



The website editors quick start guide to WordPress

Version 2 (updated for WordPress 3.9)

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Introduction

Welcome to the quick start guide for WordPress. This is not a complete manual. I highlight the main features of creating pages, inserting images and adding pages to the menu. The idea is to get you started quickly and have this guide for when you forget how to do the basics.



Top Tip: Look out for the *Leonie Jane* cartoons. These are inserted next to *Top Tips*. I highlight little features of WordPress that are extra useful or often missed.



To login

To login to the admin for your website go to:

<http://www.your-domain.co.uk/wp-admin/>

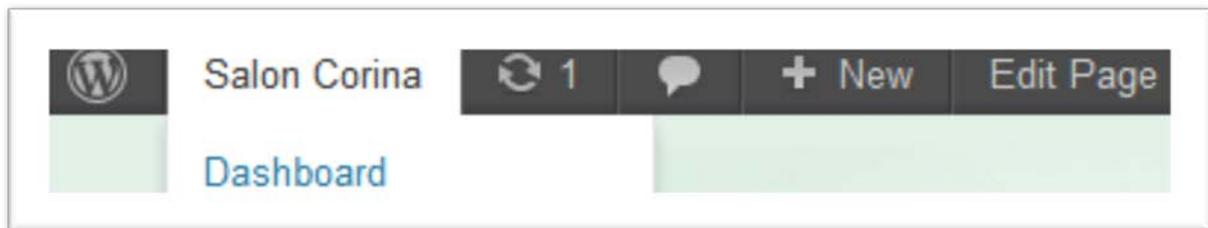
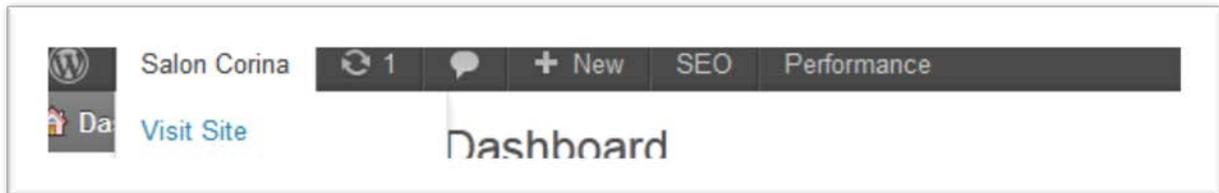
Replace www.your-domain.co.uk with the domain name for your website.



The image shows a screenshot of the WordPress login interface. At the top center is the WordPress logo, which consists of a circular icon with a 'W' and the word 'WORDPRESS' to its right. Below the logo is a white rectangular box containing the login form. The form has 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 button with the text 'Log In'. Below the login form, there is a link that says 'Lost your password?' and a link that says '← Back to Promethean Particles Ltd'.

Switching between website and dashboard

When logged in you can switch between dashboard and website by hovering over the site name in the toolbar.



Top tip:

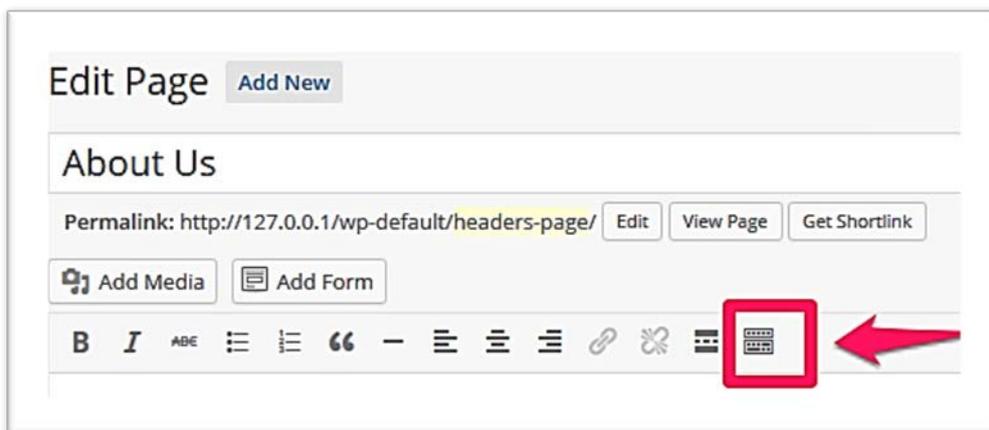
If you lose your dashboard toolbar, when switching between website and dashboard, as if you have been logged out, just refresh the page. Sometimes the browser can mess with the cache and cookie of your website that lets WordPress know you are logged in. Refresh and the dashboard often just reappears.

