Website Editing Instructions

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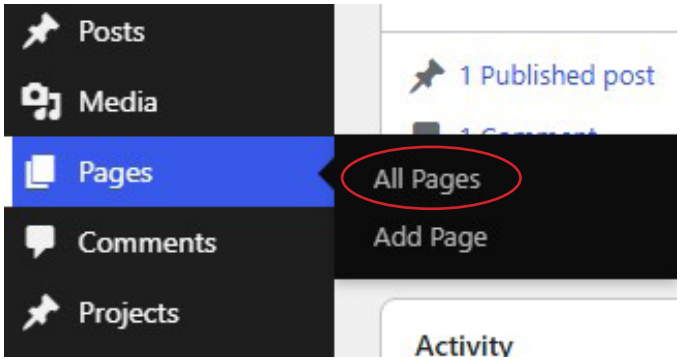
Editing Your Website:

1. Login
    a. Go to your url/login.
    b. Enter your username and password.
    c. If you have misplaced this information, contact Shawn Behrens.

2. Opening in the Editor
    a. From your WordPress dashboard, navigate to Pages and select All Pages.



    b. Hover over the page name and click “Edit with Divi”.



    c. Once you select a page, you can edit text and images, add alt text to images, and upload PDFs.

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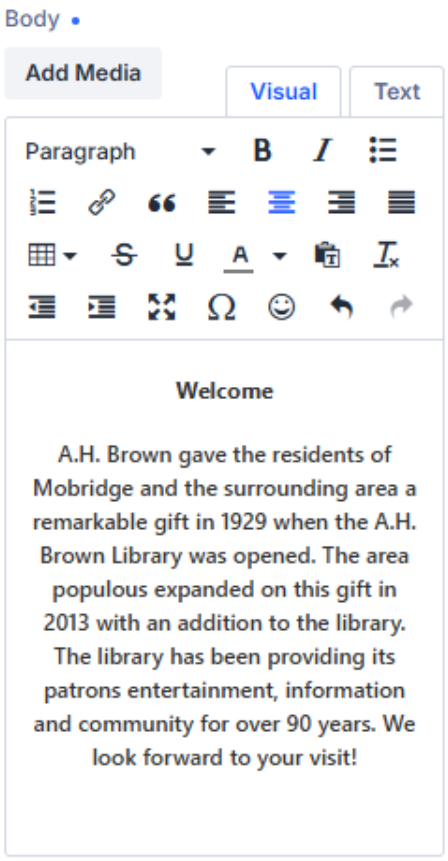
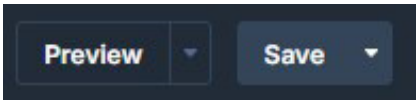
3. Editing Text:
   a. Hover over the text you want to change and click inside the box.



   b. This will open the Text Module settings on the side of your screen. Here you can simply change the text to your liking as you would in any word processor program.



   c. When you are finished, click the charcoal save button at the top-right corner on the page.



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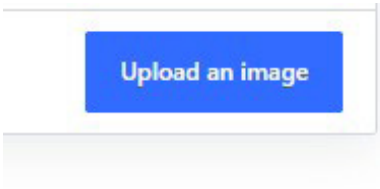
4. Editing images:
   a. Hover over the photo you want to change and click inside the box.

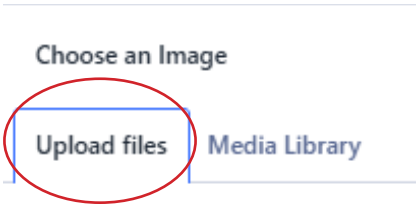
   b. This will open the Image Module settings on the side of the screen. Click on the image preview to open the Media Library. From here, you can select an image that has already been uploaded or upload a new image from your computer.



   i. To use an image that is already uploaded, click on the image you want to use. Then, click the blue “Upload an image” button at the bottom, right.



   ii. To upload an image, click on the “Upload Files” tab towards the top of the media library box.



