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Wordpress Tutorial

# Wordpress Tutorial

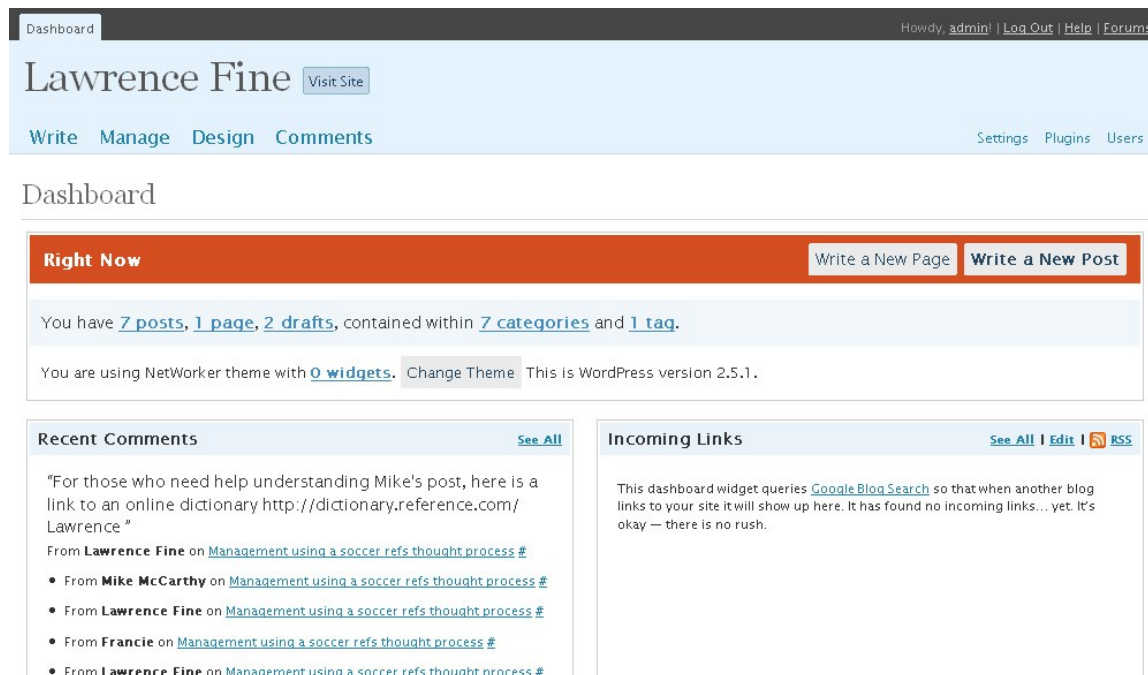
## Introduction

Wordpress is a powerful blogging platform that lets you easily write and create content for your web blog. It can be downloaded and installed on your server (wordpress.org) or you can use Wordpress' own servers (wordpress.com). Whichever kind of Wordpress you use, they are both full featured, which often leaves new bloggers baffled.

For this example, we will be using a self-hosted Wordpress Blog.

## Wordpress Dashboard

The Wordpress Dashboard is the administration center of the Wordpress blog. Here you can see the different sections of the admin panel that would let you write blog entries, create webpages, edit and update entries, add links, add users and many more.



In this example, you are given a run down of the number of posts or blog entries that have already been published, the number of pages in your site, the number of draft entries, the categories and tags. It also shows you the recent comments made in your entries, as well the incoming links from other websites or blogs.

## Writing a new post or page

- **Post** – Blog entries. These can be open to comments and are usually found in the front page of the blog.
- **Page** – These are static pages that are often just linked from the sidebar or navigation bar. Examples of these are the about page, links page and contact page.

To create a new blog post or a new web page, click on the appropriate button found in the Dashboard, or under the Write section.

