

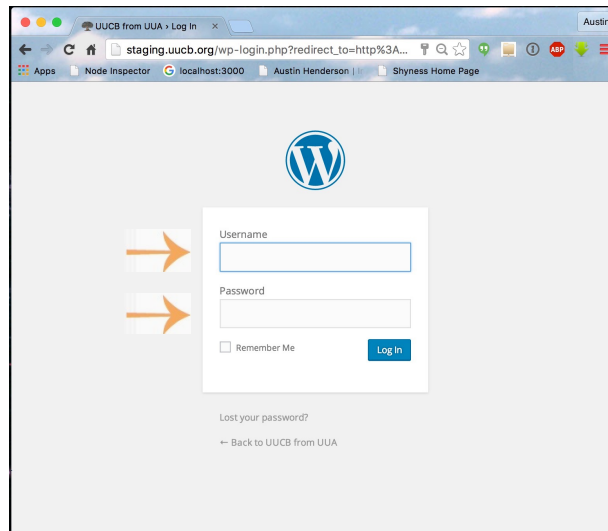
Edit a page

January 25, 2016

WordPress is the “platform” on which the uucb.org website is built. This set of instructions is designed to help you make changes to a page on the uucb.org website.

1. Do: Open a browser and navigate to uucb.org/wp-admin

See:



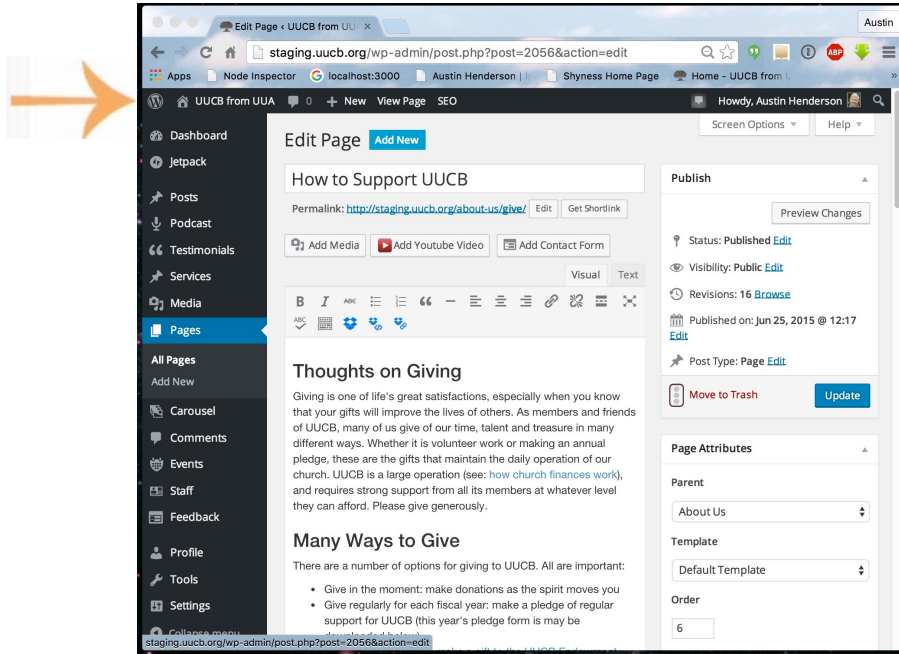
Notice: This is where you log in to the uucb.org administration (that means, editing) website.

Find the boxes for “Username” and “Password” (see the **orange arrows**).

2. Do: Use the same *username* and *password* you currently use to log in to the uucb.org website. If you can't remember these credentials, contact Jim Gasperini : e-mail: jimg@well.com, phone: 510.559.1897.

Type in your username and password; click the Login button.

