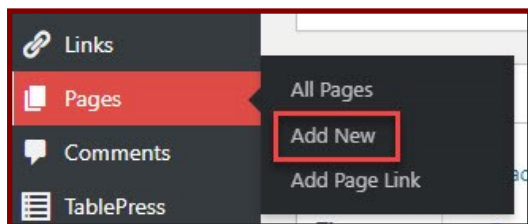
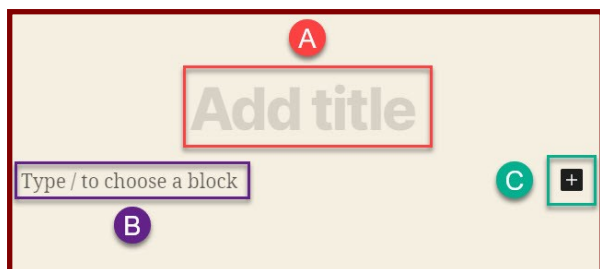


Create a Page in WordPress

1. On your computer, open a browser.
2. In the browser, type in the administrative address of your WordPress site (ending in wp-admin).
3. In the lefthand menu, hover over “Pages” and then click on “Add New” from the popout menu.



4. You will see the newly created page. You will be able to make the following edits to the page.
 - A. Click on “Add title” and type the title of the page.
 - B. Click on “Type / to choose a block” to edit the block. You can type the text that you wish into the block or you can type “/” to change the block format.
 - C. Click on the “+” icon to create an additional block.



5. After edits are complete, you can click on the following buttons.
 - A. “Save as draft” to save the page in an unpublished state for later revisions.
 - B. “Preview” to view the page as visitors will see it.
 - C. “Publish” to save the page and publish it for visitors to view.



6. To return to your site Dashboard, click on the Susquehanna University icon in the upper lefthand corner.

