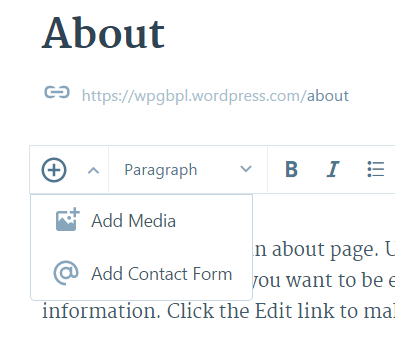
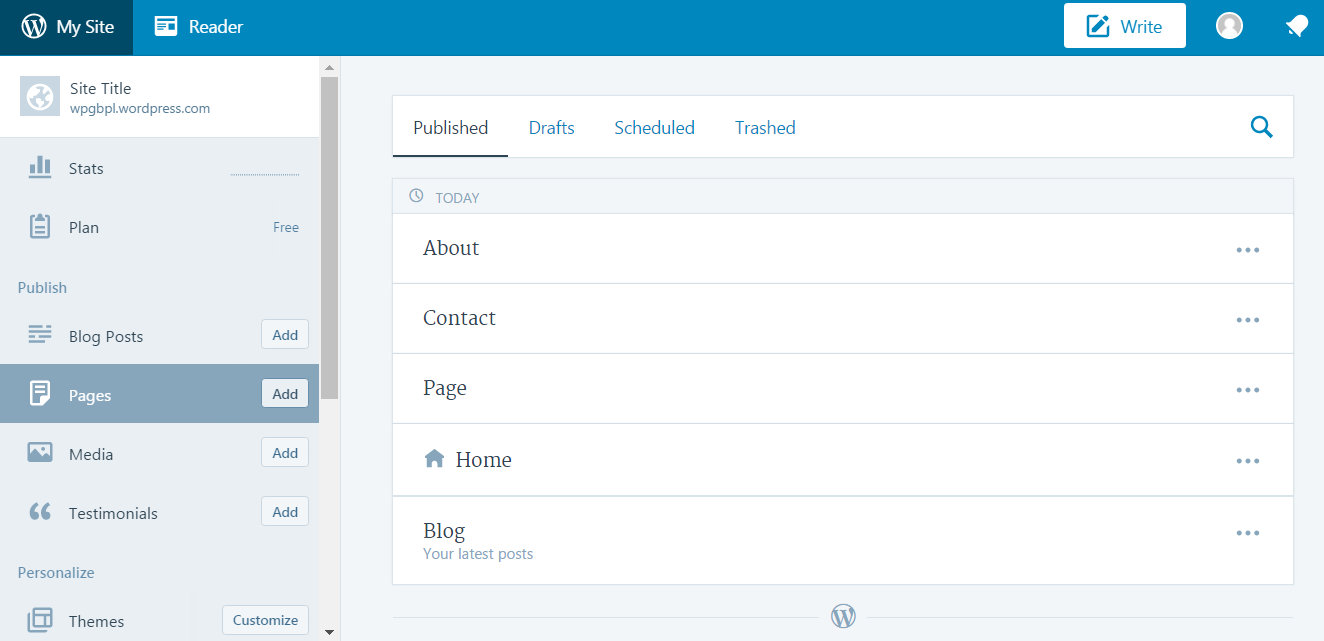
WordPress: Designing Your Website



**Adding an Image to your Page/Post**

1. Click **Pages** located in the left menu
2. Choose any page
3. Click on the **Plus** icon
4. Click on the blue **Add New** button
5. Choose an image file from your computer
6. Confirm your choice
7. Click on the blue **Insert** button

**Adding an image from the web using a URL**

1. Click **Pages** located in the left menu
2. Choose any page
3. Click on the **Plus** icon
4. Click on the **Add via URL** button
5. Copy URL link
6. Paste link into box
7. Click the blue **Upload** button
8. Click the blue **Insert** button

**Linking Social Media Profiles to your Site**

*Note: You’ll need an existing social media account*

* 1. Click **Menus** located in the left menu
  2. Using the dropdown at the top choose **Social Menu**
  3. Click the **Pencil** icon next to the desired social media site
  4. Click on the **Link** tab
  5. Paste a link to the account in the link address box
  6. Click the blue **OK** button
  7. Click the blue **Save** button



**Removing Social Media Links from the Social Media menu**

* 1. Click **Menus** located in the left menu
  2. Using the dropdown menu near the top choose **Social Links Menu**
  3. Click on the **Pencil** icon to the left of Instagram
  4. Click on the **Trash** icon button to remove Instagram from the social media menu
  5. Click on the blue **Delete Item** button to delete Instagram from the list of options

**Editing the List of Social Sharing Buttons**

1. Click **Sharing** located in the left menu
2. Click **Sharing Buttons** tab located near the top of the page
3. Click on **Edit sharing buttons** located below the preview box
4. Click any of the “light grey” social buttons to remove them from the list of choices
5. Click **Save Changes**

**Bonus: Removing the Social Sharing Buttons from your Pages**

1. With the Sharing Button window, still open - uncheck **Pages** located under *Options*
2. Click **Save Changes**

