

Elementary Migration to Wordpress – Pages



1. Logging into your Wordpress Site Admin to the Dashboard
2. Navigating the Dashboard
3. Creating a NEW Page
4. Editing an Existing Page
5. The Toolbar
6. Just Start Typing
7. Copy and Paste
8. Adding a Web Link into your Page
9. Adding a Link to a file into your Page
10. Adding a New Page to the School Menu

1. Logging into your Wordpress School Site

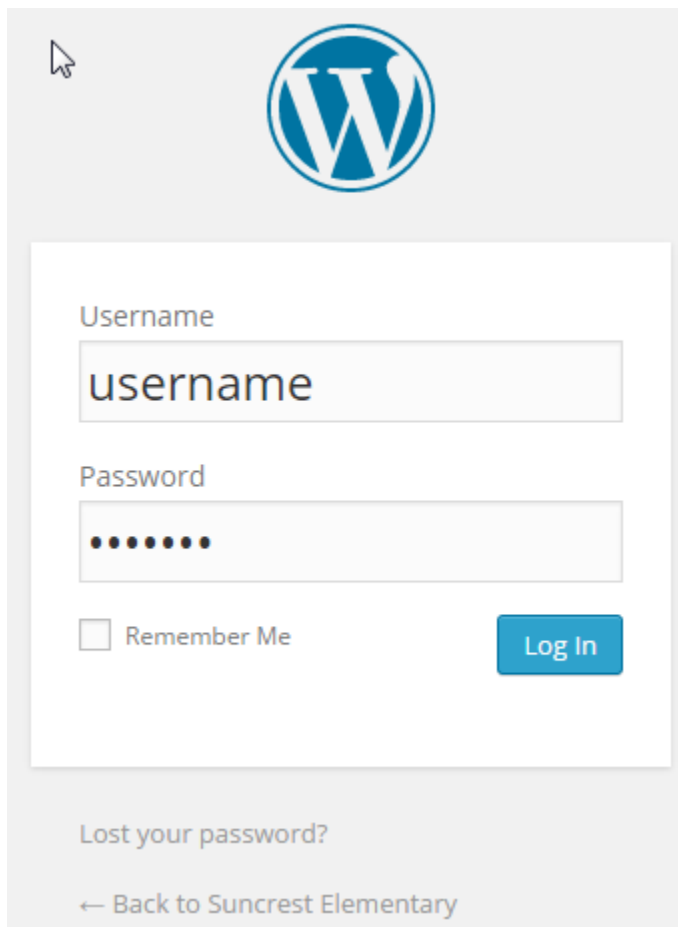
1. Open up your browser. In the address bar, type your test school site address, followed by

/wp-admin

In our example, it would look like this. Then press Enter on the keyboard to go to the log in window.

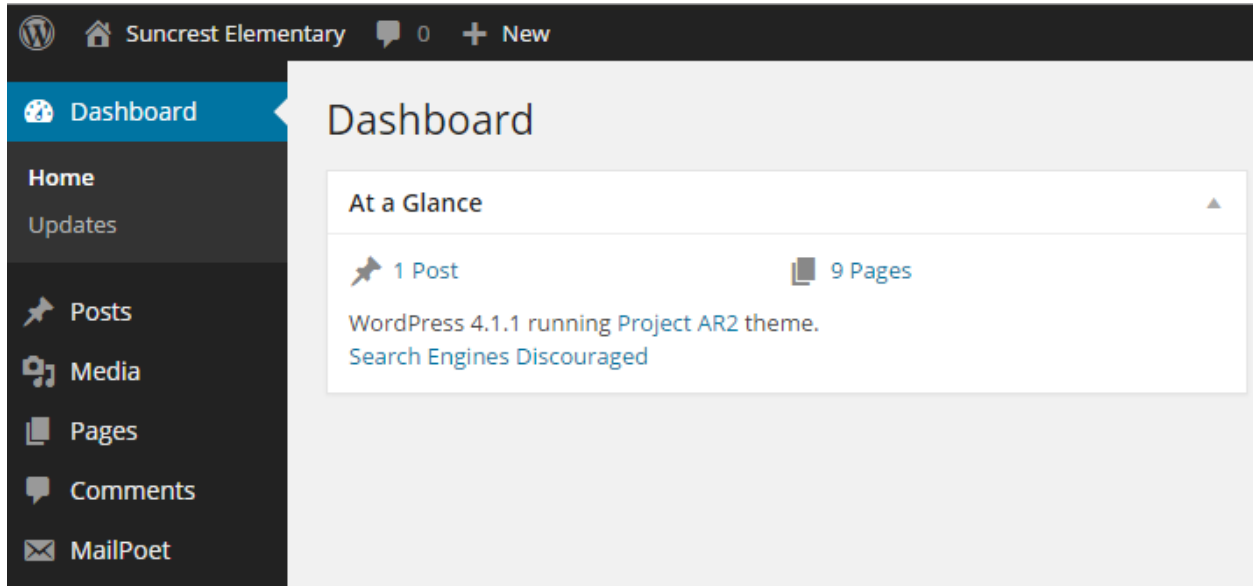


2. Enter your username and password that was provided to you. Then press the Log In button.

A screenshot of the WordPress login interface. At the top center is the WordPress logo. Below it is a white login box with a light gray border. Inside the box, there are two text input fields: the first is labeled "Username" and contains the text "username"; the second is labeled "Password" and contains seven black dots. Below the password field is a checkbox labeled "Remember Me" which is currently unchecked. To the right of the checkbox is a blue button with the text "Log In". Below the login box, there is a link that says "Lost your password?" and a link with a left-pointing arrow that says "Back to Suncrest Elementary".

