

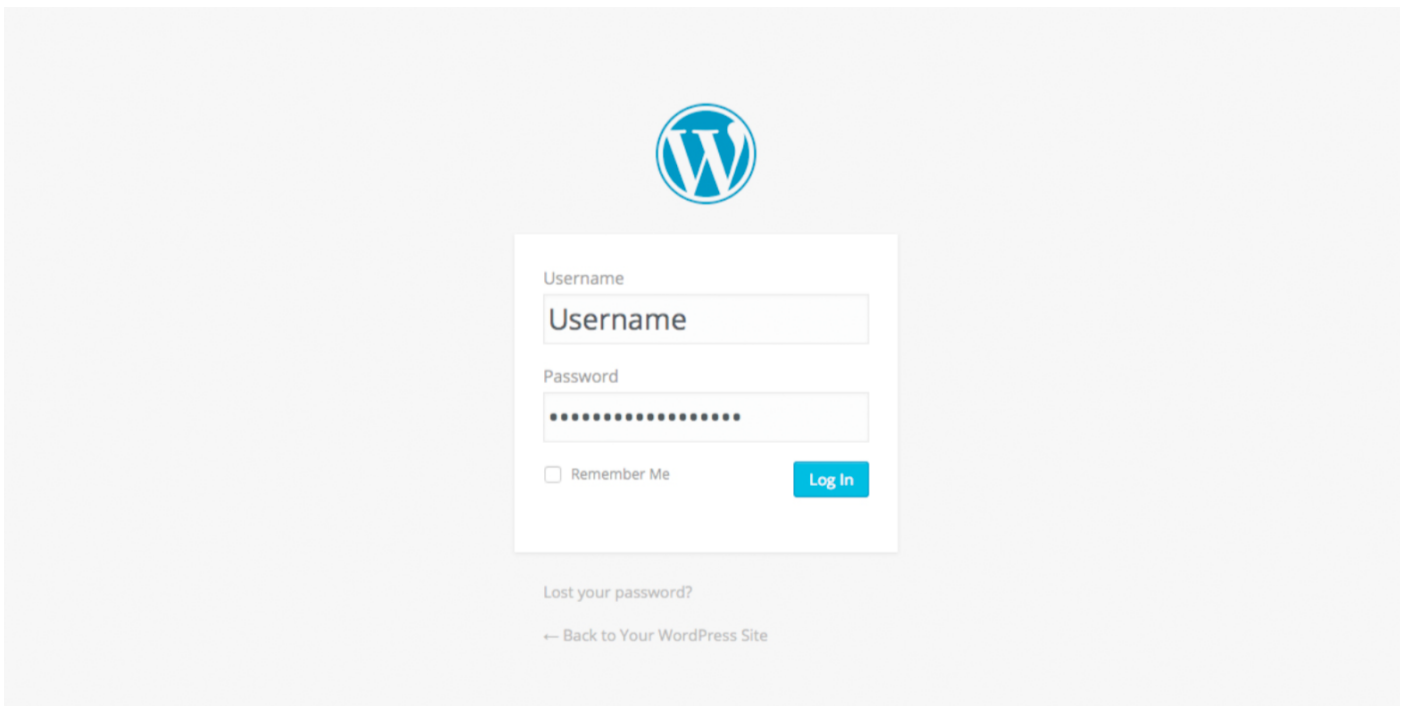
Wordpress How-to Guide Part 1

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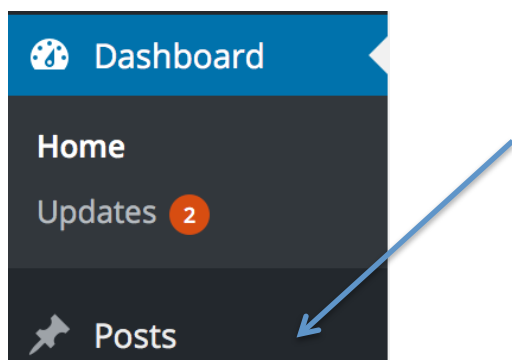
Logging into your admin panel – 1

