

WordPress Training Overview

A. Why WordPress?

- We're changing email systems
- WordPress is free
- WordPress is very popular
- We can do more with it



B. Getting to Your Website

- Your school website may still be linking to your FirstClass website
- A teacher's WordPress site is at <http://teachers.stjohns.k12.fl.us/> followed by **Your full last name**, a hyphen, then the **first letter of your first name**
- Example: Jane Doe's website would be at <http://teachers.stjohns.k12.fl.us/does-j>



C. Logging In

- Click the **Log In** link at the very bottom of your site
- Use the same e00 username & password you use for your computer & Sungard

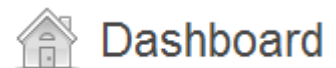
Username
e00_____

Password
●●●●●●●●

Remember Me

D. The Dashboard

- Use **Screen Options** at the upper right to show and hide panels
- You can drag and drop panels, minimize and expand them
- Recommended panel to display: **Right Now**
- Your preferences are saved to your account

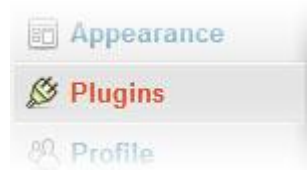


E. Terminology

- **Posts** = blog posts, best for time-sensitive information like class events and assignments
- **Pages** = web pages, like you made in FirstClass, best for information that is always pertinent
- **Media** = any file you upload to your site including images, PDFs, documents, etc.
- **Widgets** = a block of content you put in your sidebar, mostly for navigation
- **Plugins** = Optional add-ons which add more features to WordPress

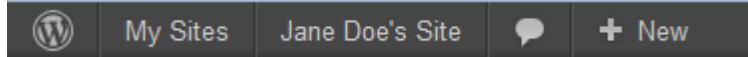
F. Plug-Ins to Active

- **Fonts** – lets you change fonts and font sizes
- **MCE Table Buttons** – lets you add and edit tables (to put content in rows & columns)



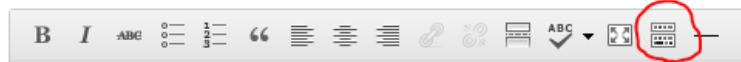
G. The Top Gray Toolbar

- **“W”** – Links to documentation
- **My Sites** – A way to navigate to other sites you have access to edit
- **[Your Name]’s Site** – lets you switch between the Dashboard and your live site
- **+ New** – Easiest way to add new post, pages and other items







H. Creating Your First Page



- On the top gray bar, click the **+New** → **Page** to create a new web page
- Enter a **Title**
- **Edit** the permalink if desired
- **Show the Kitchen Sink**
- Enter some text in the **Visual Editor** and experiment with the toolbar buttons
- Use **SHIFT + ENTER** for a single line break



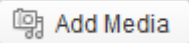

I. Making Links To...

- **Pages and posts**
 1. Type the link text and select it
 2. Click 
 3. Click **or link to existing content** if it isn't already expanded
 4. Click the page or post in the list
 5. Click 
- **Websites**
 1. Open a new browser window or tab
 2. In that window/tab, go to the site to which you want to link
 3. Copy its address out of the address bar. *For example: http://www.fcatexplorer.com*
 4. Switch back to WordPress
 5. Type the link text and select it
 6. Click 
 7. Paste the website's address into the URL field
 8. Click 

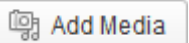

- **An email address**

1. Type the link text and select it
2. Click 
3. In the URL field, replace http:// with **mailto:** followed by the email address
4. Click 


- **Files (PDFs, Word documents, spreadsheets, etc.)**

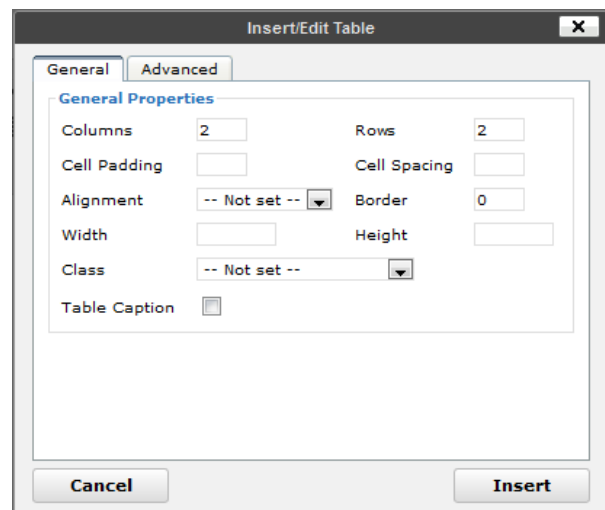
1. Click  above the editing toolbar
 2. Click the [Upload Files](#) link
 3. Click the **Select Files** button
 4. Choose the file or files on your computer to which you want to link and click **Open**
 5. Edit the title if needed
 6. Click 
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J. Adding Images

1. Click  above the editing toolbar
 2. Click the [Upload Files](#) link
 3. Click the **Select Files** button
 4. Choose the image or images on your computer to which you want to link and click **Open**
 5. Choose the alignment, link settings and size you'd like to use
 6. Click 
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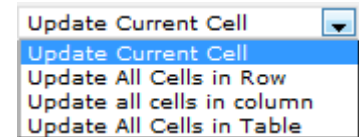
K. Adding a Table

1. Use table to place display information in rows and columns
2. Click  on the editing toolbar to add a table
3. Enter how many rows and columns you want to start with
4. Enter **100%** for width and click the Insert button
5. "Cell Padding" is the space between the edge of a cell and the content inside the cell
- 6.




