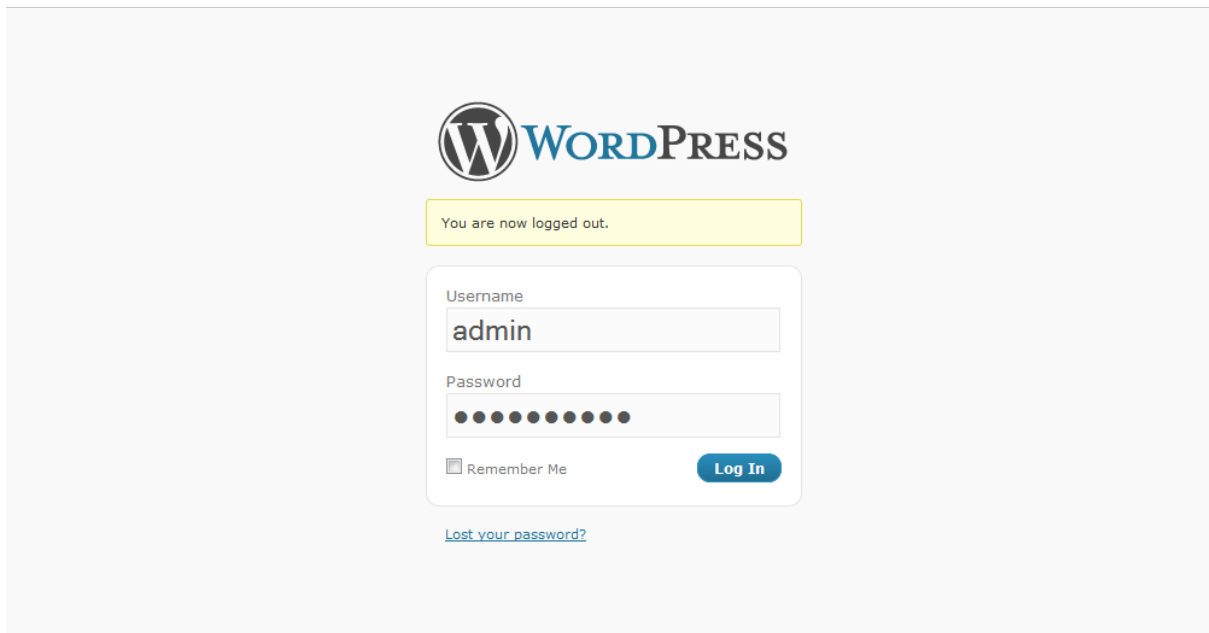


Logging onto Admin

Open Browser

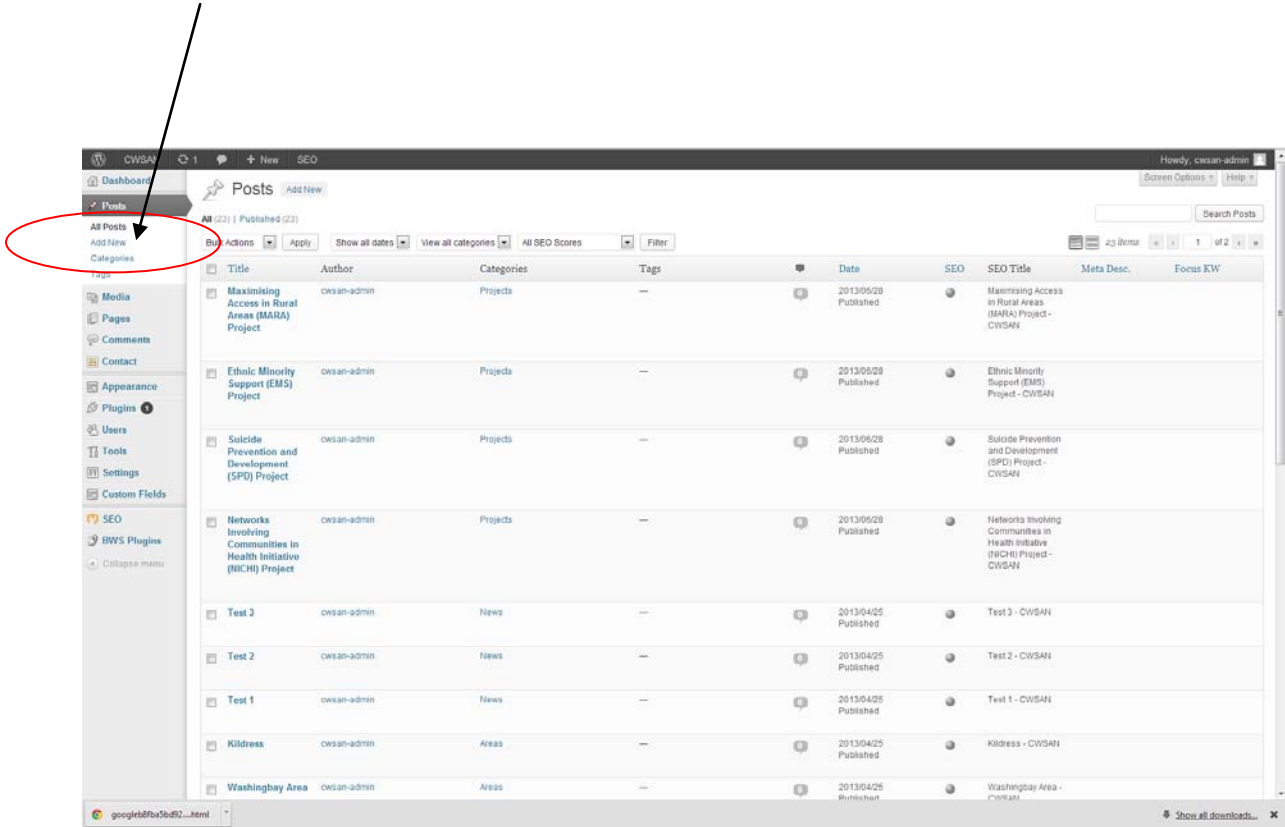
Type [www. cookstownwesternshores.com /wp-admin](http://www.cookstownwesternshores.com/wp-admin)

