Blindspot Advisors
WORDPRESS TRAINING GUIDE

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LOG-IN

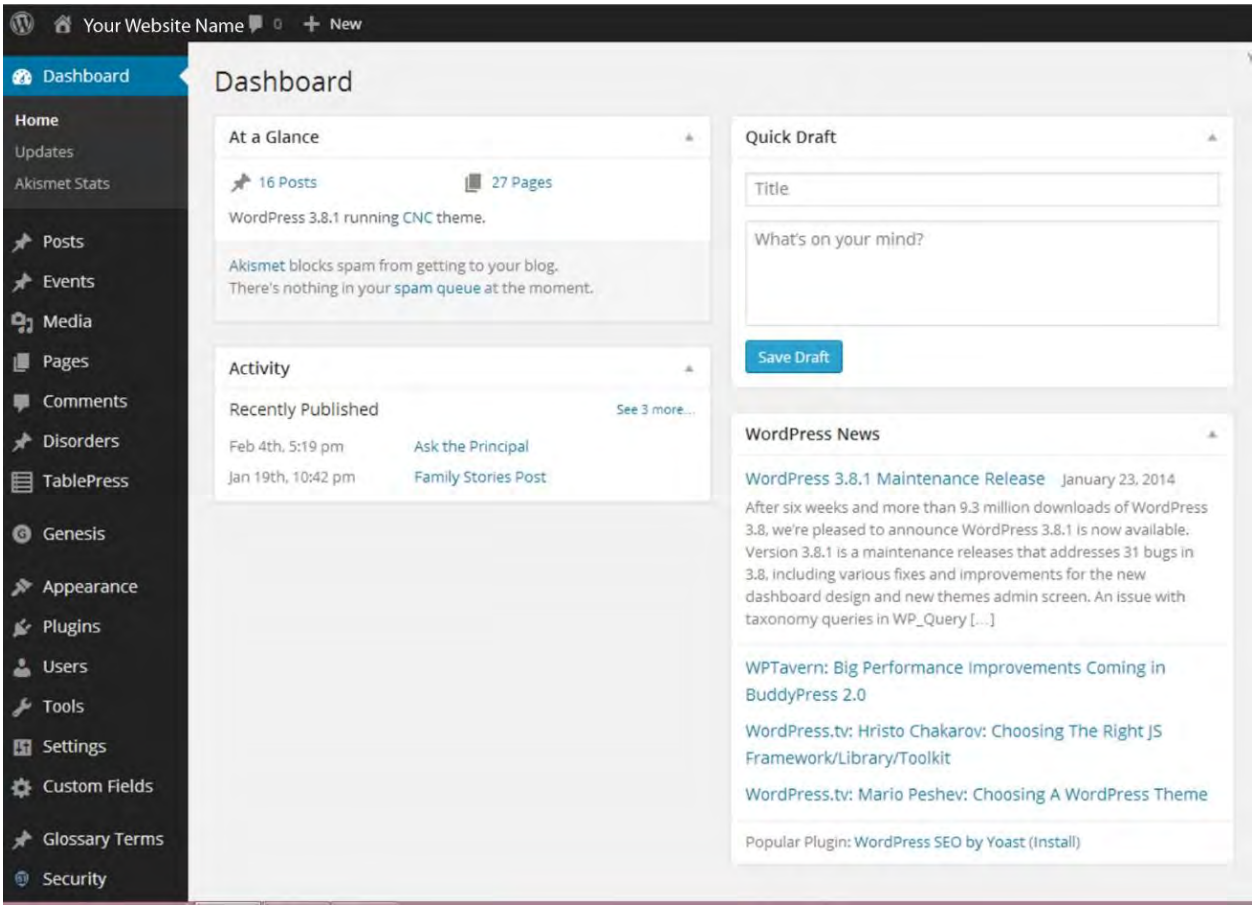
www.yourwebsite.com/wp-admin

Enter Username & Password

DASHBOARD

The **Dashboard** is the first screen you see when you log into the administration area of your website. The options for your website appear on the left side of the screen. These options will appear on the left side of the screen on any screen you are on.

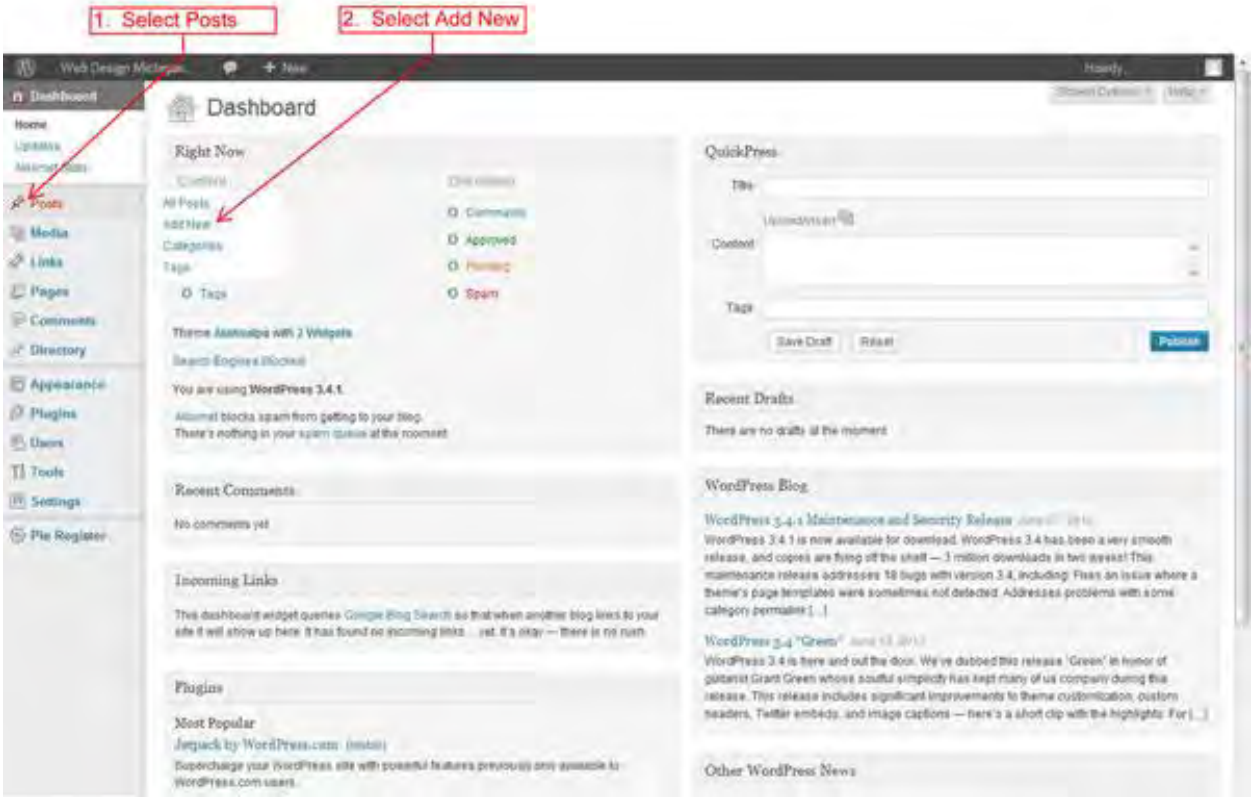
Please note that the options detailed below may differ from what you see on your dashboard. Each website is customized for our clients and therefore will contain different menu items.



FORMATTING OPTIONS

POSTS

This is the area where you add and edit blog/news posts. Hover over "**Posts**" in the dashboard to see all options, or click on the link.



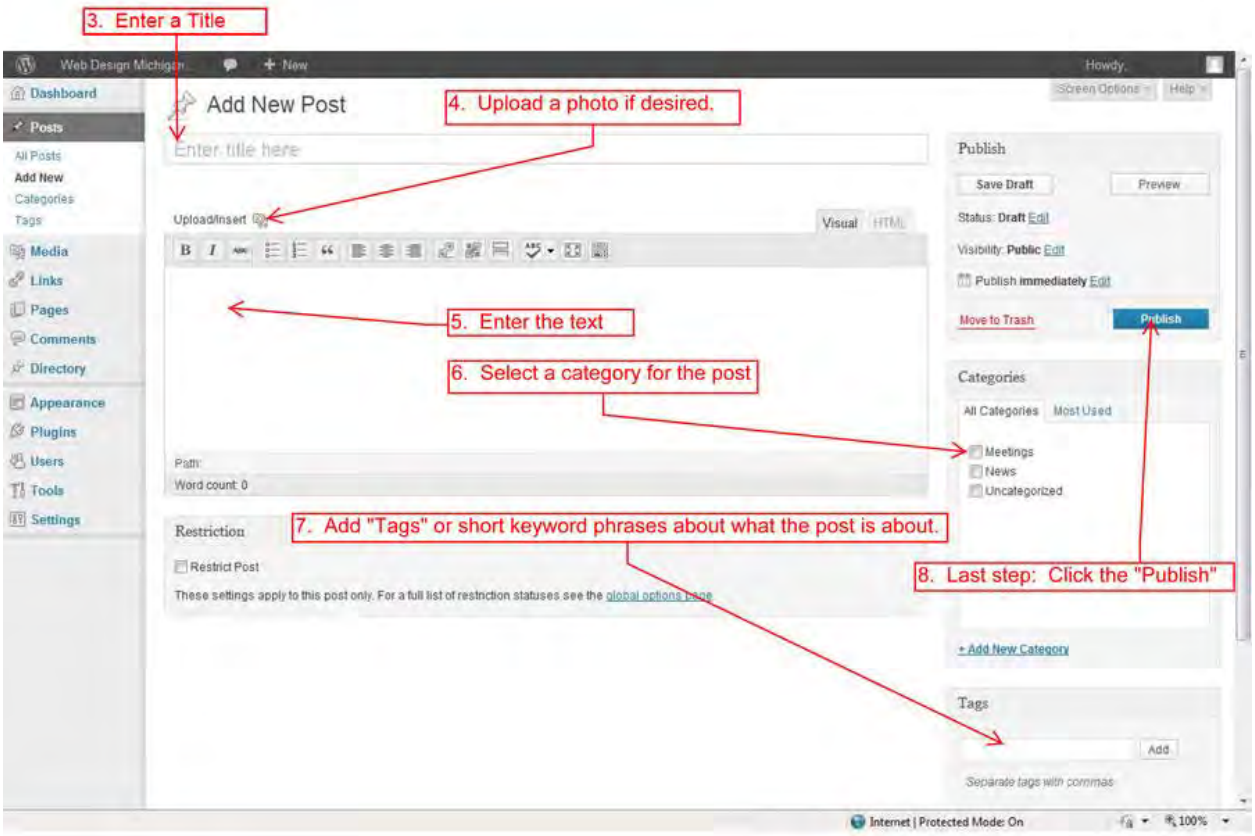
All Posts brings up a listing of all blog posts, both published and drafts. Here you can click on the post title to edit the content of the post.

