

WordPress Login / Dashboard

1. Login to My WordPress Site

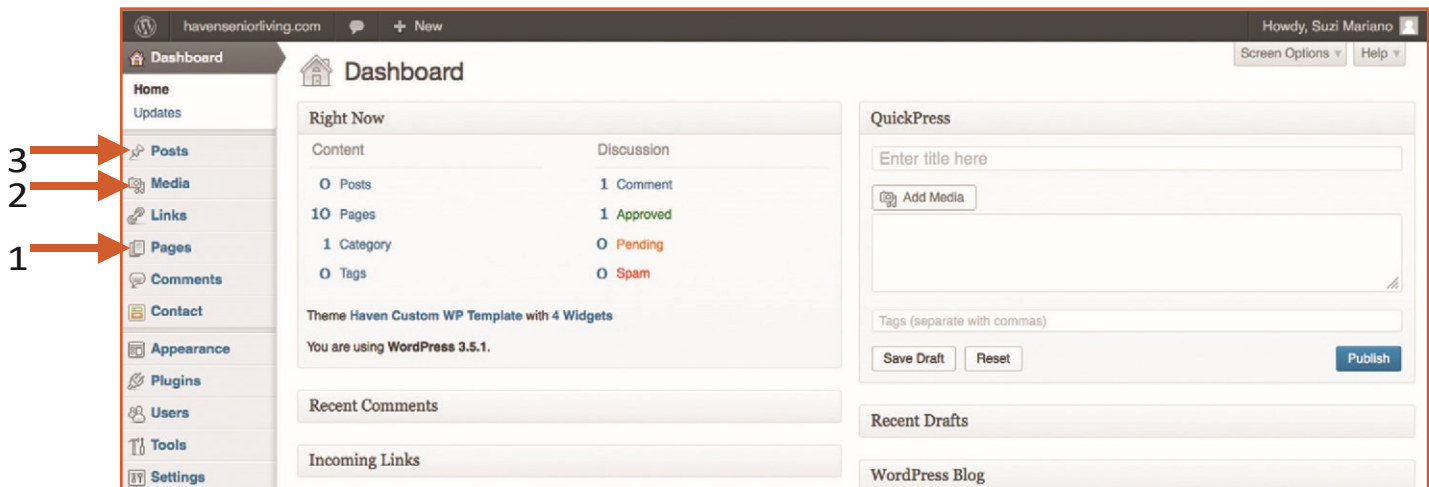
- Use link provided by Chip Thompson Design to get to the admin login page of your WordPress website.
- Enter your login and password.
- Click “Log In”.



2. What's My “Dashboard”?

Dashboard: <https://sitename.wordpress.com/wp-admin/>

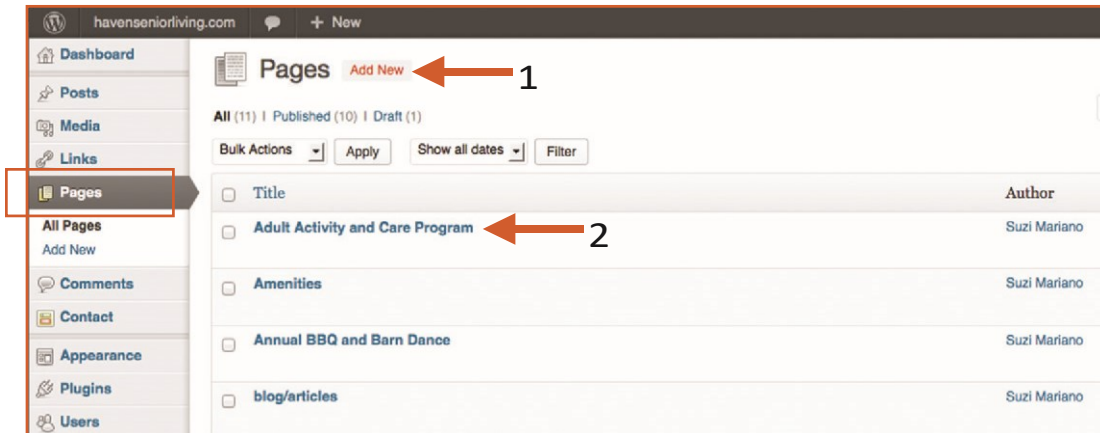
- The **Dashboard** is the first screen you see when you log into the **administration area** of your website.
- The dashboard gives you an at-a-glance overview of what's happening with your website.



- From your dashboard (see above) you can get to your:
 - Website pages.
 - Media (Pictures/Images/PDFs) you have loaded.
 - Posts you have made to your blog.

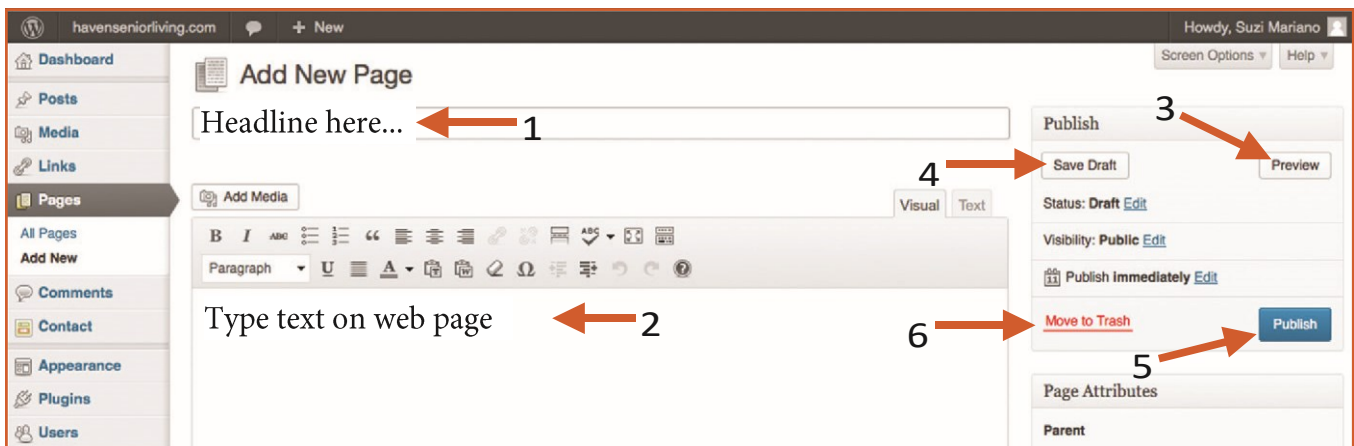
3. Pages Menu - Adding/Editing My Pages

- Double Click “Pages” on Dashboard to bring up your Pages Menu.
- From here you can:
 - “Add New” page (click orange “Add New” button).
 - Edit a current page (click on any other page name).



4. Adding a New Page to My Website

- Click “Add New” from Pages Menu (see above).
- Your new page will look like the below.
- Add your content:
 - Web page Name/Headline.
 - Web page Text/Body Copy.

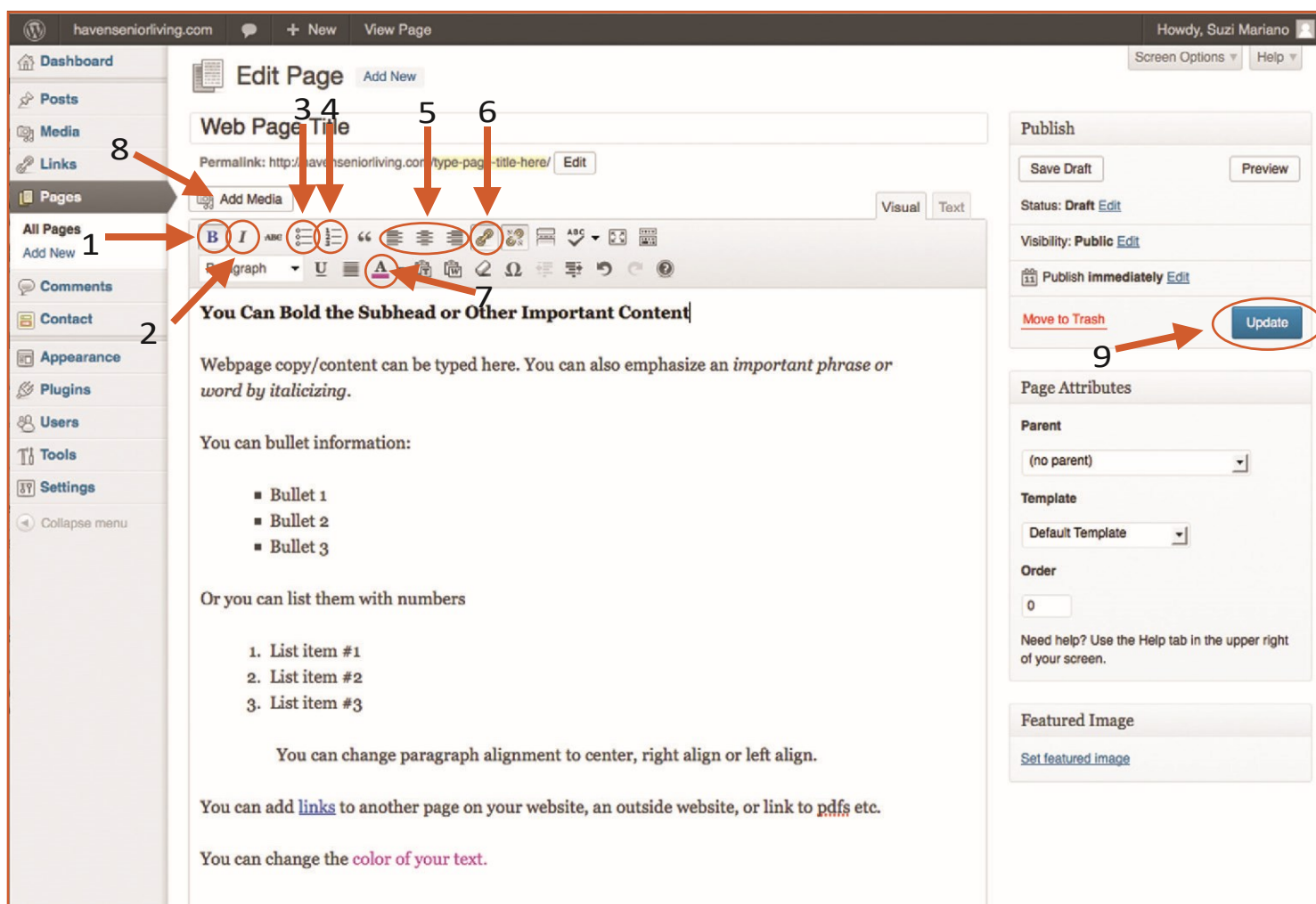


- Click “Preview” to preview the content you have put on the page (NOTE: this does not mean it has been saved – to save you must click the “Publish” button).
- Click “Save Draft” to save a draft of your page if you are still working, but are not ready for the page to be published to your website.
- Click “Publish” to make a new page of your website live.
- Click “Move to Trash” to delete your new page.

