

WordPress Quick Start Manual

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This quick start manual will show you the basics on adding posts, pages and images to your website. For more in depth instruction please visit:

<http://en.support.wordpress.com/topic/writing-editing/>

And for short videos on the topics detailed here please visit:

<http://www.dameonjamie.com/services/support/wordpress>

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Log in to your website by clicking the "Log In" link in the bottom right hand corner of your website.

Once you have logged in you can click "**Profile**" and change your password.

Please follow these instructions to add / change and remove content on your website.

If you need any help please call me and I can talk you through it.

A New Post

Posts will appear on your "**News**" or "**Blog**" page.

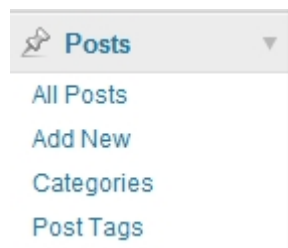
The news page is a good place to announce sales, special offers, new work and services, etc.

1. Log in to your website

This will take you to your dashboard.

2. In the left hand column you will see: "**Posts**" and under Posts will be "**Add New**".

Click: "**Add New**".



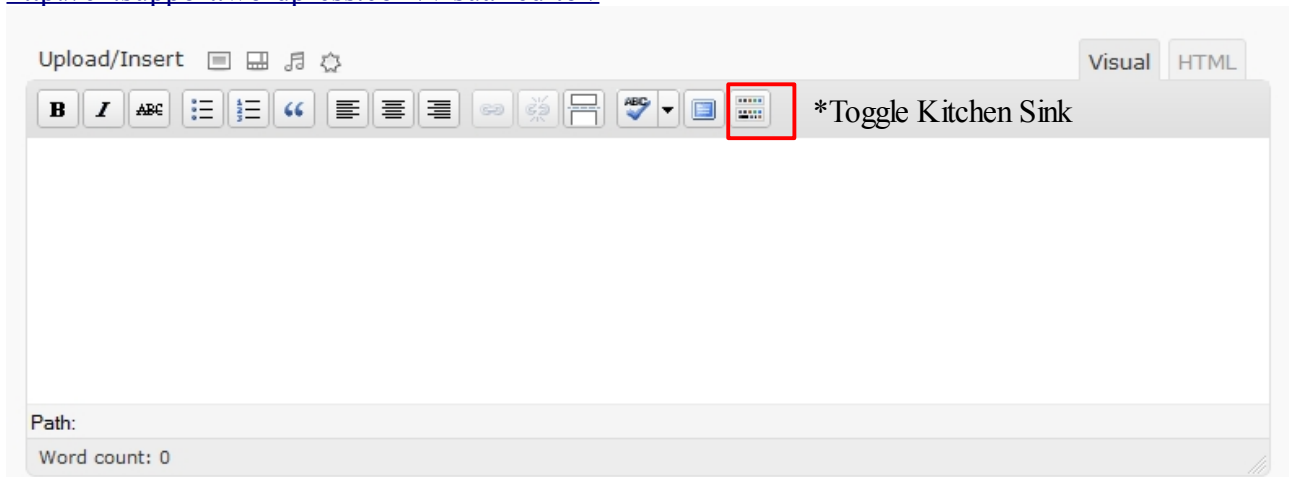
3. Enter a title for the new post.

A screenshot of the 'Add New Post' form in the WordPress dashboard. At the top left, there is a pushpin icon followed by the text 'Add New Post'. Below this is a large, empty text input field with a light grey border and a vertical line on the left side, indicating where the user should enter the title of the new post.

4. Write your new post in the editor:

**To see a full explanation of the Visual Editor, please visit:*

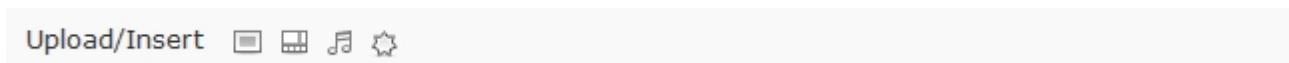
<http://en.support.wordpress.com/visual-editor/>



