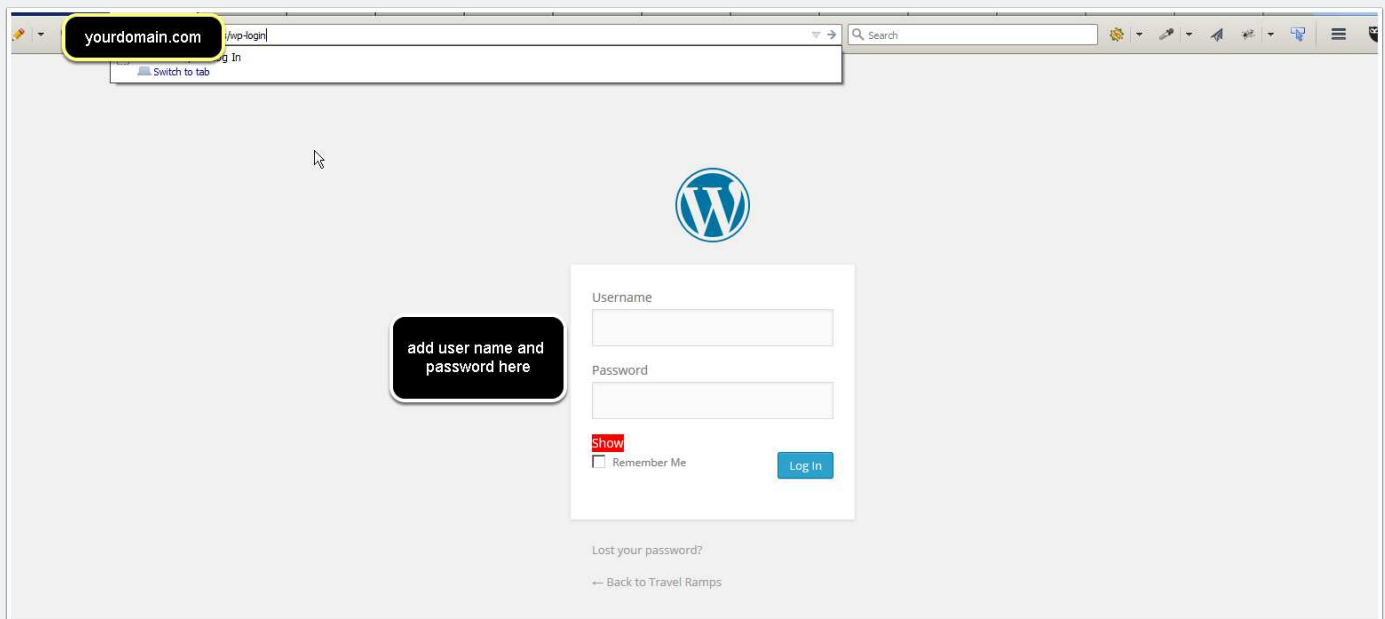
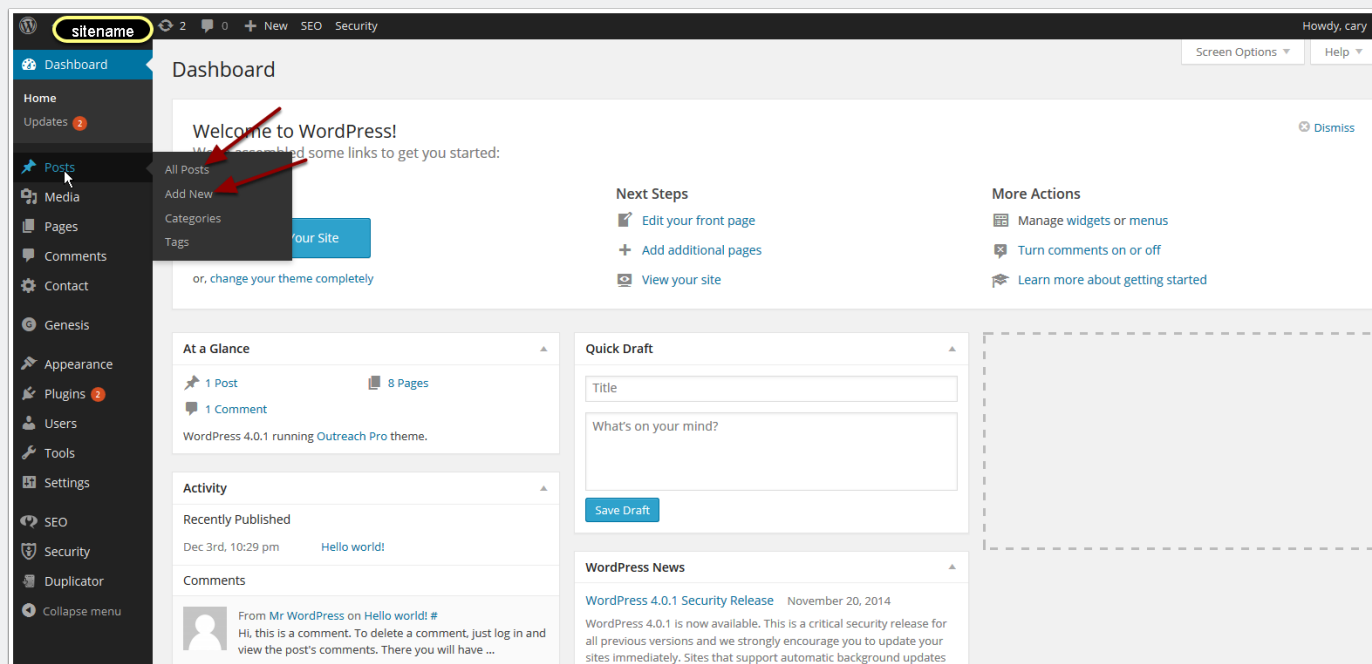


Login

the login page is always found by adding /wp-admin to the end of the site web address, (it will redirect to wp-login) for a website ending in .com,.org etc, be sure you add the /, then wp-admin



