

Using



WORDPRESS
to make a Website

A User's Manual

08/06/2010

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Table of Contents

What is WordPress ?.....	3
What kinds of sites can WordPress make?	3
Creating a WordPress Account	4
Setting up your Website	6
Login to your Website.....	6
Selecting a Theme.....	8
Setting up a Custom Header	12
Setting a Static Homepage for your Website	13
Inserting New Pages.....	17
Inserting Posts or a Blog	18
Setting up your Menu	21
What are Widgets?	24
Updating and Editing your Website	27
Updating Pages	27
Updating Blogs.....	28
Adding Media to your Site	29
Inserting Images.....	30
Inserting a Gallery or Slideshow.....	33
Inserting Video.....	35
Inserting Other Media Files including PDFs.....	35
Inserting Polls.....	37
Inserting Forms	38
Advanced Features	39
Kitchen Sink	39
Visual VS. HTML Editing	40
Adding Websites to your Account	41
Advice for Editing Pages.....	42
Check list for Updating/Creating Pages.....	43

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WordPress Website Manual

What is WordPress ?



WordPress is a content management system (CMS) which simply put enables people who are not particularly savvy in the area of website creation and code, to manage the creation, modification and removal of content from a web site without needing the expertise of a Webmaster. The advantage of WordPress over other types of website creation methods is that it is free and easy to use/update.

Many people tend to use WordPress for Blogging. Blogging is the practice of keeping an online journal. Examples of types of blogs are: travel blogs which chronicle people’s trips, cooking blogs which describe recipes people try, personal blogs where people talk about their lives, and organisation blogs where organisations may provide information about their work and their activities. Although WordPress was originally conceived for the purpose of blogging, it is now commonly used for websites. Especially by NGOs because it is free and easy to use.

What kinds of sites can WordPress make?

Word press can make websites or blogs. A website is composed of static pages (pages where the content does not change significantly) and posts pages (pages where the content is updated and changed often and significantly). A website is usually comprised of pages such as About us, Contact us, Our work, these pages may be updated every so often but are always available from a menu on the homepage. A blog only has posts pages. A blog is like an online diary where someone writes stories/thoughts/essays etc on a regular basis. The old content is archived by month and the newest story is shows on the home page.

Some examples of sites on WordPress are:

www.idfbamenda.wordpress.com - Integrated Development Foundation Website

www.ayabatennisclub.wordpress.com – Ayaba Tennis Club Website

www.paulinustenniscoach.wordpress.com – Paulinus Personal Tennis Website

www.beneaththemosquitonet.wordpress.com – Caroline and Greg Spira’s Blog

These sites can give you an idea of the possibilities of what websites and blogs can look like. On www.wordpress.com, you can see other sites as well for ideas.

Creating a WordPress Account

In order to set up a WordPress website you must set up a WordPress account and have an email address. If you don’t have an email address then I recommend you go to gmail and set one up first. www.gmail.com click on sign up now and gmail will take you through the steps to sign up for an email address. If you need an email address to link to a site and you want them both to have To do this, you can go to www.wordpress.com. Click on the Get started here button or the sign up now button.

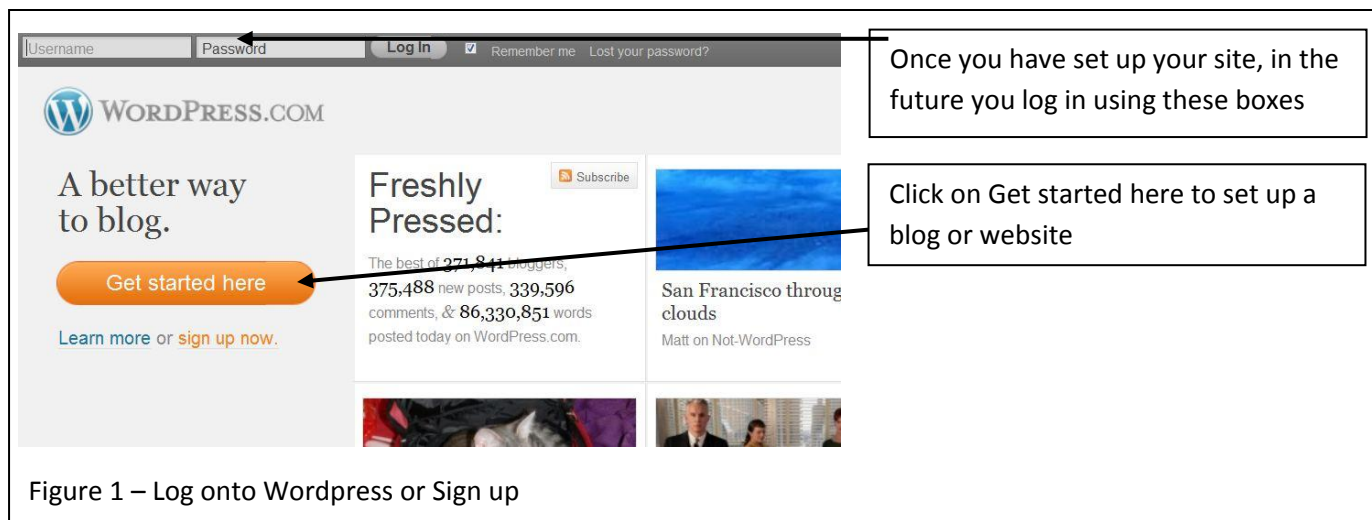


Figure 1 – Log onto Wordpress or Sign up

Once you have clicked on the get started here you will be taken to a form that asks you for information including the blog address of your desired site, a password and your email address. Word press will be able to tell you automatically if the name you want is available.

WordPress will also give you the option of paying for the name if you do not wish to have a domain name including WordPress in it (ie. www.name.wordpress.com vs www.name.com). WordPress is flexible because should you wish to purchase your domain name at a later time it permits you to do this. Domain names with WordPress in them are all free of charge.

Make sure you select a blog address that is pertinent to what you are doing with the blog or website. It is also useful to chose an easy to remember username and password.

Once you have already signed up for an account, you can easily add additional addresses to your account. For example, the Integrated Development Foundation has both a French and English blog which is managed under one account www.idfbamenda.Wordpress.com and www.idfbamendafr.wordpress.com. So if you already know you need multiple addresses, don’t worry about setting them all up separately, just register once and then you can add more sites on as you go.

Get your own WordPress.com account in seconds

Fill out this one-step form and you'll be blogging seconds later!

The screenshot shows the WordPress.com sign-up form with the following fields and callouts:

- Blog Address:** A text input field with a dropdown menu showing ".wordpress.com Free". A callout box points to the dropdown, stating: "Write in the name here that you want. Wordpress will tell you right away if it is available. Click on the blue arrow for other options for domain names keeping in mind you may need to pay for some of them."
- Username:** A text input field with a callout box pointing to it, stating: "Choose a username (name to be used at the login), password and an email address. Wordpress will tell you automatically if you password is strong or weak."
- Password:** A text input field.
- Confirm:** A text input field for password confirmation.
- E-mail Address:** A text input field.

Figure 2 – Sign up for a WordPress Account

Once you have submitted the information, WordPress will send your email address (the email you inputted in the form) an email with a code to activate your site. It should arrive no longer than 30 minutes after you type in your information and submit it. Usually it is instantaneous.



Figure 3 – Activate your account

Once you have activated your account, you will be automatically brought into the Dashboard of your site. The dashboard is where you can write new posts and new pages and where you can control all the settings and features of your site. Once you have content published online, the dashboard will also show you statistics of visitors, in addition to comments and messages received by those visitors. On the top of the dashboard, there is a menu with the following: My Account, My Blog, Blog Info, Subscribe and Add new. If you click on the arrows besides these words, a drop down box will appear and you can access other options. To set up your blog initially, you will not need to use these as you can access all the features through the dashboard. However to log out of your blog you can click on My Account and select log out.

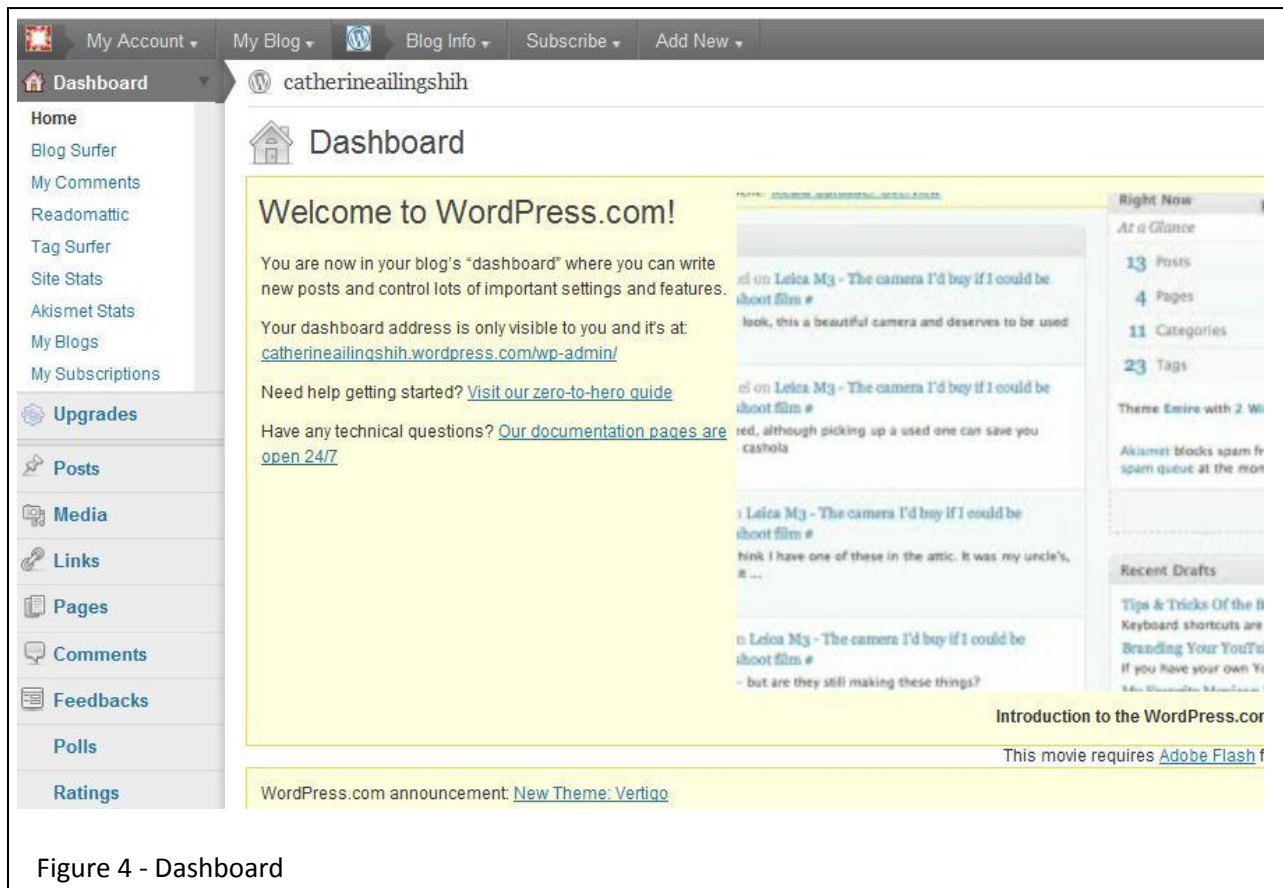


Figure 4 - Dashboard

Congratulations! You now have a WordPress account and can start setting up your website/blog.

Setting up your Website

Login to your Website

If you have logged out of WordPress you will need to log in again. To Login to your website you will need to sign in. Go to www.WordPress.com. You will only need to sign in once and then check the box called “remember me” and it will automatically log you in the future.

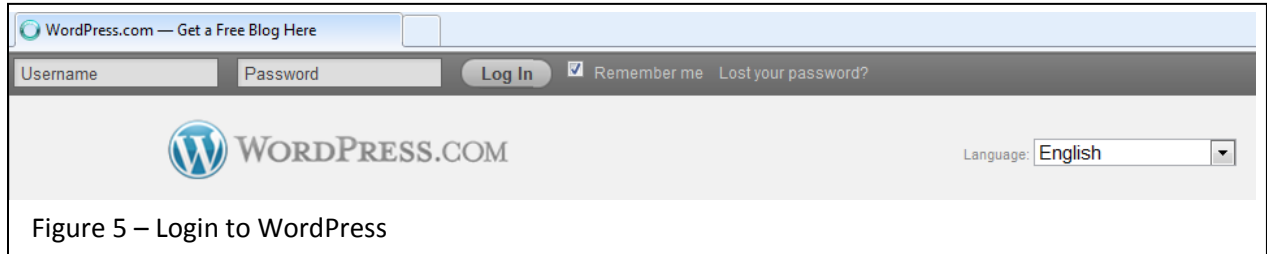


Figure 5 – Login to WordPress

Once you have typed in your username and password you may click on login and it will bring up the page as seen in Figure 6.

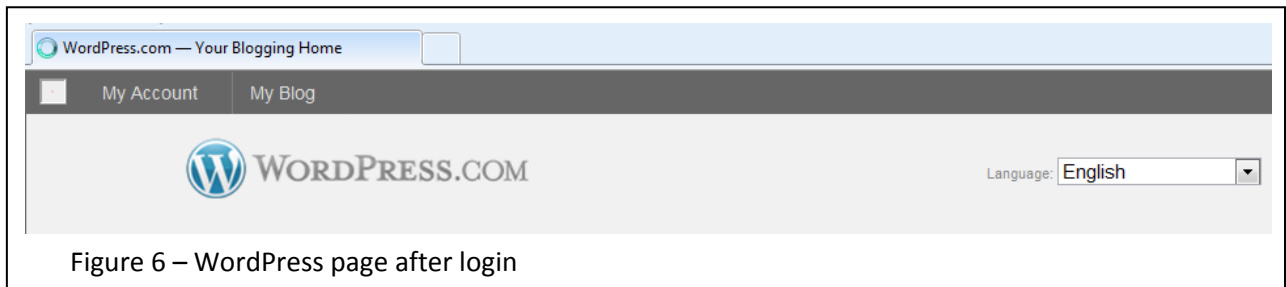


Figure 6 – WordPress page after login

The two tabs at the top of the page on the left (My Account and My Blog) provide you access to your website as well as to setting and account information. As in Figure 7 you can see the drop down options for My Account and My Blog.

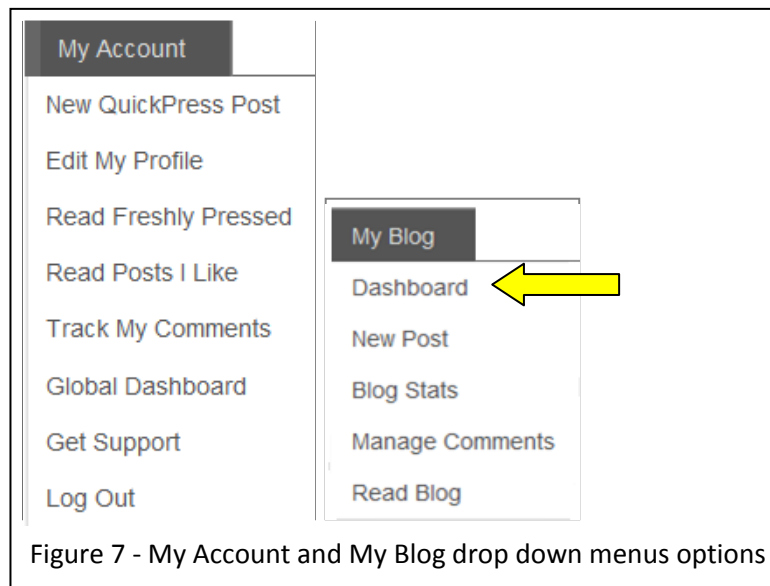
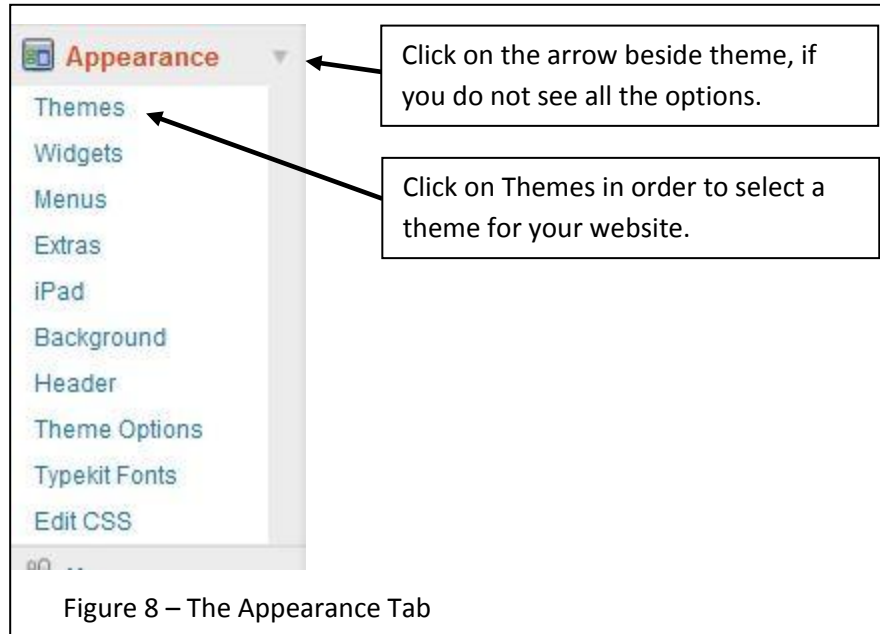


Figure 7 - My Account and My Blog drop down menus options

In order to access the website you will need to select Dashboard from the My Blog drop down menu, as indicated by the arrow in Figure 7. Once you have opened your Dashboard you will be able to set up your website theme, manage features, create new pages, edit existing pages and insert new photos and information.

