



Wellsites Guide to Advanced Tasks in WordPress

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Introduction

The aim of this document is to provide a simple and straightforward guide to extending the features and tools available to you within Wordpress. These tools including the ability to change the Theme of your website, installing Wordpress extensions called Plugins, a discussion on backing up your site.

A user must be at Administration level for all tasks discussed in this document.

Some knowledge of using a word package and moving around a web browser is assumed.

This guide shows how to install and activate Plugins. Examples of installing key Plugins are provided. A full description and a list of the all Plugins available can be found on the Wordpress webpage at <http://wordpress.org/extend/plugins/>

All support pages and this guide can be found on the Wellsites Support website: www.wellsites.info.

Changing Themes

The look and feel of the website (header, footer) etc is called the theme.

On the dashboard navigation menu, click on **Appearance** and select **Themes**.

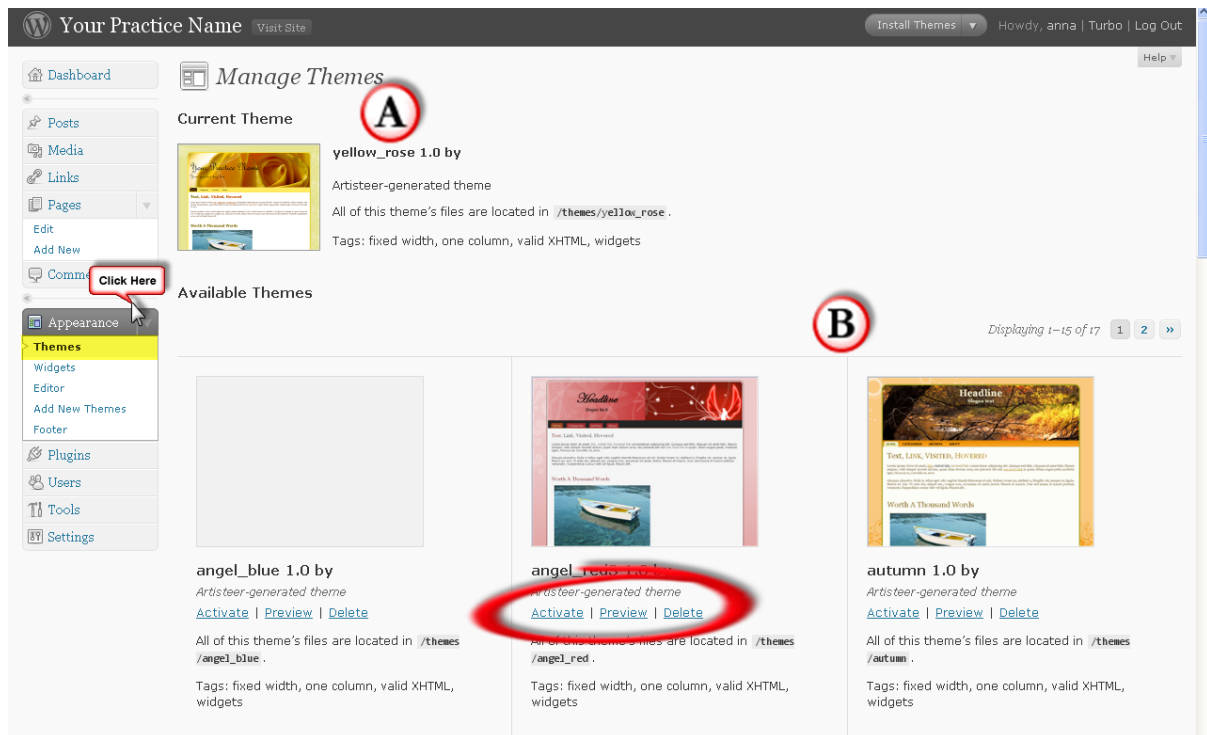


Fig 1: Theme Selection

At the top of the page (A) there will be a thumbnail and the name of the theme that the website is currently using.

At the bottom (B) will be snapshots of available themes. Under each theme, there is an Activate, Preview and Delete button.

Delete – will delete the theme from the list. It DOES NOT delete the website, just the snapshot from this list.

Preview – Allows the website to be previewed with the new theme.

Activate - Choose this theme to represent the website.

Previewing & Activating a Theme

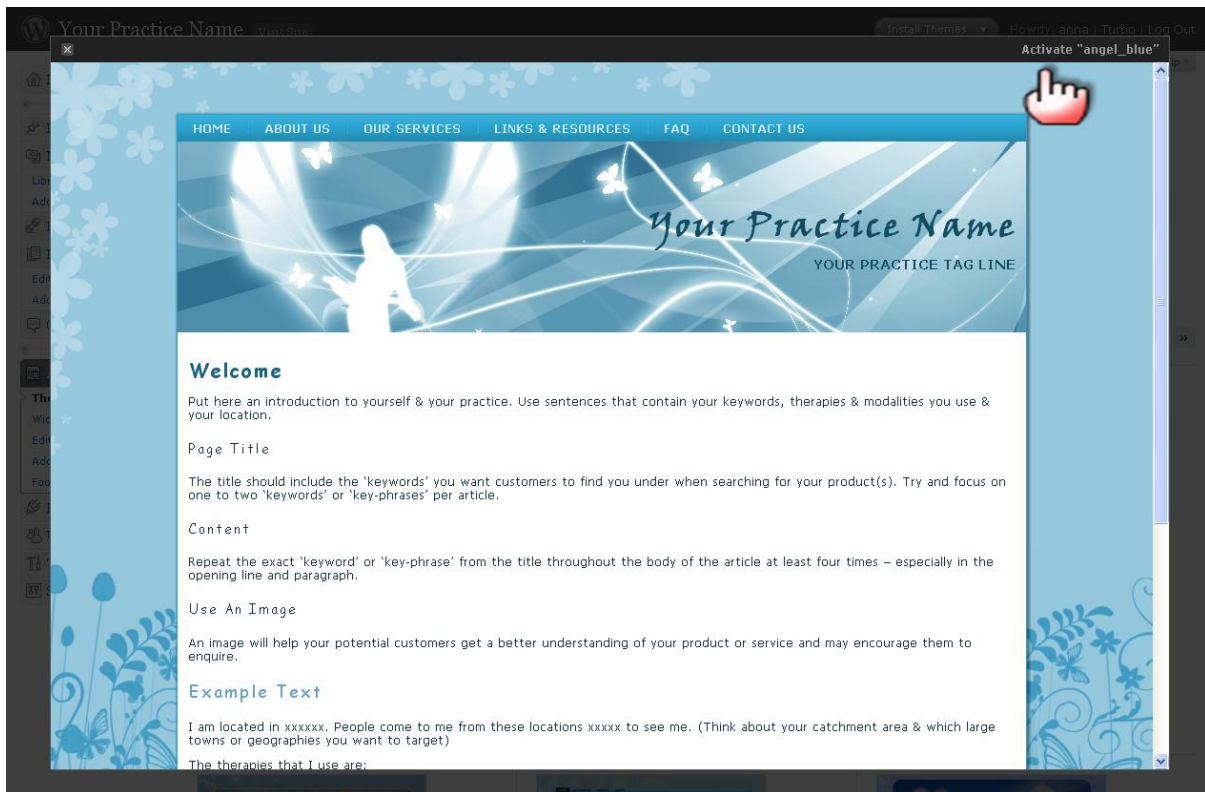


Fig 2: preview theme

Select a theme from the Appearance Menu and click on Preview. This will display the content of yourpractice.com.au website with the new theme. If this theme is preferred, then click on the Activate button the top right hand side. The theme to the website is automatically updated, otherwise just close the window, the current theme will remain in place.

Installing Plugins

Plugins are tools to extend the functionality of Wordpress. Plugins offer custom functions and features so that each user can tailor their site to their specific needs. Depending on what the feature is, not all plugins are simple plug & play, some require knowledge like JavaScripts, Html/CSS etc.

A full description and a list of the all Plugins available can be found on the Wordpress webpage at <http://wordpress.org/extend/plugins/>.

The method to install a plugin is identical. They all follow a strict format.

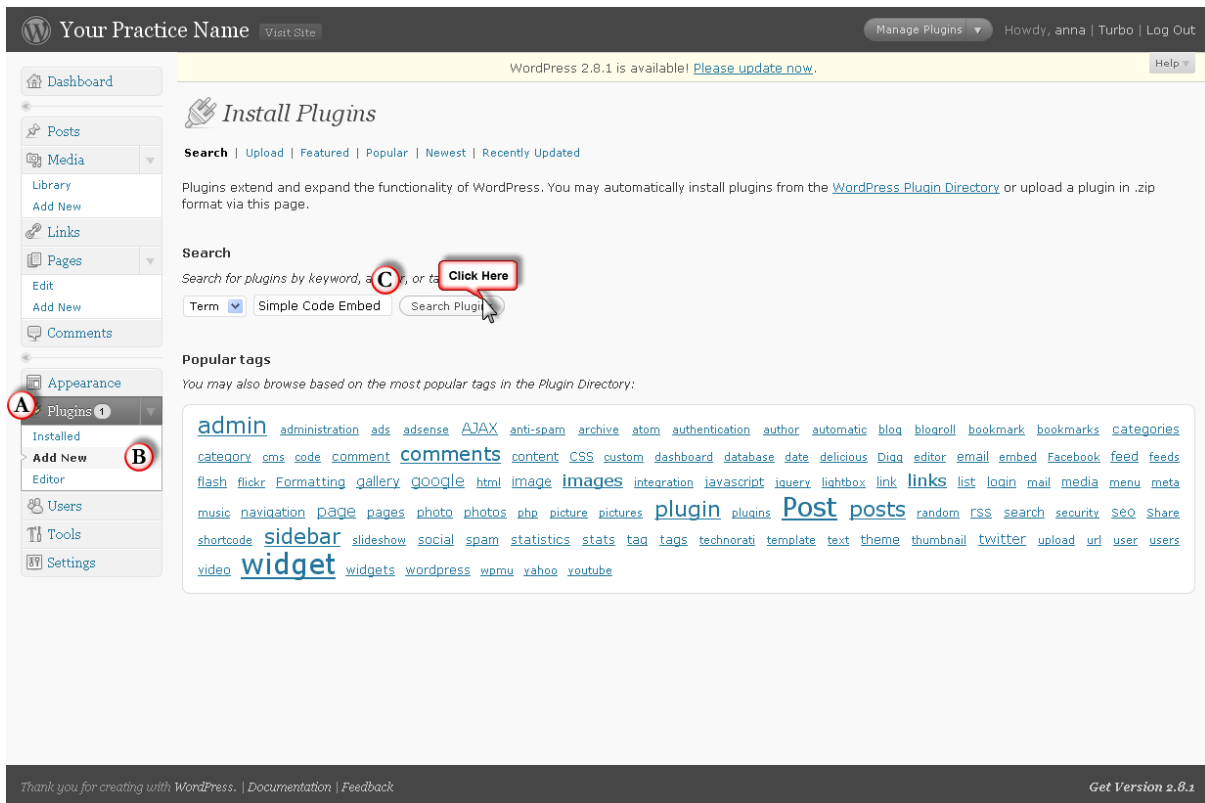


Fig 3: Adding a new Plugin

On the dashboard go to **Plugin** (Pos A) option. Click on **Add New** (Pos B) to install a new plugin.

