

WordPress Training Contents

http://codex.wordpress.org/WordPress_Lessons

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WordPress Training Documents

http://codex.wordpress.org/Administration_Panels#Dashboard - Information Central

Make sure you have a version (presumably the latest version) of WordPress installed on your system.

I. Installation

A-1. Installing WordPress

In most cases installing WordPress is a simple process and takes less than five minutes to complete. Many web hosts now offer tools to automatically install WordPress for you. However, if you wish to install WordPress yourself, the following guide will help.

Things to Know Before Installing WordPress

There are few things you need to do before you begin the install.

You need access to your site and its directory and software to proceed with the installation. These are:

1. Access to your web server (via shell or FTP)
2. A text editor
3. An FTP Client
4. Your web browser of choice

Things You Need to Do to Install WordPress

Begin your installation by:

1. Checking to ensure that you and your web host have the minimum requirements to run WordPress.
2. Download the latest release of WordPress.
3. Unzip the downloaded file to a folder on your hard drive.
4. Be prepared with a secure password for your Secret Key
5. Print this page out so you have it handy during the installation.

If you are not comfortable with renaming files, Steps 3 and 4 are optional and you can skip them as the install program will create wp-config.php file.

Download and unzip the WordPress package, if you haven't already.

Create a database for WordPress on your web server, as well as a MySQL user who has all privileges for accessing and modifying it.

Rename the wp-config-sample.php file to wp-config.php. Open wp-config.php in a text editor and fill in your database details as explained in editing wp-config.php to generate and use your secret key password.

Upload the WordPress files in the desired location on your web server:

If you want to integrate WordPress into the root of your domain (e.g. <http://example.com/>), move or upload all contents of the unzipped WordPress directory (but excluding the directory itself) into the root directory of your web server.

If you want to have your WordPress installation in its own subdirectory on your web site (e.g. <http://example.com/blog/>), rename the directory wordpress to the name you'd like the subdirectory to have and move or upload it to your web server. For example if you want the WordPress installation in a subdirectory called "blog", you should rename the directory called "wordpress" to "blog" and upload it to the root directory of your web server.

Hint: If your FTP transfer is too slow read how to avoid FTPing at : Step 1: Download and Extract.

Run the WordPress installation script by accessing wp-admin/install.php in a web browser. If you installed WordPress in the root directory, you should visit: <http://example.com/wp-admin/install.php>

If you installed WordPress in its own subdirectory called blog, for example, you should visit: <http://example.com/blog/wp-admin/install.php>

That's it! WordPress should now be installed.

B-1. Running WordPress from a Subfolder

When we install WordPress we should consider installing all core WP files in a sub folder, not at the web server root. We'll call this sub folder the WordPress system folder and a typical name would be wp-system. When we setup WP in this way we can make a simple change to the index.php file at the root to switch between versions of WordPress, or even to move to a new application. This is great if you want to switch over a version as it allows you to switch back in an emergency.

C-1. WP File Acquisition via the Command Line with wget

On many hosts, if you can get to the command line, you can navigate to where you want WP to be installed and run the UNIX command **wget**. (If you are using Dreamhost, you can usually gain command line access by changing one of your FTP users to "shell" access within the admin application). Then you can access the command line via puTTY for windows or the command prompt using the UNIX/Mac SSH command.

D-1. WordPress Address vs Site Address

WP uses two different paths to identify the location of the the **system** files (WordPress Address/WP_SITEURL) and the location of the main **index** file of the site (Site Address/WP_HOME). This allows us to install the system files of WP in a sub folder. If you are installing WP by default in the **one** folder, both of these addresses must be the **same**.

By default these addresses can be changed when logged into the **Dashboard** via the **Settings**. It is unsafe to allow such critical data to be changed by a client as this could bring the entire site down. Luckily we can override this capability by placing PHP constants in the **wp-config.php** file that will identify the correct addresses and disallow changes via the Dashboard. The constants as set for a client with a web address of **example.com** would require the following PHP constants to be placed in **wp-config.php**:

```
#virtual (web) path to the core (system) wp files - [CLIENT SINGLE FOLDER ROOT INSTALL EXAMPLE] NO LAST SLASH
define('WP_SITEURL', 'http://www.example.com');
```

```
#virtual (web) path to the index & .htaccess file - [CLIENT SINGLE FOLDER ROOT INSTALL EXAMPLE] NO LAST SLASH
define('WP_HOME', 'http://www.example.com');
```

Below are the same two settings only this time the **system** files (in gray) are in a subfolder named **wp-system**:

```
#virtual (web) path to the core (system) wp files - [CLIENT SUB-FOLDER ROOT INSTALL EXAMPLE] NO LAST SLASH
define('WP_SITEURL', 'http://www.example.com/wp-system');
```

```
#virtual (web) path to the index & .htaccess file - [CLIENT SUB-FOLDER ROOT INSTALL EXAMPLE] NO LAST SLASH
define('WP_HOME', 'http://www.example.com');
```

In the above example the main **index.php** file would reside at the client's root and all of the other WP files are in the sub-folder named **wp-system**.

E-1. Common Installation Problems

The following are some of the most common installation problems. For more information and troubleshooting for problems with your WordPress installation, check out FAQ Installation and FAQ Troubleshooting.

I see lots of Headers already sent errors. How do I fix this?

You probably introduced a syntax error in editing wp-config.php. Download wp-config.php (if you don't have shell access). Open it in a text editor. Check that the first line contains nothing but `<?php`, and that there is no text before it (not even whitespace). Check that the last line contains nothing but `?>`, and that there is no text after it (not even whitespace).

If your text editor saves as Unicode, make sure it adds no byte order mark (BOM). Most Unicode-enabled text editors do not inform the user whether it adds a BOM to files; if so, try using a different text editor.

Save the file, upload it again if necessary, and reload the page in your browser.
My page comes out gibberish.

When I look at the source I see a lot of "<?php ?>" tags.

If the `<?php ?>` tags are being sent to the browser, it means your PHP is not working properly. All PHP code is supposed to be executed before the server sends the resulting HTML to your web browser. (That's why it's called a preprocessor.) Make sure your web server meets the requirements to run WordPress, that PHP is installed and configured properly, or contact your hosting provider or system administrator for assistance.

I keep getting an Error connecting to database message but I'm sure my configuration is correct.

Try resetting your MySQL password manually. If you have access to MySQL via shell, try issuing:

```
SET PASSWORD FOR 'wordpressusername'@'hostname' = OLD_PASSWORD('password');
```

If you are using a version of MySQL prior to 4.1, use `PASSWORD` instead of `OLD_PASSWORD`. If you do not have shell access, you should be able to simply enter the above into an SQL query in phpMyAdmin. Failing that, you may need to use your host's control panel to reset the password for your database user.

My image/MP3 uploads aren't working.

If you use the Rich Text Editor on a blog that's installed in a subdirectory, and drag a newly uploaded image into the editor field, the image may vanish a couple seconds later. This is due to a problem with TinyMCE (the rich text editor) not getting enough information during the drag operation to construct the path to the image or other file correctly. The solution is to NOT drag uploaded images into the editor. Instead, click and hold on the image and select "Send to Editor."

I. WordPress Login

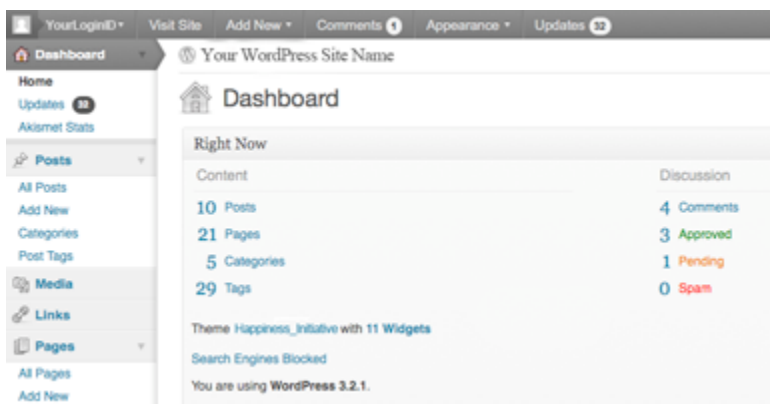
A-1. How to Login

1. Start at the WordPress login screen, generally located at <http://yoursite.com/wp-login.php> or <http://yoursite.com/wp-admin/> (note: this is based on the location of your installation, so if WordPress has been installed in a subdirectory, the login screen should be located at <http://yoursite.com/subdirectory/wp-login.php>).