5. Editing the Content on My Website (kind of like Microsoft Word)

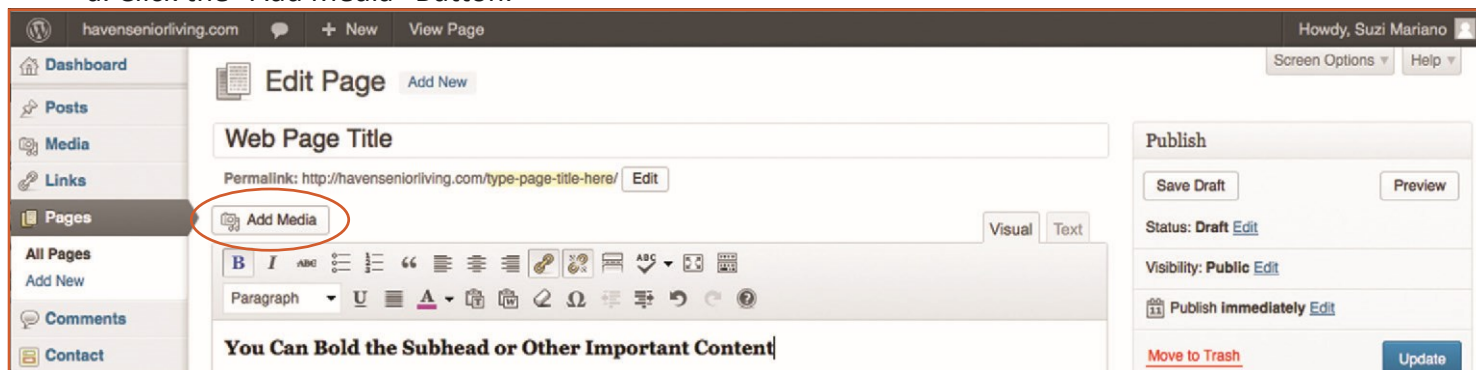
- See diagram below to edit content on a page of your website:

1. **Bold:** You Can Bold the Subhead or Other Important Content (Highlight your text first, click “B” button).
2. **Italicize:** You can italicize a word or phrase (Highlight your text first, click “I” button).
3. **Bullet List:** You can bullet information (Highlight your text first, click bullet icon).
4. **Numeric List:** Or you can list them with numbers (Highlight your text first, click # list icon).
5. **Alignment:** You can change paragraph alignment to center, right align or left align (Highlight your text first, click paragraph line icon).
6. **Links:** You can add links to another page on your website or an outside website.
(Highlight your text first, click link icon) (See FAQ #8 for more information).
7. **Color Text:** You can change the color of your text (Highlight your text first, click color “A” icon).
8. **Add Images:** You can add an image to your website. (Add media button) (See FAQ #6 and #7 for more information).
9. **ALWAYS Update:** If you make **ANY** changes to your website page, and want them to be saved - make sure to click “Update”.



6. Adding an Image on My Website

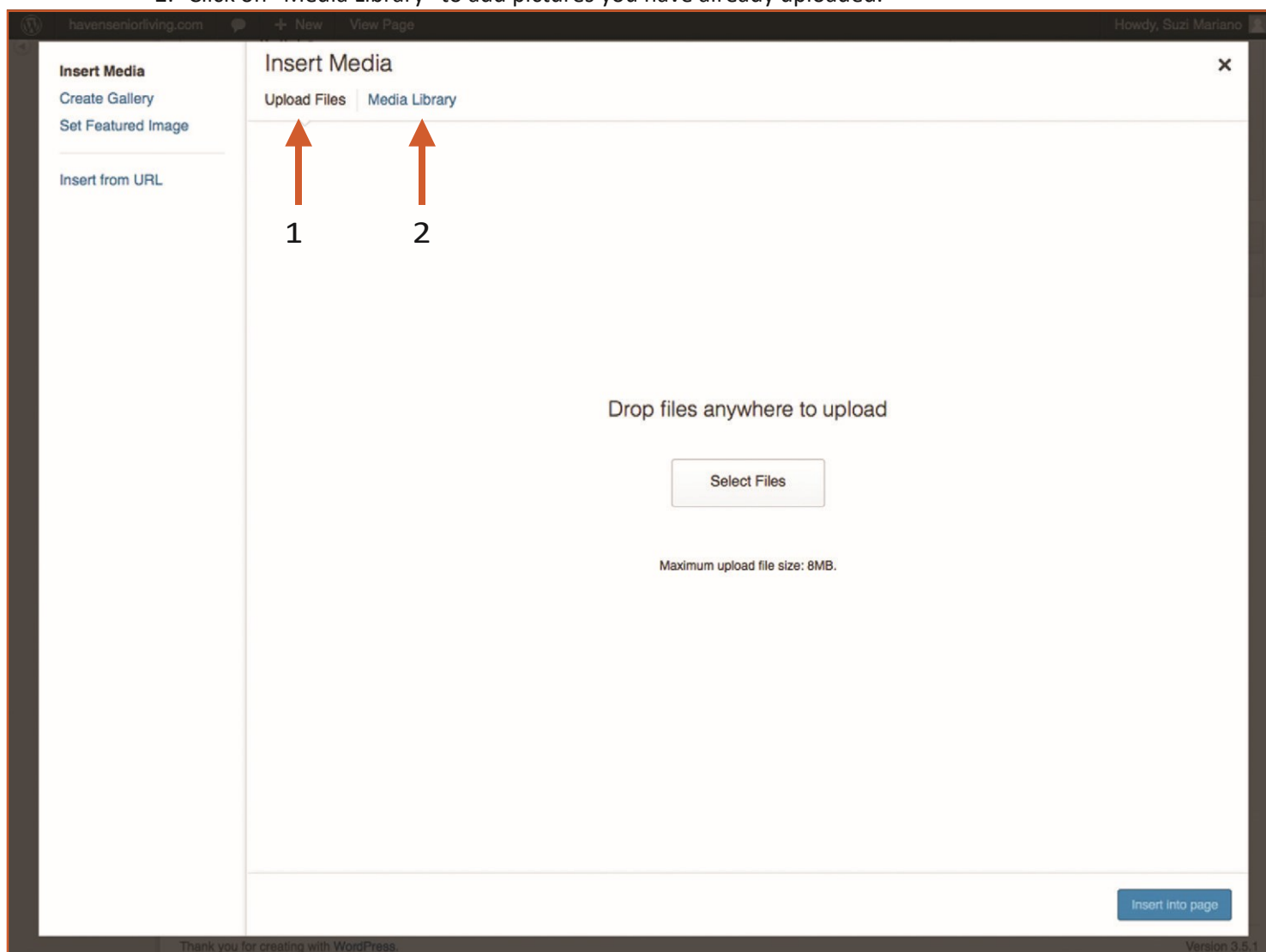
a. Click the “Add Media” Button.



b. The “Insert Media” menu will pop-up (see below).

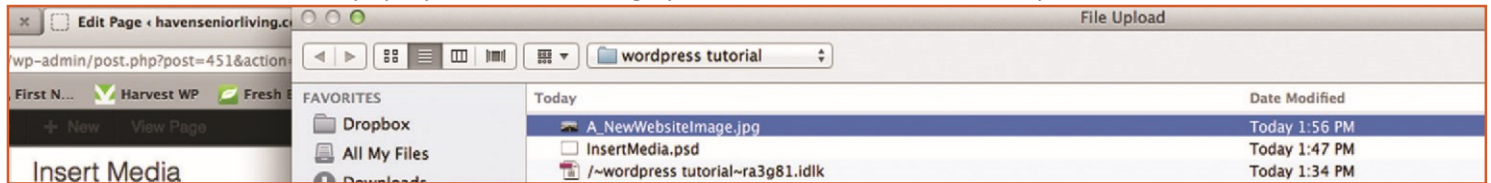
c. You can either:

1. Click on “Upload Files” and then “Select Files” to add a new image from your computer OR
2. Click on “Media Library” to add pictures you have already uploaded.

