

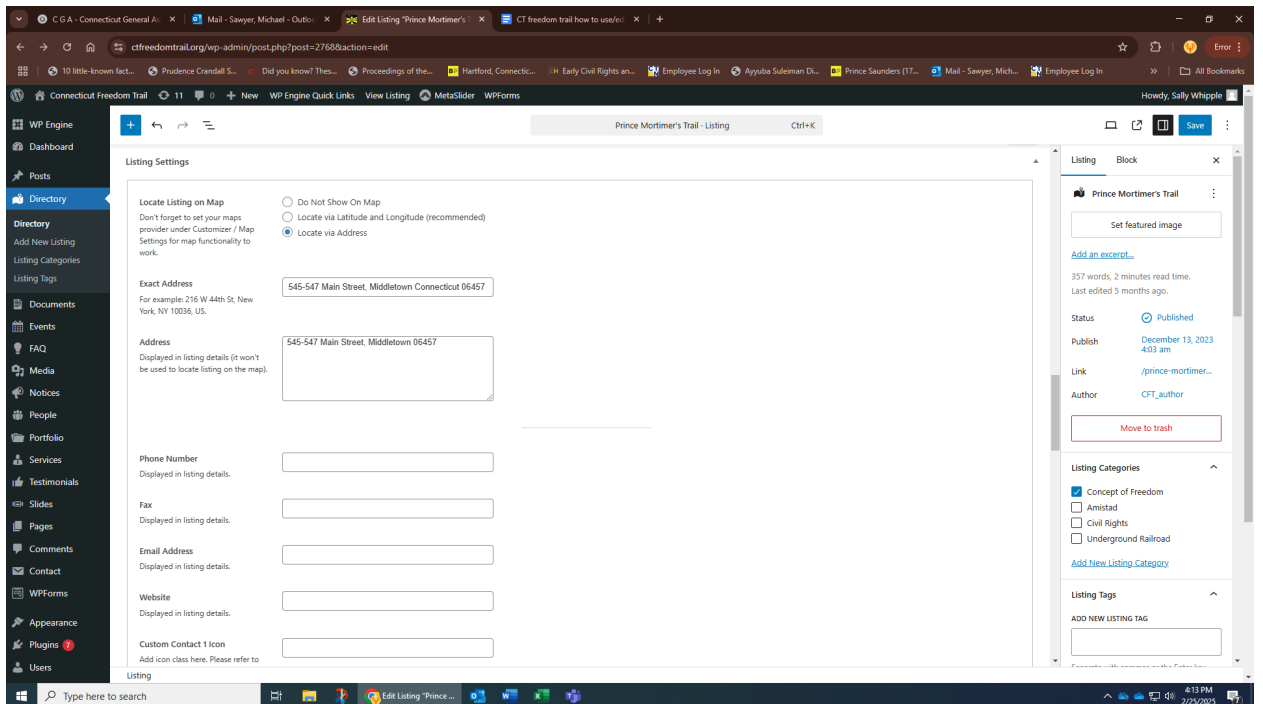
CT Freedom Trail How to Use/Edit Your Site Page!

1. Update Site Descriptions and Information

1. **Log in to WordPress Admin Panel:** Access your site's admin panel (yoursite.com/wp-admin) and log in.
2. **Navigate to the Home Page:**
 - Go to **Freedom Trail Sites** type in your site on the search bar (magnifying glass next to home) or look for it in the different categories that we have it listed on.
3. **Edit Content:**
 - Find the specific site, click **Edit Listing**.
 - Update the text in the block editor.
4. **Save Changes:**
 - Click **Publish** to save your changes.
 - Click Private to unpublish your page.

2. Update Contact Information

1. Edit the Contact Info:



The screenshot displays the WordPress admin interface for editing a listing. The main content area is titled 'Listing Settings' and contains several form fields for contact information. The 'Exact Address' field is pre-filled with '545-547 Main Street, Middletown Connecticut 06457'. The 'Address' field is also pre-filled with the same address. Other fields include 'Phone Number', 'Fax', 'Email Address', 'Website', and 'Custom Contact 1 Icon'. On the right side, there is a 'Listing Block' sidebar with options to 'Set featured image', 'Add an excerpt...', 'Status' (set to 'Published'), 'Publish' (dated December 13, 2023), 'Link' (to /prince-mortimer...), 'Author' (CFT_author), and 'Move to trash'. Below this, there are 'Listing Categories' (with 'Concept of Freedom' selected) and 'Listing Tags'.

