
Editing Your Website

IRUN Customer User
Guide - WordPress

Updated: July 2019

This user guide covers the basic functionality of editing and managing a WordPress website built by IRUN Ltd.

If you have any specific queries or problems in regards to your website then please call the IRUN support team on 01865 920 003. The team is available between 9.00am – 5.00pm, Monday – Friday. Outside of these hours, please raise a support ticket or email support@irunltd.co.uk and your query will be picked up as soon as possible.

For further information on additional services and support provided by IRUN, please visit our website: www.irunltd.co.uk

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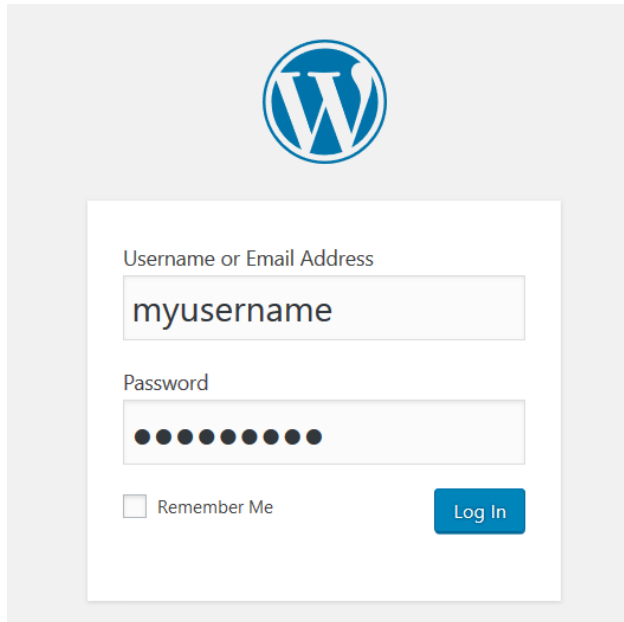
01865 920 003 | support@irunltd.co.uk | www.irunltd.co.uk

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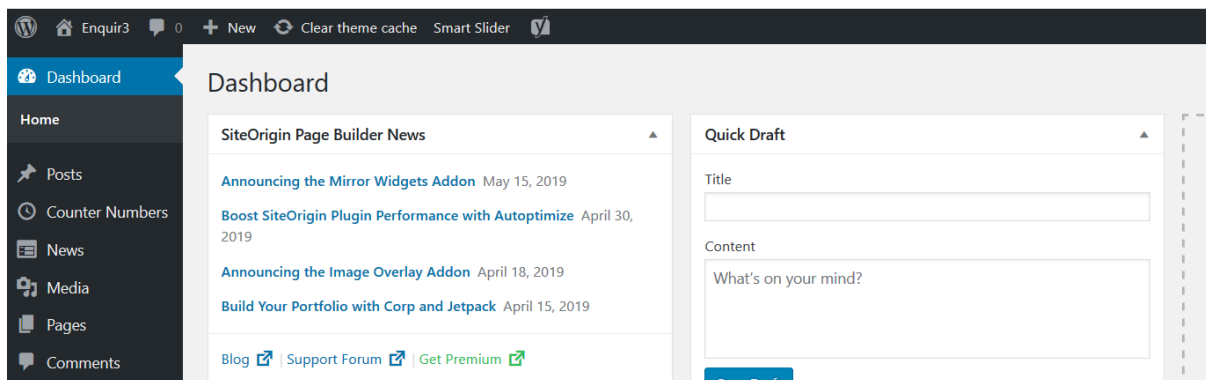
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Logging in

1. To login, navigate to the website
2. Put /wp-admin at the end of the URL
3. Enter your username and password
4. Click 'Log in'



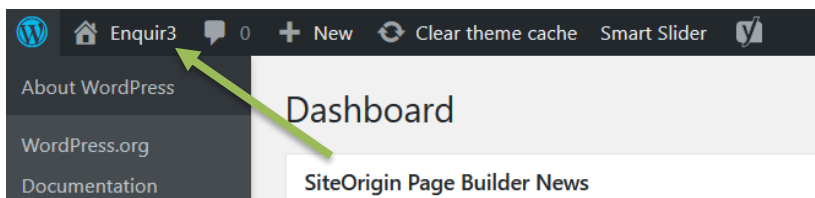
Upon login, you will be directed to your 'Dashboard' page



