

Editing pages on Mid Surrey Dementia Care Website

Les Huett - February 2025

Training session recording:

<https://vimeo.com/1056085378?share=copy#t=0>

Log on

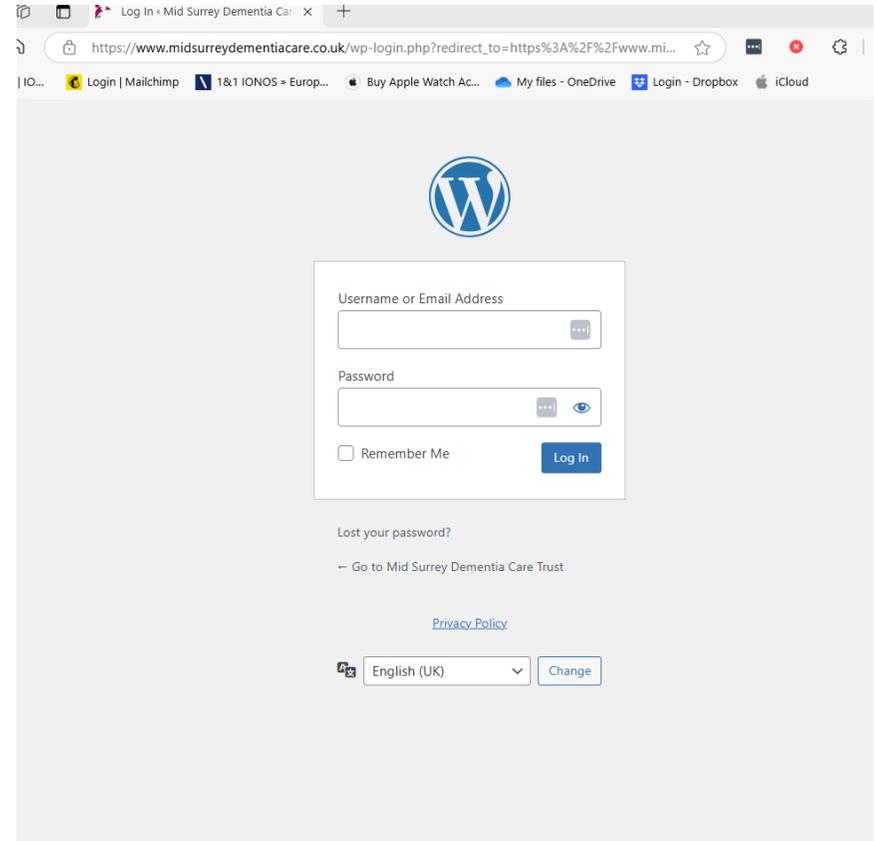
Go to:

<https://www.midsurreydementiacare.co.uk/wp-login>

Enter username:

caroline.walton

And password



Dashboard

Site opens with the dashboard. Don't worry about any update notices. LH will deal with these.

