User Manual

WordPress

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TOUR OF WORDPRESS

LOGGING IN

You can log into the admin side of your website by going to www.yourwebsite.com/**wp-admin.** (Don't forget to change "your website" to your actual website address).

Type in your username and password and click on "log in"

THE NAVIGATION SIDEBAR
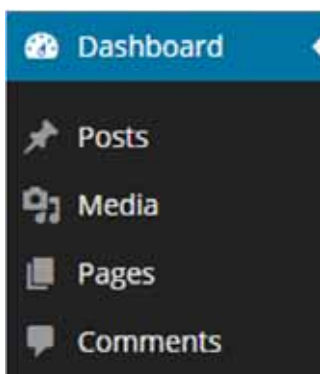
On the left side of the screen is the **main navigation** menu, which details each of the administrative functions you can perform. At the bottom of that section is a Collapse menu button that shrinks the menu into a set of icons, or to expand them back to a list. Within each administrative function, there is a sub-menu, which expands when the mouse hovers over.

Dashboard: This is the screen you will see when you log in to your site, and gives you access to all the site management features of WordPress.

Posts: This screen provides access to all of your **posts**. From here, you can create a new post, edit an existing post or delete a post you no longer need. The posts section can be used to display all kinds of information. If the Posts section is used throughout your website we have an additional guide that teaches you how to use it.

Media: All the files (including images, documents, video clips and sound clips) you've uploaded are listed in the Media Library, with the most recent uploads listed first.

Pages: From this screen you can access all existing pages on your website. You can create new pages, edit existing or delete pages you no longer need.

Comments: If you have chosen to allow visitors to comment on your website pages or posts, this is the screen that allows you to manage those comments.
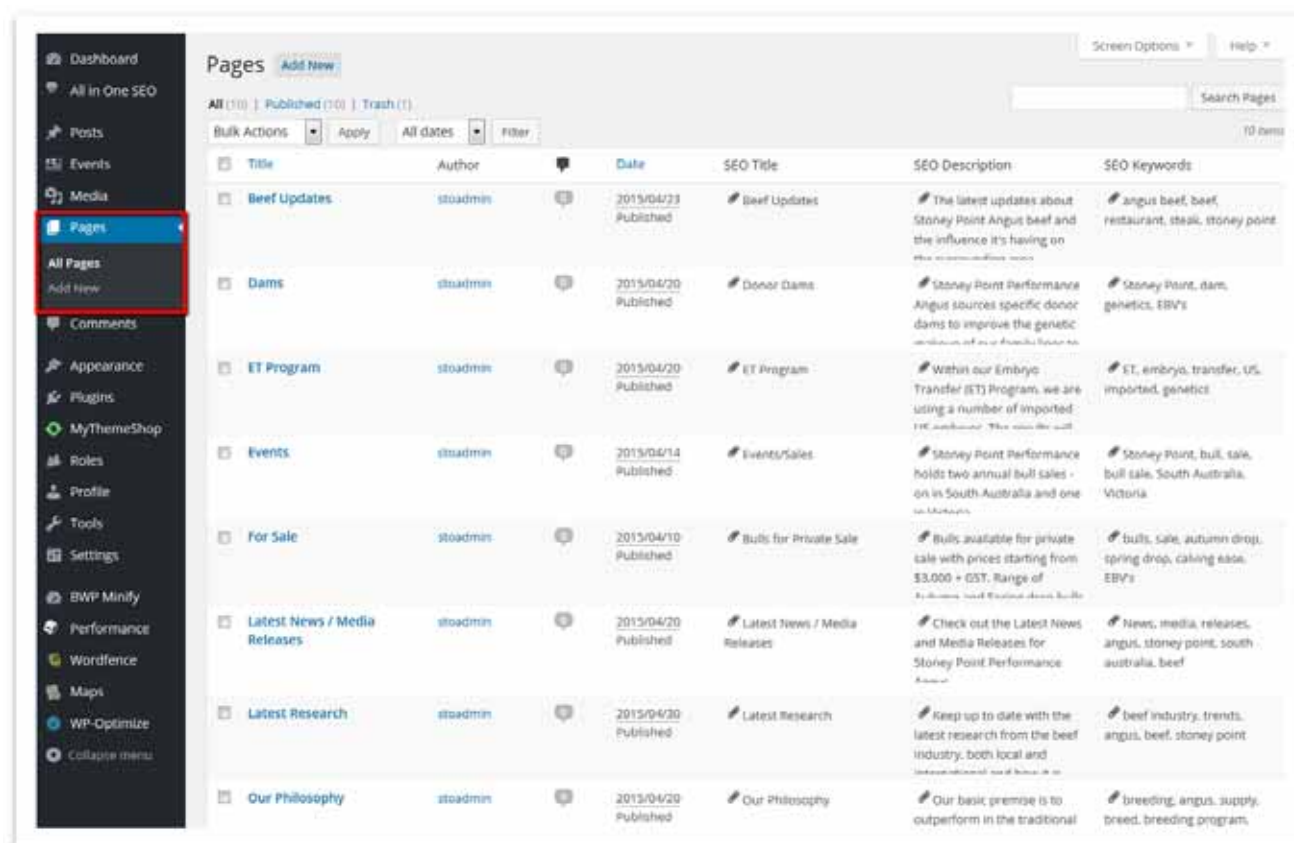
DASHBOARD

The **Dashboard** is the first screen you see when you log into the administration area of your website. The main idea of the dashboard is to give you a place where you can get an at-a-glance overview of what's happening with your website

PAGES

EXISTING PAGES

To access the existing Pages on your website, click on the "**Pages**" tab on the left sidebar.

On this screen, a table lists all of your pages. By default, posts are listed in the order that they were created (with the most recent first). – A bit annoying – but you can search for the page you want using the search bar.

1. Click on the **title** of the page you wish to edit.
   Alternatively, you can hover over the title and click on the "**edit**" button.
2. This will take you to the edit page. Here you can **amend, add or delete** the content on the page.
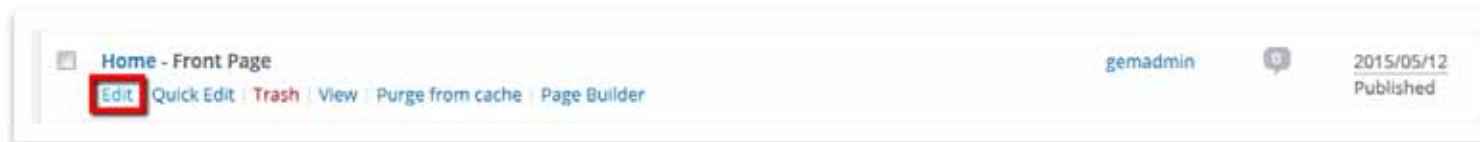
Please refer to the 'The Basics of Creating Content' for information on how to edit text, insert photos and make links etc.

