

Guide to WordPress 2.9: Adding and Editing Content

WordPress is an opensource personal publishing application that allows you to write to and manage your website without having to write any code. It has a visual editor that makes writing, formatting and publishing as easy as writing an email.

It handles content intelligently, as you can categorise and tag your pages and posts. Content can be cross-linked.

WordPress also has a blog feature that allows you to post regular updates to your site.

Terms Explained

Page

WordPress defines pages as static content that won't change often, such as an About page.

Post

Posts are used for frequent updates, such as a blog. They are the entries that display in reverse chronological order on your home or blog page. In contrast to pages, posts usually have comments fields beneath them and are included in your site's RSS feed.

Categories

Select one or more categories when writing posts to make it easier for visitors to parse and search content. You can select an existing category when you are writing a post, or add a new one. Categories can be managed and changed in the Posts > Categories menu.

Links

A set of external links, also known as a blogroll. These usually appear in the side menu of your site.

Tags

Tags are one-off keywords attached to a post.

What's the difference between tags and categories?

Categories are things you create ahead of time and only have a few of. Imagine them like sections of your site, or like the signs on aisles of supermarkets. Tags are one-off keywords attached to a post. You may add a tag to a post that you'll never use ever again. Categories are meant to be permanent, tags are ephemeral.

Examples of categories might be: News, Events, Photos

Examples of tags might be: cake sale, Irish Times, party

Login to the Admin area

- Go to [yoursite]/wp-admin/index.php
- Or click on the 'Site Admin' link on your site's homepage

The Wordpress Dashboard

The Dashboard allows you to edit your site. All the necessary areas of the site can be accessed through the buttons on the left hand side of the screen.

Adding a new Post

1. In the Posts menu, click Add New
2. Fill in the title and content fields, and format your text. Pressing the 'Show/Hide Kitchen Sink' button shows you more formatting options.
3. Select the categories that apply to your post, or add a new category
4. Add tags if necessary
5. Under 'Advanced Options', open the 'comments & pings' box – here you can choose whether people can comment on the post.
6. When you are ready, click **Publish**.

NB: Copying content directly from Microsoft Word can cause problems with formatting. It's best to copy your text to a simple text editor like Notepad or Wordpad to remove all the formatting, and then copy from there into your WordPress site. Alternatively you can use the 'Paste from Word' button which appears in the second row of the formatting toolbar.

Adding a new Page

1. In the Pages menu, click Add New.
2. Fill in the title and content fields.
3. If this page is a subpage of an existing page, go to the 'Page Parent' box and choose the existing page from the drop-down.
4. When you are ready, click **Publish**.

Adding a Link

1. In the Links menu, click Add New
2. Fill in the link title, web address and description (optional)
3. When you are ready, click **Save**. The link will now appear in the links or blogroll list on your homepage.

Editing a Post

1. In the Posts menu, click Edit
2. Click on the name of the post in the list. You can also use the search box to locate your post
3. Make your changes and click Publish.

Editing a Page

1. In the Pages menu, click Edit
2. Click on the name of the page in the list. You can also use the search box to locate your page
3. Make your changes and click Publish.

Editing a Link

1. In the Links menu, click Edit
2. Click on the name of the link in the list.
3. Make your changes and click Save.

Deleting a Page

1. In the Pages menu, click Edit
2. There is a 'Trash' button beneath each page title that allows you to delete the page.

Deleting a Post

1. In the Posts menu, click Edit
3. There is a 'Trash' button beneath each post title that allows you to delete the post.

Deleting a Link

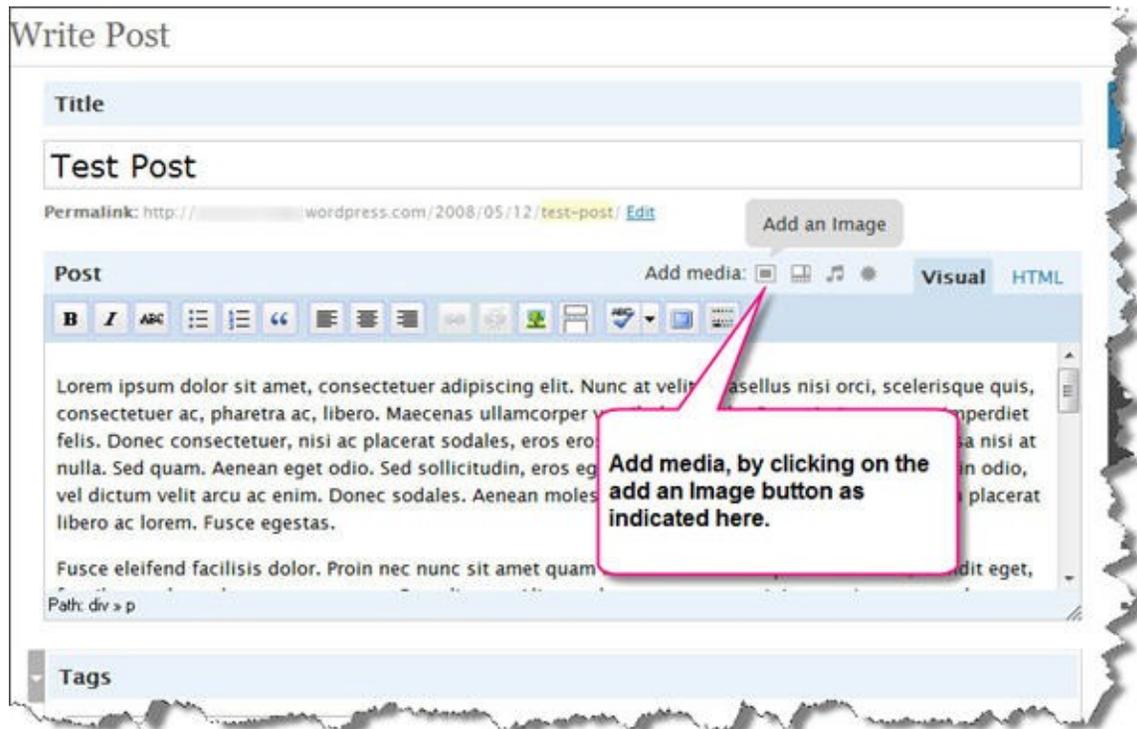
1. In the Links menu, click Edit
2. Click the checkbox beside the Link(s) that you wish to delete
3. Select 'Delete' from the Bulk Actions drop-down menu, and click Apply

Editing Comments

Go to the comments menu. Here you can read, edit and delete individual comments. Comments that are 'approved' appear on the site, any that are 'pending' do not. Comments may be held for approval if they contain links, as spam comments usually contain multiple links. You can change the status of comments in the comments area.

Adding an Image to a Post or Page

When you are writing or editing your post or page, select the 'add an image' option from the 'Add Media' menu.



A dialog box appears that allows you to upload an image from your computer, or copy in the url of an image that appears online. You can enter the title of the image and add a link if you would like it to link to another page or site.

Once you upload an image here, it will be saved in your Gallery and can be used in more posts without needing to be uploaded again.

NB: Images should ideally be prepared before they are uploaded, to make sure that they are of good quality and optimised for the web. If in doubt, ask your web designer to check the image before adding it to your WordPress site.

More Help

There is comprehensive help for WordPress online, including video tutorials. Google a description of the issue you are having, or go to:

http://codex.wordpress.org/WordPress_Lessons