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# WP Quick Start Guide#

The basics for updating your website quickly#

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## Logging In

Login Panel

1. **IMPORTANT** - It is advised to use an Internet Explorer browser when editing your website content, otherwise you may experience various issues with the content editor.
2. To access the admin area of your website, enter your website address in the browser address bar followed by '/wp-admin'. For example: *www.mywebsite.com/wp-admin*.
3. Enter your username and password in the login form and click the 'Log In' button.
4. If you forget your password, click the 'Lost your password?' link and follow the instructions provided.

## The Dashboard

Dashboard

Upon logging in the Dashboard will be displayed showing a summary of the content within your website. The menu options available to you will always be displayed down the left hand side of the page as you navigate throughout the admin facility. You can use the buttons (as circled in the image above) to minimise/maximise the menu at any time. This can be useful to enlarge

the main content area if needed. You can then mouse over the minimised menu options to reveal the full menu options available.

**NOTE:** although there are many menu options available in your admin area you will not need to access them all. You will be shown the specific areas you need to access to manage your website. This is similar to your car. There are many parts that make it work but you only need to know what is required to drive and maintain it. The rest should be left in the hands of the experts should they require any attention at all.

## Editing an Existing Page

The screenshot shows the 'Edit Page' interface. The main content area has a title 'Home' and a permalink 'http://wpdev.webbasics.com.au'. Below the title is a rich text editor toolbar with various icons. A red dashed box highlights the 'Paste as Plain Text' button. The page content includes a paragraph of placeholder text, an image of pink flowers, and another paragraph of placeholder text. On the right side, there are sections for 'Publish', 'Attributes', and 'Order'.

Edit Page Screen

1. Click on the main **Pages** menu option to display all existing website pages.
2. Click on the **Title** of the page you wish to edit.
3. Editing the text and images inside the content editor is similar to editing a document in a word processor program such as Microsoft Word or Open Office Writer.
4. **IMPORTANT** – always use the **Paste as Plain Text** button (as shown in the image above) if you wish to paste content in from an external source, e.g. from another website page or from another document. This will ensure the new content will comply with the styling of your website and guarantee consistency through all your website pages.
5. To preview your changes before saving, click the **Preview Changes** button. The preview will open in a new browser window. Close the new window when you have finished with the preview to return back to the editing screen.
6. To save your changes, click the **Update** button. The changes you made will be shown instantly to your website visitors.

**HELPFUL HINT** – to make editing easier increase the size of the content editor by clicking the the fullscreen button . Once you have finished editing click the fullscreen button again to return to the main editing page. You can now preview and/or save your changes as outlined above.

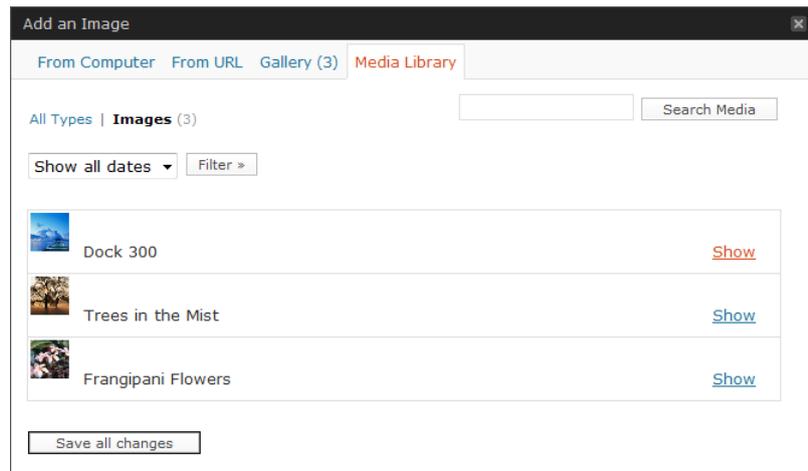
**HELPFUL HINT** – see the *Fail Safe Updates* section at the end of this document for details on making updates to your website content without disturbing you published pages. Important if you have large or complex changes you wish to make.

