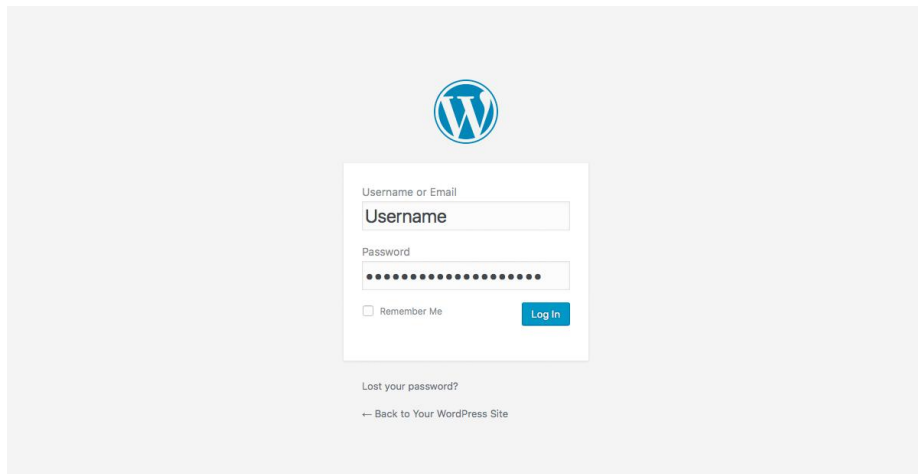


Mata Mata Politics WordPress Instructions

Manual

Login

Before you can make any changes to your site, you will need to log in. The login for your site is typically found at the following URL – *<http://your-wordpress-site.com/wp-admin>*. Obviously, replace *your-wordpress-site.com* with your actual domain name.



There are exceptions to this of course. For instance, your WordPress setup maybe installed in a subdirectory. For most standard setups though, you'll find the above **URL** should work.

You can login to your Dashboard using either your Username or your email address associated with your account.

Dashboard Menu Options

Down the left-hand side of the Dashboard and on every page you will see your main admin navigation menu. This is where you'll find all the options to update and configure your site.

Hovering your cursor over each of the main menu options will display a 'fly-out' menu with the various choices for that particular menu option. Once you click each of the main menu options, that particular menu will expand to show all the available options within that section (if there are any).

Screen Options

Help

Dashboard

Dashboard

Home

Updates

Posts

Media

Pages

Comments

Appearance

Plugins

Users

Tools

At a Glance

42 Posts

20 Pages

All Posts

Add New

Categories

Tags



Fly-out menu

Hovering your cursor over each of the main menu options will display a "fly-out" menu

Public

Jan 1

Recent

Sep 7th 2014, 3:31 pm [Spaceflight](#)

May 20th 2014, 8:13 pm [LEGO Timelapse](#)

Quick Draft

Title

What's on your mind?

Save Draft

Drafts

[Draft](#) April 9, 2013

This post is drafted and not published yet. It should...

[Vroom Vroom](#) May 26, 2014

The main menu options and their usage are:

Dashboard

This will display your main Dashboard 'homepage'. In the top left of your Dashboard you'll see some brief stats on the number of Posts, Pages, Categories and Tags contained within your site, as well as the total number of comments and approved comments. There's also a summary of how many **Spam Comments** you currently have.

Posts

This is where you can create a new Blog Post. You can also update your Categories and Post Tags.

Media

This is where all your uploaded images, documents or files are stored. You can browse through your Media library, as well as edit and update the files.

Pages

This is where you create and maintain all your Pages.

Comments

You can manage all your Comments within this section, including replying to comments or marking them as spam.

Appearance

This menu is where you control how your site looks. You can choose a new Theme, manage your site Widgets or Menus and even edit your site theme files.

Plugins

Plugins extend and expand the functionality of WordPress. You can add or delete plugins within here as well as activate or deactivate them.

Users

This screen lists all the existing users for your site. Depending on your Role, you can also add new users as well as manage their Roles.

Tools

This section gives you access to various convenient tools. You can also Import data to your WordPress site or Export all your WordPress data to a file.

Settings

This is where your site is configured. Among other things, it allows you to configure your site name and URL , where your Posts appear, whether people can leave Post Comments or not and numerous other settings. Most times, once your site is setup, there's no need to change any of the settings within this section.

At the bottom of the menu you'll see a link called *Collapse menu*. Clicking this will hide the menu and simply display their icons instead. Click the small arrow icon again to expand the menu.

