

# WORDPRESS POWER SESSIONS

(WEEKEND EDITION)

## DAY 3

⌚ 1:00 PM – 2:00 PM

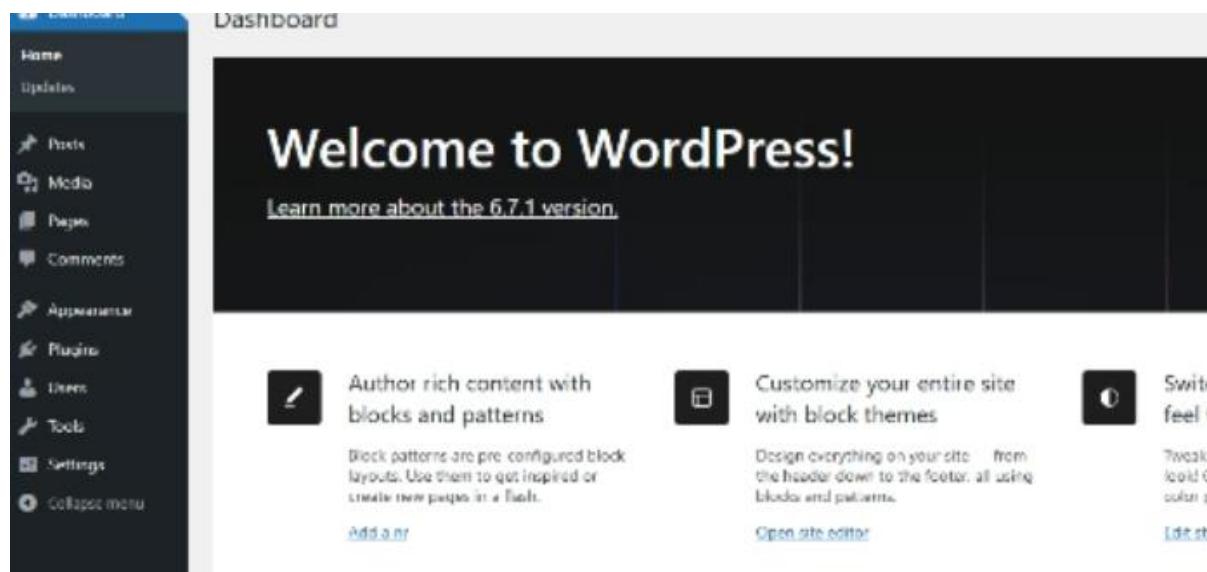
📍 LIVE ON ZOOM

Meeting ID. 786 4908 8601

Passcode: 123



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## How To Create And Edit Pages In WordPress Dashboard

Hello everyone, and welcome back to another tutorial in our WordPress course. This is the 3rd lesson, and today, we'll dive into how to create and edit pages in the WordPress dashboard. In our previous lesson, we discussed an overview of the WordPress dashboard, its components, and the customizations available. Now, let's focus on page creation and editing.

