

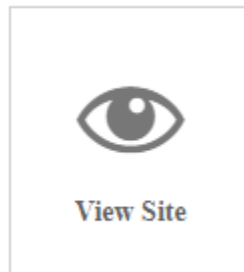
WordPress Website Editing Guide: Text, Button Text and Images

The below editing instructions are for use on desktop or laptop only. The preferred web browser to make your changes is Google Chrome. Please avoid using Internet Explorer.


These instructions include how to edit text, button text and images, including adding images to your gallery page. The instructions do not include making any changes to the site menu, structure of the site content or any other elements that could affect the look and feel of the site on both desktop and mobile screens.

Logging in

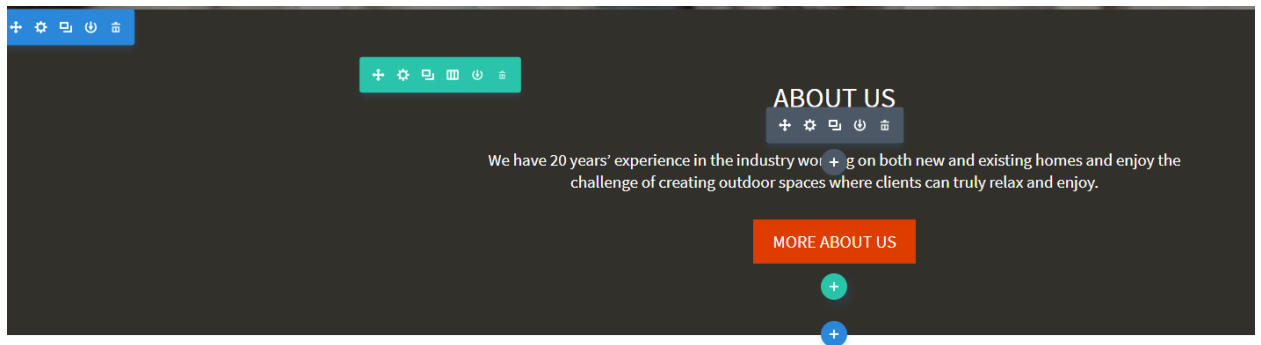
- Visit <http://www.adelaidepropertylandscaping.com.au/wp-admin/>
- Enter username: **Shane** and password: **shane-APLC**
- On the dashboard screen, click on the 'View Site' button