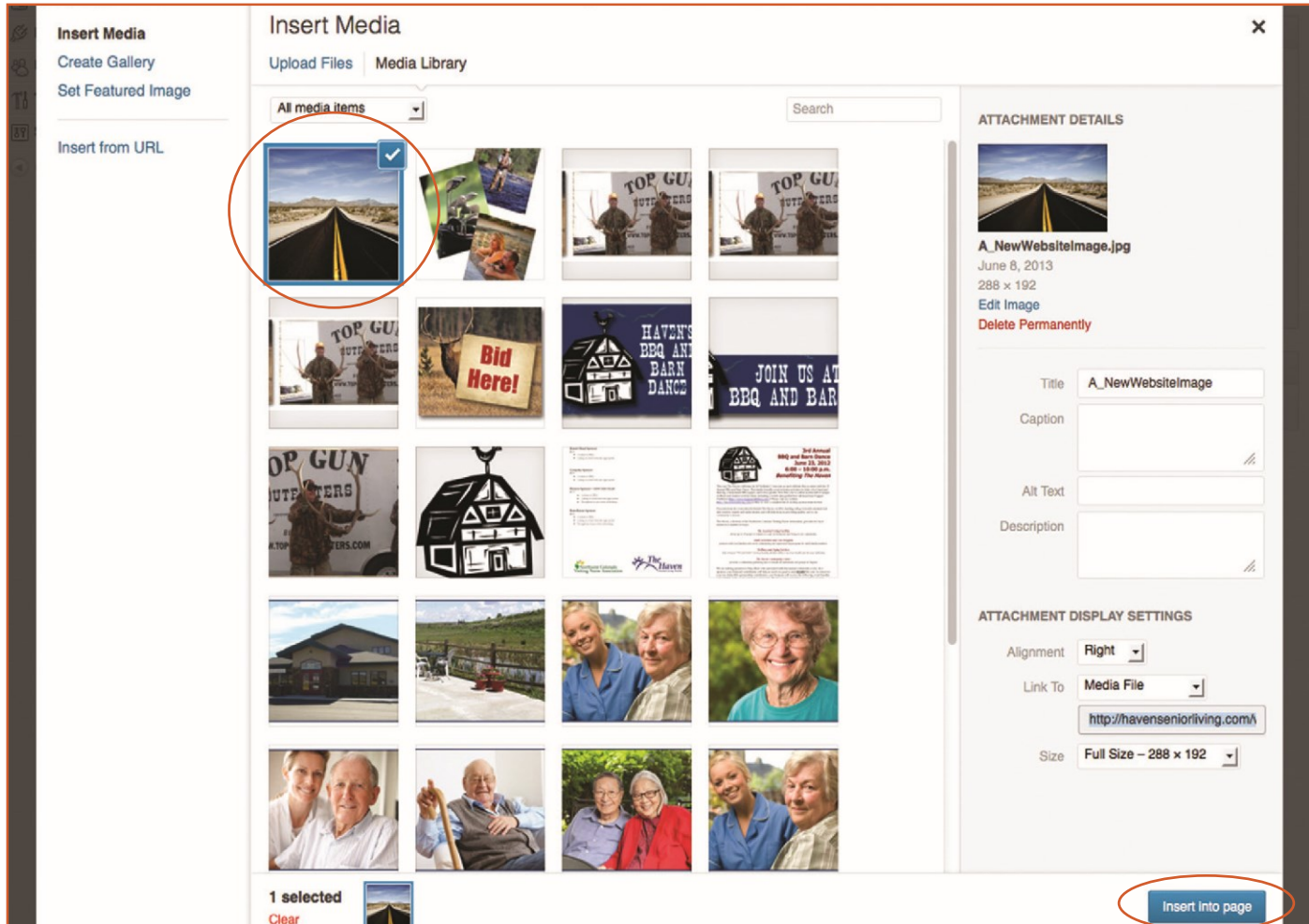


d. To upload a **new image**, click “Select Files”.

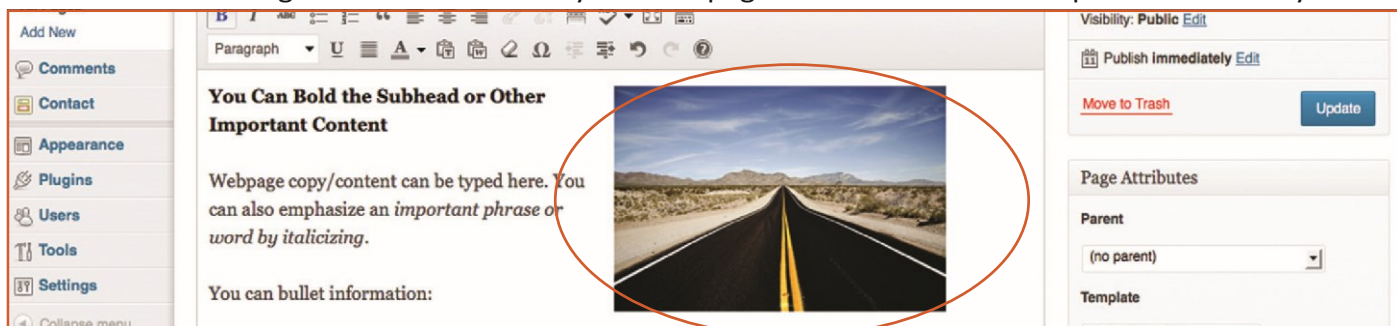
1. A new window will pop-up - Select the image you would like to add - Click “Open”.



2. Your new image will be highlighted with a check mark (see below) - Click “Insert into Page”.

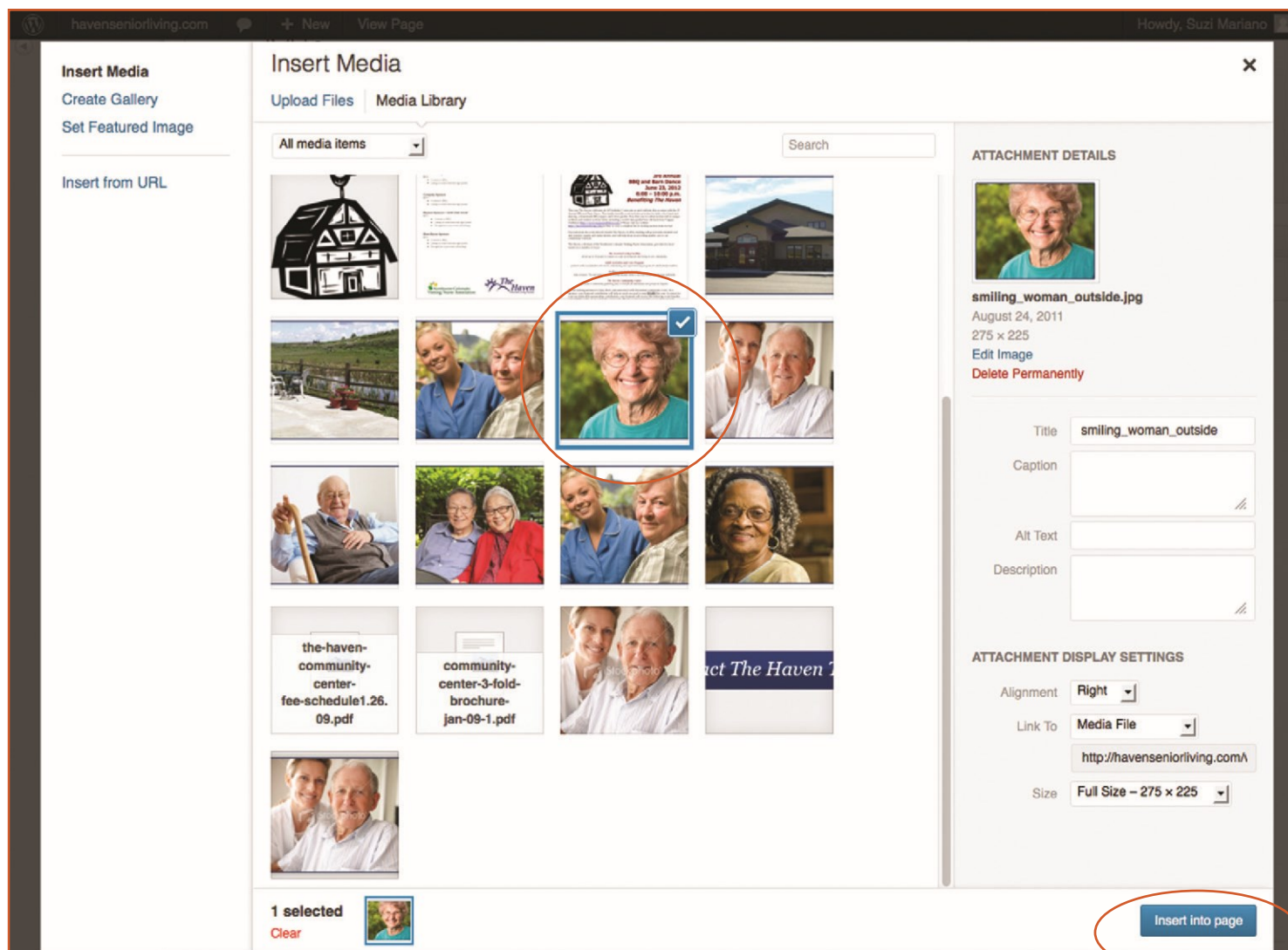
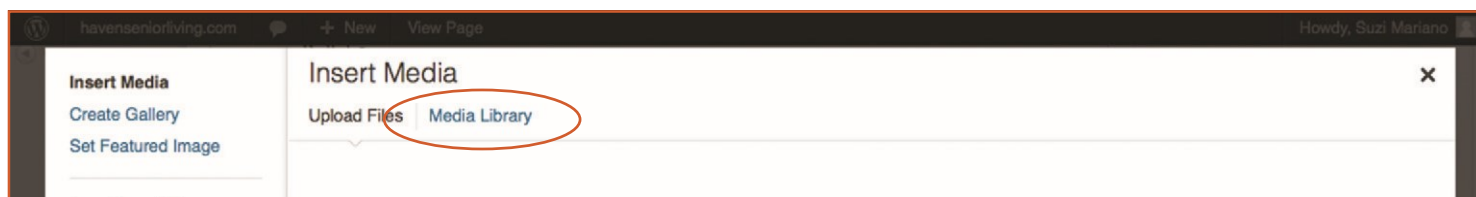