Enter your Username & Password.

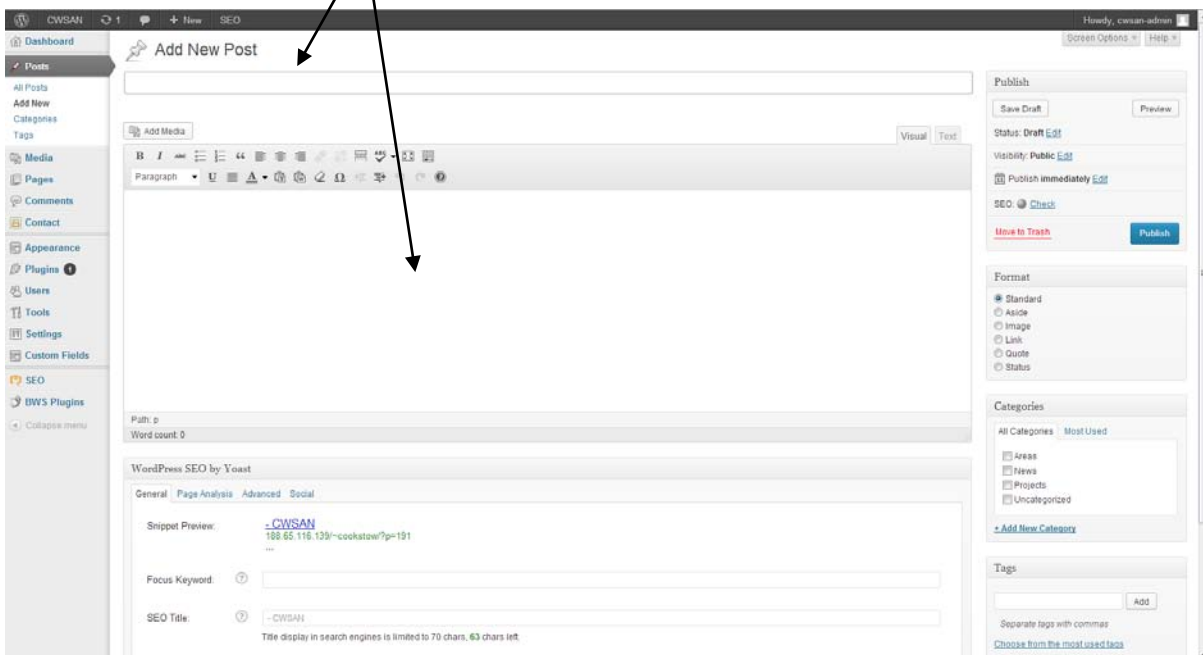


Adding a new News Article.

