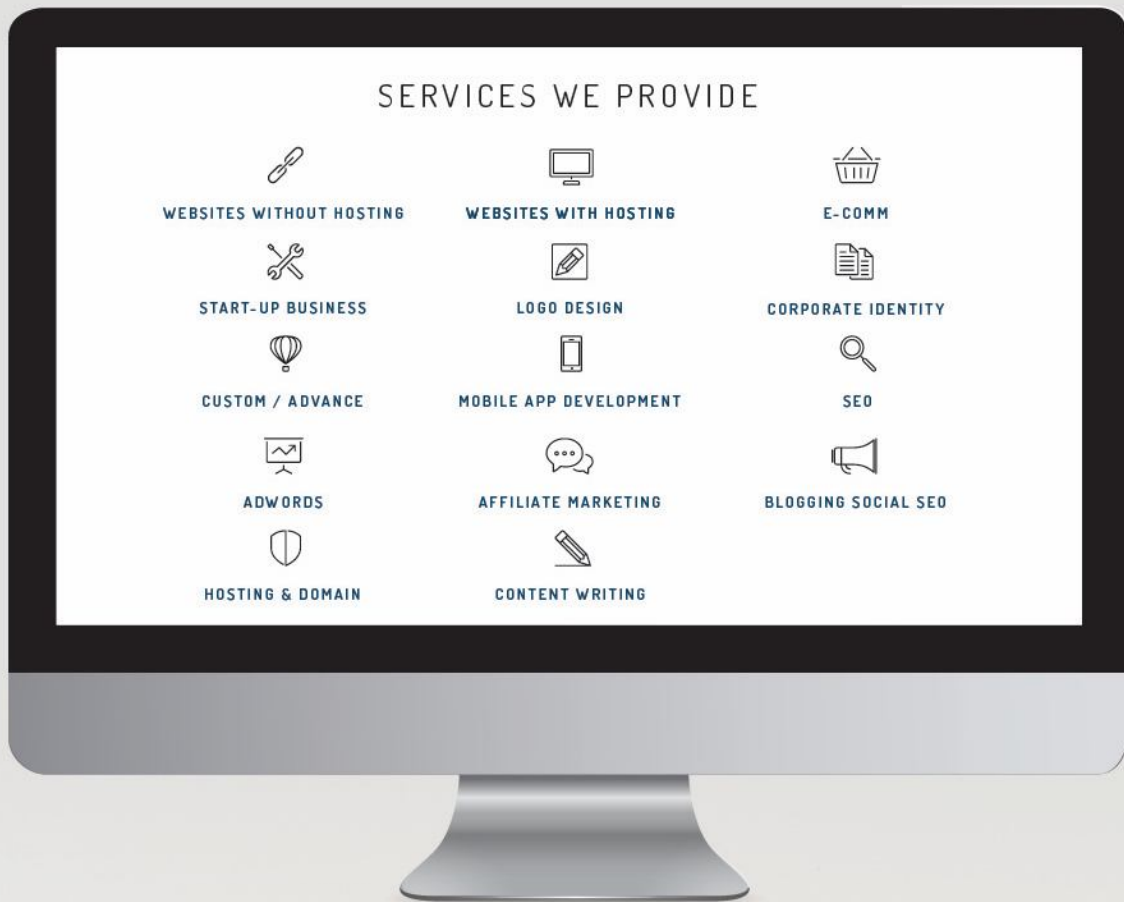


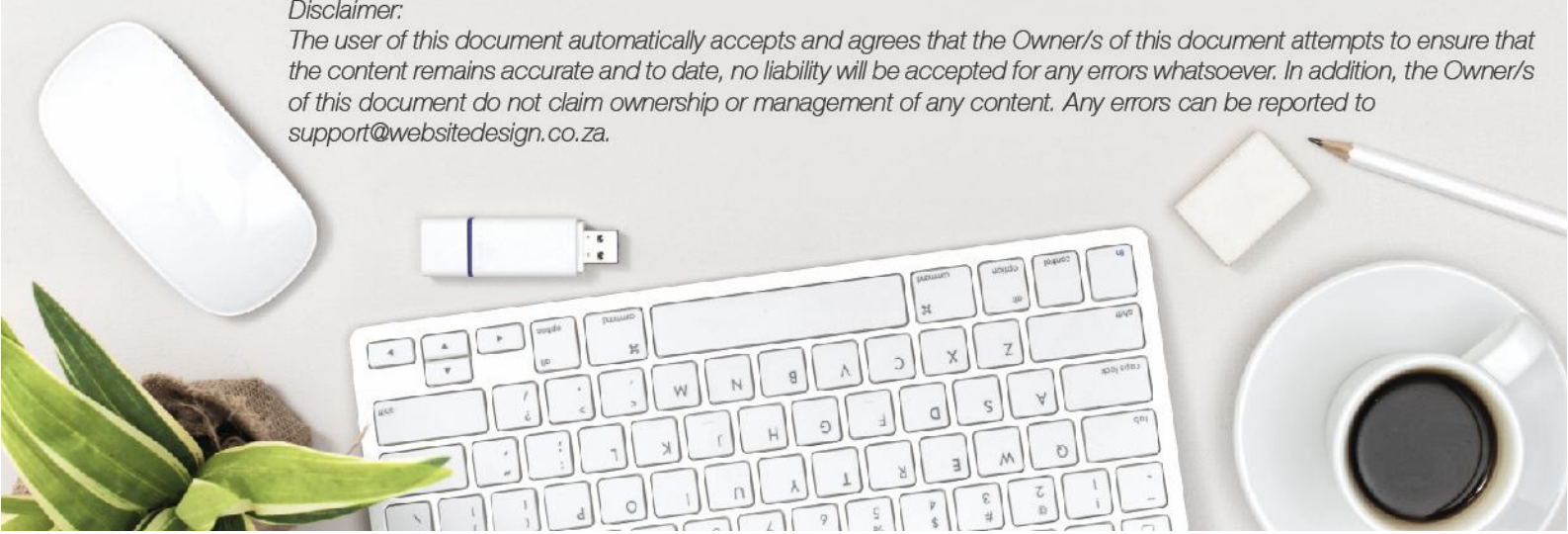
WordPress Manual

All information presented in the document has been acquired from <http://easywpguide.com/wordpress-manual/> to assist you with your website.



Disclaimer:

The user of this document automatically accepts and agrees that the Owner/s of this document attempts to ensure that the content remains accurate and to date, no liability will be accepted for any errors whatsoever. In addition, the Owner/s of this document do not claim ownership or management of any content. Any errors can be reported to support@websitedesign.co.za.



WordPress Manual

*** Contents Page ***

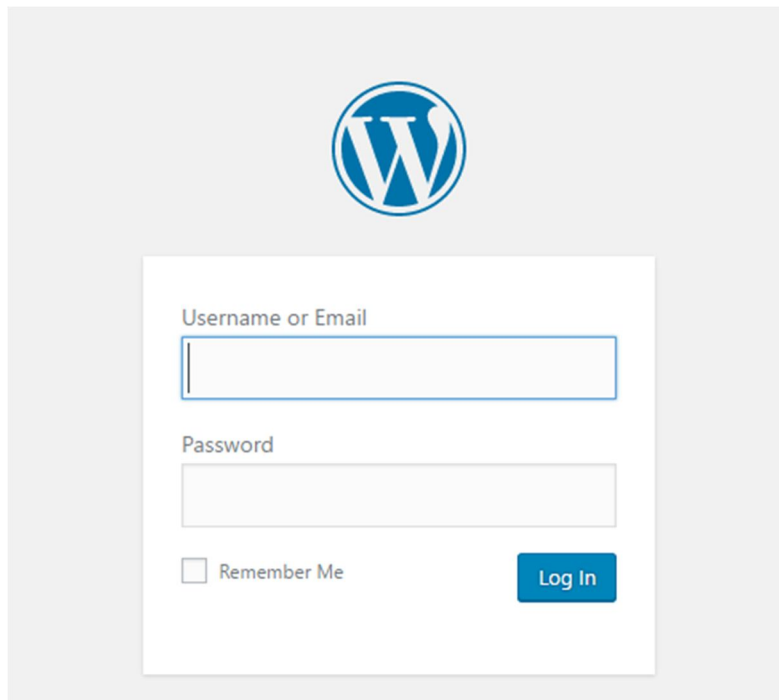
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LOGGING IN

To log into WordPress please head to the domain name of your website followed by: “/wp-admin”

E.g. www.websitedesign.co.za/wp-admin

You will then be prompted with the below screen:

The image shows the WordPress login interface. At the top center is the WordPress logo, a blue 'W' inside a circle. Below the logo is a white rectangular form with a light gray border. Inside the form, there are two input fields: the first is labeled 'Username or Email' and the second is labeled 'Password'. Below the password field is a checkbox labeled 'Remember Me'. To the right of the checkbox is a blue button with the text 'Log In' in white.

Place in your log in details and you're good to go. These details are usually provided to you on completion of your website.

HANDLING CONTENT IN WORDPRESS

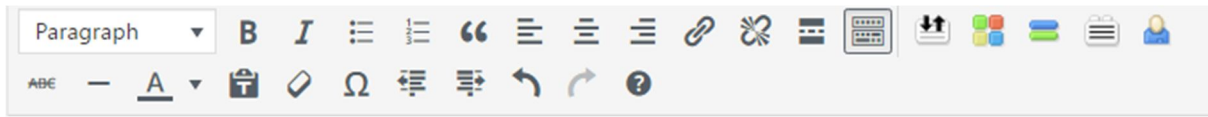
WordPress is a vibrant Content Management System which allows for the creation of beautiful and completely functional websites. With all the benefits of a secure database, adding complex and often vital functionality to a website is all able to be created and maintained using only WordPress and its many available plugins.”

This section of the article can be called as the central and key part. Basic knowledge of formatting contents, writing posts, writing pages and uploading images are covered in this section.

Editing Content

Writing a post or page in the text editor requires you to simply type text. Basic paragraph formatting options will automatic ally be generated as you type. You can find more

















formatting options at the top of the text editor. These options cover the most basic features required for editing text. You can get more functions for editing by clicking the advanced toolbar icon on the far right side of options as shown in the picture:











Use of Editing Icons

Use of editing icons is simple and easy. You need to select the block of text and click the desired editing button to get the effect. The insert picture option is also simple as you need to simply click on the area where you want to paste the image, then click the "Add Media" and a media upload dialogue will pop-up.

Below is info on icons along with their functions:

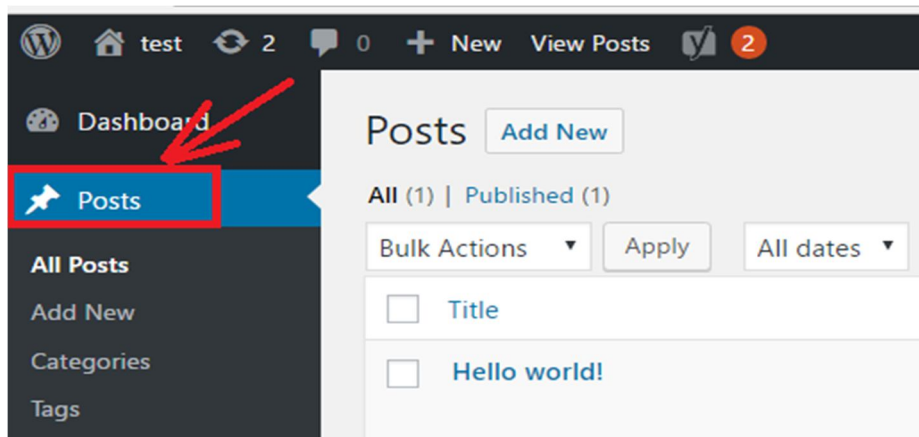
-  - **Bold** - select the text and click bold button
-  - **Italics** - select the text and click italic button
-  - **Strike Through** – this is used to add a line through your text
-  - **Add author bio** – adds and author to your content
-  - **Add ET button** – Adds a button to your post with a link
-  - **Add ET box** – Adds a box with text
-  - **Add ET Learn more block**- adds a drop down box with content.
-  - **Add ET Tabs** - adds a tab to your post
-  - **Add Hyperlink** - adds a link to your content
-  - **Remove Hyperlink** – removes the hyper link from text
-  - **Clear Formatting** - clears the current format of the text
-  - **Align Centre** - aligns text to the centre
-  - **Align left** - aligns content to the left
-  - **Align right** - aligns content to the right
-  - **Outdent** - this is used to undo an indent
-  - **Indent** - this is used to indent the text

-  - **Horizontal Line** - adds a horizontal line
-  - **Numbered listing** - this auto numbers your text
-  - **Bullet listing** - this adds a bullet list
-  - **Toggle tool bar** - displays more tools
-  - **Paste as text** - Pastes what you have on your clipboard as text
-  - **Blockquote** - places quotes in a block
-  - **Special character** - places in a special character
-  - **Text Colour** - Changes text colour

WRITING CONTENT IN WORDPRESS

Adding a new article

You need to enter into the admin panel of WordPress and click the post option.

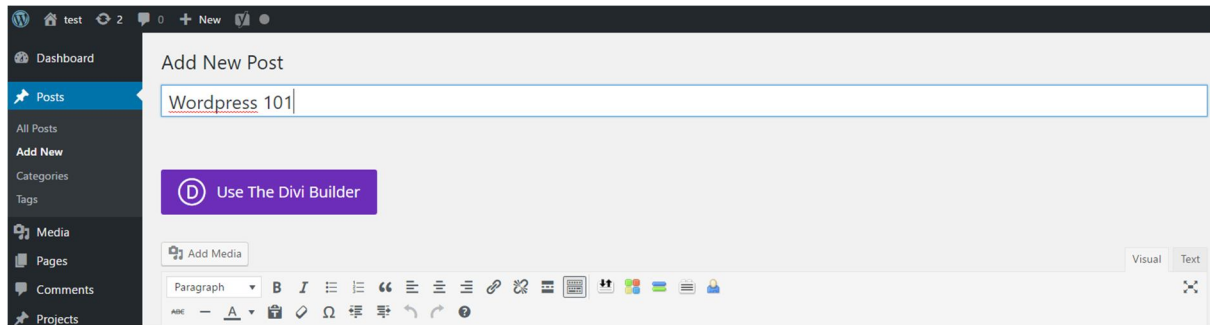


This will take you to the list of options for writing a new post and you need to click on the add new button. A writing box will then open, you can either use this both for writing content or paste the written content in the box. If you want to write a page instead of a post then you should click on the page tab instead. Before publishing your content, you should be aware of the basic principles that are required for content writing.

Writing a post in WordPress

The title is a central point of attraction for any post. It should be unique, catchy and attractive so that people get attracted to read the post. The title should be descriptive as it

will be visible at the top of your post and it will become the text that links to this post in other pages.



You can use the permalink editor to give a shorter file name to URL path. For example, if the title of your post is "This is the best post ever", you can simply change it to best-blog-post. If you have used Microsoft word for writing your content then it could create a little hassle. Copying and pasting from a Microsoft profile will transfer lots of formatting in the text editor of WordPress. You can make this process simple by copying and pasting content in note pad first as it will remove all the formatting of the content. After that, you can easily post data in WordPress.

Options for posting content

Below the text editor and on the right side bar of the text box, there are several advanced options for your posts. From these options, you can assign keywords, tags, disallow comments etc.

a) Categories

This helps by giving a category for your post. New categories can be added to your post by using the "Add new category" button at the bottom of your text box.

Categories

Add New Category

Name

The name is how it appears on your site.

Slug

The "slug" is the URL-friendly version of the name. It is usually all lowercase and contains only letters, numbers, and hyphens.

Parent
None

Categories, unlike tags, can have a hierarchy. You might have a Jazz category, and under that have children categories for Bebop and Big Band. Totally optional.

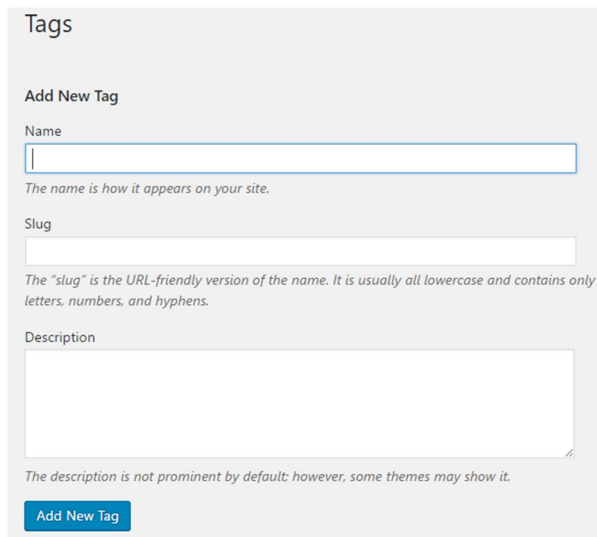
Description

The description is not prominent by default; however, some themes may show it.

Add New Category

You can also manage the categories by using the categories link below the post tab. If you don't assign a category, it will automatically get shifted to default. Categories are really essential so you should make sure that the proper category has been assigned to the content before posting. Try to avoid changing the category after posting because web spiders take a long time to locate such edited posts.

b) Tags

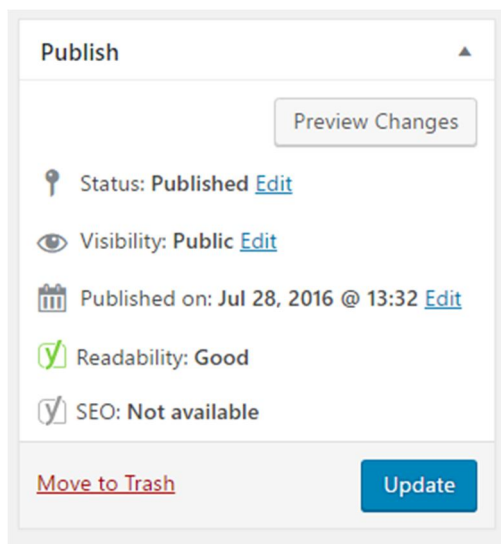


The screenshot shows the 'Add New Tag' form in WordPress. It has a title 'Tags' and a sub-header 'Add New Tag'. There are three input fields: 'Name' (with a note: 'The name is how it appears on your site.'), 'Slug' (with a note: 'The "slug" is the URL-friendly version of the name. It is usually all lowercase and contains only letters, numbers, and hyphens.'), and 'Description' (with a note: 'The description is not prominent by default; however, some themes may show it.'). At the bottom, there is a blue 'Add New Tag' button.

Tags are another form of categorising your post. You can use keywords or select the tags provided by WordPress. For adding keywords, post them in the tags box separated by commas to get the work done.

Publishing Post

When you are writing posts, WordPress will automatically start saving your post as a draft. You can use the save or update options when you are ready.

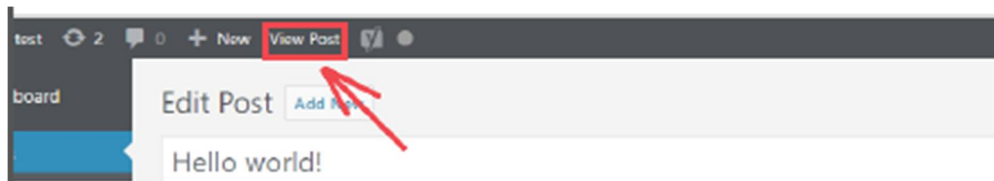


The screenshot shows the 'Publish' meta box in WordPress. It has a title 'Publish' and a 'Preview Changes' button. Below the button, there are five rows of information: 'Status: Published' with an 'Edit' link, 'Visibility: Public' with an 'Edit' link, 'Published on: Jul 28, 2016 @ 13:32' with an 'Edit' link, 'Readability: Good' with a green checkmark icon, and 'SEO: Not available' with a grey checkmark icon. At the bottom, there are two buttons: 'Move to Trash' (in red text) and 'Update' (in a blue button).

