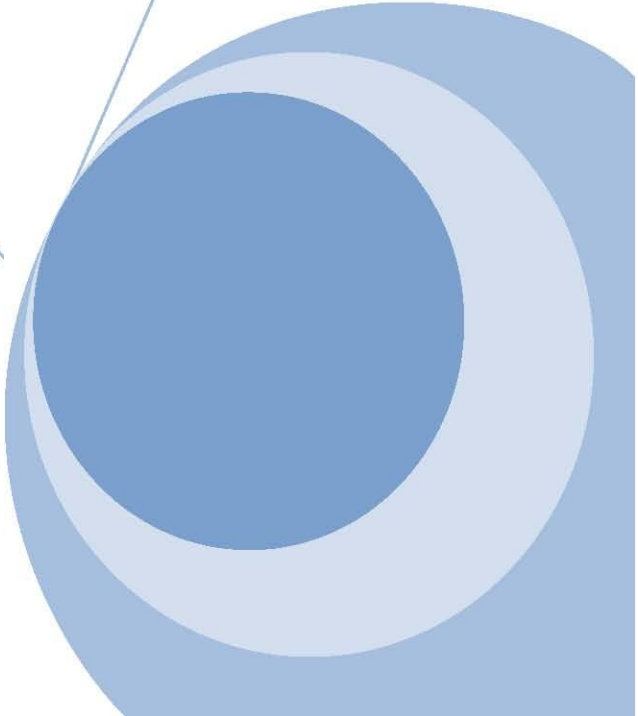
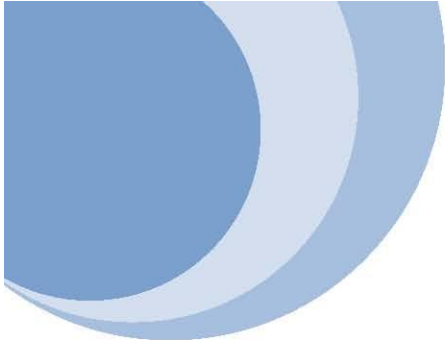


# WordPress Training

The Basics



# WordPress Training

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# WordPress Training

## Working with WordPress

### What is a Blog?

A **blog** or "**weblog**" is a type of website, usually maintained by an individual with regular entries of commentary, descriptions of events, or other material such as graphics or video. Entries are commonly displayed in **reverse-chronological order**. "Blog" can also be used as a verb, meaning *to maintain or add content to a blog*. A typical blog combines text, images, and links to other blogs, Web pages, and other media related to its topic. The ability for readers to leave comments in an interactive format is an important part of many blogs.

<http://en.wikipedia.org/wiki/Blog>

### How to Log in:

Begin by navigating to the Log-In site: be <http://lonestar.edu/blogs/username/wp-login.php> (Where *username* is their particular username)

- a. For example <http://lonestar.edu/blogs/soswald/wp-login.php>
- b. Bookmark your site!

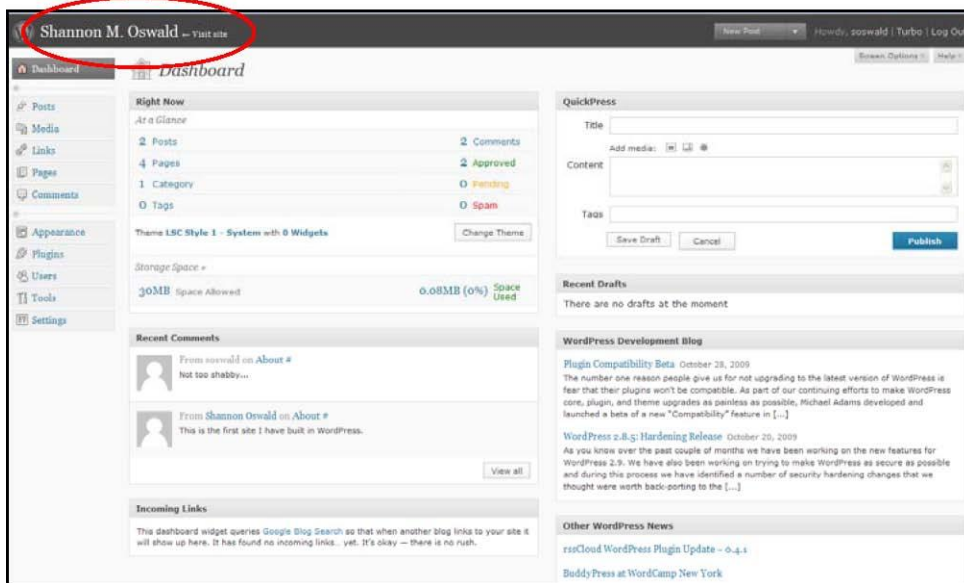
2. The log-in button is at the bottom of the page under the "Meta" section.
  - a. This will bring you to your Dashboard.

