

# Crear o Editar Banners en WordPress

Scribe 

Este manual te guiará paso a paso para agregar o modificar banners en el sitio web de Alliant Power México.

## 1 Ingresar a WordPress

- Abre tu navegador y entra a: <https://www.alliantpower.com.mx/wp-admin>
- Ingresa con:
  - **Usuario/correo:** antonio.fidalgo@alliantpower.com.mx
  - **Contraseña:** AlliantPower2025!
- Haz clic en **Acceder**.



## 2 Acceder a la sección de Banners

- En el menú lateral izquierdo, busca la opción **Banners** y haz clic.

The screenshot shows the Hello Biz dashboard. On the left sidebar, the 'Banners' option is highlighted with a red circle. The main content area displays a welcome message: 'Welcome to Hello Biz! Here you'll find links to some site settings that will help you set up and get running as soon as possible. With Hello Biz you'll find creating your website is a breeze.' Below this is a 'Begin Setup' button. In the center, there's a 'All Banners' section with a sub-section for 'Add New Banner'. A progress bar indicates 'Paso 2 de 5' (Step 2 of 5) with the message: '¡Casi has terminado! Una vez termines la configuración de tu tienda puedes empezar a recibir pedidos.' At the bottom of this section is a 'Empieza a vender' button. To the right, there's a 'Borrador rápido' sidebar with fields for 'Título' and 'Contenido'.

## 3 Agregar un nuevo banner

- En la parte superior, haz clic en **Add New Banner**.

The screenshot shows the 'Add New Banner' page. The 'Banners' tab is selected in the top navigation bar. The main content area includes a welcome message and a 'Begin Setup' button. Below this is a preview area showing several banners, including one for 'ALL NATURAL & FRESH PRESSED JUICES'. At the bottom, there's a table listing five banners with columns for 'Título', 'Publicac.', and 'Fecha'. The table rows are:

Título	Publicac.	Fecha
Cummins	11/09/2	
Mercedes Benz	11/09/2	
Caterpillar	11/09/2	
Detroit Diesel	11/09/2	
Navistar	11/09/2	

## 4 Editar un banner existente

- Coloca el mouse sobre un banner ya creado.
- Haz clic en **Editar** para modificarlo.

The screenshot shows the Hello+ plugin's dashboard. On the left, a sidebar lists various modules: Maps, Banners (selected), All Banners, Promociones, Puestos, WhatsApp Button, WooCommerce, Productos, Pagos, Análisis, Mercadeo, Elementor, Plantillas, Hello Biz, Apariencia, and Plugins (with a red notification badge showing 6). The main area is titled 'Banners' and shows a 'Begin Setup' button with a note: 'By clicking "Begin setup" I agree to install and activate the Hello+ plugin.' Below this, a list of banners is displayed under 'Todos (5) | Publicadas (5)'. The first item, 'Cummins', has its name highlighted with an orange circle. It includes links for 'Editar', 'Edición rápida', 'Papelera', and 'Ver'. Other banners listed are Mercedes Benz, Caterpillar, Detroit Diesel, and Navistar. There are also dropdown filters for 'Título' and 'Acciones en lote'.

## 5 Título del banner

- Escribe o modifica el **título** que aparecerá en el banner.

The screenshot shows the Cummins Banner editor interface. At the top, there's a toolbar with icons for back, forward, and search. The title bar says "Cummins - Banner" and "Ctrl+K". On the right, a sidebar lists "Banner" and "Bloq" sections, with "Cummins" selected. Below the sidebar, there are sections for "Estado" (Published), "Publicar", "Slug", and "Plantilla". A "Move" button is at the bottom of the sidebar. The main area has a placeholder "Teclea / para elegir un bloque" with a plus sign icon. Below it, there's a "Meta Banners" section with fields for "Texto Botón" (with "Más información") and "Link Botón" (with a placeholder icon). There's also a "Imagen de fondo" section with a recommended size of 1290 x 600 px, which currently displays an image of a red truck engine component.

