

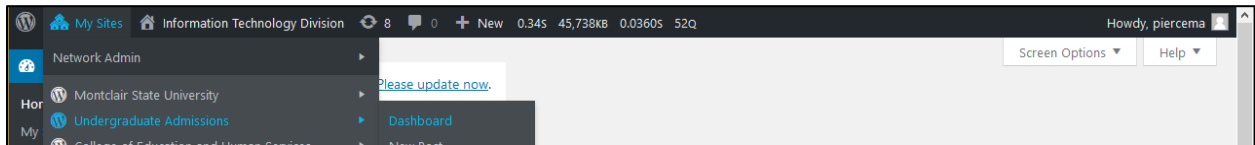
## Logging In

Log in with your NetID and Password at

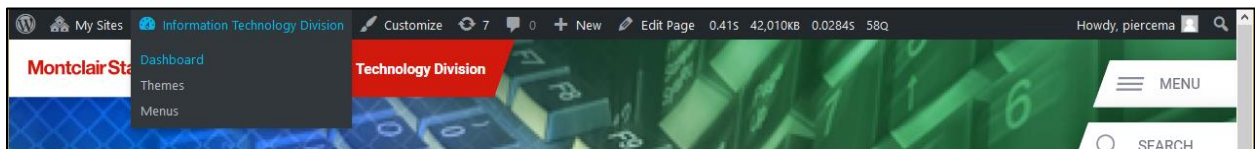
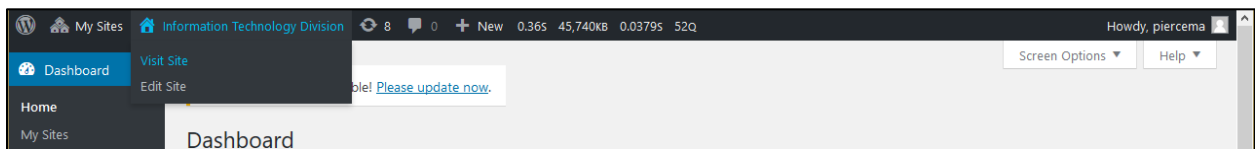
- Development server: <https://www-dev.montclair.edu/wp-admin/>
- Production server: <http://www.montclair.edu/wp-admin/>

## Getting Around with the WordPress toolbar

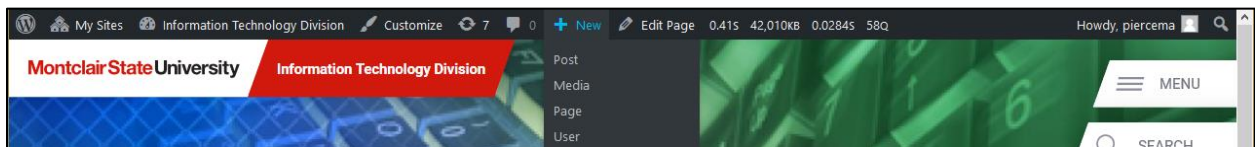
Use the **My Sites** menu to access sites you can edit.



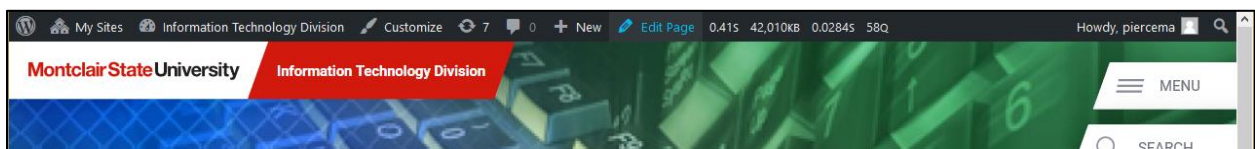
Use the site menu in the toolbar to go from the Dashboard to the website and then back again.



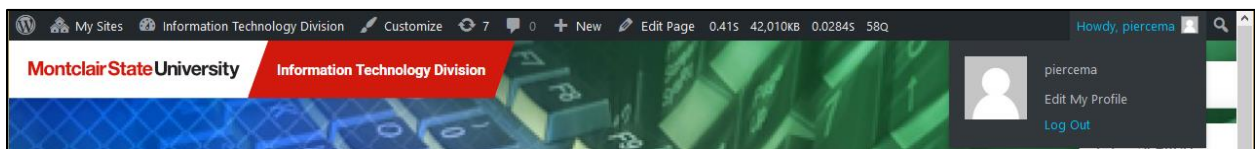
Use the **New** menu to create a new page or post, or to upload new images or PDF documents.



