



WordPress 101 Tutorial

This document is meant to give a general overview of the content management functionality of the WordPress Content Management System. The intention is to cover the basics (what you'll do 95% of the time in WordPress) and be a supplement to the training you received, as well as, to the **video tutorials you'll find on my website: <http://www.chipthompson.com/WordPress-training/>**

This guide is NOT meant to be comprehensive. If there are specific tasks you'd like more information on, please contact Chip Thompson Design and request a tutorial.

WordPress Login / Dashboard

1. Login to My WordPress Site

- a. Use link provided by Chip Thompson Design to get to the admin login page of your WordPress website.
- b. Enter your login and password.
- c. Click "Log In".

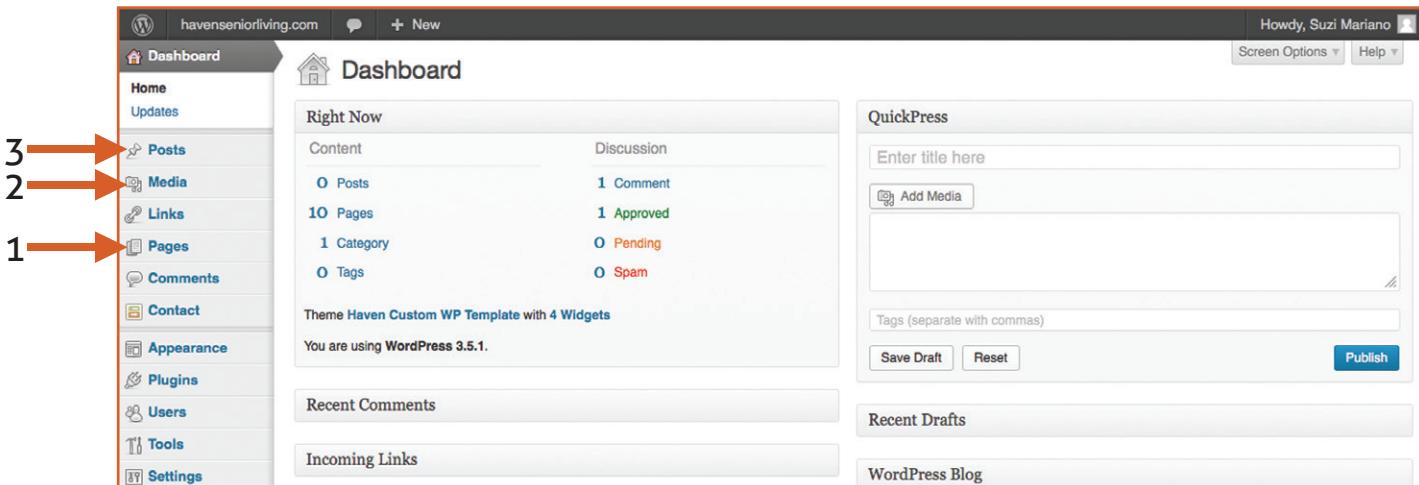


The image shows the WordPress login interface. It features the classic 'W' logo and the word 'WORDPRESS'. Below the logo are two input fields: 'Username' and 'Password'. To the right of the 'Username' field is a 'Remember Me' checkbox. To the right of the 'Password' field is a blue 'Log In' button. At the bottom of the form are two links: 'Lost your password?' and '< Back to AIBD'.

- d. This will take you to your dashboard (the back-end of your website).

2. What's My "Dashboard"?

- a. The Dashboard is the first screen you see when you log into the administration area of your website.
- b. The dashboard gives you an at-a-glance overview of what's happening with your website.



The image shows the WordPress dashboard for the website 'havenseiorliving.com'. The top navigation bar includes a user profile 'Howdy, Suzi Mariano', 'Screen Options', and 'Help'. The left sidebar has a 'Dashboard' title and a vertical menu with numbered arrows pointing to specific items: 1. Posts, 2. Media, and 3. Pages. The main dashboard area contains several widgets:

- Right Now:** Shows statistics for Content (0 Posts, 10 Pages, 1 Category, 0 Tags) and Discussion (1 Comment, 1 Approved, 0 Pending, 0 Spam).
- QuickPress:** A form for entering a post title, adding media, and publishing it.
- Recent Comments:** A list of recent comments.
- Incoming Links:** A list of incoming links.

