

# A Simple WordPress Guide

Evtika Web Design  
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This guide will provide you with a basic understanding and support for your WordPress site. Please contact Evan Sobkowicz at [evan@evtikawebdesign.com](mailto:evan@evtikawebdesign.com) with any additional questions you may have. You can find this guide online at [www.evtikawebdesign.com/wpguide](http://www.evtikawebdesign.com/wpguide). Evan Sobkowicz is the owner and designer at Evtika Web Design, and the writer of this guide: "A Simple Guide to WordPress".

## Dashboard

The Dashboard is the homepage of the WordPress Admin interface. It shows you what is currently going on with your site, and offers you a menu bar with many different links to other pages. The Dashboard also displays the amount of storage space you have used on your site.



The screenshot shows the WordPress Dashboard interface. At the top, there is a 'Dashboard' header with a home icon. Below this is a 'Right Now' section with two columns: 'Content' and 'Discussion'. The 'Content' column shows 2 Posts, 6 Pages, 2 Categories, and 0 Tags. The 'Discussion' column shows 1 Comment, 0 Approved, 1 Pending, and 0 Spam. Below these columns, it says 'Theme Widgets' and 'You are using WordPress 3.2.1'. At the bottom, there is a 'Storage Space' section showing 10MB Space Allowed and 0.04MB (0%) Space Used.

## Menu Bar

The Menu Bar provides navigation between the different sections of the Admin Interface.

The Menu Bar items outlined in different colors are explained in the sections throughout the tutorial. Each item in the menu bar will reveal a sub menu when clicked. To hide this sub menu, click the main menu item again.

For the typical user, menu bar items like Links, and Tools are irrelevant.



### Quick Tip:

Always remember to save your changes with the blue button when you edit something or change settings.

Save Changes

## Posts

Posts is the part of your site that is somewhat like a blog. Posts can display on one page, in chronological order. Common uses of posts include posting homework and news.

To create a new post, click the "Add New" button outlined in red on the image.

To edit or delete an existing post, click on the post title in the list (outlined in blue).

The screenshot shows the WordPress dashboard for Posts. At the top left, there is a 'Posts' header with an 'Add New' button highlighted in red. Below the header, there are filters for 'All (2) | Published (2)' and a search bar. A table lists the posts with columns for Title, Author, Categories, Tags, and Date. The first row, 'Homework 3/1/11', has its title highlighted in blue. The second row is 'Homework 2/28/11'. At the bottom, there are bulk action controls and a '2 items' indicator.

<input type="checkbox"/>	Title	Author	Categories	Tags	Date
<input type="checkbox"/>	Homework 3/1/11		Homework	No Tags	2011/03/01 Published
<input type="checkbox"/>	Homework 2/28/11		Homework, Uncategorized	No Tags	2011/03/01 Published

## Pages

Pages is one of the most important components of your site. This is where you create and edit the pages on your site.

To create a new page, click the "Add New" button outlined in red on the image.

To edit or delete an existing page, click on the page title in the list (outlined in blue).

The screenshot shows the WordPress dashboard for Pages. At the top left, there is a 'Pages' header with an 'Add New' button highlighted in red. Below the header, there are filters for 'All (6) | Published (6)' and a search bar. A table lists the pages with columns for Title, Author, and Date. The first row, 'Home Page', has its title highlighted in blue. The other rows are 'Homework', 'Science Class', 'History Class', 'Spanish Class', and 'Field Trips'. At the bottom, there are bulk action controls and a '6 items' indicator.

<input type="checkbox"/>	Title	Author	Date
<input type="checkbox"/>	Home Page		2011/03/01 Published
<input type="checkbox"/>	Homework		2011/03/01 Published
<input type="checkbox"/>	Science Class		2011/03/01 Published
<input type="checkbox"/>	History Class		2011/03/01 Published
<input type="checkbox"/>	Spanish Class		2011/03/01 Published
<input type="checkbox"/>	Field Trips		2011/03/01 Published

## Posts & Pages: Editing Pages & Posts

Editing pages and posts is very similar. The only difference is that posts can be assigned categories. The image below is of a page being edited.

**Page Title:** The name of the page (will be displayed in the menu bar and as the title of the page. Directly underneath the title, you can edit the URL of the page.

**Upload/Insert:** To upload content to your site, click the appropriate button (first for images, last for documents). Then follow the steps in the **Upload/Insert** section below.

**Formatting Bar & Text Input Area:** To add or edit content on a page, use the Text Input Area. To style the text (colors, sizes, alignment, etc.), use the Formatting Bar directly above the Text Input Area.

**Discussion:** These check boxes allow you to decide whether to allow comments from your visitors. (it is recommended to un-check these boxes – see the **Settings > Discussion** section.

**Publish/Update Button:** This button is extremely important. Always remember to click this button to update the page or post you are editing. When you create a new page, it will say “Publish.”

**Page Attributes:** Use the “Parent” drop down menu to select a parent page for your page if you wish. Pages with parents will appear in drop down menus under their parent. Basic users should ignore the “Template” menu. The “Order” relates to the page’s order in the menu bar. 0 is far left and anything greater is further right. Your home page should be set as 0.

