

SAYRE AREA SCHOOL DISTRICT TECHNOLOGY TIPS

MODIFYING A WORDPRESS PAGE – ADDING AN ATTACHMENT OR LINK

Purpose

So an end user can insert an attachment or link into their WordPress page.

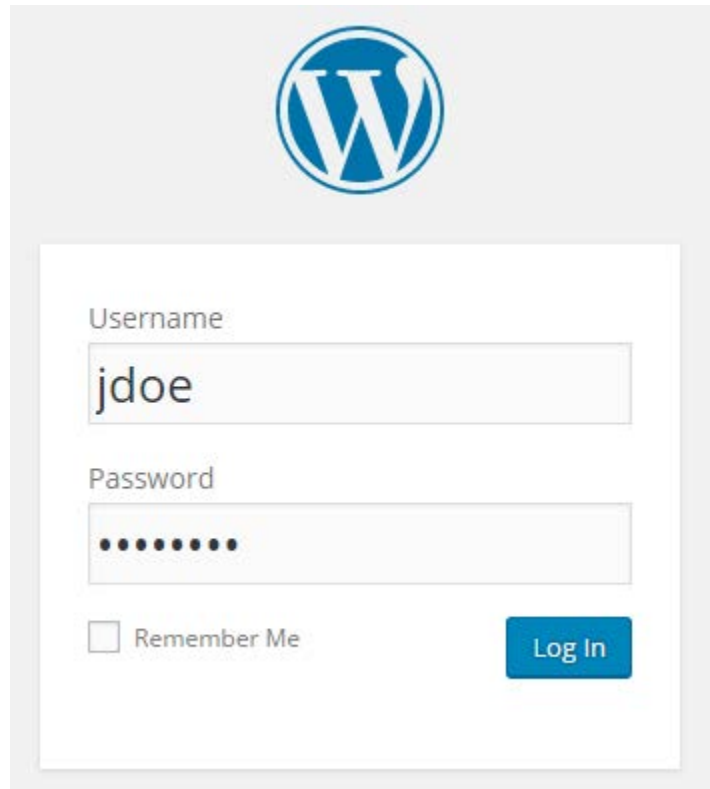
Procedure

First go to our district home page – www.sayresd.org

Now log into our site (bottom of page):

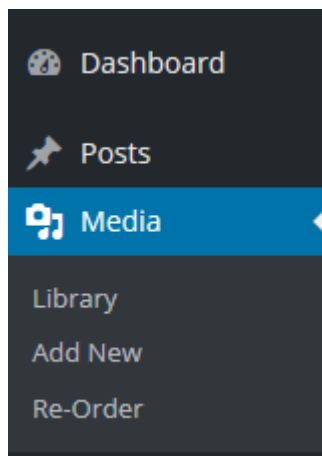


Put in your credentials that you use to log into our SASD computers:

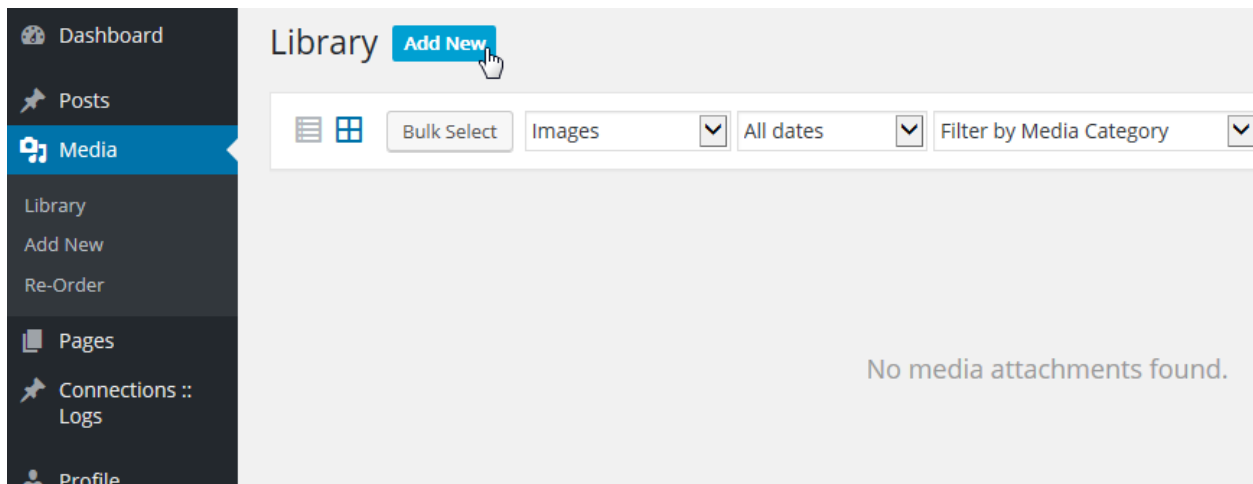


Once logged in you will see the WordPress dashboard.