Selecting a Theme

The first step to setting up your site is to select a theme. This can be done by clicking on Themes, which



is an option under the Appearance tab on the left side of the dashboard (see Figure 8).

What is a theme?

Simply put, a WordPress theme allows you to customize the way a WordPress blog or website looks. Some people might refer to such a thing as a skin. WordPress themes can and usually do affect the look of your site/blog, but that’s not all they do.

A skin is usually considered something that would only control things like the color, layout, and typography of the information on a website. WordPress themes control those things, but they also have the ability to control *which information is displayed*. In other words, you don’t just use your theme to show a blog post or web page in a certain typeface with a certain background color, you use the theme to control whether your home page shows an excerpt of each post or the whole post, or whether the date the post was written shows up underneath the title, or a hundred other similar things.

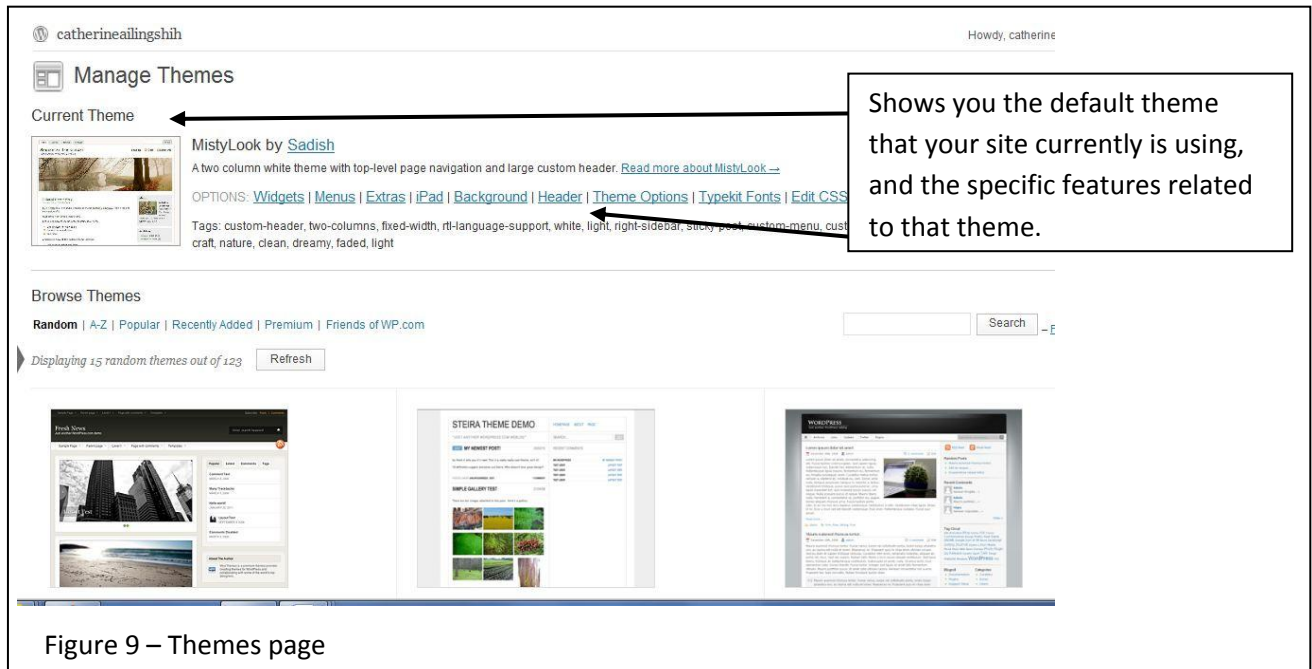


Figure 9 – Themes page

WordPress sets a default theme for your website and blog initially. So when you open the theme page you will see a random current theme identified (see Figure 9). In order to change the theme you should first decide what type of site you want then do an advanced search to filter the relevant themes for your site.

For more information on each theme you can visit <http://theme.wordpress.com/themes/>, this link provides information such as the width and height information of the templates along with additional comments from users of various templates.

How should you choose a theme?

Changing themes is not as easy as pressing a button, so you should really start with a few basic questions about the goals of your WordPress site or blog:

- Are you using WordPress for only blogging or an entire website? The more complicated your site design and functionality, the more robust and flexible you'll need the theme to be.
- How does the theme reflect your brand or personality? Some themes have a very fixed look and feel which can only be tweaked with complex code. Other themes, are extremely flexible in both style and functionality.
- Can the theme enable your site to change and grow along with you and your goals? Again, you'll want something flexible enough for future growth.

You also want to be asking a few questions related to the theme itself:

- What kind of support does the theme developer offer? This is one of the main differences between free and premium WordPress themes.

- How flexible is the Page layout? Does it allow you to have 2 columns on single posts and one column on your about Page? This will be more important if your designing a website and not just a blog that’s added to an existing site.
- Who else is using the theme? How are they using it? What industries do they represent?

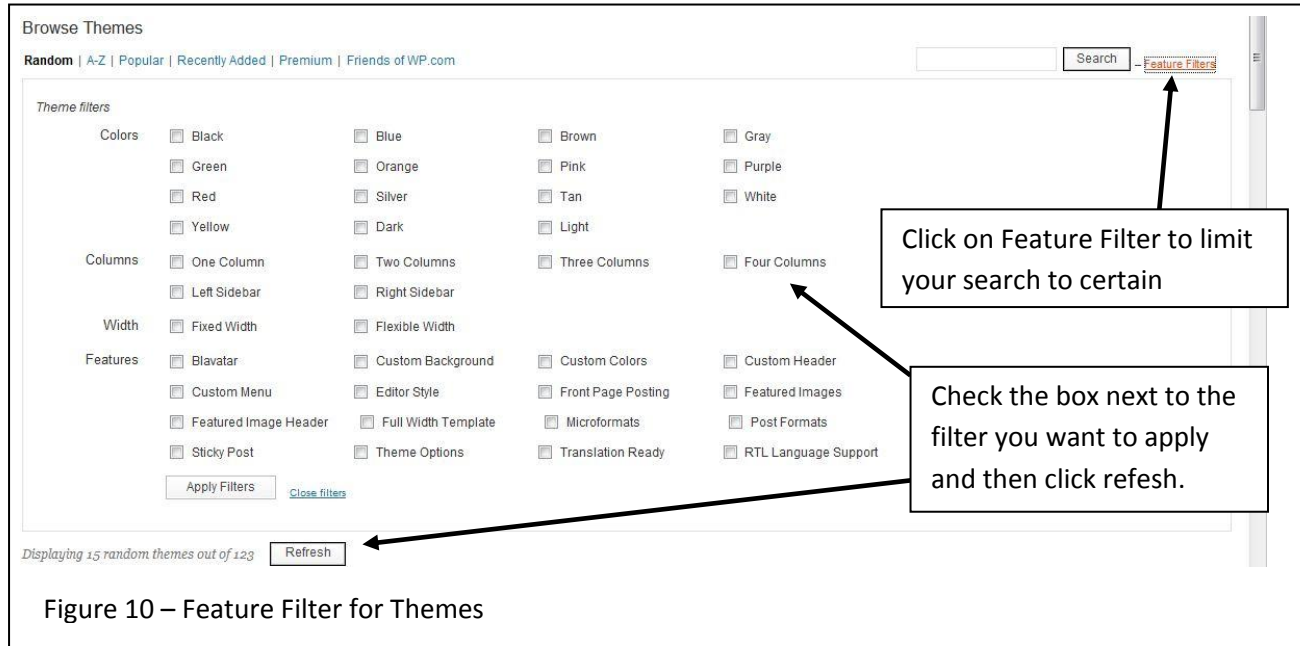


Figure 10 – Feature Filter for Themes

Choosing filters

If you want to make a website rather than a blog you will need to apply filters. You will want a theme which offers One Column, Fixed Width, Custom Header and Custom Menu. These filters will ensure the theme you select will be amenable to making a website with static pages. If you are making a blog then you have more flexibility, and any filters will depend on the style of the blog you want.

- Colors: give you the control over the dominant colors of your website or blog (not really necessary for filtering)
- Columns: the number of columns gives you the number of areas where you can have unique posts, pages. A website static page is one column. If you have a typical blog you will have Two columns where the second column may give a list of links to past posts and a search box.
- Width: Fixed width is best for websites as you do not want the page width to change from page to page. Blogs can be flexible.
- Features: Custom Header let you select the picture you may want for your header, custom menu lets you decide what links the menu bar contains.

Once you have selected your filters you can click on the refresh button and WordPress will pull up all the themes which meet your criteria. You can see on Figure 11, that WordPress will highlight the relevant information you have identified.

If you find a theme you would like to use, you will click on the Activate button below the theme name.

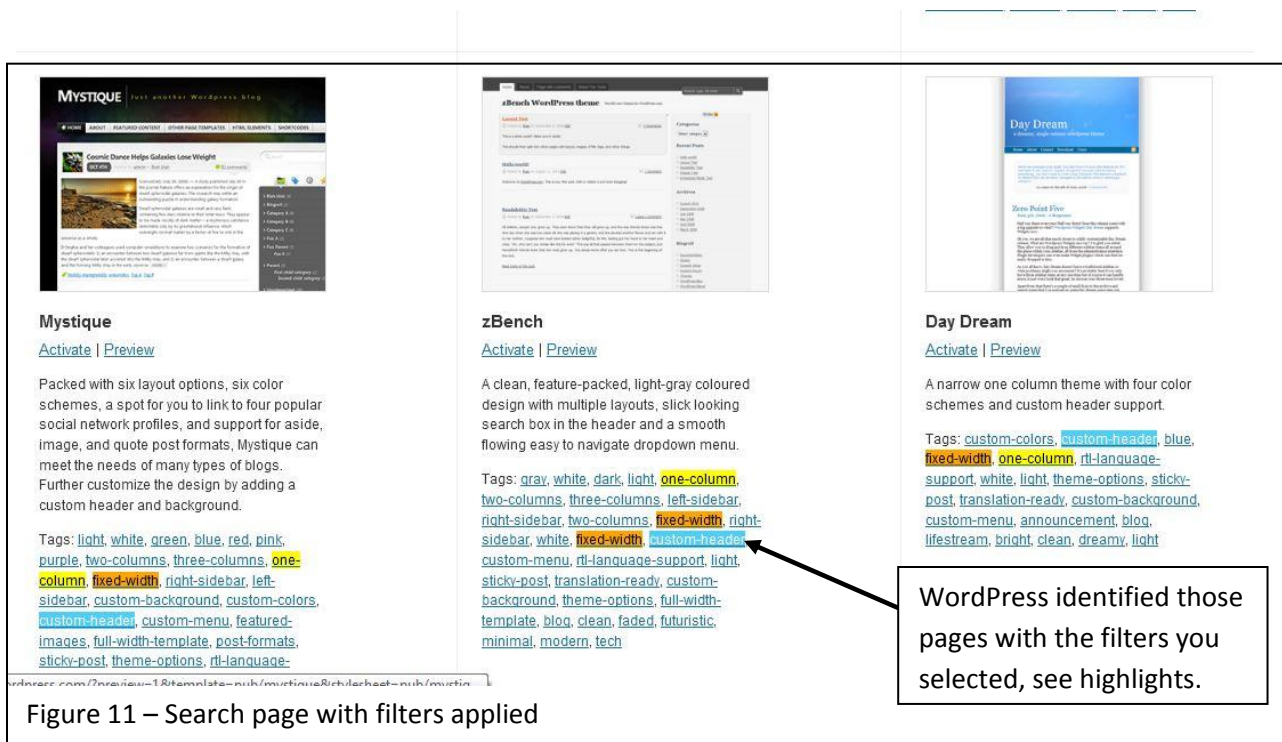


Figure 11 – Search page with filters applied

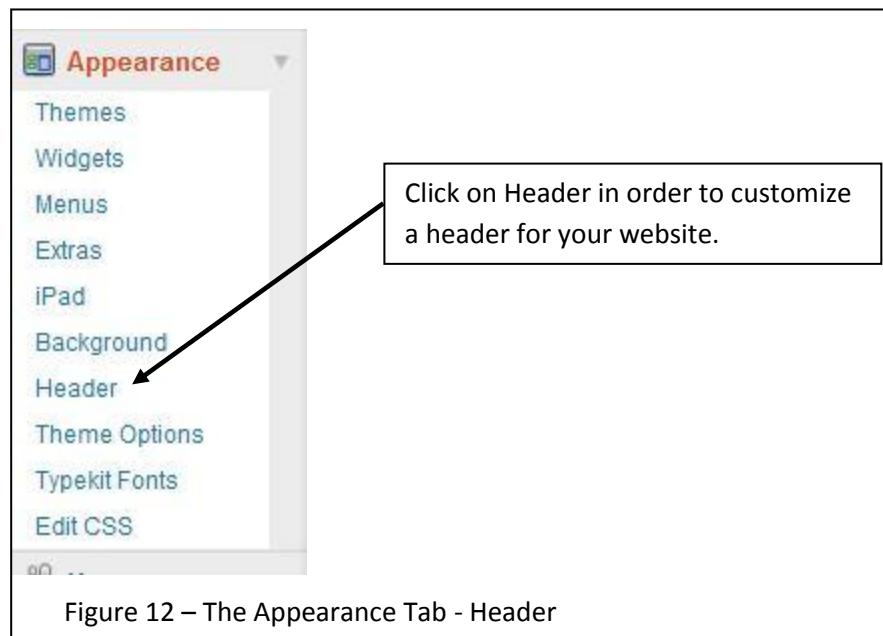
Once you have activated the theme you want to use you will be brought back to the main theme page and it will display your current theme (see Figure 9).

Tips for new sites

- In order to get a better idea of how your site will look with a specific theme, create a Page, a Post and install a few sidebar widgets. This will provide some content to see the theme wrapped around.
- If you’re a complete beginner, look at a 5-6 previews of free themes to get an idea what elements of your site will change with a theme. This way, even if you end up buying a premium theme, you’ll be better educated about what you like and what you don’t like.
- Colors can be changed, so don’t focus on that. Instead, focus on the overall layout – where elements are placed on each Page.
- Once you install a theme, look at archives, multi-post pages, single-post pages too see how the layout changes.
- If you’re not sure if blogging is for you, start with a serviceable free theme. Focus on writing posts instead of getting bogged down with theme choices.

Setting up a Custom Header

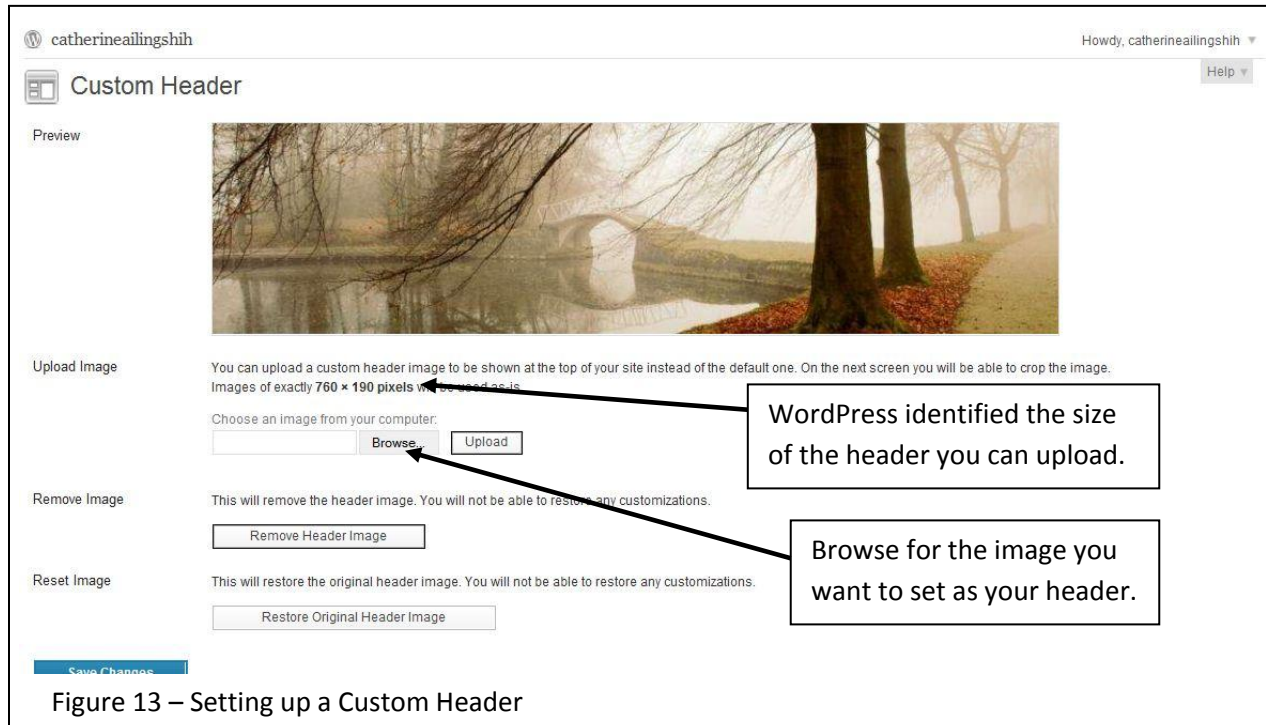
If your theme has the feature of a Custom Header you can upload the image you would like to be the header for your website. Under the appearance tab on the left side of your screen you can access Header.



