



# How to Edit WordPress Website

Presentation By:

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# Welcome!

Welcome to this step-by-step guide! In the next few slides, we will show you how simple it is to edit the pages of your WordPress website. You don't need any special technical skills to do this. We'll cover everything from logging in to changing text and images, and finally, saving your work. Let's begin!



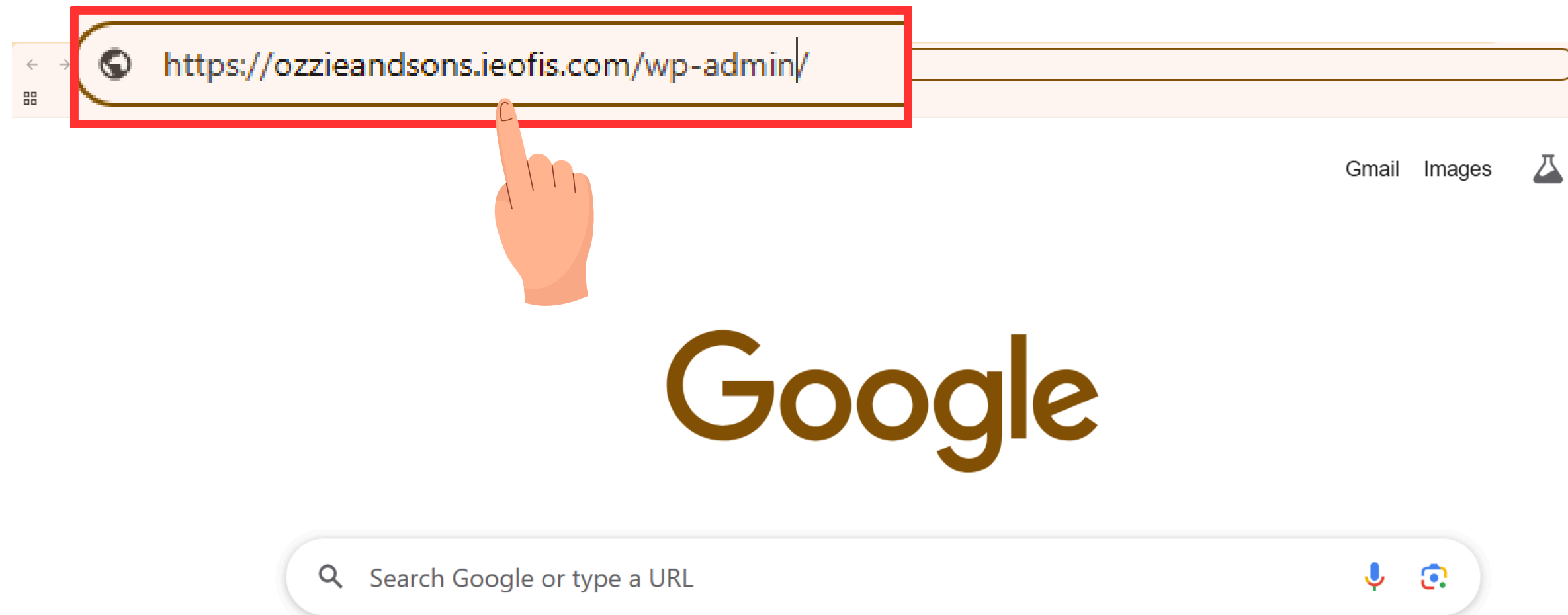
# Part 1: Logging Into Your Website

# Step 1: Go to the Login Page



Open your web browser (like Chrome, Firefox, or Safari) and type in your website's admin address.

It will look something like this: [www.ozzieandsons.iesite.com/wp-admin](https://www.ozzieandsons.iesite.com/wp-admin) or On your website URL, after .com, press the **'/'** key on your keyboard and then type wp-admin. And Press Enter in your Keyboard.





# Step 2: Enter Your Login Details



You will see a login screen with two fields: Username and Password. Please type the username and password that were provided to you. And then click on the blue “**Login**” button to access the dashboard. It’s the behind-the-scenes area where you can manage your site.

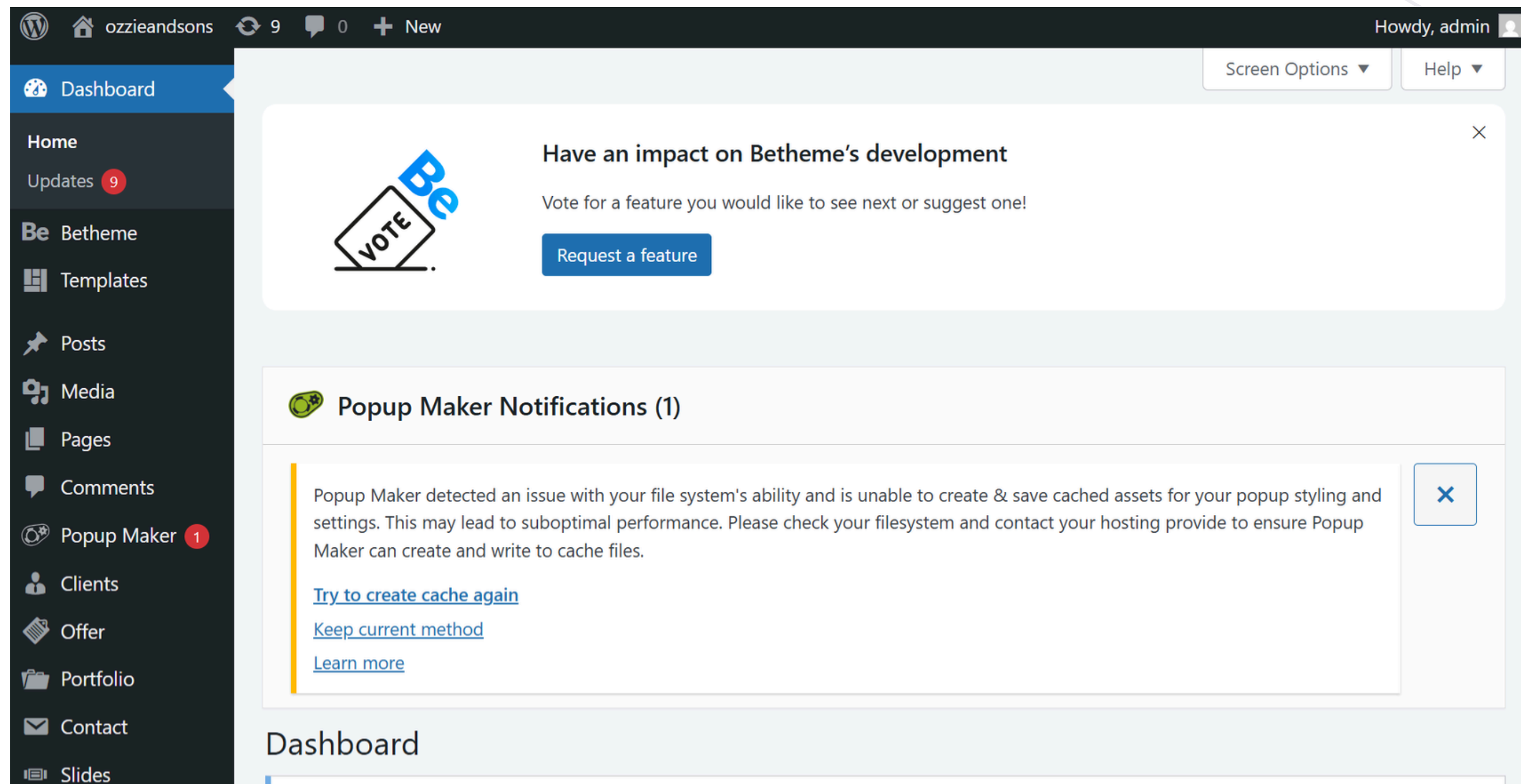
A mockup of the WordPress login screen. At the top center is the WordPress logo (a blue 'W' inside a circle). Below it is a white box with the text "You are now logged out." in blue. Underneath is a white box containing the login form. The form has two input fields: "Username or Email Address" with the text "admin" entered, and a password field with ten black dots and a blue eye icon to its right. Below the password field is a checkbox labeled "Remember Me". At the bottom of the form is a blue button with the text "Log In" in white. A hand icon is pointing at the "Log In" button. Below the form are two links: "Lost your password?" and "← Go to ozzieandsons".

