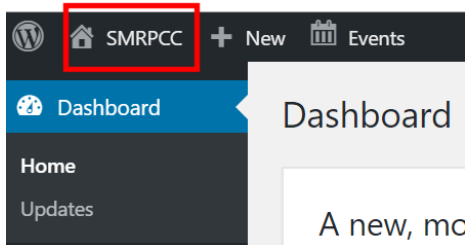
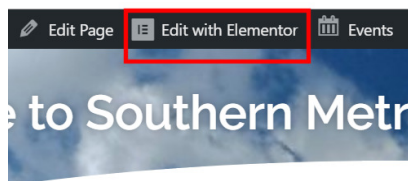


## Adding/editing a news items on the home page

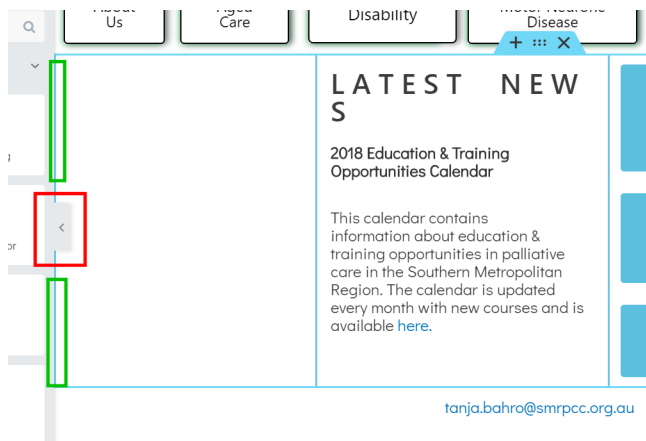
1. Login



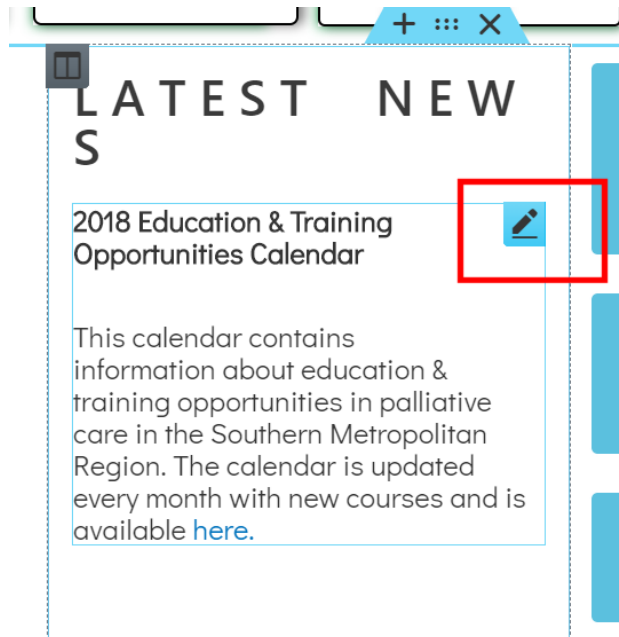
2. Click on 'SMRPCC'



3. You are now in Elementor. Click on 'Edit in Elementor' (note the 'Events' icon to the right. Click on this when you wish to enter the 'Events' area).

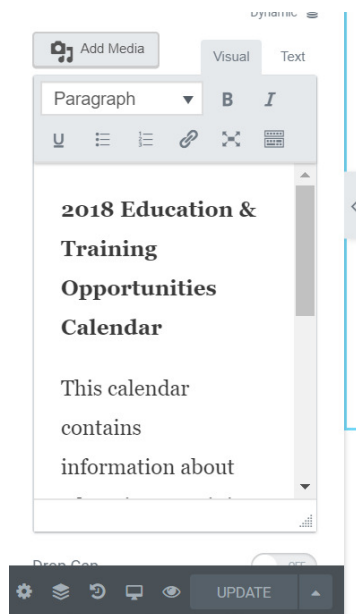


4. The red box points out the 'preview' button. Click on it to expand your view of the home page. Then click on it again go go back to the present view. When this is fully expanded, you cannot edit your news item. It needs to be in the present position to edit your news item.
5. In the green boxes, you can place your cursor along this line and drag it sideways to provide more room for editing your news item.

