Editing an existing page

Website · https://horshamu3a.org.au/docs/editing-an-existing-page/

Editing an existing page to correct or add information is a common task that will be done regularly. It can be easier to edit an existing page than to create a new page from scratch - particularly if the page has links to other pages or websites. Some of the common types of editing could include

- Updating information such as dates and times, phone numbers, correcting text.

Opening in the Classic Editor

To be able to edit a page, you will need to open in an editor. There are 3 different page editors installed

- Classic
- Block
- Elementor

Updating information

To be able to edit a page, from the DASHBOARD go to PAGES, this will display the list of pages already created on the website. To select a apge to edit, click the box next to the name of the page. Underneath in the blue lettering, you will find some options

- Edit (Block Editor)
- Edit (Classic Editor)
- Quick Edit
- Trash
- View
- Edit with Elementor

Opening in the Block Editor

The Block Editor is the default Editor for WordPress websites, it is similar to the classic editor but offers many more features. It is fairly simple to use, but takes a little while to get used to. To open a page in the Block Editor, from the DASHBOARD and go to PAGES. Select the page you wish to edit by selecting the page and choosing the BLOCK EDITOR from the ist of options. The page will open up similar to the image below.

You can use the PLUS sign at the top left to add additional features. WordPress divides the options into "Blocks" such as the addition of a Heading or Paragraph, or Quotes. You also have the option to add Patterns or Media under their respective sections. Once you have finished editing the page, click the blue PUBLISH button at the top of the screen.

Opening in the Classic Editor

The Classic Editor is the easiest editor to use. It provides basic editing features similar to those in a Word Processor and with a similar layout. To open a page in the Classic Editor, once you have selected the page you wish to edit, click on the blue text link for Classic Editor. The page will open with a similar layout to the image below. Once you have completed your changes, click the blue UPDATE button to republish the page with the selected changes.

Quick Edit

The Quick Edit option lets you make minor changes to the page such as changing the title of the page, or it's location with the menu structure. You can also choose to make pages private with a password.

Trash

You can TRASH or DELETE PAGES easily, from the DASHBOARD, select the page you wish to delete and click the blue text TRASH. Be careful as this cannot be undone.

View

You can also VIEW a page to check it's layout - how it displays the webpage in formation.

Opening in Elementor Page Editor

The third option for editing pages is the Elementor Page Builder. Elementor is an additional feature for your website to make the pages look more professional.

NOTE: Once you have edited a page in Elementor, you must continue to use Elementor to edit the page, otherwise you will have styling errors on your page.

From the DASHBOARD select the page you wish to edit and click on EDIT WITH ELEMENTOR.