

arnoldi:mcpherson

your conversation starts here

WordPress Guide



Settings

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General

General controls the basic configuration settings for your site: your site's title and location, who may register an account at your blog, and how dates and times are calculated and displayed.

Writing

You can control the interface with which you write new posts. These settings control the size of the 'post box', the default Link Category, the default image sizes, and the optional Post via e-mail feature.

Reading

You can decide if you want posts, or a "static" Page, displayed as your blog's front (main) page. You can also adjust how many posts are displayed on that main page. In addition, you can adjust syndication feed features to determine how the information from your site is sent to a reader's web browser or other applications.

Discussion

This allows you to control settings concerning incoming and outgoing comments, pingbacks and trackbacks. You can also control how your blog sends you e-mail notifying you about the goings on at your site, and you can decide if your blog should show Avatars and their ratings.

Media

This allows you to determine where images, documents, and other media files will be linked to when inserted into the body of a post and to specify the maximum dimensions in pixels to use when inserting an image into the body of a post.

Privacy

This controls your blog visibility to search engines such as Google and Technorati. You can decide if you would like your blog to be visible to everyone, including search engines (like Google, Sphere, Technorati) and archivers. If you don't want your blog available to the search engines you can block search engines, but allow normal visitors to see your site.

Permalinks

By default WordPress uses web URLs which have question marks and lots of numbers in them, however WordPress offers you the ability to create a custom URL structure for your permalinks and archives. This can improve the aesthetics, usability, and forward-compatibility of your links.

Themes

Fundamentally, the WordPress Theme system is a way to "skin" your weblog. Yet, it is more than just a "skin." Skinning your site implies that only the design is changed. WordPress Themes can provide much more control over the look *and presentation* of the material on your website.

A theme modifies the way the site is displayed, without modifying the underlying software. Themes may include customized template files, image files (*.jpg, *.gif), style sheets (*.css), custom [Pages](#), as well as any necessary code files (*.php).

WordPress Site Install Themes Howdy, William | Log Out

Dashboard **Manage Themes** Install Themes Help

Theme deleted.

Current Theme

Twenty Ten 1.0 by the WordPress team
The 2010 default theme for WordPress.
All of this theme's files are located in `/themes/twentyten`.
Tags: black, blue, white, two-columns, fixed-width, custom-header, custom-background, threaded-comments, sticky-post, translation-ready, microformats, rtl-language-support, editor-style

Available Themes

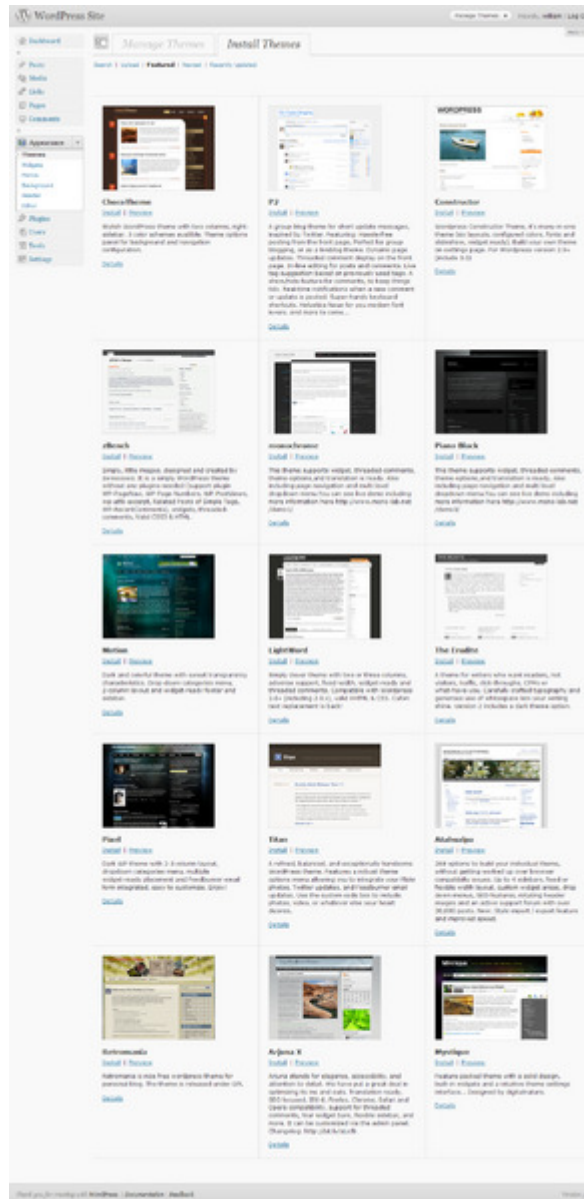
WordPress Classic 1.5 by Dave Shea
The original WordPress theme that graced versions 1.2.x and prior.
[Activate](#) | [Preview](#) | [Delete](#)
All of this theme's files are located in `/themes/classic`.
Tags: mantle color, variable width, two columns, widgets

