Wordpress Step – By - Step

We are going to walk through how to use the Wordpress to its fullest potential with only a minimal amount if skill. We will learn how to Log In to the Dashboard and create pages and posts. One thing to keep in mind is that the possibilities with Wordpress are extremely vast. The more you learn about the platform the more you will be able to take advantage of the abilities of this powerful tool.

1. Logging in to the Wordpress Dashboard:

First you need to log into your WP site's dashboard. So the first thing you will want to do is to navigate to your site: www.sapulpafumc.org

- You can Login by going to About > Staff > Staff Login
    - Or in the footer there is a Staff Login Link
    - Or you can go directly to: www.sapulpafumc.org/wp-login.php

- Once you get to the login page you can log in using the username and password and click Log In.

NOTE: If this does not work and you need to be reminded of your password you can click. Lost your password? And get a reminder email. It is also helpful to check the Remember Me box that way you don't have to always enter your password on your personal computer.

- Once you've logged, you'll see the **Dashboard**, the place where all of the Wordpress magic takes place.

2. Overview of the Dashboard: Once you are Logged In you be brought to the Homepage of the Dashboard which would look like this:

The middle section of the Dashboard screen will change depending what you have selected from the sidebar.

Dashboard – gives some overall information of your website Posts – the tool for creating posts for the website Media – the gallery for all the site's uploaded photos Links – add links to your blogroll Pages – Use to edit permanent copy on "static" pages Comments – Use to approve and moderate comments Profile – change your password and manage personal settings Tools – helpful things that can help you create new posts or pages.

3. Editing Pages:

1. Click on the "Pages" in the right column. This will expand the Pages tab and show a list of all your existing pages in the center of the Dashboard. Like this:
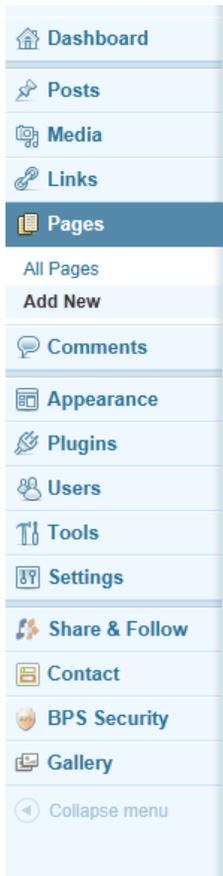
2. To edit a page click the title of the page.

3. This will open the editing window for the specific page that you clicked. It should look like the image to the right. Using this window you will be able to edit your page using an interface that is very similar to a word processing program such as Word.

4. Make sure that you click the tab marked "Visual" (see below) when you are editing your page content. It is located on the top right of the text editing window.

5. Now you can enter the text of your content in the center window. You can use the tool bar above the window to make text bold, underline, make lists, and perform other formatting tasks familiar to those who have used Word. You can also use the Upload/Insert menu to add things like photos and audio files. We will cover that in greater detail later.

This is a close-up view of the formatting bar in Wordpress:

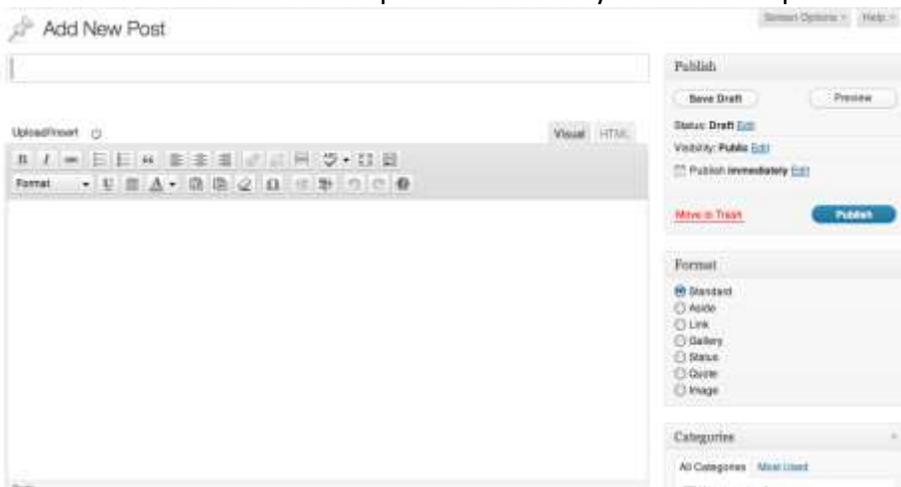*NOTE: Make sure "Kitchen Sink" is selected.*

