



# Wellsites Guide to Using Wordpress

---

Version 3.0

## Contents

<b>Table of Figures</b>	<b>3</b>
<b>Thank You!</b>	<b>4</b>
<b>Introduction</b>	<b>4</b>
<b>Wellsites Online Support Pages</b>	<b>4</b>
<b>How to Login in to the Administration Panel</b>	<b>5</b>
<b>Dashboard</b>	<b>5</b>
<i>The main parts of your Dashboard are as follows:</i>	6
<b>Pages</b>	<b>6</b>
<i>Modifying Text in a Page</i>	7
<b>Formatting Bar</b>	<b>8</b>
<i>Adding a New Page</i>	10
<i>Setting Order of How Pages Appear</i>	11
<i>Setting Hierarchies of Pages</i>	12
<i>Quick Edit</i>	14
<b>Images</b>	<b>15</b>
<i>Add an Image to a Page</i>	15
<i>Change Image Alignment</i>	18
<i>Media Library</i>	19
<b>Hyperlinks</b>	<b>20</b>
<i>Insert a hyperlink to an internal page</i>	21
<i>Links to Email</i>	23
<i>Remove a hyperlink</i>	24

## Table of Figures

Figure 1: Login Window .....	5
Figure 2 Dashboard .....	5
Figure 3: Page Menu .....	6
Figure 4: Edit Page .....	7
Figure 5: Publish Menu .....	8
Figure 6: Formatting menu bar .....	8
Figure 7: Add Page .....	10
Figure 8: Website navigation bar .....	11
Figure 9: Specify order .....	12
Figure 10: Setting submenu .....	12
Figure 11: Create a submenu .....	13
Figure 12: View submenus.....	14
Figure 13: Quick Edit .....	14
Figure 14: Insert an image to a page.....	15
Figure 15: Image menu .....	15
Figure 16: Add image page .....	16
Figure 17: Find image.....	16
Figure 18 :Image details.....	17
Figure 19: Image inserted into page .....	18
Figure 20: Edit image on page.....	18
Figure 21: Change Alignment.....	19
Figure 22: Media Library .....	20
Figure 23: Hyperlinks on Formatting Bar .....	20
Figure 24: Hyperlink Pop-up Menu .....	21
Figure 25: Link to Internal Page .....	22
Figure 26: Select Internal Page.....	23
Figure 27: Create Hyperlink to email.....	24

# User Guide to Wordpress

---

## Thank You!

Thank you for signing up with Wellsites. We are pleased to have you with us, and we hope you will enjoy using the many great features that you will discover your Wellsites have to offer.

## Introduction

The aim of this document is to provide a simple and straightforward quick start guide to key aspects of your Wellsites website.

This will allow the ease of updating and maintaining the content of your Wellsites website.

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

The content management system that is used to edit, update & change your Wellsites website is an application called WordPress.

The guide is written from the default role of **Editor**.

## Wellsites Online Support Pages

All support pages and the full user guide can be found on the Wellsites Support website:  
[www.wellsites.info](http://www.wellsites.info).

For additional support please contact us on [support@wellsites.com.au](mailto:support@wellsites.com.au)

## How to Login in to the Administration Panel

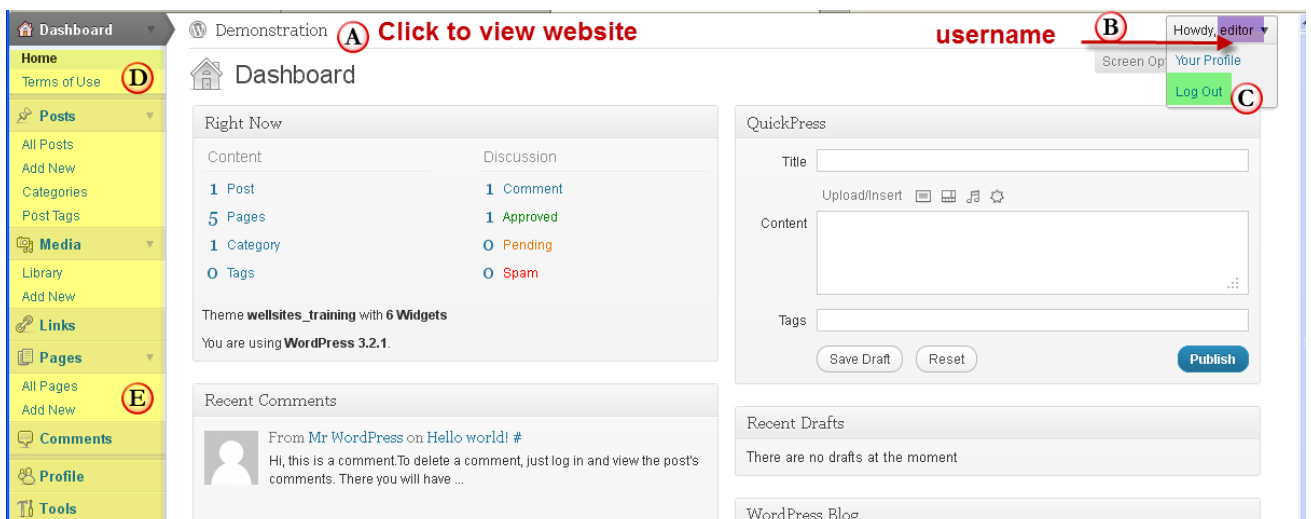
When the website is set-up, a login, a password and a link to the Administration panel will be emailed. The administration link is usually located at [www.yourpracticename.co.au/wp-admin](http://www.yourpracticename.co.au/wp-admin). This will provide the Wordpress login window below:



Figure 1: Login Window

## Dashboard

Once logged in, the main administration window is presented called the Dashboard.



Main Dashboard Menu

Figure 2 Dashboard

## The main parts of your Dashboard are as follows:

The Dashboard menu bar is fixed and shown on every WordPress menu page.

Logging out or viewing your Wellsites website can be done at any point, without having to go searching through previous menu items.

