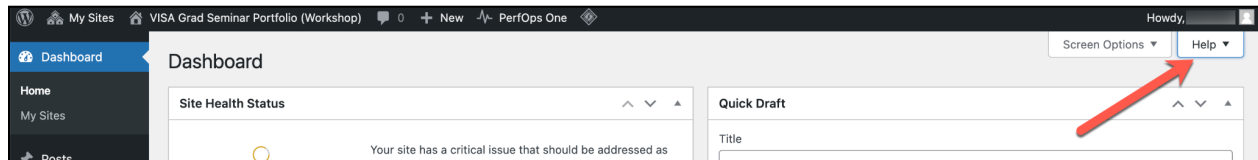


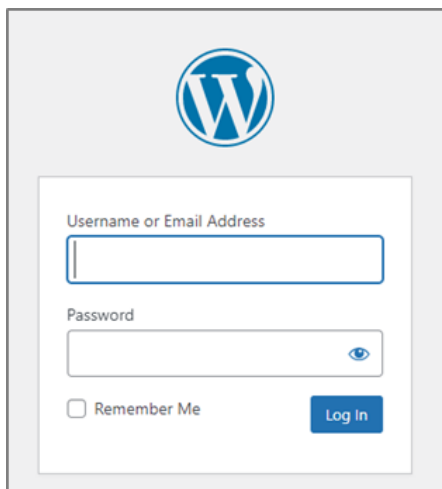
Editing Your WordPress Site

Please review the following instructions to get started with updating your site. If support is needed, please email the TRU Learning Technology team at learningtech@tru.ca, visit the [WordPress Support Guides](#), or click the **Help** tab at the top of your WordPress dashboard:



Log in to your site

1. In the address bar of a browser, add **/login** to the end of your site's URL (Example: <https://domain.trubox.ca/login>)
2. Click enter and you will be redirected to the login page



3. Enter your username/email address and password and click the **Log In** button

Site Settings

Change your site visibility and privacy settings

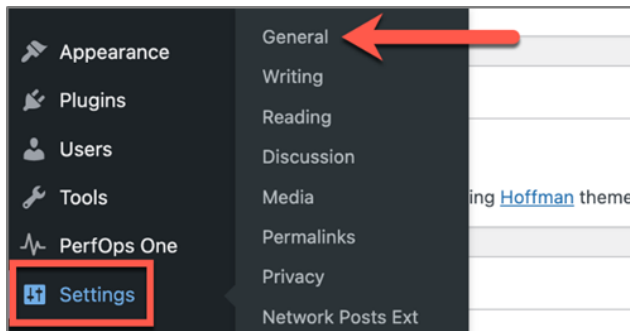
1. Navigate to the site's Dashboard
2. Hover over **Settings** and select **Reading**
3. Under the *Site visibility* section, select the option you are most comfortable with
4. Click the **Save Changes** button

Change your profile email address and password

1. Hover over your username (top right corner of the page)
2. Click **Edit Profile**
3. Scroll down to the *Contact Info* heading and next to the **Email (required)** title, you will see your mytru email address. You can leave this as is or change it to your personal email address if you prefer.
4. Scroll down to the *Account Management* heading and click the **Set New Password** button
5. WordPress will generate a password for you. If you want, delete this password and enter your own.
6. Scroll to the bottom of the screen and click **Update profile**
7. You will receive an automatically generated email notifying you that your password has been changed

Change the site title, site tagline, and administration email address

1. Navigate to the site's **Dashboard**
2. Hover over **Settings** and select **General**

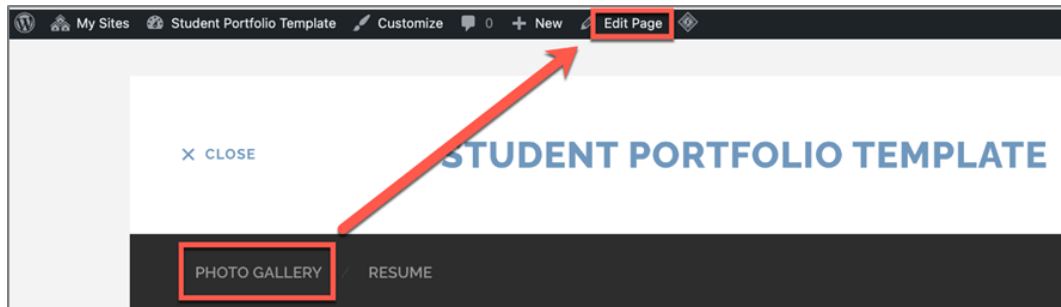


3. Update the **Site title**, **Site tagline**, and **Administration Email Address**, as desired
 - o The administration email address helps you manage important areas of your site such as security plugins and contact forms. Change this to your desired email address!
4. Click the **Save Changes** button