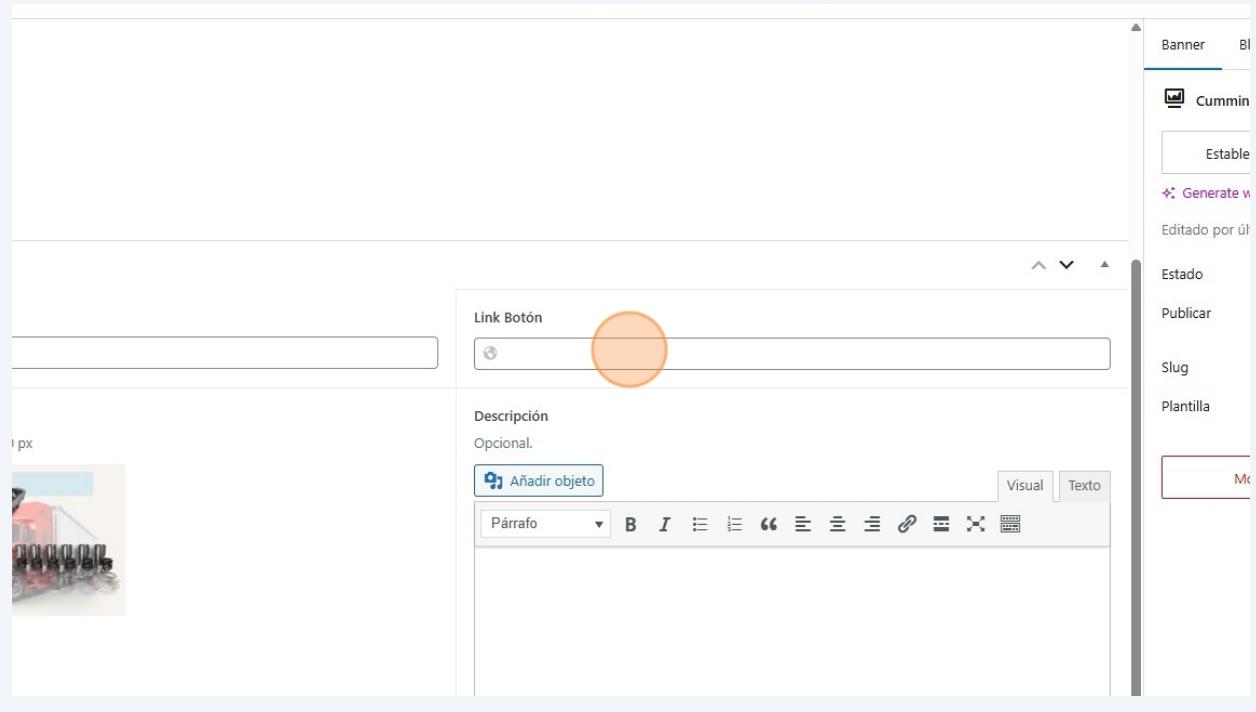
## 6 Texto del botón

- En el apartado correspondiente, pega o escribe el **texto que llevará el botón** del banner.

This screenshot shows the Cummins Banner editor with the "Texto Botón" field highlighted by a yellow oval. The "Link Botón" field is also visible. The "Imagen de fondo" section shows a red truck engine component. The right side of the screen features a rich text editor toolbar with buttons for Párrafo, Bold, Italic, Underline, and other text styling options. The overall layout is identical to the previous screenshot but focuses on the button text input field.

