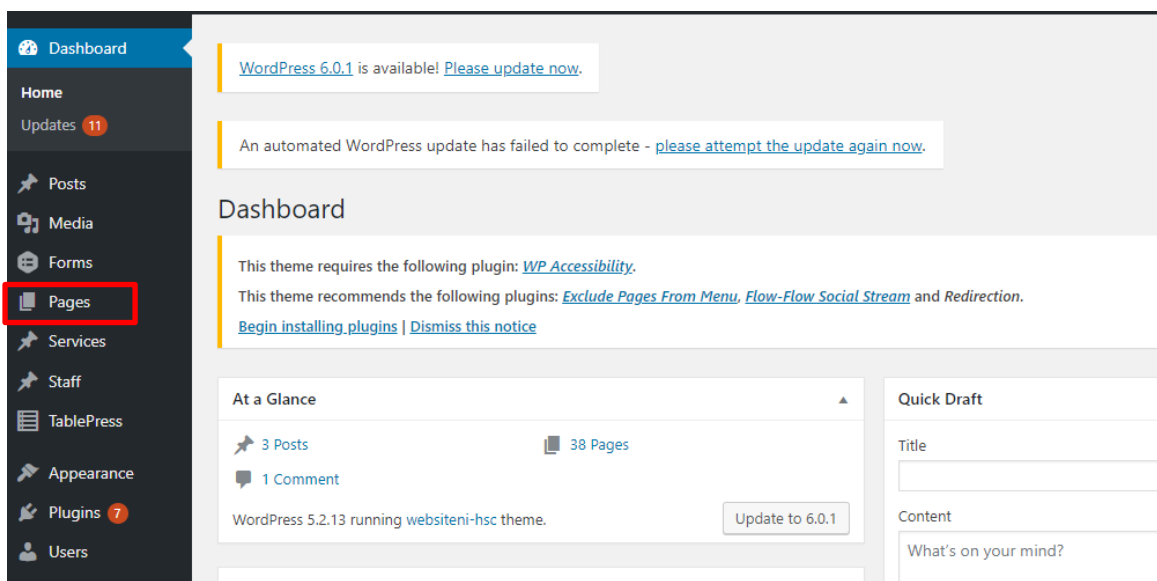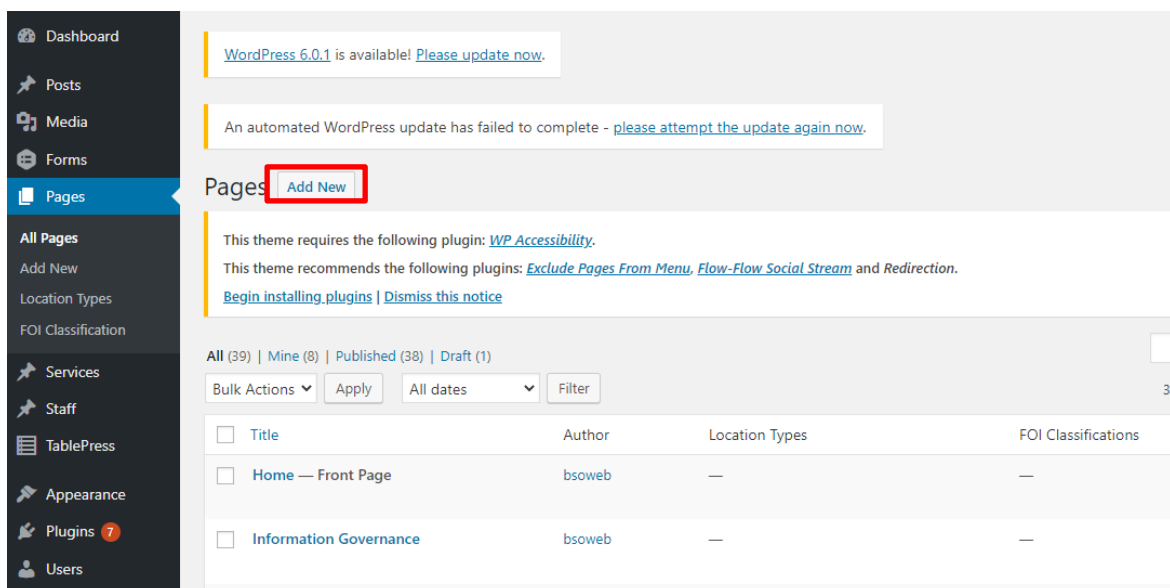# WordPress – Add, Edit & Delete Pages

