



Pages

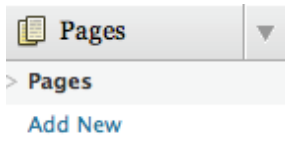
A guide to Pages on your Wordpress Website...

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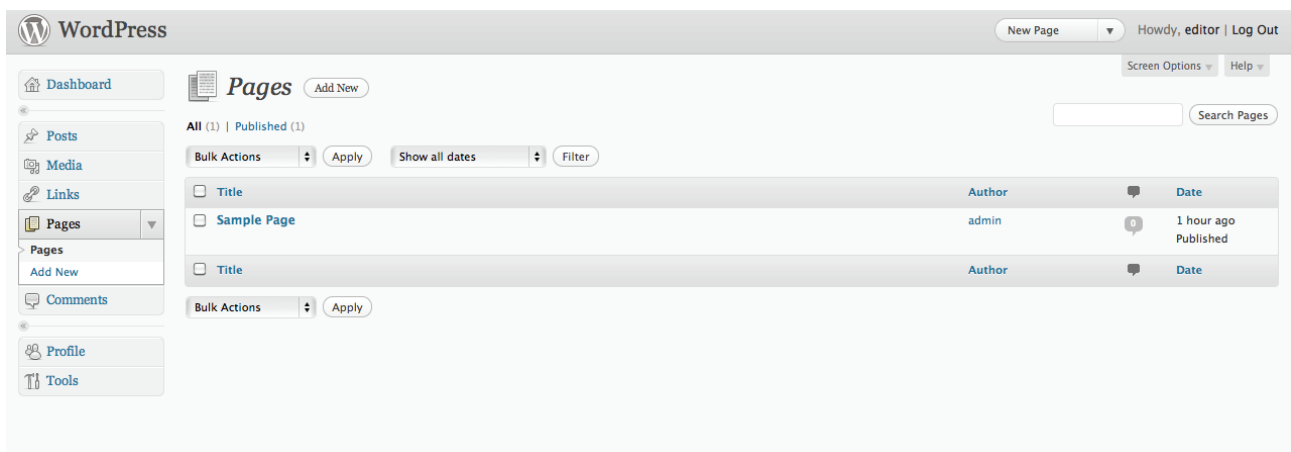
Pages

Pages

You can access the **Pages** screen by choosing **Edit** from the **Pages** widget in the sidebar



The **Pages** screen looks like this:



At the top of the Pages screen, you will find two sub-headings directly underneath the page title:

- **All** (total number of pages) and
- **Published** (number of pages actually published on the website)

Depending on the content already in your system there may be more sub-headings including:

- **Pending Review** (number of pages pending review)
- **Draft** (number of draft pages waiting to be published) and
- **Private** (number of pages published but not visible to the public)

These sub-headings give you a snapshot of the status of the pages in your system and will make more sense as you move through this section.

To the right of these sub-headings and underneath the **screen options** and **help** buttons you will find a **search** tool. This is useful for searching through all of your pages for a specific word or phrase if you have forgotten where it is.

Directly beneath the sub-headings you will find a **Bulk Actions** drop down menu. This menu allows you to **edit** or **move to trash** multiple pages at once. The edit function allows you change the **parent**, **template**, **comments**, **status** or **pings** of multiple pages at once while the move to trash option allows you to move multiple pages to trash bin at once

The edit options will make more sense as you move through this section.

If you choose to move multiple pages to the trash at once a **Trash** link will appear next to the **All** link. The **Trash** link is where you can find all the items that you have deleted in the past 30 days.

To select a page for a bulk action simply place a tick in the box to the left of the page's name. Placing a tick in the box next to the word "**Title**" at the top of the list of pages will select all pages in the list at once. Once your pages are selected, choose an action from the **Bulk Actions** drop down menu and click on the **Apply** button.

To the immediate right of the **Bulk Actions** menu is the **Filter Menu** for filtering the pages that you wish to display, categorized from the month your WordPress blog was created. By default, it is set to display all pages from all dates.

