

HOW TO EDIT YOUR WEBSITE

Logging in to your WordPress website

• Go to www.yourwebsite.com/wp-admin (just add "wp-admin" to the end of your domain name)

• Log in to your WordPress site. Email: enter your email Password: enter your password

| Username or Email |
|---------------------|
| Password |
| Remember Me Log In |
| Lost your password? |

• Now you're logged in to your dashboard!

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| Dashboard | Dashboard | | Screen Options 🔻 Help 🔻 |
| Home Updates 1 | Themify Ultra version 1.4.7 is now available. Go to the Themify pa | nel to update. | |
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| ≁ Posts ♀ Media ■ Pages ♥ Comments | Please Connect Jetpack Please Connect Jetpack Connecting letpack will show you stats about your traffic, protect you from brute force attacks, speed up your images and thotoca, and enable other traffic and security features. | Title What's on your mind? | Drag boxes here |
| Portfolios Themify Ultra Appearance | Connect Jetpack | Save Draft WordPress News | |
| 🖌 Plugins 🕦 | At a Glance | WordPress 4.6 Beta 3 July 13, 2016 | |
| ▲ Users <i>F</i> Tools Settings | | WordPress 4.6 Beta 3 is now available! This software is still in development, so we don't recommend you run it on a production site. Consider setting up a test site just to play with the new version. To test WordPress 4.6, try the WordPress Beta Tester plugin you'll want "bleeding edge nightlies", Or you can [] | |
| Contact Form to Email | Axismet blocks spam from getting to your blog. There's nothing in your spam queue at the moment. | Post Status: Medium and WordPress — Draft Podcast WordPress.tv Blog: WordCamp Videos – Copywriting for SEO | |
| Collapse menu | Activity | and improving your site security | |
| | Recently Published | Post Status: WordCamp Europe 2016, held in Vienna, was a massive success | |
| | | Popular Plugin: Google Analytics Dashboard for WP (Install) | |

Edit Text

• When logged into your dashboard click on Visit Site



- Navigate to the page you want to edit.
- Turn on the Themify builder by hovering over Themify Builder up top.



• You'll know it's on when you see these modules down at the bottom.



• To edit text, hover over the text you want to edit (that text block will turn blue) and double click. Or, rather than double clicking, you can click on the pencil icon (edit).



• Now the editing window is open. You can type just like you're used to doing in Microsoft Word. You may need to click on the "toggle toolbar" icon to show the second row of editing features.

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| Precision Pest Solutions asap at 509-888-2847 approaches. Thank you for your cooperation. | 7 when the time for spraying ntil |
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• After editing your text, click SAVE.

• Then after you've previewed your edits and you want to permenentaly publish them click SAVE at the bottom right.



Adding A Photo

• With the Themify Builder on, drag and drop the purple image module into your website where you want an image to be.

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• The Image editing window will automatically open. Click Upload and then browse your computer for the jpg image you want to insert.

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• Then after you've previewed your new photo and you want to permenentaly publish it click SAVE at the bottom right.

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VIDEO TUTORIALS

There are lots of good video tutorials for editing WordPress websites. Your website was built with the Themify plugin, so search for "editing Themify website" in youtube.com.

Start with this one: https://www.youtube.com/watch?v=WLNSh_U40hl

This youtube video will get you familiar with the WordPress admin panel: https://www.youtube.com/watch?v=D4StcIB92oE but it's probably more than you need to know.