This document will explain how to add, edit & delete pages on a website. This document assume you know how to log into the website and understand the admin area of your WordPress website.
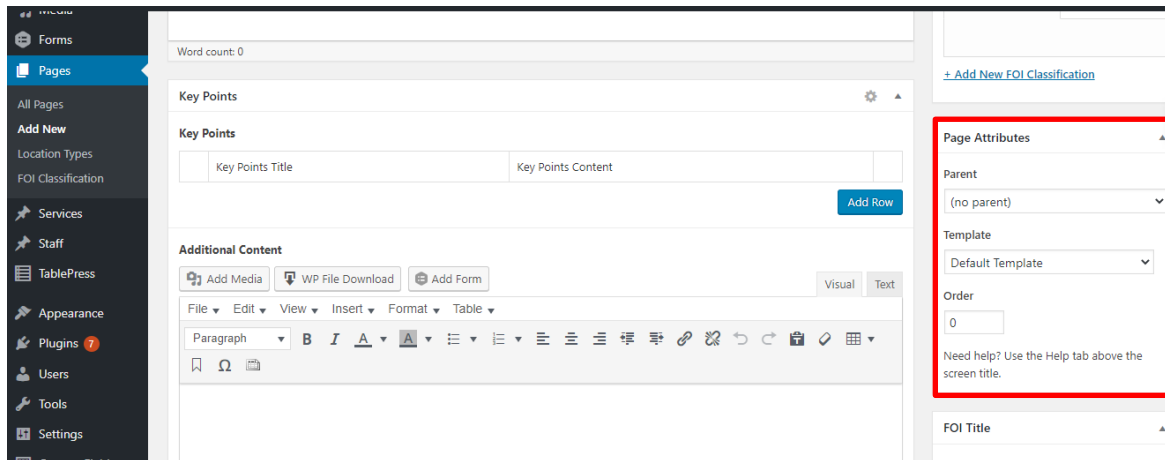
Add a page

Step 1: Select "Pages" on the left-hand side bar.


Step 2: Select "Add New"

Step 3: Select your "Parent page", "Page Template" & "Order". If you do not want a specific order and just to be alphabetical leave the order as "0".

Note: You have 2 types of pages "Parent pages" and "Child Pages". The parent page will be the main page and the child pages will be what it links to, if you imagine it to be like 2 tiers. You can add as many child pages as you would like to a parent page.

You can also create a child page that is the parent page for another child page, if you imagine this to be like 3 tiers. In this sense you can have as many tiers as you would like but more tiers make it harder for your users to find the information they would like.

