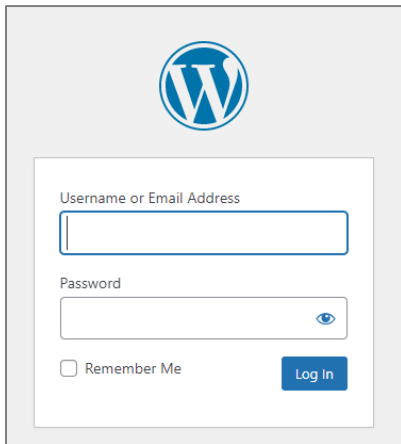


Updating Your WordPress Site

Please review the following instructions to get you started with updating your site. You are welcome to join virtual office hours in the [Learning Without Walls Moodle course](#) for help with your site (Thursdays 10-12)!

Log in to your site

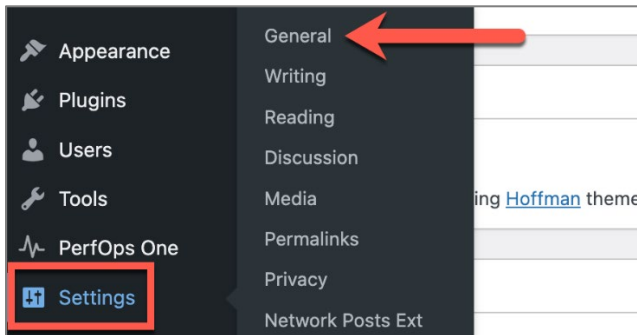
- 1) In the address bar of a browser, add **/login** to the end of your site's URL (Example: <https://family-resource.trubox.ca/login>)
- 2) Click enter and you will be redirected to the login page

A screenshot of the WordPress login page. At the top center is the WordPress logo. Below it is a white login box with a light gray border. Inside the box, there are two input fields: "Username or Email Address" and "Password". The "Password" field has a small eye icon to its right. Below the "Password" field is a checkbox labeled "Remember Me" and a blue "Log In" button.

- 3) Enter your username/email address and password and click the **Log In** button

Update the site title and administration email address

1. Navigate to the site's **Dashboard**, then to **Settings > General**



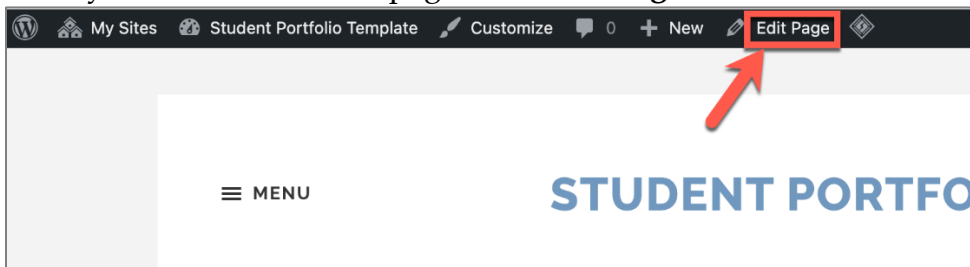
2. Update the **Site title** and **Administration Email Address**, as desired
3. Click the **Save Changes** button

Update the site visibility

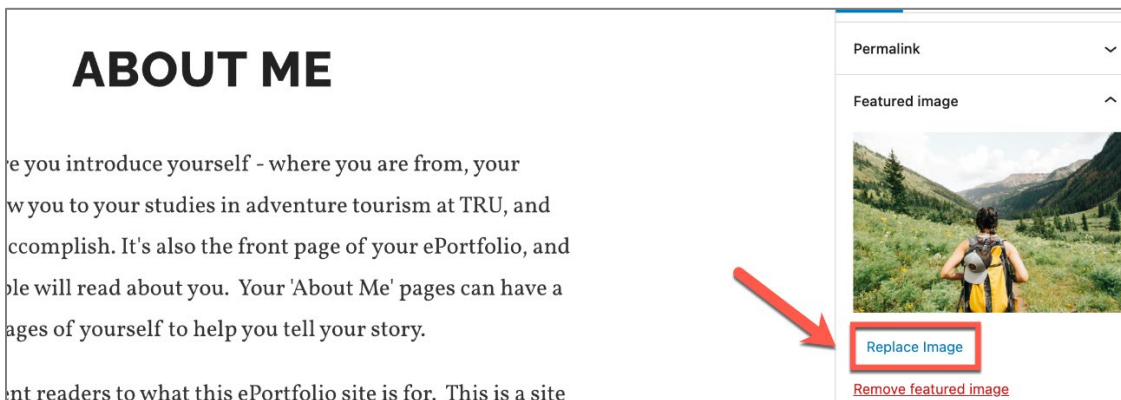
1. Navigate to the site's **Dashboard**, then to **Settings > Reading**
2. Under the **Site visibility** section, select the option you are most comfortable with
3. Click the **Save Changes** button

