# User tutorial. **WORDPRESS**

mirage

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## **Wordpress Admin Panel**

Log into talentcentral.ac.nz/wp-admin

### • Step 1

Go to Media and ADD NEW. Upload the new PDF.



Select the File URL copy and save that link for later (step 4)



**Click Edit more details** 

# mirage

Scroll to the AIOSEO panel and disable Use Default Settings

AIOSEO Settings						
General	Social	Schema	Link Assistant	Redirects	Advanced	
			Use Default S	ettings		
Robots Se	etting		- Ose Dendare S	ettings		

New options will appear, select No Index and save the changes.

AIOSEO Settings	í.							~ Y	
General	Social	Schema	Link Assistant	Redirects	Advanced	_			
Robots Sett	ing		Use Default	Settings					
			Robots meta:						
			No Index	No F	ollow	No Archive	No Translate		
			No Image Index	No S	nippet	No ODP			
			Max Snippet M	ax Video Preview	Max Image Pr	eview			
			-1	-1	Large	~			

### • Step 2

Go to this page https://www.talentcentral.ac.nz/employment-and-training-opportunities/

### • Step 3

In the top black nav click "edit with WPBakery"

Step 4 nover the button and click the	номе	Button Settings General Custom color Design Options	۰_	
eplace the URL with the link opied on step 2		BUTTON	Unk	
Step 5 Jpdate	ent an Iortun	Download Predefined button color	Silvetung https://www.talentcentrala.c.nz/wp- content/uploads/2022/04/Employment- and:Training-Opportunities-via-Talent- Central.pdf_blank Button size	
Backend Editor Update X	E / EMPLOYMENT AND TRAINING OPPO	Primary color	Large V	
	oyment and T Opportunitie	Button shape		
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