

A Basic Guide For Using WordPress



Written By Joshua Corelli

Table of Contents

Chapter 1: Introduction to WordPress	1
1.1 Overview	1
Chapter 2: Creating a free WordPress site	2
2.1 Creating a WordPress account	3
2.2 Choosing your site's domain name	4-5
Chapter 3: Understanding the WordPress admin page.....	6
3.1 Getting to your WordPress admin page	7-9
3.2 Navigating the admin left-hand side menu	10-14
Chapter 4: Adding content to your WordPress site	15
4.1 Creating a Post or Page	16-19
4.2 Editing a Post or Page	20-28
4.3 Adding a Post or Page to the menus.....	29-36
Glossary	37-38
Index	39

Chapter 1

Introduction to WordPress

WordPress is an online, open source website builder written in PHP. It is one of the easiest and most powerful website **content management systems (CMS)**, making it versatile for many businesses. With WordPress being a fantastic blogging and content management system, there is so much information, new development, and updates constantly improving WordPress.

WordPress powers more than 36% of the whole web. Millions of people around the world use it to create beautiful websites and blogs in just minutes, even without technical expertise. All a user needs is a **domain name** and a **web hosting account**. From here, it is simple and easy for the user to manage their **Admin dashboard**. This is where you control all sorts of features, like **Themes**, **Plugins**, creating pages, and posts to customize your website. WordPress is completely adaptable for your needs and allows for so much possibility.

Overview

This software documentation manual will cover the basics of using WordPress. This will include how to create a **free WordPress website**, how to understand your **WordPress admin page**, how to add content to your site, the glossary (where the bold terms will be defined) and the index (to quickly find useful information). You will learn how to use and build a professional website on WordPress just like many ordinary people already have.

Chapter 2

Creating a free WordPress site

Creating a WordPress site is very easy. This chapter will cover the necessary steps to create your WordPress site. This includes creating a **WordPress account** and choosing your sites domain name.

First you need to get on the correct page before you can create a WordPress account. Open your desired browser and type “<https://WordPress.com/>” in your address bar. The page should look like Figure 2.1. Then click on the “Start your website” button (See red arrow in Figure 2.1). This will bring you to a page where you can create a WordPress account (See Figure 2.2).

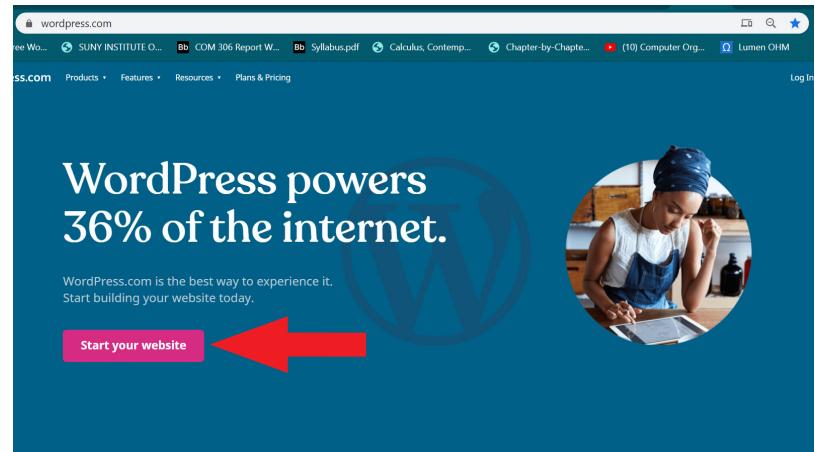


Figure 2.1: WordPress.com home page

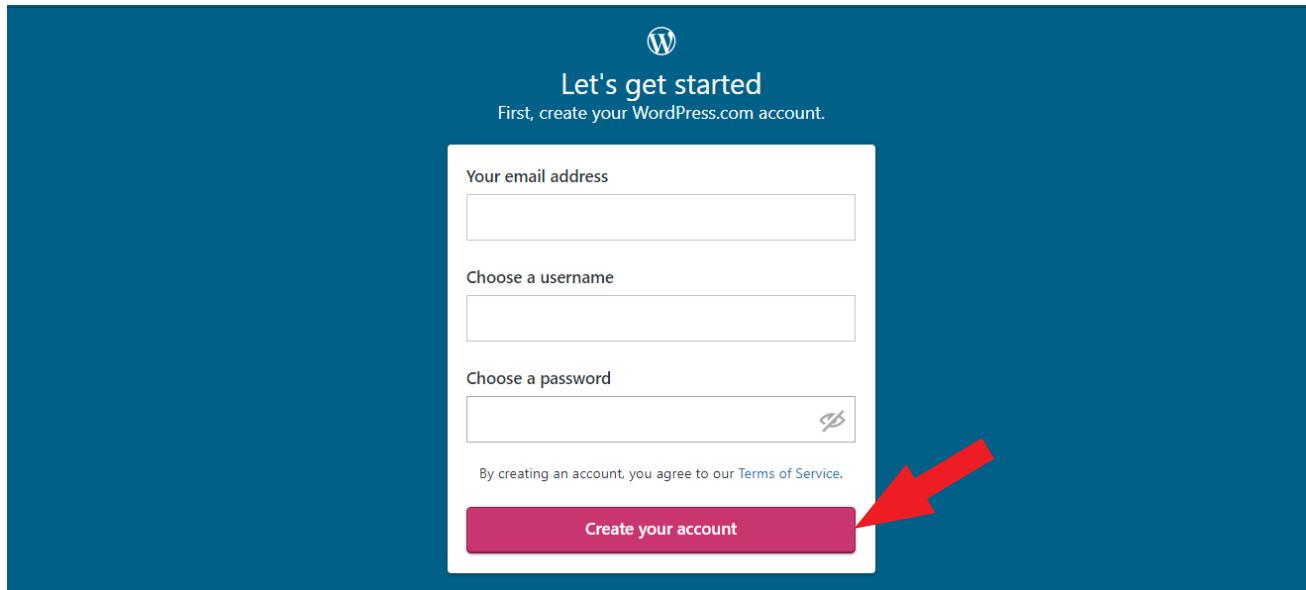


Figure 2.2: WordPress.com account sign up

2.1 Creating a WordPress account

Now you are ready to create your WordPress account. Fill out the **sign-up form** shown in Figure 2.2 on the previous page, providing your email address, your desired **username**, and **password**. Click on the “Create your account button”, indicated by a red arrow in Figure 2.2. You will be directed to page that looks like Figure 2.1.1 and says, “Let’s get your site a domain!” at the top of the page.

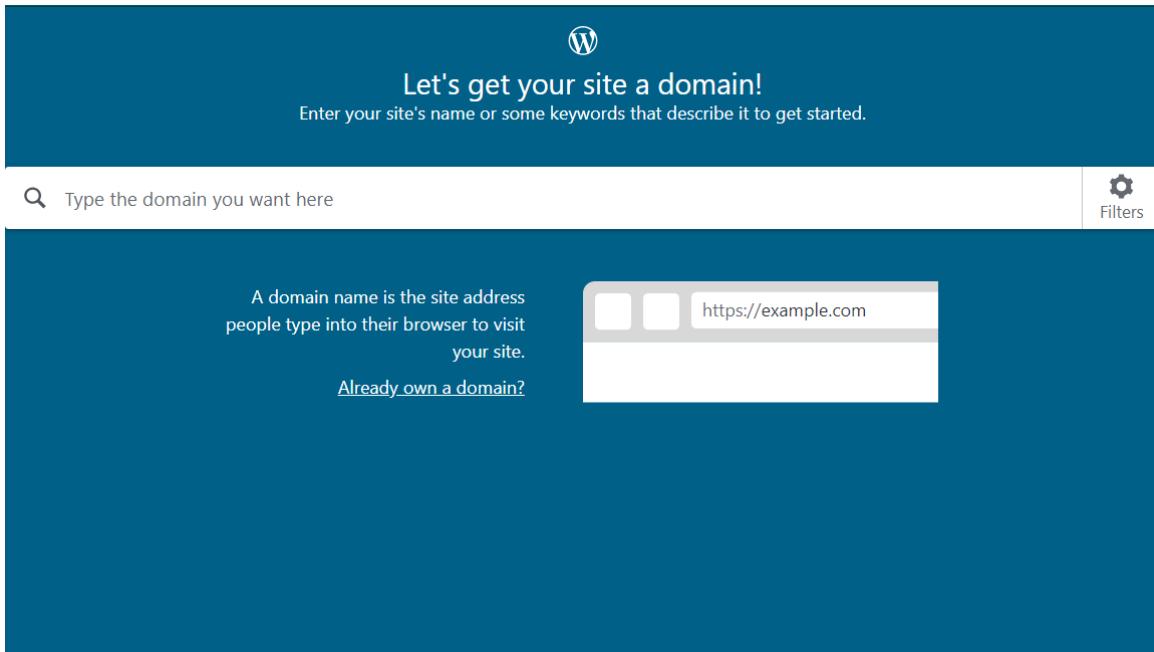


Figure 2.1.1: Choosing your WordPress domain name

Your account is almost done, but first you must verify your account via email. Make sure you do not close your web browser, leave the page (shown in Figure 2.1.1) open while you verify your account.

You would have been sent an email to the email you used to set up your account (See Figure 2.1.2). The email will tell you to click on a button to verify your account. Click on the “Confirm Now” button to verify your account (See red arrow in Figure 2.1.2). Once your account is verified you can move on to create your domain name.

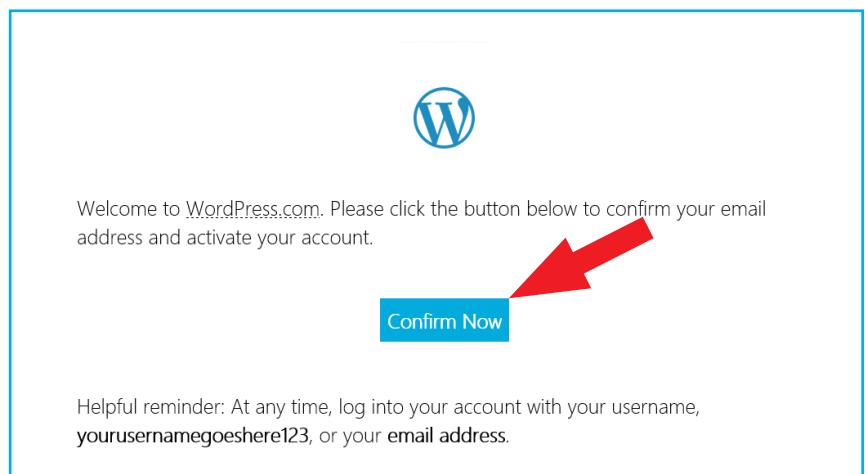


Figure 2.1.2: Activating your WordPress account

2.2 Choosing your site's domain name

Before you create your domain name, there are a few things to know first. A domain name is the address people will use to visit your site. In simpler terms, a domain is like the address people use to get to your house. Whatever domain name you choose, it will be suffixed with “.wordpress.com”. This is because you are creating a free website.

Go back to the page shown in Figure 2.1.1 and type in any domain name you want. A list of domain names will show up (See Figure 2.2.1). The list will have your chosen domain name suffixed with a bunch of different domains, like .com, .org, .blog, etc. Your domain name should be suffixed with “.wordpress.com”. Figures 2.2.1 have the domain name “yourdomainnamehere1.wordpress.com” (See the red circle around the correct domain name). Where it says “yourdomainnamehere1” should be your chosen domain name suffixed with “.wordpress.com”.

The screenshot shows a search interface for domain names. At the top, a search bar contains the text "yourdomainnamehere1". Below the search bar, a message reads: "Let's get your site a domain! Enter your site's name or some keywords that describe it to get started." To the right of the search bar are an "X" button and a "Filters" icon. A red oval highlights the search term "yourdomainnamehere1.wordpress.com". Below the search bar, a message says: "Get a free one-year domain registration with any paid plan. We'll pay the registration fees for your new domain when you choose a paid plan during the next step. You can claim your free custom domain later if you aren't ready yet. [Review our plans to get started »](#)". Below this message, there are several extension filters: ".com", ".net", ".org", ".blog", ".club", and ".co". The main results section displays two entries:

Domain Name	Registration Fee	Renewal Fee	Status	Action
yourdomainnamehere1.host	\$60 Free	\$80 / year	Our Recommendation	Select
yourdomainnamehere1.sale	\$25 Free	\$25 / year	Best Alternative	Select

A red arrow points from the "Select" button next to the "yourdomainnamehere1.sale" entry to the "Select" button next to the "yourdomainnamehere1.wordpress.com" entry at the bottom of the list.

Figure 2.2.1: Zoomed in version of the examples correct WordPress.com domain name

Figure 2.2.1: Picking the free WordPress domain name

Note: Your domain name may have added numbers before the suffix “.wordpress.com”. For example, if your domain name is “jeffery”, it may have a domain name of “jeffery1234567.wordpress.com”. If you do not want these added numbers, try to change your domain name to something else until these numbers do not appear.

