



## **WORDPRESS TUTORIAL**

# OVERVIEW

WordPress is an online publishing suite that allows you to create and edit a blog.

This tutorial will go over the basic features of WordPress. It will also cover all the essentials that a beginning user will need to know for a future references.

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In this tutorial, you will learn the following:

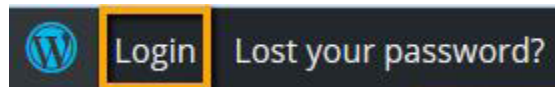
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# CREATING AN ACCOUNT and LOGGING IN

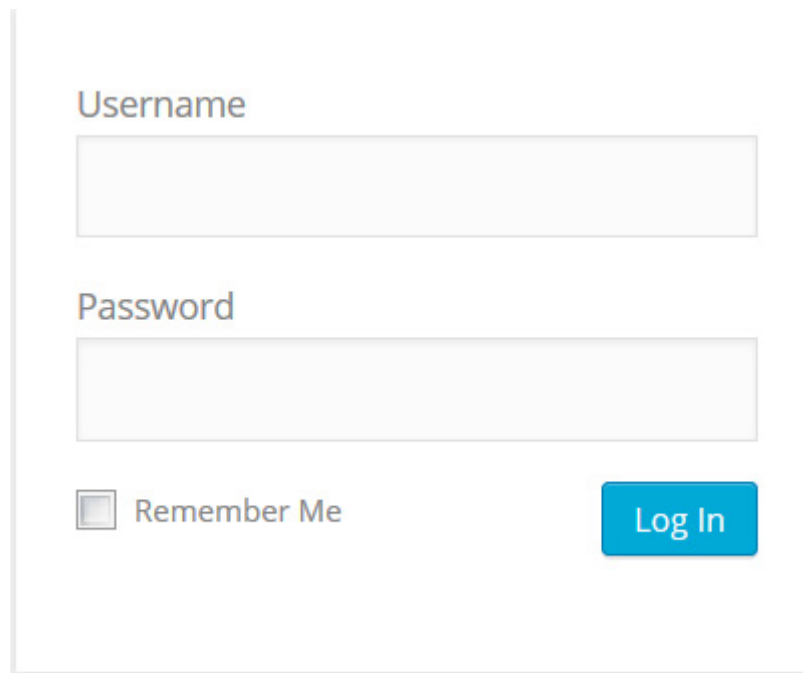
## Create an Account

To begin, open your web browser and type <http://blogs.bgsu.edu> in the url bar

When creating an account in WordPress for the purpose of a BGSU Blog, you use your BGSU username and password. Just click on the [Login](#) on the top left of the screen.



Once you have clicked on the link, a login page will then appear. Remember to use your BGSU username and password and click the blue Log In button.

A white login form with a light grey border. It contains two text input fields: 'Username' and 'Password'. Below the 'Password' field is a checkbox labeled 'Remember Me'. To the right of the checkbox is a blue button with white text that says 'Log In'.

# DASHBOARD and MANAGING YOUR PAGE

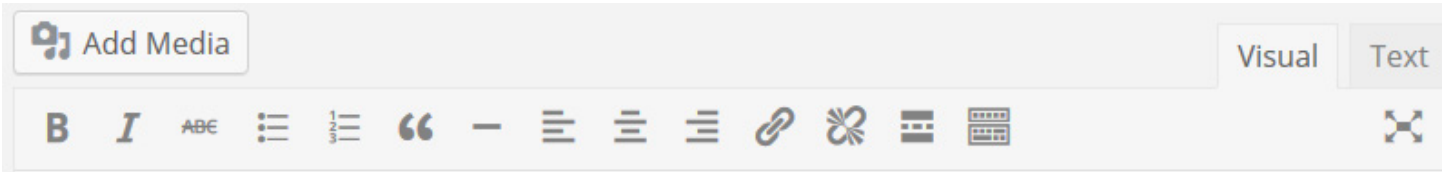
The Dashboard is where you can make a post, edit the look of your blog and manage comments.