6. When you have formatted your text and other content. Click the white "Preview Changes" button at the right side of the screen. A new tab will open in your web browser to show you what your changes will look like once they are published on the web. If you are happy with the way it looks go back to your open Wordpress editing tab and click the blue "Update" button. Voila! You have edited your page.

4. Adding Information To Your Site (Quick Overview):

You will find the user interface is looks very similar to Microsoft Word or other word processing programs.

1) **Posts** are the most frequently used method of adding content to your blog or recent News Section. Adding posts is easy. You can choose between a word-processor-like interface and an HTML interface to write and markup your posts. First, click on Posts from the dashboard's left-hand menu. Then, click on Add New to bring up the post editor interface.

This will bring up the composition panel. Here you will find it set to **Visual** composition by default. This looks similar to a word processor. Here you will find options to **bold** *italicize* and add color to your posts. You may also indent, use numbered or bulleted lists, make links, and other formatting options.

While composing your post, it is a good idea to save your draft often. When you are ready to go live, click the **Publish** button. If you are more comfortable using HTML formatting tags, you may switch to the HTML view at the top of the window.

Page: The process for creating a page is nearly identical to the process for creating a post. The key difference is where Wordpress displays pages. Posts are listed in reverse-chronological (newest to oldest) order in the main content area. Sometimes a theme will associate a page to a section of the homepage or the left or right sidebar. Pages also offer the option of a nested organization. For example, you could create an About page (the top page is called a parent page) and then nest underneath it child pages titled Mission, Staff, and Location.
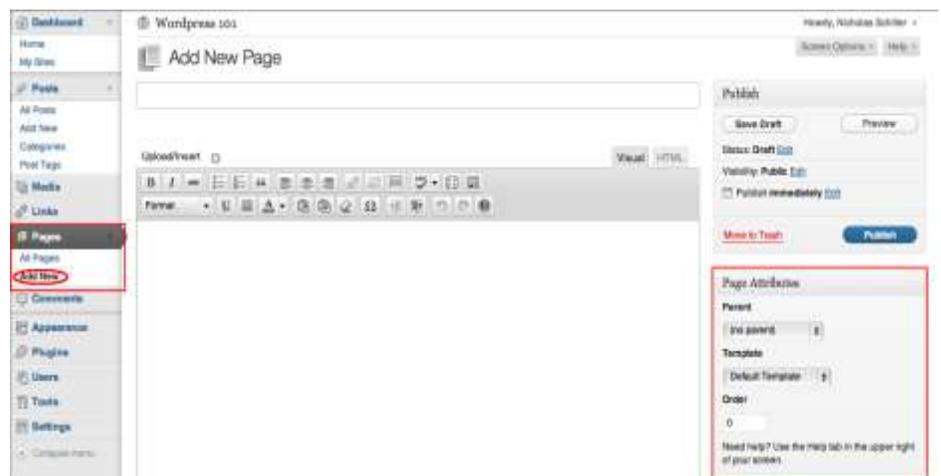
5. Created A Post (Step-By-Step):

Now that you have edited a page, creating and editing a post will be easy because it is a very similar process.

1. Click on "Posts" in the left column if you would like to edit an existing post click on "All Posts" and scroll to the title of the post you want to edit. If you would like to create a new post click "Add New"

2. When you click "Add New" you will see a brand new blank page to create your post. Below is an image of a completely blank form that you can use to create a new post. We will go through all of the information fields on the page so you will know how to properly categorize your posts, and add fun things like pictures, documents or picture galleries.

