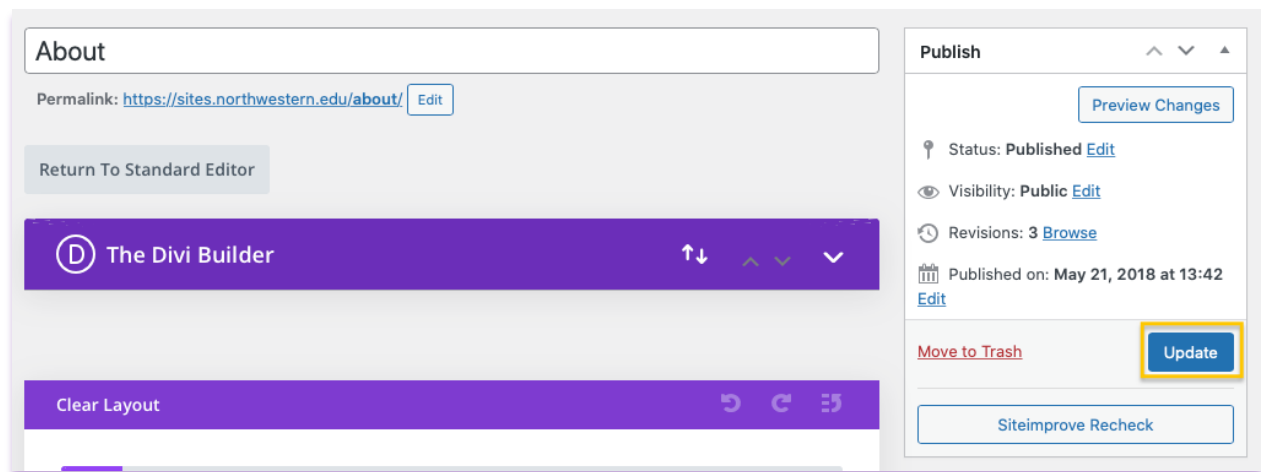


Editing Existing Pages

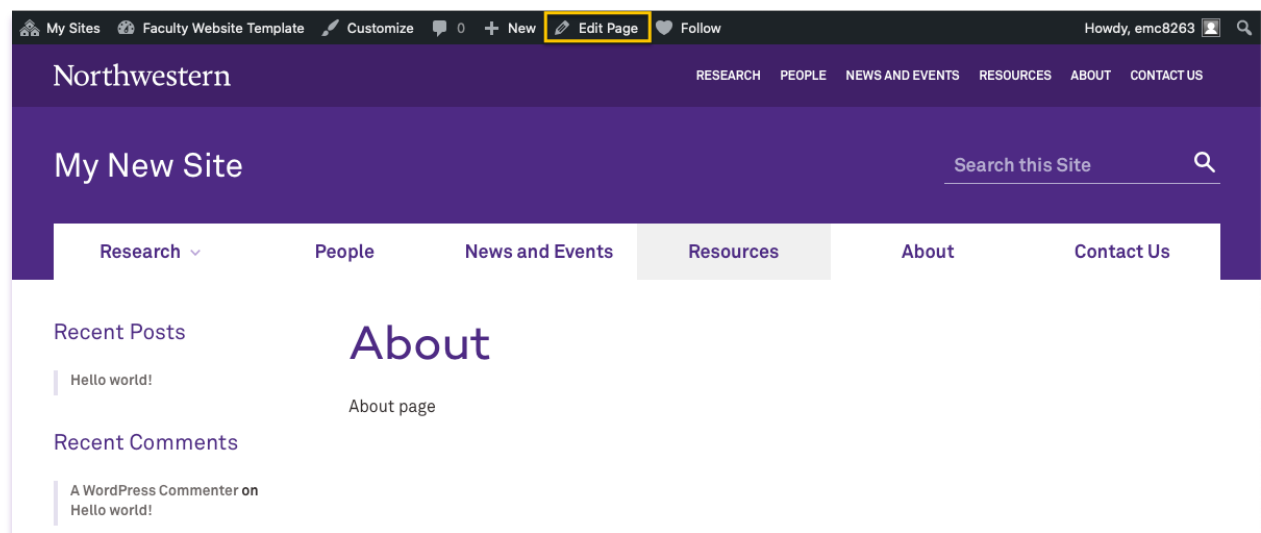
There are multiple ways to get to the edit screen in WordPress.

