

Managing your Wordpress site - By Multi-Pillar Marketing, LLC.

Logging Into the Admin Area

Go to <http://yourdomainname.com/wp-login.php> and type in your username/password that you were sent.

Then click "Log In"



Username

Password

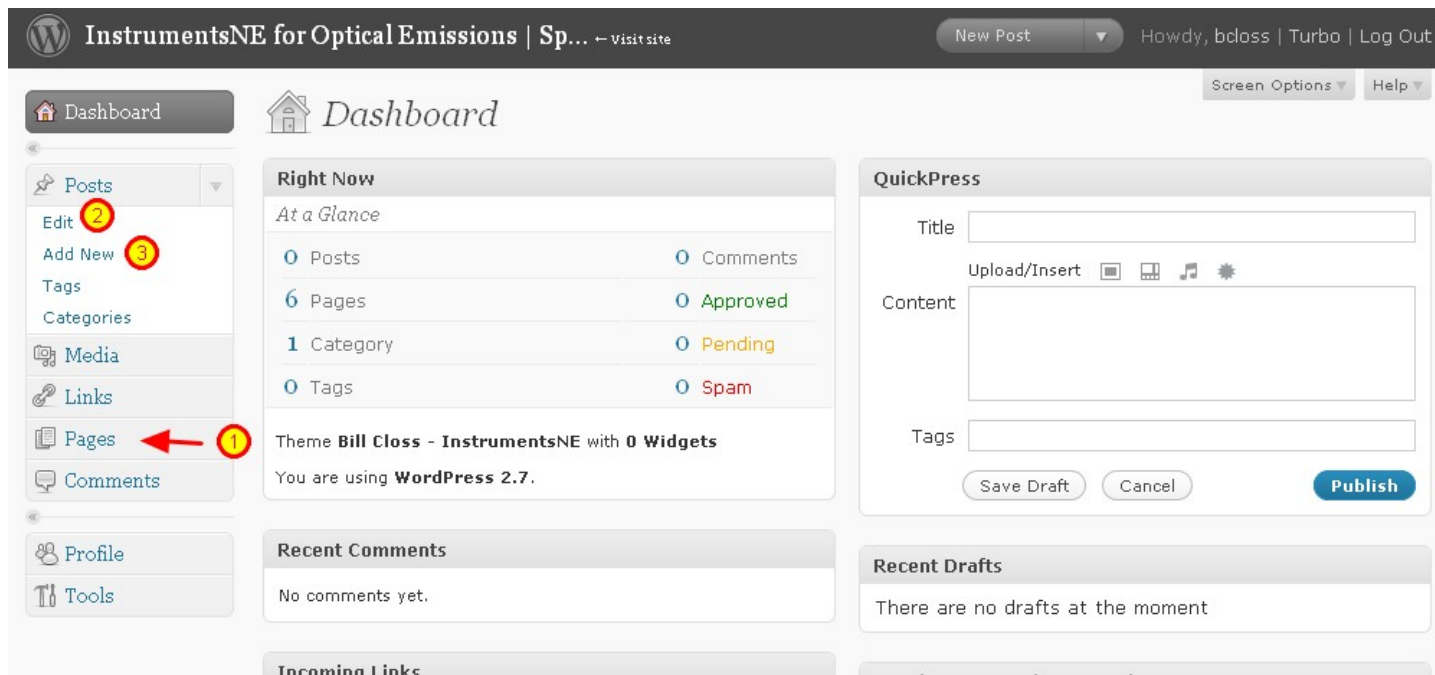
Remember Me

Log In

[Lost your password?](#)

Dashboard for your Admin area.

To manage the pages of your site click on the pages link. (1) To work with posts if you have a blog set up on your site, select edit (2) to edit an existing post or Add New (3) to post a new item to your blog.



