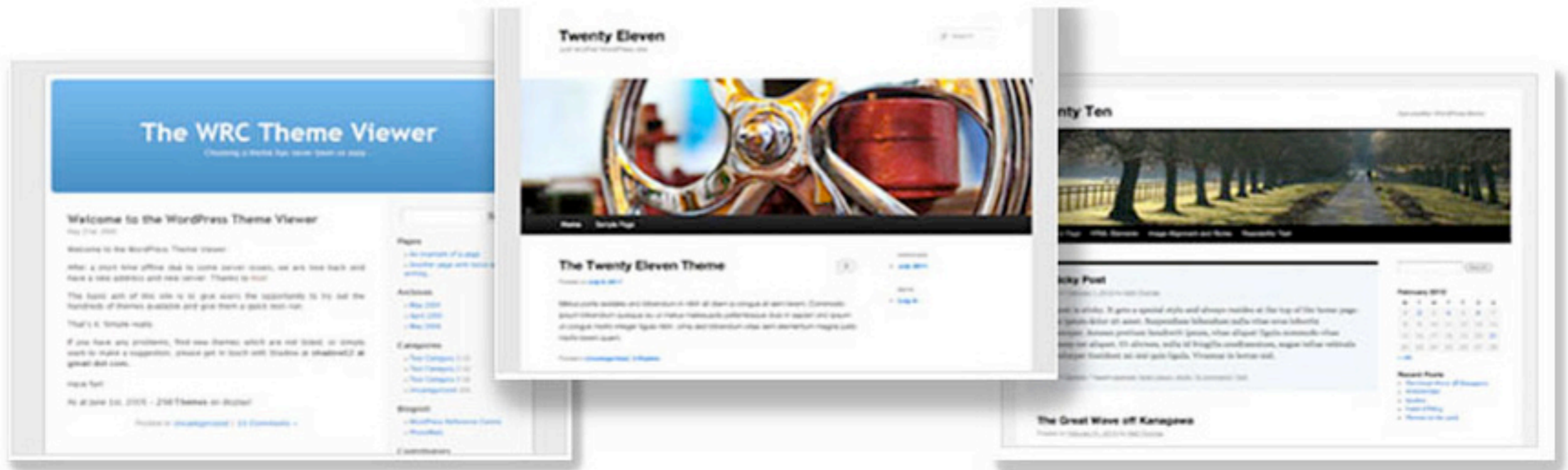


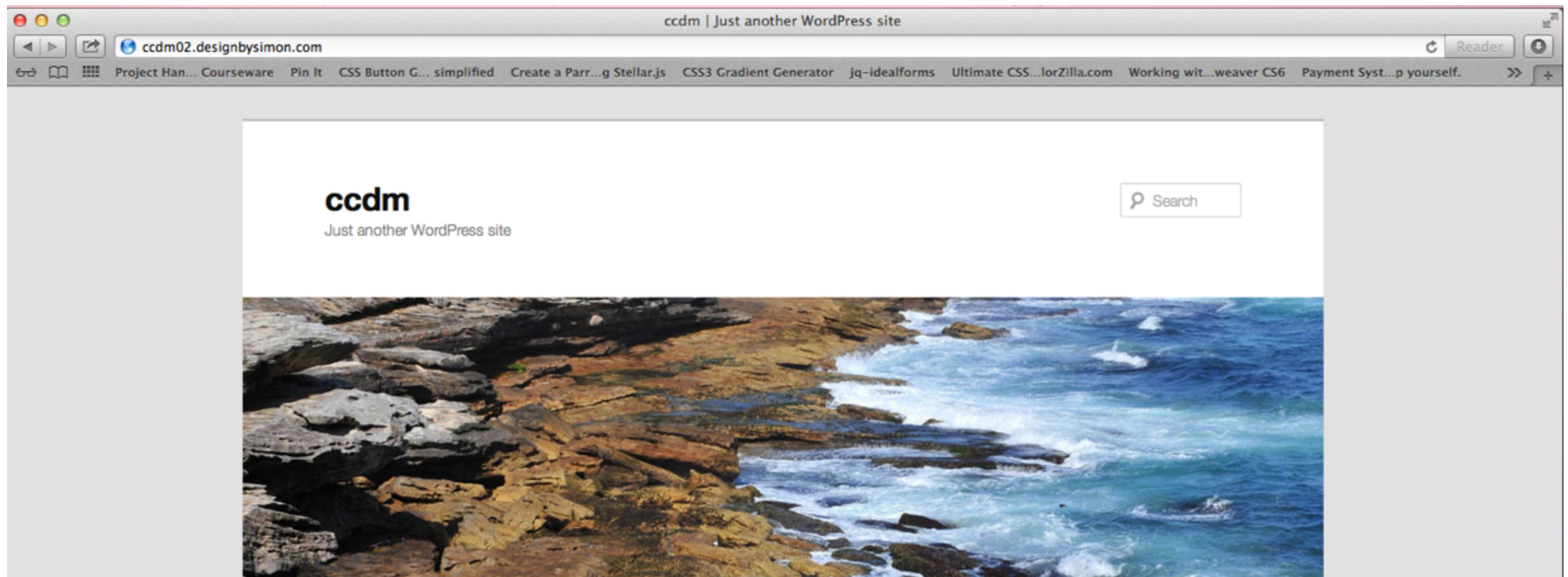
WordPress



It's not just for blogging anymore.