Viewing a post

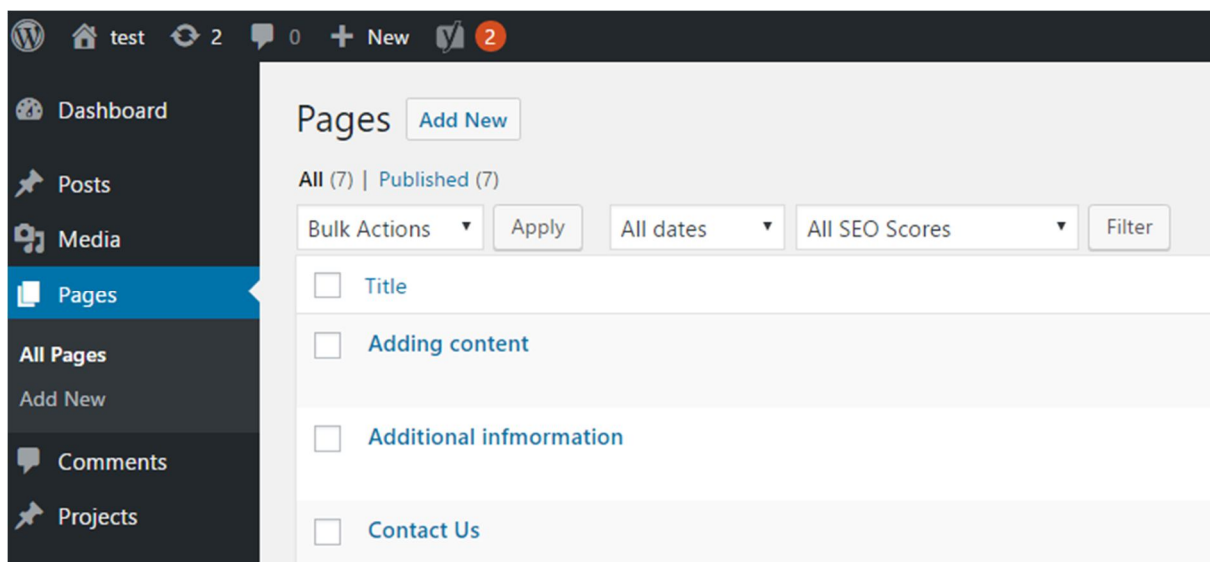
The preview option allows you to view how the post will look after getting published. You should open the preview page in a new tab so that you can easily jump back to the write post page. When you click the publish button, you will be directed to the write post page. Your posts will not be published on the web until you click the publish button. You can also select a specific date for publishing of your post. The 'All Posts' option will show the published and unpublished posts for your website.

A post can be viewed by clicking onto the view post button that is located right at the top of the screen:



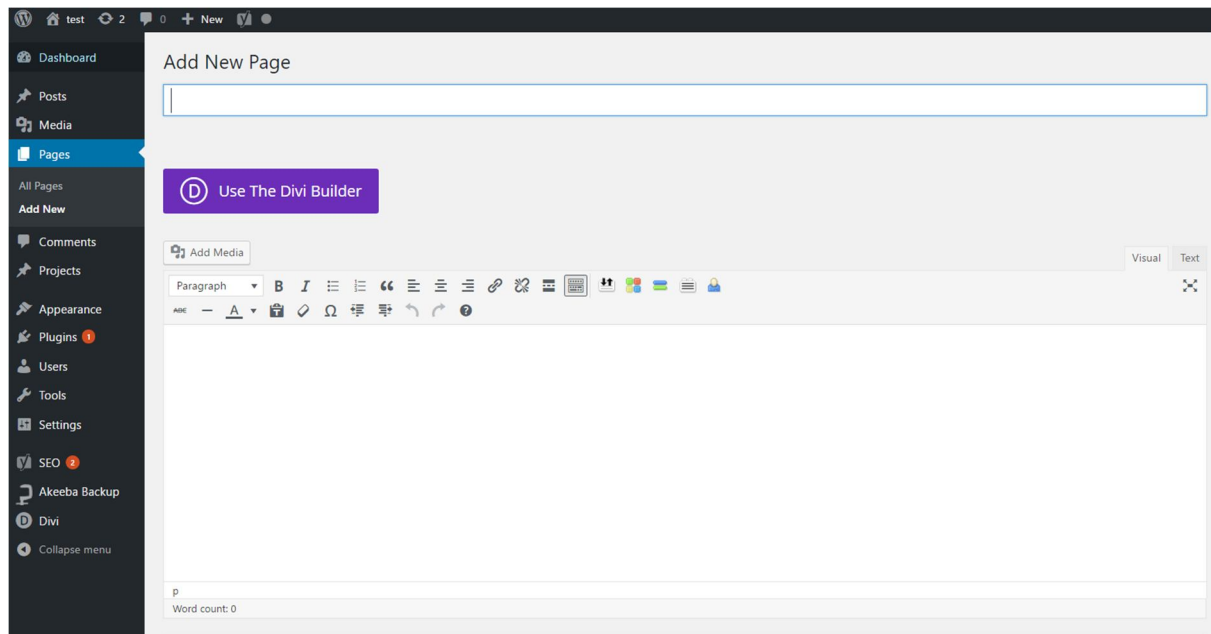
WRITING PAGES

Pages are different from the blog posts as they are static pages without the flow of chronologically organised posts. These kinds of pages are often the main navigation centres of the website and they don't need to be changed often. They can be the basic pages such as 'About Us' or 'Contact Us' page. This can also be a whole series of articles and sub-pages that reside as a child of another higher ranking page.



