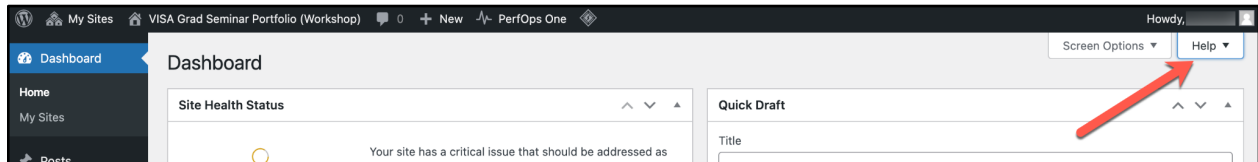


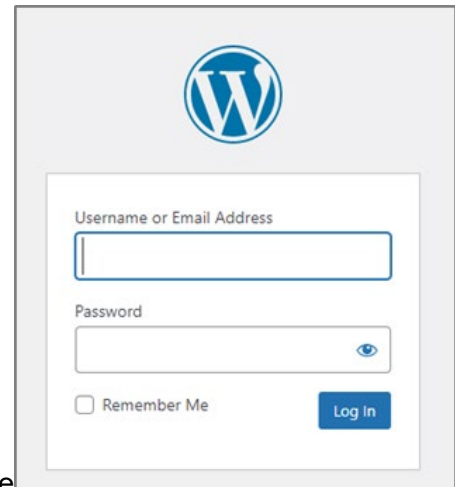
# Editing Your WordPress Site

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](mailto: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

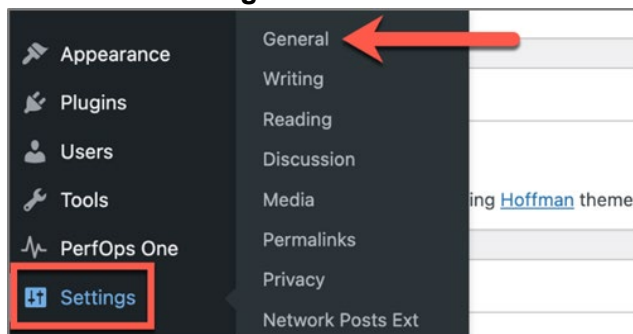
1. Navigate to the site's Dashboard
2. Hover over **Settings** and select **Reading**
3. Under the *Site visibility* section, select the option you are most comfortable with
4. Click the **Save Changes** button

## 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**

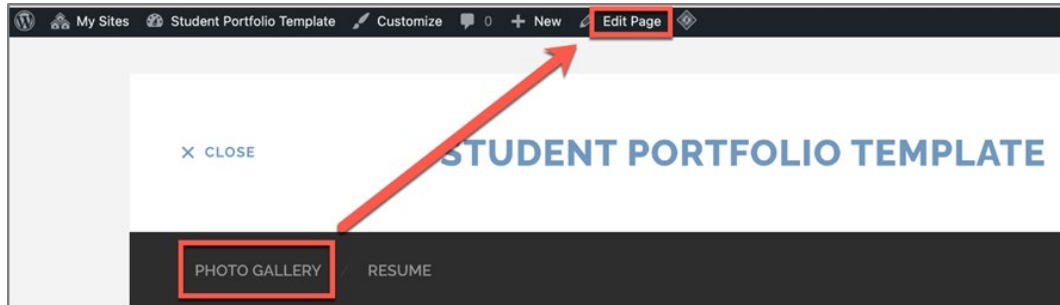


3. Update the **Site title**, **Site tagline**, and **Administration Email Address**, as desired
  - The administration email address helps you manage important areas of your site such as security plugins and contact forms. Change this to your desired email address!
4. Click the **Save Changes** button

