



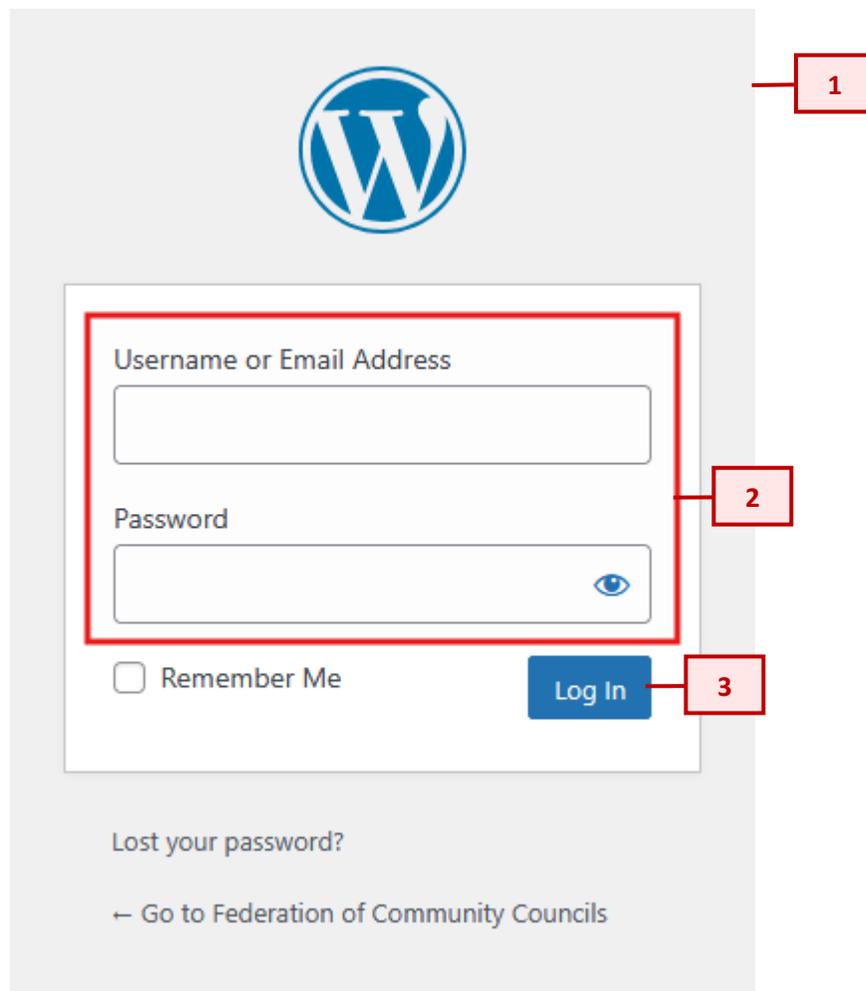
FCC Website Instructions

Creating Pages:
Duplicate



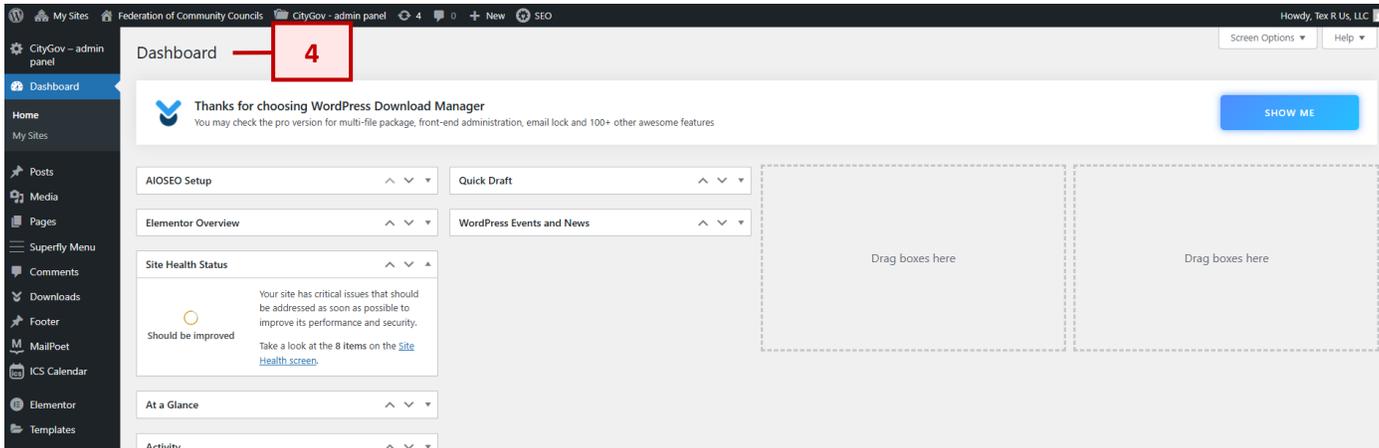
WordPress Workflow

STEP	ACTION
1	Navigate to your WordPress login page. Note: Your backend WordPress login is your domain name (=website link) with <i>/wp-admin</i> added to the end of it. Once you type the link into the URL bar, WordPress will return a login screen.
2	Enter your WordPress username and password. Note: You can save your login credentials by clicking “Remember Me”.
3	Click “Log In”.