Now click on the “select” button next to your domain name suffixed with wordpress.com. You will be brought to a page with several different plans and says, “Pick a plan that’s right for you” at the top of the page (See Figure 2.2.2 on the next page).

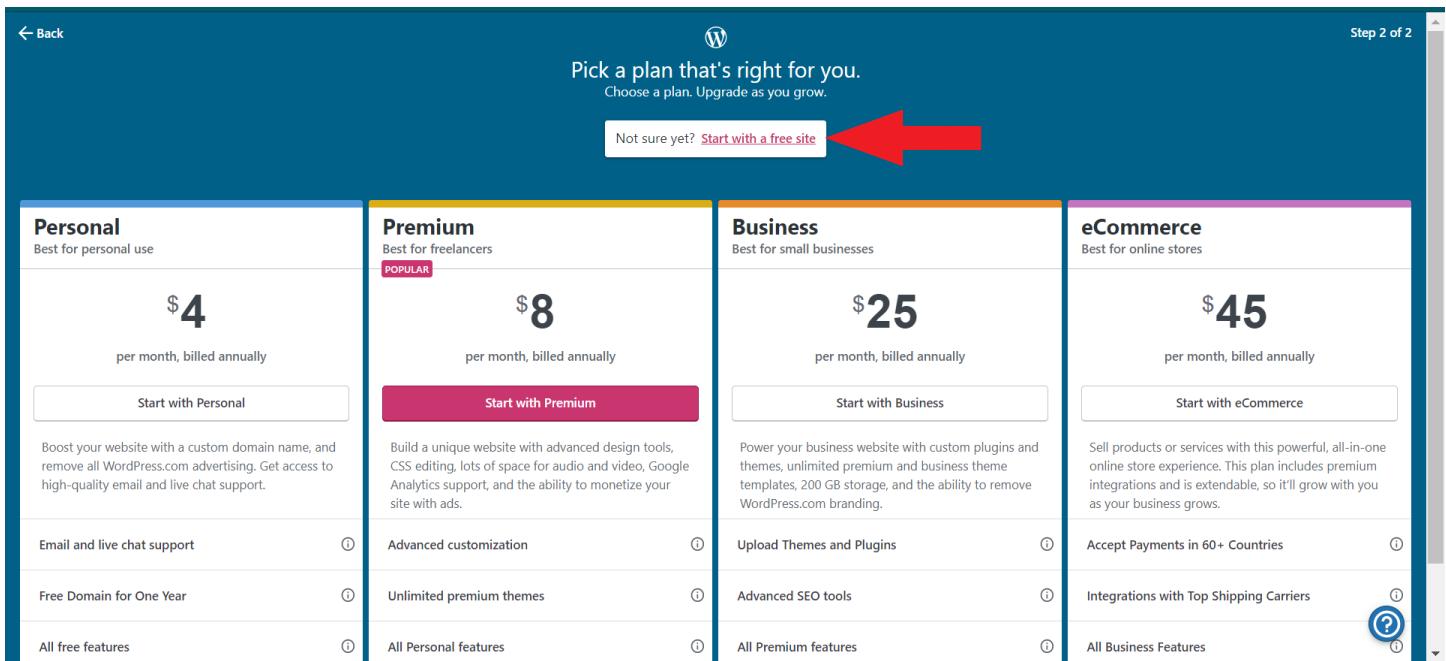


Figure 2.2.2: Picking a plan for your WordPress site

Since you are creating a free WordPress website, there is no reason to pick a plan, but it is still good to know what comes with the free version of WordPress. The free version of WordPress comes with the already discussed suffix “.wordpress.com” attached to your domain name. WordPress also runs ads on your site that you cannot remove or make profit from. You get three GB of space to upload media, dozens of free themes, and the Jetpack essential features.

Now that you know what comes with the free version of WordPress, you can finish up the process of creating your website. As indicated in figure 2.2.2 by a red arrow, there is a button that says “Not sure yet? Start with a free site”. Click on that button and your website will be created. You will be brought to a page that looks like figure 2.2.3 and says, “Your site has been created!”.

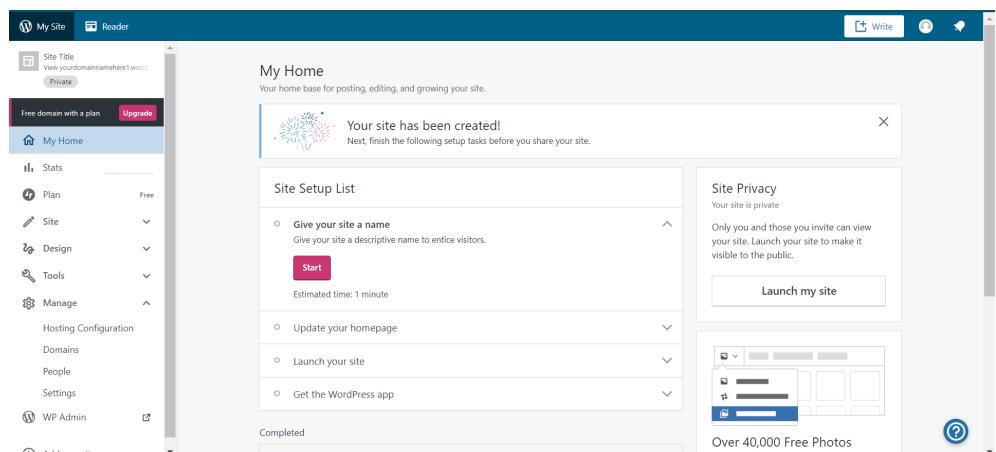


Figure 2.2.3: Your newly created WordPress site

Chapter 3

Understanding the WordPress admin page

The WordPress admin page is an important tool to understand and acts like the control panel for your WordPress website. The admin page is where you create and manage content, add functionality, and customize your WordPress experience.

This Chapter will go over how to get to the WordPress admin page and the features on the left-hand side of the admin page. This will make your WordPress experience much easier and more productive. These features will include the Dashboard, Posts, Media, Links, Pages, Comments, Feedback, Appearance, Users, Tools, and Settings (See red boxes in Figure 3.1).

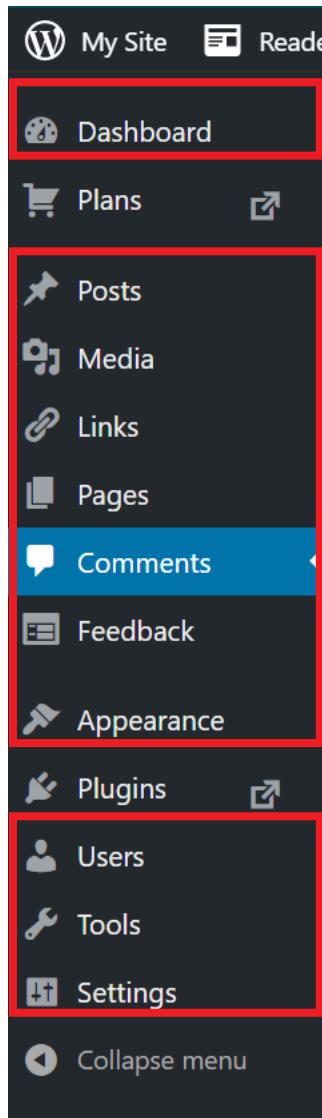


Figure 3.1: The left-hand side of the admin page

3.1 Getting to your WordPress admin page

You can navigate to the admin page from your WordPress website. Go to your desired web browser and type “<https://wordpress.com/login>” into the search bar. In Figure 3.1.1, you will type in your email address or username and hit “Continue” (See red arrow in Figure 3.1.1).

The screenshot shows the "Log in to your account" screen. It has a text input field for "Email Address or Username" and a pink "Continue" button below it. A red arrow points to the "Continue" button.

Figure 3.1.1: Logging into your WordPress account

Now type in your password and hit the “Log In” button indicated by the red arrow in Figure 3.1.2). You will be directed to the WordPress Reader page (See Figure 3.1.3 on the next page).

The screenshot shows the "Log in to your account" screen. It has a text input field for "Email Address" containing "youremailgoeshere123@gmail.com", a text input field for "Password", and a pink "Log In" button below. A red arrow points to the "Log In" button.

Figure 3.1.2: Logging into your WordPress account

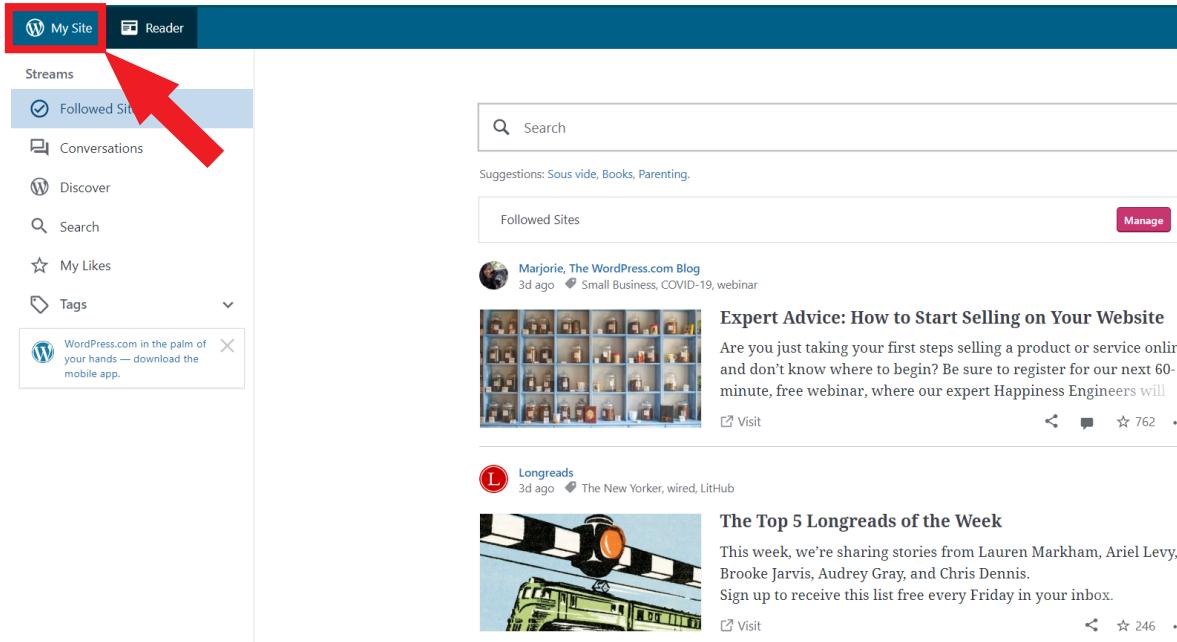


Figure 3.1.3: WordPress Reader page

In figure 3.1.3 there is a tab indicated by a red arrow that says, “My site”. Click this button and you will be directed to your sites home page (See Figure 3.1.4). Indicated by a red arrow there is a button called “WP Admin”. In your WordPress site click on this button and you will be navigated to the WordPress admin page (See Figure 3.1.5 on the next page).

