bsp life Website
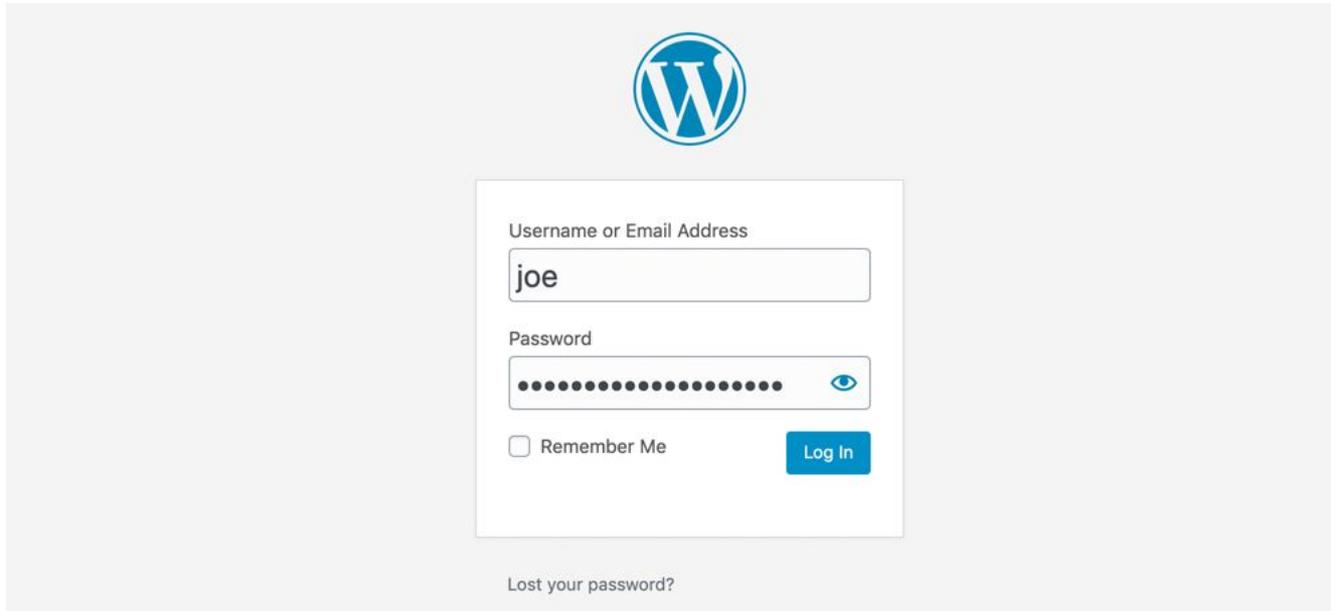
USER GUIDE
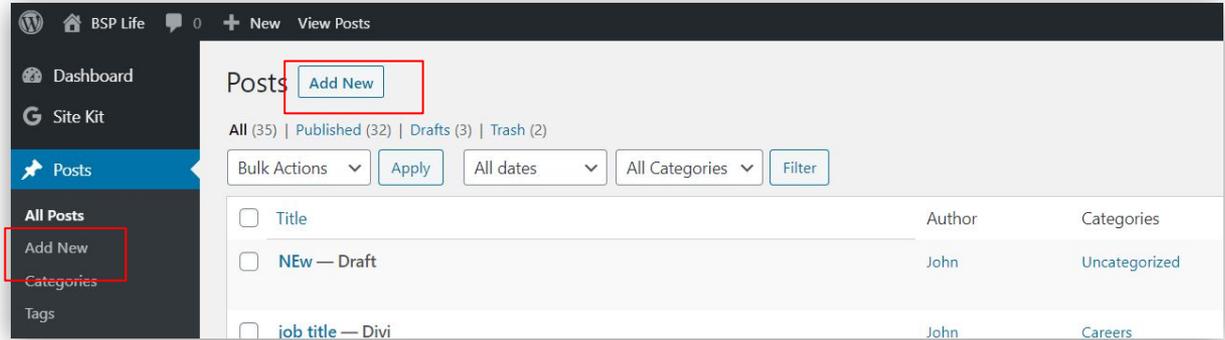
Adding and Editing News Articles

