

The background of the slide features an abstract design. It includes three sets of concentric circles in shades of blue. One large set is in the top right, a medium set is in the center, and another large set is in the bottom right. Two thin, light blue lines intersect diagonally across the slide, one from the top left and another from the top right, meeting near the center circle.

# WordPress Training

The Basics

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**1/11/2010**

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## 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)

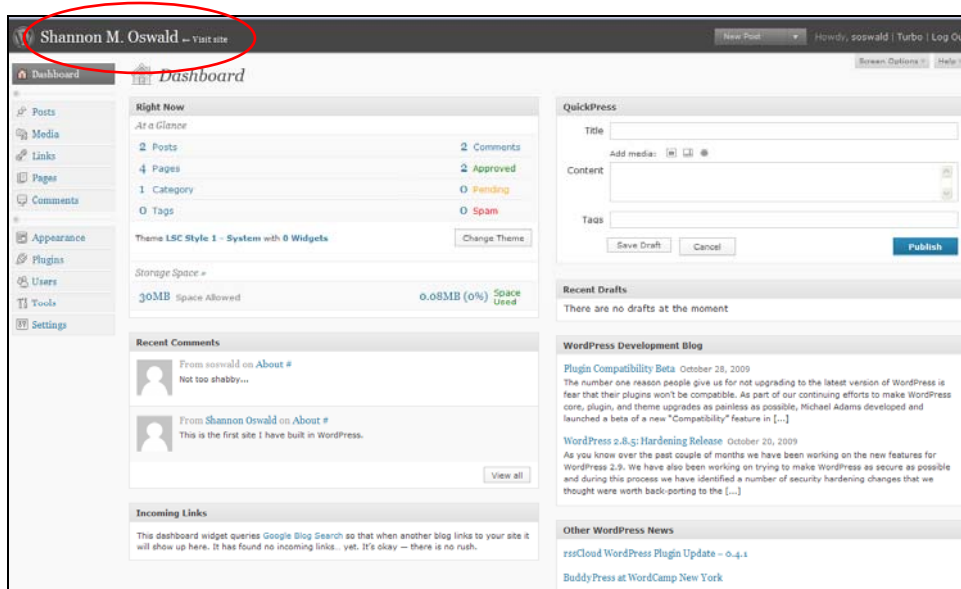
- a. For example <http://lonestar.edu/blogs/soswald/wp-login.php>
  - b. Bookmark your site!
2. The log-in button is at the bottom of the page under the "Meta" section. Users will use their network ID and password to login.
- a. This will bring you to your Dashboard.

The image contains two side-by-side screenshots. The left screenshot shows a WordPress site's 'Meta' section with a 'Log in' button. The right screenshot shows the 'Lone Star College System - Authentication Service' login page. The login page has a header 'Lone Star College System - Authentication Service' and instructions: 'Enter your Net ID (username) and either your eCollege password (eCollege 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!'. Below this is a form titled 'Enter your NetID and Password' with fields for 'NetID:' and 'Password:'. There is a checkbox labeled 'Remember me before logging me into other sites.' and a 'LOGIN' button with a 'clear' link next to it.

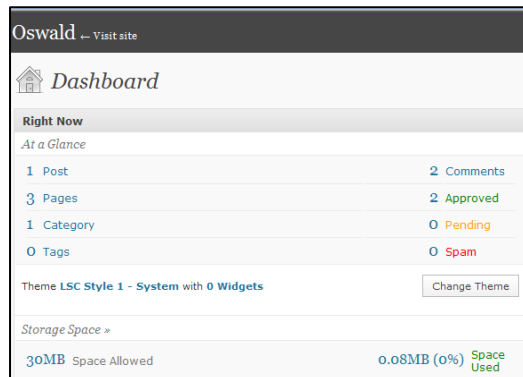
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## The Dashboard:

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.

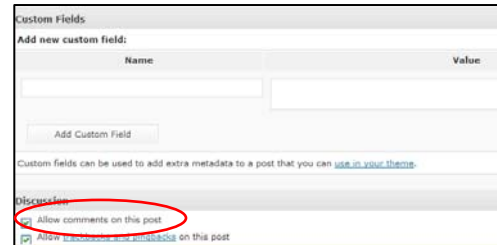
**Posts** – Posts are the entries that display in reverse chronological order on your home page. In contrast to pages, posts usually have comments fields beneath them.