**A:** Click here to view your website

**B:** Your username

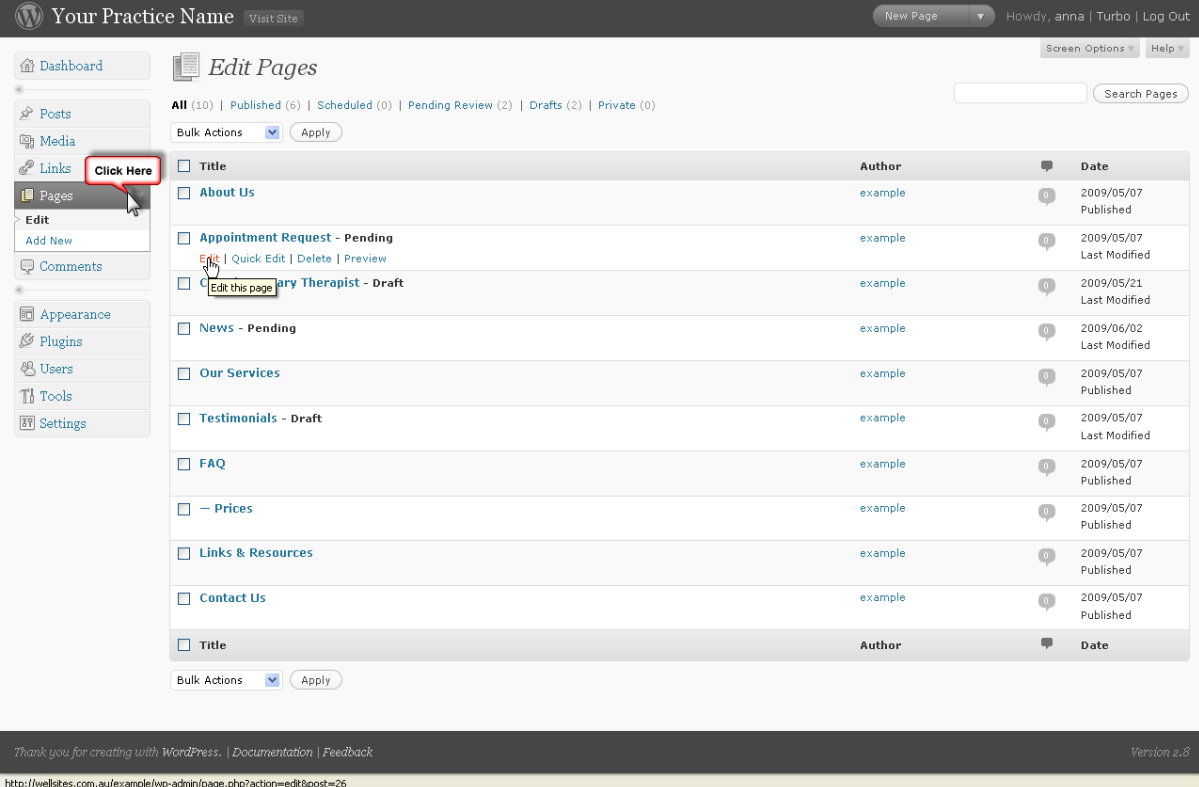
**C:** Click on the dropdown menu to **Log Out** to log out.

**D:** Wellsites Terms and Conditions

**E:** This is the main navigation menu. Again this is fixed and shown on every page. Each menu item listed will provide options that will allow the creation, addition, and modification of web pages and images. This document will cover only the key menu items – Pages and Media. Click on any item e.g. Pages, a list of available options is provided. Click on Pages again, the menu collapses

## Pages

98% of the work will be done through the **Pages** menu. Whether it is to modify current content, add new text to current page or even create a new webpage.



The screenshot shows the WordPress 'Edit Pages' dashboard. The top navigation bar includes 'Your Practice Name', 'Visit Site', 'New Page', 'Howdy, anna | Turbo | Log Out', 'Screen Options', and 'Help'. The left sidebar contains a menu with 'Dashboard', 'Posts', 'Media', 'Links', 'Pages', 'Edit', 'Add New', 'Comments', 'Appearance', 'Plugins', 'Users', 'Tools', and 'Settings'. A red callout box labeled 'Click Here' points to the 'Pages' menu item. The main content area shows a table of pages with columns for Title, Author, and Date. The table includes pages like 'About Us', 'Appointment Request - Pending', 'Primary Therapist - Draft', 'News - Pending', 'Our Services', 'Testimonials - Draft', 'FAQ', 'Prices', 'Links & Resources', and 'Contact Us'. A search bar and bulk actions are also visible.

Title	Author	Date
About Us	example	2009/05/07 Published
Appointment Request - Pending	example	2009/05/07 Last Modified
Primary Therapist - Draft	example	2009/05/21 Last Modified
News - Pending	example	2009/06/02 Last Modified
Our Services	example	2009/05/07 Published
Testimonials - Draft	example	2009/05/07 Last Modified
FAQ	example	2009/05/07 Published
Prices	example	2009/05/07 Published
Links & Resources	example	2009/05/07 Published
Contact Us	example	2009/05/07 Published

Figure 3: Page Menu

Move the cursor down to the **Pages** button and select. A list of the current pages will be shown. Each page corresponds to a webpage on “yourpractice.co.au” navigation bar. The information on this page states the author and whether or not it is in draft format or published, date created.

As the cursor moves over a page title, a sub-menu is displayed, which allows the page to be edited, deleted or previewed.

## Modifying Text in a Page

To modify a page, scroll down the page menu and select the relevant page that requires editing. Select the *edit* button. This brings up the edit page.

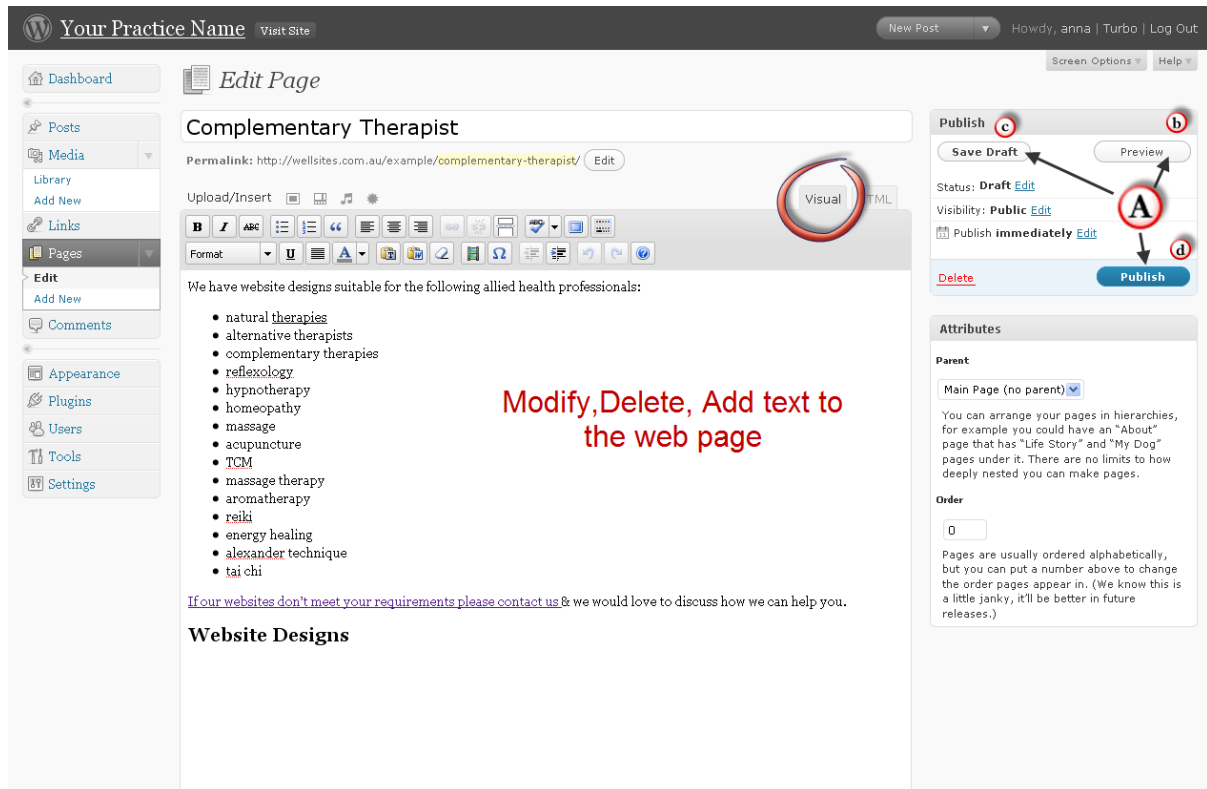


Figure 4: Edit Page

Modifying the text is very easy. Ensure the **Visual** button is selected. Simply start typing or editing within the main window.