The image contains two side-by-side screenshots. The left screenshot shows a WordPress blog's 'Meta' section. At the top, it says 'Uncategorized (3)'. Below that is the 'Blogroll' section with the text 'Lone Star College System' and 'WordPress Tutorials'. Underneath is the 'Meta' section, which includes a yellow 'Log in' button. The right screenshot shows the 'Lone Star College System - Authentication Service' login page. It has a blue header with the title. Below the header, there is a message: 'Enter your Net ID (username) and either your cCollege password (cCollege/Vista/Workshops) or, if you are an employee, you may enter your "email" password. For security reasons, please Log Out; and Exit your web browser when you are done accessing services that require authentication!'. The main content area is titled 'Enter your NetID and Password' and contains two input fields: 'NetID:' and 'Password:'. Below these fields is a checkbox labeled 'Warn me before logging me into other sites.' At the bottom of the form are two buttons: 'LOGIN' and 'clear'.

# WordPress Training

## The Dashboard:

The dashboard is the launching point for your site. From here users will be able to view, edit, and update posts, pages, media, links, etc.

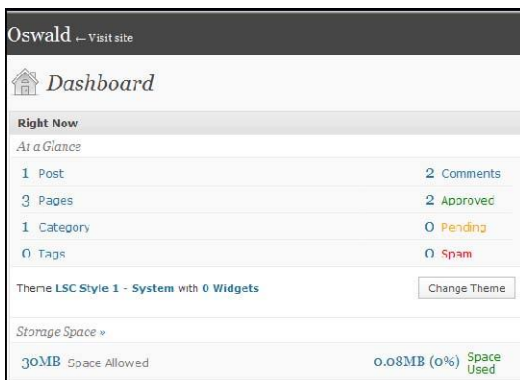


## Right Now Area:

The Dashboard shows users an overview of the site. Users can access posts, pages, categories, tags, and themes.

Storage Space, if a user needs more storage, please let the web team know, however **30MB** should be sufficient for the majority of users.

**Posts** – Posts are the entries that display in reverse chronological order on your home page. In contrast to pages, posts usually have comments fields beneath them.

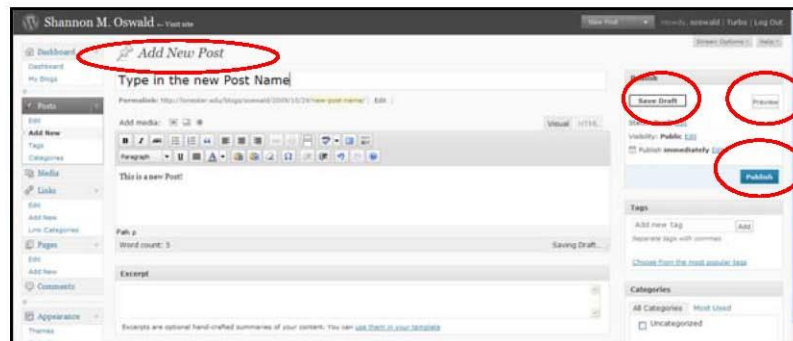
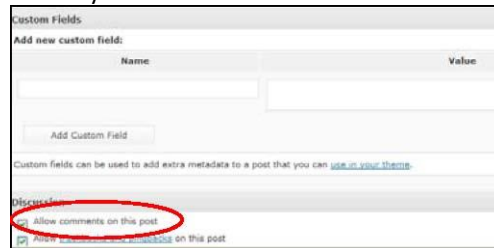


\*It is also the front page of the Faculty blog home page.