At pos C there is a search field. Enter the actual name of the plugin, or search criteria:

Examples :

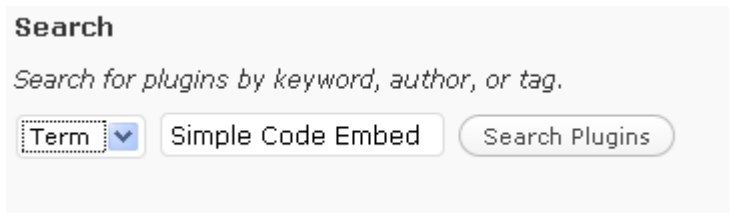


Fig 4: Example of searching on a specific Plugin

Or



Fig 5: Find all Plugins to do with Backup

Then click on the **search** button.

This will open up a window that will list all the plugins that match the search criteria.

The screenshot shows the 'Install Plugins' interface. At the top, there's a search bar with 'Simple Code Embed' entered. Below the search bar, a table lists search results. The first result, 'Simple Code Embed', is highlighted in yellow. It has a version of 1.1, a 4-star rating, and a description explaining its function. An 'Install' button is visible in the 'Actions' column. Red circles labeled A, B, C, and D are overlaid on the image to identify specific elements: A points to the plugin name, B to the star rating, C to the description, and D to the install button.

Name	Version	Rating	Description	Actions
Simple Code Embed	1.1	★★★★☆	As you probably know if you put code directly into your post or page, it is often simply displayed as written rather than actually actioned. So, if you put the embed code of a YouTube video in a post it won't display the video. This plugin makes use of the Custom Fields C functionality when creating/editing posts and pages. Add a custom field named CODEx, where x is a number between 1 and 5 (this allow... By David Artiss .	Install
Simple Flash Video	1.7	★★★★★	The Simple Flash Video Plugin builds on the plugins that all ready allow easy posting of .flv or .mp4 files on the popular WordPress platform. Simple Flash Video allows for all of the JW FLV options to be utilized via its config.xml file and post level overrides. With this plugin you can easily post .flv or .mp4 videos to your blog and have your viewers instantly watch the video without having to ... By Josh Chesarek & Daniel G. Taylor .	Install
FLV Embed	1.2.1	★★★★☆	Adds FLV Flash videos into your blog. Video sitemap generation is supported. For WordPress version older than 2.5, please download version 1.0 here. Features: uses simple, intuitive tags to generate Flash video (FLV) movies for your posts supports video sitemap generation	Install

Fig 6: List of Plugins

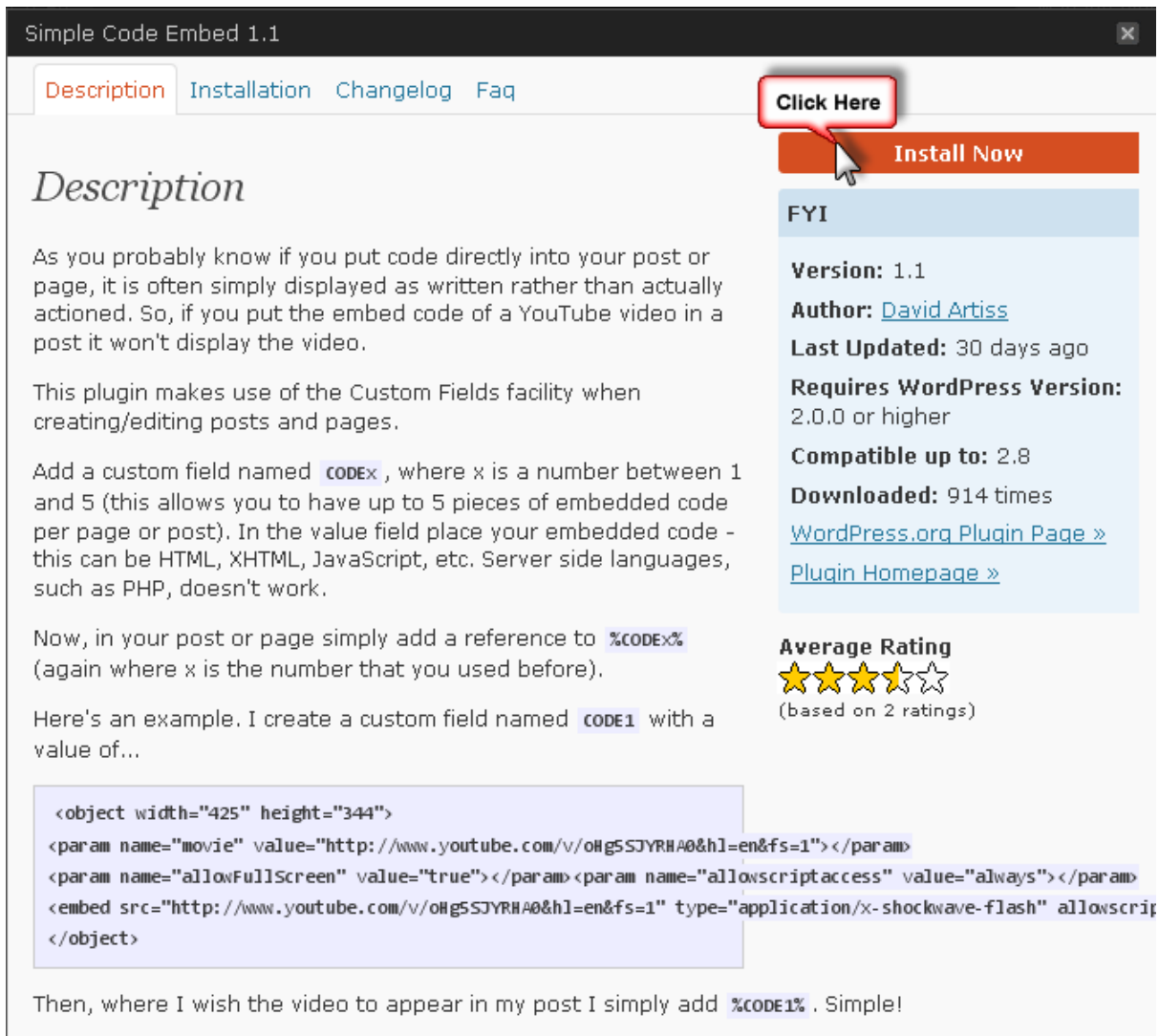
A: Provides the name of Plugin

B: This is a star rating provided by users who have installed used this plugin

C: Summary of what this plugin does

D: Install button

Scroll to the desired plugin, click on **Install**.



Simple Code Embed 1.1

Description Installation Changelog Faq

Description

As you probably know if you put code directly into your post or page, it is often simply displayed as written rather than actually actioned. So, if you put the embed code of a YouTube video in a post it won't display the video.

This plugin makes use of the Custom Fields facility when creating/editing posts and pages.

Add a custom field named `CODEx`, where x is a number between 1 and 5 (this allows you to have up to 5 pieces of embedded code per page or post). In the value field place your embedded code - this can be HTML, XHTML, JavaScript, etc. Server side languages, such as PHP, doesn't work.

Now, in your post or page simply add a reference to `%CODEx%` (again where x is the number that you used before).

Here's an example. I create a custom field named `CODE1` with a value of...

```
<object width="425" height="344">
<param name="movie" value="http://www.youtube.com/v/OHg5SJYRHA0&hl=en&fs=1"></param>
<param name="allowFullScreen" value="true"></param><param name="allowscriptaccess" value="always"></param>
<embed src="http://www.youtube.com/v/OHg5SJYRHA0&hl=en&fs=1" type="application/x-shockwave-flash" allowscrip
</object>
```

Then, where I wish the video to appear in my post I simply add `%CODE1%`. Simple!

Click Here

Install Now

FYI

Version: 1.1
Author: [David Artiss](#)
Last Updated: 30 days ago
Requires WordPress Version: 2.0.0 or higher
Compatible up to: 2.8
Downloaded: 914 times
[WordPress.org Plugin Page »](#)
[Plugin Homepage »](#)


Average Rating

 (based on 2 ratings)

Fig 7: Plugin install page

All plugins then present the page above providing a description of the plugin and how to activate it. Click on **Install Now** button.



Installing Plugin: Simple Code Embed 1.1

Downloading install package from <http://downloads.wordpress.org/plugin/simple-embed-code.1.1.zip>.

Unpacking the package.

Installing the plugin.

Successfully installed the plugin **Simple Code Embed 1.1**.

Actions: [Activate Plugin](#) | [Return to Plugin Installer](#)

Fig 8: Activate plugin

Click on **Activate Plugin** to activate it.

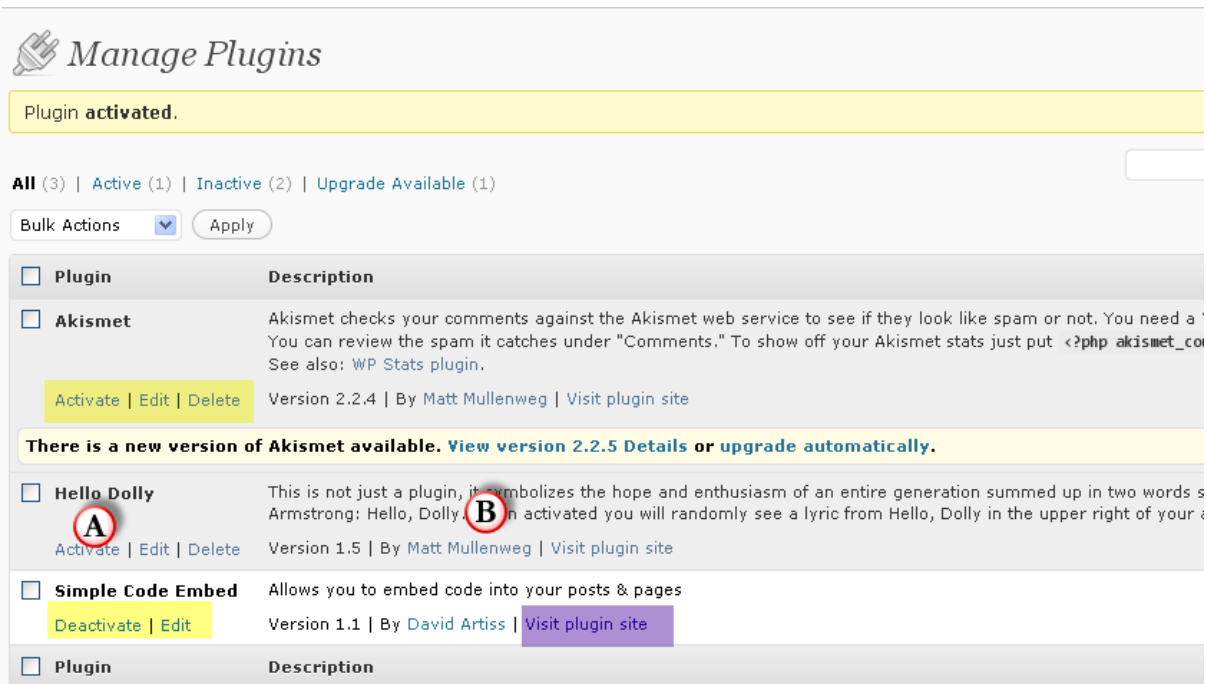


Fig 9: Install Plugins

That is it. On completion, the process opens up the Installed Plugin window found on the dashboard, under Plugin.

