

WordPress User Manual
Louisiana Board of Regents

WordPress is an online blogging software that can be used as content management for regular sites when configured properly.

The Regents site uses WordPress content management, with various plug-ins and customizations.

This is a basic user's guide that will explain how to update content on pages, as well as the various customizations.

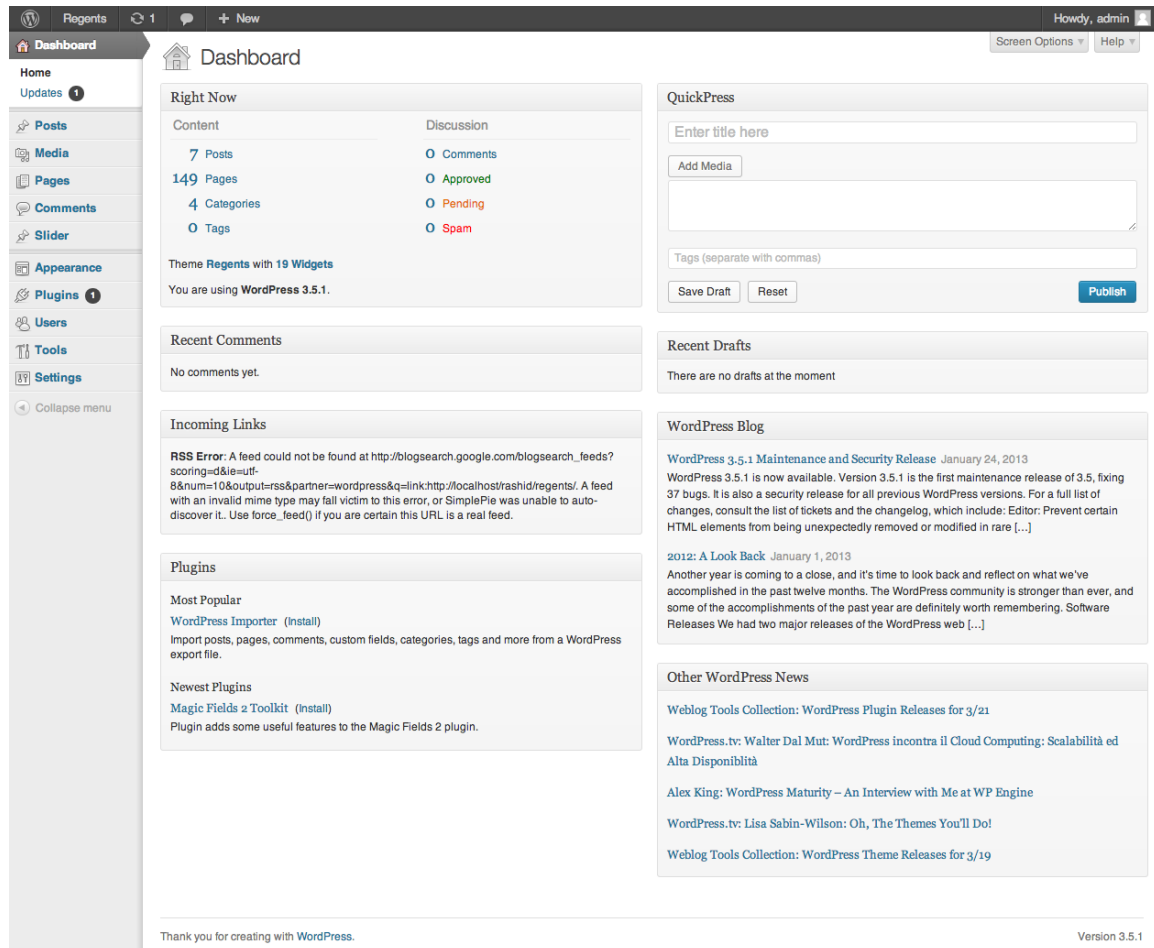
QUICK GUIDE:

- Step 1: Go to: www.regents.la.gov/wp-admin
- Step 2: Put in your username and password
- Step 3: You will see the Dashboard now.
- Step 4: Click "Pages"
- Step 5: Find the page you want to edit
- Step 6: Click on that page
- Step 7: Edit your content
- Step 8: Click "preview changes" to see what you've done
- Step 9: Click "update" if you are happy with it
- Step 10: Click "view page" to check it again
- Step 11: Go about your business.