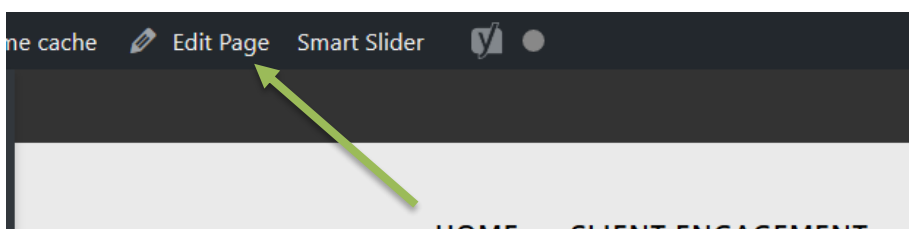
If you do not have login details, then please contact IRUN on 01865 920 003

Editing existing pages of content

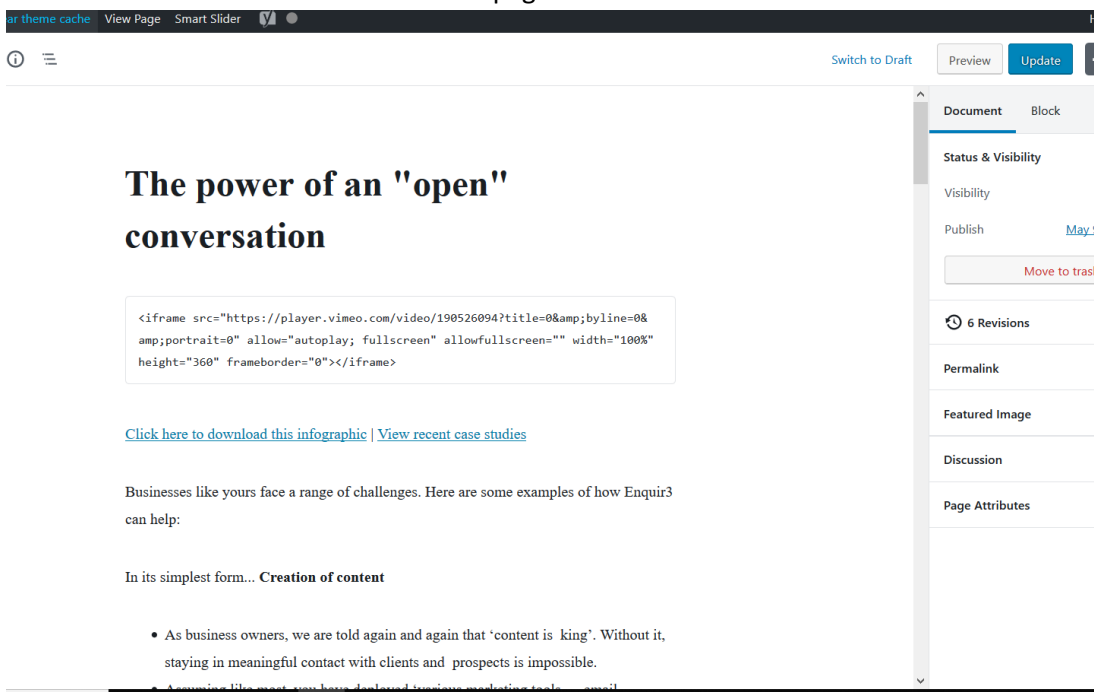
1. To amend an existing page of content you will first need to login to the website (*see section 'Logging In'*)
2. In the upper left corner of the screen you should see the name of your website next to a home symbol – click on this



3. This will take you to view your website. Navigate to the page you wish to edit
4. In the upper menu bar, select 'Edit Page'



