

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:

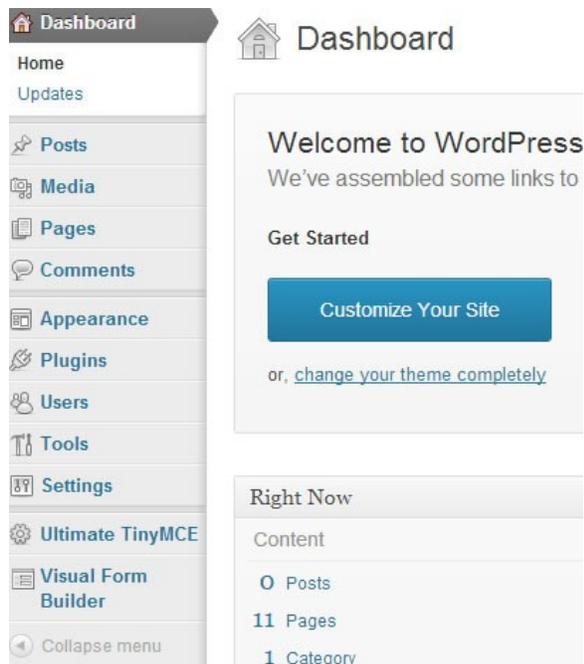
go to: **http://yourdomain.com/wp-admin**

and use your new username and password

You should see this:

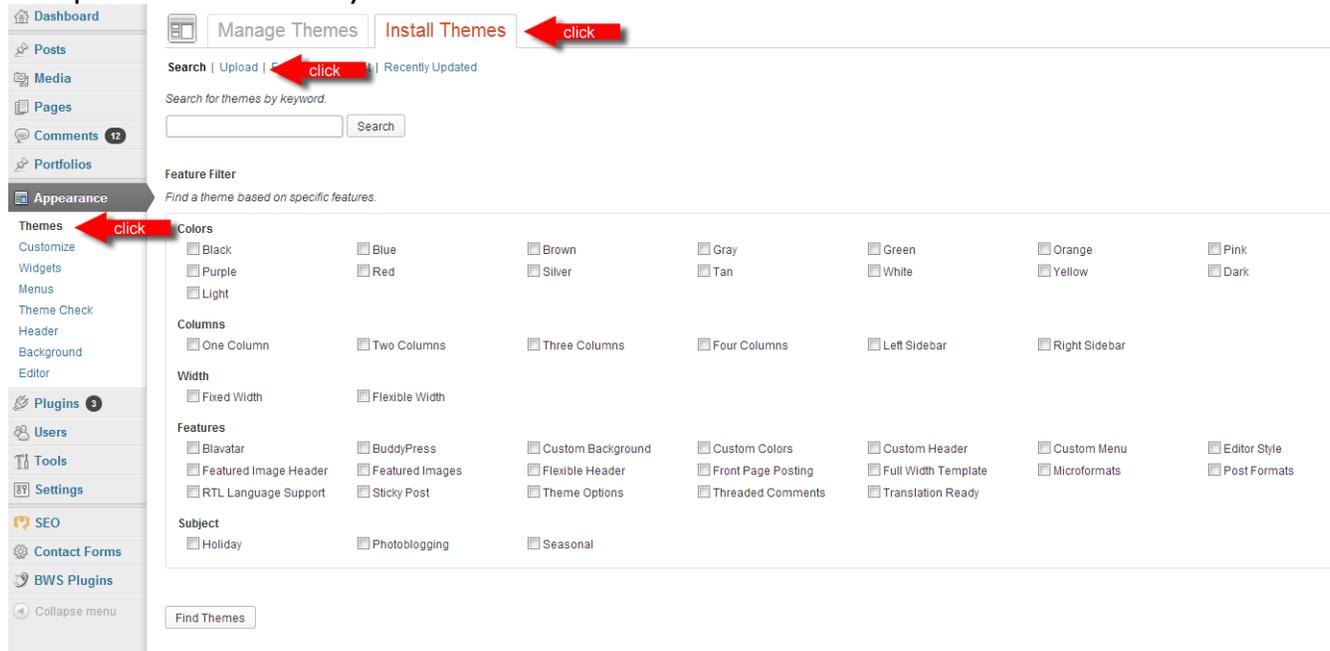


Once you login you are taken to the *Dashboard*.



