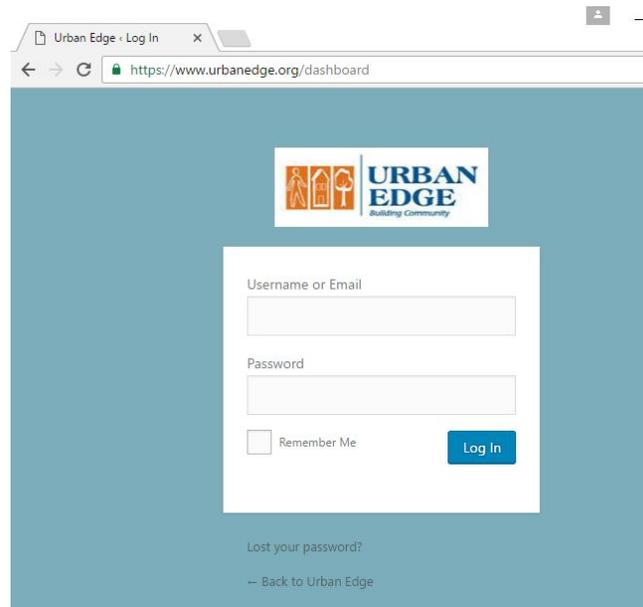
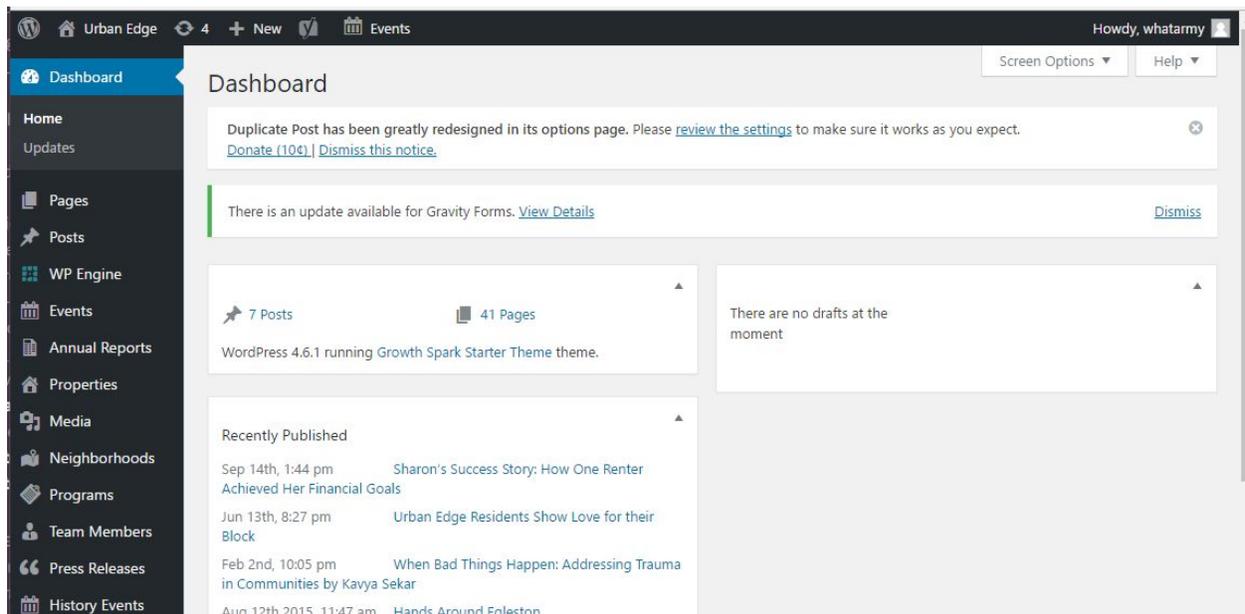


## Overview: Making Changes in WordPress

Log into the WordPress Dashboard by going to <https://www.urbanedge.org/dashboard> You will see a page similar to this:

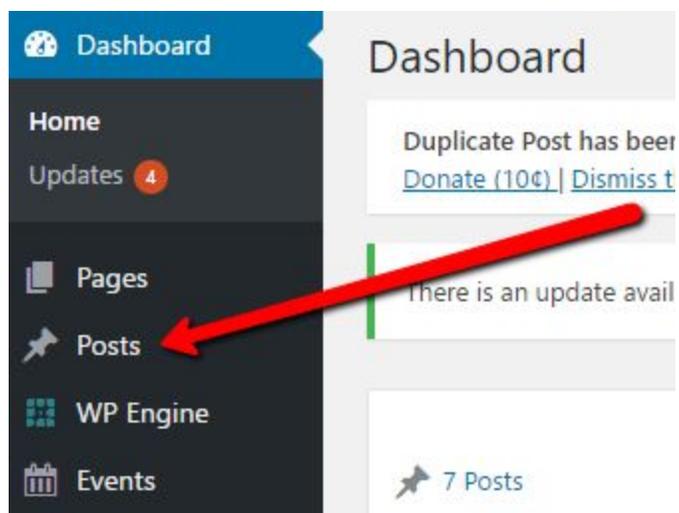


Log in using your username and password. After login you will see the WordPress Dashboard

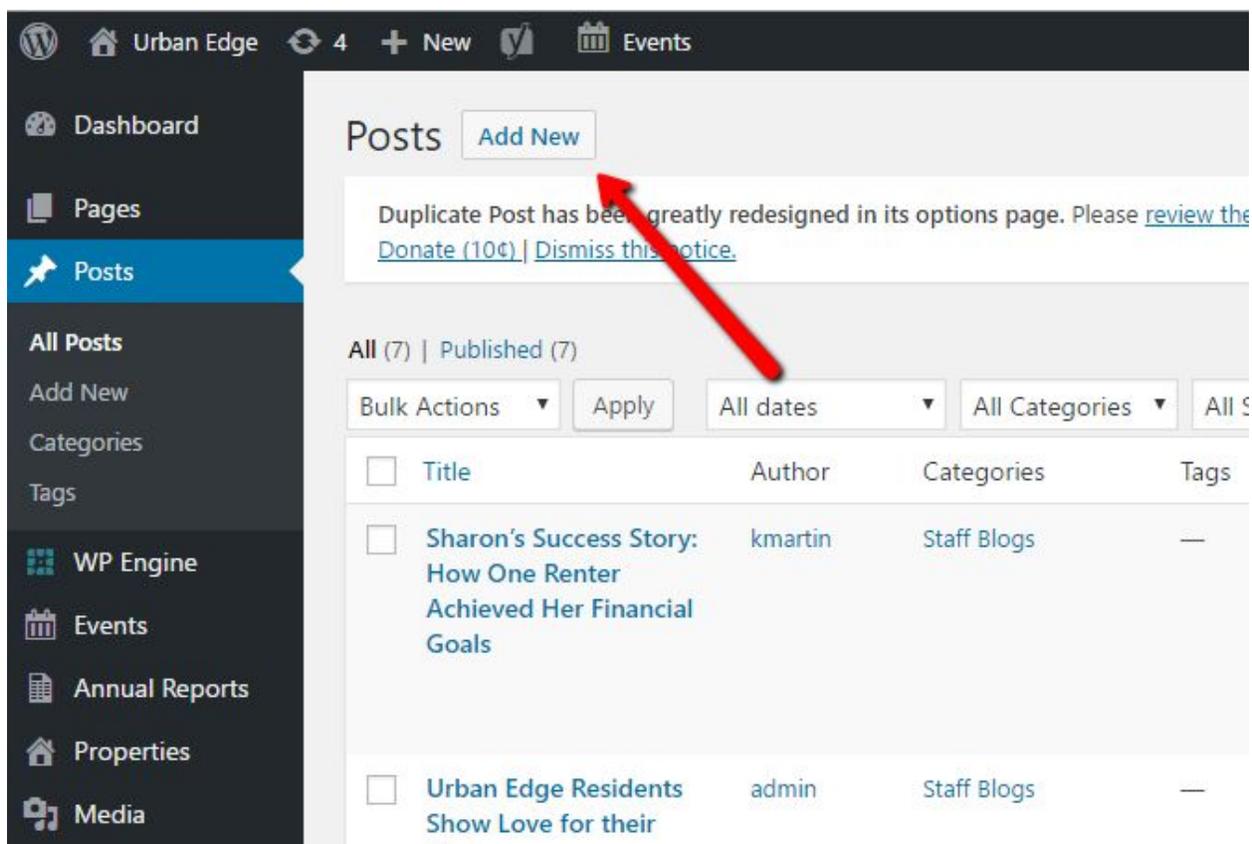


To create a new post, which will appear in the blog, click on "Posts"

