


Updating Text and Links on the website

1. Log in by going to <https://elmhurstpubliclibrary.org/eplaccess1/>. Sign in with Microsoft.


https://elmhurstpubliclibrary.org/eplaccess1/

Mail - carol.pavlik... CP Project Invent... Carol meetings News and events Social Media



Username or Email Address

Password

 Sign in with Microsoft

Remember Me

[Lost your password?](#)

[← Go to Elmhurst Public Library](#)

2. Paste in the URL of the page you want, or navigate to it on the website.

ABOUT US - **ADULTS** - **HIGH + MIDDLE SCHOOL** - **KIDS** - **PROGRAMS + CLASSES** - **CREATE** - **eLIBRARY** - **CATALOG INFO** - **BUS**

EVENTS

- All Adult Programs
- Book Discussion
- Business Programs
- Senior Programs
- Technology Classes
- Summer Reading

FIND A GOOD BOOK

- Bestsellers & More
- Coming Attractions
- Download and Stream
- Media Match
- New Book Email Alert
- Virtual Displays

OTHER

- Exam Proctoring
- Local Book Club Requests
- Magazines & Newspapers

[edit](#)

3. In the black bar that goes across the top of that page, click “Edit Page.”

The screenshot shows the top of the Elmhurst Public Library website. At the top, there is a black navigation bar with several items: a WordPress logo, 'Elmhurst Public Library', 'Customize', a refresh icon, a speech bubble icon, a plus icon, 'New', 'Edit Page' (circled in red), 'Smart Slider', 'SEO', and 'jQuery Migrate (Previously known: 7 Discovered on this page: 0)'. Below this is a grey header with social media icons (Facebook, Twitter, YouTube, Instagram), 'TODAY'S HOURS • 9 A.M. - 9 P.M.', a search bar with 'Search our catalog' and a magnifying glass icon, and a 'Perfmatters' link. The main content area has a green banner with the Elmhurst Public Library logo and a photo of the library building. Below the banner is a green navigation bar with links: ABOUT US, ADULTS, HIGH + MIDDLE SCHOOL, KIDS, PROGRAMS + CLASSES, CREATE, eLIBRARY, CATALOG INFO, BUSINESS. The main content area is titled 'ELIBRARY' and has a sidebar on the left with 'RESEARCH BY SUBJECT' and a list of categories. The main content area is titled 'Magazines & Newspapers' and contains text about the library's collection and a list of links.

4. Make your edits in “Visual” mode.

The screenshot shows the WordPress editor interface. At the top, there is a 'Edit Page' button and a dropdown menu with options: 'Add New', 'Dashboard', 'Create slider', and 'Edit slider'. Below this is a search bar with the text 'Search & Filter 3.0 is almost here - make' and a 'Date - continue reading...' link. The main content area is titled 'Magazines & Newspapers' and contains text about the library's collection and a list of links. The editor interface includes a toolbar with various icons for text formatting, media, and layout. The 'Visual' mode is selected, and the 'Text' mode is also visible. The content area shows the title 'Magazines & Newspapers' and the text from the previous screenshot.

5. Simply delete an old title or add your new title.

Magazines & Newspapers

The library subscribes to over 200 hard copy magazines and newspapers that are available inside the building. Thousands more online, full-text magazines & newspapers are available 24/7 from anywhere with your Elmhurst Public Library card.

Titles in full text, in print or online.

