



Wordpress User Guide

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

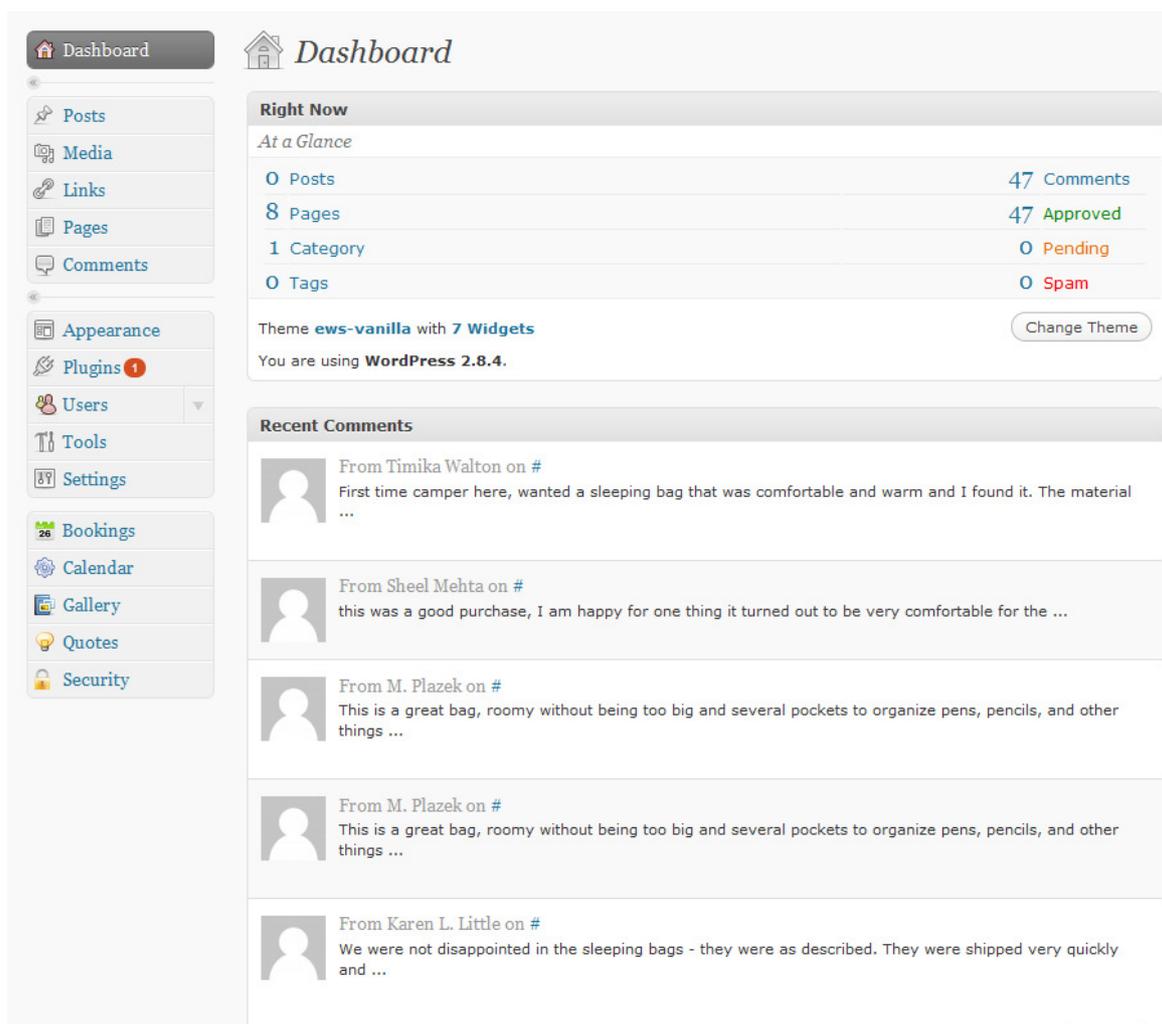
Enter your Wordpress admin console

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



Say hello to the dashboard

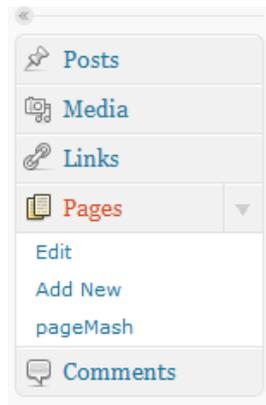
Once you have successfully logged into Wordpress, you will be directed to the Dashboard. From here, you options such as: Writing Posts, Writing Pages, and Uploading Media etc...



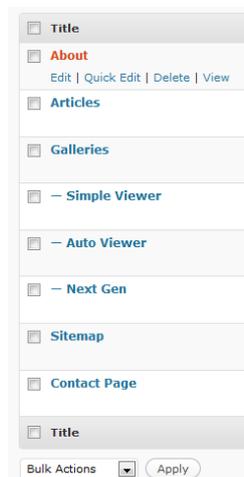
Writing Pages

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.