## Overview: Making Changes in WordPress

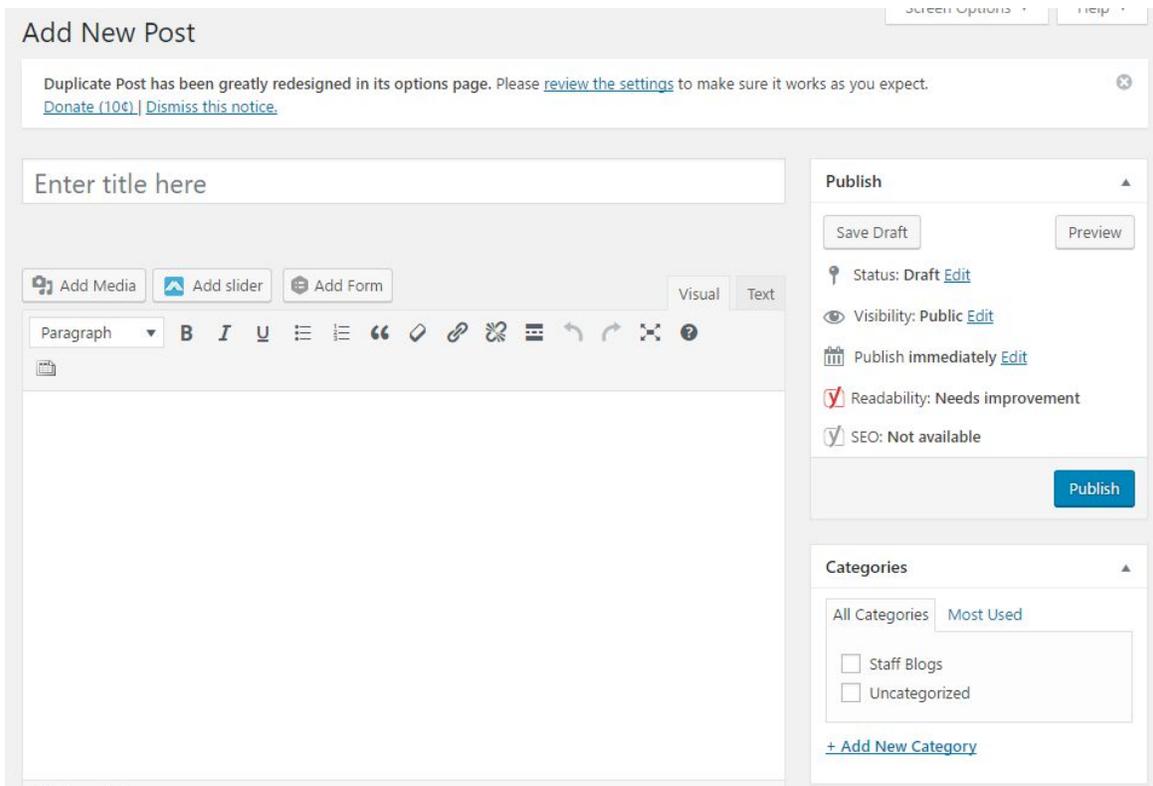


The dashboard will change to display a list of all existing posts. Click the “Add New” button to add a new post:



## Overview: Making Changes in WordPress

After clicking add new, the standard page editor will display. It should look similar to the following:



Fill in a Title for the post, and any content will go in the large white box under "Paragraph". This entire screen is known as the Page Editor. When done, check the "Staff Blogs" check box and click publish. You can save without publishing to the site at any time by clicking "Save Draft". Here is how the different areas translate to the list view of the blog:



## Overview: Making Changes in WordPress

The following describes in more detail what each section is used for:

The image shows the WordPress 'Add New Post' editor interface. Several key elements are highlighted with red callout boxes:

- Enter title here:** A red box with an arrow pointing to the title input field, labeled "Click to insert a picture".
- Editing tools:** A red box with an arrow pointing to the rich text editor toolbar, labeled "Editing tools which can be used to modify text, much like in Word or Excel".
- Save Draft:** A red box with an arrow pointing to the 'Save Draft' button, labeled "Click to save a draft which will be hidden on the site (while in progress)".
- Publish:** A red box with an arrow pointing to the 'Publish' button, labeled "Click to save and put on the site".
- Categories:** A red box with an arrow pointing to the 'Staff Blogs' checkbox, labeled "Check this box to have the post appear on blog page".
- Featured Image:** A red box with an arrow pointing to the 'Set featured image' link, labeled "Click to add in the image which will show in the list view of the blog".

To edit an existing post, or update one you are working on you can click on “Posts”/ “All Posts” from the left hand menu, and then click on the post title to the right. When you click on an existing post you will see the content of the post open up in the page editor, and the information above will apply to that post.

Note that once a post or page is edited, the “Publish” button changes to “Update”. After you initially publish a post, you can then save it by clicking the “Update” Button.

## Overview: Making Changes in WordPress

The following image shows what the current post at <https://www.urbanedge.org/sharons-success-story/> looks like on the back end. Review the picture on the next page and compare it to the image below to gain a better understanding of how each section translates to the web site.

The screenshot displays the WordPress post editor interface. The main content area on the left shows the title "Sharon's Success Story: How One Renter Achieved Her Financial Hardship" and a permalink. Below the title is a rich text editor with a toolbar containing options for adding media, sliders, and forms, as well as text formatting tools like bold, italic, underline, and lists. The content area contains three paragraphs of text, a sub-section header "Sharon's Success Story", and another paragraph. The right sidebar contains the "Publish" section with status "Published", visibility "Public", and a date of "Sep 14, 2016 @ 13:44". Below this are "Categories" (Staff Blogs selected) and "Tags" sections. At the bottom of the sidebar is a "Featured Image" section showing a photo of a person at a podium.

The toolbar area above the content area can be used to modify the format of text. Mostly you will use it to Bold text, or to add bulleted lists. A very nice tutorial of how to use the post editor format text can be seen in the video below. It covers many of the formatting tasks and you can see some of the options in action:

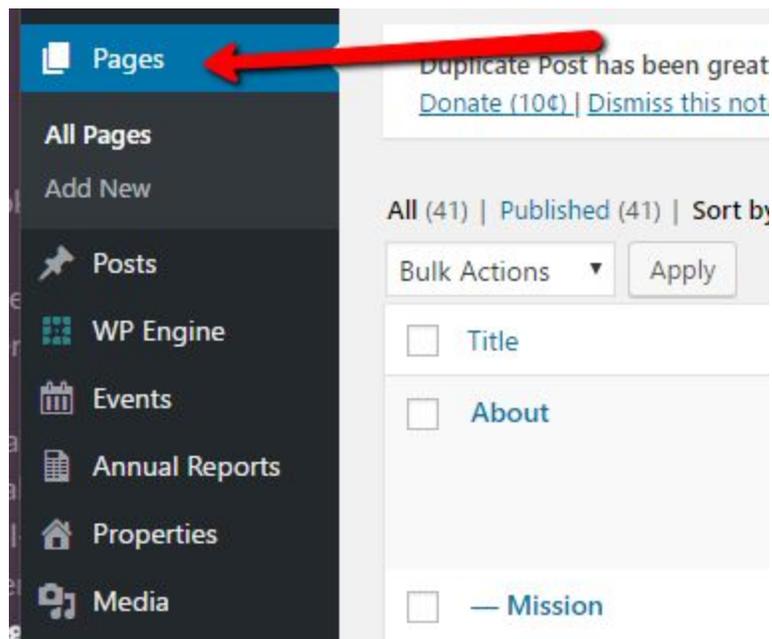
<https://ithemes.com/tutorials/formatting-wordpress-posts/>

A video overview which covers post creation in more detail can be seen here:

<https://ithemes.com/tutorials/creating-a-wordpress-post/>

## Overview: Making Changes in WordPress

Creating pages is nearly an identical process. Instead of clicking Posts, Click on Pages:



In general you will more often want to edit a page, vs. create a new one. You have two ways to find pages that you would like to edit. If you are logged into the site, you can edit a page, select a page from the list on the right. As an example, to edit the “Mission” Page at <https://www.urbanedge.org/about/mission/> click “Mission” (which is the title of the page) in the list:

## Overview: Making Changes in WordPress

The screenshot displays the WordPress dashboard's 'Pages' section. On the left is a dark sidebar with navigation icons and labels: Dashboard, Pages (highlighted), All Pages, Add New, Posts, WP Engine, Events, Annual Reports, Properties, Media, Neighborhoods, Programs, Team Members, Press Releases, and History Events. The main area is titled 'Pages' with an 'Add New' button. A notice at the top states: 'Duplicate Post has been greatly redesigned in its options page. Please [review the Donate \(10€\)](#) | [Dismiss this notice](#).' Below the notice, it shows 'All (41) | Published (41) | Sort by Order'. There are filters for 'Bulk Actions', 'Apply', 'All dates', and 'All SEO Scores'. A table lists pages with columns: Title, Author, Date, SEO, and Revisions. The 'Mission' page is highlighted with a red arrow. Below its title are links for 'Edit', 'Quick Edit', 'Trash', 'View', 'Clone', and 'New Draft'. The 'Blog' page is also visible with a 'Posts Page' link.

<input type="checkbox"/>	Title	Author	Date	SEO	Re
<input type="checkbox"/>	About	admin	Published 2014/07/14	●	●
<input type="checkbox"/>	— Mission	admin	Published 2014/07/14	●	●
<input type="checkbox"/>	— Blog — Posts Page	admin	Published 2014/07/14	●	●

After clicking on the title, you will be brought to the page editor, it is nearly identical to the post editor. The primary areas you will use/edit are shown below. In most cases you will simply need to edit text in the content area and save your changes. The example below shows the page at <https://www.urbanedge.org/about/mission/> and can be compared for reference.

## Overview: Making Changes in WordPress

Edit Page [Add New](#)

Duplicate Post has been greatly redesigned in its options page. Please [review the s](#)  
[Donate \(10€\)](#) | [Dismiss this notice.](#)

Mission

Permalink: <https://www.urbanedge.org/about/mission/> [Edit](#)

[Add Media](#) [Add slider](#) [Add Form](#) Visual Text

Paragraph **B** *I* U [Link](#) [Unlink](#) [More](#) [Undo](#) [Redo](#)

This new mission is a direct result of our [2015-2020 Strategic Plan](#) and better reflects the new direction in which Urban Edge is now moving. It affirms our dedication not only to the construction of affordable housing, but also to the fostering of thriving homes everywhere. Our new mission also recognizes that we do this in partnership with a host of stakeholders, neighbors, staff, and a board of directors.

