

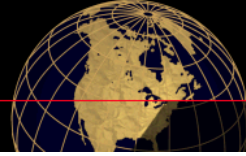


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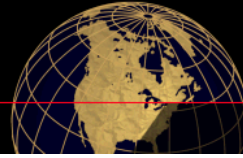


WordPress User Guide *

WordPress is a dynamic program that is often used as a Content Management System (CMS).

This user guide is aimed at clients that have purchased a completed WordPress | StudioPress website. In it I will cover how to add content and maintain your website with WordPress.

This user guide assumes that a webmaster has already installed WordPress, and configured a StudioPress template.



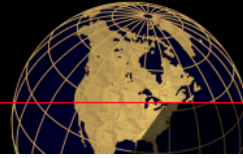
ACCESS INFORMATION

At the bottom of the left menu just below the last link is a hyperlink to the admin panel. It is invisible to keep other people from messing with it. When your cursor goes over it the arrow will change to a hand.

- Click on this
- Fill in your access information
- User Name:
- Password:

DASHBOARD

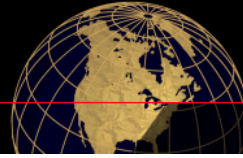
This user guide was created for MA clients, and not for webmasters or designers. On the Dashboard there are a number of area that are not designed for the user, but are required for design and layout. We will only discuss the areas that our clients need to maintain and update their WordPress site.



LEFT MENU

The left menu is separated into two sections. The first are those that you will be using to create and maintain your site. The second section is used for design purposes, and most, will not require your attention.

Posts Edit Add New Post Tags Categories	Posts are used for news, blogs, upcoming events, and make a site more dynamic with updated and changing information. This section will be used to add, edit and organize your posts and categories.
Media Library Add New	The media library holds all media that you have previously installed.
Links Edit Add New Link Categories	This section is used to add, edit, and organize your links.
Pages Edit Add New	Pages will make up the bulk of your site. In this section you will maintain, order, update, and add new pages.
Appearance Themes Widgets Editor Add New Themes	If your theme uses Widgets you will use this section to add content to your Widgets. The other links should have been completed by your designer.
Plugins Installed Add New Editor	Your plugins should have been installed and set-up by your designer.
Users Authors & Users Add New Your Profile	A list of users with access to your site You may use this form to add a new user Your personal profile and information
Tools Tools Import Export Upgrade	This section is not one that you will use. If you want to upgrade WordPress you should have it done by the designer, as you should first backup the database.



Settings

General
Writing
Reading
Discussion
Media
Privacy
Permalinks
Miscellaneous

These settings should have been configured by your designer.

CENTER COLUMN

At a Glance

This will give you a quick review of what is up on your site: Number of Posts, pages, categories and tags.

It will also tell you the theme that you are using, the number of widgets, and the version of WordPress that is installed.

Recent Comments

Here you can see the most recent comments and their authors. Also, any pending posts will be highlighted in yellow.

Hover your mouse over a comment will bring up a menu of choices: Approve, Unapprove, Edit, Reply to author, mark as Spam, or delete.

Incoming Links

Queries Google Blog to see if any other blogs have linked to your site.

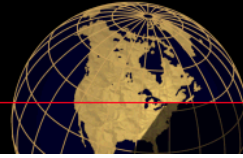
Plugins

A list of some of the most popular and newest plugins

RIGHT COLUMN

QuickPress

Another way to write a post; quick and easy.



Recent Drafts

Easy access to your recent draft posts. Click on the title, and it will take you to the draft.

