School Theme Website

Wordpress Tutorial

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Before we start

What is WordPress? WordPress is an online, open source website creation tool written in PHP. But in non-geek speak, it's probably the easiest and most powerful blogging and website content management system (or CMS) in existence today.

The possibilities are endless when it comes to customizing a WordPress website. WordPress themes and plugins can add new design options and functionality.

For more information and support regarding WordPress in general, visit Word-Press official website.

In this tutorial, we will go step by step how to add pages, posts and content using School WordPress Theme.

For support about this theme, contact Sigoo GmbH.

Dashboard

The main dashboard will give you a quick synopsis of what's going on with your website.

Top navigation bar is Admin bar ① and left navigation is Sidebar ② .

Some of the wigdets ③ which are shown in the middle:

At a Glance: is a widget that provides you a quick glance of your website. It shows you how many posts, pages and comments you have.

WordPress News: provides you with updated news of whats coming or what's new with WordPress.

Quick Draft: Use this widget to write a quick draft without having to open up your post page.
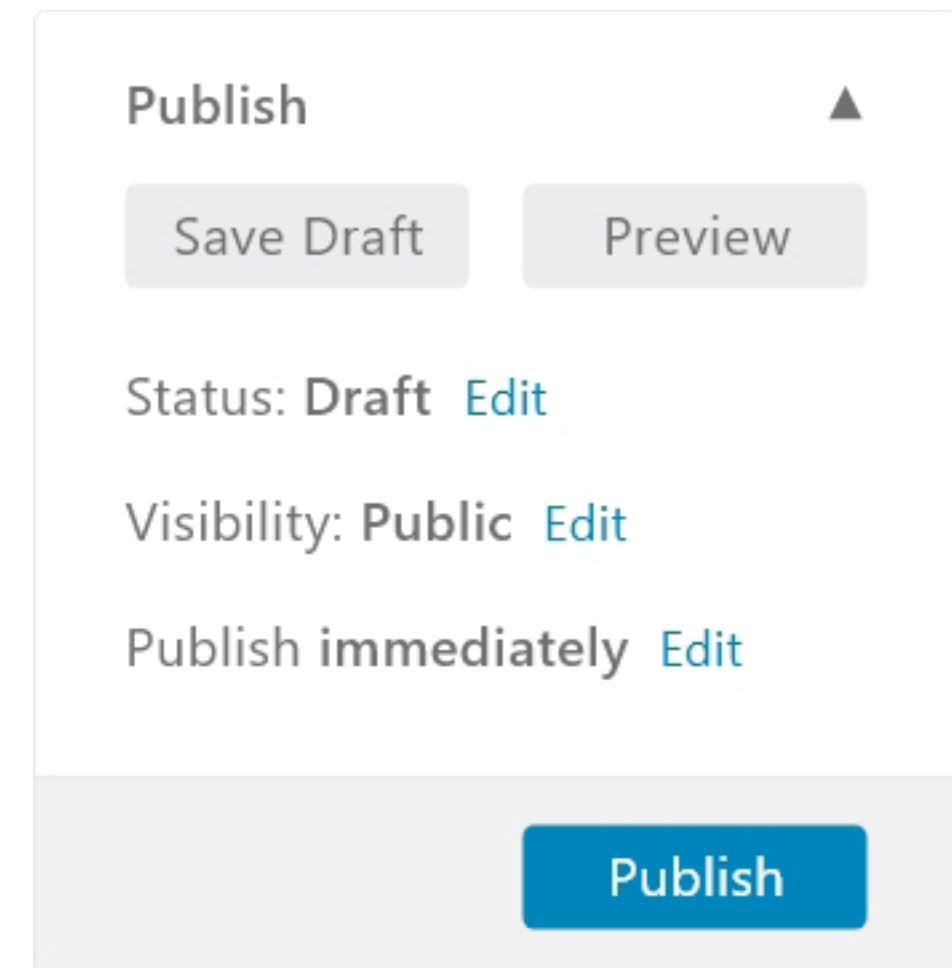
To change the order of these widgets, just click on the widget and drag and drop it where you want it on your dashboard.
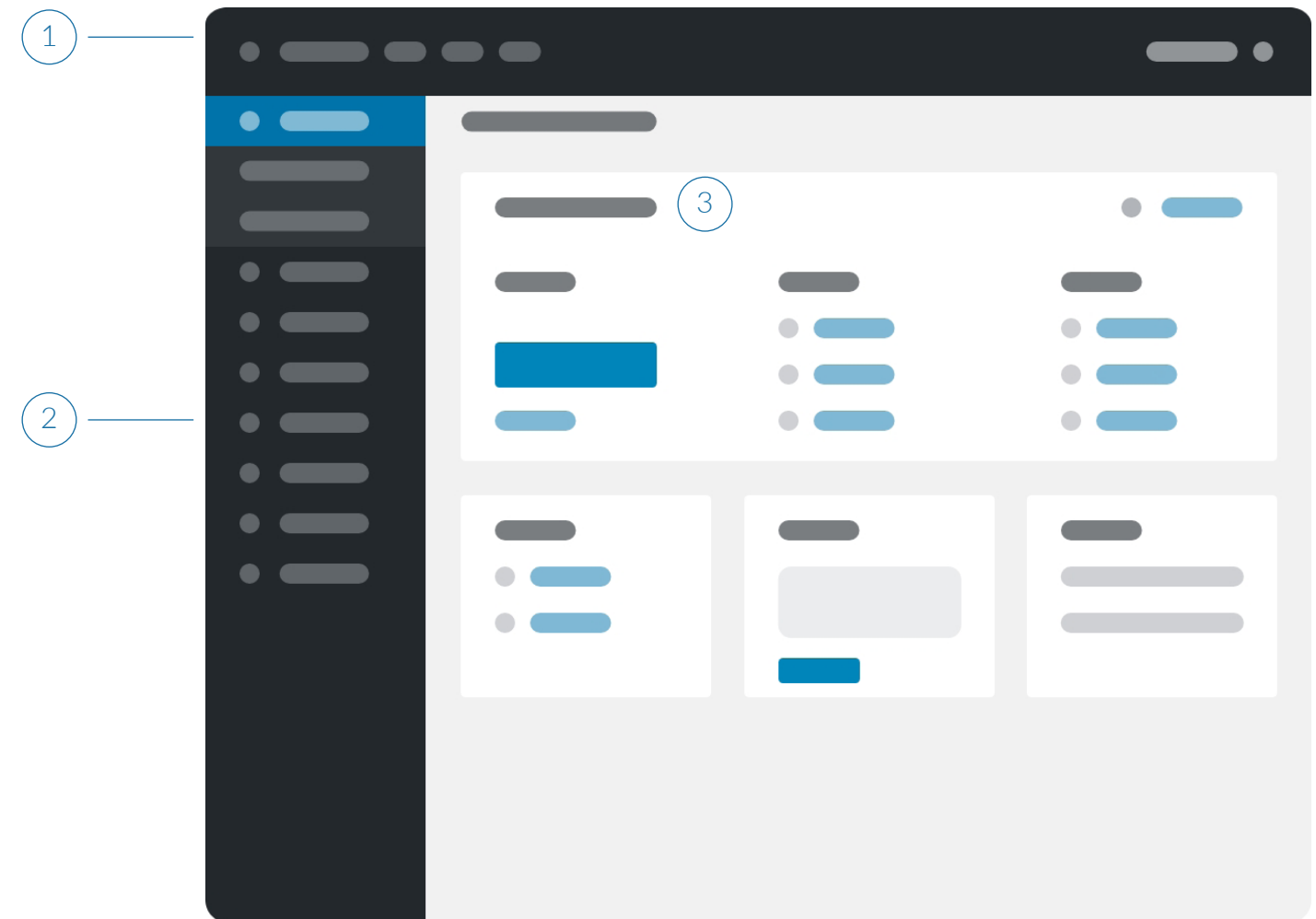
Preview first, Publish later

