

9 - Adding Pages

As explained in [The Beginning](#) chapter, pages are always available from the Main Menu Bar just below the site header, while Posts live on the Garden Talk /Blog Page. To add a page, look at the Black Menu Bar that is just above the Header on the website. See the **+New** wording? Click on that and a drop down menu will let you pick an item to add. Select **Page** and the publish page screen will open.

The screenshot shows the 'Publish' section of the WordPress dashboard. At the top, there are two buttons: 'Save Draft' and 'Preview'. Below these, the status is set to 'Draft' with an 'Edit' link. The visibility is set to 'Public' with an 'Edit' link. There is a 'Publish immediately' section with a calendar icon, showing the date '10-Oct 04, 2012 @ 21:31'. Below this are 'OK' and 'Cancel' buttons. At the bottom, there is a 'Move to Trash' link and a large blue 'Publish' button.

Pages are created just like a posts are. The same editing tools are used. The main difference is that the side bar differs for pages. See the example on the left. The Publish box is the same. The **Publish Immediately** section has had the Edit button next to it clicked to show that you can date pages for any publish date you want just by changing the date and time. (This also works for posts, but was not explained to the members in the online documentation.) What is nice about this feature is that you can prepare material for a later date (this is most useful for posts). You can also edit previously published material and re-publish it which is also quite helpful at times. Another way to postpone publishing is to use the **Save Draft** button. This is good if you are not quite finished with the article.

Visibility & Status are options that have not really been used for this website. Only once was a page protected by password in Visibility and it is [Website Documentation](#) because only an administrator should be using it.

The screenshot shows the 'Page Attributes' section of the WordPress dashboard. It has three main sections: 'Parent' with a dropdown menu set to '(no parent)', 'Template' with a dropdown menu set to 'Default Template', and 'Order' with a text input field containing '0'. At the bottom, there is a note: 'Need help? Use the Help tab in the upper right of your screen.'

The **Page Attributes** section is where the page is associated with another page and a page style is selected. The **Default Template** is the presentation most used. It includes the right side bar found on every post and most pages. The other Option is **Full-width, no sidebar**. Our website has only two pages like that - the [Home](#) page and the [Calendar](#).

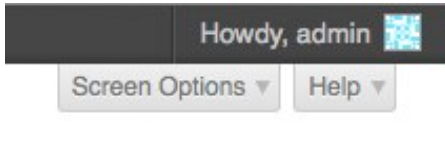
The **Parent** area is where you attach a page to another. This is how the hierarchy was built which is described in [The Beginning](#) chapter. If you do not select a parent page, the new page will appear in the Main Menu Bar, which you may or may not want. See [Adding A Recipe Page](#) section of this document for more info on selecting parents.

The **Order**, if left zero will default to alphabetical. Sometimes that is just what you want, but not always. If you look at the order of the [Members Only](#) sub-pages, you'll see that are not in any particular order. That is

because each of those pages were assigned a number to order them by.

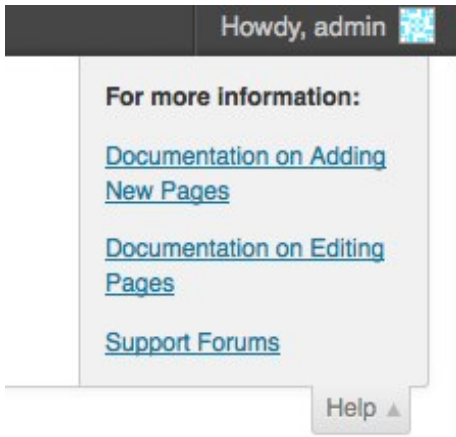
When you are done editing the page, Click the **Publish** button.

Other Useful Tabs



Both of these tabs also appear on **Editing Post** screens with similar options. *Everything described here holds true for managing Posts.*

At the top right of the screen under the Howdy greeting, there are two tabs.



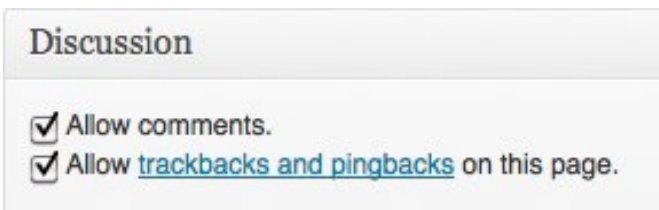
One is **Help**. If you open it, the menu depicted left will open showing you options for page tasks that have been created by Word Press. Click on them to go to the documentation. Support forums are Word Press chats about issues on working with Pages.

The other tab is **Screen Options**. When opened, the below window opens. Checked off are options that are used for setting up the page. Our website doesn't use the Slug & Author options. You should not have to change any of these options, as they will remain checked off for every page.

Page Attributes are the page parent assignment fields in the side bar that have already been discussed.



Custom Fields appear below the editing box and are used for security reasons. Using this option will be discussed the the Security section of the User's Manual.



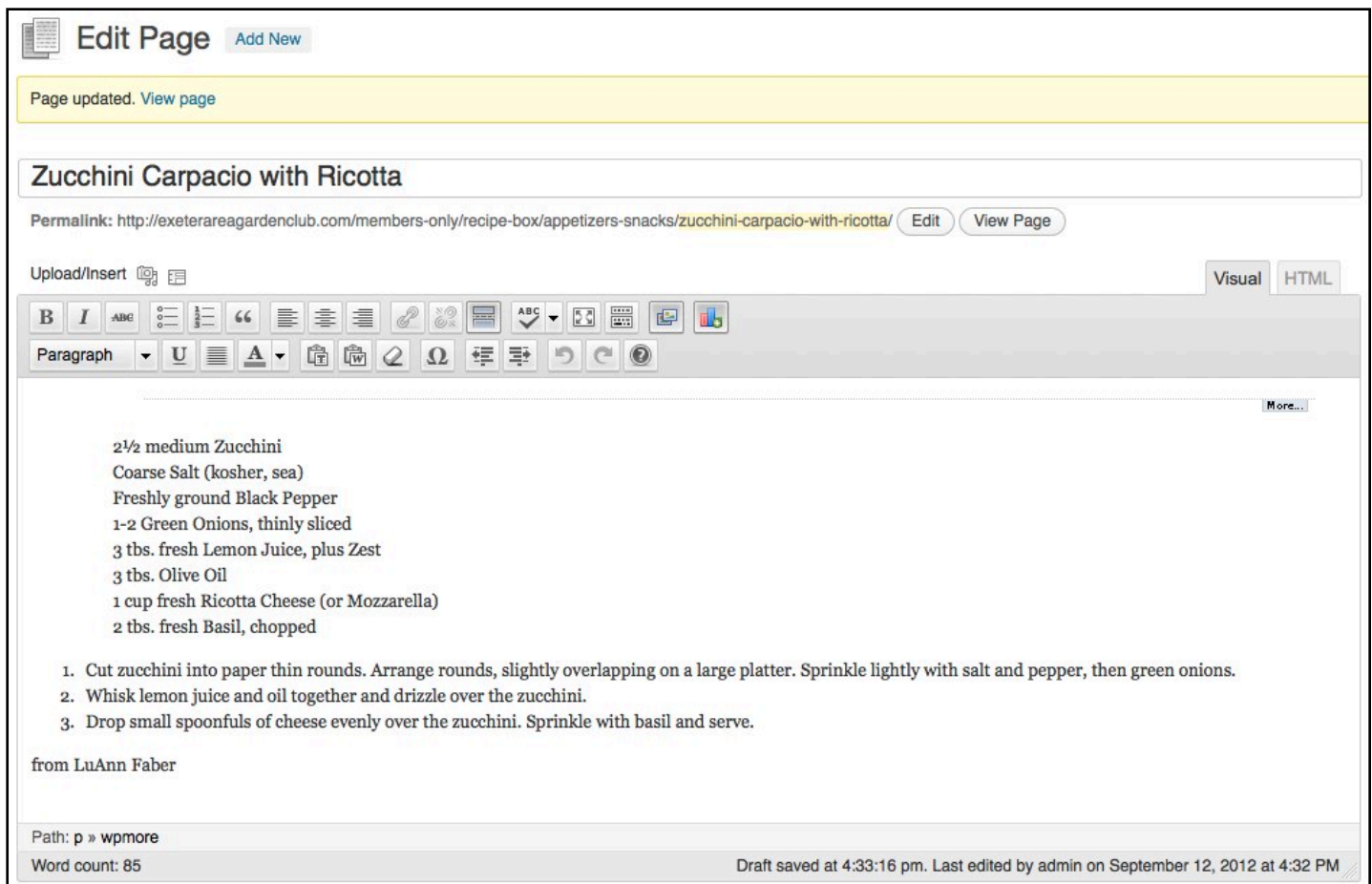
Discussion also appears below the editing box. It allows you to shut off comments for a page or post. The majority of pages on our website have these options unchecked because comments don't make sense. They are checked off only for all the Posts and just the Recipe Pages.

Number of Columns lets you change the look of the page. There are only two pages on our site that are defined as having 1 column - the Front Page and the Calendar. Clicking the "1" radio button will get rid of the Side Bar that appears on almost every page and post on our website.

Adding A Recipe Page

Recipes are pages, not posts. This is because they are for members only and have been blocked to viewers that have not logged in. Also using this page structure make it easy to index the recipes by type. More on that later.

Adding a recipe is the same as adding a post. The only difference is that the page side bar is different than the post sidebar. To get to the Page Edit Screen, click the **+New** button at the Black Menu Bar found at the top of the website. It does not matter what page you are currently on. A list of options will come up. Select **Page** in the list. The screen below will come up (the side bar is not shown in this illustration.)



The screenshot shows the 'Edit Page' interface for a recipe titled 'Zucchini Carpaccio with Ricotta'. At the top, there is a yellow notification bar that says 'Page updated. View page'. Below this, the title 'Zucchini Carpaccio with Ricotta' is displayed in a large font. Underneath the title, there is a 'Permalink' field containing the URL 'http://exeterareagardenclub.com/members-only/recipe-box/appetizers-snacks/zucchini-carpaccio-with-ricotta/' and two buttons: 'Edit' and 'View Page'. Below the permalink, there is an 'Upload/Insert' section with a 'Visual' tab selected and an 'HTML' tab. A rich text editor toolbar is visible, featuring various icons for text formatting (bold, italic, underline, text color, background color), alignment, bulleted and numbered lists, indentation, link, unlink, image, video, and other functions. The main content area contains the recipe text, which is formatted with bold for ingredients and numbered list for instructions. The ingredients list includes: 2 1/2 medium Zucchini, Coarse Salt (kosher, sea), Freshly ground Black Pepper, 1-2 Green Onions, thinly sliced, 3 tbs. fresh Lemon Juice, plus Zest, 3 tbs. Olive Oil, 1 cup fresh Ricotta Cheese (or Mozzarella), and 2 tbs. fresh Basil, chopped. The instructions are: 1. Cut zucchini into paper thin rounds. Arrange rounds, slightly overlapping on a large platter. Sprinkle lightly with salt and pepper, then green onions. 2. Whisk lemon juice and oil together and drizzle over the zucchini. 3. Drop small spoonfuls of cheese evenly over the zucchini. Sprinkle with basil and serve. Below the instructions, it says 'from LuAnn Faber'. At the bottom of the page, there is a 'Path: p » wpmore' and a 'Word count: 85'. In the bottom right corner, it says 'Draft saved at 4:33:16 pm. Last edited by admin on September 12, 2012 at 4:32 PM'.

First type in the title of your recipe where it says “Enter title here”.



Next, add a “More Tag” in the big empty box. To do this, place your cursor in the box. Click on the **More Tool** in the editing menu. A dotted line with the word “More...” below it will appear on your page as shown above. This is necessary for security reasons. If non-logged in visitor does a search for Zucchini, they would get access to the above recipe. The More Tag will only show them the title. If they try to look at it, they will be asked to log in.

Now you are ready to write your recipe. There are 3 ways you can go about this:

1. Type it in from scratch.
2. Copy & paste it from a document on your desktop.
3. Save a formatted recipe page as a JPEG and add it like you would add a picture. For an example of what this looks like, see “Roasted Eggplant & Barley Salad” on the site.

With the exception of #3, you may not like how the website formats it. Here are some tips to make the recipe look good.



Use the **Unordered List Tool** in the editing menu to format the list of ingredients. Highlight them all together and click the icon. It will cluster them together with bullets next to each line. To get rid of the bullets, highlight the list again and click the tool button.



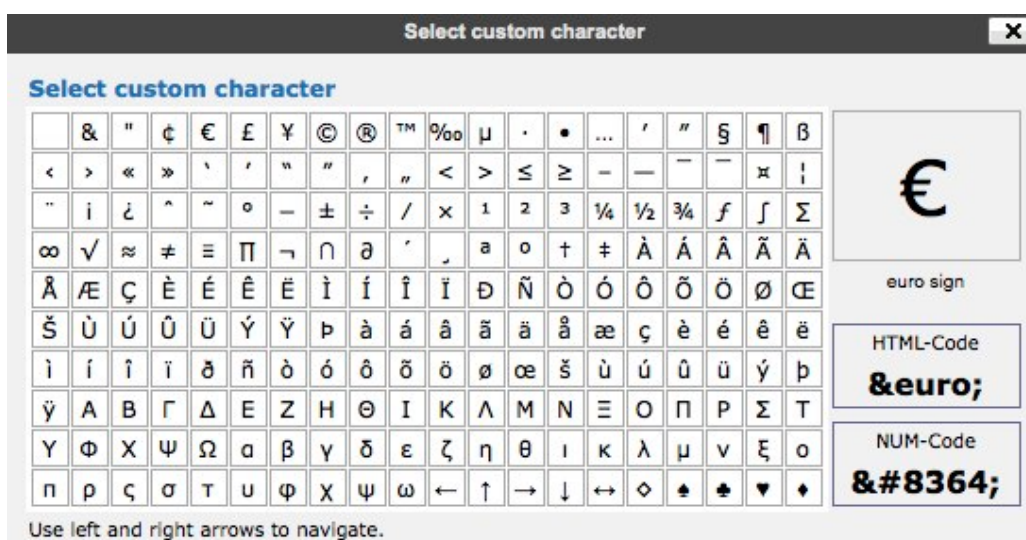
To indent the list, highlight the entire list and use the **Indentation Tools**. Each time you click the tool, the text will move left or right depending on which is being used.



To add numbers to the recipe instructions, highlight all of the instructions and click the **Numbered List Tool**. Where ever there is a paragraph break in the text, a new number will be assigned.



If there are special characters in the text such as fractions or a degree symbol, they can be formatted using the **Special Character Tool**. Place your cursor where you want the character to go and click the tool. The following box will open:



Select the character you want. It will be inserted into the text and the box will close. This means the difference between displaying “1/4” and “¼” or “345 degrees” and “350°”. Sadly, it does not include thirds and eighths as fractions. Oh, well.

Once you have your text in place, you may want to add a picture. It is just like adding a picture to a Post. See the instructions for doing that on the site in the Members Only Section. Look for the “How To Use Your Website” page and go to “Add Your Own Garden Talk Post” to find picture instructions.

When you are all done with the recipe, you need to set a couple of fields in the **Edit Page Side Bar** which is located on the right.

The **Template** to use is always the “Default Template” which is pre-set, so you don’t have to change it.

The **Order**, if left zero will default to alphabetical which is what you want, so leave that be as well.

The **Parent** needs to be specified so that your recipe can be indexed. Look through the page list and find the category that the recipe belongs to and select it. In this case “Appetizers & Snacks” was selected. If you don’t do this your recipe will appear on the Main Menu Bar which you do not want to happen.

Notice that the side bar has a comment about needing help. Word Press has help topics through out the site. They can be really helpful if you get into a jam. Check it out some time.

Click the **Publish** or **Update** (if you are just editing) **Button** and view your masterpiece! You can edit a page as many times as it takes to get it right.

You are not quite done yet!

Go find the Parent page you just assigned to your recipe and edit it. You need to add a link to your recipe on the page, otherwise it will be hard for a user to find it. Add the recipe to the list (in alphabetical order) and author. Make it look like the other entries, please. Highlight the name and click the **Link Tool** (it looks like two chain links in the edit menu bar). The below box will open.

Insert/edit link

Enter the destination URL

URL

Title

Open link in a new window/tab

Or link to existing content

Search

No search term specified. Showing recent items.

Roasted Heirloom Tomato Sauce	PAGE
NH Tomatillos — who knew??	2012/09/17
A Tale of Two Lassi	PAGE
A Halloween Celebration	2012/09/17
2012 Beautification Mini-Grants	2012/09/15
2011 Mini-Grant Winners	PAGE

Cancel

Instead of entering a URL, you will be picking an existing page (your new recipe). Look for it in the list below the Search. Highlight your page and it will show up in the Title field below the URL field. The URL will be magically filled in. (The Search box is to find pages and posts by title keyword if they aren’t on the list.)

Check off the “Open link in a new window/tab” box. (This is so a user doesn’t lose the current page they are looking at when the linked page opens.)

Click the **Add Link Button** and the box will disappear.

When back on the page you are editing, all you have to do is click the **Update Button**. Be sure to check to see that the link works.

Now You Are Done!

Page Attributes

Parent

Appetizers & Snacks

Template

Default Template

Order

0

Need help? Use the Help tab in the upper right of your screen.