

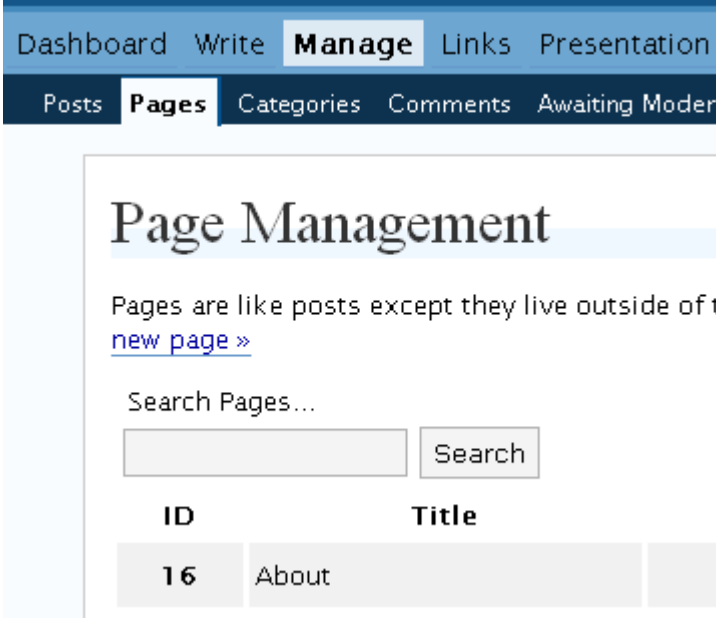
Wordpress Users Guide v1.0

Questions? Concerns? Email us at dtsupport@dual-tech.com.

DualTech Services utilizes Wordpress as a Content Management Tool. Wordpress allows users to easily update their pages with information quickly and pain free. This documentation will help guide users to better understand the Wordpress system so that they can provide information to visitors with ease and efficiency.

Editing Pages

You can edit the pages by going to **Manage > Pages** from the menu and clicking **Edit** beside the page you want to change.



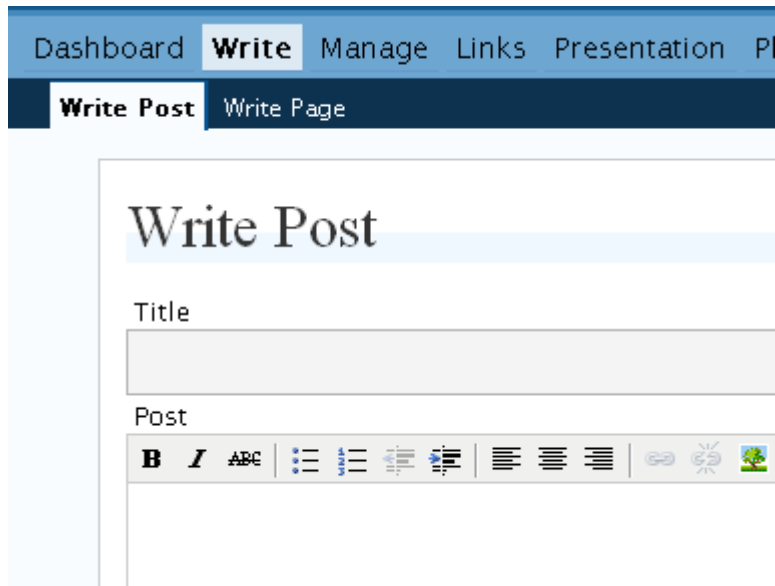
The screenshot shows the Wordpress dashboard's 'Page Management' section. At the top, there is a navigation bar with tabs for 'Dashboard', 'Write', 'Manage' (which is selected), 'Links', and 'Presentation'. Below this, there is a sub-navigation bar with tabs for 'Posts', 'Pages' (which is selected), 'Categories', 'Comments', and 'Awaiting Moderation'. The main content area is titled 'Page Management' and contains the following elements:

- A text block: "Pages are like posts except they live outside of the main menu. [Click here to create a new page »](#)"
- A search box labeled "Search Pages..." with a "Search" button.
- A table with two columns: "ID" and "Title".

