Wordpress User Guide

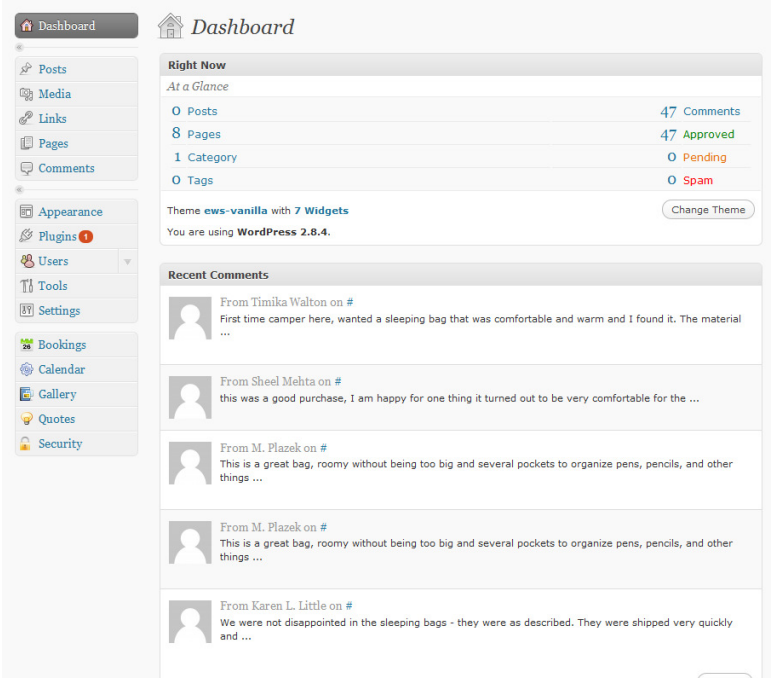
Wordpress is a state-of-the-art publishing platform with a focus on aesthetics, web standards, and usability.

Enter your Wordpress admin console

Log in to your Wordpress admin console with your unique username and password.

Say hello to the dashboard

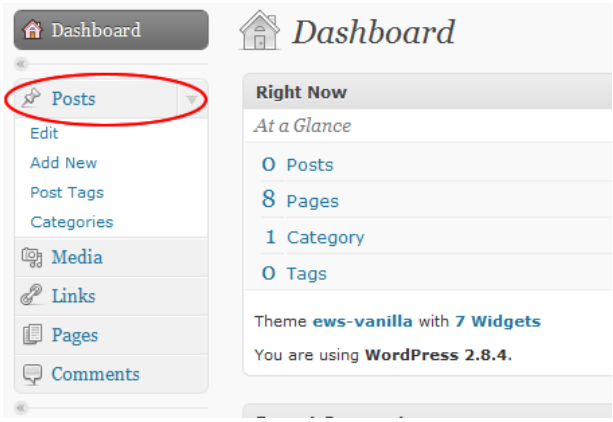
Once you have successfully logged into Wordpress, you will be directed to the Dashboard. From here, you options such as: Writing Posts, Writing Pages, and Uploading Media etc...



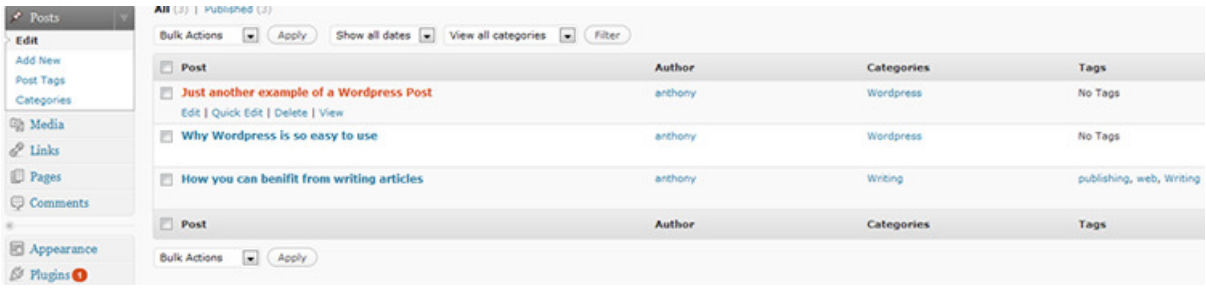
Writing Posts

A Post/Article is simply a dedicated area of content where you can write information on Latest News, Updates, What's On etc...