If your website is equipped with 'Page Builder' this will appear on your screen.
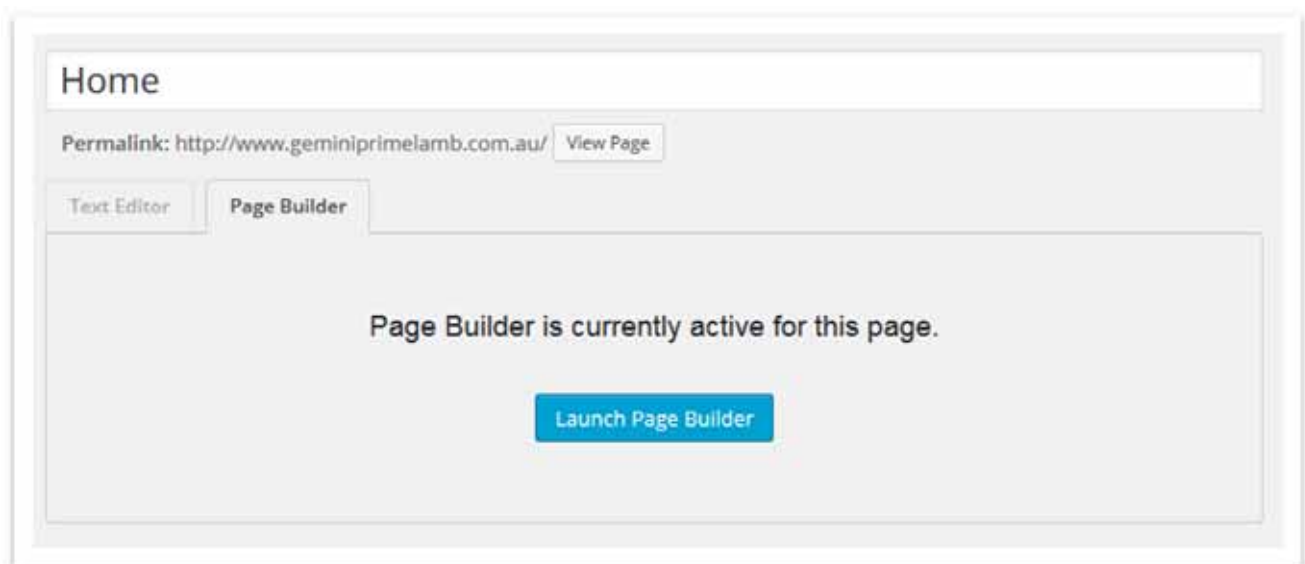
Please refer to the 'Page Builder' section of this manual to learn how to launch and edit your website via our visual builder.

1. To create a new Page, Hover your mouse over the "pages" tab in the left sidebar. Click on **"add new"** option.
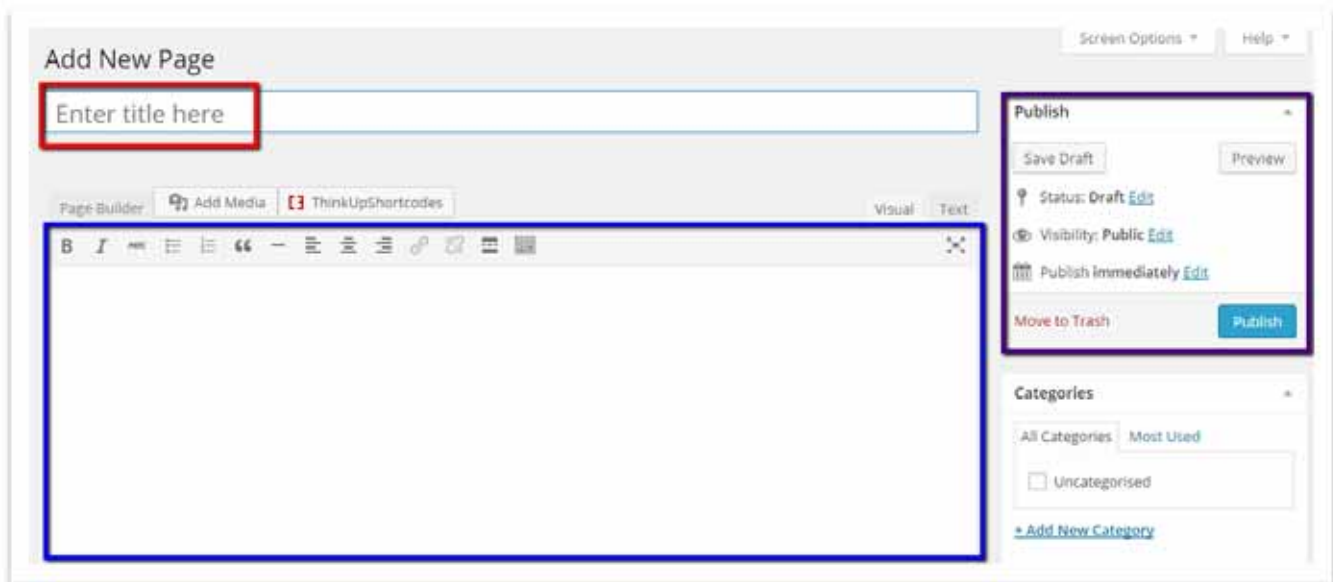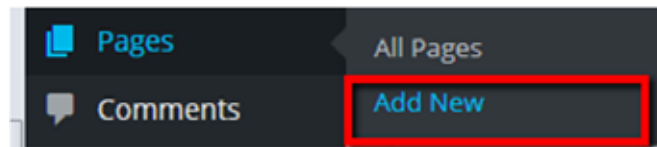
2. **Create a Page Title**: Enter the page title in the box that appears below the "add new page" (circled in red in the image above). This will be what appears on the menu of your website. In some instances, it may automatically appear as your title on your live website page.

3. *Add your content:* The content that you want to appear on your page can be inserted into the box circled in blue in the image above. If you don't see the option to format the text, make sure that the "**visual**" tab is selected. *or if you have the option to use Page Builder, select that so you can use the easy 'drag-n-drop' functionality to layout your pages.* REFER TO PAGE BUILDER SECTION OF GUIDE.

4. **Preview the page:** To view how the page will look once published, click on the 'preview' button in the publish section (circled in purple above).

5. **Publish or save:** When finished creating a new page, you have the option of publishing the page immediately or saving as a draft. This can be done be choosing the 'save as a draft' or 'publish' button (circled in purple). If you change your mind, you can always change the status by clicking on the 'edit' button next to status.

ORGANISING YOUR PAGES

Just as you can have subcategories within your Categories, you can also have subpages within your Pages, creating a hierarchy of pages.

1. To create a subpage hover your mouse over the "**pages**" tab in your left sidebar and click on **"add new"**
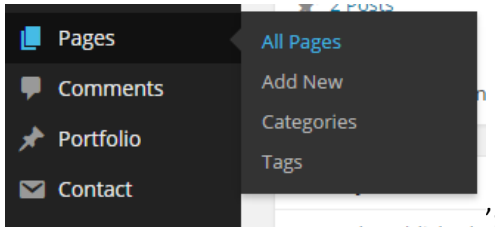
2. On the right hand side of a screen (below the publish, categories and tag section), you'll find a menu called **"page attributes"**. In this section, click on the **page parent** drop down menu. This drop down menu contains a list of all the pages already created for your site.