WordPress Default 1.6 by Michael Heilemann
The default WordPress theme based on the famous [Kubrick](#).
[Activate](#) | [Preview](#) | [Delete](#)
All of this theme's files are located in `/themes/default`.
Tags: blue, custom header, fixed width, two columns, widgets

Thank you for creating with WordPress. | [Documentation](#) | [Feedback](#) Version 3.0

Get New Themes

The [WordPress Theme Directory](#) is the official site for WordPress Themes which have been checked and inspected, and are free for downloading. The site features the ability to search by type and style, and offers a demonstration of the page view elements of the Theme.



Using Themes

WordPress supplies two themes in its distribution for your initial use. You can switch between these two themes using the admin panel. Themes that you add to that directory will appear in the [Administration Panels > Design > Themes](#) as additional selections.

Pages

In WordPress, you can write either posts or pages. When you're writing a regular blog entry, you write a post. Posts automatically appear in reverse chronological order on your blog's home page.

Pages, on the other hand, are for content such as "About Me," "Contact Me," etc. Pages live outside of the normal blog chronology, and are often used to present information about yourself or your site that is somehow timeless -- information that is always applicable. You can use Pages to organize and manage any amount of content. Other examples of common pages include Copyright, Legal Information, Reprint Permissions, Company Information, and Accessibility Statement.

In general, Pages are very similar to Posts in that they both have Titles and Content and can use your



The screenshot shows the WordPress dashboard interface. At the top, it says "WordPress Site" and "New Page" with a dropdown arrow. The user is logged in as "Howdy, william" and can "Log Out". The left sidebar contains navigation links: Dashboard, Posts, Media, Links, Pages (selected), Appearance, Plugins, Users, Tools, and Settings. The main content area is titled "Pages" and shows "All (1) | Published (1)". There is a "Bulk Actions" dropdown and an "Apply" button. Below this, a table lists pages with columns for Title, Author, and Date. One page is visible: "About" by "william", published "17 hours ago".

Title	Author	Date
About	william	17 hours ago Published

site's Presentation Templates to maintain a consistent look throughout your site.

Pages in a Nutshell

What Pages Are:

- Pages are for content that is less time-dependent than Posts.
- Pages can be organized into pages and [SubPages](#).
- Pages can use different [Page Templates](#) which can include [Template Files](#), [Template Tags](#) and other PHP code.

What Pages are Not:

- Pages are not Posts, nor are they excerpted from larger works of fiction. They do not cycle through your blog's main page. (**Note:** You can include Posts in Pages by using the [Inline Posts Plugin](#).)
- Pages cannot be associated with Categories and cannot be assigned Tags. The organizational structure for Pages comes only from their hierarchical interrelationships, and not from Tags or Categories.
- Pages are not files. They are stored in your database just like Posts are.
- Although you can put Template Tags and PHP code into a Page Template, you cannot put these into the content of a Page and expect them to run. (**Note:** You can achieve this by using a PHP evaluating Plugin such as [Exec-PHP](#).)

Creating Pages

To create a new Page, log in to your WordPress installation with sufficient admin privileges to create new articles. Select the [Administration](#) > [Pages](#) > [Add New](#) option to begin writing a new Page.

