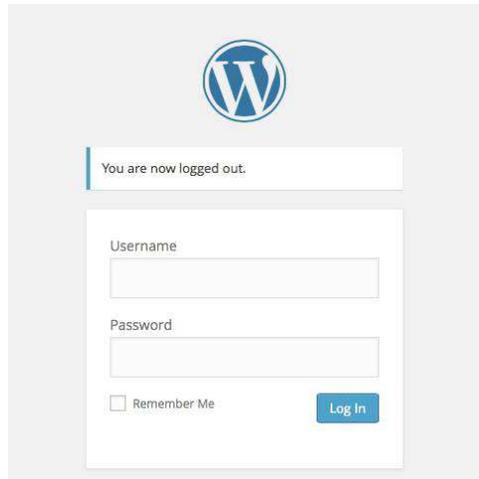


WORDPRESS CONTENT MANAGEMENT SYSTEM (CMS) OVERVIEW

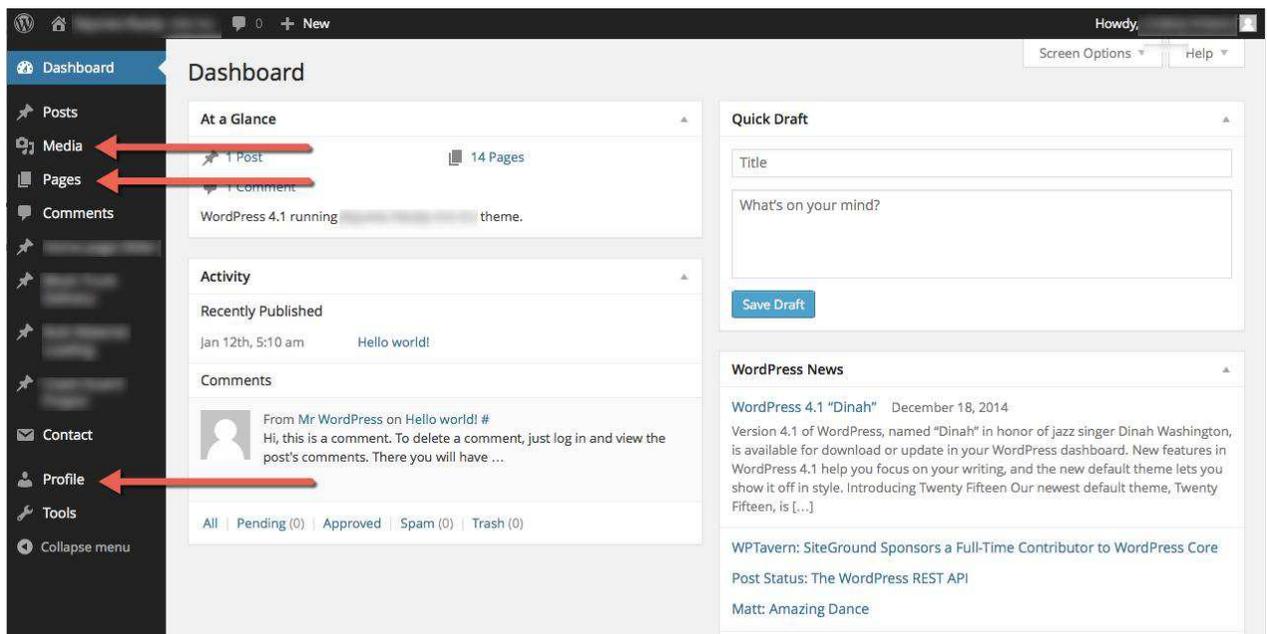
Begin by logging in with your Username and Password on the login screen:



NEED ASSISTANCE?

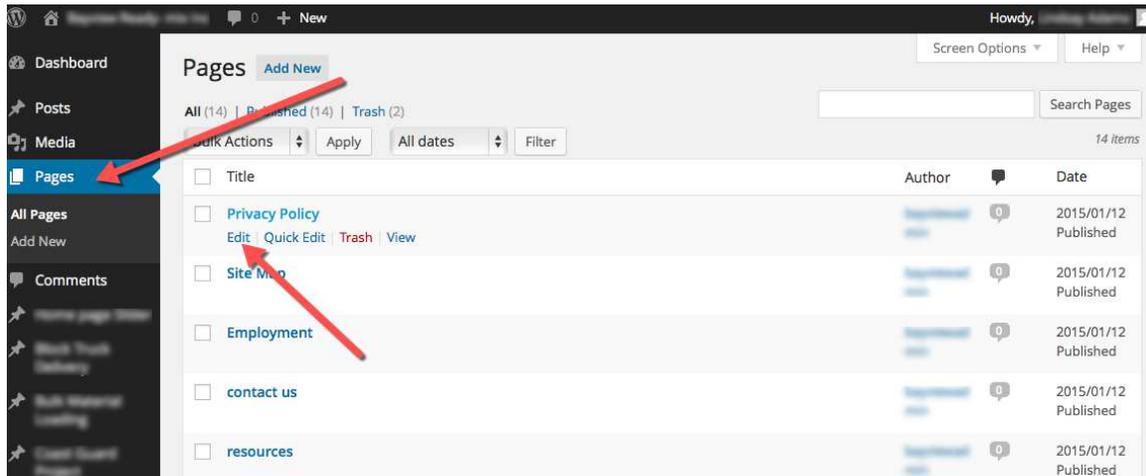
Submit a support ticket by visiting:
<http://support.1stsourceweb.com/tickets>

