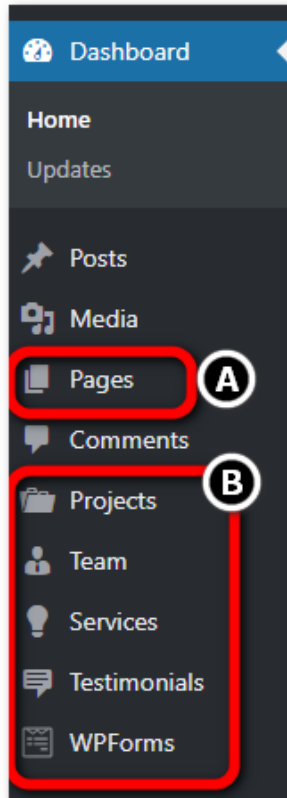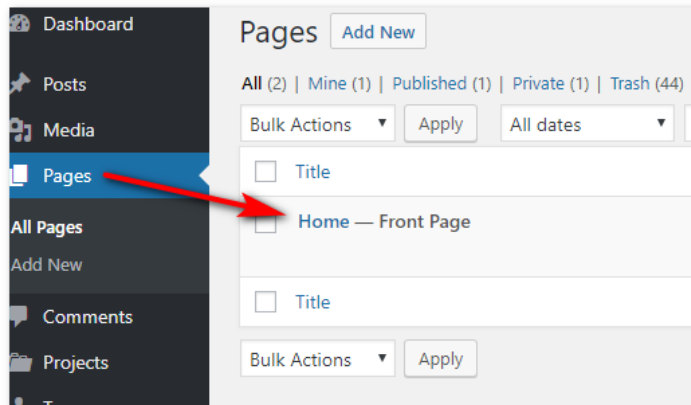**Updating the webpage**

Go to **YOURDOMAIN.com/wp-admin.** After you log in, you will see your menu to the left.
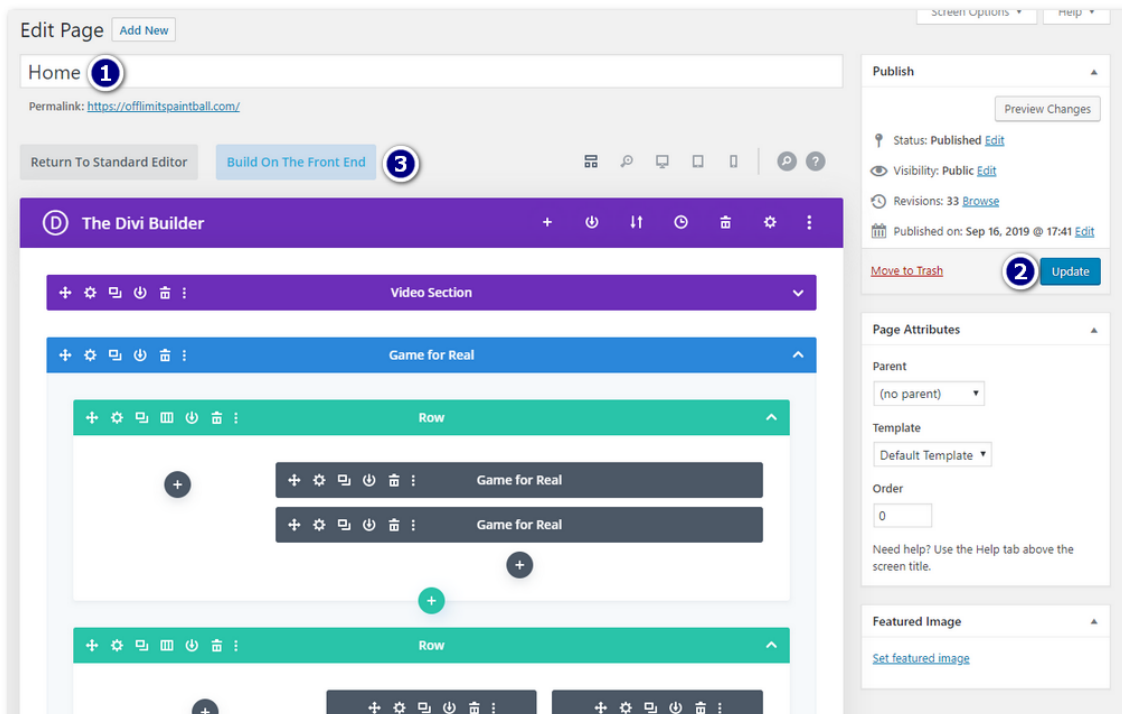
←B: Plugins: **NOTE:** Some items cannot be edited on a main page. They can only be edited through the plugin.