The screenshot shows the WordPress 'Add New Page' editor. The top navigation bar includes 'WordPress Site', 'Edit Page', and user information 'Howdy, william | Log Out'. The left sidebar contains navigation links for Dashboard, Posts, Media, Links, Pages (with 'Add New' selected), Comments, Appearance, Plugins, Users, Tools, and Settings. The main content area features a title field 'Enter title here', a rich text editor with 'Visual' and 'HTML' tabs, and a 'Word count: 0' indicator. Below the editor is the 'Custom Fields' section with a table for adding new fields. The 'Discussion' section has checkboxes for 'Allow comments.' and 'Allow trackbacks and pingbacks on this page.' The 'Author' field is set to 'william'. The right sidebar contains the 'Publish' section with 'Save Draft', 'Preview', and 'Publish' buttons, and the 'Page Attributes' section with dropdowns for 'Parent' (no parent), 'Template' (Default Template), and 'Order' (0). A 'Featured Image' section with a 'Set featured image' link is also present. The footer includes 'Thank you for creating with WordPress. | Documentation | Feedback' and 'Version 3.0'.

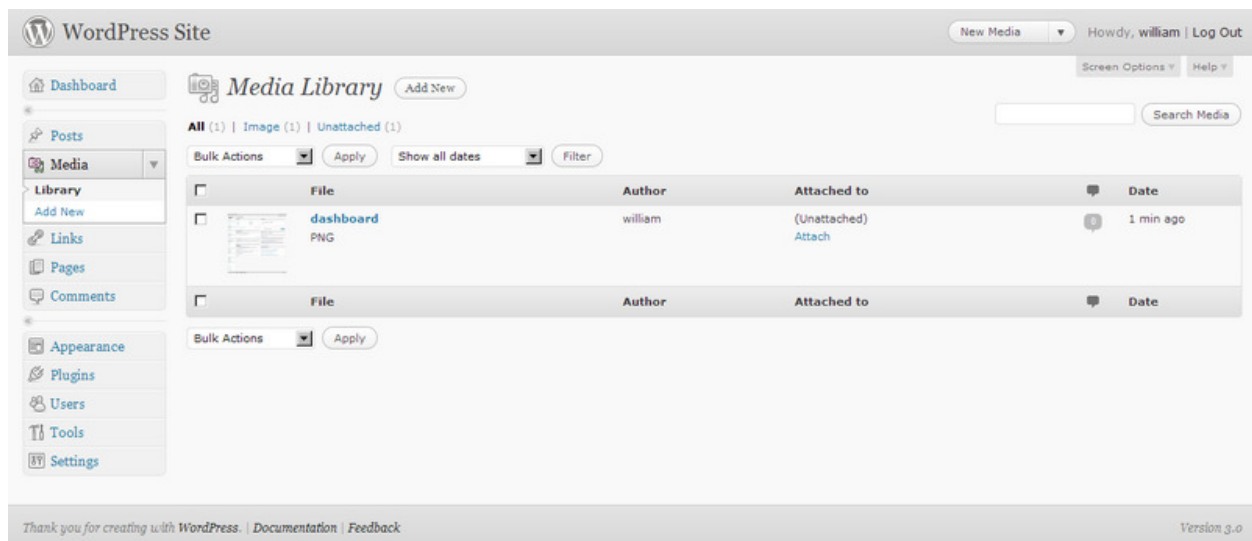
Page Templates

WordPress can be configured to use **different Page Templates for different Pages**. Toward the bottom of the Write > Page administration panel (or on the sidebar, depending on which version of WordPress you are using) is a drop-down labeled "Page Template." From there you can select which Template will be used when displaying this particular Page.


Media

Media is the images, video, recordings, and files, you upload and use in your blog. Media is typically uploaded and inserted into the content when [writing a Post](#) or [writing a Page](#).

The Media Library allows you to edit, view, and delete Media previously uploaded to your blog.