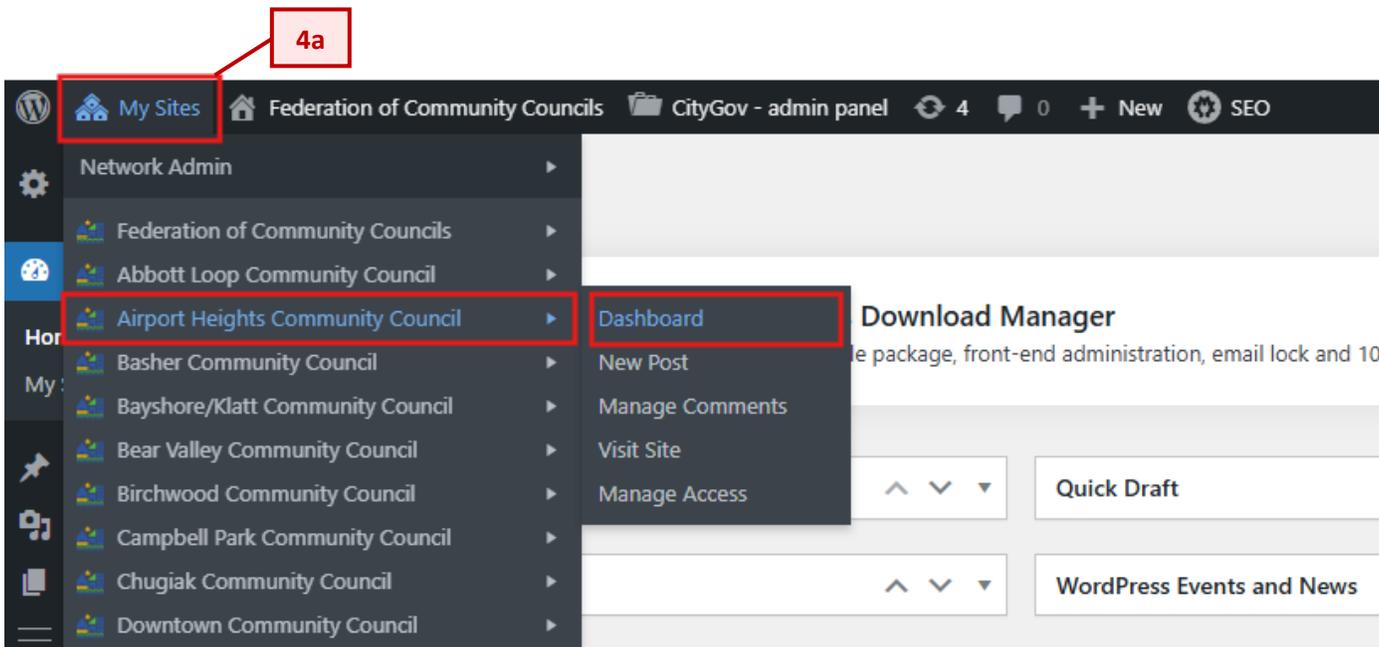




STEP	ACTION
4	As soon as you've logged in to your WordPress account, you'll see the dashboard of the website/council you are managing.

