

A Beginner's Guide To



WordPress

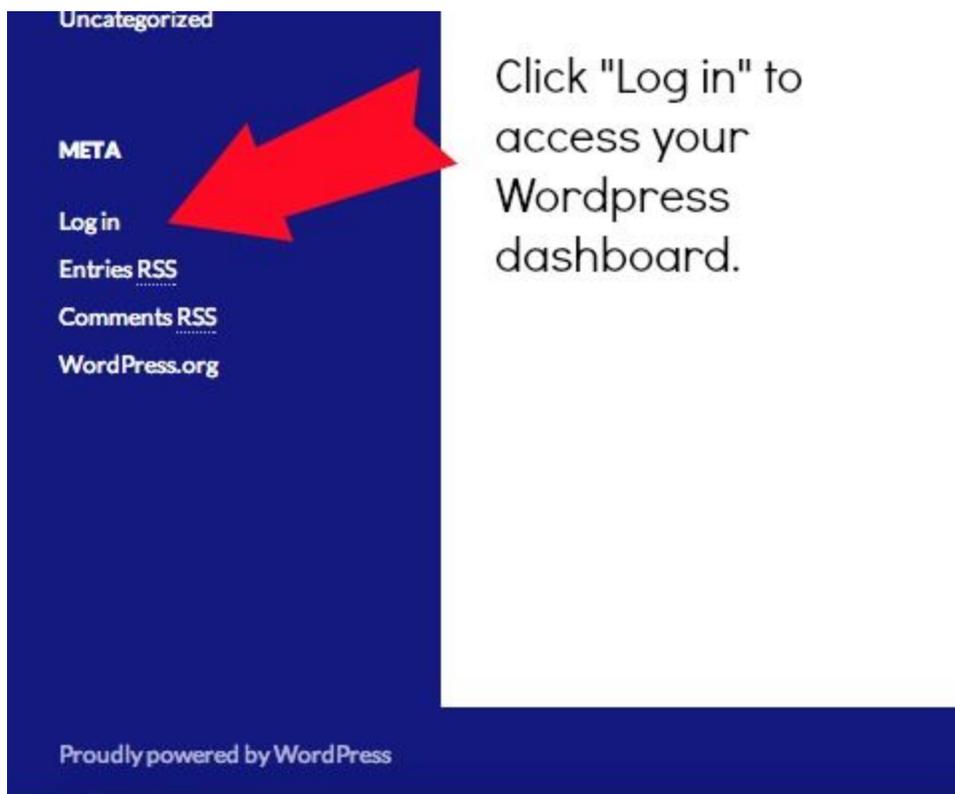
Karen J. Nelson

A Beginner's Guide To WordPress

Starting at the very beginning

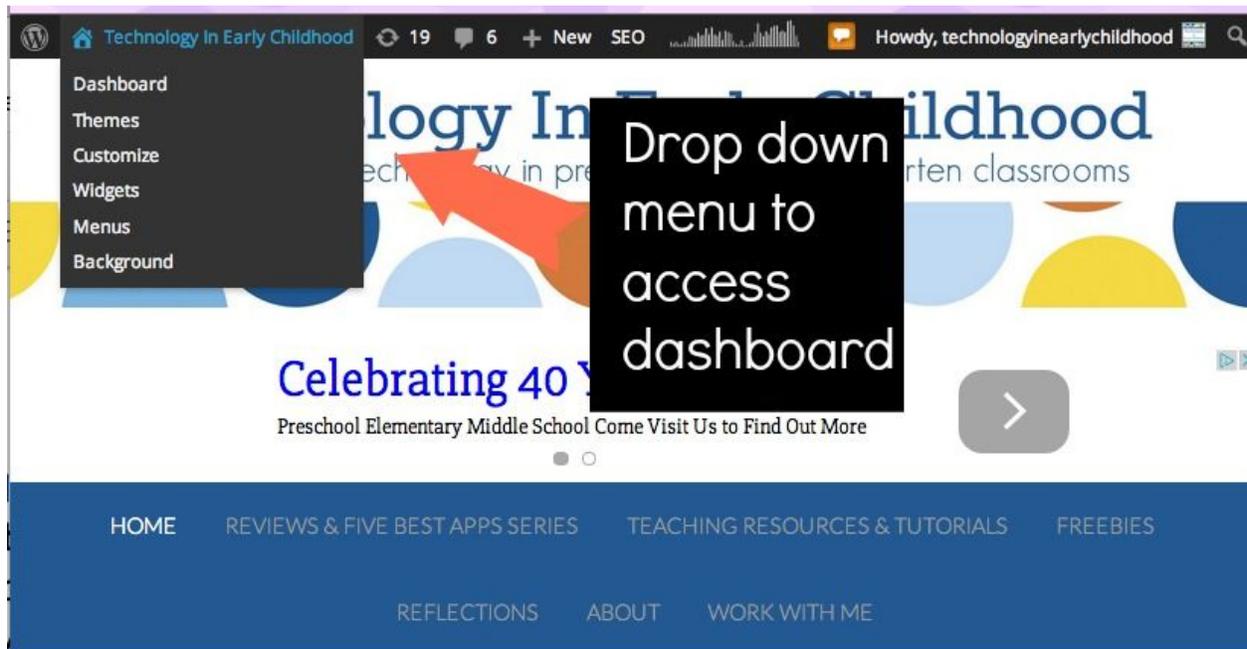
How to login to your site:

Somewhere on your website you should see a section that says "Meta." Within that section, you should see a section that says, "Log in." Click Log in and use the credentials included with your email from me to log into your site.



How to get to your dashboard:

Once you are logged into your WordPress account, you should be directed to your WordPress dashboard. If you are already logged into your site you will see a black WordPress menu bar at the top of your site. If you hover over your site name, you will see a drop down menu with "Dashboard" as one of the choices. Click that to be taken to your Dashboard.



Getting to know your dashboard:

The menu bar:

You'll be able to do most of what you want to do on WordPress by using the menu bar that is in black to the left of your site. The top part of the menu is mostly used to create content for your site. It's where you create new posts and pages. It's also where you add pictures (media). The bottom section of the menu allows you to customize the look of your site.

Creating Content for WordPress

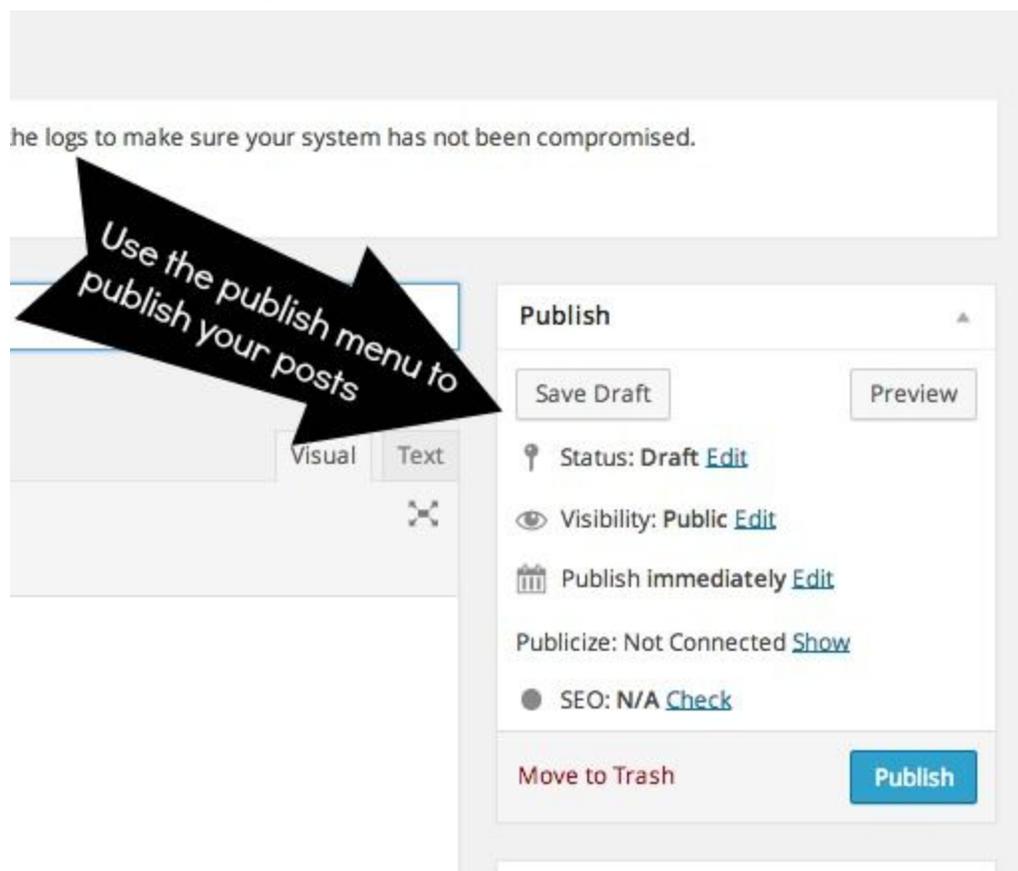
Your WordPress website is made up of two basic types of content: *Posts* and *Pages*. You will usually want to create *posts*. You should only have a few *pages* on your site. Pages can contain collections of posts or can act as a single page with information. For example, you might have a “home” page where you keep all of your posts, an “about” page that talks about who you are and a “contact” page which gives your contact information. Pages are listed in your menu bar at the top of your website. Posts are usually listed one after another and you scroll through them one at a time.

