

Figuring Out WordPress

A beginner's guide to the awesome Open Source software that is WordPress.

Presented By:



MayeCreate
DESIGN



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Meet the Author



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Monica founded MayeCreate design in 2005. She considers herself a creative web dork with the ability to speak geek and English. Raised in a house of educators, Monica's parents taught her to teach her way through everything she loves. This book and our [other online resources](#) are her way of educating MayeCreate clients and the public about all the awesomeness of web design, online advertising and marketing.

Follow MayeCreate and Monica:     

Lesson 1

Logging in and adding a user

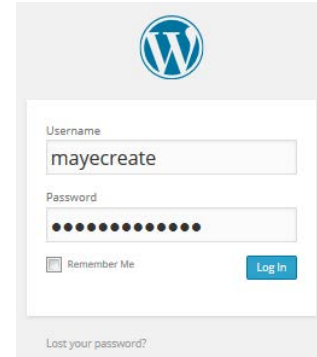


Logging in

Admin login location: _____

User: _____

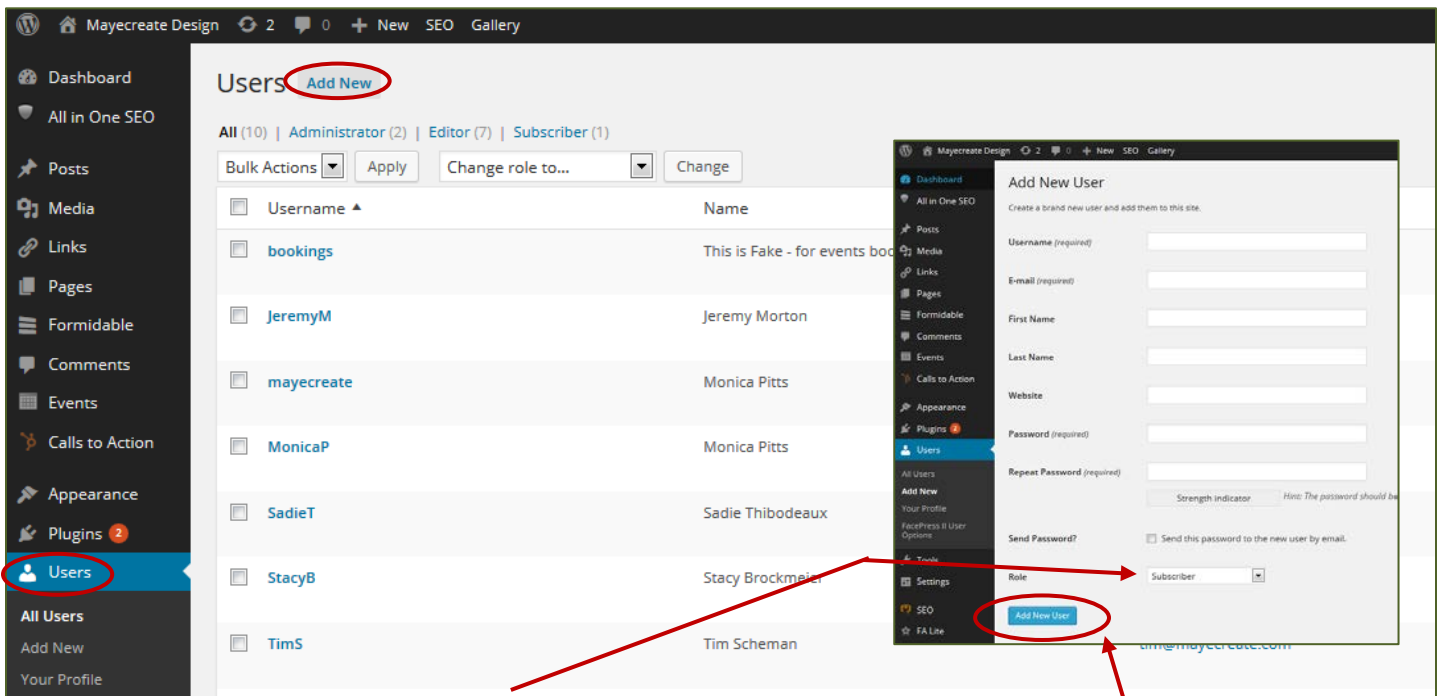
Password: _____



Add a user

Add new users so each person has their own login. This way when they post to the blog they will have their name listed as the author by default. You can also limit user ability by choosing the level you assign to each user.

1. Under users click [add new](#)



2. Fill in the fields and select a [user level](#), each user must have a unique email address
3. Click the [add user button](#)

Summary of user roles

1. **Administrator** - Somebody who has access to all the administration features
2. **Editor** - Somebody who can publish posts, manage posts as well as manage other people's posts, etc
3. **Author** - Somebody who can publish and manage their own posts
4. **Contributor** - Somebody who can write and manage their posts but not publish posts
5. **Subscriber** - Somebody who can read comments/comment/receive newsletters, etc

Lesson 2

Modifying common settings



Change default email /page title/tagline

When on this page **DON'T CHANGE THE** WordPress address (URL) or the Blog address (URL) if you do this your website will be broken and we will charge you to fix it. Go in peace and proceed!

1. Click on [Settings](#)
2. Type in your new default email in the [E-mail Address](#) field
3. Type in the new tagline in the [Tagline](#) field
4. Type in the new title in the [Site Title](#) field
5. When you've finished editing click the [save changes button](#)

General Settings

Site Title: Mayecreate Design

Tagline: Web design located in Columbia, MO
In a few words, explain what this site is about.

WordPress Address (URL): http://www.mayecreate.com

Site Address (URL): http://www.mayecreate.com
Enter the address here if you want your site homepage to be different from the directory you installed WordPress.

E-mail Address: info@mayecreate.com
This address is used for admin purposes, like new user notification.

Membership: Anyone can register

New User Default Role: Subscriber

Timezone: Chicago
Choose a city in the same timezone as you.
UTC time is 2014-01-14 19:55:38 Local time is 2014-01-14 13:55:38
*This timezone is currently in standard time.
Daylight saving time begins on: March 9, 2014 1:00 am.*

Date Format: January 14, 2014
 2014/01/14
 01/14/2014
 14/01/2014
 Custom: F, Y January 14, 2014
[Documentation on date and time formatting.](#)

Time Format: 1:55 pm
 1:55 PM
 13:55
 Custom: g:i a 1:55 pm

Week Starts On: Monday

[Save Changes](#)

Media Settings

Image sizes

The sizes listed below determine the maximum dimensions in pixels to use when adding:

Thumbnail size: Width 150 Height 150
 Crop thumbnail to exact dimensions (normally thumbnails are proportional)

Medium size: Max Width 300 Max Height 300

Large size: Max Width 1024 Max Height 1024

Uploading Files

Organize my uploads into month- and year-based folders

[Save Changes](#)

Change global image sizes

These sizes are to keep the site looking consistent and make editing image size easy.