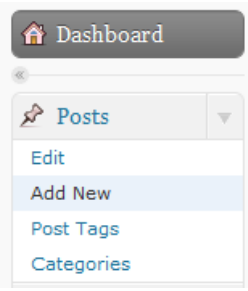
Click on posts.



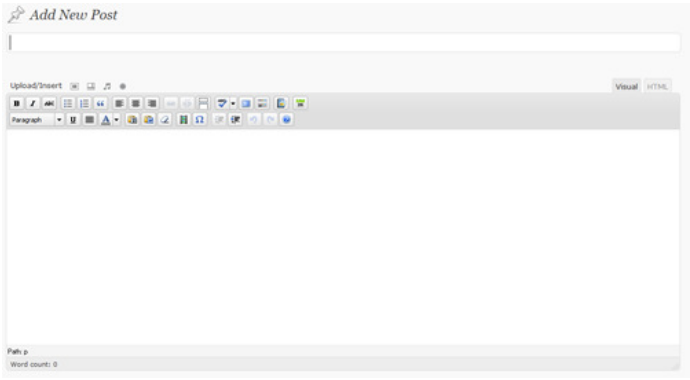
Once you have clicked on **Posts**, you will (providing you have posts) find a list of posts that have already been published. You can Edit, Delete or View these posts.



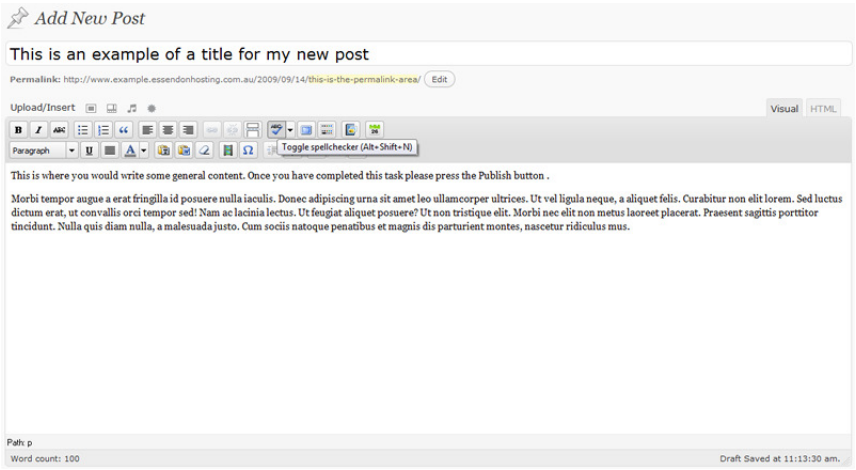
If you do not have any **posts** you can simply add one by clicking the Add New button.



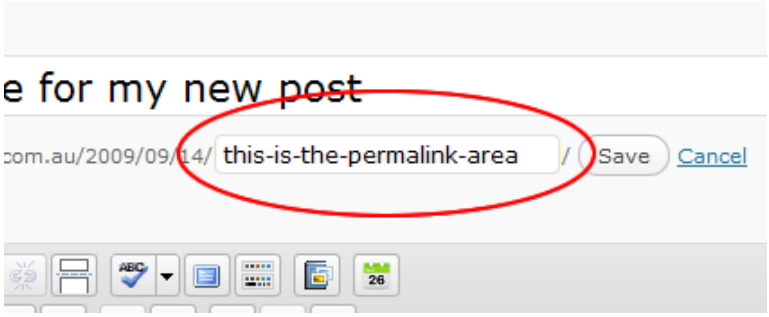
You will then be directed to the page which will allow you to write a new post.



Give the Post a descriptive title. This title will appear at the top of your post and will become the linked text that links to this post in other pages. It also becomes the default file name for the post unless you use the Permalink editing feature just below the title box to specify a specific, perhaps shorter, file-name in the URL path.