Manage Pages

Here you can edit existing pages by clicking on the page you'd like to edit (1) or create a new page for your site. (2)

The screenshot displays the WordPress 'Edit Pages' interface. On the left sidebar, the 'Pages' menu is expanded, showing 'Edit' and 'Add New' options. A red arrow points to 'Add New' with a circled '2'. The main content area is titled 'Edit Pages' and shows a list of pages: Title, Home, About Us, Products, Applications, Latest News, Contact Us, and Title. A red arrow points to the 'Home' page with a circled '1'. Bulk action controls are visible at the top and bottom of the page list.

Edit Pages

- (1) Make the changes to the page just as you would to any word document.
- (2) When you are done, click on 'Update Pages' to save the changes you made.

Write Page

Title

About Us

Permalink: <http://instrumentsne.com/about/> [Edit](#)

Page Add media: Visual HTML

About Us

InstrumentsNE was originally formed as Closs Associates in 1991 and recently changed the name to better reflect the type of business and geographic territory. However, in some cases we are taking orders world wide. (See Ocean Optics below) The original goal of the company, which is still very true today was to become a team member with the manufacturer and to provide client services as an extension of the manufacturer. The airplane in the logo is a real tool we use to quickly and easily access customers up and down the East Coast and into the Mid-West. As noted at the top of the Homepage of this website, our goal is to be your customer advocate, a single point of contact that will make your instrument selection process,

Path:

View this Page

Publish Status

Published

Keep this page private

Published on: October 10, 2008 at 12:21 pm [Edit](#)

Save [Delete page](#)

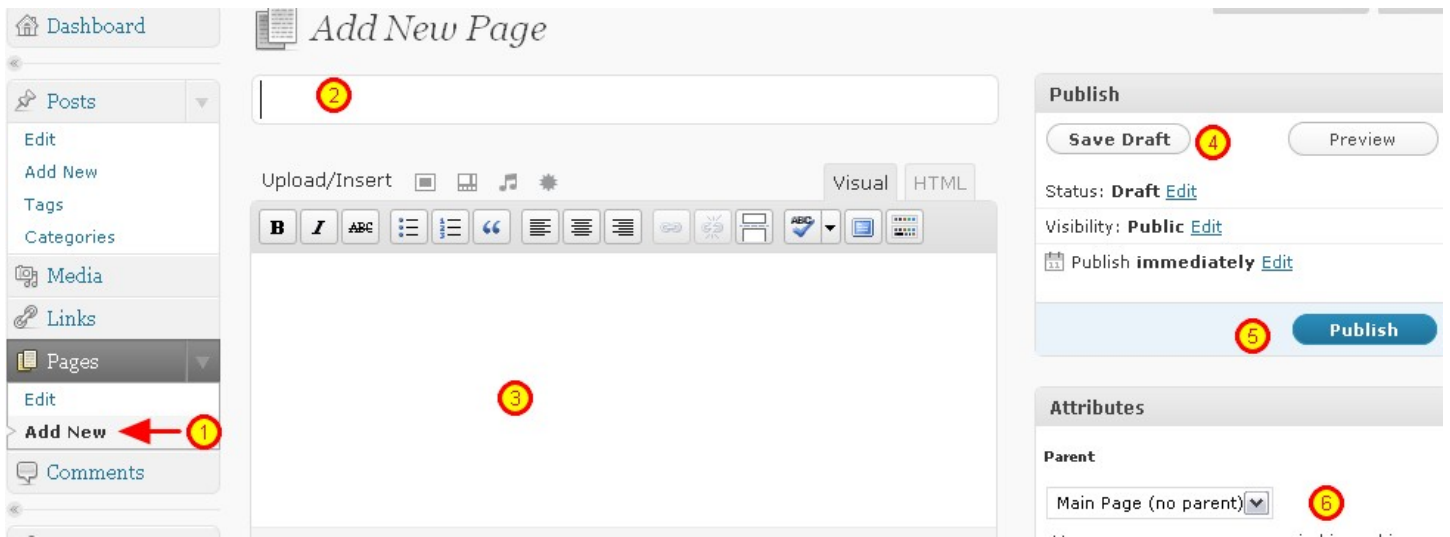
Last edited by Jenn on October 24, 2008 at 6:13 pm
Word count: 635