Easy page editing

You can browse the website and use the **Edit Page** button in the toolbar when you want to make a change.



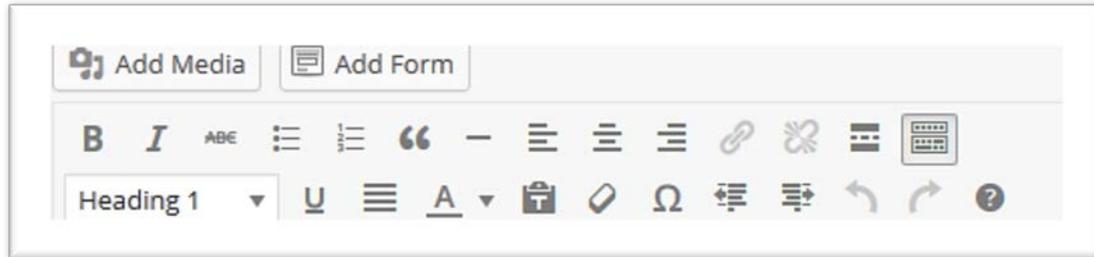
Top Tip: If you only see one row of buttons in the editor window click on the kitchen sink button.



Now you have two rows of buttons.



A quick tour of the editor

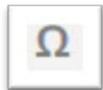


You will be familiar with most of the buttons if you use common wordpressing packages.

A Few features you might not immediately recognise:



Paste as text: To avoid transferring unwanted styles from other programmes use the *paste as text button* rather than any paste short cuts. This will stop any weird format issues and save frustration.



Special Characters: Can be used to insert things like the copyright © or register trademark ® symbol.

Missing buttons?

No font size or colours!

Font size and colour should be handled by your theme. You can use the pre-set styles instead from the dropdown labelled heading.



No Tables

You will also notice there are no table buttons. If you want to make your website responsive it is advisable to avoid using tables if possible. They really don't squash well onto a smart phone screen.



Top Tip: If you really must have some of these features check out the **TinyMCE advanced plugin** (<https://wordpress.org/plugins/tinymce-advanced/>)

