



Getting Comfortable with WordPress

WordCamp Philly 2017
101 WordPress Track

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@kerchmcc



**WE
FIX
BROKEN
WEBSITES**

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<https://morguefile.com/photos/morguefile/3/postcards/pop>

We will cover:

- **Difference between pages and posts**
- **Difference between categories and tags**
- **Headings and a small bit of SEO**
- **Adding and manipulating media (images, videos, pdfs, etc.)**

**Whoever wants to understand much
must play much.**

Gottfried Benn

Working with Posts and Pages

Playing with Posts

The screenshot shows the WordPress dashboard interface. On the left sidebar, the 'Posts' menu item is highlighted with a red circle. The main content area displays the 'Posts' section with a table of posts. The first post in the table is titled '(no title) — Draft'. The second post is titled 'This is a post' and is circled in red, with a red arrow pointing to it. The third post is titled 'Hello world!'. A large text box with the word 'Choose' is overlaid on the post list.

Choose

Title	Author	Categories	Tags	Date
(no title) — Draft	admin	Uncategorized	—	Last Modified 2017/08/05
This is a post	admin	Uncategorized	—	Published 2017/06/21
Hello world!	lvwc-kerch	Uncategorized	—	Published 2017/03/09

WordPress dashboard interface showing the "Edit Post" screen. The left sidebar contains navigation links: Dashboard, Posts, All Posts, Add New, Categories, Tags, Media, Pages, Comments, Appearance, Plugins, Users, Tools, Settings, and Sandbox. The main content area displays the "Edit Post" form. At the top, there's a "Post updated. [View post](#)" message. Below it, the "Post title" field contains the text "This is a post", which is circled in red with an arrow pointing to it. The "Permalink" field shows the URL <http://grumpy-pigeon.w3.poopy.life/2017/06/21/this-is-a-post/>. The "Add Media" button is visible. The "Visual" and "Text" tabs are present. The "Text" tab is active, showing the content area with the following text: "Make this is an H1 so you can see what it looks like in content. But do not use this", "Make this an H2 heading in content", "Make this an H3 heading in content", and "Make this an H4 heading in content". The right sidebar contains the "Publish" section with options like Status, Visibility, Revisions, and Published, and the "Format" section with options like Standard, Aside, and Image.

The screenshot shows the WordPress 'Edit Post' interface. The title 'Permalink' is centered at the top. Below the title, the text 'This is a post' is in the content area. A red oval highlights the 'Permalink' section, which shows the URL 'http://grumpy-pigeon.w3.poopy.life/2017/06/21/this-is-a-post/' and an 'Edit' button. The left sidebar shows the 'Posts' menu. The right sidebar shows the 'Publish' and 'Format' sections.

WordPress Dashboard: Sandbox, New, View Post

Dashboard

Posts

All Posts

Add New

Categories

Tags

Media

Pages

Comments

Appearance

Plugins

Users

Tools

Settings

Edit Post [Add New](#)

Post updated. [View post](#)

This is a post

Permalink: <http://groupy-pigeon.v>

Add Media

Visual Text

Paragraph **B** *I* [List Icons] [Quote Icon] [Link Icon] [Unlink Icon] [Table Icon]

Make this is an H1 so you can see what it looks like in content. But do not use this

Make this an H2 heading in content

Make this an H3 heading in content

Make this an H4 heading in content

Status: P

Visibility:

Revision

Publishe

[Edit](#)

[Move to Tras](#)

Format

Star

Asic

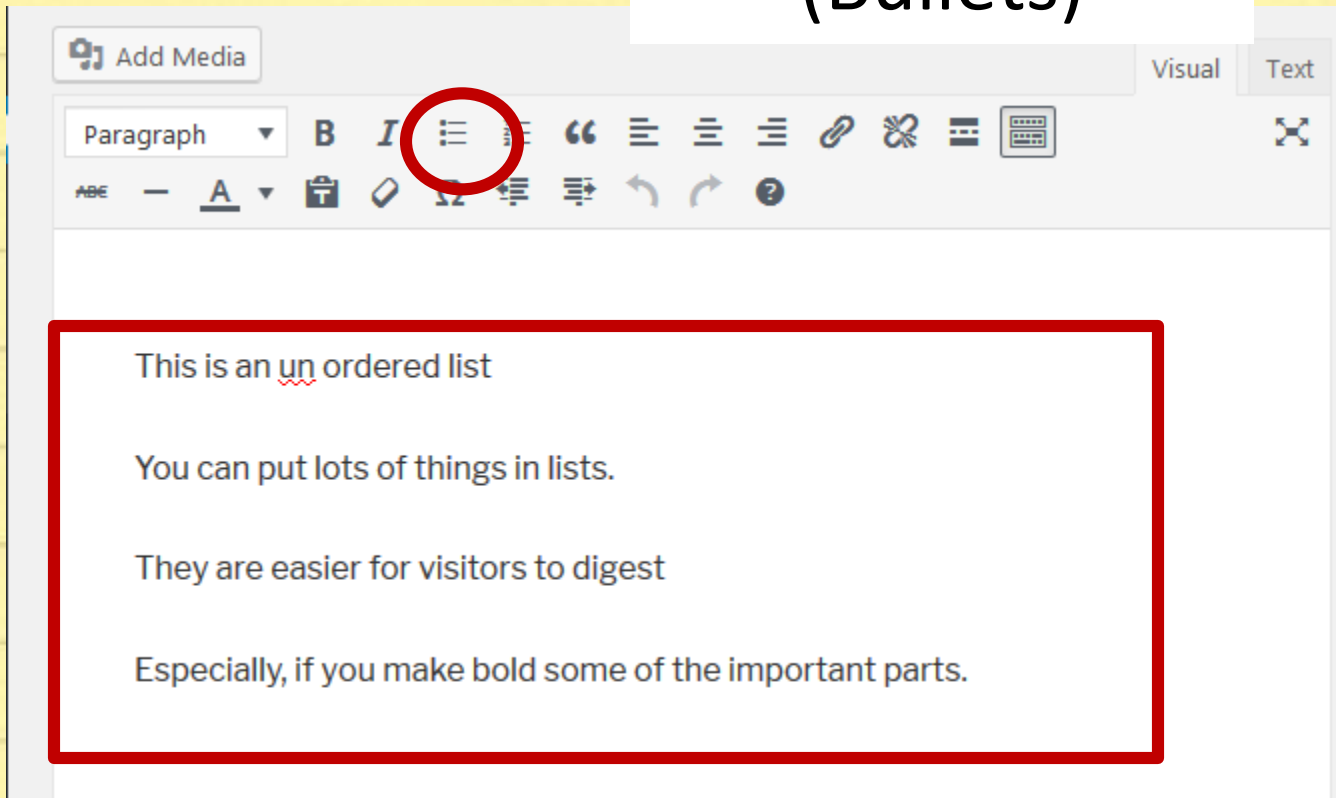
Add Media.
We'll talk more about this
later.. But notice it

