

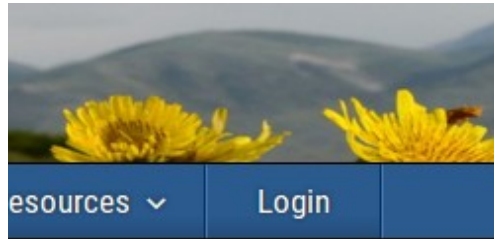
How to Start Editing with Wordpress

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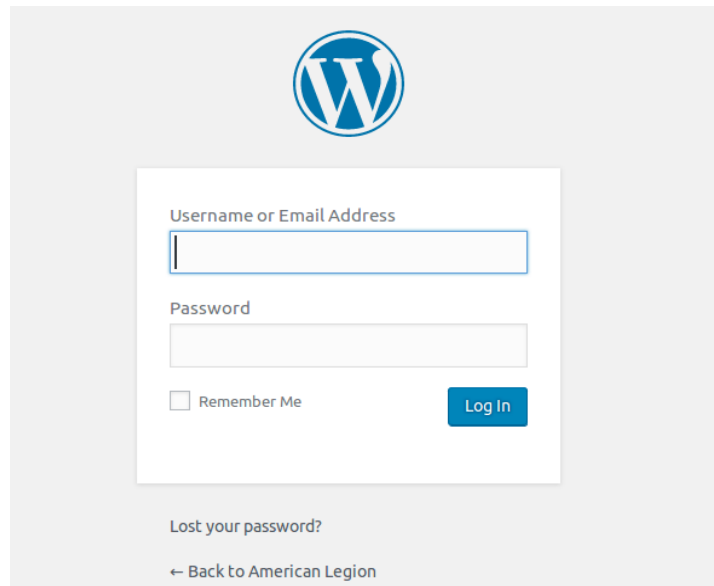
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Logging In

In order to post to the website or do editing on it, you need to have a username and password, and you'll need to log in. There are basically two ways of doing it. On the right end of the menu bar on any page you'll see "Login":



Click on that and you'll get this:

A screenshot of a WordPress login form. At the top center is the WordPress logo (a blue 'W' inside a circle). Below the logo is a white rectangular form with a light gray border. Inside the form, there are two input fields: the first is labeled 'Username or Email Address' and the second is labeled 'Password'. Below the password field is a checkbox labeled 'Remember Me'. To the right of the checkbox is a blue button with white text that says 'Log In'. Below the form, there is a link that says 'Lost your password?' and a link with a left-pointing arrow that says '← Back to American Legion'.

Enter your username and password. Your browser may remember your credentials whether or not you check “Remember Me”. Check it just in case it doesn’t.

Once you’re logged in, You’ll probably be directed to the Dashboard, however, this can be changed. If you’d like to be directed somewhere else, contact the webmaster.

Once you’ve logged in, if you close the window or tab and then go back to the website, you might (depending on your browser) remain logged in. In that case, the web pages you select will show this in the upper left-hand corner:



Navigation

Once you’ve logged in, you’ll either want to be working from the dashboard or viewing a page. In either case, you’ll see something like this at the top of the page:



From this, you can go from one condition to the other. If you’re viewing a page on the site, if you move your cursor over the “American Legion” above, a drop-down with “Dashboard” and some other items will appear. Just click on “Dashboard” to go there. Once you’re in the dashboard, moving your cursor over “American Legion” above shows a drop-down “Visit Site”. Click on that and you’ll be like a visitor to the site except that you’ll be able to make changes to it.

The Dashboard

The dashboard is the central location for all of the controls for the website. The column on the left side of the page has the switches for the controls. You’ll mostly be interested in “Posts,” “Pages” and “Media”. When you put your cursor over these items, you’ll see a list of actions to perform on them. For instance, “Pages” has two actions: “All Pages” and “Add New”. The “All Pages” will give a list of all pages on the site (there are a lot). You can probably figure out how to add a new page.

The Media Library

The media library is a repository for media, such as photos, pdf files, etc., as the name suggests. The “Media” item on the dashboard expands to “Library,” “Add New” and “Add from Server”. You probably won’t normally access the library from the dashboard but rather from editing a page or post. Those editors have an “Add Media” selection which brings up the media library so you can add items from the library to your page or post. If the media you want to add isn’t in the library but is still on your computer or device, there’s an option to add it to the library and then to your page or post.

