# ICE GRAPHIX - Word-press User Guide

1 - Open your web browser such as Fire Fox, Safari, Chrome or Edge

2 - Navigate to your website, and then after your main URL type /wp-admin it should look like the web address here - http://www.icegraphix.co.uk/wp-admin

3 - Enter your user-name and password that you have been given and click "Login"

4 - You will now be taken to your word-press dashboard, here you will find the core of your site and all the areas you will need access to keep your site updated with content
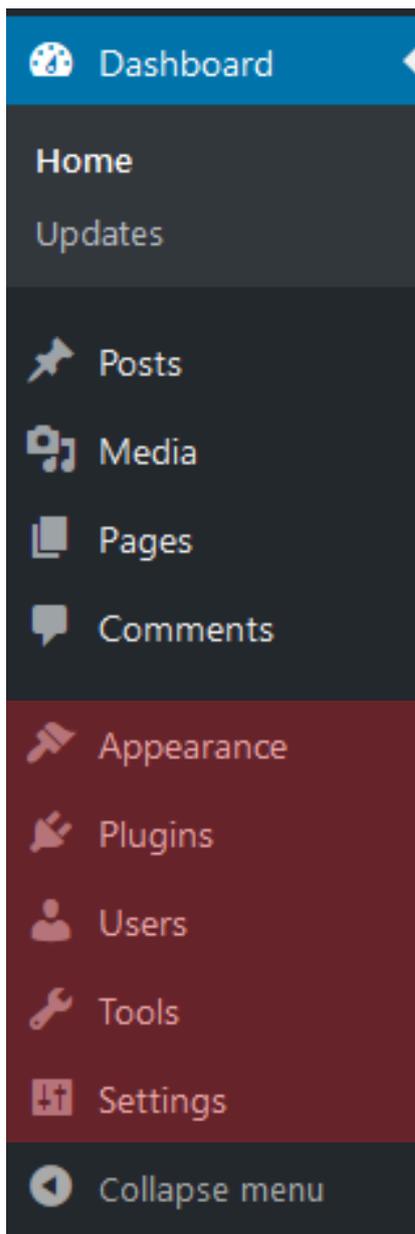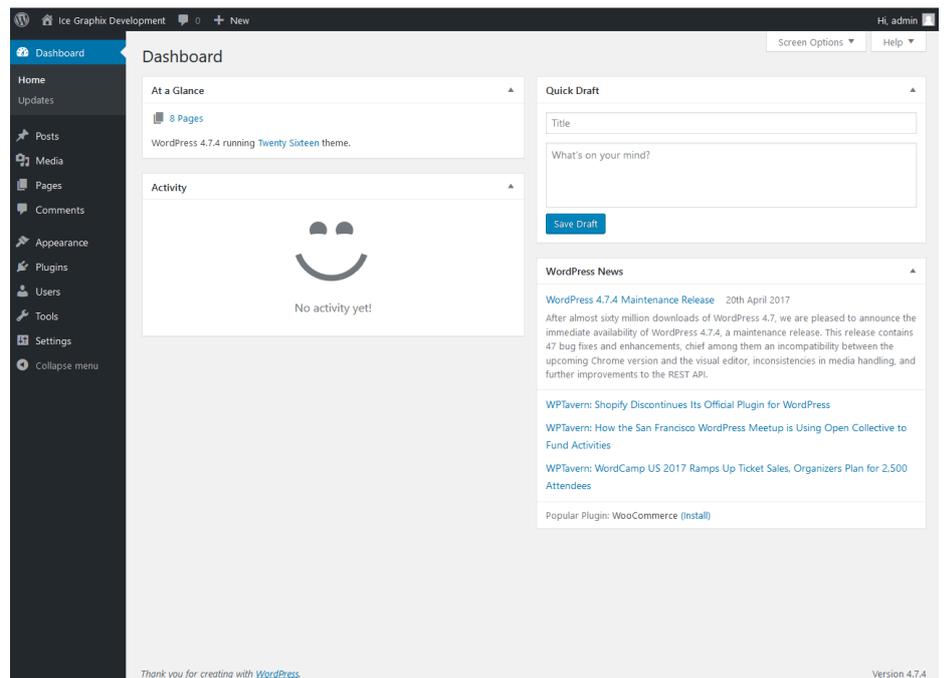
**YOUR DASHBOARD**

**POSTS -** Area To Create New Blog Posts
Depending on how we have setup your word-press site.
**MEDIA -** Easy To Use Area To Upload And Edit Images For Your Website Ready To Add To Pages
**PAGES -** Basic Site Pages Such As, About, Services And Contact Can Be Found Here
**COMMENTS -** User contribution to your site
**APPEARANCE -** Theme files, Widgets and Navigation Menu
**PLUGINS -** Add ons for Word-press, managed and installed
**USERS -** User management area, add extra details and reset passwords
**TOOLS -** Import and Export Area
**SETTINGS -** Extra options, and where you can change the link structure of the site