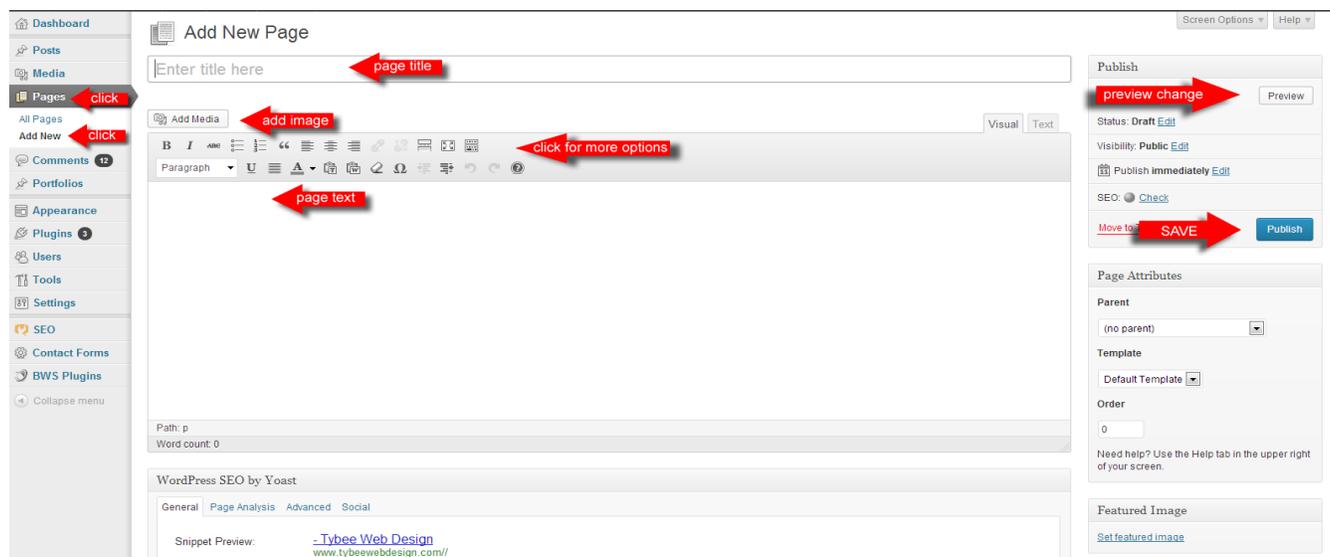
3. How to Upload Your New Theme

Click on Appearance → 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.

