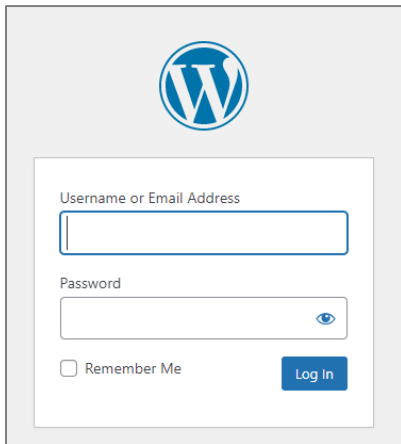# Updating Your WordPress Site

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

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**
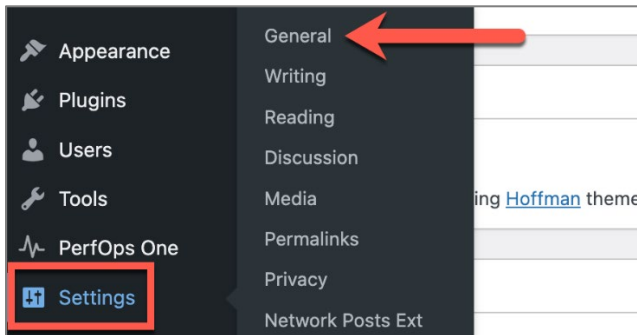

2. Update the **Site title** and **Administration Email Address**, as desired

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
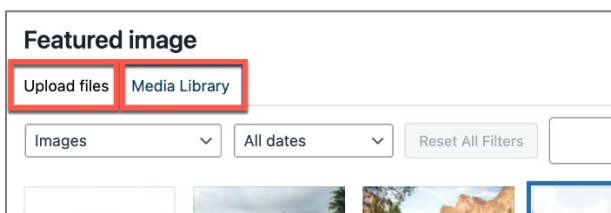
Update the home page's featured image

1. From your website's home page, click **Edit Page**
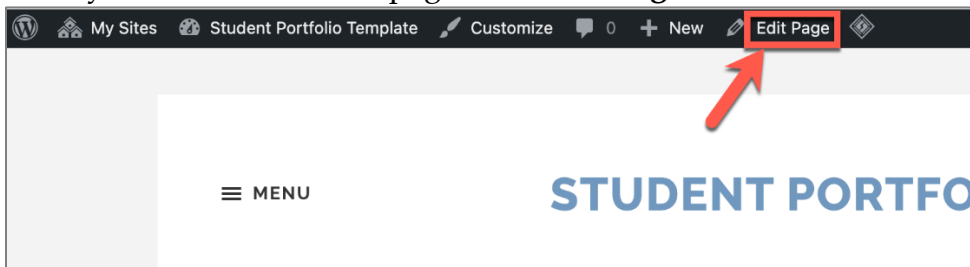
2. Scroll down to the **Featured image** section of the menu and click **Replace Image**
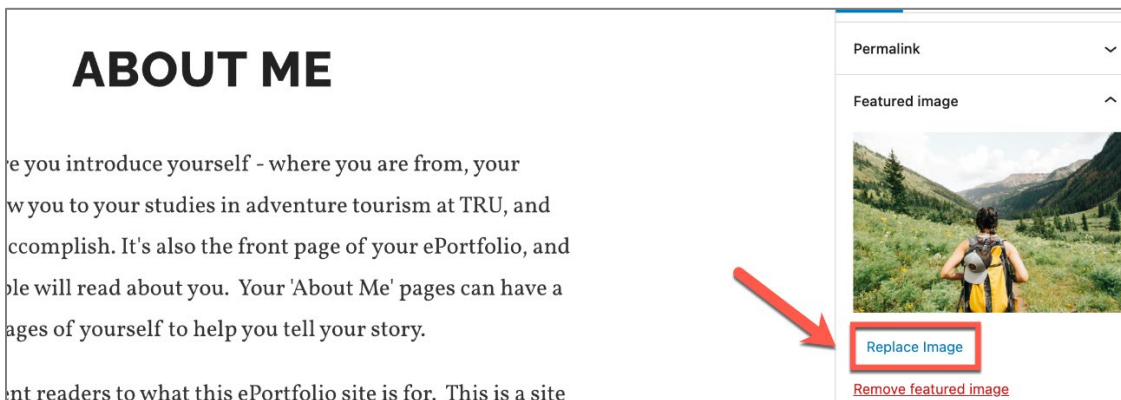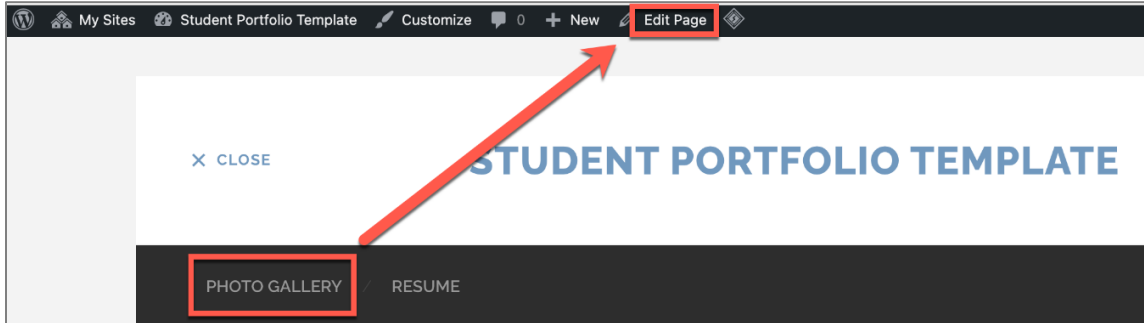

