

WordPress Basics

Creating Pages in Your Blog



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=Shortcut =Advice =Caution

Introduction

In WordPress, you have the option of creating **pages** as well as posts.

A page, like a post, allows you to publish content to your blog. However, unlike a post, a page is not displayed within the main list of posts in the blog. It is a distinct static document and most frequently is available as a link from the main blog content. In addition, the content of a page is not available to readers as part of the subscription feed. Pages are best used for general information about the blog that is not likely to change, such as an informal bio, information about the purpose of your blog, or an FAQ page.

Pages are created, written, and deleted using the same interface as posts and following the same procedures. The sole difference is that you should select **Page** instead of **Post** from the relevant submenus.

Summary

WordPress Basics

1. Introduction
 - What is a Page?
 - Page vs. Post
2. Creating a Page
3. Editing a Page
4. Deleting a Page

Creating a Page

1. Go to <http://www.wordpress.com> and login with your username and password.
2. Click on **My Dashboard**, located on the WordPress toolbar
3. Select **Pages** from the Dashboard.
4. Select **Add New**.
5. Enter a **Title** describing the content or topic of your page on the box at the top.
6. Type the body of your page on the box underneath. Save your page as you type, especially if it is a long entry.
7. If you would like to add a hyperlink to your entry, you may copy and paste the URL directly in the page. It should be automatically recognized and formatted as a link.
8. If you would like to upload an image to your page,
 - Position your cursor in the space you would like your image to appear and click on the "add an image" icon next to upload/insert.
 - Browse to the appropriate image and select it.
 - Enter a **Title** for your image. This title will not appear in the page but will be available as "alt text" to students using assistive technology.
 - Enter a **Description** for the image, if you like.
 - Select the size you would like your image to display in the body of your page.
 - Determine whether the image should link to itself (**File URL**), to the post itself (**Post URL**), or to nothing (**None**).
 - Select **Insert Into Post**.
9. When you are ready to share your page on your blog, click **Publish**.

Editing a Page

After you publish a page, you may need to edit it. Follow the instructions below for editing a page you have already published.

1. Go to <http://www.wordpress.com> and login using your username and password.
2. Select and open your Blog.
3. Select the **Page** drop down arrow located on the Dashboard.
4. Select **Edit**.
5. Move the cursor to the page you want to edit.
6. Click the **Edit** link located below the title of the page.
7. Make your changes.
8. When you are done, Click **Update Page**.

Deleting a Page

Follow the instructions below for deleting a page.

1. Go to <http://www.wordpress.com> and login using your username and password.
2. Select and open your Blog.
3. Select the **Page** drop down arrow located on the Dashboard.
4. Select **Edit**.
5. Move the cursor to the page you want to delete.
6. Click on the **Delete** link.
7. A dialogue window will open. Confirm that you do want to delete the post by clicking **OK**.
8. The **Page** is now deleted.