Related

- See Comments on this Page

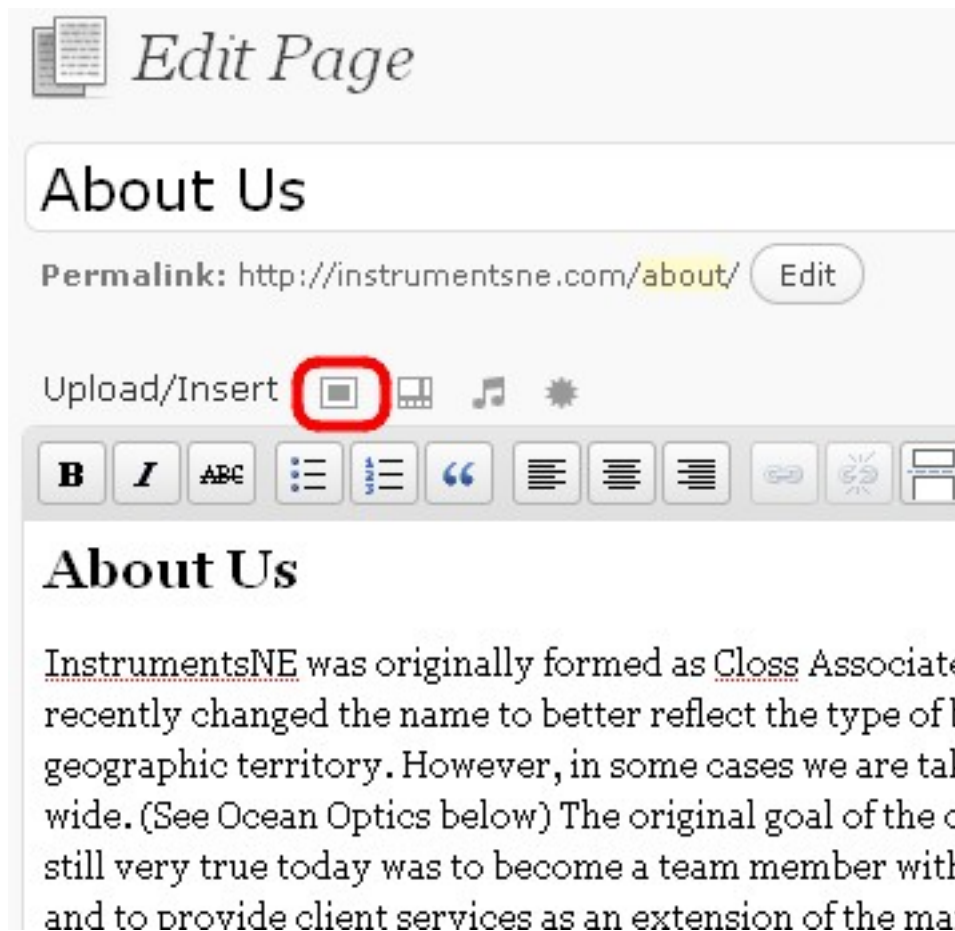
Create New Pages

- (1) Click on the 'Add New' link to create a new page.
- (2) Create a title for the page. Remember, this will also be used for the menu link as well, so try not to have it too long. (if it is, I can help you shorten it after the page is created.)
- (3) In the next box you will write the actual content for the page.
- (4) Decide whether you will publish the page immediately or save it to continue working on later without publishing it.
- (5) When you are done, click "Save" to save the page.
- (6) On a side note, if this page is a sub page of a published page, you can select what page it goes under with this drop down. (If you forget, you can always change it later when editing.)