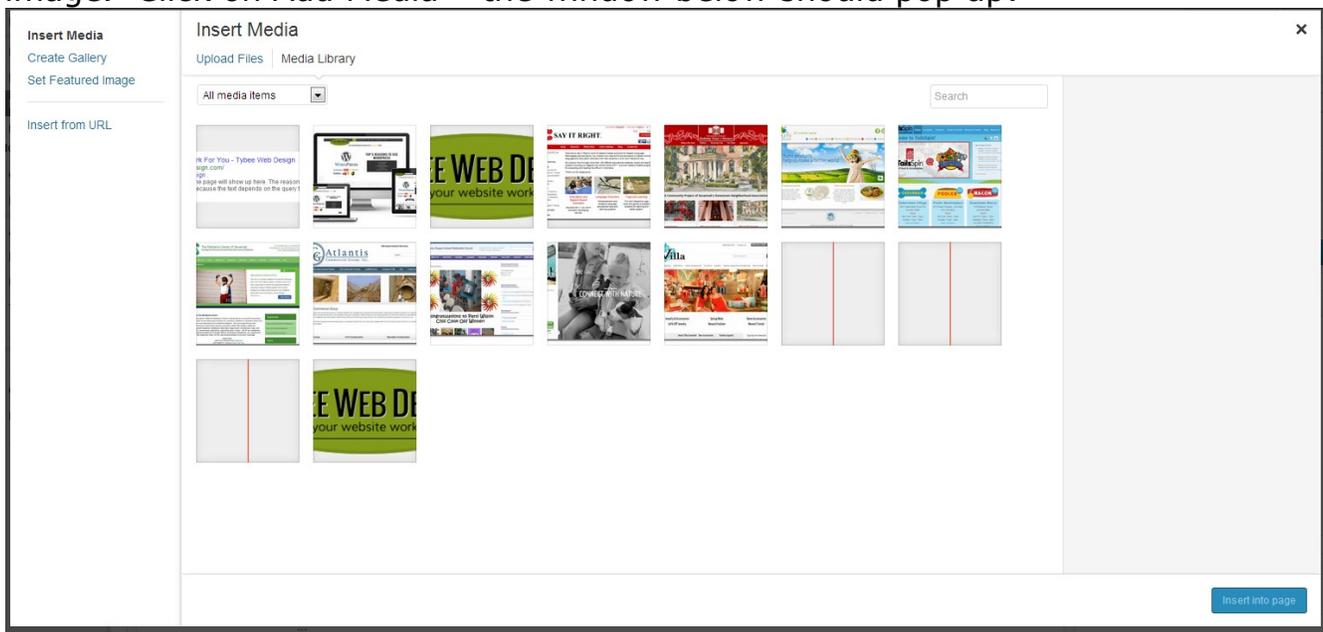


4. How to Add/Edit a New Page

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



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

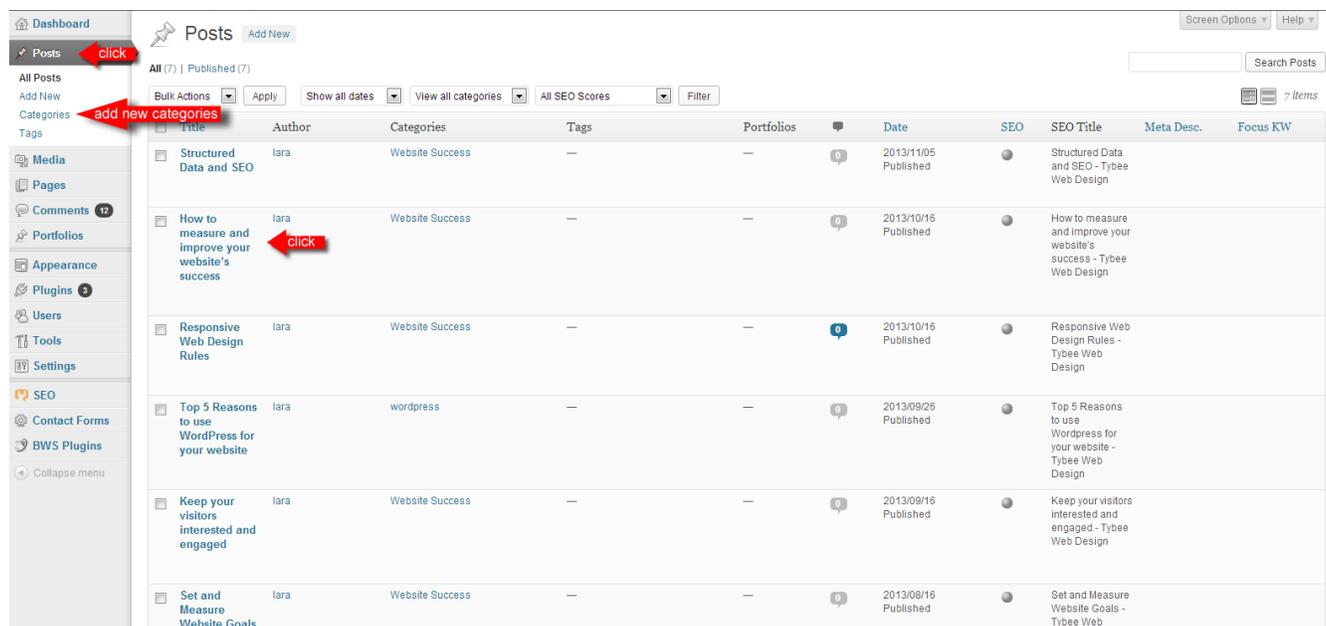
To Edit the Page Click on "Pages" and then click on the page title.

