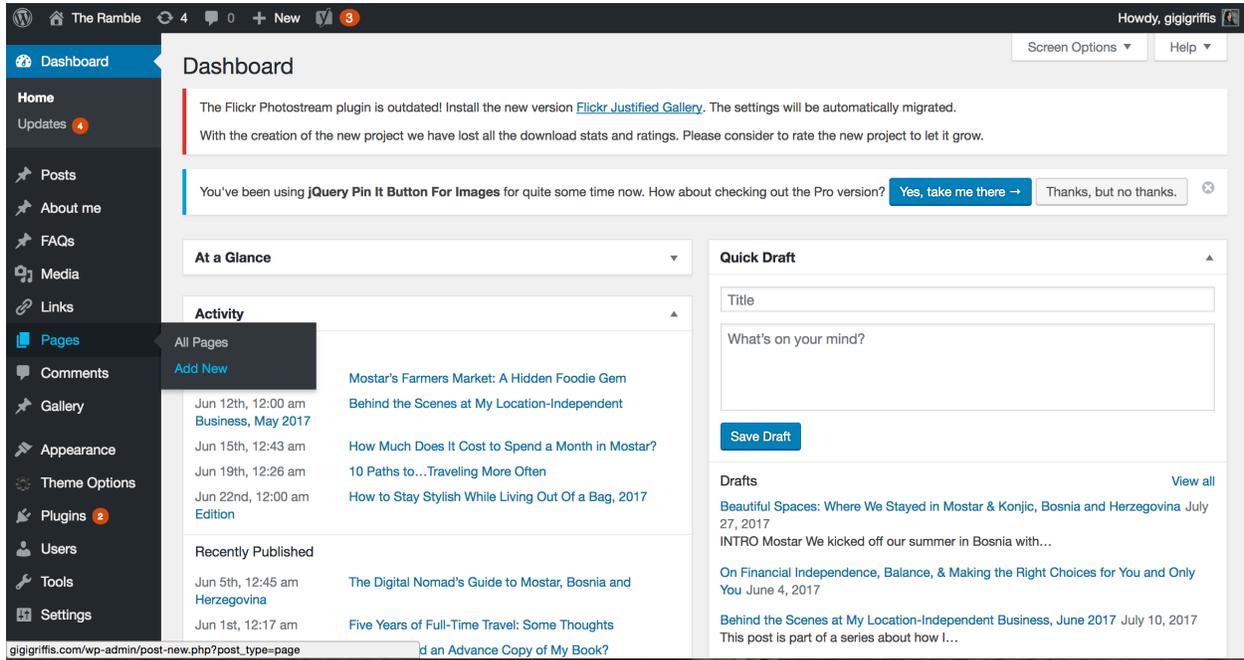


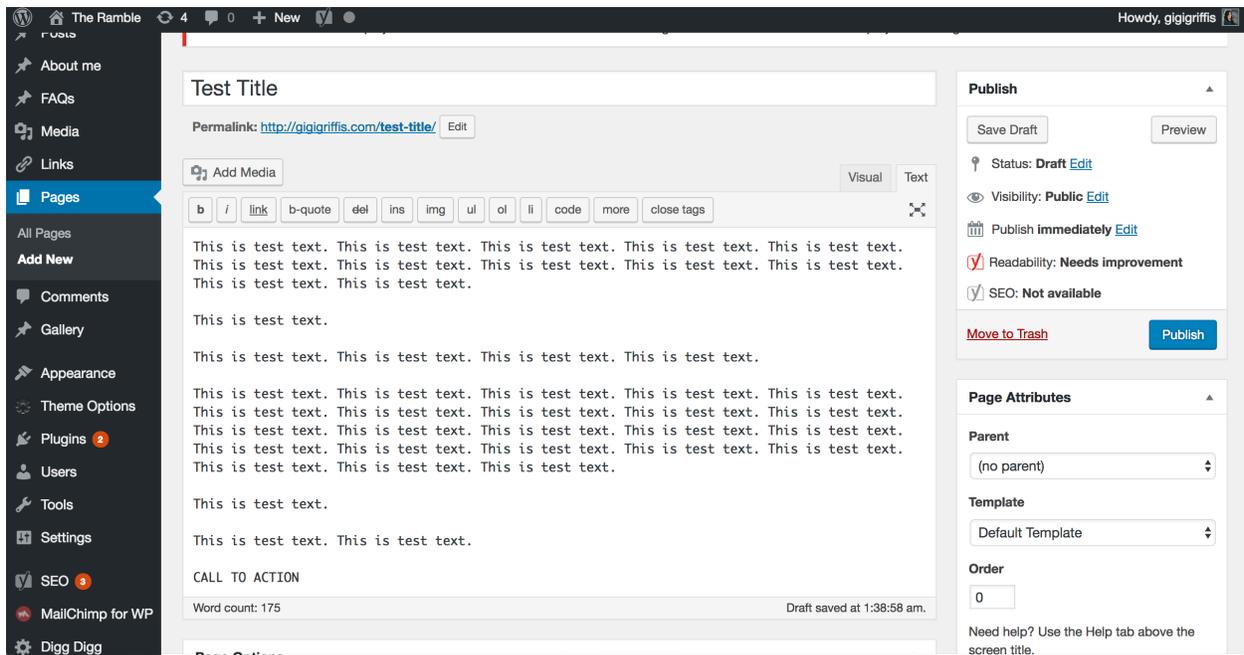
# HOW TO UPLOAD A PAGE IN WORDPRESS

1. Log into your Wordpress back-end and go to Pages