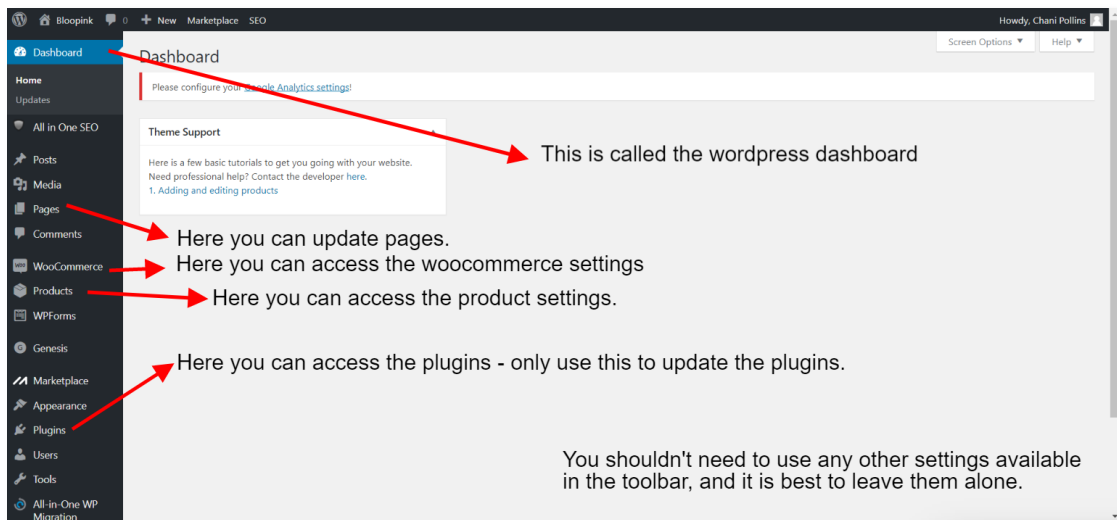


# Basic Editing in Wordpress

1. Log into your wordpress admin. You can do this by logging into wordpress or by typing your website url into the browser window followed by /wp-admin. e.g. [www.yourwebsite.com/wp-admin](http://www.yourwebsite.com/wp-admin).
2. You will be redirected to your wordpress dashboard. This is where you can access the settings for your website and add/change page text.



This is called the wordpress dashboard

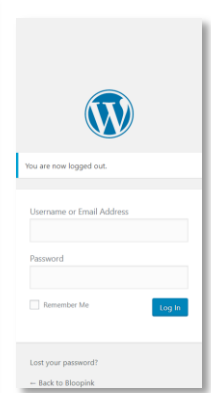
Here you can update pages.

Here you can access the woocommerce settings

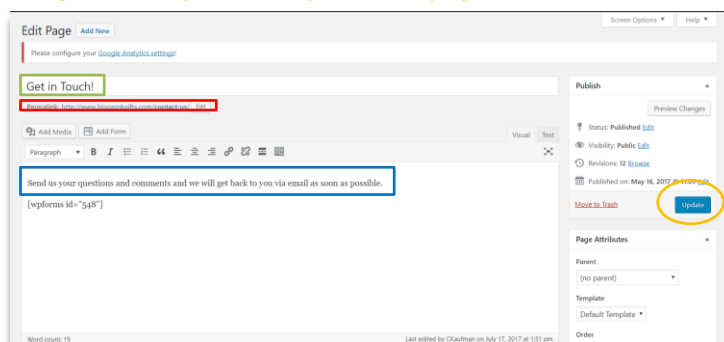
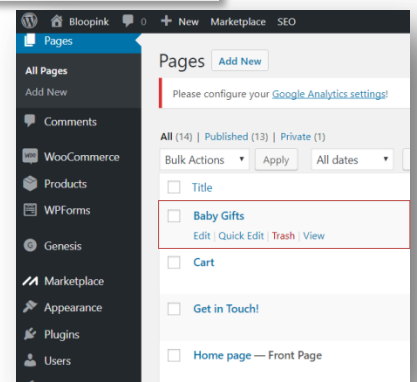
Here you can access the product settings.

Here you can access the plugins - only use this to update the plugins.

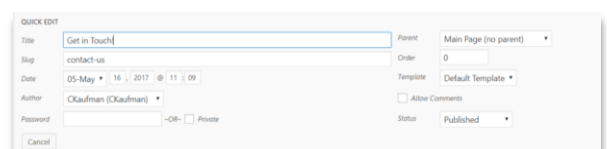
You shouldn't need to use any other settings available in the toolbar, and it is best to leave them alone.



3. To add/remove text to pages, click on the pages >> all pages option in the toolbar. You will get to a list of pages available to edit. When you hover on the page you will see four options to click on: Edit, Quick Edit, Trash and View.
4. To edit the title and contents of the page, click edit. You will get to the edit page window. **Here you can edit the title of the page. Warning! Don't ever edit the permalink! Here you can add/change text to the page. Once you have made your changes, click update to update the page.**



5. Quick Edit allows you to edit the page title – don't change any other options unless you are sure about what changes it will make or are under instructions from a developer.



6. Trash will delete the page.
7. Click view to view your changes.