The screenshot shows the WordPress Media Library interface. At the top, it says "WordPress Site" and "New Media" with a dropdown arrow. The user is logged in as "Howdy, William" and can "Log Out". The left sidebar contains navigation links: Dashboard, Posts, Media (selected), Library, Add New, Links, Pages, Comments, Appearance, Plugins, Users, Tools, and Settings. The main content area is titled "Media Library" and includes an "Add New" button. Below this, there are filters for "All (1)", "Image (1)", and "Unattached (1)". A search bar is also present. The main table displays a list of media items:

<input type="checkbox"/>	File	Author	Attached to	Date
<input type="checkbox"/>	 dashboard PNG	william	(Unattached) Attach	1 min ago
<input type="checkbox"/>	File	Author	Attached to	Date

At the bottom of the page, there is a footer with the text "Thank you for creating with WordPress. | Documentation | Feedback" and "Version 3.0".

Upload New Media

Uploading media from your local computer into the Media Library is quite simple. Uploading via the Browser uploader:

- **Browse** - Click this button, and then from the File Upload window, find and click the file to upload, then click the Open button. The Media file name will be placed in the text box to the left of the Browse button.
- **Upload** - Once a Media file name is displayed in the text box to the left of the Browse button, click the Upload button to upload that Media. At that point the [Media Library SubPanel](#) is displayed.
- **Cancel** - If the Upload is not working or is taking a prolonged period of time, click the Cancel button to cancel the Upload process.

The screenshot shows the WordPress 'Upload New Media' interface. At the top, it says 'WordPress Site' and 'Howdy, William | Log Out'. The main heading is 'Upload New Media'. Below this, there are buttons for 'Choose files to upload', 'Select Files', and 'Cancel Upload'. A note states 'Maximum upload file size: 16MB' and 'You are using the Flash uploader. Problems? Try the [Browser uploader](#) instead.' Below this, it says 'After a file has been uploaded, you can add titles and descriptions.'

Two media items are shown:

- dashboard**: File name: dashboard.png, File type: image/png, Upload date: June 12, 2010, Dimensions: 1264 x 1281. It has a 'Title' field with 'dashboard', an 'Alternate Text' field with 'Alt text for the image, e.g. "The Mona Lisa"', a 'Caption' field, and a 'Description' field. The File URL is 'http://localhost/wp30x/wp-content/uploads/2010/06/dashboard.png'.
- login**: File name: login.png, File type: image/png, Upload date: June 12, 2010, Dimensions: 1280 x 528. It has a 'Title' field with 'login', an 'Alternate Text' field with 'Alt text for the image, e.g. "The Mona Lisa"', a 'Caption' field, and a 'Description' field. The File URL is 'http://localhost/wp30x/wp-content/uploads/2010/06/login.png'.

At the bottom, there is a 'Save all changes' button and a footer with 'Thank you for creating with WordPress | Documentation | Feedback' and 'Version 3.0'.

Title : Enter the Title of this Media. The Title will displayed in the File column of the [Media Library SubPanel](#).

Alternate Text : Enter the Alt text for the image, e.g. "The Mona Lisa".

Caption : The caption for this Media. For image type Media, the Caption is also used as alternate text for that image.

Description : A description for this particular Media.

File URL : Enter the physical location of the uploaded file.

Update Media : Click the Save all changes to save the Media. At that point the [Media Library SubPanel](#) is displayed.

Widgets

WordPress Widgets (WPW) is like a plugin, but designed to provide a simple way to arrange the various elements of your sidebar content (known as "widgets") without having to change any code.

Themes usually have at least 1 or 2 sidebars. Sidebars are the narrow columns to the left or right of your blog posts. You can configure your sidebar by going to **Appearance > Widgets**. Each section in the sidebar is known as a "widget" that you can add or remove, and move up or down.

