

Chapter Six WordPress Pages

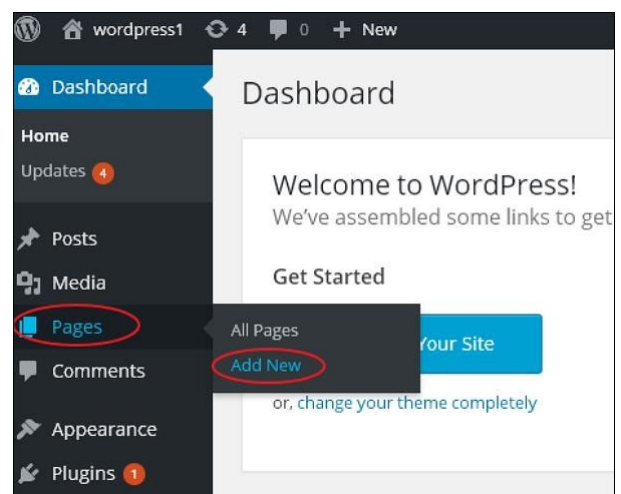
- WordPress - Add Pages
- WordPress - Publish Pages
- WordPress - Edit Pages
- WordPress - Delete Pages

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Add Pages

- **Step (1)** – Click on **Pages** → **Add New** as shown in the following screenshot.

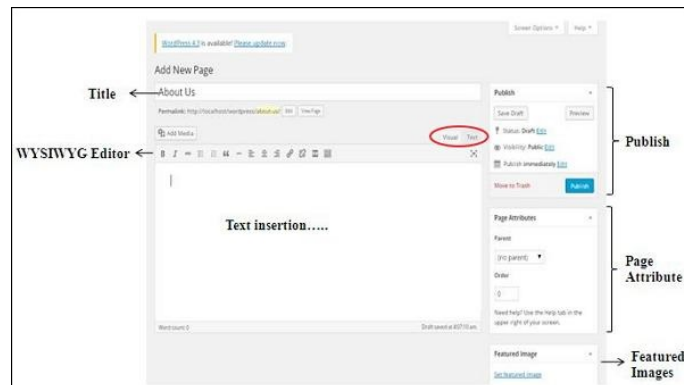


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Add Pages cont.

- **Step (2)** – You will get the editor page as seen in the following screenshot. The editor page has two tabs, Visual and Text. You can insert text in either of these. Here, we'll study about inserting text into Visual format.



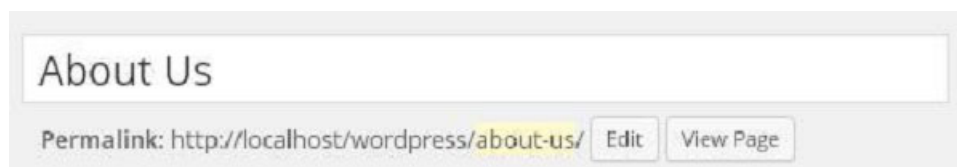
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Add Pages cont.

يظهر الرابط الثابت عنوان URL المحتمل للصفحة الموجودة أسفل العنوان. يتم إنشاء عنوان URL وفقاً للعنوان المحدد.

- **Title**
 - It is used to write the title of the article, which is later displayed on the page.
 - Permalink shows the potential URL for the page below the title. The URL generates as per the given title.



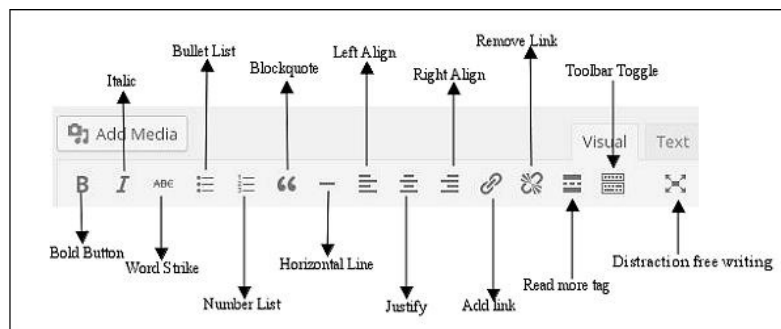
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Add Pages cont.

