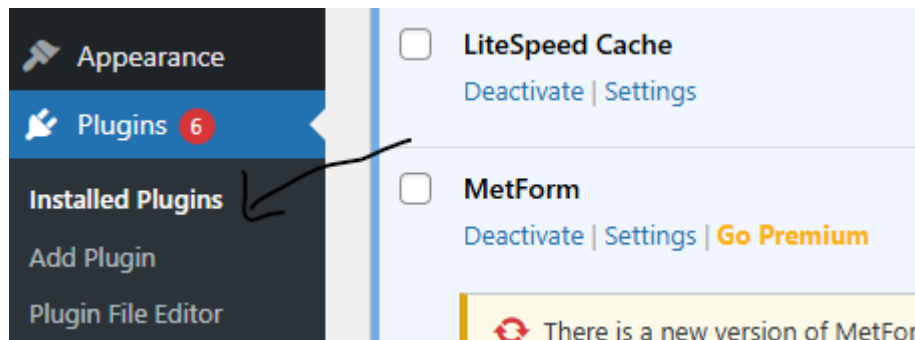
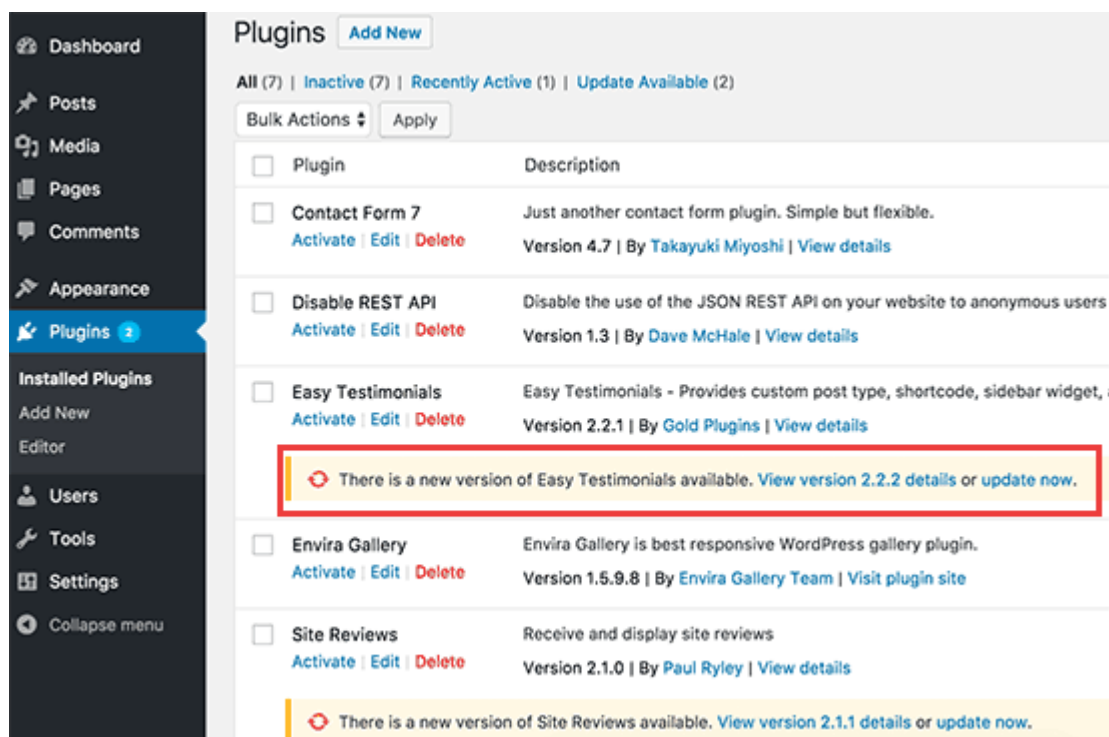


Update Plugins In WordPress Dashboard

Go to **Plugins > Installed Plugins**.



If an update is available, you'll see a notification under the plugin name with an **“Update now”** link.