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

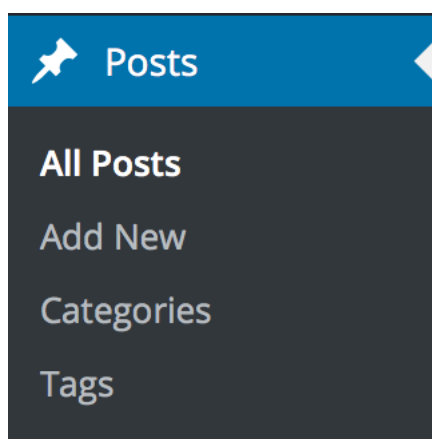


Adding posts, categories and tags – 2

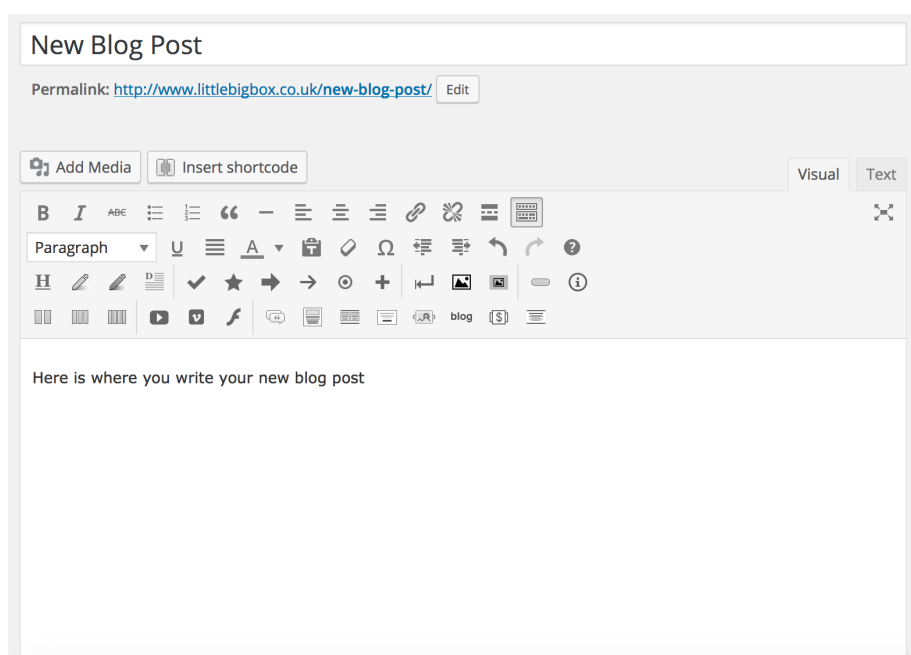
Enter the WordPress Admin Panel and Click the **Post** tab.



This will open up a list of option within the Post section. To write a new blog post click on the **Add New** link.



Writing Your Post



Give the Post a descriptive **Title**. This title will appear at the top of your post and will become the linked text that links to this post in other pages. It also becomes the default file name for the post unless you use the Permalink editing feature just below the title box to specify a specific, perhaps shorter, file-name in the URL path.