**Step 4**: Add a title to your page and add content into the content box.
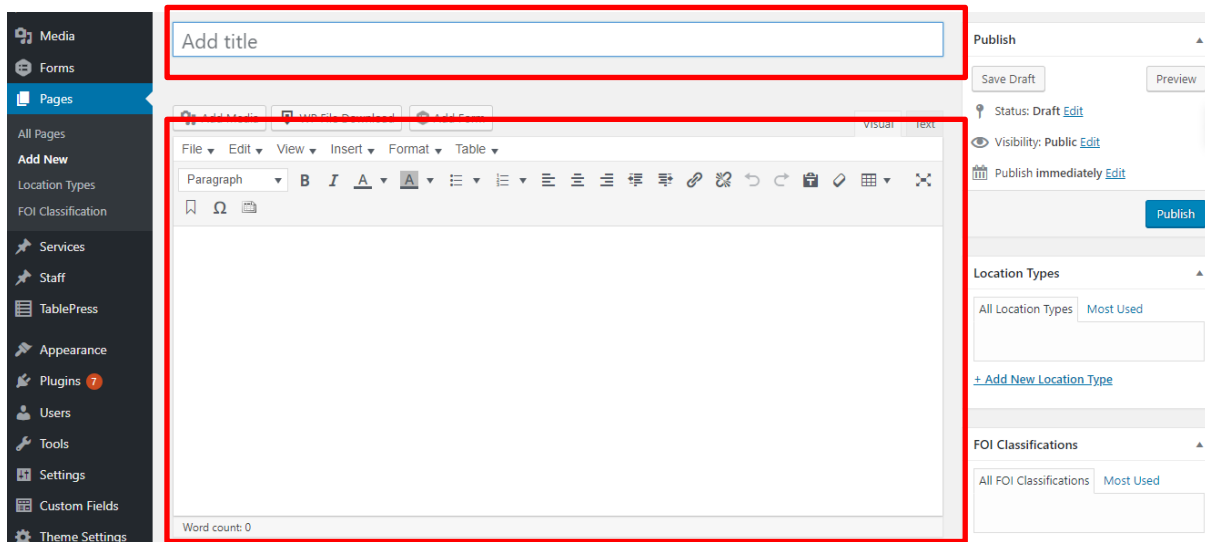
Note: This may be different depending on the layout that you have chosen in the previous step. The content box will allow you to lay out things the way you would like them specifically to look. It has a similar functionality to Microsoft Word.