When you are doing any kind of change to your website, we advise you to click Preview button before publishing it, just to be sure everything is in the correct order.

Preview and Publish buttons can be found on the right side. You can also Save Draft, in case that you like what you've made so far but still isn't the right time to publish it.

Publish ▲

Save Draft   Preview

Status: **Draft** Edit

Visibility: **Public** Edit

Publish **immediately** Edit

Publish

Posts

Posts are contents that are listed in reverse chronological order on your websites. Because of that, they are mostly associated with blogs. Sometimes, posts are confused with pages. See Post vs. Page for an explanation of the differences.

There are different ways to Add a New Post to your WordPress website. You can use tab Posts on the Sidebar or + New from the Admin bar.
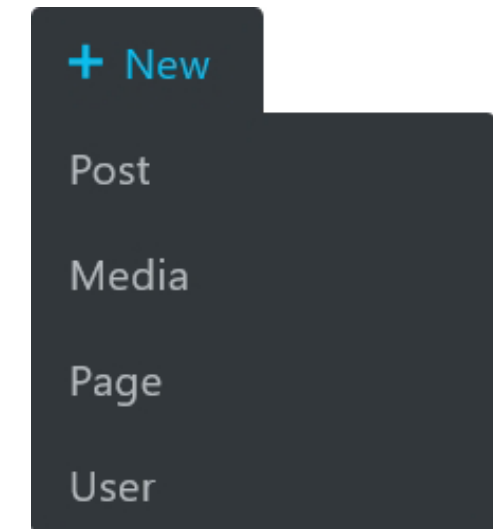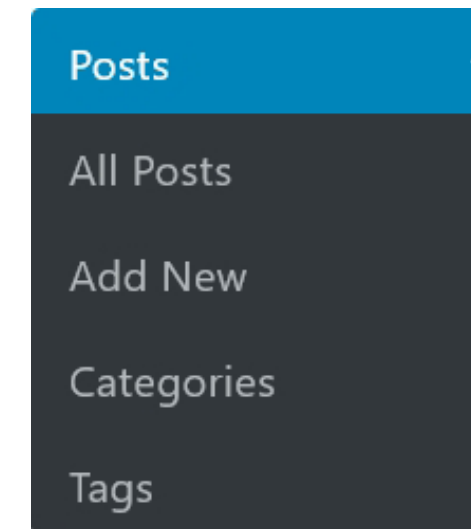
Add Category

This makes your posts easier to manage and read. The categories will help you put everything related to that category in one spot.

The Categories tab (1) is located in the Sidebar under Posts. Click on it and you can start adding them one by one to your website.

If you prefer to add them after you are done writing the content for your post, you can do that from inside of your posts. (2)
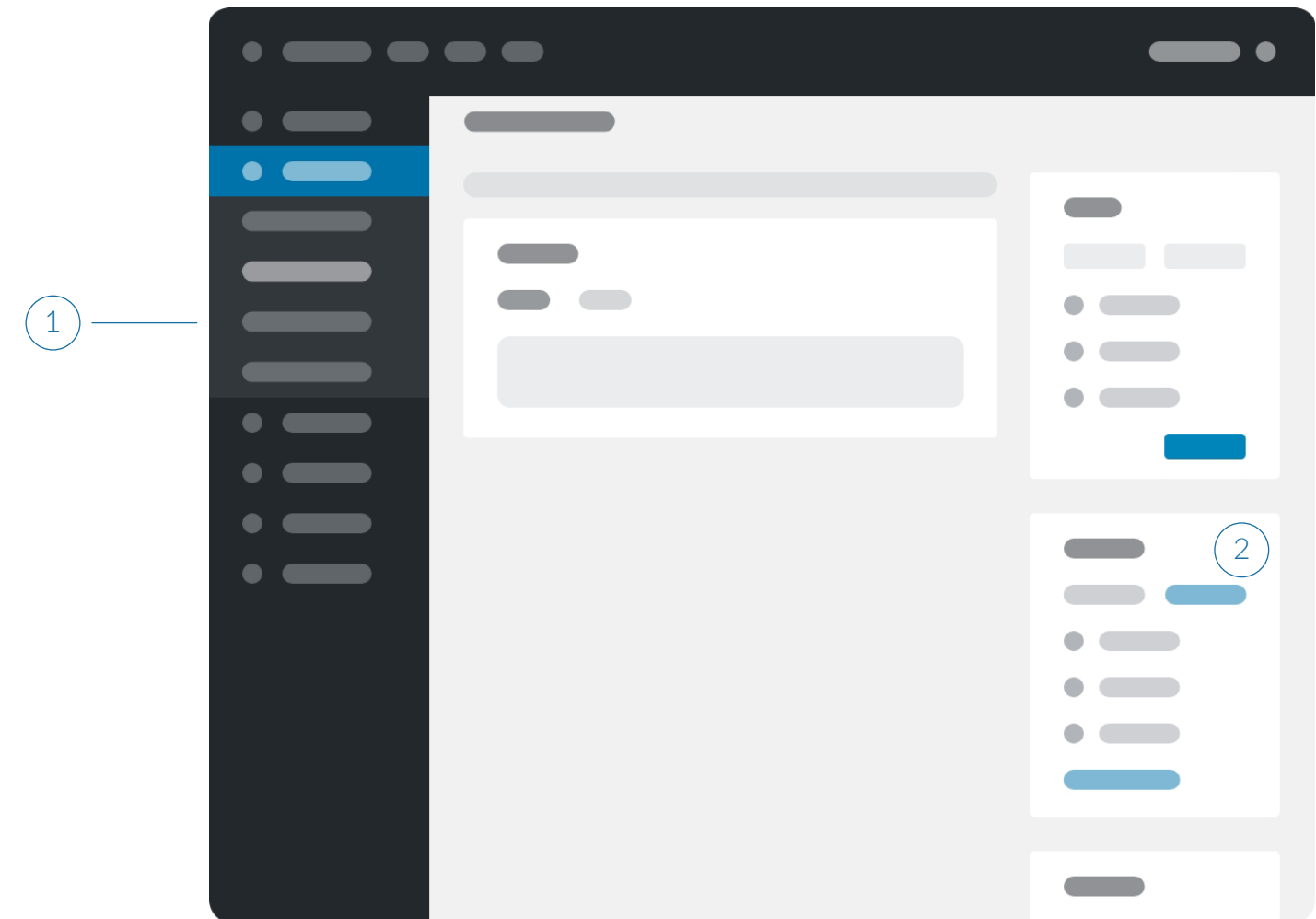
Custom Posts