The screenshot shows the WordPress 'Edit Post' interface. The left sidebar contains navigation links: Dashboard, Posts (selected), All Posts, Add New, Categories, Tags, Media, Pages, Comments, Appearance, Plugins, Users, Tools, Settings, Sandbox, and Collapse menu. The main content area has a header 'Edit Post' with an 'Add New' button. Below it, a message says 'Post updated. [View post](#)'. The post title is 'This is a post'. The permalink is <http://grumpy-pigeon.w3.poopy.life/2017/06/21/this-is-a-post/>. The post content is a list of instructions: 'Make this is an H1 so you can see what use this', 'Make this an H2 heading in content', 'Make this an H3 heading in content', and 'Make this an H4 heading in content'. The right sidebar shows the 'Publish' section with status 'Published', visibility 'Public', and revisions '2'. The 'Format' section shows 'Standard' as the selected format. Annotations include a red arrow pointing to the 'Paragraph' dropdown in the toolbar and a red circle around the text 'Make this an H2 heading in content'.

WordPress interface showing the 'Edit Post' screen. The post title is 'This is a post'. The post content includes instructions: 'Make this is an H1 so you can see what use this', 'Make this an H2 heading in content', 'Make this an H3 heading in content', and 'Make this an H4 heading in content'. The 'Paragraph' dropdown in the toolbar is circled, and the text 'Make this an H2 heading in content' is also circled. The 'Publish' section shows the post is published, and the 'Format' section shows the 'Standard' format selected.

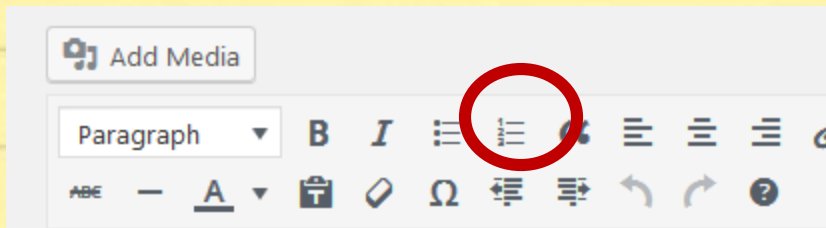
Working with Lists

Unordered list (Bullets)



Sometimes it looks like the bullets don't work right

- You can put lots of things in lists.
They are easier for visitors to digest
Especially, if you make bold some of the important parts.



Ordered list (Numbered)

This is an ordered list

My father always had a list, in order for activities on a Saturday

Brush your teeth

Wash your face

Make your bed

Get dressed

Slightly out of order



OUT OF
ORDER

<https://www.colours-may-vary.com/out-of-order/>

Designating Authors

the box for authors.

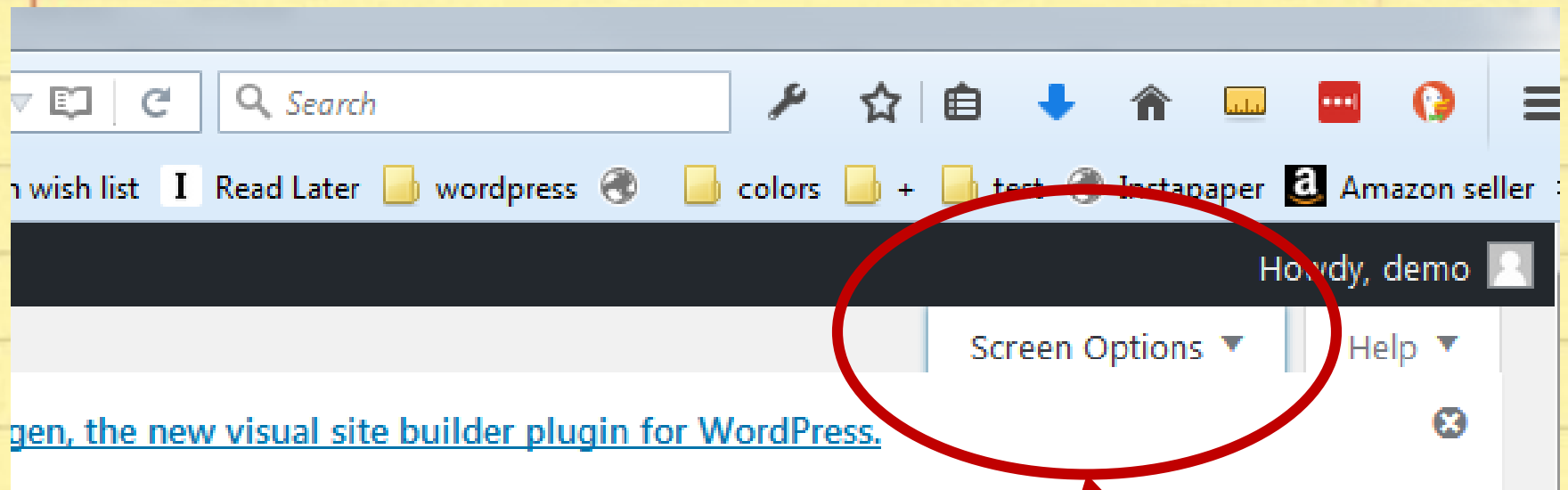
Same goes for comments, if you want them or not, there's a box to check to make it so. It might not show, so check the Screen Options at the top of the page.