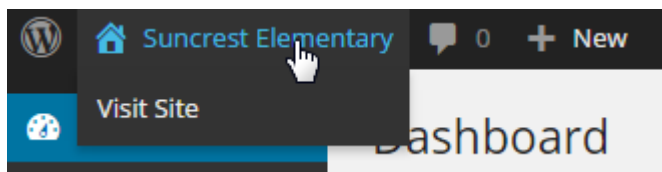
2. Navigating the Dashboard

Once logged in you will access the backend of Wordpress called the Dashboard

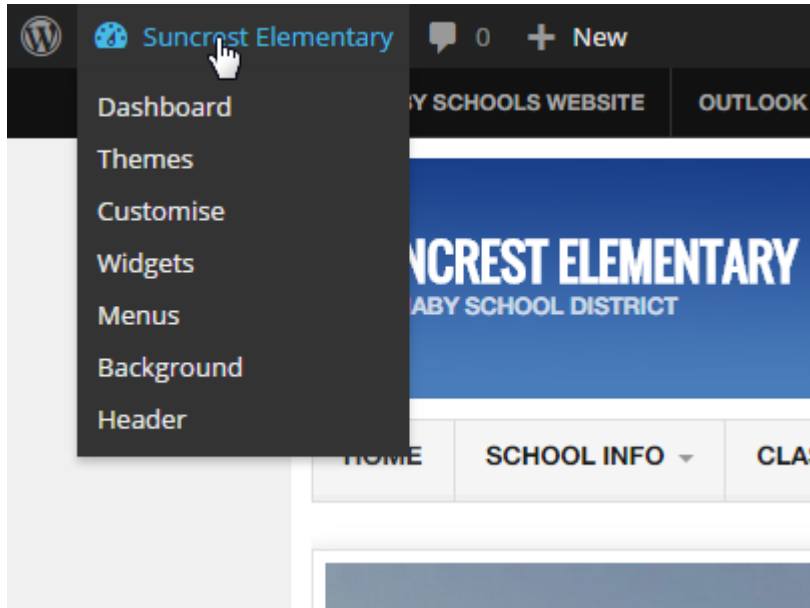


The black bar at the top is your **Admin Bar**. When you are logged in, it will be available on both your backend and frontend of your site.

1. Click your School Name in the Admin Bar and it will take you to the Frontend of your site.

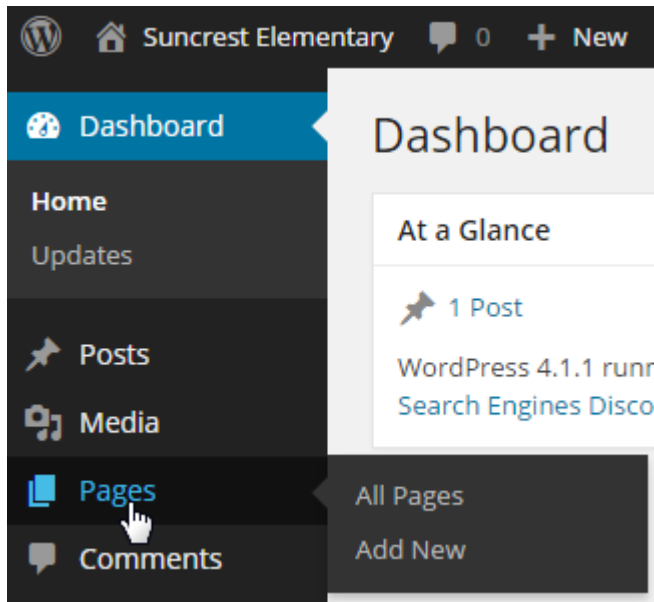


2. To go back to the backend (Dashboard) when you are in the frontend, go to the Admin Bar again and click your school name *or* choose a specific dashboard menu to go directly there.

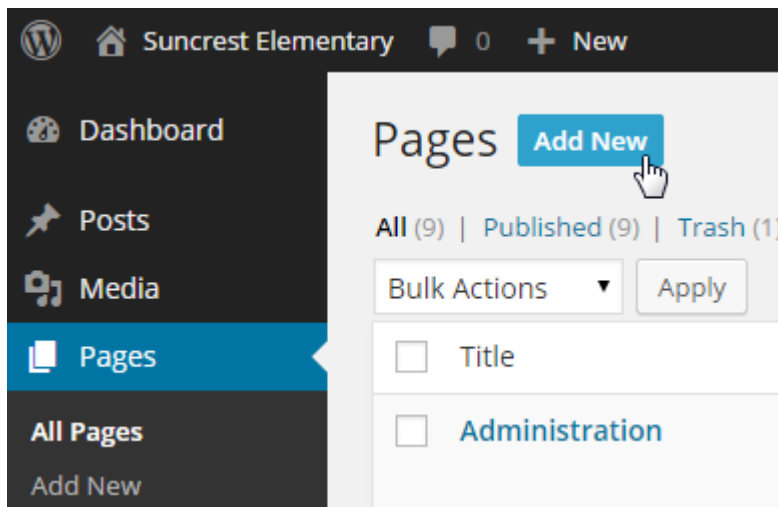


3. Creating a NEW Page

1. In your Dashboard, go to the left menu and click on Pages. This will provide you a list of all the pages that are created in your site. They will show up on the right.