The screenshot shows the WordPress dashboard for a user named 'kflash'. The top navigation bar includes 'My Sites', 'Kim Fflashman's Portfolio', and a '+ New' button. The user's name 'Howdy, kflash' is in the top right. A 'Screen Options' dropdown and a 'Help' link are also visible. The main dashboard area is titled 'Dashboard' and contains several widgets: a notification for 'Twitter Tools', an 'At a Glance' summary showing 3 posts and 2 pages, storage space information (300 MB allowed, 0.68 MB used), an 'Activity' section with 'Recently Published' posts, a 'Quick Draft' form, and a 'Drafts' section with one draft titled 'jsommers class June 2, 2011'. A left sidebar menu lists various dashboard sections like Home, My Sites, Posts, Media, Links, Pages, Comments, Appearance, Plugins, Users, Tools, Settings, and BWP reCAPT.

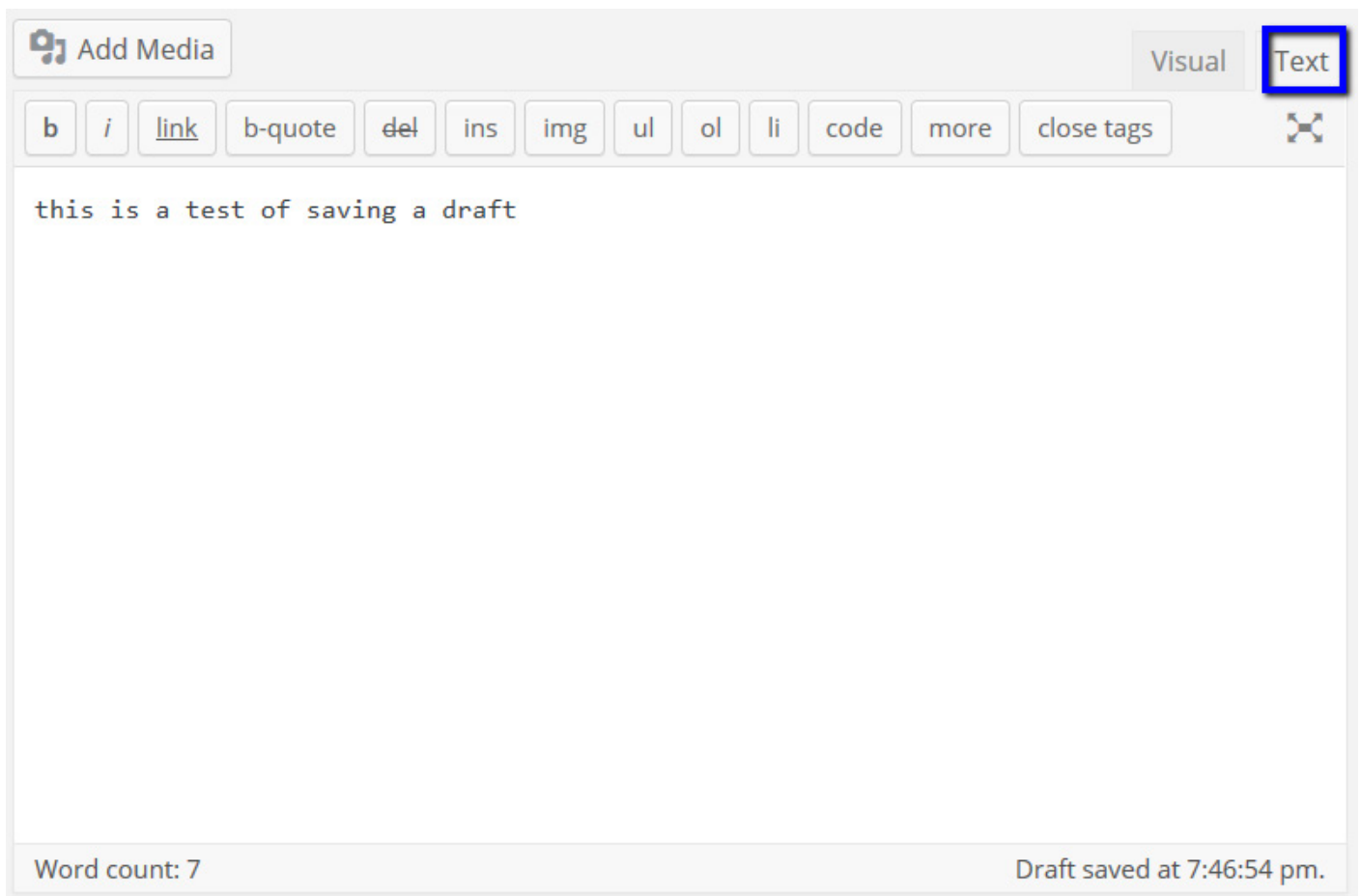
- Posts - This is where you will view, add, categorize and tag various posts.
- Media - This section allows you to add or organize audio, video and image files.
- Links - This category allows you to add web links and you can choose to keep them private.
- Pages - This is where you will add new pages, edit current pages, change the page order and delete pages.
- Comments - This category is where you can view peoples comments on your blog. You can choose to accept them or delete them.