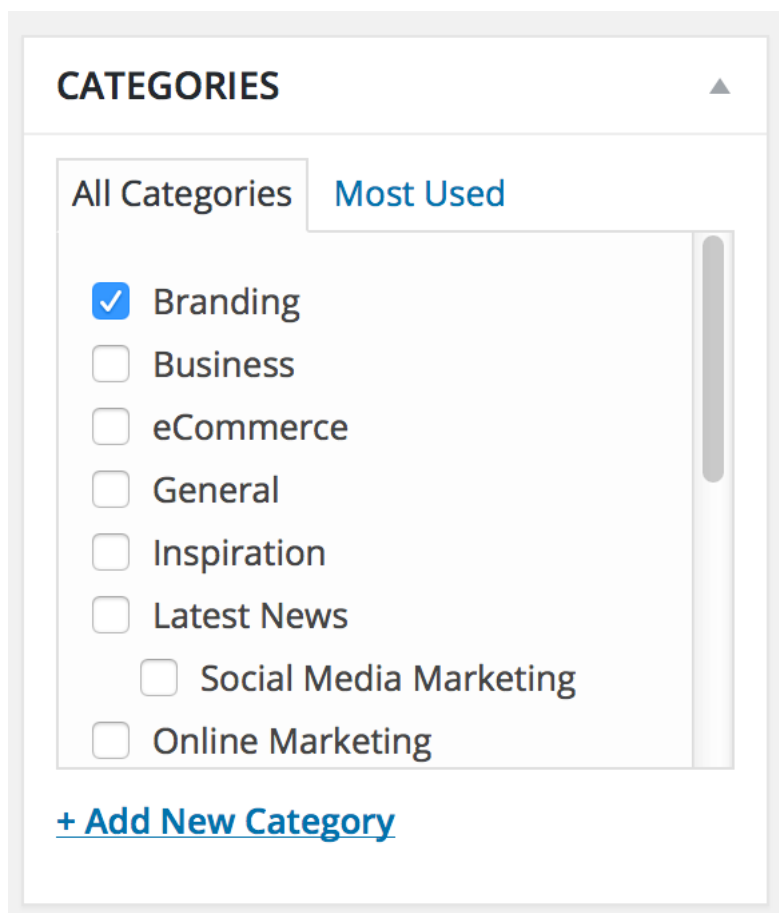
Permalink: <http://www.littlebigbox.co.uk/new-blog-post/> [Edit](#)

You would use the permalink editor to give the URL file-name a shorter version than the title of the post. If your post were titled “This is the Best Blog Post Ever” the default URL to that page would be something like www.domain.com/this-is-the-best-blog-post-ever/, which is rather long. By editing the permalink name you could enter *best blog post* and the URL would then become www.domain.com/best-blog-post/

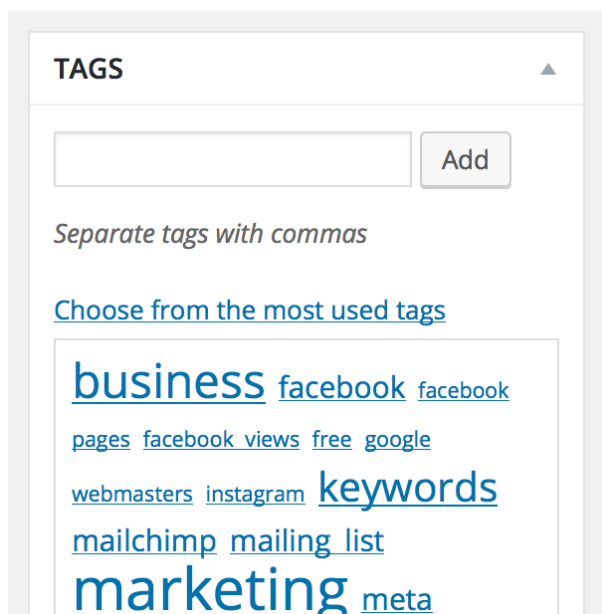
Note: If you previously wrote your text using a word processor, like Microsoft Word, you will transfer lots of formatting when copying and pasting the text from Word into your WordPress editor. It will produce much unnecessary code (click to “html view” to see). To avoid this first paste your text into a simple text editor like Notepad (all Microsoft operating systems include the Notepad program). This will strip all the formatting from Word into pure text. Then copy and paste from Notepad into WordPress. You will now need to add your formatting, such as bold sections, headlines or bullets, as you would like it displayed on your website.