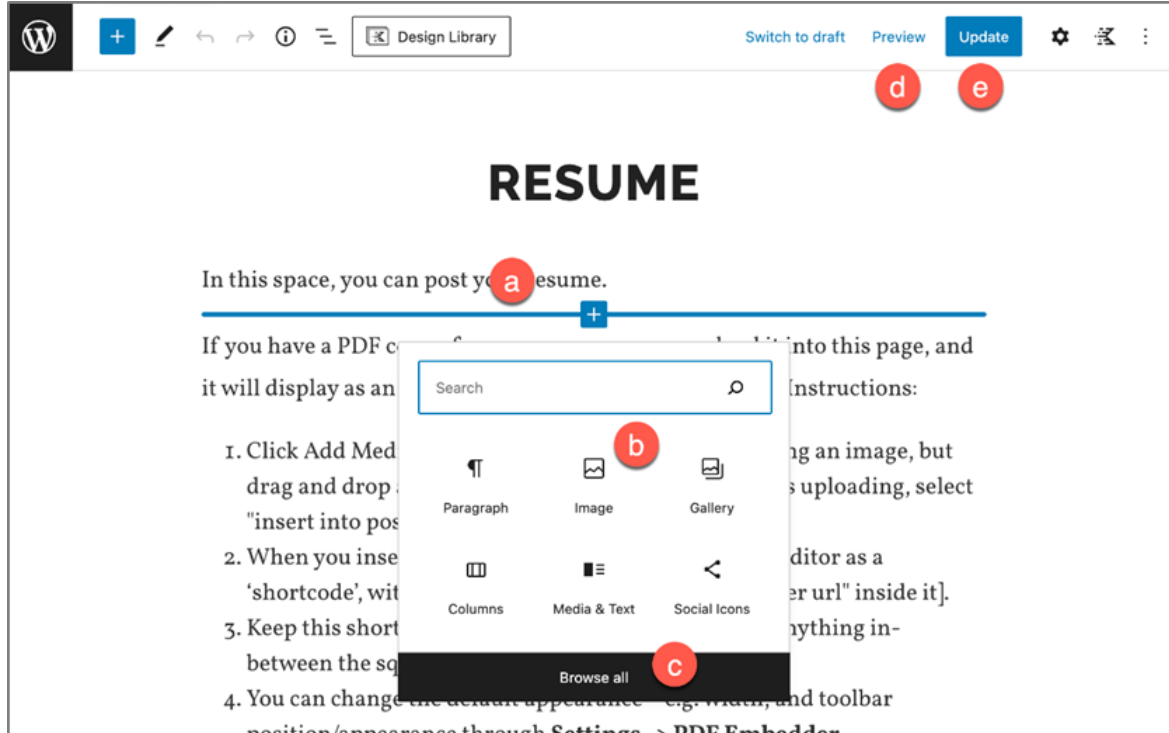
# Building Your Website

## 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**



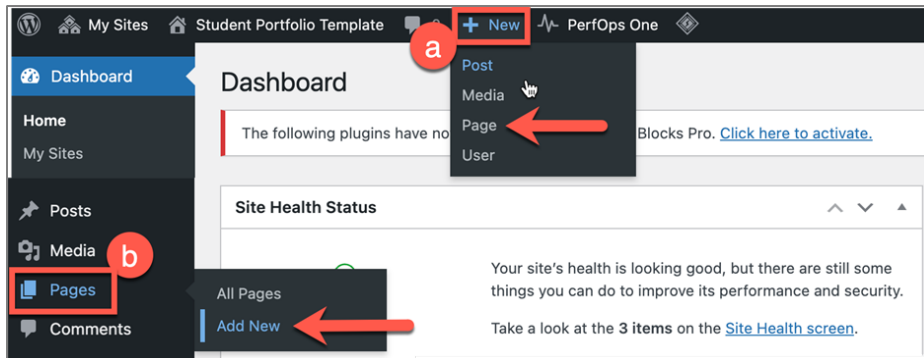
3. On the page, hover over a space where you want to add a “block” and click the plus sign [+] that appears **(a)**
4. Select a block item from the list of recently used items (e.g. images, media & text, etc.) **(b)** or click Browse all to see a full list of available items **(c)**
5. When you are finished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

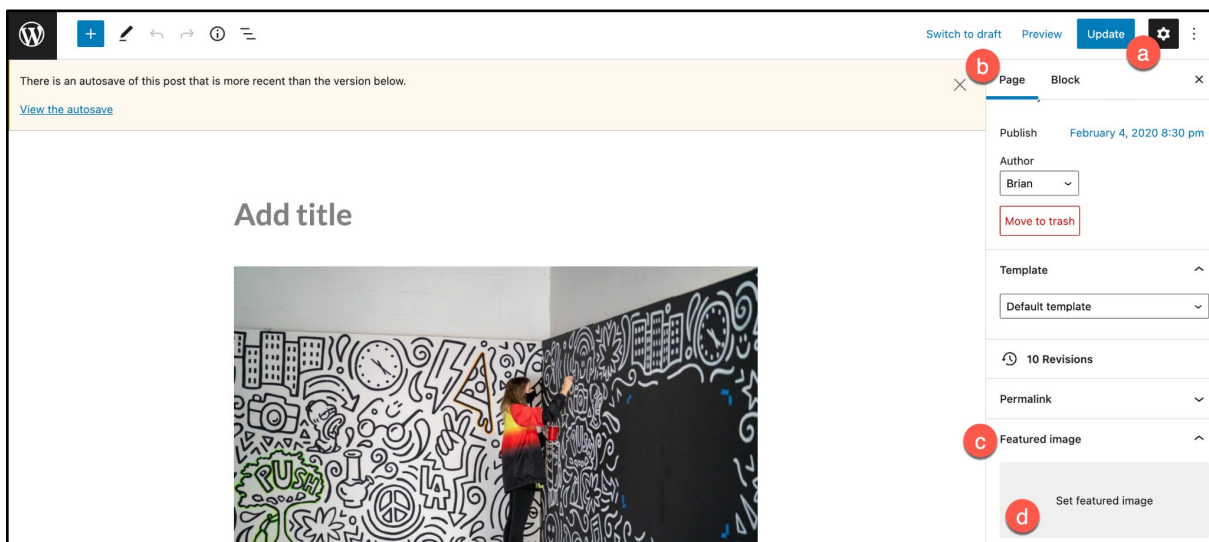
- Hovering over the **+ New** link and selecting **Page**
- Hovering over the **Pages** menu item and selecting **Add New**



## 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.