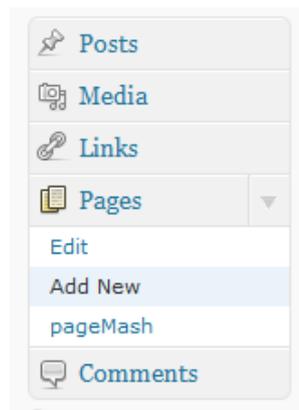
Click on Pages:



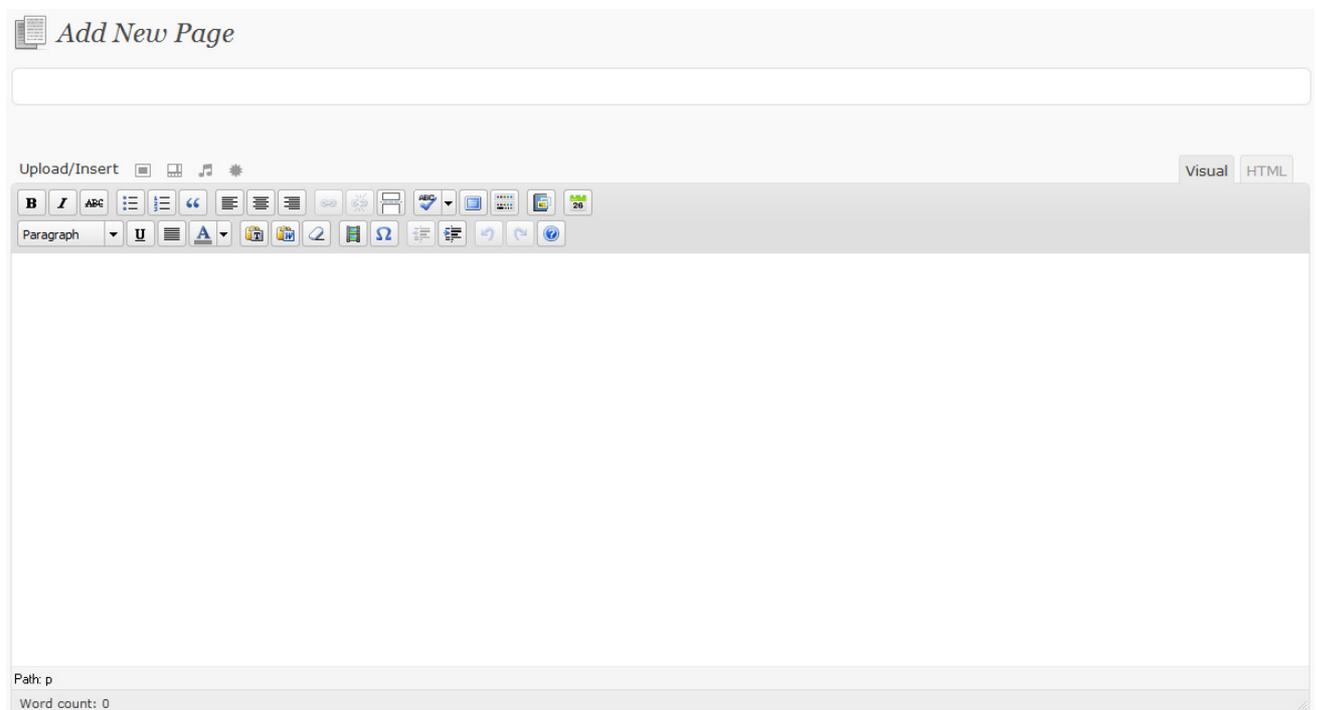
Once you have clicked on **Pages**, you will (providing you have pages) find a list of pages that have already been published. You can Edit, Delete or View these pages.