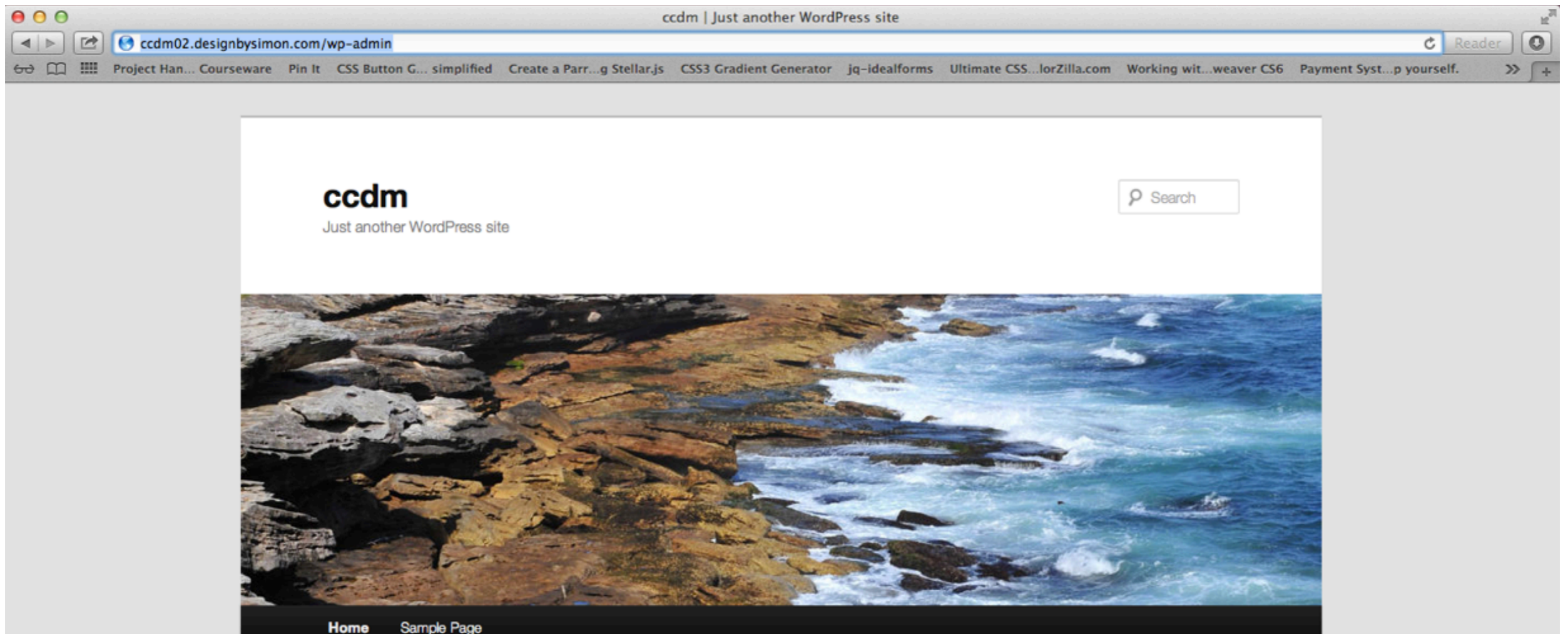


First Steps



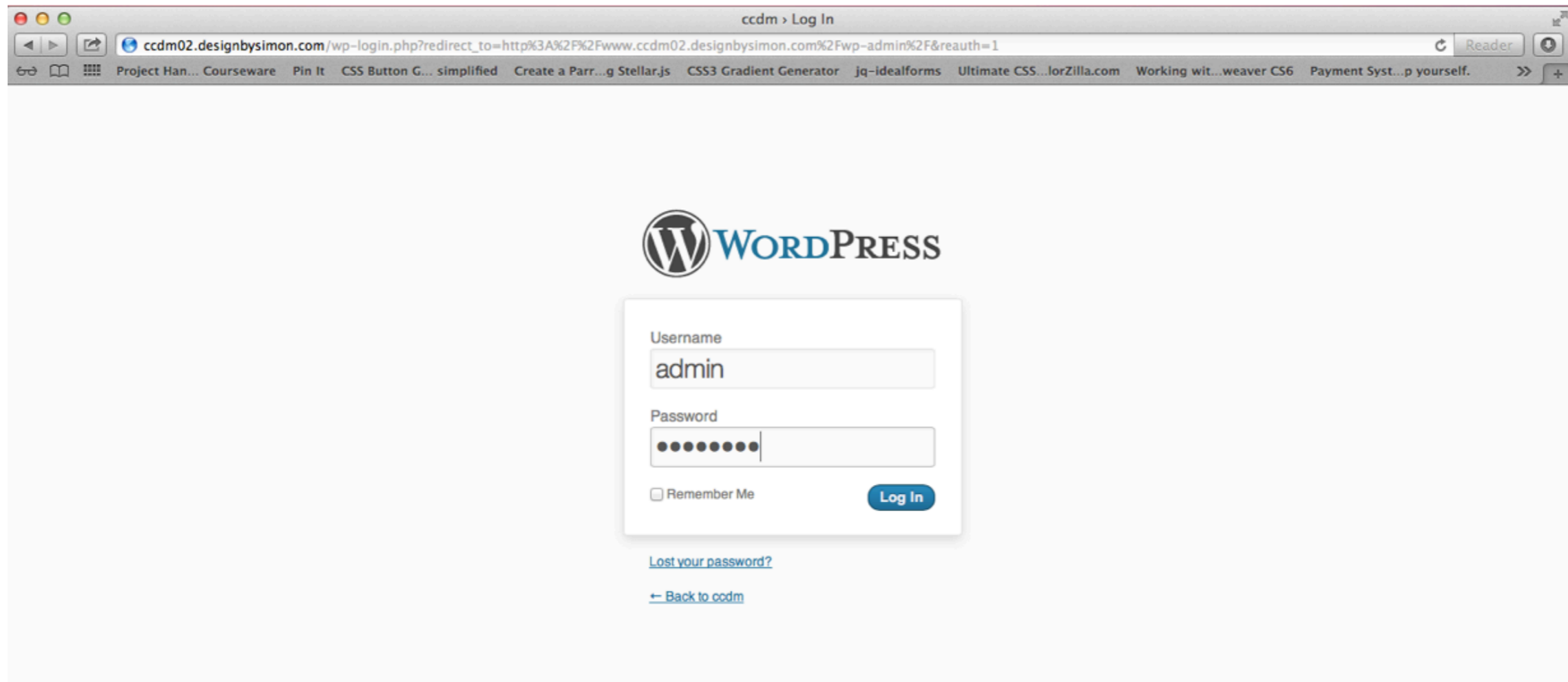
1. Check your email for details
2. Go to <http://yourname.creativeanddigitalmarketing.com>
3. This is the home page of your website

Add /wp-admin



1. To access the backend of your website, add **/wp-admin** to your web address
2. <http://yourname.creativeanddigitalmarketing.com/wp-admin>

Login



1. Login to your account
2. **Username:** admin
3. **Password:** password

WordPress Dashboard

The image shows a screenshot of the WordPress Dashboard for a user named 'admin'. The browser address bar shows 'ccdm02.designbysimon.com/wp-admin/'. The dashboard includes a left-hand menu with options like Dashboard, Home, Updates, Posts, Media, Links, Pages, Comments, Appearance, Plugins, Users, Tools, and Settings. The main content area features a 'Welcome to your new WordPress site!' message, a 'WordPress Version 3.4.2' logo, and three columns of quick actions: 'Basic Settings', 'Add Real Content', and 'Customize Your Site'. In the top right corner, the user's name 'Howdy, admin' is displayed. Red annotations highlight the left-hand menu and the 'Howdy, admin' user profile. A red-bordered text box in the bottom right corner contains the following instructions:

- To add pages, themes and plugins, use the left side **Dashboard** menu
- To log out, select **Howdy, admin** at the top right of the dashboard

Change your Permalinks

The screenshot shows the WordPress dashboard with the 'Permalink Settings' page open. The left sidebar contains a menu with 'Settings' and 'Permalinks' highlighted with red circles. The main content area shows the 'Permalink Settings' page with the 'Post name' option selected and circled in red. The 'Save Changes' button at the bottom is also circled in red. The page title is 'Permalink Settings' and the URL is 'http://ccdm02.designbysimon.com/?p=123'.