You can show your posts differently, depending on the content you want to add.

In Add a New Post, there is a tab Content ① from where you can select Content Block by clicking on Add Content Block ② button. Content blocks in a post can be rearranged by dragging and dropping it on a place you prefer.
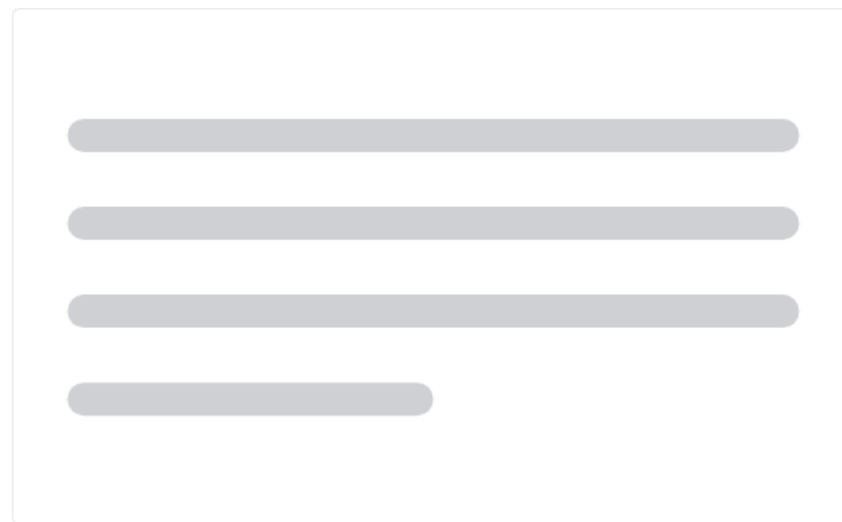
As said before, we advise you to preview post before publishing it.
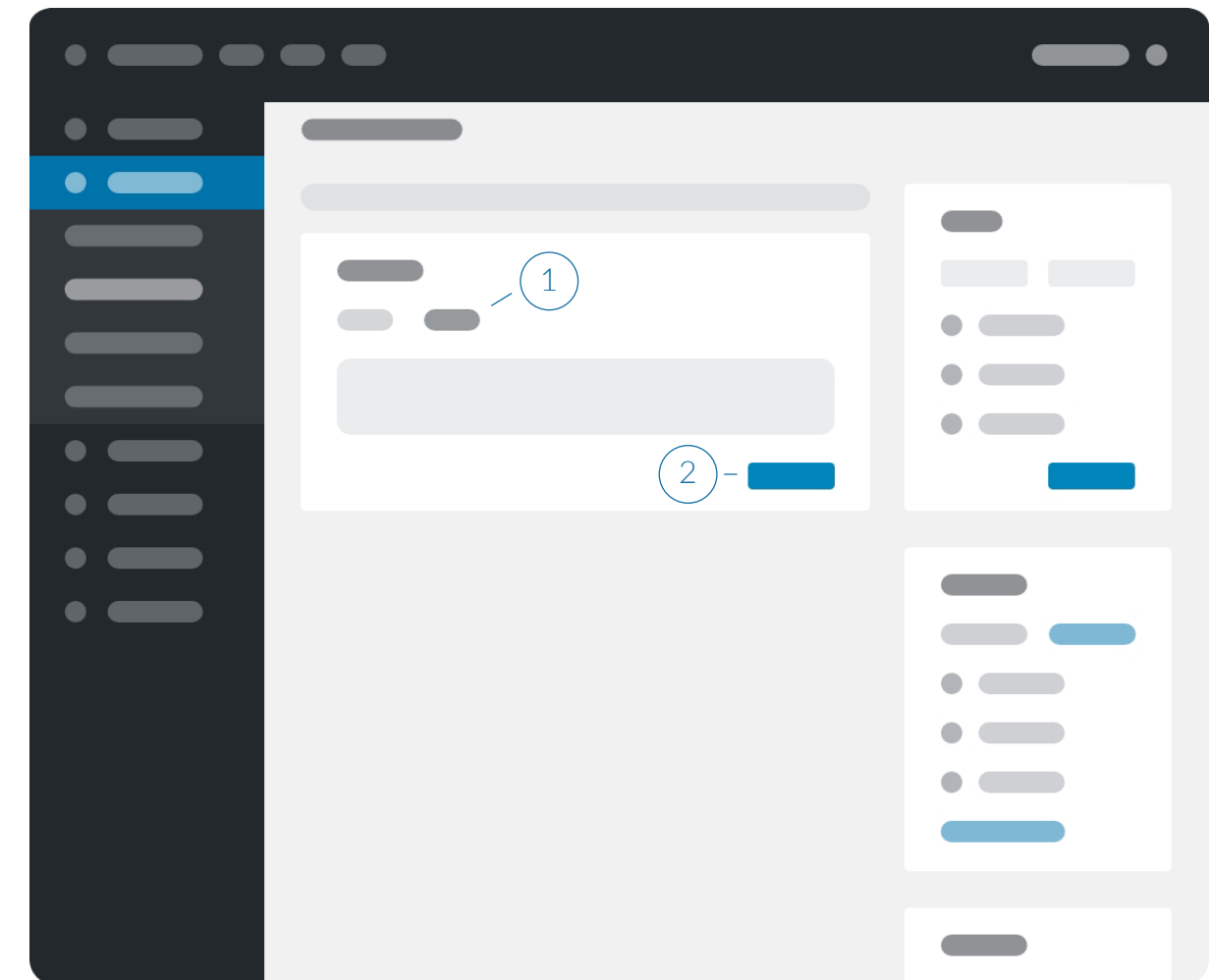
Content blocks

