

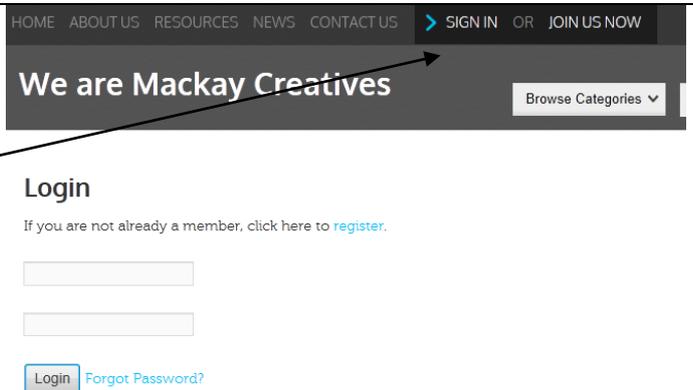
5. How to edit your home page

This enables you to edit the home page of your site. Your home page must consist of a header image, at least one post and a contact form.

5.1-If you are not already logged in, log in to the new Mackay Creatives website at the following link:

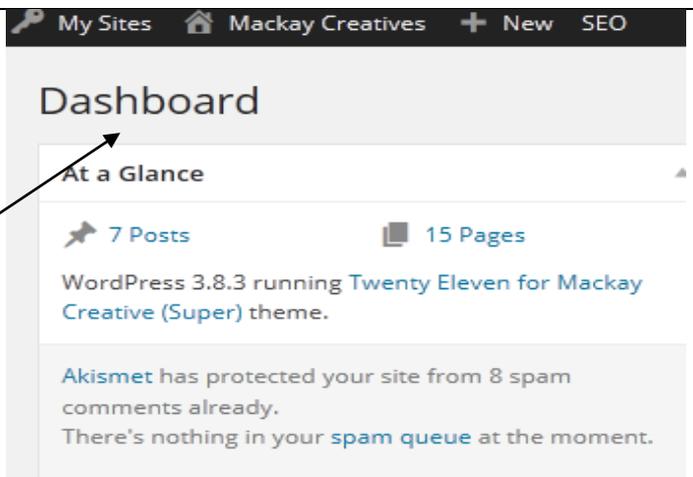
www.mackaycreatives.com.au

Select > **SIGN IN** from the top menu bar and follow the prompts to enter your username and password. Click on the **Login** button.

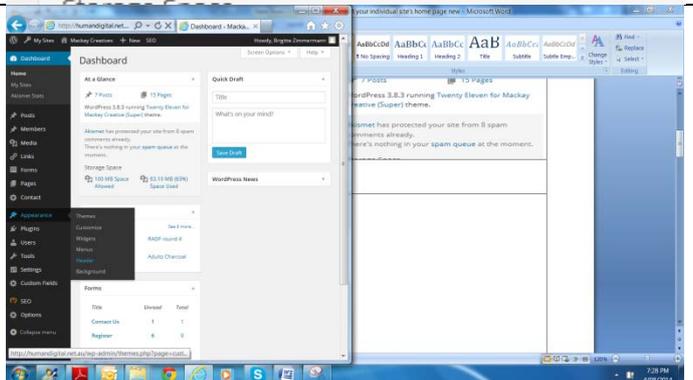


5.2-This will take you to the **Dashboard**.

*Note: if you are already logged in but are on the 'front end' of your site, you will need to navigate to the Dashboard. You can do this by clicking on your individual site's name in the top menu bar (beside the house icon) and selecting **Dashboard** from the drop-down menu.*



5.3-Go to **Appearance** in the navigation menu (left hand side) and select **Header** from the drop-down menu.