3. Your image has been added to your web page - Remember to click update to save any additions.

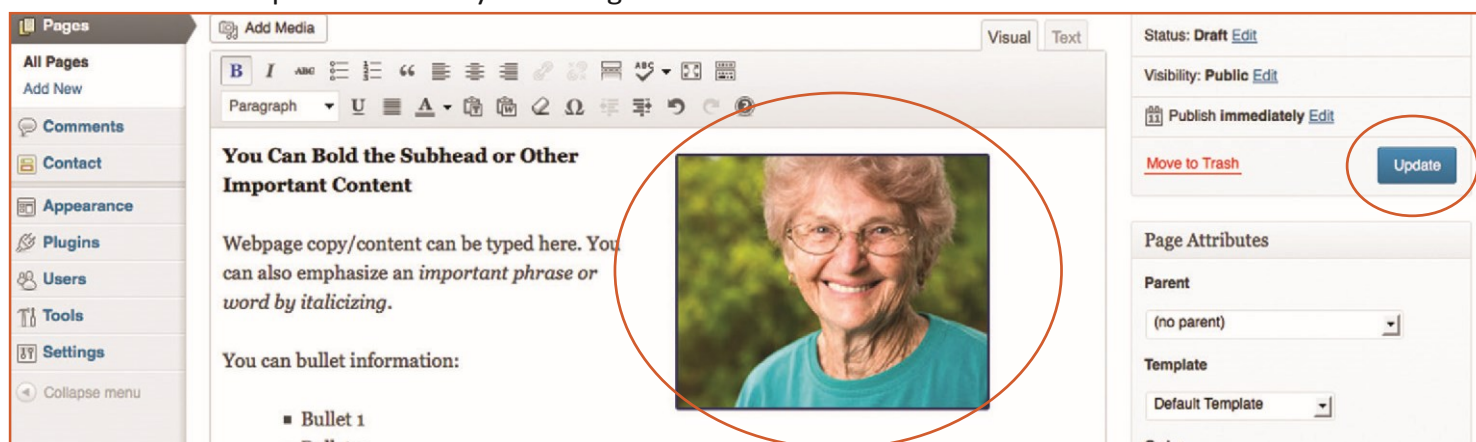


e. To add an image from the “Media Library”, click on “Media Library”.

1. Click on the image you would like to add. (It will add a blue box and check mark to image)
2. Click “Insert into Page”.



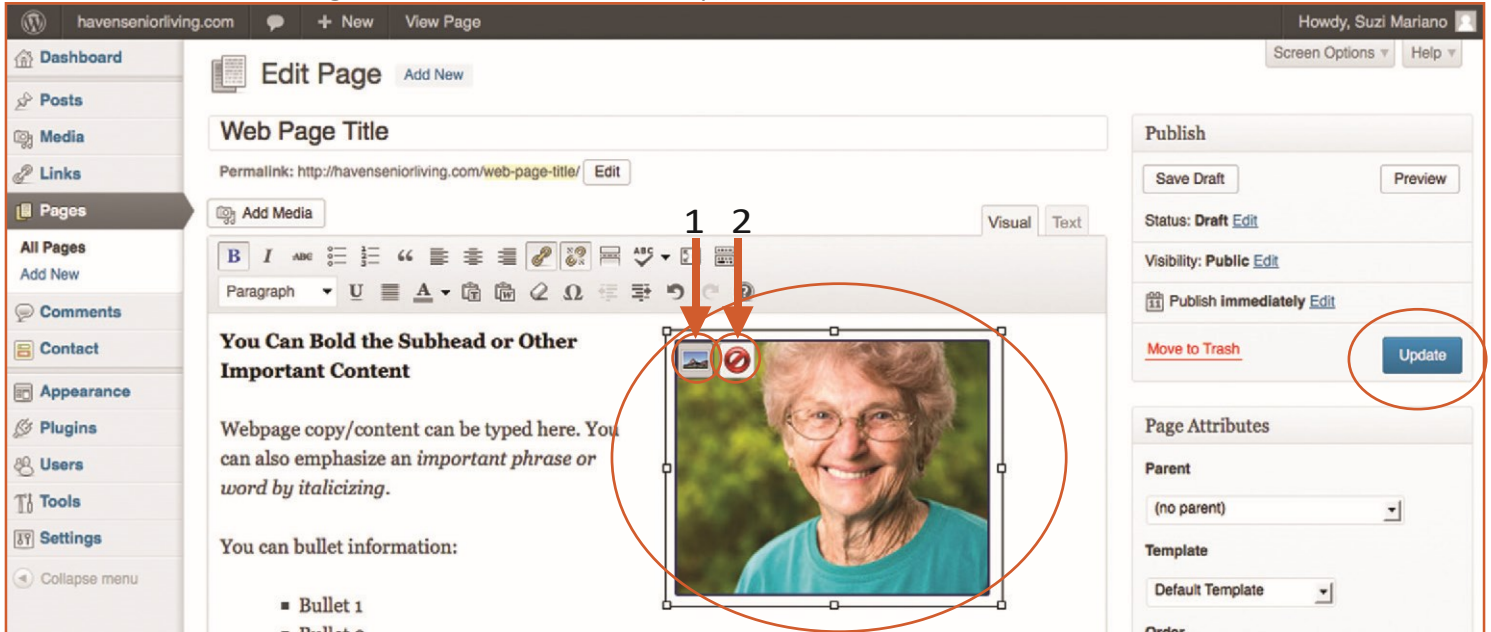
3. Your image will be added.
4. Click "Update" to save your changes.



7. Editing an Image on My Website

a. Click on your Image.

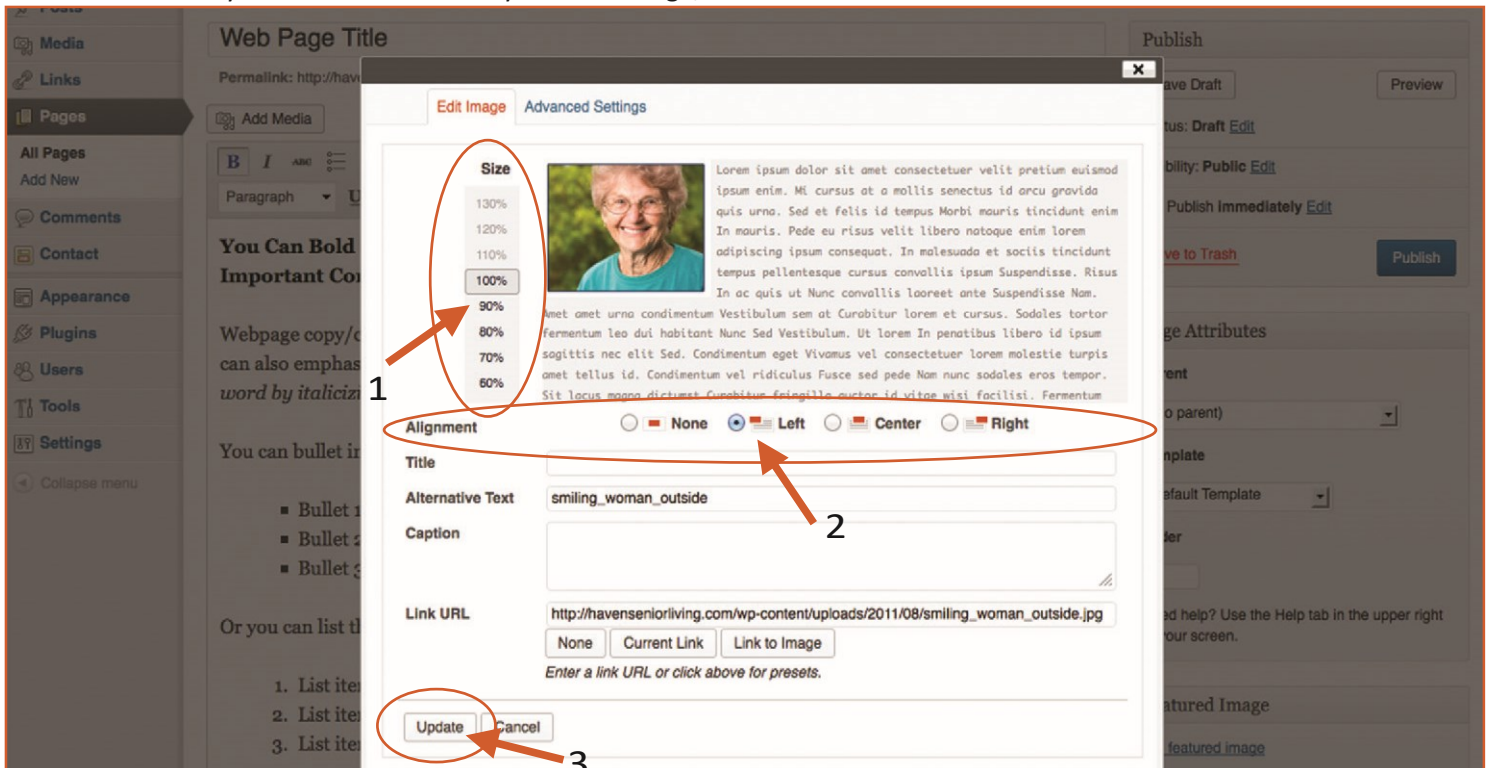
1. Click on Image icon (looks like a landscape).



a. The “Edit Image” menu will pop-up and you can change the:

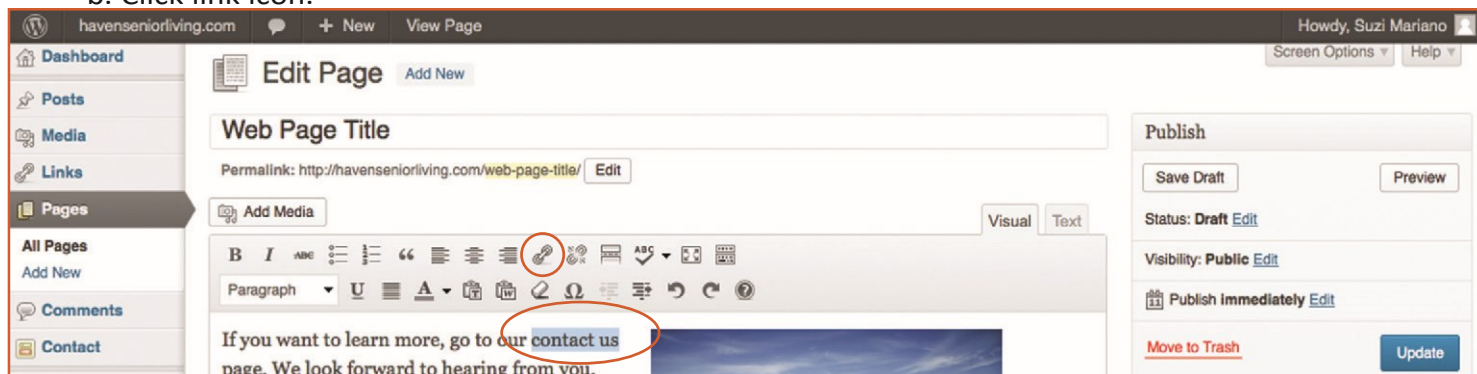
1. Size of your image.
2. The alignment of your image.
3. When finished, click “Update”.

