



# WORDPRESS

The Manual



# Login

Start off by heading to:

<http://yoursite.com/wp-admin/>

Or if your wordpress is installed in a subfolder, head here:

<http://yoursite.com/wordpress/wp-admin/>

You will be given this info from our developers.

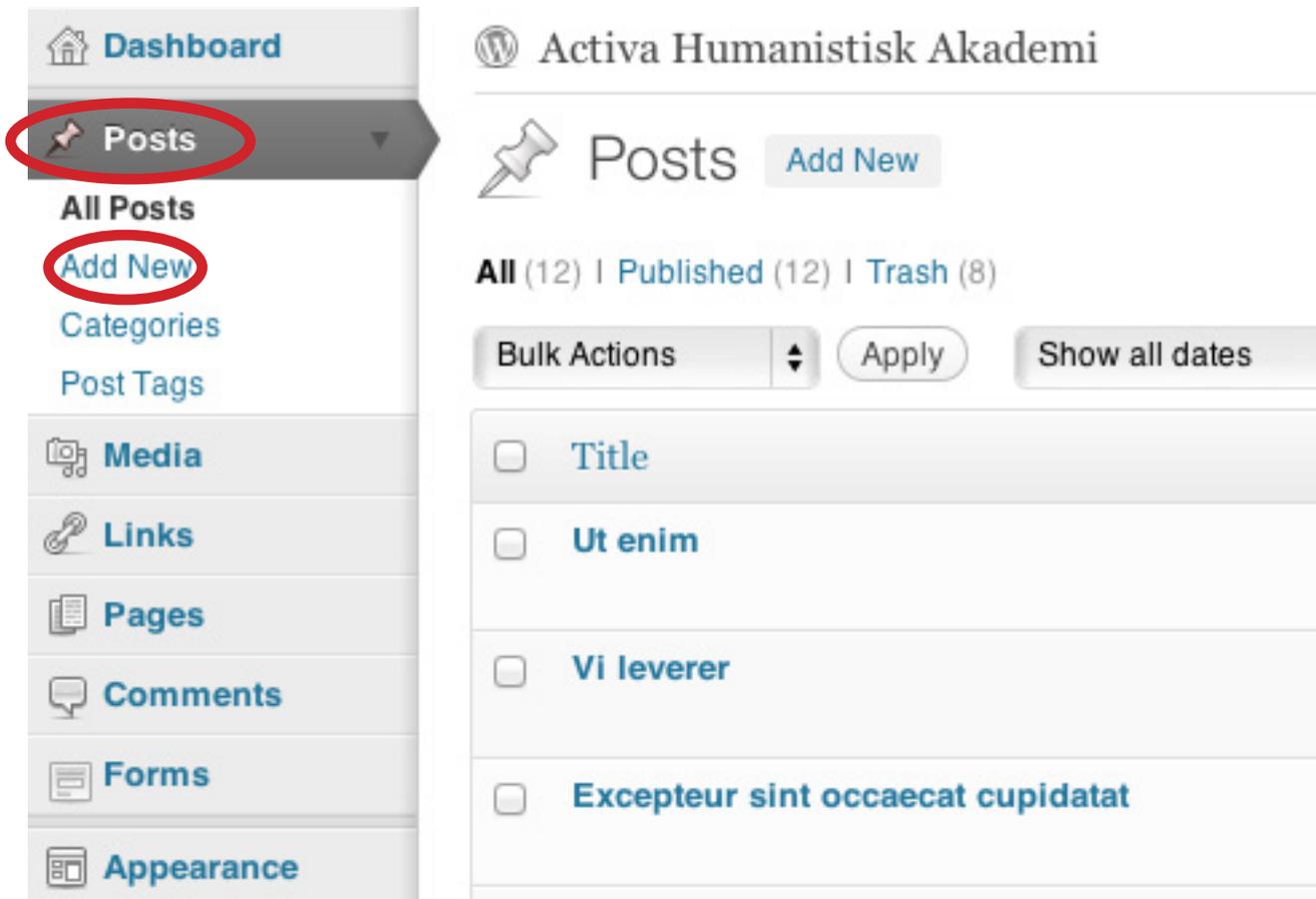
Enter Username and Password then click "Log In".