Underneath the **Bulk Actions** drop down you will find a table listing all the pages in your website. The columns in the table are, from left to right:

- **The select tick box** (to select or deselect a page for editing or deleting)
- **Title** (the title of the page)
- **Author** (the author of the page)
- **Comments** (the number of comments made by visitors to the page)
- **Date** (the date the page was published on the website)

Clicking on the **title** of the page will take you to **Edit Page** screen as described in the next section. Clicking on the **author** will filter the list of pages in the table to pages written only by that **author**. Clicking on the **comments** icon will take you to the Edit page as described later on.

At the bottom of the list there is another **Bulk Actions** drop down menu that functions exactly like the one at the top. This is useful if you have a large number of pages in the list and need to scroll down to view them.

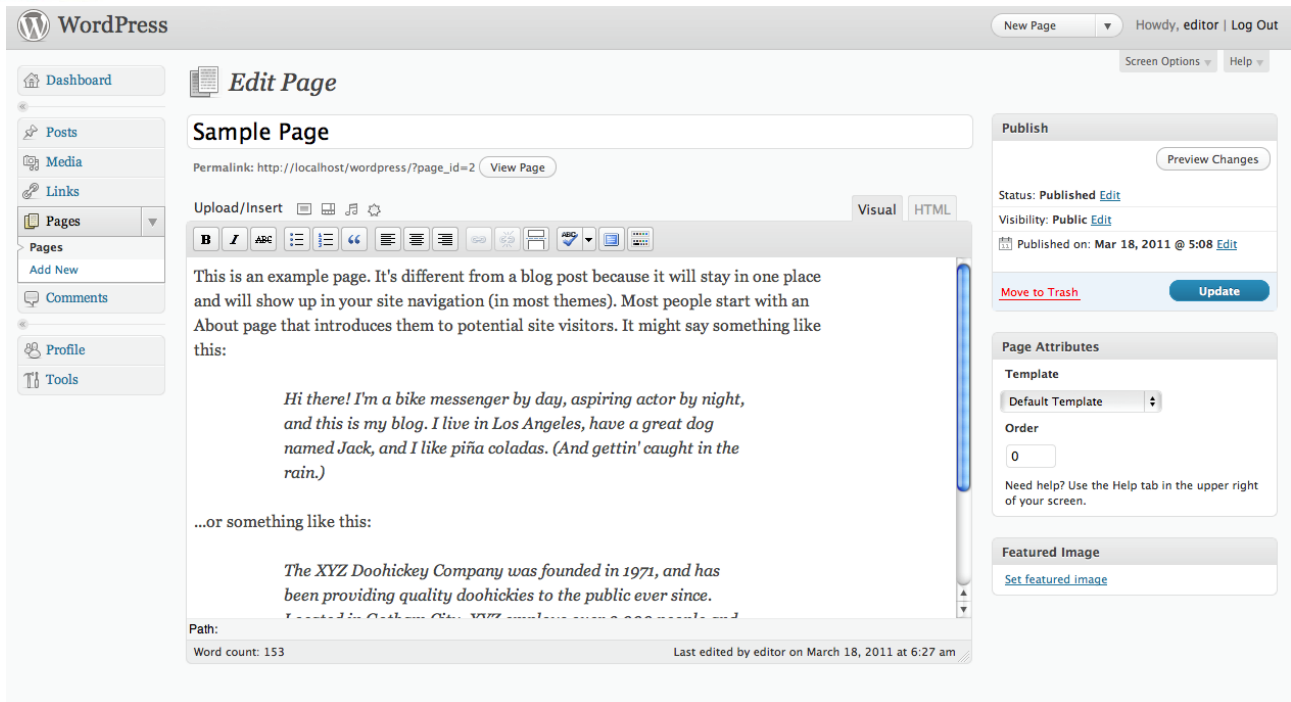
If you place the mouse over a page title, a menu appears underneath it with the following options:

- **Edit**
- **Quick Edit**
- **Trash**, and

View[Error! Reference source not found.](#), [Error! Reference source not found.](#) and [Error! Reference source not found.](#) are covered in greater detail later on. For now, let's look at editing some content.