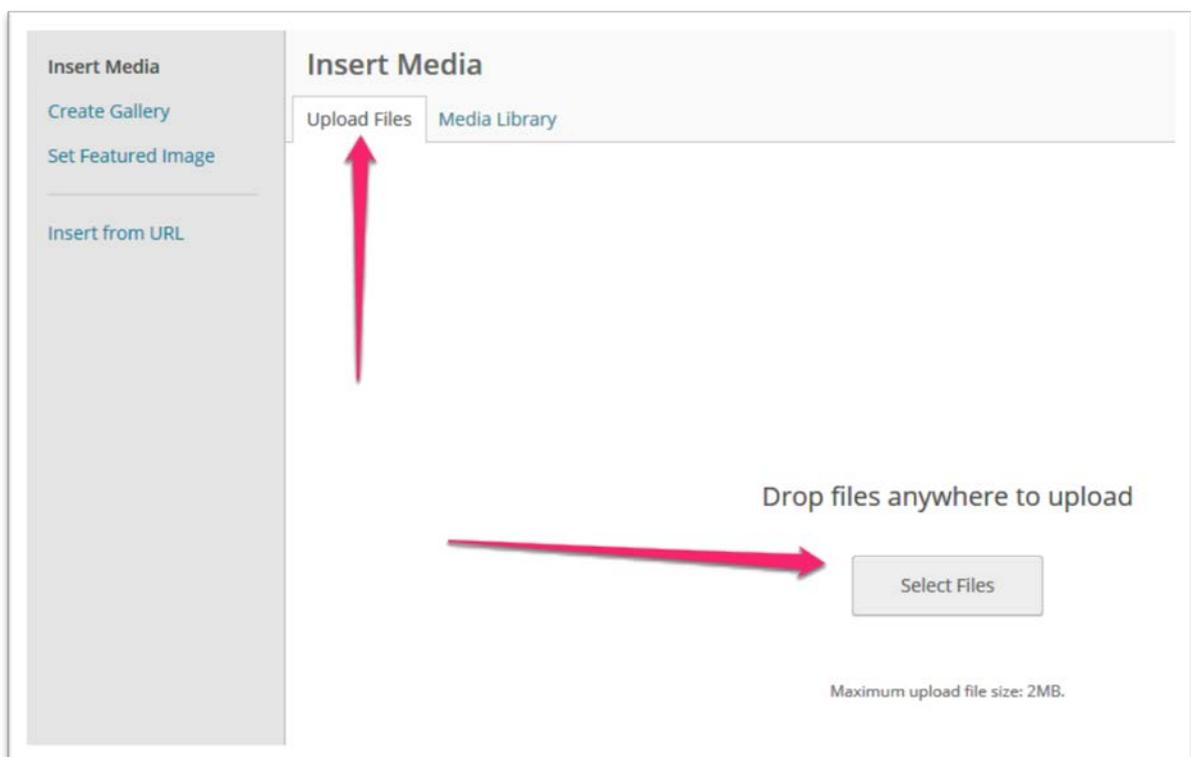
Use with caution and don't tell your web designer. Well you might tell them, but be prepared for tears and then an explanation of why everything is done in the style sheet to maintain consistency and a strong brand feel.

To add or insert an image

1. Place your cursor at the point in your content where you want the image to appear.
2. Click on the **Add Media** button above the editor.