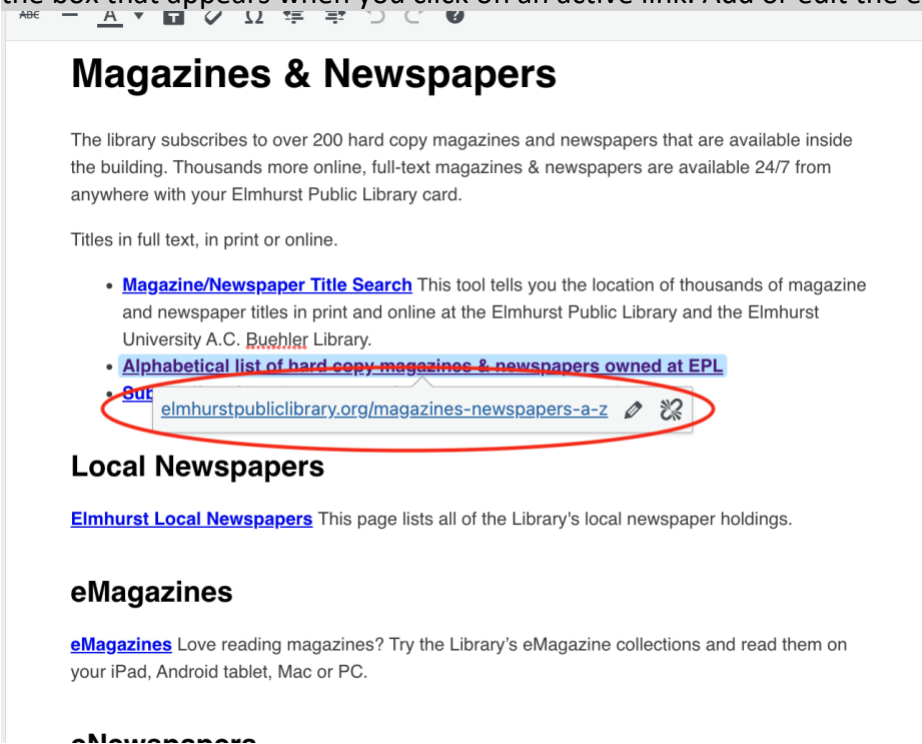
- [Magazine/Newspaper Title Search](#) This tool tells you the location of thousands of magazine and newspaper titles in print and online at the Elmhurst Public Library and the Elmhurst University A.C. Buehler Library.
- [Alphabetical list of hard copy magazines & newspapers owned at EPL](#)
- [Sub](#) elmhurstpubliclibrary.org/magazines-newspapers-a-z

Local Newspapers

[Elmhurst Local Newspapers](#) This page lists all of the Library's local newspaper holdings.

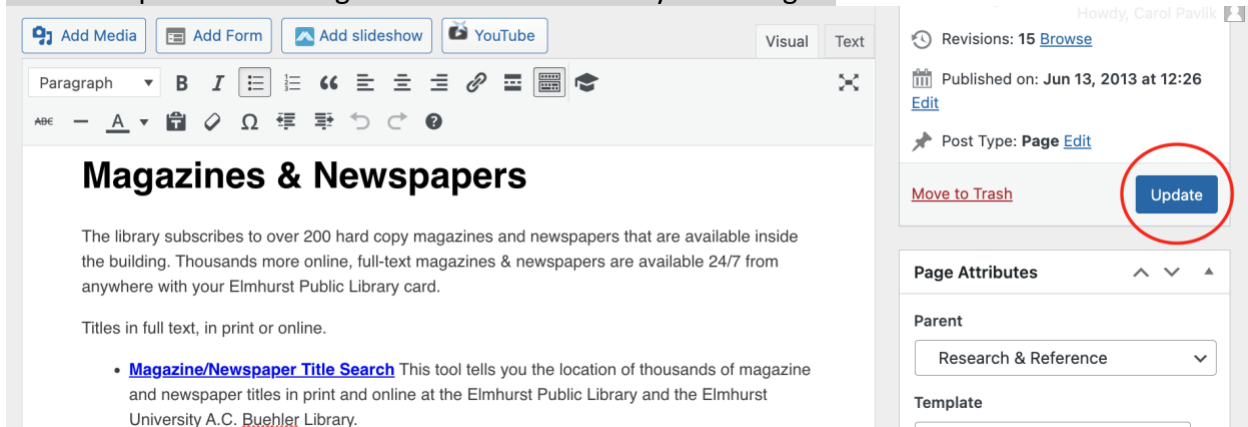
eMagazines

6. LINKS: To add or delete a hyperlink, go to the page you want to edit, and click on "Edit Page" (see step 3). Highlight the text you would like to edit. Use the link icon at the top tool bar, or the box that appears when you click on an active link. Add or edit the existing link.