- In your Wordpress Dashboard select **Settings - Permalinks**

- In the **Permalink Settings** section, select **Post Name**

- or a URL format that's easy to search and use, instead of the Default numerical setting

<http://marketing/home>

is better than

<http://marketing/?p-123867>

- Select **Save Changes**

Create pages

The screenshot shows the WordPress dashboard for user 'ccdm'. The left sidebar contains a menu with items: Dashboard, Posts, Media, Links, Pages, All Pages, Add New, Comments, Appearance, Plugins, Users, Tools, Settings, and Collapse menu. The 'Pages' menu item is highlighted with a red circle. Below it, the 'Add New' button is also circled in red. The main content area shows the 'Pages' section with an 'Add New' button. Below this, there are filters for 'All (1) | Published (1)', 'Bulk Actions', 'Apply', 'Show all dates', and 'Filter'. A table lists existing pages:

<input type="checkbox"/>	Title	Author
<input type="checkbox"/>	Sample Page	admin
<input type="checkbox"/>	Title	Author

At the bottom of the table, there are 'Bulk Actions' and 'Apply' buttons.

- To create a new web Page, select **Pages - Add New**

Create Home page

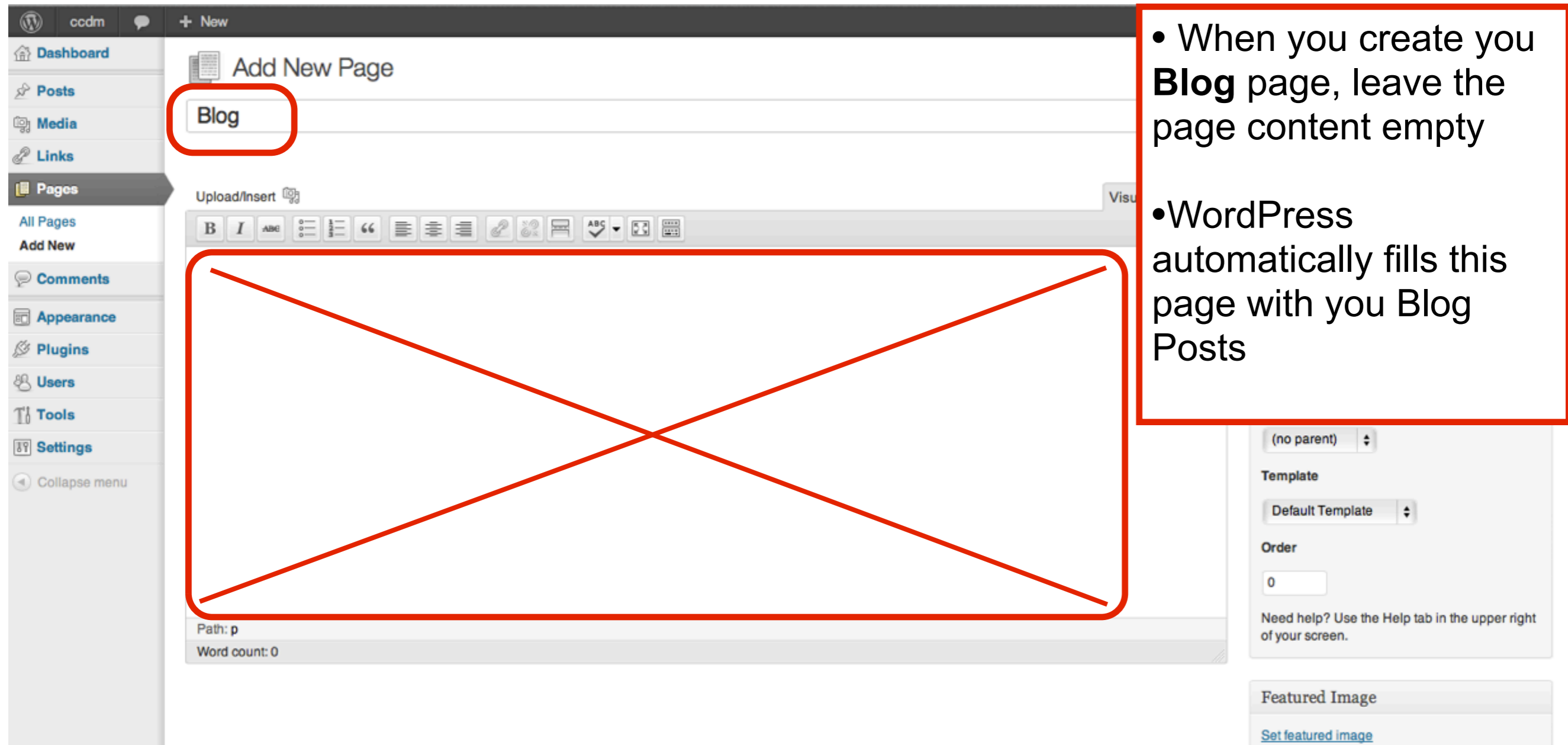
The screenshot shows the WordPress 'Add New Page' editor. The left sidebar contains navigation links for Dashboard, Posts, Media, Links, Pages, Comments, Appearance, Plugins, Users, Tools, and Settings. The main content area has a title field with 'Home' entered. Below the title is a 'Page Content Area' with a rich text editor toolbar. The 'Visual' tab is selected above the content area. The right sidebar shows page status (Draft), visibility (Public), and a 'Publish' button. The 'Page Attributes' section shows 'Parent' as '(no parent)' and 'Template' as 'Default Template'.

- In the **Add New Page** section, add a title for your web page in the title text field

- Select the **Visual** tab above the page content area and enter the contents of your page in the Page Content Area

- Select **Publish** to save your web page

Leave Blog page content blank



The screenshot shows the WordPress 'Add New Page' editor. The 'Blog' template is selected and highlighted with a red circle. The main content area is empty and has a large red 'X' drawn over it. The right sidebar shows the 'Template' dropdown set to '(no parent)', 'Default Template', and 'Order' set to 0. The bottom status bar shows 'Path: p' and 'Word count: 0'.

- When you create your **Blog** page, leave the page content empty
- WordPress automatically fills this page with your Blog Posts

Change Reading Settings

The screenshot shows the WordPress admin interface for the 'Reading Settings' page. The left sidebar contains a menu with 'Settings' and 'Reading' highlighted with red circles. A red arrow points from the 'Reading' menu item to the 'Save Changes' button at the bottom of the settings form. The main content area shows the 'Front page displays' section with the following options:

- Your latest posts
- A static page (select below)

Under the 'A static page' option, there are two dropdown menus:

- Front page: Home
- Posts page: Blog

Other settings visible include 'Blog pages show at most' (10 posts), 'Syndication feeds show the most recent' (10 items), 'For each article in a feed, show' (Full text selected), and 'Encoding for pages and feeds' (UTF-8). A yellow banner at the top of the settings area says 'Settings saved.'

