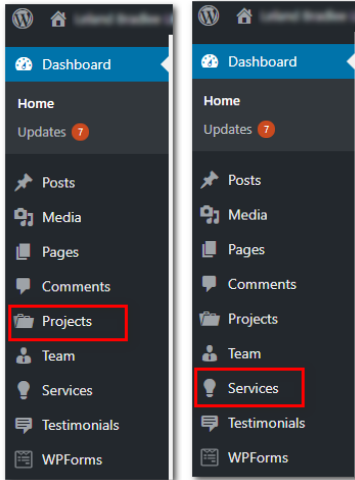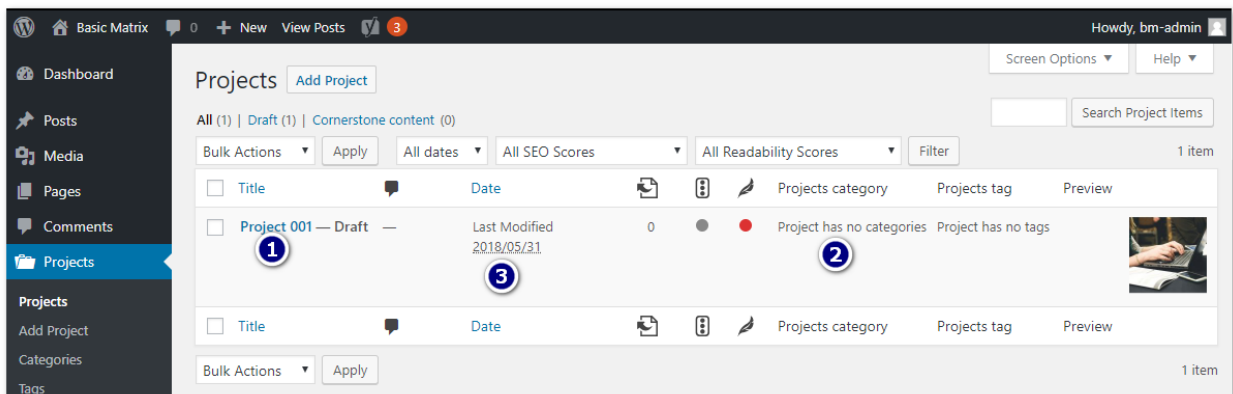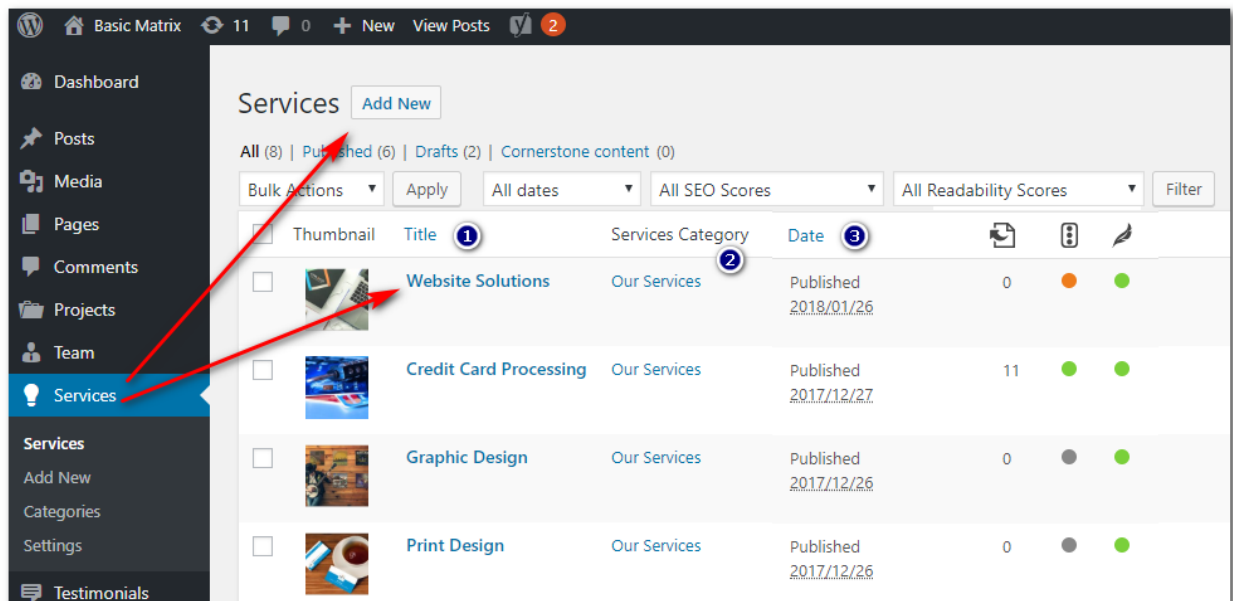# PROJECTS & SERVICES

