How to edit your Wordpress website

- Logging in
- Editing content on specific pages
- Adding images to the Media Library
- Adding new images to your home page feature image slider (Edge Slider)

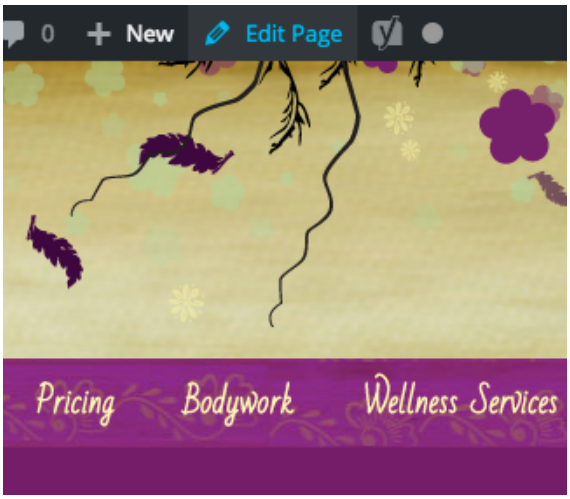
Start

Using your Username and Password log in to Wordpress by visiting www.YourWebsite.com/wp-admin

Basics for editing existing page content

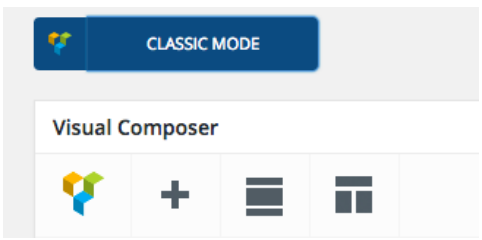
After logging in:

> Navigate to the page you would like to edit and click Edit Page from the menu in black at the top of the page

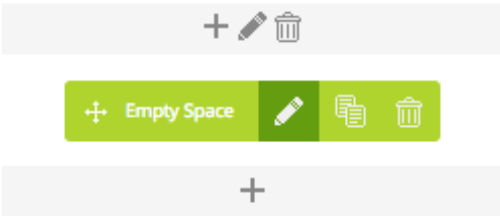


> Make sure you see the Visual Composer building block icons

If you do not see the building blocks, click the blue button that says BACKEND EDITOR so it shows CLASSIC MODE instead.



> Rollover the element block or piece you would like to edit until you see the GREEN pencil. Click the pencil tool to launch the editing tool for that element block.



> Edit content, then click the blue Save changes button to finish editing that element block.

