



# PixelSprout

How-to Guide

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Your simple guide to making small updates to your new site.

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## Getting started

Getting started is easy! Here's how to log in to your website and find your way around the dashboard — no tech experience required.

### The first time you log in

When your website is ready, we'll set up your admin account for you.

You'll receive an email from **WordPress** (it may say something like "[Your Site Name] – New Account Details"). This message includes a special link to set your own password.

1. Open the email and click **Set Your Password**.
2. Choose a secure password you'll remember.
3. Once saved, click the link to log in to your site's dashboard.

### How to log in

Go to your website address and add **/wp-admin** at the end.

👉 Example: [yourwebsite.com/wp-admin](#)

You will be presented with a login screen. Use the password you created in the previous step to log into your account. If you forgot your password, follow the on-screen instructions to reset it.

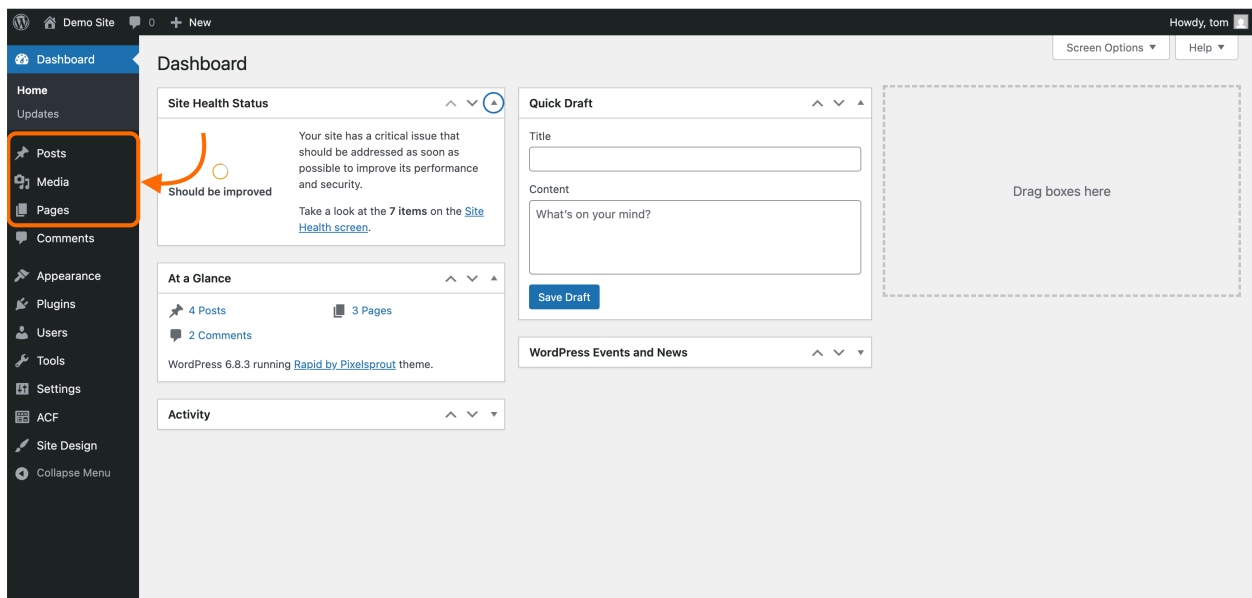
💡 Tip: Bookmark this page so it's easy to come back later.

# A quick tour of your dashboard

## (just what you need to know)

After logging in, you will be brought to your website dashboard, where you can see a summary of your website at a glance. Although the left-hand navigation may seem intimidating, there are only a few tabs you need to know about:

- **Pages:** Where you can edit your main website pages (Home, About, etc.).
- **Posts:** Where you can add blog or news updates (if you have that feature).
- **Media:** Where all your photos and images are stored.




That's it! You can safely ignore everything else unless we guide you there.

## Editing your pages

Making changes to your site is as simple as point, click, and type. Here's how to update your text, swap photos, and publish your changes.

### How to change text

1. In your Dashboard, click **Pages** on the left.
2. Hover over the page you want to edit (for example, "About") and click **Edit**.
3. Click directly on the text you want to change and start typing.
4. When you're done, click **Update** (top right) to save your changes.

 Tip: Click Preview before updating if you want to check your edits first.

### To replace an existing photo:

1. Click on the image you want to change.
2. In the small menu that appears, click **Replace** → **Open Media Library**.
3. Choose a new image from your library, or click **Upload** to add a new one.
4. Once it looks right, click **Update** to save.

### How to add a brand-new photo:

1. While editing your page, click the small **“+”** button (it appears when you hover between areas, or its available on the top-left of the page).
2. In the menu that pops up, search for **Image** and click it.
3. You'll now see options to:
  - **Upload:** Choose a new photo from your computer.
  - **Media Library:** Pick an image that's already been uploaded.
4. Once your photo appears, you can click and drag it to move it, or use the alignment buttons to center it.
5. Click **Update** when you're done.

## How to save and publish your changes

- **Update:** Saves and publishes your changes live.
- **Preview:** Lets you see your edits privately before publishing.

If something looks off, don't worry — you can always undo or update again.