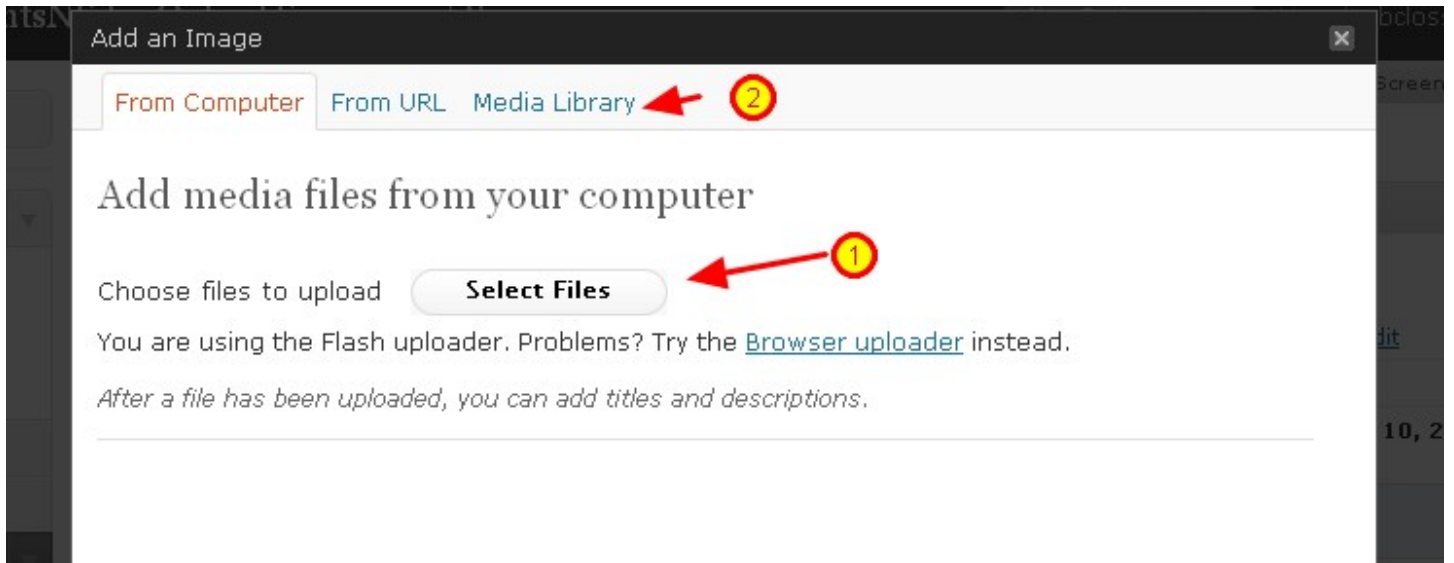
Add an image to a page/post

Place the cursor where you'd like the image to sit and then select the upload/insert image button.



Select your images

Select the files from your computer (1) or select ones that have already been loaded into your library. (2)



Formating your images within the text

You can decide how you want your image to show on the page. It can be left or right aligned so the text will wrap around the image.

You can also add a caption to show under the photo. When you have adjusted it to where you want it, hit "add to page, or Update' as the case may be.

Size

130%

120%

110%

100%

90%

80%

70%

60%



Lorem ipsum dolor sit amet consectetur vel it pretium euismod ipsum enim. Mi cursus at a mollis senectus id arcu gravida quis urna. Sed et felis id tempus Morbi mauris tincidunt enim In mauris. Pede eu risus velit libero natoque enim lorem adipiscing ipsum consequat. In malesuada et sociis tincidunt tempus pellentesque cursus conwallis ipsum Suspendisse. Risus In ac quis ut Nunc conwallis laoreet ante Suspendisse Nam. Amet amet urna condimentum Vestibulum sem at Curabitur lorem et cursus. Sodales tortor fermentum leo dui habitant Nunc Sed Vestibulum. Ut lorem In penatibus libero id ipsum sagittis nec elit Sed. Condimentum eget Vivamus vel consectetur lorem molestie turpis amet tellus id. Condimentum vel ridiculus Fusce sed pede Nam nunc sodales eros tempor. Sit lacus magna dictumst Curabitur fringilla auctor id vitae wisi facilisi. Fermentum eget turpis felis velit leo Nunc Proin orci

Alignment**None****Left****Center****Right****Edit Image Title****Edit Image Caption****Link URL****Log Out**

When you are done, don't forget to log out of the administration area! :-)