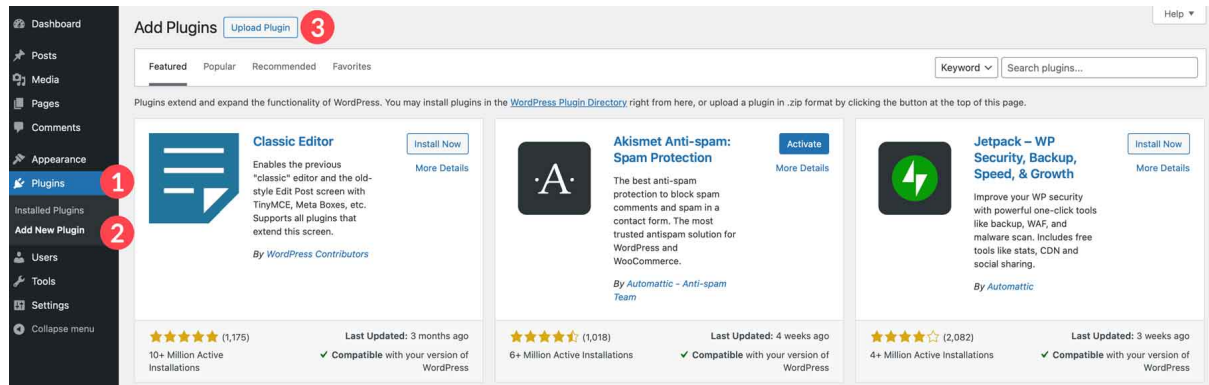


Click **“Update now”**

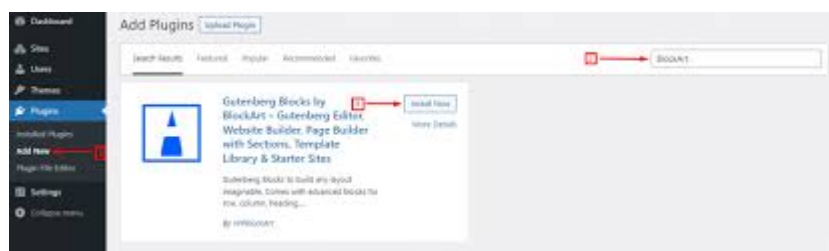
Wait a few seconds – it should update automatically.

Install NEW PLUGIN In WordPress Dashboard

Go to **Plugins > Add New**.

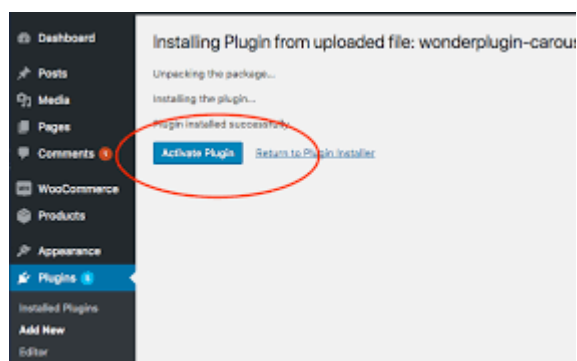


Use the **Search bar** (top right) to find the plugin you want.



Click **Install Now** on the plugin you want.

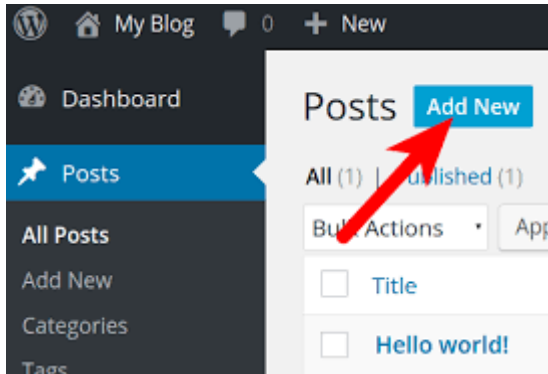
1. After installation, click **Activate** to start using the plugin.





How to Add a Post in WordPress

In the left-hand menu, go to **Posts > Add New**.



You'll be taken to the **post editor screen**.