Posts: view All Posts (to edit existing Post) or Add a New Post



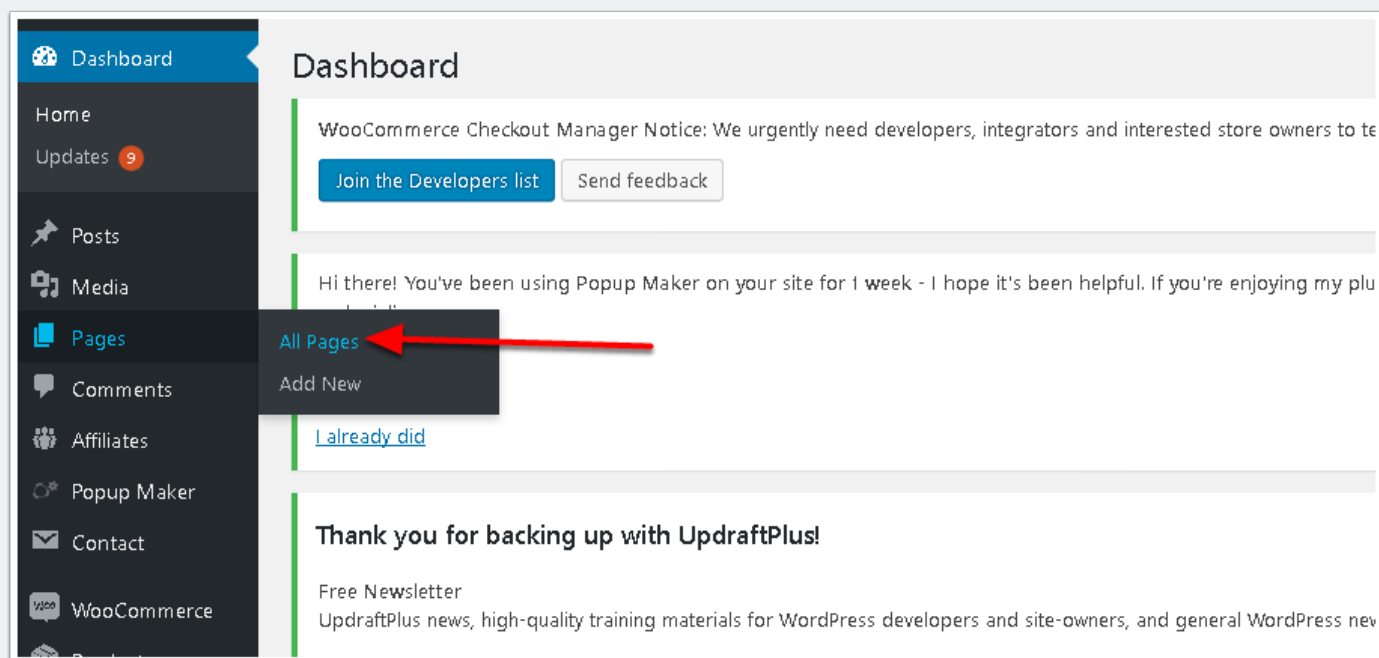
Posts

The screenshot shows the WordPress 'Add New Post' interface. The left sidebar contains the 'Posts' menu, which is highlighted. The main content area has a title field 'Enter Title Here' and a permalink field 'sitename'. Below the title field is an 'Add Media' button. The text editor shows 'enter text here'. The right sidebar contains the 'Publish' section with 'Save Draft', 'Preview', 'Status: Draft', 'Visibility: Public', 'Publish immediately', and 'SEO: N/A'. Below this is the 'Categories' section with 'All Categories', 'Most Used', 'Select / Deselect All', and 'Uncategorized'. At the bottom of the right sidebar is the 'Tags' section with an 'Add' button. Annotations with red arrows point to specific elements: 1. 'Add Media' button: 'add image here, just like in Pages, editing tools the same as in Pages, Publish=same'. 2. 'Publish immediately' button: 'If you want to schedule the post for later publishing choose this and date box will open'. 3. 'Categories' section: 'Difference is you need to choose a Category for the Post (Pages do not have categories, but must be added to the site through the Menu)'. 4. '+ Add New Category' link: 'you can add a new category here'.

Annotations:

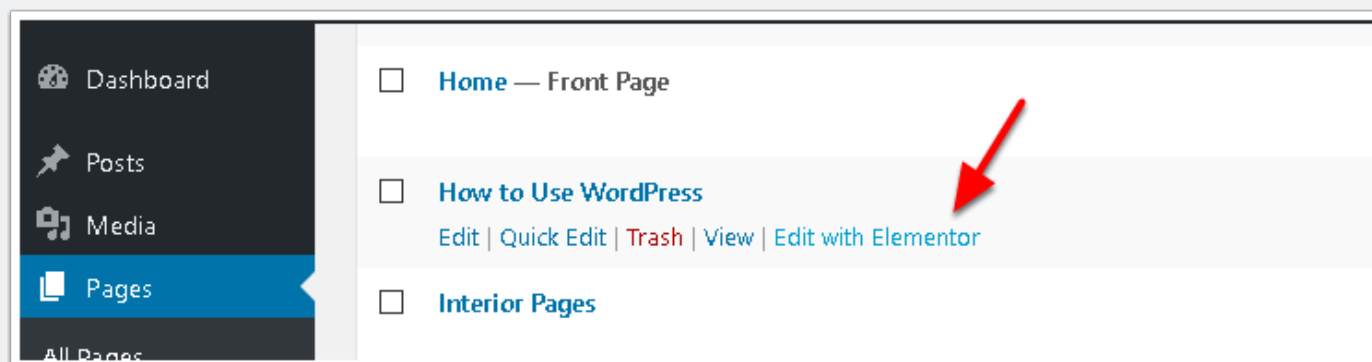
- add image here, just like in Pages, editing tools the same as in Pages, Publish=same
- If you want to schedule the post for later publishing choose this and date box will open
- Difference is you need to choose a Category for the Post (Pages do not have categories, but must be added to the site through the Menu)
- you can add a new category here

Edit Elementor Pages

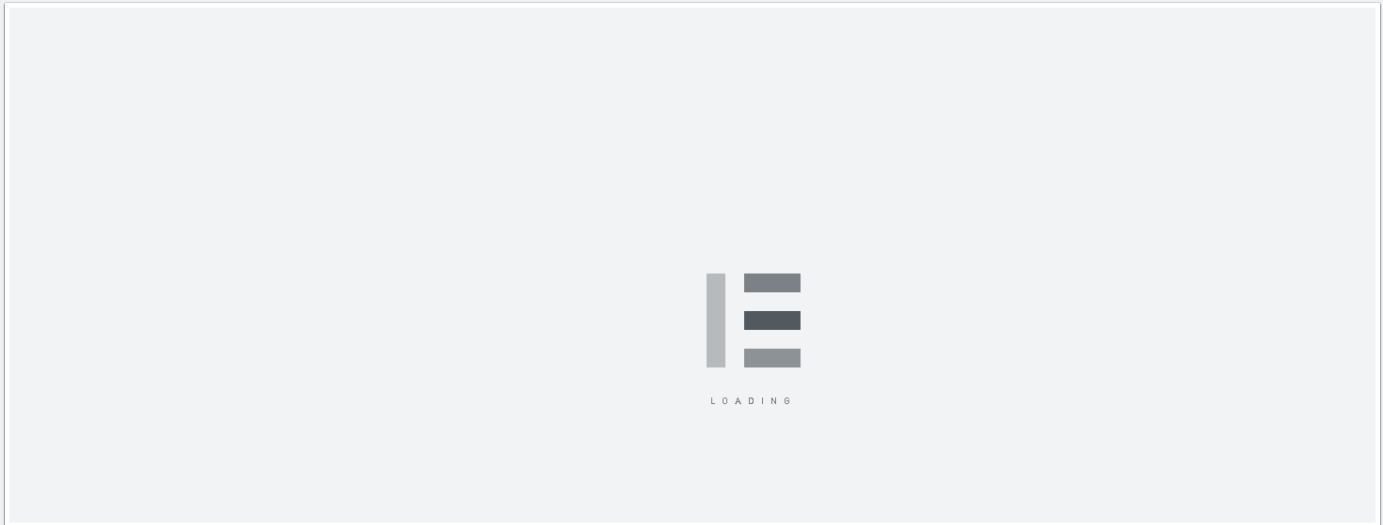


Choose Your Page

hover over the name with your mouse and choose Edit with Elementor



Allow it to load



Add Elements-left side menu

Edit Elements on Page, click on item in center, it will open in left hand side for editing





Save when done editing



☰

Edit Text Editor

⋮

✎

Content

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Style

⚙️

Advanced

▼

Text Editor

Alignment

↔️

☰

☰

☰

☰

Text Color

Typography

off

<

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How to Use WordPress

Editing Pages and Posts in Wordpress is a lot like creating a document in Word or another Editor. We have included both an online version and a pdf of Simple Wordpress Edits for your convenience!



Online Guides

just click link to open

Edit Styles, here and SAVE when done

☰

Edit Text Editor

⋮

Content

Style

Advanced

▼ Element Style

Margin ⌵ PX %

↑

↓

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↓

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⌵

Padding ⌵ PX EM %

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↓

⌵

Z-Index

0

↑

↓

Entrance Animation

None

CSS-ID


CSS Classes

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Edit margins and paddings here and Save when done.

How to Use WordPress

Editing Pages and Posts in Wordpress is a lot like creating a document in Word or another Editor. We have included both an online version and a pdf of Simple Wordpress Edits for your convenience!

