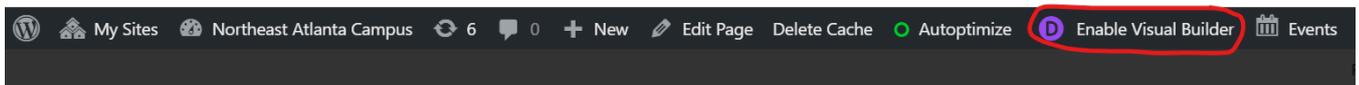


Basics of Editing A Page

To edit a page:

1. Login to wordpress by going to your campus site login page. example :
neatlanta.gracechurches.org/wp-admin/ or barberton.gracechurches.org/wp-admin/
 1. You will need to be part of the Webmaster Distribution List in order to receive the Authentication code via email.
2. Once logged in you'll see the admin bar at the top. Navigate to the page you want to edit and then click 'Enable Visual Builder'



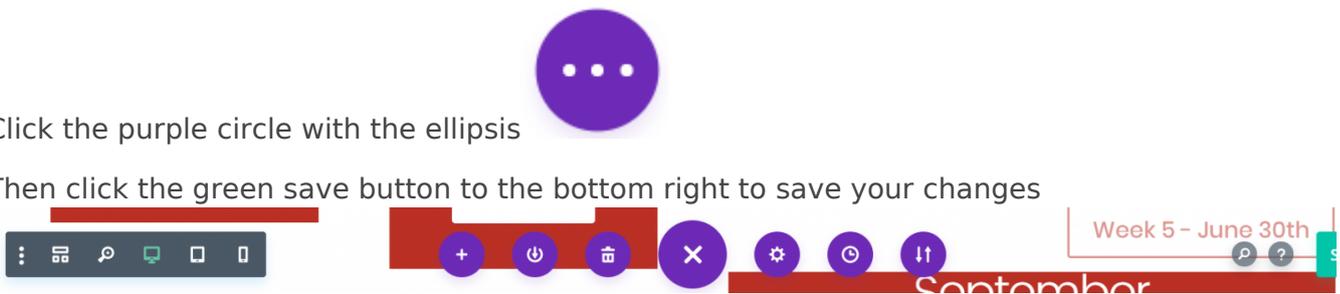
GRACE CHURCH

CONNECT ▾ MINISTRIES ▾ MESSAGES EVENTS

3. From there you can click on text to edit

To save changes:

1. Click the purple circle with the ellipsis
2. Then click the green save button to the bottom right to save your changes



To edit text on a page

1. Click directly on the text and you should see the text cursor (the | symbol that shows where you're typing) and you can begin editing.

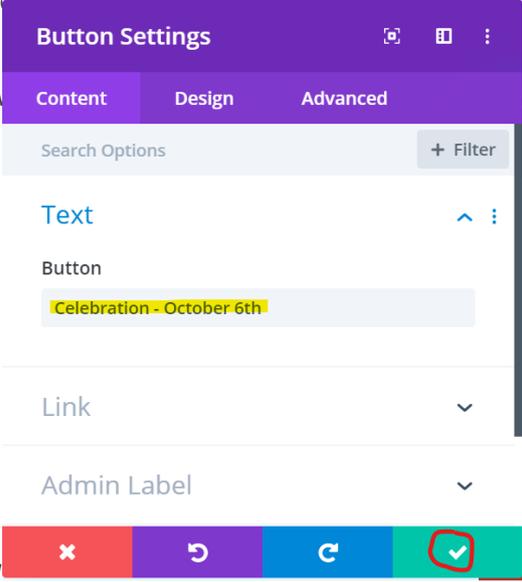
note: if you're not able to click to edit the text, it may be part of a module. See example below on how to edit a button for instance.

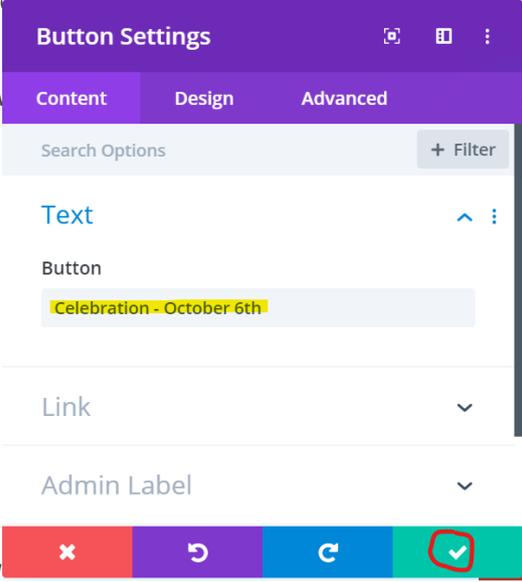
To edit a button

1. Click on  settings and click the gear icon to open the



settings

2. This window  can edit the button text as seen highlighted



below

3. After you're done, confirm your changes by clicking the green check box as seen circled above.
4. Don't forget to save your page as described above in 'To Save Changes'

Revision #2

Created 19 February 2020 15:51:46 by Mike Sypherd

Updated 4 January 2021 16:42:40 by John Fahringer