

Login

Go to <https://compassion.co.uk/wp-admin/>

Enter username and pswd as supplied

username: as supplied

pswd:

General Notes

Images - beforehand

Please ensure all images are:

- the smallest size both in terms of physical size – to be similar to the size of the displayed image, but also use image software to optimise the image file size
- When the image is uploaded add a relevant Alt Text

Amending Pages

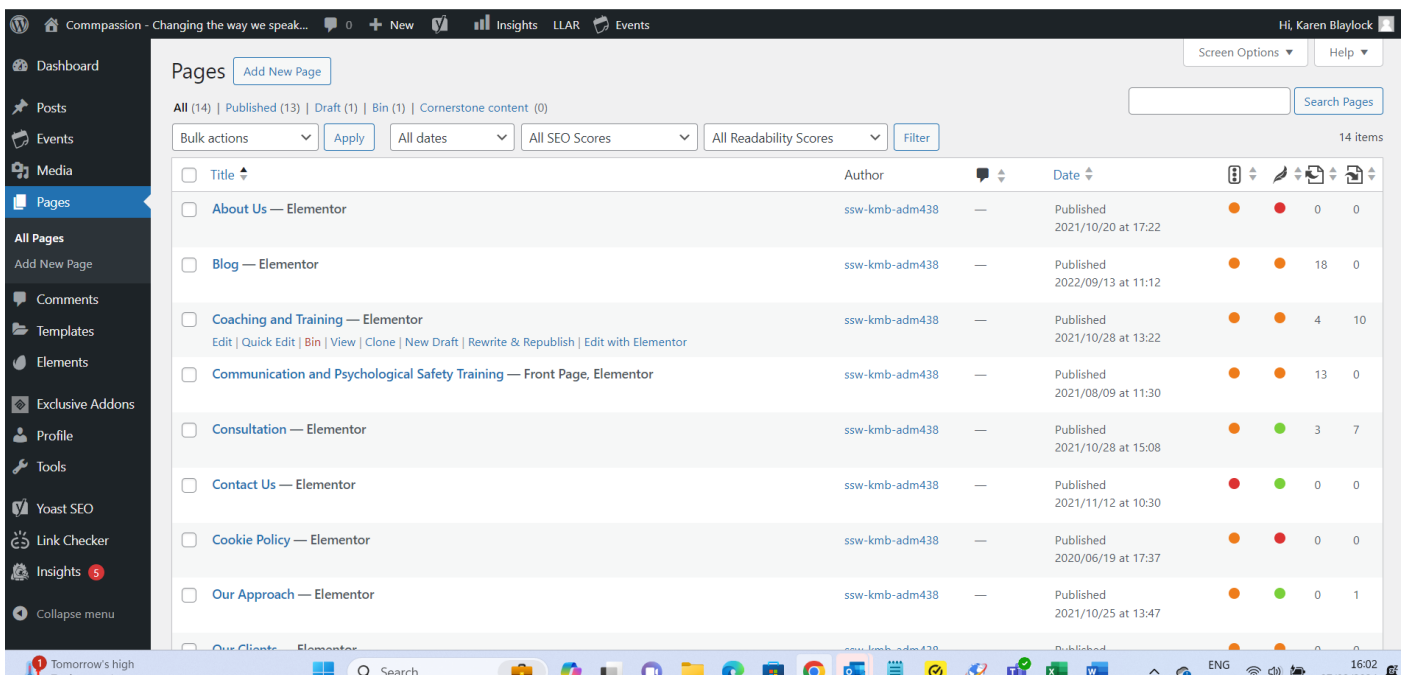
Click 'Pages' in the left column

Hover over the page you wish to edit.

N.B. Any Changes to a PAGE must only ever be done with Elementor

For Small Changes – editing the page directly:

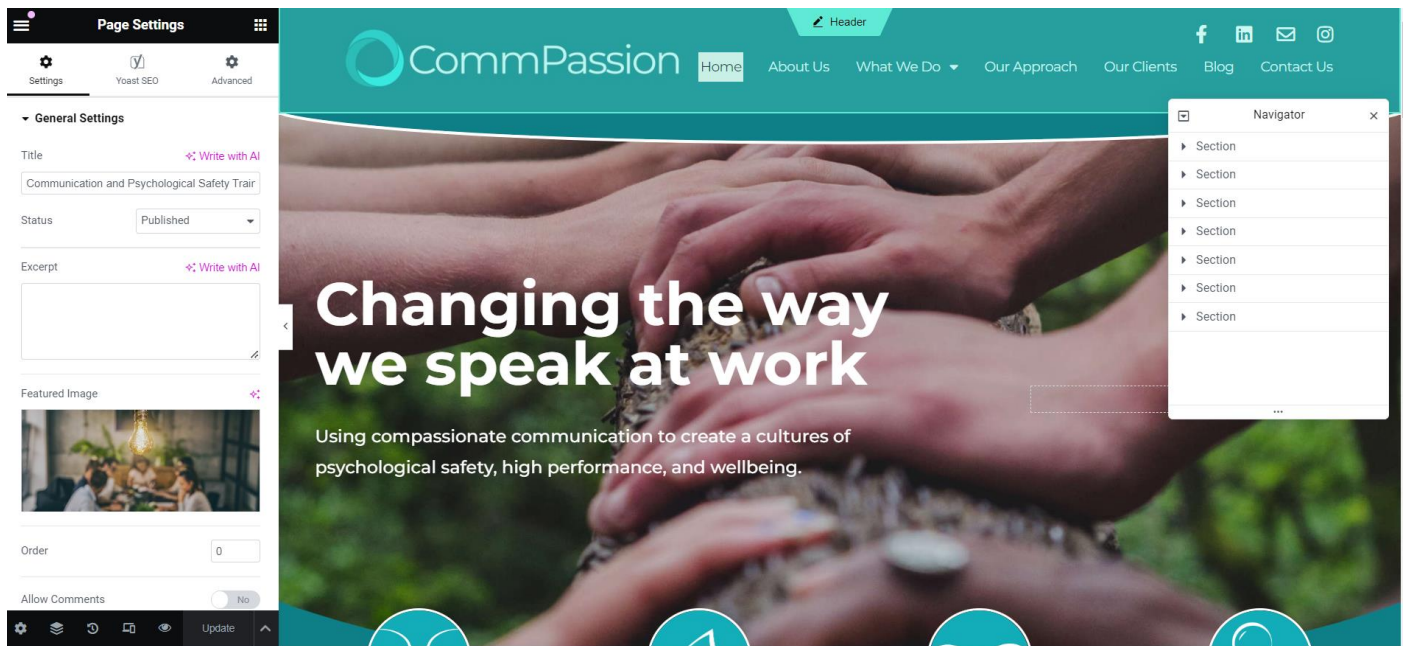
Click on '**Edit with Elementor**' under the page name- this will be displayed when you hover over the page name



The screenshot displays the WordPress 'Pages' management screen. The left sidebar shows the 'Pages' menu item selected. The main content area shows a list of 14 pages. The table below summarizes the visible data from the screenshot.

Title	Author	Date	Readability Score	SEO Score
About Us — Elementor	sww-kmb-adm438	Published 2021/10/20 at 17:22	0	0
Blog — Elementor	sww-kmb-adm438	Published 2022/09/13 at 11:12	18	0
Coaching and Training — Elementor	sww-kmb-adm438	Published 2021/10/28 at 13:22	4	10
Communication and Psychological Safety Training — Front Page, Elementor	sww-kmb-adm438	Published 2021/08/09 at 11:30	13	0
Consultation — Elementor	sww-kmb-adm438	Published 2021/10/28 at 15:08	3	7
Contact Us — Elementor	sww-kmb-adm438	Published 2021/11/12 at 10:30	0	0
Cookie Policy — Elementor	sww-kmb-adm438	Published 2020/06/19 at 17:37	0	0
Our Approach — Elementor	sww-kmb-adm438	Published 2021/10/25 at 13:47	0	1

You are now editing the page:



Put the mouse over the section you want to change and click on it or the Navigator may be displayed as a box on the top right hand side – which shows the sections on the page – click on the section you want to amend.

Text

Put your mouse over the text to change and then make the appropriate changes in the text box which appears in the left column.