NOTE: Make sure that you click the tab marked "Visual" when you are editing your page content. It is located on the top right of the text editing window. Also sometimes Wordpress can get hung up and the toolbar does not show up. Just refresh the page.
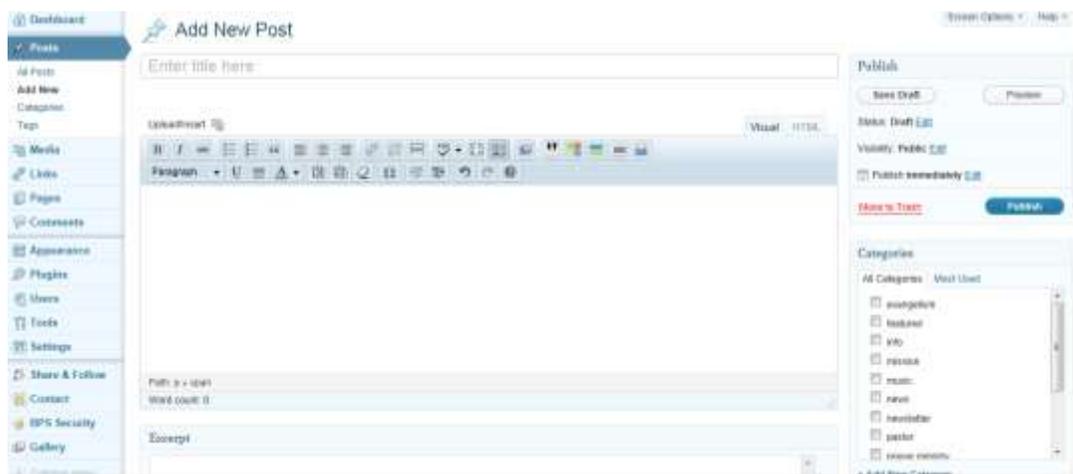
3. Give your post a title. Use this field ---> Try to use key words into the title of your post this will help your search results.

4. Add content to the body of your post in the middle window.

5. Then you can click Publish and your post (or page) is live on the web. It may take a second and then a yellow box comes up and you can click: View post to make sure it looks the way you intended.
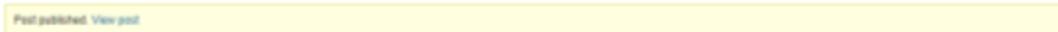
6. In the Publish box on the right you can:

- **Status:** Save a post or page as: Published, Pending Review or Draft.
- **Visibility:** Make a post or page a private page (it is on the web but you need to know the URL address.) or Setup a password protected page or post.
- **Publish:** Here you can configure the publish date of your post or page. You can post date it. Perhaps you want to order a post earlier than another one. Or you can predate something. I want a post to be available at midnight tomorrow but not earlier.
- You can also delete your page or post… just **Move to Trash**. At some point you will need to empty the trash.

Uploading pictures (or other things such as PDF, Doc, Etc)

Often posts will have a picture in them. It can be either a photo of your own or you can use photos from other people. A good resource is creative commons http://www.flickr.com/creativecommons … you can find images to use you might consider giving credit to the photographer. Another endless source is or Google Image Search www.google.com/imghp. Once you have the photo you want to use for your post. Follow these steps to include it in the post.

7. Place your cursor where you would like the image to be inserted into your post.

8. Roll your mouse over the icons to the left of "Upload/Insert" You should see that the first icon to the right that is a small rectangle in a rectangle is called "add an image". Click on that icon.

9. A window will pop up that looks like this: If you want to upload a new picture from your computer make sure you have the "From Computer" tab in the upper left hand corner clicked. Where it says Choose files to upload. Click the white button that says "Select Files".

