

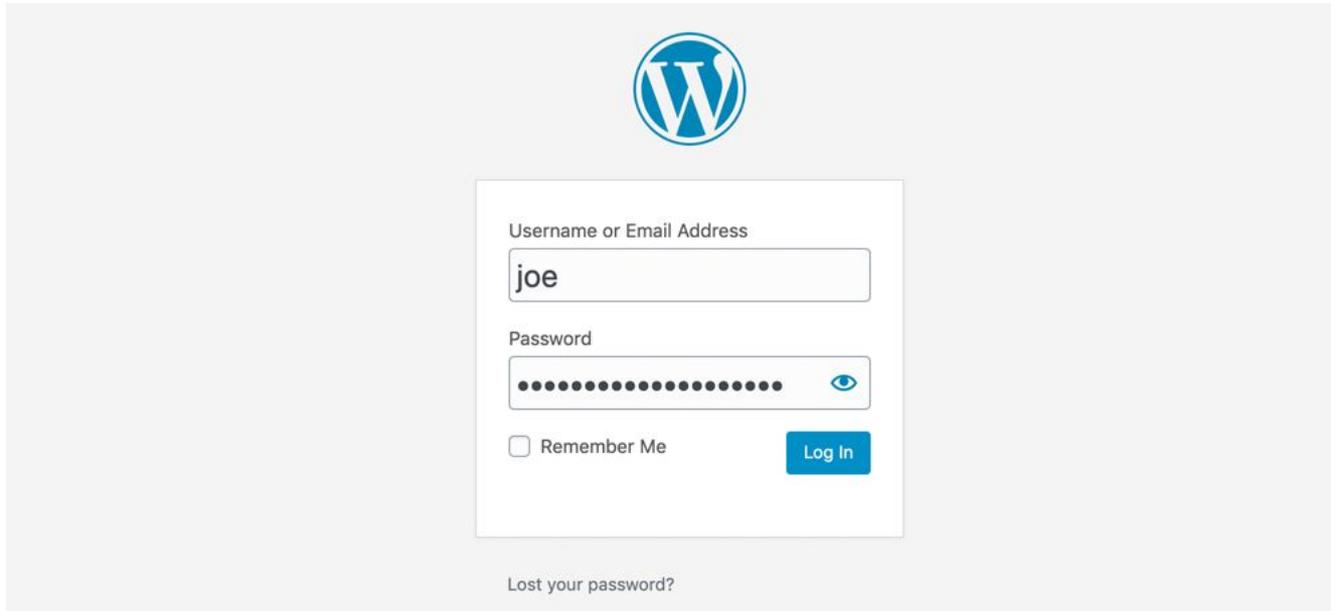


## USER GUIDE

### Adding and Editing News Articles

# Login

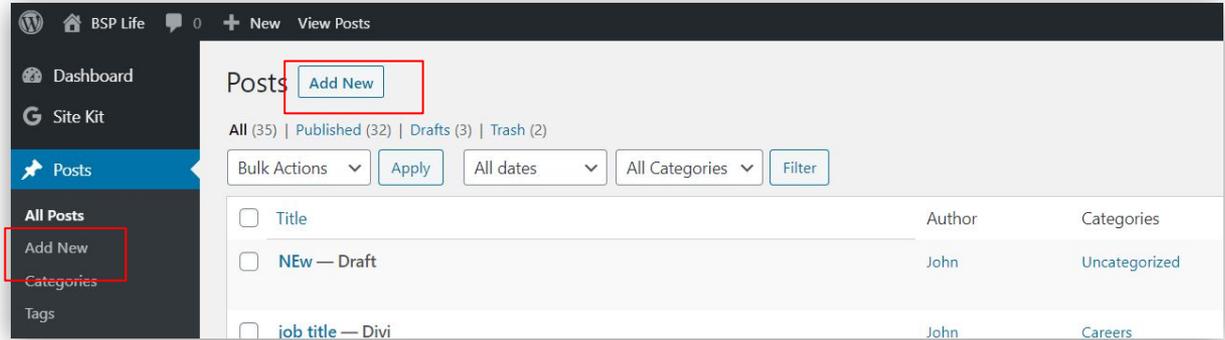
Before you can make any changes to your site, you will need to log in to your website Content Management System (**CMS**) Dashboard. The login for your site is typically found at the following URL – <https://bsplife.com.fj/wp-admin>