**Note on Your Account:** You will receive your unique username and password from the site administrator.

# Step 3: Access the Dashboard



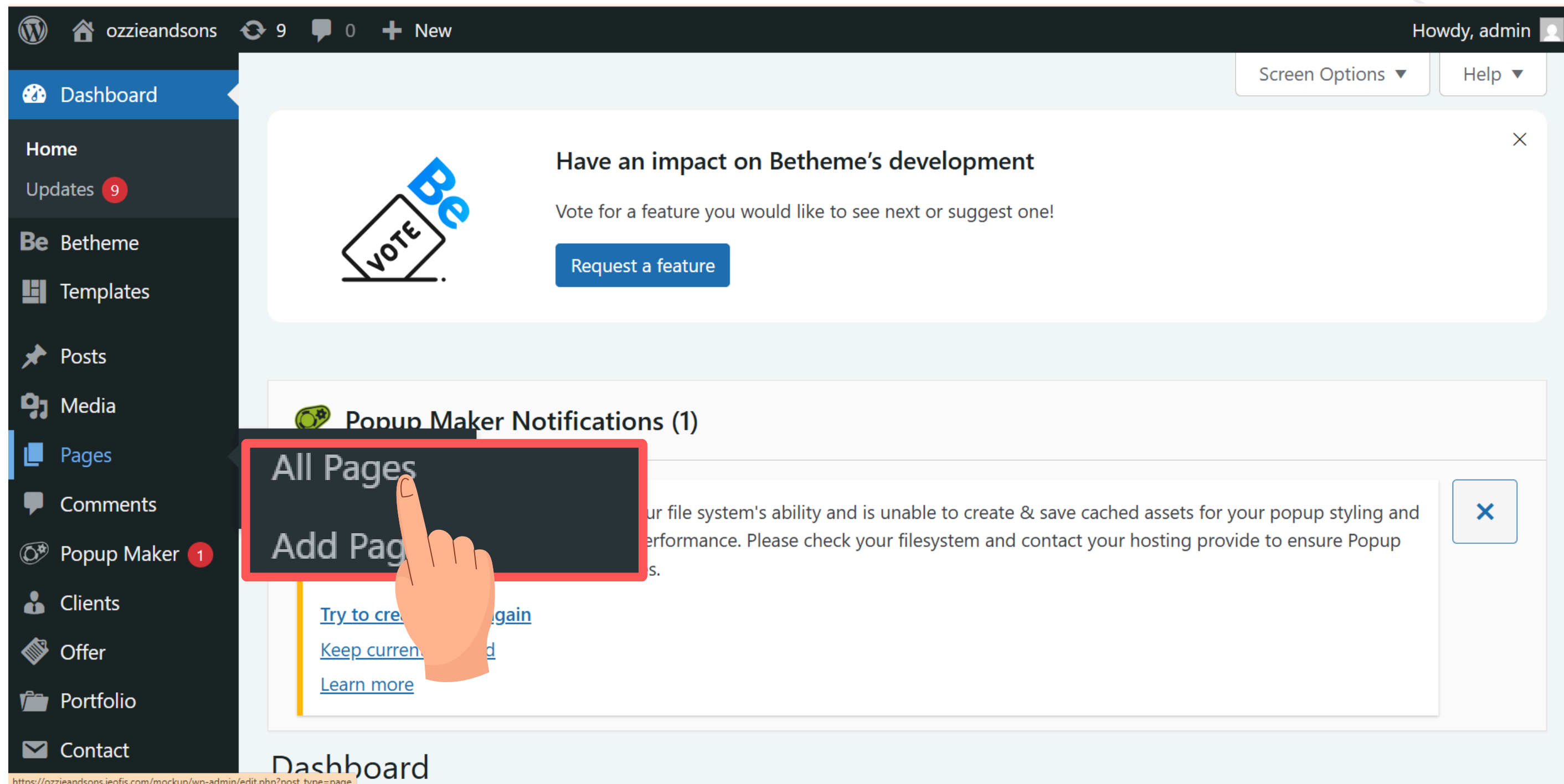
After entering your login details. This will take you to your website's main control panel, called the Dashboard. The Dashboard will look exactly like the image shown below.



# Step 4: Open Pages in Dashboard



On the left side of the Dashboard, you will see an option called '**Pages**'. Hover on it and click on "**All Pages**" to see where all the pages of your website are listed.





# Step 5: View All Pages



When you click on 'All Pages,' it will show all the pages of your website, such as Home, About, Contact, and Blog, just like shown in the image below.

ozzieandsons

New

Clients

Offer

Portfolio

Contact

Slides

Testimonials

Layouts

Appearance

Plugins 9

Users

Tools

Settings

WP Mail SMTP

Slider Revolution

Bulk actions

Apply

Title

About

Blog — Posts Page

Contact

Home — Front Page

Pages

Quotes — Draft

Howdy, admin

6 items

	Author		Date
<input type="checkbox"/>	admin	—	Published 2025/09/18 at 6:52 am
<input type="checkbox"/>	admin	—	Published 2015/12/22 at 12:25 pm
<input type="checkbox"/>	admin	—	Published 2014/10/16 at 11:48 am
<input type="checkbox"/>	admin	—	Published 2014/10/15 at 10:41 am
<input type="checkbox"/>	admin	—	Published 2025/08/22 at 7:55 am
<input type="checkbox"/>	admin	—	Last Modified 2025/08/18 at 7:38 am

Author

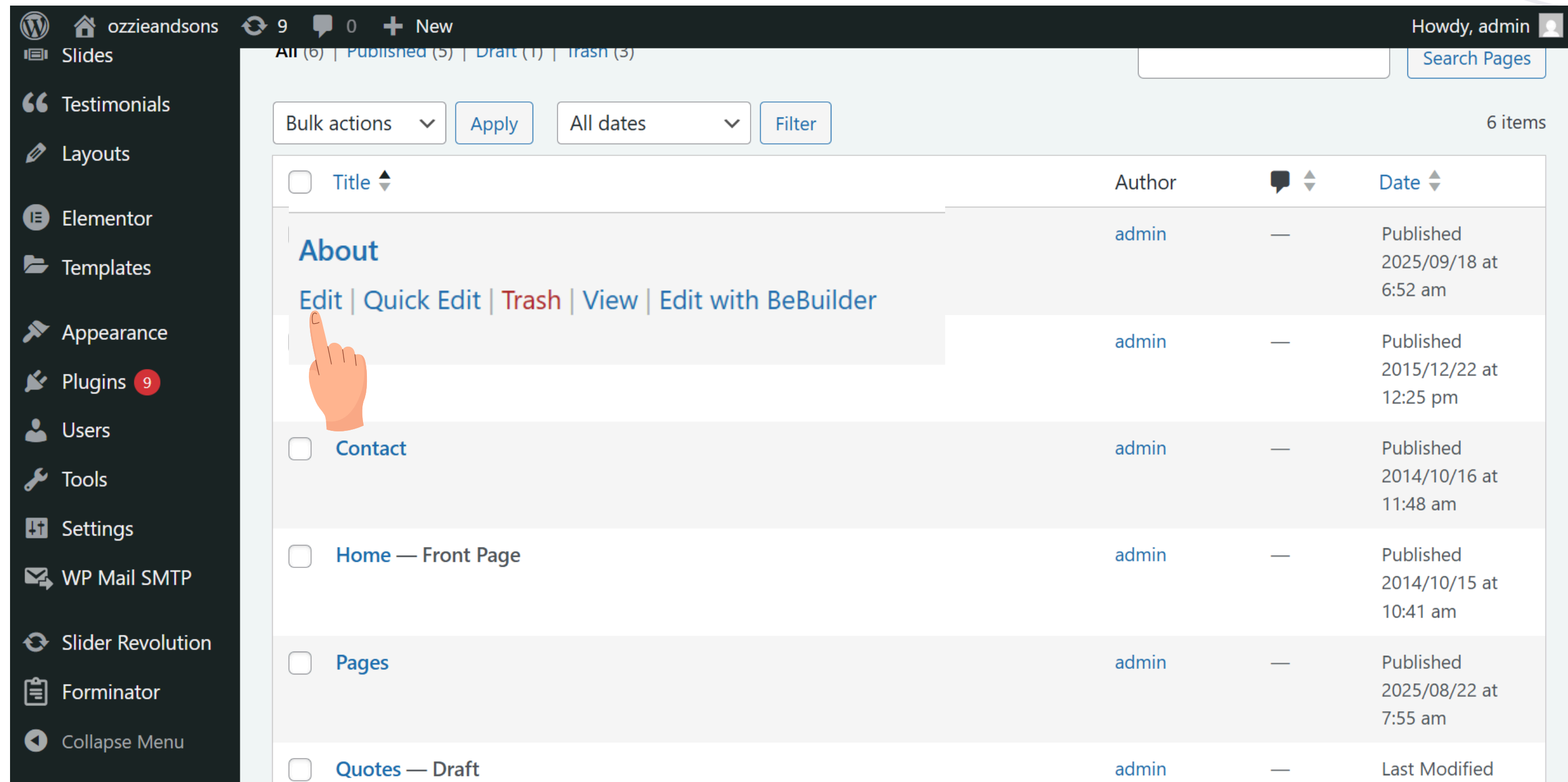
Date

6 items

# Part 2: Editing the Content on the Page

# Step 6: Edit a Page (Example: About Page)

To edit a page, move your mouse pointer over the page name. For example, if we want to edit the About page, place the mouse pointer on '**About**.' When you hover, an '**Edit**' option will appear below it. Click on '**Edit**' to open and make changes to that page.



