



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

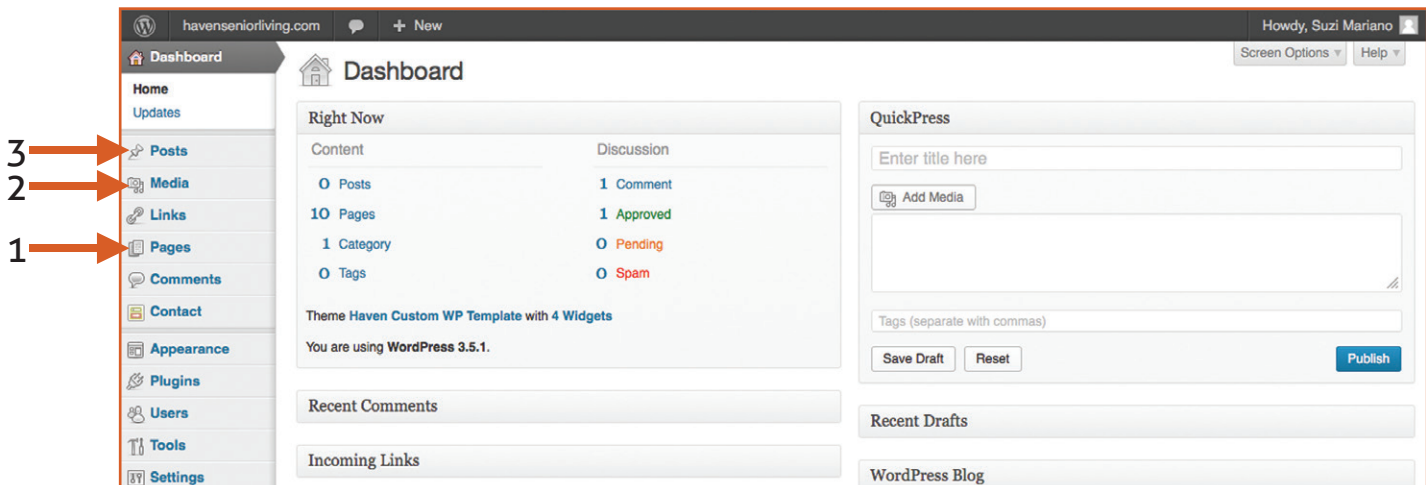
- Use link provided by Chip Thompson Design to get to the admin login page of your WordPress website.
- Enter your login and password.
- Click "Log In".



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

2. What's My "Dashboard"?

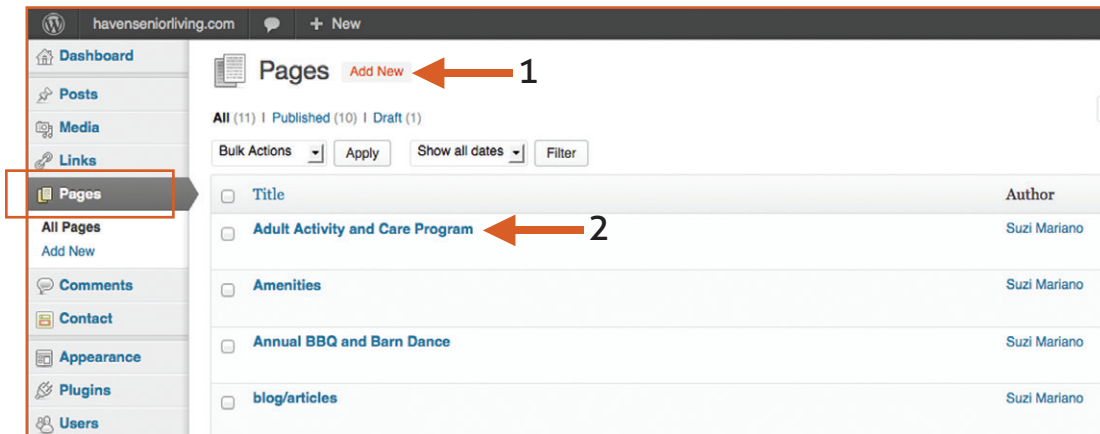
- The Dashboard is the first screen you see when you log into the administration area of your website.
- The dashboard gives you an at-a-glance overview of what's happening with your website.



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

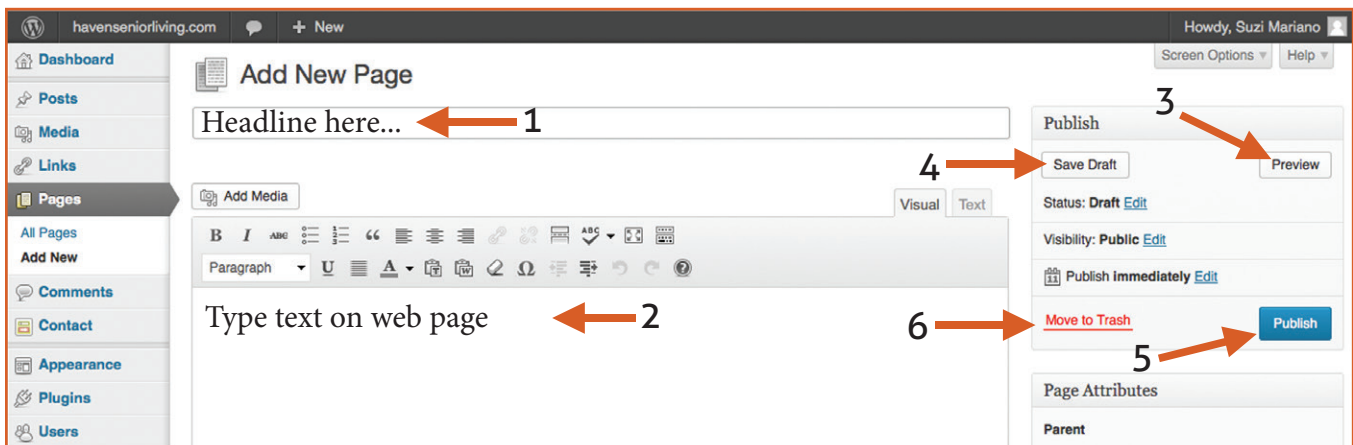
3. Pages Menu - Adding/Editing My Pages

- 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).



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.



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)

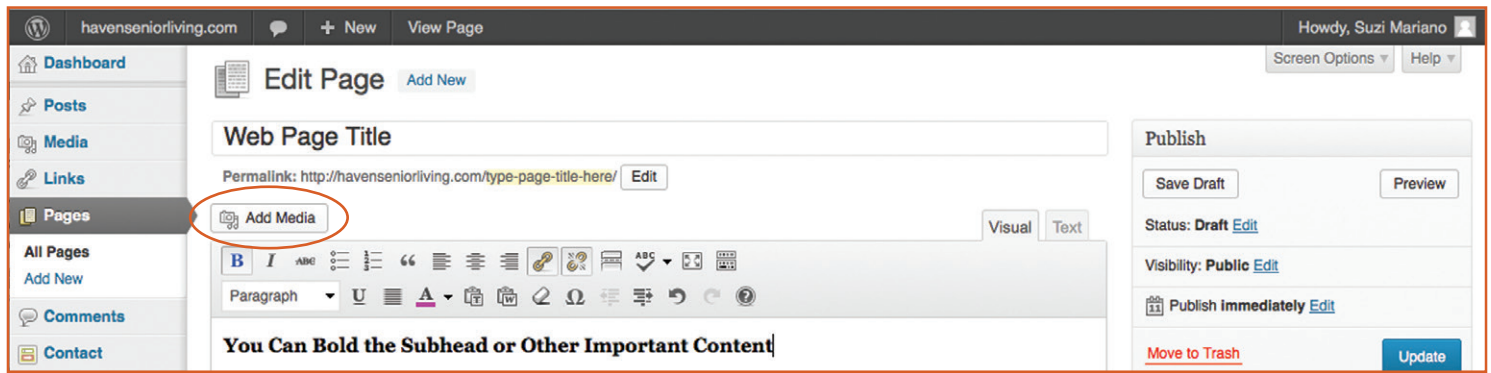
a. See diagram below to edit content on a page of your website:

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' interface for 'havensenioring.com'. The left sidebar contains navigation options: Dashboard, Posts, Media, Links, Pages (highlighted), Comments, Contact, Appearance, Plugins, Users, Tools, and Settings. The main editing area has a title 'Web Page Title' and a permalink. Below the title is a rich text editor toolbar with icons for Bold (B), Italic (I), Bulleted List, Numbered List, Paragraph Alignment (Left, Center, Right), Link, Color (A), and Add Media. The page content includes a subhead 'You Can Bold the Subhead or Other Important Content', a paragraph 'Webpage copy/content can be typed here. You can also emphasize an important phrase or word by italicizing.', a bulleted list, a numbered list, and paragraphs about paragraph alignment, adding links, and changing text color. The right sidebar shows 'Publish' options (Save Draft, Preview), status (Draft), visibility (Public), and a circled 'Update' button. Numbered callouts 1-9 point to: 1. All Pages link, 2. Contact link, 3. Bold button, 4. Italic button, 5. Paragraph alignment icons, 6. Link icon, 7. Color button, 8. Add Media button, and 9. Update button.

6. Adding an Image on My Website

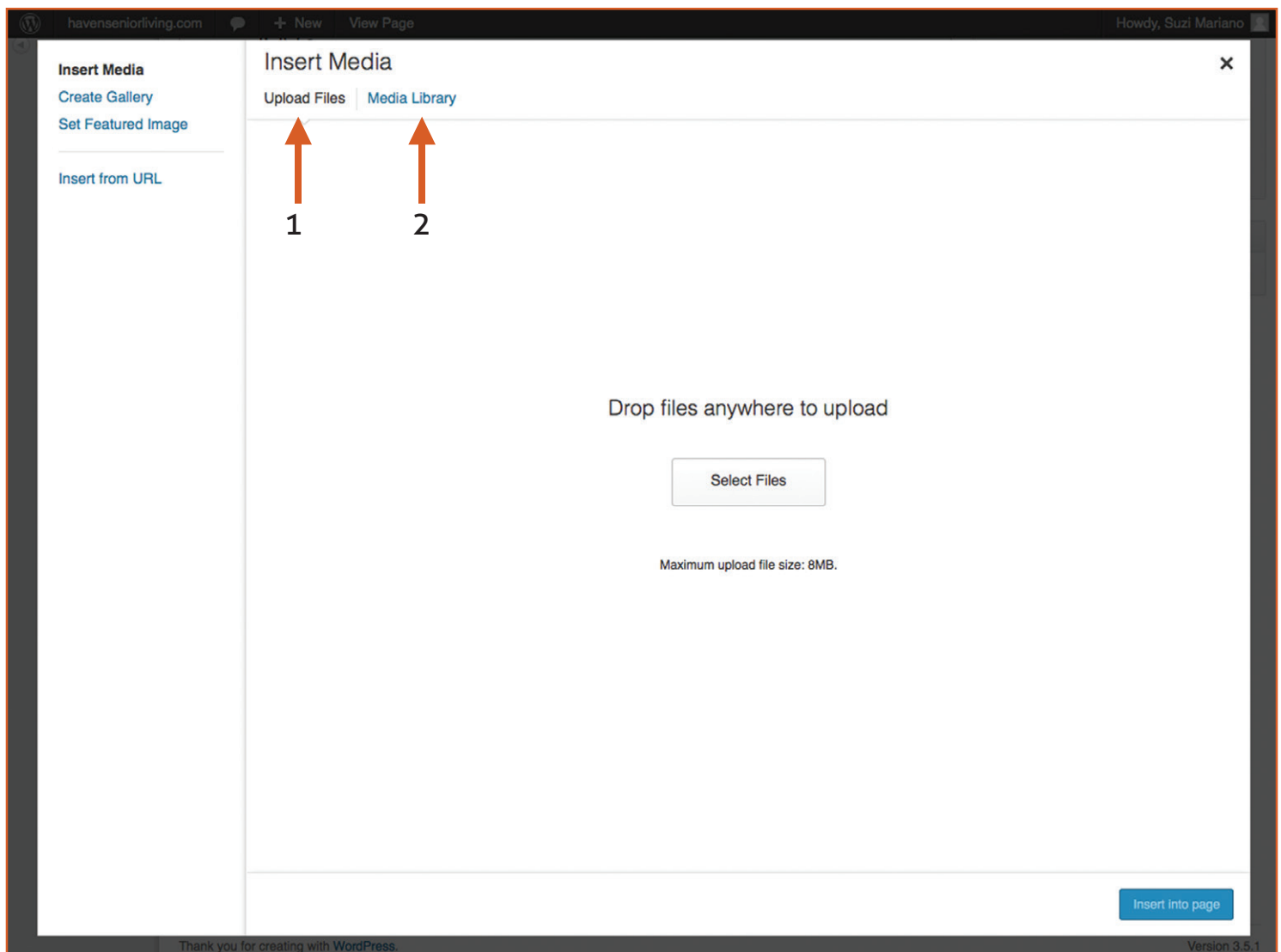
a. Click the "Add Media" Button.



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

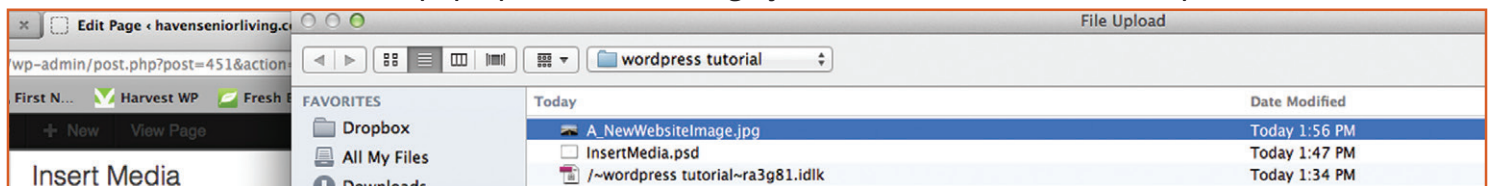
c. You can either:

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.

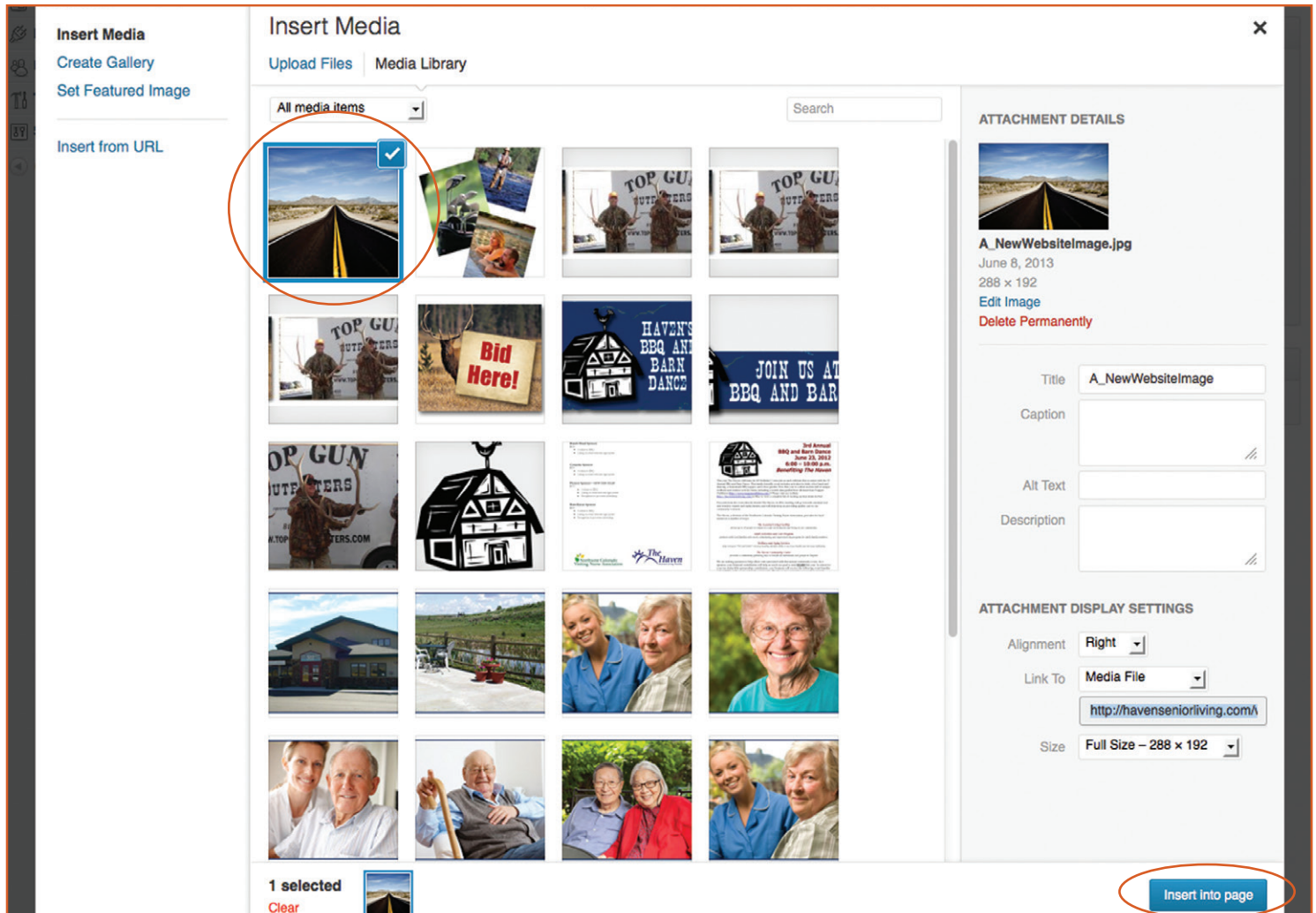


d. To upload a new image, click "Select Files".

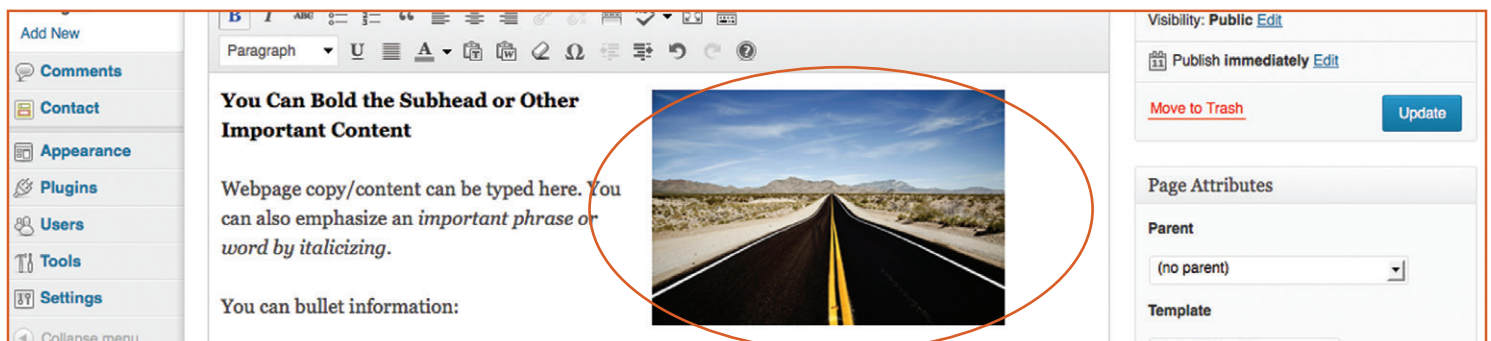
1. A new window will pop-up - Select the image you would like to add - Click "Open".



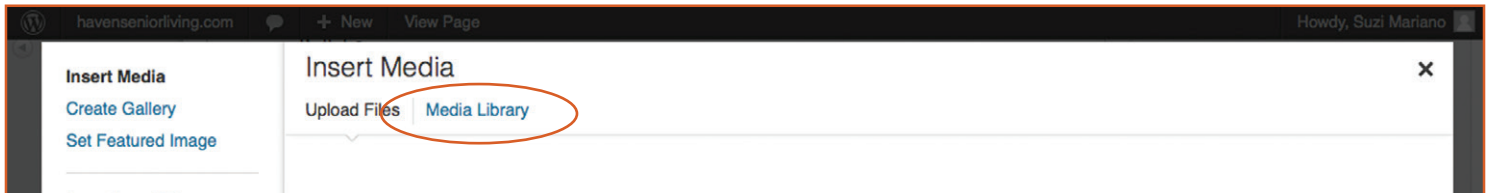
2. Your new image will be highlighted with a check mark (see below) - Click "Insert into Page".



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

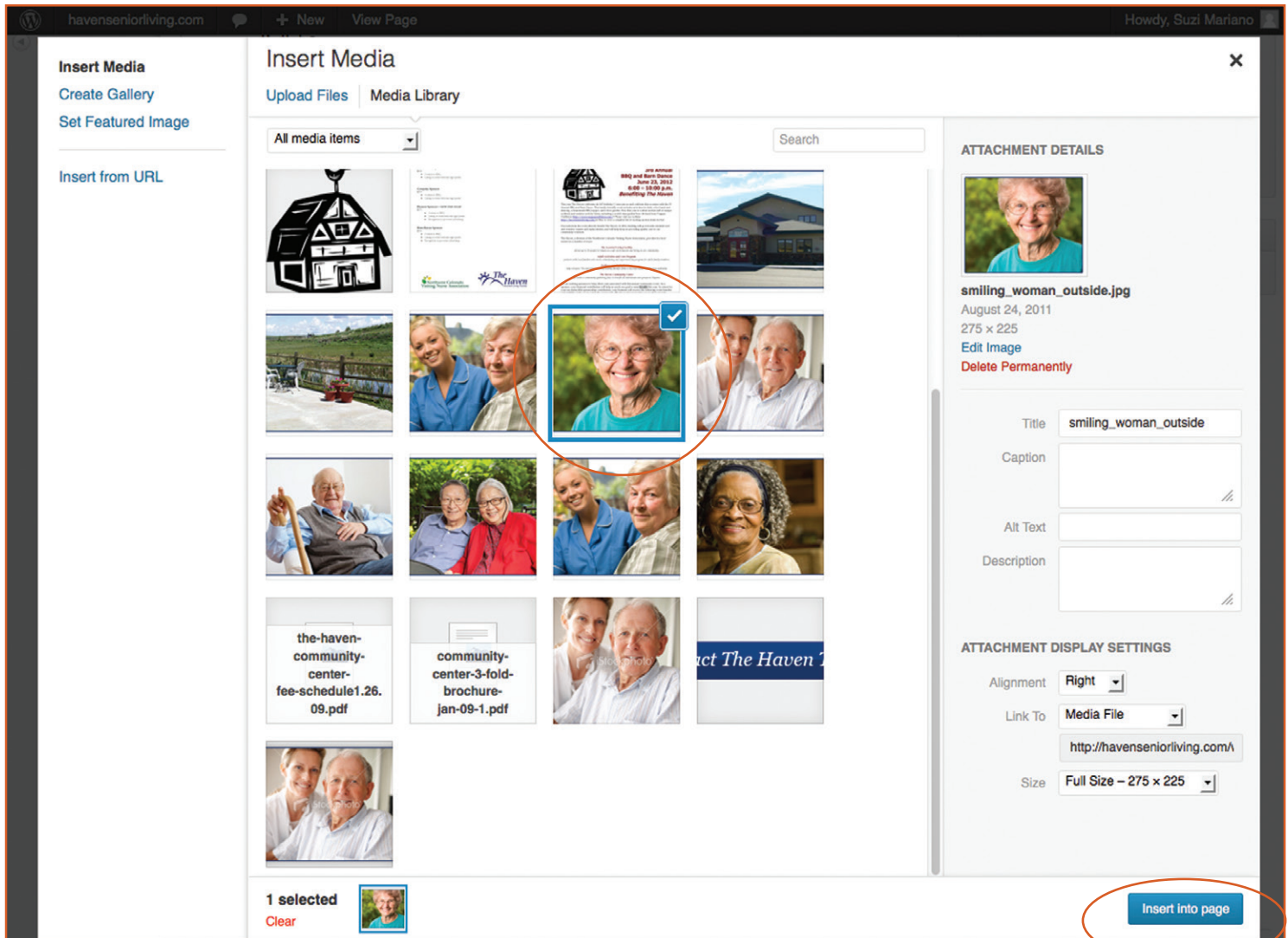


e. To add an image from the "Media Library", click on "Media Library".