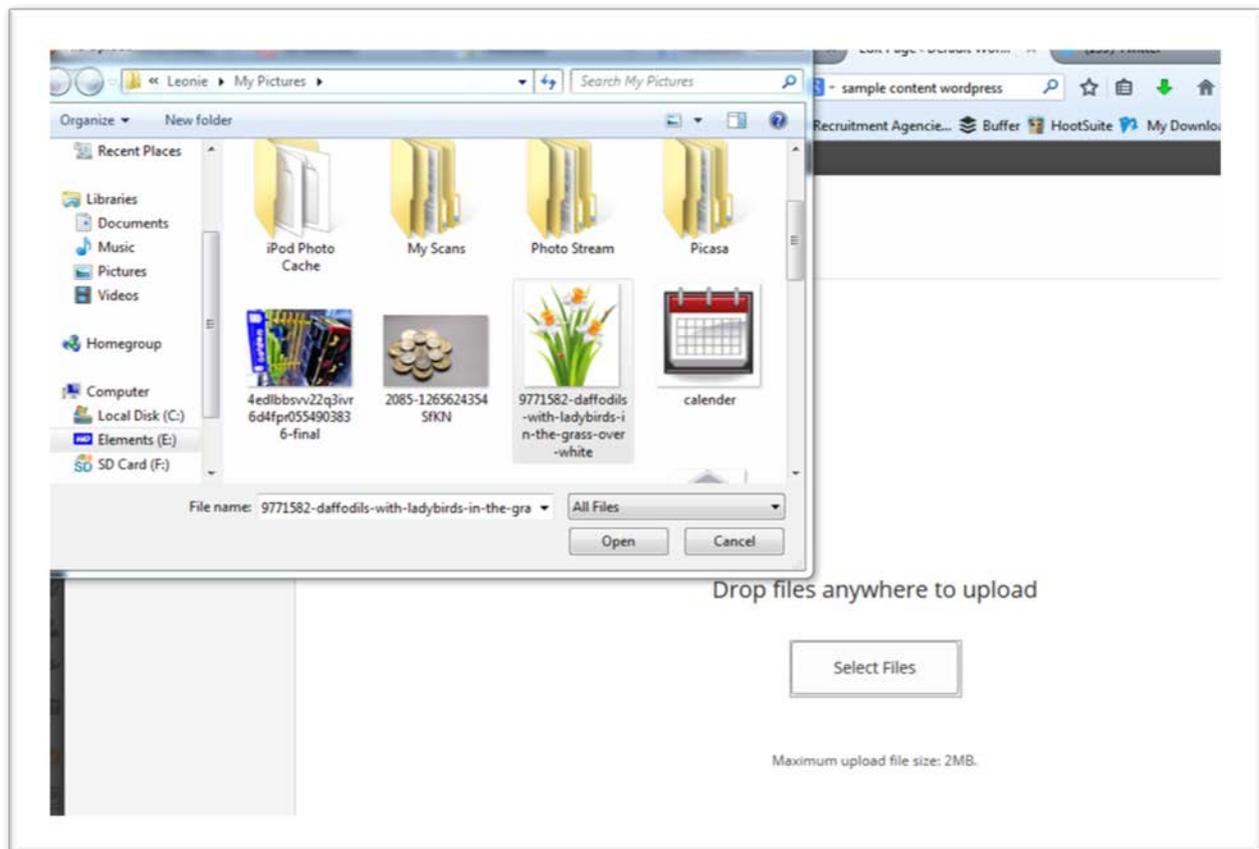
3. You now have the option to either upload a file.



4. To use an existing image instead click on the **Media Library**.

Uploading an image

- a. You can drag files onto the **Upload Files** tab
- b. Or Click **Select Files**, this gives you access to the normal file browser to find your image. Click **Open** to upload.



- c. Once uploaded the file will appear in the **Media Library** tab.

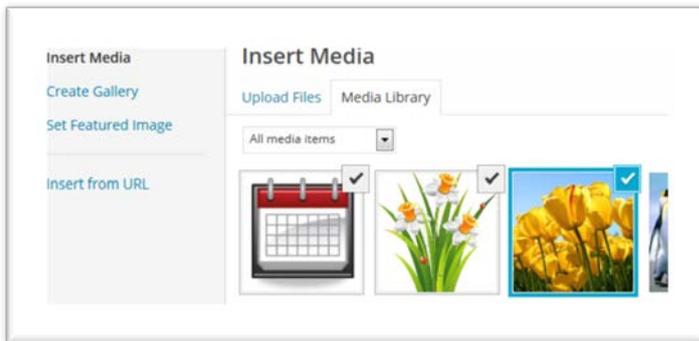
Now follow the instructions for the **Media Library** tab on the following page.

Insert an Image from the Media Library tab

Assuming you have already clicked on the add media button.



1. Select the Image you have just uploaded or an existing image by clicking on it. Your image will be highlighted with a blue box and a tick in the corner.



