



WORDPRESS 101

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Introduction

Wordpress is a blogging tool that makes posting on the internet easy. As easy as it is, you may still find it difficult to figure out where to start. *Wordpress 101*, by GFXology.com, is meant to give a foundation of knowledge for Wordpress beginners. It will teach you the **basics** behind posting and managing your blog or website through Wordpress, and is by no means an in-depth explanation of Wordpress.

Logging In

To login to your wordpress administrator page, go to your admin login URL, which is usually "www.blog.YourSite.com/wp-login.php?". Your web developer should have supplied you with the username and password, be sure to write those down.

Writing

Writing in Wordpress is fairly simple, but there are some options that go along with it. Click **Write** on your main navigation bar to bring up the "Write" page where you will find the following options (basic options are listed):

Title – This is what will be displayed at the top of your post. Don't use the same title twice, as that may cause problems.

Post Editing Area – This is the big white box under the title area. This is where you write your main content. You can post links, images, and lists.

Tags – Tags is a way to group similar posts. Readers can click on a tag and view all posts with the same tag. You *do not* always have to tag a post.

Categories – Categories are another way to group similar posts, but are a broader form of grouping. You should **always** pick a Category to place your post in.

You can also write pages in Wordpress. Below the main navigation bar is a sub-navigation bar where you will find the "Write Page" link, click that to bring up the appropriate page.

Managing

After you make a blog post or create a page, you can still edit or delete those posts/pages. Click “Manage” on your main navigation bar to bring up the manage page. You can manage everything from posts, pages, categories, uploads, and more. The main ones that you might need to manage are posts, pages, and categories. The default management page that it brings up first is Posts. It is pretty self-explanatory and easy to figure out. Click “Edit” and it brings up the write page that you used to write the post. Click “View” and it brings up the post’s page preview. Click “Delete” and, well, it deletes the post.

Users

If you want to have multiple writers, but don't want them writing under your name, or have all the powers that you do, then you can create a user. Click "Users" on your main navigation bar to bring up the Users page. Here you will find several options, the main one being Add New User. To create a user, fill in all the boxes and select the Role of the user. There are several roles, they decide what they user can and cannot do.

User roles capabilities¹:

Administrator - Somebody who has access to all the administration features

Editor - Somebody who can publish posts, manage posts as well as manage other people's posts, etc.

Author - Somebody who can publish and manage their own posts

Contributor - Somebody who can write and manage their posts but not publish posts

Subscriber - Somebody who can read comments/comment/receive news letters, etc.

¹ Source: http://codex.wordpress.org/Roles_and_Capabilities

Did this help you?

If this help document was of any help to you, then be sure to check back to www.blog.gfxology.com to find more helpful posts and documents, as well as professional web services.