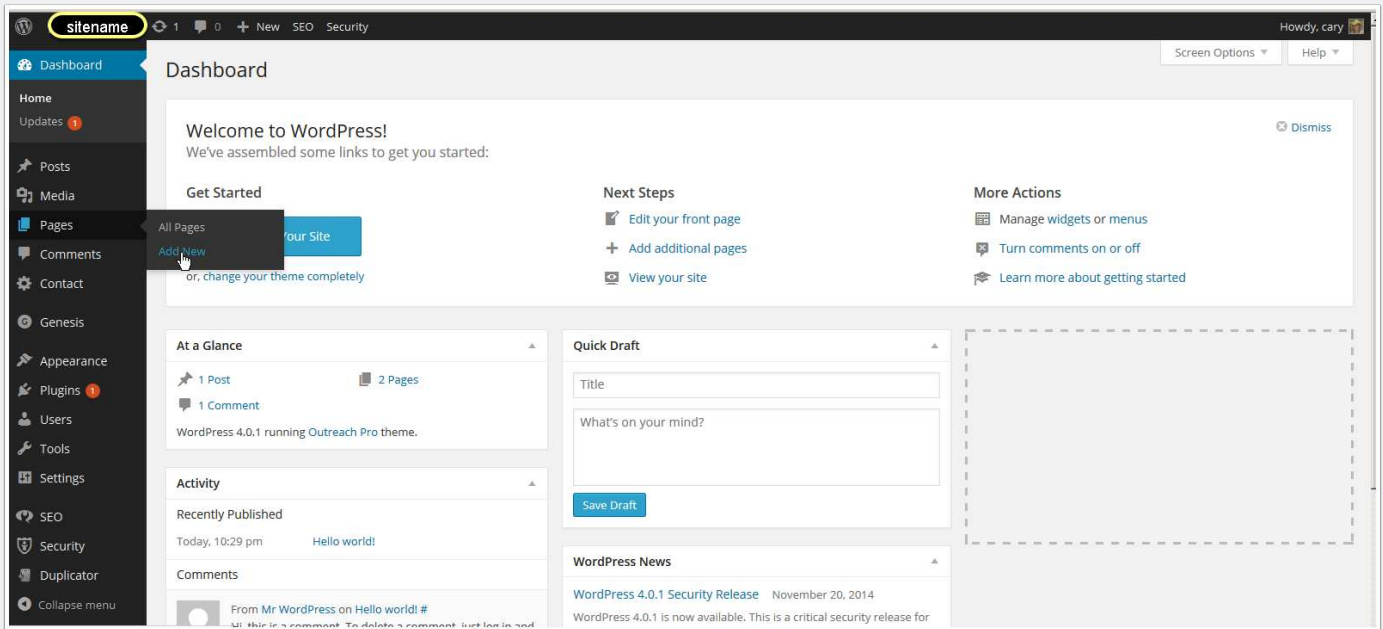


Online Guides

just click link to open

Add a Page-not using Elementor

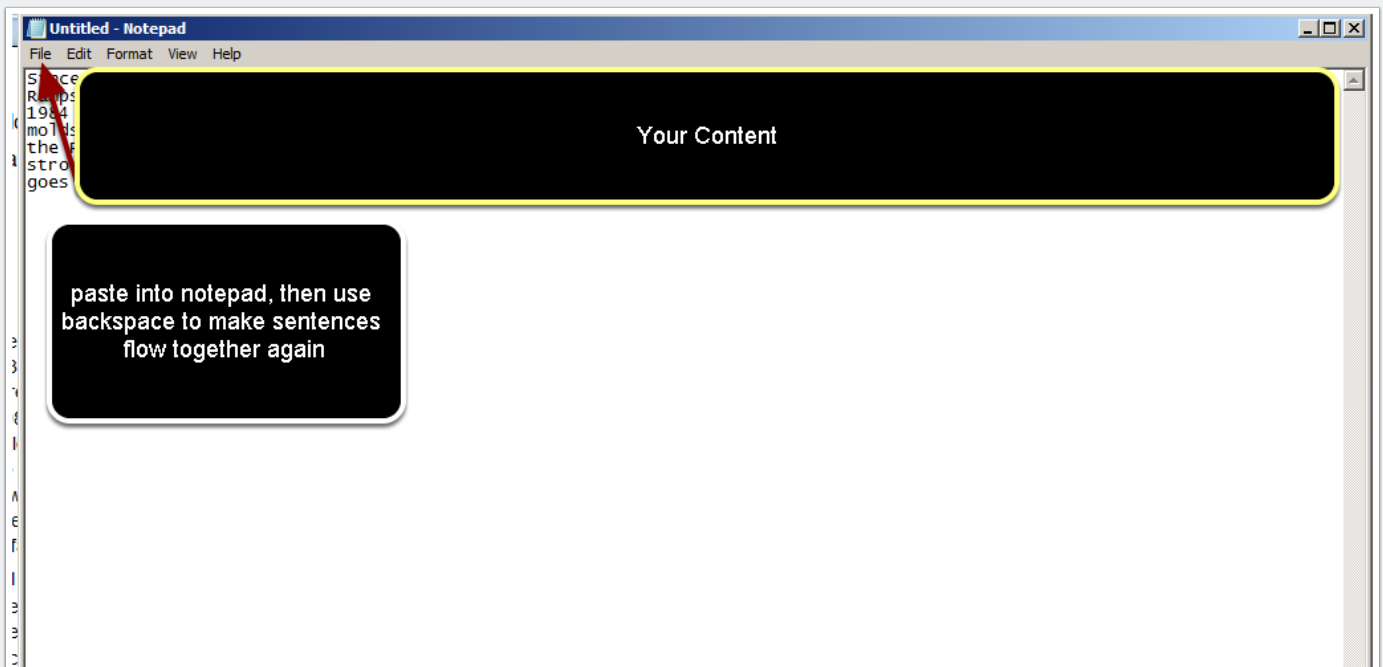
For adding a simple Text page with an image, you can follow the next steps