Your website may have EITHER or BOTH Projects & Services. If you add new Projects/Services, they will appear on your website automatically, but it may make the older Projects/Services disappear. You may just want to add or change information instead of creating new information.
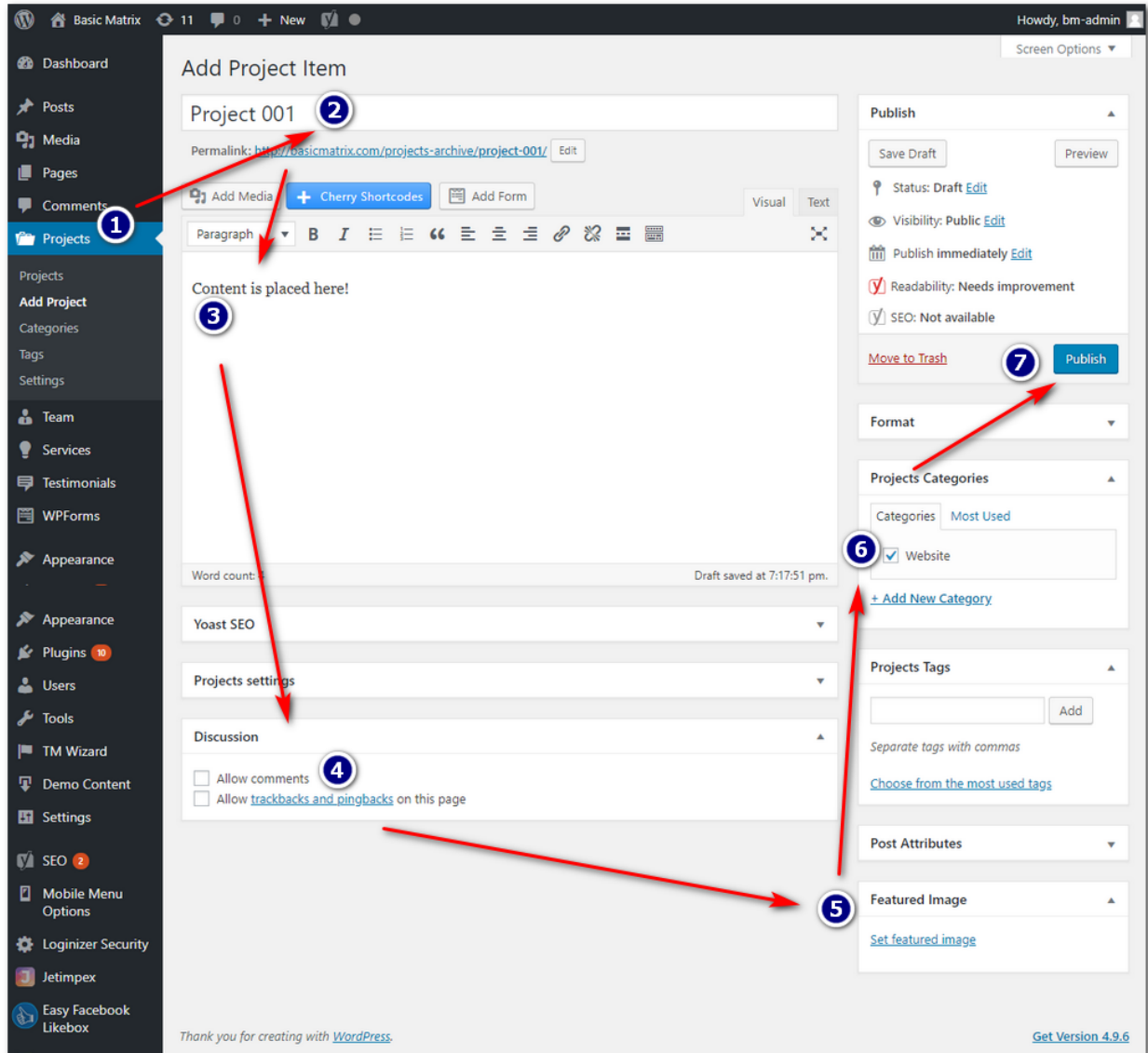
Projects and Services are similar in the way that you will edit/add.

Both will have Thumbnails, Titles (1), Categories (2), and Date Published (3). They may appear slightly different on your screen based on screen resolution.

