

Editing WordPress site content



TBEHR Services, LLC (Software)

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Introduction

Purpose

This document provides a step by step overview on how to upload images, documents and change page content on a WordPress web site.

Background

This document is a general Informational document and was created in part for technical maintenance and support of new or existing WordPress sites.

Overview

. There are four common reason for updating content.

- To change existing documents or pictures;
- To add new documents or pictures;
- To change existing information on pages that are displayed currently;
- To add new pages or information onto pages;

. There are four common areas for updating content..

- MEDIA Center, this is where all documents and pictures are handled;
- POSTS, this is where the main blog postings are
- PAGES, this is where the different pages off the menu are handled;
- CALENDAR, this is a widget added to display calendar information, events are entered and managed here.
- NEXTGEN, this is where gallery images are stored in albums for slideshows or carousels.

Getting started.... Beginning basics.....

Before you start any of these options, please note the following:

- Pictures are in a 800x600 JPG format;
- Text documents are in a PDF format, this insures accurate viewing on all devices and web browsers;
- All documents use a standard naming convention; (ex. “jan_minutes.pdf” “dec_agenda.pdf”)
- All documents use a standard case format and contain no spaces in the names. (ex. “jan_minutes.pdf” “DEC_AGENDA.pdf”)

Once you figure out a naming format, stick with it. Content management systems are usually Unix based and they are aware of case sensitivity and use “space” as terminators in names.

Option 1: Uploading Documents or Images.

This is by far the simplest of the three options, it works on all systems in the same way.

There is a 2MB limit on upload size. For Sizes bigger than that you would need to go to the CPANEL and upload them via FTP or contact the administrator to increase the limit.

1. Log into the WordPress Website.

remember to go to www.nameofwebsite/main/wp-admin or www.nameofwebsite/wp-admin depending on where your installation is.

2. On the left vertical menu, select “Media ” then “Library”

3. Click on “Add New”

4. Click on “Select Files” when using the multi file uploader...

If using the browsers built in file uploader , You would click “Browse” then find your file ,then click “Upload”

5. Select Files to Upload, when you click “open” , the system will upload them.

6. Select “Edit” if you want to add tag lines or descriptions,

7. Log off when complete..

The Logoff is in the upper right, hold your mouse over the “Howdy, name” area.

[That’s It....](#)

Option 2: Editing content of the Main page

This is one of the most common things to do, if you have new information to get out to all users and this information is not tab specific. This page is usually called HOME and it stays it's the static first page.

1. Log into the WordPress Website.

remember to go to www.nameofwebsite/main/wp-admin or www.nameofwebsite/wp-admin depending on where your installation is.

2. On the left vertical menu, select "PAGES"

the main page is usually called Welcome or Home.. mouse over the title and you should see four options appear, "Edit", "Quick Edit", "Trash", "View".

3. Click on "Edit"

4. Edit any information

5. Select "Update" to publish the changes to the website.

6. Log off

The Logoff is in the upper right, hold your mouse over the "Howdy, name" area.

That's It....

Option 3: Updating Page information that is not on the main page.

This process is almost exactly the same as editing the main page, except you will select the page you want to update that is named something other than HOME. It will still be found in the PAGES section

1. Log into the WordPress Website.

remember to go to www.nameofwebsite/main/wp-admin or www.nameofwebsite/wp-admin depending on where your installation is.

2. On the left vertical menu, select “PAGES”

mouse over the page title that you want to update and you should see four options appear, “Edit”, “Quick Edit”, “Trash”, “View”.

3. Click on “Edit”

when editing, make sure you're on the “Text” tab, especially if your adding HTML. You can use the Visual tab to see how it looks or the view page after you do the “Update”

4. Edit any information

5. Select “Update” to publish the changes to the website.

6. Log off

The Logoff is in the upper right, hold your mouse over the “Howdy, name” area.

Option 4: Updating Calendar Information.

This process is almost exactly the same as editing the main page, except instead of going to the PAGE section; you will be in the CALENDAR widget.

1. Log into the WordPress Website.

remember to go to www.nameofwebsite/main/wp-admin or www.nameofwebsite/wp-admin depending on where your installation is.

2. On the left vertical menu, select “CALENDAR”

3. Select or Add Calendar events.

4. Edit the event information

5. Save.

6. Log off

The Logoff is in the upper right, hold your mouse over the “Howdy, name” area.

Option 5: Updating Gallery/Carousel Images.

This process is almost exactly the same as editing the main page, except instead of going to the PAGES section; you will be in the NEXTGEN section.

1. Log into the WordPress Website.

remember to go to www.nameofwebsite/main/wp-admin or www.nameofwebsite/wp-admin depending on where your installation is.

2. On the left vertical menu, select “NextGen”

3. Select Manage Albums and select the album you want to add to.

NOTE: if you want to add a album.. contact you administrator to set things up for you

NOTE: the recommended size for the JPG's is 800x600 pixels

4. Select and upload images

5. Save.

6. Log off

The Logoff is in the upper right, hold your mouse over the “Howdy, name” area.

Summary

Uploading information to a Wordpress content page is very easy, editing the links in the PAGES or POSTS is a fairly straight forward event. If you use standard naming and format , the changes are very simple, with the key item to be remembering to publish the page and save the information.

Resources / Contact Information / Links

The following information might be useful.

Code Examples

The following information might be useful.

Text Editing:

```
<p style="color:red;">This is a paragraph.</p>  
<h1 style="color:blue;">This is a heading</h1>  
<h1 style="font-family:verdana;">This is a heading</h1>  
<p style="font-family:courier;">This is a paragraph.</p>  
<h1 style="font-size:300%;">This is a heading</h1>  
<p style="font-size:160%;">This is a paragraph.</p>  
<h1 style="text-align:center;">Centered Heading</h1>  
<p>This is a paragraph.</p>
```

Useful Code Link:

http://www.w3schools.com/html/html_styles.asp