Post Options

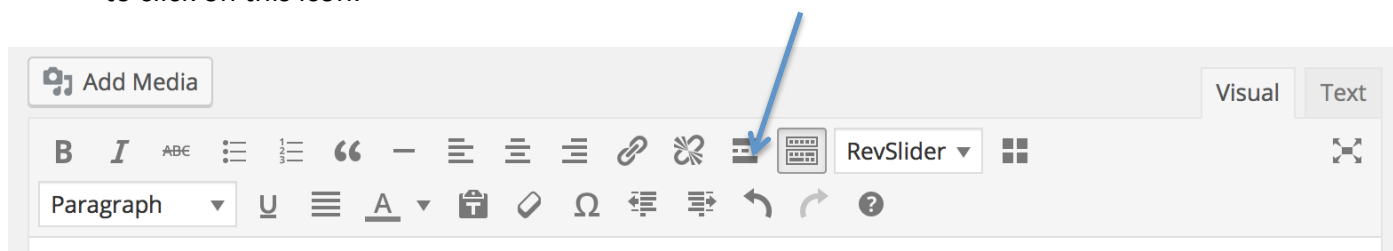
Below the text editor and on the right sidebar are a number of features and advanced options for your posts. Here you assign things like categories, tags, allow or disallow comments, etc. We highlight the main ones you would be using by adding a screenshot image of that feature.



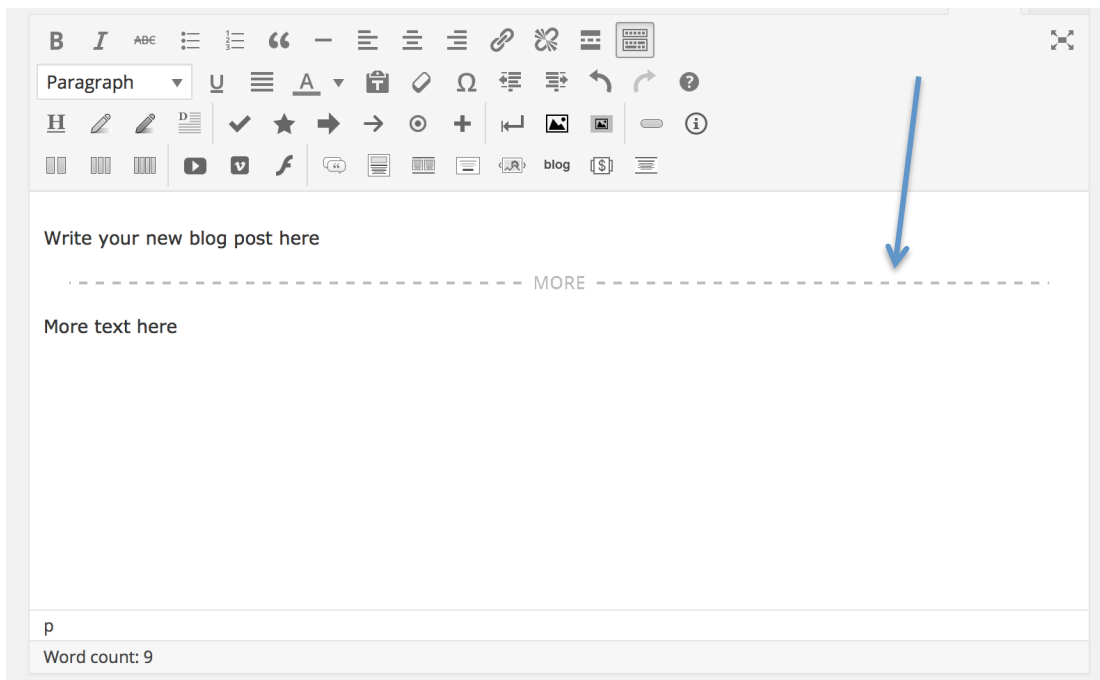
- **Categories** – attach your post to a Category. You can add new Categories here on the fly using the Add New Category link at the bottom of that box. Categories can be also managed from the Categories link under the Post tab. If you neglect to assign the post to a category your post will be assigned to your default category. Categories are important so be sure to select the correct category before publishing your post. Try to avoid publishing then changing your category and re-publishing. Search engines index new WP post very fast, sometimes within minutes. You don't want them to index the post at one URL only to republish it again under another URL because you changed a category, meanwhile the old URL will throw a page not found error to the search engine the next time they go to crawl it.



