

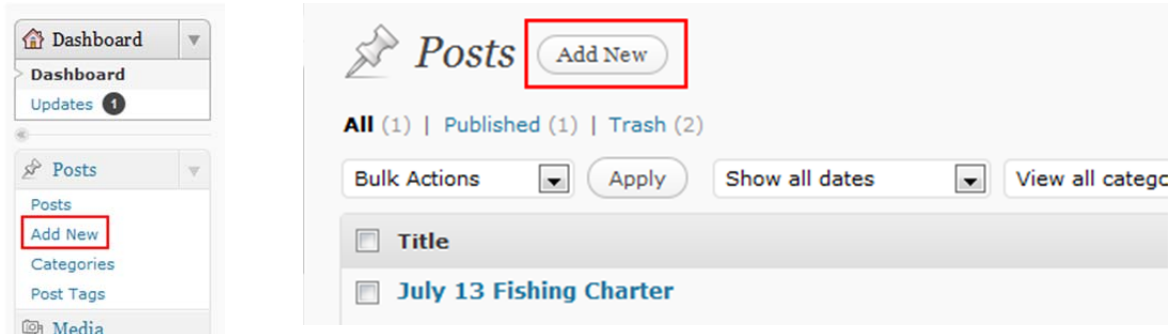
How to Use the Wordpress Admin

Login to your Wordpress site administration.

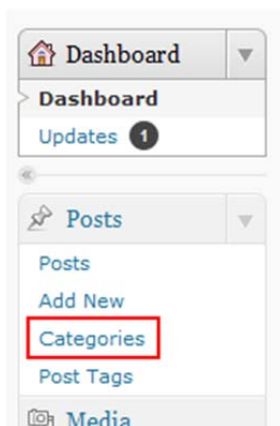
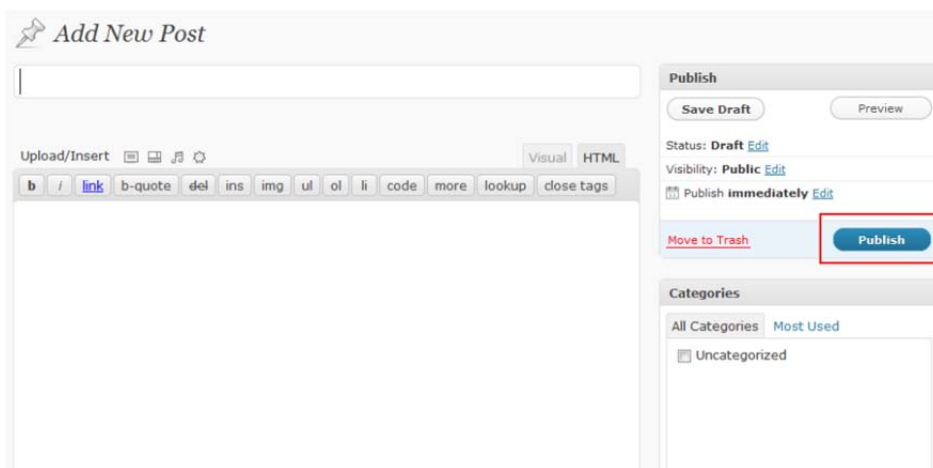
When you first login, you will see the Wordpress dashboard.

Adding a Post

Posts refer to your blog. To post a blog entry, click on the word “Posts” in the left-side menu and the post menu will open up. From here you can click on either the “Add New” in the menu, or the “Add New” button up near the top of the page.



You will see the Post entry form. In this form, give the post an interesting title, and then enjoy typing up your thoughts, ideas or news to share with the world. When you are ready to make the post live, simply click the “Publish” button.



One way to make your posts more searchable for users, is to categorize them. You can create as many categories as you wish to use for now or for any future posts. To select the categories (yes, you can use more than one) for your post, simply put a checkmark in the box next to that category, and then “Publish” the post.