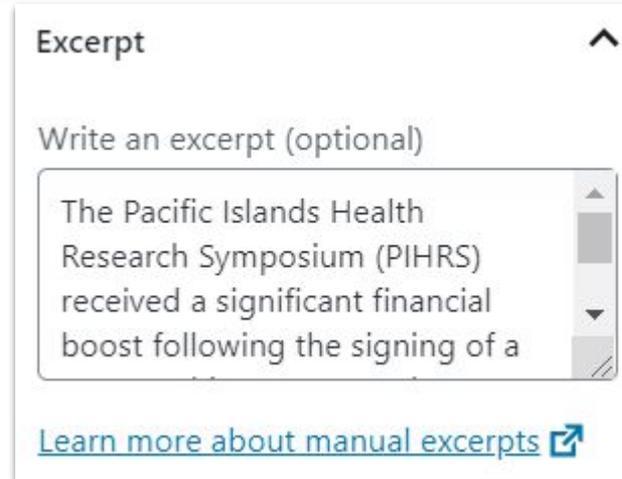
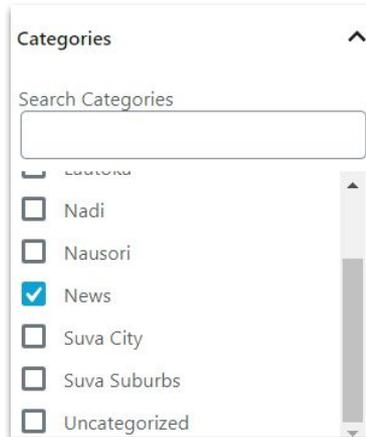
The image shows a screenshot of the WordPress login interface. At the top center is the WordPress logo, a blue circle with a white 'W'. Below the logo is a white rectangular form with a light gray border. Inside the form, there are two input fields: the first is labeled 'Username or Email Address' and contains the text 'joe'; the second is labeled 'Password' and contains a series of black dots, with a blue eye icon to its right. Below the password field is a checkbox labeled 'Remember Me' which is currently unchecked. To the right of the checkbox is a blue button with the text 'Log In' in white. Below the form, centered, is the text 'Lost your password?'.

# News Articles

Step 1: Go to **POSTS** on the CMS Dashboard and select **ADD NEW**.

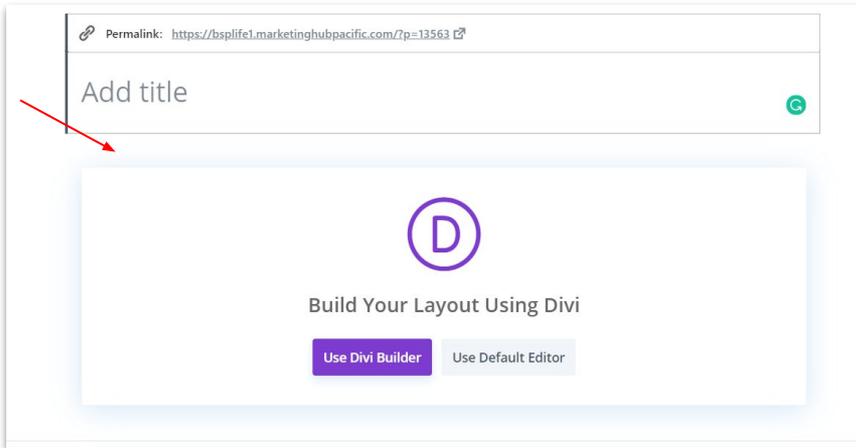


Step 2: Select News from the Categories drop down in the right column menu. Also add the Excerpt in the Excerpt Dropdown field.



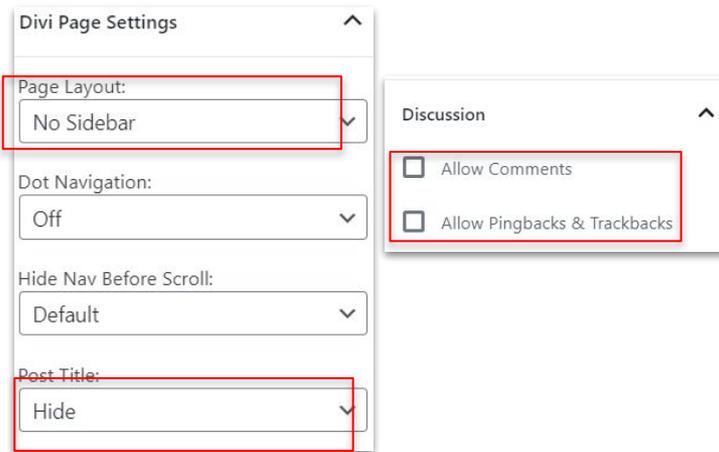
# News Articles

Step 3: Enter the Career title in the title field.



