

**Department: All stores****Last Updated: 1/27/17****Subject: Website Updates via Wordpress****HID #:**  
.....**Purpose:** To update the menus on the website according to menu changes within the store.**Responsibility:** The GM is responsible for updating the website during a menu change.**Process:**

- Login to Wordpress with your specific URL & Login & Password, provided by PPM
- Go to "Pages" on the left-hand side
- Navigate to the desired menu you are needing to update/change
- Make all edits in the live body text fields, click "update" on the right-hand side at the top
- Delete .pdf attachment and upload the new .pdf attachment

**Special Circumstances:**

- If your menu has multiple menus per page (three on a page, two on a page etc...) use the following steps to upload only one menu from the sheet
  - When you have the file open, go to File>Document Setup and change the width of the menu to only be 1/2 or 1/3 (for example) of what it currently is; this will require some basic math
    - i.e. If you have 3 menus on an 8.5 x 11 sheet of paper and it's horizontal, you need to change the width to be about 3.75 so that only part of the menu is going to be exported. Click "OK"
    - You will notice that only 1/3 of the page will be the new document size, in this example, so now you have one menu to export as a .pdf for Wordpress
  - Once you change the document size, DO NOT "Save" ONLY "Export" as a .pdf format into your "Web" folder so that you know it is only for the website
  - After you have an exported .pdf of only one of your menus in the Web folder, then "Undo" the document setup and it will include all three columns (in this example) of your original document for printing purposes