



WORDPRESS

USER GUIDE

Contents

Accessing the WordPress Site	2
WordPress Main Menu	4
Creating posts	5
The Kitchen Sink.....	7
Styles	7
Post checklist	9
A completed Post.....	10
Creating Pages.....	11
Media	12
Uploading Media.....	12
Adding Media to a Post or Page.....	15
Managing Media	16
Questions, Comments, Problems?.....	17

WARNING

WordPress can **NOT** handle content copy / pasted straight from any Microsoft Office product (This include Word, Excel Powerpoint, Publisher, Outlook, Works, etc.) This can also extend to copy / pasting content from Web Pages (from Firefox, Chrome, Internet Explorer etc). This is a common problem with many web Systems.

To work around this problem, copy / paste the content you wish to use into Notepad, and then copy / past from Notepad into WordPress. By doing this, all of the proprietary CSS code from Microsoft Office will be stripped and only the pure text will remain.

It is still recommend that you write the content directly into WordPress and not copy / pasting from any source unless absolutely necessary. This ensures that no formatting code can be accidentally inserted into the WordPress system.

In addition to their own, all Authors, Editors and Administrators should check the HTML of all pages and posts made by any moderated user **BEFORE** being published.

WordPress– User Guide

Version 1.2

© Royal Holloway University, 2012

Written by Tristan Findley

Accessing the WordPress Site

Open a web-browser (ideally Mozilla Firefox) and browse to <https://WordPress.rhul.ac.uk/wp-admin>



You will be presented with the above screen. Enter your supplied Username and Password, then click 'Log In'

Once you click 'Log In' you will be logged into the site and displayed with the 'WordPress Dashboard' This is your homepage while in WordPress. The Dashboard is displayed and annotated on the following page.

WordPress Blog Title
Clicking here will take you to the blog (as visible by the general public (users)).

WordPress Update Status
These tell you if there are any updates for the WordPress system.

Quick Menu
Used to access frequently used options.

Username
Who you are currently logged onto the WP Admin system as.

Logout Button
Click here to log out of the WP Admin system.

Help Button
Click here to get help from the WordPress community.

Main Menu
This is the WP Main Menu. You select the section you wish to access within here. This is explored in more depth on the next page.

Right Now
The current status of the VOME Site, including how many; Posts, Pages, Categories, Tags, and Comments there are.

Recent Comments
Any comments (either pending & approved) that have been received on the VOME Site.

Incoming Links
Links that have appeared on other sites linking to the VOME Site.

Quickpress
This section can be used to quickly add a post to the blog. This does not use the full blog post interface, and is not recommended unless you know what you are doing.

Recent Drafts
Shows any draft posts that you have saved. These are not yet published.

WP Development Blog
Shows news from the WordPress Development Blog site. This is useful to keep an eye on to see what changes are happening with the WordPress community, and what upcoming changes may be made to the VOME Site.

WordPress Main Menu

Dashboard

Click here to return to the Dashboard at any time.

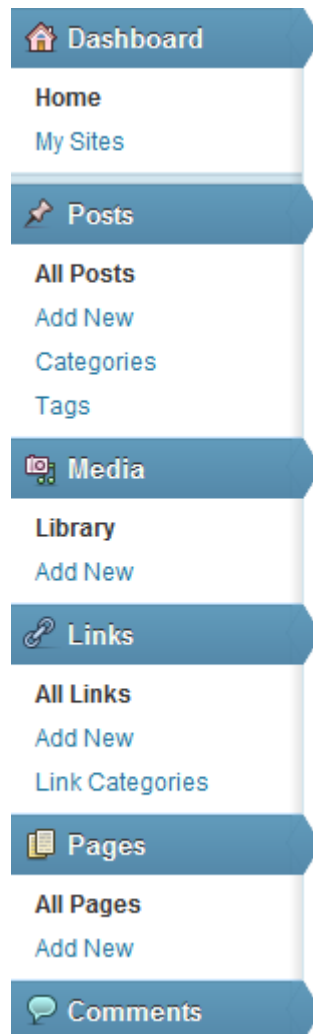
The dashboard displays a quick overview of the WordPress site. This can include Recent Comments, QuickPress (a method of quickly posting a post or page), traffic statistics, Akismet anti-spam stats, broken links etc.

