

Wordpress Cheat Sheet

Administrative Dashboard

The **administrative dashboard** is where all the website editing is done. Adding or modifying text, uploading photos, adding links, adding/deleting pages, etc.

Visit the admin dashboard by going to – www.yourdomainnamehere.com/wp-admin

Left Navigation Menu

The only two buttons you should be concerned with are “Pages” and “Appearance.”

Pages - is where you will edit content on each page. A page does not include everything you see while on that page, it is only the text area.

Appearance - is where you can modify the side bar, navigation menu and website color scheme.

Appearance sub-menu will include “**Widgets**” and “**Menus.**”

Widgets - will allow you to edit the sidebar content.

Menus - refers to the navigation menu located under the header.

How to add/edit Pages on your website.

Login to the Administrative dashboard.

To add/edit website page:

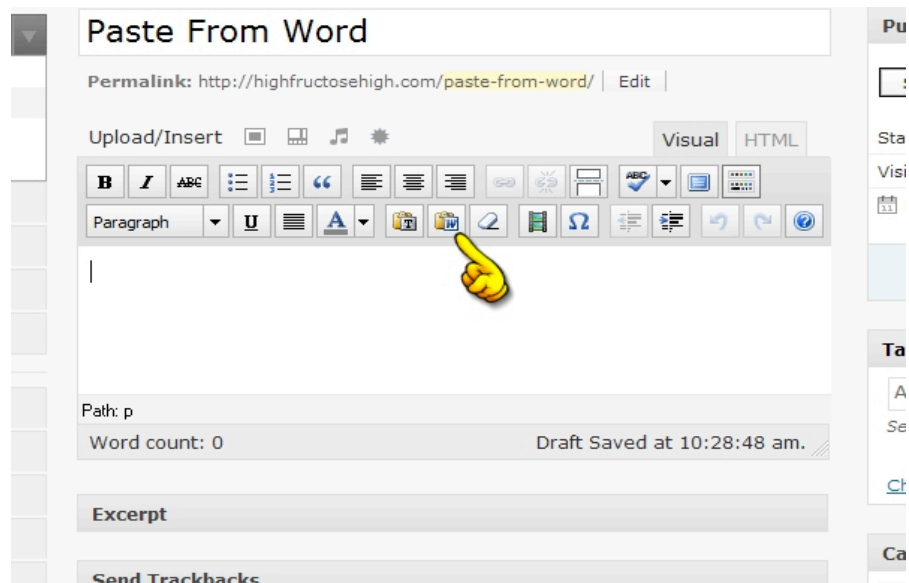
1. Click on the “Pages” button along the left side of the dashboard.
 - a. This will bring up a list of all pages
2. Click on the page title you wish to edit OR if you wish to add a new page click “**Add New**”.
3. A WYSIWYG text/html editor will now appear.

Title - The title of your page. You can use any words or phrases. Avoid using the same title twice as that will cause problems. You can use commas, apostrophes, quotes, hypens/dashes, and other typical symbols in the Title.

Post Editing Area - The blank box where you enter your writing, links, links to images, and any information you want to display on your site. You can use either the Visual or the HTML view to compose your content. For more on the HTML view, see the section below.

If you are using a text editor like Microsoft Word or Word Perfect, make sure you first copy/paste the content into a basic (plain text/ASCII) text editor like **Notepad**. The problem is that programs like Word use a different html code, so when you copy from Word directly into the wordpress page it can cause errors and your website will not be displayed properly. Once you have pasted the text you can use the formatting buttons to get the content to your liking.

If you must use Word make sure before you copy/paste the content to **Click the “paste from word” button in the Wordpress editor**. Most likely it will still require some editing to get it to the correct format.



To upload/insert an image within a page, Click on the “Add Media” button located just above the text editor.

Upload a Photo?

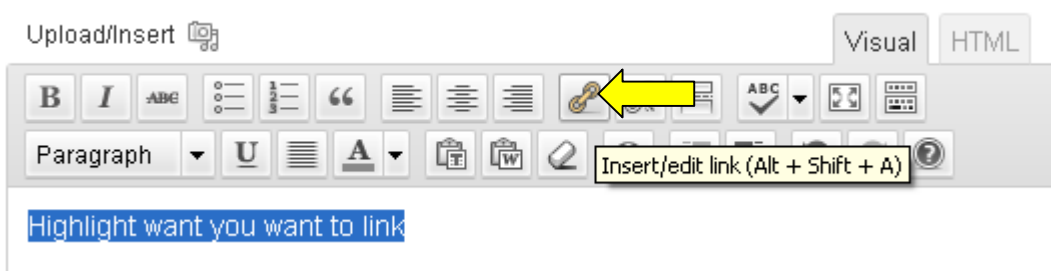


A media upload window will appear, **Click “Select Files”** and browse for the image on your computer.

Once you select the image the media upload window will expand allowing you to format the image before inserting into the page. Give your image a title (this will appear when the mouse is hovered over the image). Select the alignment you like, and the size. **Once you are done with your edits click “Insert into Post”**

The image is now placed into the text editor, if you want to edit the photo again just double-click on the image and the edit window will appear.

To add a link, highlight the text or image you wish to link inside the editor. Click on the “Insert/edit link” button.



An insert/edit link window will appear, in the URL text box, enter the web address you wish to link to and **Click “Add Link.”**

Preview button - Allows you to view the post before officially publishing it.

Once you are done with all of your edits to a page Click the Publish or Update button on the right side of the screen to save your changes to your website. If you have added a new page remember to make the appropriate changes to the menu. (See below)

Best Practices for writing content with Wordpress

Using Headings

If you are writing long content, break up the sections by using headings, small titles to highlight a change of subject. In HTML, headings are set by the use of h1, h2, h3, h4, and so on.

