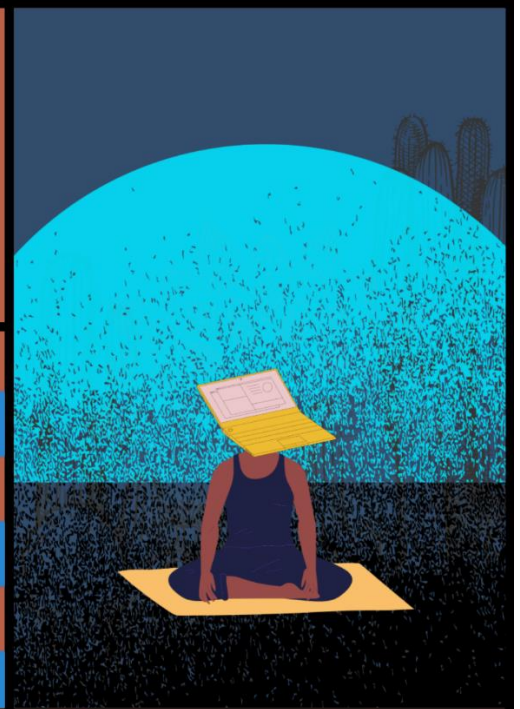


# HOW TO MANAGE



# CARPAI DIEM



**A Step-by-step guide to  
managing a WordPress Blog**

by Reed Meher

See Carpai Diem at:  
<https://rmeher.soisweb.uwm.edu/wordpress/>

# How to Manage CarpAI Diem

## A Step-by-Step Guide

By Reed Meher | April 2024



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## About this guide

The purpose of this guide is to illustrate how to edit and maintain the WordPress AI blog, *CarpAI Diem*. This guide is not a comprehensive guide to navigating all that you can do in WordPress. My goal is to teach you the steps you need to follow to successfully manage *CarpAI Diem*, a blog that has already been established.

If you run into roadblocks while using this guide, don't worry: WordPress has excellent documentation and there is a rich community of WordPress developers who are happy to help. Resources will be listed at the end of this guide.

## Things you will need

There are some tools you will need to follow along with this guide:

- **A desktop or laptop computer.** Developing a WordPress website on a mobile or tablet device may be possible, but it will introduce complications not covered in this guide. The desktop or laptop does not need to be very powerful: any computer from the last 7 years will do if it can support modern web browsers. It can be a Mac, Linux, or PC. I will be working on a PC during this guide.

- **Administrative access to *CarpAI Diem*.** This guide does not teach you how to set up a WordPress account or set up a WordPress environment on your computer.

## Instructions

### Step 1: How to login to the dashboard

Login to the dashboard by visiting the login extension of the website's home URL address:

<https://rmeher.soisweb.uwm.edu/wordpress/wp-login.php>

Enter the admin credentials into the WordPress login form (see figure 1). If the credentials are added correctly, you will be taken to the dashboard page (see figure 2).

