WordPress Guide

A basic beginners guide to editing your website
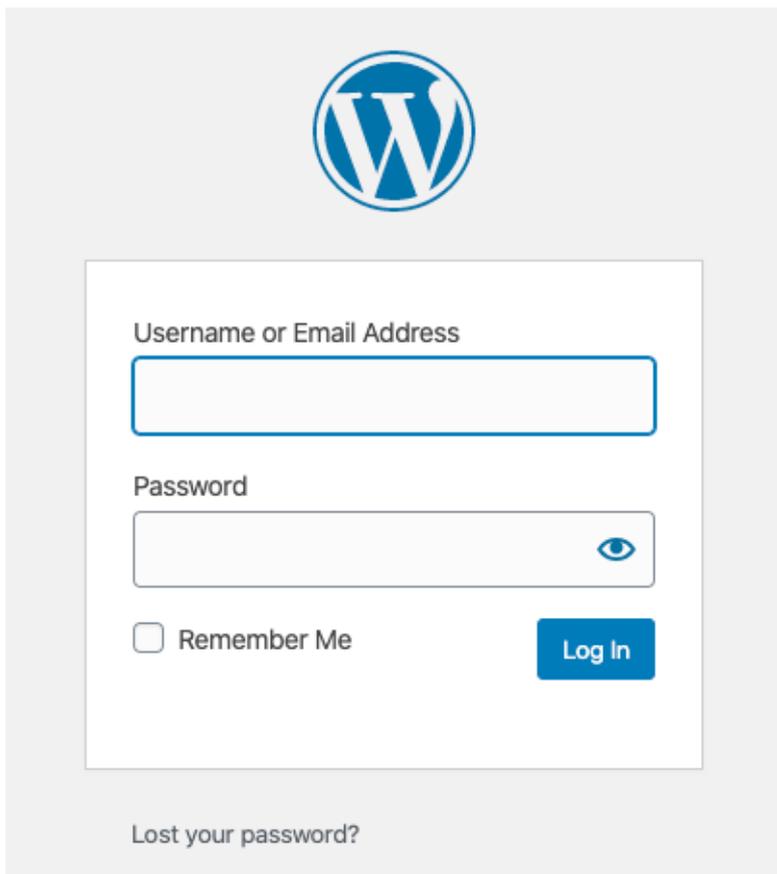
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Logging in to your website
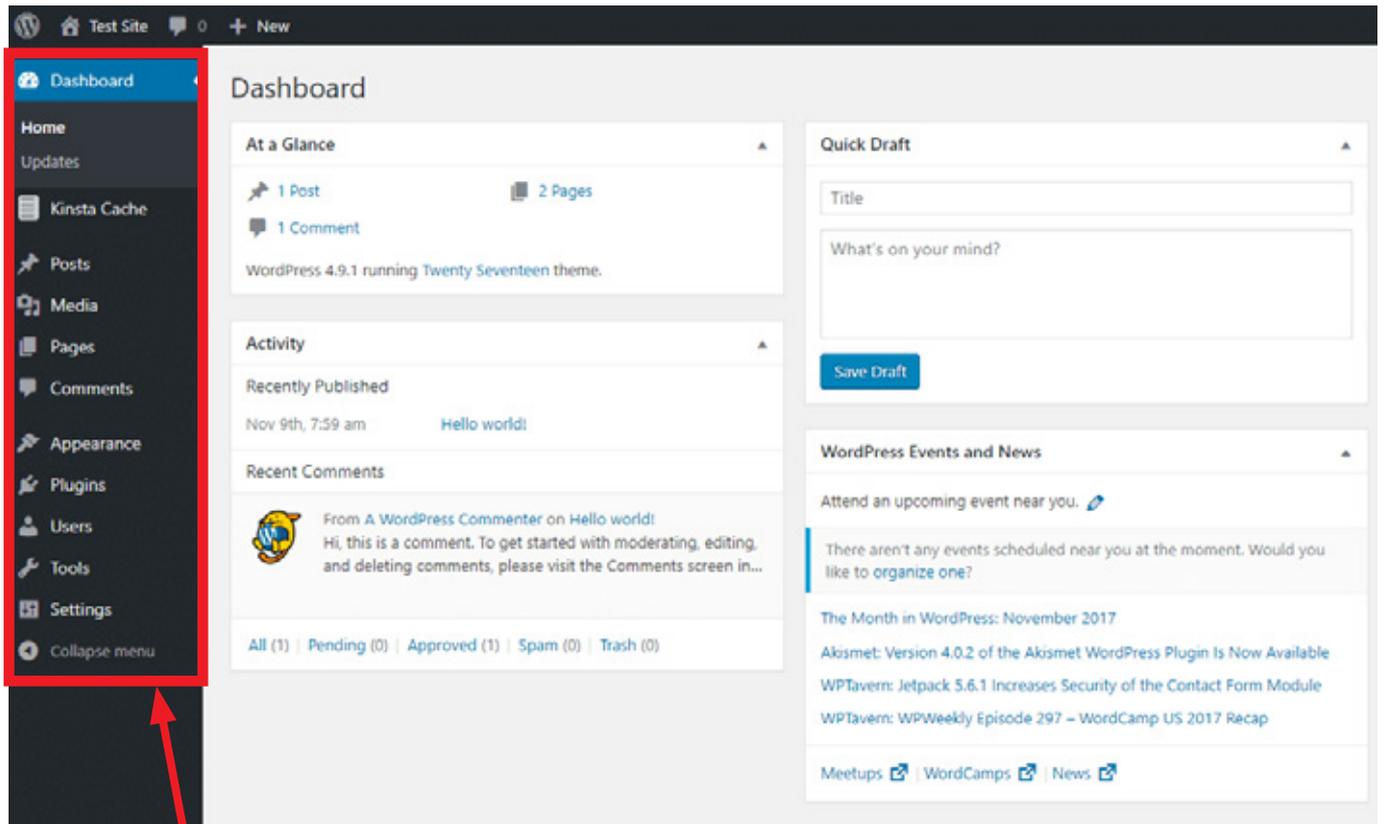
You can login to your website at the link we provide you with which will likely be **yourwebsitedomain.com.au/wp-admin**

