

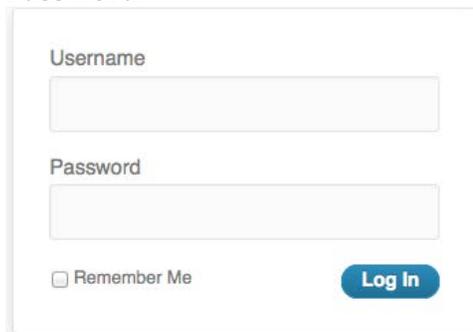
Adding/Editing Pages in WordPress

Pages and Posts make up the bulk of a WordPress site. For basic use, the difference between the two types of data is conceptual. Pages are used to present static information that does not often change. Posts are used to present data that is timely. For example, your contact information does not change very often, so you would want to put that information on a Page. However, a summary of a recent conference is pertinent now but a year from now may not be as interesting, so this information would be presented as a Post.

Logging In

You must be logged in to perform edits to the site contents. To log in, follow these steps:

1. Type the following in your browser's location bar: <http://yourURL/wp-admin>
2. When the page loads, you will see a login box with space for a Username and Password.

A screenshot of the WordPress login form. It features two text input fields: the top one is labeled "Username" and the bottom one is labeled "Password". Below the password field is a checkbox labeled "Remember Me". To the right of the checkbox is a blue button with the text "Log In" in white.

3. Enter the required information and click the "Log In" button. If you need a login, contact OET or any of the site Administrators in your group.
4. You will be taken to your Dashboard where you can perform any administrative functions. The rest of this document will describe how to make many common edits to the site.

Creating Pages

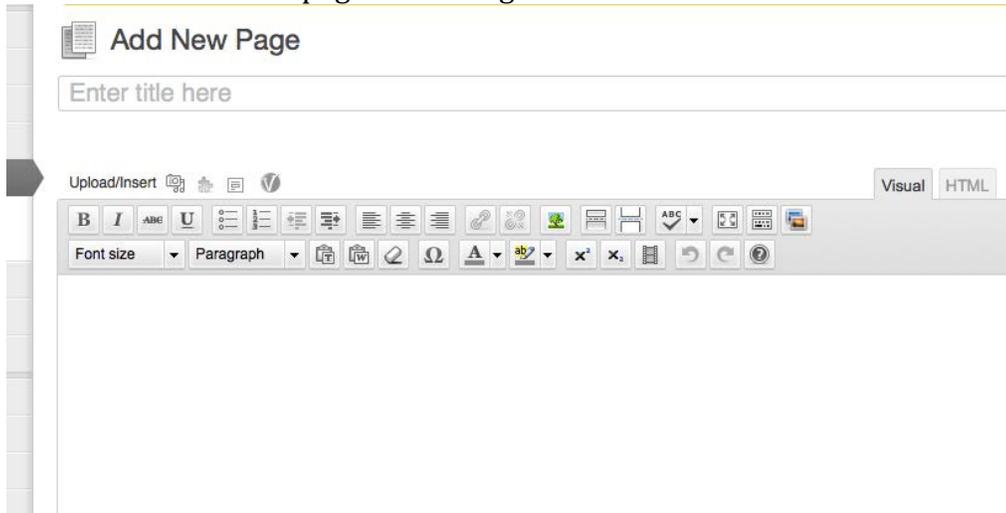
1. After logging in, locate the Pages item in the left menu of the Dashboard and click on it.



2. In the page that loads, you will see a list of all the Pages that make up your site.
3. Near the top of the page, you will see the page title "Pages". Click on the "Add New" button next to the title.

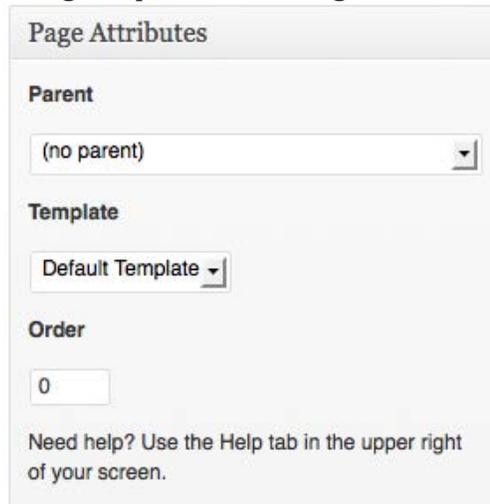


4. This will load a blank page for editing.



- a. In the first text box, enter the title you would like for this page.
- b. In the large box, you can enter the content for the page. See the section on Content Editing for how to use the content box.

