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Wordpress Quick Guide

For DNS Enterprises clients

With Compliments : Stephan



Welcome To Your New
Website

WordPress Quick Start Guide

Welcome

Welcome to your new website. It can function as a Website as a Blog or as both. It is just important that you distinguish between POSTS and PAGES later in this document. Both are in fact “website pages” but function slightly differently when it comes to categorization.

Remember your Wordpress “blog” is a WEBSITE.....

Introduction

This is a quick introduction tutorial to using your wordpress blog site. It is actually very easy to use and manage and all you have to do is play around with it a bit. Do not worry, you will not break it!

You can also look at some online video tutorials for all of the steps below from this page :

<http://www.sawebstedesigner.co.za/wordpress>

Important Notes About Your Install: Must Read

PLEASE NOTE : DO NOT ATTEMPT TO CHANGE THE TEMPLATE THAT I HAVE INSTALLED FOR YOU AS IT IS CUSTOMISED FOR YOUR SITE. **A NUMBER OF FUNCTIONS AND SETTING WILL BE LOST** IF YOU CHANGE THE DESIGN ON YOUR OWN. If you want a new design, please contact me.

PLEASE NOTE : If you are going to be using images a lot in your posts or pages you need to format them correctly before inserting them. **Please refer to the <http://www.sawebstedesigner.co.za/wordpress> page for instructions and a tool to do this.**

PLEASE NOTE : If I have installed a specific Wordpress version for you and your admin panel says “A New Version Of Wordpress Is Available Please Update Now” then **DO NOT UPGRADE**. Please contact me if you want to upgrade as there are several steps that need to be done.

Also Watch The Tutorial Videos
www.sawebstedesigner.co.za/wordpress

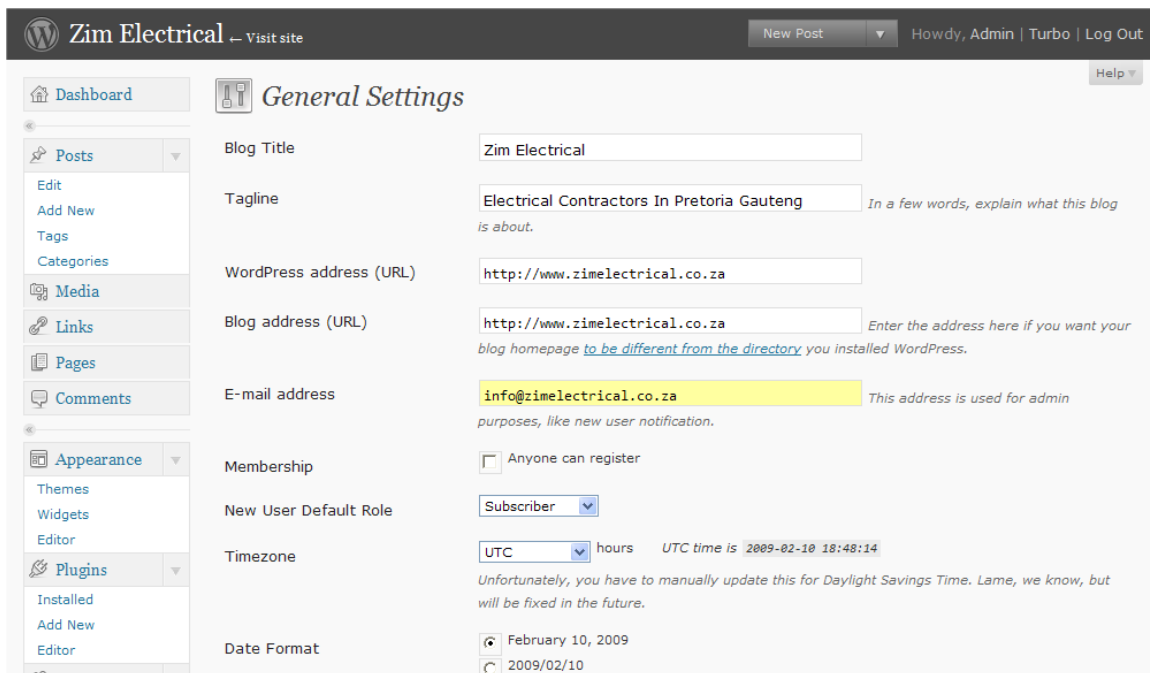
WordPress Quick Start Guide

PLEASE NOTE : Your website comes with all the necessary plugins that will allow it to function properly. Your blog is SEO friendly but not optimized in the sense that you have done keyword research and SEO copy writing. Your website and pages will be indexed by the search engines but I can not guarantee rankings for you as I am not the one adding content to the site, you are.

Quick Setup

Please make sure your email address is set up correctly in the Settings > General tab.

Note that I set your comments section as Closed by default. Only registered users can comment. You must create users in the admin panel under the USERS tab to allow people to comment. This gives you full control over who can comment on your blog. The alternative is spam comments from all over the world.



The screenshot shows the WordPress admin dashboard for 'Zim Electrical'. The 'General Settings' page is active, displaying various configuration options. The 'E-mail address' field is highlighted in yellow. The 'Date Format' field shows a dropdown menu with 'February 10, 2009' selected and '2009/02/10' as an alternative.

Setting	Value	Notes
Blog Title	Zim Electrical	
Tagline	Electrical Contractors In Pretoria Gauteng	In a few words, explain what this blog is about.
WordPress address (URL)	http://www.zimelectrical.co.za	
Blog address (URL)	http://www.zimelectrical.co.za	Enter the address here if you want your blog homepage to be different from the directory you installed WordPress.
E-mail address	info@zimelectrical.co.za	This address is used for admin purposes, like new user notification.
Membership	<input type="checkbox"/> Anyone can register	
New User Default Role	Subscriber	
Timezone	UTC hours	UTC time is 2009-02-10 18:48:14 Unfortunately, you have to manually update this for Daylight Savings Time. Lame, we know, but will be fixed in the future.
Date Format	February 10, 2009	2009/02/10

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Difference Between a Post and a Page

Your website can function as a **BLOG** or as a normal **WEBSITE** or as a combination of both.

Posts

Posts are normally Blog / Newsletter / Product Category type pages that are organized into categories. You can list products here, publish news, write a blog.

Posts are part of an ongoing document that is categorized and usually related to a point in time - you would make an entry about what you did that day for instance. A Post will always be added to the top of main page of the blog. As they are published other posts will move down and when they drop off the front page you can get to them using the Archives links, category links or at the bottom of the blog will be a link to 'Previous Entries'. You can change how many posts you show on the front of the blog on your Options > Reading page. To write a post, click POSTS then "Edit" Or "Add New" depending on what you want to do. To edit a post, click Manage then Posts then click edit for the post you need to change.

