Logging In

Log in with your NetID and Password at

- Development server: <u>https://www-dev.montclair.edu/wp-admin/</u>
- Production server: <u>http://www.montclair.edu/wp-admin/</u>

Getting Around with the WordPress toolbar

Use the My Sites menu to access sites you can edit.

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Use the site menu in the toolbar to go from the Dashboard to the website and then back again.

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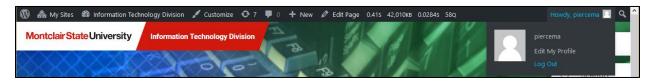
Use the **New** menu to create a new page or post, or to upload new images or PDF documents.

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Use the Edit Page button to edit the page you're currently viewing

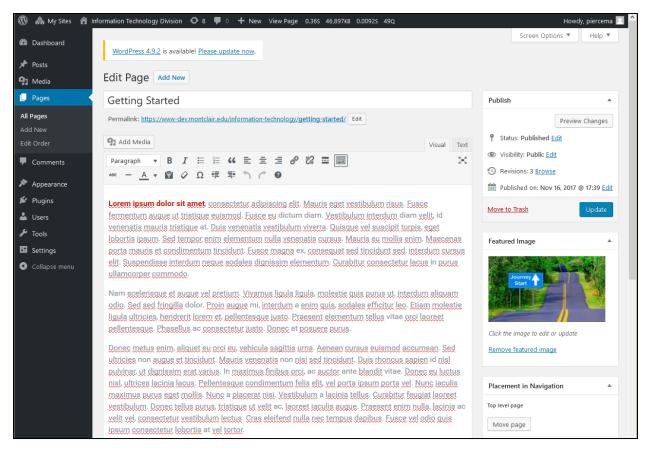


Hover over your username to edit your profile or to log out.



Editing a Page

The WordPress Edit Page interface is broken into two columns.



Left Column

- Page Title: This will appear superimposed on the feature image and in the browser's title bar.
- **Permalink:** This is the equivalent of the page's name.
- Add Media: This button will enable you to add images to a page or link to PDF files.
- Page Content: This WYSIWYG editor is where you edit the contents of your page.

Right Column

- **Publish Toolbox:** Allows you to preview a page, publish, update, or even unpublish a page.
- Featured Image: This toolbox allows you to select an image from your media library.
- Placement in Navigation: Allows you to select the page's parent, which affects the URL.

Publishing vs. Updating

When you create a new page in WordPress, that page is given **Draft** status by default. Pages in **Draft** status are available to website editors but not visitors.

When you're ready to make the page available to the public, press the blue **Publish** button.

If you're editing a page that's already been published, the blue **Publish** button will be replaced with a blue **Update** button. Updates to existing pages won't change their publishing status or publication date.

Editing Menus

When you create a page in WordPress it will not automatically be added to the menu. You must do this manually. To edit the menu, first go to **Appearance** in the dashboard, then **Menus**.

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🔊 Appearance	Edit your menu below, or create a new menu.		
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🖉 Plugins	Campus file sharing and	Drag each item into the order you prefer. Click the arrow on the right of the item to re-	veal additional configuration options.
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The **Edit Menu** page is broken into two columns.

Left Column

The left column displays items you can add to the menu.

- **Pages:** You can find recent pages, view the entire site tree, or search by title.
- **Posts:** If you want to link to a news article you can search for it under posts.
- **Custom Links:** This allows you to supply a label and URL to create a link.
- **Categories:** Links to a category of posts.
- **Tags:** Links to a collection of posts with the same tags.

Right Column

The right column is for re-ordering and editing menu items.

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Drag and drop items to re-order them. Pay attention to the dotted-line box – it will let you know where the item will go when you release it.

Managing Media

When you upload an image or PDF file in WordPress, it gets placed in the **Media Library**. You can reach the **Media Library** from the left menu of your site's **Dashboard**.

Adding Images to Pages

To add an image to a page, start by clicking the **Add Media** button above the WYSIWYG editor.

✤ Posts ✿ Media	Edit Page Add New	
📕 Pages 🔸	Getting Started	Publish 🔺
All Pages	Permalink: https://www-dev.montclair.edu/information-technology/getting-started/ Edit	Preview Changes
Add New Edit Order	Yisual Text	Status: Published <u>Edit</u>

You can add an image or a PDF file by uploading a new file or by selecting from your Media Library.

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Setting ALT Text

ALT Text is a description of an image that can be read aloud to a visually impaired user. *Note:* You are *required* to set appropriate *ALT Text* for every image on your site.

After uploading a file, you can set the **ALT Text** from the right column of the **Media Library**.