in the left navigation. Select Add New.

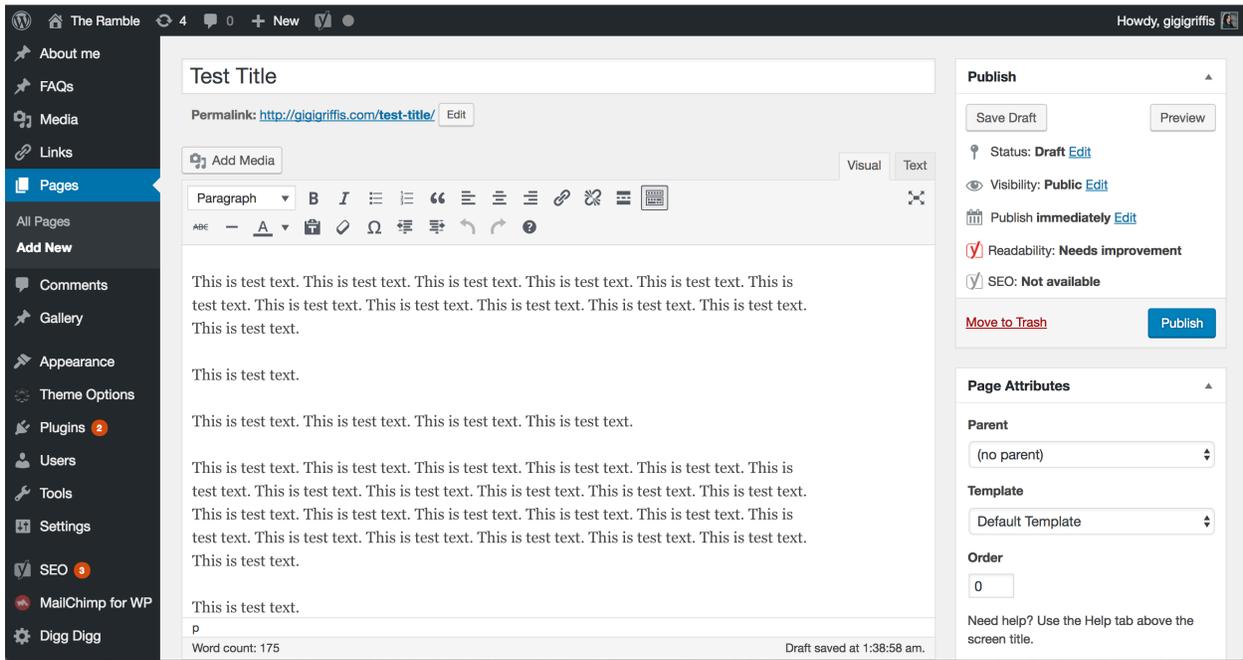


2. Add your page headline in the title area (where you see Test Title below).

