



# WORDPRESS BASICS

## Content Integration

by W. David Grubb

# Wordpress Basics

## BEFORE WE BEGIN

- You can hear me but I can not hear you.
- Type your questions into the chat box.
- A conference number will be provided at the end of presentation.

# Wordpress Basics

## INTRODUCTION

What you should know:

- Skills
  - Typing and key commands:  
Copy (CTRL + C), Paste (CTRL + V),  
Find (CTRL + F) and Refresh (CTRL + R)
- Knowledge - basic understanding of web browsers
  - URL

# Wordpress Basics

## CONTENTS

- 1) Logging in
- 2) Pages and posts
- 3) Post categories
- 4) Formatting content
- 5) Media
- 6) Widgets

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## LOGGING IN

1. Enter your domain name into the URL bar.
2. Add /wp-admin/ to the end of the domain name address in the URL bar.
3. Enter your username and password\*.

example...

\* If you do not have your username and password yet email [david@shepherdsloft.com](mailto:david@shepherdsloft.com) with your website address in the subject.

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## PAGES AND POSTS

- Pages are static web pages which are usually linked from the main navigation. [No Tags]
- Posts are "Status Updates", news, articles, events, and other timely information.
- Posts may also be used for organizing multiple products or services.

examples...

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## POST CATEGORIES

- Parent-child relationships or sub-categories
- Empty categories are not displayed
- Widgets allow you to organize category navigation

examples...

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## FORMATTING CONTENT

- The kitchen sink
- Headings
- Links
- View/HTML



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## MEDIA (INSERTING)

- Pictures
- Video
- PDFs

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## WIDGETS

- Available and saved
- Default and custom text
- Plugins and theme options

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CONFERENCE NUMBER

1-605-715-4920; 508483

- Detailed examples
- Discussion
- Questions

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## OPTIONAL SERVICES

- Web design themes
- Video production
- Content marketing

visit <http://shepherdsloft.com>



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