You would use the permalink editor to give the URL file-name a shorter version than the title of the post. If your post is titled **"Best Blog Post Ever"** the default URL to that page would be something like www.domain.com/best-blog-post-ever/ which is rather long. By editing the permalink name you could enter best blog post and the URL would then become www.domain.com/best-blog-post/.

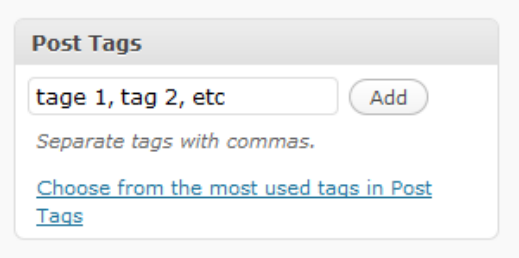


Note: If you previously wrote your text using a word processor, like Microsoft Word, you will transfer lots of formatting when copying and pasting the text into your Wordpress editor. It will produce much unnecessary code (click to "html view" to see). To avoid this first paste your text into a simple text editor like Notepad (all Microsoft operating systems include the Notepad program). This will strip all the formatting from Word into pure text. Then copy and paste from Notepad into Wordpress. You will now need to add your formatting as you would like it displayed on your website. There is a button in the text editor options for pasting text from MS Word, but it is fickle and does not reformat everything. Best to just turn it into plain text then reformat to cleaner HTML code with the WP editor buttons.

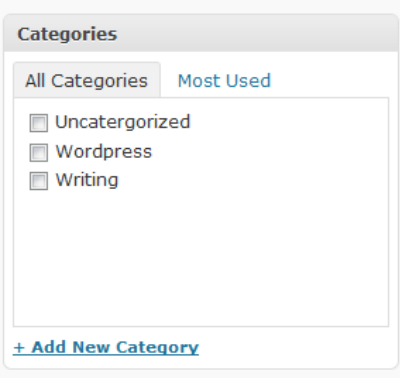
Post options

Below the text editor are a number of features and advanced options for your post. Here you assign things like categories, tags, allow or disallow comments, etc... We highlight the main ones you would be using by adding a screenshot image of that feature.

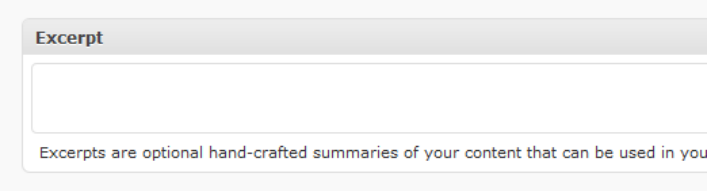
- **Tags** - assign tags to your Post. Tags are another form of categorization of your posts. If your WP theme displays tags then you may wish to use keywords related to the post in the Tags box. Separate them by commas.



- **Categories** - attach your post to a Category. You can add new Categories here. Categories can be also managed in the Manage/Categories tab. If you neglect to assign the post to a category it will be assigned to your default category.



- **Excerpt** - you can use excerpts to write a brief description of the post. Some Wordpress themes (templates) will display the excerpt on the main blog page instead of the full post. The link to the post will then take the visitor to the full content. Use this if you know your theme is set up for using excerpts.



- **Comments and Pings** - you may open a post to accept user comments or keep it closed to comments by selecting and un-selecting the check boxes. You can also set the comment defaults in the Options/Discussion Tab. The ping feature will display links to other blogs that had linked to your post. If pings are selected then links to their posts where they had referenced you will automatically appear in your list of comments once their site has pinged yours.

- **Password Protect this Post** - you may make a post password protected using this option.

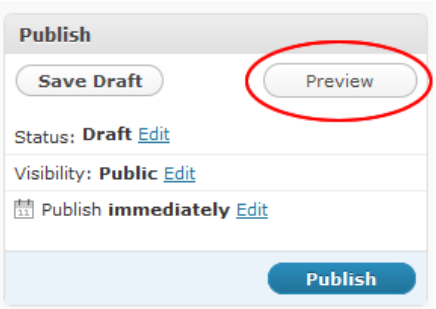
- **Trackbacks** - this would be used to manually ping another blog and notify you linked to them. This is for pinging older blog systems that do not automatically detect pings. It would require you know the blog is running on another platform. Easier to just ignore this one.