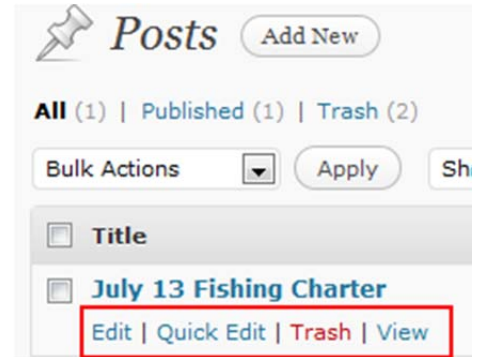
If you have published your post and realized that you need to apply a category to it, either because you forgot, in which case the default category is “Uncategorized”, or because you wanted to create a category, but didn’t want to lose the post you just typed up, you can always go back to Posts and add the category afterward. See editing a post below.

To add a **YouTube video** to a post, go to the video on youtube.com, then copy the web address for the video. When you are in your blog post, you can paste the youtube.com video's web address right in the blog post where you want it to appear. Publish your post and your video will appear as an embedded video.

Editing a Post

To edit a post, simply view your list of posts (click on the Posts menu item), then mouse-over the title of the post in the list. You will see some editing selections appear. Click on the "Edit" link and your post will appear as you last left it. You can then edit the post, change categories, and publish it again.

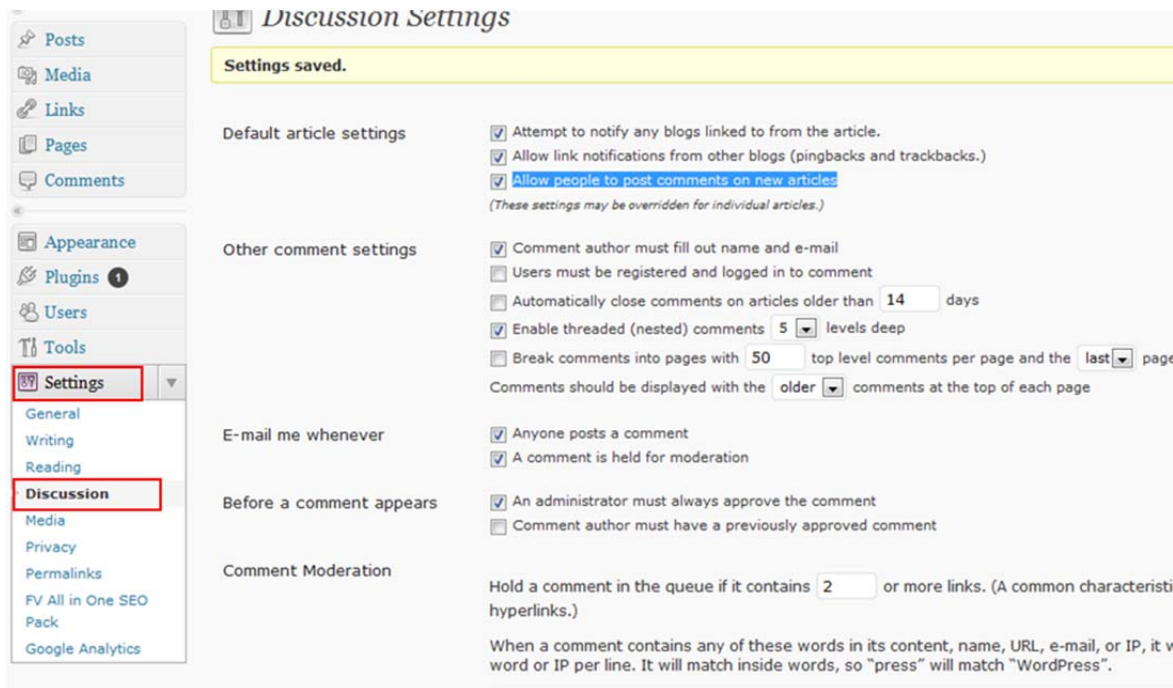
If you decide that you do not want that post ever to appear on your blog again, you can mouse over the title, select "Trash" and delete the post.



Post Comments

Post comments allow your blog readers to make a comment about things you have written. By default, this is turned "on", and it is set up to notify you when someone comments on your post so that you can "moderate" the comments (and avoid any nasty things appearing on your website).

