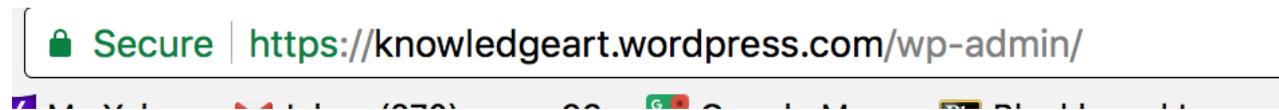


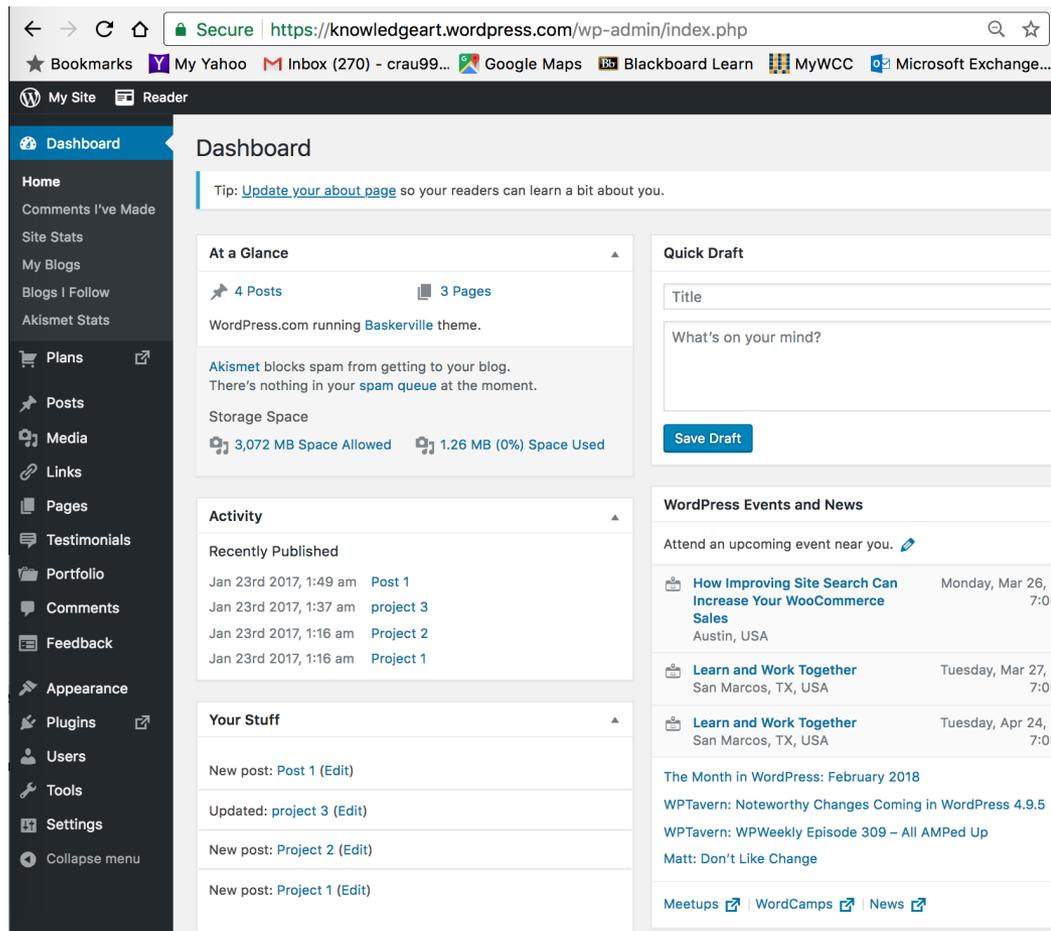
WORDPRESS.COM | PART 3
ADDING A PAGE
SETTING UP THE MENU
PROF. CLAUDIA JACQUES

To Login go to <https://yourname.wordpress.com/wp-admin>

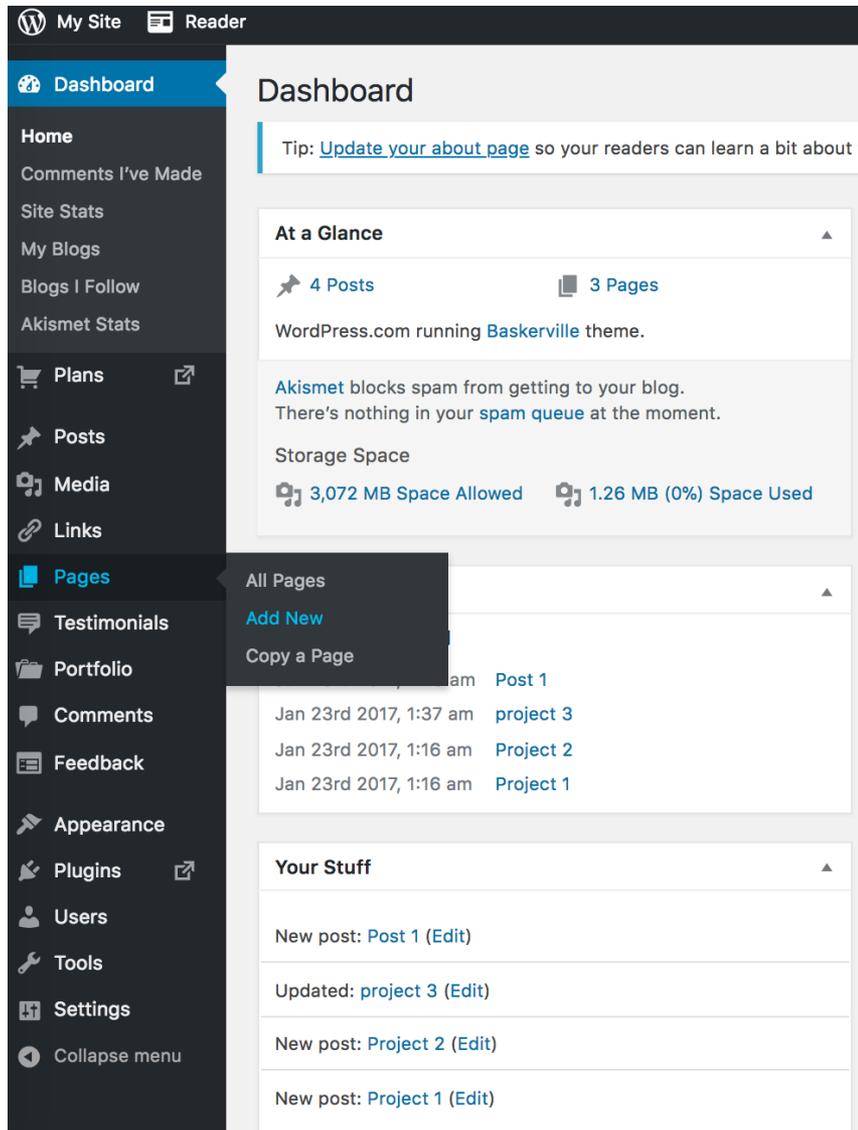


Once logged in make sure your dashboard looks like the image below.
If not, retype your URL the same way you did to login

<https://yourname.wordpress.com/wp-admin>



To add a page, select Pages / Add New



The screenshot shows the WordPress dashboard interface. On the left is a dark sidebar menu with various options. The 'Pages' option is highlighted in blue, and a sub-menu is open over it, showing 'All Pages', 'Add New', and 'Copy a Page'. The 'Add New' option is highlighted in blue. The main content area shows the 'Dashboard' title and a tip: 'Tip: [Update your about page](#) so your readers can learn a bit about you'. Below this is the 'At a Glance' widget, which displays '4 Posts' and '3 Pages'. It also mentions 'WordPress.com running Baskerville theme.' and 'Akismet blocks spam from getting to your blog. There's nothing in your [spam queue](#) at the moment.' The 'Storage Space' widget shows '3,072 MB Space Allowed' and '1.26 MB (0%) Space Used'. Below these are widgets for 'All Pages', 'Your Stuff', and a list of recent posts.