2. Enter your username and password (note: make sure that caps lock is off, as the information is case-sensitive). If you would like WordPress to remember your login information to make it easier next time, check the "Remember Me" option before clicking the Login button (note: anyone who has access to your computer will be able to login as you if this option is selected — not recommended for public computers! use with caution).
3. Click the Login button

If you were successful logging in to the WordPress Admin area, you will be greeted by the WordPress "Dashboard", the administrative panel for your site.



II. Adding Content

A-1. Adding pages and posts to your WordPress site

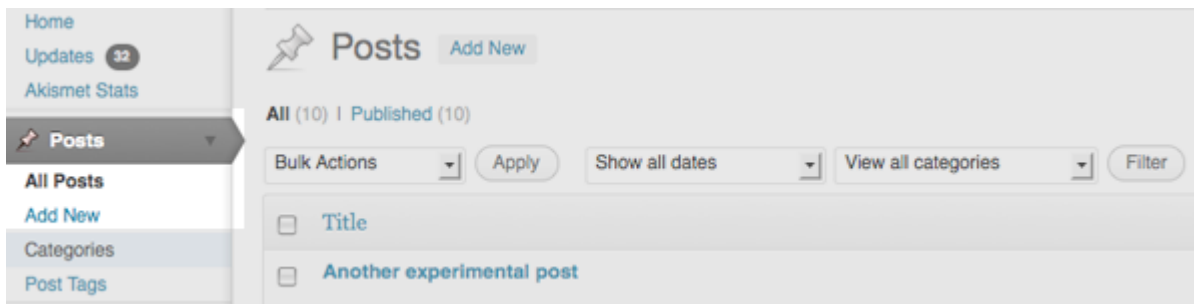
In WordPress, you can write either posts or pages. When you're writing a regular blog entry, you write a post. Posts automatically appear in reverse chronological order on your blog's home page. Pages, on the other hand, are for content such as "About Me," "Contact Me," etc. Pages live outside of the normal blog chronology, and are often used to present information about yourself or your site that is somehow timeless -- information that is always applicable. You can use Pages to organize and manage any amount of content.

Adding Posts

To write a post:

1. Log in to your WordPress Administration Panel (Dashboard).
2. Click the Posts tab.
3. Click the Add New Sub Tab
4. Start filling in the blanks.
5. As needed, select a category, add tags, and make other selections from the sections below the post. Each of these sections is explained below.
6. When you are ready, click Publish.

The Screen Options allow you to choose which Post Fields are displayed, or not displayed, in the underlying SubPanel. These options are saved so that you can customize how your own editing screen looks.



A-2. Categories

1. There are two “parent” categories: Public and Volunteer. All other categories, current or new, must be a “child” of one of these categories. To view categories: Posts >> Categories.

The screenshot shows the WordPress dashboard with the 'Categories' page open. The left sidebar has a menu with 'Categories' selected. The main area has a form to 'Add New Category' with fields for Name, Slug, Parent (set to 'None'), and Description. Below the form is a table of existing categories:

Name	Description	Slug	Posts
Public	This is a parent category for all blog posts that are public and are children of this category.	public	0
Public child 1	Description of this category, Rename this category or delete it under Posts >> Categories	public-child-1	1
Volunteer	This is a parent category for all blog posts that are private and are children of this category.	volunteer	0
Volunteer child 1	Description of this category, Rename this category or delete it under Posts >> Categories	volunteer_child-1	3

A note at the bottom states: 'Deleting a category does not delete the posts in that category. Instead, posts that were only assigned to the deleted category are set to the category Volunteer child 1. Categories can be selectively converted to tags using the category to tag converter.'

2. To add a new category, type in the name and repeat that name in the “slug” box in lower case and if there are spaces, insert a dash (-) where there would be a space. Select the Parent (Public or Volunteer). Click “Add New Category”.
3. NOTE about parent categories: all categories and associate posts under “Public” will be available in the public view within the blog. This is where all submissions of artwork, etc. should be placed. all categories and associate posts under “Volunteer” will only be available to logged in users and will not be viewable to the public. This basically separates one blog into two.

B-1. Adding Pages

To create a new Page, log in to your WordPress installation with sufficient admin privileges to create new articles and, on the Dashboard, select the [Administration](#) > [Pages](#) > [Add New](#) option to begin writing a new Page.

You will automatically go to the “Add New Page” screen.

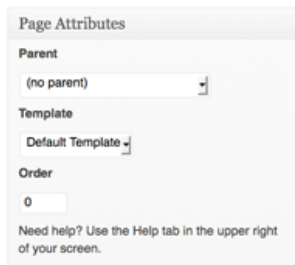
1. Give your page a title. Once entered, you may notice that the URL, or permalink, will appear below it. The permalink can be edited by clicking the “Change Permalinks” option.
2. Add content to your page.
3. Format the content using the formatting toolbar at the top of the visual editor. If necessary, click on the rightmost tool to expand your number of tools. For more control, click on the HTML tag to the right to format with HTML tags.

The screenshot shows the 'Add New Page' screen. At the top, there is a text input field labeled 'Enter title here'. Below it is a rich text editor toolbar with various icons for text formatting (bold, italic, underline, link, unlink, list, quote, code) and media insertion. On the right side of the toolbar, there are two tabs: 'Visual' (selected) and 'HTML'.

4. To add media, such as images, audio or video, click the appropriate icon to the right of “Upload/Insert” just above the toolbar.
 - Use the Media Library, found on the Dashboard sidebar menu, to add, view, edit, manage and delete your uploaded media files, to/from your pages and posts.



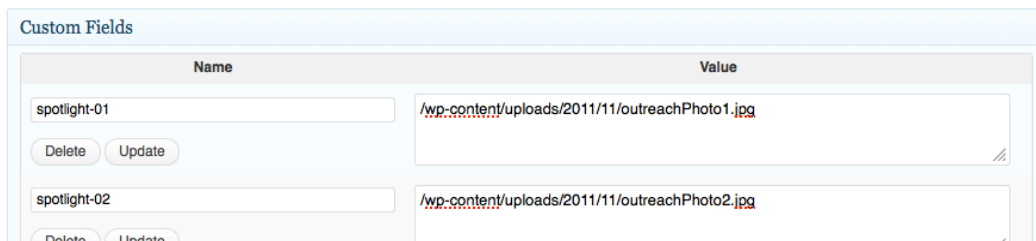
5. Page Attributes:

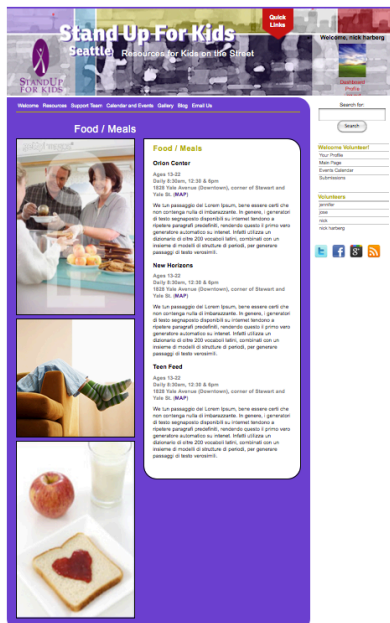


- To create subpages of an existing page, select an existing page under the “Parent” dropdown menu. To add this subpage to a navigation menu, see C-2: Adding Pages to Your Menu.
- Select the template (page layout) from the “**Template**” dropdown menu. Each template is designed a certain way to provide a certain look.
 - **Welc**ome – (public/purple) two column layout. The left column is for 2 photos and the right column is for text.



