WordPress Basic How-To Documentation
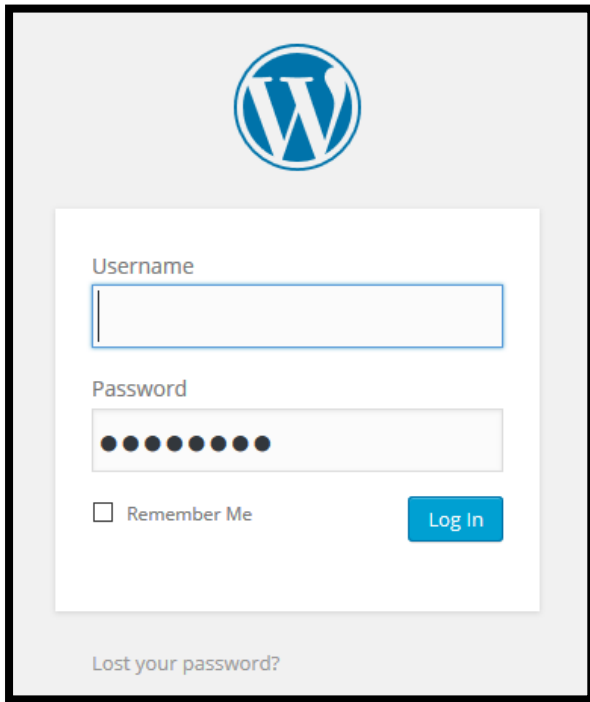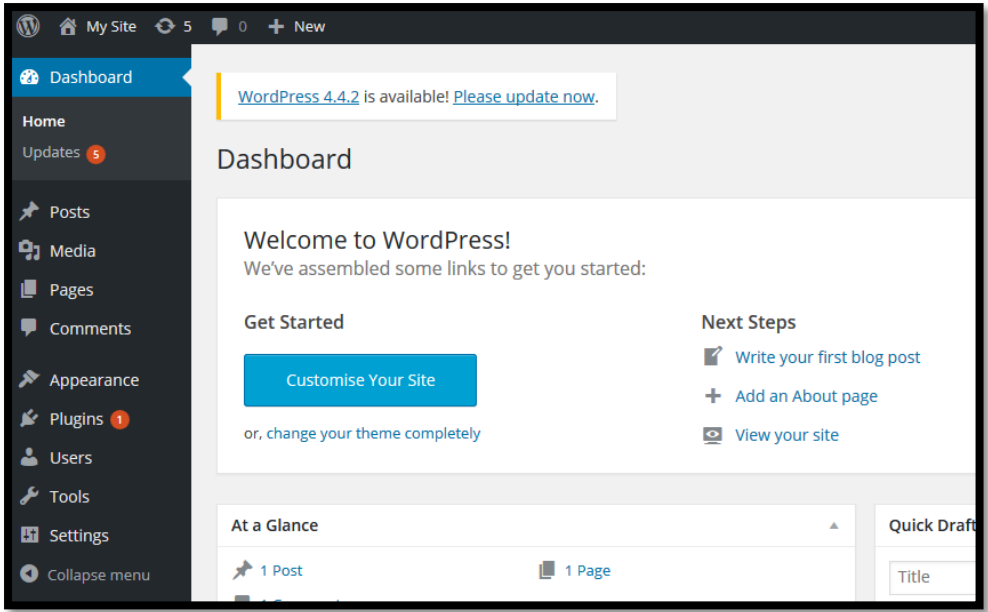
http://emerthornbury.com/wp-content/uploads/WordPress-Basic-Documentation.pdf

