

Athens Drive PTSA: WordPress Website

How to Log Into Your WordPress website

Open your computer browser of choice:

Chrome, Firefox, Explorer, Safari

In the address bar type in your website address and at the end add **wp-admin/** and hit return

<http://athensdriveptsa.com/wp-admin/>

This will bring up a log in screen. This is where you will add your user name and password.

If you have forgotten your user name, use your email address, if you have forgotten your password, you can request a password recovery. Please always be sure to use a password that you can remember, but is difficult to guess. **The password should contain an upper case letter, a lower case letter, a number and a symbol. It should not contain a word that you can find in a dictionary or any part of your website name.**

You will know you are logged in when you can see your dashboard.

Learn How to Make a Change On a WordPress Website Page

Instructions on how to make a change on your WordPress website page, or if you want to add a new page.

How to Update a WordPress Website Page:

Find the page. Two options

Option One:

Click on PAGES, scroll and look for page or search for page.

Click to open

Option Two:

After logging in, Click VISIT website

Find the page you want to open

Click on EDIT PAGE

Two Tabs Visual and Text

Visual: You can make your changes in this web editor box. You have formatting options to add bold, italics etc.

If you want to see or change the coding of the page, Click the Text button. You can use this screen to see and learn what web coding looks like or to make direct changes.

When you are done making updating the page click save as draft.

When you are ready to take your page live, click on publish.

Publish: Your page will not be directly accessible by your website visitors unless you add the page to your menu. Your page will however, be accessible to search engines, so it is possible that the page can show up in search results.

How to Create Your First WordPress Post

Login to your dashboard and click on **POST**

Click **ADD NEW**

Add your content in the text editor, write as if you are in Word or copy paste from a Word Document.

Three options to save:

- As a draft
- Pending Review
- Private
- Publish: once you hit publish your post is published to your blog roll.

How to Add an Image to Your Page or Post

While editing your post or page, place your cursor where you would like to add you image

Click on image

Choose whether to add new or use an image from the gallery

Add new, upload image from your computer. Make sure your image is optimized for the web before uploading.

Add New

Add title, this is the title of the image

Caption if you want the image to have a caption

Alt description: this tells search engines what the images is and, if you image does not load, it tells website visitor what the image is.

Add from media gallery

Be sure to save your changes!

Click on save or publish