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

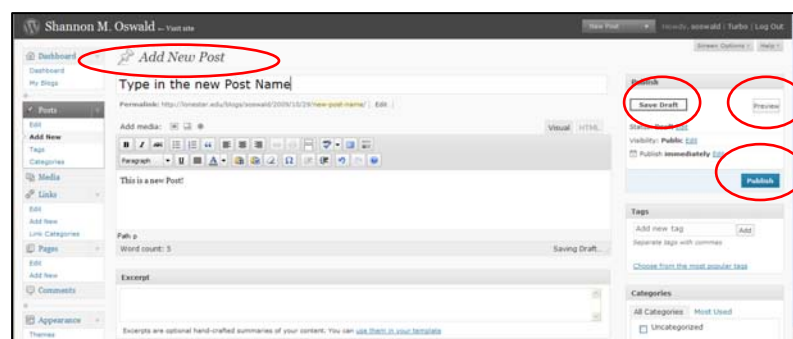
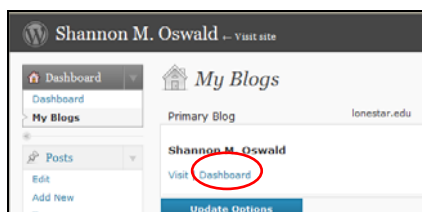
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## To write/add a post:

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”



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**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.

The screenshot shows the WordPress 'Categories' management page. On the left, the 'Add Category' form is visible, with the 'Category Name' field (containing 'New Category Name') circled in red. Below this field is a note: 'The name is used to identify the category almost everywhere, for example under the post or in the category widget.' The 'Category Parent' is set to 'None'. The 'Description' field contains the text 'A brief description of what this category/folder is for.' At the bottom of the form is an 'Add Category' button. 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, a note 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](#).'

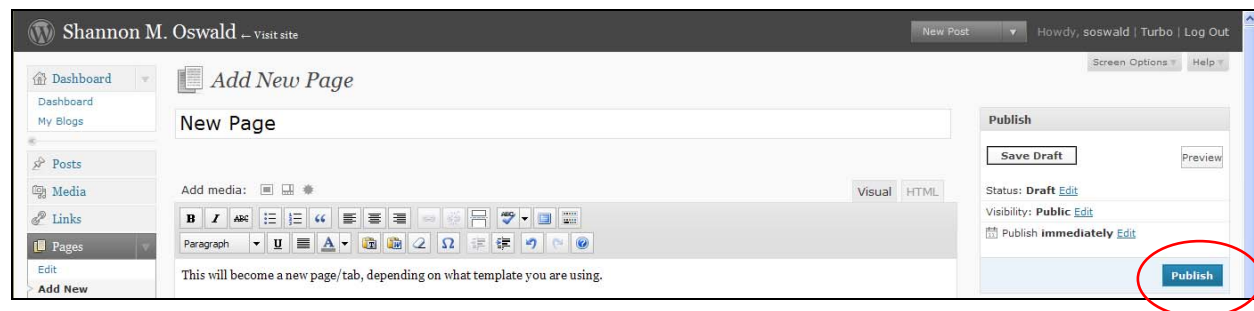
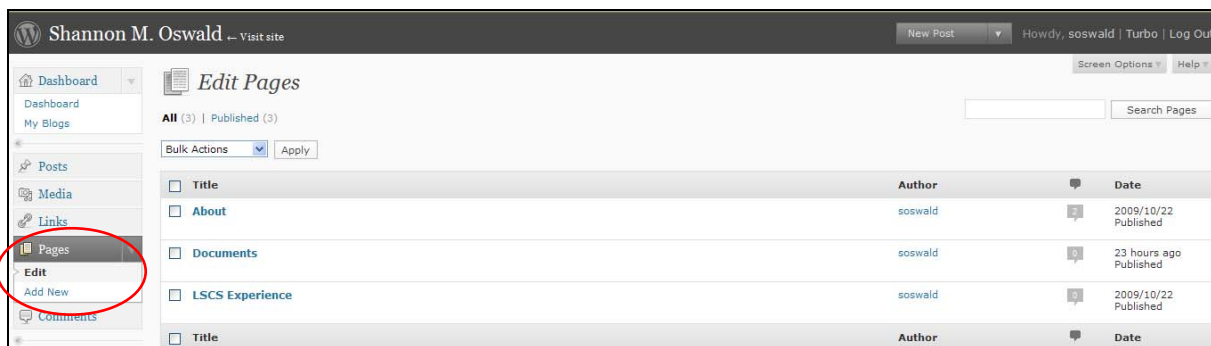
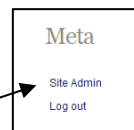
Name	Description	Slug	Posts
Basic Statistics	This area is for the Basic Statistics class.	basic-statistics	0
General Psychology	This area is for the General Psychology class.	general-psychology	2