5. When you have entered your content, you need to set some page attributes using the panel on the right side of the page.



Page Attributes

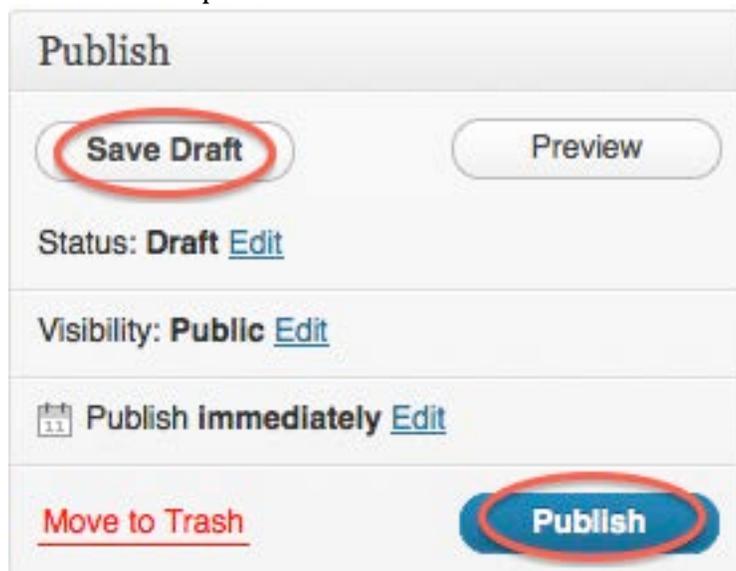
Parent
(no parent) ▾

Template
Default Template ▾

Order
0

Need help? Use the Help tab in the upper right of your screen.

- a. The Parent drop down allows you to make this page a child of another page. This is useful for organizing the page listing on the previous screen. It would also aid in construction of the menu if we were not using a custom menu.
 - b. The Template drop down allows you to pick a template design for the page. The template controls which sub menu will appear on the page: Undergraduate, Prospective Graduate, Current Graduate, Faculty or Alumni.
6. When you have set your attributes click the “Publish” or “Save Draft” button in the Publish panel.



Publish

Save Draft Preview

Status: **Draft** [Edit](#)

Visibility: **Public** [Edit](#)

 **Publish immediately** [Edit](#)

[Move to Trash](#) **Publish**

- a. Save Draft – use this option if you want other admins to preview/edit the page before it is published.

- b. Publish – use this option when you are ready for the worlds to see the page.

Creating Posts

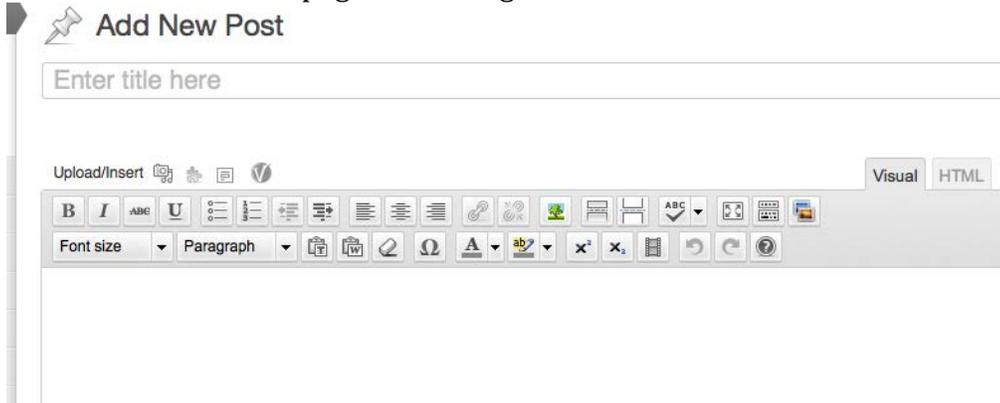
1. After logging in, locate the Posts item in the left menu of your Dashboard, and click on it.



