



WordPress User Manual



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Log In to the Administration Dashboard

To update pages, you must first log in to the Administration Dashboard in WordPress. The login area is shown below.

The image shows the WordPress login interface. At the top left is the WordPress logo, a circular emblem with a 'W' inside, followed by the word 'WORDPRESS' in a teal, serif font. Below the logo is a light gray rectangular box containing the login form. Inside this box, there are two text input fields: the first is labeled 'Username' and the second is labeled 'Password'. Below the password field is a checkbox labeled 'Remember Me' and a blue button labeled 'Log In'. At the bottom left of the form box, there is a link that says 'Lost your password?'.

Figure 1: WordPress Login Area

1. To log in to the dashboard, first browse to the address below:

<http://www.YourSiteName.com/wp-admin/>

2. When the WordPress login page displays, enter your username and password in the fields provided.

Important: Your user name and password are located in your Welcome e-mail

Pages Vs Posts

Pages are the different sections of your Web site and are typically static in nature. A good example of a page is the information contained in About or Contact pages.

A page should not be confused with the time-oriented objects like Posts, nor should a WordPress page be confused with the word "page" referring to any Web page or HTML document on the Web.

Pages are usually filled with Latin text called *Lorem Ipsum*, which is a gibberish placeholder for your content. When you want to add content to a page, just delete the *Lorem Ipsum* and replace it with your own text.

Posts are the entries that display in reverse chronological order on your news page (if one is). In contrast to pages, posts usually have comments fields beneath them and are included in your site's RSS feed.

Posts are usually populated with one or two test posts that usually referring to the launch of the Web site, event details and other press releases or news articles.

Manage Pages

To edit existing pages, do the following:

1. After you have logged in to the Administration Dashboard in WordPress, click the Pages > Edit link on the left side of the screen:

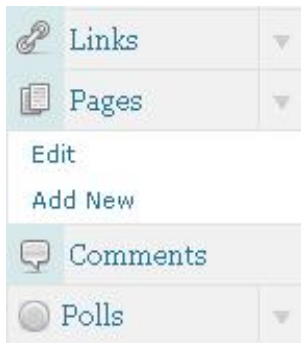


Figure 2: Edit/Add New Pages Area



The Edit Pages page will display. All pages contained within your site will be listed.

2. In the list, find the page you want to manage and then click the Edit link underneath it.



Figure 3: Page List

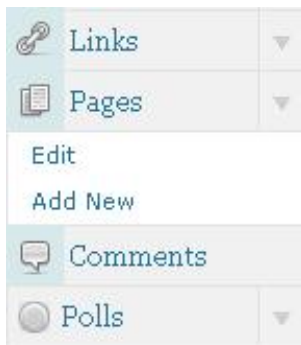
The selected page will display in edit mode.

3. Make any changes or updates needed. See the Add Images to Your Page section of this document for instructions on adding images.
4. Once you have finished making changes, you can click the Preview () button to open the page in a new window for review before publishing. Or, you can click the Update Page () button to publish your changes without reviewing.

Create New Pages

Usually, point2point will create all of the pages you need based on the Needs Analysis meetings, so it is rare that you will need to create a new page. However, if a new page is needed, follow the steps below.

1. After you have logged in to the Administration Dashboard, click Add New under Pages (see Figure 2: Edit/Add New Pages Area). The Add New Page screen will display:



Add New Page loads.

