

# WordPress Training Overview



## A. What Is WordPress?

- WordPress is a **free, open-source** website content management system (**CMS**).
- It is the most widely used CMS – [28% of the internet uses it](#).

## B. How It Works

WordPress allows you to...

- Edit your website using any computer or device with a web browser and an internet connection.
- Create web pages and blog posts without needing to code HTML.
- Link to documents and display images, audio files, and video files on your site.
- Customize the overall look of your site.

## C. Purpose

- To quickly communicate directly with your audience: parents, students, community, coworkers.
- To educate students.
- To answer common questions.
- To publicly present yourself, your department / school, and our school district in a professional manner.

## D. Getting to Your Website

In order to edit your website, you will first need to navigate to it in a web browser such as Firefox (recommended), Internet Explorer / Edge, Chrome or Safari.



If you're a first time user, you can...

- Navigate to it. Start at <http://www.stjohns.k12.fl.us> and follow links.
- Search for your site using Google.
- Type the address in your browser's address bar. If you are a teacher, your site is at <http://teachers.stjohns.k12.fl.us/> followed by your **last name**, a hyphen, then the **first letter of your first name**.  
*Example: Jane Doe's website would be at <http://teachers.stjohns.k12.fl.us/doe-j>*  
If one site address conflicts with another, a hyphen and a middle initial may be included, too.  
*Example: John A. Doe's website may be at <http://teachers.stjohns.k12.fl.us/doe-j-a>*

To make it easier to get to next time, you can...

- Save a bookmark / favorite in your web browser.
- Save a shortcut to your desktop.

## E. Logging In

- Click the **Log In** link at the very bottom of your own site.
- Use the same e0 username & password you use for your computer & Sungard BusinessPlus.
- **Use just your e number** as your username, not your email address.
- If your password is not accepted, contact your school's tech support specialist or call the IT Help Desk at extension 14357.

Username  
e0

Password  
●●●●●●●●

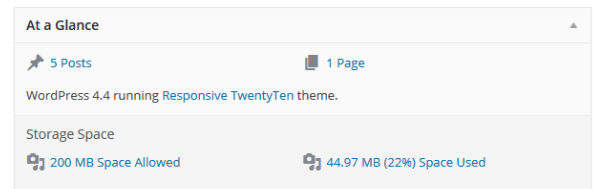
☐ Remember Me

Log In

## F. The Dashboard

- Use **Screen Options** at the upper right to show & hide panels.
- You can drag and drop panels, minimize & expand them.
- Recommended panel to display: **Right Now**.
- Your preferences are saved to your account.

### Dashboard

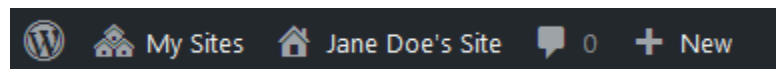


## G. Terminology

- **Posts** = blog entries or news items, best for time-sensitive information like class events and assignments.
- **Pages** = web pages, best for information that is always pertinent.
- **Media** = any file that you upload to your site including images, PDFs, documents, etc.
- **Widgets** = a block of content you put in your sidebar or footer, mainly for navigation.
- **Plugins** = Optional add-ons which add more features to WordPress.

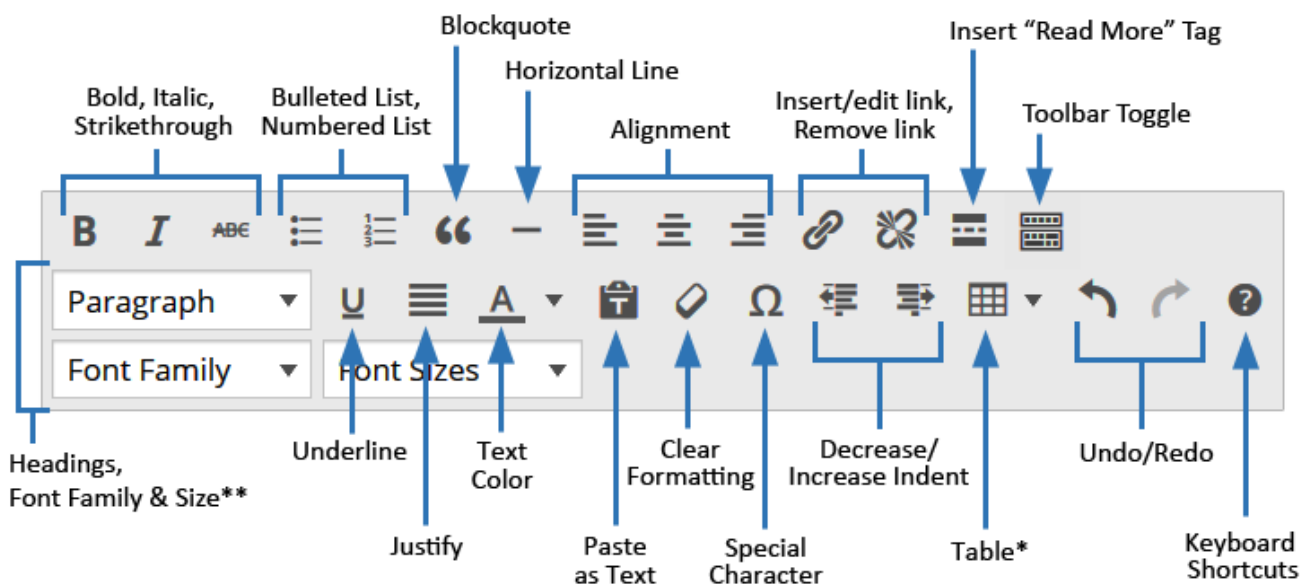
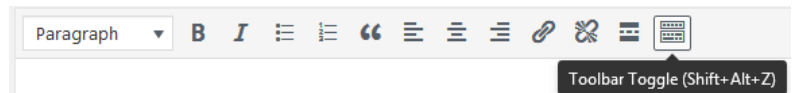
## H. The Top Toolbar

- “W” – Links to documentation.
- **My Sites** – A way to navigate to other sites you have access to edit on the same WordPress network.
- **[Your Name]’s Site** – lets you switch between the Dashboard and your live site.
- **+ New** – Easiest way to add new post, pages and other items.



## I. Adding a Page

- On the top toolbar, click the **+ New** → **Page** to create a new web page.
- Enter a **Title**.
- **Edit** the permalink if desired.
- Click **Toolbar Toggle** button for more buttons.
- Use **SHIFT + ENTER** for a single line break.





\* The Table button will only appear if you have the **MCE Table Buttons** plugin activated

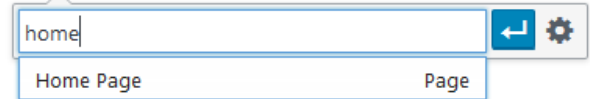
\*\* The Font Family and Font Size options will only appear if you have the **Fonts** plugin activated

## J. How to Link To...

- **Your own pages and posts**

1. Type some descriptive link text and select it.
2. Click the **Insert/Edit Link** button .
3. Search for the title of the page or post you want to link to, then click on it.
4. Click **Apply** .



Return to my **home page**



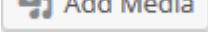
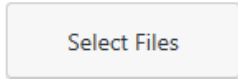

- **Other websites**

1. Open a new browser window or tab.
2. In that window/tab, go to the site you want to link to.
3. Copy its address out of the address bar.
4. Switch back to your WordPress browser window/tab.
5. Type some descriptive link text and select it.
6. Paste the website's address you had copied.

- **An email address**


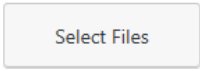

1. Type the email address and select it.
2. Click  and WordPress will create the link for you with **mailto:** in front of the email address.
3. Click **Apply** .
4. If you want, you can change the **Link Text**.

- **Files (PDFs, Word documents, spreadsheets, etc.)**

1. Click the  button above the Visual Editor toolbar.
2. On the Insert Media screen, click the **Upload Files** tab.
3. Click the  button.
4. Choose the file or files on your computer to which you want to link and click **Open**.
5. Edit the **Title** on the right if necessary.
6. Click .

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## K. Adding Images

1. Click the  button just above the Visual Editor's toolbar.
2. On the Insert Media screen, click the **Upload Files** tab.
3. Click the  button.
4. Choose the image or images on your computer to which you want to link and click **Open**.
5. On the right, choose the **alignment**, **link setting** and **image size** you want to use.
6. Click .

## L. Adding Videos


If you've created your own video, please avoid uploading it into the Media Library of your website. The file size of videos is typically very large, so they would quickly use up your available storage space. Instead, upload your video to a streaming media website and then embed the video on one of your pages or posts. Some options are:

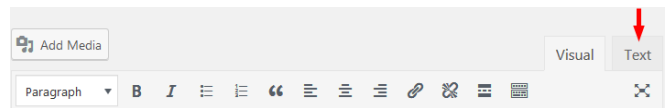
### YouTube.com or Vimeo.com

- These sites are blocked on the District's student & guest networks due to inappropriate content.
- WordPress is integrated with these sites so you only need to copy paste the web address of a video into the Visual Editor in WordPress to embed a video.

