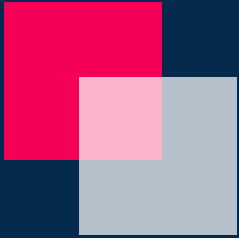


# Wordpress - The C.M.S





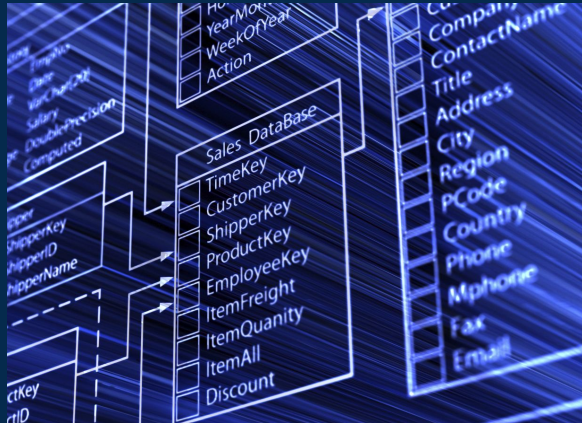
# Why Wordpress?

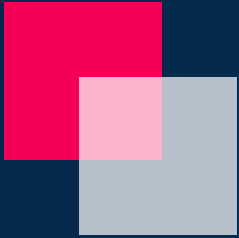
- It's open source = Free
- Has a solid history (well developed, documentation, trusted)
- Great for Blogging
- Can be used for E-commerce
- CMS so it allows users to update their content
- Easy to use (relatively)
- Large ecosystem of plugins



# Wordpress vs HTML

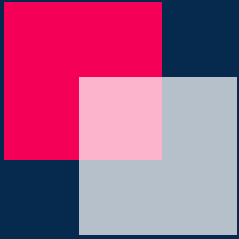
- Wordpress uses a database, which means you can save user data, images, passwords, files, posts, comments and anything else a web site may need.





# Databases: PHP & Mysql

- Wordpress uses a database so communicating with the database/DB/Backend can require PHP and/or Mysql code.
- It is possible to create a complex Wordpress site without having to write any php or mysql code.
- The wordpress site will reference the database every time it loads.
- You will be required to set up a database when installing wordpress or creating a new wordpress web site.



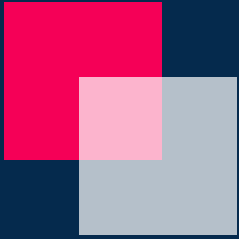
## B. Wordpress install instructions for Yoobee

Chester Whitwell's custom instructions for setting up Wordpress at Yoobee:

<https://bookstack.chesterwhitwell.co.nz/books/wordpress/page/installation-for-yoobee-vagrant-box>

Standard Wordpress installation instructions for most environments:

<https://wordpress.org/support/article/how-to-install-wordpress/>

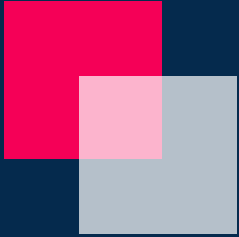


# Some virtual server options:



Windows: <https://www.apachefriends.org/download.html>

Mac: [https://www.apachefriends.org/download\\_success.html](https://www.apachefriends.org/download_success.html)



# Wordpress Basics:

## Login:

Wordpress allows users to login to the web site via a login page. You will be required to setup a login and password for this “back-end login” functionality, when you install Wordpress.

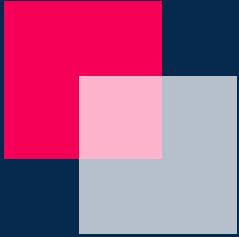
Username or Email Address

Password

☐ Remember Me [Log in](#)

[Lost your password?](#)