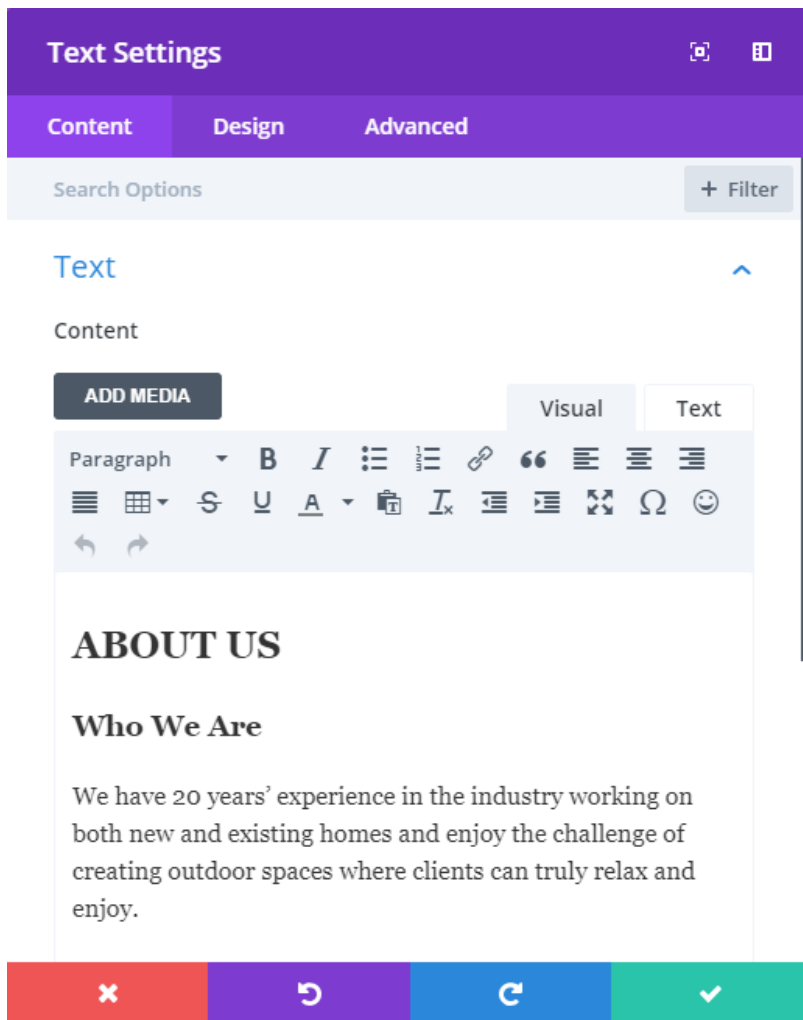
Editing Text




- Go to the page you'd like to edit and click on the  link at the top of the screen
- Scroll to the section you'd like to edit.

- You will see different coloured pop-up boxes appear when you hover over the section you want to edit e.g. blue, green and grey, as below:



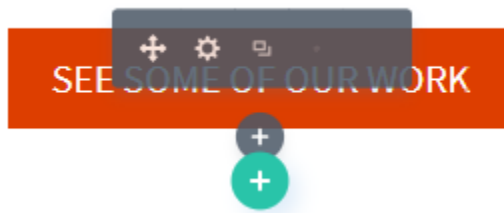
- To edit the text module, you'll need to click on the  icon on the grey option.
- This will then display a pop-up window where your edits can be made:




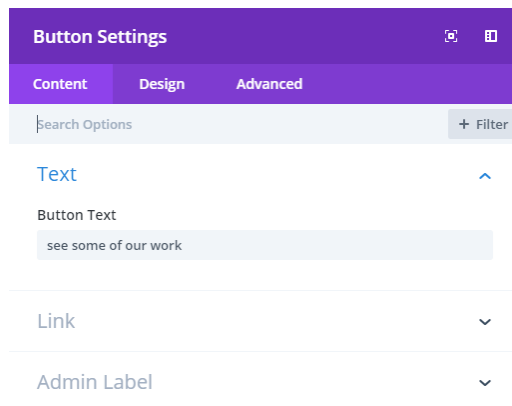
- Make your content edits and then click on the  to save the text changes within the text module.
- You'll then need to save the page by clicking on the  icon in the middle of your screen at the bottom. This will expand the options toolbar and you just need to click once on the  button.




Editing buttons

- As with the text module, stay in 'Visual builder' mode and scroll to the button you want to edit.
- You will see the grey pop-up option, as below:



- To edit the button module, you'll need to click on the  icon on the grey option.
- This will then display a pop-up window where you edits can be made:


 A screenshot of the "Button Settings" pop-up window. The window has a purple header with the title "Button Settings" and two icons (a square and a document). Below the header are three tabs: "Content", "Design", and "Advanced". Under the "Content" tab, there is a search bar with the text "Search Options" and a "+ Filter" button. Below the search bar are three sections: "Text" with a blue arrow pointing up, "Button Text" with a text input field containing "see some of our work", "Link" with a downward arrow, and "Admin Label" with a downward arrow. At the bottom of the window is a "Help" button with a question mark icon.


- Make your content edits where it says button text and then click on the  to save the text changes within the module.
- You'll then need to save the page by clicking on the  icon in the middle of your screen at the bottom. This will expand the options toolbar and you just need to click once on the  button.

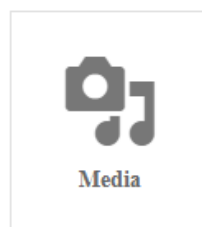
Editing images

The instructions below apply to all images on the site excluding the 'hero' image on the home page.

