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 <u>www.yoursitename.com/wp-admin</u>

Username Password Remember Me Log In	
Lost your password?	

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.

🔊 Appearance 🔹	Edit your menu below, or create a new menu.	
Themes Customise	Pages A	Menu Name main menu
Widgets		Give your menu a name above, then click Create Menu.
Menus	Most Recent View All Search	
Header	About	
Background	Home	Create Mer
Editor	Sample Page	
🖌 Plugins 🕕	Add to Menu	

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

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

Menu Name main menu	Create Menu
Give your menu a name above, then 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.

Comments				
Appearance	Pages		Menu Name main menu	
hemes iustomise Vidgets	Most Recent View All Search	h	Menu Structure Add menu items from the column on	the left.
Aenus leader	Home Sample Page		Menu Settings	
Background Editor	Select All Add to	Menu	Auto add pages Automat Theme locations Primary	ically add new top-level pages to this menu Menu
🕼 Plugins 🕦	Posts	•	Social Lir	nks Menu
Users	Custom Links	•	Delete Mary	
🖡 Tools	Categories	•	<u>Delete Menu</u>	

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.

My Site Just another WordPress site	
	Home
About	Mr. Now Home Dage
Home	My New Home Page

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.

• -		<u>worupress 4.4.2</u> is available: <u>Please update now</u> .	
📌 Po	osts		
9 ј м	1edia	Upload New Media	
Librar	ry		
Add N	New		
📕 Pa	ages		
	o mono entre	Drop file	s here
– Co	omments	or	
🔊 Ap	ppearance	Select F	iles
💉 Pl	lugins በ		
• 112	sers		
• Us	5615	You are using the multi-file uploader. Problems? Try the browser uploader instead.	
🖋 То	ools	Maximum upload file size: 2 MB.	
👫 Se	ettings		

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 <u>http://compressipeg.com/</u>

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.



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.

	in.
Alt Text	Image of sky and seaside
Description	
ATTACHMENT	DISPLAY SETTINGS
Alignment	None 🖌
Link To	Media File 🗸
	https://wp-test-etncirl.c9u
Size	Medium - 300 × 200 🗸
	Insert into page

Upload Files Media Library		
All media items 🗸 All dates 🗸	Search ATTACHMENT	DETAILS
		download-min1.jpg 29th February 2016 1 MB 5472 × 3648 Edit Image Delete Permanently
	URL	https://wp-test-etncirl.c9u
	Title	Sky and sea
	Caption	
	Alt Text	Image of sky and seaside
	Description	
1 selected		h
Clear		Insert into page

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

Publish		
Preview Change	25	
Status: Published Edit		
Visibility: Public Edit		
10:49 Published on: 29 Feb 2016 @ 10:49 Edit		
Move to Bin Updat	e	

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: <u>https://youtu.be/dBrui2lqb_c</u>

Here is a link to his full WordPress Playlist: <u>https://www.youtube.com/playlist?list=PLccPINFtq5uE8IzZbqyj54-2IXcLev0IG</u>

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-whichone-is-better/

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