# WordPress Training

## To write/add a post:

1. Log in to your WordPress Administration Panel (Dashboard).
  2. Click the Posts tab on the left-hand menu.
  3. Click the “Add New” link.
  4. Start filling in the blanks.
  5. As needed, select a category, add tags, and make other selections from the sections below the post, such as turning OFF or ON “**Allow comments on this post**” (Check box on bottom of the Edit Posts screen.)
  6. When you are ready, click “**Publish**”. (top, right box)
  7. View Post by clicking on the “[View Post](#)” link at the top left-hand side of your screen.
- a. You can ALWAYS view your site updates by clicking on your NAME in the top, left-hand side of the screen – But then must click on **SITE ADMIN** on front page to get back to the **Dashboard**.
- b. **IMPORTANT:** To return to your Dashboard from here and at other times, click on “My Blogs” on the top, left-hand side of the Dashboard menu. Then Click on “Dashboard”



# WordPress Training

**Categories** – The general topic the post can be classified in. Generally, bloggers have 7-10 categories for their content. Readers can browse specific categories to see all posts in the category.

1. Click on Category in the “Right Now” area
2. Add a Category name or edit the existing Categories on the top areas of your screen (left & right)
3. Click the Add Category button in the bottom right-hand side of your screen.

2. \* You can manage your categories by going to Posts > Categories

The screenshot shows the WordPress admin interface for managing categories. On the left, the 'Add Category' form is visible, with the 'Add Category' button circled in red. The form includes fields for 'Category Name' (with 'New Category Name' entered), 'Category Parent' (set to 'None'), and 'Description' (with 'A brief description of what this category/folder is for.' entered). On the right, a table lists existing categories. The 'General Psychology' category is circled in red. The table has columns for 'Name', 'Description', 'Slug', and 'Posts'. Below the table, there is a 'Bulk Actions' dropdown and an 'Apply' button. A note at the bottom states: 'Deleting a category does not delete the posts in that category. Instead, posts that were only assigned to the deleted category are set to the category General Psychology. Categories can be selectively converted to tags using the category to tag converter.'

Name	Description	Slug	Posts
<input type="checkbox"/> Basic Statistics Edit   Quick Edit   Delete	This area is for the Basic Statistics class.	basic-statistics	0
<input type="checkbox"/> <b>General Psychology</b>	This area is for the General Psychology class.	general-psychology	2