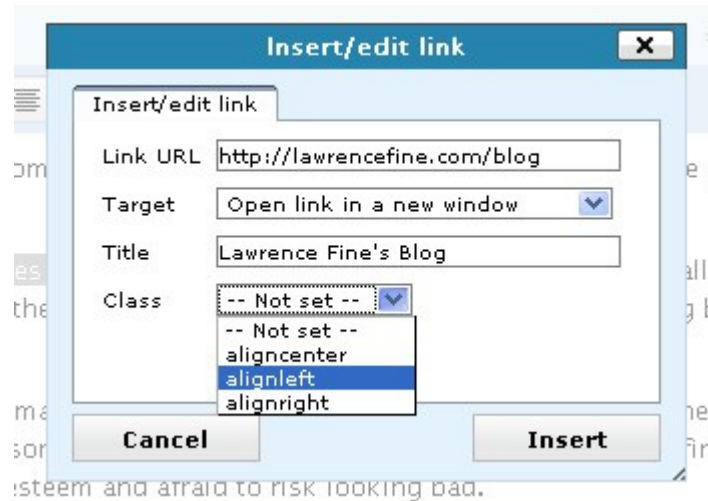
### Write Post

The screenshot shows the WordPress 'Write Post' interface. At the top, there is a 'Title' field containing the text 'Great Leaders Surround Themselves With Great People!'. Below the title is a 'Permalink' field with the URL 'http://lawrencefine.com/blog/2008/05/great-leaders-...h-great-people/' and an 'Edit' link. The main editing area is titled 'Post' and features a toolbar with various formatting options. The text in the editor reads: 'a leaders competence as well as their confidence is to look at the people around them. A leader who surrounds themselves with people less talented than themselves is typically one who is afraid to be shown up, so they would rather look good and fail, than risking someone looking better than themselves and succeeding.'

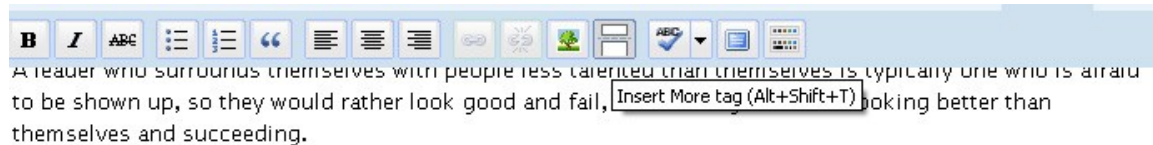
Wordpress' Visual Rich Text editor allows you to easily format how your entry will look when it is published. It has the key functions found in many word processing programs, so you wouldn't need to worry too much. Similar to MS Word, you would need to highlight the parts you want to format.

This screenshot shows the same WordPress 'Write Post' interface as the previous one, but with the text highlighted in blue. The text is: 'One way to determine a leader's competence as well as their confidence is to look at the people around them. A leader who surrounds themselves with people less talented than themselves is typically one who is afraid to be shown up, so they would rather look good and fail, than risking someone looking better than themselves and succeeding. For example, if the leader hires a marketing person who knows less about marketing than themselves, what did they really get out of this person? If they hire a finance person who struggles with finance, this again is a sign of a leader lacking in self esteem and afraid to risk looking bad.'

To insert a hyperlink into your post or page, you only need to highlight the word or words you want to transform into a link, and then click on the Hyperlink button.



Fill in the fields with the necessary information and your preference, and click on insert to create your link.



For example, if the leader hires a marketing

person who knows less about marketing than themselves, what did they really get out of this person? If they hire a finance person who struggles with finance, this again is a sign of a leader lacking in self esteem and afraid to risk looking bad.

If you only want the first few paragraphs of your entry to be visible in the front page and reserve the rest for the entry's page, you need to insert a More tag. What happens in that in the blog's front page, a "Continue Reading..." or "Click here to read more" will be inserted, urging your readers to come inside your blog and read the rest of your entry.

The Visual Rich Editor has more feature than it initially appears. When you click the last button, it will toggle the hidden “kitchen sink” of features. Additional functions include paragraph styling, underline, font color, paste as text, paste as Word (retains formatting from MS Word), and the undo and re-do buttons.

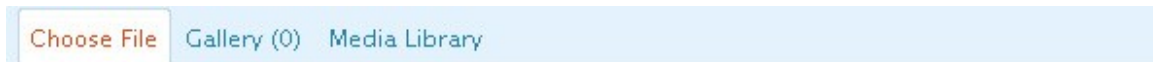


One way to determine a leader's competence as well as their confidence is to look at the people around them.

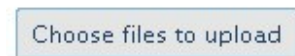
A leader who surrounds themselves with people less talented than themselves is typically one who is afraid to be shown up, so they would rather look good and fail, than risking someone looking better than themselves and succeeding.

## Inserting Media

If you want to add an image, music or video to your blog, you would need to upload it first to your server. Wordpress made this easy by creating an uploading tool right there in their editor. The icons are found on top of the editor.