Apply the sizes when inserting images into posts.

1. Click [Media](#) under settings
2. Type the dimensions in the appropriate fields, note image dimensions are in pixels, on the web 72 pixels = 1 inch
3. Click the [Save Changes](#) button

Lesson 3

Editing custom menus

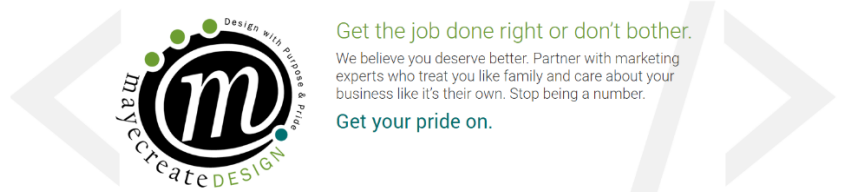


Edit custom menus

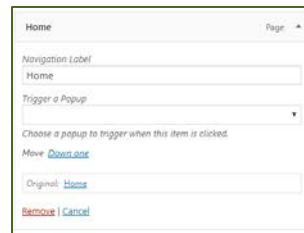
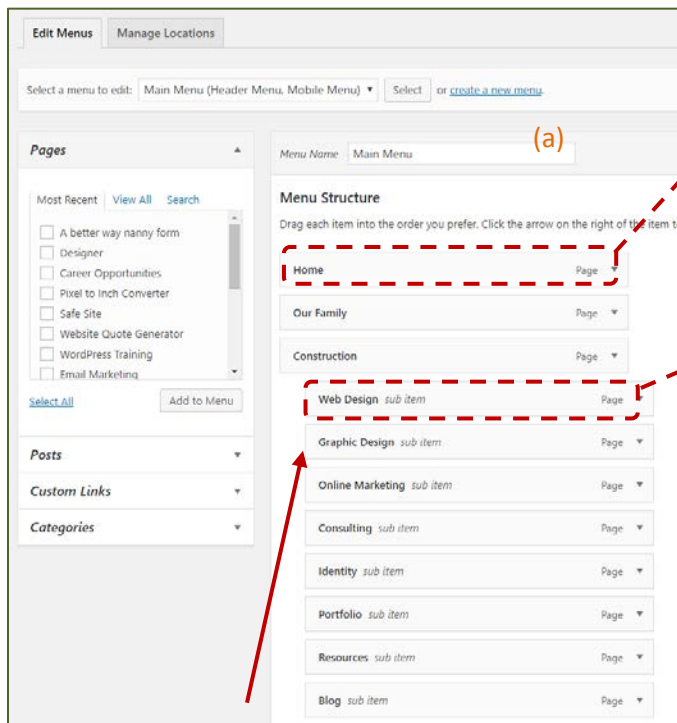
Some WordPress themes support custom menus, menus that can be created by the website administrator and consisting of his or her choice of custom links, pages and/or categories. Custom menus allow you to change the order of a menu, create submenus or drop-down menus and have greater flexibility with your navigation menu. **If your theme does not support custom menus, this feature will NOT be available to you.**

1. From the navigation on the left select [Appearance](#) then [Menus](#)
2. Select the menu you wish to edit from the drop down menu, click [Select](#). (a)
3. Add components to your menu, by filling out the Custom Links, Pages and Categories Panels and clicking [Add to Menu](#)
4. Click [Save Menu](#)

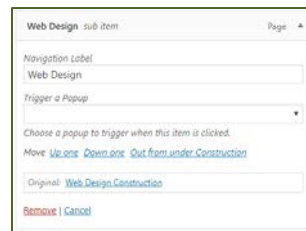
Home Our Family Construction Small Business Blog Contact



This is a custom menu created from the example below.

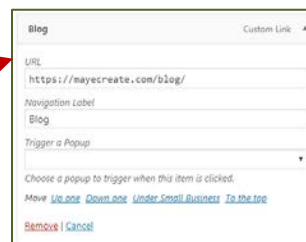


Pages have formatted content already on them.



Categories group multiple posts. To add content to a category, assign posts to that category. This feature allows you to link to a post category from your main navigation.

You can change the hierarchy of a menu by clicking and dragging a bar to a new position



Custom links redirect users to a chosen URL, so you can add links to sites or pages that are not part of your website to your navigation.

