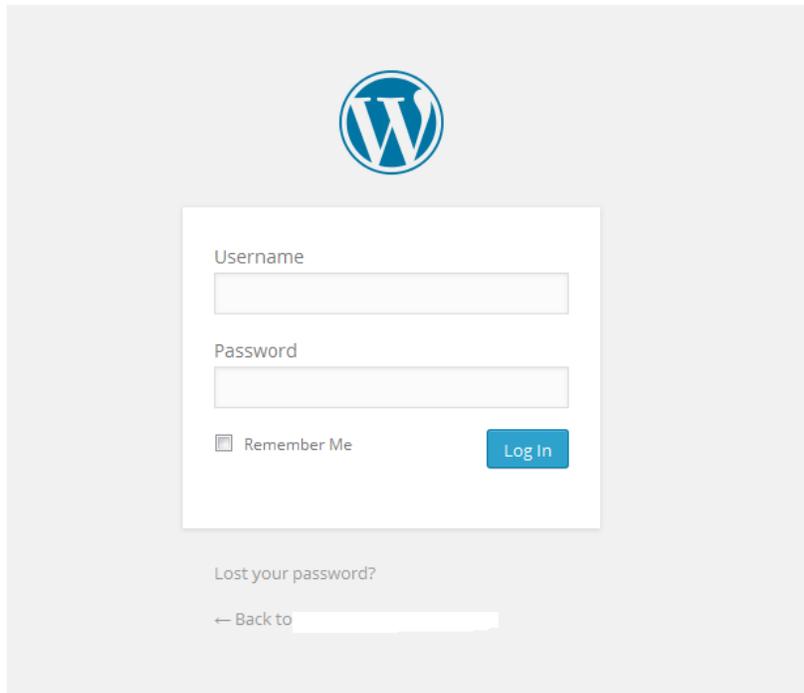


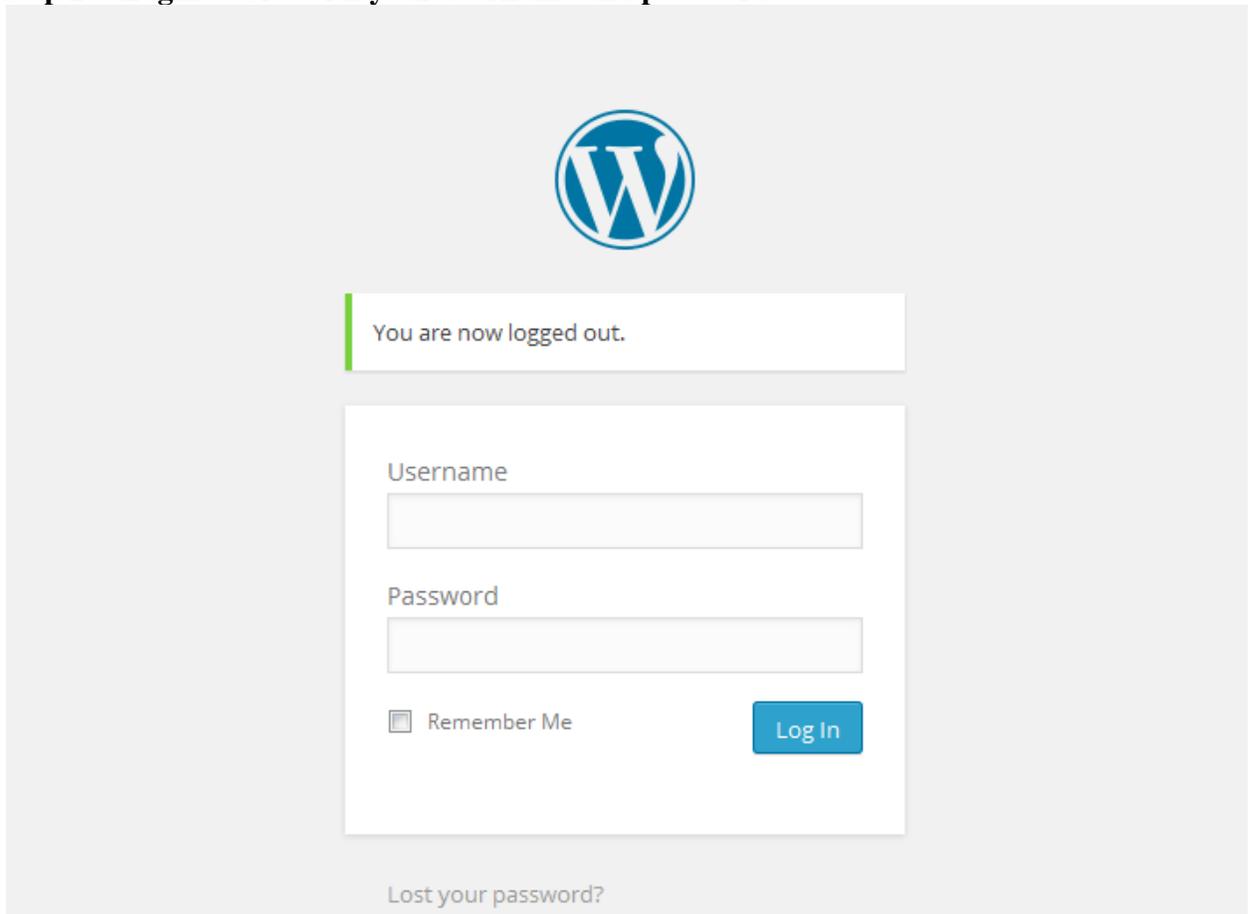
Step 1: Visit the Site Dashboard URL at

<http://your department site url/people/your user name/wp-login.php>