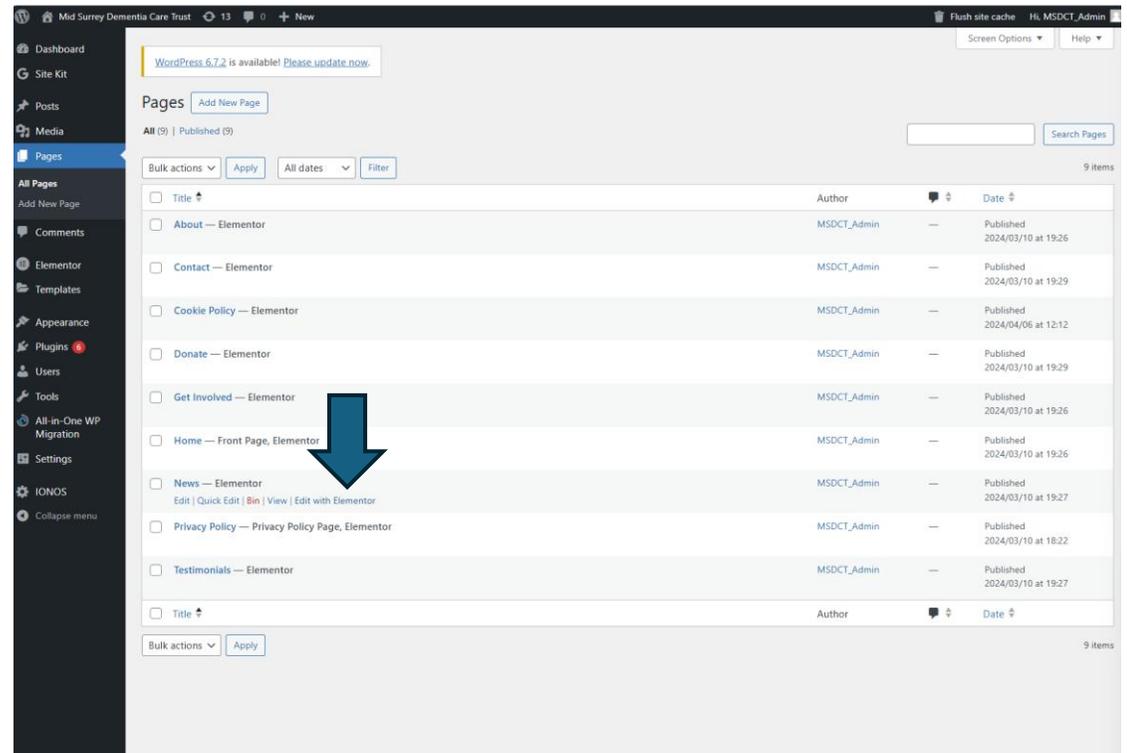
On the left-hand menu select "Pages" then "All Pages"



A screenshot of the WordPress dashboard for 'Mid Surrey Dementia Care Trust'. The dashboard shows a notification that 'The version was updated successfully!' and a 'Quick Draft' form. The left-hand menu is visible, with 'Pages' and 'All Pages' highlighted. The main content area displays 'Recently Edited' posts, 'News & Updates' with several news items, and 'WordPress Events and News' with a list of upcoming events. A large dashed box on the right side of the dashboard is labeled 'Drag boxes here'.

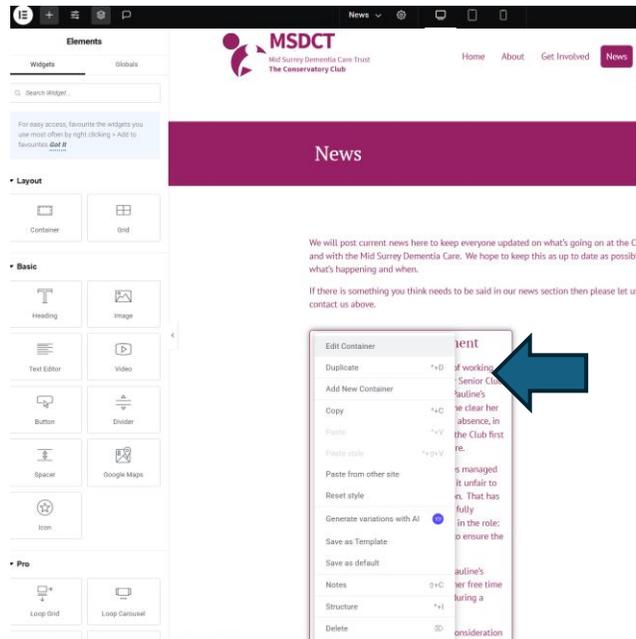
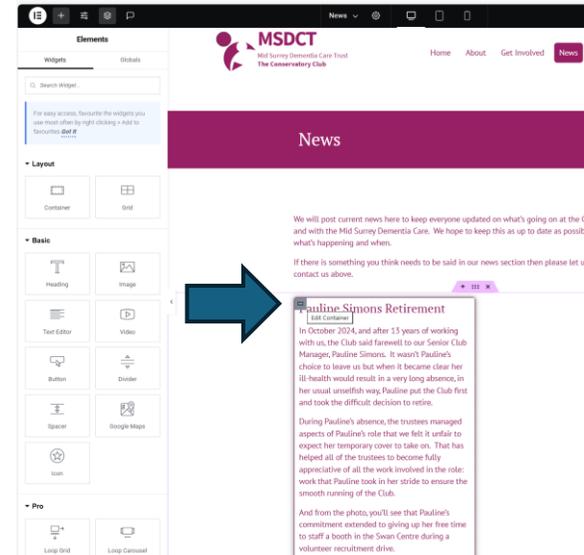
Select page to edit