How to create your first post:

Hover over the “Posts” item in the menu. Select “Add New” from the pop-out menu. The template for writing your post will appear on the right. Enter a title and begin writing your post. If you want to put pictures in your post, click the add media button. (Continue reading to see the specific section in this guide on how to add pictures.) If you want to take a break from writing, you can click “save draft” on the right-hand side of the screen. WordPress periodically saves your draft as you write, but if you are going to leave WordPress or close your screen, it’s a good idea to make sure that your most recent version is saved.

It’s usually a good idea to use the preview button to see what your post will look like on the page when it is published. Pictures will often align themselves differently on the website than on the Wordpress dashboard.

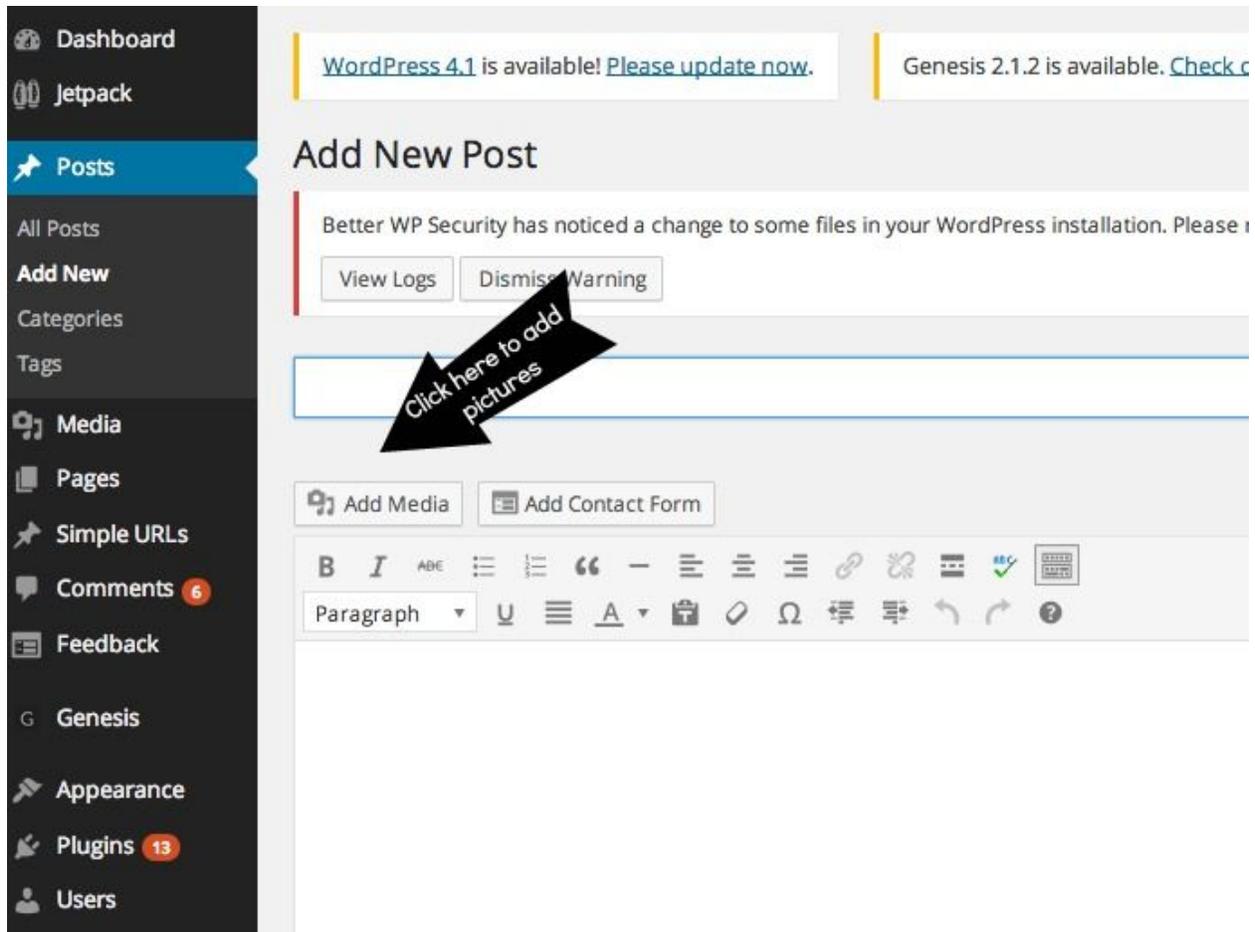
When you are ready to publish your post, hit the “publish” button. Your post will be live on your site available for everyone to see. Within the publish menu on the right-hand side, there are a variety of publishing options that you can explore, including privacy settings, and scheduling your posts for a later time.



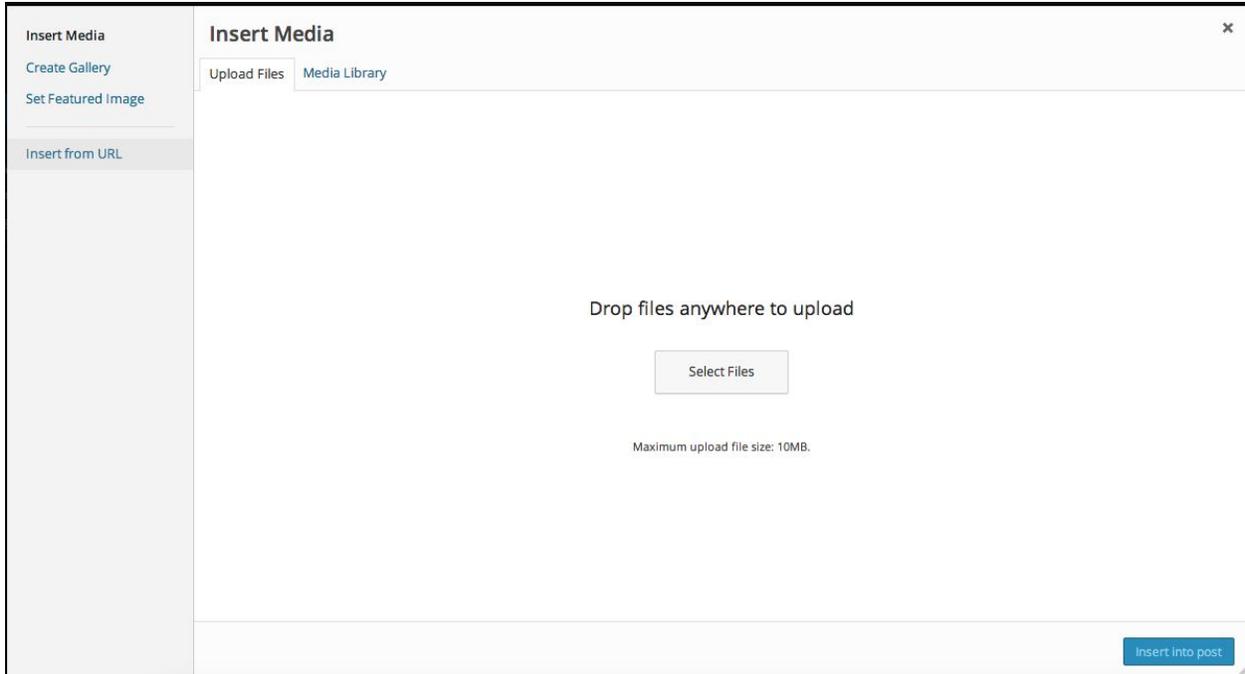
How to add pictures in a post:

When you want to add pictures to your post or page, you should begin by positioning your cursor in the location where you would like to place your picture.

You can either click on the “Add Media” button near the top of your post or use the menu to your left. To use the menu, hover over the “Media” menu item and click on the button that says “Add New.” Either of these actions should take you to your “Media Library.”



The first thing you want to do is to add your picture to your media library. To do this, click on the tab that says, "Upload Files." You'll see a screen that looks like the one below.



You can either drag your images to the white area of the screen or use the “Select Files” button to access them in a certain area of your computer. Once an image has been added to your library, you can click on it to select it to be added to your post. Notice the menu to the right where you can specify things like size and alignment. Whether or not you fill out the caption, alt text and description is up to you. Once you have your settings the way you like them, you can click “insert into post.”

Insert Media ✕

Upload Files | Media Library

All media items

1 selected

ATTACHMENT DETAILS

karen-square-BW.jpg
January 1, 2015
405 × 405
[Edit Image](#)
[Delete Permanently](#)

ATTACHMENT DISPLAY SETTINGS

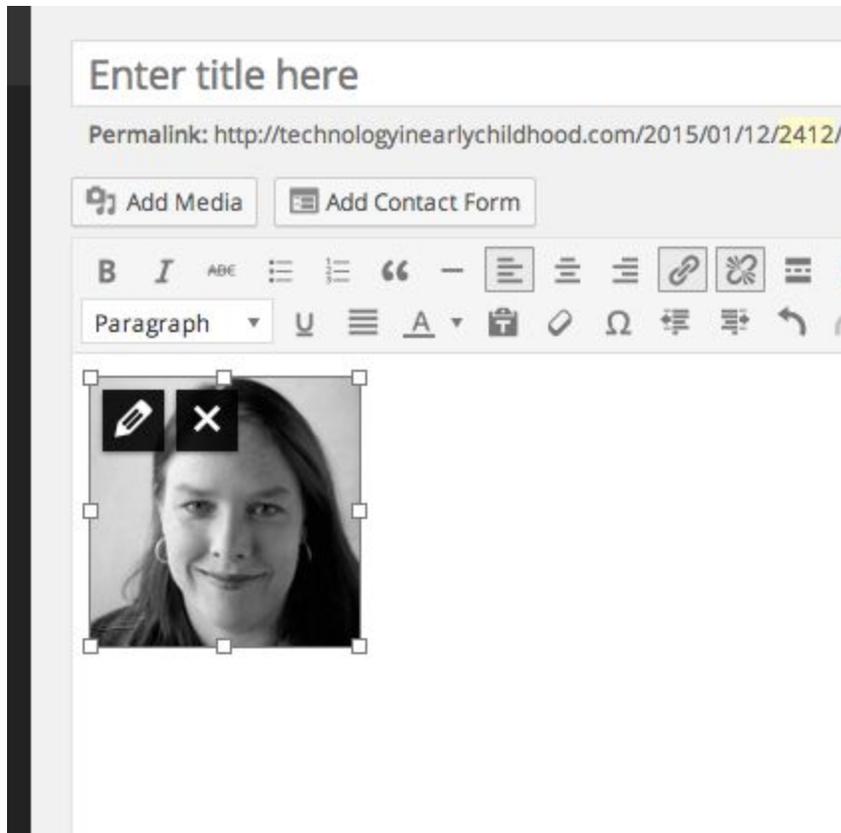
Alignment: Left

Link To: Media File

<http://technology/nearlychi>

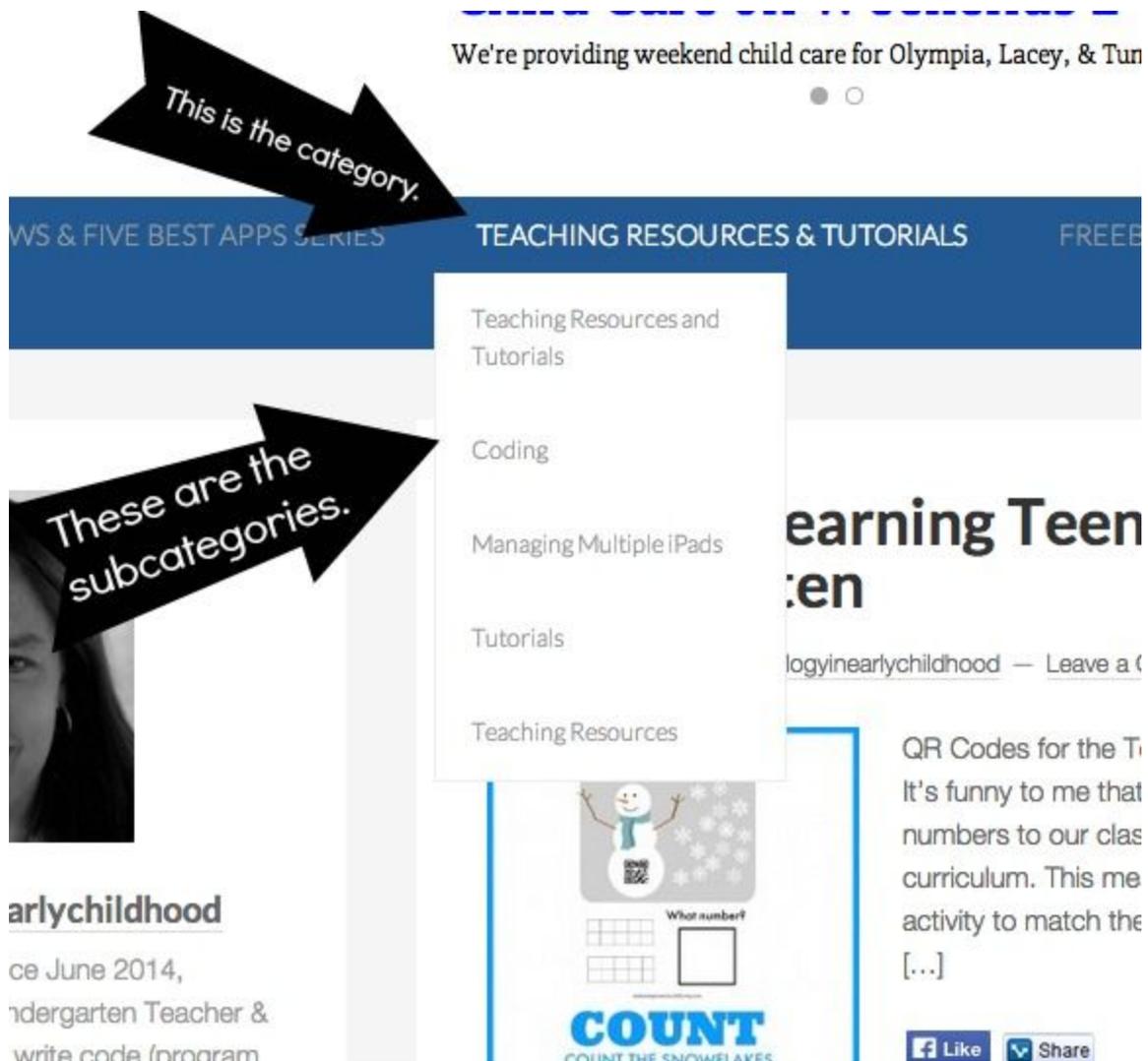
[Insert into post](#)

