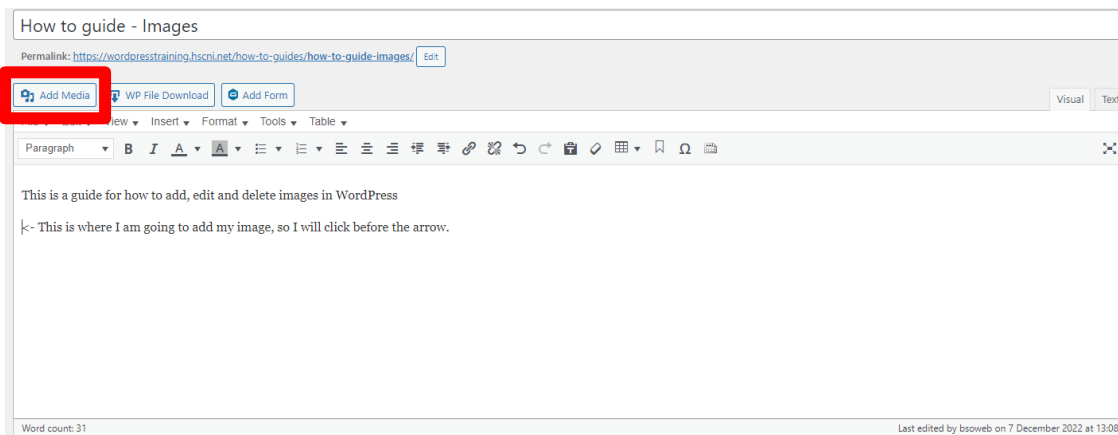


## WordPress – Add, Edit & Delete Pages

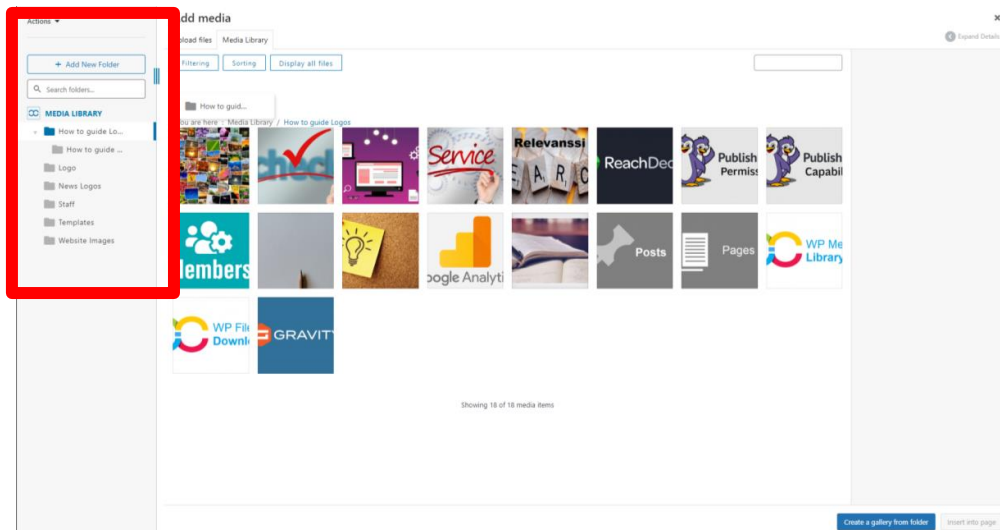
This document will explain how to add, edit & delete pages on a website. This document assume you know how to log into the website and understand the admin area of your WordPress website.

### Add an image

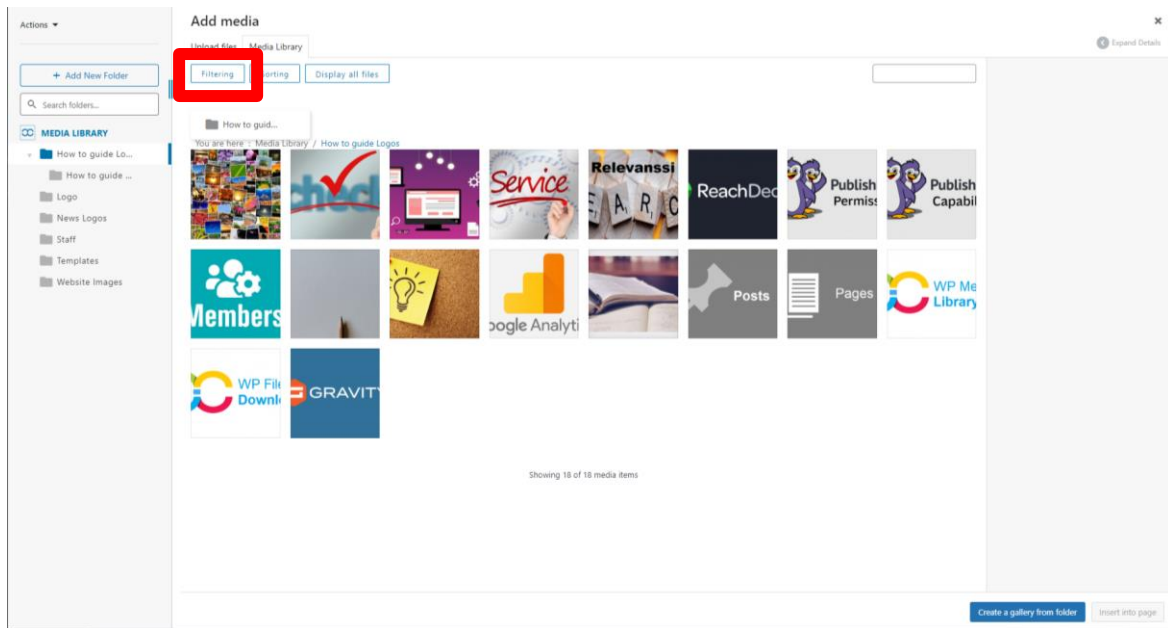
Step 1 - There are a few ways to add an image to your website, but this will cover the most common way to add the image to your web page. Firstly, you will want to go to your desired web page to add the image. Select where in the web page you would like to add the image. See below:



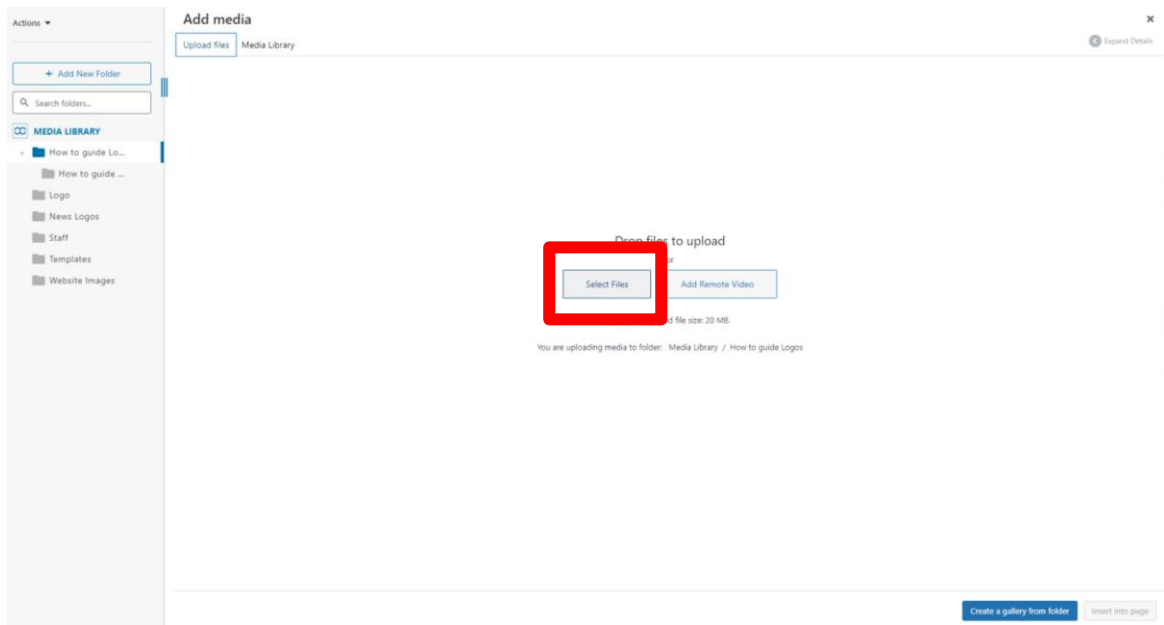
Then select the Add Media which will open the media interface. Using the file library on the left-hand side find the folder that you would like to add your media too. **Note:** If you already have the image uploaded you will be able to just select the image.



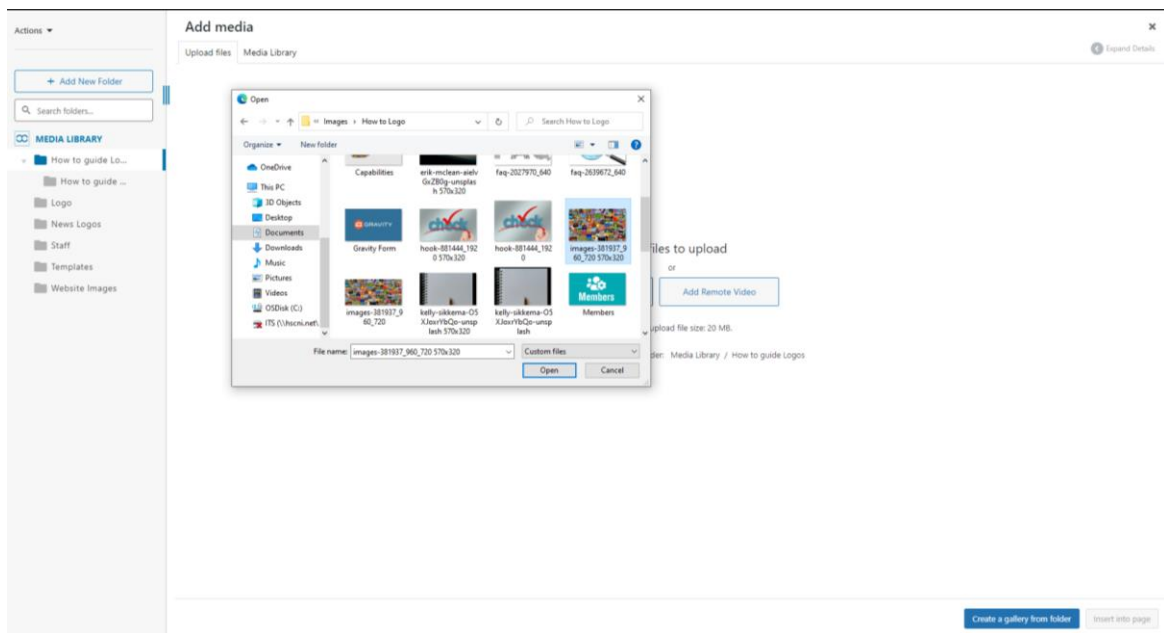
Once you have found the folder you would like to upload too, you can select the upload files tab located at the top of the page:



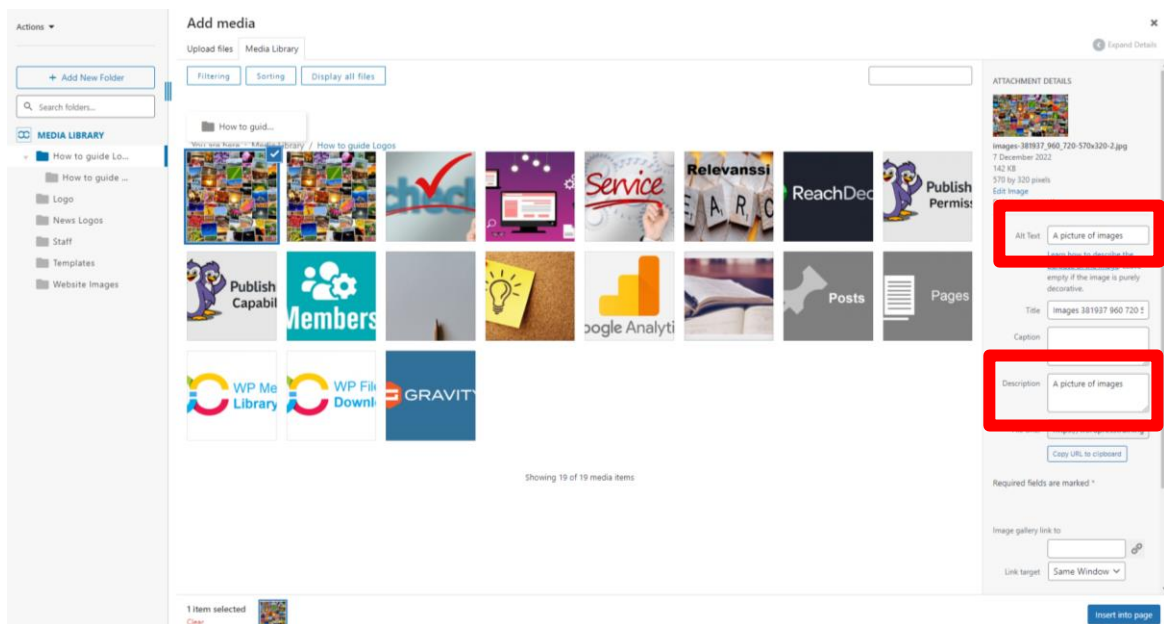
choose the option to select files:



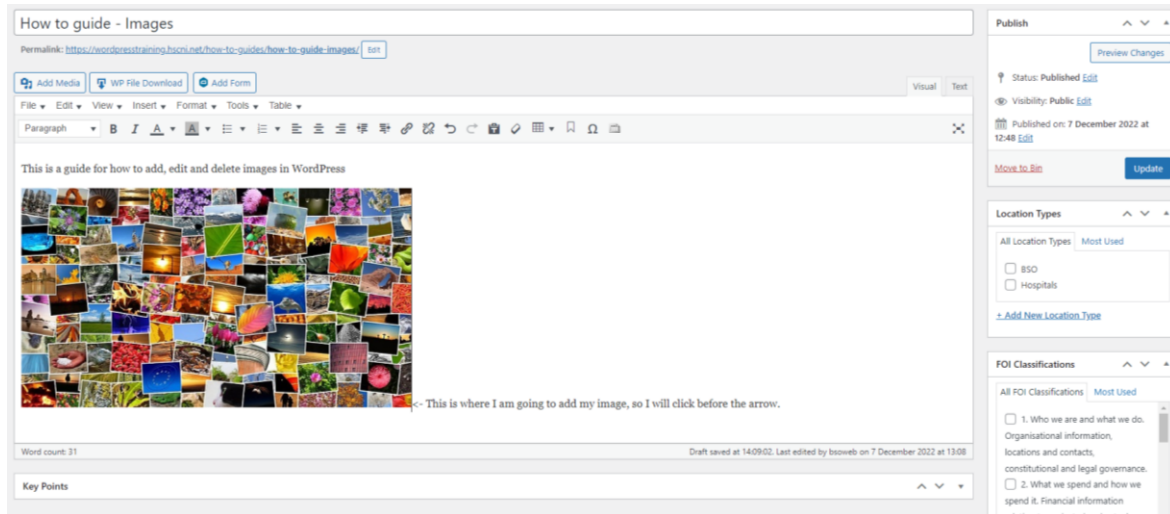
Browse to where your image is located on your computer, select the image and click open:



This will upload the image to your folder and will automatically select the image that you have uploaded to be inserted into the web page. Make sure to add Alt text and a description (these can be the same line of text) as this is required for accessibility purposes. See below:

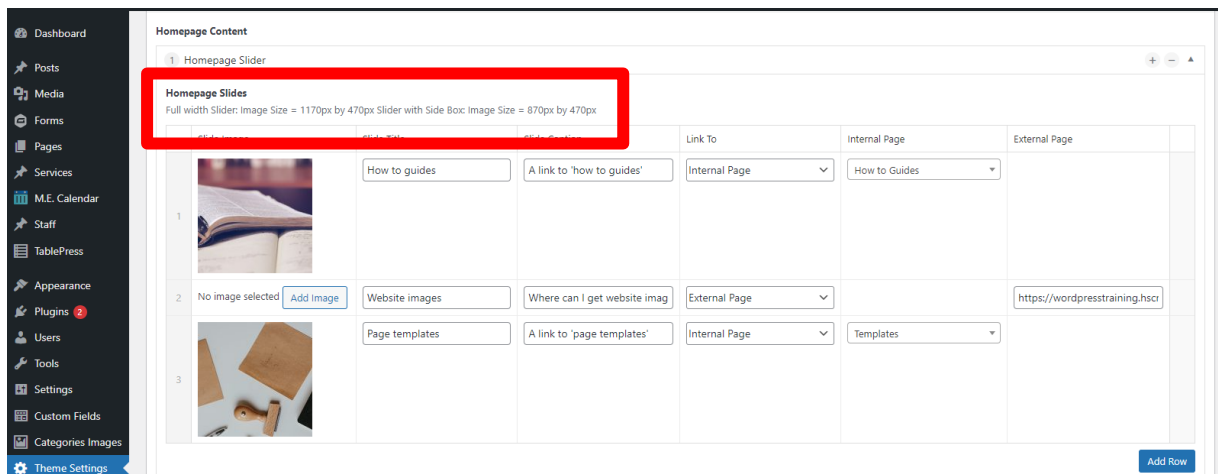


Select insert into page and this will insert the image into your page where you had put your cursor as you can see below:

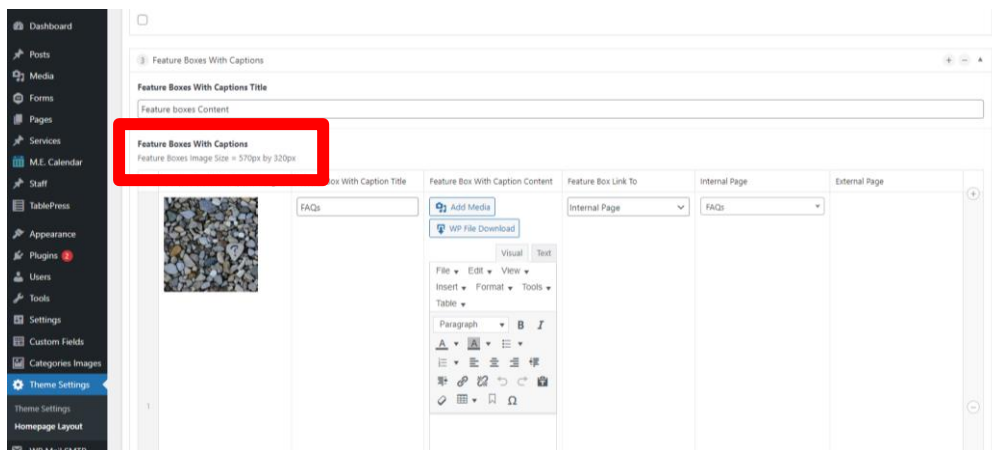


## Image sizes

In most cases the website will give you an indication of what size the image needs to be, for example on the home page, if I choose a slider, it will give me the image size that needs to be used. See below:



If I was to choose a feature box, it also gives me the image size that is required:



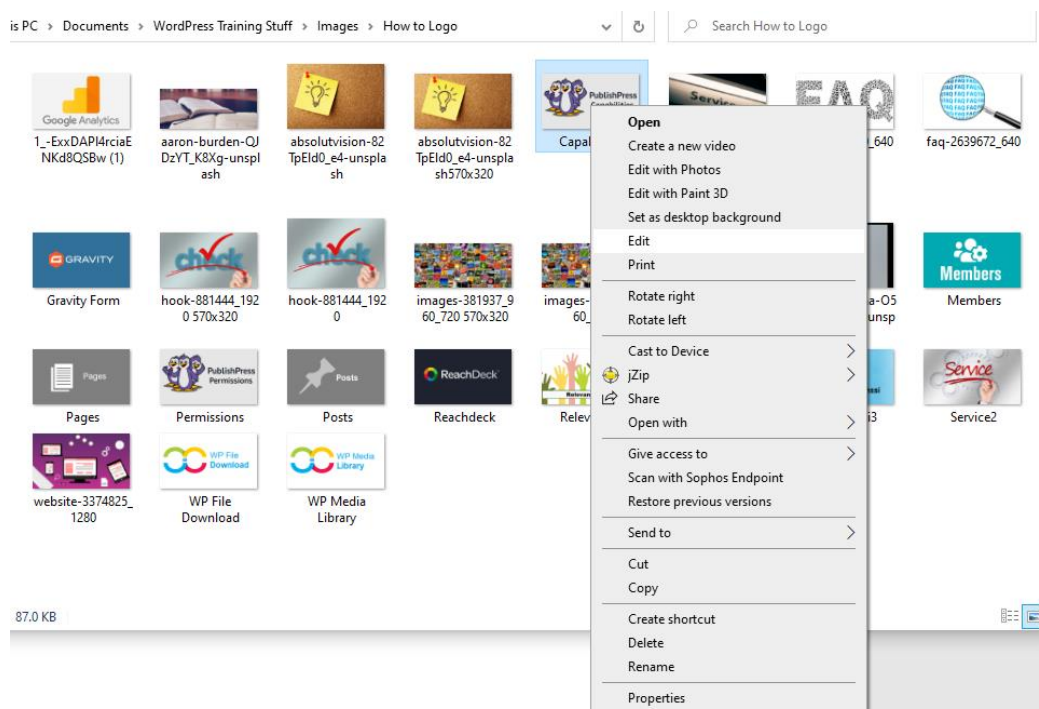
However sometimes these aren't provided. This is being worked on as our theme improves but at the minute here are some guides for sizes that are not currently provided within the theme Note: all measurements are horizontal x vertical:

- Featured images on pages/posts/services/staff should be: 400 pixels x 200 pixels
- Featured box as part of the carousel option on the front page: 300 pixels by 300 pixels
- Staff template feature image for profile picture: 400 pixels x 300 pixels
- Header Logo should be 410x90 overall and the logo image/text is 400x65

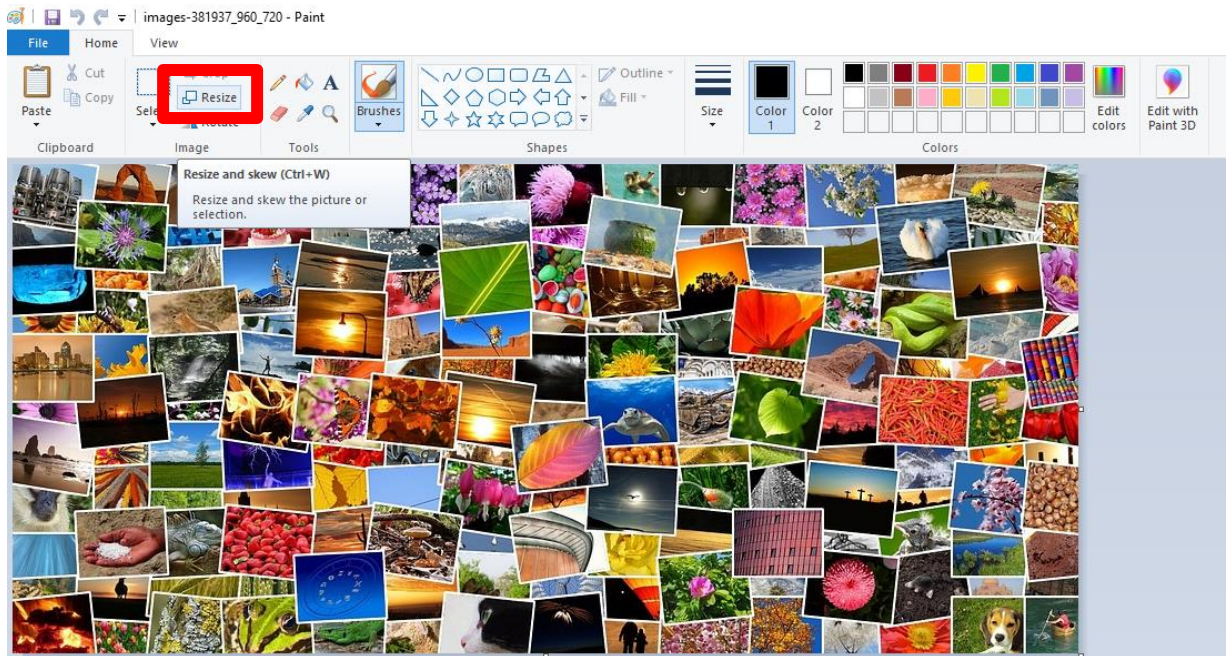
If there are any other image sizes we haven't covered here please let us know by filling out the [feedback form](#) on our site.

## How to adjust the size of your image

**Step 1** – As a general rule it is better to downsize an image than trying to increase the size of an image, this is because increasing the size of an image may lead to pixelation making the image very bad quality. If you're image needs to be increased greatly in size, don't use it. Open your image into paint, this can be done by right clicking on the image and select edit. This will edit with paint, however if it asks for you to choose a program, select paint:

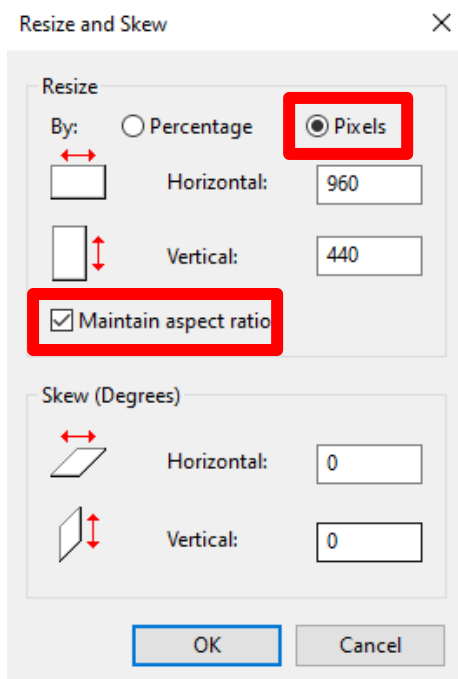


**Step 2** – Once opened in paint, the first thing you will want to do is resize your image based on the smallest side, so if your image is landscape, you'll want to resize based on the vertical measurement. If your image is portrait then you will want to base this on the horizontal measurement. This is done by select the resize button, see below:

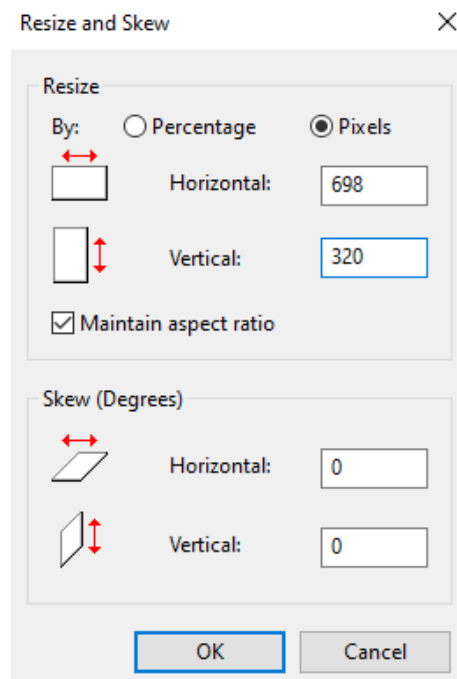


**Step 3** – put in the length of the size of the smaller measurement. E.g. this image will become 570 x 320 pixels, so I will be resizing the smaller size to be 320 pixels. Make sure to select resize by Pixels, and make sure maintain aspect ratio is selected then insert your smaller measurement this will automatically adjust the other measurement, then select ok. See below:

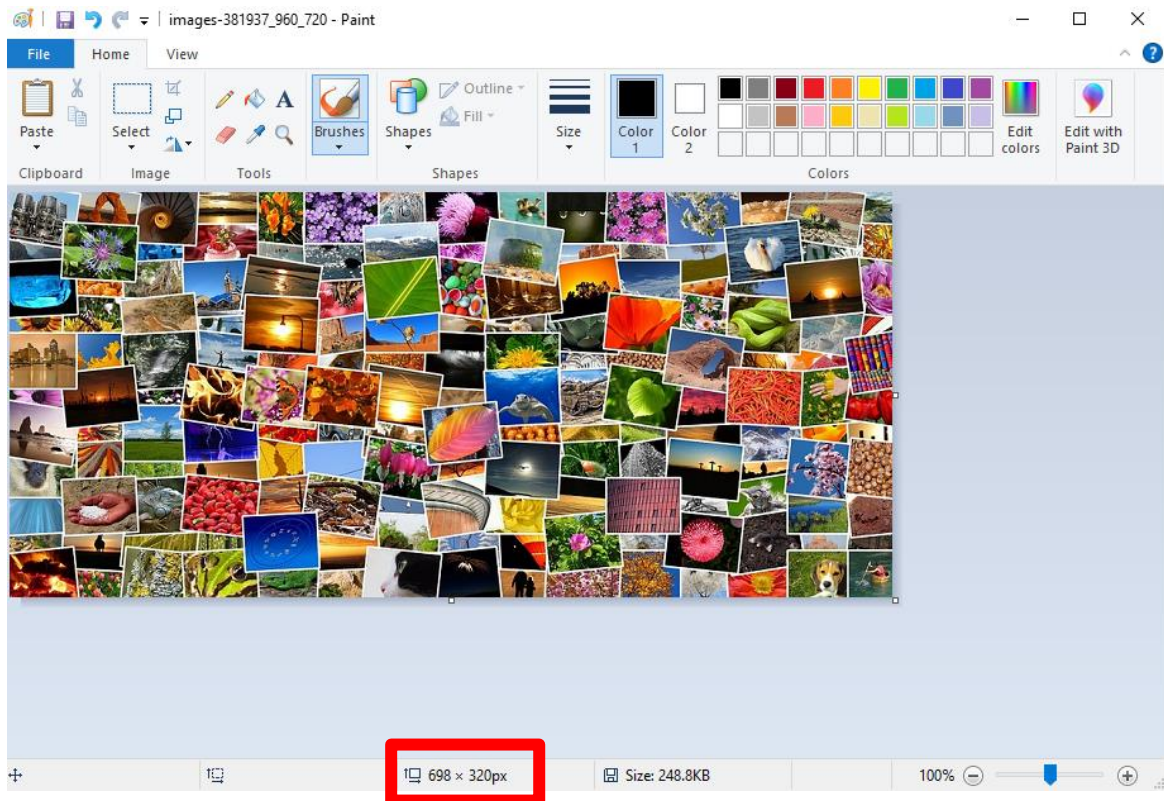
Before adjustment



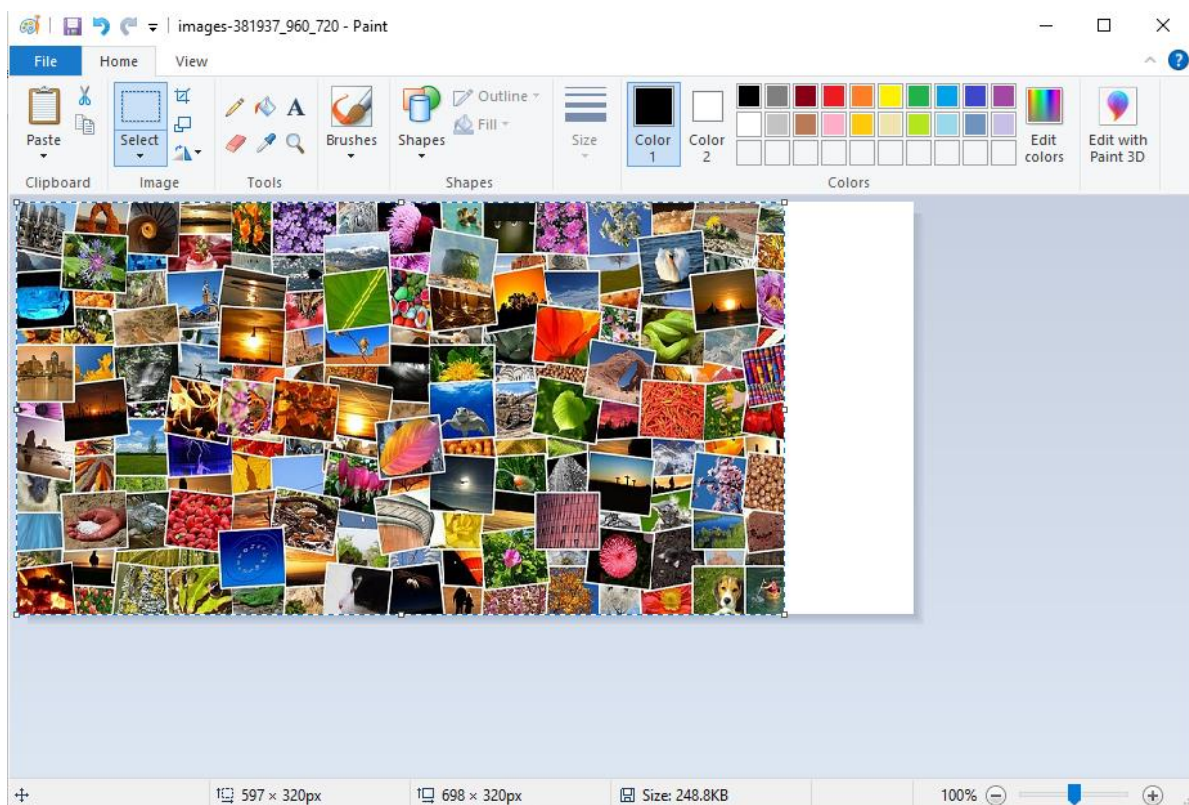
After adjustment



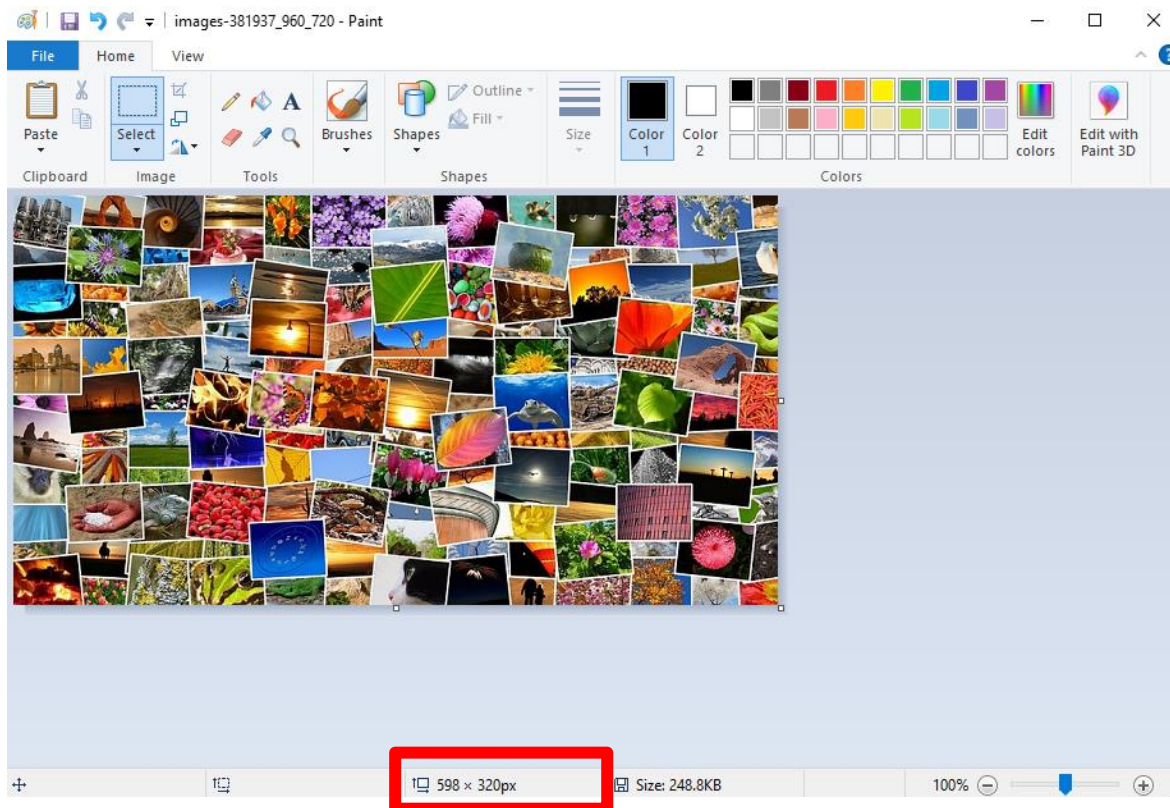
**Step 4** – At this point your image will have resized to the smaller image, you can check the measurements of the image's canvas at the bottom of the paint window:



**Step 5** – If you need to adjust the length of the longer side, you can do this in a couple of ways. Try clicking and dragging the image to the required size. You can select the entire picture by pressing **ctrl + a**. This can skew the image a bit and should only be used if the adjustment is under 100 pixels. You will be able to see the image size you have versus the size of the canvas, like below:

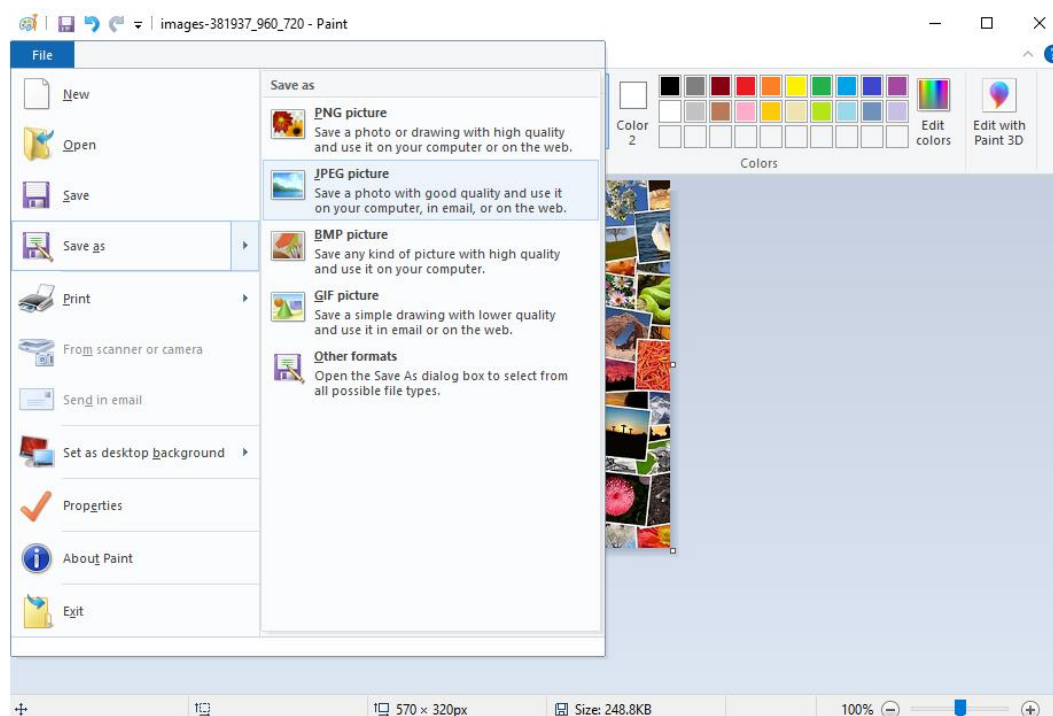


An alternative to this, is to crop the picture. This is done in a similar way, except you do not select the image first using ctrl + a, but instead you are reducing the size of the canvas. You will only see the size of the canvas at the bottom of the page with this method. See below:

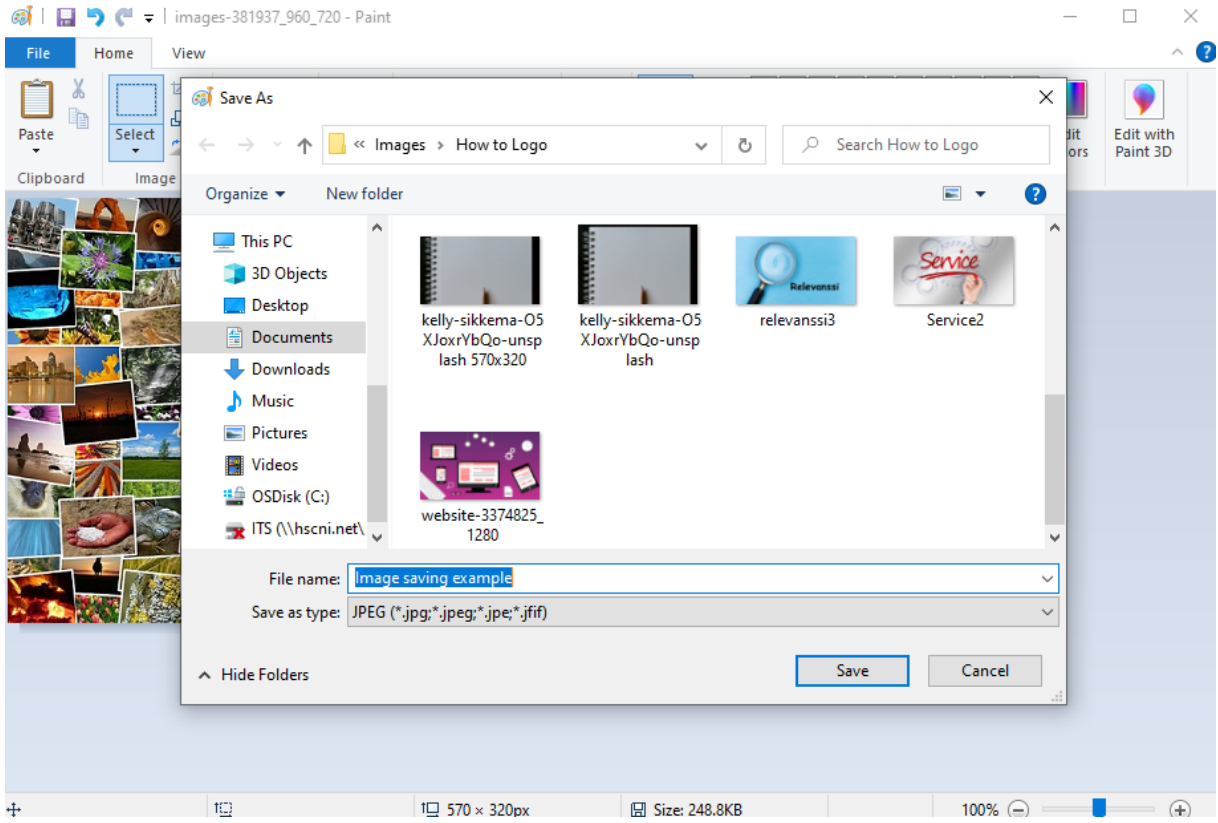


**Step 6** – Once you have the desired image size you want, you will need to save this image in your desired location using the file > save as options. Typically you will either save this as png or jpeg/jpg formats. Then use the file explorer to find the location you wish to store the image.

As you can see below I have found the location I would like to store my image, and given it a specific title so that it is easy to find.