Editing Images on Content Pages

Step 1: Adding a new image to your media library

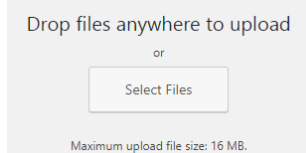
- Select the high quality image you'd like to add to the page
- Use a free photo editor (<https://ipiccy.com/> or <https://pixlr.com/>) to crop and resize your image to 640 pixels (wide) x 420 pixels (high)
- Save it to your computer
- Go to your Dashboard and click on the 'Media' button



- Click on the 'Add new' button next to the Media Library title


Media Library

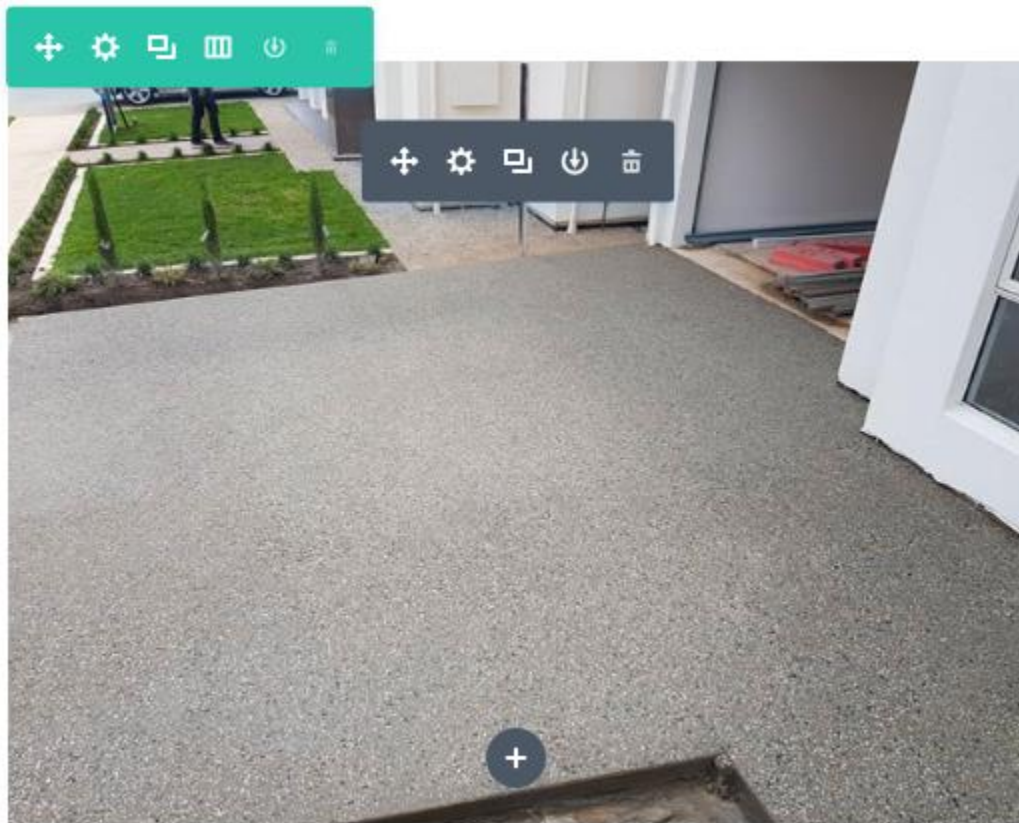
- Click on the 'Select Files' button



- Navigate to where you saved your image and click 'open'. This will add your image to your media library.

Step 2: Adding a new image to your content page

- Navigate to the content page where the new image will go
- Click on the **Enable Visual Builder** button at the top of the page
- Hover over the image and click on the grey 'cog' icon 




- The image settings pop-up screen will appear

Image Settings

Content Design Advanced

Search Options + Filter

Image ^



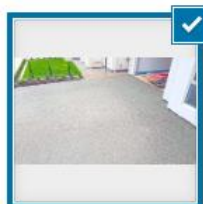
Link ∨

Background ∨


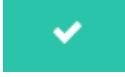
Admin Label ∨

✕ ↶ ↷ ✓



- Click on the image thumbnail shown and you will be taken to your media library
- Select the image by clicking on it so the image is highlighted with a blue border and tick



Upload an image

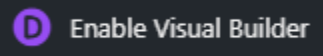
- Then click on the  button at the bottom of the page
- Your image will then be shown on the page you are editing.
- If you're happy with how the new image looks, click on the  to save the image within the module.