5. You will be taken into the editor for that page



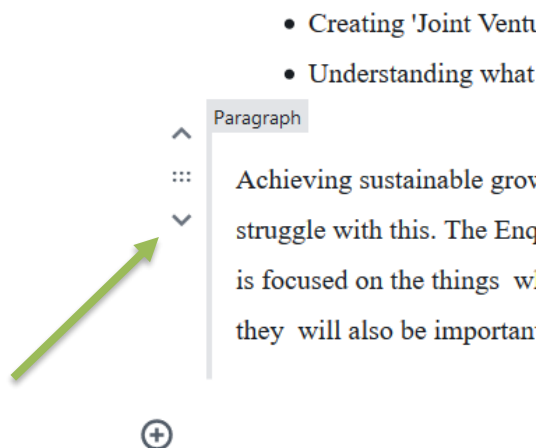
- a. What you see within the page will vary depending on your site and the content of that page – as you will see above, this page has a video and a mixture of text.

- b. To edit a section, simply click where you would like to edit and make your amends to the text as required.
 - c. If there is any part of the page which you are unsure of how to edit then please give IRUN a call and we will be happy to assist.
6. If you wish to add something new to your page – for example a video, image or other type of content – click on the + symbol in the left corner

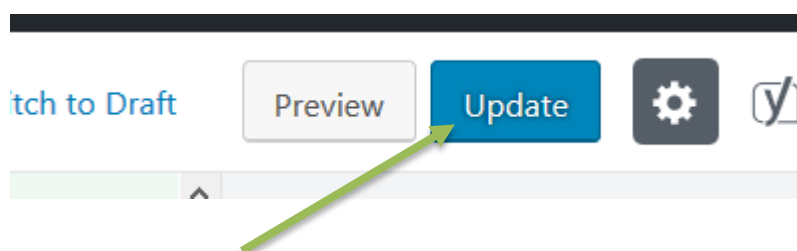


The power of conversation

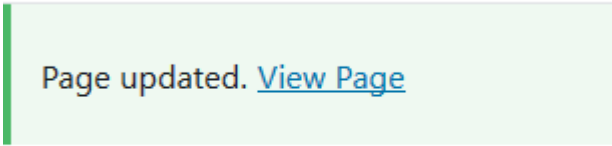
7. This will expand a number of options, scroll through the list and select the appropriate block that you wish to use
8. Your new content section will appear at the bottom of the page – enter the content as required (this will vary depending on what you have chosen to use)
9. If you wish to re-order the sections of the page, use the up / down arrows on the left of each block to move elements



10. Once you have finished making your changes, click on UPDATE in the upper right corner

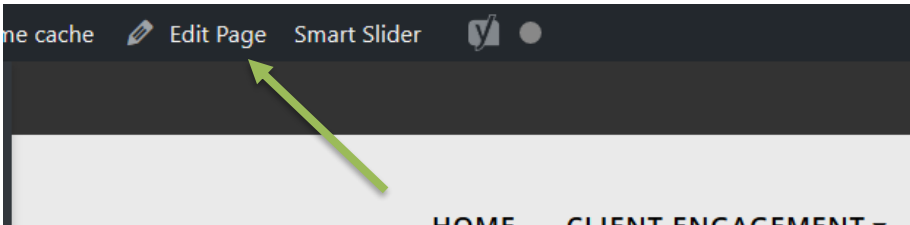


11. Once the page has updated, you will see a message to confirm the changes have been saved and giving you the option to view the page, if you wish to

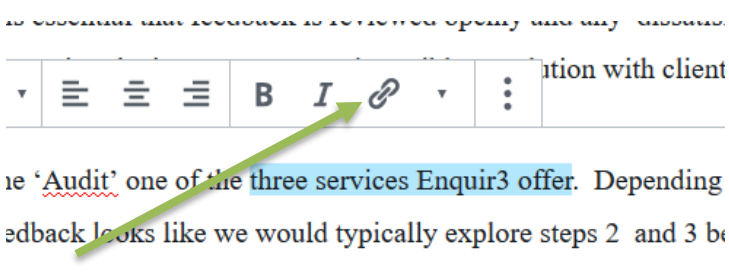


Creating Links

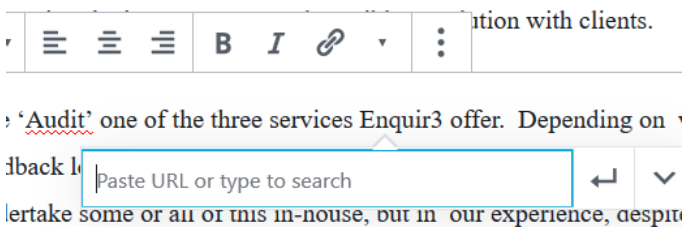
1. To add a link within your content, navigate to the page and click on 'Edit Page'