At the bottom of the dashboard, it says 'Theme Haven Custom WP Template with 4 Widgets' and 'You are using WordPress 3.5.1.'

- c. From your dashboard (see above) you can get to your:
 1. Website pages.
 2. Media (Pictures/Images/PDFs) you have loaded.
 3. Posts you have made to your blog.



3. Pages Menu - Adding/Editing My Pages

- a. Double Click "Pages" on Dashboard to bring up your Pages Menu.
- b. From here you can:
 1. "Add New" page (click orange "Add New" button).
 2. Edit a current page (click on any other page name).

The screenshot shows the WordPress dashboard for the website 'havensenieliving.com'. On the left, there's a sidebar with various menu items: Dashboard, Posts, Media, Links, Pages (which is highlighted with a red box), All Pages, Add New, Comments, Contact, Appearance, Plugins, and Users. The main content area is titled 'Pages' and shows a list of existing pages. At the top right of this list is an orange 'Add New' button, which is also highlighted with a red arrow labeled '1'. Below the list, the first page in the list is 'Adult Activity and Care Program', which is also highlighted with a red arrow labeled '2'.

4. Adding a New Page to My Website

- a. Click "Add New" from Pages Menu (see above).
- b. Your new page will look like the below.
- c. Add your content:
 1. Web page Name/Headline.
 2. Web page Text/Body Copy.

The screenshot shows the 'Add New Page' editor screen. The left sidebar is identical to the one in the previous screenshot, with 'Pages' highlighted. The main area is titled 'Add New Page'. It has a text input field labeled 'Headline here...' (highlighted with a red arrow labeled '1') and a larger text area labeled 'Type text on web page' (highlighted with a red arrow labeled '2'). To the right is a sidebar with several options:

- 'Publish' section: 'Save Draft' (highlighted with a red arrow labeled '3'), 'Preview' (highlighted with a red arrow labeled '4'), and 'Publish' button (highlighted with a red arrow labeled '5').
- Status: 'Draft' (highlighted with a red arrow labeled '6').
- Visibility: 'Public'.
- Page Attributes: 'Parent'.

3. Click "Preview" to preview the content you have put on the page (NOTE: this does not mean it has been saved – to save you must click the "Publish" button).
4. Click "Save Draft" to save a draft of your page if you are still working, but are not ready for the page to be published to your website.
5. Click "Publish" to make a new page of your website live.
6. Click "Move to Trash" to delete your new page.



5. Editing the Content on My Website (kind of like Microsoft Word)

a. See diagram below to edit content on a page of your website:

1. **Bold:** You Can Bold the Subhead or Other Important Content (Highlight your text first, click "B" button).
2. **Italicize:** You can italicize a word or phrase (Highlight your text first, click "I" button).
3. **Bullet List:** You can bullet information (Highlight your text first, click bullet icon).
4. **Numeric List:** Or you can list them with numbers (Highlight your text first, click # list icon).
5. **Alignment:** You can change paragraph alignment to center, right align or left align (Highlight your text first, click paragraph line icon).
6. **Links:** You can add links to another page on your website or an outside website. (Highlight your text first, click link icon) (See FAQ #8 for more information).
7. **Color Text:** You can change the color of your text (Highlight your text first, click color "A" icon).
8. **Add Images:** You can add an image to your website. (Add media button) (See FAQ #6 and #7 for more information).
9. **ALWAYS Update:** If you make ANY changes to your website page, and want them to be saved - make sure to click "Update".