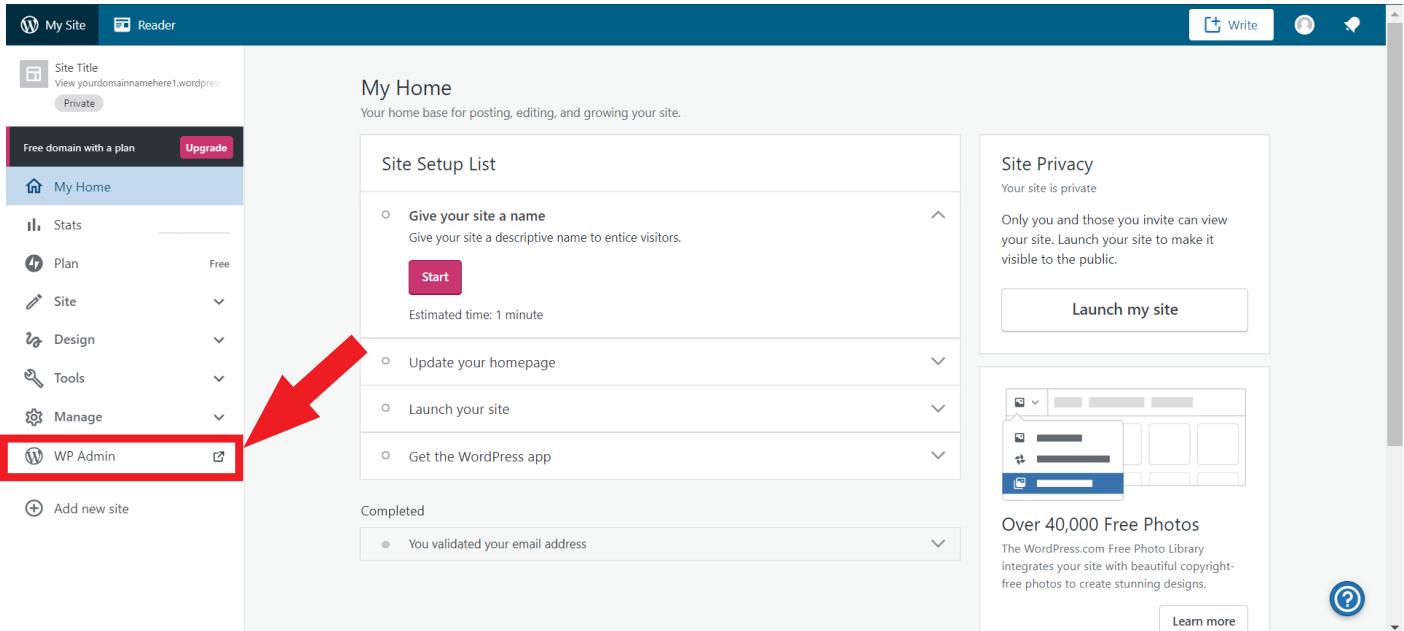


Figure 3.1.4: Your sites homepage and how to get to your WordPress admin page

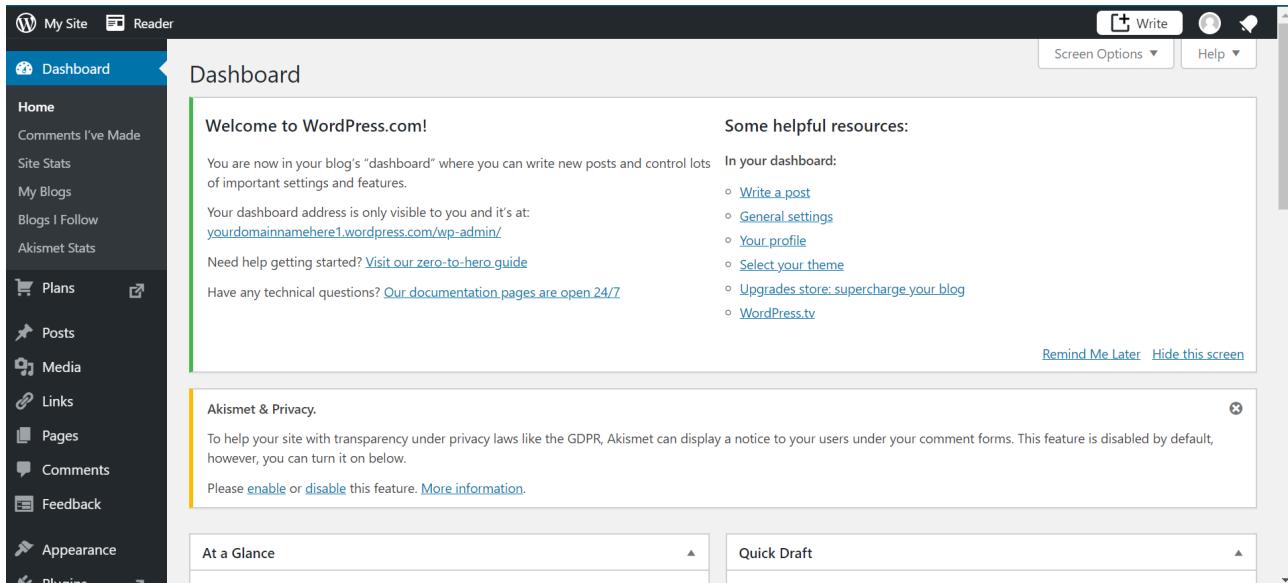


Figure 3.1.5: The WordPress admin page

3.2 Navigating the admin left-hand side menu

The **admin left-hand side menu** is an important tool to knowing how to use to use WordPress. Adding features to your WordPress site, such as plugins, may add tabs to your left-hand side menu. Although, this manual is covering the free version of WordPress, so you cannot install or use plugins. There are other features that may not be available with the free version of WordPress and won't be covered.

Note: Hovering your cursor over a tab on the side menu will display a fly out menu (See Figure 3.2.1). The fly out menu will show all available options, if any, within that tab called **sub-tabs**.

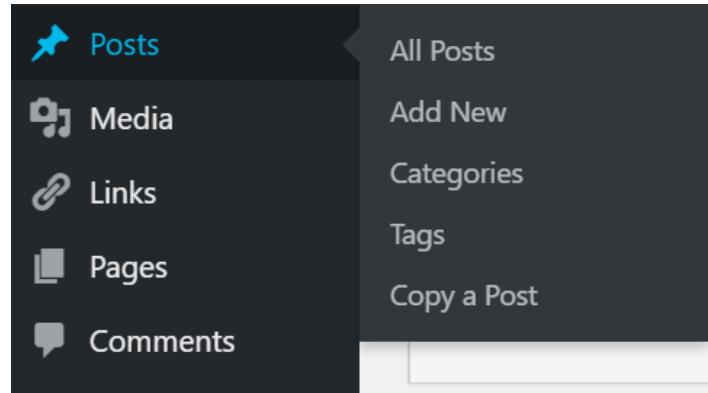


Figure 3.2.1: When hovering over a tab in the admin page a fly-out menu appears

The **Dashboard** is where you will see default widgets such as quick draft, activity, WordPress events, news, and at a glance (See figure 3.2.2). This tab gives you a quick overview of the details for your WordPress site. The Dashboard is useful to quickly view things on your site, such as site performance. Although, you will spend most of your time using other features on the admin page.

A screenshot of the WordPress dashboard. The 'Dashboard' tab is active and highlighted in blue. To the right of the dashboard, there is a sidebar with the title 'Dashboard' and a 'Welcome to WordPress.c' message. Below the message, there are several links: 'Comments I've Made', 'Site Stats', 'My Blogs', 'Blogs I Follow', and 'Akismet Stats'. The main content area of the dashboard shows a 'Welcome to WordPress.c' message and some performance statistics.

Figure 3.2.2: The dashboard tab

The **Post tab** is where you can create, copy, and view blog posts (See Figure 3.2.3). You create posts through the Add New sub-tab. You can also use **categories** to group your posts together. The Categories sub-tab is where you can use categories to organize your posts for the reader. Posts can be assigned to more than one category, but generally 2-3 categories is a good limit to have in order to keep your site organized. You can also create **tags**, which are used to assign keywords to posts. The Tag sub-tab is where you can use tags to sum up the post's main ideas. Categories and tags are to help organize your site.

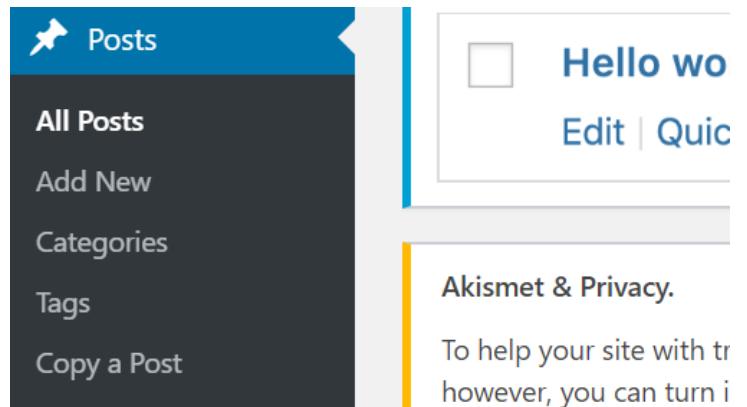


Figure 3.2.3: The Posts tab

The **Media tab** is where you can upload and manage pictures, videos, audio, and other files for your site (See Figure 3.2.4). The Library sub-tab is where you can manage current media, as well as editing and resizing images. The Add New Media sub-tab is where you can add new media by dragging and dropping media, and or selecting media. Media adds details to your site.

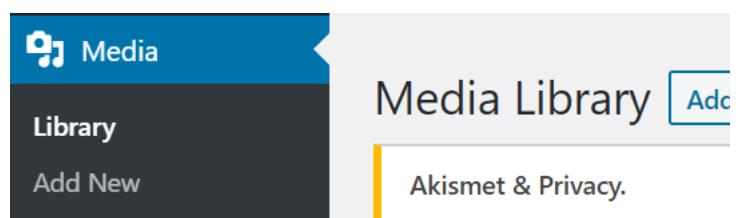


Figure 3.2.4: The Media tab

The **Links tab** is where you can add links to your website, usually through widget, and manage existing links (See Figure 3.2.5). The Add New Links sub-tab is where you can do this. The only required information is the link's web address and the text you want to appear on your site. The Link Categories sub-tab is another way to group your links together by similar topics. These are separate from the categories you use for your Posts. Link Categories organize your links, making your site cleaner.

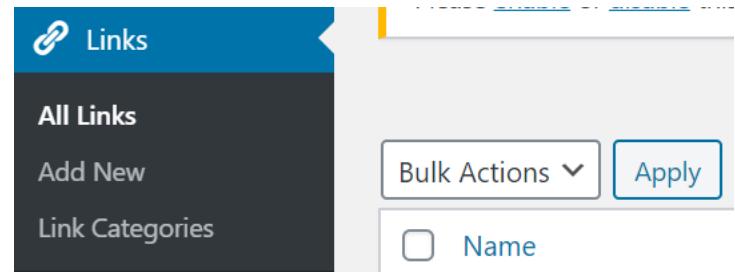


Figure 3.2.5: The Links tab

The **Pages tab** is where you can create, copy, and view pages (See Figure 3.2.6). The All Pages tab is where you can view your individual page views and manage your pages. You can create pages through the Add New sub-tab, selecting a layout template if you desire. You can also nest pages, making a page the "Parent" of another page, creating a group of pages. This feature acts like the categorizing feature of posts.

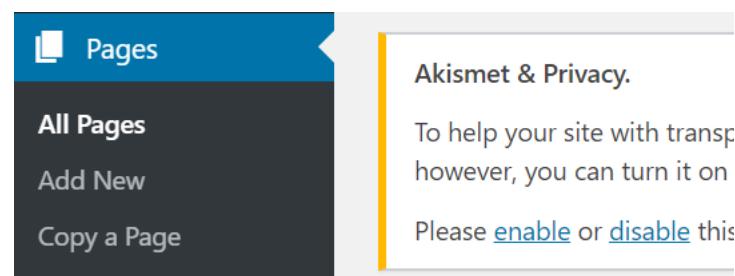


Figure 3.2.6: The Pages tab

The **Comments tab** is where you can see all the comments on your site and manage them (See Figure 3.2.7). You can reply and delete comments. Comments are a great way to show off your site or product, but not all comments are good, some can be spam.



Figure 3.2.7: The Comments tab

The **Feedback tab** is where you can create and share a poll (See Figure 3.2.8). This allows you to get feedback from your users which in return allows you to give them what they want. You can also see your ratings in the Rating sub-tab. The Feedback tab is a great feature to help you satisfy your users.

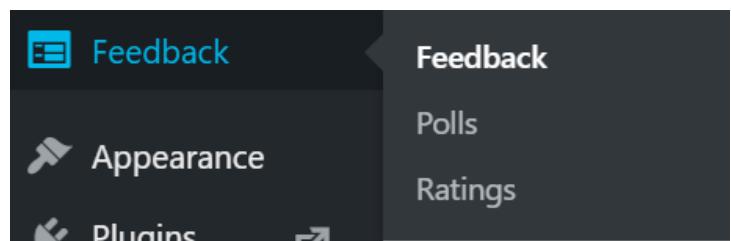


Figure 3.2.8: The Feedback tab

The **Appearance tab** is where you can customize your site. You can manage themes, **widgets**, and **menus** (See Figure 3.2.9). The Themes sub-tab is where you can change the theme of your website. The Customize sub-tab is where you can customize your website. You can change your sites title, site identity, menus, widgets, and settings. The Widget sub-tab is where you can add blocks of content to your site's sidebars, footers, and other areas. The placement of widgets depends on your sites theme. A widget can add a feature or function to your website. The Menus sub-tab is where you control your websites navigation. This is how you connect pages to the home page of your site.

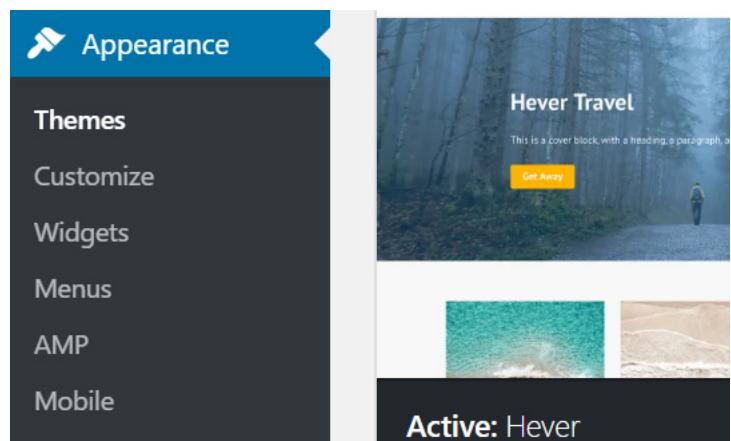


Figure 3.2.9: The Appearance tab

The **Users tab** is where you can see who has access to your WordPress site (See Figure 3.2.10). It has the My Profile and Personal Settings sub-tabs where you can customize your profile. You can change your password, manage your notifications, and more.