***Remember** that after you make changes to your pages, click the blue **“Update”** button to save your changes.



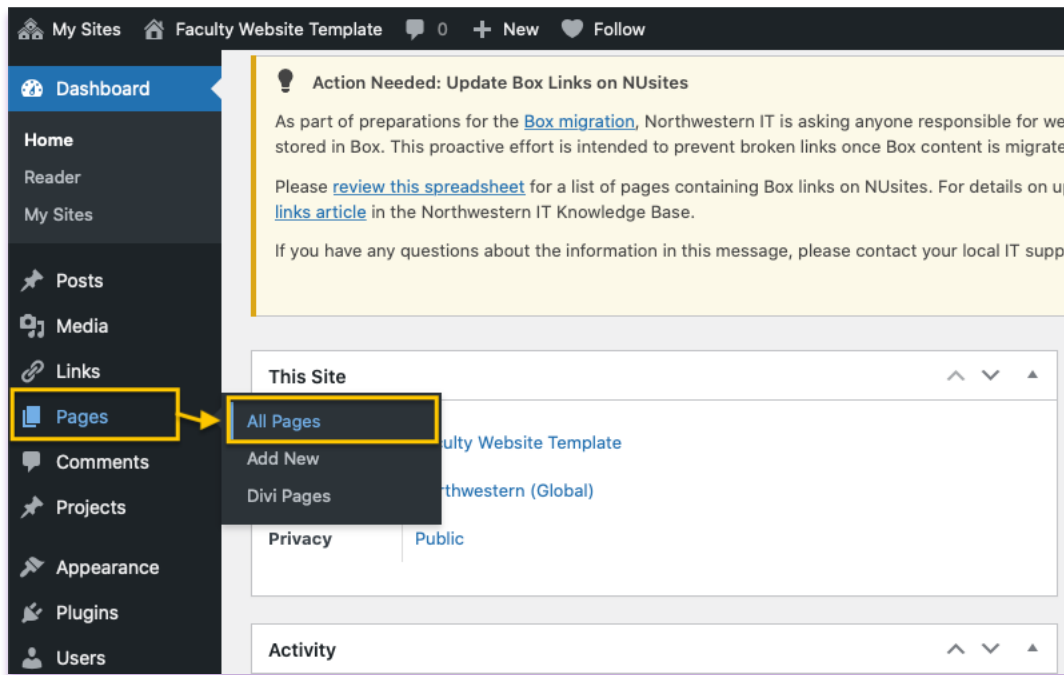
Option 1: Edit Page – Direct Link

This is the easiest way to get directly to the editing screen. When you are logged into NU sites, you can go directly to the page you want to edit and then simply select the “Edit Page” option in the administrator bar at the top of the page. This gives you the option to view any page on your site and edit it with just one click.



Option 2: “All Pages” Menu Item

If you hover over the pages tab in the left navigation, you will have the option to view all your pages or add a new page.



If you select “All Pages” you will be taken to a screen that shows you the current pages that exist on your site (This depends on the template that you requested).

Pages [Add New](#) Screen Options Help

Get started:
 Looking for your site(s)? Click the [My Sites](#) button in the upper left of this screen.
 Need to create a new NUsites site? Complete out the [Create a Site form](#) and start publishing.
 Having trouble using NUsites? Check out the [documentation & help page](#).

Action Needed: Update Box Links on NUsites
 As part of preparations for the [Box migration](#), Northwestern IT is asking anyone responsible for web content across the University to review their sites for hyperlinks connecting to content currently stored in Box. This proactive effort is intended to prevent broken links once Box content is migrated.
 Please [review this spreadsheet](#) for a list of pages containing Box links on NUsites. For details on updating your URLs, please refer to the November 23 email you received, or review the [updating Box links article](#) in the Northwestern IT Knowledge Base.
 If you have any questions about the information in this message, please contact your local IT support staff or the IT Service Desk at BOX-Migration@northwestern.edu or 847-491-4357 (1-HELP).

