

Wordpress Notes



Notes on editing your Wordpress website hosted by Equestrian Websites

There are 3 main types of content in Wordpress:- pages, posts and media

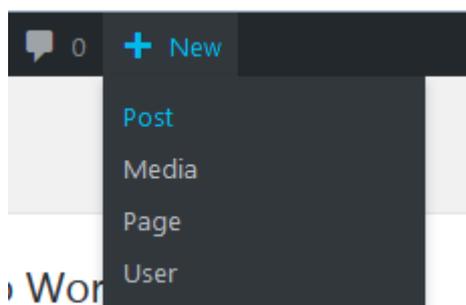
Posts are the content of the News page; they're dated, and appear in reverse chronological order, moving down your news page as you publish new ones, and are automatically archived. They're also individually browsable by clicking on the post title on the news page.

Pages are different — once you publish them, they stay put, but are obviously editable. They're used for timeless content in all pages other than the News page.

Media is the various images that are incorporated on pages and posts.

Creating a post

Assuming that you have logged-in to the dashboard, at the top of the page there is a black (or coloured) band. Hover over the word New and a drop down menu will appear. Click on **Post**.



Your screen should now look something like this

The screenshot shows the 'Add a New Post' interface in WordPress. On the left is a sidebar menu with options like Dashboard, Posts, Media, Pages, Comments, Appearance, Plugins, Users, Tools, Settings, Wordfence, and Collapse menu. The main content area has a title field 'Enter title here', an 'Add Media' button, and a rich text editor with a toolbar. The right sidebar contains several sections: 'Publish' with 'Save Draft', 'Preview', 'Status: Draft', 'Visibility: Public', and 'Publish immediately' buttons; 'Format' with 'Standard', 'Aside', and 'Gallery' options; 'Categories' with 'All Categories', 'Most Used', and 'Uncategorised' options; and 'Tags'.

In the top field, insert a title. Go for clear and intriguing — if your title doesn't make someone want to click, your post isn't going to get read.

In the large area below the title, write your post. To add more interest, use the formatting buttons, which you may recognize from a word processor. Along with standard formatting options like bold, italics, and bullet points, there's a link tool here that's are helpful to know about:

Highlighting text in your post and clicking the link button will allow you to insert a URL to create a link, or by clicking on the cogwheel icon, to select a page on your website.

Now, let's add a picture. To add an image from the editor, place your cursor in the text where you'd like to put the image, and click on the **Add Media** button:

The Media Manager will open and walk you through the process of choosing, uploading, and inserting the picture. You can either insert a previously uploaded picture or, by clicking on Upload Files, upload new picture(s) to the media library.

Choose you image by clicking on it and a tick will appear on the top right of the thumbnail. Also on the right of the screen you will now have an Attachment Details box which gives details of the media. Underneath this box is the Attachment Display Settings box. Here you can set the alignment for your image, create a link on the image, if you wish, and also set the size that the image is displayed. When you are happy with the image and its settings, click on the **Insert into post** button and it will appear in your post.

When you're ready to flip the switch, click **Publish** at the top right of the page. You'll see a small "saving" note over the publish button, followed by a notice that your post has been published and a link to the live post.

If you notice a typo on your brand-new creation — doesn't it seem like one always manages to sneak in? — you can always edit and update the post. If you're not still on the editing post page, from the dashboard hover over **Posts** (on the left bar) and then click on **All Posts**. This pulls up a list of all your posts, and you can click Edit to make changes. Edit your post as required and then click on the **Update** button to publish your changes.

Pages

You can create a new page from **New** on the top bar or **Pages** on the left bar of the dashboard.

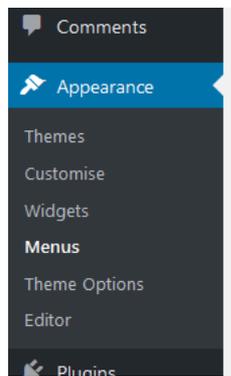
To edit an existing page, click on **Pages** then **All Pages** on the left bar, then click on **Edit** for the page you wish to edit. NOTE: Although you can access the News page in all pages, you should not edit it as this will break the way Posts are accessed.

The Page editor that appears looks just like the Post editor, and both writing and inserting images work in exactly the same way. The key difference between the Post and Page editors is:

The Page editor includes a Page Attributes section that lets you create parent and child pages or change the order of pages — mysterious now, but helpful when you want to create or edit a menu with drop-down submenus for your site.

As with posts, WordPress will auto-save your work every few seconds while you're drafting your page, and you'll click the same Publish button to publish your page for the world.

Menu



Once you've published a new page, you'll probably want to edit the menu to make it easy for your readers to find it and move around your site. In the dashboard hover over **Appearance** on the left bar, and click **Menus**.

The screenshot shows the 'Menus' management page in WordPress. At the top, there are tabs for 'Edit Menus' and 'Manage Locations'. Below this, a dropdown menu allows selecting a menu to edit, currently showing 'HMenu (Primary Navigation)'. The main area is divided into two sections: 'Pages' on the left and 'Menu Structure' on the right. The 'Pages' section lists various content types like Archives, At Stud, Contact Us, and Foals, with checkboxes for selection. The 'Menu Structure' section displays a list of menu items, each with a label, a 'Page' dropdown, and a small triangle icon for configuration. The items are: Home, At Stud, The Stud, News, For Sale, Foals, Foals 2012 (sub item), Foals 2011 (sub item), and Foals 2010 (sub item). A 'Save Menu' button is located in the top right corner of the menu structure area.

In the Pages box on the left of the Menu manager page, find your new page and tick the box for the page(s) you want to add to the menu. Now click on **Add to menu**. Now scroll to the bottom of the Menu Structure box and you will find that your page(s) have been added to the end of the menu. Drag and drop the menu item to where you want it to appear in the menu – Sub-pages are indented on the left.

When you are happy with the Menu Structure click on the **Save Menu** button.

If you want to remove or edit a menu item, open the menu item by clicking on the small triangle button at the right of the box. Removing a page from the menu does not delete the page itself.