"How To" Update Site

Getting to the page you want to "Add" or "Edit"

1. Go to your domain (example: www.lakeerielayouts.com)
2. In the URL after ".com" type wp-admin (example: www.lakeerielayouts.com/wp-admin)
3. Type in your admin name and password.
   -If you forget or lose your user name or password please contact Lake Erie Layouts for a reset.
4. On the left hand side find the **"Pages"** Tab.
5. Next either select **"Edit"** to edit recent pages or select **"Add New"** to add a new page.
6. If you selected **"Edit"** then select which page you would like to update by selecting **"edit"** under the page name.
7. If you selected **"Add New"** then type in the title of your new page and select the parent.
   -If you want a new tab then leave alone
   -If you want under a drop down, click the down arrow and choose with page to assign to.

Changing text once inside the "Editing Page" or "New Page"

1. The menu is pretty close to Microsoft Word. You should have no problems.
2. To delete text, simply highlight the text you want deleted and press **"Delete"** on your keyboard.
3. To add text, simply click where you want the text to start and start typing.
4. To change font color highlight the text you want to change color of and select the **down arrow** next to the letter **"A"** with a little color bar underneath it. Select the color and it changes!
5. Your **"Bold", "Underline", "Italicize"** are just like Microsoft Word, highlight the text and click whichever button you would like.
6. Once finished making your changes select the blue **"Update"** button.
   -Once you press the "Update" button any changes will be published to your site!
7. To **copy and paste text** from **"Word"** select the clipboard with the **"W"** on it.
   -Paste the text in and click **"Insert".**
8. To **copy and paste text from another source**, select the clipboard with the **"T"** on it.
   -Paste your text and click **"Insert".**
   To use **"Spell Checker"** select the button with **ABC and a Checkmark**.

<u>DO NOT CHANGE ANY SETTINGS BELOW YOUR EDITING BOX!</u>

Uploading a picture once inside the "Editing Page" or "New Page"

1. Place the cursor and click where you want the picture.
2. Look for **"Upload/Insert"** directly **below** your page title.

3. Click the **"square with another square inside of it"** or the **first option**. It will do the same function.
4. Select where to upload from.
   -Your Computer, From URL, Gallery, or Media Library.
   --Mainly going to upload from your computer.
   --- Then press **"Select Files"**
5. Browse where your file is located.
6. Type you picture title. **You must have a picture title.**
7. Type same thing for **"Alternative Text"** as you did for **"Title"**
8. If you don't want the picture to **"link"** out to another page then highlight the **"Link URL"** text and press delete on your keyboard
   -If you want your picture to **"link"** to another page or site, simply type in the site url. You must type **http://** before the **www.** for the link to work properly.
9. Leave **"Caption"** and **"Description"** blank. No need for those.
10. Select where you want the picture to **"Align"** with the text. Right- choose Right, Center-choose Center, Left-choose Left.
11. Select the size of the picture and choose **"Insert into Post"**.
12. Once the picture is in the post, **single click** on it.
13. In the **top left hand corner**, select the little picture of the **"Mountain"**.
14. In the window that opens select the **"Advanced Settings"** tab.
15. Scroll down to **Image Properties**.
16. There set **"Border" to 0**, "**Vertical Space" to 5**, and **"Horizontal Space" to 5**.
17. Scroll down and select **"Update"**.
18. Select the blue **"Update"** button.
    -Once you press the "Update" button any changes will be published to your site!

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Logging into your web based e-mail

1. In your url type: http://yourdomain.com/webmail
   example: http://lakeerielayouts.com/webmail
2. Type your user name: User: yourusername@yourdomain.com
   Example: example@lakeerielayouts.com
3. Type your password. Then click "Ok"
4. Then select Squirrel Mail if your webmail is not in "auto load"

Changing your password for your e-mail

1. After logging into your web based e-mail look in the bottom left hand corner.
2. Select "Change Password"

Don't see what you're trying to do? Please feel free to contact me at anytime.

E-mail: nic.frey@lakeerielayouts.com

Or

Phone: (419) 463-4170

Once again, thank you for choosing Lake Erie Layouts!

Sincerely,

Nic Frey
Lake Erie Layouts

www.lakeerielayouts.com