The screenshot shows the WordPress 'Edit Page' screen for a page titled 'Web Page Title'. The left sidebar shows the navigation menu with 'Pages' selected. The main area contains the page content and a toolbar with various editing icons. Red numbers 1 through 9 are overlaid on specific elements to indicate their functions:

- 1: Bold button (B)
- 2: Italicize button (I)
- 3: Bullet list icon (represented by a square with a dot)
- 4: Numbered list icon (represented by a square with a number)
- 5: Alignment icons (center, right, left)
- 6: Link icon (chain)
- 7: Color icon (color swatch)
- 8: Media icon (camera)
- 9: Update button (blue button labeled 'Update')

The page content includes:

- Web Page Title:** You Can Bold the Subhead or Other Important Content
- Permalink: <http://havenseiorliving.com/type-page-title-here/>
- Text area: Webpage copy/content can be typed here. You can also emphasize an *important phrase or word by italicizing.*
- Text area: You can bullet information:
 - Bullet 1
 - Bullet 2
 - Bullet 3
- Text area: Or you can list them with numbers
 1. List item #1
 2. List item #2
 3. List item #3
- Text area: You can change paragraph alignment to center, right align or left align.
- Text area: You can add [links](#) to another page on your website, an outside website, or link to [pdfs](#) etc.
- Text area: You can change the [color of your text](#).

The right sidebar contains the 'Publish' section with 'Status: Draft' and 'Visibility: Public', and the 'Page Attributes' section with 'Parent' set to '(no parent)' and 'Template' set to 'Default Template'.

6. Adding an Image on My Website

a. Click the "Add Media" Button.

The screenshot shows the WordPress dashboard with a page titled 'Edit Page'. On the left, there's a sidebar with links like Dashboard, Posts, Media, Links, Pages, All Pages, Add New, Comments, and Contact. The 'Pages' link is highlighted. In the main content area, there's a 'Web Page Title' input field and a rich text editor toolbar. A red oval highlights the 'Add Media' button in the toolbar. To the right, there's a 'Publish' section with options like Save Draft, Status: Draft, Visibility: Public, Publish immediately, Move to Trash, and Update.

b. The "Insert Media" menu will pop-up (see below).

c. You can either:

1. Click on "Upload Files" and then "Select Files" to add a new image from your computer OR
2. Click on "Media Library" to add pictures you have already uploaded.

The screenshot shows the 'Insert Media' modal window. On the left, there's a sidebar with 'Insert Media', 'Create Gallery', and 'Set Featured Image'. Below that is an 'Insert from URL' link. The main area has tabs for 'Upload Files' (which is active) and 'Media Library'. Two red arrows point to these tabs, labeled '1' and '2' respectively. Below the tabs is a large text input field with the placeholder 'Drop files anywhere to upload'. Underneath it is a 'Select Files' button. A note says 'Maximum upload file size: 8MB.' At the bottom right is a blue 'Insert into page' button.

d. To upload a new image, click "Select Files".

1. A new window will pop-up - Select the image you would like to add - Click "Open".

The screenshot shows the WordPress admin interface for editing a post. The 'File Upload' window is open, displaying a list of files. The file 'A_NewWebsiteImage.jpg' is selected and highlighted with a blue checkmark. The file was uploaded today at 1:56 PM.

2. Your new image will be highlighted with a check mark (see below) - Click "Insert into Page".

The screenshot shows the 'Insert Media' window. An image of a road leading into the distance is selected and highlighted with a blue checkmark. The 'ATTACHMENT DETAILS' panel shows the file name 'A_NewWebsiteImage.jpg', upload date 'June 8, 2013', and dimensions '288 x 192'. The 'ATTACHMENT DISPLAY SETTINGS' panel shows alignment set to 'Right' and link set to 'Media File'.

3. Your image has been added to your web page - Remember to click update to save any additions.

The screenshot shows the WordPress editor. A subhead 'You Can Bold the Subhead or Other Important Content' is bolded. Below it is a paragraph of text. An image of a road is inserted and circled in red. The 'Visibility' section shows 'Public Edit' and 'Publish immediately'. The 'Update' button is highlighted with a red circle.

e. To add an image from the "Media Library", click on "Media Library".

The screenshot shows a 'Insert Media' dialog box. On the left, there are links for 'Insert Media', 'Create Gallery', and 'Set Featured Image'. At the top, there are two tabs: 'Upload Files' and 'Media Library', with 'Media Library' circled in red. The right side of the dialog box is blank.

1. Click on the image you would like to add. (It will add a blue box and check mark to image)
2. Click "Insert into Page".