Some important points:

1. Make sure you click "update" or "save" every time you've made a change.
2. When you go to the site to check your work, make sure you "refresh" your page in order to see changes.

All work on the site is accomplished through the WordPress Dashboard:



To the left you see the menu you will use to get to the places you need to be in order to edit or add content:
Posts, Media, Pages, Comments, Profile, Tools.

You will not need to use Posts, Comments or Tools.

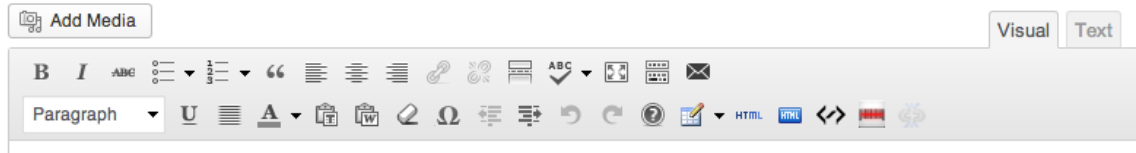
Media is where you find the pdfs and photos/images used on the site, and where you will add pdfs or photos/images you want to put on your pages.

Pages is where you will find your pages, or create new ones.

Profile is where you can change your password, should you need to.

Editing Pages

*The kitchen sink on your content editing box will allow you to change your fonts within reason, add color, clear formatting, add links, add HTML tags, short code, “read more”s, bullets, numbers, and center/align your text. If you need to look at/edit your code, click on the “text” tab at the upper right hand corner of your content editing box.



“Add media”

You can click here to insert a photo or an image. It will need to be in the media library first. So if you have the photo on your hard drive or a thumb drive, do that first. Then open your page and click here so you can add it to this page.

TOP ROW:

“B”

This is where you can make text bold. Highlight the text using your cursor, then click this button.

“I”

This is the button you use to make your text italic. Highlight the text using your cursor, then click this button.

ABC

This button will strike through any text you highlight.

Bullet Button

This button will add bullets to your text. Highlight your list of items, then click this button. If you click the little arrow to the right of this button you will see that you can make your bullets round or square, etc.

Number Button

This button will add numbers to your text. Highlight your list of items, then click this button. If you click the little arrow to the right of this button, you will see that you can make your numbers Roman or Greek, etc.

Quote Marks

This button will allow you to insert a block quote (for instance, if you wanted to quote some text from a document and indent both sides of it within your regularly formatted text.)

Align Buttons

These buttons allow you to align your text left or right, or center it. *Remember that if you have an image/photo on your page, you will have to address the alignment of the image and the text within the image editing box.)

Link and Unlink Buttons

These buttons allow you to link text on your page to another page in your site or another website. Just highlight the text you want to link (like "Click here") and then click on the little button that looks like a chain. A box will pop up that gives you the option of filling in the URL of another website, or linking to a page on the Regents site (there is a list there, which you can search).

Insert More Tag

This is probably a button you will not use. This creates a "read more" tag in your page, such as you would find on a newspaper site, or any site where only part of an article and then a link to the rest of the article.

Spell Check Button

This button you can use to spell check your work. If you click the little arrow to the right of it, you will find that you can spell check your work even if you are writing in Polish or Portuguese.

Full Screen Button

This button will show you your page in a different view. It basically removes all the stuff above, below and beside your wysiwyg box. If you are composing your text within the box, you

might want to use this view so that you can write without distractions.

Show/Hide Kitchen Sink Button

This button will hide half of your buttons.

