

# SAYRE AREA SCHOOL DISTRICT TECHNOLOGY TIPS

## MODIFYING A WORDPRESS PAGE - BASICS

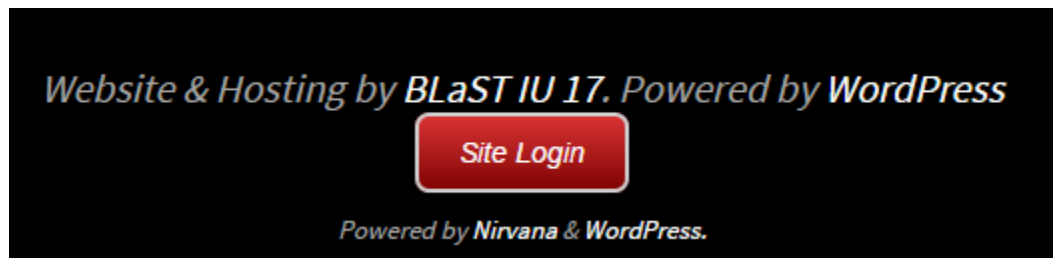
### Purpose

For an end user to modify their WordPress page.

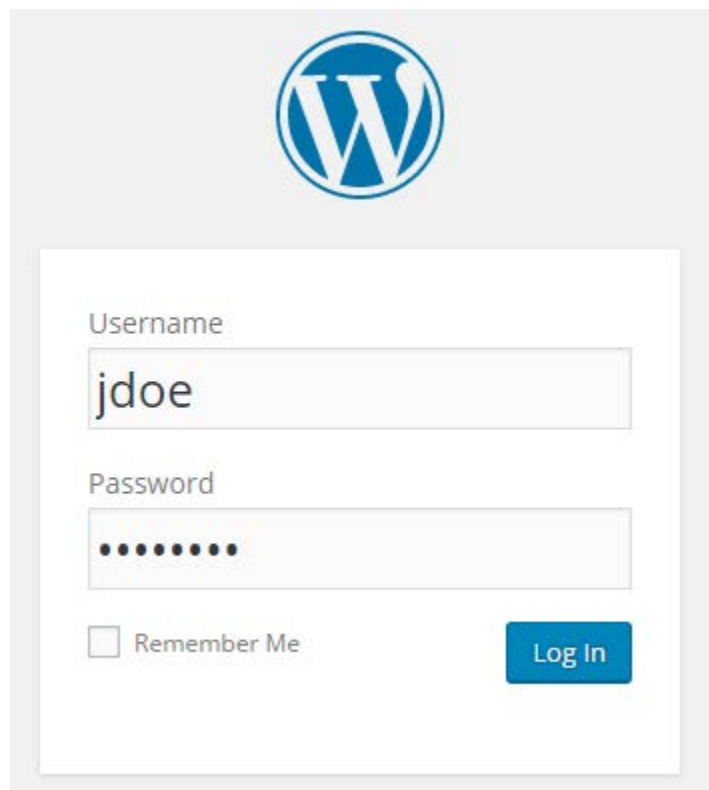
### Procedure

First go to our district home page – [www.sayresd.org](http://www.sayresd.org)

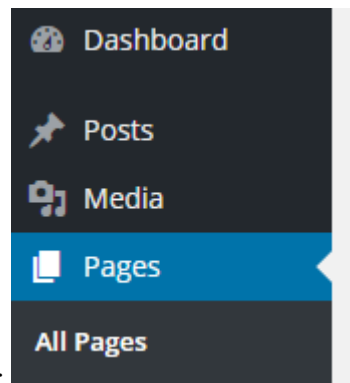
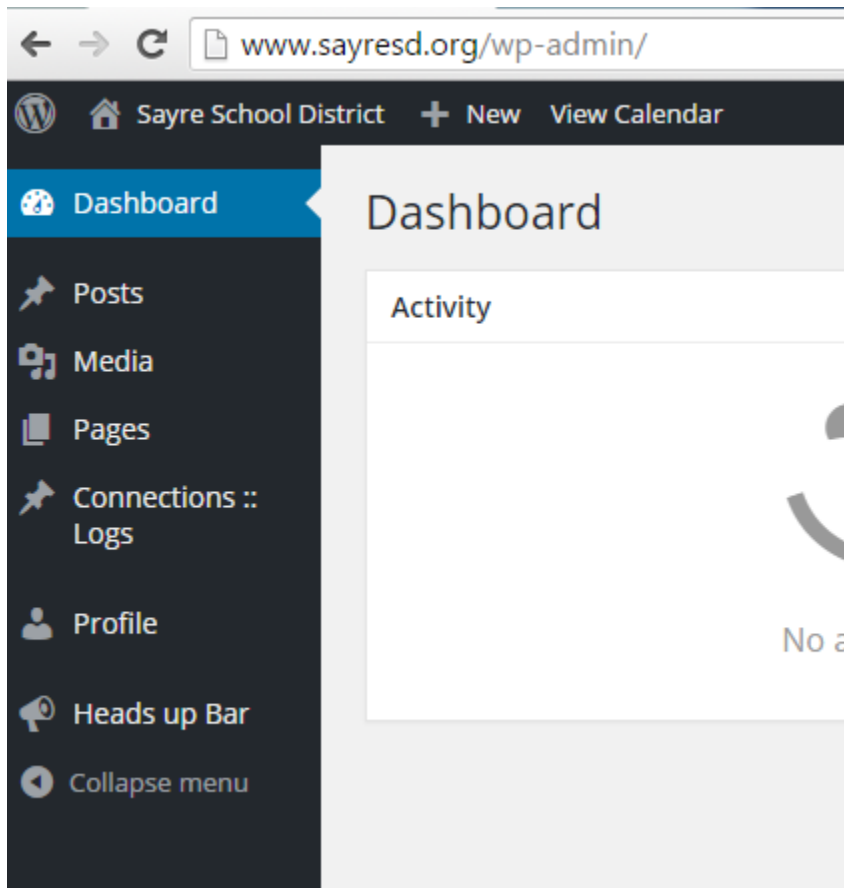
Now log into our site (bottom of page):