Word count: 185

Last edited by admin on June 21, 2017 at 9:36 pm

Screen Options



Show Author Options

But also view the option for comments, excerpts and a couple other things.

Boxes

☒ Format ☒ Categories ☒ Tags ☒ Featured Image ☐ Excerpt ☐ Send Trackbacks ☐ Custom Fields ☐ Discussion ☐ Comments
☐ Slug ☐ Author

Layout

☐ 1 column ☒ 2 columns

Additional settings

☒ Enable full-height editor and distraction-free functionality.

Screen Options ▲

nts
nce

Word count: 185

Last edited by admin or


Author


admin (kerch) ▼


Publishing

Publish

Preview Changes

 Status: Published [Edit](#)

 Visibility: Public [Edit](#)


 Published on: Jun 21, 2017 @ 21:36
[Edit](#)


[Move to Trash](#)


Update

Publish

Preview Changes

 Status: Published

Published  OK [Cancel](#)

 Visibility: Public


☒ Public


☐ Stick this post to the front page

☐ Password protected

☐ Private

OK [Cancel](#)

 Published on: Jun 21, 2017 @ 21:36

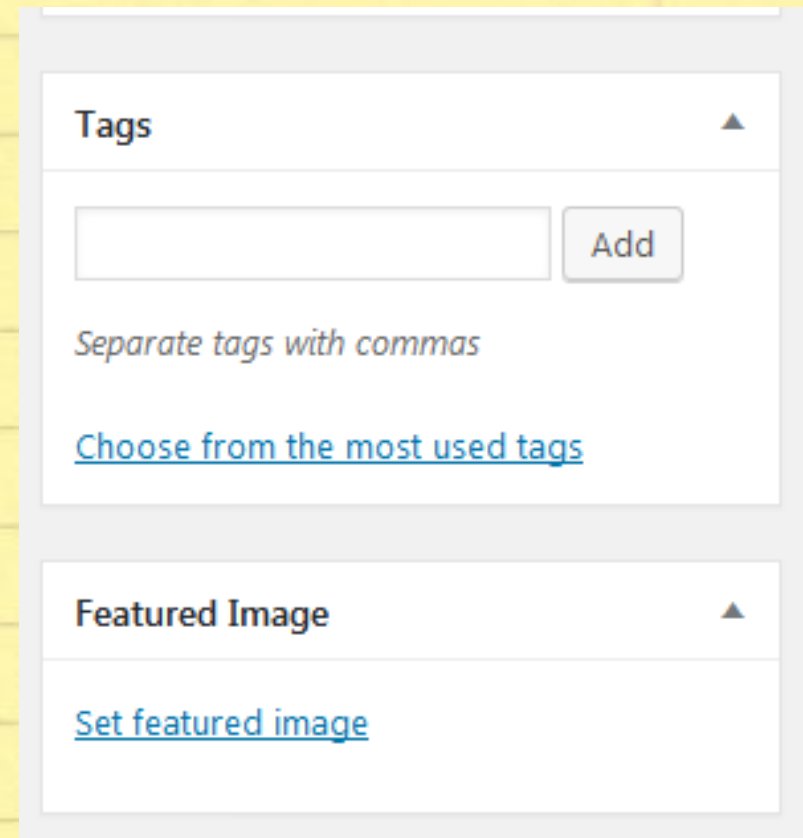
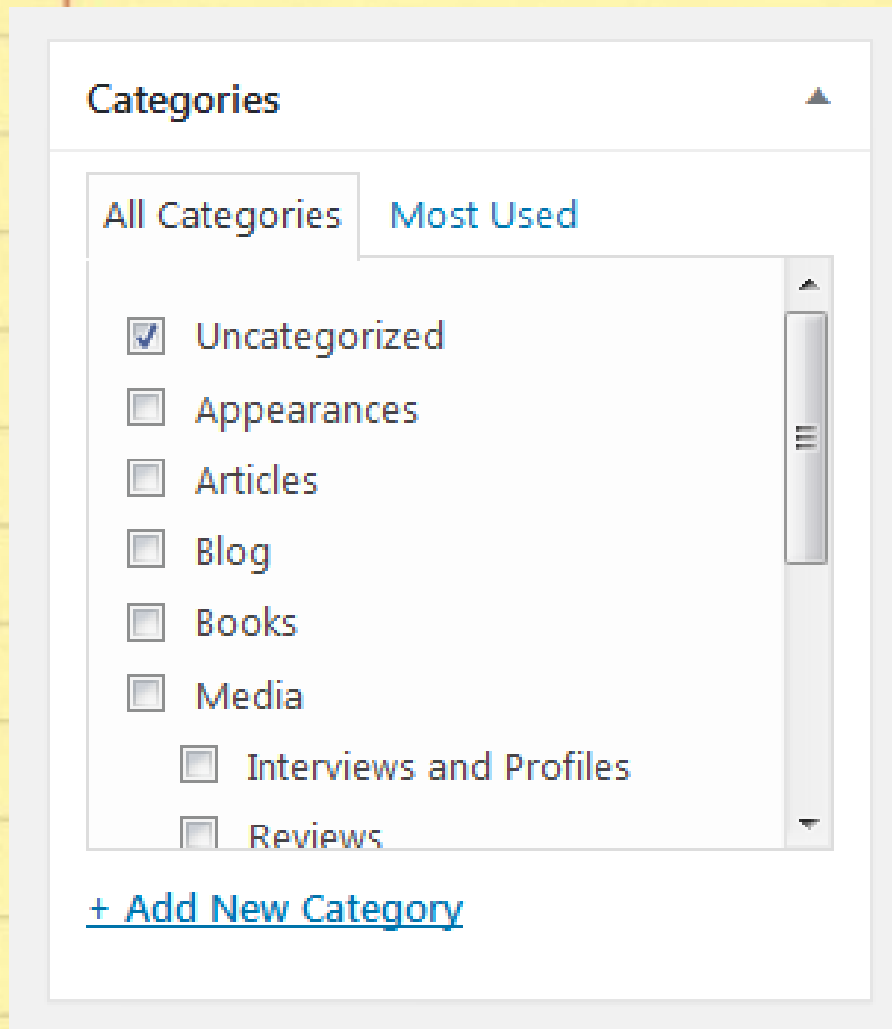
06-Jun  21, 2017 @ 21 :36