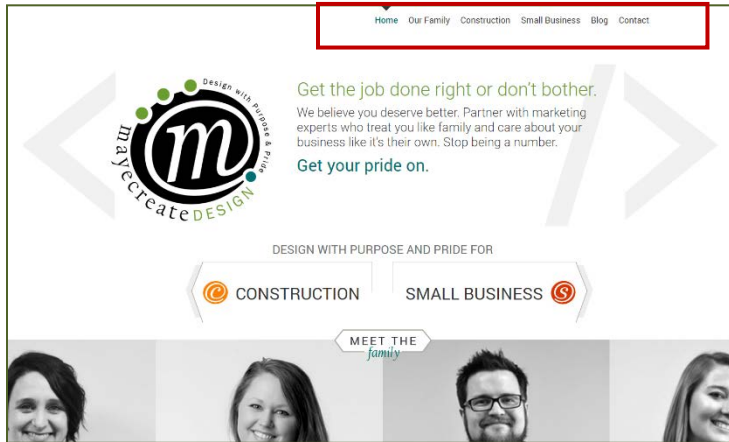
Lesson 4

Understanding the difference
between pages and posts



Understanding the difference between pages and posts

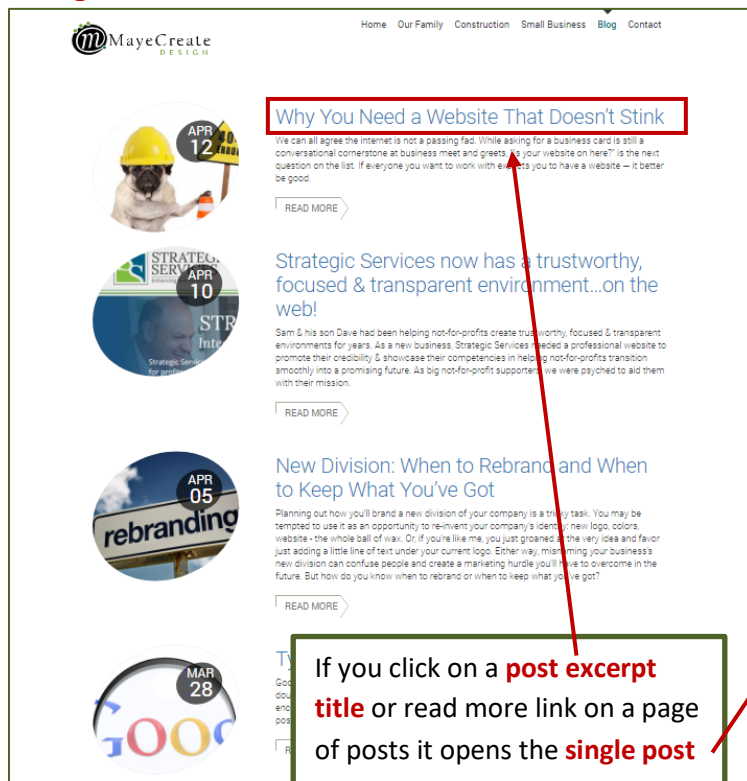
Page



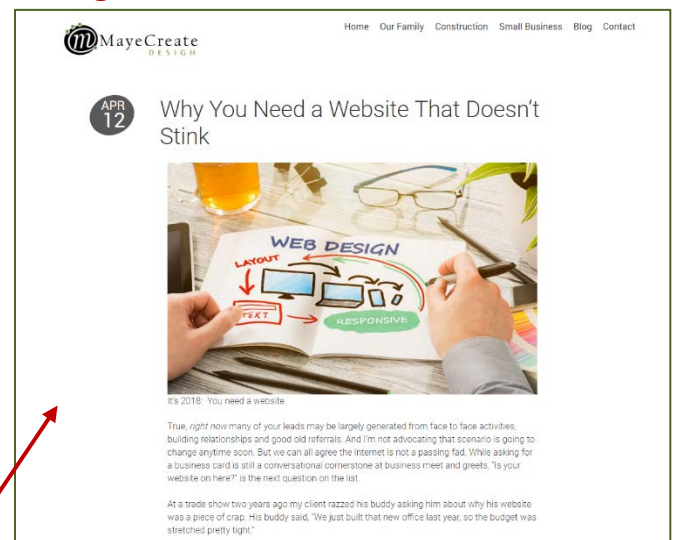
Pages are static and are not listed by date. Pages do not use tags or categories. An About page and a Contact page are the classic examples. Pages may be organized in parent or subpages.

Posts are entries displayed on a page and are primarily date driven. They can be listed in chronological order on a page of posts. Posts are organized by categories. A post is content that you are constantly adding to. You may be writing a series of articles on a subject. Very simply, a WordPress post is just like an article in a newspaper!

Page of Posts



Single Post

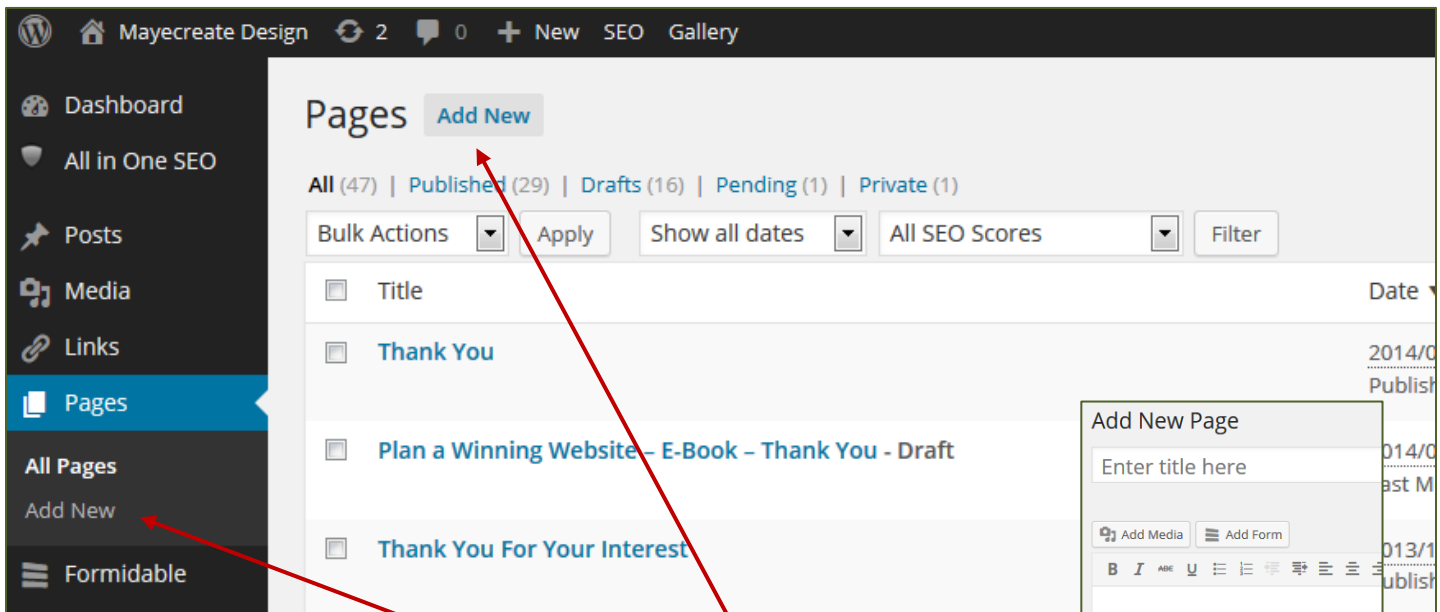


Lesson 5

Pages



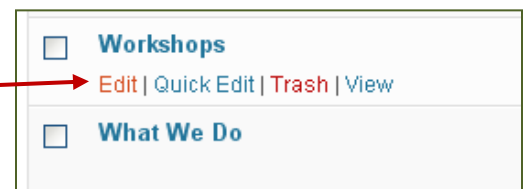
Add a page



1. Select [Pages](#) from the left navigation
2. Either click [Add New](#) in the side menu, or [Add New](#) by the top header: Pages
3. In the next window, you will name your page and enter your content.