The header of your website will be displayed at the top of the page on each page/post of your site. In order for the header to be well displayed you should use Paint to pre-set the size of your image to the size WordPress will permit it to be. On the Custom header page, you will see after the Upload Image the size in pixels that your header may be (See Figure 13). Once you have your image set to that size exactly in paint, upload it to WordPress.

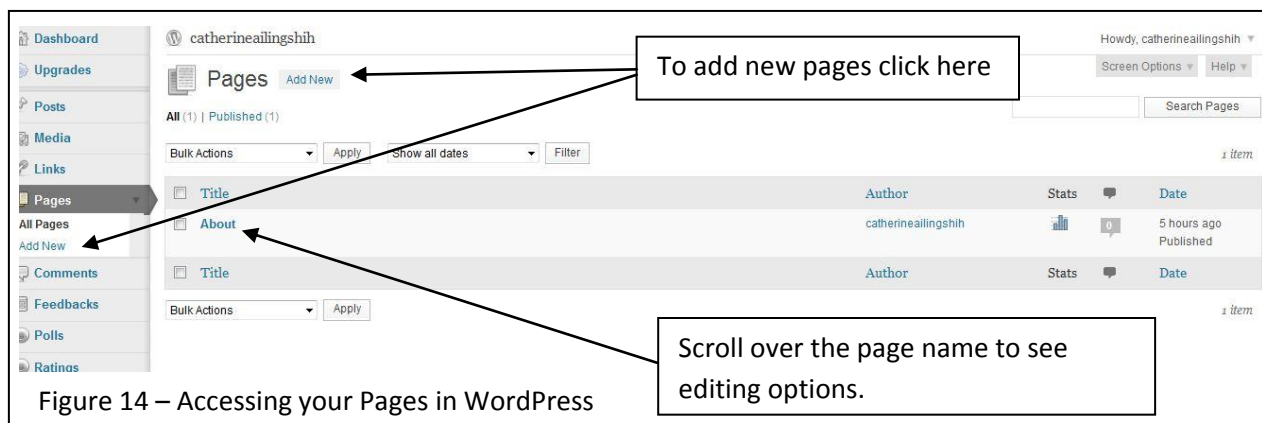
Once you have uploaded the picture, WordPress will show you an image of the header and any cropping it may be necessary to do. If WordPress shows you that it must crop your image and it is no longer how you wish it to appear. Return to your image in Paint and make any adjusting changes to the size, then re-upload it.

Some headers may also permit Text to be added. It is recommended not to include text using the WordPress text function on the custom header page (not shown in figure 13, only shows up in certain themes). The easiest way to put text into your header is to use Paint to put the text in where you would like it and then save it as part of the image.



Setting a Static Homepage for your Website

By default, WordPress will have set up an “About” page on your website. This page can be accessed by clicking on Pages on the left menu, see Figure 14 below. The Pages screen will show you all the pages that exist in your site and also gives you the option of adding new pages.



To set up a homepage you will want to add whatever content you desire into your “About” page or you may choose to rename it. For the sake of clarity, you may wish to rename the page Home or Welcome to X’s Website. Be aware that the name of the page will show up at the top of the webpage when you open the site.

When you scroll your mouse over the name of the page you will see some options appear including: Edit, Quick Edit, Delete. The difference between Edit and Quick Edit is that Quick Edit does not let you change the content of the page, it only lets you alter page features and specifics.

In Quick Edit you can change the following:

- Title: The title of your page (this title is how you can refer to your page using other features of WordPress)
- Slug: this is the end part of your page’s wordpress address, if no parent is specified the page’s address is www.NAME.wordpress.com/slug
- Date: date of edit
- Password or private: these give you the option of protecting your page for only certain people to access
- Parent: The default is to have a Main Page (no parent). A main page would be a page that should be accessible on your menu and may have subpages related to it. If a page has a parent it means that it is related to that parent. A ‘child’ page would probably be a page you access from a link in a parent page. Such as an About Me (main page) with a link to a page with my CV (child page). Some themes will automatically show child pages on the parent page.
- Order: if a parent has many subpages, you can order them in the order you wish them to appear in the pages menu.
- Template: if you wish to have a different template for a page (one column vs. two columns etc) you can specify that here. You can use the Theme Options (see figure 12) to set what you wish as your Default template depending on your theme.
- Allow Comments: Generally for pages you do not want people to leave comments, therefore it should be unchecked.
- Status: whether you have published the page or not.

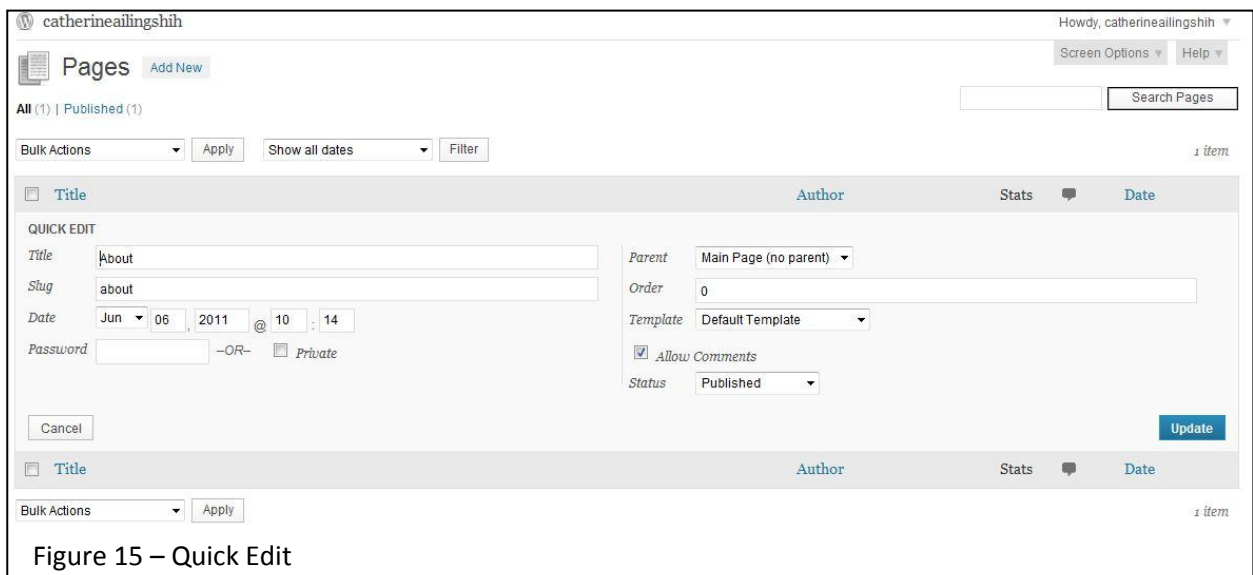
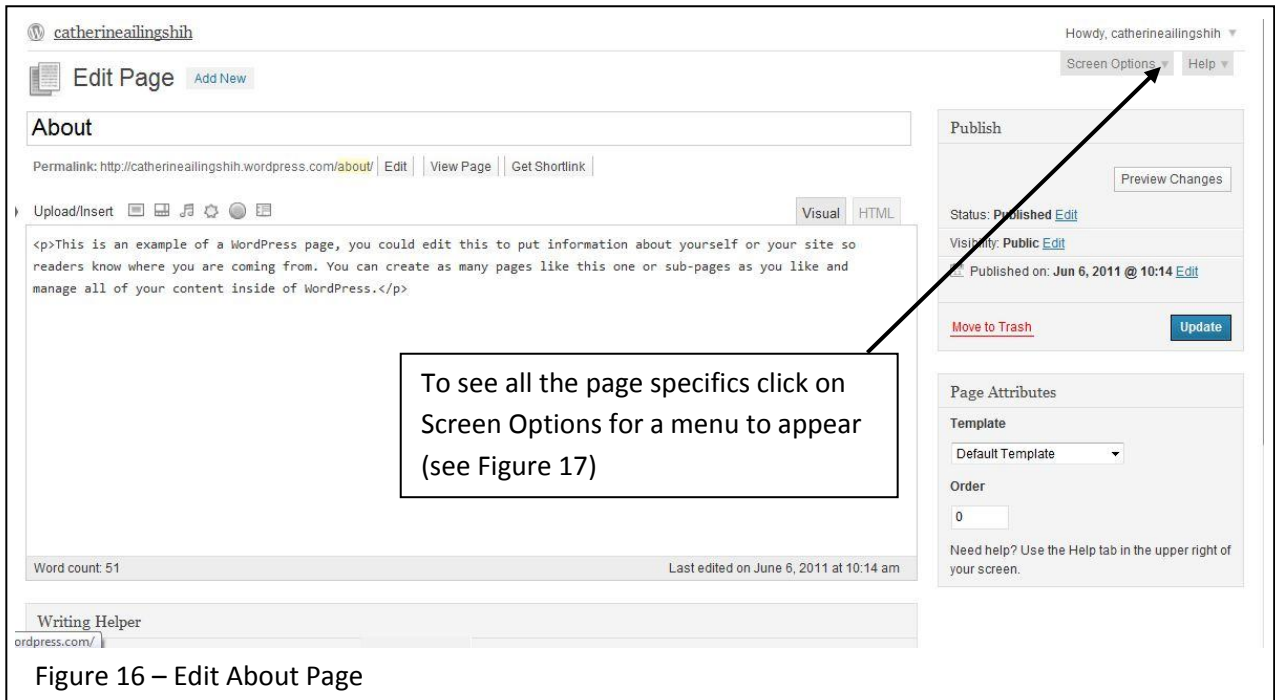
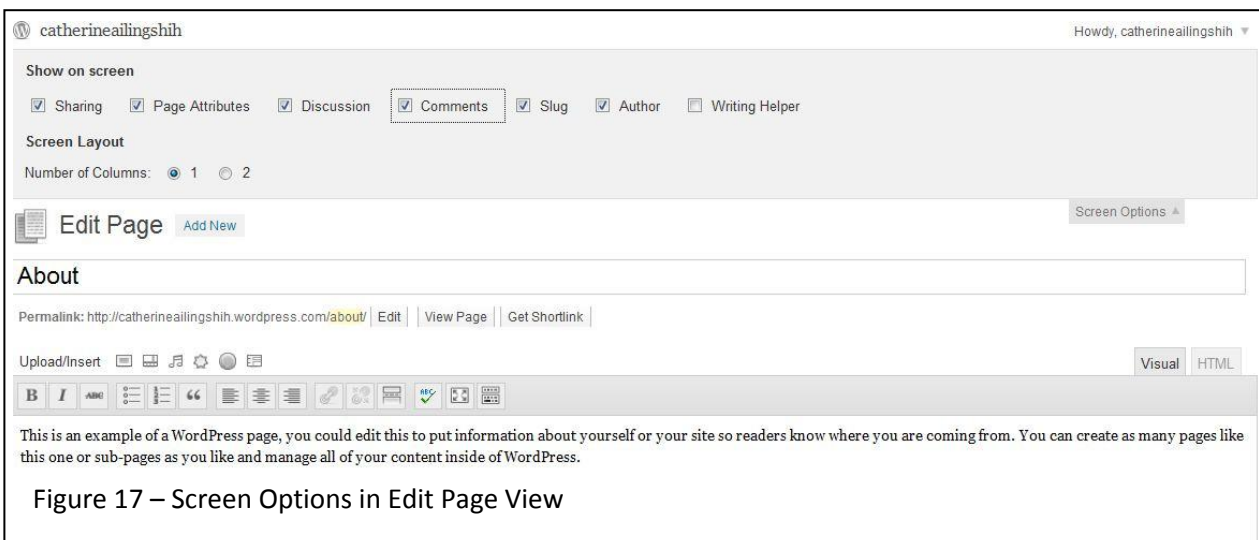


Figure 15 – Quick Edit

If you wish to add content to the page, then Quick Edit is not sufficient, instead you will need to either click on the name of the page or on the Edit. Once you have clicked on Edit, the About page will open in a format that will permit you to edit the content in addition to all the features that Quick Edit permitted you to change (See Figure 16).

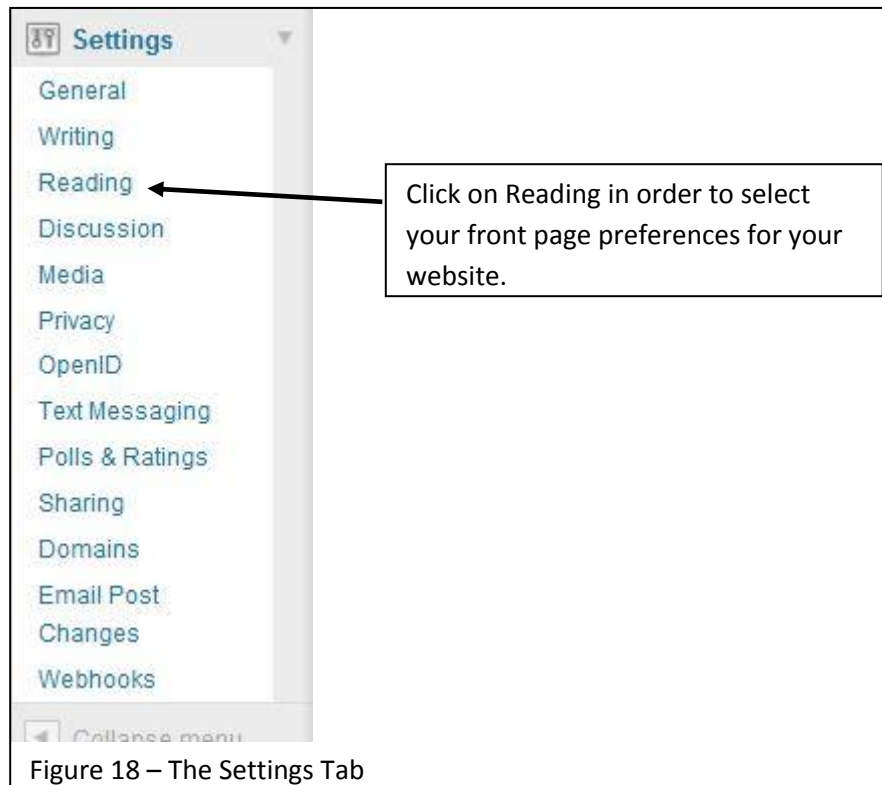


In order to change the appearance of the screen and to ensure that all the necessary features are visible, you should click on Screen Option on the top right hand corner of the Edit Page Screen. A menu will open as seen in Figure 17. In order to make the screen the most convenient, you should click on 1 column, and ensure that all the boxes except writing helper are selected. This ensures you will be able to edit all the necessary fields from the page.



More on editing pages will come in the next section, but first there is one more step to setting up your homepage. Since you have your “About” page and you want that page to be the page that opens when people type in your website address you will need to set a static page to be the front page display. By default WordPress automatically sets your latest post to be the front page, therefore you will need to manually change this.

On the left side bar, you will see a Setting option, if you don’t see the menu of Settings options already click on the down arrow beside Settings. Once you see the menu of options you will click on Reading.



Once you have opened the Reading Settings you will click on A static Page, and select your “About” page from the Front Page drop down menu. Save your selection.

