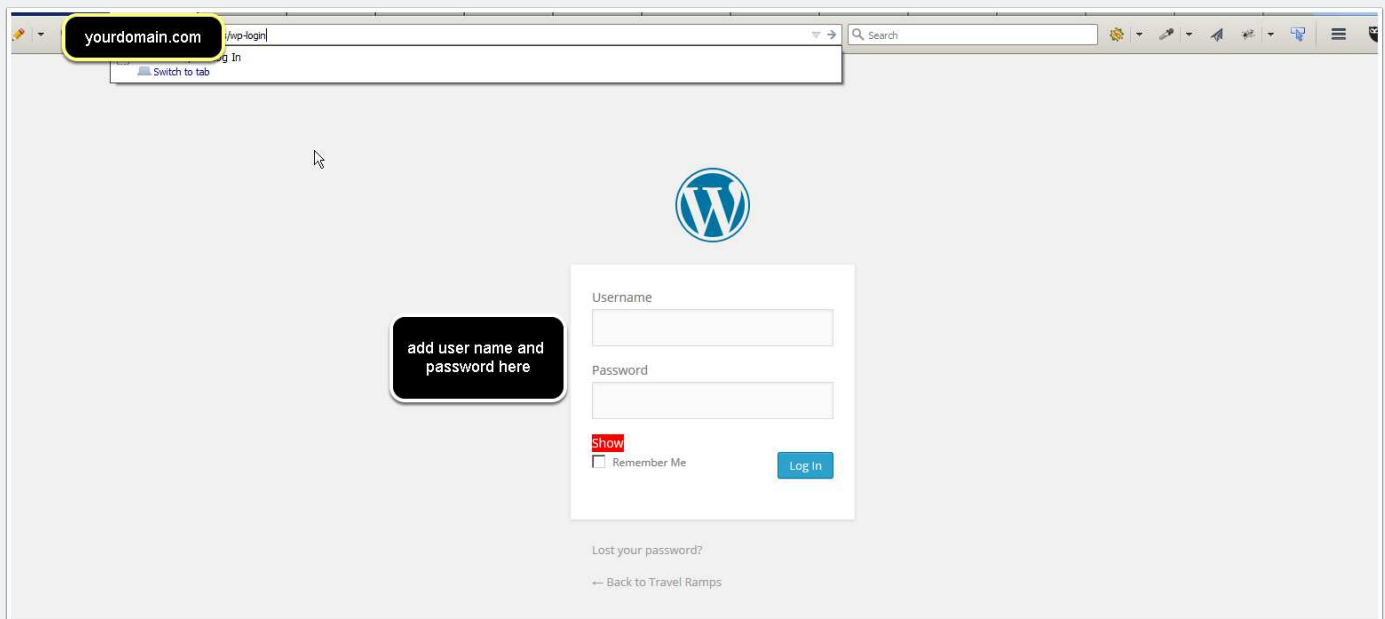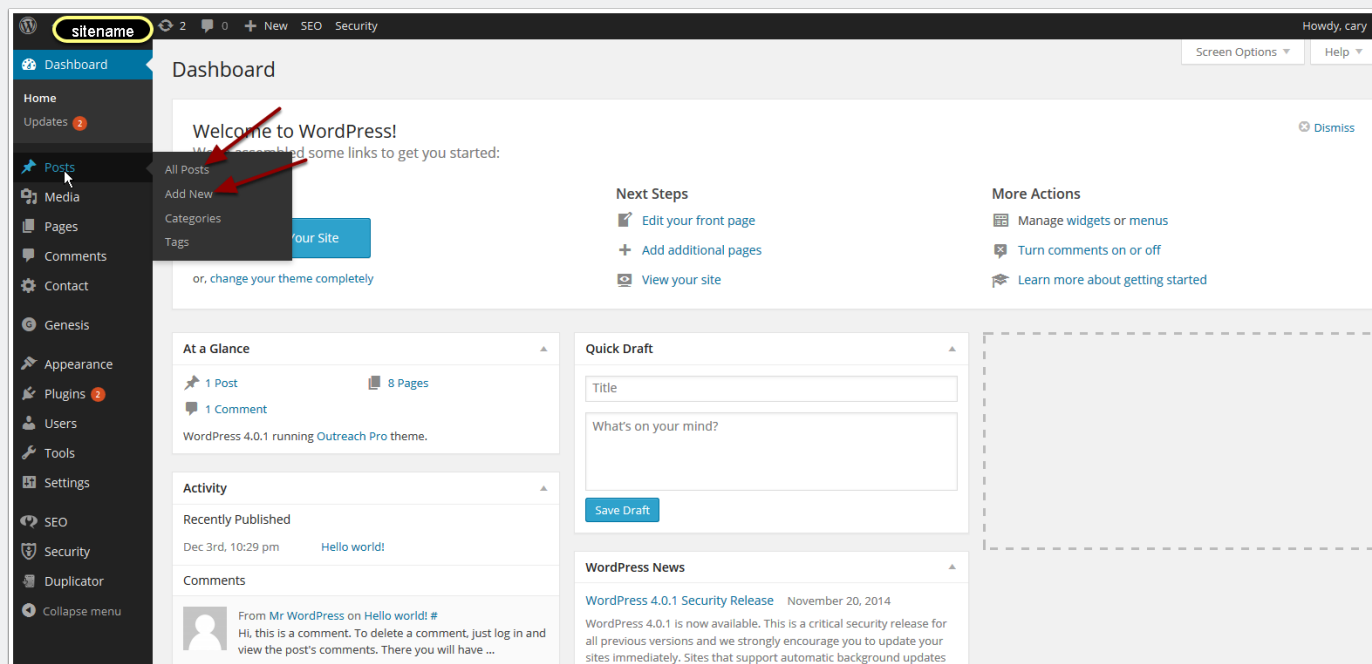# Login