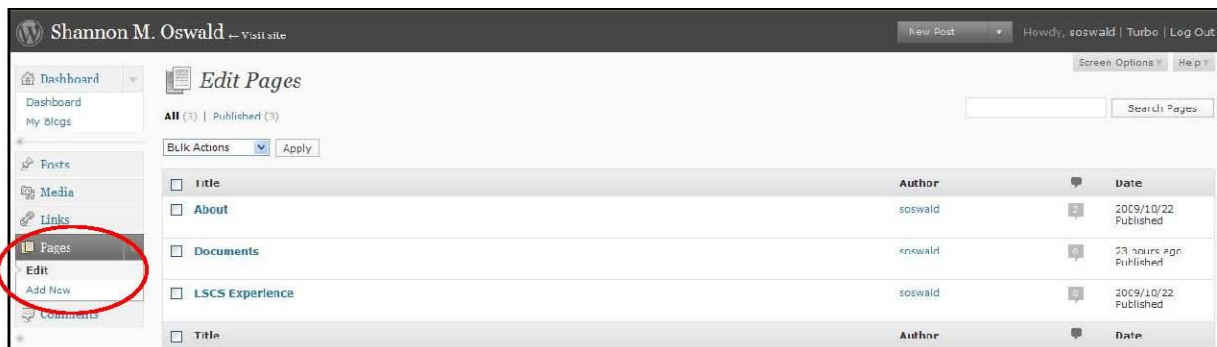
# WordPress Training

**Adding Pages** – New pages/tabs – Pages/Tabs appear on site in *alphabetical order*.

- 1 Click on Pages in the “Right Now” area
- 2 Click the Pages tab on the left-hand menu.
- 3 Click the Add New link.
- 4 Start filling in the blanks.
- 5 When you are ready, click **Publish**. (top, right box)
- 6 View Post by clicking on the [View Page](#) link at the top of your
- 7 Click on **Site Admin** under the *Meta* area to return to your

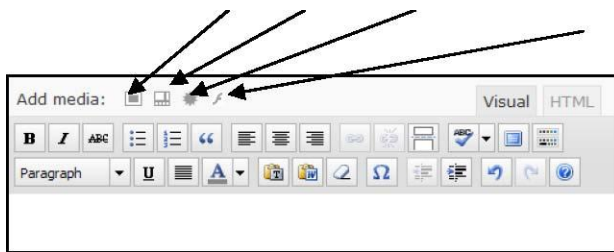


screen.  
Dashboard.



# WordPress Training

## Adding Media (Pictures, Videos, Documents, Flash)




### Pictures: (Videos/Pictures should be no more than 5 Mb)

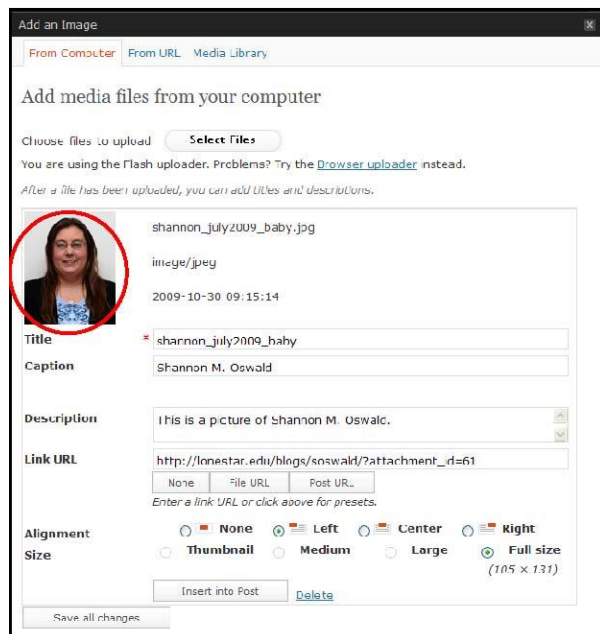
1. Click in the text editor where you want to insert your picture.
2. Click on the first icon for your picture above the text editor
3. Browse for a picture *on your computer* or already in your Media Library
- \* Click on "Select Files" and choose to "open" your picture file.
4. Fill in the Caption (Optional)
5. Fill in the Description – for compliance issues
6. Insert a FULL url to link the picture to another site/page

7. Choose your preferred alignment of the picture
8. Click "Insert into Post"
9. Click on "Publish"
10. Click on your name to view the site.