- **WYSIWYG Editor**

- It is a WYSIWYG Editor, which is similar to a word processor interface where you can edit the contents of the article.



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Add Pages cont.

- Following are the options present of WYSIWYG editor –
- **Bold Button** – Used to bold your font.
- **Italic** – Used to italicize the font.
- **Word Strike** – Strikes through the content.
- **Bullet List** – Adds bullets to content.
- **Number List** – Adds numbers to the list of the content.
- **Blockquote** – Quotes the text.
- **Horizontal Line** – Creates a horizontal line between sentences.
- **Left Align** – Sets the content on the left side of the page.
- **Right Align** – Sets the content to the right side of the page.
- **Justify** – Justifies the content of the page.
- **Add Link** – Adds a link to your content. When you click on this button, the following page gets displayed.

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Add Pages cont.

- **Add Link** – Adds a link to your content. When you click on this button, the following page gets displayed.

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Add Pages cont.

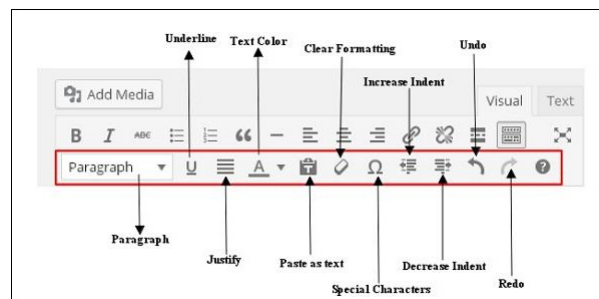
- Following are the fields present in the Insert/edit link.
 - **URL** – Enter URL you want to link.
 - **Link text** – Insert text you want to enter into the link.
 - **Open link in a new window/tab** – Open your link page into the new tab or window. Check the box as required.
 - **Or link to existing account** – Links to an existing content page by selecting the page from the given list. When you click on existing page then you get a link created in the URL section as seen in the following screenshot.

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Add Pages cont.

- **Remove Link** – Deletes the particular link added for text or content.
- **Read more tag** – Adds **Read More** tag to your page.
- **Toolbar toggle** – Clicking on this you get another list of toolbar as shown in the following image.



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Add Pages cont.

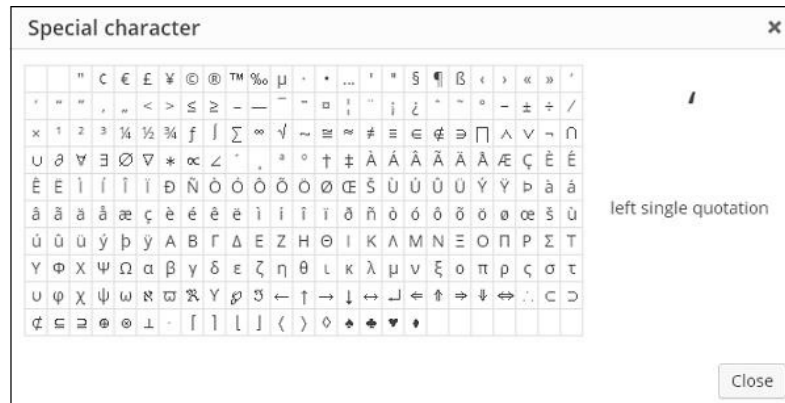
- **Paragraph** – Selects the headings as required for the text from the dropdown.
- **Underline** – Underlines the sentences.
- **Justify** – Justifies your content.
- **Text Color** – Sets color for words or sentences.
- **Paste as Text** – Pastes your text.
- **Clear Formatting** – Deletes selected content.

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Add Pages cont.

- **Special character** – Inserts special characters needed in your content.



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Add Pages cont.

- **Increase Indent** – Increases the indent of the page.
- **Decrease Indent** – Decreases the indent of the page.
- **Undo** – Reverses the most recent editing command.
- **Redo** – Opposite of undo, restores the most recent editing command.

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Add Pages cont.