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

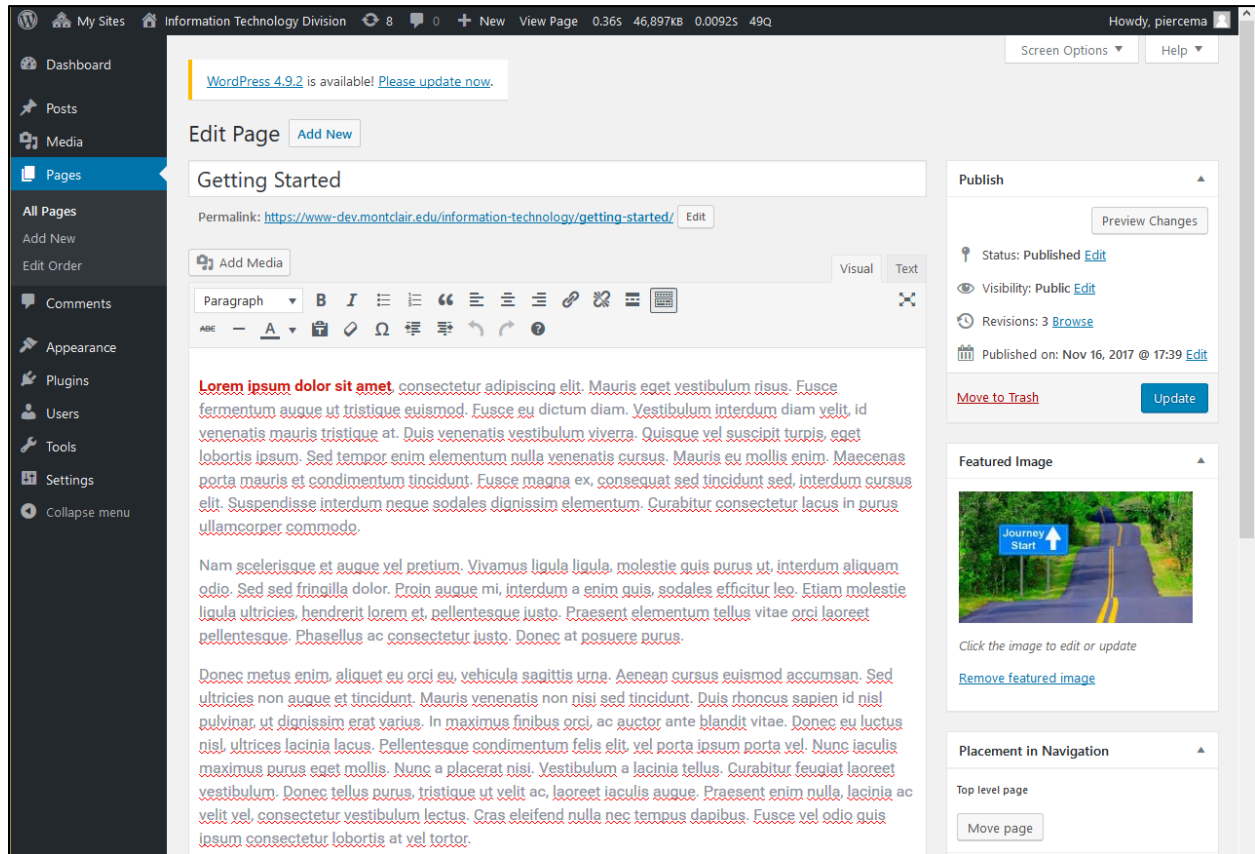


Hover over your username to edit your profile or to log out.



## Editing a Page

The WordPress **Edit Page** interface is broken into two columns.



### Left Column

- **Page Title:** This will appear superimposed on the featured 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

