

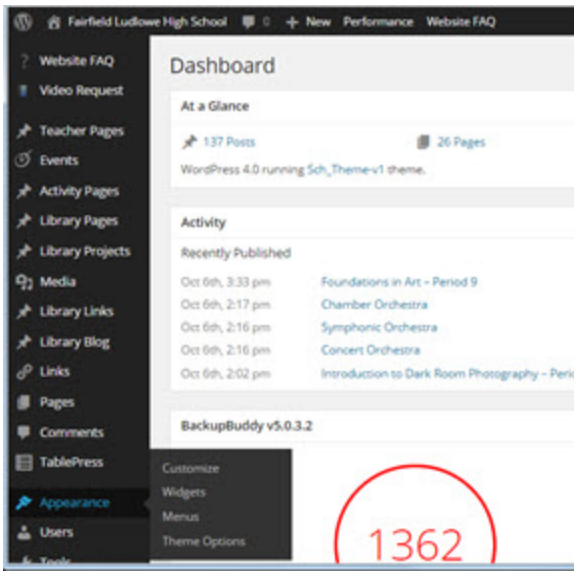
## Creating your Webpages

Editing links:

Ludlowe- <http://fairfieldschools.org/schools/flhs/wp/admin>

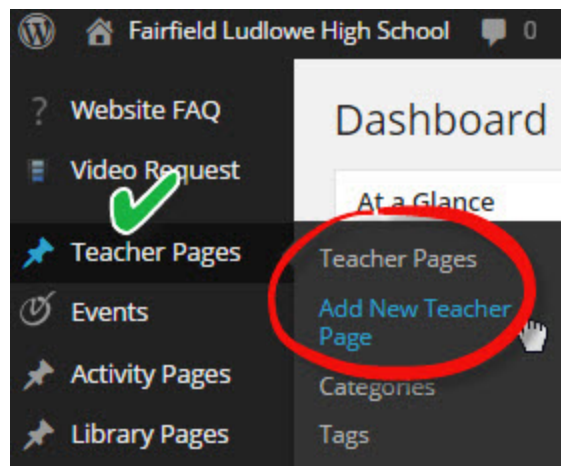
Warde - <http://fairfieldschools.org/schools/fwhs/wp/admin>

On your Dashboard you will select the pages you want to edit or add. Club pages will be under Activities and Staff pages will be under Teacher Pages

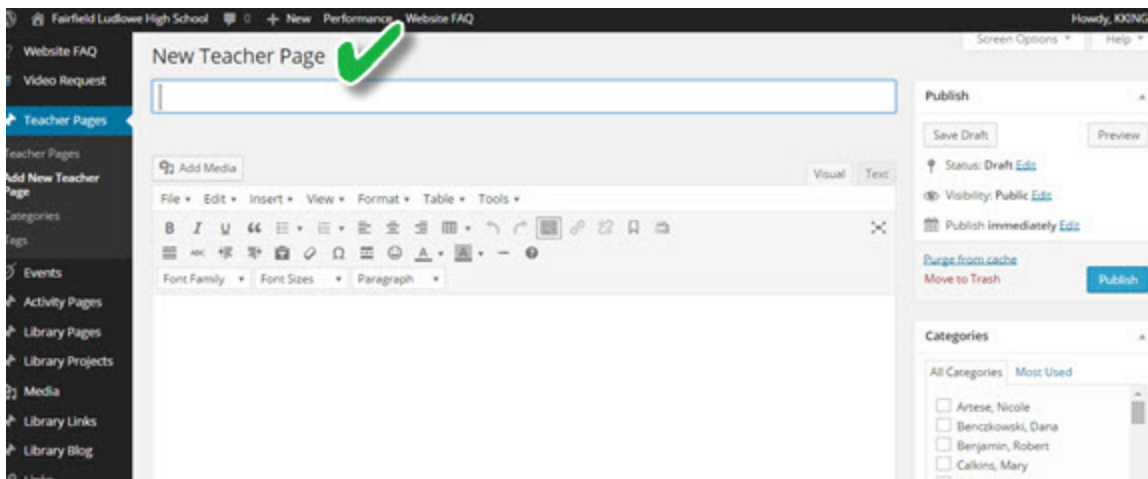


To create a new page select: Add New Teacher Page

To Edit a page you have already created click Teacher Pages



Give your page a name. This will show in the upper left hand corner of your page. Do not call it Home Page. If you want the words Home Page to appear there, name it something else and then Publish the page. After you have published the page go back and change the name to Home Page.