Blocks are the components for adding content in the new WordPress block editor. There are many different block types available for you to use. Here is a list of the blocks that are available:
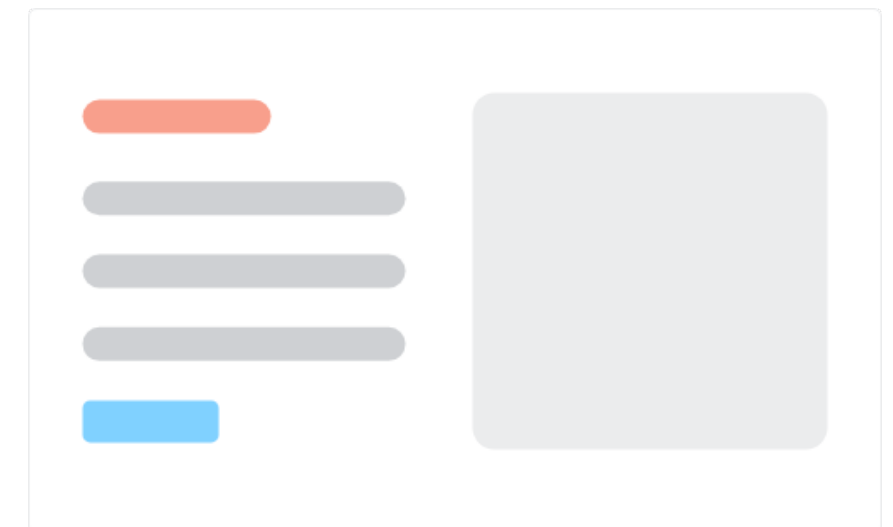
Paragraph in two columns

same as content block paragraph but in two columns

Paragraph

easily craft content and is the default block type for text added to the editor

Paragraph and Image

block with paragraph and image combined

Content blocks

Gallery

add multiple photos and have them automatically arranged in an attractive way
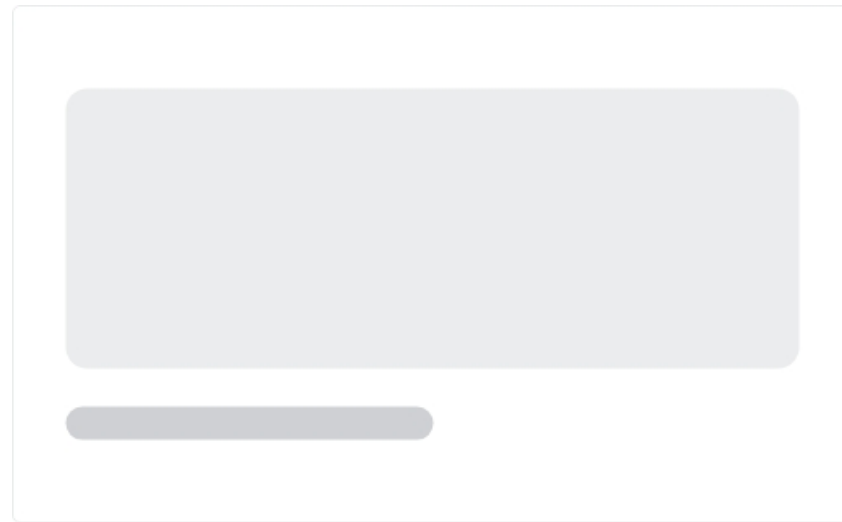
Image