- In the list of pages hover over “News” and then click on “Edit with Elementor”. This will open the News page for editing



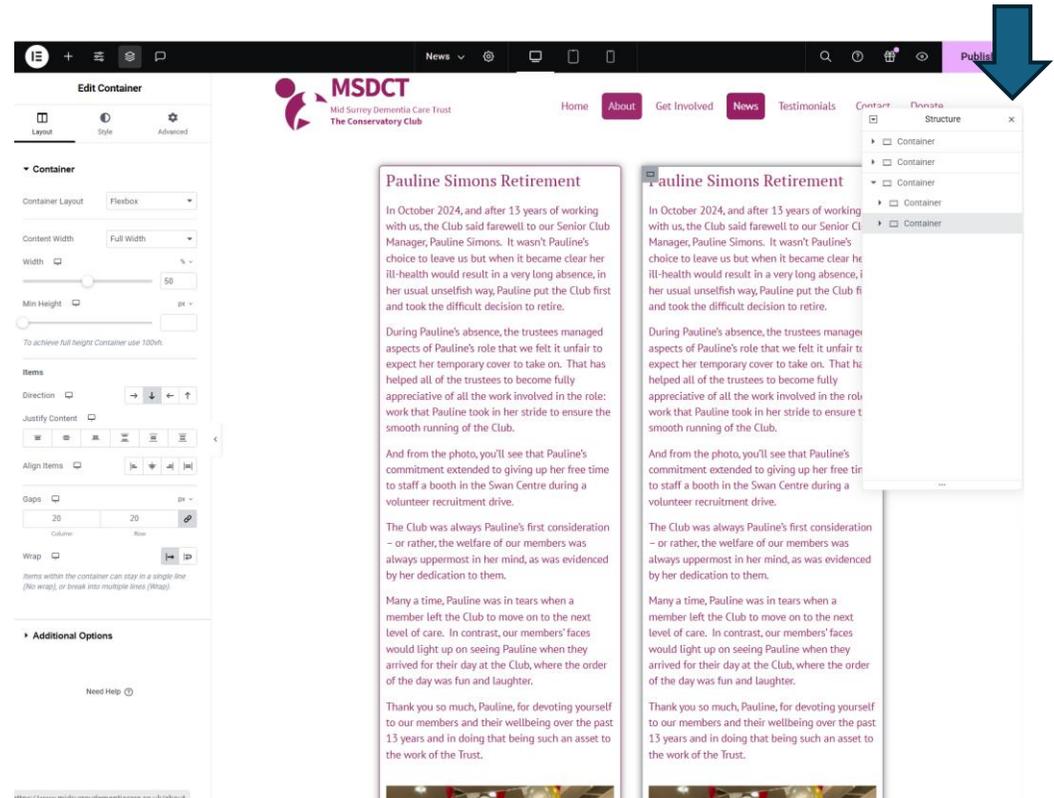
Editing News page

- Here you will see the Pauline Simons Retirement news item. To add the next news item we can duplicate the Pauline Simons item and then edit the content.
- Hover over the Pauline Simons news item and in the top left-hand corner you will see a grey box appear. Hover over the grey box with your mouse and then right-click. A menu will come up and then select “Duplicate”.
- This will create a duplicate item



Editing duplicate item

- We now have our duplicate that we can edit.
- On the right-hand side is a dialogue box called “Structure”. If this is in the way you can close it using the [x] in the top right-hand corner.