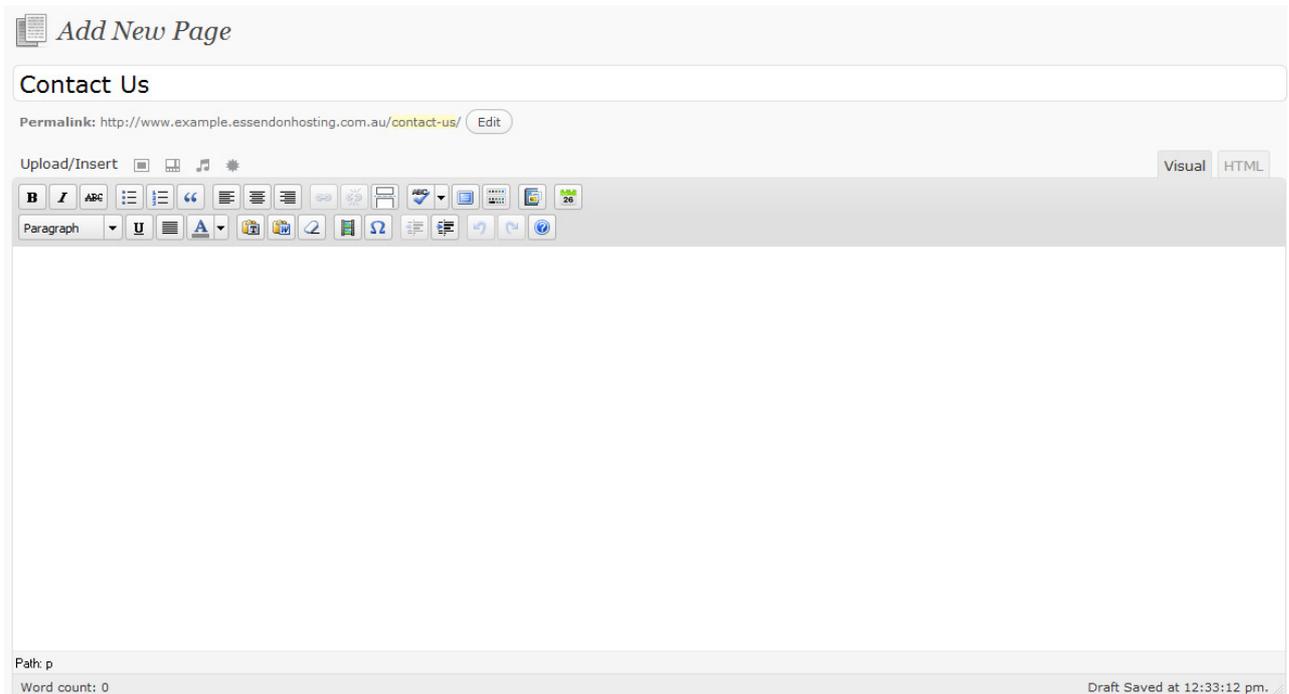
If you do not have any **pages** you can simply add one by clicking the Add New button.



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

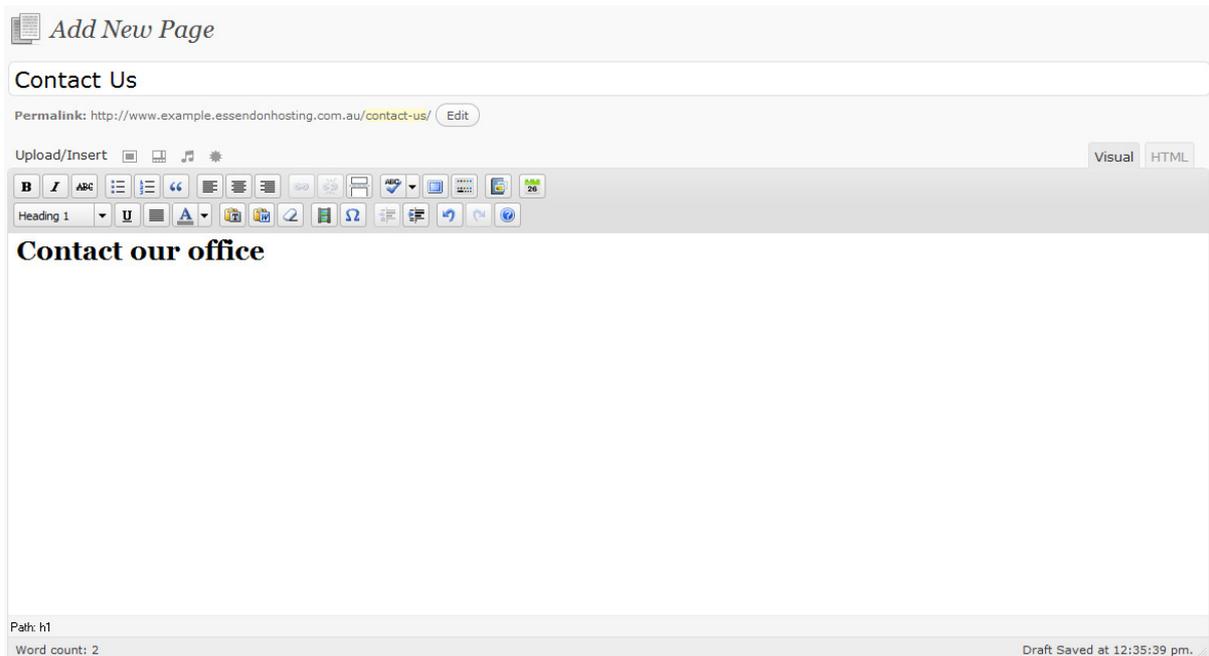


Give the page a title but keep it short as this title will be displayed in your navigation area.



