

Editing Academy Staff Pages

1. Login to Peace Lutheran Academy wordpress site

Navigate to: *peacelutheranacademy.org/wp-admin*

Username: same as network login (e.g. khughes)

Temporary password: *Augsburg1530*

This will bring you to a dashboard. This page allows you to change your account and password settings. To change the password, simply enter a new password in the fields at the bottom of the page and click “Update Profile”

2. Click “Pages” from the left navigation bar.

3. Click your staff page title (e.g. “Mrs. Hughes’s Class”)

From this page you will be able to edit content, links, pictures and downloads. Use the word processing toolbar to format the content. Content will be styled a little differently on the live site to match the font and color scheme, so be sure to check your updates there as well.

The screenshot shows the WordPress 'Edit Page' interface for a page titled 'Mrs. Hughes's Class'. The page is currently in 'Draft' status. The interface includes a top navigation bar with 'Edit Page' and 'Add New' buttons. A yellow notification bar at the top indicates 'Page updated. View page'. The main content area shows the page title 'Mrs. Hughes's Class' and its permalink. Below the title is a rich text editor toolbar with various formatting options. Annotations with blue arrows point to specific features: 'insert pictures and downloadable files' points to the 'Insert' icon; 'reveal more formatting options' points to the 'More' icon; 'highlight text and click to insert link' points to the 'Link' icon; 'change text between standard paragraphs and headings' points to the 'Paragraph' dropdown; and 'click to update page' points to the 'Update' button in the 'Publish' sidebar. The 'Publish' sidebar also shows 'Status: Published' and 'Visibility: Public'. The 'Page Attributes' sidebar shows 'Parent: Staff', 'Template: Default Template', and 'Order: 2'. The footer shows 'Path: p', 'Word count: 0', and 'Draft saved at 8:25:46 pm. Last edited by khughes on November 16, 2011 at 8:23 pm'.

Peace Lutheran Academy

Howdy, khughes

Screen Options Help

Edit Page Add New

Page updated. [View page](#)

Mrs. Hughes's Class

Permalink: <http://peacesussex.org/academy/staff/mrs-hughess-class/> Edit View Page

Upload/Insert

insert pictures and downloadable files

reveal more formatting options

highlight text and click to insert link

change text between standard paragraphs and headings

click to update page

Update

Publish

Preview Changes

Status: **Published** Edit

Visibility: **Public**

Page Attributes

Parent: Staff

Template: Default Template

Order: 2

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

Exclude Pages

☒ Include this page in lists of pages

Path: p

Word count: 0

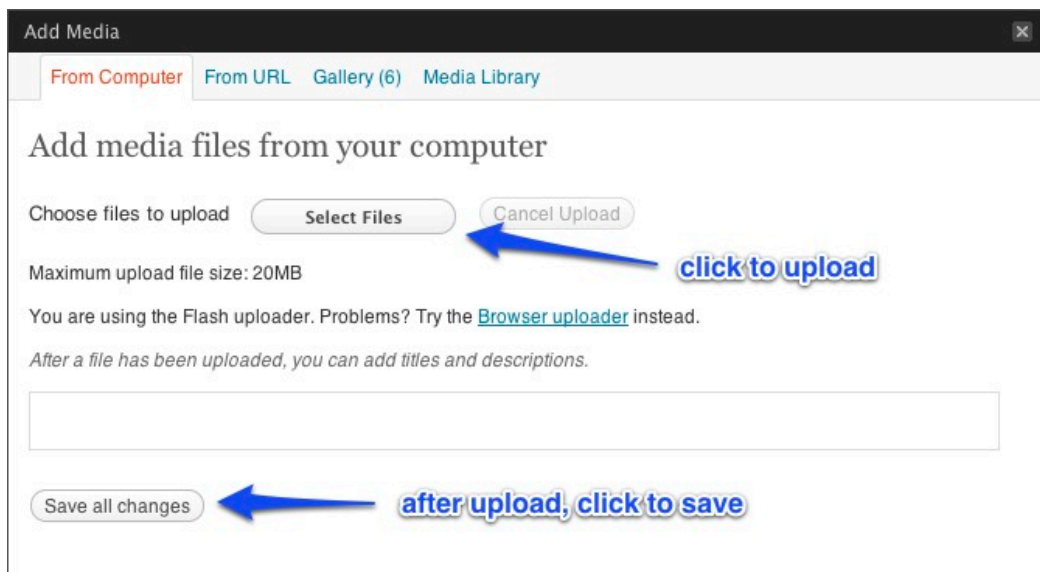
Draft saved at 8:25:46 pm. Last edited by khughes on November 16, 2011 at 8:23 pm

Inserting Images & Files

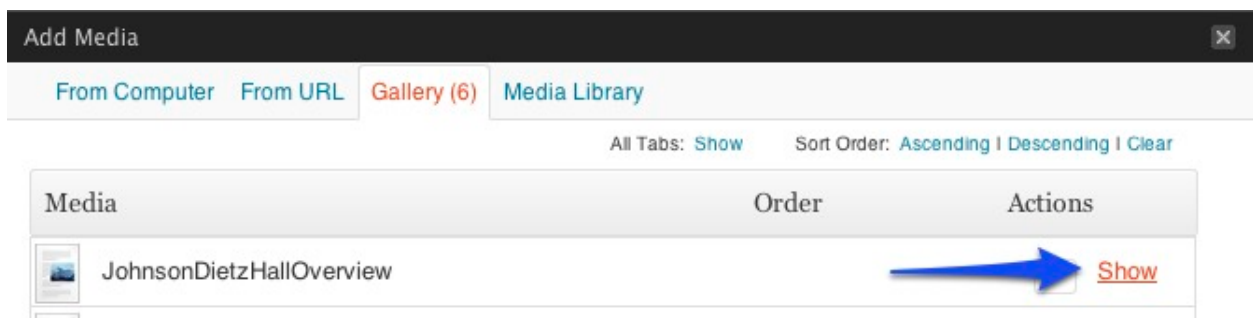
To insert an image, click the “Upload/Insert” icon.



Click “Select Files” and browse to the file on your computer. Hit the “Save all changes” button to complete the upload. This will direct you to the “Gallery” page, which shows all uploads for your page.




In the “Gallery” screen, click “Show” for the picture or document you have just uploaded.



Adjust the title if necessary (for downloadable documents, the title will be the text for the download link). Click “Insert into Post” to insert the picture or document link at your current cursor position on the page.

JohnsonDietzHallOverview ☐ [Hide](#)




File name: JohnsonDietzHallOverview1.pdf
File type: application/pdf
Upload date: November 17, 2011

Title

Caption

Description

Link URL

Enter a link URL or click above for presets.
 


From here you can reposition the image or link within the page using the toolbar.



Inserting Links

To insert a link, highlight the text you want to become a link and click the “insert/edit link” button (see diagram)












Mrs. Hughes's Class










Permalink: <http://peacesussex.org/academy/staff/mrs-hughess-class/>

Upload/Insert 

Visual **HTML**

B **I** **ABC**           

Paragraph         

Text for a link

Updating the Page

As you are working on changes, the site will automatically save drafts. At the bottom of the content box, you should see a message indicating the last time the draft was saved (e.g. “Draft saved at 5:31:54 pm”) To publish changes to the live site, simply click the “Update” button and changes will be reflected immediately.