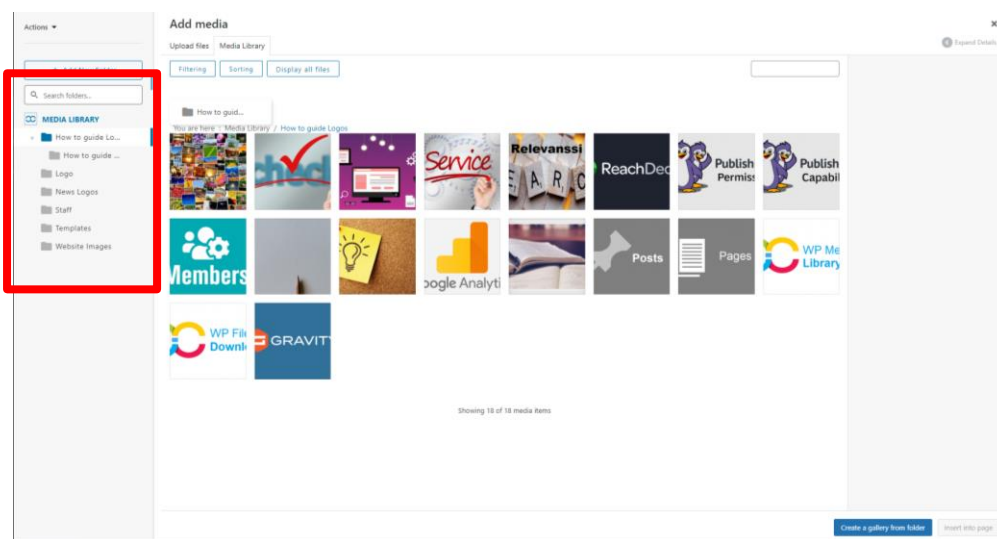


## Delete an image

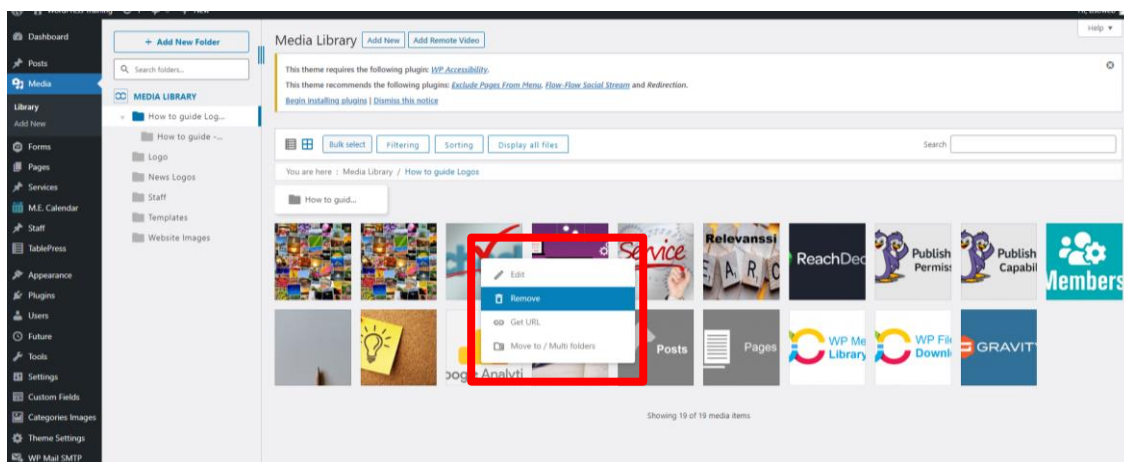
It is important to delete images from your library when they are no longer needed for a couple of reasons, the 2 most important being;

- The files can take up a lot of space and resources of the website, reducing the speed and performance of the website.
- Sometimes files stored on the website that are not being used, can still be accessed by old web pages/posts

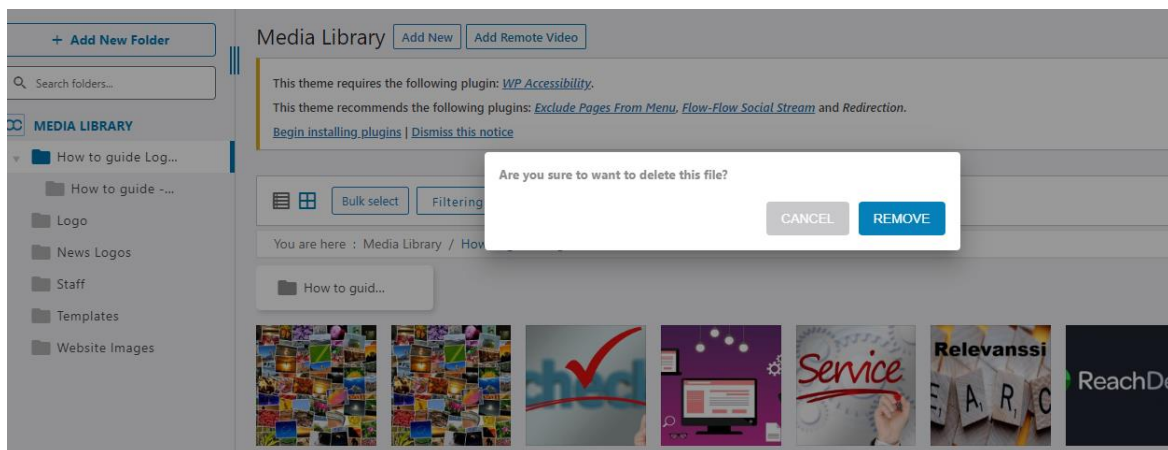
**Step 1:** First you will want to go to the media library and locate the image that you would like to delete. The folders are located on the left hand side and will open up the files within the folder in the large display area.



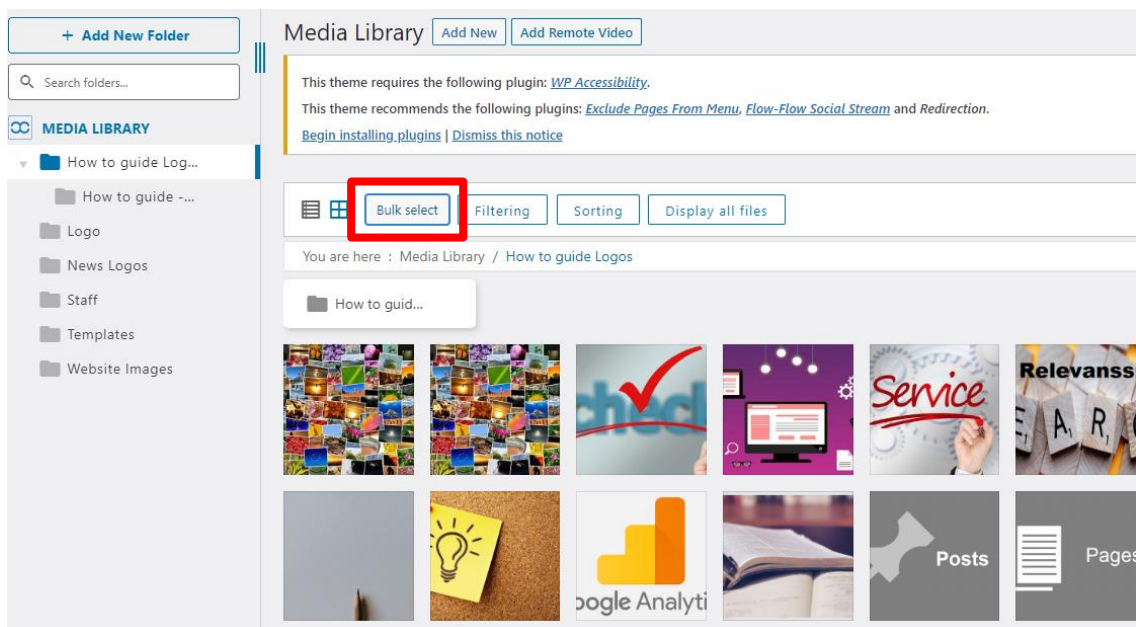
**Step 2:** Right click on the image you would like to delete. This will give you a set of options, one of these options being to delete the file. This is the same if you were to delete a folder of images.



**Step 3:** You will be asked to confirm that you would like to permanently delete this image.



**Step 4:** It is possible to delete multiple images at once, this is done by using the bulk select option.



**Step 5:** Select the images you would like to delete, and you will be given the option to delete permanently. Select this and confirm you wish to delete, as seen in Step 3.

