How to Edit Text & Images on Your Website

A simple guide for making everyday updates

www.wisestart.co.nz

This guide shows you how to safely update wording and photos on your website without affecting the overall design.

(Your site may be built on a platform such as Wix, but the steps below work in a similar way across most website editors.)

Open the Website Editor

1. Log in to your website dashboard
2. Click **Edit Site** or **Website → Edit**
3. The visual editor will open, showing your real website layout

You are now in editing mode — changes are not live yet.

How to Edit Text

1. Click directly on the text you want to change
2. A text box and formatting menu will appear
3. Type your new wording
4. Use the formatting tools if needed: **Bold**; **Headings**; **Alignment**; **Bullet points**

Tip: Keep headings short and clear. Long paragraphs are harder to read on mobile.

How to Replace an Image

1. Click on the image you want to change
2. Select **Change Image**
3. Upload a new image from your device or choose one from your media library
4. Click **Confirm/Apply**

Important Image Tips

- Use clear, high-quality photos
- Avoid blurry screenshots
- File types: JPG or PNG work best
- Ideal size: Under 1MB if possible (large files can slow your site)

How to Add a New Image Section

1. Click **Add** (usually in the side menu)
2. Choose **Image** or **Gallery**
3. Drag it into position on the page
4. Upload your photo

Try to keep spacing consistent so the page stays balanced.

Editing Text Over Images (Banners)

1. Click the text sitting on top of the image
2. Edit wording as normal
3. Keep text short so it looks good on mobile
4. Make sure the text is easy to read and not blending into the background

Undo Is Your Friend

- Use the **Undo** button (usually in the top menu)
- You can step back through recent changes

This makes it safe to try things without worrying.

Preview Before Publishing

1. Click **Preview**
2. Check: Spelling; Spacing; Image alignment; Mobile view

If everything looks good, exit preview.

Publish Your Changes

- Click **Publish**
- Your updates are now live on your website

Note: If you leave without publishing, your changes will not be visible to visitors.

Common Mistakes to Avoid

• Stretching images too large (they go blurry)
• Using too many different fonts
• Writing very long blocks of text
• Uploading photos straight from social media (low quality)

When to Ask for Help

Contact your website designer if you want to:

• Move large sections around
• Change layout or design style
• Add new features or pages
• Fix spacing that won't adjust properly

You can safely update text and images anytime. These small changes keep your website fresh, current, and professional.

Need Help or Ongoing Support?

Contact Wise Start for assistance, training, or ongoing management.

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Let's keep your online presence strong and effective!