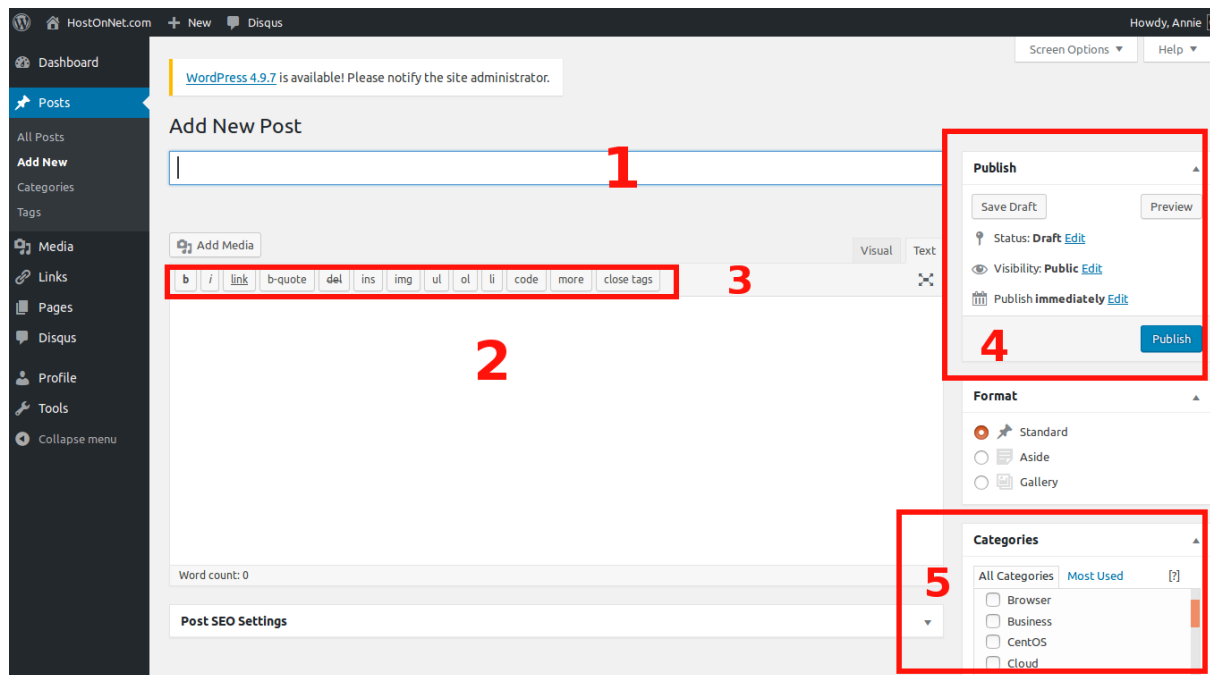
Write Your Post

- **Title:** Add a title at the top.
- **Body:** Use the block editor (Gutenberg) to write content. You can:
 - Type paragraphs
 - Add images, videos, buttons, lists, quotes, etc. using the “+” button (top-left or inline).
- **Format** your text as needed using the block toolbar.



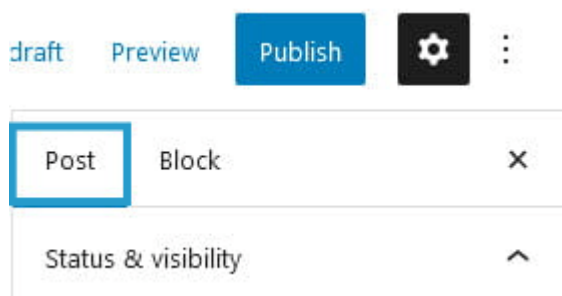
Post Settings (Right Sidebar)

- **Categories:** Choose or create a category.
- **Tags:** Add relevant tags.
- **Featured Image:** Set an image to display on blog listings.
- **Excerpt:** Optional summary of your post.



Publish the Post

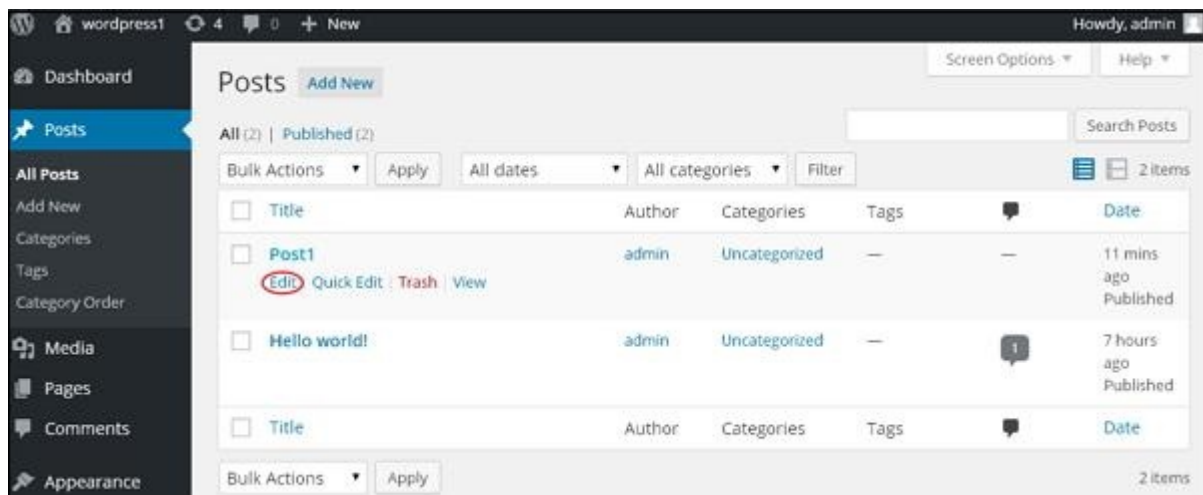
- Click the “Publish” button in the top-right corner.
- Confirm by clicking “Publish” again in the confirmation popup.





How to Edit a Post in WordPress

1. **Log in** to your WordPress dashboard (yourdomain.com/wp-admin).
2. In the left-hand menu, go to **Posts > All Posts**.
3. Find the post you want to edit:
 - Use the **search bar** or scroll through the list.
4. Hover over the post title and click **Edit**.



You'll enter the **post editor** where you can:

- Change the **title**.
- Edit or add new **content blocks** (text, image, video, etc.).
- Modify **categories**, **tags**, **featured image**, or **excerpt** in the right sidebar.

