

Logging in

You Log In to your website by typing the following:

<http://YOURDOMAINNAME.COM/wp-admin>

Where YOURDOMAINNAME is the name of your website.

For example, to log into the tall poppy website, you'd put:

<http://tallpoppydigital.com/wp-admin>

When the page loads, you'll be given a username and password field to fill-in. Enter the appropriate words in here (you'll have been sent them in an email message) and click Login.

Dashboard & Layout

All major functions in Wordpress are accessible from the bar on the hard left of the screen. These include:

- Dashboard
- Posts
- Pages

The Dashboard is where you get an overview of your website in various panels. You'll be mainly dealing with pages and Posts when using Wordpress.

The difference between Pages & Posts







What is a Page?

A Page is an area on the site with information that has a tendency to be updated infrequently. For example, the Homepage or the Contact page. They are used to communicate fixed information, such as offers of specific services.

What is a Post?

A post is a part of a series of ongoing updates. This is related to the concept of blogging, where posts are effectively ongoing diary entries. They are used on your site for updating your news for your business or services. It can also be used to communicate quick snippets of information to your visitors and potential clients.

Buttons

| Button | Description | Usage |
|---|---|---|
|  | Bold, Italic, Cross-out and Underline buttons | Select the text and click the button you want. |
|  | Bullet or Number your text | Select the text and click the button you want. |
|  | Create a link | Select the text and click the button. |
|  | Remove a link | Select the text and click the button. |
|  | Kitchen Sink | Click to display additional formatting such as text formatting and Paste as text buttons. |
|  | Paste as plain text | Click to paste text from MS word as plain text in Wordpress. This removes all formatting. |

About Wordpress

“... WordPress is a state-of-the-art publishing platform with a focus on aesthetics, web standards, and usability. WordPress is both free and priceless at the same time...”

From the Wordpress.org website



Tall Poppy Digital Wordpress Quick-Start Guide

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Common Ground

Regardless of which you're creating, be it a Page or a Post, the screen you will be presented with by Wordpress will be almost completely identical: an MS-Word-Like screen, with the following structure;

Title - At the top of the page where the page or post title goes.

Toolbars - Below the title where you will find the various formatting buttons (the useful ones listed on the back of this guide) for manipulating your text.

The Body - below the toolbar where you type the text.

The Publish Panel - with a button marked Publish, Post or Update. You **Publish** a Page, You **Post** a Post, and you **Update** both if you've opened an existing entry.

Differences

Pages - You'll find a panel marked Attributes beneath the Publish panel. It is here you can select whether the page appears in the top part of the menu, or beneath an existing page. Select Main Page (No Parent) if you want the page to appear at the top of the menu or make a selection from the pages in the drop-down field of the top-level (parent) page you want your page to appear beneath.

For example, if your site is about Food, and your new page is called Bananas, you might select "Fruit" as the parent page.

Posts - Beneath the Publish Panel are two additional panels: Post-Tags and Categories. Post tags are simple words that describe some of the content. If the post is on Bananas, you might tag it as "Yellow", "Long", "Tropical" etc. A Category is a larger description for the page, rather like books in a library. So a fruit like a banana might fall into the "Tropical Fruit" category, like a detective novel might fall into the "Detective Fiction" category in a library.

Adding a Post or Page

In the Left hand side, click **Posts** then **Add New**.

OR

In the Left hand side, click **Pages** then **Add New**.

In the New Post/Page window:

- Add a title for the post
- Enter your text
- Click Post

Editing a Post or Page

In the Left hand side, click **Posts**.

OR

In the left hand side, click **Pages**.


In the screen that appears, click on the title of the post you want to edit.

In the Edit Post window:

- Edit the things you want
- Click Update

At the top of the screen, a message will display indicating the entry has been posted.

Kitchen Sink

To see all the formatting buttons, click 


You'll now be able to fully format your text, assign headings and do other useful things!

Linking

Sometimes you'll want to link to another page or another website. It's good to do this as it helps your visitors navigate around your site easier and find related information, which is the whole point of the web.

CREATE A LINK TO A PAGE IN YOUR SITE

Note: make a note of the page address before doing these steps.

Select the text you want, then click 


In the window that appears, enter the address of the page you want to link to

Then select the target: **Open in this window or frame**

Finally, click **Insert**.

CREATE A LINK TO A PAGE OUTSIDE YOUR SITE

Note: make a note of the page address before doing these steps.


Select the text you want, then click 

In the window that appears, enter the address of the page you want to link to

Then select the target: **Open in this window or frame**

Finally, click **Insert**.

REMOVE A LINK

Select the text and click 

Paste text from MS Word

Sometimes you'll have already written things in MS Word. The best way to paste text into Wordpress is by using the Paste Text button.

Click 

In the Paste as Text window, paste the text from MS word, then click **Insert**.