# TOOLBAR

There is one common toolbar that is used when writing posts and pages, the **Formatting Toolbar**. This initial toolbar contains icons for common formatting actions such as **bold**, **italic**, **strikeout**, **bulleted list**, **numbered list**, **alignment**, and **full screen mode**. These are all accessible from the **Visual** tab shown on the right.



To check spelling, highlight a word and right click. The **Text** tab has simple HTML tags available.



## WRITING and SAVING YOUR BLOG

To create your first post, click on the 'Visit Site' link button at the top of the Dashboard to view your current page and you will notice that WordPress has automatically created your first blog entitled "Hello World!"

### Hello world!

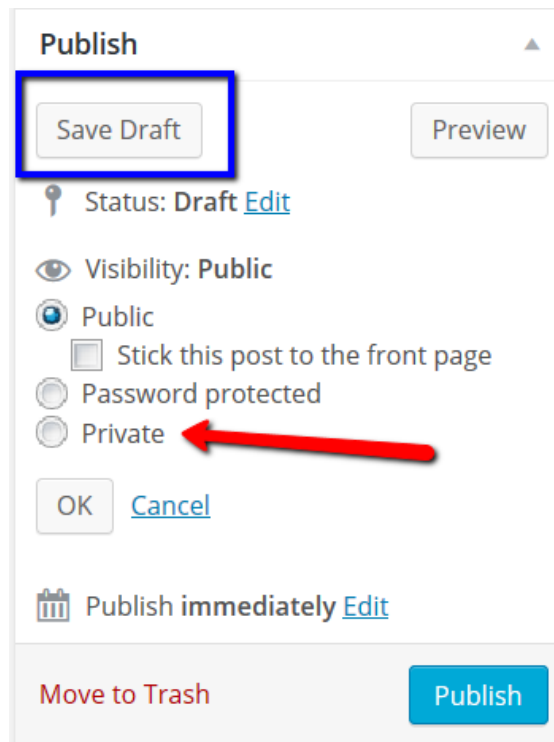
August 29th, 2008 by searsk

Welcome to [blogs.bgsu.edu](https://blogs.bgsu.edu) by COBL. This is your first post. Edit or delete it, then start blogging!

Posted in [Uncategorized](#) | [Edit](#) | [1 Comment](#) »

To delete a post from public view, hover over the name of the post, [Edit](#), [Quick Edit](#), [Trash](#) and [View](#) appear. Click on the [Trash](#) link to delete the post.

At any time when you are writing a post, you can always stop and save your work before you publish it by clicking on the [Save Draft](#) button on the right of the screen. You will then see that your work has remained unpublished, but has been saved for future editing. When you are ready to publish your post, click on the blue [Publish](#) button in the right which will enable your blog to be seen by the public, unless you choose to make it [Private](#).



**Publish** ▲

[Save Draft](#) [Preview](#)

📌 Status: **Draft** [Edit](#)

👁 Visibility: **Public**

Public

Stick this post to the front page

Password protected

Private ←

[OK](#) [Cancel](#)

📅 Publish immediately [Edit](#)

[Move to Trash](#) [Publish](#)

## MAKING PAGES

Making pages in WordPress is similar to writing a post, but pages are for content such as “About Me,” “Contact Me.” etc. To create a page, click on the [Pages](#) button from the left hand navigation. Choose [Add New](#). You should now see the Formatting Toolbar discussed on page 5. Enter a title and type the information you choose to share. At the bottom left of the page, you will see a word count listed.