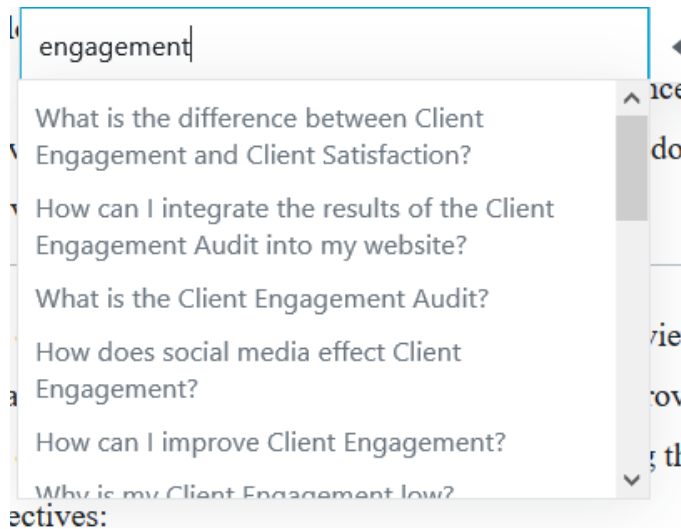


2. Highlight the text you wish to link from and click on the link icon

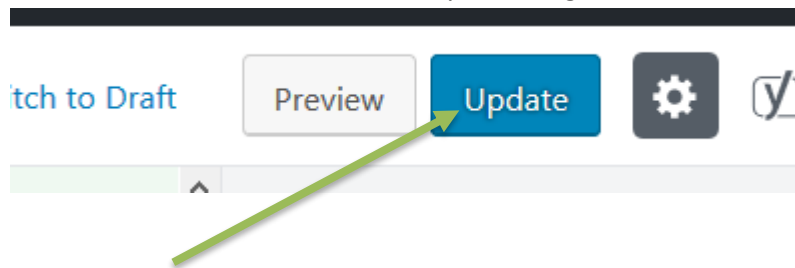


3. A box will appear – you can either paste in a URL, or if you are linking to a page within the site you can search for an existing page to link to by typing the name in the box. Results will then filter down and you can select the page you wish to link to