Edit a page

4. Select [Pages](#) from the left navigation
5. Find the page you would like to edit
6. When you roll over the page you would like to edit you can select [edit/quick edit/trash/view](#)
Select the option best suited for your needs
7. Make necessary changes
8. Click [Update](#) when you are finished editing

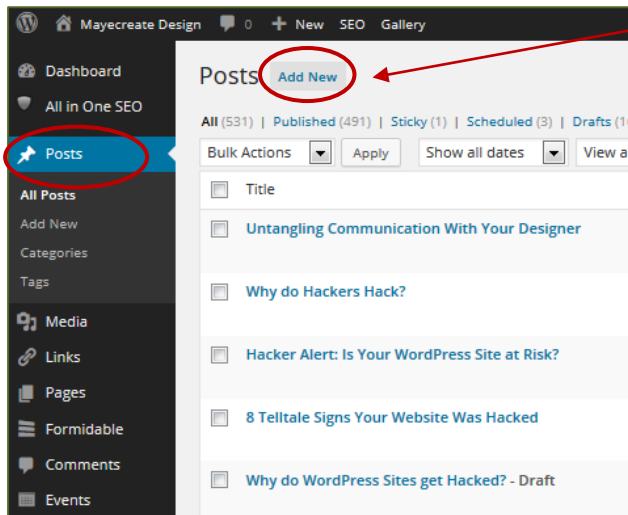


Lesson 6

Posts and Categories

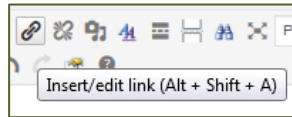


Add a post



1. Select "add new" from the posts section in the left-hand navigation

I have no idea what button is which!



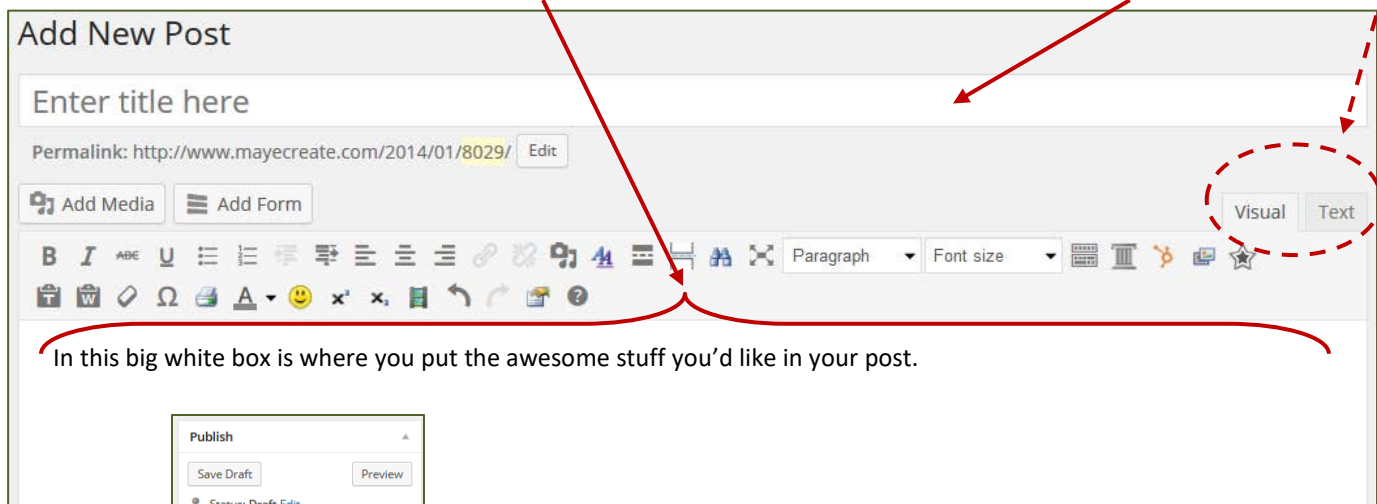
If you don't know the name of a button, hover your mouse pointer over the button and a yellow tag will appear with the button name.

When to use HTML & Visual tabs

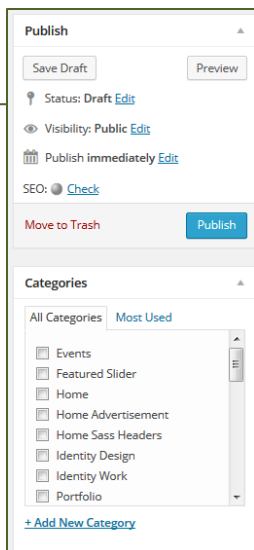
HTML – Use when pasting code into a page such as a Google maps link. Or if you know HTML feel free to use this mode at all times!

Visual – Use this as the default editor style if you don't know much HTML or are feeling lazy.

2. Type the information in the text editor that you would like to post. Don't forget the title!

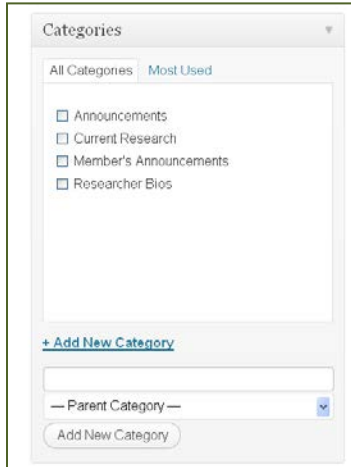


In this big white box is where you put the awesome stuff you'd like in your post.



3. Select the Category you would like to post to, or leave uncategorized

4. Click Publish to the right when you are satisfied with the information you have entered



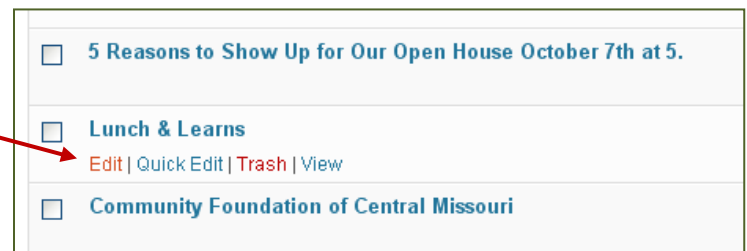
Add a new category

Use categories to organize posts for easy retrieval and consistent organization for viewers.