←A: PAGES: Go to "**Pages**" to edit your website. Click the name of the page you want to edit to get to the editor. For our example, we will use the "Home" page (See picture **BELOW**).

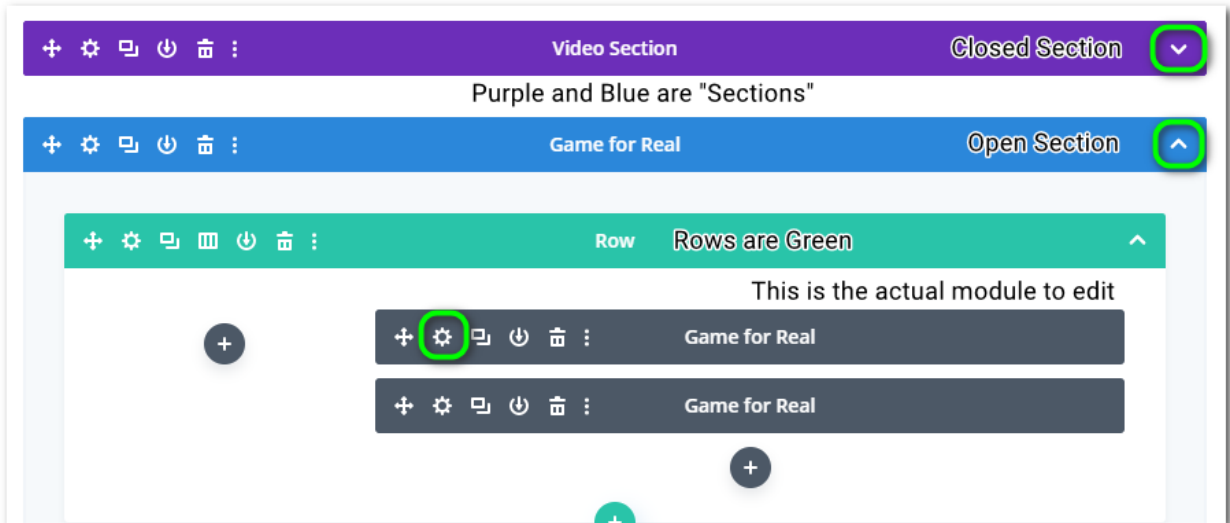**This will allow you to edit your page. (See below):**