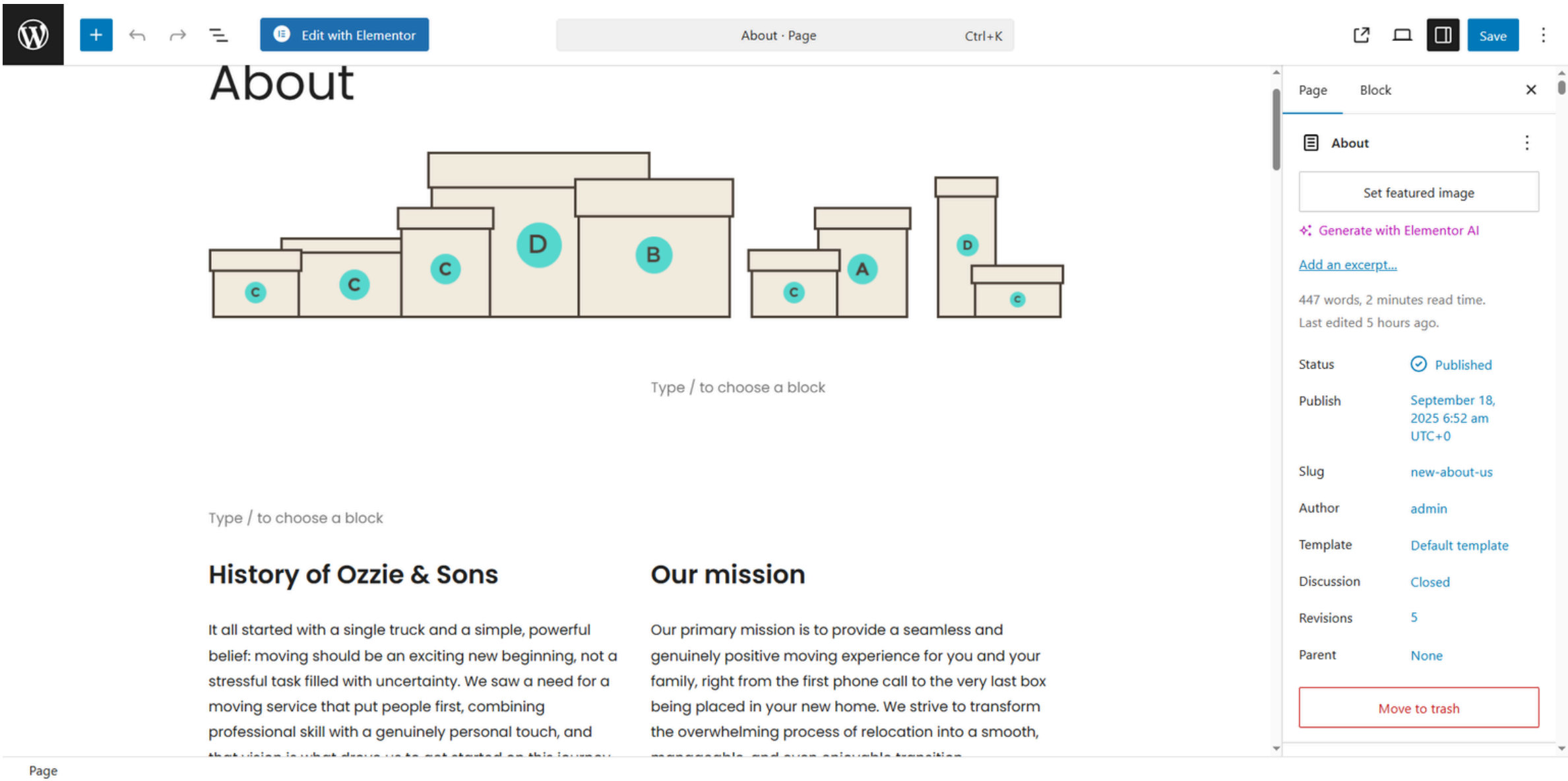
The screenshot shows the WordPress admin interface. On the left is a dark sidebar with navigation links: Slides, Testimonials, Layouts, Elementor, Templates, Appearance, Plugins (9), Users, Tools, Settings, WP Mail SMTP, Slider Revolution, Forminator, and Collapse Menu. The main content area displays a list of pages. At the top, there are filters for 'Bulk actions', 'Apply', 'All dates', and 'Filter', along with a 'Search Pages' button and a count of '6 items'. The table lists pages with columns for 'Title', 'Author', and 'Date'. The 'About' page is highlighted, and a context menu is visible below its title with options: 'Edit', 'Quick Edit', 'Trash', 'View', and 'Edit with BeBuilder'. A hand icon points to the 'Edit' option. Other pages listed include 'Contact', 'Home — Front Page', 'Pages', and 'Quotes — Draft'.

<input type="checkbox"/> Title	Author	Date
About	admin	Published 2025/09/18 at 6:52 am
Contact	admin	Published 2015/12/22 at 12:25 pm
Home — Front Page	admin	Published 2014/10/16 at 11:48 am
Pages	admin	Published 2014/10/15 at 10:41 am
Quotes — Draft	admin	Published 2025/08/22 at 7:55 am



# Step 7: View Page Content

When you click on 'Edit,' the About page will open, where you can see the full content, just like shown in the image below.



# Step 8: Edit the Content

To make changes in the content, place your mouse cursor where you want to edit and click there. As soon as you click, an editor box will appear. Now type the text you want to add or update.”

The screenshot displays the WordPress Elementor editor interface. At the top, there's a navigation bar with the WordPress logo, a plus icon, undo/redo arrows, a list icon, and a button labeled 'Edit with Elementor'. The page title 'About - Page' and a keyboard shortcut 'Ctrl+K' are also visible. Below the navigation bar, a search bar prompts 'Type / to choose a block'. The main content area shows a paragraph block with the text 'Our primary mission is to provide a seamless and genuinely positive moving experience for you and your family, right from the first phone call to the very last box being placed in your new home. We strive to transform the overwhelming process of relocation into a smooth, manageable, and even enjoyable transition.' A hand cursor is clicking on the word 'mission'. To the right, a settings panel is open, showing the 'Paragraph' block settings, including a description, a 'Generate with Elementor AI' button, and expandable sections for 'Popup Controls' and 'Advanced'.

Type / to choose a block

Type / to choose a block

Our mission

It all started with a single truck and a simple, powerful belief: moving should be an exciting new beginning, not a stressful task filled with uncertainty. We saw a need for a moving service that put people first, combining professional skill with a genuinely personal touch. That vision is what drove us to get started on this journey.

Ozzie & Sons began as a small, tight-knit family venture founded on the core principles of unwavering hard work, complete honesty, and treating every single customer just like a neighbor. In the early days, our business was built on handshakes, a testament to the care and dedication we put into every single move.

Our primary mission is to provide a seamless and genuinely positive moving experience for you and your family, right from the first phone call to the very last box being placed in your new home. We strive to transform the overwhelming process of relocation into a smooth, manageable, and even enjoyable transition.

We deeply understand that we're not just moving boxes and furniture; we're handling your life's precious memories, cherished heirlooms, and valuable possessions. Whether it's your child's first crib or your family's photo albums, we treat every single item with the high level of respect and care it truly deserves.

Page > Columns > Column > Paragraph

# Step 9: Add a New Paragraph with “+” Icon

If you want to add a new paragraph, move your mouse cursor to the place where you want to add it. A ‘+’ icon will appear there. Click on the ‘+’ icon to insert a new paragraph.

The screenshot displays the WordPress Elementor editor interface. At the top, the WordPress logo is on the left, followed by navigation icons (add, undo, redo, list) and a button labeled 'Edit with Elementor'. The page title 'About · Page' and a keyboard shortcut 'Ctrl+K' are shown in the center. On the right, there are icons for link, image, and a 'Save' button. Below the header, the main content area is divided into two columns. The left column is titled 'History of Ozzie & Sons' and contains two paragraphs of text. A blue horizontal line with a white '+' icon is positioned at the end of the first paragraph, indicating where a new paragraph can be added. A hand cursor is pointing at this '+' icon. The right column is titled 'Our mission' and also contains two paragraphs of text. On the far right, a sidebar panel is open, showing the 'Block' tab. It lists 'Paragraph' as the selected block type, with a description 'Start with the basic building block of all narrative.' and a link to 'Generate with Elementor AI'. Below this, there are sections for 'Popup Controls' and 'Advanced' settings, each with a gear icon and a dropdown arrow.

Type / to choose a block

## History of Ozzie & Sons

It all started with a single truck and a simple, powerful belief: moving should be an exciting new beginning, not a stressful task filled with uncertainty. We saw a need for a moving service that put people first, combining professional skill with a genuinely personal touch, and that vision is what drove us to get started on this journey.

Ozzie & Sons began as a small, tight-knit family venture, founded on the core principles of unwavering hard work, complete honesty, and treating every single customer just like a neighbor. In the early days, our business was built on handshakes, a testament to the care and dedication we put into every single move.

Over the years, our satisfied customers have helped our family grow, and our fleet of trucks has expanded right

## Our mission

Our primary mission is to provide a seamless and genuinely positive moving experience for you and your family, right from the first phone call to the very last box being placed in your new home. We strive to transform the overwhelming process of relocation into a smooth,

We deeply understand that we're not just moving boxes and furniture; we're handling your life's precious memories, cherished heirlooms, and valuable possessions. Whether it's your child's first crib or your family's photo albums, we treat every single item with the high level of respect and care it truly deserves.