If you don't like how your picture looks once it's in your post, you can try to edit it within your post. If you click on your image, a pencil will appear. If you click on the pencil, a screen to edit your image will open. You can make changes here. If you're still unhappy with your image, you can delete it by clicking on the image and then clicking on the "x."



What are categories and tags?

Categories and tags are ways for you to organize your posts within WordPress. Categories can be used to create menus for your site. They can also be hierarchical, so you can have categories and subcategories. For example, on my site you can see that the main category is "Teaching Resources & Tutorials" and the subcategories are "Coding, Managing Multiple iPads, Tutorials, and Teaching Resources."



You have to give each post a category, but you do not have to assign tags to your posts. Tags are not hierarchical, but you can still use them to further organize your content. For example, you can see the list of tags I use frequently on my site. The tags I use most often are larger.

Choose from the most used tags:

[affiliate App](#)
[Reviews](#) [Barcode](#) [Barcodes](#)
[blogging](#) [bloglovin](#) [blogs](#) [Coding](#)
[counting](#) [developmentally](#)
[appropriate](#) [digital citizenship](#) [digital sign](#)
[up sheet](#) [document camera](#) [early](#)
[childhood](#) [Early childhood](#)
[education](#) [Education](#) [educational](#)
[technology](#) [feedly](#) [Flickr](#) [Free](#) [free](#)
[printable](#) [Giraffe](#) [Google](#) [Google Docs](#)
[Google Drive](#) [Google Reader](#) [google](#)
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[ipad](#) [ipads](#) [journaling](#)
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A few more technical details:

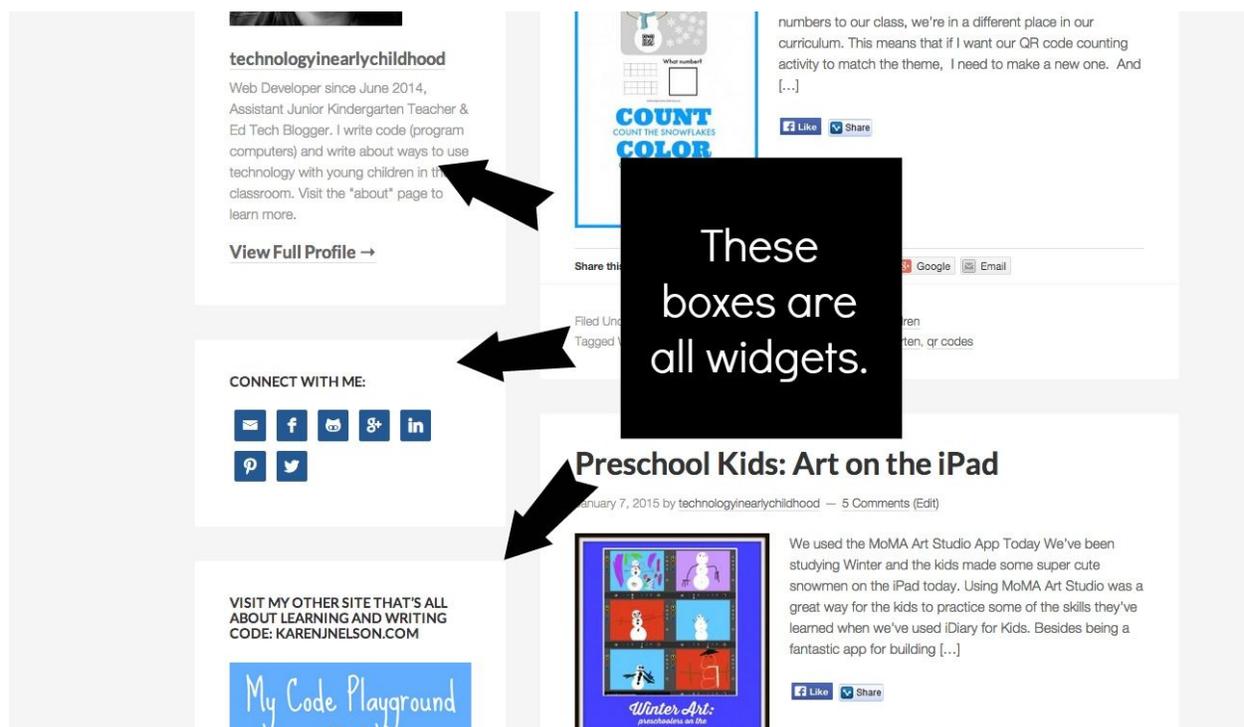
What To Know About Plugins:

When I built your site, I installed some plugins. You can see your site documentation email from me for more details on which ones. Plugins are sort of like Apps for WordPress. You can find certain plugins to do specific jobs for your site. However, with plugins you need to be a little more cautious. Too many plugins,

or the wrong plugins will slow down your site. Old plugins or bad plugins can break your site. If you would like to add plugins to your site, I recommend Googling “Best Wordpress Plugins” and looking for current reviews. There are many, many tutorials online about how to choose and install plugins. I recommend reading some of the references at the end of this booklet.

All about Widgets:

If you look at my site, you’ll notice that I have my blog posts on one side of my screen and then a bunch of smaller boxes on the left of my screen. All of those smaller boxes are widgets. Widgets allow you to add content to your site that is not part of a “post” but will still show up on every page. Many sites also allow for widgets at the top and bottom of the screen.



You can customize your widgets using the menu on the left side of your dashboard.

How to check your site's statistics:

Hover over Jetpack on your left-hand menu and then click on "Site Stats." The statistics page will present you a variety of charts and graphs that are reasonably self-explanatory.

The difference between WordPress.com and WordPress.org

The site that I built for you was built using free software from WordPress.**org**. When people ask about your site, you can say that it is "self-hosted" or is "WordPress.**org**."

WordPress.com is something different. There are two important things to know about WordPress.**com**. First, WordPress.**com** is a place where anyone can set up a website or blog for free. The website will be run on the same software that powers your site: WordPress. The difference is that sites on WordPress.**com** are hosted on server space that is owned by WordPress.**com**. *You* can't run ads on WordPress.**com**, but *WordPress.com* will run ads on your site. Many people really appreciate having a WordPress.com website. It's a great option for someone who just wants to play around with the idea of a blog or a website.

The second thing to know about WordPress.com relates more directly to you. WordPress.com created a really powerful plugin called "Jetpack" that, among other things, is used to collect statistics on a WordPress website. Jetpack can be used on WordPress.com sites **and** self-hosted sites like yours. In order to access the Jetpack plugin, one needs a WordPress.**com** account. If I have installed the Jetpack plugin on your site, you will find your WordPress.com credentials included in your introductory email.

Conclusion:

Hopefully, this booklet has given you a very basic overview of WordPress. You can always contact me if you have questions. Additionally, I have included links to all of my favorite WordPress resources. Much of what I learned, I learned from the websites below. They're reliable and trustworthy.

Other resources:

[Amy Lynn Andrews](#)

[WordPress Beginner](#)

[Blogelina](#)

[ProBlogger](#)

[WordPress.org](#)