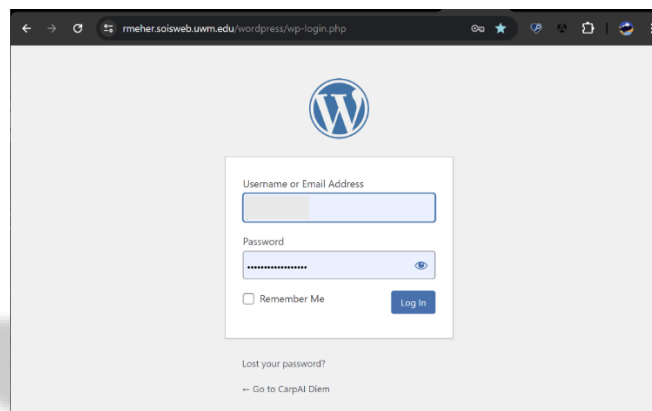


Figure 1: Login Screen

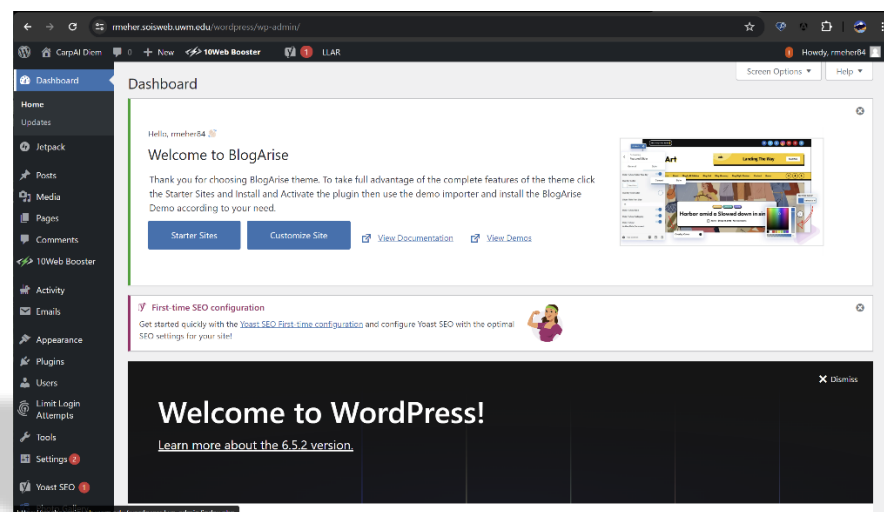


Figure 2: Dashboard

## Step 2: How to create a post / page

You can create a new post or a new page from the dashboard tool panel. There are many options to consider before publishing a new post or a new page, but for the purposes of this guide we will only be covering the basics.

### Create a new post

Posts are the essential feature of *CarpAI Diem*. Before publishing any new post, be sure to check your post for style, quality of content, and *CarpAI Diem* branding consistency.

There are 3 ways (figure 3.1) to get a new post started from the dashboard:

1. In the dashboard, select **Posts** from the tool panel on the left (Figure 3). At the top of the New Post page, there is an **Add New Post** button at the top left of the screen. Click the button to start a new post.
2. Hover on the Posts option in the tool panel and a few options will pop up by your cursor. Select the **Add New Post** option.
3. On the top of the dashboard, select the plus icon (+) and select **Post** from the pop-up window.

Using any of the above methods gets the same result. Use whichever method of adding a new post that you like.

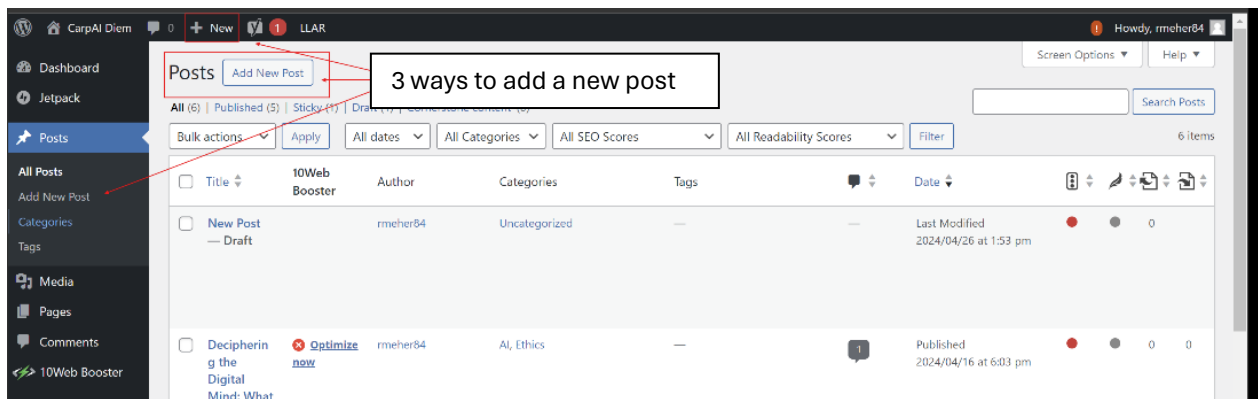


Figure 3.1: three ways to add a new post

### Create a new page

Creating a new page is identical to creating a new post: you can use any of the three methods for adding a new post for adding a new page (figure 3.2). Rather than selecting the posts options, select the **Pages** options.

