WordPress Quick Reference Guide

Logging In

Editing a Page

- From your Web site:
  Navigate to the page you wish to edit. On the black bar at the top of the screen, click EDIT PAGE
- From the WordPress admin:
  Click the Pages option in your left menu. Hover over the page you wish to edit and click EDIT

Creating a New Page or Post

1. After logging in, locate the black menu bar at the top of the screen. Hover over the +NEW option and select either “Page” or “Post,” depending on which item you would like to create.
2. Add a title and use the text editor to create your page or post.
3. For posts, select the appropriate categories and add tags.
4. Click the blue PUBLISH button to create your post or page.

Key Terms

CATEGORY: A means to organize WordPress posts on your website. Pages have the ability to display posts of a single category.

MEDIA: Images, audio, files, documents and other media types to insert into your page or post. Common extensions include .JPG, .PNG, and .PDF

PAGE: A static webpage in WordPress that is updated infrequently. Example: the “Contact Us” page.

POST: A blog entry or news article, dated and listed alongside other posts, with the most-recent post at the top of the page.

TAG: A one-word description of a post’s subject matter, used to filter or organize posts. A post should have approximately 3 tags, but the number of tags will depend on how many topics are in that post.