



WEB 2.0 FOR T&L : SOCIAL MEDIA & BLOG

Wordpress manual

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Word Press

Table of Contents

Word Press	1
Getting Started	1
Viewing the Webpage	2
Changing the Password.....	2
Changing Other Information in the Users Panel	2
Changing the Settings.....	3
Changing the Toolbar	3
Adding Widgets	3
Adding Hyperlinks to a Post or Page.....	4
Adding Links to Your Navigation Bar.....	4
Using the Media Library.....	5
Adding Files.....	6
Assigning Categories	8
Assigning Tags	8
Creating a Post	8
Editing a Post.....	9
Monitoring the Blog.....	9
Changing the Presentation (Theme)	11
Adding Users.....	11

Getting Started

Website: <http://educ.utm.my/norah>

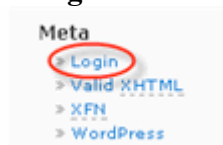
Password:

To administer the website add, **wp-admin** to your website address.

A screenshot of the WordPress login form. It features the WordPress logo at the top left, followed by the text 'WORDPRESS'. Below this are two input fields: 'Username' and 'Password'. There is a 'Remember Me' checkbox and a blue 'Log in' button. At the bottom left, there is a link that says 'Lost your password?'.

The website/blog has been created. Check email for a message with the assigned password and a link to the blog. Enter Username and Password and click on the **Login** link.

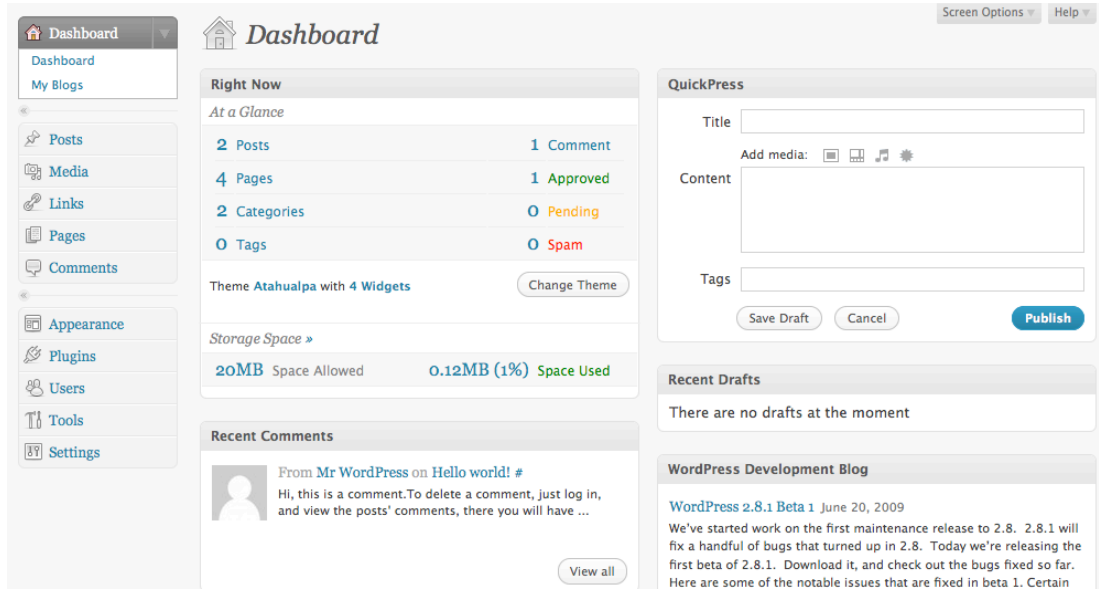
Each time you visit your blog, you will need to login. From your home page, locate the **Meta** section of the navigation bar. Click on **Login**.



Note: If you're already logged in, you will see **Site Admin** instead of **Login**. Once you have logged in or if your website does not show **Login** feature, add **wp-admin** to the web address to allow login. (Example: <http://ns2.esu7.org/sites/testschool/wp-admin/>)