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

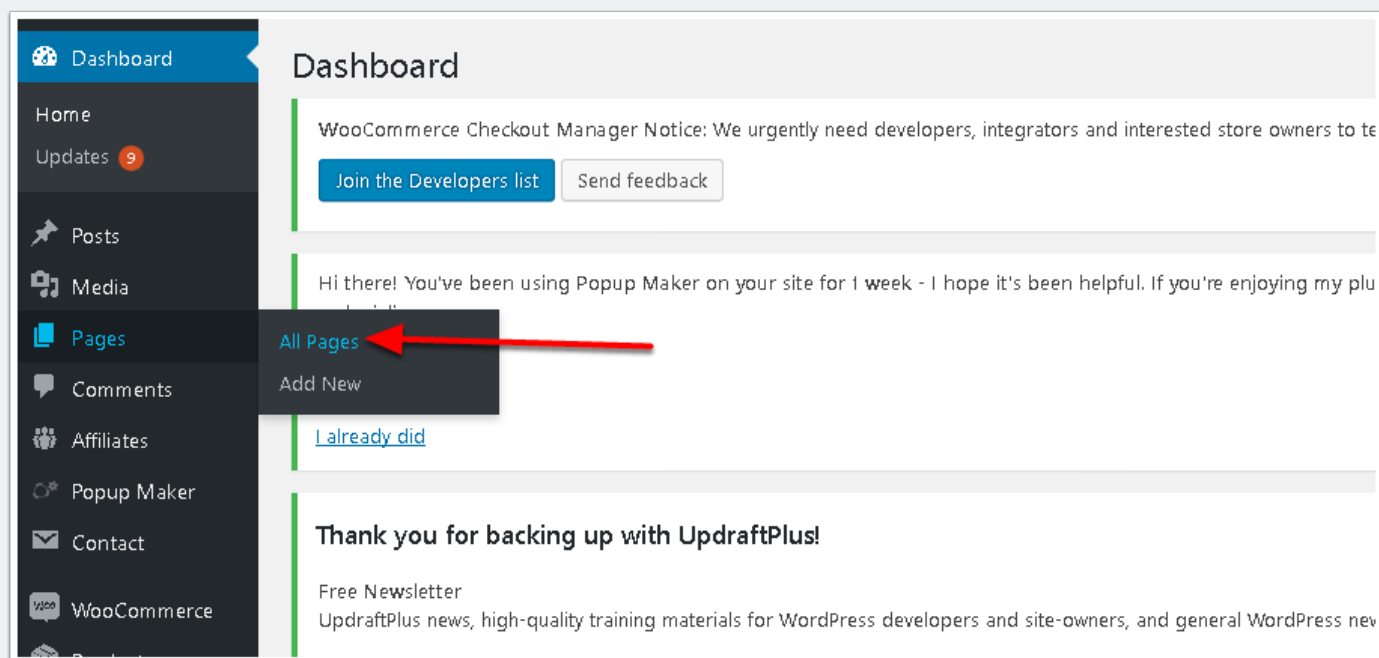# Posts: view All Posts (to edit existiing Post) or Add a New Post

Posts

Edit Elementor Pages

Choose Your Page

hover over the name with your mouse and choose Edit with Elementor
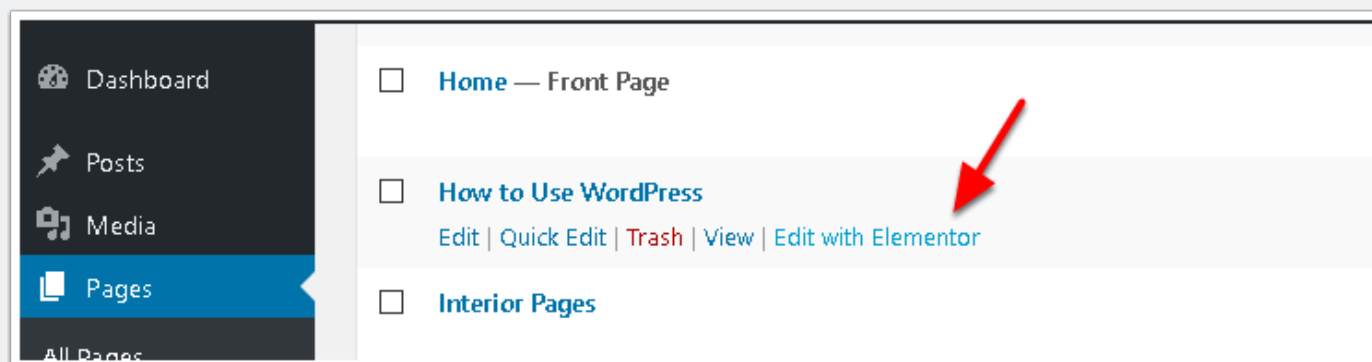
Allow it to load

Add Elements-left side menu

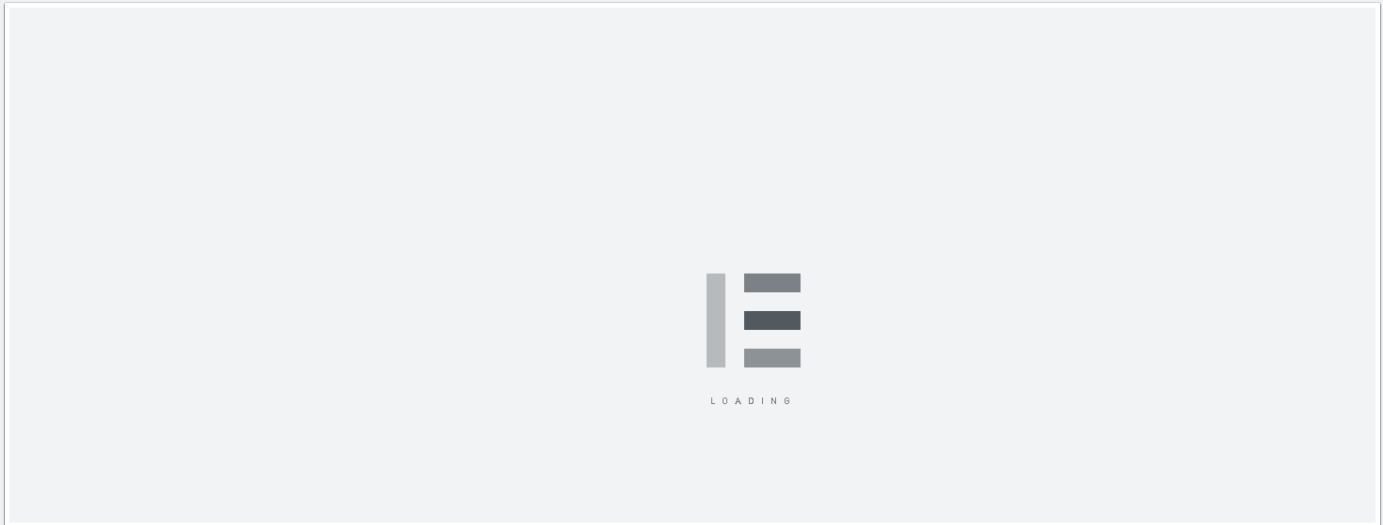Edit Elements on Page, click on item in center, it will open in left hand side for editing

Mouse over pencil and a menu popups up, you can Delete=x, Save item for use in other section, Duplicate item or Edit item

How to Use WordPress

Editing Pages and Posts in Wordpress is a lot like creating a document in Word 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