The Dashboard

The WordPress Dashboard is the first screen you'll see when you log in to your site and view the back end. It provides an at a glance overview of what's happening with your website.

Dashboard menu

Dashboard - Most used

Updates:

Shows if there are any out of date software on your website.
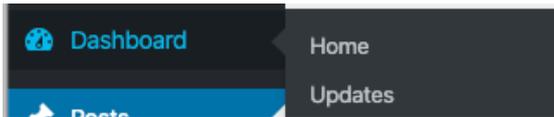
Posts:

Posts are where your blog posts will be located. You can select to view all posts, add a new post, view categories or tags.
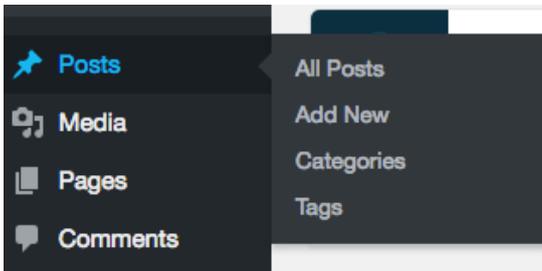
Media:

Where your photos, videos, PDFs, and more are located.

Pages:

This is the main area you will be using. You can either view all of your pages or click to add a new page.

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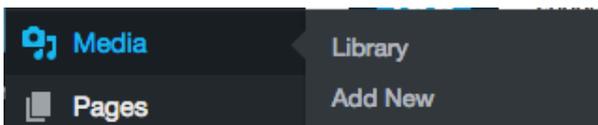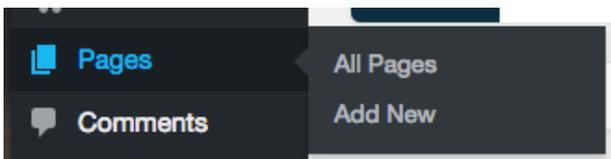# Dashboard - Other items

Comments:

Includes all of the comments that have been left on your blog.

Appearance:

This is where any of your themes and anything related to the appearance of your website is located. You can view and customise your themes, widgets and menu items.

Plugins:

Plugins allow you to extend and add to the functionality that already exists in WordPress.

Users:

Users is where you can add new or edit your own profile.