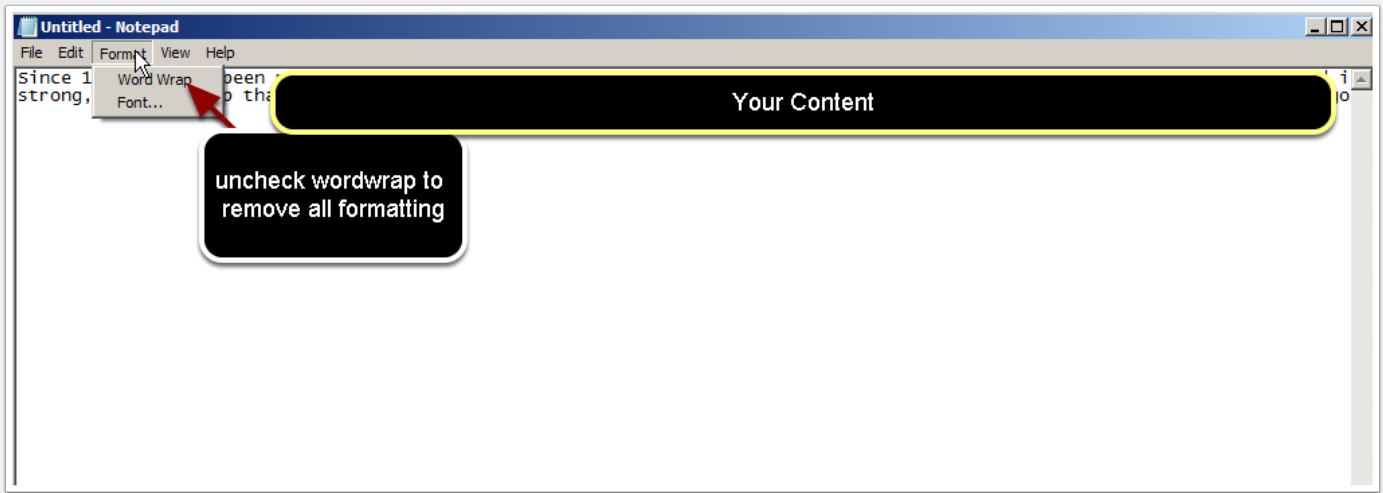


If your Content is in a word document

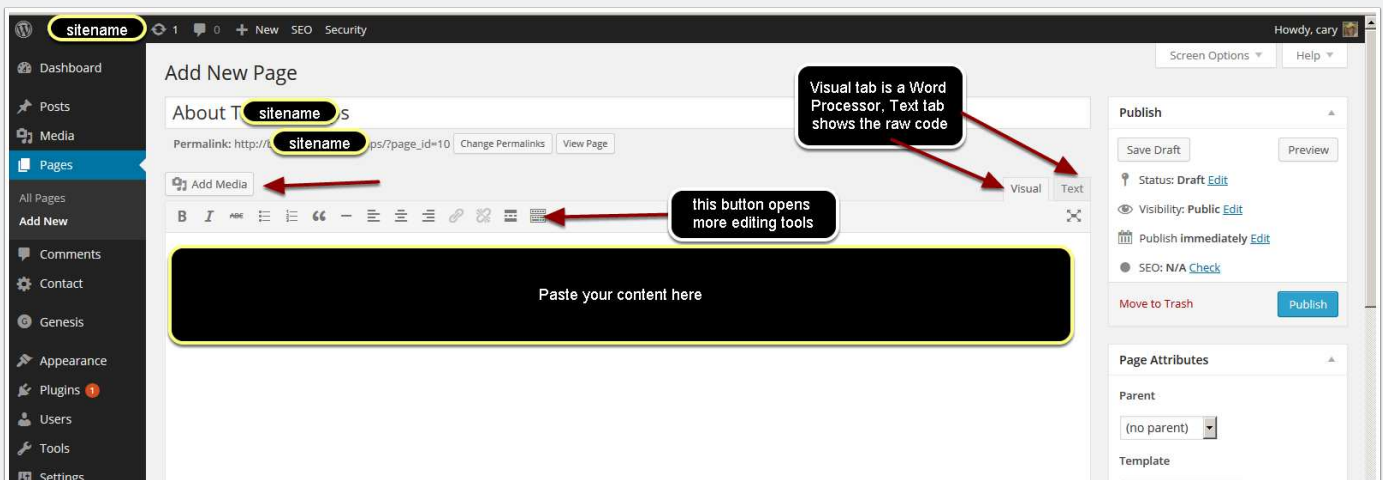
If you are copying your content from a Word document you will need to remove extra formatting, so we paste text into Notepad,

File, New, paste in content

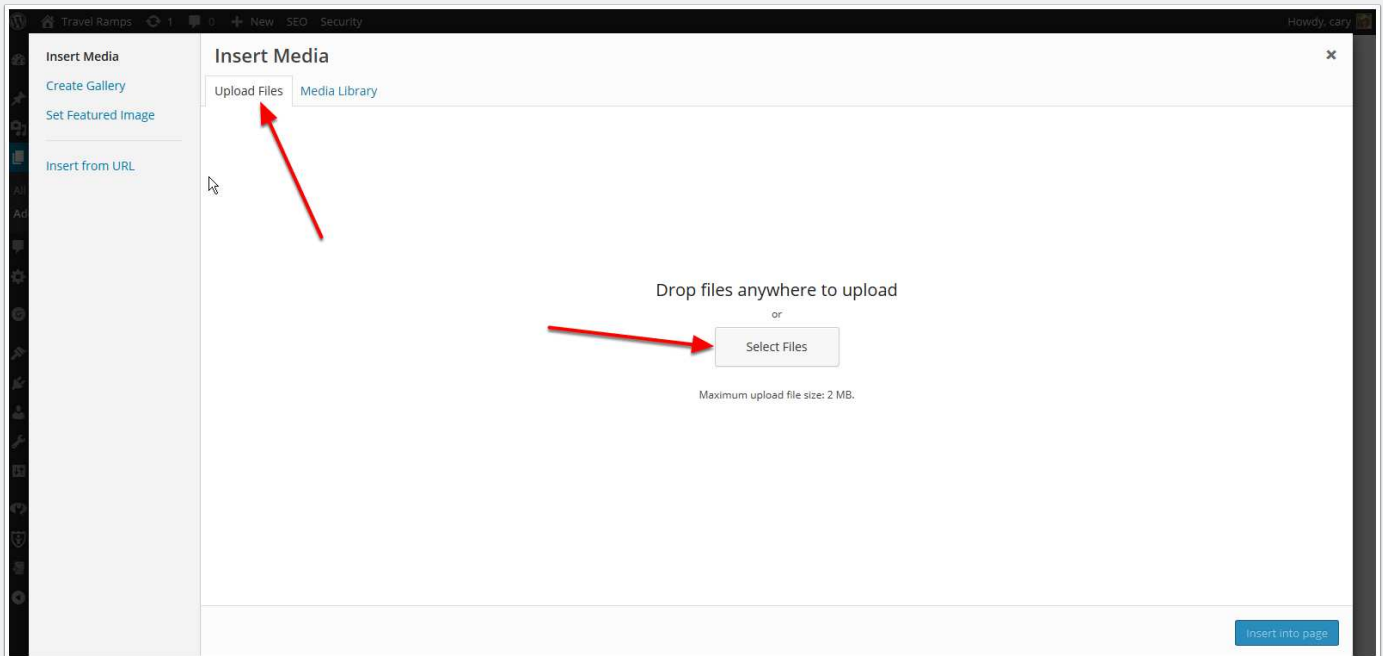




Paste into page then place cursor to add image

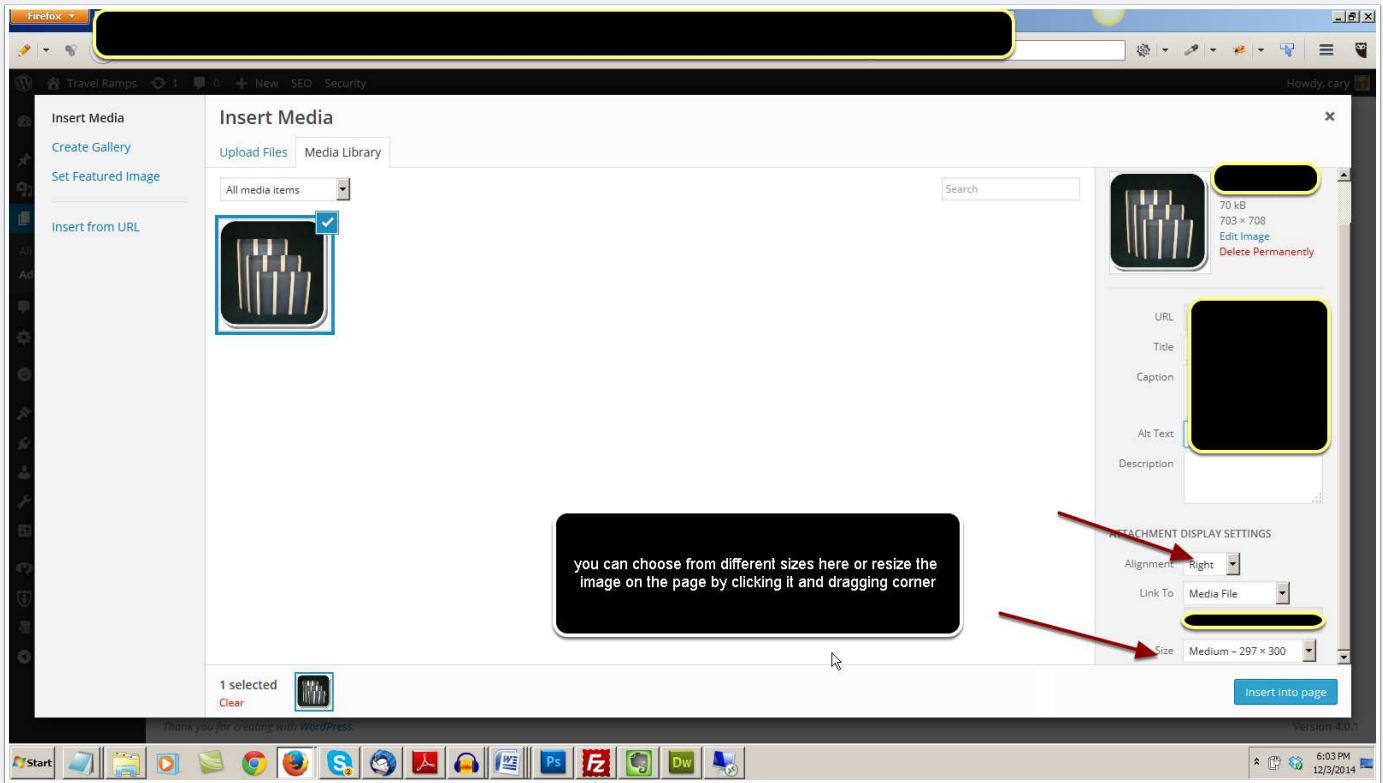


This is the Upload image screen



Choose an image to upload, you can select multiple images by clicking the first then pressing the Shift key and selecting the last one





After you

The screenshot shows the WordPress 'Edit Page' interface. The left sidebar contains a menu with items like Dashboard, Posts, Media, Pages, All Pages, Comments, Contact, Genesis, Appearance, Plugins, Users, Tools, Settings, SEO, Security, Duplicator, and Collapse menu. The main content area is titled 'Edit Page' and shows the page title 'About T sitename's' and the permalink 'http://sitename.com/ps/?page_id=10'. Below the title is a text editor with a toolbar containing icons for bold, italic, underline, link, unlink, list, quote, code, and media. The text editor contains the text 'Your words here' and a paragraph 'Way turn and eliminate the need for a gel coated surface.' Below the text editor is a media gallery showing a photo of a stack of books. A red arrow points from a text box 'if you click pencil, you can align and do more edits' to the pencil icon in the media gallery. Another red arrow points from a text box 'click image and drag at corners to resize' to the corner handles of the image in the media gallery. The right sidebar contains the 'Publish' section with status 'Published', visibility 'Public', and published on 'Dec 3, 2014 @ 23:17'. Below this is the 'Page Attributes' section with fields for Parent, Template, and Order.