### From Computer



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

— OR —

### From URL

Image URL

Description

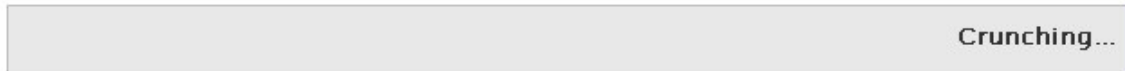
*Alternate text, e.g. "The Mona Lisa"*

Alignment  None  Left  Center  Right

To start, click on the Choose Files to Upload button. Select the file you wish to upload from your hard drive. Wordpress will upload the file for you, and optimize it for quicker download.



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



Once you have uploaded your file, you can now edit its properties. You can choose how it would appear in your site, and even use it to link to another page.

basevsmeska7\_1024.jpg  
image/jpeg  
2008-05-19 11:46:00

**Title** \* basevsmeska7\_1024

**Caption**  
*Alternate text, e.g. "The Mona Lisa"*

**Description**

**Link URL**  
http://lawrencefine.com/blog/wp-content/uploads/2008/05/basevsmeska7\_1024.jpg  
None File URL Post URL  
*Enter a link URL or click above for presets.*

**Alignment**  
 None  Left  Center  Right

**Size**  
 Thumbnail  Medium  Full size

Insert into Post Delete

Once you have finished putting in the details, click on Insert into Post to insert your media to your current entry.

You can change the way your media shows up in your blog by dragging it around the workspace inside the editor. Alternatively, you can also double click on the media to edit its properties.



One way to determine a leader is by looking at the people around them.

A leader who surrounds themselves with people who are typically one who is afraid of failure more than risking someone looking at them.

For example, if the leader is afraid to look at themselves, what did they really get out of their life? If a leader lacks confidence in their own finance, this again is a sign of a leader lacking in confidence.

A top leader realizes they don't need to know everything. A top leader knows who knows everything (or as close to everything as possible).

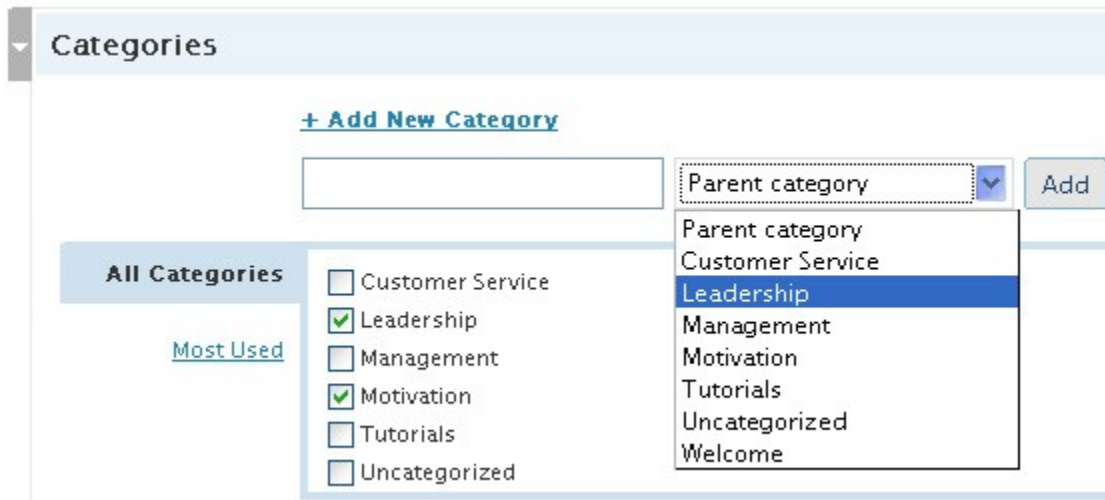
## Tags, Categories, Comments and Passwords

Tags are keywords you use to identify your entry. This is optional, but it can help in letting search engines know what you are blogging about.

▼ **Tags**

*Separate tags with commas*

If you blog about different topics, it's wise to categorize your entries. This lets your readers easily find entries that discusses similar topic.



Tick the categories that apply to your entry. You can easily create a new category by typing in the category name in the field provided and selecting the Parent Category (if any). Click on the Add button to add you new category.

Comments are a great way to encourage your readers into a discussion. This interaction makes you more approachable and gives your site a more personal touch.



However, you think you are writing a sensitive topic that might elicit a strong reaction, you can uncheck the box and comments for this particular entry will not be allowed.



If you feel that your entry should only be read by certain people, you can set a password for a post, and share the password to the people whom you want to read the post. Remember that although Wordpress will keep the post secure, it's still better to write prudently and write what you consider safe for public viewing.

## Save, Publish, Schedule

Wordpress automatically saves your entry at intervals as you type it. Once it has been saved once, you can preview the entry or page as it would appear in your blog.



Preview this Post

**Publish Status**

Unpublished ▾

Keep this post private

Publish immediately [Cancel](#)

May ▾ 19 ,

2008

@ 10 : 14

Save Publish

Saving Draft...

An entry or page will not go “live” until it was published. When you click on Publish, it will instantly appear in your blog. However, you can schedule when a post should appear in the page. Right beside “Publish immediately” is an Edit link. Click on this link and the date field will show. Select the month, type in the date, year, hour and minute when you want the entry to be published.

The time and date will correspond with the time and date you set your Wordpress blog to. Also, the time is set to 24 hours, so if you want to publish at 2pm, the hour should be 14.

Once finished, click on the Publish button to schedule the post.

## Managing your blog

The Manage section allows you to view, edit, and delete blog entries, pages, links, categories, tags and plugins.

| <input type="checkbox"/> | Date        | Title   | Author        | Categories  | Tags    | Status    |
|--------------------------|-------------|---|---------------|---|---------|-----------|
| <input type="checkbox"/> | 5 hours ago | <a href="#">Positive Leadership: How It Can Be The Difference Between Success And Failure</a> | Lawrence Fine | Leadership, Management, Motivation, Uncategorized | No Tags | Published |
| <input type="checkbox"/> | 2008/05/16  | <a href="#">Tutorials</a>   | Lawrence Fine | Tutorials, Uncategorized                          | No Tags | Published |
| <input type="checkbox"/> | 2008/05/15  | <a href="#">Great Leaders Surround Themselves With Great People!</a>                          | Lawrence Fine | Leadership, Management, Uncategorized             | No Tags | Published |

This is the Manage Posts section. To edit a post, simply click on the post title and it will take you to the editor. If you want to view the post as it appears in the blog, click on the corresponding status. To delete blog entries, simply tick the box, then press the Delete button.

All Posts | **Published (7)** | Drafts (2)

| <input type="checkbox"/> | Date        | Title   |
|--------------------------|-------------|---|
| <input type="checkbox"/> | 5 hours ago | <a href="#">Positive Leadership: How It Can Be The Difference Between Success And Failure</a> |
| <input type="checkbox"/> | 2008/05/16  | <a href="#">Tutorials</a>   |

- View all categories
- Customer Service
- Leadership
- Management
- Motivation
- Tutorials
- Uncategorized
- Welcome

If you have plenty of entries, you can easily sort through them by filtering by month and year posted, and category.

Links are a good way of promoting your other websites or blogs. Generally, the links list appears in the sidebar.

## Manage Links ([add new](#))

| <input type="checkbox"/> | Name  | URL                 |
|--------------------------|---|---------------------|
| <input type="checkbox"/> | <a href="#">Making the transition from college to the real world</a><br>Student Sign Post | studentsignpost.com |

Similar to the Manage Posts and Manage Pages section, you can easily edit or delete a link by clicking on the link name or ticking the box. If you want to add a new link though, click on the Add New link.

## Add Link

**Name**

**Tutorials**

Example: Nifty blogging software

**Web Address**

**http://www.lawrencefine.com/tutorials**

Example: <http://wordpress.org/> — don't forget the <http://>

**Description**

**Download Tutorials for Free**

This will be shown when someone hovers over the link in the blogroll, or optionally below the link.

**Categories**

[+ Add New Category](#)

**All Categories**  Links

[Most Used](#)

Type in the name of the website you want to link to, the link URL and the description. You can also categorize your links. Some examples would be Blogroll, Family, Friends, Favorite Stores, etc.

## Changing your blog's look

It's easy to change the way your Wordpress blog look, even if you're not a designer. Simply download a free pre-made Wordpress theme from <http://themes.wordpress.net>, upload it to your Wordpress installation (inside wp-content/themes/) then activate it under the Design section.

Write Manage **Design** Comments

Themes Widgets Theme Editor Header Image and Color

### Current Theme



**WordPress Default 1.6** by [Michael Heilemann](#)

The default WordPress theme based on the famous [Kubrick](#).

All of this theme's files are located in wp-content/themes/default.

Tags: blue, custom header, fixed width, two columns, widgets

You can further customize the way your sidebar looks using widgets.

## Widgets

### Available Widgets

Show all widgets

|                 |                     |  |
|-----------------|---------------------|--|
| <b>Pages</b>    | <a href="#">Add</a> | Your blog's WordPress Pages            |
| <b>Calendar</b> | <a href="#">Add</a> | A calendar of your blog's posts        |
| <b>Archives</b> | <a href="#">Add</a> | A monthly archive of your blog's posts |
| <b>Links</b>    | <a href="#">Add</a> | Your blogroll                          |

Widgets are like modules that you can put into your sidebar, making it possible to edit the way it is arranged without having to edit the sidebar file. Please take note that once you put a widget, it will override the default content of the sidebar.

### Current Widgets

Show  
 Sidebar 1  
 Sidebar 2  
 You are using 4 widgets in the "Sidebar 1" sidebar.  
 Add more from the Available Widgets section.

---

**Pages** [Edit](#)  
**Calendar** [Edit](#)  
**Archives** [Edit](#)  
**Links** [Edit](#)

---

Wordpress will detect how many sidebar your theme has allotted. You can switch between sidebars by selecting them from the drop down list. Click on the “Add” button to add widgets to your sidebar. You can edit each widget component by clicking on the Edit link.

**Pages** [Cancel](#)  
 Title:  
  
 Sort by:  
  
 Exclude:  
  
Page IDs, separated by commas.

Changes made to the sidebar widgets will not reflect on the blog until you save the changes.

As a blog owner, you have the right to censor the comments left in your blog. Under the Comments section, all comments that have been approved will be listed, as well as those awaiting moderation.

Manage Comments

**Show All Comments** | [Awaiting Moderation \(0\)](#) | [Approved](#) [Detail View](#) [List View](#)

| <input type="checkbox"/> | Comment   | Date       | Actions   |
|--------------------------|---|------------|---|
| <input type="checkbox"/> | <p><b>Lawrence Fine</b><br/> <a href="http://www.lawrencefine.com">http://www.lawrencefine.com</a>   <a href="#">[Profile]</a>   <a href="#">[Avatar]</a></p> <p>For those who need help understanding Mike's post, here is a link to an online dictionary<br/> <a href="http://dictionary.reference.com/">http://dictionary.reference.com/</a></p> <p>Lawrence</p> <p>From <a href="#">Management using a soccer refs thought process</a>, 2008/05/15 at 2:46 PM</p> | 2008/05/15 | <a href="#">Unapprove</a>   <a href="#">Spam</a>   <a href="#">Delete</a> |

If you receive a comment that looks like a spam message, you can mark it as spam and it will be automatically deleted.

Wordpress records the e-mail and IP addresses of everyone who comments on your blog.

You can set your Wordpress to alert you each time you receive a comment and set other instructions under the Settings section.

## Discussion Settings

**Default article settings**

- Attempt to notify any blogs linked to from the article (slows down posting.)
- Allow link notifications from other blogs (pingbacks and trackbacks.)
- Allow people to post comments on the article

*(These settings may be overridden for individual articles.)*

**E-mail me whenever**

- Anyone posts a comment
- A comment is held for moderation

**Before a comment appears**

- An administrator must always approve the comment
- Comment author must fill out name and e-mail
- Comment author must have a previously approved comment

## Settings

If you feel the need to change your blog's name or description, you can easily do this in General settings. It's also in this section where you can set your blog's time and date.

### General Settings

|                                |   |
|--------------------------------|---|
| <b>Blog Title</b>              | <input type="text" value="Lawrence Fine"/>  |
| <b>Tagline</b>                 | <input type="text" value="Any day in which we learn, enjoy ourselves and help mankind is a good day"/><br><small>In a few words, explain what this blog is about.</small>                                     |
| <b>WordPress address (URL)</b> | <input type="text" value="http://lawrencefine.com/blog"/>   |
| <b>Blog address (URL)</b>      | <input type="text" value="http://lawrencefine.com/blog"/><br><small>Enter the address here if you want your blog homepage <a href="#">to be different from the directory</a> you installed WordPress.</small> |

If you want to make your blog highly visible to the public, you can tell Wordpress to alert search engines about your updates. You can do this under the Privacy Setting section.

### Privacy Settings

|   |  |
|---|--|
| <b>Blog Visibility</b>                      | <input checked="" type="radio"/> I would like my blog to be visible to everyone, including search engines (like Google, Sphere, Technorati) and archivers<br><input type="radio"/> I would like to block search engines, but allow normal visitors |
| <input type="button" value="Save Changes"/> |  |

You can also set where you want your uploaded files to be stored under the Miscellaneous Section.

