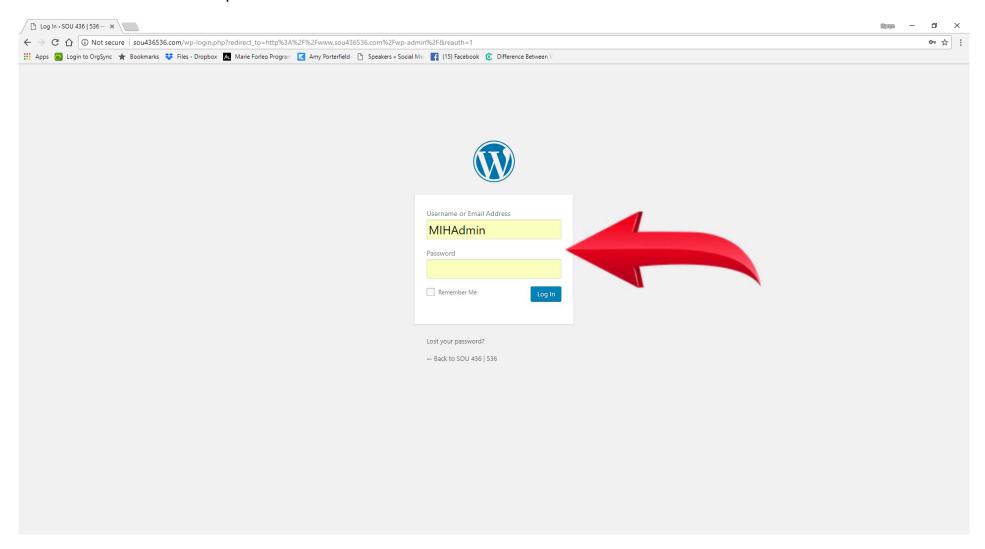
# www.sou436536.com WORDPRESS Basics Tutorial

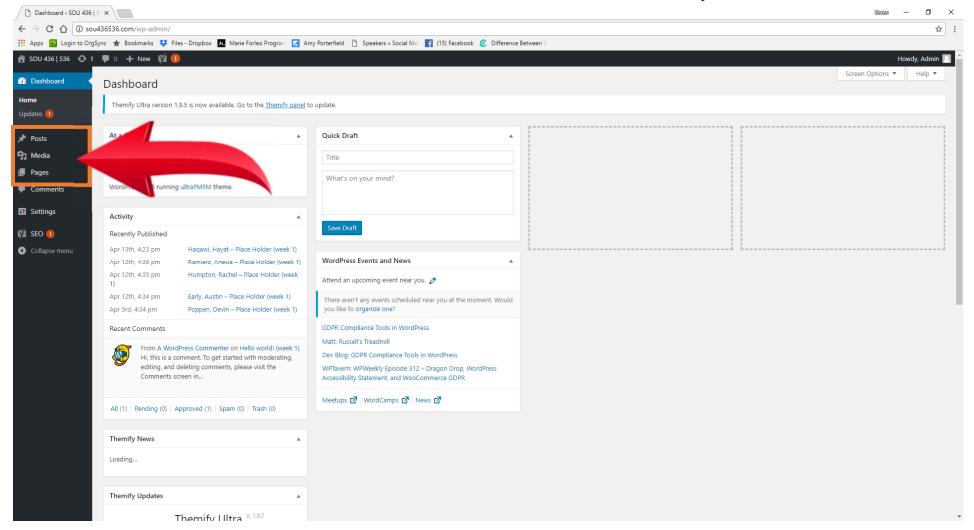
# URL: www.sou436536.com/wp-admin

# ADD YOUR username and password.



This is the first page of the backend of the website you will see.