Click Pencil to edit, you will edit on left side , it opens in Content View

Save when done editing

Edit Text Editor

Content | Style | Advanced

▼ Text Editor

Alignment

Text Color

Typography OFF

Edit Styles, here and SAVE when done

MarketLeadShop   Pricing   Templates ⌄   About Market Lead Shop   Contact U

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!
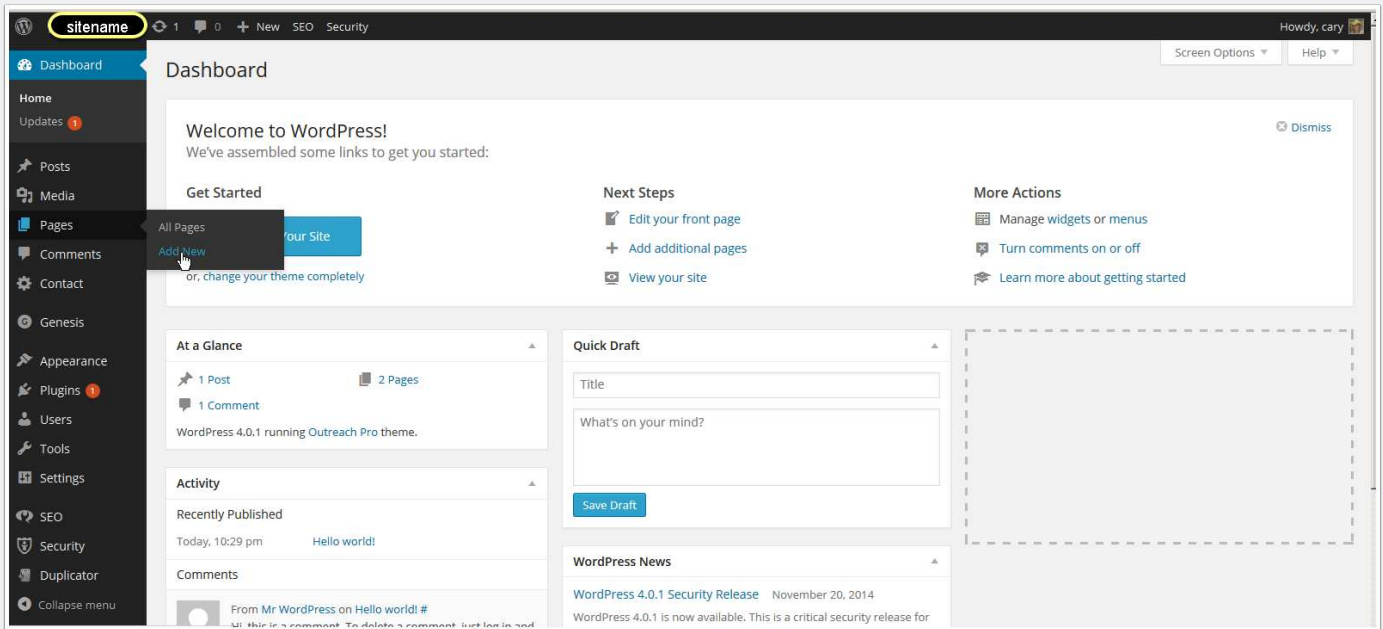
Online Guides

just click link to open

Edit margins and paddings here and Save when done.

Add a Page-not using Elementor

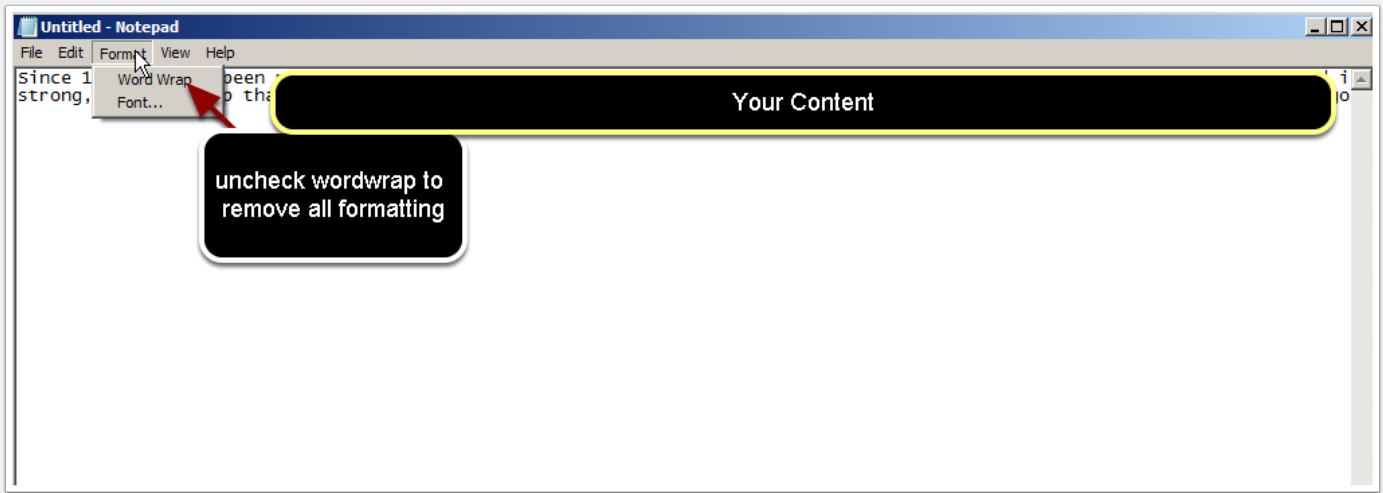For adding a simple Text page with an image, you can follow the next steps