2. In the page that loads, you will see a list of all the Posts in your site.
3. To create a new Post, click on the “Add New” button next to the title of the page.

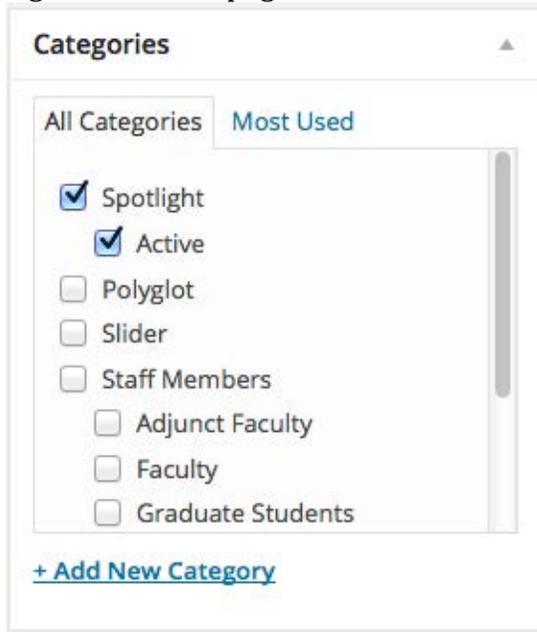


4. This will load a blank page for editing.



- a. In the first text box, enter the title you would like for this page.
- b. In the large box, you can enter the content for the page. See the section on Content Editing for how to use the content box.

- When you have finished entering your content, you need to apply some options to the Post. To accomplish this, locate the Categories panel on the right side of the page.



- In the panel, check the box next to the category that you would like to place this Post in. This is not required but is useful for archiving and searching purposes. Posts can have as many categories as you would like to give them.
- If you would like to further categorize your post, you can use the Tags panel to add a comma-separated list of words to associate with your post.

Editing Content

WordPress allows you to make some design edits to the content. As you are adding content the buttons above the entry field allow you change the appearance of the text.



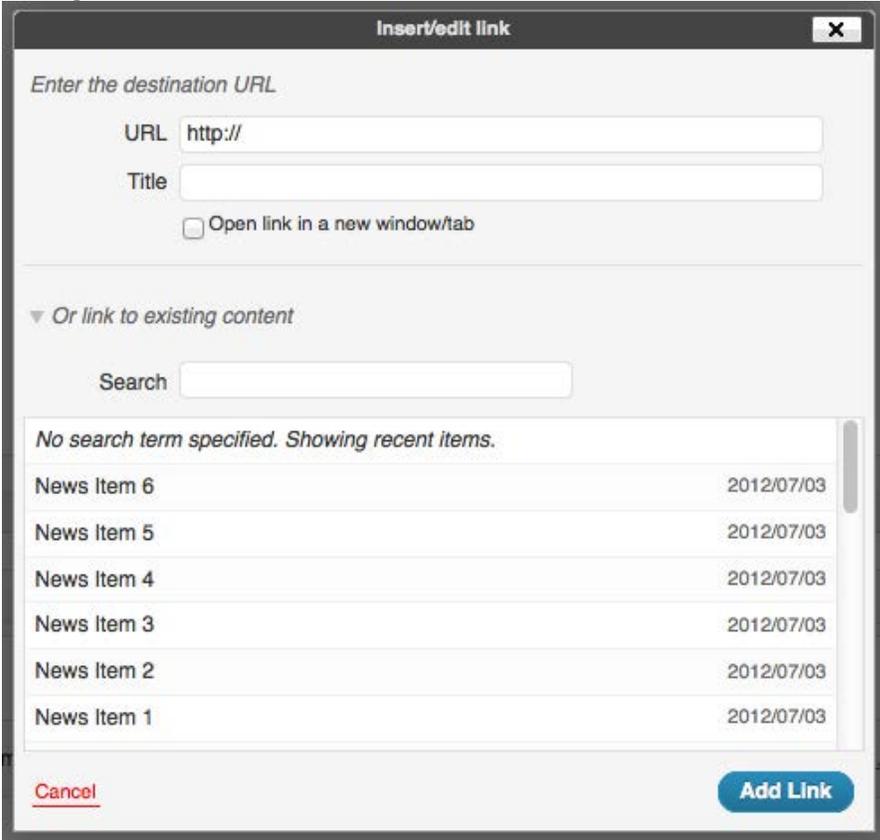
The next section describes how to make common edits to your content.