The screenshot shows the 'Insert Media' dialog box with the 'Media Library' tab selected. A grid of media items is displayed, with one image of a smiling woman circled in red. To the right, the 'ATTACHMENT DETAILS' panel shows the selected image: 'smiling_woman_outside.jpg' (August 24, 2011, 275 x 225). Below it, the 'ATTACHMENT DISPLAY SETTINGS' panel includes fields for Title, Caption, Alt Text, and Description, and settings for Alignment, Link To, and Size. At the bottom right, a large red circle highlights the 'Insert into page' button.

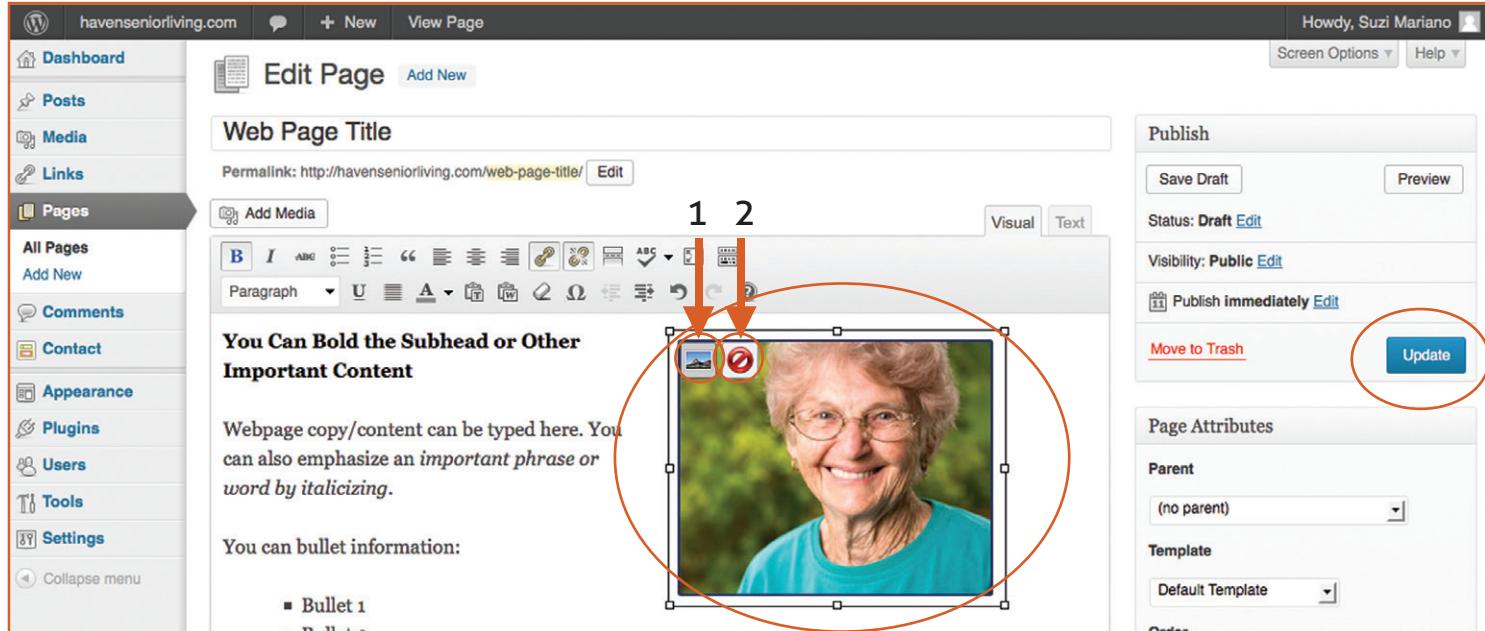
3. Your image will be added.
4. Click "Update" to save your changes.

The screenshot shows a page editor interface. On the left, a sidebar lists 'Pages', 'Comments', 'Contact', 'Appearance', 'Plugins', 'Users', 'Tools', 'Settings', and a 'Collapse menu' option. The main content area contains a bold subhead 'You Can Bold the Subhead or Other Important Content', a paragraph of text, and a bullet point section. An image of a smiling woman is inserted into the text, circled in red. On the right, the 'Visual' tab is active. The right sidebar shows 'Status: Draft Edit', 'Visibility: Public Edit', and a 'Publish immediately Edit' button. Below it are 'Move to Trash' and 'Update' buttons, with the 'Update' button circled in red. The 'Page Attributes' sidebar shows 'Parent: (no parent)' and 'Template: Default Template'.