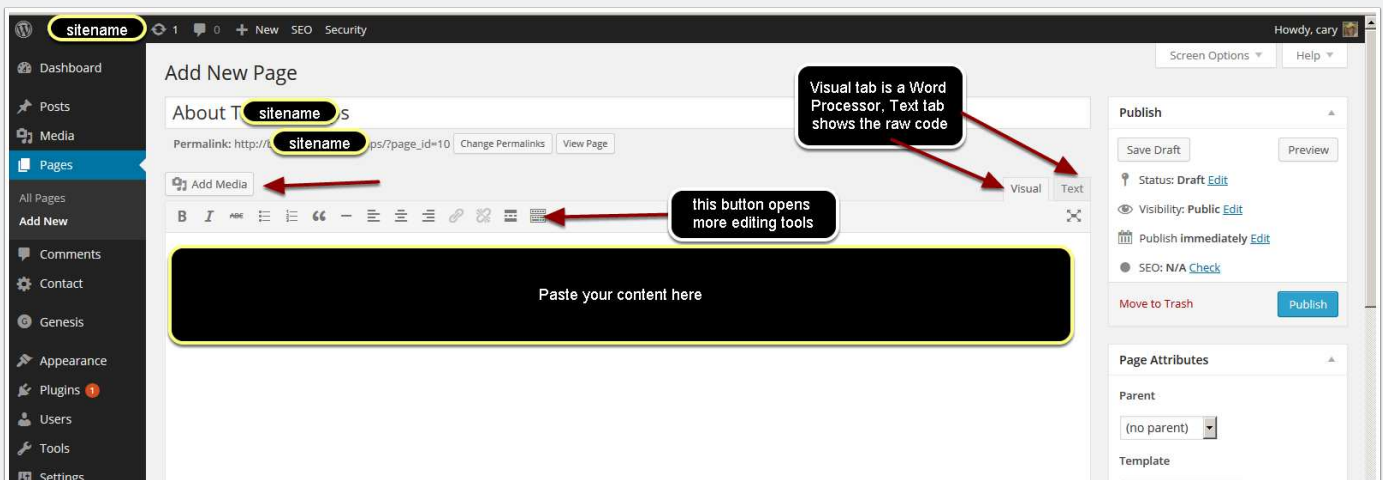# If your Content is in a word document

If you are copying your content from a Word document you will need to remove extra formatting, so we paste text into Notepad,
