



WORDPRESS

BAMBOOMANCHESTER USER GUIDE

Brief introduction

The main purpose of this user guide is to enable beginners is to have basic knowledge of Wordpress features and functionalities.

The first section of the user guide is based on a 'outofthebox' installation of Wordpress, many of the features that we will focus on will always be present in any Wordpress website, even on custom developed websites.

We will also use references to great online resources and supporting videos for each section when possible, none of these videos or resources were made by Bamboo, but they are all fantastic and will help in your learning process.

All links are practical and simple to understand and are up to date with the latest versions of Wordpress.

Logging into your WordPress Site

Once you've logged in to your WordPress site, you'll land here, the WordPress dashboard.

Your WordPress Login URL

The first way to access your WordPress Login URL will be in this format:

```
http://yoursite.com/wplogin.php
```

You can also log in from:

```
http://yoursite.com/wp-admin
```

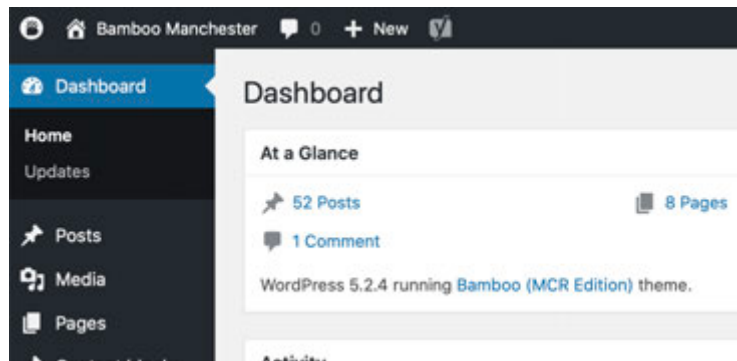
For example, for a new WordPress installation, you can visit yoursite.com/wplogin.php or yoursite.com/wpadmin to login. It might be helpful if you bookmark your site's login URL. From your WordPress login screen, you'll enter the username and password that you set up during the WordPress installation process. If you've forgotten your WordPress login password, you can click the "Lost Your password?" link to retrieve it via email.

References:

<https://wordpress.org/documentation/support-guides/>

Exploring Your WordPress Dashboard

Once you've logged in to your WordPress site, you'll land here, the WordPress dashboard.



Exploring the WordPress Dashboard

The WordPress dashboard allows you to control all of the behind the scene details of managing your site. Once you find your way around the dashboard, you'll realise it's really easy to use and navigate.

First, we'll take a look at the dashboard home screen. After you first log in, you'll see a Welcome to WordPress section with some quick links to help you get started. You can always dismiss this box using the link in the top right corner.

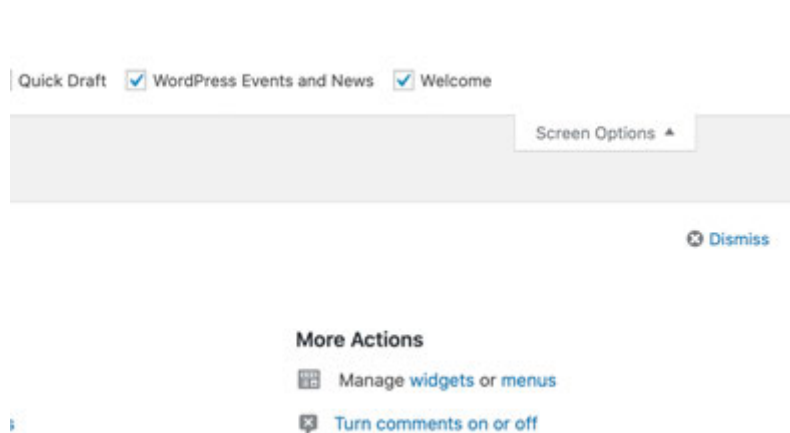
The next section is the at a Glance section. Here you'll see the number of posts and pages for your site's content. You'll also see discussion information for comments, like the total number of comments and the number in moderation. In the At a Glance section, you'll also see what WordPress theme you're currently running on your site plus your current version of WordPress.

The Activity section shows recently published posts, ping backs and recent comments. From here, you can quickly approve comments, reply back, mark as spam or send to trash.

If you scroll back up to the second column, you'll find the Quick Draft section of the WordPress dashboard.

QuickPress will allow you to save a draft of a post straight from this screen. Below this section, you'll see a list of other post drafts. Once you start creating posts and if they're saved as drafts, the three most recent drafts you've started will be visible here.

