

# AGLOWNET WORDPRESS “HOW-TO”

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## WORDPRESS RESOURCES

- WordPress Forums - <http://wordpress.org/support/>
- WordPress Lessons - [http://codex.wordpress.org/WordPress\\_Lessons](http://codex.wordpress.org/WordPress_Lessons)

## PAGES

### New Page

- In the Dashboard menu choose **Pages > Add New**
- In the new page add a title in the **Title Box**
- If the page is going to be a child page, choose the parent page from the **Parent** combo box in the **Page Attributes** section.

### Open existing page

- In the Dashboard menu choose **Pages**.
- This will bring up a list of all pages in the site.
- Click on the **Page Title**, **Edit**, or **Quick Edit** link under the page title.

## FORMATTING TEXT

- The process of formatting text in WordPress is similar to other word processing programs.
- WordPress includes options for bold, italics, strikethrough, bulleted lists, numbered lists, horizontal line, right-left-center-justified text, underline, text color, increase/decrease indent, and special characters.
- To format headings 1-6, **highlight the text to be formatted**, then choose the desired heading size in the **Paragraph** drop down box.
- To **eliminate undesired formatting** in copy/pasted text, choose the **Paste as Text** icon before pasting content into the page (clipboard with T icon).
- To clear formatting **select the text** and choose the **Clear Formatting** icon (eraser icon to the right of the Paste as Text icon)

## HYPERLINKS

### Create a Hyperlink

- **Select text** to be linked.
- **Click** on the **Paperclip icon** in the menu bar.
- Enter **URL** and **Title** or
- Click on desired **page** in the menu box (located below URL and Title options).
- Choose Open Window in a New Tab if appropriate.
  - **Rule of thumb** – if the link is within the site leave that unchecked. Check the box for PDFs, or if the link will lead you away from the site.
- Click the **Add Link** button to complete the process.

## Remove a Hyperlink

- Place the cursor within the linked text and click on the **Remove Link** icon (paperclip with 3 crosshairs in the middle).

## GRAPHICS

### Upload a new graphic to the Media Library

- In the Dashboard menu choose **Media > Add New**
  - Drop files into the **Drop Files Here** box or
  - Select files by clicking on the **Select Files** button. After locating and selecting the file from your computer choose **Open**.
- The file is now in your Media Library.

### Add a graphic to a page

- With the desired page open choose **Add Media**
- Choose either the **Upload Media** and follow the upload instructions above, or choose the **Media Library** tab
- Click on the desired picture
- Complete **Attachment Detail** options found on the right side of the page
  - Title – always add a title as it is important for handicapped accessibility
  - Caption – displays caption under graphic
  - Alt Text – appears upon mousing over the graphic when the page is displayed in a web browser
  - Description – always add a description as it is important for handicapped accessibility and for search engines
- Complete **Attachment Display** options  
Options:
  - **Alignment** – aligns graphic to text
    - Options - Left, Center, Right, None
  - Link To
    - Options – Media File, Attachment Page, Custom URL, None
  - Size
    - Options – Thumbnail, Medium, Full size
    - **Note:** Size can be adjusted after it is inserted into the page
- Click on the **Insert Into Page** button.
- Edit graphic after it's been inserted into the page.
  - Click on graphic
  - A Pencil and X icon will appear on the graphic.
  - Click on the pencil icon to edit *Caption, Alt text, or Display Settings*
  - Click on X to delete graphic from the page. It will still remain in the Media Library.
  - Drag corner handles to increase or decrease size.

### Deleting a Graphic from the Media Library

- Check the box next to the graphic
- Choose Delete Permanently

## Delete Multiple Graphics at Once

- Check the box beside all the graphics to be deleted
- At the top or bottom of the page choose **Delete Permanently** from the **Bulk Actions** drop down box.
- Click the **Apply** button. Graphics will not be deleted until the **Apply** button has been clicked.

## NETWORK SHARED MEDIA

- Open the page where the file is to be inserted.
- Click on the **Add Media** button.
- In the Insert Media menu choose Network Shared Media
- From the **Select Site** options choose **AglowNet** then click on the **Select** button
- AglowNet contains Aglow logos, conference graphics, and other useful files.
- Click on the **Show** option next to the desired graphic.
- Fill out graphic information. (See the *Add a Graphic to a Page* section above for details. The options are the same.)
- Click the **Insert Into Post** button.

## POSTING A YOUTUBE OR VIMEO VIDEO

To use the video in your posts, paste YouTube video URL with httpv:// (notice the 'v'). The URL should just be copied into your post normally and the letter 'v' added. Do not create a clickable link.

### Examples:

**YouTube** - <httpv://www.youtube.com/watch?v=TGT6A983u7g>

**Vimeo** - <httpv://vimeo.com/50532524>

If you want to embed High/HD Quality video use httpvh:// instead (Video High Definition).