### Step 1: Setting Up XAMPP

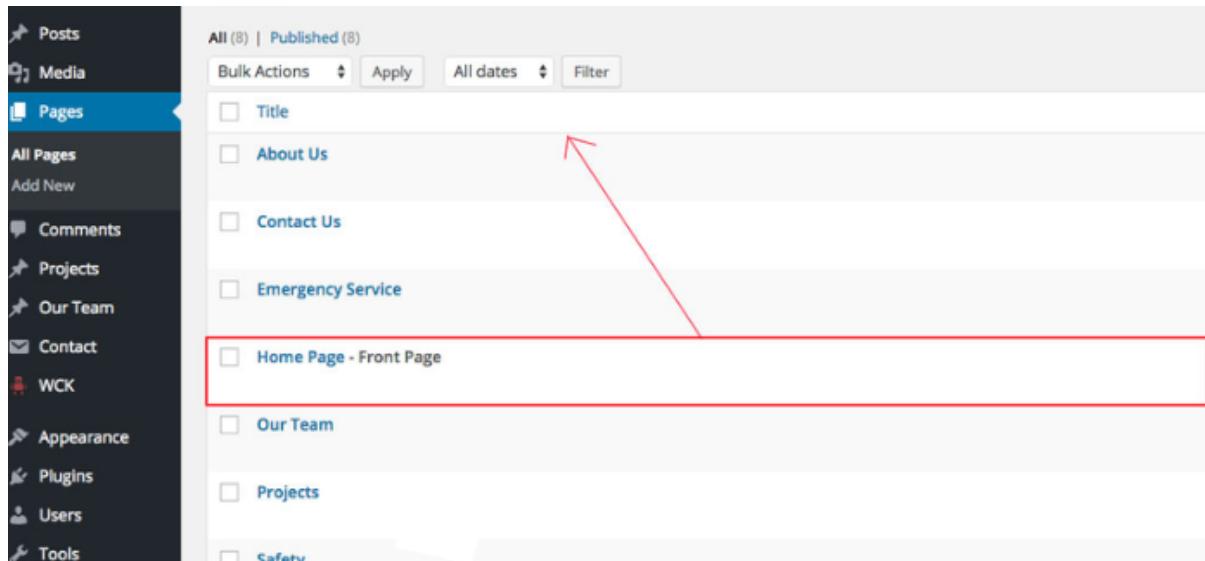
Before we begin, ensure that your XAMPP (Apache and MySQL) services are running. This setup is essential for using WordPress locally on your system.

### Step 2: Accessing the WordPress Dashboard

Once XAMPP is up and running, open your WordPress dashboard. As mentioned in our last tutorial, the dashboard consists of various options. Today, we'll focus specifically on the **Pages** section.

In the dashboard, you'll notice two main options related to pages:

1. **All Pages:** A list of all the pages currently on your website.
2. **Add New Page:** This option allows you to add a new page to your site.



The screenshot shows the WordPress dashboard with the 'Pages' menu item selected. The main content area displays a list of published pages. The 'Home Page - Front Page' is highlighted with a red box and a red arrow points to it from the text above.

Page Title
About Us
Contact Us
Emergency Service
Home Page - Front Page
Our Team
Projects
Services

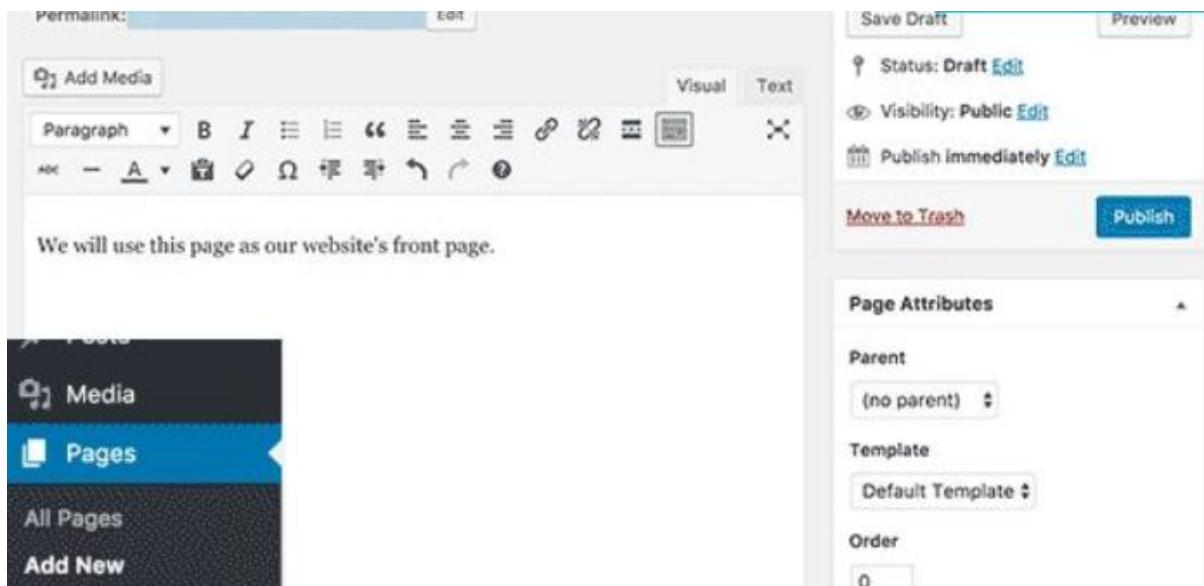
### Step 3: Managing Existing Pages

Let's start by clicking on the **All Pages** option. Here, you will see a list of all pages currently published on your website. By default, WordPress comes with a "Sample Page." However, as you build out your website, you can add more pages like "About Us," "Contact," or "Services."