The screenshot displays a CMS interface for MSDCT (Mid Surrey Dementia Care Trust - The Conservatory Club). On the left, the 'Edit Container' dialog is open, showing settings for 'Container Layout' (Flexbox), 'Content Width' (Full Width), and 'Width' (50). Below these are 'Items' settings for 'Direction', 'Justify Content', 'Align Items', 'Gaps', and 'Wrap'. On the right, the main content area shows two duplicate articles titled 'Pauline Simons Retirement'. A 'Structure' dialog is open on the right side of the page, showing a tree view of the page structure with 'Container' items. A blue arrow points to the close button (X) in the top right corner of the 'Structure' dialog.

Editing duplicate item heading and content

- The item consists of three components: Heading, content and image.
- Hover over the Heading in the duplicate and click once.
- On the left-hand side the Edit Heading dialogue will appear and you will see the Pauline Simons Retirement text appear.
- You can now edit the edit with your news heading. Similarly, you can edit the content with your news item. To edit the image is slightly different.



Edit news item image

- Click on image once and the Edit Image dialogue will appear on the left.
- Hover over the image in the Edit Image dialogue and “Chose Image” will pop up.
- Click on “Chose image”.
- Insert Media will appear. You will see the images that have already been uploaded. To upload right-hand news image, click on “Upload Files”. Here you can click and drag or select a file.
- Go back to Media Library tab and your image should now be in the library and you can select it. (Blue tick will appear) Then click on “Select” in the bottom right-hand corner of the media library.
- This will take you back to your Edit Image dialogue and you see your image has changed.

The top screenshot shows the 'Edit Image' dialog box on the left of a news article page for 'Pauline Simons Retirement'. A blue arrow points to the 'Chose Image' button in the dialog. The middle screenshot shows the 'Insert Media' dialog box with the 'Media Library' tab selected, displaying a grid of 14 media items. A blue arrow points to the 'MSDCT' logo image, which has a blue checkmark in its bottom right corner. The bottom screenshot shows the 'Insert Media' dialog box with the 'Upload Files' tab selected, displaying a 'Drop files to upload' area and a 'Select Files' button.

Edit layout order

- Once your new image has appeared in your news item you can change the order by simply clicking and dragging the item so you could have image followed by heading and then content.

We will post current news here to keep everyone updated on what's going on at the Conservatory Club and with the Mid Surrey Dementia Care. We hope to keep this as up to date as possible so you know what's happening and when.

If there is something you think needs to be said in our news section then please let us know by clicking contact us above.

Pauline Simons Retirement

In October 2024, and after 13 years of working with us, the Club said farewell to our Senior Club Manager, Pauline Simons. It wasn't Pauline's choice to leave us but when it became clear her ill-health would result in a very long absence, in her usual unselfish way, Pauline put the Club first and took the difficult decision to retire.

During Pauline's absence, the trustees managed aspects of Pauline's role that we felt it unfair to expect her temporary cover to take on. That has helped all of the trustees to become fully appreciative of all the work involved in the role: work that Pauline took in her stride to ensure the smooth running of the Club.

And from the photo, you'll see that Pauline's commitment extended to giving up her free time to staff a booth in the Swan Centre during a