Step 4: Set Post Title to **“Hide”** and the page layout to **“No Sidebar”**.

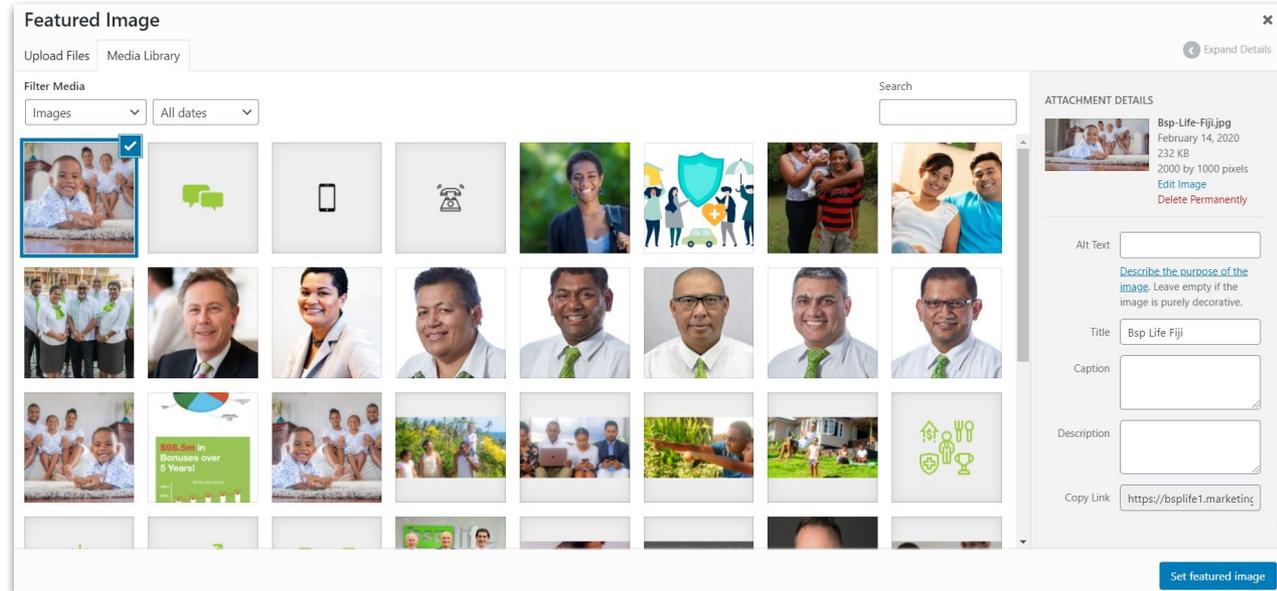
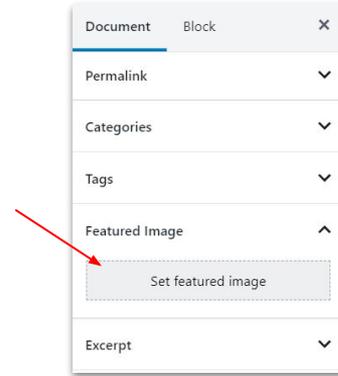
This can be found in the Divi Page Settings dropdown. Next **deselect** the 2 checkboxes in the Discussion dropdown.



# News Articles

Step 5: Add feature image (profile picture) for the advisor in the **Feature Image** dropdown also located in the right column menu. **Upload a new image or select for Media Library** then click **Set featured image** button

**IMPORTANT: image needs to be at least 1080px wide.**



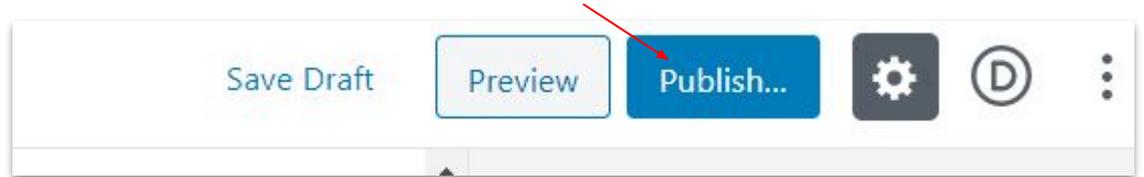
# News Articles

Step 6: Copy and Paste in your article text content in the Article Content field.