10. After you click "Select Files" a window will pop up from your computer. Find the file you would like to upload and select it. Make sure the file you are trying to upload is less than 10 MBs and is a JPG, GIF, or PNG for best quality. You will see a progress bar like the one below while your picture is uploading.

11. After your picture has uploaded a thumbnail of your picture will be visible in the window, and you will be given a few more fields of information to complete. It is important to fill in all of these fields to help the search results for your posts.

12. Scroll below the thumbnail of your picture and fill in the Title, Alternate Text, Caption, and Description fields for your image. The Title, Alternate, Text, and caption call all be the same. The Description should be a little more in depth if you have time, this well be displayed below your picture in the blog post. You DO NOT need to put anything in the "Link URL" field. Wordpress automatically generates that field for you.

13. There is still a little more information to complete before your image will be ready to include in the post. The following choices to select how big the image will appear and where it will be positioned in your post. Select whatever you like, but usually a size between 300 – 600 pixels wide is the optimal size. The length will scale automatically.

14. Click the white "Insert into Post" button and your image will be placed into your post and you will return to the post editing window. You will be able to see your image inserted into your text. This may be a good time to save and preview your post. You can click the "Preview" button in the upper right hand of the screen.

    If you want to insert a few large images into the post repeat the steps in this section.

Categories & Tags

15. Simply scroll down the list of Categories and check off all of the items and communities that your post applies to. You need to make sure that you apply categories to your posts. The category selection window is located to the right of your screen next to the text entry window.

16. Use the same words that you selected for your Categories as your Tags. Spell them exactly the same. If you used the Category "events" do not use the word "event" as a tag. Use "events" this will help keep things uniform.

17. To the right you can see the "Post Tags" window write the words you want to use as tags in the white input field and click add. You will see the tags that have been added to the post below where it says "separate tags with commas". You can also add the most frequently used tags by clicking on the available choices listed in blue at the bottom of the window.

Featured Image

18. It is best to add a featured image to every post you do so that when and if people share your content and posts there will be a nice small image next to the synopsis of your article. If you use Facebook think when people share links. Some don't have images next to them on your Wall that is because they don't have a feature image set. People are much more likely to click on a link with an image.

19. The "Featured Image" window is all the way at the bottom of the screen on the right hand side.

20. Click on the "Set Featured Image" link and a new window will pop up. It is the same window used to upload images.

21. Select the "Gallery" tab in the window. And it will bring up a list of all of the images you uploaded as part of that post.

22. To the right side of the window there is a column called "Actions". Look down the list of images that are in your gallery and click "Show" for the image you want to set as your featured image. You will be taken to another screen.

