

A Guide for Using Wordpress



Your Guide to Creating Content for your WordPress Site

Create Content

1. Write a Post

Posts are the regular blog entries you write that appear on your home page. You write posts by clicking the **Write** tab. By default, the Posts subtab is selected. Complete the fields and information, select or create a category, and then click the **Publish** button. Writing posts is the most common activity you'll do in the admin panel. When you write blog posts, keep your paragraphs short, use subheadings, include images, and avoid a stuffy tone. To insert a "Read more ..." tag, click the Read More button on the toolbar.

More info:

- 1.1. [Writing Posts](#)
- 1.2. [External blog client editors](#)
- 1.3. [Writing Posts](#)
- 1.4. [Writing a Post \(video\)](#)
- 1.5. [Adding Gallery Images with the Media Uploader](#)

2. Create a Page

Pages are for content such as "About Me," "Contact Me," etc. Pages live outside of the normal blog chronology, aren't included in your RSS feed. They're often used to present information about yourself or your site that is somehow timeless – information that is always applicable. You can use Pages to organize and manage any amount of content. Other examples of common pages include Copyright, Legal Information, Reprint Permissions, Company Information, and Accessibility Statement. (By the way, it's a good idea to always have an About page and a Contact page – see this [advice from Lorelle.](#))

More info:

- 2.1. [Pages](#)
- 2.2. [The Importance of the About and Contact Pages](#)
- 2.3. [Posts versus Pages \(video\)](#)
- 2.4. [Writing a Page \(video\)](#)

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3. Make Categories for Your Posts

Categories help make sense of the hundreds of posts you'll be writing. By assigning the posts into different categories, you can allow readers to browse archives of only that category. To create a category, click the **+Add New Category** link in the Categories section below the post you're writing. You can select multiple categories for the same posts. To manage your categories, go to **Manage > Categories**.

Additionally, through categories, you can manipulate your posts in advanced ways, such as excluding certain categories from your home page, or specifying where certain categories should appear. This is a common technique for magazine-style layouts, where you have different sections on the home page and you want posts from those categories to always appear in those sections.

You can also give each category its own unique layout and design. For example, if you copy the content of your archive.php file, rename it to category-24.php (or whatever the category ID is), and then modify the file (such as removing the sidebar, or changing the header), the archives for that category will use the category-24.php file rather than archive.php file.

More info:

- 3.1. [Manage Your Categories](#)
- 3.2. [Categories Explained \(video\)](#)
- 3.3. [The Categories Template Tag](#)
- 3.4. [Style Posts From Some Category Differently](#)
- 3.5. [Exclude Categories From Your Home Page](#)
- 3.6. [Stepping into Template Tags](#)

4. Add Tags to Your Posts

Tags are like micro-categories or index keywords for your posts. Your site should probably only have 7-12 categories, but you can have hundreds of tags. Clicking a tag name below your post will show all posts with the same tag, helping readers find similar content (most readers arrive at your site through searches for a specific topic). You add tags to your posts by typing the tag names in the Tags section below the post. You can also manage your tags by going to **Manage > Tags**.

If tags are enabled in your theme, you will usually see them below the published post. If not, you can add a php tag to make it appear. (Because tagging is new with WordPress 2.3, many themes don't have the Tag template tag added by default.) If you go to **Design > Theme Editor** and click the **single.php** file, you'll see the code that generates your posts. Add `<?php the_tags(); ?>` to this file where you want the tags to appear (usually after the `<?php the_content ?>` tag, which generates your post content).

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More info::

- 4.1. [The Template Tag The Template Tag](#)
- 4.2. [How to Use Tags](#)
- 4.3. [WordPress Related Posts plugin](#)
- 4.4. [Managing Tags](#)

5. Edit a Page or Post

One of the neat things about WordPress is that you can edit any post or page by clicking the **Edit** link that usually appears at the bottom or top of each page. You can also edit your posts and pages from the Manage tab, but sometimes it's easier to just navigate to the content you want to edit and click **Edit**.

To edit a page or post:

- First log in to your site by going to `http://yourdomain/wp-admin`.
- Click the **Visit Site** button at the top of the page to return to your site.
- Navigate to the page or post you want to edit.
- Click the **Edit** link that appears on the page or post.
- Make your changes, and then click **Save**.

If the Edit link doesn't appear, it's because your theme designer has omitted it from the code. You can add it by going to **Design > Theme Editor**. Click the **single.php** file, and then add the following code after the `<?php the_content(); ?>` tag:

```
<?php edit_post_link('Edit', ' | '); ?>
```

Now when you view a post, an Edit link appears at the bottom, after the content. If you log out, the Edit link is hidden.

More info:

- 5.1. [Managing WordPress Posts](#)

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