The screenshot shows a form titled "News" with a header bar containing the word "News" and an upward-pointing arrow. Below the header is a large, empty text area labeled "Article Content" with a red asterisk. A red arrow points to the top-left corner of this text area.

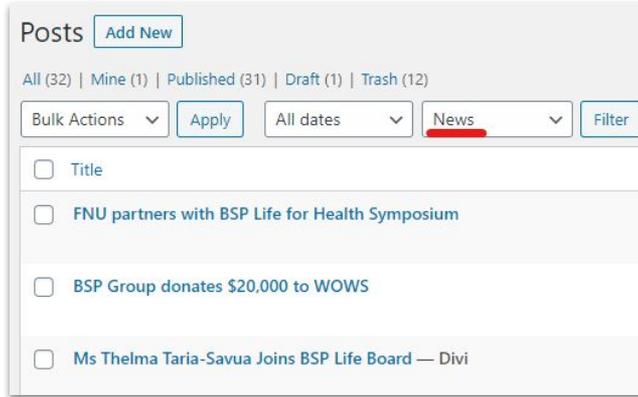
Step 7: You can now click the publish button to make your new news article live on your website.



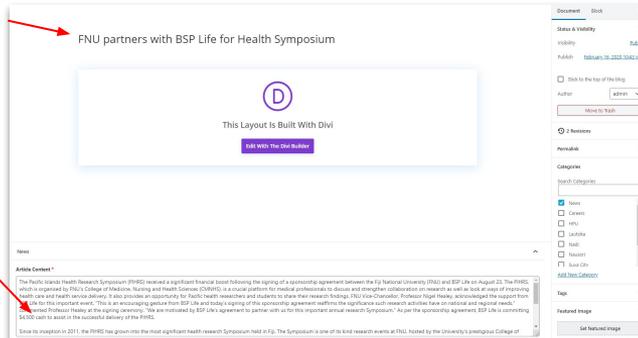
The screenshot shows the bottom section of the form, which contains several buttons and icons. From left to right: a "Save Draft" button in light blue, a "Preview" button in light blue, a "Publish..." button in dark blue with a red arrow pointing to it, a settings gear icon in a dark grey square, a circled "D" icon in a dark grey square, and a vertical ellipsis (three dots) icon in a dark grey square.

# Editing News Articles

STEP 1: Go to **POSTS** on the CMS Dashboard and select **Categories filter**.

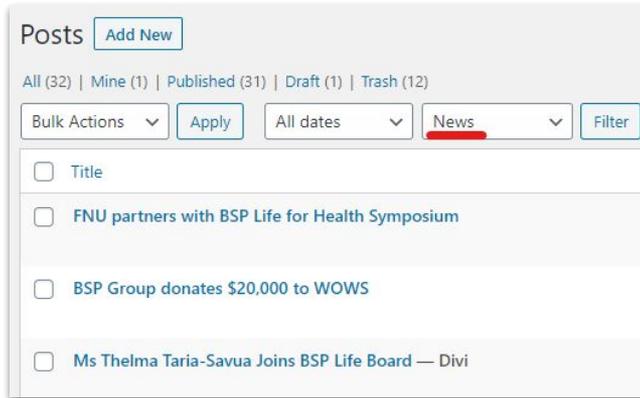


STEP 2: After filtering by their News. Click on an article to begin editing that news article field. Publish the changes when complete.

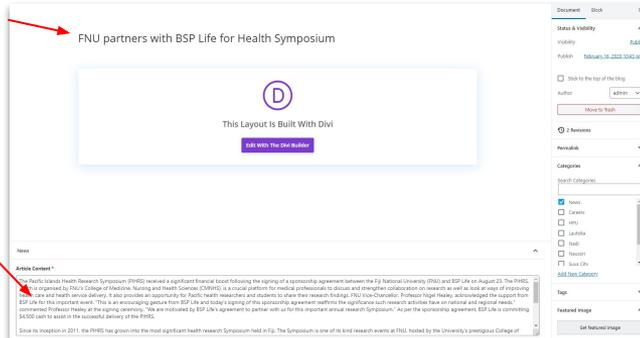


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# Further Assistance

For further assistance or query, contact our team:

## Contact Person

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