simply add the image from the Upload Files tab, then select it in the Media Library tab
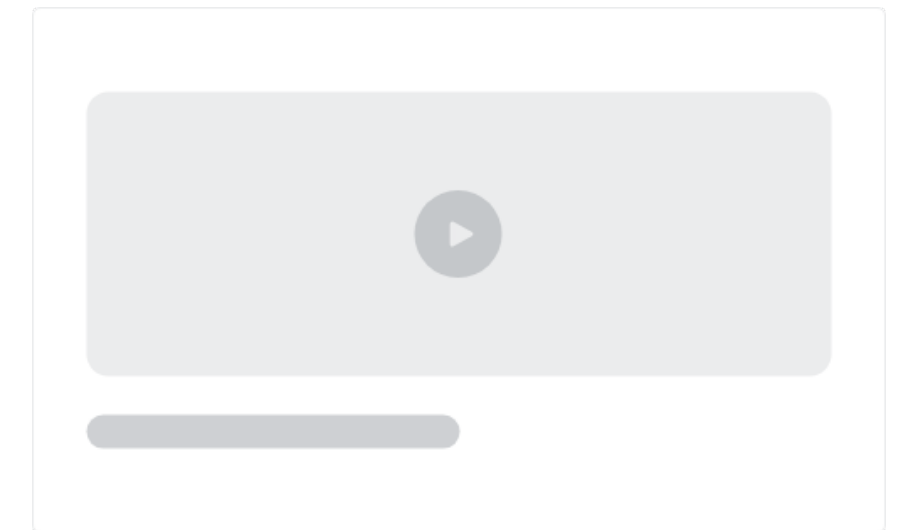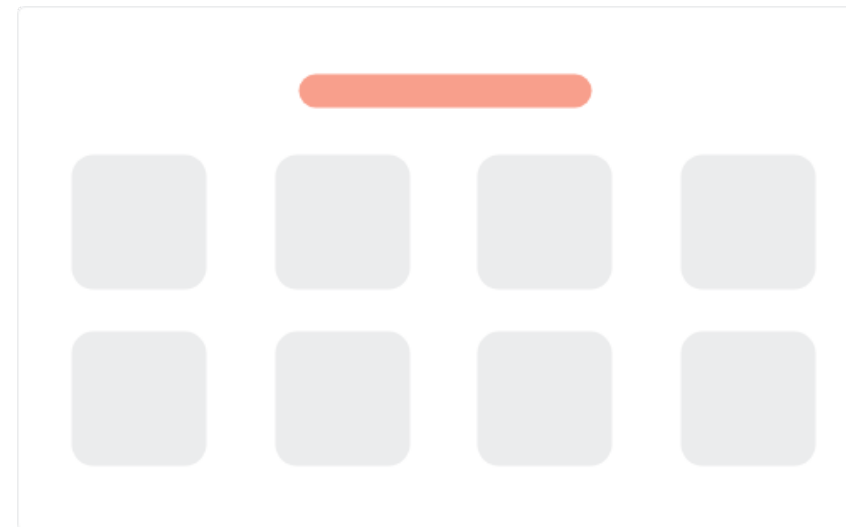
Video

allows you to add video into your post or page by entering URL link

Content blocks

Quote

adding quotes can help you highlight great reviews from your audience or phrases that inspire you
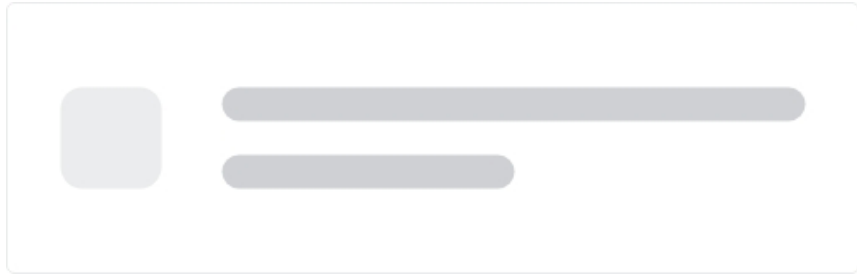
File