1. Under [Add New Category](#), enter the category name you would like to assign posts to
2. Click [Add New Category](#)
3. To place existing posts into new category edit the post and reassign the category or add to multiple categories

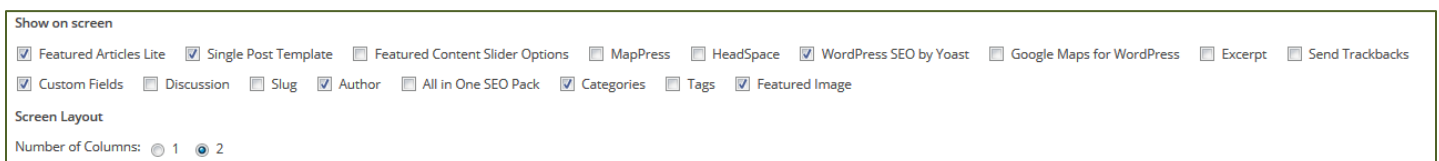
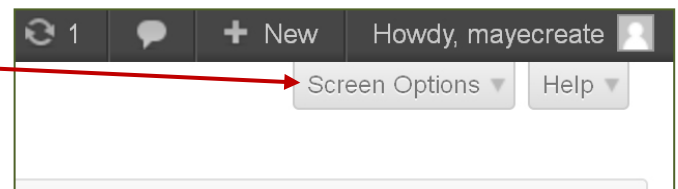
Edit a post

1. Select the [Posts](#) section in the left-hand navigation
2. When you roll over the post you would like to edit you can select [edit/quick edit/trash/view](#). Select the option best suited for your needs
3. Edit the post
4. Upon completion select the blue [Update](#) button on the right (where it previously said "Publish.")



Customize screen options

1. In the upper-right hand corner you need to click [Screen Options](#)
2. Check the fields you would like to see in your editing screen, and uncheck the fields you would like to ignore

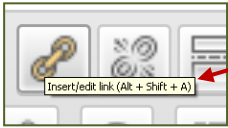


Lesson 7

Editing text on pages and posts



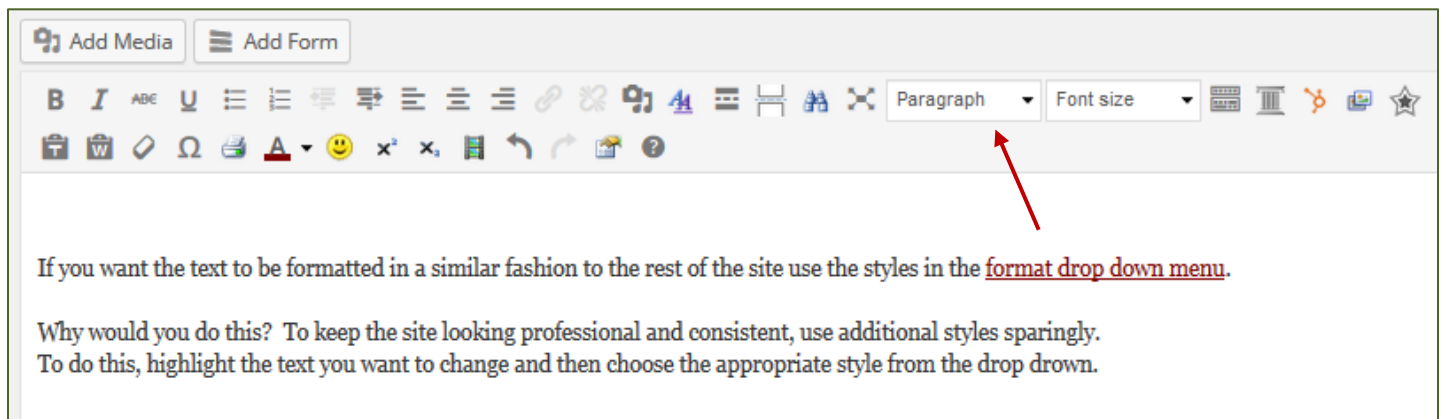
Formatting text



If you don't know the name of a button, hover your mouse pointer over the button and a [yellow tag](#) will appear with the button name.

Use the styles in the formatting section please.

You will not be able to see exactly what the styles look like as you apply them. You'll need to update the page or post and view the styles on the public site.



When to use a particular style

- **Heading 1:** Don't use this style please, it is generally used for the page title. Using it more than once confuses browsers because it doesn't designate one item as the most important information.
- **Heading 2:** This is the second largest heading on your website
- **Heading 3:** This is the third largest heading on your website. Use this in places where you'll have subheadings with sub-subheadings, example:
 1. Heading 2
 - a. Heading 3 (subheading)
 1. Heading 4 (sub-subheading)
- **Heading 4:** This is the third largest heading in your website
- **Heading 5:** Use liberally throughout to notate subheadings
- **Bold:** Make important text in a paragraph bold
- **DON'T UNDERLINE THINGS!!!** It makes them look like a link. Instead make them bold or change the text color.

Common text formatting challenges

- **Challenge:** *Everything is formatted like the header but I want just the header to be fancy and the rest of the text to be normal!*

Solution:

1. Select all of the formatted text and choose Paragraph from the format dropdown
2. Put your cursor after the header and hit enter
3. Highlight the header text and chose the desired style from the format dropdown
4. Click update
5. Go to the respective page on the public site to view your changes

- **Challenge:** *I changed the style of my text and I can't make it normal again!*

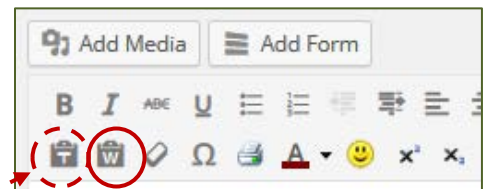
Solution:

1. Highlight the offending text
2. Determine if you've applied a paragraph style or styles (to do this look at the styles and paragraph drop downs, the styles applied to the text are shown on the respective styles/paragraph drop downs.)
3. Click on the appropriate paragraph or styles drop down and click on the first option available either paragraph or styles

- **Challenge:** *I copied and pasted my text from Word and now it looks crazy.*

Solution: This is happening because the styles you applied to the text in Word are being applied to the text in WordPress as well. Unfortunately the styles in Word are not always accepted in HTML. So it's best to remove the styles and apply WordPress approved HTML styles. To do this:

1. Delete the text you've already entered into WordPress.
2. Open the Word document holding the original text and copy the desired text
3. Click the [Paste from Word](#) or [Paste as Plain Text](#) button
4. Paste your text in pop up box and click Insert.



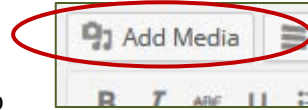
- a. Use [Paste as Plain Text](#) if you wish to remove all styles and formatting except paragraph returns.
- b. Use [Paste from Word](#) if you wish to maintain your headers and bulleted list formatting.