This is where you control it... (note the side menu, and on the page what is highlighted in blue - though other settings are important, too)



This is how it looks to people who read your blog:

Posted on March 30, 2011 12:25 am | by KEAdmin

No Responses to “MMTC – Job Fair”

Kaye Barnes says:
Your comment is awaiting moderation.
March 30, 2011 at 7:27 pm
Just testing that I can leave a comment from a 'blog post', while not logged in.

[Reply](#)

Leave a Reply

Name (required)

Mail (will not be published) (required)

Website


And this is the place (note left menu) where you go to moderate comments. When you mouse over the subject it will then 'show you' the edit, approve (etc) menu choices.

WordPress 3.1 is available

Comments

All | Pending (1) | Approved | Spam (0) | Trash (0)

Bulk Actions Show all comment types

<input type="checkbox"/>	Author	Comment
<input type="checkbox"/>	 Kaye Barnes none kaye@roaringaardvark.com 67.238.245.144	2011/03/30 at 7:27 pm Just testing that I can leave a com Approve Reply Quick Edit Edit
<input type="checkbox"/>	Author	Comment

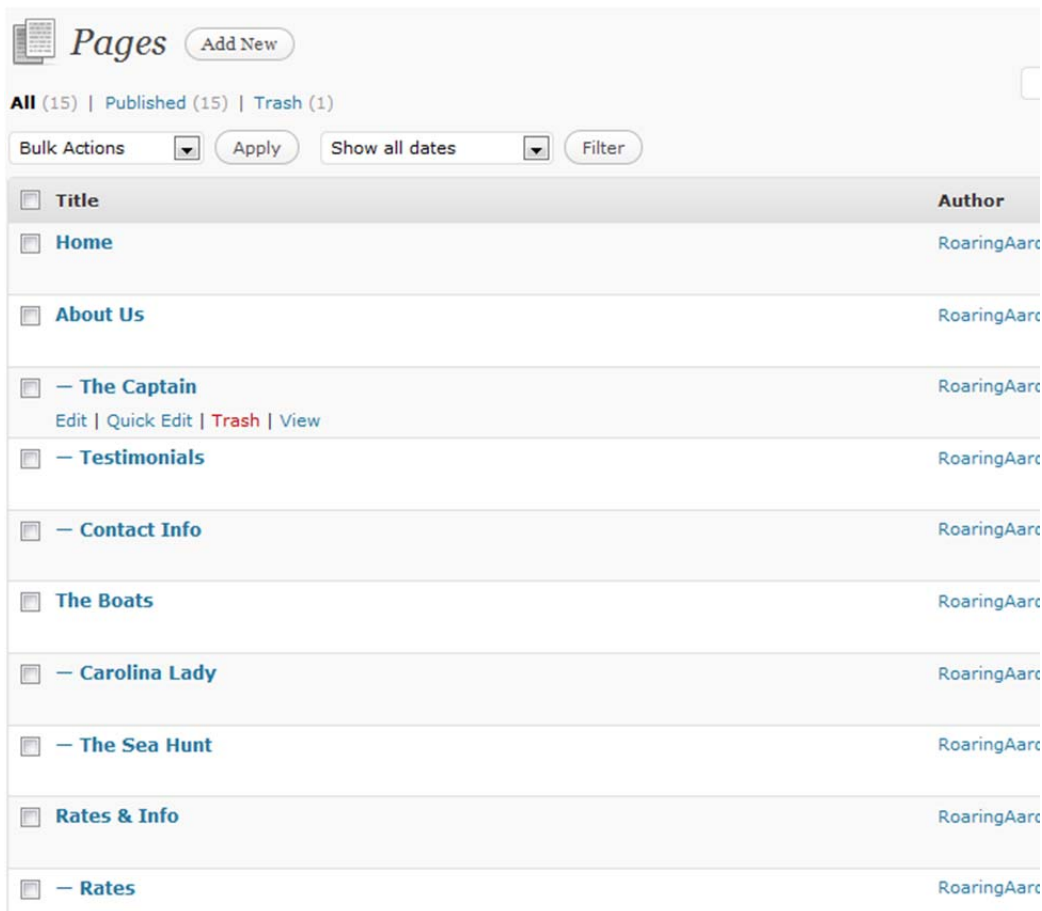
Bulk Actions

More on Wordpress blog editing can be found at: http://codex.wordpress.org/Posts_Edit_SubPanel