Smart Youtube also supports migrated blogs from Wordpress.com using [youtube=youtubeadress]

- <httpv://> - regular video
- <httpvh://> - high/HD quality
- <httpvp://> - playlist
- <httpvhp://> - HD playlist
- [youtube=youtubeadress] - supported for blogs migrated from wordpress.com

## INTERGEO MAPS

- Open the page where the map is to be inserted.
- Click on the **Add Media** button.
- Choose **Intergo Maps** from the options.
- Click on the **Go to Address** button at the bottom of the options to set destination.
- Type in the address and click **Go**.
- Click on **+ or –** buttons to set zoom
- Set options (or leave default settings) for:
  - Positioning and Zooming
  - Controls
  - Styles
  - Overlays
  - Directions

- Layers
- AdSense Integration
- Click the **Create the Map** button.
- **Note:** Only the code will appear in the WordPress editing environment.
- To preview the map click **Preview** in the **Publish** option box.
- The map will be display when it is viewed in a browser after the page is published.

## CONTACT FORM

- In the Dashboard menu choose **Settings > Contact Form**
- In Message Setting
- Enter Recipient Email, Email Subject, Message Sent Heading, Message Sent Content.
- Choose Save Changes
- To add the contact form to the page add the text [**cscf-contact-form**] to the post or page.
- **Note:** Only the code will appear in the WordPress editing environment.
- To preview the contact form click **Preview** in the **Publish** option box.
- The contact form will be display when it is viewed in a browser after the page is published.

## MENUS

### Creating a New Menu

- In the Dashboard menu choose **Appearance > Menus**
- Select **Create a new menu** at the top of the page
- Enter a name for your new menu in the **Menu Name** box
- Click the **Create Menu** button.
- The new custom menu has now been defined.

### Adding Items to a Menu

- From the Dashboard menu choose **Appearance > Menus**
- Choose a menu from **Select a Menu to Edit:** option box. Click on the **Select** button.
- Existing pages will appear in the **Pages** option box.
- **Click the checkbox** next to each page to be added.
- Click the **Add to Menu** button.

### Ordering Menu Items

- Newly added pages will be added as Parent pages located at the bottom of the menu.
- Mouse over page to be reordered.
- A four-sided arrow icon will appear over the page bar.
- Order pages by dragging and dropping menu item into desired location.
- Drop and drag child menu item underneath parent menu item.
- Drag child item to the right.
- Release the mouse button.
- Click the **Save Menu** button in the **Menu Editor** to save your changes.

### Add Links to a Menu

- From the Dashboard menu choose **Appearance > Menus**
- Choose a menu from **Select a Menu to Edit:** click on the **Select** button
- Click on the **Links** option under Pages.

- Enter the **URL** and **Link Text**
- Click the **Add to Menu** button.
- Follow the *Ordering Menu Items* instructions above to order link items in the menu.

## **HEADER**

- From the Dashboard menu choose **Appearance > Header**
- In the **Select Image** section choose **Browse**. Navigate to the desired graphic then click on **Upload**
- **Note:** The template has been modified to suit AglowNet needs. Even though the instructions say, ‘Suggested width is 300 pixels. Suggested height is 100 pixels.’, the actual desired dimensions are **width 960, height 108**.

## **HOME PAGE**

### **Option 1: Customized Front Page**

- From the Dashboard menu choose Appearance > Theme options > Home page
- Click on the down arrow on the right side of the Home page bar to open the options
- Check the box in the Enable Custom Front Page - Overrides the WordPress front page option
- Enter the following information. This content will appear on the left side of the Home Page.
  - Headline
  - Subline
  - Content Area
  - Call to Action URL (optional),
  - Call to Action Text (optional)
- Enter information in the **Add Featured Content** section. This section will appear on the right side of the Home Page.
- Click the **Save Options** button.

### **Option 2: Static Front Page**

- From the Dashboard menu choose **Appearance > Customize**
  - Choose Static Front Page
  - In the Front Page Displays options choose A Static Front Page
  - Choosing **A Static Front Page** will bring up a new dialog box
    - In the **Front Page** option box choose the page that has been created for the Home page.

## **COMMENTS**

A comment submitted to the site must be approved by the administrator before it goes live on the site.

- From the Dashboard menu choose **Comments**
- To approve a single comment select the checkbox next to the Comment to be approved.
  - Choose **Approve** under the comment
- To approve multiple comments select the checkbox next to the comments then in the **Bulk Actions** combo box choose **Approve** then click on **Apply**.
- Comments can be edited before approving. Choosing **Edit** located under the comment will bring up the **Edit Comment** dialog box. After making edits choose **Update**.

Recognizing a Spam Comment

While AglowNet has activated an anti-spam plugin, the occasional spammer may get through. While both of the below comments may seem legitimate, a quick look at the **Author** column indicated they were from spammers just wanting their name to be posted on your website.

#### Actual Spam Comments posted to an AglowNet site

- Hello to everyone, the contents existing at this site are really awesome for people experience, well keep up the good work fellows. - Author indicated a skin care business
- Thanks on your marvelous posting! I truly enjoyed reading it, you could be a great author. I will ensure that I bookmark your blog and will often come back in the foreseeable future. I want to encourage you to ultimately continue your great posts, have a nice holiday weekend!  
- Author indicated a marketing business