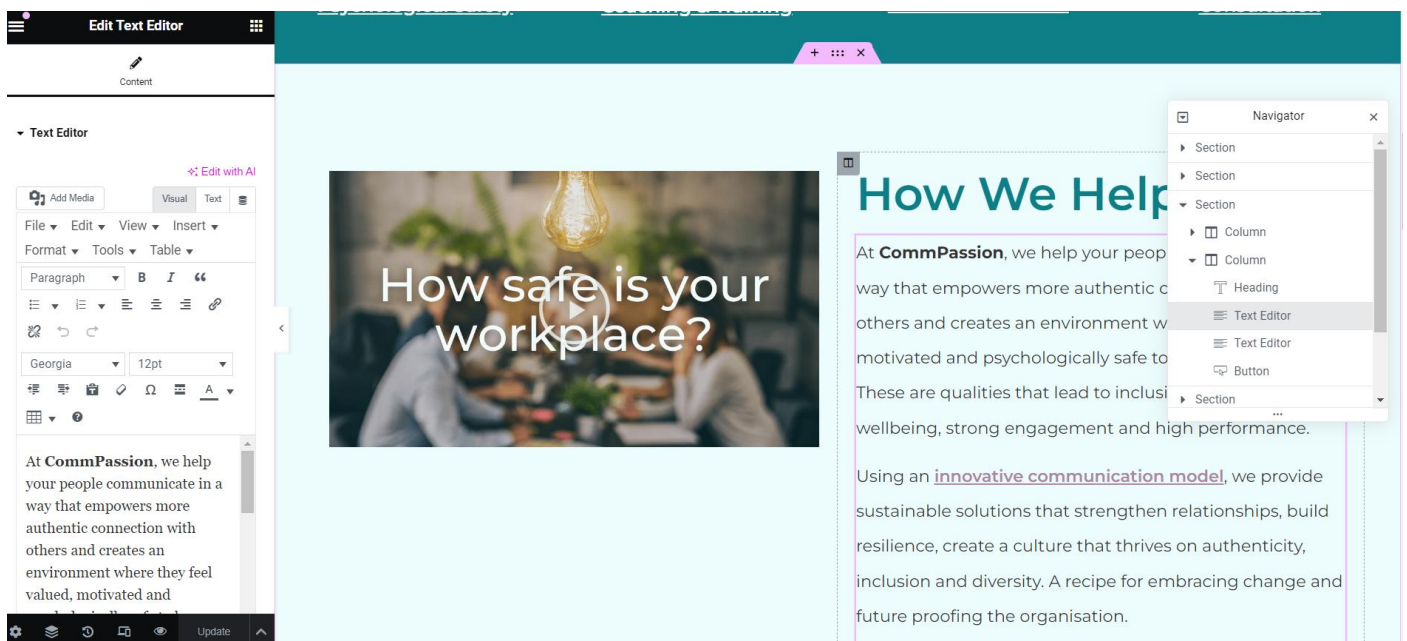
Images

Put your mouse over the image to change,

Choose image

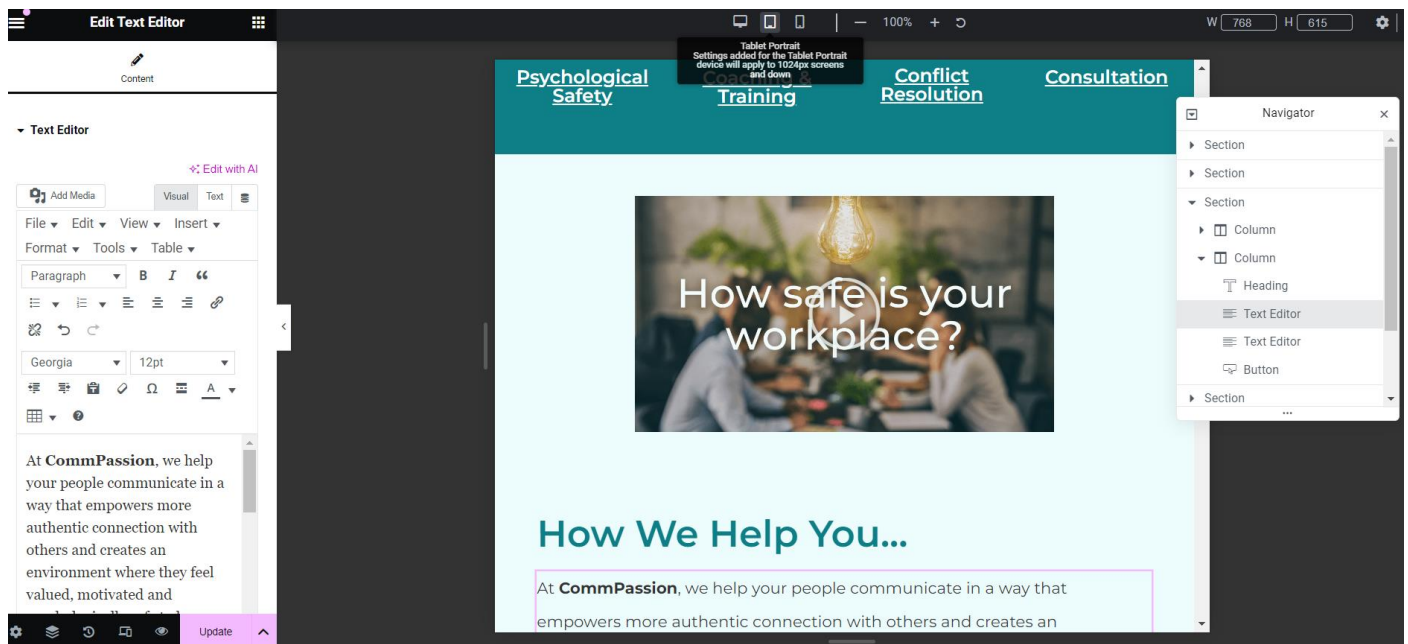
Select from Media Library or Upload from your device.

Make the changes.



Preview the changes – click on the eye icon bottom left column. Marked in red

Click the responsive mode icon – bottom left column next to the 'eye' image' to see how it will look on different devices. Click on one of the top tabs to change the device type you are seeing.



Publishing Changes

When you are happy click the pink 'Update' button at the bottom of the left column.

Click the hamburger icon top left of the page.

Click View Page and check your changes.