OK [Cancel](#)

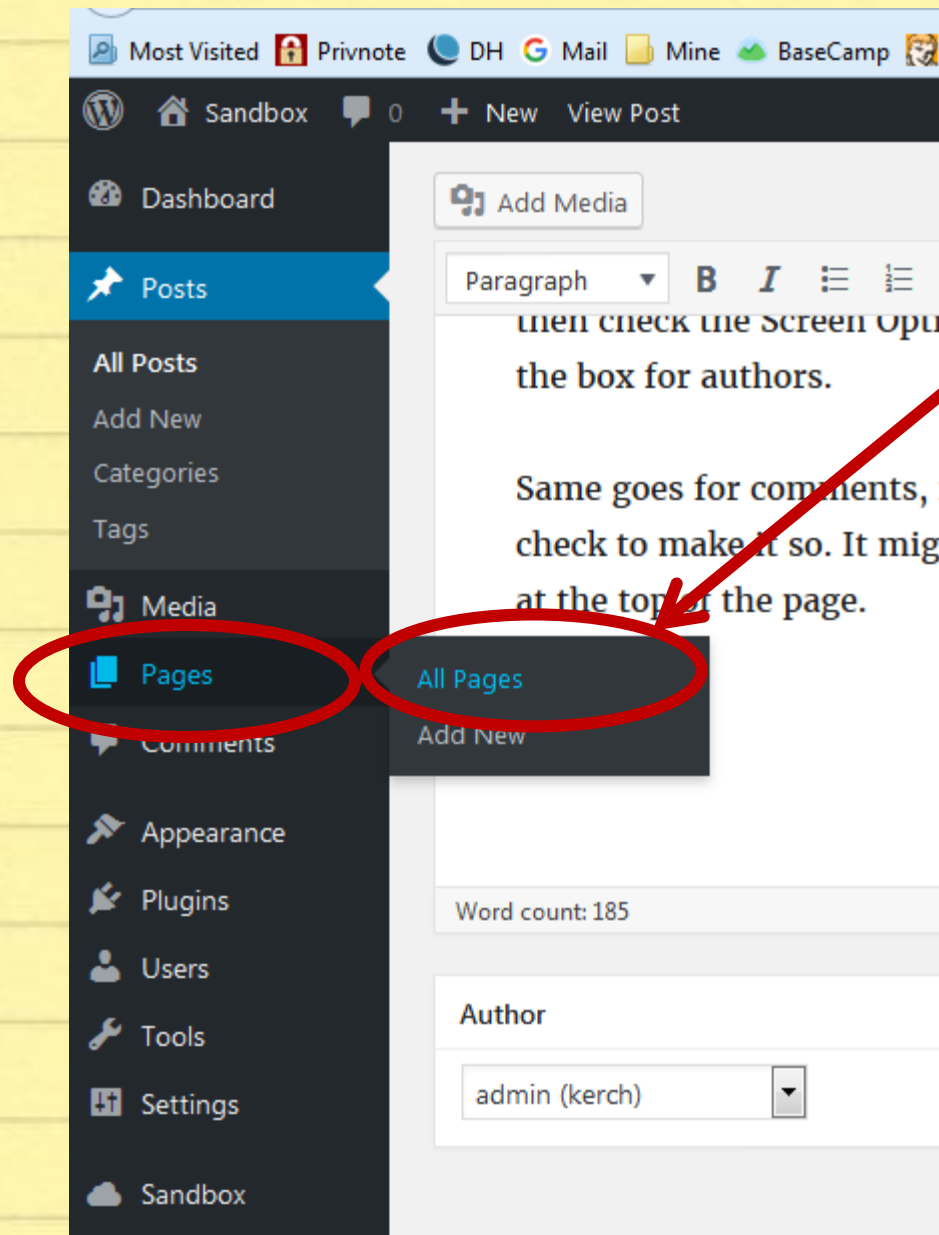
[Move to Trash](#) [Update](#)

Publish
Pending Review
Draft

Categories and Tags



On to pages



Choose

Same as posts

 Published on: Jun 21, 2017 @ 21:25

[Edit](#)

[Move to Trash](#)

Update

Page Attributes

Parent

(no parent)



Order

0

Need help? Use the Help tab above the screen title.