From there one can activate, de-activate, delete plugins, as well as visit to the actual site if help is required.

How a plugin is actually used and located within the dashboard is down to the developer of the plugin. Help pages are provided to explain how the tool should be activated and used.

NextGen Gallery

Next Gen Gallery is a Wordpress plugin that allows grouping a set of images into galleries. The galleries can then be viewed as a slideshow, imagebrowser or just as images. A set of galleries can also be placed in “albums.”

Adding a Gallery/Slideshow using NextGen

First step is to install the NextGen Gallery plugin. Refer to the section on Plugins on how to this. Once Installed, NextGen toolbar is created on the Dashboard.

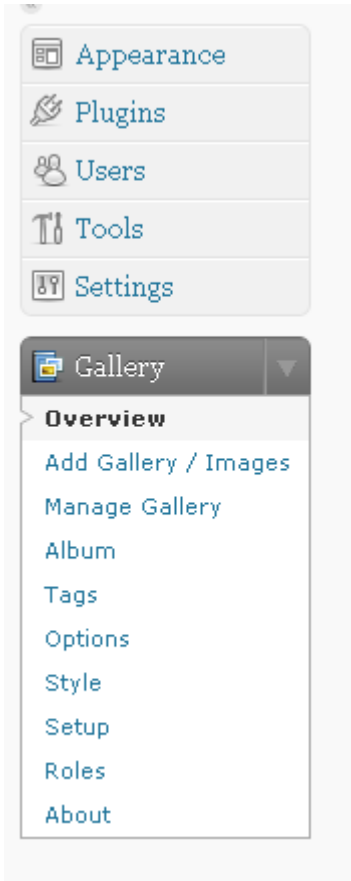


Fig 10: NextGen Dashboard

Add a Gallery

A gallery is a set of images usually with a similar theme. In this example a gallery called dentist will be created. Then images relating to dentist will be uploaded.

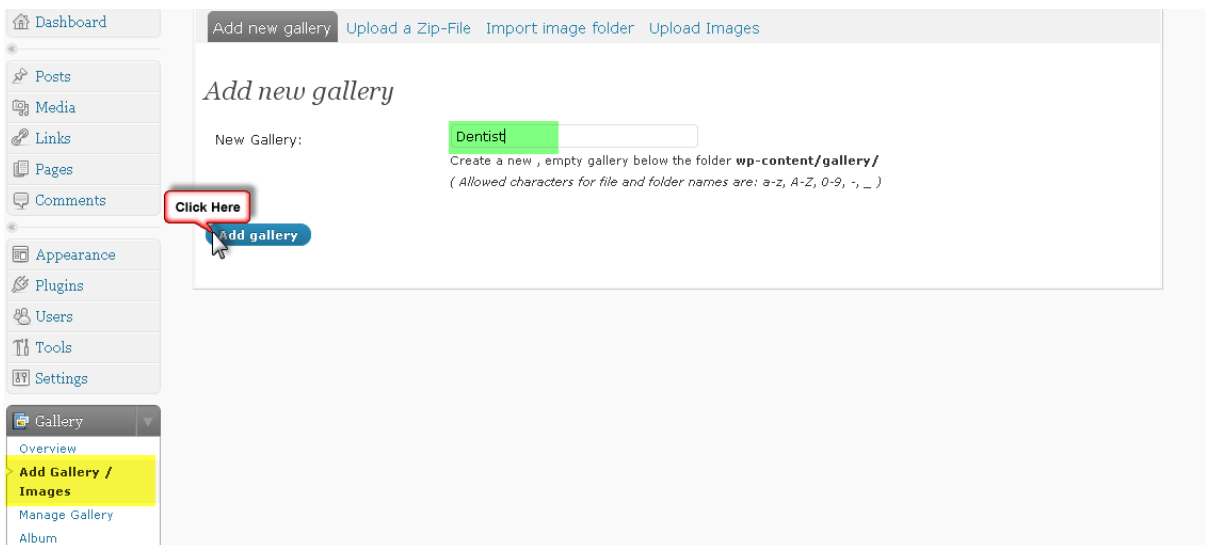


Fig 11: Add a new Gallery

Select the “Add Gallery” option that is highlighted on the dashboard. Enter the new gallery name (highlighted in green). Click on “Add Gallery”.



Fig 12: Upload Images

At the top of the “Add Gallery” window, there is a panel to upload images.

1. Click on “Upload Images”.
2. Choose the Gallery that the images are to be loaded into.
3. Click on Browse. Navigate to the relevant image folder. Select the images.