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

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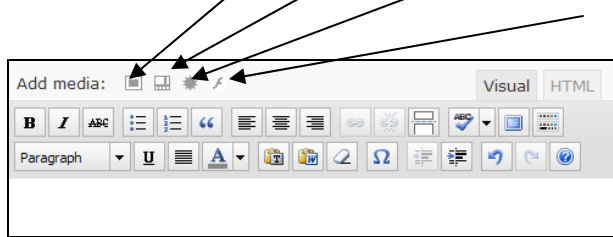
**Adding Pages** – New pages/tabs – Pages/Tabs appear on site in *alphabetical order*.

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 screen.
7. Click on **Site Admin** under the *Meta* area to return to your Dashboard.



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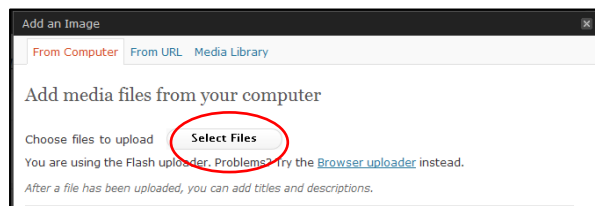
## Adding Media (Pictures, Videos, Documents, Flash)



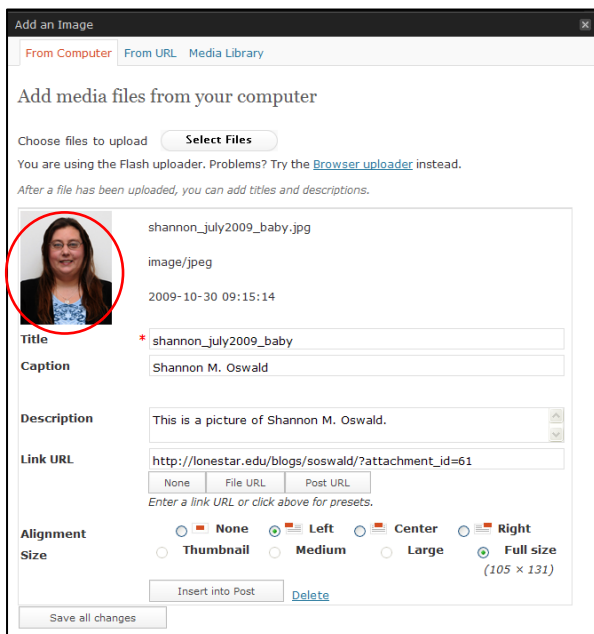
### Pictures:

**(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.

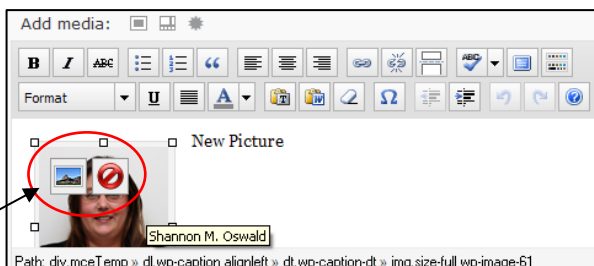


4. Fill in the Caption (Optional)
5. Fill in the Description – for compliance issues
6. Insert a FULL url to link the picture to another site/page
7. Choose your preferred alignment of the picture
8. Click "Insert into Post"
9. Click on "Publish"
10. Click on your name to view the site.



