

# WordPress Beginner's Guide

Winter 2013 Edition  
Compiled by Danconia Media

# About WordPress

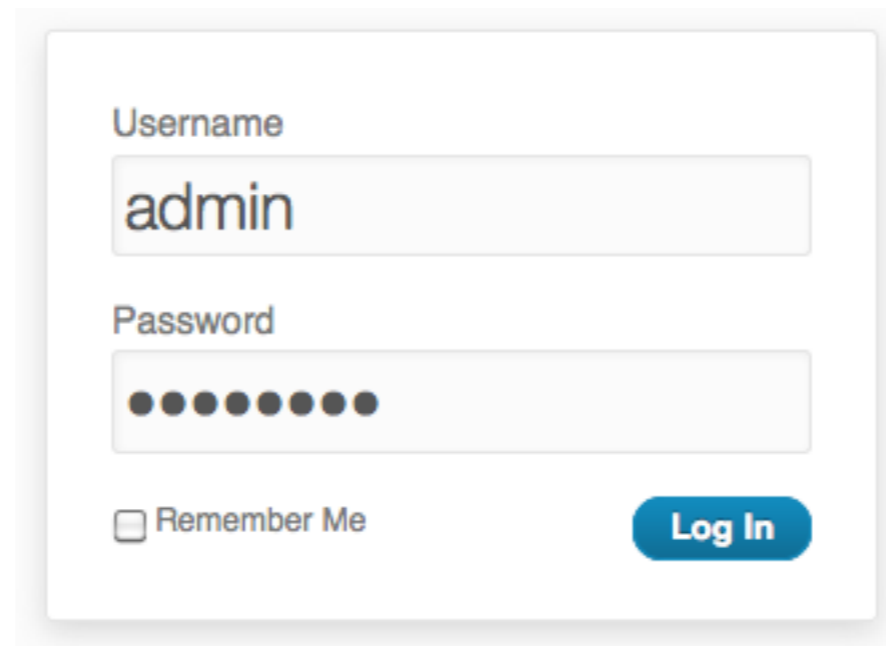
WordPress, first released in 2003, is a wildly popular open-source content publishing application that powers more than 200 million websites globally.



Initially a blogging platform, WordPress has been transformed into a robust content management system (CMS) that's easy for web novices to leverage.

# Logging Into WordPress

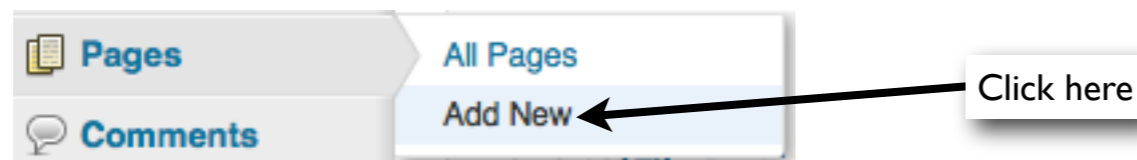
- Go to [www.yoursite.com/wp-admin](http://www.yoursite.com/wp-admin) using your Internet browser.
- Type in your username and password.



A screenshot of the WordPress login interface. It features a white background with a light gray border. At the top, the word "Username" is written in a small, gray font. Below it is a text input field containing the text "admin". Underneath the username field, the word "Password" is written in a small, gray font. Below the password label is a password input field filled with ten black dots. At the bottom left of the form, there is a checkbox followed by the text "Remember Me". At the bottom right, there is a blue button with the text "Log In" in white.

# Adding a New Page

- Once you're logged in, click the "Pages" button in the left-hand sidebar.
- If you hover over it, you'll be presented with two options: "All Pages" and "Add New." Select "Add New."




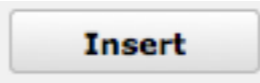
# Adding a New Page

WordPress features an easy-to-use WYSIWYG (What You See Is What You Get) editor that's very similar to Microsoft Word.