RED AREA HIGHLIGHTED - NO NEED TO ACCESS UNLESS YOU KNOW WHAT YOU ARE DOING - ADMIN ONLY

5 - Posts & Pages, to create a new post, hover over posts, and then select "Add New"
You will then be taken to this page, were you can add your post title. You also have preview, save as draft and then settings for publishing times.
Assign categories and tags to allow your site visitors to easily navigate your posts.
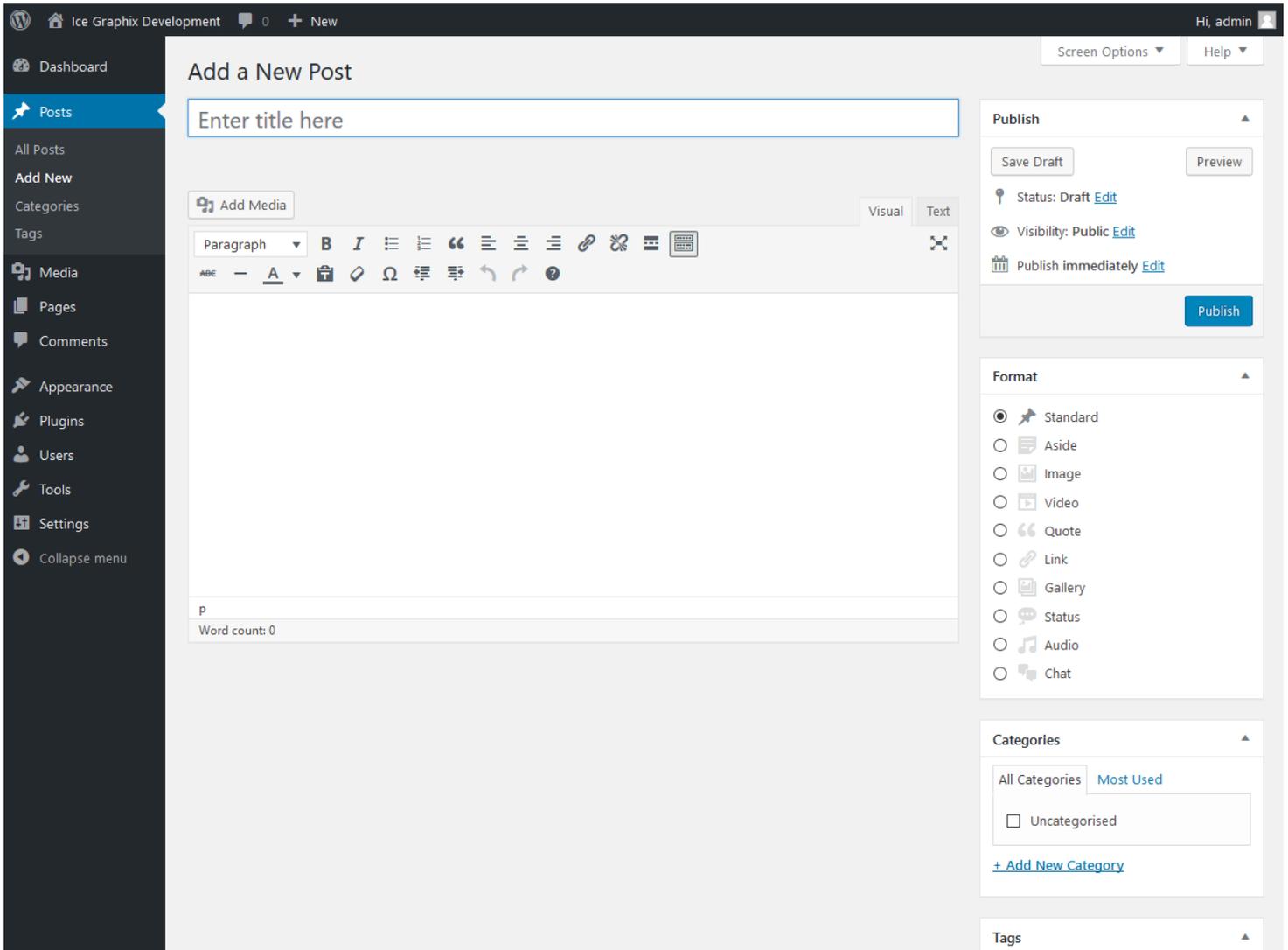


To add pages to your site, you will need to add them to your menu structure. To do this head to appearance and then select "Menus", you can then add elements to the menu.

## Plugins

There are thousands of useful plugins for word-press out there, you may want to install a few of them, but remember the more your site has going on the slower it will become.

## Theme Customisations

The themes we use can also come with additional settings for your site. If your site has been customised for a particular role then you maybe send some additional documentation on how to use the theme options bespoke to your site.

## Additional Help

If there are any areas that you need more help in please get in-touch
hello@icegraphix.co.uk