

Cetlin Design Group | 610.353.6860 | laura@cetlindesign.com

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## POSTS

*To publish general news articles, case results, speaking engagements, announcements, etc.*

1. Posts > Add New
  2. Title your post
  3. Input your text (click the 'Visual' tab to enable formatting options)
  4. Select a 'Category' checkbox (right side panel; Case Results, FHMS News, etc.)
  5. Click 'Set featured image' link (right side panel; select an image related to your post)
  6. Click [Preview] button (top-right side panel under 'Publish')
  7. Click [Publish] when finished (or [Save Draft] if you want to finish editing later on)
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## MEDIA

*To add pictures or graphics to be used throughout the website.*

1. Media > Library (to browse the existing image library)
  2. Media > Add New (to upload new images)
  3. Drag & Drop (or click [Select Files] button to browse your device)
  4. Add Media to posts, pages, etc. (click [Add Media] button in the editing panel of posts, etc.)
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## PAGES

*To add new or edit existing page content throughout the website.*

1. Pages > All Pages
  2. Locate the page you want to edit, hover over it's name and click the 'Edit' link
  3. Here you will find the page title, text, featured image, etc.
  4. Make your edits and then click [Preview Changes] button
  5. Click [Update] when finished
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## **OF COUNSEL, PARTNERS, ASSOCIATES**

*To add new or edit existing content for team members.*

1. Associates > Add New
  2. Enter the team member's name
  3. Input long paragraph text in the first editing panel
  4. Scroll down the page and find 'Team Member Info'
  5. There are separate panels below for Contact Info, Education, Memberships, Awards, etc.  
– input any additional info relevant to these topics; skip any that do not apply
  6. Click 'Set featured image' link (right side panel; select a headshot or the FHMS logo)
  7. Click [Preview] button (top-right side panel under 'Publish')
  8. Click [Publish] when finished (or [Save Draft] if you want to finish editing later on)
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## **APPEARANCE > WIDGETS**

*To edit the phone numbers and street addresses of the four office locations in the website footer.*

1. Appearance > Widgets
  2. Find the 'Footer' panel on the right and click the caret to open the widgets
  3. Click on the name of the office you want to edit info for
  4. Modify the text and click the blue [Save] button in the lower-right corner
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## **APPEARANCE > MENUS**

*To add new or reorganize existing menu links. (manually add menu links to new site pages here)*

1. Appearance > Menus
2. Locate the page you want to add under 'Most Recent' panel on the left
3. Click the checkbox next to it's name and click [Add to Menu] button
4. Locate and click-and-drag your menu item into place where you want it to appear  
– indented items become dropdown options in the menu
5. Click the blue [Save Menu] button when finished