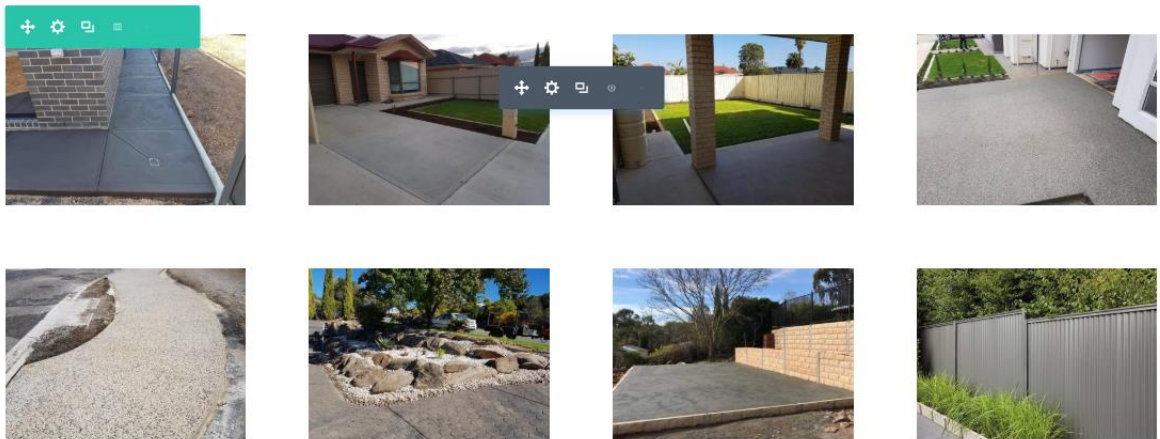



- You'll then need to save the page by clicking on the  icon in the middle of your screen at the bottom. This will expand the options toolbar and you just need to click once on the  button.

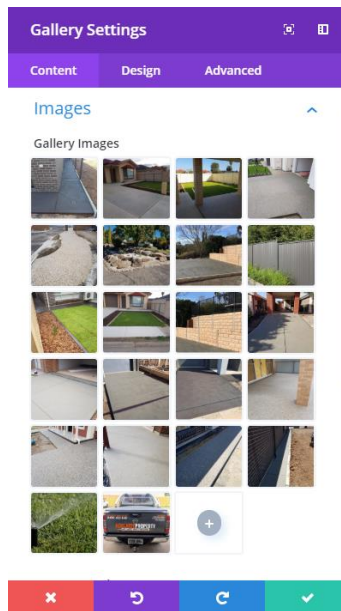
Adding Images to the Gallery Page

<http://www.adelaidepropertylandscaping.com.au/gallery/>

- When you are logged in, navigate to the Gallery page and click on the  button
- Then hover over any of the existing gallery images and you'll see the pop-up editing options



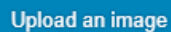



- Click on the grey 'cog' icon 
- This will open up a pop-up window showing all of your gallery images and also a plus symbol



- Click on the plus symbol to take you to your media library
- This is where you can add additional images, once you have added them to your media library. To do this, follow the **Step 1: Adding a new image to your media library** under the **Editing Images on Content Pages** section above.
- Select the image/s you want in your gallery by clicking on it so the image/s so they are highlighted with a blue border and tick



Upload an image

- Then click on the  button at the bottom of the page
- Your image will then be shown on the gallery you are editing.
- If you're happy with how the new image looks, click on the  to save the image within the module.
- You'll then need to save the page by clicking on the  icon in the middle of your screen at the bottom. This will expand the options toolbar and you just need to click once on the  button.