Click the Posts tab. Choose Add New

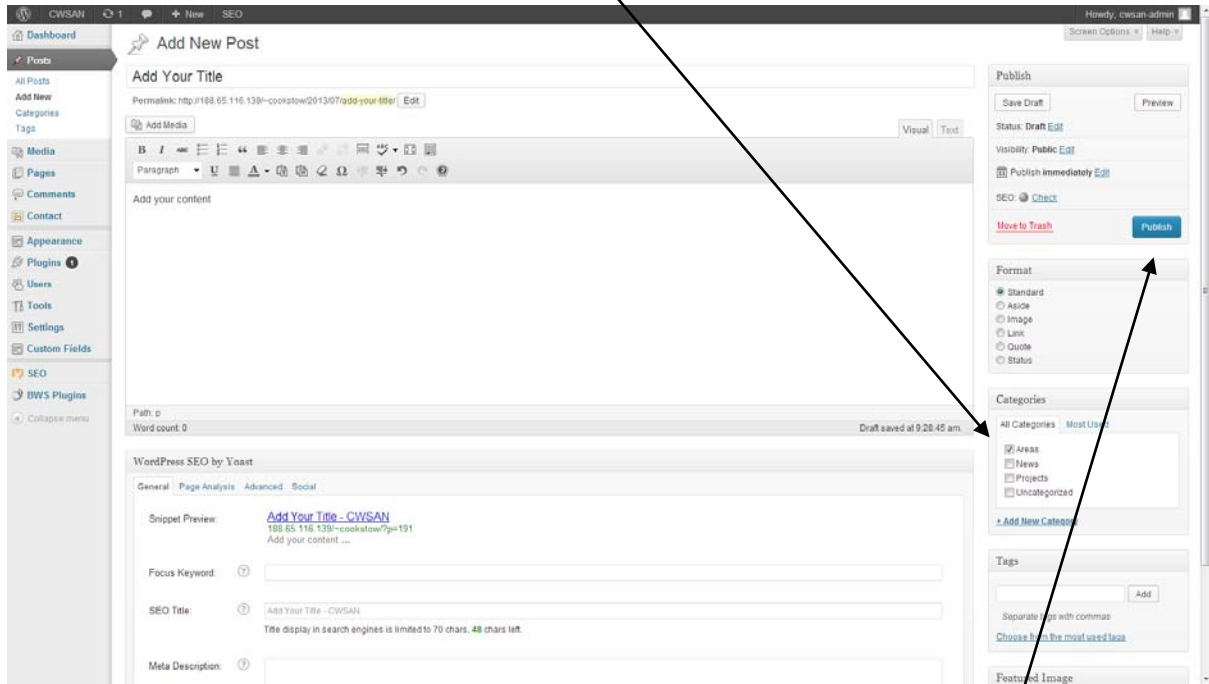


Write your post in the spaces provides:



When you have entered your news article title and content.

Scroll down the page until you find **Categories**. Choose a category where you would like it to be placed for example, Areas, News etc. You can add an article to as many categories as you would like.



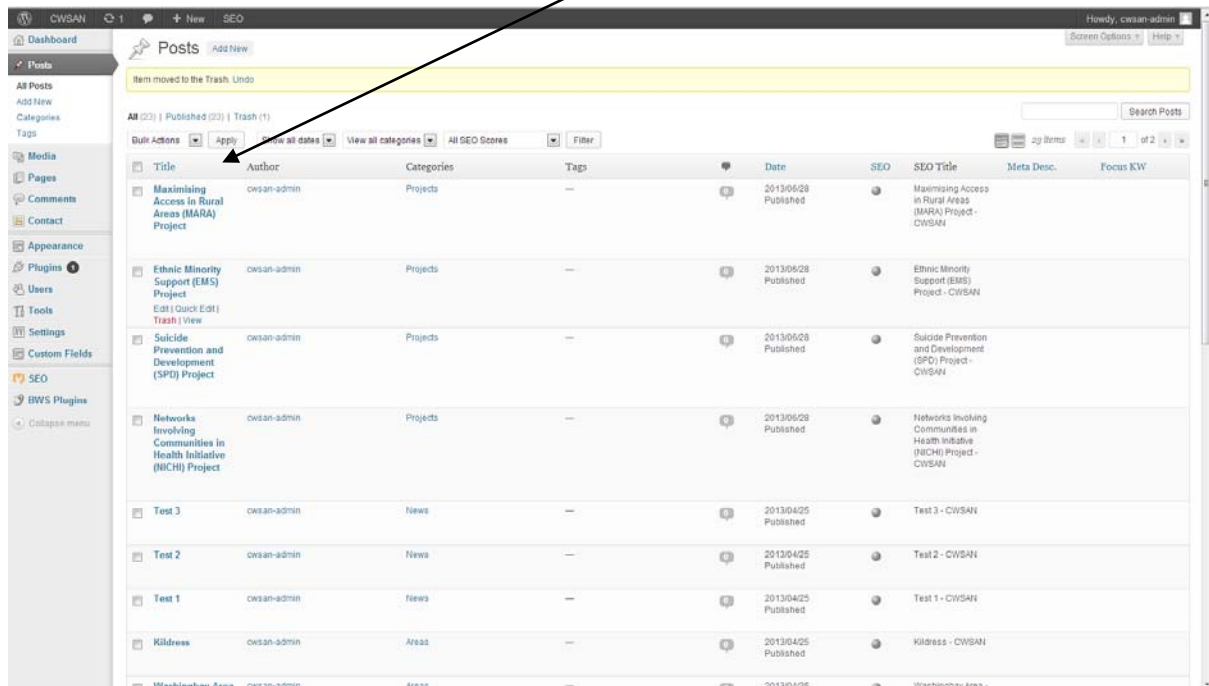
When you have completed this, scroll to the top of the page and click **Publish**.