The HTML button is for users who are familiar with the web language of HTML and wish to write their own formatting code.

In Visual mode, the Formatting Bar (very similar to Microsoft Word) will allow the user to add headings, paragraphs etc and to format the text as required.

When the changes are done, go to the Publish Menu on the right hand side of the page (A). The changes can be previewed within the web browser by clicking on **Preview** (b). The page can either be saved in **Draft** format (click on c) or actually published and made available on the website by clicking on **Publish** (d).



Figure 5: Publish Menu







## Formatting Bar

The formatting bar within the page is very similar to most text editors. If only a single row of the formatting bar is shown, click on the icon at the end of that row (position n) and the full formatting bar will be displayed. Click again on the icon, the format bar will return to a single row.



Figure 6: Formatting menu bar

To change the format, use the cursor to select a word, a sentence or even a whole area. Then click on the relevant button within the format bar to change the format.

-  : **Bold**
-  : *Italic*
-  : Bulleted List
-  : Numbered List
-  : Blockquote: Indents a paragraph both right and left. This will look different depending upon the theme's stylesheet.
-  : Paragraph Alignment: Left,



: Paragraph Alignment Center



: Paragraph Alignment Right



: HyperLink: For adding a web hyperlink. The icons are grayed out until text is highlighted.



:Unlink. To remove hyperlinks form a text or image



:More Tag: Inserts the word “More” into the page.



:Spellcheck Toggle: Turns the spellchecker on and off. When on, misspelled words are underlined in red.

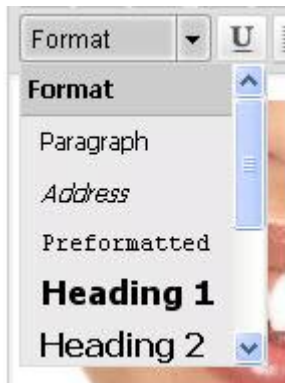


: This expands the text box to the entire screen.



: Expanded Menu Bar — Click on this icon to show (or hide) the second row of icons.

: Formatting List — This provides a drop-down list of additional formatting styles, such as Headings, that can be used to format text. Click on Format and pull-down the menu for all formatting



options.



: Underline text



: Align the text in full



: Pull down menu for font colours. The default is black.



Copy-and-Paste Plain Text (clipboard with T icon)— Click on this icon when pasting plain text, such as text from a web page into the page.



Copy-and-Paste MS Word Text (clipboard with a W icon) — Click this icon when pasting text that was original written in Microsoft Word to avoid the custom editing code and characters that MS

Word uses are not pasted into the page.



: Remove any formatting



: Indent (tab) text



: Outdent text







: Redo Command



Undo a command

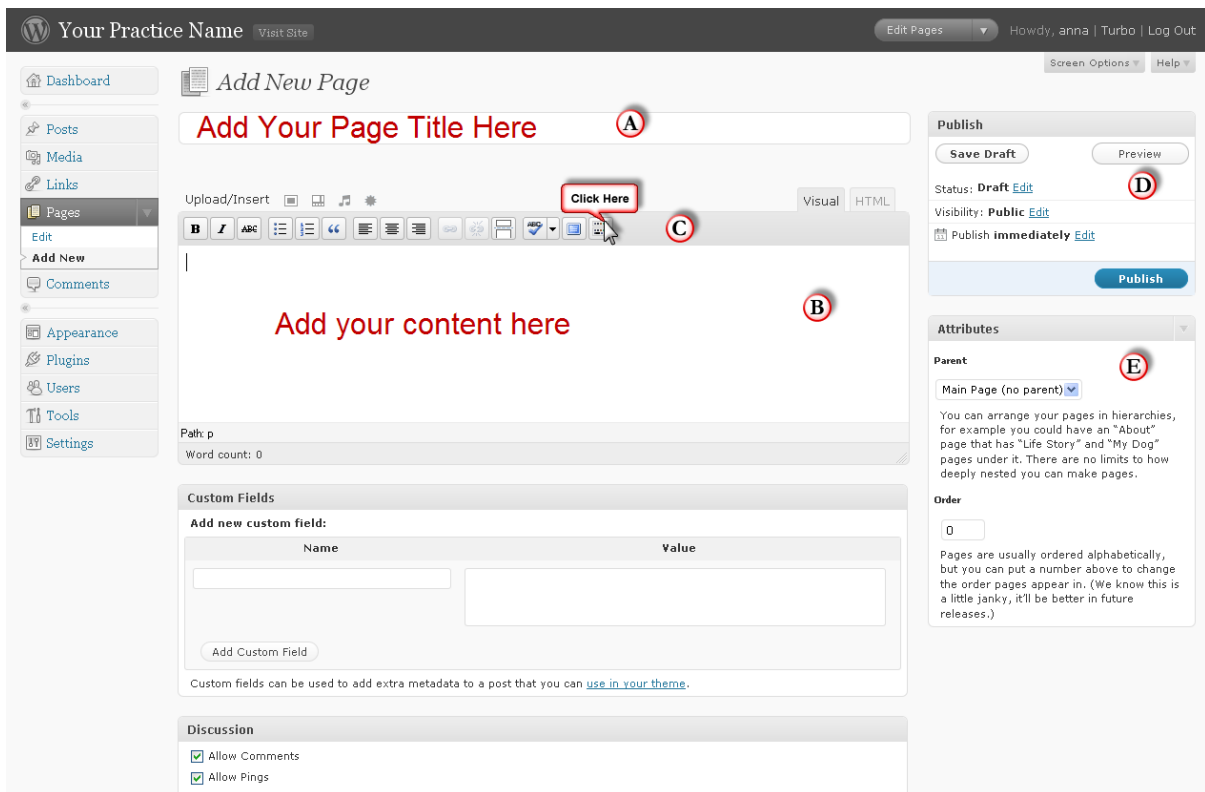


: Help button

Upload/Insert     : Upload images into your post/page. This menu can be found directly above the formatting bar

## Adding a New Page

Click on the **Pages** menu bar, select **Add** new page. The page will look exactly like the “edit page”, except that it is empty.



The screenshot shows the WordPress 'Add New Page' editor. At the top, there's a header with 'Your Practice Name' and 'Visit Site'. Below that, a navigation menu includes 'Dashboard', 'Posts', 'Media', 'Links', 'Pages', 'Edit', 'Add New', 'Comments', 'Appearance', 'Plugins', 'Users', 'Tools', and 'Settings'. The main content area has a title field 'Add Your Page Title Here' (labeled A) and a large text area 'Add your content here' (labeled B). Above the text area is a toolbar with an 'Upload/Insert' menu (containing image, media, music, and settings icons) and a 'Click Here' button (labeled C). To the right, there's a 'Publish' section (labeled D) with 'Save Draft', 'Preview', and 'Publish' buttons, and an 'Attributes' section (labeled E) with a 'Parent' dropdown menu set to 'Main Page (no parent)'. The 'Discussion' section at the bottom has checkboxes for 'Allow Comments' and 'Allow Pings'.

Figure 7: Add Page

Enter the title of the web page at the top (position A). The title entered here will be the title viewed on the navigation menu of the website.

Start typing and formatting the pages content in the main window (B). The formatting menu bar (C) is identical to the bar in the edit page.

By default the page will be placed within the main website navigation menu. To change the order of where the page should be placed or to create the page as a submenu, the values are set within the Attribute menu (E). This will be discussed in more detail in the section concerning Setting Hierarchies of Pages.

