**Editing Academy Staff Pages**

1. Login to Peace Lutheran Academy wordpress site

Navigate to: *peacelutheranacademy.org/wp-admin*

Username: same as network login (e.g. khughes)

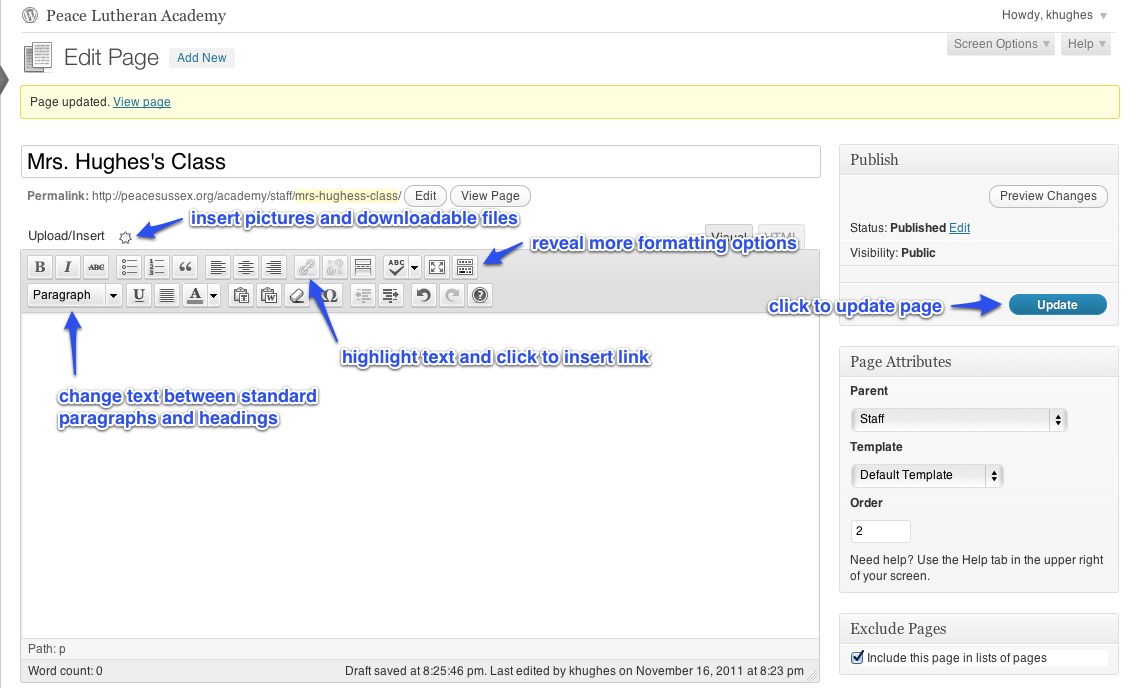
Temporary password: *Augsburg1530*

This will bring you to a dashboard. This page allows you to change your account and password settings. To change the password, simply enter a new password in the fields at the bottom of the page and click “Update Profile”

2. Click “Pages” from the left navigation bar.

3. Click your staff page title (e.g. “Mrs. Hughes’s Class”)

From this page you will be able to edit content, links, pictures and downloads. Use the word processing toolbar to format the content. Content will be styled a little differently on the live site to match the font and color scheme, so be sure to check your updates there as well.

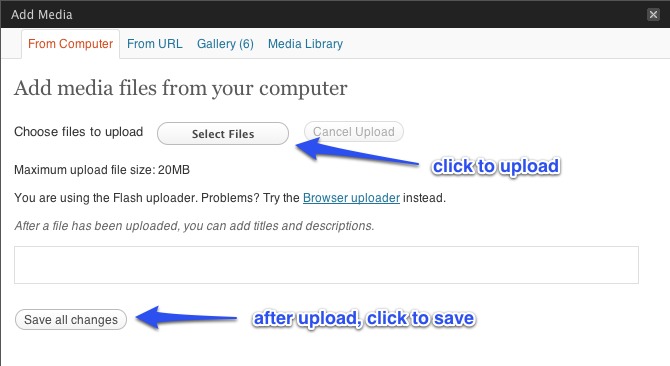


**Inserting Images & Files**

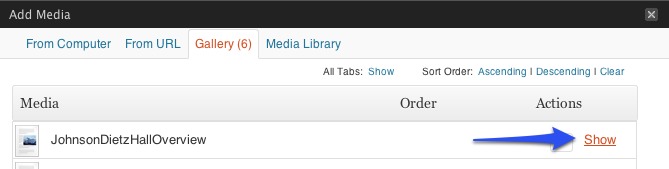
To insert an image, click the “Upload/Insert” icon.



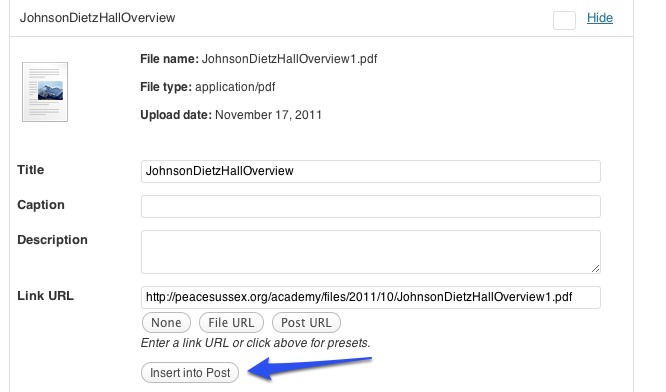
Click “Select Files” and browse to the file on your computer. Hit the “Save all changes” button to complete the upload. This will direct you to the “Gallery” page, which shows all uploads for your page.



In the “Gallery” screen, click “Show” for the picture or document you have just uploaded.



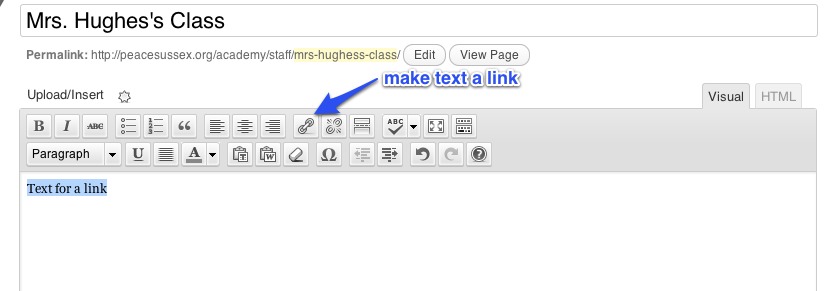
Adjust the title if necessary (for downloadable documents, the title will be the text for the download link). Click “Insert into Post” to insert the picture or document link at your current cursor position on the page.



From here you can reposition the image or link within the page using the toolbar.

**Inserting Links**

To insert a link, highlight the text you want to become a link and click the “insert/edit link” button (see diagram)

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**Updating the Page**

As you are working on changes, the site will automatically save drafts. At the bottom of the content box, you should see a message indicating the last time the draft was saved (e.g. “Draft saved at 5:31:54 pm”) To publish changes to the live site, simply click the “Update” button and changes will be reflected immediately.

