End User Manual

Table of Contents

How to add to the media library

1. Log in to WordPress

2. On the left-side panel, click the "Media" button
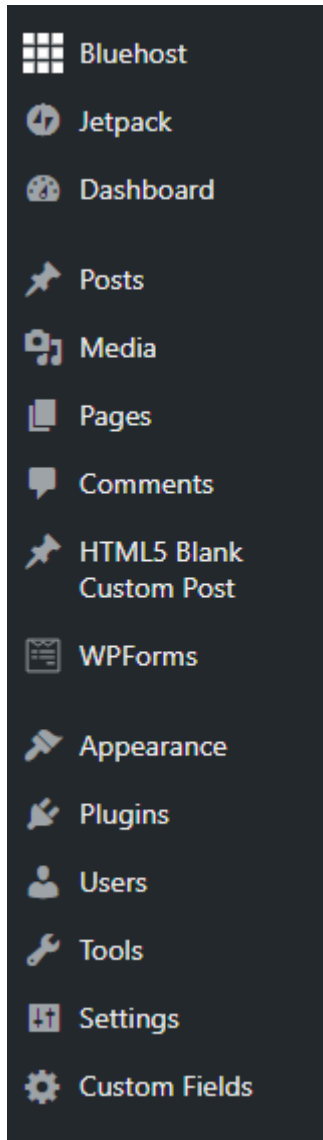
3. Click the "Add New" button located at the top of the page

4. Click "Select Files"
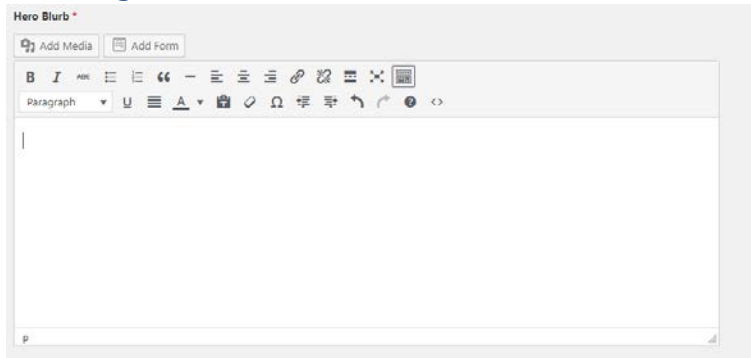
5. Double-click the image you want

How to change titles, font size, and color

1.   Select the page you would like to edit by clicking on "All Pages" in the left-side panel

2.   Locate the blank boxes of content with the label 'blurb'

To change the title...

3.   Begin typing the desired title in the blank text box

To change the font size...

4.   Select the drop-down menu labeled "Paragraph"

5.   Scroll until you find desired sizing

To change the font color...

1.   Highlight the above-typed text

2.   Click the underlined "A" button

3.   Scroll until you find desired color

How to Add Pictures

1.   Select the "Add Image" button

2.   Choose to upload or pick from the media library

3.   If uploading a new image follow steps 3-5 in the "**How to Add to the Media Library**" section
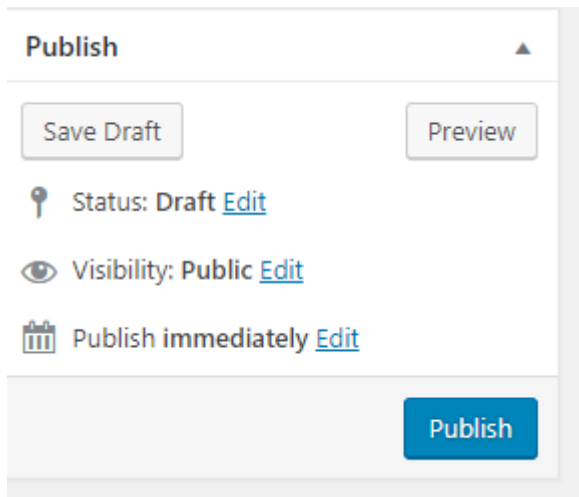
How to Add Content

1.   Hover on "+ New" button at the top of the page

2.   Click "Page" from the drop-down menu

3.   Begin typing the title in the blank box labeled "Enter TItle Here"

4.   Begin typing content in the blank text box found underneath the title box

How to Publish

1.   Follow steps 1-4 in the **How to Add Content** section

2.   Click "Publish" on the right-side panel
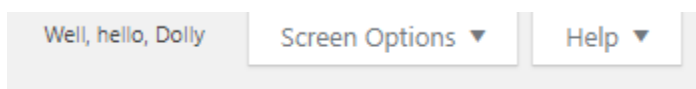

How to Add Users

1.   Hover on "+ New" button at the top of the page

2.   Click on "User" button in the drop-down menu

3.   Fill in the required information

4.   Click the "Add New User" button at the bottom of the page
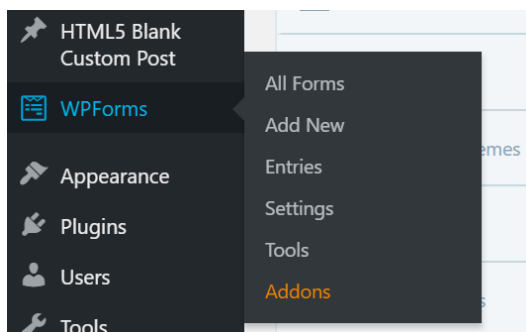

Where to Find Additional Resources

- There is a "Help" and "Screen Options" buttons located in the top-right corner of every page

- A "Settings" button is located in left-side panel
  Users can import and export content fields in their page(s).
- A "WPForms" button is located in the left-side panel and offers the following features in a drop-down menu:

Allows for users to post questions/concerns/comments to be acknowledged by WordPress support team.