2. Once All Pages have shown, Click on the Add New Button at the top.

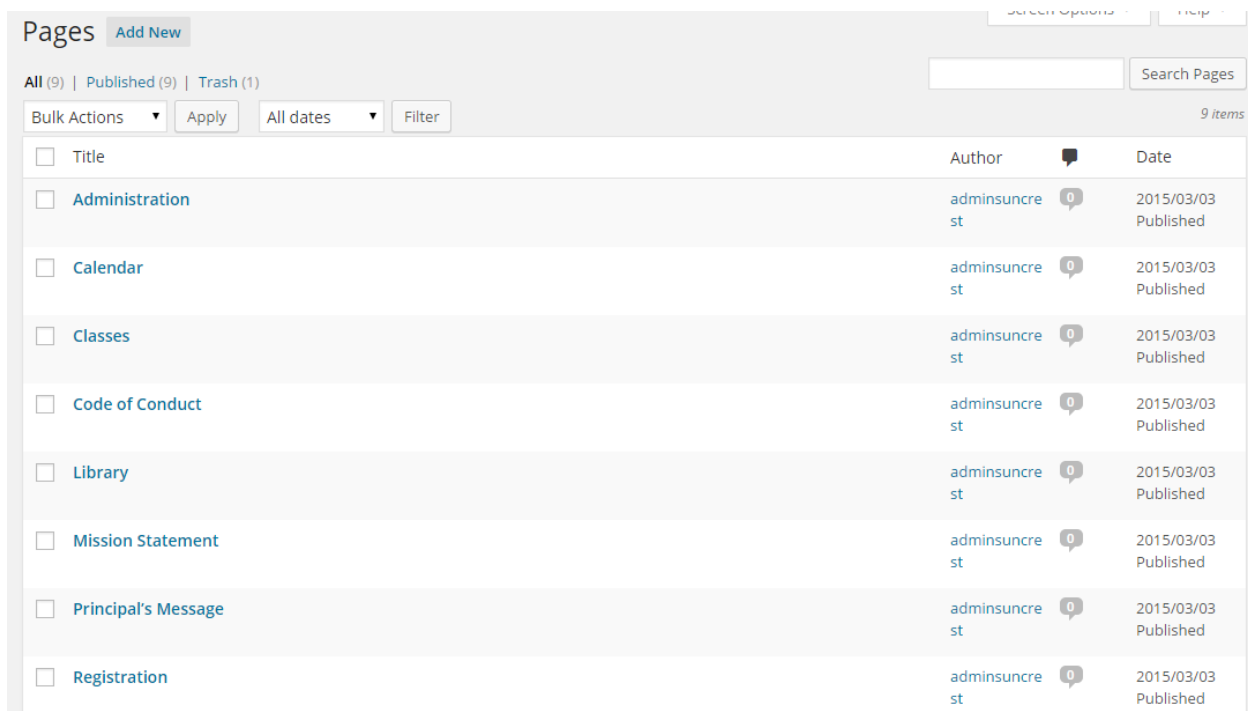
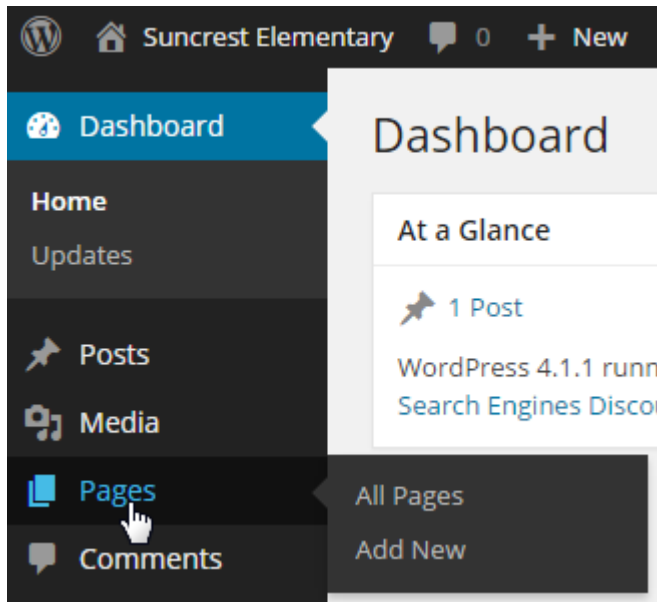


Enter in a Title for the Page, Your Page Content and then click Publish to Save

The image shows the WordPress 'Add New Page' editor interface. At the top left, the text 'Add New Page' is displayed. Below it is a text input field containing the placeholder text 'Enter title here'. A blue arrow points from the instruction 'Enter in a Title for the Page' to this field. Below the title field is an 'Add Media' button and a rich text editor toolbar with various icons for bold, italic, text color, background color, link, unlink, list, and table. A large blue arrow points from the instruction 'Your Page Content' to the main content area of the editor, which is currently empty except for a cursor 'I'. At the bottom left of the editor, there is a 'P' icon and a 'Word count: 0' indicator. On the right side of the screen, there is a 'Publish' sidebar. It contains buttons for 'Save Draft' and 'Preview'. Below these are links for 'Status: Draft Edit', 'Visibility: Public Edit', and 'Publish immediately Edit'. At the bottom of this sidebar are a 'Move to Trash' link and a blue 'Publish' button. A blue arrow points from the instruction 'then click Publish to Save' to this 'Publish' button. Below the 'Publish' sidebar is a 'Page Attributes' section with dropdown menus for 'Parent' (set to 'no parent'), 'Template' (set to 'Default Template'), and 'Order' (set to '0'). At the very bottom of the sidebar, there is a note: 'Need help? Use the Help tab in the upper'.

4. Editing an Existing Page

1. In your Dashboard, go to the left menu and click on Pages. This will provide you a list of all the pages that are created in your site. They will show up on the right.



Pages [Add New](#) screen options help

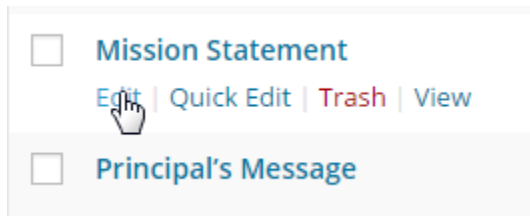
All (9) | Published (9) | Trash (1)

