



# WordPress Website Management

## A Basic How-To Manual

from

Springthistle Design

<http://springthistle.com>

## Welcome!

Welcome to your WordPress-driven website. You've made a great choice to get started with WordPress. You'll be able to manage all of the content on your dynamic website easily and quickly, without having to turn to a developer every time you need to fix a typo.

This is just a basic guide. I encourage you to add a copy of [WordPress 3 Complete](#) to your library for a more complete reference.

## Getting Started

To do anything in Wordpress, you first have a log into the Administration Panel (aka the WP Admin). You can do this by going to your website and then adding `wp-admin` to the URL. For example: if your site is `http://mywebsite.com`, your WP Admin is `http://mywebsite.com/wp-admin`. Now log in with the username and password I gave you.

# Managing Your Content

## How to create a new page

1. Navigate to [Pages>Add New](#).
2. Make sure to fill in the following things:
  1. **Title** – the title of the page that visitors will see on the page and in the menu.
  2. **Content** – the textual content of your page.
3. Then, on the right side of the edit page, you should probably fill in information in the following boxes:
  1. **Page Parent** – you select this if your page will be a sub-page. For example, “Our History” might have the page parent of “About Us”.
  2. **Page Order** – This is how you tell WordPress what order to show your pages in. Pages with a smaller number show up first in the menu.

These two items are important for keeping your pages organized.

4. Add the page to a menu (*optional*)

*Many of the pages you add to your site will need to appear in a navigation menu. This will not happen automatically. Follow the steps below to make your new page show up in a menu.*

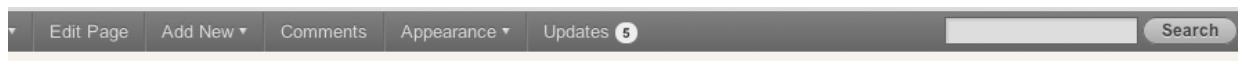
1. Navigate to [Appearance>Menus](#) and select the menu in which you'd like your new page to show. This will most likely be named something like “Main Navigation”.
2. Find your page in the box labeled **Pages**. If it's the most recently added page, it will be at the top. Check its checkbox and then click **Add to Menu**.
3. Your page item will show up at the bottom of the menu and you can drag it around to place it in the right spot.
4. Be sure to click the **Save Menu** button when you're done.

Learn more about **Menus** in Chapter 4 of [WordPress 3 Complete](#)

## How to edit an existing page

There are two ways to edit an existing page.

1. From the WP Admin
  1. Navigate to [Pages](#)
  2. Find the page you want to edit and click on its title. This takes you to the [Edit Page](#) page
2. From your website:
  1. Navigate on your website to the page you want to edit.
  2. If you're logged in to the WP Admin already, then there will be a grey administration bar at the top of every page on your site:



Click [Edit Page](#).

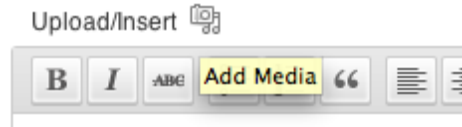
Make your changes and then click [Preview](#) to see what your changes will look like.

When you are confident the changes are complete, click [Update Page](#).

Learn more about [Pages](#) in [Chapter 3](#) of [WordPress 3 Complete](#)

## How to add a picture

1. Create or edit the page you want to add a picture to.
2. Click the **Add Media** icon.



3. Click on **Browse ...**, find the image on your computer, and click **Open**, or just drag the image into the dragging area. WordPress will upload the picture and then show you a screen of optional information you can add about the picture.
  1. **Title** – this is the title of the image internally within the Media Library
  2. **Caption** – this will be applied to the image when it is inserted into a page or post, or when it is included in a gallery.
4. If you've changed any of the information, click **Save Changes**.
5. Choose the image size and alignment, and then click **Insert Into Post**. The image, with a caption if you entered one, will be inserted.
6. Be sure to save your post or page when you are done by clicking **Save Draft**, **Publish**, or **Update**.

*Note:* You can use this upload/browse area to upload other files as well, not just pictures.

Learn more about **Images and Galleries** in **Chapter 4** of [WordPress 3 Complete](#)

# Managing Special Content

Some of the content of your site is not contained in the pages, but rather in

- blog posts that show up in a special way, or
- special custom plugins.

If this applies to your Springthistle-built website, you'll find more details on your [Theme Options](#) page. To find it, navigate to [Appearance>Theme Options](#)

## Your Widgets

Widgets are pieces of content, either simple (e.g. just text) or more complicated (e.g. the 10 most recent blog posts) that appear usually in a sidebar or else in some other constrained space on your website. Your website may have more than one such space, in which case each widget-enabled space will have a name so you can tell them apart.