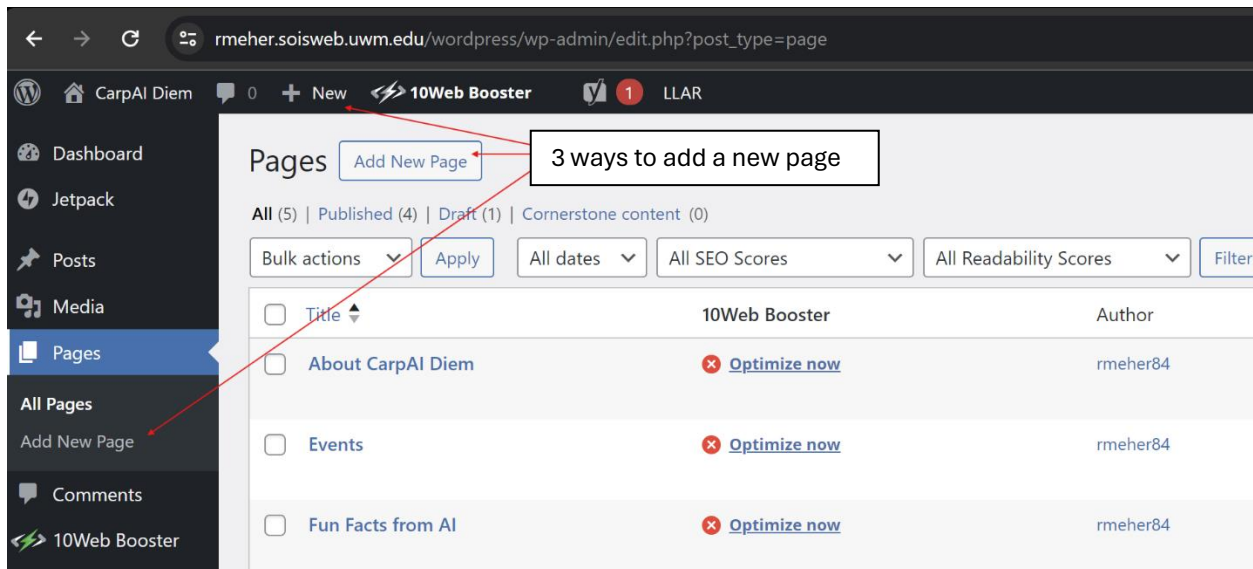


Figure 3.2: three ways to add a new page

### Preview, Publish, Draft

Once you have created your page or post and reviewed them for quality and errors, it is important to **Preview** your post or page before you publish it. You can enter preview mode by clicking on the icon that looks like a laptop on the top right of the screen. The icon is between the *Publish* and *Save as Draft* buttons.

You Can choose to preview in desktop, tablet, or mobile mode. It is important to preview your post or page in all three preview modes to ensure that the content is responsive and looks how you want it to before you publish it.

**Important!** You will not be able to preview your new post or page until you have entered text in the title and paragraph block.

Click **Preview in New Tab** option (Figure 4) to see what your new post or page will look like once it is published. Previewing in a new tab will set the size and format of the content to whatever size your browser window is – not the size of the preview mode you have selected.

When you are ready to publish, make sure to click the **Publish button** at the top right of the page on the dashboard screen (you will have to leave preview mode to do this). Alternatively, if you aren't ready to publish a new post or page, you can select the **Save as Draft** option, which is located to the left of the update button.

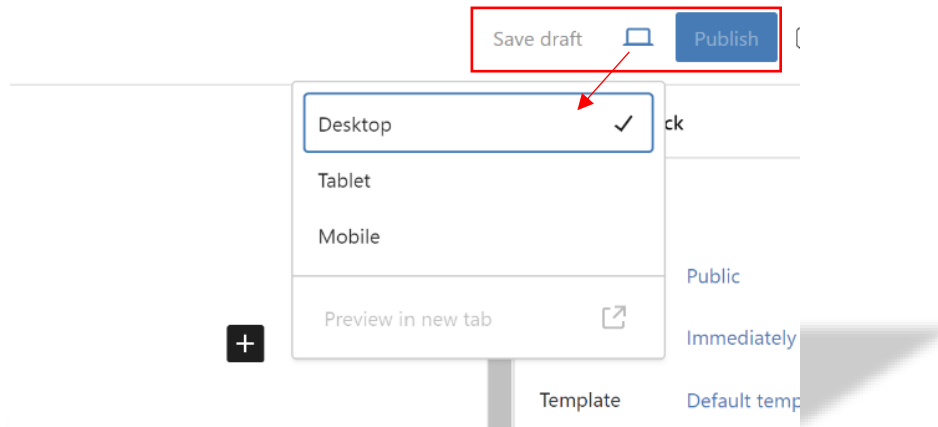


Figure 4: set preview mode, save draft, or publish

### Step 3: How to edit a post / page

All published posts, drafts, and unpublished posts can be viewed from the Posts dashboard. There are several options for editing posts regardless of their publication status, or draft status.

1. **Quick Edit:** The best way to change publish status, set permissions for comments, date changes, manage tags, and make other small changes to a post or a page. Quick Edit does not let you modify the title or body content of a post or a page.
2. **Edit:** Edit is the best way to make content changes to a post. It is not the best way to make small changes to tags, permissions, or status of the post/page. Quick Edit is the best for small changes and changing the settings of the post or page.

Select whichever edit option best matches your goal. Once you have made your changes, previewed the updates, and reviewed for quality and errors, make sure to click the **Update button** on Quick Edit or the **Publish button** on the Edit page. Alternatively, if you aren't ready to publish the updates, you can select the **Save as Draft** option, which is located to the left of the update button (figure 4).