The image shows a screenshot of the WordPress 'Add New Page' editor interface. The interface is divided into several sections:














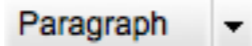














- Title Field:** A text input field at the top with the placeholder text 'Enter title here'. An arrow points to it with the label 'Page title goes here'.
- Buttons:** A row of buttons including 'Save Draft', 'Preview', 'Publish Immediately', and 'Publish'. An arrow points to the 'Preview' button with the label 'Click here to preview page'. Another arrow points to the 'Publish' button with the label 'Click here when ready for page to go live'.
- Page Attributes:** A sidebar on the right containing settings for 'Parent', 'Template', and 'Order'. An arrow points to the 'Parent' dropdown menu with the label 'Select page parent here'.
- Main Content Area:** A large text editor area with a rich text toolbar. An arrow points to it with the label 'Main content goes here'.
- Footer:** A status bar at the bottom left showing 'Path: p' and 'Word count: 0'.

# Adding a Page


- If you're copying and pasting from Microsoft Word, OpenOffice or another word processing application, click the  button to paste as plain text.
- Paste the desired text into the screen that pops up and click the  button.
- Pasting directly from Microsoft Word and similar software without taking this step can cause serious formatting issues and negatively affect your site's design.

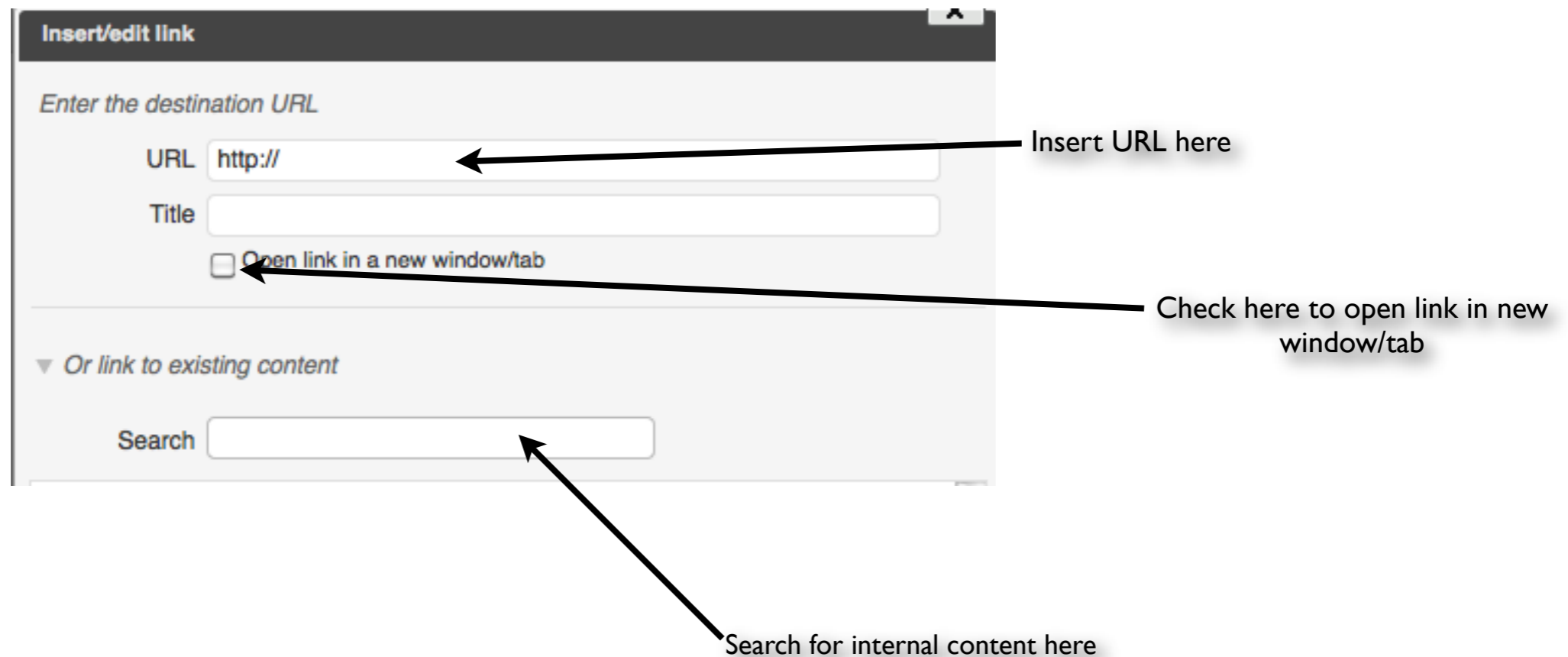
# Using the WYSIWYG Editor

Most of WordPress's WYSIWYG icons are self-explanatory, but what follows is a breakdown of what they all do.

	<b>Bold</b>		Spell check		Indent
	<i>Italic</i>		Full-screen mode		Undo
	Strike-thru		Video toolbar		Redo
	Bullet points		<u>Underline</u>		Help
	Numbered list		Text formatting		
	Block quote		Align full		
	Align left		Select text color		
	Align center		Paste as plain text		
	Align right		Paste from Word		
	Insert/edit link		Remove formatting		
	Undo link		Insert custom character		
	Insert read more		Outdent		

# Linking to Content

To link to an internal or external web page, click the  icon in the page's editor while the text or image you want to anchor it is highlighted.



The screenshot shows a dialog box titled "Insert/edit link". It contains the following elements:

- A header bar with the text "Insert/edit link".
