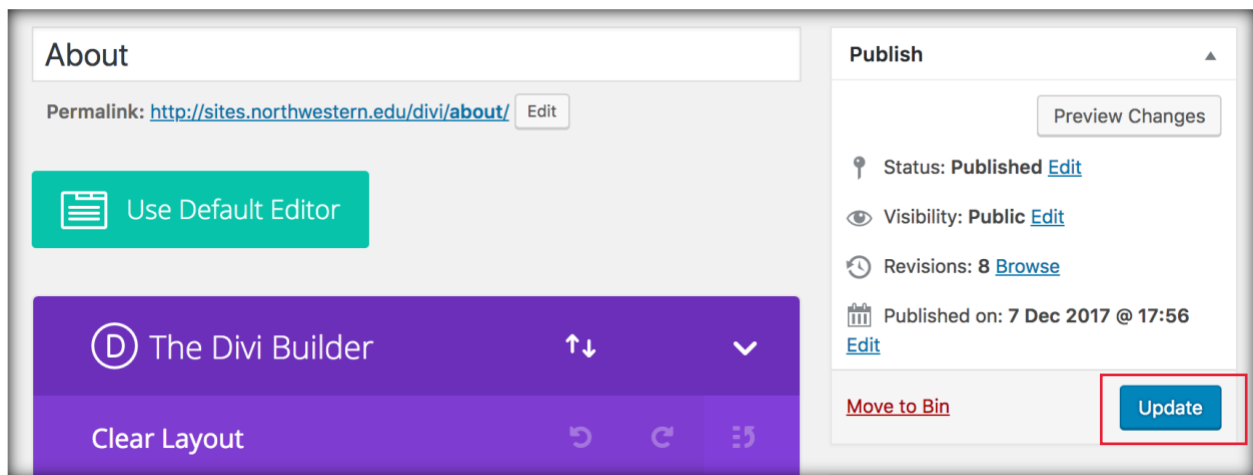


Editing Existing Pages

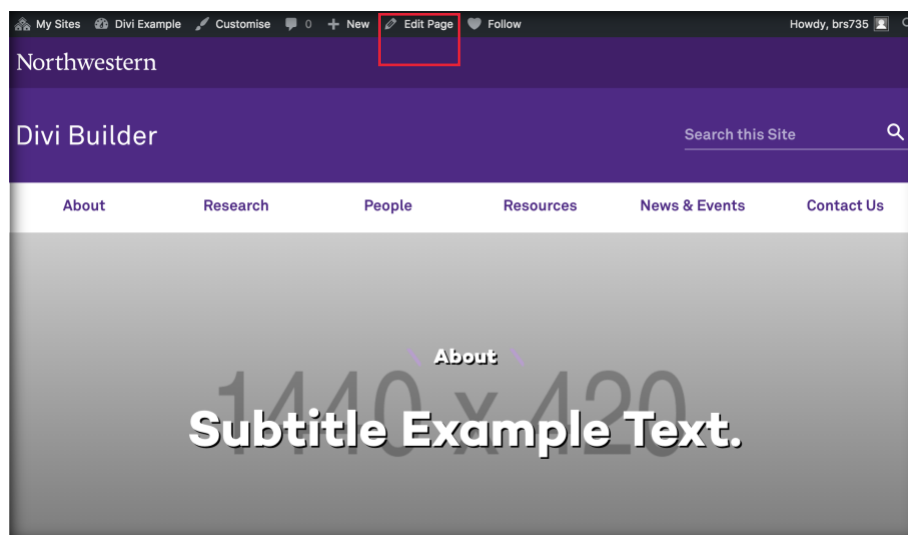
There are multiple ways to get to the edit screen in WordPress.