Editing / Managing a Post

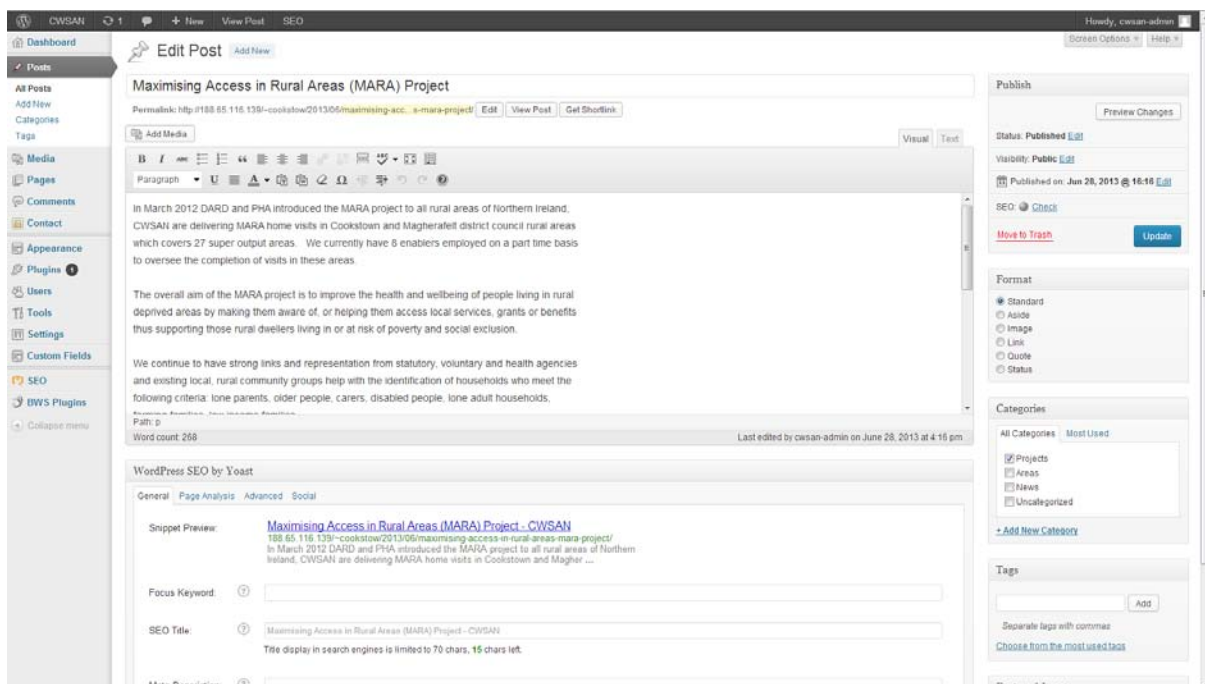
To manage your existing news articles (posts), click the **Posts** tab.

You will see all your posts will be listed in a table.

Choose the post you would like to edit by clicking on the **title**



Edit the title and post as required.