My Site Reader

Dashboard

Home

Comments I've Made

Site Stats

My Blogs

Blogs I Follow

Akismet Stats

Plans

Posts

Media

Links

Pages

Testimonials

Portfolio

Comments

Feedback

Appearance

Plugins

Users

Tools

Settings

Collapse menu

Dashboard

Tip: [Update your about page](#) so your readers can learn a bit about you

At a Glance

4 Posts

3 Pages

WordPress.com running [Baskerville](#) theme.

Akismet blocks spam from getting to your blog. There's nothing in your [spam queue](#) at the moment.

Storage Space

3,072 MB Space Allowed

1.26 MB (0%) Space Used

All Pages

Add New

Copy a Page

Post 1

Jan 23rd 2017, 1:37 am [project 3](#)

Jan 23rd 2017, 1:16 am [Project 2](#)

Jan 23rd 2017, 1:16 am [Project 1](#)

Your Stuff

New post: [Post 1](#) (Edit)

Updated: [project 3](#) (Edit)

New post: [Project 2](#) (Edit)

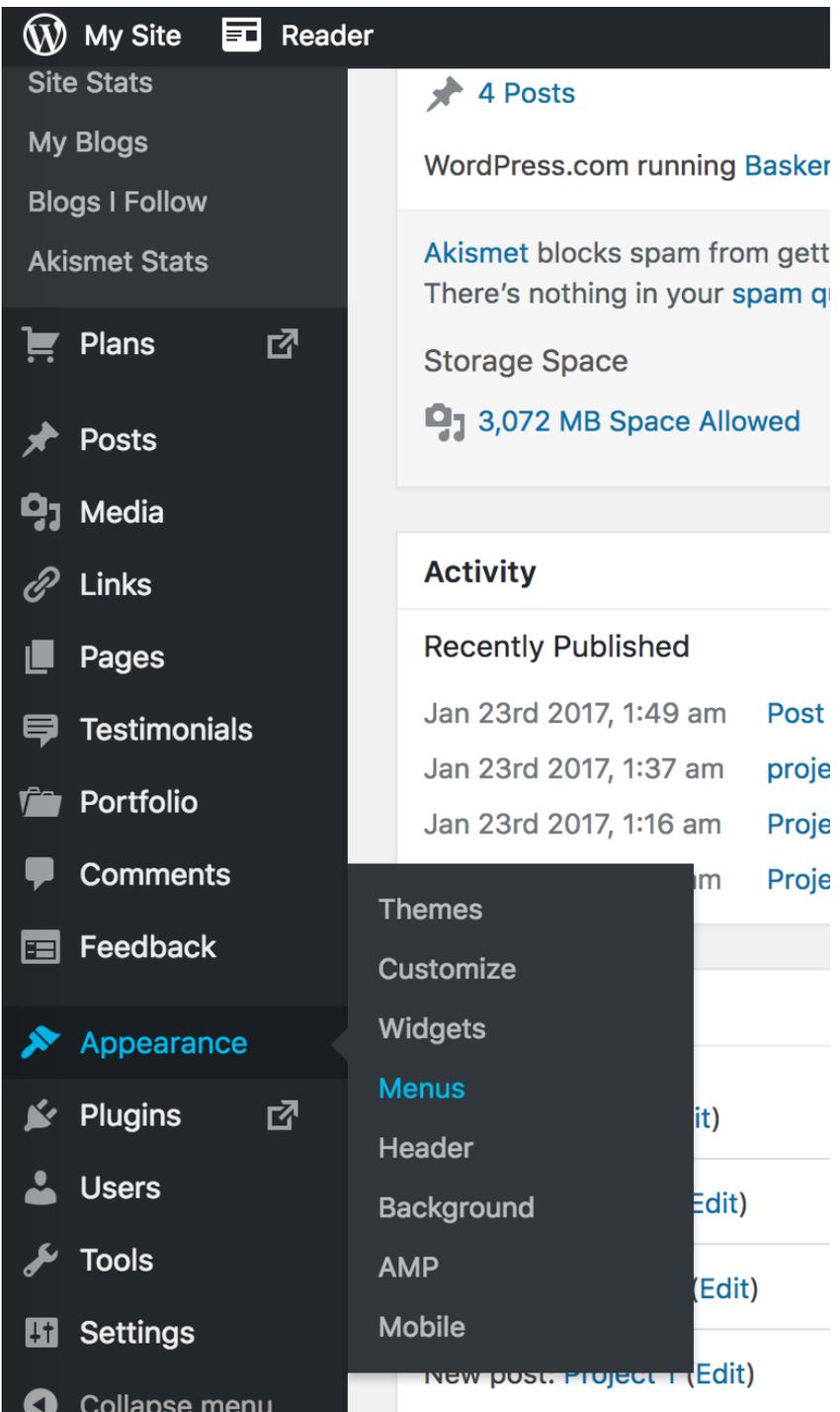
New post: [Project 1](#) (Edit)