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

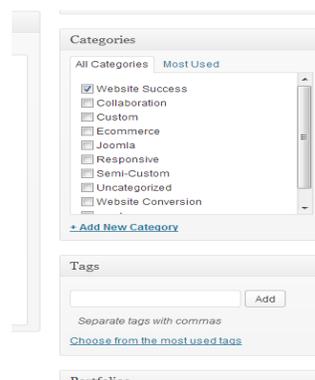
It is basically the same as editing a page – click on "All Posts" to see what is there or click on "Add New" to add a new one



The screenshot shows the WordPress dashboard with the 'Posts' section active. The left sidebar contains various menu items, with 'Posts' and 'Categories' highlighted. The main content area displays a list of posts with the following columns: Title, Author, Categories, Tags, Portfolios, Date, SEO, SEO Title, Meta Desc., and Focus KW. The post 'How to measure and improve your website's success' is highlighted with a red arrow and the word 'click'.

Title	Author	Categories	Tags	Portfolios	Date	SEO	SEO Title	Meta Desc.	Focus KW
Structured Data and SEO	Iara	Website Success	—	—	2013/11/05 Published	●	Structured Data and SEO - Tybee Web Design		
How to measure and improve your website's success	Iara	Website Success	—	—	2013/10/16 Published	●	How to measure and improve your website's success - Tybee Web Design		
Responsive Web Design Rules	Iara	Website Success	—	—	2013/10/16 Published	●	Responsive Web Design Rules - Tybee Web Design		
Top 5 Reasons to use WordPress for your website	Iara	wordpress	—	—	2013/09/26 Published	●	Top 5 Reasons to use Wordpress for your website - Tybee Web Design		
Keep your visitors interested and engaged	Iara	Website Success	—	—	2013/09/16 Published	●	Keep your visitors interested and engaged - Tybee Web Design		
Set and Measure Website Goals	Iara	Website Success	—	—	2013/08/16 Published	●	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.



The screenshot shows the WordPress 'Categories' and 'Tags' form. The 'Categories' section has two tabs: 'All Categories' and 'Most Used'. Under 'All Categories', there is a list of categories with checkboxes: Website Success (checked), Collaboration, Custom, Ecommerce, Joomla, Responsive, Semi-Custom, Uncategorized, and Website Conversion. Below the list is a link to '+ Add New Category'. The 'Tags' section has an input field and an 'Add' button. Below the input field, there is a note: 'Separate tags with commas' and a link: 'Choose from the most used tags'. The 'Portfolios' section is partially visible at the bottom.

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

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

The screenshot shows the WordPress Admin Dashboard with the 'Edit Menus' interface. The sidebar on the left has 'Appearance' and 'Menus' highlighted. The main content area has 'Edit Menus' and 'Manage Locations' tabs. A yellow notification bar at the top says 'Main has been updated.' Below it, there's a dropdown for 'Main (Main Navigation)' and a 'Select' button. The 'Menu Structure' section shows a list of menu items with 'Page' dropdowns. Red arrows point to various elements: 'click' on the 'Appearance' menu, 'click' on the 'Menus' menu, 'Sometimes Themes have location' pointing to the 'Manage Locations' tab, 'select menu or create a new one' pointing to the 'Select' dropdown, 'select page' pointing to a page in the 'Most Recent' list, 'add page' pointing to the 'Add to Menu' button, 'drag page to proper palce' pointing to a menu item, and 'Save Menu' pointing to the 'Save Menu' button.