- **Tags** – assign tags to your Post. Tags are another form of categorization of your posts. If your WP theme displays tags then you may wish to use keywords related to the post in the Tags box. Separate them by commas.
- **Excerpt** – If you wish to place an excerpt for a post like all your current posts have, pick the section of the post which you would like to be the excerpt and then just below that piece of text you need to click on this icon.



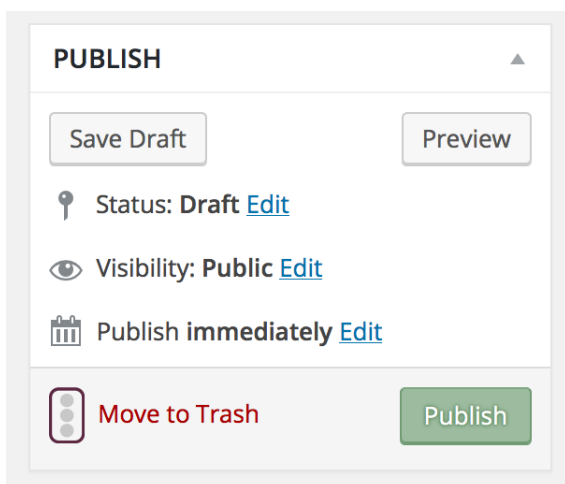
Once you click on this icon, you will then see a rectangle shape below the content you want to use for the excerpt, as shown below.



- **Password Protect this Post** – you may make a post password protected using this option.
- **Trackbacks** – this would be used to manually ping another blog and notify you linked to them. This is for pinging older blog systems that do not automatically detect pings. It would require you know the blog is running on another platform. Easier to just ignore this one.
- **Custom Fields** – this is an advanced option we won't cover here. You likely won't need it.

Saving and Publishing your Posts

As you write your posts, WordPress will begin to auto save your post as a draft. Use the Save or Publish buttons when you are ready.



Before publishing the post you can use the Preview button to see how it will look first. Right click on the Preview button then open it in a new window or new tab so you can easily jump back to the write post page.

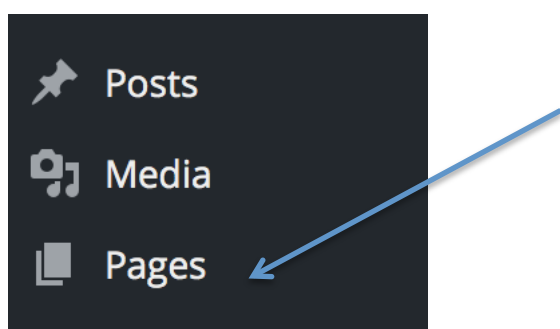
When you click the **Publish** button you will then be redirected to a new **Write Post** page.

The little calendar option just below the Save and above the Publish buttons will allow you to post date your blog posts. They will remain unpublished and then later go live on the site at your pre-set date and time. Click the *edit* link and those options will appear for you.

Your drafts will not be published live onto the website until you select the **Publish** button. To edit draft posts you've not yet completed or published click on the **Posts** tab. Here will be the full list of your posts. It will indicate which are published and un-published. Click the Title link of your draft post to continue editing and then publish it.