Pages

Pages function the same as in a normal Website. These are normal PAGES of your website and can be edited or added to.

Pages are not part of that same ongoing document but they complement it, add to it, provide additional information. They are not categorized (although you can create sub pages). They may not be related to time. A Page is something on its own. It is added as a new part of the website.

An 'About' page is the classic example or "Contact us". It is used to display content that are not related to an event in time or that needs to be categorized.

To write / edit a page, click PAGES on the left and elect "Add New" or "Edit" for an existing page.

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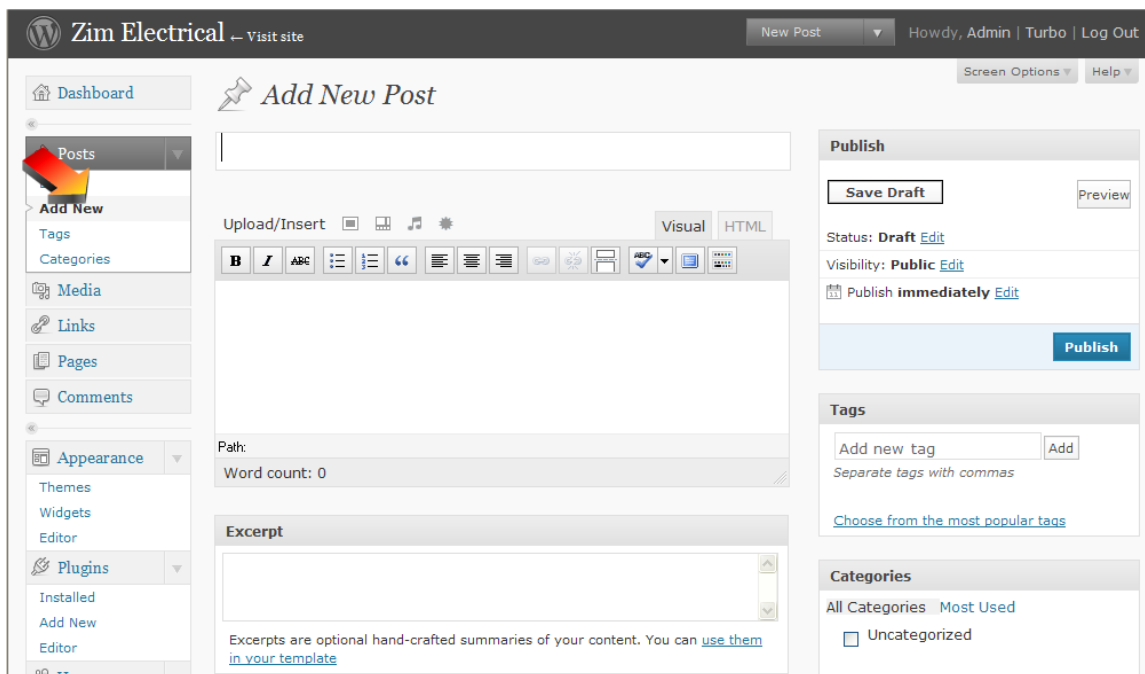
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How many can I have?

There is no limit on the number of POSTS or PAGES you can have. The only caveat is that I do suggest you limit your PAGES to about 7 in the TOP MENU. If you start adding more, I suggest you start using “sub pages” or start using POSTS to categorise your website otherwise it will become bulky and difficult for your users to navigate.

Writing a POST in WordPress

Writing posts and pages is the core activity in WP. You can start your editorial experience at the **Posts** menu

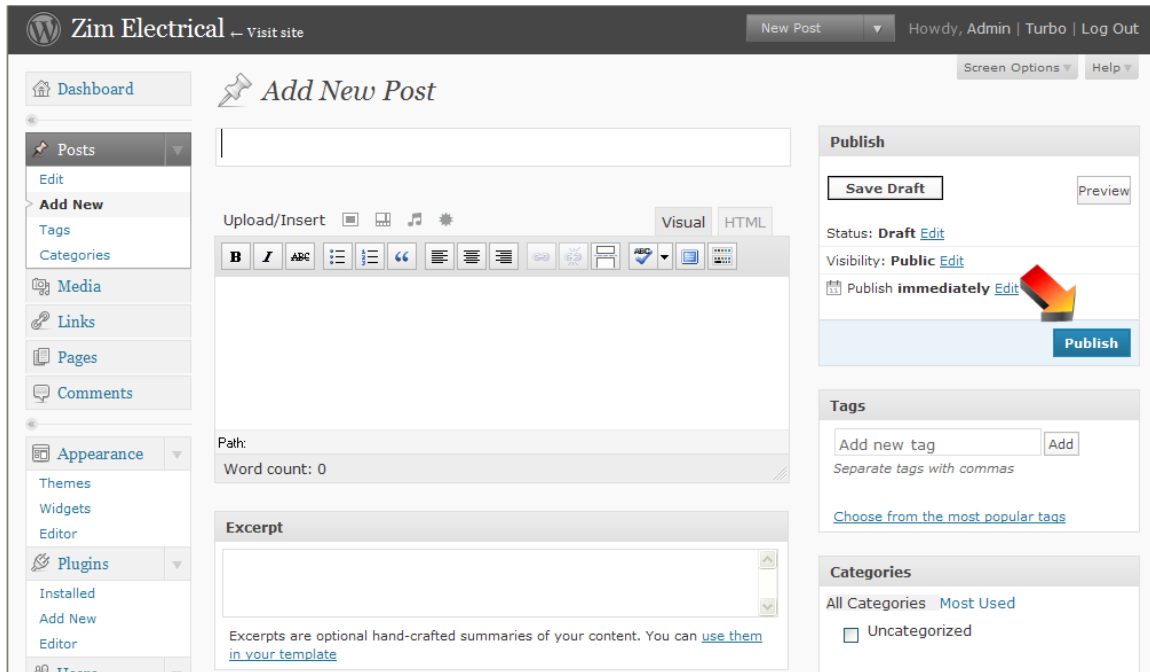


You can simply proceed with entering the desired content in the **Title** and **Post** boxes. Once you are ready the new post can be published just by clicking the **[Publish]** button.

Remember to select a category that your post will be placed in to organize your blog.