Lesson 8

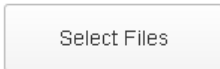
Images



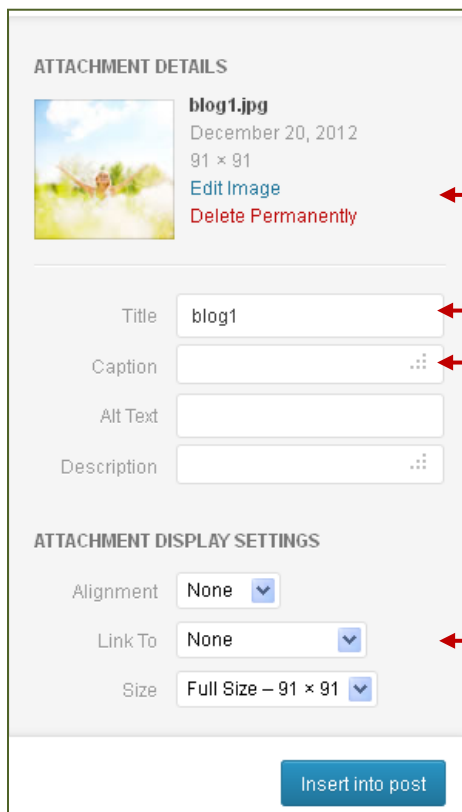
Add a photo or PDF to your post




1. Select the post you would like to like add an image or PDF to
2. Click on the [Add Media](#) button
3. Click the [Upload Files](#) button in the top left of the pop-up window
4. Click [Select Files](#) or drag your files from your computer into the pop-up window. To select more than one file at a time using the Select Files button, hold down your control/open apple key and click on additional files.



5. Choose the display settings (not all of the settings shown will be available for PDFs)



ATTACHMENT DETAILS

 **blog1.jpg**
December 20, 2012
91 x 91
[Edit Image](#)
[Delete Permanently](#)

Title

Caption

Alt Text

Description

ATTACHMENT DISPLAY SETTINGS

Alignment

Link To

Size

If you click [Edit Image](#), you will be directed to a new window where you can rotate, crop and scale the image. For instructions on how to use these features, see the next page.

Choose a file name

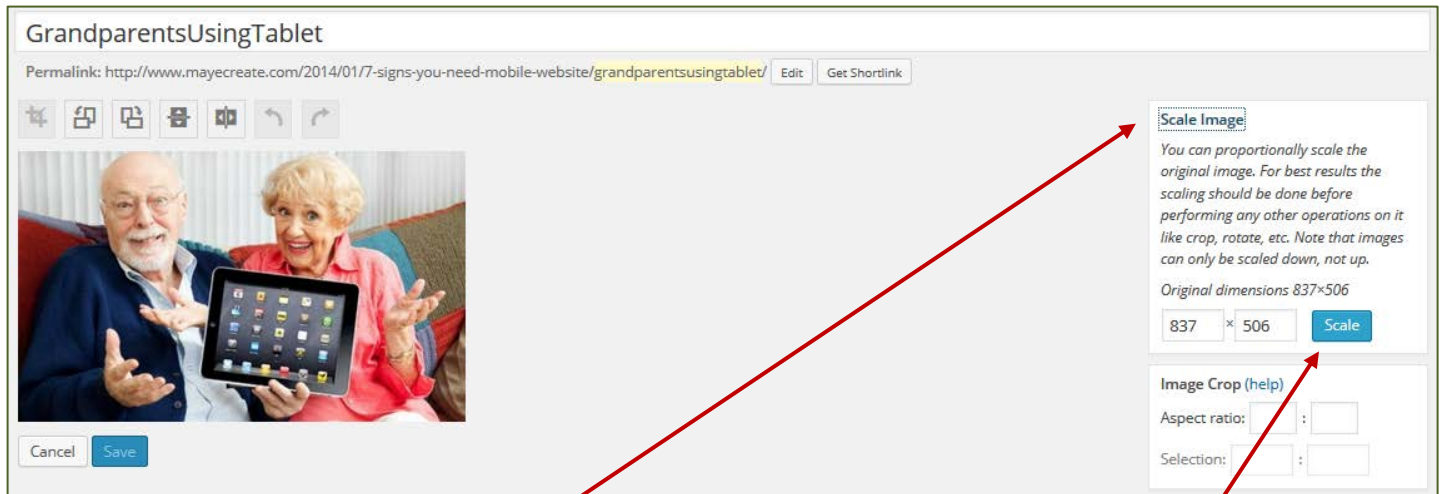
Caption displays below the image

If someone clicks on the image what should happen? Nothing (None), open the file (Media File), open the file in a page (Attachment Page) or link to a different page (Custom URL).

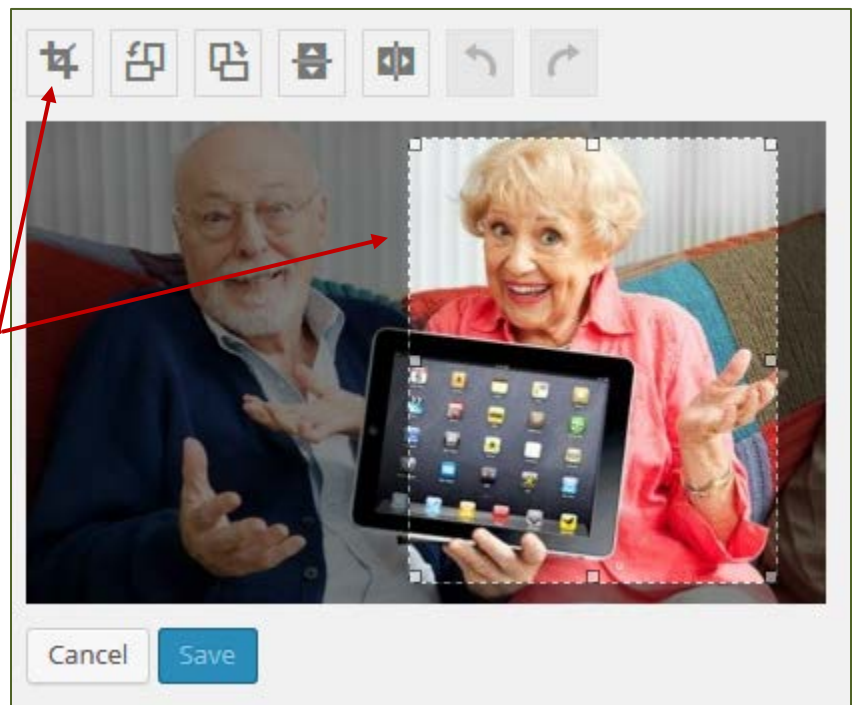
6. Click [Insert into Post](#)
7. If you add multiple photos to a testimonial/post the first photo will be the only one that will display in the post. If you click to view that post on its own page it will show all photos that have been uploaded.
8. Upload all images as thumbnails. Formatting has been put in place to avoid distorting the image

Crop and/or resize uploaded images

1. Click on [Media](#) in the left sidebar.
2. Select the image you would like to crop or resize.
3. Click the [Edit Image](#) button below the image thumbnail.