2. If you decide to “Delete” your new image, click on red delete icon.

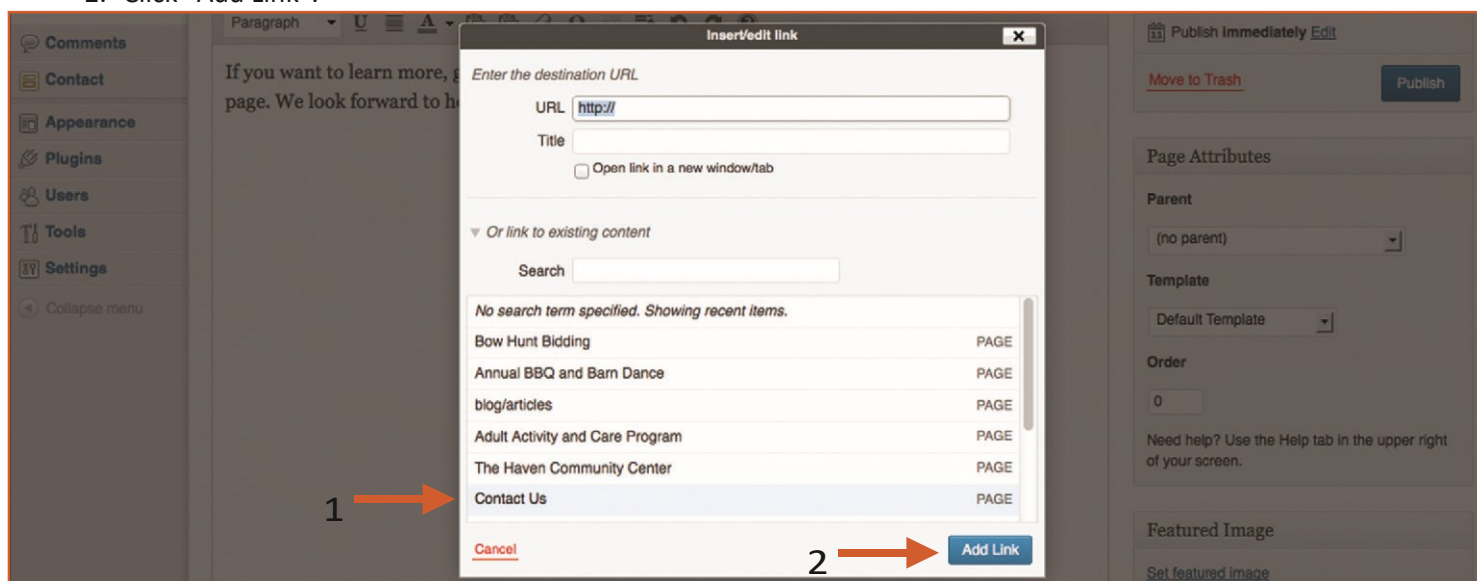


8. Adding Links to My Content on My Website

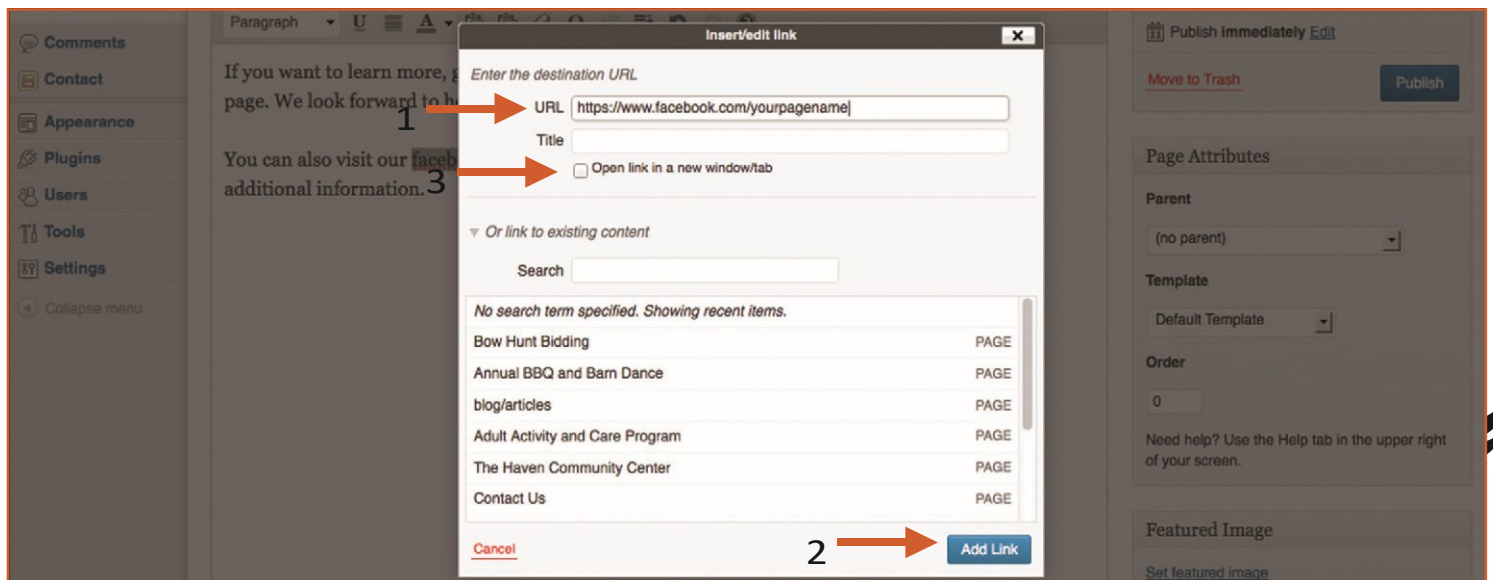
- a. Highlight text you want to link.
- b. Click link icon.



- c. A new window will pop-up.
- d. To link to a page **internally** (one that is already on your website):
 1. Click on the page name from the listing (in this case "Contact Us").
 2. Click "Add Link".

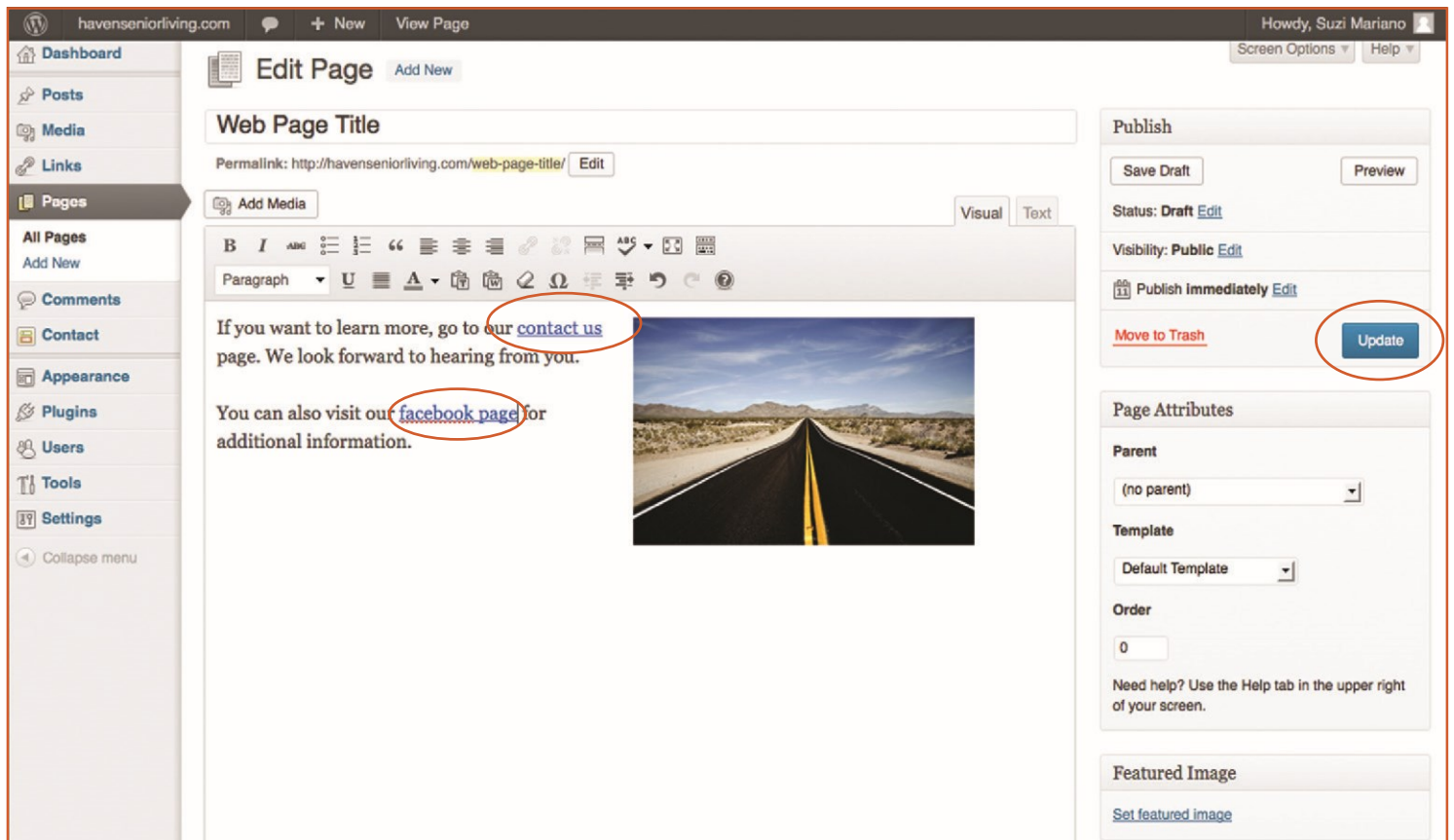


- e. To link to a page **externally** (one that is not on your site):
 1. Type in URL of outside site within text box that says "URL".
 2. Click "Add Link".
 3. Click "Open link in a new window/tab".