Different from Posts

Pages [Add New](#)

[All \(3\)](#) | [Published \(3\)](#) | [Trash \(2\)](#)

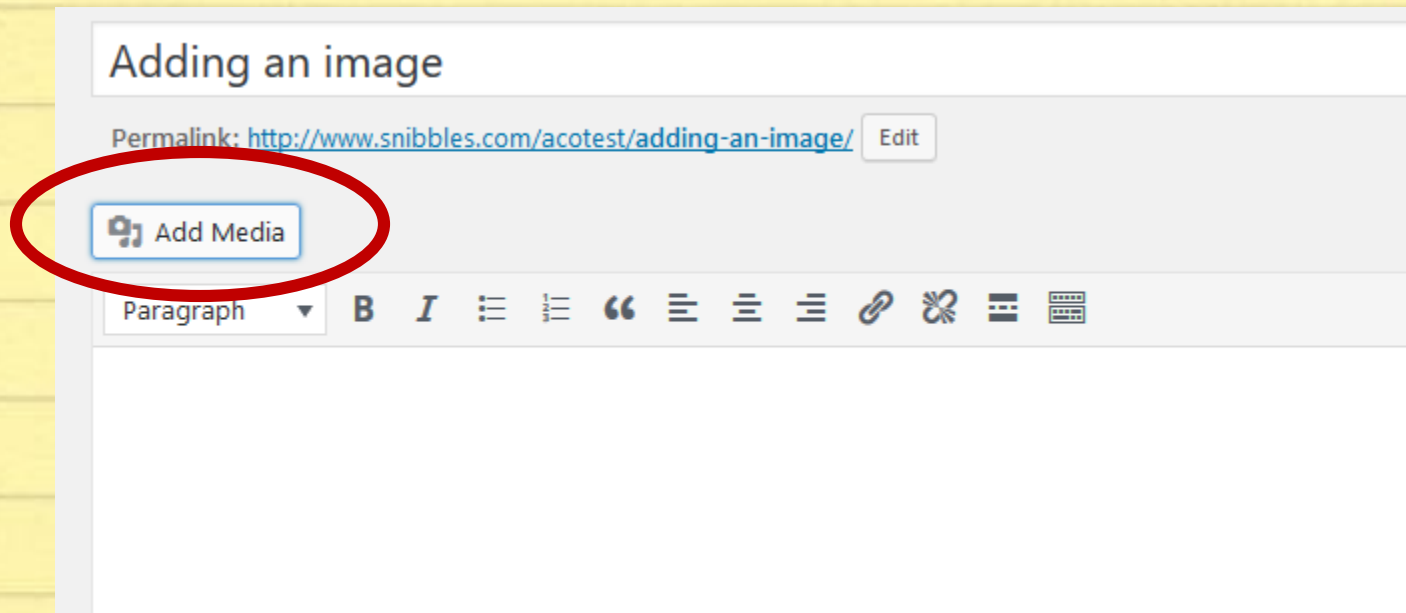
Bulk Actions All dates

<input type="checkbox"/>	Title
<input type="checkbox"/>	Blog
<input type="checkbox"/>	Contact Edit Quick Edit Trash View
<input type="checkbox"/>	This is a page
<input type="checkbox"/>	Title

Bulk Actions

Choose

Adding Media



Insert Media

Create Gallery

Create Audio Playlist

Create Video Playlist

Featured Image

Insert from URL

Insert Media

Upload Files

Media Library

All media items

All dates



Manipulating Images Already in Content

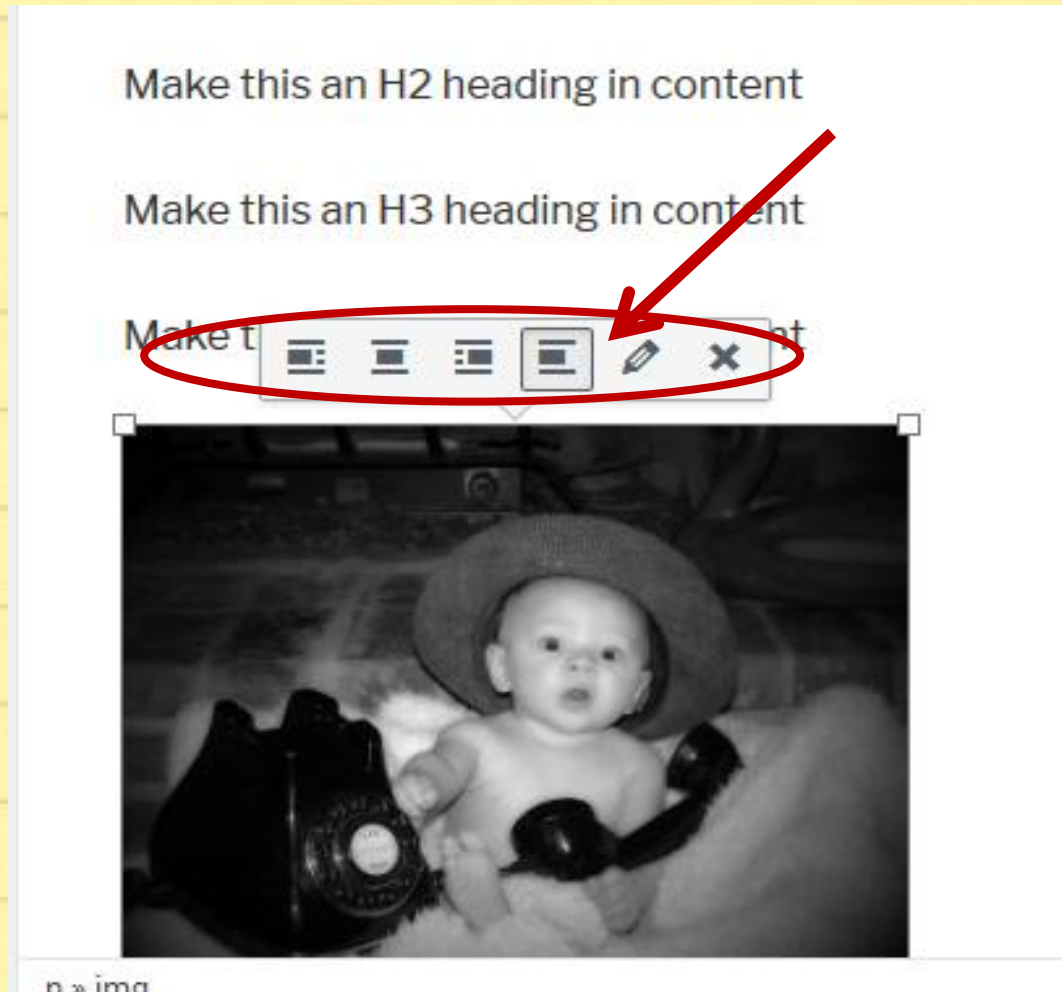


Image Details



Caption

Caption

Alternative Text

Alternative Text (Alt tag)

DISPLAY SETTINGS

Align

Left

Center

Right

None

Size

Medium – 300 × 225

Link To

None

ADVANCED OPTIONS ▼



Edit Original

Replace

Update

Edit Image



Cancel

Save

SCALE IMAGE ?

