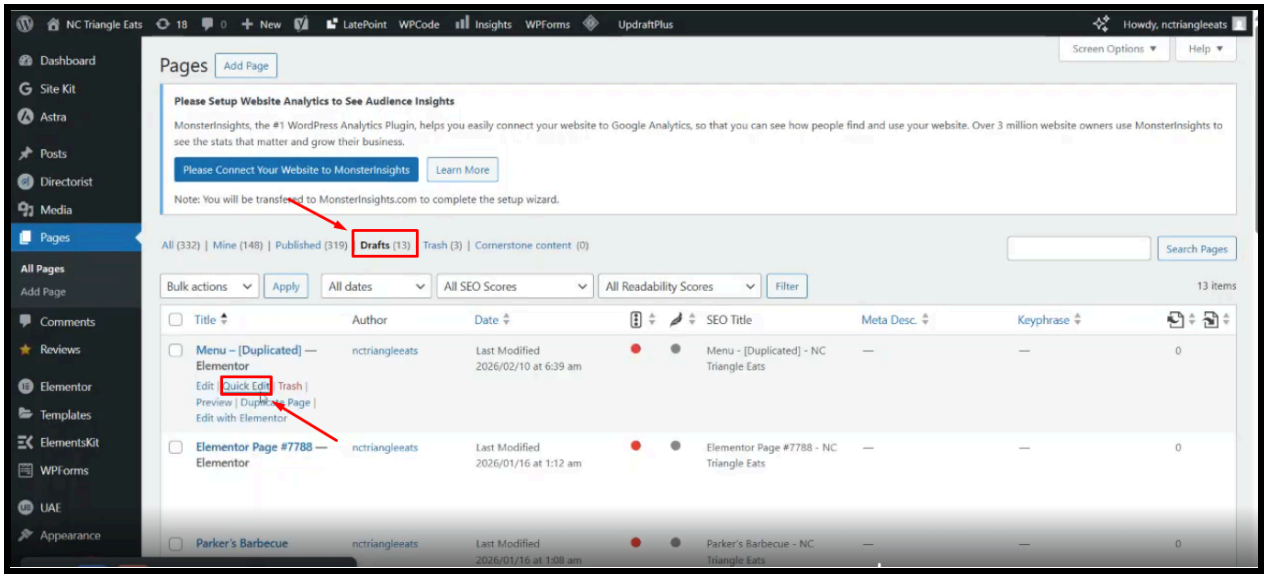
Step 2: Locate the Menu Template

In the search bar at the top right of the page, type "Menu" to filter your results. Browse the list until you find the primary "Menu — Elementor" page, which serves as your design standard.

Step 3: Duplicate the Page

Hover your cursor over the "Menu — Elementor" page title to reveal the action menu. Click on the "Duplicate Page" option (as indicated by the red arrow in the image).

Note: This action will generate an exact copy of the page structure, allowing you to maintain design consistency across all restaurant menus without manual rebuilding.



Renaming and Initializing the Menu Draft

Once the duplication process is complete, the new page will be saved as a draft. Follow these steps to begin customizing it for the specific restaurant.

Step 4: Navigate to the Drafts Folder

At the top of the "All Pages" dashboard, locate the status filters. Click on the "Drafts" tab (highlighted by the upper red box in the reference image) to view the newly duplicated page.

Step 5: Identify the New Page

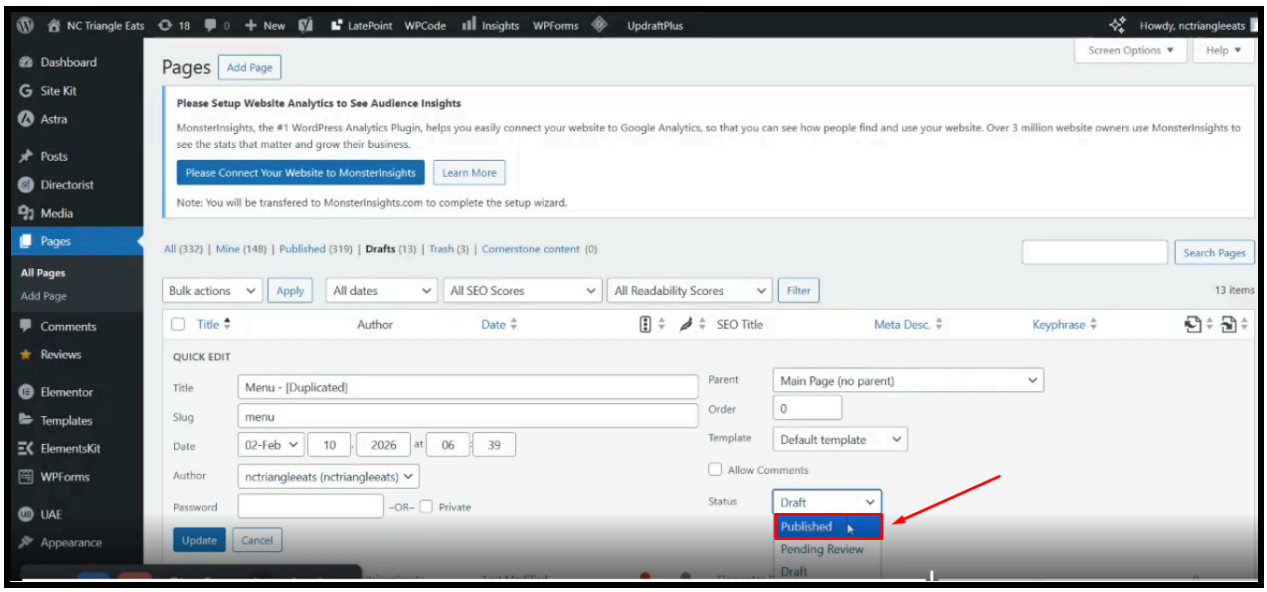
Look for the page titled "Menu — [Duplicated] — Elementor". This is the mirror copy of your template that is ready for customization.

Step 6: Open the Quick Edit Interface

Hover over the title of this draft to reveal the action menu. Click on the "Quick Edit" option (as indicated by the red arrow in the image).