3. **Select the appropriate parent Page** from the drop-down menu to make the current Page a subpage.

DELETING A PAGE

SENDING A PAGE TO TRASH

1. Hover your mouse over the "**pages**" tab in the left menubar and click on **"all pages".** From here there are various ways to send a page to trash.

One way is hover your mouse over the page you wish to delete and click the "**Trash**" quick link.
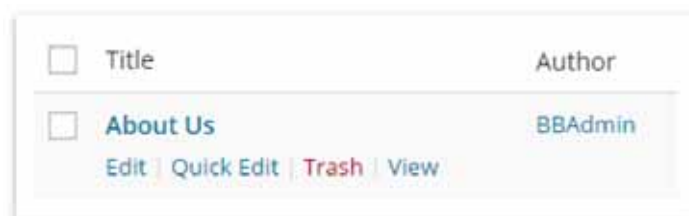
Alternatively, you can click on the **title** to enter the **'edit page'** section. You can then click **'Move to Trash'** next to the **'Update'** button.
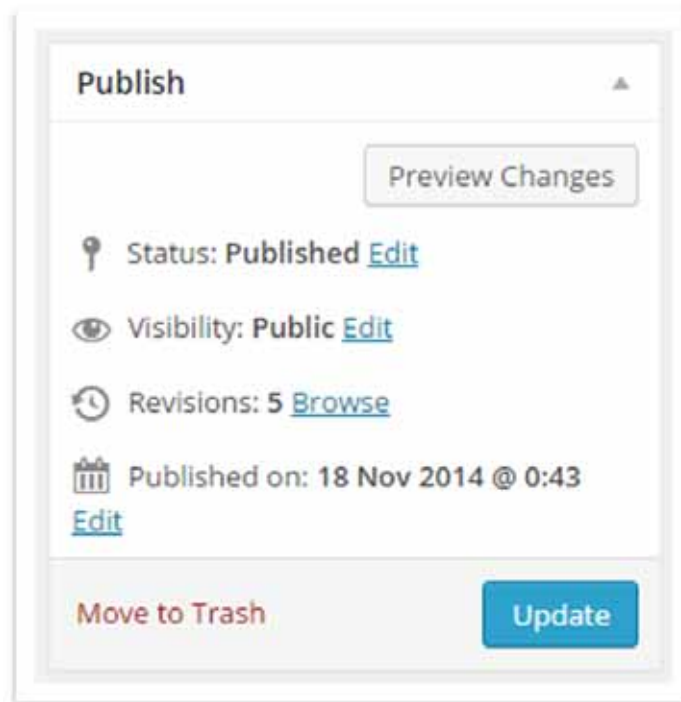
RESTORE FROM TRASH OR DELETE PERMANENTLY

Moving a page to the trash does not automatically delete it permanently. You can still choose to restore the page if you change your mind.
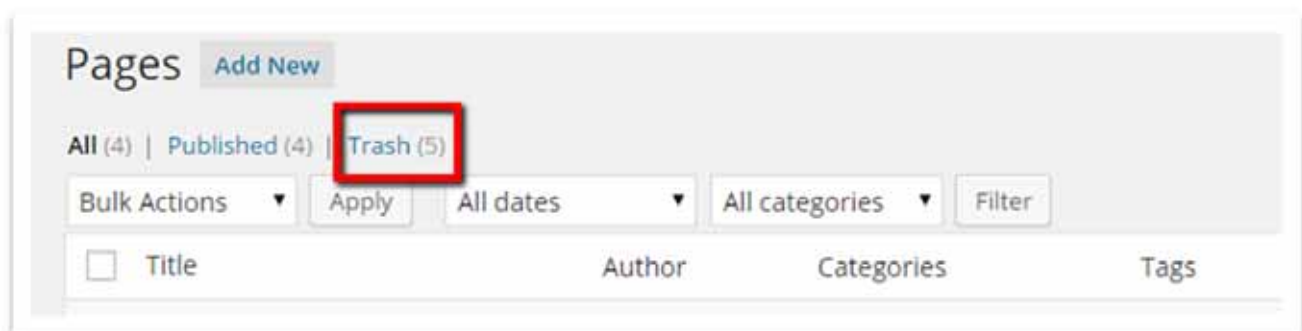
On your "All Pages" page, 'Trash' is one of the view options. (Sometimes it only appears if there are Trashed items.) When you click to see the 'Trash' view, the list will be filtered to show only items in the Trash.

Hover your mouse over the title of a page. There is a "Restore" quicklink below the page that will allow you to remove the page from the trash. Alternatively, you can click on "Delete Permanently" to remove an item forever.

But if you are sure you will never need it again, deleting permanently is a good idea – it helps website speed not to have too many unused pages in the system.

TEXT EDITING OPTIONS

These are the buttons available for your use in the Text Editor on all Pages / Blog Posts

B **BOLD**	*I* *ITALICS*	ᴬᴮᴱ ~~STRIKETHROUGH~~
Bullet Points	1. Numbered List	66 - Quote (indents the text paragraph like a quote)
– – – – – – – – – – – – – Horizontal Rule	Align Text Left	Align Text Centre
Align Text Right	🔗 ⚿ - Link / Unlink – you can link to an external URL, Existing Page, Document/Image (please refer to the 'Creating Links' section for more information.	
⌨ - Toggle Toolbar – sometimes the menu doesn't display the second row of icons – just click this button to make them appear.		Heading 1 ▼ - Pre-set **HEADINGS** that you can use to break up your website content.
U̲ Underline text	Justify Text	A ▼ Change Text Colour (use sparingly)
📋 - Paste as Plain Text – if copying and pasting text from an external source such as Microsoft Word, make sure to press this button first before you paste your text or you risk transferring external formatting which will affect your content.		
Ω Insert Special Character ©	Indent text Left	Indent Text Right
Undo	Redo	Help

CREATING LINKS

1. Highlight the text that you wish to create the link with.
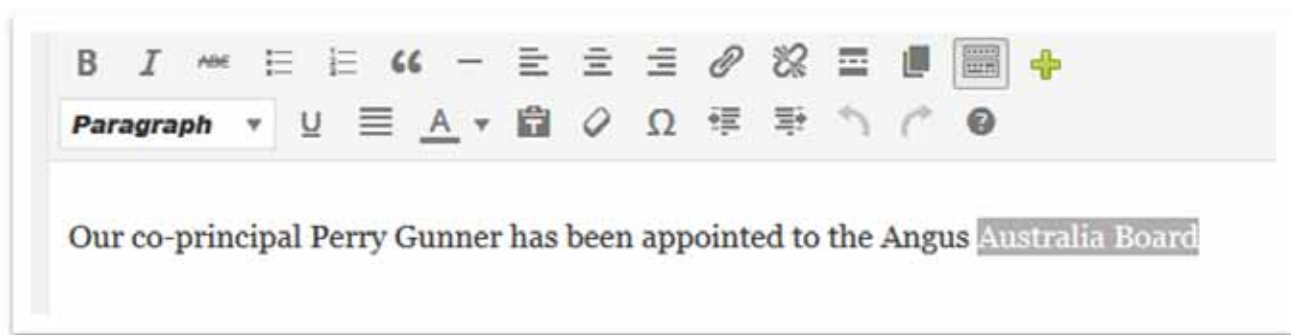
2. Then click on the link button.