The image shows the WordPress login interface. At the top left is the WordPress logo, a circular emblem with a 'W' inside, followed by the word 'WORDPRESS' in a blue, serif font. Below the logo is a white rectangular form with a light gray border. Inside the form, 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 the text 'Log In' in white, which is circled in red. At the bottom left of the form, there is a blue link that says 'Lost your password?'.

# Write a post

1. When you're logged in, you end up in the Dashboard view. Click "posts" and then on "add new". If you want to edit a old post, simply click on the one you want from the list below.



The screenshot shows the WordPress dashboard for 'Activa Humanistisk Akademi'. On the left sidebar, the 'Posts' menu item is highlighted with a red circle, and its sub-menu 'Add New' is also circled in red. The main content area shows the 'Posts' section with a list of posts. The posts listed are:

- Title
- Ut enim
- Vi leverer
- Excepteur sint occaecat cupidatat

2. First things first, and that is the Headline. Our post is named "My first post", Wordpress will generate the URL(link to the post) automatically when you're done editing this field. You can change the link name though, by clicking "Edit".

My first post

Permalink: <http://www.humanistisk-akademi.com/wordpress/blog/my-first-post/> [Edit](#)

When you have published your post later in this chapter, there will appear two more buttons. Click "View post" to look at your published post on your site and on "Get shortlink" to get the system link to your post (could look something like this: <http://yoursite.com/blog/?p=92>). This is useful when you need to link to a post without being worried about that the link will be broken if you rename it, since the system link is always the same this won't happen. But as I said first things first.

[View Post](#)

[Get Shortlink](#)

3. Now it's time to write your post. When you're done with the text, you may want to format the different pieces.

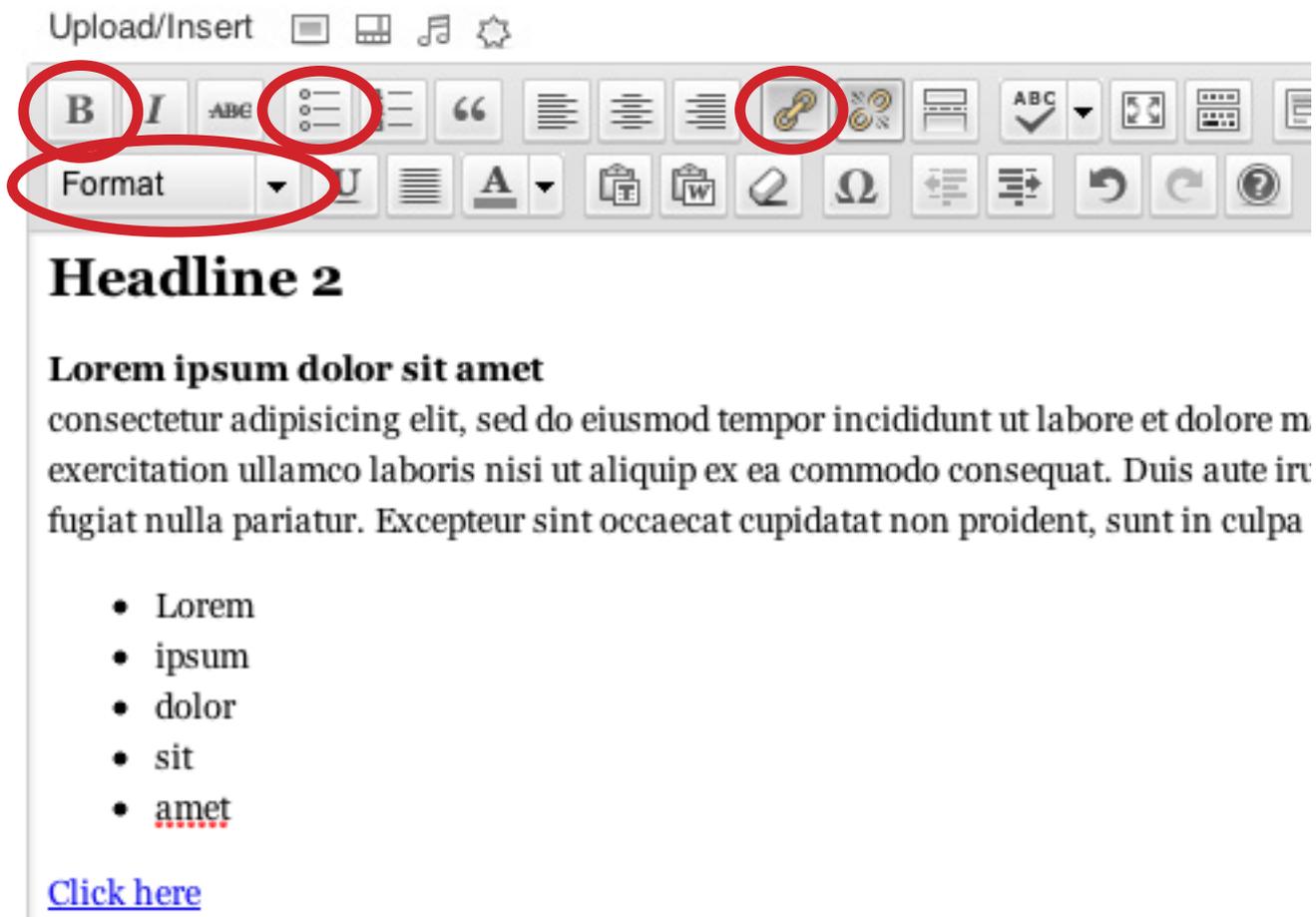
If you want a subtitle, select the text and click on the drop down menu saying "format", we have chosen Headline 2, which is the second largest.