Step 5: Add media/files/forms to your web page if needed.
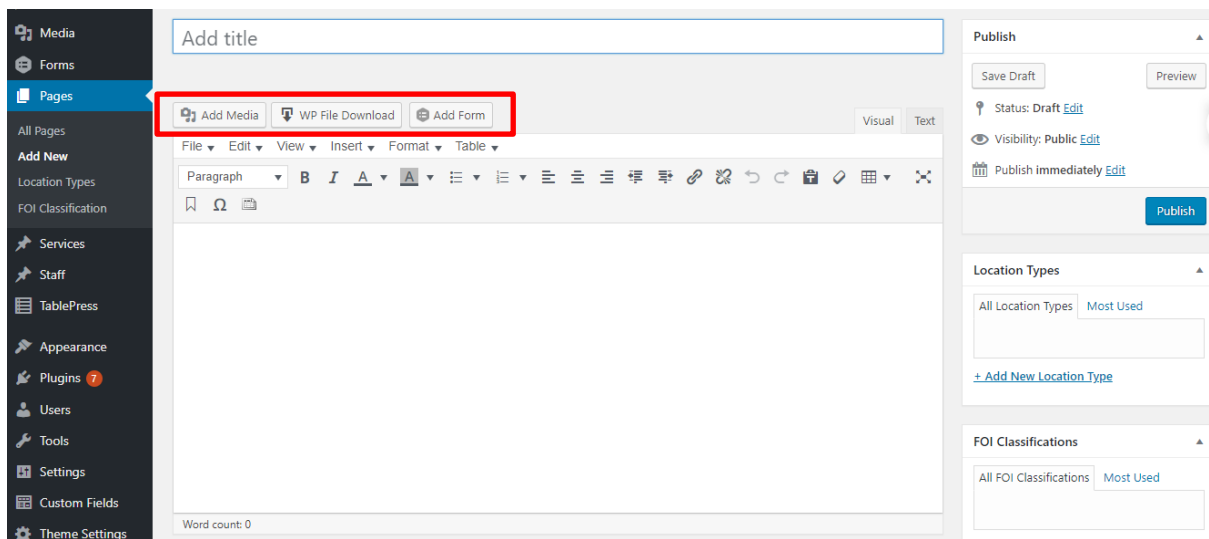
Step 6: Select the blue "Publish" button when you are happy with everything, and it will publish the page to the website.
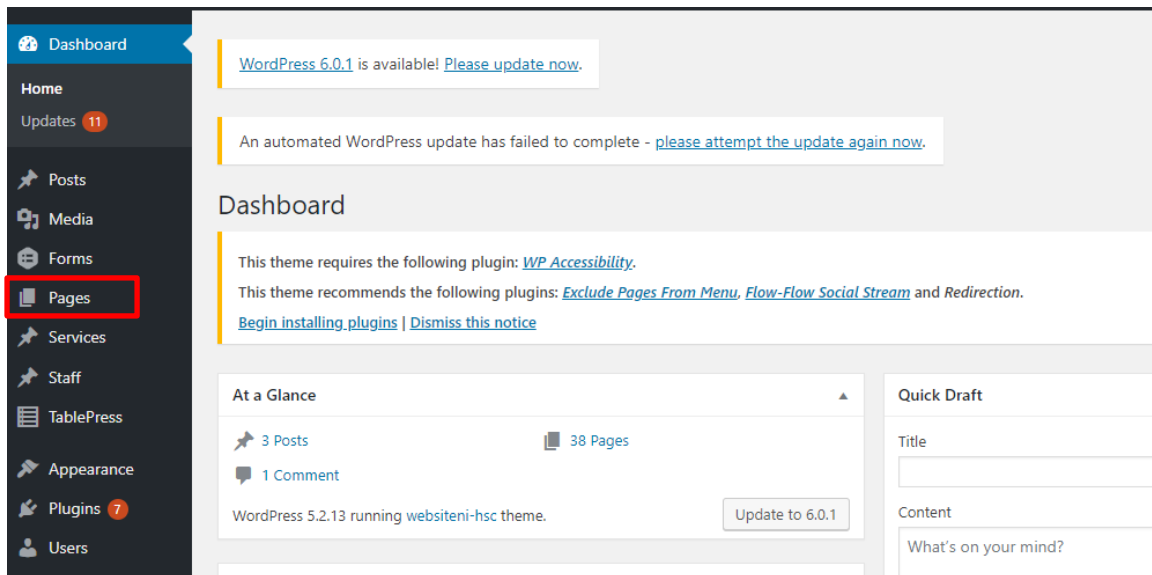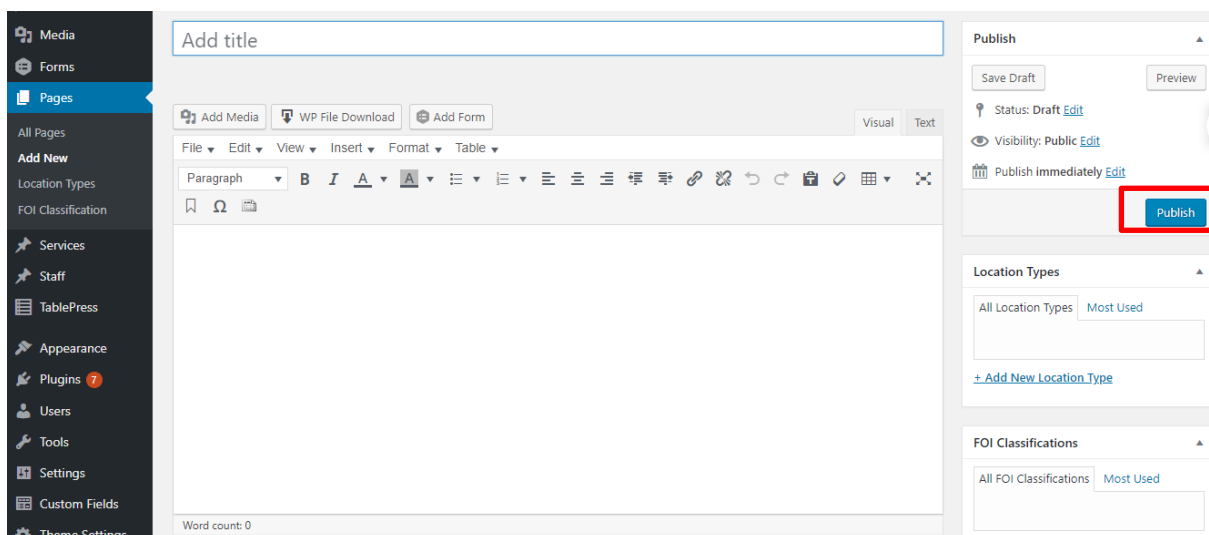