WordPress Development Blog














Latest News from WordPress

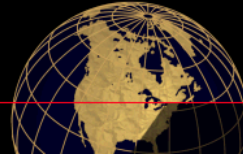
Other WordPress News

News from around the world about WordPress


QUICKTAGS

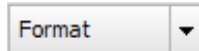
Here are some are is an explanation of the Quicktags:

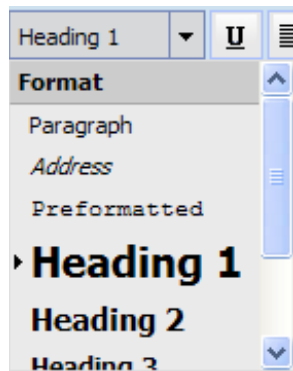
-  - `` HTML tag for strong emphasis of text (i.e. **bold**).
-  - `` HTML tag for emphasis of text (i.e. *italicize*).
-  - `` HTML tag to label text considered deleted from a post. Most browsers display as ~~striked through text~~.
-  - `` HTML tag will insert an unordered list, or wrap the selected text in same. An unordered list will typically be a bulleted list of items.
-  - `` HTML tag will insert a numbered list, or wrap the selected text in same. Each item in an ordered list are typically numbered.
-  - Blockquote
-  - Left align text
-  - Center align text
-  - Right align text
-  - Create Link
-  - Remove Link
-  - Spell Check
-  - `<!--more-->` WordPress tag that breaks a post into "teaser" and content sections. Type a few paragraphs, insert this tag, then compose the rest of your post. On your blog you'll see only those first paragraphs with a hyperlink (([more...](#))), which when followed displays the rest of the post's content.



THE KITCHEN SINK


 - The Kitchen Sink. It has a ton of added features in it. When you click on it a new line of icons will appear.

 - The preformatted headers, heading 1, heading 2, heading 3... actually play a roll in search engines. They view the headings as indicating important information.



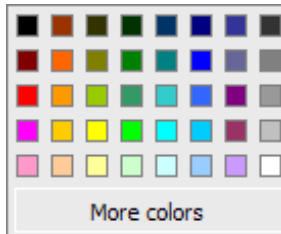
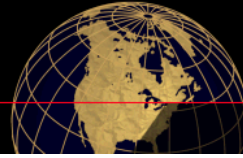
- Paragraph – adding the paragraph tags is a default setting, so you will probably not use this
- Address – italic section with a line break at the end
- Preformatted – Generally sets text in a monospaced font, such as Courier
- Heading 1 – Used for the page title
- Heading 2 – Post or category titles
- Heading 3 & 4 – Used to break up long pages into sections
- Heading 5 & 6 – Often used for date and other information on posts.

 - Underline

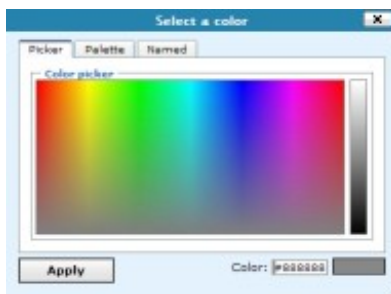
 - Justify the text

 - Change the color of text. First, highlight the text, then click on the down arrow.


 - Toggle full screen




- Select the color you want.




- More colors. If you know the code for the color enter it here, or you can use you mouse to select a color.

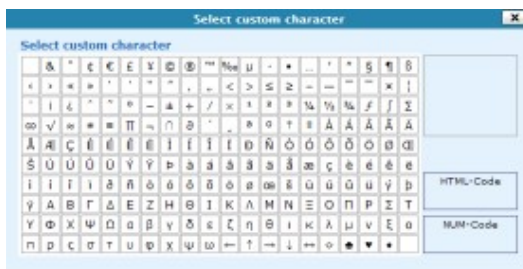
 - Can be used to paste from another editor. You will also want to use this if you are copying from another site. This removes all the formating, and leaves you will plain text.

 - Can be used to paste in MS Word text. If you are going to use Word to create check your spelling I recommend pasting it with this feature. It will remove all the formating and leaves you with plain text. You will then have to add your bold, italic, and other tags using the WordPress editor.

 - This removes formating.

 - this is to edit flash, and embedded media.