This will lead you to the Dashboard. There are only a few areas that you will need to familiarize yourself with for the purposes of editing your website. This includes: Media, Pages, and Profile:



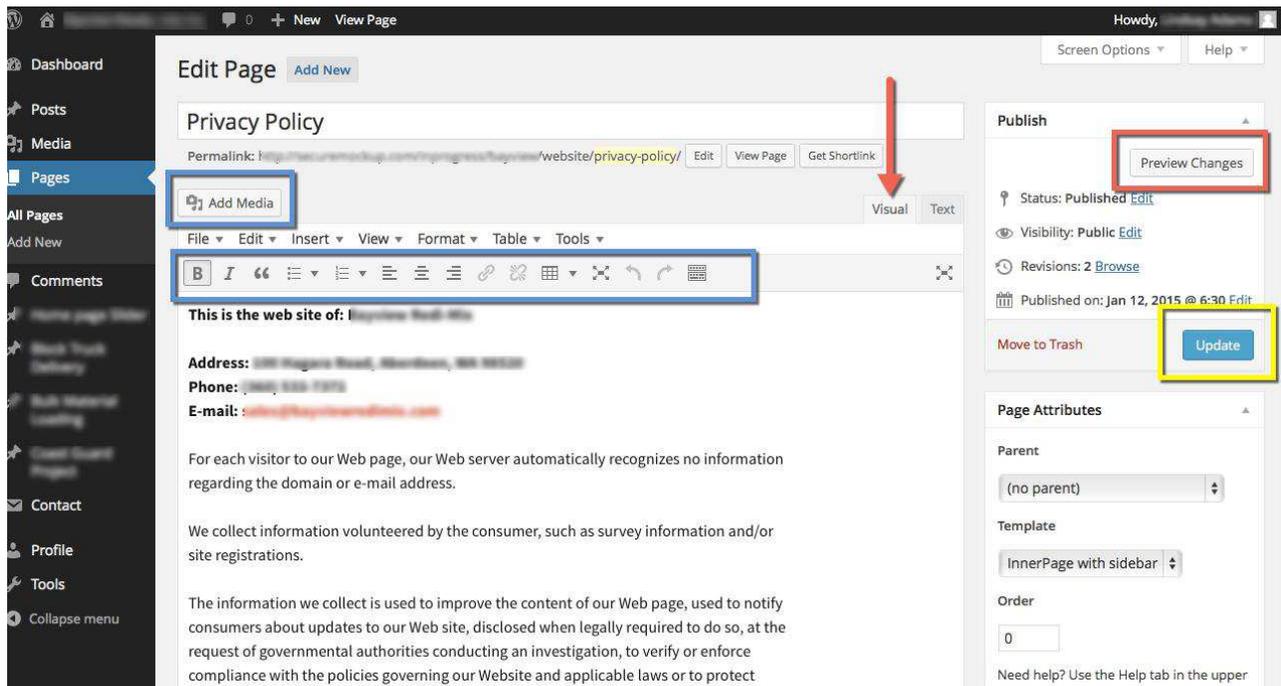
EDITING TEXT AND CONTENT

Begin with the Pages section. This is where you will go to edit the text and images on the homepage and inside pages of your website. Click on the page you wish to edit, and then click “Edit”:



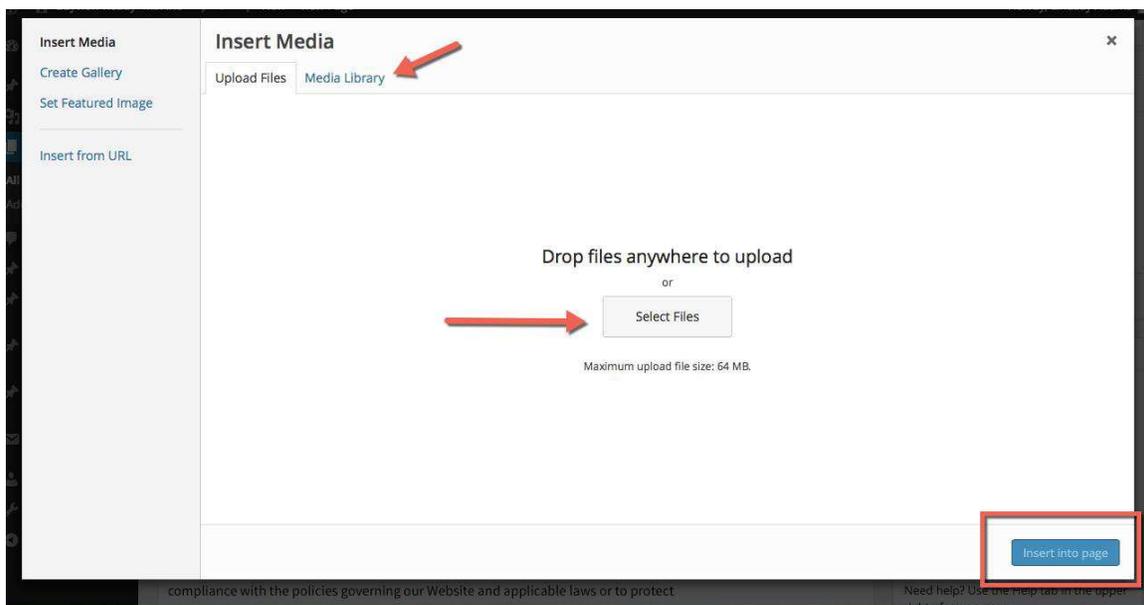
You will change the text in the same way you would edit a Word Doc. You will edit in the box below the tool bar, you should be able to see the content that is already visible on the page on your live website. This is a good way to check you're editing the correct area/page:

- Make sure you are editing via the Visual tab.
- There is a tool bar that allows you to edit the text appearance and an 'Add Media' button to add images.
- Copying and pasting sections will keep the format the same if you want to repeat a section and then change the text.
- Remember to always PREVIEW the page. This allows you to see the changes before making them live.
- Remember to UPDATE once you are satisfied with the changes and this will update the live website.