Note: There are some settings within Publish that you can change. You can set the status as a draft; this is useful if you have a page on the website you would like to take down until you review it. Visibility can be set as "Public", "Private" or "Password Protected". Password protected pages will require a password input to view the page. If you select password protected, it will ask you for a password for the page. Finally, you can choose when to publish the page, by default this is immediately, but if you have a page you want to launch at a specific time e.g., 10am then you can schedule the page to publish at that time.

Note: You can also hide pages from menus by using the Hide from Menu's option on the right-hand side. Hide from main menu will be for parent pages and hide from side menu will be for child pages that would show on the right-hand side of the parent page.
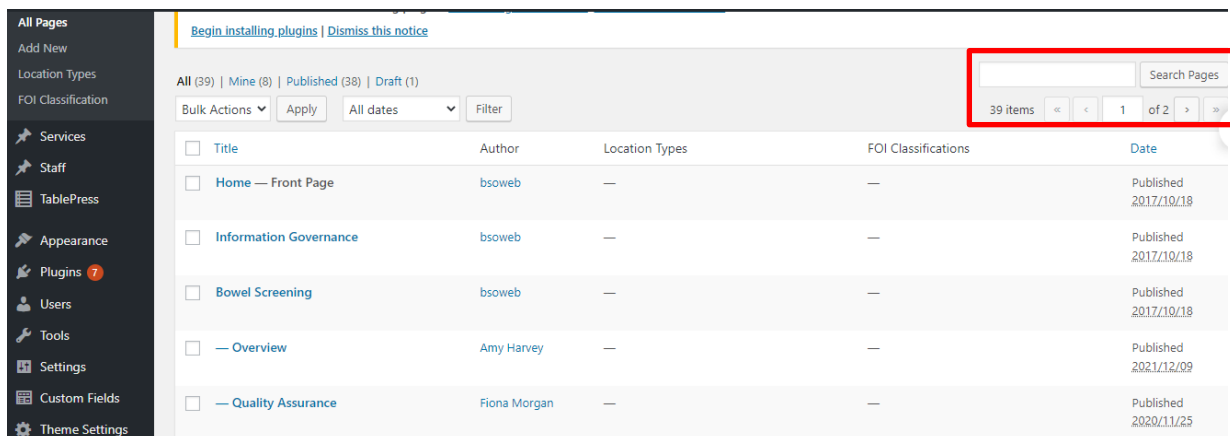
Edit a page

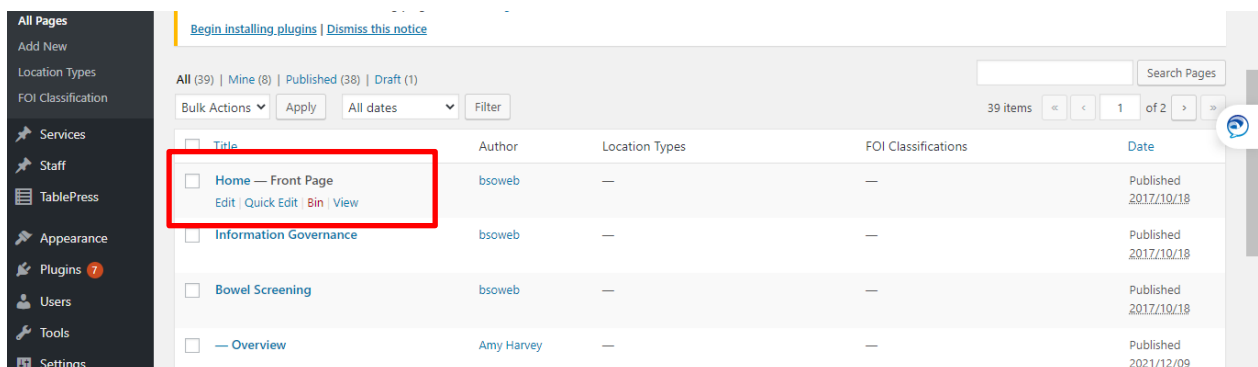**Step 1:** Select "Pages" on the left-hand side bar.