2. In the highlighted area to the right of the screen you can change all the settings for the image:

Attachment (image) Details

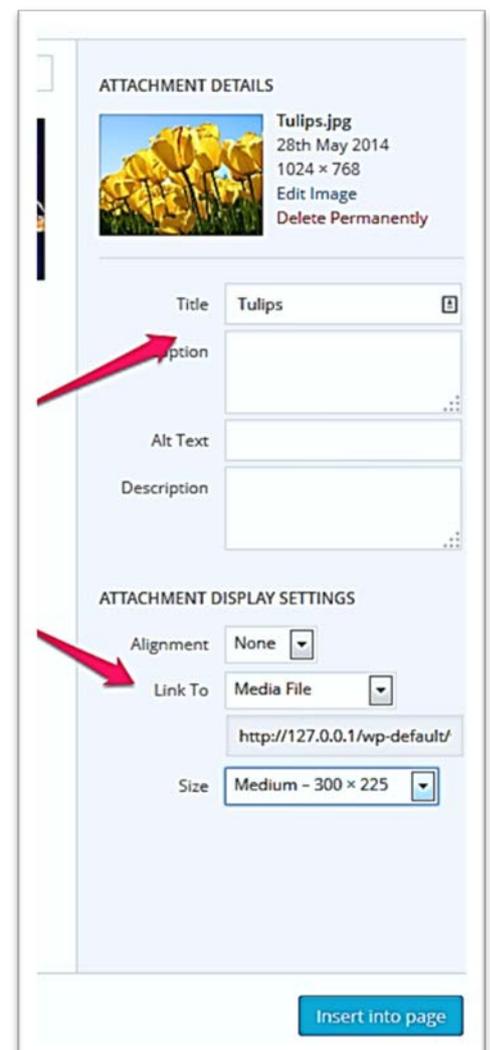
- a. Title (not visible)
- b. Caption (visible on page)
- c. Alt text (not visible)
- d. description (not visible)

Except for **caption**, none of these will appear on your page but they will appear when the image is moused -over or are used for accessibility by screen readers for people with visual impairments. Don't ignore them!

Attachment (image) Display Settings. In the next box below you can change:

- e. **Alignment** (None, Left, Centre, Right)
- f. what the image **Links to** (Media File, Attachment Page, URL and None)
- g. and **size** (Thumbnail, Medium, Full size)

3. Once you have added the appropriate settings click **Insert into page** at the bottom of the screen.



Changing settings on an image already inserted into a page

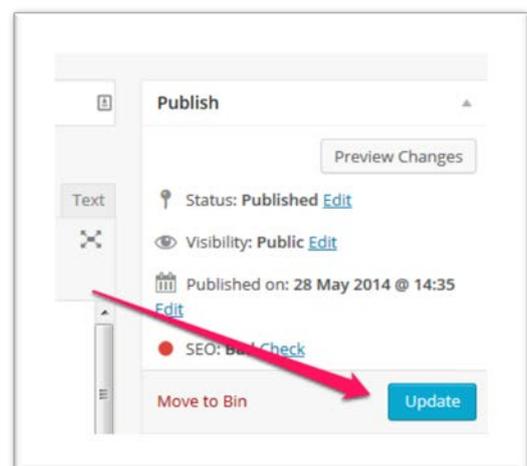
Select the image and you will see a pencil and cross icon appear over the image.



- Click on pencil to change size and alignment .
- Click on the cross to delete the image.



Important: Remember to **Update** the page to save these changes.