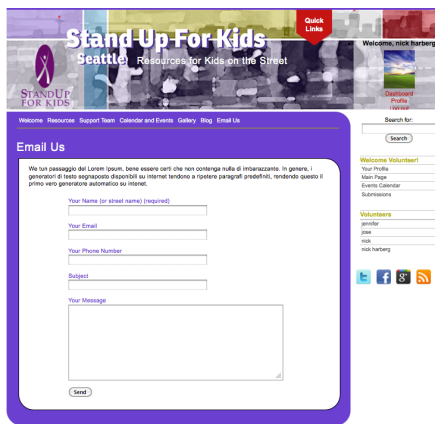
- To add/edit images to this template:
 - Go to Media Library and upload an image. Copy the path to the image starting with “/wp-content/.....”.
 - In the page edit area (under Pages >> select the page with this template), go to “Custom Fields”, in the “Name” box, type in “spotlight-01”. In the value box, paste the path to your image that you copied from the Media Library. Click “Update”. Again, in “Custom Fields”, type in “spotlight-02”. In the value box, paste the path to your image that you copied from the Media Library. Click “Update”. Save the page.



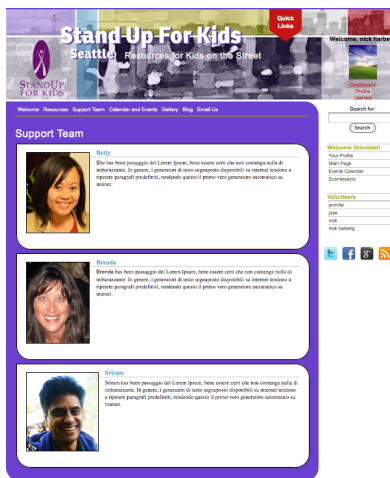


o **Resources** – (public/purple) two-column layout. The left column is for 3 photos and the right column is for text.

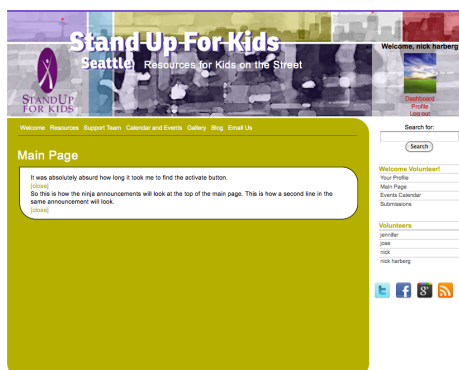
- To add/edit images to this template:
 - Go to Media Library and upload an image. Copy the path to the image starting with “/wp-content/.....”.
 - In the page edit area (under Pages >> select the page with this template), go to “Custom Fields”, in the “Name” box, type in “spotlight-03”. In the value box, paste the path to your image that you copied from the Media Library. Click “Update”. Repeat for “spotlight-04” and “spotlight-05”. In the value box, paste the path to your image that you copied from the Media Library. Click “Update”. Save the page.



o **Public: One Box**– (public/purple) the most commonly used template for this website. Provides one large box.



o **Public: Multiple Box** – (public/purple) provides multi-boxed areas.



o **Volunteer: Main Page** – (private/gold) only used for the main page upon user login. Do not use for any other purpose.



- **Volunteer: One Box** – (private/gold) the most commonly used template for this website. Provides one large box as in Calendar page.



- **Volunteer: Multiple Box** – (private/gold) provides multi-boxed areas.

- Do not add anything to the “Order” box.
- 6. Click “Save Draft”, “Preview” to view your page, and “Publish” to post your page to the site.

B-2 Editing pages

1. Select *Pages* from the sidebar menu to open a list of all existing pages.
2. To edit page metadata (publish date, author, page order) hover over the page title and click *Quick Edit*.



3. To edit page content, click *Edit*.
4. Click *Update Page* to save changes.
 - Use *Quick Edit* to assign parent pages from the page list.

QUICK EDIT

Title: Parent:

Slug: Order:

Date: Jun 10, 2011 @ 12:28 Template:

Author: Allow Comments

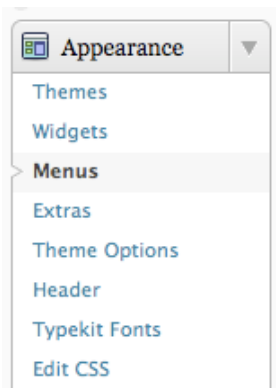
Password: -OR- Private Status:

C-1. Adding Custom Menus

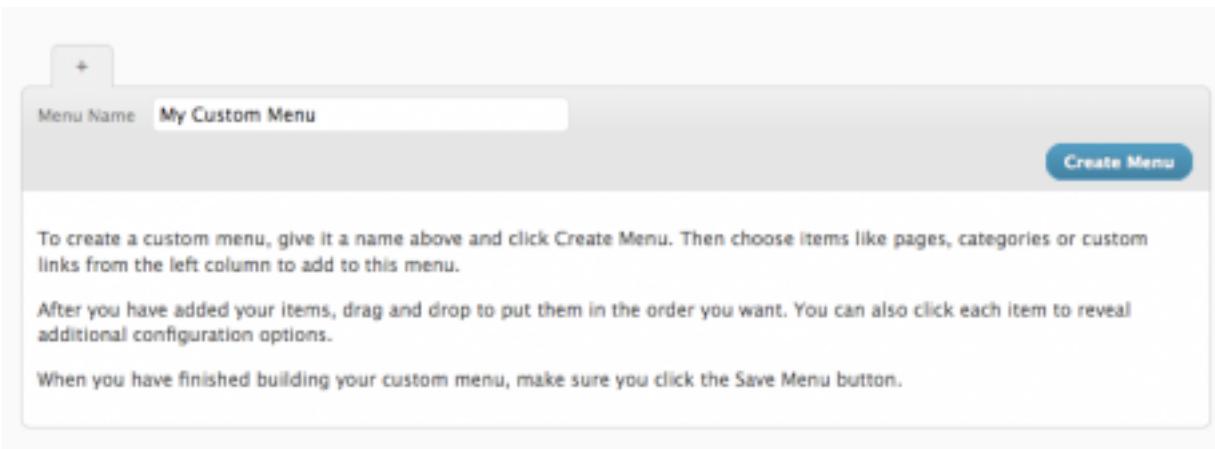
If you have a theme that supports the Custom Menu feature, you can customize your navigation menu. This allows you to:

- Change the order of pages
- Nest pages to create sub-menus
- Display posts on multiple pages by creating category pages
- Add posts, tag pages, and custom links to your navigation menu

To create a custom menu, go to **Appearance -> Menus** in your blog's dashboard. If you do not see the Appearance menu option, you are not an administrator on the blog.

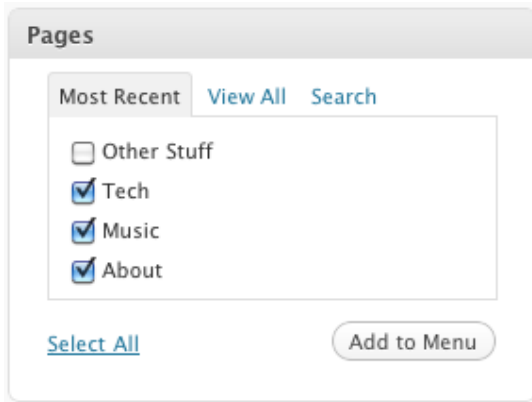


To create a custom navigation menu, type in a name for it (only you will see this) and click **Create Menu**.



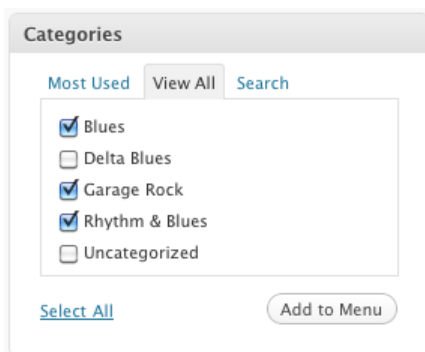
C-2. Adding Pages to Your Menu

Adding pages to your menu is as simple as checking the proper boxes for the pages you want and then clicking **Add to Menu**.