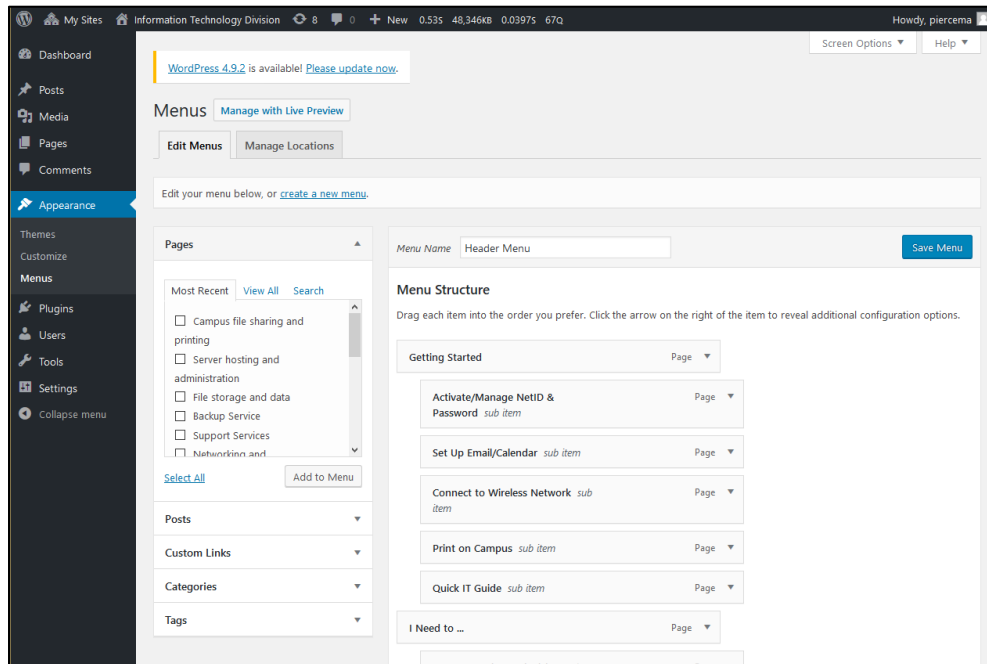
When you create a new page in WordPress, that page is given **Draft** status by default. Pages in **Draft** status are available to website editors but not visitors.

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**.



The **Edit Menu** page is broken into two columns.

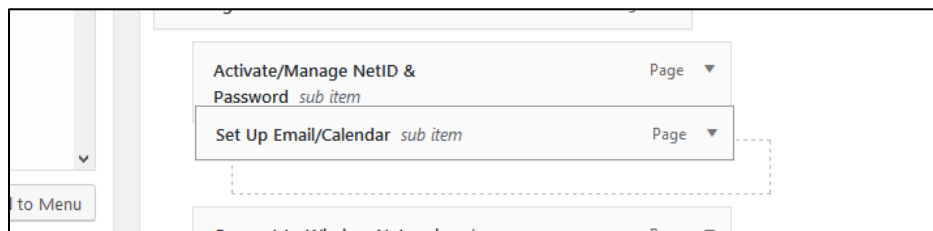
### Left Column

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.



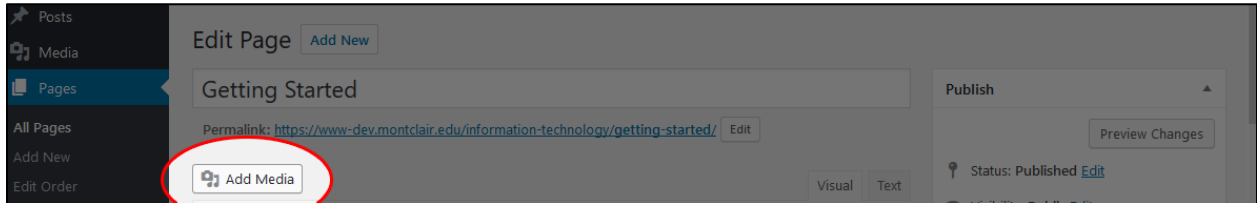
Drag and drop items to re-order them. Pay attention to the dotted-line box – it will let you know where the item will go when you release it.

## Managing Media

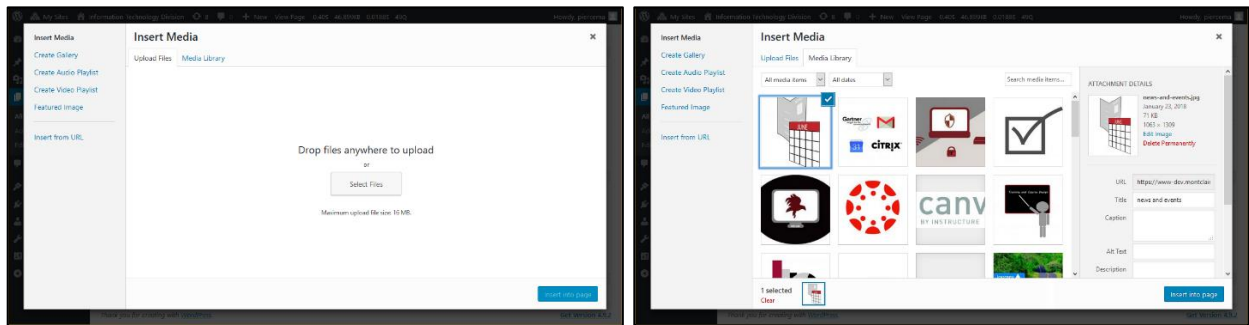
When you upload an image or PDF file in WordPress, it gets placed in the **Media Library**. You can reach the **Media Library** from the left menu of your site's **Dashboard**.

## Adding Images to Pages

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



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



## 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**.