We aim to completely eliminate the hassle, stress, and worry that so often comes with relocating. We achieve

Page Block X

Paragraph

Start with the basic building block of all narrative.

Generate with Elementor AI

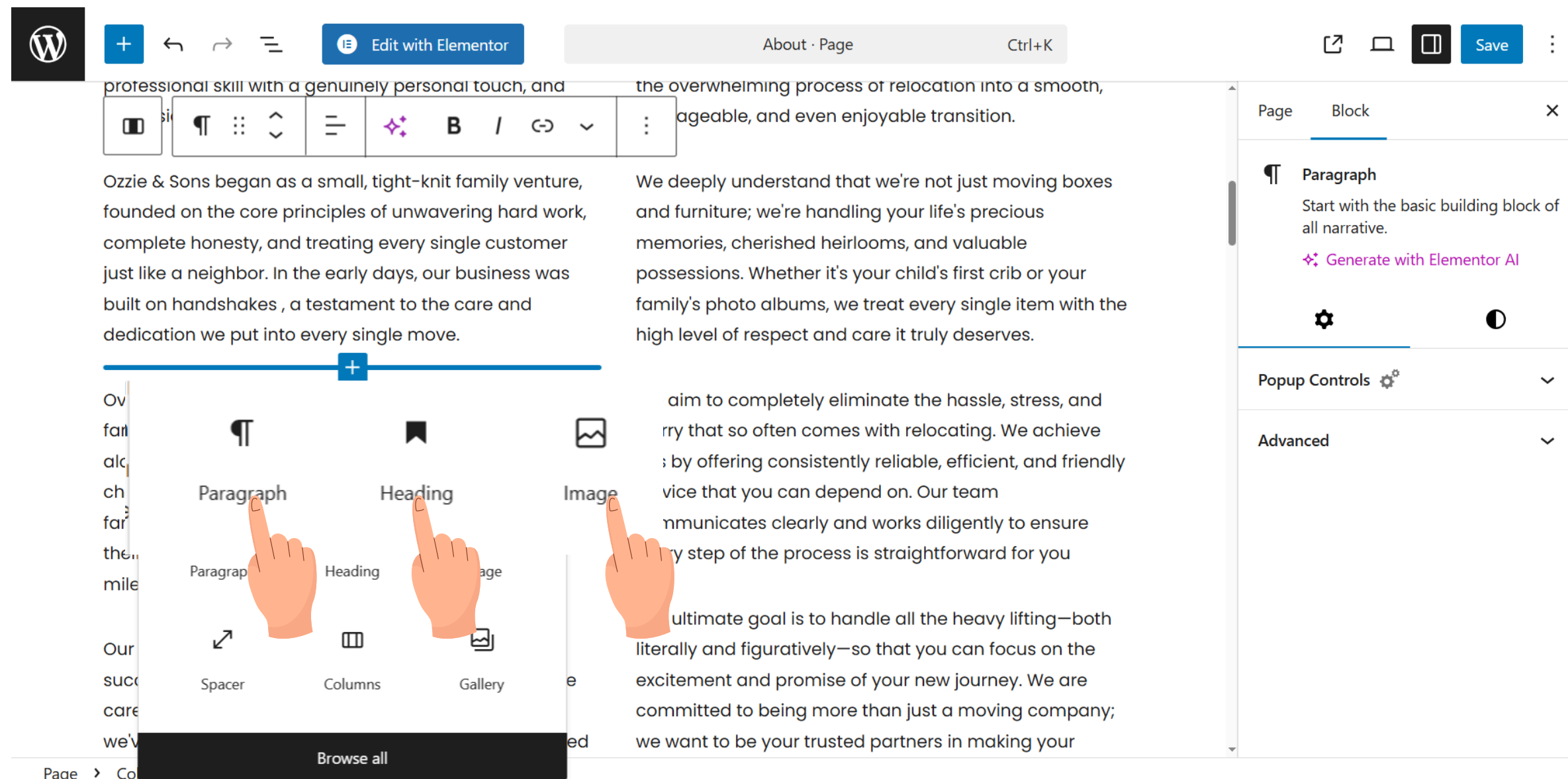
Popup Controls

Advanced



# Step 10: Add Paragraphs, Headings, or Images

When you click on the '+' icon, a box will open showing different options like Paragraph, Heading, or Image, etc. To add a paragraph, click on 'Paragraph.' To add a heading, click on 'Heading.' To add an image, click on 'Image.' After that, type your new content or upload the image to add it.



# Step 11: Delete Text from a Paragraph

To remove any word or sentence, move your mouse cursor to it, select the text you want to delete, and then press the Backspace key on your keyboard. It will be removed.

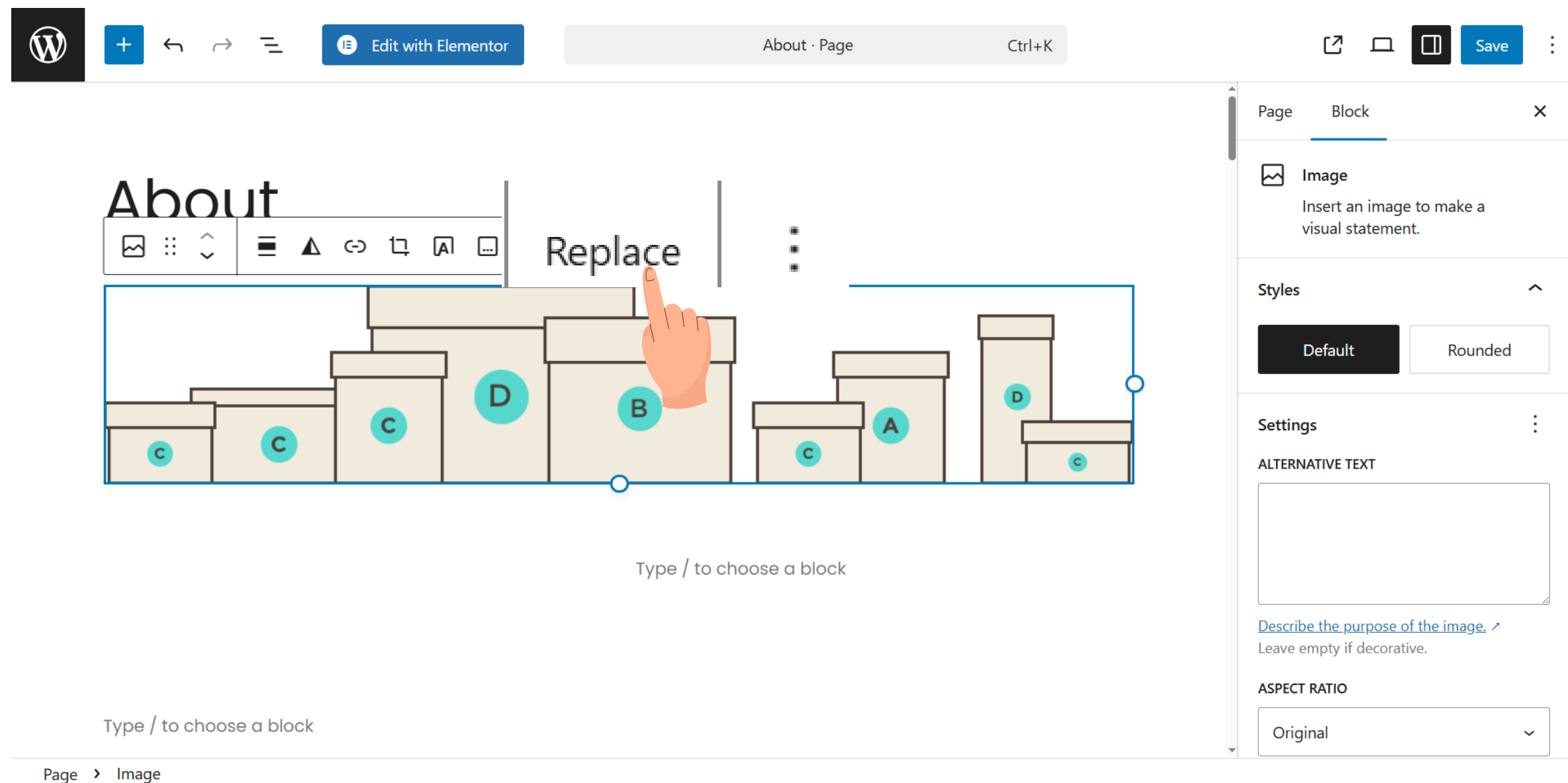
The screenshot displays the WordPress Elementor editor interface. At the top, the WordPress logo is on the left, followed by a toolbar with icons for adding new blocks, undo, redo, and a list icon. A blue button labeled "Edit with Elementor" is next to these. In the center, a grey bar shows "About · Page" and a keyboard shortcut "Ctrl+K". On the right, there are icons for a link, a mobile view toggle, a document icon, a blue "Save" button, and a vertical ellipsis menu.