WordPress Support: <http://support.wordpress.com/>

Viewing the Webpage

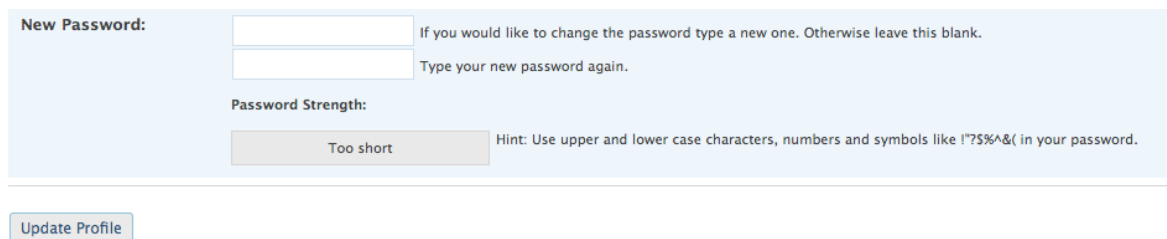
The screenshot shows the WordPress Dashboard. On the left is a sidebar menu with options: Dashboard, My Blogs, Posts, Media, Links, Pages, Comments, Appearance, Plugins, Users, Tools, and Settings. The main content area is titled 'Dashboard' and includes several widgets: 'Right Now' showing 2 posts, 4 pages, 0 tags, 1 comment, 1 approved, 0 pending, and 0 spam; 'Storage Space' showing 20MB allowed and 0.12MB (1%) used; 'Recent Comments' with one comment from 'Mr WordPress'; 'QuickPress' for creating new posts; 'Recent Drafts' (empty); and 'WordPress Development Blog' with a recent update for WordPress 2.8.1 Beta 1.

There are two views in the WordPress: **Dashboard**, which is the working area and the **Visit this site**, which is what visitors to the blog will see. The **Dashboard** initially appears when you enter the blog. Any recent activity and recent announcements are visible. The **Recent Comments** box displays if anyone has made new comments to any of the posts, or if there are comments that need moderation.

On the left side of the screen is the list of menu options to manage the page: **Posts, Media, Links, Pages, Comments, Appearance, Plugins, Users, Tools and Settings.**

Changing the Password

To change the password, click on the **Users → Your Profile**

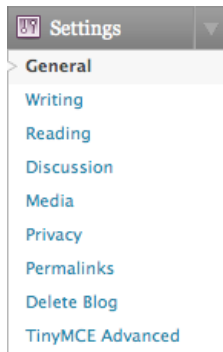
The screenshot shows the 'New Password' form in the WordPress user profile settings. It has two input fields for the new password, with instructions: 'If you would like to change the password type a new one. Otherwise leave this blank.' and 'Type your new password again.' Below the fields is a 'Password Strength' indicator showing 'Too short' and a hint: 'Hint: Use upper and lower case characters, numbers and symbols like !?%^(in your password.' At the bottom is an 'Update Profile' button.

Scroll down to the **New Password** section at the bottom of the page and enter a new password. Click on the **Update Profile** button in order to save the new password.

Changing Other Information in the Users Panel

The username cannot be changed. However, the nickname can be changed. This is the name that is displayed by any created posts. Enter the new nickname in the **Nickname** box and click the **Update Profile** button. Select the new display name from the drop-down menu. Press **Update Profile** once more. **Note:** Your email address will not be displayed on your blog or in your profile.

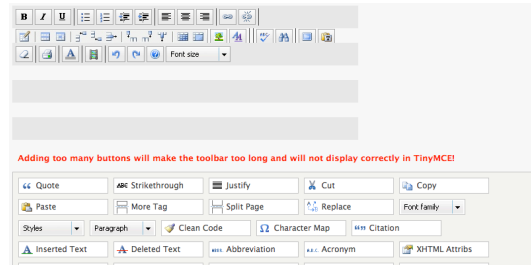
Changing the Settings



In **Settings** → **General**, you may edit the Title, Tagline, E-mail address, Date and Time format and Week Start. Set the front page from **Settings** → **Reading** panel. Do NOT name the home page template file "home.php". If you do, this will cause a conflict with the WordPress 2.1 system.

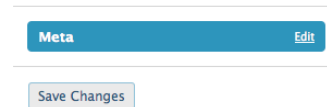
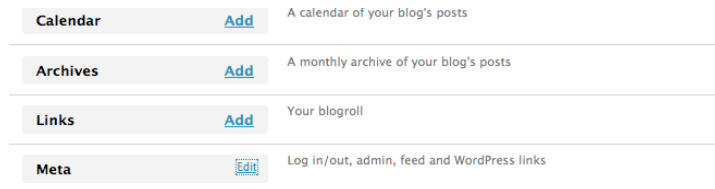
Changing the Toolbar

Plugins are tools used to extend the functionality of the WordPress platform. The plugin for creating tables has been added to the blog. To add this plugin to the toolbar, drag the table tool onto the formatting toolbar. Place the **kitchen sink** and **full screen mode** tools are on the left side of the 1st row.