# ONLY work in these three areas. POSTS, MEDIA (Library), PAGES



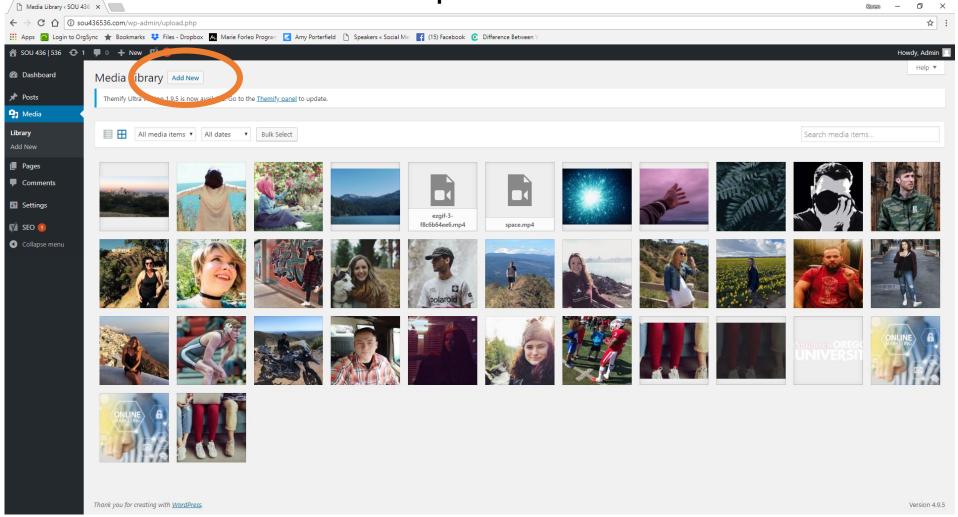
POSTS - are where you will put your text, photo, or video for each weekly Assignment