At any point you can save the page in draft format or publish it to the website. In draft format, the page can only be viewed within the dashboard administration window. Once published, the page will appear on yourpractice.co.au website. For both draft and publish, the preview button (D) can be selected to preview the page within the web browser.

## Setting Order of How Pages Appear

Pages are usually ordered alphabetically within the main navigation menu bar of the website. Pages can be placed in a specific order, by using the attribute menu button within either “edit page” or “add page” (if it is a new page).



Figure 8: Website navigation bar

In the above example, the intention is to move the “Contact Us” to be displayed after “Our Services”.

Go to the Pages menu. Select the “Contact Us” page and choose “edit”. On the bottom of the right hand side of the page is the Attributes menu. Since this is the top level menu, the Parent should remain as **Main Page**.

The next attribute is **Order**. Here is where the order is defined. The numbering goes from 0 .. upwards. If the page is to be placed first, the order should 0, if it is to be placed third, then the number should be 2 ( 0, 1 ,2) etc. In this case, the Contact Us page will be placed as fourth item along. Change the setting of the order to 3. Go to the Publish menu and preview the changes.

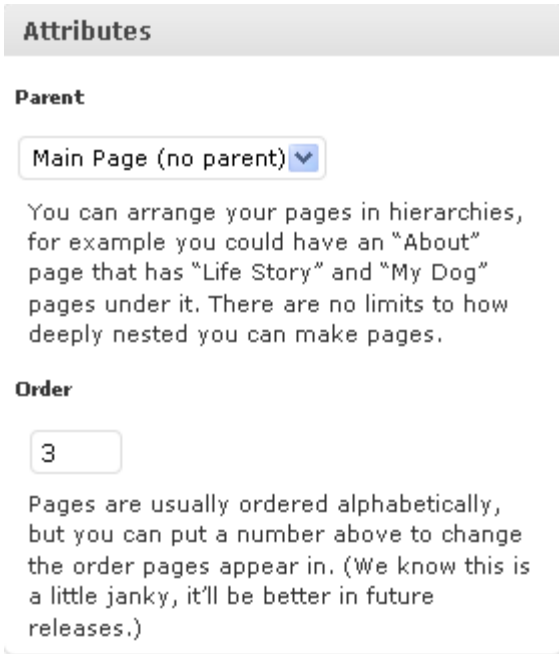


Figure 9: Specify order

The same method of ordering is done whether the webpages are placed horizontally ( as in the main navigation menu) or vertically ( as with submenus.)

### Setting Hierarchies of Pages

Submenus for any page can be easily created. There are no limits to how deeply nested pages could be listed.

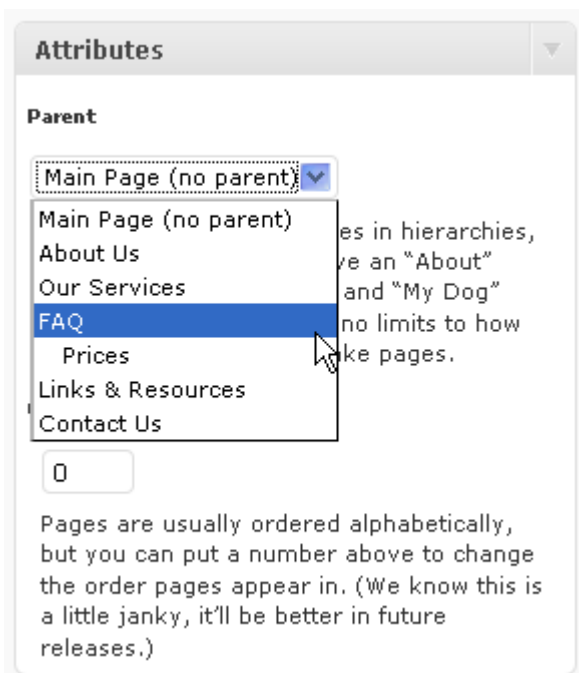


Figure 10: Setting submenu

Select edit page or add new page. On the right hand side at the bottom is the Attributes menu. Under Parent is a pull down menu. This lists all the pages currently on the website. Any page that

appears as a submenu on the website is listed underneath the parent and indented. The page on Prices will be found under the FAQ page. “Prices” is known as a child page.

To add a child page, scroll down the list and select the page that the child should be placed under.

Example, create web pages Treatment 1 and Treatment2 to appear as submenus of Our Services.

Add a new page. Enter the title Treatment1 for Treatment1. Under attributes menu, ensure that Our Services is selected. Save and publish the web page. Do the same for Treatment2.

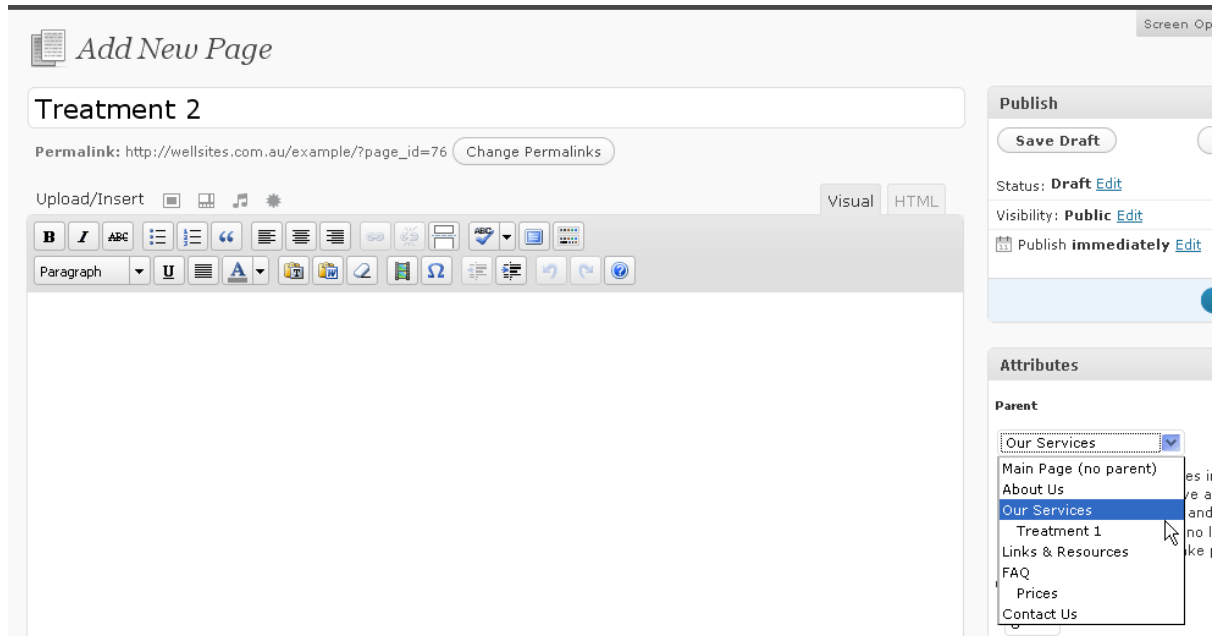


Figure 11: Create a submenu

Click on Preview or Visit Site to view the website. Under “Our Services”, two sub menus are now displayed. Again if the order needs to be changed, use the Order to force the order of the sub menus.



Figure 12: View submenus

## Quick Edit

If all that is required to be changed is the parent hierarchy or the ordering, the quick edit on the pages menu will suffice.