WordPress

WordPress login screen. This will always be found at www.yoursitename.com/wp-admin
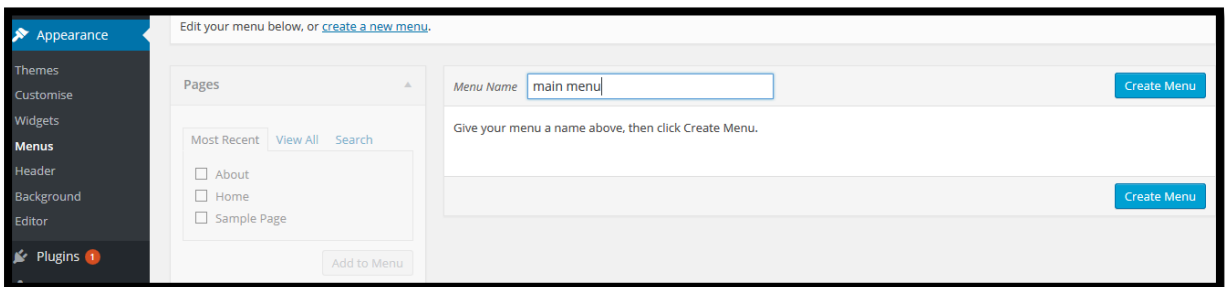

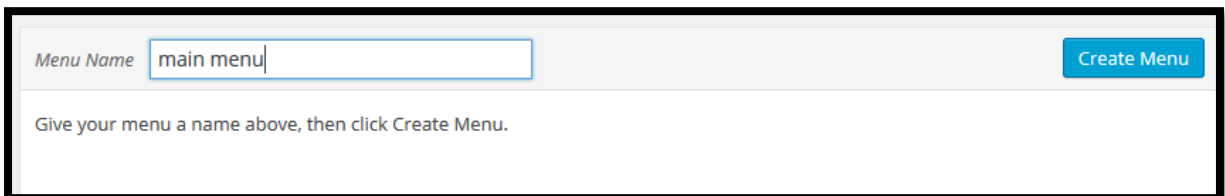Then you are taken to the WordPress dashboard.

Menu

You will need to create a menu, then add the pages you have already made, to that menu.
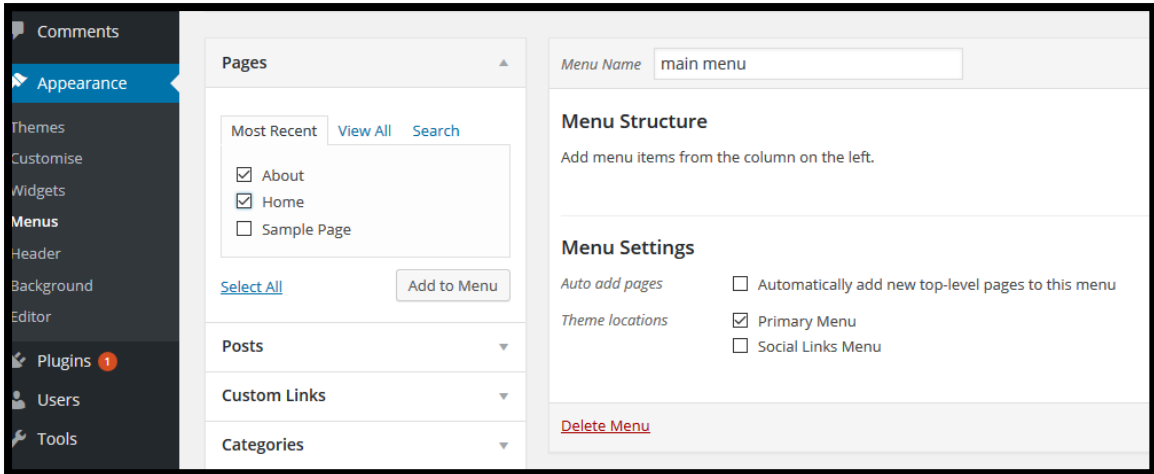

To create a menu, go to **Dashboard > Appearance > Menus**.