Step 2: Find the page you would like to edit. You can also use the search bar to put in the title of the page or use the arrows to look through page by page.
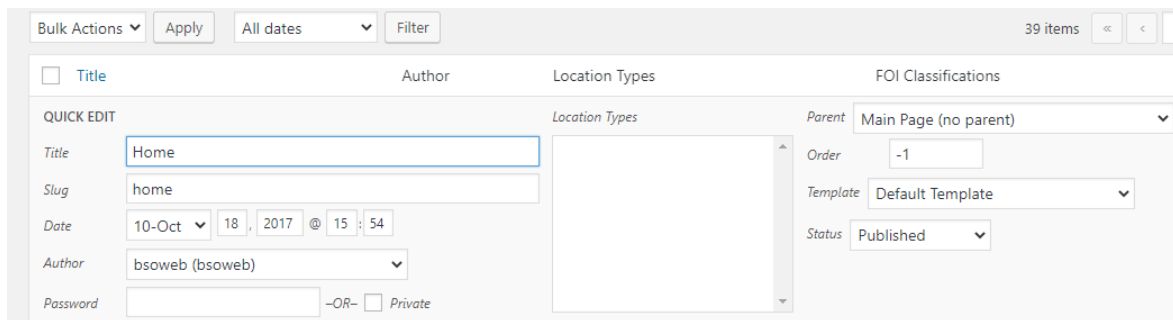

Step 3: Once you have found the page you would like to edit, hover over the page title with your mouse cursor and you will be given 4 options edit, quick edit, bin and view:

Note: Edit is for editing everything, the same page you used when creating the page. Quick Edit is used for changing some of the options such as page order, title etc. This is the quick edit option:
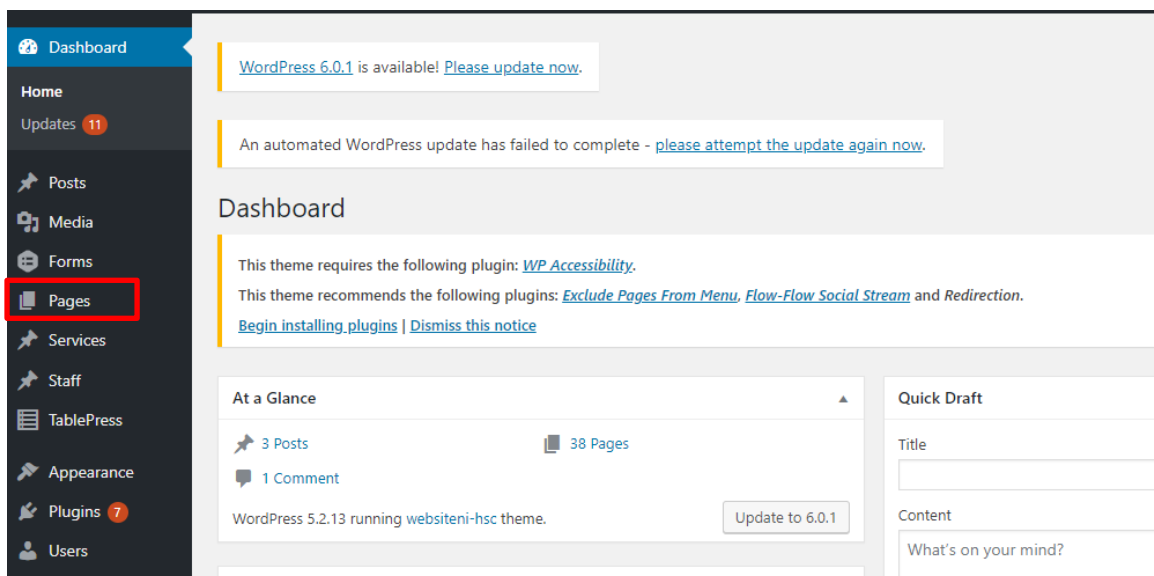