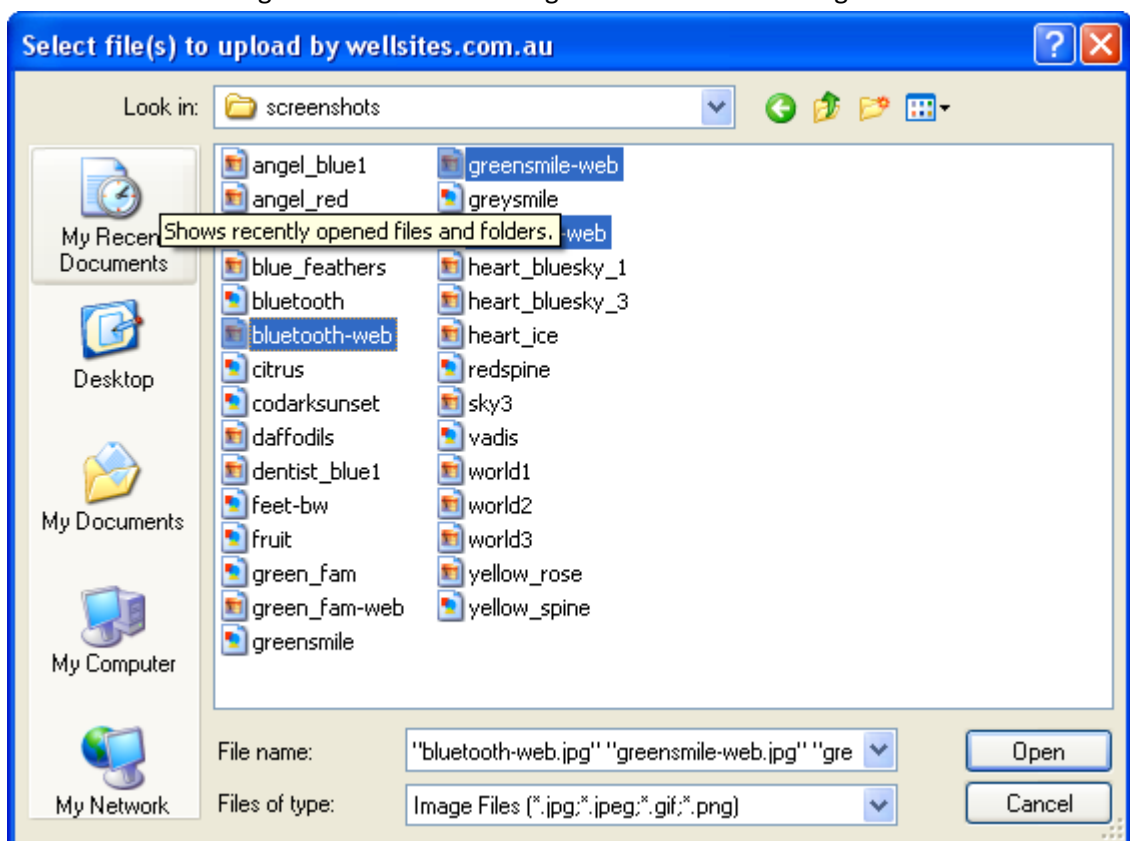


Fig 13: Select Images to Upload

4. Click on Upload images

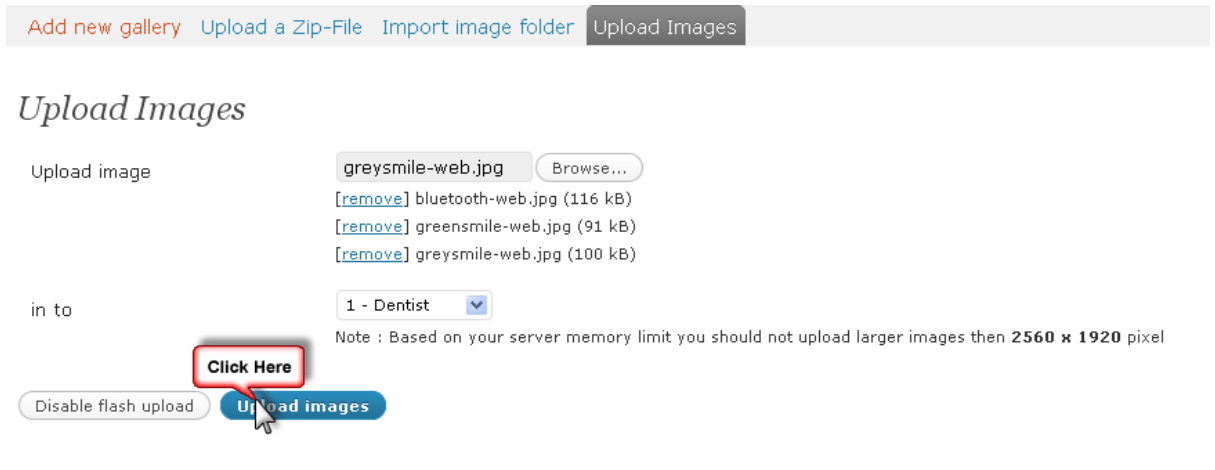


Fig 14: Upload Chosen Images

5. Go "Manage Gallery" option on the Dashboard. Click on a gallery and view the images uploaded.

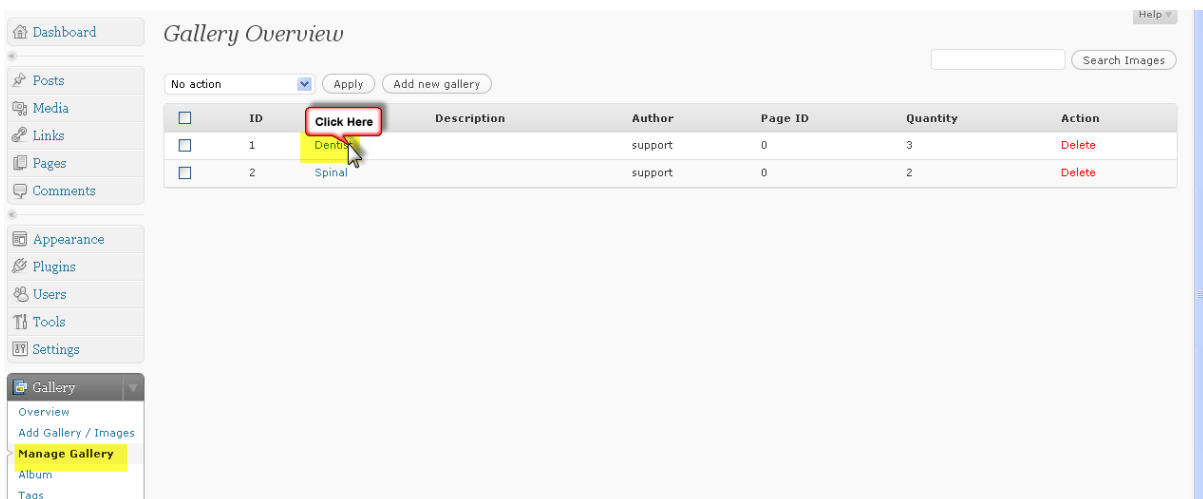


Fig 15: Manage Gallery

Gallery settings (click here for more settings)




Title: Page Link to:

Description: Preview image:

Path: Author:

Create new page:

No action

<input type="checkbox"/> ID	Thumbnail	Filename	Alt & Title Text / Description	Tags (comma separated list)	exclude
<input type="checkbox"/> 1		bluetooth-web November 10, 2009 1263 x 803 pixel	<input type="text" value="bluetooth-web"/> <input type="text"/>	<input type="text"/>	<input type="checkbox"/>
<input type="checkbox"/> 2		greensmile-web November 10, 2009 1263 x 803 pixel	<input type="text" value="greensmile-web"/> <input type="text"/>	<input type="text"/>	<input type="checkbox"/>
<input type="checkbox"/> 3		greysmile-web November 10, 2009 1263 x 803 pixel	<input type="text" value="greysmile-web"/> <input type="text"/>	<input type="text"/>	<input type="checkbox"/>

ID Thumbnail Filename Alt & Title Text / Description Tags (comma separated list) exclude

Fig 16: Dentist Gallery

NextGen Gallery is now ready to be used.

To Use NextGen Gallery within Pages.



NextGen appends the following icon to the formatting bar when creating/editing a page.

Add a new page or edit a current page.

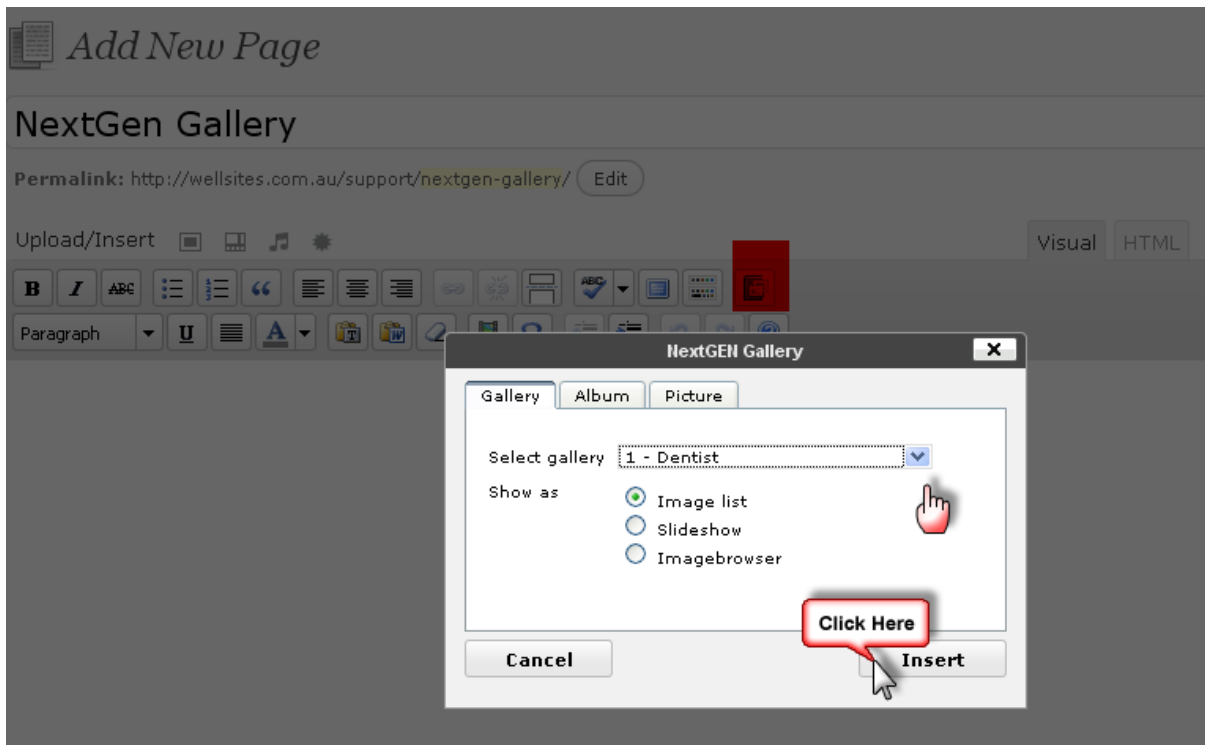


Fig 17: Insert gallery into Page

1. Click on the NextGen Icon (highlighted in red).
2. From the pop window, select the gallery to be inserted into the page.
3. Chose how the gallery is to be viewed: image list, slideshow or within an imagebrowser.
4. Click on Insert.

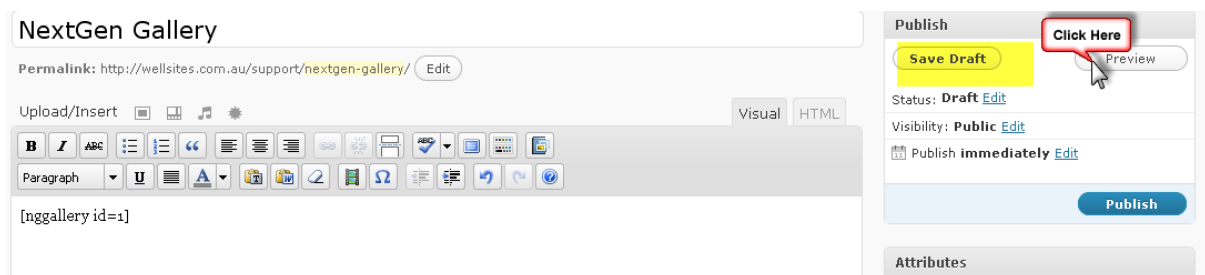


Fig 18: Save NextGen page

5. Save the page (see relevant section on how to publish and save pages). Click on Preview, to view the images.



Fig 19: Dentst Gallery

6. The same process applies for slideshow. Instead of selecting image list. Select slideshow.

Create an Album

An Album is a collection of galleries.

Select “Album” from the NextGen Dashboard (highlighted in yellow).

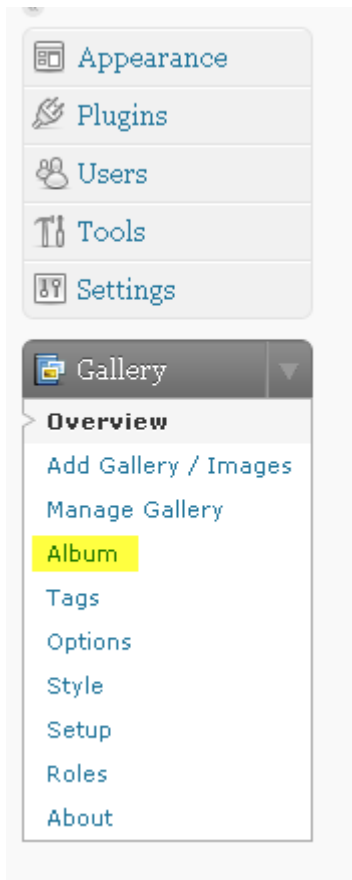


Fig 20: Choose Album on NextGen Dashboard

This opens up the “Manage Album” page. Add a name for the Album (highlighted in yellow). Click on Add.

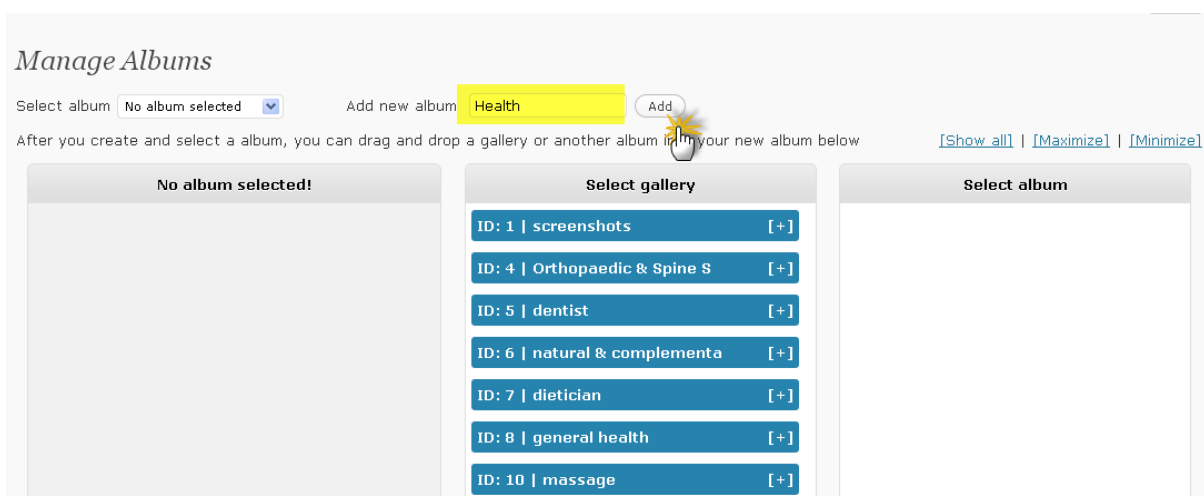


Fig 21: Add an album

Add Galleries to an Album

From the drop down menu, select the required album.

