



WordPress Website Management

A Basic How-To Manual

from

Springthistle Design
<http://springthistle.com>

Welcome!

Welcome to your WordPress-driven website. You've made a great choice to get started with WordPress. You'll be able to manage all of the content on your dynamic website easily and quickly, without having to turn to a developer every time you need to fix a typo.

Getting Started

To do anything in Wordpress, you first have a log into the Administration Panel (aka the WP Admin). You can do this by going to your website and then adding `wp-admin` to the URL. For example: if your site is `http://mywebsite.com`, your WP Admin is `http://mywebsite.com/wp-admin`. Now log in with the username and password I gave you.

Managing Your Content

How to create a new page

1. Navigate to [Pages>Add New](#).
2. Make sure to fill in the following things:
 1. **Title** – the title of the page that visitors will see on the page and in the menu.
 2. **Content** – the textual content of your page.
3. Then, on the right side of the edit page, you may want to fill in information in the following boxes:
 1. **Page Parent** – you select this if your page will be a sub-page. For example, “Our History” might have the page parent of “About Us”.
 2. **Page Order** – This is how you tell WordPress what order to show your pages in. Pages with a smaller number show up first in the menu.

How to edit an existing page

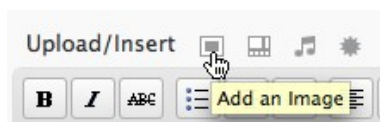
There are two ways to edit an existing page.

1. From the WP Admin
 1. Navigate to [Pages](#)
 2. Find the page you want to edit and click on its title. This takes you to the [Edit Page](#) page
2. From your website:
 1. Navigate on your website to the page you want to edit.
 2. If you're logged in to the WP Admin already, then your pages will all have an [Edit](#) link. Click on it to go to the [Edit Page](#) page.

Make your changes and then then click [Preview](#) to see what your changes will look like, then [Update Page](#).

How to add a picture

1. Create or edit the page you want to add a picture to.
2. Click the [Add an Image](#) icon.



3. Click on **Browse** ..., find the image on your computer, and click **Open**.
4. Enter a title (as well as a caption and description if you want) and click **Insert Into Post**.
5. Be sure to save when you are done by clicking **Save Draft**, **Publish**, or **Update**.

Note: You can use this upload/browse area to upload other files as well, not just pictures.

Managing Special Content

Some of the content of your site is not contained in the pages, but rather in

- blog posts that show up in a special way, or
- special custom plugins.

If Springthistle hasn't provided you with an additional document for your particular website, then there may be no special content on your site. You can always ask to make sure!

Plugins And Shortcodes

Plugins and shortcodes are both ways to enhance WordPress's functionality.

Your Plugins

Plugins are little additional pieces of code that add functionality to WordPress. I've installed a number of plugins for you. Some of them you don't need to interact with at all, but some are useful if you make use of them.

1. **Database Backup** – this is the first plugin I always install for my WordPress websites. It allows you to create a backup of your database, which is where all of your text content lives, just in case. You can find an explanation of how to use this plugin below, in “*Backing up your content.*”
2. **Broken Links** – you should visit this plugin occasionally, especially after making changes to your site. It searches your whole website and tests the links. If it finds a link that leads to a 404 page (i.e. the link is for something that doesn't exist), it will tell you so that you can fix it. To get there, navigate to [Tools>Broken Links](#). This plugin also displays broken-link information on the dashboard.
3. **Auto-hyperlink URLs** – this plugin detects URLs in the content of every page and automatically turns them into links. So if you type <http://google.com> into a page, when you look at that page on your website, it'll be clickable. **Beware!** This plugin can get a little unpredictable. If you have a URL on a page that is acting weird, trying editing that page and adding a space () after the URL.
4. **Obfuscate email** – if you put an email address on your website, you are inviting spammers and robots to pick it up and send spam to it. This plugin converts email addresses into a string of difficult-to-decipher code; but only for robots. For people, it'll look normal. However, this method is not foolproof and you should always avoid putting email addresses on your website whenever you can.
5. **Add Document Type Styles** – this plugin adds a little icon to any link that links to a media item. PDF links get a little pdf icon, Word documents get a little Word doc icon, etc. The documents this plugin supports are: pdf, doc, mp3 and zip. Navigate to [Settings>Document Types](#) if you want to learn how to add more document types.
6. **PageMash** – this plugin makes it a little easier to view all of your pages, and re-order them, than the standard WordPress Edit Pages view. Navigate to [Pages>pageMash](#).

Learn more about plugins: <http://codex.wordpress.org/Plugins>

Your Shortcodes

Shortcodes are a way to add a little piece of dynamic content to a page in your website. All you have to do is type in the shortcode in the WP Admin. When WordPress prints the page, it'll replace the shortcode with a piece of dynamic content. For example, if you had a shortcode called `[current_date]`, then all you would have to do would be to type `[current_date]` into any page on your site, and WordPress would replace it with the current day's date.

1. **List Sub-Pages** – `[ahs_subpages]`

This shortcode will display, in an unordered list, all of the pages that have the current page as their parent. For example, if you have an About page with sub-pages Our History, Our Mission, and Our Staff, then you might want to add this shortcode to the About page, after an introductory paragraph that ends with “Use the links below to explore more about us.”

Learn more about shortcodes: http://codex.wordpress.org/Shortcode_API

Regular Maintenance

When it comes to general long-term maintenance of your WordPress-driven blog, there are three important things you should keep in mind.

Backing up your content

Your textual content is entirely kept within your database. To back up this content, which you should do as frequently as changes are made, navigate in your WP Admin to [Tools>Backup](#) and follow the steps below:

1. In the top box, check the boxes next to any tables listed beneath **You may choose to include any of the following tables**. This will back up any additional data you have, whether it be for special plugins or your calendar.
2. In the second box, leave **Download to your computer** selected.
3. In the third box, I suggest you leave **Never** scheduled unless you are updating your blog regularly.
4. Click **Schedule Backup**.

Backing up your files

Your files, which includes any images, pdfs, or other files you've uploaded, do not live in the database, but on the server. You should keep originals of these files on your computer. I also recommend occasional backups of those files as they are arranged on the server. To do that, you will need to access the server via FTP. Find your WordPress installation and navigate to `wp-content/uploads`.

Download that entire folder to your local computer.

Upgrading

The WordPress team releases new versions of WordPress whenever they are ready. Up until WordPress 2.6.2, upgrading your installation of WordPress was a complicated process that was best done by a developer. If your WordPress installation is 2.6.2 or below, you should contact me to upgrade your site.

Starting with WordPress 2.7, you can upgrade your installation of WordPress easily from within your WP Admin. Just navigate to [Tools>Upgrade](#). This page will show you your options regarding upgrading or even re-installing.

Similarly, you can upgrade most of your plugins automatically by navigating to [Plugins](#) in your WP Admin. Plugins that have available upgrades will have a link you can click to automatically upgrade.

You should always backup your database and your content before using the upgrade tool, just in case something goes wrong.

Appendix: Text Treatment Key

<i>Text Treatment Example</i>	<i>Meaning</i>
Post > Add New	Navigation within the WordPress Admin
Publish Immediately	Text you will see on your computer screen
Shortcode	Keywords