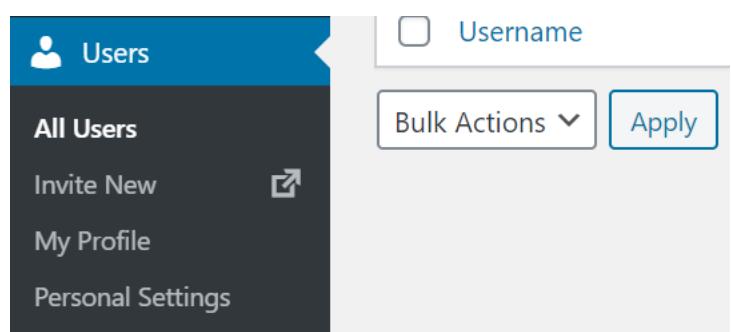


Figure 3.2.10: The Users tab

The **Tools tab** is where you can import and export content, which you can access under the import and export sub-tabs (See Figure 3.2.11). When you export content from your site it downloads an xml file holding your content. You can search for this file in the import sub-tab and import the content to your WordPress site. This feature is useful when moving your WordPress site to a new account. The Delete Site sub-tab brings you to your WordPress websites homepage where you can delete your site permanently.

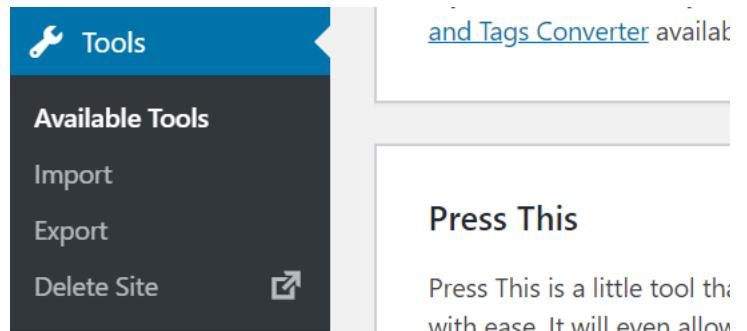


Figure 3.2.11: The Tools tab

The **Settings tab** is where you will find useful sub-tabs such as General, Writing, Reading, Discussion, Media, and more (See red box in Figure 3.2.12). Although there are more sub-tabs under the Settings tab, these sub-tabs will be most likely to be encountered at least once for your new WordPress site. The General sub-tab is where you can edit your sites title, tagline, date, and time. The Writing sub-tab is where you can customize your emoticons and XHTML. You can also change your default post categories, default link categories, and a few other options. The Reading Sub-tab is where you can decide the display of your content. You can decide how your homepage displays, the maximum number of posts to display, and whether to show full text or a summary of your text. The Discussion sub-tab is where you can control the management and display of comments and links to your posts or pages. You can also control the notifications of your WordPress site. The Media sub-tab is where you can set the maximum sizes for images and edit your image gallery carousel settings.

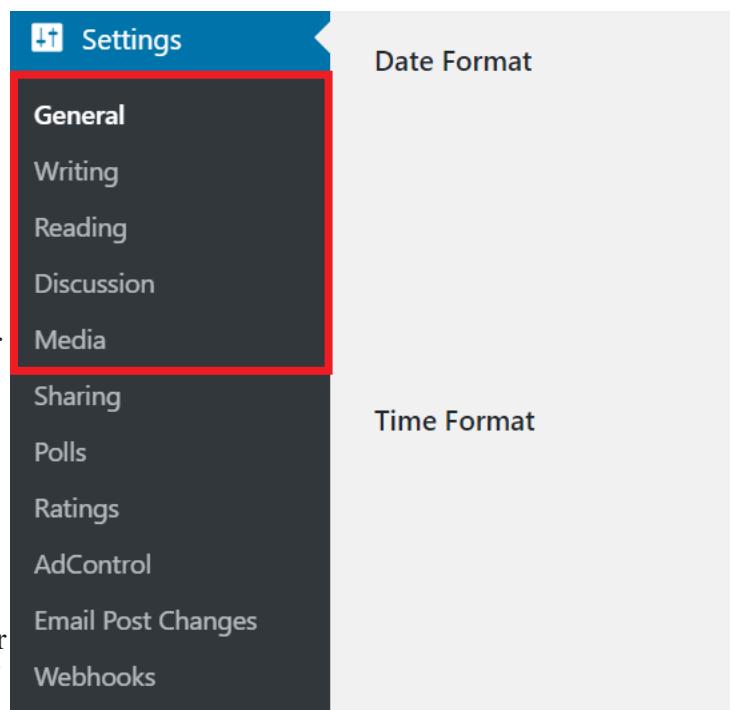


Figure 3.2.12: The Settings tab

Chapter 4

Adding content to your WordPress site

It is important to add content to your site and customize it to your liking. When you make your WordPress website it gets filled with example content. This includes text, images, and style. Therefore, your website is not ready to be launched to the web.

This chapter will cover how to create and edit the post or page, and add the post or page to your menus. By the end of this chapter you will be able to edit the rest of the posts and pages on your site and launch it to the public (See Figure 4.1).

Welcome to my first WordPress page! This is a example page for my WordPress manual.



The Adirondack mountains. Incredible to visit in the Fall.

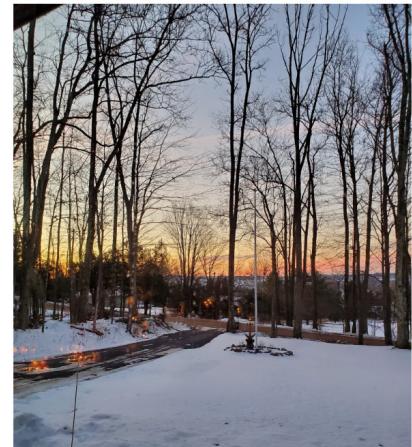


Figure 4.1: An example of a customized WordPress site

4.1 Creating a Post or Page

WordPress makes creating posts or pages very easy. Go to your WordPress admin page (See section 3.1 for how to get to your admin page). Once at your admin page you will see the admin left-hand side menu as stated in the previous chapter. The Posts and Pages tabs are where you will create, edit, copy, trash, and view posts and pages. Creating posts will be explained first, then pages.

To create a post, you will need to hover over the Posts tab. Sub-tabs will appear (See Figure 4.1.1). Click on the Add New tab (See red arrow in Figure 4.1.1). This will bring you to page like Figure 4.1.2.

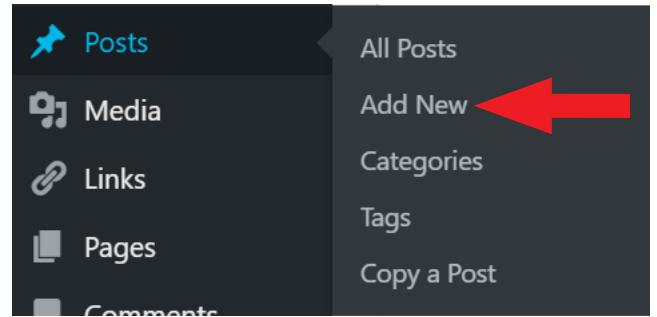
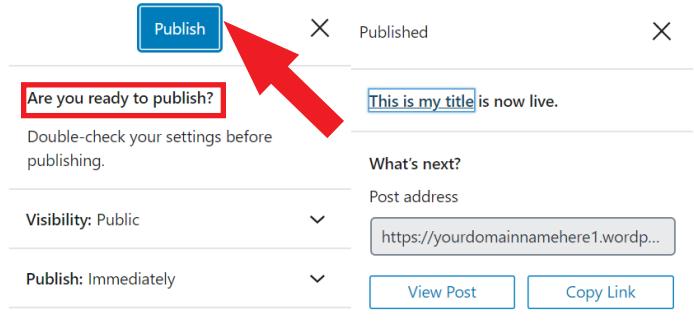


Figure 4.1.1: The Add New tab for Posts

A screenshot of the WordPress block editor. At the top, there's a toolbar with icons for document, add, back, forward, info, and more. To the right of the toolbar are buttons for 'Preview', 'Publish' (which is highlighted with a red arrow), settings, and other options. Below the toolbar, the title 'Add title' is selected. The main area says 'Start writing or type / to choose a block'. At the bottom, there's a footer with 'Document' and a plus sign icon.

Figure 4.1.2: The block editing page for editing posts

Here you can add content to your posts, although for organizational purposes we will add content in the next section of this chapter. Give your post a title where it says, “Add title” by clicking on “Add title” and a blinking line will appear. Type any title you would like, you can always change it later. Then click the **publish** button on the top tool bar (See red arrow in Figure 4.1.2 on the previous page). A pop-up will appear and ask you “Are you ready to publish?” (See figure 4.1.3). Customize the settings to your liking and click the publish button (See red arrow in Figure 4.1.3). Your screen will look like Figure 4.1.4 and your post has been created.



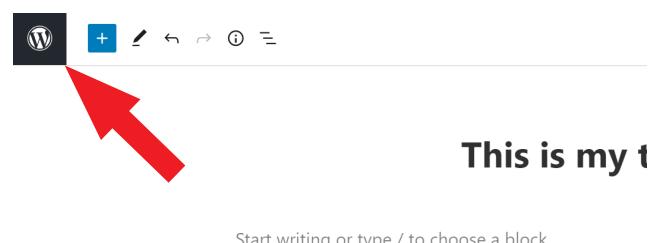
Always show pre-publish checks.

Always show pre-publish checks.

*Figure 4.1.3:
Publishing your post*

*Figure 4.1.4: Your post
was published*

Creating a page is a very similar process to creating a post. Go back to the admin menu by clicking on the WordPress symbol in the upper left-hand corner of the page (See red arrow in figure 4.1.5). Once on the admin menu, hover over the Pages tab and some sub-tabs will appear (See Figure 4.1.6). Click on the Add New tab (See red arrow in Figure 4.1.6). This will bring you to the template options for pages (See Figure 4.1.7 on the next page).



Start writing or type / to choose a block

Figure 4.1.5: How to get back to the admin page

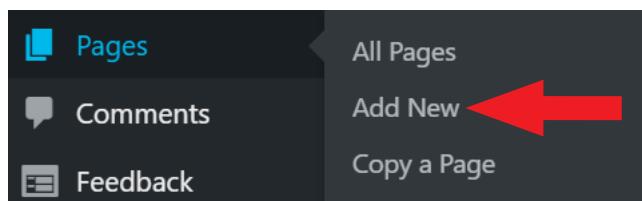


Figure 4.1.6: The Add New tab for Pages

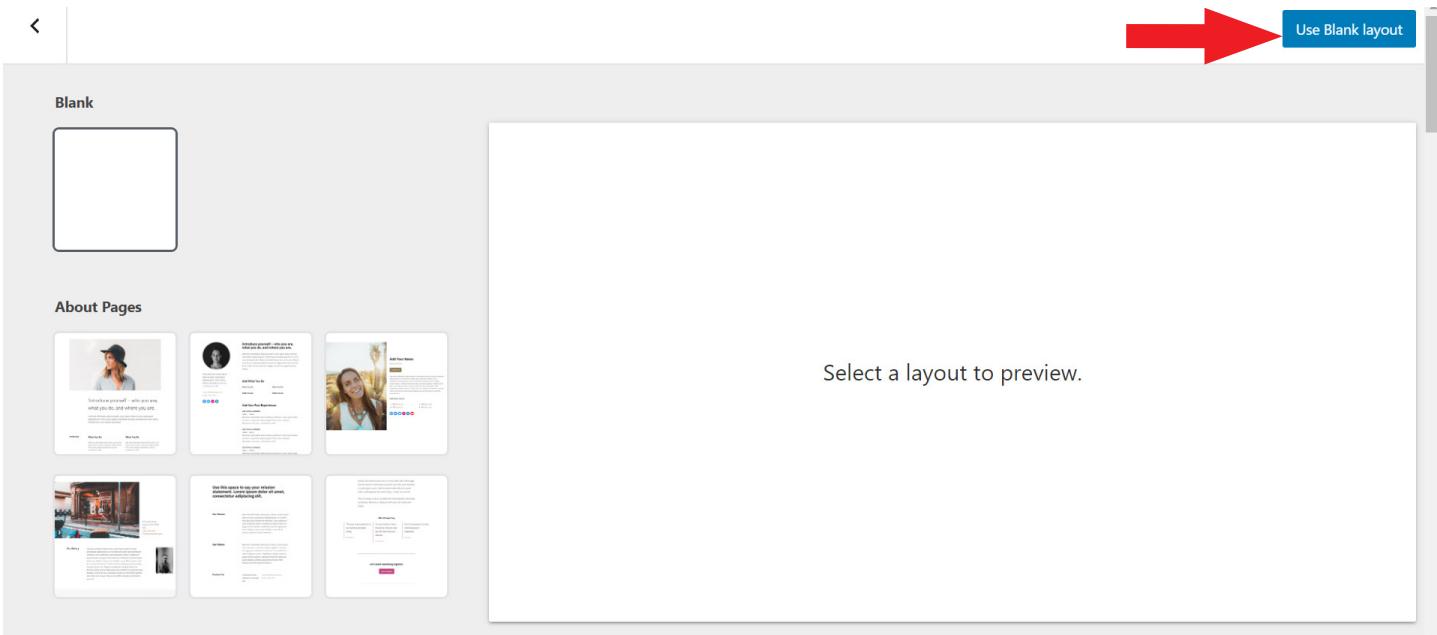


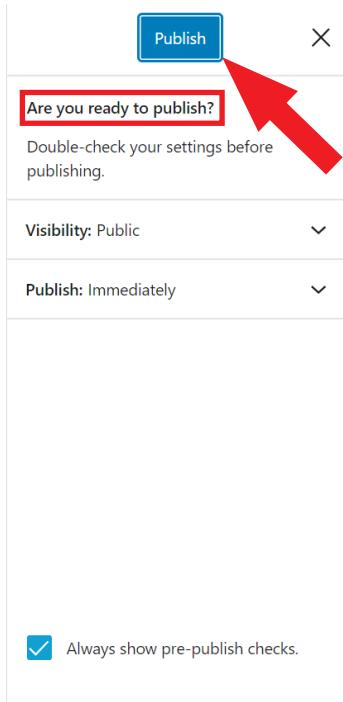
Figure 4.1.7: The template page for editing pages

Unlike creating posts, you can choose a template to edit, but for learning purposes click on the blank template. Then click on the button in the upper right-hand corner of the page that says “Use Blank layout” (See red arrow in Figure 4.1.7). This will bring you to a page that looks similar to the editing page for posts (See Figure 4.1.8).