Login

Before you can make any changes to your site, you will need to log in to your website Content Management System (**CMS**) Dashboard. The login for your site is typically found at the following URL – *https://bsplife.com.fj/wp-admin*
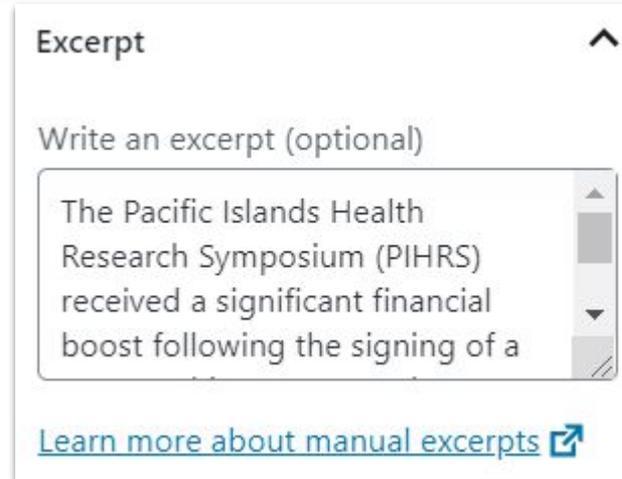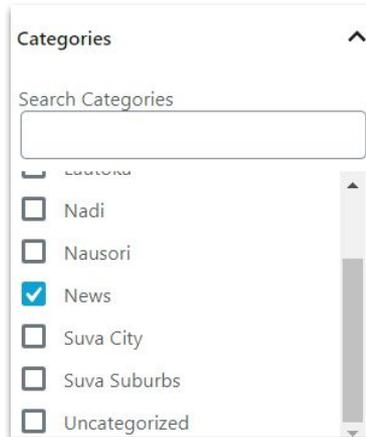
News Articles

Step 1: Go to **POSTS** on the CMS Dashboard and select **ADD NEW**.
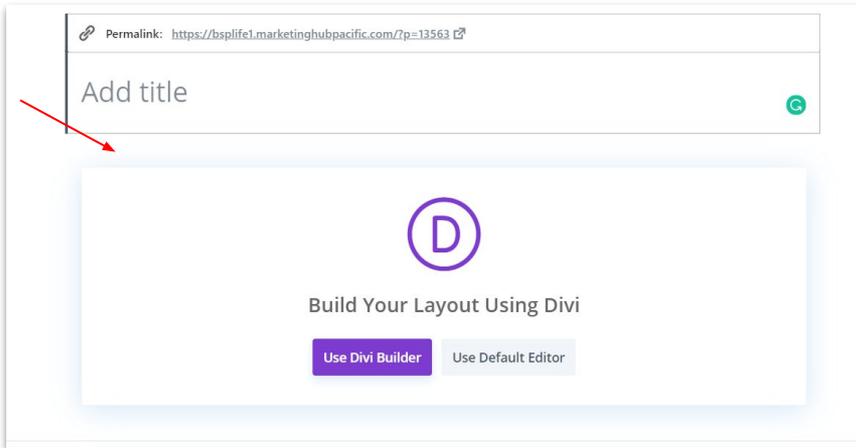
Step 2:Select News from the Categories drop down in the right column menu. Also add the Excerpt in the Excerpt Dropdown field.
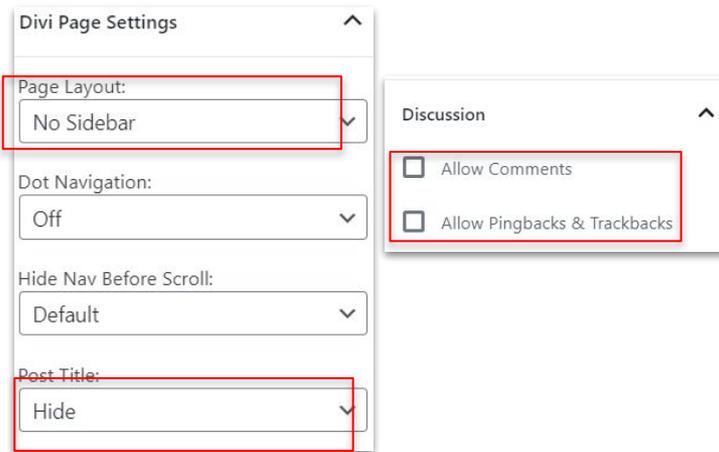
News Articles

Step 3: Enter the Career title in the title field.