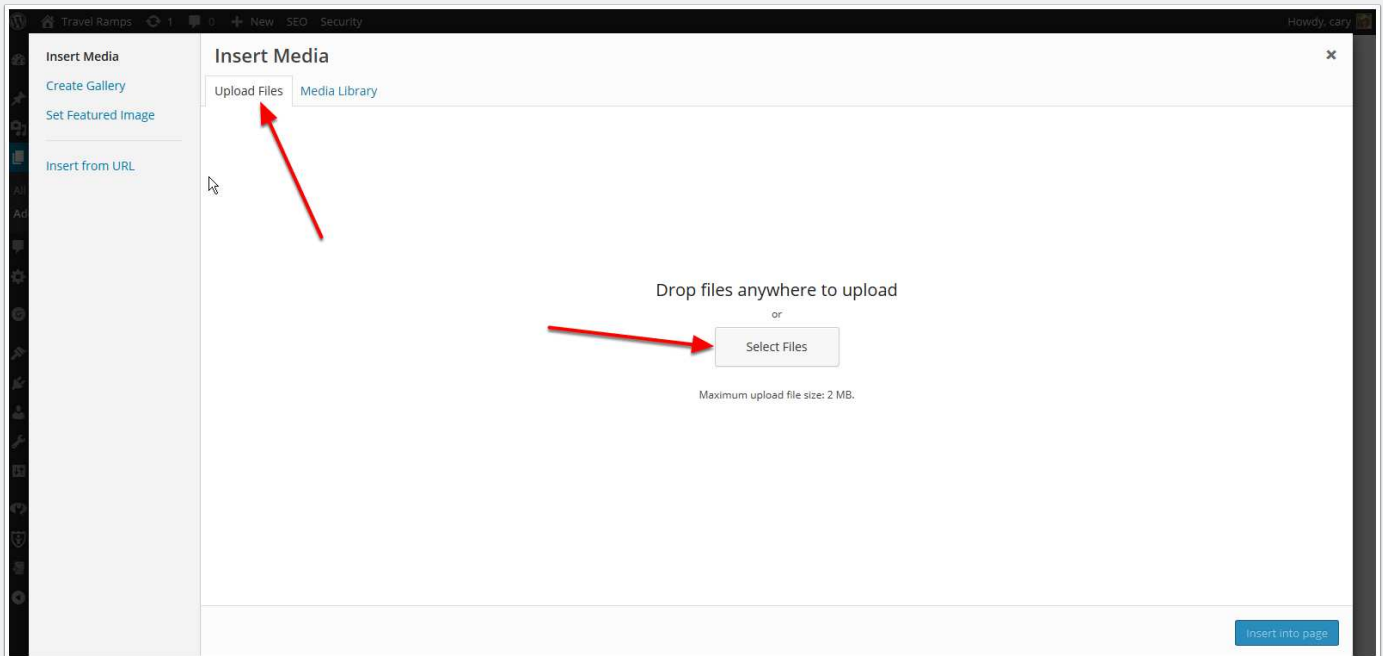
File, New, paste in content
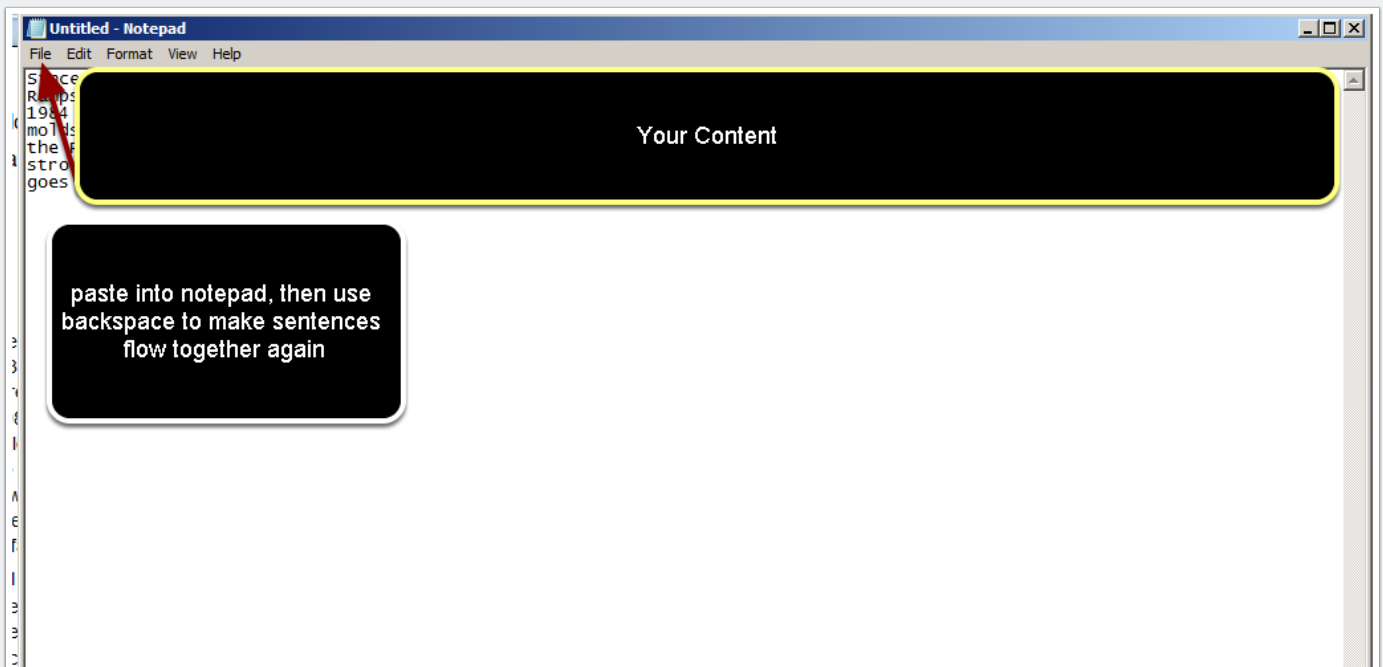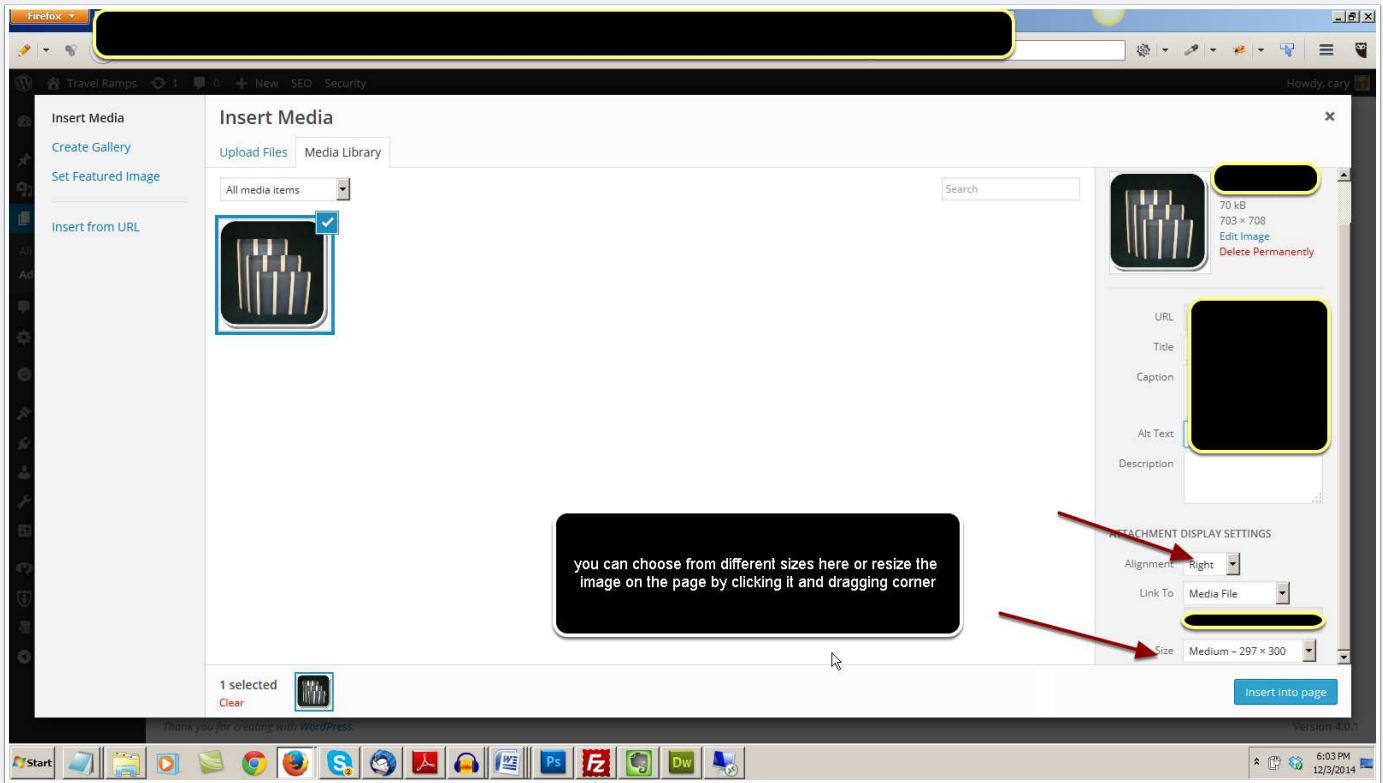
Paste into page then place cursor to add image

