Wordpress

Finding your way around in wordpress

- The Toolbar
- Main Navigation
- Screen Options
- The Dashboard
- The Footer
- Why does my site look different?

Working with Menu

- Creating a Menu
- Adding Items to a Menu
- Add Another Tab on Top of Website
- Deleting a Menu Item
- Adding Your Menu to Your Site
- Adding Custom Menu – to Right Side of Website

Working with Pages

- Add a New Page
- Edit a Page
- Redirect a Page
- Editor Box
- Adding Images
- Adding PDF's
- Page Status
- Page Visibility
- Creating Hyperlinks
- Schedule a Page to go live
- Deleting a Page
- Restoring a Page from Trash
- Adding New Users
- Pages vs Post
- Adding New Users and User Roles

Using Soliloquy Slideshow

The Toolbar

You may have noticed a gray bar that appears at the top of your pages when logged into your website. This gray bar is called the **Admin Bar** and it is an easy-to-access toolbar with shortcuts to many of the features you already know and love.

The drop-down menu that appears when you hover over the WordPress logo is a quick way to access many of the support features for WordPress.

Main Navigation

The Main Navigation – Dashboard menu is located on the far left side of the Administration Screen; it contains links to all the major administrative functions within your WordPress site. This Main Navigation bar is visible wherever you are inside the back-end of your site, and gives you quick access to all the work areas, site appearance, and important settings that control your site. Image on right (dashboard opened and collapsed) If collapsed click bottom arrow to open.

The Main Navigation is grouped into major function tabs, each representing the primary work areas inside the admin screen. The following tabs are loaded by default if you are logged in as an Administrator:

- Dashboard
- Posts
- Events
- Media
- Pages
- Comments
- Appearance
- Plugins
- Users
- Tools
- Settings
- Soliloquy
- WordPress Videos

Under each tab there is often grouped many other sub-sections - hovering your cursor opens them
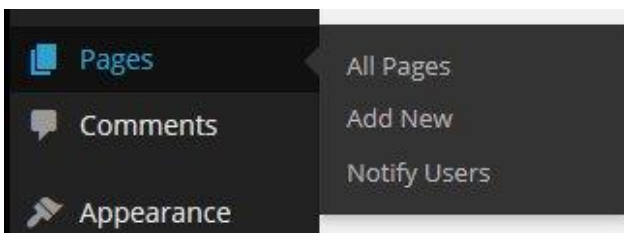
Screen Options

The **Screen Options** pull down tab is located in the upper right corner of your Dashboard. You don't have to worry about saving any of your Screen Options. WordPress saves your configuration automatically for you in a cookie on your computer and in the database so that when you use another browser or a different computer, everything will look the same.

Why does my site look different?

You may notice you are **missing tabs** that you see represented here, when looking at the admin area of your site. WordPress is designed as a multi-user environment, with many different User Roles (permissions) that can be assigned by the site administrator. If your User Account has a role other than Administrator, you may see a reduced set of tabs in your admin screen.

If your WordPress site was set up by someone else, or you used a one-click WordPress installer provided by your web host, you may see **more/different tabs** in your admin screen than you see represented here. This is usually due to additional plugins or themes which have been activated, both of which will often add their own unique tabs and/or unique sub-sections under existing tabs. If in doubt, contact your site developer or hosting provider for documentation.

The Footer

The footer is set in the template. The only thing you can change in the footer is the Contact information. He's a sample of the Master Naturalist site footer:
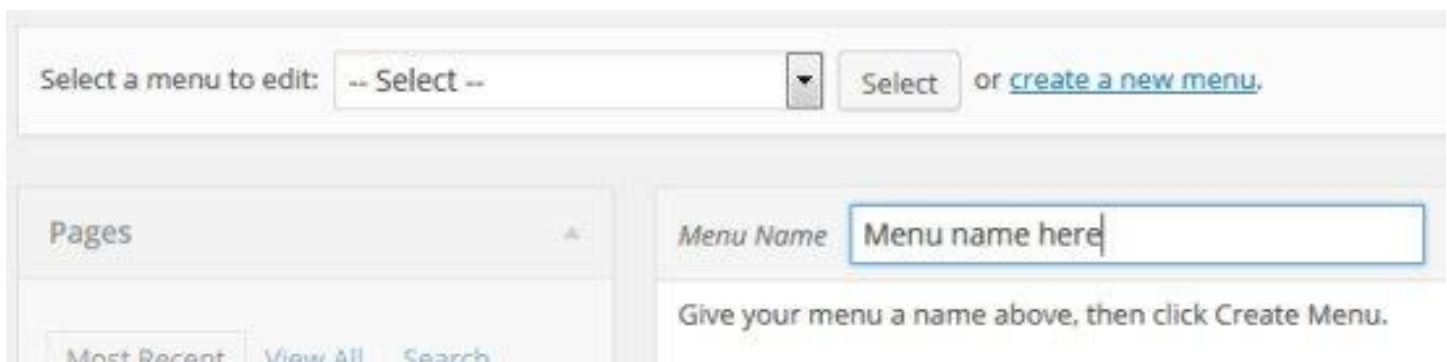
Menus

- Creating a Menu
- Adding Items to a Menu
- Add Another Tab on Top of Website
- Deleting a Menu Item
- Creating a Dropdown Menu
- Adding Menu to Website
- Adding Custom Menu – to Right Side of Website

Creating a Menu

You must create a menu before you can add items to it.