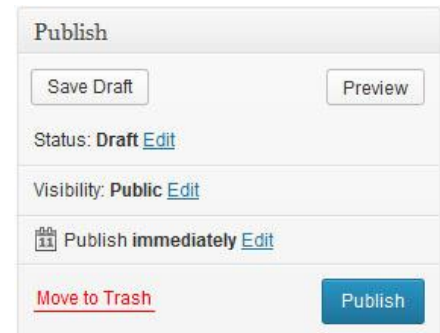
L. Editing Table Cells

1. To edit a table cell, click inside the cell you want to edit, then click the **Table Cell Properties** button
2. You may edit the...
 - a. alignment of content inside a cell
 - b. cell width
 - c. cell border color (on the *Advanced* tab)
 - d. cell background color (on the *Advanced* tab)
3. Use the bottom drop down menu to apply changes to more than 1 cell



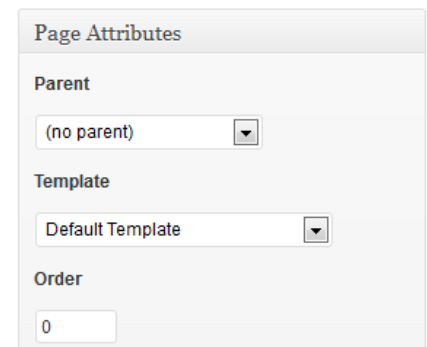
M. Publishing Options

- **Preview** your page to see how it will look and test the links
- **Save Draft** if you want to work more on your page before Publishing it
- You can schedule a page or post to publish in the future
- **Move to Trash** will send the page to a Trash area where you may recover it later
- Click  to make the page live



N. Page Attributes

- You may choose a **Parent** page to organize your pages in an outline format
- You may switch the **Template** to hide or display the page title and sidebar
- **Order** can be used with the Pages Widget to list links to your pages in a particular order




O. Safety Features

- WordPress autosaves your pages and posts as you work on them
- WordPress saves 10 past versions of each page and post on your site
- When you are editing, you may Undo or Redo any changes you have made
- If you make changes and accidentally navigate elsewhere, you will see a warning message
- Bad HTML code is not allowed

P. Editing Your Sidebar

- Click **Appearance** → **Widgets**
- In the Primary Widget Area
- Drag the **Text** widget from the **Available Widgets Panel** into the **Primary Widget Area**

- In the Text widget Enter a Title and a message, then click 
 - Click **[Your Name]'s Site** on the top gray bar to see the text widget in your sidebar
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Q. Widgets

- Most widgets are only useful if you create blog posts including: *Archives, Calendar, Categories, Recent Comments, Recent Posts, Tag Cloud*
 - The **Calendar** widget is NOT intended to display a calendar of events
 - Activating some plugins will give you more widgets
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
R. Some Additional Plugins to Consider

- **Background Per Page** – lets you place a background image or color on a page
 - **Marquee** – lets you add a scrolling message across the top of your pages
 - **Event Organiser** – lets you maintain a calendar of events
 - **Document Links Widget** – lets you automatically link to documents on your sidebar
 - **Link Manager** – lets you display links to other websites on your sidebar
 - **Lightbox Gallery** – enhances the way your photo galleries are displayed
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S. Adding a Background Image or Color to a Page

1. Under **Plugins**, activate the **Background Per Page** plugin
 2. On the **Edit Page** screen, find the “Background” panel below the editing box
 3. To add an image, click the **Select Files** button
 4. To add a solid color, click the Background Color field
 5. Click the  or  button to apply the background
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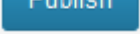
T. Adding a Scrolling Message to Your Site

1. Under **Plugins**, activate the **Marquee** plugin
 2. Click **Appearance** → **Marquee**
 3. Type your message into the **Marquee content** field
 4. Choose where you want your message to be displayed
 5. You may customize the message’s font size, color, speed
 6. Click the  button at the bottom
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U. Adding a Calendar of Events

1. Under **Plugins**, activate the **Event Organiser** plugin
2. On the top gray bar, click the **+New** → **Page** to create a new web page
3. Enter a title for your calendar page
4. In the editing box, enter `[eo_fullcalendar]`

A blue rectangular button with the word "Publish" written in white text.

5. Click the  button
 6. New events may be added using **+New → Event**
 7. Widgets may be used to display events in your sidebar
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