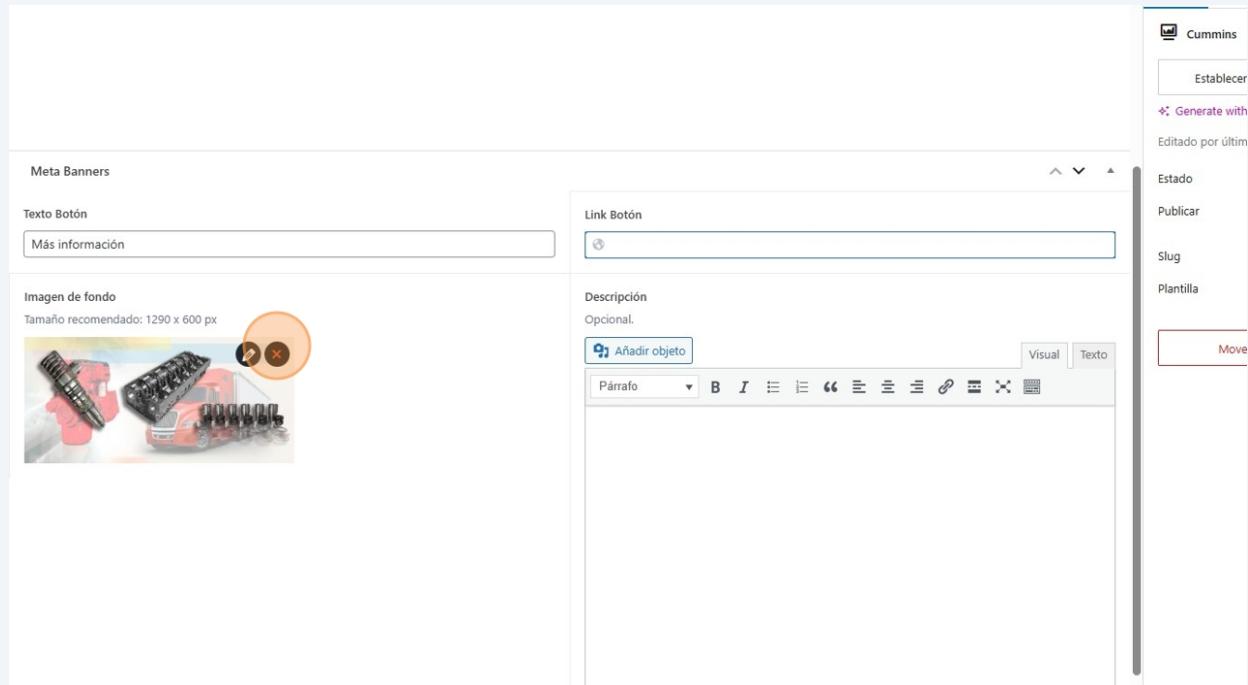
## 7 Enlace del botón

- Agrega el **link o URL** de la página a la que quieras dirigir al hacer clic en el botón.

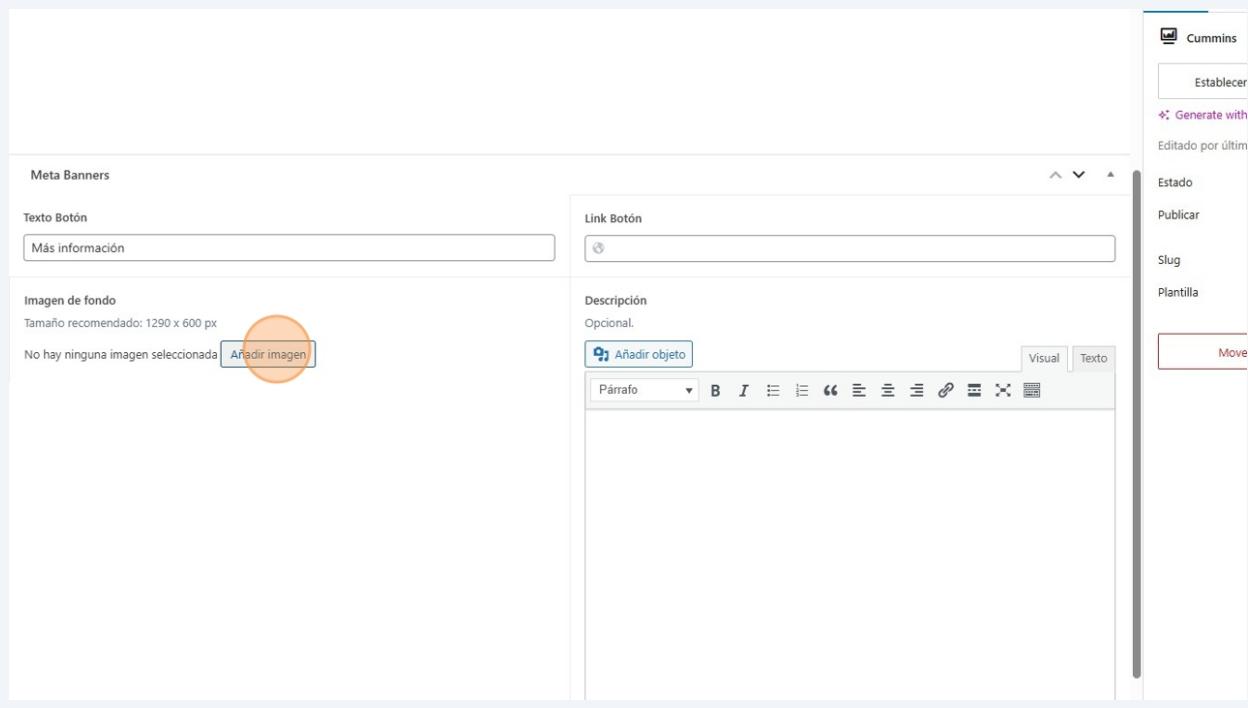


## 8 Imagen principal del banner

- Para cambiar la imagen:
  - Primero elimina la que ya está cargada.