If you want to make a part of the text bold, select it and click on the "B" button.

To do a "short" row break, like the one after "Lorem ipsum dolor sit amet", press Shift + Enter, if you press just Enter, you will do a "large" row break and the text part will be a separate paragraph.

Making a list is simple, select the text and press on the "list" button.

To make a link, select the text, click the "link" button.



Upload/Insert    

**B** *I* ~~ABC~~       

Format        

## Headline 2

**Lorem ipsum dolor sit amet**  
consectetur adipisicing elit, sed do eiusmod tempor incididunt ut labore et dolore m  
exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute ir  
fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa

- Lorem
- ipsum
- dolor
- sit
- amet

[Click here](#)

4. A box will appear with a few options. You can enter URL (the link), add a title (appears on mouse over in some browsers), choose if you want the link to open in a new window/tab or not, or just choose one of your older posts or pages in the list below. When you're done click "Add link".

**Insert/edit link** ✕

*Enter the destination URL*

URL

Title

Open link in a new window/tab

---

▼ *Or link to existing content*

Search

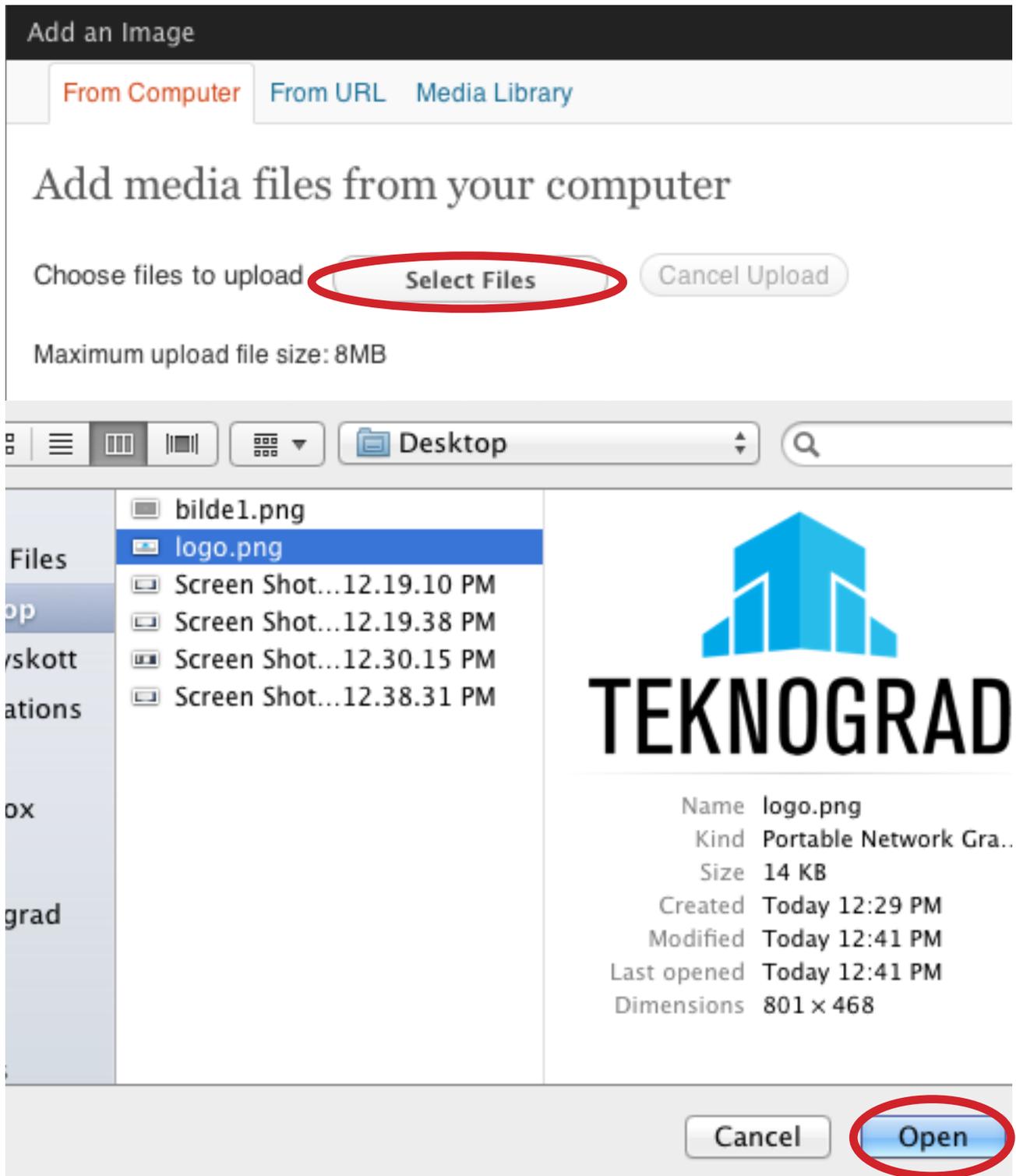
<i>No search term specified. Showing recent items.</i>	
My first post	2011/11/03
Ut enim	2011/11/03
Vi leverer	2011/11/03
Presentasjoner	PAGE
Filosofiske smuler	PAGE
Kontakt	PAGE
Eventyrene i et søppelkøkken	2011/11/03

[Cancel](#) Add Link

5. If you want to add a image to your post, click on the “image” button.



6. A box will appear, click on “select files”. Then select your file, and click “Open”.



7. When your file is uploaded you can enter a title (shown on mouse over).

To make the image clickable you can enter a link in the "Link URL" field either by typing or clicking one of the buttons: "None" (no link), "File URL" (link to image in original size) and "Post URL" (link to the post).

Then there's "alignment", you can choose to center your image, align it to the left/right and let the text float around it. We have chosen "none".

Next and last thing is "Size", choose "Large" and click the button "insert into post".