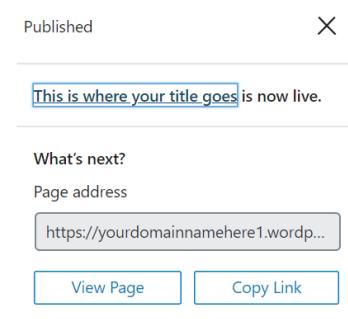
A screenshot of the WordPress block editor interface. At the top, there's a toolbar with icons for document, add, bold, italic, etc., followed by a 'Publish' button and other settings. A large red arrow points from the text in the caption below to the 'Publish' button. Below the toolbar, the main area has a title 'Add title' and a placeholder 'Start writing or type / to choose a block'. At the bottom, there's a footer bar with a plus sign icon.

Figure 4.1.8: The block editing page for editing pages

Just like what you are going to do for posts, you will add content to this page in the next section of this chapter. Give your page a title where it says, “Add title” by clicking on it, and a blinking line will appear. Type anything you want, you can always change the title later. Then click the publish button on the top toolbar (See red arrow in Figure 4.1.8 on the previous page). A **pop-up tab** will appear and ask you “Are you ready to publish?” (See figure 4.1.9). Customize the settings to your liking and click the publish button (See red arrow in Figure 4.1.9). Your screen will look like Figure 4.1.10 and your page has been created.



*Figure 4.1.9:
Publishing your page*



Always show pre-publish checks.

*Figure 4.1.10: Your
page was published*

4.2 Editing a Post or Page

Editing your posts and pages is important to get rid of the example content on your pages. Editing your site will not only make your site more personal, but it will allow you to accomplish the goals you had in mind. This section will go over how to edit the posts and pages previously made in section 4.1, and equip you with the knowledge to edit any other posts or pages you may have. The process for editing your pages and posts is the same; however, access to the editor for pages and posts is in different locations.

Start from the WordPress admin page to begin the editing process. Go to your admin page (See section 3.1 for how to get to your admin). Your screen should look like Figure 4.2.1.

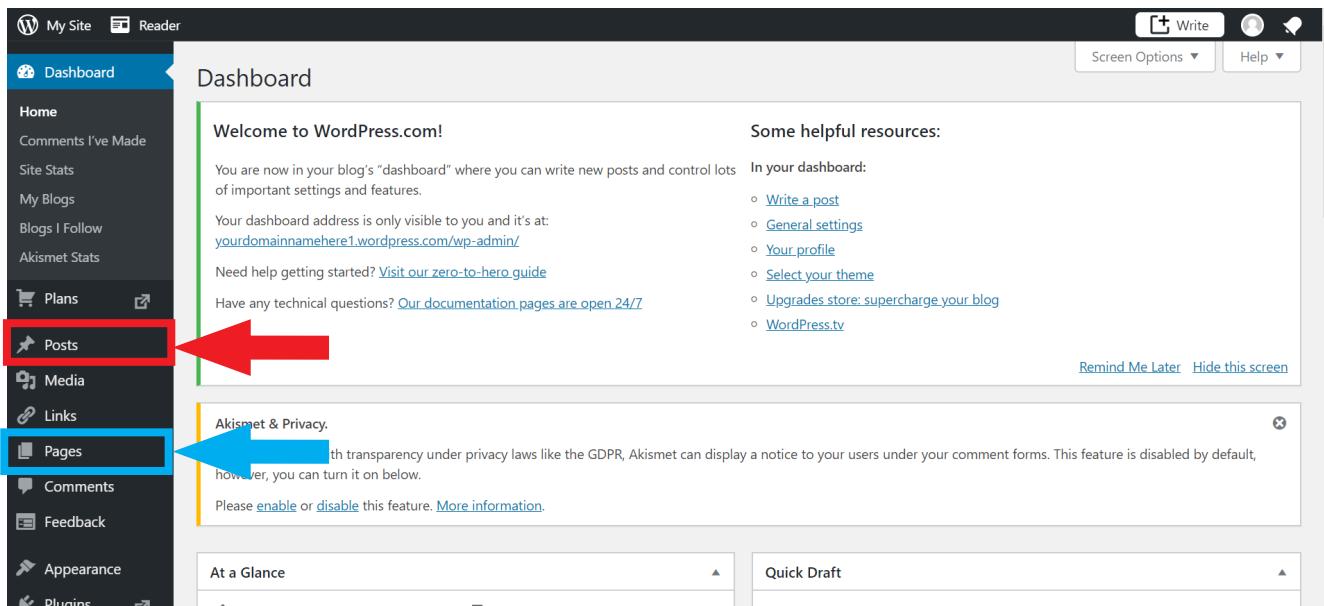


Figure 4.2.1: The WordPress admin page

To edit a post, click on the Posts tab (See red arrow in Figure 4.2.1). For editing pages click on the Pages tab (See blue arrow in Figure 4.2.1). Then you will be brought to a page with either all of your Posts or all of your Pages depending on the tab you clicked on (See Figure 4.2.2 on the next page).

Need to duplicate a post or page? Hover over the title of your post or page and click "Copy." [Learn more.](#)

<input type="checkbox"/> Title	Author	Categories	Tags	Stats			Date
This is where your title goes	yourusername goeshere123	Uncategorized	—		—		Published 2020/04/21
Introduce Yourself (Example Post)	yourusername goeshere123	Uncategorized	—		—		Published 2020/04/06
Introduce Yourself (Example Post)	yourusername goeshere123	Uncategorized	—		—		Published 2020/04/06
Introduce Yourself (Example Post)	yourusername goeshere123	Uncategorized	—		—		Published 2020/04/06

Figure 4.2.2: All your posts or pages

Hovering over a posts or pages title will give you several options (See Figure 4.2.3). Look for the post or page you want to edit by its title and hover over it, preferably the one you created last section. Click the edit tab as shown by a red arrow in Figure 4.2.3. You will be brought to a page where you can edit your post or page, called the **Block editor** (See Figure 4.2.4).

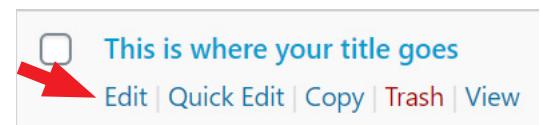


Figure 4.2.3: The options you can do on a post or page

Start writing or type / to choose a block

Figure 4.2.4: The WordPress Block editor page



Figure 4.2.5: The WordPress block editor tool bar

The top tool bar in the editor will be explained so that you can add content and understand how to use the Block editor (See Figure 4.2.5). As explained before, the WordPress symbol at the very top left of the tool bar is to get back to the WordPress admin page (See symbol in Figure 4.2.6).



Figure 4.2.6: How to get back to the WordPress admin page

The next tool is the blue box with a plus sign, where you can add a block to your post or page, called the Add block tool (See symbol in Figure 4.2.7). A block is a content element that you add to your editing screen. Posts and Pages both use **blocks** to add content. This could be a heading, a paragraph, an image, a video, and so much more. Click on the Add block tool and block options will drop-down (See Figure 4.2.8). You can search for certain types of blocks quickly. For example, if you want a gallery block you can search “gallery” in the search bar and click on the gallery block when it appears (See Figure 4.2.9 on the next page). Clicking on the block will send it to your post or page where you can add content to it (See Figure 4.2.10 on the next page).



Figure 4.2.7: The add block button

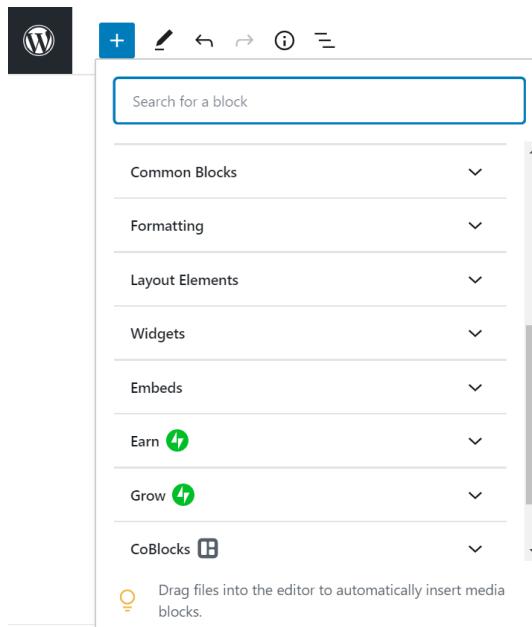


Figure 4.2.8: The add block drop-down options

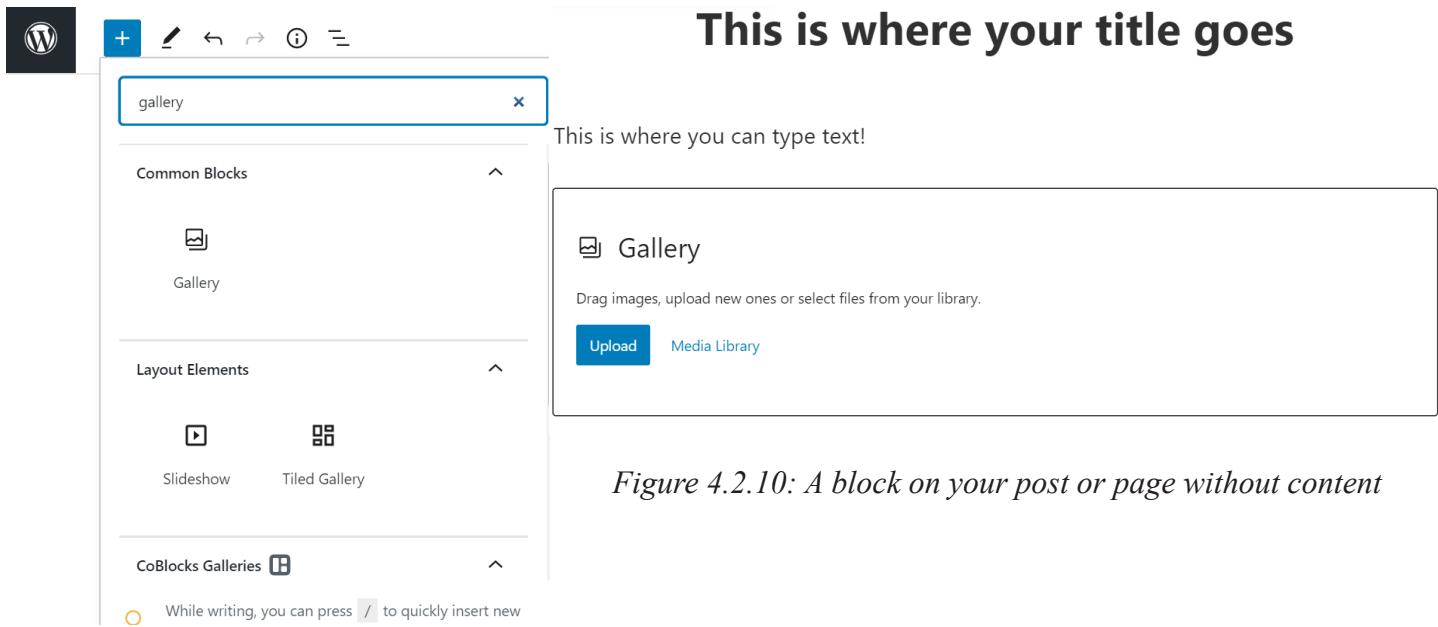


Figure 4.2.9: Searching a block to be added to your post or page

Another way to quickly add blocks is to scroll down to the black box, called the Add block tool, with a plus in it or where it says, “Start writing or type / to choose a block” (See Figure 4.2.11). Click to the left of the black box or on the text and you will see a blinking line. If you type a “/” in this space, a **drop-down tab** will appear. Type in the kind of block you want. For example, if you wanted to have a gallery block you would type in “/gallery” (See Figure 4.2.12). Hit enter on the keyboard and the block will automatically be sent to your post or page where you can add content to it.