The screenshot shows the WordPress Widgets configuration interface. At the top, there's a navigation bar with 'WordPress Site', 'New Post', 'Howdy, William | Log Out', 'Screen Options', and 'Help'. A sidebar on the left contains menu items: Dashboard, Posts, Media, Links, Pages, Comments, Appearance (expanded to show Themes, Widgets, Menus, Background, Header, Editor), Plugins, Users, Tools, and Settings. The main content area is titled 'Widgets' and is divided into three sections: 'Available Widgets', 'Inactive Widgets', and 'Primary Widget Area'. The 'Available Widgets' section lists various widgets like Archives, Calendar, Categories, Custom Menu, Links, Meta, Pages, Recent Comments, Recent Posts, RSS, Search, and Text, each with a brief description. The 'Inactive Widgets' section is currently empty. The 'Primary Widget Area' on the right shows a list of widgets currently active in the sidebar, including Search, Recent Posts, Recent Comments, Archives, Categories, and Meta. Below this are sections for 'Secondary Widget Area' and four 'Footer Widget Area' slots.

To configure and add your sidebar widgets:

1. Click **Appearance** in the administrator's menu, and then click **Widgets**. The Widgets subtab has two sections: Available Widgets and Current Widgets.

2. In the Current Widgets section, select which sidebar you want to show/configure. **Note:** The default Kubrick theme has just one sidebar defined. Other themes might have more than one sidebar defined, and if so, you'll be able to select it from the Current Widgets drop-down box.
3. Click the **Add** button next to a widget in the Available Widgets column to add the widget to that sidebar.
4. In the Current Widgets section, drag and drop the widgets in the order you want.
5. Click the **Edit** link on the widget to set any additional details, such as the title and number of items displayed.
6. Click the **Save Changes** button.

Available Widgets

To see some of the many WordPress widgets go to:

http://codex.wordpress.org/WordPress_Widgets#Using_Text_Widgets to learn more

Categories

The screenshot shows the WordPress dashboard's 'Categories' page. On the left is a sidebar menu with options like Dashboard, Posts, Categories, Media, Links, Pages, Comments, Appearance, Plugins, Users, Tools, and Settings. The main content area is titled 'Categories' and features a 'Add New Category' form with fields for Name, Slug, Parent, and Description. Below the form is an 'Add New Category' button. To the right is a table of existing categories, showing one category named 'Uncategorized' with 1 post. A 'Note' section explains that deleting a category does not delete the posts in that category, and that categories can be converted to tags using a specific tool. The footer includes a thank you message and the version number 3.0.

Name	Description	Slug	Posts
Uncategorized		uncategorized	1

Each post in WordPress is filed under one or more Categories. This aids in navigation and allows posts and to be grouped with others of similar content.

Each Category may be assigned to a Category Parent so that you may set up a hierarchy within the Category structure. In creating Categories, recognize that each Category Name must be unique. Thus, even if two Categories have two different Parents, they must still have different names.

Links to your Categories are, by default, shown in two different places on your blog (assuming you are using the WordPress Default 1.6 Theme "Kubrik" theme). First, WordPress lists these Category as links in your sidebar. Second, WordPress shows all the Categories to which a given post belongs under that post. When someone viewing your blog clicks on one of these Category links, an archive page with all the posts belonging to that Category, will be displayed.

This SubPanel allows you to create new Categories, edit or delete existing ones, and organize your Categories hierarchically.

Add Category

This part of the SubPanel, which is conveniently linked to from the top of the [Table of Categories](#), allows you to create a new Category. There are four pieces of information associated with each new Category: the name, slug, category parent, and description.

Category Name

To reiterate, the Category Name *must* be unique.

Category Slug

The Category slug *must* be unique. The Category Slug is used in the URL. For example, setting a Category Name of "Recipes" and a Category Slug of "food" would show all "Recipes" posts with a URL like **example.com/blog/food/**.

Description

Category Descriptions are optional. Some themes take advantage of Category Descriptions, others do not, so having Descriptions may or may not modify the way Categories are displayed for your site. Even if they are not used by your site's theme, you may still find them useful from an administration point of view.

Add Category

The most important part of the Add New Category box. Once you've entered in all the information about your new Category, use this button to save it.

Tags

Every post in WordPress can be filed under one or more Tags. This aids in navigation and allows posts and to be grouped with others of similar content.