Update the home page's featured image

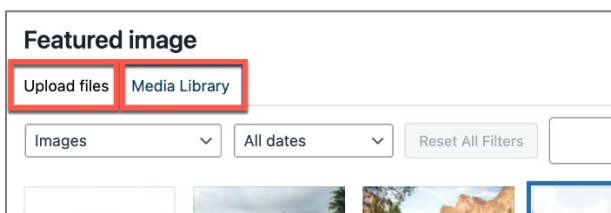
1. From your website's home page, click **Edit Page**



2. Scroll down to the **Featured image** section of the menu and click **Replace Image**



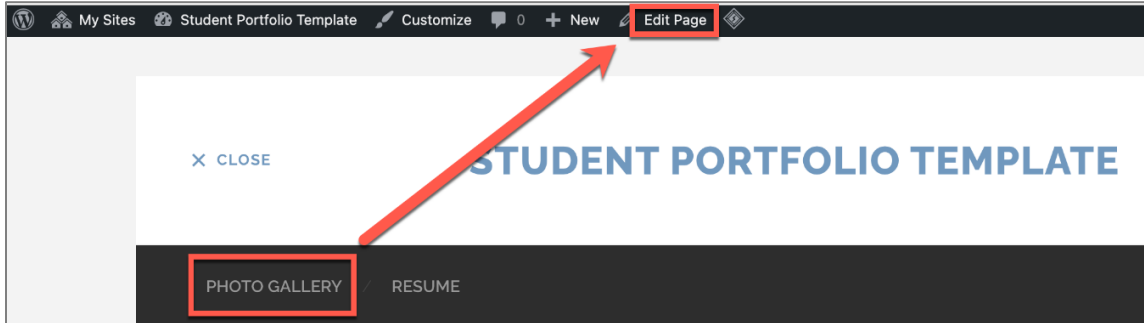
3. Select an image from your **Media Library** or use the **Upload files** tab to add a new image



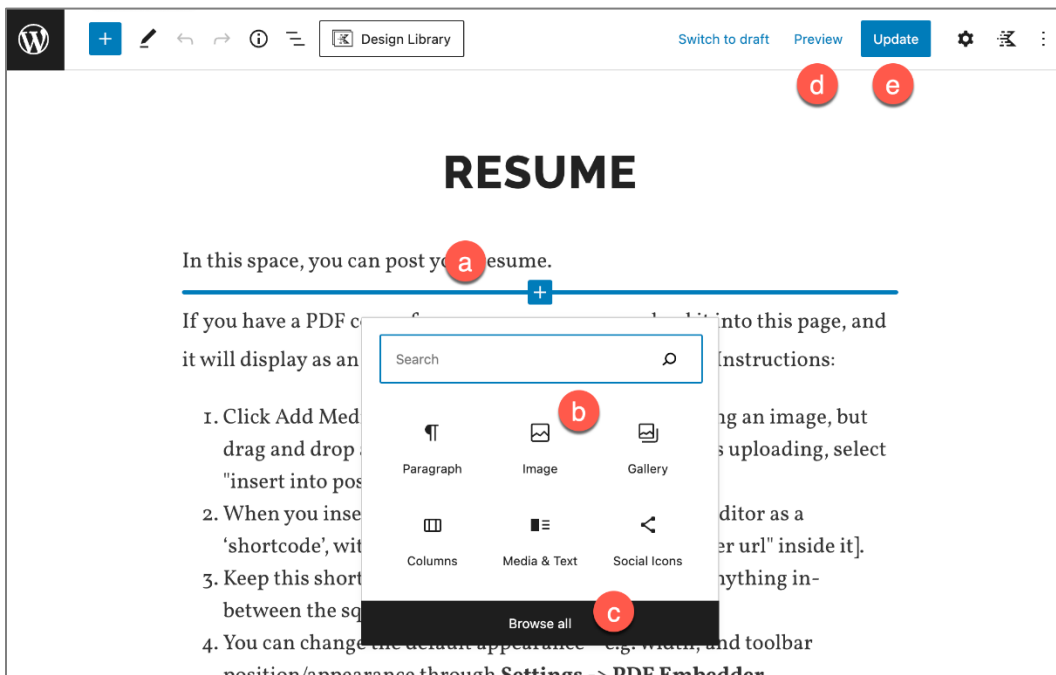
4. Click the image to select it and click the **Set featured image** button