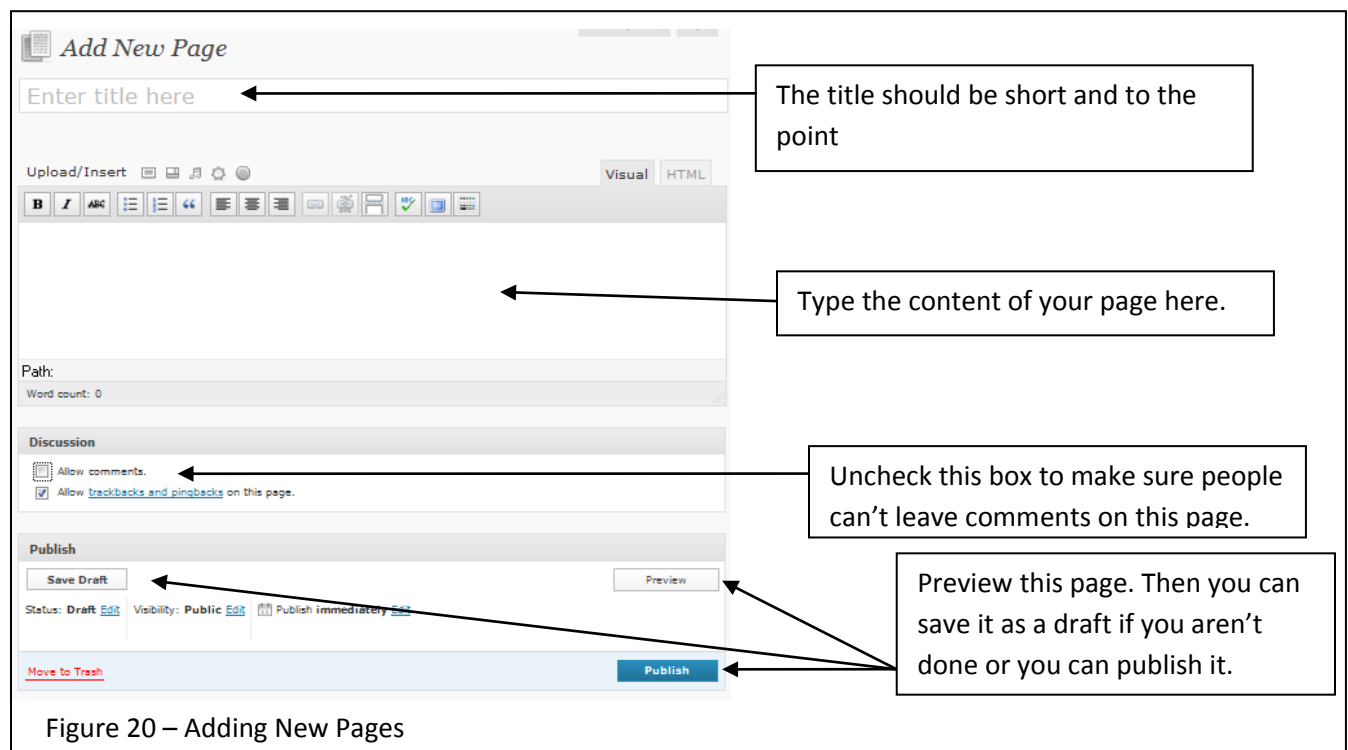


Congratulations! Now you have a homepage. Open a new Internet page and type in your address to ensure that your homepage shows up correctly.

Inserting New Pages

The first step to creating a new page in your site is to access Dashboard and click on Pages. This will show you the existing pages (see Figure 14). You can click on either New Page beside the Pages title at the top of the screen or you can click on Add New under Pages on the left hand menu.

Once you have selected new page or add new and empty page will open and you will be able to insert a title and the text of the body content. You will want to disable comments because it is not usual for pages to have comments this is more common for the blog pages. You may need to adjust your screen options (see previous section and Figures 16 and 17).



The screenshot shows the 'Add New Page' form in WordPress. It includes a title field, a rich text editor, a 'Path' field, a 'Discussion' section with checkboxes for 'Allow comments' and 'Allow trackbacks and pingbacks', and a 'Publish' section with 'Save Draft', 'Preview', and 'Publish' buttons. Callouts point to these elements:

- The title should be short and to the point** (points to the title input field)
- Type the content of your page here.** (points to the rich text editor)
- Uncheck this box to make sure people can't leave comments on this page.** (points to the 'Allow comments' checkbox)
- Preview this page. Then you can save it as a draft if you aren't done or you can publish it.** (points to the 'Preview' and 'Publish' buttons)

Figure 20 – Adding New Pages

Once you type the title of your page, WordPress will automatically assign a slug to the page. You will be able to change it should you wish by editing the permalink. However note that if you change the slug, and you have already made a hyperlink to the old slug on another page, you will need to go back to the hyperlink and update it to the new slug.



The screenshot shows the 'Edit Page' interface for a page titled 'About IDF'. The 'Permalink' is shown as 'http://idfbamenda.wordpress.com/about/'. Below the permalink are three buttons: 'Edit', 'View Page', and 'Get Shortlink'. A callout box points to the 'Edit' button with the text 'Click here to edit a slug'.

Figure 21 – Editing a slug

It is good to keep slugs short and sweet. If you have a page with a title “How to cook beans” then WordPress will automatically assign it the slug of how-to-cook-beans meaning the page address is www.NAME.wordpress.com/how-to-cook-beans it would be better to change the slug to be beans which simplifies the address to www.NAME.wordpress.com/beans this is easier to remember and looks better too.

Inserting Posts or a Blog

You have already learned about Pages in WordPress, however you have yet to learn about Posts. You will see on the left menu bar of your dashboard a listing for Posts. First of all, let’s go over what a post is and how it is different from a Page. In the WordPress jargon, blog posts, or posts are time sensitive pieces of information that get listed on your site’s blog pages, i.e. (typically) its front page, category pages, monthly archives pages, and so on.

From a technical standpoint, static pages, or pages, differ from posts in five ways:

- They live outside of the blog chronology
- They’ve no categories
- They can live in a hierarchy
- They can be ordered in an arbitrary manner
- They can have special page templates

Put otherwise, they’re time insensitive pieces of hierarchical information.

Very quickly, you’ll be confronted with deciding whether to use posts or pages on your site — or both.

Posts are published in reverse chronological order on your Home Page or Blog Index Page, depending upon how you’ve configured your blog (Sticky posts will remain above your latest posts). This allows visitors to see your most recent content first, and digg for related posts within the archives.

Posts are short, bite-sized pieces of content intended to bring your readers with you on a journey over time. Pages, on the other hand, are pitstops readers can visit along the way if they want to learn more about you, your organization etc.

In order to set up a blog or a post within a static website (ie. you may want to have a news and events blog within your website) you will need to go to your dashboard and under the Posts tab, you will see a

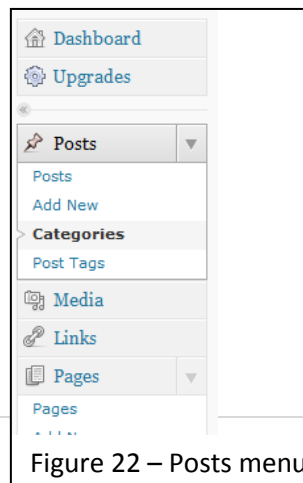


Figure 22 – Posts menu

number of option: Posts, Add New, Categories, Post Tags.

If you are only going to have one type of post (news and events) then you will click on the Add New option. However if you believe you will have many types of categories of posts (ie. news and events, online diary, word of the day etc) you will first need to set out your categories so click on Categories.

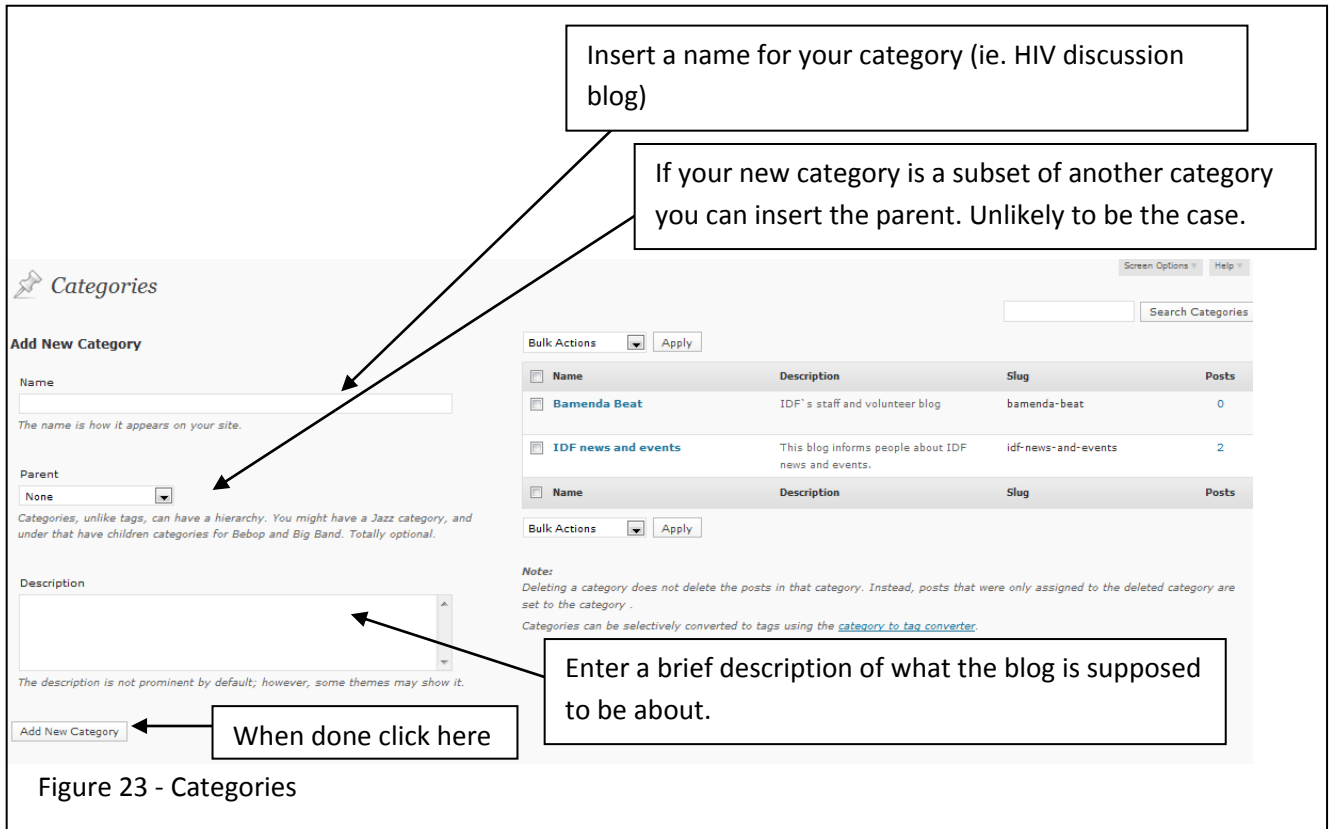


Figure 23 - Categories

WordPress creates a default Uncategorized category and you can delete should you wish. It is not necessary to keep this category if you do not intend to use it. You may also rename it to something more useful.

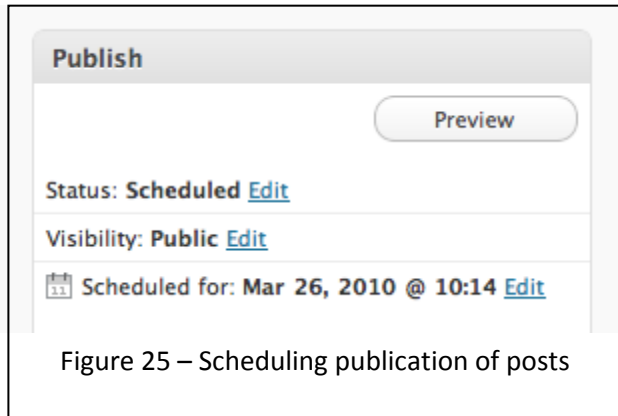
Once on the Categories Page you can add different Categories. Later on when you make posts you can categorized them according to the types of Categories you have created. You can now create a post. Click on the Add New under the Posts menu on the left side of the dashboard. You will go to a Add New Post page where you can input the information for your post. See Figure 24 for details on how to fill out this form.

The screenshot shows the WordPress 'Add New Post' editor. At the top, there is a title field with the placeholder text 'Enter title here' and an arrow pointing to it with the text 'Enter the title of your new post'. Below the title field is a rich text editor with a toolbar containing icons for bold, italic, text color, background color, bulleted list, numbered list, quote, link, unlink, image, video, audio, gallery, and media. Below the editor is a large text area with the instruction 'Type the text of your post here'. Further down, there are sections for 'Path', 'Word count: 0', 'Excerpt', 'Send Trackbacks', and 'Discussion'. In the 'Discussion' section, there are two checked checkboxes: 'Allow comments.' and 'Allow trackbacks and pingbacks on this page.', with an arrow pointing to the first one and the text 'If you would like people to be able to comment on your post make sure this box is checked'. Below this is the 'Publish' section, which includes 'Save Draft' and 'Preview' buttons, and a status bar showing 'Status: Draft Edit', 'Visibility: Public Edit', and 'Publish Immediately Edit'. At the bottom of the publish section are 'Move to Trash' and 'Publish' buttons, with an arrow pointing to the 'Publish' button and the text 'Click here to publish your post when you are done'. At the bottom, there is a 'Categories' section with a list of categories: 'All Categories', 'Most Used', 'Bamenda Beat', and 'IDF news and events'. An arrow points to the 'IDF news and events' checkbox with the text 'As an example: Check ONE of the two possible categories, if your post is IDF event or news then check that box, if it is for the Bamenda beat then check that box. DO NOT check BOTH!!!!'.

Figure 24 – Add new post

Pages have no date and time associated with them.

Posts can also be scheduled for future publication at a specific date and time, as shown below:



Setting up your Menu

Now once you have created your pages and posts you may decide that people should be able to link to the new page right from the main homepage(see Figure 26 for an example).



In the example above, the menu is located at the top right of the main header on each page. It contains links to About IDF, Our Work, IDF News and events, Bamenda Beat and Contact us. Some pages are not linked onto the menu and can only be accessed through one of the above mentioned pages.

To access the menu page, you will click on Appearance on the left dashboard menu. Under that heading you will find Menus (See figure 8).

The first thing you will need to do is to Create a Menu. You will type the name of the menu into the given space and then click on the Create Menu button. The name you assign is for your reference only it is not published on your site. You should give a straightforward name like Main Menu.

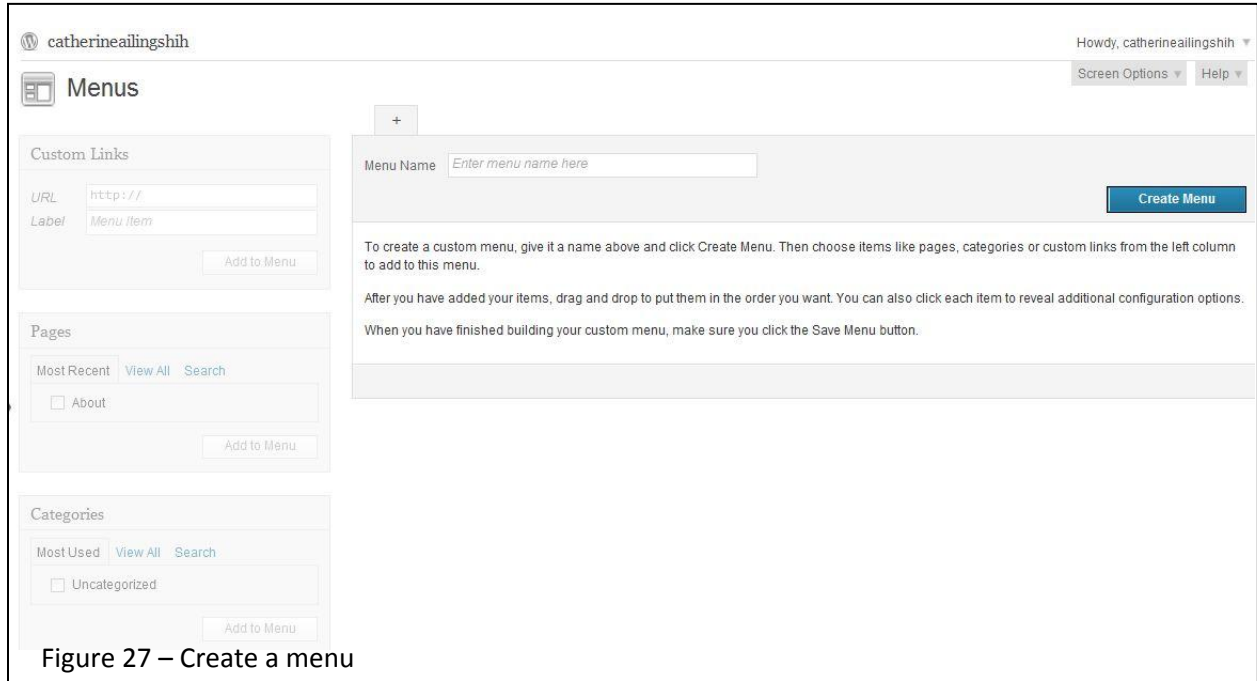


Figure 27 – Create a menu

Once you have named your menu you can add items to be displayed in the menu from the left side of the page. You will see a column with Custom Links, Pages and Categories. You can choose from these types of menu items. The Custom Links are if you would like to add a menu item that takes the reader to an outside link, an example of this would be to have a link to an external information source like say VSO. For a Custom Link you would enter in the link and a label for that link. It is good to keep labels short and concise as there is limited space for text in a menu. Then you click on Add to menu.

You can also add Pages or Categories to your menu. In the example below from the IDF website you can see that there are a number of Pages that are on the menu (About IDF, Community Volunteers etc). To add Pages you simply identify them in the Pages section of the column to the left of the screen. You will see that some pages in the example below are inset (community volunteers, IDF staff, IDF Recognition). Those pages that are inset are part of the submenu which appears when the mouse is scrolled over the parent menu item(About IDF). See Figure 29 for an example of this.