To view and edit your current widgets, navigate to [Appearance>Widgets](#). Click on the little down arrows (see figure at right) on the spaces and on the widgets themselves in order to expand them and see and edit their contents. If you want to add a new widget, just drag it from the left-side (labeled [Available Widgets](#)) over into the widget-enabled space where you'd like it to appear.



## Theme Options

I built your theme with a special [Theme Options](#) page. This page lets you customize various parts of your website. Be sure to navigate to [Appearance>Theme Options](#) to see what content, options, and settings this page contains.

Learn more about [Widgets](#) in [Chapters 4 and 8](#) of [WordPress 3 Complete](#)

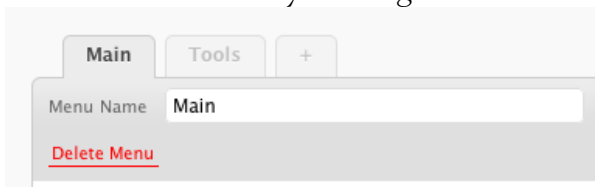
# Managing Menus

Your website has one or more official **Menu Locations** that are defined. You can choose which items go into the menu, what order they show up in, what they are titled, and where they link to. Usually, you'll want to put your main pages in the menu, and sometimes their sub-pages as well, especially if you have a rollover menu. To manage the content of your menus, navigate to [Appearance>Menus](#).

On the left of this page, you'll see items that you can add to the menus, and the menus themselves on the left. Every item in your menu is either a **Page**, a **Custom Link**, or a **Category**. For each item you add to the menu, you can change its title if you want.

## Add new item to a menu

1. Select the tab of the menu you want to add to or create a new menu by clicking the +.



2. If you want to add pages or categories, check the boxes next to the pages or categories you want to add, and then click **Add to Menu**. (Fig. 1)
3. If you want to add a custom link, enter the Url and Label and then click **Add to Menu**. (Fig. 2)
4. After you have everything in the menu that you want, you can rearrange items, change their order, make some items sub-items of other items, etc. (Fig. 3)

If you want to change any labels, just click the little down arrow for the item to see, change, and save the options.

5. When you're done, be sure to click **Save Menu**, at the top.

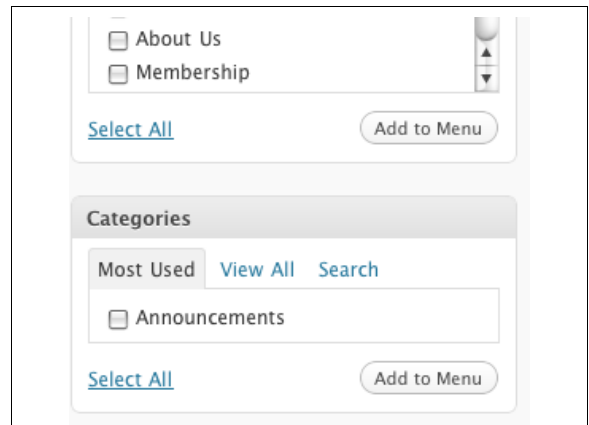


Fig. 1

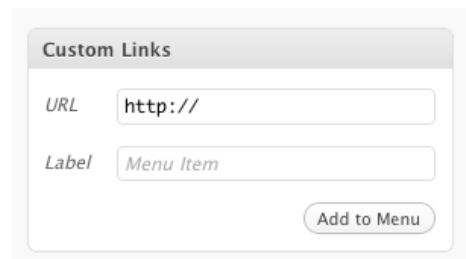


Fig. 2

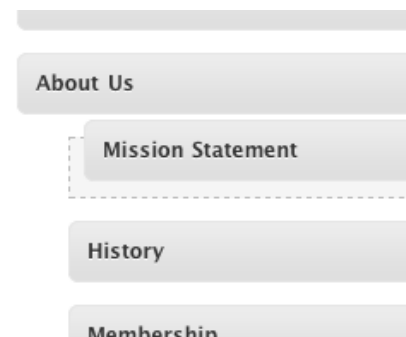


Fig. 3

Learn more about **Menus** in [Chapter 4](#) of [WordPress 3 Complete](#)

# Plugins And Shortcodes

Plugins and shortcodes are both ways to enhance WordPress's functionality.

## Your Plugins

Plugins are little additional pieces of code that add functionality to WordPress. Some of them you don't need to interact with at all, but some are useful if you make use of them.

Below is a list of plugins I've probably installed for you already.