### Step 4: How to insert a hyperlink into a post / page

To insert a hyperlink to a post or page, locate the text that you would like to assign the hyperlink to. If you double click on a word in your title or body text, the word will be highlighted, and a series of options will pop-up above or below the highlighted word (figure 5).

Select the link icon to the right of the "I" (italics) icon. An input field will pop up on the screen.

In the input field you are prompted to type or paste your link into the input field. Input the link and press enter on your keyboard or click the u-shaped arrow to the right of the input. Now the text is a hyperlink.

link

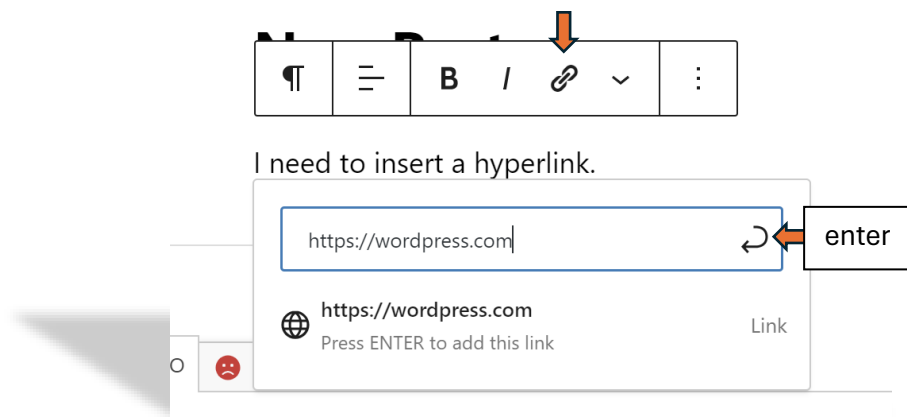


Figure 5: inserting a hyperlink

**Pro Tip!** type **Ctrl + K** on a Windows PC or **Command + K** on a Mac to use the hyperlink shortcut.

### Edit a hyperlink

To edit a hyperlink, you must be in *Edit* mode on your post or page. Hover over the hyperlink with your mouse to see several options appear (figure 6).

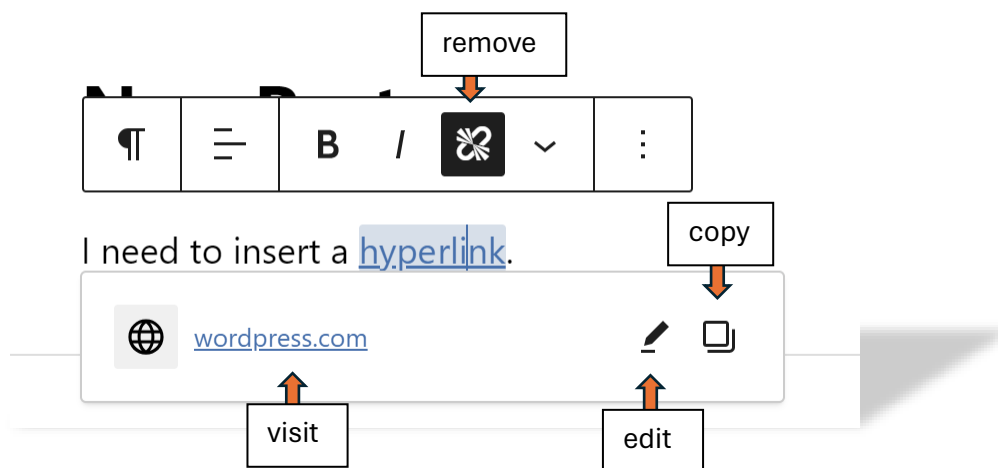


Figure 6

Options for editing a hyperlink include changes to the text and format. You are also able to remove the hyperlink by selecting the icon to the right of the Italic icon: a black square with a white oval shape being broken (see figure 6). Clicking the icon to remove the hyperlink from your text.



You can also click on your link to see if it works, edit the link with the **pencil icon**, and copy the link with the **square-over-a-square icon** to the right of the link details that appear when you hover on the link (figure 6).

## Step 5: How to search for and add a plugin

To search for a plugin, navigate to your dashboard control panel on the left-hand side of your screen. Locate the **Plugin** option and select it. Once selected, you will see three nested options in the tool panel: *Installed Plugins*, *Add New Plugin*, and *Plugin File Editor* (see figure 7). Select **Add New Plugin**. You will then be taken to a new screen with featured plugins. There is a navigation bar with several categories to choose from (*Featured*, *Popular*, *Recommended*, *Favorites*), as well as a search input tool.

Select any plugin to learn more about it. If you find a plugin you would like to add, select the **Install Plugin** button on the bottom right of the plugin's window (figure 8).

You can manage the activation status (Activate or Deactivate), settings, and view details of your installed plugins from the Plugin screen on your dashboard.