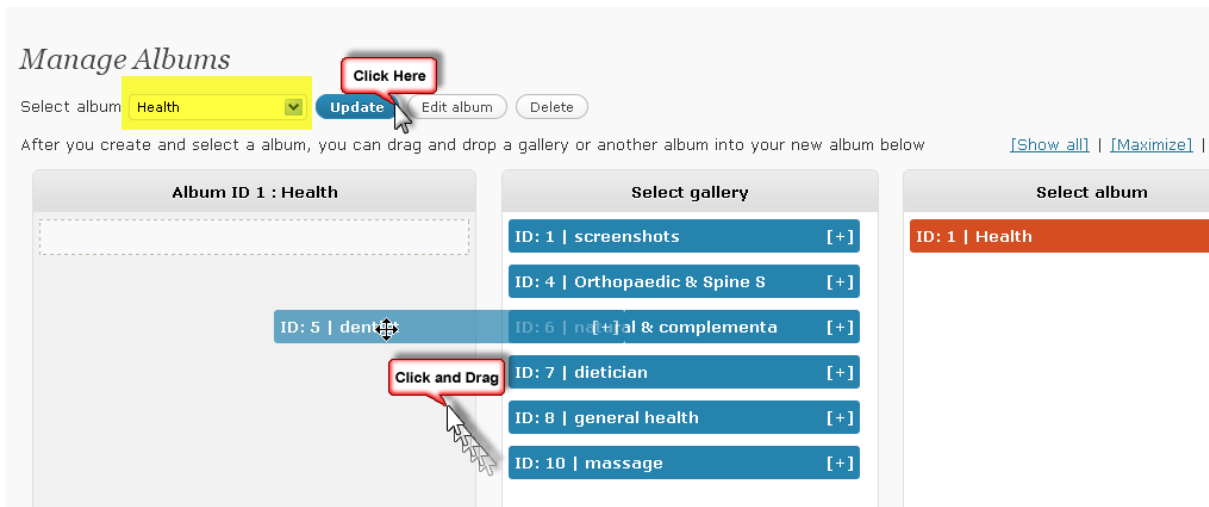


Fig 22: Add Galleries to Album

Then drag one or more galleries over to the left which are to be included in the album. Click on Update at the top to ensure that the album has been created.

Insert an Album in a Page

To insert an album in a page is the same process as inserting a gallery as discussed above. Create/Edit the required page. Click on the NextGen icon. This time select the "Album" option located at top the toolbar.

Select the required Album from the dropdown menu. Click on Insert. Save the page and preview.

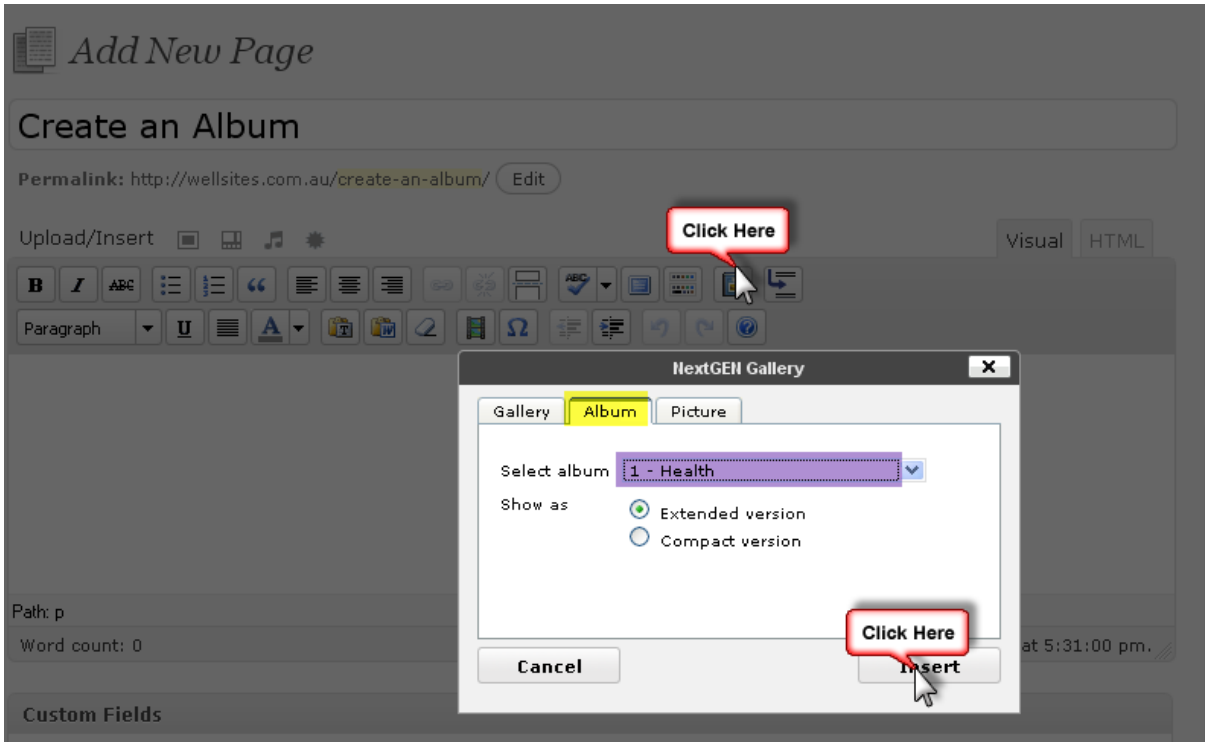


Fig 23: Insert Album in Page

This is an example of how an album will be displayed with the Compact Version selected:

Create an Album



dentist
8 Photos



massage
6 Photos

Fig 24: Album displayed in Compact Version

NextGen Options

There are a variety of options allow the resizing of thumbnails, the size of slideshow, type of effects on slideshow, whether to place watermarks on a photo etc. All these features are controlled Under the Options menu on the NextGen Menu on the Dashboard:

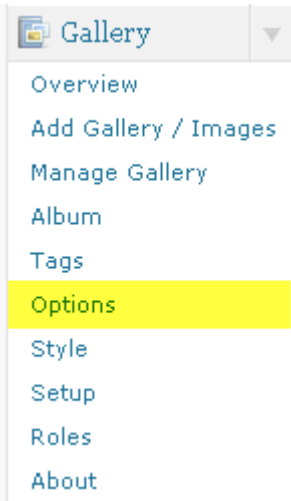


Fig 25: NextGen Gallery Options

Click on Options. This brings up the Gallery Options menu. Only the key options which are mostly likely to be changed will be discussed.

General Options

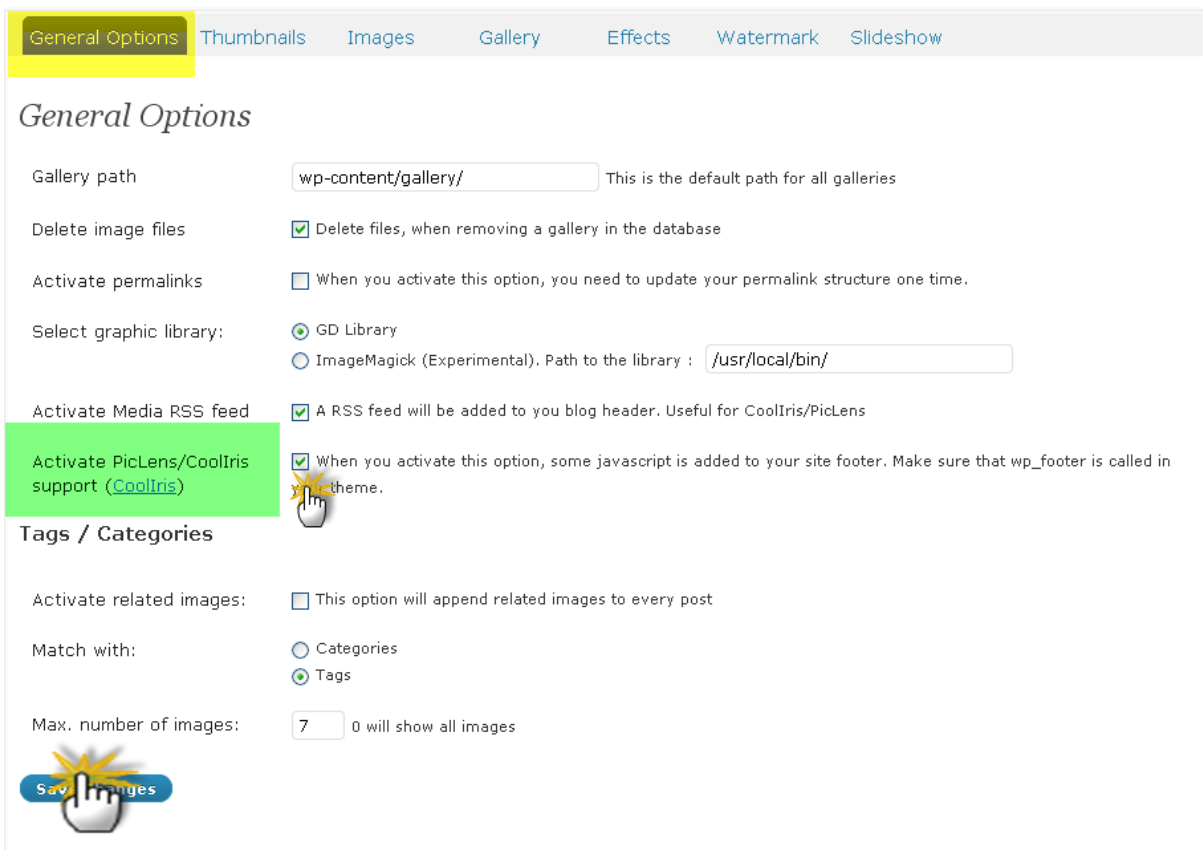


Fig 26: General Options

When a gallery is inserted into the webpage, the user is given the choice of activating an imagebrowser from PicLens or Coolris. If this feature is not required, deselect it from the menu. Please ensure that the “Save Changes” button at the bottom is selected before leaving the page.