- **Text Insertion**
 - For writing the content of an article.
- **Publish**
 - To publish the page to the user on the website.
- **Page Attribute**
 - Page attributes module allows you to select the parents for your particular page. You can also set order of the pages.
 - i. **Parent** – Allows you to select parent page.
 - ii. **Order** – Sets the order of the page.

Page Attributes ▲

Parent

Order

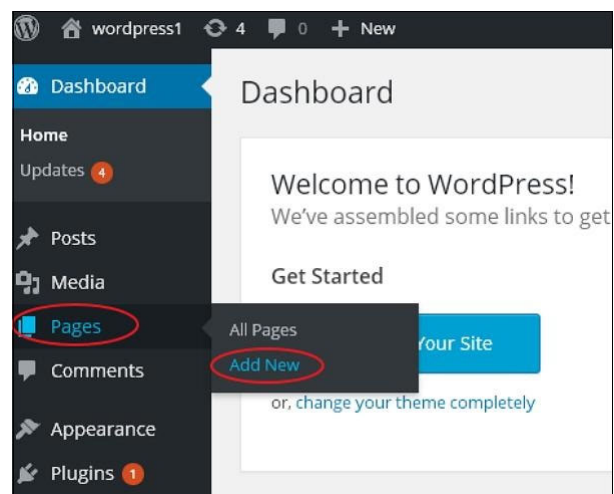
Need help? Use the Help tab in the upper right of your screen.

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Publish Pages

- **Step (1)** – Click on **Pages**
 → **Add New** in WordPress.

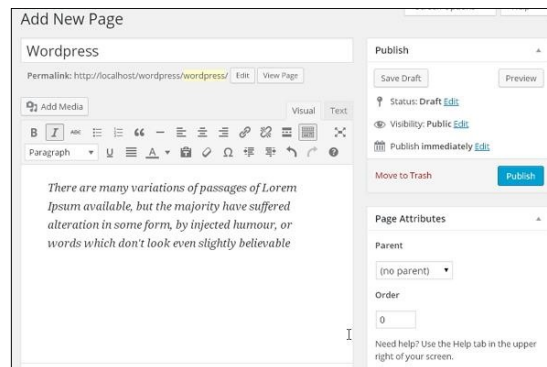


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Publish Pages cont.

- **Step (2)** – You will get the editor as shown in the following screenshot. You can use the WordPress WYSIWYG editor to add the actual content of your page.

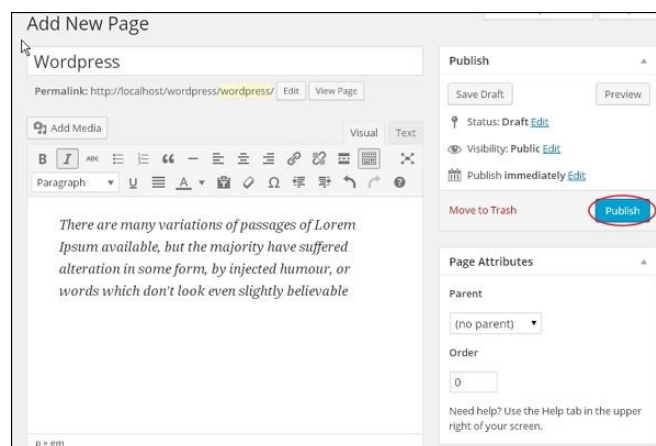


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Publish Pages cont.

- **Step (3)** – Click on **Publish** button as shown in the following screen.

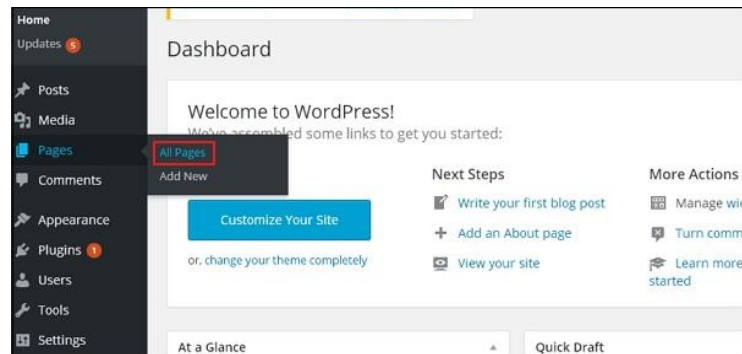


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Edit Pages

- **Step (1)** – Click on **Pages** → **All Pages** in WordPress as shown in the following screen.

