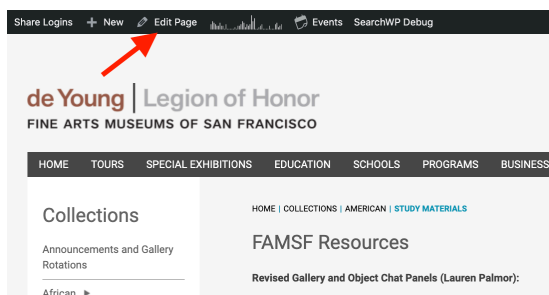# INSTRUCTIONS FOR EDITING STANDARD WORDPRESS PAGES
DRAFT Rev. 6-19-23

Log into the Page to Edit

1. Go to docent website **http://famsfdocents.org/**
2. Navigate to the Page you want to edit.(e.g. Collections>American Art>Study Materials)
3. At the top of your Page, you'll see a black ribbon.
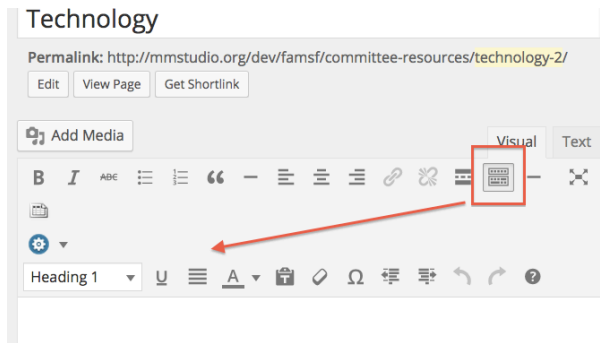   a. Look for the "pencil" icon and **EDIT PAGE**. Click to open.

   b. Now you are in the WordPress Dashboard view of your Page. You will see a **Word**-like editing screen (red box), and below that a text editing field starting with FAMSF Resources.
   c. Also notice on the top right of the editing screen there are 2 tabs – Visual and Text. 99% of the time, you want to be in the Visual Editor.
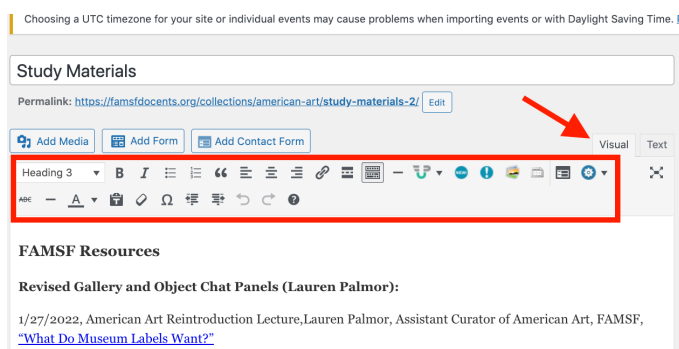

Make Text Edits to an Existing Page

1. Use the WordPress editing screen as you would **Word** or **Pages**. You can delete and write or delete new text, etc.
2. You may not see all the editing controls you want at first. There's a set of editing controls you can expand by clicking on the "toggle toolbar" icon. (see screenshot).
3. We have set up several default font sizes – Heading 1, Heading 2, Heading 3 are recommended. The body copy is called "paragraph." You'll find all of these options in the expanded toolbar. For adding regular text, you will select **Paragraph**.

Technology

Permalink: http://mmstudio.org/dev/famsf/committee-resources/technology-2/

Edit | View Page | Get Shortlink

4. Whenever you make text edits, you have to save your work. To save your work, click the blue **UPDATE** button on the right.
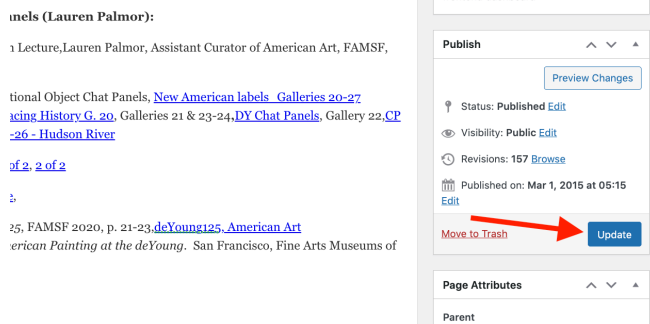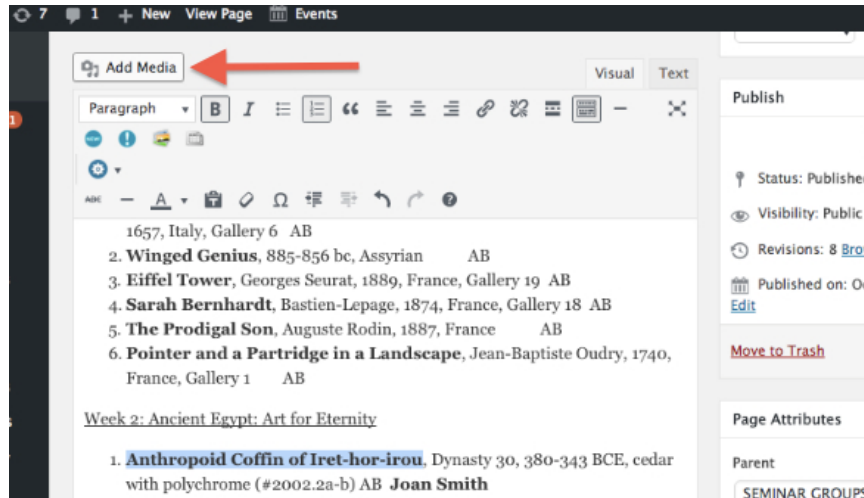
5. Always check your work by returning to the end user view of the website. To do this, click on View Page in the top black ribbon editing bar.
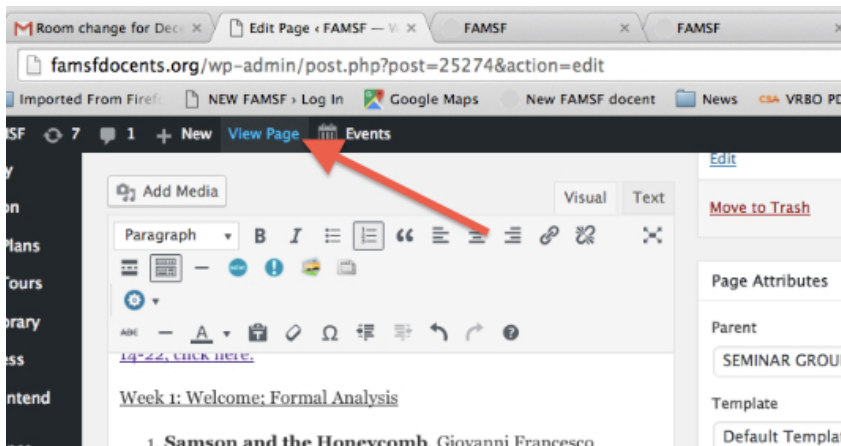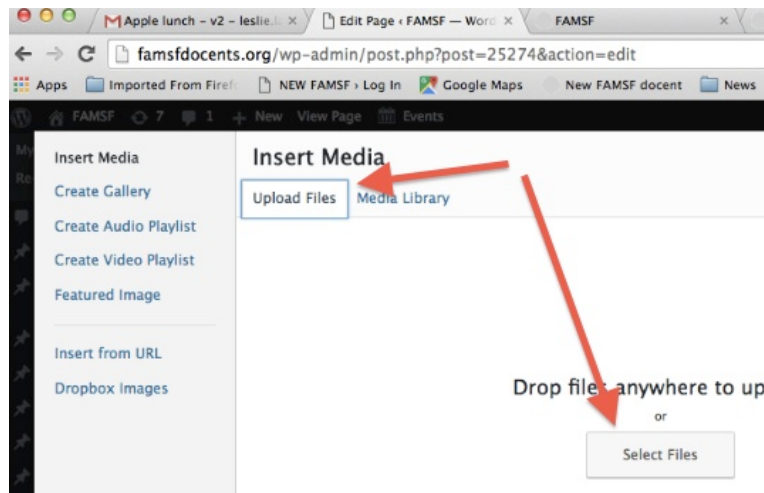
Add a PDF

1. Scroll down to the position on the Page where you want to add the PDF, and click to position your cursor there.
2. Look for the **ADD MEDIA** icon in the Editing tools (just above the box where you are editing). Click.

3. A pop up called **INSERT MEDIA** will appear. There are two tabs: Media Library and Upload Files. Select **UPLOAD FILES.**


4. Click **SELECT FILES** and you will see the directory from your computer. Navigate until you find the file you want to upload, then click **OPEN** to upload the file.
5. Your PDF file is now be in the **MEDIA LIBRARY**.
6. To insert the PDF as a link onto the webpage:
    a. Make sure that the file you uploaded is highlighted in blue, with a blue check mark in the upper left.
   b. Click **INSERT ONTO PAGE**
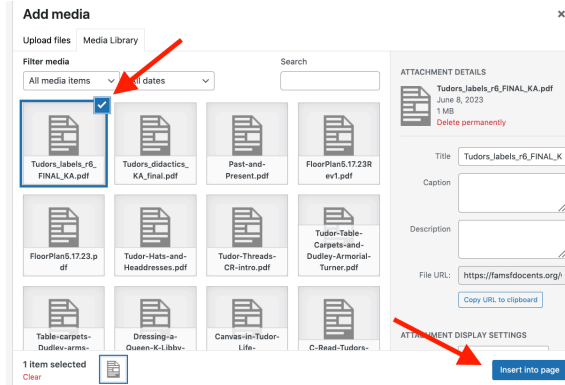
7. Save your work by clicking UPDATE (see Text Edits #4 above)
8. Check your work by viewing the end user view of the site. (see Text Edits #5 above)
   a. It is important to fully check your work by clicking on the PDF to make sure it loads properly.
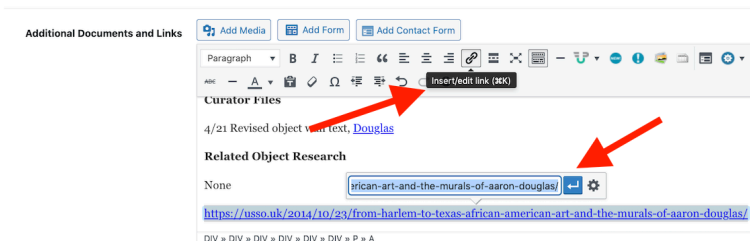
Add a Link

1. Copy the link URL from the 3rd party website
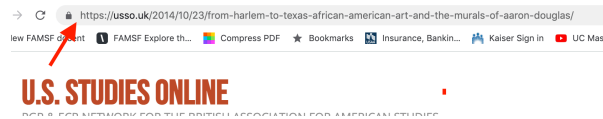
2. On the page you're editing, paste it in the location you desire. Now select/highlight it.
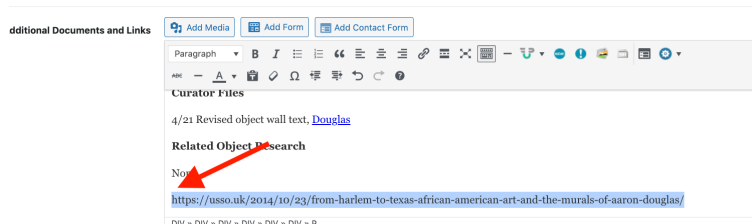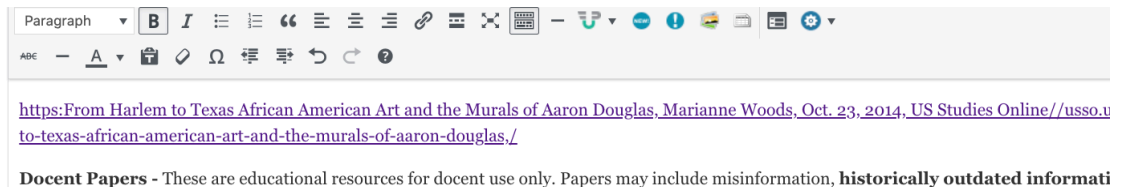

3. Make it a link by selecting the link icon from the editing toolbar. Then, click the blue return arrow to make it a link.

4. Determine the friendly, accurate name you want to give to the link.
   a. E.g. From Harlem to Texas: African American Art and the Murals of Aaron Douglas, Marianne Woods, Oct 23, 2014, US Studies Online

b. Type this text anywhere within the existing link. This way, the link will be retained.

https:From Harlem to Texas African American Art and the Murals of Aaron Douglas, Marianne Woods, Oct. 23, 2014, US Studies Online//usso.u
to-texas-african-american-art-and-the-murals-of-aaron-douglas,/

Docent Papers - These are educational resources for docent use only. Papers may include misinformation, **historically outdated informati**

    c. Delete the extraneous text, leaving the renamed link.
5. Click **UPDATE** to save your work
6. Check your work. Go to the end user view of the Focus Object page and view the link. Click on the link to make sure it opens.

TROUBLESHOOTING
1. I don't see the changes I made.
- Did you save your work? You must **SAVE CHANGES**. Unlike Gmail or many other desktop applications, WordPress does not "autosave."
- Did you refresh your browser? Your browser remembers the last page you were working on, and if you work in multiple browser windows, or multiple tabs simultaneously, it can be difficult to keep track of which browser pages are "refreshed." If you don't see your changes, and you know you saved them, click the refresh arrow in your browser URL window.