Bulk Actions All dates 9 items

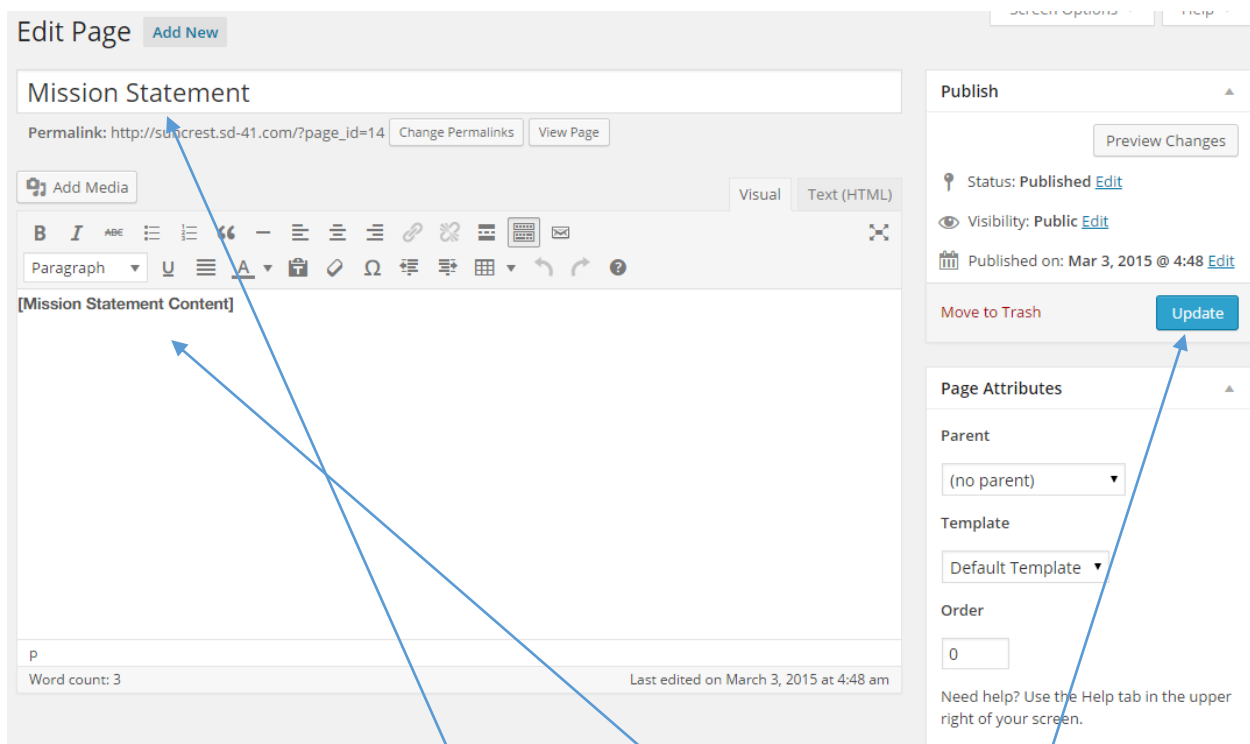
<input type="checkbox"/>	Title	Author	<input type="button" value="0"/>	Date
<input type="checkbox"/>	Administration	adminsuncr st	<input type="button" value="0"/>	2015/03/03 Published
<input type="checkbox"/>	Calendar	adminsuncr st	<input type="button" value="0"/>	2015/03/03 Published
<input type="checkbox"/>	Classes	adminsuncr st	<input type="button" value="0"/>	2015/03/03 Published
<input type="checkbox"/>	Code of Conduct	adminsuncr st	<input type="button" value="0"/>	2015/03/03 Published
<input type="checkbox"/>	Library	adminsuncr st	<input type="button" value="0"/>	2015/03/03 Published
<input type="checkbox"/>	Mission Statement	adminsuncr st	<input type="button" value="0"/>	2015/03/03 Published
<input type="checkbox"/>	Principal's Message	adminsuncr st	<input type="button" value="0"/>	2015/03/03 Published
<input type="checkbox"/>	Registration	adminsuncr st	<input type="button" value="0"/>	2015/03/03 Published

To Edit an Existing Page

1. Find the page you wish to edit and **Click** on the page name or hover over the page name and click 'Edit'. In my example, I will edit the Mission Statement page.



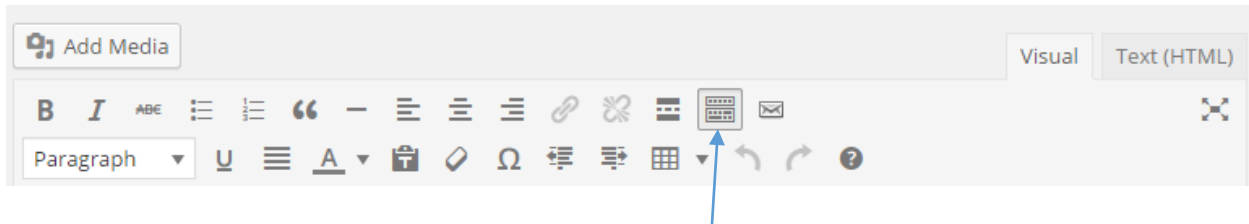
This will take you to the Edit Page screen



A. Two major parts to the Page. **PAGE TITLE & PAGE CONTENTS**

B. If changes are made click on the **UPDATE** Button, the blue button at the top right

5. The TOOLBAR

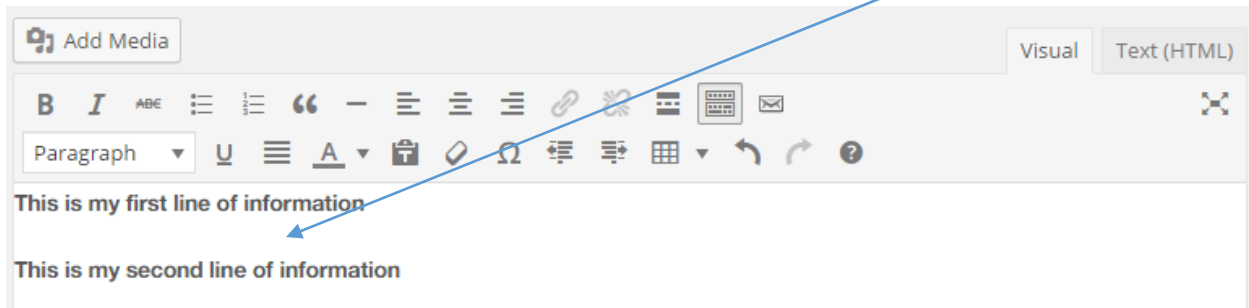


If you don't see the full toolbar, click on the Toolbar Toggle.

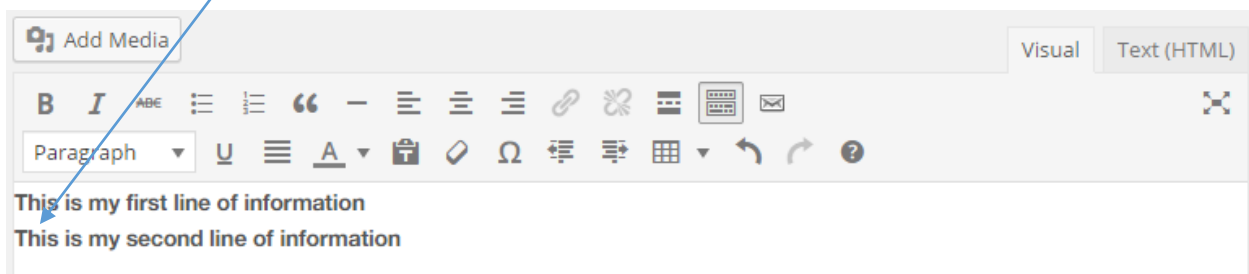
The **Toolbar** has similar tools to a program like Microsoft Word, but very simple.

