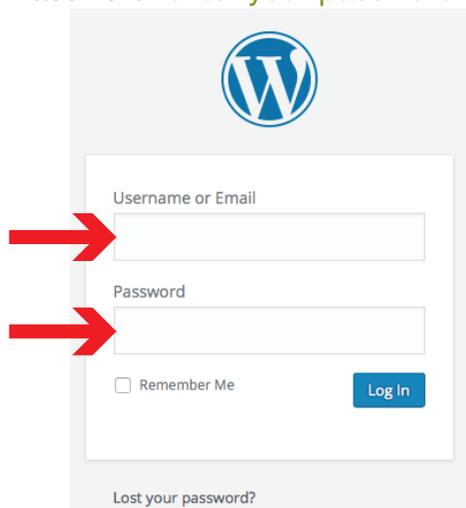


# HOW TO EDIT YOUR WEBSITE

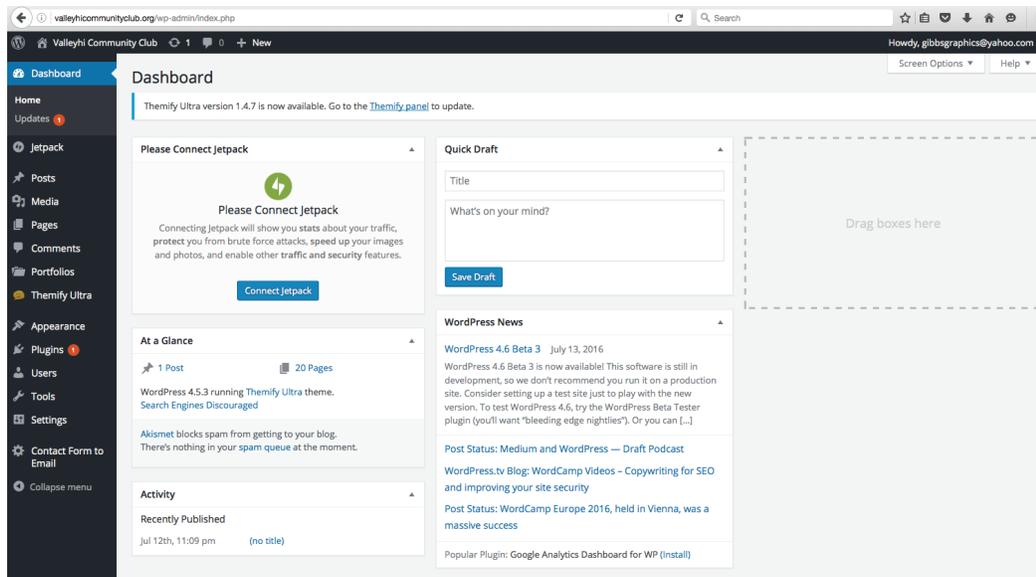
## Logging in to your WordPress website

- Go to [www.yourwebsite.com/wp-admin](http://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**



The image shows the WordPress login interface. At the top is the WordPress logo. Below it is a white box containing the login form. The form has two input fields: "Username or Email" and "Password". Two red arrows point to these fields from the left. Below the "Password" field is a checkbox labeled "Remember Me" and a blue "Log In" button. At the bottom of the form is a link that says "Lost your password?".

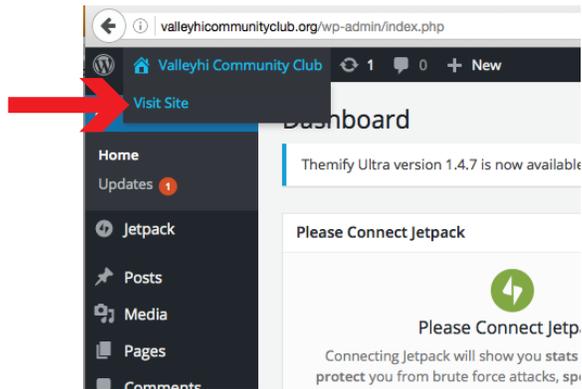
- Now you're logged in to your dashboard!