### Step 4: Adding a New Page

To add a new page, click on the **Add New** button. This will open up the editor for creating your page. Let's go ahead and create a new page titled "**About Us**" as an example.

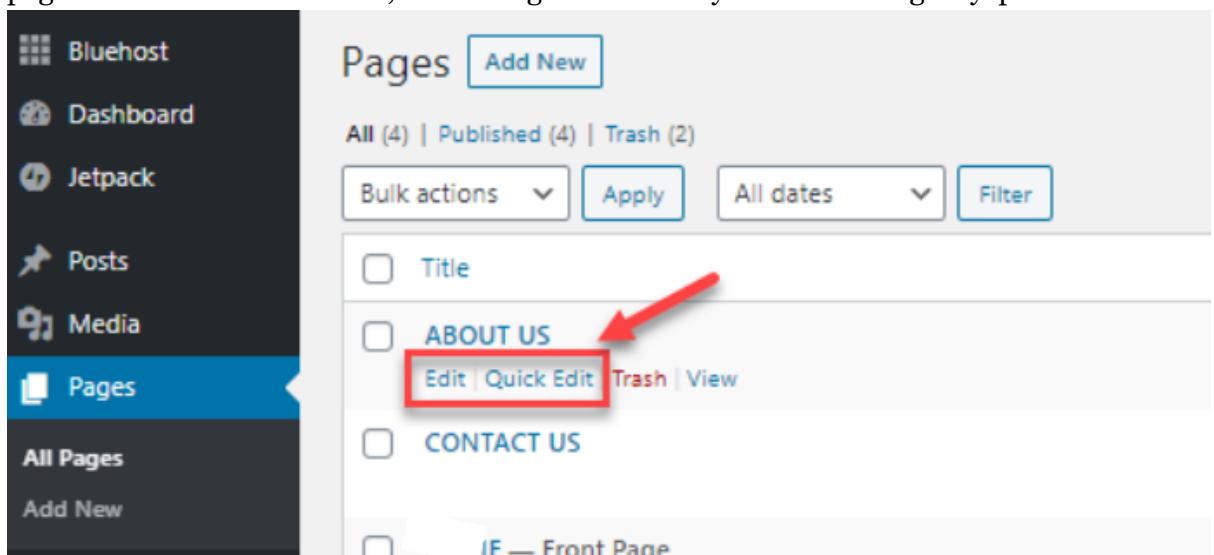
Once you click on **Add New**, the editor opens with a blank page. You'll see options for adding titles, content, and other settings.



The screenshot shows the WordPress editor interface. At the top, there are buttons for 'Permalink', 'Edit', 'Save Draft', 'Preview', 'Status: Draft', 'Visibility: Public', and 'Publish immediately'. Below the editor toolbar, the content area contains the text: 'We will use this page as our website's front page.' To the left, a sidebar shows the navigation menu with 'Pages' selected. On the right, the 'Page Attributes' sidebar shows 'Parent: (no parent)', 'Template: Default Template', and 'Order: 0'.

## Step 5: Editing Your Page

- Adding a Title:** Start by typing the title of your page in the title box. For example, **About Us.**
- Choosing Layout and Design:** You can either use pre-built patterns or design your page from scratch. For now, let's design it manually without using any patterns.