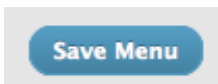


C-3. Adding Category Pages to Your Menu

All [posts](#) will appear on your main posts page, but you can also create category pages that only display posts that you've designated with a specific [category](#). Simply check the box of the categories for which you want to create a page, and click **Add to Menu**.

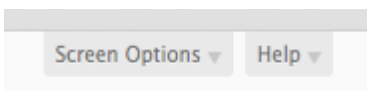


Be sure to click **Save Menu** each time you make changes to your custom menu.

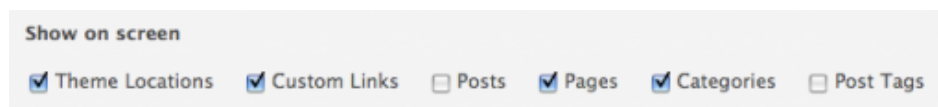


C-4. Adding Tag Pages and Posts to Your Menu

You can also add your tag pages and posts to your custom menu. To display these options in the custom menu editor, click the "Screen Options" drop down at the top right of your screen:

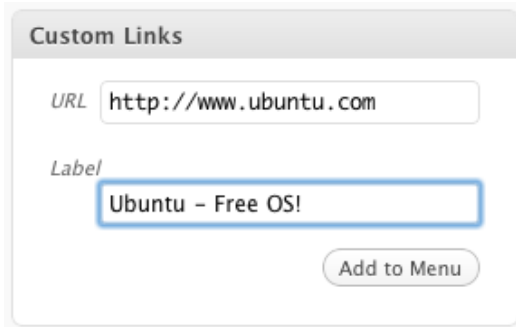


Check the boxes for posts and/or post tags, and those modules will appear in the custom menu editor:



C-5. Adding Custom Links

Want a menu tab to link directly to another website? No problem! Type in the URL, the label name, and then **Add to Menu**.



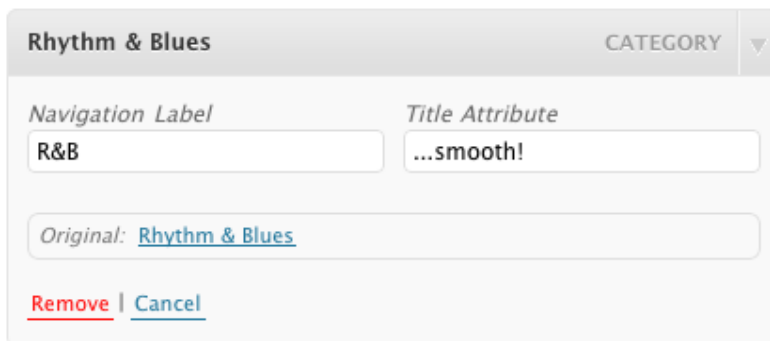
The screenshot shows a dialog box titled "Custom Links". It contains two input fields: "URL" with the text "http://www.ubuntu.com" and "Label" with the text "Ubuntu - Free OS!". Below the input fields is a button labeled "Add to Menu".

C-6. Changing Menu Item Titles

You can also change the label and the hover-over text of menu items independently from the page name itself. To edit a page or category title, click the down arrow to the right of the item.

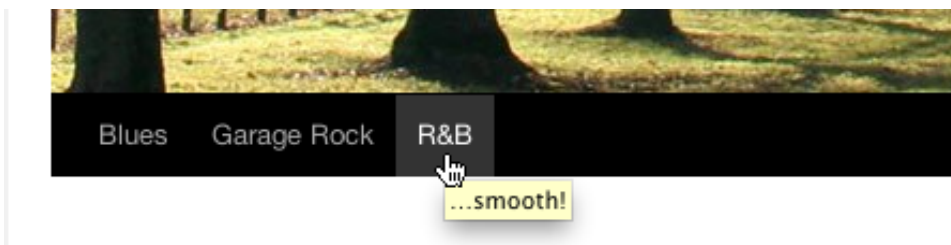


Once expanded, enter the new label name and any desired hover-over text. The underlying page will always show its name in the **Original** section of the menu item.



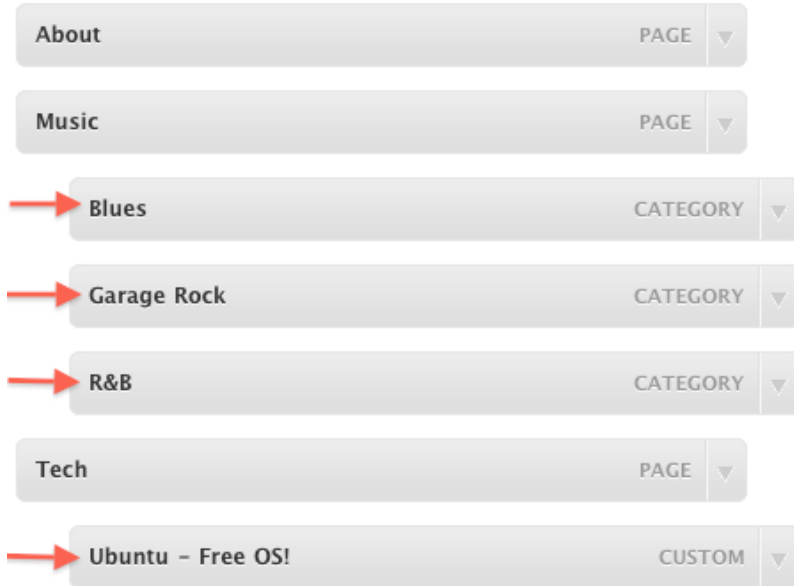
The screenshot shows the expanded edit dialog for the "Rhythm & Blues" menu item. It has a header with "Rhythm & Blues" and "CATEGORY" with a dropdown arrow. Below the header are two input fields: "Navigation Label" with "R&B" and "Title Attribute" with "...smooth!". Below these is a field labeled "Original:" with a blue link "Rhythm & Blues". At the bottom are two buttons: "Remove" and "Cancel".

Your menu item will now look something like this:



C-7. Changing the Order of Menu Items and Creating Sub-Menus

At any time, you can change the order and placement of menu items. Drag and drop the items up and down to change the order of menu items. Drag and drop the items left and right (as shown below) to create sub-menu items.



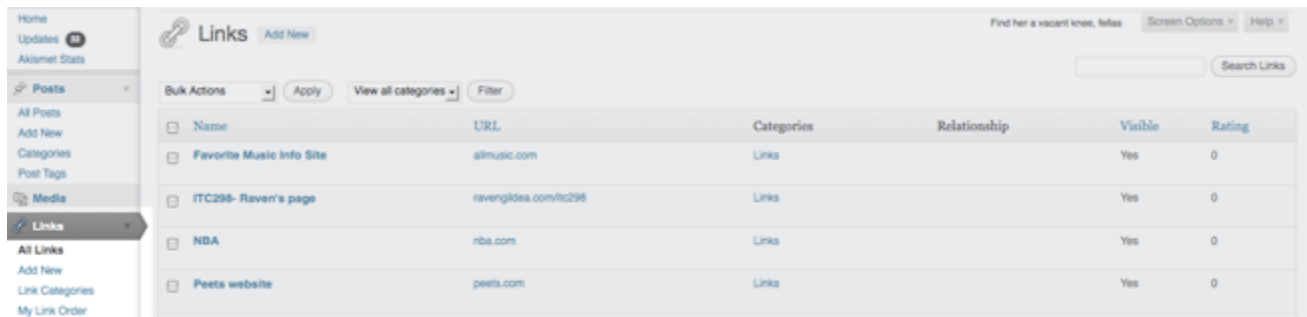
The final product from the customized menu: For more info on customizing menus go to <http://en.support.wordpress.com/menus/>.

D-1. To remove the default links

The first time you click Links in the sidebar menu, you'll see a list of several links that WordPress installs by default.

So that you can start with a clean slate:

1. In the sidebar menu, choose Links.



2. On the Edit Links page, click the Name check box to select all the links.
3. Choose Delete from the Bulk Actions drop-down menu. You will see "No Links Found" where the list was previously. The default links have been removed.