- Select **Settings - Reading** to choose the home page for your website

- Select the radio button:
A static page

- For **Front page**: choose your **Home** page from the drop down menu

- For **Posts page**: choose your **Blog** page

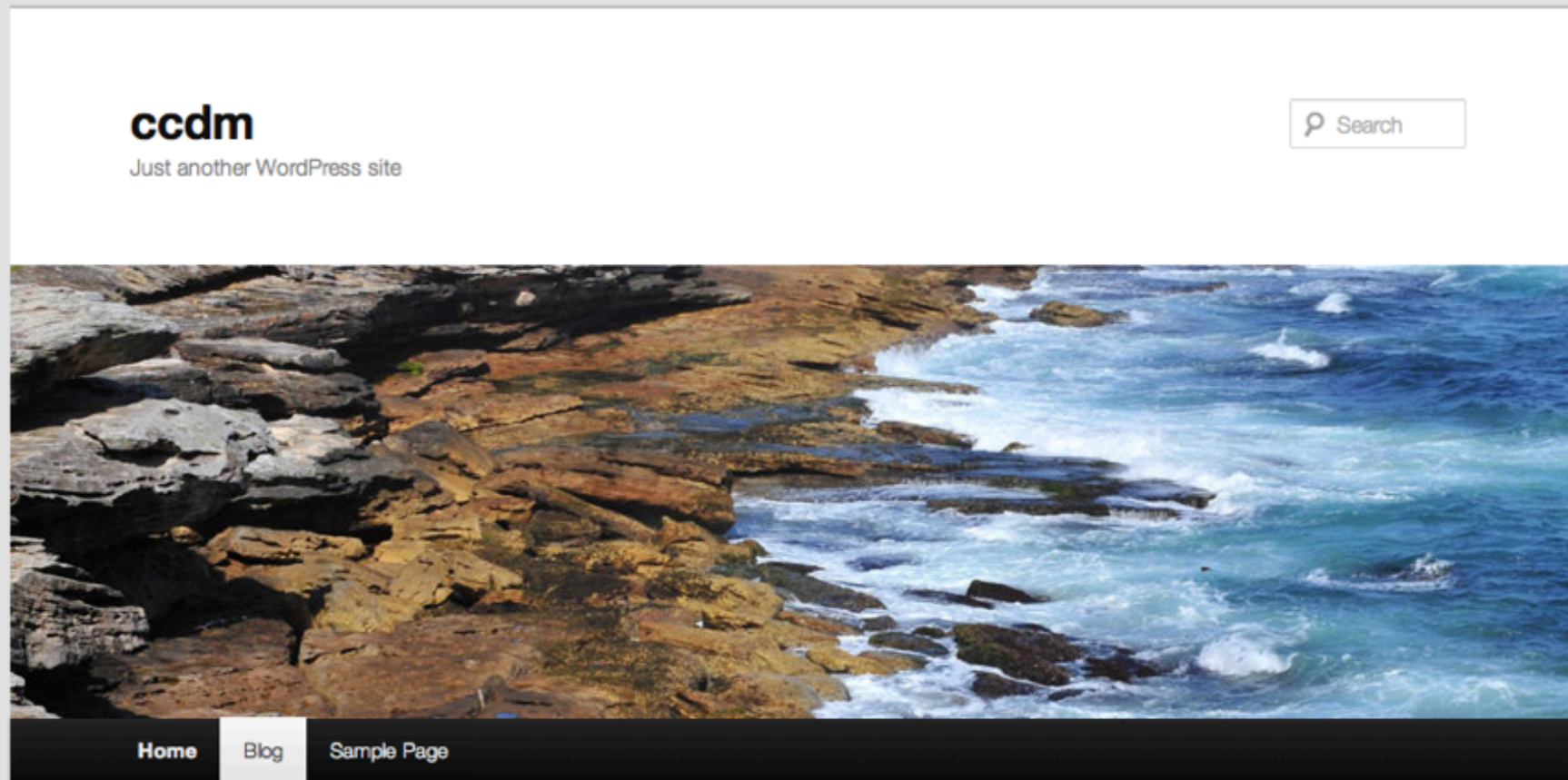
- Select **Save Changes**

View your website

The screenshot shows the WordPress dashboard interface. At the top left, the site name 'ccdm' is highlighted with a red circle. Below it, the 'Visit Site' button is also highlighted with a red circle. A right-click context menu is open over the 'Visit Site' button, with the 'Open Link in New Tab' option highlighted in blue. A yellow horizontal bar is positioned behind the context menu. A red arrow points from the 'Open Link in New Tab' option to the text box on the right. The dashboard sidebar on the left includes categories like Posts, Media, Links, Pages, Comments, Appearance, Plugins, Users, Tools, and Settings. The main content area shows settings for 'Your latest posts' (selected), 'A static page (select below)', 'Front page: Home', 'Posts page: Blog', 'Blog pages show at most 10 posts', 'Syndication feeds show the most recent 10 items', 'For each article in a feed, show Full text', and 'Encoding for pages and feeds UTF-8'.

- When you have updated your **Reading Settings**, select your website name at the top of the dashboard and choose **View Site**, or right click / ctrl-click to select **Open Link in New Tab**

Check for Permalink Errors



- Check that your **Home** page appears as the first page in your website
- Check that your **Blog** page is displaying the default blog post “Hello World”
- Check that these pages appear in the menu and that the menu links work

Change User Details

ccdm + New

- Dashboard
- Posts
- Media
- Links
- Pages
- Comments
- Appearance
- Plugins
- Users**
 - All Users
 - Add New
 - Your Profile**
- Tools
- Settings
- Collapse menu

Profile

Personal Options

Visual Editor Disable the visual editor when writing

Admin Color Scheme

Blue

Gray

Enable keyboard shortcuts for comment moderation. [More Information](#)

Show Toolbar when viewing site

Name

Username Username cannot be changed.

