

## WordPress Tutorials

- Creative Bloq has assembled a list of WordPress Tutorials that cover everything from design to explanations of screens and menu choices.

<http://www.creativebloq.com/web-design/wordpress-tutorials-designers-1012990>

## WordPress Dashboard (Administration) Screens

- Descriptions of each section of the Dashboard area of your Wordpress site are available at

[http://codex.wordpress.org/Administration\\_Screens](http://codex.wordpress.org/Administration_Screens)

## Posts vs. Pages

- Posts are blog entries that are displayed chronologically on your WordPress site. As you create more posts, the newest ones will display at the top of the page with older posts scrolling to the bottom.
  - By default, WordPress will organize / archive your posts by date -- users will be able to see your posts for organized by month, for example.
  - Posts can also be organized by keyword tagging or categorizing them. If used, keywords and category information will appear on the display for each post.
- Pages are basic, static Web pages.
  - In order for pages to appear and be accessible, you will need to *manually add* them to your site via widgets, sidebars, or menus.
  - Pages can be organized so that they are in a hierarchy. Organizing in this way will have an impact on menu / navigation displays and accessibility.
- *Both* Posts and Pages include areas where viewers can leave comments. Both will also identify who authored the information and when it was created.

## Post Categories & Keywords

Posts on WordPress sites can be organized using broad categories and specific keyword tags. Categories and keyword tags provide viewers with alternatives to accessing the information on your site. Rather than browsing the information on your site using the chronological date archive of posts, they can search using keywords and categories.

- *Categories* are broad classifications you create to describe topics or main areas associated with the content being posted. Usually Posts are assigned only 1 category.
- *Keyword Tags* provide a more specific route to organizing and describing your content. Posts are usually given multiple keyword tags.
  - Tag names **MUST** be unique
- Categories vs. Tags -- see support documentation at <https://en.support.wordpress.com/posts/categories-vs-tags/> for another explanation of the difference between these features.

## Links

In WordPress, you can create links to external sites and include them in sidebars and widgets. To have the links appear, you'll need to categorize the links – add the category to the link when you are creating it.

Then, you'll need to customize the sidebar / widget to include the links or the categories you have applied to these links.

Example:

### *Create Link Category*

I want to have a list of links to sites relating to the work of this class, such as UNO, the Strategic Air & Space Museum, etc. I would first create a one-word category to describe these links: UNO

1. The category is created by clicking on **Links** in the left-hand navigation menu when I am on my WordPress Dashboard.
2. Select **Link Category** from the menu
3. Fill in the name of the **Category** ... this will be the name that may display on your site so be sure to spell correctly;
4. It is highly recommended that you provide a description for the link category so that you will remember how you are using the category to define / organize your links.
5. Click **Add New Link Category** to create the category in the system.

### *Add Category to Link*

With the category created, go to the **Links** area (click **Links** in the left-hand navigation menu).

1. Create a new link by clicking the **Add New** button.
2. Fill in the **Name** and **Web Address** boxes.
3. In the **Categories** area, place a checkmark next to the appropriate category for this link.
4. Click the **Add Link** button to save the link to the system.

### *Add Links to Sidebar / Widget*

Links are added to sidebars / widgets by adding a Links section to these areas. Under **Appearance** (from the left-hand navigation menu on the dashboard), select **Widgets**.

### Links (Cont'd)

Depending upon the theme you have selected, you can add a Links section to Sidebar or Footer areas.

1. Near the top of the screen, click the **Manage in Customizer** button.
2. Click on the section to which you want to add the Links.
3. Click the **Add Widget** button.
4. In the right-hand column, select **Links** from the choices available.
5. A Links section will be added to the left-hand customization menu.
6. Under **Select Link Category**, choose the category of links to display.
7. Under **Sort By**, choose how you would like the links to be sorted in this section. *Link Title* will make the system sort your links alphabetically by the title you gave them.
8. Place a checkmark next to **Show Link Name**. If you want an image to display with the link or the description, place checkmarks next to these options.
9. Type in a number in the **Number of links to show** box. This should be the *maximum* number of links you want to display in this section.
10. Click the **Save & Publish** button to save the configuration parameters you've given.
11. Check your WordPress site to see how the links display.

### Adding Documents to Your Site

In addition to images and video, WordPress allows you to upload a variety of document types -- from MSWord documents (.docx) to PDF files. These can then be linked / added into your Posts or Pages.

To link to a document:

1. Upload your document file to the Media Library.
  - a. Select Media from the left-hand navigation in the dashboard.
  - b. Click the **Add New** link.
  - c. Click the **Select Files** link to navigate to where your document(s) is saved on your computer, flash drive, etc.
2. Go to the Post or Page in which you'd like to link the document by selecting either **Posts** or **Pages** from the left-hand dashboard navigation menu.
3. Create a new Post / Page or elect to Edit a Post / Page.
4. In the textbox where you've added the primary text of your Post / Page, click the **Add Media** button.
5. The Media Library appears; locate and select the document to which you'd like to link. NOTE: When selected, details on the file will display in the right-hand portion of the window. Check the information in the *Title* box ... this will become the display name of the link in your Post / Page. If you do not like this Title, change the information on this screen.
6. Click the **Insert Into Post** button.
7. The link will appear in the textbox for the post.
8. Click the **Publish** button when you have completed the creation / editing of the Post / Page.

## Creating a Photo Gallery

WordPress includes an Image Gallery function. A “grid” of images will display in the gallery, and you can customize how these are displayed.

To add a Gallery to a Post or Page:

1. Go to the Post or Page in which you'd like to add a Gallery by selecting either **Posts** or **Pages** from the left-hand dashboard navigation menu.
2. Create a new Post / Page or elect to Edit a Post / Page.
3. In the textbox where you've added the primary text of your Post / Page, click the **Add Media** button.
4. The Media Library appears; select **Create Gallery** from the short left-hand navigation menu appearing with the Media Library.
5. Select the images to be included in the Gallery by clicking on each of them. New images can also be added using the *Upload Files* tab.
  - a. As with any other selections in the Media Library, check the Attachment Details column for the titles of the images to ensure they say what you want them to.
6. When done selecting images, click the **Create a new gallery** button.
7. The **Gallery Settings** options will appear.
  - a. *Link To* determines where the thumbnail that appears will take the viewer (an attachment page or the image file itself).
  - b. *Columns* determines how many columns will display in your gallery. Be aware of the width of the body of your pages as determined by the theme you've selected. Some themes may restrict how wide of a gallery is accepted.
  - c. *Random Order* allows you to randomize the images displaying the gallery. Each time the page / post is loaded / viewed, the images will be in a different order if you choose Random Order.
  - d. *Size* determines how large the image is displayed in the gallery. Thumbnail is suggested as viewers can click on the image to display it full-size elsewhere.
8. Click the **Insert gallery** button to add the gallery to the Post / Page.
9. Click the **Publish** button when you have completed the creation / editing of the Post / Page.

More information on the Gallery function can be found at

[https://codex.wordpress.org/The\\_WordPress\\_Gallery](https://codex.wordpress.org/The_WordPress_Gallery)