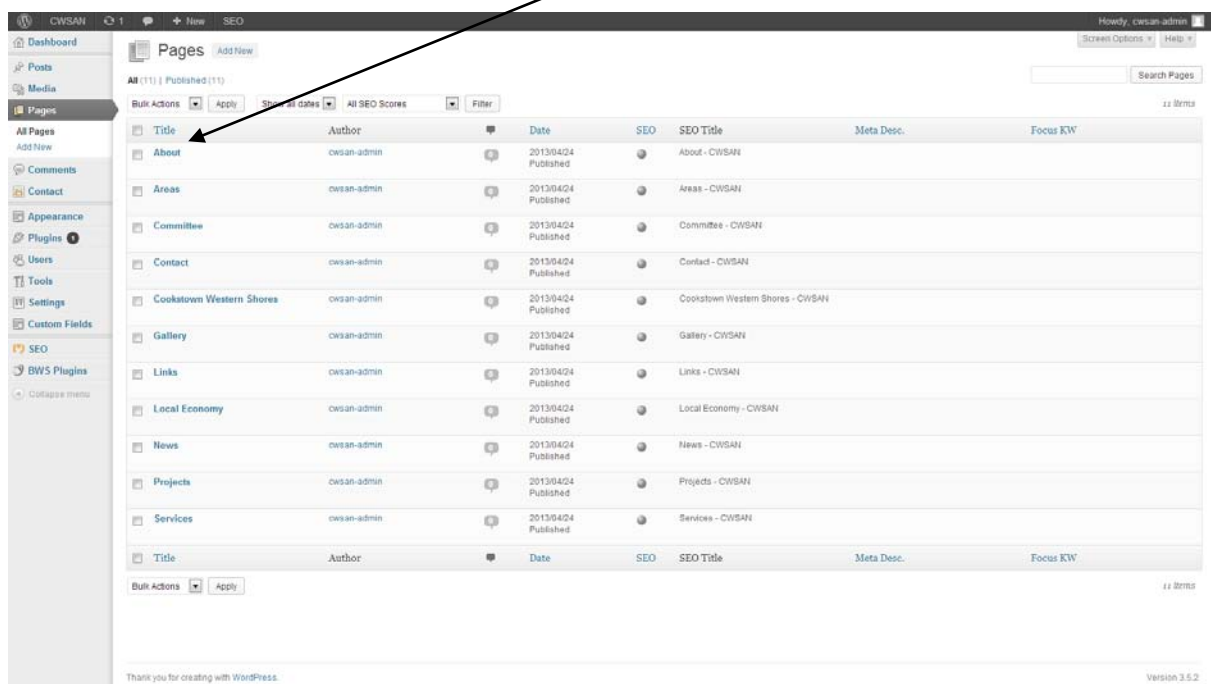


When you have finished editing the post, click on **Update Post**.

