



## BowlsLink Adding Pages

There are two basic components to your new website. Pages (static mostly unchanging and only needing to be updated every now and then) and Posts (more time sensitive information conveyed to users of your page).

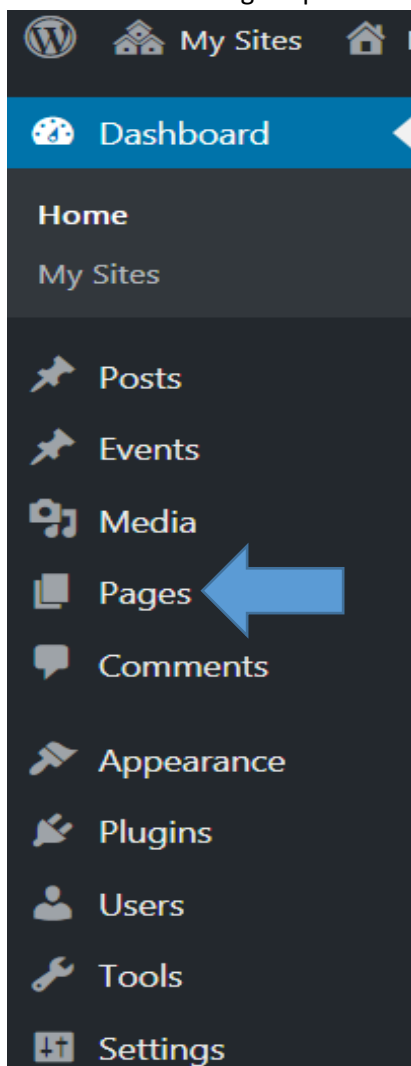
Example of these could be:

**Pages:** Venue Hire, Facilities, Barfoot Bowls, Opening times, Join Us and contact us information. (This information is fairly unchanged over time, and will generally appear on your menu)

**Posts:** Upcoming tournaments, Specials for the week, fundraising activities, Announcements (these may vary week to week or even month to month, will appear in the “News” section of your site)

Here we will add a Page to your site:

1. Click the Pages option from the left hand menu





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2. You will get a screen similar to the one below, which will show all the pages within your site.

The screenshot shows the WordPress 'Pages' management screen. At the top left, the word 'Pages' is displayed next to an 'Add New' button, which is pointed to by a blue arrow. Below this, there are filters for 'All (5)', 'Published (4)', 'Draft (1)', and 'Trash (1)'. A 'Bulk Actions' dropdown menu is set to 'All dates', with an 'Apply' button and a 'Filter' button. The main content area lists several pages, each with a checkbox on the left: 'Title', 'Gallery test', 'Homepage — Front Page', 'News Archive — Posts Page', 'Privacy Policy — Draft, Privacy Policy Page', 'Sample Page', and another 'Title'. At the bottom, there is another 'Bulk Actions' dropdown menu and an 'Apply' button.

3. To add a new page click the add new button, shown above, this will take you to the Editor.

The screenshot shows the 'Add New Page' editor in WordPress. At the top, there is a title input field. Below it is an 'Add Media' button. The editor has a toolbar with options for 'Paragraph', bold (B), italic (I), bulleted list, numbered list, quote, indent, outdent, link, unlink, and table. On the right side of the toolbar, there are 'Visual' and 'Text' tabs, and a full-screen icon. The main editing area is currently empty. At the bottom left, it says 'Word count: 0'. At the bottom right, it says 'Page Default' with a small upward-pointing arrow.



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4. The top Box is where the Heading or name of your Page would go. In this case we are going to do a Contact Us page.