Below the top bar, a search prompt "Type / to choose a block" is visible. A block toolbar contains icons for a block, a paragraph, list, indent, bold, italic, link, and a vertical ellipsis menu. The main content area shows a paragraph of text: "It all started with a single truck and a simple, powerful belief: moving should be an exciting new beginning, not a stressful task filled with uncertainty. We saw a need for a moving service that put people first, combining professional skill with a genuine personal touch, and that vision is what drove us to start on this journey." The sentence "moving should be an exciting new beginning, not a stressful task filled with uncertainty" is highlighted in blue. A hand cursor is positioned over the highlighted text. To the right of the paragraph is another paragraph: "Our primary mission is to provide a seamless and genuinely positive moving experience for you and your family, right from the first phone call to the very last box being placed in your new home. We strive to transform the overwhelming process of relocation into a smooth, manageable, and even enjoyable transition."

On the right side of the editor, a settings panel is open for the "Paragraph" block. It shows the block name "Paragraph" with a description "Start with the basic building block of all narrative." and a link "Generate with Elementor AI". Below this are "Popup Controls" and "Advanced" sections, each with a gear icon and a dropdown arrow.

# Step 12: Replace or Remove an Image

To replace or remove an image on a page, move your mouse cursor over the image and click on it. Once you click, the image will be selected. A small toolbar will appear over the image. Click on “**Replace**”

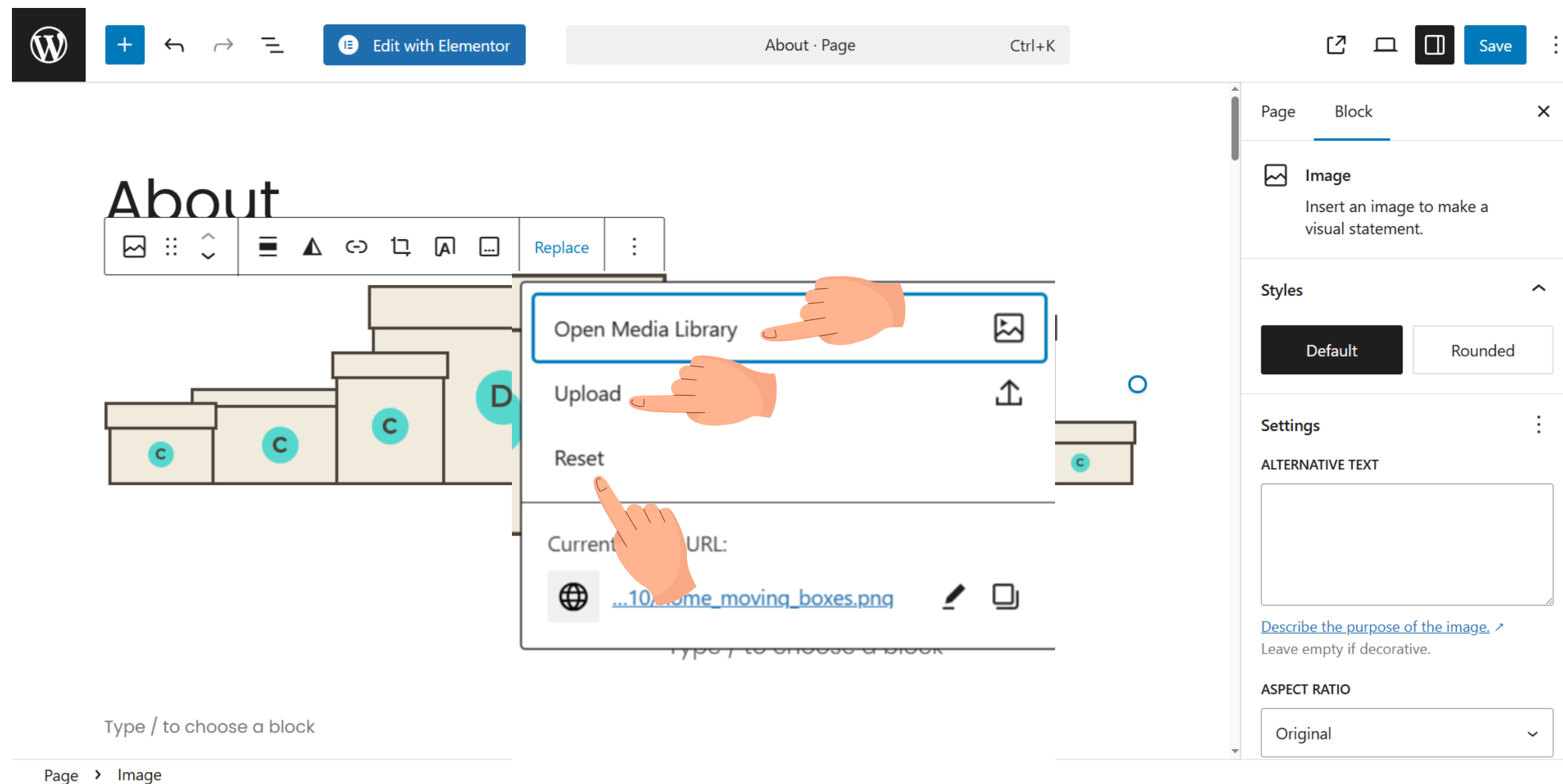




# Step 13: Choose How to Replace an Image

When you click on Replace, a dropdown will show three options:

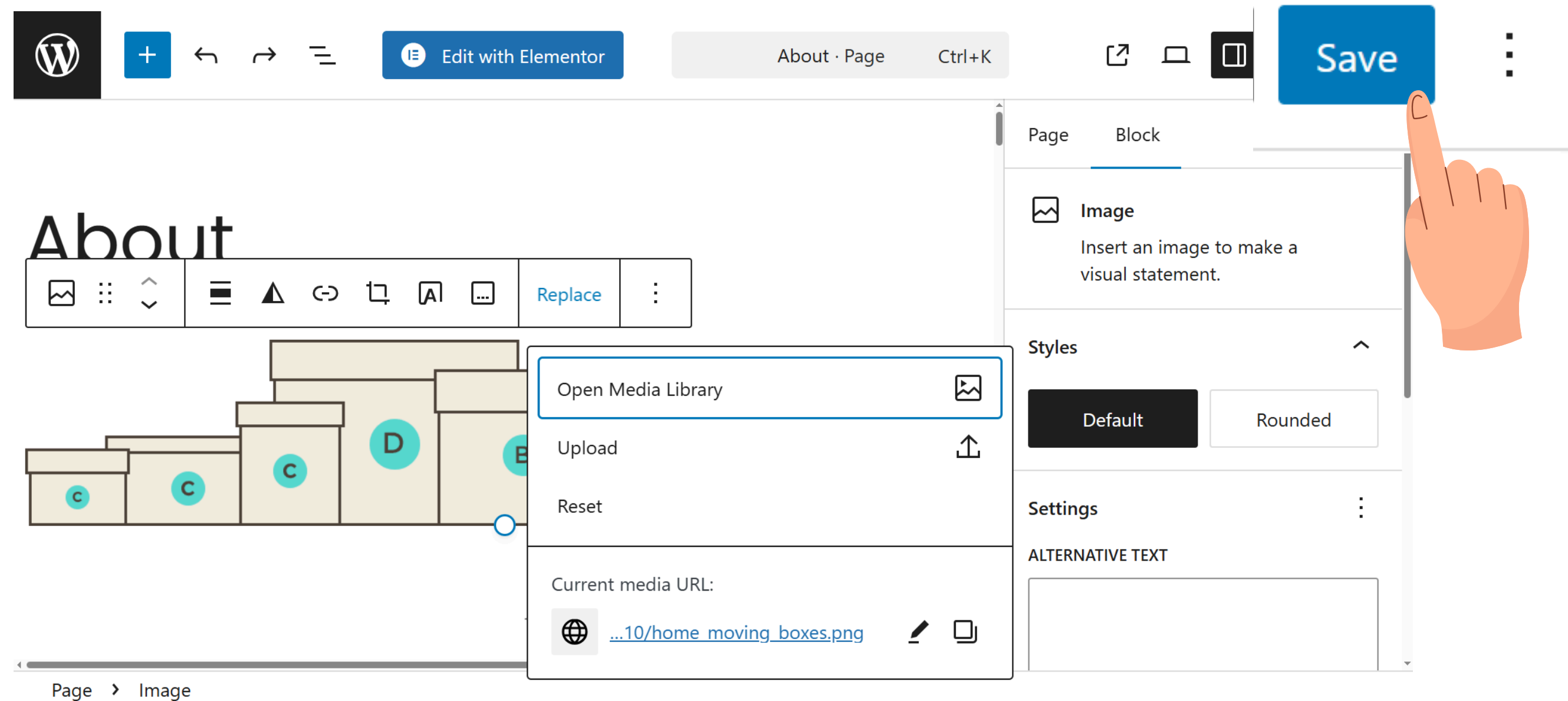
1. **Open Media Library** – This will show the default images available in your theme.
2. **Upload** – This allows you to upload and add any image from your computer.
3. **Reset** – This will delete the selected image from the page.



