



User tutorial.

WORDPRESS

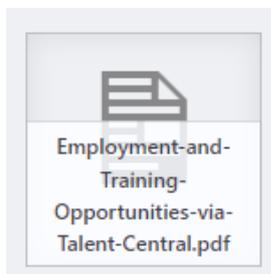
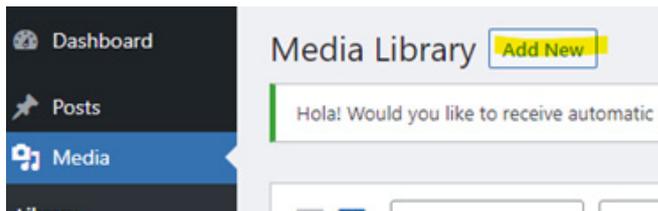
mirage

Wordpress Admin Panel

Log into talentcentral.ac.nz/wp-admin

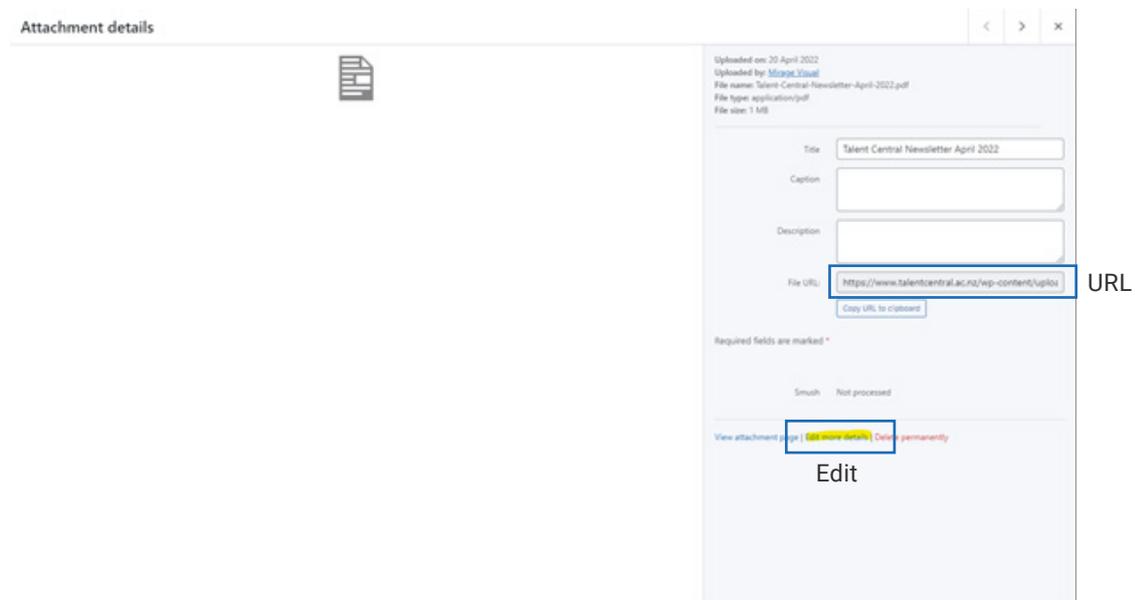
• **Step 1**

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



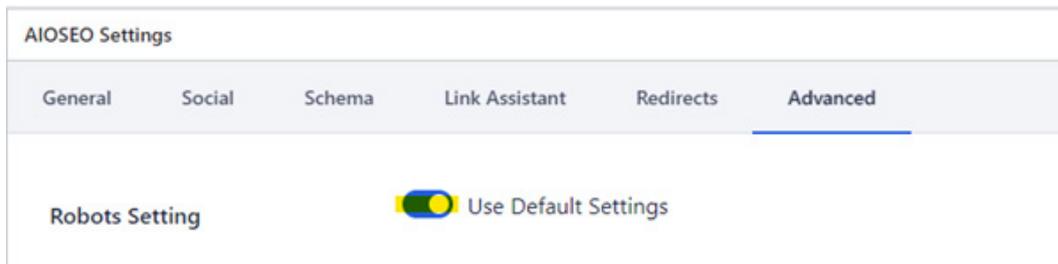
Click the thumbnail of the document you just uploaded

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

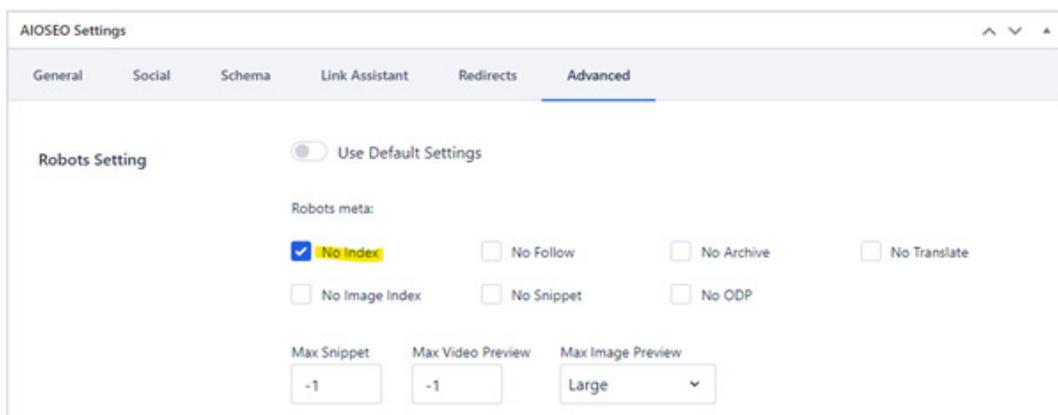


Click Edit more details

Scroll to the AIOSEO panel and disable Use Default Settings



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



• **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**

hover the button and click the pencil icon on the green box. Replace the URL with the link copied on step 2

• **Step 5**

Update

