

# CAMPUSPRESS QUICKGUIDE

For a more comprehensive guide and video tutorials visit [help.edublogs.org/user-guide/](http://help.edublogs.org/user-guide/)

## Logging In:

1. Go to [campuspress.yale.edu](http://campuspress.yale.edu) and click on the Sign in button.
2. Enter your Yale NetID and Password.

## Editing Existing Page:

1. Login to your website
2. Navigate to the page you wish to edit.
3. Click Edit Page on top. (Alternatively, on the dashboard click on Pages > All Pages or, hover over the page you want to edit > click on the Edit button)
4. Make desired edits.
5. Click Update button on the right side, to save the changes

## Create a New Page:

1. On the Dashboard, click on **Pages > Add New**
2. Write the title of the page on top. In the body area, add the content of the page.
3. Click **Publish**

## To Add a Page to the Main Menu:

1. After the page has been created, go to Appearance on the dashboard and click on Menus
2. You will see the list of pages on the website. Click on the checkbox to select the page/pages you want to add on the main menu.
3. Click Add to **Menu > Save Menu**

## To Add a Page as a Subpage/Sub Nav under an Existing Page on the Menu:

(Once you've added the page to the menu, you can reorder them however you like.)

1. Click **Appearance > Menus**
2. Click and drag pages to the right to create sub menus for the page above > **Save Menu**

## To Link Menu tab directly to a PDF:

(For example, linking a CV directly to the menu.)

1. Upload the pdf to the website by **Media** (on the dashboard) > **Add New > Select File**
2. Once the file has been uploaded, click on the pdf (from the media library), copy the url from the left side.
3. On the Dashboard, click on **Appearance > Menus** > Click on Links. In the URL, paste the copied url of the uploaded pdf.
4. In Link Text, write the name of the page, as you would want it to appear in the menu.
5. Click on **Add to Menu > Save Menu**