-  - These buttons allow you to apply style to any highlighted text. They are Bold, Italic, Strikethrough, and Underline in that order.

2.  - These buttons allow you to make lists out of content. The first creates a bulleted list. The second create a numbered list.

3.  - These buttons allow you to horizontally align the text: left, center and right.

4.  - These buttons allow you to link or unlink highlighted text in that order.
- To link, highlight text and click the link button to bring up the link dialog box.



Insert/edit link

Enter the destination URL

URL

Title

Open link in a new window/tab

▼ Or link to existing content

Search

No search term specified. Showing recent items.

News Item 6	2012/07/03
News Item 5	2012/07/03
News Item 4	2012/07/03
News Item 3	2012/07/03
News Item 2	2012/07/03
News Item 1	2012/07/03

[Cancel](#) **Add Link**

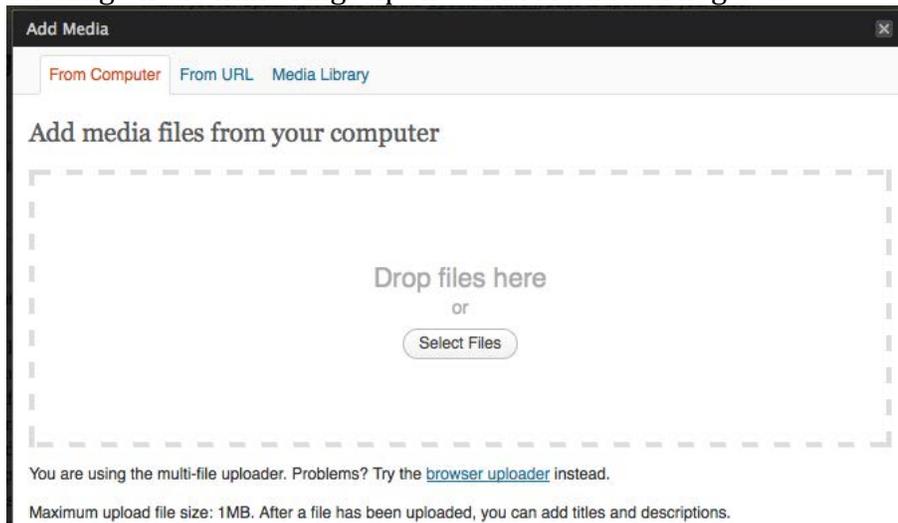
- Use the top section to enter a link to another website.
- Use the bottom page to link to a page within your own site.
- Click "Add Link" when you are finished.
- To remove a link, highlight the linked text.
- Click the broken link button.

5.  - This drop-down allows you to format highlighted text. The template provides formatting for Paragraphs, Heading 1, Heading 2, and Heading 3.

Adding an Image

Upload/Insert  - This button allows you to add an image to your Gallery and insert it into your post.