1. Login to the WordPress
2. Click on Appearance, Menu this will bring up options to Menu Editor.
3. Select **Create a new menu** at the top of the page
4. Enter a name for your new menu in the Menu Name box
5. Click the **Create Menu** button.
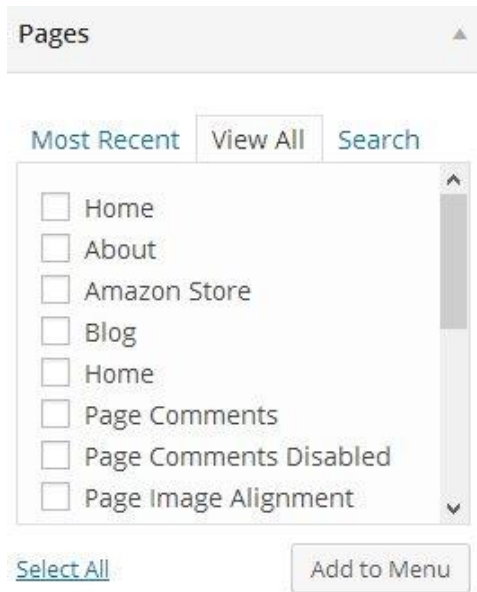
Adding Items to a Menu

The Screen Options allow you to choose which items you can use to add to a menu. Certain items, like **Posts** are hidden by default.
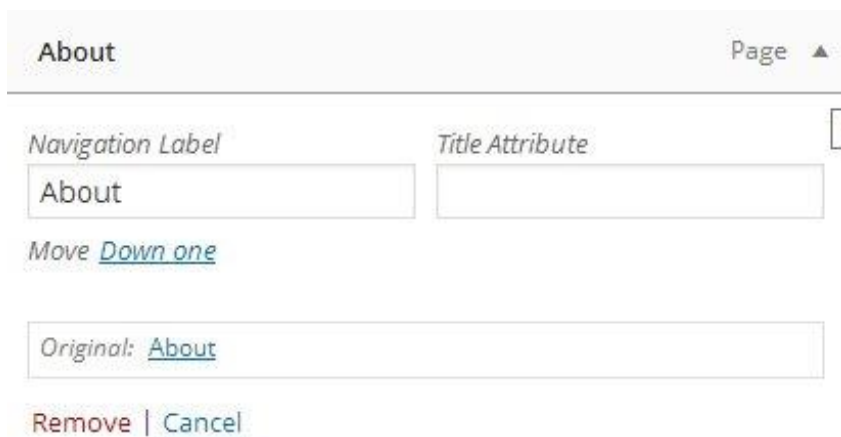
1. In **Pages** box
2. In the Pages box, select the *View All* link to bring up a list of all the published Pages on your site.
3. Select the Pages that you want to add by clicking the checkbox next to each Page's title.
4. Click the **Add to Menu** button located at the bottom of this box (this will add it to the bottom of the menu screen on right)
5. Left mouse click and drag the file where you want it on the menu
6. Click the **Save Menu** button once you've added all the menu items you want.