First Name

Last Name

Nickname (required)

Display name publicly as

Contact Info

E-mail (required)

- To change your profile settings, select **Users - Your Profile**

Here you can change your name, email and contact details

Make a new Password

The screenshot shows a user profile page with the following sections:

- Contact Info**
 - E-mail (required): artbysimon@yahoo.com
 - Website: [empty]
 - AIM: [empty]
 - Yahoo IM: [empty]
 - Jabber / Google Talk: [empty]
- About Yourself**
 - Biographical Info: [empty]
- New Password**
 - Field 1: [password mask] *If you would like to change the password type a new one. Otherwise leave this blank.*
 - Field 2: [password mask] *Type your new password again.*
 - Strength: **Medium** *Hint: The password should be at least seven characters long. To make it stronger, use upper and lower case letters, numbers % ^ &).*

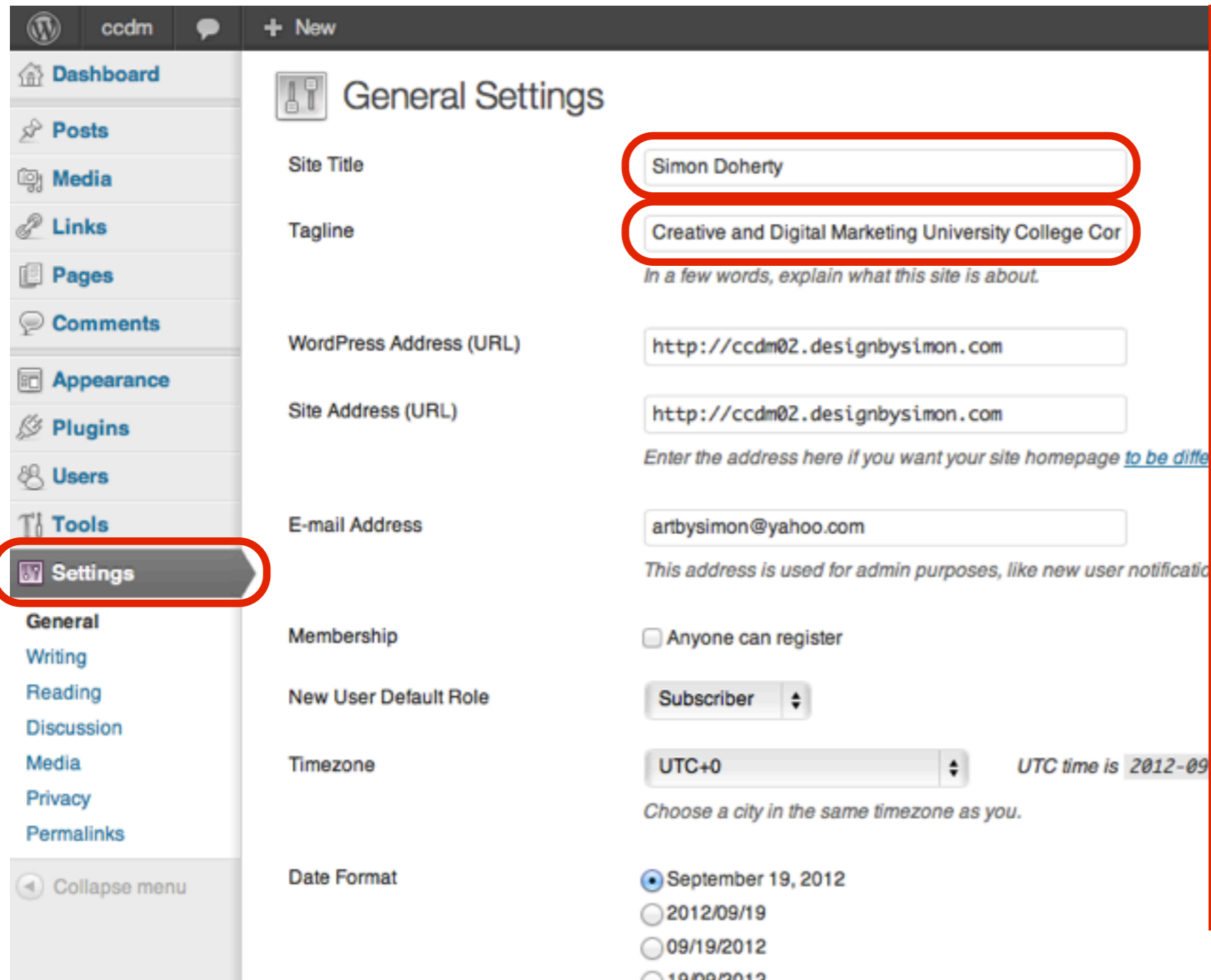
A red box highlights the 'New Password' section, and a red arrow points from this box to the 'Update Profile' button at the bottom left.

- You can change your password by entering a new password into the **New Password** text field.

- When you select **Update Profile**, your new password will be emailed to the email address in your **Profile - Contact Info** section

- Select **Update Profile**

Title and Tagline



The screenshot shows the WordPress dashboard with the 'Settings' menu item highlighted in the left sidebar. The 'General Settings' page is open, showing the 'Site Title' and 'Tagline' fields. The 'Site Title' field contains 'Simon Doherty' and the 'Tagline' field contains 'Creative and Digital Marketing University College Cor'. The 'WordPress Address (URL)' and 'Site Address (URL)' fields both contain 'http://ccdm02.designbysimon.com'. The 'E-mail Address' field contains 'artbysimon@yahoo.com'. The 'Membership' section has 'Anyone can register' checked. The 'New User Default Role' is set to 'Subscriber'. The 'Timezone' is set to 'UTC+0'. The 'Date Format' is set to 'September 19, 2012'.

- To change your **Site Title**, select **Settings - General** to go to **General Settings**

- Enter a new title in the **Site Title** text field. This will be the main title displayed in your website header

- Enter a new tagline in the **Tagline** text field. This will be displayed below your main title in your website header