Original dimensions 370 × 277

New dimensions:

×

Scale

IMAGE CROP ?

Aspect ratio:

:

Selection:

×

THUMBNAIL SETTINGS ?



Back

Create a Gallery

Insert Media

Create Gallery

Create Audio Playlist

Create Video Playlist

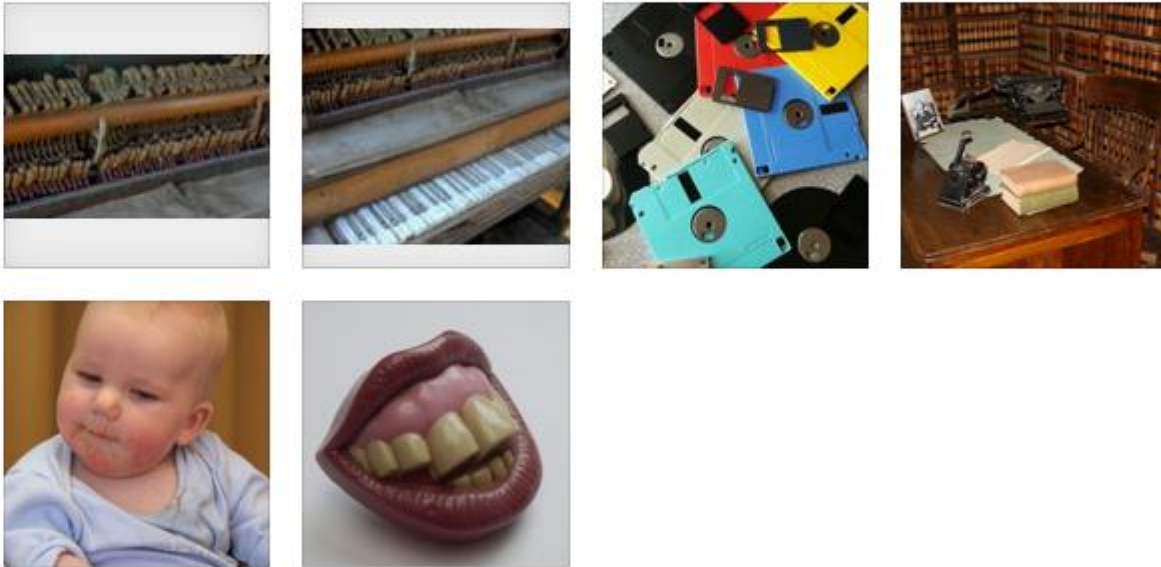
Featured Image

Insert from URL

Insert Media

Upload Files Media Library

All media items All dates



Create Gallery

Upload Files

Media Library

Images

All dates

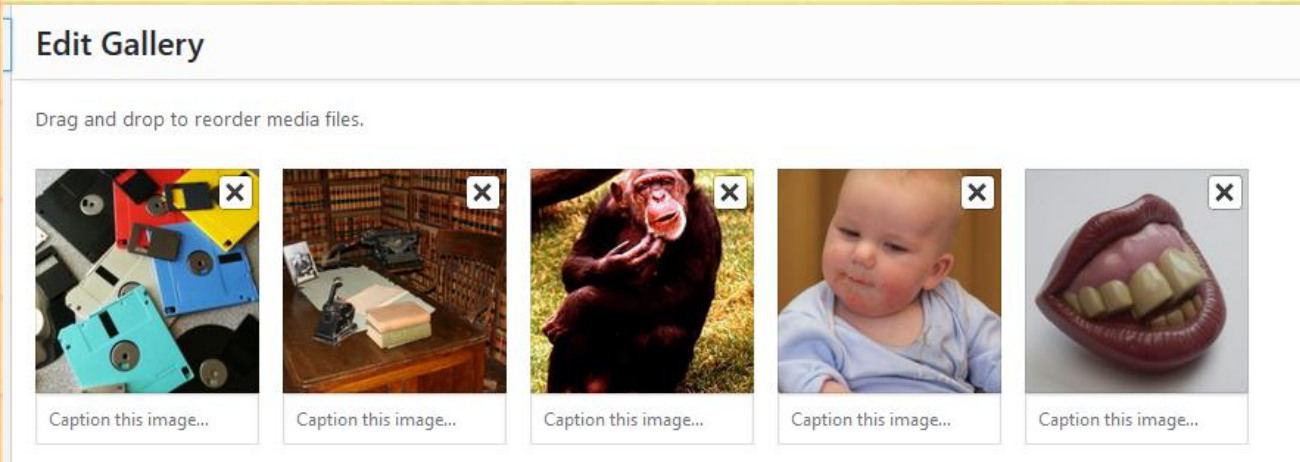


5 selected

Clear

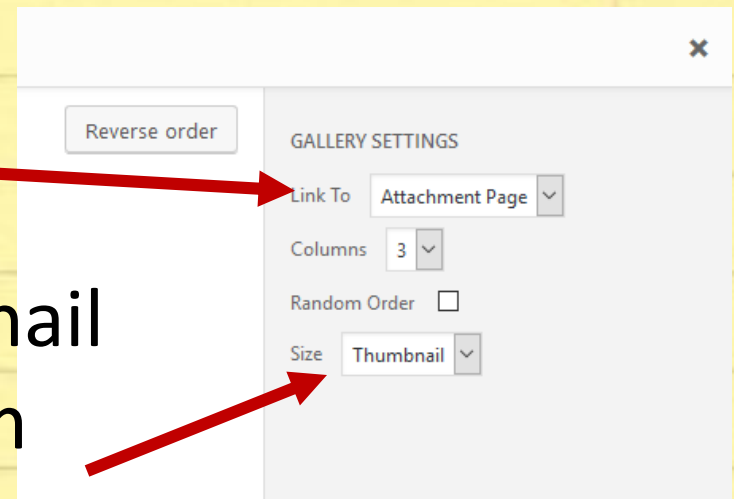


Create a new gallery



Attachment page
Media file
None


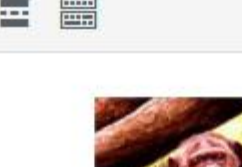
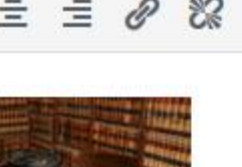
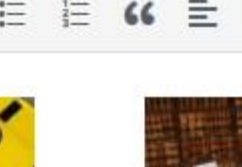

Thumbnail
Medium
Large
Full size



Gallery Added to Post

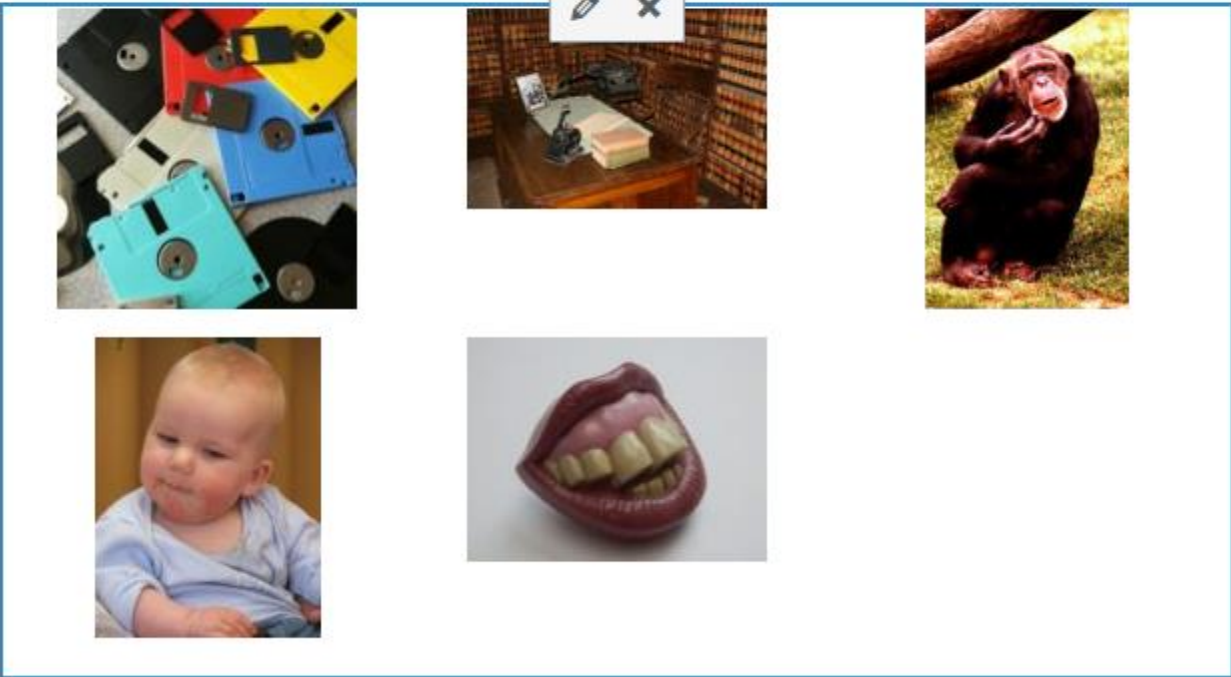
Add Media

ParagraphBBIListQuoteDecrease IncreaseLinkUnlinkTable



9 Add Media

Paragraph ▼ **B** *I* ☰ ☷ “ ☷ ☷ ☷ 🔗 ✕ ☷ ☷



The image shows a screenshot of a web editor's media gallery. At the top, there is a button labeled '9 Add Media'. Below it is a toolbar with a 'Paragraph' dropdown menu, followed by icons for bold (B), italic (I), bulleted list (☰), numbered list (☷), quote (”), right-align (☷), left-align (☷), link (🔗), unlink (✕), horizontal line (☷), and table (☷). The main area displays a grid of five images: a pile of colorful floppy disks (top left), a desk with a typewriter and books (top middle), a chimpanzee sitting on the ground (top right), a baby in a blue shirt (bottom left), and a pair of large, yellow, cartoonish teeth (bottom middle). A small edit icon (pencil) and a close icon (X) are visible above the typewriter image.

Edit Gallery

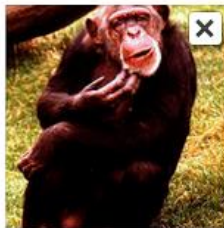
Drag and drop to reorder media files.



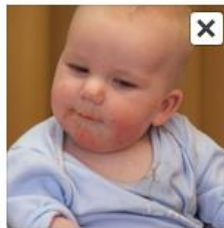
Caption this image...



Caption this image...



Caption this image...

