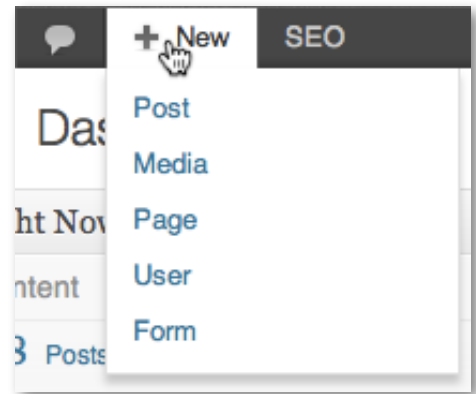


WordPress Quick Guide

Top tips and tasks for managing
your WordPress site

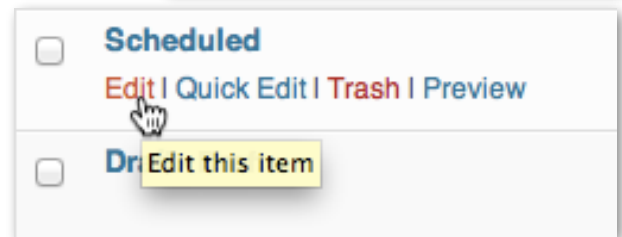
Adding content

- To add a new post, page or media file (image, video, audio or document) you can use the + New menu (pictured right) in the grey admin bar at the top of the page
- Alternatively hover over the Post, Page or Media items in the main left-hand menu of the WordPress dashboard and choose 'Add New' from that menu.



Editing Content

- To edit existing content click on that content type (Post, Page or Media) in the main left-hand menu of the dashboard, which will show you a list of all the items of that type. Click on the title, or hover and choose 'edit' for the item you wish to modify.



Help Help ▾

- To access the help information about the current page you are in in the WordPress dashboard click the 'Help' button at the top right of the screen.

Design

Themes control how your website looks

- To change theme choose Appearance > Themes in the left-hand menu dashboard menu. There you will see all the themes that are installed and can be activated.
- Click 'Live Preview' to see how the theme will look with your content.
- Click 'Activate' to use the theme on your site
- To install a new theme choose the Install Themes tab at the top of the Themes page.
- From here you can install free themes from WordPress.org by searching by name or keyword, or choosing from the popular or featured themes.
- You can also purchase or download themes from other sites and upload the zip file for that theme on the Install Themes > Upload page.



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Adding extra features

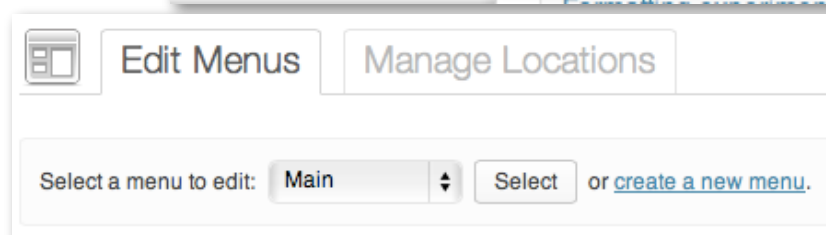
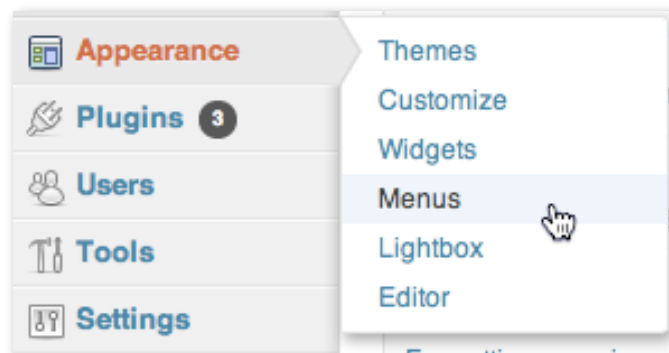
Plugins can be installed to give WordPress more capabilities. Types of plugins include sliders, contact forms, social sharing icons, backup plugins, and many many more.

- To install a new plugin choose Plugins > Add New in the left-hand menu dashboard menu. From here you can search all of the free plugins available from WordPress.org.
- To read more about a plugin after searching for it click on 'Details', or to install it straight away click 'Install Now'.
 - Once installed you must 'activate' it to start using it. There is an option to activate the plugin as soon as it's installed, or you can do so later on the Plugins dashboard page.

Menus


Menus can be created to control the main navigation and add supplementary navigation to the site.

- To create or edit a menu choose Appearance > Menu
- If you have existing menus they can be selected for editing in the dropdown, or use the blue link to create a new menu.
- Items are added to the menu from the boxes at the left of the page: use the checkboxes to select items and click "Add to menu"
- Items can be rearranged within menus via drag & drop
- Change item labels or remove the item by clicking the  on the right end of the item
- To set a menu to appear in your theme's navigation areas go to the Manage Locations tab.



Widgets

Widgets are supplementary content and navigation areas that (depending on your theme) may be shown in the header, sidebar and footer.

- To add or remove widgets from your widget areas (aka sidebars) choose Appearance > Widgets.
- The widgets panel is drag & drop: add widgets to areas by dragging them from Available Widgets to the box on the right.
- A widget area box needs to be open in order to drag widgets into it
- Click on the  to the right of the widget area title to open it