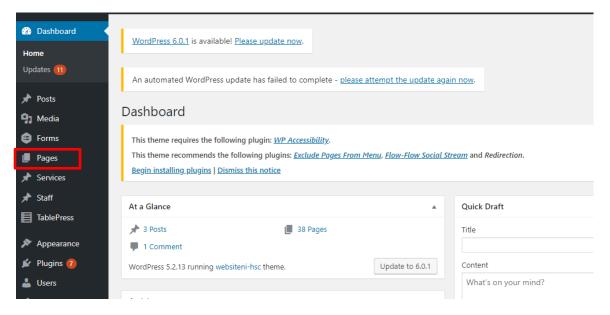
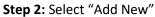
WordPress – Add, Edit & Delete Pages

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.





2 Dashboard★ Posts	WordPress 6.0.1 is available! Please update no	<u>w</u> .		
P) Media E) Forms I Pages	An automated WordPress update has failed to Pages Add New	complete - <u>please att</u>	empt the update again now.	
All Pages Add New Location Types FOI Classification	This theme requires the following plugin: <u>WP Ac</u> This theme recommends the following plugins: <u>B</u> Begin installing plugins Dismiss this notice		u, Flow-Flow Social Stream and Redirection	
★ Services ★ Staff	All (39) Mine (8) Published (38) Draft (1) Bulk Actions 💙 Apply All dates	Filter		39
TablePress	Title	Author	Location Types	FOI Classifications
🔊 Appearance	Home — Front Page	bsoweb	-	_
🖌 Plugins 7	Information Governance	bsoweb	-	-

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".

Forms Pages All Pages	Key Points &	+ Add New FOI Classification
Add New Location Types FOI Classification	Key Points Key Points Title Key Points Content	Page Attributes
≁ Services≁ Staff➡ TablePress	Add Row Additional Content Yisual Add Form Visual Text	(no parent) V Template Default Template V
 Appearance Plugins Users 	File v Edit v View v Insert v Format v Table v Paragraph v B I A × E v E z E E E E E E E F D C B Q E Image: A Image: A	Order 0 Need help? Use the Help tab above the screen title.
 Tools Settings Curteen Solds 		FOI Title

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.

93 Media Add title Publish 🖨 Forms Save Draft Preview Pages 9 Status: Draft Edit Visibility: Public Edit File - Edit - View - Insert - Format - Table -Add New Publish immediately Edit ▼ B *I* <u>A</u>▼ <u>A</u>▼ E▼ E▼ E ± 圭 佳 華 ❷ 器 つ ご 歯 ⊘ ⊞▼ 米 Paragraph Ω 🗅 FOI Classification 🖈 Servi Location Types 🖈 Staff TablePress All Location Types Most Used Appearance Plugins 👩 + Add New Location Type * Users Tools FOI Classifications Settings All FOI Classifications Most Used 📰 Custom Fields Word count: 0

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.

9] Media	Add title	Publish
🖨 Forms		Save Draft Preview
📙 Pages 🛛 🗸	😗 Add Media 🛛 🐺 WP File Download 🔹 Add Form	Status: Draft <u>Edit</u>
All Pages	File v Edit v View v Insert v Format v Table v	Visibility: Public Edit
Location Types	Paragraph ▼ B I A ▼ A ▼ E ▼ E ▼ E ± ± ≢ ₽ ∅ 않 つ ⊂ 📾 ◊ ⊞ ▼ 🗙	Publish immediately Edit
FOI Classification		Publish
Services		
🕈 Staff		Location Types
TablePress		All Location Types Most Used
Appearance		
🖆 Plugins 7		+ Add New Location Type
Lusers		
🗲 Tools		FOI Classifications
Settings		All FOI Classifications Most Used
 Custom Fields Theme Settings 	Word count: 0	

Step 6: Select the blue "Publish" button when you are happy with everything, and it will publish the page to the website.

3 Media	Add title	Publish	
Forms		Save Draft	Preview
Pages 🗸		Status: Draft Edit	
ll Pages	9 Add Media WP File Download Add Form Visual Text	Visibility: Public Edit	
id New	File v Edit v View v Insert v Format v Table v	Publish immediately Edit	
ocation Types	Paragraph ▼ B I A ▼ A ▼ E ▼ E ▼ E = E = E = P 2 2 5 C B 2 ■▼ ×	m Publish immediately <u>cuit</u>	
DI Classification	Ω Ξ		Publish
Services			
Staff		Location Types	
TablePress		All Location Types Most Used	i
Appearance			
Plugins 🕖		+ Add New Location Type	
Users			
Tools		FOI Classifications	
Settings		All FOI Classifications Most U	sed
Custom Fields			

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.

Dashboard	WordPress 6.0.1 is available! Please update now.	
Home Updates 11		
✤ Posts ♀ Media	An automated WordPress update has failed to complete - <u>please attempt the update ag</u>	ain now.
🔁 Forms 📕 Pages	This theme requires the following plugin: <u>WP Accessibility</u> . This theme recommends the following plugins: <u>Exclude Pages From Menu</u> , <u>Flow-Flow Social S</u> <u>Begin installing plugins Dismiss this notice</u>	<u>tream</u> and <i>Redirection</i> .
ServicesStaff	At a Glance	Ouick Draft
 TablePress Appearance 	A Posts	Title
 Plugins 7 Users 	I Comment WordPress 5.2.13 running websiteni-hsc theme. Update to 6.0.1	Content What's on your mind?
Sers		what's on your minu:

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.