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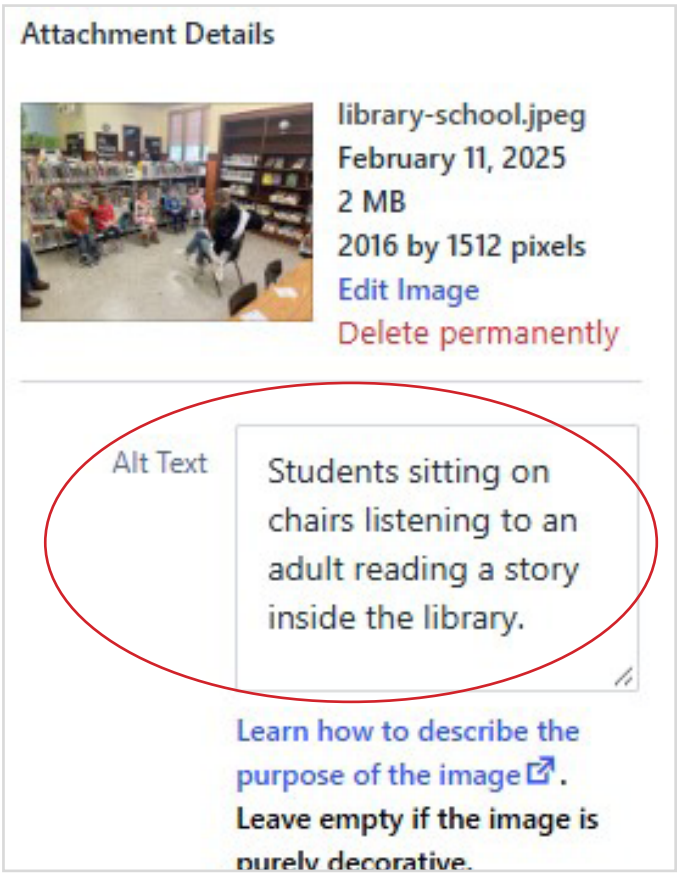
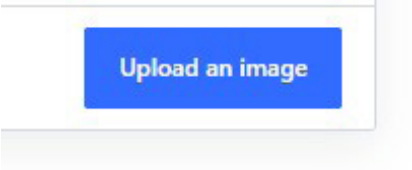
iii. Then, you can either drag and drop an image from your computer or you can click on “Select Files” and open the file browser to find your image.

iv. Once your image has been uploaded, you will need to make sure it has Alt Text to keep the website up to accessibility standards. To do this, simply click on the image in the media library and its information will open on the right side of the media library.



v. After that is complete, you can then click the blue “Upload an image” button.



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vi. This will take you back to the Image module settings. Make sure you click on the charcoal save button at the top-right corner of the page to save your changes.

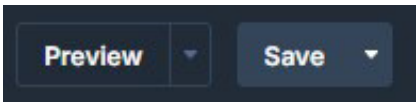
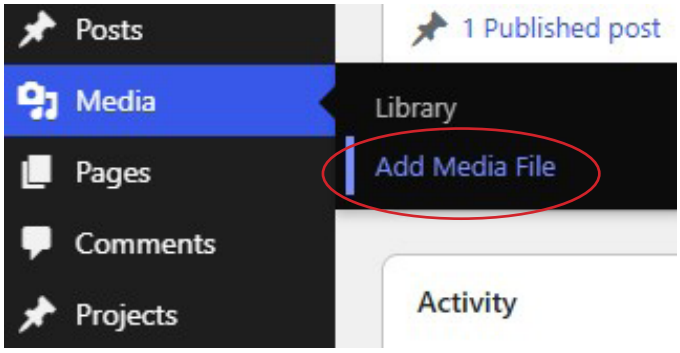


Photo consideration:

It's very important that the photos you upload, are of good quality but small enough that they don't weigh down the site and make it impossible to load. To do this, please put any images through tinypng.com. This takes away any unnecessary background information that makes the image larger. You just upload the image on that site, it compresses the image, and then you download it to your computer. After that is complete, you can upload the compressed image to the website.

5. Uploading PDFs:
    a. In the WordPress dashboard, hover over "Media" in the left-hand menu and click on "Add New Media File."