Identify from the drop down which menu you want to use for primary navigation (menu on the top right of the webpage)

Figure 28 – Example of a menu

Figure 29 – Secondary menus

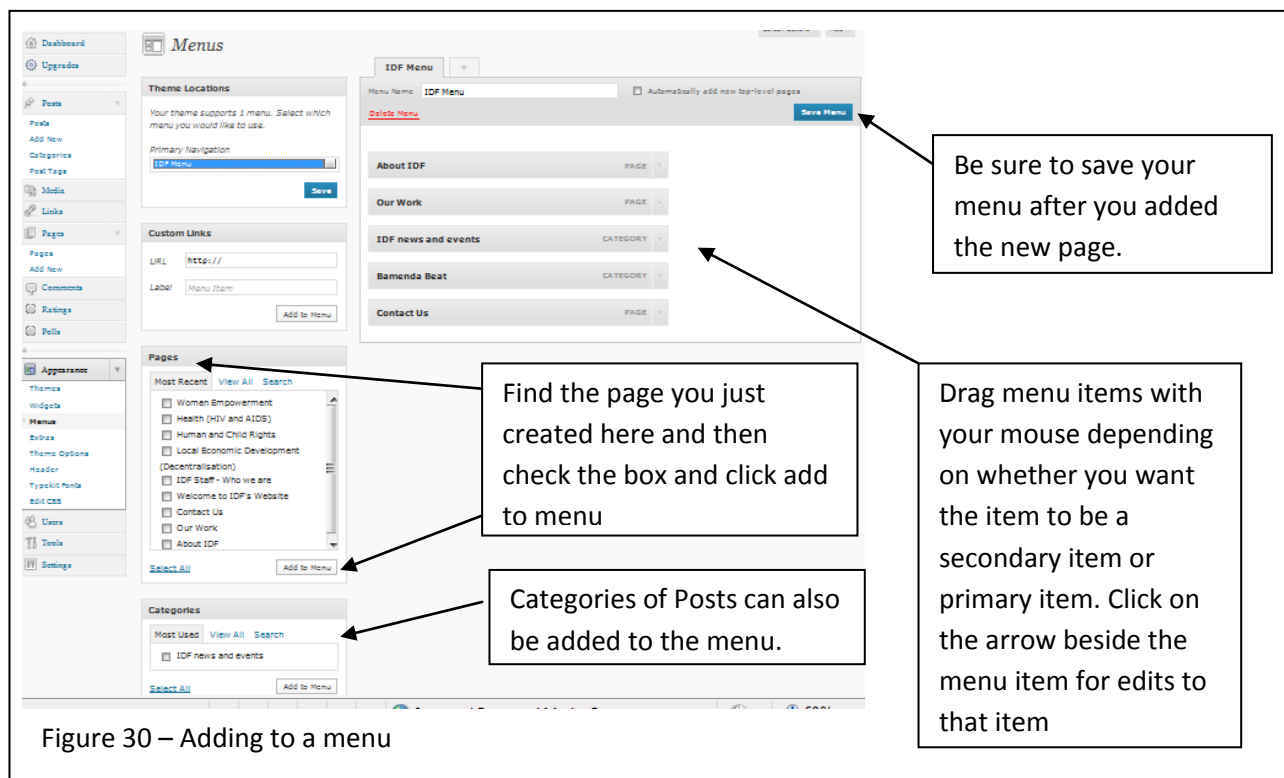


Figure 30 – Adding to a menu

Your pages and categories will appear under the pages and categories box. You will check the box beside the name and then click on Add to menu. Use your mouse to drage the menu items to their correct placements. Then you can click save menu. Your new page should appear in the menu. Should you need to edit the menu after you added a new page (ie. Remove a page and change the name) you can click on the downward facing arrow beside the name of the page under IDF Menu. From there you can edit the characteristics of the menu.

What are Widgets?

Widget is a fancy word for tools or content that you can add, arrange, and remove from the sidebars of your blog. Widgets make it easy to customize the content of your blog sidebar. Widgets are plugins which has different functions that are useful for putting content on your site without having to go through the coding process. Since each of these widgets are uniquely designed for its function, it’s best to learn about some of the common widgets usually used for sites before applying widgets into your WordPress blog.

Widgets are primarily used in Blogs and Posts, not so much in Website pages. You can see an example of widgets in use in Figure 31. The widgets are in the right side bar. There are 3 of them, Search, Email Subscription, and Recent News Items.



Figure 31 – Example of a blog with widgets

You can access the widgets page from the Appearance menu in your Dashboard (see figure 8). Click on the "Widget" Submenu Button. Under the "Appearance" menu, you would find different submenu. Once you click on the "Widgets" button the widgets interface appears showing the available widgets in the widget area (see Figure 32). Each widget has its own function, you can choose any of these widgets depending on what your site needs. All you have to do is drag a certain widget from the widget area to the target sidebar and drop it to where you want it to appear.

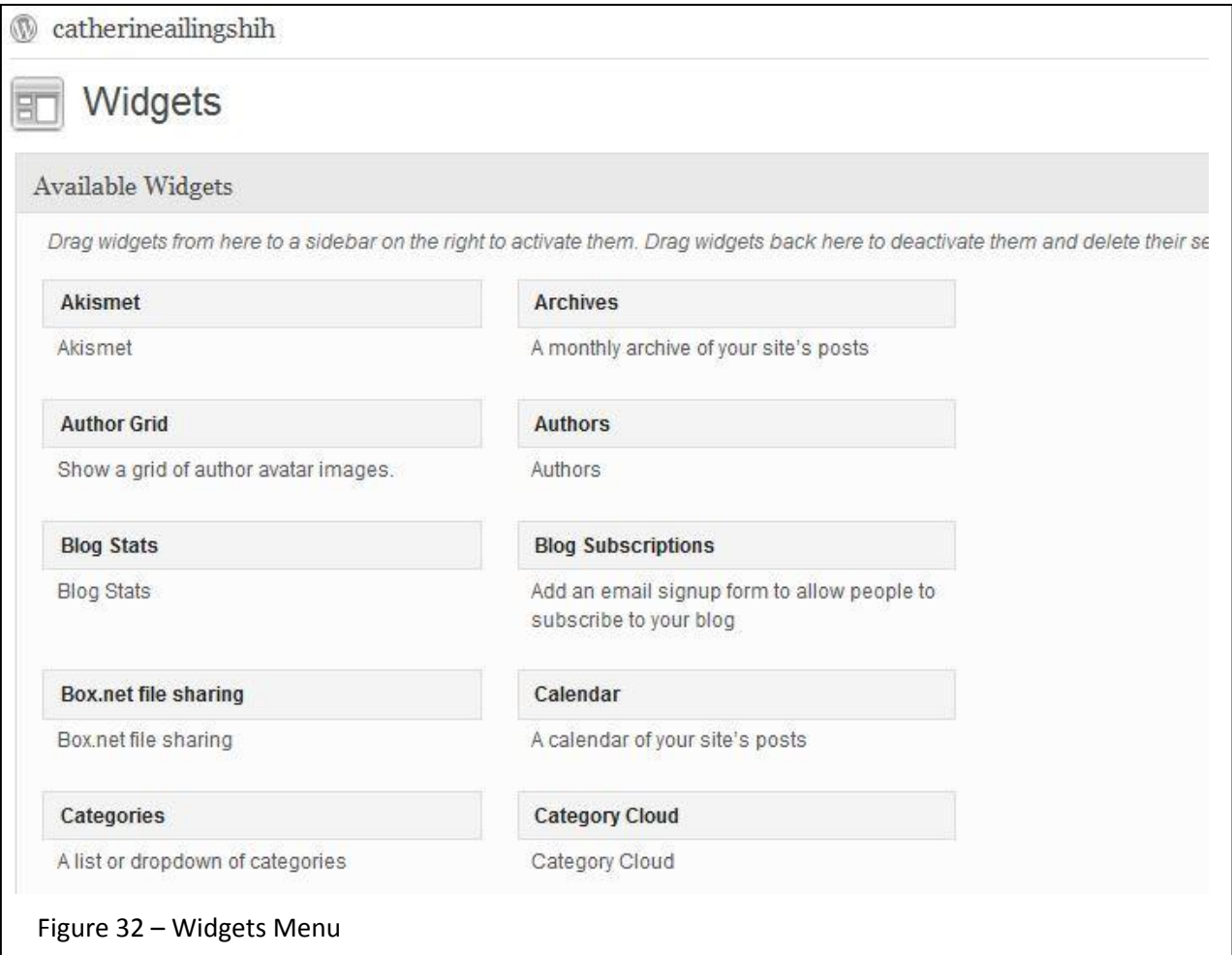


Figure 32 – Widgets Menu

Each widget has configuration options. To make changes to a widget in the sidebar, click on the triangle on the right side. This will open up the options for the widget. Each widget will be different. After you have configured the widget, click the **Save** button. Clicking the **Close** link will minimize the configuration options again.

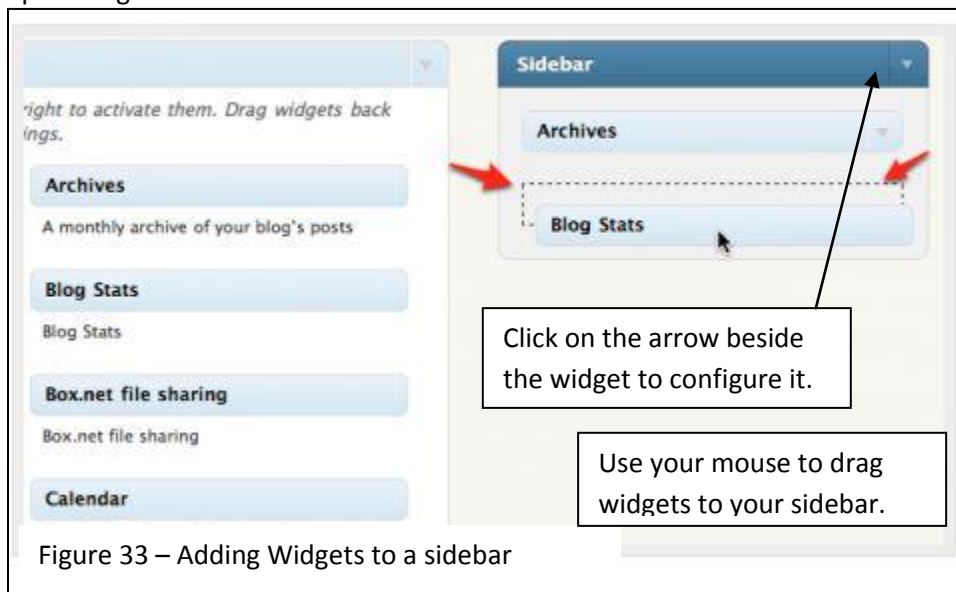


Figure 33 – Adding Widgets to a sidebar

If you would like to remove a widget from the sidebar, click the **Delete** link in the configuration options as show above. If you haven’t added any widgets to your sidebars, the theme will show a default set of widgets, which will not be listed in the **Sidebar** area. When you add widgets to a sidebar the default set of widgets will no longer be used. Try adding a blank Text Widget if you don’t want anything to show up in a widget area.

Updating and Editing your Website

WordPress offers its user an easy interface to edit and update their websites. New pages can be added, old pages can be edited and updates, new posts can be made to the blogging pages (maybe your news and events page), and pictures can be uploaded.

Updating Pages

To update pages such as your homepage, about us or contact us pages.

- On the left side of the dashboard you will see an option called “Pages”. Double click on this.
- You will now see a page as shown in Figure 34, this permits you to select the page you would like to edit or update. You can run your mouse over the title of the page to see the options (Edit, Quick Edit, Trash or View).
- Click on Edit which is the best selection for making changes to existing content.
- A page will open similar to Figure 16 which will permit you to edit the content.
- Make whatever changes you would like to either the page title, the page content or by adding photos.
- When you are done, near the bottom of the page is a Box entitled Publish. You can click on Update in Figure 35.

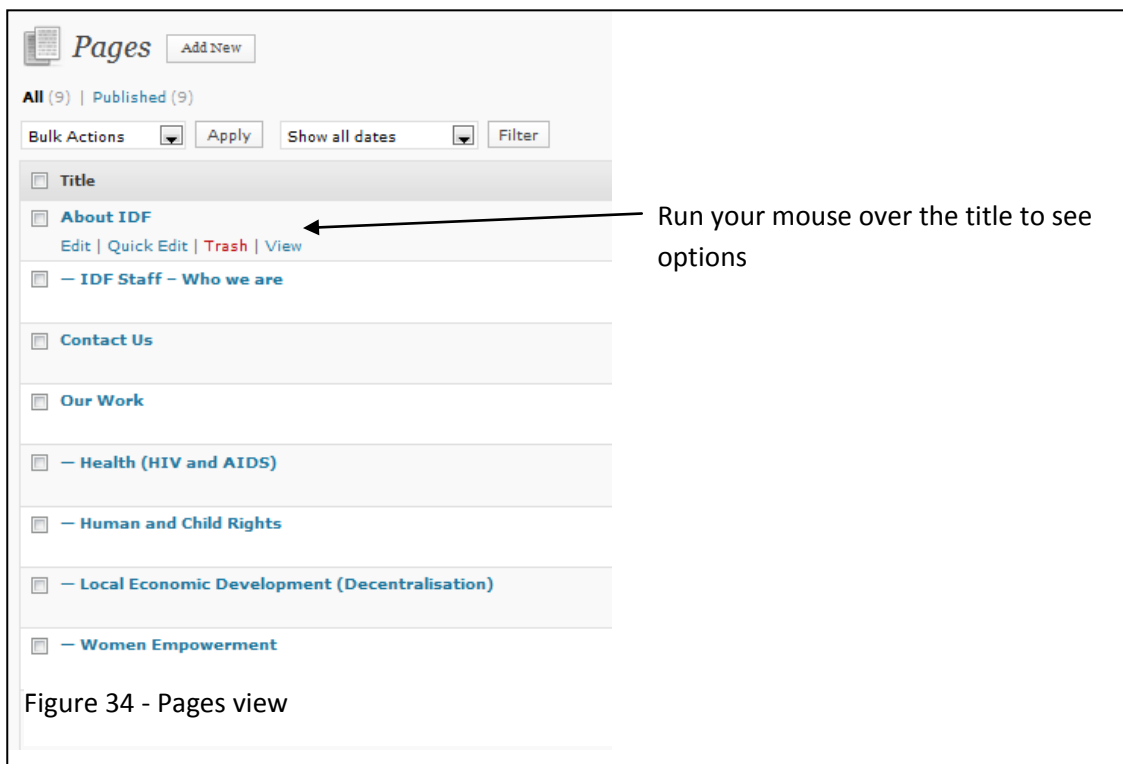




Figure 35 – Update your page

Updating Blogs

It is rare that you will need to update an existing post; you will primarily be posting new entries about events etc. However if you need to correct a mistake or change something you posted you can do so by following these steps:

- On the left side of the dashboard you will see an option called “Posts”. Double click on this.
- You will now see a window as shown in Figure 36, this permits you to select the page you would like to edit or update or you can add a new post. You can run your mouse over the title of the post to see the options (Edit, Quick Edit, Trash or View).
- To edit a post, click on Edit and then make your changes.
- Click Add New to add a new post.



Figure 36 – Posts View

Adding Media to your Site

You may wish to insert other types of media into your website. You can insert images, audio, video and a variety of other file formats: powerpoints, documents and pdfs. Audio and Video uploads require you to purchase a space upgrade and videopress but there are ways (see inserting Video section) to insert videos free of charge by using Youtube.

Note that WordPress for free sites/blogs has a limit of 3GB for uploads therefore it is important to have smaller size images and files for uploading.

Currently, you are permitted to upload the following file types to your WordPress site or blog (no upgrade required):

Images

.jpg
.jpeg
.png
.gif

Documents

.pdf (Portable Document Format; Adobe Acrobat)
.doc, .docx (Microsoft Word Document)
.ppt, .pptx, .pps, .ppsx (Microsoft PowerPoint Presentation)
.odt (OpenDocument Text Document)
.xls, .xlsx (Microsoft Excel Document)

Audio

With the purchase of a Space Upgrade you are also permitted to upload the following audio file types, in addition to the basic file types listed above:

.mp3
.m4a
.ogg
.wav

There is an embedded audio player built in to WordPress.com that will work with .mp3 files.

Video

With the purchase of the VideoPress you are permitted to upload the following video file types, in addition to the basic file types listed above. Note that purchasing VideoPress will not enable you to also upload audio files. If you wish to upload audio files, you need the Space Upgrade, as well.

.mp4, .m4v (MPEG-4)
.mov (QuickTime)
.wmv (Windows Media Video)
.avi
.mpg
.ogv (Ogg)
.3gp (3GPP)
.3g2 (3GPP2)

Before uploading files to your blog, please ensure that you own, or have the legal right to distribute, them. If you do not own the files, and do not have express permission from the owner or copyright holder, you may NOT place them on your blog.

Inserting Images

Inserting images can be timely if the photos are large in size. It is best to resize images before uploading them. The ideal size for a photo is 100KB. This can be done by opening the picture/image in Paint and then by resizing it. Click on the icon indicated in Figure 37 by the black arrow to open a picture in Paint. Select Open, and then select the image you want to resize.