***Remember that after you make changes to your pages, you have to hit the blue “Update” button save your changes.**



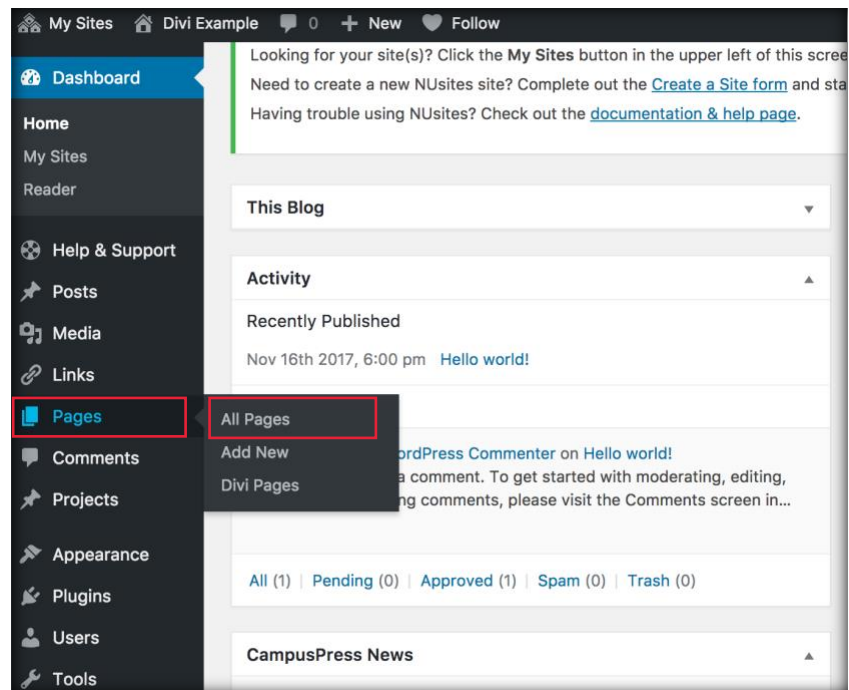
Option 1: Edit Page – Direct Link

This is the easiest way to get directly to the editing screen. When you are logged into NUsites, you can go directly to the page you want to edit and then simply select the “Edit Page” option in the administrator bar at the top of the page. This gives you the option to view any page on your site and edit it with just one-click.

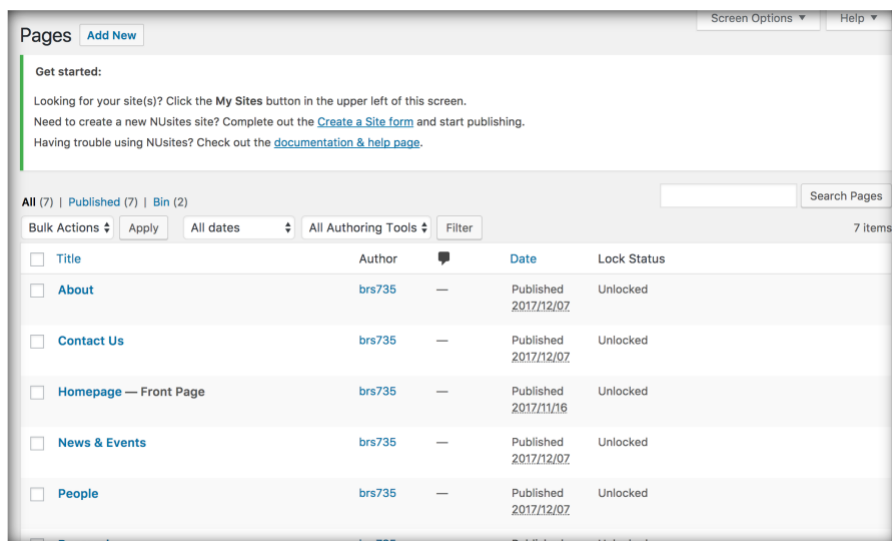


Option 2: “All Pages” Menu Item

If you hover over the pages tab in the left navigation, you will have the option to view all of your pages or add a new page.