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Just a note on Titles. Make your titles VERY descriptive about what the page is about. It will help tremendously in the search engines if your title is a nice descriptive phrase that forms a proper heading as the search engines look at your Title when they index your website. Do not use names like "post 2" or 'another post" in your Title. This is very important if you want a chance to rank in the search engines.

Watch The Video Below:

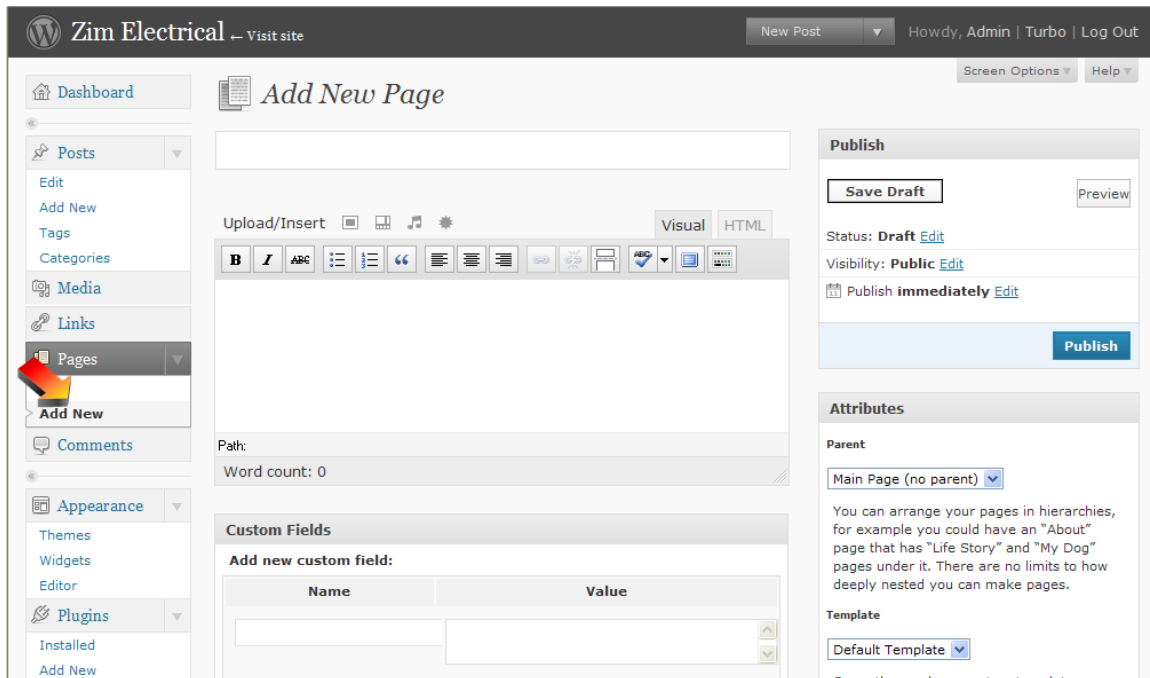
<http://www.youtube.com/watch?v=vX0DMAjtZZg>

Creating A PAGE in WordPress

Creating individual pages in WordPress is quite similar to writing a post. You should simply click on the [**Pages**] **Add New** button from the menu.

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Note that various advanced options, such as entering meta tag info, are also available in the menu to the right.

Watch The Video Below:

<http://www.youtube.com/watch?v=kzYhnDOGIIM>

WordPress Categories

In order to have your blog in a decent structure and ease your visitors' navigation throughout your posts and pages, you should categorize your POSTS.

PAGES ARE NOT CATEGORIZED – Only POSTS are.

Creating a new category

A new category is created from the **Posts** menu, **Categories** section.

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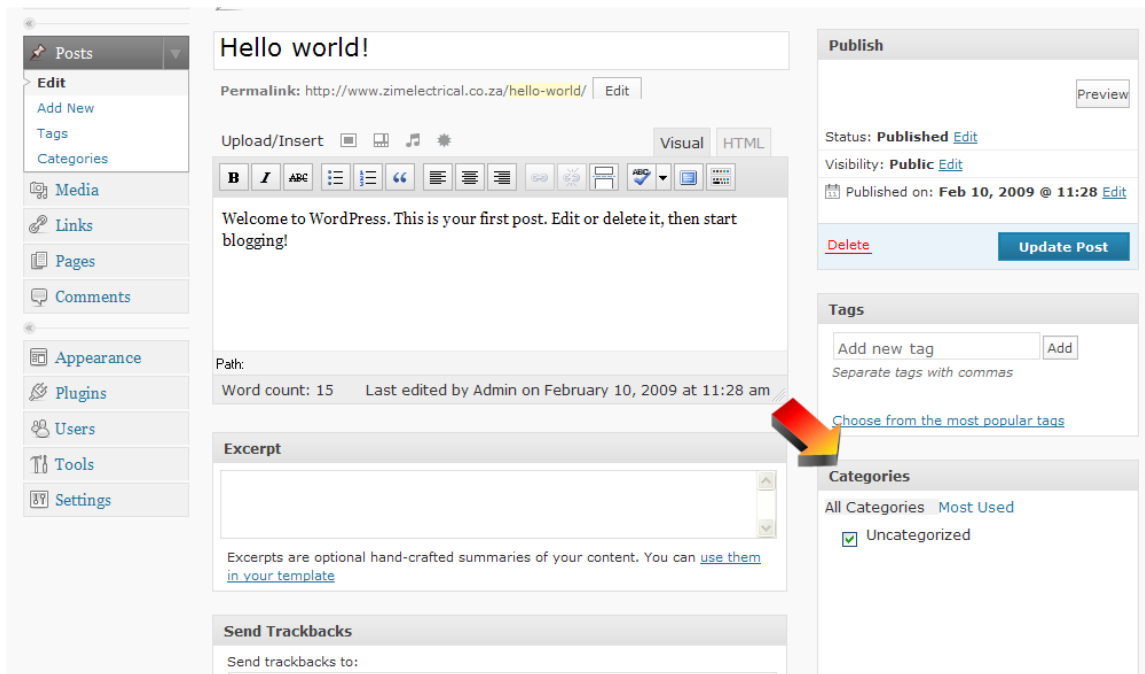
WordPress admin dashboard showing the 'Categories' page. The page title is 'Categories' and the breadcrumb is 'Dashboard > Categories'. The left sidebar shows the 'Categories' menu item highlighted. The main content area is titled 'Add Category' and contains form fields for 'Category Name', 'Category Slug', and 'Category Parent'. Below these fields are explanatory text blocks. To the right, there is a table of existing categories with columns for 'Name', 'Description', 'Slug', and 'Posts'. The table shows one category named 'Uncategorized' with 1 post. Below the table is a 'Note' explaining that deleting a category does not delete the posts in that category, and that categories can be converted to tags using a 'category to tag converter'.