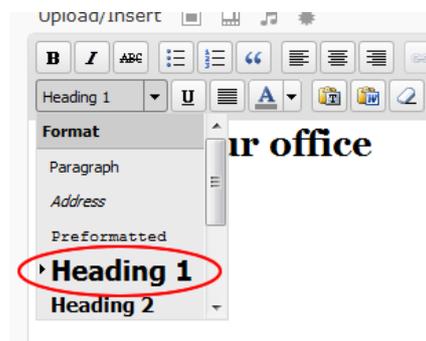
The screenshot shows the WordPress 'Add New Page' editor interface. At the top, there is a document icon and the text 'Add New Page'. Below this is a text input field containing the title 'Contact Us'. Underneath the title is a permalink field showing 'http://www.example.essendonhosting.com.au/contact-us/' with an 'Edit' button. A toolbar with various icons is visible, and the 'Visual' tab is selected. The main content area is empty. At the bottom, the status bar shows 'Path: p', 'Word count: 0', and 'Draft Saved at 12:33:12 pm.'

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

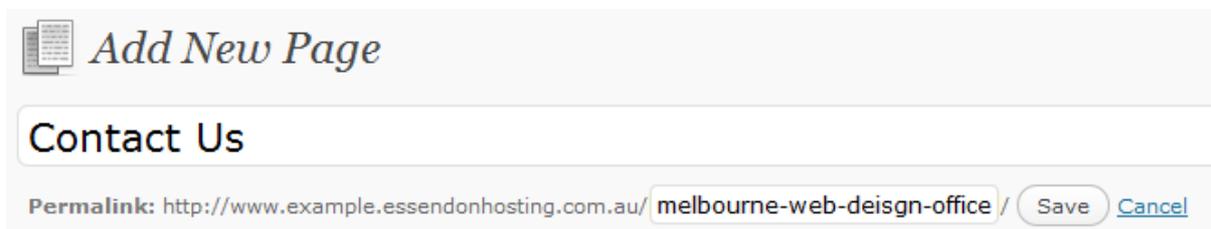


The screenshot shows the WordPress 'Add New Page' editor interface. At the top, there is a document icon and the text 'Add New Page'. Below this is a text input field containing the title 'Contact Us'. Underneath the title is a permalink field showing 'http://www.example.essendonhosting.com.au/contact-us/' with an 'Edit' button. A toolbar with various icons is visible, and the 'Visual' tab is selected. The main content area contains the heading 'Contact our office'. At the bottom, the status bar shows 'Path: h1', 'Word count: 2', and 'Draft Saved at 12:35:39 pm.'

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**.



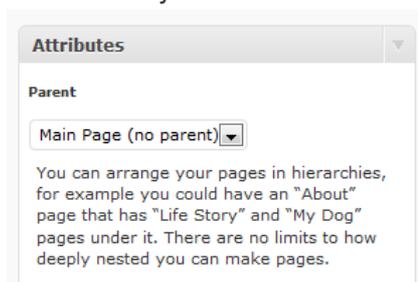
Once you have entered your content, you can change the page permalink to something more descriptive for search engine optimisation.



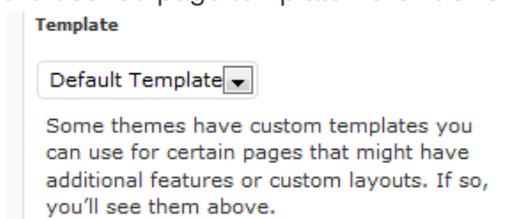
Page Options

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.**

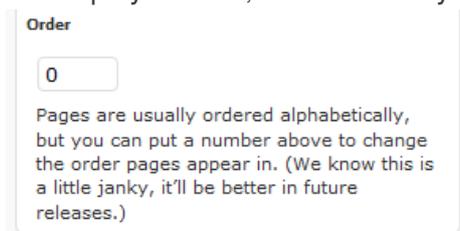


- **Comments & Pings** - you can control if you want to open comments for your page. Generally for pages you would turn this off if your default for posts is on. Your wordpress theme may likely not have a comments section in the template for static pages anyways.



- **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

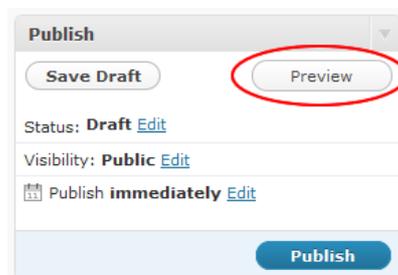
are displayed here, otherwise they're sorted alphabetically.



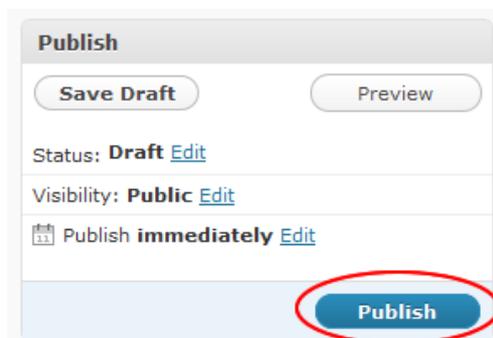
Saving and Publishing your Pages

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

Before publishing the page 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 page.