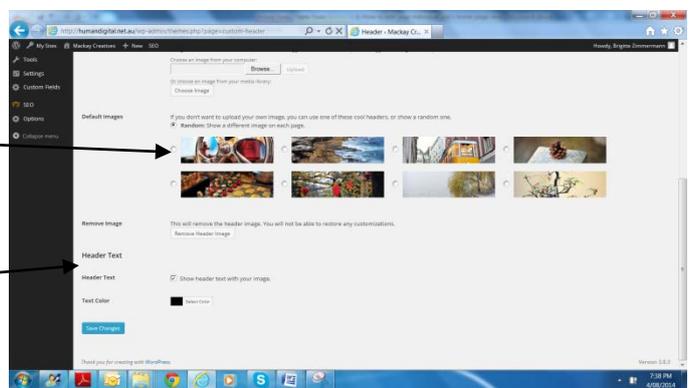


5.4-You can select your header image/s (an image/s to be shown at the top of your site) by uploading an image/s from the prepared files on your computer. To do this, click on the [Browse](#) button and select images from your files.

Note: the exact size of the Header Image is 1000 pixels wide x 288 pixels high so you might like to re-size/crop your image beforehand in preparation for this. Refer to guide no. 3 for information on how to do this.

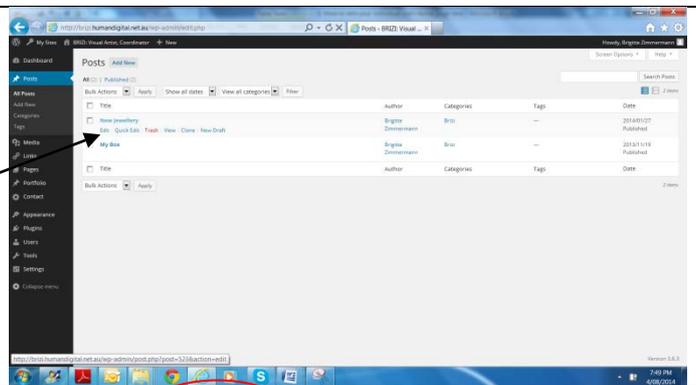
You can select more than one header image and have these images rotate by selecting the [Random](#) button next to [Uploaded Images](#).

Once your happy with your selected Header image/s, click on the [Save Changes](#) button at the bottom of the page.



5.6-Next, click on [Posts](#) in the navigation menu.

5.7-To edit current posts, hover over the name of the post you want to edit and click on [Edit](#) from the drop-down menu.



5.8-You can then edit the title and/or wording of your post.

To add a new post, click on the [Add New](#) button at the top of the page.

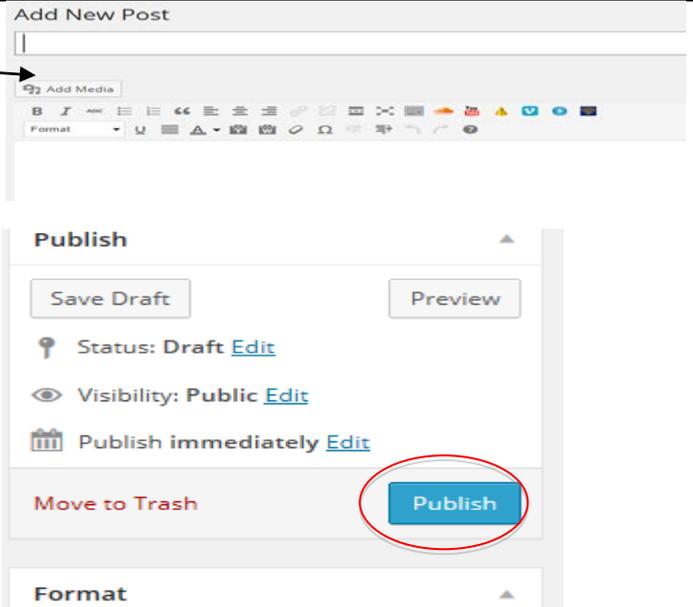


5.9-Now, enter a title for your post in the window that says [Enter title here](#).