- A section titled "Enter the destination URL" containing:
  - A "URL" input field with the text "http://". An arrow points to this field with the label "Insert URL here".
  - A "Title" input field.
  - A checkbox labeled "Open link in a new window/tab". An arrow points to this checkbox with the label "Check here to open link in new window/tab".
- A section titled "Or link to existing content" with a dropdown arrow on the left.
- A "Search" input field. An arrow points to this field with the label "Search for internal content here".



# Editing Existing Pages

- To edit existing pages, hover over the “Pages” button in the left-hand sidebar menu.
- You’ll be presented with two options: “All Pages” and “Add New.” Select “All Pages.”



# Editing Existing Pages

Sort by title

Sort by author

Search pages

The screenshot shows the WordPress Pages management interface. At the top, there is a 'Pages' header with an 'Add New' button. Below it, a summary shows '198' total pages, with '195' published and '3' in drafts. A toolbar includes 'Bulk Actions', 'Apply', 'Show all dates', and 'Filter'. A search bar is labeled 'Search Pages'. The main content is a table of pages with columns for 'Title', 'Author', and 'Date'. The 'Date' column is sorted by 'Published' date. Annotations with arrows point to the 'Title' column header, the 'Author' column header, and the 'Date' column header. A callout box points to the 'Date' column with the text 'Sort by date published'.

Title	Author	Date
Home	admin	2012/06/11 Published
About Us	admin	2012/06/11 Published
Our Impact	ac	2012/06/11 Published
Our Location	ac	2012/06/11 Published
Events & News	admin	2012/06/11 Published
Ways to Give	admin	2012/06/11 Published
Careers	admin	2012/06/11 Published
Teens	admin	2012/06/11 Published
Parents	admin	2012/06/11 Published
Alumni <small>Edit   Quick Edit   Trash   View</small>	admin	2012/06/11 Published
Volunteers	admin	2012/06/11 Published
Board	admin	2012/06/11 Published
Staff	admin	2012/06/11 Published
Privacy Policy	admin	2012/06/11 Published
Testimonials	admin	2012/06/11 Published

# Editing Existing Pages

- To edit content, find the page you want to edit and hover over it.
- Select “Edit.”
- To edit basic info, select “Quick Edit.” To delete, click “Trash.” To view on site, click “View.”
- After clicking “Edit,” you’ll arrive at the WYSIWYG editor for that page. Follow the same guidelines for adding a new page.