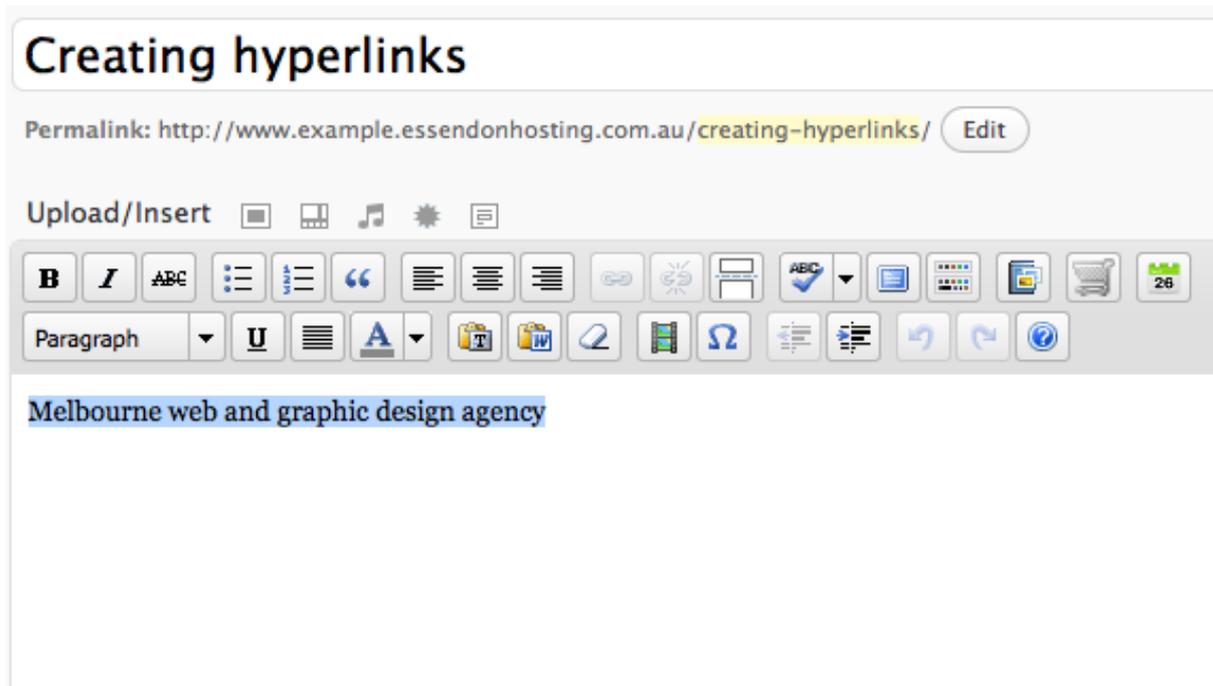


Once you have previewed the post and you are satisfied, click the Publish button.

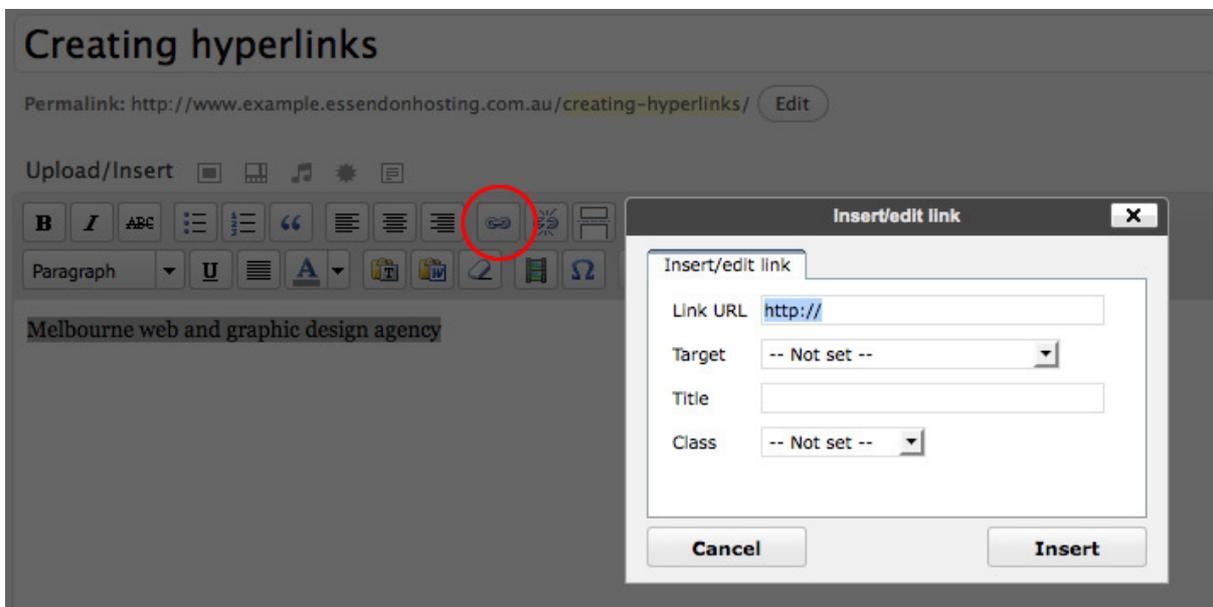


Creating hyperlinks

Enter the text that you would like to be a hyperlink.