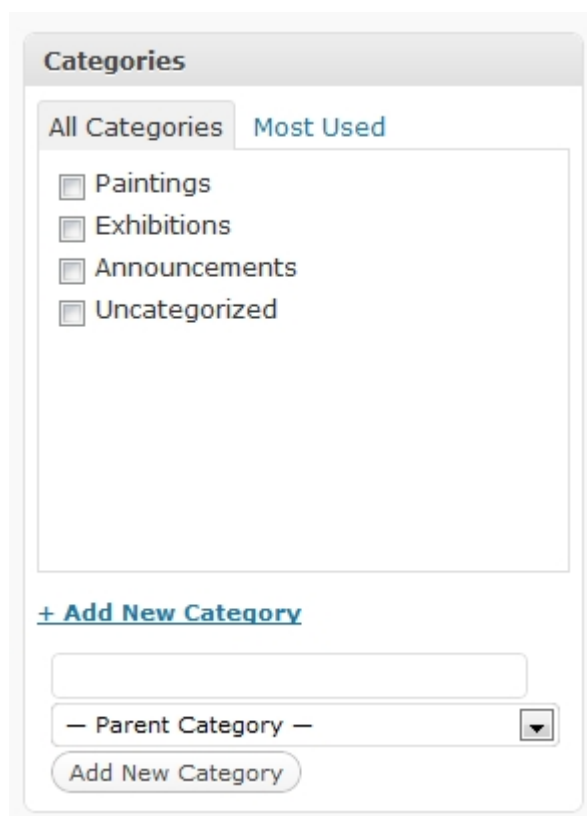
Format your post with bold / italics / etc if you like.

**Toggle the kitchen sink icon indicated in the red square above for more formatting options.*

You can also add images, video and audio to your post. There is a media bar above the text editor. It looks like this:

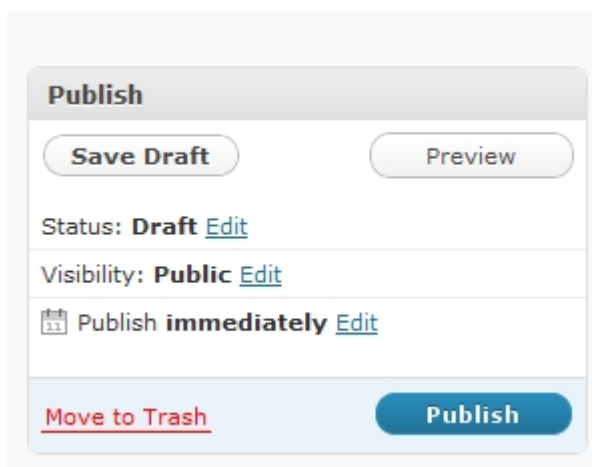


5. After you have written your post select a "**Category**" from the right hand column:



You can also add new Categories here.

6. Then just click **Publish**:



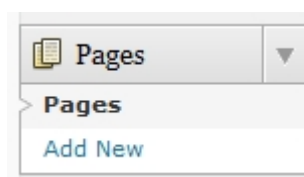
And that is it! You have now added a new Post! View your website to see the update.

Add and Edit Pages

On your website you have some pages as well.
For a complete explanation of Pages please visit:
<http://en.support.wordpress.com/pages/>

These pages can also be edited.

1. Log in to your website
2. Once in your Dashboard click “**Pages**” in the left hand column.



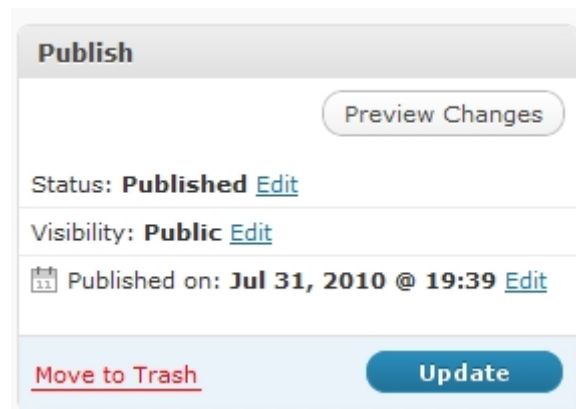
You will see a list of all the pages you have on your website.

- **Home**
- **About Us**
- **News or Blog**
- **Galleries**
- **Contact Us**
- **etc...**

3. Click one of these pages to edit them.

You will then see a Visual Editor just like you did when you made a post.