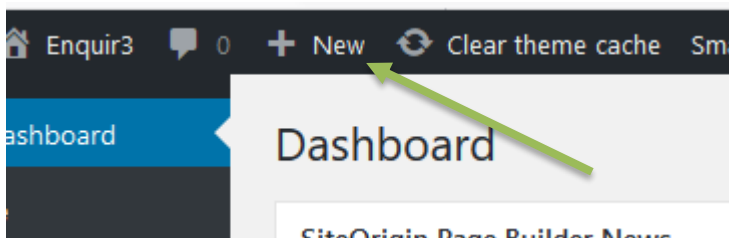


4. Once done, click on UPDATE to save your changes

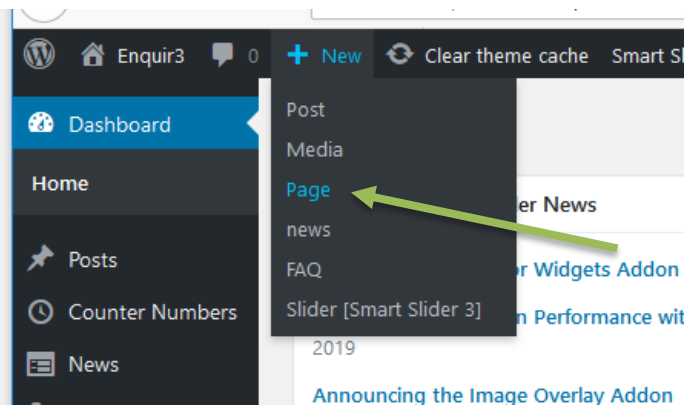


Creating New Pages

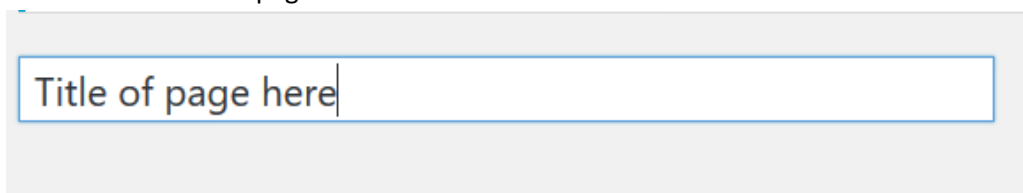
1. To create new pages of content you will first need to login to the website (see section 'Logging In')
2. From the top menu bar, hover over NEW



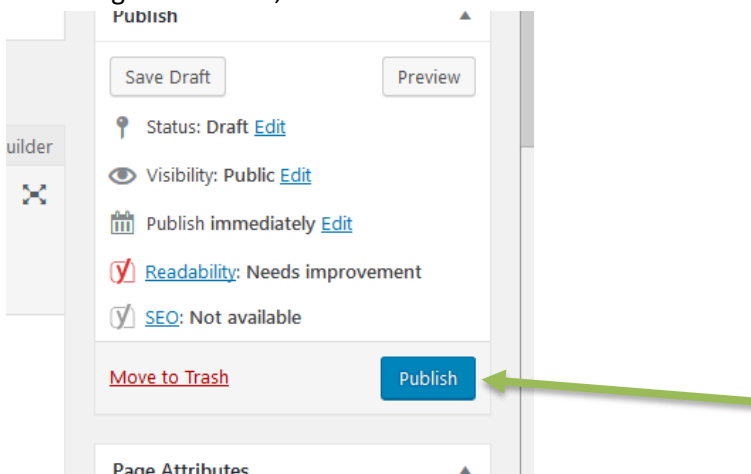
3. Select PAGE



4. Enter the title of the page



5. On the right-hand side, click on 'Publish'



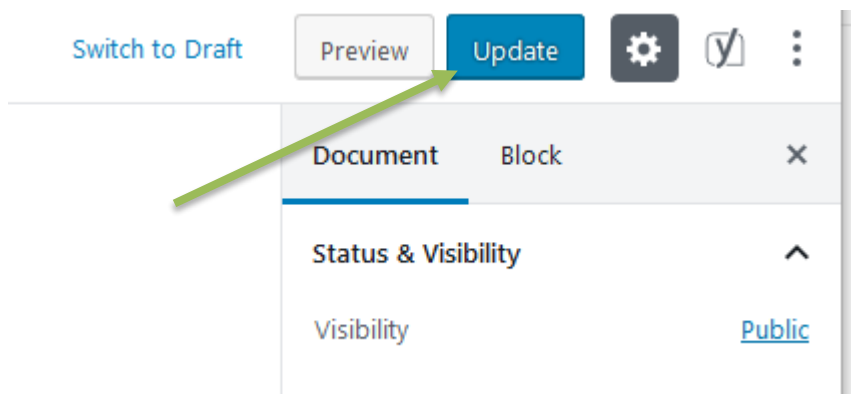
- Now you can start entering the content of your page. You can either click where it says 'Start writing or type...' to enter content, or select a block of alternative content to enter (such as a video or image) by using the 'plus' symbol in the upper corner



