

Apollo 2 Quick Reference Guide

Log In

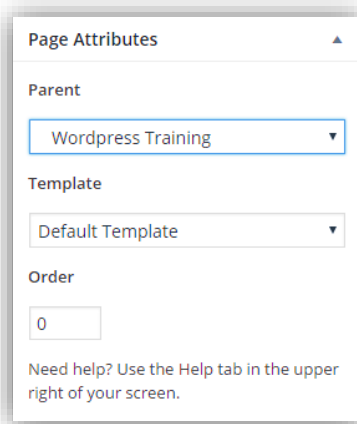
A **login link** is available in the footer at the bottom of all UF Health webpages.

Pages

Create: Click on **Pages** in the *Dashboard Navigation Menu*, and choose **Add New**.

Edit: Click on **Pages** in the *Dashboard Navigation Menu*, and click on the title of the page you want to edit **OR**, while logged into the site, find the page on the live website that you want to edit, then at the *top of your screen* in the *black navigation bar*, choose **Edit Page**.

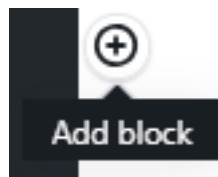
Page Attributes: Pages are automatically inserted into your site's main navigation menu.



Parent – This menu designates where your page will appear in the navigation menu. When “(no parent)” is chosen, this will cause the page to appear as a top-level navigation item. To place the page within the drop down menu for a page on the menu, choose it should appear below.

Template – Page Templates help WordPress understand what type of content will be on the page. Depending on the template chosen, certain blocks may or may not be available to you. The “default” template is suitable for most pages on a site.

Block Editor



from this window.

The Block Editor is the interface used to edit your pages. Blocks are added through the plus sign icon present at the top of the editor, and settings for each block are visible in the panel on the right side once the block is selected. When you click on the plus sign icon to add a block a small window will pop-up and allow you to select a block from the list of blocks available. Click on the block you would like to insert

Note: Many of the blocks available were custom built by Web Services for the Apollo 2 theme. To see a complete list of block available visit, this page:

<https://support.webservices.ufhealth.org/wordpress/apollo-2-help/blocks/>

Publishing

For pages and posts alike, the *Publish options* to the right-side of the editor gives you a few options.

Save Draft – save page as a draft.

Preview – preview any changes you’ve made to the page on the site as if it were “live.”

Status – indicates what the status of the page is. You can edit this field to change the status. For example, you can change a “Published” page to a “Draft”.

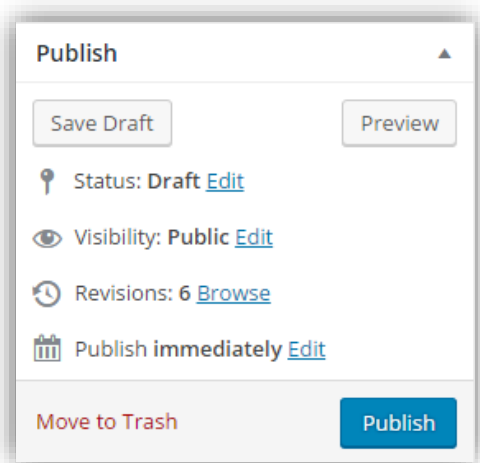
Visibility – change this setting to constrain whom is able to view the page. By default, it is set to Public.

Revisions – allows you to see who has revised the page/post, compare any changes, and revert to previous saved versions.

Published – either allow the page the default publishing time (immediately), or schedule a date/time to publish the page.

Move to Trash – move the page to the Trash where it will eventually be deleted.

Publish/Update – this button is the “save” button for your page.



Setting your homepage

The homepage, or front page, of your site is a page you’ve created to appear as the homepage. To set the page of your choice as a homepage, go to the *Dashboard Navigation Menu*, select **Appearance** then select **Customize**. In the menu on the left side, select **Homepage Settings** menu item then choose a page from your site to act as your homepage by selecting the page from the drop-down menu.