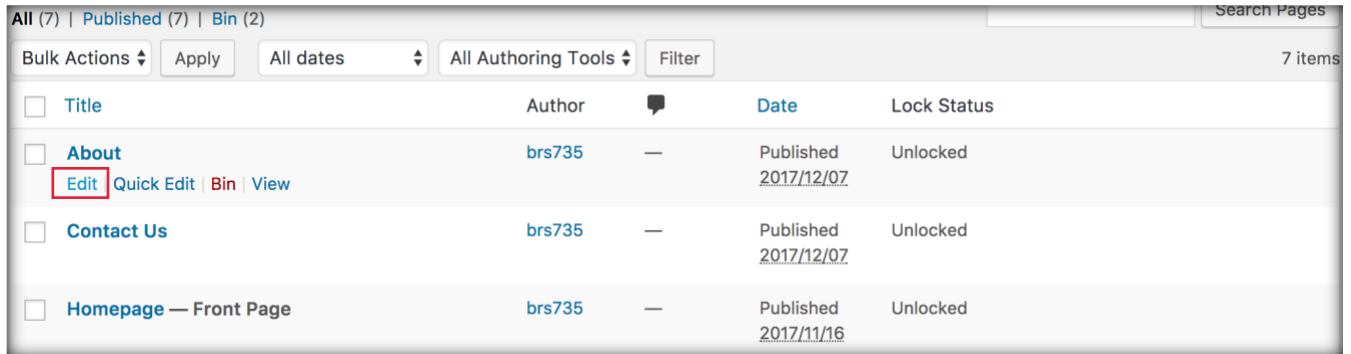


If you select “All Pages” you will be taken to a screen that shows you the current pages that exist on your site (This depends on the template that you requested).



(Ex: Research template)

If hover one of the pages, it will give you the option to edit the page, quick edit the page, bin (trash) the page, or view the page.

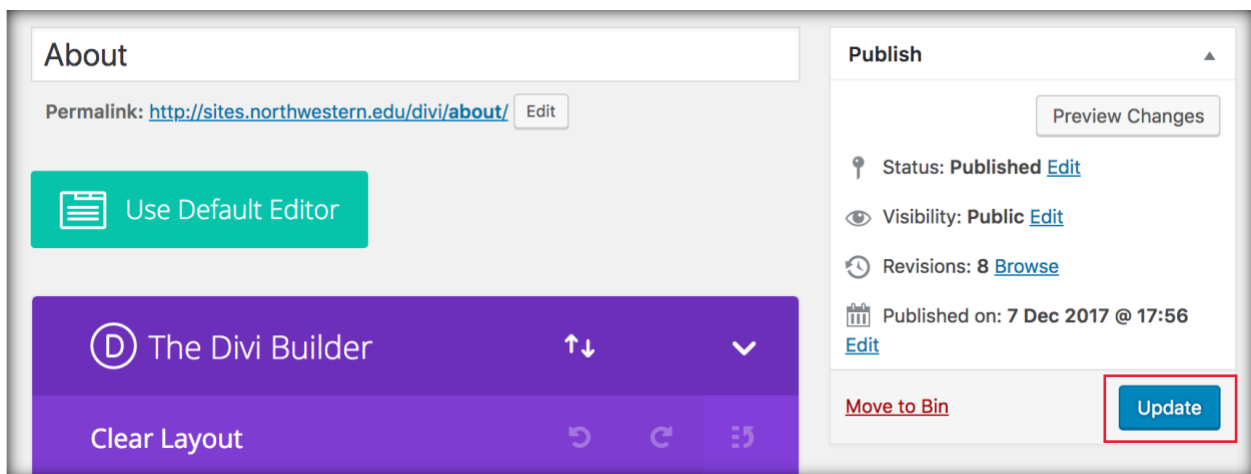


<input type="checkbox"/>	Title	Author		Date	Lock Status
<input type="checkbox"/>	About Edit Quick Edit Bin View	brs735	—	Published 2017/12/07	Unlocked
<input type="checkbox"/>	Contact Us	brs735	—	Published 2017/12/07	Unlocked
<input type="checkbox"/>	Homepage — Front Page	brs735	—	Published 2017/11/16	Unlocked

From here, you can select the “Edit” option and it will bring you to the page you would like to edit.

Final Step: Save your Page

After you make changes to your pages, you have to hit the blue “Update” button save your changes.



About

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