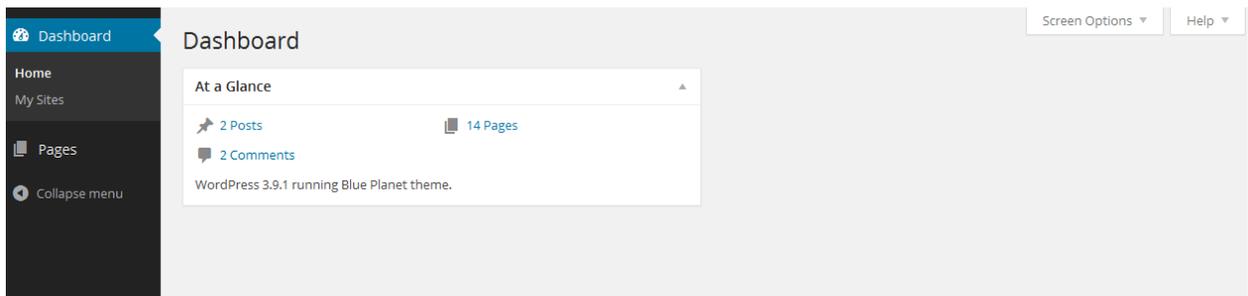
For example : <http://cse.vnit.ac.in/people/test/wp-login.php/>



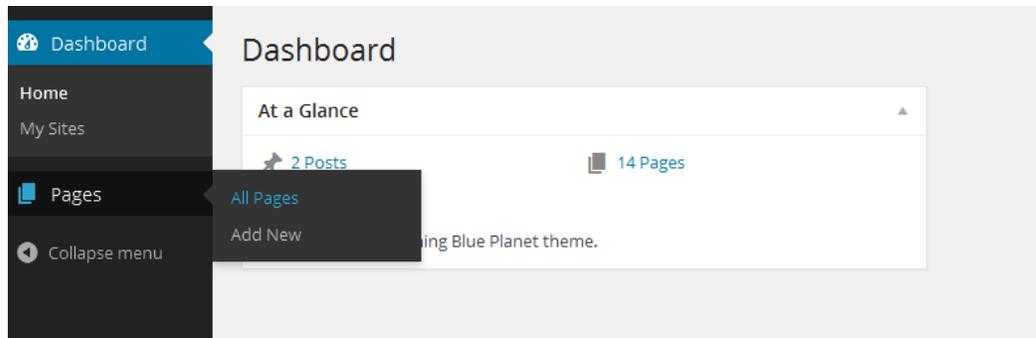
Step 2 : Login to Site with your username and password.



