

# WordPress Admin

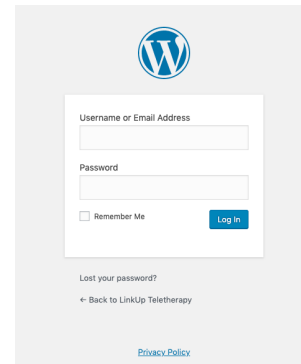
## Editing Posts, Media Files and Pages

### Login

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To log in to your site's admin dashboard you should follow the steps below:

- Go to <https://www.linkupteletherapy.com/wfdadmin/>
- Enter your username and password
- Click "Log In" button



### Posts vs. Pages

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WordPress is built around two basic concepts. Posts and Pages. Posts are typically blog (news) entries. A series of articles, listed (usually) reverse-chronologically. Pages are used for more static content (i.e. content that doesn't change or changes infrequently). An 'About us' page is an example of a Page on a typical website. In most cases you'll find that the content in the 'About us' page doesn't change all that frequently.

Now, you might be thinking, "but I don't need a blog". This might be true, but you can also use the blog concept if you have a site where you need to display your 'latest news' or even just company updates. Basically, any information that gets updated on a semi-regular basis can benefit from the 'blog' functionality. Whether that's a traditional blog, your company's 'latest news' or even just your own personal updates.

# Posts

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To add/edit/delete posts, click the Posts menu option in the left navigation.

## **Adding New Post**

- Click the “Add New” button in the top left
- Add your title
- Add your content in the wysiwyg editor (Make sure it is on the Visual tab instead of the Text tab)
- Select any categories in the right column
- When finished, click the blue Publish button in the top right section

## **Editing Post**

- Click the Posts menu option in the left navigation
- Click the title of the post you would like to edit
- Here you can change the title, url, content or categories of the post
- When finished, click the blue Publish button in the top right section

## **Deleting Post(s)**

- Click the Posts menu option in the left navigation
- Mouse over the post you want to remove
- Click “Trash” in the submenu that pops up
- OR check the box(es) next to each post you want to delete
- Select “Move to Trash” option in the Bulk Actions drop down
- Click “Apply”

# Pages

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Pages are built with the Page Builder Plugin. I think the best way for you to learn how to use it is to watch this video: <https://siteorigin.com/page-builder/documentation/>

This site explains the general set up as well as adding content.

## **Adding New Page**

- Click the “Add New” button in the top left
- Add your title
- Add your content in the wysiwyg editor (Make sure it is on the Visual tab or Page Builder instead of the Text tab)
- When finished, click the blue Publish button in the top right section

## **Editing Page**

- Click the Pages menu option in the left navigation
- Click the title of the page you would like to edit
- Here you can change the title, url, or content of the page
- When finished, click the blue Publish button in the top right section

## **Deleting Page(s)**

- Click the Pages menu option in the left navigation
- Mouse over the page you want to remove
- Click “Trash” in the submenu that pops up
- OR check the box(es) next to each page you want to delete
- Select “Move to Trash” option in the Bulk Actions drop down
- Click “Apply”

# Media

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The Media Library is where you can find all the files that you've uploaded to your website. Click the Media menu option in the left navigation to view your files.

On the left you will see your folder structure. You can use these folders to help you keep images and files organized. To the right you will see your uploaded files in grid or list view.

## **Adding New Image or File**

- Click the "Add New" button at the top of screen
- You can drag and drop your file(s) or click the "Select Files" button and choose the files from your computer
- Once files are dropped or chosen, the site will work to upload those files to the website and should show up in your media list or grid

## **Edit an Image**

- Click the image you would like to edit
- In the popup, you should see the image on the left and information on the right
- On the right you can add meta data as well as copy the link to the file
- To edit the actual image, click the "Edit Image" button under the image
- Here you can crop, rotate and flip the image. On the right you can scale the size of the image as well
- Once finished, click the blue "Save" button under the image

## **Delete a file**

- Click the Media menu option in the left navigation
- Click the gray "Bulk Select" button in the top white navigation bar
- Select any files you would like to remove
- Once everything is selected, click the blue "Delete Permanently" button
- Make sure before deleting that the image or file is not being used on the site!

# Menu

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If you ever want to edit your navigation menu, follow the steps below:

- Click Appearance > Menus in the left navigation.
- Under the Edit Menus tab, select the menu you want to edit and click the Select button
- Once selected, you can edit current links by expanding the item.
- You can remove any by expanding the item and clicking the Remove link at the bottom.
- You can add new links by finding them in the left column, checking the links you want and hitting the Add to Menu button.
- You can also drag and drop each item to the order you prefer.
- Make sure to hit the blue Save Menu button to save your changes.