



Log in to Wordpress

1. Go to babb-architects.cymru/wp/wp-admin
2. Enter username: *admin* and password: *Adeilad89*Gwych* (case sensitive)
3. Click on Login

Pages which have tiles displayed on the front page are given the designation "Portfolio" and can be seen by clicking on the Portfolio link in the left hand column.

Other pages (those which aren't displayed on the front page) can be found by clicking the Pages link in the left hand column.

News items are called "Posts" and these can be seen by clicking on Posts in the left hand column.

Modify an English page

1. Click on **Portfolio or Pages** (depending on the page designation) in the left hand column
2. Click on the name of the page you want to modify.
3. When the page has loaded, click on the 'English' tab above the title.
4. Place your cursor in the large text box where you want to make the change and type new text. You can format the text by highlighting it and choosing from the buttons above the textbox.
5. Click the Update button on the right hand side of the screen.

Modify a Welsh page

1. Click on **Portfolio or Pages** (depending on the page designation) in the left hand column
2. Click on the name of the page you want to modify.
3. When the page has loaded, click on the 'Cymraeg' tab above the title.
4. Place your cursor in the large text box where you want to make the change and type new text. You can format the text by highlighting it and choosing the button above the textbox.
5. Click the Update button on the right hand side of the screen.



Add a new page

1. Click on Pages in the left hand column.
2. Click on Add New at the top of the page.
3. Type in an appropriate title for the New page. This will also be the page heading when it's live.
4. Type in content in the large white box.
5. Click on Publish in the right hand column.

Major Planning Applications - if the new page is a sub-page under Major Planning Applications, put a tick in the Categories box in the right hand column next to Major Planning Applications, then click the Update button.

The page will then be assigned this category and will automatically appear on the main MPA page.

Add a link to text

1. Highlight the text you want to make into a link.
2. Click on the Insert/Edit Link icon (it looks like a link in a chain) and a small text box will appear beneath the highlighted text.
3. If you want to link to an external website, enter the web address (including the **https://** bit) in the box, then click on the left pointing arrow to apply.
5. If you want to link to another page on your site, type the name of the page into the box, click on the correct page in the list beneath, then click on the left pointing arrow to apply.
6. If you want the link to open in a new window or tab, click on the Gear Wheel icon (Link Options) and put a tick in the box that says 'Open link in new tab' then click update at the bottom of this window.
7. Click the blue Update button on the right to save the page.



Add an image

It's best to re-size the image on your computer first using Photoshop or other photo editing software before uploading onto the Wordpress site.

The recommended size for landscape aspect pictures is 800 pixels wide. For portrait images, 650 pixels tall is a good size.

1. Go to the page you want to modify (see steps 1, 2 and 3 in Modify a Page above).
2. Place the cursor in the box where you want the image to appear.
3. Click on the Add Media button near the top of the page.
4. Click on the Upload Files tab.
5. Click on Select Files.
6. Navigate to the image file you want to upload on your computer and click on Open.
7. Once the file has uploaded (this may take a minute or two) and is in the Media library, it can be used on a page.
8. Look for the image you want to insert and click on it so that it is ticked.
9. Click on Insert Into Page at the bottom right.
10. Click on Update in the right hand column to save the page.
11. Once the image has been inserted on the page, you modify it by clicking on the image and choosing the pencil (edit) icon. This opens a new window where you can change the alignment or size of the image.

Featured Images

These appear as the images on a tile linked to the page and also in a large format at the top of the page. You can assign a featured image by clicking on Set Featured Image (under Featured Image in the right hand column).



Add a PDF

1. Click on Media in the left hand column.
2. Click on the Add New button at the top of the page.
3. Click on Select Files.
4. Navigate to the PDF you want to upload on your computer and Click on Open.
5. Once the file has uploaded (this may take a minute or two) and is in the Media library, it can be used on a page.
6. Go to the page you want to modify (see steps 1, 2 and 3 in Modify a Page above).
7. Place the cursor in the box where you want the PDF to appear.
8. Click on the Add Media button near the top of the page.
9. Look for the PDF you want to insert and click on it.
10. In the right hand column where it says Title, enter the name as you wish it to appear on the site, for example, 'Click here to download brochure'.
11. Click on Insert Into Page at the bottom right.
12. Click on Update in the right hand column to save the page.



Add a News Post

1. Click on Posts in the left hand column.
2. Click on Add New at the top of the page.
3. Type in an appropriate title for the new post in English. This will also be the post heading when it's live.
4. Type in English content in the large white box, then click on the tab saying 'Cymraeg' and type in the Welsh page title and content.
5. If you wish to assign an image to go with the post, you can do so clicking Set Featured Image in the right hand column and proceed as you normally would when adding an image.
6. Click on Publish in the right hand column.