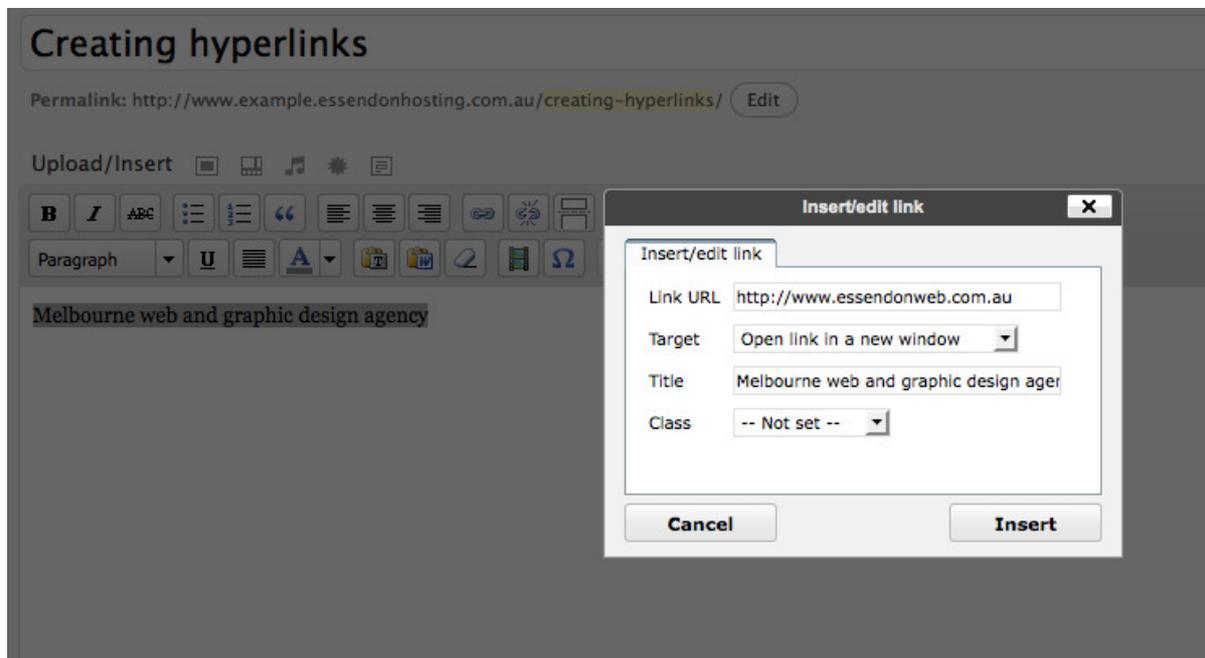


Click the hyperlink button.

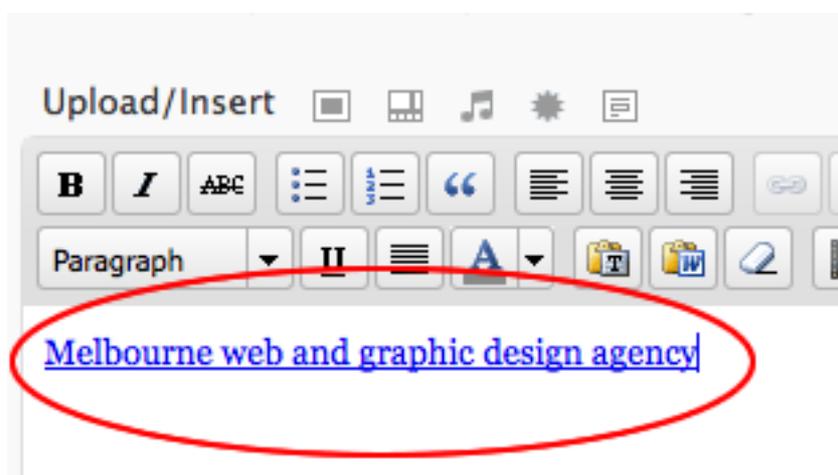


Then enter the URL you would like to link too.

Note: Make sure you leave the http:// in front of the URL you type in if you want to link to external site. If you are linking internally to your site, just copy out the page URL (located in the address bar of your web browser) you want to link too.



If you have successfully created a hyperlink, you will notice that the colour of the text will change.