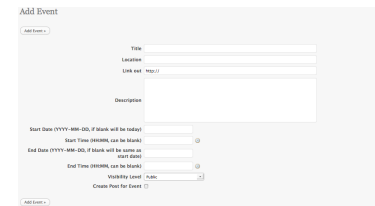


Adding Widgets

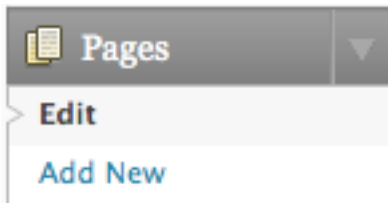
WordPress Widgets (WPW) are like plugins, but designed to provide a simple way to arrange the various elements of the sidebar content (known as "widgets") without having to change any code. Commonly used widgets include **Meta**, **Events Calendar**, **Links**, **Blogroll**, **Pages** and **Archives**. Depending on the theme selected, these widgets may be needed to be added to the website sidebars.



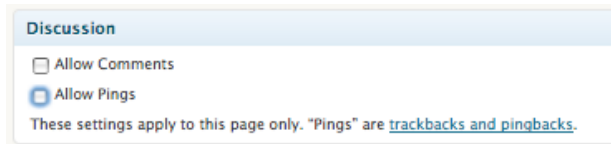
The **Events Calendar** widget is located near the bottom of the **Dashboard Menu**. Click on **Calendar** to **Add an Event**.



Adding a Page



To create a static item that is not open for comments, such as an **About** page, write a **Page** rather than a **Post**. From



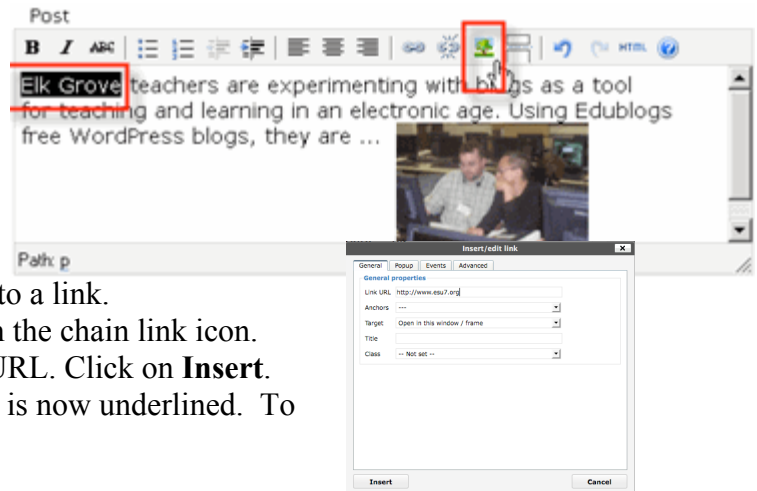
the **Dashboard**, click on the **Pages** menu and select the **Add New** option. Un-check the **Allow Comments** and **Allow Pings** features. Enter the title, type (or paste) the page content, and click on the **Save** button. Click on the **Publish** button to publish the page. Links to pages are located in different places on the blog site depending on the presentation theme.

Adding Hyperlinks to a Post or Page

Blogs posts often include hyperlinks, which take your readers to other blogs, websites, or even to another area within the blog.

To create a link from the blog to another website:

1. Select the word or phrase to turn into a link.
2. From the **Formatting Bar**, click on the chain link icon.
3. Type or – better yet – paste in the URL. Click on **Insert**. Whatever you selected in your post is now underlined. To test the link, click on **Visit Site**.

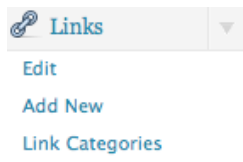


Using html

<hr> enters a line

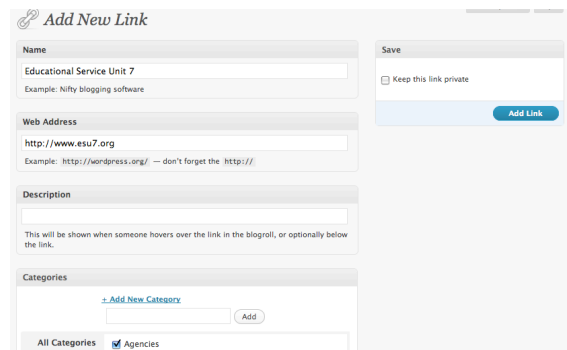
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Adding Links to Your Navigation Bar

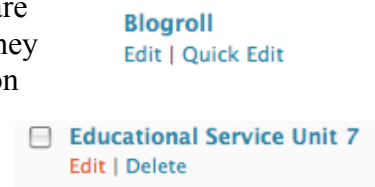


To add a link, click on **Links → Add New** from the **Dashboard**. Enter the **Name** of the link, enter or copy and

paste the URL in the **Web Address** box and click on the **Save** button.

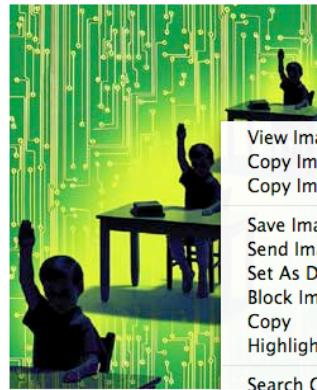


The default category for navigation bar links is **Blogroll**. If you are planning on adding many links, create categories for the links. They can be added on the **Link Categories** menu. In some presentation themes, **Blogroll** can be changed to a different name. Links can be edited and deleted from the **Links → Edit** function.



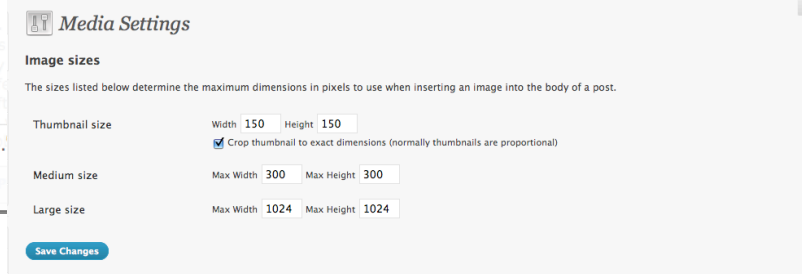
Adding Images

If the image to add is from the web, first find the image you wish to link to from your page. Hold down the **Control** and click on the image for the context menu to appear. Select **Save Image As** to copy the image to the desktop.

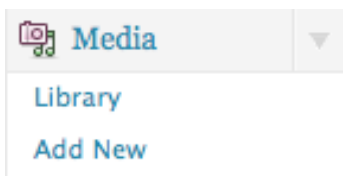


The biggest question about technology and school in the 21st century is not so much "What can it do?" but, rather, "When will it get to do it?" We know life will be much different by 2100. Will school? How close will we be to Edutopia?

process of
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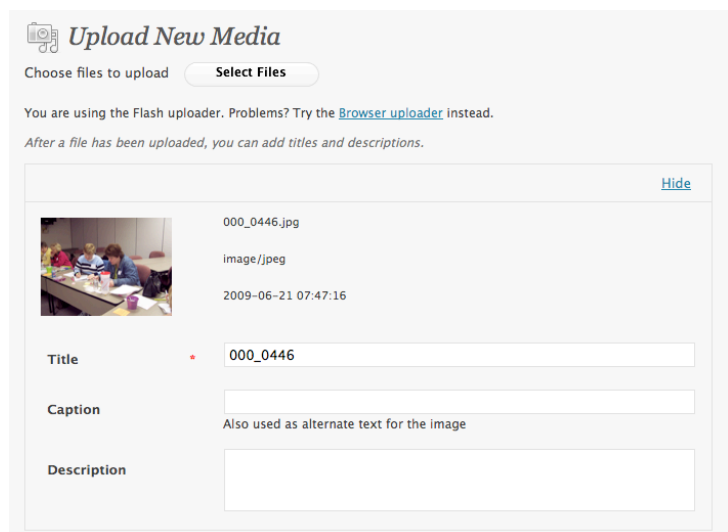


Using the Media Library

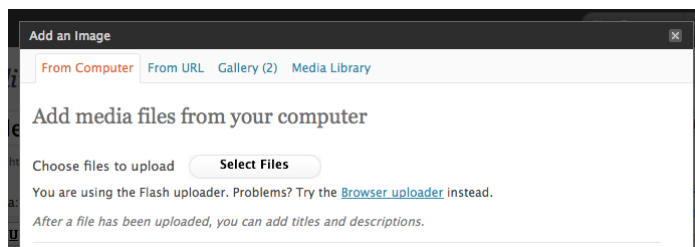


The Media menu can be used to manage media files such as images, videos, audio, and documents. Upload new files directly from **Media** → **Add New**.

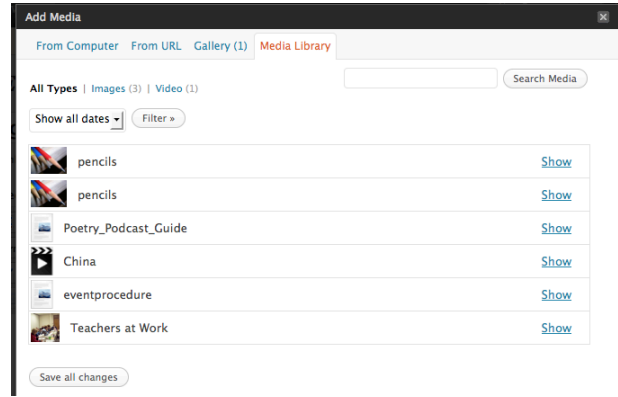
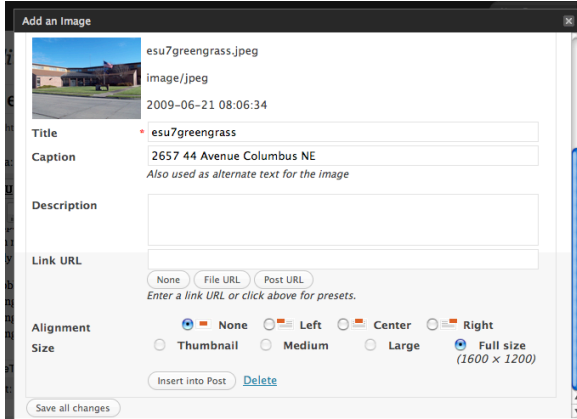
Click on the Select Files button and browse to locate the image to use. After the file has been uploaded, add the title, caption and description. Click the **Save all changes** button. **Note:** If there are problems uploading a picture, click on the option to use the **Browser uploader**. Still problems - try clearing the cache, then quit the web browser, restart it and log back into the blog.



To add media items to your Page or Post, click on the **Add Media** button above the formatting bar. Select the **Media Library** link.



Click on the **Show** link for more information on the image.



Enter the Caption, select the Alignment, and Size. Click the **Insert into Post** button. The image will appear on the page.

Images can be viewed, edited and deleted from the **Media → Library** on the **Dashboard**.
Engaged Teachers
JPG

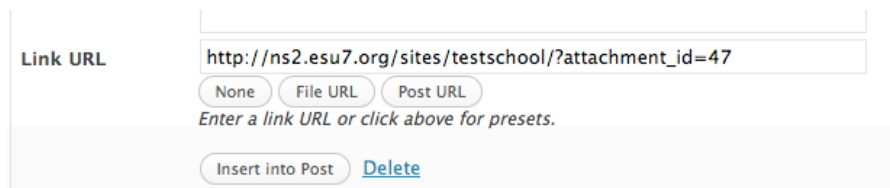
Edit | Delete | View

Adding Files

You can upload the following document types to the blog:

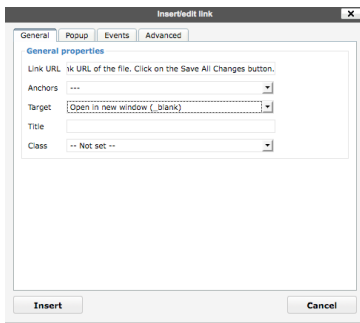
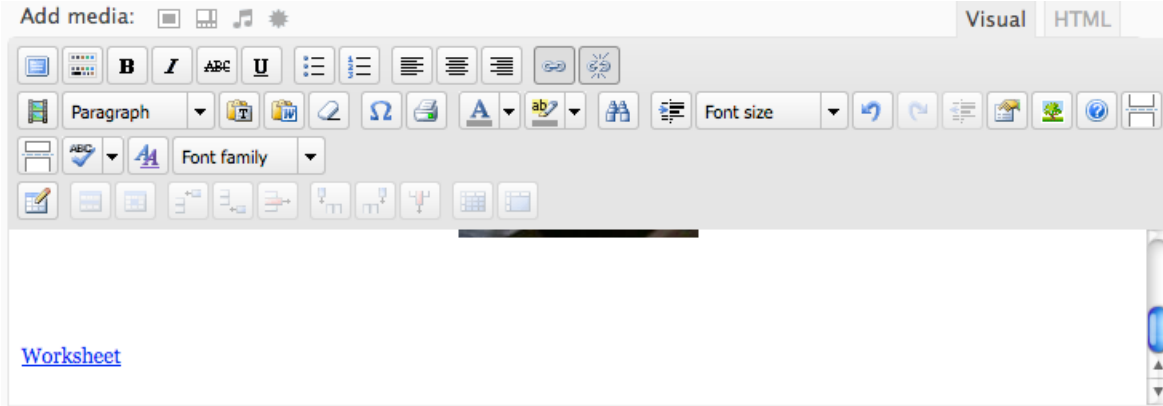
- pdf (Portable Document Format)
- doc, .docx (Microsoft Word Document)
- ppt, .pptx (Microsoft PowerPoint Presentation)
- odt (OpenDocument Text Document)

