

Select from the different colored backgrounds:



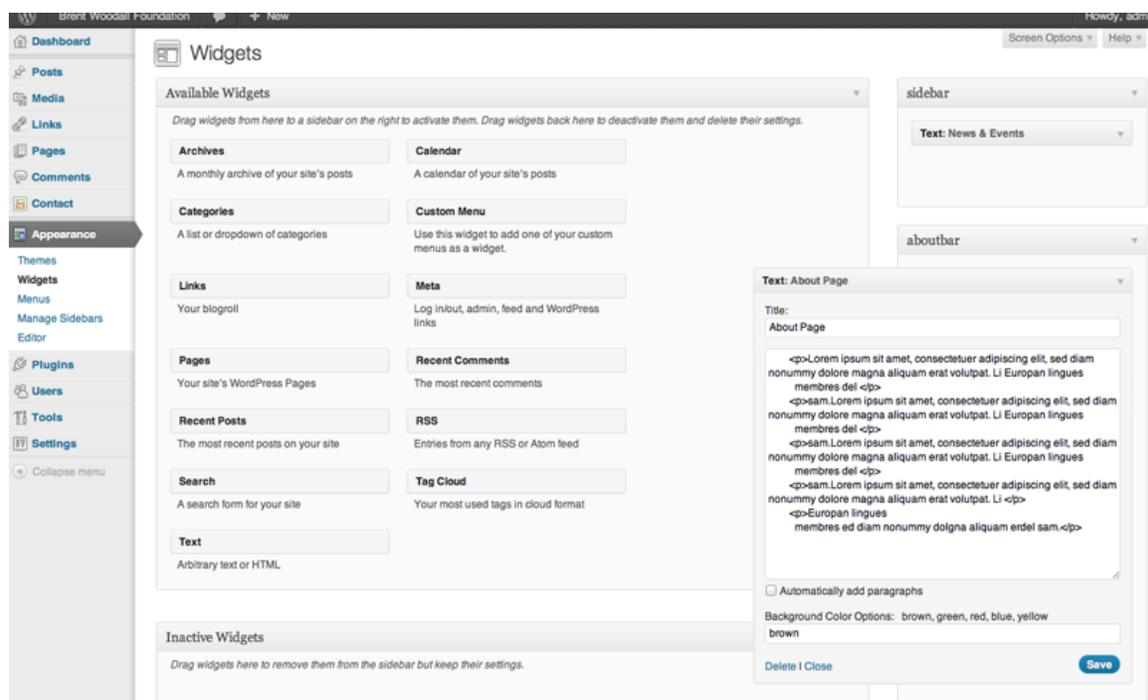
Content Section Color

Color Options:
pink, green, blue, purple, yellow

green

When you are on the page you want to edit you will notice on the right hand side this widget area, type in the color option you would like for the background of the content > Click “Update” above to update your page

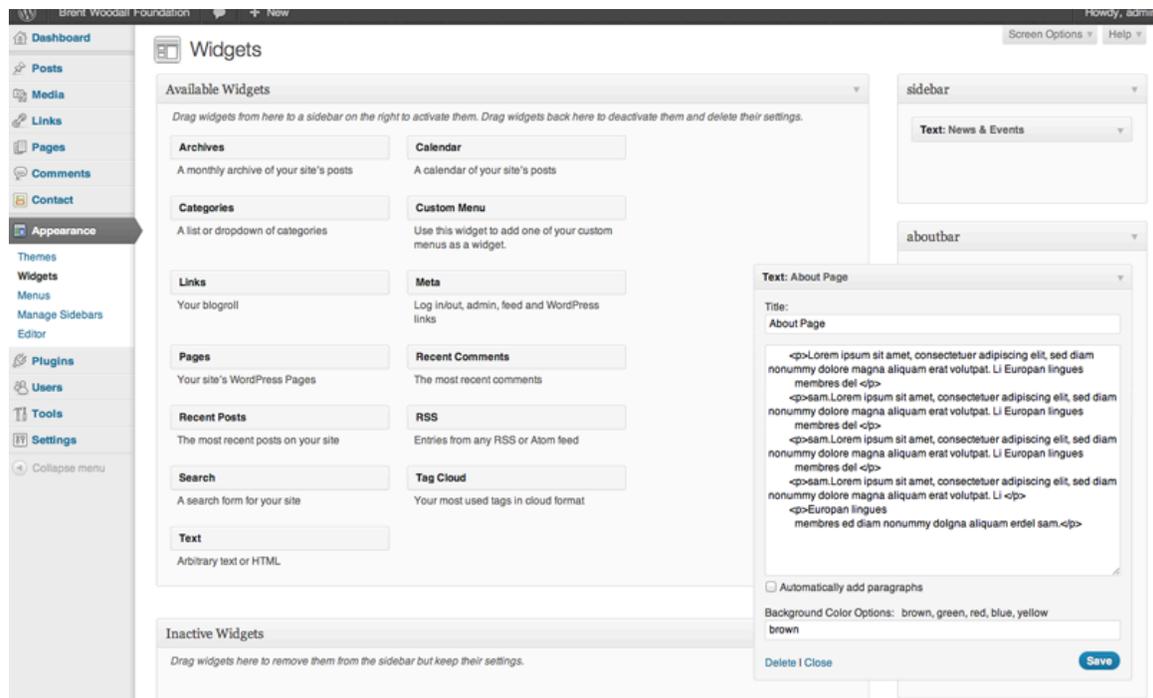
Select from the different colored content buckets on the right:



WordPress dashboard showing the Widgets screen. The left sidebar includes: Dashboard, Posts, Media, Links, Pages, Comments, Contact, Appearance (Themes, Widgets, Menus, Manage Sidebars, Editor), Plugins, Users, Tools, Settings, and Collapse menu. The main area displays 'Available Widgets' and 'Inactive Widgets'. The right sidebar shows three content buckets: 'sidebar' (Text: News & Events), 'aboutbar', and 'Text: About Page'. The 'Text: About Page' bucket is expanded, showing a text editor with placeholder text and a 'Background Color Options' dropdown set to 'brown'.

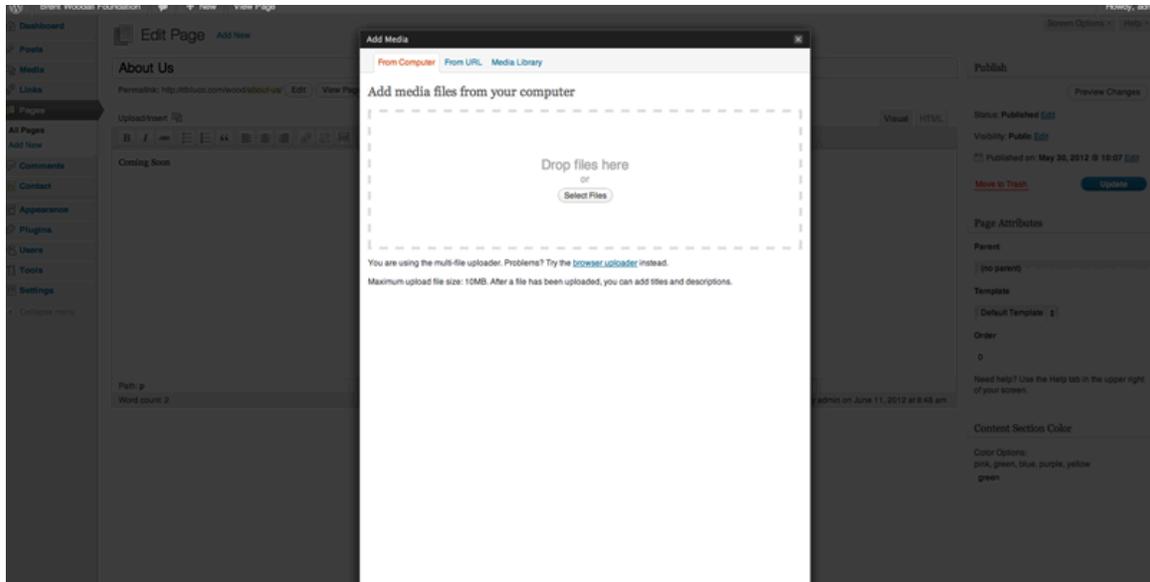
On the left side of the website you will notice “Appearance” click or hover over this link to reveal the subcategories > Click “Widgets” > On the right you will see titles of your pages, click on them to reveal your content > On the bottom of your individual widgets you will see color options, type in the color you want the background to be and click “Save”