The screenshot shows the WordPress 'Add New Page' editor. At the top, the title 'Add New Page' is displayed. Below it is a notice: 'Twitter Tools relies on the [Social plugin](#), please install this plugin.' A text input field contains the placeholder 'Enter title here'. The main editing area features a toolbar with an 'Add Media' button on the left and 'Visual' and 'Text' tabs on the right. The toolbar includes icons for bold (B), italic (I), text color (ABC), bulleted list, numbered list, quote, link, unlink, table, and table of contents. A 'Word count: 0' box is highlighted with a blue border at the bottom left of the editor.

# CREATING CATEGORIES and TAGS

Adding categories and tags to posts and pages is completely optional.

## Creating Categories

Categories allow the broad grouping of posts topics when you want to describe a post. But when you want to describe a post in more specific terms, you would have to use or add more categories, or you can start adding tags.

To add categories that pertain to your post, click on **Posts** then click on **Categories**. You should now see the screen below.

The screenshot shows the WordPress 'Categories' management page. At the top, there are 'screen options' and 'Help' dropdown menus. Below that is a notification bar: 'Twitter Tools relies on the [Social plugin](#), please install this plugin.' A search bar labeled 'Search Categories' is on the right. The main content area is split into two columns. The left column is titled 'Add New Category' and contains a 'Name' text input field with the note 'The name is how it appears on your site.', a 'Parent' dropdown menu set to 'None' with the note 'Categories, unlike tags, can have a hierarchy. You might have a Jazz category, and under that have children categories for Bebop and Big Band. Totally optional.', and a 'Description' text area. The right column shows a table of existing categories. At the top of this column is a 'Bulk Actions' dropdown and an 'Apply' button, with '1 item' indicated. The table has columns for 'Name', 'Description', 'Slug', and 'Count'. One category is listed: 'Uncategorized' with a count of 3. Below the table is another 'Bulk Actions' dropdown and 'Apply' button, also with '1 item' indicated. A 'Note' section at the bottom states: 'Deleting a category does not delete the posts in that category. Instead, posts that were only assigned to the deleted category are set to the category **Uncategorized**. Categories can be selectively converted to tags using the [category to tag converter](#).'

You can determine the Name of the Category. For example, if you were writing a post titled "Our Thanksgiving Dinner," you may create a 'Dinner' category or a 'Holidays' category. When creating a category do not forget to give a description.

