

6 Easy Steps to Add a Page to Your WordPress Site

By Andrea Robinson

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For this exercise - we are going to add a testimonial page to the website.

Here is a screen shot of what the Navigation bar looks like now:



Step 1 - Login

Login into your WordPress site

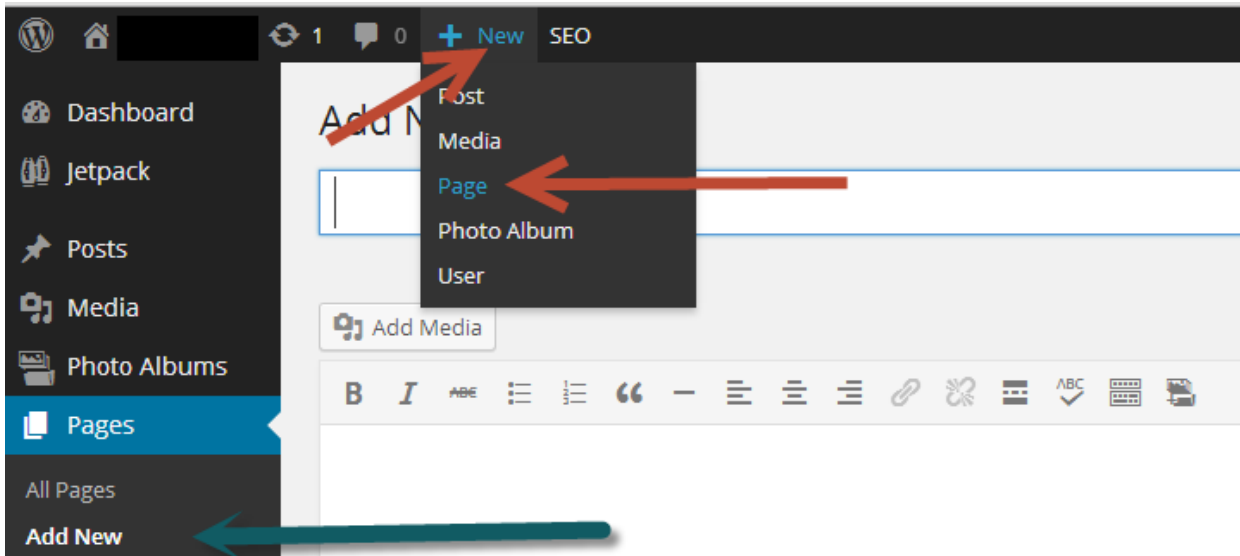
Step 2 - Add Page

Click on

A - The word **New** and a drop down will show. (red arrow in screenshot)

- Since we want to add a page, click on **Page**. (red arrow in screen shot)

B – Or you can go to **Pages** on your Dashboard and click **Add New** . (green arrow on screen shot)



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Step 3 – Page Created

As you can see with the screen shot below, a blank page is created



Step 4 - Fill in Page

Complete sections

A - Enter Title

B - Enter information in the body

You can view the page by Visual or Text (HTML) by clicking on the tabs. (green arrows)

Once your page is completed then click on Publish and the page will be published. to preview on your site, hit Preview. (red arrows)

You will notice that the page is not on your navigation bar yet.

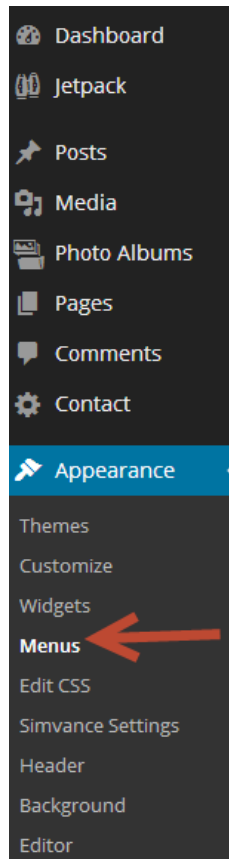


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Step 5 – Add New Page to Navigation Bar

Click on

A - **Appearance** on the Dashboard then click on **Menus** (red arrow)