Figure 4.2.11: Searching for blocks on your editor page

The screenshot shows the WordPress editor interface. On the left, there's a search bar containing the text '/gallery'. To the right of the search bar is a dropdown menu listing various gallery blocks: 'Gallery', 'Masonry', 'Collage', 'Offset', 'Stacked', 'Slideshow', and 'Tiled Gallery'. The main content area has a placeholder text 'Start writing or type / to choose a block'.

Figure 4.2.12: Typing in a / is a quick way to add blocks

Adding content to a block is very easy. You can write text or make a heading by clicking on the black box or where it says, “Start writing or type / to choose a block”. When a block is clicked, you will see a tool bar at the top of the block. The editing tool bar changes from block types (See Figure 4.2.13). The settings at the top of the block usually includes formatting options as well as the option to change the block type.

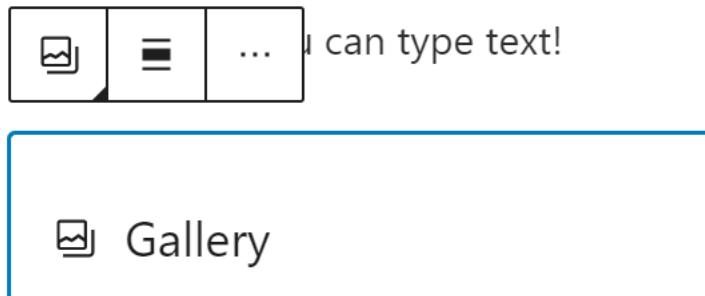


Figure 4.2.13: Different tool bars for different blocks. The right is a gallery block the left is a text block

After the Add block tool, there is a tool that looks like a pencil, called the Tools tool (See symbol in Figure 4.2.14). You can change between editing your post or page or selecting items on them. When using the selecting tool for posts or pages you can quickly hit enter and switch back to the editing tool.



Figure 4.2.14:
The Tools tool

Next to the Tools tool is the undo and redo tools (See symbol in Figure 4.2.15). You can also undo things by holding control and hitting z on the keyboard. You can redo things by holding control and shift, hitting z on the keyboard. If you do not like a block and want to get rid of it, you can easily use the undo tool or keyboard to delete the block.



Figure 4.2.15: The
Undo and redo
tools

The next tool is the circle with an “i” in it, called the Content structure tool (See symbol in Figure 4.2.16). Clicking on this tab allows you to see your total number of words, headings, paragraphs, and blocks on your post or page.

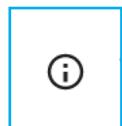


Figure 4.2.16: The
Content sturcture tool

After that, you will see a symbol with three lines on top of each other, called the Block navigation tool (See symbol in Figure 4.2.17). Clicking on this tab allows you to see what kind of blocks you have on the editor page, in order from the top of your post or page to the bottom (See Figure 4.2.18). You can click on a block and you will be brought to where that block is on your post or page.

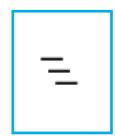


Figure 4.2.17:
The Block
navigation tool

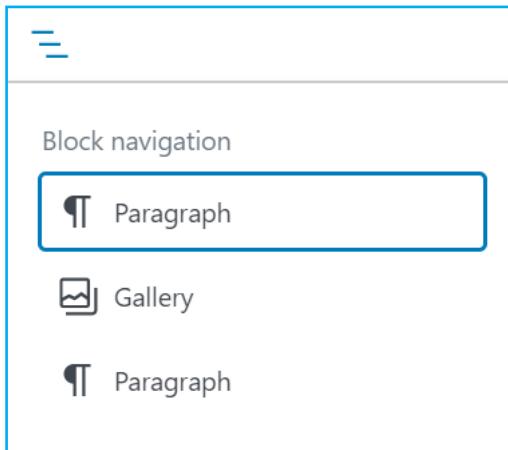


Figure 4.2.18: Drop-down tab for the block navigation button with a paragraph being the first block on the post or page

On the top right of the tool bar there is a button that says, “Switch to draft” (See Figure 4.2.19). This takes your post or page off of your website and allows you to edit it without the post or page on your website. Clicking on this button will make a pop up appear. It will say, “Are you sure you want to unpublish this post?” if you’re editing a post and say, “Are you sure you want to unpublish this page?” if you’re editing a page. You can either click ok or cancel to **unpublishing** a post or page.



Figure 4.2.19: The
Switch to draft button

The Preview tab allows you to see your post on different devices (See figure 4.2.20). This is useful when trying to make your site mobile friendly.

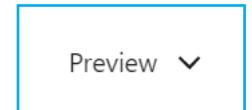


Figure 4.2.20: The Preview
tool

Next is the Update button which will be used often (See Figure 4.2.21). You may want to save your progress in case something happens, like accidentally closing WordPress. Updating your post or page will act as saving. It will also update the post or page on your website if you are not editing a draft.



Figure 4.2.21: The Update button

Click on the cog icon on the upper-right tool bar of the screen, called the Settings tool (See symbol in Figure 4.2.22). This brings you to the document settings (See Figure 4.2.23). This is where you can add tags, categories, featured images, **permalinks**, along with customizing your posts or pages status and visibility. As indicated by the red arrow in Figure 4.2.23, click on the Block tab. This is where you will find more block settings, but first you need to click on a block to see its settings. Once a block is clicked, your block tab will look like figure 4.2.24.



Figure 4.2.22: The Settings tool

The screenshot shows the WordPress editor interface. At the top, there's a toolbar with several icons: a blue 'Update' button, a gear icon for settings, a table icon, a bold 'A' icon, a lightning bolt icon, and a more options menu. Below the toolbar is a sidebar with tabs: 'Document' (which is highlighted in blue) and 'Block'. Under the 'Document' tab, there are sections for 'Status & visibility' (set to 'Public'), 'Publish' (set to 'April 21, 2020 6:52 pm'), and a checkbox for 'Stick to the top of the blog'. There are also links for 'Move to Trash' and 'Edit'. Under the 'Block' tab, there are sections for 'Text settings' (with preset size dropdown and 'Custom' button), 'Color settings', and 'Advanced'.

Figure 4.2.23: The Document tab

The screenshot shows the WordPress editor interface with the 'Block' tab selected. The sidebar has changed to show block-specific settings. The 'Paragraph' section is currently active, describing it as the building block of all narrative. It includes a 'Drop cap' toggle. Other sections visible include 'Text settings' (with preset size dropdown and 'Custom' button), 'Color settings', and 'Advanced'.

Figure 4.2.24: The Block tab

Now click on the black square made up of other squares on the upper-right tool bar of the screen, called the **Block patterns** tool (See symbol in Figure 4.2.25). This is where you can change the layout of your block patterns (See Figure 4.2.26). These Block Patterns act like templates for your post or page.

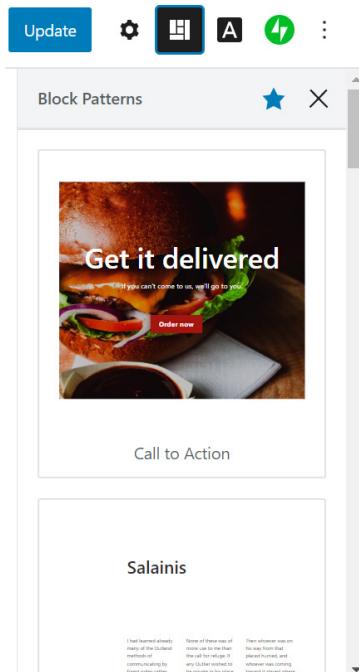


Figure 4.2.26: The Block patterns tab



*Figure 4.2.25:
The Block
patterns tool*

Next on the tool bar is the “A” symbol on the upper-right tool bar of the screen, called the Global styles tool (See symbol in Figure 4.2.27). Click on this tool and you can change the font of your title and base text (See Figure 4.2.28).

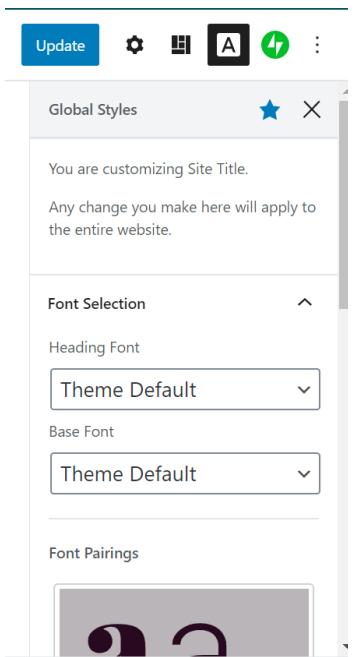
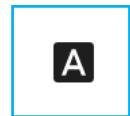


Figure 4.2.28: The Global styles tab



*Figure 4.2.27:
The Global styles
tool*

The three dots all the way to the right of the tool bar are where you can change some visual features of your editing, called the More options and tools button (See symbol in Figure 4.2.29). This is also where you can edit some tool options (See Figure 4.2.30).

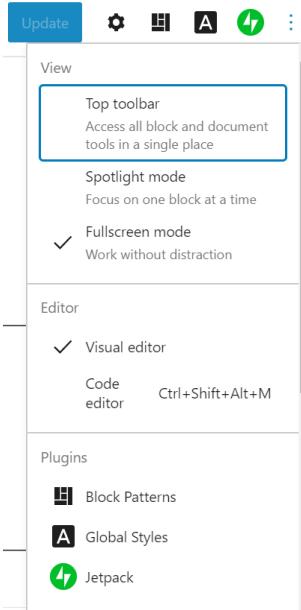
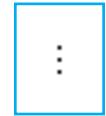


Figure 4.2.29: The options & tools button

Figure 4.2.30: The more tools & options tab

Now that you know how to use the editing features of the WordPress Block editor, you will be able to edit and customize all of your posts and pages to your liking.

4.3 Adding a Post or Page to the menus

Your pages and posts will not show up on your site until you put them into the menus or widgets. Posts can also be dedicated to a page for posts, through the reading's tab. This section will explain how to add posts and pages to your site.

Start from the WordPress admin page (See section 3.1 for how to get to your admin). Your screen should look like Figure 4.3.1. As indicated by the red arrow in Figure 4.3.2, hover over the Appearance tab and click on the Menus sub-tab (See Figure 4.3.3).

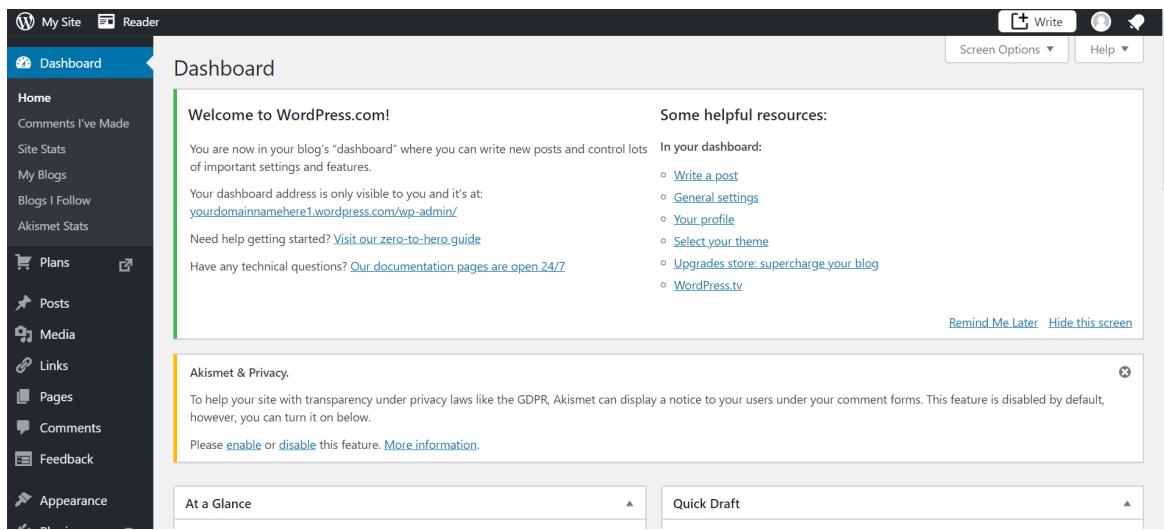


Figure 4.3.1: The WordPress admin page

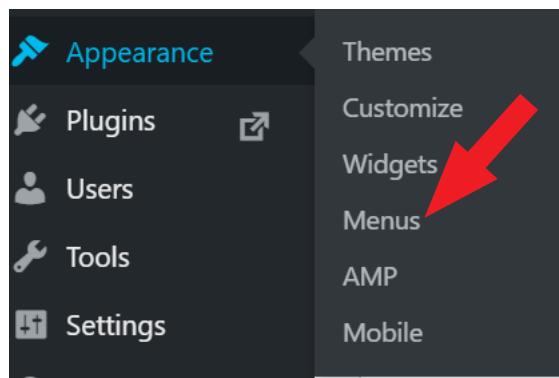


Figure 4.3.2: Getting to the Menus

A screenshot of the 'Menus' page in the WordPress admin. It shows a 'Primary' menu has been updated. There are tabs for 'Edit Menus' and 'Manage Locations'. A search bar allows selecting a menu to edit. Below, there are sections for 'Add menu items' (with a 'Pages' dropdown) and 'Menu structure' (with a 'Menu Name' dropdown set to 'Primary'). A note at the bottom says to drag items into order.