Step 3 : Then you will see users profile screen



Step 4 : Click on Pages >> All Pages

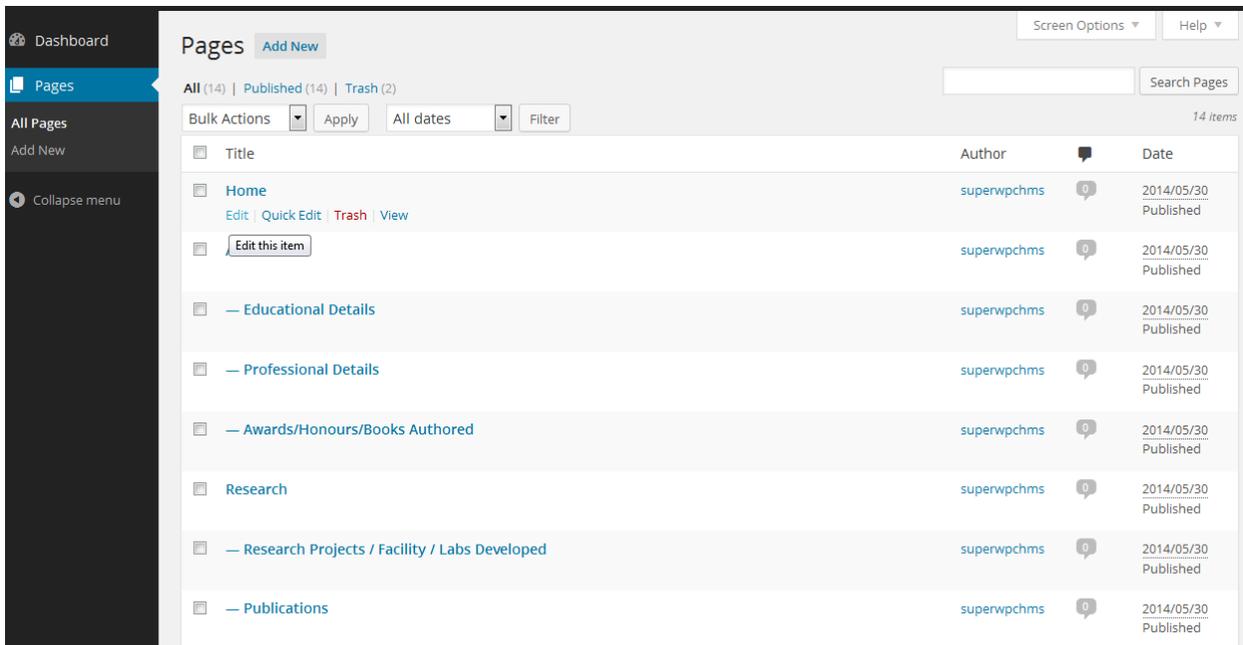


Step 5 : Changing of your pages

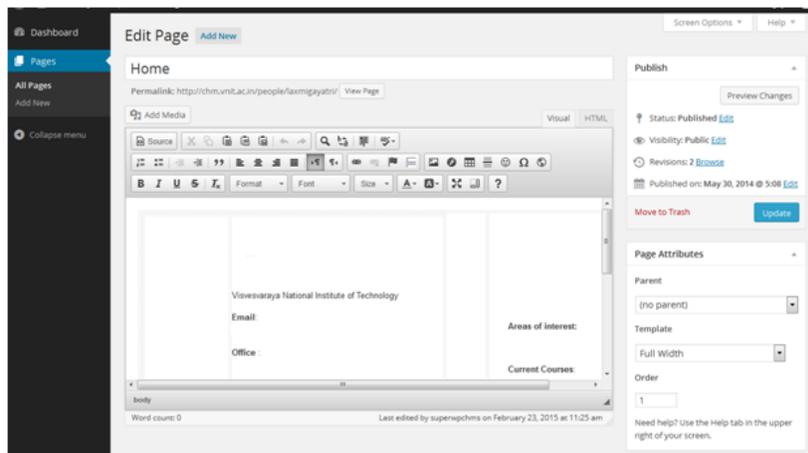
To change containing the name of your page, use the "Edit" button under the page title on the [Edit screen](#) of the particular Page, accessible from [Pages](#) tab.