Thumbnail Settings

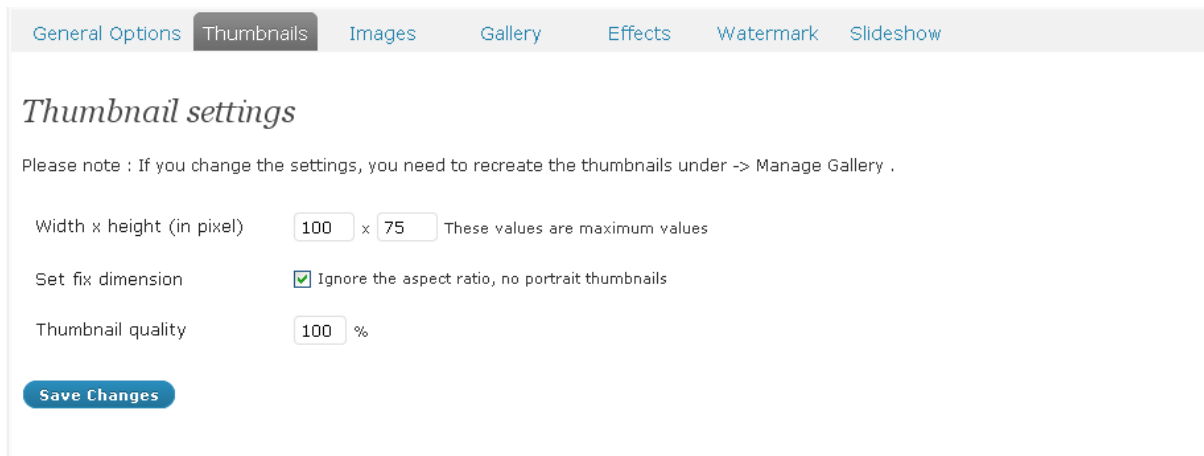


Fig 27: Thumbnail Settings

These are the default sizes of the thumbnails. To make the thumbnails displayed bigger or smaller just enter the new values and save.

For the changes to take effect, go to **Manage Gallery** and select all the galleries and resize the thumbnails, by selecting the option from the dropdown menu.

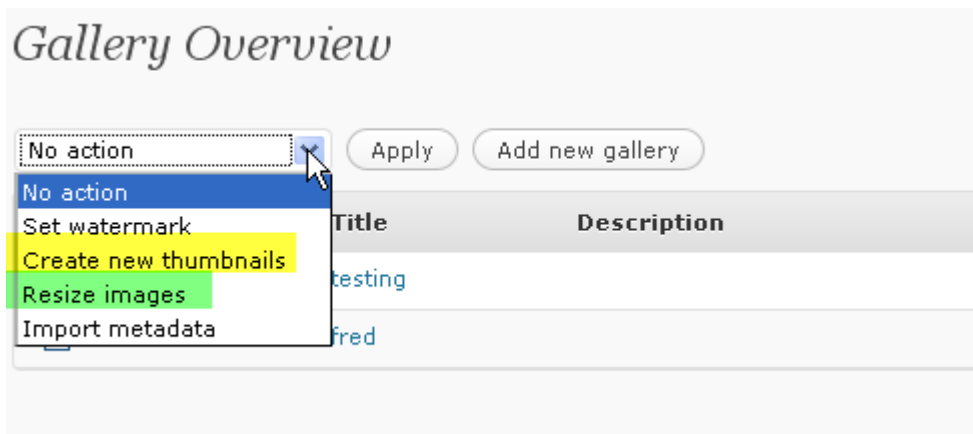


Fig 28: Resize thumbnails

Gallery Options

General Options Thumbnails Images **Gallery** Effects Watermark Slideshow

Gallery settings

Deactivate gallery page link: The album will not link to a gallery subpage. The gallery is shown on the same page.

Number of images per page: 0 will disable pagination, all images on one page

Number of columns: 0 will display as much as possible based on the width of your theme. Setting normally only required for captions below the images

Integrate slideshow: [Show as slideshow] [Show picture list]

Show first: Thumbnails Slideshow

Show ImageBrowser: The gallery will open the ImageBrowser instead the effect.

Add hidden images: If pagination is used, this option will still show all images in the modal window (Thickbox, Lightbox etc.). Note : This increase the page load

Enable AJAX pagination: Browse images without reload the page. Note : Work only in combination with Shutter effect

Sort options

Sort thumbnails: Custom order Image ID File name Alt / Title text Date / Time

Sort direction: Ascending Descending

[Save Changes](#)

Fig 29: Gallery Options

Number of Columns: Specify the number of columns the gallery should be displayed across a page

Integrate slideshow: When a gallery is displayed, will the visitor to the site have the choice of switching to an imagebrowser or slideshow to view the images. Deselect, if the user should not have the choice.

Slideshow Options

General Options Thumbnails Images Gallery Effects Watermark **Slideshow**

Slideshow

The settings are used in the JW Image Rotator Version 3.17 . See more information for the Flash Player on the web page [JW Image Rotator from Jeroen Wijering](#).

Path to the Imagerotator (URL):
Press the button to search automatic for the imagerotator, if you uploaded it to wp-content/uploads or a subfolder

Default size (W x H): x

Shuffle mode:

Show next image on click:

Show navigation bar:

Show loading icon:

Use watermark logo: You can change the logo at the watermark settings

Stretch image:

Duration time: sec.

Transition / Fade effect:

Use slow zooming effect:

Background Color:

Texts / Buttons Color:

Rollover / Active Color:

Screen Color:

Background music (URL):

Try XHTML validation (with CDATA): Important : Could causes problem at some browser. Please recheck your page.

Fig 30: Slideshow Options

Default size (W x H): Define the sizes of the slideshow displayed

Stretch image: Images can be of different sizing. Very often this option is changed to “fit” or “false” to ensure all images are displayed equally well. Play and see option.

Duration Time: How long to display each image before changing. The default 10s is usually too long. 2 or 3secs is usually better.

Transition /Fade effect: This provides a selection of different effects that are used when moving from one image to the next.

Adding Google Maps to a Web Page

There are two methods of inserting objects like Google map into a webpage. Both methods are very simple and involve copying the HTML coded generated by Google Map and pasting it into the web page.

Obtaining Google Map code

Visit [Google Maps](#). Type in any street address or geographic location and click Search Maps.



Fig 31: Google Map - Search Address

Once the required map is fully loaded, click on the Link found on the top right of the map area.



Fig 32: Google Link

A popup will appear.

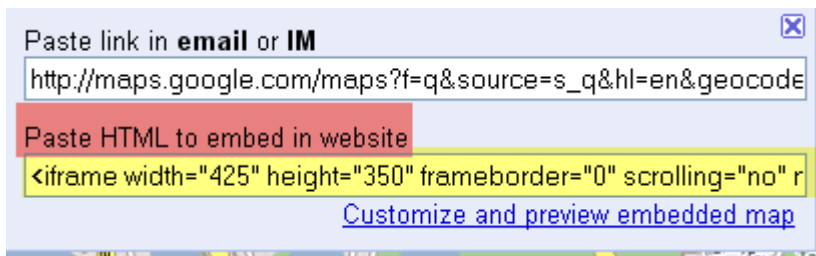


Fig 33: Google HTML

Place the mouse cursor in the text box titled **Paste HTML to embed in website**. The code will begin with **<iframe>**. Copy the code. Usually if the text box gets highlighted, it means everything has been selected. If not, ensure the cursor scrolls all the way across, everything gets selected.

Method 1

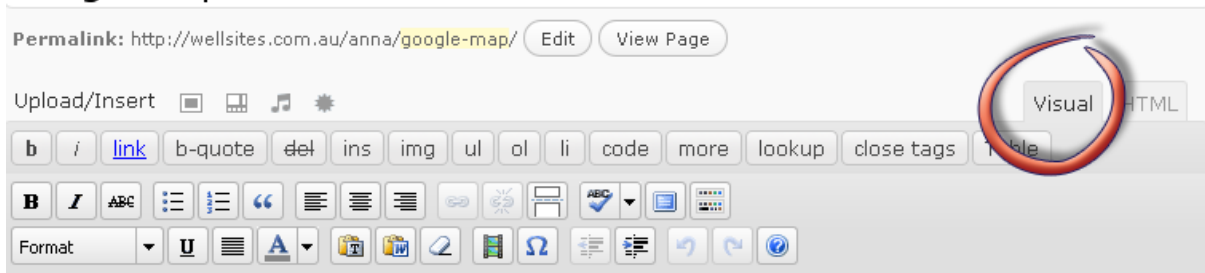
Go to the Wordpress Dashboard. Either Add a new page or open the page that the google map is to be displayed on. Ensure that the **Visual** button on the text formatting bar is selected.

Place the cursor within the main body of the page, near the location that the map is to be inserted.

Paste the code that was copied from google map. Save the page and preview.

This normally works. If there are any problems, then use method 2.

Google map



This is google map of Sydney Opera House :

```
<iframe width="300" height="300" frameborder="0" scrolling="no" marginheight="0" marginwidth="0"
src="http://maps.google.com/maps?f=q&source=s_q&hl=en&geocode=&
&q=Sydney+Opera+House,+Sydney+Australia&ll=37.0625,-95.677068&spn=48.106236,78.134766&
&ie=UTF8&ll=-33.858371,151.214876&spn=0.021383,0.025749&z=14&output=embed">
</iframe><br /><small><a href="http://maps.google.com/maps?f=q&source=embed&hl=en&
&geocode=&q=Sydney+Opera+House,+Sydney+Australia&ll=37.0625,-95.677068&
&spn=48.106236,78.134766&ie=UTF8&ll=-33.858371,151.214876&spn=0.021383,0.025749&
&z=14" style="color:#0000FF;text-align:left">View Larger Map</a></small>
```

Fig 34: Open Page to Insert Google Map

Method 2

If method 1 did not work, the alternative is to create a **custom field**. Please ensure that the plugin **Simple Embed Code** is installed to do this. See section on plugins on how to install Simple Embed Code.

Scroll down to the bottom of the page to find **Custom Field** menu.