1. The title of your page.
2. The "**Update**" button. When you have made all of your changes, it will not be published live until you click this button.
3. You can edit here (Editing Option 1) or clicking on "Build on the Front End" (Editing Option 2) will give you a visual editor where you can see a simulation of the page.
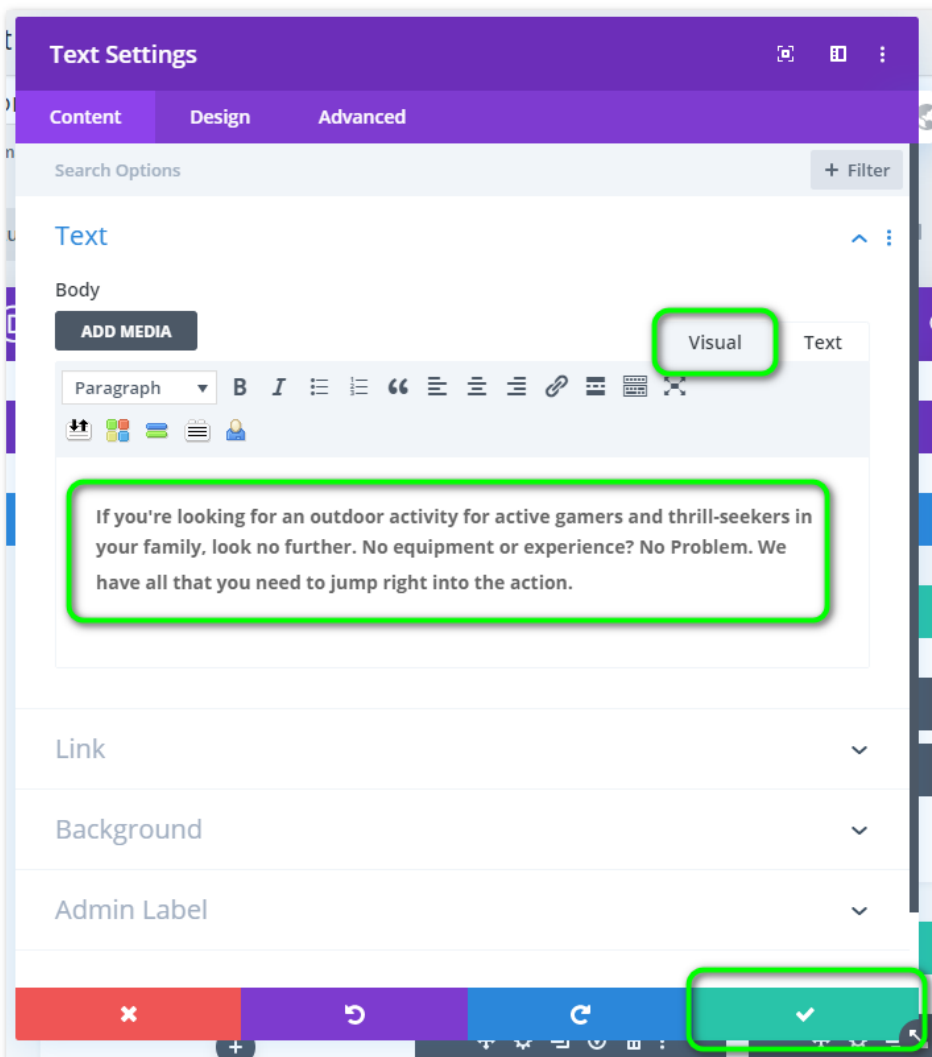
Editing Option 1

1. The labels should correspond with the section of your webpage.

2. Editing the Sections and Rows may cause formatting problems, so be cautious.
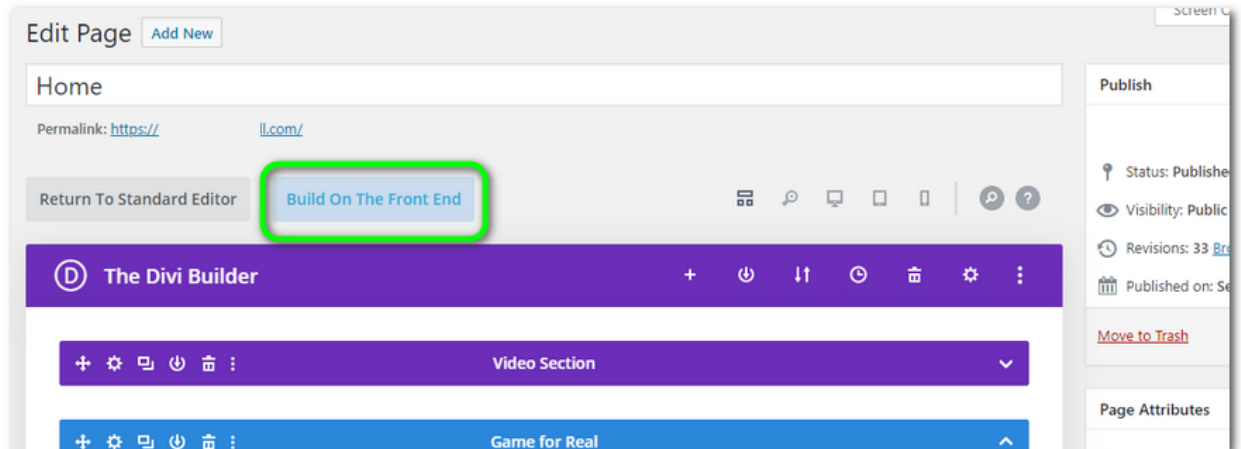3. The cog will allow you to edit the module.