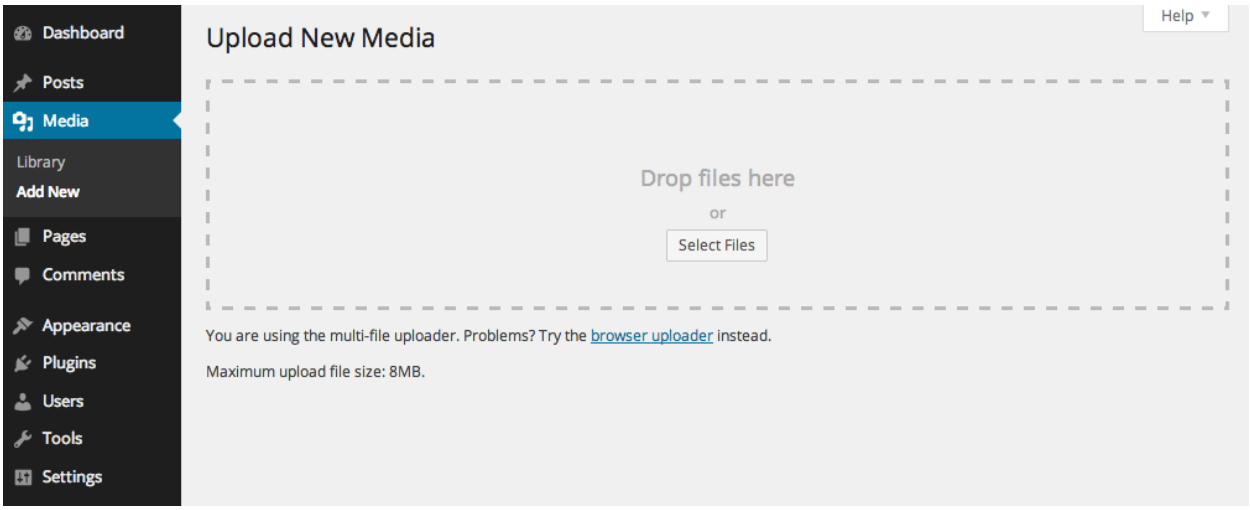


> Click the preview changes button to see how the whole page looks.
> Click the blue UPDATE button to publish your work.

Media – Adding images to your Media Library

After logging in:

> Roll over Media in the left column of the Wordpress backend
> Drag and Drop JPG, PDF and other media files and access via page edits to insert this new content in to a page. Video should be linked or embedded via YouTube not via this Media Library.

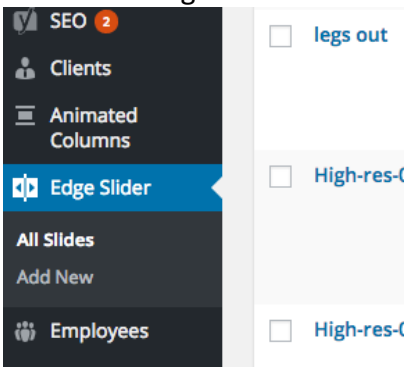


You can also access the Media Library and drag, drop and select images while editing page content.

Home page slider (Edge Slider)

After logging in:

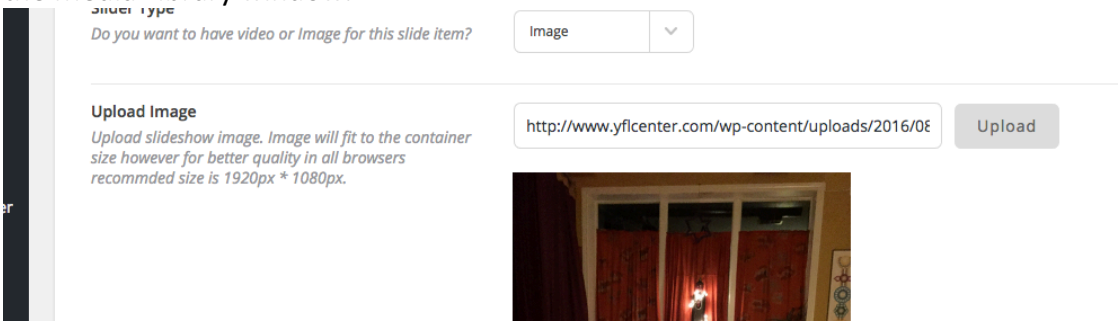
> Roll over Edge Slider in the left column of the Wordpress backend



> Click All Slides to **edit an existing slide image and text overlay**
> Click Add New to **add a new slide and text overlay**

Under the "Add New Slider" tab there are several settings and options. Please adjust the following:

1. **Page Title** – Even if it is just a number you should enter a page title so you can easily identify the page later.
2. **Upload Image** – Click the gray Upload button to search and add an image from or to your media library. Select the image you would like and click "Insert into post" from the Media Library window.



3. **Content Align** – Set this to "Center Center" in the drop down menu
4. **Caption Title** – Enter the text you would like to see overlay the image here (Shorter is better) Adjust Width and Caption Title Font Size to fit your Caption Title as needed.
5. **Transparent Header Style Skin For This Slide** – Select Light from the drop down

> View it on the home page once slide is updated. Preview is not really an option for this piece.

> Click the blue UPDATE button to publish your work.

NOTE: the order of images is set to load random so any attempt to define the order of images that show will not be successful.