Select **Add New** from the **Media** on the **Dashboard** menu.
Click the **Select Files** button on the **Upload New Media** page. Browse to locate the file and upload it. The file will be added to the **Media Library**.

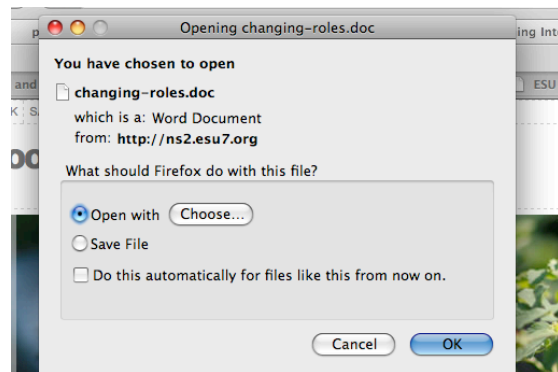


Make certain that the **Link URL** appears. If it does not click on the **File URL** button.
Copy the link URL of the file. Click on the **Save All Changes** button.

Open the Page or Post where you wish to add the document.
Enter the name of the file on the page. Highlight the text.



Use the link feature to create a link to the file you uploaded. Paste the copied link into the **Link URL** space. When users click on the file, the download window will appear, allowing them to download the file.



changing-roles

changing-roles

Creating Categories

Categories make it possible, at the click of the mouse, to reorganize chronological postings according to themes or subjects. To set up categories, click **Posts**→

Categories, enter the new category, and click on the **Add Category** button.

Assigning Categories

The default category for any post is

Uncategorized. A post may be assigned to multiple categories. Categories, unlike tags, can have a hierarchy. You might have a Jazz category, and under that have children categories for Bebop and Big Band.

Deleting a category does not delete the posts in that category. Instead, posts that were only assigned to the deleted category are set to the category **Uncategorized**. Categories can be selectively converted to tags using the Category to Tag Converter.

Assigning Tags

They are free form words and generally describe your post in more detail. Tags can be added one at a time by clicking the **Add** button or hitting the **Enter/Return** key after typing each tag. Or add multiple tags at a time by separating them with a comma as you type. Tags are displayed on the single post view of the blog and in some sidebar widgets.

Creating a Post

From the **Dashboard**, select **Discussion** to determine the settings for posts.

To write the first post, click on the **Post** → **Add new**. Title the post, add content, assign a category and/or tags, and click the **Publish** button. There are a number of options available in the formatting bar, such as bold, italic, and create a bulleted list.

Editing a Post

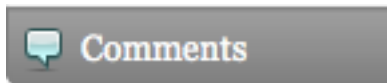
To edit from the **Dashboard**, click on **Posts** → **Edit**. Double-click on the post title. When you have completed editing the post, click on the **Update Post** button.



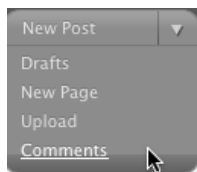
Monitoring the Blog

Comments are an important part of blogging. They extend the discussion beyond a blog post and allow visitors to interact with you and other readers.

There are several locations where you can get access to your comments.

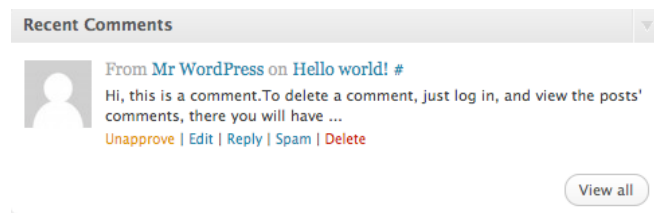


The area with the most power for working with comments is the **Comments** screen, which can be accessed by clicking on **Comments** from the **Dashboard** menu.