Deleting a Menu Item

1. Locate the menu item that you want to remove in the menu editor window
2. Click on the arrow icon in the top right-hand corner of the menu item/box to expand it.
3. Click on the *Remove* link. The menu item/box will be immediately removed.
4. Click the **Save Menu** button to save your changes
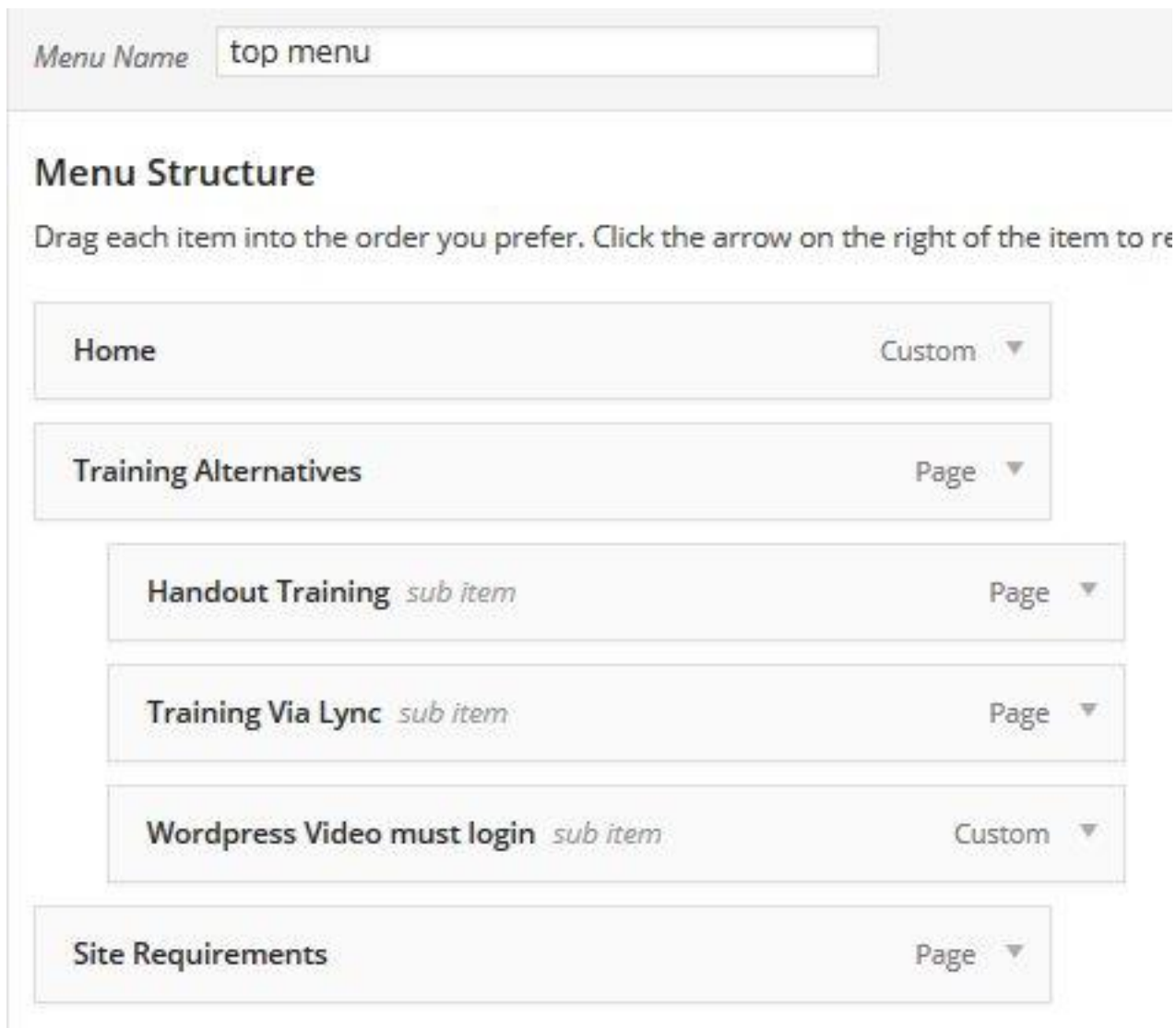
Creating a Dropdown Menu

When planning the structure of your menu, it helps to think of each menu item as a heading in a formal report document. In a formal report, main section headings (Level 1 headings) are the nearest to the left of the page; sub-section headings (Level 2 headings) are indented slightly further to the right; any other subordinate headings (Level 3, 4, etc) within the same section are indented even further to the right.

The WordPress menu editor allows you to create multi-level menus using a simple 'drag and drop' interface. Drag menu items up or down to change their order of appearance in the menu. Drag menu items left or right in order to create sub-levels within your menu.

To make one menu item a subordinate of another, you need to position the 'child' underneath its 'parent' and then drag it slightly to the right.
Position the mouse over the 'child' menu item.

1. Hold down left mouse button, drag it to the right.
2. Release the mouse button.
3. Repeat these steps for each sub-menu item.
4. Click the Save Menu button in the Menu Editor to save your changes

