

# SSA INSTRUCTION MANUAL

## Topic

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How to add, remove, and edit a Page?

## Description

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This document describes the process through which a user may add, remove or edit a page.

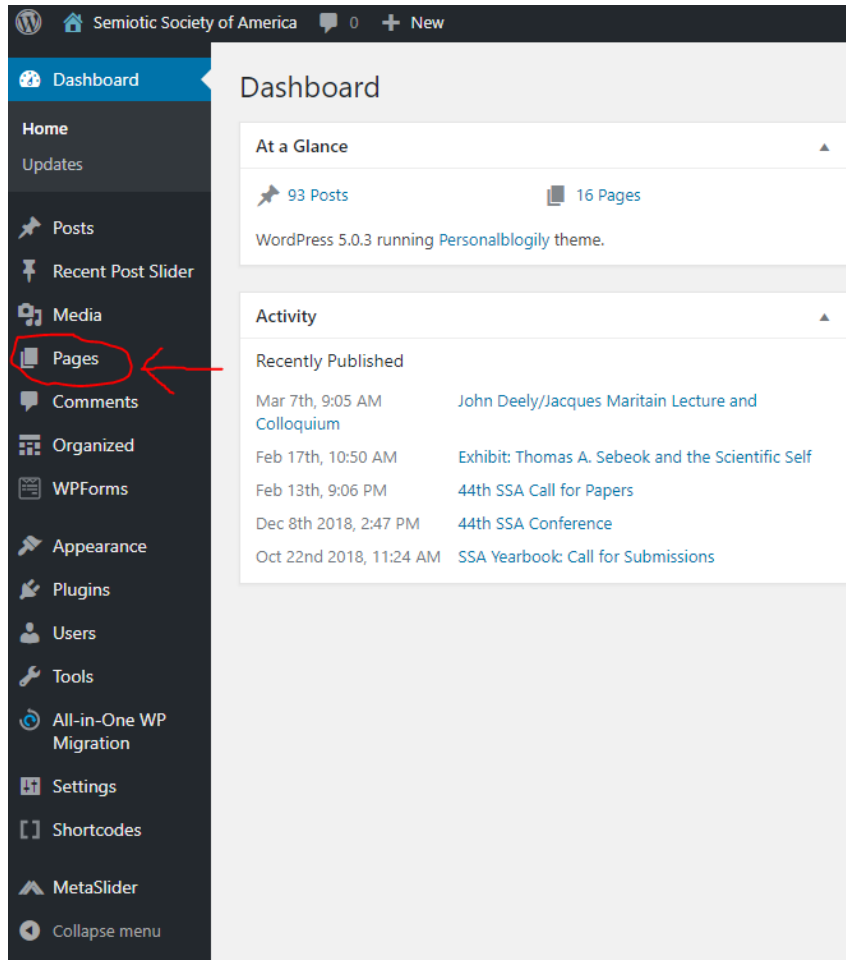
## Process

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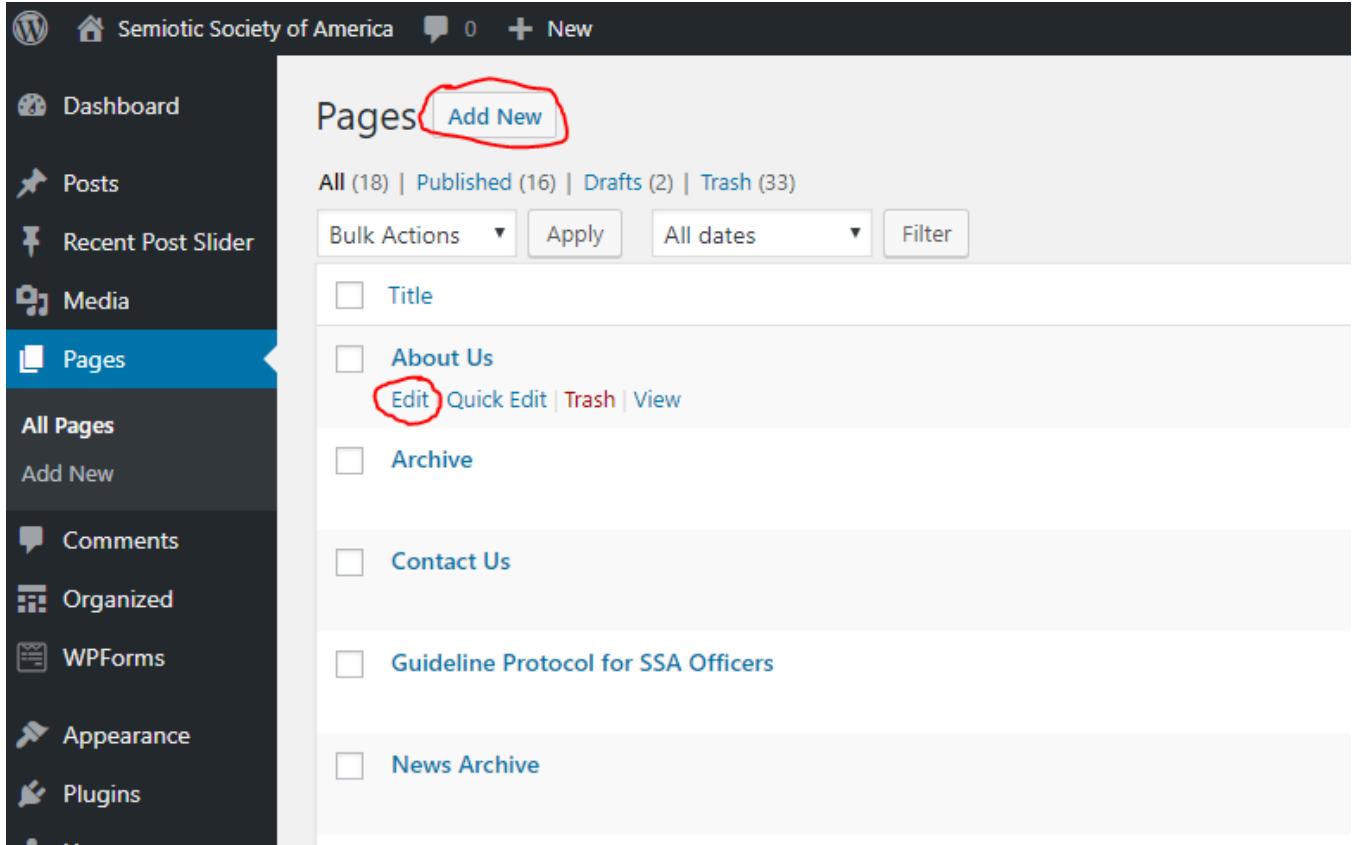
1. First, navigate to the main dashboard for your WordPress site. From here you will want to navigate to the pages tab on the left side.
2. After clicking on the pages tab, you will want to click “Add New” at the top to add a new page or the edit button beneath any page you wish to edit.
3. **FOR ADDING A PAGE:** Look to the top right of the new page and click publish once you are finished editing the new page.
4. **FOR EDITING A PAGE:** After tapping edit, edit the page as you wish and hit update in the top right to update the page.
5. **FOR DELETING A PAGE:** When editing a page, tapping the “Move to Trash” button will delete the page and move it to the trash section of the dashboard
6. **RESTORING DELETED PAGES:** Navigate back to the list of pages and select “Trash” under the different categories.
  - a. From this new list of deleted pages, you can restore a page or delete it permanently.