Use HTML

You don't have to use HTML when writing your posts. WordPress will automatically add it to your site, but if you do want control over different elements like boxes, headings, and other additional containers or elements, use HTML.

Spell Check and Proof Read

Some serious writers will write their posts in a text editor (Microsoft Word, Notepad, etc) with spell check, check all the spelling and proof it thoroughly before copying and pasting into your site.

To Edit the Sidebar Content

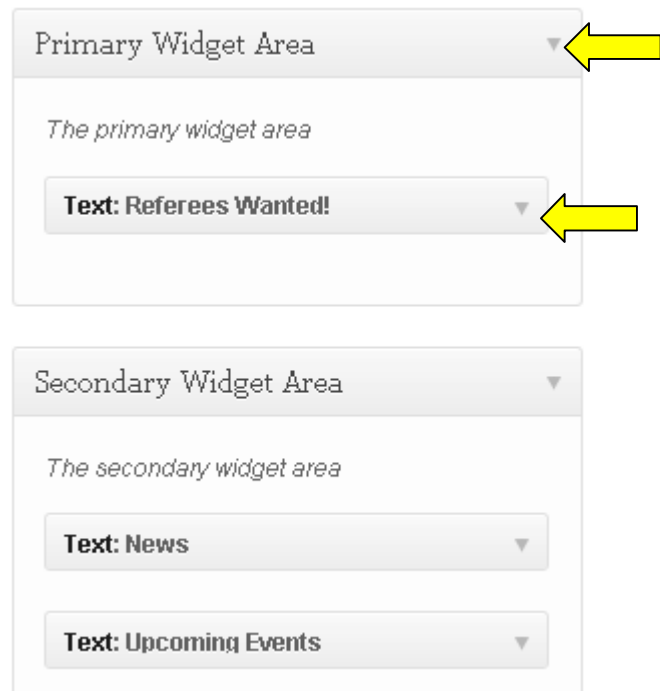
Click Appearance - Widgets. Along the right side of the screen all of the websites widget will be displayed. The **Primary** and **Secondary Widget Areas** are where the sidebar content is located. Click on the down arrow to open see what content is located in each area.

To edit a text box click on the down arrow next to the title. This will open up a text editor where you can enter plain text or HTML code.

You can also change the title of the text box, this is the underlined heading that appears in the sidebar.

Click the Save button to save all your changes.

To re-arrange the order in which the text boxes appear it is as easy as dragging and dropping into place. This will save automatically.



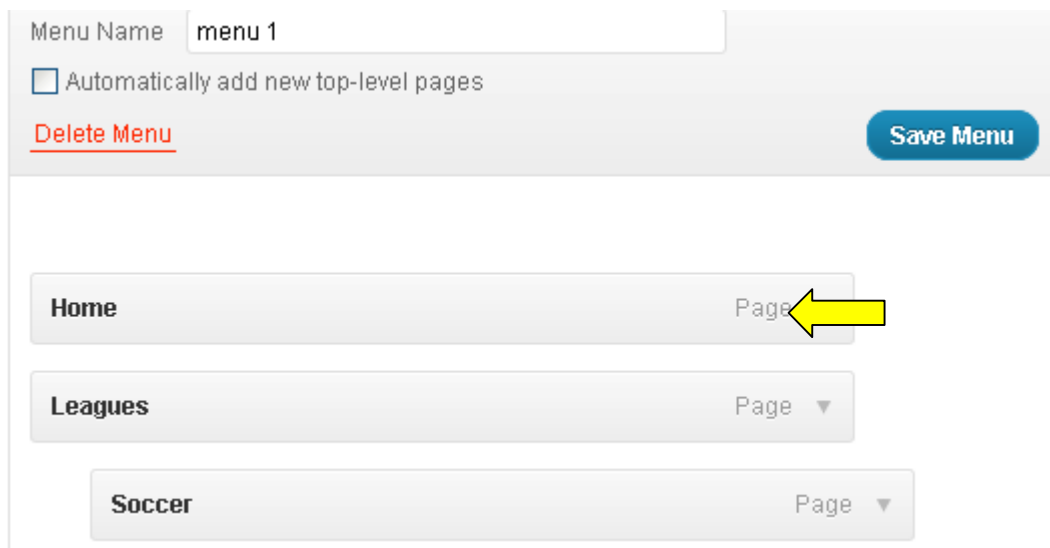
To Edit the Navigation Menu

Click Appearance - Menus. Menu 1 is the title of the menu that is currently used and it will be displayed with its layout on the right side of the screen.

To add a page to the menu, scroll down to the pages box on the bottom left of the menu screen. Check the box of the page you wish to add and **click “Add to Menu.”**

To re-arrange the order of the pages it’s as easy as dragging and dropping. Drag a page slightly to the right to make it a sub-page of the one above.

You can also change the title that is displayed in the menu, this is great if a page has a long title and you wish to condense it into one or two words.



The screenshot shows a menu editor interface. At the top, there is a text input field for "Menu Name" containing "menu 1". Below it is a checkbox labeled "Automatically add new top-level pages" which is currently unchecked. To the left of the checkbox is a red link labeled "Delete Menu". To the right is a blue button labeled "Save Menu". Below these elements is a list of menu items. Each item is in a light gray box. The first item is "Home" with a "Page" dropdown menu to its right. A yellow arrow points to this dropdown. The second item is "Leagues" with a "Page" dropdown menu to its right. The third item is "Soccer" with a "Page" dropdown menu to its right.

Click on the down arrow to change the navigation label of the page, you can also remove the page from the menu by clicking “Remove.”