**File name:** logo2.png  
**File type:** image/png  
**Upload date:** November 3, 2011  
**Dimensions:** 801 x 468

[Edit Image](#)

**Title** \*

**Alternate Text**   
*Alt text for the image, e.g. "The Mona Lisa"*

**Caption**

**Description**

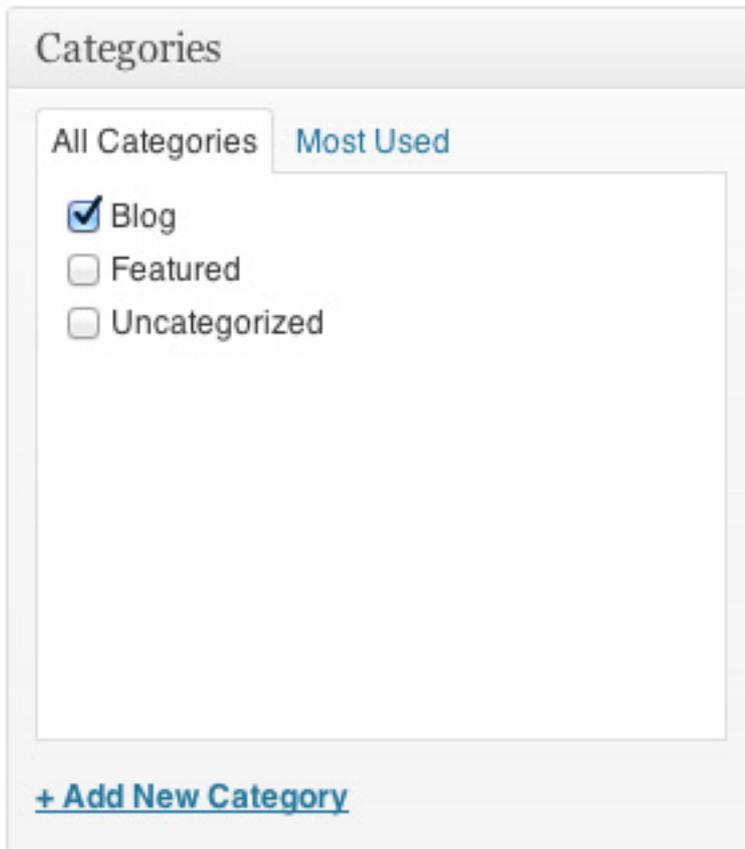
**Link URL**   
    
*Enter a link URL or click above for presets.*

**Alignment**  **None**  **Left**  **Center**

**Size**  **Thumbnail** (270 x 270)  **Medium** (300 x 175)  **Large** (557 x 325)

[Use as featured image](#) [Delete](#)

8. When editing your posts, you can choose from two display modes, “visual” for non-coders and “HTML” for coders.

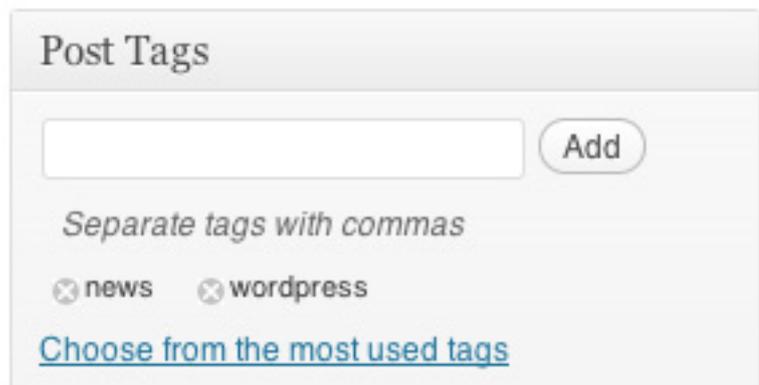


9. Next thing is to mark your post with a category. In this example we have “Blog”, “Featured” and “Uncategorized”. If you don’t select any of them your post will automatically be marked as “Uncategorized”. If you select “Blog”, it will show up in the blog section of your website and if you select “featured”, it will be featured on the front page of your site.

There may be a maximum amount for “Featured” posts on your website, simply head to the list of all your older posts, click “Edit” on the one you want to remove from “Featured” and deselect it from the category “Featured”, then click Update. Now there will be room for your newer posts.