IV. Managing Accounts

WordPress will let you run multi-author blogs or sites. If you manage your own WordPress installation, you can create and manage accounts in the system by clicking Users | Add New in the left rail of the Dashboard.

A-1. Roles and Permissions

Each new user can be given the role of Contributor, Author, Editor, or Administrator. In a nutshell, the roles are defined as:

- **Administrator:** Can do anything (this is the "God" role)
- **Editor:** Can create or edit anyone's posts, but can't activate plugins or edit themes
- **Author:** Can write or edit their own posts but no one else's
- **Contributor:** Can submit content to the site but cannot publish it
- **Subscriber:** User can comment on stories if comment settings are "registered users only"

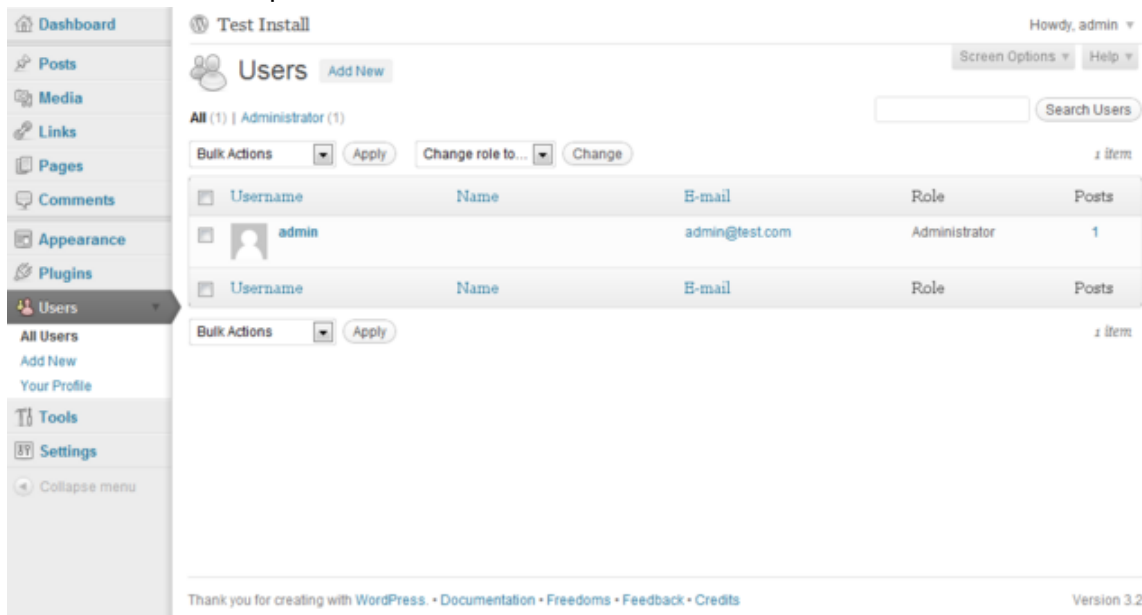
The exact capabilities of these roles are described [here](#). As with any system, don't give new users any more privileges than they absolutely need! When you have multiple authors in your system and you are posting on behalf of other authors, you can set the byline by using the Author picklist on the Post or Page editing screen.

A-2. Accessing and making changes your account information – Your Profile

1. Click your username on the top right of the WordPress admin screen, or choose Users > Your Profile on the sidebar menu.
2. On the Profile page, you can make changes to your personal options, name, contact info and bio information. Your bio, email and uploaded image (exact dimensions should be 140px wide, 170px high) will show as up as you "volunteer" profile to logged in users.

A-3. Managing User accounts

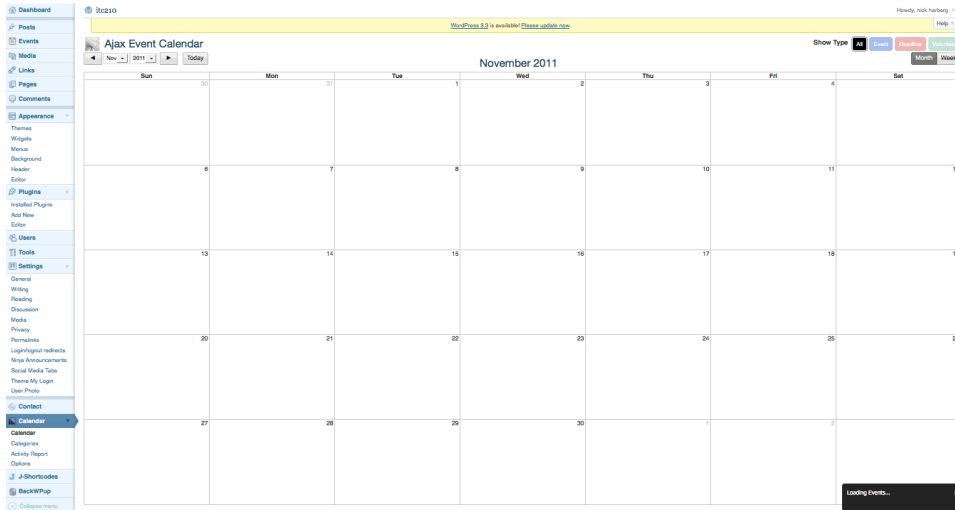
1. Click Users on the sidebar menu to access a list of all current users. This is where you will go to add new users and edit current user information.
2. To add a new user, click Add New either on the Users main page, or on the sidebar under Users.
3. On the Add New User screen, provide all name, username, contact, password and role information as needed.
4. To delete a user, check the box next to the username you wish to delete, and on the Bulk Actions dropdown menu, choose Delete. Click Apply and, on the Delete Users screen, choose whether you wish to delete or transfer all posts and links from the user.