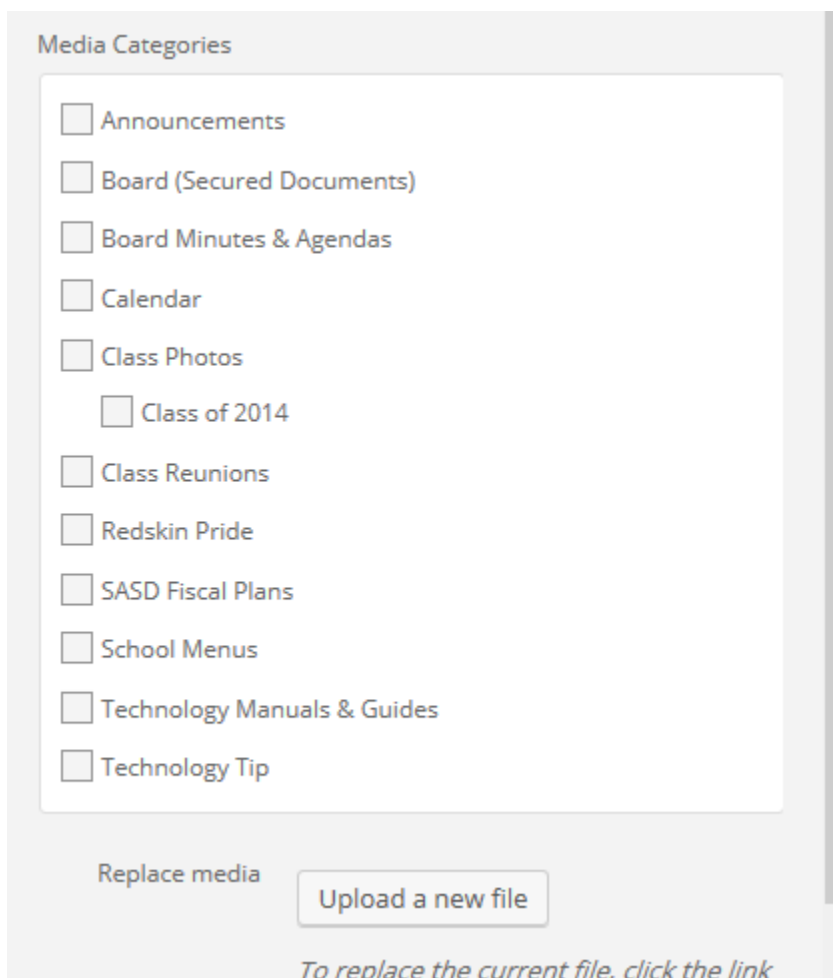
Select Media:



If you have a document that you want to use later in one of your pages you can drag it into this area or select Add New:



Categorize by clicking on your attachment in WordPress then in the bottom right you will see Media Categories:



Select the category that your document is related to.

Once you have your document(s) uploaded and categorized you are ready to add them to your page.

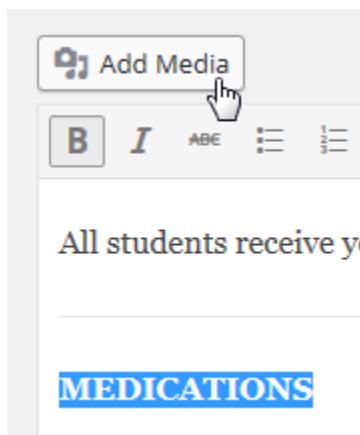
Go to Pages and select Edit for your page.

In this example we will make the header Medications open to a pdf.

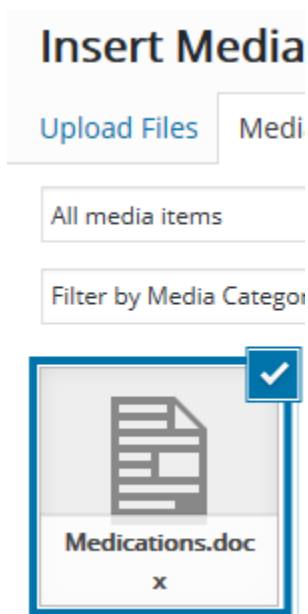
MEDICATIONS

It is preferable that medications be given out of school hours (before or after.) If it is necessary that a child receive medication during the school day, the medication must be delivered to the school by the parent/ guardian (the child cannot bring the medication in his backpack, and cannot bring it on the bus) so that a medication permission form can be signed. Parents are encouraged to bring emergency

Highlight the word Medications and select Add Media:

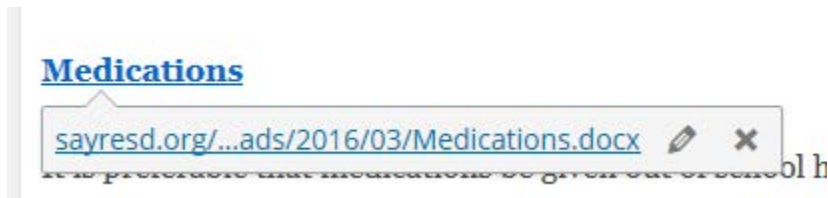


Select the file that you wish to have it link to:



Select Insert into page located at the bottom right of your screen.

Now the word Medications will take the viewers to your document:



When you are finished with your changes make sure you select Update:

