Notes from Word Press training; kbs.msu.edu/wp-admin/

July 2012

Users: can edit their role;

Dashboard – overview screen

* Plugins - search
* Plug-in: check if it has been updated recently

Images

* Soliloquy: to change rotating images on hom page

Settings

* Only Sven to access

Genesis – the theme framework; only Sven to access

Updates for plugins: Sven’s responsibility.

Media Library: hosts basic pictures and files; almost everything exists in the media gallery except the photo galleries.

Upload the pdf to media library; find the file url and copy it. To upload folders, you have to do that through ftp.

Studiopress.com/tutorials/content-column-classes

If a page has columns, edit it in HTML view (not visual) if you want to delete things

SEO: Word press automatically creates meta description if there is text on the page;

Editing text:

Do not just copy and paste from Word. Go to ‘word’ icon and paste text in from there; it strips out the word html code.

After making a change, clcick preview page

To restore to old version, go to screen options – to revisions –

To add a page: Appearance, menu,

Home page populated from widgets; it’s the only page populated from widgets

Blog posts separate from the pages; will show up in RSS feed.

For text on the page: have one H1 tag, one H2 tag; can have multiple H3 tags;

Don’t add more H1 or H2 to text. H3 are good for breaking up content. Use H3 and bullets a lot on blog posts.

For blog posts: have one category and multiple tags

Set feature image: to add picture to blog post.

Can set for blog post and text pages: date for it to go live

To edit blogs, click on ‘posts’; under ‘discussion’ change if people can post comments

Don’t underline things, bold things. Bolding is fine – can help SEO.

Galleries – resize images to 800 x 600 (for non high-res)