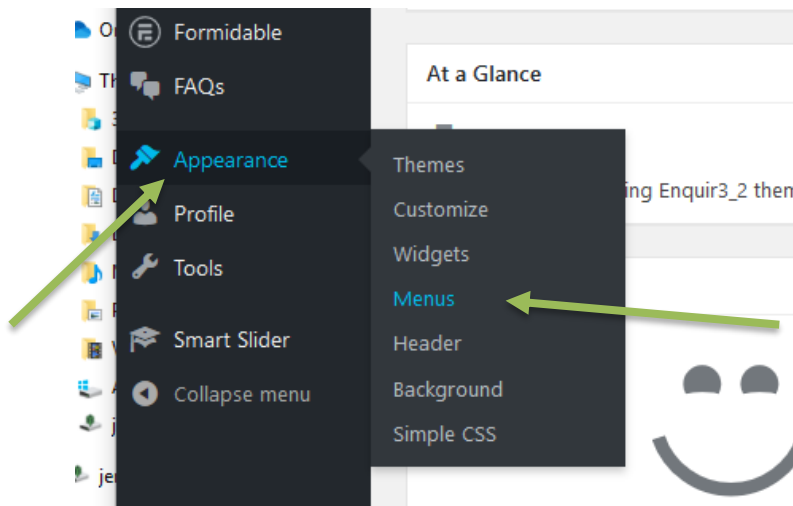
Title of page here

Start writing or type / to choose a block

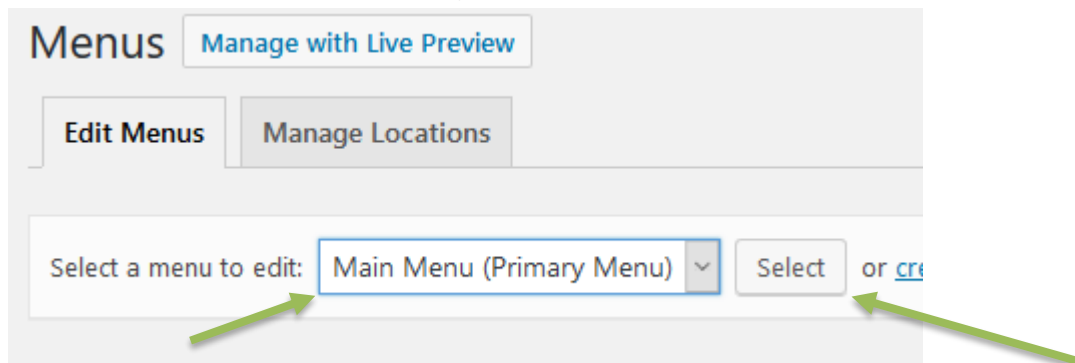
- Once you have finished adding your content, click on UPDATE



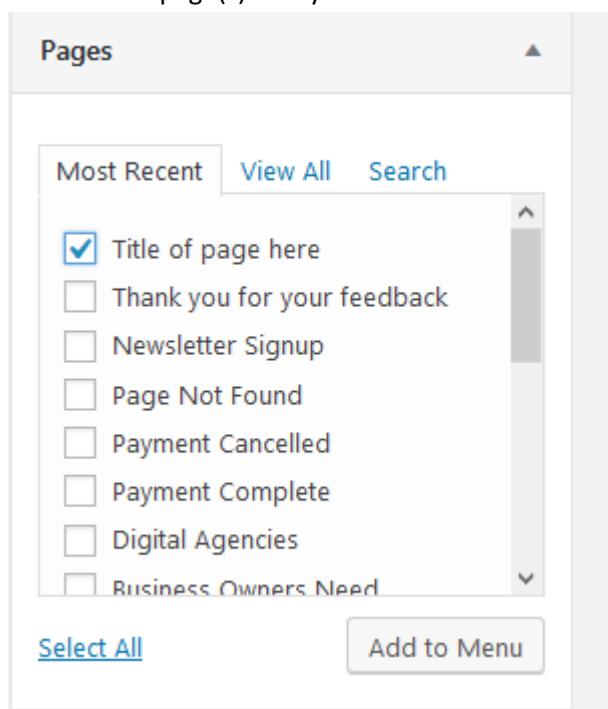
- If you would like to add this page to a menu, then hover over APPEARANCE in the left side menu and then select MENU