Media

Media is where you store all files for use in WordPress. This can include Pictures (JPG, PNG GIF, etc) for use in pages / posts, Documents (PDF, DOC etc) or any form of media (MP3, MP4, MKV, etc)

Pages

Pages have an identical creation / editing method to Posts. Pages are used to publish news. Pages hold content that is less frequently changed. Pages are also not added to the site's RSS feed, and will not be treated by search engines as 'news'.



When you click into a menu, the menu item is highlighted to show you where within WordPress you are.

Posts

Posts are your blog / news articles. Here you can create new posts, modify existing posts (either individually or in bulk), tag and categorise posts. Posts are automatically added to the site's RSS feed.

The interface to Posts is identical to Pages

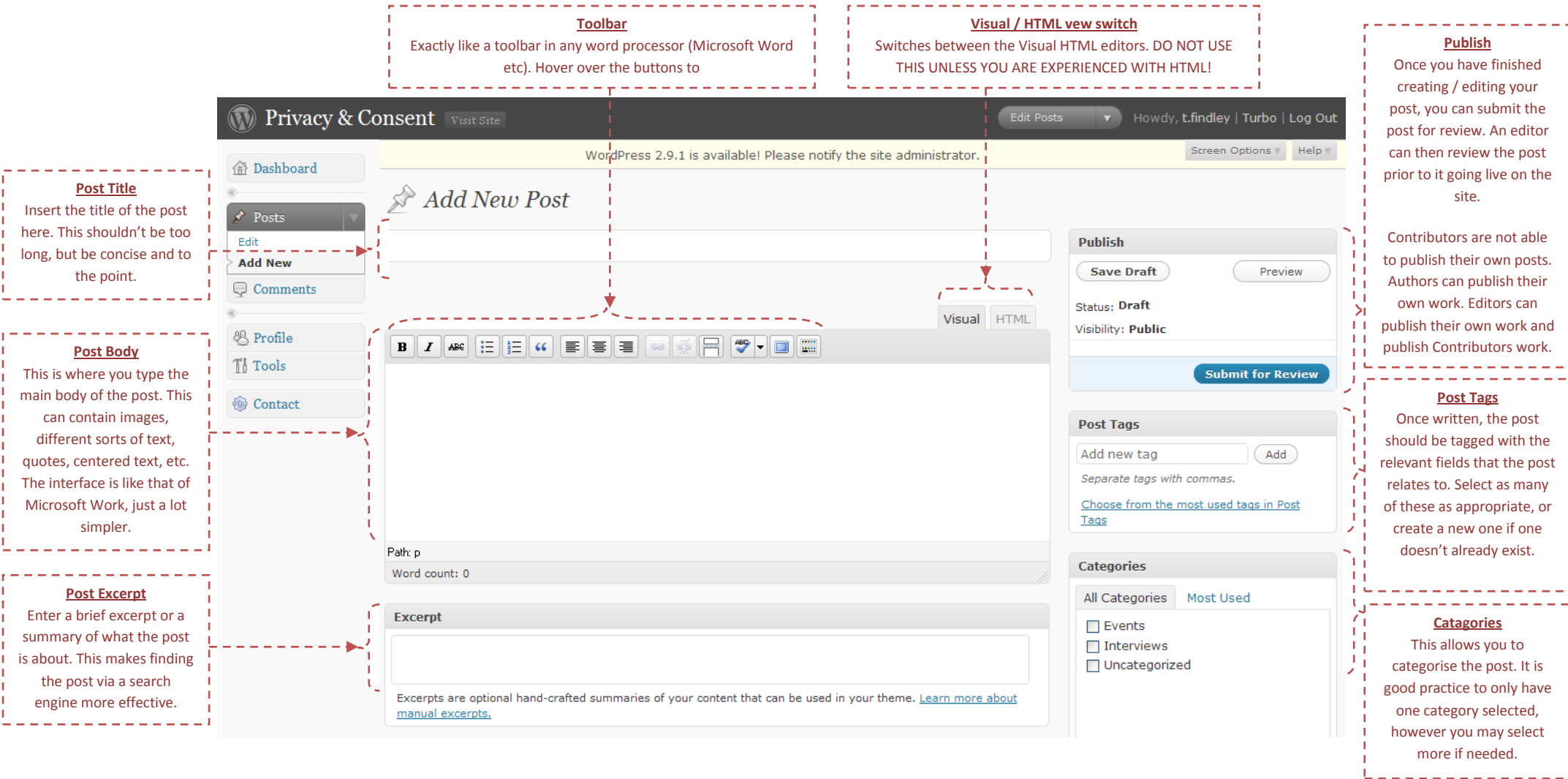
Links

Comments