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

you can choose from different sizes here or resize the image on the page by clicking it and dragging corner

After you

click image and drag at corners to resize

Your words here

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

If you have already uploaded use the Media Library tab to choose your image
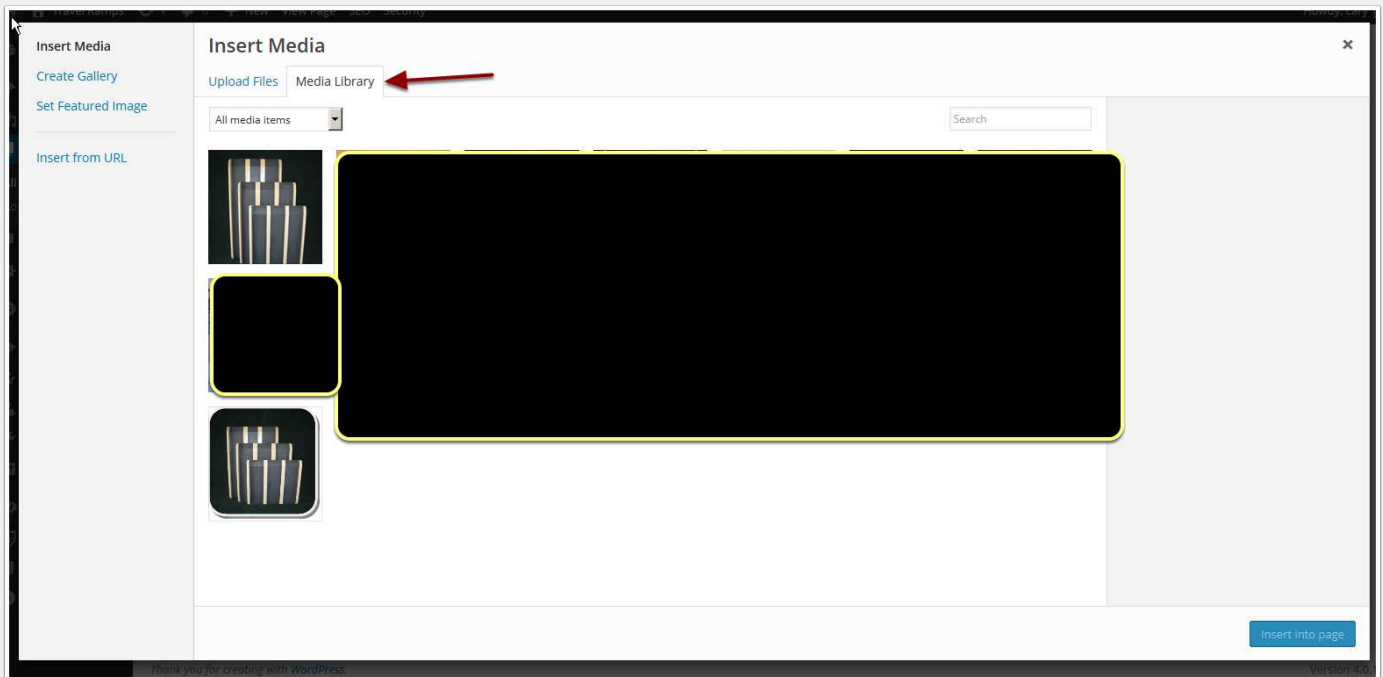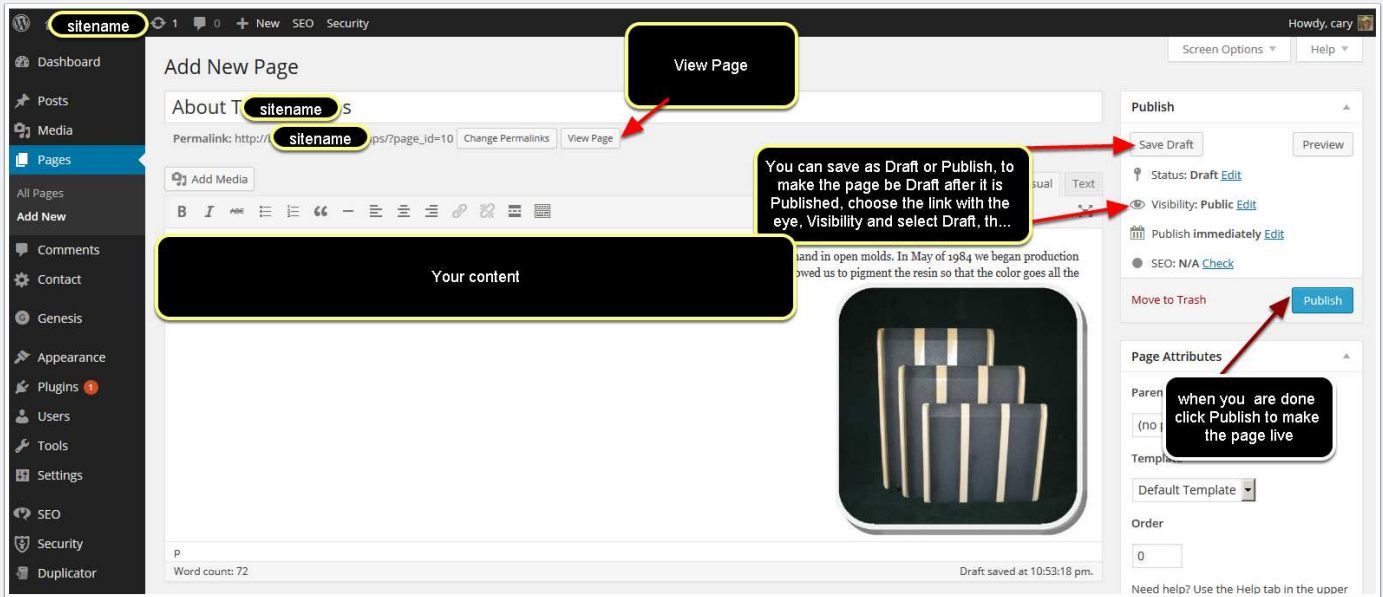
After You Publish Page, add it to the Menu
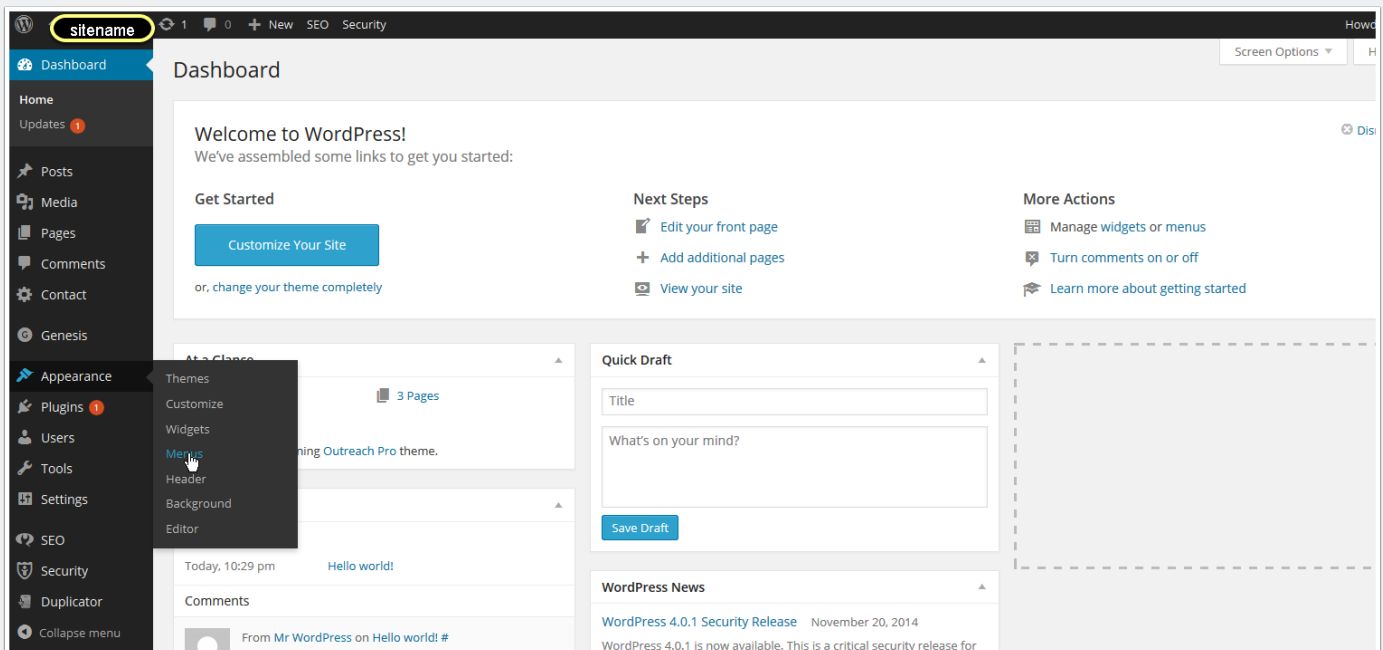
choose which menu