### 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 1<sup>st</sup> icon (looks like a mountain)
7. New Options will appear: Edit Image
  - a. Resize
  - b. Alignment
  - c. Image Title



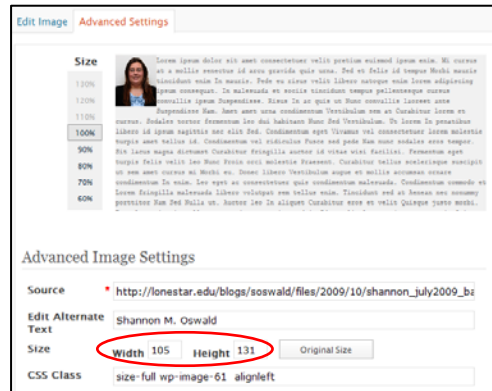


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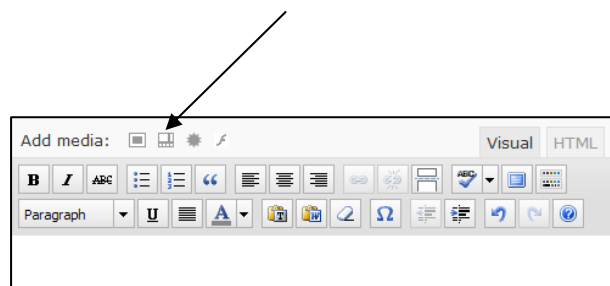
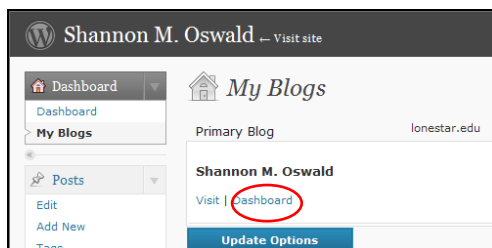
- d. Caption
- e. Link URL
- f. Scroll Down and click “Update”

## 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 **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”



## Videos: (.mov, .wmv, avi)

1. Click in the text editor where you want to insert your video.
2. Click on the second icon for Video 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.

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

# WordPress Training

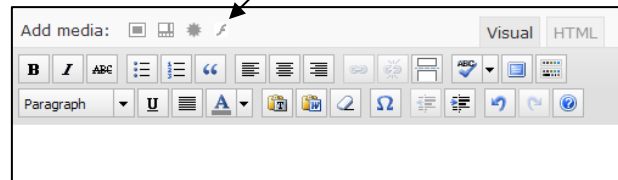
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13. Insert a FULL URL to link the picture to another site/page: (<http://www.>)
14. Choose your preferred alignment of the video
15. Click “Insert into Post”
16. Click on “Publish”
17. Click on your name to view the site

**\*\*Compatible File Types: .avi, .mov, .wmv**

**More formats can be enabled if needed – Contact the Web team**

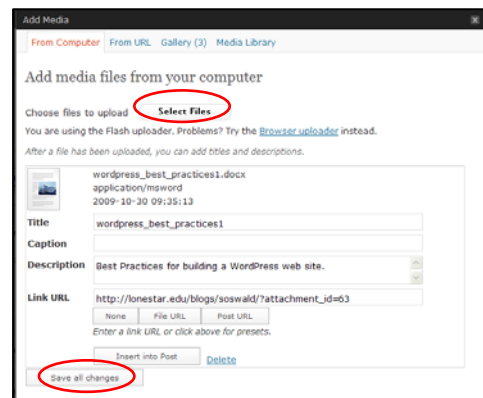
## Flash Files: (.swf)



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.
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. Click “Insert into Post”
8. Click “Save all Changes”
9. Click on “Preview” to view the site



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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 OK
  - iv. Enter the desired password in the password field
  - v. Click OK
  - vi. Click the Update Page button