When you open the section, you can type in the text box what you want to show on the website. Make sure the "Visual" tab is selected. If you know how to use HTML, use the "Text" tab. When you are done, click "save & exit."
Do not forget to press UPDATE to publish the whole page.

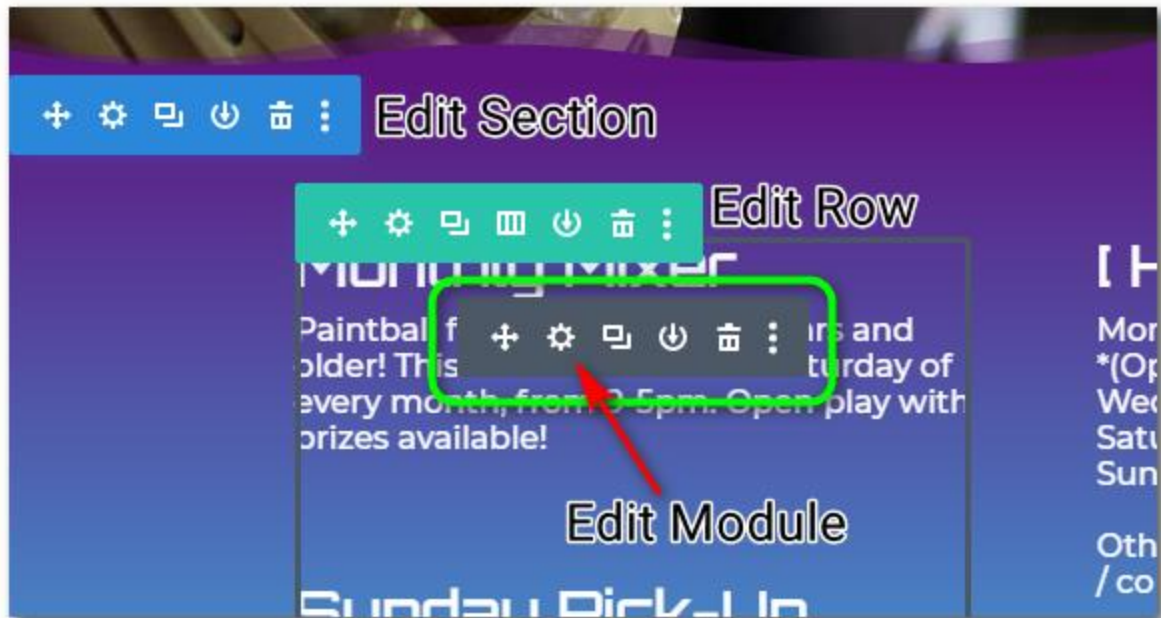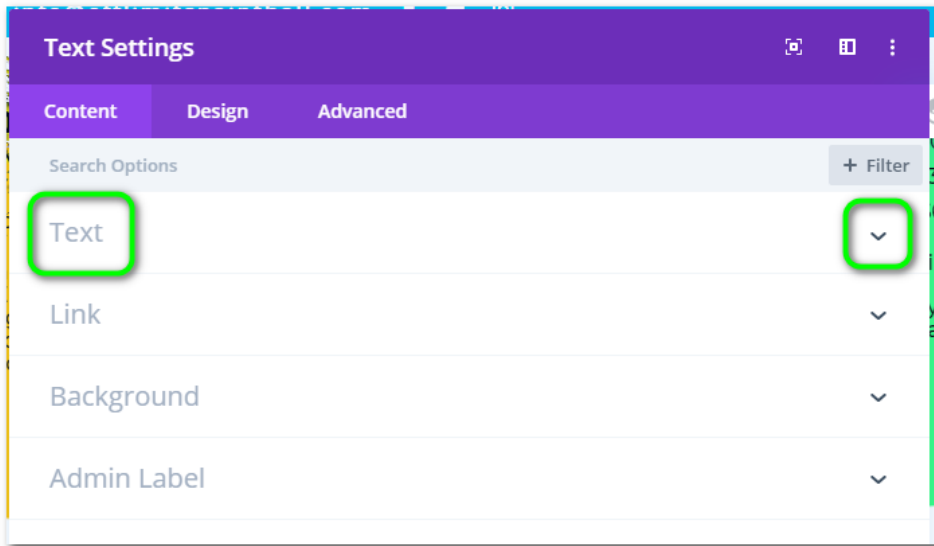## Editing Option 2

1. Click "Build on the Front End"

2. Hovering your mouse over a section will give you the option tabs. Blue/purple is a section, green is a row, and a module is gray. From left to right: Move, Edit, Copy, Download, Trash. You will want to choose the cog to edit.