To add hyperlinks to other pages or websites

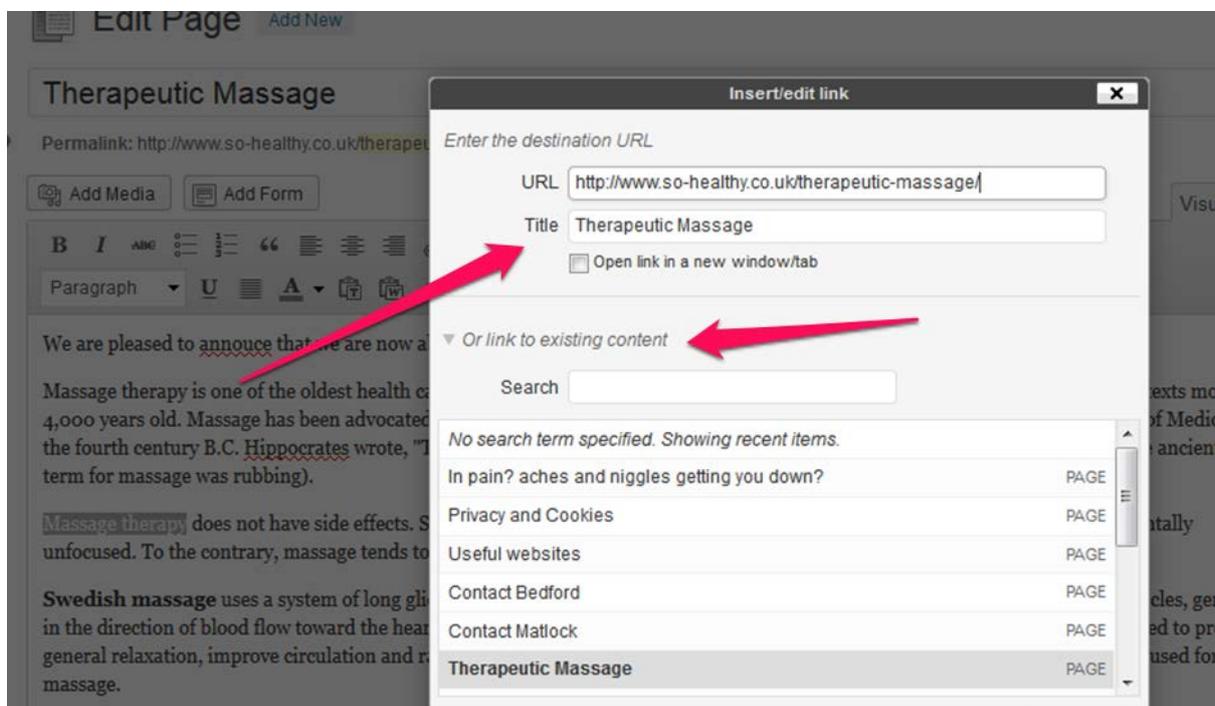
1. Select text you want to be a link. Input the full web address or select an existing page
2. Click on the button that looks like a chain link.



3. Input the full web address including the '**http://**' at the start of the address.
4. Or select an existing web page from the website.



Top Tip: If list of existing pages is not visible click on the arrow before '**Or link to existing content**'



The screenshot shows the 'Edit Page' interface for a page titled 'Therapeutic Massage'. The 'Insert/edit link' dialog box is open, showing the following details:

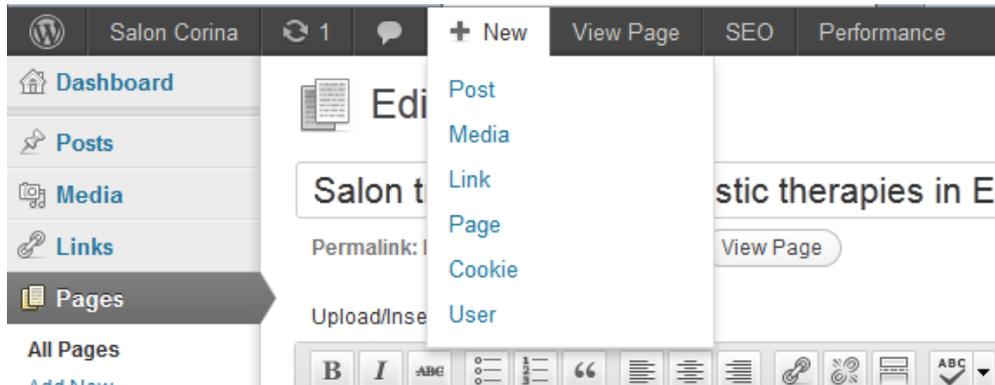
- URL:
- Title:
- Open link in a new window/tab
- Section: **Or link to existing content** (indicated by a red arrow)
- Search:
- Recent items list:
 - No search term specified. Showing recent items.
 - In pain? aches and niggles getting you down? PAGE
 - Privacy and Cookies PAGE
 - Useful websites PAGE
 - Contact Bedford PAGE
 - Contact Matlock PAGE
 - Therapeutic Message PAGE



IMPORTANT: Don't forget to click **Update** to save any changes.