6. JUST START TYPING

To add TEXT content to the page, you can just start typing in the CONTENT area. When you press ENTER on the keyboard, it will create a Paragraph Break (blank space between the lines of text)



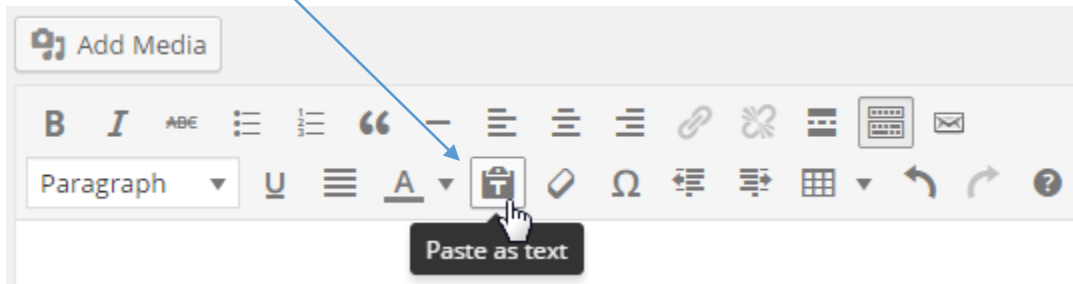
If you don't want the extra line space, hold the SHIFT Key down first, then press ENTER to create just a LINE BREAK



7. COPY & PASTE

If you are copying and pasting from another program, webpage, or document, you may find it doesn't look exactly the same as the other application.

Click on the PASTE as TEXT button first on the Toolbar before you paste.

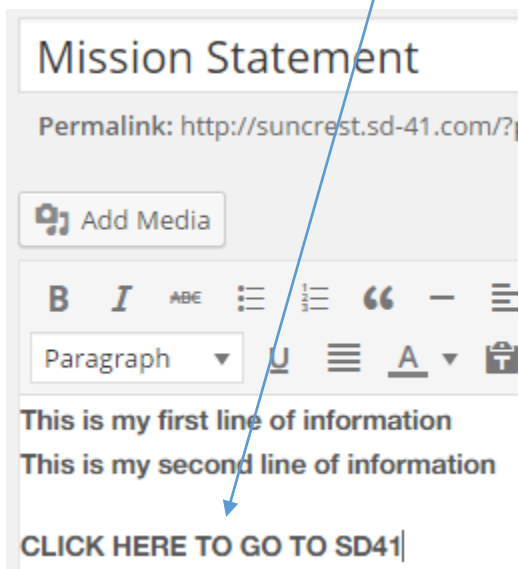


This will help strip out any special formatting that might have come from the other application.

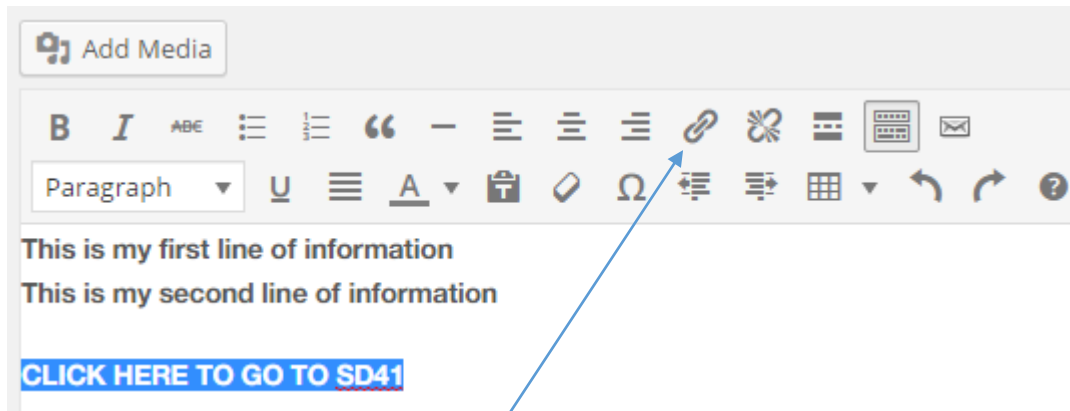
8. Adding a WEB LINK in your PAGE

(If you want to add a link to another website or another page in your website)

1. On the page, Type in the Text that will become a link.



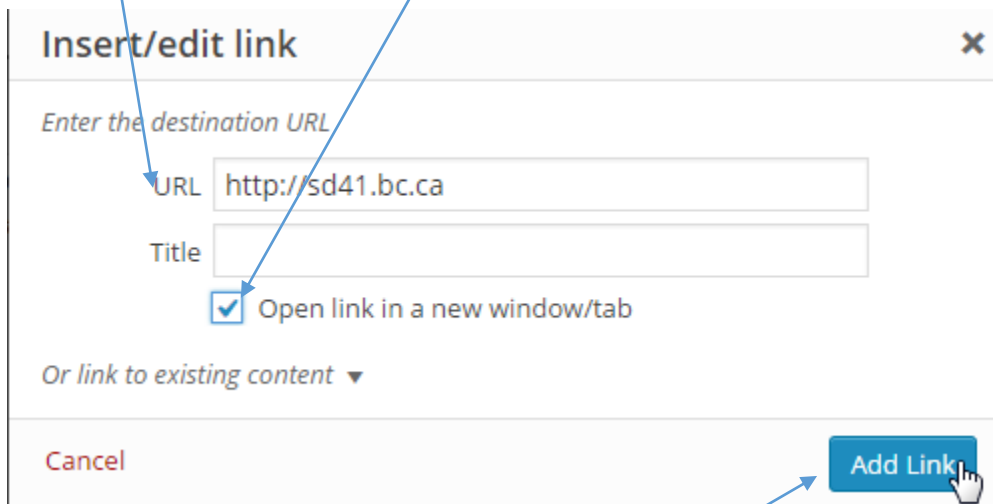
2. Highlight the text with your Cursor



On the Toolbar, click on the **Insert/Edit Link** button. A popup window will show up.