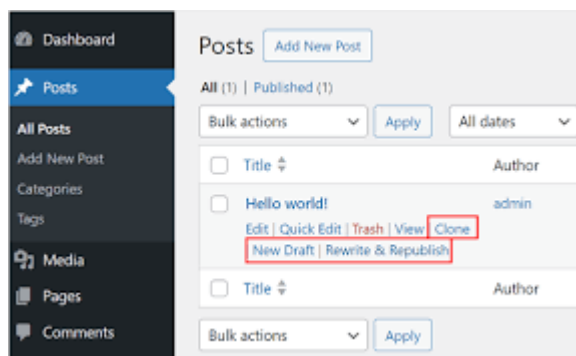
When you're done editing, click:

- **Update** (top right) to save and publish the changes.

HOW TO DUPLICATE POST AND PAGES

1. Now go to **Posts > All Posts** or **Pages > All Pages**.
2. Hover over the post/page you want to duplicate.
3. Click “**Clone**” (creates a draft copy) or “**New Draft**” (opens it for editing right away).

🎯 This copies **content, categories, tags, featured image, and more**.



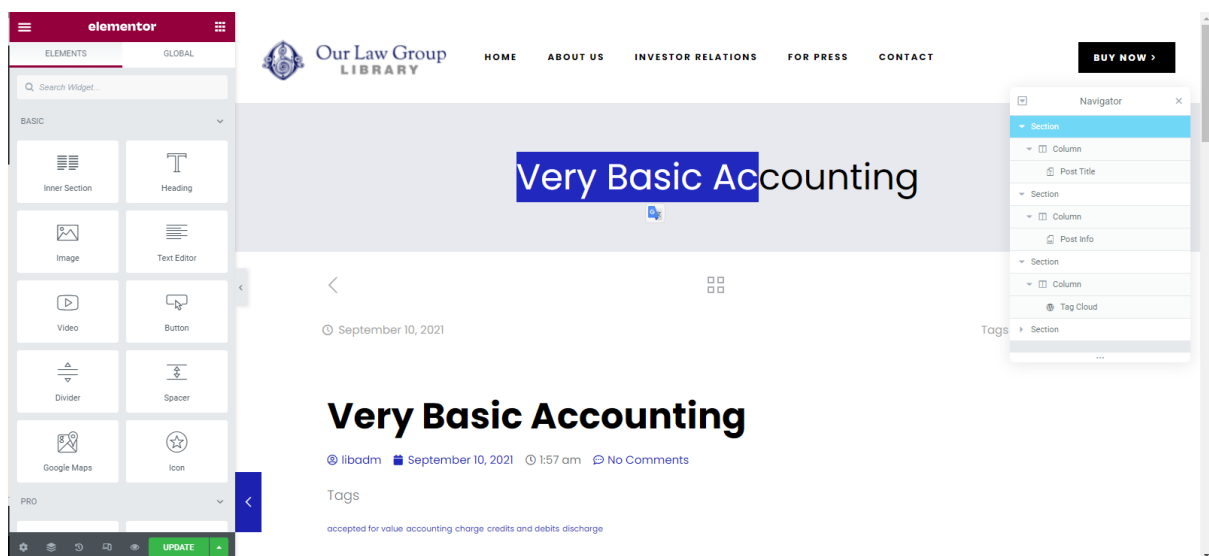
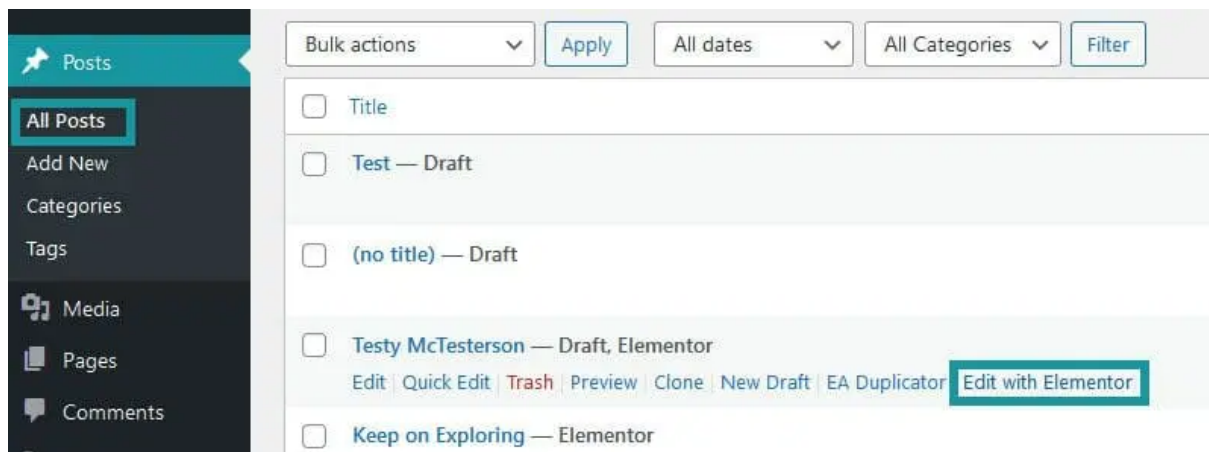
☐ Title ↕	Author	☐ Comments ↕	Date ↕	☐ Views ↕	☐ Likes ↕	☐ Shares ↕
☐ About Us — Elementor Edit Quick Edit Trash View EA Duplicator PA Duplicate Edit with Elementor	Admin55localwebsiteemplat	—	Published 2025/05/21 at 5:39 am	2	2	2
☐ Articles — Elementor	Admin55localwebsiteemplat	—	Published 2025/05/21 at 7:21 am	10	1	1
☐ Contact Us — Elementor	Admin55localwebsiteemplat	—	Published 2025/05/21 at 7:01 am	0	14	14
☐ Cosmetic Dentistry — Elementor	Admin55localwebsiteemplat	—	Published 2025/05/21 at 6:39 am	2	2	2
☐ Dr Emily Wright — Elementor	Admin55localwebsiteemplat	—	Published 2025/05/21 at 6:18 am	0	3	3
☐ Dr James Jones — Elementor	Admin55localwebsiteemplat	—	Published 2025/05/21 at 6:08 am	0	2	2
☐ General Dentistry — Elementor	Admin55localwebsiteemplat	—	Published 2025/05/21 at 6:25 am	2	2	2
☐ Home — Front Page, Elementor	Admin55localwebsiteemplat	—	Published 2025/05/20 at 7:57 am	8	1	1
☐ Privacy Policy — Elementor	Admin55localwebsiteemplat	—	Published 2025/05/23 at 10:32 am	0	1	1
☐ Teeth Whitening Ashgrove — Elementor	Admin55localwebsiteemplat	—	Published 2025/05/21 at 6:50 am	1	2	2
☐ Terms and Conditions — Elementor	Admin55localwebsiteemplat	—	Published	0	1	1

