SankofaPOWER WordPress Site - Instructions

**How to Log in to WordPress and Import a Page Template**

**1. Log in to WordPress**

1. Open your web browser.
2. Go to your website’s login page by typing:

yourdomain.com/wp-admin (Replace yourdomain.com with your actual website domain.)

1. Enter your **Username or Email Address** and **Password**.
2. Click **“Log In.”**

**Use WordPress Import Tool for posts or pages (XML file):**

1. Go to **Tools** > **Import** from the left menu.
2. Under **WordPress**, click **Install Now** (if not yet installed) and then **Run Importer**.
3. Click **Choose File** to upload your .xml export file.
4. Click **Upload file and import**.
5. Set yourself as the author and check the box to download and import file attachments.
6. Click **Submit**.

**How to Set Your Home Page to a Static Page in WordPress**

1. **Log in to your WordPress Dashboard.**
2. In the left menu, go to **Settings** > **Reading**.
3. At the top, under **“Your homepage displays,”** select:
	* **A static page (select below)**
4. From the **Homepage** dropdown menu, choose the page you want to set as your home page - **HOME**.
5. Scroll down and click **Save Changes**.

**How to Change Your Navigation Menu in WordPress 2025 Theme**

1. **In the left menu, go to Appearance > Editor.**
	* From the left, select “Navigation.”
	* Follow the sequence of Home, Graphics, and Videos/Interactives.
	* Click on **Review 1 change…** at the bottom right of the page.
	* Click **Save.**
2. **Go back to the Dashboard, by pressing WordPress Logo located top-right of the page**

**Edit your page with your creations – Home, Graphics, Videos/Interactives**

1. **Go to Pages**
	1. In the left menu, click **Pages**.
	2. You will see a list of all pages on your website.
2. **Select the Page to Edit**
	1. Hover your mouse over the page you want to edit.
	2. Click Edit for the default WordPress editor
3. **Make Your Changes (Optional)**
	1. Click on any block (text, image, heading, etc.) to edit its content.
	2. Use the “+” button to add new blocks.
4. **Save or Update**
	1. After making your changes, click Update (top right corner) to save and apply changes to your live site.

Home Page - This page includes a video, heading, and a paragraph widget. To update each of the widget:

 **1. Video Widget**

* Click on the **Video widget** to select it.
* In the toolbar at the top, click **“Replace.”**
* Choose one of the options:
	+ **Open Media Library** if the video is already uploaded.
	+ **Upload** to add a video from your computer.
* After selecting the video, click on Select at the bottom-right to update the video.

**2. Heading Widget**

* Click on the **Heading widget** to edit the title text directly.

**3. Paragraph Widget**

* Click on the **Paragraph widget** to edit the description text.

Graphics Page - This page includes multiple image, heading, and paragraph widgets. To update each of the widget:

 **1. Image Widget**

* Click on the **Image widget** to select it.
* In the toolbar at the top, click **“Replace.”**
* Choose one of the options:
	+ **Open Media Library** if the video is already uploaded.
	+ **Upload** to add a video from your computer.
* After selecting the Image, click on Select at the bottom-right to update the image.

**2. Heading Widget**

* Click on the **Heading widget** to edit the title text directly.

**3. Paragraph Widget**

* Click on the **Paragraph widget** to edit the description text.

Videos/Interactives Page - This page includes multiple embed url, HTML, and video widgets. To update each of the widget:

 1. **Embed URL Widget**

* Click on the **Embed URL widget** to select it.
* Enter or paste your **URL** into the provided field.
* The widget will automatically display the embedded content.

 **2. HTML Widget**

* Click on the **HTML widget** to select it.
* Enter or paste your **HTML code** in the code box.
* The widget will show a preview of your code on the page.

 **3. Video Widget**

* Click on the **Video widget** to select it.
* In the toolbar at the top, click **“Replace.”**
* Choose one of the options:
	+ **Open Media Library** if the video is already uploaded.
	+ **Upload** to add a video from your computer.
* After selecting the video, click on Select at the bottom-right to update the video.

**How to Change Your Website Title in WordPress**

1. **Navigate to your WordPress Dashboard.**
2. In the left menu, go to **Settings** > **General**.
3. At the top, you will see the **Site Title** field.
4. Enter your new **website title** in this field.
5. Scroll down and click **Save Changes** at the bottom.