

WordPress Primer for Authors



Instructions

You are poised to begin learning about the Author Role assigned to you in WordPress. There are some necessary steps to take before beginning.

1. Make sure that you have a USERNAME and PASSWORD assigned to you by the system. If you do not then contact the Webmaster using the CONTACT US button across the top of the HOME page of the website.



2. Use the hyperlink under the ADMINISTRATION area to reach the LOGIN page.



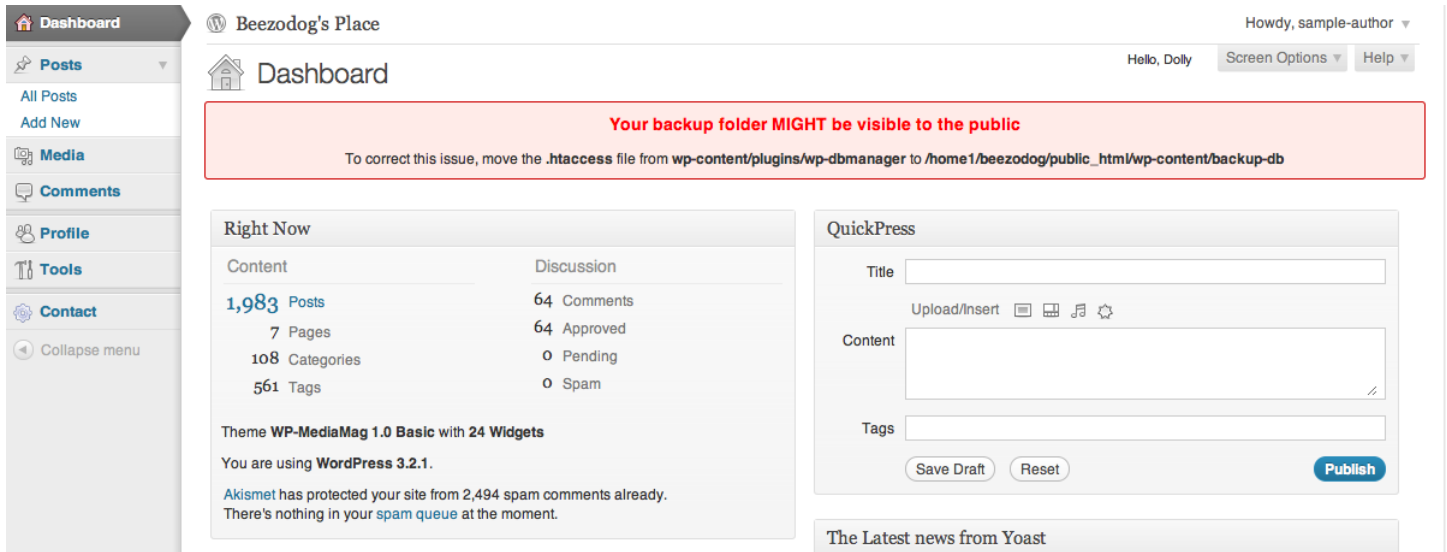
3. Enter your USERNAME and PASSWORD (sent to you via your email address) in the space provided on the LOGIN page. You can have your browser remember your login information if you check the REMEMBER ME checkbox in the lower left.

(NOTE: If you are using a computer in a public place then skip this checkbox.) Now click the button marked LOG IN in the lower right corner. This will take you to the main screen, called the DASHBOARD, from which you will do all your work.

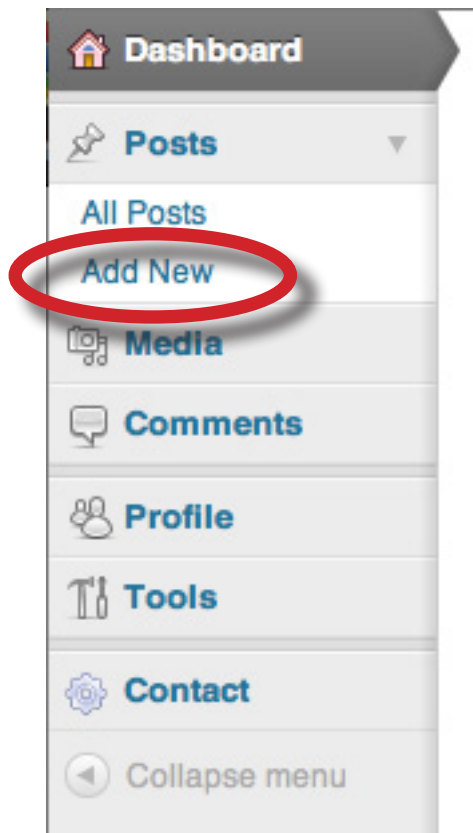


- The two right-hand columns of the DASHBOARD contain information that will change depending on the buttons you select in the leftmost column.