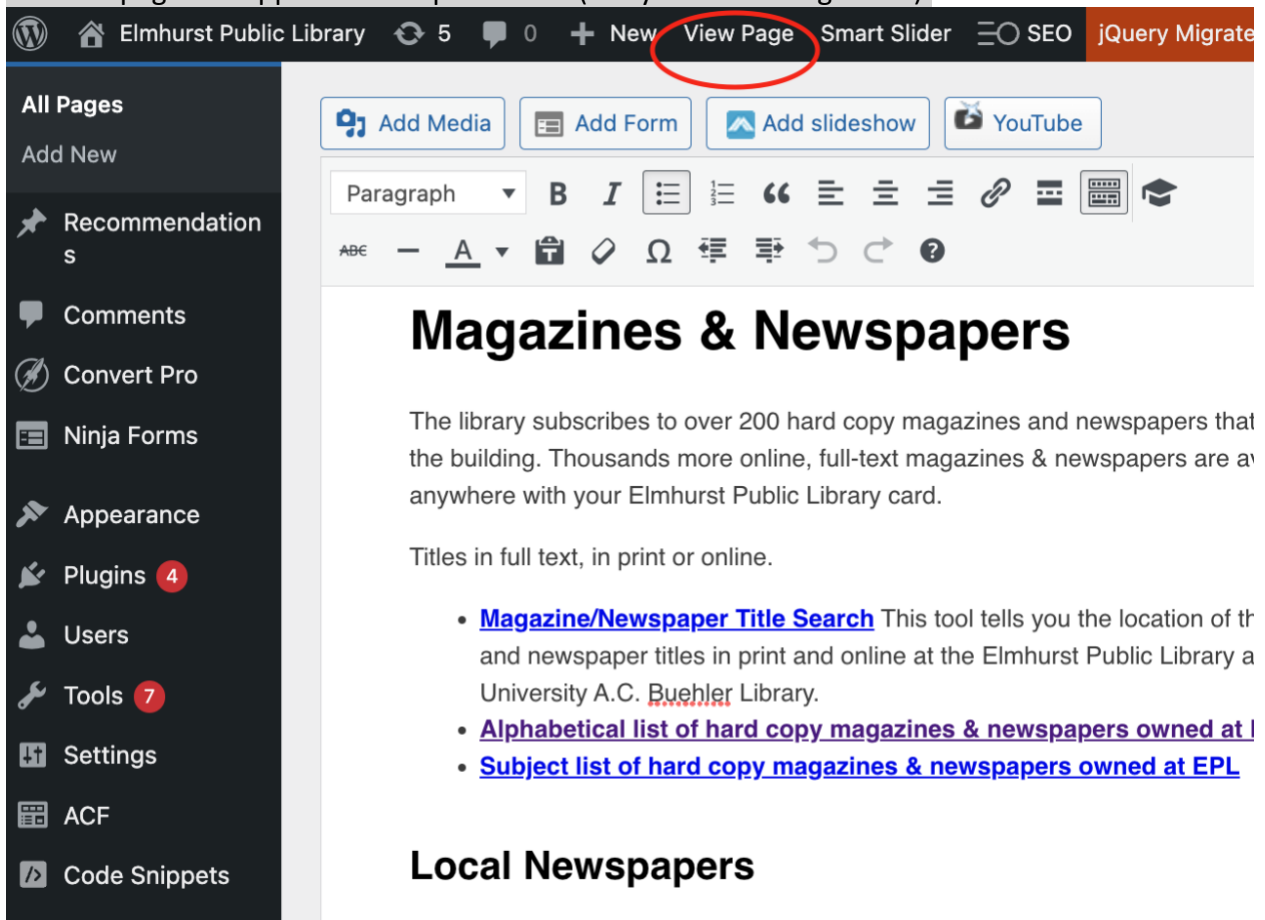
The screenshot shows a web editor interface with a toolbar at the top. The main content area displays the 'Magazines & Newspapers' page. A red circle highlights the link 'Alphabetical list of hard copy magazines & newspapers owned at EPL' and its URL 'elmhurstpubliclibrary.org/magazines-newspapers-a-z'. The editor also shows the 'Local Newspapers' and 'eMagazines' sections.