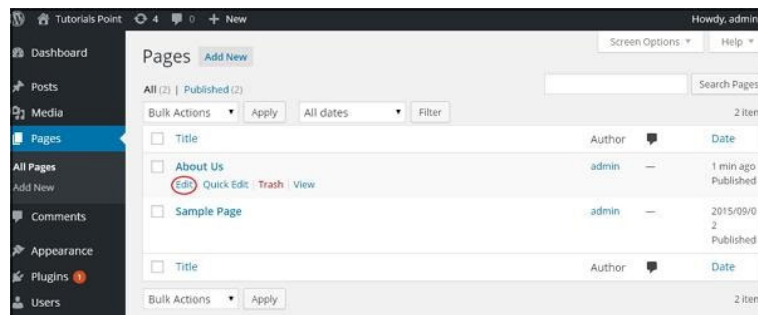


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Edit Pages cont.

- **Step (2)** – You can view **About Us** (About Us was created in the chapter **WordPress - Add Pages**). When the cursor hovers on the pages, then few options get displayed below About Us. There are two ways to edit the Post, i.e., **Edit** and **Quick Edit**.

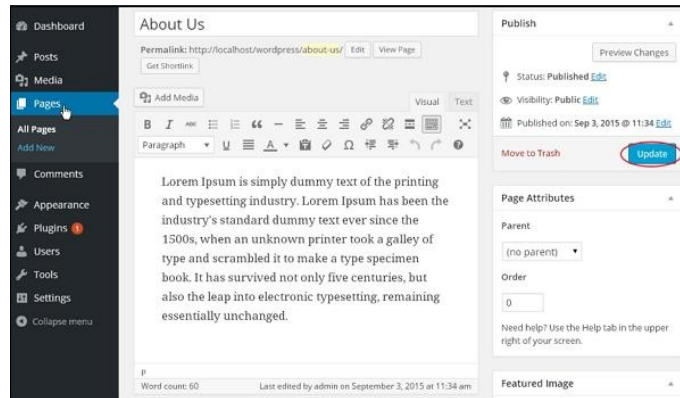


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Edit Pages cont.

- You can edit or change the content or title from the page as per your need, and then click on **Update** button as shown in the following screen.

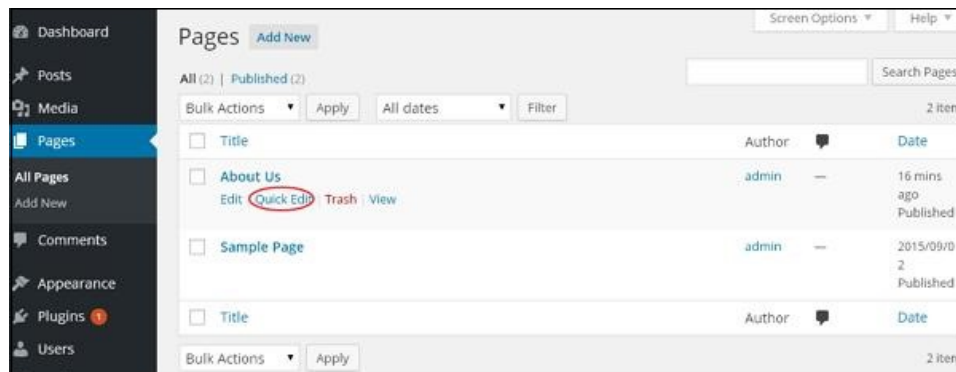


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Edit Pages cont.

- Quick Edit** – Click on **Quick Edit** option in About Us as shown in the following screen.

