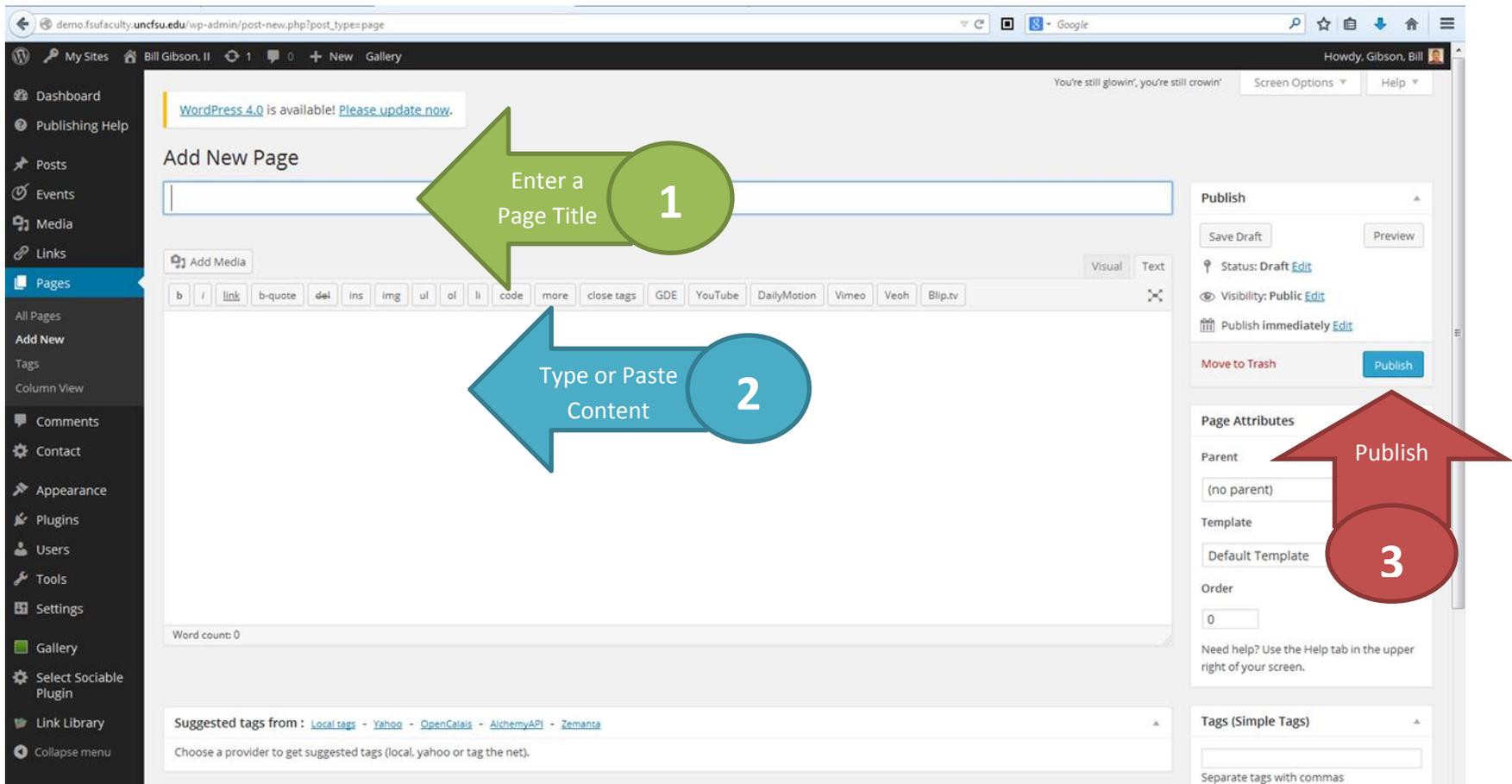# Creating a WordPress Page
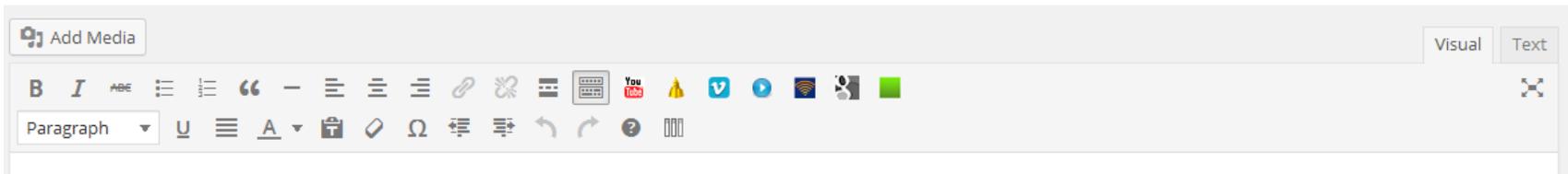
Steps for Creating a Page in WordPress:

Go to the **Dashboard** → Click on **Pages** → Click on **Add New** and the "**Add New Page** " menu will appear (see below).
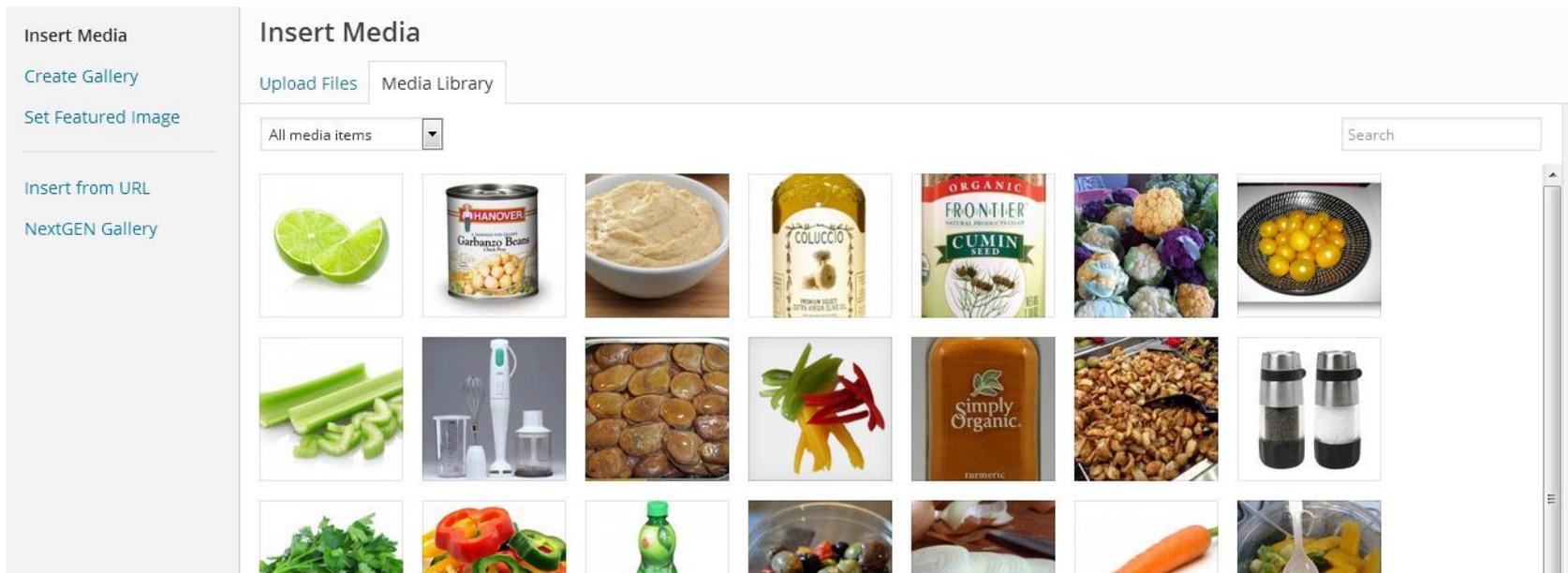

The simplest page might just include a title and some text, but you can add links or embed media (images, audio, video, PDF, DOCX, etc.). You can type text in the content area, or you might **Cut-n-Paste** the text from another program. You will need to use the **CTRL+V** key combination to paste into the WP content area.

If you are not ready to publish your page, you can click on **Preview** to see what your page would look like if it were published. If you want to continue to work on your page, but do not have the time right now, you can click on **Save Draft**. This will save a copy of the page, without publishing it. You can then come back later and start editing the page again, and **Publish** when you are ready. Once published, you may edit the page further, and **Update** to make the changes available.

The editing buttons above the content area allow you to bold, italicize and justify text. You can also create bulleted lists, indent text and change the color of text. Many of these buttons may be familiar to you if you have used a wordprocessor such as MS Word.
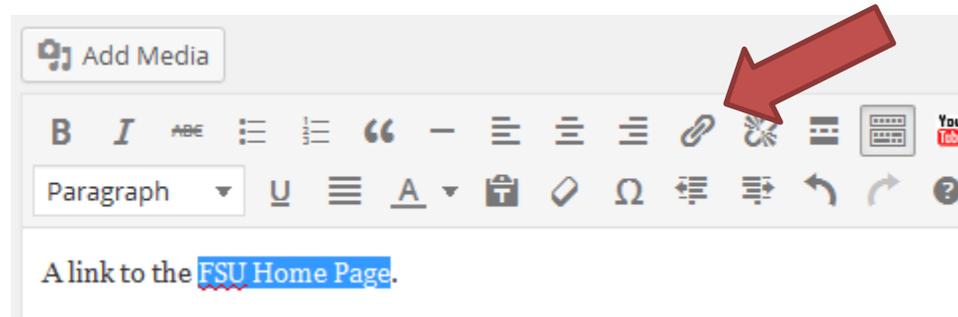
The **Add Media** button will open an **Insert Media** window from which you can select from images or media already in the Media Library, **Upload Files** and insert media into your page, or add media with "**Insert from URL**". To use the Insert from URL feature, you must type or paste the correct URL (Web address) of the image or other media. The "Insert from URL" feature DOES NOT save a copy of the media into the Media Library.

To add one of the Library images, you just click on an image to select it, and then click on the "**Insert into page**" button.

It has become simpler to embed a YouTube video into your page. All you have to do is get the URL to the YouTube video and paste it into your content area. WordPress will do the work for you and automatically embed the video in a small window with the player controls included.

To add a link within your text, highlight the text that you want to become your link and then click on the link icon (looks like a chain link).

The Insert/edit link window will appear. You can then type or paste a valid URL into the URL window, or click on the "***Or link to existing content***" option, which will provide a dropdown list of the current pages/posts within your site you can link to. Just click on the page/post from the list and the correct URL will be added to the URL window. Add a Title, for ADA compliance and then click on **Add Link** button.

Pages and posts are very similar. Both have a title, and probably some typed content. But, posts are further distinguished by the date & time they were published, and by the categories applied to them.