The last section is the WordPress News section. These are updates from the official WordPress project. If you'd like to customise what sections you see from the WordPress dashboard, visit the Screen Options tab on the top right side of your screen. Click the arrow to expand this section and you'll see checkboxes for each of the sections usually included in the WordPress dashboard. To remove any of the sections, just un-click the checkbox beside the section you'd like to hide. You can also choose the number of columns for the screen layout, too.



If you return to the dashboard home, you can also expand each of the sections by clicking the arrow to the right. You can also drag and drop the boxes to change the order.

Left-hand Navigation Menu

In addition to the WordPress dashboard home screen, the other major component of the WordPress dashboard is the lefthand navigation menu. This navigation menu provides links to all of the WordPress administration screens for posts, the media library, pages, comments, appearance options, plugins, users, tools and settings.

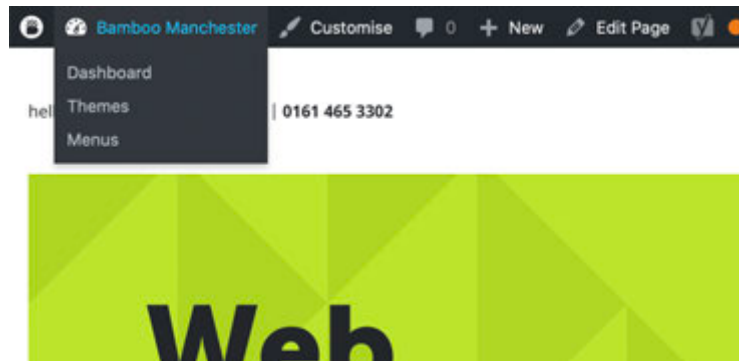
We'll explore the rest of these menu items in more detail in the upcoming chapters. If you ever find yourself needing help, just click the Help tab in the upper corner. Click the arrow to expand and you'll now see helpful information that walks through the overview, navigation, layout and content of the WordPress dashboard.

References:

<https://wordpress.org/documentation/article/first-steps-with-wordpress-block-editor/>

Using the WordPress Admin Bar

The WordPress admin bar is simply a shortcut area that allows you to access site management controls on the front end of your WordPress blog or website.



The WordPress admin bar appears above your site if you are logged in to your WordPress dashboard. This is to allow for easy editing and site management directly from your site without having to jump back and forth between the front end (what visitors see of your site) and the backend (your WordPress dashboard). It provides some handy shortcuts to access parts of your WordPress installation without having to find them in the lefthand navigation menu.

Quick Note: Visitors to your site will not be able to see this admin bar because they are not logged in to your WordPress dashboard.

Once you've logged in to your site, locate the top bar on the top of your screen. On the far left side of the WordPress admin bar, you'll see the WordPress logo. If you hover over this logo, you'll see links to WordPress specific information. These are great quick links if you ever need to take a look at WordPress documentation, visit the support forums or leave feedback.

To the right of the WordPress logo, you'll see the name of your site. Hover over this and you'll see a submenu to visit the front end of your site. This is how your site looks to visitors.

The next section gives a quick reference for comments.

The last section on the left side of the admin bar is the + New link. If you hover over this link, you'll see a submenu that will quickly take you to the add new screen for post, media, page and user. All of these things can also be done from the lefthand navigation menu of the dashboard, but this link is great for getting these tasks done quickly.

On the far right side of the screen, you'll see "Howdy, your name." Hover over this section to see the submenu to edit your profile or log out of the site.

The WordPress Admin Bar Front End View

By default, once you've logged into your WordPress site, the admin bar will also be visible to you from the front end of your site. If you hover over the name of our site, then click visit site , you'll see the front end of your site.

From this view, the WordPress admin bar changes a bit. By hovering over the title of your site, you'll see links for the dashboard, which will take you back to the dashboard home, and links to take you to themes, customise, widgets, menus, background and header. Again, all of these sections can also be found from the lefthand navigation menu in the WordPress dashboard, but this is a great quick reference.

This view also adds a search function. Click the magnifying glass to open the search prompt.

How to Turn Off the WordPress Admin Bar

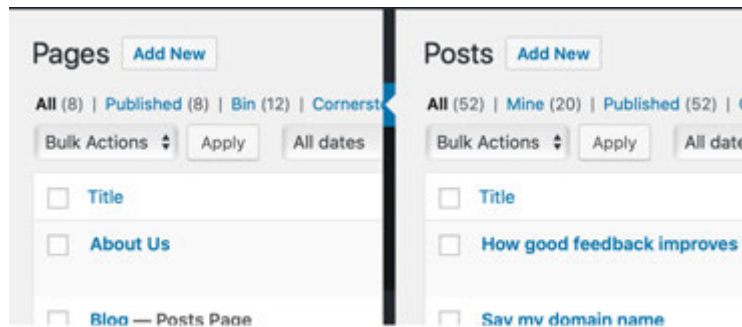
Most people find the WordPress admin toolbar useful, but some people may want to turn the WordPress admin bar off from the front end of the site. Remember, the WordPress admin bar is only visible to you when you're logged in to your site.