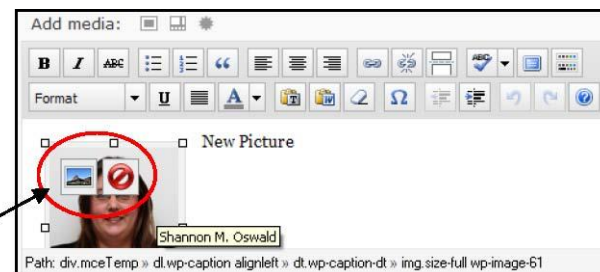
### How to Edit a Photo:

1. Go to the Dashboard
2. Click on "Pages"
3. Select/Hover the page that has the picture on it
4. Click "Edit"
5. Click on your picture in the Text Editor so it is selected and there will be two new icons that hover over the picture.
6. Click on the  icon (looks like a mountain)
7. New Options will appear: Edit Image
  - a. Resize
  - b. Alignment
  - c. Image Title



on it

it is  
:hat





# WordPress Training

- d. Caption
- e. Link URL
- f. Scroll Down and click "Update"

## 8. Advanced Settings:

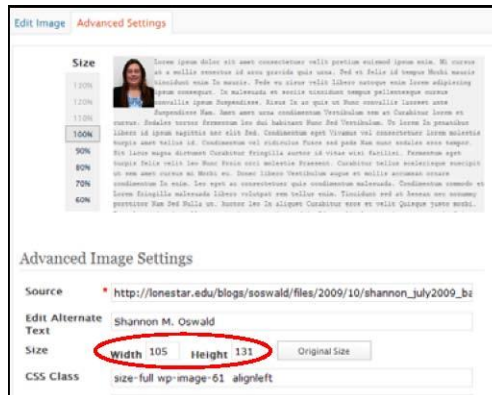
- a. Alternate Text
- b. Size: Width/Height
  - i. Max **Width** should be 500 pixels or less
  - ii. Max **Height** should be around the same – 500 or less

**a.** You can ALWAYS view your site updates by clicking on your NAME in the top, left-hand side of the screen – But then must click on **Dashboard**.

**b. IMPORTANT:** To return to your Dashboard times, click on "My Blogs" on the top, left-hand menu. Then Click on "Dashboard"

- 1 Click in the text editor where your
- 2 Click on the second icon for Video
- 3 Browse for a video on your computer Library

\* Click on "Select Files" and choose to

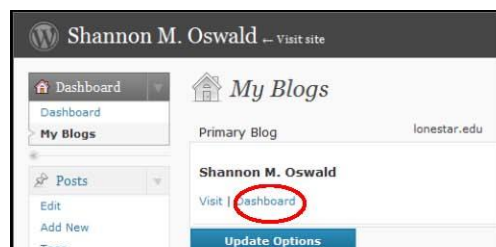


from here and at other side of the Dashboard

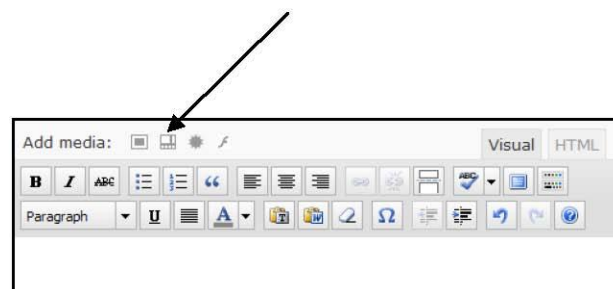
want to insert your video. above the text editor or already in your Media

"open" your video file.

11. Fill in the Caption (Optional)
12. Fill in the Description – for compliance issues



Videos: (.mov, .wmv, avi)



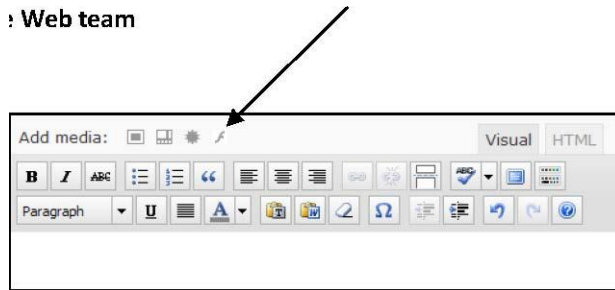
# WordPress Training

13. Insert a FULL URL to link the picture to another site/page: (http://www.)
14. Choose your preferred alignment of the video
15. Click “Insert into Post”
16. Click on “Publish”
17. Click on your name to view the site