**Here is the new mission:**

Urban Edge is dedicated to serving our communities and families. Together, we build vibrant, prosperous neighborhoods.

For more information on Urban Edge, check out our [2014 Annual Report](#), and learn about our [programs and services](#).

Word count: 109 Last edited by admin on July 29, 2015 at 6:09 pm

**Publish**

[Preview Changes](#)

Status: **Published** [Edit](#)

Visibility: **Public** [Edit](#)

Published on: Jul 14, 2014 @ 09:28 [Edit](#)

Readability: Needs improvement

SEO: Not available

[Copy to a new draft](#) [Move to Trash](#) [Update](#)

All of the same formatting options apply to posts as apply to pages.

Other items can be added much the same way, for example, if you needed to add a new Press Release, you would select “Press Release” from the left menu, and click the “Add New Press Release” Button that appeared. And to edit old press releases you could click on them to edit:

Press Releases

Press Releases

[Add New Press Release](#)

History Events

Forms **1**

Fact Sheets

Jackson Square Recreation Center

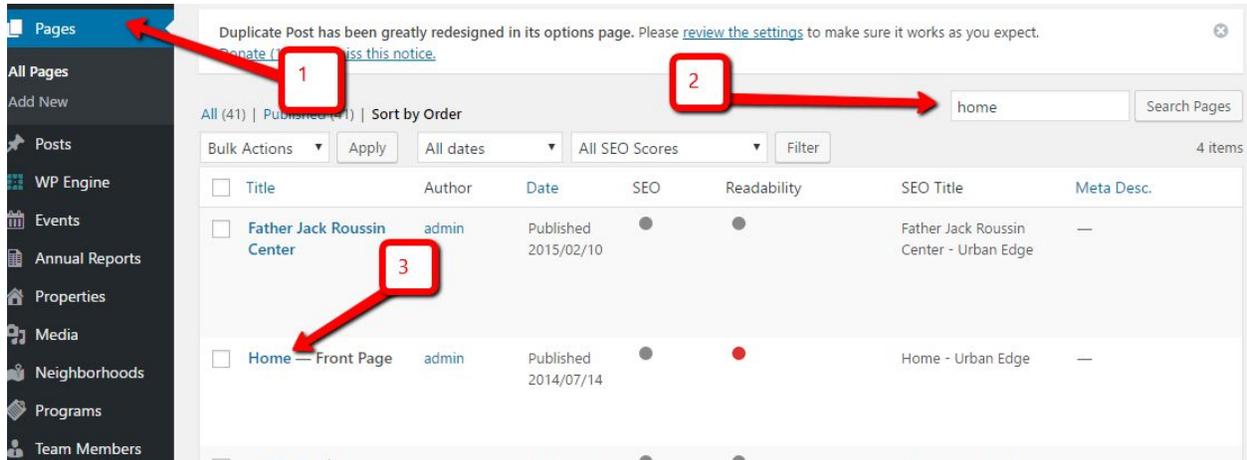
Urban Edge joins community partners to kick-off K Readiness program for families in Jackson Square 2015/12/14

Urban Edge Opens Jackson Commons, JPND Starts Construction on 75 Amory Avenue as part of Jackson Square Redevelopment Initiative (JSRI) Published 2015/10/02