7. Editing an Image on My Website

a. Click on your Image.

1. Click on Image icon (looks like a landscape).



Howdy, Suzi Mariano

Dashboard Posts Media Links Pages All Pages Add New Comments Contact Appearance Plugins Users Tools Settings Collapse menu

Edit Page Add New

Web Page Title

Permalink: http://havenseNIorliving.com/web-page-title/ Edit

Add Media

B I ABC Paragraph U A

You Can Bold the Subhead or Other Important Content

Webpage copy/content can be typed here. You can also emphasize an *important phrase or word* by italicizing.

You can bullet information:

- Bullet 1
- Bullet 2

1 2

Visual Text

Publish Save Draft Preview

Status: Draft Edit

Visibility: Public Edit

Publish immediately Edit

Move to Trash

Update

Page Attributes

Parent (no parent)

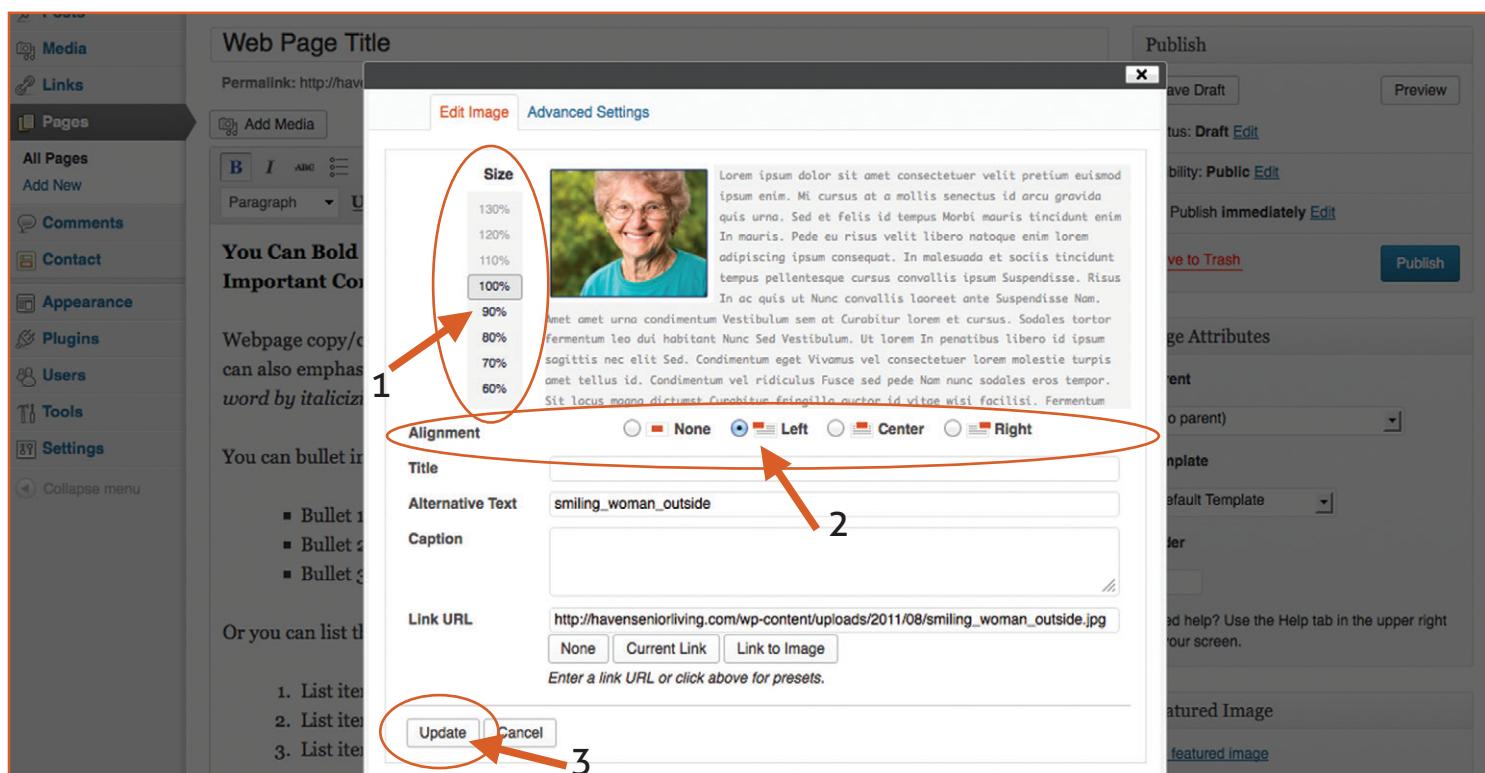
Template Default Template

Order

a. The "Edit Image" menu will pop-up and you can change the:

1. Size of your image.
2. The alignment of your image.
3. When finished, click "Update".

2. If you decide to "Delete" your new image, click on red delete icon.



Web Page Title

Permalink: http://havenseNIorliving.com/web-page-title/ Edit

Add Media

B I ABC Paragraph U A

You Can Bold the Subhead or Other Important Content

Webpage copy/content can be typed here. You can also emphasize an *important phrase or word* by italicizing.

You can bullet information:

- Bullet 1
- Bullet 2
- Bullet 3

Or you can list them:

1. List item
2. List item
3. List item

100%
90%
80%
70%
60%

1 Alignment
None Left Center Right

Title

Alternative Text smiling_woman_outside

Caption

Link URL http://havenseNIorliving.com/wp-content/uploads/2011/08/smiling_woman_outside.jpg

None Current Link Link to Image

Enter a link URL or click above for presets.

Update Cancel

1 2 3

Publish Save Draft Preview

Status: Draft Edit

Visibility: Public Edit

Publish immediately Edit

Move to Trash

Update

Page Attributes

Parent (no parent)

Template Default Template

Order

8. Adding Links to My Content on My Website

- a. Highlight text you want to link.
- b. Click link icon.