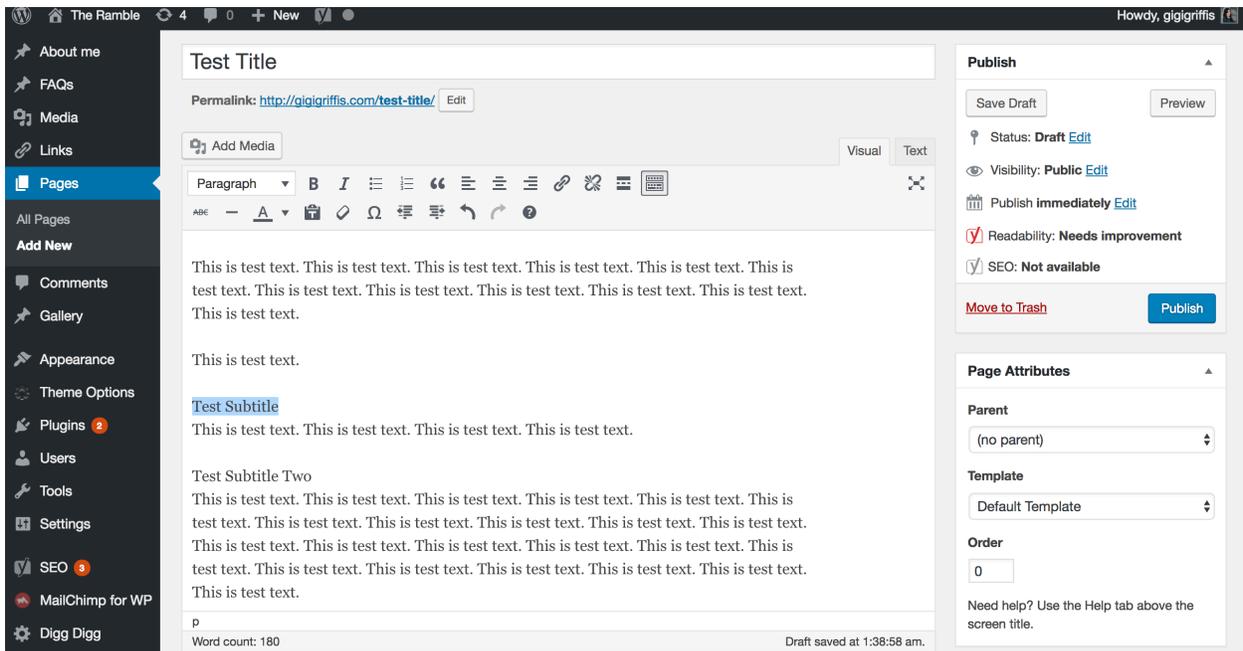
3. Click Text at the top right of the editing area and then paste your page content into that area (where you see This is test text. below).