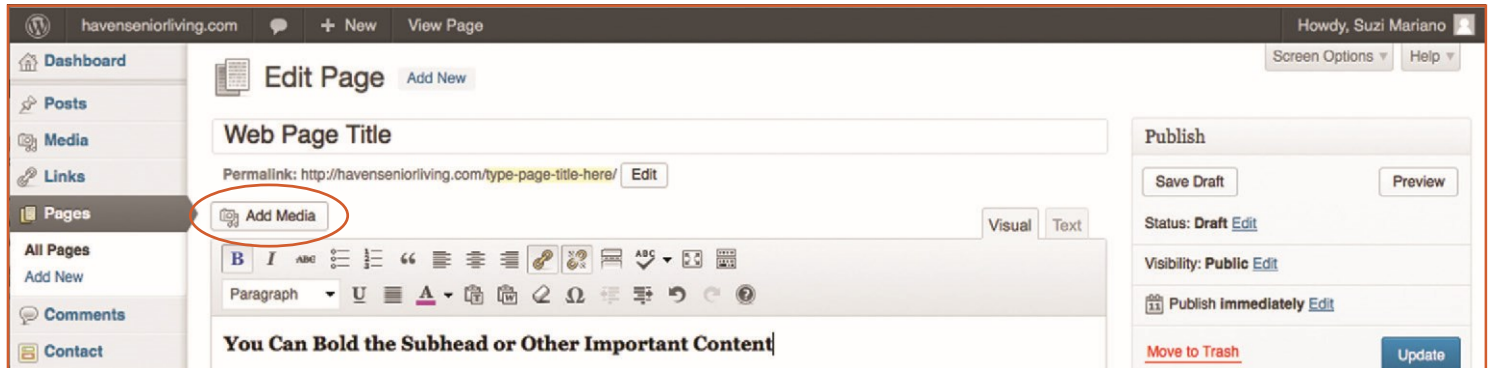
8. Adding Links to My Content - Continued

- Your Links will be added (see below).
- Remember to hit update to save your changes.



9. Adding a PDF to My Website

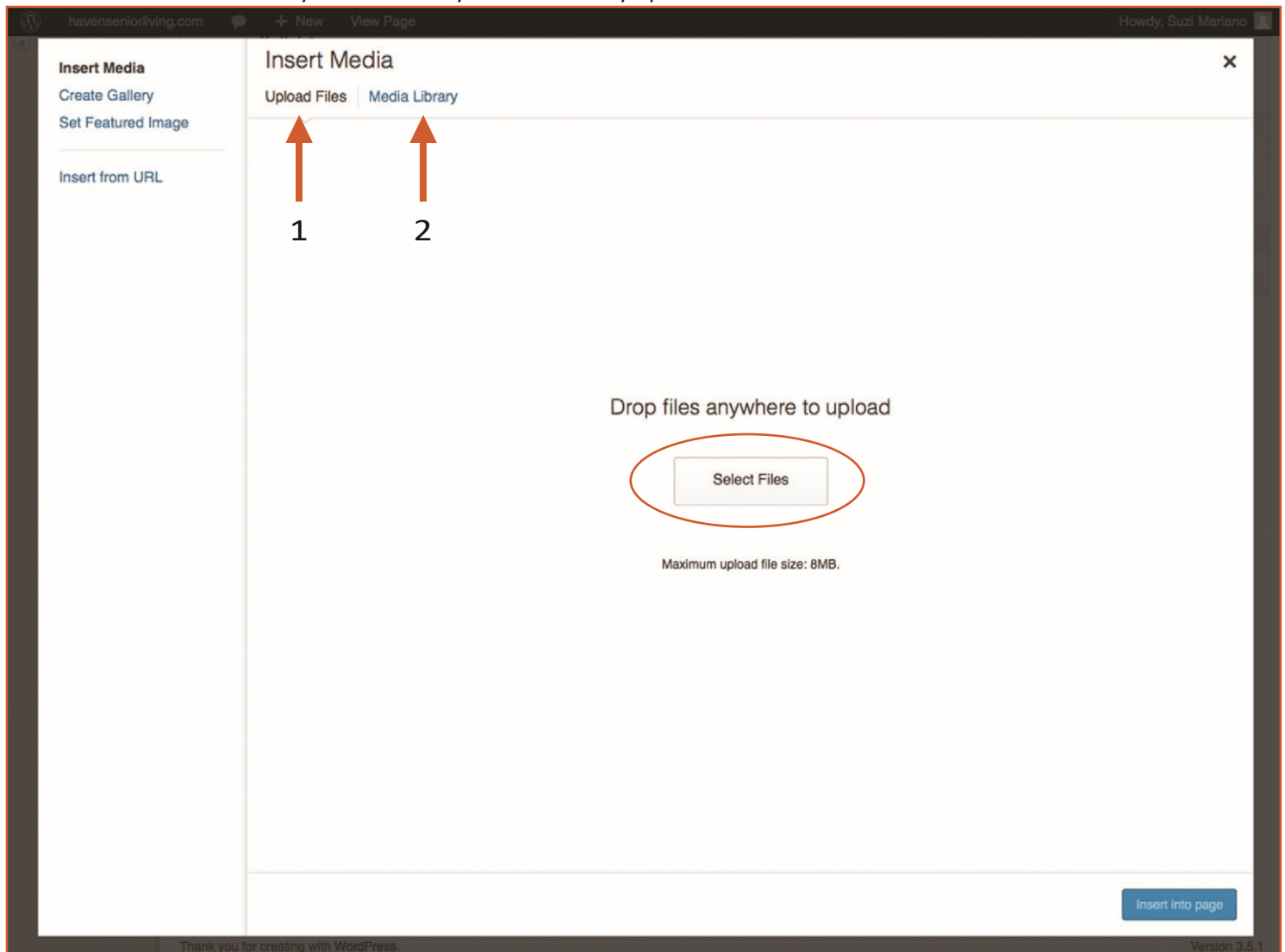
a. Click the “Add Media” Button.



b. The “Insert Media” menu will pop-up (see below).

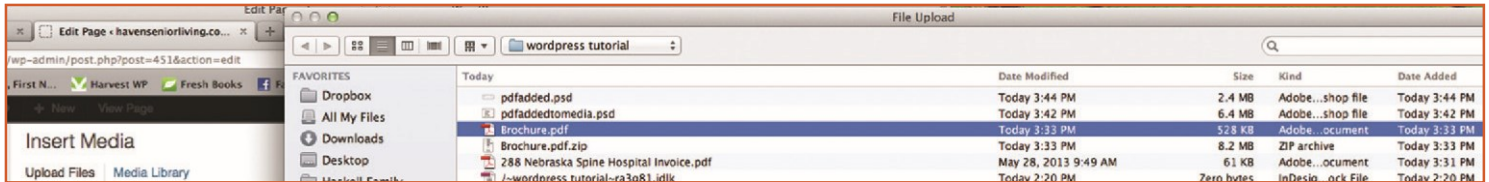
c. You can either:

1. Click on “Upload Files” and then “Select Files” to add a new PDF from your computer OR
2. Click on “Media Library” to add PDFs you have already uploaded.

