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WORDPRESS

WordPress 4.0

USER MANUAL

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Introduction



WordPress is a popular free and open source Content Management System (CMS), which allows you to independently maintain the content of your Web site, keeping it up-to-date and supporting your business and its operations.

What is WordPress?



WordPress is a popular **Content Management Systems(CMS)** that allows web site administrator, from social media managers to the top level executive, to easily add and edit text, images and video on their Web site.

WordPress falls into the classification of a blogging platform but is now used as a base for building a entire web site. A user name and password is required to login to the WordPress Dashboard, the top level administrator has the ability to make other users who wish to update content at various permission levels.

The blog aspect is usually saved for a news or press releases page, just a chronological list of news posts. **WordPress** also allows for the creation of additional pages of your web site with no HTML knowledge necessary.

This is great if you are adding a new service or area of expertise which you would like to have on the main top navigation and not buried within your site. You also have the ability to add sub pages or child pages to any top or parent page which allows you to divide your services or products into their own separate pages.

With **WordPress** you can easily upload images through your browser and resize them, create thumbnails or entire galleries without any image editing software. All through your web browser which means you can access it literally anywhere you have an Internet connection.

There are hundreds of not thousands of CMS's currently available online, some community supported, some developed by a company and sold. I've tried quite a few of them and a few years ago decided to develop our sites on the **WordPress** content management system. It's community supported and offered free to the public and even comes with hundreds of free themes or templates. Where **point2point** comes in is we install it, configure it to maximum security, and then design a custom theme to accurately portray your company or organization's image to the world.

Most aspects of a Web site can be edited through **WordPress** except for certain design aspects of the site which would require a Web developer to modify and then upload. Certain things like company logos in the header and other "design aspects" of the site are usually un-editable. Since WordPress is so dynamic, there is endless customization to make pretty much everything possible to manage but usually not cost effective or necessary.

The Two Type Of WordPress

- **WordPress.org**

WordPress.org is a downloadable application which you would upload and install on a Web server that supports PHP and MySQL.

This is the most commonly used for businesses and organizations that have their own domain name(YourName.com). The main and most important feature is the ability to install custom **WordPress** themes and Plugins.

Popular Plugins allow for online forms, social media links to allow users to quickly post your blog post to Facebook, Twitter and other social media sites and pretty much anything you can think of that you would like your **WordPress** site to have. A simple Google search will usually provide instant results for the Plugin you are looking for.

- **WordPress.com**

WordPress.com, on the other hand, does not require a sub domain or a hosting package but lacks several key features that the **WordPress.org** install allows.

WordPress.com blogs also use **WordPress.com** domain. For example, a **WordPress.com** web site or blog would have the address of
<http://blogname.wordpress.com>

WordPress.com blogs are great for personal blogging and not recommended for businesses or organizations that would be better represented with a domain name(YourName.com).

Log In to the Administration Dashboard

To update pages, you must first log in to the Administration Dashboard in WordPress. The login area is shown below.

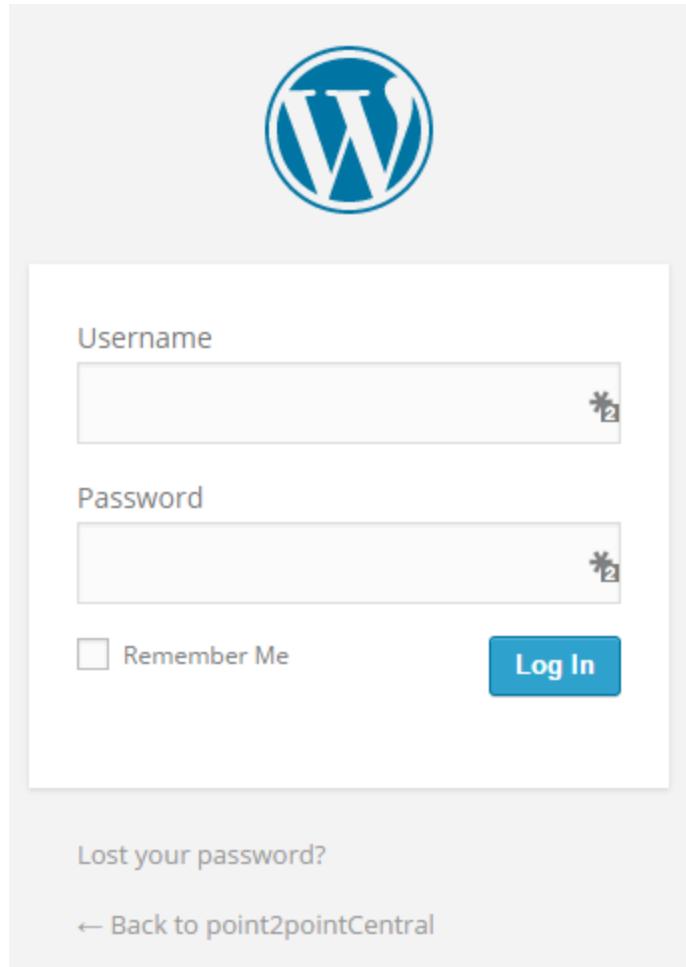
1. To log in to the Dashboard, first browse to the address below:

<http://www.YourSiteName.com/wp-admin/>

Important: Replace YourSiteName.com with your Web site's address then add /wp-admin/ to it.

2. When the WordPress login page displays, enter your username and password in the fields provided.

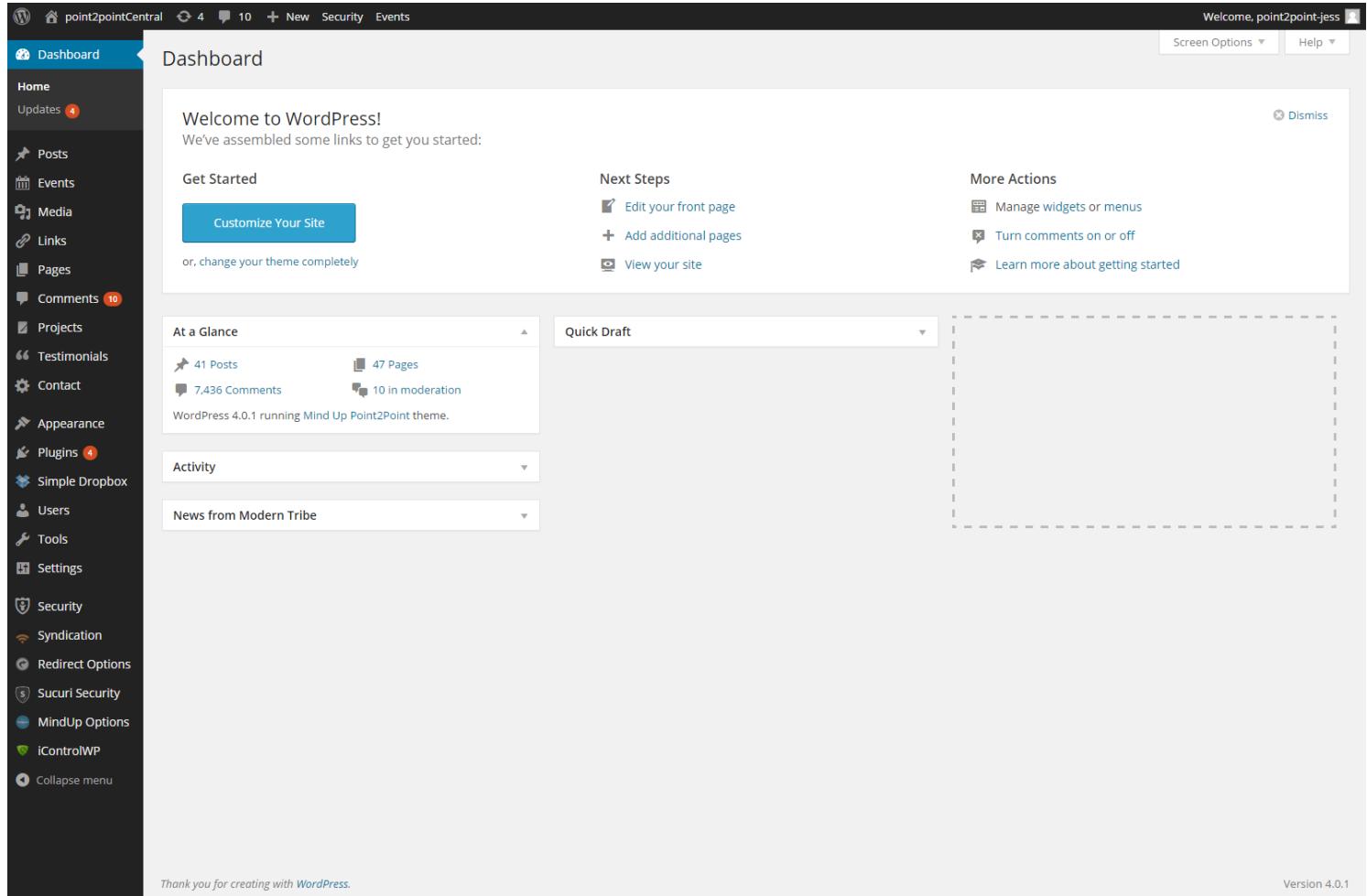
If you point2point is hosting your site, your Dashboard address, user name and password are located in your Welcome e-mail you received upon payment.



The screenshot shows the WordPress login interface. At the top center is the classic blue 'W' logo. Below it are two input fields: 'Username' and 'Password', each with a small asterisk icon indicating they are required fields. To the right of the 'Username' field is a 'Remember Me' checkbox and a blue 'Log In' button. At the bottom left of the main form area is a link 'Lost your password?'. At the very bottom left of the entire page is a link '← Back to point2pointCentral'.

The WordPress Dashboard

The WordPress Dashboard will then load upon successfully login. From the Dashboard you will have access to all of the content and functionality of your Web site. This page gives you a summary of how many pages you have created, how many posts have been created and also gives you the ability to create a **Quick Post** which will immediately be displayed on your News page upon publishing.



The screenshot shows the WordPress 4.0.1 dashboard for the 'point2pointCentral' site. The left sidebar contains a list of menu items including Home, Updates (4), Posts, Events, Media, Links, Pages, Comments (10), Projects, Testimonials, Contact, Appearance, Plugins (4), Simple Dropbox, Users, Tools, Settings, Security, Syndication, Redirect Options, Sucuri Security, MindUp Options, iControlWP, and a Collapse menu. The main content area features a 'Welcome to WordPress!' message, a 'Get Started' section with a 'Customize Your Site' button, 'Next Steps' options like 'Edit your front page', 'Add additional pages', and 'View your site', and a 'More Actions' section with links for managing widgets, comments, and learning more. Below these are sections for 'At a Glance' (41 Posts, 47 Pages, 7,436 Comments, 10 in moderation) and 'Quick Draft'. A dashed line indicates a scrollable area. At the bottom, it says 'Thank you for creating with WordPress.' and 'Version 4.0.1'.

Most importantly this is where you will edit and create new **Pages** and **Posts**.

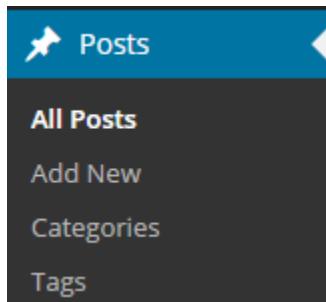
Managing Content



The benefit of a WordPress CMS is that changes to content can be applied directly to the Web site by the customer without external Web programmer services—making updates and maintenance easy.

What are Pages and Posts?

Posts



Posts are the entries that display in reverse chronological order on your news page (if you have one). In contrast to pages, posts usually have comments fields beneath them and are included in your site's RSS feed.