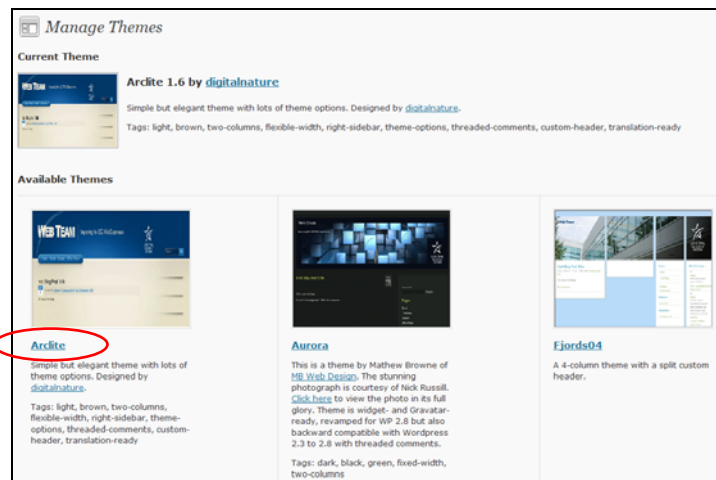
**Themes:** Can be chosen/changed

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.

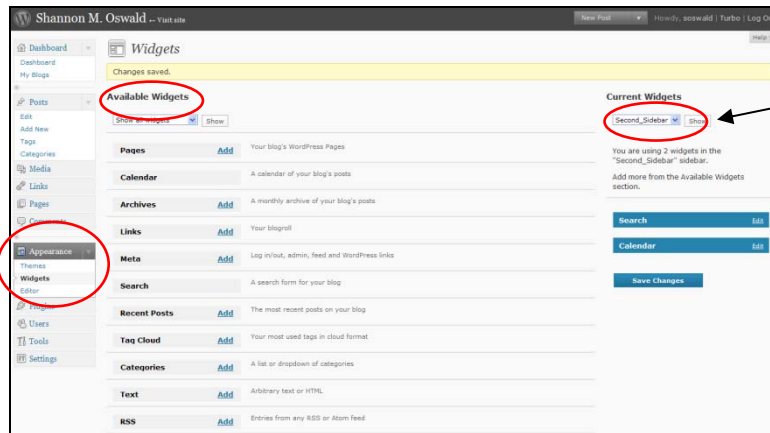


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## Widgets:

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.

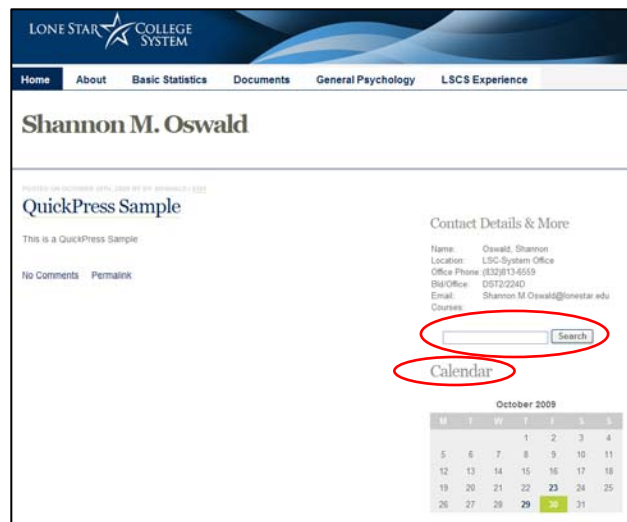
Widgets are added to your pages on the right-hand side below your contact information.



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

## To Add a Widget:

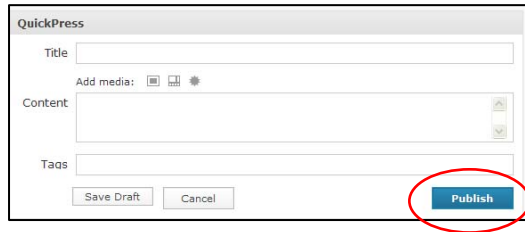
1. Click "Add" next to the Widget that you would like to use.
  - a. This Widget will appear on the right-hand side of your site pages.
2. Click "Save Changes" to apply the Widget
3. Click Edit next to the Widget name to Edit or Delete the Widget
  - a. Widgets will appear in the order that you choose 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.

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## 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:

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

## How to Log Out:

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