From here you have the option to Edit, Quick Edit, Trash, View, Clone, or View Draft.

Add New to add a new post.

Name the post in the first box at the top of the screen. Put content into the large text box beneath. Here you have the option to Add Media, links, and format the text.

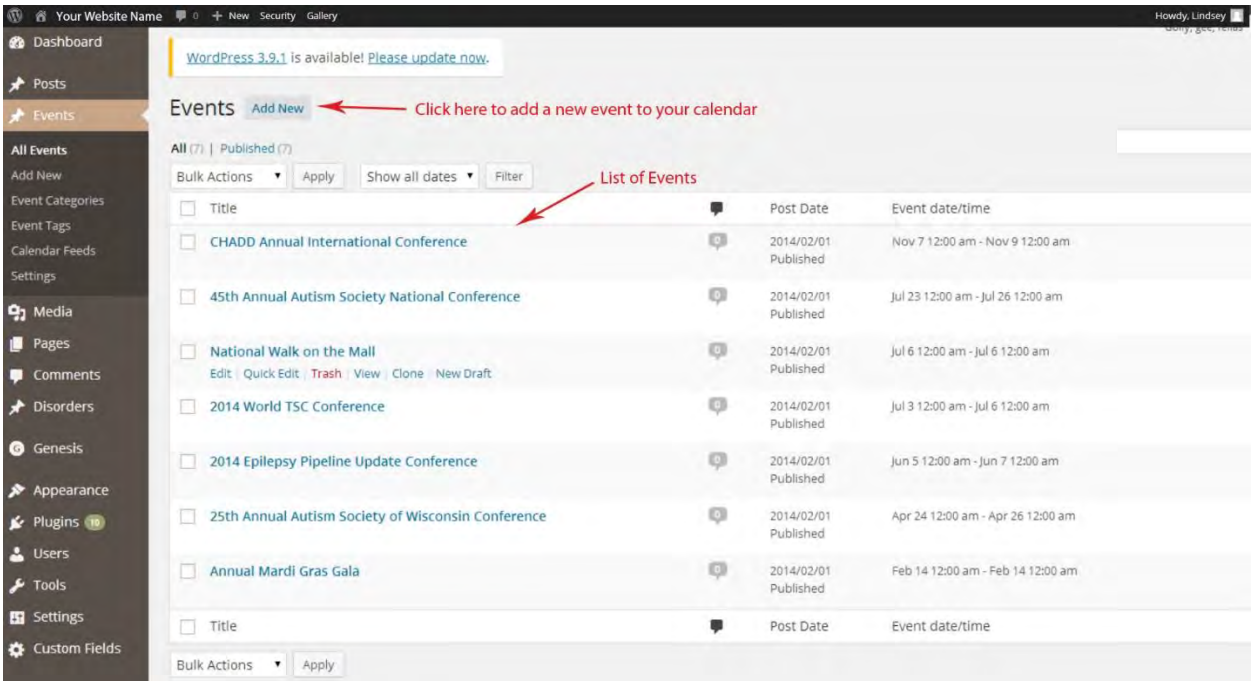
You can assign **Categories** and **Tags** to each blog post. Enter in the name of the Category or Tag and click the "Publish" button.


3. Enter a Title
Add New Post
4. Upload a photo if desired.
Enter title here
Upload/Insert
Visual
HTML
5. Enter the text
6. Select a category for the post
Path:
Word count: 0
Restriction
7. Add "Tags" or short keyword phrases about what the post is about.
Restrict Post
These settings apply to this post only. For a full list of restriction statuses see the global options page
8. Last step: Click the "Publish"
Publish
Save Draft
Preview
Status: Draft Edit
Visibility: Public Edit
Publish immediately Edit
Move to Trash
Publish
Categories
All Categories
Most Used
Meetings
News
Uncategorized
+ Add New Category
Tags
Add
Separate tags with commas
Dashboard
Posts
All Posts
Add New
Categories
Tags
Media
Links
Pages
Comments
Directory
Appearance
Plugins
Users
Tools
Settings

EVENTS

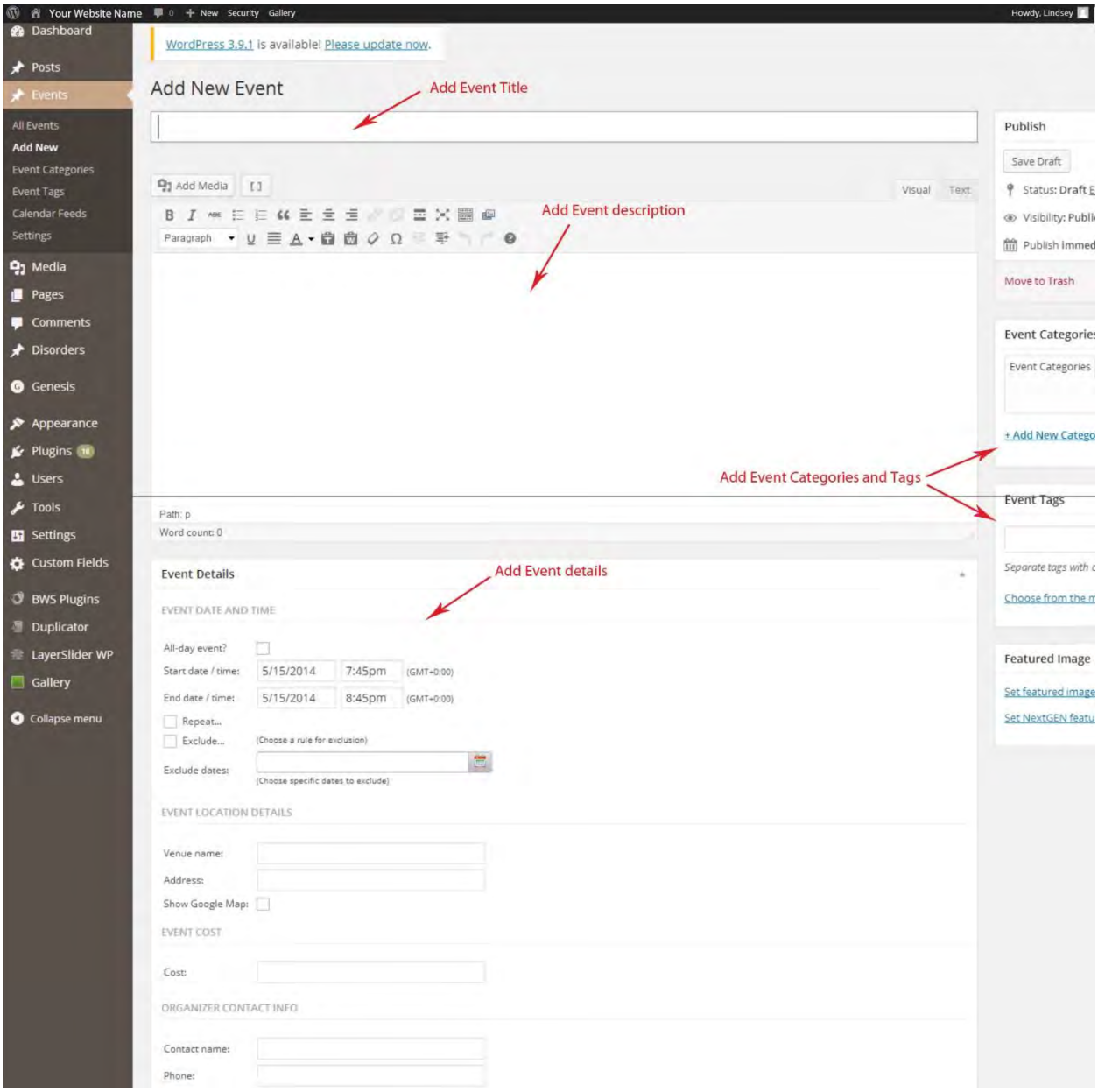
You can add events to your calendar using this area.

All Events shows a listing of all events, both published and future. Here you can click on the event title to edit the content of the post.