To turn off this view, click the Edit my Profile link. Now, from this screen, you'll see a check box to Show Toolbar when viewing site. Simply uncheck this box to turn this view off, then scroll to the bottom and click Update profile .

If you return to the front end of your site, the WordPress admin bar will be no longer visible. If you decide later that you'd like to turn the admin bar back on, just return to your edit profile and check the box to show the toolbar again.

WordPress Posts vs Pages

When it comes to creating content for your WordPress site, you have the option to choose between creating either a post or page. Both have their respective uses and can add dynamic elements to your site.



Posts

A WordPress post is what makes up the 'blog' 'News' aspect of your site. These are generally news or informational updates about a certain topic. Posts are listed in reverse chronological order and can be tagged, categorised and even archived on your site.

WordPress posts are what make up the RSS content of your WordPress blog. So, when someone subscribes to your RSS feed, your posts will be the content that's delivered to them.

Think of the posts as the news portion of your site. They're dynamic and constantly changing the content your end users see.

Pages

WordPress Pages are similar to posts in that they have a title and body text, but they are different because:

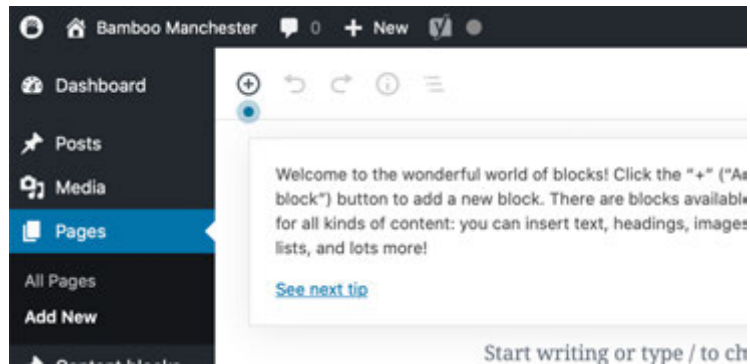
They are generally reserved for static content or information. Examples of this would be an About us page or Contact us page.

Pages aren't listed by date and can't be categorised or tagged like WordPress posts. Pages can have a hierarchy, which means you can nest pages under other pages by making one the "Parent" of the other, thus creating a group of pages.

Due to their static nature, pages aren't included in RSS feeds and won't have date or time publishing.

Creating a WordPress Page or Post

Creating a new page or post is done using the left hand side of the WordPress dashboard. You can either hover over the Pages or Posts link or click to expand it to reveal their submenus.



References:

<https://wordpress.org/documentation/article/wordpress-block-editor/>
<https://wordpress.org/documentation/article/create-pages/>
<https://wordpress.org/documentation/article/write-posts-classic-editor/>

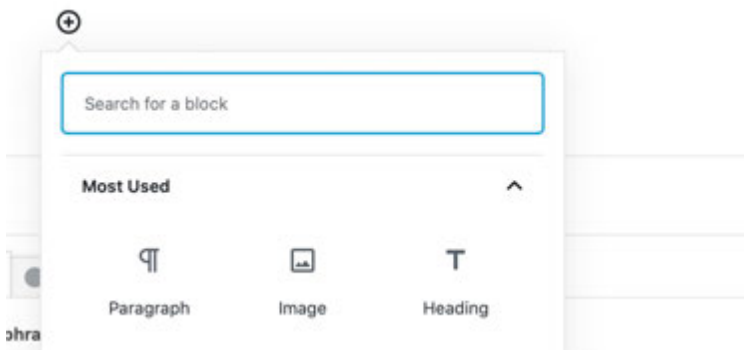
WordPress Editor

The WordPress Editor is a brand-new publishing experience. You can use it to create media-rich pages and posts and to control their layout with ease. Instead of worrying about the alignment and organisation of text, quotes, and images, now every element on a post or page has its own block — and you can focus on creating.