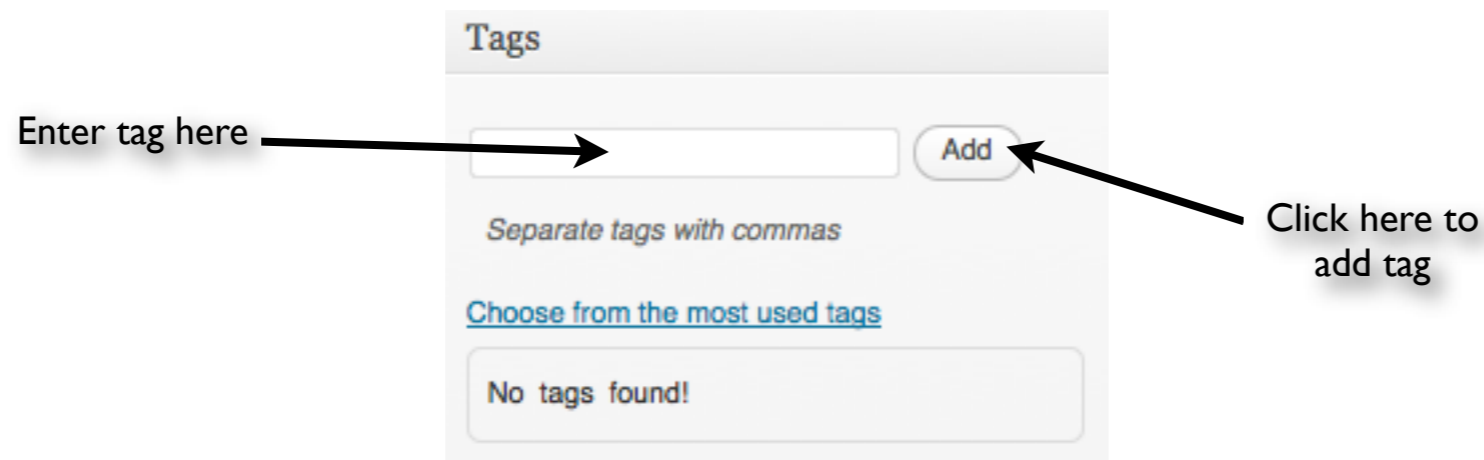
# Adding a Blog Post

- Hover over the “Posts” button in the left-hand sidebar menu.
- You’ll be presented with four options: “All Posts,” “Add New,” “Categories” and “Tags.”
- Select “Add New.”



# Adding a Blog Post


For the most part, the process for adding a new post is identical to creating a page. The only difference is that posts give you the option of including “tags” to help visitors navigate content.



# Uploading/Inserting Images

- To add an image while editing a page/post, click the Upload/Insert  button.
- After the new screen pops up, click the “Select Files” button.
- Once you select the desired file, you’ll be presented with a series of options.

# Uploading/Inserting Images

Media	Order	Actions
900-hungry		<input type="checkbox"/> <a href="#">Hide</a>
	<b>File name:</b> 900-hungry.jpg <b>File type:</b> image/jpeg <b>Upload date:</b> October 29, 2012 <b>Dimensions:</b> 4608 x 3456	
<a href="#">Edit Image</a>		
<b>Title</b>	<input type="text" value="900-hungry"/>	
<b>Alternate Text</b>	<input type="text"/> <small>Alt text for the image, e.g. "The Mona Lisa"</small>	
<b>Caption</b>	<input type="text"/>	
<b>Description</b>	<input type="text"/>	
<b>Link URL</b>	<input type="text" value="http://danconia1.com/bgcb/wp-content/uploads/2012/10/900-hungry.jpg"/> <input type="button" value="None"/> <input type="button" value="File URL"/> <input type="button" value="Attachment Post URL"/> <small>Enter a link URL or click above for presets.</small>	
<b>Alignment</b>	<input checked="" type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	
<b>Size</b>	<input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input checked="" type="radio"/>	
	<input type="button" value="Insert into Post"/> <a href="#">Use as featured image</a> <a href="#">Delete</a>	
	<input type="button" value="Save all changes"/>	

Select alt text here. This is what will appear for users whose Internet connections are too slow to load images or have disabled graphics in their browser settings.

