Pages

Using WordPress · https://sitecrafter.uk/docs/pages/

Managing pages in WordPress is essential for organising your website's content effectively. This guide outlines the steps to create, edit, and manage pages from the WordPress backend.

Accessing the Pages Section

Log into Your WordPress Admin Dashboard: Use your credentials to access the admin area of your website.

Navigate to Pages: Click on Pages in the left sidebar. This will take you to a list of all existing pages.

Creating a New Page

To add a new page, follow these steps:

Select "Add New": Click on the Add New button at the top of the Pages screen.

Enter a Title: In the title box at the top, type the name of your page.

Add Content: Use the block editor to insert various content blocks (text, images, videos, etc.) by clicking on the + block inserter icon.

Configure Page Settings: On the right sidebar, you can set options such as:

Status: Choose from draft, pending, private, scheduled, or published.

Featured Image: Set an image that represents your page.

Parent Page: If applicable, select a parent page to create a hierarchy.

Order: Assign an order number for how pages should be displayed.

Publish Your Page: Once you’re satisfied with your content and settings, click on Publish to make it live.

Editing Existing Pages

To edit a page that has already been created:

Go to Pages: Click on Pages in the left sidebar.

Select Your Page: Locate and click on the title of the page you want to edit.

Make Changes: Update content as needed using the block editor. You can also adjust settings from the sidebar.

Update Your Page: After making changes, click on the Update button to save your edits.

Managing Page Hierarchy

Creating a parent-child relationship between pages helps organise content:

Create a Subpage:

While adding or editing a page, go to the sidebar settings under Page Attributes.

Select a parent page from the drop-down menu.

This will nest your new page under the selected parent in your site structure.

Adjust Order of Pages:

Use the Order field in Page Attributes to determine how pages are displayed relative to each other.

Using Plugins for Enhanced Management

For more advanced management of pages, consider using plugins like Nested Pages:

Nested Pages Plugin: This plugin allows for drag-and-drop functionality for reordering pages and creating child pages easily within your dashboard.

Viewing All Pages

To see all your pages:

Click on All Pages under the Pages menu. Here you can filter by status (published, drafts, scheduled) and perform bulk actions like moving multiple pages to trash or editing them simultaneously.

By following these steps, you can efficiently manage your WordPress pages and maintain an organised website structure that enhances user experience and navigation.