Step 4: select "Edit" and it will bring you through to your web page template with the information from the web page. Make the changes you would like to make and select the blue "Update" button on the right-hand side.
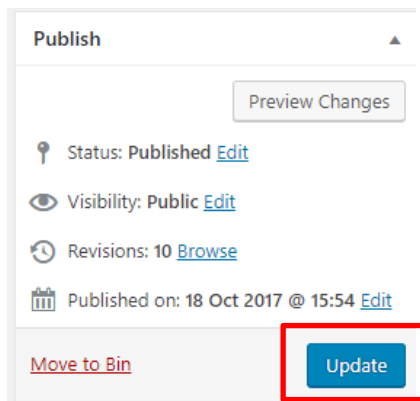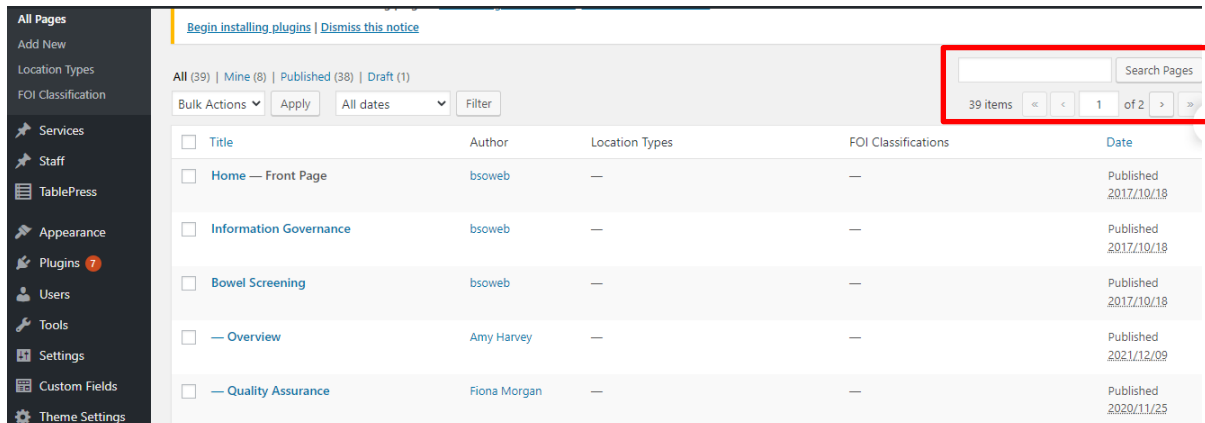

Delete a page

**Step 1:** Select "Pages" on the left-hand side bar.

Step 2: Find the page you would like to edit. You can also use the search bar to put in the title of the page or use the arrows to look through page by page.

Step 3: Once you have found the page you would like to edit, hover over the page title with your mouse cursor and you will be given 4 options edit, quick edit, bin and view:
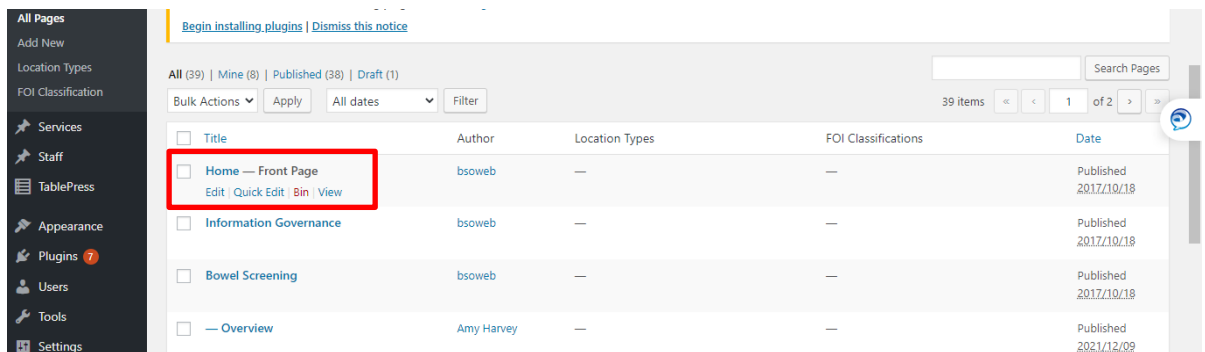