 - Insert custom charactors




- ©, ®, check mark, up and down arrows...

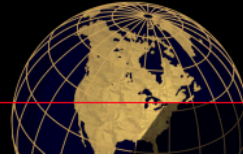
 - indent text

 - unindent text

 - undo

 - redo

 - Basic instructions and hot keys

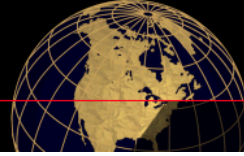


ADDING A NEW POSTS

- Under post there are four options
 - Edit
 - Add New
 - Post Tags
 - Categories
- Click on Add New.
- Under Add New Post you will see a single window for the title. This will appear at the top of your post in larger font.
- The main window is where you will write your post. It works a lot like Word and other editors. You can enter your text, links and images.
 - **Visual Editor:** This is what you will want to use most of the time. There are a few instances where you may want to use the html editor. With the Visual Editor you see your post as it will appear.
 - **HTML Editor:** When in this mode you will see the HTML / code.
- There are two rows of style tags:
 - Refer to [Quicktags](#), and
 - [Kitchen Sink](#)
- In the Categories window, to the right, check the category you want your post to appear in. You may select more than one category.

Publish Box:

- **Save Draft:** Save your post to work on later.
- **Preview:** See what your post looks like before publishing it
- **Draft Status:**
 - Draft: will save your post without publishing it, so you can work on it at a later time
 - Pending Review: is meant for sites that have an editor that will review posts before publishing
- **Visibility:**
 - Public: visible to all visitors
 - Password protected: they are published, but a password is needed to view the post
 - Private: only visible to you, editors and site admin



- **Publish immediately:** This section is controlled by a calendar. You can either publish your post immediately, or select a future date for it to appear; both date and time are set. The post will then automatically be published at the appointed date and time.

Post Tags: These function as sub-categories for your blog. Posts with the same tag are linked together when a visitor clicks one of the tags. Your designer can make tags appear with your posts, or not appear. To add a new tag click Add new tag. You may also select from the most used tags in your posts.

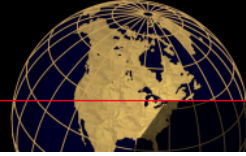
Excerpt: Your designer must configure your site to display Excerpts rather than the full Content. You may select what will appear on your home and category pages here. If you do not include an excerpt WordPress will automatically use the first 55 words of your post.

Send Trackbacks: This notifies other WordPress blogs if you have a link to them posted on your site.

Custom Fields: your designer should have told you if other Custom Fields are needed. They are most often used with plugins.

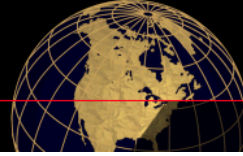
Discussion:

- **Allow Comments:** if this is checked visitors may add comments to your post. (Your designer should have set-up the ground rules about commenting. For example all comments may need approval.)
- **Allow Pings:** if this is checked other sites may pingback or trackback to this post.
- It is important to know that the newest posts appear at the top. This page works like a journal or on-line blog. Each new post appearing at the top of the page; while the older ones keep dropping down.



EDITING POSTS

- To edit click Edit.
- This will take you to Edit Posts; where you will see a list of all your posts.
- Place your mouse over the post title and the following will appear:
 - Edit: this will take you to post editor. This editor is the same as the above one for Adding New Posts. Simply go through your post and make the needed changes.
 - Quick Edit: A brief over view of the post. You may edit: title, slug, date, password, category, tags, allow comment, allow pings, status, and make this post sticky.
 - Sticky posts always appear at the top of the page.
 - Delete: delete the posts
 - Preview: see what the published post looks like



CATEGORIES

All posts are organized under categories. You may have one or more categories. A list of your categories will be displayed with your main navigation bar, and also in your sidebar.

To add, edit or change a category click on Categories in the left menu under Posts.

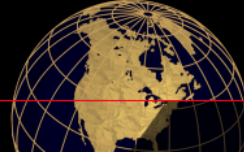
Add Category

- Category Name: This must be a unique name. You cannot use the same category name more than once.
- Category Slug: The slug is used in the URL and by search engines. Remove all unnecessary words from your slug.
 - if the category name was News from Around the World,
 - the slug might be, world-news
- Category Parent: use this if you want to have sub-categories
 - News - for example might have sub-categories of:
 - Local
 - State
 - USA
 - World
- Description: Optional – keep them short

Categories Right Side Table

This table lists all of your categories. It gives you the vital information at a glance.

- Name
 - Edit: you may change any of the four category fields
 - Quick Edit: you may change the Name and Slug
- Description
- Slug
- Posts

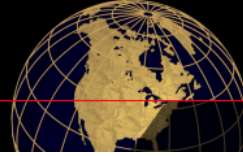


ADDING A NEW PAGE

- Under Page there are two options
 - Edit
 - Add New
- Click on Add New
- Under Add New Page you will see a single window for the title. This will appear at the top of your post in larger font.
- The main window is where you will write your content. It works a lot like Word and other editors. You can enter your text, links and images.
 - Visual Editor: This is what you will want to use most of the time. There are a few instances where you may want to use the html editor. With the Visual Editor you see your page as it will appear.
 - HTML Editor: When in this mode you will see the HTML / code.
- There are two rows of style tags:
 - Refer to Quicktags, and
 - Kitchen Sink

Publish Box:

- Save Draft: Save your post to work on later.
- Preview: See what your page looks like before publishing it
- Draft Status:
 - Draft: will save your post without publishing it, so you can work on it at a later time
 - Pending Review: is meant for sites that have an editor that will review posts before publishing
- Visibility:
 - Public: visible to all visitors
 - Password protected: they are published, but a password is needed to view the page
 - Private: only visible to you, editors and site admin
- Publish immediately: This section is controlled by a calendar. You can either publish your page immediately, or select a future date for it to appear; both date and time are set. The page will then automatically be published at the appointed date and time.



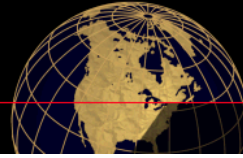
Custom Fields: You should have been told by your designer if other Custom Fields are needed. They are most often used with plugins.

Discussion:

- Allow Comments: is this is checked visitors may add comments to your page. (Your designer should have set-up the ground rules about commenting. For example all comments may need approval.)
- Allow Pings: if this is checked other sites may pingback or trackback to this page.

EDITING a PAGE

- To edit click Edit.
- This will take you to Edit Pages; where you will see a list of all your pages.
- Place your mouse over the page title and the following will appear:
 - Edit: this will take you to the page editor. This editor is the same as the above one for Adding New Pages. Simply go through your page and make the needed changes.
 - Quick Edit: A brief over view of the page. You may edit: title, slug, date, password, category, tags, allow comment, allow pings, and status.
 - Delete: delete the page
- Preview: see what your published page will looks like.



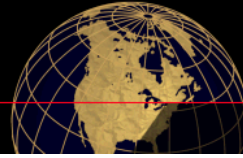
Media

Library: The media library allows you to search, edit, delete and view all the media you have uploaded to your site.

- File: Lists the name and file type
 - Edit: allows you to change the name, caption, or description
 - Delete
 - View
- Author: Shows who uploaded the file
- Attached to: Lets you know what page/s the file is displayed on
- Date: the file was uploaded.

Add New: Allows you to upload new media to be used later on a page or post.