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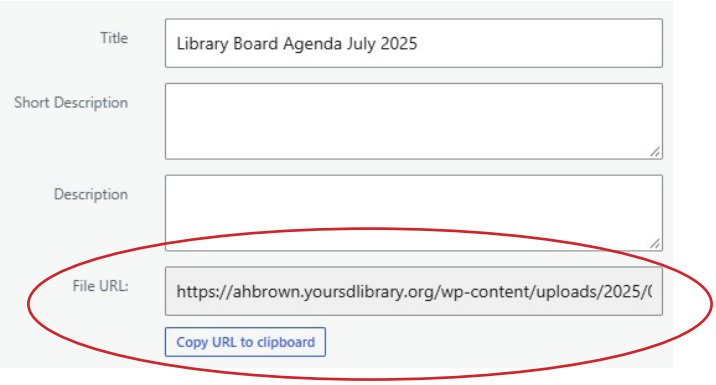
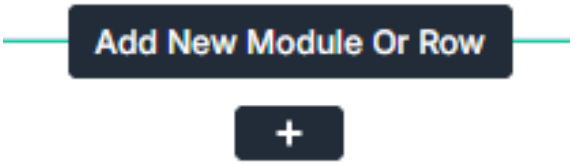
b. Click the “Select Files” button and locate the PDF on your computer. You can also drag and drop the PDF directly into the upload area.

c. Once your PDF has uploaded, click on it in the Media Library. Its details will appear on the right side of the screen.

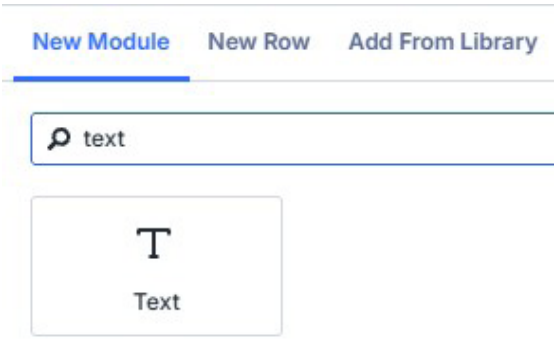
d. Look for the “Copy URL to Clipboard” button and click it. This will copy the link to your PDF, which you will need when adding it to your webpage.



i. Now add the PDF link to your webpage by opening the page where you would like it to appear. Once the page is open, hover over the area where you want the PDF link to appear. Click the dark blue “+” button to add a new module.



ii. Select the Text module from the list of available modules.



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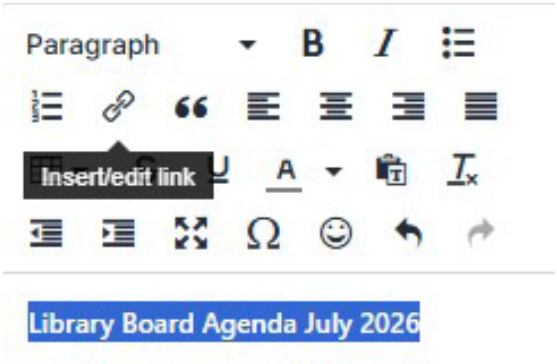
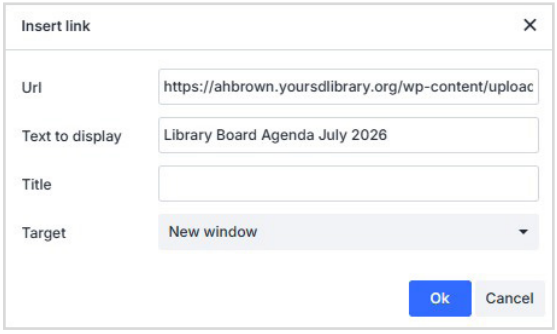
iii. In the Text Module settings, type the text you would like visitors to click on. For example, “Library Board Agenda July 2026.”

iv. Highlight the text you just entered and click the link icon in the text editor toolbar.



v. Paste the PDF URL you copied from the Media Library into the link field.

vi. Make the PDF open in a new browser tab, look for the link settings and select the option to open the link in a New window.



vii. When you are finished, click the charcoal save button at the top-right corner on the page.