For more information, go to http://codex.wordpress.org/Users_Screen

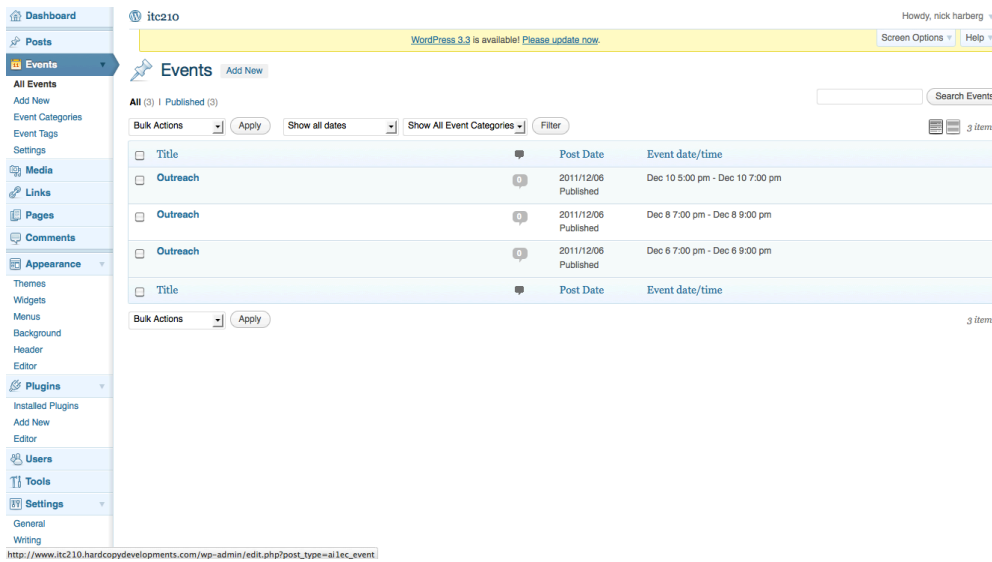
V. Plug-ins

A-1. Ajax Event Calendar



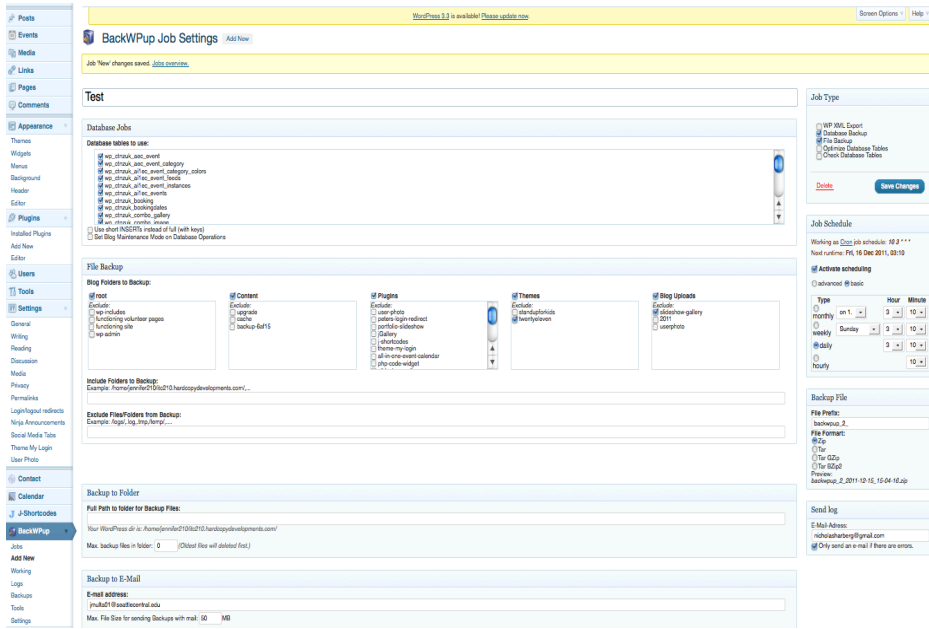
- **PURPOSE:** For use on the Volunteer Events Calendar page.
- **WHERE TO EDIT:** Dashboard >> Calendar
- **DOCUMENTATION:** <http://wordpress.org/extend/plugins/ajax-event-calendar/>

A-2. All-in-One Event Calendar Plugin



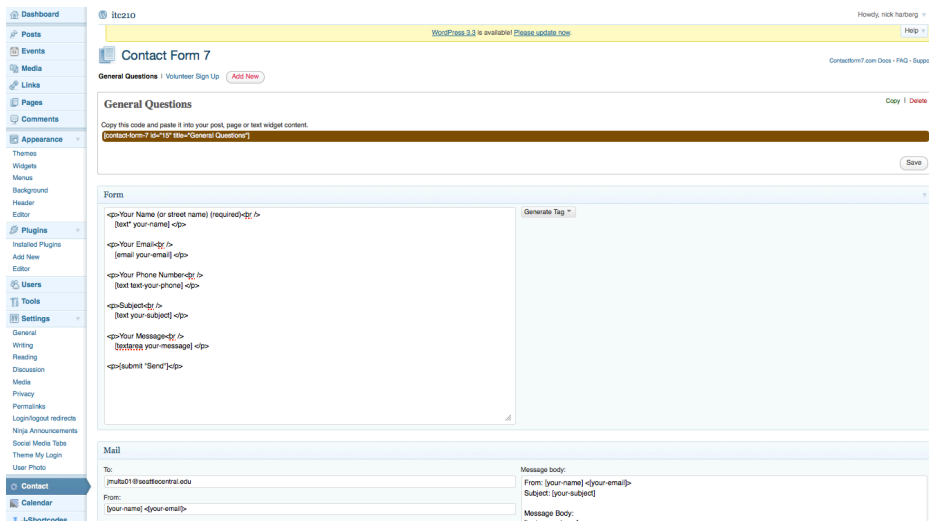
- **PURPOSE:** For use on the Public Events Calendar page.
- **WHERE TO EDIT:** Dashboard >> Events
- **DOCUMENTATION:** <http://theseednetwork.com/software/all-in-one-event-calendar-wordpress/>

A-3. BackWPup



- PURPOSE: For backing up the whole WP site & database.
- WHERE TO EDIT: Dashboard >> BackWUp
- DOCUMENTATION: <http://backwpup.com/>
- MORE INFO:
 - FAQ: <http://backwpup.com/faq>
 - Manual: <http://backwpup.com/manual>
 - Support: <http://backwpup.com/forum>

A-4. Contact Form 7

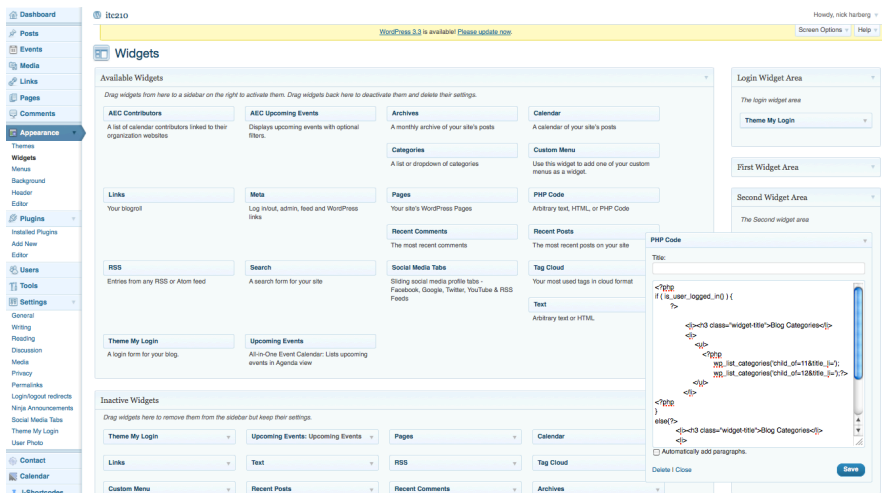


- PURPOSE: For creating contact forms.
- WHERE TO EDIT: Dashboard >> Contact
- DOCUMENTATION: <http://contactform7.com/>

A-5. Disable WordPress Plugin Updates

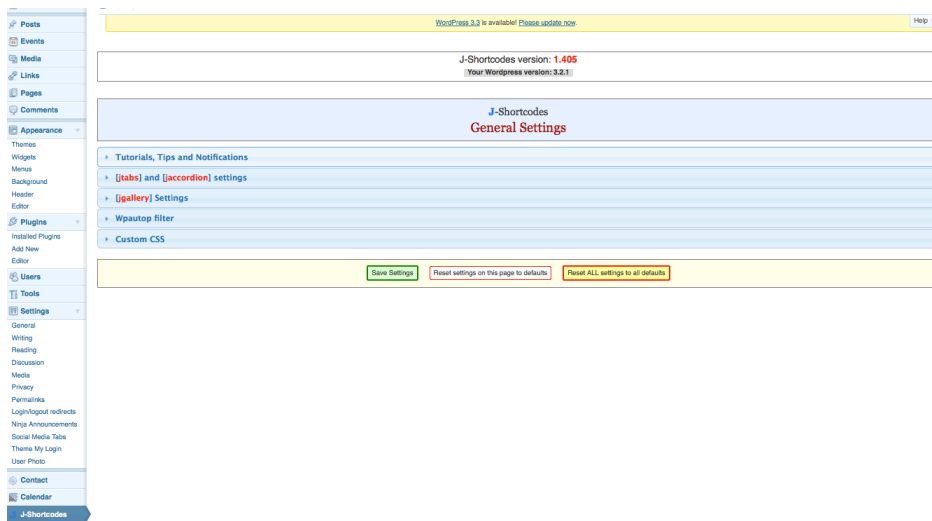
- PURPOSE: To prevent update notices from appearing. Many of these installed plugins have custom css and any updates would destroy the custom styling.
- WHERE TO EDIT: N/A
- DOCUMENTATION: <http://lud.icro.us/disable-wordpress-plugin-updates/>

