

# Updating your website using WORDPRESS

Visit: <http://www.yourdomainname.com/wp-admin>

## Login

Username: xxxxxx

Password: xxxxxx

DASHBOARD:

## To change the content on a web page:

1. Click on *Pages* on right hand side
2. *Edit*
3. Locate page to edit and hover over the title – then click on *Edit*
4. Make changes in text box (click on Visual tab in upper left)
5. Click on *Preview Changes* button (upper right)
6. Choose *Update Page* (blue button) to publish page to the web

## To add a New Page:

1. Click on *Pages* on right hand side
2. Choose *Add New*
3. Type in title of Page in the first field (will automatically be added to the main navigation)  
Note: if you want the title of the content to be different then the heading for the navigation – type other title in the second field)
4. Add content into text box and style using the buttons above (use visual tab)
5. *Preview*
6. *Publish*

The screenshot shows the WordPress 'Add New Page' interface. The page title is 'My Page'. The main content area contains the text 'Welcome to my page...'. The 'Publish' button is highlighted with a magnifying glass. The interface includes a sidebar with navigation options like 'Dashboard', 'Posts', 'Media', 'Links', 'Pages', 'Comments', 'Appearance', 'Plugins', 'Users', 'Tools', and 'Settings'. The 'Publish' section on the right shows 'Status: Draft', 'Visibility: Public', and a 'Publish' button. The 'Attributes' section shows 'Parent: Main Page (no parent)'. The 'Custom Fields' section is empty.

## NEXTGEN PHOTO GALLERY

Click on *Manage Gallery* to view the list of image galleries - if the gallery you want does not exist - create one under the option: (take note of the gallery id #)

### **To add a gallery:**

1. Click on the appropriate tab above and name the gallery
2. Add Gallery

### **To add images to a gallery:**

1. Click on *Gallery* (left side menu) to expand the content options
2. Click on *Add a Gallery/Images*
3. *Upload Images* tab
4. Click the *Browse* button and find the folder with the images inside.
5. Select the image and repeat until you have selected all the images in the folder which you wish to add to a particular gallery.
6. Select which gallery the images are to be placed in - (Verify which gallery by using the *Manage Gallery* button to determine the corresponding ID #)
7. Click on *Upload Images* button

### **Now Go Back to Manage Gallery**

1. Select Gallery where you inserted images-
2. Add appropriate title, description and tags for the main gallery and for each image in the gallery
3. Click on *Update*

Then select Album (left side of page)

1. Select the appropriate album from drop down list (ie. Pine) in order to add the new gallery to it.
2. Click on *Show All* on upper right side
3. Drag the new gallery from the right to the album you selected on the left.
4. Click *Update* on top of page (next to select album)


### **To also include the new images in the an album:**

1. Go to *Manage Gallery* (Under Gallery heading- left side menu)
  - Select appropriate Gallery
  - Click on the boxes next to the new images in the list to place a check mark beside each one.
    - Click on drop down menu at top of box (default says no action)
    - Select *Copy to...* and press OK
    - Select appropriate Grade gallery and press OK.

## To add an image into the content of a page:

1. Click on *Gallery* (left side menu) to expand the content options
2. Click on *Add a Gallery/Images*
3. *Upload images* (take note of id #'s) - Place image into appropriate gallery

Then...

4. Click on *Pages* in left side menu -- *Edit*
5. Select page to edit and click *Edit*
6. Place your cursor where you wish to insert the image
7. Click on farthest upper right button just above the content box (when you hover over it, it will say NextGEN gallery. (on  visual tab)
8. Select 3<sup>rd</sup> tab – *Picture*
9. Select picture you uploaded, the width & height, and then press *Insert*

## Online Tutorials & Resources for Using Wordpress

<http://wpscreencasts.com/>

<http://www.happymarketer.com/learn/tutorials>

<http://harkinscreative.com/resources/wordpress-video-tutorials>

Create a New Page:

[http://wordpress-tutorials.ithemes.com/27tutsunbranded/wp27\\_writepage.swf](http://wordpress-tutorials.ithemes.com/27tutsunbranded/wp27_writepage.swf)

<http://wordpressuniversity.com/wordpress-tutorials/>