### SchoolTube.com or TeacherTube.com



- These sites are NOT blocked on the District's student & guest networks. All videos are reviewed for content.
- WordPress is NOT integrated with these sites, so to place a video on your site, you would need to:

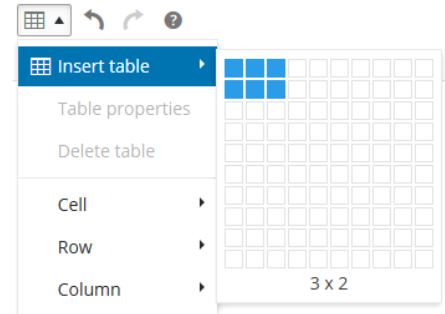
1. Upload the video to SchoolTube.com or TeacherTube.com.
2. Wait for the video to be approved.
3. Click the **Share** button  on the video and then copy the HTML embed code.
4. On the **Edit Page / Edit Post** screen in WordPress, switch from the Visual tab to the **Text** tab.
5. Paste the HTML embed code.
6. Switch back to the **Visual** tab. The video will not be displayed on the editing screen, but will be displayed if you **Preview** or **View** the updated page.




## M. Adding a Table

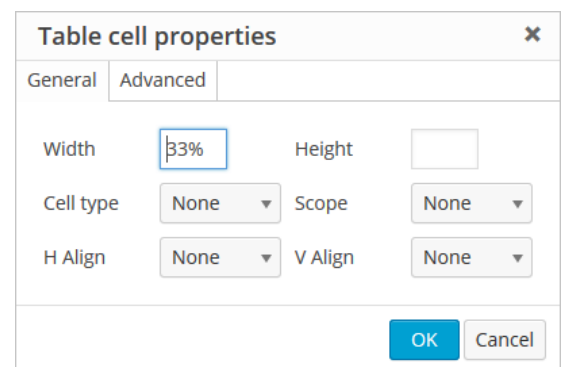
Tables are used to display information in rows and columns.

1. Click  on the editing toolbar, select **Insert table**, then choose how many rows & columns to begin with.
2. Click  again, select **Table properties**, then enter **100%** for the width.
3. You may also enter numbers into the **Cell Spacing**, **Cell Padding** and **Border** fields to set how many pixels each should be.
4. Click the **OK** button.



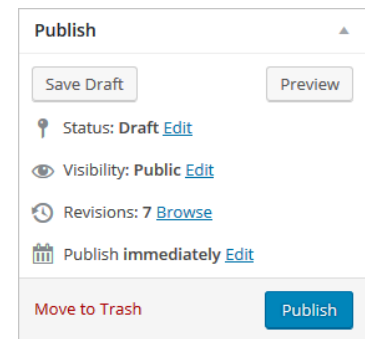
## N. Editing Table Cells

1. To edit a table cell, click inside the cell you want to edit, then click  and select **Cell > Table Cell Properties**.
2. You may edit the...
  - a. alignment of content inside a cell.
  - b. cell width.
  - c. cell border color (on the *Advanced* tab).
  - d. cell background color (on the *Advanced* tab).
3. To edit more than one cell at a time, select those cells, then click and then choose **Cell > Table Cell Properties**.



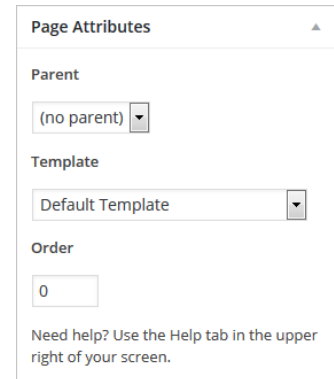
## O. Publishing Options

- **Preview** your page to see how it will look and test the links.
- **Save Draft** if you want to work more on your page later.
- Use **Revisions** to roll back to a past version of the page.
- To **schedule** a page or post to publish in the future, find Publish immediately, click [Edit](#) then enter a date and time.
- [Move to Trash](#) will send the page to a Trash area where you may recover it later.
- Click [Publish](#) to make the page live.



## P. Page Attributes

- You may choose a **Parent** page to organize your pages in an outline format. The change will be reflected in the address of the page and the Pages Widget.
- You may switch the **Template** to hide or display the page title and sidebar.
- **Order** can be used with the Pages Widget to list links to your pages in a particular order.
  - The links to your pages will be output from lowest number to highest.
  - The default number of each page is 0.
  - Negative numbers are accepted, so if you set your home page to -1, it will always be at the top of the list.