A-6. Executable PHP widget

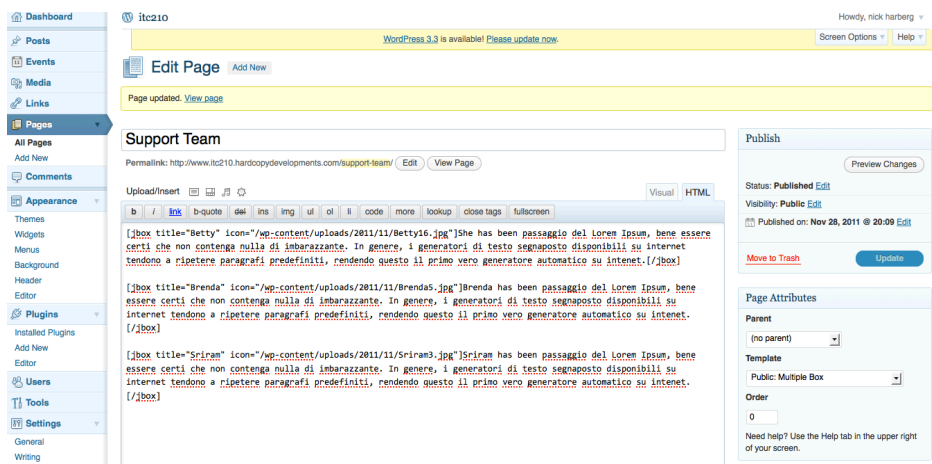


- PURPOSE: To create custom php functions within a widgetized sidebar. **Do not edit** the existing code! This code creates the Categories seen when logged in or out.
- WHERE TO EDIT: Dashboard >> Appearance >> Widgets >> Second Widget Area.
- DOCUMENTATION: <http://wordpress.org/extend/plugins/php-code-widget/>

A-7. J Shortcodes



- PURPOSE: Creating Support Team Page. Use these short codes to add new visual elements to the website.
- WHERE TO EDIT: (Settings: Dashboard >> J-shortcodes). Add shortcodes when creating pages.
- DOCUMENTATION: <http://www.jshortcodes.com/>



A-8. Ninja Announcements

Ninja Announcements [New Announcement](#)

Actions	Location	Begin Date	End Date	Message
Deactivate Edit Delete	Manual (See Edit Page For Function)	-/-/----	-/-/----	It was absolutely absurd how long it took me to find the activate button...
Deactivate Edit Delete	Manual (See Edit Page For Function)	-/-/----	-/-/----	So this is how the ninja announcements will look at the top of the main page. This is how a secon...

Note that you can use the syntax `{variable}username{variable}` in your URLs so that the system will build a dynamic URL upon each login, replacing that text with the users username.

- **PURPOSE:** To create news announcements on pages.
- **WHERE TO EDIT:** Dashboard >> Settings >> Ninja Announcements
- **DOCUMENTATION:** <http://wpnijas.net/plugins/>

A-9. Peter's Login Redirect

Manage redirect rules

Define custom URLs to which different users, users with specific roles, users with specific levels, and all other users will be redirected upon login. Define a custom URL to which all users will be redirected upon login.

Note that you can use the syntax `{variable}username{variable}` in your URLs so that the system will build a dynamic URL upon each login, replacing that text with the users username.

Specific users

Username:

jose

Add: URL:

Specific roles

Role:

Add: URL:

Specific levels

Level: Order:

Add:

- **PURPOSE:**
- **WHERE TO EDIT:** Dashboard >> Settings >> Login/logout Redirects
- **DOCUMENTATION:** <http://www.theblog.ca/wplogin-redirect>

A-10. Social Media Tabs

Social Media Tabs

A list of calendar contributors linked to their organization websites

Displays upcoming events with optional filters.

A monthly archive of your site's posts

Categories
A list or dropdown of categories

Custom Menu
Use this widget to add one of your custom menus as a widget.

Calendar
A calendar of your site's posts

Links
Your blogroll

Meta
Log in/out, admin, feed and WordPress links

Pages
Your site's WordPress Pages

PHP Code
Arbitrary text, HTML, or PHP Code

Recent Comments
The most recent comments

Recent Posts
The most recent posts on your site

RSS
Entries from any RSS or Atom feed

Search
A search form for your site

Social Media Tabs
Sliding social media profile tabs - Facebook, Google, Twitter, YouTube & RSS Feeds

Tag Cloud
Your most used tags in cloud format

Text
Arbitrary text or HTML

Theme My Login
A login form for your blog.

Upcoming Events
All-in-One Event Calendar: Lists upcoming events in Agenda view

Inactive Widgets
Drag widgets here to remove them from the sidebar but keep their settings.

Social Media Tabs

Tab: Slide Out Static

Slider: Horizontal Vertical

Width: 194 Height: 290

Location:

Offset: 50

Slide Speed: 600 (ms)

Auto-Close Load Open

Tab

1 Twitter 2 Facebook

3 Google +1 4 RSS Feed

5 None

Open Tab

Facebook

ID:

Size: 240 x 270

- **PURPOSE:** Widget to add social media to pages. Includes YouTube, Google+, Facebook and Twitter.
- **WHERE TO EDIT:** Dashboard >> Appearance >> Widgets >> Third Widget Area
- **DOCUMENTATION:** <http://www.designchemical.com/blog/index.php/wordpress-plugin-social-media-tabs/>

A10-1. Social Media Tabs Configuration Settings

Under settings (left hand column) you will find the Social Media Tabs link. Clicking this will take you to the Social Media Configuration Settings. This is where you can make changes to the icons and some of the twitter features. Most of the functionality is under the widgets.

A10-2. Third Widget / Social Media Tabs



The screenshot shows the 'Third Widget Area' configuration for 'Social Media Tabs'. The settings are as follows:

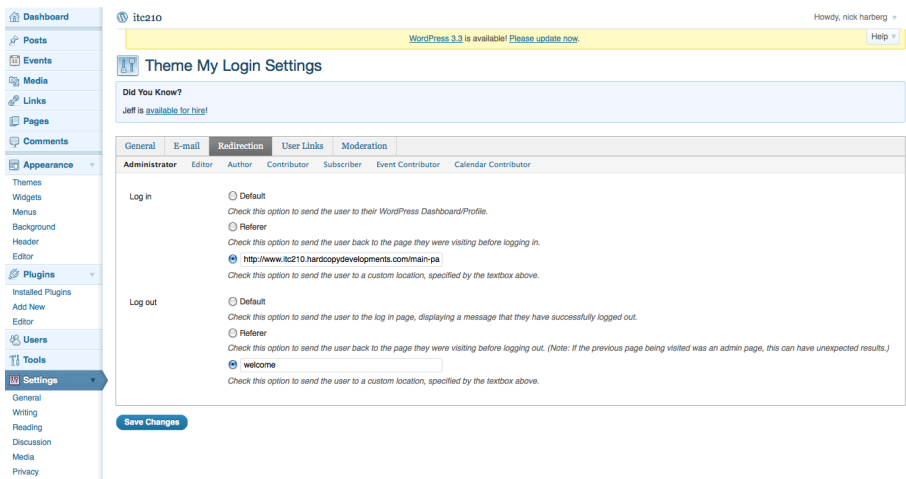
- Widget Title: Social Media Tabs
- Tab Style: Slide Out Static
- Slider: Horizontal Vertical
- Width: 194 (input field)
- Height: 290 (input field)
- Location: Left (dropdown menu)
- Offset: 50 (input field)
- Slide Speed: 600 (ms) (input field)
- Auto-Close: (checkbox)
- Load Open: (checkbox)
- Section: Tabs

This is the area where you determine which twitter account you are using, which facebook account to use. On a side note, the facebook must be a "Page", not a "Profile". There is currently a customer RSS feed created using Google news. The current search is set for Homeless Kids + Seattle. These parameters can be changed to anything you would like. By going to news.google.com you then enter in the search terms you would like into the search bar. You will see that fewer stories begin to appear if there are more search terms. To add terms in use a '+' and to remove terms from your search use '-'.

The Open Tab option determines which social media option you would like to have load by default. Currently it is set for the RSS feed. Each tab option has 'none' as an option, so if you only want Twitter and RSS, then you can just have those two.

The height and width options should be left where they are. Height will determine how far down the page the tabs will be. Width is more important to the structure of the design. Things will start to disappear if the width is changed from 194px.

A-11. Theme My Login



The screenshot shows the WordPress dashboard with the 'Theme My Login Settings' page open. The left sidebar shows the 'Settings' menu. The main content area has tabs for 'General', 'E-mail', 'Redirection', 'User Links', and 'Moderation'. The 'Redirection' tab is active, showing settings for 'Log in' and 'Log out'.