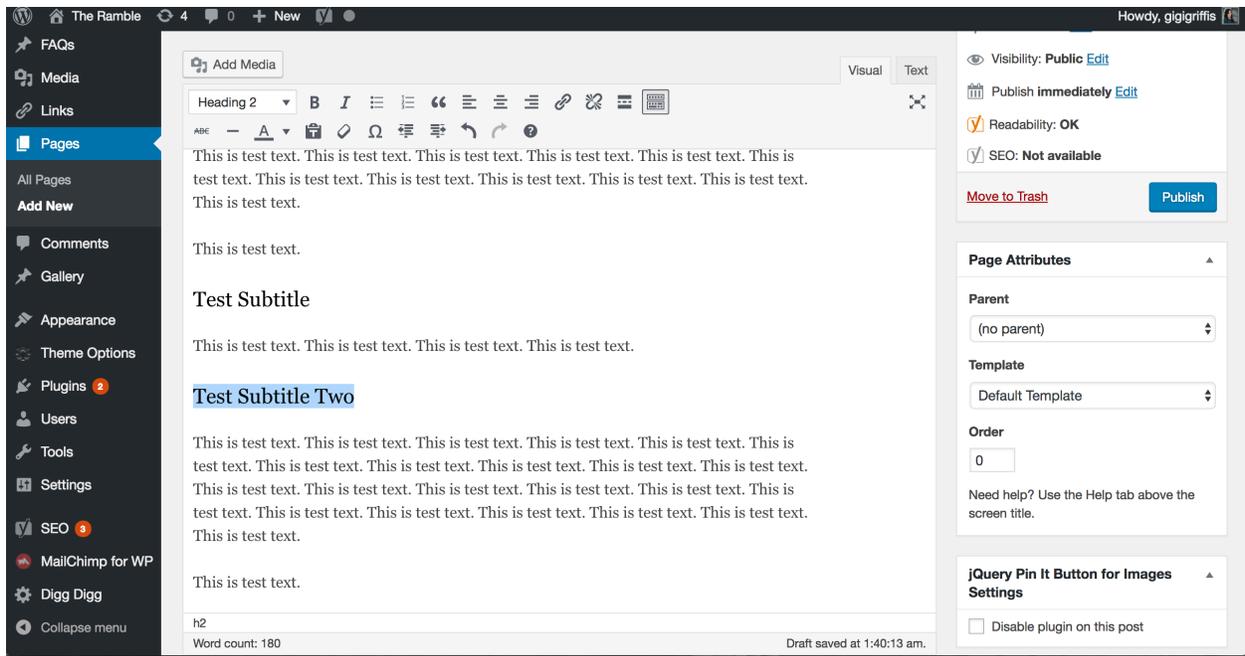


4. Click on Visual (next to Text) to return to the visual editor.

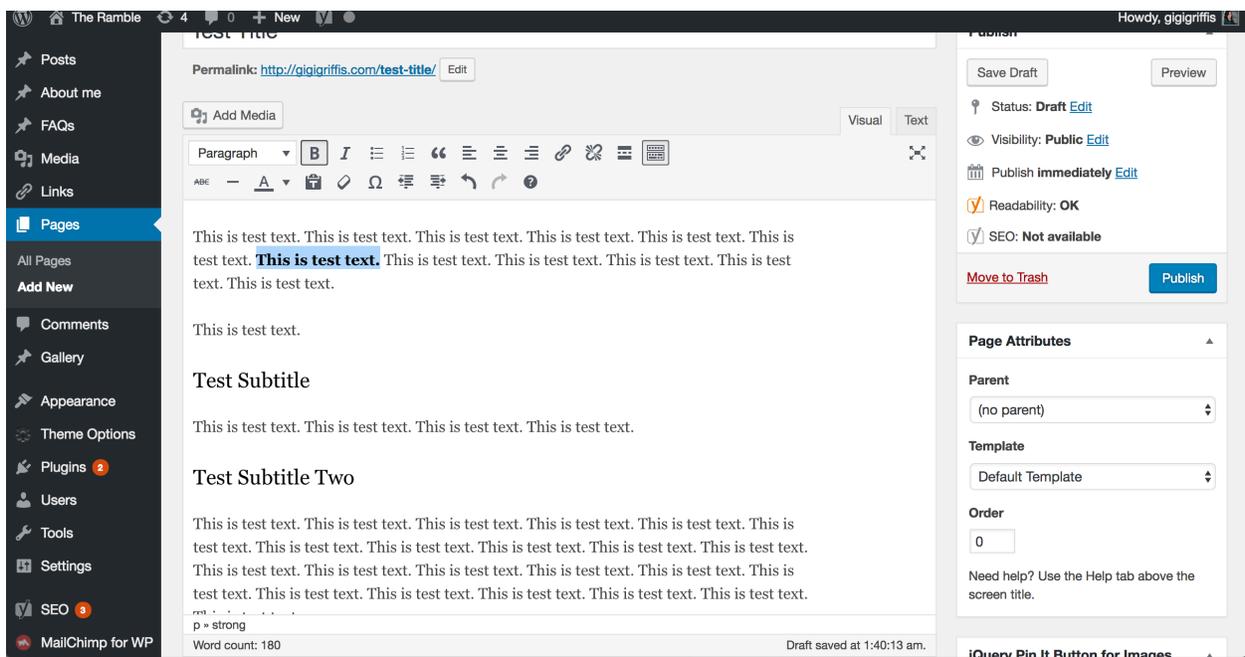


5. Add any subtitles by highlighting the text you want to subtitle, choosing the Paragraph dropdown menu (top left just below Add Media), and selecting Heading 2.