Step 7: Access Content Fields

Upon clicking, a compact editing panel will appear directly within the page list. This allows you to update the page title and internal settings immediately without loading the full editor.



Finalizing Page Details and Launching

After opening the Quick Edit panel, you must input the specific details for the new restaurant menu to ensure it is properly indexed and accessible.

Step 8: Update the Title and Slug

In the Title field, replace "Menu – [Duplicated]" with the official name of the restaurant (e.g., Parker's BBQ Menu). In the Slug field directly below, enter the URL-friendly version of the name (e.g., parkers-bbq-menu).

Important: Ensure the slug is unique and uses hyphens instead of spaces to maintain a clean URL structure.

Step 9: Set the Publication Status

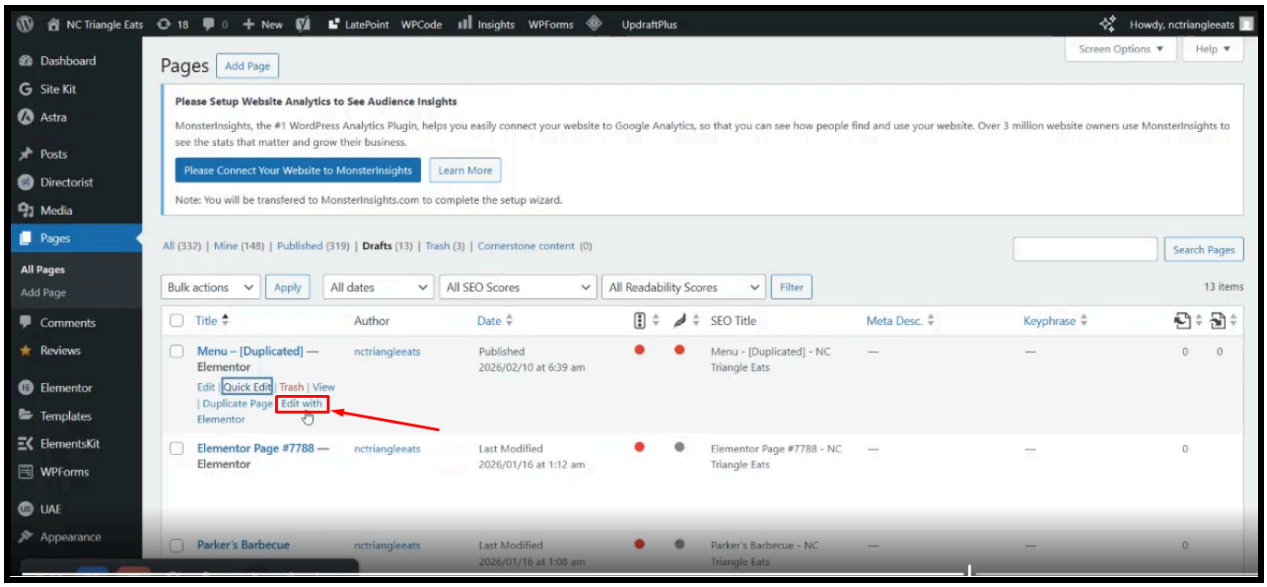
Locate the Status dropdown menu on the right side of the Quick Edit panel. Click the dropdown (currently set to "Draft") and select "Published" (as indicated by the red arrow in the reference image).

Step 10: Commit the Changes

Once all details—including the Title, Slug, and Status—are correctly entered, click the blue "Update" button at the bottom left of the panel.

Step 11: Verify Live Status

The page will move from the "Drafts" tab to the "Published" tab. It is now live on the website and ready to have its specific menu content added via the Elementor editor.



Step 12: Initialize the Visual Editor

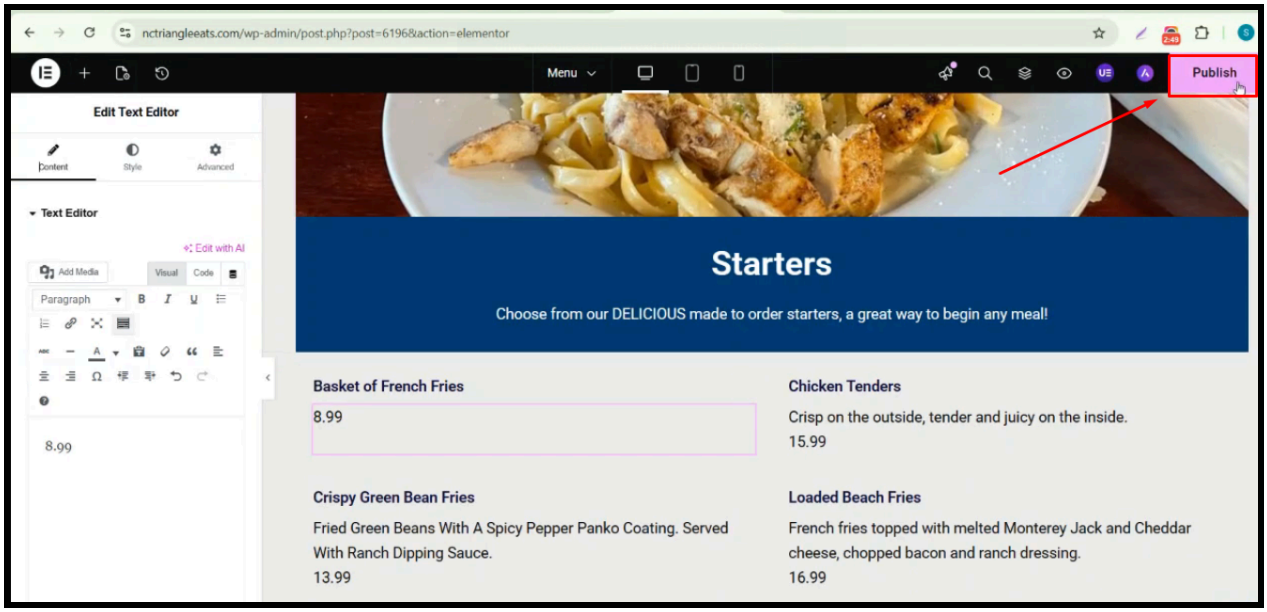
Once the page list refreshes, hover your cursor over the newly published menu title. Click on the "Edit with Elementor" link (highlighted by the red arrow in the second image).

