The Guide to Maintaining Your WordPress Website

Print this document for easier reference

WORDPRESS

Your website address
www.yourwebsite.com

Use the details below to log in to your WordPress Dashboard and begin editing your website

Your WordPress Dashboard login address
www.yourwebsite.com/wp-admin

Your WordPress Username
Supplied in separate email

Your WordPress Password
Supplied in separate email

General Introduction

WordPress is great but if you have never used it before, like anything new, there is a learning curve - a pretty gentle one. If you can upload images to Facebook and create and edit a Microsoft Word document then WordPress is a breeze.

First of all, login to your Dashboard, have a click around and get the geography. Probably, most of the things in the Dashboard you won't need to touch to maintain your site but it's a good idea to get to know where things are.

All of the things you will need to use are in the grey sidebar on the left. The contents of your sidebar may have different things in it than the images in this document - that doesn't matter, everything works in the same way and the images for this document were taken from a different website's Dashboard.

WordPress is very robust so please have a good click around the Dashboard and become familiar with it - you won't break anything! If you do something wrong it can always be undone - everything is fixable.

Please print out this document as it makes it much easier to refer to.

If you get stuck, please give me a bell or drop me an email and I will be happy to help you as best I can.

Rich

info@cyberfrogdesign.co.uk

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WP Editing - Basic

Firstly

If it's installed your website may be in maintenance mode. This is fine, you **do not** need to disable it and you'll be able to see and edit your website as soon as you log in to the dashboard.

After you've logged in, hover over your website name in the grey bar, right click on Visit Site and then left click 'Open link in new tab'.

This just makes things easier when editing pages if the Dashboard and the webpage are open and it saves chopping and changing between the two in the same window.

Edit/Add a page

1. Hover over 'Pages' in the sidebar and click 'All Pages'
2. You'll see a list of the page names. Click the one you want to edit.
3. A window with a text editor will open.
4. Type your page content and use the formatting toolbar (instructions on the next page of this document) just like you would in Microsoft Word.
5. When you're done, click the blue 'Update' button on the right hand side.
6. Go to the webpage in the browser window you opened in the 'Firstly' section on the last page to see the changes. You may need to refresh the browser.
7. Repeat steps 1-6 for any pages you want to edit.
8. To add a new page, hover over 'Pages' in the sidebar and click 'Add New' then see the instructions below.

DON'T FORGET TO READ THIS BIT TOO!

This sets the page's position in the website menu navigation on your site, so, '5' means it will appear 5th on the menu. If you add new pages at a later date you may need to adjust the order number of some existing pages.

If your page is going to be a dropdown on your site, use this to set which page it will dropdown from.

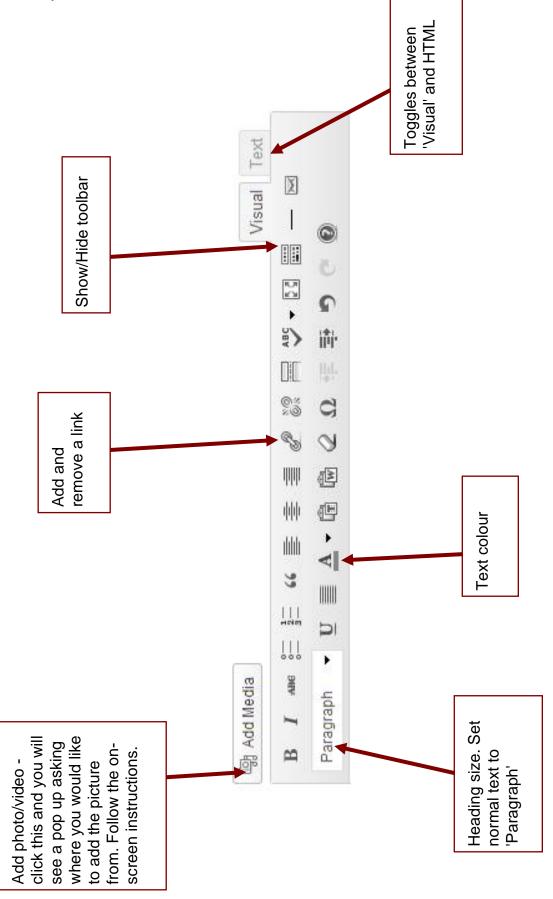Sets which page layout the webpage will be. See below for more info.

Page templates for your website

Most, if not all, of your pages are already set up. If you would like to create a new page choose **'internal'** from the Template dropdown.

Remember the Order box underneath the Template selector will determine where your new page will appear in the navigation.
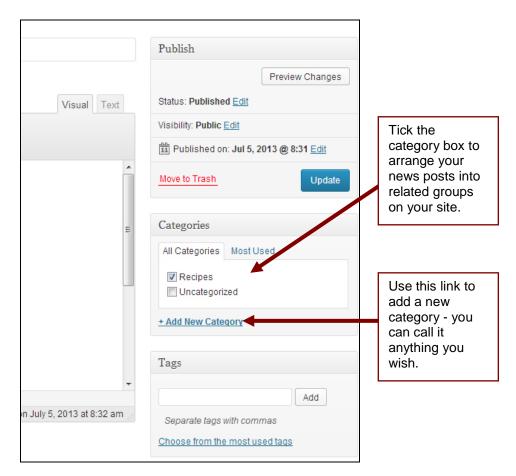
The Menu Bar

Here are the basic functions of the WordPress text editor toolbar. Some buttons may be different depending on the set up of your website. Like Microsoft Word, if you want to apply something like a link, a text colour, or a heading, etc, the text <u>must be highlighted first</u> by clicking and selecting in the normal way.

Toggles between 'Visual' and HTML

Show/Hide toolbar

Add and remove a link

Text colour

Add photo/video - click this and you will see a pop up asking where you would like to add the picture from. Follow the on-screen instructions.

Heading size. Set normal text to 'Paragraph'

News Items

1. Hover over 'Posts' in the sidebar and click 'Add New'
2. A window with a text editor will open.
3. Give your news item a title.
4. Type your news post content in the same way you do when editing a page.
5. On the right hand side of the screen you will see a ticklist entitled 'Categories'. Ticking a category will put your posts into tidy groups for your users to find and display them in the sidebar of your news/blog page. Select the category that this piece of news belongs to. You can Create new categories by clicking **'+Add New Category**' and following the onscreen instructions. You can give your post more than one category if you wish by ticking more than one box.

6. When you're done, click the blue 'Publish' button on the right hand side.
7. Go to your news page in the browser window you opened at the beginning to see the new post. You may need to refresh the browser.
8. Each latest news item is fed through to the home page as well (if your site is set up to do this).