Adding Custom Menu to Website

Created your menu first
Choose Appearance
Under Appearance choose Widgets
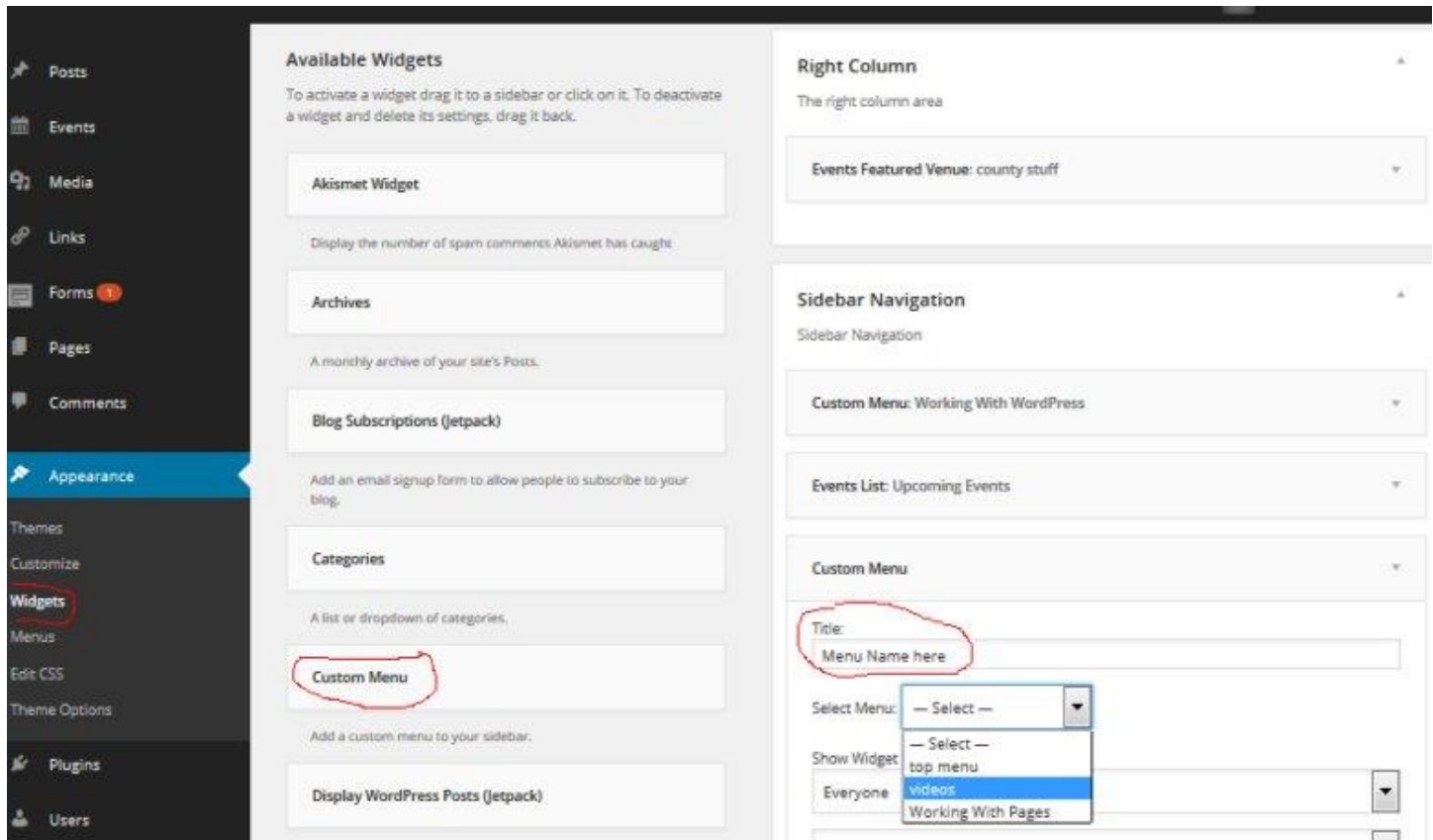Click on Sidebar Navigation (small gray arrow) to open box
Left mouse click on Custom Menu (under Available Widgets) and drag it into the Sidebar Navigation box and let go
In Custom Menu box Select Menu - choose Menu name
Type a Title name in Title box (this name will be what shows up on the website)
Save

End results should look like this and appear on the right side of your website when viewed by the world.

Working with Pages

- Add a New Page
- Editing a Page
- Redirecting a Page
- Editor Box
- Adding Images into a Page
- Adding PDF's
- Page Status
- Page Visibility
- Creating Hyperlinks
- Schedule a Page
- Delete a Page
- Restoring a Page from Trash
- Pages Vs Post
- Adding New Users and User Roles

Add a New Page

Pages
Add New - Add New Pages window opens (with editor box)
Type Title in the Enter title here box
Enter content into Edit box - to work in full screen click (toolbar Toggle Full Screen Icon)
Under Page Attributes (right side)
If you choose page as NO Parent page (this makes the page a parent page)
If you choose another page under parent attributes, this makes the page a child page
Under Page Attributes – Template
Choose default template

Publish

Edit a Page

Click on Pages
All Pages
Place cursor under page name
Choose Edit
Click on Toggle Full Screen Mode (enlarge work area)
Edit content
Update

☐ Title	Author	💬	Date
☐ **Child Page List - Draft**	loretta	0	2010/09/29
Edit	Quick Edit	Trash	Preview			Last Modified
☐ M Edit this page	admin	0	2010/09/27
			Last Modified

Redirect a Page

Under Pages
Choose Add New
Type Name in Title box
Copy/Past or type URL in Edit box (http://agrilife.org)
Under Page Attributes
Click on Template down arrow
Choose Redirect
Under Discussion -make sure Allow Comments is unchecked
Publish

Make sure the Discussion Allow comments box is NOT checked

Update

Editor Box

- Row 1
- Row 2
- Alignment
- Styles
- Text Color
- Pasting Text
- Outdent / Indent
- Spacing

The visual editor provides a semi-WYSIWYG (What You See is What You Get) content editor that allows you

This is the default editing mode for WordPress, but if it does not appear to be enabled, you can select the **Visual** tab in the top right corner of the editor area, as depicted below.