Editing Your Pages

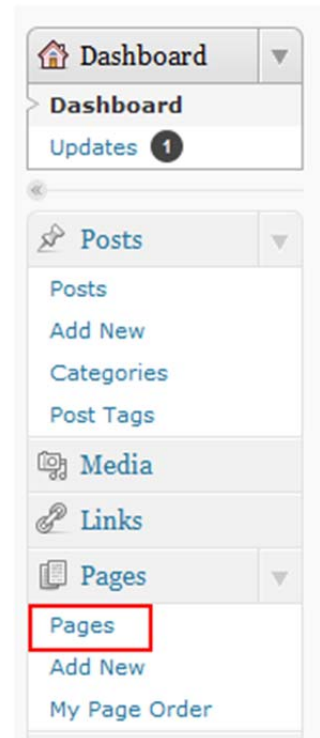
Editing your pages is a lot like working with your Blog. To edit your pages, click on the Pages menu item, and then click on Pages within the item. You will be presented with a list of all of your pages. Notice the pages listed with a long dash in front of them? These are “sub-pages” that are listed below, or underneath, the main page above them. For instance here you will see The Captain, Testimonials, and Contact Info. These are all listed under the About Us page.

When you are looking at your website, the sub-pages will either be presented as drop-down selections, or as inset bulleted selections under the About Us page. You can create many sub-pages for your website, but you may already be limited on how many main pages you can create. Check with us and we can let you know the answer to this.



The screenshot shows the WordPress 'Pages' management screen. At the top, there is a 'Pages' header with an 'Add New' button. Below the header, there are filters for 'All (15)', 'Published (15)', and 'Trash (1)'. There are also buttons for 'Bulk Actions', 'Apply', 'Show all dates', and 'Filter'. The main content area is a table with columns for 'Title' and 'Author'. The table lists several pages, including 'Home', 'About Us', and several sub-pages under 'About Us' (indicated by a long dash): 'The Captain', 'Testimonials', 'Contact Info', 'The Boats', 'Carolina Lady', 'The Sea Hunt', 'Rates & Info', and 'Rates'. The author for all pages is 'RoaringAarc'.

Title	Author
Home	RoaringAarc
About Us	RoaringAarc
– The Captain	RoaringAarc
– Testimonials	RoaringAarc
– Contact Info	RoaringAarc
The Boats	RoaringAarc
– Carolina Lady	RoaringAarc
– The Sea Hunt	RoaringAarc
Rates & Info	RoaringAarc
– Rates	RoaringAarc



The screenshot shows the WordPress Dashboard sidebar menu. The 'Pages' menu item is highlighted with a red box. The sidebar menu includes: Dashboard (with a dropdown arrow), Updates (with a notification badge '1'), Posts (with a dropdown arrow), Media (with a dropdown arrow), Links (with a dropdown arrow), and Pages (with a dropdown arrow). The 'Pages' dropdown menu is open, showing 'Pages' (highlighted with a red box), 'Add New', and 'My Page Order'.

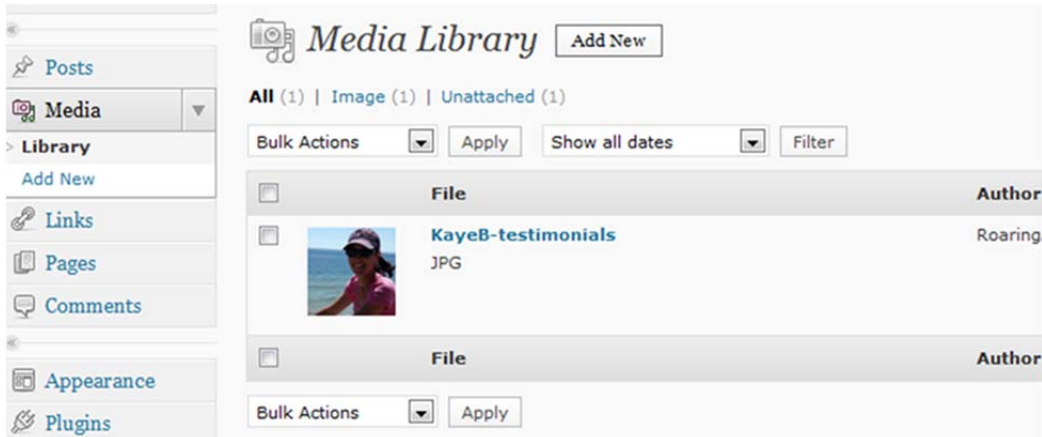
To edit a page, mouse over the page’s name and then click on the Edit option that appears.