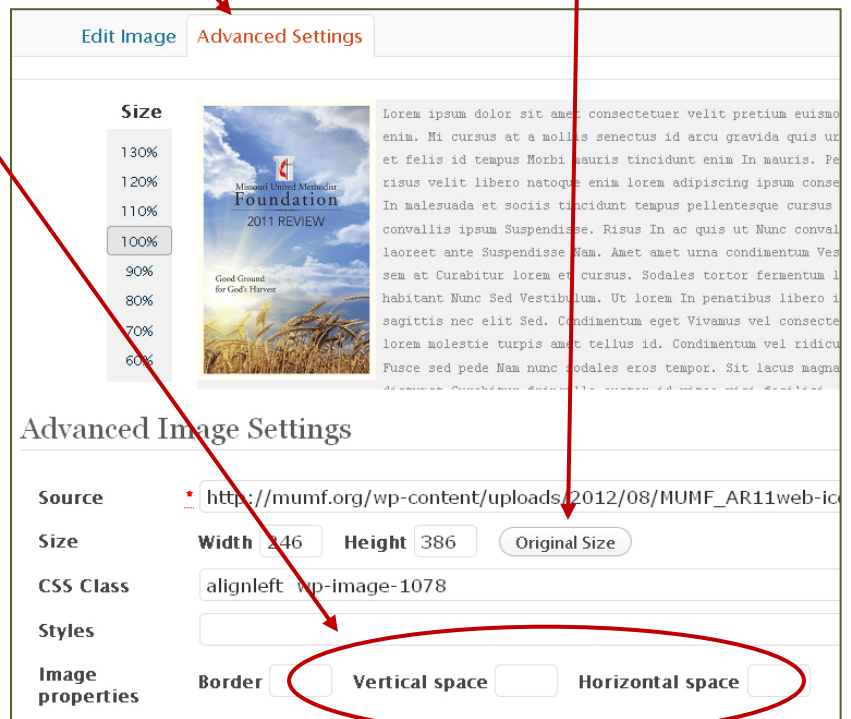
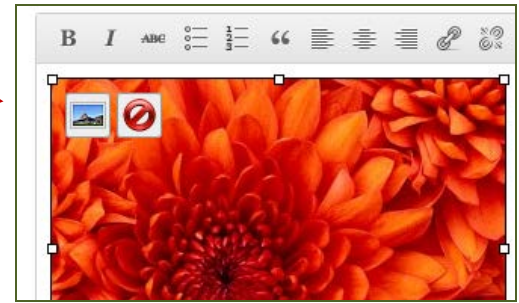


4. **To resize the image**, click [Scale Image](#) in the top box. Enter the new dimensions and click [Scale](#). Images should only be scaled to a smaller size. Otherwise the image will become blurry.
5. **To crop the image**, click and drag your cursor over the photo to select the part of the image you would like to crop, then click the [Crop Tool Button](#).
6. From this screen, you can also rotate or flip the image using the buttons above the photo and edit the image information.
7. When you are done editing, click [Update](#).



Edit/delete a photo on a post or page

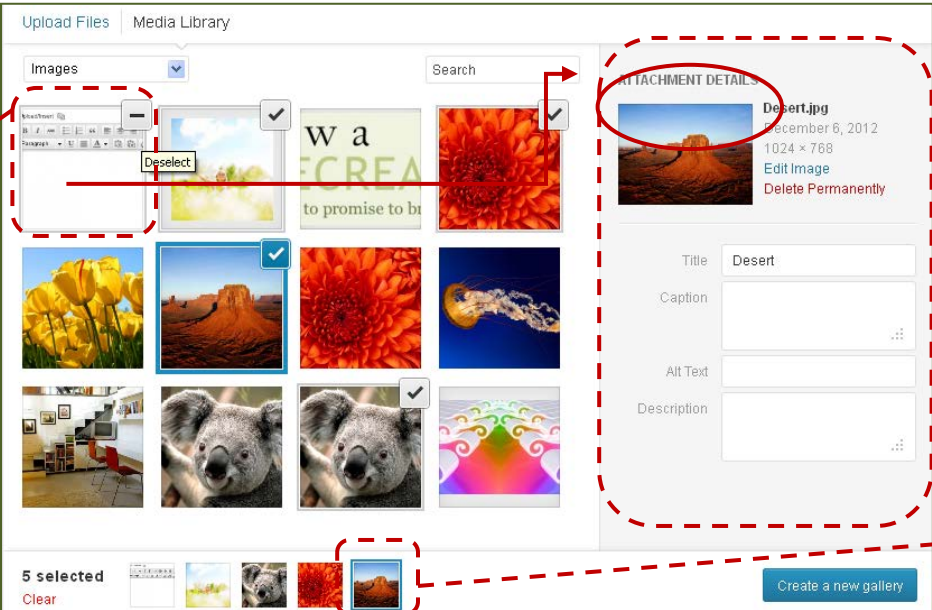
1. Click on the image you would like to edit
2. Click the [Edit Image](#) icon or [Delete Image](#) icon, if editing proceed to step 3
3. Format the image as desired:
 - a. Change the size by selecting a new image size on the slider, note that once the changes are saved the image cannot be made larger this way; you will need to click on the [Advanced Settings](#) tab and click the [original size button](#)
 - b. To add space around the image so words are not touching it:
 - i. Click on the [Advanced Settings](#) tab
 - ii. Type the number 10 in the [vertical space](#) and [horizontal space](#) fields.
 - c. To add a border around the image type a number in the border field, note that 1 will result in a thin border, any numbers greater than one will result in a thicker border
4. When you're satisfied with your formatting changes click the Update button
5. To save your post or page click the blue Update button on the right



Add a photo gallery

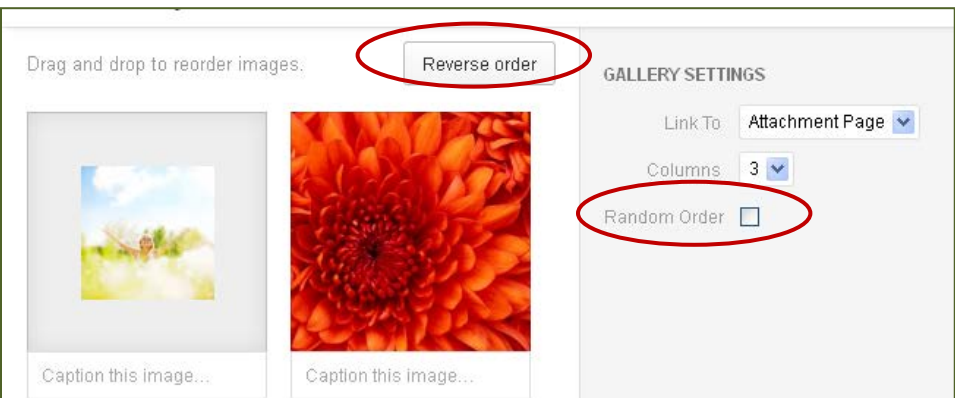
Photo galleries are for when you want to display a group of thumbnail images on a page