There are two (2) rows of editing icons contained within the visual editor. You can find out what any icon means or does by hovering over it with your mouse – a small tooltip will appear describing the icon and its purpose.

Row-1

When initially opened, the visual editor will display a single row of icons:

1. **Bold**
2. *Italic*
3. ~~Strike-through~~R
4. Unordered list (bullet points):
    - Item 1
    - Item 2
5. Ordered list
    1. Item 1
    2. Item 2
6. Blockquote (a way of displaying quoted text; each theme will style this differently.)
7. Align Left
8. Align Center
9. Align Right
10. Insert/edit link
11. Unlink
12. Insert More tag
13. Proofread/Spell Check
14. Toggle Distraction Free Writing
15. Show/Hide Kitchen sink (enables the second row of editing icons)

Row-2

To display the second row of icons, select the **kitchen sink** icon

1. Style – various formatting styles defined by your theme
2. Underline
3. Align full
4. Select text color – change the text color
5. Paste as Plain Text
6. Paste from Word
7. Remove formatting
8. Insert custom character
9. Outdent – move text further left
10. Indent – move text further right
11. Undo – undo your last action
12. Redo – redo your last action
13. Help – display some information about using the editor, as well as keyboard shortcuts.

Alignment

Both text and images can be aligned using the appropriate icons:

Left

For all these reasons then, and others perhaps too analytic to be verbally developed here, Ahab plainly saw that he must still in a good degree continue true to the natural, nominal purpose of the Pequod's voyage; observe all customary usages; and not only that, but force himself to evince all his well known passionate interest in the general pursuit of his profession.

Right

For all these reasons then, and others perhaps too analytic to be verbally developed here, Ahab plainly saw that he must still in a good degree continue true to the natural, nominal purpose of the Pequod's voyage; observe all customary usages; and not only that, but force himself to evince all his well known passionate interest in the general pursuit of his profession.

Center

For all these reasons then, and others perhaps too analytic to be verbally developed here, Ahab plainly saw that he must still in a good degree continue true to the natural, nominal purpose of the Pequod's voyage; observe all customary usages; and not only that, but force himself to evince all his well known passionate interest in the general pursuit of his profession.

Full

For all these reasons then, and others perhaps too analytic to be verbally developed here, Ahab plainly saw that he must still in a good degree continue true to the natural, nominal purpose of the Pequod's voyage; observe all customary usages; and not only that, but force himself to evince all his well known passionate interest in the general pursuit of his profession.

Note that full alignment can **only** be applied to text and will align both sides of the text.

Styles

The style drop-down menu allows you to change the formatting of any selected text. This includes various headings and other pre-defined styles built into your theme.

Note that your WordPress Theme may come with additional styles that you can apply to your text.
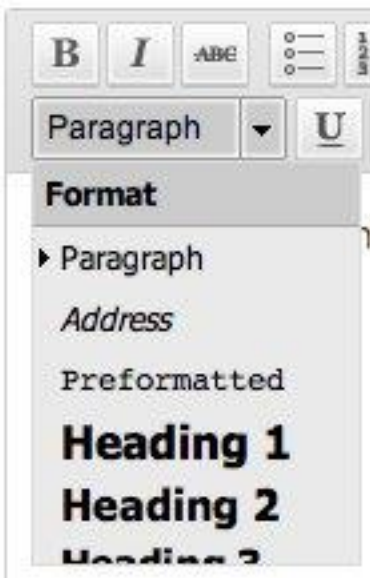
Text Color

To change text color you must first highlight a section of text:
Selecting a color will apply that color to the selected text and make it the default color for the color button.

Clicking on the text color button itself will apply the last default color.

Pasting Text

This button is a toggle button, click small icon with at T, it will open a window, past text (control V) into box.
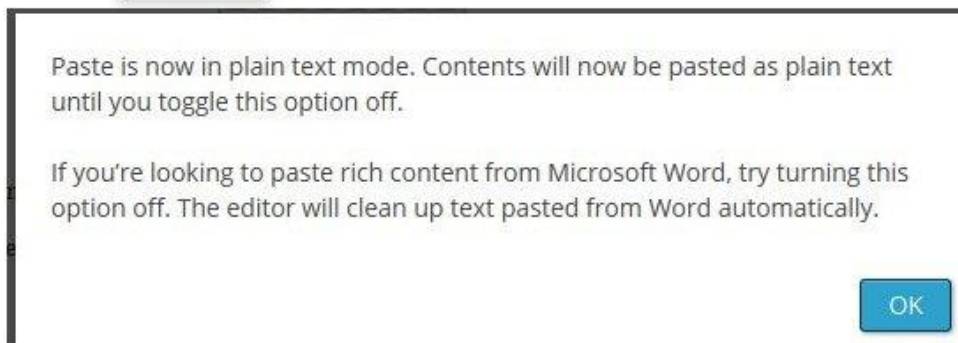
Outdent / Indent

The indent button will move text in by one level, and the outdent button will take away one level.