LINKING TO AN EXTERNAL WEBSITE:
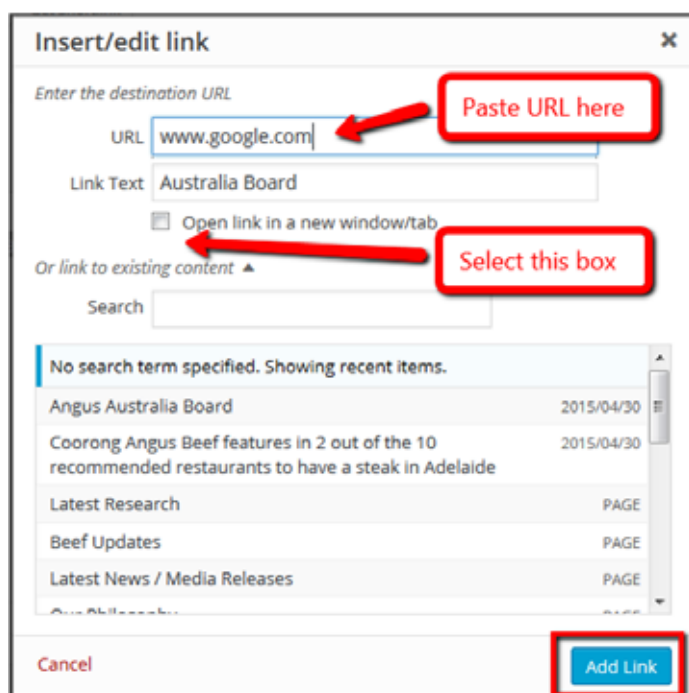
3. Insert the website URL in the URL text box.

4. Leave the 'Link Text' as it is currently set – this is the text you have highlighted to make the link with.

5. Make sure that you select the button that says 'Open link in a new window/tab' – this way people aren't going to be redirected away from your website.

6. Click 'Add Link'

1. Click on the arrow next to the text '*Or link to existing content*' if the list of pages doesn't appear at first.

2. Select the page that you want to link to.

3. Click 'Add Link'

1. Highlight text you want to link.

2. Click on the Add Media button.
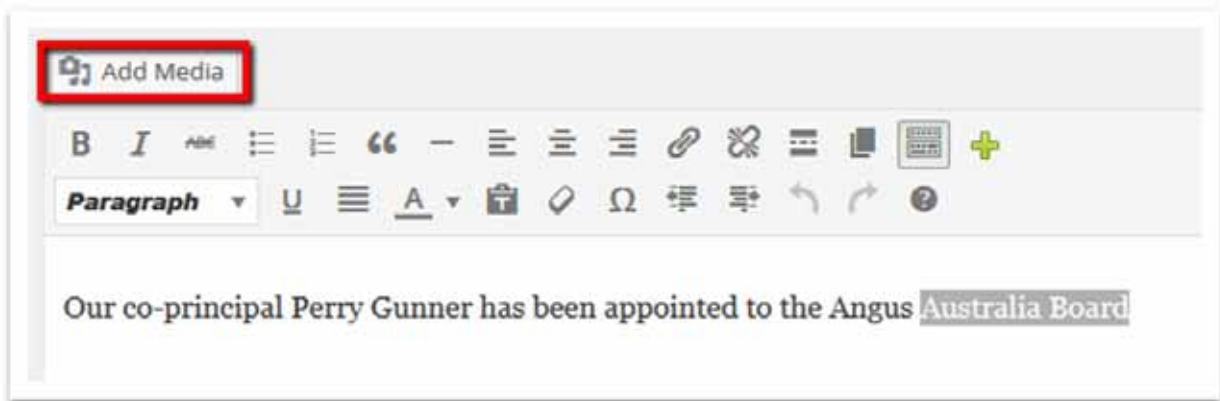
3. Navigate to your Media Library by clicking on the 'Media Library' tab under the 'Insert Media' heading.

4. Then find the document file in your Media Folder and click once on it.

5. In the right hand column there is a text box that has a URL displaying in it - copy (Ctrl + C) the URL for the document/image.
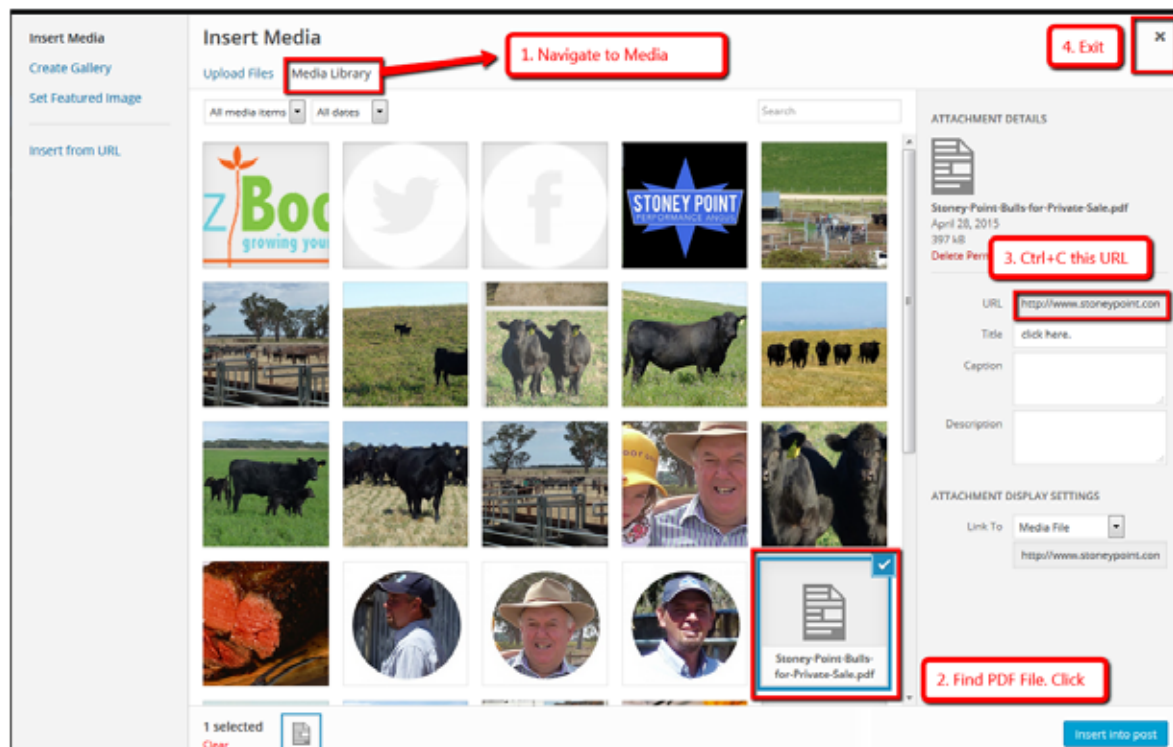
6. Then exit out of Media Library via the cross in the top right hand corner.