23. Scroll to the bottom and click on "Use as featured image". It will take a moment to save.

24. You can then close the window using the **X** in the uppermost right hand corner of the window. You will then be able to see the image you selected on the main post window.
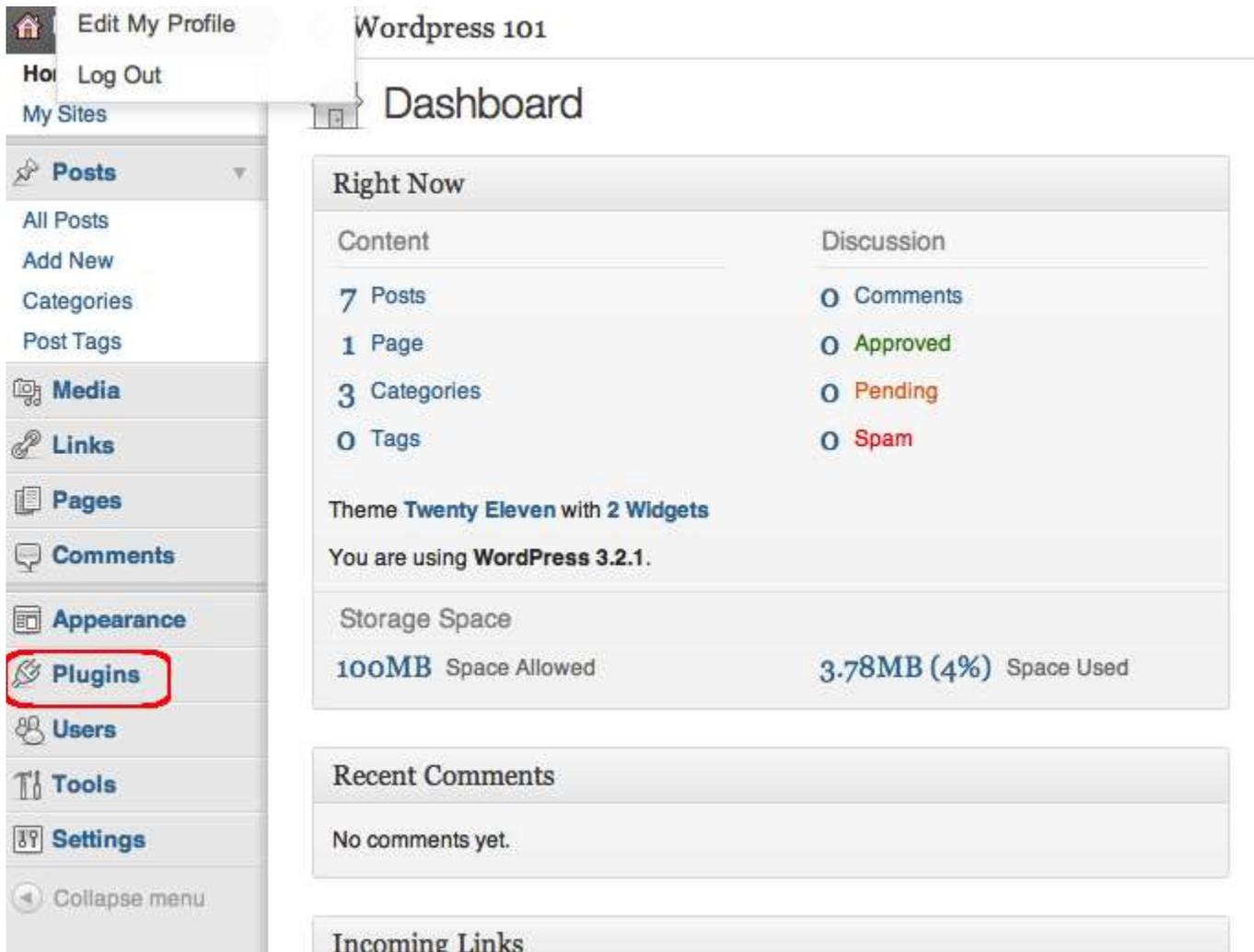
6. Activate a Plugin:

Plugins are the means by which a simple Wordpress site can be expanded into a multi-function social-networking, search-engine-optimized, powerhouse of a web site.

Now we will activate a Wordpress plugin on our site. (Note: in some Wordpress installs, you may need the site administrator to pre-install a plugin for you. In others, you may be able to download and install the plugin through the blog itself.)

Start by clicking on the **Plugins** link on the Dashboard's left-hand menu.

The Plugins menu provides a list of all of the plugins that have been installed in your site. You may have the ability to install your own plugins, or your site network administrator may need to install them for you.

In this case, we are going to activate the plugin BackupBuddy, which has been has been pre-installed. You can also click on Add New and search for a desired plugin.

On the plugin page you will see a list of activated plugins. as you examine the list of installed plugins, read the descriptions and notice how many of the plugins are back end or behind the scenes tools, while others add functionality to the site itself.

When you find the plugin that you want to activate notice two links: 1) there is a link to visit the plugin site. This is where you will find instructions on how to use the plugin. I strongly advise reading the plugin site for install and configuration information. 2) The link for **Activate.** This is how you will enable the plugin to run on your blog.

After you **Activate** your plugin you will notice that you have a new link on your Wordpress navigation. This link will be the area you can configure your plugin. Usually it will be under the Setting tab but sometimes it creates its own tab.