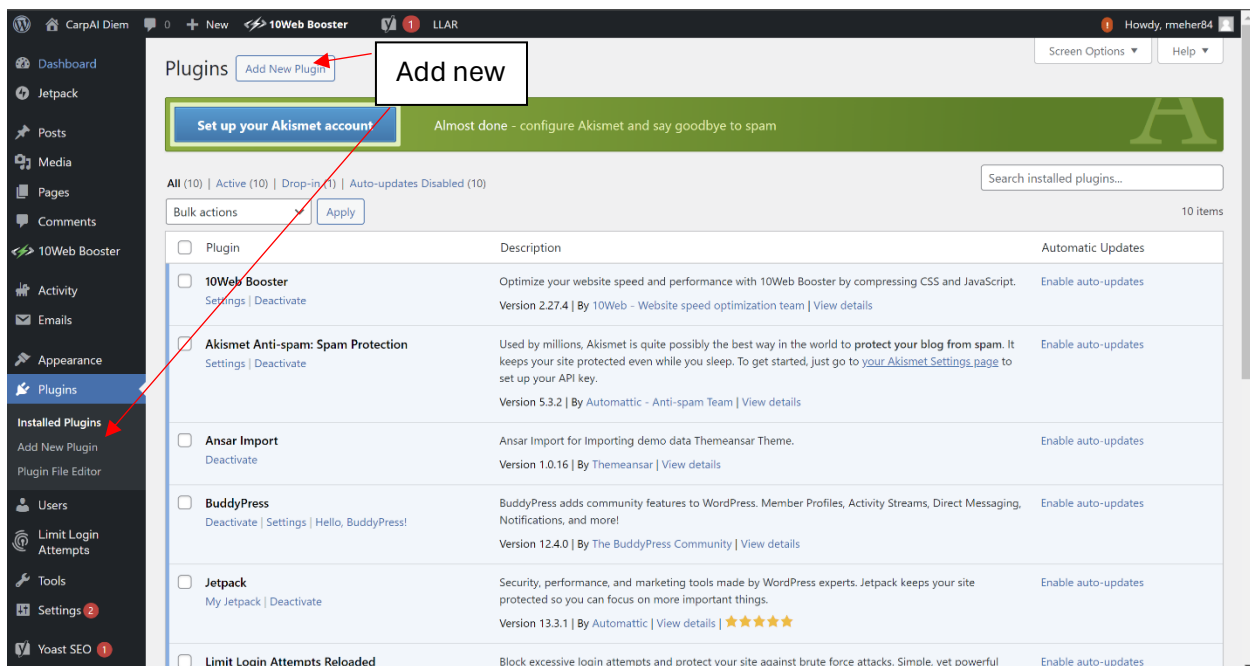


Figure 7



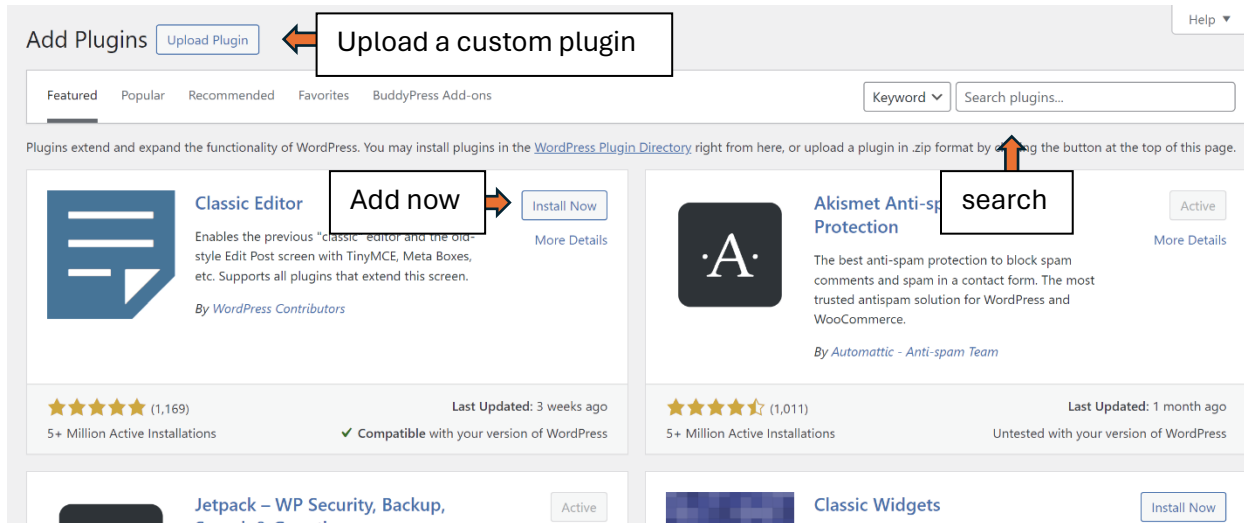


Figure 8

## Step 6: How to search for and install a theme other than the default

To search for and install themes in WordPress, go to your Dashboard tool panel and select *Appearance*. Appearance has many subcategories: the first one is *Themes*, which is also the default screen for the Appearance category. Here you can see all installed themes and which, if any, theme is active (figure 9).

