



Waikato Community Network is an initiative of  
Waikato 2020 Communications Trust –  
[www.wainet.org](http://www.wainet.org) WaiNet webmaster, Michele  
Mason, [Michele@wainet.org](mailto:Michele@wainet.org) WordPress help –  
[techsupport@wainet.org](mailto:techsupport@wainet.org)

## Setting up your WaiNet WordPress Website

**Log in** to the Dashboard (accessed from your **wp-admin** URL)

Your WordPress website is set up as a **blog** however it can be used as a conventional website with **static pages** that may be updated and edited, or a mix of the two.

### ***What is the difference?***

**Posts/Blog format;** WordPress users generally want a blog/post -diary and dates format - because

- It suits self publishing – discussion/comments and contribution of information - is more dynamic and updates easily.
- For small organisations that share website editing and maintenance among a few people, a blog format allows multiple users to contribute, to share the content work (user settings provide levels of access as **authors** without **editor** publishing rights).
- All posts are in date order.
- To help site visitors to find previous blog posts, they can be **tagged and categorised** and **archives** provide quick reference to past postings.

**Pages/Static pages** (content management); this format provides conventional website pages for photos and text that may be easily updated by the site administrator/editor using the Dashboard **page edit menu** (see page .... for tips and reminders).

### ***Can there be a mix of both on our website?***

Yes, you can have the first/welcome page as a post and other pages static, or the other way around. For both pages and posts you can retain the comments feature by ticking the **allow comments box** at the bottom of the **New Page** window when you create new posts or pages.

**Set your homepage format in Settings – reading** (*also see page 3*):

- If you want to use your default home page in **blog format** it and other blog pages will be listed in the **post menu** you don't need to change anything.
- If you want to make the home page a **static page** go to the **Pages** menu, select **add new** and create a new home/welcome page. Go back to the **Posts** menu, select **edit** and **delete** the default post home page. (Note that this may not remove the default home page tab on your header, ask your WaiNet volunteer to remove it).

**WordPress upgrades;** when an upgraded version of WordPress is available a link will appear on the top of the dashboard page, click on it – it will take only a minute or two to install.



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## Dashboard menu :

1. **Posts** – adds new blog post pages (*refer to page 1*), edits them and organises posts using tags and categories.
2. **Media** – the menu for uploading new (**add new**) images, documents in pdf or other formats, videos and audio to your website media **library**. Store and organise all media that will be used anywhere on your website in the media library.
3. **Links** - the menu for storing links to other websites, editing them and organising them into categories or groups (also refer to **Widgets** for tips about using the Links Widget on your page sidebar).
4. **Pages** – the menu for creating (**add new**) and editing static pages – see *page 4* for **edit** menu information and tips.
5. **Comments** – for blog sites, this is the area where comments posted on the blog are edited/moderated by the site administrator/editor before being published.
6. **Appearance** – the area where the design, colours, fonts and features of your WordPress site are decided/modified.
  - **Themes** - the theme your site currently uses appears at the top of the page and other themes installed on your site appear below. **If you have had a custom header (banner) installed by the webmaster do not change the theme, you will loose the header.** In general activating a new theme will change the page design, colours and fonts, without changing page content.
  - **Widgets** – are the sidebar features available e.g. sidebar page or links menus.
  - **Editor** – is the area containing the site’s Cascading Style Sheet – CSS. **Do not attempt to alter this unless you have prior experience or specific instructions to follow.**
7. **Plugins** – extra features like spam filters or on-line forms that have been installed to your website will be listed here and may be activated as required.
8. **Users** add new authors/editors etc and assign a role for them here:
  - The site admin user has been created when your site was set up. Create another user as an editor under your own name, only use the admin user when changing settings so that you can restore the site if you make mistakes under the admin log in.
  - A **subscriber** can comment only – it is the lowest level and controls posting access.
  - A **contributor** can change content, can’t publish, can’t create new pages, can add images from the media library/gallery.
  - An **author and editor** can create new pages and publish them.
9. **Tools** – for the experienced.



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## Settings menu:

### 10. General

- Your website title appears in the **blog title** box. If you have had a custom header installed, this and the tagline box will be blank. If you are using the theme header, you may amend the title by typing into the box. The **tagline** can be added or amended in the same way.
- **Email address** - your organisation's main email address, or your site administrator's address should be the address listed here. If the WaiNet Webmaster's address, [michele@wainet.org](mailto:michele@wainet.org) is listed please remove it and add the required address.
- **Date format** settings are for blog sites

**11. Reading** – to change your website's **front page** (ie the first page that appears when the site opens) to a static page, select the page name from the drop-down list (see page 1 also)