Media in the library is organized by year and month based on when it’s uploaded. If you’re including media that’s already in the library, you’ll find it much easier if you know the year and month it was

uploaded, as you can use those as a filter. You can also search for words and phrases in the file name, caption or description.

If you've accessed the library from "Add Media" in a page or post, clicking on a media item selects it for addition. If you've accessed it from the dashboard, clicking on a media item allows some editing to it, such as the caption and description, and scaling, cropping or rotating a photo.

Posts

Posts are the simplest way to get information onto the website. A post should contain three basic pieces of information: A title, the body of the post and the category of the post. The category is important because a post can be linked to a page based on the category it was posted under. If you're going to be a regular poster, you should have your own username and password so that the author of your posts is apparent. If you're not a frequent poster and don't want your own username, you can enter a post under the username "MannyBacon," but if you do, please identify yourself in the post.

Pages

Some things to know about pages:

1. A page is identified by a "permalink" (a.k.a. "slug") which is created by Wordpress from the title you give it when it's published. For example, if the slug is "test_page," the URL for that page would be https://al-ny1758.org/test_page. The slug can be modified from the screen to edit the page. If you modify it, any existing links to the page will no longer work.
2. When you revise a page, the previous revision is saved, meaning that if you screw up a page, there's a good chance it can be corrected.
3. It's not a bad idea to create a page to play around with and get familiar with editing a page. As long as it's not linked to a menu, it will have no effect on how the website appears to the world.
4. When you make changes to a page, they do not take effect until you "Publish" or "Update" it. If you leave the page without doing so, your changes will be lost.

From the Dashboard

The dashboard gives two actions associated with pages: (1) All Pages and (2) Add New. "All Pages" gives you a complete listing of all the pages (published and unpublished) on the site. There are several pages in the listing. "Add New" is, as the name suggests, for adding a new page.

The Listing

The listing shows a title, a check-box and some other information. The check-box would be for doing bulk actions like sending a bunch of pages to the trash bin. Please don't do that!

When you scroll over the page title, you'll see "[Edit](#) | [Quick Edit](#) | [Trash](#) | [View](#) | [Access](#)". The one you're most interested in is "Edit" which is – obviously -for editing that page. You might also want to "View" the page, which is seeing the page as the world sees it.

Above the list of pages is this:

<input type="checkbox"/> Title	Author		Date		
--------------------------------	--------	---	------	---	---

Clicking on a column causes the list to be sorted by the values in that column. The column between

“Author” and “Date” is the number of “hits” on that page. The last two on the right are of not much interest.

Searching

You probably don’t want to scroll through the page listing to find the page you want to edit, so you can use the search function. You’ll find it near the top of the page:

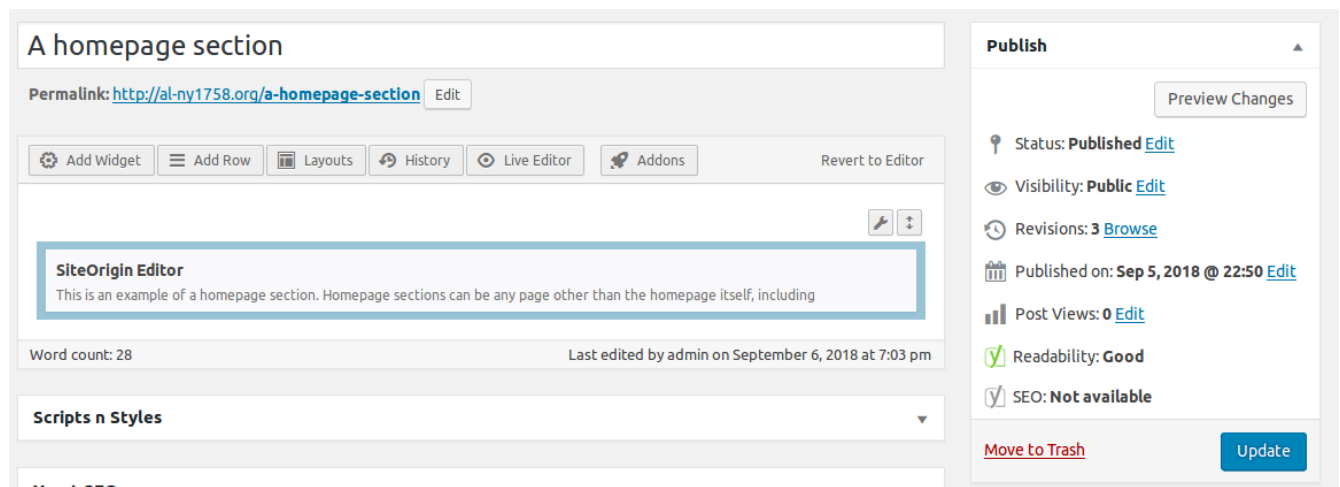


Type in something in the title or in the page you want and it should show up as a new listing.

Personally, I find it easier to get to a page to edit through the main menu on the site rather than through the dashboard. If you’ll normally be editing a certain page, you can be redirected to that page when you log in. Ask the webmaster to set you up for it.

Editing a Page

Let’s look at a page titled “A homepage section” that isn’t linked to so we can mess it up. Here’s what you’ll see when you go to edit it:



This is currently in “Page builder” mode. That thing you see with SiteOriginEditor in it is what’s called a “widget”. A widget is something hard to define, but is basically something to put things into.

Webpages are constructed with HTML code. This widget makes it easier for someone who doesn’t know HTML to construct a webpage. It’s basically HTML code to translate into HTML code. If you click on “Revert to Editor,” you’ll be able to see all the HTML code that goes into the translation:

A homepage section

Permalink: <http://al-ny1758.org/a-homepage-section> [Edit](#)

[Add Media](#)
[Add Form](#)
[Add slider](#)
Visual
Text
Page Builder

b *i* [link](#)
b-quote
del
ins
img
ul
ol
li
code
more
close tags

```

<div id="pl-21" class="panel-layout">
<div id="pg-21-0" class="panel-grid panel-no-style">
<div id="pgc-21-0-0" class="panel-grid-cell" data-weight="1">
<div id="panel-21-0-0-0" class="so-panel widget widget_sow-editor panel-first-child panel-last-child" data-index="0">
<div class="so-widget-sow-editor so-widget-sow-editor-base">
<div class="siteorigin-widget-tinymce textwidget">This is an example of a homepage section.
Homepage sections can be any page other than the homepage itself, including the page that shows
your latest blog posts.</div>
</div>
</div>
</div>
</div>
</div>

```

Publish

[Preview Changes](#)

📍 Status: **Published** [Edit](#)
👁 Visibility: **Public** [Edit](#)
🕒 Revisions: **3** [Browse](#)
📅 Published on: **Sep 5, 2018 @ 22:50** [Edit](#)
📊 Post Views: **0** [Edit](#)
✅ Readability: **Good**
✅ SEO: **Not available**

[Move to Trash](#)
[Update](#)

Page Attributes

Parent

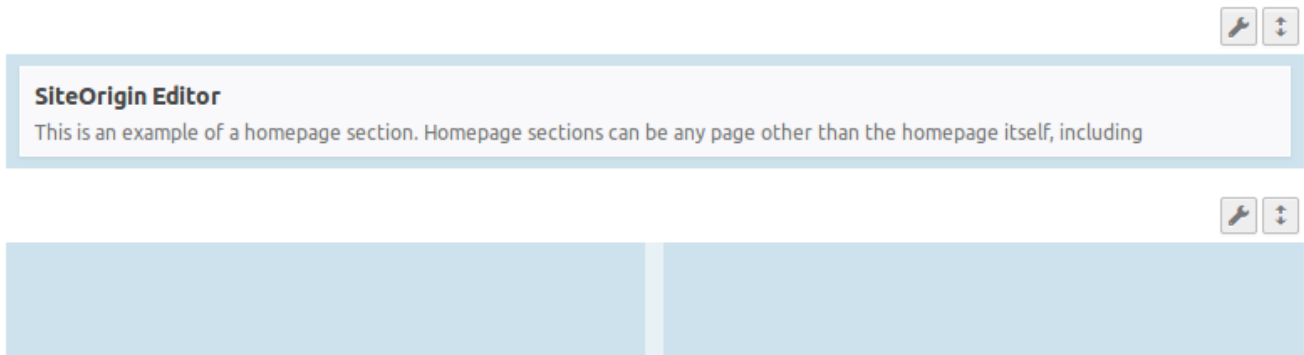
If you click on “Visual,” you can see what the page will look like. “Page Builder” will take you back to where you were.

Rows and Columns

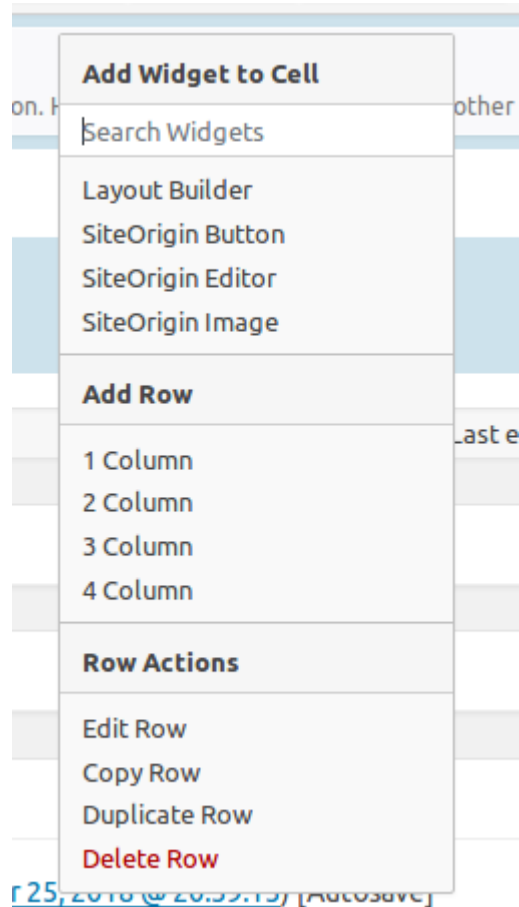
Pages in Page Builder /are generally constructed of rows which can be divided into columns. Back in Page Builder, we right-click on that little thingie next to what looks like a wrench above the row with the widget:

Add Row
 1 Column
 2 Column
 3 Column
 4 Column
Row Actions
 Edit Row
 Copy Row
 Duplicate Row
 Delete Row
Page Attributes

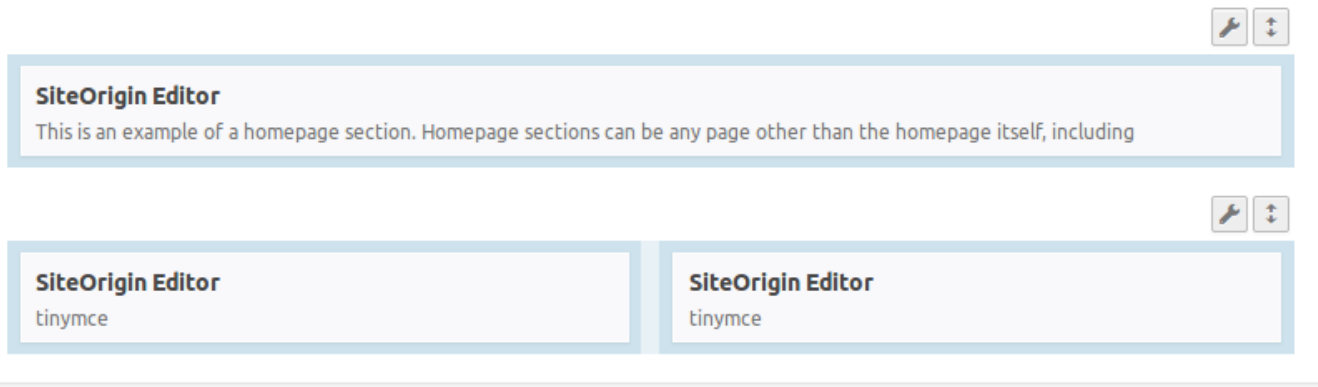
Let's add a row with two columns:



Since we're in Page Builder, we can't do much with this without reverting to the editor unless we add widgets. If we right-click in one of those empty columns, we'll get this:



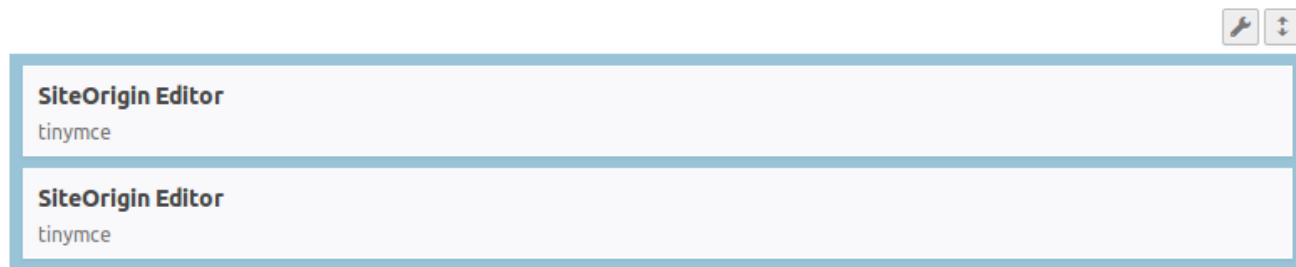
If we do this in both empty columns adding SiteOrigin Editor widgets, we can arrive at this:



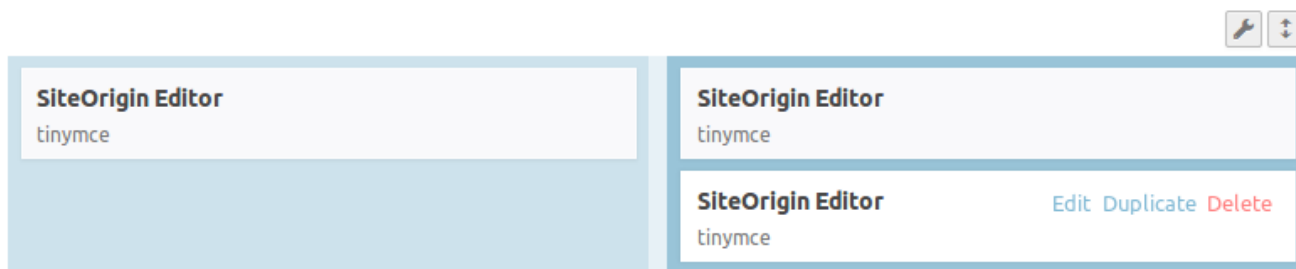
If we click on the “wrench,” we can change the row layout, like adding or subtracting columns.

Working with SiteOrigin Editor Widgets

When you’re in Page Builder and have a screen that looks something like above, when you move your cursor over any of those SiteOrigin Editor boxes, “Edit Duplicate Delete” will appear. “Delete” will delete the editor, not the column or row. When you duplicate a single editor in a single-column row, you’ll get something like this:



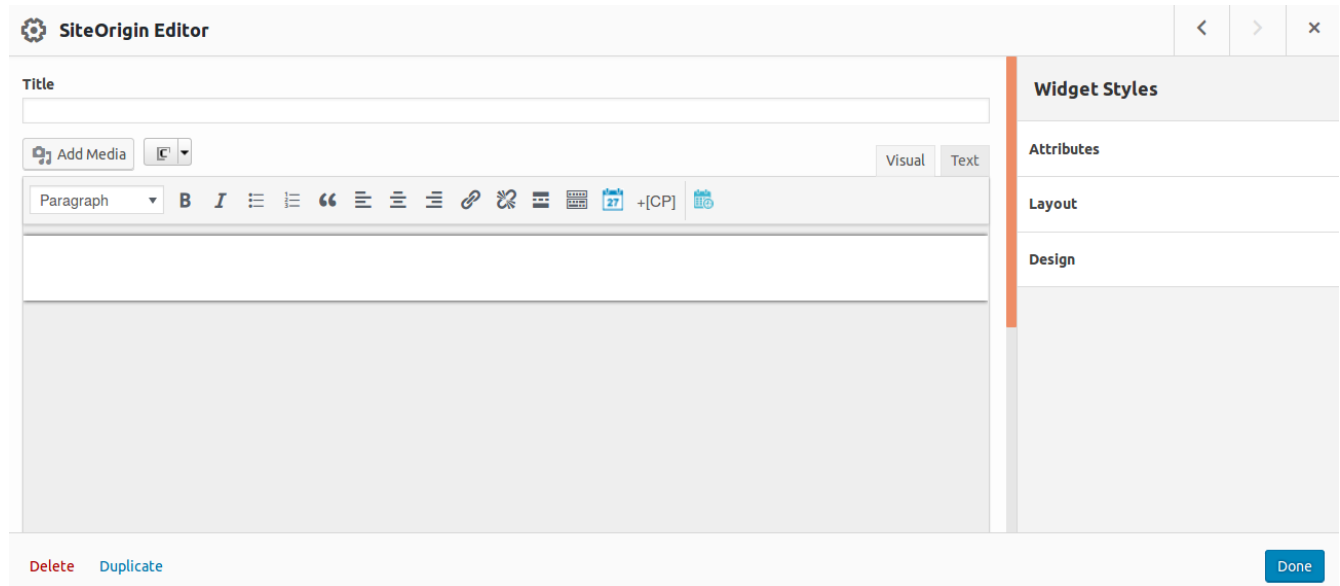
Let’s say you have a two-column row with a single editor in each column. When you duplicate the editor in the right-hand column, you’ll get this:



If you left-click and hold when the cursor is inside one of those editor boxes, you can actually move the box around inside the row to a different column or even into a different row.

Editing in a SiteOrigin Editor Widget

OK, so we're finally going to do some actual editing, like adding text paragraphs, etc. Choose the editor you want to edit (text showing under "SiteOrigin Editor" should give you some clue as to what's in it). Move your cursor over the editor and click on the "Edit" that appears. If the editor is one you just added, what comes up looks like this:



First, you'll see that there's a space for a title for this particular block of stuff. You don't have to have a title, but if you do, it will show up on your page and you may not like it.

Next, notice the two tabs labeled "Visual" and "Text". In the screenshot above, it's in Visual mode. If you don't know any HTML, you should probably stick to Visual. You can do all kinds of formatting using the icons above the white text input area. One important thing to know is that the "Heading 1" paragraph (text within "`<h1>...</h1>`" HTML tags) is invisible on webpages, but is not invisible in Page Builder. So if you begin with a "Heading 1" paragraph, what you put in it will show up in Page Builder which can be a big help in finding the editor box you want to edit on a large, complicated page with lots of SiteOrigin Editor widgets.

If you're somewhat proficient in HTML, you can use the "Text" tab to do formatting on the page beyond what the Visual editor allows you to do. If you're not but would like to be, looking under the Text tab shows the underlying HTML code for the page.

A Very Basic HTML Primer

HTML consists of “tags” which can either enclose content (content being stuff like text, pictures, etc.) or stand alone. Content that is enclosed has two tags, one before it and one after it. A preceding tag starts with the character “<” followed by the tag type which can be a single character or multiple characters, followed by some attributes and ended with the character “>”. The ending tag would be the same as the opening tag without the attributes and the character “/” as the second character. For example, a paragraph enclosed with the paragraph tag would look like this:

```
<p>This is a paragraph.</p>
```

For some tag pairs, the ending tag can be implied. Paragraphs, e.g., don’t normally need a closing tag. The next tag will imply a paragraph closing tag.

Some of the tags you’re likely to run into:

<code><p></code>	The paragraph tag.
<code><h1>...<h6></code>	These are generally used to enclose headings and have specific attributes like font-size, font-weight, etc. As mentioned previously, text within h1 tags is invisible on the webpage as defined on this site (this is defined in a style-sheet specific to this site).
<code><div></div></code>	This tag encloses blocks of stuff. Think of it like a box to fill with paragraphs, images, tables, and whatever else you want. The attributes can define the size and extent of the box as well as things inside the box.
<code></code>	The “a” tag defines a link. The text between the opening and closing tags is the link text. What goes in the quotes is the URL to be linked to.
<code></code>	This points to an image. The URL pointing to the image goes in the quotes. No closing tag is necessary or expected.
<code><table></table></code>	This defines a table. The table requires other tags within it for things like rows (<code><tr></code>) and columns (<code><td></code>) along with some other optional tags.

For a full list of HTML tags, their attributes and what they do, click [here](#).

A Very Basic CSS Primer

How text and some other things appear on your webpage can be defined using styles. Styles can be defined in “style sheets” which define universal (in your webpage) attributes for various tags. Some of the things that can be defined are font-family, font-style, text-align, background-color, etc. Styles can also be defined for individual blocks (such as paragraphs or divs) by inserting them as an attribute to the block’s tag. A style attribute in a tag would look something like `<p style="font-family:TimesRoman;">This is a paragraph.</p>`.

For a full list of CSS attributes, click [here](#).