- **Custom Fields** - this is an advanced option we won't cover here. You likely won't need it.

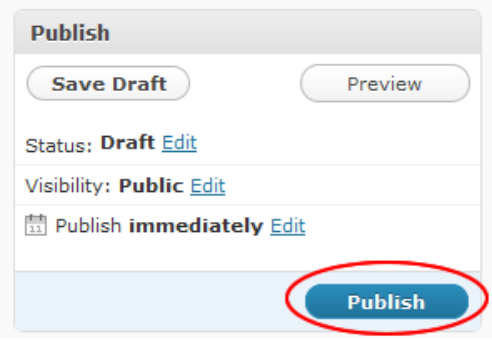
Saving and Publishing your Posts

As you write your posts, Wordpress will begin to autosave your post as a draft. Use the Save or Publish buttons when you are ready.

Before publishing the post you can use the Preview button to see how it will look first. Right click on the Preview button then open it in a new window or new tab so you can easily jump back to the write post page.



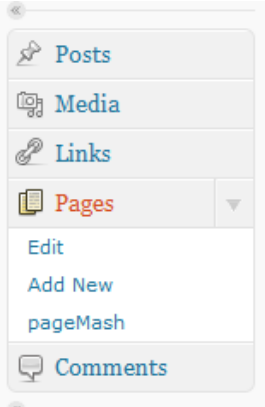
Once you have previewed the post and you are satisfied, click the Publish button.


Publish
Save Draft
Preview
Status: Draft Edit
Visibility: Public Edit
Publish immediately Edit
Publish

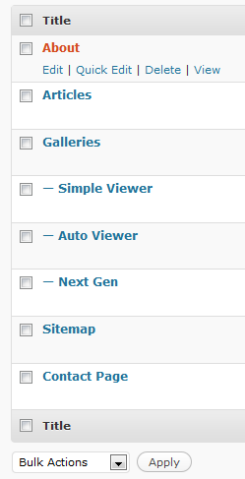
Writing Pages

Pages are different from blog posts in that they are static pages outside the flow of updating posts. They often form the main navigation to sections of your site that tends not to change. These can be as basic as an About Us page or a Contact Page or it could include a whole series of articles and sub-pages that reside off of higher order pages in your sites navigation structure.

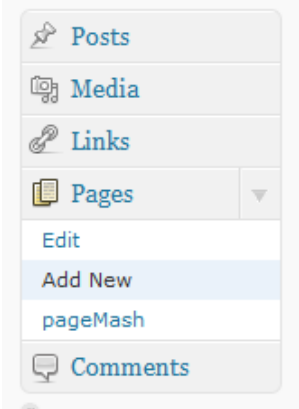
Click on Pages.