Tools:

Tools contain options to perform some non-routine management tasks. As a beginner, you most likely won't need to use this option.

Settings:

Change some of the important aspects of your website. Includes general, writing, reading, discussion, media, and permalinks.

General:

Edit your site title, tagline, URL, contact email address, timezone and more.

Writing:

Edit your default categories and blog formats.

Discussion:

Edit the settings for comments.

Reading:

Edit what the front page displays, how many blog posts are shown, and how much of each blog article you want to be shown.

Media:

Edit the maximum dimensions to use when adding an image to the Media Library.

Permalinks:

Customize the URL structure for your blog posts.

Adding and editing content

Adding a page:

1. Click "Pages" in the dashboard menu

2. Click "Add New" in the dashboard menu

Editing a page:

1. Click "Pages" in the dashboard menu

2. Hover over the page you would like to edit and click on "Edit" (You can also just click on the name of the page

Deleting a page:

1. Click "Pages" in the dashboard menu

2. Hover over the page you would like to delete and click the red "Trash" link

Duplicating a page: (only available if you have plugin)

1. Click "Pages" in the dashboard menu

2. Hover over the page you would like to duplicate and click "Clone"

Changing page name in "Quick Edit"

1. Click "Pages" in the dashboard menu

2. Hover over the page you would like to change and click "Quick Edit"

3. Here you can change the "Title" of the page, the "Slug" (name of the link to the page) and you can also unpublish
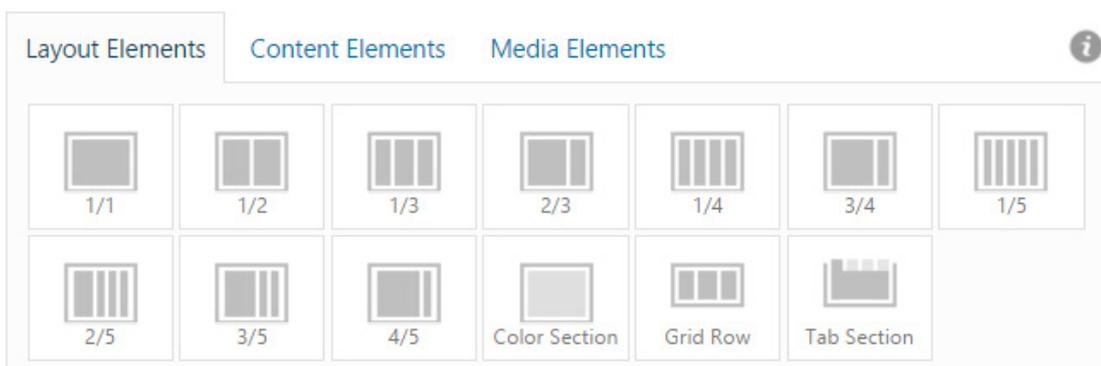
Adding and editing content cont'd

Your website uses a layout builder which allows you to edit and add content to your site easily.

Introduction to Layout Builder:

Layout builder is located at the top of your page and has elements that are sorted into 3 main categories called the **Layout elements, Content Elements** and **Media Elements.**

Layout Elements

Layout Elements section consist of Columns, Color Section, Grid Row and Tab Section. Layout elements can be used to define the base layout of your web page.


Note: If you hover your mouse over any of the elements it will show a popup description of what that element does:
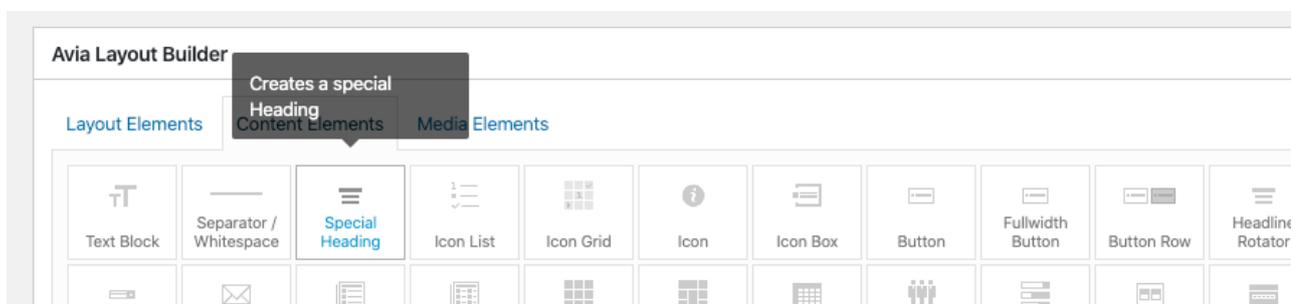
Adding and editing content cont'd