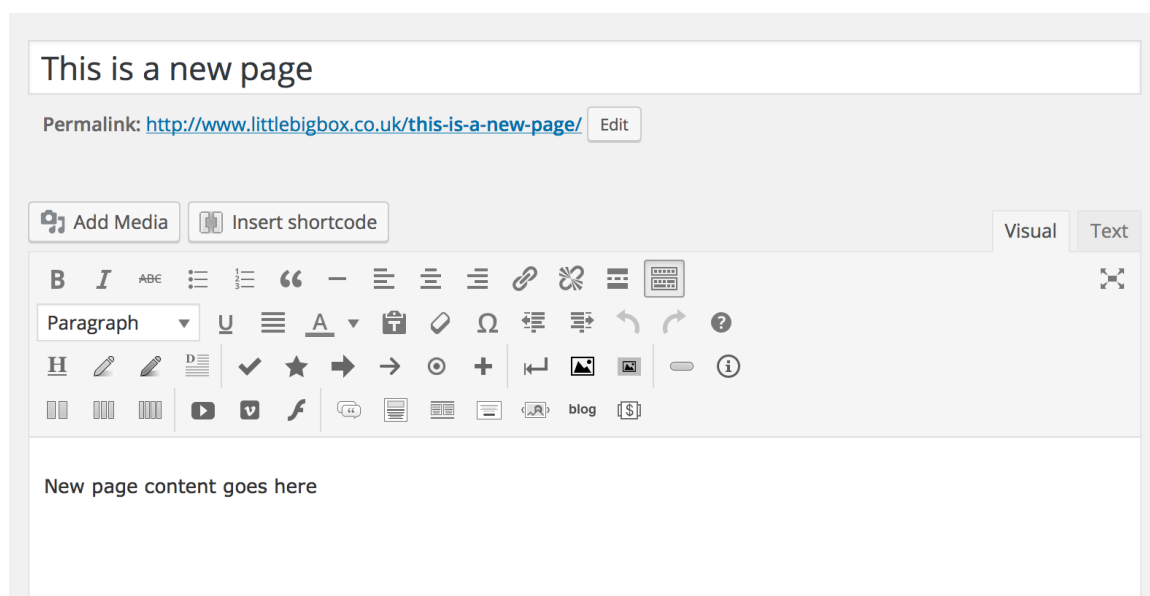
Adding pages - 3

Pages are different from blog posts in that they are static pages outside the flow of chronologically organized posts. Pages often form the main navigation to sections of your site that tends not to change. These can be as basic as an *About Us* page or a *Contact Page* or it could include a whole series of articles and sub-pages that reside off of higher order pages within your sites navigation structure.



Writing a page in the WordPress editor is similar to writing a post. After Clicking the **Page** tab (see image to the right) click on the **Add New** link to begin writing a new page, or the **All Pages** link to view and manage your current list of pages.

You write your page content inside the text editor. Use the graphic editing icons to format your text. Again, like writing a post you give your page a title. Then write your page content in the main text editor box (see image below).



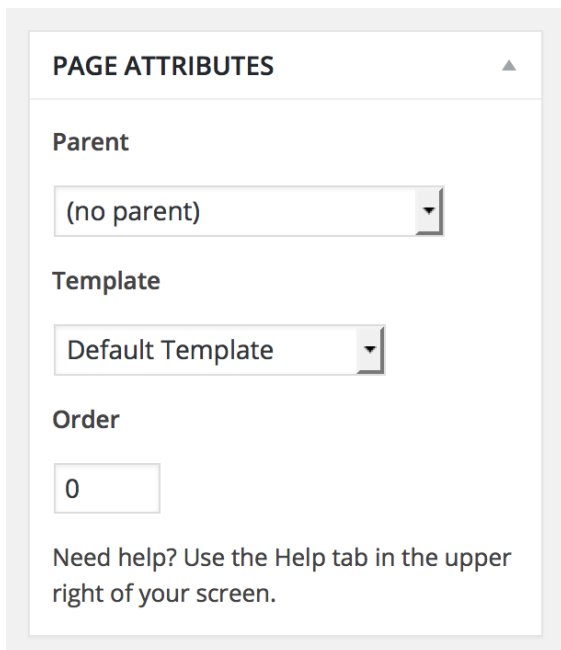
Your title will appear at the top of your published page as the headline. It also becomes the default file name for the page URL unless you use the Permalink editing feature just below the title box to specify a specific, perhaps shorter, file-name in the URL path.

Permalink: <http://www.littlebigbox.co.uk/this-is-a-new-page/> Edit

You could use the permalink editor to give the URL file-name a shorter version than the title of the page, should the title be long and wordy. You can also use it to cover different variations on your keywords for that page.