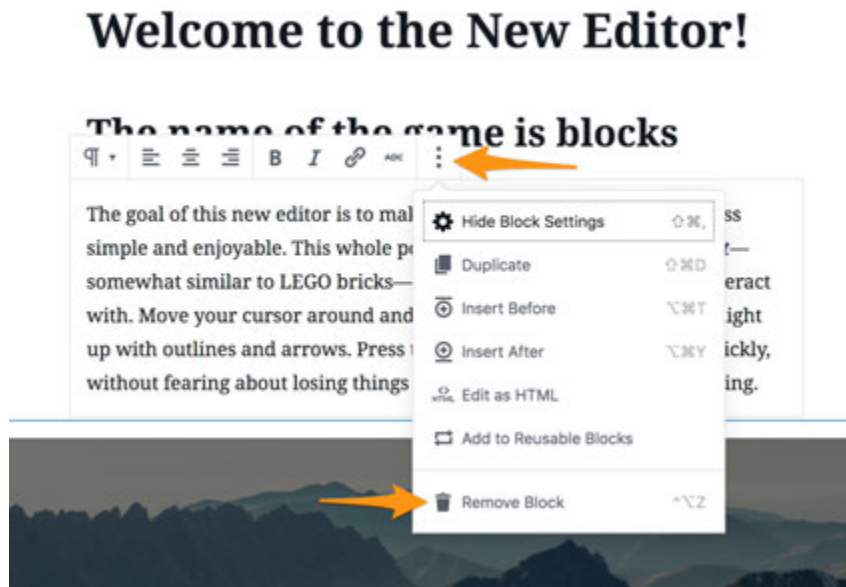
Adding a Block

There are many block types for you to choose from, which you'll see organised by category and by most recent use. You can edit or move each block independently of other blocks, and individual blocks sometimes come with their own formatting settings for even greater control over layout and function.



Removing a Block

To remove a block, select the block and click the three dots right above it. Among the settings you'll see the option to remove that block.

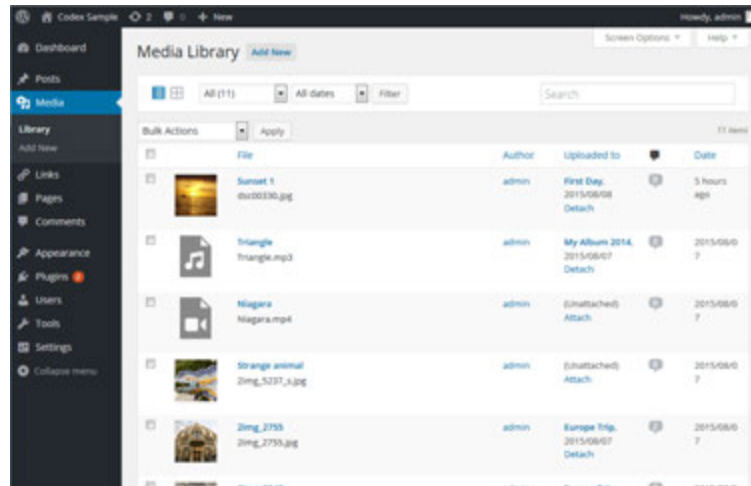


References:

<https://wordpress.org/documentation/article/wordpress-block-editor/>

Using the WordPress Media Library

The WordPress Media Library contains all the files you've uploaded to your WordPress site, with the most recent uploaded items listed first.



Using the WordPress Media Library

To visit your WordPress Media Library, expand the Media menu from the WordPress dashboard. The Media Library page will show all of the media items you currently have in your media library.

To add a new media item to your library, click the Add New link. From here, upload a new image. Once your image has been uploaded, you'll see it has been added to the library.

The Media Library Screen allows you to edit, view, and delete Media previously uploaded to your blog. Multiple Media objects can be selected for deletion. Search and filtering ability is also provided to allow you to find the desired Media.

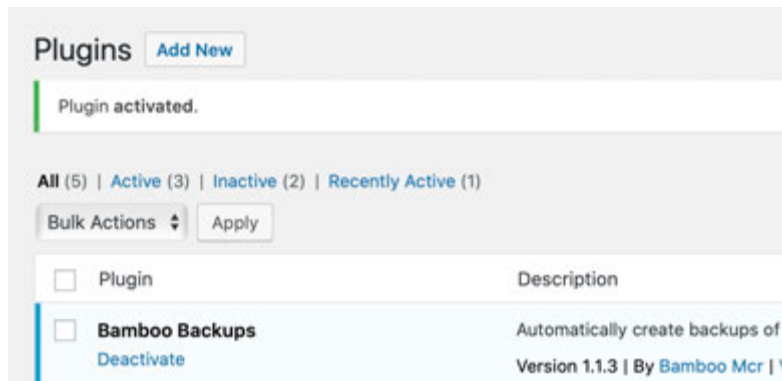
Media Library provides two type of views. One is simple visual Grid View and another is conventional List View. Switch between these views using the icons to the left above the screen.