**MEDIA** - is where your photos will be stored in the Library

**PAGES** - is where your branded HOMEPAGE is located

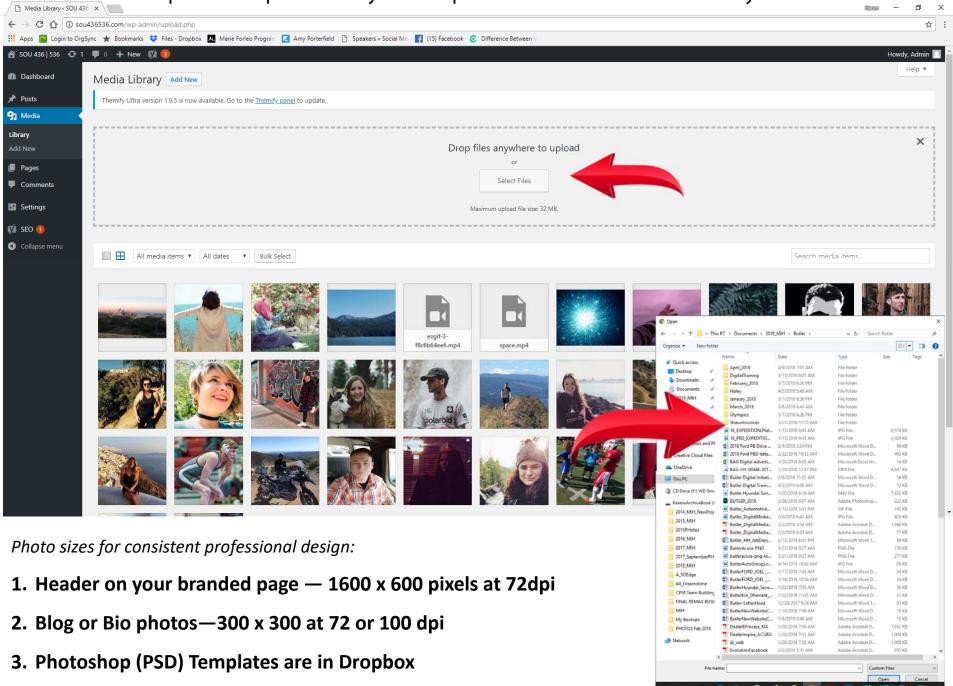
# **MEDIA (Library)**

# To add a new photo click "Add New"



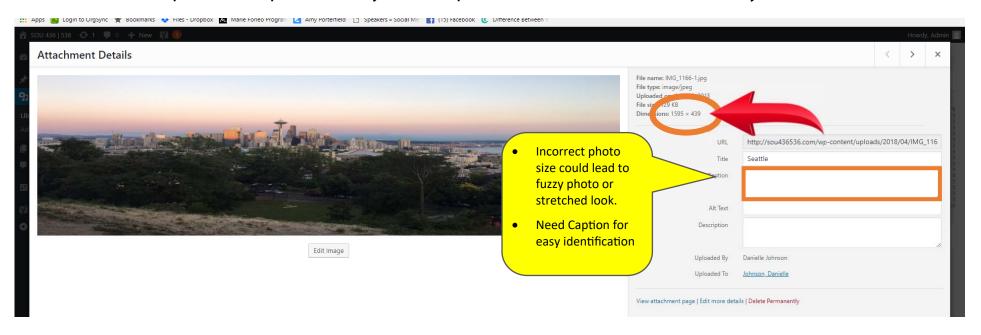