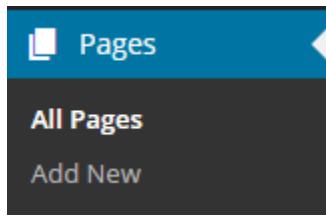
Posts are usually populated with one or two test posts that usually referring to the launch of the Web site, event details and other press releases or news articles.

Posts can be organized by **Categories** and **Tags**.

Categories are used for a broad grouping of post topics. Before we had tags, if you wanted to describe a post in more specific terms then more categories were required. That led to very long category lists inside the blog and very long lists in Categories Widgets.

Tags are the digital equivalent of real tags — little labels you attach to things. Tags have an advantage over categories in that they aren't pre-set. When you attach tags you write them in manually and have the freedom to write whatever you want. If a tag doesn't exist already, it will once you've hit publish.

Pages



Pages are the different sections of your Web site and are typically static in nature. A good example of a page is the information contained in About or Contact pages.

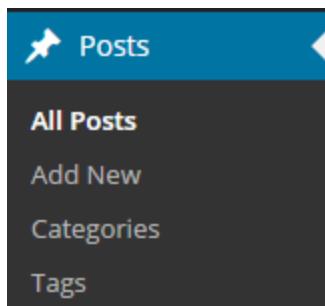
A page should not be confused with the time-oriented objects like Posts, nor should a WordPress page be confused with the word "page" referring to any Web page or HTML document on the Web.

Pages are sometimes filled with Latin text called *Placeholder*, which is a gibberish placeholder for your content. When you want to add content to a page, just click on All Pages, click on the page you'd like to edit, delete the *Placeholder* and replace it with your own text.

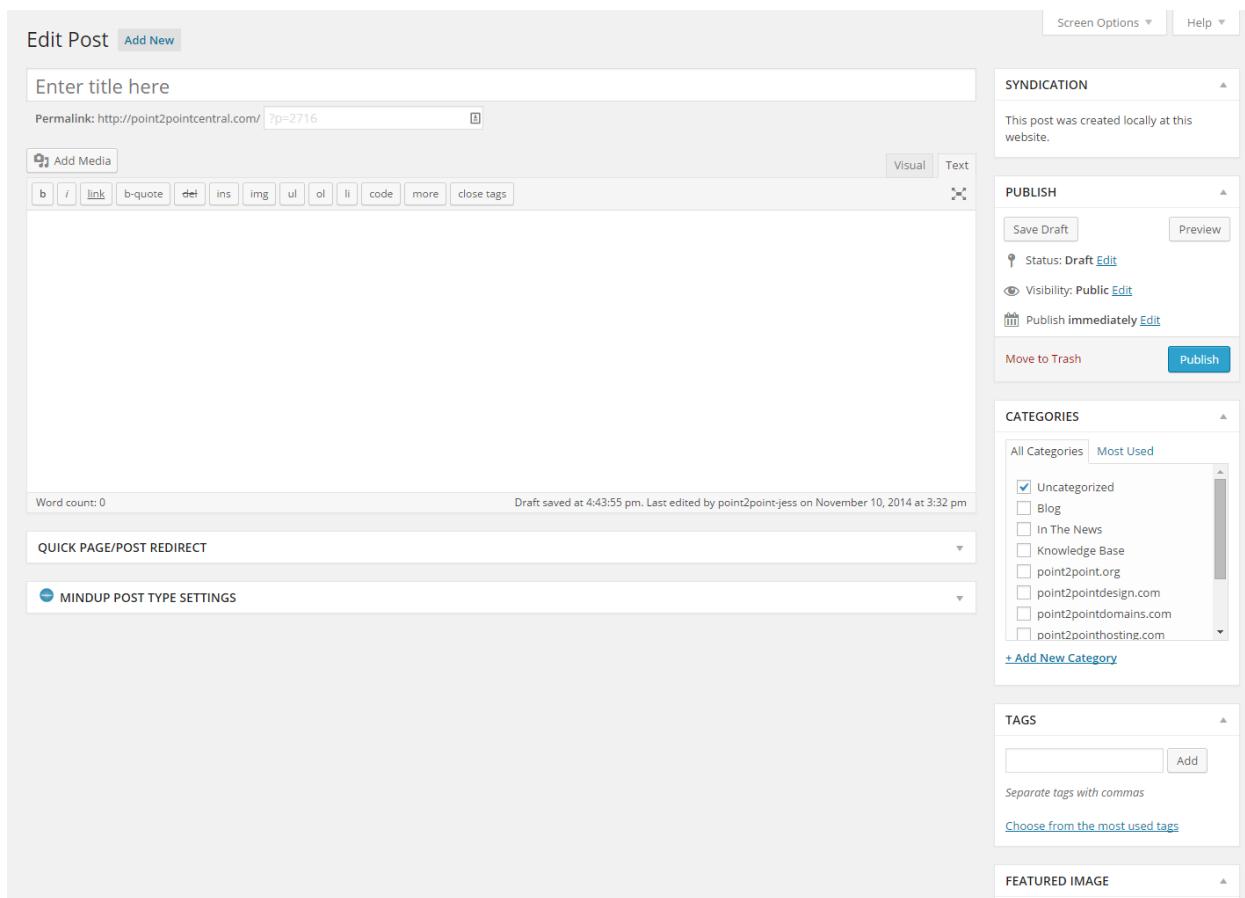
How To Add A New News Post

To add a new post to your News page:

1. Click the Posts > Add New link on the left side of the screen:



2. The Add New Post page will then load.



The screenshot shows the 'Edit Post' screen in WordPress. At the top, there's a toolbar with 'Screen Options' and 'Help'. Below it, the main area has a title input field ('Enter title here') and a content editor with a toolbar containing buttons for bold, italic, link, etc. On the right, there are several metaboxes:

- SYNDICATION**: This post was created locally at this website.
- PUBLISH**: Save Draft, Preview, Status: Draft (with an edit link), Visibility: Public (with an edit link), Publish immediately (with an edit link), Move to Trash, Publish (button).
- CATEGORIES**: All Categories (selected), Most Used. Includes a list of categories with checkboxes, including 'Uncategorized' (checked) and other options like 'Blog', 'In The News', etc. A '+ Add New Category' link is also present.
- TAGS**: An input field for tags separated by commas, with a 'Add' button. A link 'Choose from the most used tags' is below it.
- FEATURED IMAGE**: A placeholder for a featured image.

At the bottom of the screen, there are status messages: 'Word count: 0' and 'Draft saved at 4:43:55 pm. Last edited by point2point-jess on November 10, 2014 at 3:32 pm'.

3. Select a category for your post under the categories tab on the right. The category will determine where the post is displayed on your site. For example, Posts assigned to the "News" category will be posted on the News page of the site.

CATEGORIES

All Categories Most Used

- Uncategorized
- Blog
- In The News
- Knowledge Base
- point2point.org
- point2pointdesign.com
- point2pointdomains.com
- point2pointhosting.com

[+ Add New Category](#)

4. In the **Title** area, type in the title of your new post (New Staff Changes, Happy Mardi Gras, Hurricane Announcement.) In the **Body** area (below the editing toolbars), enter text for the post and/or add images (see Add Images to Your Page/Post for instructions).

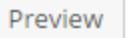
Add New Post

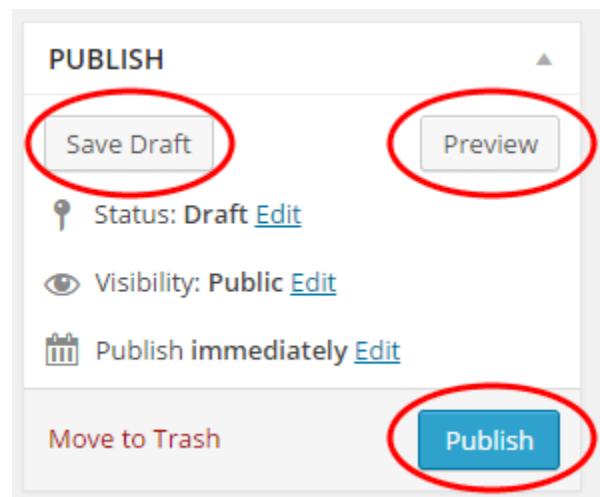
Enter title here

Add Media

b i link b-quote del ins img ul ol li code more close tags

When you have finished adding content to your new post, you can:

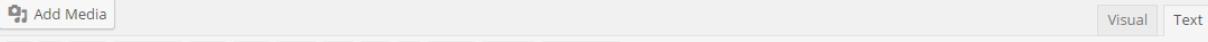
- Click the **Save Draft** () button and save this post as a draft. The post will not be published to your site. You can come back later and make further changes, publish the post, or delete the draft.
- Click the **Preview** () button. The post will display in a new window for your review. This is how your post will look when it is published. When you are finished reviewing the post, close the preview window. You will be returned to the **Add Post** screen.
- Click the **Publish** () button. The new post will be published to the news portion of your site. To view the new post, click the **View Post** () link at the top of the screen to view the page live. (The **Add New Post** screen will switch to the **Edit Post** screen once your post has been published.)

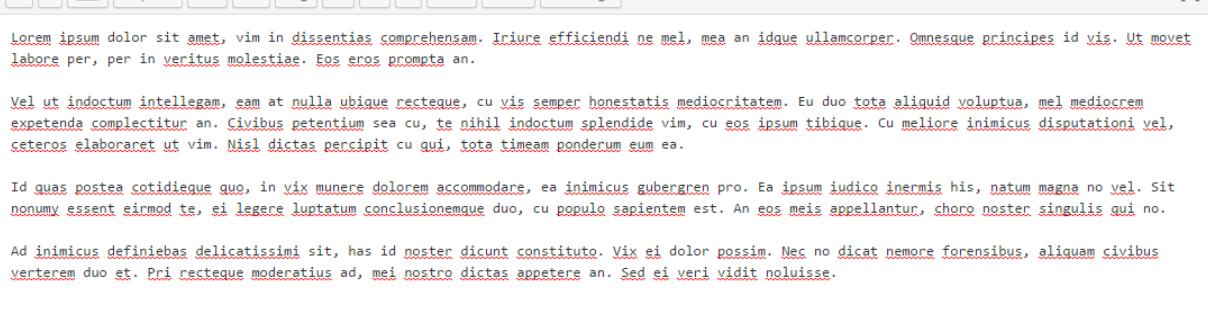


Edit Post | [Add New](#)

My Business Has a New Website!

Permalink: <http://point2pointcentral.com/?p=2716>





Word count: 172 Draft saved at 5:08:29 pm. Last edited by point2point-jess on December 8, 2014 at 4:43 pm

5. The post is then published to your news page

Add An Image Or File to Your Pages Or Posts

WordPress allows you to easily add images and any other type of file (PDF, Excel Document, Word Document, etc) to your Pages and Posts.