Step 13: Access the Menu Design Canvas

A new page will load, taking you into the Elementor visual workspace. You now have full access to the menu's layout, where you can:

- Replace placeholder text with actual menu items and prices.
- Update section headers (e.g., Appetizers, Main Course, Desserts).

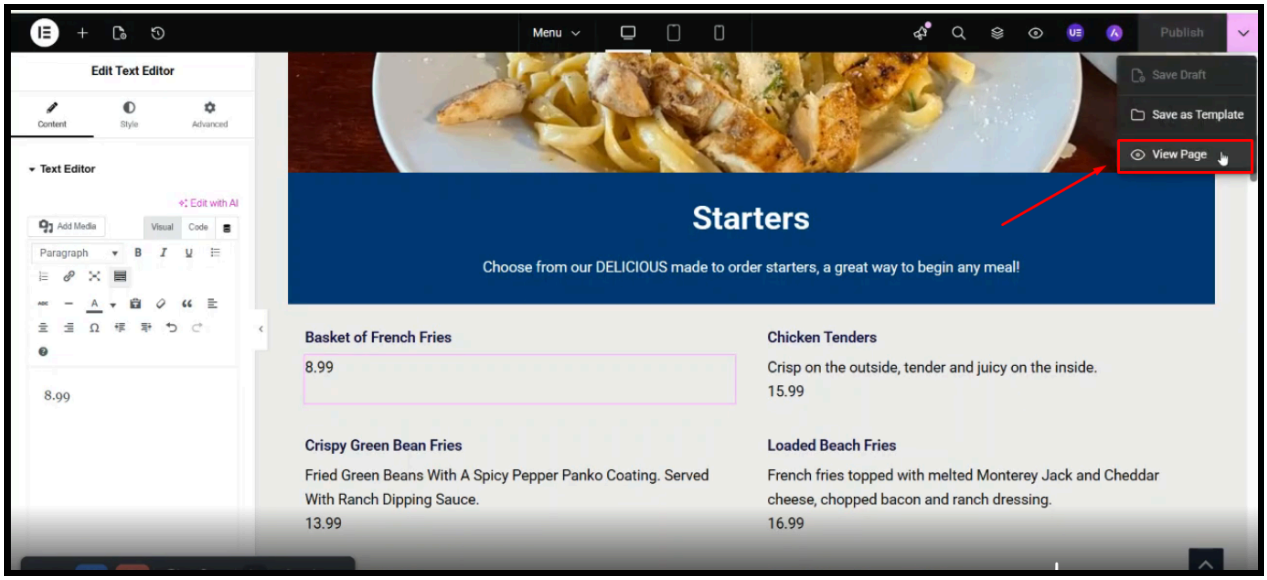
Adjust brand-specific imagery to match the restaurant's aesthetic.



Step 14: Finalize and Publish the Page

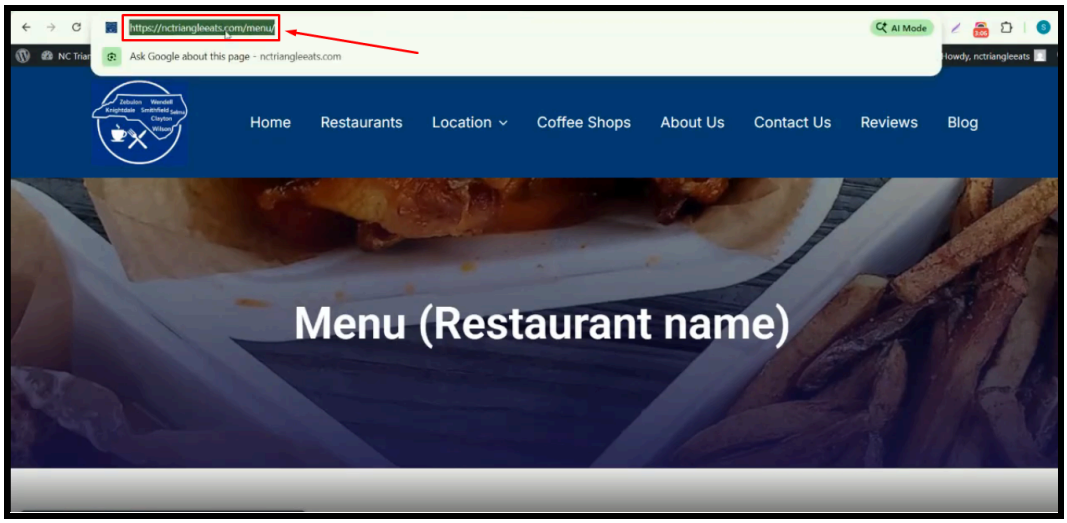
Once all data, prices, and images have been meticulously updated:

1. Conduct a final review of the text for any typos or formatting inconsistencies.
2. Locate the pink "Publish" button at the top right corner of the editor (as indicated by the red box and arrow in the image).
3. Click "Publish" to make this specific restaurant menu live and accessible to the public.



Linking the New Menu to the Restaurant Listing

After publishing your menu page, the final step is to connect it to the main restaurant card so customers can access it.



Step 15: Capture the Menu URL (Slug)

Once you have published the page, click the arrow icon next to the "Publish" button and select "View Page" (highlighted by the red box and arrow in the image). This will open the live menu page. Go to your browser's address bar and copy the full URL or slug (e.g., https://nctriangleeats.com/parkers-bbq-menu).