On your site there may be other categories. You can also create new categories. Contact your developers to get the functionality to work for the new ones.

10. Now it’s time to tag your post. If you have tagged posts before, you can choose from “most used tags”, or select tags that gets displayed as you type in the text field. If it’s your first post or if your tag is not displayed, simply type your tag and press enter. The tags you choose should represent the content in your post.



11. Below your post's text field you find the "Excerpt" field. This is a summary of your post and should only contain a few sentences from your post, simply copy paste it here.

Your site may run a plugin that automatically generates a thumbnail image from the post's image for your Excerpt. You can't upload images to this field, images will be added by it self. Ask your developer for support.

There will automatically be a "read more" link at the bottom of your post's excerpt when viewing it on your site, so no need to add links here. This link will lead to the full post/article.

### Excerpt

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea com voluntate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaec

Excerpts are optional hand-crafted summaries of your content that can be used in your

12. Last step! Click on the blue button saying "Publish", when published this button will say "Update".

Here you can change the date of your post, move to trash and Preview it on your website if you're not sure about how it will look.

Hooray, you've created your first post.

### Publish

[Preview Changes](#)

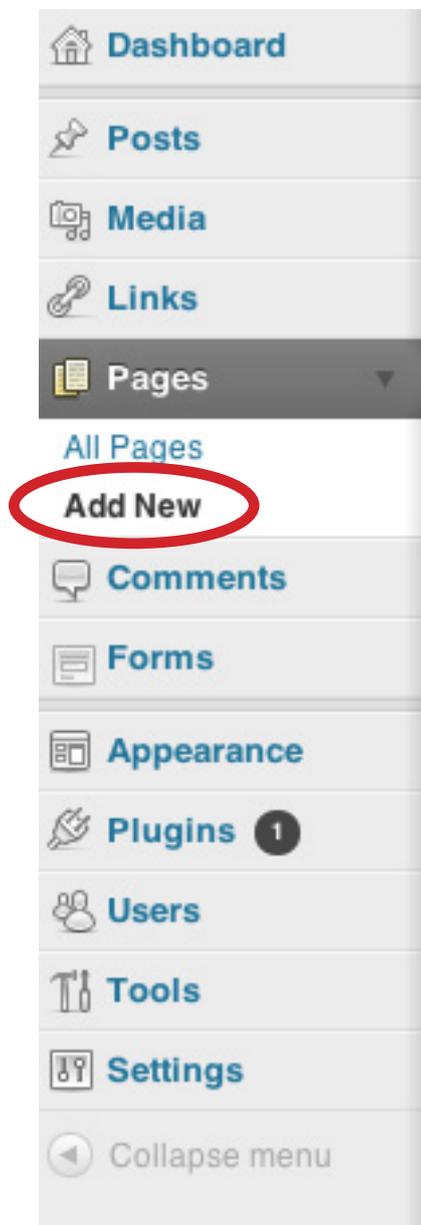
Status: **Published** [Edit](#)

Visibility: **Public** [Edit](#)

 Published on: **Nov 3, 2011 @ 12:45** [Edit](#)

[Move to Trash](#) [Update](#)

# Write a page



Writing a page is similar to writing a post. You can add text, images, links, lists and so on. But there are also some things you can't do with a page.

You can't add tags, categories or a excerpt.

Because a page is a page and a post is a post. If you want something on your blog section you write a post, cause you need to add it to the category "Blog". If you want it to be featured on your frontpage, you write a post, cause you need it to be categorized under "Featured".