See:

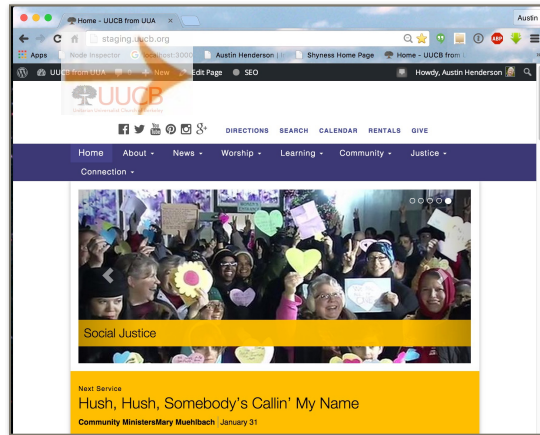


Notice: This wp-admin page is called the “dashboard” (because of all the controls in the left and right columns).

The "home" icon with a label that includes “UUCB”

3: Do: Click the “UUCB from UUA” item.

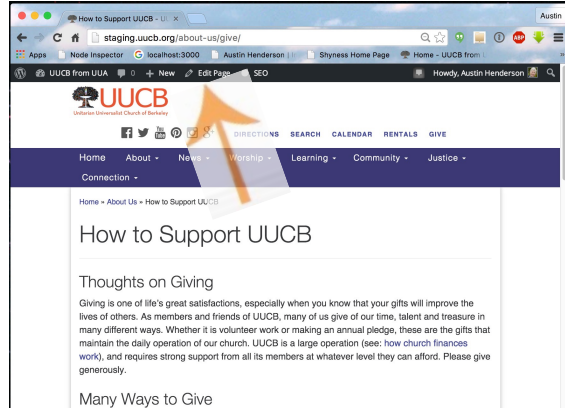
See:



Notice: You are now at the uucb.org website. AND you are in editing mode for the website. You can tell this because there is an “Edit Page” item in the menu bar.

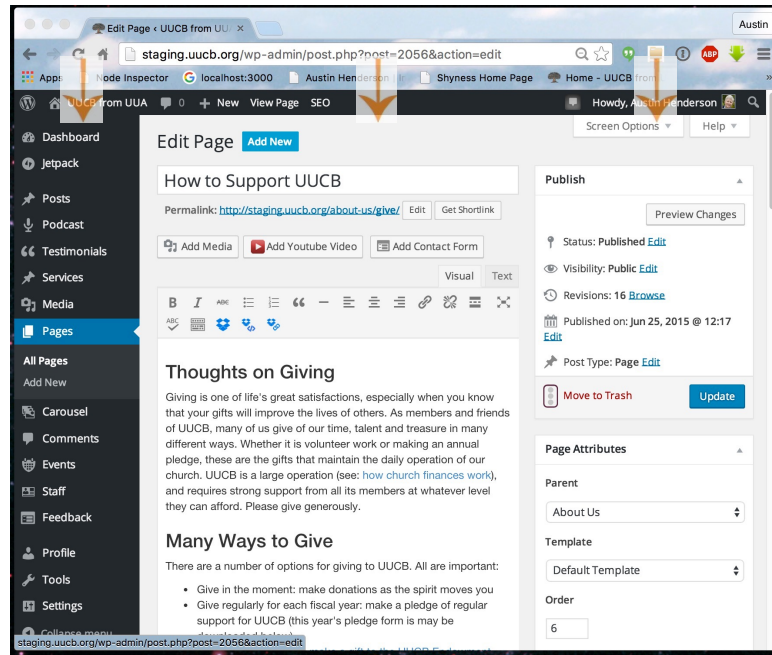
4. Do: Navigate to the uucb.org page you want to edit. (We will use the “How to Support UUCB” page in this example.)

See:



Notice: The “Edit Page” item in the menu bar is still there.

5. Do: Click the “Edit Page” item in the menu bar.
See:



Notice: You have returned to the WordPress administration site dashboard, focused on the page from the uucb.org website you chose by navigating to it.

The page has three columns: navigation, page content, publishing action.

The content (middle) column is the place to make changes in the content.