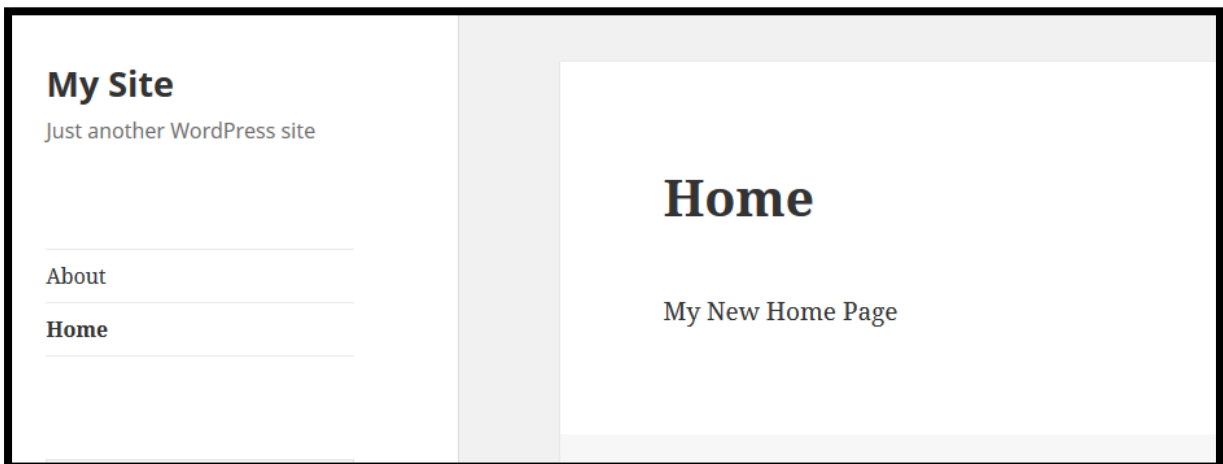Create a new menu (such as main menu) and click **Create Menu**.

Then on left of screen, check the boxes of the pages to be added to the menu. Click **Add to Menu**. Then click on **Save Menu** on the lower right of screen.

In the top left of Dashboard, hover over My Site and right click and open the site in new tab. It's useful to have the Dashboard open in one tab and your site in another to view any changes you publish.

You can see the Home page and menu created.

Images

To add images go to **Dashboard > Media > Add New**.

You can drag and drop your images here to the library for use across your site.
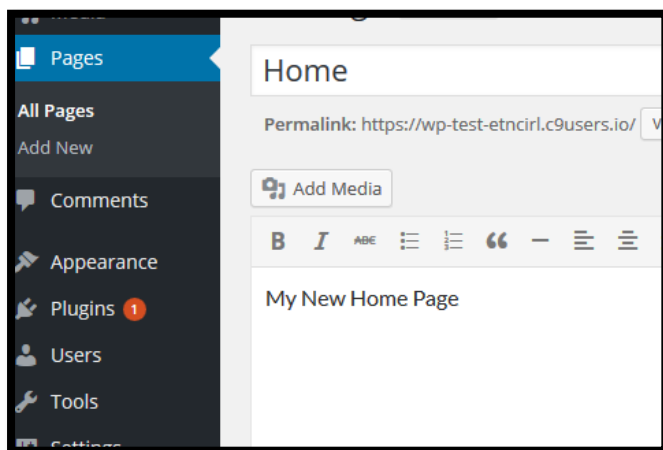
If an image is too big or behaving oddly then it may need to be resized. Delete it, resize and upload again. You can resize here http://compressjpeg.com/