You can choose to "**Add New**" or you can click on a title to edit that Project/Service.
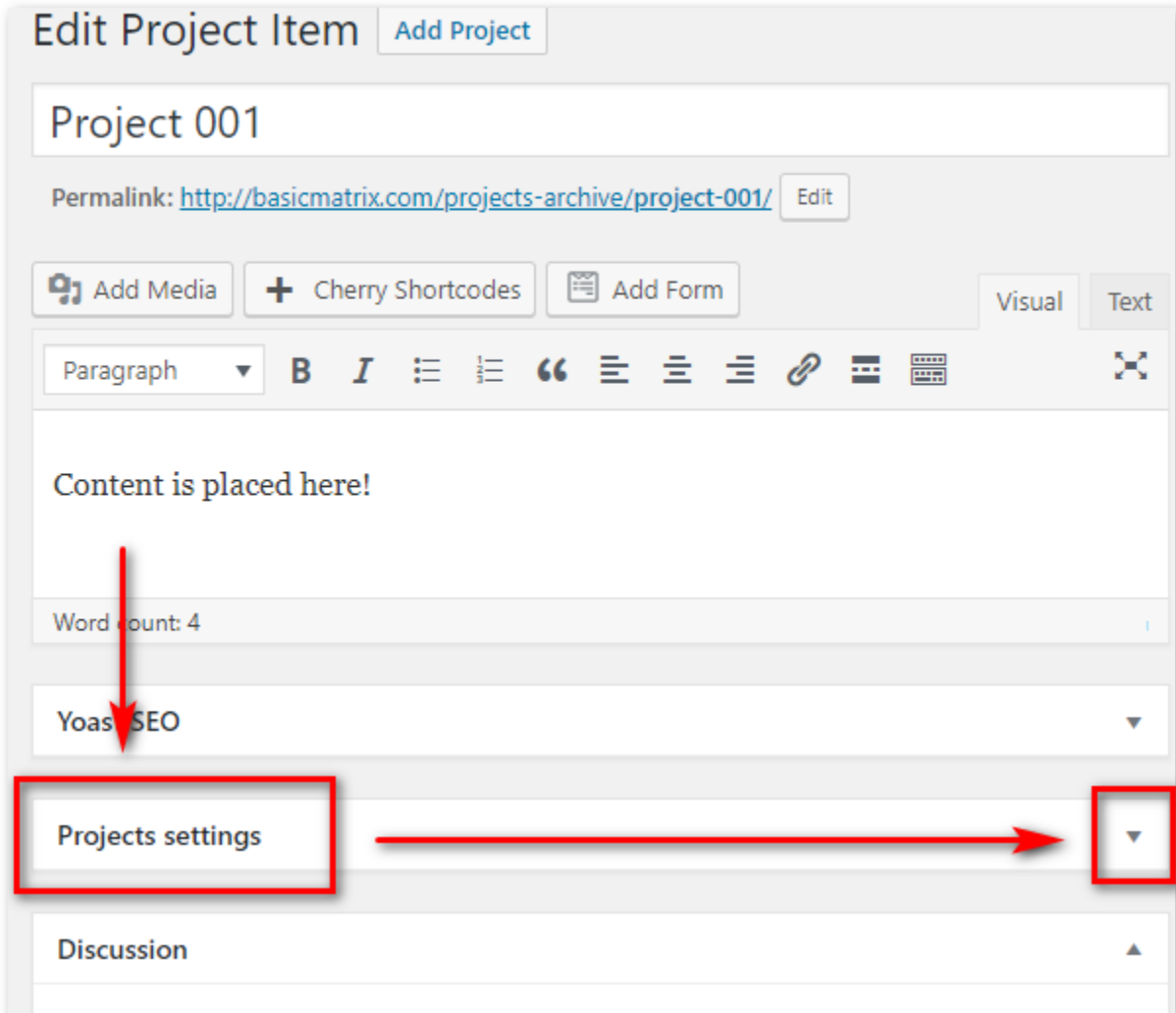
PROJECTS & SERVICES

1. Once you have selected to "**Add New**" or clicked on a title to edit a Project/Service, then you need to make sure to fill out steps 2-7.
2. The title of the Project/Service. This is what the viewer will see.
3. Your content. You can edit this as normal text. Underneath this section may be other sections. If you have an image gallery, it will be in the section "Project Settings." Services will have similar options, but as of this point they do not have image galleries. See the next page for more information.
4. Make sure that comments are unchecked.
5. Set your featured image. Make sure this picture is a good resolution.
6. Choose the appropriate category for your Project/Service.
7. Publish the page when you are done. Once you do this, remember that it is public and the world can see your post.

PROJECTS & SERVICES

Project page: Image Gallery

Some project pages may contain Image Galleries. This will be found under "Project Settings," which you may have to expand by clicking the downward-pointing triangle.

This will expand the section, as seen on the next page.

PROJECTS & SERVICES

Go to Image Format. Then you can add images.

Make sure to update the page to save your changes.