## Adding Tags

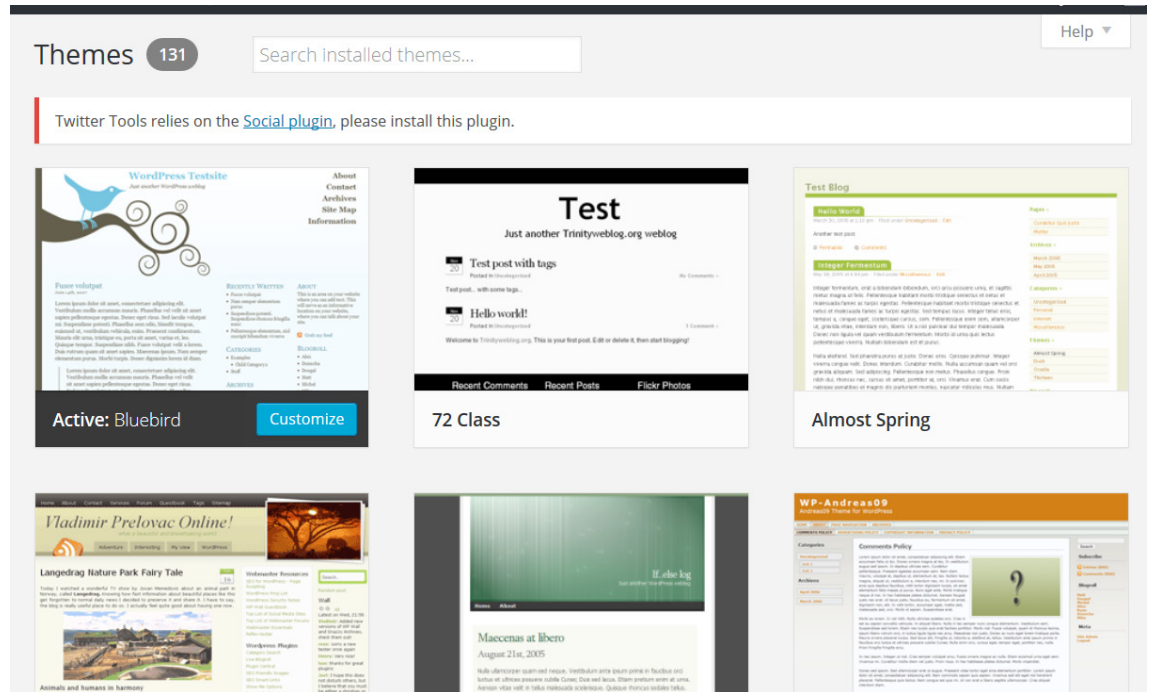
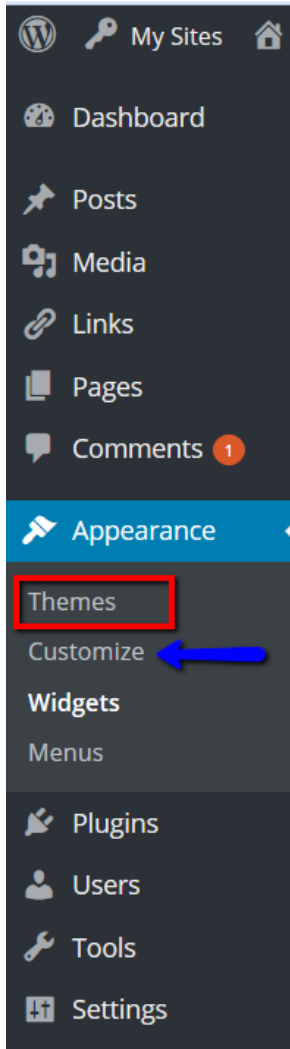
Tags are similar to categories, but instead of a list of words to choose from, you write them in a list (seperated by commas) in a text box below your post. They are free form words and generally describe your post in more detail. For example, like stated earlier, if your post was titled "Our Thanksgiving Dinner," and you put it under the 'Dinner' category, you could have tags like, 'turkey, mashed potatoes, family, stuffing'.



# DESIGNING YOUR BLOG

To change the appearance of your blog click on **Appearance > Themes**. There are several to choose from. Hover over the theme you like and click **Activate**.

You can customize the theme you have chosen. To do this click on **Customize** in the left hand navigation.



Widgets are small software applications like a calendar, a clock or the weather for example. To add a widget to your blog page, click on **Appearance > Widgets**.

# MANAGING COMMENTS

To manage comments that have been left for you, click on the **Comments** button in the navigation on the left. Each comment is listed and you can decide if you want to **Approve** the comment, the comment is **Spam** or if you would like to **Trash** it.

Comments

Twitter Tools relies on the [Social plugin](#), please install this plugin.

All | Pending (1) | **Approved** | Spam (0) | Trash (0)

Bulk Actions Apply All comment types Filter 1 item

Author	Comment	In Response To
<input type="checkbox"/> Mr WordPress blogs.bgsu.edu/ 127.0.0.1	Submitted on 2008/08/27 at 11:11 am Hi, this is a comment. To delete a comment, just log in, and view the posts' comments, there you will have the option to edit or delete them.	Hello world! <a href="#">View Post</a>

Bulk Actions Apply 1 item

# ADD USERS

You can add BGSU users and make them a **Subscriber**, **Administrator**, **Editor**, **Author** or **Contributor**.

Add User

Twitter Tools relies on the [Social plugin](#), please install this plugin.

Local User Creation Enabled

Using the following fields below to search out LDAP users and add them into the blog. If the user does not exist in the LDAP Directory, you will have the option to create a local account for them.

Username:

Role:  **Editor**

Add User