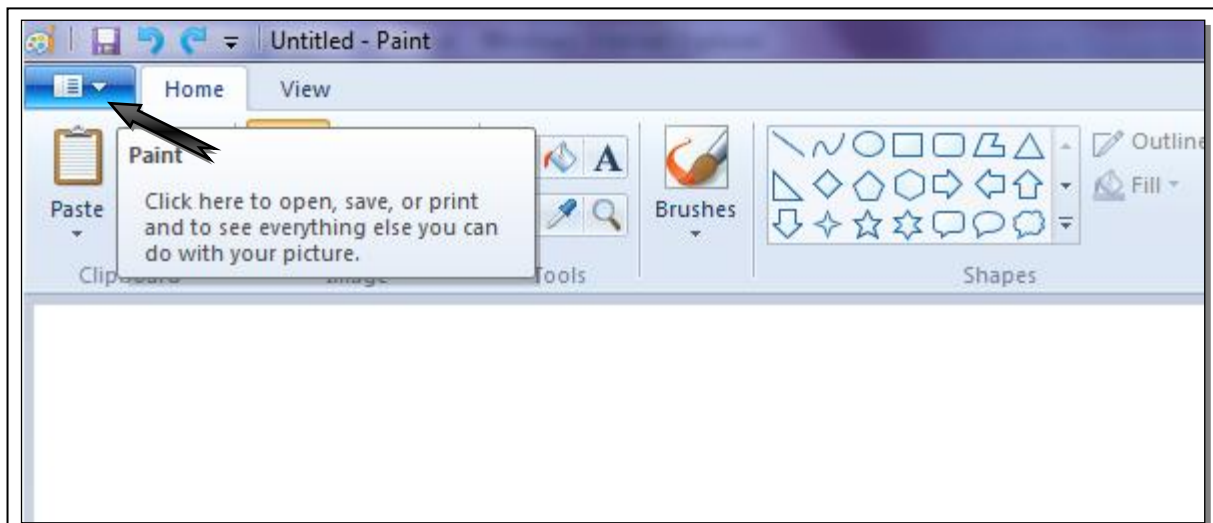


Figure 37 – Opening a photo in Paint

Once you have opened the picture in word you will click on the resize button and rescale the image. You can usually play around with the scaling factors to find a size that is ideal for the website.

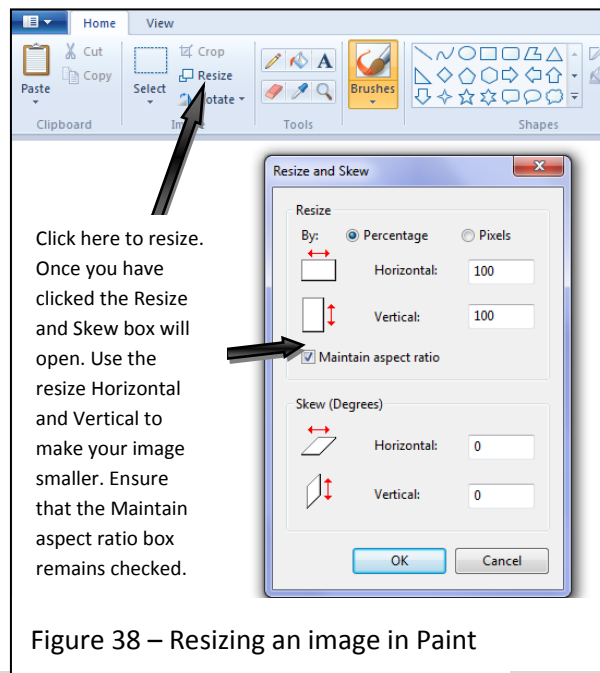
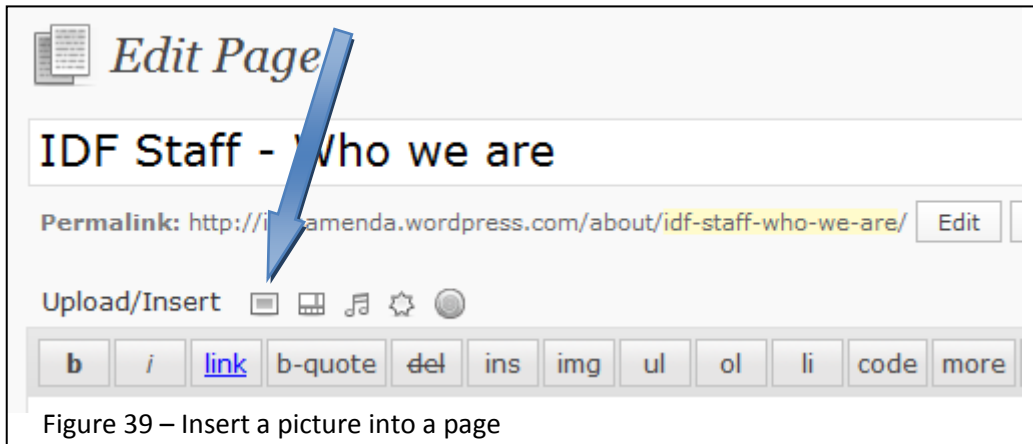
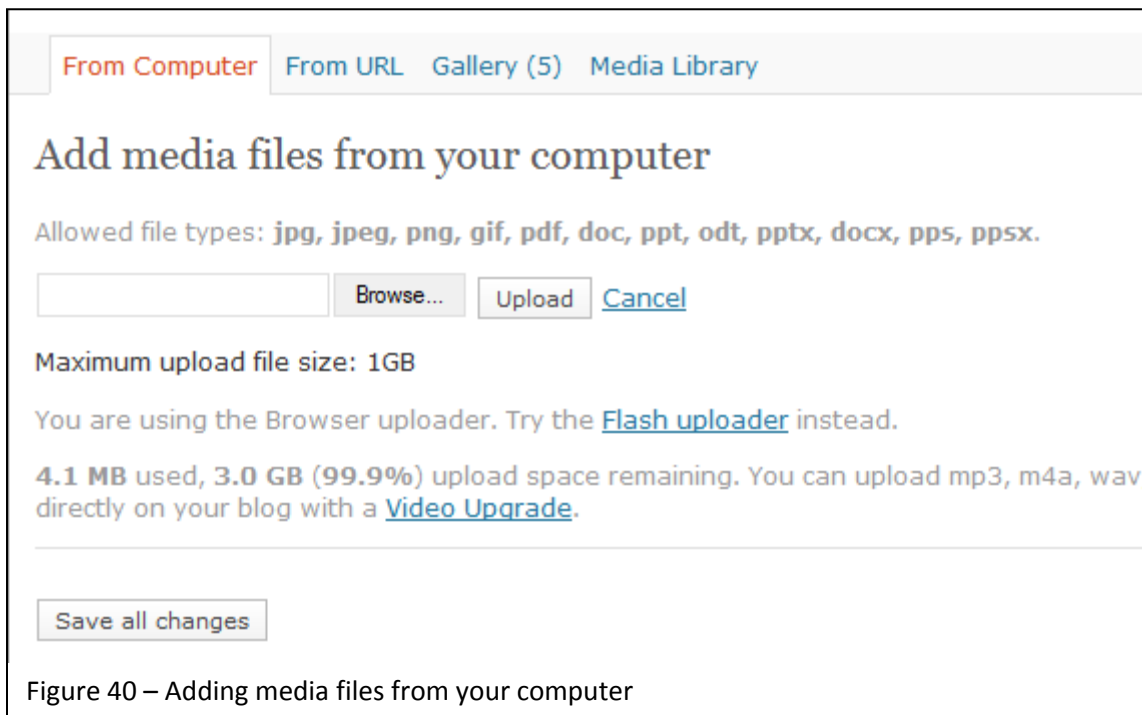


Figure 38 – Resizing an image in Paint

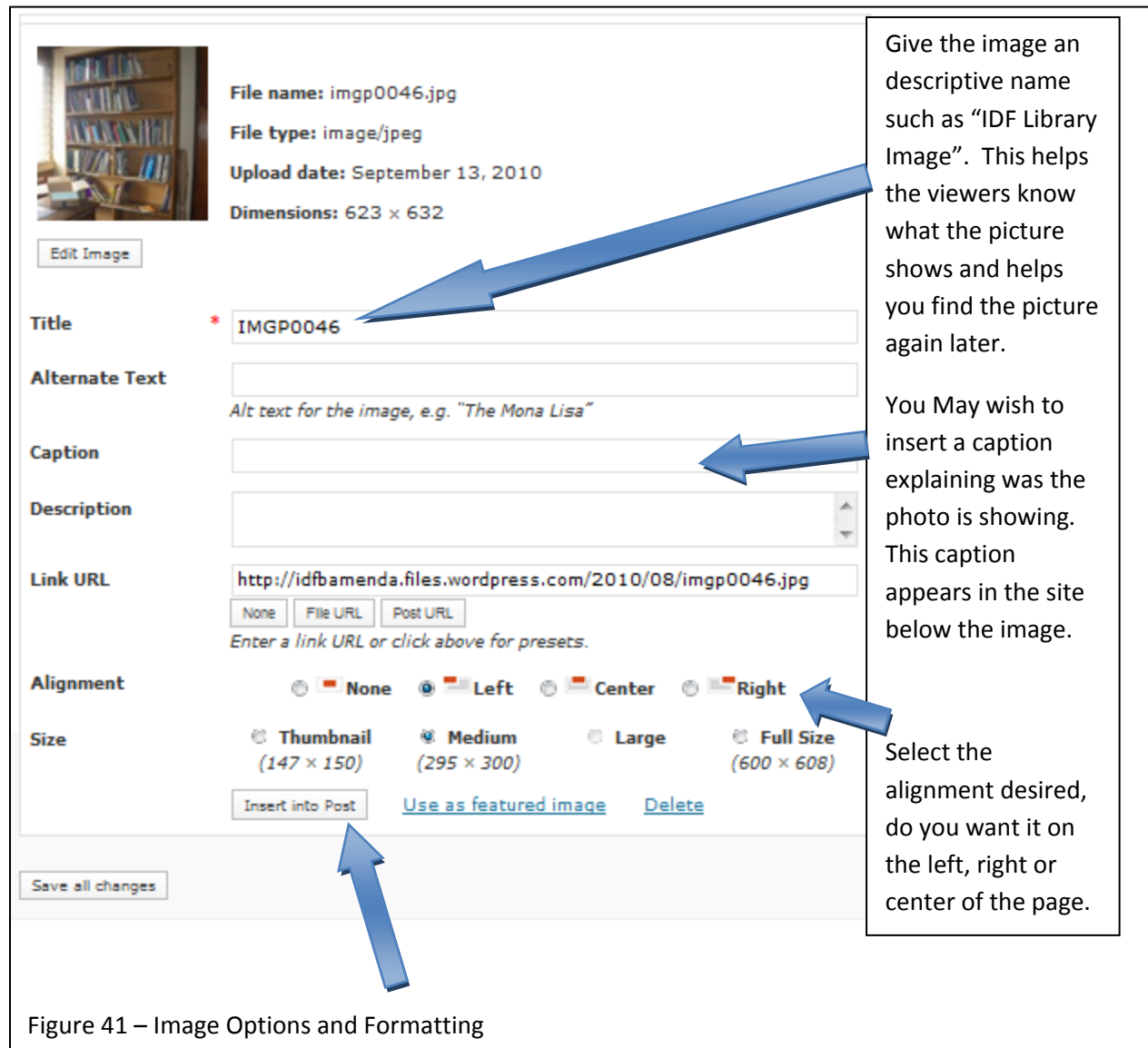
Save your image. Then go back to the website page where you want to add the picture. When you are in the editing mode for any page you have the option of inserting photos by clicking on the image of the photos (see Figure 39)



A new window or a pop-up window will open offering you the option to add media files from your computer. You will click on browse, select the photo and then click upload.



Once your files have uploaded you will see some options the photo you have uploaded.



The screenshot shows the WordPress image upload options interface. At the top left is a small thumbnail of a bookshelf. To its right, the following information is displayed: File name: imgp0046.jpg, File type: image/jpeg, Upload date: September 13, 2010, and Dimensions: 623 x 632. Below this is an 'Edit Image' button. The main form contains several sections: 'Title' with a red asterisk and the text 'IMG0046'; 'Alternate Text' with a text input field and a placeholder 'Alt text for the image, e.g. "The Mona Lisa"'; 'Caption' with a text input field; 'Description' with a text area; 'Link URL' with a text input field containing 'http://idfbamenda.files.wordpress.com/2010/08/imgp0046.jpg' and buttons for 'None', 'File URL', and 'Post URL'; 'Alignment' with radio buttons for 'None', 'Left', 'Center', and 'Right'; and 'Size' with radio buttons for 'Thumbnail (147 x 150)', 'Medium (295 x 300)', 'Large', and 'Full Size (600 x 608)'. At the bottom of the form are buttons for 'Insert into Post', 'Use as featured image', and 'Delete'. A 'Save all changes' button is located at the very bottom left. A text box on the right side of the image contains instructions, with blue arrows pointing to the 'Title' field, the 'Caption' field, the 'Alignment' radio buttons, and the 'Insert into Post' button.

Give the image an descriptive name such as "IDF Library Image". This helps the viewers know what the picture shows and helps you find the picture again later.

You May wish to insert a caption explaining was the photo is showing. This caption appears in the site below the image.

Select the alignment desired, do you want it on the left, right or center of the page.

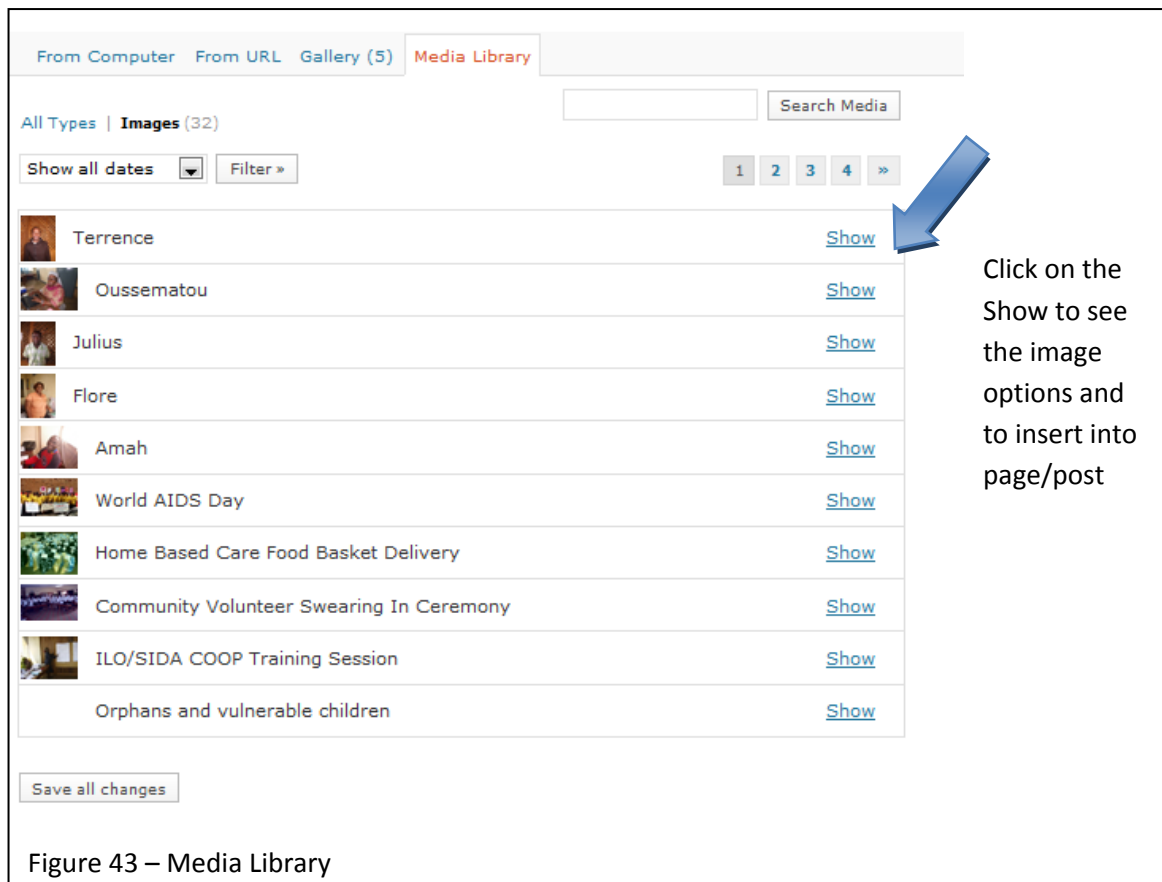
Figure 41 – Image Options and Formatting

The images are usually ideal when their size is medium (around 300 by 300 pixels). This is a standard size for websites. Once you are done you may click on the Insert into Post box. Once you click on this box you will be brought back to the edit page and in order to insert another photo you will need to click again on the photo image but instead of uploading new pictures, if you have already uploaded the pictures you need you can access them by clicking on Media Library or Gallery. The media library will show you images and uploads from ALL pages, whereas the Gallery shows you images and uploads from only that Page or post.