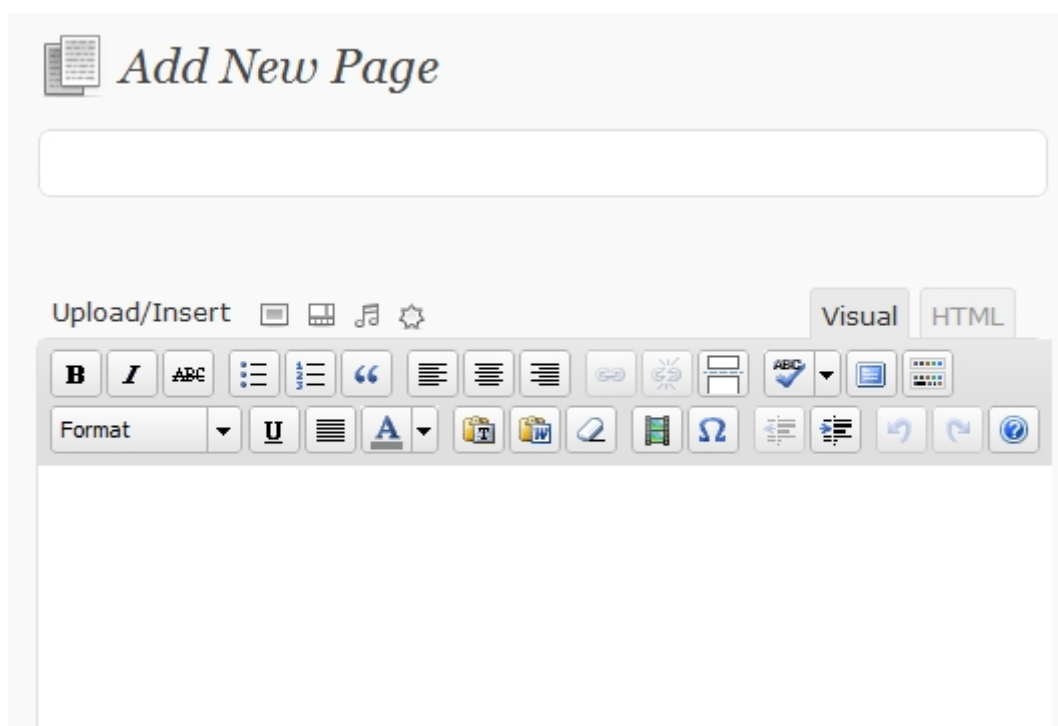
4. Make your edits and click “**Update**”.



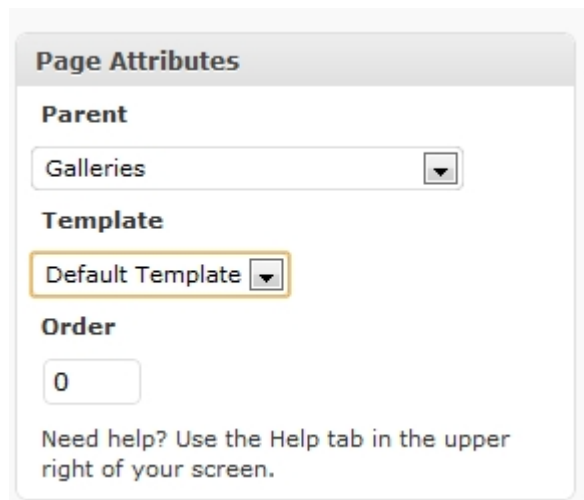
That is how you update pages.

Add a New Page

1. Log in to your website.
2. Click "**Pages**" and then "**Add New**".
3. Add a Title to your page.
4. Write your page in the editor.



5. In the right column under "**Page Attributes**" you can decide the order that the page appears in your menu and you can decide if your new page is to be a "**Parent**" page (a main page) or a "**Child**" page (a sub page of another page).



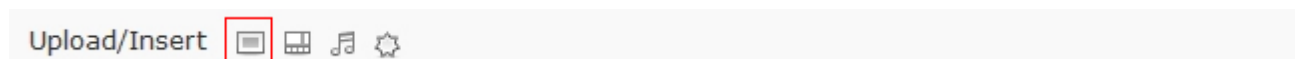
These attributes will help you maintain the look and feel of your website. If you find that you are running out of room in your menu, consider making a new or existing page the child of another page to conserve space.

