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:
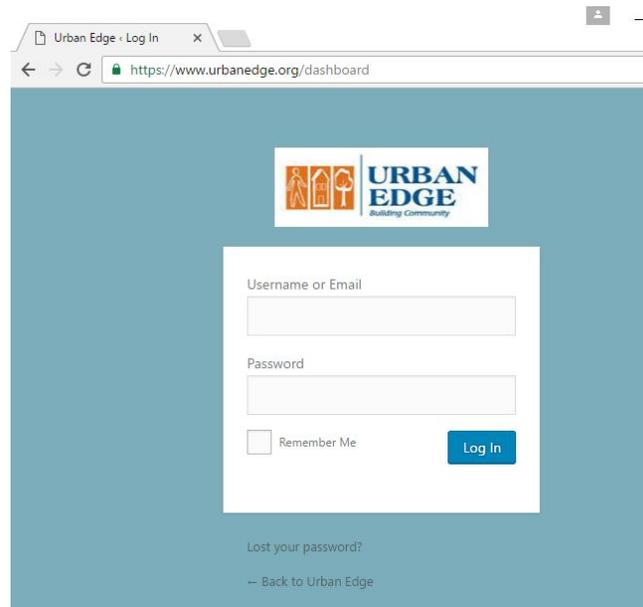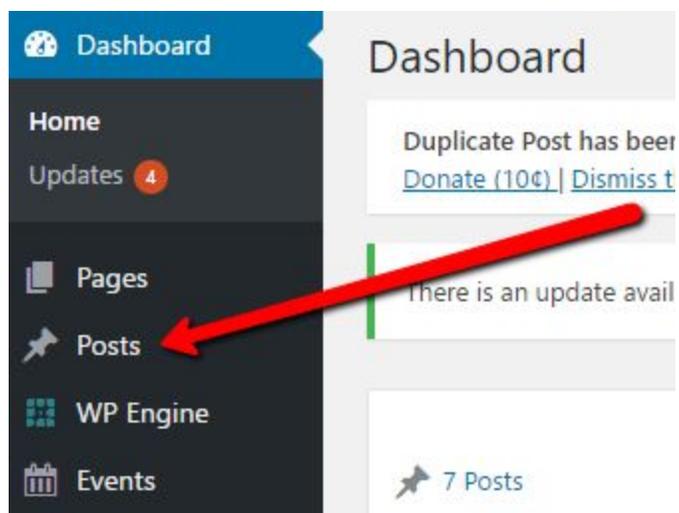