Page Options

On the right side of text editor, below the publishing section, are a number of options. Pages have some different options to choose from than posts, with some the same too. We highlight the main ones you would be using by adding a screenshot image of that feature.



PAGE ATTRIBUTES

Parent

(no parent)

Template

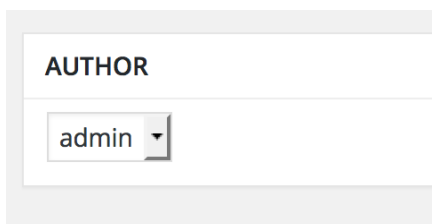
Default Template

Order

0

Need help? Use the Help tab in the upper right of your screen.

- **Page Parent** – select from current list of pages where this page should lie in relation to others. This sets the hierarchy of pages and sub-pages within the navigation structure of your website.
- **Page Template** – Make sure to set the template to FULL WIDTH.
- **Page Order** – Should you site include a page that lists the pages of your site, or perhaps a menu of pages in the sidebar, you can set the order that this page links are displayed here, otherwise they're sorted alphabetically.



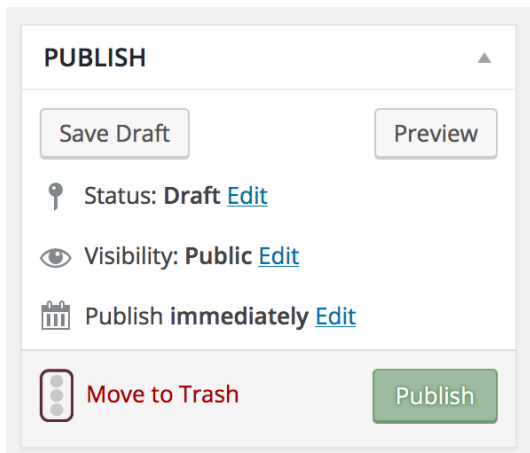
AUTHOR

admin

- **Page Author** – if your site has multiple users you would assign one as the author of the page here. By default the user who initiates writing the page will automatically be assigned the author, as WP knows who they are based on their login.

Saving and Publishing your Pages

As you write your pages, WordPress will begin to auto save your page as a draft. Use the Save or Publish buttons when you are ready.



Before publishing the page you can use the Preview button to see how it will look first. Right click on the Preview button then open it in a new window or new tab so you can easily jump back to the write page.

When you click the **Publish** button the new page will go live and you will then be redirected to a new **Write Page**.

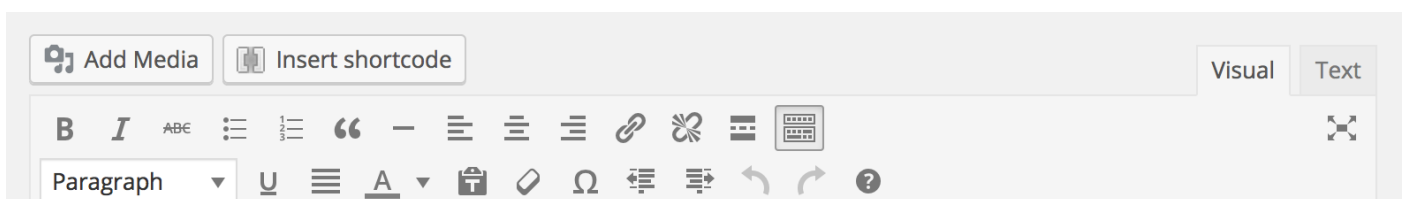
The little calendar option will allow you to post date your page for later publication on the site. They will remain unpublished and then go live on the site at your pre-set date and time. Click the *edit* link and those options will appear for you. This feature is typically more useful for blog posts than it is static pages.

Your drafts will not be published live onto the website until you select the **Publish** button. To edit the draft pages you've not completed and published click on the **All Pages** link. Here will be the full list of your pages. It will indicate which are published and un-published. Click the Title link of your draft page to go to the edit screen and continue writing and then publish it.

