

WordPress Workshop

Randy Wright
rw26@lrw.net
[Http://lrw.net/](http://lrw.net/)

Please put your electronic devices in 'silent' mode
during the workshop

Introduction

- Wordpress is a blog and/or CMS
- Open Source with over 25 million installations
- Modular design uses plugins and themes
- 16,954 plugins and 1,448 free themes (Nov. 7)
- Also available in a limited edition on Wordpress.com

Agenda

- Upgrading the theme
- Adding functionality with plugins
- **Lunch 45m**
- Creating pages
- Creating posts
- Adding images
- **Questions**
- Adding a link to a post
- Tags
- Installation
- Categories
- Menus
- **Questions**
- Widgets
- Questions

Installation

- THE EASY WAY:
- Step 1 - Find a webhost and get a Domain Name
- Step 2 – Use webhost's 1 click installer
- Step 3 – Read the docs and attend workshops

Installation

- The Less Easy Way
- Step 1 – Find a webhost and get a Domain Name
- Step 2 – Download Wordpress from wordpress.org and edit it.
- Step 3 – Upload your edited version to your new webhost
- Step 4 – Read the docs and attend workshops.

Installation

- The Limited Wordpress.com version
- Step 1 - Goto wordpress.com and fill out signup form
- Step 2 – Respond to Verification email
- Step 3 – Read the docs and attend workshops.

Upgrading the Theme

- Login to your dashboard and select Appearance->Themes->Install Themes
- Use the search function to get a list of suitable themes
- Click on the Install button for the theme of your choice and activate it once installed
- Edit the options if you like

Lunch



Adding a Plugin

- Login to your dashboard and select Plugins->Add New
- Use the search function to get a list of suitable plugins
- Click on the Install button for the plugin you want and activate it once installed
- View and edit the setting to taste.

Posts vs Pages

- Posts are chronologically sensitive items. Use posts to update news, for periodic events and the like. Posts appear in RSS feeds and pages do not. Posts have categories and tags, pages do not.
- Pages are static, not intended to change over time. Use pages for information that remains the same over time. In many themes, pages appear in the tabs across the top in the headers. Posts do not.

Creating pages

- Navigate to dashboard and select pages->add new
- Enter a title and text body.
- Pages can be structured in a hierarchy, similar to traditional websites by naming a parent on the right hand side of the page creation page.

Editing Existing Pages

- Navigate to the dashboard and select Pages->Pages
- Hover your cursor over the page in question and select Edit for editing the page content or Quick Edit to change page attributes, such as allowing comments.

Creating posts

- Navigate to the dashboard and select posts->add new.
- Enter a title and text body.
- Put the post into appropriate categories.
- Add tags for the post.

Editing Existing Posts

- Navigate to the dashboard and select Posts->Posts
- Hover your cursor over the page in question and select Edit for editing the page content or Quick Edit to change page attributes, such as allowing comments.

Adding images

- To add an image, open the editor for the page or post.
- Put your cursor at the place in the text where you want the image.
- Click on the image icon above the editor screen and select the file to upload.
- Once uploaded, you can crop or scale the image, then insert the image.
- The uploaded image will be retained in the “media library”

Questions

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Adding a link to a page or post

- Highlight the text in the page or post that you want to be the “Hot” text.
- Click on the “link” editor button.
- Enter the URL and click OK

Tags vs Categories

- Categories are general, Tags are specific.
- Categories can be used as top bar tabs in many themes.
- Tags can be used for search engine optimization.

Tags

- When you create or edit a post, you can add tags to the post.
- At the bottom of a post, there is often a list of the tags associated with the post. That can be clicked to list all other posts with the tag in question.
- On the dashboard there is a link that allows you to create or edit post tags without creating or editing a post.

Categories

- Navigate to Posts->Categories
- You can add new categories or edit existing ones.
- Categories can be hierarchical and can have an order number for menus.

Why Menus

- Some themes support menus, commonly putting the pages in a list across the header.
- Custom Menus can be added to the side bar and other widget areas allowing easy access to whatever you want to serve to your viewers.

Menu Creation

- Navigate to Appearance->Menus
- You can create a menu if none already exist.
- You can add pages, hyperlinks or categories to your menu.
- You can use the custom menu Widget to add your menu to the displays.

Questions

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Widgets

- Navigate to Appearance->Widgets
- There is a list of available widgets in the middle and a list of places you can put widgets on the right. Drag widgets to the place you want them.
- Once in place, you can often open the widget and edit various parameters. Save the parameters after an edit.
- Plugins will often make various widgets available.

Questions



Wordpress Workshop

- Randy Wright
- rw26@lrw.net
- 917-887-5564
- <http://lrw.net/?p=329> Is a list of webhosts that offer a Wordpress Installer.
 - <http://lrw.net/?p=331> Has these slides.