Log in using your username and password. After login you will see the WordPress Dashboard
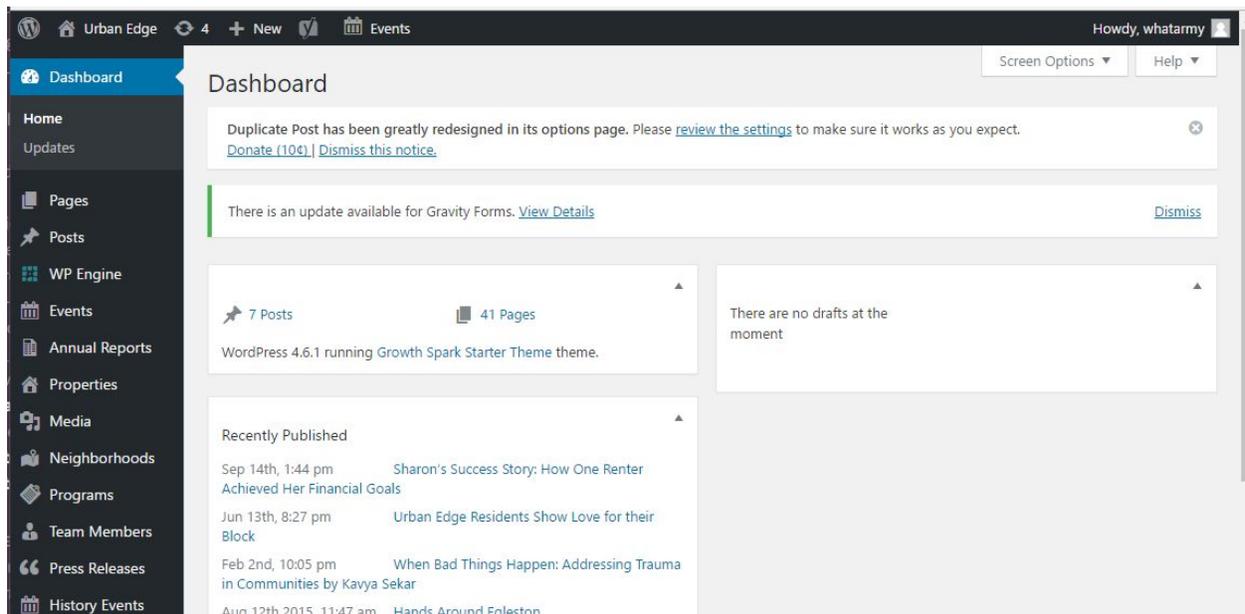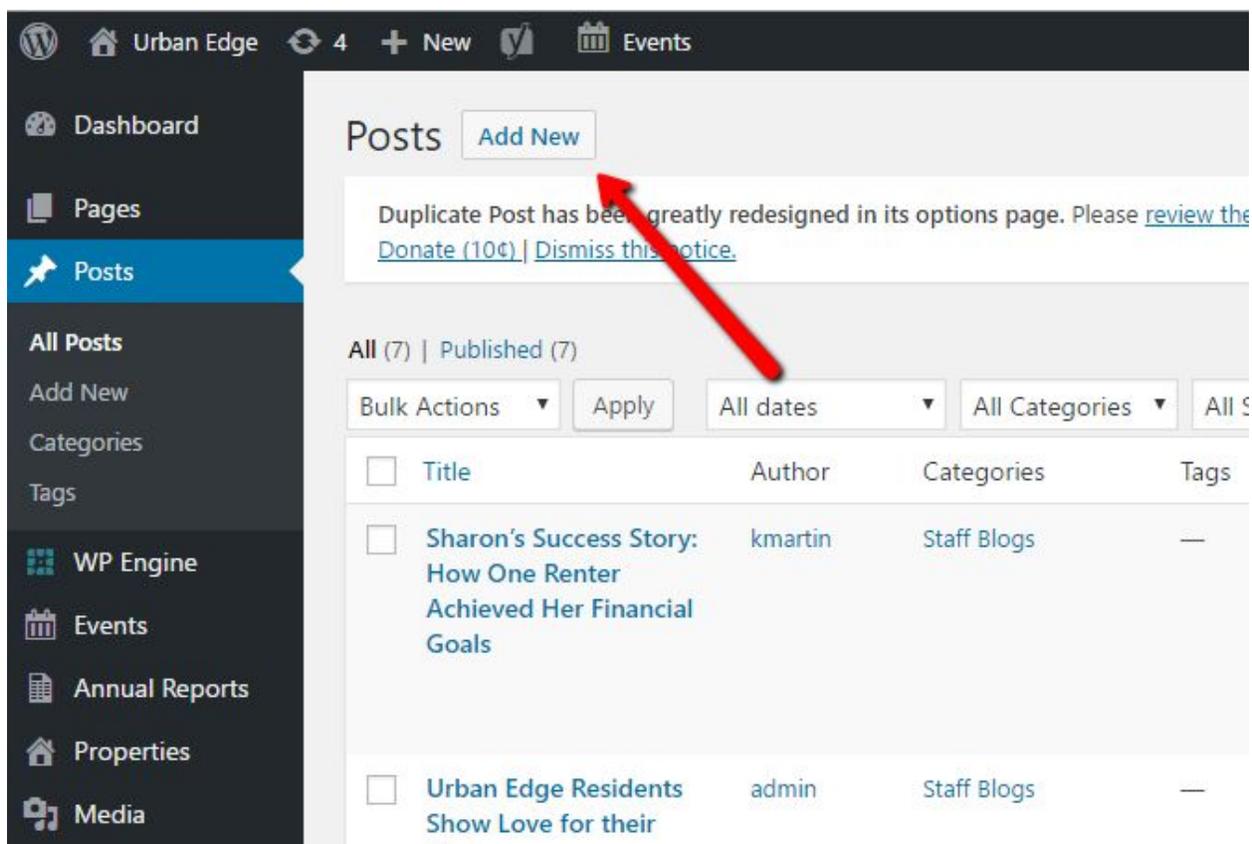

To create a new post, which will appear in the blog, click on "Posts"