To add a new theme, click the **Add New Theme** button at the top left of the window. There is another button to add a new theme at the end of your list of installed themes that will achieve the same results as the button at the top. Once selected, you will see a list of Popular themes to choose from. The top navigation bar has some featured categories: *Popular*, *Latest*, *Block Themes*, *Favorites*, and *Feature Filter*. There is additionally a search input on the top right if you have some idea about what you are looking for. You can select themes to inspect their details and preview what they look like.

To add a theme, hover on the theme you like, select the **install** button. Installing the theme will not make it your active theme: once the theme is installed, you will find a button to **activate** the theme from the search results or from the Themes dashboard page.

Activating a new theme will not delete the content of your website: posts, comments, and content will persist, however there can be some data or features that will need to be reactivated or added back to your site after a theme change: sometimes link buttons (like social media links) may return to a default setting and your links may be gone or no longer set to your specifications. Some of the widgets active in the former theme may not be active or available in the new theme.

After a theme installation check all links, widgets, and content to ensure that there were not unforeseen losses or errors.

**Pro Tip!** If there are more issues with the theme than you expected, you can always revert back to your previous theme and all the content and features will be intact (if you made no changes to the content before reverting to the previous theme).

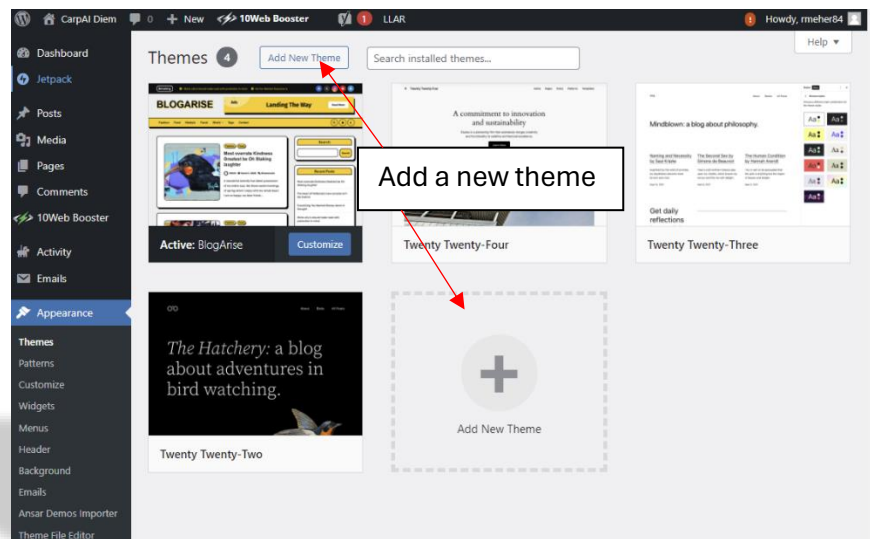


Figure 9: add a new theme

## Step 7: How to upload content to the media library and edit an image in the library

You can manage your images, video, and audio files in the Media page that can be selected from your dashboard tool panel (see figure 10).

To upload media, select the **Add New Media File** button at the top of the Media Library page, or from the tool panel subcategory under Media, as seen in figure 10.

To edit an image or media file, select it from the Media Library page. You will see the image larger in a new window called *Attachment details* (see figure 11). Here you can see a lot of information about the file, as well as make changes to the meta text that goes with the image (*Alternative Text, Title, Caption, Description, etc.*). There are more advanced options on the bottom of the attachment details: view the file larger, edit more details, download the image, and delete it permanently.

Below the image there is a button, **Edit Image**. Select that button to make changes to the image itself.

Changes made to the image will automatically be applied to a new copy of the image: the original image will not be changed, so there is no threat that you will lose the integrity of the original image/media file.