**\*\*Compatible File Types: .avi, .mov, .wmv More formats can be enabled if needed – Contact the Web team Flash Files: (.swf)**

: Web team

1. Click in the text editor where you want to insert your Flash video.
2. Click on the last icon for Flash above the text editor
3. Browse for a video on your computer or already in your Media Library
- \* Click on “Select Files” and choose to “open” your video file.
3. Fill in the Caption (Optional)
4. Fill in the Description – for compliance issues
5. Insert a FULL URL to link the picture to another site/page: (http://www.)
6. Choose your preferred alignment of the video
7. Click “Insert into Post”
8. Click on “Publish”
9. Click on your name to view the site

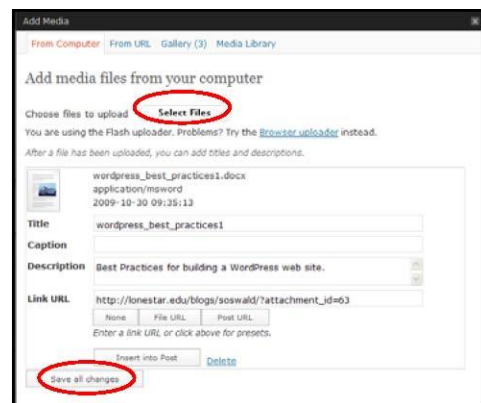


## Documents:

- 1 Click in the text editor where you want to insert your document.
- 2 Click on the third icon for Documents above the text editor
- 3 Browse for a Document on your computer or already in your Media Library

\* Click on “Select Files” and choose to “open” your document file.

- 1 Fill in the Caption (Optional)
- 2 Fill in the Description – *for Compliance issues*
- 3 Insert a FULL url to link the picture to another site/page
- 4 Click “Insert into Post”
- 5 Click “Save all Changes”
- 6 Click on “Preview” to view the site

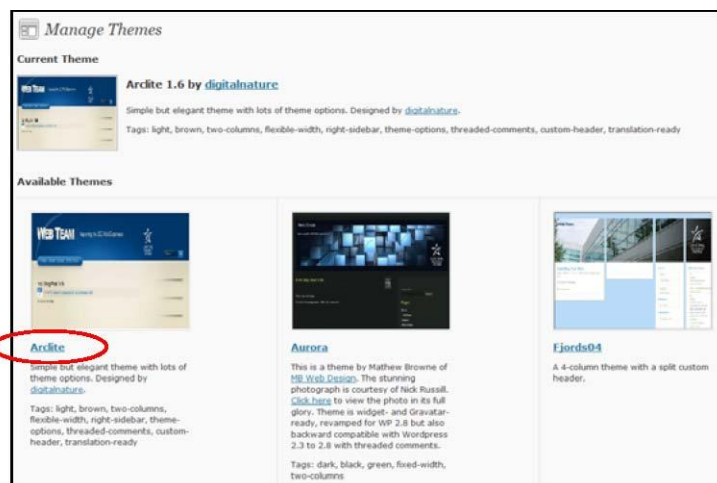


# WordPress Training

10. To password protect your pages in the future, you can follow these instructions:
  - i. From the Edit Page View, click "edit" in the right column next to "Visibility"
  - ii. Select the "Password Protected" Option
  - iii. Click OKEnter the desired password in the password field  
Click OK
  - vi. Click the Update Page button

**Themes:** Can be chosen/changed

1. To chose/change your theme, click on the name of the theme to search through the theme library.  
\* You can also click on the drop down on the Appearance area on the left-hand side of your screen and choose "Themes"
2. Click on the name of the new theme to Preview it.
3. Click on "**Activate**" in the top, right-hand side of the screen to accept the changes.