Keep in mind that some pages are laid out for you in very specific ways, so be careful when you are editing them. When you are finished editing, click the Preview Changes button to the right. If you are happy with the changes you made, click the Publish button.

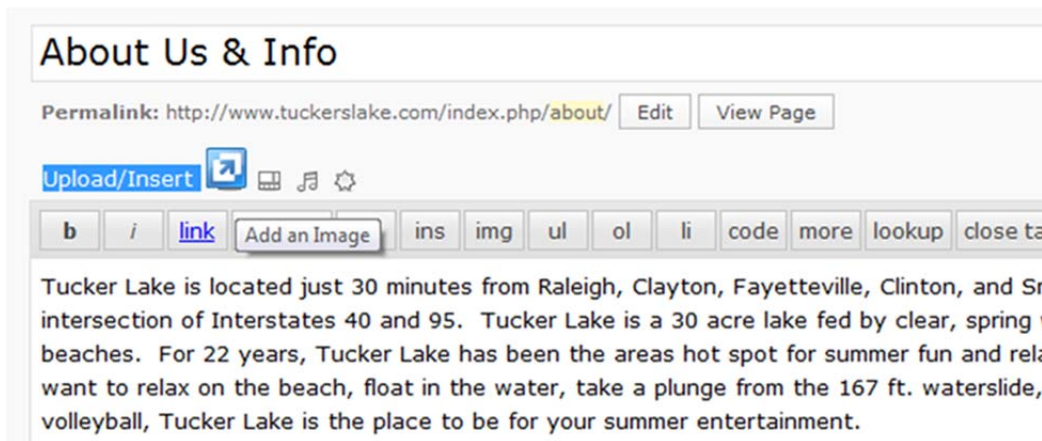
Adding Pictures

If you want to add one or two photos to a page to accent / complement the text on a page (VS just tossing images into your photo gallery), or if you have a whole group of pictures you want to use on various pages the most efficient way to follow these steps:

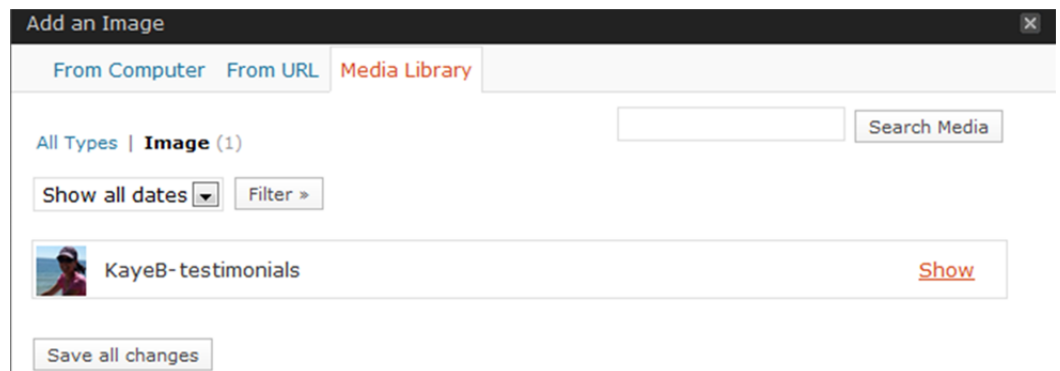
In the admin area, down the left hand menu select MEDIA, and on the screen that opens select ADD NEW... and you'll go thru a dialog box similar to the Google Picasa (or even Facebook) where you can get all your pictures uploaded at once.



Once you get your photos uploaded... go to whatever page you want edit to begin inserting images, insert your mouse cursor at the place you want the image, then (in blue) click the little square next to the words "Upload / Insert" to open your photo (media) storage.