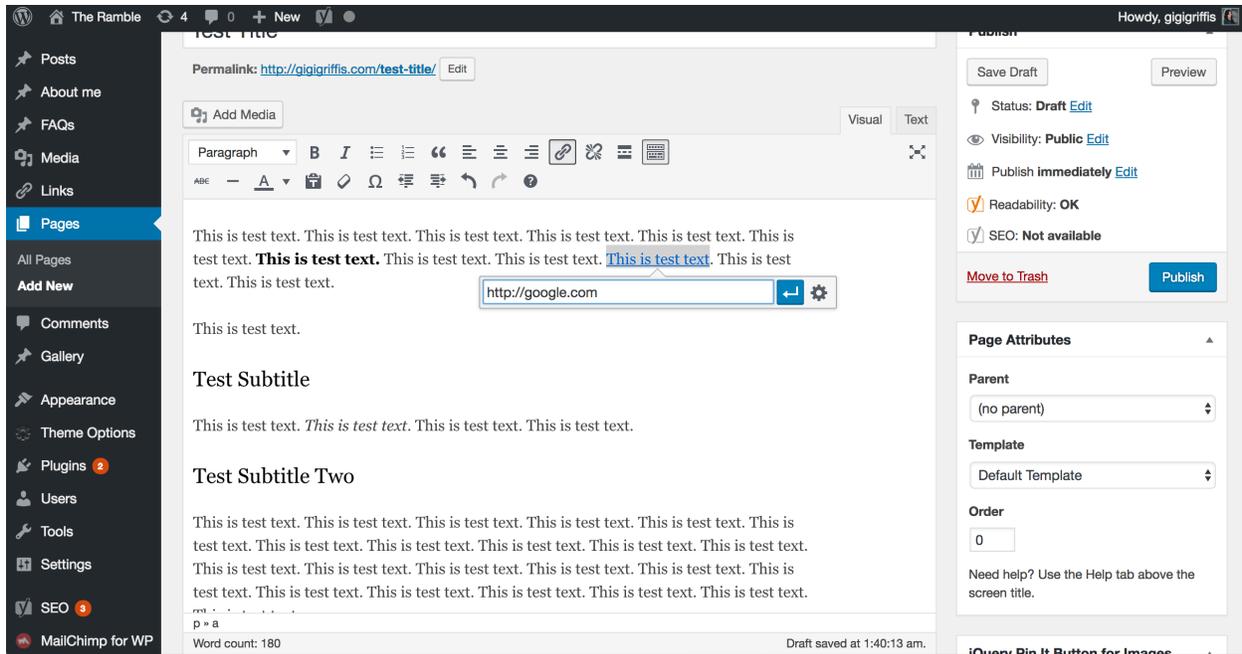


6. For any text you want to bold, highlight the text and select the B button.



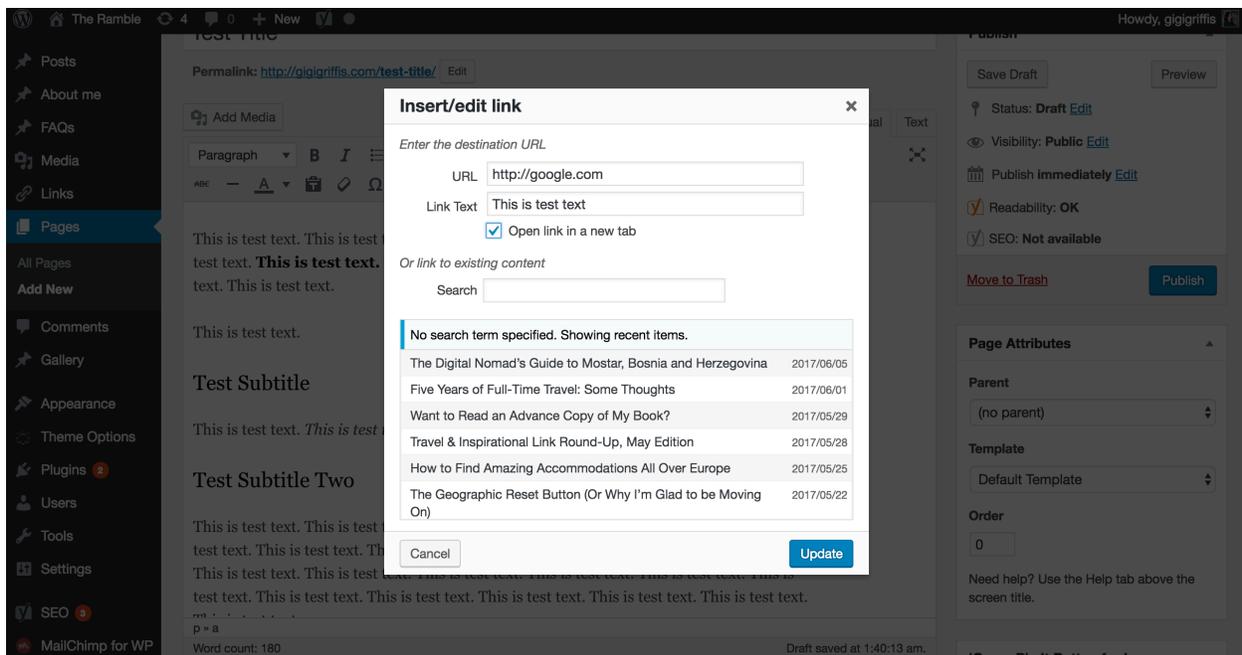
7. For any text you want to italicize, highlight and select the I.