Envelope Button

This button will allow you to put a link that will open up your visitor's email program and create a message to someone specific. Type in the person's email address. Highlight the address. Click on the button. *NOTE: it is not recommended that you place someone's email address on the site. Spambots visit sites constantly, trying to harvest email addresses to use for spam.

SECOND ROW:

Font Drop-Down

This menu allows you to change the font of the text on your page. You can highlight the text and then click on this button to change it to a page title, different headline sizes or "paragraph," which is just a body copy size. *NOTE: keep in mind that the title of your page is going to appear at the top of the page in Title font.

Underline Button

This button allows you to underline text. Highlight the text and click this button.

Justify Button

This allows you to justify your text. Highlight the text and click this button

Color Button

This allows you to change the color of the text on your page. *NOTE: the colors of the text on our pages have been pre-determined by the designer to work with the overall design of this site. It is not recommended that you change any text colors.

Paste as Plain Text Button

This button allows you to clear the formatting from any text you have cut or copied from another document or program. It is a good idea to use this button whenever you paste a block of text, to make sure that you don't paste unwanted formatting into your article. Highlight the text in your other document, click "copy" then put your cursor on this page where you want the text to go, and click this button. *NOTE: If you are trying to paste a table or links, do not use this button as it will remove your table and your links.

Paste from Word Button

This button is designed to clear the formatting from text you're copying from a word document. Highlight the text in your other document, click "copy" then put your cursor on this page where you want the text to go, and click this button. *NOTE: If you are trying to paste a table or links, do not use this button as it will remove your table and your links.

Eraser

This button will clear formatting from text already in your page. Highlight the text, then hit this button. If you have put text into a page, and when you save the page it seems to be moving around, or you're trying to place a photo and it won't stay where you put it, you're probably fighting with some old formatting. So highlight all that text that's not cooperating, and hit this button a couple times.

Omega Button

This button allows you to place special characters into your text. Letters with accents, a copy right sign, math symbols, etc. Just click on the Omega button, a box pops up with symbols in it. Select your symbol and click.

Outdent and Indent

This allows you to indent your copy. Just place your cursor in the copy and click the indent button. If you mess up and didn't mean to do that, click the outdent button and it goes back to where it was.

Undo/Redo Buttons

If you want to undo something you just did, hit the button on the left. If you want to repeat an action, click the button on the right.

Help Button

If you're confused, or you want to know if you can do something that you can't figure out, try clicking on this button to find the topic you're interested in.

Tables

This button allows you to add a table, and then to manipulate the table by adding or removing columns or rows, etc. *NOTE: use tables sparingly. They tend to act up a bit in WordPress. Well, they tend to act up a bit in everything.

HTML Buttons

You will not be using any of these buttons. These are geared toward software developers.

If you need to create a new page:

1. Click on “pages”
2. Click on “add new”
3. Give your page a title.
4. Type in content by using the content editing box.

**Use caution when cutting and pasting text out of another program. Text lifted in this manner often carries with it background noise in the form of pieces or bits of code that will “fight” with the code in your website page. If you must cut and paste, use the “paste as plain text” in the content editing box. If you still find your text is moving around or not behaving properly, highlight it and click on the pink eraser button in the content editing box. That will erase all code attached to the text and allow you to start over.

If you need to change an image already on the page:

1. Click on the image.
2. You will see a red circle and a tiny image.
3. If you want to delete the photo from the page, click the red circle.
4. If you want to edit the photo on the page, click on the image.
 - a. A new content editing box will pop up.
 - b. You can change the image here.
 - c. You can change the position of the image on the page here.
 - d. You can change the size of the photo here.

If you need to add an image to the page:

1. Click on “add media”
2. A box will pop up asking if you want to choose something from the media library or upload a file. If the photo you want to use is already in the library, click “library,” find it and click “insert”
3. If the photo you want to use is not already in the library, click “upload file” and find the photo in your hard drive. Click “open” and then “insert.”
4. To change the photo that resides at the top of the page, above the navigation, click on “set featured image” at the bottom right hand corner of the page. Your image will need to be 720 by 200. Just upload it and click “set featured image.”