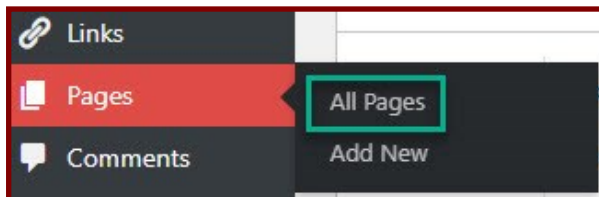# SUSQUEHANNA UNIVERSITY

Modify 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 "All Pages" from the popout menu.

4. On the Pages screen, you will see a list of all the pages in your site. Hover over the page title that you need to modify and then click on "Edit" from the menu items that appear under the page title.
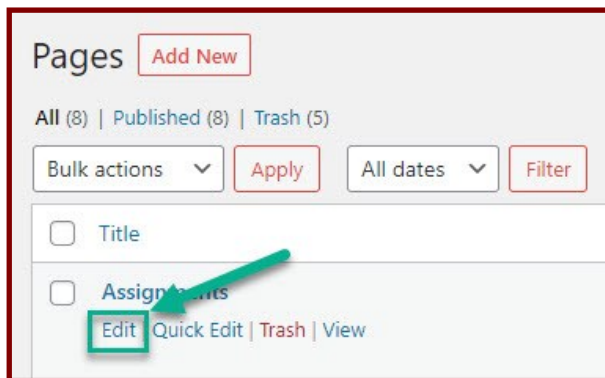
5. On the editing page, you will see the following sections.
   A. View Pages—Click on this button to return to the All Pages screen.
   B. Editing Menu—Click on the icons to view editing options.
   C. Page Block—Click in the block to type text or choose block type. Click on the "+" icon in the lower righthand corner to add a new block.
   D. Menu Bar—Click on the buttons to save a draft, preview the page, or publish/update the page.