## Now you can create your page.

Unclick Uncategorized under Categories and then Click on the box next to your name.

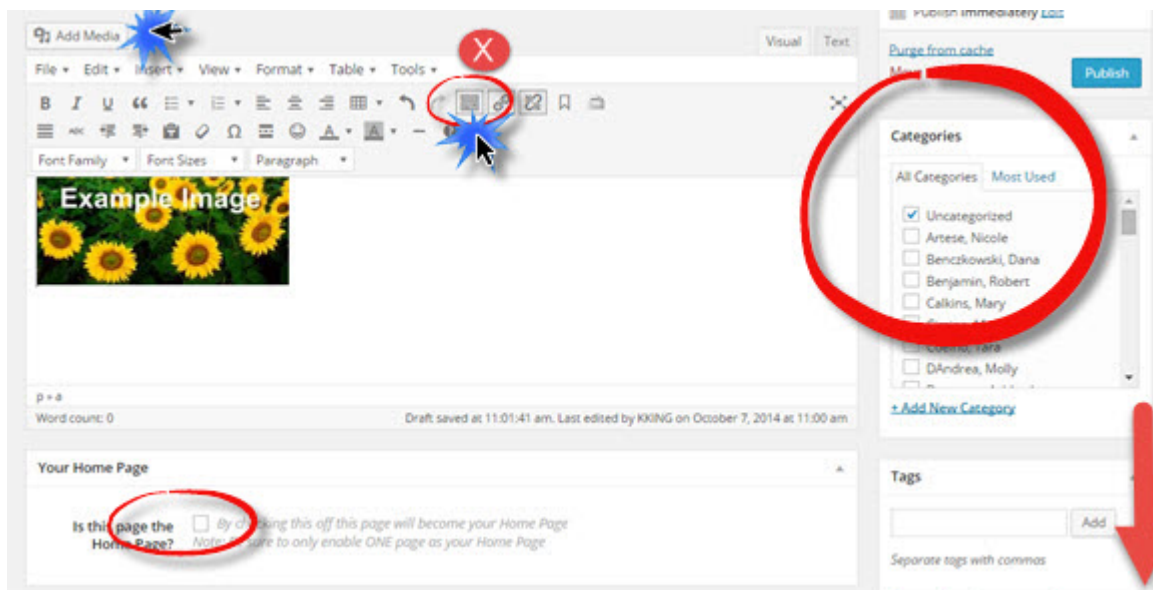
Click the box in Your Home Page asking, "Is this page the Home Page?" if you want that page to be the one that opens when someone clicks on your name under Staff from the school homepage.

The field you see under Title is the main body of your page. If you scroll down you will see 3 more fields. The first is labeled Title and then Description followed by Title 2 and then Description 2. The last field is called Links and has been populated with some fake links.

These additional fields will appear on the right hand side of your webpage only if you populate them with information. There is a live view later in this document which illustrates where these fields appear and how they will look.

## Adding content

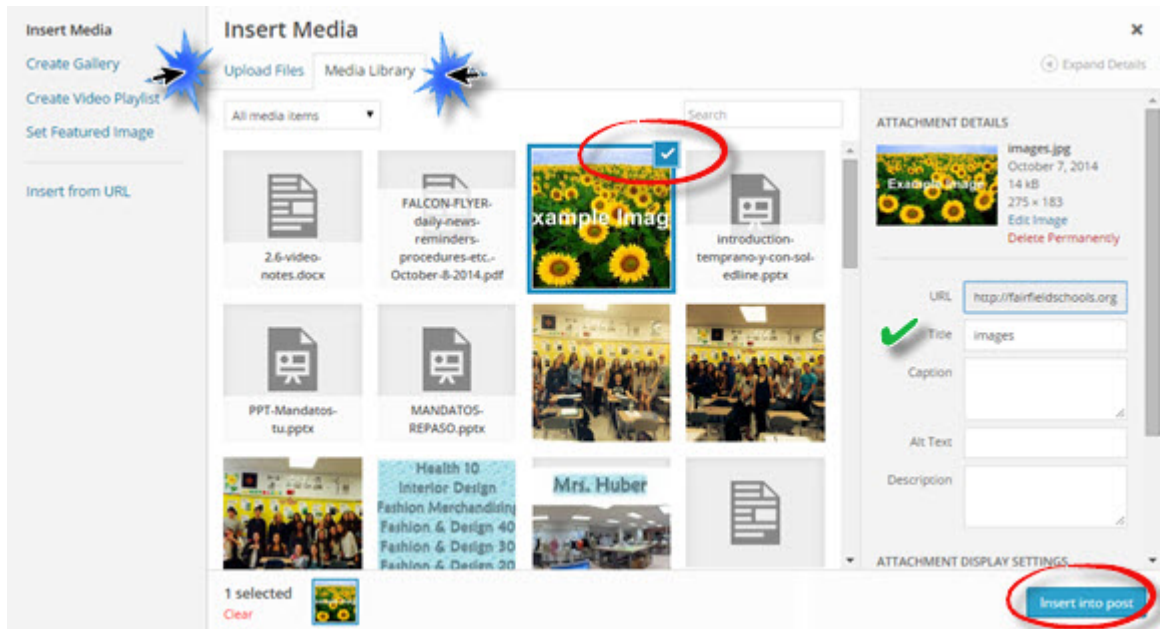
If you do not have as many editing tools as shown below, click on the icon labeled with an X. This will expand your choices. If you hover over an icon a description will appear. If you want to add a picture, Power Point or Word document you will use the Add Media button.