### Uploading

|   |   |
|---|---|
| <b>Store uploads in this folder</b>   | <input type="text" value="wp-content/uploads"/><br><small>Default is wp-content/uploads</small> |
| <b>Full URL path to files (optional)</b>  | <input type="text"/>  |
| <input checked="" type="checkbox"/> <b>Organize my uploads into month- and year-based folders</b> |   |

Following this, you can also set the sizes of thumbnails and medium size images when you upload photos through Wordpress. This is specially handy if your Wordpress is running a theme that has a narrow content width.

### Image sizes

The sizes listed below determine the maximum dimensions to use when inserting an image into the body of a post.

**Thumbnail size**      Width  Height   
 Crop thumbnail to exact dimensions (normally thumbnails are proportional)

---

**Medium size**      Max Width  Max Height

## Plugins

Plugins are like mini-programs that let you get the most out of Wordpress without having to program them yourself.

There are plenty of free plugins that is suited to meet your needs. There are plugins to combat Spam comments, plugins that show related posts, and plugin that let you aggregate feeds from your other blogs. You can download free Wordpress plugins from <http://wordpress.org/extend/plugins/>.

### Plugin Management

Plugins extend and expand the functionality of WordPress. Once a plugin is installed, you may activate it or deactivate it here.

[Deactivate All Plugins](#)

| Plugin  | Version | Description  | Status   | Action  |
|---|---------|--|----------|---|
| <b>Akismet</b>  | 2.1.4   | Akismet checks your comments against the Akismet web service to see if they look like spam or not. You need a <a href="#">WordPress.com API key</a> to use it. You can review the spam it catches under "Comments." To show off your Akismet stats just put <code>&lt;?php akismet_counter(); ?&gt;</code> in your template. See also: <a href="#">WP Stats plugin</a> . <i>By Matt Mullenweg.</i> | Inactive | <a href="#">Activate</a>   <a href="#">Edit</a>   |
| There is a new version of Akismet available. <a href="#">Download version 2.1.5 here</a> or <a href="#">upgrade automatically</a> . |         |  |          |   |
| <b>Hello Dolly</b>  | 1.5     | This is not just a plugin, it symbolizes the hope and enthusiasm of an entire generation summed up in two words sung most famously by Louis Armstrong: Hello, Dolly. When activated you will randomly see a lyric from Hello, Dolly in the upper right of your admin screen on every page. <i>By Matt Mullenweg.</i>   | Inactive | <a href="#">Activate</a>   <a href="#">Edit</a>   |
| <b>SEO Title Tag</b>  | 2.1.3   | Search engine optimize your blog's title tags. Create a customized title tag for any post, static page, category page, UltimateTagWarrior tag page - indeed, any URL! And will auto-insert the tag name into the title on tag pages generated by UltimateTagWarrior plugin. Admin allows for mass editing of title tags. <i>By Stephan Spencer, Netconcepts.</i>                                   | Active   | <a href="#">Deactivate</a>   <a href="#">Edit</a> |

Upload the plugin to your plugins directory (wp-content/plugins) as per the plugin's instruction. Click on Activate to use the plugin.

Management of these plugins usually appear under Settings or Manage.

## Administrators, Editors, Authors, Contributors and Subscribers

You can add users to access your blog or you can let them register themselves. If you want to restrict comments to registered users (to keep spam low), this is where you can add them.

### Add New User

---

Users cannot currently [register themselves](#), but you can manually create users here.

|                            |  |
|----------------------------|--|
| <b>Username (required)</b> | <input type="text"/>   |
| <b>First Name</b>          | <input type="text"/>   |
| <b>Last Name</b>           | <input type="text"/>   |
| <b>E-mail (required)</b>   | <input type="text"/>   |
| <b>Website</b>             | <input type="text"/>   |
| <b>Password (twice)</b>    | <input type="password"/><br><input type="password"/>   |
| <b>Role</b>                | <div style="border: 1px solid #ccc; padding: 2px;"><div style="border: 1px solid #ccc; padding: 2px; display: inline-block;">Subscriber ▼</div><ul style="list-style-type: none"><li style="background-color: #0070c0; color: white; padding: 2px;">Subscriber</li><li style="padding: 2px;">Administrator</li><li style="padding: 2px;">Editor</li><li style="padding: 2px;">Author</li><li style="padding: 2px;">Contributor</li></ul></div> |

There are different user levels in Wordpress. Administrators have access to all of the features, while others have limited access. Subscribers, for example, can only leave comments and view/update their profiles, but will not be able to access anything else inside the Dashboard.