
Wordpress MU

Creating / Editing Pages

This document outlines the detailed information related to creating and editing pages of a blog on the Wordpress Mu server, hosted by San Jacinto College.

Note: The ability to create/edit pages is restricted to those with “Editor” privileges or above.

Brief Instructions

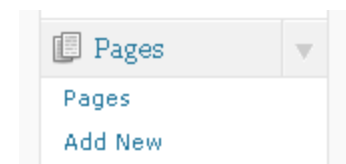
- Access the Dashboard.
- Locate the page to edit or create a new page.

Process Complete.

Detailed Instructions

1. Log into the Wordpress MU blog: <http://blogs.sanjac.edu/wp-admin> using the necessary authentication. After logging in, locate the blog where the post will be located (only necessary if a member of multiple blogs).

2. Expand the “Pages” menu and select “Pages” to edit an existing post or “Add new” to create a new blog post.



3. If you are editing an existing page, hover over the desired page and select the “Edit” link. If you are not editing an existing page, continue to the next step.

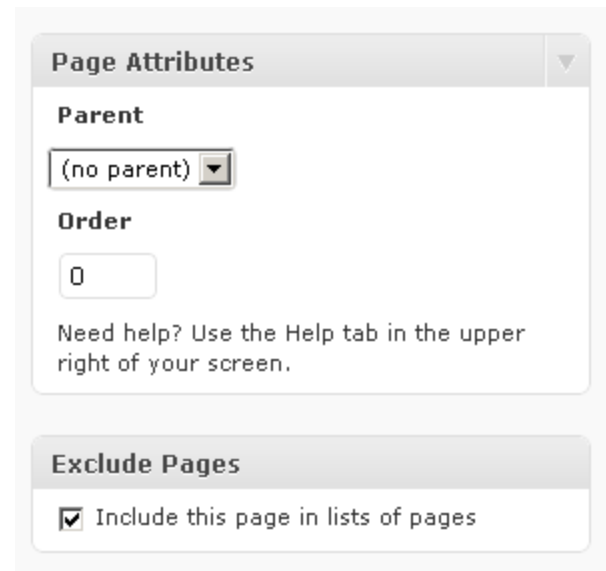


4. If creating a new page, begin by giving the post a title and typing the content in the text box. If you do not see the necessary toolbar above the content textbox, be sure the “Visual” tab is clicked on the top right of the textbox.



5. Once the content has been completed, indicate whether the page will be a “child” of another page, which order the page will appear in if there are multiple pages and whether or not the page will appear in a list of pages (most often in the navigation bar).

Note: Not all blog themes support drop-down menus. If a page is listed as a “child” of another and drop-down menus are not supported, the page will not be visible in the navigation menu, regardless of the checkbox shown.



6. Once the page has been completed. Click the “Publish” button at the top right corner of the screen.

