

# Getting Started with WordPress

*MODMACRO*

## Contents

|                          |   |
|--------------------------|---|
| Logging in               | 3 |
| Navigating the Dashboard | 3 |
| Working with pages       | 4 |
| Working with widgets     | 5 |

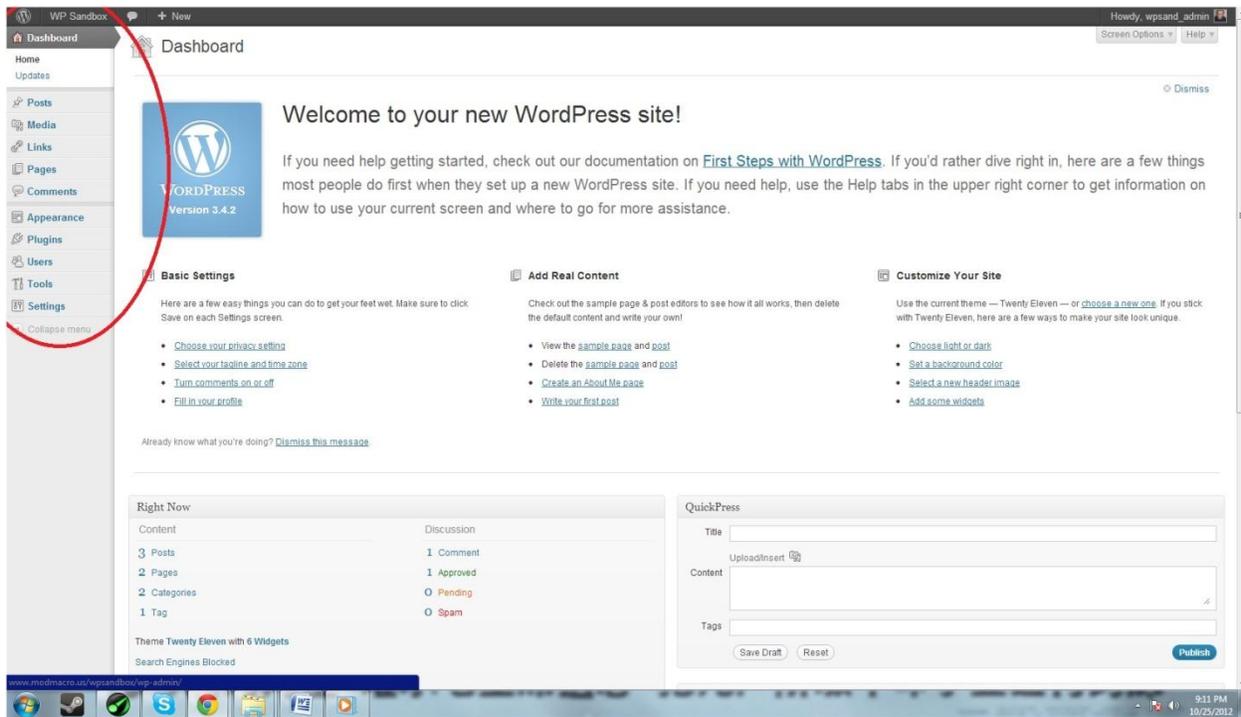
## 1. Logging in

Your website may include a login link in the header or footer of each page. If not, you will access your website's login page via the URL that we've provided. Once you reach the login page, enter the username and password we gave you.

The image shows the WordPress login interface. At the top, there is the WordPress logo (a circular 'W' icon) followed by the word 'WORDPRESS' in a blue, serif font. Below this is a white rectangular login box with a thin grey border. Inside the box, there are two text input fields: the first is labeled 'Username' and the second is labeled 'Password'. Below the password field is a checkbox labeled 'Remember Me'. To the right of the checkbox is a blue button with white text that says 'Log In'. Below the login box, there is a blue hyperlink that says 'Lost your password?'.

## 2. Navigating the dashboard

Upon login into the Admin Dashboard of your WordPress site the first thing you should familiarize with is the menu on the left side. We'll call this the **main menu**.



The main menu contains everything you'll need to manage your website. Hover over each choice to get a glimpse of the choices within their categories and familiarize yourself with the layout. To view your live website, as others see it, click on the name of your website to the right of the WordPress symbol in the very top left of the page.

### 3. Working with pages

The "Pages" tab is where you'll manage the pages of your WordPress site. Click the "Pages" tab on the main menu to view a list of pages in your site.

*Note that this list may extend across multiple pages depending on how large your site is.*

#### Editing a page

To edit a page, simply click the page name. Additional options are made available by hovering your mouse over the page name. Additional options include Quick Edit, Trash and View.

Upon entering the page editor take note of some key features...

- Familiarize yourself with the text editor. It works similarly to MS Word. Take a few minutes to play with the various formatting options.

- Notice the Upload/Insert button. This will allow you to add an image directly into your page from the Media Library or from your computer.
- Note that WordPress attempts to display your content on the website as much like in the editor as possible.
- Once you have completed your changes, look for the “Publish” box (usually on the right). This section allows you to preview the page, set visibility options and adjust when you want the page to be published. Then click the “Update” button to save.

### **Creating a new page**

To create a new page, click “Add New” under the “Pages” tab on the main menu, or click the “Add New” button while on the “Pages” page. This will open the page editor as previously discussed. After giving the page a Title and adding your content simply click the “Publish” or “Update” button to save and publish the new page.

*Depending on your WordPress version and how your site was created, new pages may not be automatically added to the website navigation menu(s). Contact us if you need assistance.*

## **4. Working with widgets**

Widgets are specialized elements that add content and features to your website. They are often used on the home page, in page sidebars and on page footers. If you’re trying to edit part of a page and can’t find what you need under the “Pages” section, you should look in the widgets section. For example, if you want to edit the “Home” page, but it’s not in the list of “Pages” you’ll probably find its contents under widgets.

On the main menu select “**Appearance**” then “**Widgets**”. Notice the boxes on the far right of the screen. These are widget areas which contain widgets. To edit a specific section, select the box to expand it. Then click on widget to edit it.

In many cases you’ll simply want to edit some text, for example on the page footer. In this case you can simply locate the footer section and edit the text widget that it contains.

*Each WordPress website is customized so yours may or may not include editable widgets. Contact us if you need assistance.*