The screenshot shows the WordPress dashboard with the 'Pages' menu item selected. The main area is titled 'Edit Page' with a sub-section 'Web Page Title'. Below it is a text area containing the text: 'If you want to learn more, go to our contact us page. We look forward to hearing from you.' A red circle highlights the link icon (a chain symbol) in the toolbar above the text area. The right sidebar shows publishing options like 'Save Draft', 'Status: Draft', 'Visibility: Public', and 'Publish Immediately'.

- c. A new window will pop-up.
- d. To link to a page **internally** (one that is already on your website):
 1. Click on the page name from the listing (in this case "Contact Us").
 2. Click "Add Link".

The screenshot shows the 'Insert/edit link' modal window. Step 1 is indicated by an orange arrow pointing to the 'Contact Us' link in the 'Or link to existing content' dropdown list. Step 2 is indicated by an orange arrow pointing to the 'Add Link' button at the bottom right of the modal. The background shows the page editor with the same text as the previous screenshot.

- e. To link to a page **externally** (one that is not on your site):
 1. Type in URL of outside site within text box that says "URL".
 2. Click "Add Link".
 3. Click "Open link in a new window/tab".

The screenshot shows the 'Insert/edit link' modal window for external linking. Step 1 is indicated by an orange arrow pointing to the 'URL' input field where 'https://www.facebook.com/yourpagename' is typed. Step 2 is indicated by an orange arrow pointing to the 'Open link in a new window/tab' checkbox. The background shows the page editor with the same text as the previous screenshots.

8. Adding Links to My Content - Continued

- a. Your Links will be added (see below).
- b. Remember to hit update to save your changes.

Screenshot of the WordPress 'Edit Page' interface showing the content editor and publishing options.

The content area contains two paragraphs:

If you want to learn more, go to our [contact us](#) page. We look forward to hearing from you.

You can also visit our [facebook page](#) for additional information.

The 'Publish' sidebar on the right shows the following settings:

- Status: Draft [Edit](#)
- Visibility: Public [Edit](#)
- Publish Immediately [Edit](#)
- Move to Trash
- Update** (button)

The 'Page Attributes' sidebar includes:

- Parent: (no parent)
- Template: Default Template
- Order: 0
- Need help? Use the Help tab in the upper right of your screen.

The 'Featured Image' section shows a thumbnail of a road stretching into the distance under a blue sky.