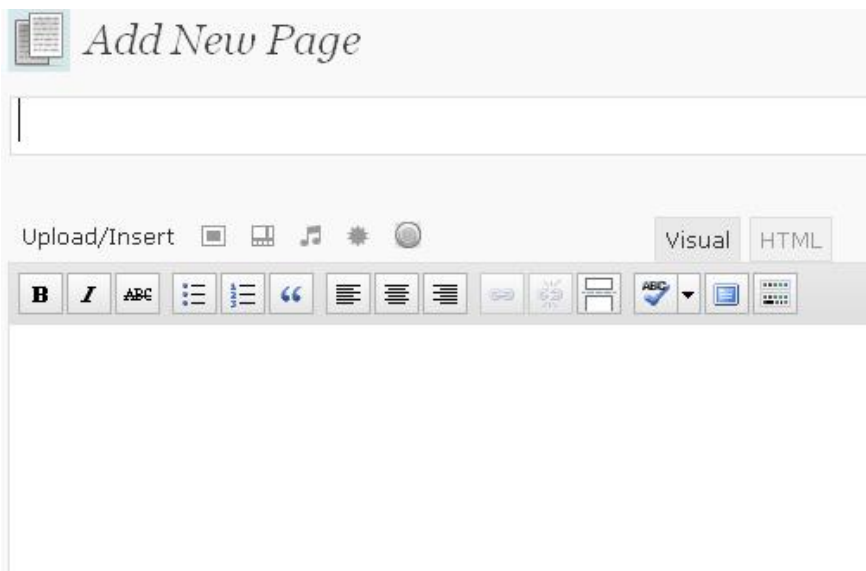


Figure 4: Add New Pages Area

Figure 4: Add New Page Screen




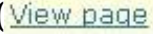

2. In the Title area, type in the title of your new page (About, History, Contact, etc.)
3. In the Body area (below the editing toolbars), enter text for the page and/or add images (see Add Images to Your Page for instructions).
4. When you have finished adding content to your new page, you can:
 - Click the Save Draft () button and save this page as a draft. The page will not be published to your site. You can come back later and make further changes, publish the page, or delete the draft.
 - Click the Preview () button. The page will display in a new window for your review. This is how your page will look when it is published. When you are finished reviewing the page, close the preview window. You will be returned to the Add New Page screen.
 - Click the Publish () button. The new page will be published to your site. To view the new page, click the View Page () link at the top of the screen to view the page live. (The Add New Page screen will switch to the Edit Page screen once your page has been published.)



Figure 5: View Page Link

Add Images to Your Pages & Posts

Once you have selected the page or post you wish to add an image to, add an image by doing the following:

1. Click the Add Image () button in the Upload/Insert toolbar (see the Upload/Insert Toolbar section of this document). The Add an Image screen will display:

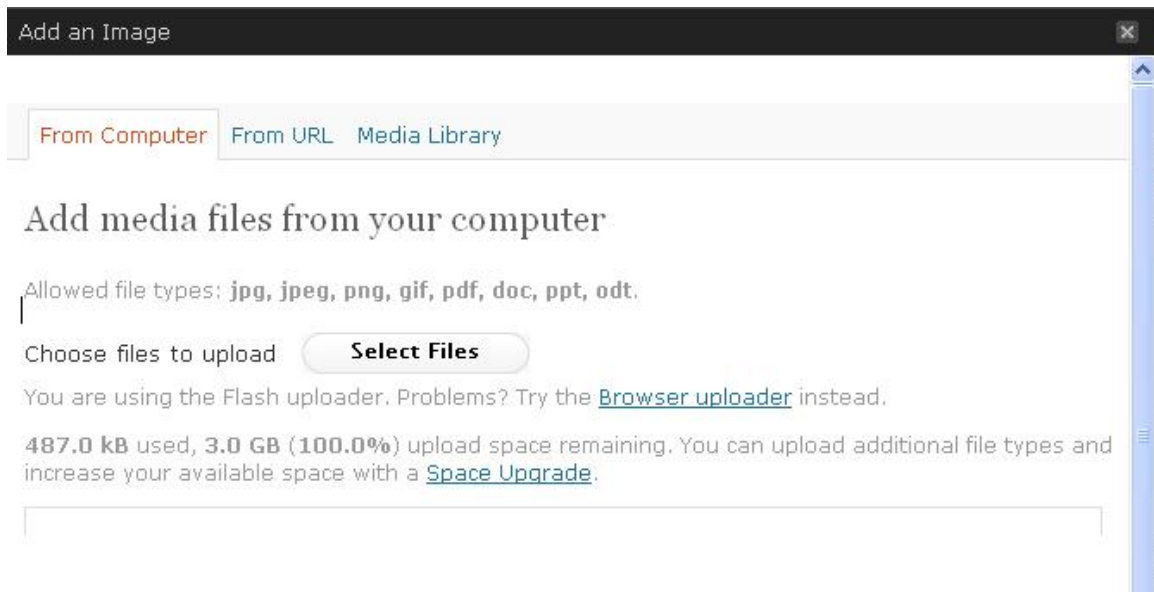


Figure 6: Add an Image Screen

2. Click the Select Files button. Locate the image on your computer that you want to add in the File Select window, click on it and then click Open. You will see a message that reads “Crunching...” This indicates that your image is being uploaded to WordPress. After your image has been uploaded successfully, a thumbnail version of the image will display:

3.

cogs3.jpg
image/jpeg
2008-12-16 20:29:43

Title * cogs3

Caption

Also used as alternate text for the image

Description

Link URL

None File URL Post URL

Enter a link URL or click above for presets.

Alignment

None Left Center Right

Size

Thumbnail (113 × 96) Medium (300 × 253) Large Full size (306 × 259)

Insert into Post Delete

Save all changes

Figure 7: Uploaded Image Screen

On this screen, you can change the title of the image and add a caption, if desired. You can also enter a description of the image and link it to a Web page.

3. Using the options at the bottom of the screen, choose how you want the image to align on the page and what size you would like the image to be.

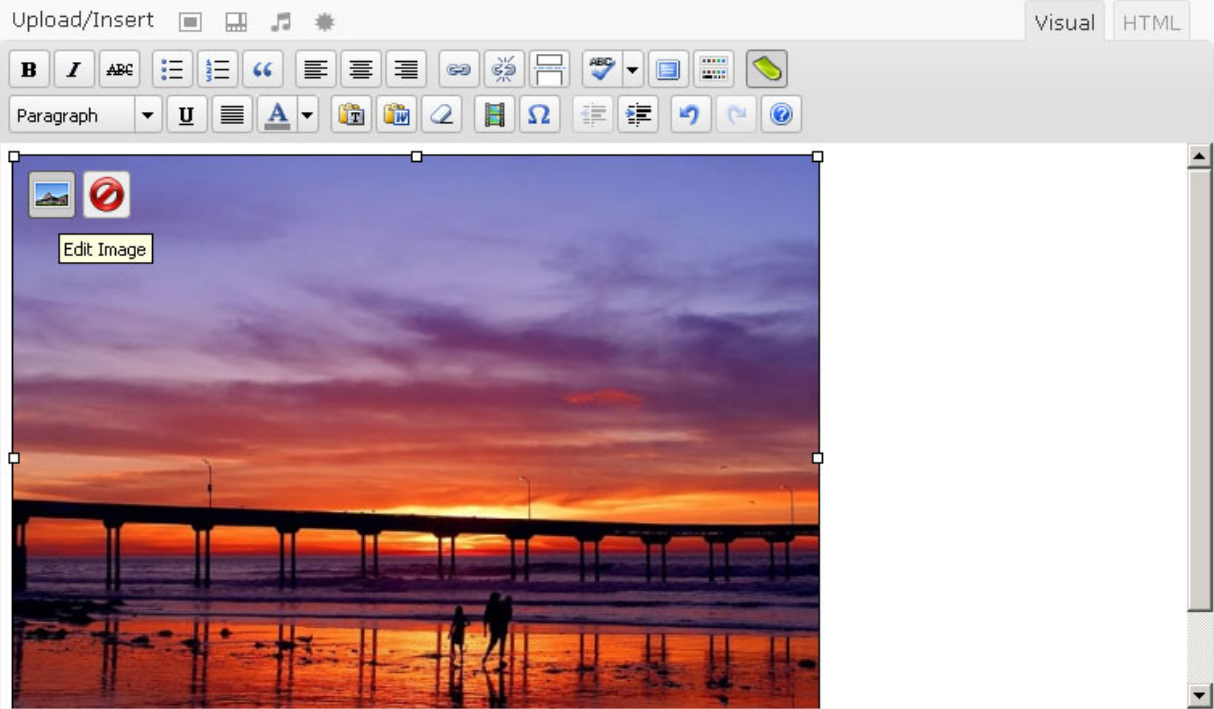
Note: Larger images take longer to load.

4. After you have made all adjustments to the image, click the Insert into Post button. The image will display as indicated.
5. To save your changes, click . The image will now display live on your site's page or post.

Altering Images to Your Pages & Posts

There are extended options for formatting and inserting images. Once you have clicked the Insert Into Post button the image will appear in the post window.

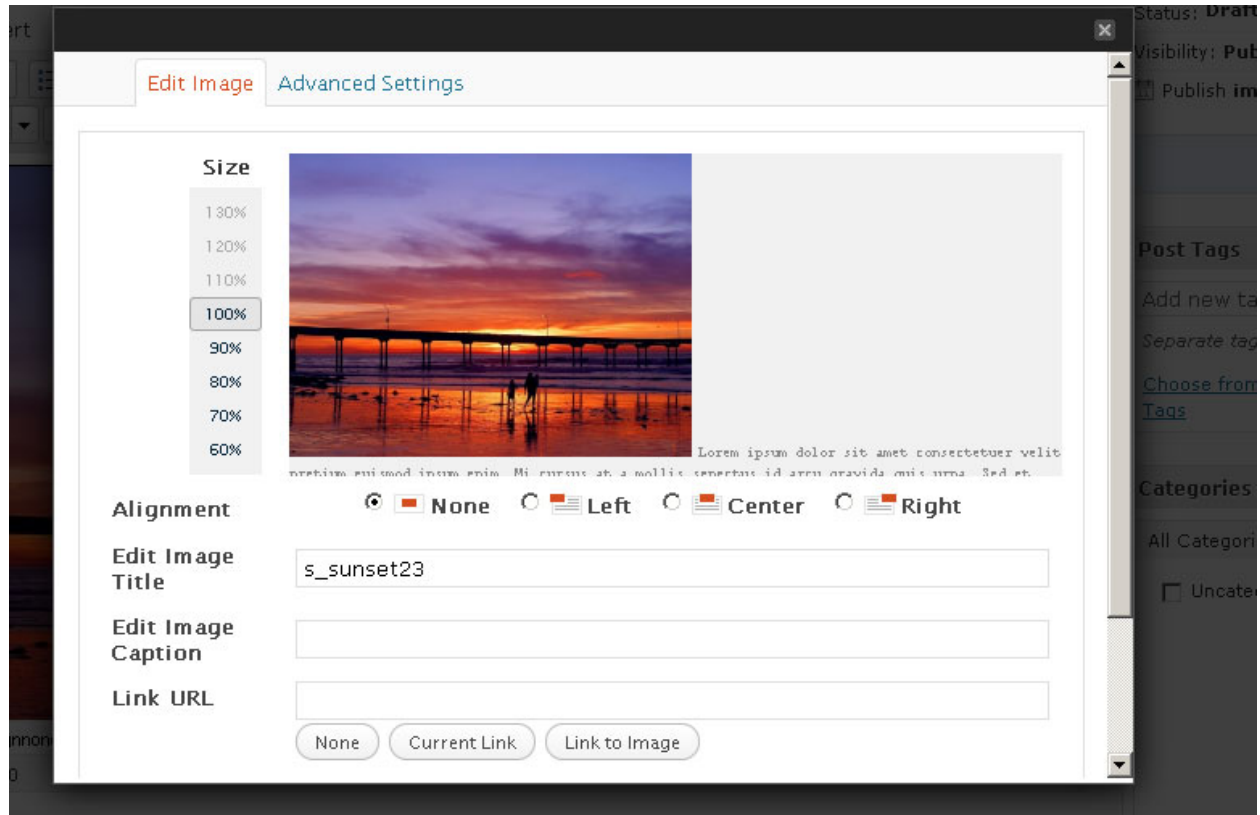
To edit the extended options, click on your image and click the Edit icon. To delete the image simply click the red icon to the right.



The screenshot displays the WordPress editor's 'Visual' tab. At the top, there is a toolbar with various icons for text formatting (bold, italic, underline, text color, background color), lists, links, and media. Below the toolbar, a large image of a sunset over a pier is shown. The image is selected, and a small floating toolbar is visible in the top-left corner of the image area, containing a thumbnail icon, a red 'X' icon, and an 'Edit Image' button. The image shows a long pier extending into the ocean at sunset, with two people walking on the beach in the foreground. The sky is a mix of purple, orange, and red. The water reflects the colors of the sky.

Path: p » img.alignnone size-full wp-image-304
Word count: 0
Draft Saved at 1:37:19 pm.

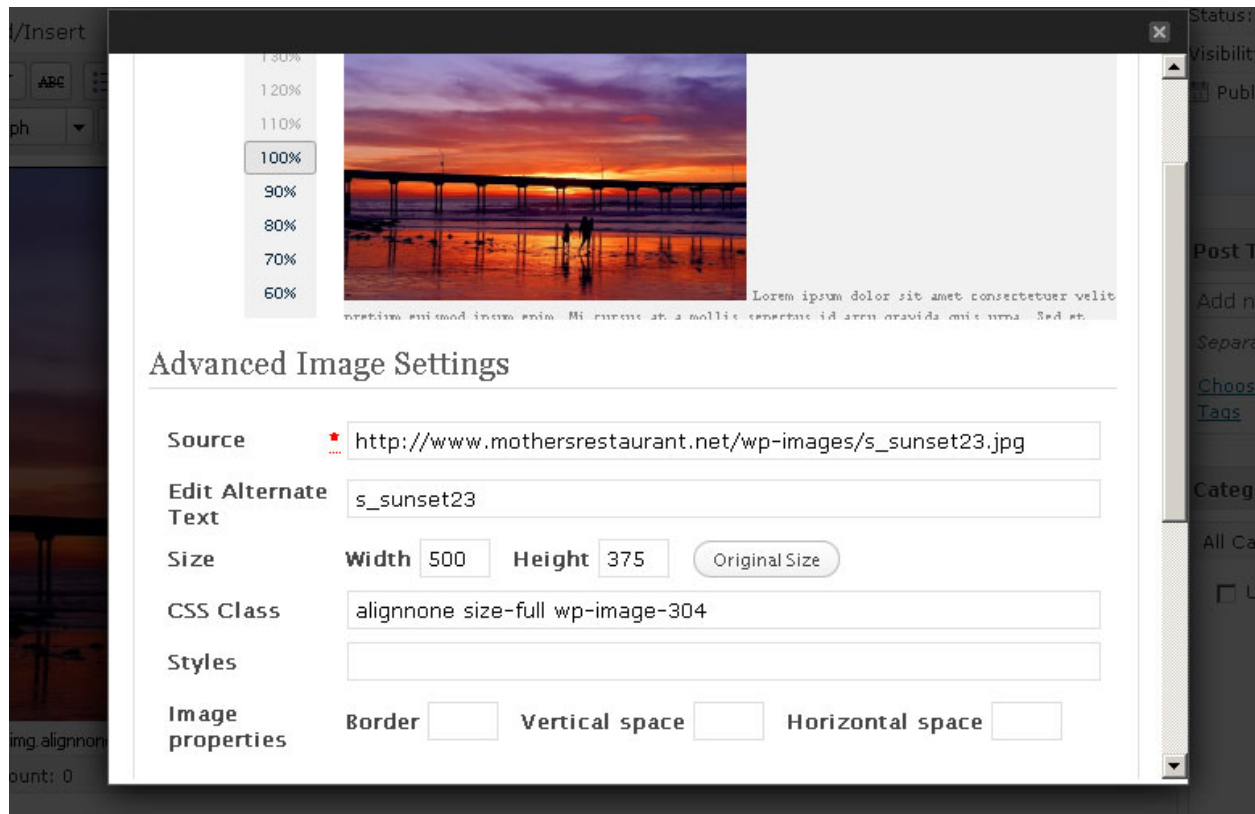
This will bring up the images option page.



Click Advanced settings in the top right of the window.

This brings you to the Advanced Image Settings page. To add padding to the image, type a number in the Vertical Space and the Horizontal Space boxes. This will add a pixel padding based on that number.

We suggests having a padding of 5 for both.



Once you have made your changes, scroll down and click the Update button.

Style Text in Pages and Posts

To add styles to the text in your pages and posts, use the style bar shown below.



Figure 8: Style Bar - Basic

The buttons in the style bar and their functions are listed below:

Button	Function
	Bold
	Italic
	Strike Through
	Unordered List
	Ordered List
	Black Quote
	Align Left
	Align Center
	Align Right
	Link text (Highlight text first to activate button!)
	Unlink text (Highlight text first!)

	Insert/Edit Image
	Insert More... Tag
	Toggle Spellchecker
	Toggle Full screen Mode
	Show/ Hide Kitchen Sink

Table 1: Style Buttons and Functions

Kitchen Sink












For further editing, click the Kitchen Sink icon  (first button on the top-right).

A second row of buttons becomes activated:



Figure 9: Kitchen Sink Buttons

The Kitchen Sink buttons and their functions are described in the table below.

Button	Function
	Change format drop-down list
	Underline
	Align Full
	Select text color drop-down palette
	Paste as plain text
	Paste from MS Word
	Remove formatting
	Insert custom character
	Outdent
	Indent
	Undo



	Redo
	Help

Table 2: Kitchen Sink Buttons and Functions

Upload/Insert Toolbar

To add media and other features to your pages, use the Upload/Insert toolbar.

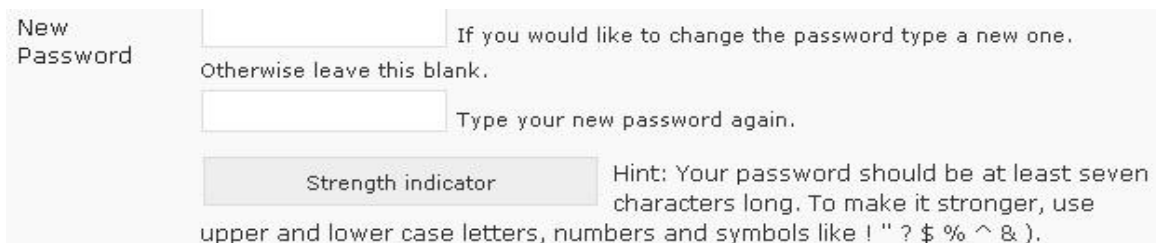


Figure 10: Upload/Insert Toolbar

This toolbar allows you to upload audio, insert polls, add video and other options. Hover your mouse arrow over each button to view a description of its function.

Change Your Administration Password

1. To change your administration password, log in at <http://www.YourSiteName.com/wp-admin/>
2. From the dashboard, click your username at the top right of the screen. Your Profile page will display.
3. Scroll down to the New Password area at the bottom of the screen.




New Password If you would like to change the password type a new one. Otherwise leave this blank.

Type your new password again.

Strength indicator Strength indicator Hint: Your password should be at least seven characters long. To make it stronger, use upper and lower case letters, numbers and symbols like ! " ? \$ % ^ &).

Figure 11: New Password Area - Profile Page

4. Enter a new password into the New Password field, and then type the password again in the field below it. The Strength Indicator will display how strong or weak your new password is. You can make your password stronger by following the instructions provided to the right of the Strength Indicator.
5. When you are finished, click the Update Profile () button. Your new password will be the password you use the next time you log in to WordPress.