Occasionally when you install a plugin, they will have their own configuration or setup pages. The location of these will be entirely dependent on the individual plugin but most times these pages will either appear within the *Tools* section, the *Settings* section or in a completely new menu section at the bottom of the menu.

Posts

After clicking on the *Posts* menu option you'll be shown a list of Posts that your site contains. Among the information displayed is the Post title, the Author, Categories, Tags, No. of Comments and either the Date Published, Date Scheduled or the Date the Post was Last Modified. The Posts screen will look similar to the screen below.

The screenshot shows the WordPress dashboard with the 'Posts' menu selected. The 'Posts' screen displays a list of posts with columns for Title, Categories, Tags, and Date. A 'Bulk Actions' dropdown menu is open, showing options like 'All (45)', 'Mine (42)', 'Published (42)', 'Sticky (1)', 'Scheduled (1)', and 'Drafts (2)'. A callout explains that the 'Bulk Actions' dropdown allows performing actions on multiple posts at once by selecting checkboxes and clicking 'Apply'. Another callout explains that hovering the cursor over each row shows various options you can perform, such as 'Edit', 'Quick Edit', 'Trash', and 'View'.

Posts [Add New](#) Screen Options Help

Posts [Add New](#)

All (45) | Mine (42) | Published (42) | Sticky (1) | Scheduled (1) | Drafts (2)

Bulk Actions [All](#) [Mine](#) [Published](#) [Sticky](#) [Scheduled](#) [Drafts](#) [Filter](#)

45 items [«](#) [<](#) [1](#) [>](#) [»](#)

Search Posts

<input type="checkbox"/>	Title	Categories	Tags		Date
<input type="checkbox"/>	Scheduled	Unpublished	content	—	Scheduled 2020/01/01
<input type="checkbox"/>	Spaceflight Edit Quick Edit Trash View	Uncategorized	—	—	Published 2014/09/07
<input type="checkbox"/>	Vroom Vroom	Uncategorized	—	—	Last Modified 2014/05/26
<input type="checkbox"/>	LEGO Timelaps	Uncategorized	—	—	Published 2014/05/20
<input type="checkbox"/>	Ellie Goulding – Halcyon Days	Uncategorized	—	—	Published 2014/05/20
<input type="checkbox"/>	Hello world!	Joe Blogg	antiquarianism, Blogroll	tag1, tag2, tag3	1 Published 2013/11/30
<input type="checkbox"/>	Markup: Image Alignment	Joe Blogg	Unpublished	content	— Last Modified 2013/04/09
<input type="checkbox"/>	Markup: Image Alignment	Joe Blogg	Markup	content, css, formatting, html, markup	— Published 2013/01/11
<input type="checkbox"/>	Markup: Image Alignment	Joe Blogg	Markup	alignment, captions, content, css, image, markup	— Published 2013/01/10

At the top of the page you can view how many Posts in total you have in your site, how many have been published by yourself or Published, Scheduled, Sticky, Pending, in Draft or in the Trash.

When hovering your cursor over each row, a few links will appear beneath the Post title.

- **Edit** – Will allow you to edit your Post. This is the same as clicking on the Post title
- **Quick Edit** – Allows you to edit basic Post information such as Title, Slug, Date plus a few other options
- **Trash** – Will send the Post to the Trash. Once the Trash is emptied, the page is deleted
- **View** – Displays the Post. If the Post hasn't been published yet, this will say *Preview*

Next to each Post title is a checkbox. This allows you to perform an action on multiple items at once. You simply check the Posts that you would like to affect and then from the Bulk Actions dropdown select either the *Edit* option or the *Move to Trash* option and then click the *Apply* button. The *Edit* option will allow you to edit the Categories, Tags, Author, whether to allow Comments and Pings or not, the Status and whether or not the Posts are 'Sticky'. The *Move to Trash* option will move the selected items to the Trash.

You can also filter the pages that are displayed using the dropdown lists and the *Filter* button.

Clicking the *Screen Options* button at the top-right of the screen allows you to change how the Posts list is displayed. Click the *List View* option to display the posts in the traditional List View or click the *Excerpt View* option to display a short excerpt from the Post underneath the Post title. You can also hide various columns from view if you don't want to see them. Clicking the *Apply* button will save your changes.

Adding a New Post

To add a new Post, hover over the *Posts* menu option in the left-hand navigation menu and in the fly-out menu, click the *Add New* link. Alternatively, click the *Posts* menu option and then click the *Add New* link underneath, or the *Add New* button at the top of the page. You will be presented with a page similar to the image below.