3. If you want to edit just the wording of the text, you can directly single click on a word and edit the paragraph.
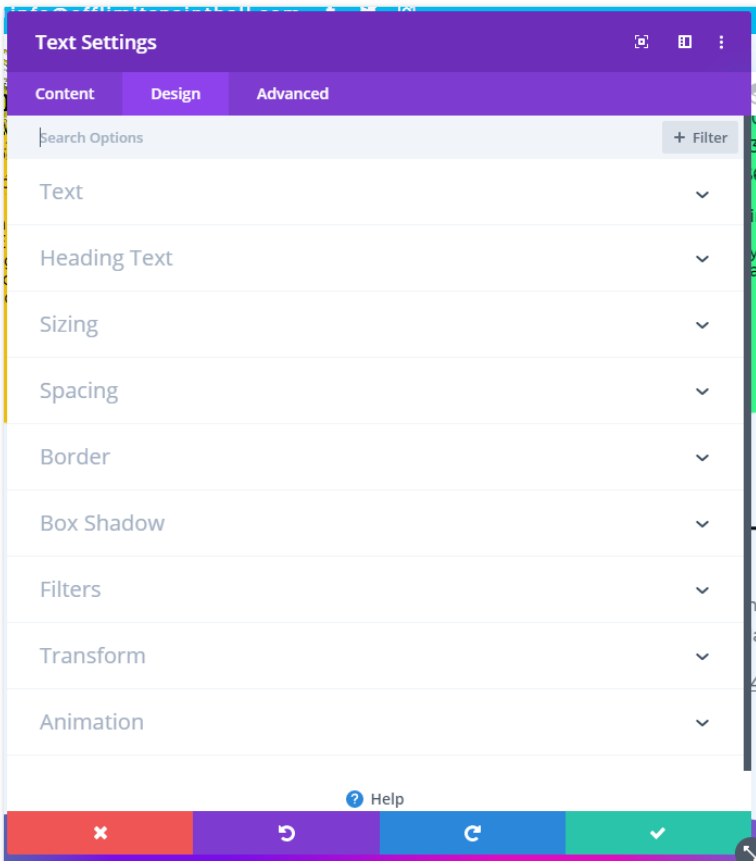
4. When you click on the cog to edit, you are able to change more than just the wording:

Text Settings

Content   Design   Advanced

Search Options   + Filter

Text   ⌄

Link   ⌄

Background   ⌄

Admin Label   ⌄

← The "down" arrow to the right expands or contracts a section.In the above image, "Text" is contracted/closed.
←Under the "Content" tab, "Text" can edit the wording.

5. Under the "Design" tab, you can change the color, size, font, etc ("Text" and "Heading Text").
    Keep in mind that this may affect the tablet and mobile version of the page as well.

Text Settings

Content   Design   Advanced

Search Options   + Filter

Text   ⌄

Heading Text   ⌄

Sizing   ⌄

Spacing   ⌄

Border   ⌄

Box Shadow   ⌄

Filters   ⌄

Transform   ⌄

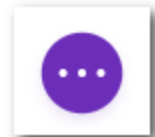Animation   ⌄

? Help

✗   ↺   ↻   ✓

←Sizing and Spacing can adjust how things appear onyour page. It is not reccomended to adjust these as it may break the mobile-friendliness and usability of the page.
←"Animation" can be fun to play with as it allows the module to "appear" in different ways as the user scrolls the page.

6.   When you have completed your changes, click the green check at the bottom of the editor.

7. **TO SAVE** your work, find this icon at the **bottom center** of the screen:

Clicking on the purple circle will expand the "Save" the page button (below):

+   ⏻   🗑   ✕   ✦   🕐   ↕   Save