After you

click image and drag at corners to resize

if you click pencil, you can align and do more edits

publish

Status: Published [Edit](#)

Visibility: Public [Edit](#)

Published on: Dec 3, 2014 @ 23:17 [Edit](#)

SEO: N/A [Check](#)

Move to Trash [Update](#)

Page Attributes

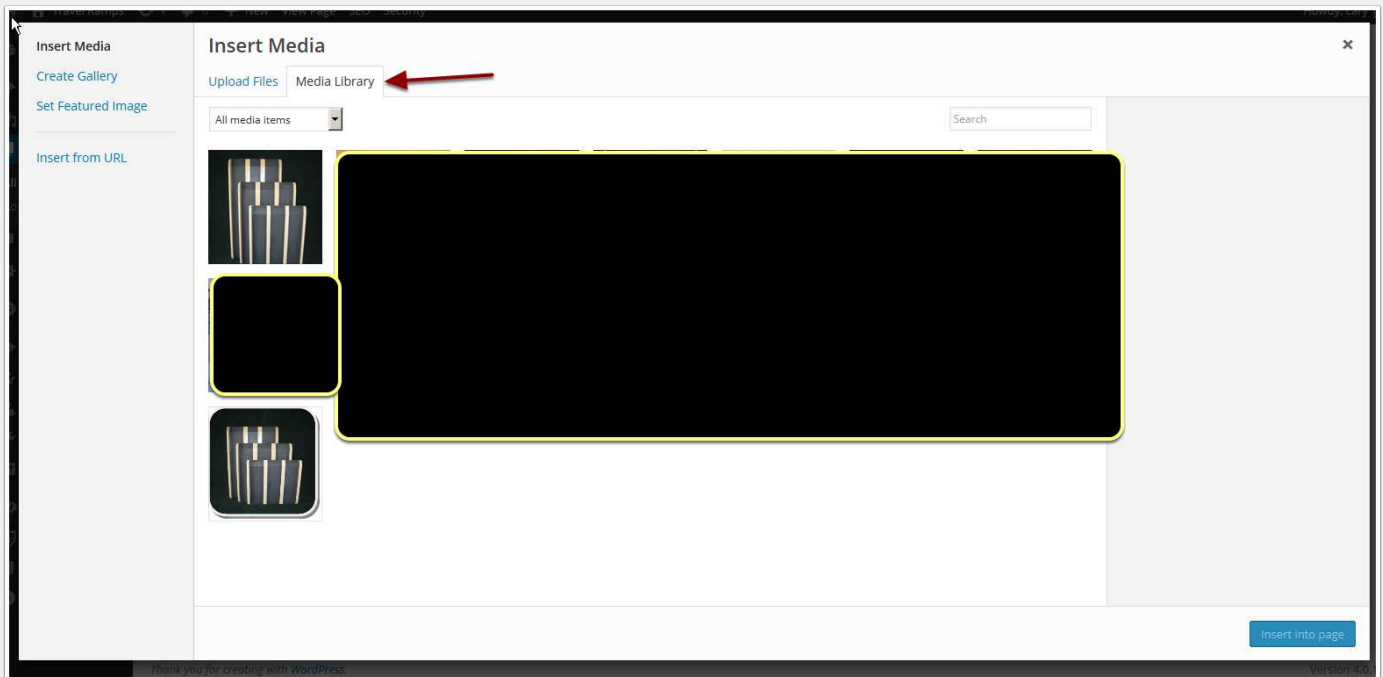
Parent: (no parent)