Creating new pages

You can create new pages by clicking the **+ New** button in the toolbar and choosing **Page**.



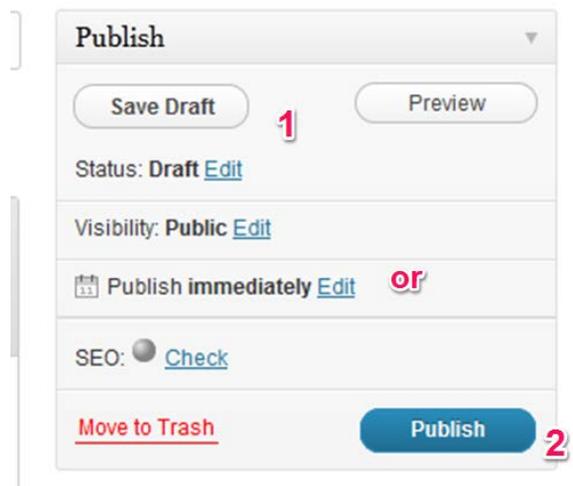
If in the **Dashboard** go to **Pages > Add New**

When you have added some content:

1. Click **Save Draft**, if you have not finished. This will be available in your dashboard but not on your live website

OR

2. **'Publish'** to make the page live and available on your website.



Edit Website Menu

1. In the Dashboard go to **Appearance > Menus**.

2. Find the box headed **Pages** in the second column.

3. **Tick the box** next to the page name you wish to add.

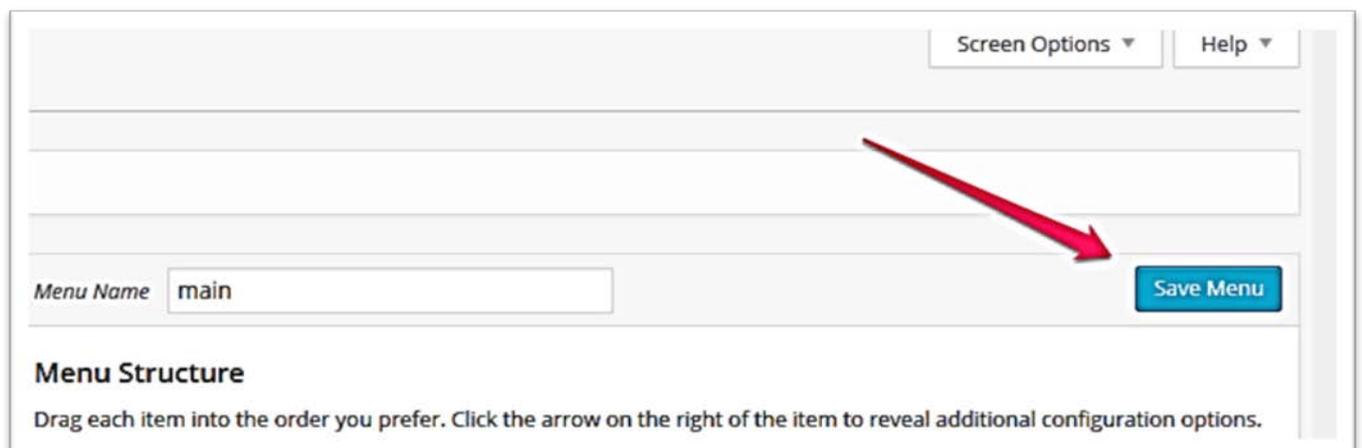
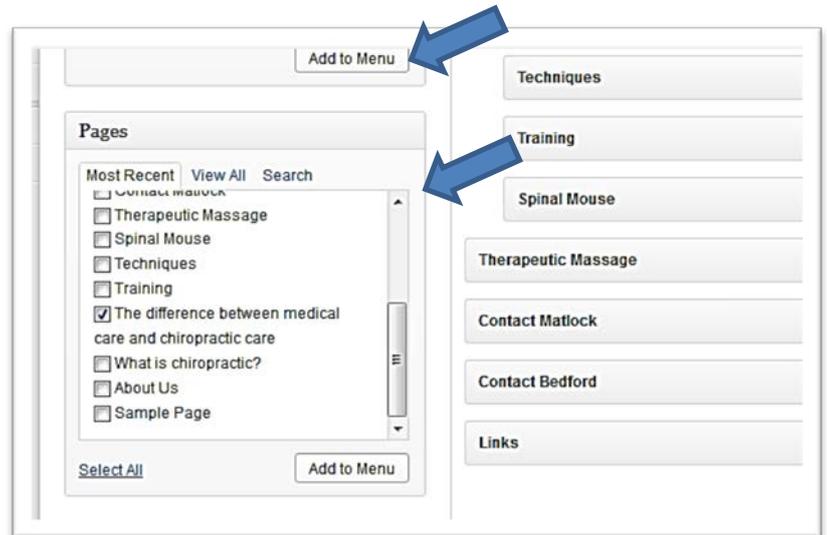
4. Click **Add to menu**.