# WordPress Training

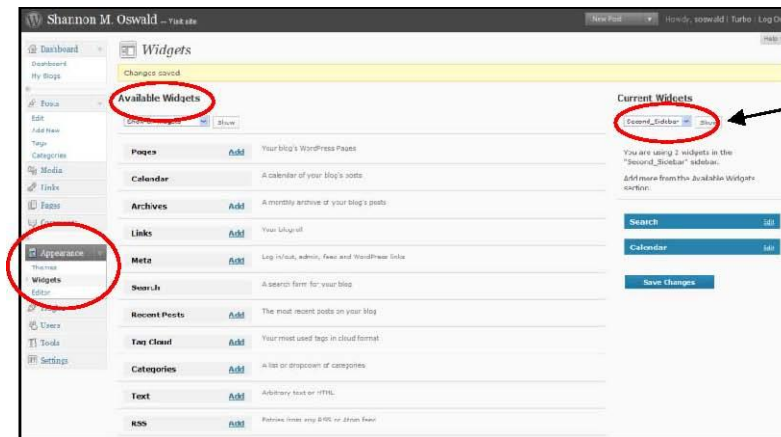
## Widgets:

A widget adds some content to that page that is not static. Widgets may be looked upon as downloadable applications which look and act like traditional applications, such as a Search Engine and/or a Calendar.

Widgets are added to your pages on the right-hand side below your contact information.

## To Add a Widget:

1. Click "Add" next to the Widget that you would like to use.



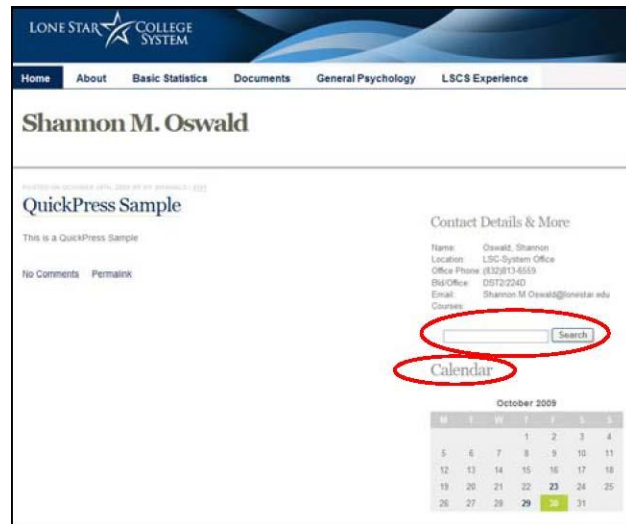
This determines where the widget appears on your site (top, right, and bottom)

- a. This Widget will appear on the right-hand side of your site pages.


2. Click "Save Changes" to apply the Widget
3. Click Edit next to the Widget name to Edit or Delete the Widget

- a. Widgets will appear in the order that you choose them
- b. Example: Search Engine, Calendar, Archives & Meta
- c. Must add **META** as a widget so you will be able to login or get back to your Dashboard

**\*\*\*If you get stuck here due to not adding the META widget to your site, go to <http://lonestar.edu/blogs/wp-login.php> and it will bring you back to your Dashboard.**





# WordPress Training



QuickPress

Title

Add media:   

Content

Tags

## QuickPress:

QuickPress is a quick and easy way to type a post for your home page. Add a Title, Media, Content and the click "Publish".



Recent Comments

 From soswald on About #  
Not too shabby...