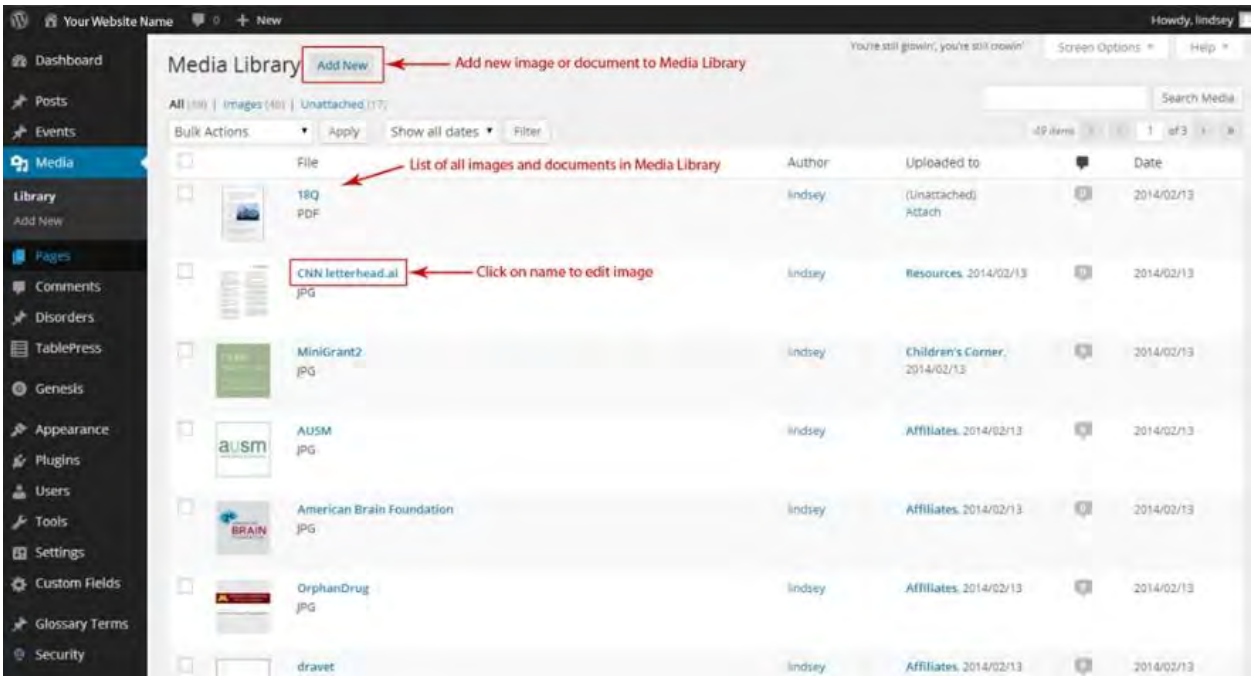
Add New to add a new event. Enter event name in the first box at the top of the screen. Put content into the large text box beneath. Here you have the option to Add Media, links, and format the text.

You can assign **Categories** and **Tags** to each event. Enter in the name of the Category or Tag and click the “Publish” button.

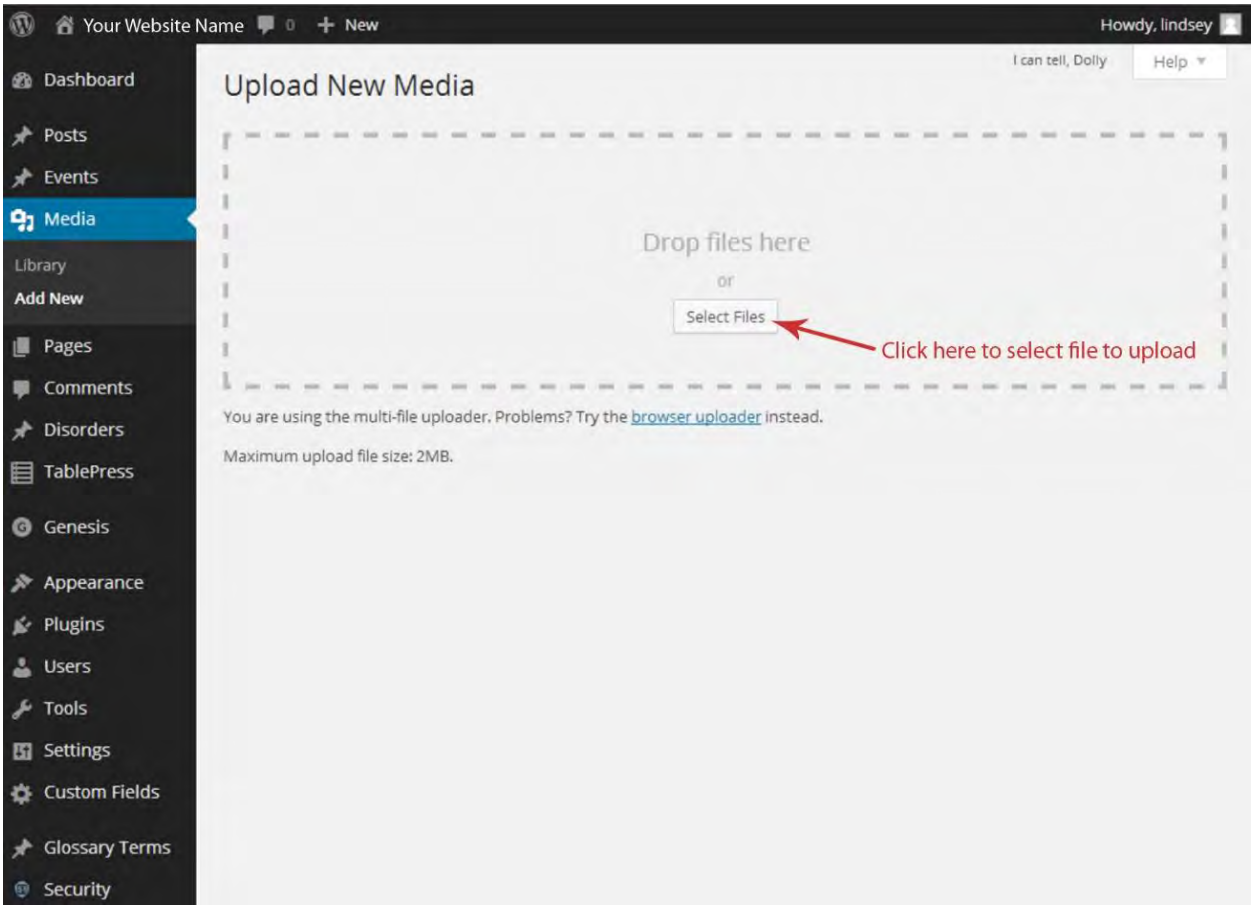

Your Website Name
New
Security
Gallery
Howdy, Lindsey
Dashboard
Posts
Events
All Events
Add New
Event Categories
Event Tags
Calendar Feeds
Settings
Media
Pages
Comments
Disorders
Genesis
Appearance
Plugins
Users
Tools
Settings
Custom Fields
BWS Plugins
Duplicator
LayerSlider WP
Gallery
Collapse menu
WordPress 3.9.1 is available! Please update now.
Add New Event
Add Event Title
Add Media
Visual
Text
Paragraph
Add Event description
Publish
Save Draft
Move to Trash
Event Categories
Add Event Categories and Tags
Event Tags
Path: p
Word count: 0
Event Details
Add Event details
EVENT DATE AND TIME
All-day event?
Start date / time:
5/15/2014
7:45pm
(GMT+0:00)
End date / time:
5/15/2014
8:45pm
(GMT+0:00)
Repeat...
Exclude...
(Choose a rule for exclusion)
Exclude dates:
(Choose specific dates to exclude)
EVENT LOCATION DETAILS
Venue name:
Address:
Show Google Map:
EVENT COST
Cost:
ORGANIZER CONTACT INFO
Contact name:
Phone:
Featured Image
Set featured image