Change the category of a post

In order to move a post from one category to another, you should click on **Posts** and then click **Edit**.

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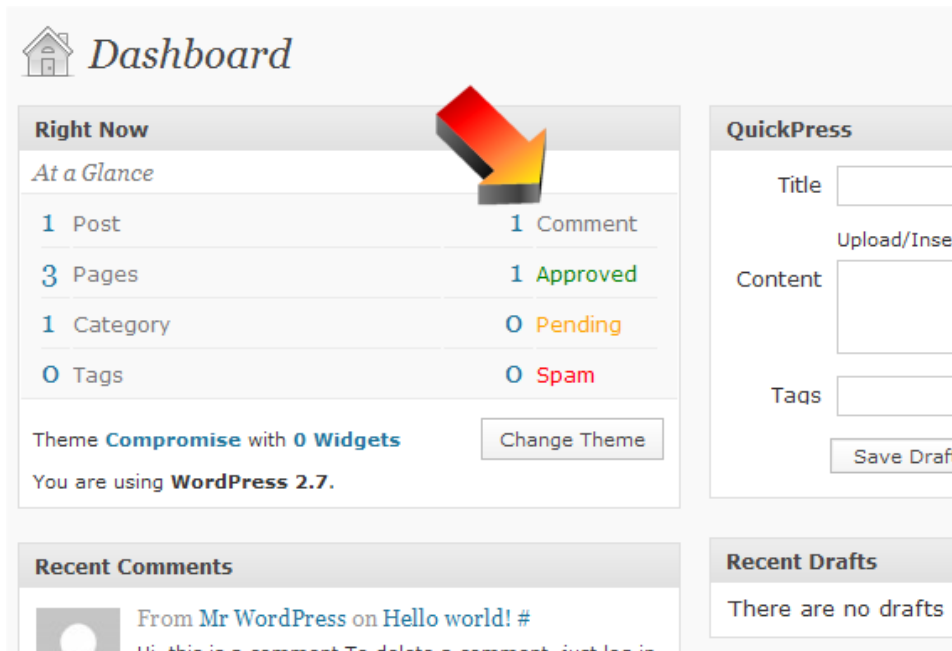
Then from the menu to the right choose the desired category.

Comments in WordPress

In WordPress your visitors have the option to leave comments on your site. This feature creates a dynamic interchange between you and your readers. By default I have disabled this. Let me know if you want to enable this feature.

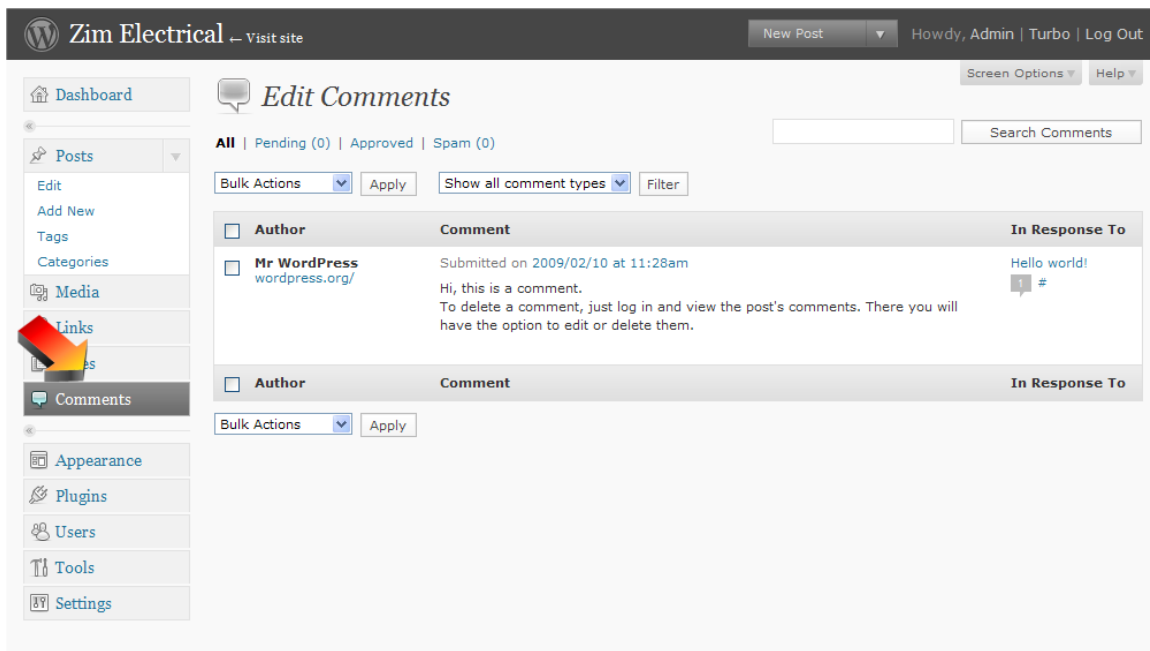
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Moderate Comments

You can moderate your visitors' comments via the **Comments** tab in the WordPress administrator backend.