## **MEDIA (Library)**

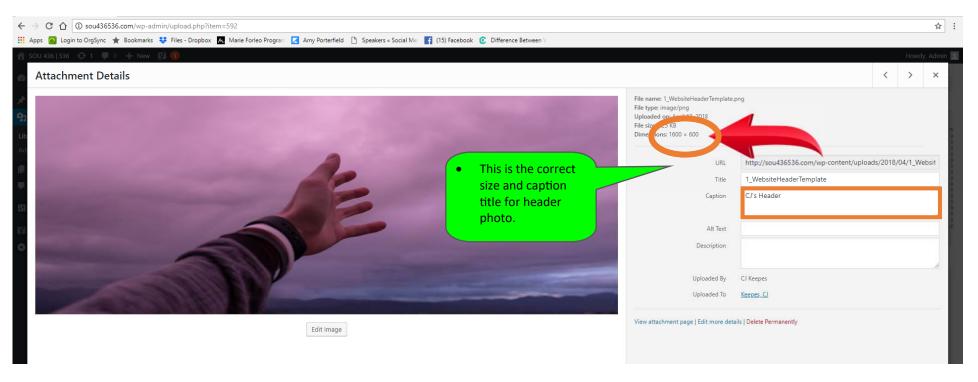
Click or Drop files for upload from your computer. Chose Select File to access your documents.



# **MEDIA (Library)**

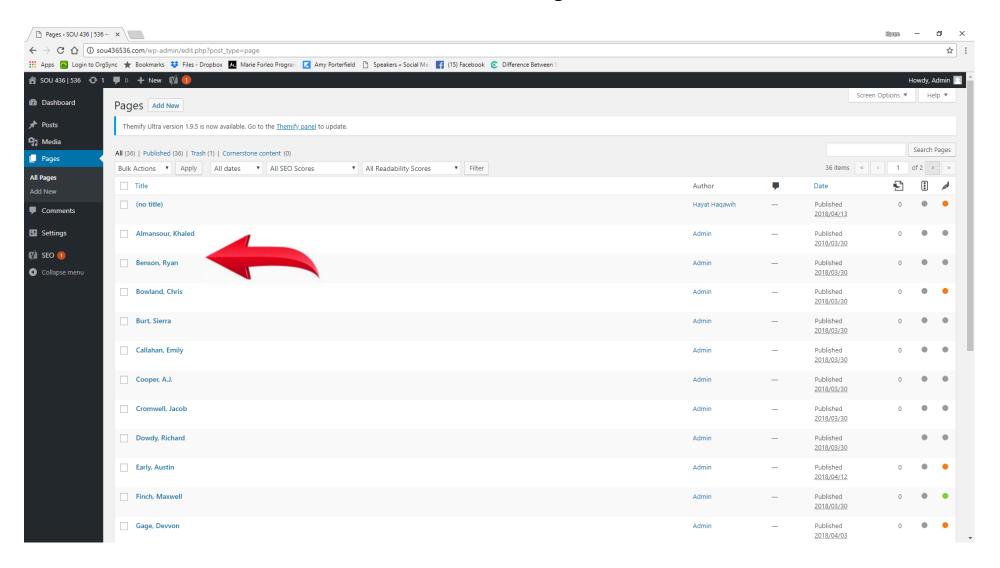
Click or Drop files for upload from your computer. Chose Select File to access your documents.