Step 4: Set Post Title to *"Hide"* and the page layout to *"No Sidebar"*. This can be found in the Divi Page Settings dropdown. Next **deselect** the 2 checkboxes in the Discussion dropdown.

News Articles

Step 5: Add feature image (profile picture) for the advisor in the **Feature Image** dropdown also located in the right column menu. **Upload a new image or select for Media Library** then click **Set featured image button**
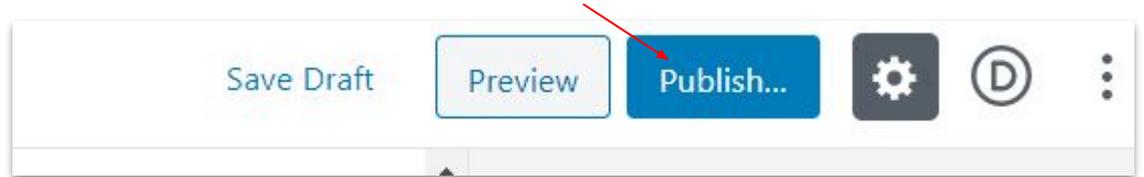**IMPORTANT: image needs to be at least 1080px wide.**
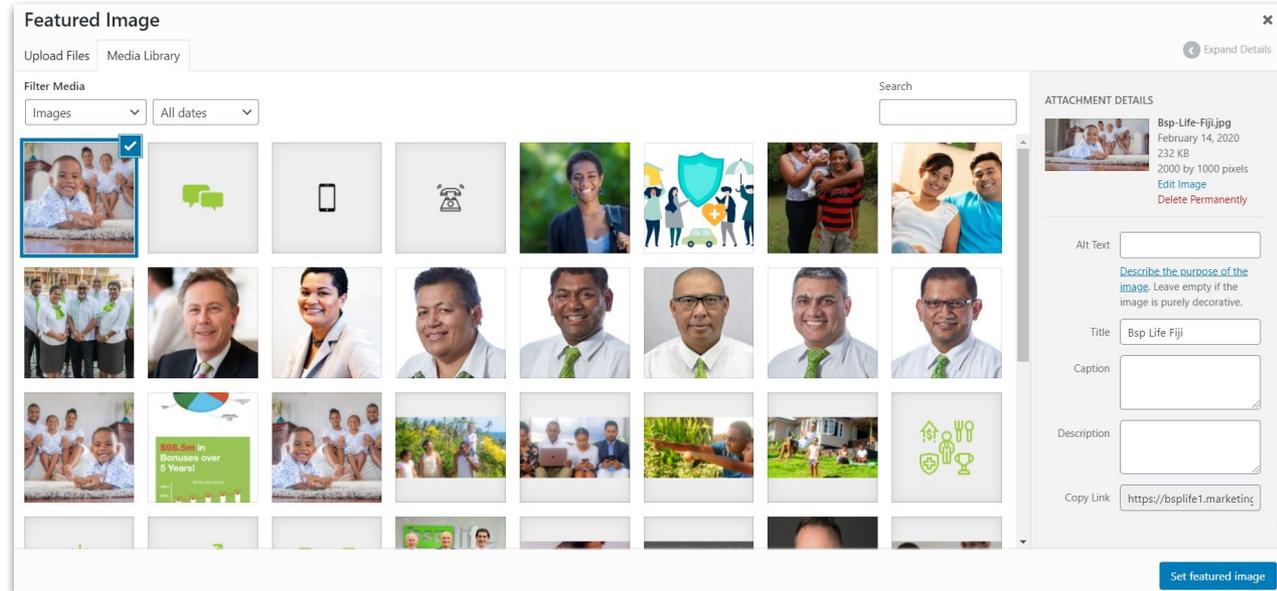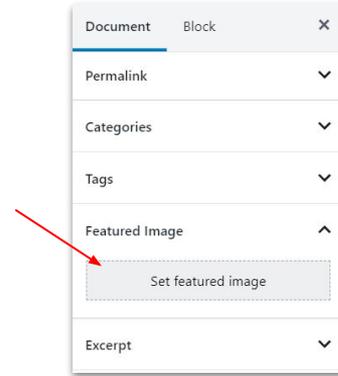
News Articles

