

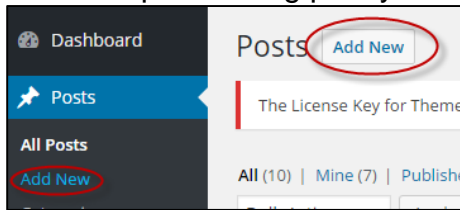
WordPress for Beginners

The first step to add any content or manage your website is to log in. Go to your login page, www.yourlibrarywebsite.org/wp-admin. Your username is your library abbreviation with “admin.” For example, *canadmin*. Your password is the exec password for your library.

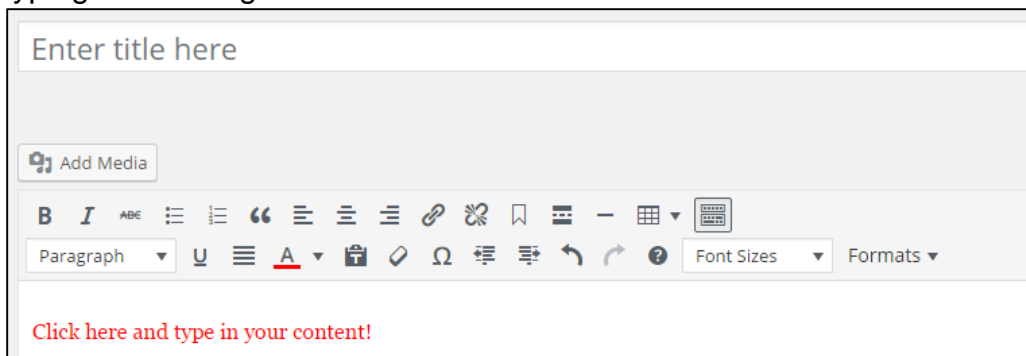
POSTS

These are blogs posts that appear on your blog page.

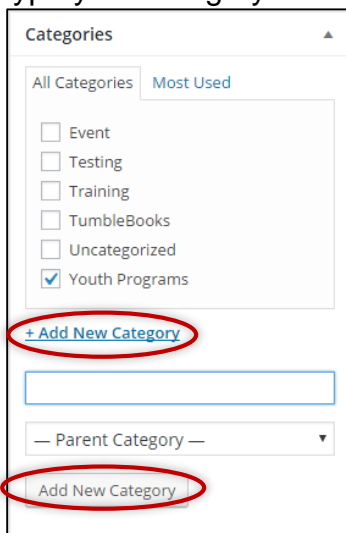
1. On your Dashboard, click on **Posts** and then **Add New**. Or click on Posts and then click on the title of a specific blog post you would like to edit or update.



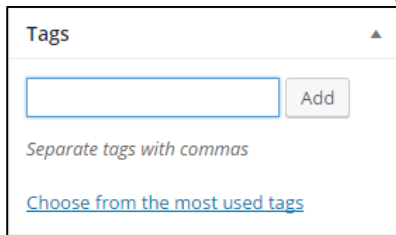
2. Enter your title by clicking where it says, “Enter title here.” Click in the text box area to begin typing and adding content.



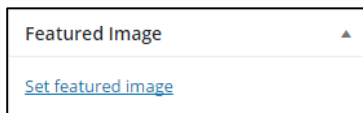
3. Scroll down and look at the right hand side of your screen. Add categories to better organize your posts, use general terms like Events or Adult Services. Click on **+Add New Category**, type your category term in the field that appears, then click on the **Add New Category** button.



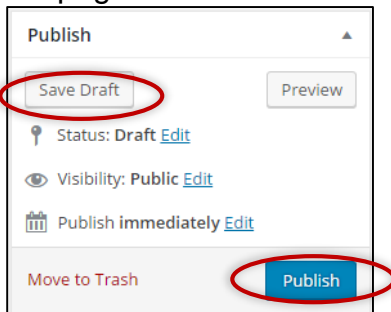
4. Add tags to improve keyword searching. Under categories you will see **Tags**. Click in the box and type some keywords to describe your post. Make sure to separate yours tags with commas. Ex. adult services, Pinterest, crafts.



5. Near the bottom you can choose to set a featured image. This image will appear on the blog page and in the slider. Click on **Set featured image** and then follow the steps listed under **MEDIA**.



6. Before moving on you must save your post or publish to make it live. If you are ready to go, click on **Publish** (or the button will say **Update** if you are editing a post). Click on **Save Draft**, to save your post for later. If you are editing a post, you may click on **Move to Trash** to delete the page.