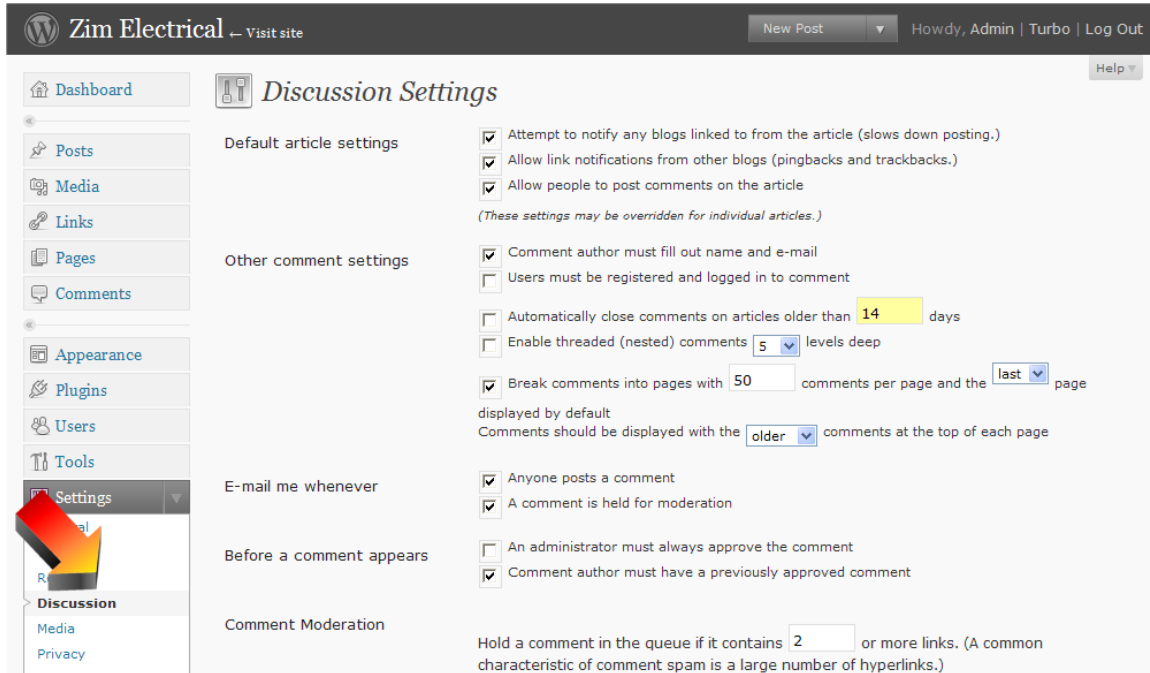


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Comment Options

You have a number of options that you can set for your Comments. They are listed under **Settings -> Discussion**.



This is the place where the site administrator decides:

- if comments are allowed,
- if pingbacks and trackbacks are acceptable,
- and what constitutes Comment Spam.

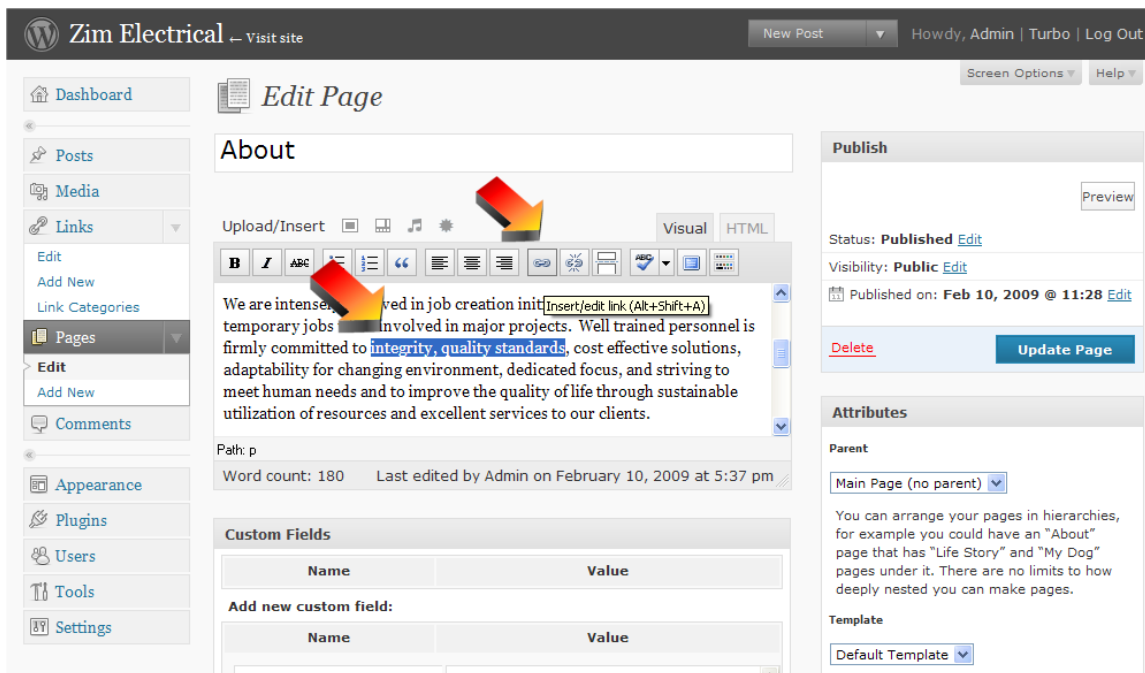
On this SubPanel you also control the circumstances under which your blog sends you e-mail notification about certain events for your site.

Please, make sure you pressed the **Save Settings** button once you are ready with your changes.

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How Do I Make A Link To Another Site Or Page?



1. Write the text you want people to click to get to the other site.
2. You need to highlight the text you want to link. That might be by using SHIFT and the arrow keys, or SHIFT and the left mouse button or maybe another way for your computer.
3. Click the icon that looks like a chain link
4. A window will popup. Enter the address. You can choose if the link opens in a new window or not. If you enter a Title then when someone hovers a link with their mouse a 'tooltip' will appear with some text (try it and see).
5. Click Insert.
6. Update The Page.

Watch the video below :

<http://www.youtube.com/watch?v=REat5AeDAkQ>

How Do I Insert An Image

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Please watch the following video:

<http://wordpress.tv/2009/01/05/embedding-photos-video-audio-into-your-posts/>

How Do I Set The Front Page

Under **Options > Reading** you can set what happens on your home page. You can either display your latest posts or you can set it to display one of your pages.