1. The first step is to click on the **Add Media** button.

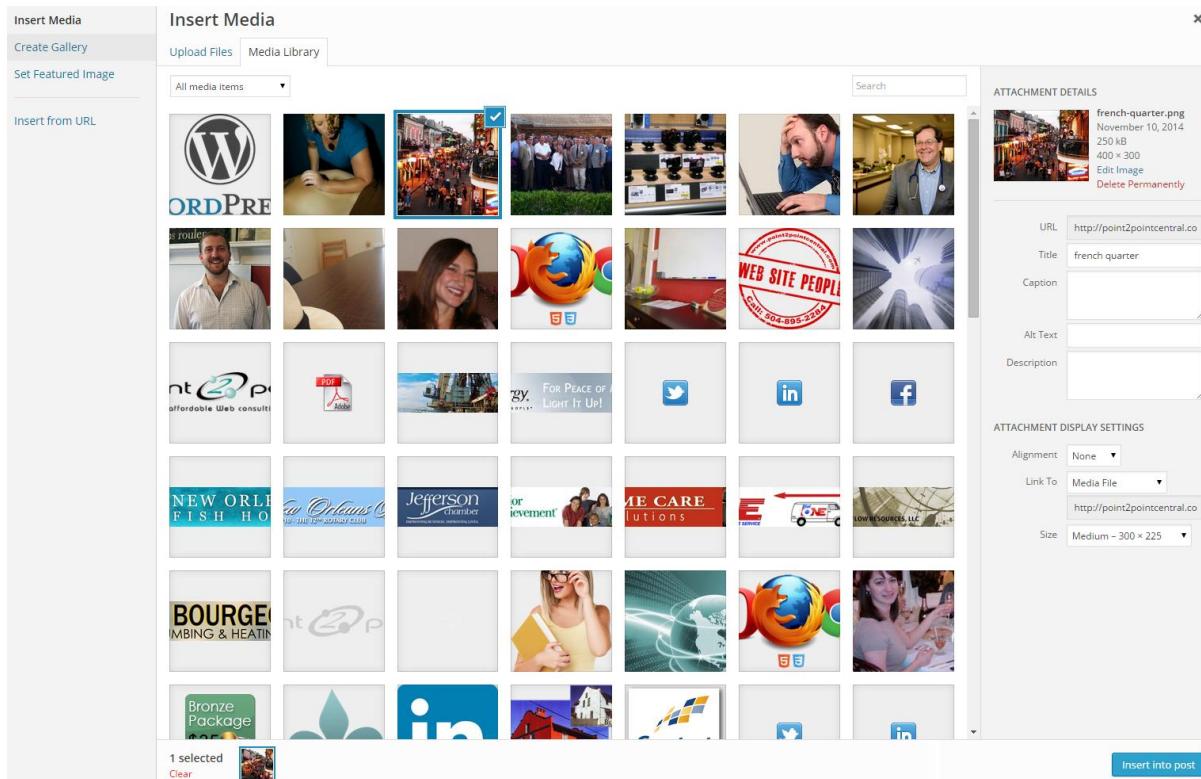
The screenshot shows the WordPress 'Edit Post' screen. At the top, there's a title 'My Business Has a New Website!' and a permalink field. Below the title is the rich text editor toolbar. On the far left of the toolbar, there's a 'Add Media' button, which is circled in red and has a red arrow pointing to it from the left. To the right of the 'Add Media' button is a 'Visual' button and a 'Text' button. The main content area contains placeholder Latin text. At the bottom of the editor, there's a word count indicator ('Word count: 172') and a note about the draft being saved.

2. This will bring up the **Insert Media** window where you can either drag and drop the files or images you'd like to insert into the Page or Post, or browse for them on your computer.

The screenshot shows the 'Insert Media' window. On the left, there's a sidebar with options: 'Insert Media' (selected), 'Create Gallery', 'Set Featured Image', and 'Insert from URL'. The main area is titled 'Insert Media' and has two tabs: 'Upload Files' (selected) and 'Media Library'. Below the tabs is a large text input field with the placeholder 'Drop files anywhere to upload' and a 'Select Files' button. At the bottom, there's a note about the maximum upload file size.

3. Click the **Select Files** button. Locate the image on your computer that you want to add in the File Select window, click on it and then click Open.

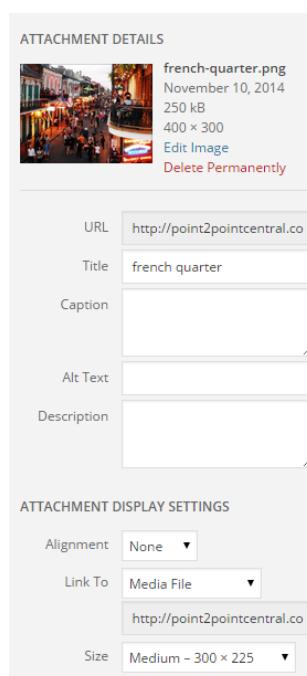
4. After your image has been uploaded successfully, a thumbnail version of the image will display:



This page will allow you to add a caption, description and also allow you to specify what happens when you click on the image (Link URL). You have 4 customization options when you click on the image:

- **Title, Caption, Alt Text¹ and Description** of the image
- **Alignment** of the image. You may align the image in the center of the page, or the right or left of a block of text.
- **Link to** an attachment page, media file or nothing (nothing suggested).
- **Size** is display size of the image once it's inserted

¹ Alt text is a very short description that conveys the same essential information as the image should that image be unavailable to the reader (as in the case of readers with a visual impairment).



5. You are now ready to insert the image into the post, click **Insert into post**

() on the bottom right

6. The image is now inserted into the **Post or Page**. Upon clicking on the image you are able to make additional changes by clicking on the pencil icon or you may delete the image by clicking on the x.

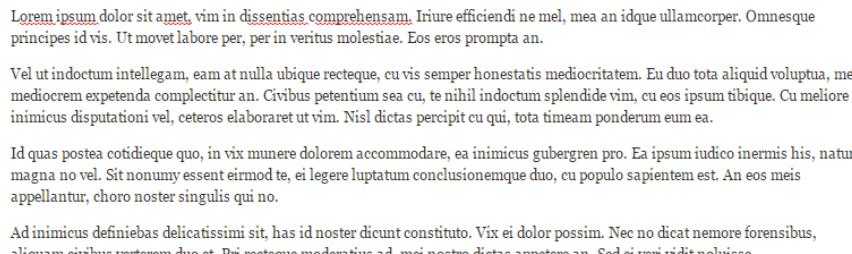
Edit Post [Add New](#)

My Business Has a New Website!

Permalink: <http://point2pointcentral.com/?p=2716>









p » img
Word count: 173 Last edited by point2point-jess on December 8, 2014 at 5:08 pm

Adding Multiple Images To Page Or Post

WordPress can create an image gallery with similar steps.

1. Click on the **Add Media** button

My Business Has a New Website!

Permalink: <http://point2pointcentral.com/?p=2716>

Add New Image/Video/Audio/PDF

b **i** **link** **b-quote** **def** **ins** **img** **ul** **ol** **li** **code** **more** **close tags**

Vel ut indoctum intellegam, eam at nulla ubique recteque, cu vis semper honestatis mediocritatem. Eu duo tota aliquid voluptua, mel mediocrem expetenda complectitur an. Civibus petentium sea cu, te nihil indoctum splendide vim, cu eos ipsum tibique. Cu meliore inimicus disputationi vel, ceteros elaboraret ut vim. Nisi dictas percipit cu qui, tota timeam ponderum sum ea.

Id quas postea cotidieque quo, in vix munere dolorem accommodare, ea inimicus gubergren pro. Ea ipsum iudico inermis his, natum magna no vel. Sit nonumy essent cirmod te, si legerc luptatum conclusionemque duo, cu populo sapientem est. An eos meis appellantur, choro noster singulis qui no.

Ad inimicus definiebas delicatissimi sit, has id noster dicunt constituto. Vix ei dolor possim. Nec no dicat nemore forensibus, aliquam civibus verterem duo et. Pri recteque moderatus ad, mei nostro dictas appetere an. Sed ei veri vidit noluisse.

Word count: 172 Draft saved at 5:08:29 pm. Last edited by point2point-jess on December 8, 2014 at 4:43 pm

2. Select the images you'd like to add to the gallery by clicking on them

Create Gallery

Upload Files **Media Library**

Images

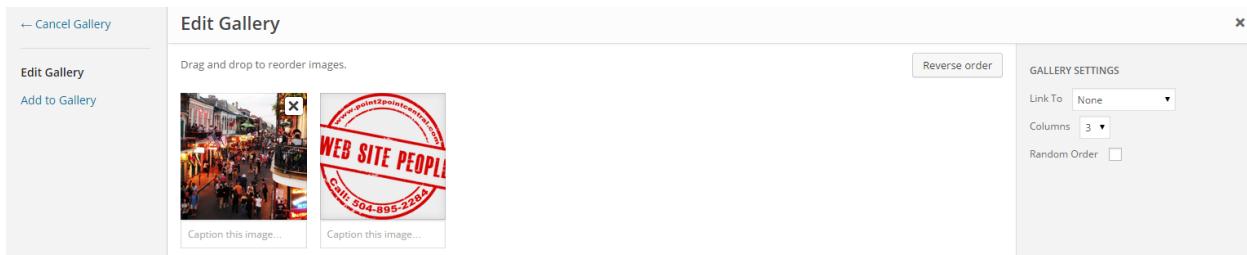
Search

Selected images (marked with a checkmark):

- WordPress logo
- Person working at a desk
- Street scene with people
- Group of people standing together
- Office interior with computer monitors
- Man with hand on head
- Man smiling
- Man with 'ORDPRE' logo
- Man with 'point2pointcentral.com' logo
- Woman smiling
- Firefox logo
- Office interior with computer monitors
- Man with 'WEB SITE PEOPLE' stamp
- Skyscrapers
- Man with 'point2pointcentral.com' logo
- Man with 'affordable Web consulting' logo
- PDF file icon
- Construction site
- Twitter icon
- LinkedIn icon
- Facebook icon

3. Click Create a new gallery (**Create a new gallery**)

4. You will then have the option to edit your gallery. Click on any of the images to add titles, captions, alt text or descriptions, or drag and drop images to reorder them.



5. Click on (**Insert gallery**)

6. The gallery will then be inserted to your Page or Post

Edit Post [Add New](#)

My Business Has a New Website!

Permalink: <http://point2pointcentral.com/?p=2716>

Add Media

Visual **Text**

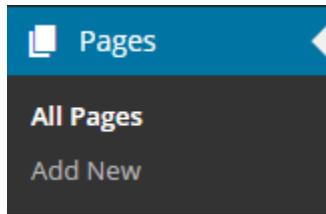
Placeholder text for the post content.

Draft saved at 5:48:57 pm. Last edited by point2point-jess on December 8, 2014 at 5:08 pm

How To Manage Existing Pages

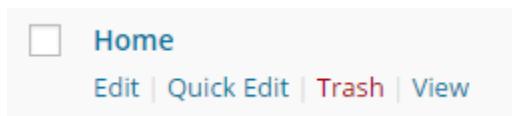
To edit existing pages:

1. Click the **Pages > All Pages** link on the left side of the screen:



All pages contained within your site will be listed.

2. In the list, find the page you want to manage and then click the **Edit** link underneath it.



The selected page will display in edit mode.

The screenshot shows the WordPress 'Edit Page' interface for the page 'Michael Fredrick'. The left sidebar is the standard WordPress admin menu. The main content area displays the page's content, which includes a profile picture of Michael Fredrick, his title ('Owner/Senior Web Designer - New Orleans Office'), contact information ('Michael@point2pointCentral.com', 'Office: 504-895-2284'), and a bio. Below the bio are logos for the Masonic Lodge, the Rotary Club, and the Jefferson Chamber of Commerce. At the bottom of the page content, there is a contact form and social media sharing links. The right sidebar contains several metaboxes: 'SYNDICATION' (post was created locally), 'PUBLISH' (status: Published, visibility: Public, revisions: 4, published on Apr 17, 2012 at 23:16), 'PAGE ATTRIBUTES' (parent: 'Our Team', template: 'Default Template', order: 0), and 'FEATURED IMAGE' (set featured image).

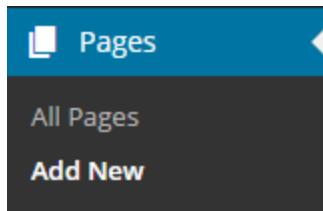
3. Make any changes or updates needed. See the **Add Images to Your Page** section of this document for instructions on adding images.