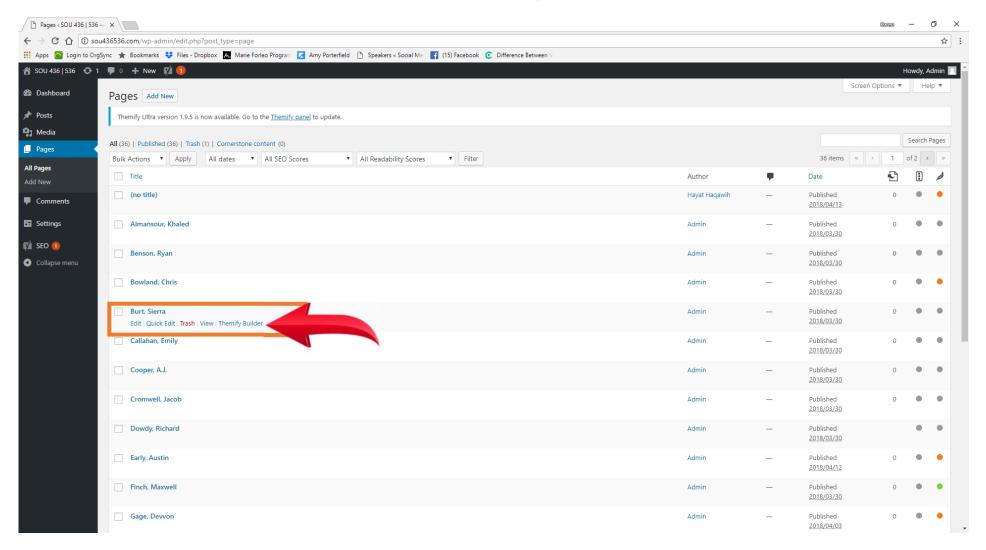
#### **PAGES**

# **Find Your Page**



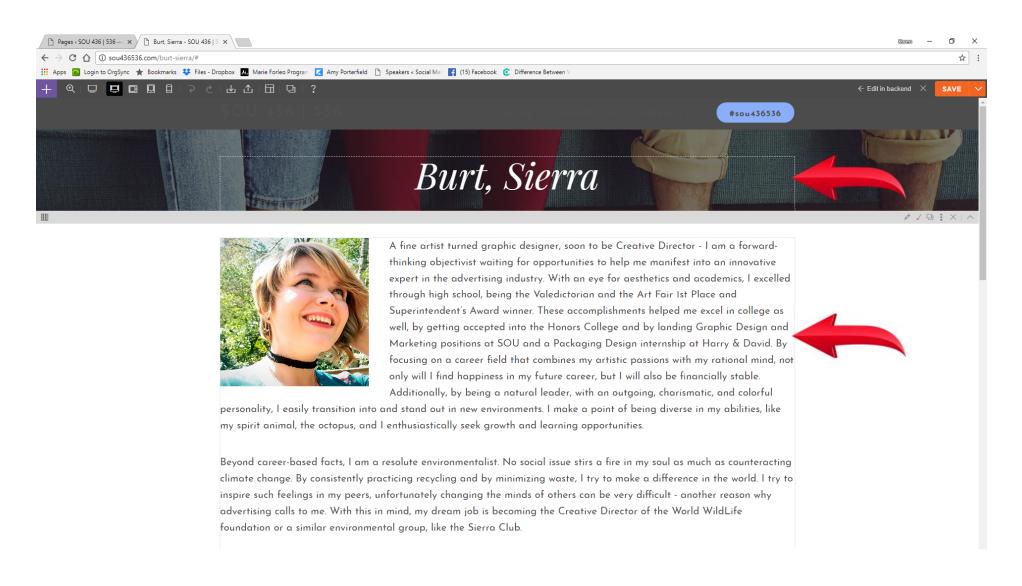
#### **PAGES**

# **Turn on the Themify Builder**



#### **PAGES**

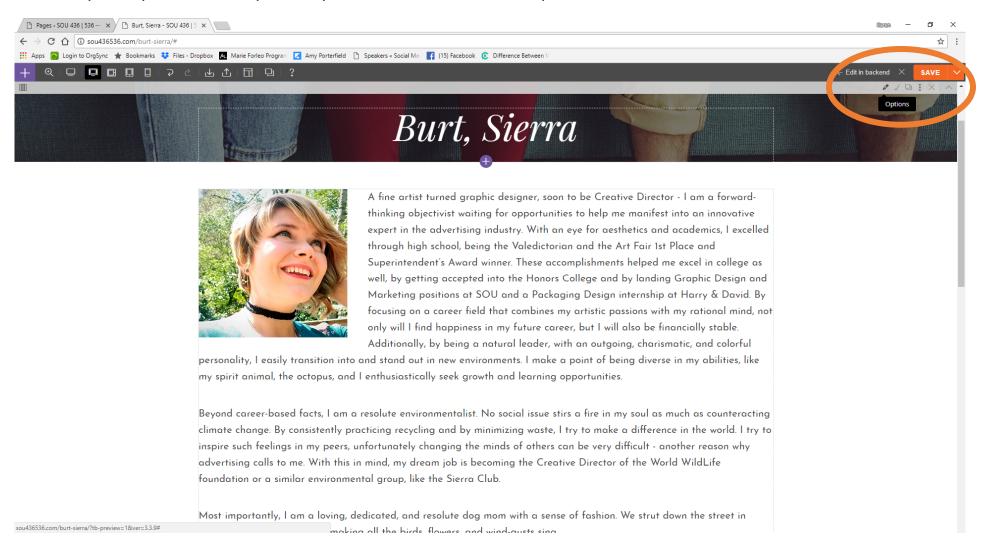
## Areas for editing will then become active with a designated broken line.