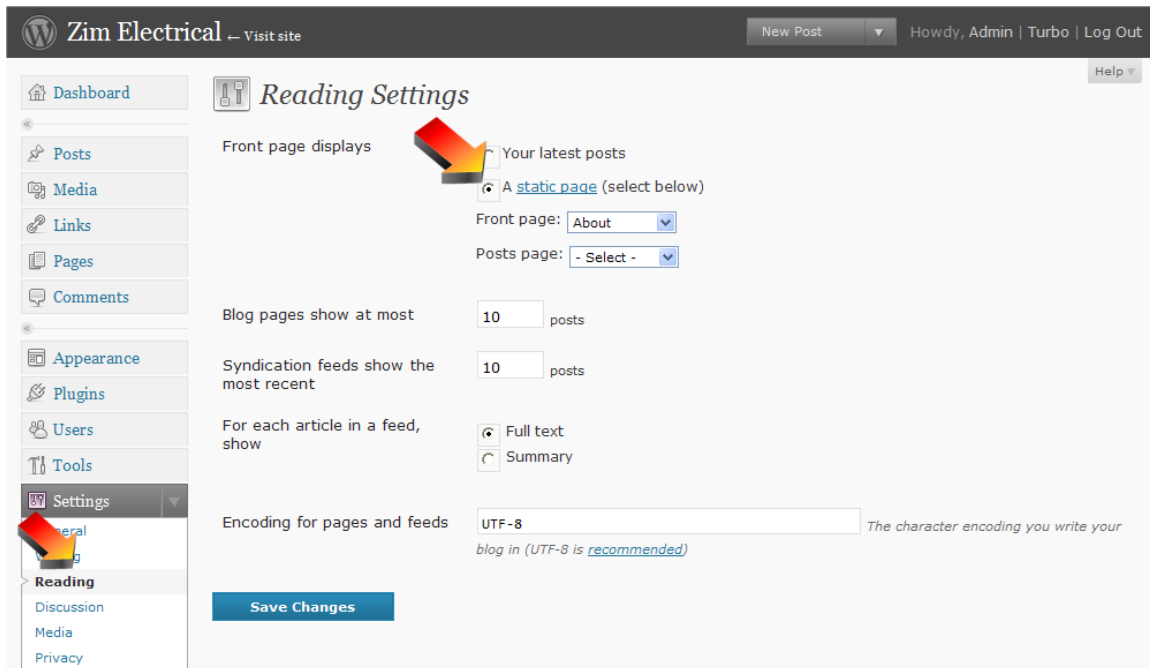


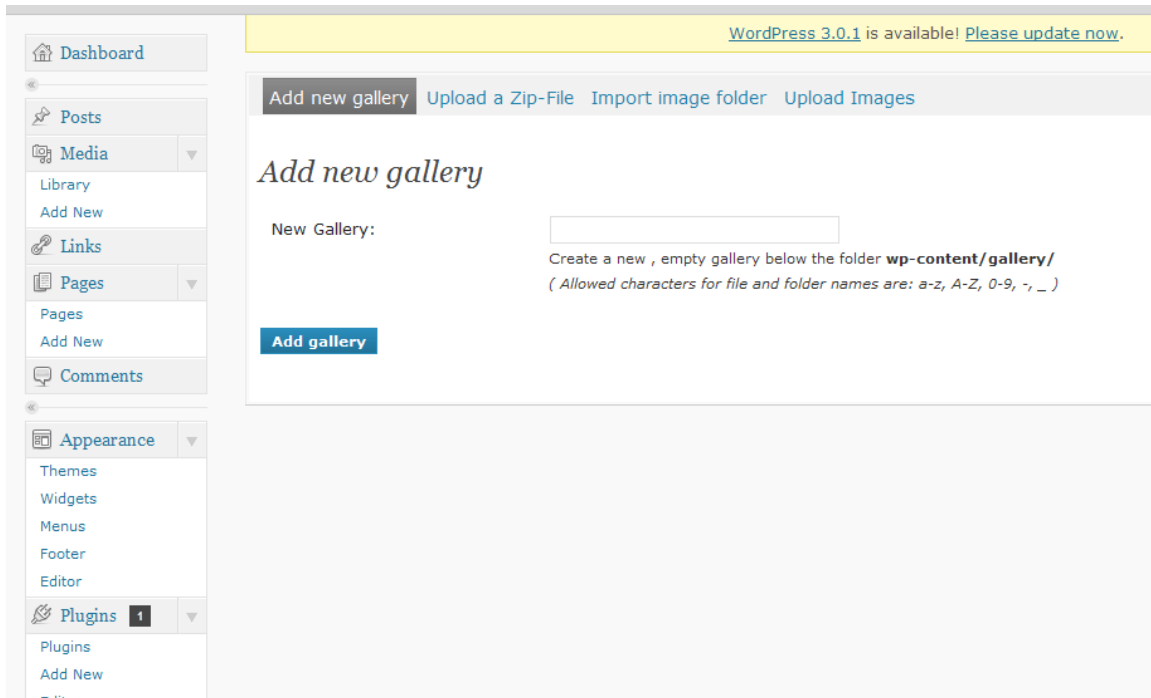
Photo Galleries

If you have a photo gallery on your website then it is most likely the NEXTGEN GALLERY plugin. **It is located on the left admin menu at the bottom under GALLERY.**

To add a new gallery to the system you use **Gallery > Add Gallery / Images.**

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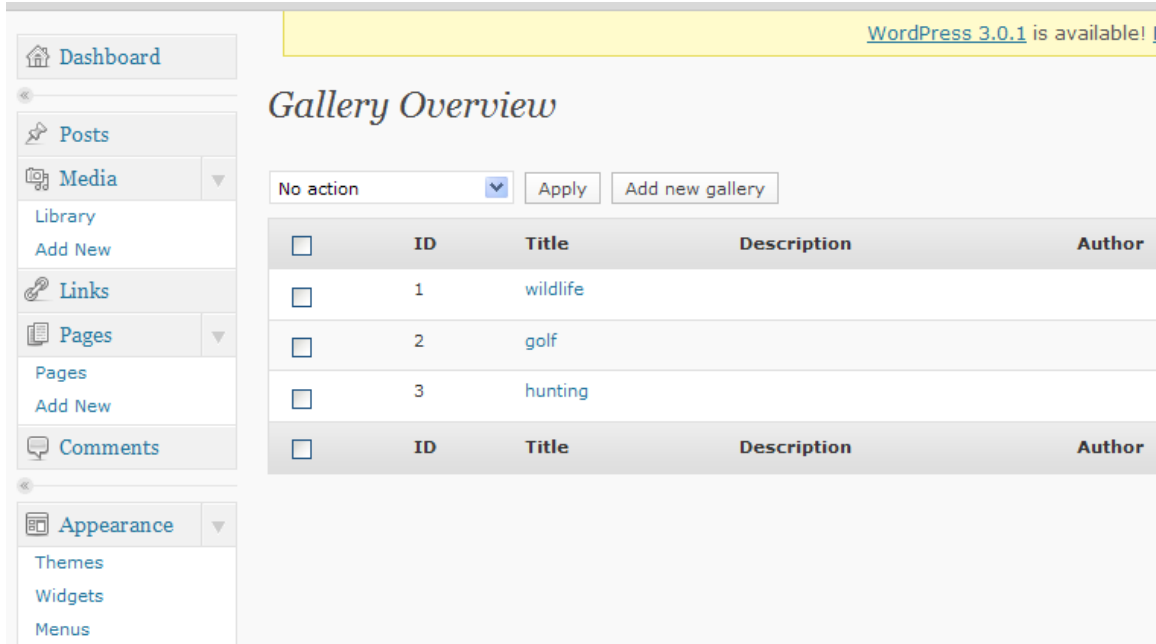


You can give the new gallery a name and then either upload a zip folder to the gallery or add individual photos via the the **Upload Images** option. You will have to Add New Gallery first to add the photos to. If the gallery already exists then you can just select **Upload Images** or **Upload A Zip File** and then select the gallery that the images belong to.