4. Once you have finished making changes, you can click the **Preview** () button to open the page in a new window for review before publishing. Or, you can click the **Update** () button to publish your changes without previewing the changes. Please note that you will have a **Publish** () button if the page has never been published.

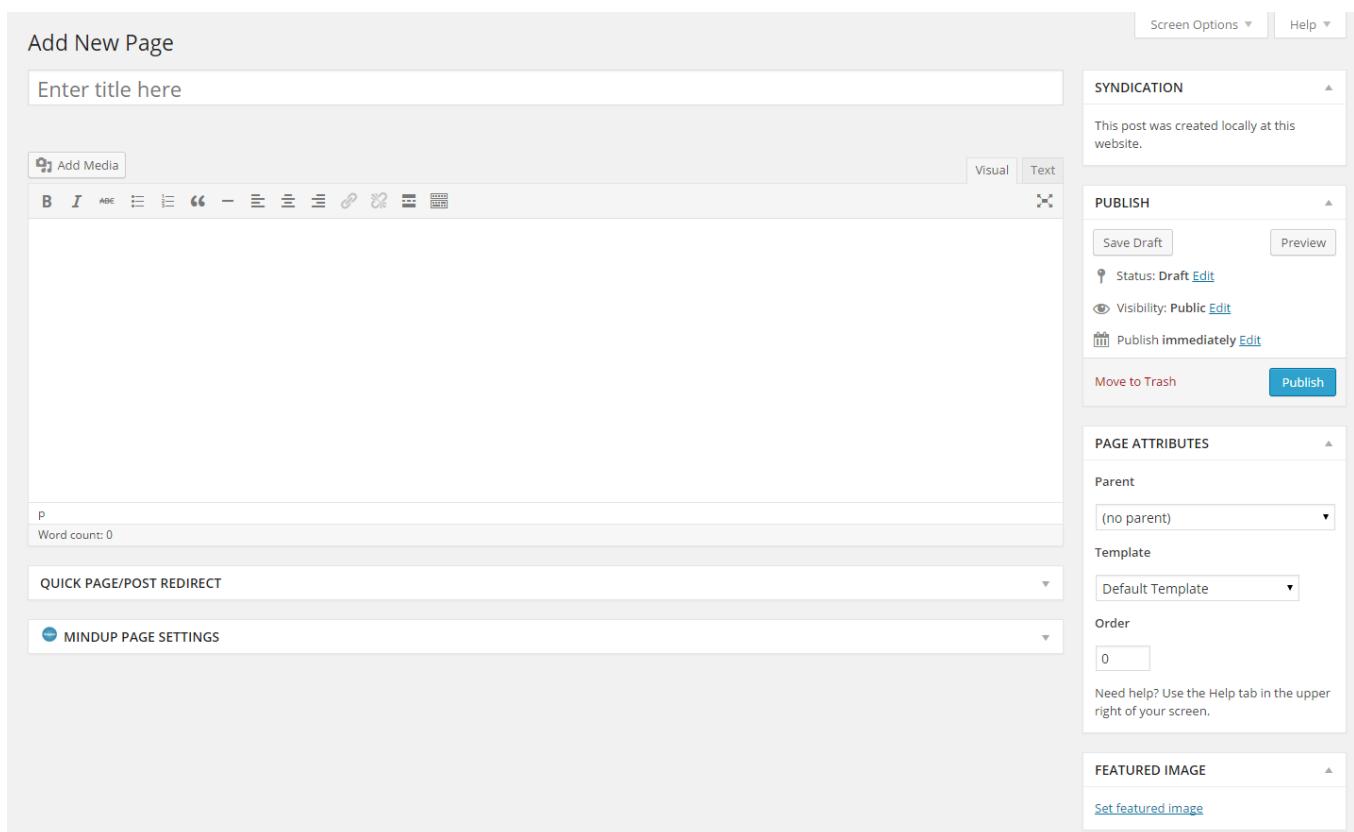
How To Create New Pages

*Note: If point2point built your site, usually we will create all of the pages you need based on Needs Analysis meetings, so it is rare that you will need to create a new page. If a new page is needed, follow the steps below.

1. After you have logged in to the Administration Dashboard, click **Pages > Add new**.



The Add New Page will then load.



Add New Page

Enter title here

Add Media

Visual Text

SYNDICATION

This post was created locally at this website.

PUBLISH

Save Draft Preview

Status: Draft [Edit](#)

Visibility: Public [Edit](#)

Publish immediately [Edit](#)

Move to Trash [Publish](#)

PAGE ATTRIBUTES

Parent: (no parent)

Template: Default Template

Order: 0

Need help? Use the Help tab in the upper right of your screen.

FEATURED IMAGE

[Set featured image](#)

2. In the **Title** area, type in the title of your new page (About, History, Contact, etc.).

3. In the **Body** area (below the editing toolbars), enter text for the page and/or add images (see **Add Images to Your Page** for instructions).

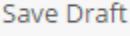
Add New Page

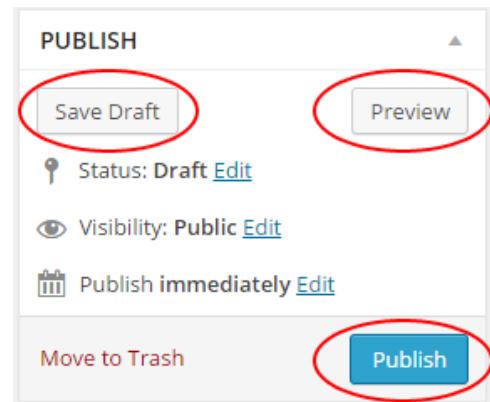
Enter title here

Add Media

B I ABE

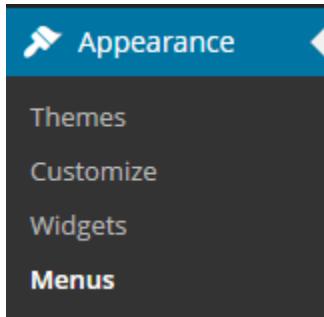
4. When you have finished adding content to your new page, you can:

- Click the **Save Draft** () button and save this page as a draft. The page will not be published to your site. You can come back later and make further changes, publish the page, or delete the draft.
- Click the **Preview** () button. The page will display in a new window for your review. This is how your page will look when it is published. When you are finished reviewing the page, close the preview window. You will be returned to the **Add New Page** screen.
- Click the **Publish** () button. The new page will be published to your site. To view the new page, click the **View Page** () link at the top of the screen to view the page live (The **Add New Page** screen will switch to the **Edit Page** screen once your page has been published). You will then have the ability to view the page now that it has been published by simply clicking **View Page**. Also displayed is the **Permalink**, the permanent address of the Page published.



Adding a Page To The Menu

- Now that the page has been created, you'll need to add it to your Web site's menu. To accomplish this, on the left hand side of the Dashboard click on **Aparances > Menus**.



- Upon loading the menus page, you'll have several options on how to add the new page. Some Web sites have multiple menus but most only have one which will be auto selected.

You can also link to an outside URL under **Custom Links** by entering the Website's address in URL and the Label that you'd like to show under the menu.

To add the page we just created, simply check the box next to the page you'd like under **Pages** and then click **Add To Menu**.

This will then add the page to the menu to the right. You can drag the menu item above and below the other menu items to its appropriate spot.

Pages

Most Recent [View All](#) [Search](#)

- Contact Us
- News
- About Us
- Home

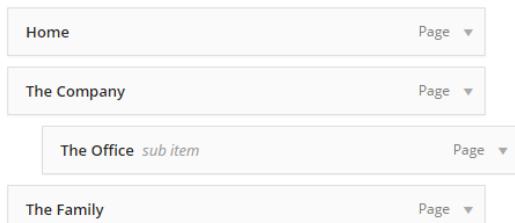
[Select All](#) [Add to Menu](#)

Links

Categories

Menu Structure

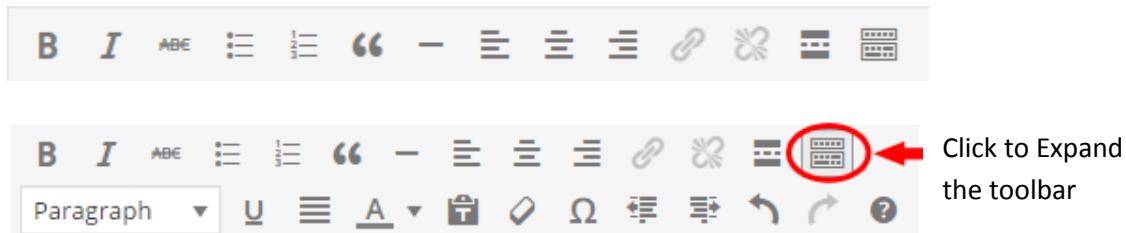
Drag each item into the order you prefer. Click the arrow on the right of the item to reveal additional configuration options.



- Click **Save Menu** () and the new page will be added to the Web site.

How To Style Text in Pages and Posts

To add styles to the text in your pages and posts, use the style bar shown below.



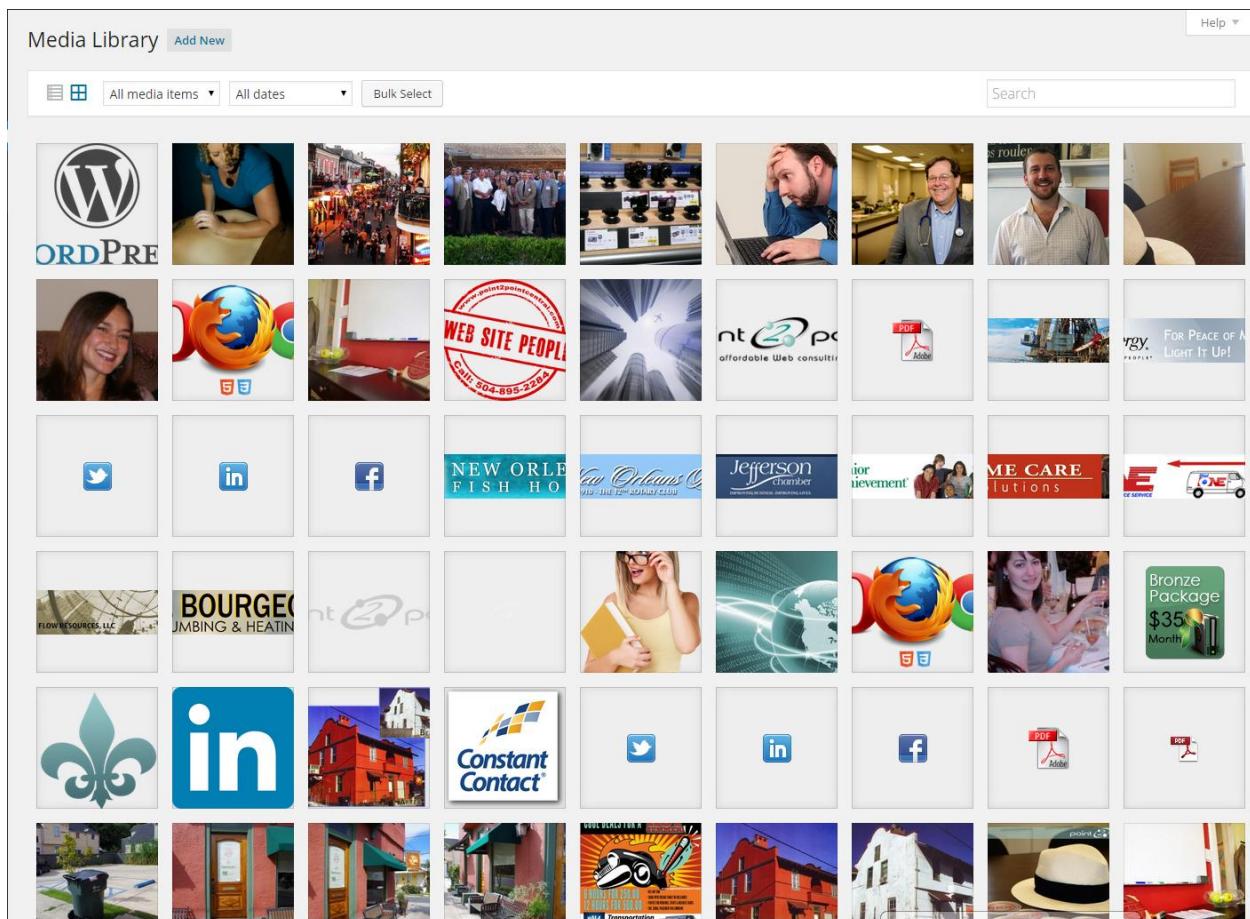
The buttons in the style bar and their functions are listed below.