## Q. Safety Features

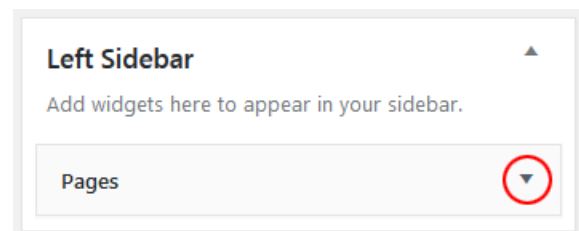
- WordPress autosaves your pages and posts as you work on them.
- WordPress saves up to 5 past versions of each page and post on your site.
- If you make changes and accidentally navigate elsewhere, you will see a warning message.
- Improper HTML code is not allowed in the Text Editor.

## R. Adding a Post

- On the top toolbar, click the **+ New → Post** to create a new post.
- Enter a **Title** for the post and add content in the Visual Editor just as you would on a page.
- Unlike Pages, posts allow you to set:
  - **Categories** – to organize your posts into groups.
  - **Tags** – to indicate topics which are discussed in the post.
  - **Excerpts** – to provide a short summary of the post's content.

## S. Editing Your Sidebar

- Click **Appearance → Widgets**.
- To place a widget in your sidebar, drag it from **Available Widgets** into a **Sidebar** widget area on the right.
- To edit a widget's settings, click the down arrow, make your changes, then click [Save](#) on the widget.
- To change the order of your widgets, drag and drop them up or down inside the widget area.
- To remove a widget from a sidebar, drag it out of the widget area.



## T. Widgets

A widget is a block of content you put in your sidebar or footer, mainly for navigation. Some notes about widgets:

- Normally, each widget displays an editable **Title** at the top followed by one type of content.
- By default, the **widgets** you place in your sidebar/s **will be displayed on ALL of your posts and pages**, however, you can use page templates that hide the sidebar/s.
- Since widgets appear on all pages, they are a good way to **call attention to important information**.
- Some plugins, when activated, will make additional widgets available to you.

These widgets are available by default:

**Audio** – Displays an audio player with simple playback controls for a single MP3, M4A, OGG, or WAV audio file.

**Archives** – If you have published posts, displays links for each month when posts were published.

**Calendar** - If you have published posts, displays links to the days when posts were published in a calendar format.

**Categories** - If you have published posts, displays the categories which have published posts in them.

**Custom Menu** – If you have created a Menu of links, this allows you to display it.

**Image\*** – Lets you display one image from your media library.

**Links\*** - If you have published links in the Links Manager, lists them in their categories.

**Links Dropdown** – If you have published links in the Links Manager, displays them in a dropdown menu.

**Meta** – Displays links to Site Admin, Log in/out, Entries RSS, Comments RSS, and WordPress.org.

**Pages** - If you have published pages, automatically displays a list of links to those pages.

**Recent Comments** – If you allow comments, displays a number of your most recent published comments.

**Recent Posts** - If you have published posts, this displays links to a number of the most recently published posts.

**RSS** – Displays articles from an RSS feed. Optionally display an excerpt, the author and the date posted.

**Search** – a search field to allow visitors to search the post and pages on your site.

**Tag Cloud** - If you have published posts with tags, this displays links for each tag. Tags with many posts appear larger.

**Text\*** – Lets you place text or links in your sidebar limited editing options: bold, italics, bullets, numbering

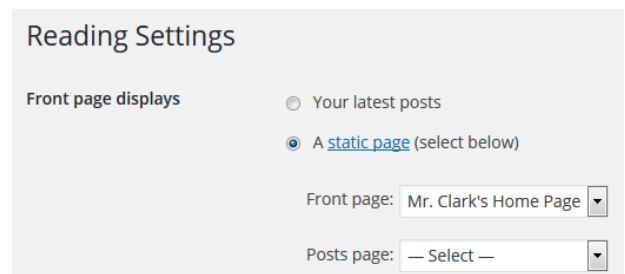
**Video** – Displays a video player with simple playback controls for a playing a single video file.

*\*The formatting options on this plugin are limited. Activate the **Widget Content Blocks** plugin for more options.*

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## U. Changing Your Front Page

- Choose whether your front page displays a particular page or your latest posts by going to **Settings > Reading**
- You might use this option to:
  - Launch a revised version of your home page
  - Call attention to an important page
  - Change your site to a blog format
  - Display your blog posts on a single page called a “Posts page.”



The screenshot shows the 'Reading Settings' panel in WordPress. Under the heading 'Front page displays', there are two radio button options: 'Your latest posts' and 'A static page (select below)'. The 'A static page' option is selected. Below this, there are two dropdown menus. The 'Front page:' dropdown is set to 'Mr. Clark's Home Page'. The 'Posts page:' dropdown is set to '— Select —'.