How to Edit a Post with Elementor

✅ Step-by-Step:

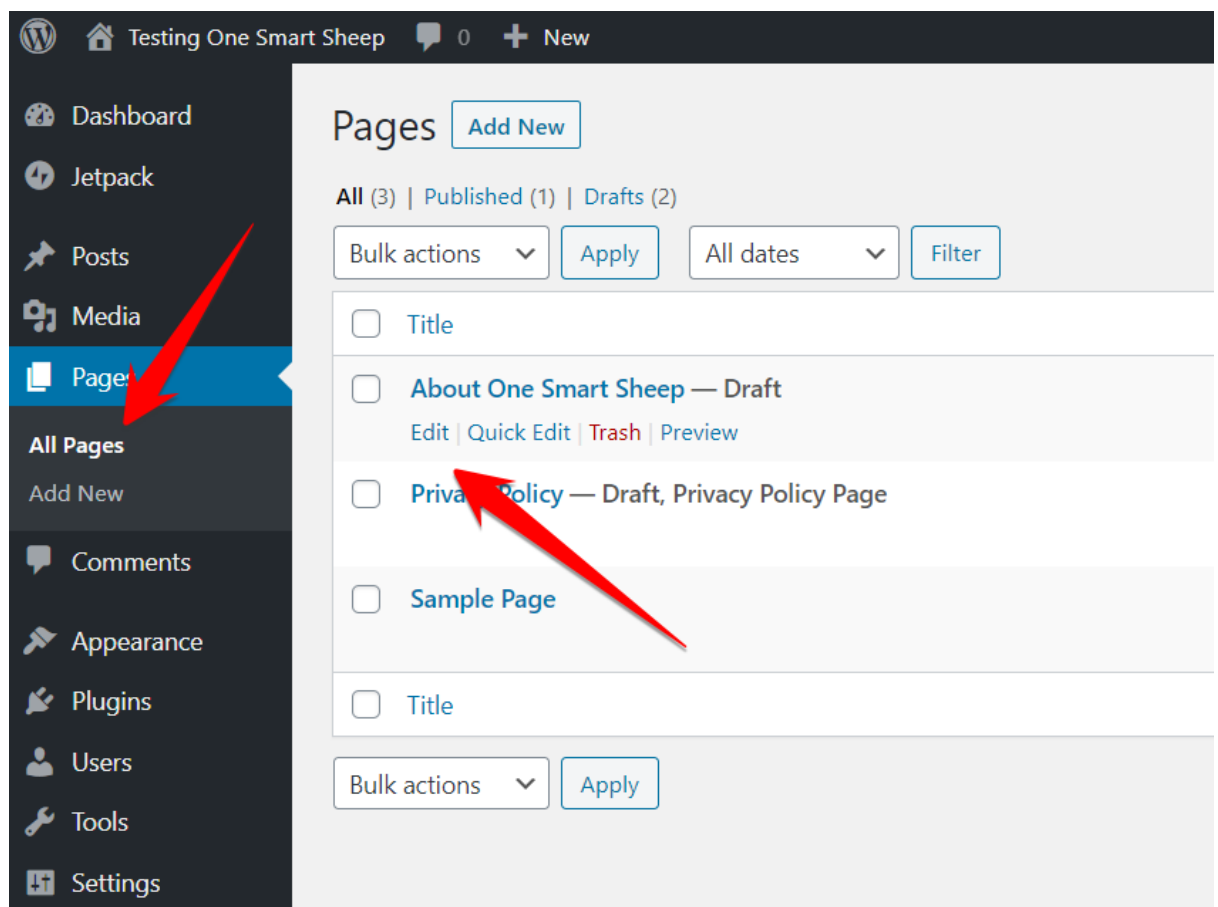
1. Go to **Posts > All Posts**.