5. The large area below is where you can put the information.

### Contact Us

Permalink: <http://old.bowls.mptest.com.au/contact-us/>

Paragraph **B** *I*

*Address: 32 Fake Parade, Thornbury 3115*

*Email : [contact@ourbowlingclub.com.au](mailto:contact@ourbowlingclub.com.au)*

*Phone: [9555.3232](tel:9555.3232)*



#### *Opening Hours*

*Mon: Closed*

*Tues: 10am to 9pm*

*Wed: 10am to 7pm*

*Thur: 10am to 9pm*

*Fri: 12pm to Late*

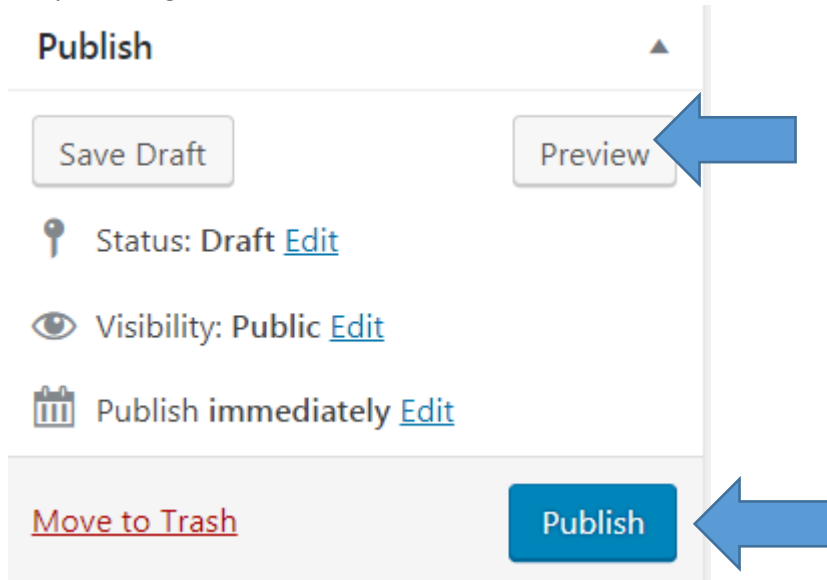
*Sat: 10am to Late*

*Sun: 11am to 6pm*



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6. You can see what the page will look like using the preview changes button on the right under the publishing menu



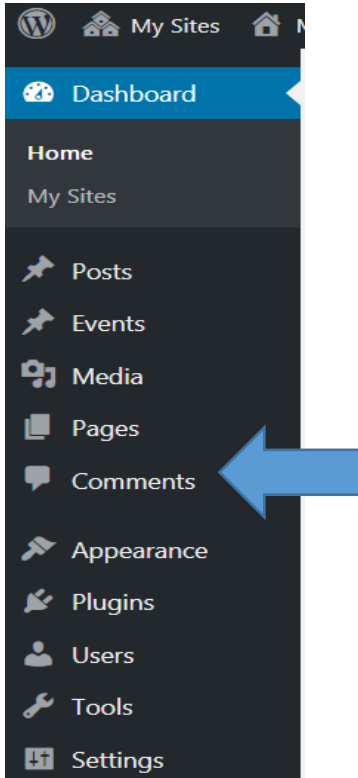
7. Once you are happy with how it look you can Publish the page using the Publish button on under the publish menu on the right.
8. When you have published the page the Publish button will change to an Update button, which changes future versions of the page.



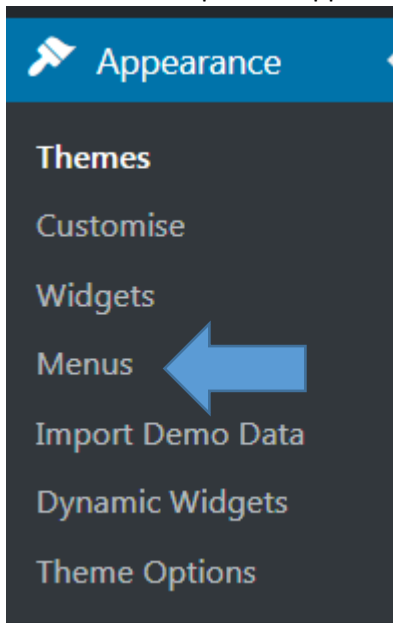
**BOWLSLINK**

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9. Now you have created a page you can add it to your menu. To do this select the Appearance from the left hand menu.



10. You will see drop menu appear on the left. From this select the Menu option.





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11. This will open the screen below and allow you to alter the menu on your homepage.

12. On the Left you will see a list of pages within your site. These will match what you saw in step 2.

13. To add the Contact Us page to the menu click the box next to Contact Us and Click the Add to Menu button.



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14. This will make the Contact Us appear on the Right under the Menu Structure

Menu Name  Save Menu

**Menu Structure**

Drag each item into the order you prefer. Click the arrow on the right of the item to reveal additional configuration options.

Homepage	Page ▼
Gallery test	Page ▼
News Archive	Page ▼
Homepage	Page ▼
Sample Page	Page ▼
Contact Us	Page ▼


15. You can Drag and drop the menu to where you would like it to be, then click the Save Menu button in the top Right to save the menu order.

Menu Name  Save Menu

**Menu Structure**

Drag each item into the order you prefer. Click the arrow on the right of the item to reveal additional configuration options.

Homepage	Page ▼
Gallery test	Page ▼
News Archive	Page ▼
Homepage	Page ▼
Sample Page	Page ▼
Contact Us	Page ▼



16. Once the menu is saved it will appear on the homepage. And you can now add more pages, Remember you are limited to 10 Pages on this site.