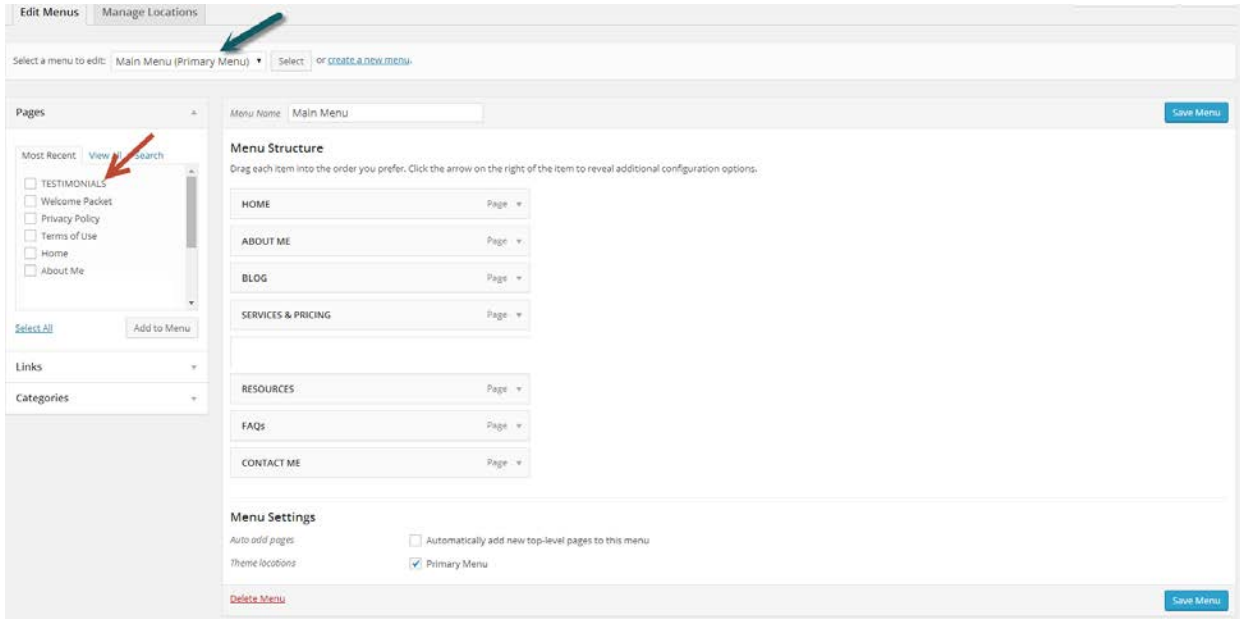


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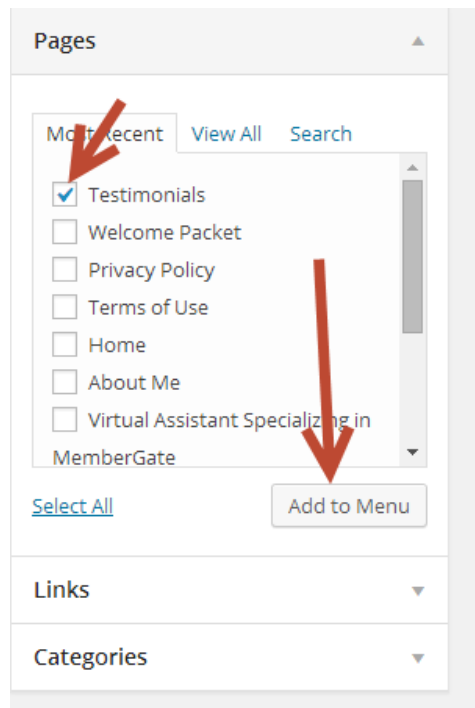
You will get this screen

As you can see, Testimonials is under Pages (red arrow) but it's not under the Menu Structure.

Verify you are looking at the primary menu (green arrow), so that you add your page to the correct menu.

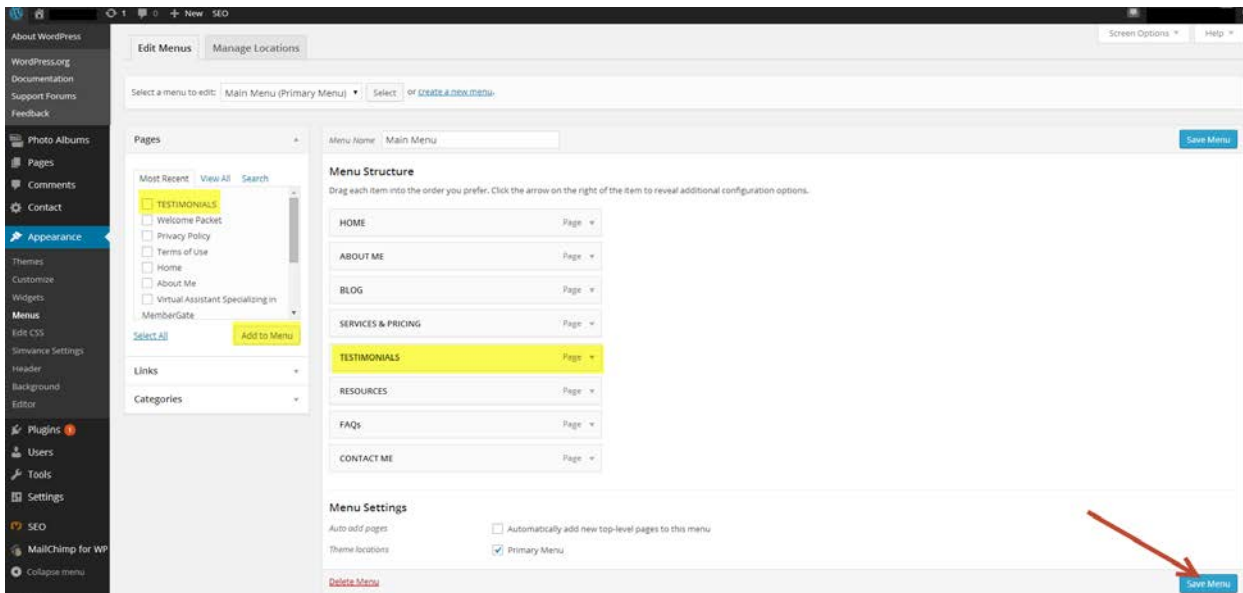


B – Put a check mark next to the page you want to add (in this case it is Testimonials) and then click on add to menu. (Red arrow)



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Once you do that you will see the Testimonials page (highlighted in Yellow) was added, and I moved it to where I wanted, but holding left mouse key (drag and drop) and dragging and dropping where I wanted it.



Click Save Menu. (Red arrow)

Step 6 – New Page on Nav Bar

Now you will see the new page on your navigation bar



If you'd prefer to turn this task over to an experienced virtual assistant, contact me today.

About the Author

I am virtual assistant who specializes in helping MemberGate site owners keep their sites fresh and vibrant in order to get and retain more members. Joker, my 15-year-old cat, and I recently moved to Florida.

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