drop a download link to document files right in your website
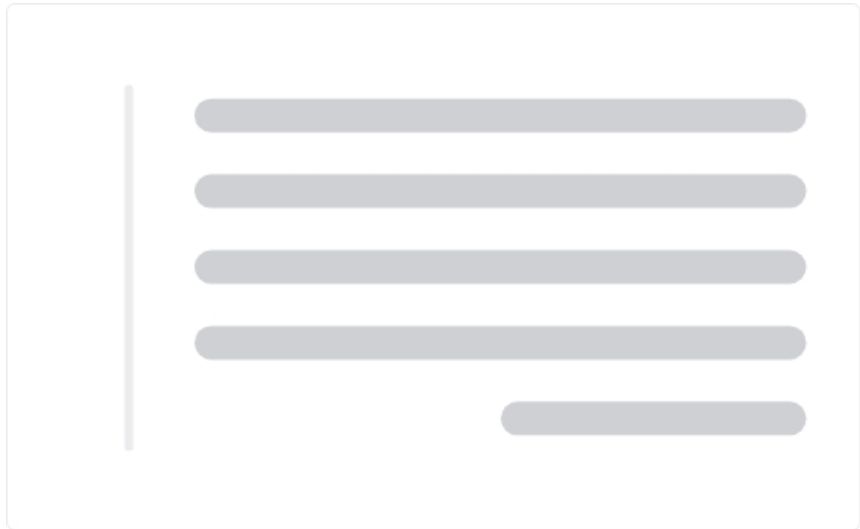
Subtitle

title for section inside the post
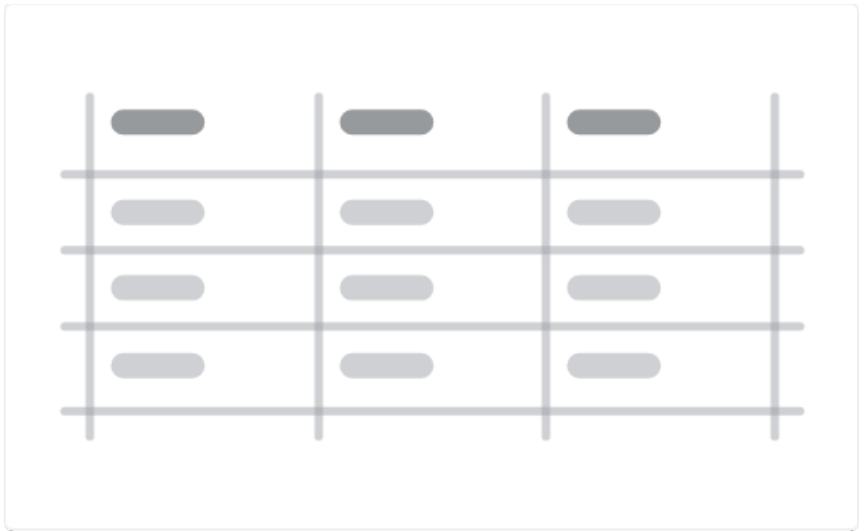
Content blocks

Ordered list

used to group a set of related items, in a specific order
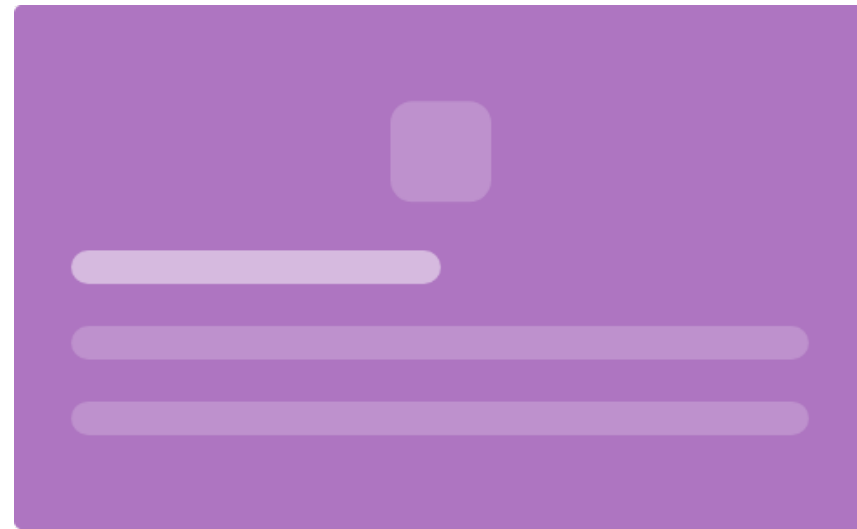
Unordered list

used to group a set of related items, in no particular order

Table

allows you to easily create a table in any post or page, best used for tabulated data rather than page design

Content blocks

File CTA (Call to Action)

upload a file which will be available for a download from the website, designed to draw more attention

Students Post

allows you to display students posts in a simple way

Staff

present your team in the best way possible using Staff content block

Pages

Pages are static. That means that the information displayed on a page doesn't change, or doesn't change often. A great example of a page would be the About or Contact Us section of a website. Unlike posts, pages don't have categories.