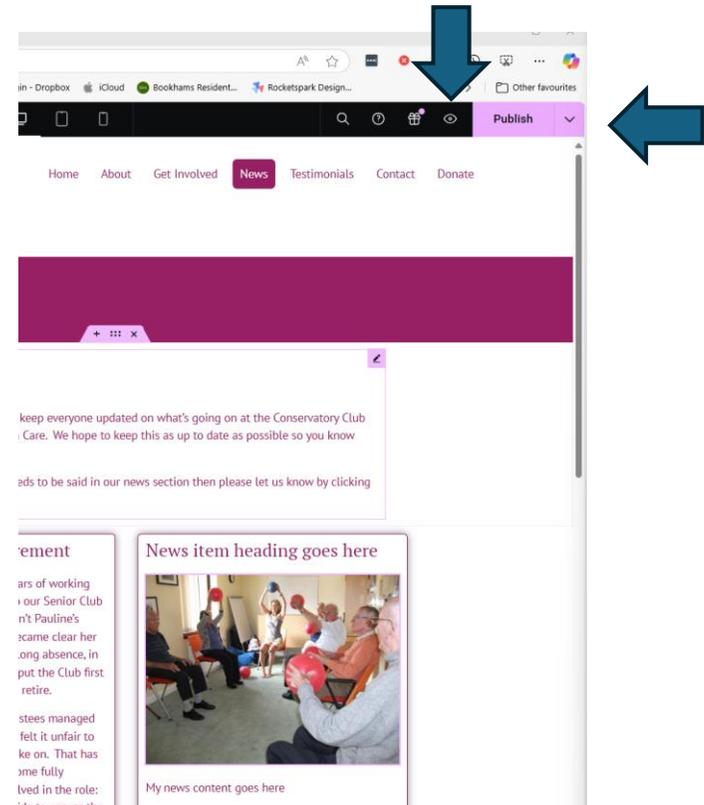
News item heading goes here



My news content goes here

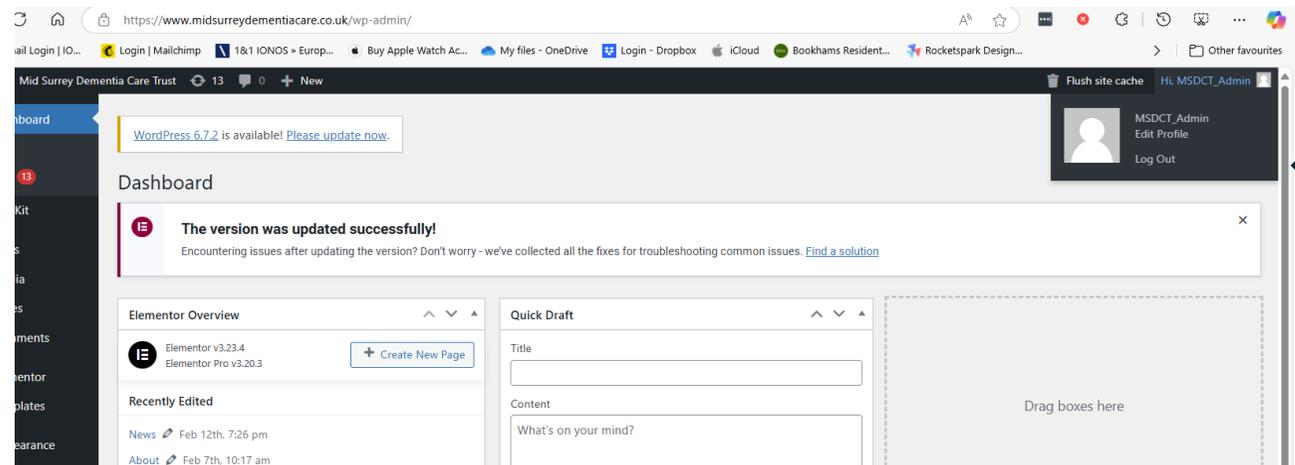
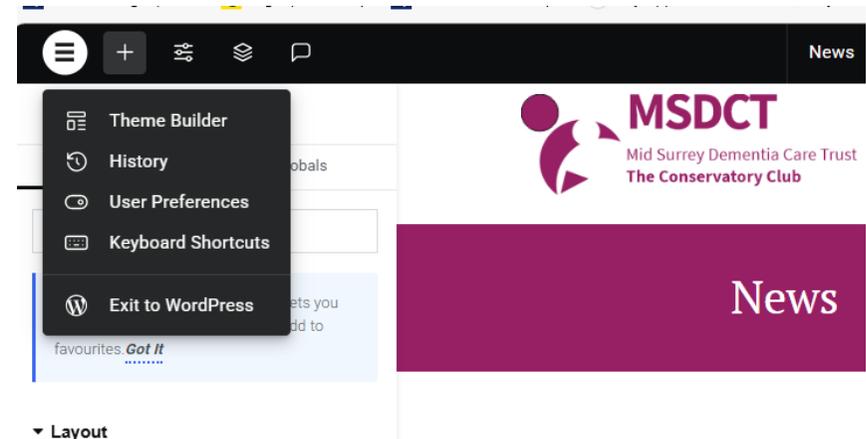
Publish news item