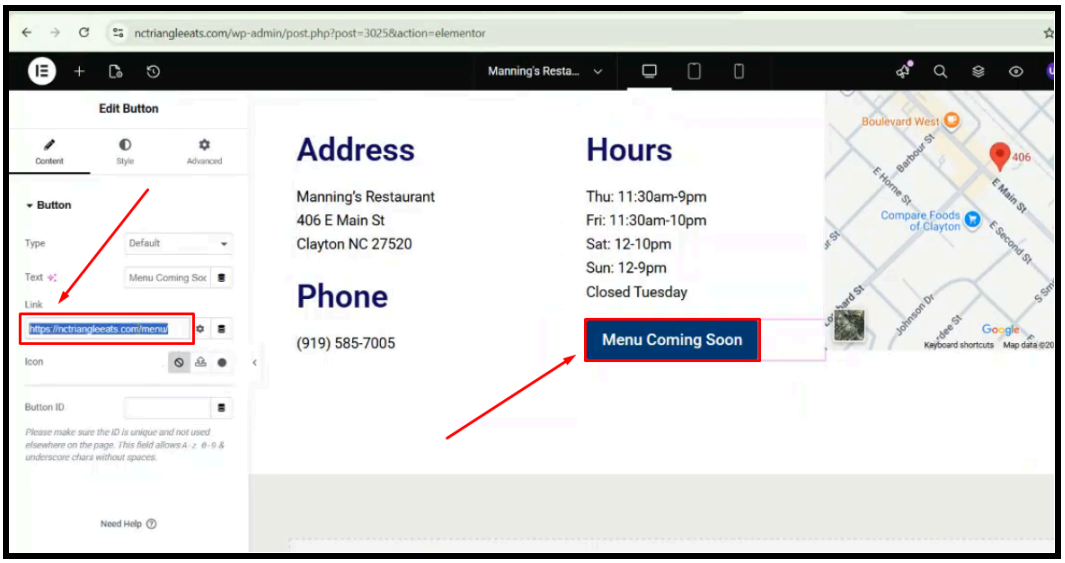
Step 16: Return to the Main Restaurant Listing

Navigate back to the main page where the restaurant cards are displayed. Hover over the specific restaurant listing you are updating and click "Edit with Elementor."

Step 17: Access the Menu Button Settings

Within the Elementor editor:

1. Locate the "Menu" or "View Menu" button on the restaurant card.
2. Click on the button to open the Edit Button panel on the left side of the screen.



Step 18: Embed the Menu Link

Find the Link field in the left-hand settings panel. Paste the Menu Slug you copied in Step 31 into this field.

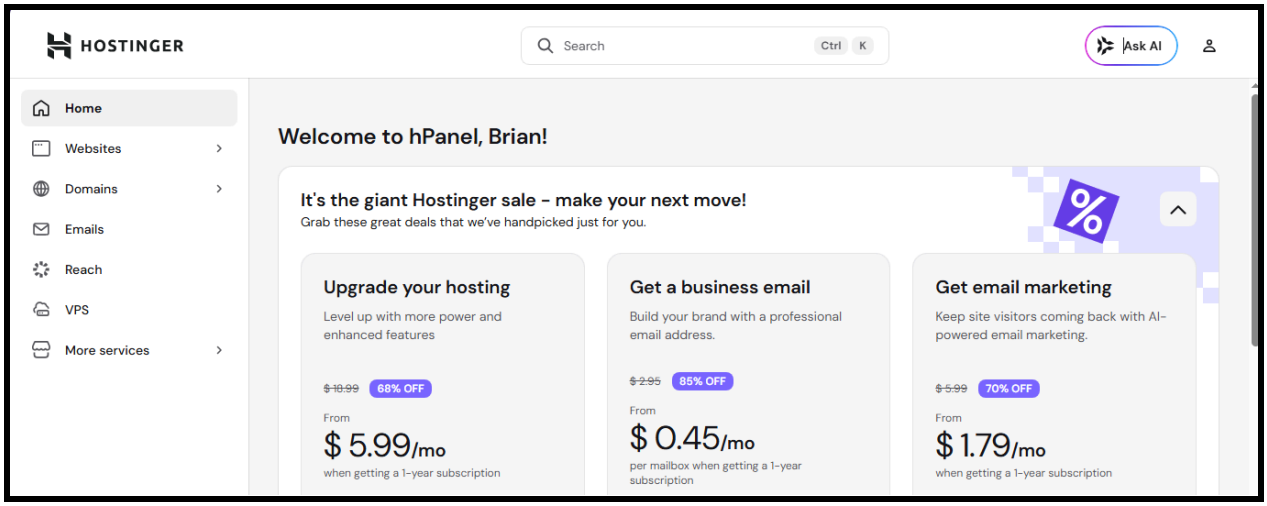
> Pro Tip: Ensure there are no extra spaces at the beginning or end of the link to prevent broken redirects.

Step 19: Save and Update

Click the pink "Update" button at the bottom of the Elementor panel. The restaurant listing is now successfully linked to its unique, dedicated menu page.

➨ Website Backup via Hostinger Panel

Before making significant structural changes or updates to the website, it is essential to capture a full backup. Follow these steps to secure your data within the Hostinger hPanel.