3. Select an image from your **Media Library** or use the **Upload files** tab to add a new image


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)**
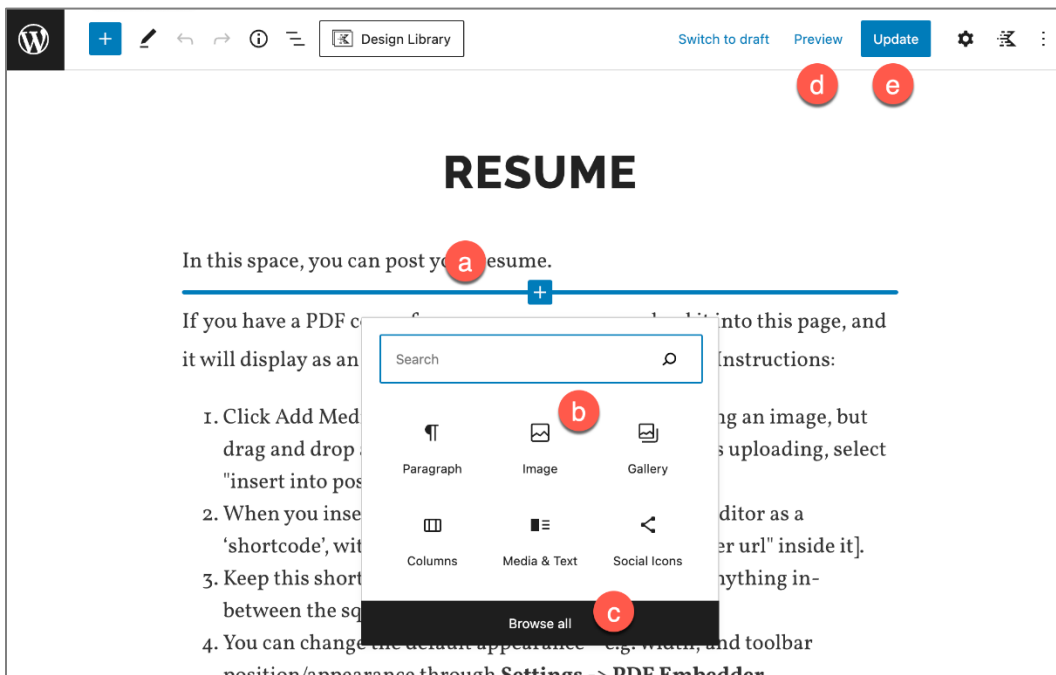
Create a new page

From the **Dashboard**, you can create a new page <u>two ways</u>:

a) Hovering over the **+ New** tab > **Page**

b) Hovering over the **Pages** menu item > **Add New**
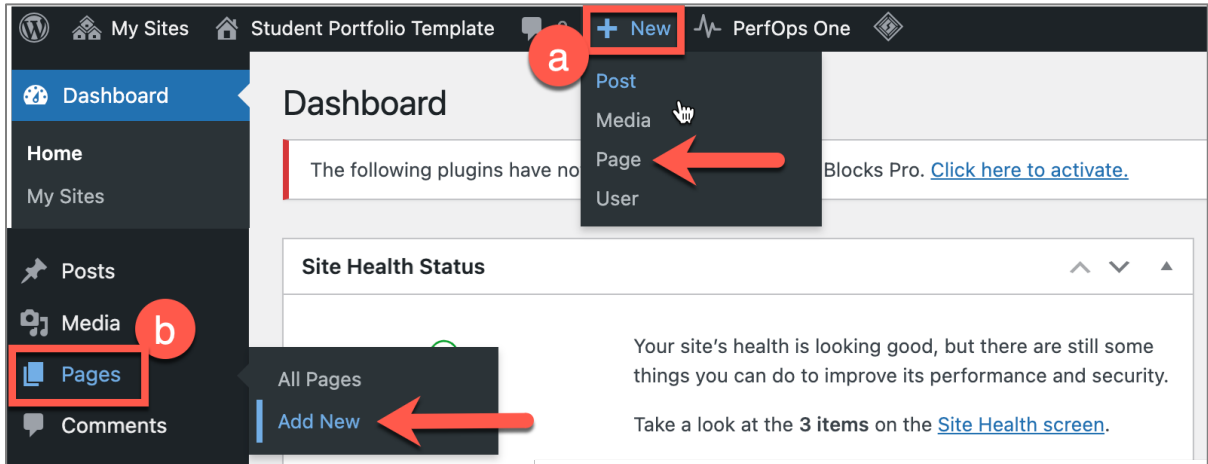
Update the menu

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

<u>**Options for updating the menu:**</u>

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.