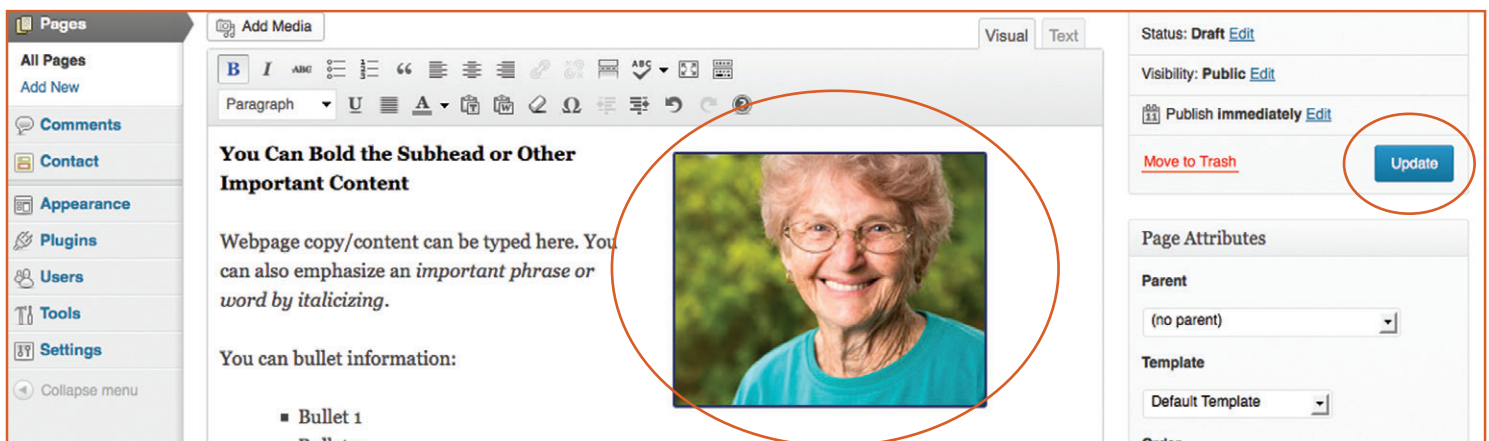
The screenshot shows the 'Insert Media' dialog box. On the left, there are options: 'Insert Media', 'Create Gallery', and 'Set Featured Image'. In the center, there are two tabs: 'Upload Files' and 'Media Library', with 'Media Library' circled in red. On the right, there is a close button 'X'.

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 'Media Library' interface. At the top, there are tabs for 'Upload Files' and 'Media Library'. Below is a search bar and a dropdown menu for 'All media items'. A grid of media items is displayed, with one image of an elderly woman circled in red and a blue checkmark in its top right corner. To the right of the grid is the 'ATTACHMENT DETAILS' panel, which shows the selected image's name 'smiling_woman_outside.jpg', date 'August 24, 2011', dimensions '275 x 225', and options to 'Edit Image' or 'Delete Permanently'. Below this is the 'ATTACHMENT DISPLAY SETTINGS' panel with options for 'Alignment' (Right), 'Link To' (Media File), and 'Size' (Full Size - 275 x 225). At the bottom right, the 'Insert into page' button is circled in red. At the bottom left, it says '1 selected' with a 'Clear' link and a small thumbnail of the selected image.

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

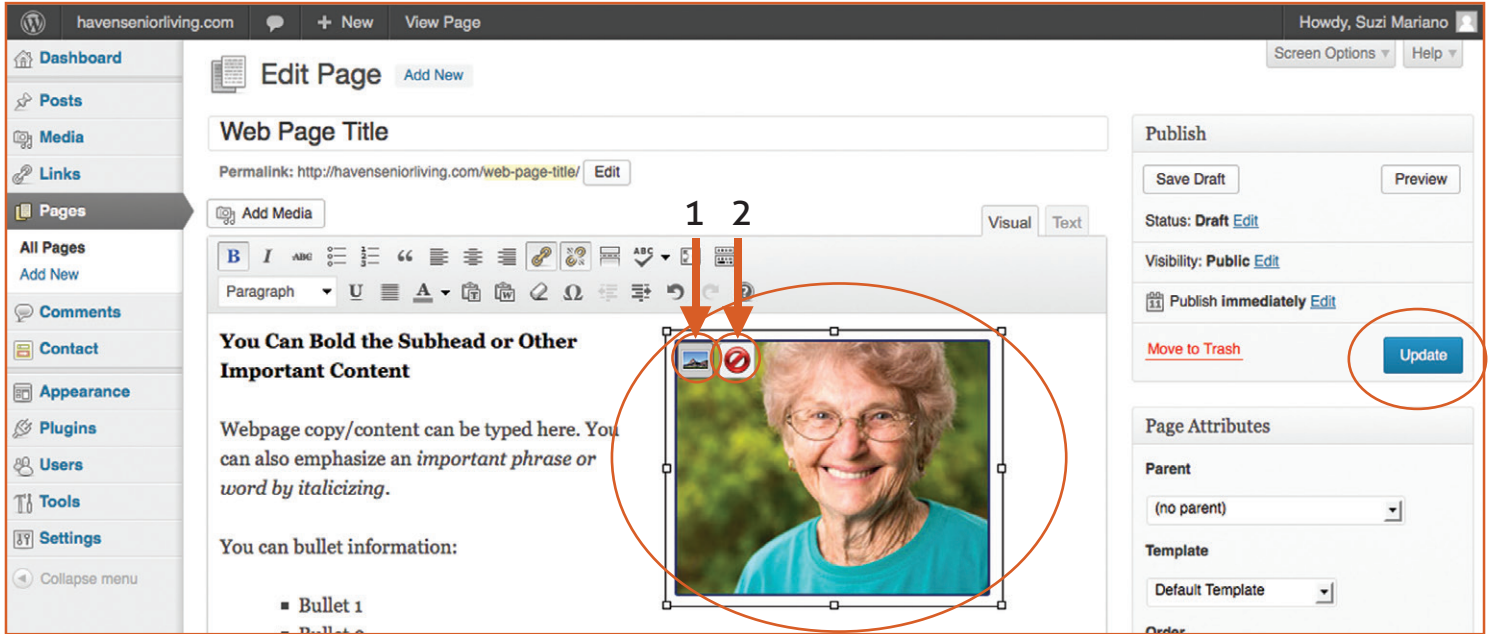


The screenshot shows the page editor interface. On the left is a sidebar with 'Pages' and 'Comments' sections. The main editor area has a rich text editor with a toolbar and a paragraph of text: 'You Can Bold the Subhead or Other Important Content'. Below this is a subhead 'Webpage copy/content can be typed here. You can also emphasize an important phrase or word by italicizing.' and a bullet point 'You can bullet information:'. The image of the elderly woman is inserted into the page and circled in red. On the right, there is a 'Status: Draft' section with 'Update' and 'Move to Trash' buttons, and a 'Page Attributes' section with a 'Parent' dropdown set to '(no parent)' and a 'Template' dropdown set to 'Default Template'. The 'Update' button is circled in red.

7. Editing an Image on My Website

a. Click on your Image.

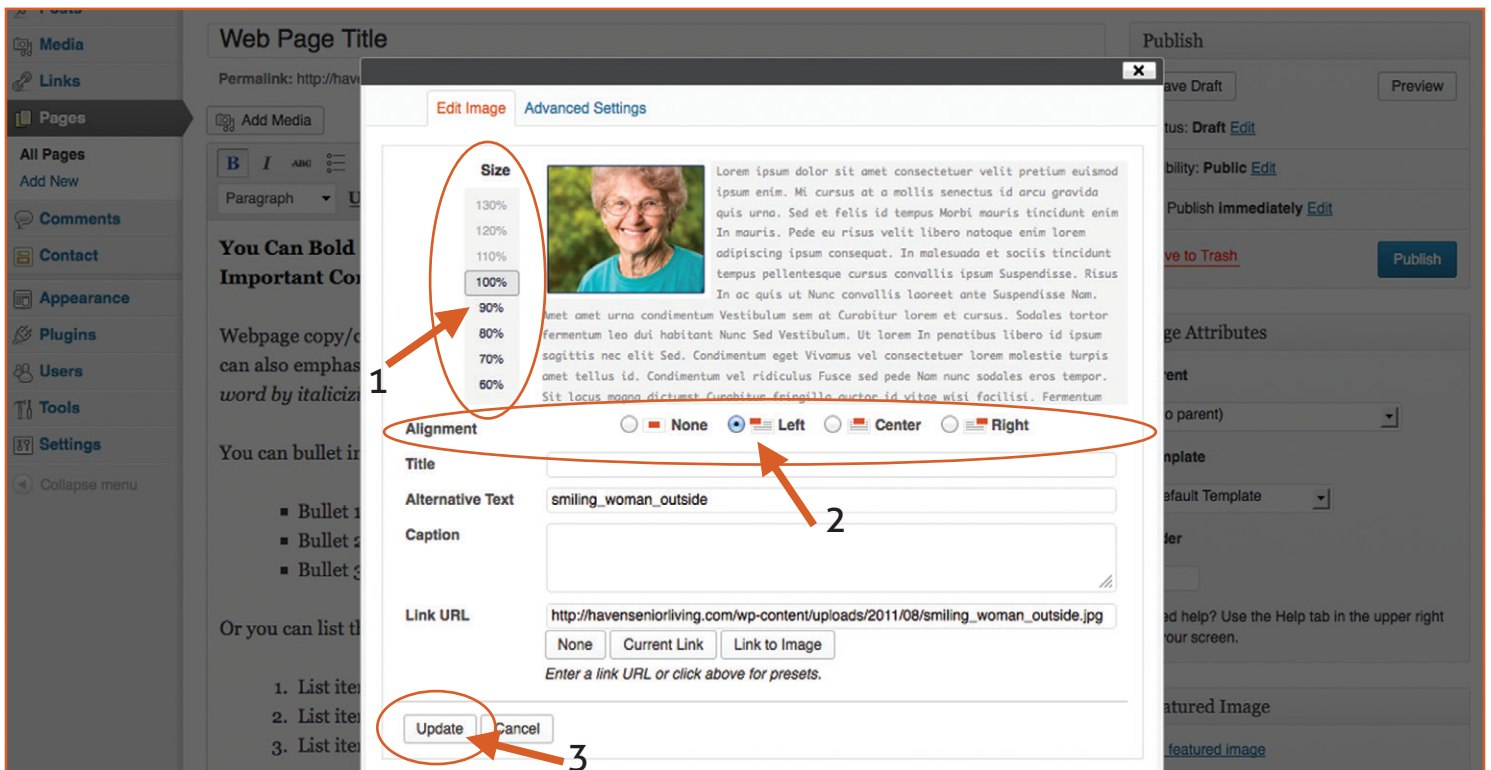
1. Click on Image icon (looks like a landscape).



