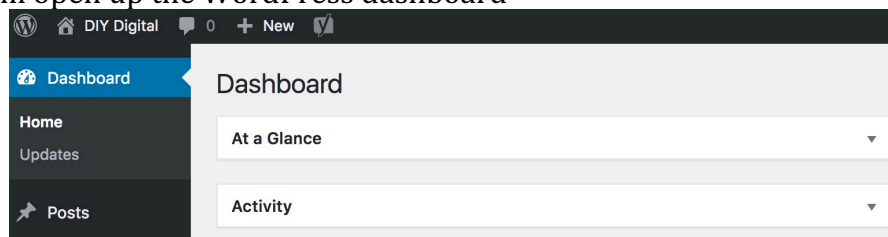# WORDPRESS

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WORDPRESS BEGINNER BASICS

Do not edit your WordPress website on a mobile phone or tablet. Use a laptop or desktop where you will have access and be able to view all the admin settings available to you.
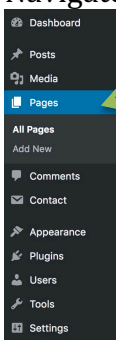
Log In
- Log into your WordPress website
- This will open up the WordPress dashboard

Edit Text

Navigate to, and click on, the page you wish to change

Slowly hover over the page so that you can see
- Edit
- Quick Edit
- Trash
- View

ID: 2714 | Edit |
Quick Edit | Trash
| View | Duplicate

Click on Edit

To edit a page changes from one WordPress website to another, depending on which page builder is being used on the site. Popular page builders are:
- WP Bakery
- Visual Editor
- Site Origin
- Elementor
- Divi

Search in YouTube for your exact page builder name to find the best video tutorial for you.

Change Password
https://youtu.be/DXH3ScAJtrs
1.11
View video for how to change your password.
This video demonstrates the process by going to Users on the left-hand side menu.

Your website may have "Profile" instead of users – if this is the case click on Profile – from then on it's the same as the video.

Log Out
Hover over your profile, top right, so that it brings up the Log Out option.

If you accidently click (rather than hover) on your profile, it will take you to the User or Profile screen. Don't worry, just go back to top right hover over your name again and choose Log Out.