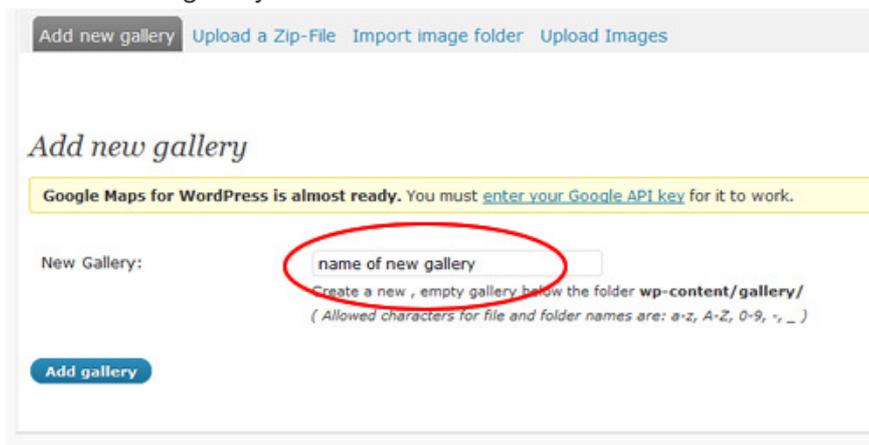


Creating Galleries

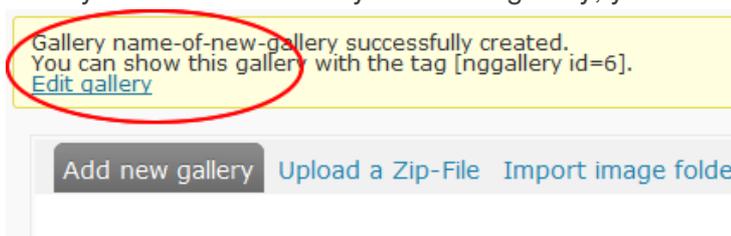
1. To create a new gallery, click Add Gallery / Images



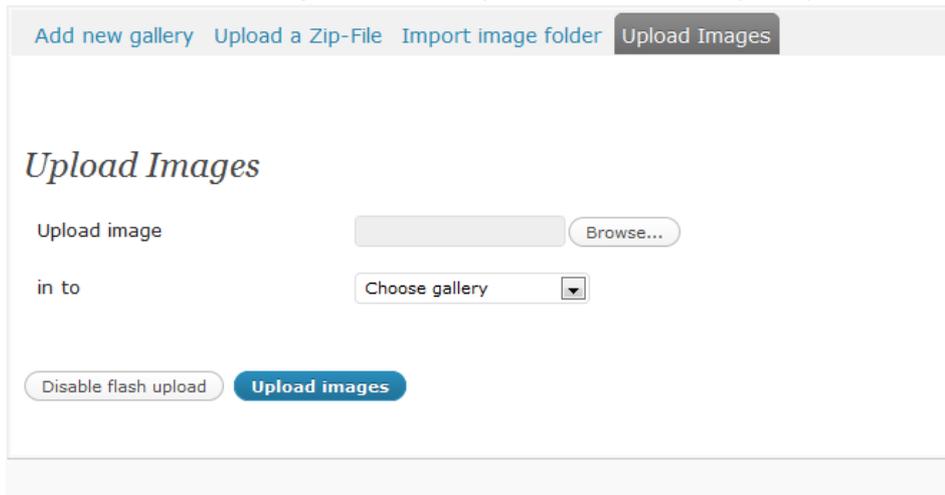
2. Give the new gallery a name



3. Once you have successfully created a gallery, you will receive a message



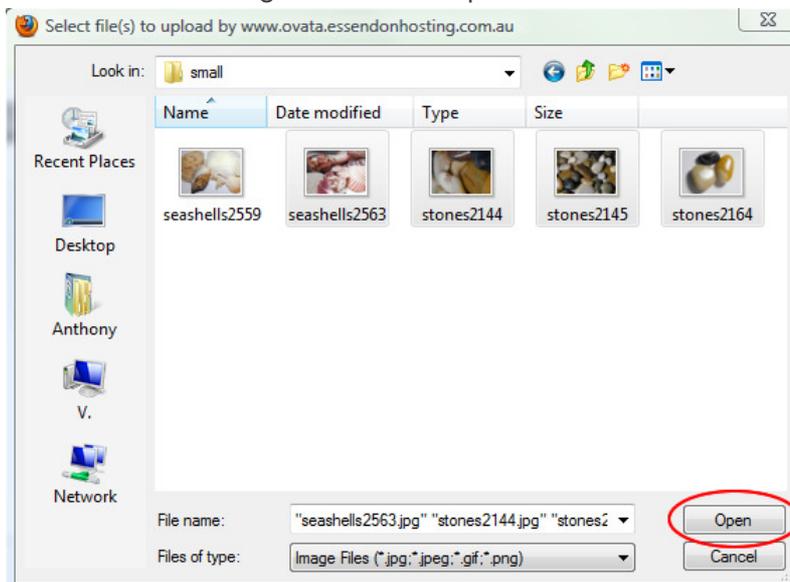
4. You will then need to upload the images to the selected gallery