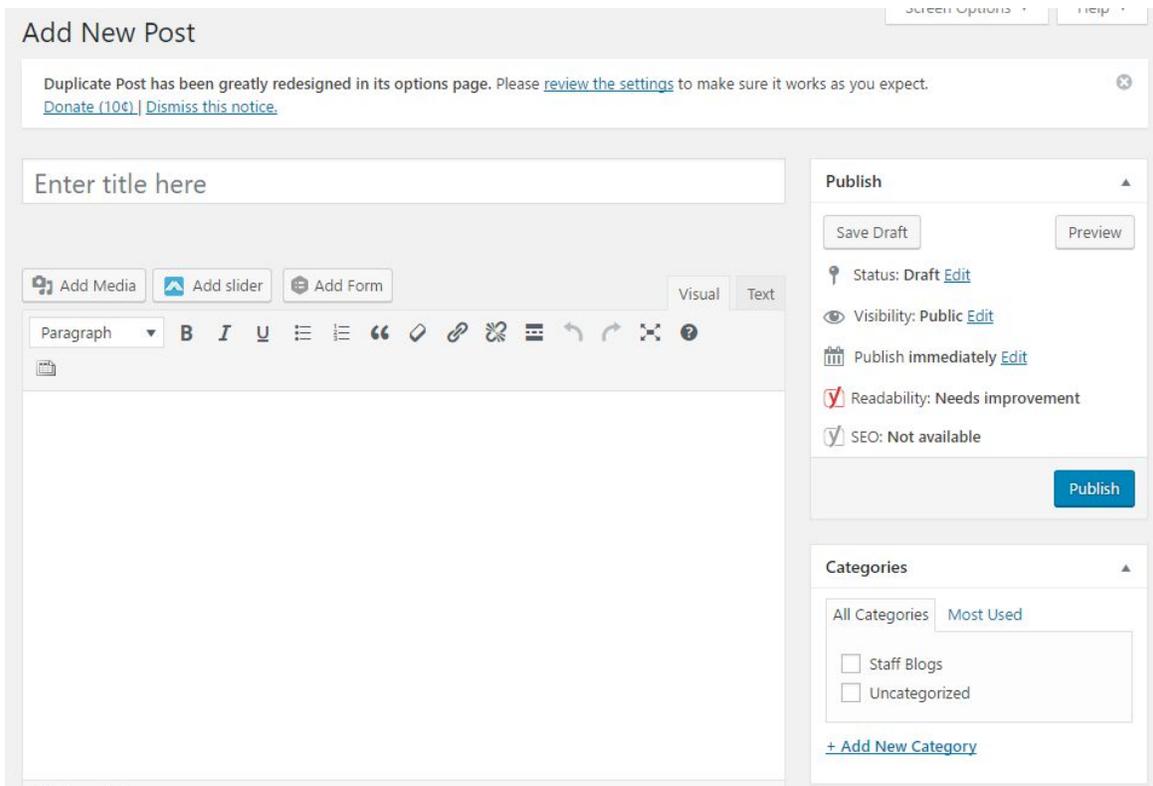**Overview:** Making Changes in WordPress

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

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:

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

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 informaiton 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.

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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 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
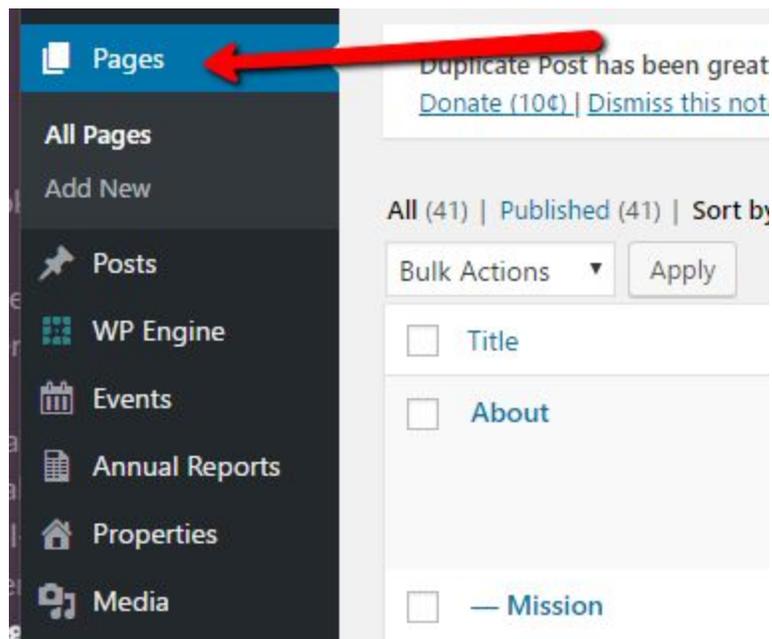see some of the options in action:
https://ithemes.com/tutorials/formatting-wordpress-posts/

A video overview which covers post creation in more detail can be seen here:
https://ithemes.com/tutorials/creating-a-wordpress-post/

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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 cTo 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:

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.

