WordPress (WP) Quick Guide

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I. Getting Started

A. Dashboard
   i. Overview-The Wordpress Dashboard is the back end of your library's website in which administration can edit, add, and delete content.

   ii. Managing Your Dashboard – Video

   iii. Elements of the Dashboard
      a. Appearance
      b. Media Library – Place to upload and store images, documents, audio, and video Video
      c. Pages – A static webpage Video
      d. Posts – A page that is constantly changed based on updates in chronological order Video
      e. Plug-Ins – Tools to increase the functionality of your WordPress website.

   iv. User Accounts – You can create several administrative accounts for staff to edit content of your website. Administrative roles can be restricted to work on certain parts of the website. – Video Guide
      a. Administrator- can assign roles, write, publish, and manage posts
      b. Editor- can publish and manage all posts and pages
      c. Author- can publish and manage own posts
      d. Contributor- can write and manage own posts, but cannot publish them
      e. Subscriber- can only manage their profile and read (used for blog posts)

   For more specific information about administration roles:
   https://codex.wordpress.org/Roles_and_Capabilities#Author

II. Pages/Posts

A. Editing
- i. Using WP Dashboard
  - a. Click on "New Page" or an existing page.
  - b. Begin typing your information in the box provided.
  - c. Select to publish or save draft.

- ii. Using Word
  - a. Type your information into a Word document
  - b. Select the information and copy (right click and copy or CTRL+C)
  - c. In Wordpress, click on "New Page" or an existing page.
  - d. On the Kitchen sink, click the Word icon . Note the format of the font (size and face/type) will be based on your theme's default font, not what was done in Word.
  - e. Paste (CTRL+V) the information into the pop-up box

B. Visibility
- i. Public: Anyone and everyone can see the page or post

- ii. Password Protected: Anyone with the password can see the page or post. The password is created by a site administrator.

- iii. Private: Only logged in administrators can see the page or post.

C. Setting a Homepage
- i. How to setup a Homepage:
  - a. Create a page or post
  - b. Go to Appearance within the dashboard.
  - c. Click on Customize.
  - d. Click on Static Front Page or Post.
  - e. Using the respective dropdown menu, select the page or post you want displayed as your homepage.
  - f. Click on "Save & Publish" at the top.

D. Comments/Pingbacks
- i. What are Pingbacks?

A pingback is a type of comment that's created when you link to another blog post where pingbacks are enabled. The best way to think about pingbacks is as remote comments:

- Person A posts something on his blog.
- Person B posts on her own blog, linking to Person A's post. This automatically sends a pingback to Person A when both have pingback enabled blogs.
- Person A's blog receives the pingback, then automatically goes to Person B's post to confirm that the pingback did, in fact, originate there.

ii. Managing Comments
    a. Go to Settings
    b. Select Discussion
    c. Choose the settings you would like.

iii. Removing Comments Section on your Page
    d. From the edit page screen click "Screen Options" at the top and check "Discussion".
    e. Below your text editor box, uncheck the box labeled "Allow Comments".
    f. Update (save) your page.

III. Media Library

A. Uploading Materials [Video Guide](#)

    i. In the dashboard, click on the "Media" tab.

    ii. Click on "Add New"

    iii. Either click and drag your file to the box, or select a file from your computer.

    iv. Click on the hyperlinked "Edit", to edit the metadata.

B. Images
    i. File Types
        a. .jpg
        b. .jpeg
        c. .png
        d. .gif

    ii. Alternative Text
        a. Definition: Alternative text is text associated with an image that serves the same purpose and conveys the same essential information as the image. It is the first principle of web accessibility.
        b. Alternative text should be very descriptive for screen readers.

C. Documents
  i. File Types
    a. .pdf (Portable Document Format; Adobe Acrobat)
    b. .doc, .docx (Microsoft Word Document)
    c. .ppt, .pptx, .pps, .ppsx (Microsoft PowerPoint Presentation)
    d. .odt (OpenDocument Text Document)
    e. .xls, .xlsx (Microsoft Excel Document)
    f. .zip (if you have the Space Upgrade)

D. Audio
  i. File Types (Audio will only work with the purchase of Space Upgrade)
    a. .mp3*
    b. .m4a
    c. .ogg
    d. .wav

*There is an [embedded audio player](#) built in to WordPress.com that will work with .mp3 files.

E. Video
  i. File Types (Videos will only work with the purchase of VideoPress)
    a. .mp4, .m4v (MPEG-4)
    b. .mov (QuickTime)
    c. .wmv (Windows Media Video)
    d. .avi
    e. .mpg
    f. .ogv (Ogg)
    g. .3gp (3GPP)
    h. .3g2 (3GPP2)

IV. Plug-Ins

This section provides plug-ins that can be very useful in editing and enhancing your website.

A. Customize Your Site: Change Font Color & Background
      ii. Styles: Change the appearance of your theme using the WordPress Customizer. Styles changes:
- Text size
- Text colors
- Border colors
- Background colors

      iii.Styles: TwentyThirteen (must install Styles plugin to install this plugin): Add Customize options to the TwentyThirteen theme using the Styles plugin.

B. Backgrounds
      i. WP-Background Lite: Set clickable fullscreen background images for single posts and pages. (Only allowed on boxed themes where the content container doesn't cover the whole screen)

C. Slideshows
      i. NextGEN Gallery by Photocrati: The most popular gallery plugin for WordPress. Add a gallery, slideshow, or carousel of images. Provides alternative text for images for screen readers. (See Video Guide)

D. Linking to Other Sites
      i. Simple Social Icons: A simple, CSS and icon font driven social icons widget. Change the color of icon background and image. (See Video Guide)
      ii. Google Maps Widget: Display a single-image super-fast loading Google map in a widget. A larger, full featured map is available on click in a lightbox. (See Video Guide)

E. Widgets
      i. Widget Context: Control which web-pages your widgets/side-bar information will show and hide. (See Video Guide)

V. Appendices

Appendix A:

Examples of [Wordpress Public Library Websites](#)

- [Orion Township (MI) Public Library](#)
- [East Fishkill (NY) Community Library](#)
- [Rye (NH) Public Library](#)
- [Patagonia (AZ) Public Library](#)
- [Stillwater (NY) Free Library](#)
- [Cottesloe-Peppermint Grove-Mosman Park Library](#)
- [West Haven (CT) Public Library](#)
- [Superior (AZ) Public Library](#)
- [Hagerstown Jefferson Township (IN) Library](#)
- [Durham (CT) Public Library](#)
- [New Haven (CT) Free Public Library](#)
- [Union County (PA) Library System](#)
- [North Tonawanda (NY) Public Library](#)
- [Bridgeport (CT) Public Library](#)
- [Boylston (MA) Public Library](#)
- [Topeka Shawnee Countu (KS) Public Library](#)
- [Cheshire (CT) Public Library](#)
- [Preston (CT) Public Library](#)
- [Wilton (CT) Public Library](#)
- [Mancos (CO) Public Library](#)
- [Berlin Peck Memorial Library](#)
- [Polk County (NC) Public Library](#)
- [North Haven (CT) Public Library](#)
- [Southfield (MI) Public Library](#)
- [Reading (MA) Public Library](#)
- [Troy (NY) Public Library](#)
- [Stevens (MA) Memorial Library](#)
- [Stephentown (NY) Memorial Library](#)
- [Dartmouth (MA) Public Libraries](#)
- [Caldwell Lake George (NY) Library](#)