Categories

You can use categories to define sections of your site and group related posts. The default category is *Uncategorized* but this can be easily changed in your Settings. Pages cannot be associated with Categories. You can only associate Categories to Posts.

There are two ways to add Categories. They can be added whilst adding or editing your Post or they can be added via the *Categories* menu option. Adding Categories whilst editing your Post, will automatically assign those Categories to your Post. Adding Categories using the *Categories* menu option will simply add them to the list of available Categories.

When you click on the *Categories* menu option you'll be shown a list of Categories that have already been added along with some blank fields that allow you to add a new Category.

Your WordPress Site

0

New

Howdy, Joe Blogg

Dashboard

Posts

All Posts

Add New

Categories

Tags

Media

Pages

Comments

Appearance

Plugins

Users

Tools

Settings

Collapse menu

Categories

Add New Category

Add a new Category by filling in the Name, Slug, Parent (if any) & Description.

Add New Category

Name

The name is how it appears on your site.

Slug

The "slug" is the URL-friendly version of the name. It is usually all lowercase and contains only letters, numbers, and hyphens.

Parent

None

Categories, unlike tags, can have a hierarchy. You might have a Jazz category, and under that have children categories for Bebop and Big Band. Totally optional.

Description

The description is not prominent by default; however, some themes may show it.

Add New Category

Add New Category

After filling in all the fields, click the Add New Category button to add a new Category.

Screen Options

Help

Search Categories

65 items

<<

<

1

>

>>

<input type="checkbox"/>	Name	Description	Slug	Count
<input type="checkbox"/>	aciform		aciform	1
<input type="checkbox"/>	— sub		sub	1
<input type="checkbox"/>	antiquarianism	Edit Quick Edit Delete View	antiquarianism	2
<input type="checkbox"/>	arra		arrangement	1
<input type="checkbox"/>	asm		asmodeus	1
<input type="checkbox"/>	Blogroll		blogroll	1
<input type="checkbox"/>	broder		broder	1
<input type="checkbox"/>	buying		buying	1
<input type="checkbox"/>	Cat A		cat-a	1
<input type="checkbox"/>	Cat B		cat-b	1

To add a new Category, fill in the blank fields and then click the *Add New Category* button:

- **Name** – The name is how it appears on your site
- **Slug** – The Slug is the URL-friendly version of the name. It's usually all lowercase and contains only letters, numbers, and hyphens
- **Parent** – Categories, unlike tags, can have a hierarchy. You might have a Car category, and under that have children categories for Ford, General Motors and Toyota. Totally optional. To create a subcategory, just choose another category from the *Parent* dropdown
- **Description** – The description is not prominent by default; however, some themes may display it

Once you add a new Category it will appear in the list of Categories on the right side of the screen.

When hovering your cursor over each row in the list of Categories, a few links will appear beneath the Category name.

- **Edit** – Allows you to edit the Category properties such as Name, Slug, Parent and Description
- **Quick Edit** – Allows you to quickly edit the Category Name and Slug
- **Delete** – Deletes the Category permanently from the list of Categories. After clicking Delete you will be prompted to confirm your choice. Click *OK* to delete the Category or *Cancel* if you don't want to delete it
- **View** – This will list all the Posts that are currently using this Category

If you would like to permanently delete numerous Categories at once, click the checkboxes next to the Categories you would like to delete and then choose *Delete* from the *Bulk Actions* dropdown list at the top of the page. After selecting Delete, click the *Apply* button to immediately delete the selected Categories (you will not be prompted to confirm your choice).

Deleting a Category does not delete the posts in that Category. Instead, posts that were only assigned to the deleted Category are set to the default Category, which is set to *Uncategorized* by default. The Default Post Category can be configured within the *Settings > Writing* section.

Adding Categories within your Post

Adding Categories whilst editing your Post will automatically assign those Categories to your Post.

When adding or editing your Post, the *Categories* panel can be found just below the *Format* panel if your Theme supports Post Formats. Alternatively, it will reside just below the *Publish* panel. To add an existing Category, simply tick the checkbox(es) next to the Categories you'd like to assign to the Post.

The screenshot shows the WordPress 'Add New Post' editor interface. On the left is a dark sidebar with navigation links: Dashboard, Posts (selected), All Posts, Add New, Categories, Tags, Media, Pages, Comments, Appearance, Plugins, Users, Tools, Settings, and Collapse menu. The main editor area has a top toolbar with 'Add Media', 'Visual', and 'Text' tabs, followed by a rich text editor with various formatting options. Below the editor is a featured image placeholder with the text 'STEVE LEE EDL ENGINEER'. The right sidebar contains the 'Categories' section, which has two tabs: 'All Categories' and 'Most Used'. Under 'All Categories', there is a list of categories with checkboxes: ☒ antiquarianism, ☒ Blogroll, ☐ aciform, ☐ sub, ☐ arrangement, ☐ asmodeus, ☐ broder, and ☐ buying. Below this list is a link '+ Add New Category', an empty input field, a 'Parent Category' dropdown menu, and an 'Add New Category' button. Two callout boxes are overlaid on the image. The first callout, titled 'Add Existing Category', points to the category list and contains the text: 'To add an existing Category, tick the checkbox(es) next to the appropriate Categories to assign them to the Post.' The second callout, titled 'Add New Category', points to the '+ Add New Category' link and contains the text: 'To add a new Category, click the + Add New Category link and type in the Category name. Select the Parent Category from the list if appropriate. Click the Add New Category button to assign it to the Post.' At the bottom of the editor, there is a 'Revisions' section and a status bar showing 'Word count: 143' and 'Draft saved at 4:29:00 pm. Last edited by'.

If you would like to create a new Category and assign it to the Post at the same time, click the **+ Add New Category** link. Two fields will then appear. Type the name of the Category that you'd like to add into the empty input field. If you'd like the new Category to have a Parent, select it from the *Parent Category* dropdown list. Click the **Add New Category** button when done to create the Category and automatically assign it to the Post

Adding Politicians within your Post

Adding Politicians whilst editing your Post will automatically assign those Politicians to your Post.

When adding or editing your Post, the *Politicians* panel can be found just below the *Tags* panel if your Theme supports Post Formats. Alternatively, it will reside just below the *Categories* panel. To add an existing Politician, simply tick the checkbox(es) next to the Politician you'd like to assign to the Post.

The screenshot shows a WordPress dashboard interface. At the top, there is a dark navigation bar with the WordPress logo, a 'My Sites' link, a site icon for 'Mata Mata Politics', a comment count of '0', a '+ New' button, and a user profile section with the text 'Howdy, kenny' and a user icon. On the left side, there is a vertical sidebar with various icons for site management. The main content area is mostly empty, with a 'Politicians' widget on the right. The widget has a title 'Politicians' and two tabs: 'All Politicians' and 'Most Used'. Below the tabs is a list of politicians with checkboxes next to their names: Aung San Suu Kyi, Barack Obama, Benjamin Netanyahu, Clinton, Donald Trump, Erdogan, Jokowi, Lee Hsien Loong, and Malcolm Turnbull. At the bottom of the widget is a link '+ Add New Politician'. Below the widget, there is an empty input field.

WordPress logo My Sites Mata Mata Politics 0 + New Howdy, kenny

Politicians

All Politicians Most Used

- ☐ Aung San Suu Kyi
- ☐ Barack Obama
- ☐ Benjamin Netanyahu
- ☐ Clinton
- ☐ Donald Trump
- ☐ Erdogan
- ☐ Jokowi
- ☐ Lee Hsien Loong
- ☐ Malcolm Turnbull

[+ Add New Politician](#)

If you would like to create a new Politician and assign it to the Post at the same time, click the **+ Add New Politician** link. Two fields will then appear. Type the name of the Politician that you'd like to add into the empty input field. If you'd like the new Politician to have a Parent, select it from the *Parent Politician* dropdown list. Click the **Add New Politician** button when done to create the Politician and automatically assign it to the Post

Adding Country within your Post

Adding Countries whilst editing your Post will automatically assign the Countries to your Post.

When adding or editing your Post, the *Countries* panel can be found just below the *Politician* panel if your Theme supports Post Formats. Alternatively, it will reside just below the *Tags* panel. To add an existing Country, simply tick the checkbox(es) next to the Country you'd like to assign to the Post.

The image shows a portion of a WordPress dashboard. On the left is a dark sidebar with icons for various site management functions. The top of the dashboard has a dark header bar with the WordPress logo, navigation links for 'My Sites' and 'Mata Mata Politics', a comment count of '0', a '+ New' button, and a user profile section on the right that says 'Howdy, kenny' next to a profile picture icon. On the right side of the dashboard, there are two widgets. The top widget is titled 'Countries' and has a dropdown arrow. It contains two tabs: 'All Countries' and 'Most Used'. Under the 'Most Used' tab, there is a list of countries with checkboxes: America, Asia, Australia, Europe, and Indonesia. Below this list is a link that says '+ Add New Country'. The bottom widget is titled 'Post Template' and also has a dropdown arrow. It shows a single template option in a list.