When this box opens, select the tab at the top that says MEDIA LIBRARY - find the image you want to work with and click SHOW (to the right of the image).



This will open the info about THAT particular image and how you want to use it on the page

Set the alignment (Similar to using Microsoft Word), then image size (if full size is over 500 width it may stretch out your website, use a smaller size) then click the grey 'INSERT INTO POST' button. Once you have done that, click the BLUE UPDATE button to save the addition of the image to your web page.

Add an Image

 **Upload date:** March 8, 2011
Dimensions: 202 × 212

[Edit Image](#)

Title *





Alternate Text
Alt text for the image, e.g. "The Mona Lisa"

Caption

Description

Link URL

Enter a link URL or click above for presets.

Alignment
  None  Left  Center  Right

Size
 Thumbnail **Medium** **Large** **Full Size**
(150 × 150) (202 × 212)

[Use as featured image](#) [Delete](#)

If you don't have an entire group of images you want to add, and simply have one image to add to one page, simply go to the page in question, insert your cursor and click that button to 'add an image' and select the option to add an image "From Computer".

Add an Image

From Computer **From URL** **Media Library**

Add media files from your computer

Choose files to upload

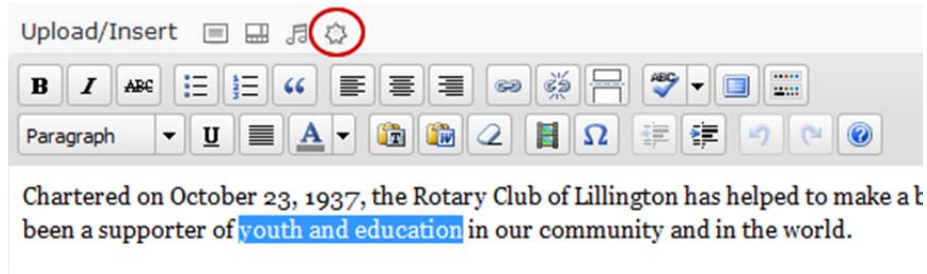
Maximum upload file size: 8MB

You are using the Flash uploader. Problems? Try the [Browser uploader](#) instead.

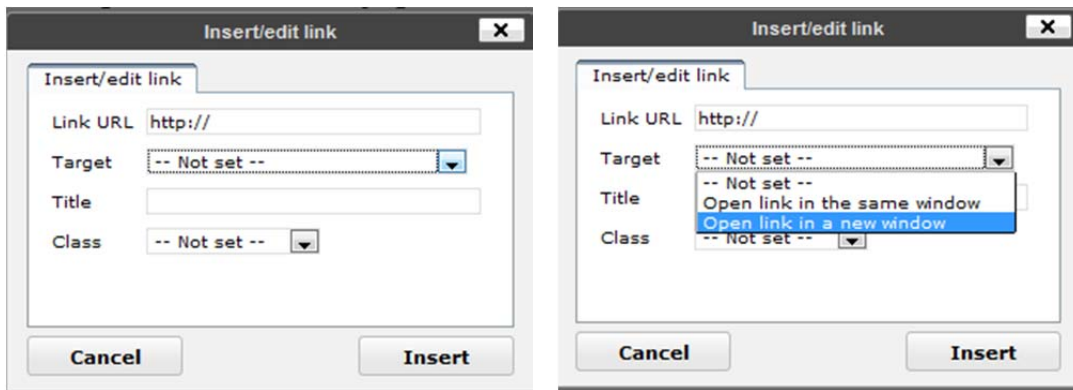
After a file has been uploaded, you can add titles and descriptions.

Adding PDFs or Other Documents

Adding a clickable link to a PDF on your website is similar to adding photos. Type some text to create a link for the document, then highlight the text you want to be the actual clickable link. Next click on the ADD MEDIA icon above the editor menu.



A box will appear in which you will place the full LINK URL (the whole web address), the TARGET, TITLE (optional) and CLASS (optional).