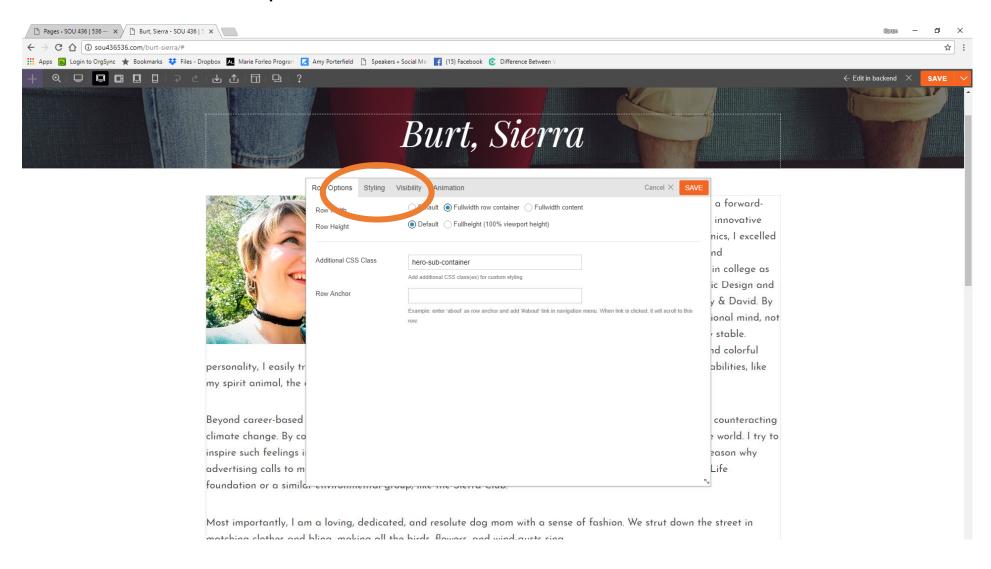
**Changing Your Header Photo** 

## **HEADER PHOTO CHANGE** | Hoover over the icons in grey bar right under the editing navigation bar

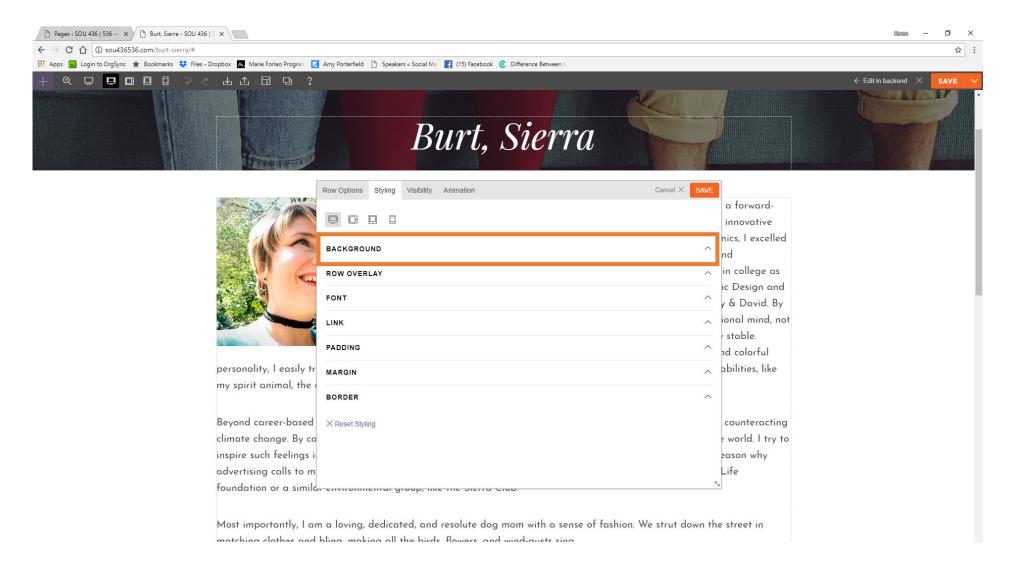
Click the pencil/pen icon (best practice photo size 1600 x 600 @ 72dpi)



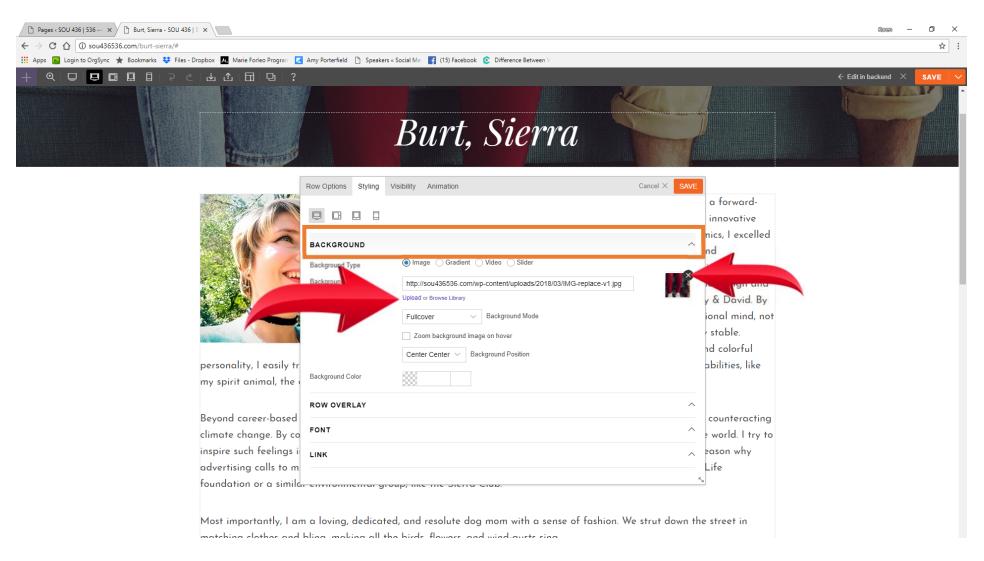
# **HEADER PHOTO CHANGE** | Click the pencil/pen icon , photo size 1600 x 600, Click **STYLING** Tab



