

Wordpress Blogs ~ BASICS Tips

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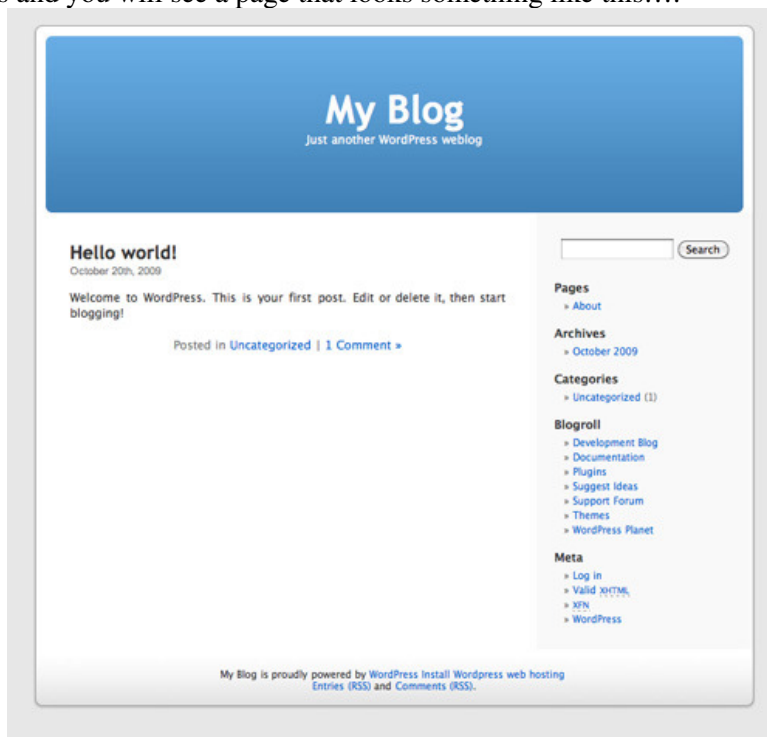
1. Resources you might find helpful!

- ✓ Wordpress Beginners: <http://www.wpbeginner.com/>
- ✓ Wordpress.com Support: <http://en.support.wordpress.com/>
- ✓ Engaging Parents Through Technology: <http://epttech.wordpress.com/>
- ✓ Free Wordpress Tutorials: <http://ithemes.com/tutorials/>
- ✓ Wordpress Lessons from Wordpress.org (remember this info is detailed for WordPress Blogs you run on your own server, not the free WordPress Blogs – but still a wealth of information) :
http://codex.wordpress.org/WordPress_Lessons

2. Introduction to Wordpress:

So you have gone to Wordpress.com and set up your own free blog/website! You have a user name, and password, a new website address that looks something like: “http://www.****.wordpress.com” and now you’re not sure what to do. Don’t panic! This is the fun part!!

Go to your new web address and you will see a page that looks something like this....



Now you want to login into your Wordpress site so that you can make changes and add content.

3. To Login to Your Wordpress Site:

At the bottom right column you should see the word Meta and underneath it should say Log In – If you see that click it.

If you don't see this go to the top of your browser and add /login to your web address. Now you should see the login on the right..

Enter your user name and password and log in.



4. How to Change Your Theme:

To change the way your blog looks you have to change your theme.

Select **DESIGN**

Select **Themes**

Now you have approx. 100 themes to choose from.

Different themes offer different options: 1 – 4 columns, customizable headers, colours, and widgets.

If you wish to be able to change the image across the top of your blog make sure your theme has a customizable header.

Once you click on a theme it will change on your blog right away. The majority of theme will keep all your settings, content and widgets.

5. How to Change Your Header:

The Header is the image that shows across the top of your blog. Each design has a default header and many will allow you to create or upload your own.

If your theme allows you to customize your header you will see the option on the design page.

Select **DESIGN**

Select **Custom Image Header** (if this does not show then you do not have this option for your current design)

2 Options: Coloured Background with Text or Upload your own image

Option 1: If can have a simple header with one background colour and the name of your website. Click “Select a Text Colour” to choose the colour the header text will be on the existing background colour. Some design will also allow you to change the background colour.

Option 2: The actual size of the header should be listed here (eg Images of exactly **750 x 140 pixels** will be used as-is). You can create your own header image using image software such as Photoshop Elements.

- To choose an image from your computer select **Browse**.
- Find the image on your computer and double click
- Select **Upload**
- the image should no show in the image space under “Your Header Image”.

- If you can see text running across your image click on “**Hide Text**”
- Select **Save Changes**

View your blog to see changes.

To reset your blog design to the original header:

Scroll down to the bottom of the Custom Image Header page
 Select **Restore Original Header**

6. How to Add/Edit/Remove a Widget

A Widget is a tool that you can add to your blog, usually on one of the side columns, to create special text or features.

Select **DESIGN**
 Select **WIDGETS**

The left column shows you all the available widgets available for your blog.

Widgets you should have:

- **META:** you should have this Widget in your column. It will allow you to sign into your blog from your home page.
- **Email Subscription:** Adding this Widget to your blog will allow visitors to subscribe to your blog. This means that each time you update you blog, a script will run that will automatically email them and let them know that you have added new content.
 - You don’t need to do anything the website does it for you and it’s a great tool for parents to be able to keep up to date when you add new information.
 - Not all themes offer all widgets.