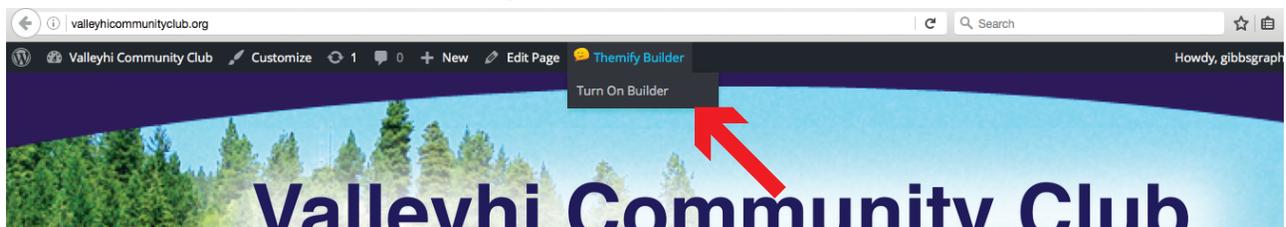
The image shows the WordPress dashboard for the "Valleyhi Community Club" website. The browser address bar shows "valleyhicomunityclub.org/wp-admin/index.php". The dashboard has a dark sidebar on the left with a menu including: Dashboard, Home, Updates, Jetpack, Posts, Media, Pages, Comments, Portfolios, Themify Ultra, Appearance, Plugins, Users, Tools, Settings, Contact Form to Email, and Collapse menu. The main content area is titled "Dashboard" and contains several widgets: a notification for Themify Ultra version 1.4.7, a "Please Connect Jetpack" widget, a "Quick Draft" widget with a "Save Draft" button, a "WordPress News" widget with a "Save Draft" button, an "At a Glance" widget showing 1 Post and 20 Pages, and an "Activity" widget showing a recently published post from July 12th. The top right of the dashboard has "Screen Options" and "Help" buttons.

# Edit Text

- When logged into your dashboard click on **Visit Site**



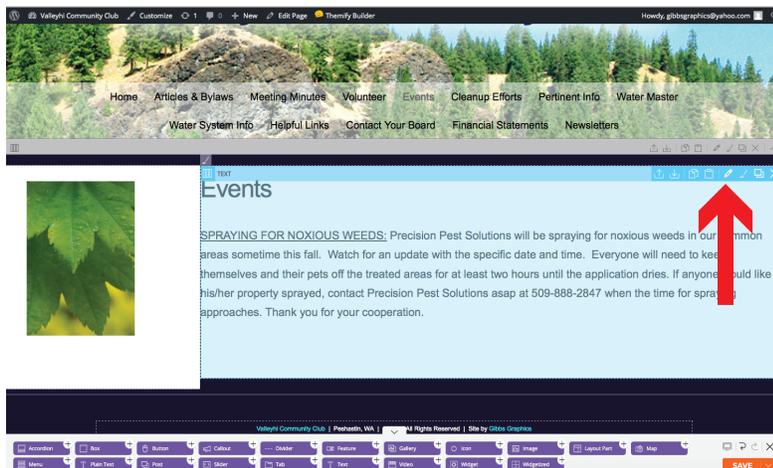
- Navigate to the page you want to edit.
- Turn on the Themify builder by hovering over Themify Builder up top.



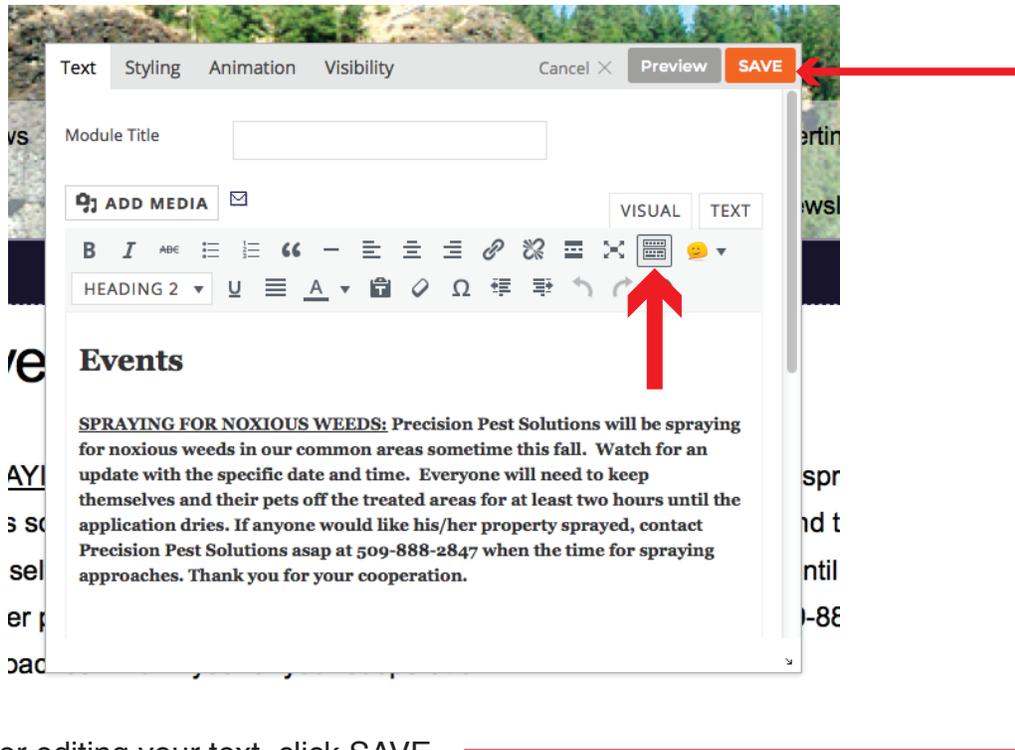
- You'll know it's on when you see these modules down at the bottom.