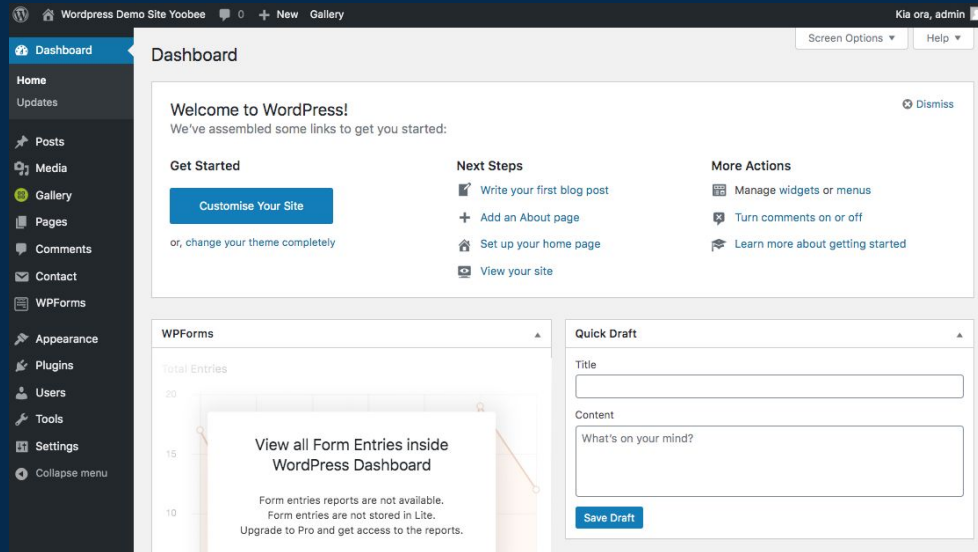
[← Back to Wordpress Demo Site Yoobee](#)



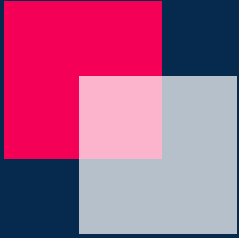
# Wordpress Basics:

## G.U.I – Graphical User Interface:

Wordpress uses a GUI or Graphical User Interface. This means that users without any coding knowledge can make and edit web pages, content, posts, menus, images and other settings as needed.



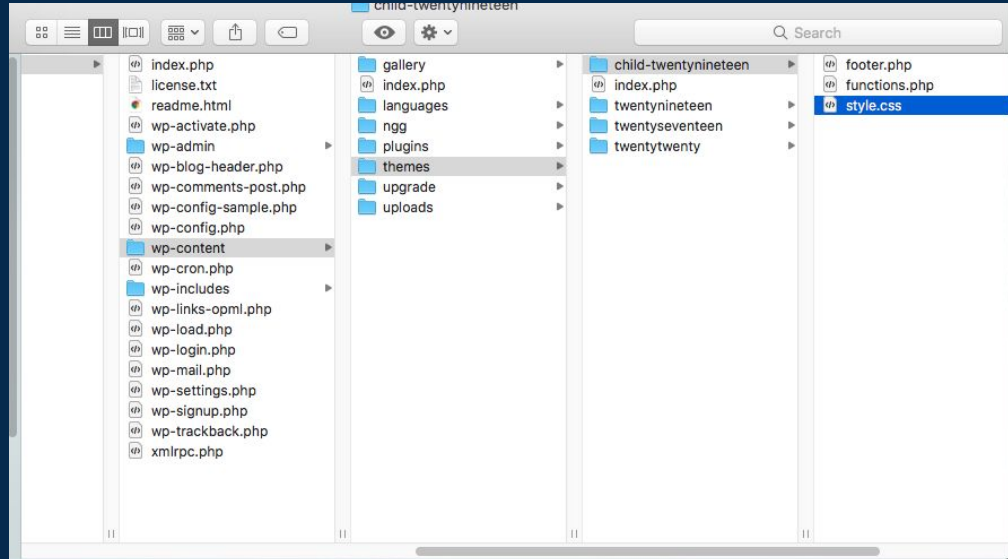




# Wordpress Basics:

## File & Folder Structure:

There are 5000 + files in each wordpress installation. The only files and folders a beginner will have to edit are usually within  
wp-content/themes/your-chosen-theme-name:

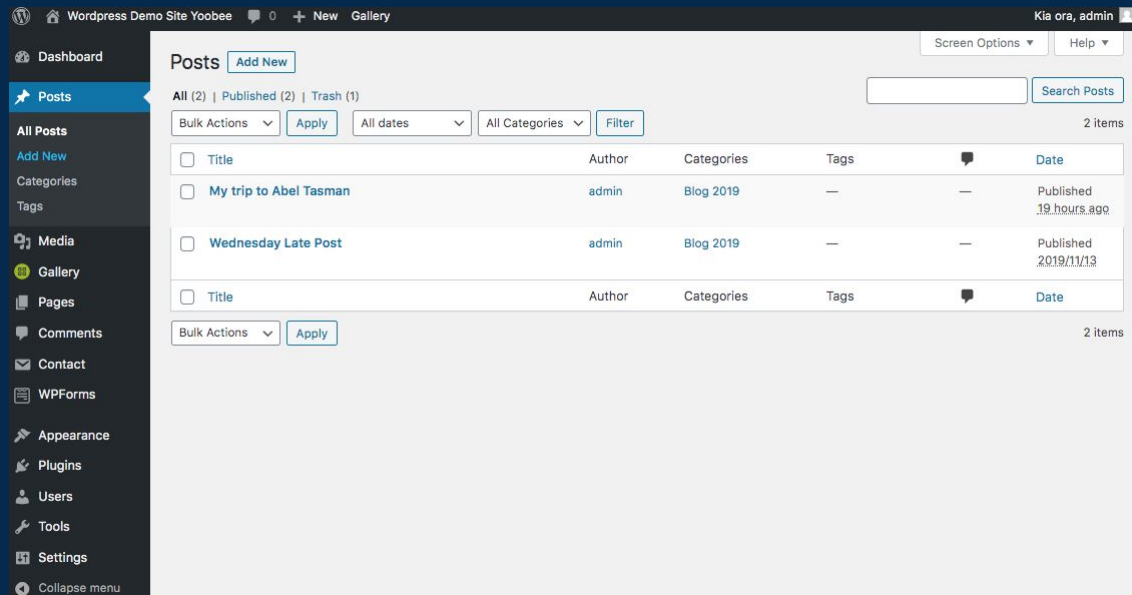




# Wordpress Basics:

## Posts:

Making a post in Wordpress is as simple as going to the dashboard, clicking post -> add-new:



Wordpress Demo Site Yoobee Kia ora, admin

Dashboard Posts Media Gallery Pages Comments Contact WPForms Appearance Plugins Users Tools Settings Collapse menu

### Posts

[Add New](#)

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

Bulk Actions [Apply](#) All dates [All Categories](#) [Filter](#) [Search Posts](#)

2 items

<input type="checkbox"/>	Title	Author	Categories	Tags		Date
<input type="checkbox"/>	<a href="#">My trip to Abel Tasman</a>	admin	<a href="#">Blog 2019</a>	—	—	Published 19 hours ago
<input type="checkbox"/>	<a href="#">Wednesday Late Post</a>	admin	<a href="#">Blog 2019</a>	—	—	Published 2019/11/13
<input type="checkbox"/>	Title	Author	Categories	Tags		Date

Bulk Actions [Apply](#)

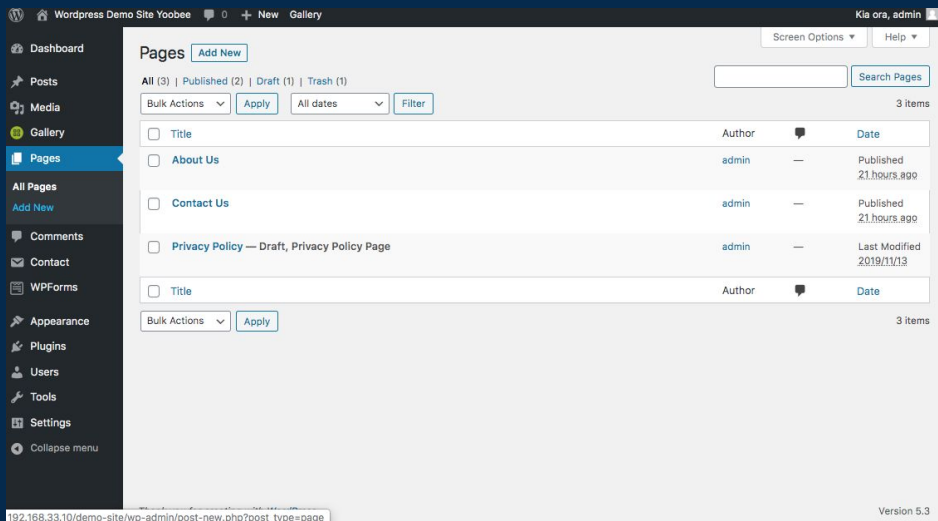
2 items



# Wordpress Basics:

## Pages:

Pages within wordpress do not relate to the blog structure of the site. You can make stand alone pages to quickly build a web site. About Us, would be a perfect example of when to make a wordpress page. Pages, like blog posts, can be directly linked to menus.