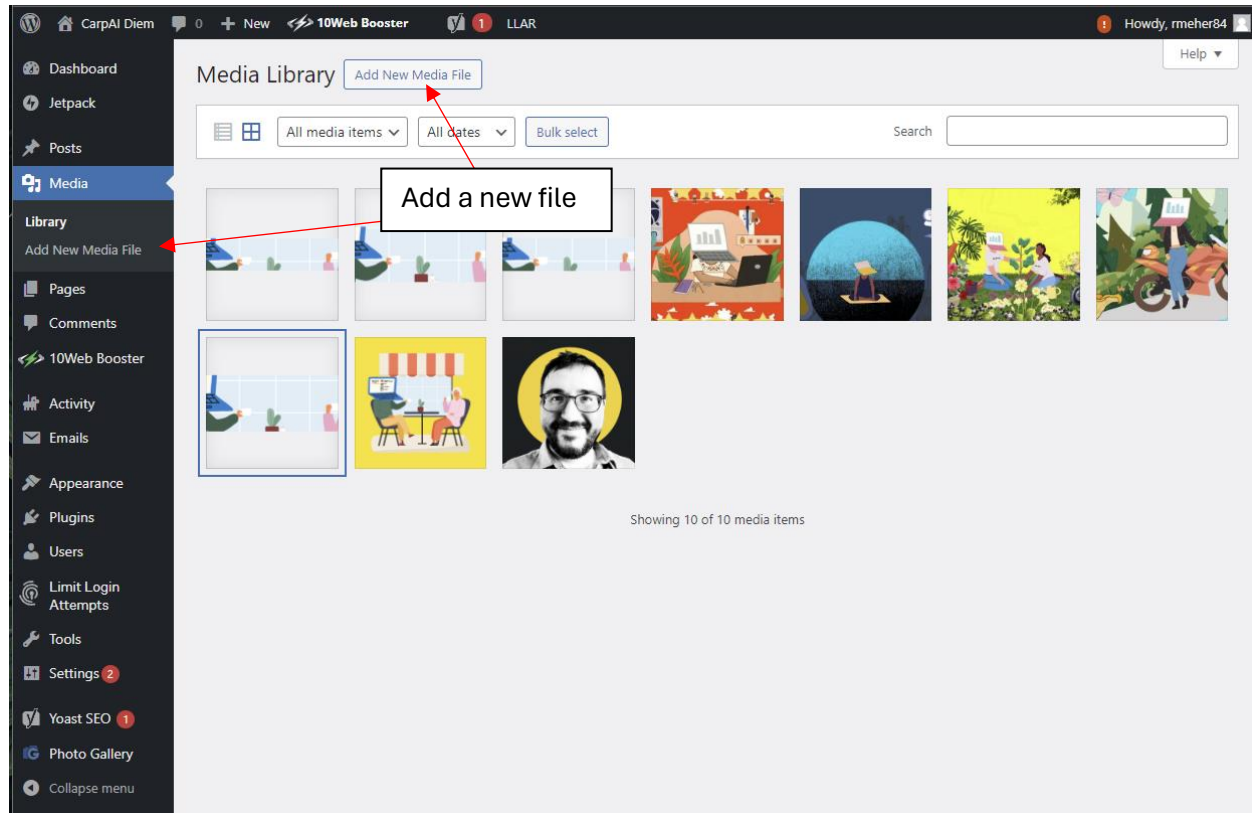


Figure 10

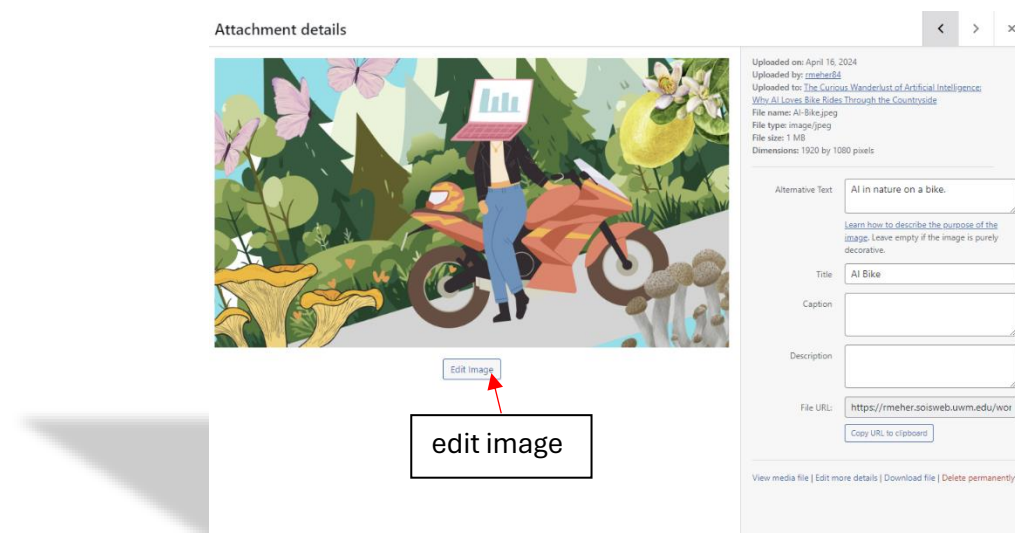


Figure 11: edit image button and detail editing

## Step 8: How to insert an image into a post/page

If you would like to add an image to a post or a page, you can do this when you are adding a new post or page, or when you are editing a post or a page. Go to the [Add New Post/Page](#) section, or the [Edit a Post/Page](#) if you need a refresher on the process of either.