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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:


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.

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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:
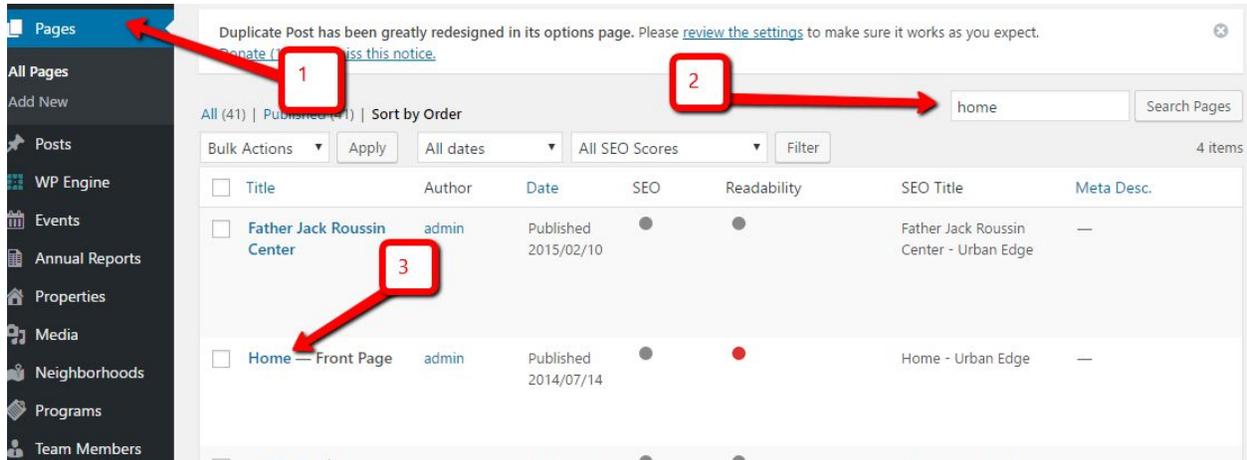
After opening the page in the page editor, scroll down until you see the Homepage Slider area:
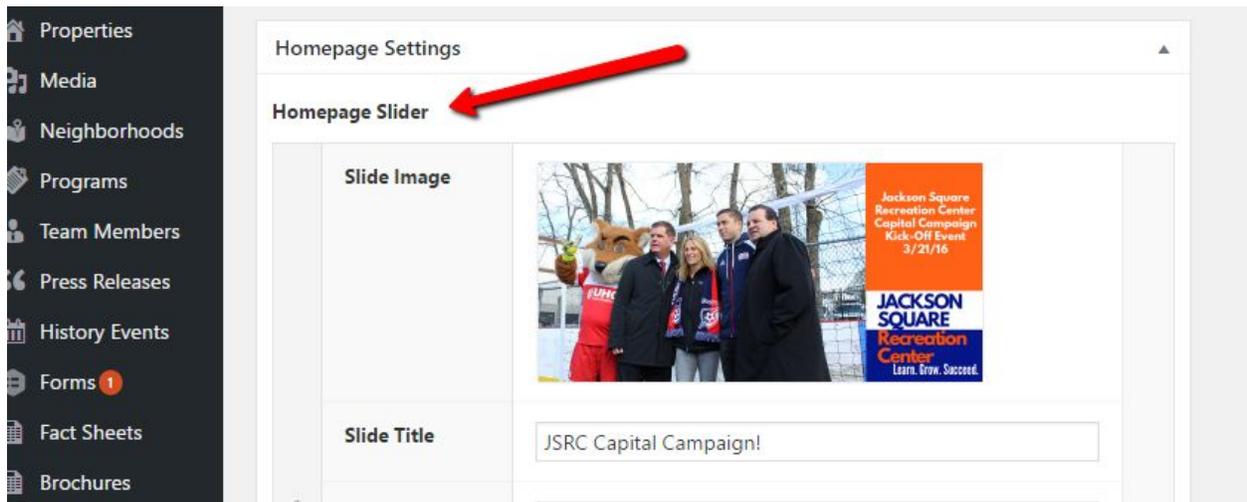
You can edit any of the existing slides in this area, or add new ones by scrolling to the bottom and clicking "Add Slide"

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

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

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

https://ithemes.com/tutorials/