1. Open the post /page you would like to add the gallery to
2. Click [Add Media](#)
3. Click [Create Gallery](#) in the top left of the pop-up window
4. Upload files and/or click to select photos to add to the gallery



The screenshot shows the WordPress media library interface for creating a gallery. On the left, a grid of image thumbnails is displayed. A red dashed box highlights a 'Deselect' button over one of the images. A red arrow points from this box to the text: "To remove an image from your selection, select the image, hover the checkmark and a minus symbol will appear. Click it." On the right, the 'ATTACHMENT DETAILS' panel is visible, showing a preview of a selected image (Desert.jpg) and fields for Title, Caption, Alt Text, and Description. A red dashed box highlights this panel, with a red arrow pointing to the text: "To edit the details of a photo in your collection, click it in the list across the bottom. Then edit it in the right half of the screen." At the bottom of the gallery grid, there is a '5 selected' indicator and a 'Create a new gallery' button.

5. When you are done adding photos, click [Create a new gallery](#)
6. In the Edit Gallery window that appears, reorder the photos by dragging and dropping them, clicking the [Reverse order](#) button or checking [Random Order](#) in the Gallery Settings



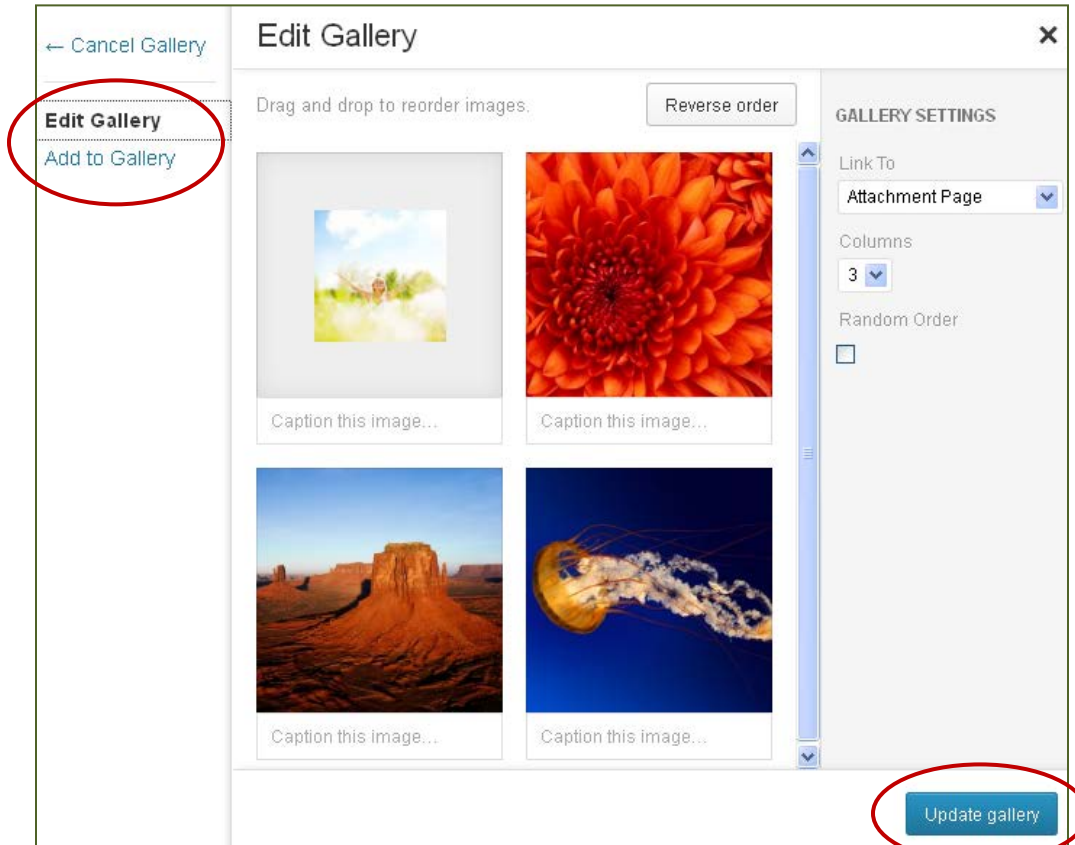
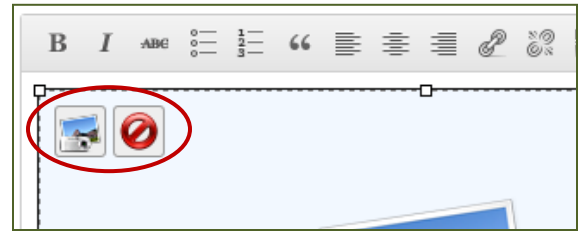
The screenshot shows the 'Edit Gallery' window. On the left, there are two image thumbnails with the text "Caption this image..." below them. A red dashed box highlights a 'Reverse order' button. On the right, the 'GALLERY SETTINGS' panel is visible, showing options for 'Link To' (Attachment Page), 'Columns' (3), and 'Random Order' (unchecked). A red dashed box highlights the 'Random Order' checkbox. A red bracket on the right side of the settings panel points to the text: "Media File: opens the file" and "Attachment Page: opens the file in a page".

7. In the Gallery Settings, select how many columns your gallery should display and what it should link to
8. When you are done, click [Insert Gallery](#)

Insert gallery

Edit/delete/add to a gallery on a post or page

1. Click on the gallery you would like to edit
2. Click the [Edit Gallery](#) icon or [Delete Gallery](#) icon, if editing proceed to step 3
3. In the window that appears, choose [Edit Gallery](#) to edit the photos already in your gallery OR [Add to Gallery](#) to add more images to your gallery – you will have the same editing capabilities as when you were creating the gallery



4. When you are finished making edits, click [Update gallery](#)

Considering MayeCreate?



Contact us for a free initial consultation to talk about your new website.

573-447-1836

info@mayecreate.com

www.mayecreate.com