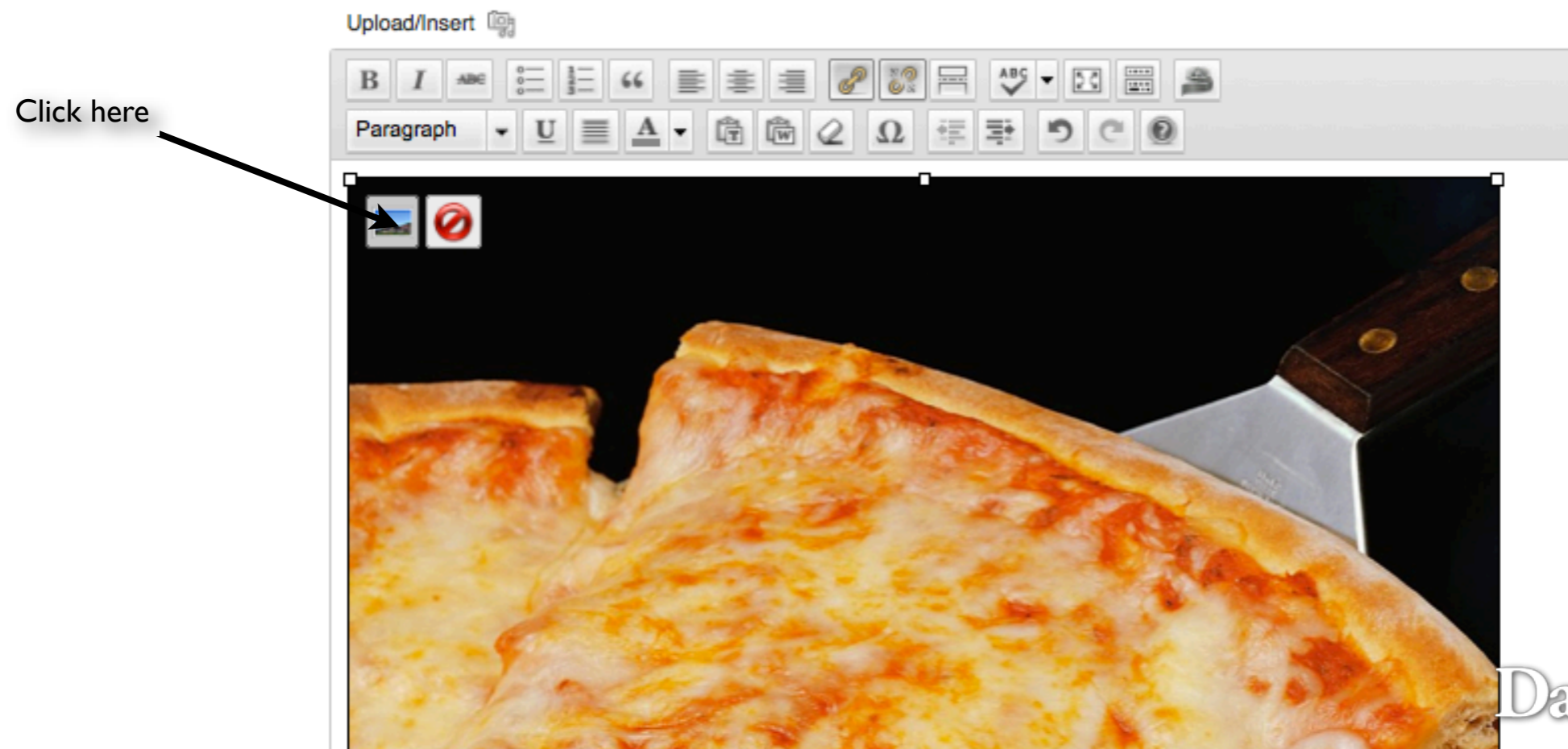
Adjust image size

Click here to insert image into page/post

Delete image

# Editing Images in WordPress

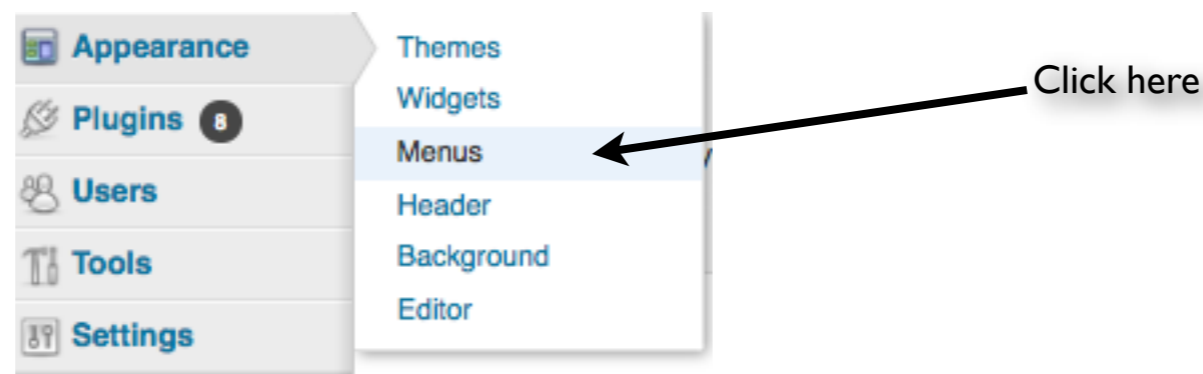
To edit an inserted image in a page/post, click the  icon in the WYSIWYG editor when the relevant image is highlighted.





# Adding/Editing Menu Items

- On the left-side sidebar menu, hover over the “Appearances” button.
- You’ll be presented with several options. Select “Menus.”



# Adding/Editing Menu Items

The screenshot displays a CMS interface for managing menu items. It is divided into several sections:

- Theme Locations:** A panel on the left with two dropdown menus for 'Main Menu' and 'Footer Menu', and a 'Save' button.
- Menu Management:** A central panel with tabs for 'Main Menu' and 'Menu'. The 'Menu' tab is active, showing a 'Menu Name' field with 'Menu' and a checkbox for 'Automatically add new top-level pages'. Below this is a 'Delete Menu' link and a list of menu items. One item, 'Testimonials', is highlighted in grey and has a 'Page' dropdown next to it. An arrow points to this item with the text: 'Menu items go here. Select and drag to change order.'