7. Click “Update” in the righthand sidebar to save your changes.



The screenshot shows the WordPress editor interface. At the top, there are buttons for 'Add Media', 'Add Form', 'Add slideshow', and 'YouTube'. Below these is a rich text editor toolbar with options for Paragraph, Bold (B), Italic (I), bulleted list, numbered list, quote, link, unlink, table, and link icon. The main content area has the title 'Magazines & Newspapers' and a paragraph of text: 'The library subscribes to over 200 hard copy magazines and newspapers that are available inside the building. Thousands more online, full-text magazines & newspapers are available 24/7 from anywhere with your Elmhurst Public Library card.' Below this is another paragraph: 'Titles in full text, in print or online.' followed by a bulleted list item: '• [Magazine/Newspaper Title Search](#) This tool tells you the location of thousands of magazine and newspaper titles in print and online at the Elmhurst Public Library and the Elmhurst University A.C. Buehler Library.' On the right-hand sidebar, there is a 'Revisions: 15 [Browse](#)' section, a 'Published on: Jun 13, 2013 at 12:26 [Edit](#)' section, and a 'Post Type: [Page Edit](#)' section. At the bottom of this sidebar, there are two buttons: 'Move to Trash' and 'Update', with the 'Update' button circled in red. Below these are 'Page Attributes' with a 'Parent' dropdown menu set to 'Research & Reference' and a 'Template' dropdown menu.

8. When you are done, check for any errors! Click “View Page” at the top; this will show you how the page will appear on the public side (but you are still signed in).



The screenshot shows the WordPress front-end interface. At the top, there is a navigation bar with the WordPress logo, 'Elmhurst Public Library', a refresh icon, '5', a comment icon, '0', a '+ New' button, a 'View Page' button circled in red, 'Smart Slider', 'SEO', and 'jQuery Migrate'. On the left side, there is a dark sidebar menu with 'All Pages' and 'Add New' at the top. Below this are several menu items: 'Recommendation s', 'Comments', 'Convert Pro', 'Ninja Forms', 'Appearance', 'Plugins 4', 'Users', 'Tools 7', 'Settings', 'ACF', and 'Code Snippets'. The main content area has the title 'Magazines & Newspapers' and a paragraph of text: 'The library subscribes to over 200 hard copy magazines and newspapers that the building. Thousands more online, full-text magazines & newspapers are a anywhere with your Elmhurst Public Library card.' Below this is another paragraph: 'Titles in full text, in print or online.' followed by a bulleted list of three items: '• [Magazine/Newspaper Title Search](#) This tool tells you the location of th and newspaper titles in print and online at the Elmhurst Public Library a University A.C. Buehler Library.', '• [Alphabetical list of hard copy magazines & newspapers owned at I](#)', and '• [Subject list of hard copy magazines & newspapers owned at EPL](#)'. Below the list is the title 'Local Newspapers'.

9. Check spelling and click on any link you edited to double-check that it works. When you're done, log out of Wordpress.

The screenshot shows the WordPress admin dashboard for a user named Carol Pavlik. The top navigation bar includes links for 'Edit Page', 'Smart Slider', 'SEO', 'jQuery Migrate (Previously known: 7 Discovered on this page: 0)', and 'Perfmatters'. Below this, there's a search bar with 'Catalog' selected and a user profile dropdown menu. The dropdown menu shows the user's name 'Carol Pavlik' and three options: 'Edit Profile', 'Log Out', and 'Switch Off'. The 'Log Out' option is circled in red. The background of the dashboard features a banner image of a modern building with text overlays: 'TODAY'S HOURS • 9 A.M. - 9 P.M.', 'Search our catalog', 'PLAN', 'CHECK YOUR', and 'RESERVE A VIRTUAL MEETING'. At the bottom, there's a green navigation bar with links for 'SCHOOL -', 'KIDS -', 'PROGRAMS + CLASSES -', 'CREATE -', 'eLIBRARY -', 'CATALOG INFO -', and 'BUSINESS -'.

May 2023