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

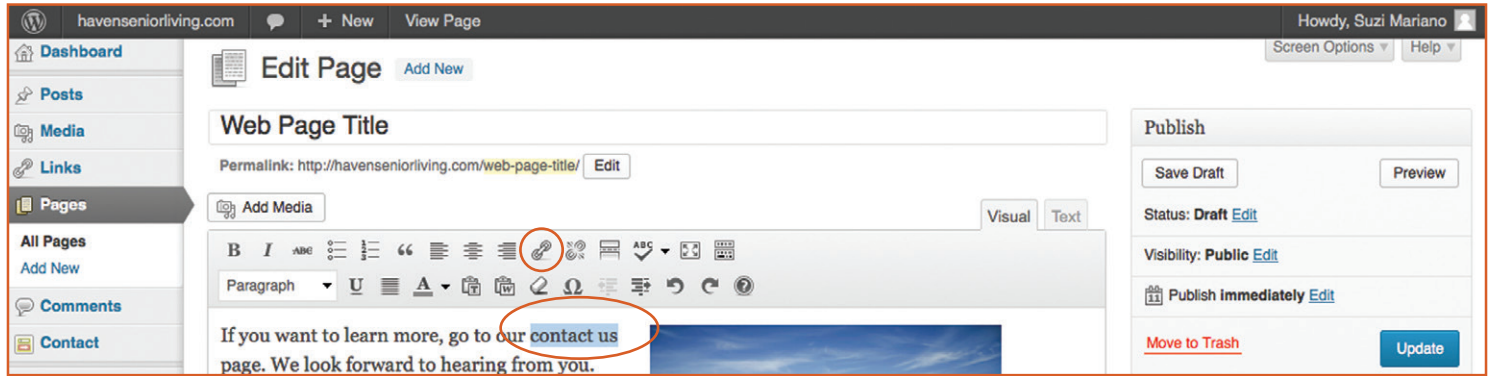
1. Size of your image.
2. The alignment of your image.
3. When finished, click "Update".

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

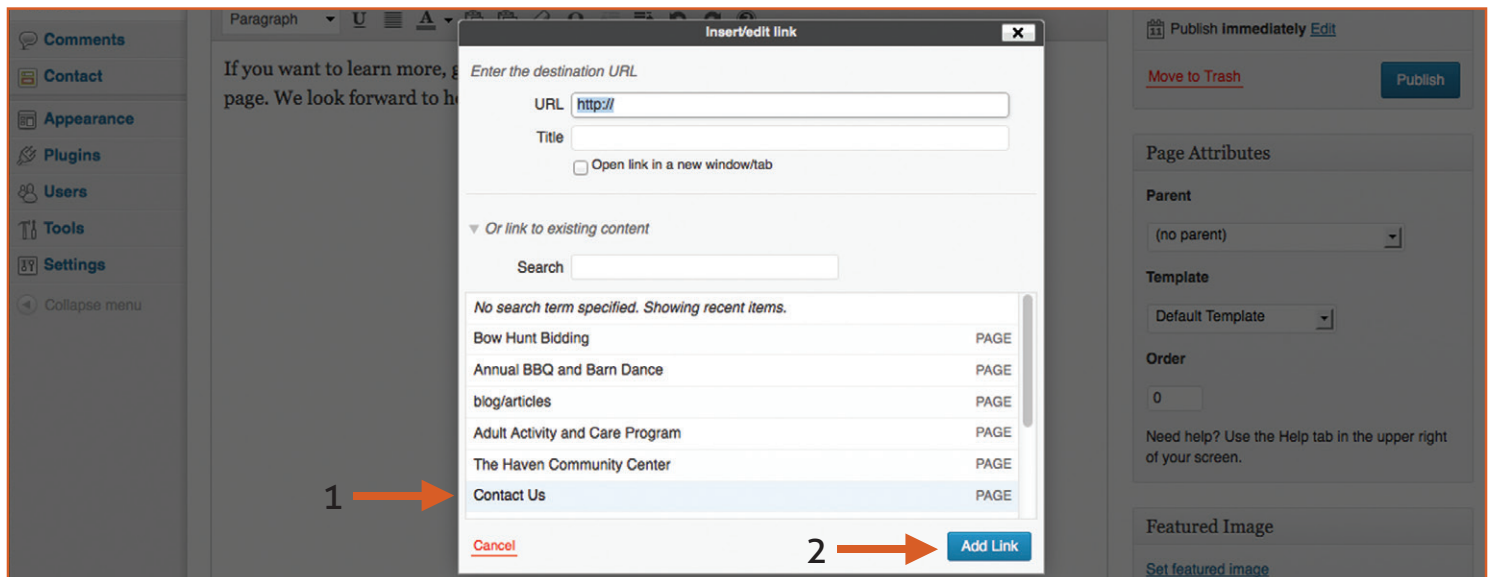


8. Adding Links to My Content on My Website

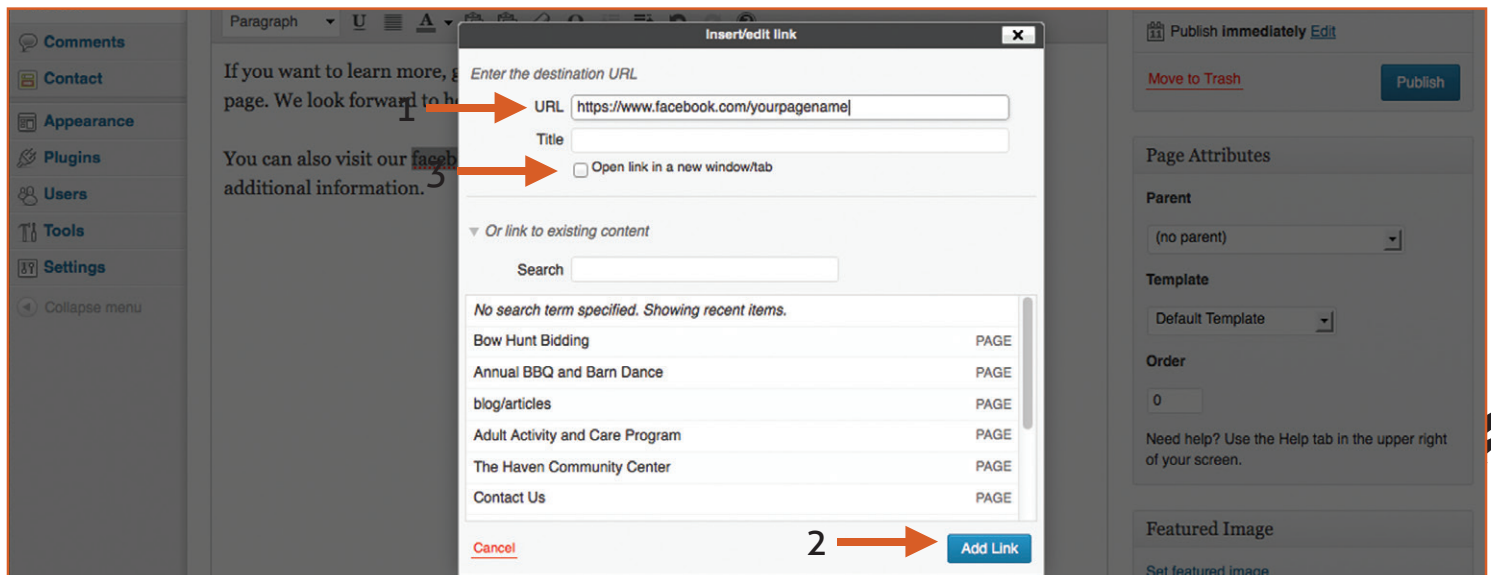
- a. Highlight text you want to link.
- b. Click link icon.



