










## Anatomy of the backend of Wordpress

**Login:** www.[your-organisation].com.au/admin

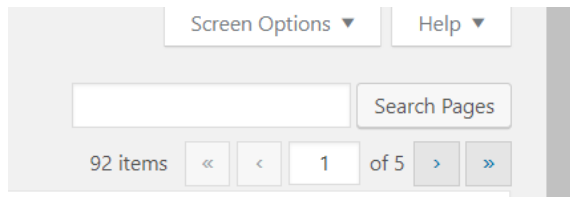
  Bass Coast Health - Gippsland, Victoria,...  New  SEO	
Top of the screen – the name of your organisation. Click on it (or the house icon) and it will take you to the front end of the site.	
 Media	<b>Media:</b> Takes you to the Library where your images and files for uploading are stored.
 Pages	<b>Pages:</b> All your common web page are here. You can add, edit and delete pages here.
 Employment	<b>Employment:</b> All your job vacancies are here. You can add, edit and delete these as required.
 Documents	<b>Documents:</b> The document library. You can add, edit and delete these here. You can also add Categories.
 Latest News	<b>News:</b> All your news items are here. You can add, edit and delete these here.

## Easy WP Guide

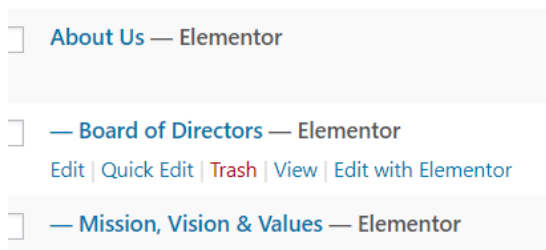
*A simple, easy to read **WordPress Manual***

You won't find any talk of HTML, PHP or creating WP Themes here. What you will find is a simple, easy to read WordPress manual that will guide you through the process of editing your site content.

<https://easywpguide.com/>



In 'Pages', because your site can accommodate a great number of these, you have a search box to help you find a page. It is located on the top right of the screen in the 'Pages' area of the backend.




In many areas of Wordpress, if you wish to edit/update a page, you will notice a previously hidden menu will appear when you mouseover the title of the page (eg: the Board of Directors link). If the link is designated as an 'Elementor' link, then click on the 'Edit with Elementor' menu item.

If the word 'Elementor' is not included beside the page title, then choose 'Edit' to edit the page.

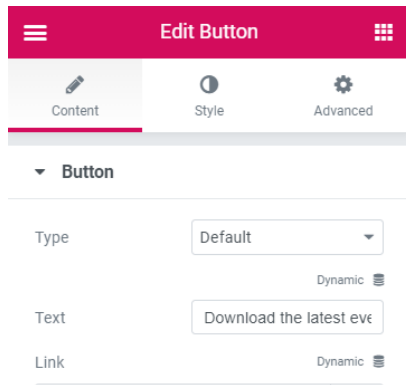


If you are logged in and looking at the front end of your site, at the very top of the screen are some links. If I wanted to edit the page I was viewing and if the 'Edit with Elementor' link is present, then that is the link I would choose.

	<p>Learn what Elementor is and what it can do: <a href="https://www.youtube.com/watch?v=-TPpwuB6dni&amp;list=PLZyp9H25CboFCGdA4yjOhr4VIQUAgKxzI">https://www.youtube.com/watch?v=-TPpwuB6dni&amp;list=PLZyp9H25CboFCGdA4yjOhr4VIQUAgKxzI</a></p> <p>This link about is to the first video of a multi-video play list.</p>
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Cont .....

To shut down Elementor are you have finished with it, SAVE you work (click on the green UPDATE button, click on the top left hand corner of the red section (on top of the hamburger icon).....



..... then click on the blue bar that appears.