2. Find the post you want to edit.
3. Hover over the post title and click **Edit with Elementor** (you'll see this only if Elementor is enabled for posts).
4. The Elementor editor will open:
 - Use the **widgets panel** on the left to drag elements (text, images, buttons, etc.) onto your layout.
 - Click on any existing element to edit its **content, style, and advanced settings**.
5. Once done, click the **Update** button (bottom left) to save your changes.



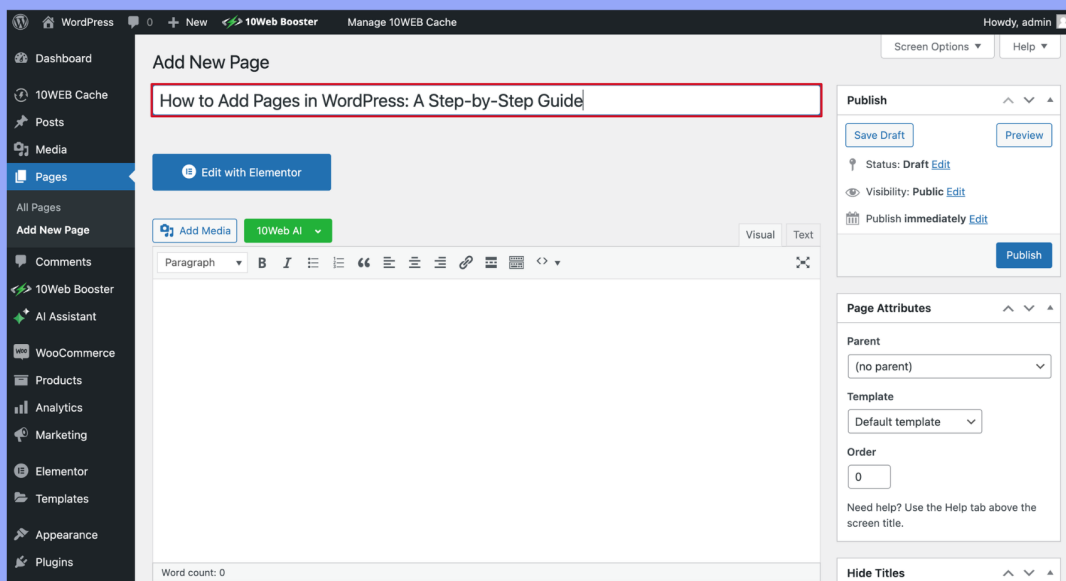
Edit an Existing Page in WordPress

1. Go to **Pages > All Pages**.
2. Find the page you want to edit.
3. Hover over the page name and click:
 - **Edit** (opens the WordPress block editor – Gutenberg), or
 - **Edit with Elementor** (if you're using Elementor).
4. Make your changes (text, images, layout, etc.).
5. Click **Update** to save changes.



Add a New Page in WordPress

1. Go to **Pages > Add New**.
2. Enter a **page title** (e.g., “About Us”).
3. Add your content using:
 - The **Block Editor (Gutenberg)** by default, or
 - Click **Edit with Elementor** for drag-and-drop design.
4. Choose **page attributes** (optional):
 - **Parent Page, Template, Order** (in the right sidebar).
5. Click **Publish** (top right) to make it live.