- 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".



- 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".



8. Adding Links to My Content - Continued

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

The screenshot shows the WordPress 'Edit Page' interface for the website `havensenioring.com`. The page title is 'Web Page Title' and the permalink is `http://havensenioring.com/web-page-title/`. 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.

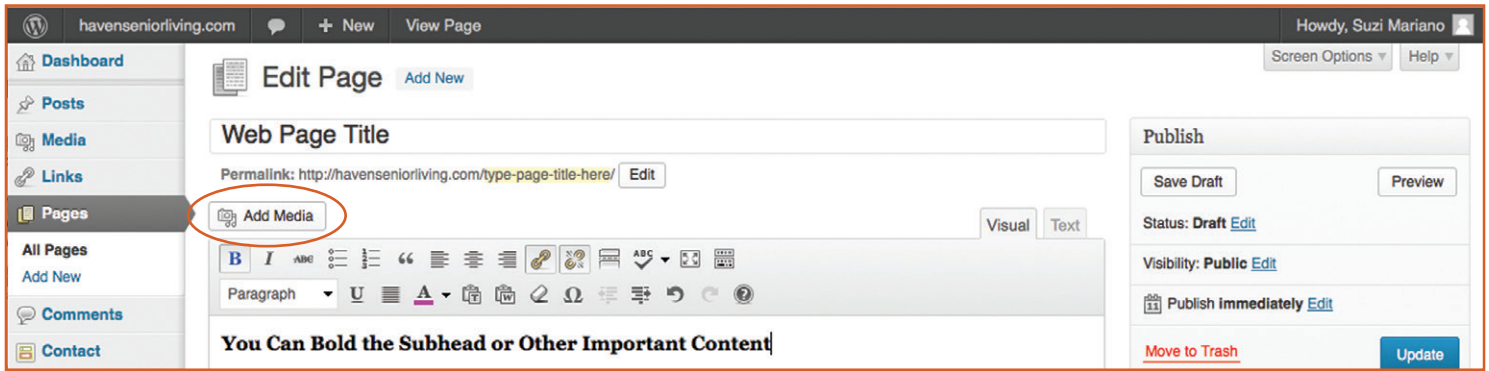
You can also visit our [facebook page](#) for additional information.

Below the text is a featured image of a long, straight desert road with yellow double lines, stretching towards mountains under a blue sky.

The right sidebar shows the 'Publish' section with buttons for 'Save Draft', 'Preview', and 'Update' (circled in red). Other options include 'Status: Draft', 'Visibility: Public', and 'Publish immediately'. The 'Page Attributes' section shows 'Parent' as '(no parent)', 'Template' as 'Default Template', and 'Order' as '0'. The 'Featured Image' section has a 'Set featured image' link.

9. Adding a PDF to My Website

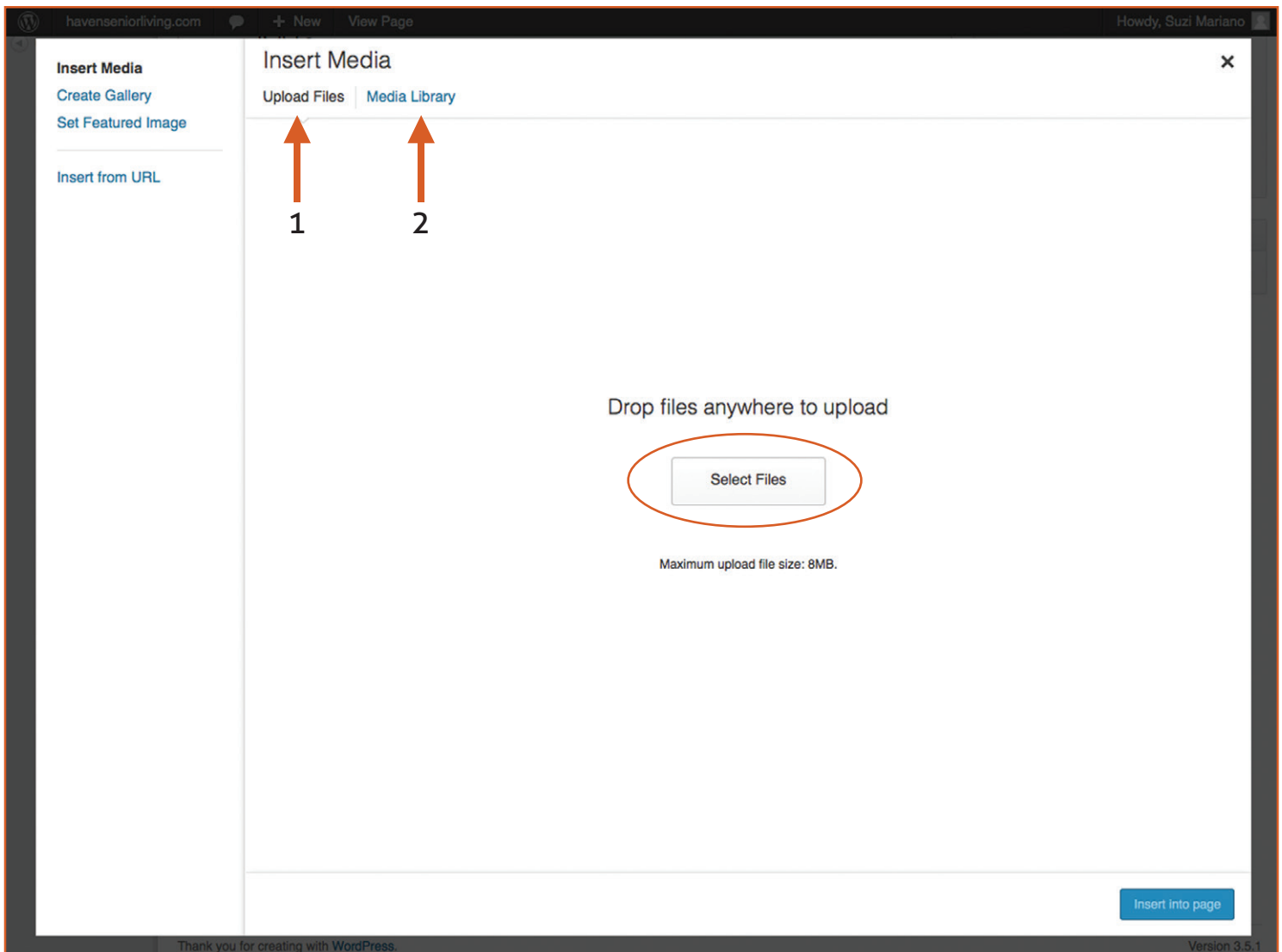
a. Click the "Add Media" Button.



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

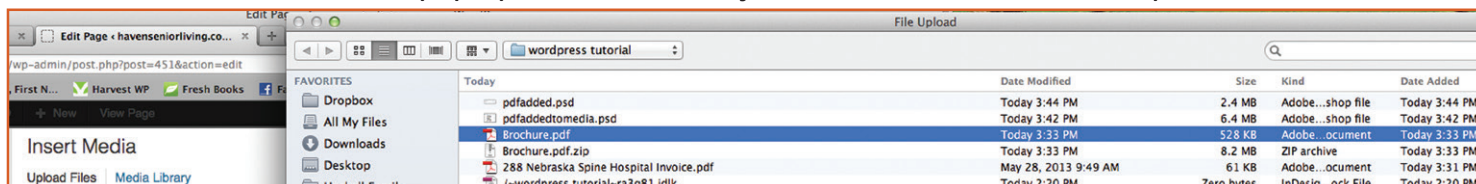
c. You can either:

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.