- Select **Save Changes** to save these changes

Plugins

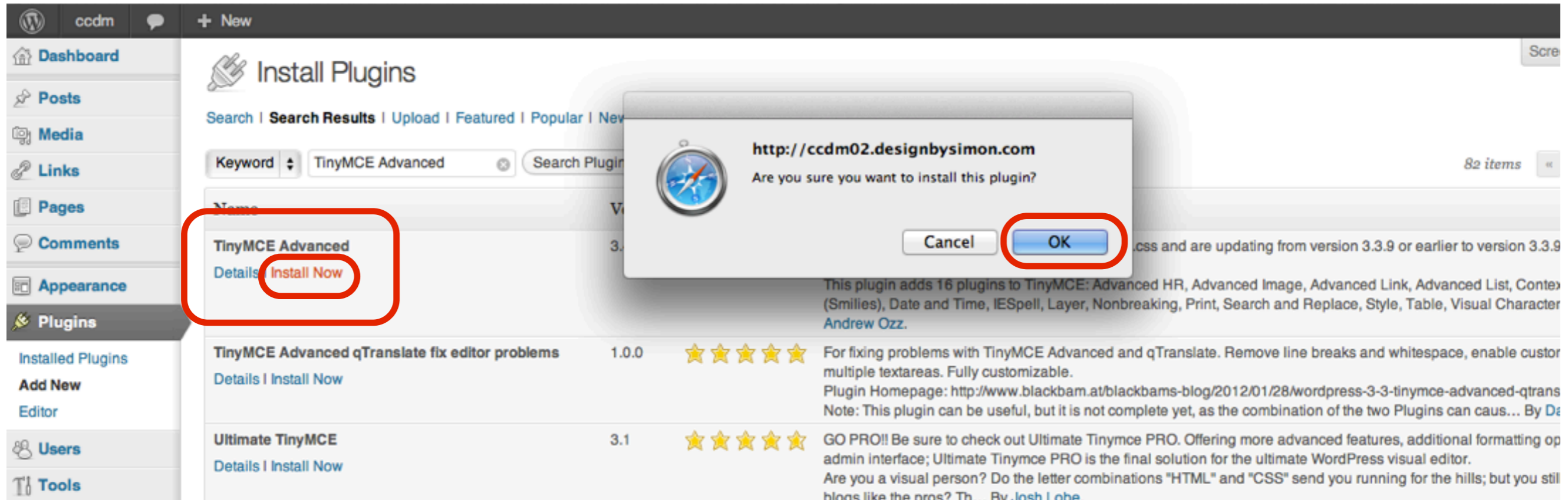
Install Plugins



The screenshot shows the WordPress dashboard's 'Install Plugins' page. The left sidebar contains a menu with 'Plugins' highlighted. Below it, 'Add New' is also highlighted. The main content area shows the 'Install Plugins' header, a search bar with 'TinyMCE Advanced' entered, and a 'Search Plugins' button. Below the search bar, there are 'Popular tags' and a list of tags including 'admin', 'AJAX', 'buddypress', 'category', 'comment', 'comments', 'content', 'email', 'Facebook', 'feed', 'flash', 'gallery', 'google', 'image', 'images', 'jquery', 'link', 'links', 'media', 'page', 'pages', 'photo', 'photos', 'plugin', 'Post', 'posts', 'rss', 'seo', 'shortcode', 'sidebar', 'social', 'spam', 'stats', 'twitter', 'widget', 'widgets', 'wordpress', and 'youtube'.

- To add plugins to your site, select **Plugins - Add New**
- In the **Search** text field box, enter **TinyMCE Advanced**
- Select **Search Plugins**

Install TinyMCE Advanced



The screenshot shows the WordPress 'Install Plugins' interface. The search results for 'TinyMCE Advanced' are displayed. The 'Install Now' link for the 'TinyMCE Advanced' plugin is circled in red. A confirmation dialog box is overlaid on the screen, asking 'Are you sure you want to install this plugin?' with 'Cancel' and 'OK' buttons. The 'OK' button is also circled in red.

ccdm + New

Dashboard

Posts

Media

Links

Pages

Comments

Appearance

Plugins

Installed Plugins

Add New

Editor

Users

Tools

Settings

Collapse menu

Install Plugins

Search | Search Results | Upload | Featured | Popular | New

Keyword TinyMCE Advanced Search Plugins

82 items

TinyMCE Advanced

Details **Install Now**

<http://ccd02.designbysimon.com>

Are you sure you want to install this plugin?

Cancel **OK**

This plugin adds 16 plugins to TinyMCE: Advanced HR, Advanced Image, Advanced Link, Advanced List, Contextual Menu, Date and Time, IESpell, Layer, Nonbreaking, Print, Search and Replace, Style, Table, Visual Character Counter, and Visual Lists.

Andrew Ozz.

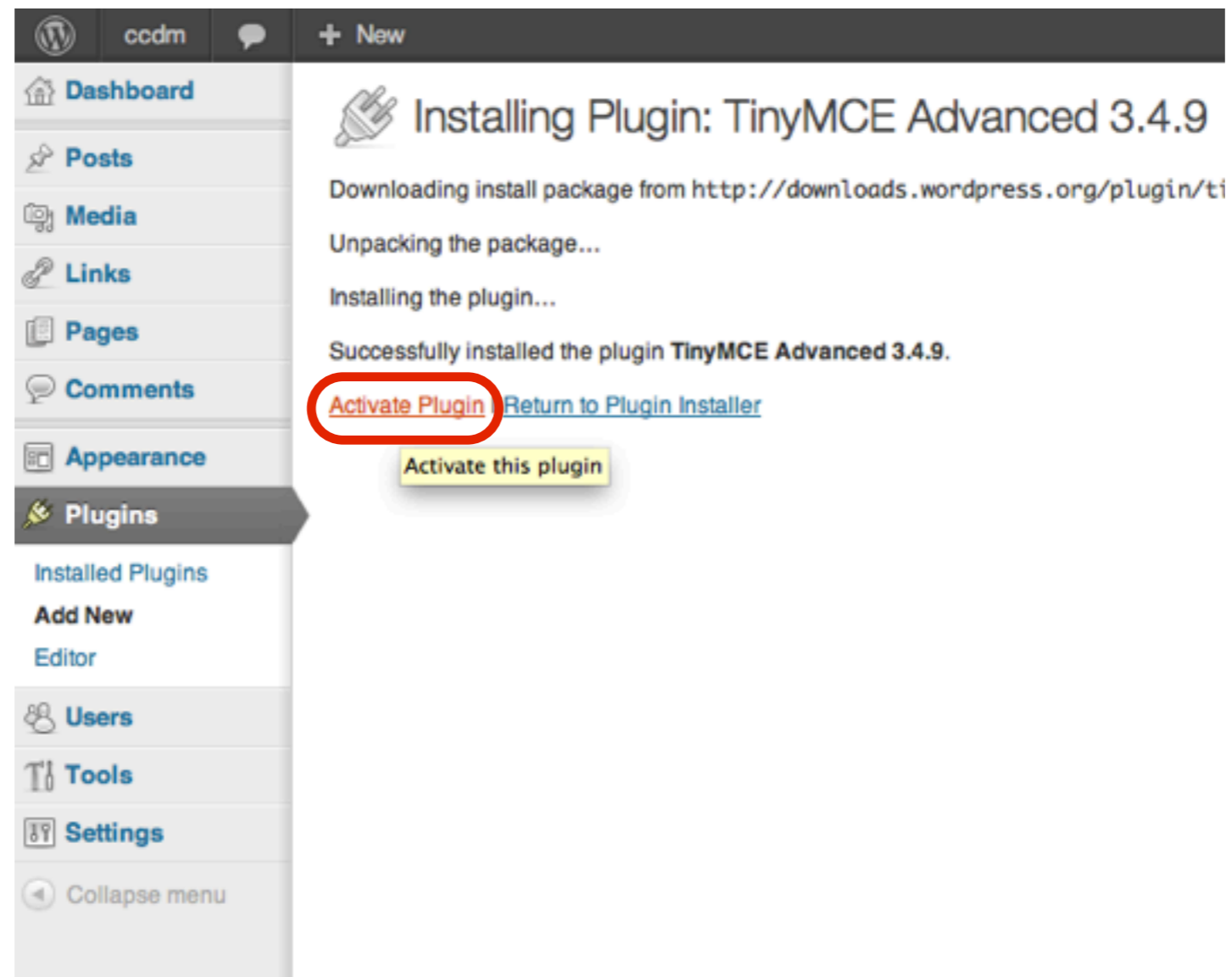
TinyMCE Advanced qTranslate fix editor problems 1.0.0 ★★★★★ For fixing problems with TinyMCE Advanced and qTranslate. Remove line breaks and whitespace, enable custom multiple textareas. Fully customizable.
Plugin Homepage: <http://www.blackbam.at/blackbams-blog/2012/01/28/wordpress-3-3-tinymce-advanced-qtrans>
Note: This plugin can be useful, but it is not complete yet, as the combination of the two Plugins can cause... By David

