

Update/Edit Pages

1. Login to www.wrps.org/admin
2. Click the “Home” link on the top of the screen or any other link that you are looking for.



3. Next, scroll down until you find the page you are looking for and click the “Main Body” link.
4. From there you should see Text/Graphic Editors with links at the bottom that look like this:



5. To update the Text/Graphic Editor, click the link that says: **Update Text/Graphic Editor**.
6. From there, you can edit anything you want. When finished, click the “Update” button.

A blue rectangular box highlights the 'Add Page' button.

Page Type	Page Detail
Page	Main Body Right
Page	Main Body Right
Page	Main Body Right

7. To add a new page, click the “Add Page” link at the top of the screen.
8. The **Navigation Category** will already be filled in for you.
9. The **Navigation Link Name** is what your going to see on the Home page. Example: Test Page.

Add Page

* indicates a required field.

*Navigation Category: Home

*Navigation Link Name:

10. Then you need to decide if the webpage being added is a Internal Webpage(in wrps.org) or a **Website link**(not wrps.org).

a. If you choose **Internal Web Page**, then a extra section will pop out that looks like this:

*Navigation Type: Internal Web Page

-OR-

Web site Link

- Then in the **Physical File Name**, you want to type something simple and all lowercase.
Example: If I had a title named Simple Test Page, a simple physical file name could be: stp
- Then In the **Page Title** text box, type the title of your new page. Then select if you want the title left justified or centered.
- The **Existing Banner Graphic** will default to the WRPS graphic. **NOTE: DO NOT CHANGE THIS!**

*Navigation Type: Internal Web Page

Add Level 2 links underneath this page will automatically make a menu opening link as well

Physical File Name:

(only small case letters a-z, upper case letters A-Z, 0-9, and underscores are allowed)

Page Title:

Left Justified Centered Default

[Click here for Advanced Settings](#)

Existing Banner Graphic: Wisconsin Rapids Public Schools

-OR-

New Banner Graphic:

- The you can select between to radio buttons, **Active or Inactive**. This is located by the **Navigation Link Status**. Active will make this page visible immediately, while inactive lets you make changes and wont be visible until you change it.
- The **Navigation Order** lets you change the order of your page, by clicking the drop down bar you can pick where you want your page to go. NOTE: By default it will always put it at the bottom of the page.
- The **Navigation Level** lets you pick what level you want your page to be, this is done through a drop down bar.
- Once you are done, click the **“Add”** button, and your page will show up where ever you put it.

Navigation Link Status: Active Inactive

*Navigation Order: After Facility Use Schedule ex. 2

*Navigation Level: - Select a Level -