# Part 3: Saving Your Changes

# Step 14: Save Your Changes

After making all the changes, go to the top right corner of the page. You will see a blue 'Save' button. Click on it to save all your changes.



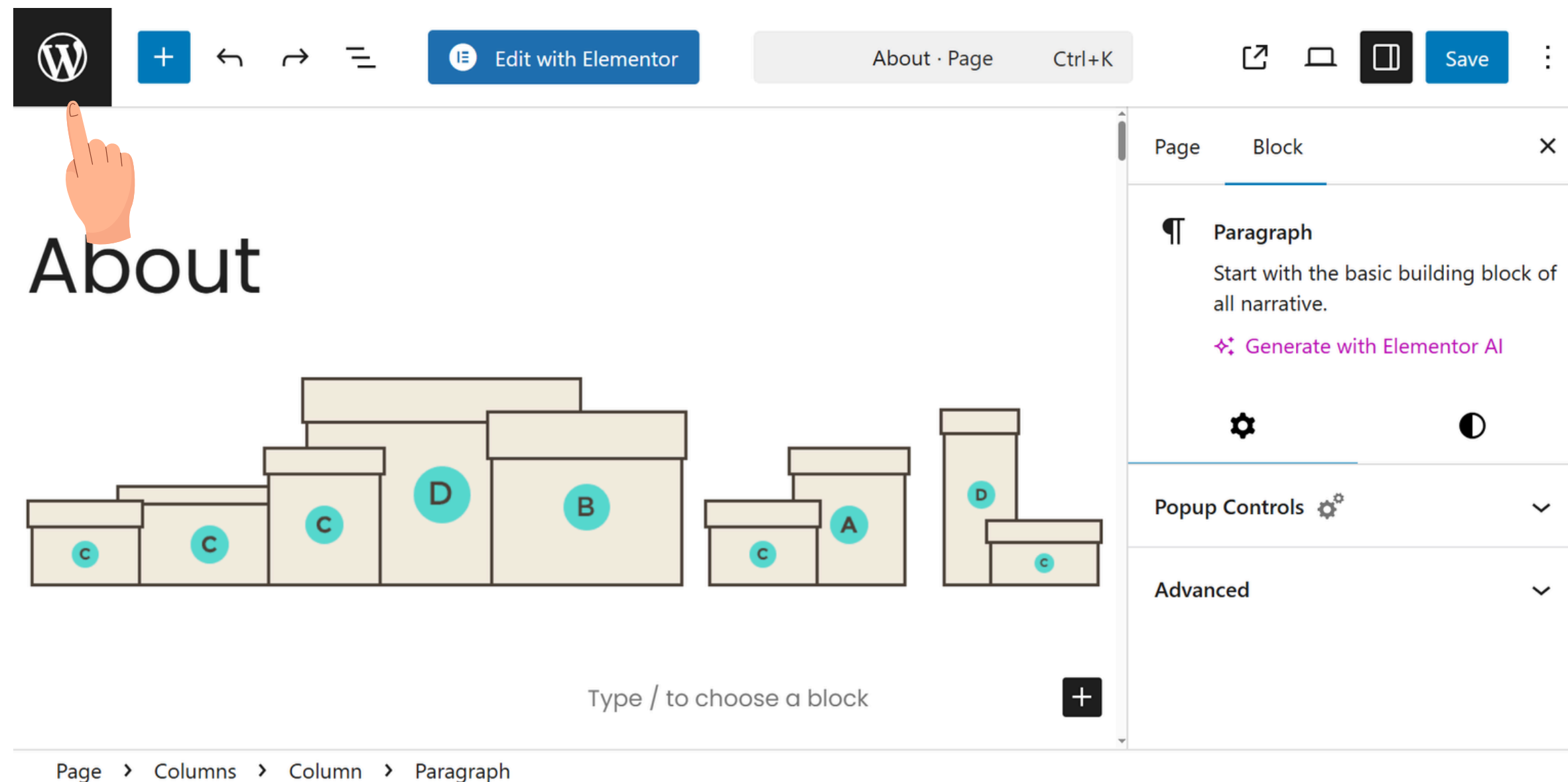
After saving all the changes, open a new tab in your browser, type your website URL, and press Enter. You will now see all the changes on your website.



# Part 4: Add a new page

# Step 15: Go Back to Dashboard

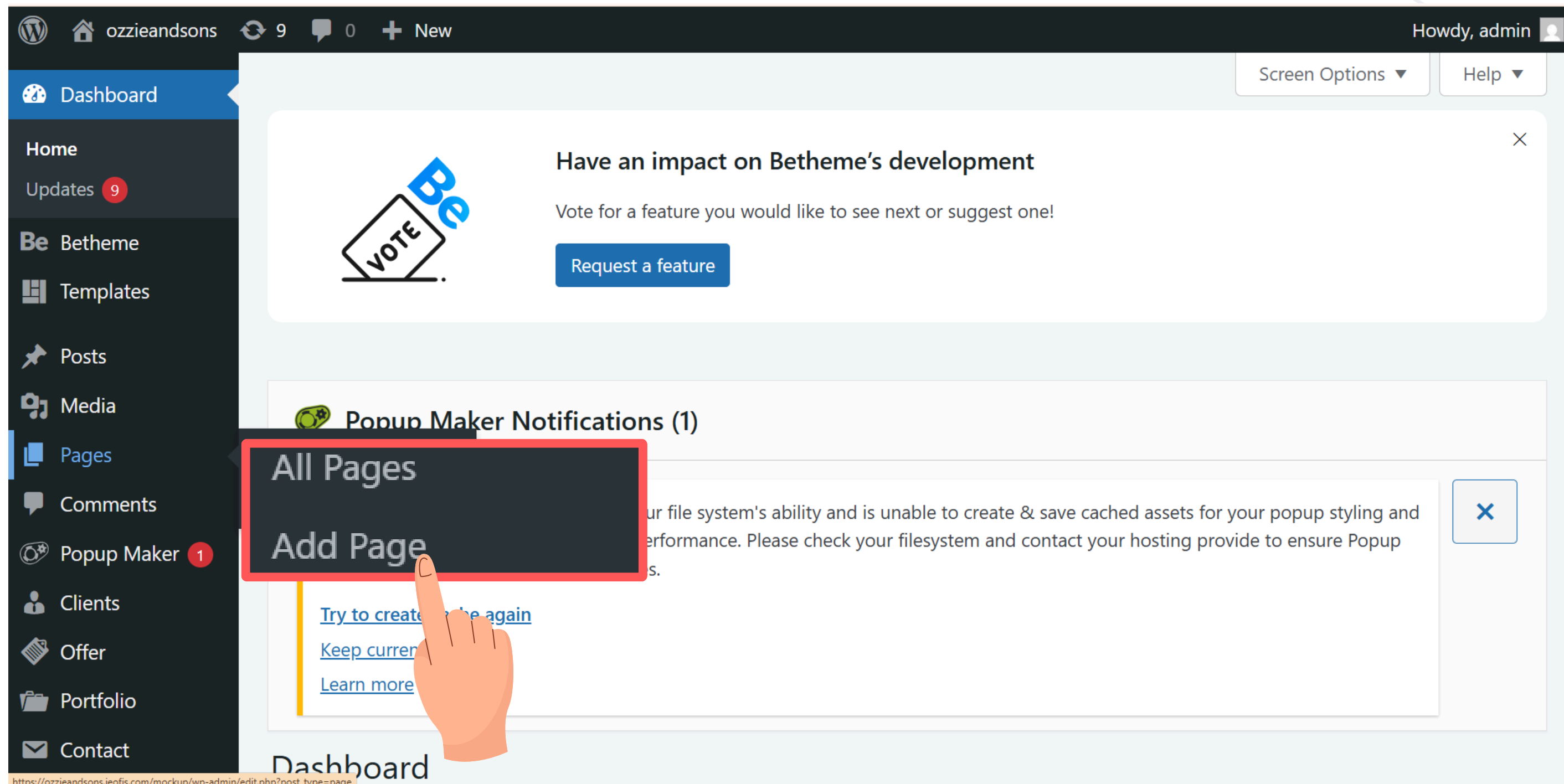
If you want to create a new page, go back to the Dashboard where we logged in with our credentials, or click on the WordPress icon at the top left corner, and it will redirect you to the Dashboard.



