WordPress 101

An Introduction to Becoming a WordPress Freak!

Or,

WordPress Fundamentals So You Can Get Started
& Manage Your New WordPress Website. ;)

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eBook Stuff....

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WordPress 101

Keeping Your New
WordPress Site Updated
and Expanding for Your
Success, Fame and Fortune!

(as always, your mileage may vary, but this info will help)

Dedicated to all of the wonderful people I've set up with a WordPress website.

About this eBook!

This is not everything you want to know about WordPress bundled up into one document. These steps and guides will be enough to get you up and running, editing existing content and adding more to your website.

Use these tips as a way to get started. The more you experiment and play around with this stuff, the more you will become the *WordPress Freak* you were destined to become!

Specific Plugins Mentioned Here

This was primarily written as a primer for my clients, so you may see some information dedicated to specific plugins that you're not familiar with. These are plugins that I often use on the sites I develop. Even if you don't use them, you might take a look. Could end up being something you're interested in using on your WordPress site.

More WordPress!

I'll provide a list of resources at the end of this domination to further your education, dare I say it... Obsession? (okay, too much?)

Also, this is not a professionally produced or sold document so please forgive any typos or weird syntax. I'll attempt to improve it with each revision. :-)

What's In This eBook!

Click on where you want to go!

Your WP-Cycle Sldeshow on Your Home Page!

(if you've got one on your site)
 - adding, deleting images
 - Image Size - Image Display Order
 - Optional Image Linking

Becoming a WordPress Freak!

 - Other Online Resources for WordPress that You Should Check Out!!!

Important: A Word About Plugins

Okay, Let's Login
and Get Started!

This documentation assumes you are logged into your admin area.

To login to the admin area of your site, click on the small login link at the bottom of any page on your site. Enter your login info and go!

The Left Side Menu

You'll want to familiarize yourself with the menu you'll see on the left site of your admin area.

The areas you'll probably use most are:

Posts
(blog posts for your site)

Pages
(the static website pages on your site)

Appearance > Menus
(allows you to add, delete and move your menu items)

Gallery
(if you've got a NextGEN photo Gallery installed on your site)

Media > WP-Cycle
(If you've got a WP-Cycle slide show on your home page)
In this document I'll cover the basics to get you started in these areas.

Blogging

Creating a New Blog Post

Click on the New Post button located at the top right area of the admin area. (you can also click on the main menu items:

go to Posts > Add New

The blog editor page will load and you'll see a text editor you can use to create your new post.

 - Type your blog's title where it says "Enter title here"

 - Click into the content field below the toolbar and start typing your post.

 - You can use the buttons in the tool bar to spice up your formatting a bit. BUT REMEMBER: LESS IS MORE.

Keeping your blog's style simple will keep it more professional looking and easier to read.

 - To add photos and links, refer to those areas that occur later in this documentation.

 - Once you've finished typing and editing your post, select the Category you want the post filed under from the Categories options on the right side of the page. If you need to, you can create a new category by clicking on the + Add New Category link.

 - Okay, you've created your post, selected the category. Now click the Publish button on the right side of the page. Ta-DA! Your post is now published and is live on the site.

This will publish your new blog post, giving it it's own page.

It will also post it to the top of the "Blog" page and any other areas that have been designated for showing blog posts (usually teasers). Possibly the home page, or sometimes in the footers or sidebars of the site. Just depends on how your site was set up originally.

Editing an Existing Blog Post

go to: Posts

 - this will show you a list of all of your blog posts.

 - click on the post you want to edit. That will pull up the editing page.

 - make your changes and click the "Update" button on the right side of the page.

Deleting a Blog Post

go to: Posts

 - hover over the title of the blog post you want to delete. You'll notice a small menu of options appear under the title.

 - click on "Trash" That will delete the post and it's gone.

Your Website's Pages

Editing an Existing Page

go to: Pages

 - this will show you a list of all of your blog posts.

 - click on the post you want to edit. That will pull up the editing page.

 - make your changes and click the "Update" button on the right side of the page.

Deleting a Page

go to: Pages

 - hover over the title of the page you want to delete. You'll notice a small menu of options appear under the title.

 - click on "Trash" That will delete the page and it's gone. HOWEVER, you're not done. That page will still be listed in the menu (if you put it there). Refer to the Menus section of this documentation to learn more about this.

Creating a New Page

go to Pages > Add New

The page editor page will load and you'll see a text editor you can use to create your new page.

 - Type your Pages title where it says "Enter title here"

 - Click into the content field below the toolbar and start typing your post.

 - You can use the buttons in the tool bar to spice up your formatting a bit. BUT REMEMBER: LESS IS MORE. Keeping your pages style simple will keep it more professional looking and easier to read.

- To add photos and links, refer to those areas that occur later in this documentation.