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.
2. 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”.

The screenshot shows a website header with a navigation menu: Home, Services, Portfolio, Blog, About, Contact, Login. The logo for Tybee Web Design is on the left, with the tagline 'make your website work for you'. A central banner reads 'New Websites'.

The main content area features a section titled 'New Website Packages start at \$900.' with the following text:

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.

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.

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.

Once the above is done we can:

- **Set Up Site:**
-> Install theme, set up main navigation, add logo and set up a 'Coming Soon' page.
- **Design Customization:**

The sidebar contains two widgets:

RECENT ARTICLES

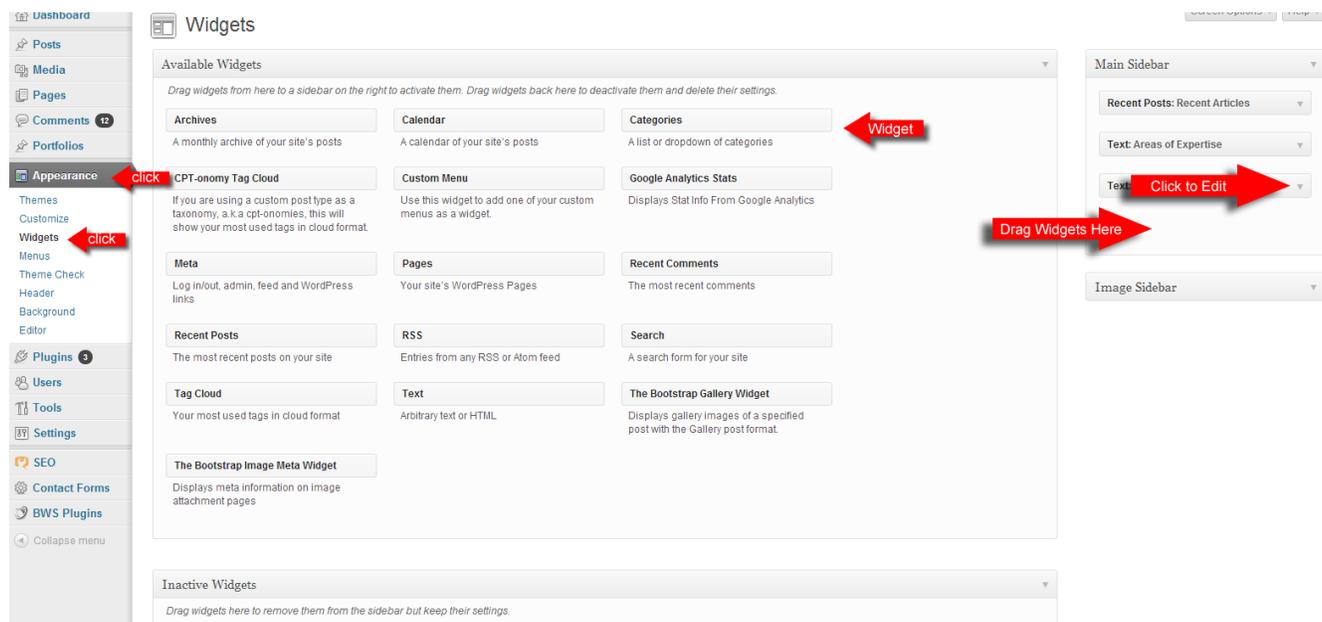
- [Structured Data and SEO](#)
- [How to measure and improve your website's success](#)
- [Responsive Web Design Rules](#)
- [Top 5 Reasons to use WordPress for your website](#)
- [Keep your visitors interested and engaged](#)

AREAS OF EXPERTISE

- wordpress website design
- wordpress theme customization
- responsive design
- html, css, php, mysql and javascript
- and more....

A 'Find Out More >' button is located below the 'Areas of Expertise' widget.

Widget Area in Dashboard:



->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".