1. **Database Backup** – this is the first plugin I always install for my WordPress websites. It allows you to create a backup of your database, which is where all of your text content lives, just in case. You can find an explanation of how to use this plugin below, in “*Backing up your content.*”
2. **PageMash** – this plugin makes it a little easier to view all of your pages, and re-order them, than the standard WordPress Edit Pages view. Navigate to [Pages>pageMash](#).
3. **April's Super Functions Pack** – this plugin gives you a number of **shortcodes** (see below) that can be used for layout and customizing the look and feel of your text (as well as some other essential functionality, like adding media icons to pdf, doc and other media links). Navigate to [Tools>Super Functions Pack](#) to learn about these shortcodes.
4. **April's Call Posts** – this plugin allows you to draw a certain selection of posts into a page or another page by specifying number, category and other options via shortcode. Some sites use this plugin to pull the most recent announcements onto the homepage, or a person's most recent posts into their bio page. If your website uses this plugin, you can learn more by navigating to [Settings>April's Call Posts](#).
5. **Login Lockdown** – this plugin is for security. It makes it much harder for a hacker or robot to guess your password by limiting the number of failed logins.
6. *See a list of all of your plugins on the by navigating to [Plugins](#).*

Learn more about **Plugins** in [Chapter 4](#) of [WordPress 3 Complete](#) and in the [WordPress Codex](#).

## Your Shortcodes

**Shortcodes** are a way to add a little piece of dynamic content to a page in your website. All you have to do is type in the shortcode in the WP Admin. When WordPress prints the page or post, it'll replace the shortcode with a piece of dynamic content. For example, if you had a shortcode called `[current_date]`, then all you would have to do would be to type `[current_date]` into any page on your site, and WordPress would replace it with the current day's date.

### Some are built in

The main shortcode you're likely to use that comes with WordPress is `[gallery]` You can learn more about using the gallery shortcode in the WordPress Codex here: [The Gallery Shortcode](#).

### Some come with a plugin

Some plugins, like the **Super Functions Pack** plugin mentioned above, add shortcodes to your website. The plugin admin page or plugin sites should let you know how to use those.

### Some are part of your theme

If I've programmed any custom shortcodes into your theme, they'll be listed on your **Theme Options** page. To find it, navigate to [Appearance>Theme Options](#) and click on the **Documentation** tab.

Learn more about shortcodes: [http://codex.wordpress.org/Shortcode\\_API](http://codex.wordpress.org/Shortcode_API)

## Regular Maintenance

When it comes to general long-term maintenance of your WordPress-driven blog, there are three important things you should keep in mind.

### Backing up your content

Your textual content is entirely kept within your database. To back up this content, which you should do as frequently as changes are made, navigate in your WP Admin to [Tools>Backup](#) and follow the steps below:

1. In the top box, check the boxes next to any tables listed beneath **You may choose to include any of the following tables**. This will back up any additional data you have, whether it be for special plugins or your calendar.
2. In the second box, leave **Download to your computer** selected.
3. In the third box, I suggest you leave **Never** scheduled unless you are updating your blog regularly.
4. Click **Schedule Backup**.

### Backing up your files

Your files, which includes any images, pdfs, or other files you've uploaded, do not live in the database, but on the server. You should keep originals of these files on your computer. I also recommend occasional backups of those files as they are arranged on the server. To do that, you will need to access the server via FTP. Find your WordPress installation and navigate to `wp-content/uploads`.

Download that entire folder to your local computer.

## Upgrading

The WordPress team releases new versions of WordPress whenever they are ready. Up until WordPress 2.6.2, upgrading your installation of WordPress was a complicated process that was best done by a developer. If your WordPress installation is 2.6.2 or below, you should contact me to upgrade your site.

Starting with WordPress 2.7, you can upgrade your installation of WordPress easily from within your WP Admin. Just navigate to [Dashboard>Updates](#). This page will show you your options regarding upgrading or even re-installing your theme, and upgrading your plugins (you can upgrade plugins by navigating to [Plugins](#) in your WP Admin. Plugins that have available upgrades will have a link you can click to automatically upgrade.). Be cautious about upgrading plugins; not all upgrades are a good idea. Be sure to do your research.

You should always backup your database and your content before using the upgrade tool, just in case something goes wrong.

## Appendix: Text Treatment Key

<i>Text Treatment Example</i>	<i>Meaning</i>
<a href="#">Post &gt; Add New</a>	Navigation within the WordPress Admin
<b>Publish Immediately</b>	Text you will see on your computer screen
<b>Shortcode</b>	Keywords
[gallery]	Source text