While editing, you are working on a copy of the page, and these changes will not be visible to other users of the website.

In the right column, the “Preview Changes” button lets you see what your changed page will look like before you publish it. This view is opened in new tab on the browser, so you will not lose your place on the dashboard.

When you are happy with what you have, the “Update” button can be used to *publish* the change, at which point the changed page will become visible to anyone using the website.

6. Do: For example, you could change “Giving” to “Endowing” by simply selecting the word “Giving” and typing over it with the word “Endowing”.

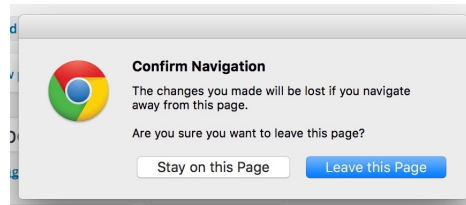
Some editing tools are available (appropriately available for your type of computer). You can even undo changes you don't like.

- See: The page looks as it will appear when published. (What you see is what you get - WYSIWYG!)

7. **Do:** Click “Update” to publish the changes.
- See:** A dial appears to the left of the update button. When it stops spinning, the page has been published.

Notice: From here you can make more changes if you like.

When you have made changes but have not published them, if you attempt to navigate away from the page, and you will be alerted that you are in danger of losing your work:



If you click “Leave this Page”, the changes will be lost. (This effectively cancels the editing. Which may, of course, be what you want: “forget it!”)

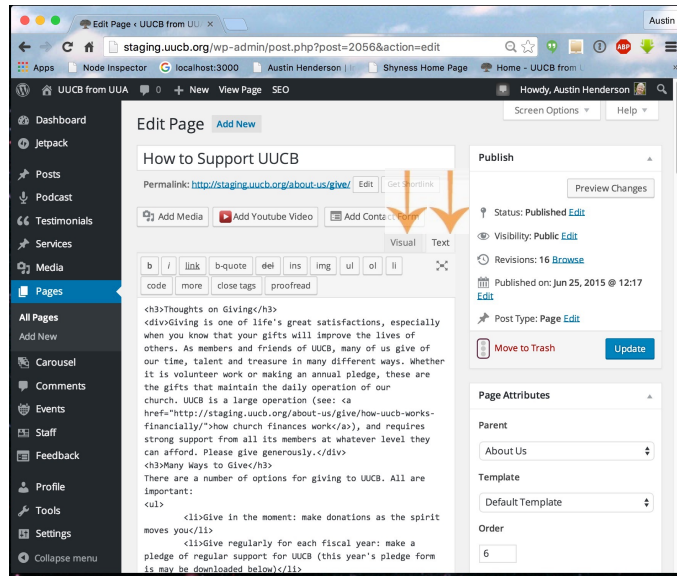
If you click “Stay on the Page,” you will remain on the page. The changes will not be lost, and you can continue editing.

Advanced class:

8. Do: This is a website, and all the content is expressed in the HTML markup language. Find the “Visual” and “Text” buttons at the top right of the content column.

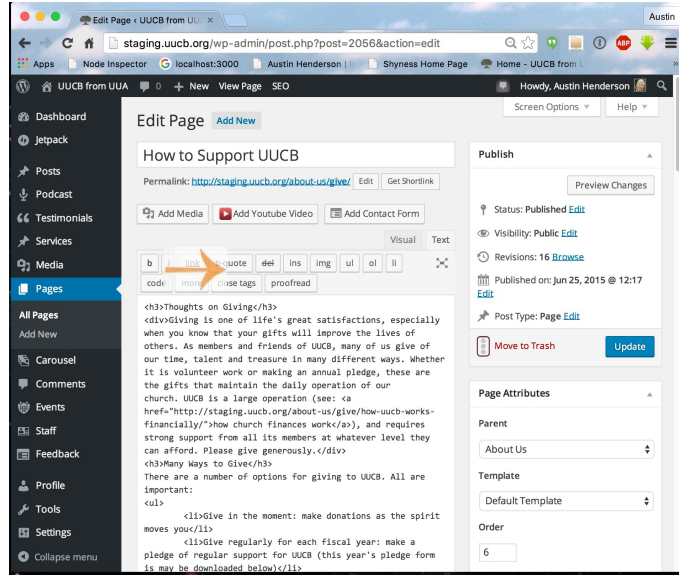
Click the “Visual” button to see and edit the content as WYSIWYG.