To add the the page title, text and media (images)

Click on Publish

The screenshot shows the WordPress 'Add New Page' editor. On the left is a dark sidebar with navigation options: My Site, Reader, Dashboard, Plans, Posts, Media, Links, Pages (highlighted), All Pages, Add New, Copy a Page, Testimonials, Portfolio, Comments, Feedback, Appearance, Plugins, Users, Tools, Settings, and Collapse menu. The main content area is titled 'Add New Page' and contains a text box for the page title. Below the title box is a toolbar with options: Add Media, Add Poll, Add Contact Form, Add Location, Paragraph (selected), Bold (B), Italic (I), Bulleted List, Numbered List, Quote, Horizontal Line, Link, Unlink, ABC, and Keyboard. The main text area is empty. At the bottom left, there is a 'Word count: 0' indicator. Below the text area is a 'Writing Helper' section with two cards: 'Copy a Page' (Use an existing page as a template.) and 'Request Feedback' (Get feedback on this draft before publishing.). At the bottom, there is a 'Likes and Shares' section. On the right side, there is a 'Publish' panel with buttons for 'Save Draft', 'Preview', and 'Publish'. It also shows 'Status: Draft', 'Visibility: Public', 'Publish immediately', and 'AMP: Disabled'. Below the 'Publish' panel is the 'Page Attributes' section, which includes 'Parent' (no parent), 'Template' (Default Template), and 'Order' (0). At the bottom of the right panel is the 'Featured Image' section with a 'Set featured image' link.

4



Go to **Appearance /**
Menus to add the new
page to the menu

Menus

[Edit Menus](#)[Manage Locations](#)

Edit your menu below, or [create a new menu](#).

Pages

Most Recent [View All](#) [Search](#)

- 2D Design
- Project 1
- About

[Select All](#)[Add to Menu](#)

Posts

Testimonials

Projects

Custom Links

Categories

Project Types

Project Tags

Menu Name

[Save Menu](#)

Menu Structure

Drag each item into the order you prefer. Click the arrow on the right of the item to reveal additional configuration options.

Home Custom Link

About Page

Courses Category

2D Design *sub item* Category

Elective Courses Category

English Lit *sub item* Category

Menu Settings

Auto add pages Automatically add new top-level pages to this menu

Display location Primary Menu

[Delete Menu](#)[Save Menu](#)

Select the Page or Post you created and click on **Add to Menu**

Click on Save Menu when you are done adding the navigation