

WordPress Guide

A basic beginners guide to editing your website

Aaron Mahoney www.websitesplus.com.au aaron@websitesplus.com.au



Contents

<u>_ogging in to your website3</u>	3
The Dashboard	ŀ
Dashboard - Most used5	-
Dashboard - Other items6	5
Adding and editing content	7
The Footer)
Jpdating plugins1	1
Helpful tools and links12)

Leave us a review on Google! - <u>http://bit.ly/websitesplusreview</u>



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**

Username or Email Address	
Paceword	
	۲
Remember Me	Log In
Lost your password?	



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.

🔞 🕋 Test Site 📮 o	+ New	and an and the second of the second		
🕐 Dashboard 🔹	Dashboard			
Home Updates	At a Glance	Quick Draft		
■ Kinsta Cache ★ Posts 91 Media	I Post I 2 Pages I Comment WordPress 4.9.1 running Twenty Seventeen theme.	Title What's on your mind?		
Pages	Activity * Recently Published	Save Draft		
Appearance Plugins	Nov 9th, 7:59 am Hello world! Recent Comments	WordPress Events and News		
🛓 Users 🎤 Tools	From A WordPress Commenter on Hello world! Hi, this is a comment. To get started with moderating, editing, and deleting comments, please visit the Comments screen in	There aren't any events scheduled near you at the moment. Would you like to organize one?		
Settings Collapse menu	All (1) Pending (0) Approved (1) Spam (0) Trash (0)	The Month in WordPress: November 2017 Akismet: Version 4.0.2 of the Akismet WordPress Plugin Is Now Available WPTavern: Jetpack 5.6.1 Increases Security of the Contact Form Module WPTavern: WPWeekly Episode 297 – WordCamp US 2017 Recap		
		Meetups 🗗 WordCamps 🗗 News 🗗		

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Shows if there are any out of date software on your website.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

🖈 Posts	All Posts
9; Media	Add New
Pages	Categories
	Tags
Comments	
,	

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.





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:

Layout Elements Media Elements T T Separator / Special Heading Ligon List Ligon Grid Ligon Box Button Button Button Bow Briteria	via Layout B	uilder									
TT Expander / Special Special Leon List Leon Grid Leon Loon Box Button B	Layout Eleme	nts Conter	ing It Elements	Media Eleme	ents						
	T Text Block	Separator / Whitespace	Special Heading	lcon List	Icon Grid	lcon	Icon Box	Button	 Fullwidth Button	Button Row	Hea



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.

yout Eleme	ents Conte	nt Elements	Media Eleme	nts		
Text Block	Separator / Whitespace	Special Heading	Icon Box	lcon List	() Icon	Headline Rotator
Button	Fullwidth Button	Content Slider	Notification	Tabs	Accordion	Promo Box
Contact Form	Blog Posts	Magazine	Portfolio Grid	Masonry	Team Member	Table
Progress Bars	Fullwidth Sub Menu	Post Slider	Testimonials	Catalogue	니르 Animated Numbers	In Animated Countdown
Mailchimp Signup	Widget Area	Social Share Buttons	Comments	Code Block		

Media Elements:

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

ayout Eleme	ents Conte	nt Elements	Media Eleme	ents		(
Image	Image with Hotspots	Video	► II Easy Slider	Fullwidth Easy Slider	Fullscreen Slider	Featured Image Slider
Accordion Slider	& Advanced Layerslider	Partner/Logo Element	Gallery	Masonry Gallery	R Google Map	



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.

Footer - column1	\odot
Footer - column2	•
Footer - column3	

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

Footer - column2	*
Navigation Menu: Services	
Title:	
Services	
Select Menu: Main Menu 🗸	
Delete	Save

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".



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. <u>https://zoom.us/</u>

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/

