

Welcome to BetterBizWorks.com.

The purpose of this lesson is to show you how to edit your custom WordPress website by BetterBizWorks, LLC. Start by opening your browser. Type in the name of your website followed by a slash then wp as in wordpress-admin.

You should see a WordPress logo with a place for your user name and password.

Type in the username provided by us.
Tab down to password and enter the password provided by us.

Once you're logged in you should see your website's dashboard.

You'll notice the titles on the left. The ones we're concerned with for this lesson are dashboard, posts and pages.

First let's look at the statistics on the dashboard in front of you. This is a quick way to see the layout of your website.

In the left column you'll see: posts, pages, categories and tags.
Posts are the articles in your blog. Your blog is a great way to share your ideas, products and services with your visitors. Every time you write a blog article you can assign a category. This category will show up on the margin of every page on your website for easy access by your visitors.

The pages are your actual web pages like your home page, about page, gallery or contact us page.

Below this window you may see comments people have posted on your website. They are not showing on your site until you approve them here, by mousing over the comment you can choose to approve, reply to, edit, mark as spam or trash the comments. We'll go into this on another lesson but those are the basics.

For now we are going to start a new post by moving over to the left margin. We'll click on posts.
We'll click add new.

We'll enter a title up here at the top.
Let's call it welcome to and you can put the name of your website.

This editor works just like your word processing software. Up at the top here there are tools to help you like cut, copy, paste, spell checker, undo, etc.
The row below has bold, italic, underline, bullet points, left, center and right text justification and links. Then you can choose heading sizes, font styles and sizes, and colors.

For now we're just going to use the standard text and type a little welcome message for our visitors.

So we'll put our cursor in the upper left hand corner of the text box. Let's type welcome to our website. We'll be adding information, products, services and events on a regular basis. Check back regularly for updates. If you'd like to say something else, pause the video and add all the text you like.

Next I'll show you how to add pictures, links and documents.

First take a look at the little Grey icons above the video editor icons. The first little box is for pictures or images. The second is for video links the third is for audio and the fourth is for media like documents and PDF files.

Let's start with a picture. Click on the first Grey icon. A new window pops up and you can choose where the pictures are from the tabs along the top. Your computer from a website or from the media library in your website files. Right now you don't have many pictures in the library of your new website so we'll go to your PC. The first tab to your PC should be highlighted by default. Let's click the select files button below it.

From here you can navigate to where your pictures are on your computer. You can select an image. Select a file that ends with jpg or jpeg.

Go down to link URL and click none. This insures that if people click on the image it won't take them to another website. Select if you the alignment of the photo. That's left center or right alignment. For now we'll click left.

You can choose the size below this. For now try to choose one of the smaller sizes. I'm going to click thumbnail.

Then when you have everything the way you like it you can click Insert into post.

Now the window should close and you should see the photo in your text editing window.

You can move the photo up or down by clicking and dragging the photo in the text editing area. You can move it right or left by clicking on the photo, going into image properties and changing the alignment from left to right. Or visa versa.

After playing around with your text and images you can preview how the article looks by clicking preview in the upper right hand column. It will open another tab to show you how everything looks, then you can tab back to the editing window and change things any way you like. When you are satisfied and done you can click publish in the right hand column and it will actually show up on your website. You may have to refresh the web page to see the results.

Now that you have added your first blog article to your website we'll show you how to edit existing web pages.

Go to the left margin and click on the pages tab. All of the pages on your website should be visible. Click on a page you'd like to edit. I'm going to the our mission page you may want to go to the about page or any simple page on your site.

This page should look similar to the blog page from here you can edit this page just like you added text to the blog page. Use the editor to add or delete text just like you would in any word processing software. On this page we're going to delete a line and add a new line I'm also going to add a document to the page so you can see how.

Let's start by adding the word application. We'll highlight it with the mouse. Then we'll click on the Gray gear above the editing icons. Again this is the same window you used when you edited the blog. This time we're adding a document instead of an image. We're going to use the computer tab again and click on select files find a document you would like to post on the site and click on it.

Remove the link by clicking the none button under link URL, then click insert into post and your

document is now set up as a link on your page.

Right click on the link. Click edit link. Click on the target tab. Set the target to new window (blank). This will make the document open in a new window so it doesn't replace your web page. Check the page with the preview button in the upper right hand corner. If you want to save the web page with the document click on the publish button. If not delete what you've added. If you don't want any changes saved just exit out of the page without publishing by clicking on the dashboard and choose not to save.

When you're done the website click Log out in the upper right hand corner of your browser and you're done.

To conclude this lesson, you have made yourself familiar with the dashboard. You're now able to add a new post for your blog and you can edit a web page. You now know how to add an image or a document. Enjoy having the freedom of being able to edit your dynamic BetterBizWorks Website. Call us if you have any questions or need our help. 888-408-1585