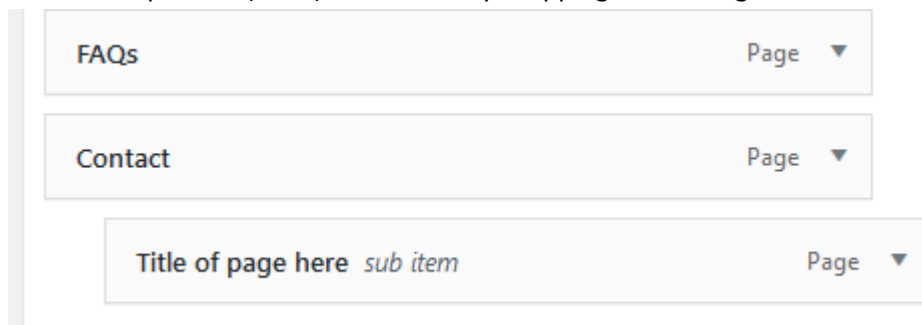
9. Select the menu from the drop-down that you wish to add your new page to (your site may have a main menu and a footer menu). Then click on SELECT



10. On the left you will see a list of all pages currently created on your site, scroll through the list and find the page(s) that you wish to add to the menu and select these



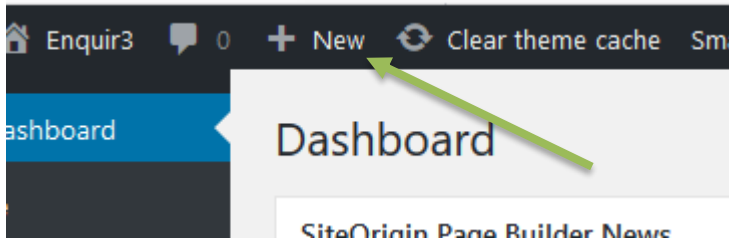
11. Click on ADD TO MENU
12. Your new menu link(s) will then appear in the list on the right – you can now drag and drop them into the desired sequence. If you wish for a page to be a sub-page, then indent it below the “parent” (main) menu item by dropping it to the right underneath it, as shown:



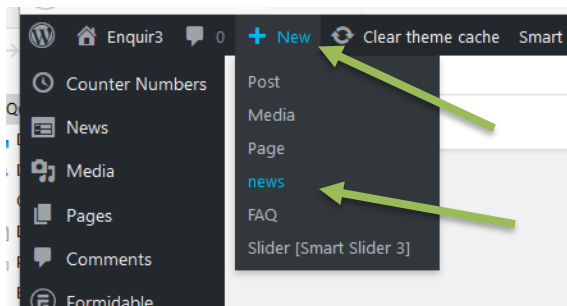
13. Once finished, click on SAVE MENU

Creating News Items

1. To create new news items you will first need to login to the website (see section 'Logging In')
2. From the top menu bar, hover over NEW



3. Select NEWS



4. Enter the title of your news item by typing in the 'Add title' box

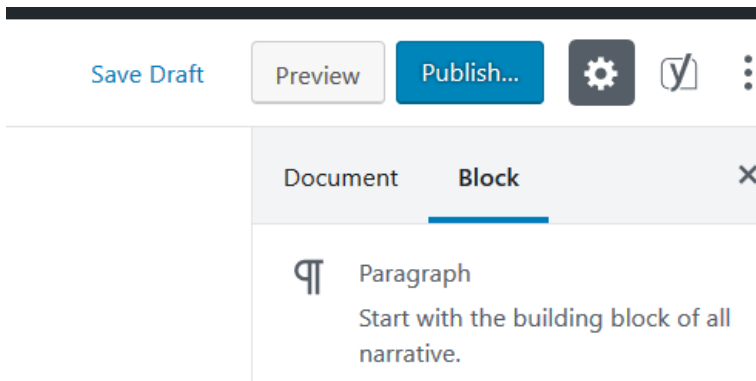
Add title

5. Where it says 'Start writing or type....' Enter the content of your news item

My News Item

Start writing or type / to choose a block

6. Click on 'Publish...' in the upper right



7. If you would like to immediately post the news item then click on 'Publish' again. If you would like to schedule the news item to auto-publish at a date/time in future, then click on 'Publish: Immediately' and select a date you wish to publish on, then click 'Publish'