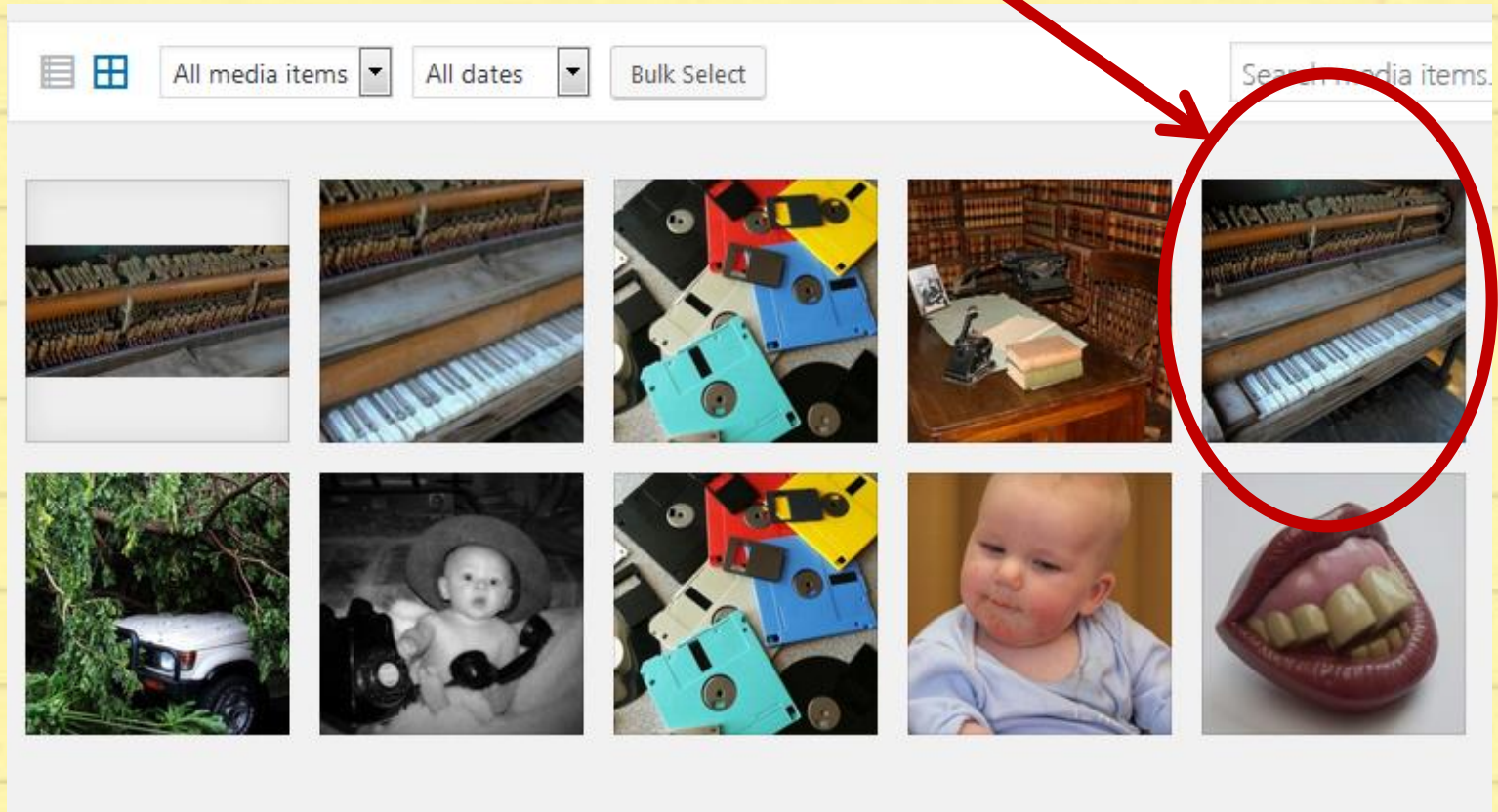


Caption this image...



Caption this image...

Choose this giant image



Attachment



Edit Image

File name: Ruined-Piano.jpg
File type: image/jpeg
Uploaded on: June 21, 2017
File size: 1 MB
Dimensions: 5184 × 3456

URL

Title Title

Caption

Alt Text

Description

Uploaded By admin

Uploaded To [This is a page](#)

[View attachment page](#) | [Edit more details](#) | [Delete Permanently](#)

Attachment Details



Cancel

Save

SCALE IMAGE ?

Original dimensions 370 × 277

New dimensions:

370

×

277

Scale

IMAGE CROP ?

Aspect ratio:

:

Selection:

×

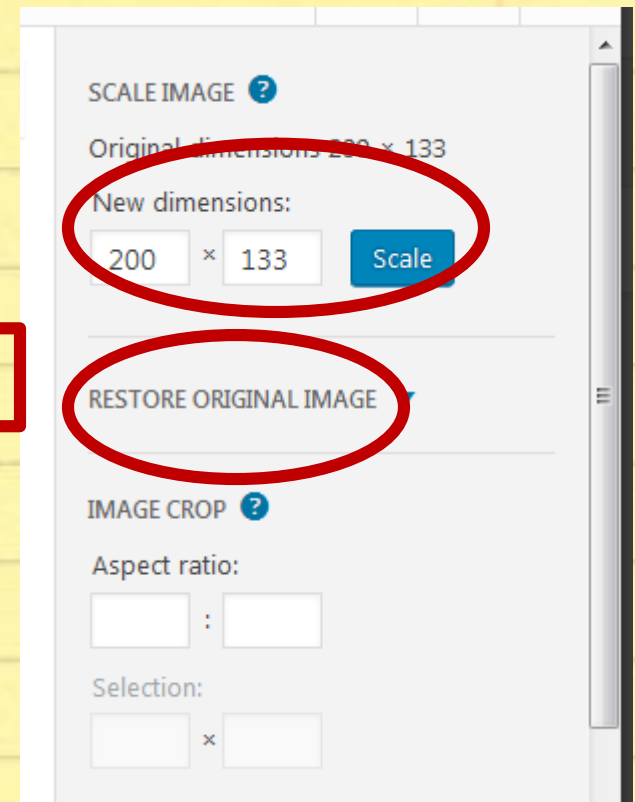
THUMBNAIL SETTINGS ?



Back

...uploads/2017/06/
Ruined-Piano.jpg

.../uploads/2017/06/Ruined
-Piano-e1502992297816.jpg



Thanks!

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