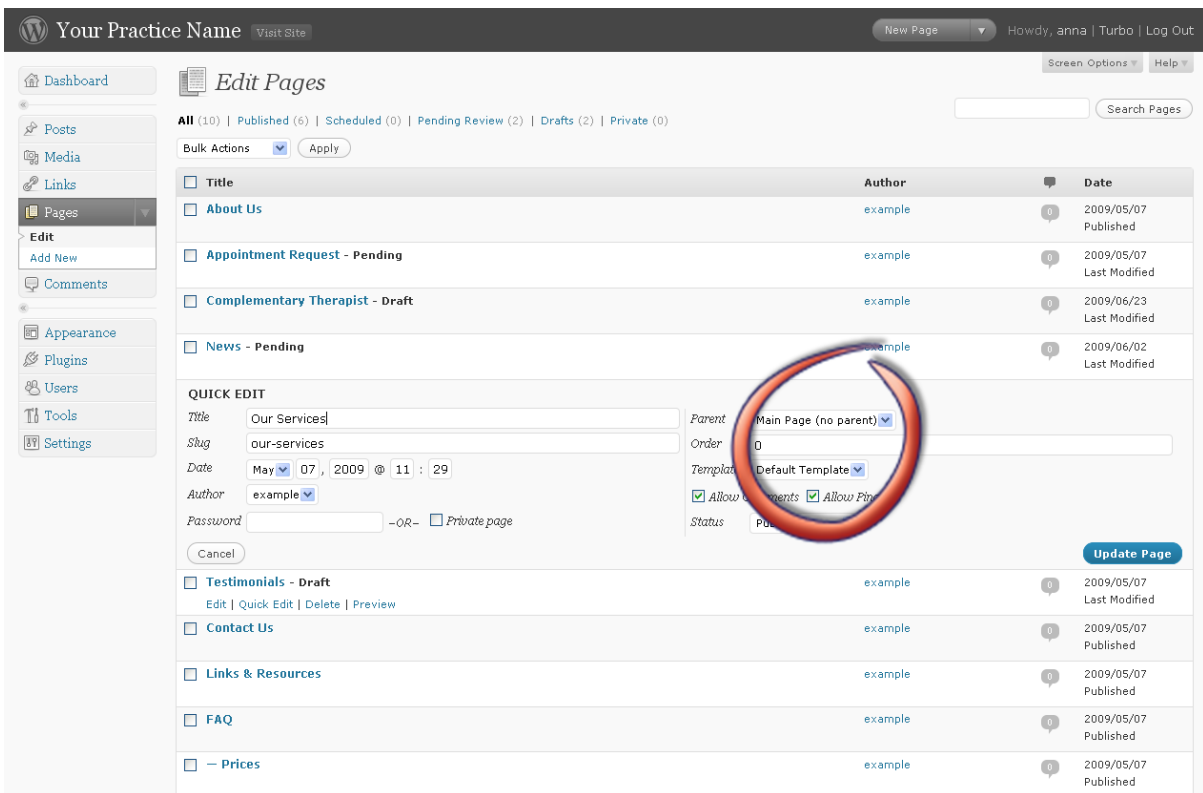


Figure 13: Quick Edit

Go to the **pages** menu, select **edit**. Scroll to the page to be altered, select **quick edit**. A mini menu will be shown within the pages menu. On the right hand side, will be the parent drop down menu and the order button. Click on update page when finished.

## Images

### Add an Image to a Page

Adding images, audio or video is very simple in Wordpress and the same method.

To a single image to a page, first open a page that you wish to insert an image, using the Page menu and then **Edit** page (or add new page, if it is new).

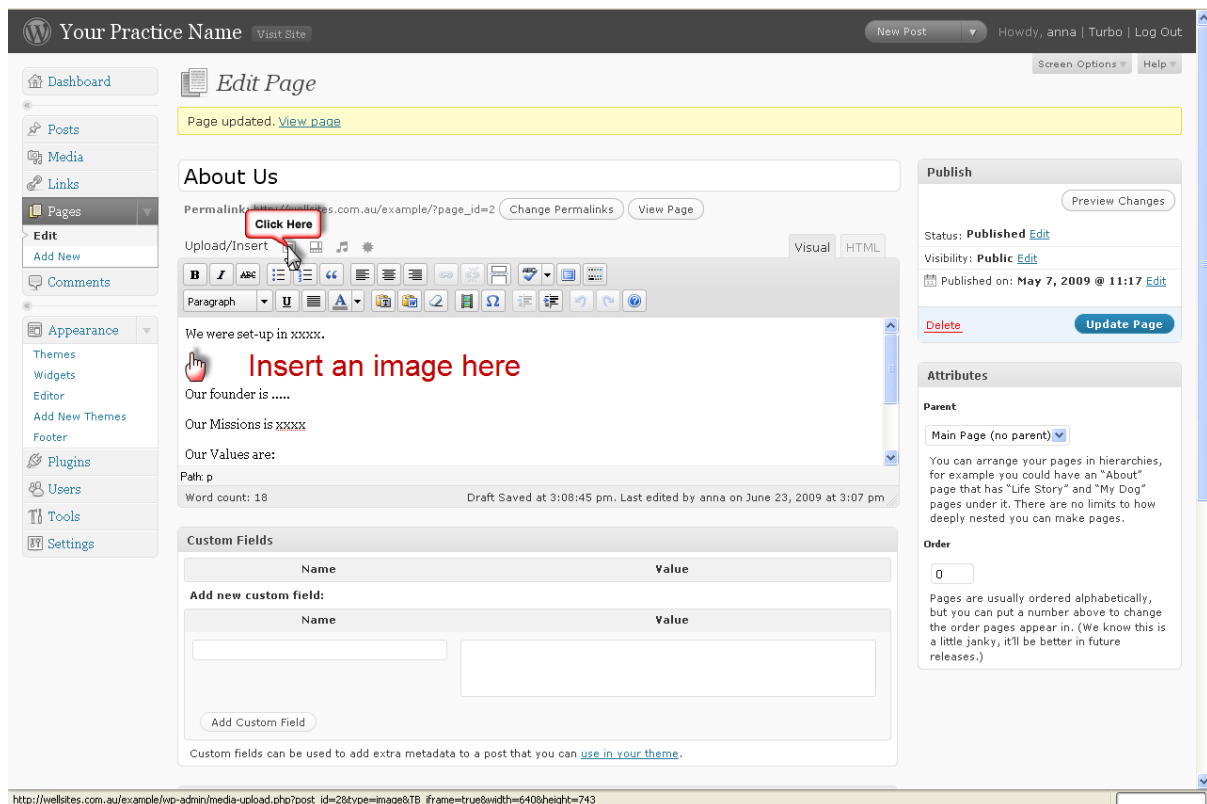


Figure 14: Insert an image to a page

Place the cursor in the main text body of where the image should go. Then just above the formatting menu is an image menu :



Figure 15: Image menu

- a:** Add an image
- b:** Add a video
- c:** Add an audio

**d:** Add a media – anything else, including PDF files.

To add a jpeg image, click on the image icon (a). This will bring up a separate window to upload the images from the local computer to the website. Click on browse to find the image:

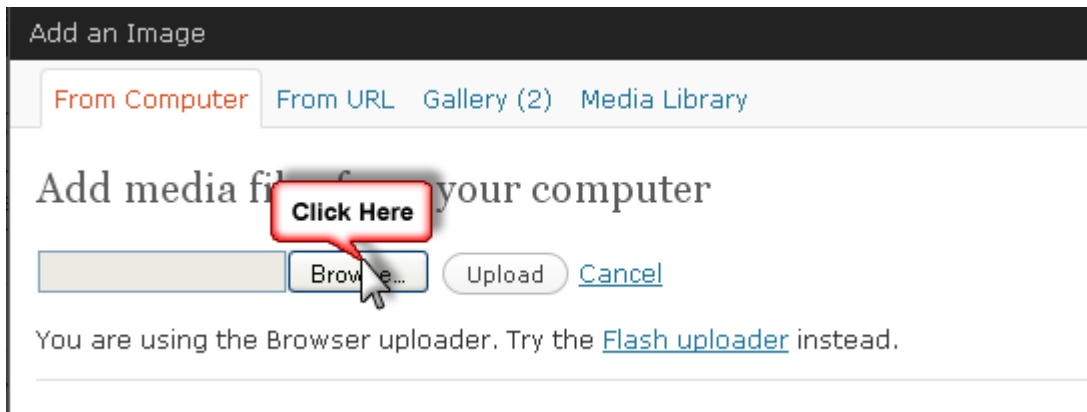


Figure 16: Add image page

This will bring up a window on the local computer. Go to the directory containing the required image and select the image.

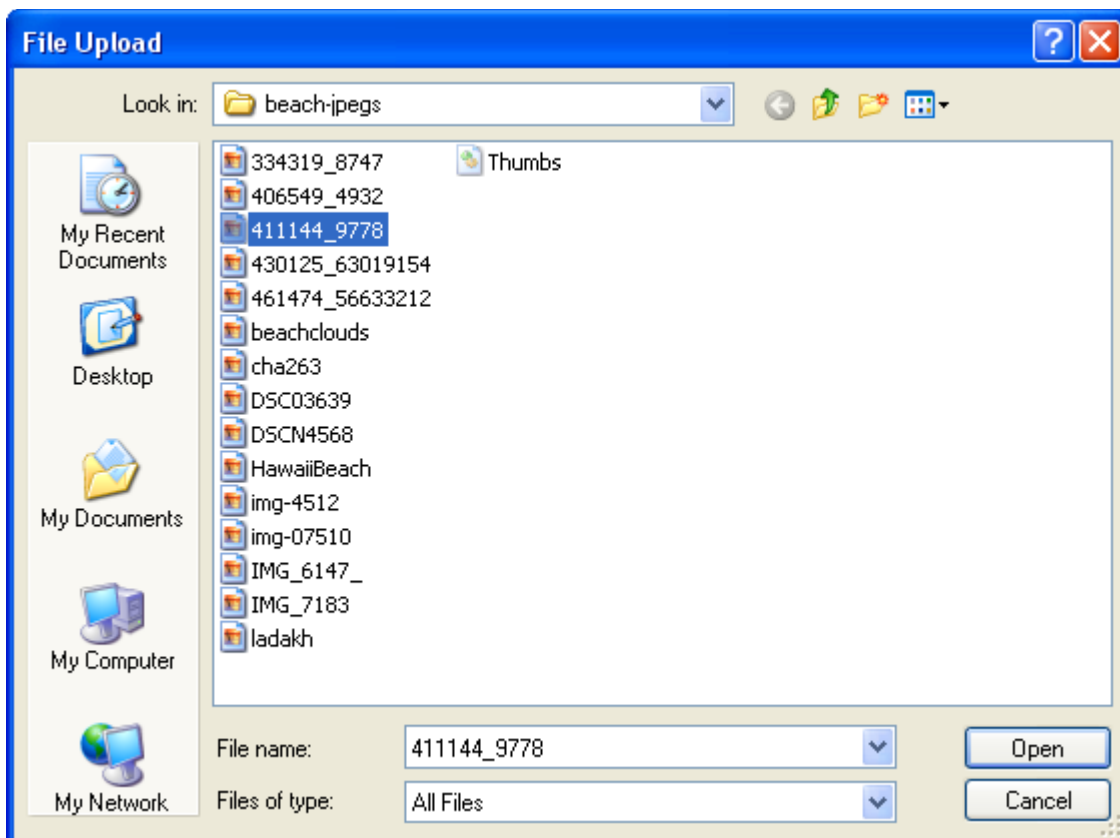


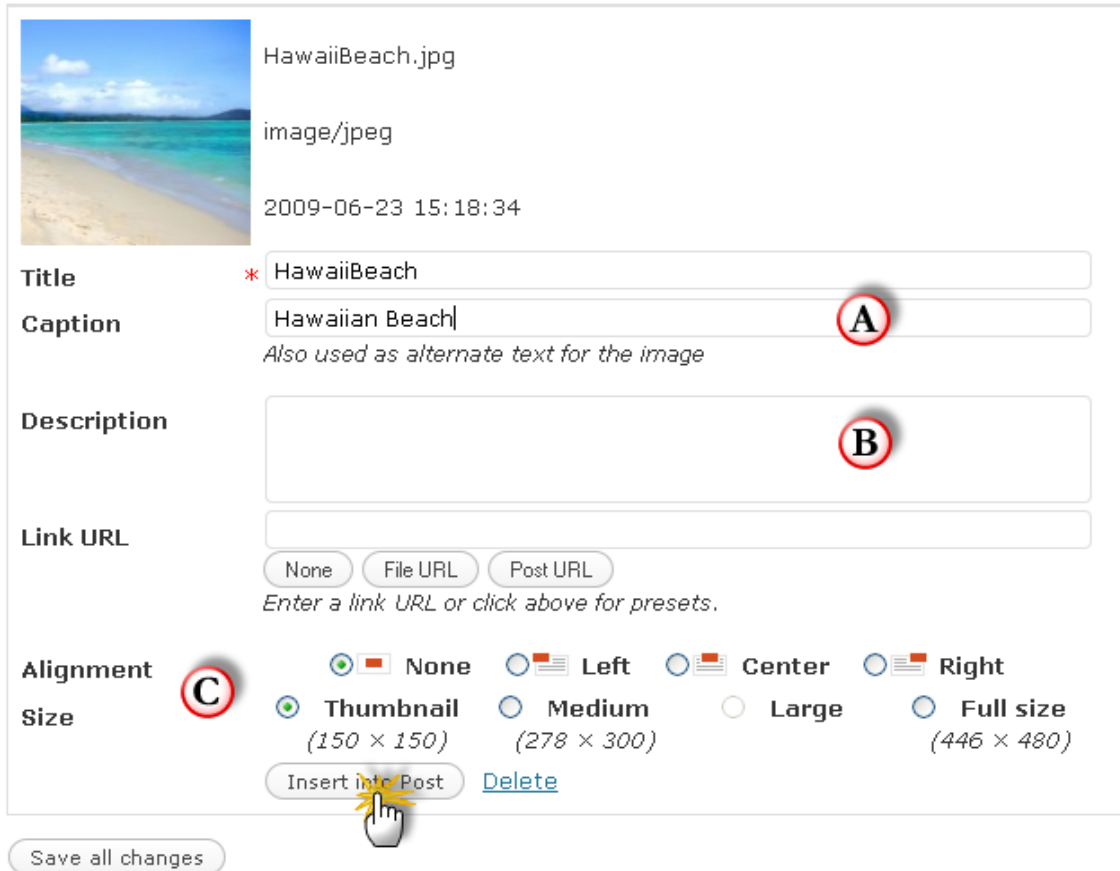
Figure 17: Find image

Once the image is selected, click on upload on the Add image page.

