

## Creating a New Page

1. Choose **Pages** in the WordPress sidebar.
2. Choose the **Add New** button at the top.
3. Enter a title for your page.
4. Add your content in the content area.
5. In the right sidebar, in the Placement in Navigation area, choose what section of your website (i.e. About, Curriculum, etc.) this page will reside in using the **Move page** button. You can drag your new page (which will appear as “Untitled” until you publish it) to any section and drop it off. Once you publish the page, the URL changes to include the website section and name of the page.
6. Choose the **Publish** button when you are finished.

## Deleting a Web Page or Alternate Version

### To delete a page:

1. Choose **Pages** in the WordPress sidebar
2. Locate the page you want to delete in the Pages list
3. Place your cursor over the page you’d like to delete
4. Choose **Trash** in the choices that appear [trash appears in red]