# WordPress – Content Editing Area

This document will explain different features of the Content Editing Area and how to use them effectively. Generally, this will be the same in Pages/Posts/Services, however some features may change slightly. This document assume you know how to log into the website and understand the admin area of your WordPress website.

The Tool Bar

Below is the typical toolbar you will see in your editing area:
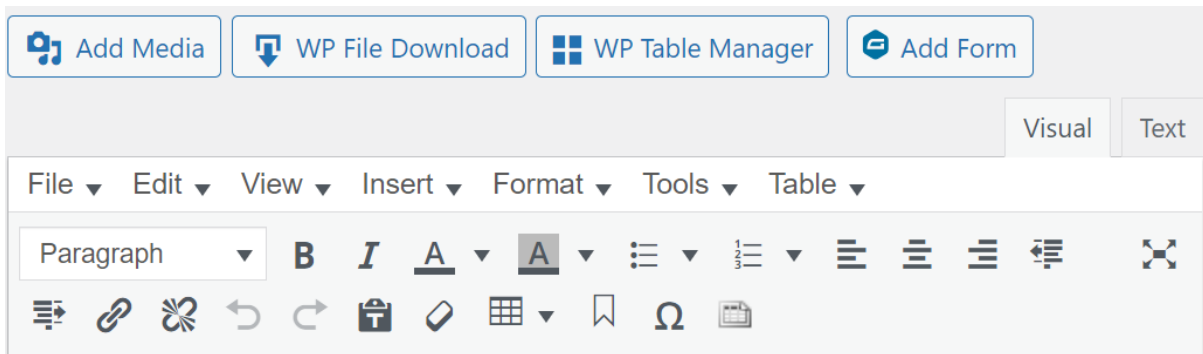
Note: The buttons "Add Media", "WP File Download", "WP Table Manager" and "Add Form" may not be displayed if the feature is not part of your website. Alternatively, there may be other buttons here that aren't currently displayed.

This area is for creating your headers and paragraph text sizes, these have been made to comply with accessibility laws and have been accessibility tested. You main heading should be Heading 1, sub heading then Heading 2, and a sub heading of Heading 2 should be Heading 3. Normal paragraph text should be set as paragraph text. See below:
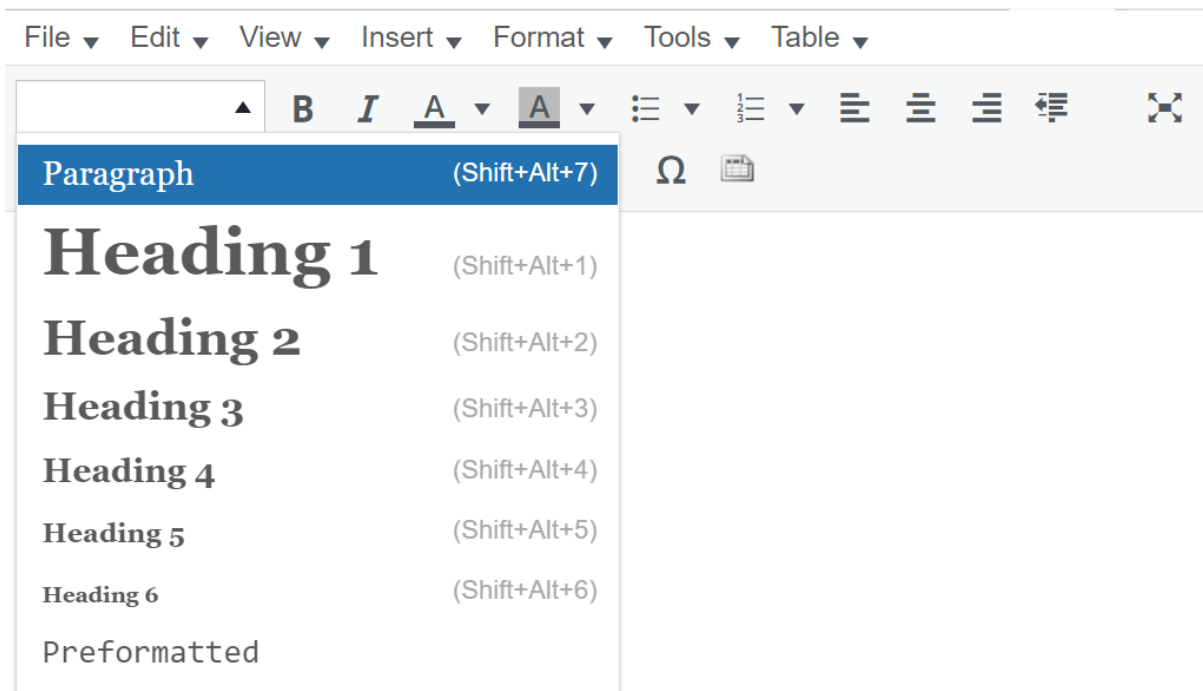
Within this tool bar there are also features that commonly found within Microsoft word and similar word editing toolkits, such as:

- Bold
- Italic
- Bullet points
- Alignment
- Hyperlinks
- Tables
- Clear formatting

Note: Underline function isn't available as it isn't seen as being accessible with web content accessibility laws as this can skew how text is seen.