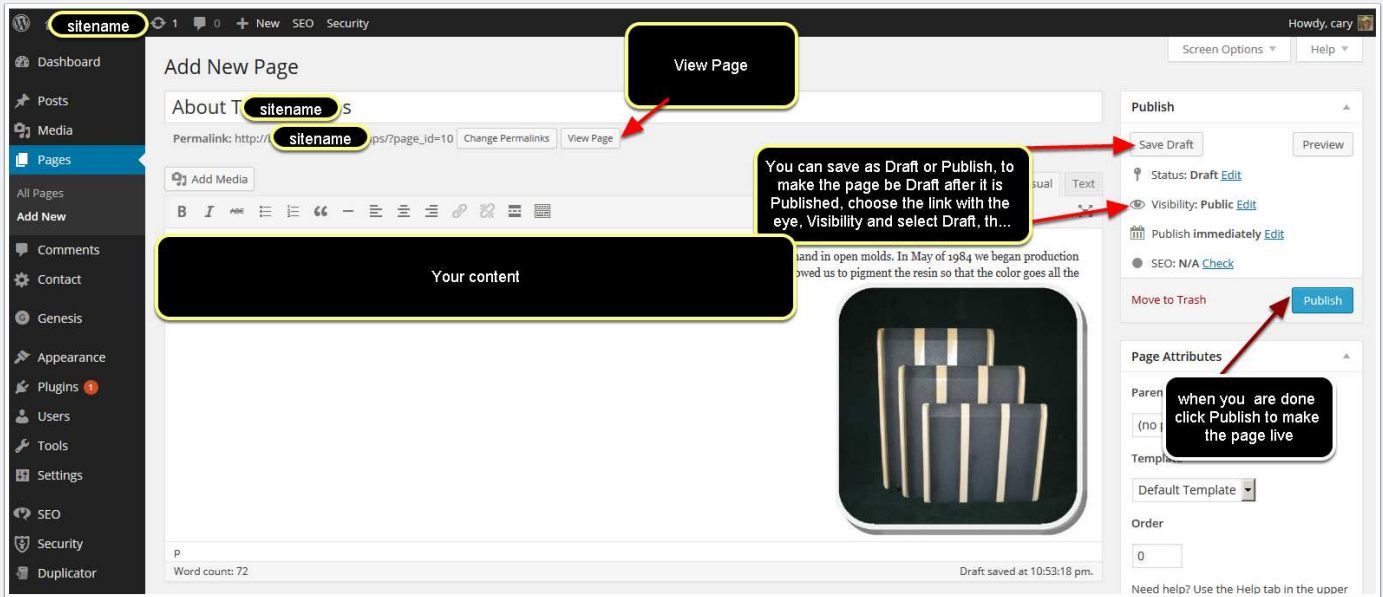
Template: Default Template

Order: 0

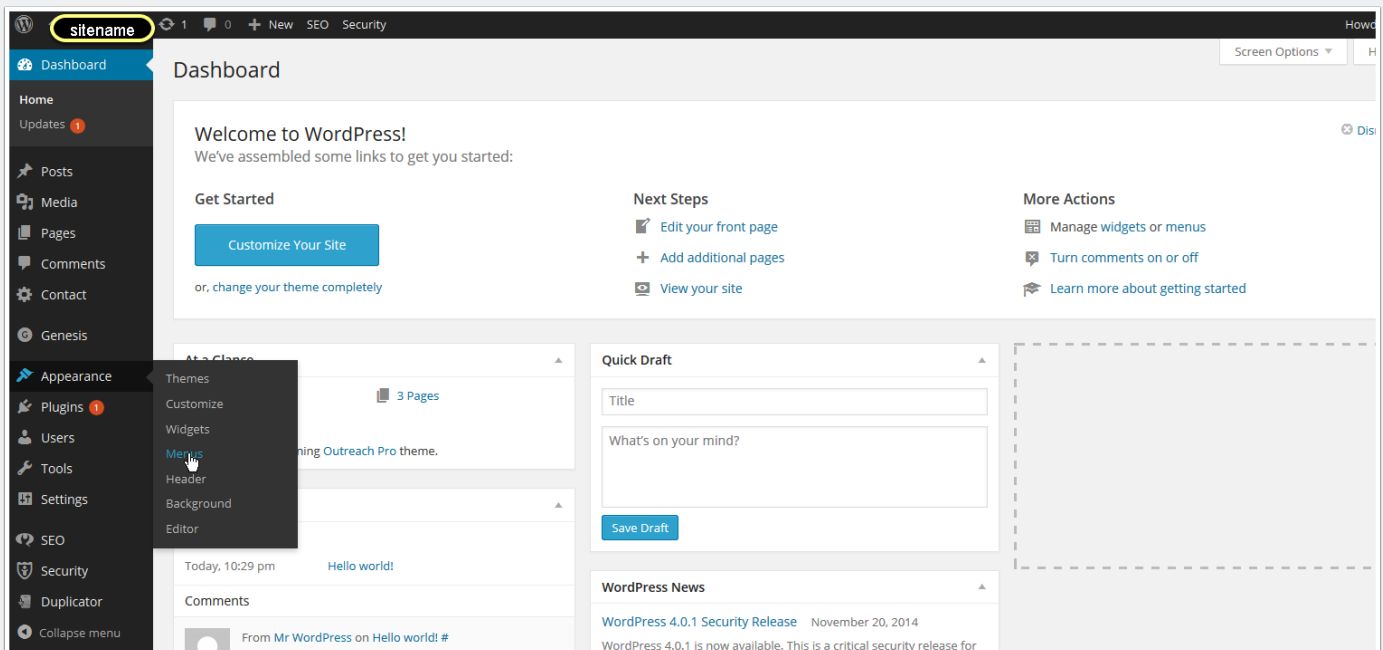
Need help? Use the Help tab in the upper right of your screen.