## Inserting Images

1. **IMPORTANT** – Always have your images sized and formatted as you wish them to appear in your website and ready on your computer before uploading to your website.
2. Place the cursor where you wish to insert an image.
3. Click the **Add an Image** button from the **Upload/Insert** panel just above the content editor.



4. Upload an image from your computer using the **From Computer** tab OR select an existing image from the **Media Library** tab by clicking on the **Show** link to the right of that image to display the **Image Details**.



Insert Media from Library

**NOTE** – a screenshot of the **Image Details** referred to above is shown on the next page.

5. **IMPORTANT** – ensure you click the **None** button under the **Link URL** field and the **Full Size** option is selected.
6. Be sure to select the correct **Alignment** option according to how you would like it to appear within your content.
7. Upon completing the necessary options click the **Insert Into Post** button.
8. If the image is not placed exactly where you would like you can click on it to select it and use **CTRL+X** to cut it out of the content, place your cursor where you would like to insert it and use **CTRL+V** to paste the image in place.

Show all dates Filter >

	Dock 300	<a href="#">Show</a>
	Trees in the Mist	<a href="#">Show</a>
Frangipani Flowers		<a href="#">Hide</a>



**File name:** Frangipani-Flowers-300.jpg

**File type:** image/jpeg

**Upload date:** February 25, 2010

**Dimensions:** 300 x 225

[Edit image](#)

**Title** \*

**Alternate text**

**Caption**

**Description**

**Link URL**

None
File URL
Post URL

Enter a link URL or click above for presets.

**Alignment**

None
 Left
 Center
 Right

**Size**

Thumbnail  
(150 x 150)
 Medium
 Large
 Full size  
(300 x 225)

[Insert into Post](#)
[Delete](#)

*Insert Media from Library – Image Details*

## Edit Image Settings

Once an image has been successfully inserted into your content you can access the image's settings as follows:

1. Click on the image to select it.
2. Click the **Edit Image** button that appears over the image.
3. **NOTE:** The best way to remove an image from your content is to click the **Delete Image** button that appears over the image.

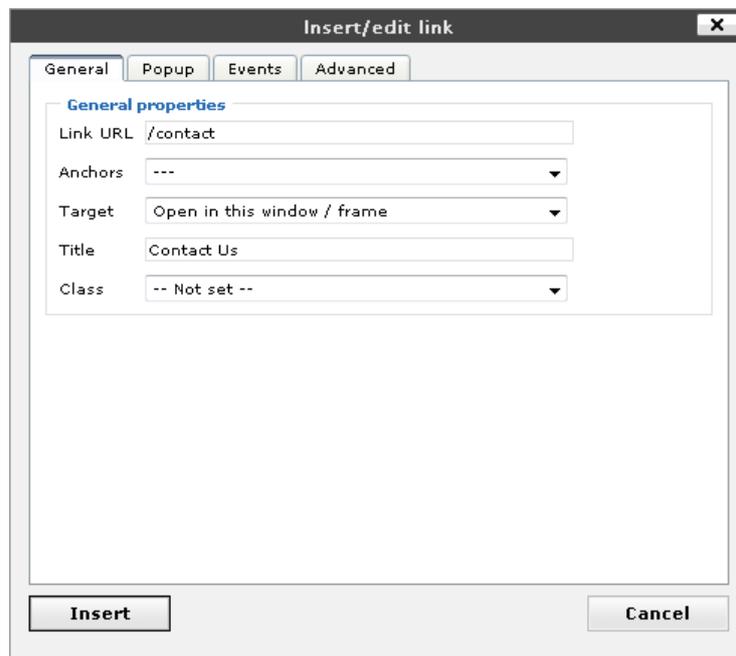


*7. Edit Image Buttons*

## Inserting Links

You can create links in your content to other pages on your website or to other external website pages as follows:

1. In the content editor click on the image or highlight the text you wish to make into a clickable link.
2. Click the *Insert/edit link* button 
3. Enter the website address in the *Link URL* field.
  - a. **IMPORTANT:** if you are inserting a link to a page within your own website, be sure not to include your full website address. See the *URL Addresses* section below for full details. See the *Internal Links* screenshot below for an example.
  - b. **IMPORTANT:** if you are inserting a link to a page on another website, be sure to enter the *full link address* which will include the website's full address. See the *External Links* screenshot below for an example.
4. **IMPORTANT:** if you are inserting a link to a page on another website, be sure to select the *Open in new window (\_blank)* option from the *Target* option list. This will ensure your website remains open for your visitors to return to after visiting the link you provided. See the *External Links* screenshot below for an example. Otherwise, if you are inserting a link to a page within your own website keep the default *Target* selection of *Open in this window/frame*. See the *Internal Links* screenshot below for an example.
5. Enter an appropriate *Title*. This will show when your visitors move their mouse over the link. It is also very good for search engine optimisation.
6. Click the *Insert* button to create the link.

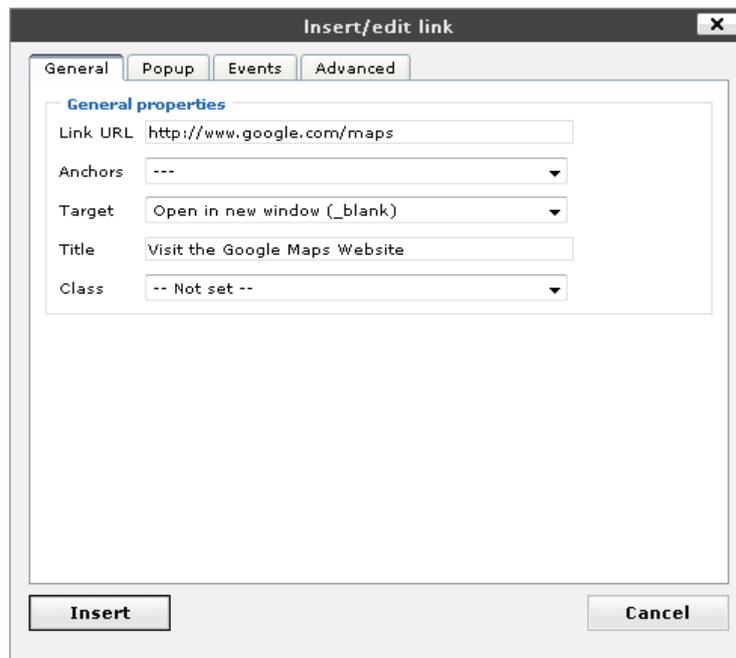


The screenshot shows a dialog box titled "Insert/edit link" with a close button (X) in the top right corner. It has four tabs: "General", "Popup", "Events", and "Advanced". The "General" tab is selected and contains the following fields:

- Link URL:** /contact
- Anchors:** ---
- Target:** Open in this window / frame
- Title:** Contact Us
- Class:** -- Not set --

At the bottom of the dialog are two buttons: "Insert" and "Cancel".