## Adding New Pages

Ready to grow your website? Adding new pages for services, products, or updates takes just a few clicks.

### How to add a new page

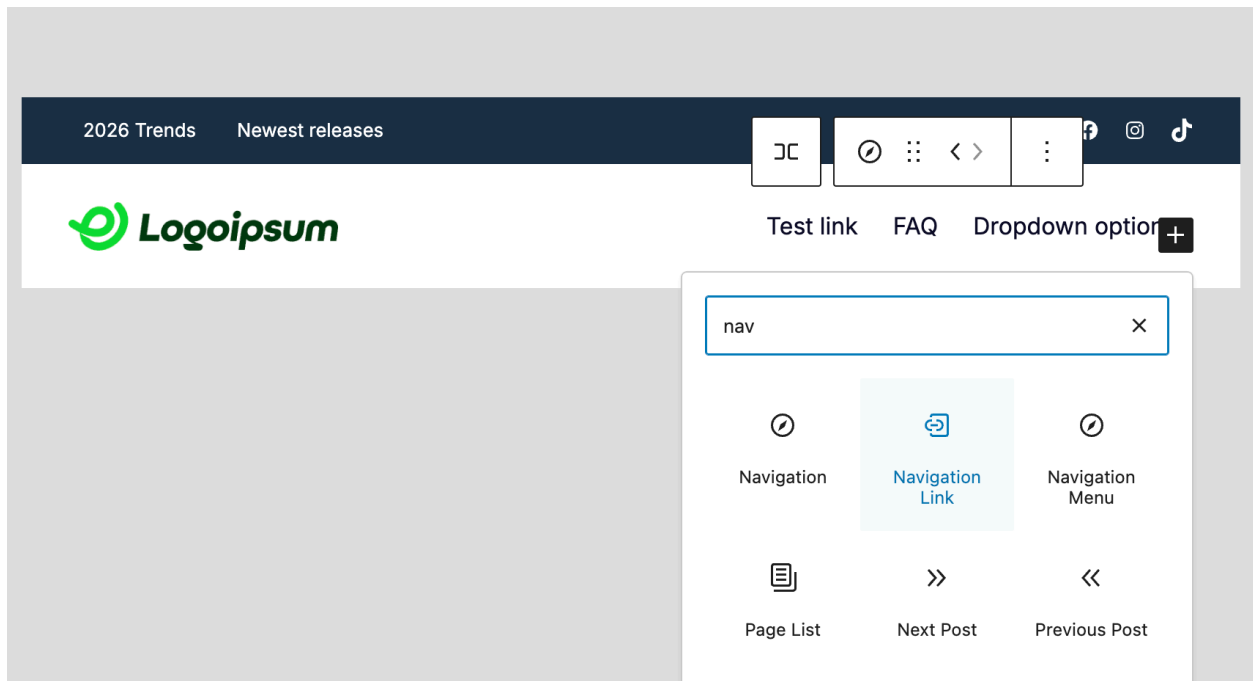
1. Click Pages → Add New.
2. Give your page a name (for example, "Services").
3. Add text, photos, or buttons — just like your other pages.
4. Click **Publish** when you're ready.

### How to add it to your menu

Your website navigation menu is stored in a very specific place. Follow these instructions to find and update your navigation with whatever content you prefer:

1. From your Dashboard, go to **Appearance → Editor**.
2. Then select **Patterns → Header**.
3. Select the header listed
4. You will have an exiting list of links set up by us, to edit this, click on the list to select it and click the plus button that appears on the right
5. Search for 'Navigation Link' and select it to add to your navigation
6. Give your menu item a name where it says "Link text"
7. Select the link icon to select which page or URL this menu item will send users to

8. Find your new page in the list and check the box next to it.
9. Click **Save** when you're done and are ready for these changes to be live



## Blog or News Posts (Optional)

If your site includes a blog or news section, you can easily share updates and announcements with your visitors.

### How to add or edit a post

1. Click Posts → Add New.
2. Add your title and text — just like editing a page.
3. Click **Publish** when ready.

## How to add a featured image

A **featured image** is the main photo that represents your post or page — it's usually what shows up in previews, blog lists, or when someone shares the page link with someone else. Think of it as the "cover photo" for your post or page. It's usually recommended to have one for each page if possible.

1. In the editor, find the **Featured Image** panel on the right side.
2. Click Set Featured Image.
3. Choose a photo from your Media Library or upload a new one from your computer.
4. Once it looks good, click **Set Image**.
5. Finally, click **Update** or **Publish** to save your changes.

## Photos & Media

Your images and files live in one easy-to-find spot. Here's how to find them and upload new ones when you need to.

### Where your images live

Click **Media** → **Library** to see all the images and files on your site. You can scroll or search to find what you need.

### How to upload new ones

1. From the Media Library, click **Add New**.
2. Drag and drop your photo in, or click **Select Files** to choose from your computer.
3. Once uploaded, it's ready to use anywhere on your site.

## Need Help?

We're always here if you get stuck or need a little extra guidance — no question is too small.

## How to contact Pixelsprout support

Please visit our support page at [pixelsprout.io/help](https://pixelsprout.io/help) to submit a ticket and someone will reach out as soon as possible.