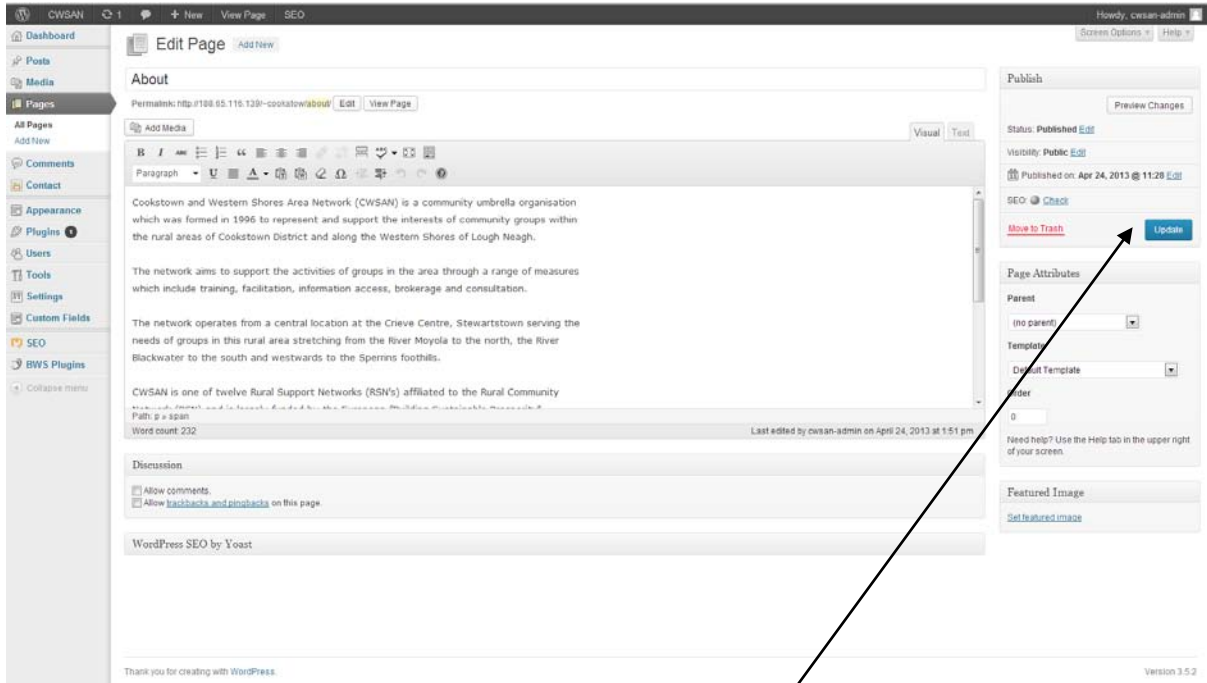
Editing / Managing Pages

To manage your existing Pages click the **Pages** tab.
You will see all your posts will be listed in a table.

Choose the Page you would like to edit by clicking on the **title**



Edit the Title, Text areas given.

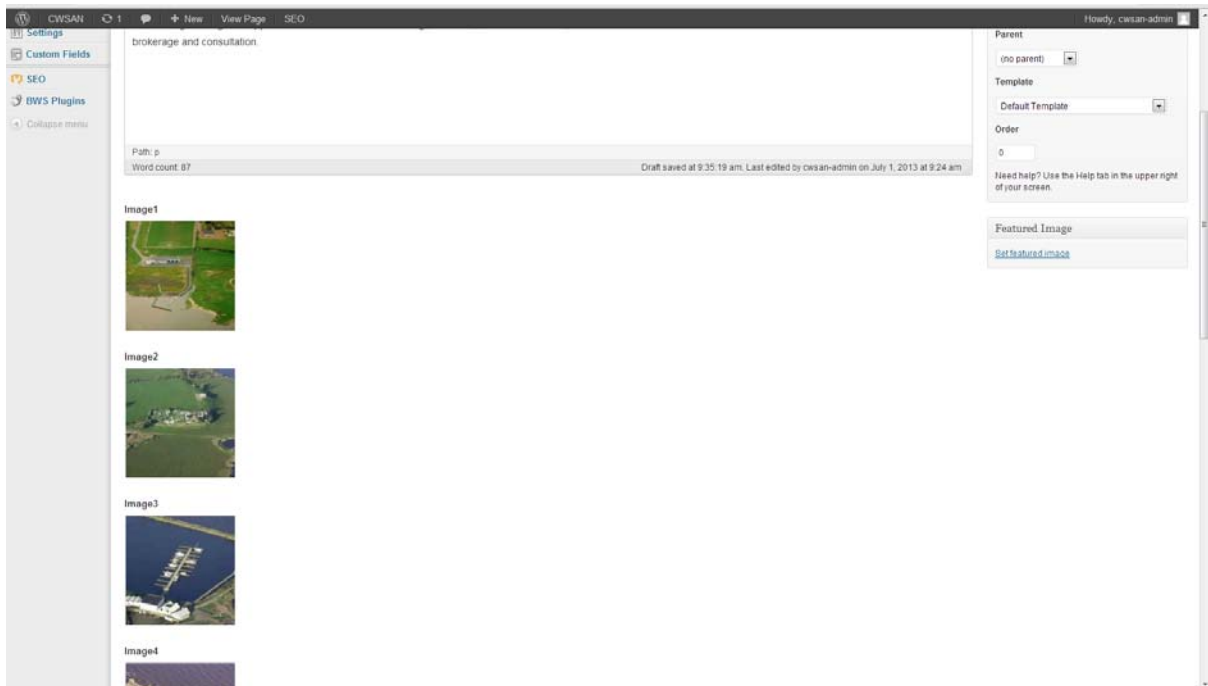


When you have finished editing the page, click on **Update Page**.

Adding Images to the Homepage Slider

To add images to the homepage slider, go to the Pages > Edit Pages > Homepage (Cookstown Western Shores).

If you scroll down past the main content box you will see an area for adding/changing images.



To change these images, hover over the top right hand side of the image you want changed and hit the red 'X'. A button will now appear to 'Add Image'. Hit this and locate the new image you want to use.