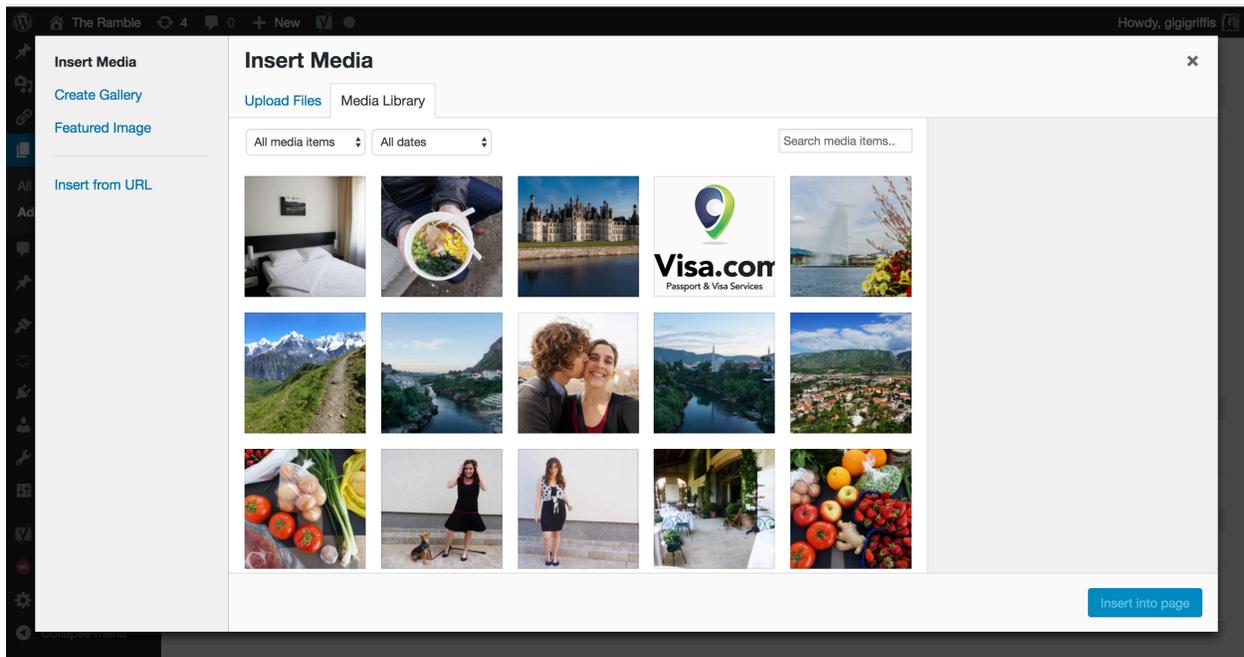
10. To link to an external site, type in the URL in the top area, including the `http://` portion of the URL. Choose Open link in a new tab. And click Update.

11. To link to a page within your own site (internal), use the search box to locate the page and click on it and make sure the Open link in a new tab box is *not* checked.



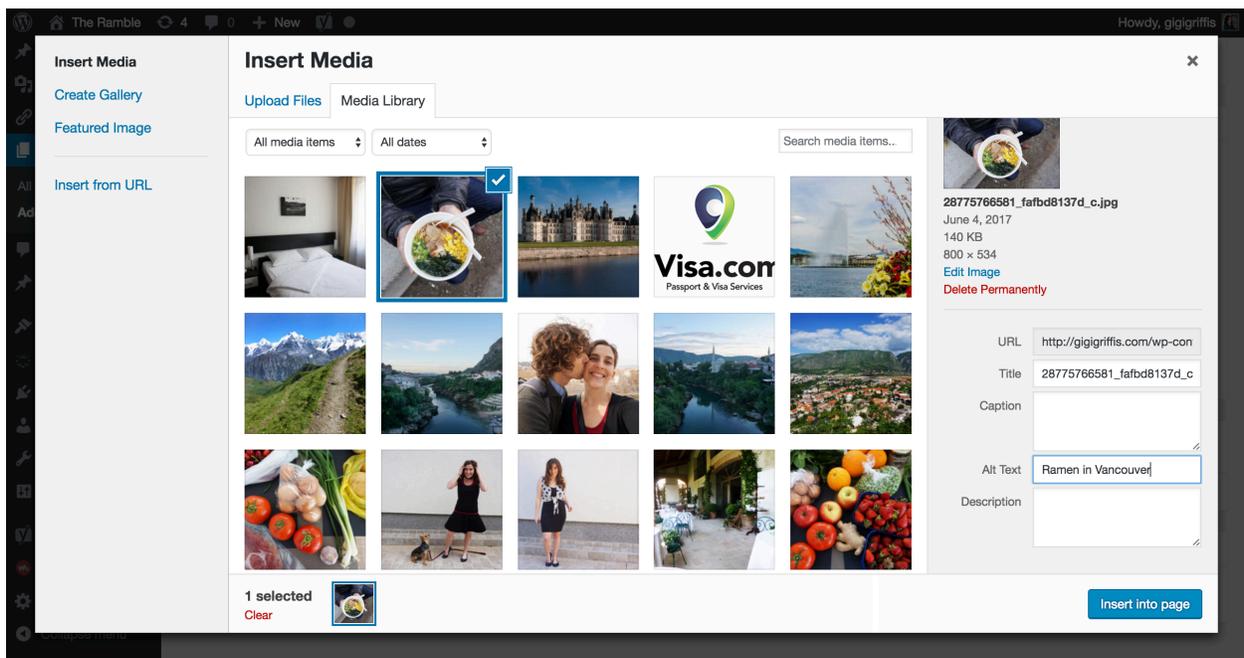
12. To add images to the page, click inside the page content wherever you want to insert the image, then select Add Media at the top left.

