YOUR BUSINESS LOGO HERE

I've set-up your website so that you can easily manage it yourself, however, we are always here to help you make changes and to answer any questions you may have.

Instructions for www.YourClientsDomain.com

To access the Admin panel go to:

http://www.yourclientsdomain.com/wp-admin

To change the password:

1. Go to Users > Your Profile
2. Scroll down to 'New Password' and enter new password twice.
3. Click 'Update Profile'

*** As with any online account, it is a good idea to regularly change your password. This can help protect against hacking. I also highly recommend you regularly back-up your website so it can easily be restored in the event your website is hacked. Please contact me directly if you have any questions about this.*

To Create a New Blog Post:

1. Click on Posts > Add New
2. Enter the title and text
3. Select the categories you wish for the post to appear in
4. Add an image by clicking 'Set Featured Image' and inserting an image
5. Click the Publish button on the right hand side

To Edit a Blog Post:

1. Click on Posts > All Posts
2. Click on the title of the post you wish to edit
3. Make any necessary changes
4. Click the update button on the right hand side

To Create a New Page:

1. Click on Pages > Add New
2. Enter the title and text
3. Click the publish button on the right hand side

To Edit a Page:

5. Click on Pages > All Pages
6. Click on the title of the page you wish to edit
7. Make any necessary changes
8. Click the update button on the right hand side

To insert an image into a page or post

1. Click on Pages > All Pages (or Post > All Posts)
2. Click on the title of the page / post you wish to edit
3. Place your cursor where you would like the image to appear, then click on the media icon above your post / page editor:

4. Click Select Files to choose a picture from your computer to upload
5. Click Upload Image
6. Once the uploading process has completed, you will be given the option to modify some settings before inserting the image into the post/page. Click Insert into Post when you're done adjusting the image's settings (if necessary).

To Add a Menu Item:
(**you must add a new page before you add a new menu)

1. Go to Appearances > Menus
2. On the left side of the screen in the 'Pages' box, select the checkbox next to the page you wish to add.
3. Click the 'Add to Menu' button.
4. Click the save button

To Edit / Delete a Menu Item:

1. Go to Appearances > Menus
2. Click the down arrow next to the name of the menu you wish to change.
3. Change text or click 'Remove' to delete the menu.

4. Click the save button

To Add a Sidebar:

1. Click on Appearances > Widgets
2. Drag the type of sidebar (widget) you would like to add from the left hand side of the page to the widget area box on the right.
3. Make any necessary changes
4. Click save.

To Edit the Sidebar:

5. Click on Appearances > Widgets
6. On the right hand side of the page you will see a list of sidebar items. Click on the sidebar you wish to edit'
7. Make any necessary changes
8. Click save.

[INSERT ANY PLUGIN SPECIFIC INSTRUCTIONS HERE]

If you would like to make a change and do not see the instructions listed above, there are a few things you can do:

1. Email us at: name@yourbusinessdomain.com
2. Visit our YouTube Channel for more WordPress tutorials at: www.youtube.com/user/yourchannel
3. Visit our website for additional tutorials at www.yourbusinessdomain.com