View or manage comments that people have left. Here you can authorize, trash, spam or edit existing comments, as well as reply to comments made.

Creating posts

More information coming soon. Continue on for the breakdown of the interface.

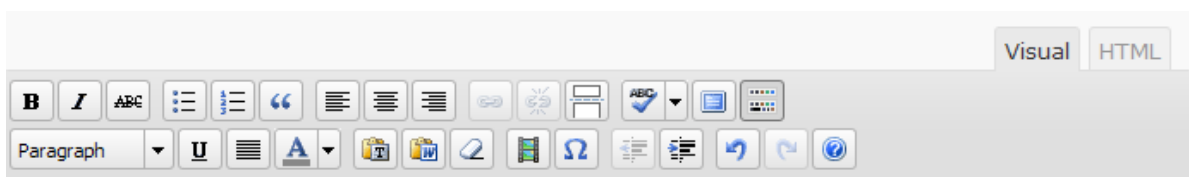


The Kitchen Sink

You might notice that the toolbar at the top of the Post Body section is not as fully featured as it could be. The button on the far left opens up a second toolbar below the first, which displays the rest of the options crucial to creating a good looking and correctly formatted post. Click the button as highlighted below.



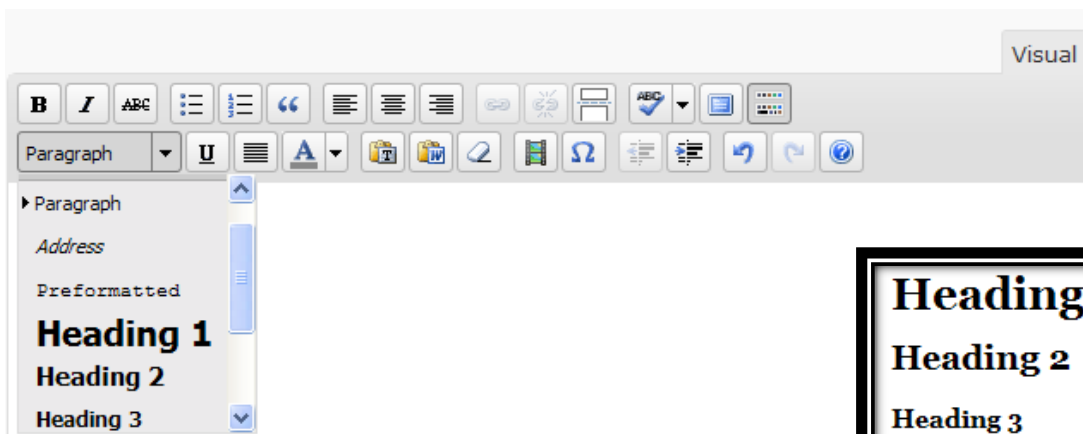
Once you have enabled this, a new toolbar will appear. This will give you access to various extra options. The most important of this is the 'styles' selector. We will cover this on the next page.