A screenshot of the WordPress 'Pages' management screen. The sidebar shows 'Pages' selected. The main area has a 'Pages' header with an 'Add New' button. Below the header, there are filters for 'All (14)', 'Published (14)', and 'Trash (2)'. There are also 'Bulk Actions', 'Apply', 'All dates', and 'Filter' buttons. A search bar is present with the text 'Search Pages'. The page count '14 items' is shown. The main content is a table of pages.

| <input type="checkbox"/> | Title | Author | <input type="checkbox"/> | Date |
|--------------------------|---|------------|--------------------------|-------------------------|
| <input type="checkbox"/> | Home | superwpcms | <input type="checkbox"/> | 2014/05/30 Published |
| <input type="checkbox"/> | About Me | superwpcms | <input type="checkbox"/> | 2014/05/30 Published |
| <input type="checkbox"/> | — Educational Details | superwpcms | <input type="checkbox"/> | 2014/05/30 Published |
| <input type="checkbox"/> | — Professional Details | superwpcms | <input type="checkbox"/> | 2014/05/30 Published |
| <input type="checkbox"/> | — Awards/Honours/Books Authored | superwpcms | <input type="checkbox"/> | 2014/05/30 Published |
| <input type="checkbox"/> | Research | superwpcms | <input type="checkbox"/> | 2014/05/30 Published |
| <input type="checkbox"/> | — Research Projects / Facility / Labs Developed | superwpcms | <input type="checkbox"/> | 2014/05/30 Published |



Step 6: Update your information and click on **UPDATE** button.



Step 7: Create subpages

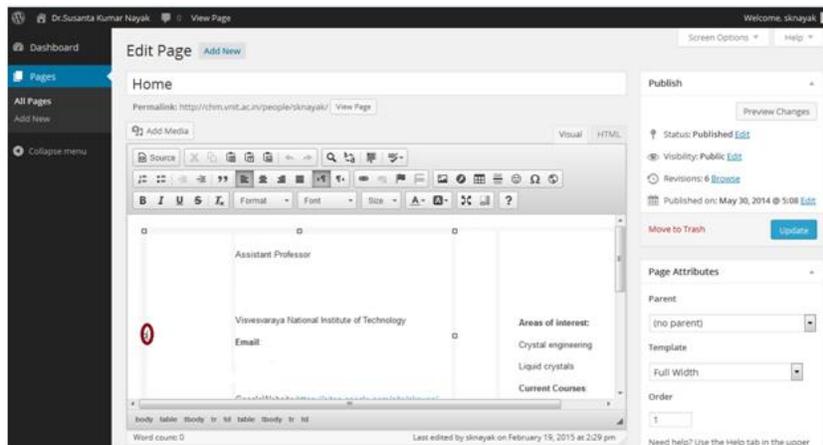
1. Go to [Pages](#) > [Add New](#) panel.
2. In the right menu, click the "Page Parent" drop-down menu. The drop-down menu contains a list of all the Pages already created for your site.
3. Select the appropriate parent Page from the drop-down menu to make the current Page a child Page.
4. Add content to the subpage.
5. Click update button when ready.

When your pages are [listed](#), the child page will be nested under the parent page. The [Permalinks](#) of your Pages will also reflect this page hierarchy.

Step 8 –Add files/images

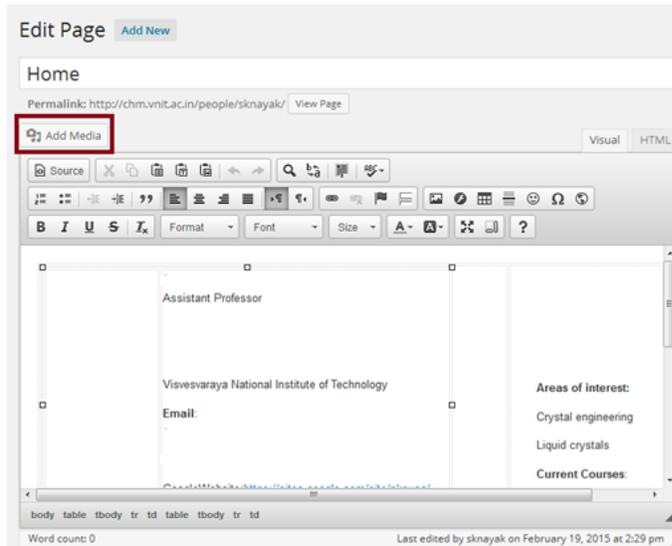
Placing your cursor

In order to add an image to your page, you must first insert your cursor in the place in the text where you want the image to appear.