# **HEADER PHOTO CHANGE** | Look for BACKGROUND dropdown

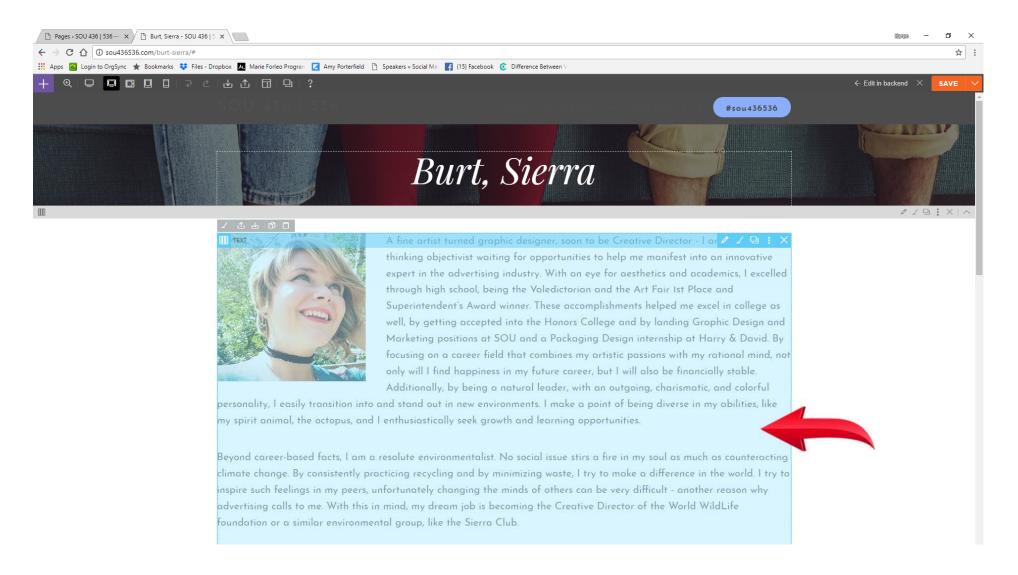


**HEADER PHOTO CHANGE** | Photo with "X", Click X, go to UPLOAD or Browse Library (depending on if you already uploaded your header photo), and add your photo here. Remember best practice—photo is 1600 x 600 at 72dpi, **HIT SAVE TWICE!** 



**Changing Home Page Text** 

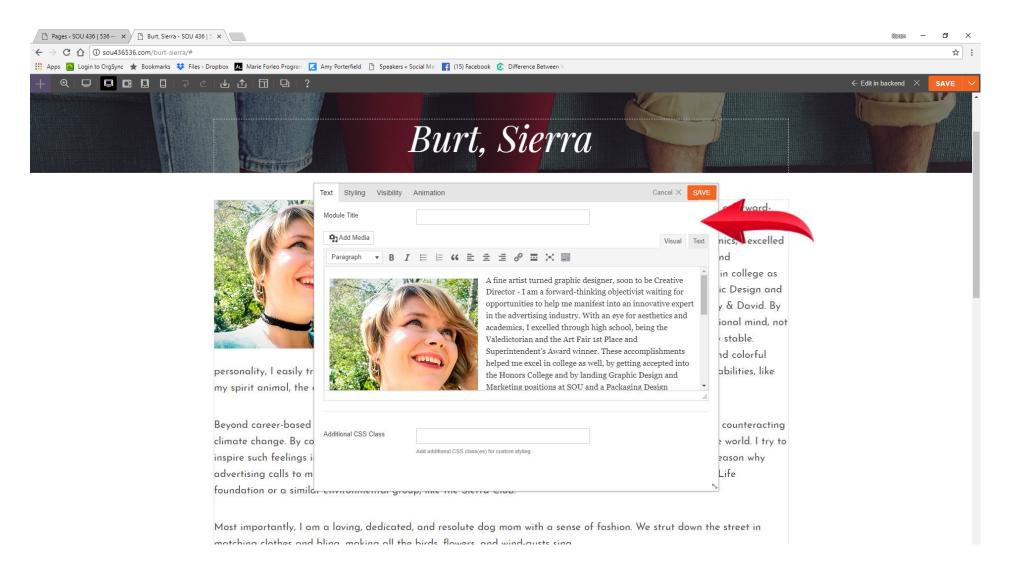
#### **HOMEPAGE TEXT Editing** | Area for editing will be blue when you hover over it.



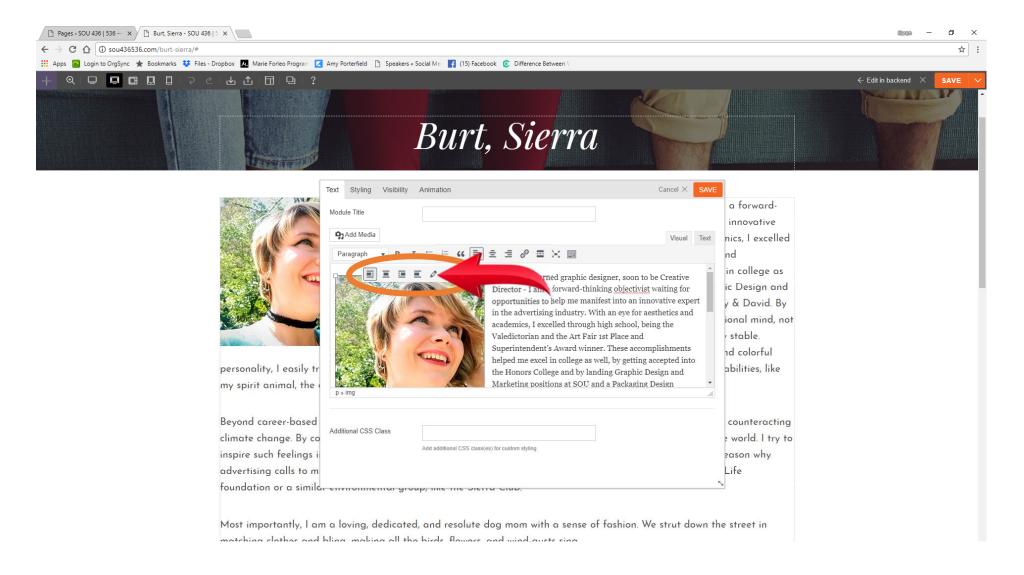
## HOMEPAGE TEXT Editing | Click on the PEN Icon to activate the text/photo area



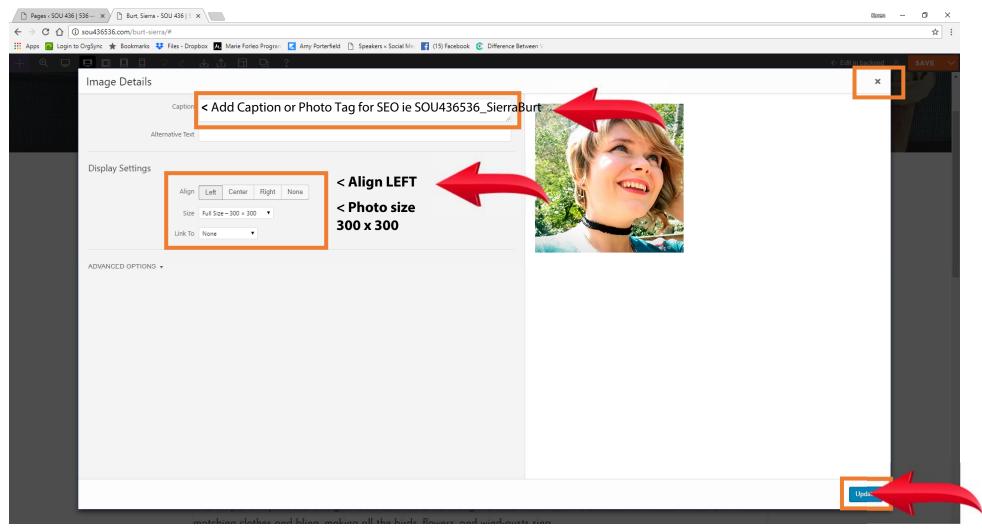
#### **HOMEPAGE TEXT Editing** | Pop-up window for editing gives you access to edit easily



## Editing Photo in Bio | Click on photo and use PEN option again for photo editing



When you click on the "Pen Icon" on the photo an Image Details Pop-UP will be shown, change the image here and hit **UPDATE** before closing



When you've completed your editing of photo or text - **SAVE Twice** before the changes go live.