- In the top right-hand corner is an eye icon. Clicking on this will open a new tab and show what your “News” page will look like.
- If this is okay, go back to the Edit “News” tab and then click on the pink “Publish” button. The button will change from pink to black



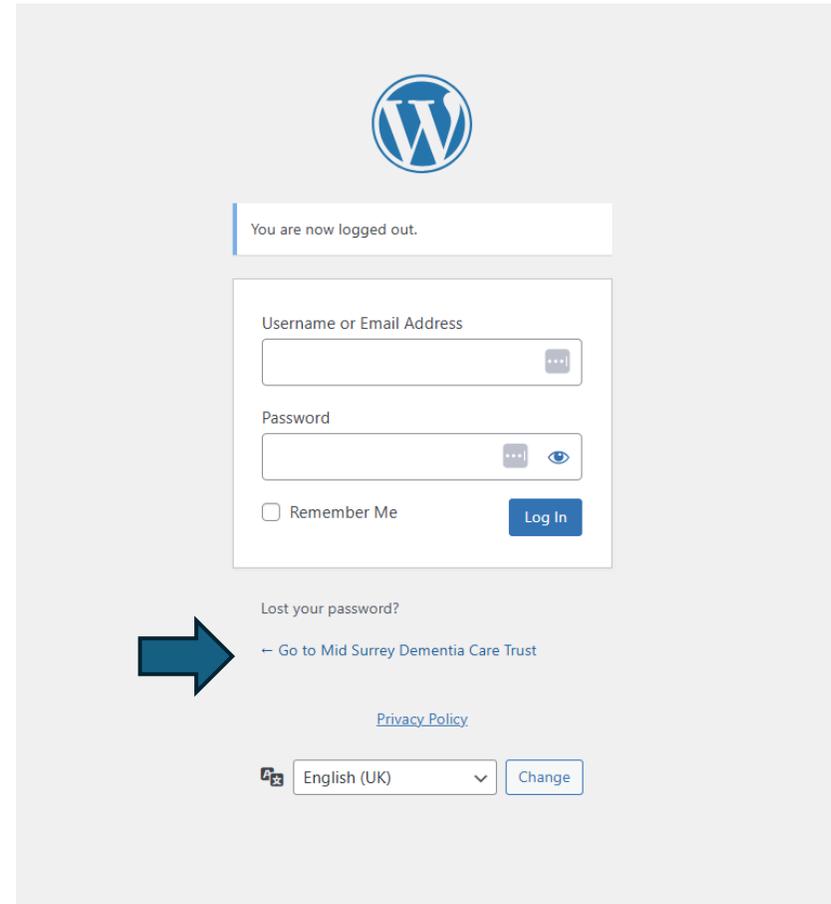
To exit and log out

- In the top left-hand corner click on the three-line icon and then on Exit to WordPress.
- This will take you back to the dashboard
- You can log out in the top right-hand corner



Complete log out

- You will be taken back to the login page and here you can click on “go to Mid Surrey Dementia Care Trust” which will take you to the live site and you can click on “News” and you should see your new news item.



Additional new items in the future

- Go through the previous steps to the edit page and when you get to the menu you can duplicate again. To delete an old item, click on the “Delete” in the menu.