Internal Links



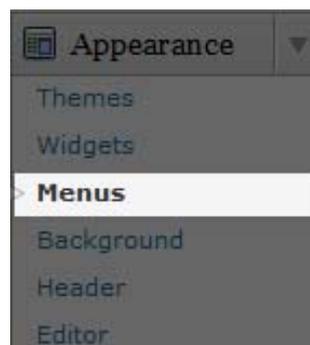
External Links

## Create a New Page

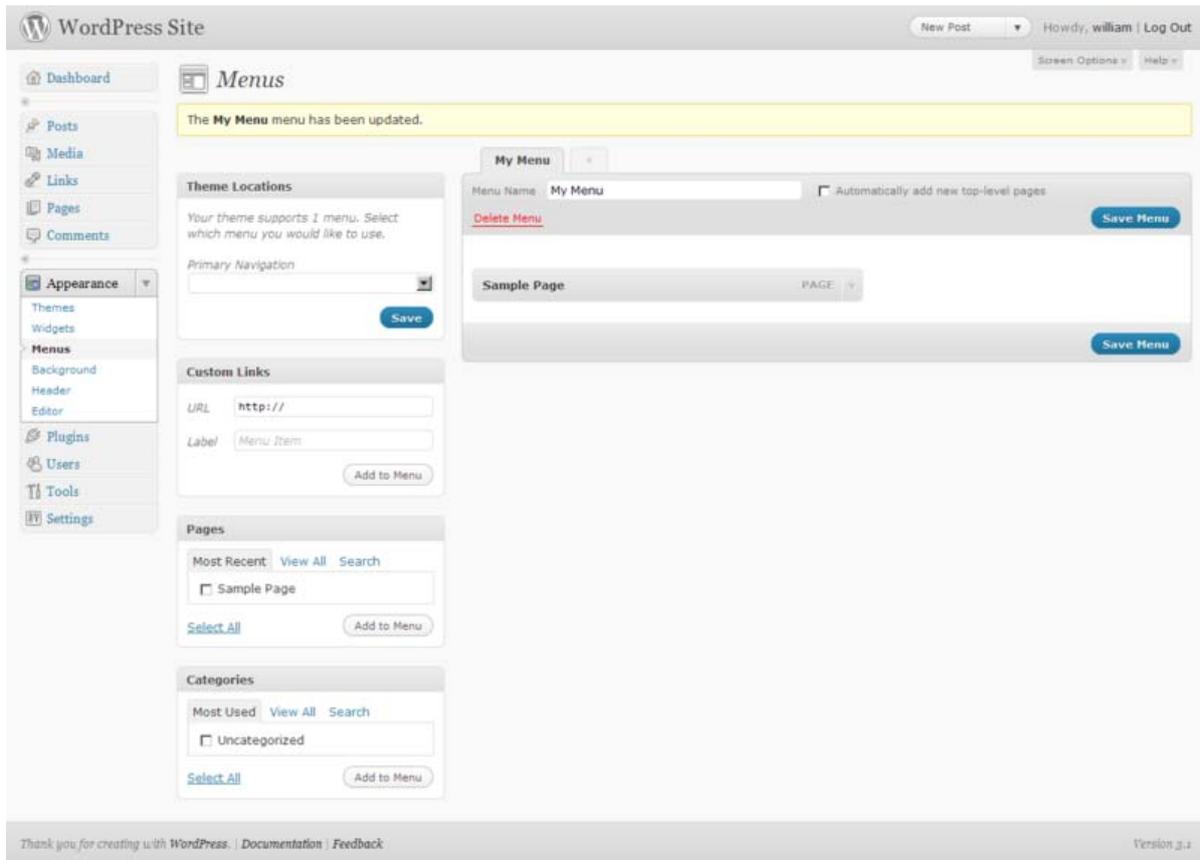
1. On the **Edit Pages** screen, click the **Add New** button.
2. Enter the **Title** for the new page. A **Permalink** will be created automatically from the title you enter.
3. Edit content for the page into the content editor as outlined above in the **Edit an Existing Page** section.
4. If you wish to save the new page without it being visible to your website visitors so you can return to complete the page content at a later date, click the **Save Draft** button.
5. To publish the completed page so it is visible to your website visitors, click the **Publish** button.
6. If you wish the new page to be made available to website administrators only:
  - a. Click the **Edit** link in the **Visibility** section of the **Publish** panel.
  - b. Select the **Private** option.
  - c. Click the **OK** button.
  - d. Remember, these changes will only be permanently saved once the **Save Draft** or **Publish** buttons are clicked.

## Adding New Menu Options

Upon creating a new page you can add a link to that page in your main menu using the **Menu Manager**.



1. Click the **Appearance** menu to show the sub-menu options and click on **Menus** to open the main Menu Manager screen as shown below.



