Simple Training Guide for: adding theme, editing/adding pages, editing/adding blog items, editing menu, and managing sidebar

1. Useful Information:

Wordpress Login: ? | pw: ? Note: Don't Use Admin for username!!!

2. How to Login:

go to: http://yourdomain.com/wp-admin and use your new username and password You should see this:

Username	
Password	
🕅 Remember Me	Login

Once you login you are taken to the Dashboard.



3. How to Upload Your New Theme

Click on Appearance \rightarrow Themes. To Install your theme look for the tab at top right. Either search for your theme now – this searches the wordpress repository or upload the theme you downloaded from somewhere else.

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Pages	Search for themes by keyword.						
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Themes Click	Colors						
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😲 SEO	Subject						
Contact Forms	E Holiday	Photoblogging	🔲 Seasonal				
③ BWS Plugins							
Collapse menu	Find Themes						

4. How to Add/Edit a New Page

Your site needs content – you can create pages and blog posts and then add them to the proper menu.



Simple Website Management Guide for WordPress by TybeeWebDesign.com

1. To add a page click on Pages->Add New

2. You will see a title field and a Text Box (if it looks funny click the "Visual" tab on the left, not Text)

3. Add your text. The "Visual" text box is a little like Microsoft Word. You can use the toolbar to highlight, create new paragraphs, add bullet lists. There is a link on the right that says "Preview Changes". Click on this after you make your changes to see what it will look like. If you don't like what you did you can exit without saving or hit Ctrl-z to undo what you did.

5. Add an image – place your cursor in the text box where you would like your image. Click on Add Media – the window below should pop up:



6. If you want a brand new image click on "Upload Files", if you want an image already in use search thru the Media Library Tab.

->The "Select Files" Tab will allow you to upload an image from your home computer.

Select the image and hit open or double click on image to get it to upload

7. Scroll to bottom and select image size then hit "Insert into page"

8. You can delete an image by selecting it in the text box and hitting "delete" on your key board

To Edit the Page Click on "Pages" and then click on the page title.

Hit "Update or Publish" – at right - any time to SAVE your changes

note: Pages are not always automatically added to the site – you need to add a page to the menu.

5. How to Add/Edit Posts

It is basically the same as editing a page – click on "All Posts" to see what is there or click on "Add New" to add a new one

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		Set and Measure Website Goals	lara	Website Success	-	-	Ģ	2013/08/16 Published	۵	Set and Measure Website Goals - Tybee Web		

A post is basically like a page – it has text, title and all that. It also has a category (see "Categories" under Posts) and tags. You can add these for search reasons. You don't have to add posts to the menu if you have a blog page set up. You can add individual posts or categories to the menu if you want.

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Note: The category and tag area can be found when you are editing your Post. Look at the bottom right of the post page.

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6. How to Add Page to Menu or Change Menu Text

- 1. First you have to create a menu select create a menu and hit 'Save Menu. Note: many people have header, main and footer menus.
- To add an item: Click on Appearance -> Menu. Select your page in the area under "Pages" (see "select page" arrow. Hit "Add to Menu" - see "add page" arrow. Now you will see the page on the menu. You can drag the page the position (1st, 2nd, etc.) that you would like. Make your changes hit "Save Menu" when done.
- 3. You can remove an item or edit menu title by clicking on the down arrow next to the item title see arrow "click to remove page link". Make sure you hit "Save Menu" after changes.
- 4. Some themes have locations already created you just have to click the "Manage Locations" link and assign the menu to the right location.

7. How to Edit "Widget Areas"

Most theme have at lease one "sidebar" area – this area is managed by "widgets". See right side with "Recent Articles".

New Websites	
New Website Packages start at \$900.	RECENT ARTICLES
A new website does not have to be expensive. And chances are you do not need a custom website built from scratch. Building a website is a process. And you could do it yourself if you had lots of time and were technically inclined. But if you don't have lots of time and don't want to learn all the details of hosting, graphics, html, and more, we can help you.	Structured Data and SEO How to measure and improve your website's success
We've been developing websites for a long time and the following package consists of everything you need to get a nice looking, highly functional, professional website ready to go. Also, \$900 is just our average price for a small business website. Your site may cost less or it may cost more – it just depends what you want.	 Responsive Web Design Rules Top 5 Reasons to use WordPress for your website Keep your visitors interested and engaged
Website Package Includes:	
 Choose A Domain: > We can help you test a few ideas and set up your domain in your name. Set Up Hosting: > We can recommend a host and set up your account. Get a Logo: > We don't do logo design but we can recommend someone. Helping You with Site Structure: > This includes your main menu and main landing pages. Helping You Choose a Design: > We can help you evaluate themes to see if they fit with your logo and site structure. 	AREAS OF EXPERTISE • wordpress website design • wordpress theme customization • responsive design • html, css, php, mysql and javascript • and more
Once the above is done we can:	Find Out More >
 Set Up Site: > Install theme, set up main navigation, add logo and set up a 'Coming Soon' page. Design Customization: 	

Widget Area in Dashboard:

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s				
	Available Widgets			
S	Drag widgets from here to a sidebar on the righ	t to activate them. Drag widgets back here to dea	ctivate them and delete their settings.	
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bearance 🡍	IICK CPT-onomy Tag Cloud	Custom Menu	Google Analytics Stats	
	If you are using a custom post type as a taxonomy, a.k.a cpt-onomies, this will show your most used tags in cloud format.	Use this widget to add one of your custom menus as a widget.	Displays Stat Info From Google Analytics	Dra
Chack	Meta	Pages	Recent Comments	
round	Log in/out, admin, feed and WordPress links	Your site's WordPress Pages	The most recent comments	
	Recent Posts	RSS	Search	
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i	Tag Cloud	Text	The Bootstrap Gallery Widget	
5	Your most used tags in cloud format	Arbitrary text or HTML	Displays gallery images of a specified	
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	The Bootstrap Image Meta Widget			
act Forms	Displays meta information on image			
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	Drag widgets here to remove them from the side	ebar but keep their settings.		

->To Edit these areas: Click on Appearance ->Widgets. On the right side are all your widget areas. You can add whatever widget you want. Install "Plugins" to get more widgets!

To change the text or information for any of the widget areas boxes you simply open the appropriate text box by clicking on the down arrow, make your changes and hit "Save" (which is in the box).

You can drag the widgets off and on if you don't want to use them anymore.

NOTE: You can always view your site to see your changes – note: on the top left of the dashboard there is a link with your site name and a drop down that says "Visit Site".