

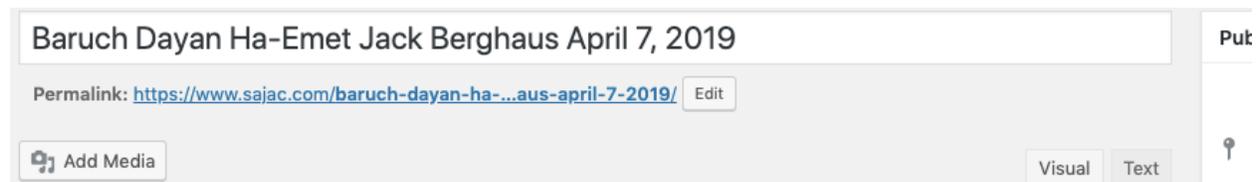
HOW TO: MEMORIAL PAGES

created: 6/7/2019

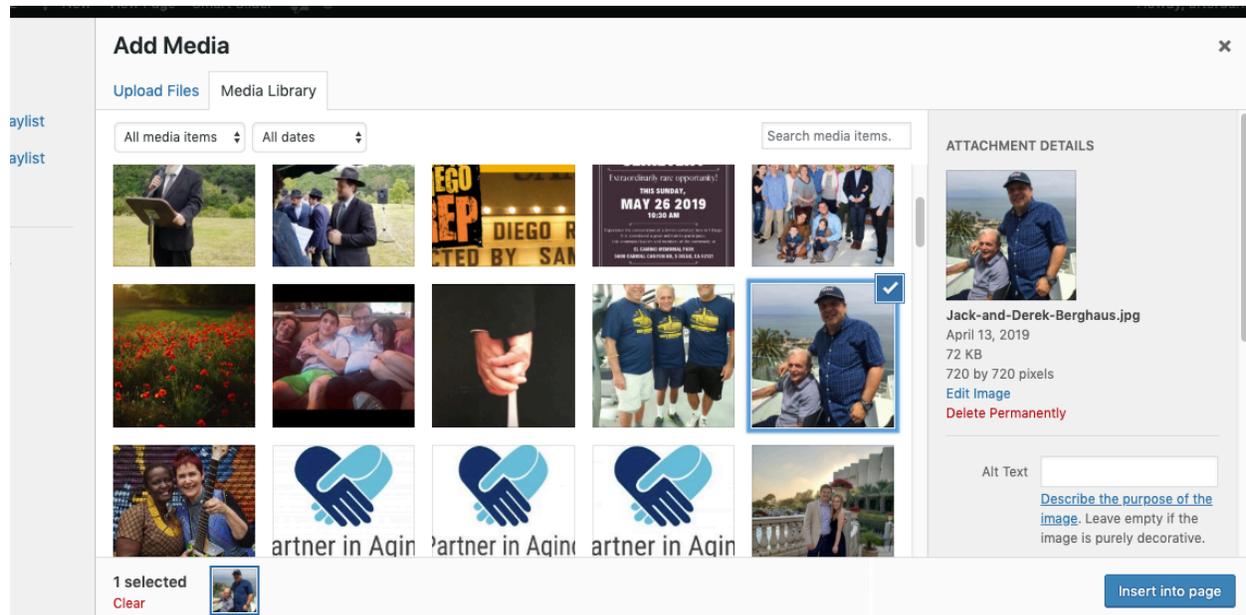
- 1) Login to the SAJAC WORDPRESS <https://www.sajac.com/sajac/wp-login.php> with the username and password provided to you.
- 2) Click on **PAGES** on the left menu and either ADD a new page or EDIT an existing page. See Blog How To PDF

CREATING A NEW MEMORIAL PAGE

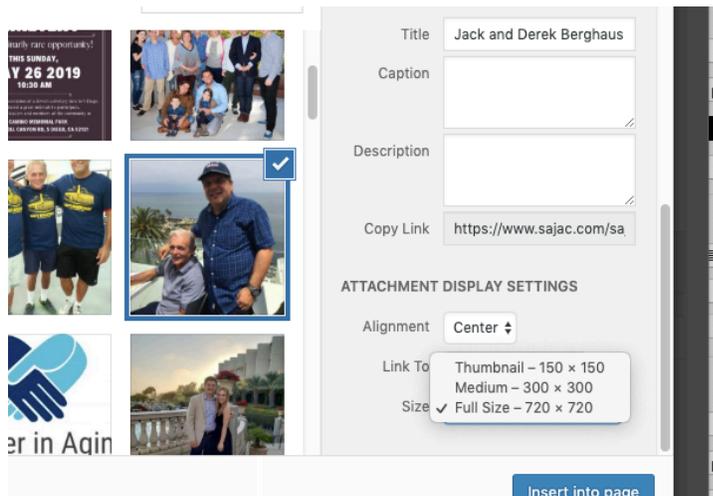
- 3) Click ADD NEW under PAGES on the left
- 4) Type in the TITLE of the page