Publish Area
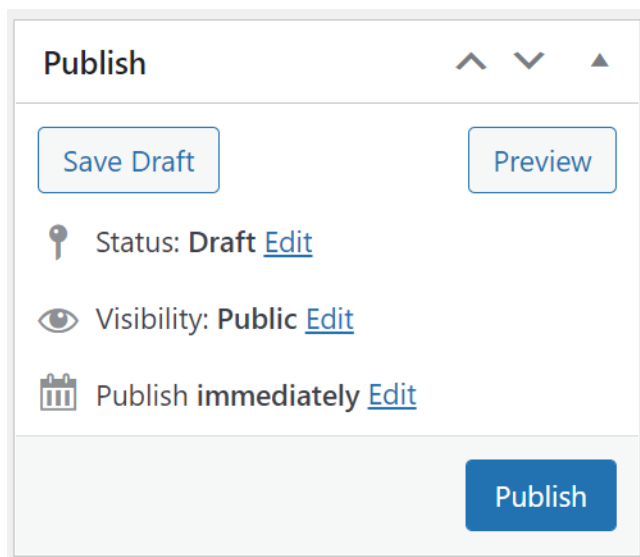
Here there are 6 options:

Save Draft – Where you can save the page as a draft and come back to it, this does not make the page live for users to see.

Preview – This allows you to get a preview of how your website will look, to make sure you're happy with it before making it live.

Status – you can use this to change the status of your page the options are draft or pending review – useful if you need the page to be checked before submitting.

Visibility – This can be set as Public, Password Protected and Private. Public means anyone can see the page. Password Protect means that you can limit access to the content on that page to those with the password only. Finally, private pages are only for users logged into the content management system and who are authorised to see the page.

Publish – You have 2 options, publish immediately, or you can see a specific date and time for a page to go live. This is useful if you have a page you would like to go live during say the Christmas holiday season when no one is around to make sure it is done. There is also a post expiration function, but there will be more on this later in this document.
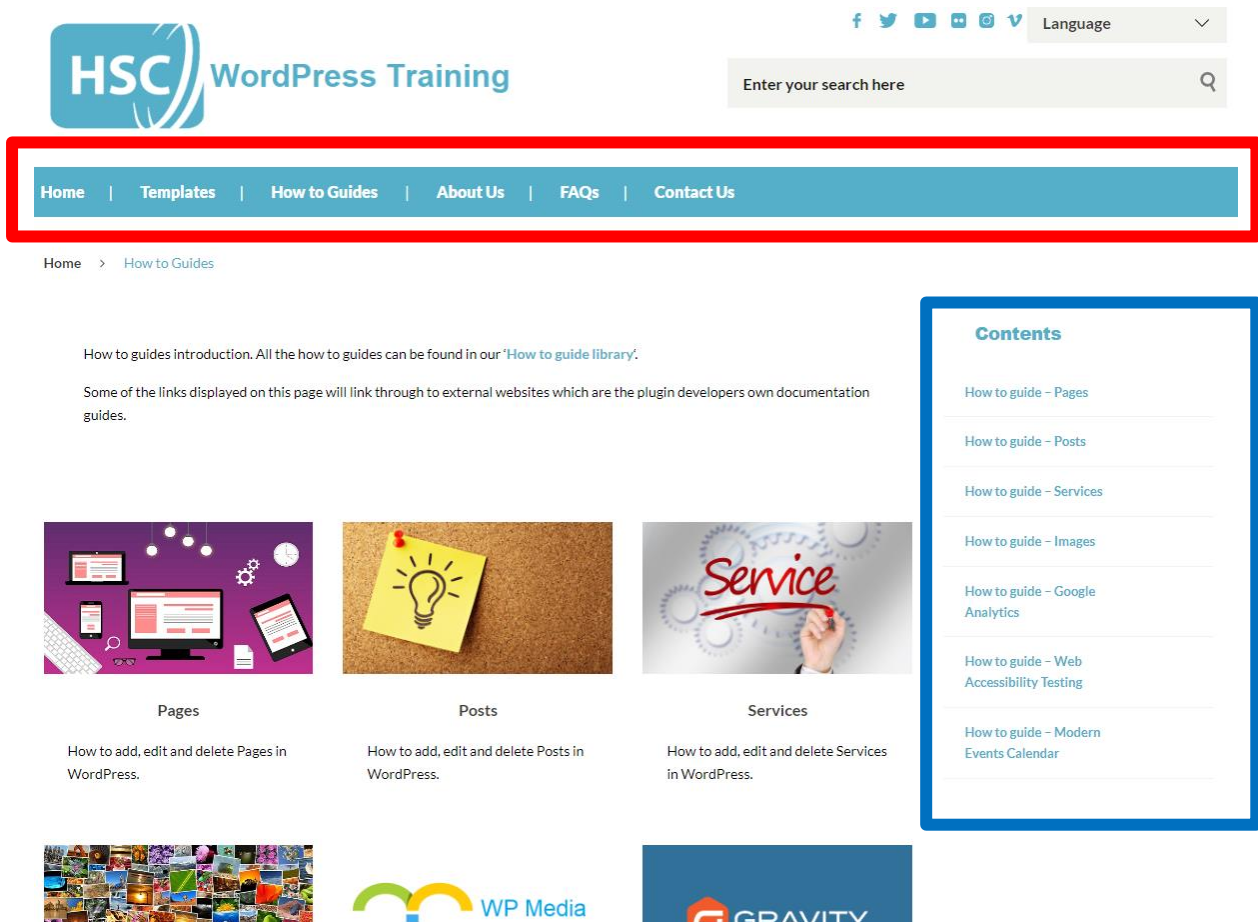