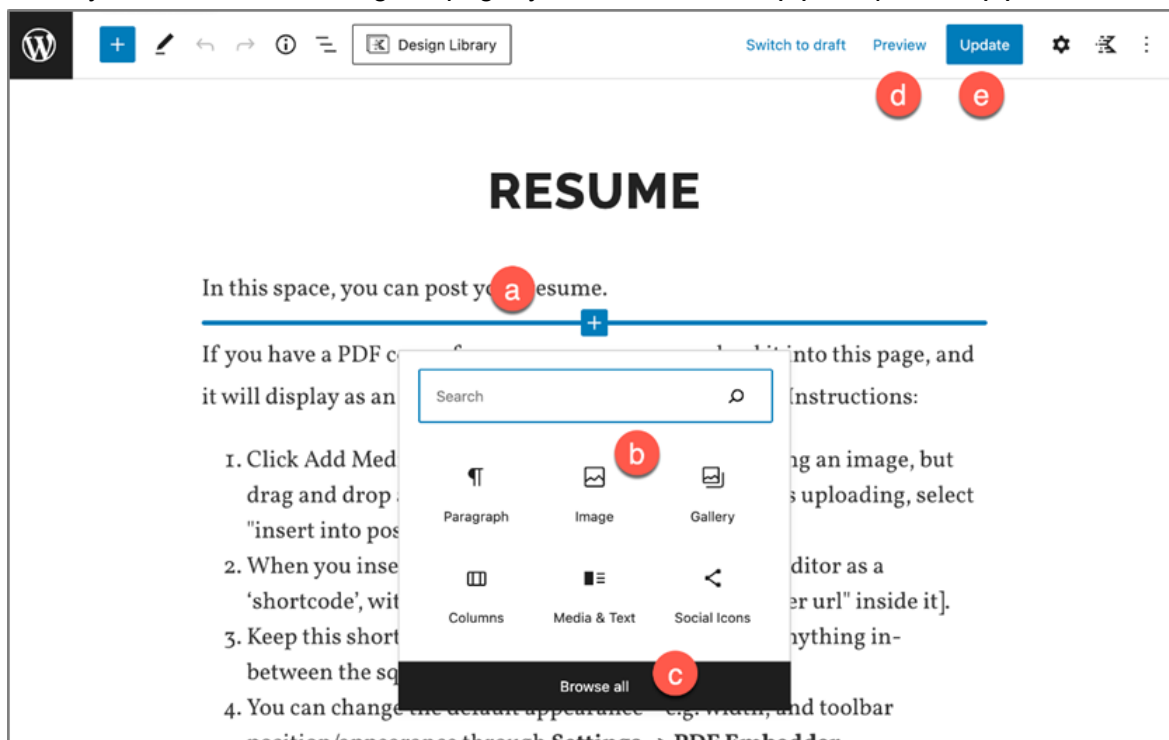
Building Your Website

Edit an Existing Page & Add Blocks (including images)

1. From the site's homepage, click the **name of the page** you want to edit
2. When it loads, click **Edit page**



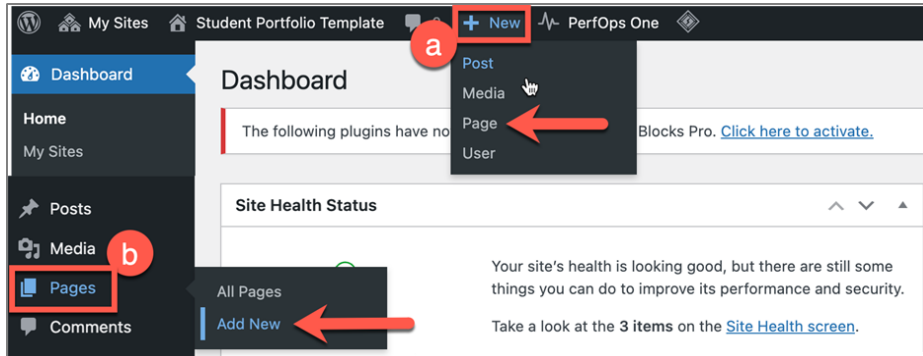
3. On the page, hover over a space where you want to add a “block” and click the plus sign [+] that appears **(a)**
4. Select a block item from the list of recently used items (e.g. images, media & text, etc.) **(b)** or click Browse all to see a full list of available items **(c)**
5. When you are finished editing the page, you can Preview it **(d)** or Update it **(e)**



Create a new page

From the **Dashboard**, you can create a new page two ways:

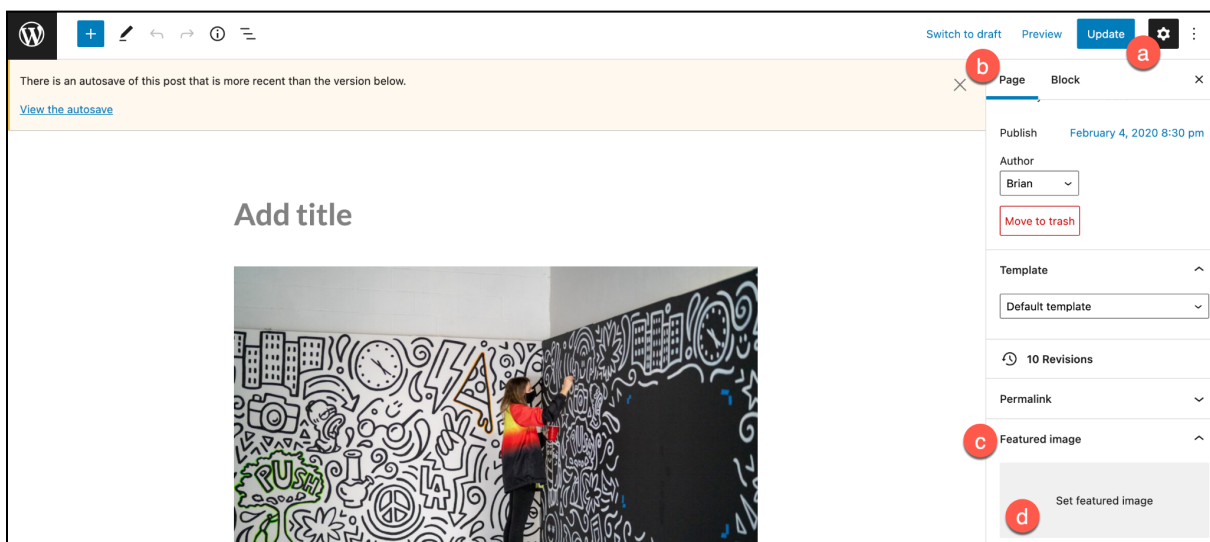
- Hovering over the **+ New** link and selecting **Page**
- Hovering over the **Pages** menu item and selecting **Add New**



Add a “Featured Image” to a page:

Once you are editing the page you want to add a featured image to:

- Click the **Settings wheel icon** to open the menu on the right hand side of the page
- Select the **Page** tab
- Click the **Featured image** heading to open the sub-menu
- Click the **Set featured image** button
- Select the image from your media gallery or upload a new file to select
- Click the **Set featured image** button at the bottom of the popup
- Preview** and/or **Update** your page to save the changes



Update the menu

From the **Dashboard**, hover over **Appearance** and select **Menus**

Options for updating the menu:

a) Select the menu you want to edit (Primary/Key menu or Social Menu)

- Click the dropdown box to access other menus. Select the menu you want to edit. Click the Select button to make your selection.

b) Add a page to your menu

- Check the box for the page (s) you want to add to your menu. Click the Add to Menu button. You can rearrange pages by dragging and dropping them.

c) Delete a page from your menu

- Click the downward pointing arrow next to the name of the page you want to delete. Click Remove.

d) Add a custom link

- Click the downward pointing arrow next to the Custom Links menu item. In the URL box, enter the URL. In the Link Text box, enter a name for this URL that will appear in the menu. Click the Add to Menu button.

e) Save menu

- After making any changes to your menu, click the Save Menu button.

The screenshot shows the WordPress Menus editor interface. On the left is a sidebar with navigation options: Media, Pages, Comments, Appearance (highlighted), Themes, Customize, Widgets, Menus, Background, Plugins, Users, Tools, PerfOps One, Settings, NS Cloner, WPML Installer, Kadence Blocks, and LiteSpeed Cache. The main content area has two tabs: 'Edit Menus' (active) and 'Manage Locations'. Below the tabs is a dropdown menu for 'Select a menu to edit:' with 'Key Menu (Primary Menu)' selected and a 'Select' button. A red circle 'a' is placed over the 'Select' button. Below this is the 'Add menu items' section with a 'Pages' dropdown menu. Under 'Pages', 'Photo Gallery' is checked and 'Resume' is unchecked. A red circle 'b' is placed over the 'Add to Menu' button. Below 'Pages' are 'Posts', 'Custom Links' (with a red circle 'd'), and 'Categories' dropdowns. To the right is the 'Menu structure' section with a 'Menu Name' field containing 'Key Menu'. Below it is a 'Bulk Select' checkbox and a red circle 'c' over the 'Photo Gallery' item in the menu structure. Below 'Photo Gallery' is 'Resume'. At the bottom right is a 'Bulk Select' checkbox, a 'Remove Selected Items' link, and a red circle 'e' over the 'Save Menu' button. A 'Delete Menu' link is also visible at the bottom left of the menu structure section.