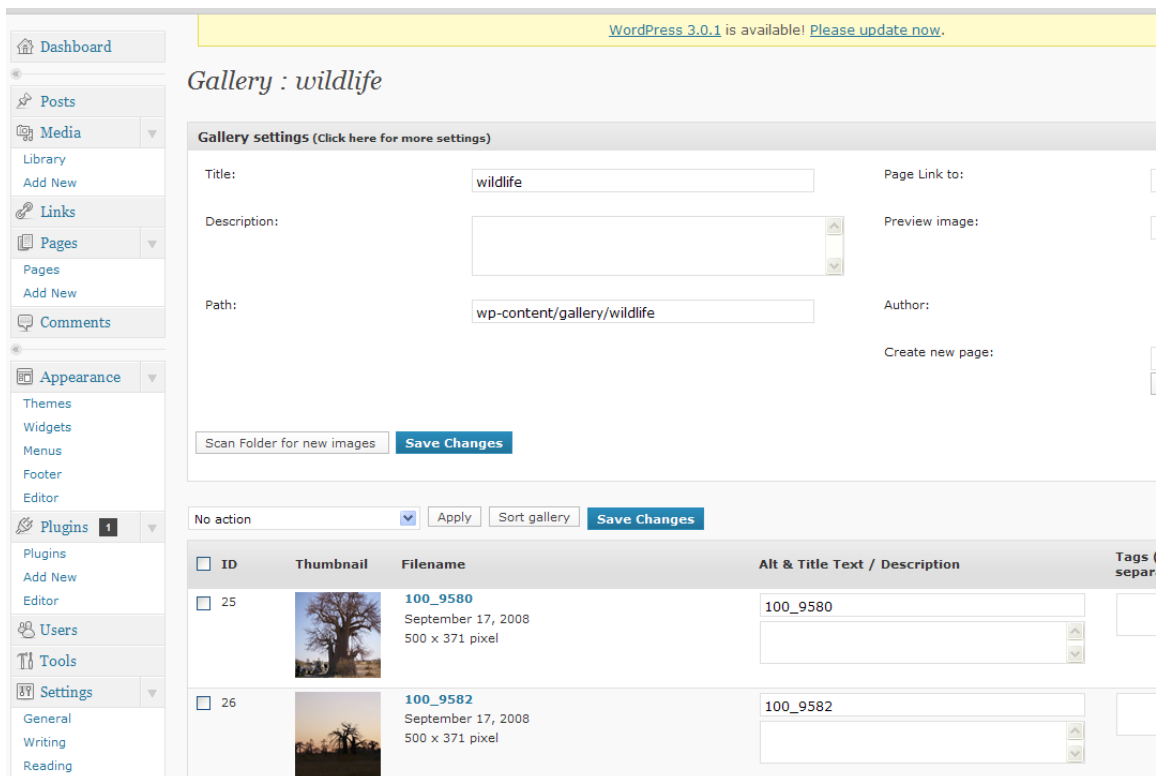
You can then manage your gallery by adding descriptions to the photos, captions and sort the images by going to **Gallery > Manage Gallery** on the left admin menu.

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Select the gallery you want to manage



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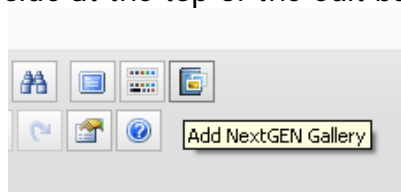
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Here you can edit descriptions, sort order, delete images etc. Remember, new images are added via the **Gallery > Add Gallery / Images** function. You need to add it to a specific gallery under **Gallery > Add Gallery / Images** before you can manage it in the **Gallery > Manage Gallery** section.

If the gallery is already inserted in a page, the page will be updated automatically. If however it is a new gallery that you created, you can now add that gallery into the page where you want it to appear.

The screenshot shows the WordPress 'Edit Page' interface for a page titled 'Contact Us'. At the top, a yellow banner indicates 'WordPress 3.0.1 is available! Please update now.' The left sidebar contains navigation menus for Dashboard, Posts, Media, Links, Pages, Appearance, Plugins, Users, Tools, and Settings. The main content area shows the page title 'Contact Us', a permalink, and a rich text editor toolbar. The page content includes the heading 'Bushwack Safaris And Adventure Tours' and contact information for 'BUSHWACK SAFARIS' located at 'P.O Box 1736, Rustenburg, North West Province, 0300'. Below the content is a 'Custom Fields' section with a table for adding new fields. A small 'Add NextGEN Gallery' button is visible in the bottom right corner of the rich text editor toolbar.

Under your **PAGES > EDIT** screen (where you edit pages) you will see a small icon on the far right hand side at the top of the edit bar



Place your cursor where you want the gallery inserted in the page on the edit screen and then click the Add NextGEN Gallery button. You will be presented with a list of the available galleries as per the Manage Gallery list and then you

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can just insert it. It generates a small piece of code that looks like this :
[nggallery id=3]

The number will correspond to the gallery number listed under the Manage Gallery Section. That is it, the bit of code will call the gallery. Once you open the page on the front end you will see the gallery there.