Step 4: Select the option "Bin" to delete the page.
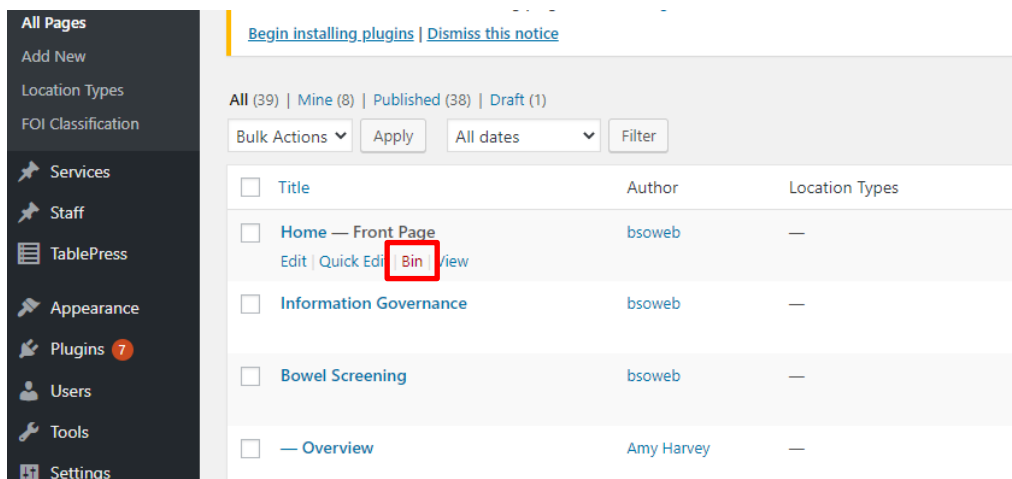
Note: This will not permanently delete the webpage, simply move it to a bin. From here you can restore the web page or permanently delete it. Sometimes files on webpages in the bin can still appear in searches.

Step 5: To restore or permanently delete a page in the bin select the bin option shown above. Hover over the title of the webpage and you will be given 2 options:
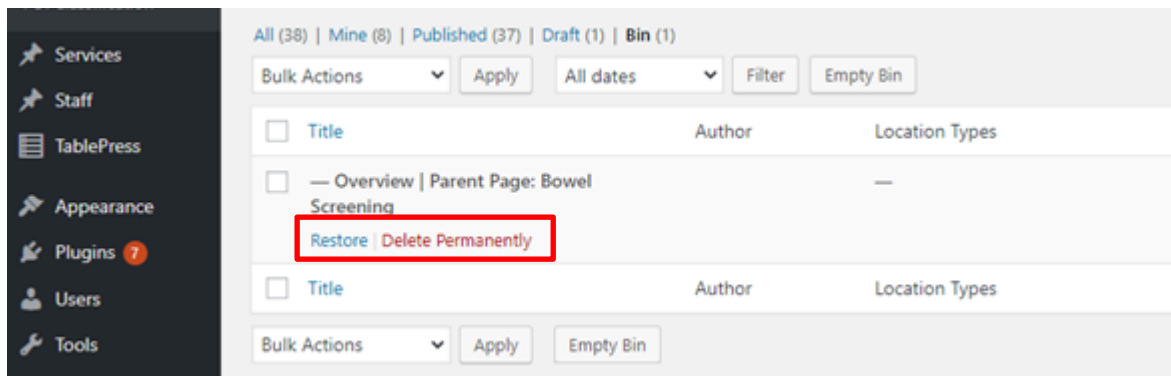
Note: Restore will restore the page back to its original position and connect back to parent/child pages. Delete permanently will not be able to be recovered, so make sure you want to delete it.