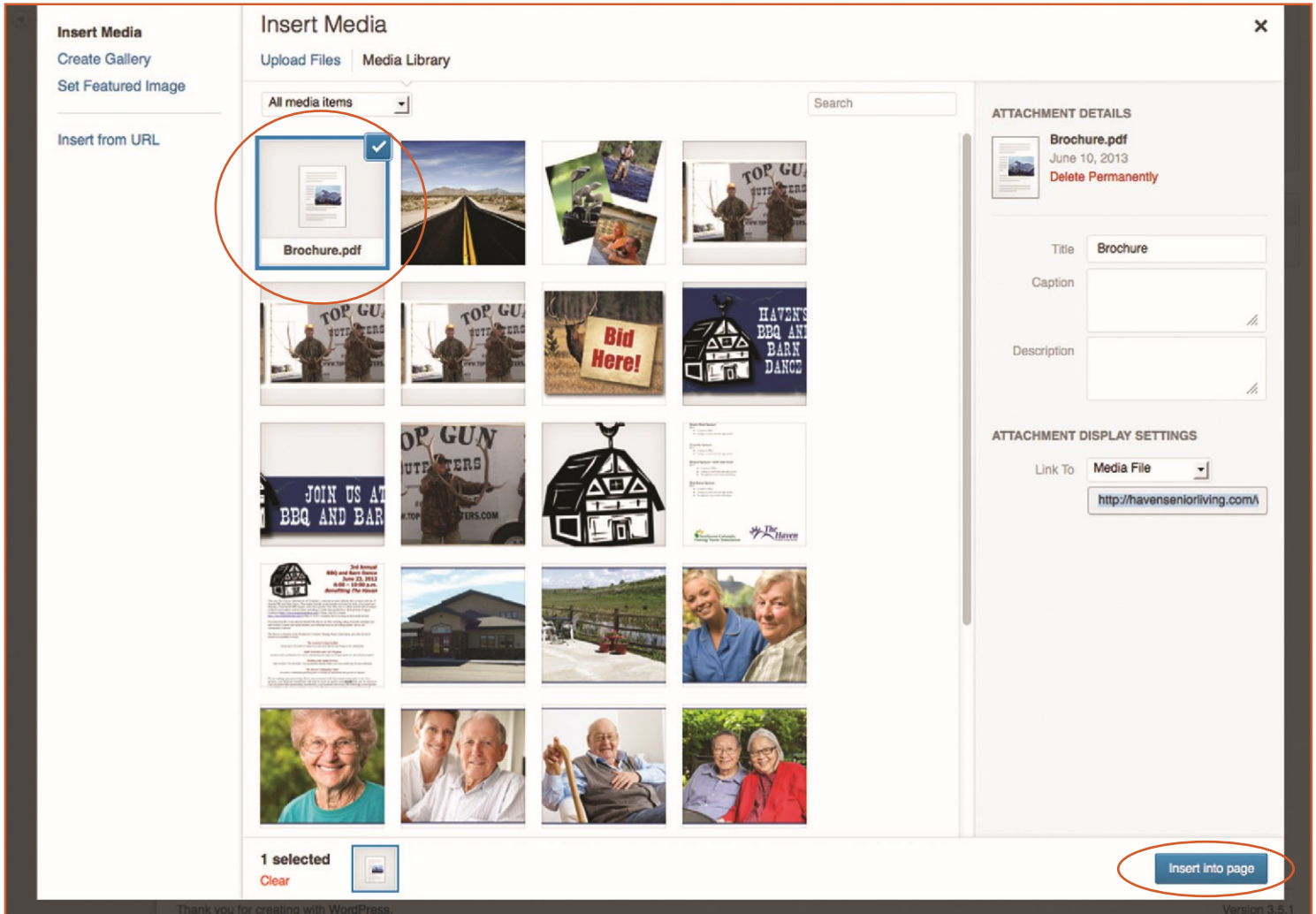


d. To upload a **new PDF**, click “Select Files”.

1. A new window will pop-up - Select the PDF you would like to add - Click “Open”.



2. Your new PDF will be highlighted with a check mark (see below) - Click “Insert into Page”.



3. Your PDF has been added to your web page and the PDF will open when visitors click on the link.

4. Remember to click update to save any additions.



5. To add a pdf you have already uploaded go to the “Media Library”, click on “Media Library”.

a. Click on the pdf you would like to upload.

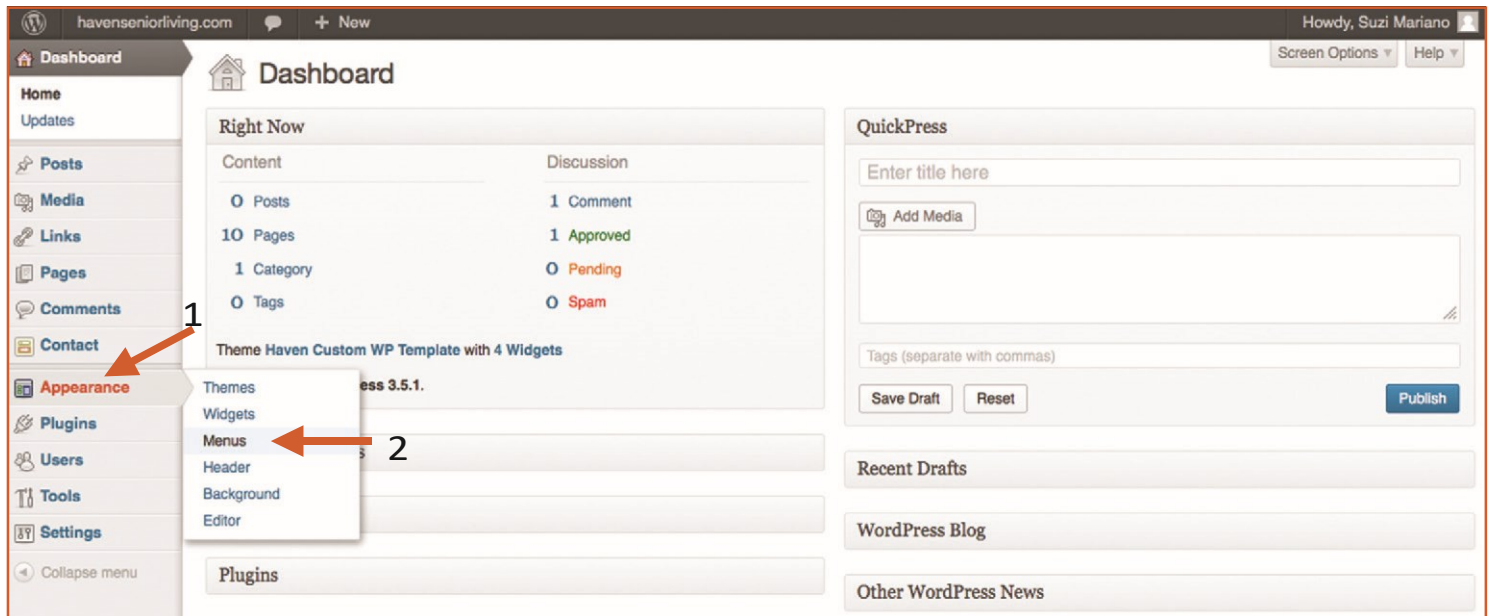
b. It will become highlighted with a check mark.

c. Click “Insert into Page”.

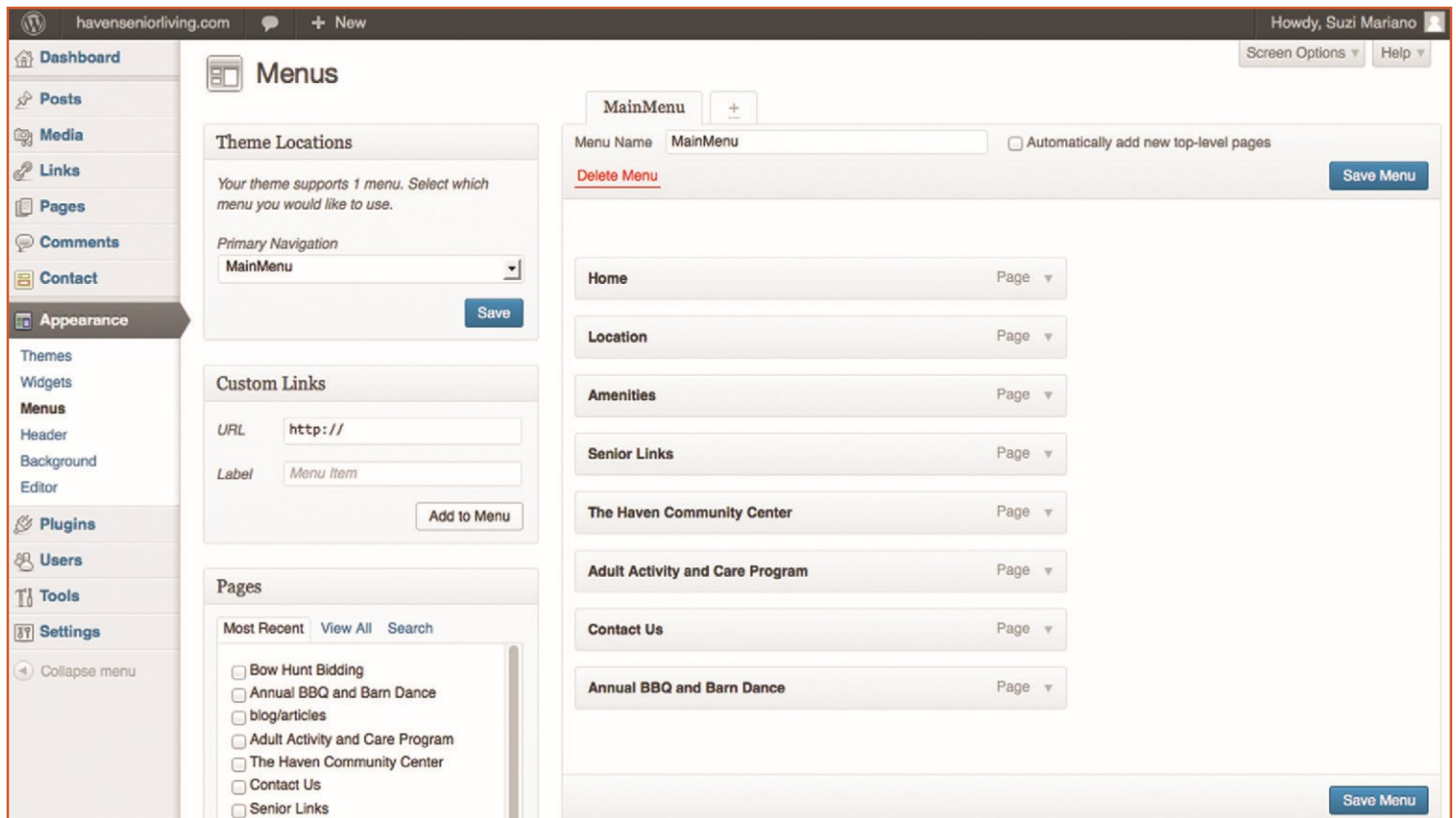
10. Adding Pages to the Menu/Header of My Website

a. From your dashboard:

1. Hover over “Appearance” link.
2. Submenu will appear, click on “Menu”.



b. Header Menu will pop-up (See below).



10. Adding Pages to the Menu/Header of My Website - Continued

1. Click on page to add.
2. Click “Add to Menu”.
3. If you do not see the page you would like to add, click “View All”. This will list all your pages.