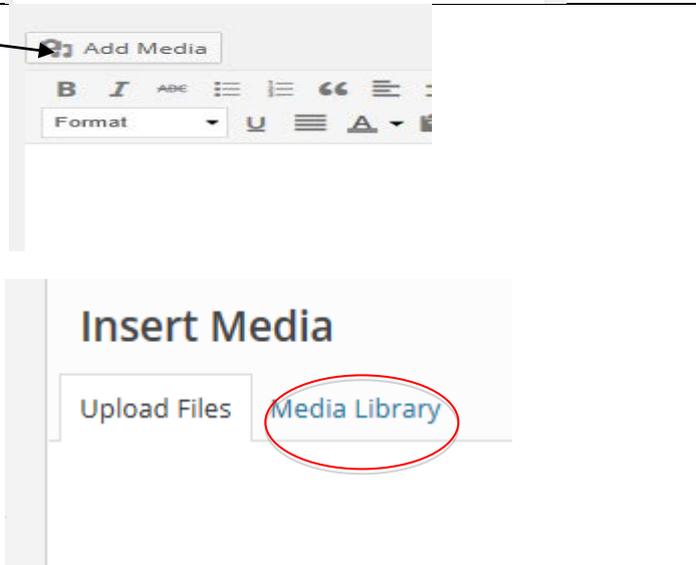
Then, enter the body/wording of your post in the main window (double-click in this larger window to start typing your post.)

Click on [Publish](#) button to save changes.

Tip: keep your posts short and sharp! You can always publish more than one post if you have lots of things to talk about!

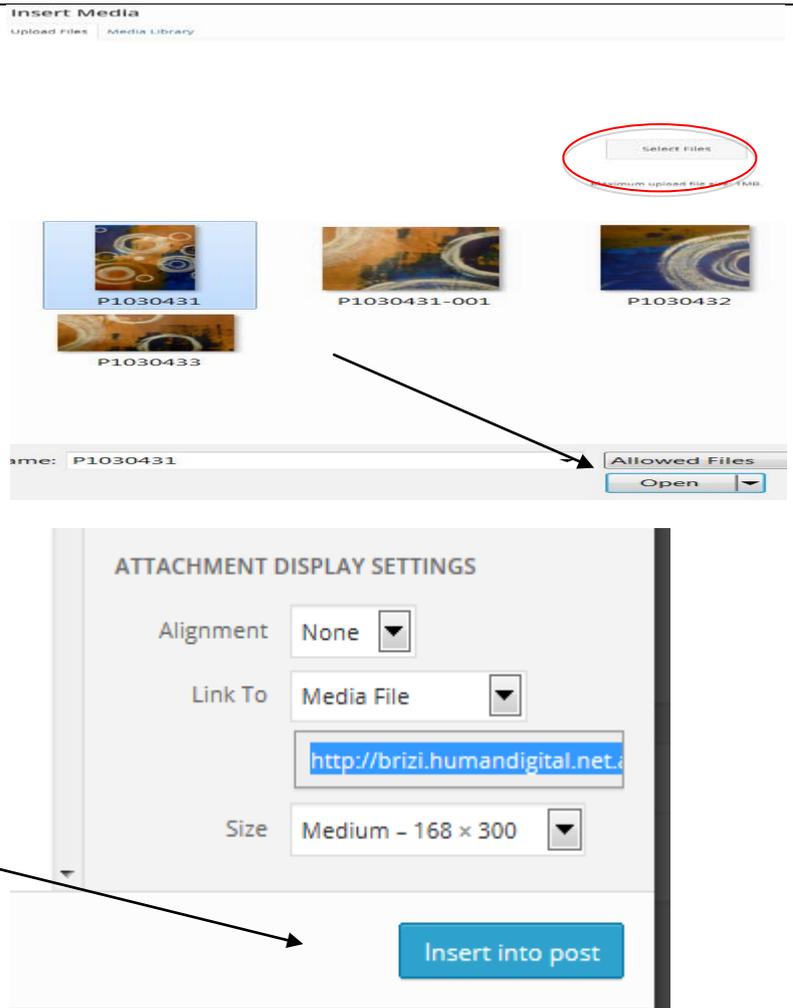


5.10-To add a photo to your post, click on the [Add media](#) button at the top of your page and select an image from your [Media Library](#).