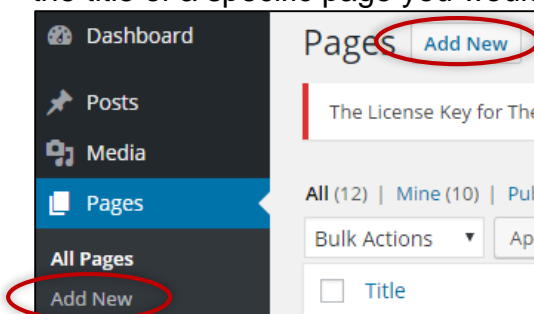


7. Looking for an old page? Click on **Posts** and you will be presented with a list of posts that you have created. Click on any of the titles to access a post. You can also search for a post using the search area located in the upper right. Type in a keyword and click on **Search Posts**.

PAGES

These are static pages like the events calendar or your hours.

1. On your Dashboard, click on **Pages** and then **Add New**. Or click on **Pages** and then click on the title of a specific page you would like to edit or update.



2. Enter your title by clicking where it says, “Enter title here.” Similar to **POSTS** directions above.
3. Click in the text box area to begin typing and adding content. Similar to **POSTS** directions above.
4. Publish or update. Similar to **POSTS** directions above.

To have your page show up on your live website there is one more step to complete. You must edit the menu.

Select a menu to edit: Main Menu (Primary Menu) ▼ Select or [create a new menu.](#)

Pages

Most Recent [View All](#) [Search](#)

- Storytime!
- WordPress
- Book sale June 1-15th
- Blog**
- About
- Welcome
- Sample Page

[Select All](#) [Add to Menu](#)

Posts ▼

Custom Links ▼

Categories ▼

Menu Name [Save Menu](#)

Menu Structure

Drag each item into the order you prefer. Click the arrow on the right of the item to reveal additional configuration options.

- Sample Page Page ▼
- Book sale June 1-15th *sub item* Page ▼
- About Page ▼
- Blog Page ▼
- Storytime! Page ▼

Menu Settings

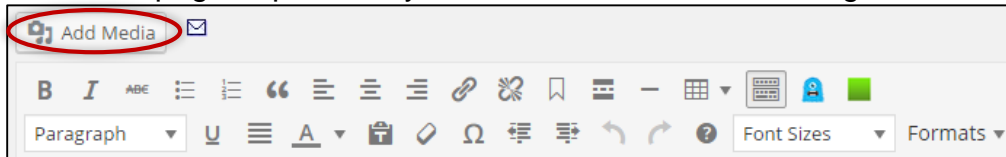
Auto add pages Automatically add new top-level pages to this menu

1. Move your mouse to **Appearance** and then click on **Menus**.
2. Where it says, “Select a menu to edit:”, make sure it says **Main Menu (Primary Menu)**.
3. Under pages you will list a list of recently created pages. Click in the box next to the page you want to make live.
4. Click **Add to Menu**.
5. Under **Menu Structure**, you can change the order of the pages by clicking, holding down, and dragging them to the desired location.
6. Click on **Save menu**.

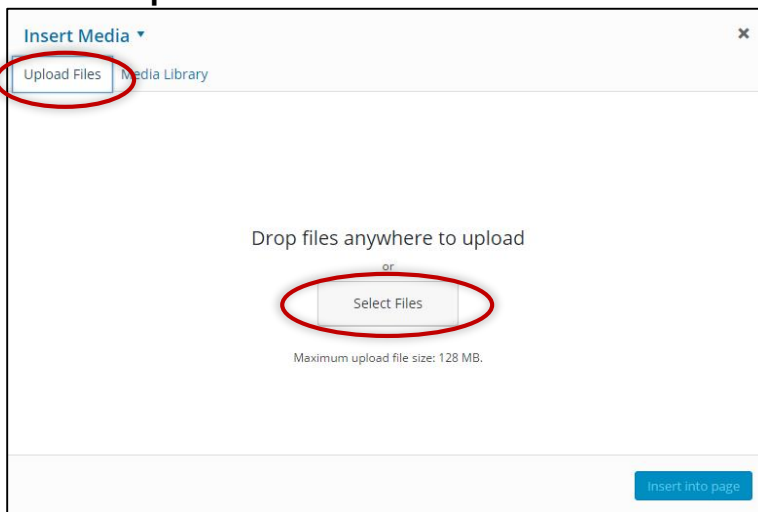
MEDIA

This includes images and PDF documents that you need to insert into your webpages. You can add media any time by clicking on **Media** on the **Dashboard**, clicking on **Add New**, and then following steps 3-5 below. Or you can add media as needed in your posts and pages. *This section does not cover adding galleries of images.*