ID	Title
16	About

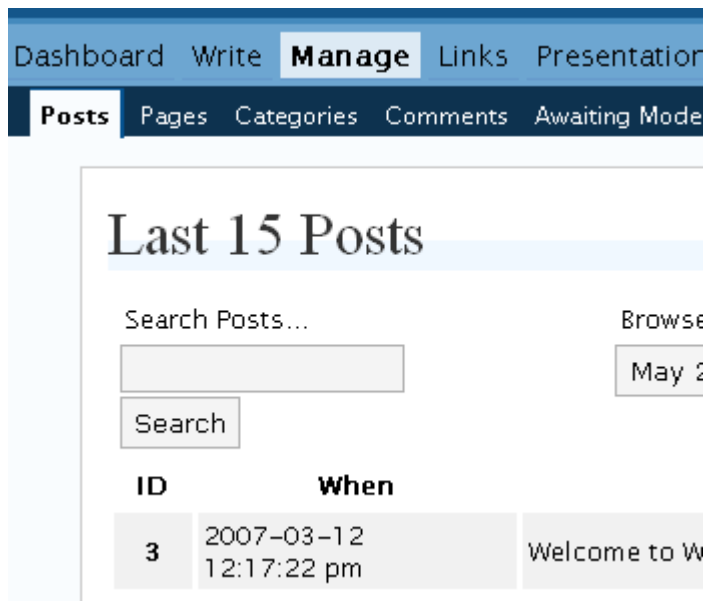
Writing Pages

You can create new pages by going to **Write > Pages** and creating your page. All new pages will show up in the main menu by default. If you would like them to be private pages, you need to set the **Post Level** to "1". You'll find that down below the editor box when you are creating a new page. If you would like them to show up under the **Members** sub-section, you can adjust the **Page Parent** in the right column (while editing the page).



Managing the front page text

The front page uses the **post** feature to publish current news. Right now only the welcome post exists, but you can create additional posts and have them show up on the home page. To create a new post, just go to **Write** on the menu and the new post page shows up by default. If you want to manage existing posts, just go to **Manage**. A list of existing posts will be displayed.



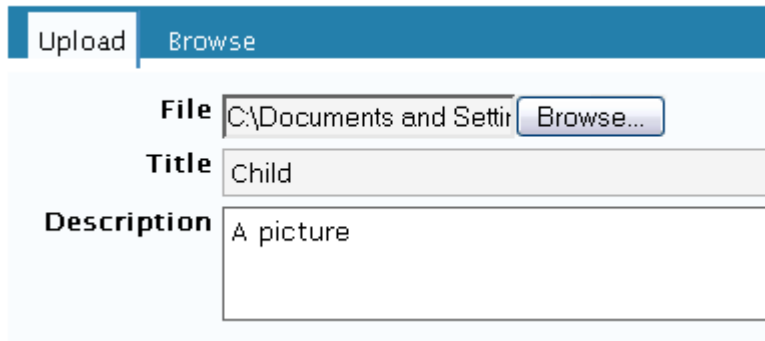
Managing Editors/Users

If you click on **Users** in the **menu**, you will be presented with a list of existing users on the site. You can click **Edit** beside a user's entry to change their settings. If you need to give another person access to edit your site, you can add them using the form at the bottom of the page. You will need to set their role to **Editor**.

For more in-depth information on users and user levels, please visit http://codex.wordpress.org/user_levels.

#Adding pictures

To add pictures to your pages or news items, first click on **Manage**, then select either **Posts**, for front page items or **Pages**, for individual page items within your site. After doing so, find the post or page you wish to add a picture to, and click edit. This brings you to the Visual Editor that allows you to change content on your page. Scroll down until you see Upload. Hit the **Browse** button to search for the file on your computer. Enter a title and a description if you wish, and then click **Upload**.