 - Okay, you've created your page. Now click the Publish button on the right side of the page. Ta-DA! Your page is now published but it hasn't been added to the menu yet. You'll have to do that manually.

See the information in the next section to find out how to add your new page to your menu.

Menus

Adding a New Item

go to: Appearnce > Menus

 - Here you'll see your menu items. The middle area of the page will show you your menu items in the order they appear in the menu.

 - to add a new page you've just created, scroll down until you see the Pages list in the left side of that page.

 - check box next to the new page(s) you want to add to the menu and click "Add to Menu"

 - This will add the new items to the menu, but you'll notice they have been added to the end of your menu list.

 - If you need to change the order of the menu list, click and drag the new menu item to the location you want it to appear, then release it.

 - if you want it to be a submenu item that drops down below another menu item, drag it to below the item you want it to appear, and drag it to the right about a centimeter and release it.

 - IMPORTANT! Once you've got the new items added in the order you want, click "Save Menu" button. Otherwise the new items will not be added.

Note: You can also add blog categories to your menus. Use the same steps for adding a page, but just select a category instead.

Deleting a Menu Item

go to: Appearance > Menus

 - click on the down arrow icon located at the far right end of the menu item you want to delete. That menu item's settings will be displayed.

 - click on Remove

 - click "Save Menu"

Multiple Menus On Your Site?

Some sites may have more than one menu. There may be two rows of menus, like a main menu and a secondary menu, or you may have custom menus located in different areas of the site.

If this is the case you will see tabs across the top of the Menus page, one for each menu. It might be something like: Main, Secondary, etc...

Just click on the tab of the menu you want to edit. Make your changes and click "Save Menu."

Adding and Deleting Images (photos) to Posts and Pages

Adding an Image

The procedure for adding an image from your hard drive is the same for both blog posts and pages.

 - open the post or page you want to add an image (photo) to.

 - place your cursor in the text where you want the image to be appear.

 - on the top row of the toolbar you'll see the "Add Media" button. Click that button.

 - a popup window will, yes you guessed it, pop up!

 - follow the instructions in the window to upload an image from your hard drive.

 - Once you the image has uploaded you'll see the file's thumbnail appear.

 - Down below the thumbnail you can set the options for the image.

(You don't need to enter the Title, Alternate Text, Caption or Descriptions, although that might help a bit for Search Engine Optimization (SEO) purposes.)

 - Alignment: Select how you want the image aligned in the text. (none, left, center, right)

 - Link to: Select "None" unless you want to have the image link to something.

 - Size: Select the size option you desire.

Note about Size: I recommend sizing the image in an image editor, such as Photoshop so that it's the exact size you want it to appear on the page.

Also, make sure that the resolution is 72dpi. That will give you the best looking version.

- Once you're done, click the "Insert into Post" (or "Insert into page" if you're working on a page) button and your image will be inserted into your post/page.

 - Remember to click Publish to save the page/post (or Update if it's a pre-existing page/post)

Deleting an Image from a Page or Post

 - open the post or page you want to remove the image from.

- click on the image you want to remove. It will become highlighted.

 - you can just click delete, or a cleaner way to go is....

- a red circle with a line across it will appear on the image. Click on the red circle and the image will be removed.

Your NextGEN Photo Gallery!
(show 'em your best stuff!)

If you've got a NextGEN photo gallery installed on your website, this information will help you add, edit and delete your galleries and images.

Creating a New Gallery

First you'll need to give your new gallery a name.

go to: Gallery > Add Gallery / Images

 - click on "Add new gallery"

 - enter the name of your new gallery.

(You can use spaces, but just to be safe I would refrain from using any unusual characters. You never know what might mess with code, or certain browsers, plugins, or multiple combinations of such.)

 - click the "Add gallery" button

Adding Images to Your New Gallery

go to: Gallery > Add Gallery / Images

 - use the "browse" button to search your hard drive for the images you wan to add to the gallery.

(note: You can select multiple images at once. You don't need to add them one at a time. You can also use the "Upload a Zip-File" option if you prefer)

 - once you've selected the images to add to the gallery, click the "Upload images" button

Important! - Sizing Your Images for the Gallery!

I would strongly recommend resizing your images before you upload them. Here are some good guidelines....

- 72dpi - keep the images to a size of no greater than 900px on it's longest side.

Why? 72dpi is THEE standard web/screen resolution. Having larger size resolution will only increase your images file size (not good).

On the web, SIZE IS IMPORTANT (but in the other direction).

Also, when viewing a NextGEN gallery on an iPad, I've experienced problems with files that are physically bigger than 900px on their longest side.