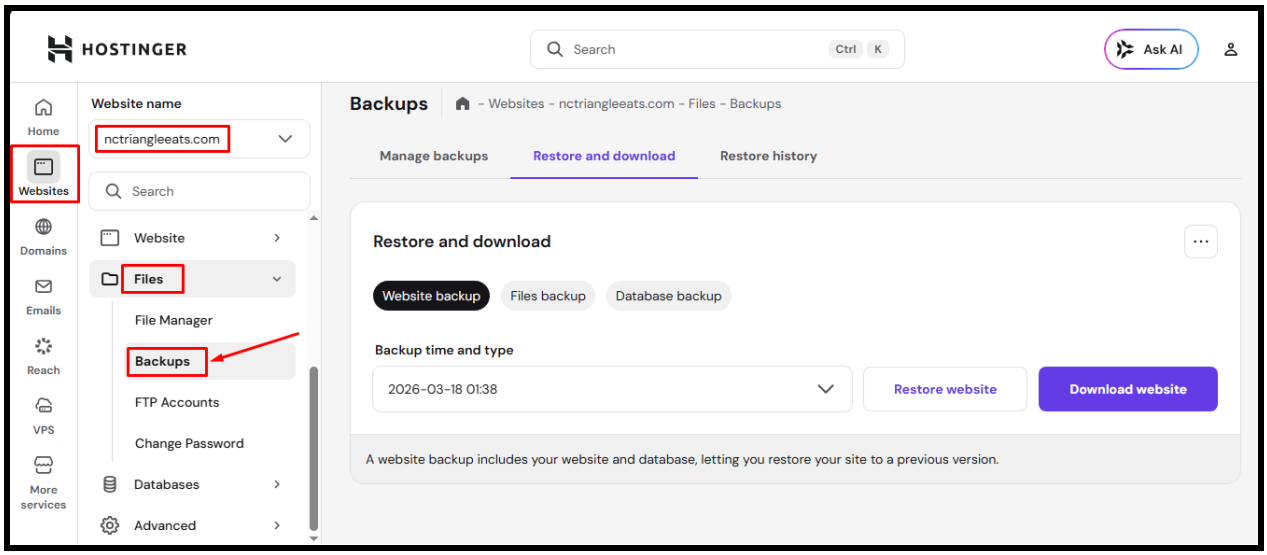


Step 1: Navigate to the Websites Dashboard

Log in to your Hostinger account. From the left-hand sidebar menu, click on the **"Websites"** icon (highlighted in the red box). Ensure the correct domain, **nctriangleeats.com**, is selected in the dropdown menu.

Step 2: Access the Files Menu

Within the website management sidebar, locate the **"Files"** category. Click the dropdown arrow to reveal the sub-menu options.

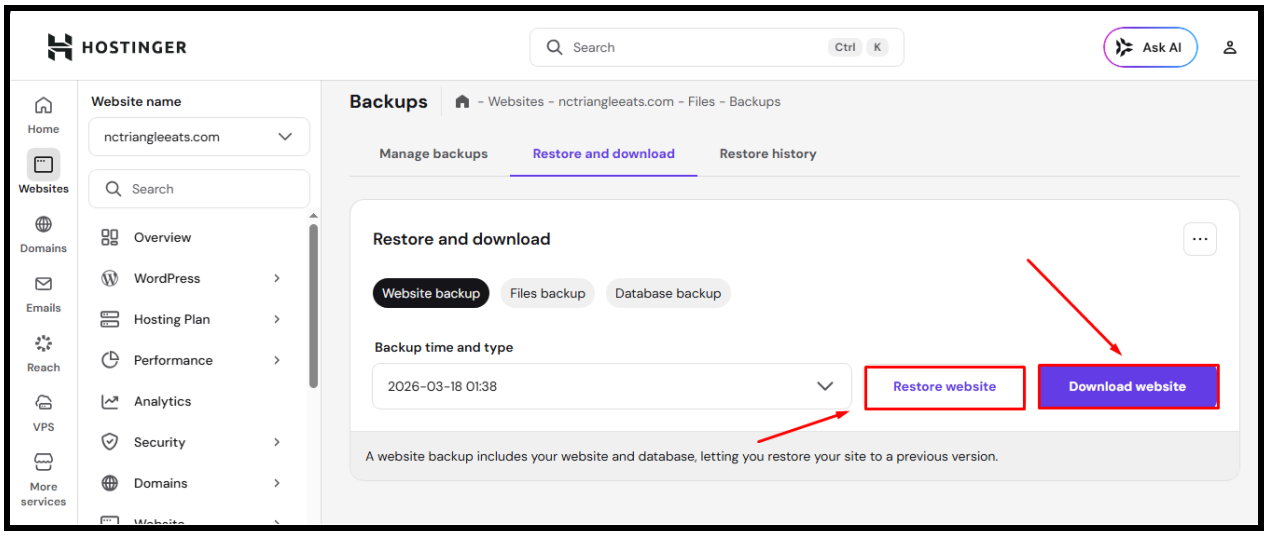


Step 3: Open the Backups Interface

Click on **"Backups"** (as indicated by the red arrow in the image). This will launch the primary backup management screen on the right.

Step 4: Select "Restore and Download"

Once the Backups page loads, navigate to the **"Restore and download"** tab. Under the "Website backup" selection, you will see a dropdown menu labeled **"Backup time and type."**

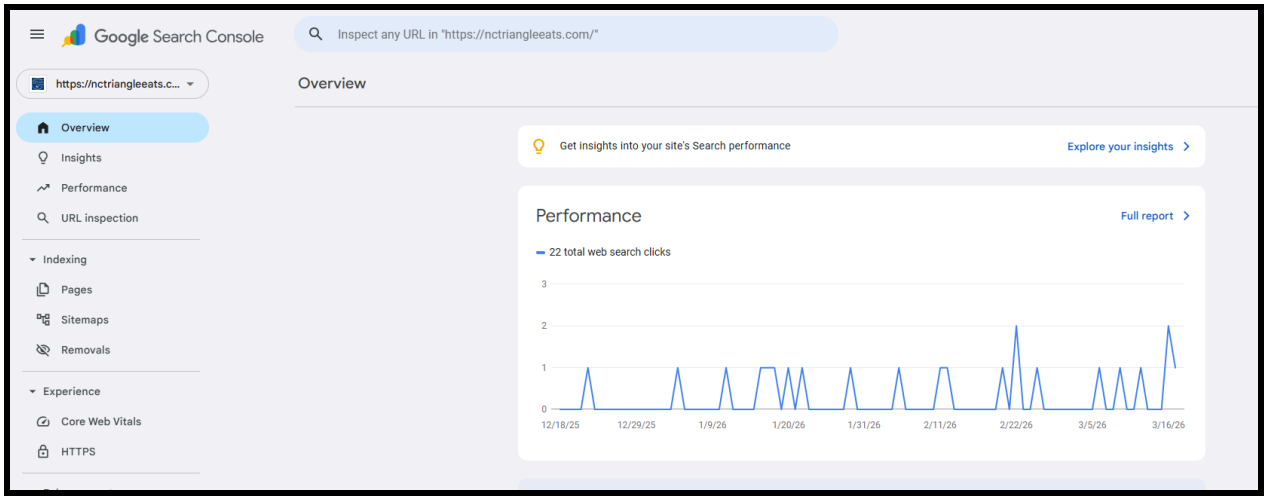


Step 5: Choose and Secure Your Backup

1. Select the most recent date from the dropdown menu (e.g., *2026-03-18*).
2. Click the purple "**Download website**" button to generate a local copy of your files and database for your records.
3. If you ever need to revert to a previous version of the site, use the "**Restore website**" button located directly next to it.