WordPress Demo Site Yoobee | New | Gallery | Kia ora, admin

Dashboard | Posts | Media | Gallery | **Pages** | Comments | Contact | WPForms | Appearance | Plugins | Users | Tools | Settings | Collapse menu

**Pages** | Add New

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

Bulk Actions | Apply | All dates | Filter

3 items

<input type="checkbox"/>	Title	Author		Date
<input type="checkbox"/>	About Us	admin	—	Published 21 hours ago
<input type="checkbox"/>	Contact Us	admin	—	Published 21 hours ago
<input type="checkbox"/>	Privacy Policy — Draft, Privacy Policy Page	admin	—	Last Modified 2019/11/13

Bulk Actions | Apply

3 items

Version 5.3

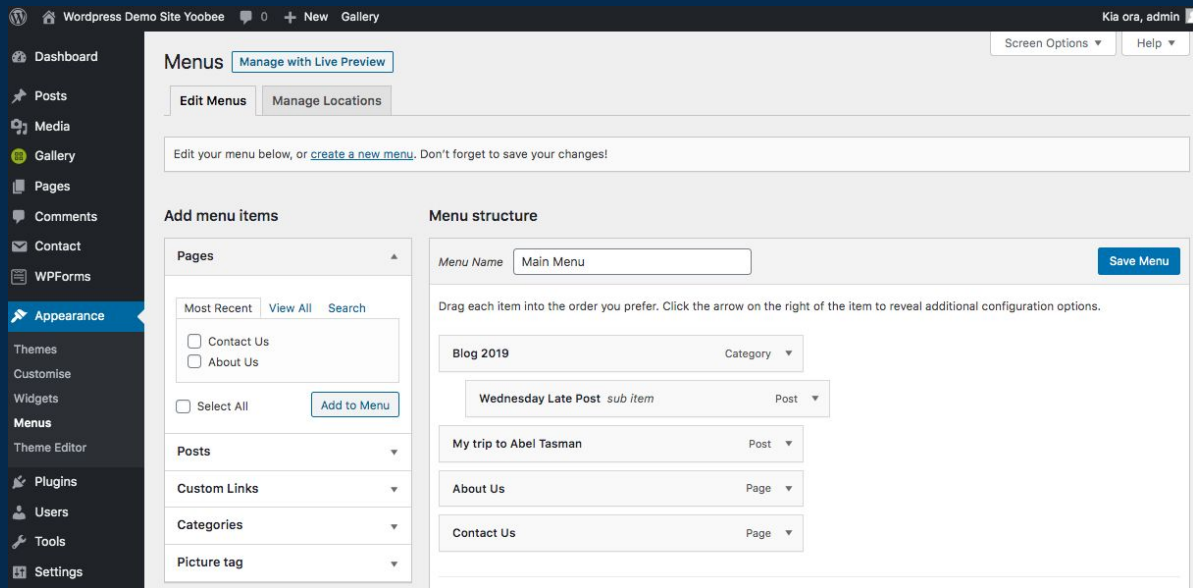
192.168.33.10/demo-site/wp-admin/post-new.php?post\_type=page



# Wordpress Basics:

## Menus:

Menus can be made via Appearance/Menus. You will need to create a menu first and then link each menu item to a page, post, custom link, category or picture tag.