See: Click the "Text" button to see and edit the same content in HTML.



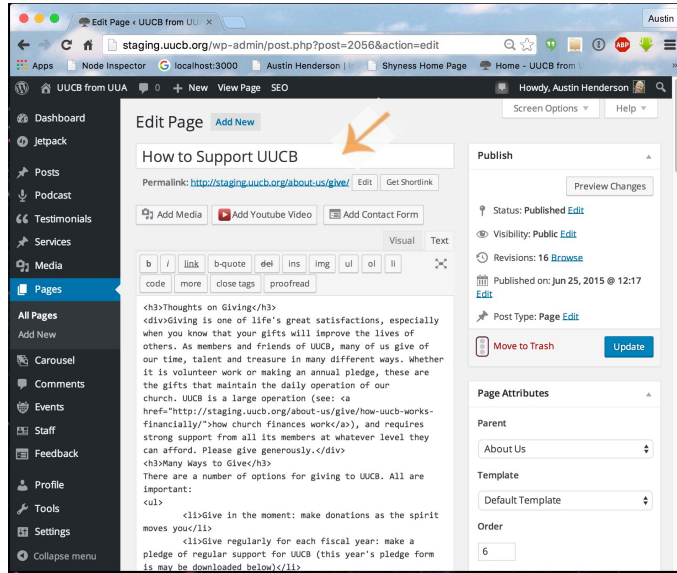
9. Do: 19 buttons for styling web content display above the content window.
If you know the basics of how to code HTML, select the Text tab.

See:



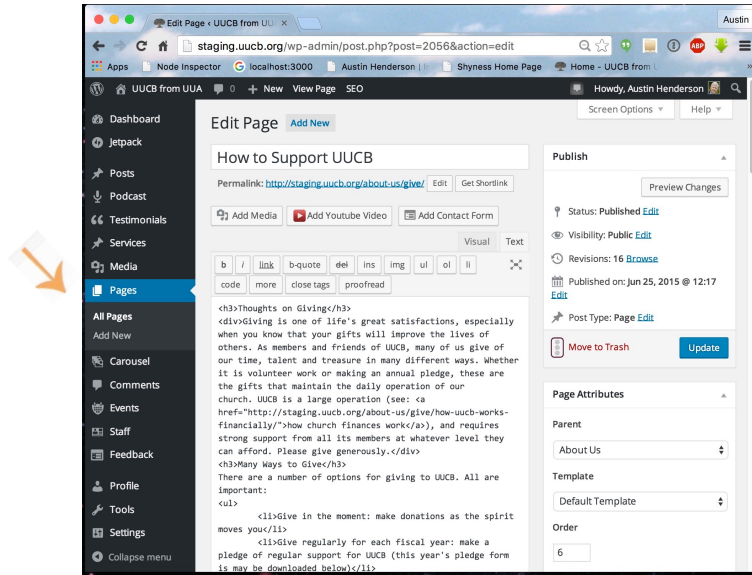
Notice: 19 buttons for creating/editing web content. Hovering over each will give a hint about what they are good for.

10. Do: The box at the top of the content is the title of the page.
Select and edit the title if you want to change the page’s name.



11. Do: When you are in the dashboard, it is also possible to select a page using the from the navigation links in the left-hand column, and searching for the page by name.

See:



Notice: This usually is a little cumbersome, but it saves you going back and forth between the dashboard and the website.