Publish button – This is the button used to make your website live and visible for users to see.
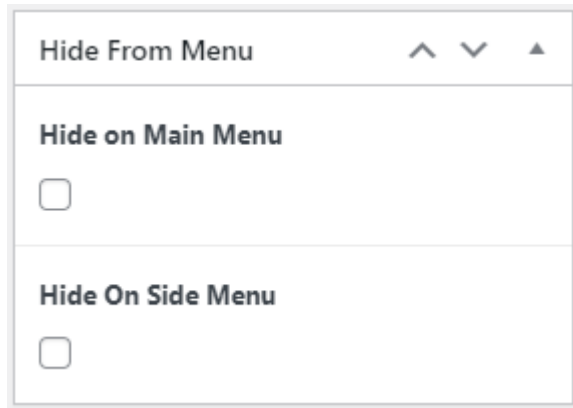
Hiding Menu Items

On your WordPress website there are 2 menus, the main menu that runs along the top, and the side menu which is seen on web pages and runs down the right-hand side. See below:

red = main menu   blue = side menu

Your main menu is where pages without a parent page will display. This is because they are classed as the main pages of your website. The side menu is where the child pages of your page will be populated to give you relevant navigation options. To hide a page from either of these areas you have 2 options:
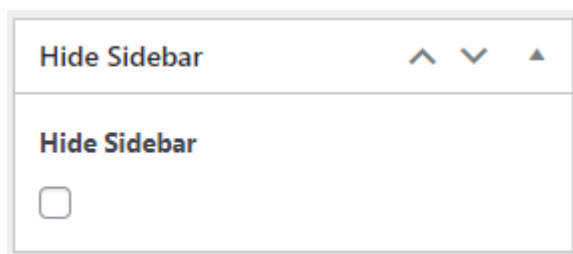

Hide on main menu is used for pages that don't have a parent page, but also shouldn't be on the main menu e.g. a cookies disclaimer page. This option is also useful for all child pages as this will hide it from the mobile main menu as well.

Hide on side menu option will then hide child pages from the contents section on the right-hand side of the page. Useful if you have a child page that you want to link people too but not have visible on the website.

There is also one other option which is that you can completely hide the side menu on a page and turn the page into a full width page. This can be useful for a news archive that displays months of posts that may no longer be relevant. This is done through an option called hide sidebar:

Page Attributes

This is where you can choose a parent page, a template and select the order for pages to appear. When you click the Parent dropdown box it will list all the web pages currently available on the website. This allows you to pick any of the pages available to select as a parent page.

Template is a page template; we have 11 custom templates and the default WordPress template available. You can see what the templates do at https://wordpresstraining.hscni.net/templates/

Order is the order the pages are to be ordered on the main menu/side menu using a number system e.g. 1,2,3,4,5, or 10, 17, 24, 25 – you can also use negative numbrs e.g. -2, -1, 0, 1, 2, 3 – The numbers themselves are important, just what is bigger/smaller to put the order in.

PublishPress Future (page expiration)

This feature is very useful for setting when your page is to come down automatically. You can choose a specific date and time as well as how you want the page to expire, you can expire it through one of the following option:

- Draft – This will just turn the page into a draft for you to make changes to, or manually delete when you are next in the content management system.
- Delete – This will permanently delete the page and is not recoverable.
- Trash – this will delete the page into the trash can, but you can restore the page if needed.
- Private – This will make the page private and only viewable to users logged in that are authorised to see the page.

There are some other options that you can use but none apply to our website theme.

Any other questions, please check out our other how to guides, FAQs page or get in touch.