Manage Your Gallery

Here you can:

  - change the order of the images in the gallery
  - edit the thumbnails
  - add titles and descriptions to your images
  - delete images
(and much, much more if you dig in and go further)

go to: Gallery > Manage Gallery

  - Click on the Gallery you want to manage. To change the order images appear in your gallery

  - Click on the "Sort Gallery" button

  - Here you can click and drag the images to the order you want. When you're done, just click the "Update Sort Order" button.

  - Then click the "Back to Gallery" button

  - then remember to save your changes.

Everything else is pretty self-explanatory here. Just remember to save the gallery after you've made changes.

Adding a Gallery to a Page or Post

To add your new gallery to a page or blog post.... - In the admin area, go to the page or post you wish to add the gallery to

- Place your cursor into the page or post where you want the gallery thumbnails to be displayed.

- in the toolbar, top main row, all the way to the far right you'll see a little button with what looks like a couple little (tiny) photos overlapping each other?
Sorry,hope that description helps.

Anyway, if you hover over it, it will say "Add NextGEN Gallery," Click on that button!

- a little popup window will open. From the dropdown list, select the name of the gallery you want to add to the page/post, and click "Insert."

You won't see the images from your gallery show on the page in the admin area. Instead you'll see a little piece of code placed on the page that looks something like this...

[nggallery id=1]

This is the code that will make sure the gallery shows up on your page on the website. The id # in your code maybe different. That number will refer to the id # of your particular gallery.

Final words about Ted and NextGEN gallery for WordPress.

NextGEN is a good and widely used gallery for WordPress. I use it because it allows my clients to easily add and manage galleries on their site.

The documentation I've provided here describes, for the most part, the extent of my basic knowledge of the gallery plugin. There is much more you can do with this gallery and if you are feeling adventurous I recommend you visit the NextGEN gallery website and take a look.

NextGEN site: http://nextgen-gallery.com/

Remember, if you decide to take NextGEN further, you'll be on your own, but that's where life's greatest adventures can come from. Just remember that I probably won't be able to answer any questions you'll have about extending the plugin, as I haven't found the need to do that myself.

Your WP-Cycle Slideshow
on Your Home Page!

(put your best foot forward!)

To change the images on your home page slideshow...

go to: Media > WP-Cycle

 - Here you'll see thumbnails of the images used in your home page slide show.

 - To DELETE the CURRENT images, simple press the "Delete" button for the image you want to delete.

 - To ADD NEW images, use the Browse button to search your hard drive for the images you want to upload.

Important Information About The Images You Use for The Slideshow!

Image Size

You should use an image editor, like Photoshop to crop and size the images to the exact size of your slide show.

To see these exact dimensions look down near the bottom of the Media > WP- Cycle settings page under the "Image Dimensions" settings.

The images resolution should be 72dpi.

Image Display Order

Unfortunately, once you upload the images for your slideshow, you can't change the order that the images appear.

So, you have to upload them in the order that you want them to appear.

Optional Image Linking

If you would like the images of the slideshow to link to a page on your site (or any other place on the web if you like), you can...

 - enter the URL in the field that says "Image Links To."

  - then click the Update button.

Then if someone clicks on that image during the slideshow they will be transported to that page.

Always Remember to Save Your Settings After You Make Your Changes!!!

Becoming a WordPress Freak!

I'm not kidding. WordPress is one of the most important tools you can learn how to use and really learn it well.

The web is of primary importance these days. Knowing how to develop your own voice and presence online is one of the most important things you can do (if getting your info out there is important to you).

Explore this additional information to help you grow!

Other Online Resources for WordPress that You Should Check Out!!!

General WordPress Resources

http://wordpress.org and
http://codex.wordpress.org
All things WordPress - Plugins, documentation, lessons, discussion, support, forums.

NextGEN Gallery Information

http://nextgen-gallery.com/ Official Site

WP-Cycle Information

http://www.nathanrice.net/plugins/wp-cycle/ Official Page by the plugin's creator, Nathan Rice

YouTube.com

Don't forget what a powerful research tool YouTube.com is. There are a lot of WordPress video tutorials available on youtube. Just look for the ones that apply to the issues you want to learn more about.

Blogging Tips and Guidance

Content Marketing 101
Information that can help you understand blogging for yourself or your business, and how to get started.

More eBooks from Image Perceptions

http://imageperceptions.com/ebooks/

Important: A Word About Plugins

As you get more into WordPress, there's no doubt that you'll discover the coolness of plugins.

Plugins are awesome utilities that can really add a lot of power and functionality to your WordPress site. However...

IMPORTANT!

There are a lot of great plugins out there, but there are also a lot of plugins out there that cause you a lot of problems. They might even be okay by themselves but may have a conflict with your theme's coding or other plugins that have been installed.

Rule of thumb #1:
Less is More: alway use the least amount of plugins you can get away with.

Rule of thumb #2:
If you absolutely must add that cool new plugin, always back up your site first, and only add one plugin at a time. Then go through your site and make sure everything's okay.