- Scroll to the bottom of your page to locate listing settings
 - Update email addresses, phone numbers, and other details.
2. **Save Changes.**

3. Update Location

1. If the location is embedded via Google Maps:
 - Find the map block in the editor.
 - Replace the embedded link with the updated map URL.
 - (recommended to use the longitude and latitude within Google Maps for accurate location)

4. Update Hours and Days Open

1. Scroll down within the listing settings to put your hours of operation.
2. Save and update the page.

5. Add/Edit Photos, Videos, and Links

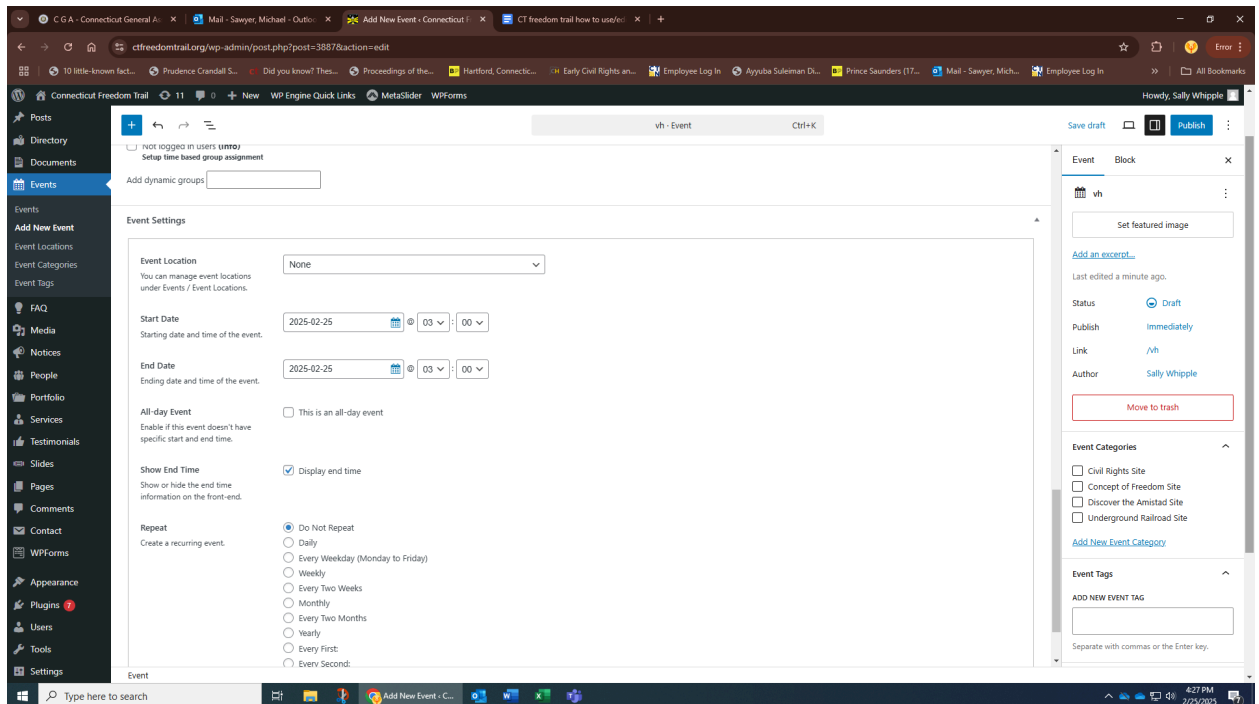
1. **Add Photos/Videos:**
 - In the editor, click the + sign to add a new block.
 - Select the **Image** or **Video** block, upload the file, or choose from the Media Library.
2. **Edit Photos/Videos:**
 - Click on the existing media, replace, or edit captions and alt text.
3. **Add/Edit Links:**
 - Highlight text or click the link icon on a block to insert/edit hyperlinks.

6. Embed Videos

1. **Add a Video Block:**
 - Click + in the editor and select **YouTube**, **Vimeo**, or **Embed**.
2. **Paste the Video Link:**
 - Paste the video URL, and WordPress will automatically embed it.

7. Edit and Add Site Programs and Events

1. Navigate to the **Programs/Events** section in the admin panel (could be a custom post type like "Events").
2. Click **Add New** or edit an existing event.
3. Input or update details (title, date, time, description, location).
4. Save changes or publish.