5. The new menu item will appear at the bottom of the list in the column on the right hand side.

6. Drag to the position in the menu you wish it to appear.

7. If it is a child item, or sub menu, drag it slightly to the right so it indents.

8. To save the menu click **Save Menu** at the top of the page.



SEO

I recommend installing the WordPress SEO by Yoast plugin to help optimise your website for SEO.

Once installed, you can optimise each page using the **'WordPress SEO by Yoast'** box, towards the bottom of each page edit screen.

The screenshot shows the 'WordPress SEO by Yoast' plugin interface. It has four tabs: 'General', 'Page Analysis', 'Advanced', and 'Social'. The 'General' tab is active. It contains the following sections:

- Snippet Preview:** Shows a preview of the search result snippet. The title is 'Pampering Facial | Specialist Skincare | West Bridgford Salon Corina' and the URL is 'www.saloncorina.co.uk/about/'. The meta description is 'Specialist skincare, treatments to de-stress, pampering and healing. Our clients appreciate the high standard of customer service we offer.'
- Focus Keyword:** A text input field containing 'specialist skincare'. Below it, a 'Find related keywords' button is visible. A list of checks shows: Article Heading: **No**, Page title: **Yes (1)**, Page URL: **No**, Content: **Yes (1)**, and Meta description: **Yes (1)**.
- SEO Title:** A text input field containing 'Pampering Facial | Specialist Skincare | West Bridgford Salon Corina'. Below it, a 'Generate SEO title' button is visible. A note states: 'Title display in search engines is limited to 70 chars, 2 chars left. If the SEO Title is empty, the preview shows what the plugin generates based on your [title template](#).'
- Meta Description:** A text area containing the same meta description as the snippet preview. Below it, a note states: 'The meta description will be limited to 156 chars, 17 chars left. If the meta description is empty, the preview shows what the plugin generates based on your [meta description template](#).'

- **Alter SEO title and Meta description** and watch the **Snippet preview** change to demonstrate what would appear in Google.
- **Focus Keywords** will tell you if you have included those keywords in all the right places in your content.

Important: Press the **'Update'** button, at the top right of the edit page, after adding focus keywords to analyse the page.

Any further questions?

Get in touch!

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Want to know more about WordPress

For more information about WordPress, the content management system your site is built in, you can also visit.

http://codex.wordpress.org/WordPress_Lessons

and of course keep an eye on the Line and Form blog!

<http://www.lineandform.co.uk/blog/>