Unlike Categories, Tags have no hierarchy so there is no Parent->Child relationship like that of Categories. But like Categories, Tag names must be unique.

Add New Tag

This part of the SubPanel, which is conveniently linked to from the top of the [Table of Tags](#), allows you to create a new Tag. There are three pieces of information associated with each new Tag: the name, description, slug, and number of posts containing that Tag.

The screenshot shows the WordPress dashboard's 'Post Tags' section. On the left is a sidebar menu with options like Dashboard, Posts, Media, Links, Pages, Comments, Appearance, Plugins, Users, Tools, and Settings. The main content area is titled 'Add New Tag' and contains three input fields: 'Name' (with a note: 'The name is how it appears on your site.'), 'Slug' (with a note: 'The "slug" is the URL-friendly version of the name. It is usually all lowercase and contains only letters, numbers, and hyphens.'), and 'Description' (with a note: 'The description is not prominent by default; however, some themes may show it.'). Below these fields is an 'Add New Tag' button. To the right, there is a 'Search Tags' search bar and a table with columns for Name, Description, Slug, and Posts. The table currently shows two empty rows. Below the table is a note: 'Tags can be selectively converted to categories using the [tag to category converter](#).' The footer of the dashboard includes 'Thank you for creating with WordPress. | Documentation | Feedback' and 'Version 3.0'.

Tag Name

To reiterate, the Tag Name *must* be unique.

Tag Slug

The Tag slug *must* be unique. The "slug" is the URL-friendly version of the name. It is usually all lowercase and contains only letters, numbers, and hyphens. For example, setting a Tag Name of "Recipes" and a Tag Slug of "food" would show all "Recipes" posts with a URL like **example.com/blog/food/**.

Description

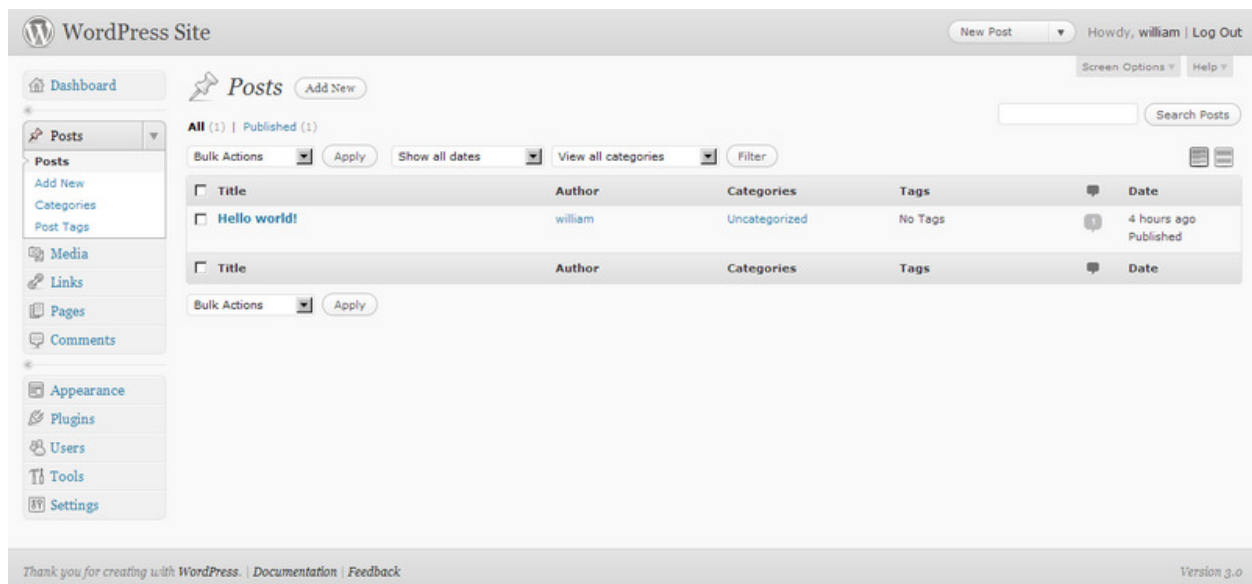
A description for the Tag. Note: In many themes the Tag Description not displayed, however some themes may show it.