7. Modify your site with a Widget:

Widgets are Wordpress' method for customizing sidebar content. Sidebars are the columns to the left or right of the main content area. Different themes will provide different sidebar options.

For this example, we will use the widgets panel to place a blogroll or list of links on the sidebar. First, let's click on the Appearance and then on Widgets.
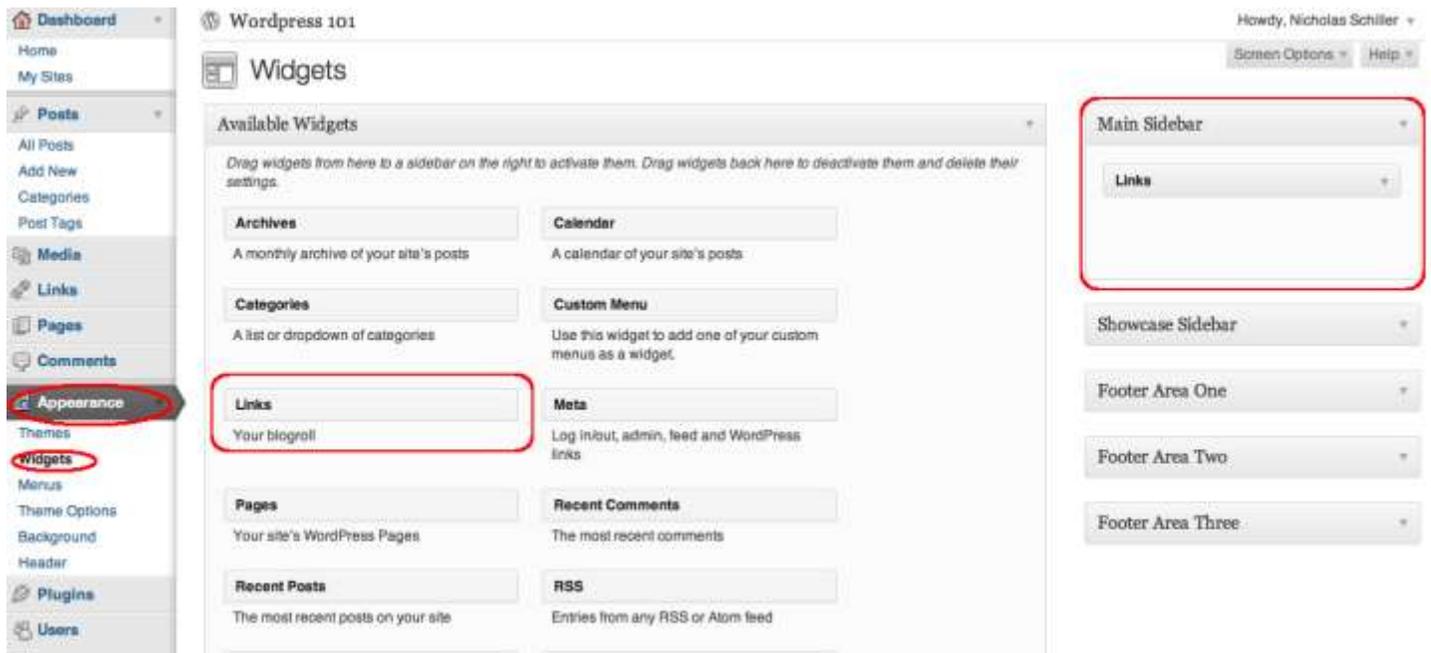
We're going to add a links section, or blogroll, to our main sidebar. So, find the Links widget in the main panel, then drag-and-drop it in the Main Sidebar area on the right.

- You can click on the down-arrow on the Links widget to reveal even more options
- If you would like to modify your list of links on your blogroll, click on the links option on the left hand dashboard menu
- Other frequently used widgets include Categories, Archives, and Text, which allows you to enter in text or HTML content.