B	- Bold text	U	- Underline
I	- Italic text	J	- Justify
ABE	- Strikethrough	A	- Text Color
•	- Bullet points	T	- Paste text as plain text (w/o formatting)
1-1	- Numbered List	C	- Clear formatting
“”	- Block Quote	Ω	- Insert Special Character
—	- Insert Horizontal Line	↔ →	- Increase/Decrease Indent
≡	- Align Left/Center/Right	↶ ↷	- Undo/Redo
🔗	- Insert/Edit a Link	X	- Full Screen Editor
✖	- Remove a Link	KS	- "Kitchen Sink" - Expand Toolbar
Paragraph	- Change text style (body, heading, etc.)		

What is Your Media Library?

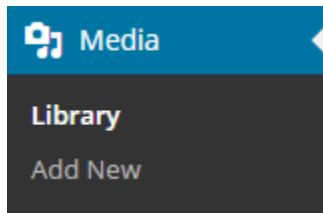
Your **Media Library** contains any images, video, and files that you upload and use on your Web site. Usually, media is uploaded and inserted when creating a post or a page (as shown in the sections of this manual describing how to add images to a page/post).

From within the **Media Library** screen, you may view, edit, and delete previously uploaded media. You may also add images, videos, .pdf files, etc. through the "Add New Media" screen within the **Media Library**.



Viewing and editing files in the Media Library

1. From the Dashboard, click on **Media > Library**



2. The library will look like this:

The screenshot shows a grid of 12 rows and 10 columns of media items. The items include:

- Row 1: A large 'ORDPRE' logo, a woman working at a desk, a street scene, a group photo, a computer lab, a man at a laptop, a man in a suit, a man in a plaid shirt, and a close-up of a person's face.
- Row 2: A woman smiling, the Firefox logo, a red ribbon banner, a red stamp reading 'WEB SITE PEOPLE', a modern building, a 'point2point' logo, a PDF file icon, and a 'For PEACE OF M... LIGHT IT UP!' banner.
- Row 3: Social media icons for Twitter, LinkedIn, and Facebook.
- Row 4: Logos for 'NEW ORLEANS FISH HOP', 'Jefferson Chamber', 'Major Achievement', 'ME CARE Solutions', and a red delivery van.
- Row 5: Logos for 'FLOWERSOURCES LLC', 'BOURGEOIS JMBING & HEATING', 'point2point', a woman holding a folder, a globe, the Firefox logo, a woman holding a wine glass, and a green 'Bronze Package \$35 Month' banner.
- Row 6: Logos for a fleur-de-lis, LinkedIn, a red building, Constant Contact, a Twitter icon, a LinkedIn icon, a Facebook icon, a PDF file icon, and a red PDF file icon.
- Row 7: Various images including a trash can, a red door, storefronts, a poster for 'EVIL VALKYRIE', a red building, a white building, a hat, and a red wall.

3. To view the details of any image, such as the URL or Title, simply click on it

Attachment Details



[Edit Image](#)

File name:	central-top.png
File type:	image/png
Uploaded on:	November 28, 2013
File size:	50 kB
Dimensions:	454 × 350
URL	http://point2pointcentral.com/wp-content/uploads/2013/11/central-top.png
Title	central-top
Caption	
Alt Text	
Description	
Uploaded By	vahnseifer
Uploaded To	The Company

[View attachment page](#) | [Edit more details](#) | [Delete Permanently](#)

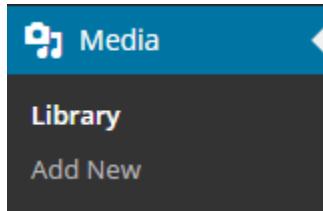
4. After you click on an image, you have the option to change the title, caption, Alt Text, or Description

File name:	central-top.png
File type:	image/png
Uploaded on:	November 28, 2013
File size:	50 kB
Dimensions:	454 × 350
URL	http://point2pointcentral.com/wp-content/uploads/2013/11/central-top.png
Title	central-top
Caption	
Alt Text	
Description	
Uploaded By	vahnseifer
Uploaded To	The Company

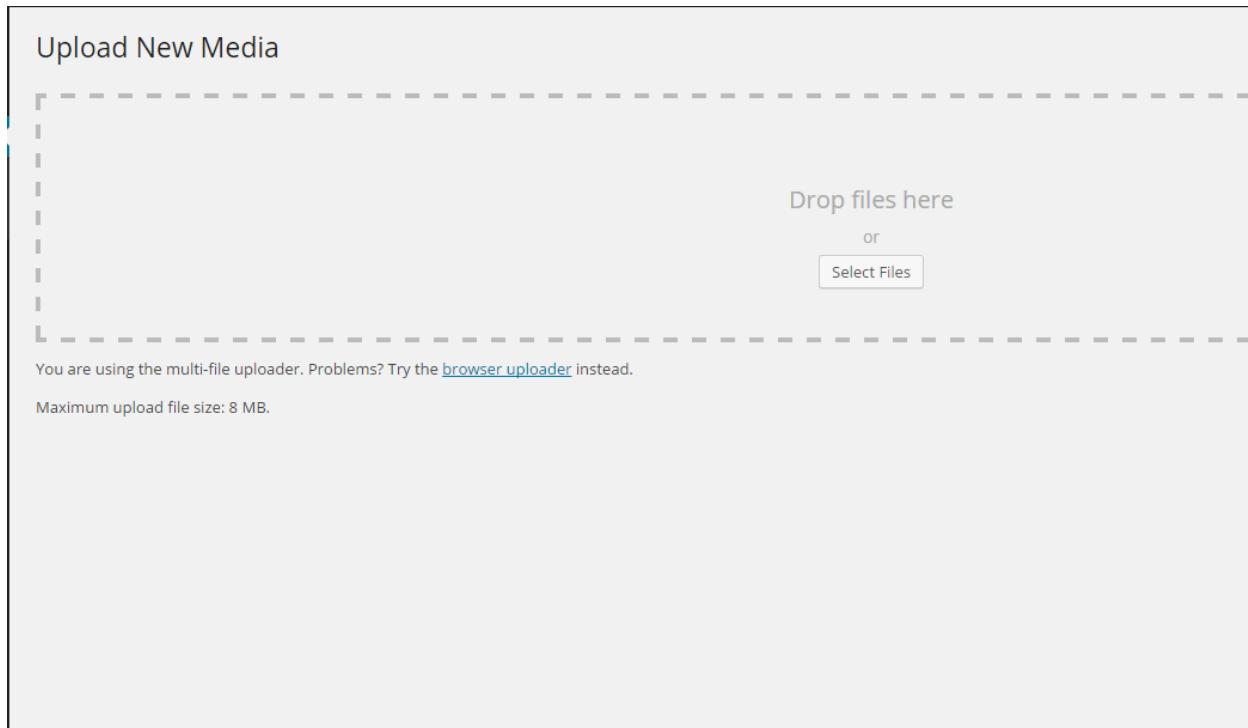
[View attachment page](#) | [Edit more details](#) | [Delete Permanently](#)

Uploading files from "Add New Media" screen

1. From the Dashboard, Click on **Media** > Add New



2. Click the Select Files button. Locate the image on your computer that you want to add in the File Select window, click on it and then click Open. Or you may simply drag and drop images from finder/explorer.



Managing Functionality



Using WordPress plugins and widgets, you can make your Website function however you need it to. From setting up an e-commerce store, to managing events, to displaying your portfolio, the WordPress CMS makes it easy to fully customize your site's functionality.

What is a Plugin?

Plugins allow you to customize, and add to, the functionality of your site, so that you may modify it to your needs. They either augment features that already existed on your site, or offer new features. Contact forms, image galleries and sliders, e-commerce, security, SEO solutions, and event calendars are just a few of the many functions offered by common Plugins.

Many Plugins are available at no cost, while Premium Plugins are available for either a one time or monthly fee. For an extensive list of available Plugins , you may visit the Plugin directory at <https://WordPress.org/Plugins>.

Add Plugins [Upload Plugin](#) [Help ▾](#)

Featured Popular Favorites

Plugins extend and expand the functionality of WordPress. You may automatically install plugins from the [WordPress Plugin Directory](#) or upload a plugin in .zip format via [this page](#).

 Jetpack by WordPress.com Your WordPress, Streamlined. <i>By Automattic</i>	 BuddyPress Social networking in a box. Build a social network for your company, school, sports team, or niche community. <i>By The BuddyPress Community</i>	 Theme Check A simple and easy way to test your theme for all the latest WordPress standards and practices. A great theme development tool! <i>By Pross, Otto42</i>
 WP Super Cache A very fast caching engine for WordPress that produces static html files. <i>By Automattic</i>	 bbPress bbPress is forum software, made the WordPress way. <i>By The bbPress Community</i>	

Popular tags
 You may also browse based on the most popular tags in the Plugin Directory:

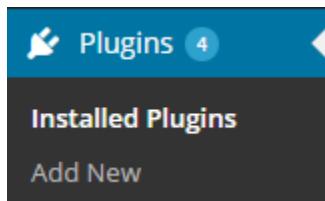
[admin](#) [AJAX](#) [buddypress](#) [category](#) [Comments](#) [content](#) [email](#) [Facebook](#) [feed](#) [gallery](#) [google](#) [image](#) [images](#) [javascript](#) [jquery](#) [link](#) [links](#) [login](#) [media](#) [page](#) [pages](#) [photo](#) [photos](#)
[plugin](#) [Post](#) [posts](#) [rss](#) [seo](#) [Share](#) [shortcode](#) [sidebar](#) [social](#) [spam](#) [twitter](#) [video](#) [Widget](#) [widgets](#) [woocommerce](#) [wordpress](#) [youtube](#)

Installing a Plugin

There are two ways to install a plug-in, you can search for Plugins from your WordPress Dashboard, or you may upload plug-ins that you have found and downloaded from searching in your browser.