7. Make sure your text is still highlighted and then click the Link button.
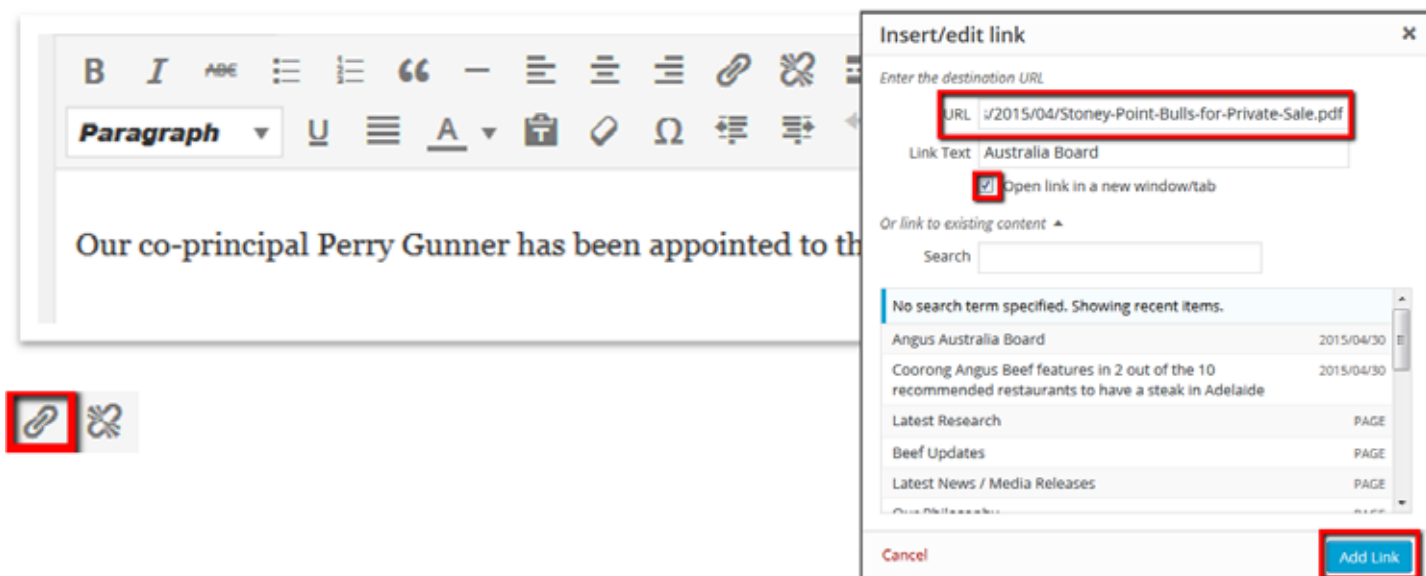
8. Paste (Ctrl + V) the URL in the URL box, select 'Open link in a New Window' and click 'Add Link'

INSERTING IMAGES

Adding images in WordPress is very easy. All of your images will be stored and can be managed in the Media Library, but you can take several different paths to get there.

The most common path is adding an image directly to a post or page. This automatically saves the image in the Media Library and displays the image wherever you inserted it.
You can also add images directly to the Media Library through the multi-file loader or the single-file loader.

** PLEASE MAKE SURE THAT YOU PREPARE YOUR IMAGES FOR THE WEB BEFORE UPLOADING THEM TO YOUR WEBSITE – THERE IS A 2MB LIMIT ON THE SIZE OF FILE YOU ARE ABLE TO UPLOAD – THE BIGGER YOUR FILES ARE, THE LONGER IT WILL TAKE FOR YOUR WEBSITE TO LOAD. REFER TO THE 'PREPARING YOUR IMAGE' SECTION OF THE GUIDE.

ADDING IMAGES THROUGH PAGES/POSTS

When writing or editing a post, you can add an image using the Add Media button above the editor box.
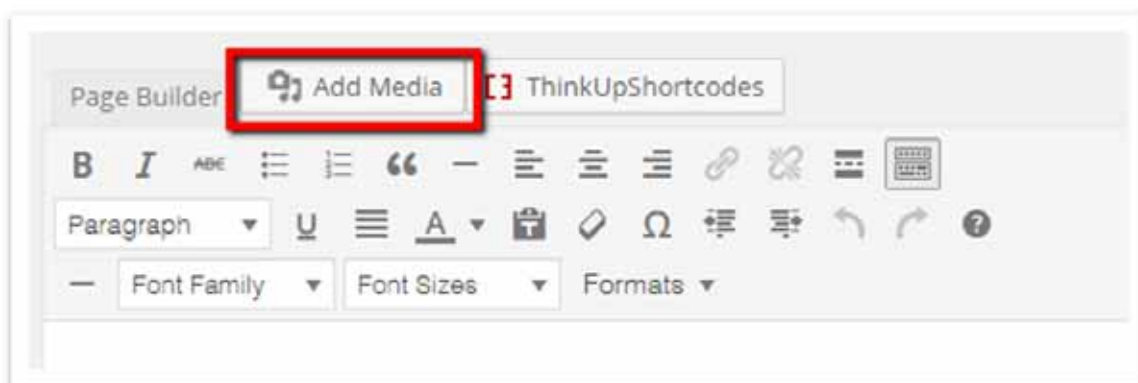
This opens a window that displays the multi-file uploader.

If you have already uploaded the photo previously, press on the "Media Library" tab. From here, you can search and select the photo you would like to insert into your page or blog post.

If you have not yet uploaded your file to your website, choose the "Select Files" button (centre of the screen). Search for and select the file you wish to upload. The images you add here will be automatically added to the Media Library.
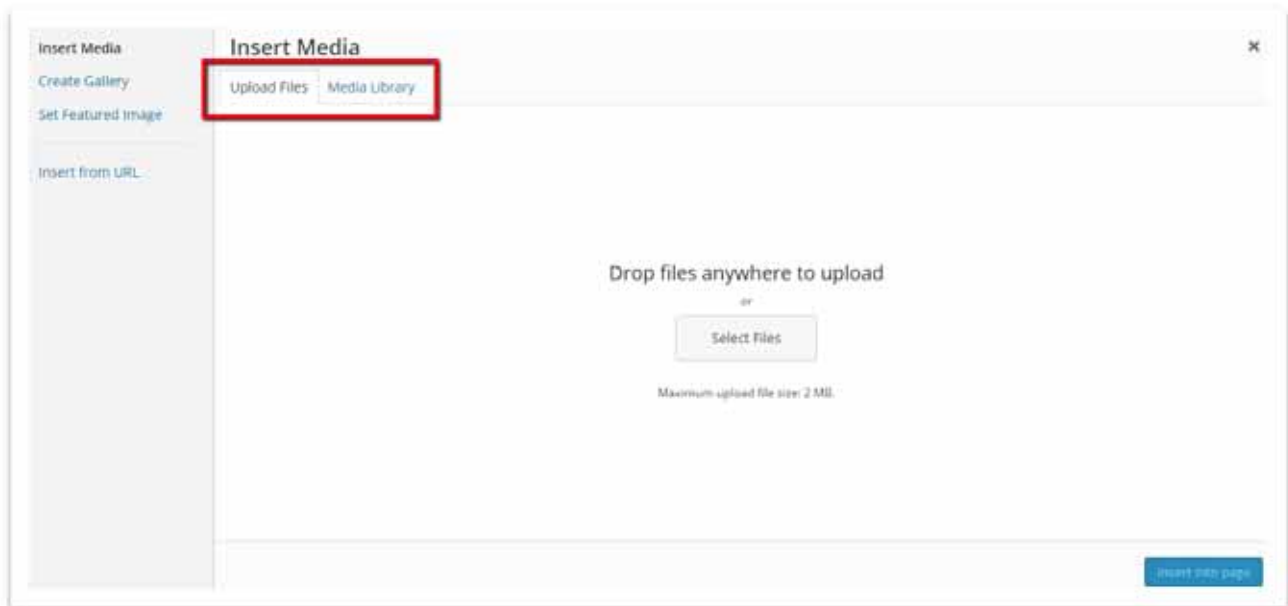
Then press "Insert into page".