Spacing

Hitting the Enter (Return) key will end the paragraph you are writing and start a new one. If you want to start a new line without creating a new paragraph, press the Shift key while hitting Enter.

_____

Adding PDF's

Open page

Place cursor in content edit box, where you want PDF file to be on page.

Choose the Add Media Icon

Upload files

Select files

Browse your computer to find the PDF file (c: desktop:)
Note: Maximum upload file size: 48MB

Click on file name

Choose Open (files uploads to the Media Library)

Edit the Title Name on top right of screen (what is in this box will appear on page)

Choose Insert

Publish or Update page

Page Status

Draft Mode (work in progress)

Open page
Under Publish (right menu bar)
Status: **Draft** (Edit)
Choose Draft mode or View Pending mode
Draft is NOT live, must login to see Draft files
Pending is NOT live, it's waiting to be reviewed before going public
OK
Publish

Visibility: Public

Public – is a published page the world can see
Password protected – uses password only
Private -uses user name and password and must choose Private Template (must be logged in)
Under Page Attributes
Under Template
Click down arrow
Choose Template Private Template
OK
Publish

Page Visibility

The Visibility area of the Publish box gives you the option to make a page public, password protected, or completely private.

- **Public** – The page will be visible to everyone.
- **Protected** – The page is protected with a password you set. Only people who have the password can view a protected page.
- **Private** – Pages are only visible to blog Editors and Administrators. Private pages are not visible in feeds or in any search. A page can be private without being password protected. (we do not recommend using Private pages)

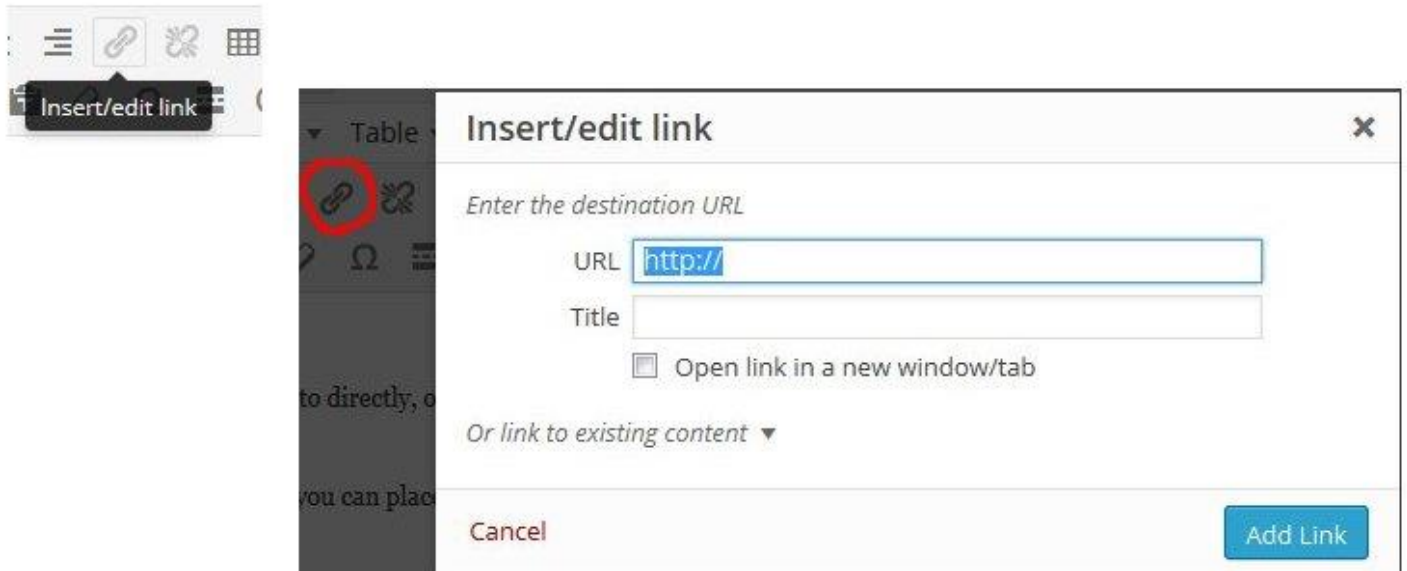WordPress will prompt you for the password on your initial visit to a protected page.