To search for and install a Plugin from the WordPress Dashboard

1. From the Dashboard, click on **Plugins > Add new**



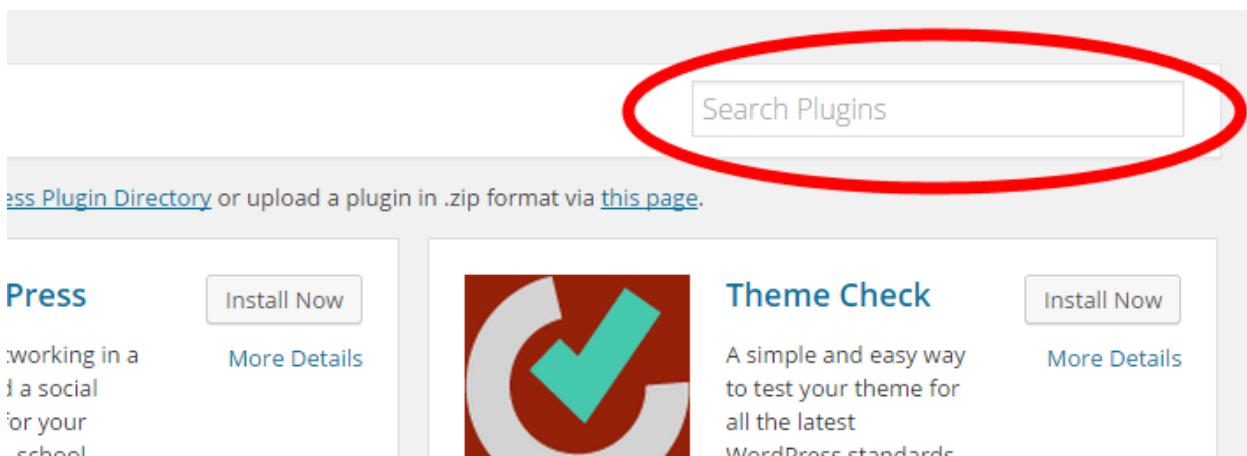
2. You may browse for Plugins by "featured", "popular", "favorites", or by a descriptive tag

The screenshot shows the 'Add Plugins' screen in the WordPress dashboard. It features a search bar at the top right and tabs for 'Featured', 'Popular', and 'Favorites'. Below the tabs, there's a note about installing from the WordPress Plugin Directory or uploading a .zip file. The main area displays five plugin cards:

- Jetpack by WordPress.com**: Your WordPress, Streamlined. By Automatic. 4.5 stars (1,515), 13,204,117 downloads. Last Updated: 3 weeks ago. Compatible with your version of WordPress.
- BuddyPress**: Social networking in a box. Build a social network for your company, school, sports team, or niche community. By The BuddyPress Community. 4.5 stars (695), 2,468,128 downloads. Last Updated: 2 months ago. Compatible with your version of WordPress.
- Theme Check**: A simple and easy way to test your theme for all the latest WordPress standards and practices. A great theme development tool! By Press. Otto42. 5 stars (200), 430,132 downloads. Last Updated: 2 months ago. Compatible with your version of WordPress.
- WP Super Cache**: A very fast caching engine for WordPress that produces static HTML files. By Automatic. 4.5 stars (1,979), 6,567,798 downloads. Last Updated: 3 months ago. Compatible with your version of WordPress.
- bbPress**: bbPress is forum software, made the WordPress way. By The bbPress Community. 4.5 stars (362), 1,605,743 downloads. Last Updated: 3 months ago. Compatible with your version of WordPress.

At the bottom, there's a section for 'Popular tags' with links to categories like admin, AJAX, buddypress, category, comments, content, email, Facebook, feed, gallery, google, image, images, javascript, jquery, link, links, login, media, page, pages, photo, photos, plugin, Post, posts, rss, seo, share, shortcode, sidebar, social, spam, twitter, video, widget, widgets, woocommerce, wordpress, youtube.

You may also search for a specific plug in



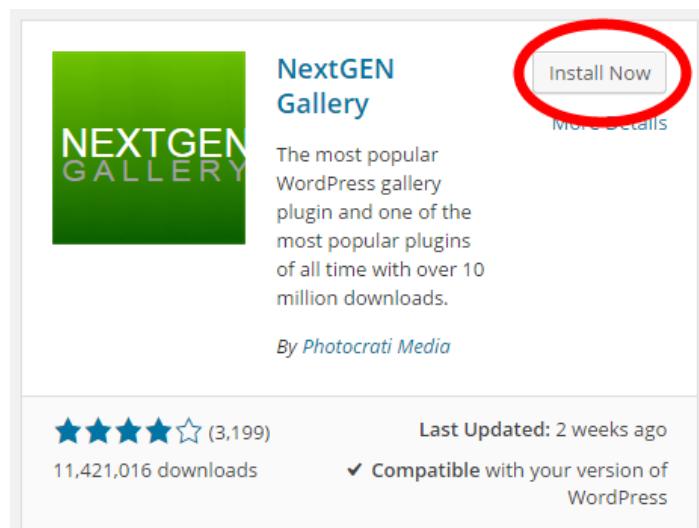
Search Plugins

[View Plugin Directory](#) or upload a plugin in .zip format via [this page](#).

Press [Install Now](#) [More Details](#)

Theme Check [Install Now](#) [More Details](#)

3. Once you have found a Plugin you would like to install, click on "Install Now" ()



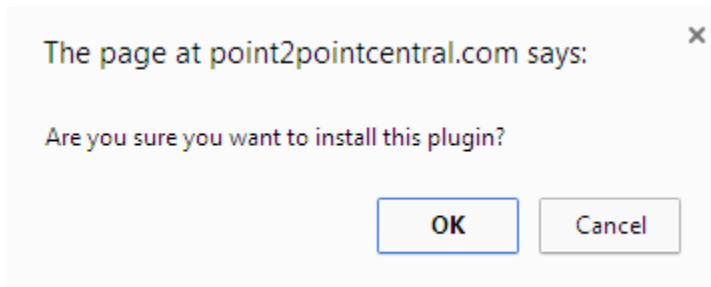
NextGEN Gallery [Install Now](#) [More Details](#)

The most popular WordPress gallery plugin and one of the most popular plugins of all time with over 10 million downloads.

By Photocrati Media

★★★★★ (3,199) Last Updated: 2 weeks ago
11,421,016 downloads ✓ Compatible with your version of WordPress

4. A window will pop up asking you to confirm that you would like to install, click OK



5. The Plugin will then install automatically. When it has finished installing, click on "Activate Plugin"

Installing Plugin: NextGEN Gallery 2.0.66.33

Downloading install package from <https://downloads.wordpress.org/plugin/nextgen-gallery.zip...>

Unpacking the package...

Installing the plugin...

Successfully installed the plugin NextGEN Gallery 2.0.66.33.

[Activate Plugin](#) | [Return to Plugin Installer](#)

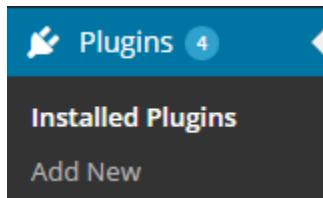
Important Note: Do not navigate away from this page while you are installing a Plugin. Doing so will suspend your site in maintenance mode, causing it to display an error message. Wait for the installation to complete before you click away from the page.

6. That's it! Your Plugin has been installed and activated and is ready to use

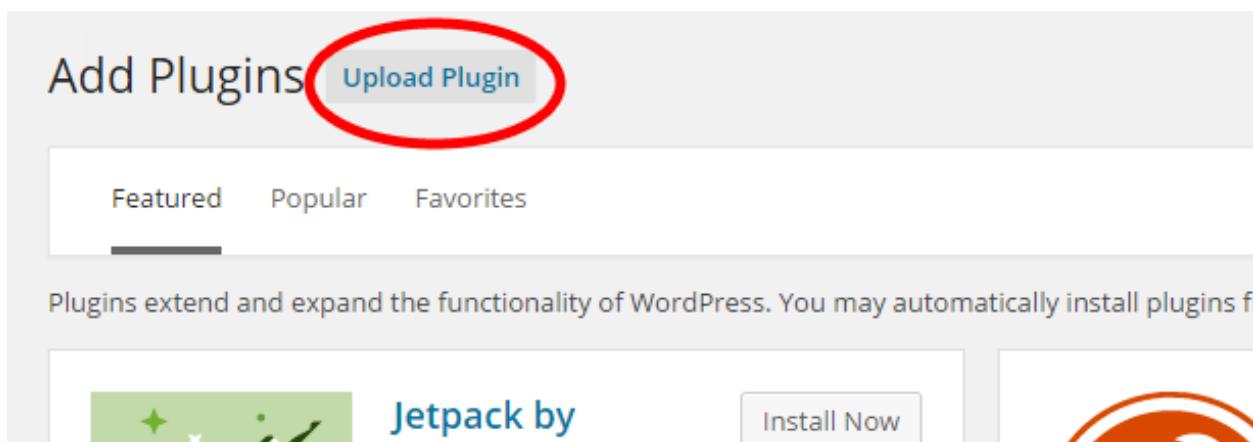


How to add a Plugin that you have downloaded:

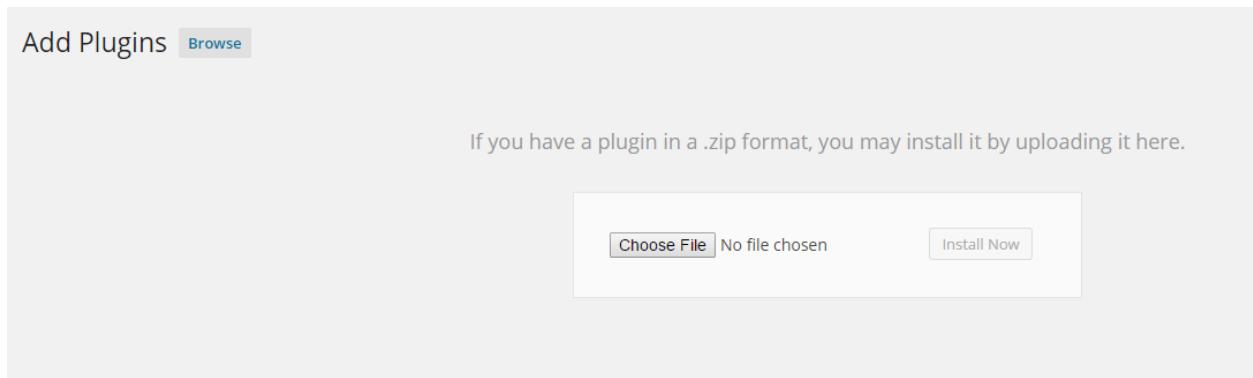
1. From the Dashboard, click on **Plugins > Add New**



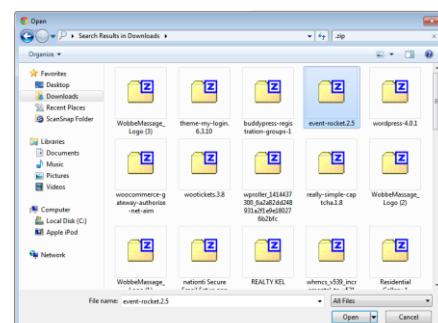
2. Click on the "Upload Plugin" link



2. Click on "Choose File"



3. Select the Plugin .zip that you downloaded and click open



4. Click "Install Now" ([Install Now](#))

5. The Plugin will install automatically, click on "Activate Plugin" link to complete the process

Unpacking the package...

Installing the plugin...

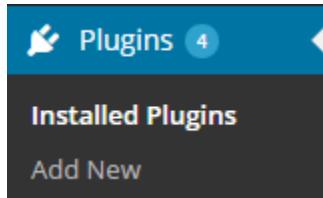
Plugin installed successfully.

[Activate Plugin](#) | [Return to Plugins page](#)

Important Note: Do not navigate away from this page while you are installing a Plugin. Doing so will suspend your site in maintenance mode, causing it to display an error message. Wait for the installation to complete before you click away from the page.