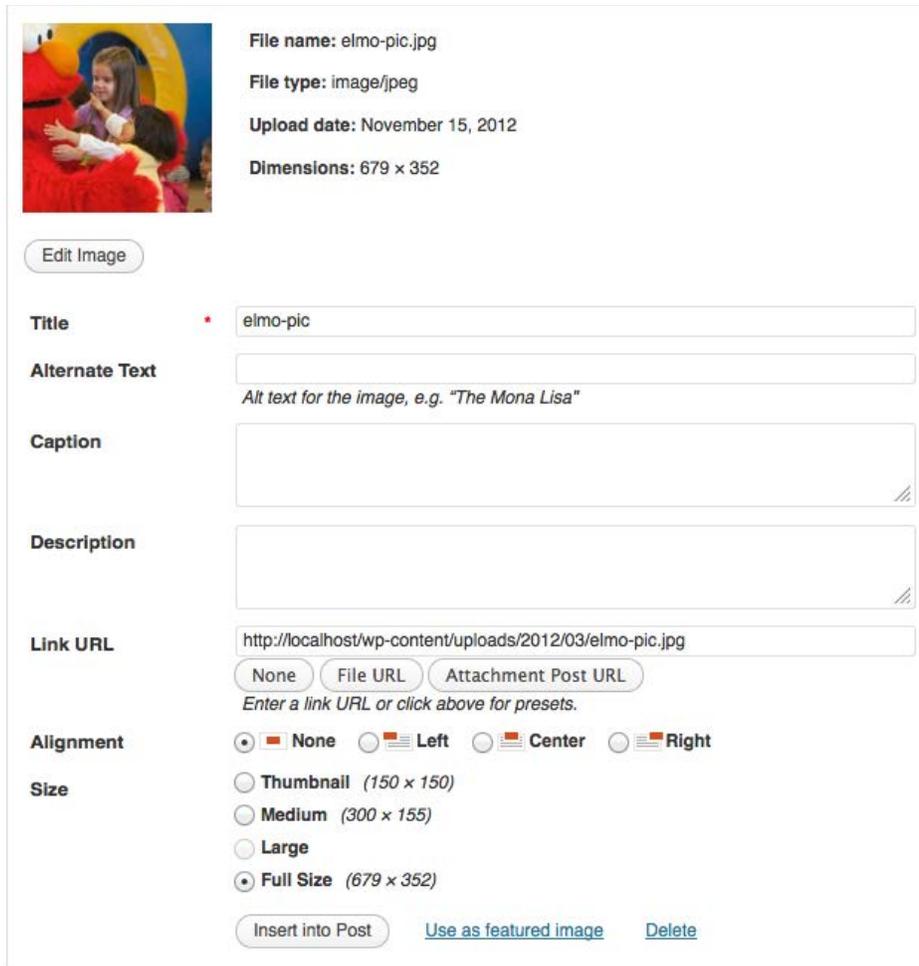
1. Clicking on the link brings up the “Add Media” dialog box.



2. To upload an image, click on the “Select Files” button. You will be presented with a standard Open File dialog.
3. Navigate to the location on your computer where the image you want to insert is stored.
4. Highlight your image, and press the “Open” or “OK” button to upload your file.
5. The file will upload and you will see a thumbnail of the image added below the dotted outline section.



6. Click on the “Show” link to the right of the image name to display the image data.



The screenshot shows the WordPress media editor interface for an image named "elmo-pic.jpg". At the top left is a thumbnail of the image, which depicts a young girl with blonde hair sitting next to a large red Elmo character. To the right of the thumbnail, the following metadata is displayed: "File name: elmo-pic.jpg", "File type: image/jpeg", "Upload date: November 15, 2012", and "Dimensions: 679 x 352". Below the thumbnail is an "Edit Image" button. The main editing area contains several fields: "Title" (with a red asterisk and the value "elmo-pic"), "Alternate Text" (empty), "Caption" (empty), and "Description" (empty). The "Link URL" field contains the path "http://localhost/wp-content/uploads/2012/03/elmo-pic.jpg" and has three radio button options: "None", "File URL", and "Attachment Post URL". Below the link options is the instruction "Enter a link URL or click above for presets." The "Alignment" section has four radio button options: "None", "Left", "Center", and "Right". The "Size" section has four radio button options: "Thumbnail (150 x 150)", "Medium (300 x 155)", "Large", and "Full Size (679 x 352)". At the bottom of the form are three buttons: "Insert into Post", "Use as featured image", and "Delete".

7. Enter a Title to be able to easily identify this picture in your gallery list.
8. Enter Alternative Text to allow screen readers or other assistive technology to describe the image.
9. Ignore the other text fields.
10. Select how you want the image aligned.
11. Select the size you would like.
12. Click the Insert Into Post button and your image will appear in the post.