Edit the buckets on home and the buckets on the right side of interior pages:

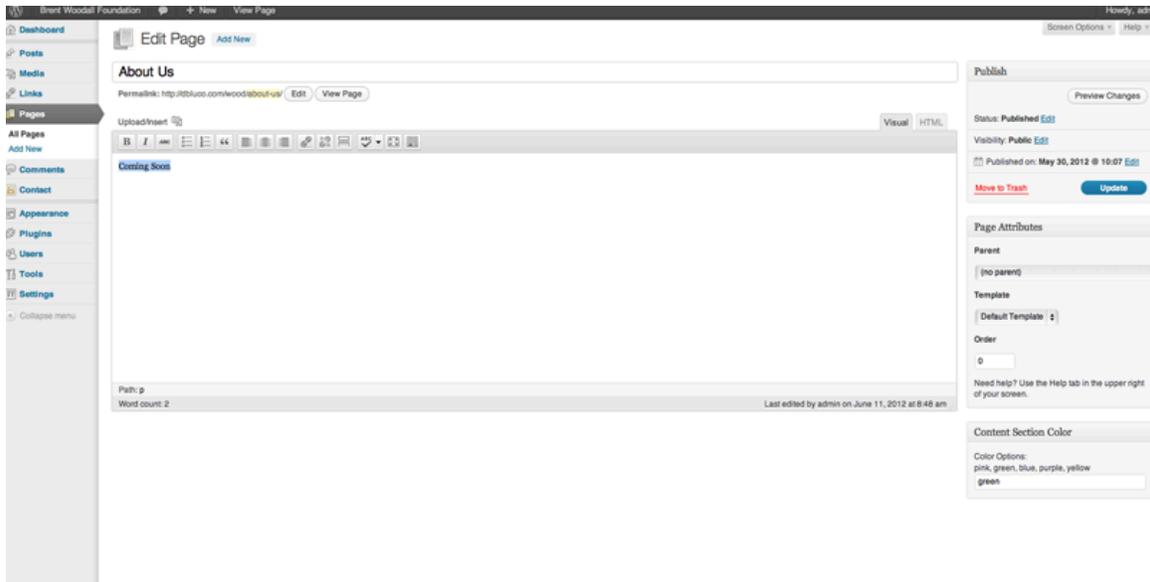


On the left side of the website you will notice “Appearance” click or hover over this link to reveal the subcategories > Click “Widgets” > On the right you will see titles of your pages, click on them to reveal your content > Edit the text within the widget and click “Save”

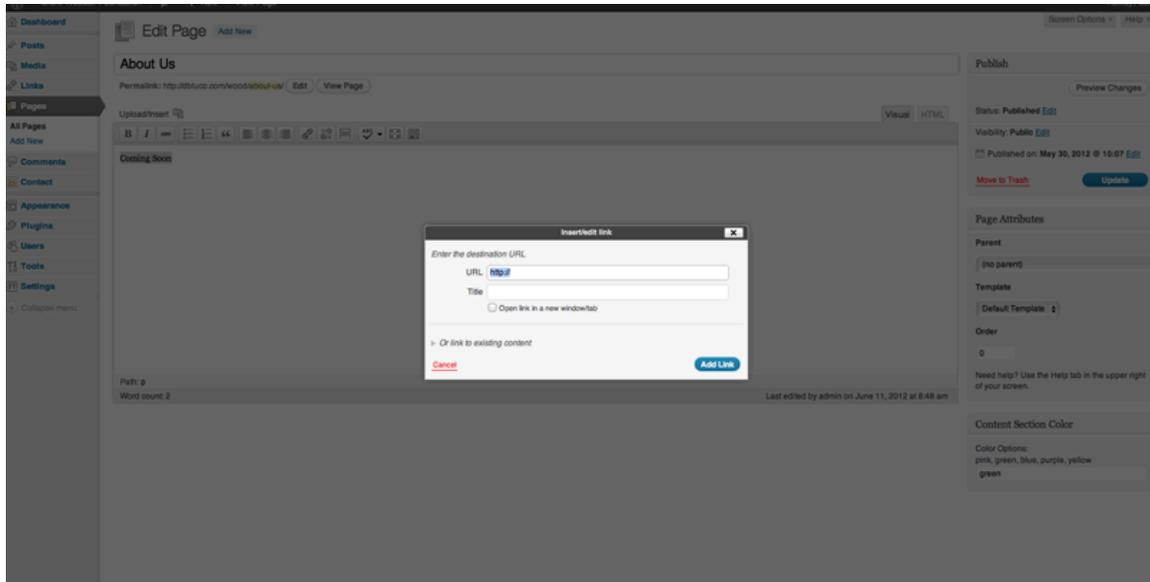
Add or replace a PDF:



Click the “Upload/Insert” link above the text area > Drag your files into the “Drag files here” box > Select and copy the “Link URL” displayed

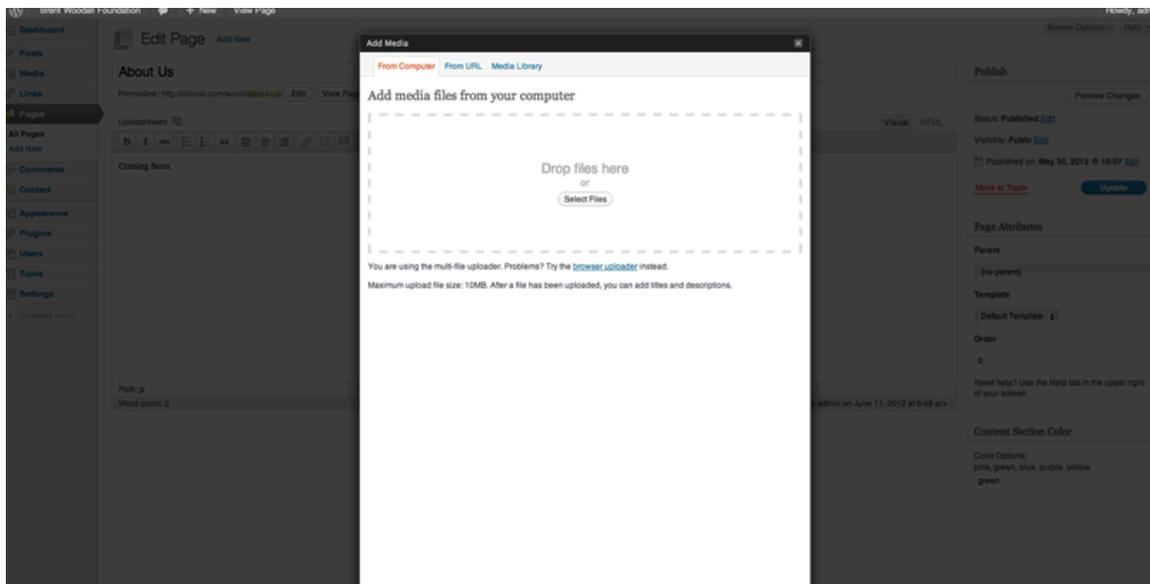


Select the text that you want to link to the PDF > Click the chain icon



Select the “URL” content and replace it with the new url you copied earlier when you uploaded the PDF file > Click “Update” > Then click “Update” to save the page

Add a photo and then rag text around it:



Click the “Upload/Insert” link above the text area > Drag your images into the “Drag files here” box > Select the Align Left or Align Right options to wrap text around the image

2 column list:

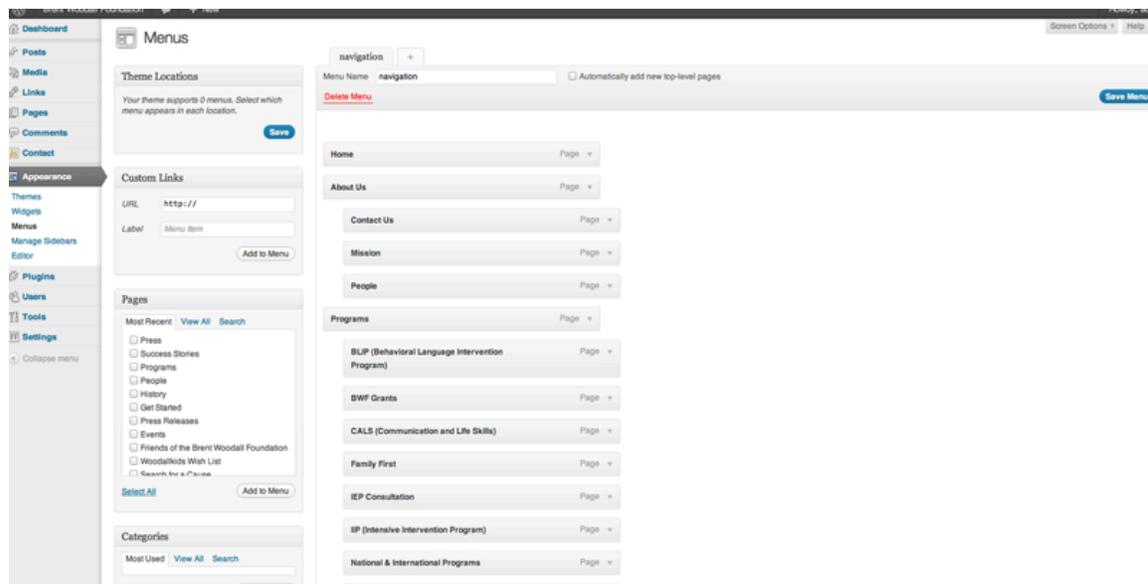


Select the content you want to be in two columns > Click the List icon that looks like a list of Numbers > Click “Update” to save changes

Embed video:

Embed video the same way you add an image, or Copy “Embed Code” from youtube and paste it into the page you want it displayed on > Click “Update” to save changes

Add a drop down nav :

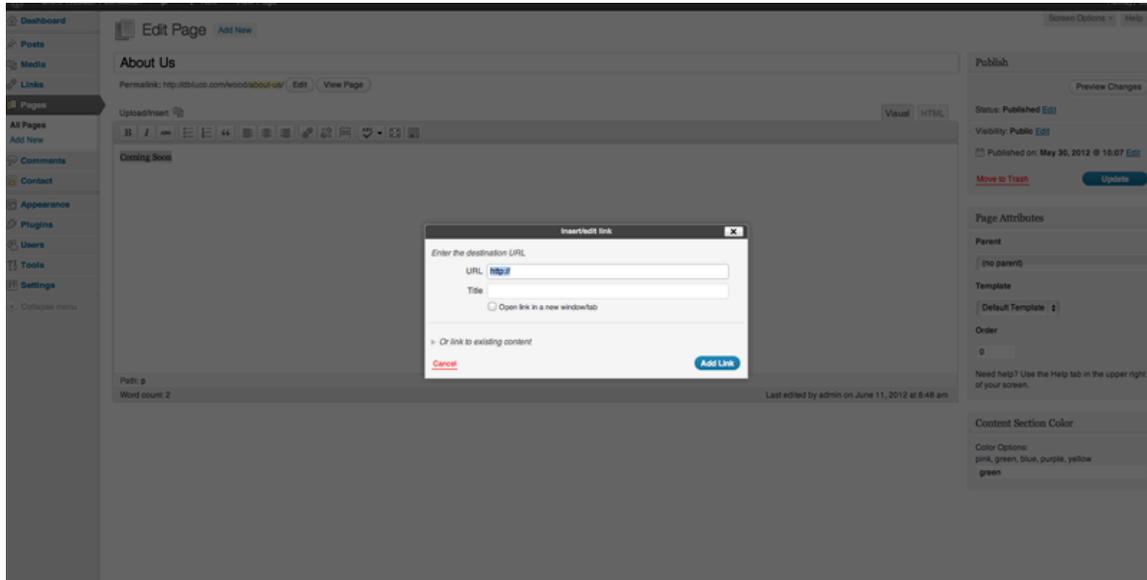


On the left hand side of your site you will notice an area titled “Apperance” > Select or hover over that to reveal subcategories > Click the “Menus” subcategory > You will see the page displayed above, on the right you will see a section title “Pages” > Select the Pages you want added to your navigation and click “Add to Menu” > On the right you will see a list of your navigation in order as it is displayed on your website, drag the menu items around to rearrange the order

Add a new page:

On the left hand side of your site you will notice an area titled “Pages” > Select or hover over that to reveal subcategories > Click the “Add New” subcategory > You will see the new page ready for your edits > Click “Update” to save the changes

Make a link:



Select the text in the text area that you want to become a link > Click on the chain link icon > Enter the url of where you want the link to go (If it is a page on your site you can scroll through the list and select the page title as well) > Click “Update” to save any changes