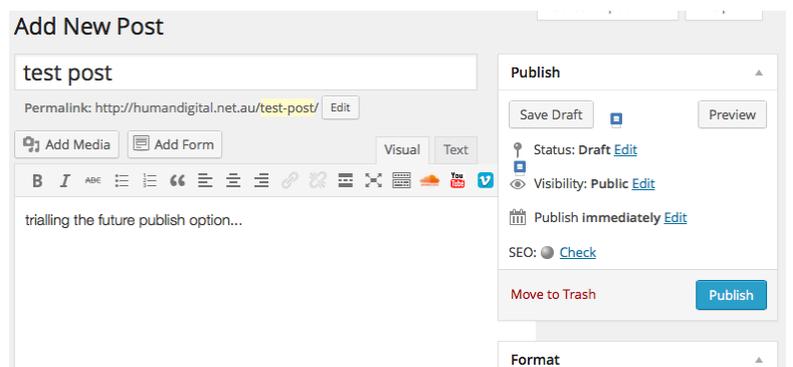
5.11-To add an image from the files on your computer, select the [Upload Files](#) tab and then the [Select Files](#) button. Select an image from your computer files and click on the [Open](#) button.

Once you are happy with your image selection, click on the [Insert into post](#) button in the bottom right hand corner.

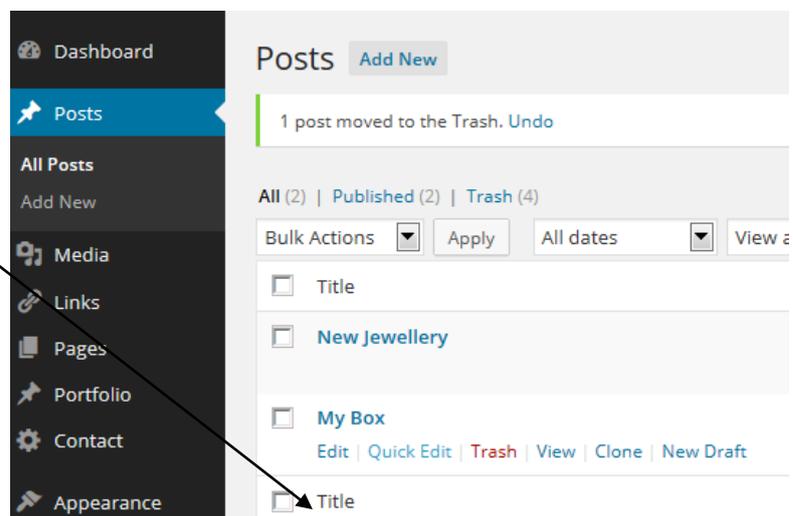


5.12-Click on the [Update](#) button to save these changes.

5.13-You can schedule posts to be published in the future, at set times. You can do this from the [Edit Post](#) page. On the right hand side under [Publish](#) select the [Edit](#) link next to [Published on](#). Select the date you wish to publish the post and click on the [Update](#) button to save these changes.



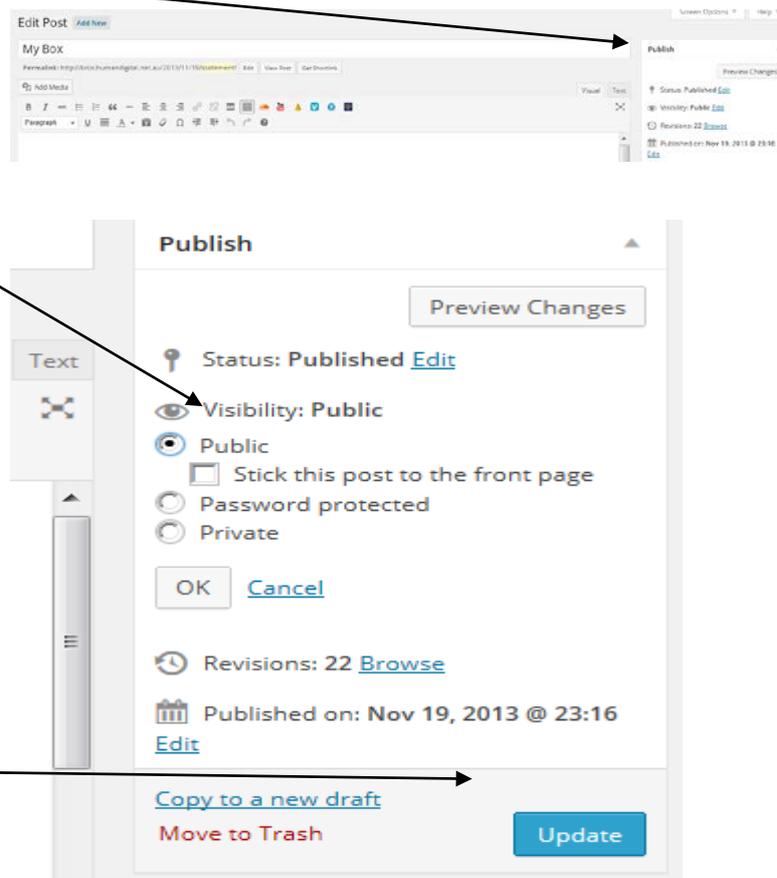
5.14-If you want your post to always appear at the top, add a 'sticky'. Go to Posts on the navigation menu, select the post you want to appear at the top. Select [Edit](#)