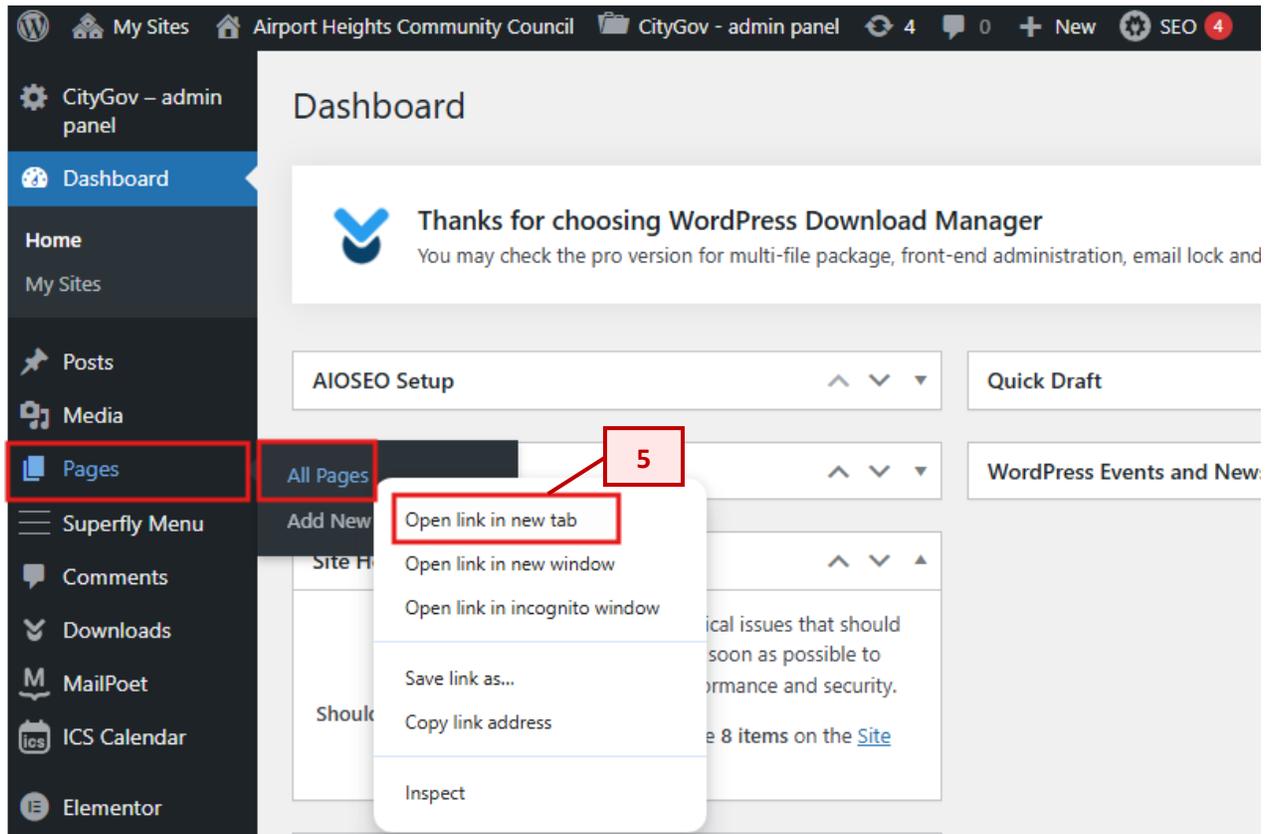


STEP	ACTION
4a	If you are managing more than one council, hover over the "My Sites", pick needed council and click on its Dashboard.

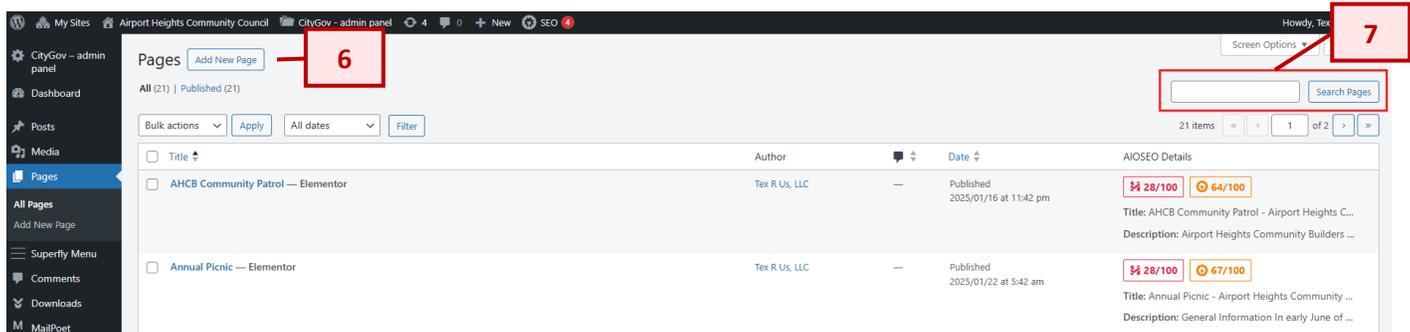




STEP	ACTION
5	Hover over “Pages” in the side menu, then right click on “All Pages” option and click “Open link in new tab”.