Once the image has been uploaded another window is opened which shows the images itself and options for sizing , captions and descriptions to be set.

## Add media files from your computer

You are using the Browser uploader. Try the [Flash uploader](#) instead.



The screenshot shows a form for uploading an image. At the top left is a small thumbnail of a beach. To its right, the filename 'HawaiiBeach.jpg', the MIME type 'image/jpeg', and the upload time '2009-06-23 15:18:34' are displayed. Below this are several fields: 'Title' with the value 'HawaiiBeach' and a red asterisk; 'Caption' with the value 'Hawaiian Beach' and a red circle 'A' next to it, with a note 'Also used as alternate text for the image'; 'Description' with an empty text area and a red circle 'B' next to it; 'Link URL' with an empty text area and three radio buttons for 'None', 'File URL', and 'Post URL', with a note 'Enter a link URL or click above for presets.'; 'Alignment' with four radio buttons for 'None', 'Left', 'Center', and 'Right', and a red circle 'C' next to the 'None' button; 'Size' with four radio buttons for 'Thumbnail (150 x 150)', 'Medium (278 x 300)', 'Large', and 'Full size (446 x 480)', with the 'Thumbnail' button selected. At the bottom are two buttons: 'Insert into Post' and 'Delete'. A mouse cursor is clicking on the 'Insert into Post' button. At the very bottom of the form is a 'Save all changes' button.

Figure 18 :Image details

**A:** Enter a caption. This will be displayed with the image within the webpage. Leave blank, if no caption is required.

**B:** Enter a description of the image. The description is not used within the webpage.

**C:** Choose the location of the image: to the left of content, to the right of the content or in the center. Also the size of the image to be inserted. It is most common to use the thumbnail size.

Click on **Insert into post**, to place the image into the page.

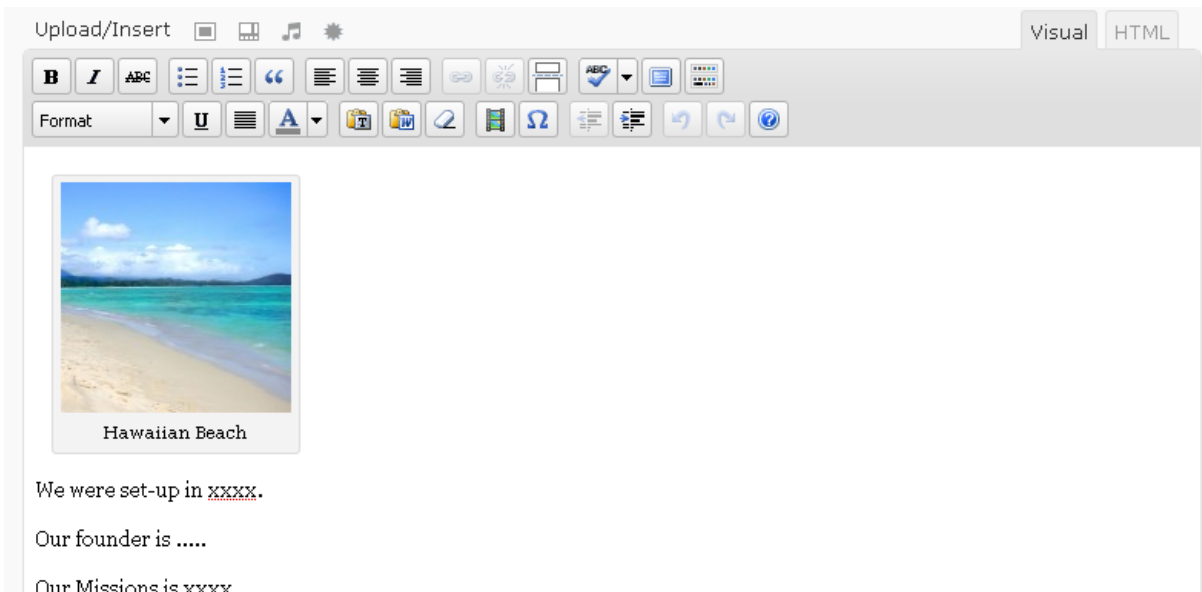


Figure 19: Image inserted into page

## Change Image Alignment

To edit the alignment of the image on the page, select the image. Then click on the camera icon.

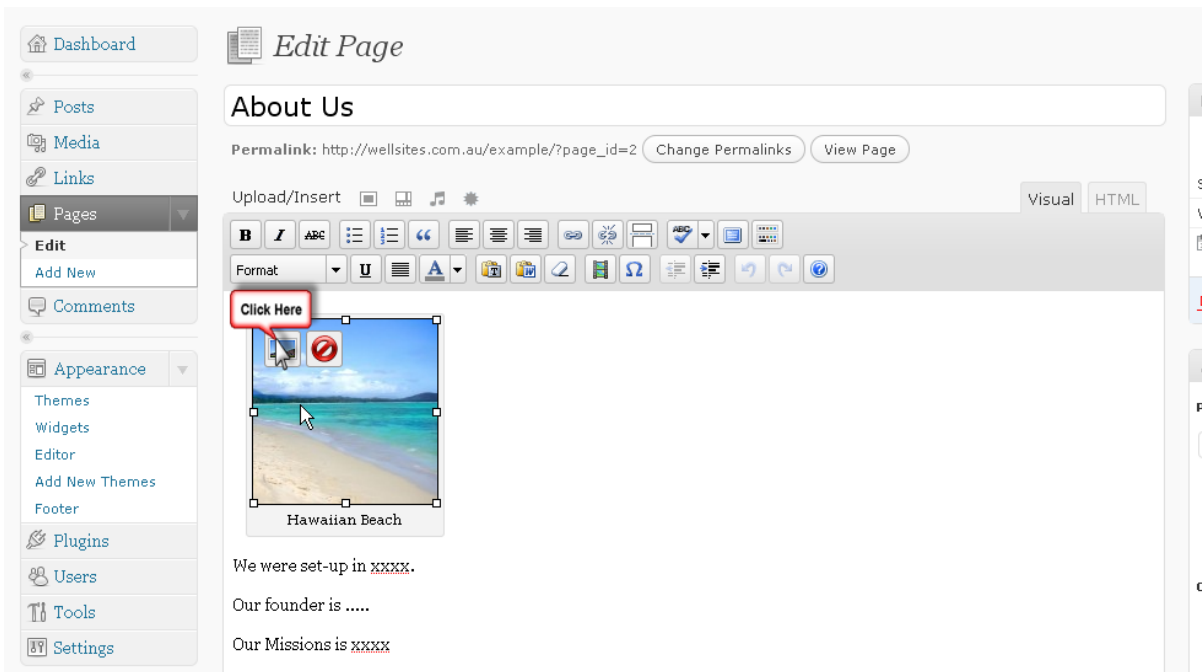


Figure 20: Edit image on page

The alignment can be changed by selecting any of the four options : None, Left, Right, Center. As the box is selected, the image within the text box is moved to show how the image will look like in relation to the text content.