Edit Page

The **Edit Page** screen looks like this:



This screen, like most screens in the admin system, can be thought of as a form that needs to be filled out.

The Title

The first field is the **page title**, which currently has the word “**Sample Page**” in it. This means the page is called “**Sample Page**” and will be referred to as such in the main navigation menu on your website.

If you want to change the title of this page simply type in the new title and hit the **tab** key to move to the next field or the **enter** key to save your changes.

The Permalink

The next field that needs information is the **page permalink**. If you do not see the **Permalink** field underneath the page title it is probable that your website does not have permalinks activated so ignore this section and move on to the **content**. If your website has **permalinks** activated then you can enter a customized **url** (universal resource locator) or **address** for this page. This is how the rest of the world will find this page. Permalinks are used for **Search Engine Visibility** purposes.

NB: If you are unsure about what to use as the permalink for the page consult All Things Quilting.

The Content

The next field that requires information is the **content** of the page. This is the actual content (words and pictures) that make up the page on the website.

To edit the content of the page click in the large white rectangle that contains the current content. We call this area **The Editor**.



Technical: At the top right corner you will find two tabs **Visual** and **HTML**. The **Visual Editor**, (an option we set earlier under **Profile**) provides you with a visual representation of the content you're working with. The **HTML Editor** allows you to manipulate the content using **HyperText Markup Language** - the language that websites are built on.



Caution: It is recommended to use the **Visual Editor** unless you are an experienced HTML programmer

To edit or add text, simply type.

Word Count

Underneath The Editor you will find a bar that contains some additional information about your page.

On the left hand side is the **Word Count**: a count of the words in your page.

On the right hand side, you will find some information about when the page was last edited or saved and by whom.

At the bottom right corner of this bar is a resize handle that you can drag down or up in order to resize **The Editor**, giving you greater control over your work area.



Hint: The following sections may also be visible on the screen depending what has been hidden on the screen options menu.

Custom Fields

Below **The Editor** is the **Custom Fields** section. This gives you the opportunity to add custom fields to your pages for greater control over sorting and displaying information on your website.

For example: you could add a custom field called "**Hierarchy**" to your page and give it a value of "**1**". Your web developer could then use this custom field in your **theme** to re-arrange the order of pages in a sitemap, for instance.

To add a custom field to a page simply enter the name of the custom field in the Name field and the value for this page in the Value field and then click on the Add Custom Field button.



Hint: Once a custom field has been added to the system you can then choose to add that custom field to any other page by selecting it from the drop down list that will appear in the **name** field.

NB: You should consult All Things Quilting about whether or not to use **Custom Fields**

Discussion

The discussion section allows you to choose whether or not the page is open to discussion by visitors to your website. You have two options:

1. Allow **Comments**, and
2. Allow **Pings**

Allowing comments will allow visitors to leave a comment on your page. Allowing pings will allow visitors to link to your page from their own page and will appear in your comments section as a link.

Comments and **Pings** may or may not be enabled on your site, so setting these options here may have no effect on the way your site looks and behaves.

NB: You should consult All Things Quilting about whether or not to your site is enabled for **Comments** and/or **Pings**.

Page Author

The **Page Author** drop down list allows you to choose the author of the page. This may be handy if your website is designed to display archives of content by specific people in your organization.

Page Revisions

The **Page Revisions** section shows you when this page has been revised and by whom. Clicking on a revision's date will show you the page, as it existed at that point in time, using the basic html viewer, **not** the visual viewer. This is useful if you have made some changes and updated the page but decide you want to go back to where you were earlier on.

