

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/administrator>

To change the password:

1. Click on 'User Manager' button.
2. Click the name of the user you would like to change the password for
3. Type in the new password and verify password fields.
4. Click save in the upper left hand corner.



*** As with any online account, it is a good idea to regularly change your password.*

To edit content:

5. Click on 'Article Manager' button.
6. Click the title of the page you would like to edit.
7. Edit the text / images in the text box.
8. Click 'Save & Close' in the upper left hand corner.**

*** Clicking the save & close button will save the changes and return you to the list of pages. Clicking the apply button will save the changes and keep you on the same page in case you would like to make additional changes.*

To insert images on content pages:

1. Click on 'Article Manager' button.
2. Click the title of the page you would like to edit.
3. Place your cursor where you would like the image to appear and click the insert image button 
4. In the pop-up that appears click on any image in the list to insert the image or click the upload button (on right)  which will open an upload pop-up. In the new upload image pop-up browse your local computer to upload the image by clicking the add button.
5. Click Upload
6. Select the image in the image list and click on the insert button** at the bottom.

** The size and alignment of the image can be adjusted on the top form of the insert / edit pop-up. For example, select 'Left' from the alignment drop down box to have the image align to the left and have the text wrap around the right side of the image.

To create a new menu in the main (horizontal) menu:**

1. Click the 'Menu Manager' button.
2. Click 'Main Menu'
3. Click the 'New' button in the upper left hand corner.
4. Click the blue 'Select' button next to 'Menu Item Type.'
5. Click 'Article' > 'Single Article'
6. Click the gray 'Select' button next to 'Select Article.'
7. Click on the title of the page you wish to link to the menu.
8. Add the menu title.
9. Click 'Save & Close' in the upper left hand corner.

** You must create a new content page before you can create a new menu if the page does not already exist (see below).

To edit a menu in the main (horizontal) menu:**

1. Click the 'Menu Manager' button.
2. Click 'Main Menu'
3. Click on the title of the menu you wish to edit.
4. Edit the name.
5. Click 'Save & Close' in the upper left hand corner.

To add a new menu in the side (vertical) menu:

1. Click the 'Menu Manager' button.
2. Click 'Side Menu'
3. Click the 'New' button in the upper left hand corner.
4. Click 'Articles' > 'Article Layout'
5. Add the title and parent menu item information.
6. In the right column click the 'Select' button to select the article (content page) you would like to link to the menu.
7. Click 'Save & Close' in the upper left hand corner.

** You must create a new content page before you can create a new menu if the page does not already exist (see below).

To create a new content page:

1. Click 'Add New Article.'
2. Insert the title and page content.
3. Click 'Save' in the upper left hand corner.

[INSERT ANY EXTENSION 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