Writing a page on Wordpress is similar to writing a post. After clicking the Add New link, begin writing a new page or view the All Pages link option to see and manage your current list of

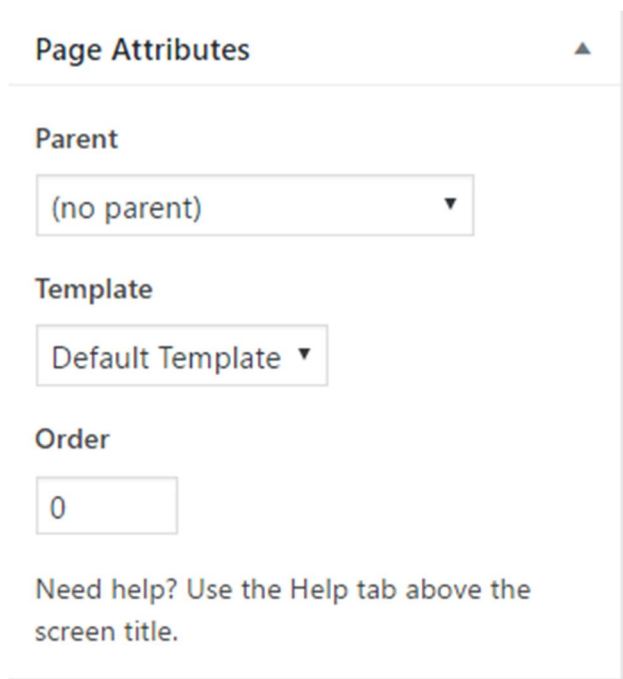
pages. The graphic editing icons can be used for editing the page. Like writing post, you should give a good title to your page.



The title given by you will appear on the top of your published page. It will become a default name for your page until you change the permalink settings.

Options for a page

You can find a number of options on the right side of the text editor below the publishing section. Here is a description of some of the main options:



a) Page parent

This helps you to select the location of the page with respect to other pages in the website. You can create a hierarchy of pages along with subpages for easy navigation on your website.

b) Page template

The page template should be different from the posts. You can select from a range of different templates that are available from WordPress.

c) Page order

This option is used to create a menu of the pages in the sidebar of your website. You can set the order of pages on the basis of hierarchy or otherwise they will be stored alphabetically.

Saving and Publishing the page

Writing and publishing of the page in WordPress is similar to publishing a post. The page will get automatically saved to drafts as you type. You can also use the preview option to check the look of the page before publishing it. This preview option should open in the new tab so that you can get back to the original post after having a look on the preview. Clicking on the publish button will publish your page on the web.

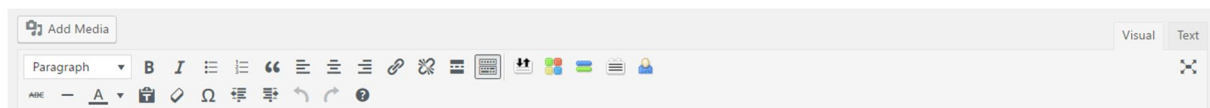
IMAGE POSTING IN WORDPRESS

The adding of images on a page in WordPress is a simple and easy process. You can easily manage the image upload feature in the post or page editor.

You need to point the cursor in the post or page where you want the image to appear. You can do the following steps to insert an image in your post or page.

Uploading image files on server

You need to click on the Add Media image button above the text editor options.




You will get the two basic options for uploading the image. Either you can browse from your system memory or paste the link of any posted image from the web. The folder on your WordPress installation will have permission to allow remote uploads. If you get a problem uploading an image, contact your web designer for assistance.

Positioning of images on a page

You will be presented with number of options before you post the image. You can add a caption or title to the image by using options from the box as shown in figure.

ATTACHMENT DETAILS



6.png
January 9, 2017
318 KB
690 × 792
[Edit Image](#)
[Delete Permanently](#)

URL

Title

Caption

Alt Text

Description

ATTACHMENT DISPLAY SETTINGS

Alignment

Link To

Size

ADDITIONAL INFORMATION

All information presented in the document has been acquired from <http://easywpguide.com/wordpress-manual/> to assist you with your website.

If you need any additional help please do not hesitate to contact from <http://easywpguide.com/wordpress-manual/> if you need any advance changes to the website our you would like to update to look and feel, please email (sales@websitedesign.co.za) or call 086 111 5596 www.websitedesign.co.za so that we can assist you with a quote.