All Pages Add New	Begin installing plugins Dismiss this notice				
ocation Types OI Classification	All (39) Mine (8) Published (38) Draft (1) Bulk Actions 🗸 Apply All dates	✓ Filter		39 items	Search Pages
Services	Title	Author	Location Types	FOI Classifications	Date
 Staff TablePress 	Home — Front Page	bsoweb	-	_	Published 2017/10/18
Appearance Plugins 7	Information Governance	bsoweb	-	_	Published 2017/10/18
Users	Bowel Screening	bsoweb	-	_	Published 2017/10/18
ToolsSettings	Overview	Amy Harvey	_	_	Published 2021/12/09
Custom Fields Theme Settings	— Quality Assurance	Fiona Morgan	-	-	Published 2020/11/25

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:

All Pages Add New Location Types FOI Classification	Begin installing plugins Dismiss this notice All (39) Mine (8) Published (38) Draft (1) Bulk Actions V Apply All dates	Filter			39 items 《 < 1	Search Pages
* Services	Title	Author	Location Types	FOI Classifications	Da	ate 🔊
⋆ Staff➡ TablePress	Home — Front Page Edit Quick Edit Bin View	bsoweb	_	-		ublished 017/10/18
🔊 Appearance 🖉	Information Governance	bsoweb	_	_		ublished 017/10/18
🛓 Users	Bowel Screening	bsoweb	_	-		ublished 017/10/18
ToolsSettings	Overview	Amy Harvey	_	-		ublished 021/12/09

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:

Bulk Action	s 🗸 Apply All dates 🗸 Filter		39 items 🤍 <
Title	Author	Location Types	FOI Classifications
QUICK EDIT		Location Types	Parent Main Page (no parent)
Title	Home		▲ Order -1
Slug	home		Template Default Template
Date	10-Oct 💙 18 , 2017 @ 15 : 54		Status Published
Author	bsoweb (bsoweb)		
Password	-OR- Private		v

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.

Publish	
ł	Preview Changes
Status: Published Edit	
Visibility: Public Edit	
Revisions: 10 Browse	
Published on: 18 Oct 2	017 @ 15:54 Edit
Move to Bin	Update

Delete a page

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

Dashboard	WordPress 6.0.1 is available! Please update now.	
Home	Total resident is available. <u>I read againe from</u> .	
Updates 11	An automated WordPress update has failed to complete - please attempt the update ag	ain now.
📌 Posts		
9] Media	Dashboard	
🖨 Forms	This theme requires the following plugin: <u>WP Accessibility</u> .	
📕 Pages	This theme recommends the following plugins: <u>Exclude Pages From Menu</u> , <u>Flow-Flow Social</u>	<u>Stream</u> and Redirection.
🖈 Services	Begin installing.plugins Dismiss this notice	
📌 Staff	At a Glance	Quick Draft
TablePress		Title
🔊 Appearance	1 Comment	
😰 Plugins 7	WordPress 5.2.13 running websiteni-hsc theme. Update to 6.0.1	Content
👗 Users		What's on your mind?

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Location Types FOI Classification	All (39) Mine (8) Published (38) Draft (1) Bulk Actions V Apply All dates	✓ Filter		39 items «	Search Pages
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🛓 Users	Bowel Screening	bsoweb	-	_	Published 2017/10/18
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Location Types FOI Classification	All (39) Mine (8) Published (38) Draft (1) Bulk Actions V Apply All dates	✓ Filter		39 items «	
* Services	Title	Author	Location Types	FOI Classifications	Date
★ Staff TablePress	Home — Front Page Edit Quick Edit Bin View	bsoweb	-	-	Published 2017/10/18
Appearance	Information Governance	bsoweb	_	_	Published 2017/10/18
🖌 Plugins 7	Bowel Screening	bsoweb	-	-	Published 2017/10/18
 Tools Settings 	— Overview	Amy Harvey	-	-	Published 2021/12/09

Step 4: Select the option "Bin" to delete the page.

All Pages	Begin installing plugins Dismiss this notice	-			
Add New					
Location Types	on Types All (39) Mine (8) Published (38) Draft (1)				
FOI Classification	Bulk Actions 🗸 Apply All dates	✔ Filter			
* Services	Title	Author	Location Types		
✤ Staff TablePress	Home — Front Page Edit Quick Edit Bin /iew	bsoweb	-		
Appearance Plugins 7	Information Governance	bsoweb	_		
🛓 Users	Bowel Screening	bsoweb	-		
ToolsSettings	— Overview	Amy Harvey	-		

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.

All (38) Mine (8) Published (37) Draf	it (1) Bin (1)
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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:

All (38) Mine (8) Published (37) Draft (1) Bin (1)					
Ik Actions 🗸 Apply All dates	✓ Filter Empt	y Bin			
Tata	Author	Location Types			
j noe	Autro	Location types			
Overview Parent Page: Bowel Screening		-			
Restore Delete Permanently					
Title	Author	Location Types			
j 110e	Addioi	cocation types			
Ik Actions Apply Empty Bin					
	k Actions Apply All dates Title Overview Parent Page: Bowel Screening Restore Delete Permanently Title	k Actions Apply All dates Filter Empty Title Author Overview Parent Page: Bowel Screening Restore Delete Permanently Title Author			

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.