

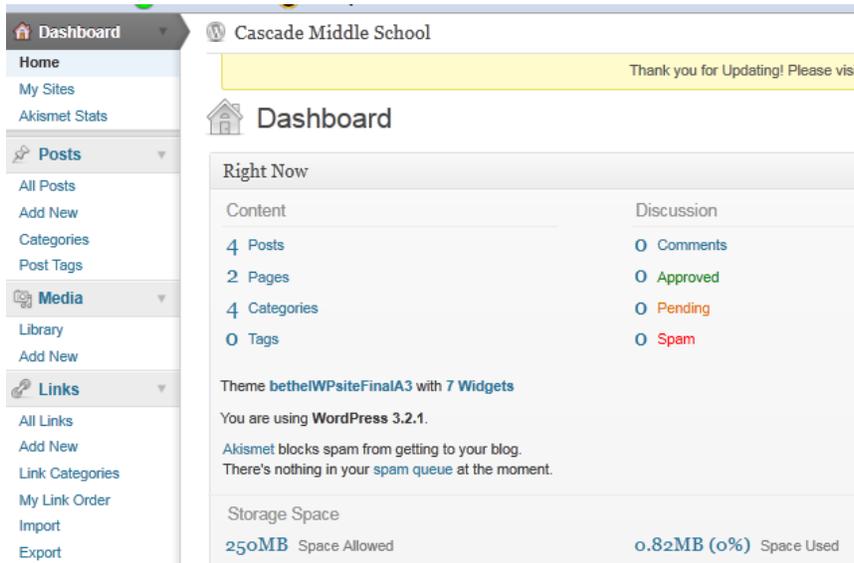
WordPress Basics: August 26, 2011

A. Finding Your WordPress Site:

1. You can login to your school or department WordPress site by clicking on the “login” link at the very bottom of any Bethel Web page. For staff WordPress sites, click on Bethel Blogs in the left-hand sidebar. Click on Login at the far left on the next screen.
2. Enter your user ID and password. Forgot your password? Follow the link to have a new one emailed to you.
3. Once you are logged in, you will see your Web site Dashboard.

B. Using the Dashboard

1. Creating a new post: Posts > Add new



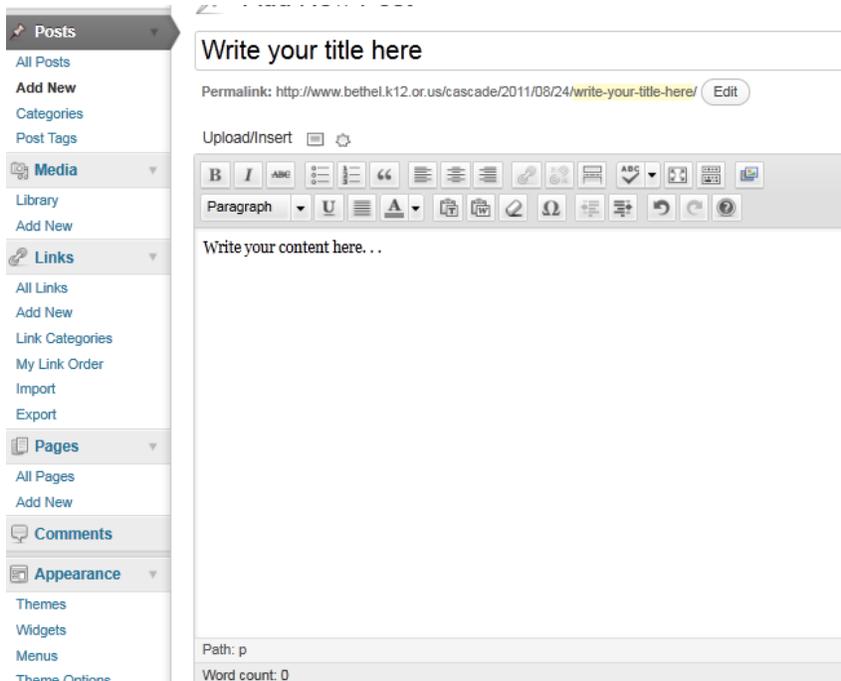
The screenshot shows the WordPress dashboard for Cascade Middle School. The left sidebar contains navigation menus for Dashboard, Home, My Sites, Akismet Stats, Posts, Media, and Links. The main content area displays a 'Right Now' summary table, theme information (bethelWPsiteFinalA3), WordPress version (3.2.1), Akismet spam status, and storage space usage (0.82MB of 250MB used).

Right Now	
Content	Discussion
4 Posts	0 Comments
2 Pages	0 Approved
4 Categories	0 Pending
0 Tags	0 Spam

Theme **bethelWPsiteFinalA3** with 7 Widgets
You are using **WordPress 3.2.1**.
Akismet blocks spam from getting to your blog.
There's nothing in your spam queue at the moment.

Storage Space
250MB Space Allowed 0.82MB (0%) Space Used

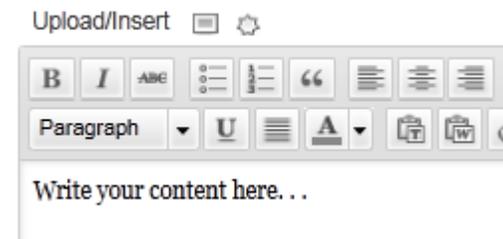
2. You'll see the edit window with a variety of menu buttons similar to Word.



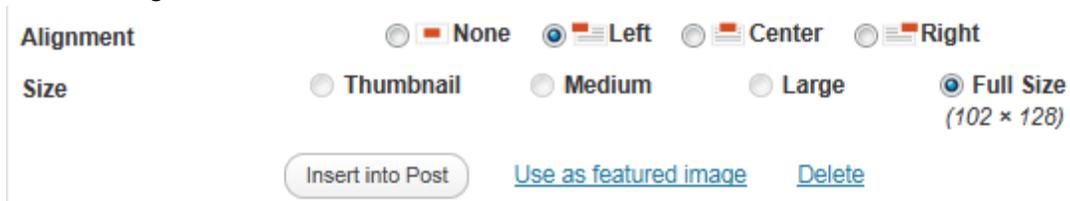
3. Give your post a title and create the content. Spell checking is automatic.
4. Select a category (Important!). If no category fits, create a new category at the far right.
5. Click on Save Draft to continue later or click on Publish to make the post live.

Adding an Image

1. Place the cursor in the upper left-hand corner of the edit window.
2. Click on the small rectangle image icon above the row of edit buttons:



3. If your image is on your computer, click on "Select Files", navigate to the image and double click on it.
4. If the image has already been uploaded to your site, click on Media Library at the top, find your image and click on "Show" to the right of the image.
5. Select alignment and size and click Insert into Post:



5. Click Save Draft or Update or Publish.
6. Click on View Post or the name of your site at the top of the window to view the new post.

Resizing an Image

1. You may need to resize the image to fit the space on your post. You can do this when you first upload the image by clicking on "Scale" and setting the width to approximately 235 pixels. Be sure to save your changes.
2. You can also resize or scale the image after you have placed it in the post by clicking on it once and then clicking on the small icon of a picture (not the red circle and slash). Change the percentage from 100% to something smaller. Save the changes

Editing an existing post:

1. Go to Posts and click on Edit.
2. Make your changes and click on Update.

Adding a Link to a Post

1. Find the text you want to be the link.
2. Highlight the text by dragging over.
3. Click on the chain icon in the menu bar at the top of the edit window and enter the address you'd like the link to jump to.