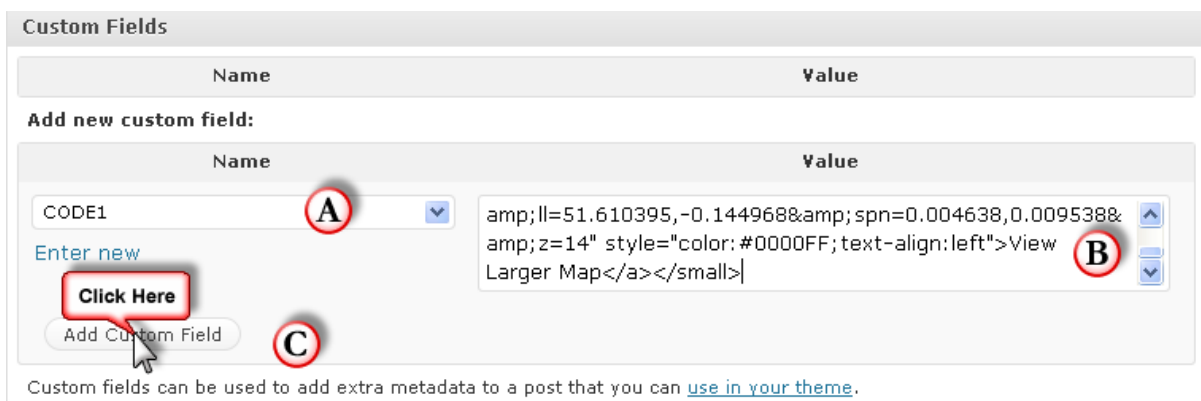


Fig 35: Custom Field Menu





In position A, add the keyword **CODE** and then a number. The number must be from 1 to 5. The word **CODE** must all be in uppercase. Up to 5 separate pieces of embedded code can be inserted per page. For example, up to 5 separate google maps per webpage.

Under Value (pos B) copy and past the google map code here. If method 1 was tried first, then select all the google code in the body of the page and cut it and paste it in Pos B. Click on Add custom field (pos C).






























Go back to the main body of the page, enter the field name enclosed by % . Example: %CODE1%, anywhere within page that the map will be displayed.

Google map

Permalink: <http://wellsites.com.au/anna/google-map/> Edit View Page

Upload/Insert     Visual HTML

b / [link](#) b-quote del ins img ul ol li code more lookup close tags Table

B *I* ABC                             

Backup

While developing or making any changes to the website, it is important that backups are taken on a regular basis. There are a number of backup products, but only two are highlighted here. These products have been chosen for ease of use in terms of backup and restoring data if required.

	Export/Import	Wordpress Backup
Is it a plugin ?	No	Yes
What do they backup ?	All the web pages and customer fields	Current Theme, All installed Plugins and all Images stored in the Uploads area.
Where can they be found ?	Dashboard : Tools	Dashboard : Settings
Backup Format	XML format	ZIP format
Where are the backups stored ?	Download area of the local computer.	Manual Backups are located in the download area of the computer. Scheduled Backups are located in a backup folder within the same directory as the themes on the web server.
Name of Backup files	Wordpress-yyyy-mm-dd Unique backup is created each time export is run.	Themes, plugins, uploads These ZIP files are overwritten each time the backup is run.
Can backups be scheduled ?	No	yes

Between the Import/Export and Wordpress Backup, majority of the site could be restored back.

Wordpress is built from a database using MySQL. To ensure that every aspect of the website is backed up, a database backup of Wordpress is carried out. Wellsites will install and configure weekly backups for each new Client website.

Import/Export

Wordpress provides a simple function to save the content of all the pages created. This is done through the export and import function. So if a page is accidentally deleted, the import function can be used to restore that page. Export does not save the theme or the style sheets, nor can it be used to simply restore individual text that might have accidentally been deleted. This is a simple and effect tool for a user to obtain manual backups of their site.

Export

The export file is created and downloaded onto the local computer. To create the export file, go to **Tools** on the dashboard navigation menu and select **export**.

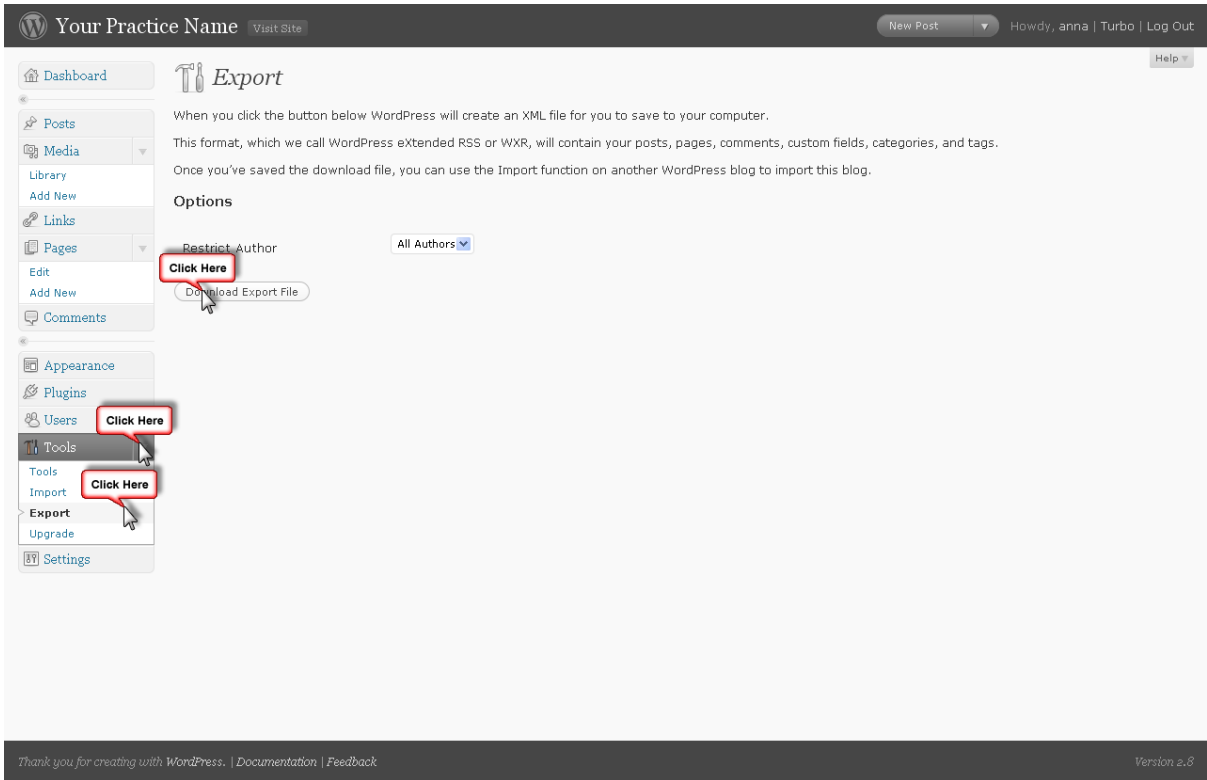


Fig 38: Export Menu

Simply click on **Download** to export the file. Select **Save file**, then **OK**. The file will be saved to the local computer. Notice that the export file is created with current date.

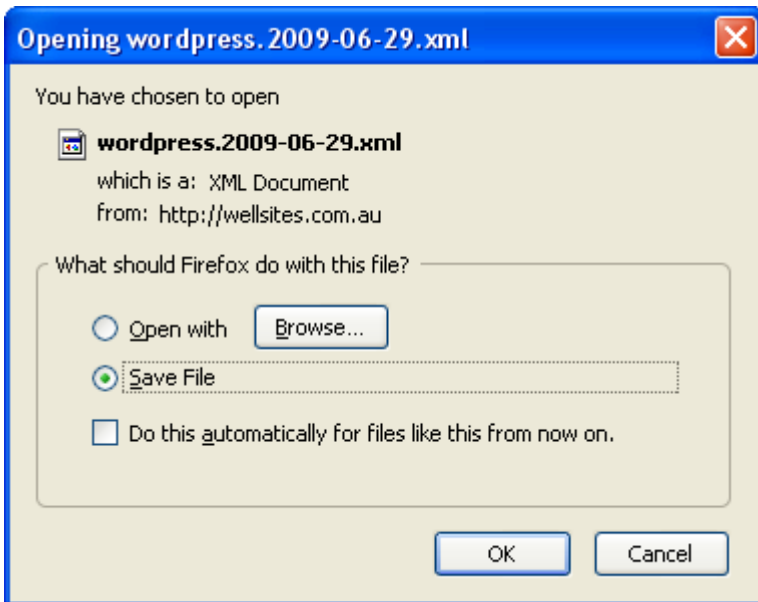


Fig 39: Wordpress Export File

Import

To import the export file is just as simple. Go to **Tools** on the dashboard navigation menu as before. Select **Import**. There is a selection of imported options. The one that is needed is at the bottom, **WordPress**.

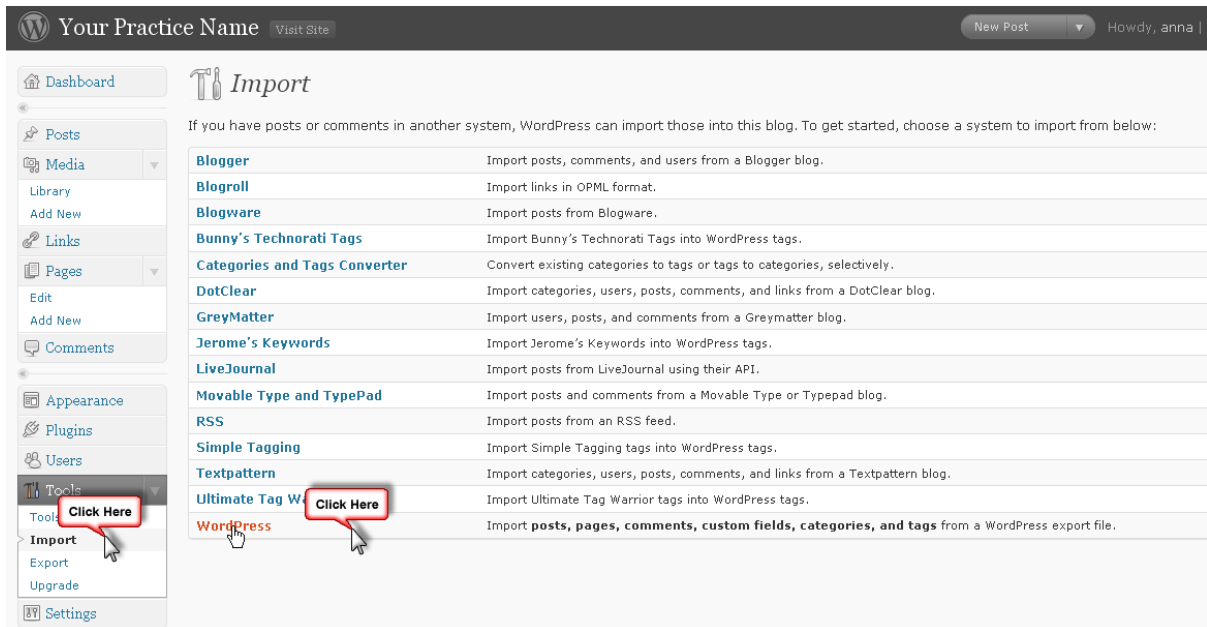


Fig 40: Import Menu

Click on **WordPress**. Click on the Browse button to navigate on your local computer to the location of the export files. Select the relevant export file that is required to be uploaded. Click on upload to start the process.