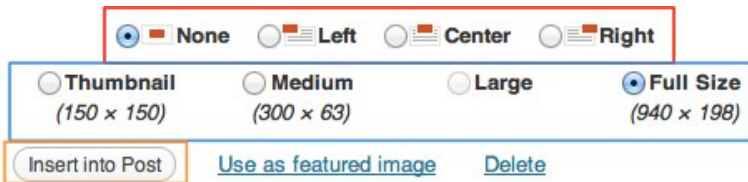
The screenshot shows the WordPress 'Edit Page' interface for a page titled 'Home Page'. The page content area contains the following text: 'My Home Page.', 'About Me: Some stuff about me.', and 'Contact Me: Mr./Ms. Example'. The interface includes a top navigation bar with 'Edit Page' and 'Add New' buttons. Below the title is a 'Permalink' field and a 'View Page' button. A toolbar with 'Upload/Insert' and 'Visual/HTML' tabs is visible. The right sidebar contains a 'Publish' section with 'Status: Published', 'Visibility: Public', and 'Published on: Mar 1, 2011 @ 12:34'. Below this is the 'Page Attributes' section with 'Parent: (no parent)', 'Template: Default Template', and 'Order: 0'. At the bottom, there is a 'Discussion' section with checkboxes for 'Allow comments' and 'Allow trackbacks and pingbacks on this page.'.

## Posts & Pages: Upload/Insert

Once you click the Upload/Insert button (mentioned in "Editing Pages and Posts"), choose either the "From Computer" or the "Media Library" tab. If you select "From Computer," then click "Select Files" to upload files from your computer. If you've already uploaded the media you want to insert, choose "Media Library."



Once you see the item you want to insert, click "Show." This will reveal a menu for that image or document. For an image, scroll down and select an **Alignment** and a **Size**. Then click the **Insert into Post** button to add it to the post or page.



## Appearance



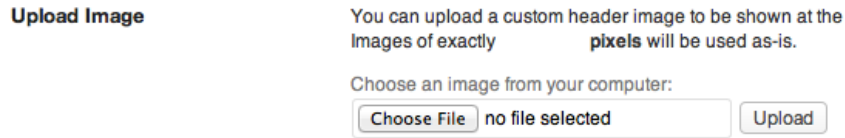
In the Appearance section, the relevant pages are Themes, Widgets, and Header.

**Themes:** Use this menu to select the theme you want to use. Most clients have a custom theme designed for them that will be pre-selected.

**Widgets:** This menu is how you edit the sidebar(s) of your site. Widgets can be dragged and dropped between the collection of widgets (left) and the sidebar (right). A good widget to always have in your sidebar is the search widget. This is the only page you do not need to save your changes on.



**Header:** This is where you can change the large image that is displayed on the top portion of you pages. You can upload you own image, and crop it in the browser to the appropriate size. Remember to save your changes with the blue button at the bottom.

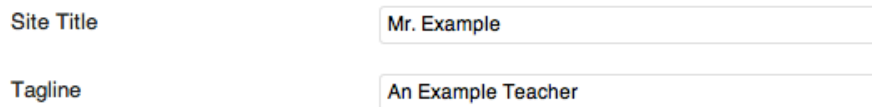


## Settings

In the Settings section, the relevant pages are General, Reading and Discussion.



**General:** This page contains settings like the site title and tagline, which are displayed at the top of every page on your site. General also contains timezone settings and date format settings.

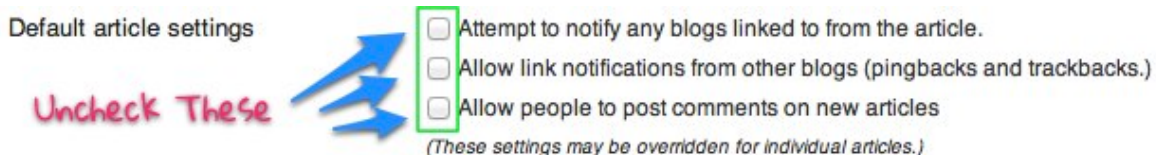


**Reading:** Reading contains settings that allow you to change your front page into a regular home page, and either create a different posts page or hide your posts page completely (by leaving "Posts page" blank).

But wait! Before you can do this you must make sure you have already created a page called "Home" before you can change your front page to the static page: "Home."



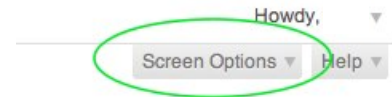
**Discussion:** Discussion settings seem overwhelming, but in order to make it so users can't comment by default, all you need to do is uncheck the first three boxes.



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## Troubleshooting Guide

Is something missing on your screen? Check the "Screen Options" tab (top right corner) to see if it's hiding there. If there's something you don't need, you can also hide it with "Screen Options"



**Plugins:** For support with plugins, please contact Evtika Web Design to obtain specific instructions on the customized plugins used on your website.

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## Contact Evtika Web Design

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