Figure 4.3.3: The Menu page

From the menus page you can find what posts or pages you want to put in the menus. You can also search them by name by clicking on the “Search” tab (See red arrow in Figure 4.3.4). Once you find the post or page you want to add to the menus, you can click on the box to the left of the title, and a blue check mark will appear (See Figure 4.3.5). Now click on the Add to Menu button (see red arrow in Figure 4.3.5) and the post or page will appear on the right side of the page under the menu (See Figure 4.3.6).

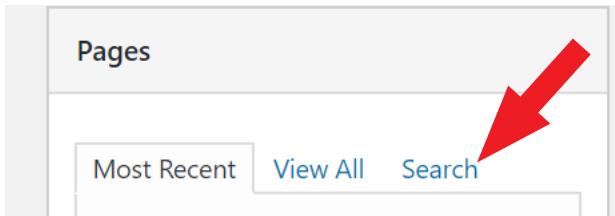


Figure 4.3.4: The Search tab

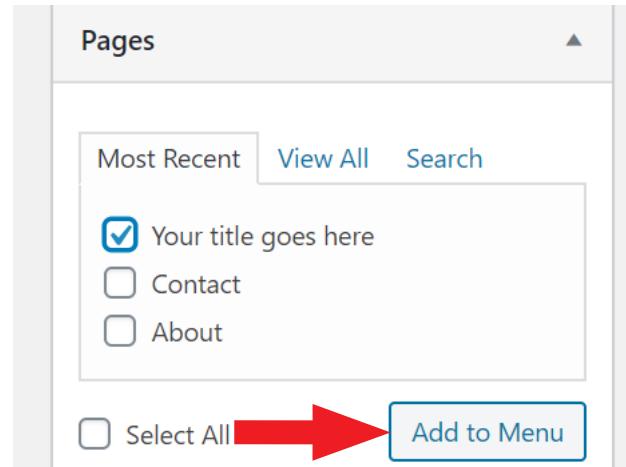


Figure 4.3.5: Adding a post to the menus

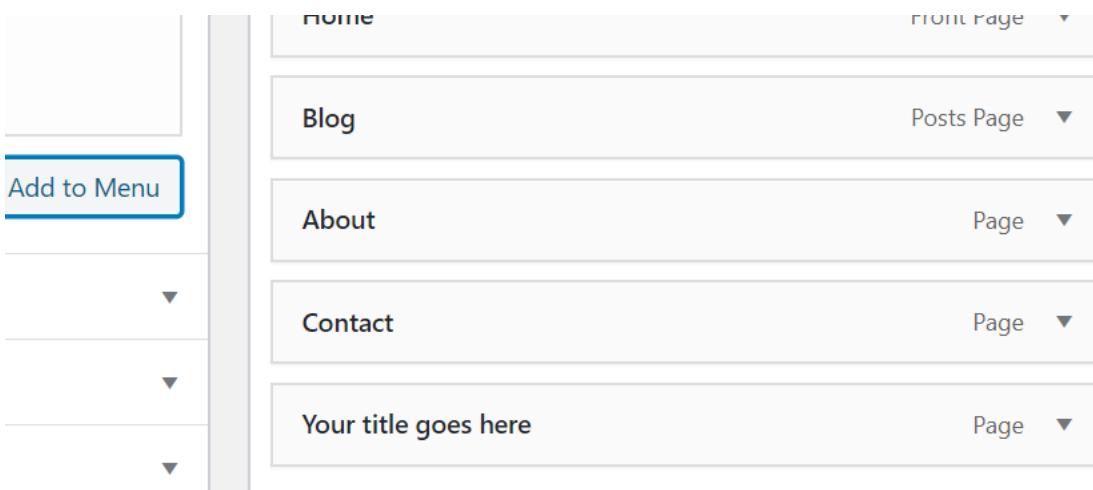


Figure 4.3.6: Your post or page has been added to the menus

Make sure to click on the “Save Menu” button any time you change something with your menus, so your changes will be added to your website (See red arrow in Figure 4.3.7). You can change the order of items in your menu by clicking on the post or page and dragging it to any place you want (See Figure 4.3.7).

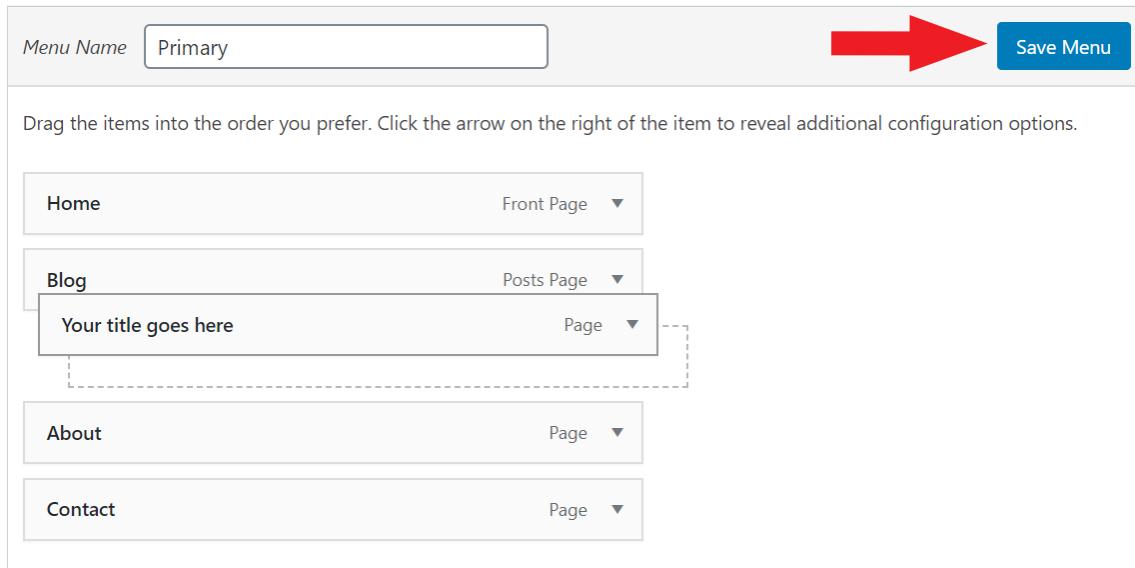


Figure 4.3.7: Saving the menu and changing the order of your menu

You can place the post or page slightly to the right of another post or page. Then it will appear as a drop-down tab on your menus (See Figure 4.3.8). Your post or page will appear on your website’s menu, this could be the primary, footer, or social links menu.

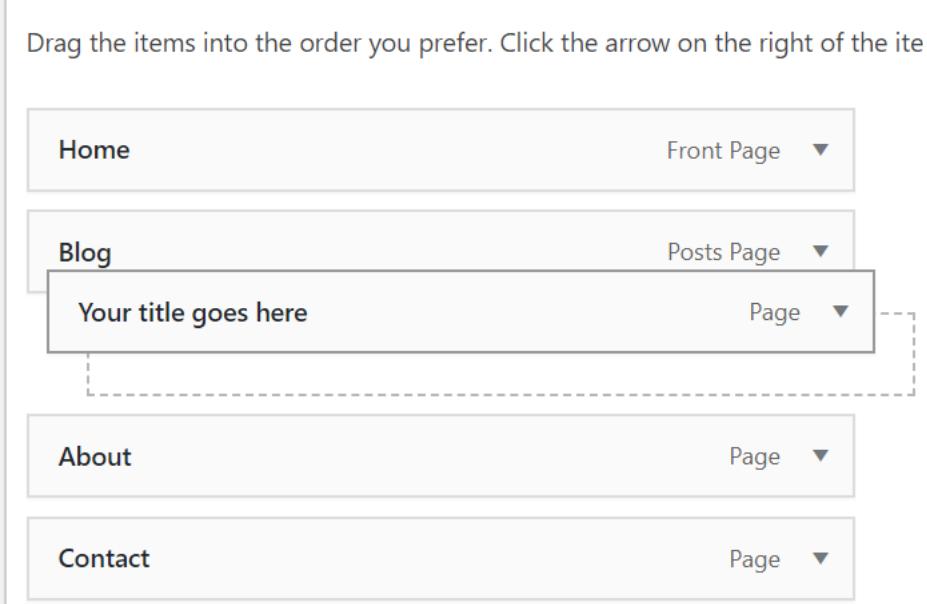


Figure 4.3.8: Creating drop-down tabs on the menu

You can change where your menu appears on your site under the menu settings (See Figure 4.3.9). You can also make it so anytime you create a page it will automatically be added to your menus (See Figure 4.3.9).

Menu Settings

<i>Auto add pages</i>	<input type="checkbox"/> Automatically add new top-level pages to this menu
<i>Display location</i>	<input checked="" type="checkbox"/> Primary <input type="checkbox"/> Footer Menu <input type="checkbox"/> Social Links Menu
Delete Menu	

Figure 4.3.9: Changing where your menu appears on your site and having every page automatically uploaded to your menus

To remove a menu just click on the title of a post or page and scroll down to where it says, “Remove” (See Figure 4.3.10). Click this button and your post or page will be removed from the menus.

Home	Front Page ▼
Blog	Posts Page ▼
Your title goes here	Page ▲
<i>Navigation Label</i>	
Your title goes here	
Move Up one Down one Under Blog To the top	
Original: Your title goes here	
Remove Cancel	

Figure 4.3.10: Removing a post or page from the menus

Another way to add posts to your website is to dedicate a page to your posts. Hover over the Settings tab on the left-hand admin side menu, and click on the Reading sub-tab (See red arrow in Figure 4.3.11).

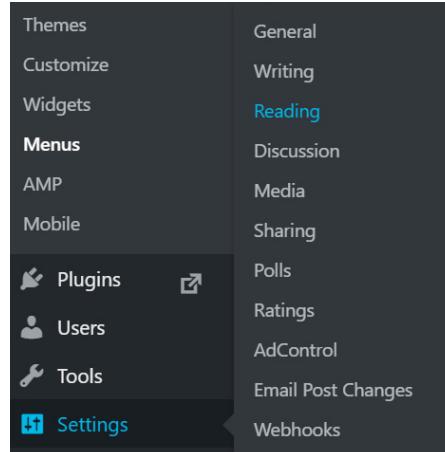


Figure 4.3.11: How to get to the Reading page

You will want to click on the circle next to where it says, “A static page (select below)” (See red arrow in Figure 4.3.12). Now click on the drop-down tab next to where it says, “Posts page” (See blue arrow in Figure 4.3.12). Pick the page you want to be dedicated to your posts. On the readings page you can also change how many posts your dedicated page will display, the amount of text the posts will display, and more. Save your changes by scrolling all the way to the bottom of the page and click on the “Save Changes” button (See red arrow in Figure 4.3.13).

The screenshot shows the 'Reading Settings' page. A red arrow points to the radio button labeled 'A static page (select below)'. A blue arrow points to the 'Posts page:' dropdown menu, which is open and shows 'Blog' selected. Other options in the dropdown include '— Select —', 'About', and 'Blog' again (which is highlighted in blue).

Figure 4.3.12: The Reading page

The screenshot shows the 'Follower Settings' page. At the bottom right, there is a blue 'Save Changes' button with a red arrow pointing to it from the left.

Figure 4.3.13: Saving your changes

Another way to add posts and pages to your page is through widgets. Widgets are independent sections of content that appear in specified areas on your site (See Figure 4.3.14). Hover over the Appearance tab on the admin page, and click on the Widgets sub-tab (See red arrow in Figure 4.3.15).

The image consists of two screenshots. On the left, the 'Widgets sidebar' shows a search bar at the top, followed by 'RECENT POSTS' with a link to 'Hello world!', and 'RECENT COMMENTS' with a link to 'A WordPress Commenter on Hello world!'. On the right, the 'Admin sidebar' has a dark background with various tabs: Feedback, Themes, Customize, **Appearance**, Plugins, Widgets (which is highlighted with a red arrow), Menus, AMP, Users, Tools, and Mobile.

Figure 4.3.15: How to get to the Widgets page

Figure 4.3.14: Widgets sidebar

On the widgets page you can drag and drop any of the widgets you want to the Footer (See Figure 4.3.16).

The screenshot shows the 'Widgets' page. In the 'Available Widgets' section, there are several options: Akismet Widget, Archives, Audio, Authors, Blogs I Follow, and Blog Stats. In the 'Footer' section, there is a dashed box labeled 'Pages' where the 'Pages' widget has been dropped. The top right corner of the page shows 'Enable accessibility mode' and 'Help'.

Figure 4.3.16: Dragging and dropping widgets

You can also click on widgets and click on the add widget button (See red arrow in Figure 4.3.17). Scroll down the page until you see the Pages and Recent Posts widgets. Add both widgets to your Footer using either method described above (See Figure 4.3.18).

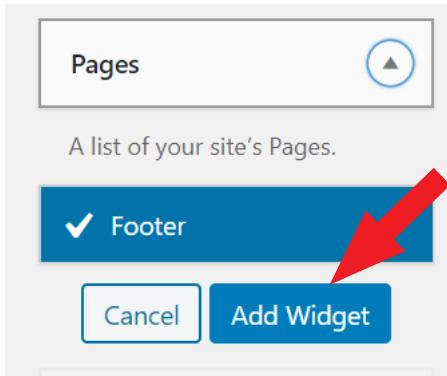


Figure 4.3.17: Adding a widget by its button

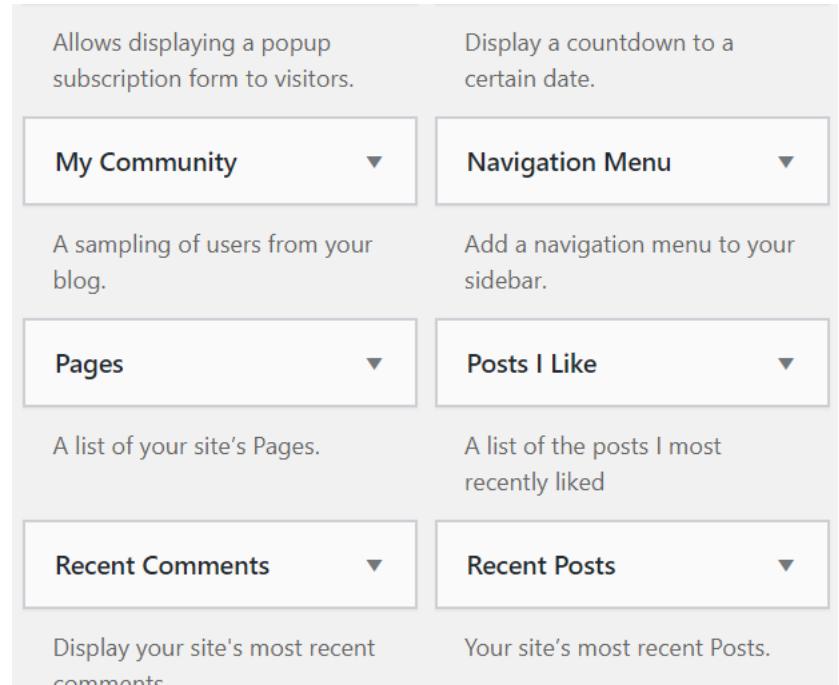


Figure 4.3.18: Adding the Pages and Recent Posts

Give your widgets a title, changing any other options as needed (See Figure 4.3.19). Once you are finished with your widgets, click the save button on each widget to add it to your site (See red arrow in Figure 4.3.19). If you need to delete a widget, just click on the delete button at the bottom right corner of each widget.

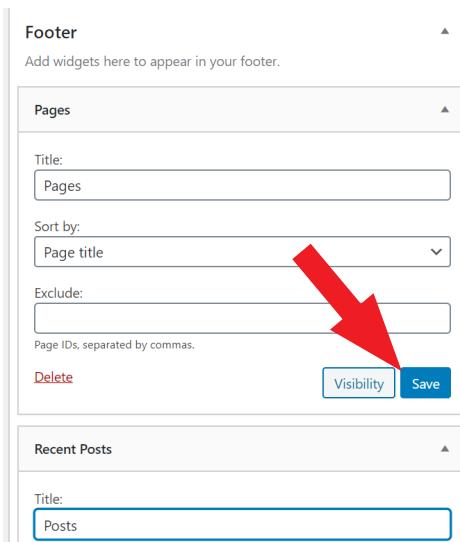


Figure 4.3.19: Giving your widgets a title and saving them

Once you have edited all of your posts and pages and added them to your site, you will be able to publish your site. From your admin page, click on the “My site” tab in the top left corner of the screen (See red arrow in Figure 4.3.20).

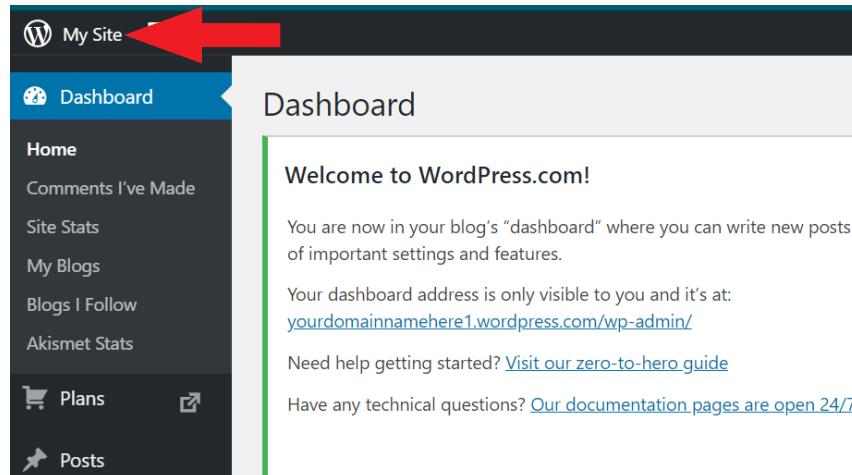


Figure 4.3.20: How to get your website's homepage

This will bring you to your WordPress site (See Figure 4.3.21). From your home screen you will see a button that says, “Launch my site”. Click on this button, as indicated by the red arrow in Figure 4.3.21, and your site will be published to the public.

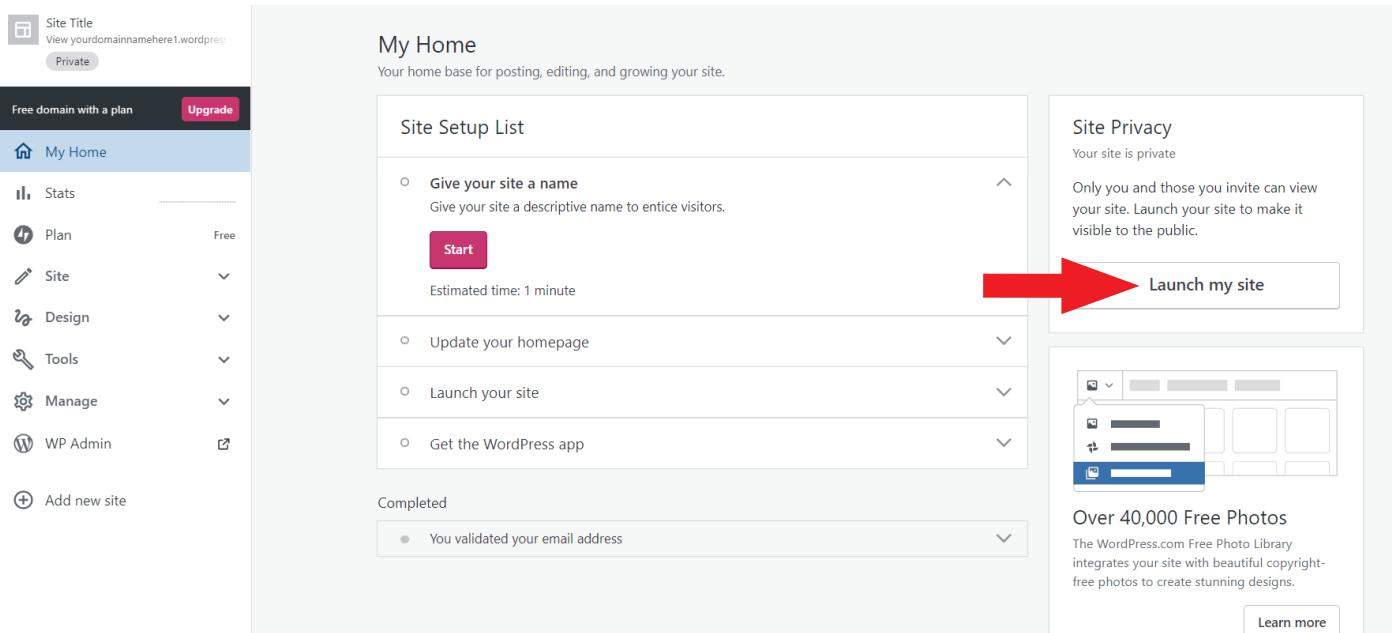


Figure 4.3.21: Your sites homepage and the launch my site button

Glossary

Admin dashboard: Provides short-cuts on the WordPress admin page, where you can quickly manage and control your WordPress site.

Admin left-hand side menu: On the WordPress admin page, where you can create, edit, manage, and do so much more with posts and pages.

Appearance tab: Where you can customize your site; manage themes, widgets, and menus.

Block editor: The page where you edit a post or page.

Block patterns: They are like templates for your post or page. They have premade blocks and layouts.

Blocks: Are blocks of content you add to your posts and pages.

Categories: Used to group posts of your website together. Groups represent posts connected in some similar way.

Comments tab: Where you can see all the comments on your site and manage them.

Content management system (CMS): A software application that can be used to create and manage digital content.

Domain name: Is the address that people will use to visit your site.

Drop-down tab: A tab that opens vertically down when clicked on.

Feedback tab: Is where you can create and share a poll.

Free wordpress website: Comes with the suffix “.wordpress.com” attached to your domain name.

Links tab: Where you can add links to your website, usually through widget, and manage existing links.

Media tab: Is where you can upload and manage pictures, videos, audio, and other files for your site.

Menus: Where you control your website's navigation.

Pages tab: Is where you can create, copy, and view pages.

Password: A secret word or phrase used to get access to your account.

Permalinks: Are the permanent URLs to your individual pages and blog posts.

Plugins: Is a piece of software that can be added to your site for added features, although a free WordPress website does not allow the use of plugins.

Pop-up: A tab that opens vertically up when clicked on.

Post tab: Is where you can create, copy, and view blog posts.

Publish: Uploading something to the live site for users to see.

Settings tab: Is where you will find useful subtabs such as General, Writing, Reading, Discussion, Media, and more.

Sign-up form: A place to put your email and create a password to make a WordPress account.

Static page: Is a specific page used as the home page of the site.

Sub-tabs: A tab nested within another tab. When hovering over a tab there could be a list of more tabs, called Sub-tabs.

Tags: Used to assign keywords to posts.

Themes: Add styles to your WordPress website. This includes the layout of your website, colors, and more.

Tools tab: Where you can import and export content.

Unpublishing: Turns your website into a draft so that users can't see the post or page, but you can still edit the post or page.

Username: A word or phrase used to associate you to your WordPress website, as well as to make a WordPress account.

Users tab: Is where you can see who has access to your WordPress site.

Web hosting account: Is a service that allows organizations and individuals to post a website or web page onto the Internet.

Widgets: Can add a feature or function to your website.

Wordpress: Is an online, open source website builder written in PHP.

WordPress account: What you created when you signed up for WordPress. Used to get to your website.

WordPress admin page: The control panel for your entire WordPress site. Add content, edit, customize, and do so much more to your site.

Index

A

Admin dashboard 1, Glossary
Admin left-hand side menu 10-14, Glossary
Appearance tab 13, Glossary

B

Block editor 21-22, Glossary
Block patterns 27, Glossary
Blocks 22-24, Glossary

C

Categories 11, Glossary
Comments tab 12, Glossary
Content management systems (CMS) 1, Glossary

D

Dashboard 10
Domain name 1, 4, Glossary
Drop-down tab 23, Glossary

F

Feedback tab 13, Glossary
Free WordPress website 1, 4-5, Glossary

L

Links tab 12, Glossary

M

Media tab 11, Glossary
Menus 13, 29-32, Glossary

P

Pages 1, 12, 15-36
Pages tab 12, Glossary
Password 3, Glossary
Permalinks 26, Glossary
Plugins 1, 10, Glossary
Pop-up tab 19, Glossary
Posts 1, 11, 15-36
Post tab 11, Glossary
Publish 17, Glossary

S

Settings tab 14, Glossary
Sign-up form 3, Glossary
Static page 33, Glossary
Sub-tabs 10, Glossary

T

Tags 11, Glossary
Themes 1, 5, 13, Glossary
Tools tab 14, Glossary

U

Unpublishing 25, Glossary
Username 3, Glossary
Users tab 13, Glossary

W

Web hosting account 1, Glossary
Widgets 13, 34-36, Glossary
WordPress 1, Glossary
WordPress account 2, Glossary
WordPress admin page 1, 6-14, Glossary