6. After you have decided the order in which your new Page will appear and whether or not it is a Parent page click the blue "**Publish**" button. If you make changes to your page click the same blue button only now it will now say "**Update**".

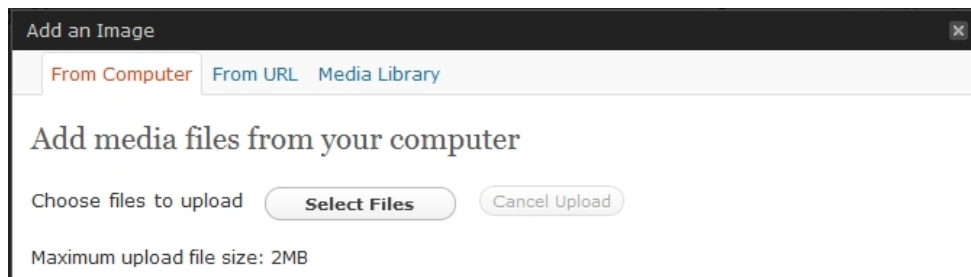
Add an image to your page.

Now let's add a image to your page.

1. Place your cursor where you want the image to appear on your page.
2. Select **Images** from the media bar (indicated below in the red box). It will say "Add an Image" when you hover your mouse over it.



3. When you click the "Add an Image" icon a new window will open. We will click "**Select Files**"



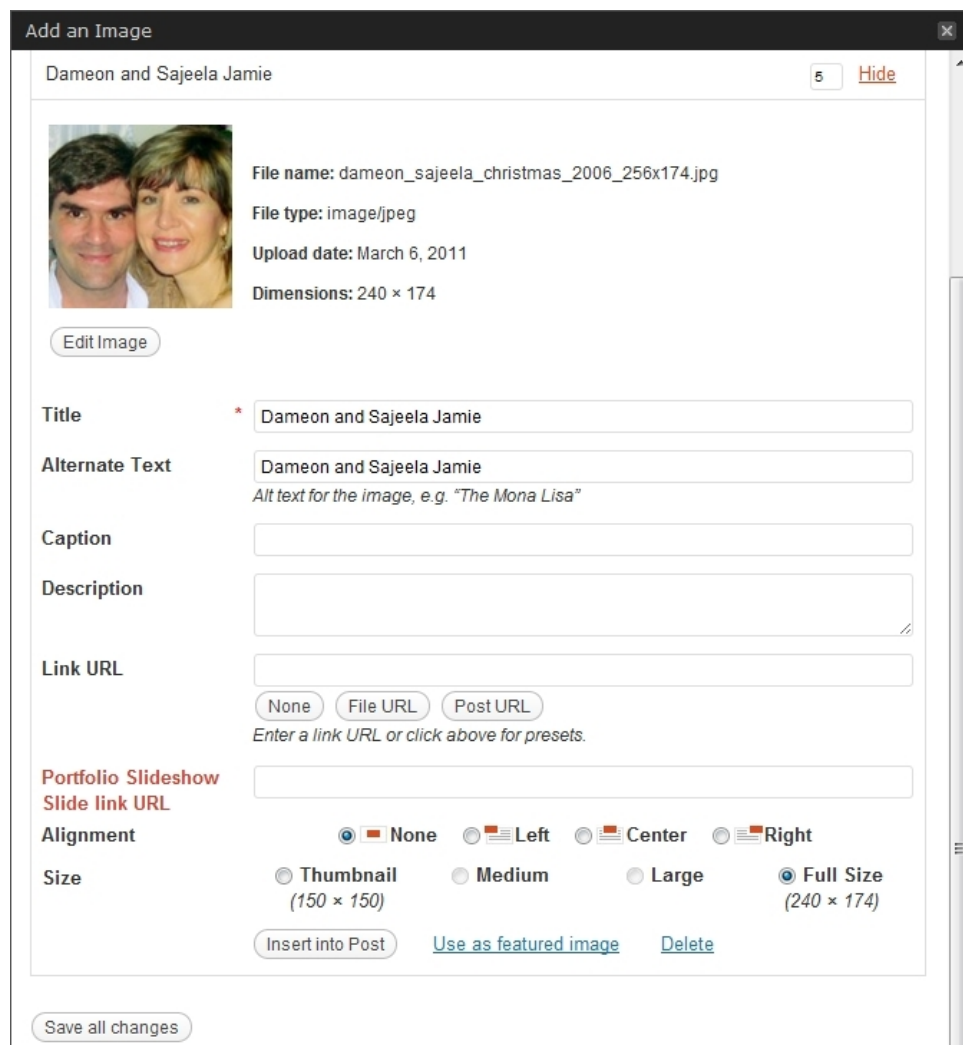
4. Now browse to a folder on your computer where you have an image that you want to add. Your image should be a reasonable size, say no greater than 1024 pixels wide or high.