What you want to do next is select POSTS from that column. When you do your menu area will open up to expose two additional choices. See example below:




- Find the ADD NEW button on your screen and click it to enter the ADD POST mode:



- The righthand area of your screen should now resemble the one below (we are showing only the edit area for now). You should toggle the KITCHEN SINK button to bring up all the various options available in the VISUAL EDITOR mode.





 **Beezodog's Place**













 **Add New Post** Whi

Your backup folder MIGHT be visible to the public

To correct this issue, move the `.htaccess` file from `wp-content/plugins/wp-dbmanager` to `/home1/beezodog/publ`

Enter title here

Upload/Insert    

B *I* ~~ABC~~            

Visual HTML

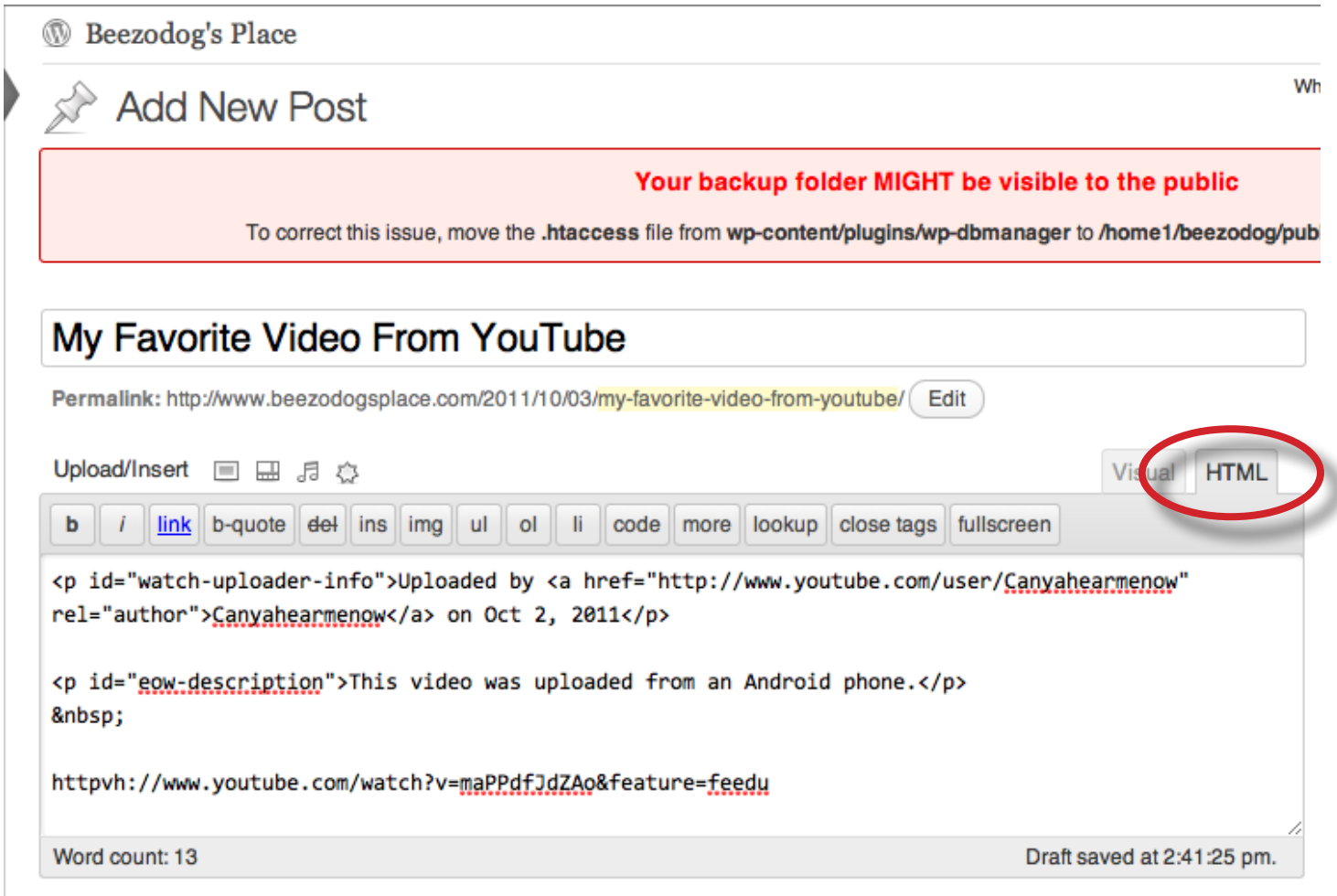
Path:

Word count: 0

7. This is what the complete set of VISUAL EDITOR options looks like. Enter a title in the indicated location. Then move your mouse to the location in the edit area and begin to enter any text that is going to be part of the body of your POST:

The screenshot shows the WordPress Visual Editor interface. At the top left, the site name "Beezodog's Place" is displayed. Below it, the "Add New Post" button is visible. A red warning box contains the text: "Your backup folder MIGHT be visible to the public" and "To correct this issue, move the .htaccess file from wp-content/plugins/wp-dbmanager to /home1/beezodog/publi". Below the warning box is a text input field with the placeholder text "Enter title here", which is circled in red. The main editing area features a toolbar with various icons for text formatting (bold, italic, underline, link, unlink, list, quote, indent, outdent) and media insertion (image, audio, video). The toolbar is divided into "Visual" and "HTML" tabs. Below the toolbar is a large text area for entering the post content. At the bottom of the editor, the "Path: p" and "Word count: 0" are displayed.

8. If you are going to include a video from YouTube™ you will need to grab the URL of the video. Then in order to past it into your POST make certain that you are in HTML mode first:



The screenshot shows the WordPress post editor interface. At the top, the site name "Beezodog's Place" is visible. Below it is the "Add New Post" button. A red warning banner states: "Your backup folder MIGHT be visible to the public. To correct this issue, move the .htaccess file from wp-content/plugins/wp-dbmanager to /home1/beeodog/pub". The post title is "My Favorite Video From YouTube". The permalink is "http://www.beezodogsplace.com/2011/10/03/my-favorite-video-from-youtube/" with an "Edit" button. The editor is in "HTML" mode, which is circled in red. The content area contains the following HTML code:

```
<p id="watch-uploader-info">Uploaded by <a href="http://www.youtube.com/user/Canyahearmenow" rel="author">Canyahearmenow</a> on Oct 2, 2011</p>

<p id="eow-description">This video was uploaded from an Android phone.</p>
&nbsp;

httpvh://www.youtube.com/watch?v=maPPdfJdZAo&feature=feedu
```

At the bottom, it shows "Word count: 13" and "Draft saved at 2:41:25 pm."

9. To ensure that the WordPress PLUGIN designed to help you EMBED your video understands that you want it to work, you need to change your video URL from:

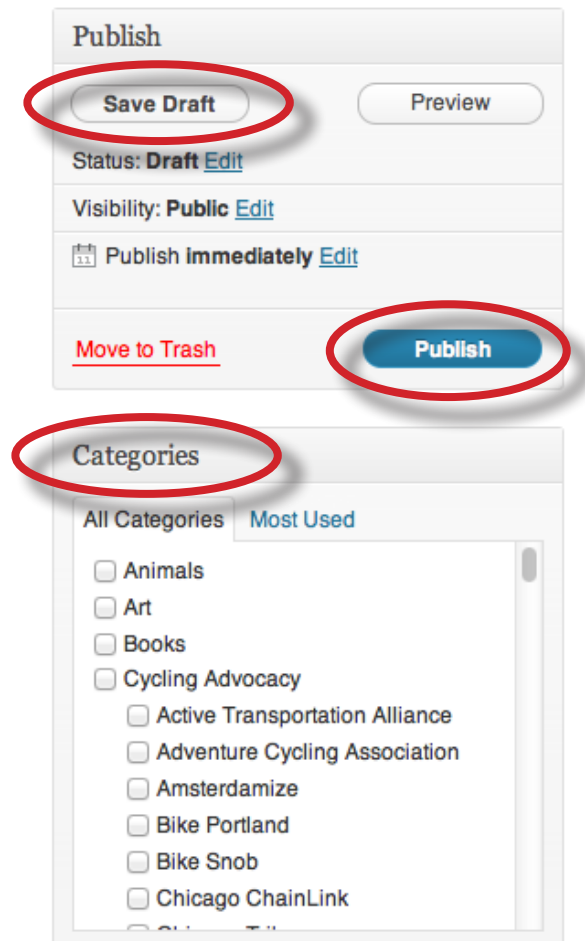
`http://www.youtube.com/watch?v=maPPdfJdZAo&feature=feedu`

to its active mode by including either a single "v" or a "vh" after the "http" like this:

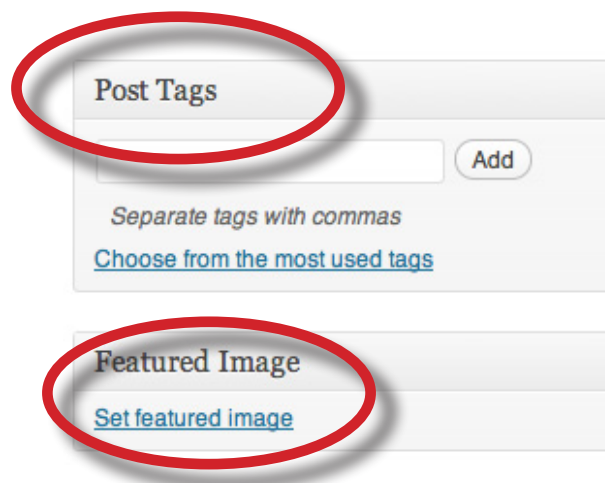
`httpvh://www.youtube.com/watch?v=maPPdfJdZAo&feature=feedu`

10. Now you will want to categorize your entry. Use the CATEGORIES area to do this. Scroll down to find FAMILY and click the checkbox next to it.

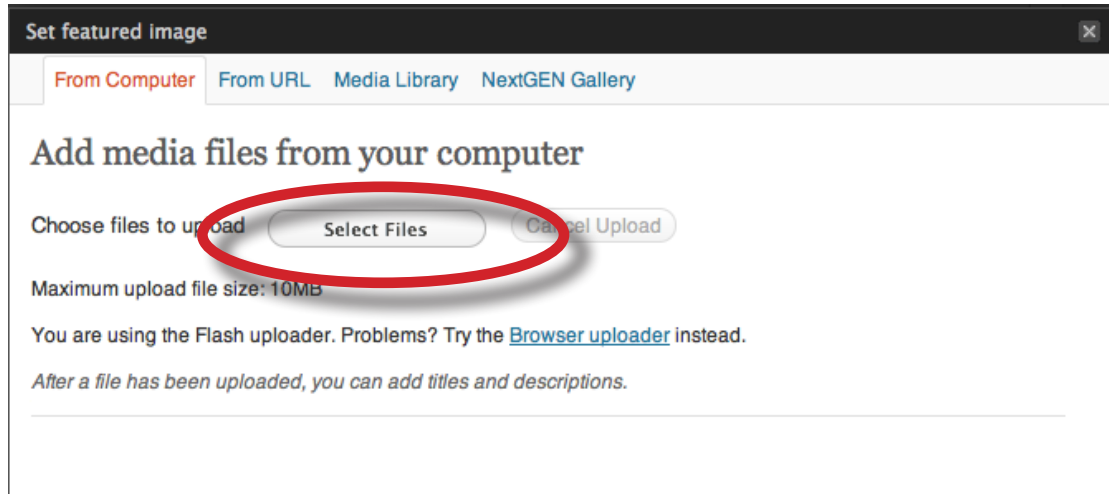
Just to be safe after you enter your text and the URL of your video, click the SAVE DRAFT button. This will save a DRAFT COPY of your work in the event that you should have to step away from the computer or lose power.



11. When you are finally ready to make your POST available for everyone to read, click the PUBLISH button. You can also add a TAG to your POST and an image to appear next to it when it shows up on the HOME page. Click the SET FEATURE IMAGE hyperlink to make this happen. You will have to have a JPEG ready on your hard drive to assign for this purpose.



12. This is what the ADD MEDIA pop-up looks like. Click the SELECT FILES button to pick your graphic:



13. You can simply LOG OUT to return to the website to see how your POST will look to your viewers. If you have questions please do not hesitate to contact the Webmaster via the CONTACT US button along the top of the HOME page.

This Page Intentionally Left Blank.