- Custom Links:** A panel below 'Theme Locations' with 'URL' and 'Label' input fields. The 'URL' field contains 'http://'. An arrow points to this field with the text: 'Use this to link menu items to external web pages'. There is an 'Add to Menu' button.
- Pages:** A panel at the bottom with a list of pages: 'Testimonials', 'Our Work', 'Get Quote', 'Online Advertising', 'Branding', 'Direct Mail', 'Business Development', 'Copywriting', 'Email Marketing Services', 'Content Delivery Systems', and 'Promotional Campaigns'. Each item has a checkbox. An arrow points to the list with the text: 'Select pages here'. There are 'Select All' and 'Add to Menu' buttons.

# Adding/Editing Menu Items

The screenshot shows a form for editing a menu item. At the top left is the label "Testimonials" and at the top right is a "Page" dropdown menu. Below these are two input fields: "Navigation Label" containing the text "Testimonials" and "Title Attribute" which is empty. A third field labeled "Original:" contains a blue hyperlink "Testimonials". At the bottom of the form are two links: "Remove" in red and "Cancel" in blue. Three arrows point to these elements with the following labels: "Click here to edit menu item options" points to the "Page" dropdown; "Menu item title goes here" points to the "Navigation Label" field; and "Delete menu item" points to the "Remove" link.