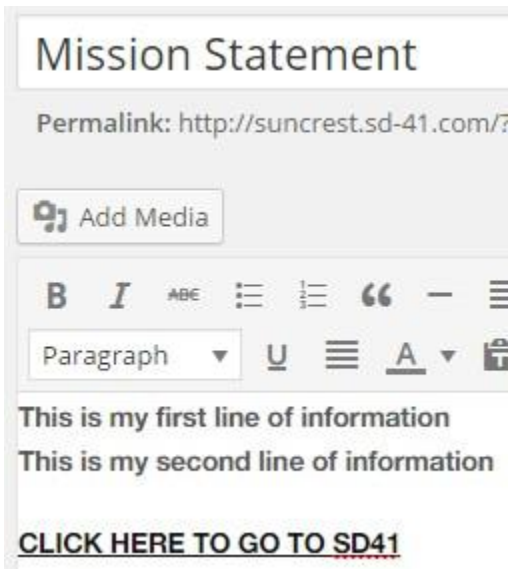
Enter in:

1. The URL: make sure you keep the **http://**
2. Check the Open link in a new window/tab



When Finished click the Add Link button at the bottom

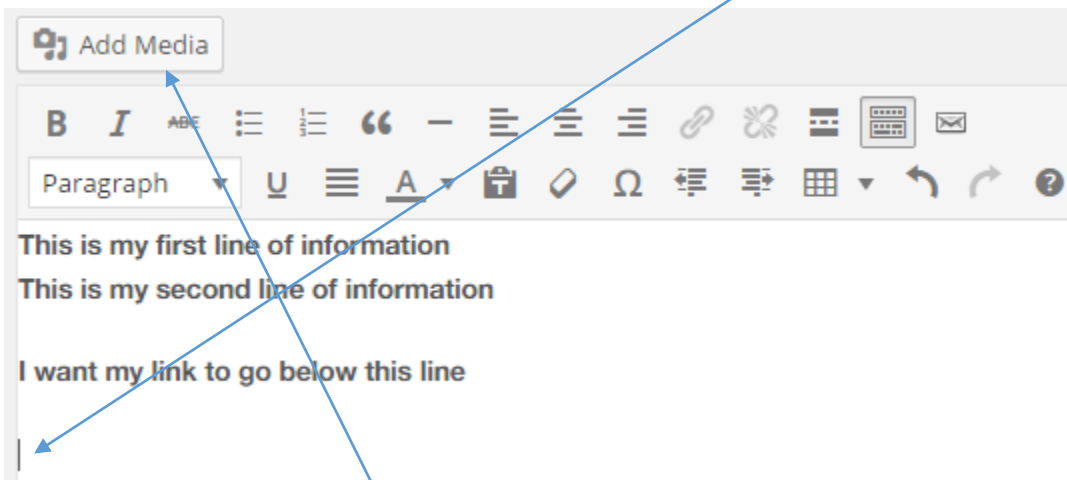
The result will be linkable text that will go to the URL you specified.



9. LINKING A FILE in your PAGE

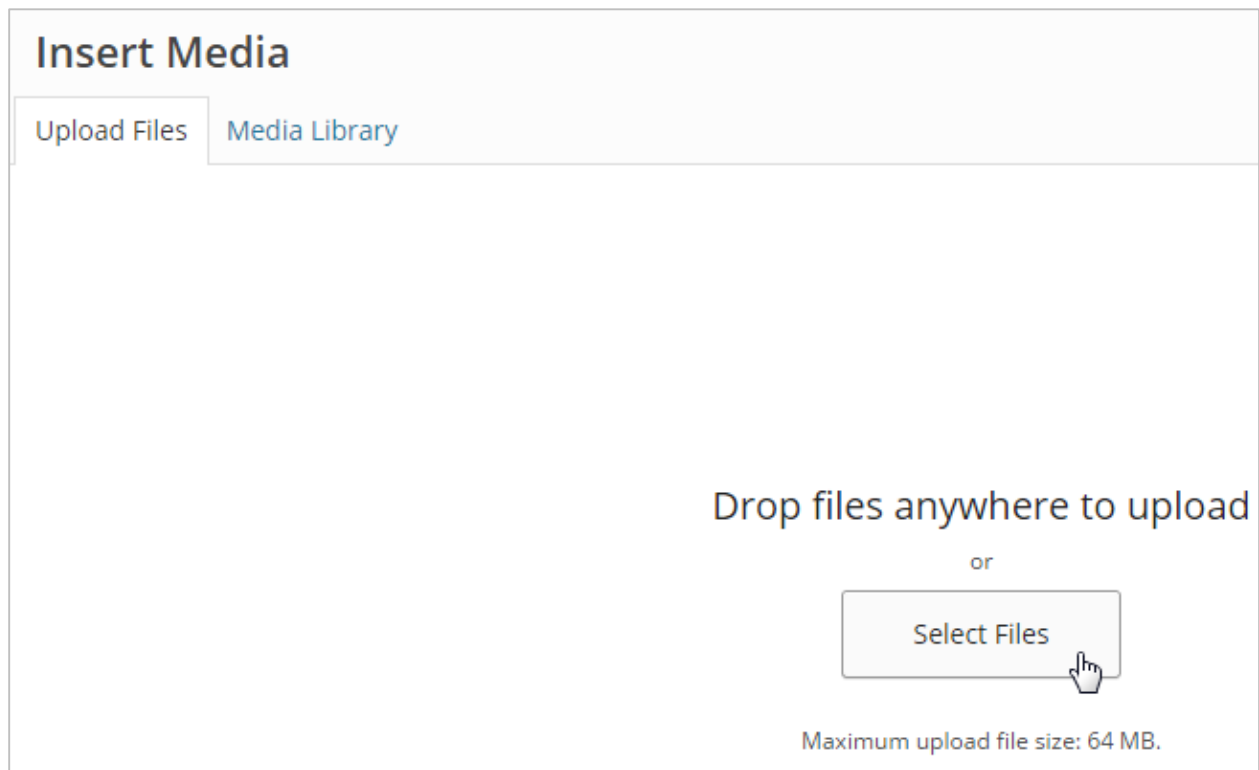
(If you want to link a PDF, Word Doc, etc. in the page.)

1. On your Page, place your cursor where you want the link to go.

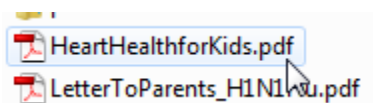


2. Next, Click on the Add Media button

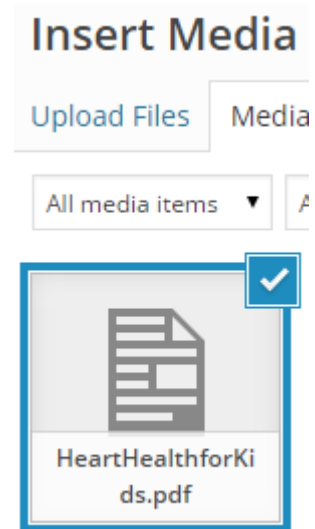
3. Locate the file you want to Upload and make Linkable, by clicking on **Select Files**



Select the file and click OPEN at the bottom.