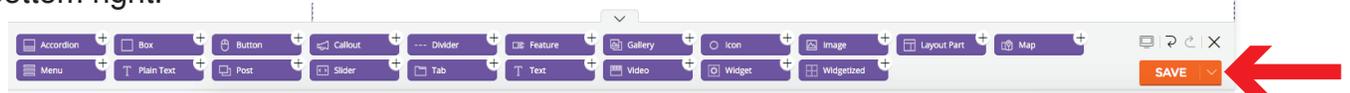
- To edit text, hover over the text you want to edit (that text block will turn blue) and double click. Or, rather than double clicking, you can click on the pencil icon (edit).



- 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.

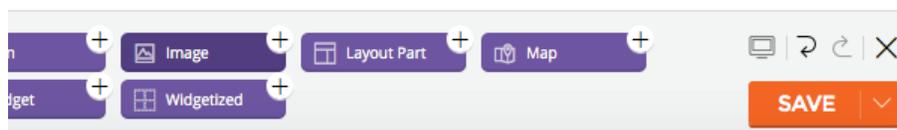


- After editing your text, click SAVE.
- Then after you've previewed your edits and you want to permanently publish them click SAVE at the bottom right.

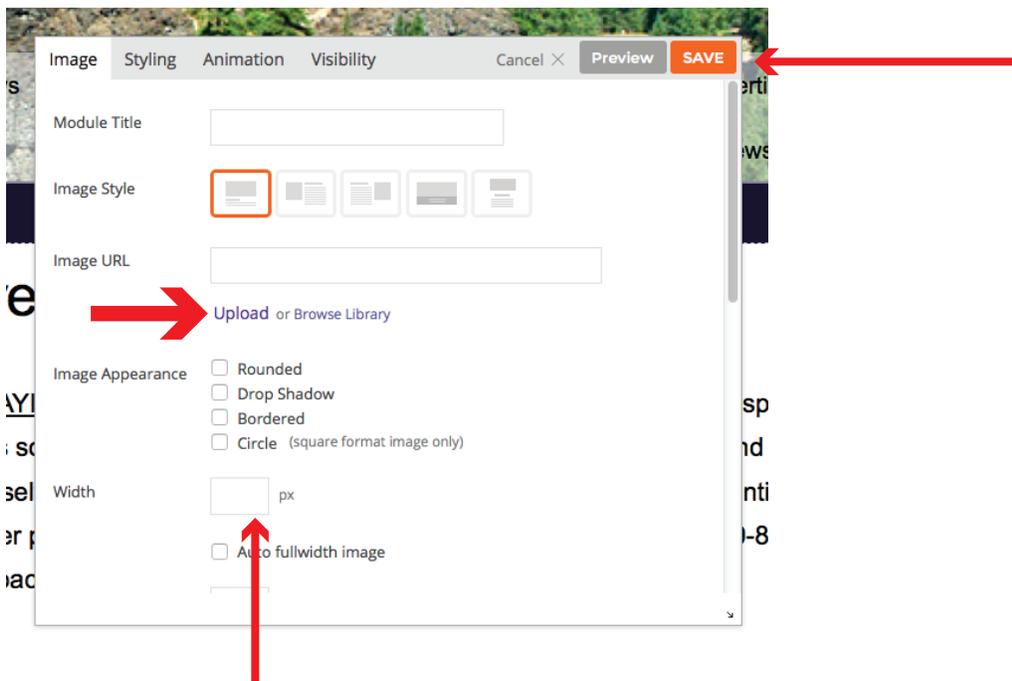


## Adding A Photo

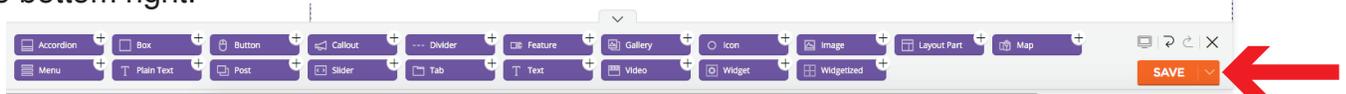
- With the Themify Builder on, drag and drop the purple image module into your website where you want an image to be.



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



- You can define the size if you want.
- When you're done click SAVE.
- Then after you've previewed your new photo and you want to permanently publish it click SAVE at the bottom right.



## 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\\_U40hI](https://www.youtube.com/watch?v=WLNSh_U40hI)

This youtube video will get you familiar with the WordPress admin panel: <https://www.youtube.com/watch?v=D4StclB92oE> but it's probably more than you need to know.