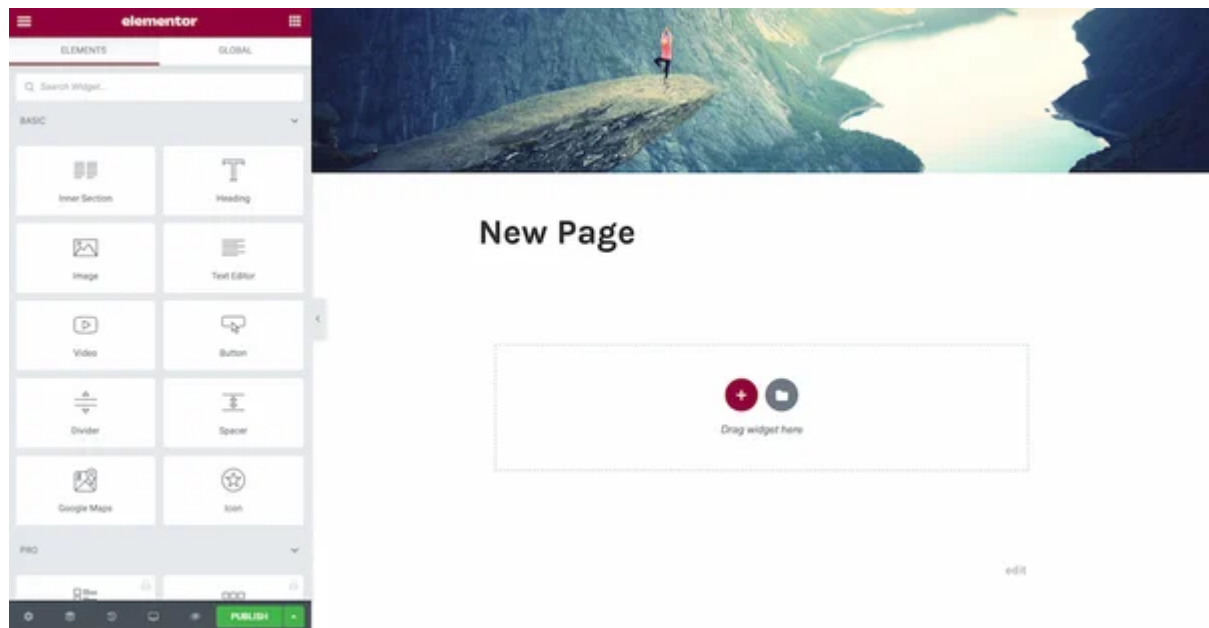
Extra: Using Elementor to Design the Page

- If Elementor is installed, you'll see a “**Edit with Elementor**” button.
- Clicking it opens the Elementor interface where you can drag widgets and design visually.



The Elementor editor will launch:

- The **left panel** contains all widgets (Text, Image, Button, etc.).
- The **right side** is your live preview (drag-and-drop editing).



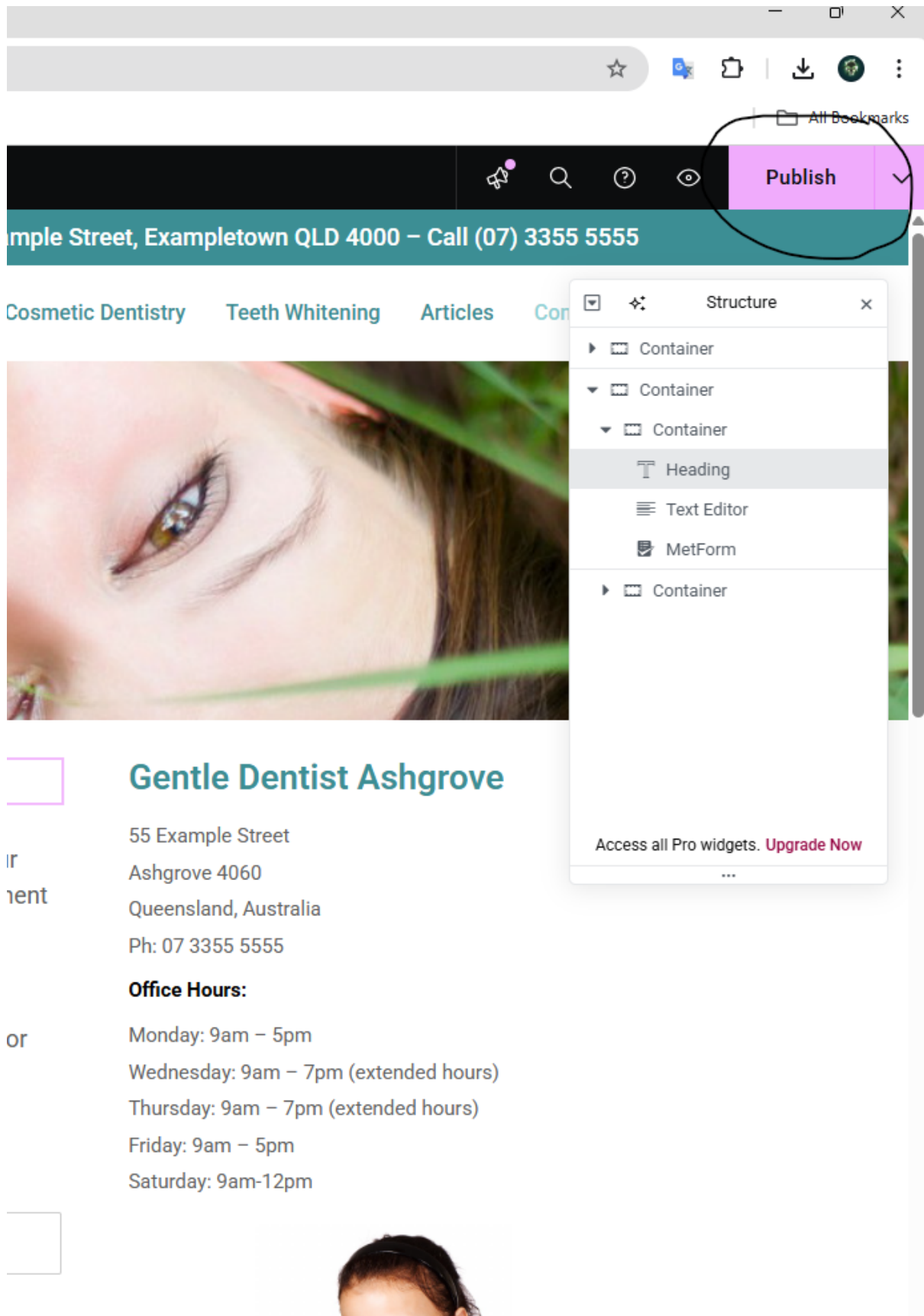
Edit content by:

- Clicking any element on the page to change text, images, colors, etc.
- Dragging new widgets from the left panel into the page.

To change the layout or section structure:

- Click the “+” icon to add a new section.
- Choose a structure (1 column, 2 columns, etc.).
- Drag widgets into the columns.

When done, click the **green “Update”/“PUBLISH”** button in the bottom-left corner to save changes.



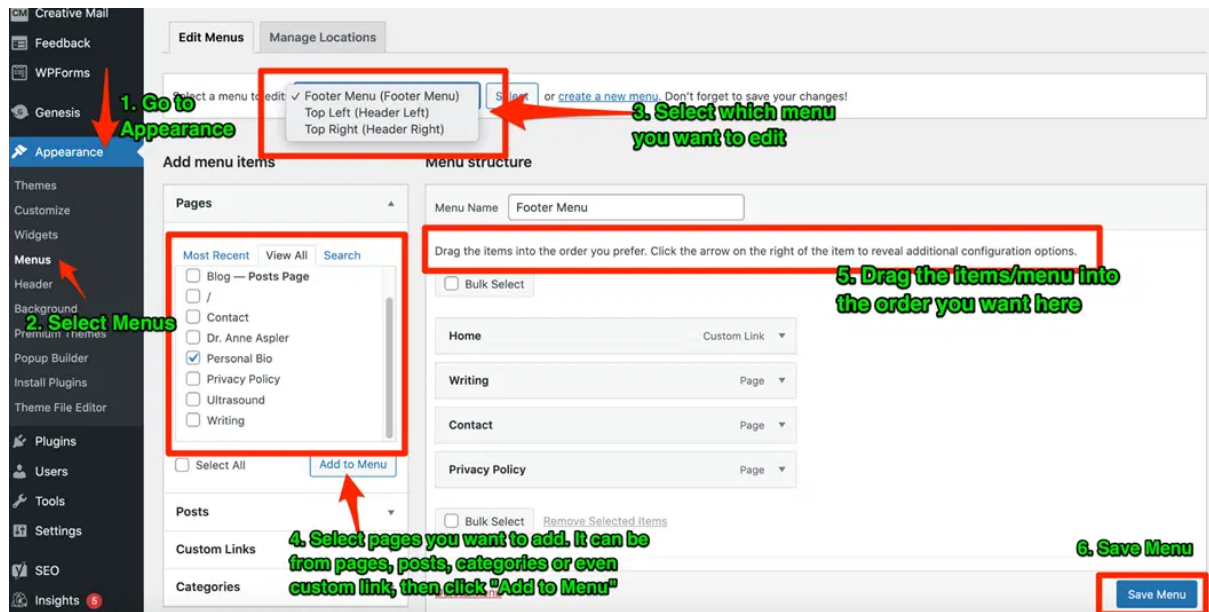
How to Edit a Menu in WordPress

1. Go to **Appearance > Menus**.
 2. If you have multiple menus, select the one you want to edit from the dropdown and click **Select**.
-



Edit Menu Items

- **To add items:**
 - On the left side, choose **Pages, Posts, Custom Links, or Categories**.
 - Check the items you want.
 - Click **Add to Menu**.
- **To remove an item:**
 - Click the arrow next to a menu item and click **Remove**.
- **To rearrange items:**
 - Drag and drop to reorder.
 - Drag slightly to the right to make it a **submenu** (dropdown).



At the bottom:

- Click **Save Menu** when done.