Ultimate TinyMCE 3.1 ★★★★★ GO PRO!! Be sure to check out Ultimate Tinymce PRO. Offering more advanced features, additional formatting options, and a new admin interface; Ultimate Tinymce PRO is the final solution for the ultimate WordPress visual editor. Are you a visual person? Do the letter combinations "HTML" and "CSS" send you running for the hills; but you still want to write blogs like the pros? Then... By Josh Lobe.

the inclusion of the google font... exact same as this plugin, but... ge you to read below, follow the... ult TinyMCE configuration in V... eeds more flexible data like ot... object relationship. select.chu

- Select the **Install Now** link below the title TinyMCE Advanced
- Select **OK** from the pop up
“Are you sure you want to install this plugin?”

Activate the Plugin



The screenshot shows the WordPress dashboard for user 'ccdm'. The left sidebar menu includes Dashboard, Posts, Media, Links, Pages, Comments, Appearance, Plugins, Users, Tools, and Settings. The 'Plugins' menu item is highlighted. The main content area displays the progress of installing the 'TinyMCE Advanced 3.4.9' plugin. The status is 'Successfully installed the plugin TinyMCE Advanced 3.4.9.' Below this, there are two links: 'Activate Plugin' (circled in red) and 'Return to Plugin Installer'. A yellow button labeled 'Activate this plugin' is positioned below the links.

ccdm + New

Dashboard

Posts

Media

Links

Pages

Comments

Appearance

Plugins

Installed Plugins

Add New

Editor

Users

Tools

Settings

Collapse menu

Installing Plugin: TinyMCE Advanced 3.4.9

Downloading install package from <http://downloads.wordpress.org/plugin/ti>

Unpacking the package...

Installing the plugin...

Successfully installed the plugin **TinyMCE Advanced 3.4.9**.

[Activate Plugin](#) [Return to Plugin Installer](#)

Activate this plugin

Select Settings - TinyMCE Advanced

TinyMCE Buttons Arrangement

Drag and drop buttons onto the toolbars below.

Font size Paragraph

Hide next row Quote Justify Cut Copy Paste Replace Font family Styles

Clean Code Citation Inserted Text Deleted Text Abbreviation Acronym Layer Advanced HR

HTML View HTML Hidden Chars NB Space Visual Aids Insert Date Insert Time Anchor IE Spell

Also enable: Advanced Image

Advanced Options

- Advanced Link Enabling
- Hide all CSS classes in
- Stop removing the <p> a

- Select **Settings - TinyMCE Advanced**
- Click and drag the icons you want from the bottom rows to the top four rows

Save Changes

The image shows the WordPress TinyMCE Advanced settings page. The left sidebar contains navigation links: Pages, Comments, Appearance, Plugins, Users, Tools, and Settings. The main content area displays various settings for the TinyMCE editor, including a toolbar with options like Replace, Clean Code, Citation, Inserted Text, Deleted Text, Abbreviation, Acronym, View HTML, Hidden Chars, NB Space, Anchor, and IE Spell. Below the toolbar, there are checkboxes for 'Advanced Image', 'Advanced List Options', and 'Context Menu'. The 'Advanced Options' section is highlighted with a red box and contains three checkboxes: 'Advanced Link', 'Hide all CSS classes in the editor menu', and 'Stop removing the <p> and
 tags when saving and show them in the HTML editor'. The 'Stop removing the <p> and
 tags...' checkbox is checked and circled in red. A red arrow points from a text box in the top right to this checkbox. At the bottom of the page, there are two buttons: 'Remove Settings' and 'Save Changes', with the latter also circled in red.

- Select the checkbox: **Stop removing the <p> and
 tags**
- Select **Save Changes**

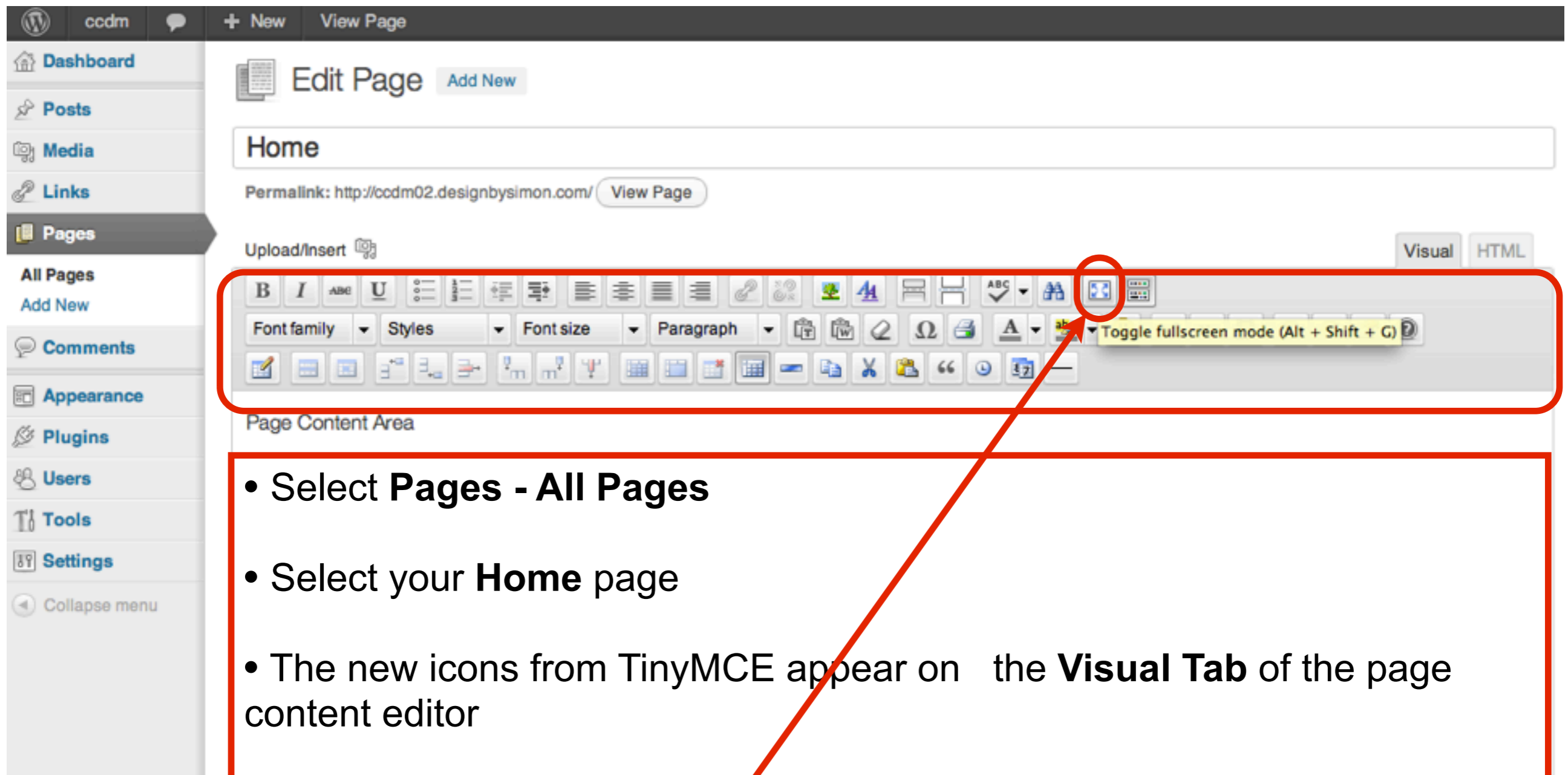
Also enable: Advanced Image • Advanced List Options • Context Menu (to show the browser context menu in Firefox, hold down the Ctrl key).

