



Quick Start

A quick start guide to your Wordpress Website...

Quick Start	3
Login	3
Profile	4
Edit/Add New Pages	5
Edit/Add New Posts	6

Quick Start

Login

Seek Online Marketing

Username
username

Password
●●●●●●●●

Remember Me

[Lost your password?](#)

Enter your **Username** and **Password** as supplied by All Things Quilting to log in to the administration system

Once you're in you will see the **Dashboard**:

1. The first thing you need to do is change your password to something more meaningful that you can remember. Click on **Profile** towards the bottom of the left hand menu.

Profile

Here you can update any of your personal information, including your password, which is found at the bottom of this page. Click on the **Update Profile** button when you're done.

Now it's time to add some content or edit some existing content. If you are unsure whether you should be using **Pages** or **Posts**, read **Pages vs. Posts** in the Editors Guide.

Edit/Add New Pages

1. The first field you need to fill in is the page title.
2. Then use the visual editor to enter the content for your page.



Hint: Click on the **Full Screen** button:

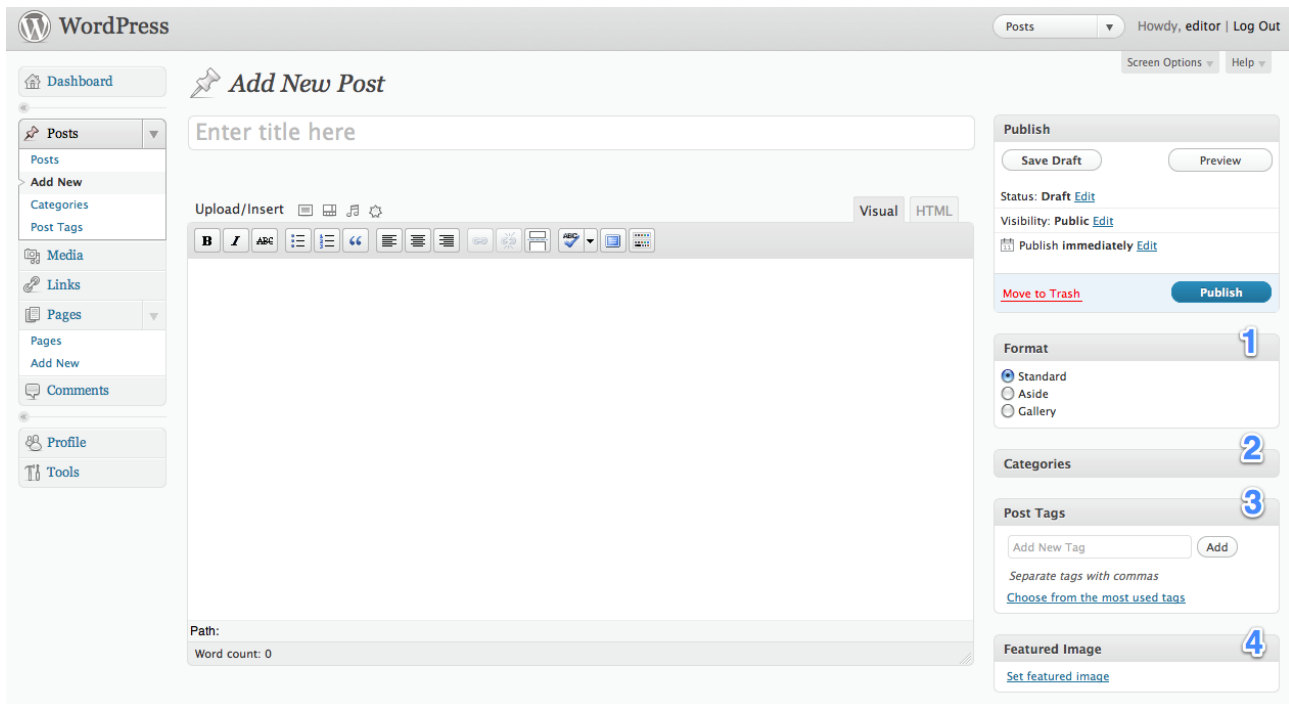


This allows you to edit your page in full screen mode, giving you greater control over your work area.

NB: You cannot save your changes when in full screen mode so always toggle back to normal screen mode to update your content.

3. The four buttons next to **Upload/Insert** allow you to add media such as images, audio and video and assign titles and descriptions to media files. For more detailed information about this process, read the Media section in the Editors Guide.
4. When you are happy with your page, click on the **Preview** button found at the top right corner of the **Publish** module on the right hand side of the page. This will give a real life preview of how your page will look on your website.
5. Once you're happy for your page to go public, click on the **Publish** button at the bottom of the **Publish** module. If you are editing an existing page this button is called **Update Page**.

Edit/Add New Posts



Adding or Editing **Posts** functions much the same as **Pages**, however there are some additional information you need to enter.

1. You can change the presentation of your posts by setting up Format.
2. You will also need to assign the post to a category which will affect where and when the post appears on the website.
3. On the right hand side underneath the Categories module you can add Post Tags to your post. Post Tags are like keywords that visitors may use to search for related articles. For example, adding the tag "wedding" to a catering article and a photography article may help your visitors find related content on your website.
4. There is also an option to add a Featured Image to your post.

You can **preview** posts just like pages and edit existing posts same with existing pages as well. When you want to go public or save your changes click on the **Publish** or **Update Post** button.