References:

<https://wordpress.org/documentation/article/media-library-screen/>

What are WordPress Plugins?

WordPress plugins are bits of software that can be uploaded to extend and expand the functionality of your WordPress site.



Note: One of the primary advantages of using the self-hosted version of WordPress from WordPress.org is the ability to upload and use plugins on your WordPress site.

Plugins can do things like improve your search engine optimisation, display related posts in your sidebar, do complete backups of your WordPress site or create web forms quickly and easily.

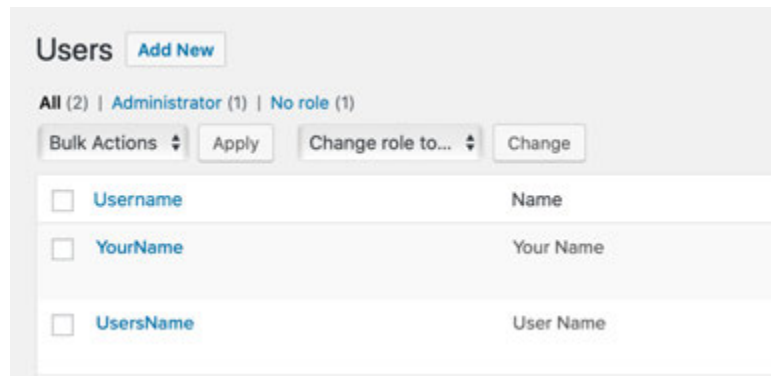
You can add just about any functionality to WordPress with plugins. There are currently more than 40,000 plugins in the WordPress directory, so there are a lot of options.

References:

<https://wordpress.org/documentation/article/manage-plugins/>

Managing Users

Creating users in WordPress allows you to add users with different roles and access privileges to your site. Once created, a user will be able to log in to your site with a username and password.



WordPress allows you to create users with specific roles. Different roles have different responsibilities and powers within WordPress. This is important if you have a team working on your site.

It allows you to have a process where only certain users can do specific tasks, such as publish posts. It's a good way to ensure quality control, spread out responsibility and keep everything in check.

WordPress user roles include site administrator, editor, author, contributor and subscriber.

Here's an overview of the default user roles in WordPress:

Administrator

Access to all administrative features. When you install and set up WordPress you're automatically given an administrator account.

Editor

Can write, edit and publish posts and pages, as well as manage other users' posts.

Author

Can write and edit their own posts, as well as publish them.

Contributor

Can write and edit their own posts, but they can't publish them.

Subscriber

Can only manage their own profile. This role is usually for readers of your blog and makes commenting and interaction easier (especially if you only allow registered users to comment).

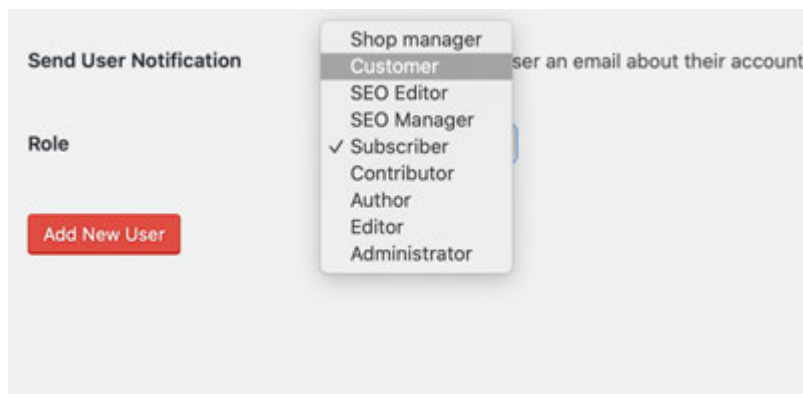
WooCommerce additional user roles:

Shop Manager

Shop Manager is a role you can give someone to manage the shop without making them an admin. They have all the rights a customer has, and are granted the main capabilities:

Customer

Have read access only for most capacities. This is the equivalent status to a normal blog subscriber. Can edit their own account information. View past/present orders.



WooCommerce also have a YouTube channel

<https://www.youtube.com/channel/UC63GQg3s2QcgOpMzsiF6wwQ>



Bamboo Manchester, 3 Oxford Court, Manchester M2 3WQ
Telephone. 0161 465 3302 **Email.** hello@bamboomanchester.uk **Website.** www.bamboomanchester.uk