See the "Setting Image Properties" section below for more information.

SETTING IMAGE PROPERTIES

When you select an image to insert into a page or blog post, you'll see a number of options to the right-hand side of the media uploader.
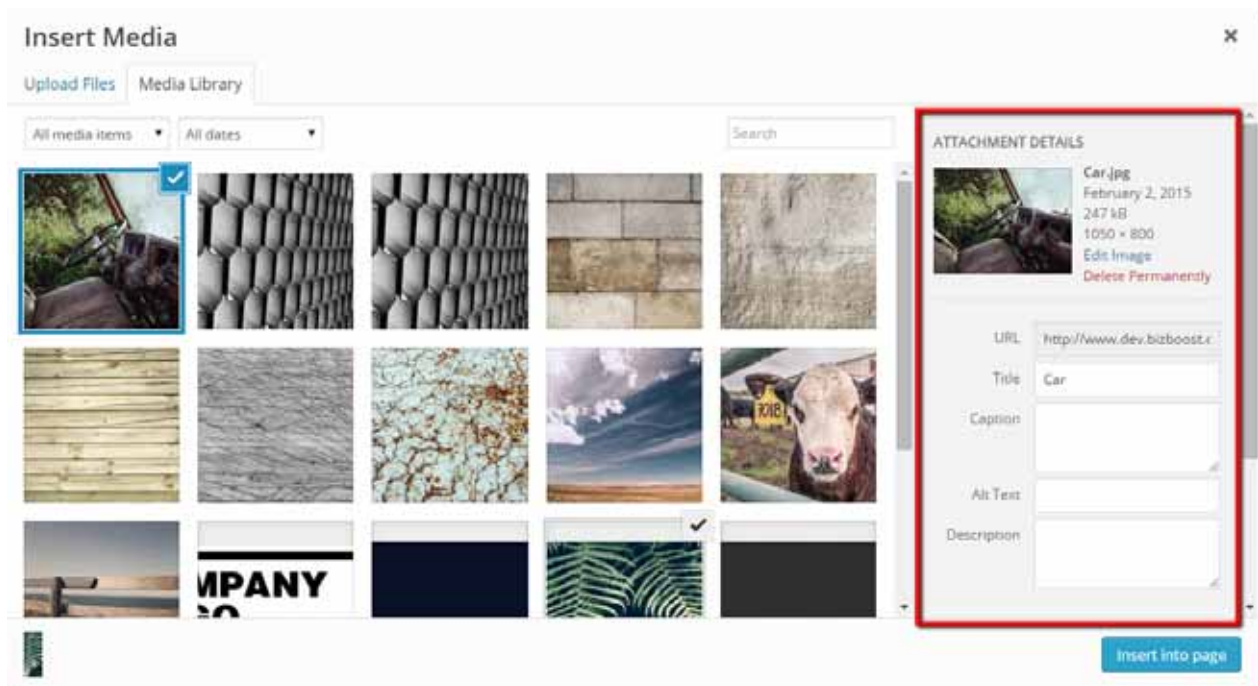
The image title is displayed, as well as the date the image was uploaded, the file size, and the image dimensions.

There is also an **Edit Image** link that will take you to a screen where you can edit the image itself and a **Delete Permanently** link in case you would like to delete the image.

Below this, you'll see the image **URL**, which is the full direct link to where the image is stored on your site. This will be generated automatically and cannot be changed.
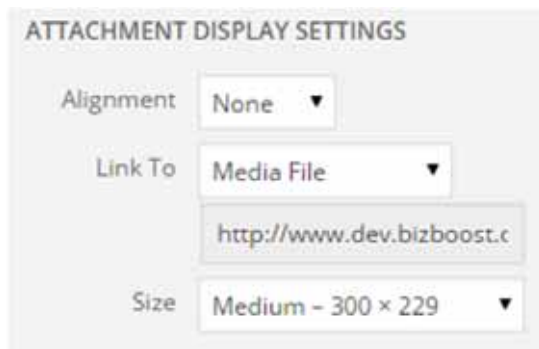
Below that, the **Title** of the image. You can edit this and change the title to whatever you like.

Next, there is a **Caption** field, where you can enter a caption to display below your image. If you do not want to include a caption on your webpage or blog post, then leave this section blank.

The **Alt Text** field controls what text replaces the image in case of slow-loading sites. It will also help this image (and therefore your website) be found in the search engine so it is a good idea to use keywords in this box if you can.

Description is an optional description of the image that will display on the image's attachment page (if you choose for the image to be linked to its attachment page).

ATTACHMENT DISPLAY SETTINGS

Alignment   None ▾

Link To   Media File ▾

http://www.dev.bizboost.c

Size   Medium – 300 × 229 ▾

Further down, there are a number of settings that control how the image will display in your post or page.

Alignment lets you choose for your image to be left- or right-aligned, with your text wrapping around it, or center-aligned with the text breaking above and below it. You can also choose 'None.'

The **Link To** option controls where a reader is taken if they click on the image:

- **Media File** opens the image file on its own tab.
- **Attachment Page** opens the image on its own page in your site, where its title and description are displayed, and where readers can leave comments and use sharing buttons on the individual image itself (if comments and sharing are enabled on media files).
- **Custom URL** lets you choose where the image links; for example, you might want an image to link to a specific page of your site when clicked.
- If you don't want the image to be clickable at all, choose **None.**

Finally, the **Size** option lets you choose to display your image at full-size, medium, large, or as a thumbnail. – USE THE FULL SIZE OPTION AS MUCH AS POSSIBLE, AS LONG AS YOU HAVE PRE-PREPARED YOUR IMAGES.

As an alternative to uploading files on each individual page, you can instead bulk upload images/documents/videos/sound clips etc on your website.

1. Simply click on the "**Media**" tab on the left sidebar.
2. Then click on the '**Add New**' button at the top of the page.