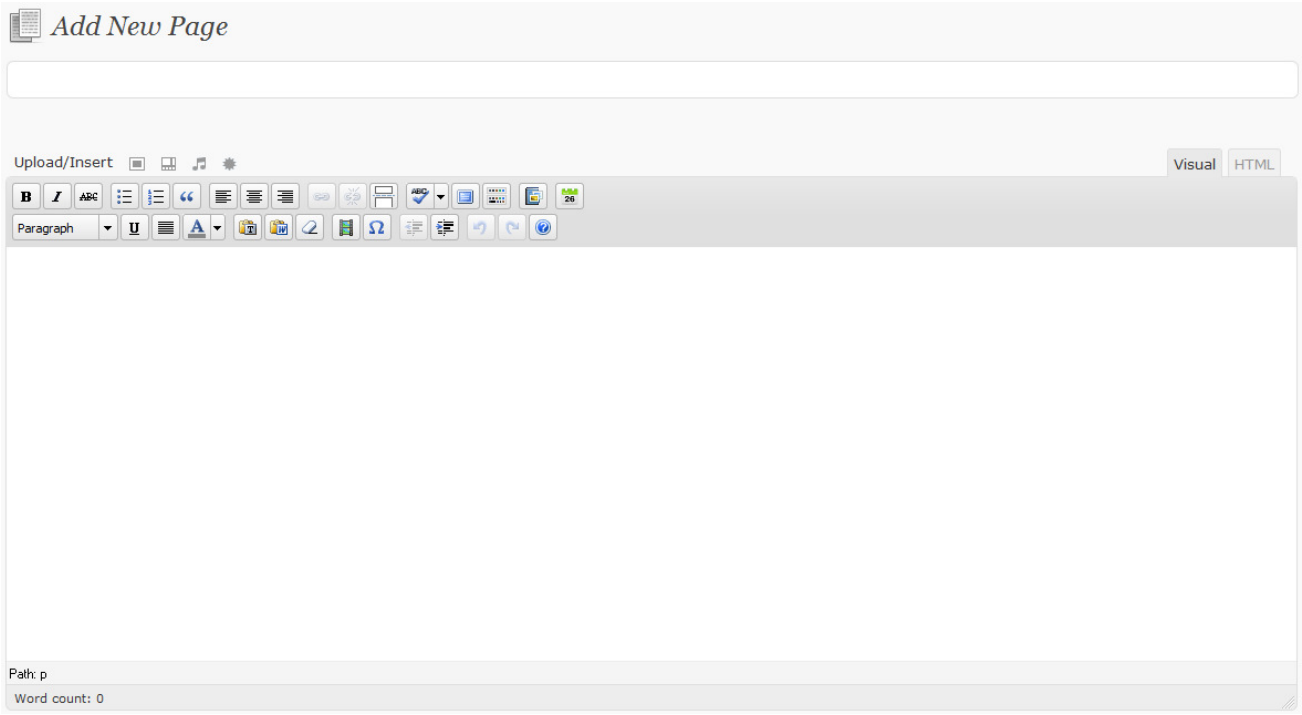
Once you have clicked on **Pages**, you will (providing you have pages) find a list of pages that have already been published. You can Edit, Delete or View these pages.



If you do not have any **pages** you can simply add one by clicking the Add New button.