How to deactivate a Plugin:

- From the Dashboard, click on **Plugins > Installed Plugins**



- Find the Plugin you would like to deactivate

The screenshot shows the 'Plugins' screen in the WordPress admin area. The title bar says 'Plugins' with a '4' badge. Below it, a dark header bar says 'Installed Plugins' and has a 'Add New' button. The main content area has a heading 'Plugin activated.' and a message about a new version of Contact Form 7 available. It lists 24 items, each with a checkbox, the plugin name, a description, and 'Activate' or 'Deactivate' links. Plugins listed include Akismet, Contact Form 7, Custom Permalinks, Delete Pending Comments, Event Rocket, Export Users to CSV, FeedWordPress, Hello Dolly, iControlWP, and iThemes Security.

Plugin	Description
Akismet	Used by millions, Akismet is quite possibly the best way in the world to protect your blog from comment and trackback spam. It keeps your site protected from spam even while you sleep. To get started: 1) Click the "Activate" link to the left of this description, 2) Sign up for an Akismet API key, and 3) Go to your Akismet configuration page, and save your API key. Version 3.0.3 By Automattic View details
Contact Form 7	Just another contact form plugin. Simple but flexible. Version 4.0.1 By Takayuki Miyoshi View details There is a new version of Contact Form 7 available. View version 4.0.2 details or update now.
Custom Permalinks	Set custom permalinks on a per-post basis Version 0.7.19 By Michael Tyson View details
Delete Pending Comments	A quick way to delete all pending comments. Useful for victims of spammer attacks. Version 0.2.1.1 By Nicolas Kuttler View details
Event Rocket	Adds shortcodes and other tools to help build sites with The Events Calendar/Events Calendar PRO. Version 2.5 By Barry Hughes View details
Export Users to CSV	Export Users data and metadata to a csv file. Version 1.0.0 By Ulrich Sossou View details
FeedWordPress	simple and flexible Atom/RSS syndication for WordPress Version 2014.0805 By Charles Johnson View details
Hello Dolly	This is not just a plugin, it symbolizes the hope and enthusiasm of an entire generation summed up in two words sung most famously by Louis Armstrong: Hello, Dolly. When activated you will randomly see a lyric from Hello, Dolly in the upper right of your admin screen on every page. Version 1.6 By Matt Mullenweg View details
iControlWP	Take Control Of All WordPress Sites From A Single Dashboard Version 2.0.4 By iControlWP View details
iThemes Security	Protect your WordPress site by hiding vital areas of your site, protecting access to important files, preventing brute-force login attempts, detecting attack attempts and more. Version 4.4.23 By iThemes.com View details Get Pro Setup Get Support

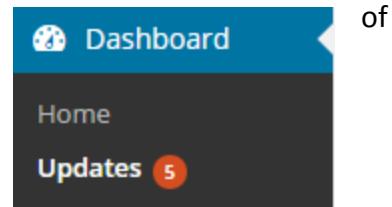
- Click on the "Deactivate" link under the Plugin

The screenshot shows the 'NextGEN Gallery by Photocrati' settings page. It has a header with the plugin name and a 'Deactivate' link. Below it, there's a note about the plugin being the most popular gallery plugin for WordPress. At the bottom, there's a large 'Deactivate' button.

Updating Plug-Ins

For security reasons, it is important to keep your Plugins updated to the newest version. This section outlines how to update WordPress Plugins.

1. From the Dashboard, click on **Dashboard** > updates. If any your installed Plugins need to be updated, they will show up here.



Plugins

The following plugins have new versions available. Check the ones you want to update and then click "Update Plugins".

Select All

Login Security Solution
You have version 0.49.0 installed. Update to 0.50.0. [View version 0.50.0 details.](#)
Compatibility with WordPress 4.0.1: 100% (according to its author)
Compatibility with WordPress 4.1: Unknown

Select All

2. Check the box next to the Plugins you want to update (or check the box next to "Select All" if you wish to update everything)
3. Click "Update Plugins"
4. Allow the update(s) to complete before navigating away from the page.
Your Plugins are now updated.

Select All

Login Security Solution
You have version 0.49.0 installed. Update to 0.50.0. [View version 0.50.0 details.](#)
Compatibility with WordPress 4.0.1: 100% (according to its author)
Compatibility with WordPress 4.1: Unknown

Select All

Update Plugins

The update process is starting. This process may take a while on some hosts, so please be patient.

Enabling Maintenance mode...

Updating Plugin Login Security Solution (1/1)

Login Security Solution updated successfully. [Show Details.](#)

Disabling Maintenance mode...

All updates have been completed.

[Return to Plugins page](#) | [Return to WordPress Updates](#)

Important Note: Do not navigate away from this page while you are updating a Plugin. Doing so will suspend your site in maintenance mode, causing it to display an error message. Wait for the update to complete before you click away from the page.

What is a Widget?

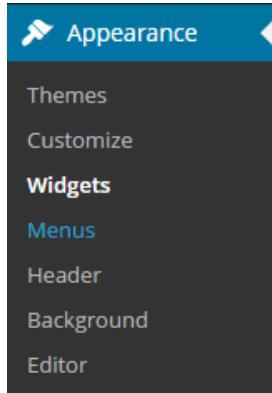
WordPress widgets are used to add content to your website's sidebars and footer, and can be customized to display almost any information. Some examples of common widgets are

- Navigation menus
- Recent post listings
- Contact information
- Search bars
- Tag clouds

The above examples are some of the default widgets that come with WordPress, but you will often find individual Plugins and Themes will add their own widgets as well. In their basic form, widgets do not require any coding experience, and they can be added, removed, or re-ordered within the WordPress Dashboard. This section will cover the basics of adding and editing WordPress widgets.

To add a new widget to your sidebar or footer

1. Click on **Appearance > Widgets** link on the left side of the screen



2. The Widgets page will then load.

Widgets

Plugin not fully activated yet. Please generate the free API key to enable audit logging, integrity checking, email alerts and other tools.

Generate API key for fqba.point2pointmarketing.com / jess@point2pointcentral.com

Available Widgets

To activate a widget drag it to a sidebar or click on it. To deactivate a widget and delete its settings, drag it back.

Akismet Widget	Archives
Display the number of spam comments Akismet has caught.	A monthly archive of your site's Posts.
Calendar	Categories
A calendar of your site's Posts.	A list or dropdown of categories.
Custom Menu	Meta
Add a custom menu to your sidebar.	Login, RSS, & WordPress.org links.
Pages	Recent Comments
A list of your site's Pages.	Your site's most recent comments.
Recent Posts	RSS
Your site's most recent Posts.	Entries from any RSS or Atom feed.
Search	Tag Cloud
A search form for your site.	A cloud of your most used tags.
Text	Twenty Fourteen Ephemera
Arbitrary text or HTML.	Use this widget to list your recent Aside, Quote, Video, Audio, Image, Gallery, and Link posts.

Inactive Widgets

Drag widgets here to remove them from the sidebar but keep their settings.

Primary Sidebar

Main sidebar that appears on the left.

- Search
- Recent Posts
- Recent Comments
- Archives
- Categories
- Meta

Content Sidebar

Additional sidebar that appears on the right.

Footer Widget Area

Appears in the footer section of the site.

Available widgets are listed on the left:

Available Widgets

To activate a widget drag it to a sidebar or click on it. To deactivate a widget and delete its settings, drag it back.

Akismet Widget	Archives
Display the number of spam comments Akismet has caught.	A monthly archive of your site's Posts.
Calendar	Categories
A calendar of your site's Posts.	A list or dropdown of categories.
Custom Menu	Meta
Add a custom menu to your sidebar.	Login, RSS, & WordPress.org links.
Pages	Recent Comments
A list of your site's Pages.	Your site's most recent comments.
Recent Posts	RSS
Your site's most recent Posts.	Entries from any RSS or Atom feed.
Search	Tag Cloud
A search form for your site.	A cloud of your most used tags.
Text	Twenty Fourteen Ephemera
Arbitrary text or HTML.	Use this widget to list your recent Aside, Quote, Video, Audio, Image, Gallery, and Link posts.

Widget locations are listed on the right:

Primary Sidebar

Main sidebar that appears on the left.

Search
Recent Posts
Recent Comments
Archives
Categories
Meta

Content Sidebar

Additional sidebar that appears on the right.

--

3. To add a widget to the sidebar or footer, click on it > click on the desired location > click add widget. You can also move widgets by dragging and dropping them into the widget locations.

Recent Posts

Your site's most recent Posts.

✓ Primary Sidebar

Content Sidebar

Footer Widget Area

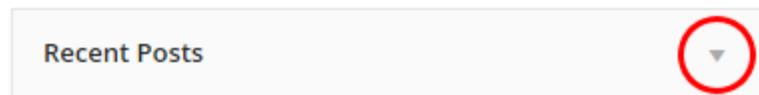
Cancel **Add Widget**

Once a widget has been added to a sidebar or the footer, it can be edited.

To Edit a Widget

1. Click on the grey arrow on the left side of the widget

Blog Sidebar



2. Fill in the title and any other relevant parameters

3. Click save ()

Primary Sidebar

Main sidebar that appears on the left.

Recent Posts

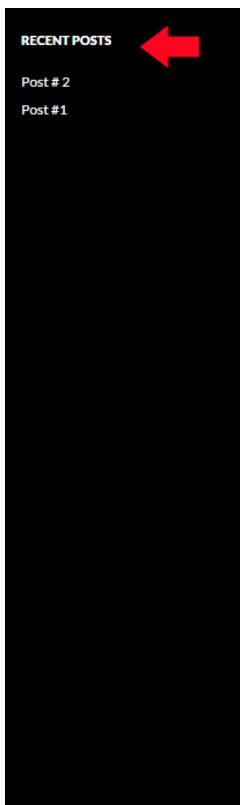
Title:

Number of posts to show:

Display post date?

[Delete](#) | [Close](#) 

4. The widget will now be displayed in the sidebar



POST #2

NOVEMBER 12, 2014 · LEAVE A COMMENT · EDIT

Lorem ipsum dolor sit amet, possit constituto interessel ea has. Nam ei movet molestiae, oratio commune reprimique eos ad. Vix in magna suscipit, nullam appetere periculis duo at. Tale porro usu ex. Mei te reque dolorem recteque, eos sale eruditii suscipit in.

Doctus erroribus omittantur ut ius, pri ad dicit lucilius, eos in sale praesent explicari. Ad vim offendit voluptatum, facete civibus quo eu. Platonem aliquando inciderint ut vel, mel ei perpetua similique. Et mel primis voluntaria.

Quaeque antiopam partiendo nam no, cu usu rationibus efficiantur. Qualisque consetetur constituam sea at, cum quis erant facete no. Ius ea natum sapientem. Eos wisi legere dolorum cu. Vitae quaerendum no cum, id vix aeterno vivendo.

POST #1

NOVEMBER 12, 2014 · LEAVE A COMMENT · EDIT

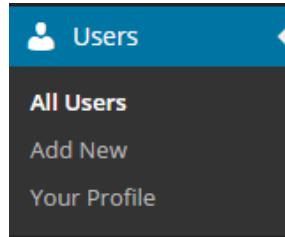
Why do WordPress Users Matter?

There are a few reasons why you may find yourself having to manage users for your site. For example, you may want to teach employees/co-workers how to update the website or create posts. Or perhaps you have a member based site that requires people to subscribe and log-in to view content. This section explains how to manage and add new users in WordPress.



To add a new user

1. Click on **Users > Add New**



2. Enter in the new user's username, e-mail, first name (optional), lastname (optional) website (optional)

Add New User

Create a brand new user and add them to this site.

Username *(required)*

E-mail *(required)*

First Name

Last Name

Website

Password *(required)* ?

Repeat Password *(required)* ?

Hint: The password should be at least seven characters long. To make it stronger, use uppercase letters, lowercase letters, numbers, and symbols.

Send Password? Send this password to the new user by email.