Select the image.

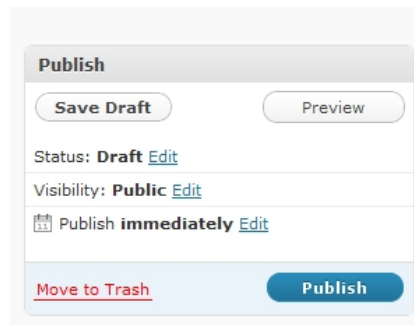
- Click “**Open**”
- The image will now upload
- Click “**Save all changes**”

5. Select “**Show**” next to the image that you just uploaded.

You now have some choices.



6. You can add a **Title**, **Alternate Text** and a **Caption**. Keep them short.
7. For **Link URL** select: "**File URL**". This will link to the image that you just uploaded.
8. Select how you want the image to **Align**. Your choices are:
 - None: Image will appear over text
 - Left: Image will align left and text will wrap around the image.
 - Center: image will align center and and text will wrap around the image.
 - Right: Image will align right and text will wrap around the image.
9. **Size**. Select if you want to insert a **Thumbnail** or a **Medium**, **Large** or **Full Size** image.
10. Click the "**Insert into Post**" button.
11. Now you are back in the page editor and on the right hand side of the page you will see "**Publish**".

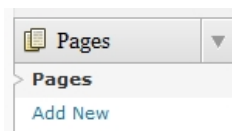


Click that and viola! You have just added a new **Image** to your **Page**!

Add Images To A Gallery.

Now let's add images to an existing gallery.