8. Add Links to Resources

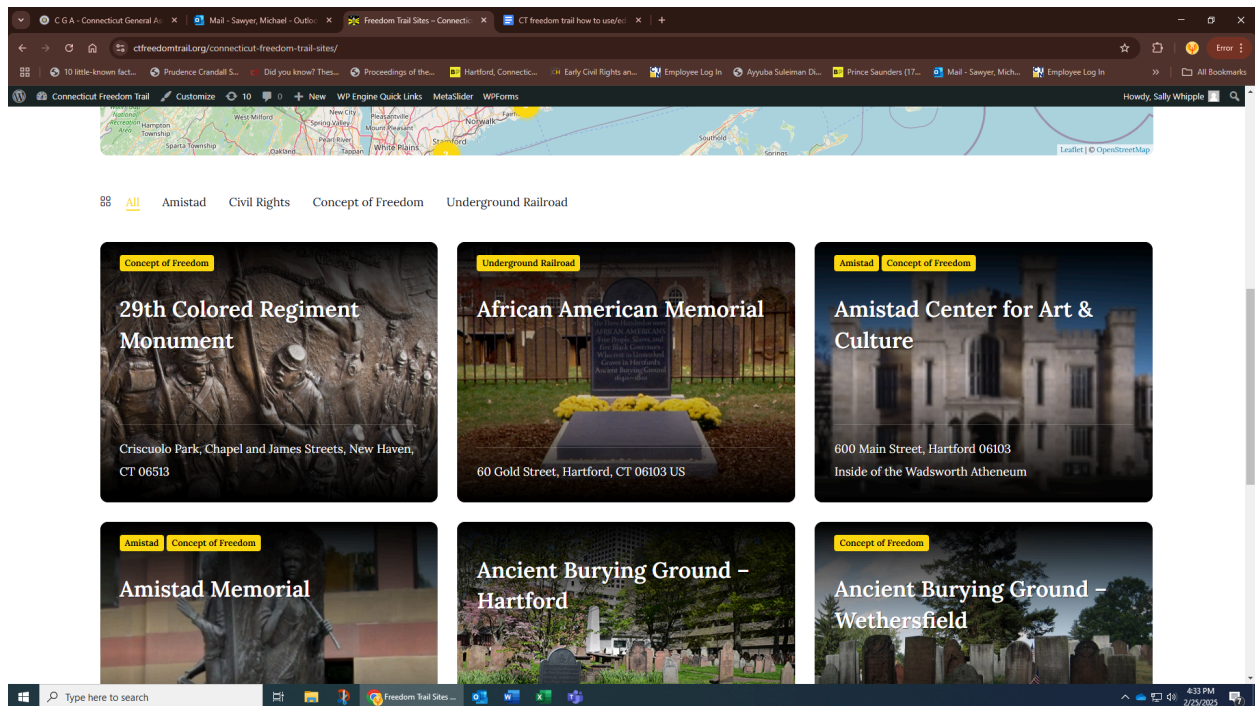
1. **Add a New Block:**
 - Use the **Link** block or hyperlink text/images to the relevant resources.
2. Save the changes.

9. Add PDFs, Documents, and Files

1. **Upload Files:**
 - Go to **Media > Add New** and upload the document.
2. **Link the File:**
 - Copy the file URL from the Media Library and insert it as a hyperlink on the page.

11. Edit/Add Main Site Image

1. Go to **Appearance > Customize**.
2. Click on **Header** or **Main Site Image** settings.
3. Upload or select a new image and save.



12. Link Related Sites

1. Navigate to the relevant page or section.
2. Add a hyperlink to related sites using the editor's link function.

3.

13. Edit/Add Site Categories

1. Go to **Posts > Categories**.
2. Add a new category (e.g., "Underground Railroad").
3. Assign posts to the new category or update posts to reflect edits.

14. Understand the Default WordPress Roles:

- **Administrator** – Full control over the website.
- **Editor** – Can publish, edit, and delete any post or page.
- **Author** – Can publish and manage their own posts.
- **Contributor** – Can write and manage their posts but needs approval to publish.
- **Subscriber** – Can only read content and manage their profile.

ctfreedomtrail.org/wp-admin/users.php

Howdy, Sally Whipple

Screen Options Help

Search Users

9 items

<input type="checkbox"/>	Username	Name	Email	Role	Posts	2FA Status	Last Login	UAM User Groups
<input type="checkbox"/>	freedomtrail_dv4vpz	—	ronald.feruccio@ctdemocracycenter.org	None	0	Not Allowed	January 14, 2025 5:56 pm	None
<input type="checkbox"/>	kquotap	—	kquotap@cthumanities.org	Administrator	0	inactive	June 25, 2024 11:40 am	Note: An administrator has always access to all posts/pages.
<input type="checkbox"/>	lcomstock	—	lcomstock@cthumanities.org	Administrator	0	inactive	June 24, 2024 4:50 pm	Note: An administrator has always access to all posts/pages.
<input type="checkbox"/>	Sally Whipple website admin	Sally Whipple	Sally.whipple@ctdemocracycenter.org	Author	0	Not Allowed	January 23, 2025 3:04 pm	<ul style="list-style-type: none"> 29th Colored Regiment Monument About Admin Team African American Memorial Amistad Center for Art and Culture Asa Seymour Curtis House Austin F. Williams House and Carriage House Boston Trowtown Gravesite Civil Rights Page Connecticut Old State House David Ruggles Gravesite Dixwell Avenue Congregational Church Educators Elijah Lewis House Fort Griswold Battlefield State

WP Engine Dashboard Posts Directory Documents Events FAQ Media Notices People Portfolio Services Testimonials Slides Pages Comments Contact WPFForms Appearance Plugins 9 Users All Users Add New User Profile Tools

Type here to search

Users - Connecticut... 4:58 PM 2/25/2025