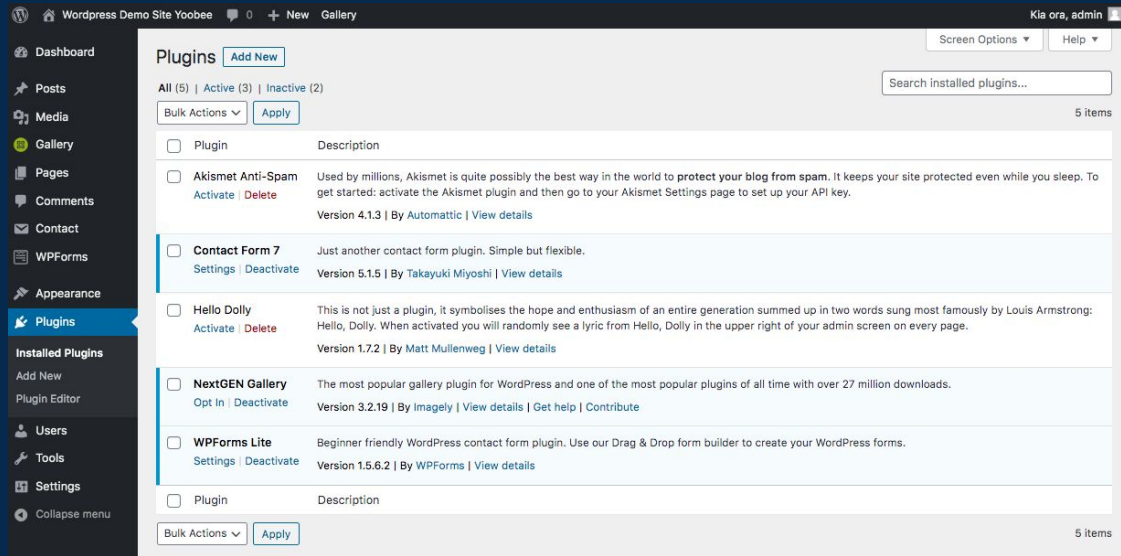


The screenshot shows the WordPress 'Menus' interface. On the left is a sidebar with navigation links: Dashboard, Posts, Media, Gallery, Pages, Comments, Contact, WPForms, Appearance (highlighted), Themes, Customise, Widgets, Menu Editor, Plugins, Users, Tools, and Settings. The main content area is titled 'Menus' and includes a 'Manage with Live Preview' button. Below this are 'Edit Menu' and 'Manage Locations' tabs. A text box prompts the user to 'Edit your menu below, or [create a new menu](#). Don't forget to save your changes!'. The interface is split into two columns: 'Add menu items' and 'Menu structure'. The 'Add menu items' column has a 'Pages' section with checkboxes for 'Contact Us' and 'About Us', and a 'Select All' button. Below this are expandable sections for 'Posts', 'Custom Links', 'Categories', and 'Picture tag'. The 'Menu structure' column shows the 'Main Menu' with a 'Save Menu' button. It contains a list of menu items: 'Blog 2019' (Category), 'Wednesday Late Post' (sub item, Post), 'My trip to Abel Tasman' (Post), 'About Us' (Page), and 'Contact Us' (Page). Each item has a dropdown arrow on its right for configuration.



# Wordpress Basics: Plugins:

Plugins are an ecosystem of software that can be used within your wordpress website. You can install shopping carts, galleries, contact forms and video players. Remember to research plugins via google before installing.



The screenshot shows the WordPress admin interface for a demo site named 'Yoobee'. The left sidebar contains a menu with 'Plugins' highlighted. The main content area is titled 'Plugins' and shows a list of installed plugins. The user 'Kia ora, admin' is logged in. The interface includes search bars, bulk action buttons, and a table of plugins with checkboxes for activation/deactivation.

Plugin	Description
<input type="checkbox"/> Akismet Anti-Spam <a href="#">Activate</a> <a href="#">Delete</a>	Used by millions, Akismet is quite possibly the best way in the world to <b>protect your blog from spam</b> . It keeps your site protected even while you sleep. To get started: activate the Akismet plugin and then go to your Akismet Settings page to set up your API key. Version 4.1.3   By Automattic   <a href="#">View details</a>
<input type="checkbox"/> Contact Form 7 <a href="#">Settings</a> <a href="#">Deactivate</a>	Just another contact form plugin. Simple but flexible. Version 5.1.5   By Takayuki Miyoshi   <a href="#">View details</a>
<input type="checkbox"/> Hello Dolly <a href="#">Activate</a> <a href="#">Delete</a>	This is not just a plugin, it symbolises the hope and enthusiasm of an entire generation summed up in two words sung most famously by Louis Armstrong: Hello, Dolly. When activated you will randomly see a lyric from Hello, Dolly in the upper right of your admin screen on every page. Version 1.7.2   By Matt Mullenweg   <a href="#">View details</a>
<input type="checkbox"/> NextGEN Gallery <a href="#">Opt in</a> <a href="#">Deactivate</a>	The most popular gallery plugin for WordPress and one of the most popular plugins of all time with over 27 million downloads. Version 3.2.19   By Imagely   <a href="#">View details</a>   <a href="#">Get help</a>   <a href="#">Contribute</a>
<input type="checkbox"/> WPForms Lite <a href="#">Settings</a> <a href="#">Deactivate</a>	Beginner friendly WordPress contact form plugin. Use our Drag & Drop form builder to create your WordPress forms. Version 1.5.6.2   By WPForms   <a href="#">View details</a>
<input type="checkbox"/> Plugin	Description



# Wordpress Basics:

## Child Themes:

Child Theming is used within wordpress to allow web developers to customize a theme and the overall wordpress site. A child theme can be made by creating a new folder in the wp-content/themes/ folder. For more info see the link below...

<https://developer.wordpress.org/themes/advanced-topics/child-themes/>

