



User manual and Quick Guide



WordPress is first and foremost an open sourced blogging platform. Open source meaning that it is free software that has the potential to be continually improved by a community of programmers.

Since it was first licensed as open sourced, it has grown and supports billions of websites. As the platform has grown, so has the functions and features.

WordPress has the potential to integrate a massive amount of services available on the Internet including Twitter, Flickr, Storify and others.

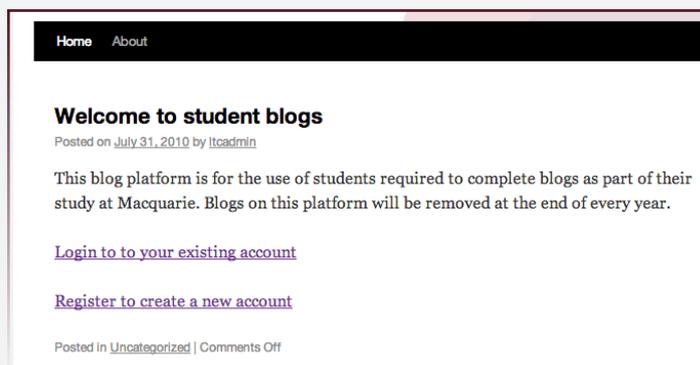
The platform allows flexibility from users in so far as allowing them to customise themes, style sheets, registered users and lots more. Essentially WordPress has evolved from a blogging platform into a full blown Content Management System (CMS).

It is possible to register for a free WordPress site at Macquarie from <http://blog.ltc.mq.edu.au>

Signing up to WordPress

Step 1

To sign up for your own Macquarie University WordPress site, go to <http://blog.ltc.mq.edu.au> and register for a new account.



Step 2

Fill in the form and click next. It is important to note that users have to have a valid Macquarie University email address.



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Navigating WordPress

To get to your WordPress navigation, you will need to log into your site. This can be done by going to <http://blog.ltc.mq.edu.au> and logging into the account you just created. Once you have logged in, you will see a navigation bar on the left side of the screen. This is your gateway to most of the features of WordPress. This quick guide will explain what each feature is, and explain how to post, use plugins and use commenting. This guide will also offer YouTube videos for more comprehensive explanations to some of the features.

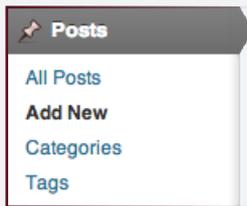
Dashboard	The dashboard feature is the default homepage when logging into your WordPress
Home	
Updates	
Dashboard Stats	
WP-Stats	
Jetpack	The Jetpack service allows you to connect to an analytics service provided by Automattic
Posts	Posts underpin what a blog is made of, and are chronological bite sized pieces of content
Media	
Links	
Pages	Pages are static webpages that can be used to hold information that rarely changes
Comments	When people read your blog, they have the opportunity to comment on your posts. This is where you manage other people's comments.
Feedback	
Appearance	
Plugins	Plugins enhance the features of WordPress. A better explanation will be provided later in the guide
Users	
Tools	
Settings	Settings allow you to change some key elements within WordPress. It is important to know about settings if you plan to use the mobile application
Storify	Storify and Tweet Button are a result of plugins being activated in your site
Tweet Button	

Posting On WordPress

As previously mentioned, WordPress is a blogging platform that allows you to publish content across the Internet. A blog is a web log, hence where the term originates. To publish content on WordPress, one must create 'posts'. To create a post, you will need to login to your site administration.

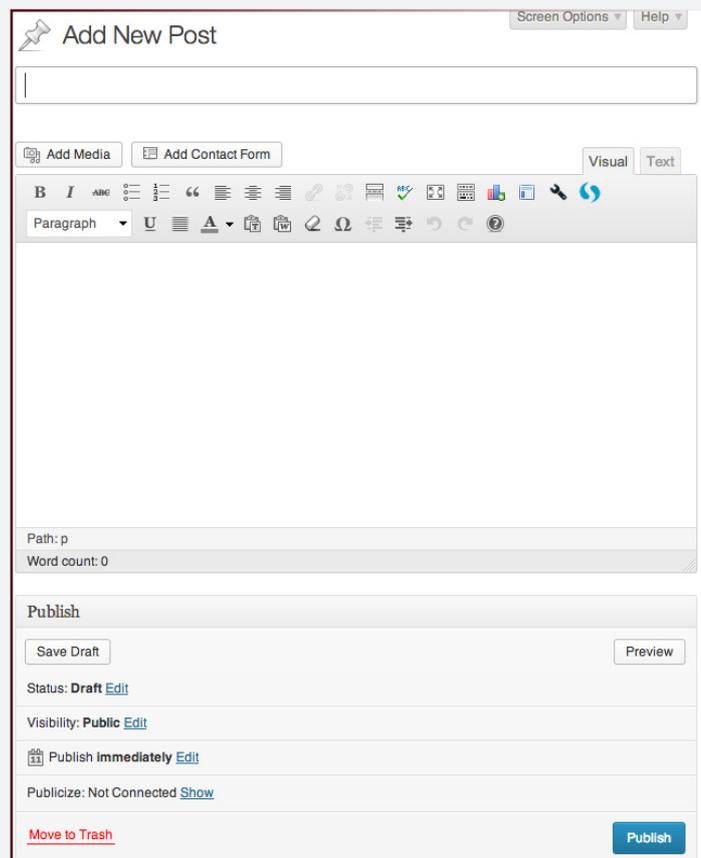
Step 1

Click 'posts' from the navigation bar on the left side of the screen, and 'add new'.