If you have already uploaded use the Media Library tab to choose your image



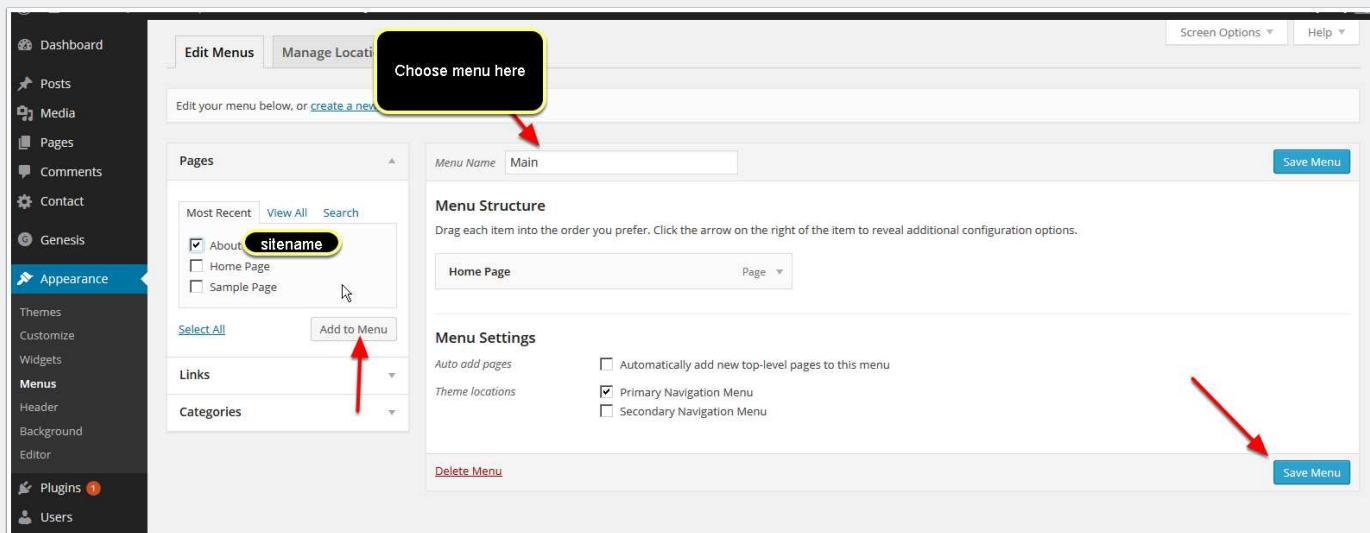


After You Publish Page, add it to the Menu

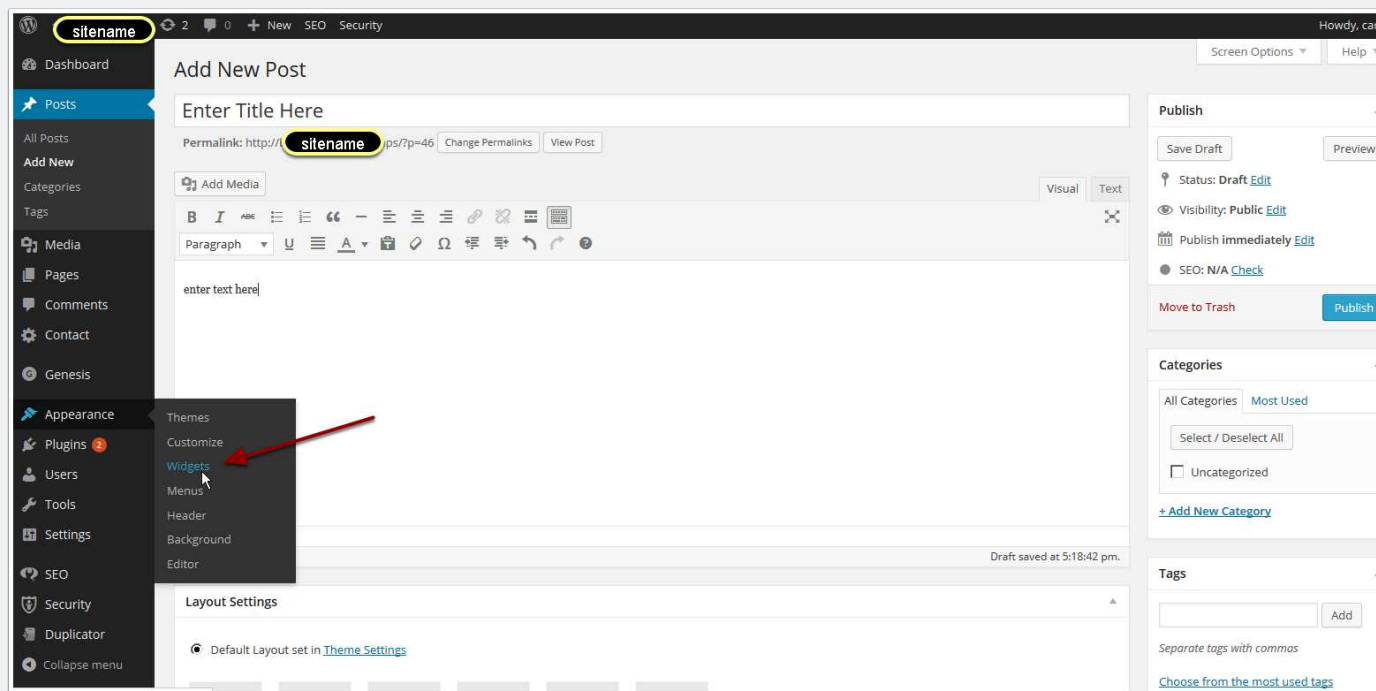


choose which menu

add to menu and save

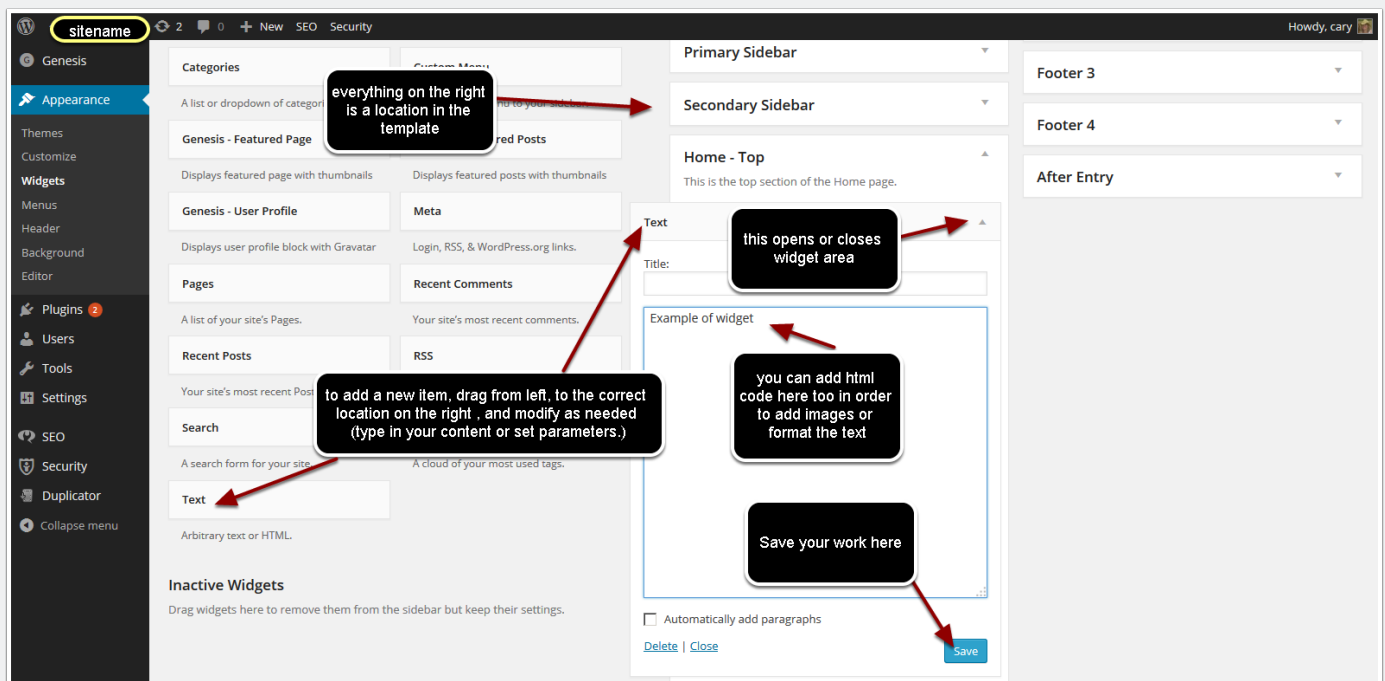


Modify or Add Widget, Appearance Menu, Widgets

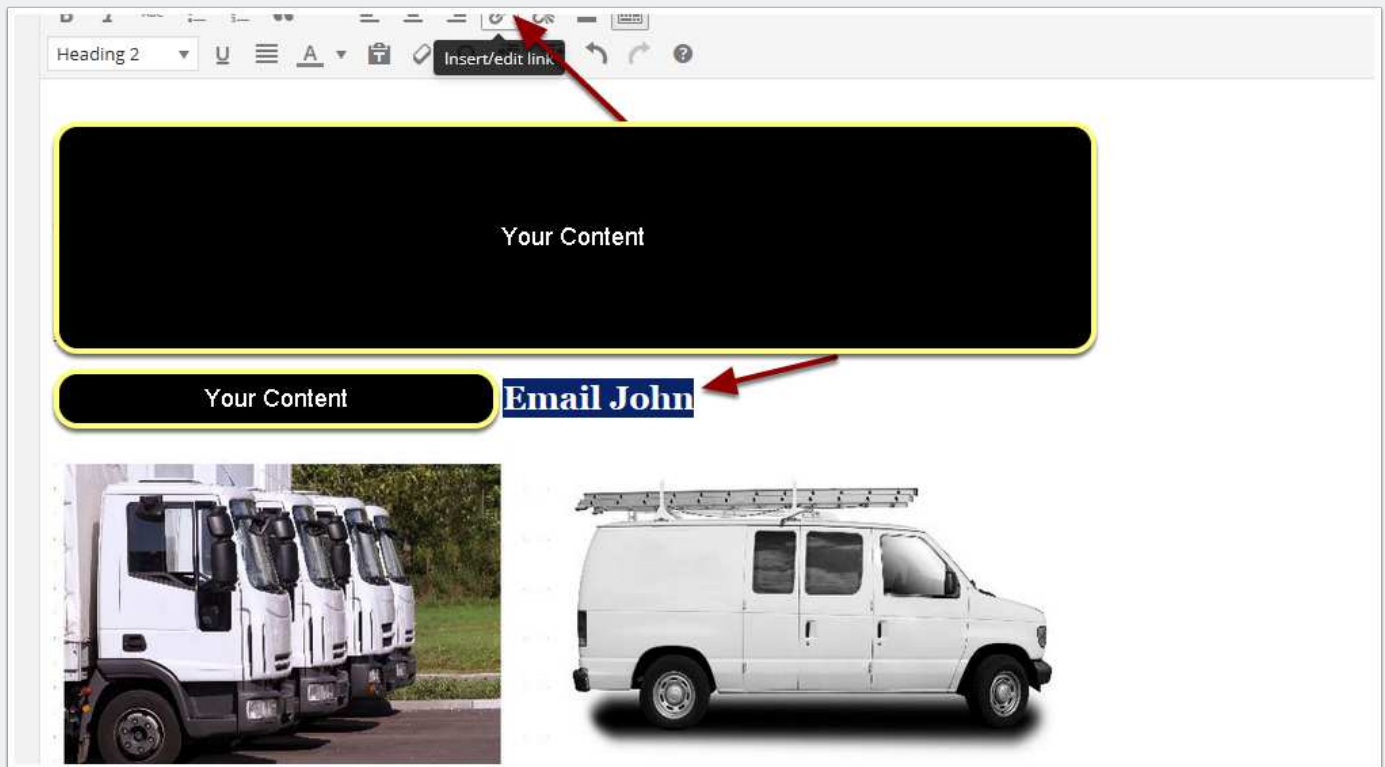


widget is how text or other item is inserted in various locations on the site, like header, footer and sidebar

widget, its how text is inserted in various locations on the site, like header, footer and sidebar