The other options available on this are the 'Underline', 'Indent', 'Undo', 'Fully Justify', and 'Text Colour Select' buttons.

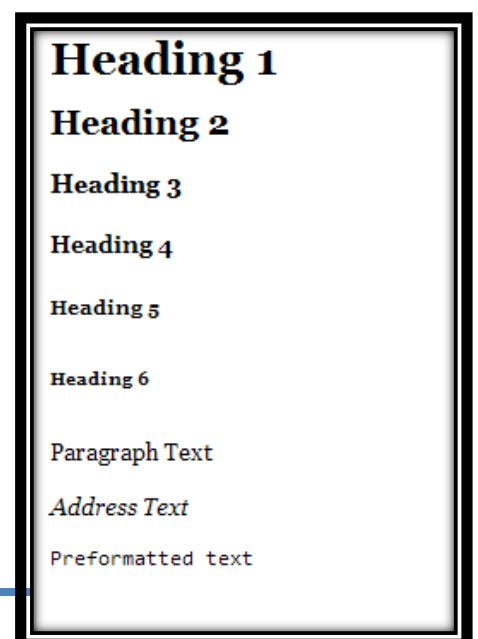
Styles

The key to creating a good WordPress post or page is by using Styles. These work identically to those in Microsoft Word. The idea of a Style is that you assign text a 'type' and then if the Theme in WordPress changes, the font / size of the text will automatically change to match the theme.



Setting a style can be done in one of two ways. You can either specify the Style before you enter the text, or afterwards you can highlight the text and specify the desired Style.

The above picture shows the available styles from within WordPress.



Save Draft
Clicking this will save a draft copy of the post. This will not publish the page.
The page will appear on the list of pages, marked as a draft, so it can be edited.

Dashboard

Post Tags

Categories

Save Draft **Preview**

Status: **Draft**
Visibility: **Public**

Submit for Review

Post Tags

Add new tag Add

Separate tags with commas.

[Choose from the most used tags in Post Tags](#)

Categories

All Categories **Most Used**

- Events
- Interviews
- Uncategorized

Preview
Click here to preview what the page will look like when published.
Make sure to do this BEFORE submitting for review. This will highlight errors.

Submit for review
This will save & submit the post for review. Make sure you have Previewed the page BEFORE submitting.
The submitted page will be moderated by an

Choose tags

'Most Used' Categories

Categories

Post checklist

- ✓ Does the post have a title?
- ✓ Have you used 'Styles'?
- ✓ Have you checked for spelling / grammatical errors?
- ✓ Have you included anything in the post which is confidential or that shouldn't be made accessible to the public domain?
- ✓ If you have used HTML Code to create a piece of the post, have you closed all the HTML Tags?
- ✓ Does the post have the correct date / time set?
- ✓ Does the post have Tags?
- ✓ Does the post have a Category?
- ✓ Have you previewed the post?

REMEMBER: The content submitted is publically accessible and should not reflect badly on Royal Holloway or any of it's departments

If you have checked all these points, then submit the post for review.

A completed Post

Shown in the 'Edit' screen

Permalink
The Permalink is the address (link) people use to access the post directly. By default, WordPress will assign its year, month, day, and UID (unique identification) to the path, however you can optionally override this and insert a 'friendly' permalink.
This function is limited to certain account levels

Content
In this example, you can see that the post is relative straight forward. Styles other than 'Paragraph' (default option) have not been used. A hyperlink has been created on the words 'contact us'.