Add New Tag

Click this button to save your new Tag.

Posts

Posts are the entries that display in reverse chronological order on your home page. In contrast to pages, posts usually have comments fields beneath them and are included in your site's RSS feed.



The screenshot shows the WordPress dashboard for a user named William. The main content area is titled "Posts" and shows a list of posts. The first post is titled "Hello world!" and was published 4 hours ago. The dashboard includes a sidebar with navigation options like Dashboard, Posts, Media, Links, Pages, Comments, Appearance, Plugins, Users, Tools, and Settings. At the top right, there are options for "New Post", "Howdy, William", and "Log Out".

Title	Author	Categories	Tags	Date
<input type="checkbox"/> Hello world!	william	Uncategorized	No Tags	4 hours ago Published

To write a post:

1. Click the [Posts](#) tab.
2. Click the [Add New](#) Sub Tab
3. Start filling in the blanks.
4. As needed, select a category, add tags, and make other selections from the sections below the post. Each of these sections is explained below.
5. When you are ready, click **Publish**.

WordPress Site Edit Post Howdy, william Log Out

[Dashboard](#) [Add New Post](#) Screen Options Help

Posts

- Posts
- Add New**
- Categories
- Post Tags

Media

- Media
- Links
- Pages
- Comments

Appearance

- Appearance
- Plugins
- Users
- Tools
- Settings

Enter title here

Upload/Insert Visual HTML

Path: p
Word count: 0

Excerpt

Excerpts are optional hand-crafted summaries of your content that can be used in your theme. [Learn more about manual excerpts.](#)

Send Trackbacks

Send trackbacks to:

(Separate multiple URLs with spaces)

Trackbacks are a way to notify legacy blog systems that you've linked to them. If you link other WordPress sites they'll be notified automatically using [trackbacks](#), no other action necessary.

Custom Fields

Add New Custom Field:

Name	Value
<input type="text"/>	<input type="text"/>

[Add Custom Field](#)

Custom fields can be used to add extra metadata to a post that you can [use in your theme](#).

Discussion

- Allow comments.
- Allow [trackbacks and pingbacks](#) on this page.

Author

william

Publish

[Save Draft](#) [Preview](#)

Status: **Draft** [Edit](#)

Visibility: **Public** [Edit](#)

[Publish Immediately](#) [Edit](#)

[Move to Trash](#) [Publish](#)

Categories

All Categories Most Used

- Uncategorized

[Add New Category](#)

Post Tags

[Add](#)

Separate tags with commas

[Choose from the most used tags](#)

Featured Image

[Set featured image](#)

Thank you for creating with WordPress. | [Documentation](#) | [Feedback](#) Version 3.0

Title

You can use any words or phrases. Avoid using the same title twice as that will cause problems.

Text Editing Area

The blank box where you enter your writing, links, links to images, and any information you want to display on your site. The Visual editor allows you to format the text, add links and images. You can also use the HTML view if you have knowledge of HTML

Select Categories and Tags

The general topic the post can be classified in. To add a new category, click the +Add New Category link in this section. You can manage your categories by going to Posts > Categories.

Preview button

Allows you to view the post before officially publishing it.

Publish

Contains buttons that control the state of your post. The main states are Published, Pending Review, and Draft.

- A *Published* status means the post has been published on your blog for all to see.
- *Pending Review* means the draft is waiting for review by an editor prior to publication.
- *Draft* means the post has not been published and remains a draft for you.

Discussion

Allowing Comments is checked by default. You will generally be encouraging comments so leave this checked. Leave Allow Trackbacks and Pingbacks checked. These “talk” to other blogs that you are linked to.

Dashboard

The Dashboard is a tool to quickly access the most used areas of your blog's Administration and to provide glimpses into other areas of the WordPress community. Most importantly it is here that you will find your Blog Stats. You will see a brief overview for your site, but if you click on the View All button you will see find more detailed blog stats.