Click the Add Media button

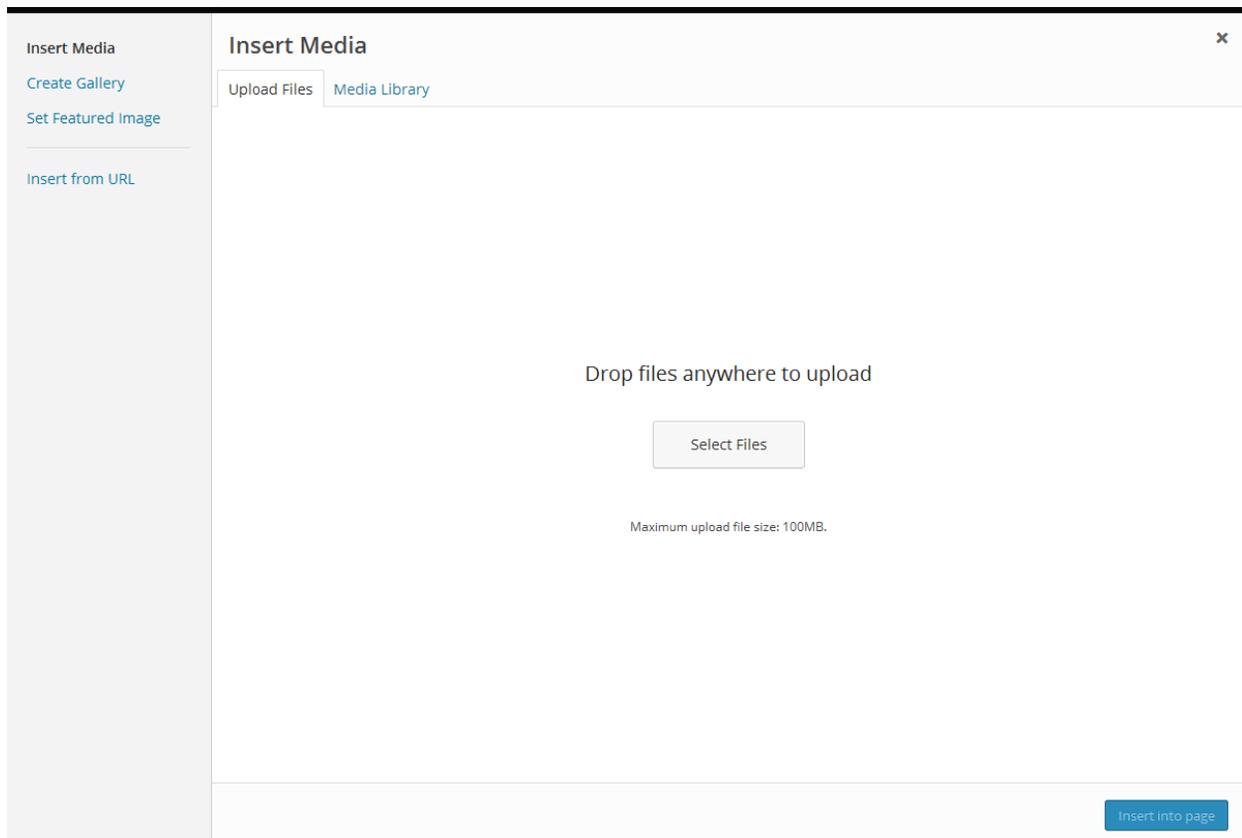
Once you've placed your cursor on the line where you want your image to appear, click on the Add Media button to launch the media uploader interface, and then select the Insert Media option from the list of actions in the left side of the media uploader window.