Advanced Options

- Advanced Link** Enabling this TinyMCE plugin will overwrite the internal links feature in WordPress 3.1 and newer. Currently there is no way to enable both of them at the same time.
- Hide all CSS classes in the editor menu** Note that selecting this will also disable the Styles drop-down menu.
- Stop removing the <p> and
 tags when saving and show them in the HTML editor** This will make it possible to use more advanced coding in the HTML editor without the editor removing them. It may behave unexpectedly in rare cases, so test it thoroughly before enabling it permanently. Also line breaks in the HTML editor would still affect the output, in particular do not use multiple
 tags.

Remove Settings **Save Changes**

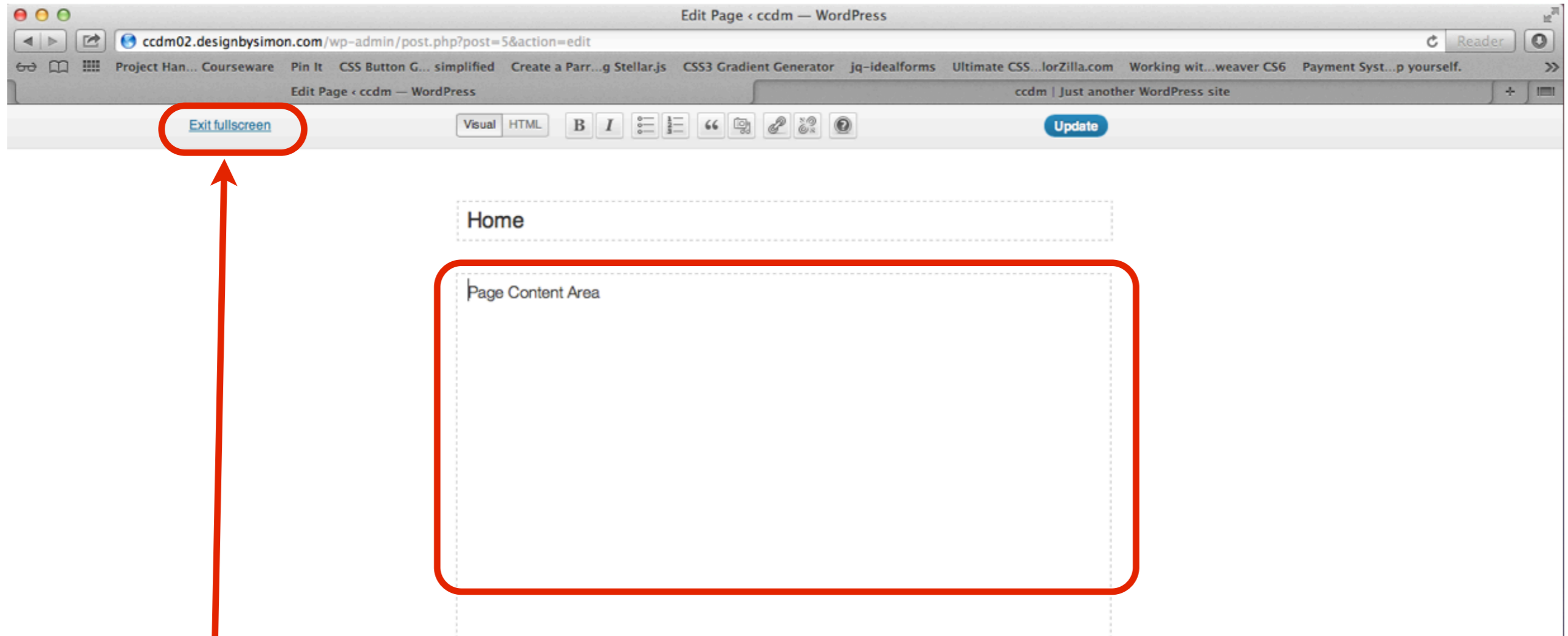
Extra icons appear



The screenshot shows the WordPress admin interface. The left sidebar contains navigation menus for Dashboard, Posts, Media, Links, Pages, All Pages, Comments, Appearance, Plugins, Users, Tools, Settings, and Collapse menu. The main content area is titled 'Edit Page' and shows the 'Home' page. The TinyMCE editor toolbar is visible, with the 'Visual' tab selected. A red box highlights the toolbar, and a red circle highlights the 'Toggle fullscreen mode' icon (four arrows pointing outwards). A red arrow points from this icon to the text below.

- Select **Pages - All Pages**
- Select your **Home** page
- The new icons from TinyMCE appear on the **Visual Tab** of the page content editor
- To access **fullscreen mode**, select the icon with the four arrows from the top icon bar

Fullscreen Mode



- Fullscreen mode gives you more space to work without all the extra menus blocking your view
- Select **Exit fullscreen** when you are finished