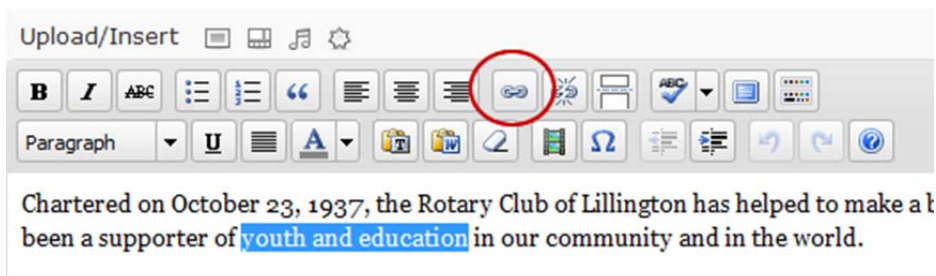


For any links that will go to a website that is not your website, you should click on the down-arrow for TARGET and select "Open link in a new window". This way if someone opens that link and then closes that link's website later, your website will still be running.

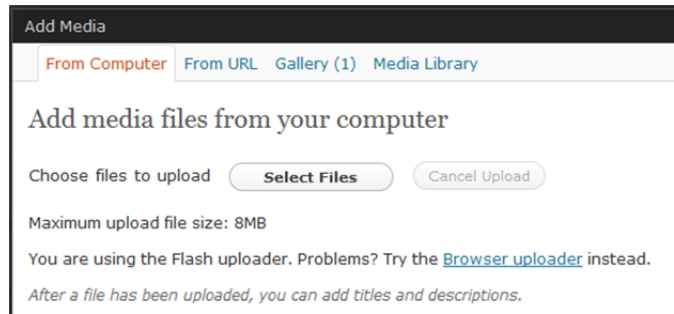
When you have inserted all the information, click INSERT, then update your page if you are finished editing it.

Adding Links

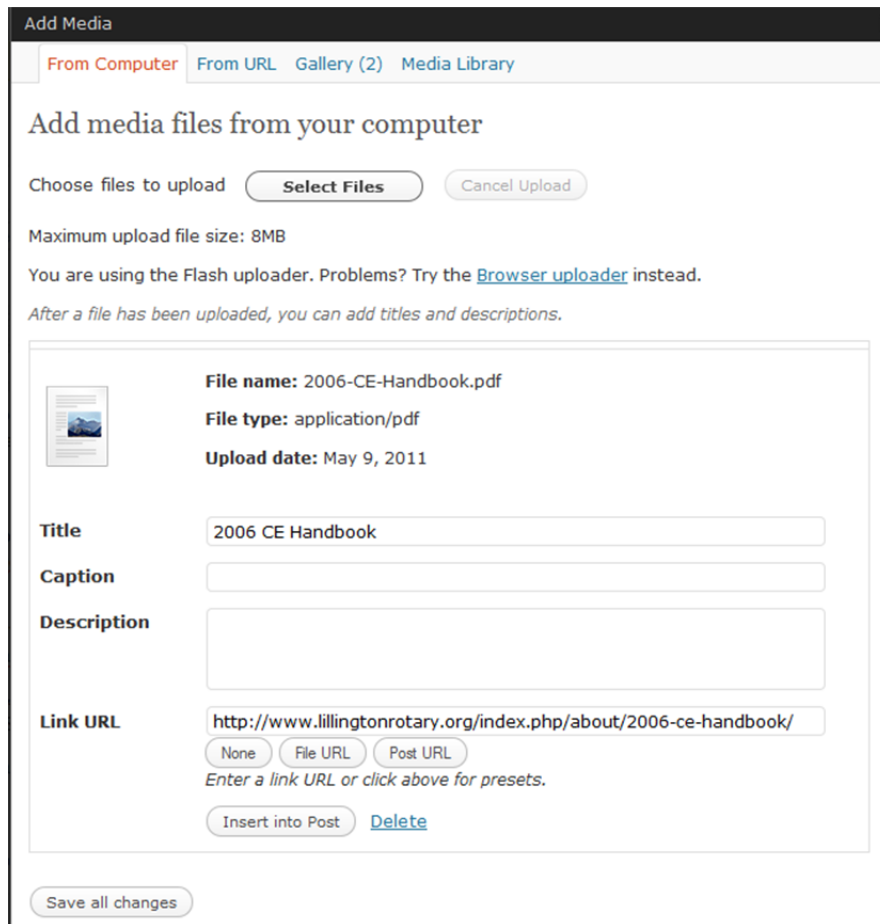
Adding links requires the full website address of the link you want to establish. To create a link on your web site's page or within a blog post, highlight the text you want to be the actual clickable link and then click on the INSERT/EDIT LINK icon in the editor menu.