You will then be directed to the page which will allow you to write a new page



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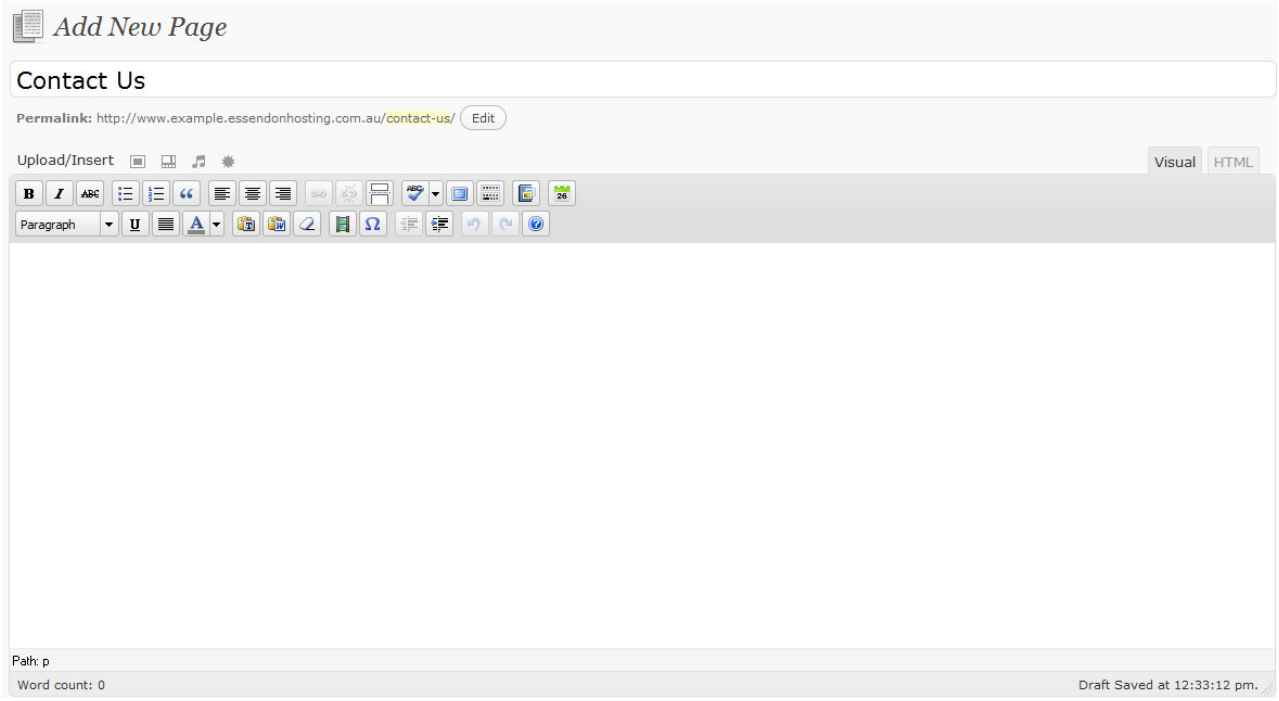
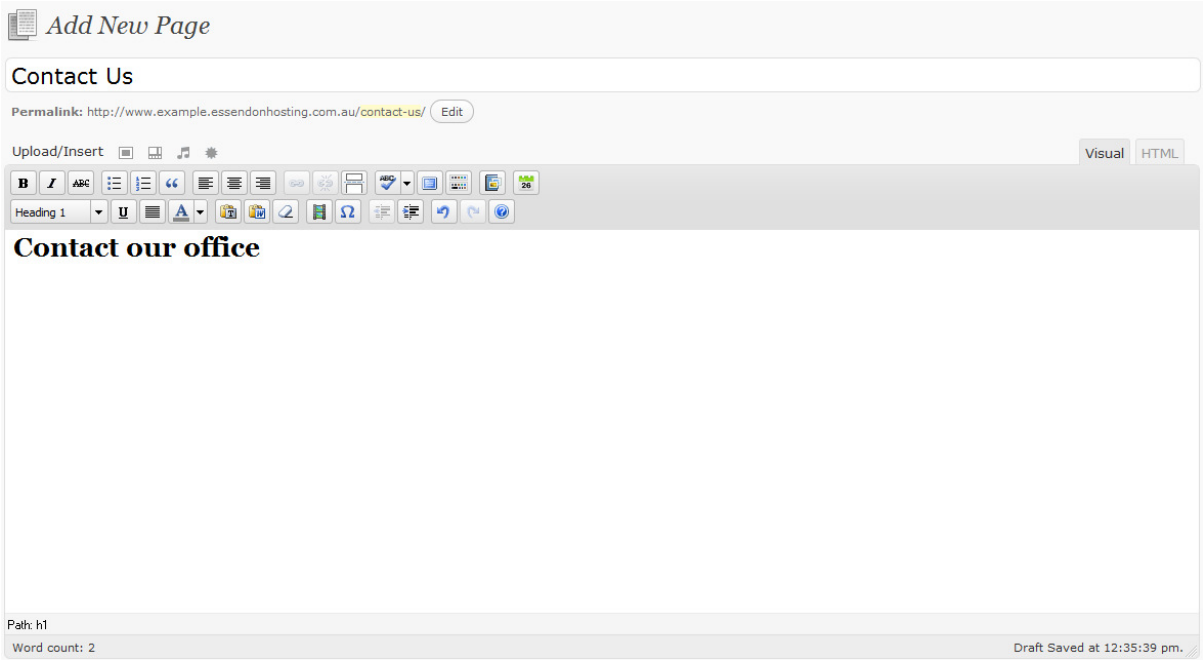
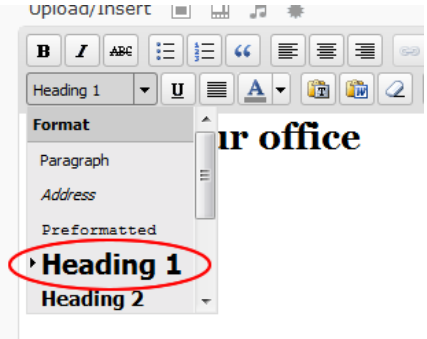
Give the page a title but keep it short as this title will be displayed in your navigation area.