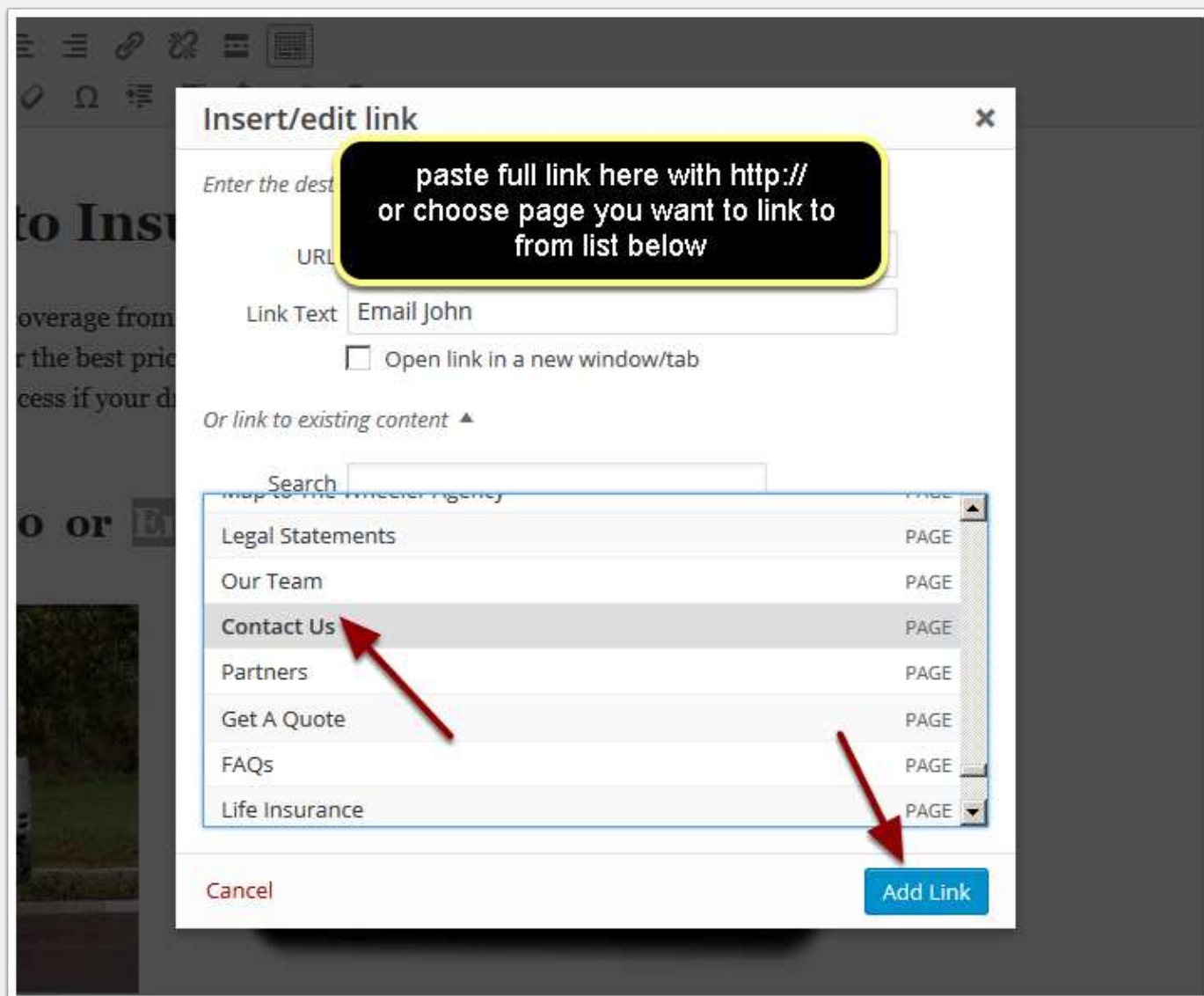


Add Link in Content



The screenshot shows a content editor interface. At the top, a toolbar contains various icons, with the 'Insert/edit link' icon highlighted by a red arrow. Below the toolbar is a large black rectangular area labeled 'Your Content'. Underneath this area is a smaller black rectangular area, also labeled 'Your Content', which contains the text 'Email John'. A red arrow points to this text. Below the 'Your Content' area, there are two images: on the left, a row of white trucks, and on the right, a white van with a ladder rack on its roof.

Insert Link



Social Media Icons

click triangle to open

The screenshot shows the WordPress widget configuration interface. On the left, a sidebar contains a list of widget areas. A red arrow points to the 'Header Right' widget area. The main content area displays the configuration for the 'Simple Social Icons' widget. The widget title is 'Simple Social Icons', and it has a small upward-pointing triangle icon next to it. The configuration includes a 'Title' field, a checkbox for 'Open links in new window?', and input fields for 'Icon Size' (30 px), 'Icon Border Radius' (5 px), and 'Border Width' (0 px). The 'Alignment' is set to 'Align Center'. There are also color selection buttons for 'Icon Color', 'Icon Hover Color', and 'Background Color'. On the right side of the interface, there is a list of widget areas: 'Widget Below Footer', 'Category Index', 'Above Blog Slider', 'Nav Social Menu', 'social', 'Footer 1', 'Footer 2', 'Footer 3', and 'After Entry'. Each widget area has a downward-pointing triangle icon next to it.

Header Right ▲

This is the header widget area. It typically appears next to the site title or logo. This widget area is not suitable to display every type of widget, and works best with a custom menu, a search form, or possibly a text widget.

Simple Social Icons ▲

Title:

☒ Open links in new window?

Icon Size: px

Icon Border Radius: px

Border Width: px

Alignment: ▼

Icon Color:

Icon Hover Color:

Background Color:

Widget Below Footer ▼

Category Index ▼

Above Blog Slider ▼

Nav Social Menu ▼

social ▼

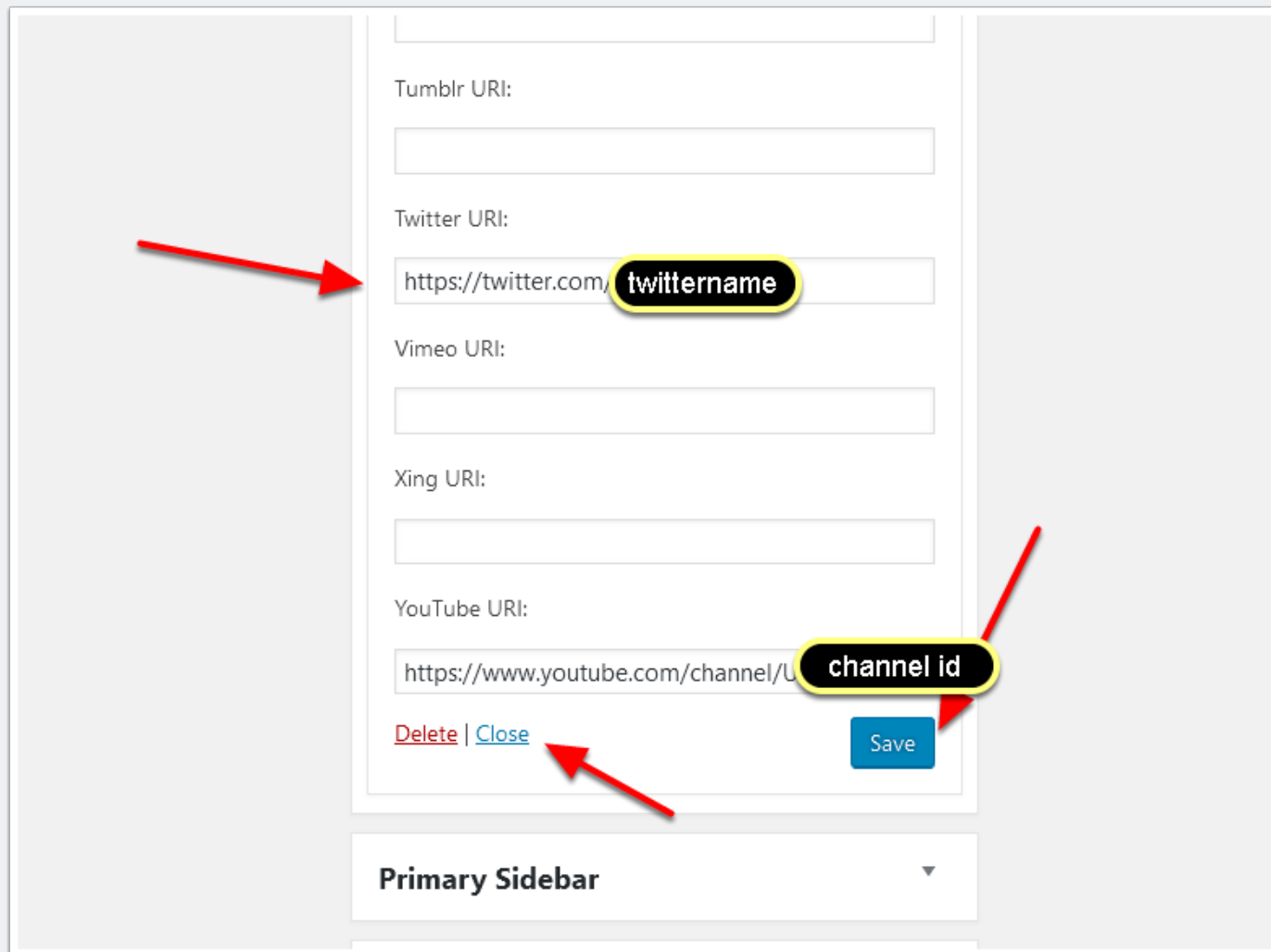
Footer 1 ▼

Footer 2 ▼

Footer 3 ▼

After Entry ▼

add urls, Save and Close



The screenshot shows a form for adding social media URLs. The form is centered on a light gray background. It contains several input fields for different social media platforms. A red arrow points to the Twitter URI input field, which contains the text "https://twitter.com/". A yellow oval highlights the word "twittername" in the input field. Another red arrow points to the YouTube URI input field, which contains the text "https://www.youtube.com/channel/U". A yellow oval highlights the text "channel id" in the input field. A third red arrow points to the "Delete" and "Close" links at the bottom of the form. A blue "Save" button is also visible. Below the form is a section labeled "Primary Sidebar" with a dropdown arrow.

Tumblr URI:

Twitter URI:

https://twitter.com/ **twittername**

Vimeo URI:

Xing URI:

YouTube URI:

https://www.youtube.com/channel/U **channel id**

[Delete](#) | [Close](#) [Save](#)

Primary Sidebar ▼