
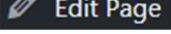


# To Update a WordPress site


Sign in at: [yourwebsiteurl/admin](#) \_\_\_\_\_ Username= \_\_\_\_\_ Password= \_\_\_\_\_

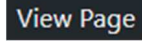
In the upper left of the Dashboard page click on little house  'Visit Site'. (this takes you out to the website)

Navigate to the page you wish to edit. Click on  **Edit Page** at top of Dashboard (you are now in the Editor for that page)


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**Text:** To edit Text on the page use the keys at the top of the Editor to add or change the **size, color, font, justification, Bold, Italicize, etc..** To add new Text just type it in where you want it and use the aforementioned keys to make it look like you wish.

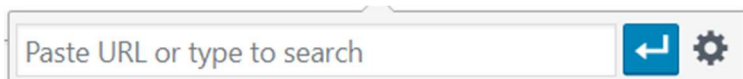
Click the  **Update** box on your right to Save your edited Text.



Click on  **View Page** at the top of Dashboard to view the webpage.


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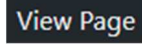
**Links:** To add a Link to your Text, 1<sup>st</sup> : Highlight the Text you wish to use then click the Link icon .

Now fill in the text box with the address you wish to use (example: <http://kofc.org>) and click the blue  button. Note: if you just want to link to a page, type the name of the page instead.




Paste URL or type to search  

Click the  **Update** box on your right to Save your Link.

Click on  **View Page** at the top of Dashboard to view the web page.

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Note: You can also Highlight a picture and use the Link icon  to create a link the same way as text.

Break a link by highlighting the link and use the Break Link icon .


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**Pictures:** To add a picture to your page place your cursor in the page where you would like to have it and click the

Add Media button .

Select the  **Media Library** tab to use a picture you already have uploaded into your Media file or

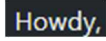
Select the  **Upload Files** tab to upload a 'New' picture into your Media file.

After you have selected the picture you want to use click the  **Insert into page** button in the lower right. (Use the edit keys to justify the picture and the 'handles' on the picture to resize it.)

Click the  **Update** box on your right to Save your work.

Click on  **View Page** at the top of Dashboard to view the web page.

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Mouse over  **Howdy,** in the upper right corner of the Dashboard and click 'Log Out' to exit program