- Click Select Files
- Browse your computer for the file you want to upload
- Double click on the file name
- The file will be uploaded to your site. Depending on the size of the file it may take a few seconds to a few minutes.
 - You should see the image in the upper left corner of the pop-up window
 - Title
 - Caption: If you include a caption it will appear below the image/media
 - Description: Optional
 - File URL: will be included at this time. This is where the file is on your site.
 - Click on Save all change



Adding MEDIA to a Post or Page

Add media:    

Image – Video – Music – Add Media

Upload & Install Image

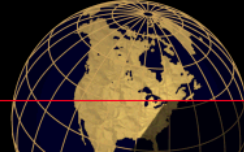
- First, click where you want the picture to appear.
- Now, click on the image icon
- There are three ways to add an image to your post or page:

Select File

- Browse your computer for the file/graphic you want to insert
- Double click on the name of the file
- The file will be uploaded to your site. Depending on the size of the file it may take a few seconds to a few minutes.
- You should see the image in the upper left corner of the pop-up window
- Title
- Caption: If you include a caption it will appear below the image/media
- Description: Optional
- Link URL: You have three options:
 - None: the image will not have a link
 - File URL: this will make the image clickable. If you selected thumbnail for example you will want visitors to be able to click on it to see the full size image
 - Post URL: this will not include the image, but a hyper link to it.
- Alignment: none, left, center, right
- Size: Depending on the size of the image you uploaded you may have the following options: Thumbnail, Medium, Large, Full size (All except for full size will have been previously set by your designer.)
- Insert into Post: this will insert the image in page or post.
- Delete
- Save all changes

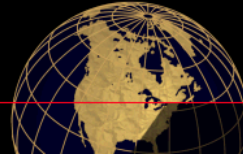
From URL

- To use this option you must first have access to ftp, and upload the image.



Media Library

- This will bring up a table with all the media you have uploaded previously.
 - You can search for the name, or click through to find what you are looking for
 - Once you have located the image click on show to the right
 - Title
 - Caption: If you include a caption it will appear below the image/media
 - Description: Optional
 - Link URL: You have three options:
 - None: the image will not have a link
 - File URL: this will make the image clickable. If you selected thumbnail for example you will want visitors to be able to click on it to see the full size image
 - Post URL: this will not include the image, but a hyper link to it.
 - Alignment: none, left, center, right
 - Size: Depending on the size of the image you uploaded you may have the following options: Thumbnail, Medium, Large, Full size (All except for full size will have been previously set by your designer.)
 - Insert into Post: this will insert the image in page or post.
- 📺 Add Video file: Some video files may be uploaded and inserted in your page and post.
- 🎵 Add Audio file: Some audio files may be uploaded and inserted in your page or post.
- 🌟 Add Media file: this is a good way to easily upload .pdf, excel, and other files.



Links Manage

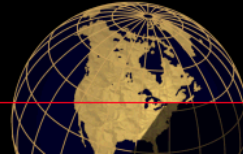
The Link Manager helps you keep track and organize your links. These can then be displayed on a link page and in the sidebar. Links are organized and grouped into categories.

Edit: The Link Manager gives you an overview of your links.

- Name
- URL
- Categories
- Relationship
- Visible
- Rating
- Hover your mouse over a link and two options will appear
 - Edit (Same as Add New. See below)
 - Delete

Add New

- Name
- Web Address: this is the URL the hyperlinks points to. You must include: http:// at the beginning.
- Description: This is optional. Some templates display the description, and others do not.
- Categories: All links must be attached to at least one category. This is how they are organized and sorted.
- Target:
 - _blank: This will open the link in a NEW window. I recommend this for all links that are not part of your site.
 - _top: This is only used for sites that use frames. Disregard if your site does not use frames.
 - None: This will open the link in the same window that the link is posted in. This is what you should use if the link is part of your site.
- Link Relationship: Optional. XFN stands for XHTML Friends Network. This allows WordPress users to show how their site is related to the links. For example: another site owned by you, friend's site, family member's site, a professional connection...
- Advanced: Optional. This is more advanced, and requires some technical knowledge.