A box will appear where you can select the file you want to use.



Click the SELECT FILES link and then browse for the document on your computer. Click “Open” and the file will upload. After the file has uploaded, you will see the information box below.



You can give the file a Title, even a caption and a description – but these are all optional. All you need to do is click the INSERT INTO POST button. The text you highlighted will now be a link to the document. Update your page if you are finished editing.

Photo Albums (from Picasa)

The log in for the photo album (for the photo gallery page of the website) is here:

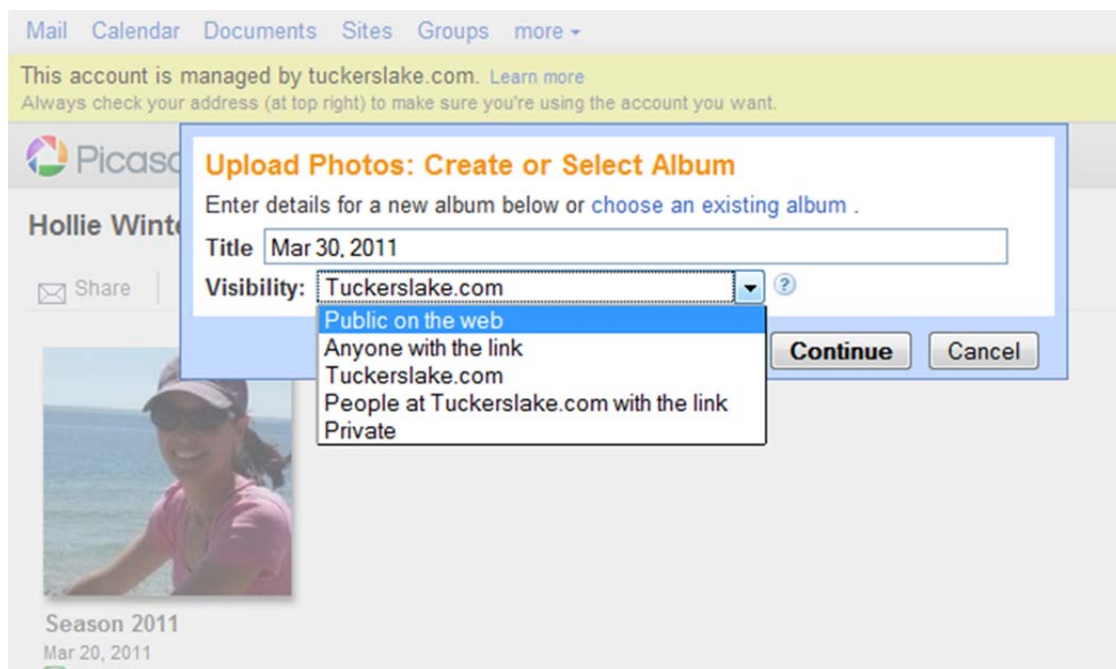
<http://picasaweb.google.com>

Use the information provided to you by us for your Picasa account.

In order to create photo albums (and thus post photos to) your "Photo Gallery" page on the website, you **DO NOT** do it thru the admin area of your website, instead go to Picasa (see link above) and login.

You can create your own albums as you see fit. Anything you put up here, make sure you mark it as 'viewable by the public', and it will be automatically pulled into your website.

Once logged in - click the grey "UPLOAD" button - it will ask you to choose an existing album or create a new one, and give it the 'public' visibility setting your website needs. Once you upload photos from your computer, it will give you the chance to put captions on them as well.



Testimonials

To edit / delete / create testimonials on the website:

1. In the admin area scroll down to the bottom on the left hand menu system and open TESTIMONIALS
2. In the screen that opens you will see existing testimonials (mouse over the title to view the option to EDIT or DELETE) or to ADD A NEW testimonial (button at the top of the screen)
3. This is not something the public has access to - you'll have to do this from emails you receive, etc.