The screenshot shows the WordPress admin interface for a page titled "Sample Page". The page content is displayed in a basic HTML viewer. Below the content, there is a "Revisions" section with a "Compare Revisions" button and a table of revisions.

Old	New	Date Created	Author	Actions
<input type="radio"/>	<input checked="" type="radio"/>	18 March, 2011 @ 6:27 [Current Revision]	admin	
<input checked="" type="radio"/>	<input type="radio"/>	18 March, 2011 @ 6:31 [Autosave]	editor	Restore
<input type="radio"/>	<input type="radio"/>	18 March, 2011 @ 5:08	editor	Restore

Underneath the page content you now have the option to **compare revisions** by selecting the left hand radio button of one and the right hand radio button of another in the page revisions list and clicking on the **Compare Revisions** button.



The **older** revision is shown on the left and the **newer** revision on the right. The differences will be **highlighted** so you can easily decide which version you want to use.

Once you have decided which version to use, identify the revision by its **date and time stamp** and then choose **"Restore"** next to the revision in the **Page Revisions** list below to restore that revision as the page. This revision then becomes the updated page replacing the current version, which then becomes the first revision in the **Page Revisions** list, so you'll never lose a version of the page.

Publish

One of your best friends in the admin system is the **"Preview"** button. This button allows you to preview changes before you publish them for the public to see. The preview button will show you exactly what the page will look like by opening a new window of your browser and displaying your changes. At this point, the public cannot see your work.

You can preview your changes and make more alterations for as long as you like without the public ever seeing your changes as long as you don't hit the **"Update Page"** button. Once you click the **"Update Page"** button your changes will be published on your website for the rest of the world to enjoy.

Underneath the Preview button there is some information about your page and who has access to it online.

Clicking on the **Edit** link next to "Status : **Published**" will give you a drop down list with three options:

- **Published** (for the world to see)
- **Pending Review** (for a colleague to review before publishing)
- **Draft** (for you to keep working on before publishing)

Clicking on the **Edit** link next to "**Visibility : Public**" will give you a drop down list with three options:

- **Public** (for the world to see)
- **Password protected** (at which point you will need to enter a password and only those with the password will be able to view it on the website)
- **Private** (only visible in the admin system)

The **publish** date option allows you to choose when the page is to be published. If you choose a time in the future, the page will not be visible on your site until that time.

Once you are happy with your settings, click on the "**Update Page**" button to save your changes.



Hint: The "**Update Page**" button may change to "**Publish**" depending on the status of your page

Trash A Page

To delete a page, click on the "**Move to Trash**" link to the left of the "**Update**" button. That page will be moved to the **Trash** link located next to the **All** link.

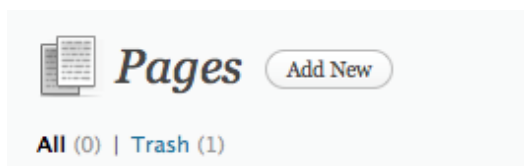
You can **undo** the deletion of the page by clicking the link that will appear above after you click the Move to Trash button.



Caution: Once a page has been moved to **Trash**, you can recover it (see Next link below).

Restore Or Delete A Page

If a **Trash** link exists, located next to the **All** link, you may want to click on it to locate all the pages that you have deleted for the past 30 days.



Hover your mouse over to the title of the **page** that you want to delete or restore, and a sub-menu of options will appear below.

Choose **Restore** to recover your deleted page or choose **Delete Permanently** to delete the page forever.



Caution: WordPress will empty the trash every 30 days.

Attributes

You can change the following additional page attributes in this section:

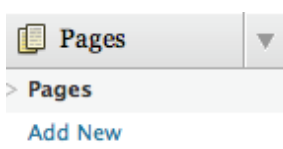
- Parent
 - If there are multiple pages in your system, you can assign a page as the parent for this page. This page then becomes a sub-page or child of the parent. For example: Design, might be a sub-page of the page Services. In this case you would make Services the parent for the page Design.
- Template
 - You can assign a template for each page based on how your website has been developed.
- Order
 - You can change the order of the pages in your website hierarchy which may affect the way they are displayed in your navigation menu.

