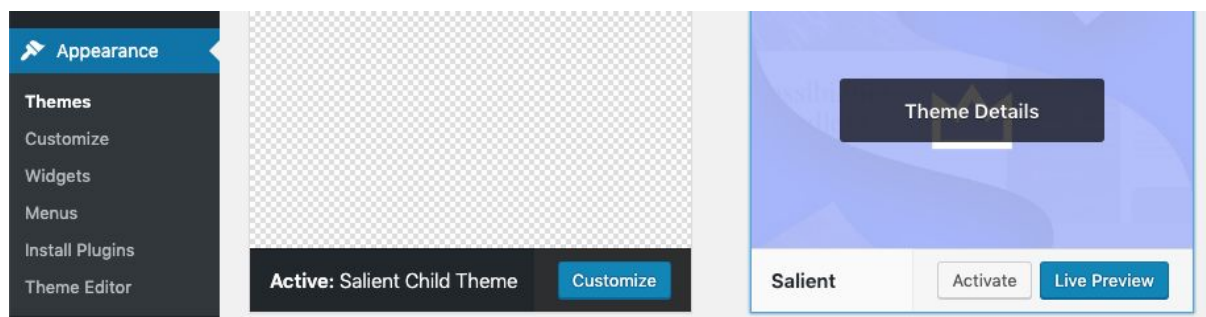


How To Edit Website Content Procedure

This procedure is to assist Simple Pixels' clients by allowing them the ability to update their own WordPress website with confidence and accuracy.

Note: This procedure has been tailored for our clients with Salient version 9. If your website was built in early 2019 or has had the theme updated in 2019, you are most likely on version 10 which now includes the awesome front end edit feature. To check what version you have, log into your website, go to the appearance menu option, click on themes, hover over 'Salient' (not Salient Child Theme), click theme details button. A pop up will appear and the version should read 9.X.X, if it reads 10.X.X, you will need to follow latest procedure for version 10.



STEPS

Please watch our video if this is the first time you've ever made a change to your website. And remember, we are always here if you need help.

Video link: <https://share.vidyard.com/watch/aX6cA3Gnw4JF2migAux2Up?>

In short, here are the quick steps required to edit a website page:

1. Log into your website by adding /wp-admin to the end of your domain.

2. Click on the home icon to view your website again.
3. Find the page you need to make the changes to.
4. Click the 'Edit Page" option along the top black menu bar.
5. Make the changes (normally by clicking the little green pencil where necessary) and save/update.
6. Always remember to check your changes on your website afterwards.

Well done! You have made changes to your very own website!

This procedure may seem long the first few times you follow it but if you make changes on a regular basis, this process will seem very easy. You will get to the stage where you'll no longer need a procedure.

Kind regards,

The Simple Pixels Team!