The Uploader will show the file progress and when it's uploaded



On the right side of the INSERT MEDIA Page in Attachment Details, enter in the Text you would like to be the Linkable Text in the TITLE box

ATTACHMENT DETAILS

 HeartHealthforKids.pdf
March 25, 2015
45 kB
[Delete Permanently](#)

URL

Title

Caption

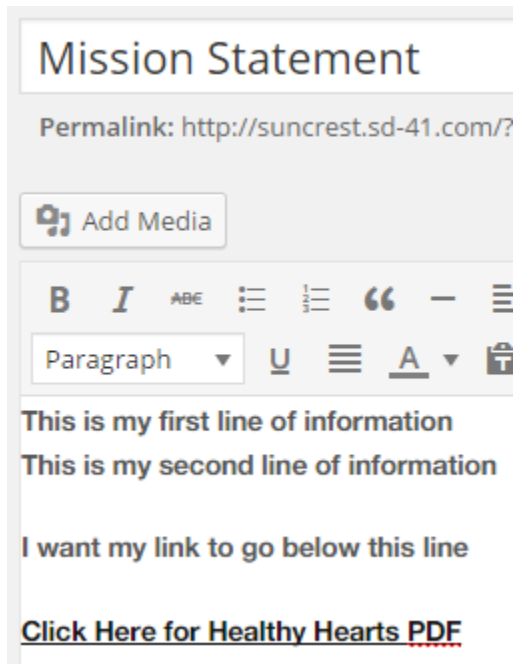
Description

ATTACHMENT DISPLAY SETTINGS

Link To

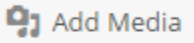
Once you have entered in the Link Text in the Title Box, click the **Insert into Page** button, at the bottom.






The result will be linkable text on the page that will open the file you selected.







Mission Statement

Permalink: <http://suncrest.sd-41.com/>

 Add Media

B *I* ABC     

Paragraph    

This is my first line of information

This is my second line of information

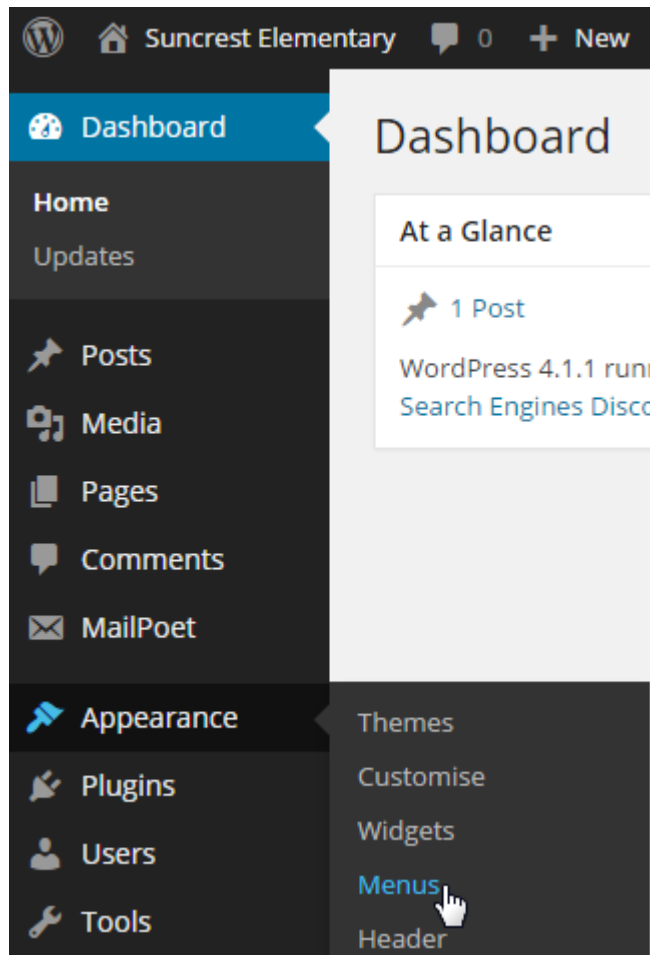
I want my link to go below this line

[Click Here for Healthy Hearts PDF](#)

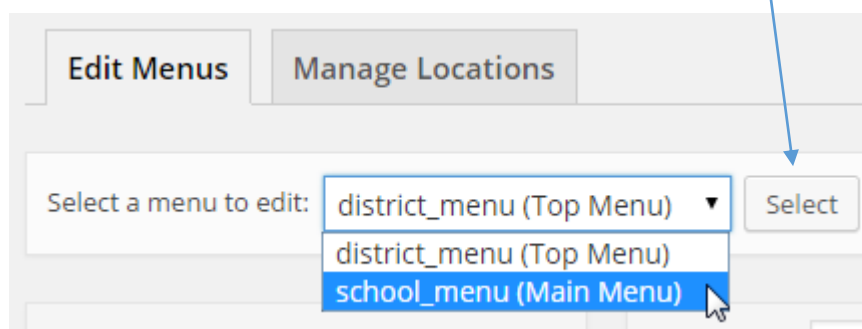
10. Adding your NEW PAGE to the School Menu

Once you've created a New page and Published it you will need to add it to the School Menu