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

A screenshot of a WordPress login form. At the top is the WordPress logo (a blue 'W' in a circle). Below the logo is a white form box with a light gray border. Inside the form box, there are two input fields: "Username" with the text "jdoe" and "Password" with ten black dots. Below the password field is a checkbox labeled "Remember Me" and a blue button labeled "Log In".

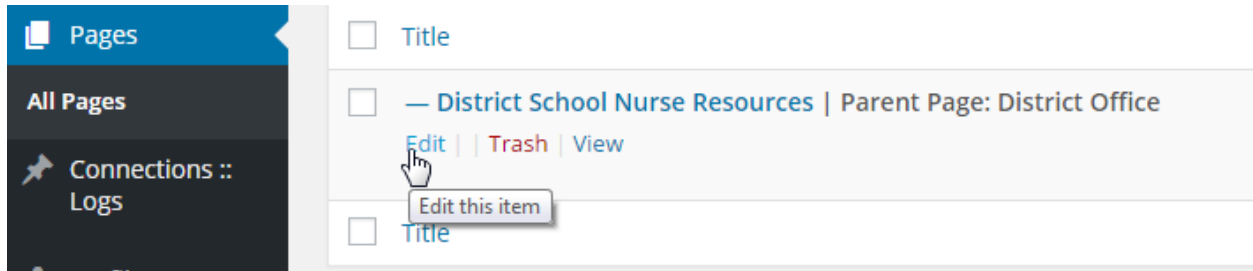
Once logged in you will see the WordPress dashboard:



If you wish to modify a page click on word Pages:

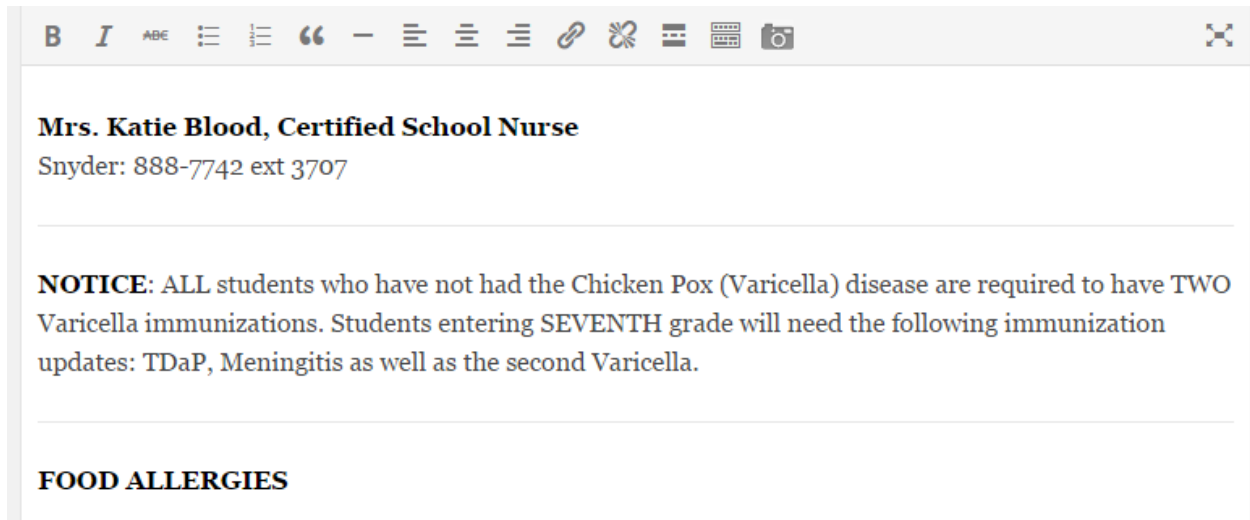
Now you will see the page(s) that you have access to.

Hover over the name of the post and select Edit:



The information that is on the page will now be displayed.

You can modify this data the same way you would modify a normal document.



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