9. Adding a PDF to My Website

a. Click the "Add Media" Button.

The screenshot shows the WordPress dashboard with a page titled 'Web Page Title'. The left sidebar is visible with 'Pages' selected. The main area has a toolbar with various editing options like bold, italic, and alignment. A red oval highlights the 'Add Media' button in the toolbar. On the right, there's a 'Publish' section with buttons for 'Save Draft', 'Preview', 'Status: Draft', 'Visibility: Public', 'Publish immediately', 'Move to Trash', and 'Update'.

b. The "Insert Media" menu will pop-up (see below).

c. You can either:

1. Click on "Upload Files" and then "Select Files" to add a new PDF from your computer OR
2. Click on "Media Library" to add PDFs you have already uploaded.

The screenshot shows the 'Insert Media' modal window. It has tabs for 'Upload Files' (which is active) and 'Media Library'. There are two red arrows pointing upwards: one to the 'Upload Files' tab and another to the 'Select Files' button, which is highlighted with a red oval. Below the tabs is a 'Drop files anywhere to upload' area. A note says 'Maximum upload file size: 8MB.' At the bottom right is a blue 'Insert into page' button.

d. To upload a new PDF, click "Select Files".

1. A new window will pop-up - Select the PDF you would like to add - Click "Open".

Date Modified	Size	Kind	Date Added
Today 3:44 PM	2.4 MB	Adobe...shop file	Today 3:44 PM
Today 3:42 PM	6.4 MB	Adobe...shop file	Today 3:42 PM
Today 3:33 PM	528 KB	Adobe...document	Today 3:33 PM
Today 3:33 PM	8.2 MB	ZIP archive	Today 3:33 PM
May 28, 2013 9:49 AM	61 KB	Adobe...document	Today 3:31 PM
Today 2:20 PM	Zero bytes	InDesign...ock File	Today 2:20 PM

2. Your new PDF will be highlighted with a check mark (see below) - Click "Insert into Page".

Insert Media

Upload Files | Media Library

All media items

Search

ATTACHMENT DETAILS

Brochure.pdf
June 10, 2013
Delete Permanently

Title: Brochure

Caption:

Description:

ATTACHMENT DISPLAY SETTINGS

Link To: Media File
<http://havenseniorliving.com/>

1 selected

Clear

Insert into page

3. Your PDF has been added to your web page and the PDF will open when visitors click on the link.

4. Remember to click update to save any additions.

Media

Links

Pages

All Pages

Add New

Comments

Contact

Web Page Title

Permalink: <http://havenseniorliving.com/web-page-title/> Edit

Add Media

Visual Text

B I ABC “ ” “ ” Paragraph U A

View our [Brochure](#) here.

Publish

Save Draft

Status: Draft Edit

Visibility: Public Edit

Publish immediately Edit

Move to Trash

Update

5. To add a pdf you have already uploaded go to the "Media Library", click on "Media Library".

- Click on the pdf you would like to upload.
- It will become highlighted with a check mark.
- Click "Insert into Page".



10. Adding Pages to the Menu/Header of My Website

a. From your dashboard:

1. Hover over "Appearance" link.
2. Submenu will appear, click on "Menu".

The screenshot shows the WordPress dashboard for the website 'havenseniorliving.com'. The left sidebar has a red arrow pointing to the 'Appearance' link, which is highlighted. A second red arrow points to the 'Menus' option in the dropdown submenu. The main content area displays a 'QuickPress' form with fields for title, media, and tags, along with buttons for Save Draft, Reset, and Publish.

b. Header Menu will pop-up (See below).

The screenshot shows the 'Menus' page in the WordPress dashboard. The 'Appearance' link is again highlighted in the sidebar. The main area shows the 'MainMenu' menu structure. It includes sections for 'Theme Locations' (set to 'Primary Navigation' with 'MainMenu'), 'Custom Links' (URL: http://, Label: Menu Item), and 'Pages' (listing Home, Location, Amenities, Senior Links, The Haven Community Center, Adult Activity and Care Program, Contact Us, and Annual BBQ and Barn Dance). Buttons for 'Save Menu' and 'Delete Menu' are visible.