The image shows a screenshot of the WordPress media upload interface. At the top, there are two tabs: 'Upload' and 'Browse'. The 'Browse' tab is selected. Below the tabs, there is a 'File' field with a text input containing 'C:\Documents and Settir' and a 'Browse...' button. Below that is a 'Title' field with a text input containing 'Child'. Below that is a 'Description' field with a text input containing 'A picture'.

After the file has completed uploading to your site, the **Browse tab** is automatically selected and your file is shown to you with some added options to display it on your page. To add it to your page for others to view, simply select whether you want to display it as a thumbnail (a smaller version of the original picture), Full size, or simply a text Title displaying the name of the file. Additionally, you can select whether you want to link it to the original picture you uploaded, a page containing the picture, or no link at all. When you are finished selecting its attributes, simply click where you want to place it in the Visual Editor, and click **Send to editor**.

Page Title


About

Page Content

Visual Code

B *I* ABC |


This is an example of a WordPress page, you could edit this to put informa where you are coming from. You can create as many pages like this one or content inside of WordPress.



Path: p » a » img

Upload Browse

[« Back](#) **Child** – [Edit](#)



Show: Thumbnail Full size Title

Link to: File Page None

[Send to editor »](#)

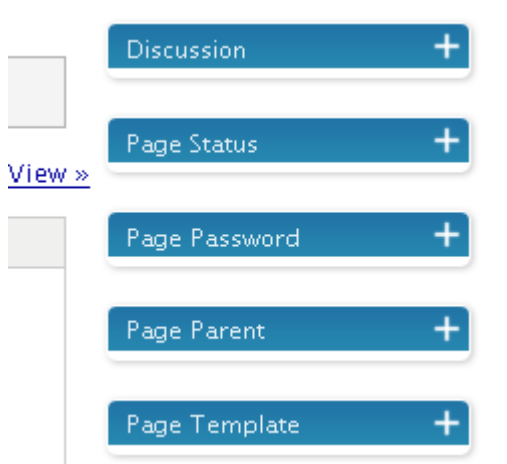
#Deleting pages and posts

To delete a page, click on **Manage** and choose either **Posts** or **Pages**. Select the page or post you wish to delete, and click **Edit**. This will take you to the **Page Management** screen. Scroll down to the bottom of the page, until you see the **Delete this page** button. Make sure it is the correct one you wish to delete, and click the button. A popup message will appear telling you what you are about to delete and to press **OK** to delete or **Cancel** to stop. If you wish to delete the page, press **OK**, otherwise, press **Cancel** to keep the page.

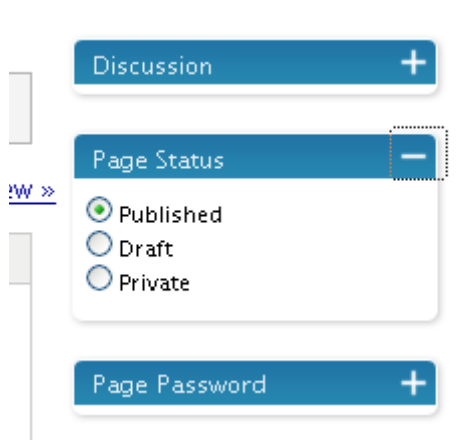
As a side note, you can more easily click on **Manage** and choose either **Posts** or **Pages**, and delete the items from the **Page Management** screen by clicking **Delete** under **Action**.