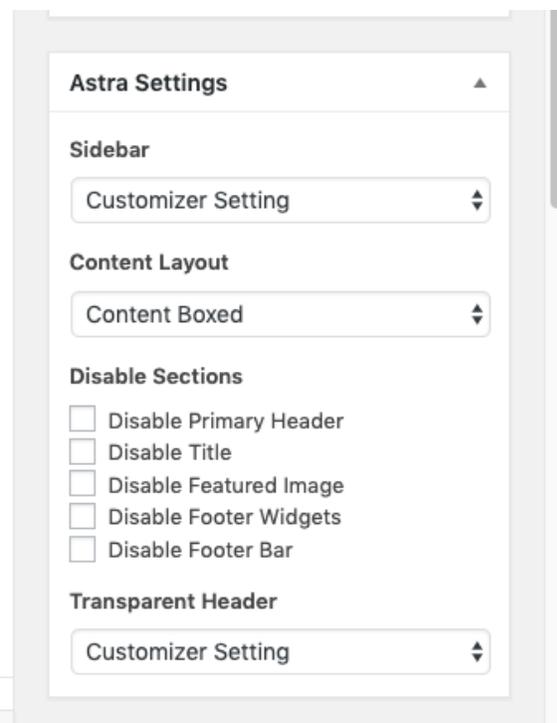
- 5) In the box below where the content is empty, click on ADD MEDIA and upload an image to be used for this page. Best images are typically 720px wide at 72 DPI (if you upload images that are 300DPI it will be a larger image and take forever to download. You can utilized Photoshop or other image editing program to make your images this size. If they are smaller, that is ok, but up to 720px is fine)



- 6) Select INSERT INTO PAGE (or scroll down on the page to see the image sizes before you insert)



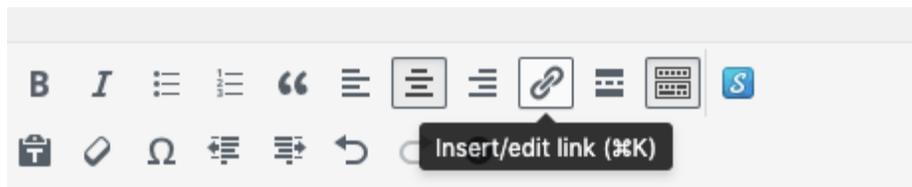
- 7) Once you have inserted the image, you may now type your text below it
- 8) Once you have finished typing and it looks good, you have to select **CONTENT BOXED** on the right side of the page under CONTENT LAYOUT on the right side menu. Select **UPDATE** or **PUBLISH TOP RIGHT** and you are done. **DO NOT ADD THE IMAGE AS A FEATURED IMAGE - it will not center correctly if you do**



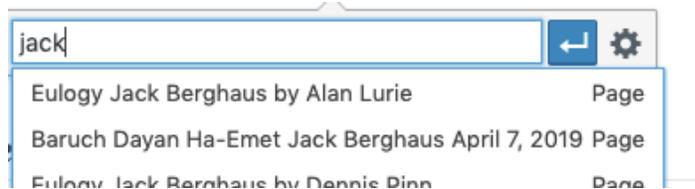
- 9) You can now RIGHT CLICK on the link where it says PERMALINK and open in a new tab OR select the PREVIEW CHANGES button at the top right to view the page.

LINKING THIS NEW PAGE TO THE MAIN MEMORIAL PAGE

- 10) Click on PAGES on the left and search for “In Honorable” it will find the page the select it to EDIT IT.
- 11) Scroll Down on the page until you get to the other listings
- 12) Type in the Title for the new page or link
- 13) Highlight the text you just typed and select the **LINK** icon at the top of the editor to make a link to the new page



- 14) You can now type in the first few letters of the page you just created and it will auto-populate with the link. Select it. Then select the crooked arrow to the right of it to APPLY the link



- 15) Select **UPDATE** top right and the page is now updated with the link to the new memorial page.