13. Find the image you want in your media library and click on it.

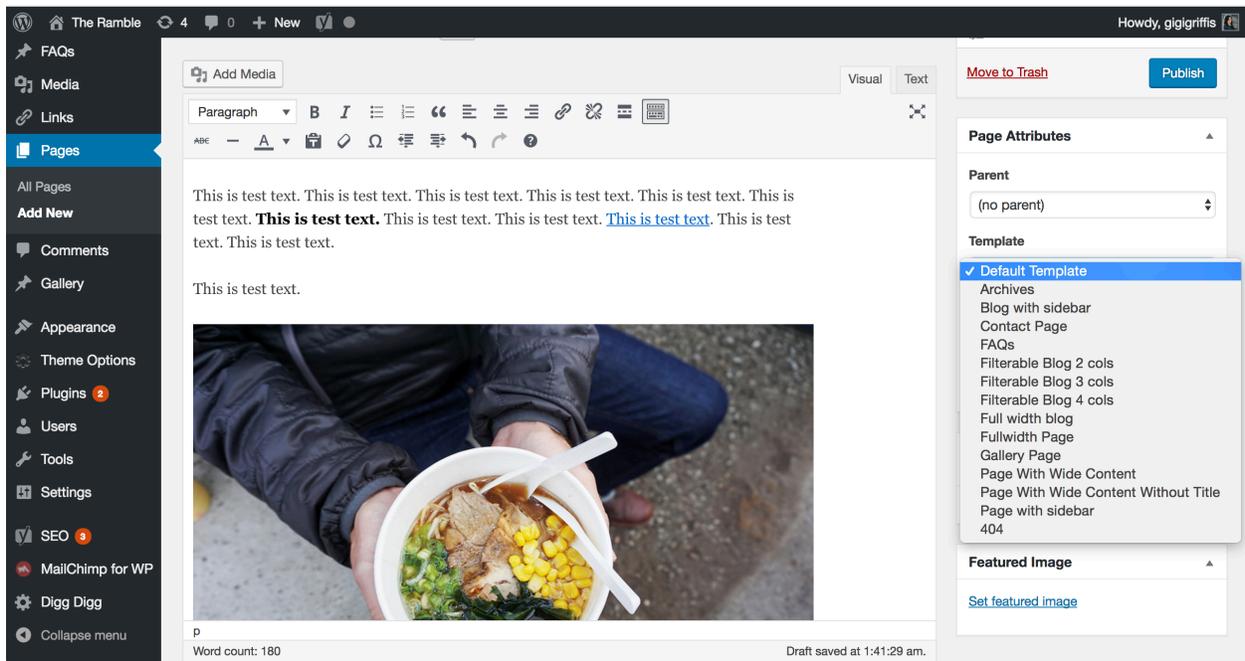


14. On the right side of the screen, in the ALT Text field, include the ALT tag you've written for your image (if you need a refresher on ALT tags, see the SEO training from Week Three, Content).

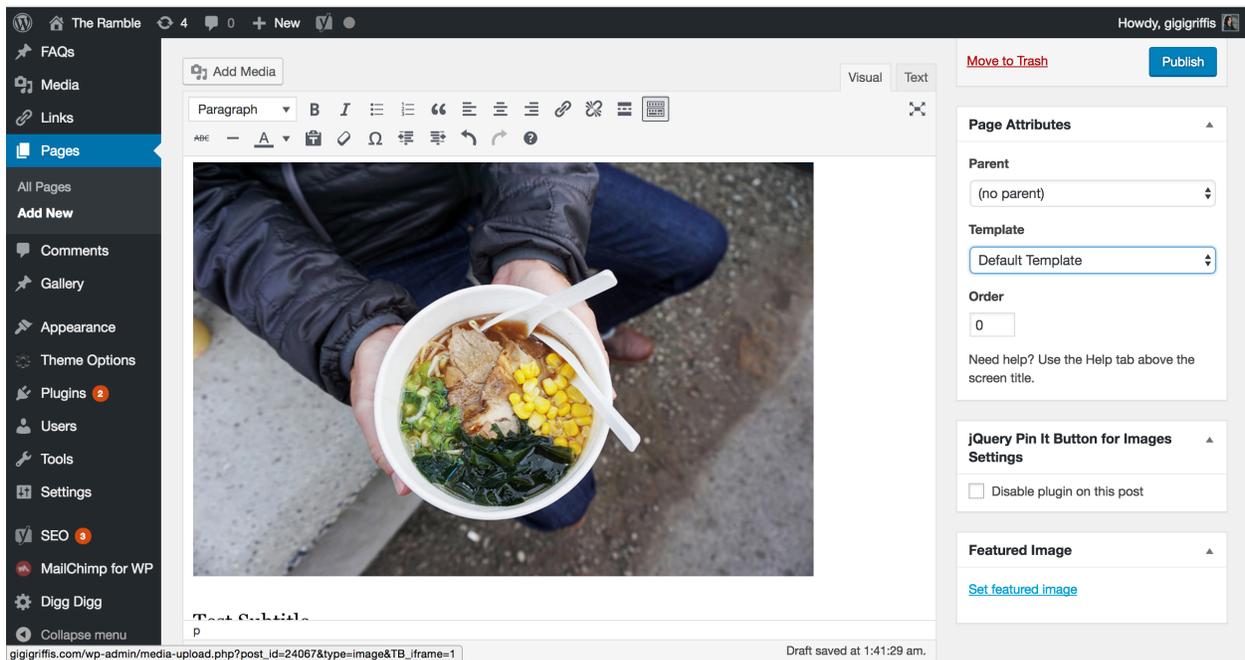
15. Choose Insert into page.