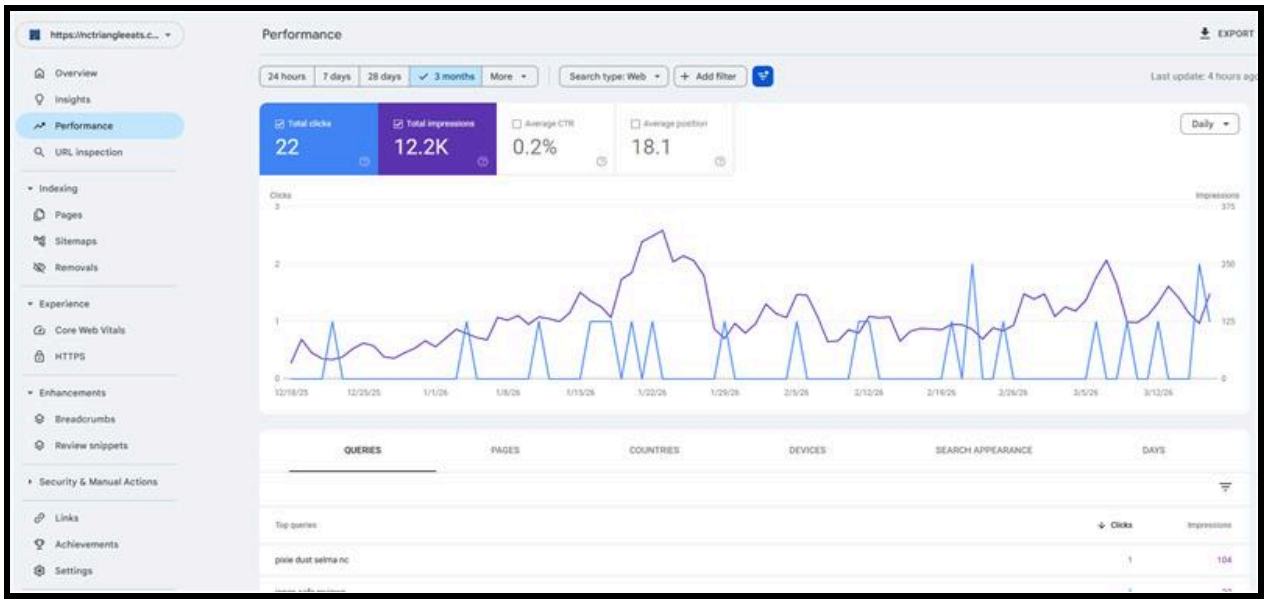
➨ Monitoring Website Performance via Google Search Console (GSC)

This guide will help you understand how your website is performing in Google Search results. By monitoring these key metrics, you can see which keywords bring people to your site and identify growth opportunities.



1: Access the Performance Report

Log in to your Google Search Console dashboard. In the left-hand sidebar, click on "**Performance**" and then select "**Search results.**"

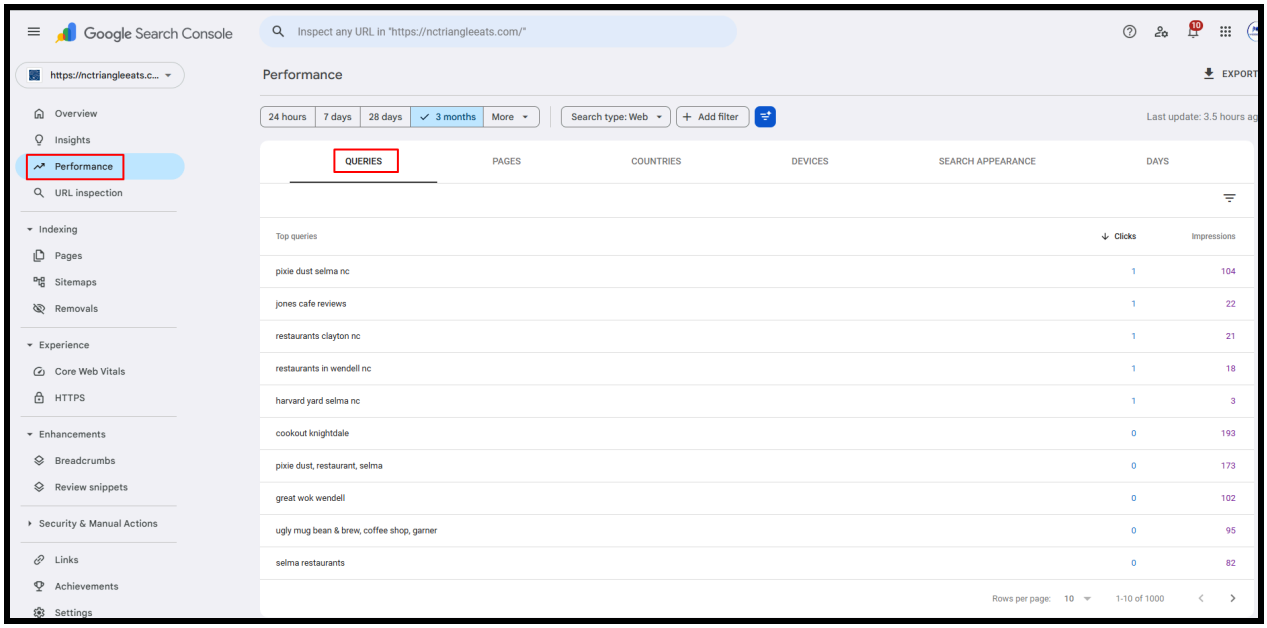


2: Understand the 4 Core Metrics

At the top of the chart, you will see four colored boxes. Click each one to toggle the data on the graph:

- **Total Clicks (Blue):** How many times users clicked from Google to your website.
- **Total Impressions (Teal):** How many times your website appeared in search results (even if not clicked).
- **Average CTR (Green):** The "Click-Through Rate"—the percentage of impressions that turned into clicks.