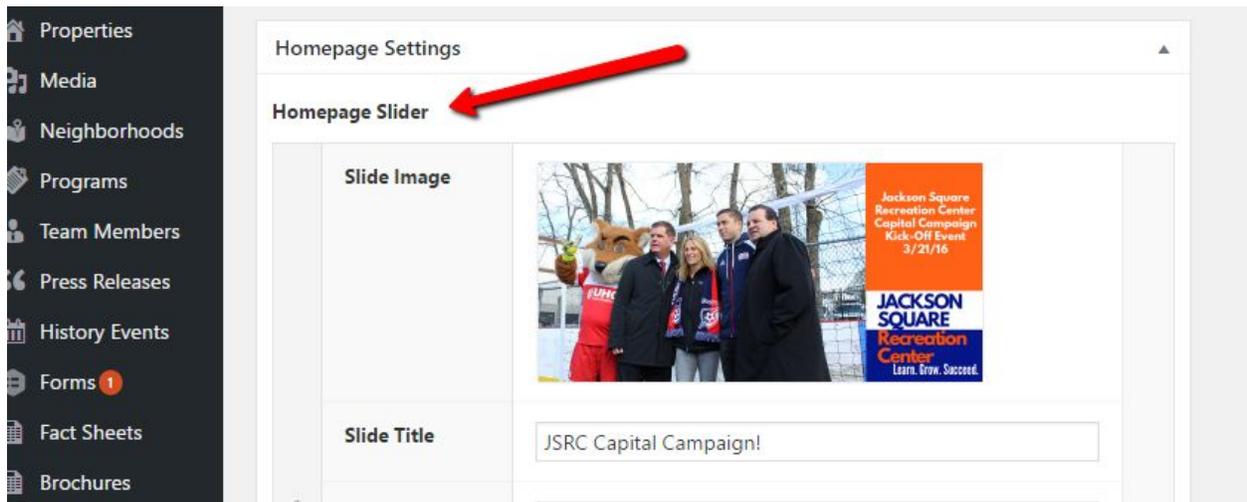
The same general rules apply for formatting, saving and editing. Certain items may have more options (such as events), but the same formatting and saving rules apply for all items.

## Overview: Making Changes in WordPress

To adjust the slider on the home page, select the home page in the page listing. The easiest way to find it is to click “Pages” from the left menu, then enter “home” in the search box. After searching click on the home page:



After opening the page in the page editor, scroll down until you see the Homepage Slider area:



You can edit any of the existing slides in this area, or add new ones by scrolling to the bottom and clicking “Add Slide”

The image below shows an overview of how the 3rd slide on the site is currently set up:

## Overview: Making Changes in WordPress

Slide Image	 <p>Tuesday, November 22 4:00PM-6:00PM Please begin lining up no earlier than 4:00 PM First come, first served One turkey per household Must provide proof of address No parking in the parking lot URBAN EDGE</p>
Slide Title	<input type="text" value="Join Us for Turkey Tuesday!"/>
Slide Content	<input type="text" value="Our annual Turkey Tuesday Drive provides turkeys for families within the Urban Edge portfolio."/>
Slide 'Read More' Link	<input type="text" value="http://www.urbanedge.org/event/2016-annual-t"/>

3

**Main Image**

**Content which displays to the right of the image**

**Link to control the read more button**

**Add Slide**

The image on the next page gives a direct relationship between the fields in the add new slide section and an existing slide

## Overview: Making Changes in WordPress

**Turkey Tuesday**

Tuesday, November 22  
4:00PM-6:00PM

Please begin lining up no earlier than 4:00 PM

Join Us for Turkey Tuesday!

Our annual Turkey Tuesday Drive provides turkeys for families within the Urban Edge portfolio.

READ MORE »

First come, first served  
One turkey per household  
Must provide proof of address  
No parking in the parking lot

URBAN EDGE

Slide Image	
Slide Title	Join Us for Turkey Tuesday!
Slide Content	Our annual Turkey Tuesday Drive provides turkeys for families within the Urban Edge portfolio.
Slide 'Read More' Link	<a href="http://www.urbanedge.org/event/2016-annual-t">http://www.urbanedge.org/event/2016-annual-t</a>

Add Slide

A number of very helpful tutorials which cover nearly all WordPress basics can be found here:

<https://ithemes.com/tutorials/>