To Add a New Page, it is a similar approach as for adding posts. Just click on Pages ① from the Sidebar and then Add New button or click + New and select Page from Admin bar. ②

There are few predefined Page Templates which can be found under widget Page Attributes ③ . Depending of the template, different group of content blocks can be added.
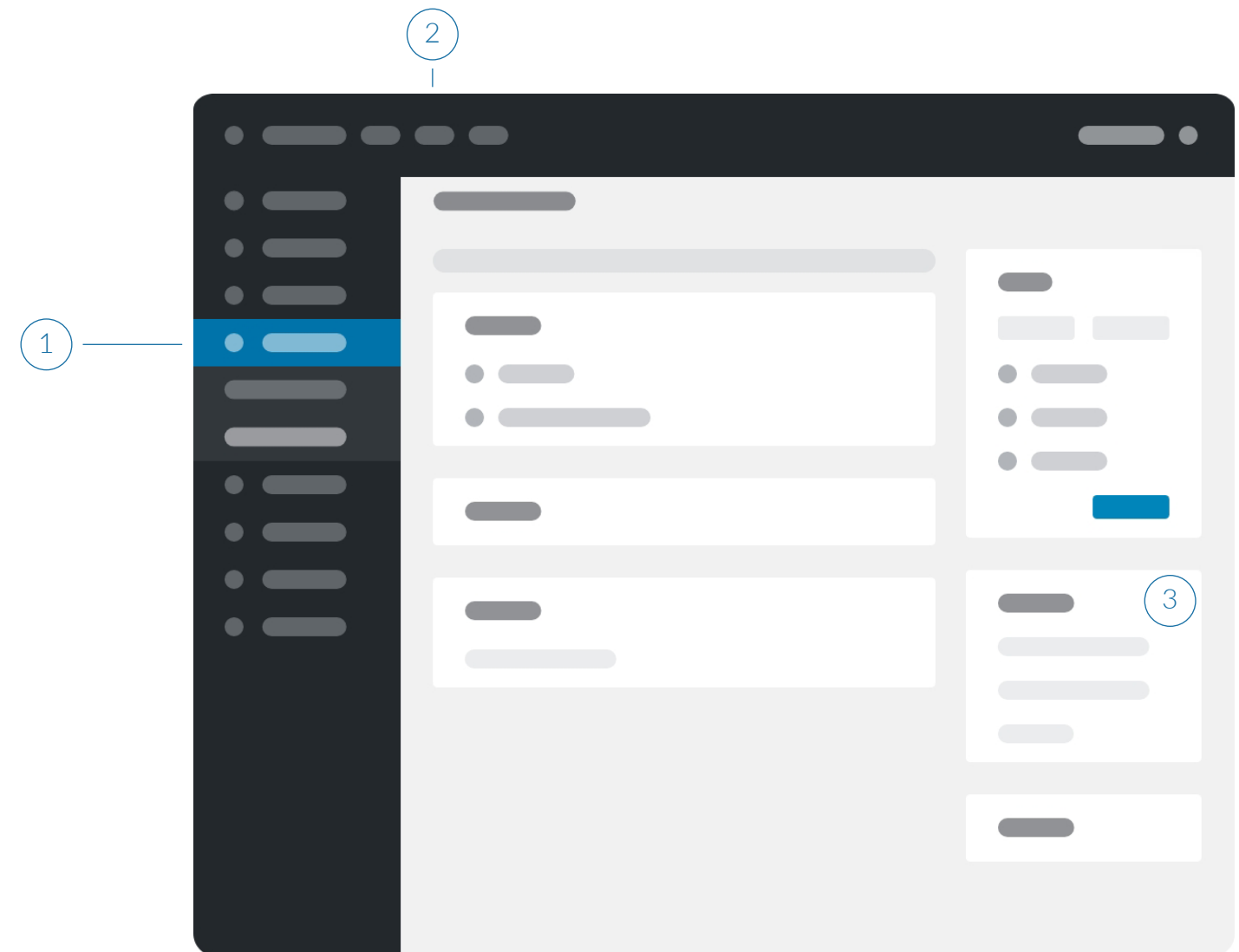
Contact

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