WordPress logo My Sites Mata Mata Politics 0 + New Howdy, kenny

Countries

All Countries Most Used

- ☐ America
- ☐ Asia
- ☐ Australia
- ☐ Europe
- ☐ Indonesia

[+ Add New Country](#)

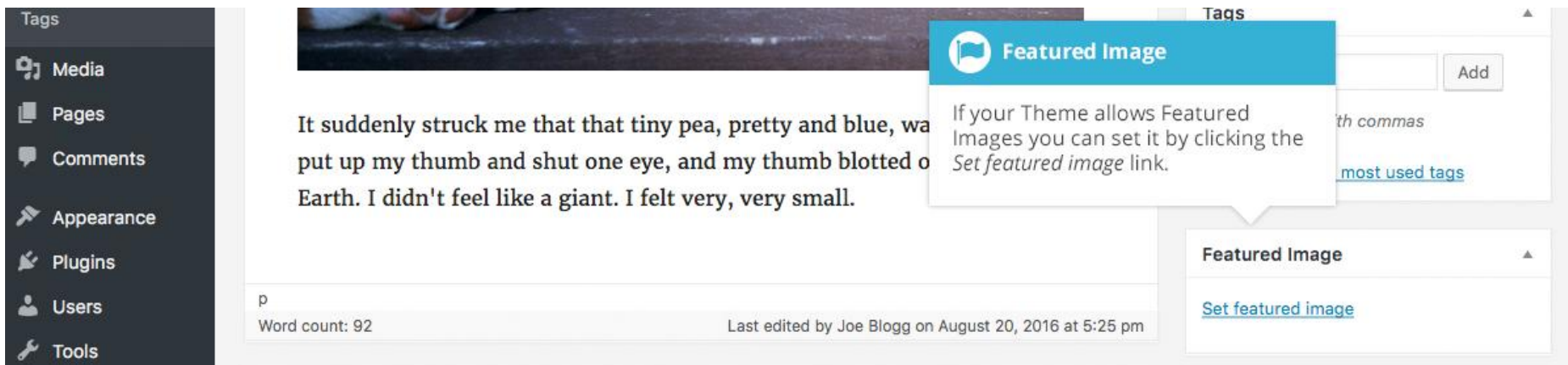
Post Template

If you would like to create a new Country and assign it to the Post at the same time, click the *+ Add New Country* link. Two fields will then appear. Type the name of the Country that you'd like to add into the empty input field. If you'd like the new Country to have a Parent, select it from the *Parent Country* dropdown list. Click the *Add New Country* button when done to create the Country and automatically assign it to the Post

Setting a Featured Image

Some themes allow you to specify a Featured Image for your Page and Post. A Featured Image, often called a Post/Page Thumbnail, is usually some sort of image that is representative for that particular Page or Post. How these images are displayed is dependent entirely on the Theme that is currently in use.

If your Theme allows you to set a Featured Image, the following *Featured Image* panel will be displayed when you're editing your Page or Post. If Featured Images can't be set then this panel won't be displayed.