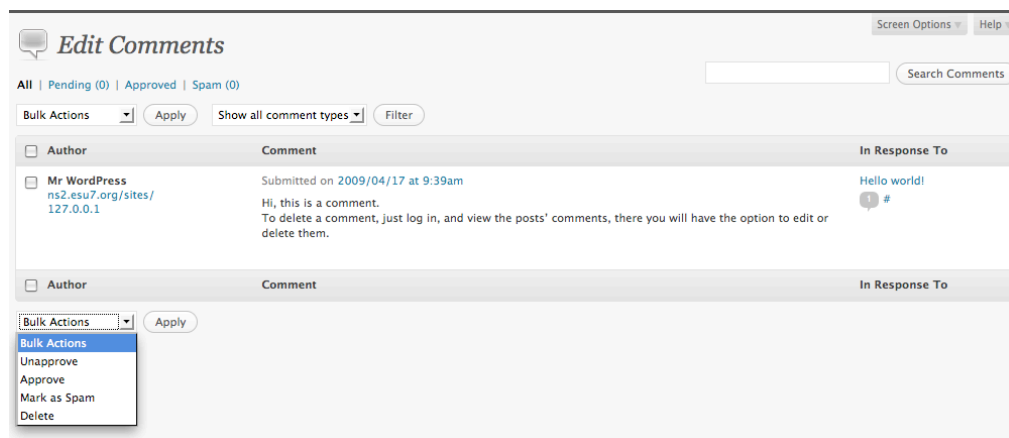


You can also use the **Shortcuts** menu in the upper right to access the **Comments** screen.

Or you can edit **Comments** from the **Dashboard** screen



In the upper left are links to filter which if you would like to see: **All**, **Pending**, **Approved**, or **Spam** comments. The upper right has a



Search box and button that can be used to look for specific comments. Bulk editing is available for comments. Check the boxes next to several comments and then click on the **Actions** drop down menu. You will have options to **Unapprove**, **Approve**, **Mark as Spam**, and **Delete**. After making the selection, click the **Apply** button, and the comments will be updated.

Just to the right of the bulk editing area is a filter where you can limit the display to **Comments** or **Pings** instead of both. Make your choice from the drop down and click the **Filter** button.

Submitted on 2008/10/28 at 2:24pm

top

[Unapprove](#) | [Spam](#) | [Delete](#) | [Edit](#) | [Quick Edit](#) | [Reply](#)

If you hover over a comment in the table, the comment action links will appear.

Edit Comment

Author

Name:

E-mail:

URL ([visit site](#)):

Status

[View Comment](#)

Approved
 Pending
 Spam

Submitted on: Apr 17, 2009 @ 9:39 [Edit](#)

[Delete](#) [Update Comment](#)

Rich Text Editor: b i link b-quote del ins img ul ol li code more lookup close tags

Hi, this is a comment.
To delete a comment, just log in, and view the posts' comments, there you will have the option to edit or delete them.

Make the changes, select the status: Approved, Pending, or Spam and click the **Update Comment** button.

There are many different options which control how comments and pings are handled on your blog. You can access these options through **Settings** → **Discussion** in the **Dashboard** menu. Make selections and click the **Save Changes** button.

Discussion Settings

Default article settings

- Attempt to notify any blogs linked to from the article (slows down posting.)
- Allow link notifications from other blogs (pingbacks and trackbacks.)
- Allow people to post comments on the article

(These settings may be overridden for individual articles.)

Other comment settings

- Comment author must fill out name and e-mail
- Users must be registered and logged in to comment
- Automatically close comments on articles older than days
- Enable threaded (nested) comments levels deep
- Break comments into pages with comments per page and the page displayed by default
- Comments should be displayed with the comments at the top of each page

E-mail me whenever

- Anyone posts a comment
- A comment is held for moderation

Before a comment appears

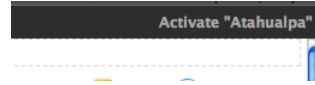
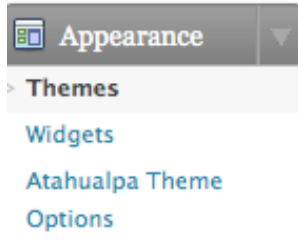
- An administrator must always approve the comment
- Comment author must have a previously approved comment