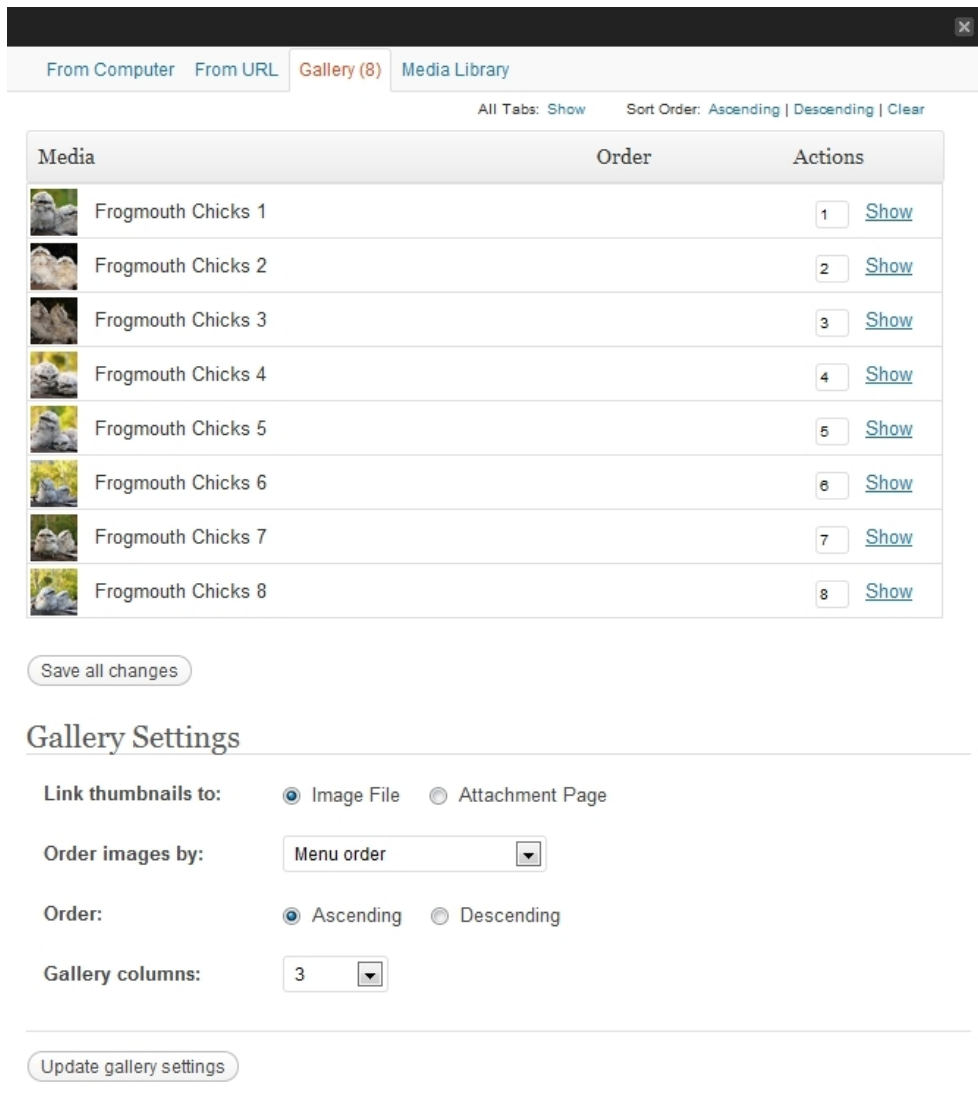
1. Once in your Dashboard click "**Pages**" in the right hand column.



2. Select a page with a gallery.

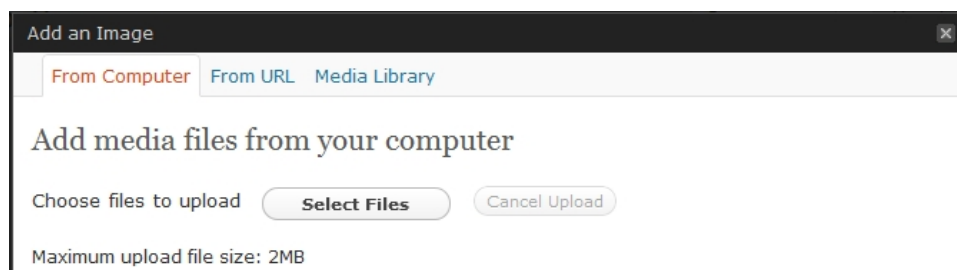
3. In your visual editor you will see a place holder for your gallery. Click it once. You will see two icons. Hovering the mouse over them you will see that one will allow you to "Edit Gallery" and the other one is "Delete Gallery". We want "Edit Gallery".

4. You will then see a list of the images in your gallery.



5. Click the "From Computer" tab at the top.

5. Now click "Select Files"



Now browse to a folder on your computer where you have a gallery of images.