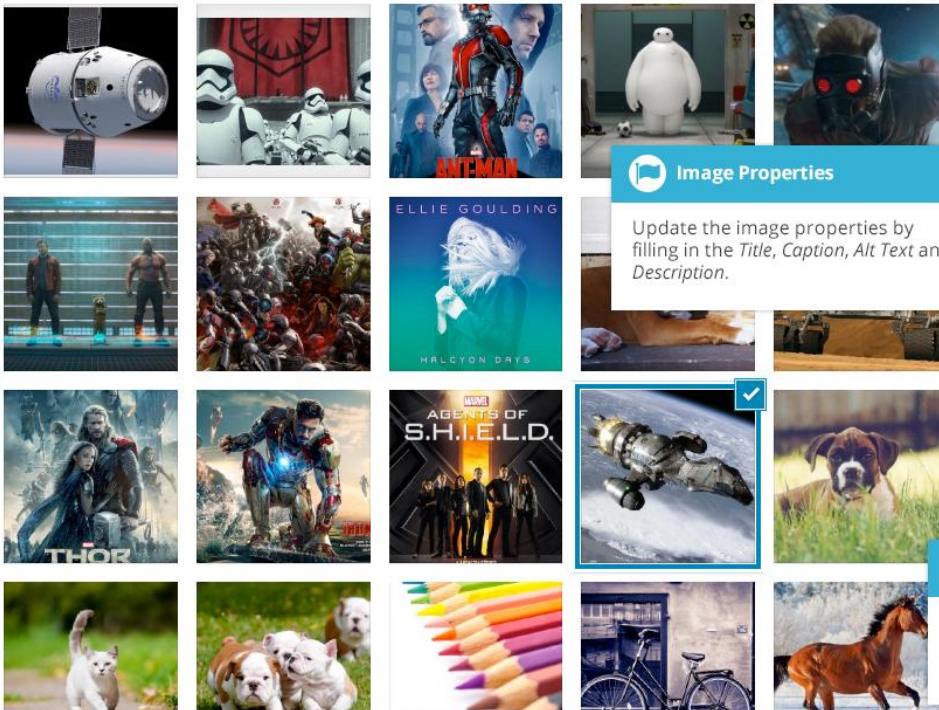


Setting your featured image is very similar to adding an image into your Page or Post. After clicking the *Set featured image* link a pop-up window will display that looks similar to the one that displays when you add an image to your Page/Post. You can upload a new image to use as your Featured Image or you can simply choose from one of your previously uploaded images. By default, you'll be shown a list of the previously uploaded images. If you'd like to upload a new image, click on the *Upload Files* link at the top of the pop-up window. After clicking the image you'd like to use as your *featured image* you can then update the Title, Caption, Alt Text and Description. To set the image as your Featured Image, click the *Set featured image* button. Your chosen image will then appear in the *Featured Image* panel.

Featured Image

Upload Files Media Library

Images All dates Search



ATTACHMENT DETAILS

 **Serenity.jpg**
December 22, 2013
152 KB
1024 × 768
[Edit Image](#)
[Delete Permanently](#)

Image Properties

Update the image properties by filling in the *Title*, *Caption*, *Alt Text* and *Description*.

URL
Title
Caption
Alt Text
Description

Set Featured Image

Click the *Set featured image* button to set the Featured Image.

Set featured image

Polls

After clicking on the *Polls* menu option you'll be shown a list of polls that your site contains. Among the information displayed is the Poll title, the Short code, Results Shortcode, Total Votes & the Date Published or the Date the Page was Last Modified. The Polls screen will look similar to screen below.

My Sites

Mata Mata Politics

0

New

Howdy, kenny

Dashboard

Posts

Media

Pages

Comments

Polls

All Polls

Add New

Politicians

Tools

About

Update

Support / Help

Contact

Appearance

Polls

Add New

Hola! Would you like to receive automatic updates and unlock premium support? Please [activate your copy](#) of Visual Composer.

All (3) | Published (2) | Draft (1) | Trash (2)

Bulk Actions

Apply

All dates

Filter

3 items

<input type="checkbox"/>	Title	Shortcode	Results Shortcode	Total votes	Date
<input type="checkbox"/>	Penjarakan Ahok	[totalpoll id="2321"]	[totalpoll id="2321" fragment=	0	Published 2 hours ago
<input type="checkbox"/>	Daily Point – Counter Point	[totalpoll id="1900"]	[totalpoll id="1900" fragment=	22	Published 2016/10/19
<input type="checkbox"/>	(no title) — Draft Edit Quick Edit Trash Preview	[totalpoll id="1901"]	[totalpoll id="1901" fragment=	0	Last Modified 2016/10/19

Bulk Actions

Apply

3 items

Activate Windows

At the top of the Page you can view how many Polls in total you have, how many have been published or in Draft & Trash.

When hovering your cursor over each row, a few links will appear beneath the Poll title.

- **Edit** – Will allow you to edit your Poll . This is the same as clicking on the Poll title
- **Quick Edit** – Allows you to edit basic Poll information such as Poll title, the Short code, Results Shortcode, Total Votes
- **Trash** – Will send the Poll to the Trash. Once the Trash is emptied, the poll is deleted
- **View** – Displays the Poll. If the Poll hasn't been published yet, this will say *Preview*

Next to each Poll title is a checkbox. This allows you to perform an action on multiple items at once. You simply check the Polls that you would like to affect and then from the Bulk Actions dropdown select either the *Edit* option or the *Move to Trash* option and then click the *Apply* button. The *Edit* option will allow you to edit the Author, Parent, Template, whether to allow Comments or not and the Status of each of the checked items. The *Move to Trash* option will move the selected items to the Trash.

You can also filter the polls that are displayed using the dropdown list and the *Filter* button.