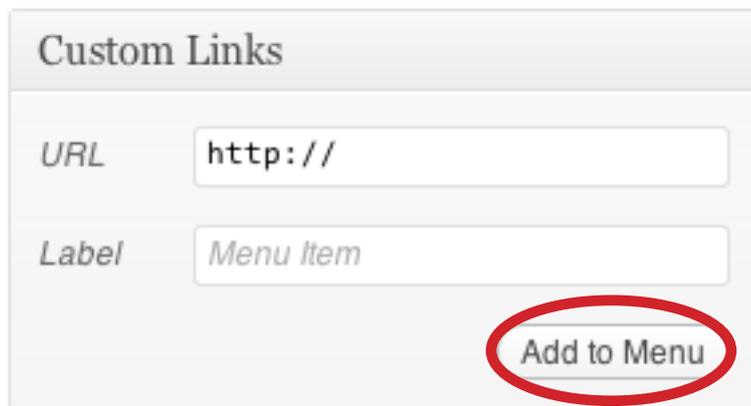
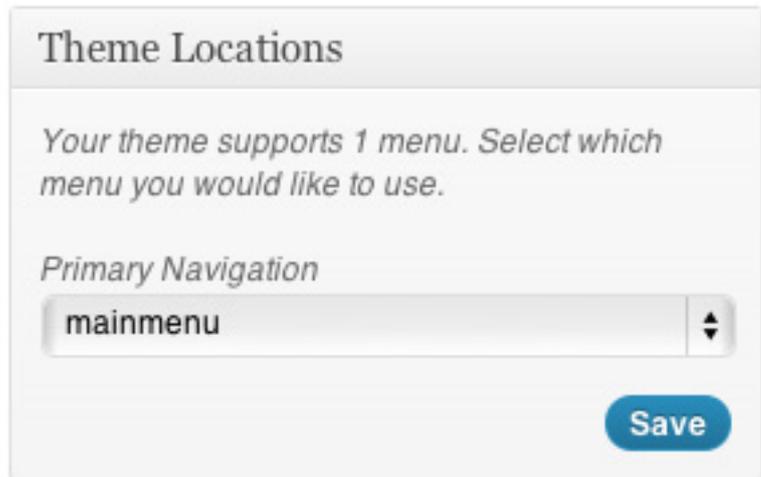
So when do you write a Page?

A page hang around for a longer time, and doesn't get updated as often as posts do. A page can be Contact, About Us, Customers and so on.

But keep in mind, if you need your page to be featured on your frontpage, it won't work, then it should be a post.

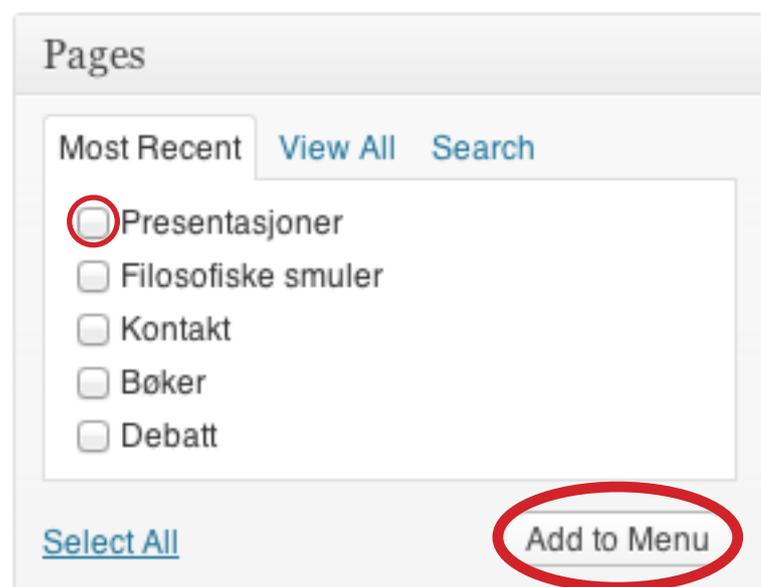
# Editing the Main Menu

1. In the Wordpress Admin Menu to the left you find Appearance, click on Menus. This will take you to the section where you can administrate the Main Menu of your site. The first box you'll see is the box telling which menu is the primary menu. Most Wordpress sites only support 1 menu, like this site, so no need to change anything in this box.



2. Next box is Custom Links. If you need to link to an external site like Twitter or anything else, this is where you do that. Simply paste the link to the site in the URL field and type in the Label field what you want the link to say in the main menu, e.g. "Follow us on Twitter". Then click "Add to Menu".

