Wordpress 101 for ammapeg.com

For Peggy Noe:
Login: http://ammapeg.com/wp-admin
user name: Peg
password: bestill

Task:

Change text on something that already exists

Once you are logged in click "**Manage**" (top left)
The first thing you see are "posts"
What is a "post"?
A post is a short bit of information that gets categorized. For ammapeg.com posts include:

- Peg's journal entries
  - Poetry and Journal
- Recommendations
  - Books, movies, and music are sub-categories
- Janet's corner
- Answers from God
- Heidi's Daily Word (each e-mail she sends automatically gets made into a post with the title "word" and gets categorized in the "Daily Word" category)

If you want to change a "post" which is already posted you will look for it here (Notice that you under where you clicked "Manage" - the manage button – you will see that the word "Posts" is highlighted orange? This shows that we are manageing the posts)
This list is in order of when the posts were posted (by date newest are first) To make it easier to find things you can filter by category or by month

When you find the post you wish to edit, click the title of the post and it will open up an editing screen

This is the editing screen for all of the content of the website. Here you will see the "Title" keep these short and sweet!
And the main content. You can use the bold, italics, and alignment buttons to make things spiffy! This works like MS Word (a bit more simplified) Feel free to play here, worst case scenario I have daily backups!

Speaking of MS Word! If you type up a whole thing in Word, or in email, etc and wish to put it on the website please use the little clipboard with word symbol button. What you do is click that button and it will open a pop up that tells you how to paste your content (copy and paste) This will strip your formating and keep the website pretty. If you dont see the Word clipboard click the "kitchen sink" button (yes that is the technical term) it is 2 buttons right of spell check.

Ok, so you have your text in, what about images???

To add images we are going to click on the “add an image button” You will see above and to the right of the bold, etc. buttons a light blue bar that says Add media: has 4 buttons and then says visual and HTML. If you hover over those buttons it will tell you what they do, the first one is “Add an Image”

Click “**Add an image**” and it will pop up the media manager!

To add a image that is not already on the website:
UPLOAD! Yea!!
Pretty straight forward, click “Choose files to upload” browse your computer and open the files/photos you wish to upload, you can add more than 1 at a time!! (You will do the same thing to add a word doc or pdf to the site, by the way)

Once you click “OK” give it a sec (or more depending on how large and how many files you just chose) and then it will show a thumbnail of the image and some spiffy fields to fill in. Make sure to add/change the title to something that makes sense, and captions are always a good idea. No worries about descriptions and leave the URL alone. Alignment is how it will be positioned in the post. And in regards to size, so far I have been using medium (300px by 300px) Thumbnail is about ½ that size and full size is well full size.
After you fill out those click “Insert into post and it will insert it into your post. Note: Image and websites can be funky. Text will wrap around images and positioning is difficult, so play around and if you have problems give me a ring, this is why web developers are paid the big bucks (yuck yuck yuck)

Ok, back to our editing screen...

Beneath the content area you will see some bars and options:
Tags: Tags are words that you can associate with posts. What does that mean? Well, they are not your main categories and they are not the title, they are another way to organize information. “Tags are the keywords you might assign to each post. Not to be confused with Categories, Tags have no hierarchy, meaning there's no relationship from one Tag to another. But like Categories, Tags provide another means to aid your readers in accessing information on your blog. “ (http://codex.wordpress.org/Administration_Panels)
Amazon Reloaded: So you want to add an image of a book, cd, etc from Amazon and a link aye? This is how you do the recommendations! Open the panel by clicking the name, it will pop down some options. In the terms box type the name or author of the product you wish to add. Click search Amazon, wait a sec. If amazon carries anything associated with your search than you will see something like books, music, etc in the right hand box. If this is an author click books. And you will see images and titles of books by this author. Find the one you want, Click insert and image to do so and then go back and click the title to add a link to the product! Not to hard aye?
All in One SEO (ignore)
Excerpt (ignore)
Trackbacks (ignore)
Custom Fields (ignore)

Comments and Pings: Ok, so if you want people to be able to talk to you, ie Peg's journal, than you must check “allow comments” here. Ignore pings (they are good, trust me)
Password Protect this post: If you want to add a password to access a post do so here.
Post Author (ignore)

Last thing on this screen, Categories (Right hand sidebar towards the top of this screen) When writing a post YOU MUST ADD A CATEGORY! If you do not check a category than it will not show on the website, and these categories tell the site where to display the post. So... if it is your journal, tell it so!

Then, if it is a new post, click “Publish” to make it live, If you are editing a post, click “Save” to make the changes save, If you are working on a draft of a post, you can use the drop down to choose “unpublished” then click save (when you are ready to make this live go back in and hit publish!

Task:

Change text on a “page” that already exists

Ok, so what is a “Page”??

“A Page is another tool to add content to a WordPress site and is often used to present "static" information about the site; Pages are typically "timeless" in nature. A good example of a Page is the information contained in "About" or "Contact" Pages. A Page should not be confused with the time-oriented objects called Posts, nor should a WordPress Page be confused with the word "page" referring to any web page or HTML document on the Web. “ (http://codex.wordpress.org/Administration_Panels)

For ammapeg Pages include:
Well... EVERYTHING! Ha! For ammapeg pages provide top info on some things and include About, Contact , etc... You will notice that “Answers from God” and Janet's corner lack “Pages” That is because they are handled entirely through posts! (see above)

Peg's journal grabs information from 2 categories, “Poetry” and “journal” so... it has a page with the top “welcome message” stuff.

Everything else is really straight forward, works like posts above. The only difference is Shop and its children (the ones with dashes before them) Dont touch these, they just are placeholders.

Awesome, you still with me??

Task:

Write a NEW Post!

To write a new “post” click “Write” (Top left) It defaults to writing a post, which is swell cause I doubt you will write very many new “pages”

Notice that this is just like the editing screen so (see above)

Task:

Write a NEW page

Select Write, then click on PAGE and (see above, just like posts) If you write a new page, the title will be added to the left hand navigation on your website!!

Task:

Add a product, for purchase or download

Your site is not set up for purchase yet, but this is the same process you will use when it is all set up.
Click e-Commerce:
The first thing you will see is the "purchase log" this show everyone who has downloaded or baught something from you! You can download this list as a spreadsheet by clicking "Download CSV" on this page.

Click on "Products" this takes you to the product management screen. You will see any products you already have on the left. To edit them just click the name of the product and edit the info on the right hand side, dont forget to save.

To add a new product click "add product" and fill in the fields. If the product is a pdf for download use the last field to upload it!

Pretty straight forward, aye?

Task:

Snoop, and see who is coming to your site, fun aye??

Click on "STAT PRESS" and la viola, look at this, interesting huh?

Task:

Approve a comment to show live on the site (for your journal)

You will see if you have any new comments because you will
a) get an e-mail saying that there is a comment
b) see a number up top in a bubble thing next to comments

Click "Comments" then it is fairly straight forward again, choose approve to make it live on the site, spam, if it is spam, etc...

Task:

See who has registered for your class and download a spreadsheet of their information

Click on "**cforms11**"
Be careful in here, this controls your prayer requests, and registration forms and has TONS of options.
Click on "**tracking**"

You will see any of the forms filled out and if you click “View Records” You can see all of the fields, click “Download Records” Choose CSV and then click the red OK button and it will download the information to be opened with excel, etc..

Ok, I think that is enough for now, have fun!!