10. Adding Pages to the Menu/Header of My Website - Continued

1. Click on page to add.
2. Click "Add to Menu".
3. If you do not see the page you would like to add, click "View All". This will list all your pages.

The screenshot shows the 'Menus' screen in the WordPress admin. On the left sidebar, 'Appearance' is selected. In the main area, under 'Theme Locations', 'MainMenu' is chosen for the 'Primary Navigation'. A red arrow labeled '1' points to the 'Collapse menu' link. Another red arrow labeled '2' points to the 'Add to Menu' button. A third red arrow labeled '3' points to the 'View All' link in the 'Pages' section, which is highlighted in blue. The 'Pages' list includes items like 'Annual BBQ and Barn Dance' (which is checked) and 'Blog/Articles'. The right side of the screen shows the current menu structure with items like 'Home', 'Location', 'Amenities', etc.

3. Your new menu item will be added.
4. Click "Save Menu" to save your changes.

The screenshot shows the 'Menus' screen again, but now with the 'Annual BBQ and Barn Dance' page added to the 'MainMenu'. A large red oval highlights this new item in the 'Pages' list. A red arrow labeled '3' points to the 'Annual BBQ and Barn Dance' entry. A final red arrow labeled '4' points to the 'Save Menu' button at the bottom right of the screen.

11. Adding Sub-Pages to the Menu/Header of My Website

- a. Follow earlier steps to get to your menu.
 1. Click on menu item, hold down and drag to right of parent menu item.
 2. Click "Save Menu".

The screenshot shows the WordPress Admin Menus screen. On the left, the Appearance menu is selected. In the main area, the 'Menus' page is displayed. The 'MainMenu' is selected in the 'Primary Navigation' dropdown. The 'Custom Links' section shows a URL of <http://> and a label of 'Menu Item'. The 'Pages' section lists several pages: Bow Hunt Bidding, Annual BBQ and Barn Dance, blog/articles, Adult Activity and Care Program, The Haven Community Center, Contact Us, Senior Links, and Amenities. An orange arrow labeled '1' points from the 'Annual BBQ and Barn Dance' link to its position in the 'MainMenu' list. Another orange arrow labeled '2' points from the 'Save Menu' button at the bottom right to the button itself.

12. Adding Blog Posts to Your Website

- From your dashboard, click on "Posts".

The screenshot shows the WordPress dashboard for the website 'havenseniorliving.com'. The left sidebar has a red box around the 'Posts' menu item. A dropdown menu from 'Posts' lists 'All Posts', 'Add New', 'Categories', and 'Tags'. The main area shows 'Right Now' stats: Discussion (1 Comment, 1 Approved, 1 Category, 0 Tags), Pending (0 Pending, 0 Spam). Below that is the theme information 'Theme Haven Custom WP Template with 4 Widgets' and the note 'You are using WordPress 3.5.1.' On the right, there's a 'QuickPress' section with fields for title, media, and tags, and buttons for Save Draft, Reset, and Publish.

- The Posts menu will pop-up. There you can:

1. Add a new post. Click "Add New".
2. Edit a current post. Click on post in listing.

The screenshot shows the 'Posts' list screen. The left sidebar has a red box around the 'Posts' menu item. The main area shows a table with one draft post: 'Enter Post Title Here - Draft' by Suzi Mariano, Uncategorized, last modified on 2013/06/08. At the top, there's an 'Add New' button with a red arrow labeled '1' pointing to it. Below the table are 'Bulk Actions' and 'Apply' buttons.

- Then your new/current post will pop up. Add your post content.

1. Type your blog post title.
2. Type your blog post content.
3. Click "Publish" to save your blog post.

The screenshot shows the 'Add New Post' screen. The left sidebar has a red box around the 'Posts' menu item. The main area has a title field 'Enter Post Title Here' with a red arrow labeled '1' pointing to it. Below it is a rich text editor toolbar and a content area 'Type Blog Post Content here.' with a red arrow labeled '2' pointing to it. On the right, there's a 'Publish' sidebar with 'Save Draft', 'Preview', 'Status: Draft', 'Visibility: Public', 'Publish immediately', 'Move to Trash', and a large blue 'Publish' button with a red arrow labeled '3' pointing to it.