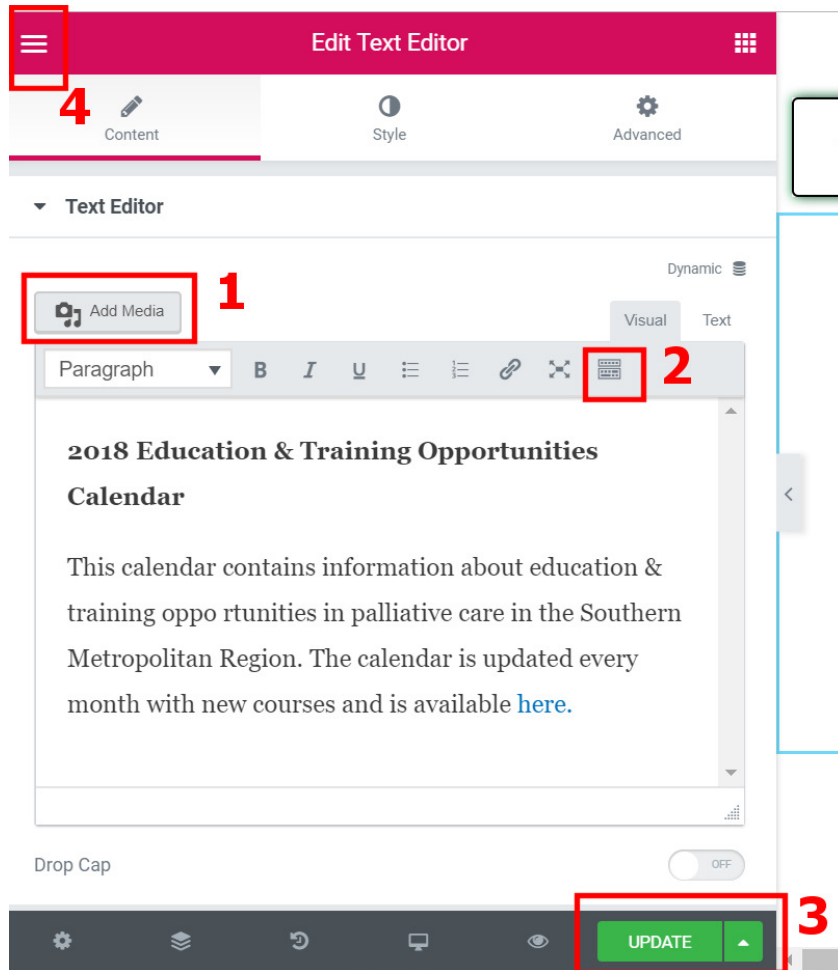


[tanja.bahro@smrpcc.org.au](mailto:tanja.bahro@smrpcc.org.au)

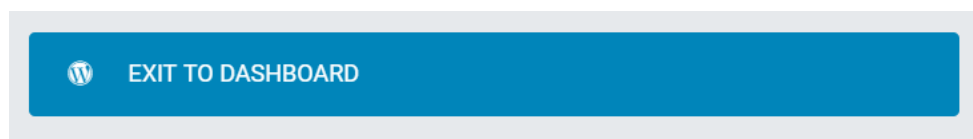
6. To edit your news item, place your cursor on the news item and you will see the 'edit row' icon. You can now edit the news item .....



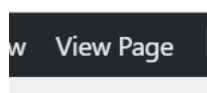
..... or you can edit your news item in the Editor. To give you more room in using the editor, remember to place your cursor on the blue line (above) and drag the side of the Editor to the right.



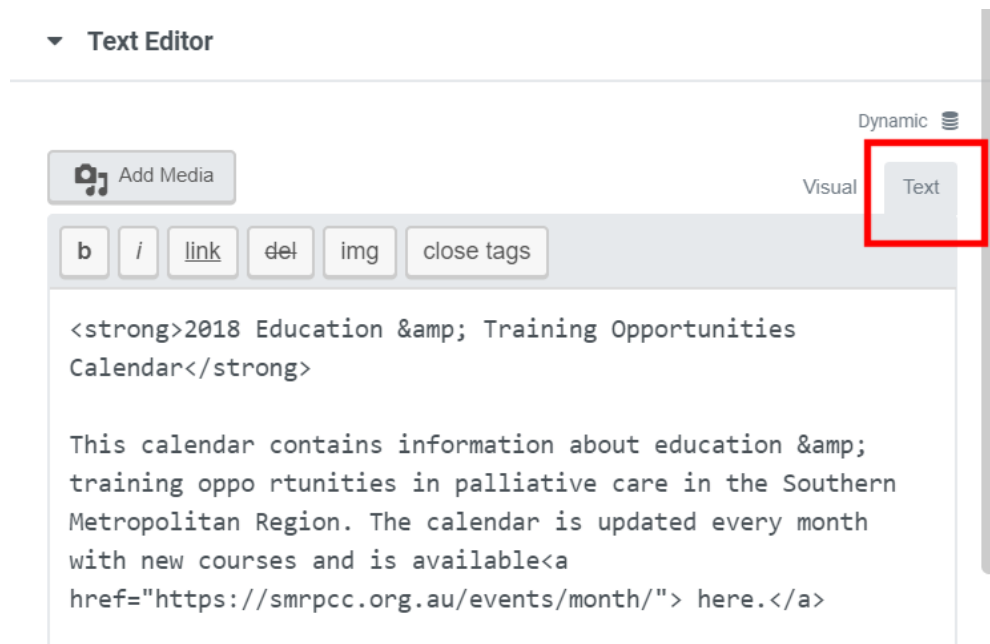
7. This is what the Editor looks like in the expanded position. Not the features of the Editor. (1) Click this button to add media to the page. (2) Click this icon to have a second row of Editor icons/features appear. (3) Click the 'Update' button to save your work. (4) Click the hamburger icon to finish with Elementor .....



..... then click the blue bar that will now be displayed.



8. To review your work from the front end, click on the 'View Page' icon at the top of the screen.



If you wish to edit in HTML, you can by clicking on the 'Text' tab. A new set of tools will also appear (see grey bar) for you to use.