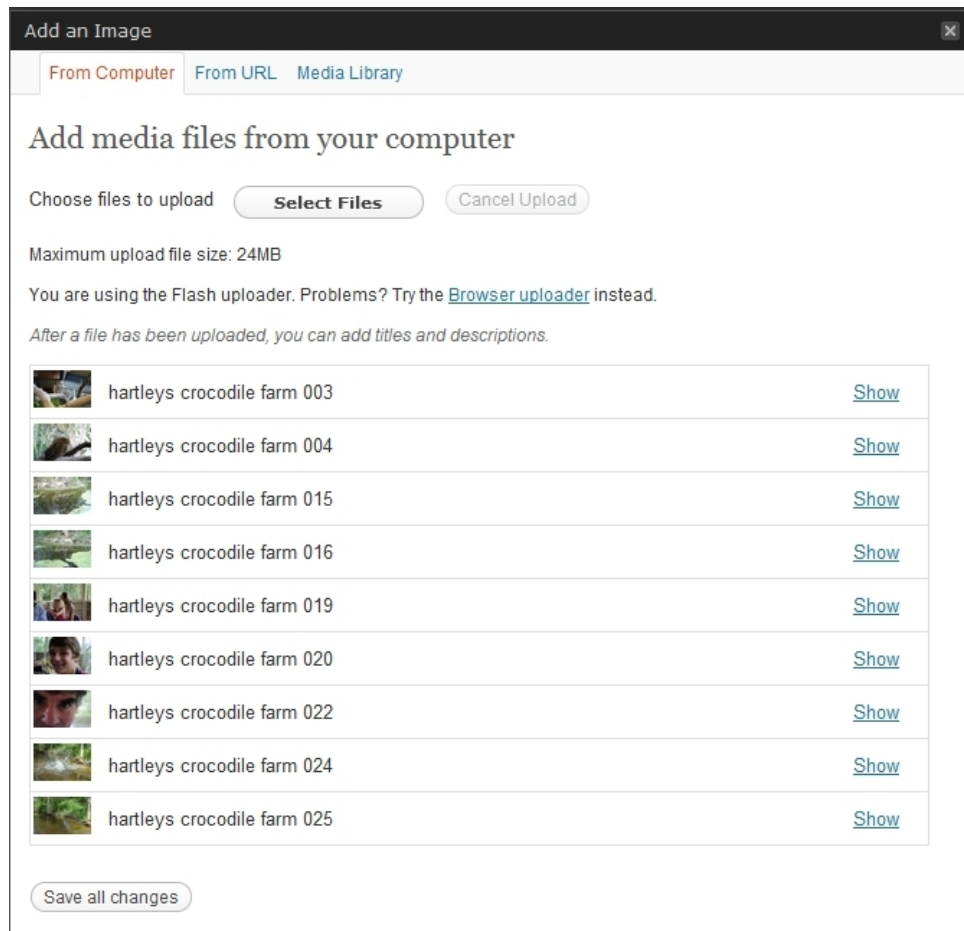
You should also resize your images to a reasonable size for the enlargement. Remember, large images will load slowly, so go for image sizes around 1024 x 768.

Select individual photos by holding down your “**ctrl**” key and left clicking each photo.
To select all photos press down the “**shift**” key and click the first and the last photo in the folder on your computer.

Click “**Open**”

The images will now upload

And you will see this:



6. You can click "Show" on each image to add titles, alternative text, and captions. You don't need to worry about other parameters like image size, alignment, link url as these parameters are handled automatically by the gallery.

7. Click “**Save all changes**”. This is important. If you do not click "**Save all changes**" you will lose all your new images and any changes that you have made such as adding captions and titles.

8. The next screen to appear will have “Gallery Settings” at the bottom.
You will want your settings to look like this:

Gallery Settings

Link thumbnails to: Image File Attachment Page

Order images by:

Order: Ascending Descending

Gallery columns:

[Update gallery settings](#)

8. Now click **“Update Gallery”**.

Now you are back in our editor.


9. Now click **“Publish”**

Publish

[Save Draft](#) [Preview](#)

Status: **Draft** [Edit](#)

Visibility: **Public** [Edit](#)

 Publish **immediately** [Edit](#)

[Move to Trash](#) [Publish](#)

And viola! You have just added added new images to an existing gallery on your website!

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Create a New Slideshow

1. To create a new slideshow go to "Slideshows"
2. Click "Add New"
3. Type a name in the title.
4. Upload your images.
5. Click "Save all changes."
6. Click "Insert gallery".
7. Click the blue Publish button"
8. Copy the shortcode. For example: `[portfolio_slideshow id=714]`.
9. Paste the shortcode on the page in which you want the slideshow to appear.

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Add Images to a Slideshow

1. Go to "Slideshow" in the dashboard.
2. Select an existing slideshow
3. Click "Upload and manage images"
4. Upload your images from your computer
5. After your images have uploaded click "Update Gallery Settings".
6. Click the blue "Update" button on the right hand side of the page.
7. Copy the shortcode. For example: [portfolio_slideshow id=714].
8. Paste the shortcode on the page in which you want the slideshow to appear.

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I hope that you enjoy and have fun with your new website. I believe that this can be a very powerful tool to engage and captivate your audience.

Best regards,
Dameon

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