Step 6: Copy and Paste in your article text content in the Article Content field.
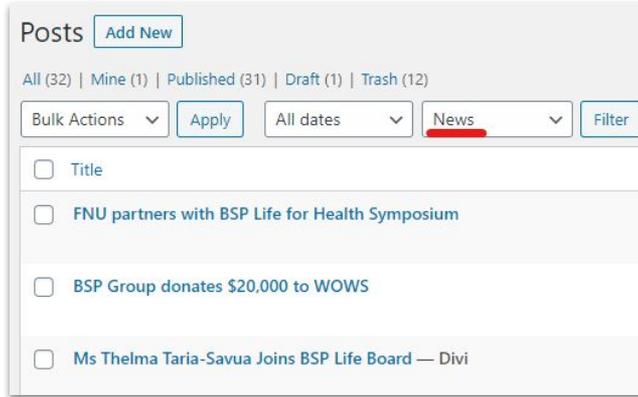
News   ^

Article Content *

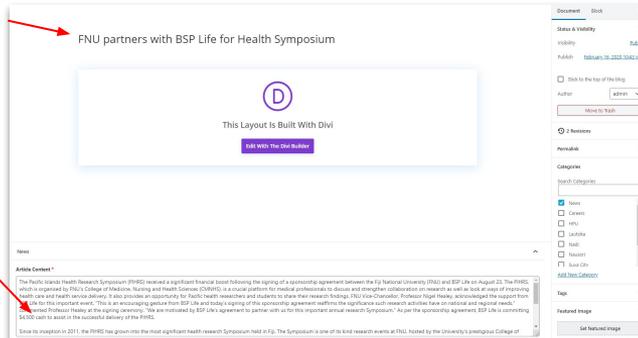Step 7: You can now click the publish button to make your new news article live on your website.

Save Draft   Preview   Publish...

Editing News Articles

STEP 1: Go to **POSTS** on the CMS Dashboard and select **Categories filter**.
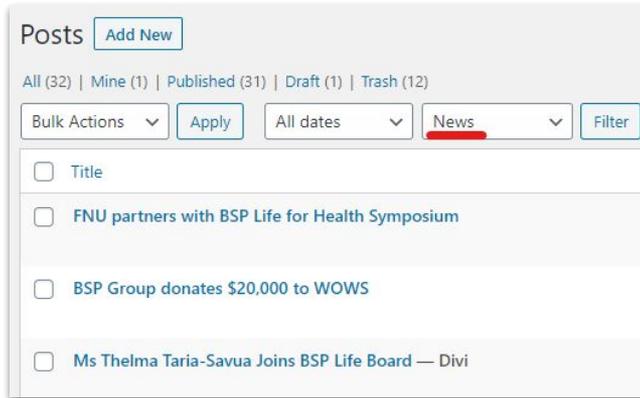

STEP 2: After filtering by their News. Click on an article to begin editing that news article field. Publish the changes when complete.
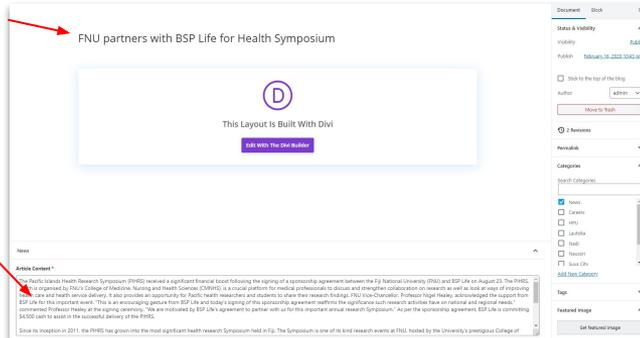
Editing News Articles

STEP 1: Go to **POSTS** on the CMS Dashboard and select **Categories filter**.

STEP 2: After filtering by their News. Click on an article to begin editing that news article field. Publish the changes when complete.

Further Assistance

For further assistance or query, contact our team:

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