



# **A Guide to Using WordPress**

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## Introduction

This document describes how to manage the website using WordPress. This guide is based on WordPress version 4.0.1

The website is constructed using a content management system called *WordPress*.

WordPress runs in a live environment, e.g. any changes made from the WordPress Dashboard are reflected immediately on the website.

## Accessing WordPress Administrator Dashboard

The website can be accessed at: ***http://<your website address>/wp-admin***

e.g.

if your website is *www.example.com*

you would login to your WordPress site at:

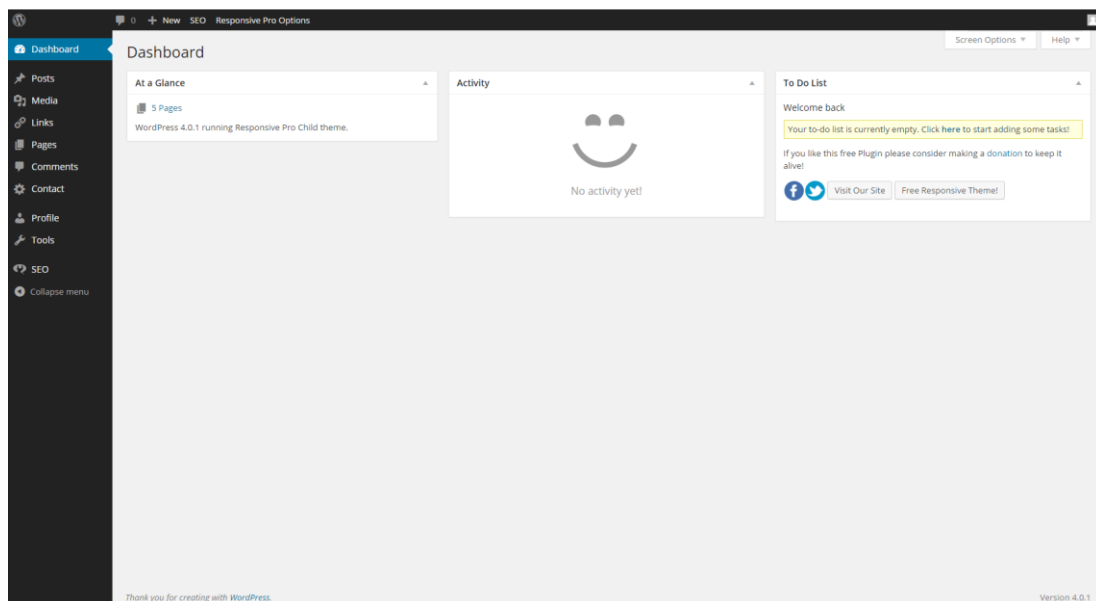
*http://www.example.com/wp-admin*

Login using your username and password provided to you.



The image shows the WordPress login interface. At the top is the WordPress logo and the word "WORDPRESS" in a blue serif font. Below this is a white login box with a light gray border. Inside the box, there are two input fields: "Username" and "Password". Below the "Password" field is a checkbox labeled "Remember Me". To the right of the "Remember Me" checkbox is a blue "Log In" button. Below the login box, there are two links: "Lost your password?" and "← Back to Newavon Arms".

Once logged in, you are presented with the *WordPress Dashboard*. The dashboard is where you can add and edit pages and change some of the settings of the website.



## Guide to the WordPress Dashboard

The following diagram shows the primary areas of concern in the WordPress Dashboard:

**Posts** – used to manage posts or updates to the site. These are generally not used by UKWebtronics. Static pages are the preferred option.

**Media** – all photographs, pictures and logos used on the website show in this section.

**Links** – not used by UKWebtronics.

**Pages** – this is the most used area. It is where pages can be added, removed and edited. Text can be changed quickly and will appear instantly the moment the page is saved.

**Comments** – WordPress is a collaborative package and provides the ability for readers of the website to add comments. This functionality is generally disabled by UKWebtronics.

**Contact** – some of UKWebtronics websites will feature a Contact Us page. This section manages and controls how the contact form works and should only be touched if the user knows what they are doing.

**Profile** – where the user can manage their user profile on WordPress. There is nothing in here that needs any attention; UKWebtronics will have pre-configured your profile for you.

**Tools** – not used by UKWebtronics.

**SEO** – Search Engine Optimisation – a term used to describe the process of improving the visibility of a website or a web page in a search engine's "natural" or un-paid ("organic") search results. Such examples are Google and Bing (Microsoft). Settings here will be pre-populated by UKWebtronics and only experts should adjust these settings.

## Adding a Web Page

To add a new web page select *Pages* from the dashboard. A submenu will appear, click *Add New*.

The following page appears:

The screenshot shows the WordPress 'Add New Page' editor. The title field at the top is circled in red and contains the placeholder text 'Enter title here'. Below the title field is the 'Add Media' button and a rich text editor toolbar. The main content area is a large red oval containing the text 'Add page text here'. To the right of the content area, a red arrow points to the 'Page Attributes' sidebar, where the 'Template' dropdown menu is circled in red and set to 'Full Width Page (no sidebar)'. Below the content area, the 'Discussion' section has two checkboxes circled in red: 'Allow comments.' and 'Allow trackbacks and pingbacks on this page.', both of which are unchecked. The 'Publish' sidebar on the right contains buttons for 'Save Draft', 'Preview', 'Publish', and 'Move to Trash', along with status and visibility information.

Ensure you complete the following parts:

- Add the name for the page. Consider this will appear in the main navigation panel on the website, so choose carefully.
- Remember to de-select, by un-ticking the boxes, comments and discussion.
- Select *Full Width Template* for the page design.
- Once all the page text has been added, click *Publish* button.

## Drafting Pages

If you do not wish to publish the page then you can save a draft of the page, which will be stored within the WordPress dashboard but will not be viewable on the website. Click the *Save Draft* button.