Average Position (Orange): Your typical ranking on the search page (e.g., Position 1 is the very top).

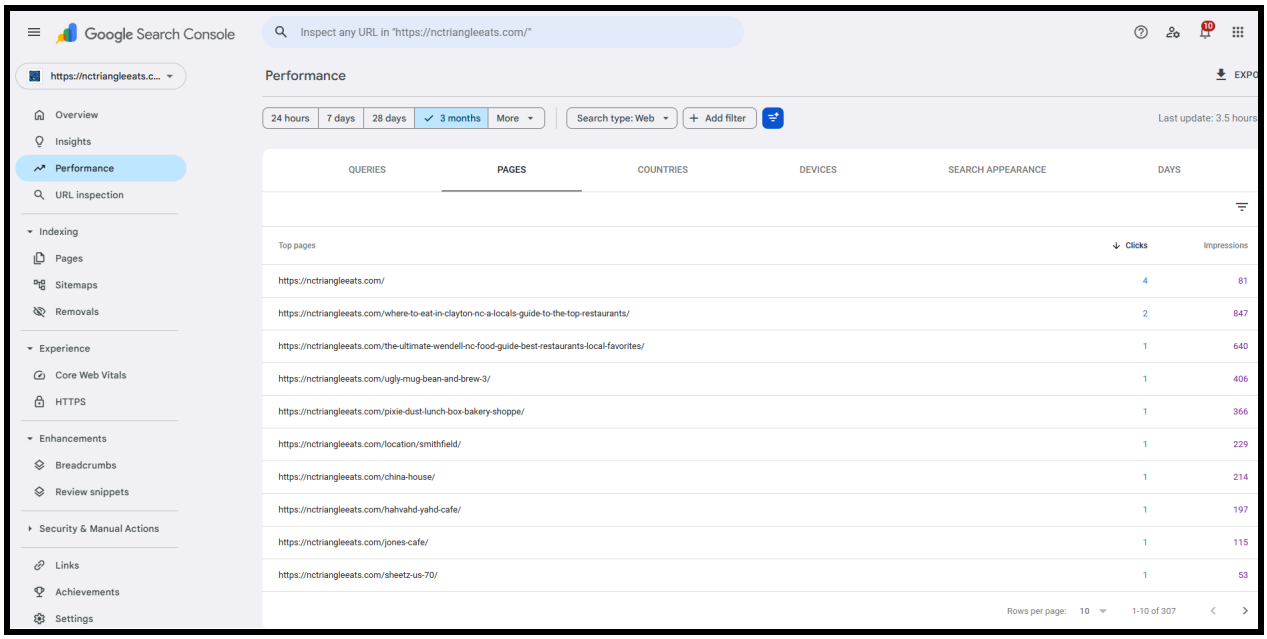


3: Analyze Keywords (Queries)

Scroll down to the table below the graph. Ensure the "**Queries**" tab is selected.

- **What to look for:** Identify which specific search terms (keywords) are driving the most traffic.
- **The Opportunity:** Look for keywords with **High Impressions** but **Low Clicks**. This usually means people are seeing your site, but your title or description isn't convincing them to

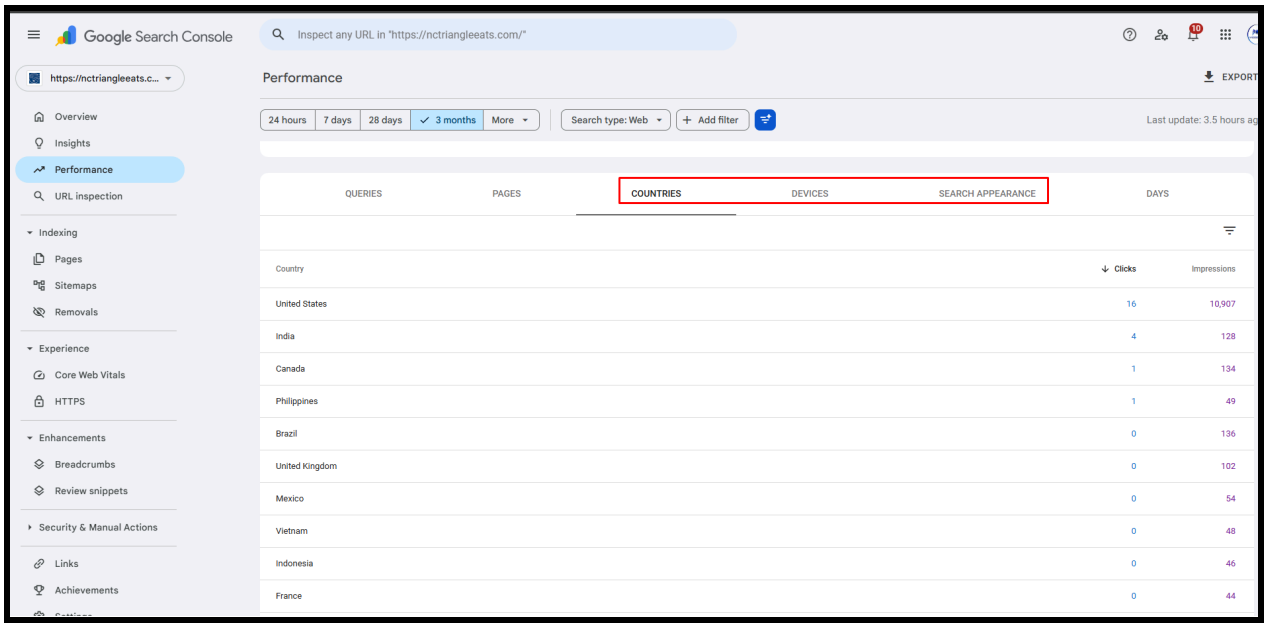
click yet.



4: Monitor Top-Performing Pages

Switch to the **"Pages"** tab in the table.