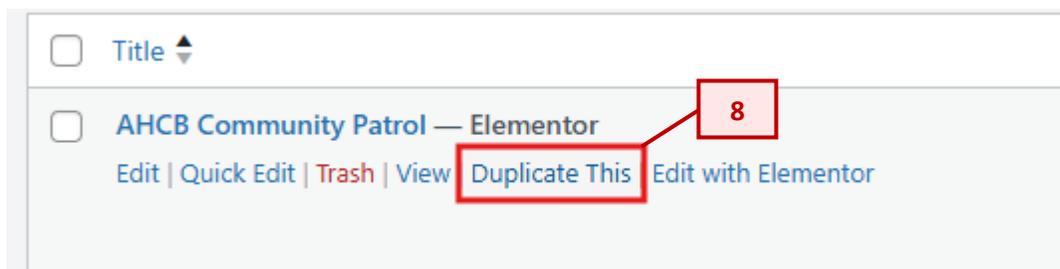


STEP	ACTION
6	“Pages” screen will open in a new tab.
7	Locate/search for a page that has the structure you want a new page to have.

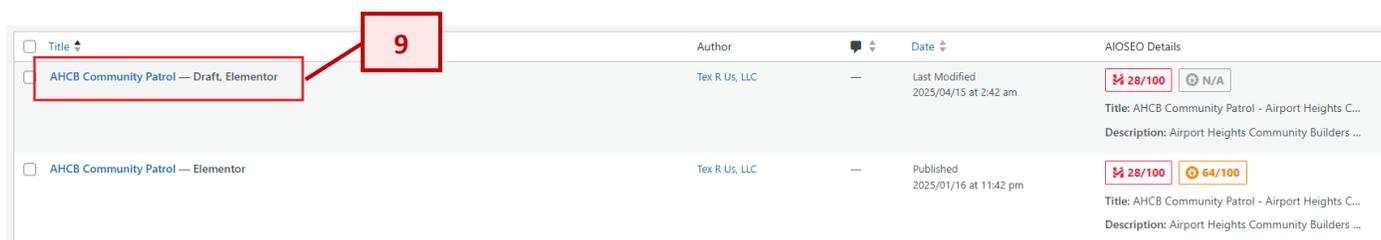




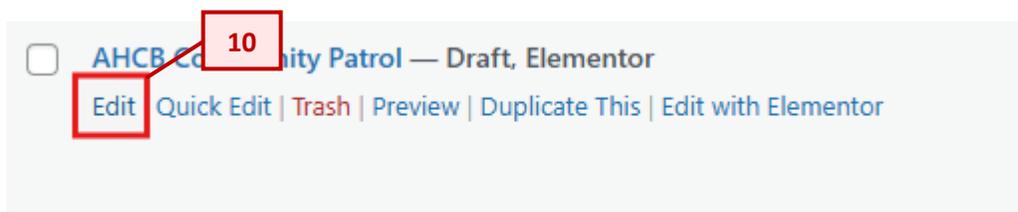
STEP	ACTION
8	Hover over that page and click “Duplicate This”.



STEP	ACTION
9	Page duplicate will get created in “draft” status. Note: Drafts are not visible to website visitors.



STEP	ACTION
10	Hover over newly created item and click “Edit”.





STEP	ACTION
11	Change page title.

AHCB Community Patrol

11

Another Test Page

STEP	ACTION
12	Press "Publish" twice.

Save draft



28/100

75/100



Publish

12

STEP	ACTION
13	When you get "XXX is now live" notification, click "Edit with Elementor".

The screenshot shows the WordPress editor interface. At the top, there's a navigation bar with a back button, a page title "Another Test Page - Page", and a keyboard shortcut "Ctrl+K". Below the navigation bar, the main content area displays "Another Test Page" in a large font. A notification box in the top right corner says "Another Test Page is now live." Below the notification, there's a "What's next?" section with a "PAGE ADDRESS" field containing "https://fcc.texas.com/air..." and a "Copy" button. Below that are "View Page" and "Add New Page" buttons. At the bottom of the notification area, there's an "AIOSEO" section with the text "Get out the word!" and "Share your content on your favorite social media platforms to drive engagement and increase your SEO." Below this are social media icons for Twitter, Facebook, Pinterest, and LinkedIn. In the main content area, a blue button labeled "Edit with Elementor" is highlighted with a red box and a callout "13".



STEP	ACTION
14	Page editing screen will open with all information from the “original” page copied over.
15	Refer to the “Editing Pages” document (starting step 9) for further instructions.

The screenshot displays a website editor interface. On the left, there is a sidebar with an 'Elements' panel containing various widgets like 'Container', 'Grid', 'Heading', 'Image', 'Text Editor', 'Video', 'Button', 'Divider', 'Spacer', 'Google Maps', and 'Icon'. The main workspace shows a page titled 'Another Test Page' with a background image of pink flowers. A red box with the number '14' is overlaid on the page title. Below the title, there is a section titled 'Airport Heights Community Builders Community Patrol' followed by a paragraph of text. A 'Structure' panel on the right shows a 'Container' element. The top navigation bar includes 'Another Test Page', a search icon, a refresh icon, a close icon, and a 'Publish' button.