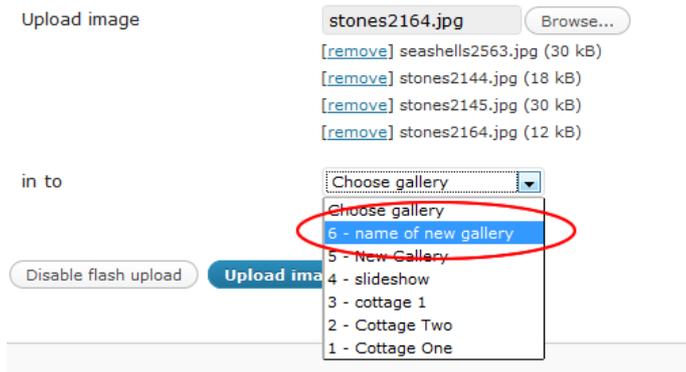
5. You will need select the images you want to upload by clicking 'Browse'



6. Then select the images and click 'Open'



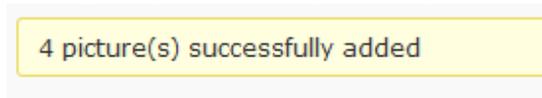
7. Then select the gallery you wish to upload the images to



8. Once you have done that, click 'Upload Images'

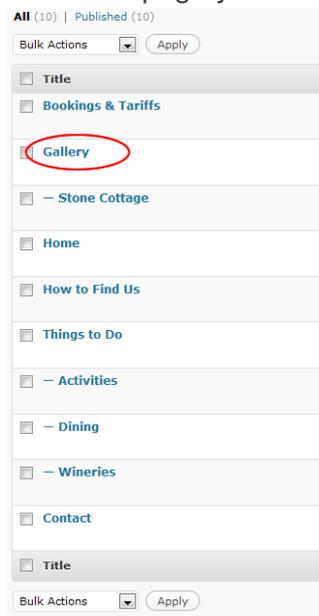


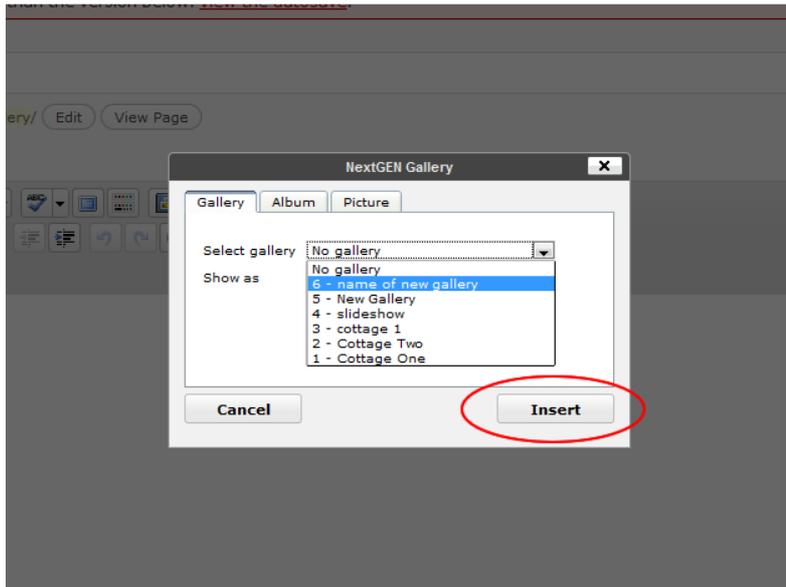
9. If everything is ok, then you will get a message



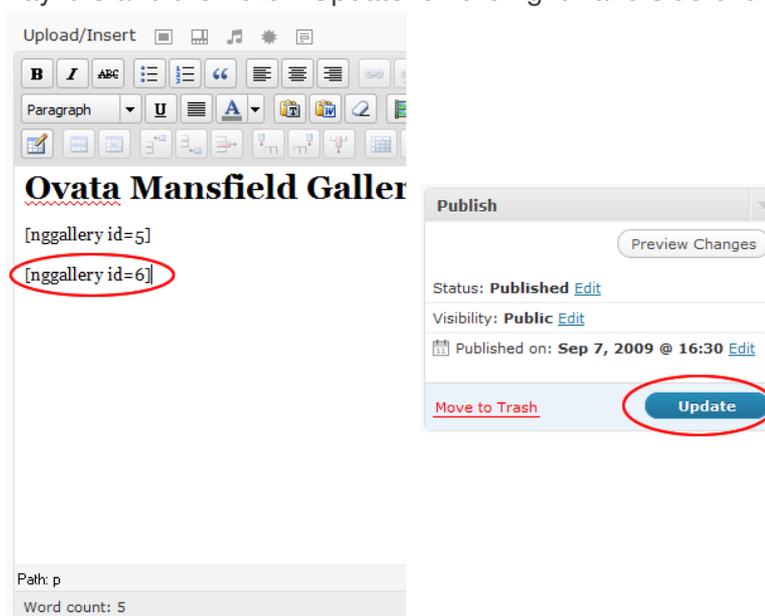
Once you have created the gallery, you then need to insert that gallery into a page.

1. Select the page you wish to insert the gallery into





5. Once you have inserted the new gallery, a line of code will be written. Leave it the way it is and then click 'Update' on the right hand side of the screen.



WYSIWYG Editor

WYSIWYG stands for **what you see is what you get**.



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

 **I 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 Colour - change colour 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