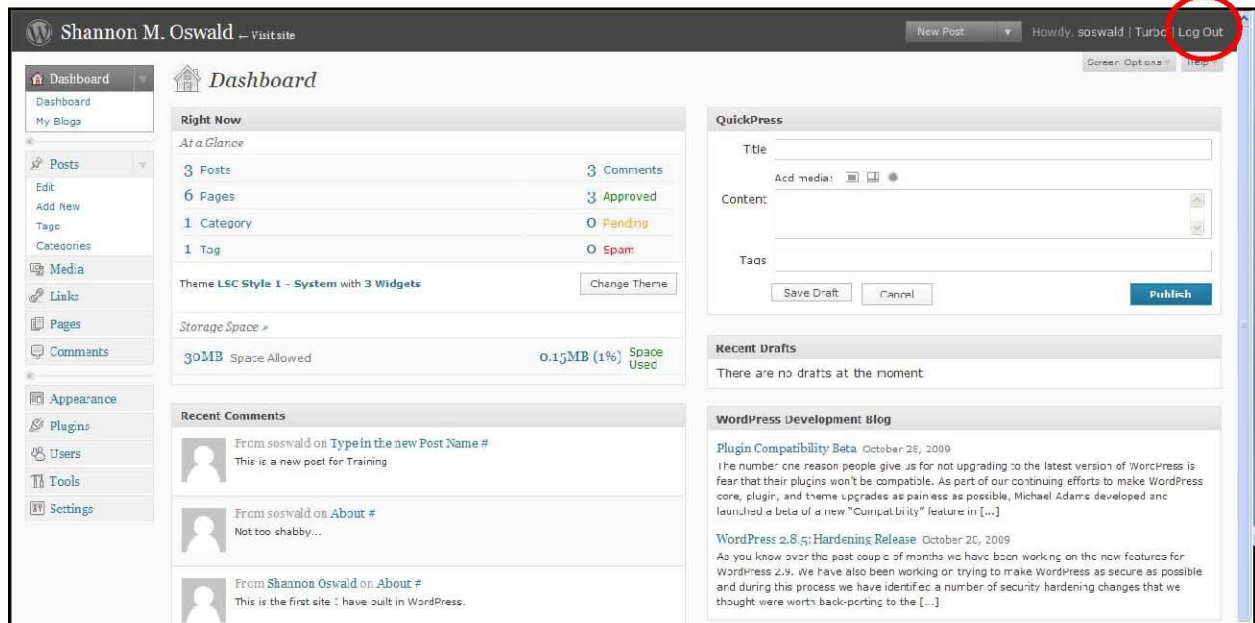
 From Shannon Oswald on About #  
This is the first site I have built in WordPress.

[View all](#)

## Recent Comments:

All recent comments to your posts will appear in this box on your Dashboard.

## How to Log Out:



Shannon M. Oswald — Visit site

New Post | Howdy, soswald | Turbo | [Log Out](#)

Dashboard

Dashboard

My Blogs

Posts

Edit

Add New

Tag

Categories

Media

Links

Pages

Comments

Appearance

Plugins

Users

Tools

Settings

**Right Now**

At a Glance


3 Posts	3 Comments
6 Pages	3 Approved
1 Category	0 Pending
1 Tag	0 Spam


Theme LSC Style 1 - System with 3 Widgets [Change Theme](#)


Storage Space

30MB Space Allowed 0.15MB (1%) Space Used

**Recent Comments**




 From soswald on Type in the new Post Name #  
This is a new post for Training

 From soswald on About #  
Not too shabby...

 From Shannon Oswald on About #  
This is the first site I have built in WordPress.

**QuickPress**

Title

Add media:   

Content

Tags

**Recent Drafts**

There are no drafts at the moment.

**WordPress Development Blog**

**Plugin Compatibility Beta** October 26, 2009  
The number one reason people give us for not upgrading to the latest version of WordPress is fear that their plugins won't be compatible. As part of our continuing efforts to make WordPress core, plugin, and theme upgrades as painless as possible, Michael Adams developed and launched a beta of a new "Compatibility" feature in [...]

**WordPress 2.8.5: Hardening Release** October 26, 2009  
As you know over the past couple of months we have been working on the new features for WordPress 2.9. We have also been working on trying to make WordPress as secure as possible and during this process we have identified a number of security hardening changes that we thought were worth back-porting to the [...]

After you *Publish* and *Save* all your changes, Log-Out using the **Log-Out** link at the top right-hand side of your Dashboard.