Other important info about Widgets:

- Text boxes will allow you to add bits of information that you would like to feature.
- You CAN format text and titles within Widgets but you must use HTML code to do so.
 - This is not difficult but must be precise or it will not work.

HTML Codes that may be useful:

To create a list or insert a “return”: you will need to insert a “return” or a “break” after each word

For your text to show as:	today	You need to type:	today </br>
	tomorrow		tomorrow </br>
	yesterday		yesterday </br>
	never		never </br>

The code </br> will break the sentence and move the next word to the next line.

*If this is not working try using
 instead.* HTML is not completely standard – some servers read code differently.

Bold a word or sentence: Place the code around the word(s) to be bolded

eg: `` Bold this sentence`` will = **Bold this sentence**

Underline: `<u>` Underline this sentence`</u>` will = Underline this sentence

Centering a word or sentence: `<center>` Center this sentence`</center>` will =
Center this sentence

7. Writing a new “Post”





Select **WRITE**


Select **POST**


Now you are ready to write a new Post to the blog portion of your website.


The editor for writing a post is similar to Word.

It is recommended that you create your text in the Blog Editor. If you want to cut and paste something from Word be sure to use the Word Paste function as it will correct the formatting.

Adding Pictures to your post: At the top of the editing box it says: Add media:    

 The first icon is for the Media Library where you can add images or links to documents. Click this and follow the directions.

 This icon will allow you to add a video link to your post

 This icon will allow you to add music to your post. You must have the URL of the music file you would like to use. It is not recommended as this will significantly slow down your website.

Important POST Tips: Scroll down the Post editor page

- **Categories:** Create categories that accurately describe the content of your posts. Example: spelling words; information; school events etc
 - Make sure that you scroll down on and select the correct category for the content you are posting. This will show at the bottom of your post and it is how people can search for information on your website.
- **Comments & Pings:** Don't forget to un-select “allow comments” before publishing your post.
- **Published Status:** You can save your post and then determine whether you want it seen now or save it for a later date.
 - Change the status to “Published” and then everyone can see your post on your website.
 - Change the status to “Unpublished” and it is saved but not showing on your website.

7a. Managing An Existing Post: To change, edit, or unpublish an existing post:

Select **MANAGE**

Select **POST**

You should see a list of your recent posts.

To edit or change an existing post, click on the title of the post from the list.

Now your post should open into the editor.

Now you can make changes to the content as you like.

If you wish to remove the post: On the right hand menu change Published to Unpublished.

This does not delete the information but it will no longer be visible online.

Once you save or publish the post it will show as being posted on the date it was originally published.

If you wish to change the publish date: On the right hand menu you will see “*Published on: February 16,*

2008 at 8:56 am Edit”

Select **EDIT**

Change the date

The post will publish in chronological order.

8. Creating a “Page”:

The difference between a post and a page – a post is usually a brief update or “news flash” that shows on the main page/blog page in chronological order with the most recent at the top.

A page is usually static, meaning that you create the information for visitors to reference and you save it. It can be changed/updated/added to but it generally remains for a longer period of time.

Page suggestions: About Me; Classroom Pictures; Word Wall;

To create a new page: Select **WRITE**

Select **PAGE**

Create your page

8a. Managing an Existing Page: To change, edit, or unpublish an existing page:

Select **MANAGE**

Select **POST**

You should see a list of your all pages.

To edit or change an existing page, click on the title of the page from the list.

Now your page should open into the editor.

Now you can make changes to the content as you like.

Now you are on your way! Make your site your own!

Other Useful Resources:

- **Learning basic Basic HTML Coding:**
 - Gives you the code you need: http://www.quackit.com/html/html_help.cfm
 - http://www.w3schools.com/html/html_primary.asp
 - <http://webach.com/web/wwwhelp.html>
 - Marquee code tips - http://www.quackit.com/html/codes/html_marquee_code.cfm

- **FREE Wordpress templates for those having their sites hosted**
 - <http://wordpressthemesbase.com/>
 - <http://themes.rock-kitty.net/>
 - <http://topwpthemes.com/>
 - <http://wordpressthemesforfree.com/>

- **Suggestions for Website Hosting Companies:**
 - Canadian Web Hosting - <http://www.canadianwebhosting.com/>

- **Looking to purchase a Domain Name only?**
 - Netfirms.ca - <http://www.netfirms.ca/domain-names/>
 - We do not recommend that you use Netfirms to host your website but if you are looking to buy a .ca domain name and forward it to a location of your choice Netfirms offers the best price around. \$6.95 – 9.95/year

- **Email Newsletter Services**
 - <http://www.eliteemail.com/>
 - <http://www.mailchimp.com/>
 - <http://www.icontact.com/>
 - <http://www.constantcontact.com/index.jsp>

- **Examples School Council Wordpress Blogs**
 - www.jockvaleschoolcouncil.ca – Jockvale School Council
 - www.tesc.ca – Trillium School Council
 - <http://www.bpsparentcouncil.com/> - Barrhaven School Council
 - <http://www.broadviewparents.org/> - Broadview PS Council
 - <http://www.mpssc.info/blog/> - Manor Park School Council