#Creating private, draft, and published pages

Private pages are useful for posters or editors of your site to work on something without everyone else having access to their work. If saving as a **Draft**, an editor can come back to a saved page and finish it up before finally **Publishing** it for visitors to view. To change the status of a post or page, simply select **Manage** from the **menu**. Select **Pages** and choose the page you wish to password protect, and click **Edit**. Find the sideboxes to the right; they may look something like this:



If so, click the “+” symbol to expand the box so it looks like this:

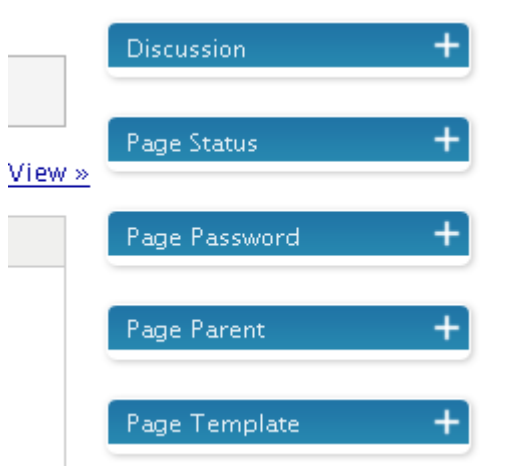


Simply select **Private, Draft, or Published** from the **Page Status** box. If you choose **Private**, the selected page will only show up under the **Administration** site for you and you only, until you decide to **Publish** it. Publishing a page means that the page is live, and will show up for visitors to your site.

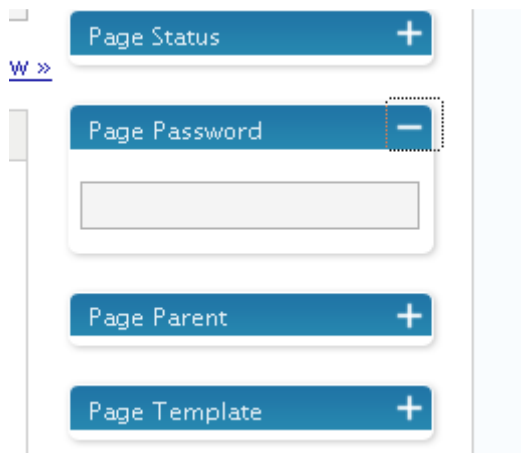
#Password protecting your pages

You can easily add a password protection feature to pages you only want trusted users to view. To do so, select **Manage** from the **menu**. Select **Pages** and choose the page you

wish to password protect (if it is a **Post**, choose that instead) and click **Edit**. Find the sideboxes to the right; they may look something like this:



If so, click the “+” symbol to expand the boxes so they look like this:



Type in the desired password for the page, and click **Save** or **Publish** if it is a new page. After that point, visitors who try to access this page will need to enter a password to view it.

#Using the Visual Editor toolbar

The **Visual Editor** toolbar makes it easy to add links, format text, and create bulleted list to your pages and posts.

B - Makes text bold

I - Italicizes text

ABC - Strikes through text



- Creates a bulleted list



- Creates a numbered list



- Outdents a paragraph or sentence (moves margin closer to the left side of the page)



- Indents a paragraph or sentence (moves margin to closer to the right side of the page)



- Left aligns text



- Aligns text in the center of page



- Right aligns text



- Transforms text into a link



- Removes link attribute from text



- Inserts or edits an existing image



- Splits post or page with a “more...” link that links to another page which displays the entire post or page (useful for saving space)



- Spell checks the post or page



- Brings up the Visual Editor help

Additionally, you can press **Shift + Alt + V** to show the **Advanced Toolbar**. The following are buttons that can be found on this extra toolbar feature.



- Toggles the Advanced Toolbar on or off



- Underlines text



- Makes text fill the width of entire space



- Changes text color



- Pastes text from clipboard as plain text (unformatted)



- Pastes text formatted by Microsoft Word from a .doc



- Removes formatting from selected text



- Cleans up and corrects messy and improper code



- Inserts custom characters such as © ® ™ ß



- Undoes last action performed in the editor



- Redoes last action performed in the editor



- Changes the format of text within a paragraph (ie. Heading 1, Heading 2, Preformatted)