Publish
Content

Post Tags
Content

Categories
Content

Edit Post

Festival of Social Science Week - 13th March, 2010

Permalink: <http://www.vome.org.uk/index.php/2009/12/07/161/> [Change Permalinks](#) [View Post](#)

Upload/Insert [Image](#) [Media](#) [Text](#) [Link](#) [More](#) [Visual](#) [HTML](#)

B **I** ABC [List](#) [Quote](#) [Text](#) [Image](#) [Link](#) [More](#) [Undo](#) [Redo](#) [Format](#) [U](#) [A](#) [Text](#) [Image](#) [Link](#) [More](#) [Undo](#) [Redo](#) [Format](#)

VOME are holding an event titled 'Exploring Privacy: Your Privacy and the Internet™' at Sunderland Museum and Winter Gardens on Saturday 13th March 2010.

This event provides an opportunity to share your thoughts about [online](#) identity and privacy. Beginning with a short performance to introduce the topic in a thought provoking manner, followed by a discussion and interactive activity to record your thoughts and conclusions.
If you are interested in attending this event, please [contact us](#).

Path:

Publish
[Preview Changes](#)
Status: **Published** [Edit](#)
Visibility: **Public** [Edit](#)
Published on: **Dec 7, 2009 @ 15:25** [Edit](#)
[Delete](#) [Update Post](#)

Post Tags
 [Add](#)
Separate tags with commas.
 event privacy
[Choose from the most used tags in Post Tags](#)

Categories
[All Categories](#) [Most Used](#)
 Events
 Interviews
 Uncategorized

Creating Pages

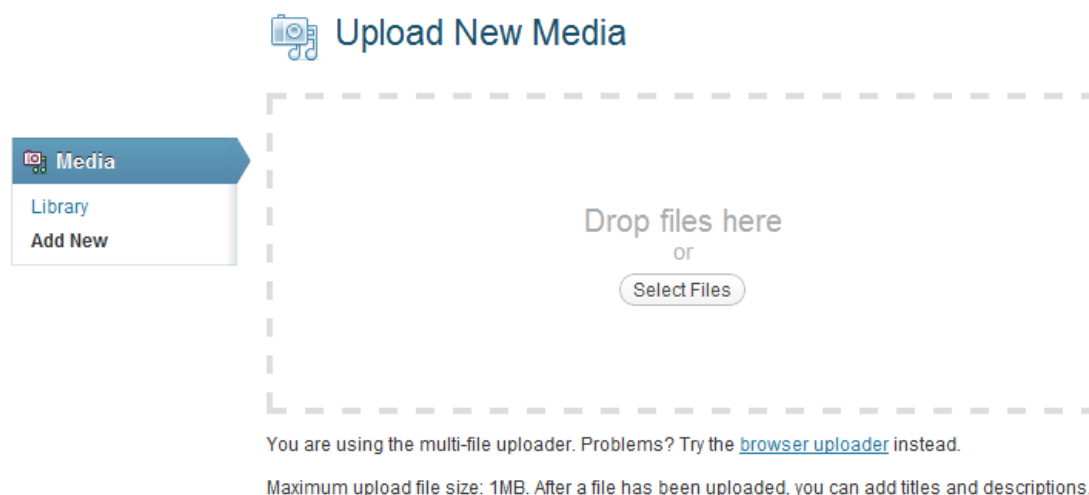
Media

Uploading Media

To upload media into WordPress, go to Media > Add New

Flash Uploader

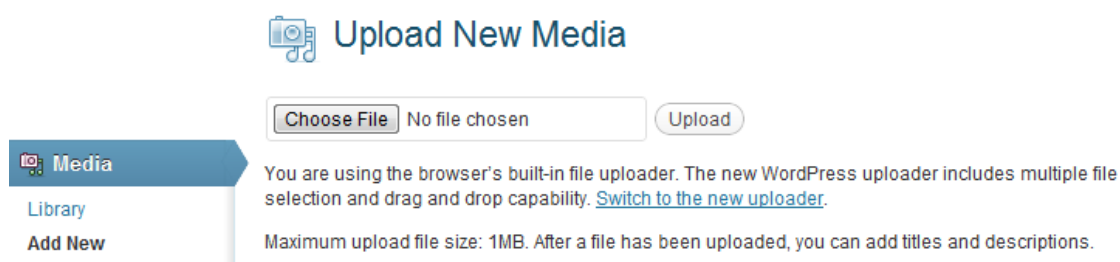
WordPress 3.2 added a new way of uploading Media, using a flash-based uploader. You can simply drag-and-drop your files into the square box provided and they will be automatically uploaded to your site.