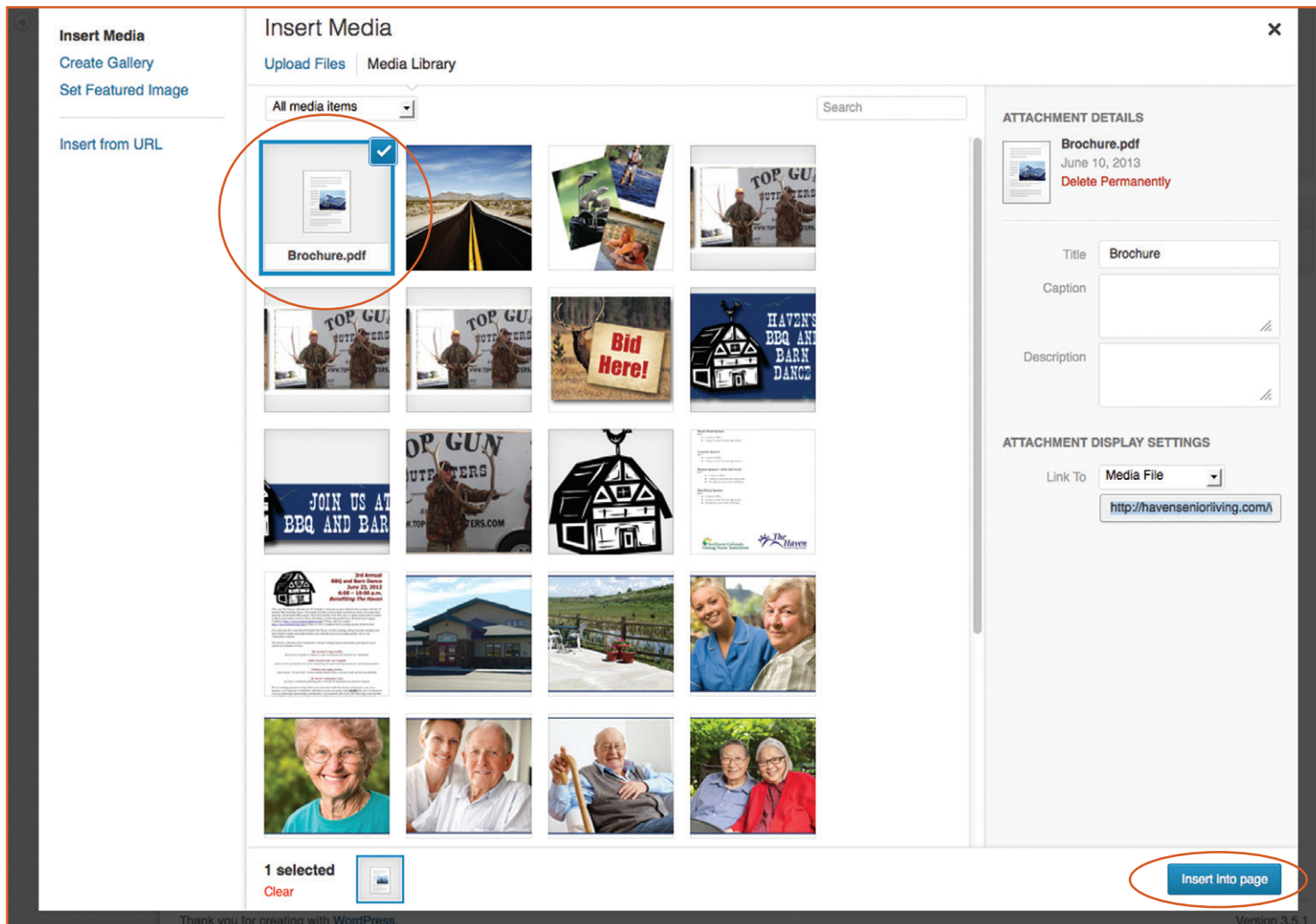


d. To upload a new PDF, click "Select Files".

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

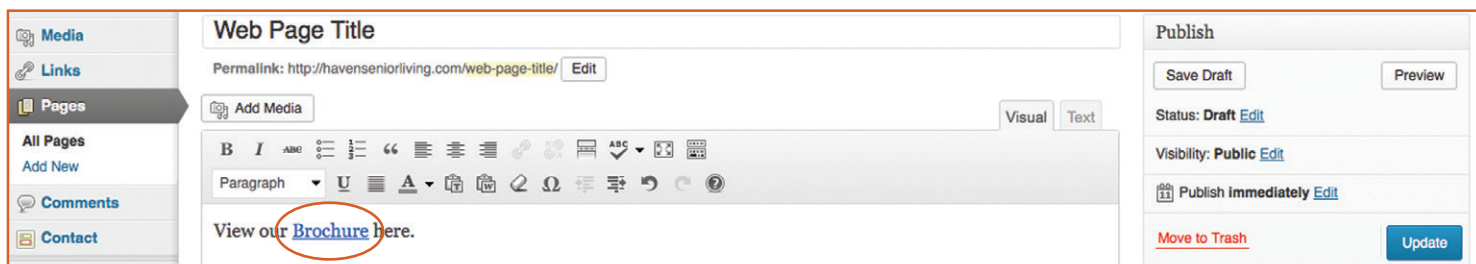


2. Your new PDF will be highlighted with a check mark (see below) - Click "Insert into Page".



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.



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

a. Click on the pdf you would like to upload.

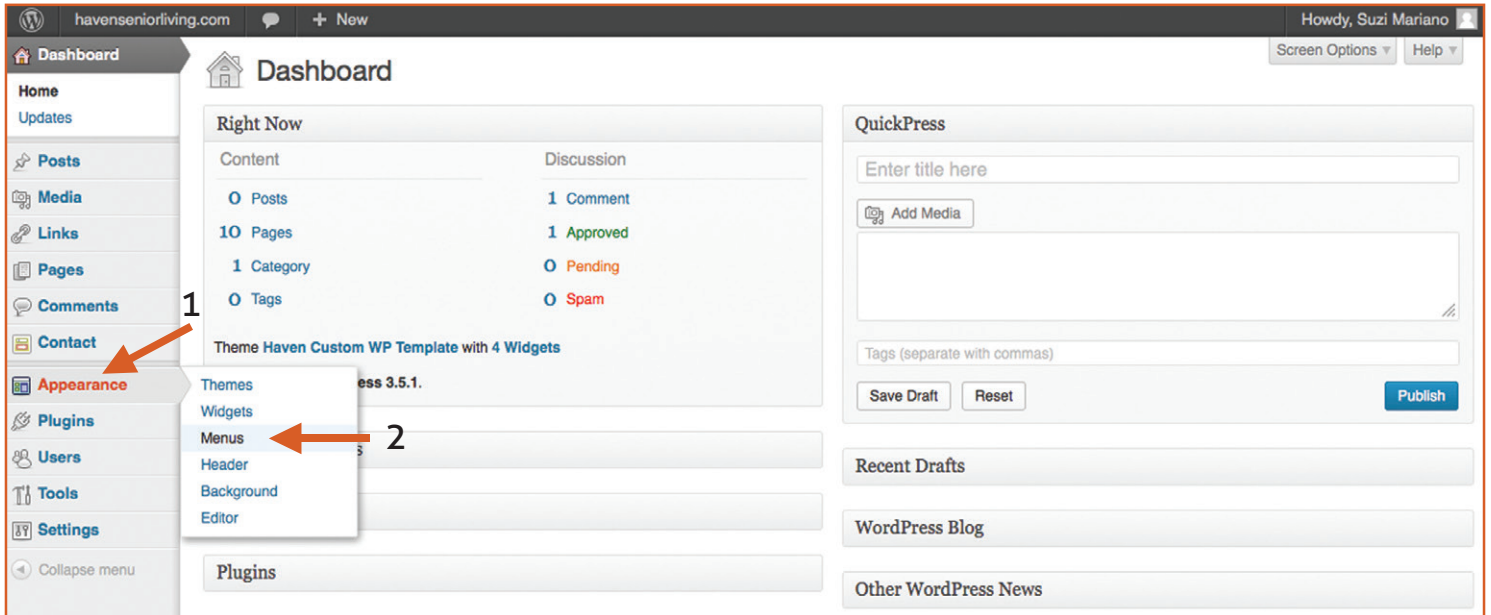
b. It will become highlighted with a check mark.

c. Click "Insert into Page".