# Pictures

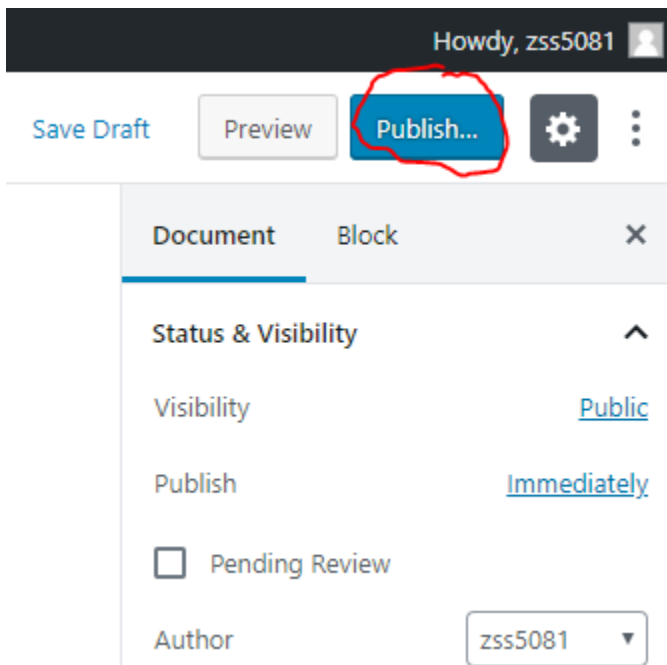
1.



2.



3.



4.

Howdy, zss5081

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5.

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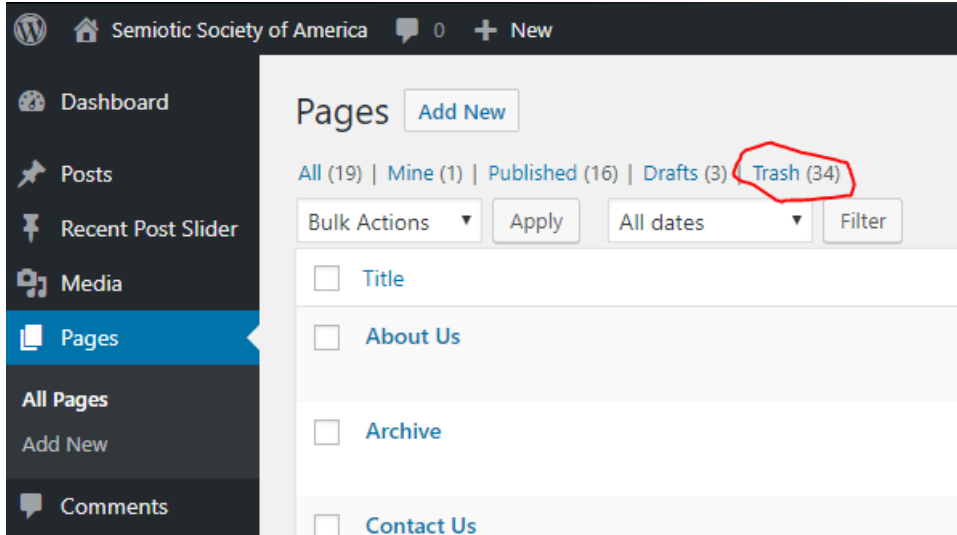
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Author

**Move to trash**

6.



6 a.

