

Lesson Seven

~ Pages: An Intro ~



We have customized your business blog. We have tweaked the settings and we added some widgets to the sidebar and footers. What is next? Well, now we begin to build the blog. The first step is to create a couple of pages.

Once you know how to do this you can replicate the process and create as many pages as you want. I think you should keep it simple though and only have a couple pages. Any pages you create will be automatically added to the navigation of your blog. You don't want so many that it looks cluttered. I suggest sticking to a max of about five. The rest of your blog's content will be added using "Posts", which we will touch on in a later lesson. Pages are used for static content (i.e. content that generally stays the same; about us, contact us and etc...)

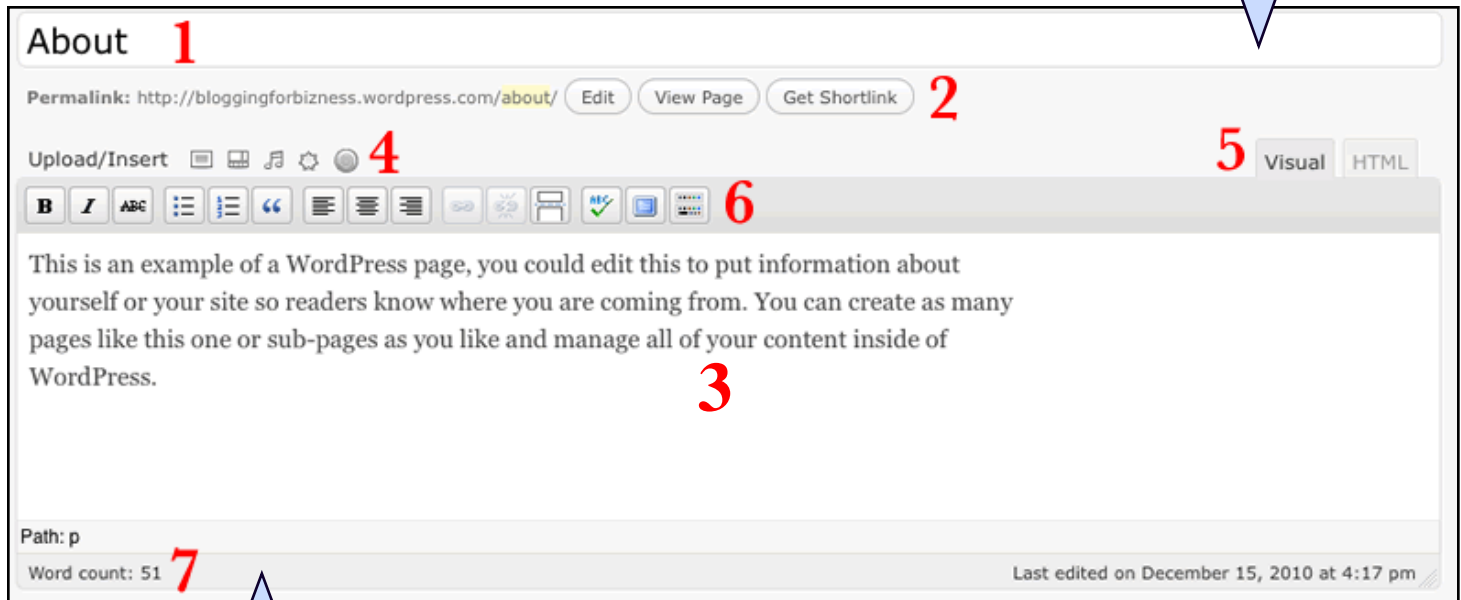
In the left hand menu of your WordPress Dashboard you will see the Pages menu pane. It has two options, "Pages" which displays all of your current pages, and "Add New" which allows you to add a new page. Since WordPress automatically created an About page we will click on Pages which brings us to:



On this page you will see a list of your current pages, and by hovering over the page title you will have options to delete, edit and etc...

Right now you only have the automatically added About page. You will want to edit this page to reflect your business. You can hover over it and click the edit link that appears, or simply click on the page title.

When you click on that you are brought to the nuts and bolts of the WordPress blogging platform - The Editor. This editor is how you create all of your pages (and posts which we will talk about later). The page and post editors are very similar so let's take a look at it now....



1. **Title:** Here is where you put the title of your page and/or post. If working on a page, this title will show up in your nav bar. It is currently set to About and that is good enough for this page. You can change it if you want though.
2. **Permalink:** This is the link to that actual page. You can keep it as is if you want. You can also change it to include keywords if you are working on search engine optimization.
3. **The Editor:** Right underneath the Permalink is the actual editor of WordPress. This is how you build your actual page. Here is where you either type in or copy and paste your information.
4. **Upload:** This area allows you to upload different types of media to your page/post. Things like pictures and music.
5. **Visual/HTML:** These tabs let you switch between The Visual Editor, which is "What You See Is What You Get" or the HTML Editor which allows you to work with HTML coding if you feel comfortable.
6. **Toolbar:** This bar includes everything you need to edit your post. It has a lot of buttons you might find in any simple word processor (i.e. bold, italics, spellcheck, etc...). Also of note, the button right beside the "6" will open the toolbar fully to reveal even more basic editing tools.
7. **Word Count:** A handy word count tool so you can see how much work you are actually doing! :p

Discussion

☒ Allow comments.

☒ Allow [trackbacks and pingbacks](#) on this page.

Comments

No comments yet.

Author

T. Payne ▾

Sharing

☒ Show sharing buttons on this post.

Right underneath the editor will be these three fields...

1. **Discussion Panel:** Here you can choose to allow or disallow comments.
2. **Comments Panel:** When you have comments, you can moderate them here.
3. **Author & Sharing Panels:** These allow you to decide to include or exclude your sharing button and change the author of a particular page or post.

Right beside the editor (to the right) is the Publish Pane.

This pane is how you publish, save and schedule your posts. "Status" controls if your page/post is published or a draft. If you accidentally publish something early, you can use this setting to unpublish it.

The "Visibility" setting allows you to block pages or posts from the general public. Only registered users will be able to see them, or you can password protect a page and only people who know the password can access it.

Underneath that is where you can schedule posts. If you want to write 15 blog posts and have them come out one a day here is where you would accomplish that. Click on edit and you can choose when to publish.

At the bottom is your "Move To Trash" button to delete a current page/post and the update buttons.

The Page Attributes pane allows you to select theme dependent templates as well as order the pages in your navigation.

Publish

[Preview Changes](#)

Status: **Published** [Edit](#)

Visibility: **Public** [Edit](#)

Published on: **Dec 15, 2010 @ 16:17** [Edit](#)

[Move to Trash](#) [Update](#)

Page Attributes

Template

Default Template ▾

Order

0

Need help? Use the Help tab in the upper right of your screen.

Featured Image

[Set featured image](#)

This lesson was a basic intro to the Page Editor in WordPress.

The goal was to get you acquainted with the Page Editor, which is quite similar to the post editor (the differences will be explained in a future lesson).

Now that you have been introduced to the editor, the next lesson will be about editing this About Page to fit your own business.