3. Next box is Pages. If you want to add one of your earlier created pages, check the box next to the Page you want and click Add to Menu.



4. In this box you can choose from your categories. Say I want Blog in my Main Menu, check it and click Add to Menu.

This is how you add an entire category to your Main Menu.

Categories

Most Used View All Search

Blog

Featured

Select All Add to Menu

5. In the big box to the right you find all elements you have added to your menu. Here you can edit each element, such as label (text on menu) or remove it. To change the order of the different elements, simply: Click, drag and drop 'em where you want them to be. Click Save Menu.

mainmenu +

Menu Name mainmenu

Automatically add new top-level pages

Delete Menu Save Menu

Forsiden	Custom ▼
Debatt	Page ▼
Bøker	Page ▼
Filosofiske smuler	Page ▼
Presentasjoner	Page ▼
Kontakt	Page ▼

Save Menu

# Editing sidebar elements (widgets)



1. Under appearance you find Widgets, click it. You will see a big box with Available Widgets. Drag and drop the ones you like, to the Primary Widget Area to the right (these are the ones that will be showing up in the sidebar on your site).

There are a lot of Widgets to choose from, but the most used widgets are: Text and WYSIWYG. WYSIWYG isn't a standard widget, it needs to be installed to be available. If you see it, it's installed, if it isn't there, contact your developer.

So what differs these two widgets? Their end purpose is pretty much the same.

Choose the Text Widget if you want to add a box with unformatted text and/or html.

Choose the WYSIWYG (What You See Is What You Get) Widget if you want a box with text that can be formatted, such as Bold, make lists and links.

When you have decided which widget you need, click the widget you want and drag it to the Primary Widget Area.

A screenshot of the WordPress widget management interface. On the left is the 'Available Widgets' panel, which contains three widget categories: 'Archives' (A monthly archive of your site's), 'Custom Menu' (Use this widget to add one of y menus as a widget.), and 'Pages' (Your site's WordPress Pages). On the right is the 'Primary Widget Area' panel, which contains four WYSIWYG widgets: 'WYSIWYG Widget: Kompetansebyggin', 'WYSIWYG Widget: Leder- og medarbei', 'WYSIWYG Widget: Etterlevelse', and 'WYSIWYG Widget: Konsulent'. Each widget has a dropdown arrow on its right side.

2. Okay, so now you have a widget in your Primary Widget Area. To add text to it, click on it and it will expand. Here you can add a Title and Text.

If you are using the WYSIWYG Widget, a pop up box will launch when clicking in the Text area, this pop up contains all the formatting controls you have seen before when editing posts. If you're using the Text Widget, just type your text/html in the Text area.

Now create your content, format it and click Save. Then all the formatting you've done will be sent to the Text area on your widget. To save your widget you need to click the Save button on your widget also.

If you see the field Widget Logic, this means you have a plugin installed, making it possible to control on which pages you want that widget to be shown. If you don't see it, but want this functionality, contact your developer.

To sort your widgets, you can drag your widgets around in the Primary Widget Area, simply drag and drop.

To delete a widget click delete.

If you have a widget that you want to inactivate, drag it to the column saying Inactive Widgets. When you want that same widget back on your site, with the same content, simply drag it back to the Primary Widget Area.

Widget logic examples:

`is_home()`

Will show up on your frontpage if your layout has support for a sidebar with widgets there.

`is_single()`

Will show up on single post pages.

`is_single() && in_category('blog')`

Will show up on single post pages if it's in the category Blog.

`!is_page('about')`

Will show up on every page that has support for widgets except on the page About.

`is_page('about') || is_page('contact')`

Will show up on About and Contact page.

If you leave this field empty, the widget will show on every page that has widget support.

The image shows a screenshot of a WordPress widget editing interface. At the top, the title is "WYSIWYG Widget: Konsulent". Below the title, there are three main sections: "Title:" with a text input field, "Text:" with a larger text area, and "Widget logic" with a text input field. At the bottom left, there are links for "Delete" and "Close". At the bottom right, there is a blue "Save" button.