All (13) | [Published \(12\)](#) | [Draft \(1\)](#) Search Pages

Bulk actions [Apply](#) All dates [All Authoring Tools](#) [Filter](#) 13 Items

<input type="checkbox"/>	Title	Author		Date
<input type="checkbox"/>	About	emc8263	—	Published 2022/01/26 at 9:21 pm
<input type="checkbox"/>	Contact Us	emc8263	—	Published 2022/01/26 at 9:22 pm
<input type="checkbox"/>	Donate	emc8263	—	Published 2022/02/09 at 10:43 pm
<input type="checkbox"/>	News and Events	emc8263	—	Published 2022/01/26 at 9:22 pm
<input type="checkbox"/>	People	emc8263	—	Published 2022/01/26 at 9:21 pm

(Ex: Research template)

If hover one of the pages, it will give you the option to edit the page, quick edit the page, bin (trash) the page, or view the page.

All (13) | [Published \(12\)](#) | [Draft \(1\)](#) Search Pages

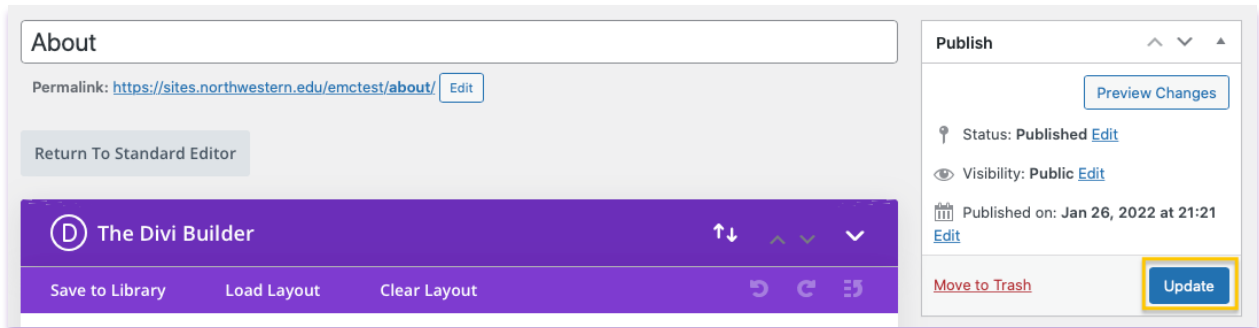
Bulk actions [Apply](#) All dates [All Authoring Tools](#) [Filter](#) 13 Items

<input type="checkbox"/>	Title	Author		Date
<input type="checkbox"/>	About Edit Quick Edit Trash View	emc8263	—	Published 2022/01/26 at 9:21 pm
<input type="checkbox"/>	Contact Us	emc8263	—	Published 2022/01/26 at 9:22 pm
<input type="checkbox"/>	Donate	emc8263	—	Published 2022/02/09 at 10:43 pm

From here, you can select the “Edit” option and it will bring you to the page you would like to edit.

Final Step: Save your Page

After you make changes to your pages, you click the blue “Update” button to save your changes.



The screenshot shows the WordPress Divi Builder interface. The main content area displays the title "About" and the permalink "https://sites.northwestern.edu/emctest/about/" with an "Edit" button. Below the permalink is a "Return To Standard Editor" button. The Divi Builder toolbar is visible at the bottom, featuring a purple header with "The Divi Builder" logo and icons for "Save to Library", "Load Layout", and "Clear Layout".

The right sidebar is titled "Publish" and contains the following information:

- Preview Changes** button
- Status: **Published** [Edit](#)
- Visibility: **Public** [Edit](#)
- Published on: Jan 26, 2022 at 21:21 [Edit](#)
- [Move to Trash](#) button
- Update** button (highlighted with a yellow border)