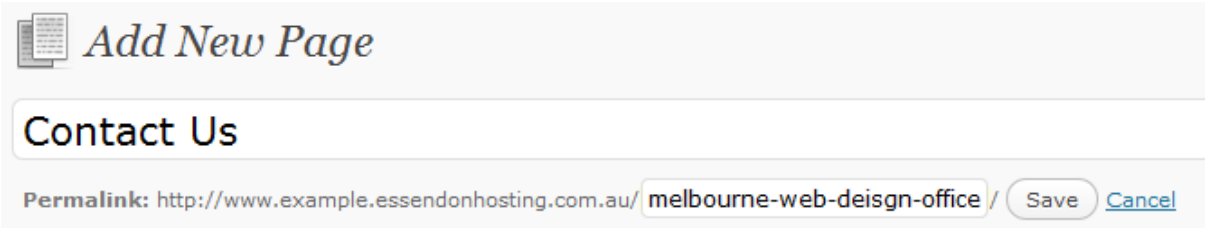
Because the title of the page will be displayed in the navigation are, you need to give your page some general headings.



Note: for the first heading on every **page**, simply highlight the text you want to be your heading and then select (from the dropdown box) **Heading 1**.



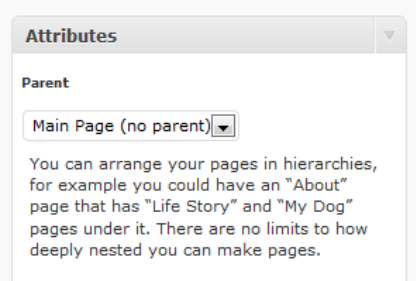
Once you have entered your content, you can change the page permalink to something more descriptive for search engine optimisation.



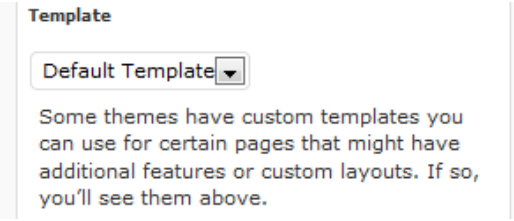
Page Options

Below the text editor are a number of options. Pages have some different options to choose from than posts, with some the same too. We highlight the main ones you would be using by adding a screenshot image of that feature.

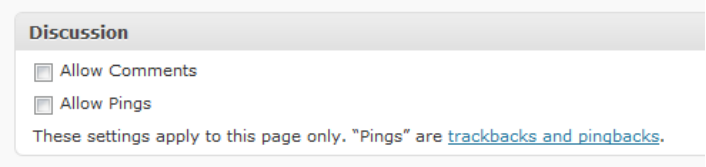
- **Page Parent** - select from current list of pages where this page should lie in relation to others. This sets the hierarchy of pages and sub-pages within the navigation structure of your website.



- **Page Template** - your theme will likely have a different template for pages than it does for blog posts. It could also have multiple page templates to choose from, select the desired page template here. **Generally leave it to Default.**



- **Comments & Pings** - you can control if you want to open comments for your page. Generally for pages you would turn this off if your default for posts is on. Your wordpress theme may likely not have a comments section in the template for static pages anyways.

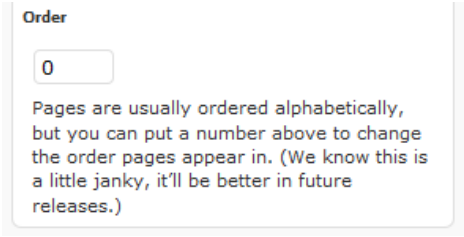


- **Page Status** - this displays the current status of the page as a draft or published page or you can set it to private where it would require a password to access it.