# Adding a User

- In the left-hand sidebar menu, click the “Users” button between “Plugins” and “Tools.”
- You’ll be presented with three options: “All Users,” “Add New” and “Your Profile.” Select “Add New.”



# Adding a User

## Add New User

Create a brand new user and add it to this site.

Username *(required)*

E-mail *(required)*

First Name

Last Name

Website

Password *(twice, required)*

Strength indicator

*Hint: The password should be at least seven characters long.*

Send Password?  Send this password to the new user by email.

Role

Pick unique password that hackers won't be able to guess

Select user role (explanation next page)

# User Roles

WordPress allows for several user role options.  
They are:

**Super Admin:** User has control over entire site.

**Administrator:** User has access to administrative features, including adding and editing pages/posts.

**Editor:** User can add and edit posts/pages.

**Author:** User can only publish and manage his or her own posts.

**Contributor:** User can add posts but they must be approved by administrator before being published.

**Subscriber:** User only has access to his or her profile.

# Widgets

- Widgets are small boxes of content or functionality that are placed throughout the site. They usually appear in sidebars or the footer, but can be placed virtually anywhere on your site.
- You can view your site's Widgets by hovering over "Appearance" and selecting "Widgets."



# Widgets

The screenshot displays the WordPress Widgets management interface. On the left, a panel titled "Available Widgets" lists various widget options with their descriptions. On the right, a sidebar shows three widget areas: "Primary Widget Area", "Video Widget Area", and "Testimonials".

**Available Widgets:**

- Archives:** A monthly archive of your site's posts
- Calendar:** A calendar of your site's posts
- Categories:** A list or dropdown of categories
- Custom Menu:** Use this widget to add one of your custom menus as a widget.
- CVG Showcase:** Show a Cool Video Gallery Showcase
- CVG Slideshow:** Show a Cool Video Gallery Slideshow
- Events Calendar:** Events Calendar
- Events List Widget:** A widget that displays the next upcoming x events.
- Links:** Your blogroll
- Login Form:** A widget that allows users to log into your site.
- Meta:** Log in/out, admin, feed and WordPress links
- Pages:** Your site's WordPress Pages
- Recent Comments:** The most recent comments
- Recent Posts:** The most recent posts on your site
- Tag Cloud:** Your most used tags in cloud format
- Testimonials Widget:** Testimonial widget plugin allows you display testimonials in a sidebar on your WordPress blog.
- Text:** Arbitrary text or HTML
- Users:** Provides the ability to list the users of the site.
- RSS:** Entries from any RSS or Atom feed
- Search:** A search form for your site
- Social Media Mashup:** Combined social media & RSS feeds

**Widget Areas:**

- Primary Widget Area:** The primary widget area
- Video Widget Area:**
- Testimonials:**

Optional widgets appear here

Drag desired widgets here



# Widgets

WordPress comes configured with several default widgets, including:

**Archives:** Monthly archive of site's blog posts.

**Links:** Roll of links to external sites.

**Tag cloud:** Most commonly used tags in cloud format.

**Calendar:** Calendar of site's posts.

**Login form:** Front-end reader login.

**Categories:** List or dropdown of content categories.

**Meta:** Login for WordPress users.

**Text:** Arbitrary text or custom HTML.

**Custom menu:** Additional menus for site.

**Pages:** List of site's pages.

**RSS:** Entries from any RSS or Atom feed.

**Users:** List of site's users.

**Recent comments:** Most recent blog post comments.

**Search:** Form allowing users to search your site's content for keywords.

**Recent posts:** List of most recent blog posts.

# Bits of Advice

- Give files easy names to remember so that you can locate them quicker whenever you're uploading images or PDFs to your site.
- Practice editing and adding content frequently. You can always add content and take it down. The more you do it, the more comfortable you'll be managing your site.

# Epilogue

We hope you found this basic WordPress guide for beginners helpful. If you need more assistance, extensive CMS training or custom WordPress development, feel free to call us at (603) 529-8175.

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# Notes

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