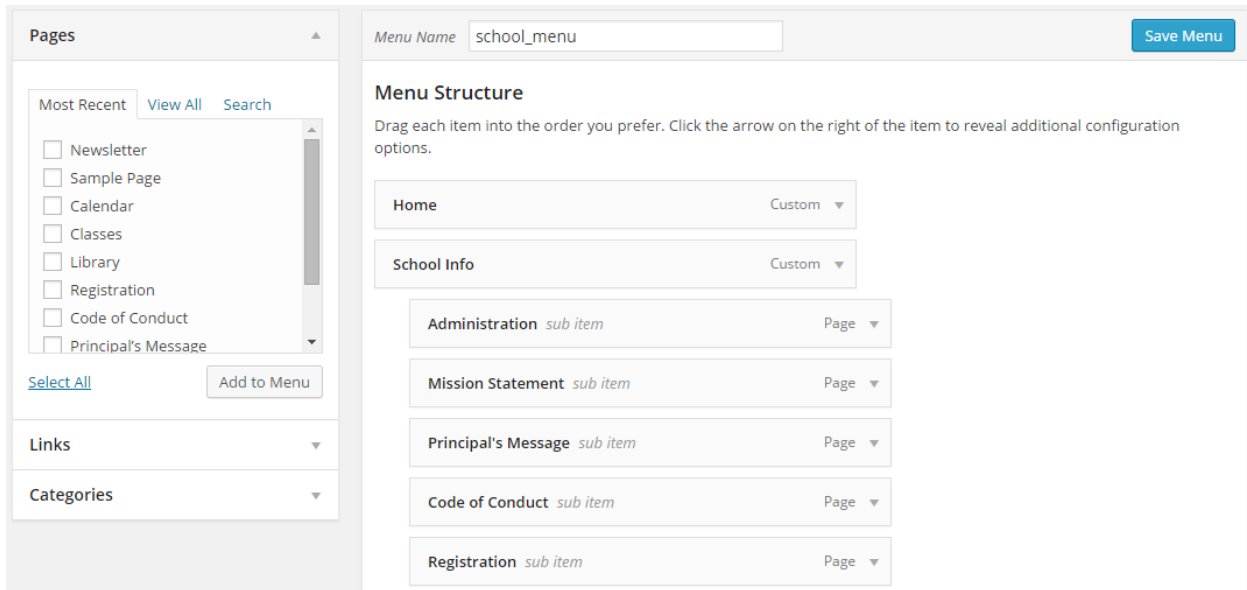
1. Click on the Appearance -> Menu link



2. Make sure you are editing the School Menu. To do this, go to Select a Menu to edit at the top and choose school menu in the dropdown and click Select

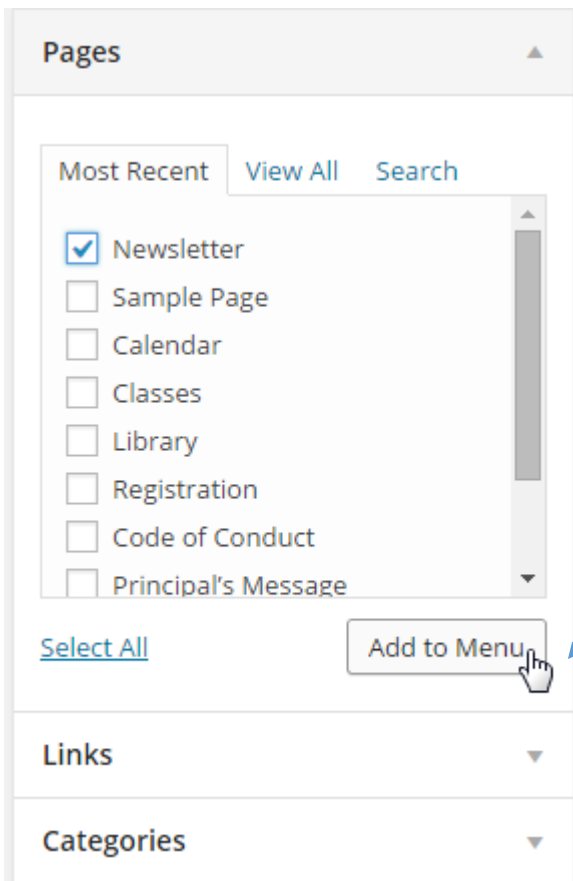


It should look something like this.



3. Pages that you have created will show up on the left under the header **Pages**

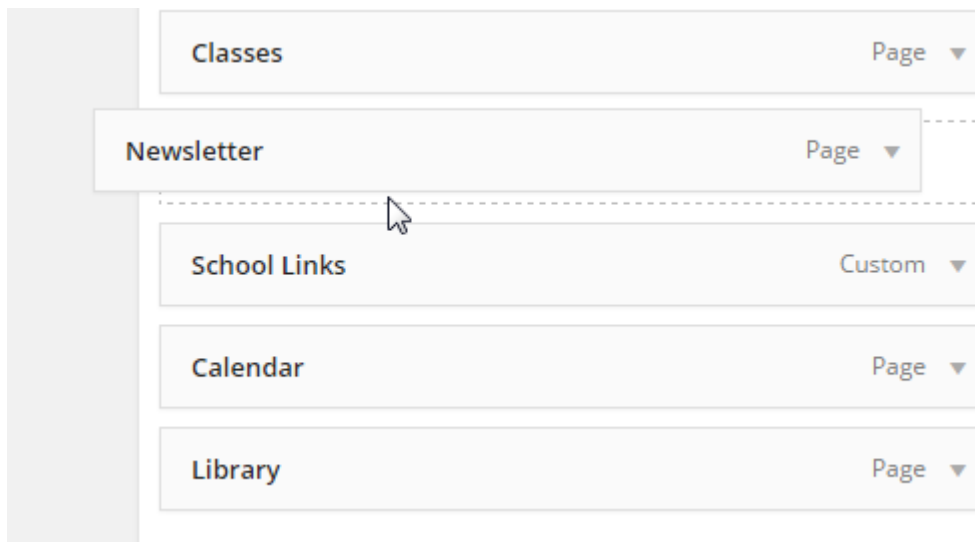
Select the page that you want to add by clicking the checkbox and then click the Add to Menu button just below the Pages section.



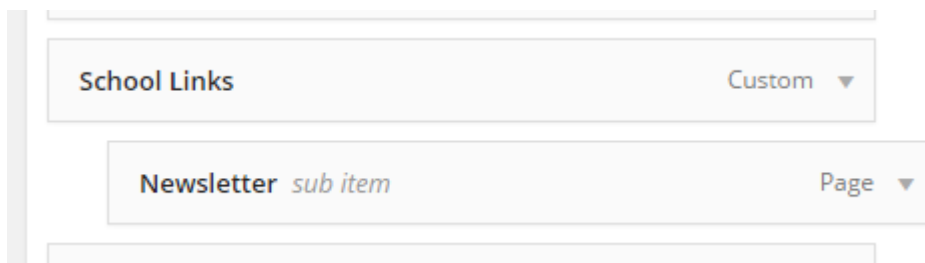
4. The Page will now show up in the Menu listing at the bottom



5. Using your mouse, you can drag the box in which your new page sits in, to any position in the menu you want. Do this slowly.



6. If you want to have the page under another page in a DROPDOWN MENU format, just make sure that it is indented in from the top menu item. Click on the SAVE MENU button when finished.



7. The Result will be the new page showing on the School Menu bar.