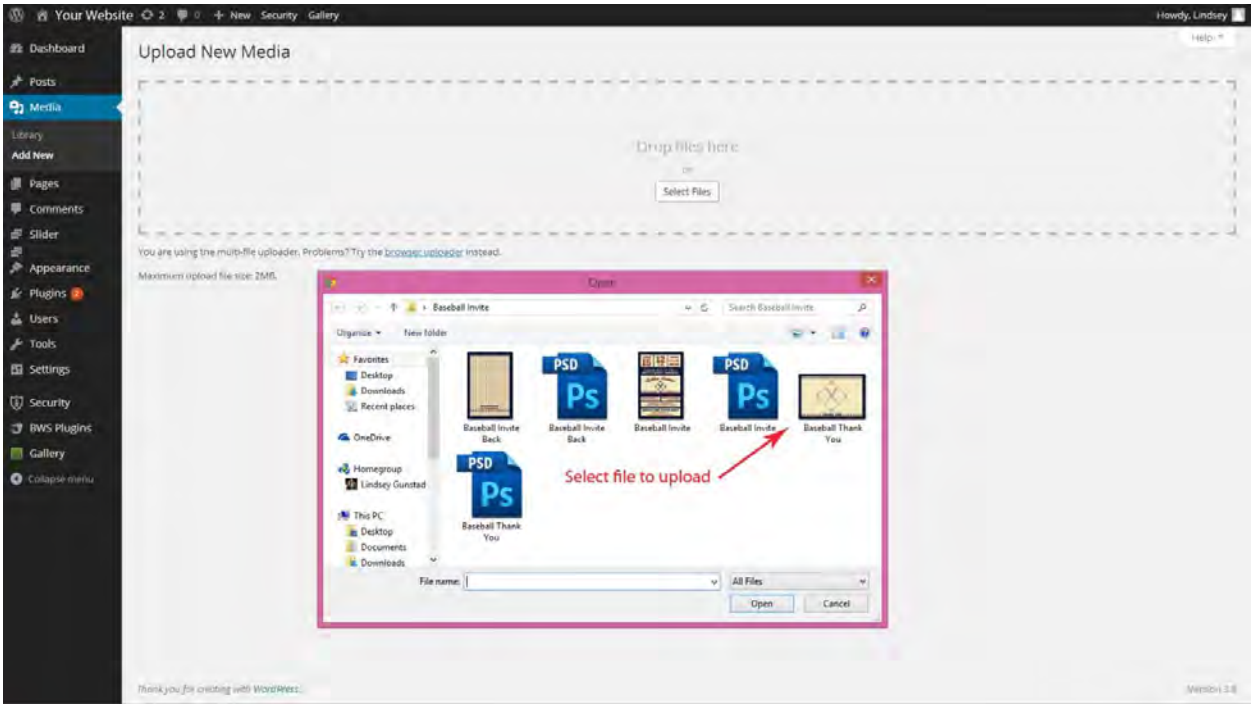
MEDIA

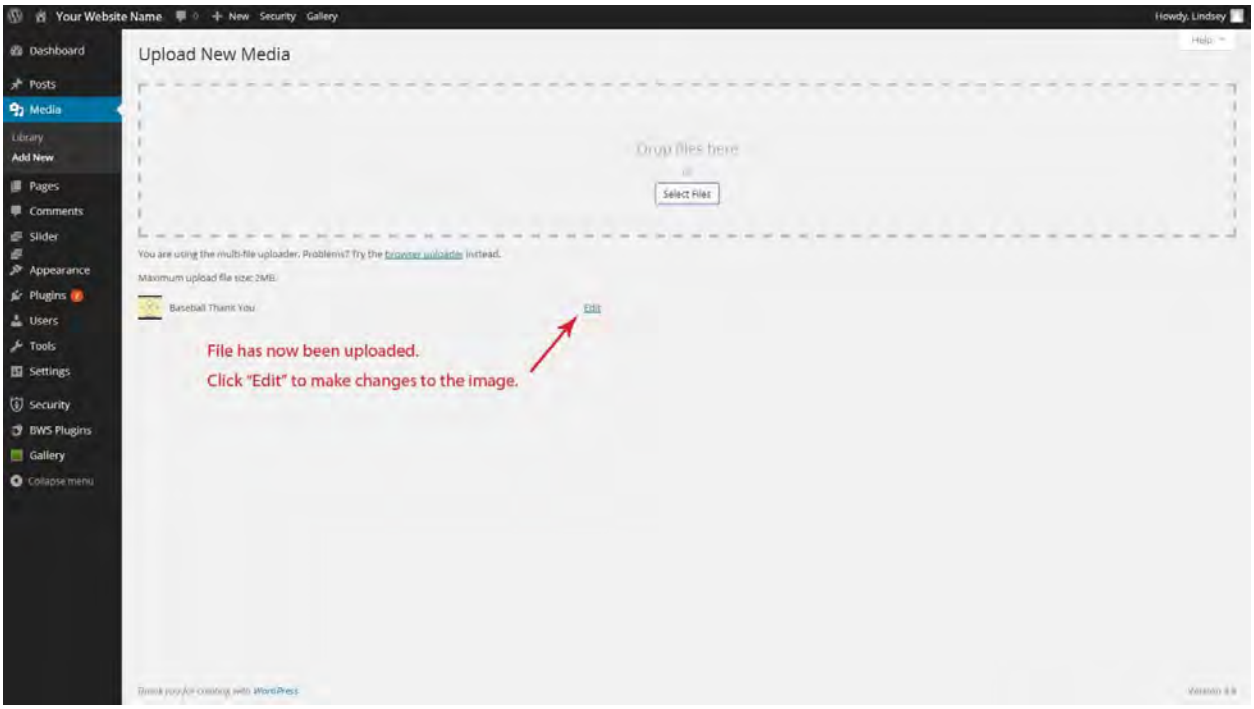
The **Media** menu can be used to manage your existing media files, such as images, audio, videos, and documents. Any image or document that is inserted on a post, page, etc., will automatically be saved in the **Media Library**.



Add New to add image to the Media Library.


Your Website Name
New
Howdy, lindsey
Dashboard
Posts
Events
Media
Library
Add New
Pages
Comments
Disorders
TablePress
Genesis
Appearance
Plugins
Users
Tools
Settings
Custom Fields
Glossary Terms
Security
I can tell, Dolly
Help
Upload New Media
Drop files here
or
Select Files
Click here to select file to upload
You are using the multi-file uploader. Problems? Try the browser uploader instead.
Maximum upload file size: 2MB.


Your Website
New
Security
Gallery
Howdy, Lindsey
Dashboard
Posts
Media
Library
Add New
Pages
Comments
Slider
Appearance
Plugins
Users
Tools
Settings
Security
BWS Plugins
Gallery
Collapse menu
Upload New Media
Drop files here
or
Select Files
You are using the multi-file uploader. Problems? Try the browser uploader instead.
Maximum upload file size: 2MB.
Open
Baseball Invite
Search Baseball Invite
Organize
New folder
Favorites
Desktop
Downloads
Recent places
OneDrive
Homegroup
Lindsey Gunstad
This PC
Desktop
Documents
Downloads
Baseball Invite Back
Baseball Invite Back
Baseball Invite
Baseball Invite
Baseball Thank You
Baseball Thank You
Select file to upload
File name:
All Files
Open
Cancel
Thank you for creating with WordPress.



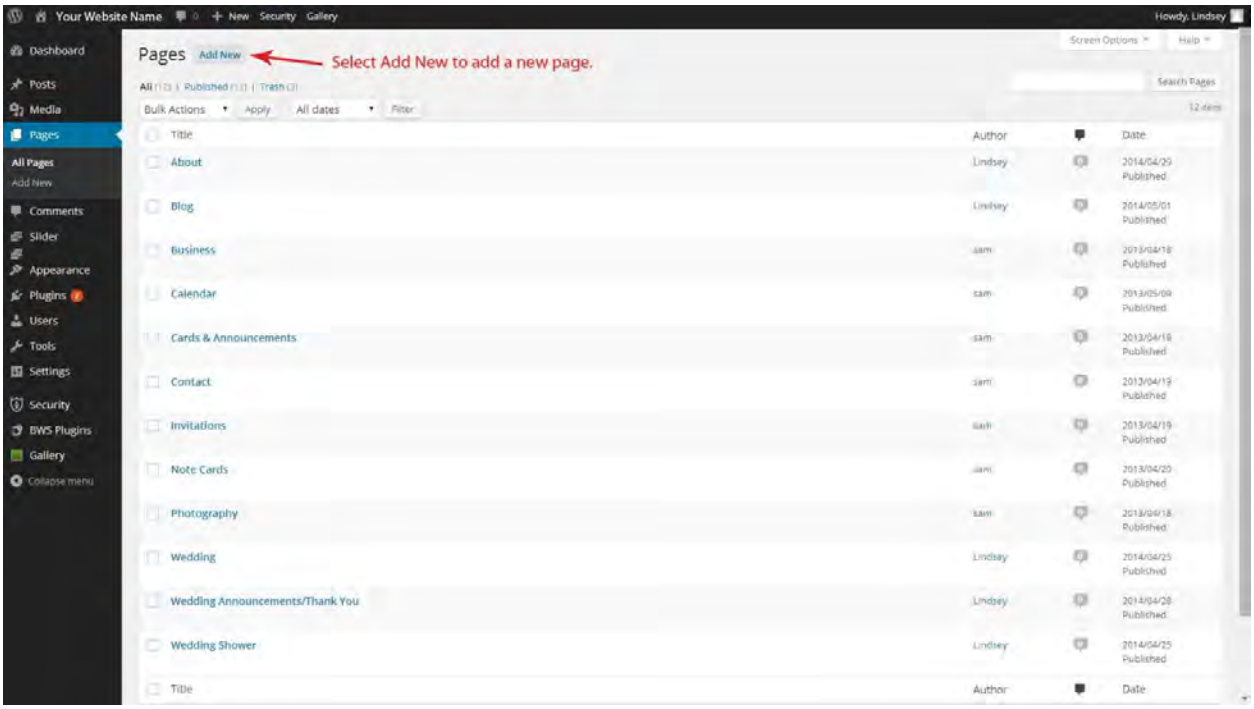
In the **Edit** screen, you can add a Caption, Alternative Text, and Description to the image.

PAGES

This is the area where you add and edit pages. Hover over “Pages” in the dashboard to see all options, or click on the link. This area is very similar to Posts.

All Pages brings up a listing of all pages, both published and drafts. Here you can click on the page title to edit the content of the page.

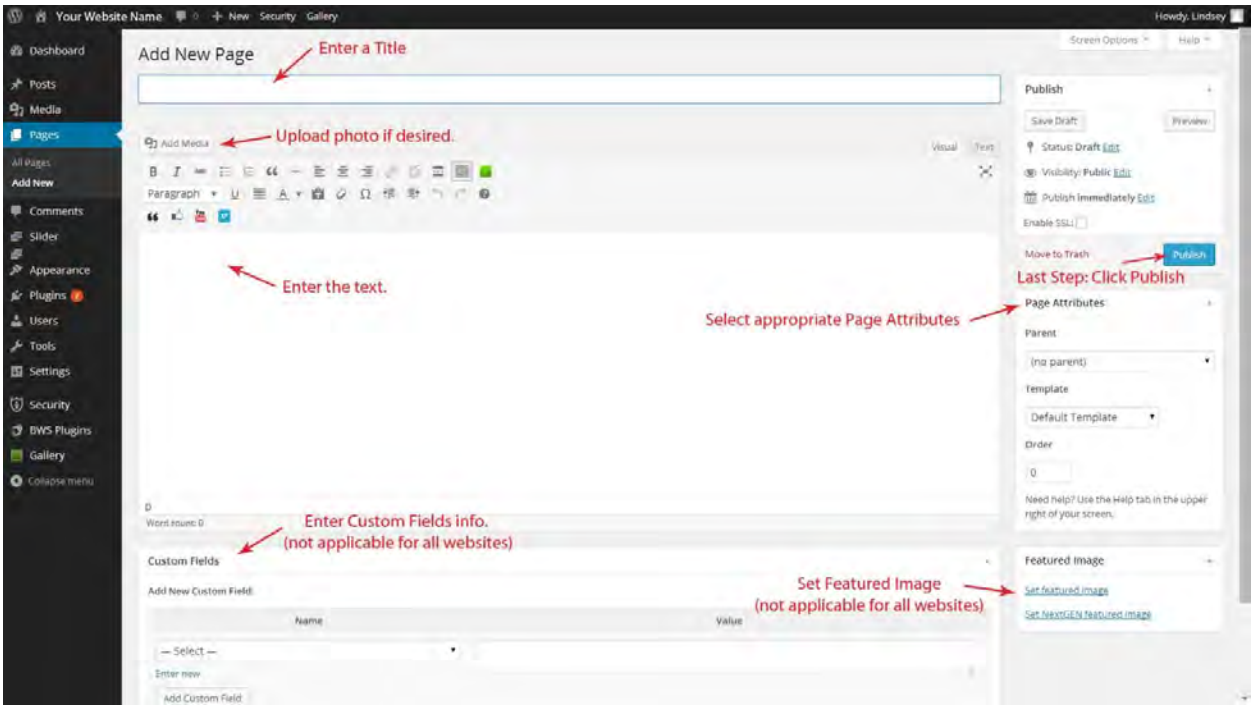
Add New to add a new page.