# Step 16: Add a New Page



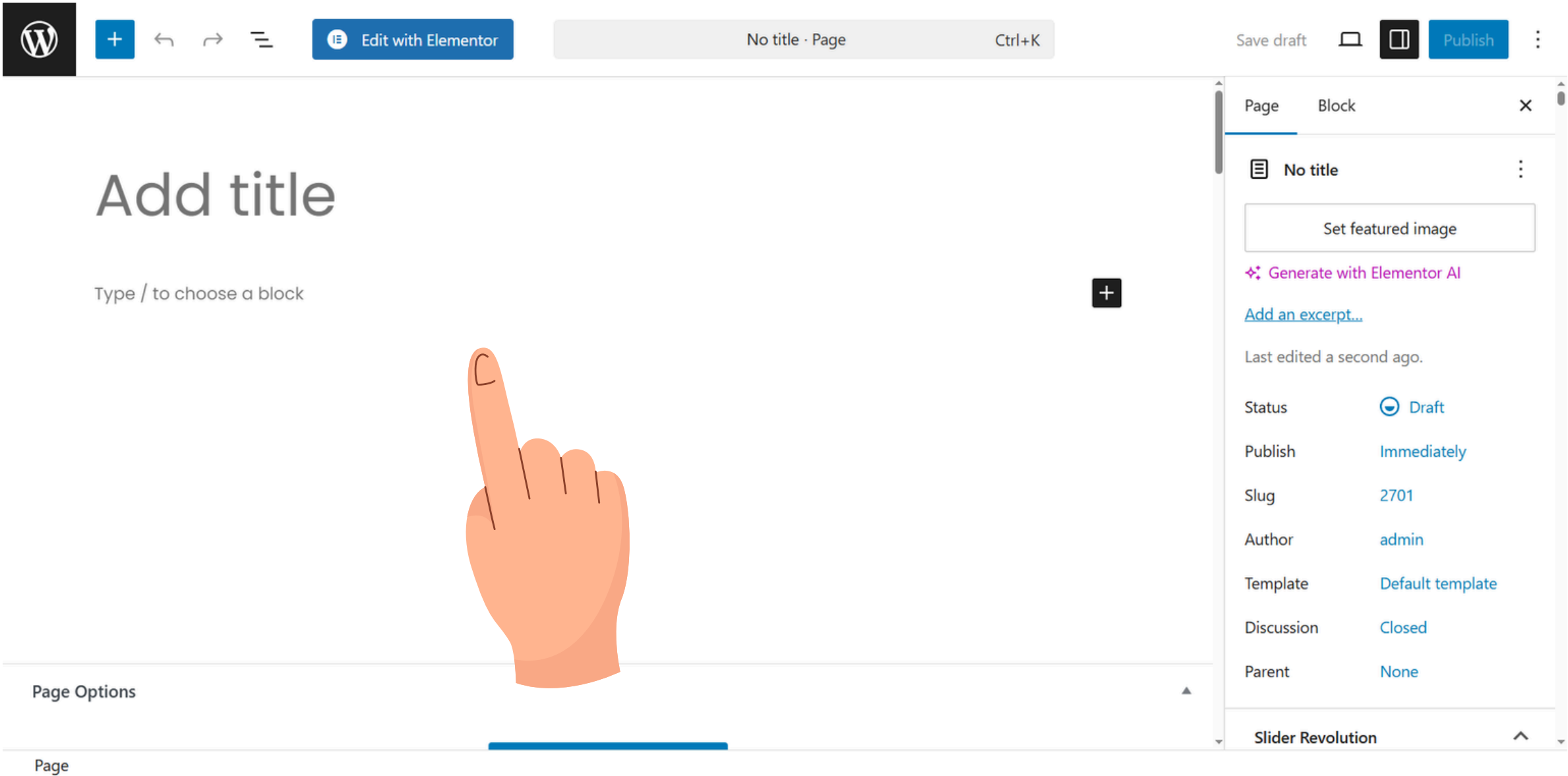
After redirecting to the Dashboard, move your mouse to the '**Pages**' option on the left side. A dropdown will open showing '**Add a Page.**' Click on it to create a new page.



# Step 17: New Page Editor



When you click on 'Add a Page,' a new editor page will open, just like shown in the image below.





# Step 18: Example Page Title



For example, I have given the page title ‘**Work**,’ as shown in the image below.

+

↶

↷

≡

Edit with Elementor

Work · Page

Ctrl+K

Save draft

Publish

⋮

Work

Type / to change block

+

Page

Block

×

Work

⋮

Set featured image

✦ Generate with Elementor AI

[Add an excerpt...](#)

Last edited 5 minutes ago.

Status

Draft

Publish

Immediately

Slug

work

Author

admin

Template

Default template

Discussion

Closed

Page

# Step 19: Choose a Block for Content



After giving the page title, you will see '**Type/choose a block**' below the title. Click on "+" it to start adding content to your page.

The screenshot shows the WordPress editor interface. At the top, the WordPress logo is on the left, followed by a blue '+' button, navigation arrows, and a menu icon. A blue button labeled 'Edit with Elementor' is next. In the center, a grey bar displays 'Work · Page' and 'Ctrl+K'. On the right, there are links for 'Save draft', a laptop icon, a document icon, and a blue 'Publish' button with a three-dot menu.

The main content area shows the title 'Work' with a cursor at the end. Below it, the text 'Type / to choose a block' is displayed. An orange hand icon points to this text. To the right, a block selection menu is open, showing a search bar with 'Work' entered. Below the search bar is a 'Set featured image' button, followed by a purple link 'Generate with Elementor AI' and a blue link 'Add an excerpt...'. Below these links, it says 'Last edited 5 minutes ago.' and shows a table of settings:

Status	Draft
Publish	Immediately
Slug	work
Author	admin
Template	Default template
Discussion	Closed

An orange hand icon points to the '+' button in the top left corner of the block selection menu. At the bottom left of the editor, the word 'Page' is visible.

# Step 20: Add Paragraphs, Headings, or Images



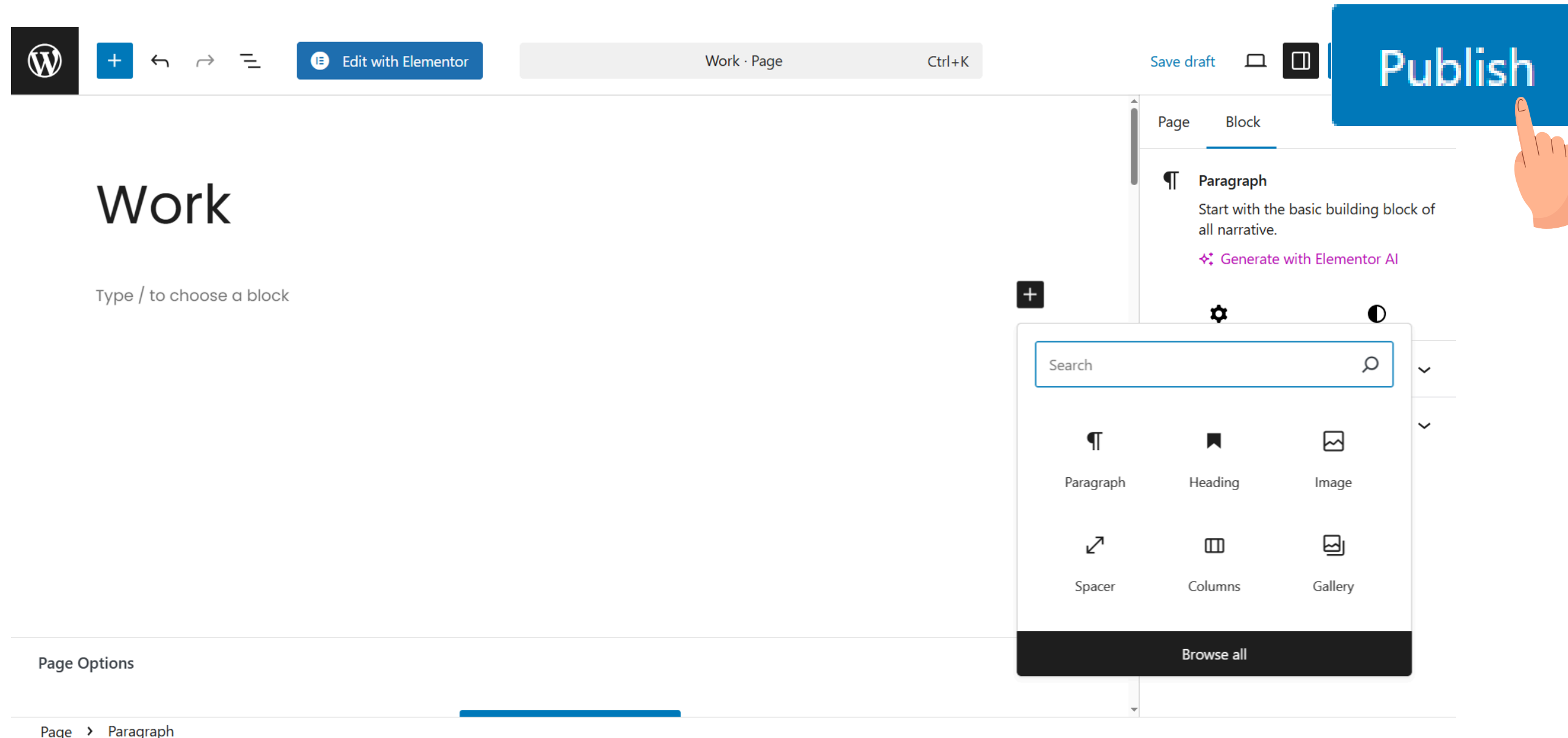
When you click on the '+' icon, a box will open showing different options like Paragraph, Heading, or Image, etc. To add a paragraph, click on 'Paragraph.' To add a heading, click on 'Heading.' To add an image, click on 'Image.' After that, type your new content or upload the image to add it.