Click on the image in the Media Library and fill in the **Title field** (this will show most times when cursor hovers on the image) and the **Alt Field** (this is what a screen reader will describe the image as). Some people use the caption, if you do, fill it out too.
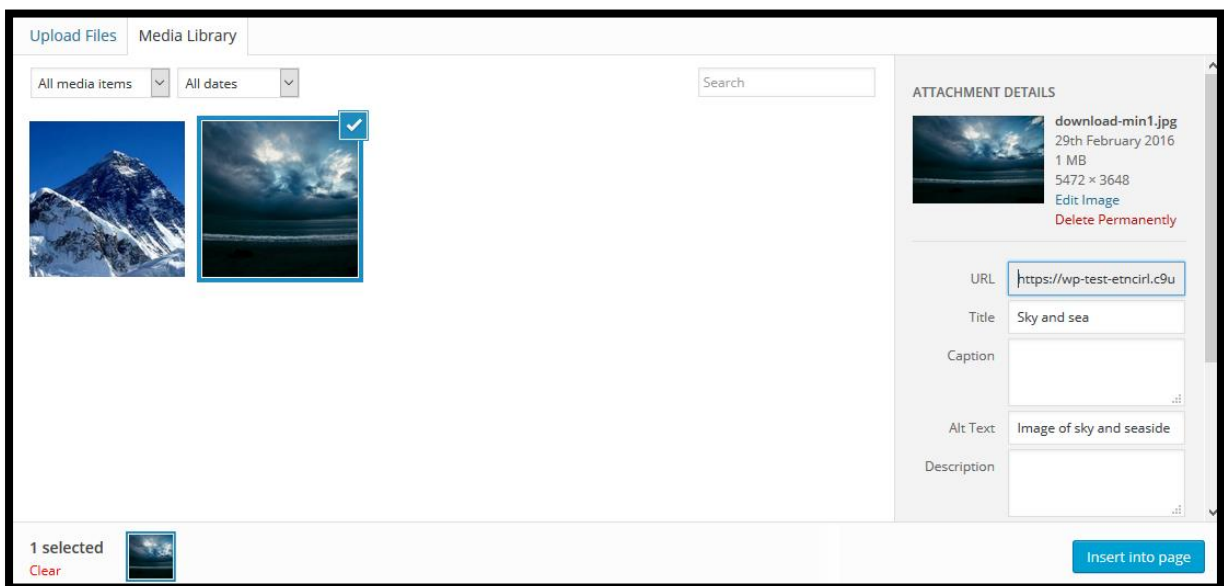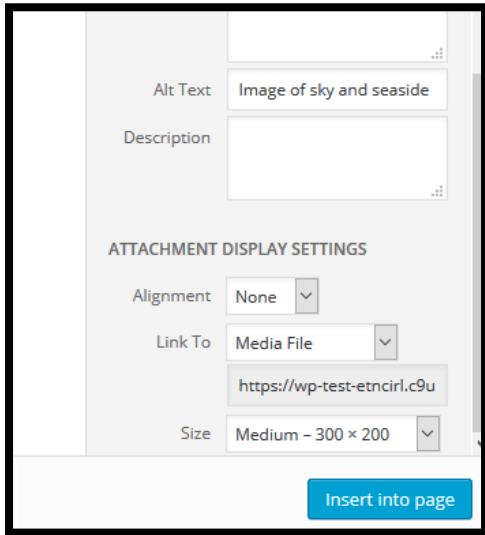
Add an image to a page

Go to Dashboard > Pages > Choose the page to add image to.

Under the title of the page there is an **Add Media** icon, click this.
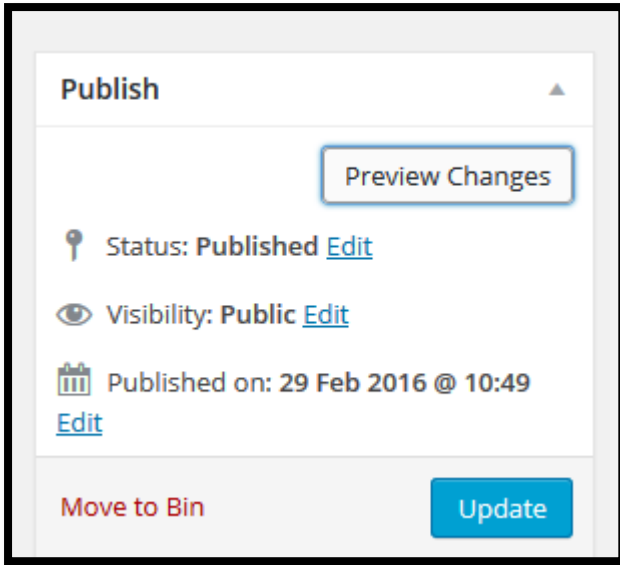

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You will be taken to Media, you can upload a new image. Or choose the Media Library tab and choose your image and adjust your settings, see screenshot below.