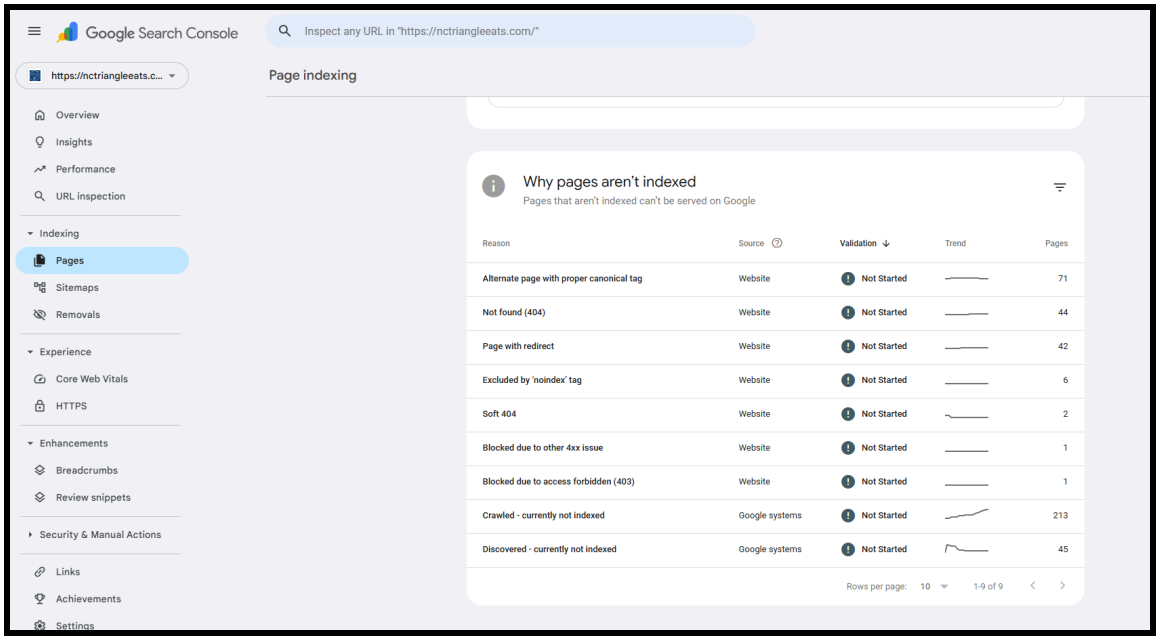
- This shows you exactly which URLs are your "Power Pages."
- Use this to see if your newly created restaurant or menu pages are starting to gain visibility in Google.



5: Filter by Device and Country

To see how mobile users compare to desktop users:

1. Click the **"Devices"** tab in the table.
2. Check if your **Average Position** is lower on mobile. If it is, we may need to review the page's mobile-friendliness.



6: Check for Indexing Issues

In the left sidebar, click on **"Indexing"** > **"Pages."**

- **Goal:** You want to see the "Indexed" (Green) count increasing and the "Not Indexed" (Gray) count staying stable.
- If you see a sudden spike in "Not Indexed" pages, it means Google is having trouble reading parts of your site.

Note: Consistent, regular checking of indexing status is the best way to prevent traffic loss and ensure every new restaurant listing reaches its full potential.

Conclusion

Regularly checking GSC allows you to stay ahead of search trends and ensure your technical SEO remains healthy. Monitoring the **CTR** and **Average Position** weekly is the best way to measure the success of our ongoing optimizations.

➨ Alternative Menu Formats (PDF or Image Upload)

Since the standard Elementor menu template may not fit every restaurant's needs, you can easily link the **"Menu"** button directly to a PDF file or a high-resolution image of their physical menu.

Step 1: Upload the Menu File to the Media Library

1. In your WordPress dashboard, go to Media > Add New Media File.
2. Upload the PDF or Image provided by the restaurant.
3. Once uploaded, click on the file to open the "Attachment Details."
4. On the right-hand side, find the File URL box and click "Copy URL to clipboard."

Step 2: Access the Restaurant Listing

1. Navigate to the specific location page (e.g., **Wilson**) and click **"Edit with Elementor."**
2. Locate the restaurant card you are currently updating.

Step 3: Update the Button Link

1. Click on the **"Menu"** button on that restaurant's card.
2. In the left-hand settings panel, look for the **Link** field.

3. **Paste the File URL** you just copied from the Media Library (it will look like `.../uploads/2026/03/menu-name.pdf`).

Step 4: Set to Open in a New Window (Recommended)

1. Click the **Gear Icon (Link Options)** next to the link field.
2. Check the box that says **"Open in new window."**

Note: This ensures that when a customer views the menu, they don't lose the main restaurant listing page.

Step 5: Save and Publish

1. Click the pink **"Update"** button at the bottom of the panel.
2. Test the button live to ensure the PDF or image opens correctly.

➨ Adding Documents (PDF/Word) to Blog Posts

In addition to restaurant listings, you can easily share menus, flyers, or reports on your blog. WordPress treats Word documents and PDFs similarly to images, but the linking process is slightly different.

Step 1: Upload the Document to the Media Library

1. From the WordPress sidebar, go to Media > Add New Media File.
2. Upload your Word document (.docx) or PDF.
3. Once the upload is complete, click on the file.
4. In the "Attachment Details" window, click the "Copy URL to clipboard" button. This is the direct link to your document.

Step 2: Add the Document to Your Blog Post

Depending on how you want the document to appear, choose one of the following two methods:

Method A: Linking via Text (Standard Blog Editor)

1. Open the blog post you are editing.
2. Highlight the text you want to become the link (e.g., *"Download the Full Wilson Restaurant Guide"*).
3. Click the Link icon (looks like a paperclip) in the toolbar.
4. Paste the URL you copied in Step 1.
5. Important: Click the "Advanced" toggle or gear icon and check "Open in new tab." This keeps readers on your blog while they view the document.

Method B: Using the "File" Block (Visual Download Button)

1. While in the blog editor, click the (+) icon to add a new block.
2. Search for "File" and select it.
3. Click Media Library and select the document you uploaded.
4. WordPress will automatically create a link with a "Download" button next to it.
5. In the block settings on the right, you can toggle "Show download button" on or off.

Step 3: Finalize and Publish

1. Click the "Publish" or "Update" button at the top right of the post.
2. Test the link: View the live blog post and click the link to ensure the Word doc or PDF opens or downloads correctly.