Content Elements:

Elements that make up the content of your web page such as Text Block, Headings, Buttons, Portfolio and many more can be accessed from the Content Elements tab. Most of the content elements can be placed inside the Layout Elements to position them on a webpage to suit your design.
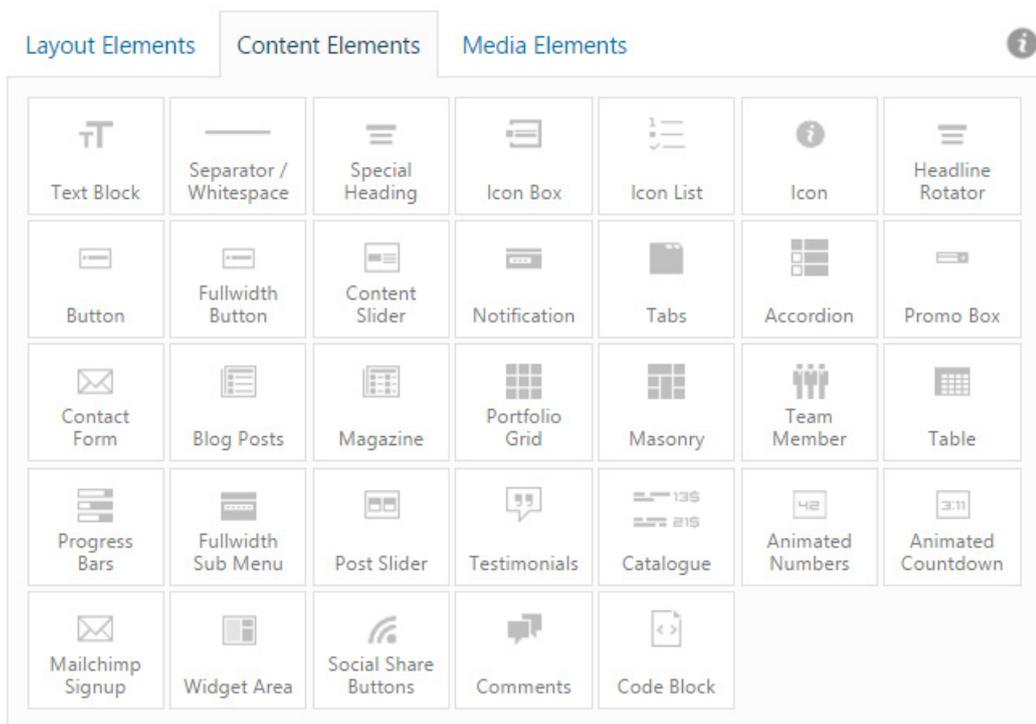
Media Elements:

Images, Sliders, Videos and other media elements can be accessed from the Media Elements tab.
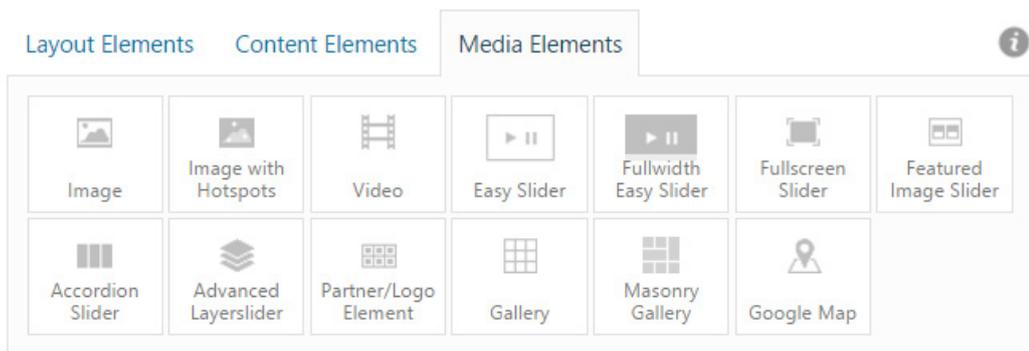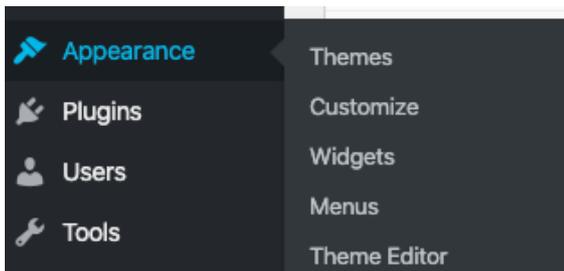
The Footer