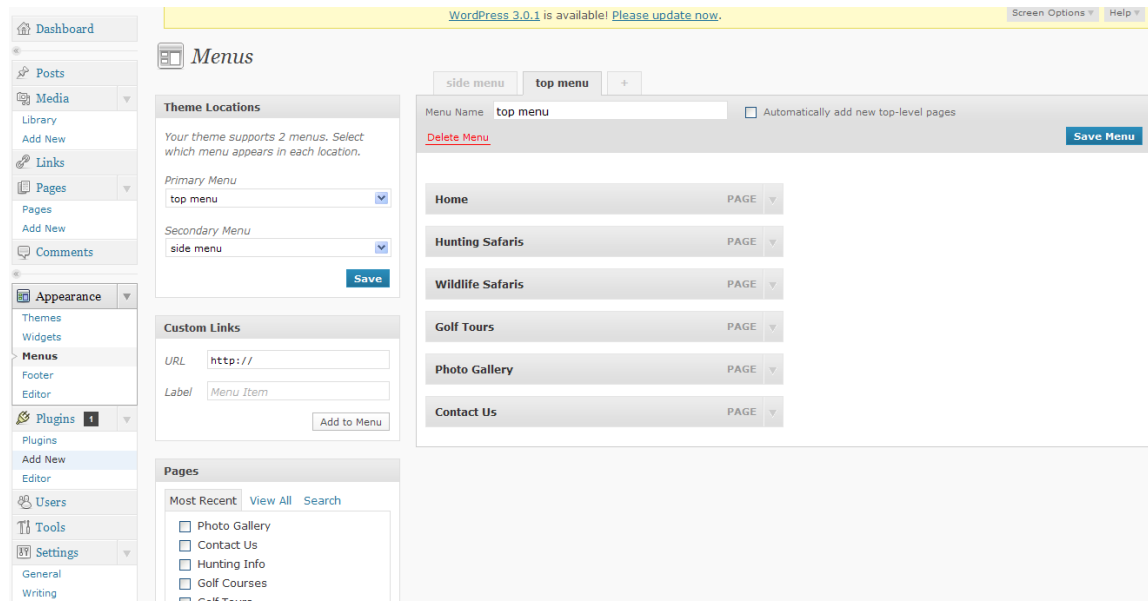
If the bit of code is already present on a page and you upload images to that gallery number via the Add Gallery / Images section then your added image will show automatically with the corresponding gallery.

Watch the video below for full demonstration:

<http://www.youtube.com/watch?v=VU3tK1uu1gw>

Menus

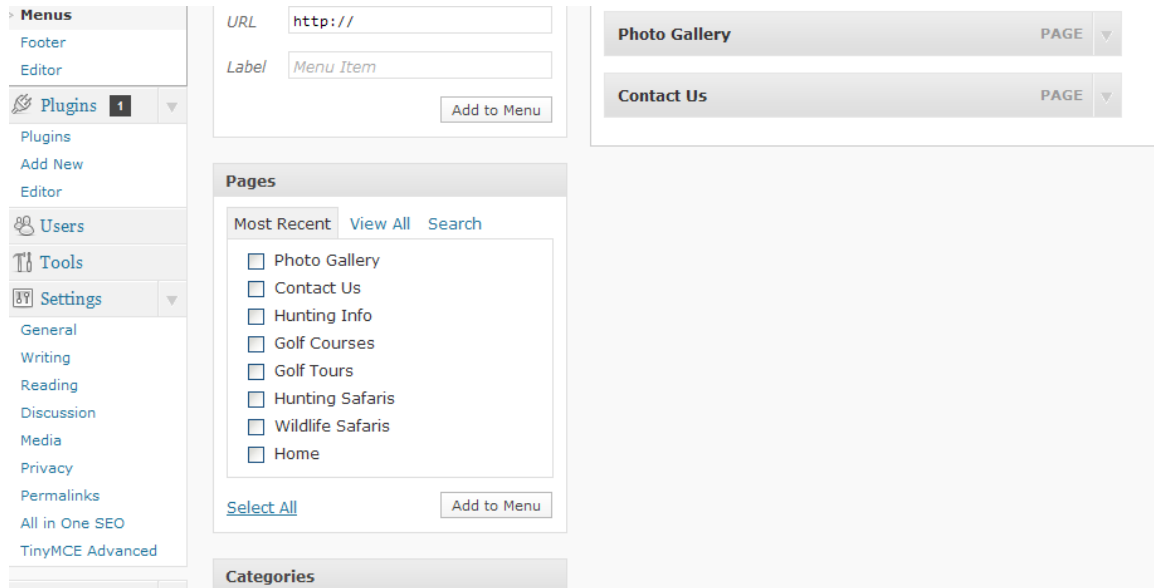
Under **Appearance > Menus** you will be able to select the pages that you want listed on the side or top menus of your website. Just go to **Appearance > Menus** on the left hand admin bar and select the menu you want to add the page to :



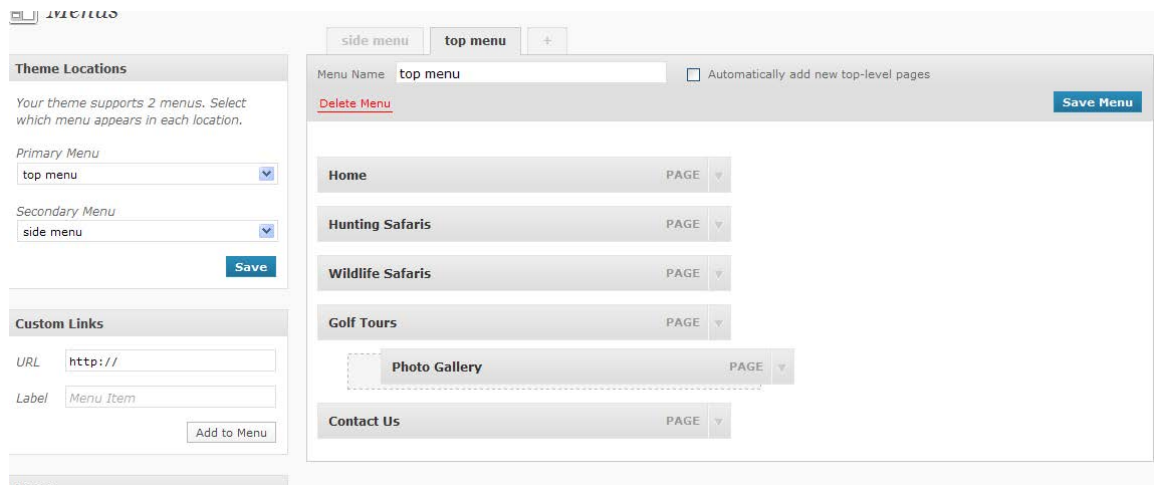
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You will see your pages listed under the **Appearance > Menus > Pages** sub section. Select the page you want to add to the menu and click Add To Menu. It will appear as a bar on the top right.



You can sort your page menu order by dragging the menu items on the right panel with your mouse :



You can also edit the page names by clicking on the small arrow next to "page".

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Once you are done, remember to save your menu on the top right. Remember to add new pages to the menu as you create them.

Here is a video on how the menus work:

<http://www.youtube.com/watch?v=Mt0QjMgzpiU>

Remember

If you are going to be using images a lot in your posts or pages you need to format them correctly before inserting them. **Please refer to the <http://www.sawebstedesigner.co.za/wordpress> page for instructions and a tool to do this.**

More Help

http://codex.wordpress.org/First_Steps_With_WordPress

<http://wordpress.tv/category/how-to/>

Do A Search On Youtube, There Are Thousands Of Videos Relating To Wordpress On There

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