Name the page in the first box at the top of the screen. Put content into the large text box beneath. Here you have the option to Add Media, links, and format the text, just like with the Posts.

** Each site may have different options in this area. This is a general overview and your site may have different features available.

After you add a **Page** to your site, you will need to add it to the menu structure. Please refer to the **Appearance** section of this manual for instructions.

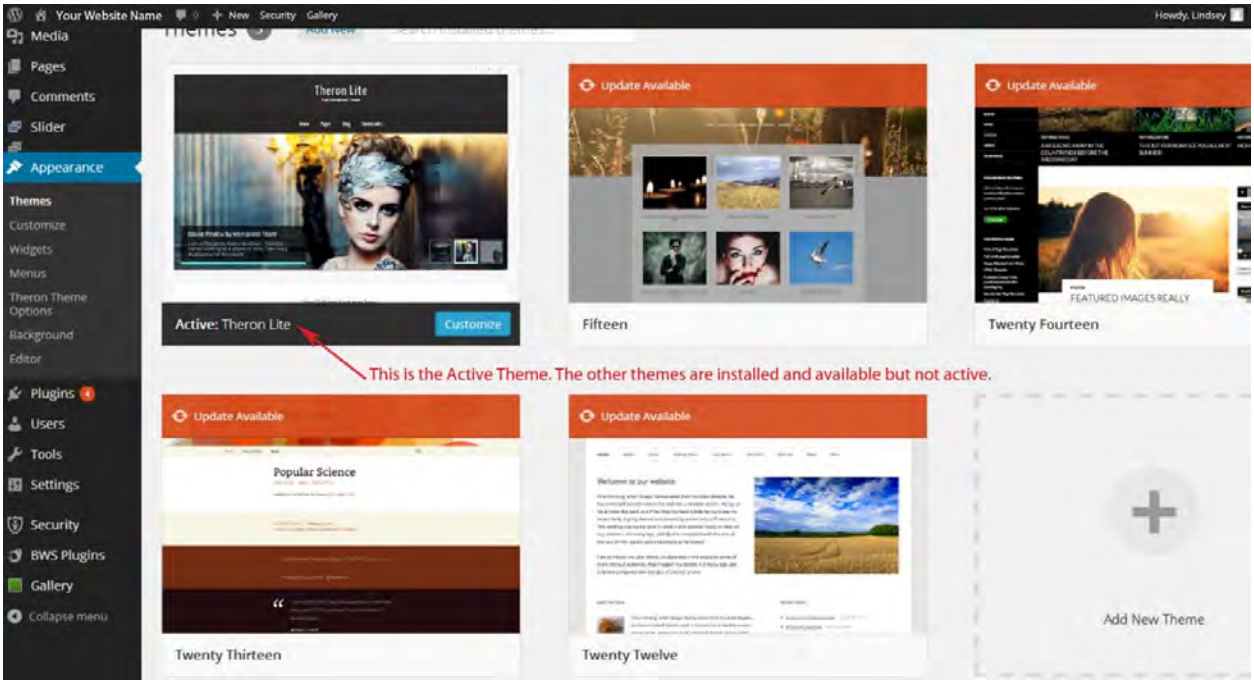

Your Website Name
New
Security
Gallery
Howdy, Lindsey
Dashboard
Posts
Media
Pages
All Pages
Add New
Comments
Slider
Appearance
Plugins
Users
Tools
Settings
Security
BWS Plugins
Gallery
Collapse menu
Add New Page
Enter a Title
Add Media
Upload photo if desired.
Visual
Text
Paragraph
Enter the text.
Word count: 0
Enter Custom Fields info.
(not applicable for all websites)
Custom Fields
Add New Custom Field:
Name
Value
— Select —
Enter new
Add Custom Field
Publish
Save Draft
Preview
Status: Draft Edit
Visibility: Public Edit
Publish immediately Edit
Enable SSL
Move to Trash
Publish
Last Step: Click Publish
Page Attributes
Select appropriate 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
(not applicable for all websites)
Set featured image
Set NextGEN featured image

APPEARANCE

There are many options under Appearance.

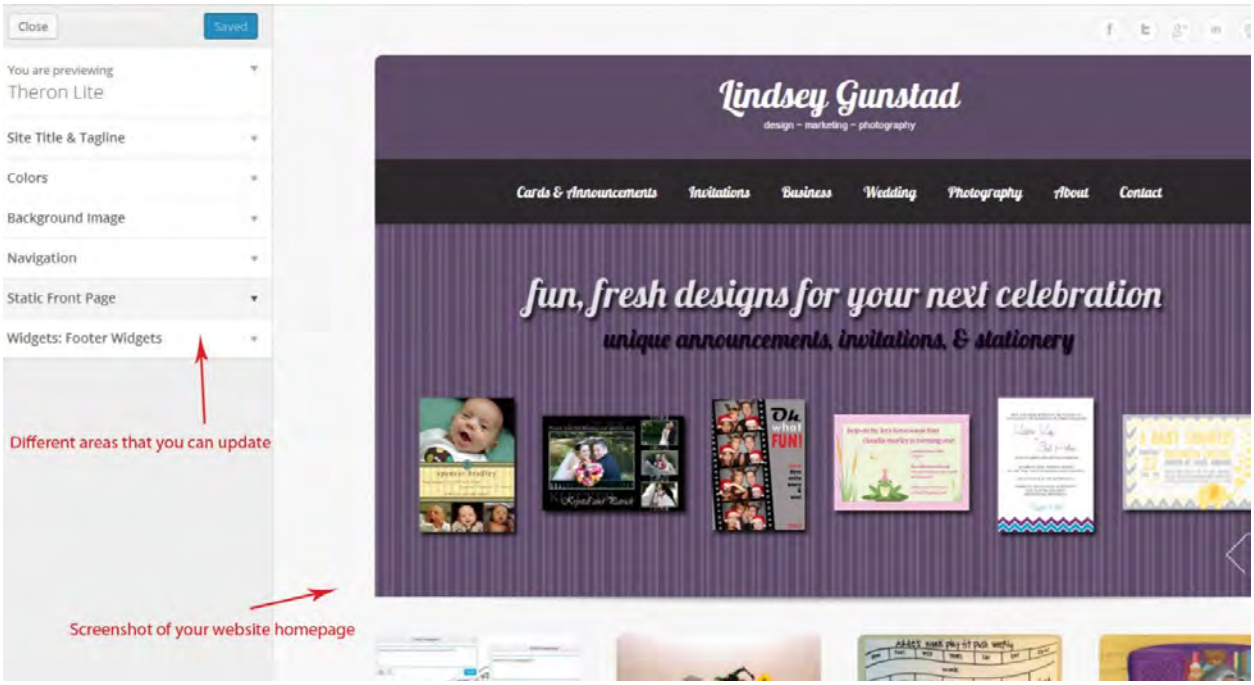
THEMES

This area shows the active and active themes. Changing the theme will change the entire look of your site and require customization. It is not advised that you change the theme without first checking with Blindspot.



CUSTOMIZE

This area will vary depending on your site. Here you can change your website's title and tagline, colors, background image, etc.



If you make changes, click the blue **Save** button, then the **Close** button.

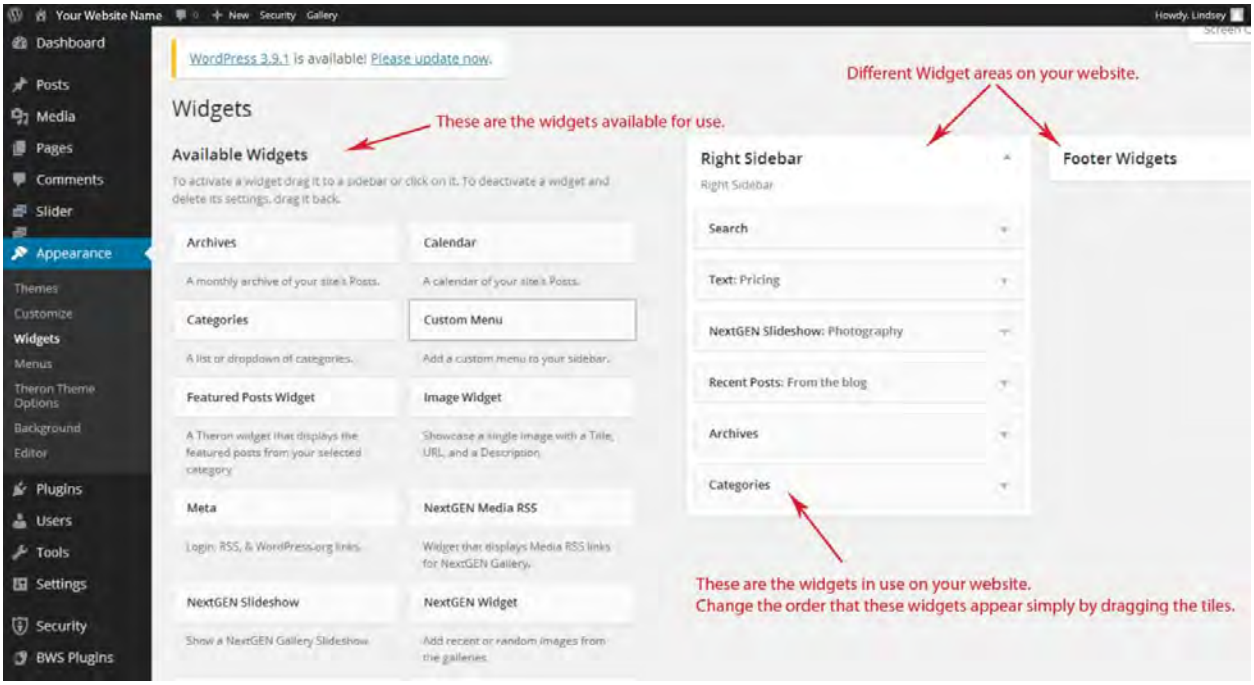
WIDGETS

Widgets will vary greatly from site to site depending on your site's design.

Available widgets appear on the left side of the screen.

Active widgets appear on the right side of the screen.