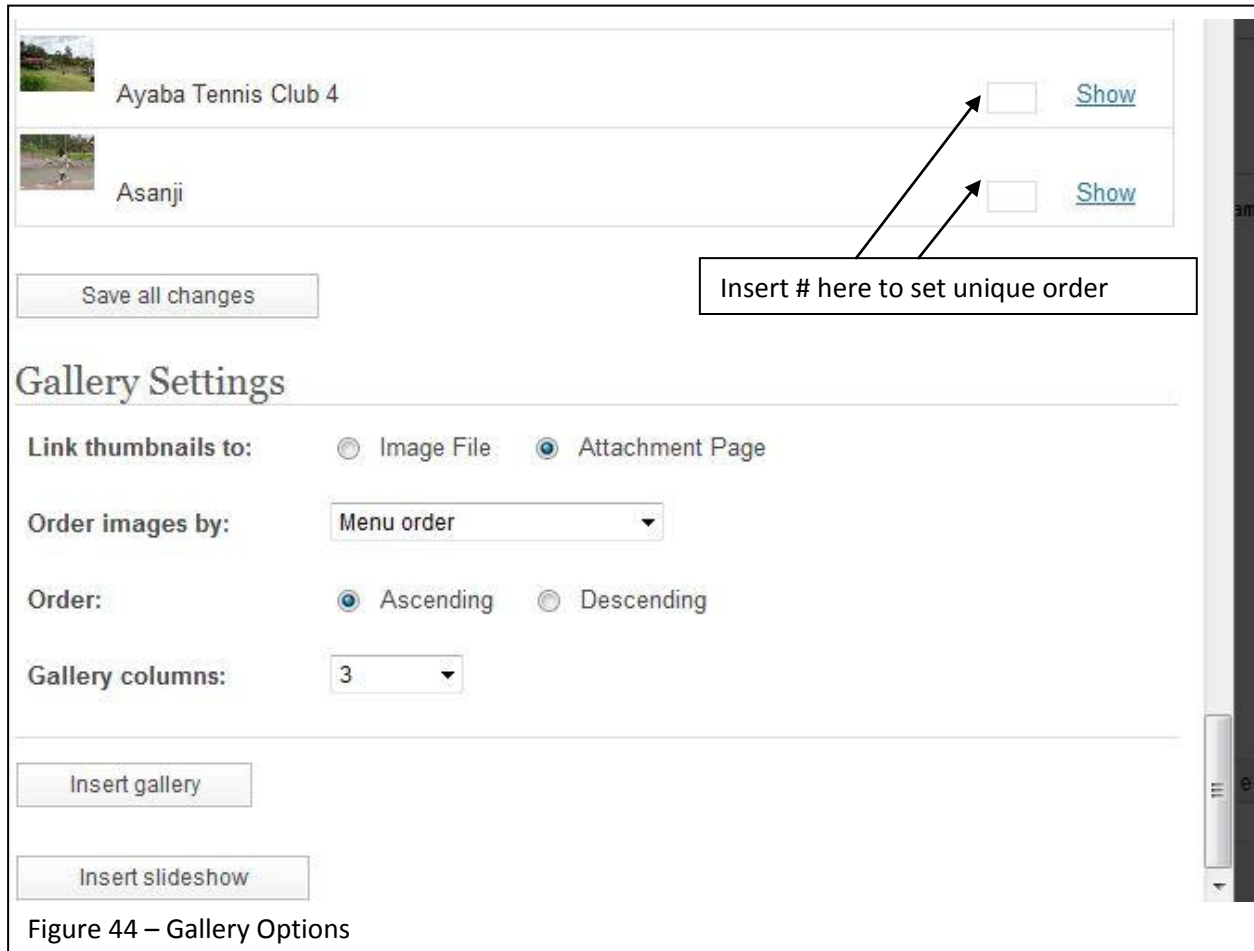
Inserting a Gallery or Slideshow



Once you click on media library (or Gallery if you know you uploaded the picture while on the page you are currently on) you will see all the images you have uploaded. In order to select the one you would like to insert in to the post click on the Show button beside the picture and then an image like that in Figure 43 will appear and you can insert an appropriate title and ensure the alignment and size are alright. Click insert into post when completed.



Another option WordPress offers is to insert a gallery of photos or a slideshow. This can be done from the Gallery tab (see Figure 40). Click on the Gallery tab. A new screen will open up and show you all the photos that have been uploaded to that page, scroll to the bottom and you will see gallery options.



Slide shows and galleries are easy way to show all the pictures you have uploaded to a certain page without having to insert each one individually. Pictures are displayed as a smaller image file. An example of a gallery is shown in Figure 45. You can change gallery setting so that when someone clicks on a photo in your gallery or slideshow either the person is given an option to download the photos (image file) or another page opens with the photo (attachment page). You can also change the order in which the photos are displayed. If you choose menu order, you can assign values (1, 2, 3, etc) to each photo individually in the box to the left of the Show button. You can choose how many columns of photos will appear, however sometimes themes prevent more than 2 from showing up.

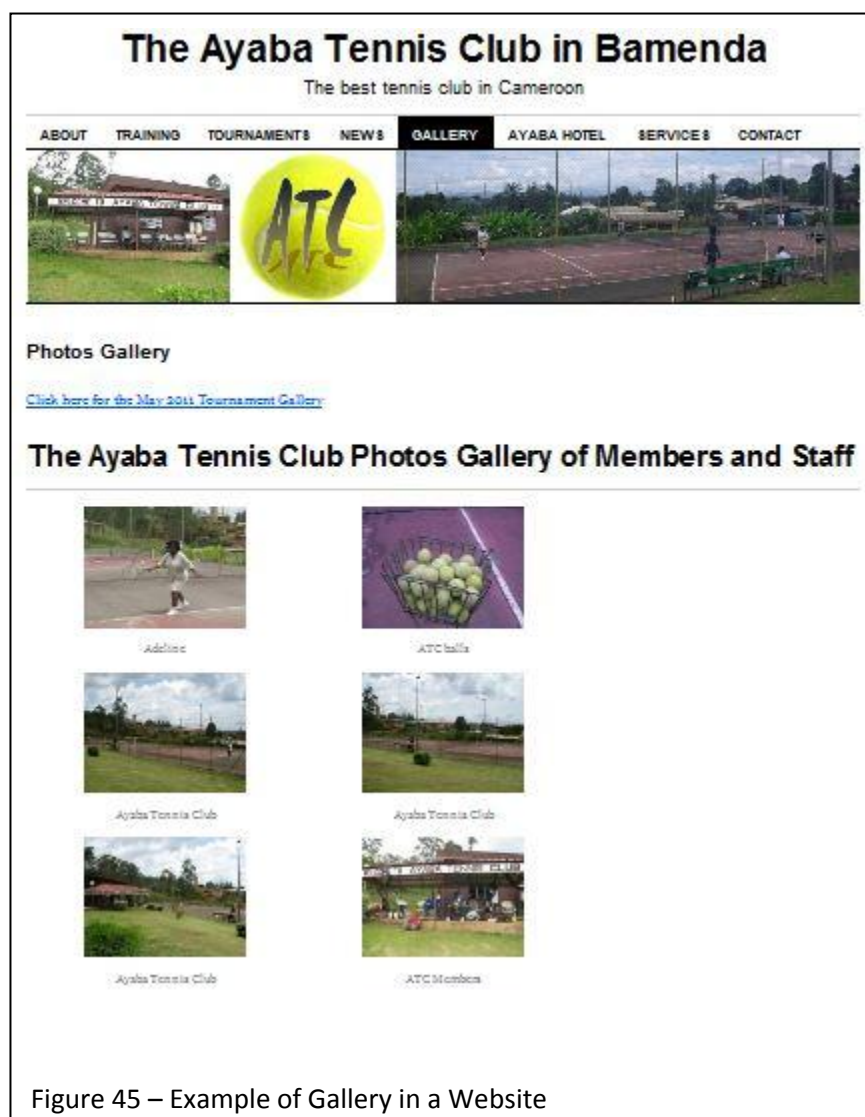


Figure 45 – Example of Gallery in a Website

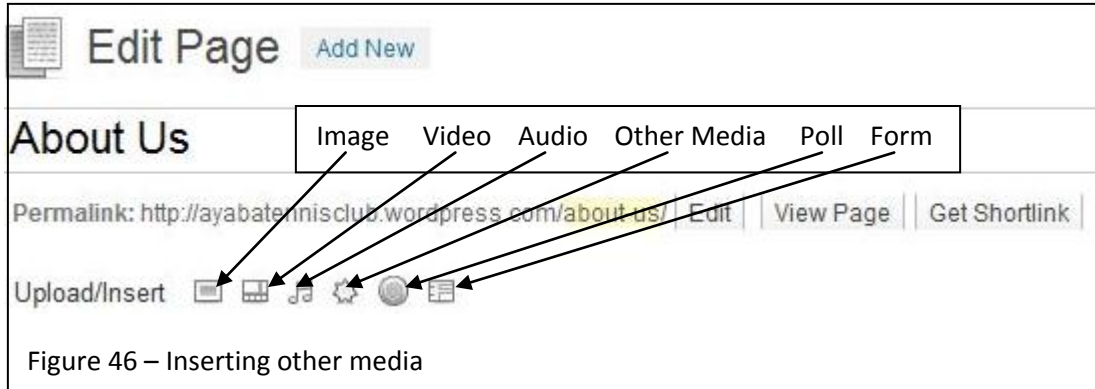
Inserting Video

A free way to insert a video would be to use Youtube.

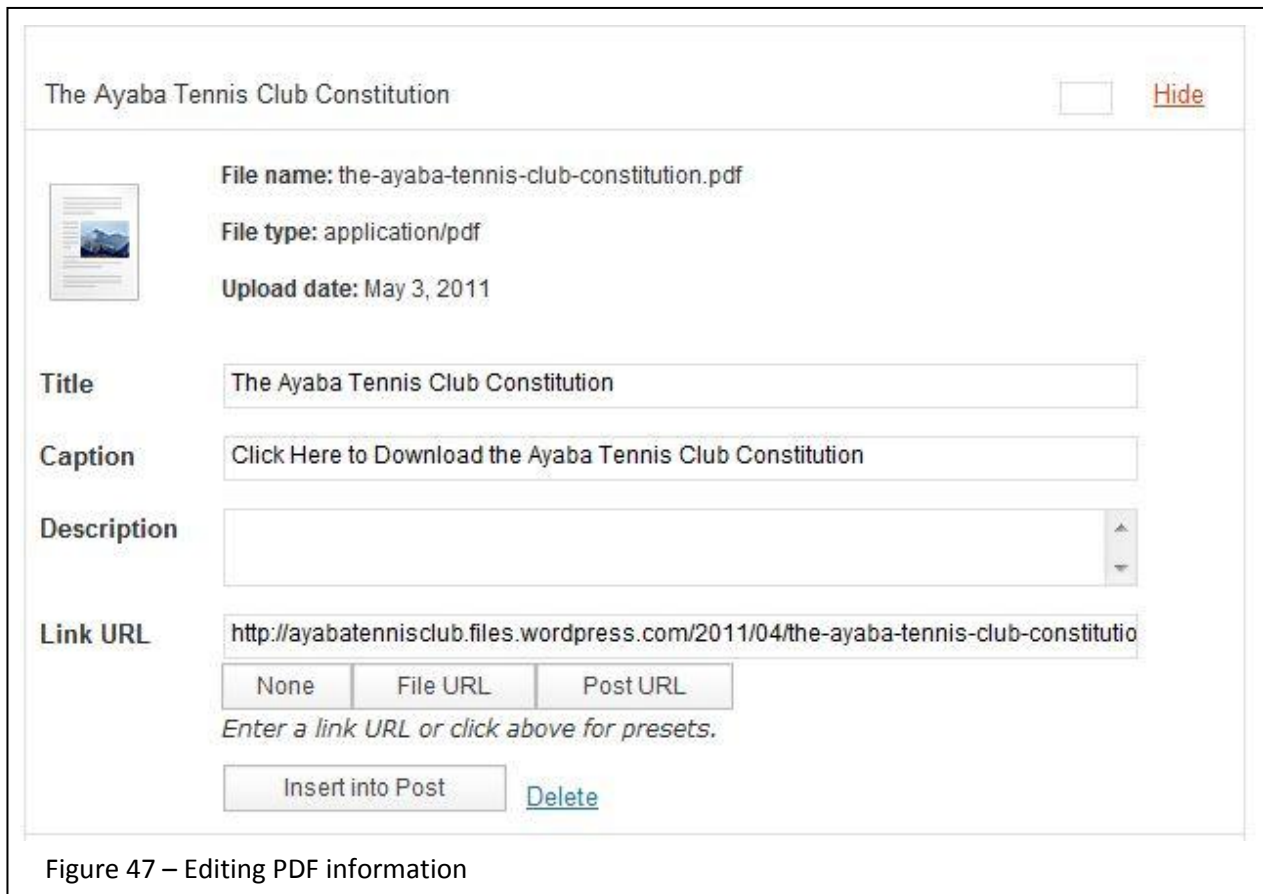
Go to www.youtube.com and login (create an account if necessary). Once logged in you can upload the video to your account. Once uploaded youtube will give you a link that can be embedded into your site and which will show the video in your site as a link to youtube. This method does not use up your WordPress space allocation for uploads and also makes it free to show videos on your site.

Inserting Other Media Files including PDFs

In order to insert other types of media you again go to “edit post” or “edit page” of the post or page where you want to insert the media. Along the same line of options where the upload image was, you will see other icons. These icons signify the following: Image, Video, Audio, Other media, Poll, and Form. See Figure 46. A form is a form where people can enter in a comment and it is sent directly to your email. A Poll is where you can have people vote on something.



To insert a PDF, you will click on the Other media icon (star) and a page identical to Figure 40 will open and permit you to browse your files to find the one you want to upload. Once you have uploaded the file you will be given the option to change the Title, add a caption or a description and insert it into the post. The Title is what will be displayed on your website page. (See Figures 47 and 48).





Inserting Polls

Polls can offer visitors a chance to vote on something. IN oder to insert a poll into your blog or site you will click on the poll button (circle) see Figure 46. Note that you will need an account with Polldaddy and WordPress provides you with the steps to set up the account and then insert the poll.

