

Managing Pages on the Volusia Innovation Hub Website



WordPress + Elementor Pro • Step-by-step instructions for creating pages, editing content, adding links, and managing images

SYSTEM

WordPress + Elementor Pro

SITE

volusiainnovationhub.com

REVISED

July 2026

PURPOSE

This job aid provides step-by-step instructions for managing content on the Volusia Innovation Hub website (volusiainnovationhub.com), which is built on WordPress using the **Elementor Pro** page builder. It covers four common tasks: **creating a new page**, **editing an existing page**, **creating links**, and **uploading or swapping images**. Follow these steps in order. Contact the Volusia County Community Information web team if you encounter issues not covered here.

BEFORE YOU BEGIN

You must have a WordPress login with **Editor** or **Administrator** access. Your login URL is: **volusiainnovationhub.com/wp-admin**. Contact the web team if you do not have login credentials.

TASK 1 • CREATE A NEW PAGE

STEP	ACTION	NOTES / TIPS
1	Open a browser and go to volusiainnovationhub.com/wp-admin . Enter your WordPress username and password, then click Log In .	<i>Bookmark this URL. You must have Editor or Administrator access to create pages.</i>
2	In the left-hand admin menu, click Pages , then click Add New Page .	<i>A blank WordPress editor screen will open.</i>
3	Click in the Add title field at the top of the page and type your page title.	<i>Use plain-language titles. Example: LaunchPad Program FAQ – not LPfaq_v2.</i>
4	Click the blue Edit with Elementor button near the top of the screen.	<i>The Elementor editor will open. The left panel contains widgets and settings; the right side is your live canvas.</i>
5	Click the + (plus) icon on the canvas to add a new section. Choose a column layout (e.g., one column, two columns).	<i>Each section is a horizontal row on the page. Most Innovation Hub pages use single-column sections for main content.</i>
6	From the left panel, drag a widget (e.g., Heading, Text Editor, Image, Button) and drop it into your section on the canvas.	<i>Type widget names in the search bar at the top of the left panel to find them quickly.</i>
7	Click on any widget you have placed to select it. Edit its content and settings in the left panel.	<i>Changes appear on the canvas in real time.</i>

TASK 1 • CREATE A NEW PAGE

STEP	ACTION	NOTES / TIPS
8	When the page is ready, click the green Publish button at the bottom of the left panel, then click Publish again in the confirmation prompt.	<i>The page will go live immediately. Copy and save the page URL for your records.</i>

TASK 2 • EDIT AN EXISTING PAGE

STEP	ACTION	NOTES / TIPS
1	Log in to volusiainnovationhub.com/wp-admin using your credentials.	
2	In the left-hand admin menu, click Pages , then All Pages .	<i>You will see a list of all pages on the site.</i>
3	Locate the page you want to edit. Hover over its title and click Edit with Elementor .	<i>Tip: You can also go directly to the live page, then click Edit with Elementor in the black admin toolbar at the very top of the browser.</i>
4	The Elementor editor opens. Click on any element on the canvas that you want to change.	<i>A blue border will appear around the selected element, and its settings will load in the left panel.</i>
5	Make your changes in the left panel (text, images, colors, spacing, links). All edits preview live on the canvas.	<i>If you accidentally change something, press Ctrl + Z to undo.</i>
6	To move a section or widget, hover over it until the six-dot move icon appears, then drag it to a new position.	<i>Right-click any element for options including Duplicate, Copy, or Delete.</i>
7	When all edits are complete, click the green Update button at the bottom of the left panel.	<i>Changes go live immediately on the site. Always verify by visiting the page in a new browser tab.</i>

TASK 3 • CREATE LINKS

STEP	ACTION	NOTES / TIPS
1	In the Elementor editor, click on the widget where you want to add a link (e.g., a Heading, Text Editor, Button, or Image widget).	
2	For text links: In the Text Editor widget, highlight the word or phrase you want to link. Click the chain-link icon in the text toolbar that appears.	<i>A URL input box will appear above the selected text.</i>
3	Type or paste the destination URL into the link field. For internal pages, type the full URL (e.g., https://volusiainnovationhub.com/apply-now). Press Enter to apply.	<i>Always use the full URL beginning with https:// – never just /apply-now alone.</i>
4	For button links: Click your Button widget. In the left panel under the Content tab, locate the Link field. Enter the destination URL.	<i>For external sites, click the gear icon next to the URL field and set Open in new tab to ON.</i>

TASK 3 • CREATE LINKS

STEP	ACTION	NOTES / TIPS
5	For image links: Click your Image widget. In the left panel under Content, find the Link field. Select Custom URL from the dropdown, then enter the URL.	<i>Image links should include descriptive Alt Text for Section 508 compliance.</i>
6	Click Update to save all changes and publish them to the live site.	<i>Test every link after publishing by clicking it on the live page.</i>

TASK 4 • UPLOAD OR SWAP OUT IMAGES

STEP	ACTION	NOTES / TIPS
1	In the Elementor editor, click on the Image widget where you want to add or replace an image.	<i>To add a new image to a blank area, drag the Image widget from the left panel onto the canvas first.</i>
2	In the left panel under the Content tab, click the image thumbnail (or the Choose Image button if the widget is empty).	<i>The WordPress Media Library will open.</i>
3	To upload a new image: Click the Upload Files tab at the top of the Media Library. Drag your image file into the window, or click Select Files to browse your computer.	<i>Supported formats: JPG, PNG, GIF, SVG, WebP. Keep file sizes under 500 KB where possible for fast page load.</i>
4	To swap an existing image: In the Media Library, locate your replacement image. Click it to select it, then click the Insert Media button at the bottom right.	<i>The new image replaces the old one at the same position on the canvas.</i>
5	After selecting your image, scroll down in the left panel to find the Alt Text field. Type a clear, descriptive label for the image.	<i>Alt text is required for Section 508 accessibility compliance. Example: LaunchPad Volusia participants at the June 2026 pitch event.</i>
6	Adjust image size, alignment, or styling in the left panel under the Style and Advanced tabs as needed.	<i>Use the Image Size dropdown to select a pre-defined size, or set a custom width. Avoid stretching images beyond their original dimensions.</i>
7	Click the green Update button at the bottom of the left panel to publish changes to the live site.	<i>Verify the image appears correctly by viewing the live page in a new browser tab.</i>

ACCESSIBILITY REQUIREMENT – SECTION 508 & ADA

All images must include descriptive **Alt Text**. All links must use descriptive anchor text — for example, “**View LaunchPad Program Details**”, not “**Click here.**” These practices are required for Section 508 and ADA compliance.

IMPORTANT – PLUGINS & THEME

Do **not** install new WordPress plugins or modify the site theme without approval from the Volusia County web team. Unauthorized changes may break site functionality.

QUESTIONS OR SUPPORT

Contact the **Heather Edwards, Business Specialist** — Volusia County Economic Development at **HEdwards@volusia.org** or by phone at 386-248-8048 for WordPress access issues, plugin questions, or site-wide design changes.