**12. Discussion** – determines blog format settings.

## To add/create new pages – Page menu:

- Select **add new**. A new page set up window will appear.
- **Page titles** - use short page names because each name will be added to the page menu on the header and the sidebar, if you are using the sidebar page widget.
- A new page will be in **draft** – until you are ready to add it to the site. Select **publish** to turn it into a public page on the website.
- After it has been published save any changes/additions by selecting **update page**

**Attributes** – decides whether the page is a **main page (parent) or sub-page (child)** of another page and gives each page an order – either alphabetical or in the sequence you decide. Creating child pages simplifies the page menu by reducing the number of parent pages. For example, the organisation's list of programmes would appear on the Programme parent page. Each part of the programme e.g. school holiday programme, may have it's own page under Programme page. When the school holiday programme page is created, Programme would be selected from the drop-down menu in the **Main page** box. If the page menu widget on the side bar is in use, School Holiday will appear as a bullet point under the Programme page name.

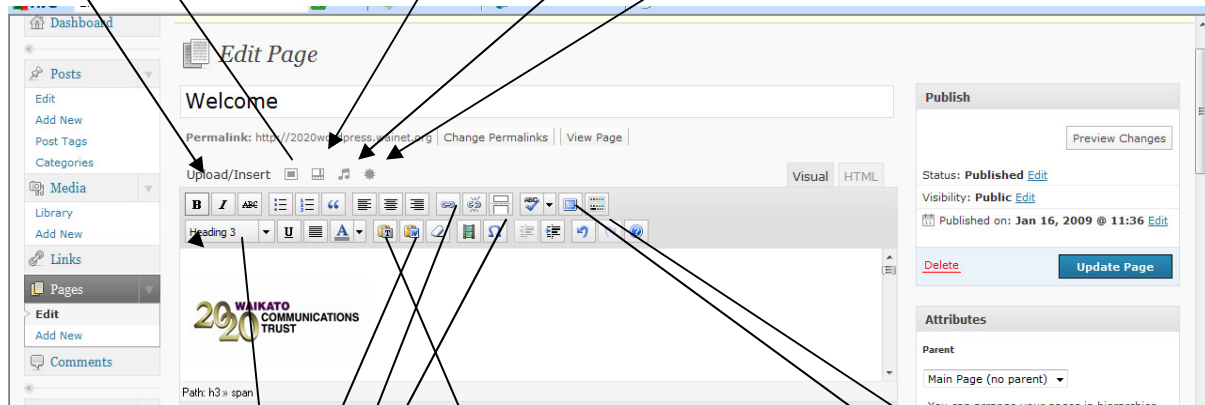


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## Page content and editing

### Upload/Insert menu:

Adds images – photos. Adds video. Adds audio. Opens the media library.



Most of the editing menu is similar to Microsoft Word and other word processing programmes. If only one level of the menu is showing, select the **kitchen sink** icon to open the second level. To make the page editing window larger, drag the mouse on the diagonal lines in the corner of the window. To make it full screen select the **screen** icon.

The **add a link and delete links** icons create or delete hyperlinks. They appear in grey until text is selected as the link name. Enter the website or other link URL in the window that opens and complete the other information.

The **more tag** used to link to additional text placed on another page.

The style and size of **text fonts** is set in the theme style sheets (refer to page 2 number 6 Appearance) however **heading** sizes vary the size of font.

**Page text;** apart from writing content in the edit window, text may be copied and pasted from a Word document or a plain text file. Use the **T icon** to paste from a txt file and the **W icon** to paste from a Word document.

### ***Tips for adding page content:***

- Create the page in draft to work on the content before publishing the page. Once published, save the additions frequently by selecting the **update page** button and after each update return to the website page – using **view page** or selecting the website page tab – to see what it looks like. Page content doesn't appear the same in the editing window as it does on the actual website page.
- When copying and pasting from files it is better to use text files because the hidden code in Word documents often interferes with the formatting on the webpage.



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- When you want a page to appear in exactly the same format as it is in a Word document, upload the Word file to the **Media Library** and insert a link to it using the **add media menu**, so that the whole document opens in a new window when the link is selected.
- After you have edited or added new page content, make sure you **refresh the website page** to see the changes – use F5 or select the refresh button on the address bar.
- To use images or logos uploaded from websites, choose from **URL** in the **add media** window and put in the website address.
- The **advanced image** settings resizes images by percentage.

### Useful shortcuts/tips and links:

- Ctrl F = keyboard shortcut to search for a keyword.
- To find and match a colour number go to [www.colorpicker.com](http://www.colorpicker.com) it has a colour spectrum with a slider to select colour.
- To monitor your site visitor statistics use Google Analytics or Site Metre. Copy the code for the tool and add it as a **Plug In**
- For free photos or clip art, go to [www.flickr.com](http://www.flickr.com) for royalty free images.
- Free pdf converters – Cute PDF