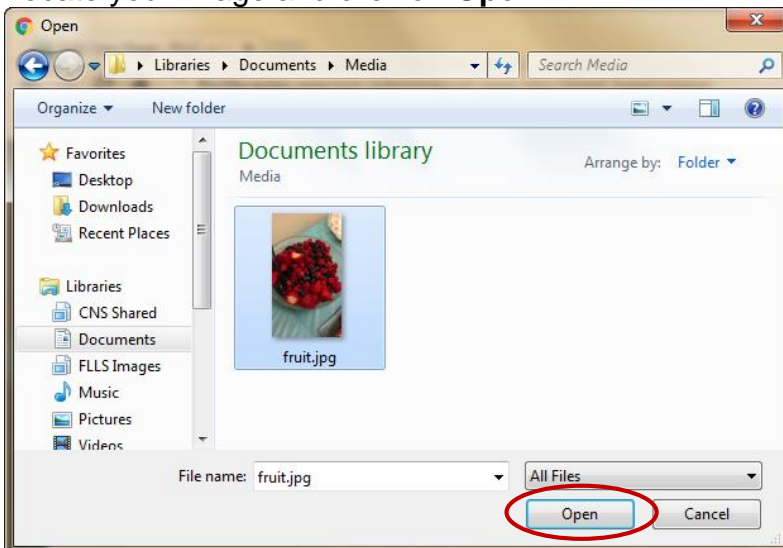
1. Find an image on the internet and save it to a safe place or locate your desired image. On page 7 of the original WordPress handout, there are several resources listed for free images. Or locate an image that you have taken.
2. Select the page or post that you would like to insert the image into. Click on **Add Media**.



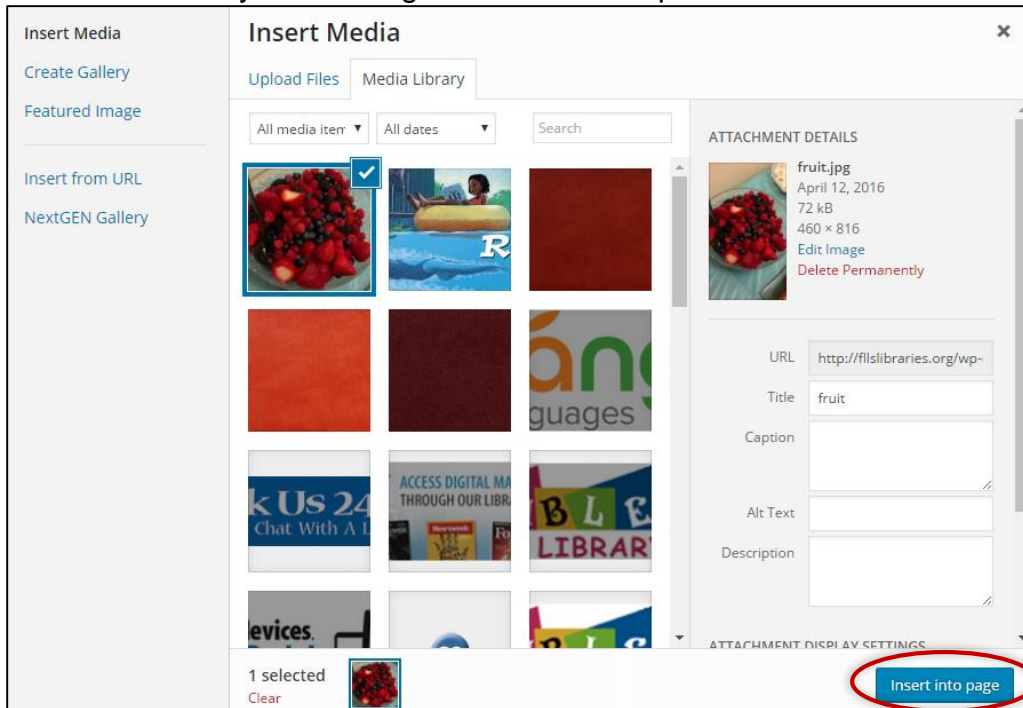
3. Click on **Upload Files** and then **Select Files**.



4. Locate your image and click on **Open**.



5. When uploaded, change your Title, Caption, Alt Text (for ADA compliance), or Description as needed. You may also change the size at this point. The click **Insert into Page**.



6. Your image will now appear in your post or page. Click and hold on the image and drag it to the appropriate location in the post or page.
7. You can also change the size of the image by first clicking on the image and then clicking and holding on to the bottom right white squares at the corner of the picture. Drag the square to the lower right to increase size or reverse to decrease size. You can also click on the pencil to edit the properties of the image.



Questions? Comments? Contact:

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