



North Belfast Advice Partnership

Contents

Introduction	03	Navigation Menu Management	11
Theme and Page Editing	04	Buttons and Links	12
Adding New Pages	05	Forms (Referral and Contact)	13
Editing Text Content	06	Social Media Links	14
Adding and Updating Images	07	Mobile and Tablet View	15
Adding Videos	08	Accessibility and Best Practice	16
Editing the Header	09	Support and Further Help	17
Editing the Footer	10		

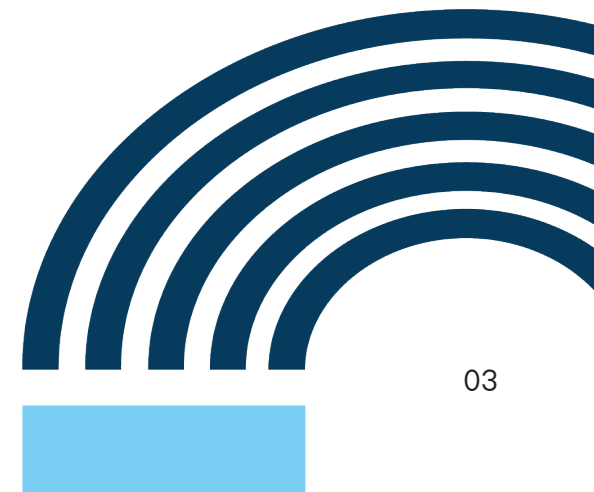
Introduction

This website guide has been created to support the north Belfast advice partnership (NBAP) team in confidently managing and updating the website on an ongoing basis. It is designed to be a practical reference that explains how to make common updates, such as editing text, images, pages, and navigation, without requiring any technical or coding knowledge.

The website acts as NBAP's main online presence and plays an important role in communicating services, sharing updates, and helping people across North Belfast access advice and support. Keeping the site up to date ensures information remains accurate, accessible, and easy for users to understand.

The website has been built using WordPress with the StartAce theme, chosen for its clean layout, flexibility, and ease of use. Pages are edited using a visual page builder, allowing content to be updated in a simple and intuitive way. This guide can be used by any member of the NBAP team as a step-by-step reference to maintain a consistent, professional, and user-friendly website.

Attached is a link to a very useful video on how to edit your website in wordpress, <https://www.youtube.com/watch?v=zBpuKybGUfs&t=302s>



Theme & Page Editing

The website uses the StartAce WordPress theme, which provides a clean layout and flexible editing options.

To edit page content:

Log in to the WordPress dashboard

Select Pages from the left-hand menu

Choose the page you wish to update

Click Edit with Elementor

Elementor allows you to edit text, images, buttons, and layouts visually, without coding.

Adding New Pages

To add a new page:

From the dashboard, click Pages

Select Add New

Enter a page title and click Publish

Click Edit with Elementor to add content

Once created, the page can be added to the navigation menu.

Editing Text

To edit text on any page:

Open the page using Edit with Elementor

Click directly on the text you want to change

Type or paste your new content

Use the text settings to adjust headings, size, or alignment

Keep language clear and simple to maintain accessibility.

Adding Images

To add or change images:

Open the page with Edit with Elementor

Click the image you want to replace

Select Choose Image

Upload a new image or select one from the Media Library

Images should be clear, friendly, and representative of the community.

Adding Videos

To add a video:

Open the page with Edit with Elementor

Drag the Video widget into the page

Paste the video link (YouTube, Vimeo, etc.)

Adjust size and placement as needed

Videos can also be added from the Media Library if hosted locally.

Editing the Header

To update the header:

From the dashboard, go to Appearance

Select Customise

Choose Header

Here you can:

Update the logo

Edit navigation layout

Adjust colours or styling

Changes will appear across the entire site.

Editing the Footer

To edit the footer:

Go to Appearance → Customise

Select Footer or Widgets

Edit text such as contact details, aim statement, or links

The footer is a good place for:

Contact information

Accessibility statements

NBAP's mission or aim

Navigation menu

To edit the navigation bar:

Go to Appearance → Menus

Add or remove pages

Reorder menu items by dragging

Click Save Menu

Keep navigation clear and minimal to support ease of use.

Buttons & Links

To edit a button:

Open the page with Edit with Elementor

Click the button

Update the text or link in the settings panel

Buttons should use clear calls to action such as Read more, Get help, or Contact us.

Forms (Referral / Contact)

To update a form:

Open the page containing the form in Elementor

Click the form element

Edit labels, dropdown options, or messages

Ensure forms remain simple and easy to understand.

Social Media Links

To update social media links:

Go to Appearance → Customise

Select Social Media

Add or edit Facebook links

These links can appear in the header or footer.

Mobile View

The website is fully responsive.

To preview mobile layout:

Use the mobile/tablet icons in Elementor

Adjust spacing or text size if needed

All changes apply to both desktop and mobile views.

Best Practice

Use plain English

Keep paragraphs short

Avoid jargon

Regularly check links

Update content when services or contact details change

Support

If further changes or technical support are required, it is recommended to contact the website developer or a WordPress administrator.