**Creating Hyperlinks**

To link to another website:

- In edit box, highlight text to link
- Enter URL you'd like to link to directly in URL box
- Click Add Link button
- To open site in new window check the Open link in a new window/tab button

To Link to Existing Page or File

Or link to existing content, by searching through existing content to link to internally. (click on gray arrow next to – Or link to existing content)

- In edit box, highlight text to link
- Or link to existing content (Click on gray arrow to open box)
- Search for page
- Highlight page and click Add Link
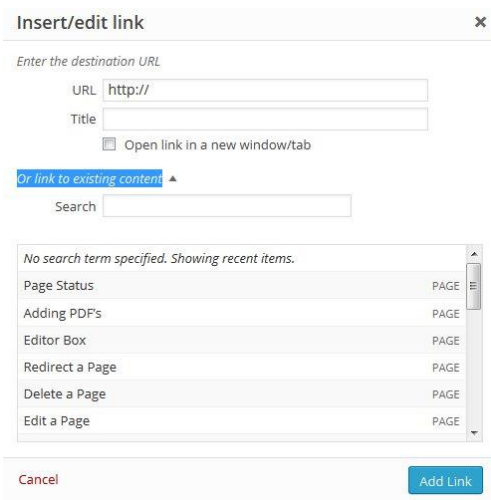
Schedule a Page
You can schedule pages to automatically publish at any time in the future. If you want to remove an already published page and automatically republish it at a specific time/date in the future, the directions are the same.

In the Publish module to the right of the page editor, click Edit in blue next to Publish immediately

Set the future date/time when you want the page to publish itself and click **OK**.

Instead of **Publish immediately**, it will now say **Schedule for:** followed by the date and time you specified, and the button has changed from **Publish** to **Schedule**.

Delete a Page

Choose Pages (a list of pages will show)
Check the box next to the page
On top in Bulk Action box choose down arrow
Choose Move to Trash
The file will stay in trash until Permanently delete

OR
Choose Pages (a list of pages will show)
Place cursor under name of page
Choose Trash
The file will stay in trash until Permanently delete

OR

Choose Pages (a list of pages will show)
Place cursor under name of page
Choose Edit (page will open)
Choose Move to Trash (right side in blue box)

To Permanently Delete page or Retrieve from trash
Click on Trash (in blue) above Bulk Action
check the box next to the file
Choose Bulk Action choose down arrow
Choose Restore or Delete Permanently

Restoring a Page From Trash

To recover a deleted file from trash
Open Pages
All Pages
Click on Trash
Click Restore under page you want to recover
Click Apply – page will appear back under all pages

Adding New Users and User Roles

- Administrator
- Editor
- Author
- Contributor
- Subscriber
- Adding Users
- Changing User Roles

Administrator

If you're an Administrator and you'd like to make someone a Contributor, Author, or Editor on your site, go to **Users → Add New**. Fill in the required info, choose a password for them, check the box "Send this password to the new user by email" and select the role you wish to give them using the dropdown. Your new user will get their password in the email with instruction on how to log in.

Once logged in they can change their password and any other info (except their username) by editing their profile.

Editor

An administrator has full and complete ownership of a website, and can do absolutely everything. This person has complete power over posts/pages, comments, settings, themes, plugins, import, users – everything. Nothing is off-limits, including deleting everything.

Author

An author can edit, publish and delete *their* posts, as well as upload files/images.

Contributor

A contributor can edit *their* posts but cannot publish them. When a contributor creates a post, it will need to be submitted to an administrator for review. Once a contributor's post is approved by an administrator and published, however, it may no longer be edited by the contributor.

A contributor does not have the ability to upload files/images.

Subscriber

In your comment settings, if you've selected "Users must be registered and logged in to comment", once they have created an account, they will be given subscriber role. Subscribers only have the ability to leave comments.

Adding Users

If you're an Administrator and you'd like to make someone a Contributor, Author, or Editor on your site, go to **Users → Add New**. Fill in the required info, choose a password for them, check the box "Send this password to the new user by email" and select the role you wish to give them using the dropdown. Your new user will get their password in the email with instruction on how to log in. Once logged in they can change their password and any other info (except their username) by editing their profile.

Changing User Roles

As an Administrator of a site, you can change other users' roles by following the steps below.

1. Head to **Users** → **All Users** in your WordPress admin.
2. Check the box(es) next to user avatar(s).
3. Using **Change role to…** dropdown menu, select the new user role(s) you want to assign.
4. Click **Change**.

Pages vs Post

Pages
Pages **are static and are not listed by date**. Pages do not use tags or categories. An About page is the classic example. Pages can be displayed in the sidebar using the Pages widget, and some themes display pages in the navigation at the top of the site.

Posts
Posts **are entries listed in reverse chronological order** on the site homepage or on the posts page if you have set one in Reading Settings. Posts can be found in the Archives, Categories, Recent Posts, and other widgets. Posts are also displayed in the RSS feed of the site. You can control how many posts are displayed at a time in the Reading Settings.