16. At the right of the screen, under Page Attributes, if applicable, choose the template you want to use for your page.



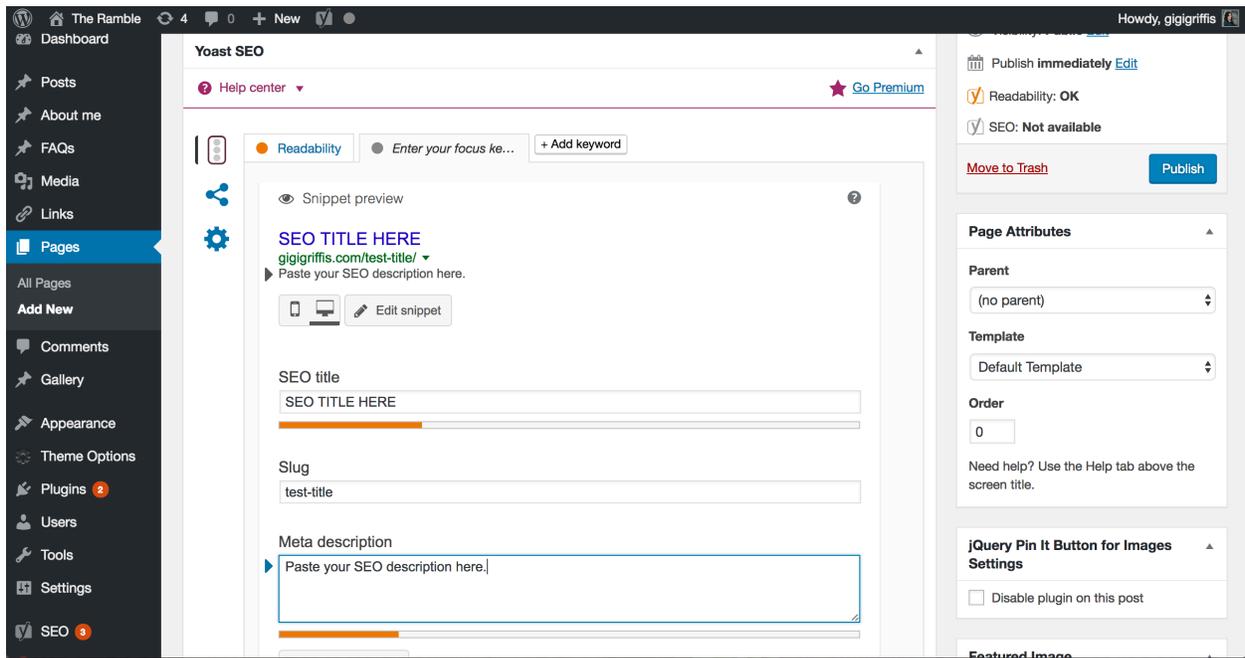
17. If your site uses featured images, under Featured Image on the right, choose Set Featured Image and select the image from your media library. Don't forget to enter your ALT tag.



18. If you would like to change the friendly URL of your page, scroll up and click Edit beside Permalink (just below your page title). You can enter your own friendly URL and click OK to save.



22. If you want to see how your page is doing according to Yoast, you can also enter a Focus keyword for additional insights. But don't worry too much about this now and, in fact, if you want to skip it, that's just fine.



22. Once you're done, you can go ahead and click the Publish button at the top right of the screen! If you want to save as a draft, you can choose Save Draft instead.