Add your image/files

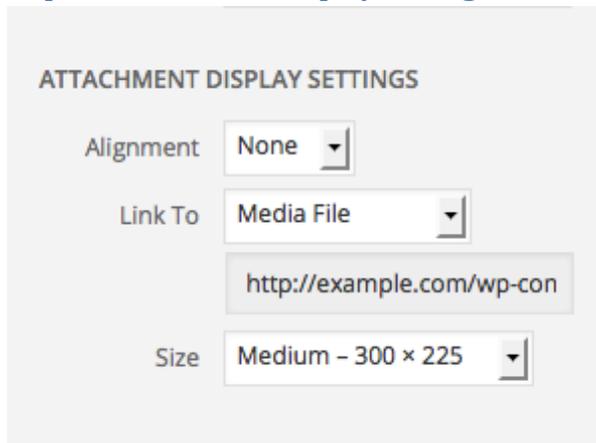
You can add or select the image you want to add to your page

Upload Files: Upload the image you want to use from your computer by dragging it into the upload area.



Once you have selected or uploaded the image you want to add, You will see a checkbox next to the thumbnail confirming your selection, and see information about it displayed in the Attachment Details pane on the right hand side of the media uploader interface.

Step 5 - Attachment Display Settings



ATTACHMENT DISPLAY SETTINGS

Alignment

Link To

Size

The **Attachment Display Settings** pane controls how the image is displayed when viewed on the site.

You have options to set how you would like the image aligned on the page (in relation to the text and margins) and what the link behavior of the image will be, In addition you can set what size image you would like to display on your page.

Image Alignment

The **Alignment** setting allows you to determine where you would like the image to appear in your content area and how it interacts with any text on the page. You have the following image alignment options to choose from:

- **Left:** Aligns the image on the left hand margin, and any text that is on the page wraps (or flows) around the image to the available space on the right.
- **Right:** Aligns the image on the right hand margin, and any text that is on the page wraps (or flows) around the image to the available space on the left.
- **Center:** Aligns the image to the center of the page, with no text displayed around it.
- **None:** Inserts the image in to the page with no alignment

Image Link

The Link To settings determine the URL/web address to which the image will be linked when clicked on by a visitor to your site. You can specify the following image link settings:

- **Attachment Page:** Links your inserted image to its WordPress media attachment page.
- **Media File:** Links your inserted image directly to the original, full-size version of the file.
- **Custom URL:** Allows you to set a custom link URL for your inserted image to link to when clicked.
- **None:** This setting will remove the link completely, rendering the image “un-clickable”.

Image Size

The Size settings determine the size of the image you are adding to your site. By default WordPress creates a range of four image size for you to choose from:

- **Thumbnail:** Displays a small thumbnail-sized version of your image on the page/post. Note, by default the Thumbnail size is a square, so some cropping of your original image may occur.
- **Medium:** Displays a medium-sized version of your image on the page/post. This is a good size to use with Left/Right alignments, as it leaves sufficient space for legible text to either side.
- **Large:** Displays a large-sized version of your image on the page/post. Note: WordPress will determine the width of the content column of your theme, and display the largest possible image for that space.
- **Full Size:** Displays a full-sized version of your image on the page/post. Note: WordPress will determine the width of the content column of your theme, and display the largest possible image for that space. If your original image is larger than this column width, the full size of the image may not be displayed.

Click on Insert into page button and then lastly click on update button.

Step 8 : Logout from site

Go to top right corner hover over "[Welcome \(Your name\)](#)" and select "Log Out" from the drop-down menu.

Dashboard

Pages **Add New**

All (14) | Published (14) | Trash (2)

Bulk Actions All dates

| Title | Author | Date |
|---|-------------|-------------------------|
| Home | superwpchms | 2014/05/30 Published |
| About Me | superwpchms | 2014/05/30 Published |
| — Educational Details | superwpchms | 2014/05/30 Published |
| — Professional Details | superwpchms | 2014/05/30 Published |
| — Awards/Honours/Books Authored | superwpchms | 2014/05/30 Published |
| Research | superwpchms | 2014/05/30 Published |
| — Research Projects / Facility / Labs Developed | superwpchms | 2014/05/30 Published |
| — Publications | superwpchms | 2014/05/30 Published |

Welcome [username]
My Account
laxmigayatri
Edit My Profile
Log Out

Step 9 : See your updated data click on this

<http://your department site url/people/your username/>

Ex. <http://cse.vnit.ac.in/people/test/>