On the right hand side, select [Edit](#) next to the [Visibility](#) tab

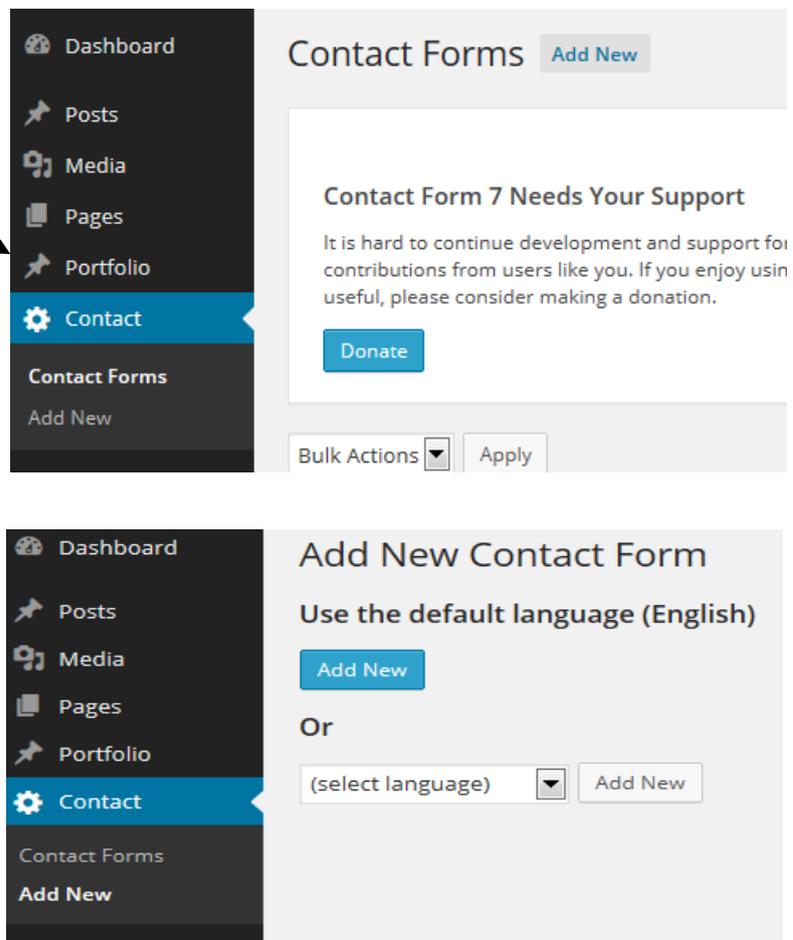
Check the box that says [Stick this post to the front page](#)

Press [Update](#)



5.15-Your home page should also include a contact form on the right hand side. In the dashboard, go to [Contact](#) in the navigation menu

Click [Add new](#)



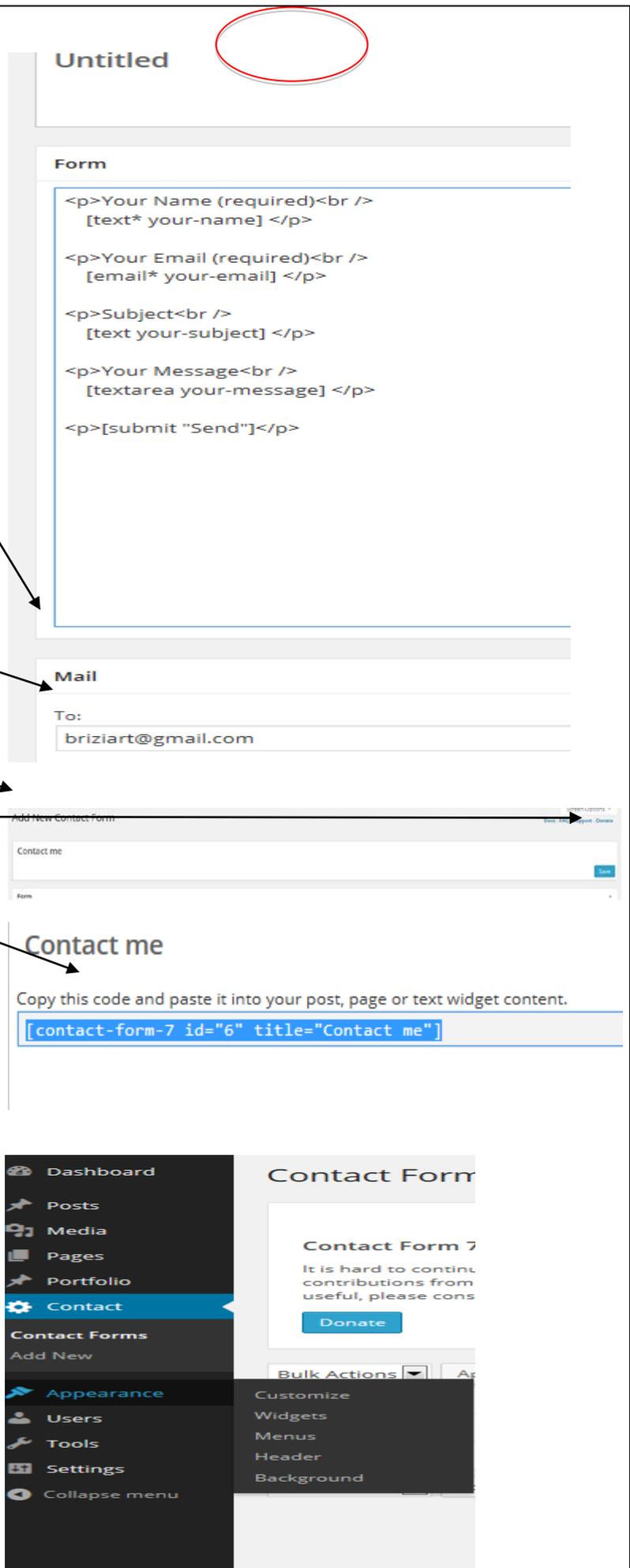
Scroll down to [Mail](#)

Enter you email Address in

No scroll back up to the top of the page and overwrite **Untitled** with [Contact me](#) and click save.

Copy this code

Then go back to [Appearance](#) in the navigation menu and hover over [Widgets](#).



The image shows a multi-step process for creating a contact form in WordPress. At the top, a red circle highlights the 'Untitled' title of a post. Below it, a 'Form' widget is shown with HTML code for a contact form, including fields for name, email, subject, and message, and a 'Send' button. An arrow points from the 'Mail' section of the form to a 'Mail' widget below, which has a 'To:' field containing 'briziart@gmail.com'. Another arrow points from the 'Mail' widget to the 'Add New Contact Form' button. Below that, a 'Contact me' widget is shown with a 'Send' button. An arrow points from the 'Copy this code' instruction to a code block containing `[contact-form-7 id="6" title="Contact me"]`. At the bottom, a navigation menu is shown with 'Appearance' selected, and a sub-menu is open showing 'Widgets' as the selected option. The background of the bottom section shows a 'Contact Form 7' widget on a page with a 'Donate' button.

Select Contact Form 7. Click and Drag this over to the right hand side and place it under Main sidebar.

Click on Contact Form 7 and paste the code that you copied before.

Scroll down and select to save you changes.

