WordPress How-To

Action	Steps
Logging in to the Dashboard	**https://<domain name>/wp-admin**
Changing your password	1. Login into your website dashboard 2. Select **Users** 3. Select your account 4. Under New Password, **Generate Password** 5. Type **new password** 6. **Update Profile**
Items affecting the entire **website** or the **home page** are editable in the **Interstellar Theme** link	
Website Color Scheme	Interstellar Theme > Base Outline > Styles
Home Page Blocks and Content	Interstellar Theme > **Home Outline** > Layout
Website Content Headings & Meta	Interstellar Theme > Base Outline > Content
Items affecting the entire **Menus** or **Sidebars** are editable in **Pages** and **Post**	
Adding New Menu Items	Menu items content are located in **Pages** and the links are edit in **Menu** 1. Select **Pages** 2. Click **Add New** 3. Add content, format, and **Publish** page 4. Select **Appearance** > **Menu** 5. **Select** created page from Most Recent 6. Click **Add to Menu** 7. In the Menu Structure, **drag menu items** to the desired position 8. **Save Menu**
Editing Menu Item Content	Menu items content are located in **Pages** and the links are edit in **Menu** 1. Select **Pages** 2. Select Page 3. Edit content and **Publish** page
Edit Menu	1. Select **Appearance** > **Menu** 2. In the Menu Structure, **drag menu items** to the desired position 3. **Save Menu**
Executive Board Minutes	1. Select **Pages** 2. Click **Add New** 3. Select **E-Board Minutes** category 4. Add content, format, and **Publish** page **Note**: Post created with the **E-Board Minutes** category will automatically be placed in chronological order under the E-Board Minutes menu link