- **Page Password** - here is where you would set a password for private pages.

- **Page Author** - if your site has multiple users you would assign one as the author of the page here.

- **Page Order** - Should you site include a page that lists the pages of your site, or perhaps a menu of pages in the sidebar, you can set the order that this page links are displayed here, otherwise they're sorted alphabetically.



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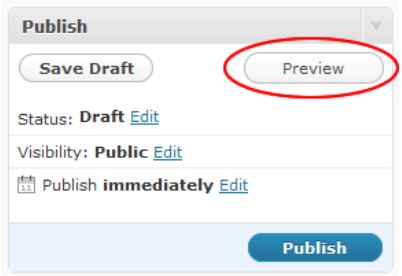
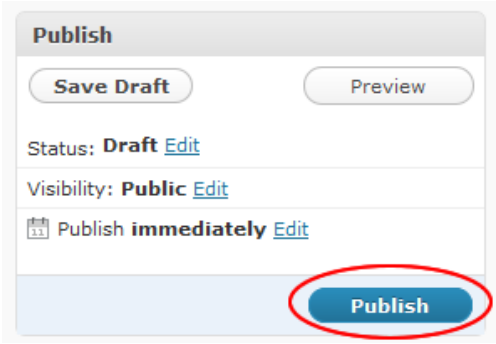
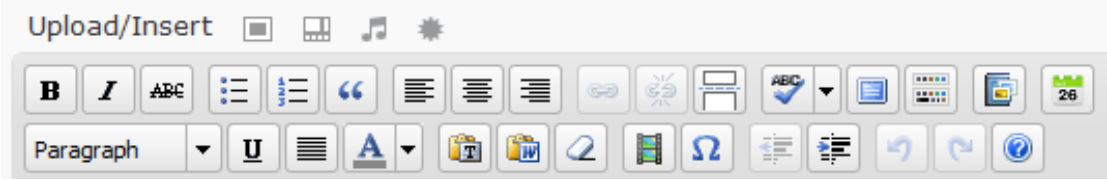


Once you have previewed the post and you are satisfied, click the Publish button.



WYSIWYG Editor

WYSIWYG stands for **w**hat **y**ou **s**ee **i**s **w**hat **y**ou **g**et.



Bold - select an area of text and click the **bold** icon

Italics - select a block of text and click the *italic* icon

Strike Through - Adds a line ~~over your text~~ through your text

Unordered List - creates bullet lists

Ordered Lists - instead of bullets it will auto number your list

Outdent - undo an indent

Indent - indent a section of text to create block quotes

Align Left - aligns text to the left

Align Center - centers your text

Align Right - aligns text to the right

Add Hyperlink - select the area of text you wish to be the link and click the link icon. Add the link URL, choose if you want it to open in a new window or the same window. Then give the link a Title to describe what its linking to.

Remove Hyperlink - use this to remove a link

Split Post - inserts the <!–more–> tag to split your post. This shows just a brief intro on your main blog page with a link to the full post where they can read the rest.

Spell Check - spell checks your text. For on the fly spell checking we recommend using Firefox as your web browser. It has built in spell checking for any text you enter into forms online. Underlines misspelled words in red as you type.

Help - This does not offer much help. But it does include a list of hotkeys, in place of using the icons, for fast typers who use the WP editor often.

Advanced Tool Bar - This icon will open the icons outlined below. You would think some of them should be in the main toolbar but these are newer tools recently added to the editor.

Formatting - Use this drop down to select your heading levels. No need to use the paragraph one as Wordpress will turn your basic text into paragraphs automatically.

Underline - underline text with this icon

Font Color - change color of a selection of your text

Paste as Plain Text - to paste text copied from another source so as to strip all formatting from the copied source

Paste from Word - to paste from a word doc & remove the unneeded formatting codes that Word will try to add.

Remove formatting - to remove formatting for a selection of text, perhaps cut and pasted from another source

Insert Embedded Media - insert multimedia files such as video clips

Insert Character - for adding special characters not available on your keyboard. Things like this ¥, £, ©, Æ, or é.

Undo - undo your last change

Redo - redo your last undo