Then click '**Insert into Page**' at the bottom right of page.
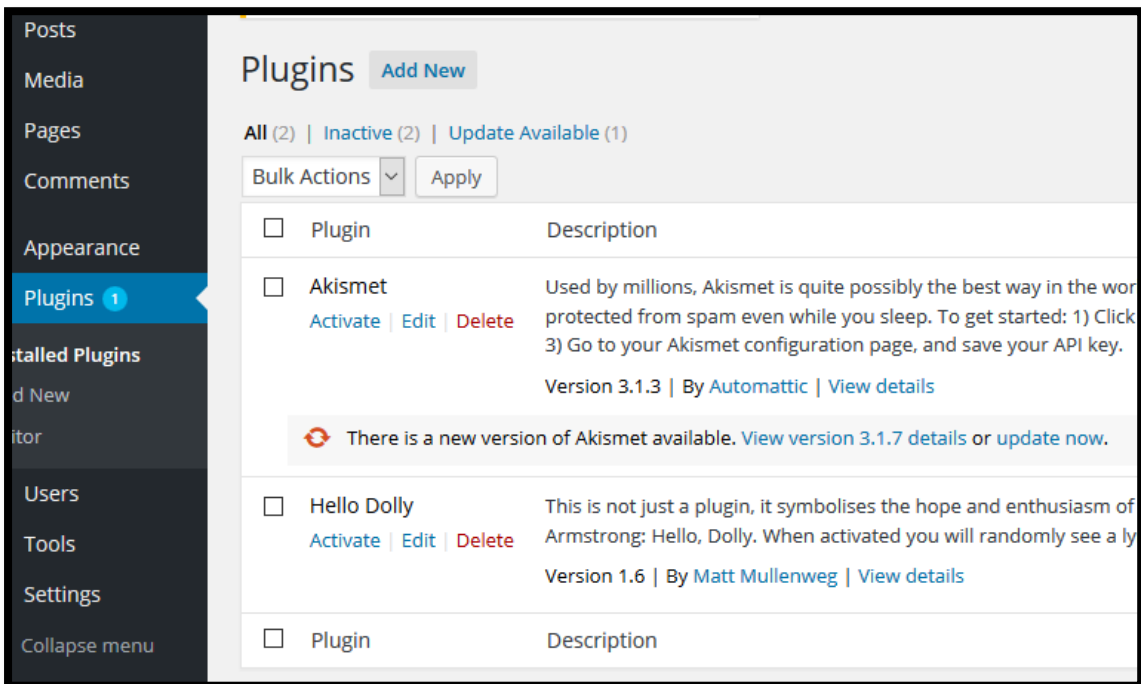

On your page, you can preview your changes, then click Update to save and publish them.

Plugins

Go to Dashboard > Plugins.

Here you can see your plugins, there are 2 default ones. You can install new, activate, deactivate and delete plugins.

Some basic plugins to have are a plugin to create a backup of your site and the Yoast plugin.

Useful Links

WordPress Support Documentation:

https://codex.wordpress.org/Main_Page

https://en.support.wordpress.com/

Sam Cogan on YouTube has videos on setting up and changing the theme:
https://youtu.be/dBrui2lgb_c

Here is a link to his full WordPress Playlist:
https://www.youtube.com/playlist?list=PLccPlNFtq5uE8IzZbqyj54-2IXcLev0lG

Yoast:

This site has some very useful info on categories, SEO and much more. There is a lot so pick and choose what you can manage.

https://yoast.com/seo-blog/

Categories & Tags:

http://www.wpbeginner.com/beginners-guide/categories-vs-tags-seo-best-practices-which-one-is-better/

https://yoast.com/blog-seo-blog-categories/