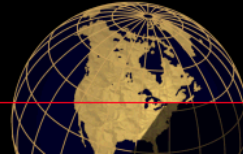


Link Categories

- Add Link Category
- Link Category name: must be unique
- Link Category slug: must be unique
- Description (optional)

Right Table


- A list of all your current categories, descriptions, and slugs
- Hover your mouse over a link and three options will appear
 - Edit: you can change all the link fields
 - Quick Edit: you may change the link name and slug
 - Delete

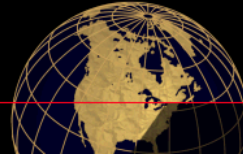


ADDING a LINK to a Page or Post

- 🔗 Create Link `Link Name Here` HTML tag to create a hyperlink.
- 🔗 Create Email Link `EmailAddressHere `
 - Write the name or email address you want visitors to see.
 - Highlight the name/email address
 - Click the link image this will bring up the link editor
 - Enter the URL
 - `http://` will already appear in the link window. When you add the link start with www.linkname.com. You do not want `http://` to appear twice.
 - For email addresses delete `http://`, and type in `mailto:`
 - Then paste the email address: `mailto:emailaddresshere.com`
 - I recommend that for ‘off site’ links you Target your selection ‘Open link in a new window’. For links within your own site Target ‘Open link in same window’.
- 🔗 Remove Link, will remove a link that you have previously added.

Editing a LINK on a Page or Post

- Highlight the link
- Click on the create link icon 
- This will bring up link editor
- You may now change the URL if it has changed
- Enter your Target ‘Open link in a new window’ if it is an off site link, or ‘Open link in same window’ if it is within your site.
- Click Insert



Comments

If there are comments pending it will show in the left menu to the right of Comments. At the top it lists the number of comments, Pending, Approved, and marked as Spam.

Bulk Action

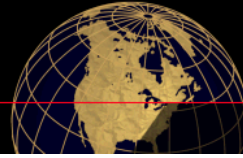
- Click on the checkmark under Author. This will check all comments.
- Or you may go through and individually check any that you want to apply a bulk action to.
- Select the action to be taken
 - Unapprove
 - Approve
 - Mark as Spam
 - Delete
- Click Apply

Comment Information

- Author:
 - Name
 - Email
 - IP Address
- Comment
 - The first 20 words from the comment are shown
- In Response To:
 - Title of your post

Comment Action

- Mouse over the comment and 6 options will appear
 - Unapprove/Approve
 - Spam
 - Delete
 - Edit: Author Information, comment, and date may be edited. Comments can also be marked approved, pending, or spam.
 - Quick Edit: Author Information and comment may be edited
 - Reply: post a reply to their comment

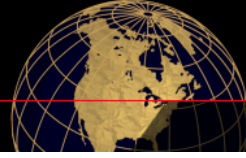


WIDGETS

The Widget panel can be accessed under Appearance in the left menu. Your webmaster/designer should have given you some basic instructions about using widgets. All of the StudioPress themes come Widget ready. The following fields are available to add to widgets:

- Archives: A monthly archive of your blog's posts
- Calendar: A calendar of your blog's posts
- Categories: A list or dropdown of categories
- Links: Your blogroll/links
- Meta: Log in/out, admin, feed and WordPress links
- Pages: A list of your Pages
- Recent Comments: the most recent comments
- Recent Posts: most recent posts on your blog
- RSS: entries from any RSS
- Search: a search field for your blog
- Tag Cloud: most used tags in cloud format
- Text: Add text or html fields
 - Title area — a description of the text widget
 - Text area — use this area to enter text, valid HTML, or even valid Javascript.
- You may add multiple widgets of the same type. This is common with Text widgets.

Recommendation: to add content start by creating in the new page or new post editor. Once you have the wording and pictures that you want go to the html tab, copy and past it into your widget. This will assure the look and layout that you want.



PROFILE

You can change your profile information:

- In the to menu click on Profile
- Name, Nickname, Email, Website, Phone Number, Fax, and Address may be changed. Some of these fields are required others are not.