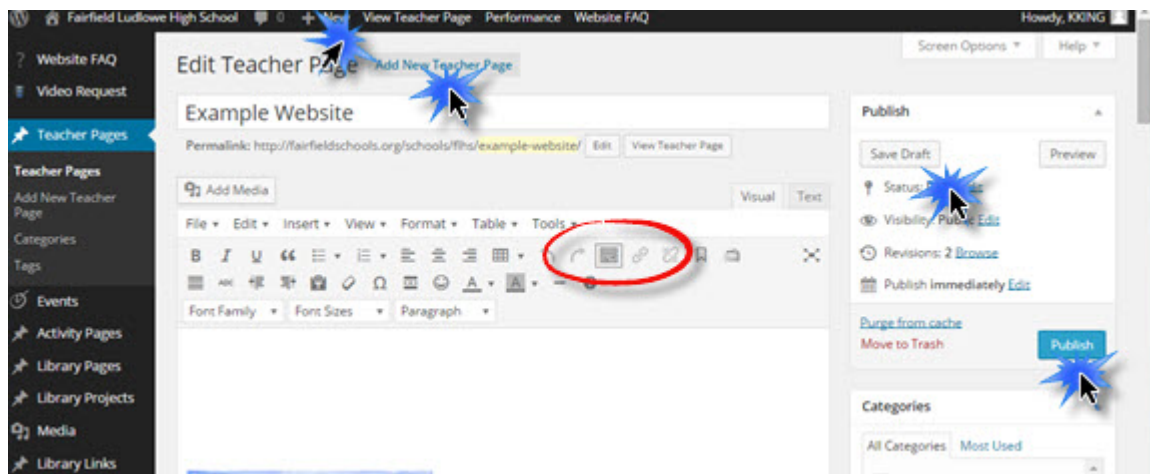
The screenshot displays a web editor interface. At the top, there is a menu bar with options: File, Edit, Insert, View, Format, Table, and Tools. Below the menu is a toolbar with various icons for text formatting (bold, italic, underline, text color, background color), alignment, and other functions. A red circle highlights an icon with an 'X' over it, indicating a tool that can be expanded. A blue starburst icon is also visible near the top left. The main content area shows a placeholder for an image labeled "Example Image" with a picture of sunflowers. On the right side, there is a sidebar with a "Categories" section. The "Uncategorized" option is checked, and a red circle highlights this section. Below the categories is a "Tags" section with an "Add" button. At the bottom of the page, there is a section titled "Your Home Page" with a checkbox and the text "Is this page the Home Page?". A red circle highlights this checkbox. A red arrow points downwards from the bottom right of the sidebar.

## Using the Media Library

To add a document, picture, or PowerPoint, place your cursor where you want the object to appear and click on the Add Media button. This will open your Media Library. You can toggle between Upload files and Media Library. After you have uploaded the file you want Click on it so that it appears with a check mark. When you first upload it, it will automatically be selected. If it is a Word document the text in the Title box will appear on your site. Make sure it is titled the way you want it. Then click Insert into post.



At any time you can click preview or View Teacher Page to see what it looks like in the live view. The next step is to Save your page as a Draft for later revisions or Publish your page and it will appear on the school site. Then you can Add New Teacher Page to create another page if desired.



Example of live view from View Teacher page.

Your pages will appear where the Music Department Pages appear. However, they only appear once you have published them. To return to edit the page Click Edit Teacher Page. If you want to edit a different Published page click on that page from this view and then click on Edit Teacher Page. Alternatively you can get there from Teacher pages on the Editing page.