Edit an existing page

- 1) From the site's main menu, click the **name of the page** you want to edit
- 2) When it loads, click **Edit page**



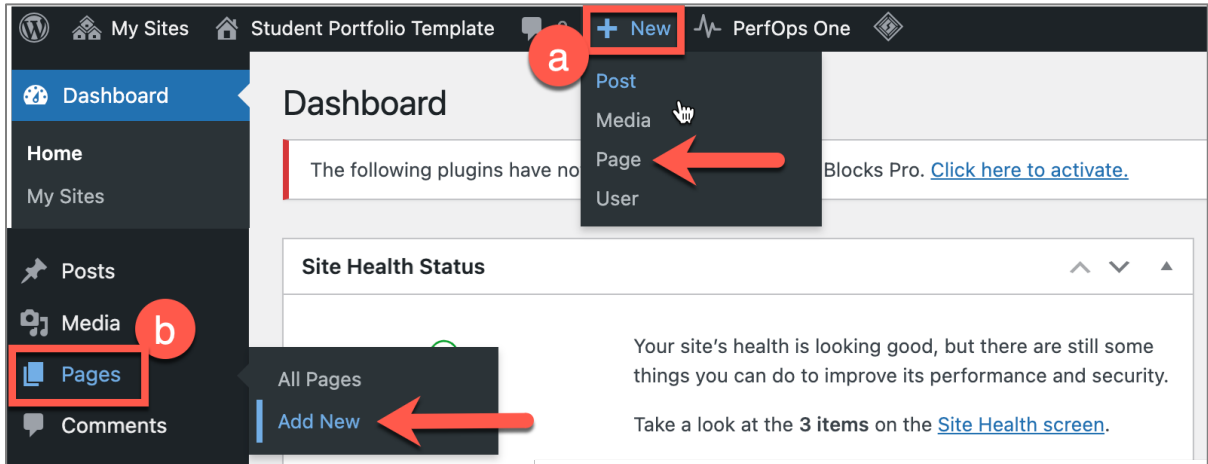
- 3) On the page, hover over a space where you want to add a “block” and click the plus sign [+] that appears **(a)**
- 4) Select a block item from the featured list of popular items **(b)** or click Browse all to see a full list of items **(c)**
- 5) When you are finished editing the page, you can Preview it **(d)** or Update it **(e)**



Create a new page

From the **Dashboard**, you can create a new page two ways:

- a) Hovering over the **+ New** tab > **Page**
- b) Hovering over the **Pages** menu item > **Add New**



Update the menu

From the **Dashboard**, go to **Appearance > Menus**

Options for updating the menu:

a) **Select the menu you want to edit (Key Menu or Social Menu)**

- Click the dropdown box to access other menus. Select the menu you want to edit. Click the Select button to make your selection.

b) **Add a page to your menu**

- Check the box for the page(s) you want to add to your menu. Click the Add to Menu button. You can rearrange pages by dragging and dropping them.

c) **Delete a page from your menu**

- Click the downward pointing arrow next to the name of the page you want to delete. Click Remove.

d) **Add a custom link**

- Click the downward pointing arrow next to the Custom Links menu item. In the URL box, enter the URL. In the Link Text box, enter a name for this URL that will appear in the menu. Click the Add to Menu button.

e) **Save menu**

- After making any changes to your menu, click the Save Menu button.

The screenshot shows the WordPress 'Edit Menus' interface. At the top, there are two tabs: 'Edit Menus' (active) and 'Manage Locations'. Below the tabs, a dropdown menu is open, showing 'Key Menu (Primary Menu)' selected, with a 'Select' button and a link to 'create a new menu'. A red circle 'a' is placed over the 'Select' button. Below this, the interface is split into two columns: 'Add menu items' and 'Menu structure'. In the 'Add menu items' column, under the 'Pages' section, the 'Photo Gallery' checkbox is checked, and a red circle 'b' is placed over it. The 'Add to Menu' button is also visible. In the 'Custom Links' section, a red circle 'd' is placed over the dropdown arrow. In the 'Menu structure' column, the 'Menu Name' is 'Key Menu'. Below it, there are two items: 'Photo Gallery' and 'Resume', each with a 'Page' dropdown. A red circle 'c' is placed over the 'Photo Gallery' item. At the bottom right, there is a 'Delete Menu' link and a 'Save Menu' button, with a red circle 'e' placed over the 'Save Menu' button.