Alternatively you can click 'Select Files' and use the browser to find the files you wish to upload.

Browser Upload

If your computer does not have flash, or you prefer to use the older upload method, go into 'Add New' then select 'Browser Uploader' at the bottom of the page.



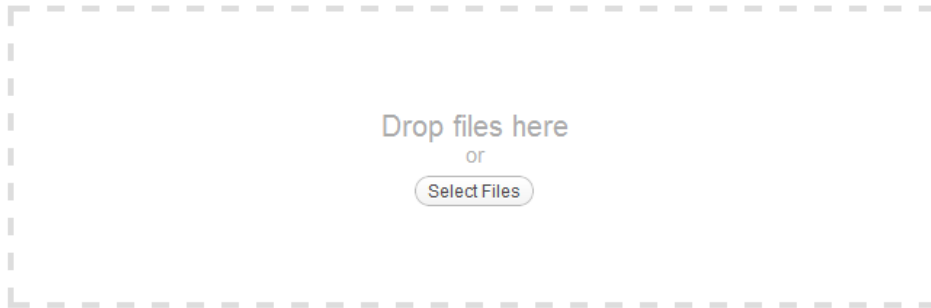
Click 'Choose File' and browse to the file you wish to upload. Select it, click 'OK' and you will be returned to the Upload screen. Now click 'Upload' and the file will be uploaded to the Wordpress Site.

NOTE: You can only upload one file at a time using the browser upload. To upload multiple files, please use the Flash (New) Uploader

Once you have uploaded your media, each file can have details entered for it.


If an upload fails or does not meet the server requirements, then WordPress will report back with the error:

Upload New Media



You are using the multi-file uploader. Problems? Try the [browser uploader](#) instead.

Maximum upload file size: 1MB. After a file has been uploaded, you can add titles and descriptions.

 wp_logo Show
2_dashboard.bmp exceeds the maximum upload size for this site.
"a2_sample_post.bmp" has failed to upload due to an error Dismiss Crunching... Sorry, this file type is not permitted for security reasons.

Succeeded


Failed - Too large

**Failed - Unsupported
file type**

[Save all changes](#)

When you have successfully uploaded a media item(s), it will display a small preview of the item along with its name and a 'Show / Hide' button. Click 'Show' on each media item in turn and each will display an input box in which you can fill out the following details:

wp_logo [Hide](#)



File name: wp_logo.png
File type: image/png
Upload date: February 17, 2012
Dimensions: 594 × 379

[Edit Image](#)

Title *

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

Caption

Description

File URL
Location of the uploaded file.
[Delete](#)

[Save all changes](#)