Log in settings:

- Default: (checked)
- WordPress Dashboard/Profile: (checked)
- Referer: (checked)
- Custom location: (unchecked)
- Custom location URL:

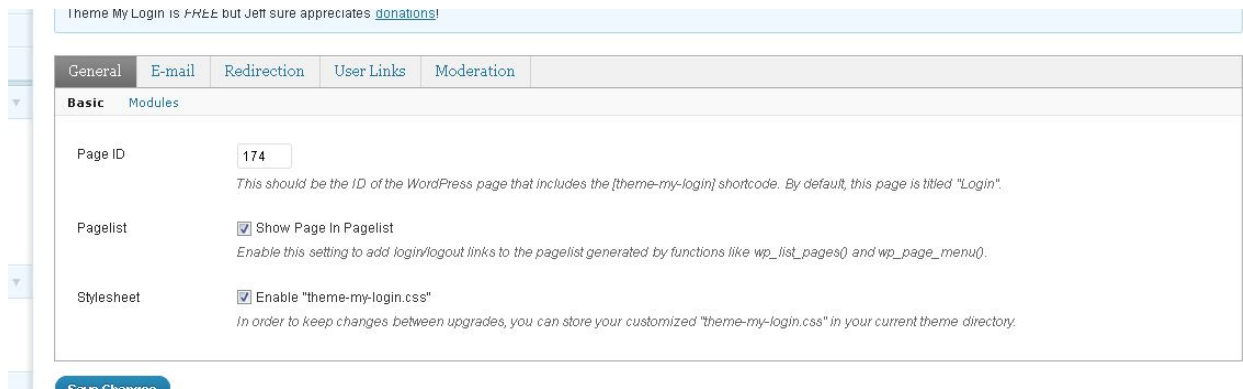
Log out settings:

- Default: (checked)
- WordPress Dashboard/Profile: (checked)
- Referer: (checked)
- Custom location: (unchecked)
- Custom location URL:

- PURPOSE: Creates login capability for the website.
- WHERE TO EDIT: Dashboard >> Settings >> Theme My Login
- DOCUMENTATION: <http://www.jfarthing.com/wordpress-plugins/theme-my-login/>

A11-1. Modules.

Go to Settings on the left hand side of the page. Under Theme My Login you will find the following page.



Modules allows you to determine what settings you allow people when they log in. Currently everything but the security setting is checked. This gives you the most amount of control over how you manage peoples profiles and their ability to log in.

A11-2. User Links

User links is where you determine what pages a user will have access to. This will show under their image in the upper right hand corner when they log in. The only person who should have access to the dashboard is the Admin. Currently, the Author user role is the role set up for the volunteers. For more information on Roles in Wordpress go to http://codex.wordpress.org/Roles_and_Capabilities

It is important to double check what Role has been assigned to a specific user. This is done under Users in the left hand side column. This will also influence how your redirection works(see below)

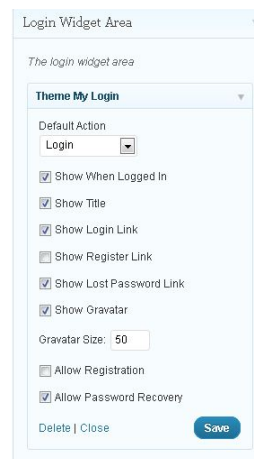
A11-3. Redirection

The moderation panel allows you to set the pages that users go to when they log into the site. Currently it is set to redirect to the Main page on the volunteer side. When they log out, it will take the user to Welcome page (home page).

A11-4. Widgets / Theme My Login



Under Appearance in the left hand side bar click on Widgets.



There you will see on the right hand side

This area allows you easy control over what will appear in the upper right hand corner when the user is logged in.

A-12. User Photo

The screenshot shows the WordPress dashboard for user 'itc210'. The 'Settings' menu is expanded to 'User Photo Options'. The settings include:

- Maximum dimension: 170 px
- Thumbnail dimension: 80 px
- Serve Avatar as Fallback: (Note: In case the user does not have a photo uploaded or approved, their avatar will be fetched for them. Respects the 'Avatar Display' setting under Discussion.)
- Override Avatar with User Photo: (Note: When making calls to `get_avatar()`, the user's photo will be used instead if it is available. Respects the 'Avatar Display' setting under Discussion.)
- JPEG compression: 90 %
- Notify this administrator by email when user photo needs approval: (none)
- Require user photo moderation for all users at or below this level: Author

An 'Update options' button is located at the bottom of the settings panel.

- **PURPOSE:** Allows users to associate photos with their accounts by accessing their "Your Profile" page.
- **WHERE TO EDIT:** (settings: Dashboard >> Settings >> User Photo). To add a photo to a profile: Dashboard >> Users >> Your Profile
- **DOCUMENTATION:** <http://wordpress.org/extend/plugins/user-photo/>

The screenshot shows the 'Your Photo' profile page. It features a large preview of a landscape photo (sunset over a green field). Below the preview, there are two smaller versions of the same photo labeled 'Full size' and 'Thumb'. At the bottom, there is an 'Upload image file:' field with a 'Browse...' button and a note '(max upload size 7M)'. There is also a checkbox for 'Delete photo?' and an 'Update Profile' button.

All images, text, and code, unless otherwise noted: © Thursday - December 15, 2011 | Stand Up For Kids | Home | Back To Top | Site Admin | Log out

A-13. WordPress Database Backup

The screenshot shows the WordPress dashboard with the BackupWP plugin interface. The top navigation bar includes 'Dashboard', 'Tools', 'Users', 'Settings', 'Tools', 'Contact', and 'Calendar'. The main content area is titled 'Progress' and 'Backup'.

Progress

DO NOT DO THE FOLLOWING AS IT WILL CAUSE YOUR BACKUP TO FAIL:

1. Close this browser
2. Reload this page
3. Click the Stop or Back buttons in your browser

Progress:
Backing up table 'wp_options, wp_users, wp_posts'...

Backup

Tables

These core WordPress tables will always be backed up: wp_options, wp_users, wp_posts

You may choose to include any of the following tables:

Table Name	Include
wp_posts	<input checked="" type="checkbox"/>
wp_comments	<input checked="" type="checkbox"/>
wp_links	<input checked="" type="checkbox"/>
wp_postmeta	<input checked="" type="checkbox"/>
wp_commentmeta	<input checked="" type="checkbox"/>
wp_term_relationships	<input checked="" type="checkbox"/>
wp_term_taxonomy	<input checked="" type="checkbox"/>
wp_termmeta	<input checked="" type="checkbox"/>
wp_usermeta	<input checked="" type="checkbox"/>
wp_posts	<input checked="" type="checkbox"/>
wp_comments	<input checked="" type="checkbox"/>
wp_links	<input checked="" type="checkbox"/>
wp_postmeta	<input checked="" type="checkbox"/>
wp_commentmeta	<input checked="" type="checkbox"/>
wp_term_relationships	<input checked="" type="checkbox"/>
wp_term_taxonomy	<input checked="" type="checkbox"/>
wp_termmeta	<input checked="" type="checkbox"/>
wp_usermeta	<input checked="" type="checkbox"/>
wp_posts	<input checked="" type="checkbox"/>
wp_comments	<input checked="" type="checkbox"/>
wp_links	<input checked="" type="checkbox"/>
wp_postmeta	<input checked="" type="checkbox"/>
wp_commentmeta	<input checked="" type="checkbox"/>
wp_term_relationships	<input checked="" type="checkbox"/>
wp_term_taxonomy	<input checked="" type="checkbox"/>
wp_termmeta	<input checked="" type="checkbox"/>
wp_usermeta	<input checked="" type="checkbox"/>

Backup Options

What to do with the backup file:

- Save to server (URL: https://www.example.com/wp-content/backups/backup-1234567890.sql.gz)
- Download to your computer

Waiting for www.its210.hardcopydevelopments.com...

- PURPOSE: For backing up the whole WP site & database.
- WHERE TO EDIT: Dashboard >> Tools >> Backup
- DOCUMENTATION: <http://austinmatzko.com/wordpress-plugins/wp-db-backup/>