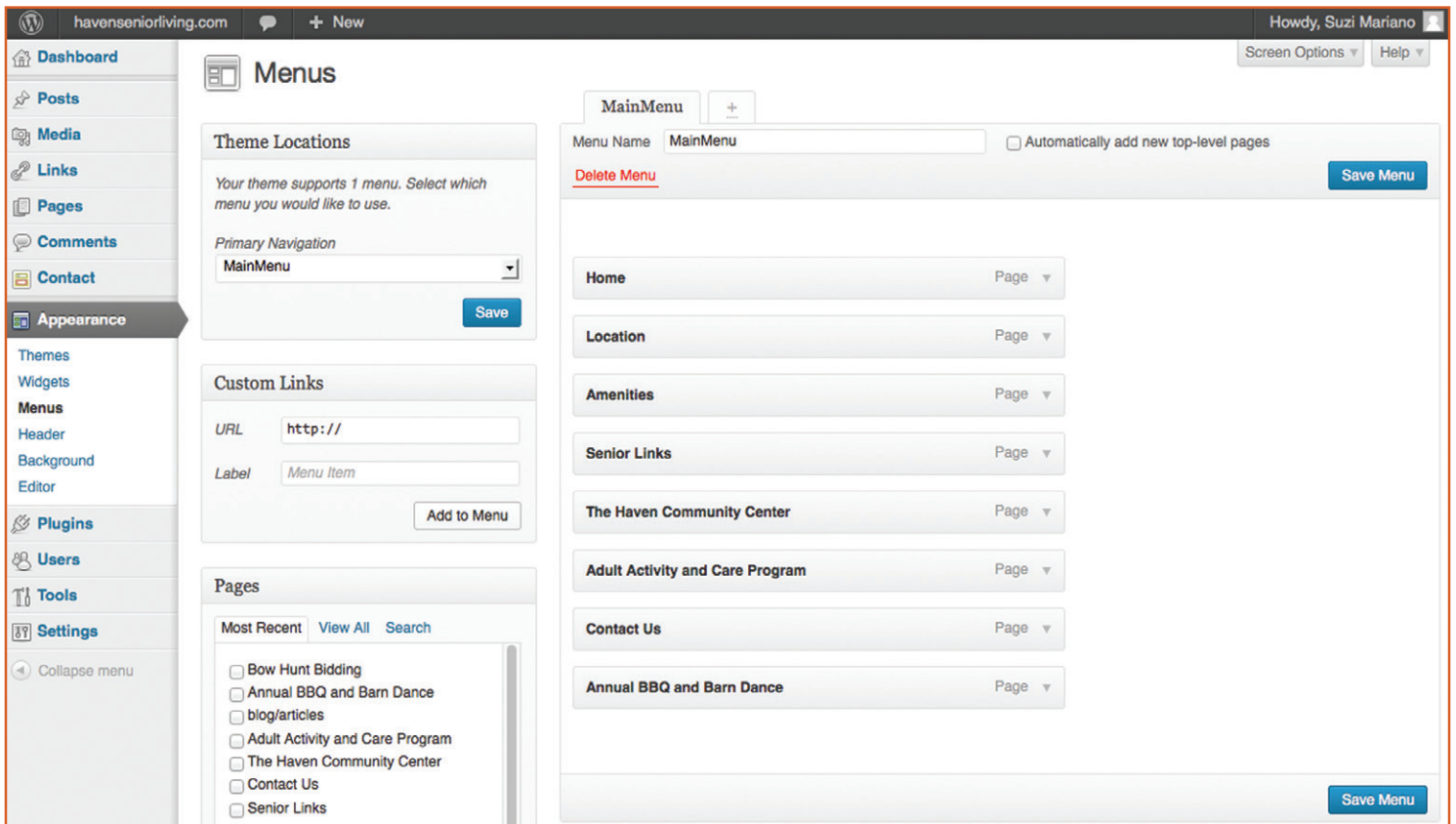
10. Adding Pages to the Menu/Header of My Website

a. From your dashboard:

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



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



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 WordPress dashboard for 'havensenioring.com'. The 'Menus' screen is active, showing the 'MainMenu' configuration. The 'Pages' section is expanded, and the 'Annual BBQ and Barn Dance' page is selected. An arrow labeled '1' points to the 'Pages' section in the left sidebar. An arrow labeled '2' points to the 'Add to Menu' button at the bottom of the 'Pages' list. An arrow labeled '3' points to the 'Annual BBQ and Barn Dance' page in the list.

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

The screenshot shows the WordPress dashboard for 'havensenioring.com'. The 'Menus' screen is active, showing the 'MainMenu' configuration. The 'Annual BBQ and Barn Dance' page is now added to the menu. An arrow labeled '3' points to the 'Annual BBQ and Barn Dance' page in the menu list. An arrow labeled '4' points to the 'Save Menu' button at the bottom right.

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

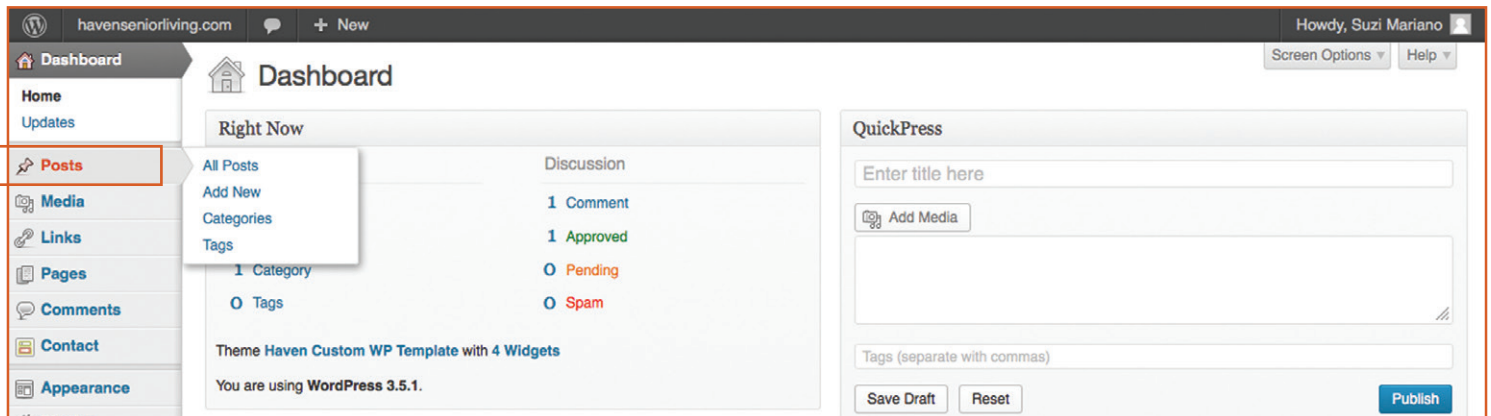
a. Follow earlier steps to get to your menu.

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 Dashboard for 'havenseniorkiving.com'. The 'Appearance' menu is active, and the 'Menus' sub-menu is selected. The 'MainMenu' is being edited. The 'Theme Locations' section shows 'MainMenu' selected for 'Primary Navigation'. The 'Custom Links' section is empty. The 'Pages' section shows a list of pages, with 'Annual BBQ and Barn Dance' selected. An orange arrow labeled '1' points from the 'Annual BBQ and Barn Dance' checkbox in the 'Pages' list to the 'Annual BBQ and Barn Dance' menu item in the 'MainMenu' list. Another orange arrow labeled '2' points from the 'Save Menu' button at the bottom right of the menu editor to the 'Save Menu' button at the top right of the menu editor.

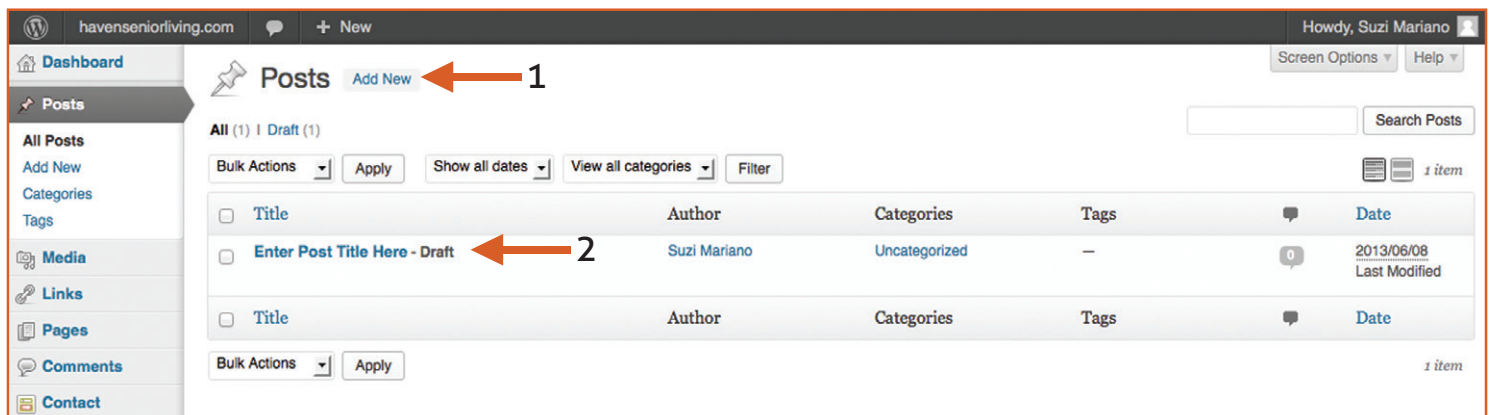
12. Adding Blog Posts to Your Website

a. From your dashboard, click on "Posts".



b. 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.



c. 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.