add to menu and save
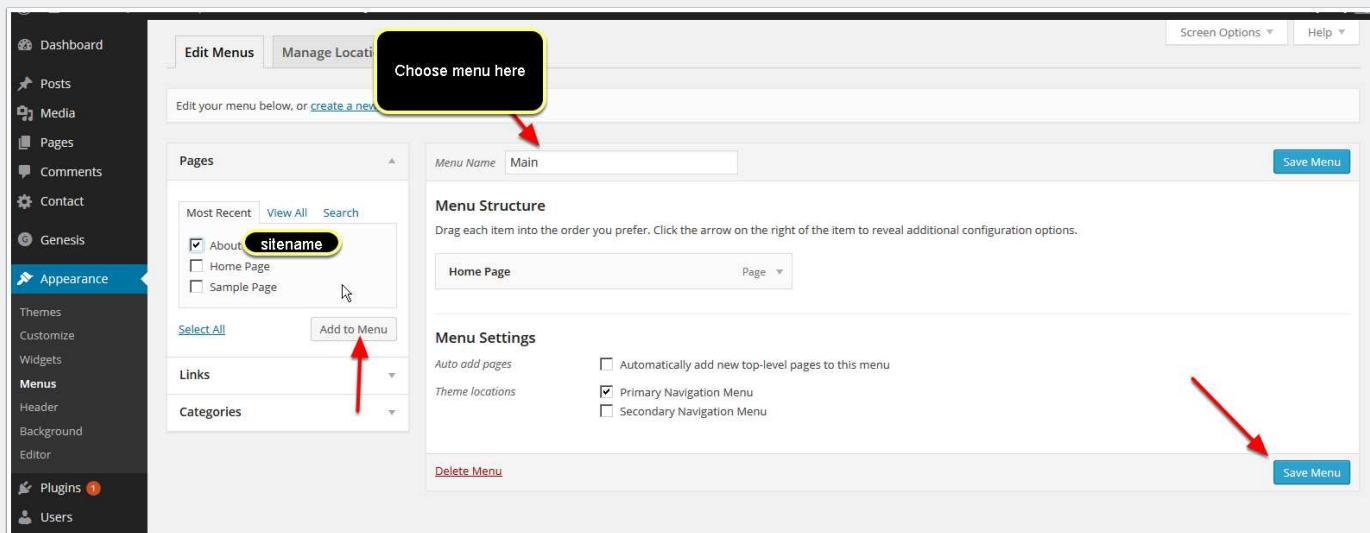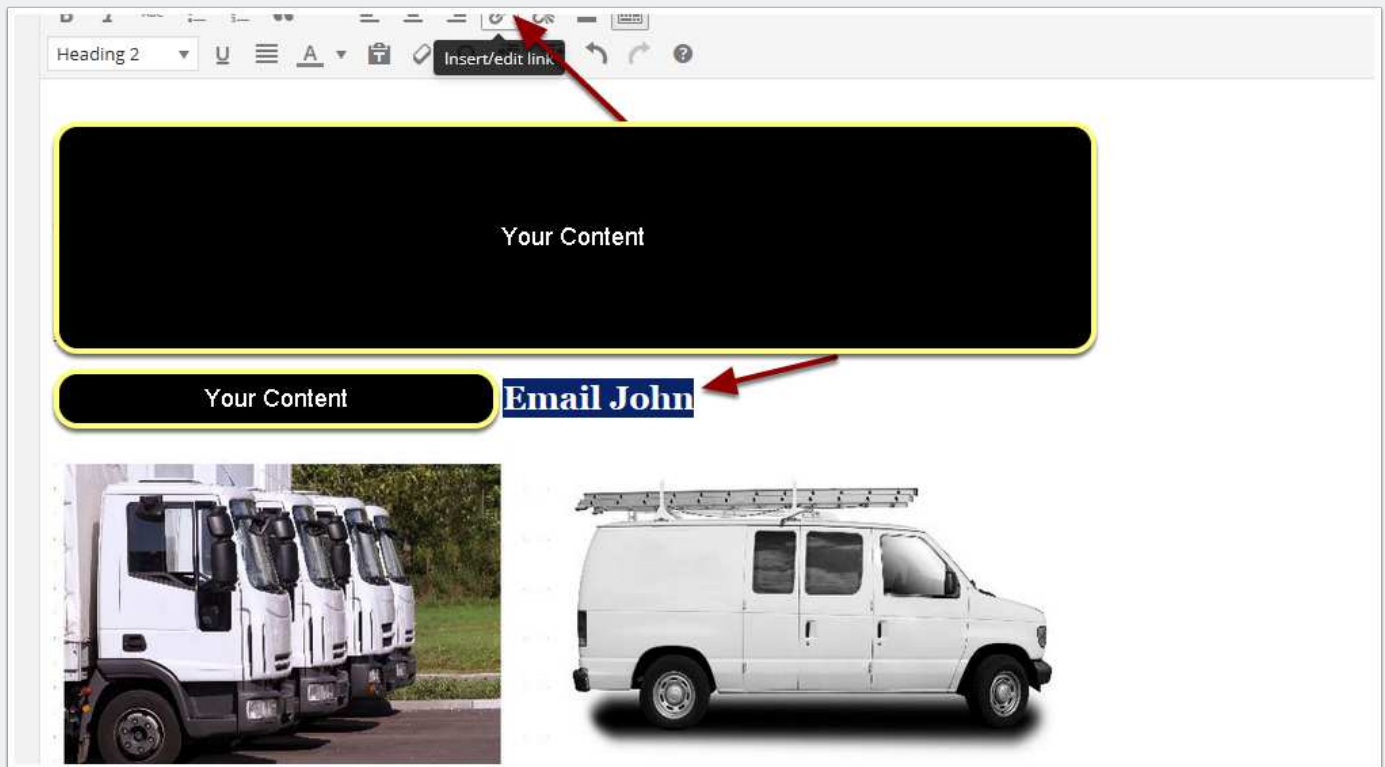
Modify or Add Widget, Appearance Menu, Widgets
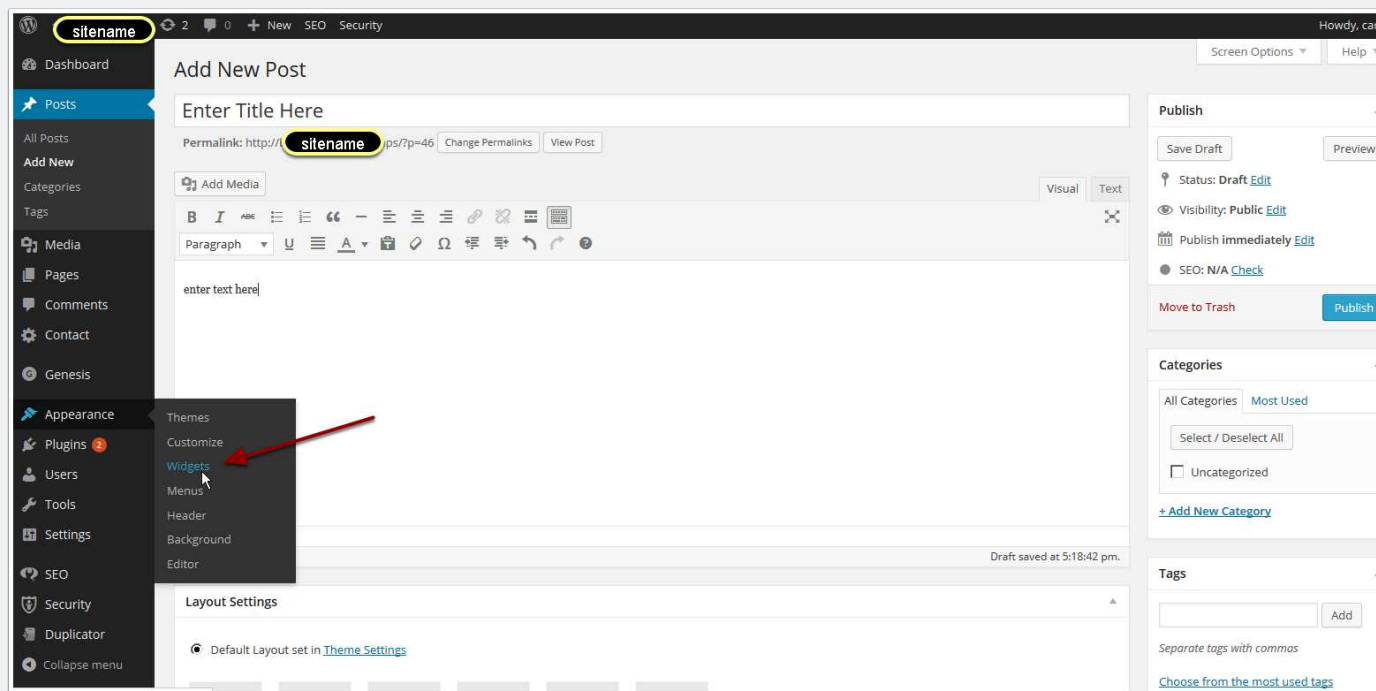
widget is how text or other item is inserted in various locations on the site, like header, footer and sidebar