Comment Moderation

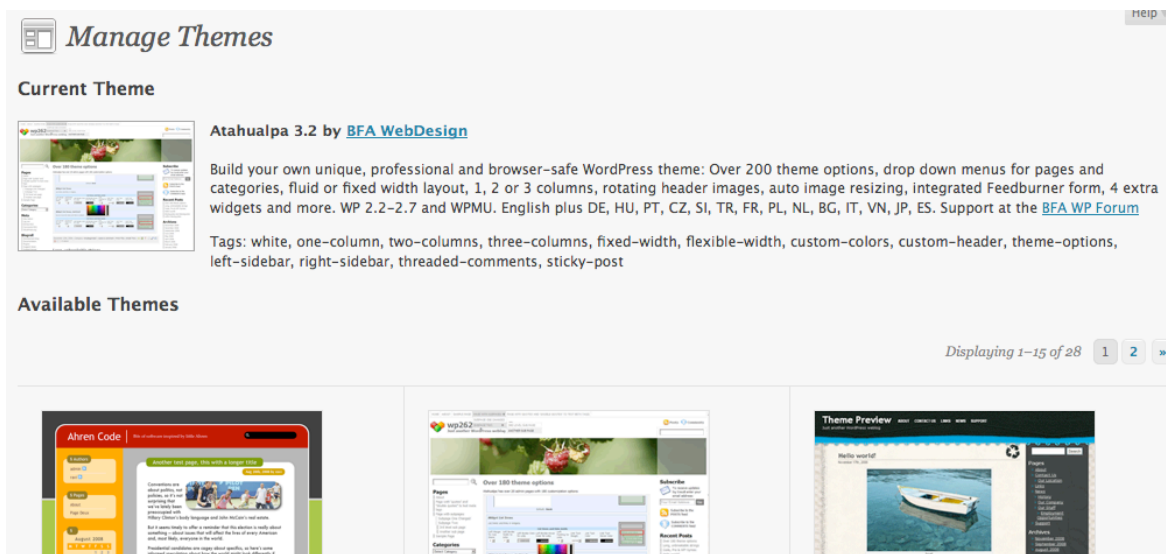
Hold a comment in the queue if it contains or more links. (A common characteristic of comment spam is a large number of hyperlinks.)

Changing the Presentation (Theme)

From the **Dashboard**, select **Appearance** → **Themes**. Click on any of the themes to update the blog. To see what the new theme looks like, click on the **Activate** “**theme**” link.



Note: The location of widgets varies according to the theme design. To add the **Site Admin** widget to the selected theme, select **Widgets** from the **Appearance** menu.



Adding Users

You can add new users to the blog in two ways:

1. Enter the username and email address of an existing user on this site.
2. Enter the username and the email address of a person who is not already a member of this site. Choose the username carefully, it cannot be changed. (e-mail username) That person will be sent an email asking them to click a link confirming the invite. New users will then be sent an email with a randomly password and a login link.



1. Log in to the **Dashboard**.
2. Click on the **Users** menu option.
3. In the **Add New** section, enter the user's Username (e-mail username) and E-mail Address.
4. Select their role: Contributor, Author or Editor in the Role list
5. Click the **Add User** button.

Note: Be very careful when adding a new Administrator user to the blog. Other Administrators are effectively co-owners. They have as much power over the blog as you do, including the ability to permanently delete it. Determine their permissions (capabilities) by assigning one of four roles from the **Role** drop-down box.

Add New User

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1. Enter the username and email address of an existing user on this site.
2. Enter the username and email address of a person who is not already a member of this site. Choose the username carefully, it cannot be changed. That person will be sent an email asking them to click a link confirming the invite. New users will then be sent an email with a randomly password and a login link.

Username (required)

E-mail (required)

Role

Add User

Subscriber (default)	Can see the Dashboard and edit his/her own profile
Contributor	can edit their posts but cannot publish. Once a contributor's post is approved by an administrator and published, however, it may no longer be edited by the contributor
Editor	can publish, edit, and delete any posts/pages, moderate comments, manage categories, manage tags, manage links and upload files
Author	can edit, publish and delete their posts and they can upload files
Administrator	can do everything. Complete power over posts/pages, comments, settings, theme choice, import, users. Nothing is off-limits, including deleting the entire blog

Transfer Note: For security purposes, there is no way to remove the original creator/owner from their blog. To transfer the blog to another user/account, please contact support personnel