Main Menu Manager screen

2. From the row of tabs available in the large panel on the right of the page, click the **tab** for the menu you wish to add a new menu option to. This will display all menu items for the menu tab you selected.
3. At the left of the main **Menu Manager** screen are a number of smaller panels available. For this example we will be referring to the **Pages** panel which displays all the pages available in your website.
4. To add your new page to the menu, check the box to the left of its title in the Pages panel and click the **Add to Menu** button. A new menu item will appear in the main right panel.
5. Once an item is added to a menu, those menu items can be rearranged. Move the mouse cursor over the menu item title. When the mouse cursor changes to 4-arrows, hold the left-mouse button down and drag the item to where you want to place it. Then release the mouse button (this is called drag-and-drop). Remember you can drag a menu item slightly to the right of the menu item above it to create a **hierarchy** (parent/child) relationship in the menu.
6. Each Menu Item has a configuration arrow on the right side of the Menu Item title and when clicked opens the configuration box (clicking a second time will close the box). Configuration options are as follows:
  - a. **Navigation Label** – This is what will be displayed to identify your menu item in your website
  - b. **Title Attribute** – This is what will be displayed when the mouse hovers over the menu item.
  - c. **Link Target** – For menu items that link to pages in your website you would normally select *Same window or tab*. For menu items that link to pages of another website it is always best to select *New window or tab*.
  - d. **CSS Classes** - Optional CSS Classes for this menu item. Leave blank unless advised otherwise by your webmaster.
  - e. **Original** - A link to the original source of the menu item (e.g. a link to view the post or page).
  - f. **Remove** – Click to remove this menu item from the menu.
  - g. **Cancel** – Click to undo any updates made in the configuration box of the menu item (only if the *Save Menu* button has not already been clicked).

7. Once all new menu items have been added, ordered and configured, click the **Save Menu** button.
8. Check the public view of your website to ensure your updated menu is displayed correctly.

## Fail Safe Updates

Sometimes you may need to make substantial updates to a page and would like to do so without disrupting your visitors' experience on that page. In such cases it is recommended to make use of a separate draft page until you are happy your updates are ready for publishing. This can be achieved as follows:

1. Create a new page and enter a title which identifies that it is a draft for an existing page. For example, if you were to be editing content for your *About* page, your title would be **DRAFT About**.
2. Ensure only website administrators can view the new page:
  - a. Click the *Visibility edit* link in the *Publish* box.
  - b. Select the **Private** option.
  - c. Click the **OK** button.
3. Click the **Update** button to save your new draft page.
4. Open the page you wish to make changes to, click the **HTML tab** which will display the source code for the page and copy all the content from within the content editor:
  - a. Click inside the content editor.
  - b. Use **CTRL+A** to select all the content.
  - c. Use **CTRL+C** to make a copy of the selected content.
5. Now go back to your new draft page, click the **HTML tab** and paste the (source code) content you just copied into the content editor:
  - a. Click inside the content editor of your new draft page.
  - b. Use **CTRL+V** to paste the content you copied from the original page.
  - c. Click the **Visual tab** to view the content as it would be seen on your website.
6. Click the **Update** button to ensure you save the content you have just pasted in.
7. You can now edit the content as outlined above in the **Edit Existing Pages** section. You can make as many changes as you like and use the **Preview** button to view progress as you go. This also allows you to make changes over time until you are ready to publish.

## Publishing Your New Draft Content

Once you are happy with the changes you have made in the draft page, update the original page as follows:

1. Open the draft page where your new content resides and click the **HTML tab** which will display the source code for the page.
2. Click inside the content editor of the draft page.
3. Use **CTRL+A** to select all the content.
4. Use **CTRL+C** to make a copy of the selected content.
5. Now, open the original page for which you wish to update the content and click the **HTML tab** which will display the source code for the page.
6. Click inside the content editor of the original page.
7. Use **CTRL+A** to select all the content.

8. Use **CTRL+V** to paste your new content in the content editor.  
**NOTE:** this will replace **ALL** the content in the original page with that you have created in the draft page.
9. Click the **Preview Changes** button to ensure the page has been updated correctly.
10. Click the **Update** button to save the changes made to your original page. These changes will be instantly visible to your website visitors.
11. Remember to delete your draft page now that you have successfully updated the original page.

**HELPFUL HINT** – to make it easier to copy and paste content from one page to another simply login to your website admin area in two separate browser windows. Use one browser window to open the original page and the second to open the new draft page. You can now copy from the content editor in one window and paste into the content editor of the second window.