A screenshot of the WordPress Elementor editor interface. The top bar includes the WordPress logo, a '+' icon, navigation arrows, an 'Edit with Elementor' button, a 'Work · Page' tab, a 'Ctrl+K' shortcut, 'Save draft', 'Publish', and a settings menu. The main content area shows the title 'Work' and a prompt 'Type / to choose a block'. The bottom left has 'Page Options' and a breadcrumb 'Page &gt; Paragraph'. On the right, a block selection menu is open, showing 'Paragraph' as the selected block. Below this, a larger menu is displayed with icons and labels for 'Paragraph', 'Heading', 'Image', 'Spacer', 'Columns', and 'Gallery'. Each icon has an orange hand cursor pointing at it. At the bottom of this menu is a 'Browse all' button. The 'Paragraph' block description reads: 'Start with the basic building block of all narrative.'

# Step 21: Add Content Blocks and Publish



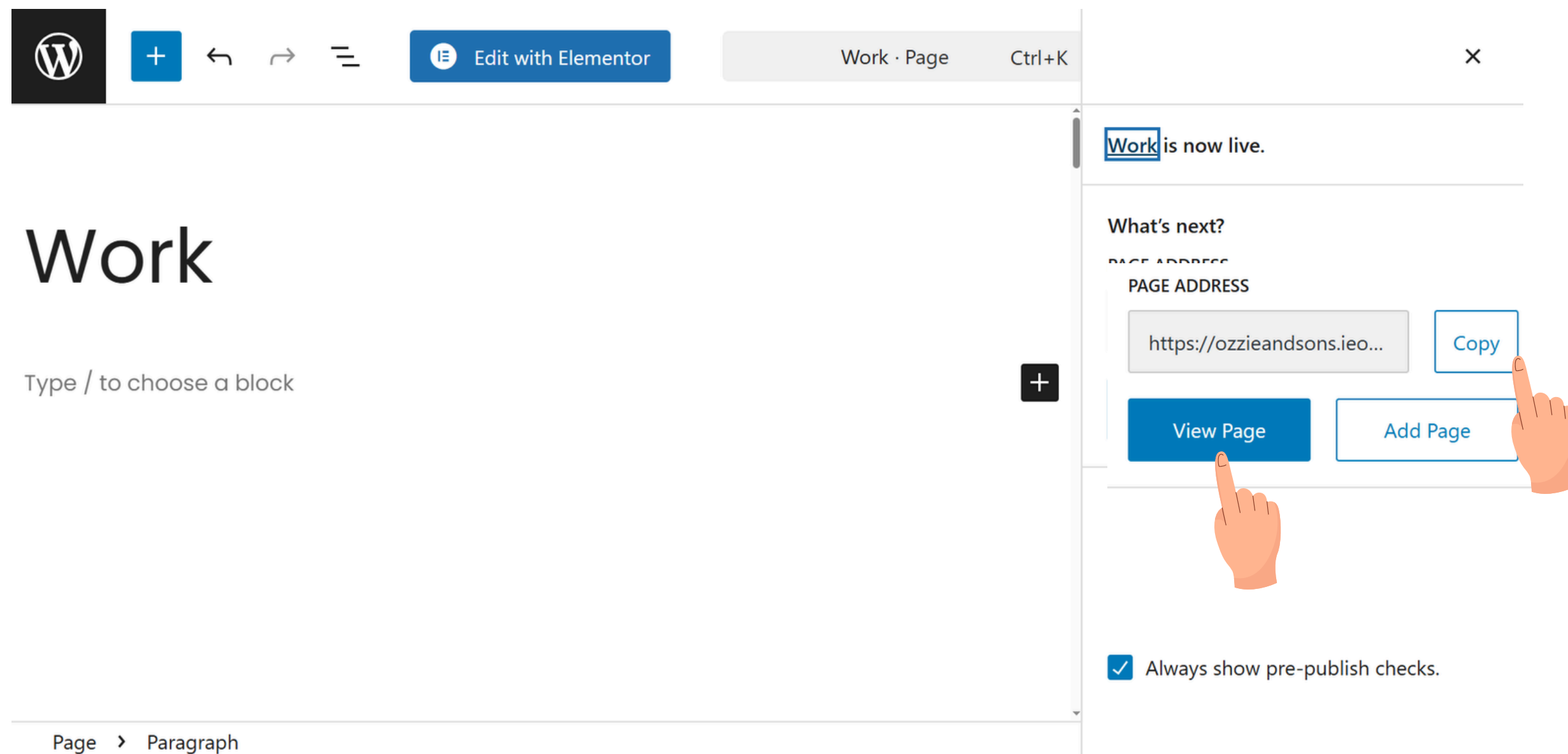
To add Paragraphs, Headings, or Images on the new page, follow the same steps we used while editing a page in Step 10. Once you have added the content and images as per your requirement, go to the top right corner and click on the blue **'Publish'** button.





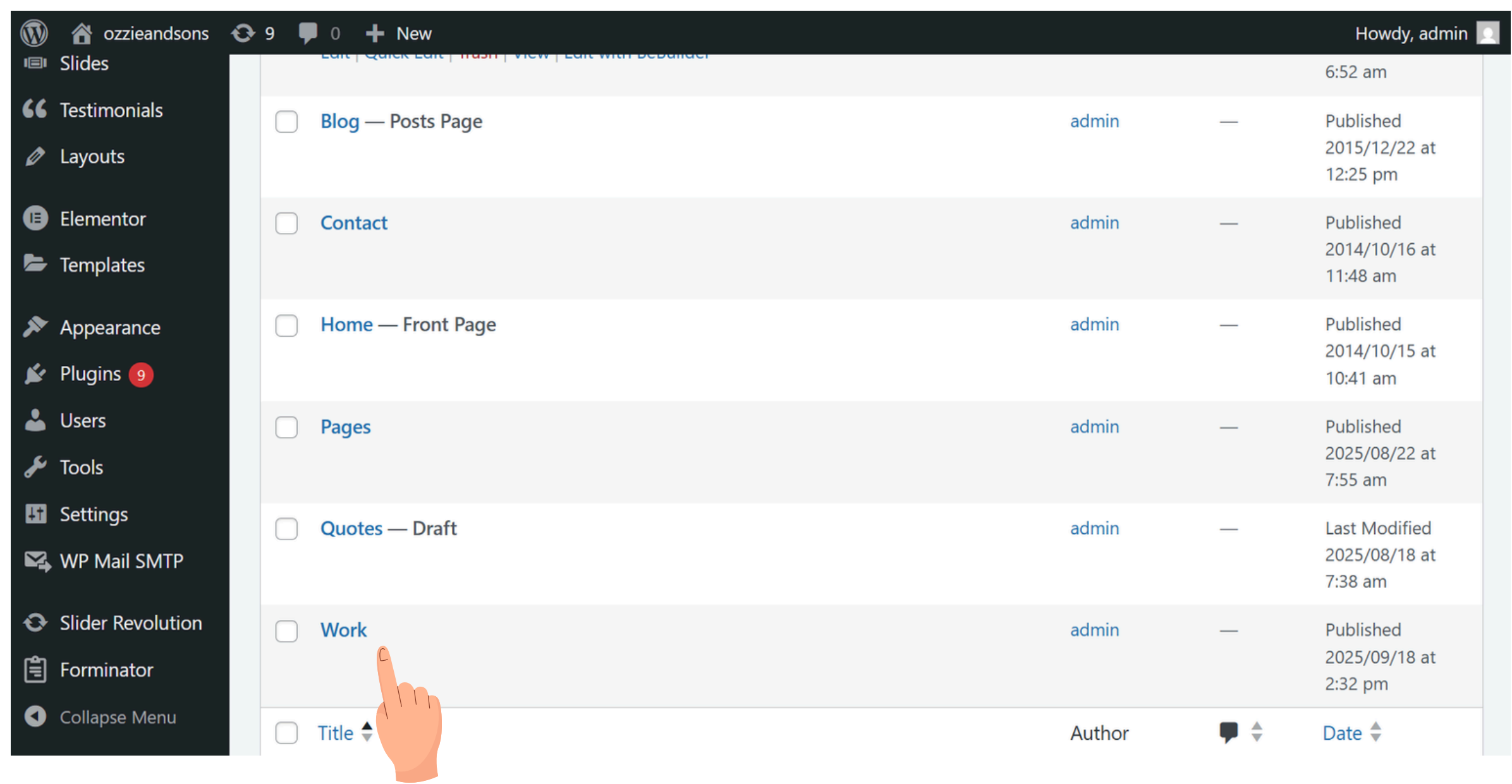
# Step 22: Get the Page URL

This will publish and save your page, and you will also get a URL for the new page. By clicking on the '**View Page**' button, you can open and see the page in a new tab. By clicking on '**Copy**,' you can copy the URL and paste it into a new tab or any browser to view the new page.



# Step 23: View New Page in Dashboard

To go to 'All Pages,' follow the process described in "Step 4". When you go back to the 'All Pages' section in the Dashboard, your newly created page will be shown in the list along with the other pages.







# Thank You!

Thank you for your time and attention. We hope this presentation gave you valuable insights. Let's create better experiences—  
together.

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