Navigate to the place in the page or post you would like the image to appear. You can toggle the *Block Inserter* tool panel on by selecting the blue square with the white plus sign icon in the header options at the top of the page (See figure 12). You do not need to open the block inserter panel, though. There is a black square with a white plus sign icon to the right and a bit below whatever block you have open in the editor. Click that icon to reveal some quick block options.

Either in the quick add options or the block inserter panel, select the **Image** option (figure 13). Now you have a new Image block. Select the blue **Upload** button to add a new image, select one from your **Media Library**, or **Insert from URL**.

Now you have added an image to your post or page. Don't forget to hit the save draft, publish, or update button at the top of the editor screen before you close the window!

If the image isn't positioned where you want it, you can drag the image block anywhere among the blocks in the post/page editor with the icon that looks like six tiny dots or move it up and down one block at a time with the up and down arrow icons.

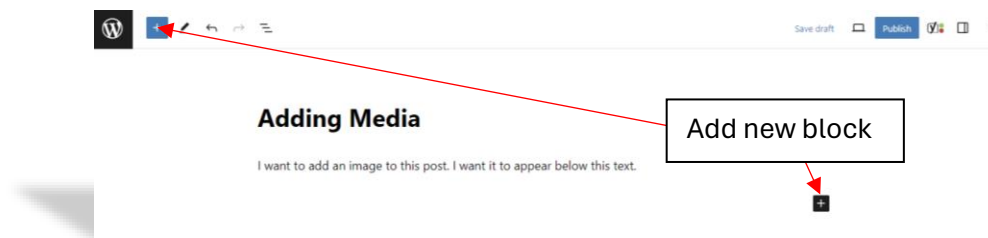


Figure 12

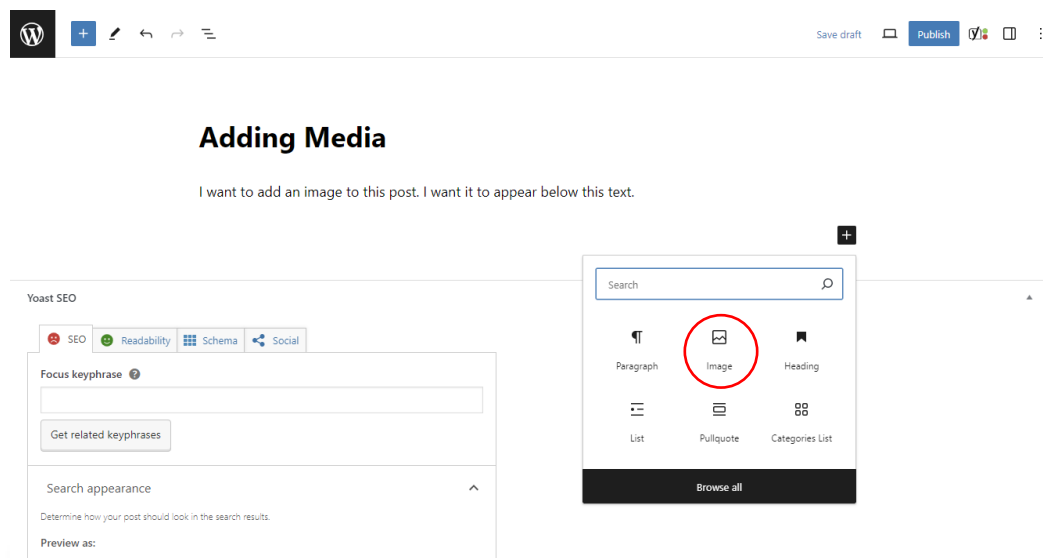


Figure 13

## Conclusion

In this guide we have covered all the basics to managing a WordPress Blog:

- how to login to the dashboard
- how to create posts and pages
- how to edit posts and pages
- how to insert hyperlinks
- how to search for plugins and add them to the site
- how to search for and install themes
- how to upload media content and manage it from the Media Library
- how to add images to posts and pages

As stated in the introduction of this guide, this guide is by no means a comprehensive and exhaustive guide to all that you can do in WordPress. There are many advanced topics and features of WordPress, and the author hopes the reader will find many new features and tricks to developing content for a blog like *CarpAI Diem*.