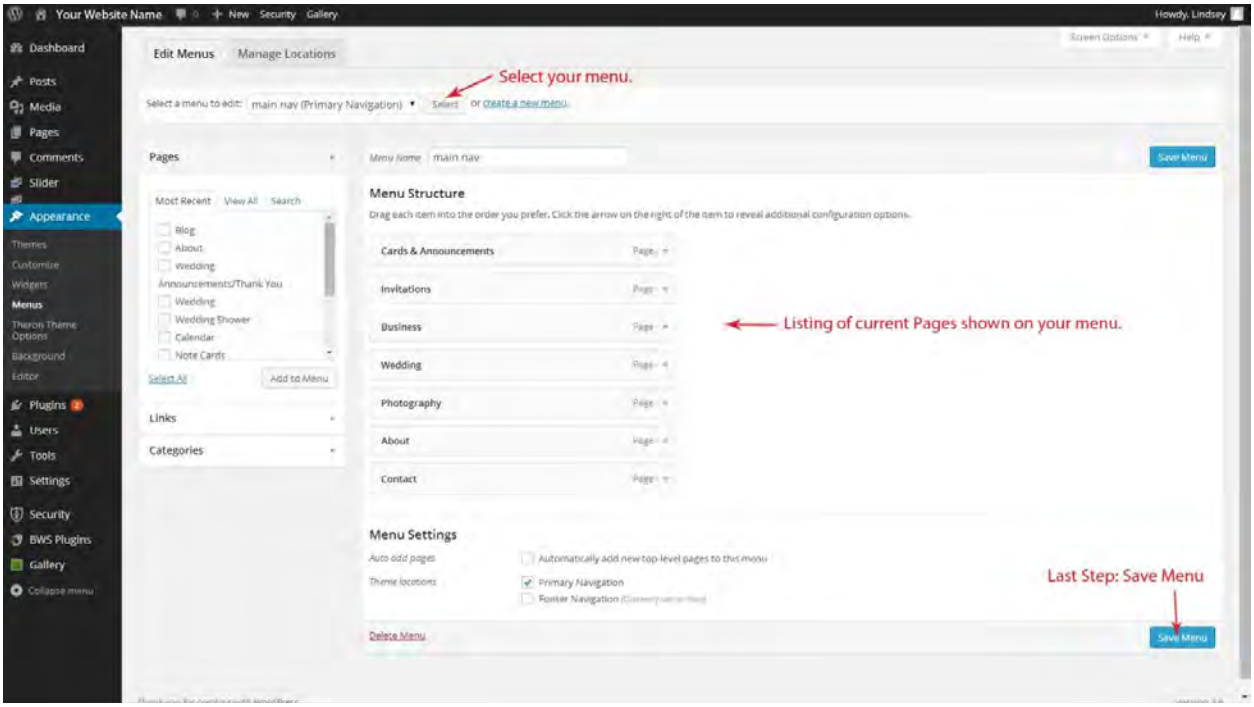
To add new widgets, you simply drag the widget tile from the left side to the right side of the screen. You can reorder the widgets by dragging the widget tiles to the desired order.


Your Website Name
New
Security
Gallery
Howdy, Lindsey
Dashboard
Posts
Media
Pages
Comments
Slider
Appearance
Themes
Customize
Widgets
Menus
Theron Theme Options
Background
Editor
Plugins
Users
Tools
Settings
Security
BWS Plugins
WordPress 3.9.1 is available! Please update now.
Widgets
These are the widgets available for use.
Different Widget areas on your website.
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.
Archives
A monthly archive of your site's Posts.
Calendar
A calendar of your site's Posts.
Categories
A list or dropdown of categories.
Custom Menu
Add a custom menu to your sidebar.
Featured Posts Widget
A Theron widget that displays the featured posts from your selected category
Image Widget
Showcase a single image with a Title, URL, and a Description
Meta
Login, RSS, & WordPress.org links.
NextGEN Media RSS
Widget that displays Media RSS links for NextGEN Gallery.
NextGEN Slideshow
Show a NextGEN Gallery Slideshow
NextGEN Widget
Add recent or random images from the galleries
Right Sidebar
Right Sidebar
Search
Text: Pricing
NextGEN Slideshow: Photography
Recent Posts: From the blog
Archives
Categories
Footer Widgets
These are the widgets in use on your website.
Change the order that these widgets appear simply by dragging the tiles.

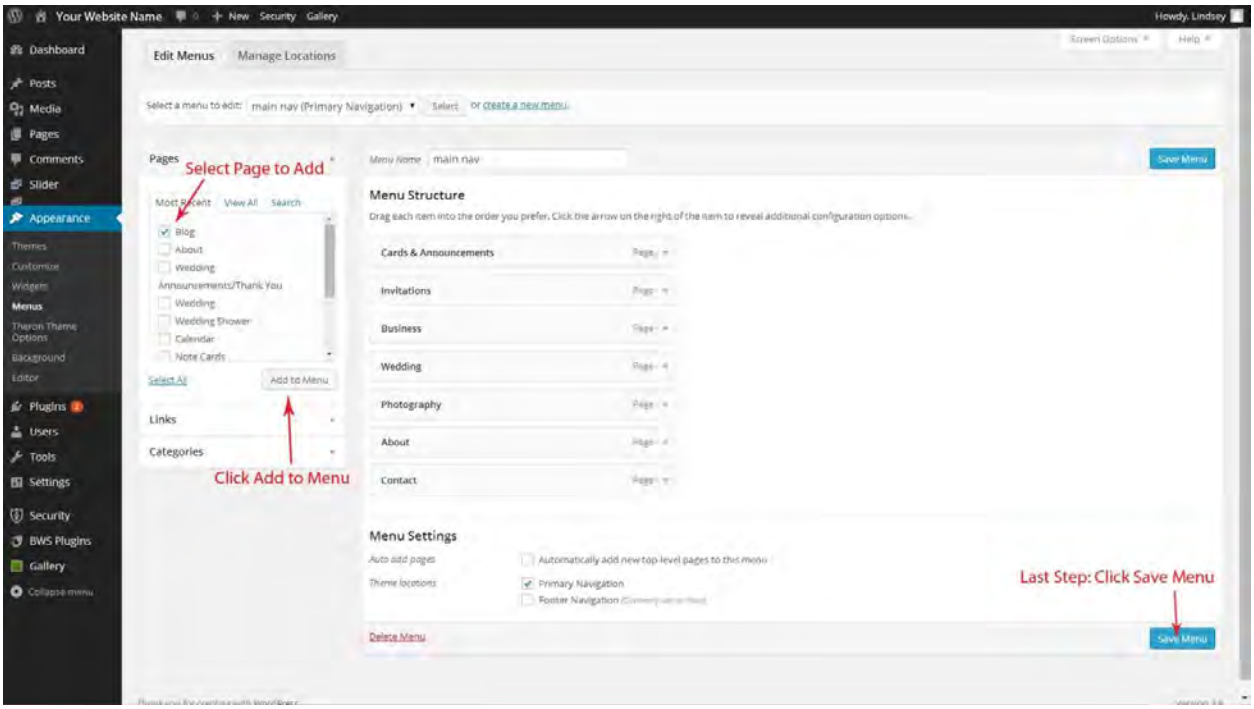
MENUS

This is where you add your pages to the menu structure of the site. You first need to create the **Page**, and then add it to the **Menu**.

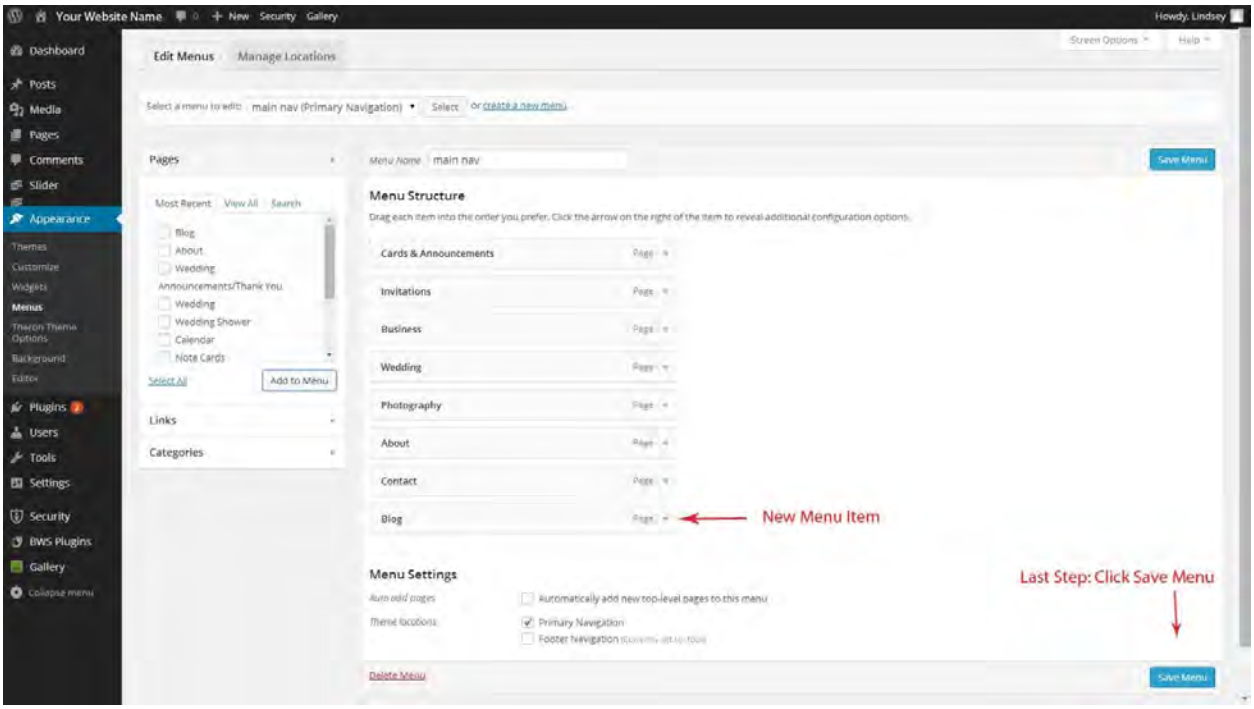
First, select which menu you want to make changes to. There are typically two menu options, the Main Menu (which appears at the top of your site), and the Footer Menu (appears at the bottom of your site).