IT IS IMPORTANT THAT YOU PREPARE YOUR IMAGES BEFOREHAND – PLEASE REFER TO OUR USER GUIDE ON PREPARING IMAGES.
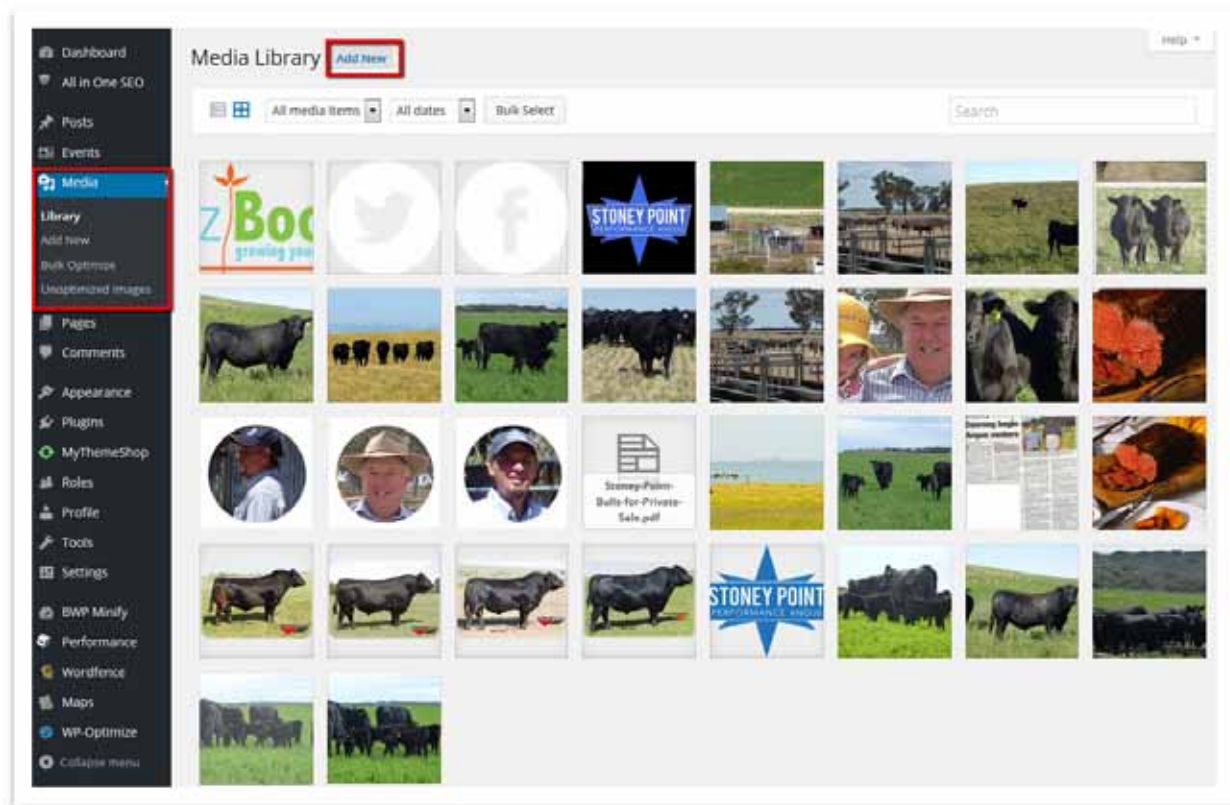
3. Click on **'Select Files'** and then locate the files on your computer. You can select multiple files at once for a bulk upload.
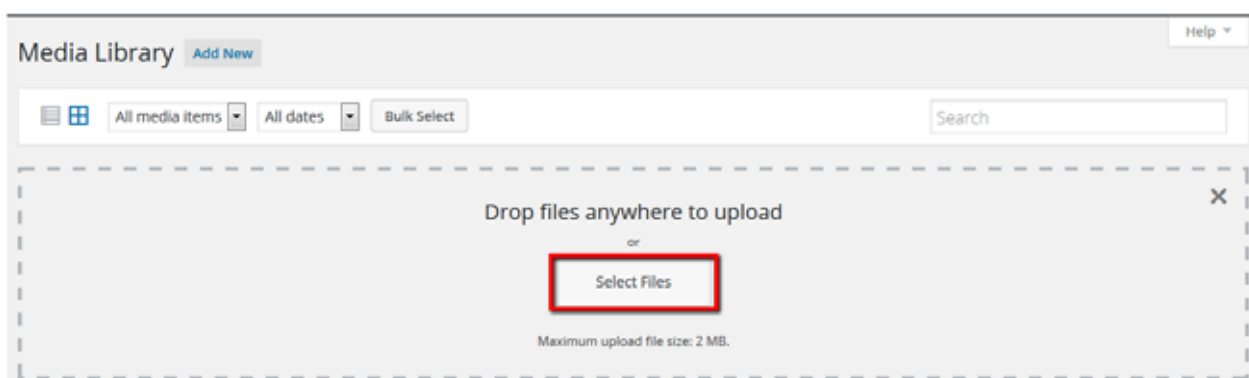
It will indicate once the files are completed. *There is a 2MB limit on all files that can be uploaded.*
If you cannot get the images/documents any smaller you need to contact us so we can upload them for you.

PREPARING AN IMAGE FOR YOUR WEBSITE

Images to be used on a website need to be:

1. Cropped and/or resized (preferably no more than 400 pixels wide)
2. Saved as a jpeg (a type of image file)
3. The resolution should be no more than 72 dpi (dots per inch)

There are many different editing programs that can be used to do these tasks, such as Microsoft Photo Editor, Macromedia Firewords or Adobe Photoshop. However, if you don't already have one of these programs, we recommend using the (free!) website Pixlr.

Here are detailed instructions on how to prepare your images for your website using Pixlr Editor:

1. **Open Pixlr Editor in a web browser -** Go to https://pixlr.com/.

Pixlr provides a variety of free web applications that allow users to edit images.

When it comes to editing an image for use on a website, '*Pixlr Editor*' is by far the most useful as it automatically compresses the images to a web-friendly resolution (72 dpi). Other programs, such as the Pixlr Autodesk, export an image at the same resolution as the original. If the resolution of the image is too high it can cause your webpage to load slowly.
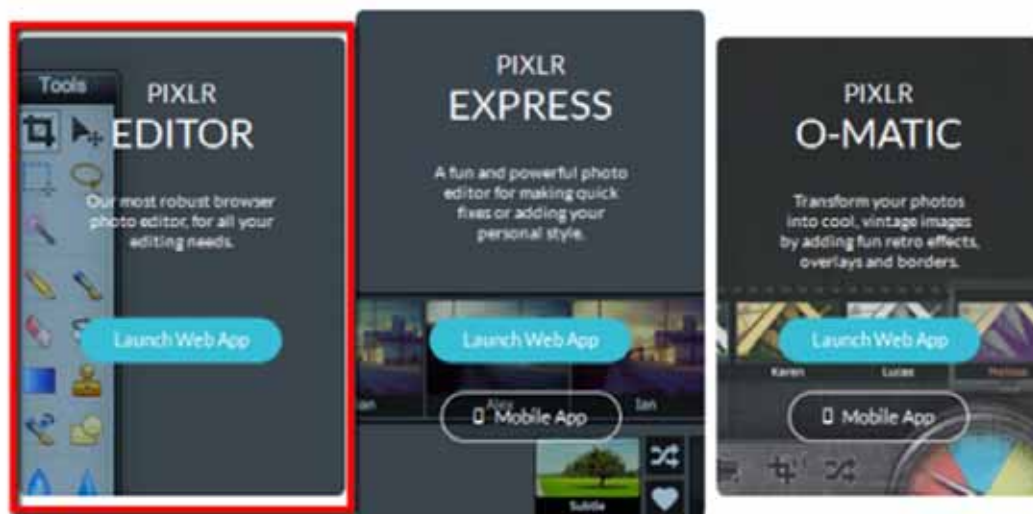
2. Select an image from your computer

Once in Pixlr Editor, choose the option to 'open image from computer'. Browse and select the picture you intend to add to your website.

