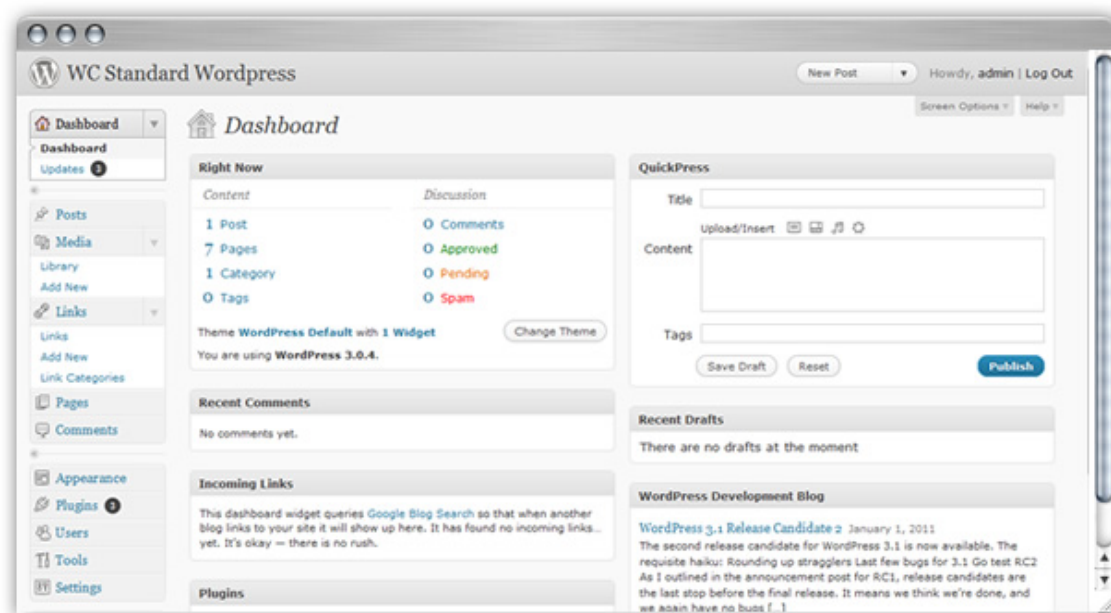


WORDPRESS OUTLINE

What website owners need to know before logging into WordPress

WordPress is one of the world's most popular blogging platforms but it can also provide website owners with the tools they require to successfully manage their own website. For this reason it has quickly been taken up as one of the leading open source content management systems (CMS) particularly for small businesses.

The WordPress team have written comprehensive documentation that will help you explore each section of the system in depth. The WordPress help files can be found http://codex.wordpress.org/Main_Page however there is a lot to know so we have prepared this outline to give you the basics before logging in.



Accessing your WordPress CMS

To access the back-end of your website you will need to know the administrator account details. Usually you will be able to access the administrator's login area from <http://yourdomain.com.au/wp-admin> (replace yourdomain with your domain name) and login with the details provided by the developer of your site.

Understanding WordPress

The first thing to understand when using WordPress is the difference between Posts and Pages.

A post is using the blogging side of WordPress. A blog is typically used when you have some expertise in a particular topic and you wish to produce regular articles (called posts) about the topic and interact with your visitors (using comments etc). WordPress can display a number of posts in one

page on your website (often the homepage or a dedicated blog page depending on how your template is set up).

A page on the other hand is usually used for a stand alone web page - perhaps an about us page or a page discussing your service offering. If you aren't using the blogging features of WordPress, all of the content on your site will be done using Pages.

Another important thing to remember is that WordPress will create a new menu item for each page you have created in the back-end (unless your template designer has changed the way this works).

Templates

Your template tells WordPress how to display your websites information (where things sit, what colours, fonts etc are used). This is built by your web developer and generally not modified by website owners (who lack programming experience). Typically WordPress templates are built to harness the blogging power of WordPress and will usually have places to display recent posts and comments as well as a section to list all of your blog posts.

Posts

The usage of the posts system in WordPress is determined by what you are using your website for. If it is just to list business information; then posts probably won't be displayed with your template and you will use pages instead.

The posts section is where you can create new posts, edit old posts or delete posts. When create/editing posts you will be able to define categories in which your posts will be grouped (you can come back later and add another post to the same category). You can also save posts as drafts and come back and add to them at a later date.

Media

The media menu lists all of the media (images, documents, movies) that WordPress has access to. If WordPress can access them then so can you. Anything listed here can be used within a post or page. You can also upload new media for use in your posts and pages from the media manager.

Pages

The pages section will list all the pages currently used by WordPress. Each page will have a menu item that your visitors will be able to click on and view the contents of. From here you can add, edit or delete any page in the list. Please note deleting a page will remove the corresponding menu item and if you change the page title this will also change the menu item text that is visible for your visitors.

Comments

Comments are a way that you can interact with your visitors. You can enable comments on both pages and posts but they are usually restricted to posts. You can administer the comments in the comments section and filter through any inappropriate comments. The settings area of WordPress will dictate exactly how comments are handled (i.e. are they published automatically or only via approval etc).

Conclusion



Hopefully this outline has given you an understanding of how WordPress works and prepared you for logging in and having a go. Keep an eye on our small business [website design](#) blog [A Website Designer](#) for more info on WordPress and website design in general.

About Web Circle

Web Circle is a leader in creating 'websites that work' using open source technologies for Australian small to medium businesses. Visit our main website at webcircle.com.au/ or our small business website design blog at awebsitedesigner.com.au for more information.