4. Click “Save Menu” to save your changes.

The screenshot shows the WordPress 'Appearance > Menus' interface. On the left sidebar, the 'Appearance' menu is active, with 'Menus' selected. The main content area is titled 'Your theme supports 1 menu. Select which menu you would like to use.' and shows 'Primary Navigation' set to 'MainMenu'. Below this is the 'Custom Links' section with fields for 'URL' and 'Label', and an 'Add to Menu' button. The 'Pages' section is expanded, showing a list of pages with checkboxes. The page 'Annual BBQ and Barn Dance' is checked and highlighted with a red oval, with an arrow labeled '3' pointing to it. At the bottom right, there is a 'Save Menu' button, with an arrow labeled '4' pointing to it.

| Page | Type |
|---------------------------------|------|
| Home | Page |
| Location | Page |
| Amenities | Page |
| Senior Links | Page |
| The Haven Community Center | Page |
| Adult Activity and Care Program | Page |
| Contact Us | Page |
| Annual BBQ and Barn Dance | Page |

haveseniorliving.com + New Howdy, Suzi Mariano

Dashboard Posts Media Links Pages Comments Contact Appearance Themes Widgets **Menus** Header Background Editor Plugins Users Tools Settings Collapse menu

Menus

Theme Locations

Your theme supports 1 menu. Select which menu you would like to use.

Primary Navigation
MainMenu

Save

Custom Links

URL
Label

Add to Menu

Pages

Most Recent View All Search

- ☐ Bow Hunt Bidding
- ☒ Annual BBQ and Barn Dance
- ☐ blog/articles
- ☐ Adult Activity and Care Program
- ☐ The Haven Community Center
- ☐ Contact Us
- ☐ Senior Links
- ☐ Amenities
- ☐ Location
- ☐ The Haven Assisted Living Facility

Select All Add to Menu

MainMenu

Menu Name ☐ Automatically add new top-level pages

Delete Menu Save Menu

- Home Page
- Location Page
- Amenities Page
- Senior Links Page
- The Haven Community Center Page
- Adult Activity and Care Program Page
- Contact Us Page

Save Menu

3. Your new menu item will be added.

11. Adding Sub-Pages to the Menu/Header of My Website

- Follow earlier steps to get to your menu.

1. Click on menu item, hold down and drag to right of parent menu item.
2. Click "Save Menu".

The screenshot shows the WordPress dashboard for 'havenseniiorliving.com'. The left sidebar contains navigation links: Dashboard, Posts, Media, Links, Pages, Comments, Contact, Appearance (selected), Themes, Widgets, Menus (selected), Header, Background, Editor, Plugins, Users, Tools, and Settings. The main content area is titled 'Menus'. Under 'Theme Locations', 'Primary Navigation' is set to 'MainMenu'. Under 'Custom Links', there is a form for adding a new link. Under 'Pages', a list of pages is shown with checkboxes. The 'MainMenu' is currently empty. A red arrow labeled '1' points from the 'Annual BBQ and Barn Dance' item in the 'Pages' list to the 'MainMenu' list. Another red arrow labeled '2' points from the 'Save Menu' button at the bottom right.

Dashboard | havenseniiorliving.com | + New | Howdy, Suzi Mariano | Screen Options | Help

Menus

MainMenu +

Menu Name: MainMenu ☐ Automatically add new top-level pages

[Delete Menu](#) [Save Menu](#)

Home Page ▾

Location Page ▾

Amenities Page ▾

Senior Links Page ▾

The Haven Community Center Page ▾

Adult Activity and Care Program Page ▾

Contact Us Page ▾

Annual BBQ and Barn Dance Page ▾

Theme Locations

Your theme supports 1 menu. Select which menu you would like to use.

Primary Navigation
MainMenu ▾ [Save](#)

Custom Links

URL:
Label: [Add to Menu](#)

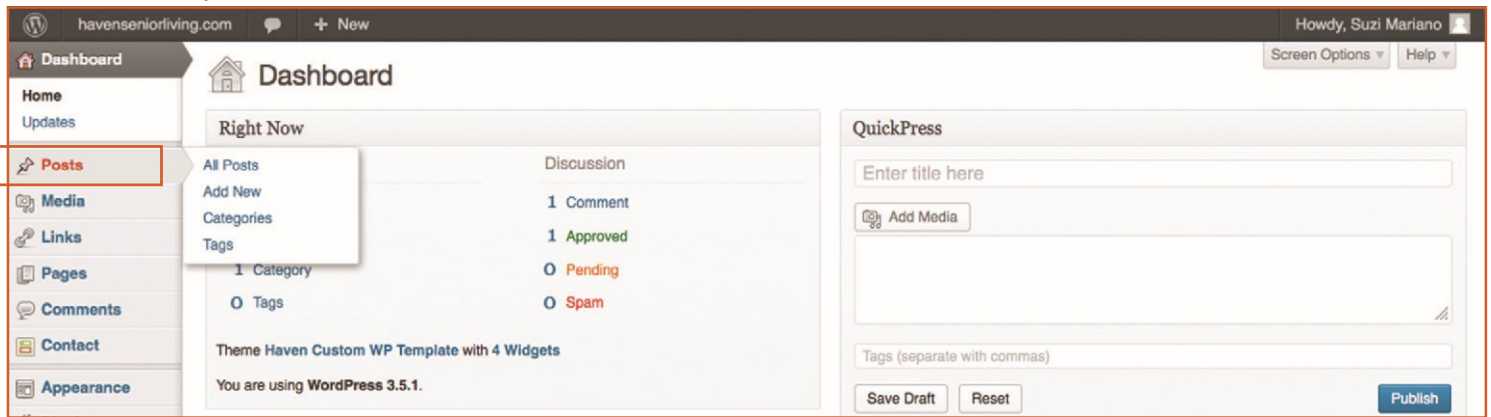
Pages

Most Recent View All Search

- ☐ Bow Hunt Bidding
- ☐ Annual BBQ and Barn Dance
- ☐ blog/articles
- ☐ Adult Activity and Care Program
- ☐ The Haven Community Center
- ☐ Contact Us
- ☐ Senior Links
- ☐ Amenities

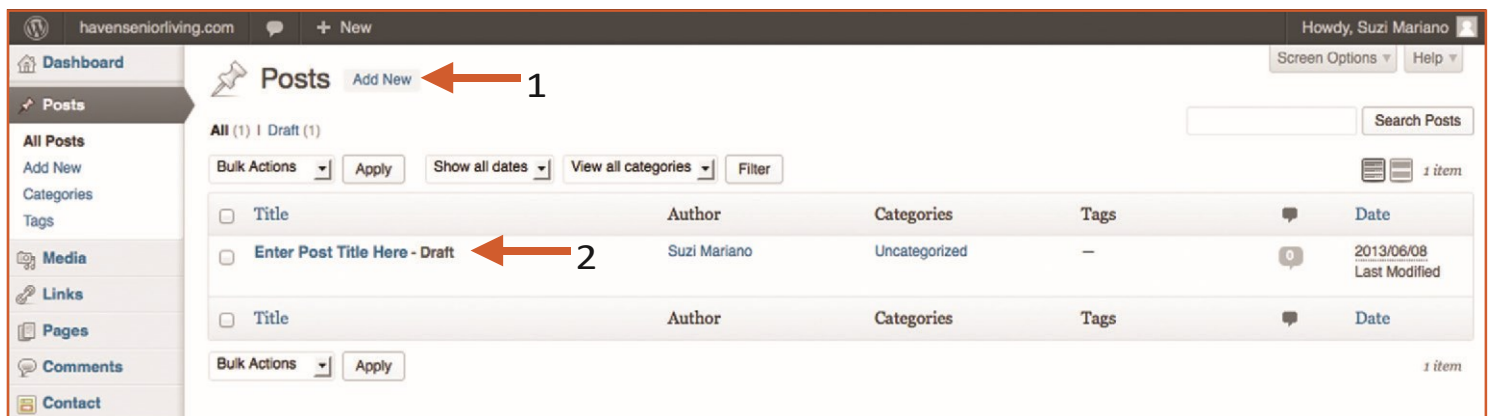
12. Adding Blog Posts to Your Website

a. From your dashboard, click on “Posts”.

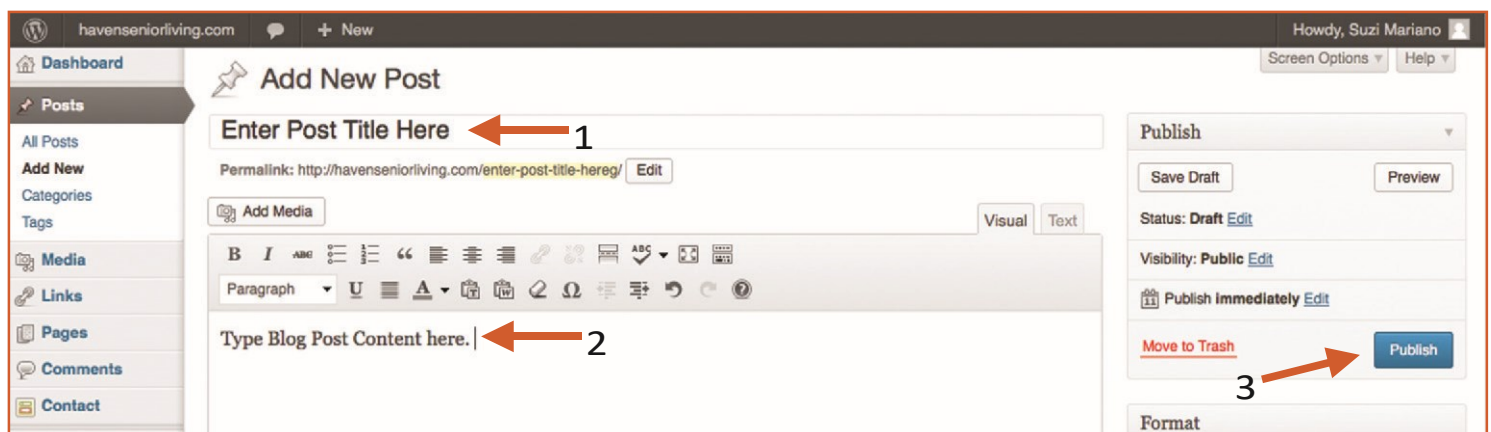


b. The Posts menu will pop-up. There you can:

1. Add a new post. Click “Add New”.
2. Edit a current post. Click on post in listing.



2. Type your blog post content.
3. Click “Publish” to save your blog post.



c. Then your new/current post will pop up. Add your post content.

1. Type your blog post title.