

How to update Wordpress and Plugins:

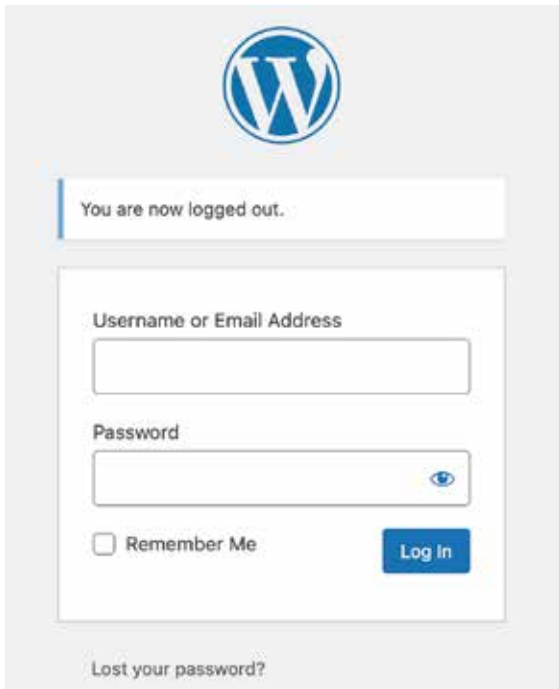
Step 1 - Logging into your website.

Login into the 'Dashboard' of the website using the detail below...

URL = **https://www.yourwebsiteurl/wp-admin**

Username = **Your username**

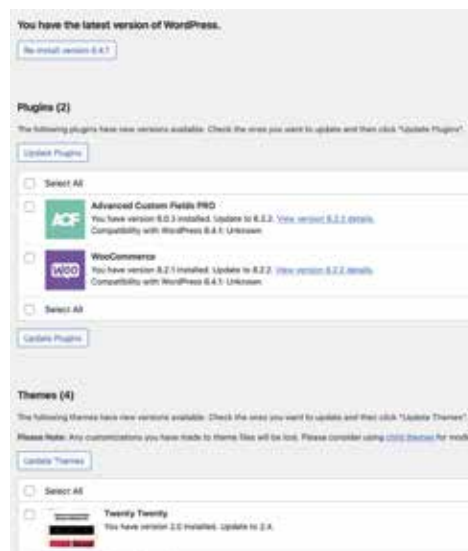
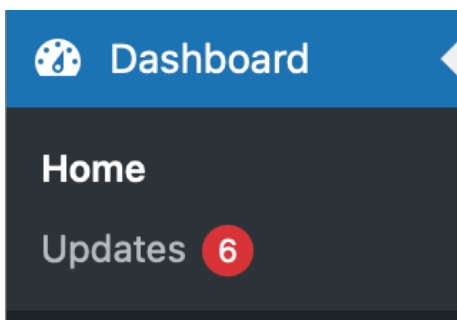
Password = **Your password**



Step 2 - Updating Wordpress.

To update Wordpress (and all plugins): Using the navigation, locate and click on 'Updates'
Any updates to Wordpress will appear here. You can also reinstall the latest version if needed - although I've never had to in 9 years!!

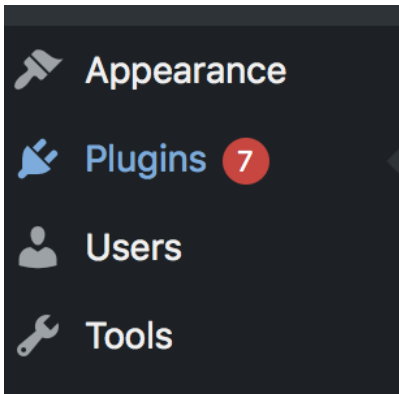
You can update all of your plugins and themes here too using the bulk method. Simply click all/some of the items you want updated and click the relevant 'Update' button under each. You can also update just the plugins - see next step....



Step 3 - Updating Plugins.

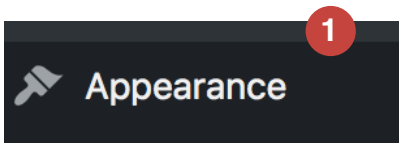
To update each plugin separately or to remove a plugin, using the navigation menu locate 'Plugins'. To update simply click the 'Update Now' button for each or all of the plugins you want to update (or use the bulk method in previous step). You can click all of the plugins at once but do not leave the page until all have turned green and have completed.

To **deactivate**, **delete** or for some plugins, update the **settings** (you shouldn't need to do this), click on the relevant words underneath the plugin details.



Step 4 - Updating the theme.

From time to time you may also need to update the Theme. If an update is available you'll see a number in a red circle next to 'Appearance' on the dashboard menu. Follow the onscreen instructions. You may need to update plugins after this process if prompted.



Should you not regularly carry out updates your site may experience display issues and require our intervention. Web development work will be charged at the current hourly rate (£65ph).

If you see a warning regarding your PHP version please let us know as this needs to be updated at server level and not through the Wordpress dashboard.

We do offer tailor made support packages to carry out updates and plugins for you, along with any other technical support you may require. Packages start from just £99 per month. Please do ask if you'd like more information on this.