3. Cropping an Image

To crop an image in Pixlr Editor, select the cropping tool from the tools bar (the top left button).

Click and drag the mouse over the section of the image you wish to keep.

You can adjust the area selected by clicking and dragging on the corners (as you would when resizing an image in Microsoft word etc).

Press 'enter' (PC) or 'return' (Mac) when happy. Press 'Ctr l + Z' (PC) or 'Command + Z' (Mac) at any time to undo a step.

>>

4. Change the image size

To change the size of an image, select 'image' then 'image size' from the toolbar at the top of the window.
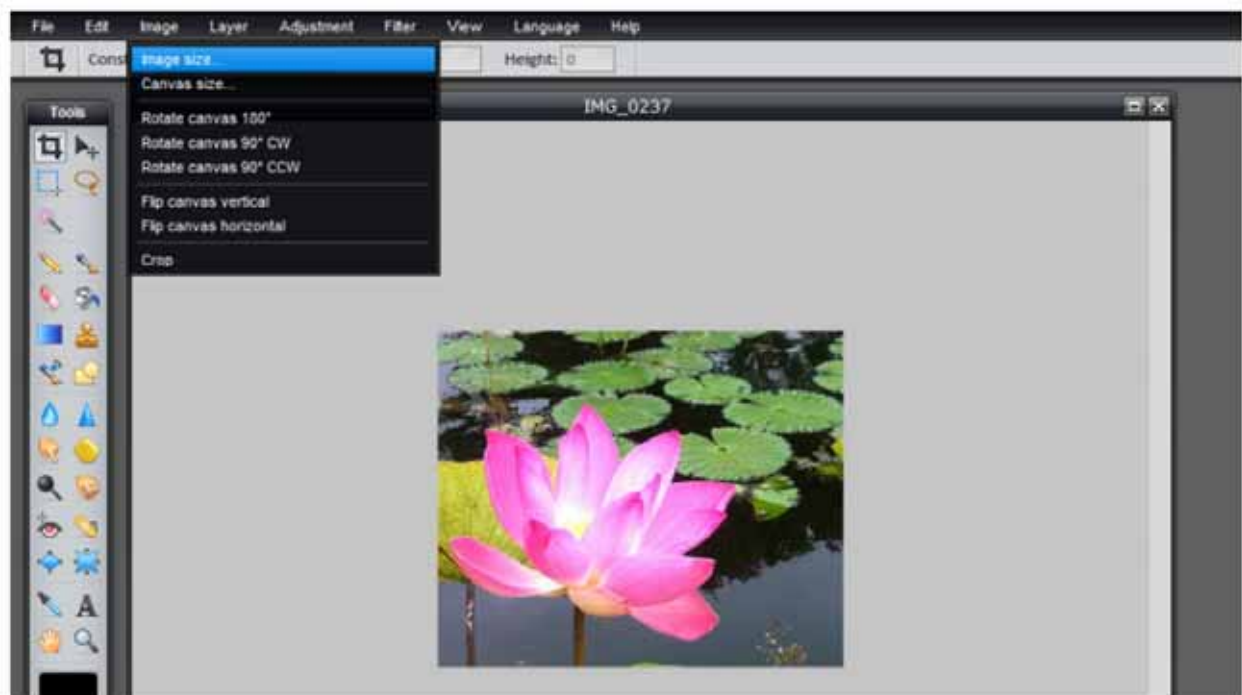
Adjust the size as needed.
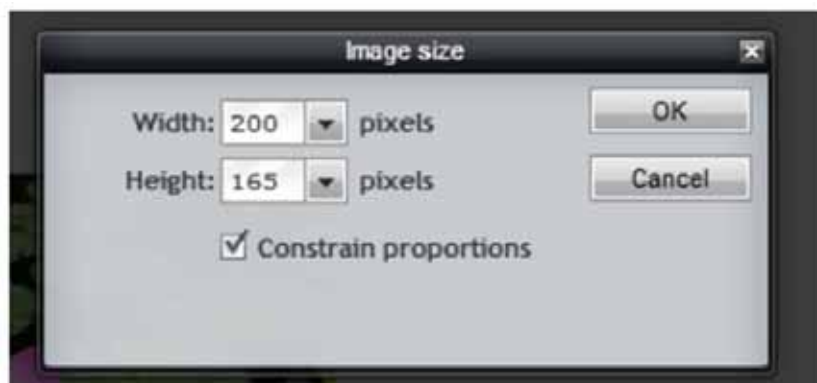
Make sure 'constrain proportions' box is ticked so the image resizes both width and height proportionately. Otherwise you may end up with a photo like this:

Select File >> Save

You can change the name of your image. Save as a JPEG (the usual format for web photos). Adjust quality if desired.

Click OK and select the folder you want to save it to.

When creating a new page you also need to add in the SEO settings for the page. This will help your website to list in the results of searches and therefore be found.

Please complete the:

Custom Document Title: Aim for 55 characters including keywords found on the page. From the front of the website this will appear in the tab title.

Custom Post/Page Meta Description: A short paragraph that give an overview of the information on this page of you website. In a search result this will be listed underneath the link to the page and helps people choose whether to click through to your website. Make sure your keywords from your title are included in here.

Custom Post/Page Meta Keywords: Specify the keywords for this page. Use lowercase and separate them by a comma. Make sure the ones used in your page title are entered first. These are the words or short phrases that you think people might search for and you want your page to show in the results.

Theme SEO Settings

Custom Document Title [?] Characters Used: 53

Spence Dix & Co | Livestock & Real Estate Specialists

Custom Post/Page Meta Description [?] Characters Used: 348

Spence Dix & Co is an independent Livestock and Real Estate Agency that offers stud and commercial livestock sales, rural real estate marketing, multi-vendor circuit sales, stud dispersals and clearing sales. Spence Dix & Co is based at Keith, South Australia and services the Upper South East, Adelaide Plains and the Mid North of South Australia.

Custom Post/Page Meta Keywords, comma separated [?]

spence dix and co, spence dix & co, livestock agents, livestock marketing, real esate agents, rural real estate, independant a;