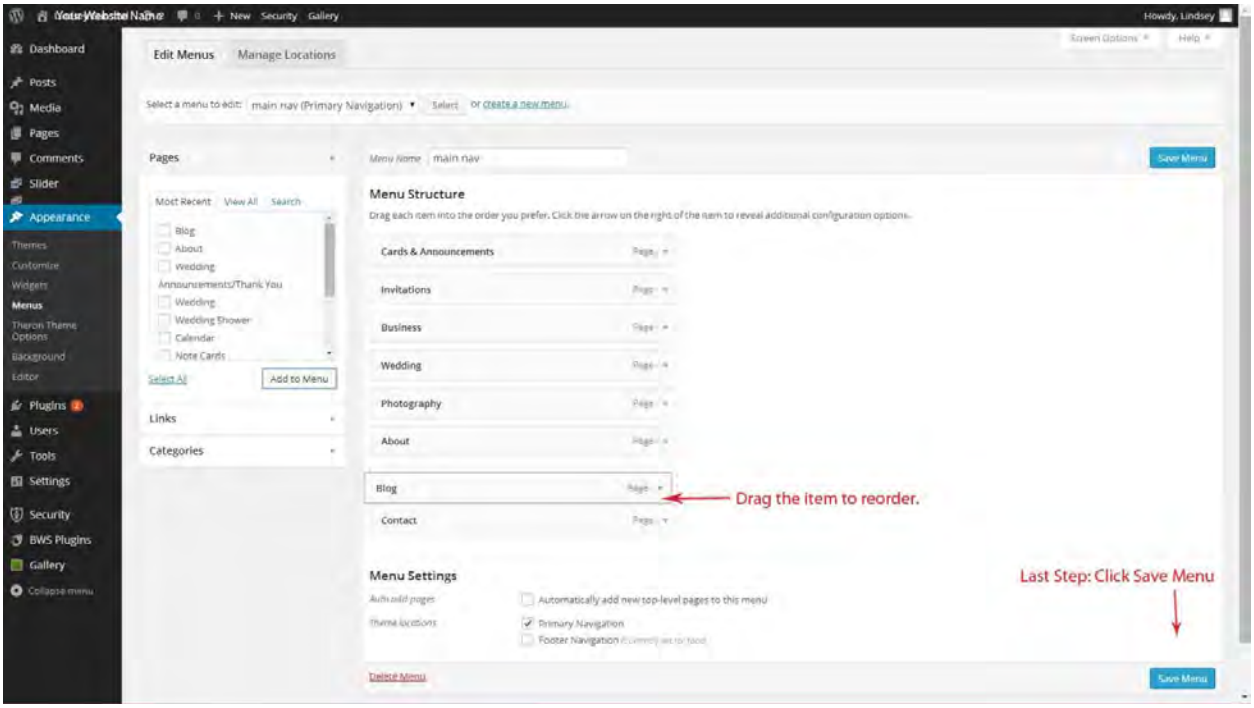


To add a new page to your menu, check the box next to the page you wish to add. Then click **Add To Menu**.

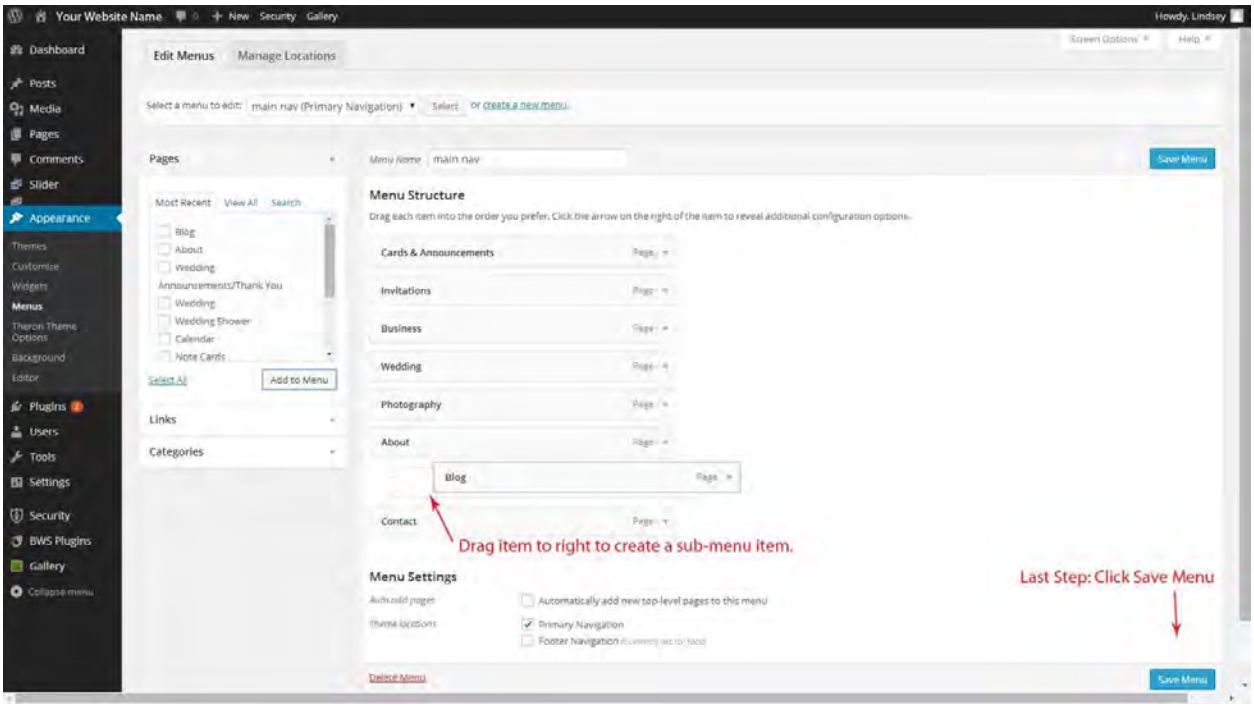


The new page will appear under the **Menu Structure**. You can reorder the menu items simply by dragging them into the order you prefer.

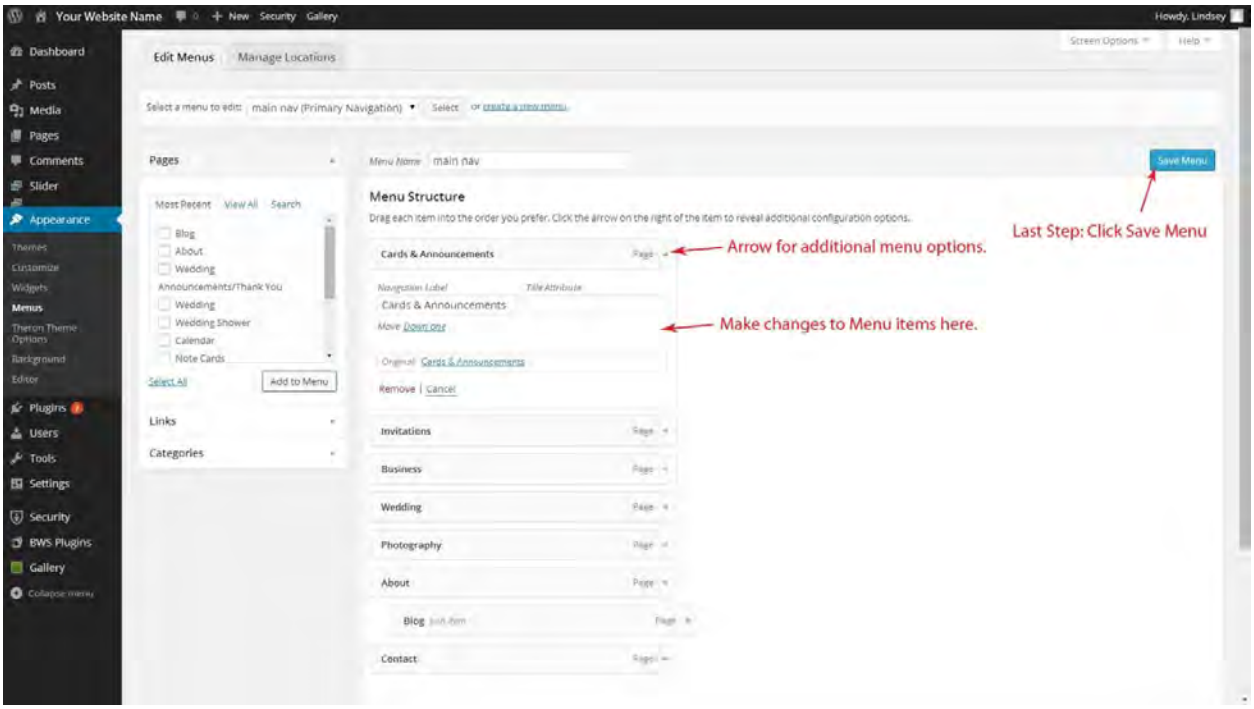

Your Website Name
New
Security
Gallery
Howdy, Lindsey
Dashboard
Posts
Media
Pages
Comments
Slider
Appearance
Themes
Customize
Widgets
Menus
Theron Theme Options
Background
Editor
Plugins
Users
Tools
Settings
Security
BWS Plugins
Gallery
Collapse menu
Edit Menus
Manage Locations
Screen Options
Help
Select a menu to edit: main nav (Primary Navigation)
Select
or create a new menu.
Pages
Most Recent
View All
Search
Blog
About
Wedding
Announcements/Thank You
Wedding
Wedding Shower
Calendar
Note Cards
Select All
Add to Menu
Links
Categories
Menu Name
main nav
Save Menu
Menu Structure
Drag each item into the order you prefer. Click the arrow on the right of the item to reveal additional configuration options.
Cards & Announcements
Invitations
Business
Wedding
Photography
About
Contact
Blog
New Menu Item
Menu Settings
Auto add pages
Automatically add new top-level pages to this menu
Theme locations
Primary Navigation
Footer Navigation
Last Step: Click Save Menu
Delete Menu
Save Menu


New
Security
Gallery
Howdy, Lindsey
Dashboard
Posts
Media
Pages
Comments
Slider
Appearance
Themes
Customize
Widgets
Menus
Theron Theme Options
Background
Editor
Plugins
Users
Tools
Settings
Security
BWS Plugins
Gallery
Collapse menu
Edit Menus
Manage Locations
Screen Options
Help
Select a menu to edit: main nav (Primary Navigation)
Select
or create a new menu.
Pages
Most Recent
View All
Search
Blog
About
Wedding
Announcements/Thank You
Wedding
Wedding Shower
Calendar
Note Cards
Select All
Add to Menu
Links
Categories
Menu Name
main nav
Save Menu
Menu Structure
Drag each item into the order you prefer. Click the arrow on the right of the item to reveal additional configuration options.
Cards & Announcements
Invitations
Business
Wedding
Photography
About
Blog
Drag the item to reorder.
Contact
Menu Settings
Auto add pages
Automatically add new top-level pages to this menu
Theme locations
Primary Navigation
Footer Navigation
Last Step: Click Save Menu
Delete Menu
Save Menu

You can also create **Sub-Menu Navigation** by dragging a menu item to the right until it is indented.