NB: You should consult All Things Quilting before changing any of these attributes.

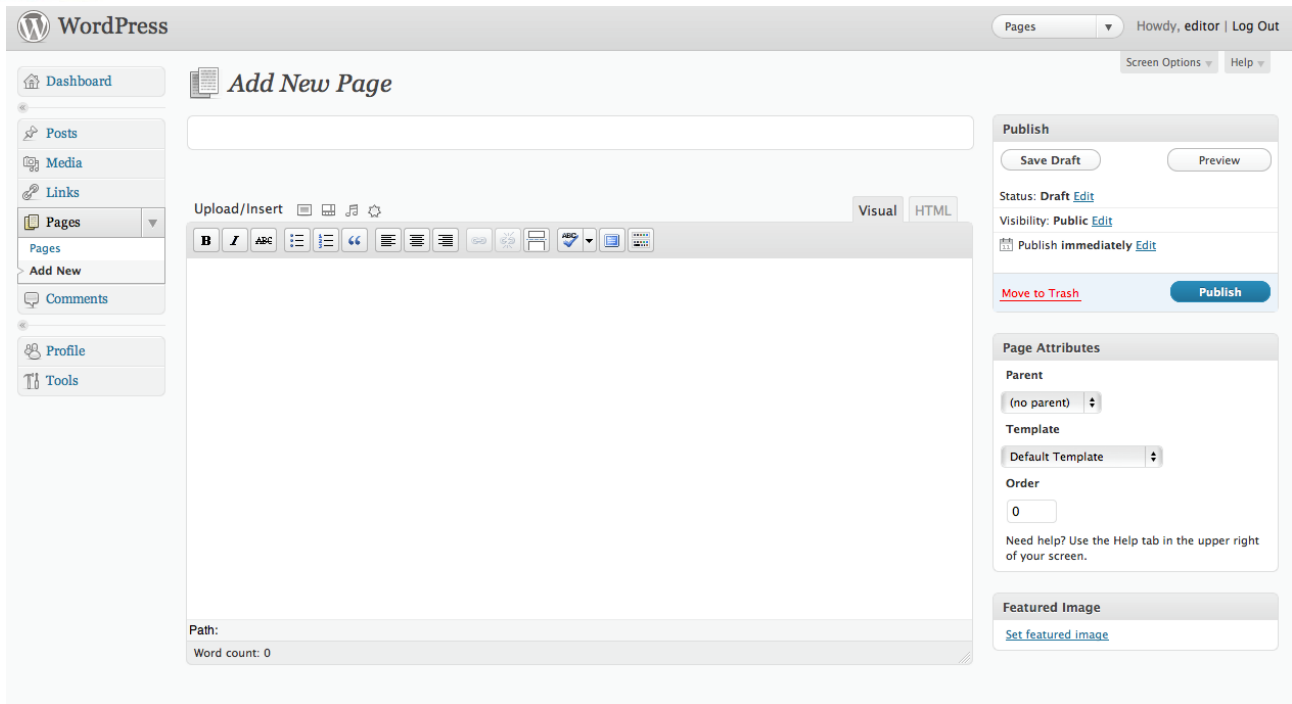
To save your changes, click on the **Update Page** button.

Add New Page

You can access the **Add New Page** screen by choosing **Add New** from the **Pages** widget in the sidebar.



The **Add New Page** screen looks like this:



This screen functions exactly like the **Edit Page** screen with the exception that the **"Update Page"** button is now the **"Publish"** button because the page has never been published. Once the page is published this button will become the **"Update Page"** button.

There is no content on a new page so you are free to be creative and design your own page from scratch.



Hint: It's a good idea to plan your page on paper or in an application you are familiar with, like **Microsoft Word** for example, before entering the content into the admin system.