Step 2

Give your new post a title. This will be the heading for your article and is supposed to attract readers. So try and think of something with some oomph.



Step 3

Use the text editor to write your article. If you are familiar with HTML, then you can use the plain text editor to add multimedia elements into your posts. However, if you are not familiar with HTML, then you can use the button elements in the WYSIWYG (What You See Is What You Get) editor. Once you are happy with your post, click publish.

NB: Once you have published your post, share it using social network sites such as Twitter or Facebook

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Appearance of WordPress

You are able to customise your WordPress site with themes that suit your style and needs. You don't need to do this, however, it gives you a sense of ownership over your blog. You will be able to change the default theme to one of the pre-selected themes available. Follow the instructions below to change your theme.

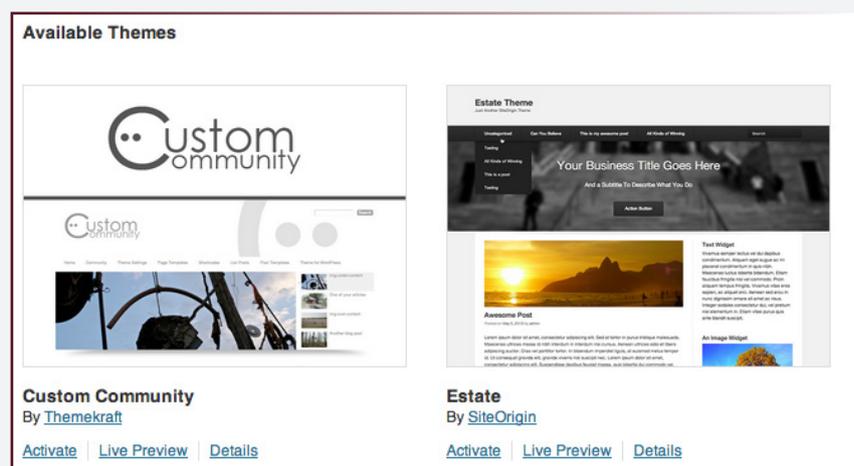
Step 1

Click on the appearance tab in the navigation area, and select the 'Themes' option.

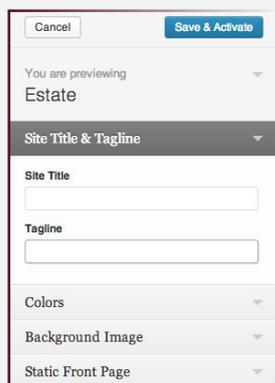


Step 2

Select a theme from the available themes. You are able to activate the theme immediately so that it runs live on your blog, or you are able to run a live preview to see what happens before going live on the site.



Step 3



Once you have activated your new theme, or have looked at a live preview of a theme, you can add a few customizations including the ability to change your site title and tagline, apply a custom colour scheme, change background images, and set a page for the site default page.



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Plugins in WordPress

Plugins are pieces of code that are packaged up and installed into a WordPress site to increase the features and functions. For example, it is possible to install an e-commerce plugin to your site so you can sell products on your site. You can also install plugins that gives your site forum engagement, turns the blogging platform into a social network site, and some plugins add features like document management. The site you are using now has pre-installed plugins that you can use to connect your Flickr, Twitter and Storify accounts.

flickr

twitter

Storify



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Widgets in WordPress

A WordPress site has a sidebar on the right side of the screen. This sidebar can be filled with various pieces of information via widgets. A widget is a little window that displays information that can be static or dynamic. For example, it is possible to embed a Twitter feed in the sidebar as a widget. Follow the below steps to see what widgets are available.

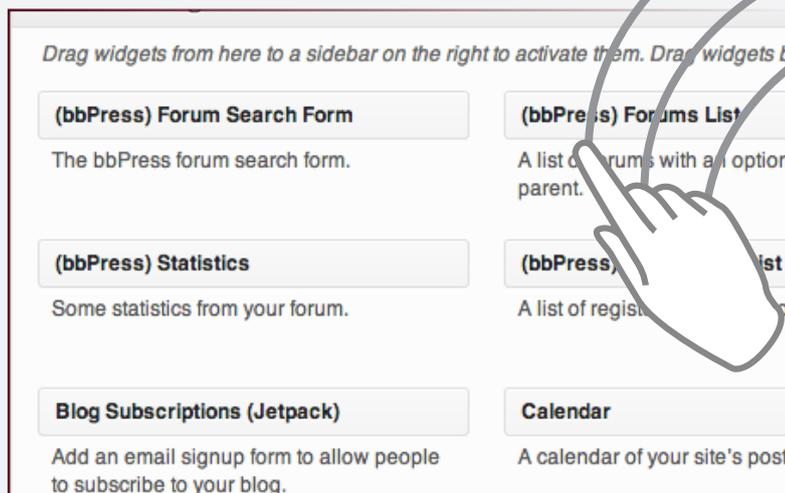
Step 1

Click on the appearance tab in the navigation area, and select the 'Themes' option.



Step 2

There are three components to the widget settings. There are available widgets, inactive widgets, and sidebars. The sidebars are where you place available widgets to make them active on your site. You do this via drop and drag.



You will need to set permissions and parameters for your widgets after you have dropped them into the sidebar.