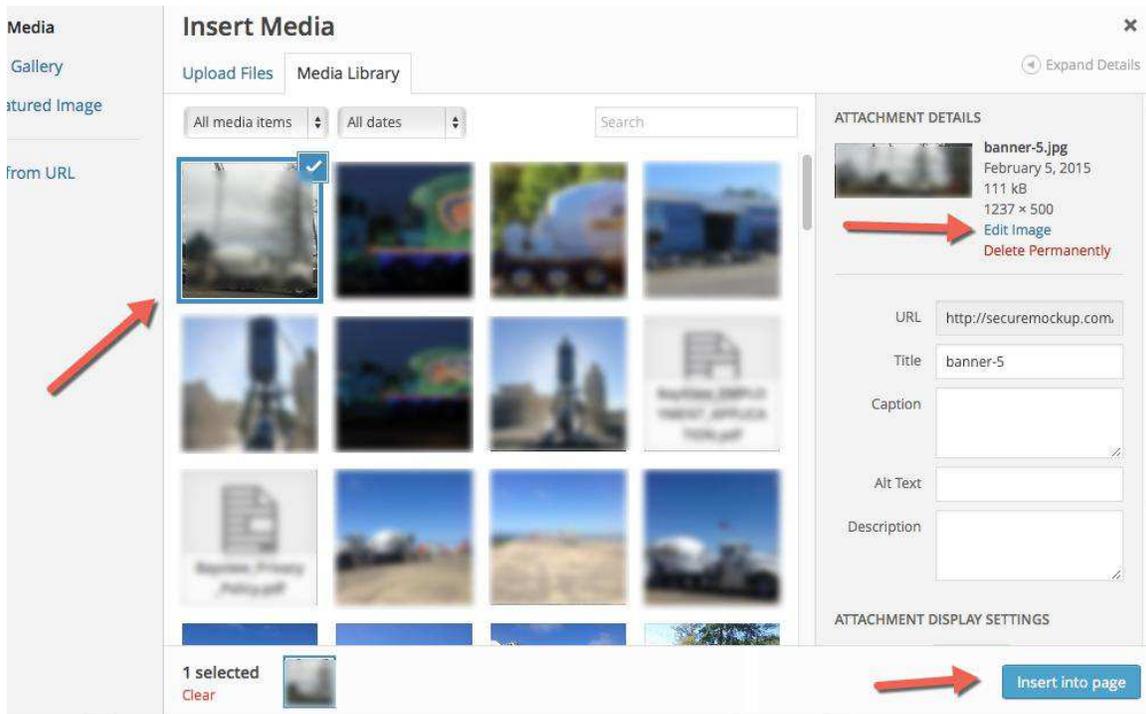


ADDING/EDITING IMAGES AND DOCUMENTS

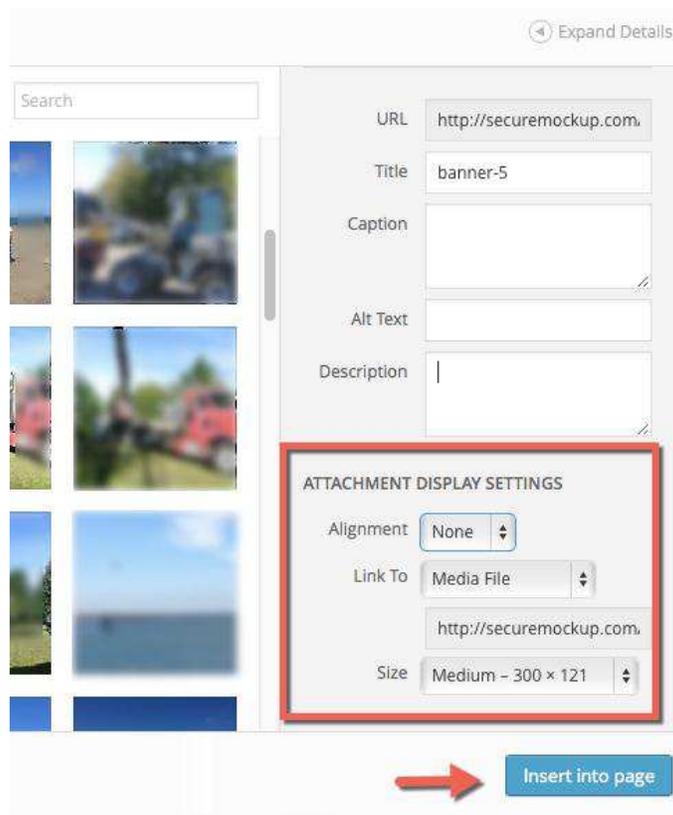
When the Add Media button is opened, the following screen will pop up. You may upload the file (PDF, JPG, etc.) here or select an image/doc from the Media Library. Then click Insert into page:



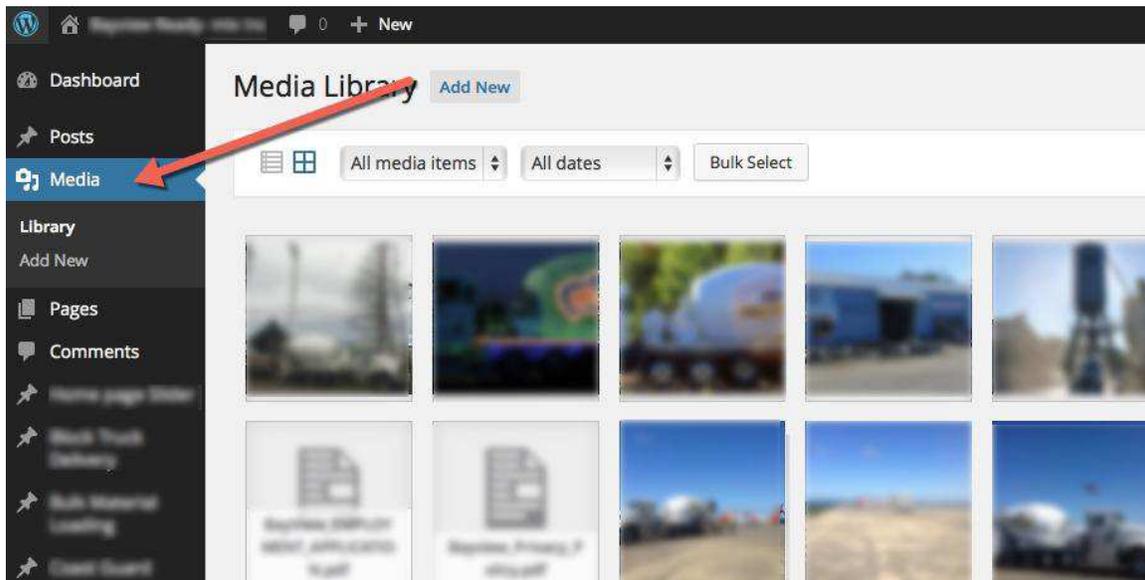
Once an image is uploaded or selected, it may be edited or added to the page by clicking the button 'Insert into Page':



There are additional options for image Alignment, Size, and Linking. Scroll down the right side of the page and these options will show:



Back to the Dashboard: The Media tab will lead you to the same Media Library as the Media Library button under Pages:



CHANGING YOUR PASSWORD/ACCT INFO

The last page you will need to familiarize yourself with is the Profile page. You will be able to change your password and edit your account information. Scroll to the bottom of the page to change your password:

