

# How to add a page to WordPress

This set of instructions will demonstrate how to create one of the more basic functions of WordPress, a page. Follow the tasks in sequential order and take careful note of selecting the correct option to fit desired needs. The instructions are straightforward and easy to follow, and alt text is available if needed.

1. Sign in to sites.ewu.edu
2. Add new page from WordPress dashboard menu
  - Access dashboard of website
  - Click “Pages” tab (1)

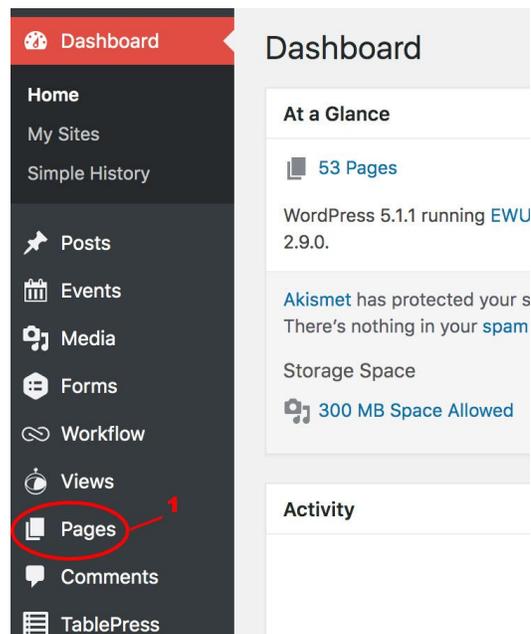


Figure 1

- Click “Add New” button (2)

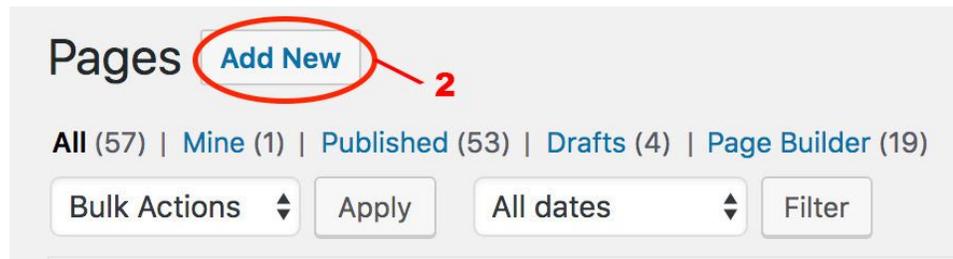


Figure 2

Add new page from admin bar

- Hover over “+ New” tab (3)
- Click “Page” from drop down menu (4)

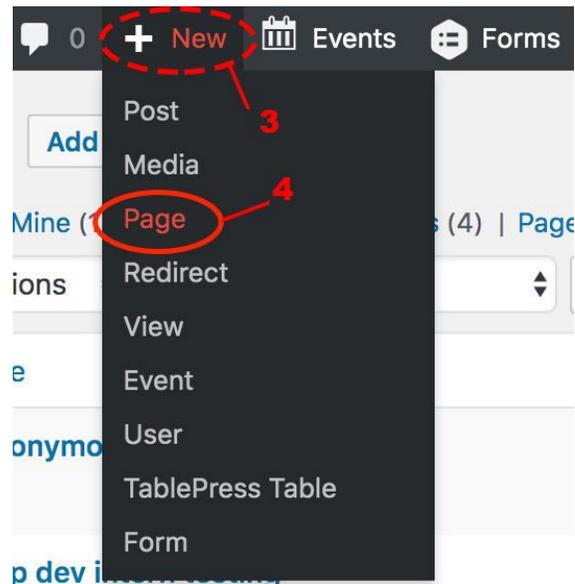


Figure 3

### 3. Preview Page

- Locate Publish section on right side of screen.
- Click “Preview” button (5)

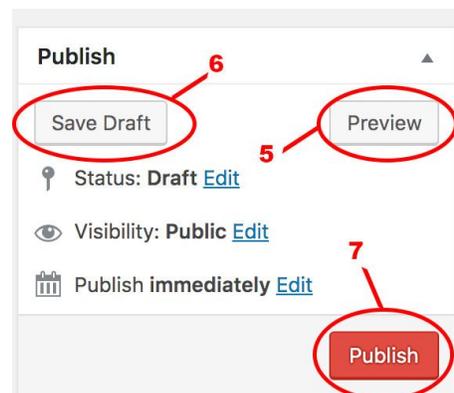
### 4. Save Draft

- Locate Publish section on right side of screen
- Click “Save Draft” button (6)

**Note:** Pages can be saved as drafts that will not be published on WordPress

### 5. Publish

- Locate Publish section on right side of screen
- Click the “Publish” button (7)



**Figure 4**

The page is now created. Repeat these instructions as many times as desired to create more pages. Refer back to these instructions whenever necessary as a reference for creating pages in WordPress.

**Alt Text Table: Creating a Survey in WordPress**

Figure Number	Alt Text Title	Alt Text
Figure 1	Clicking “Pages” tab	The left side of the dashboard is shown, with the “Pages” tab highlighted.
Figure 2	Clicking on “Add New” button	The “Add New” button at the top of the dashboard is highlighted.

Figure 3	Hover over "+New" tab, and Clicking "Page" button	Under callout #3, the main dashboard is shown, with the "+ New" tab highlighted. Under callout #4 the "+New" drop down menu is shown, with the "Page" button highlighted.
Figure 4	Clicking "Preview" button; Clicking "Save Draft" button; Clicking "Publish" button	Under callout #6, the "Publish" section is shown, with the "Preview" button highlighted. Under callout #5, the "Publish" section is shown, with the "Save Draft" button highlighted. Under callout #7, the "Publish" section is shown, with the "Publish" button highlighted.