Click the arrow to the right of the item for additional configuration options.

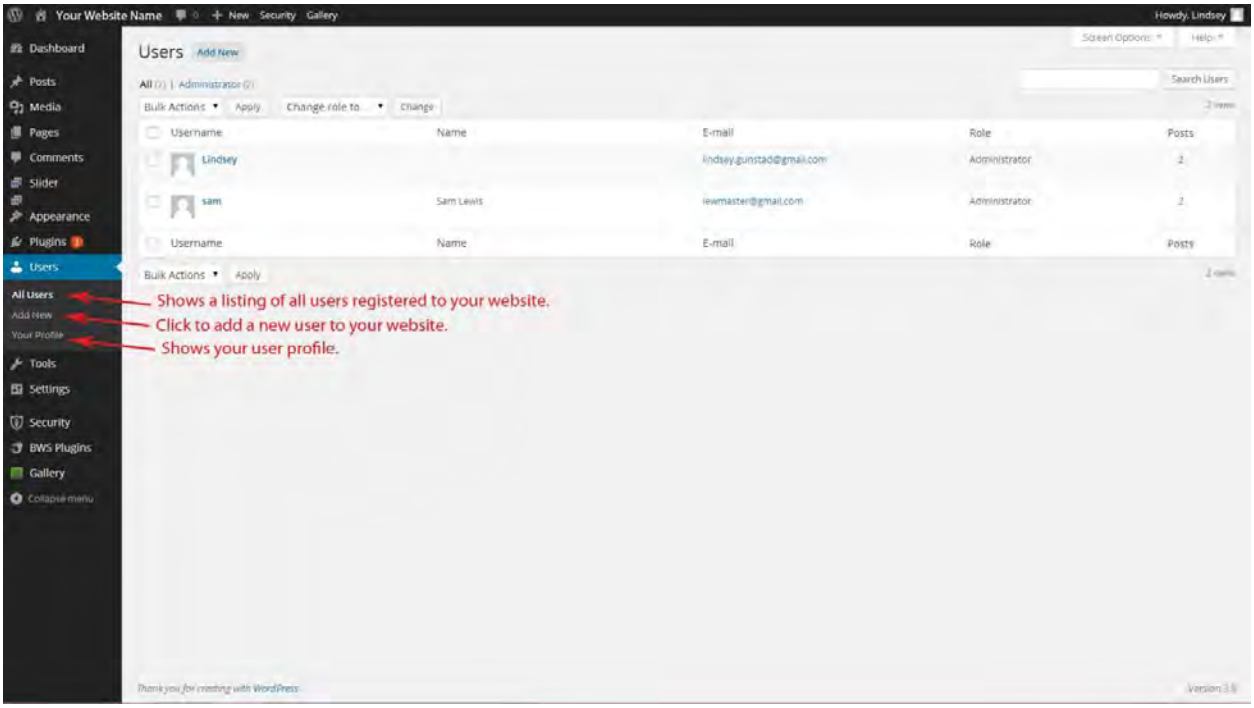

Your Website Name
New
Security
Gallery
Howdy, Lindsey
Dashboard
Posts
Media
Pages
Comments
Slider
Appearance
Themes
Customize
Widgets
Menus
Theron Theme Options
Background
Editor
Plugins
Users
Tools
Settings
Security
BWS Plugins
Gallery
Edit Menus
Manage Locations
Select a menu to edit: main nav (Primary Navigation)
Select
Pages
Most Recent
View All
Search
Blog
About
Wedding
Announcements/Thank You
Wedding
Wedding Shower
Calendar
Note Cards
Select All
Add to Menu
Links
Categories
Menu Name
main nav
Save Menu
Menu Structure
Drag each item into the order you prefer. Click the arrow on the right of the item to reveal additional configuration options.
Cards & Announcements
Arrow for additional menu options.
Last Step: Click Save Menu
Navigation Label
Title Attribute
Cards & Announcements
Move Down one
Make changes to Menu items here.
Original: Cards & Announcements
Remove | Cancel
Invitations
Business
Wedding
Photography
About
Blog
Contact

PLUGINS

The Plugin area is where you can view a listing of active and inactive plugins on your site. You can update existing and download new plugins.

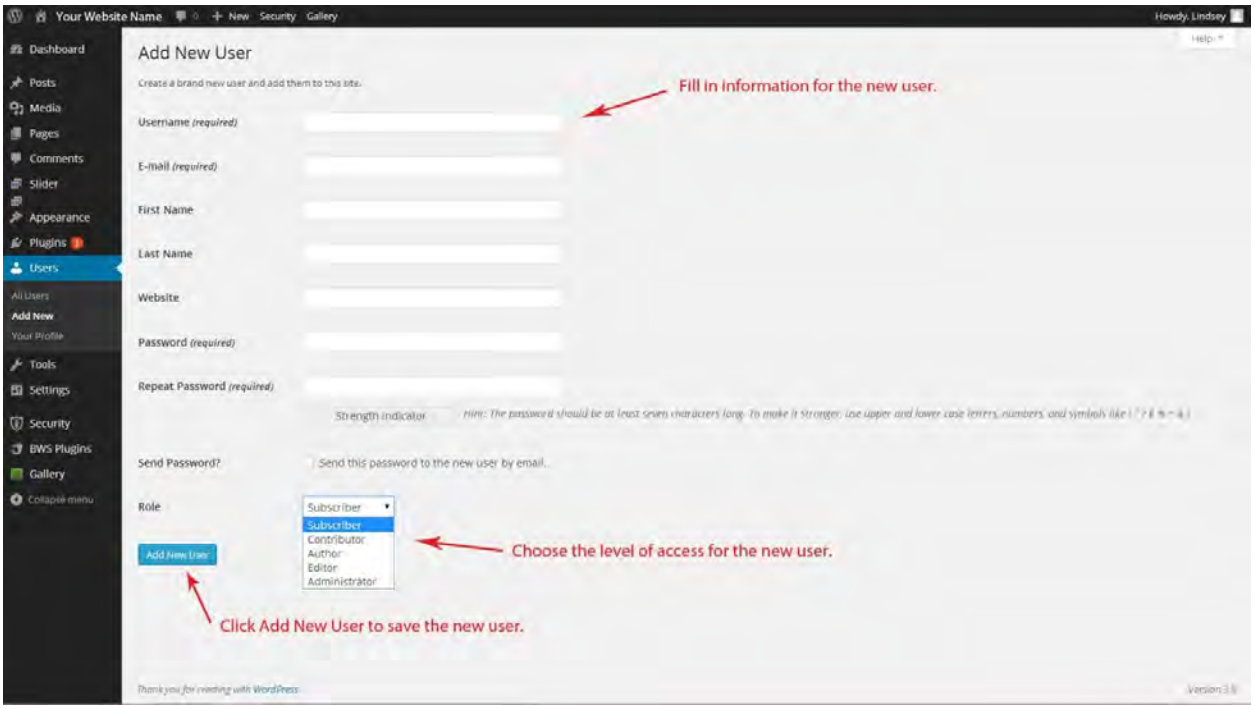
USERS

This is where you add or delete **Users** from your website.



To Add a **New User**, click on "**Add New**" link. On this screen you will fill in the information about the new user, including name, email, and password. You will also assign the new user a **Role**, meaning how much access this person will have to the site.

Subscriber: somebody who can only manage their profile.
Contributor: somebody who can write and manage their own posts but cannot publish them.
Author: somebody who can publish and manage their own posts.
Editor: somebody who can publish and manage posts including the posts of other users.
Administrator: somebody who has access to all the administration features within a single site.


Your Website Name
New
Security
Gallery
Howdy, Lindsey
Dashboard
Posts
Media
Pages
Comments
Slider
Appearance
Plugins
Users
All Users
Add New
Your Profile
Tools
Settings
Security
BWS Plugins
Gallery
Collapse menu
Add New User
Create a brand new user and add them to this site.
Fill in information for the new user.
Username (required)
E-mail (required)
First Name
Last Name
Website
Password (required)
Repeat Password (required)
Strength indicator
Hint: The password should be at least seven characters long. To make it stronger, use upper and lower case letters, numbers, and symbols like ! " ? $ % ^ &).
Send Password?
Send this password to the new user by email.
Role
Subscriber
Subscriber
Contributor
Author
Editor
Administrator
Choose the level of access for the new user.
Add New User
Click Add New User to save the new user.
Thank you for creating with WordPress.
Version 3.8

SETTINGS

General Settings: The general setting for the site are stored here. Site title, address, time zone, etc.

Writing Settings: Settings related to writing posts. There shouldn't be much need to go into this area of the site.

Reading Settings: Settings related to reading posts. There shouldn't be much need to go into this area of the site.

Discussion: Options related to how to handle comments that are posted to your site. Things like email notifications, comment moderation, etc.

Media: Use this area to set the default sizes for your media. There shouldn't be much need to go into this area.