The footer is located at the bottom of your website on every page. The footer is setup in columns and the content within those columns is setup using "Widgets".
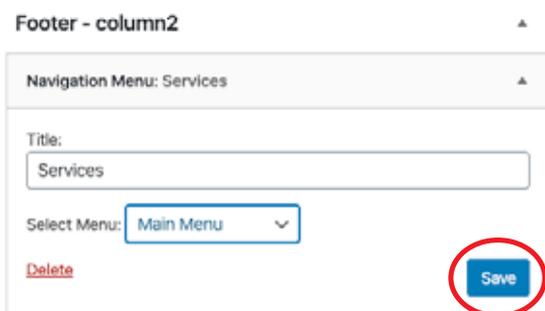
Editing the footer:

1. Hover your mouse over "Appearance" in the dashboard menu and select "Widgets"

2. The footer widgets are on the right hand side. To edit the existing elements click the drop down arrow on the column you want to edit, then click on the widget you would like to edit.

3. After you have made the changes click on the blue "save" button.


4. To add a new widget to the footer area simply drag and drop it from the left hand side.

Updating plugins

Plugins are updated by developers on a regular basis. It's vital to keep your plugins and software up to date to avoid any security vulnerabilities and to make sure your site is working at its best.
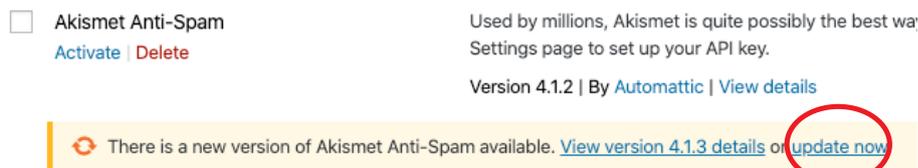
Update notifications:

If you have plugins that need to be updated a notification circle will show in your dashboard menu next to "Plugins".
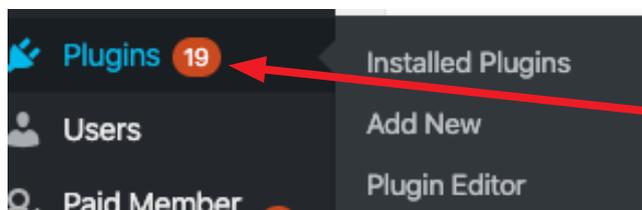
Indicates the number of plugins with available updates

Updating plugins:

1. Click on "Plugins" from the dashboard menu.

2. Click on the "update now" link in the notification at the bottom of the plugin.

3. Wait for confirmation that an update has been made before leaving the page.

Note: Updating plugins from very old versions to newer ones can break your site. If you would like us to update your plugins for you please contact us.

Helpful tools and links

Websites Plus client area:
Keep checking back here for tips, tutorials and advice
https://websitesplus.com.au/client-area/

Enfold documentation:
Further detailed tutorials, and customization guides for the Enfold theme.
https://kriesi.at/documentation/enfold/

Enfold Video Tutorials:
Helpful instructional videos on how to use your Enfold theme.
https://vimeo.com/channels/aviathemes/videos

Google Analytics:
https://marketingplatform.google.com/about/analytics/

Zoom
Screen sharing and video conferencing.
https://zoom.us/

Mailchimp
https://mailchimp.com/

Dashlane:
Password manager.
https://www.dashlane.com/

WP Beginner:
Useful tips and tutorials for WordPress.
https://www.wpbeginner.com/

Scamwatch:
Be aware of the latest scams
https://www.scamwatch.gov.au/

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