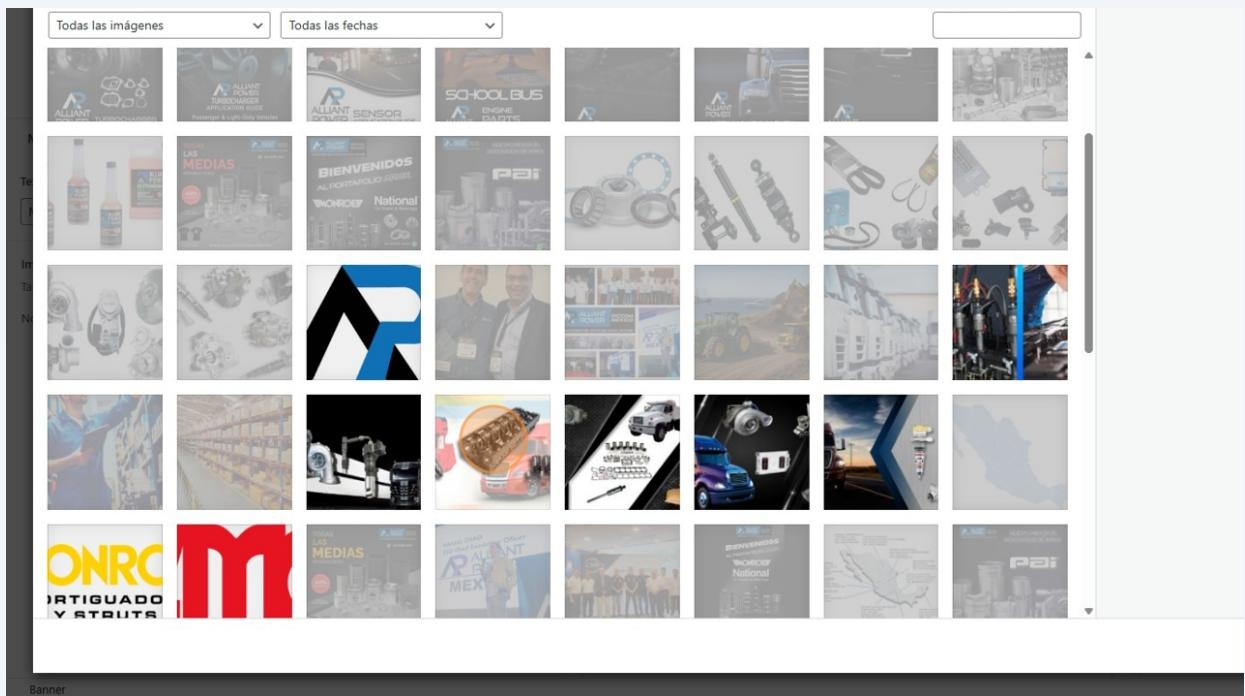


## 9 • Si no hay ninguna, haz clic en Añadir imagen.



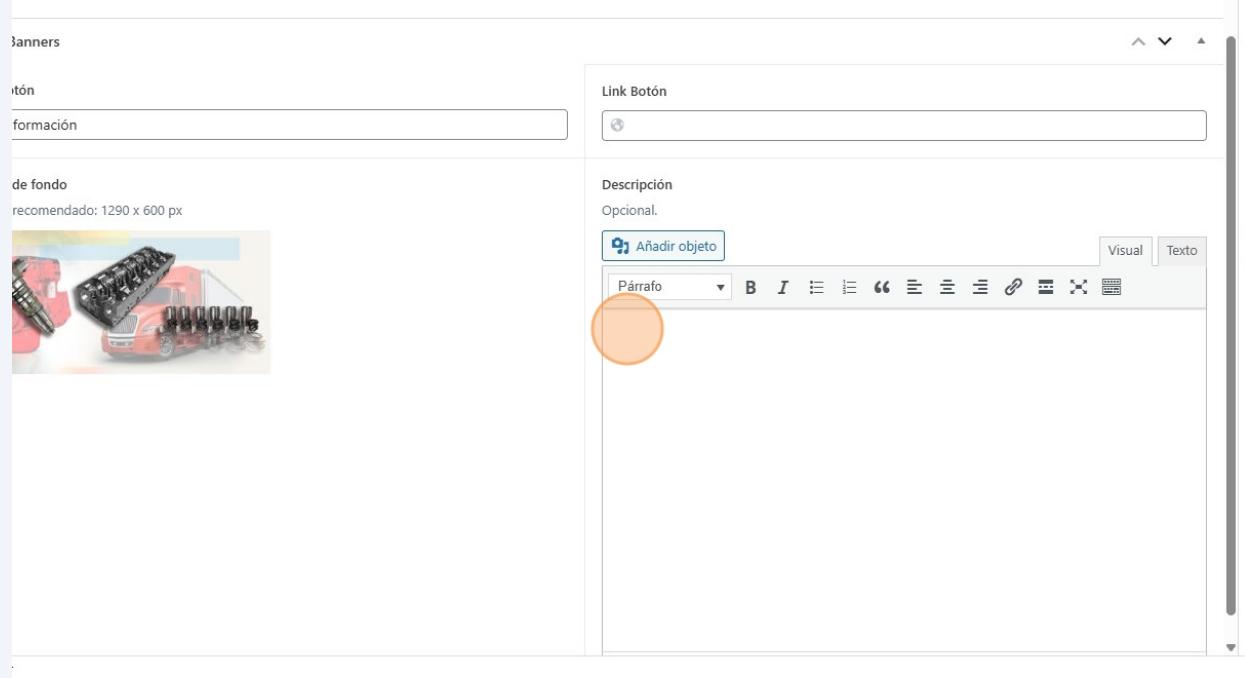
## 10 Biblioteca de medios

- Se abrirá la **Biblioteca de medios** del sitio.
- Aquí puedes:
  - Seleccionar una imagen ya existente.
  - O subir una nueva desde tu computadora.



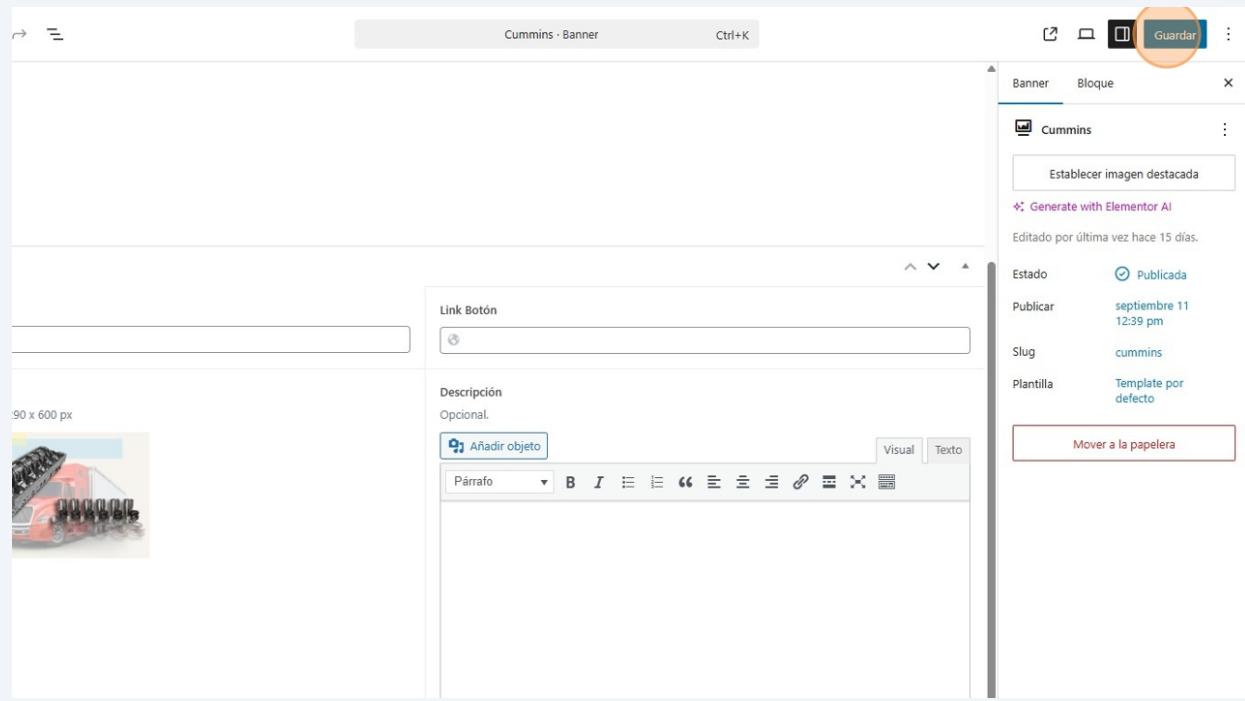
## 11 Descripción del banner (opcional)

- Si deseas añadir una **descripción**, escríbela en el apartado correspondiente.



## 12 Guardar cambios

- Una vez listo, haz clic en **Guardar**.



## 13 Verificar en la página de inicio

- Entra a la **página de Inicio** del sitio web.
- Revisa que el banner aparezca correctamente y que el texto, botón, enlace e imagen se muestren bien.

