Introduction to Wordpress.

A brief hands-on introduction by **Mike Short, 2021-01-09**

To work on site content you must first have an account, which can be setup by admin.

Each account is assigned a role, which can be one of:

Administrator	Access to all the administration features within a single site.
Editor	Can publish and manage posts including the posts of other users.
Author	Can publish and manage their own posts.
Contributor	Can write and manage their own posts but cannot publish them.
Subscriber	Can only manage their profile.

Login using https://southcoastcss.org/login or https://southcoastcss.org/wp-admin.
After login you are at the dashboard, the amount of links you see on the left depends on your role.

The dashboard is the command center, from here you can do anything that your permissions allow. Along the top is a colored bar, and down the left is a list in the same color. The color can be changed by editing your profile.

In the Dashboard, you can use the list on the left to access posts, events, media library, etc. You can also change settings, if you have permission.

At the top left is a W in a circle which gives you access to the Wordpress.org site and their documentation. There you will find more information than you can shake a stick at.

Next to the W is a home icon and the name of our site "SCCSS". Click that to view our site in your browser. When you are logged in and you view a page on our site you will have an additional black bar at the top of the page, this is the "Admin Bar", it allows you to add and edit posts and events, click "SCCSS" to get back to the dashboard.

Screen Options

On each Wordpress screen you will see "Screen Options" at the top right of the page. This allows you to choose what you see on the current screen. The settings are remembered between logins, for beginners it would be a good plan to enable everything. Once you understand what each screen option is you can disable those you don't need.

Slugs

No, not a garden pest. The term "slug" refers to the name that each item (page, post, event, etc.) is referenced by. The slug is seen in the URL, for example in https://southcoastcss.org/help the slug is "help". The slug for each item can be viewed or edited provided "Slug" is checked in the "Screen Options".
When you add a new item the slug is set using the name of the item, but sometimes you will need to edit the slug by hand.

Editing items

Once you are adding an item or editing an existing one what you see depends on the editor that you choose. Our

site has a page composition editor called "WPBakery Page Builder" [used to be called "Visual Composer"]. The Page Builder has two modes "Frontend" and "Backend" which can be selected using the big blue buttons.

By default when you add a new item you will see the "Classic" editor, which is more simple but, unlike the Page Builder, is not tailored for creating pages suitable for phones and mobiles.

In Classic and Backend editors you can not only edit page content but also a host of page settings, such as Title and Categories. The sections that you will always need to edit are Title, content, Excerpt, Categories, and Featured Image.

The Classic editor (where you see a button "Add Media") has two modes, "Visual" and "Text". Visual is almost what you will see (WYSIWYG), whereas Text will show all the HTML tags. If you don't understand HTML then best to stay out of Text mode, there be dragons.

Frontend mode is more WYSIWYG but only allows editing of page content. It is very useful when you are finalizing the look of a page, and is usually faster than the backend.

Publish, Update, Preview, & Save Draft

When you are done you can click "Publish" to make your work visible to site visitors. But if you need to leave the session and are not ready to publish you can click "Save Draft".
Once you have clicked Publish the button text changes to "Update", you will need to click Update to save each time you make a change.
The "Preview" button brings up a preview in a new browser tab. The preview is exactly what visitors will see. If you find you are clicking Preview very often then you can probably save time by switching to the Frontend editor.

Other Documents

Please see my other documents:
  Getting started with WPBakery Page Builder in WordPress
  Steps to add a Calendar event on the SCCSS website
  Duplicating (cloning) posts or events