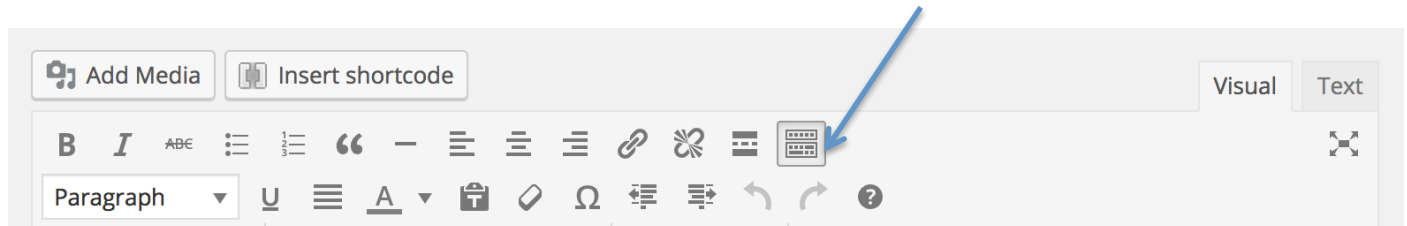
Writing a Post or Page using the Text Editor - 4

When writing a post, or a page, in the text editor you simply type your text. The basic paragraph formatting will create itself as you hit the enter key at the end of each paragraph.

For more formatting of your text use the **graphic editing icons** at the top of the text editor (as seen in the image below).



These icons will cover many of the basic formatting functions you would need to use. More functions are available by clicking the **advanced toolbar icon** on the far right, also known as the kitchen sink. You can see that icon where the arrow is pointing in the image below.



Using the Editing Icons

For most of these icons you would select (click and drag with your mouse) your block of text you wish to apply it to then click the icon to apply the formatting. Other tools like inserting images requires that you just click on the area of the content you wish to place the image then click the icon and enter the information in the pop-up. It's generally pretty basic like using any word processor.

Below we summarize each icon.



Bold – select an area of text and click the **bold** icon



Italics – select a block of text and click the *italic* icon



Strike Through – Adds a line ~~over your text~~ through your text



Unordered List – creates bullet lists



Ordered Lists – instead of bullets it will auto number your list



Outdent – undo an indent



Indent – indent a section of text to create block quotes



Align Left – aligns text to the left



Align Centre – centres your text



Align Right – aligns text to the right



Add Hyperlink – select the area of text you wish to be the link and click the link icon. Add the link URL; choose if you want it to open in a new window or the same window. Then give the link a Title to describe what it's linking to.



Remove Hyperlink – use this to remove a link



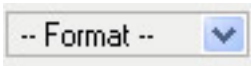
Split Post – inserts the <!--more--> tag to split your post. This shows just a brief intro on your main blog page with a link to the full post where they can read the rest.



Spell Check – spell checks your text. For on the fly spell checking we recommend using [FireFox](#) as your web browser. It has built in spell checking for any text you enter into forms online. Underlines misspelled words in red as you type.



Advanced Tool Bar – This icon will open the icons outlined below. You would think some of them should be in the main toolbar but these are newer tools more recently added to the text editor.



Formatting – Use this drop down to select your heading levels. No need to use the paragraph one, as WordPress will turn your basic text into paragraphs automatically.



Underline – underline text with this icon



Font Colour – change colour of a selection of your text



Paste as Plain Text – to paste text copied from another source so as to strip all formatting from the copied source



Paste from Word – to paste from a word doc & remove the unneeded formatting codes that Word will try to add.



Remove formatting – to remove formatting for a selection of text, perhaps cut and pasted from another source



Insert Embedded Media – insert multi media files such as video clips



Insert Character – for adding special characters not available on your keyboard. Things like this ¥, £, ©, ¤, or é.



Undo – undo your last change



Redo – redo your last undo



Help – This does not offer much help. But it does include a list of hotkeys, in place of using the icons, for fast typers who use the WP editor often.