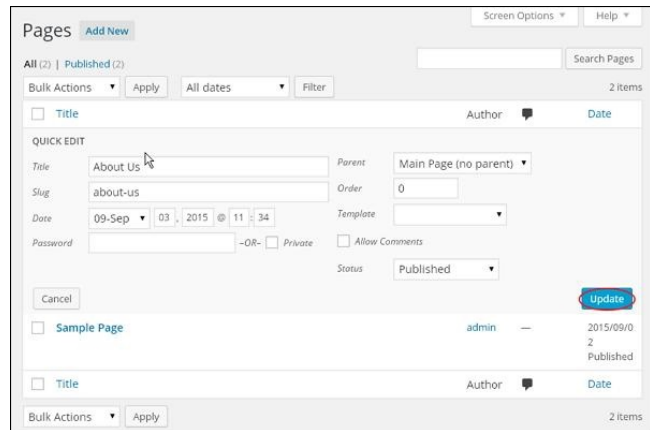


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Edit Pages cont.

- You can edit the **Title**, **Slug** and **date** of the About Us page and can also select the parent for your page as shown in the following shot and then click on **Update** button.

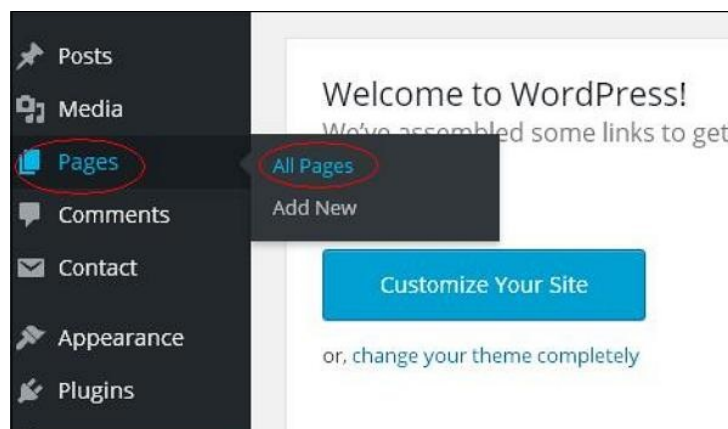


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Delete Pages

- Step (1)** – Click on **Pages** → **All Pages** in WordPress.

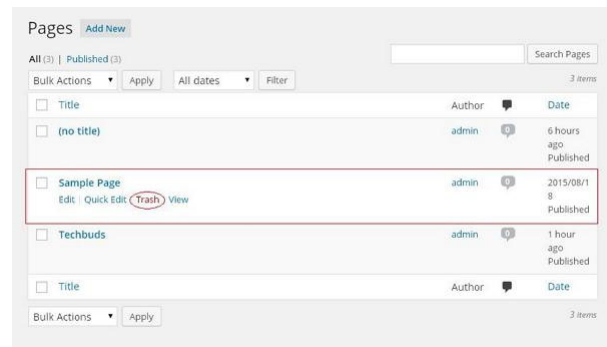


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Delete Pages cont.

- **Step (2)** – You can delete Sample Page (Sample Page is created by default in WordPress). When the cursor hovers on the pages, then a few options gets displayed below the Sample Page. Click on **Trash** option to delete the post.

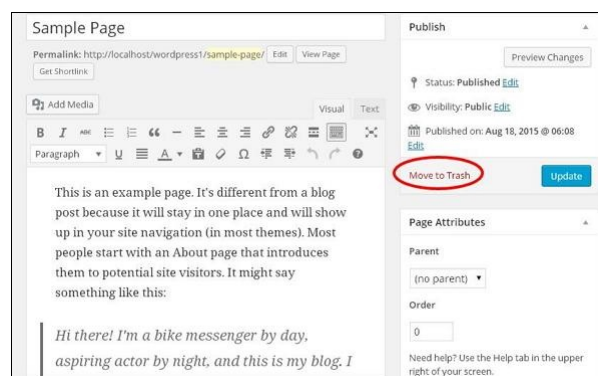


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Delete Pages cont.

- Or alternatively you can also delete your page directly while editing or adding page by clicking on the **Move to Trash** button as shown in the following screen.



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