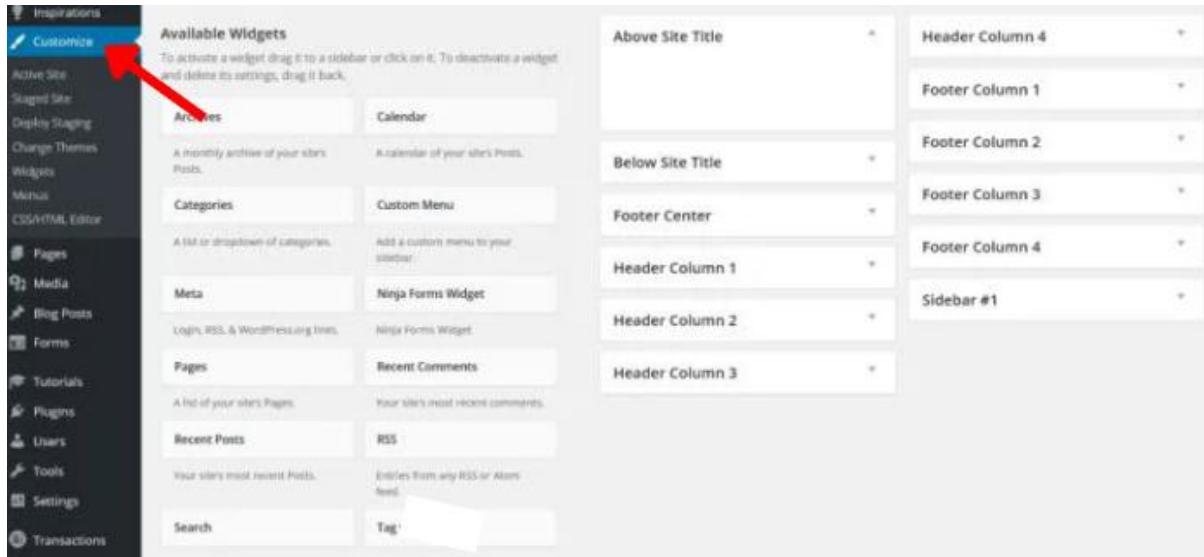
The screenshot shows the WordPress dashboard with the 'Pages' menu item selected. The main area displays a list of pages: 'ABOUT US' (selected), 'CONTACT US', and 'IE — Front Page'. The 'ABOUT US' page has a red arrow pointing to the 'Edit' button in the actions column. The sidebar on the left shows the navigation menu with 'Pages' selected.

## Step 6: Customizing Your Page Content

Once you have the title, you can start adding content. Here's a breakdown of some key tools:

- Headings:** You can add headings to structure your content. For example, let's add a heading for the "CEO's Message." You can adjust the alignment (left, center, or right) and the size of the heading (H1 being the largest, H6 being the smallest).

- **Paragraphs:** Below the headings, add your text. You can use the **Placeholder** generator to fill in placeholder text.
- **Images:** To add images, use the **Add Media** button. Here, you can upload or select images from your media library.



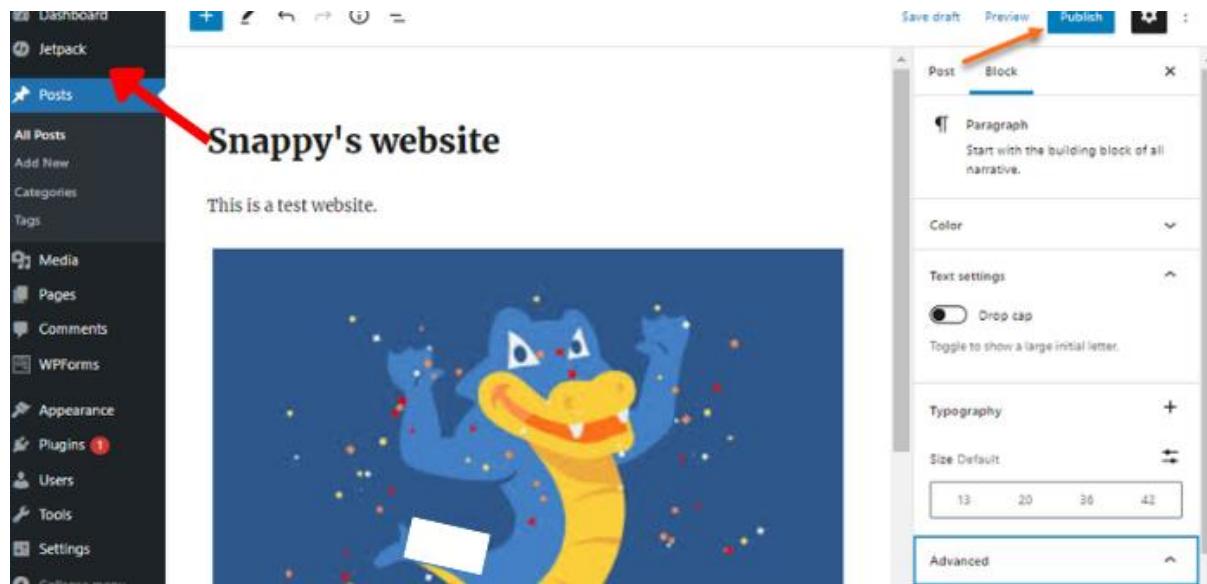
## Step 7: Advanced Page Settings

WordPress provides additional settings for your pages:

- **Featured Image:** Set a featured image for your page if desired.
- **Visibility:** You can set the page to be published immediately, scheduled for a later time, or kept private.

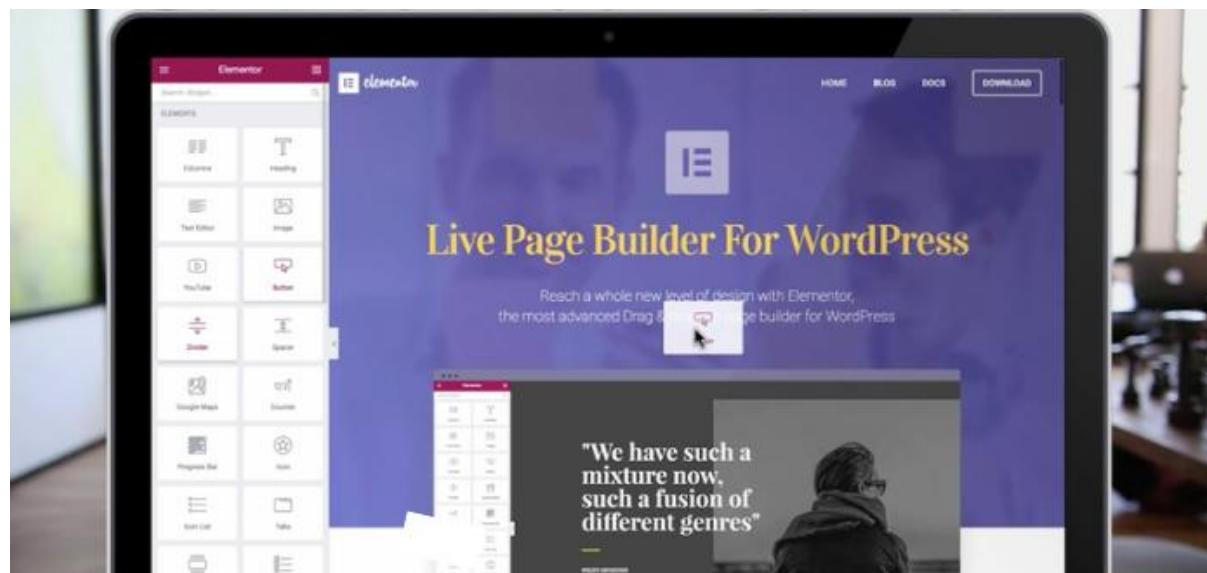
## Step 8: Publishing Your Page

Once you're satisfied with the content, click the **Publish** button. WordPress will ask you to confirm the visibility settings before publishing. After publishing, you can click **View Page** to see your newly created page live on your website.



## Step 9: Using Elementor for Advanced Design

In future tutorials, we will explore how to use **Elementor**, a popular page builder plugin that allows you to create visually stunning pages with ease. Elementor offers drag-and-drop functionality, making it perfect for creating attractive designs.



That's it for today's tutorial! You've now learned how to create, edit, and publish pages on your WordPress site. Don't forget to like, share, and subscribe if you found this tutorial helpful. Please leave a comment to let me know how you liked the lecture, and feel free to ask any questions.

**Thank you so much!**