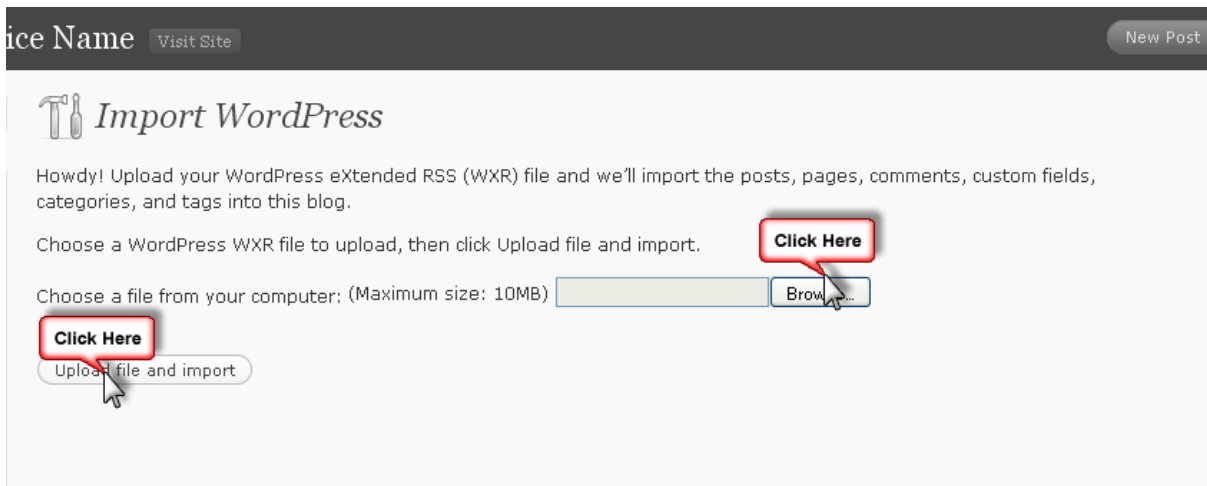


Fig 41: Import Wordpress Export File

The upload button will bring up the Import Wordpress menu. Click on submit at the bottom of the page to start the import process.

Import WordPress


Assign Authors

To make it easier for you to edit and save the imported posts and drafts, you can import all the entries as `admin`'s entries.

If a new user is created by WordPress, a password will be randomly generated.


1. Import author: **example**

Create user

or map to existing 

2. Import author: **anna**

Create user

or map to existing 

Import Attachments

Download and import file attachments

Click Here

Submit 

Fig 42: Import Instructions

The import process will go through each page currently located in the website, it will skip any that are there and import any pages which are missing. A list of what has been done is provided. In the example below, all the pages were deleted, so all pages had to be re-imported.

Import WordPress

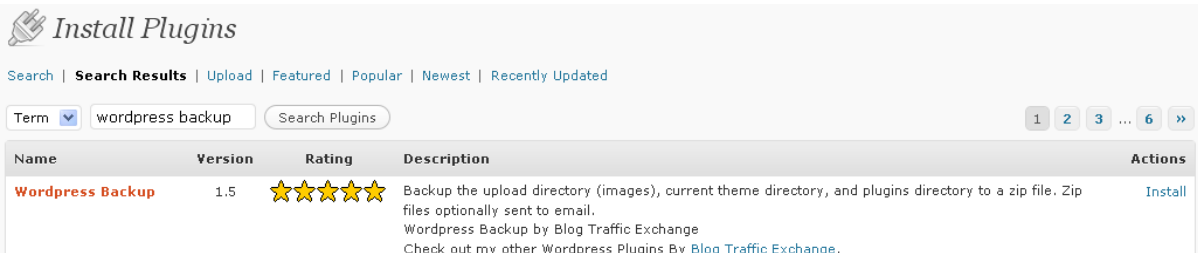
1. Importing post *Complementary Therapist...*
2. Importing post *Treatment 2...*
3. Post *Welcome* already exists.
4. Importing post *About Us...*
5. Importing post *Testimonials...*
6. Importing post *FAQ...*
7. Importing post *Our Services...*
8. Importing post *Links & Resources...*
9. Importing post *Contact Us...*
10. Importing post *Prices...*
11. Importing post *Appointment Request...*
12. Importing post *News...*
13. Post *411144_9778* already exists.
14. Post *HawaiiBeach* already exists.
15. Importing post *Treatment 1...*

All done. [Have fun!](#)

Fig 43: Import List

Wordpress Backup

Wordpress backup plugin will backup the current theme, all the images stored in the uploads directory (this is the default directory Wordpress stores all images within media gallery and library) and the plugins directory. This is installed automatically by Wellsites and set for weekly backups.



The screenshot shows the 'Install Plugins' interface. At the top, there's a search bar with the term 'wordpress backup' entered. Below the search bar, there's a table of search results. The table has columns for Name, Version, Rating, Description, and Actions. The first result is 'Wordpress Backup' with version 1.5 and a 5-star rating. The description states: 'Backup the upload directory (images), current theme directory, and plugins directory to a zip file. Zip files optionally sent to email. Wordpress Backup by Blog Traffic Exchange. Check out my other Wordpress Plugins By Blog Traffic Exchange.' The 'Actions' column for this plugin has an 'Install' button.

Name	Version	Rating	Description	Actions
Wordpress Backup	1.5	★★★★★	Backup the upload directory (images), current theme directory, and plugins directory to a zip file. Zip files optionally sent to email. Wordpress Backup by Blog Traffic Exchange Check out my other Wordpress Plugins By Blog Traffic Exchange.	Install

Fig 44: wordpress backup plugin

Once the plugin is installed, a menu option called **Wordpress backup** is created under settings on the dashboard menu.

Click on **Wordpress backup** to bring up the configuration settings.

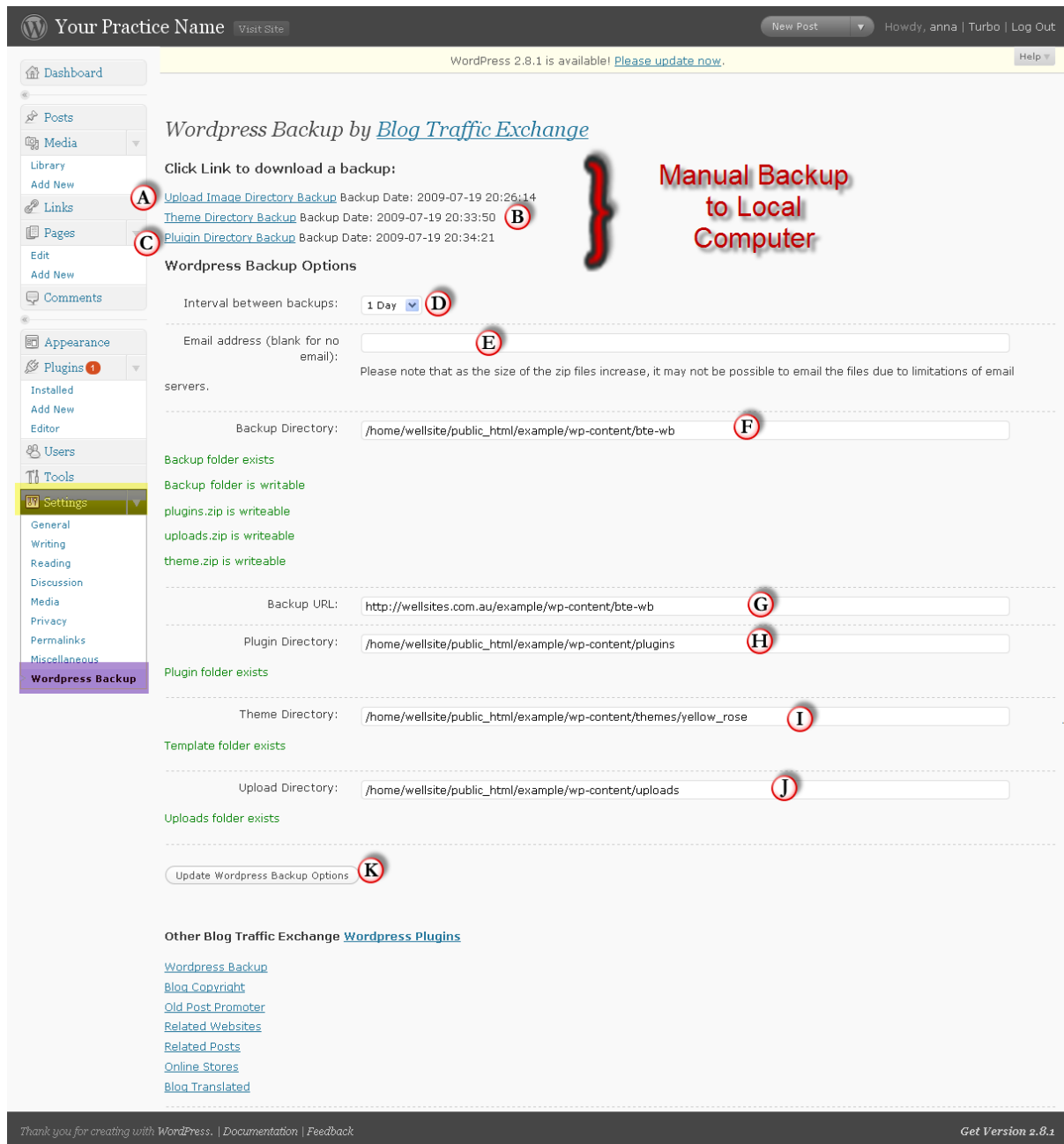


Fig 45: Wordpress Backup Configuration File

Wordpress Backup allows for both a manual backup to the local computer and/or scheduled backup to the website server.

A: Click here for a copy of all the images stored in the uploads directory. The backup will be in ZIP format stored in the downloads folder of the local computer. The ZIP file will be called uploads.

B: Click here for a copy of the current theme being used by the website. The backup will be in ZIP format stored in the downloads folder of the local computer. The ZIP file will be called themes.

C: Click here for a copy of all the plugins installed. The backup will be in ZIP format stored in the downloads folder of the local computer. The ZIP file will be called plugins.

D: Specifies the time interval for the scheduled backup. The user can chose, every hour, day or week.

E: Specify an email address for the ZIP files created to emailed too. Warning: that this might not always work depending on the size of the ZIP file created. The uploads file can especially be very big.

F: This specifies where the scheduled backups are stored, usually in the same folder as the theme on the web server.

G through H : Are confirmation of the actual directories to be backed up. Wordpress Backup finds this, so they tend to be left alone.

K: Click here to save any configuration changes.

If no scheduled backups are required then deactivate the plugin. The plugin can always be re-activated for the manual backup and then de-activated again.