Role

3. Create a new password for that user and check the box if you would like that password to be e-mailed to them. **For more info on the importance of creating strong passwords, please see the chapter on Security.**

4. Select a role for the new user.

User Hierarchy :

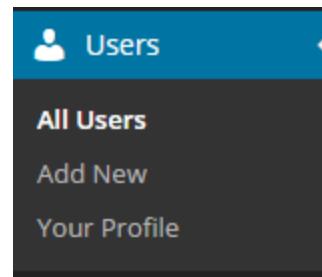
- **Administrator:** User has access to all administrative features of the site
- **Editor:** User can publish and edit all posts on the site (including those created by other users)
- **Author:** User can publish and edit their own posts
- **Contributor:** User can write and edit their own posts, but cannot publish them
- **Subscriber:** User can only manage their profile

5. Click Add New User (**Add New User**)

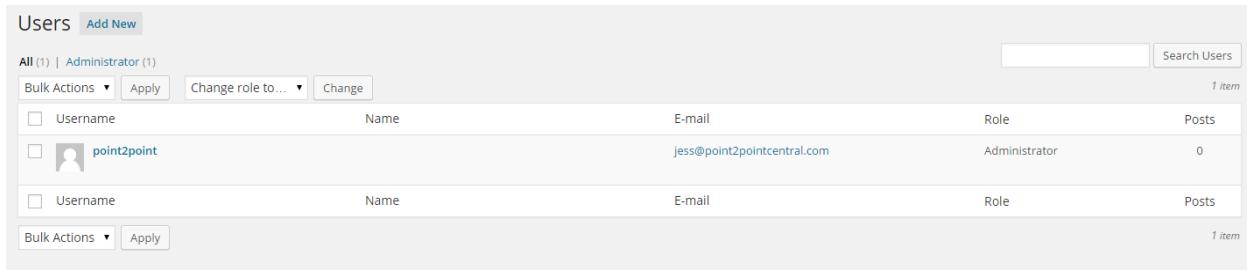
NOTE: Administrators may edit other user's profiles, but users with lower roles can only edit their own.

To Edit a User:

- From the Dashboard, Click on **Users > All Users**

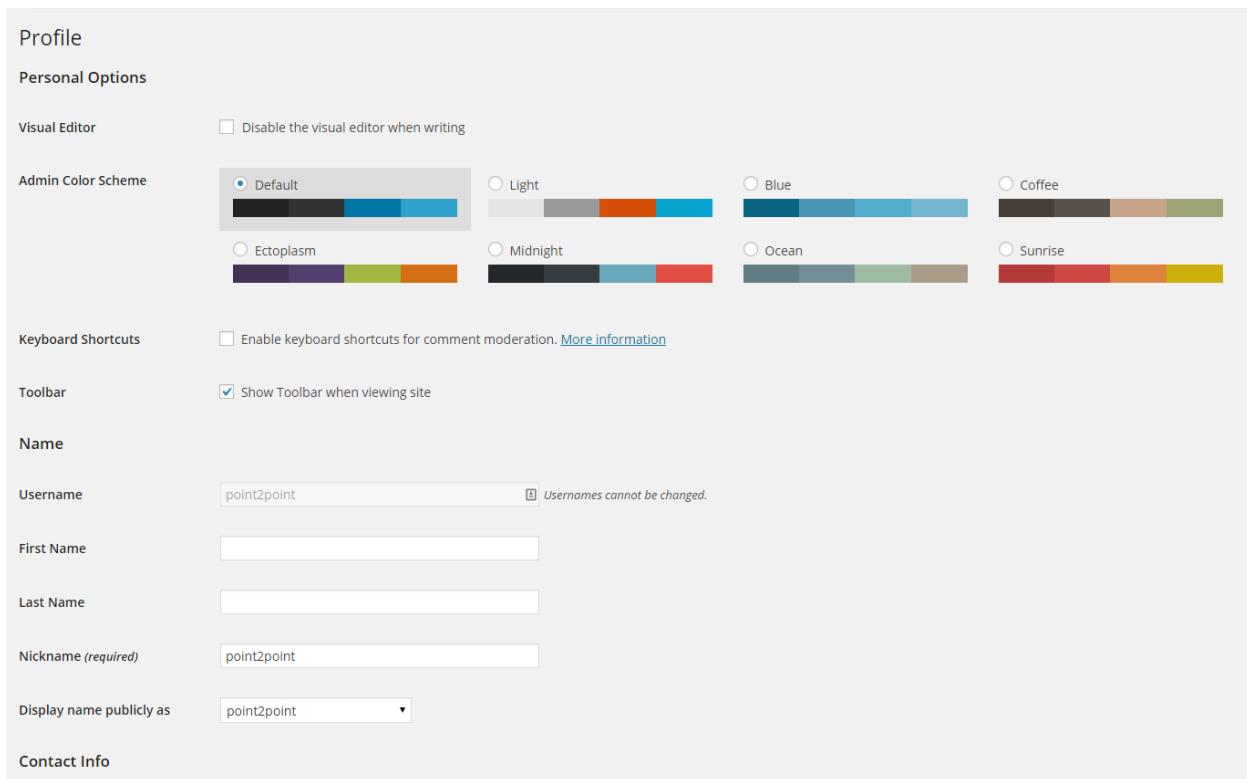


- Click on the user you want to edit



Username	Name	E-mail	Role	Posts
point2point	jess@point2pointcentral.com	Administrator	0	
Username	Name	E-mail	Role	Posts

- From the profile, you may edit the Name, Contact Info, Biographical Info, and Password for that user



Profile

Personal Options

Visual Editor Disable the visual editor when writing

Admin Color Scheme

- Default
- Light
- Blue
- Coffee
- Ectoplasm
- Midnight
- Ocean
- Sunrise

Keyboard Shortcuts Enable keyboard shortcuts for comment moderation. [More information](#)

Toolbar Show Toolbar when viewing site

Name

Username: point2point (Usernames cannot be changed.)

First Name: [empty input]

Last Name: [empty input]

Nickname (required): point2point

Display name publicly as: point2point

Contact Info

- Click on Update Profile () to save any changes

Other Thoughts



Security

With WordPress, as with any other system, there are potential security vulnerabilities that may arise, however most issues are easily avoided by taking simple precautions. This section of our manual explains some basic good habits and practices to prevent problems before they occur and keep your site secure.

Tips for keeping your site secure:

- Make sure that the computers that you use to access your WordPress Dashboard are free of viruses, spyware, and malware.
- Make sure that you are working from a trusted, secure network. Do not send passwords over an unencrypted network, such as at an internet cafe.
- Keep your operating system and software, particularly your web browser, up to date.
- Make sure you have the latest version of WordPress installed, and that all of your plugins are up to date.

Things to consider when setting up users and creating passwords

- Use a random password generator, such as LastPass - <https://lastpass.com>
- Passwords should have a combination of numeric and alphabetic characters, and **should not** be a variation of your real name, business name, username, or the name of your Web site.
- Do not use the generic "admin" username
- Ensure that any other users who have access to the Dashboard are using password generators.
- Only grant administrator permissions to those users who need them

These are some basic security measures the average user can take, but the best way to ensure that your site is protected is to choose a trusted web host with whom you can discuss your security concerns.

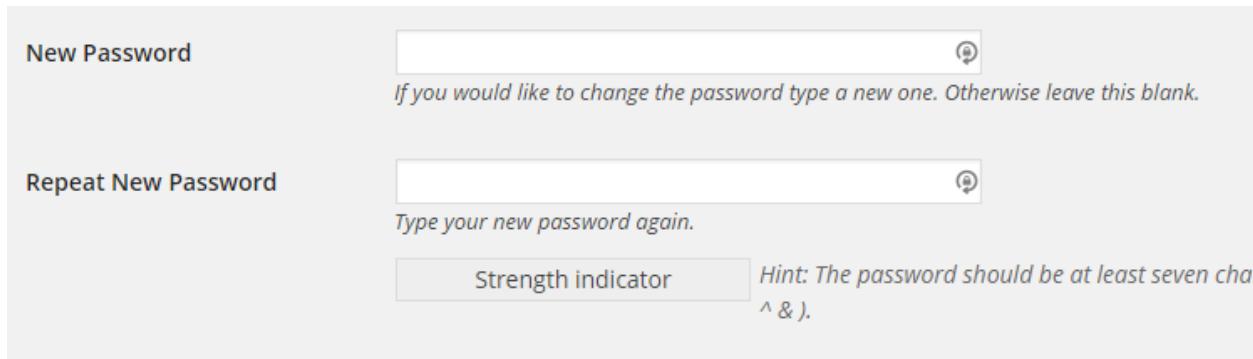
Change Your Administration Password

1. To change your administration password, log in at

<http://www.YourSiteName.com/wp-admin/>

2. From the Dashboard, click your username at the top right of the screen. Your **Profile** page will display.

3. Scroll down to the **New Password** area at the bottom of the screen.



The screenshot shows the 'New Password' section of the WordPress Profile page. It contains two input fields: 'New Password' and 'Repeat New Password'. Below each field is a hint message. To the right of the fields is a 'Strength indicator' bar with a progress bar and a hint message.

New Password	<input type="password"/>	If you would like to change the password type a new one. Otherwise leave this blank.
Repeat New Password	<input type="password"/>	Type your new password again.
Strength indicator		Hint: The password should be at least seven characters long, and contain at least one uppercase letter, one lowercase letter, one number, and one special character (e.g., !, @, #, \$, %, ^ &).

4. Enter a new password into the **New Password** field, and then type the password again in the field below it. The **Strength Indicator** will display how strong or weak your new password is. You can make your password stronger by following the instructions provided to the right of the Strength Indicator.

5. When you are finished, click the **Update Profile** () button. Your new password will be the password you use the next time you login to WordPress.

Themes and Additional Features

What is a Theme?

A WordPress Theme controls the look and feel of your site; it is a way of creating a unifying design for your site, without modifying the underlying software. Themes are created by developers to enable the average user, without any coding knowledge, to customize the design of their site.

There are some basic Themes available at no cost, while more elaborately designed premium Themes are available for purchase. Search the web for "WordPress Themes" and you will find a number of sites offering these premium Themes for sale.

Shortcodes

A shortcode is a simple WordPress specific code that allows users to embed files or add design elements that would otherwise require a lot of complicated code. Here are some examples of what you can do with shortcodes:

- Embed Video/Audio/Images from sites such as Vimeo, YouTube, Kickstarter, Soundcloud, Instagram, Flicker and many more.
- Create galleries and slideshows
- Embed Excel, Powerpoint, and Word documents
- Embed Google maps
- Embed a Twitter feed
- Create a list of blog posts, a sitemap, a page list, or a contact form
- Add design elements such as accordians, blockquotes, headings, icons, dropcaps, counters, charts, article boxes, tabs, testimonials and many more
- Format content by creating columns, lists, headings and highlights

You may see a list of the standard shortcodes that are available at <http://en.support.wordpress.com/shortcodes>, but you will also find that many premium Themes will include their own custom shortcodes to give users more control over the design elements of their site. Many Plugins will also use shortcodes.

Conclusion

This manual outlined the basic features of WordPress websites and how to use them. As you install more complex Themes and add functionality to your site (such as E-commerce), managing the site becomes more complex as well. Because there is so much room for customization of a WordPress site, each site is managed differently.

In addition to developing and implementing customized Themes for our clients, point2point will provide up to two (2), 1-hour training sessions explaining the unique features of **your** site, and how to use them. This is a benefit reserved for customers for whom we have built their Web site. While we would be happy to host your site and set up a WordPress install to get you started, we cannot provide training/WordPress support for sites that we did not build.



Using WordPress your organization can maintain content in house and leverage your competition by providing search engines with quality indexable content.