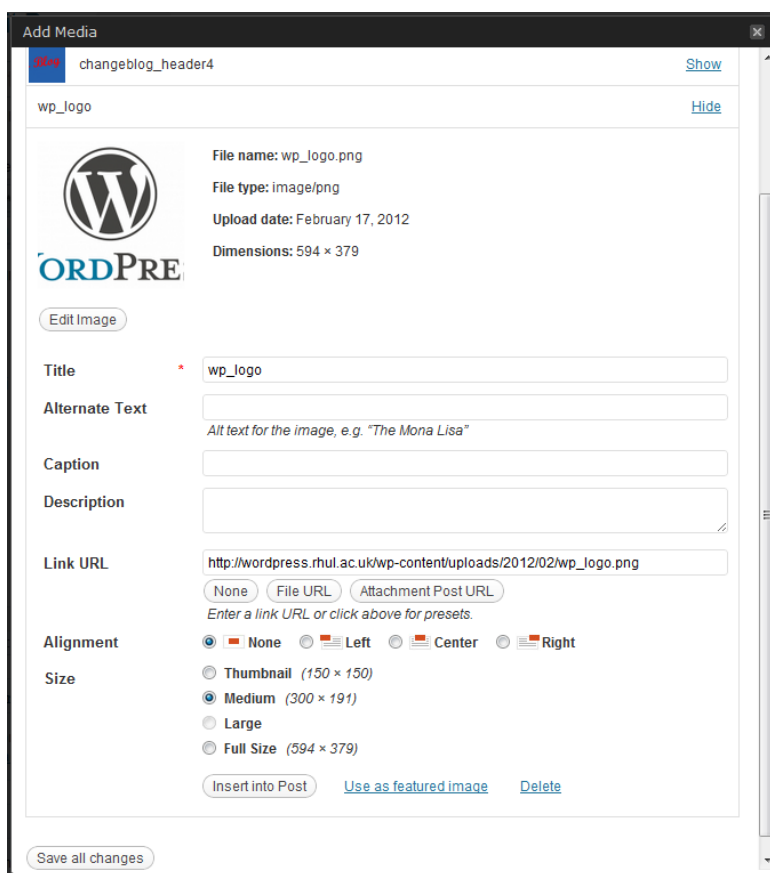
Enter a Title and Description as appropriate (these are used in Search Engine Optimisation). Alternate Text is used when browser image rendering is disabled or when you hover the mouse over the image for more than 1 Second. Caption is displayed Below the image when it is inserted into a post / page. This might not be needed.

Once you've made your changes to all uploaded media items, click 'Save all changes'.

The media uploader will then return you to the Media Library, displaying all media that has been uploaded to the site.

Adding Media to a Post or Page

In the editor for either a new or existing post or page, place the text cursor where you would like the media inserted. Now click the button just above the editor labelled 'Upload / Insert' (from here, you can also upload media). Select 'Media Library' from the top. This will display all media items uploaded to this site.



Find the item you want and click 'Show' on the right side of it. This will expand the item. You can make modifications to the item here before inserting it into the page / post. If you make changes, click 'Save all Changes before continuing.

If you need the media (say an image) to link to a full-sized version of itself, then set the Link URL appropriately.

Specify the Alignment of the media (this is relevant when using Images and embedded video)

Specify the size of the media to be inserted (**NOTE:** A link to the file will always display an image in full size, regardless of the setting used when Inserting into the page / post.)

Now click 'Insert Into Post'. This will close the lightbox and return you to your post /page with the media inserted.

Managing Media

Modifying Media information / metadata

NOTE: This will not modify the title / alternative text / caption for any version of the image currently inserted into a page or Post. These have to be modified or re-inserted manually and retroactively.

Go to the Media Library. Click on an item that you wish to modify the data for. Edit the information then click 'Update Media'

Deleting Media from a Post, Page or Gallery

NOTE: This will not remove the media item from the media library. It will still be accessible to the whole site and via direct link.

In the post or page, hover over the inserted media item and click the 'Delete' button.

Deleting Media from the library

NOTE: This will remove the media item from all posts / pages it has been added to.

Go to the Media Library. Hover over the item you wish to delete and select 'Delete Permanently'.

Or

From within a post or page, click the 'Upload / Insert' media button, then go to the Media Library tab, expand the item you wish to delete, and select 'Delete' at the bottom.

Questions, Comments, Problems?

If you have any issues with your WordPress site or account, please log a Support Desk ticket at <https://helpdesk.ma.rhul.ac.uk> and a member of the Mathematics / ISG Technical Team will be pleased to assist.

For self-help, please refer to the WordPress Forums at: <http://wordpress.org/support/> .

For Themes, please go to: <http://wordpress.org/extend/themes/>

For Premium Themes, please go to: <http://themeforest.net/category/wordpress>

For Plugins, please go to: <http://wordpress.org/extend/plugins/>

NOTE: Themes and Plugins require installation and activation by an administrator