

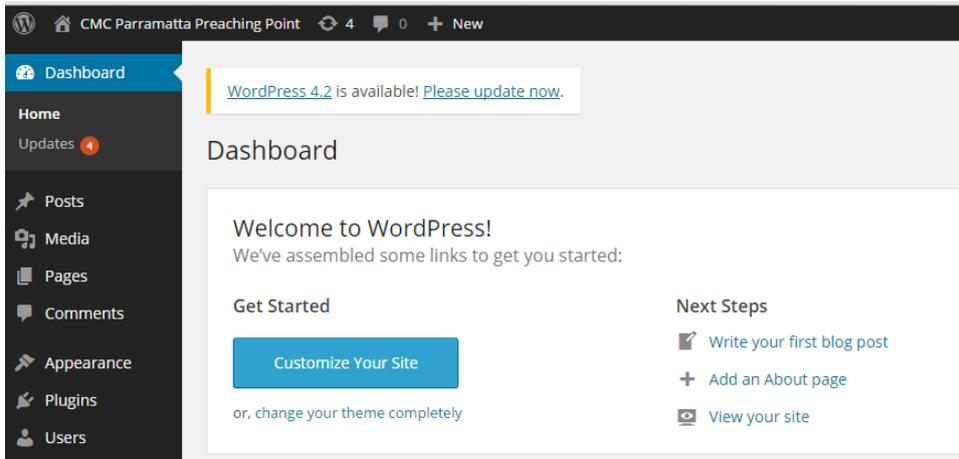
## Web Pages Editing

These instructions are for administrators who are assign to carry out changes to the website.

### LOGIN to your admin page

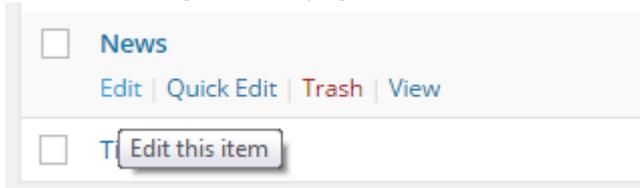
1. Administrator can access their admin centre at “yourhost/wp-admin/” to edit any web page(s). Where “yourhost” may looks like http://abc.cmca.org.au
2. Open you browse to the admin centre as given above and key in the username and password  
For “yourhost/wp-admin/” this is:  
Username: userid  
Password: xxxxxxxx (case sensitive)

This Dashboard screen will appear after signing in with your username/password:



### To modify/edit a page

1. Click on the “Pages” and all the web pages are display. Move (hover) your mouse pointer to page you want to edit, eg. “News” page and click “edit”.



2. This will appear:

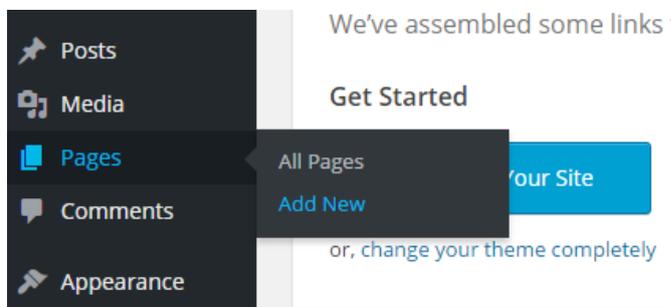


3. Edit the content as you would in Word. After finishing, click “Update” button on the right.

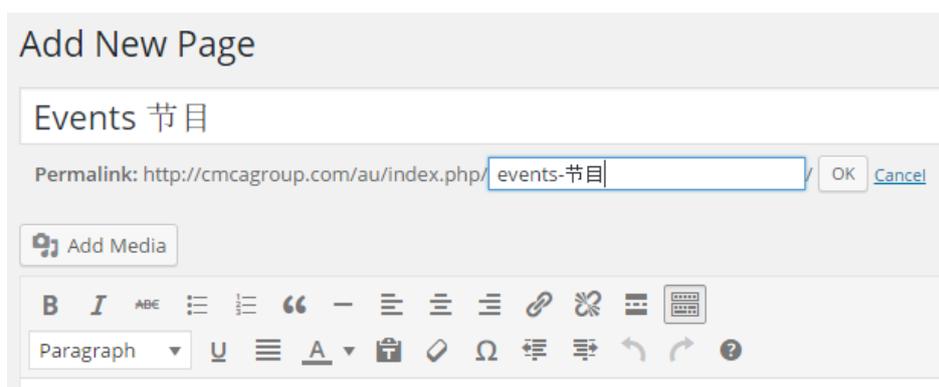
4. Done! Please confirm your edit by pointing you browser to the news page to see if the changes you make has been updated accordingly.

To add a new page

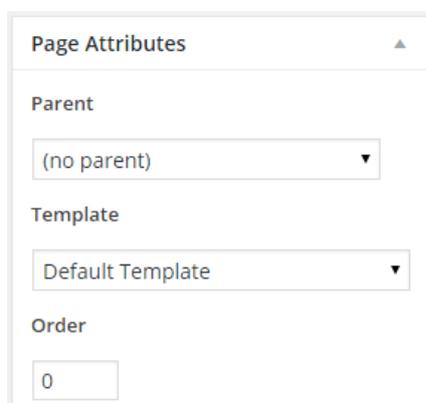
1. Login to your admin page.
2. Move you mouse point to “Page” and select “Add New”.



3. Key in the title of the page accordingly. If you use Chinese character, be sure to edit the “Permalink:” by removing the Chinese Characters and “-“. Example given below, remove these characters “-节目”.



4. After you have type all the content to the page, make sure that you have set the “Parent” and “Order” of the page correctly.



“Parent” specify where the page will be “parked”. To park the page to **Home** Page. Specify “no parent”. To park the page under the “Adult Fellowship” page, select parent to be “Adult Fellowship” Page (you must have “Adult Fellowship” page first).

“Order” – specify the sequence or order this page will appear

5. To finish off, click “Update” button on the right