

## Working with Pages

WordPress enables you to edit existing web pages on your website and to create new ones.

- If you are an Editor, you will be able to publish these updates.
- If you are an Author, an Editor will publish your updates.

You can edit web pages on websites that you are connected to and have permission to edit. When you choose to edit a page, you may receive a warning that another user is editing the page if there are multiple Editors on your website.

### 1. Editing Existing Web Pages

You can edit any web pages on your website, if you have permission. After you have connected to a website, you can easily open and edit pages on that website. To open a page for editing:

1. Sign into WordPress at <https://www.fnu.ac.fj/oclfnulogin/>
2. Click on **Pages** in the WordPress sidebar
3. Locate the **page** you want to edit in the Pages list
4. Place your cursor over the name of a page you'd like to edit
5. Click on **Edit** in the choices that appear

### 2. Working with Text

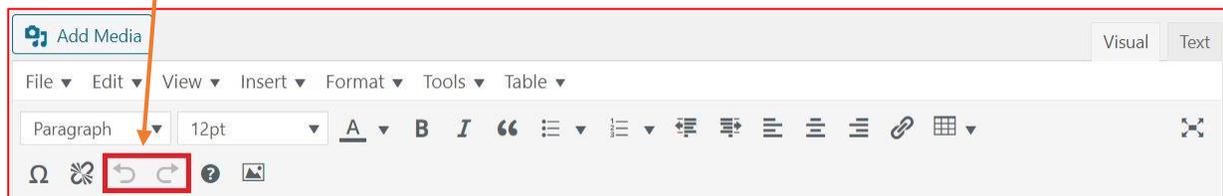
You can use WordPress to add text, much as you do with a basic word processor.

**Note:** Do not copy text directly from a Microsoft Word document and paste it into WordPress! Text from Microsoft Word contains code that will not appear correctly in WordPress and causes web accessibility errors for your website. Save your file as a plain text file before copying and pasting, or choose the Paste as text option in the WordPress toolbar before pasting Word content.

### 3. Undo and Redo Options

In WordPress, as in most applications, you can undo individual mistakes as you make them. You can also redo an edit if you decide that you do not want to undo it.

The **Undo button** is located on the toolbar.



### 4. Adding Text to a Web Page

You can add text to a web page by typing text, or copying and pasting plain text.

### To add text to a page, do one of the following:

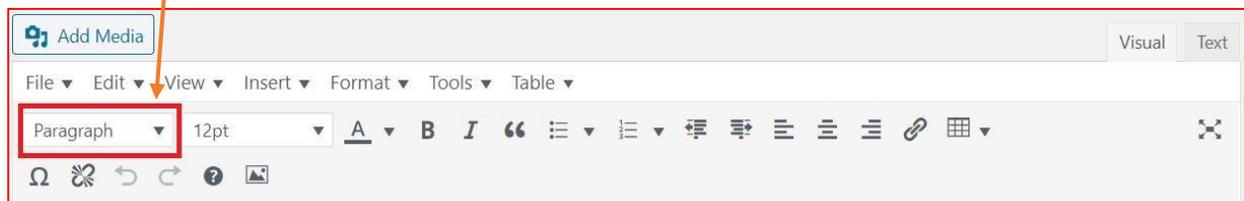
1. While editing a page, place the insertion point in the current text; then type text directly into your draft.
2. Select text that was written elsewhere and copy it. Place the insertion point in your page content, choose the **Paste as Text** button, then paste your text.

## 5. Changing Text Appearance on a Web Page

### To make text bold or italic:

1. While editing your page, select the text you want to change.
2. Choose the **Bold** or **Italic** buttons in the toolbar.

**Note:** The “Style” dropdown menu is used to create headings on your web page, not to change your text appearance. The “Heading 2, 3, 4...” styles available should be used in order and only for heading purposes for web accessibility.



## 6. Positioning text on the page

To position text on your page, you can add paragraph spacing, align text, or change indentation.

WordPress works similarly to many word processing applications: you press Enter to create a new paragraph.

### To add a paragraph return:

1. On your page, place the insertion point at the end of a paragraph.
2. Press Enter.

You can select one of three text alignment options: Left, Center, and Right.

### To add a “soft” return (one-line return):

1. On your page, place the insertion point at the end of a line.
2. Hold down the Shift key and Press Enter.

You can select one of three text alignment options: Left, Center, and Right.

### To change text alignment:

1. On your page, select text, or place the insertion point within the text.

2. Choose one of the alignment buttons in the text formatting toolbar.

The text alignment changes in your draft.

**To increase or decrease the indent:**

1. On your page, select the text you want to change or place the insertion point within the text.
2. Click the ***Increase Indent*** or ***Decrease Indent*** buttons in the text formatting toolbar.

The text indentation changes in your draft.

**To create a list:**

1. On your page, select the text you want to add to a list.
2. Choose the bullet or numbered list buttons.