Using the Soliloquy Slideshow
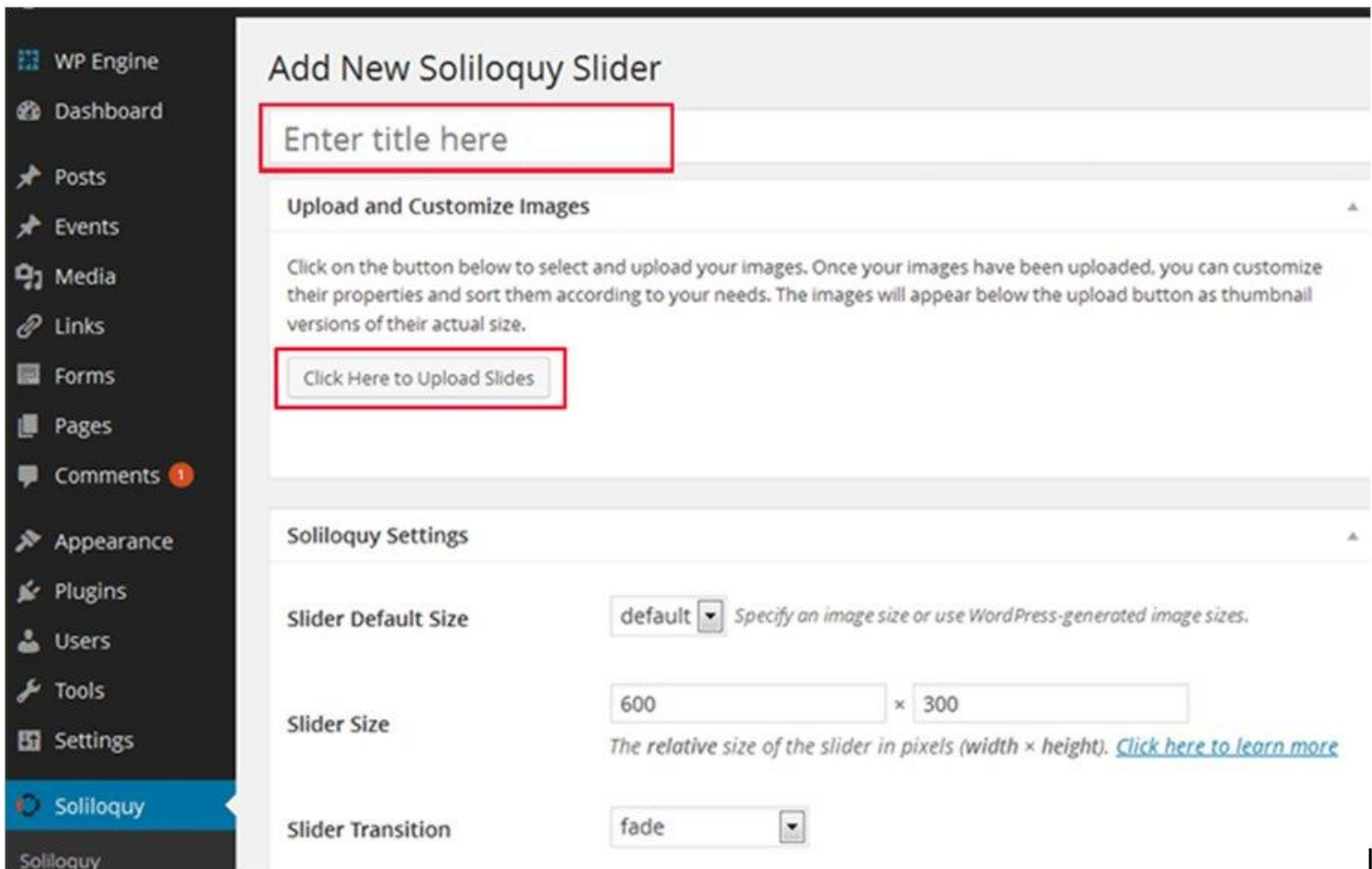
About Soliloquy slideshow

The Soliloquy slideshow plugin has now been activated and the link can be found on the left pane; scroll down almost to the end.

With this slide show you can now have multiple slideshows on your site, and you're not limited to only 5 photos; however, be aware that the more photos you add to the slideshow will affect the load time on the page. It's a good idea to have all your images resized to about the same dimensions.

Creating a new slideshow

Scroll down the left page to Soliloquy>>Add new

Give the slider a name; click the Click Here to Upload Slides button

Select and upload your photos

Format and Insert Slides

Upload Image Slides   Image Slides from Library   Video Slides   HTML Slides

Drop files here

or

Select Files

Maximum upload file size: 8MB.

HELPFUL TIPS

Uploading Images
Images that have been uploaded from your computer will automatically be inserted into your slider. Once they have been uploaded, you can manage the images, modify captions, adjust image titles and more by clicking on the pencil icon above each image in the drag-and-drop area.

Insert All Slides Into Slider

Once the photos have been uploaded, click the pencil icon on the top left corner of the thumbnail to add alt text, Captions, and the destination URL of the page you want to be sent to when you click the photo.

Once the slideshow has been created, open the page you want to add the slideshow to – e.g., the home page (pages>>all pages). You'll now see a button above the rows of icons that says Add Slider. Select the slider and click the Add Slider button on the bottom right corner.

Update your page or publish page.