

Managing Your Web Site with the WordPress System, an Overview

TAPACOM Resource Document

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For detailed discussion consult the WordPress documentation and support pages at: [<http://codex.wordpress.org/>](http://codex.wordpress.org/) and [<http://www.wordpress.org/support/>](http://www.wordpress.org/support/).

For TAPACOM support visit the TAPACOM support page here: [<http://www.tapacom.net/?page_id=36>](http://www.tapacom.net/?page_id=36)

What is a Content Management System (CMS)?

WordPress is one of a number of different content management systems which enable web site owners with the ability to update and add content to their web sites. It often includes interactive functions to allow visitors to also contribute content to the site.

CM systems typically use style sheets (CSS), javascript, PHP Hypertext Preprocessor (PHP), MySQL and HTML as foundational tools to build web sites.

While it would be helpful for web designers and developers to understand these tools the strength of CM systems is the ability of web site owners to self-manage their site after the site has been completed. Except for structural changes and application upgrades many day-to-day functions can be managed by non-technical staff.

Managing the Web Site

Managing a web site using CM tools typically includes:

1. Creating additional web pages
2. Updating content on existing pages
3. Removing unneeded pages
4. Adding, removing and managing users
5. Changing the visual appearance of individual pages or site-wide

Web site management is handled by one or more administrators. Administrators will have full access to the CM system tools. In WordPress this management section is called the Dashboard.

A primary function of an administrator is to create user accounts and to assign user roles (responsibilities).

Additional responsibilities include the creation and update of additional pages or topic (web blog) categories.

If there are posts and comments administrators may also need to approve, edit or delete them as appropriate.

Some or all of these duties can be assigned to other administrators, editors and authors.

Accessing the Dashboard

On the home page of a web site and usually on other pages within the site there will be a link called `Login`. This is usually found in the navigational elements in a section called `Meta` if the default WordPress installation has not been changed. If it has been changed, it could be called `Admin`, or something similar.

Clicking on the `Login` link will open an access panel which requests the input of a Username and Password. A successful login will open the Dashboard.

A forgotten password may be retrieved by clicking on the link `Lost your password?` Provide your Username and E-mail address.

Managing User Accounts

Registration

Open web sites allow anyone to have an account on the web site. These are typical of web communities and web logs. If this is allowed there will be a link called `Register` on the home page and on other site pages; usually near the `Login` link.

Closed web sites may not feature a publicly viewable `Register` link. If additional accounts are needed, the administrator will need to manually create them.

Administrators will be able to manually create and manage user accounts on both open and closed web sites.

To access the User management functions start in the Dashboard. Click on the item **Users** in the horizontal menu bar.

In the User management section there will two sections. The upper section called User List by Role allows you to see a list of account holders grouped by their role. The lower section called Add New User enables you to create new user accounts.

The three required fields are Username, E-mail and Password.

Assign the user account one of five roles. Roles define web site privileges. The five roles are:

- administrator
- editor
- author
- contributor
- subscriber

An administrator and the account holder will be able to edit the user profile

An administrator will be able to delete user accounts.

Updating Existing Pages

To access the Page management functions start from the Dashboard.

Click the **Manage** item in the horizontal navigation bar followed by clicking **Pages**.

A list of existing pages will open. You may view, edit or delete pages in this page.

Click on **Edit** to edit an existing page.

The upper portion called Write Page has two fields for input, Page Title and Page Content. The Page Content area has two editing modes, Visual or Code. Both modes include a menu bar of functions similar to a wordprocessor.

On the right is a column of options that can be assigned. Here are some of the key options:

1. *Discussion* - allow comments to the page or allow pings
2. *Page Status* - published for viewing by everyone, draft or private
3. *Page Password* - secure access to view the page

4. *Page Parent* - make the page a main page or a sub-page
5. *Page Author* - assigning an author will allow the account holder (author) the ability to edit the page.

Below the Page Content area is the checkbox **Include Page in Site Navigation**. Unchecked will make the page unviewable in the web site. This function is not present in a default WordPress installation. This function is provided by the Page Link Manager 0.3 plug in.

Adding Files and Images

Further below the Page Content area are functions which will allow you to upload and imbed a file or an image into the Page Content area.

Click on the **Browse** button to select an image on your local drive. Add a Title and Description. When you are done click on **Upload**.

When the upload completes you will be able to assign an action, Link to File, Link to Page or None. Choose an appropriate action. Click on the point where you wish to place the file or image, then click on **Send to Editor**.

When done updating the page click on the **Save** button.

Links

Look at the tool bar just above the text entry field. This will look somewhat like the tool bar found in word processing software.

Note that in this tool bar there are two icons ... one of links of chain and the other of broken links of chain (just to the right of the right justify icon).

Note that there are two buttons at the bottom of this pop out window, Cancel and Update.

To hotlink a URL:

Type your text. For example:

"My favorite web site"

Highlight it.

Next, click on the UN-broken chain. In the pop out window enter:

- Link URL ... "URL"
- Target ... choose Open link in a new window or Open link in the same window
- Title ... enter what you wish

Replace URL with the URL of the address you want to link to.

When you are done click on the Update button. The pop out will close.

Finally, click on the Save button.

Adding Items to the Calendar

The Calendar is not a part of the default WordPress installation. The Calendar function discussed here is provided by the Event Calendar 3.1 plug in.

To add items to the Calendar start from the Dashboard.

Click on the `write` link in the horizontal menu bar. Click on the `Write Post` tab.

Enter a title for the post in the Title field.

Enter information about the event in the Post field.

The last item near the page bottom is a section called Event Editor. Open the Event Editor by clicking on the white + sign at the right end of the blue bar.

Click on the + button that appears on the left below the blue bar.

Enter a start date and time and an end date and time.

Set the time stamp in the Post Timestamp function in the right hand column. Click on the white + sign if the function is closed. This function allows you to enter calendar items but not make them viewable until the date and time set in the Post Timestamp function.

When done, click on the `Publish` button, above, below the Post field.

Updating Announcements

The Announcements function is not a part of the default WordPress installation. This functionality is provided by the Awsom News Announcement 3.1 plug in.

To update Announcements start from the Dashboard.

Click on **Manage** in the horizontal navigation bar. Then click on **AWSOM News**.

Add or update your announcement in the one field. The field has formatting functions similar to a wordprocessor. Text may be entered in Visual or Code editor modes.

When done click on the button **Update News**.