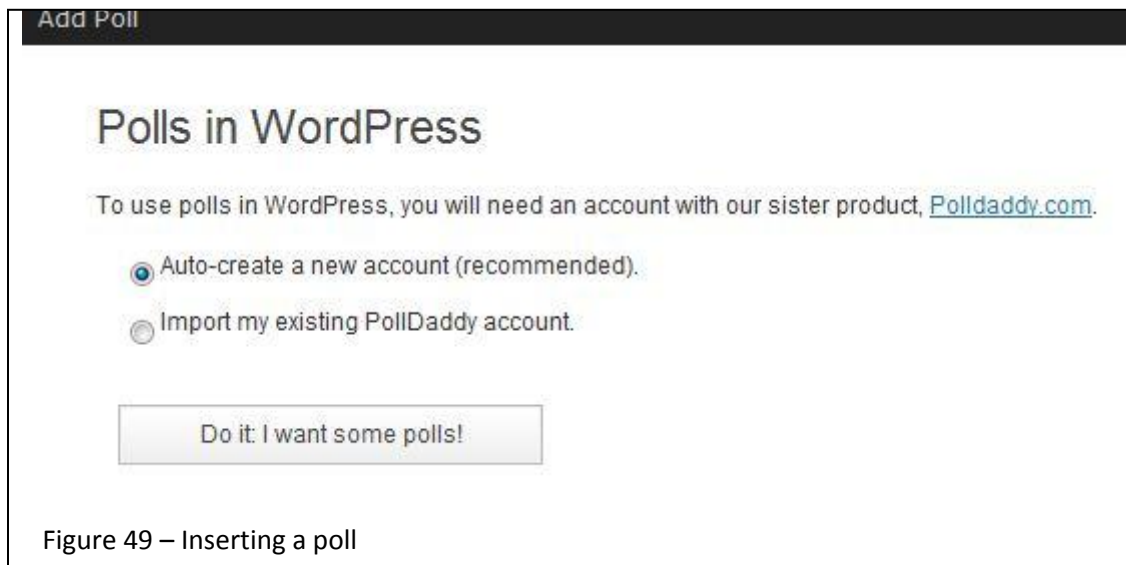
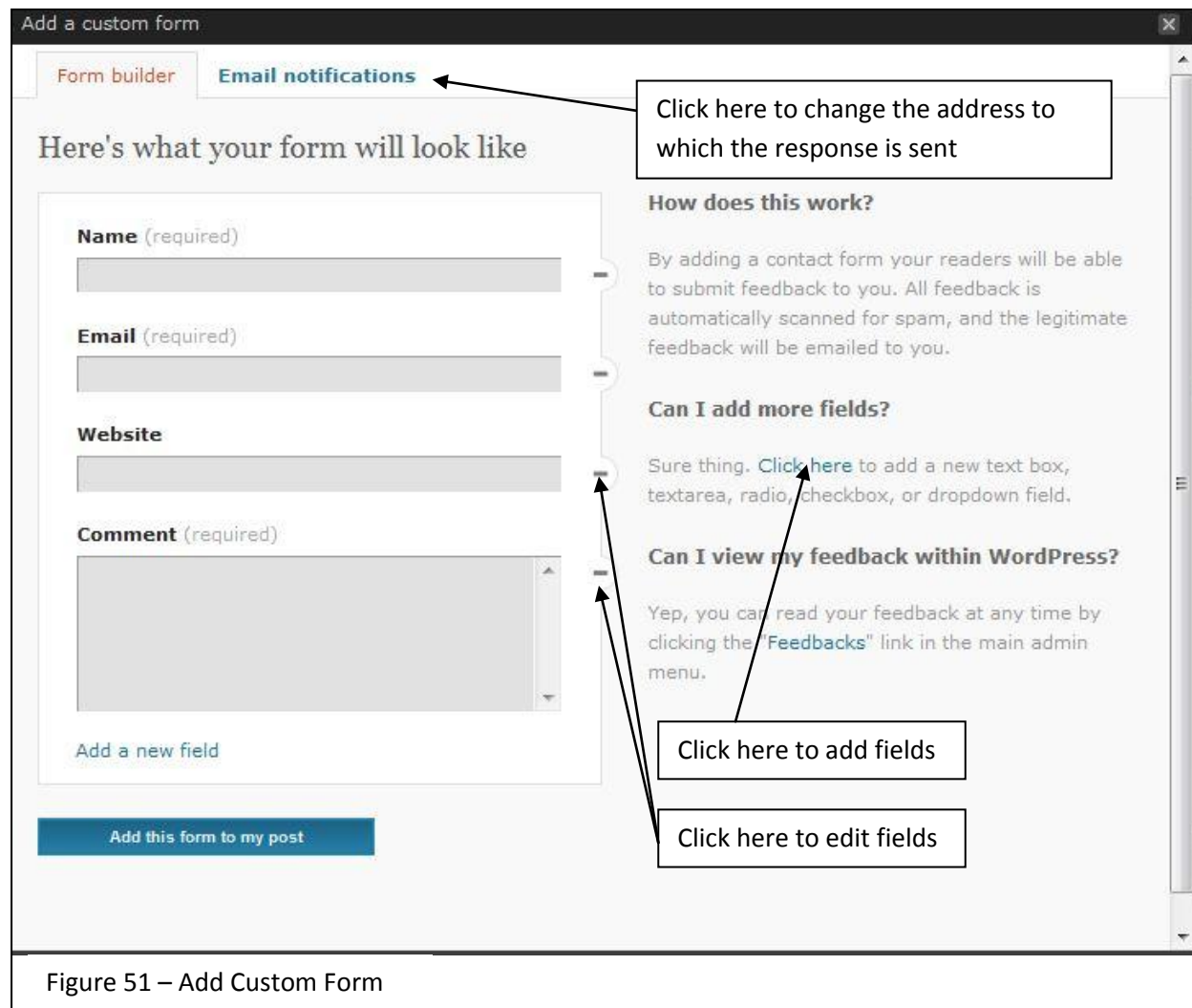


Figure 49 – Inserting a poll

Inserting Forms

Forms are a handy way to get comments and feedback from visitors of your site. If you do not wish to publish your email address you can insert a form where people can contact you using the form instead of sending you an email. The form will automatically be sent to your email. You will click on the insert form button (see Figure 46) and a popup for adding a custom form will appear (see Figure 50).

You can easily add or remove fields as you require.



When you edit a field you can change the label and the field type. You can also decide if you want it to be a required field or not, this means the form cannot be sent unless the field is filled in with an response.

Once someone has submitted information through your form, the information will go directly to the email address of the author of the page or post (the email address you used to set up your site). If you

wish to change this address you can click on the Email Notifications tab at the top left and enter a new address to which the form information will be sent. You can also use the Email Notifications to change the subject line of the email you will receive from Wordpress.

Advanced Features

When you are editing pages or posts you have a couple advanced options which can be useful to be aware of and which can facilitate the creation of your website or blog.

Kitchen Sink

The kitchen sink option gives you more buttons when editing a page or a post to easily change the aesthetics of your page/post.

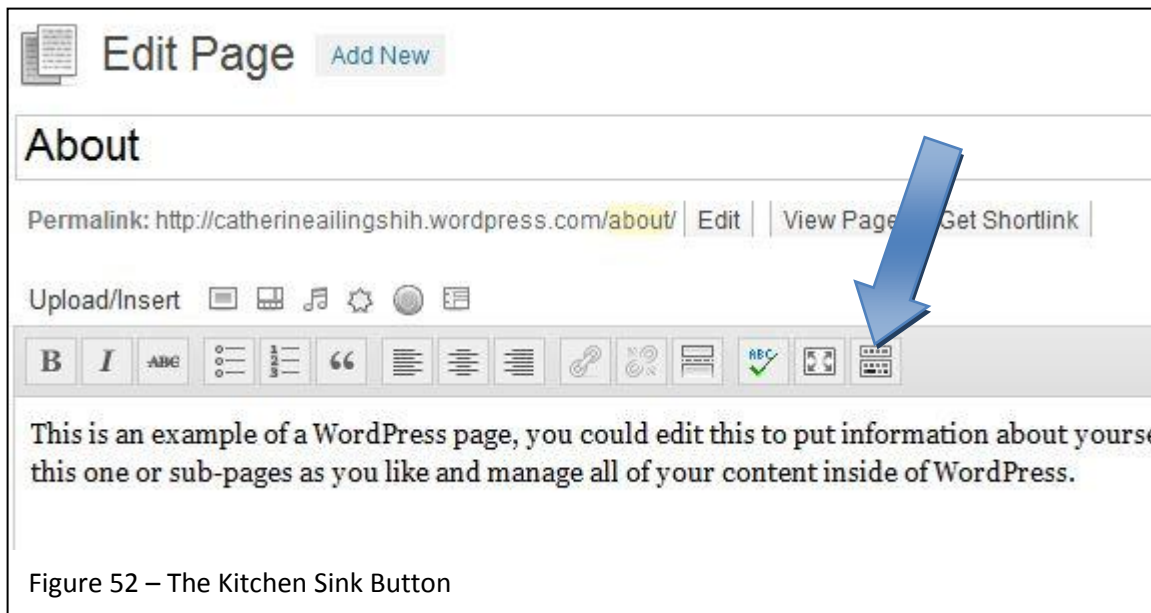


Figure 52 – The Kitchen Sink Button

Without the Kitchen Sink button pushed, you will see 15 buttons below the Upload/Insert line of the Edit Page or Post view. These buttons from left to right are:

- Bold
- Italics
- Strikethrough
- Bullets
- Numbering
- Quotes
- Left align
- Center align
- Right align
- Hyperlink
- Remove link

- Insert More tag
- Spell check
- Toggle full screen mode
- Kitchen Sink

When you click on the kitchen sink icon you will be given more formatting options which include:

- Style: whether you want the text selected to be a heading, or paragraph, or address etc.
- Underline
- Justified align
- Font color
- Past as plain text
- Paste from word
- Remove formatting
- Insert custom character
- Remove indent
- Insert indent
- Undo
- Redo
- Help

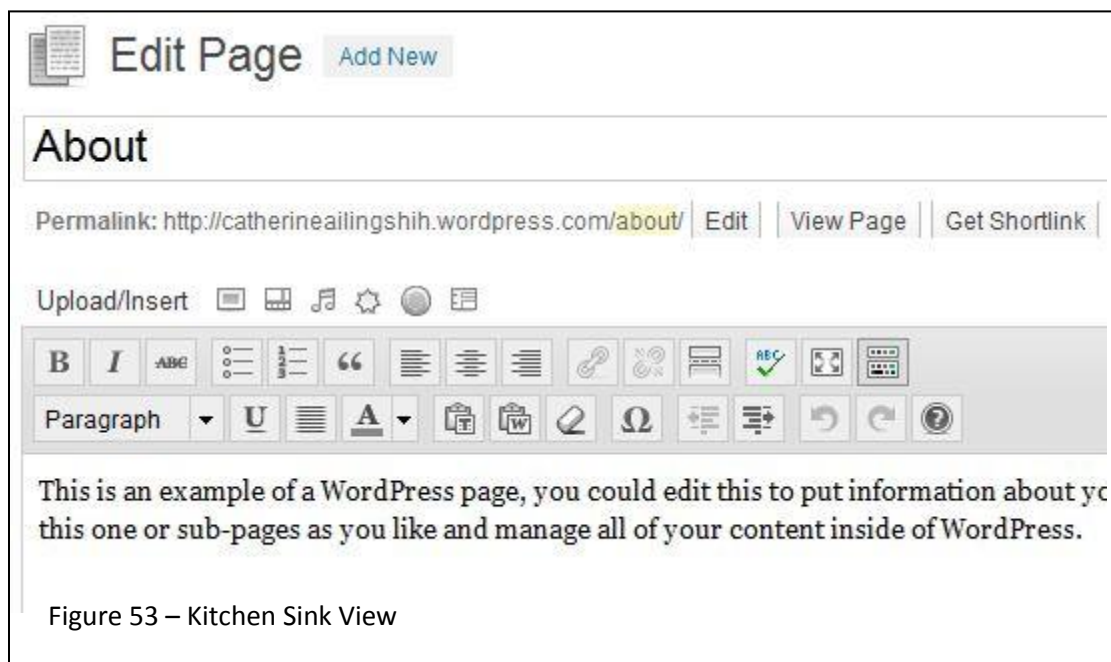


Figure 53 – Kitchen Sink View

Visual VS. HTML Editing

Another advanced feature of editing pages and posts is that you are given the option of doing so in visual or HTML modes. The visual mode is the most easy to use as the HTML requires knowledge of basic coding. Figure 54 and 55 show the same page in visual vs HTML mode.

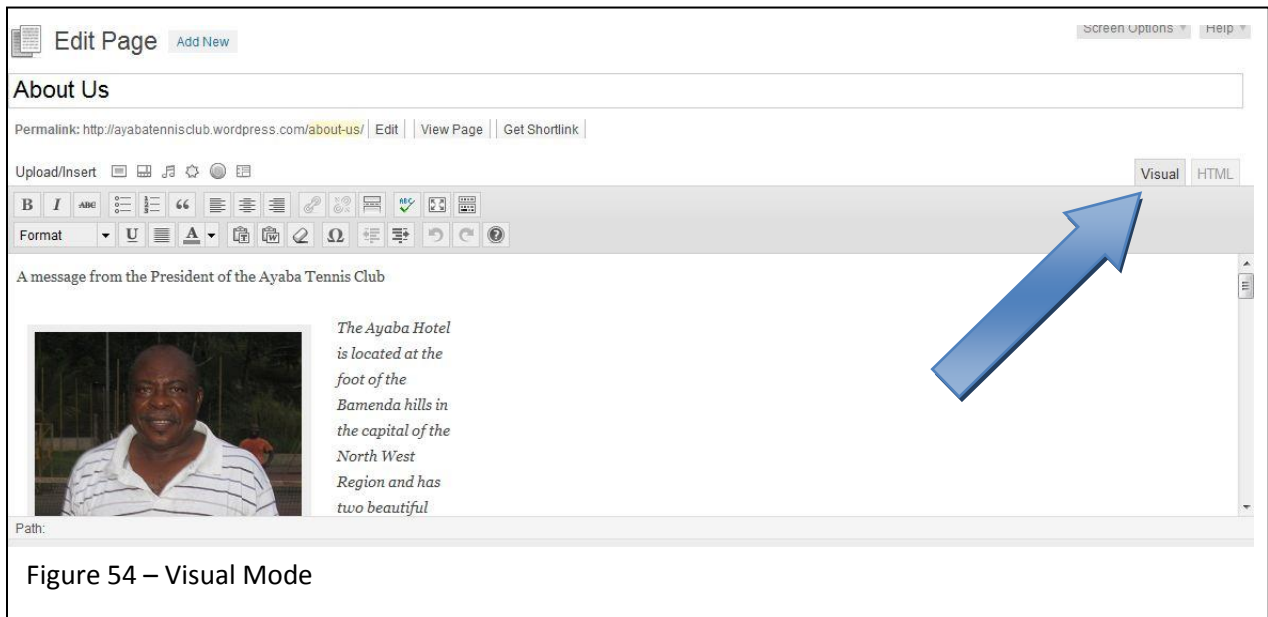


Figure 54 – Visual Mode

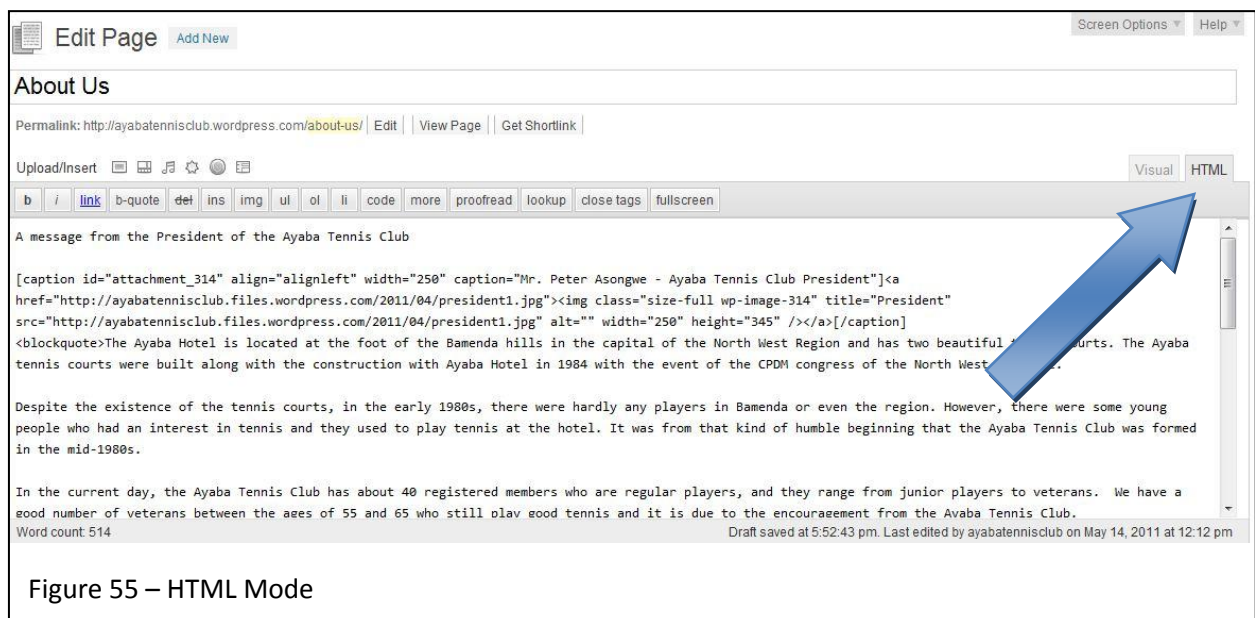


Figure 55 – HTML Mode

Adding Websites to your Account

You may at some point want to add another website or blog onto your account. This may be useful if you want to create a version of your website in another language or if you want to add a separate blog to your website but not have them in the same site (ie. different addresses like www.NAME.wordpress.com and www.NAMEBLOG.wordpress.com.) To add another site or blog to your account you can run your mouse over My Blog at the top left of your screen. A drop down menu will appear and the very bottom option will be to Register New Blog.



WordPress will bring you through the steps of setting up a new site/blog. Now when you log in under My Blogs you will see the option of your two sites, you scroll over the one you are interested in editing and the drop down menu for that site (like Figure 56) will appear.

Advice for Editing Pages

In order to make the process of updating pages and adding posts as easy and stress free as possible, the following is advice:

1. Make use of Word – If you are writing a new post then write it originally in word and then log on to the website and copy and paste the post in. This saves time being on line and also permits you to take advantage of spell-check.
2. Read over your changes carefully – Ensure that you carefully read over the information you post onto the website. This site is public and it may reflect poorly on IDF if posts and pages have spelling errors or incorrect information. Always double check that your new post, or updated page was correctly uploaded by viewing the new post or page.
3. Check your page often using the preview function. This ensures that photos are well aligned and that the pages look correct.
4. Keep stories short and concise. People don’t want to read really long pieces on their computers. You want to keep your stories interesting and to the point.
5. Be sure to define all acronyms you use (ie. OVC, CV, etc...) although you may know what you are talking about, these acronyms can be like a foreign language to people who aren’t familiar with your programs and words.
6. Always make sure you have permission to use photos from the people who are in the photo, in addition if writing about sensitive matters like HIV and AIDS make sure your subject matter approves what you write.

Check list for Updating/Creating Pages

- Is your title clear and concise without spelling errors?
- Is the slug (address of your page) concise?
- If you have changed the slug of a page, have you made changes to all instances where that page was linked? Ie. If you change the slug of Page A, and on page B you had a link to access page A, you need to go to Page B and change the link to the new slug.
- Did you preview the page?
- Did you check the content overall for spelling and grammar errors?
- Did you uncheck the comments box so that visitors cannot comment on your page?
- Do pictures on the page have a caption explaining what they represent?
- Have you identified the Parent and the Order of the page if relevant?

Next steps

- Do you need to add your page to the menu?
- Do you need to link this new page on existing pages?