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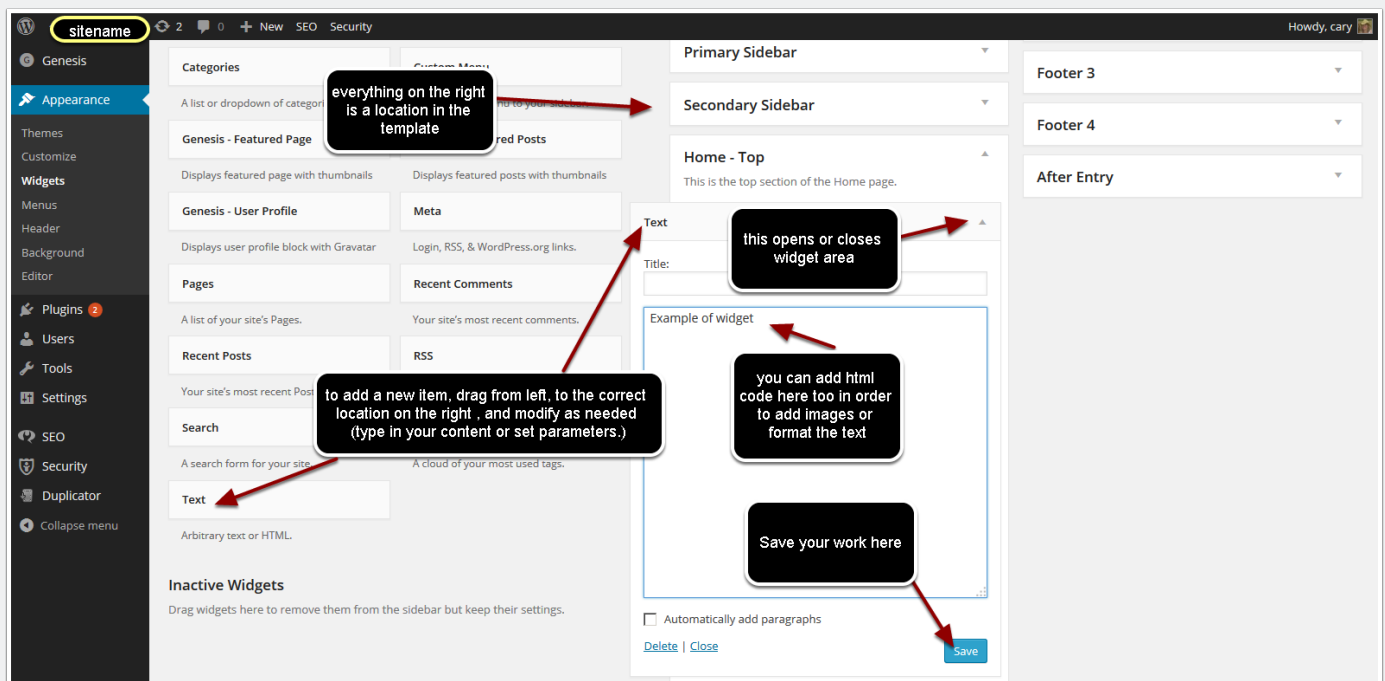
Add Link in Content

Insert Link
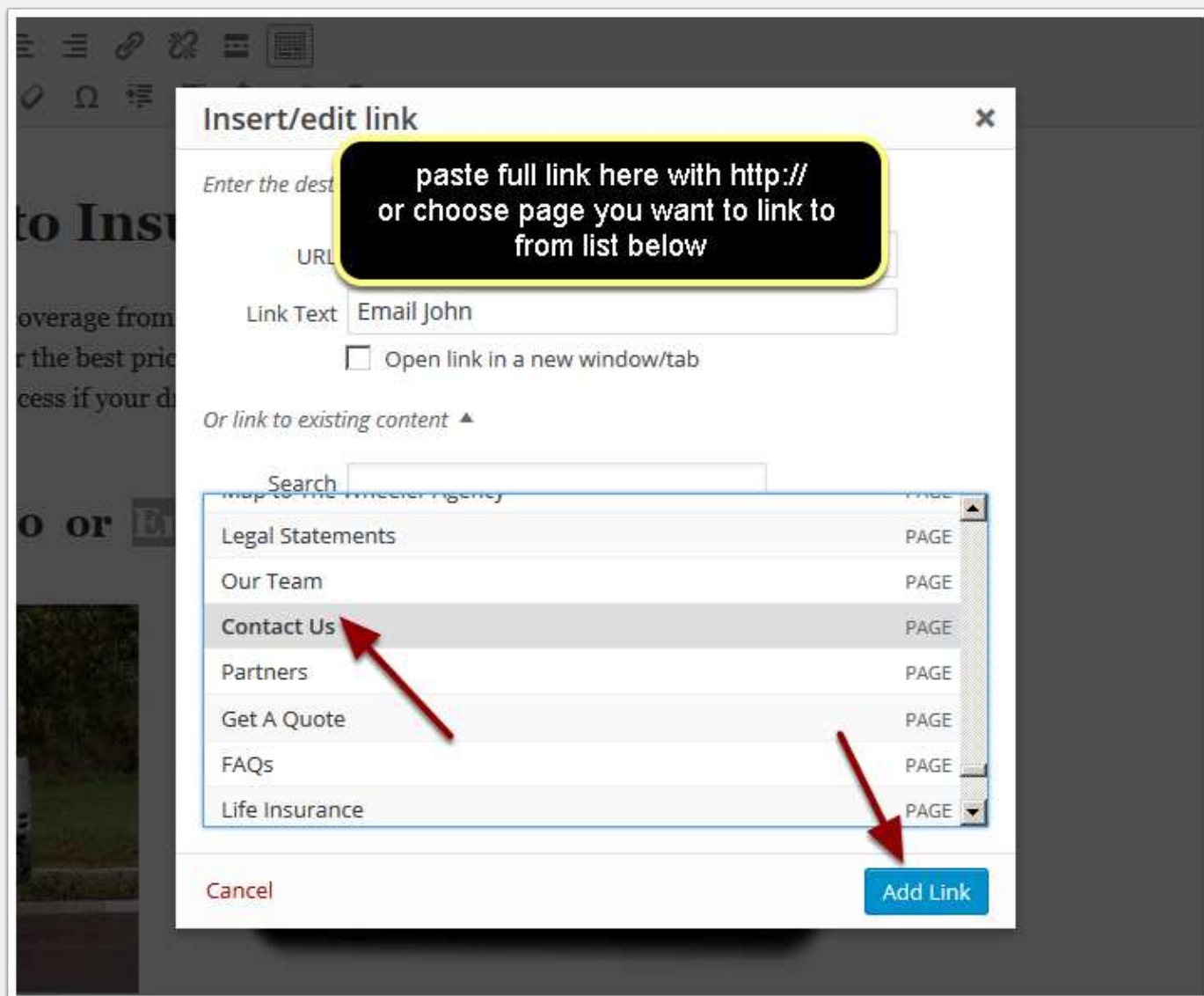
Social Media Icons

click triangle to open

add urls, Save and Close