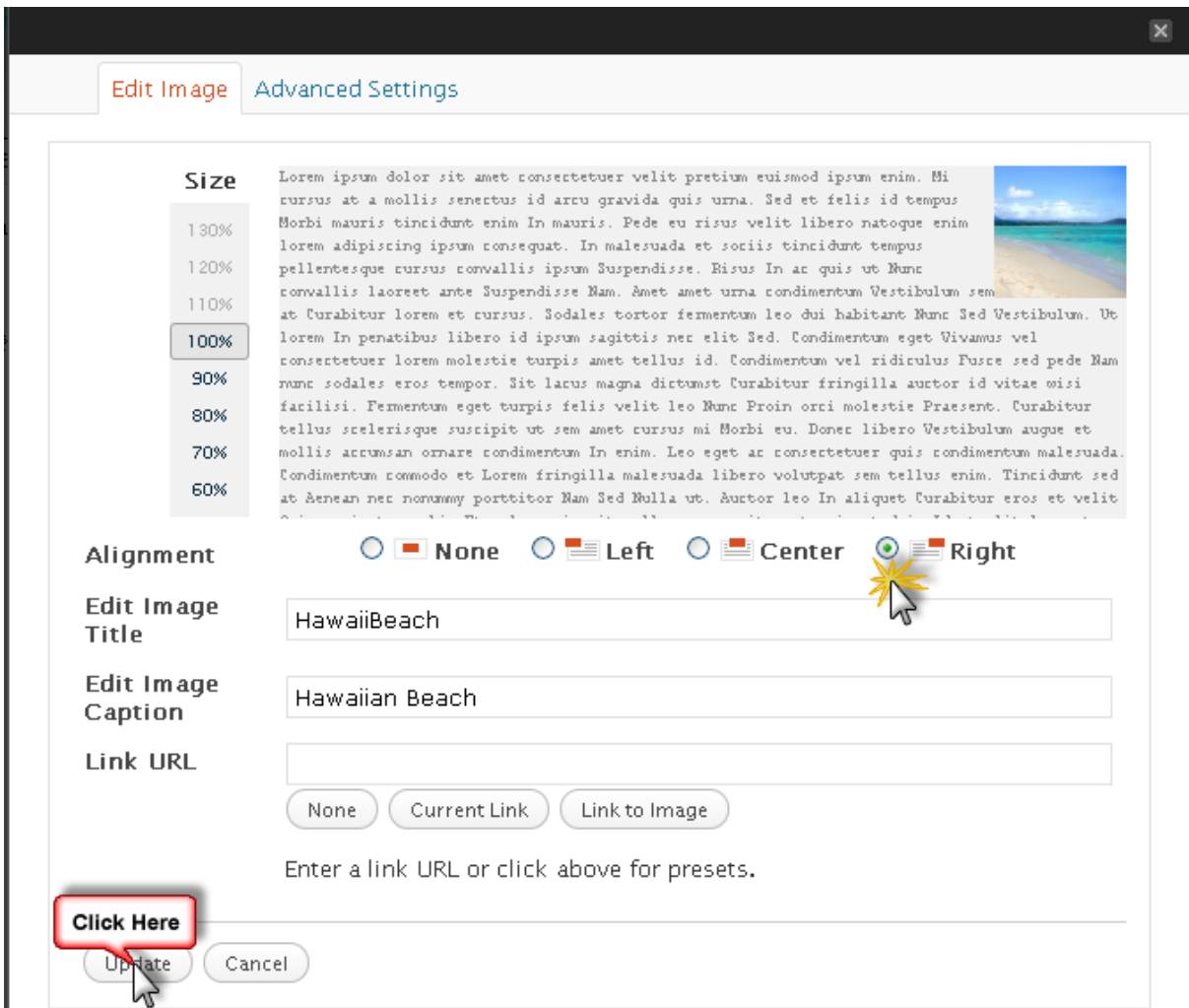


Figure 21: Change Alignment

Click on the update button once the changes have been completed.

## Media Library

When images are uploaded to Wordpress, they are automatically stored within a media library.

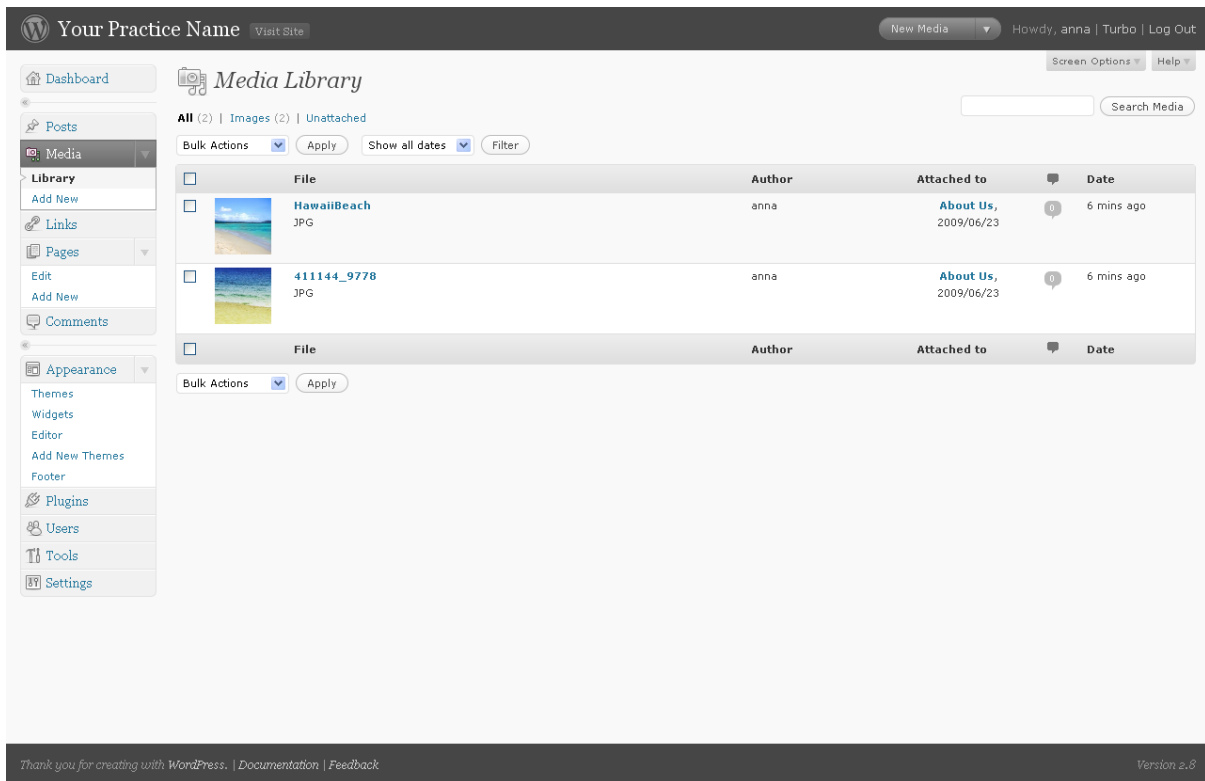


Figure 22: Media Library

Click on Media on the Dashboard Navigation menu, there are two options, Library and Add New. The Library will list all images and media currently uploaded into Wordpress. Images and media can be pre-loaded before they are inserted into a webpage via the Add New button.

The **Add New** button will take you through the same process as described in the section “Add an Image to a Page”.

## Hyperlinks



These icons are used for creating hyperlinks and removing hyperlinks respectively. The icons will remain greyed out until a word, sentence or image is highlighted.



Figure 23: Hyperlinks on Formatting Bar

The chain icon  is used to create a hyper-link.

- Highlight section to be linked. This can be a word, sentence or image or both an image and text etc. Click on the Chain.
- Pop-up window appears.



Figure 24: Hyperlink Pop-up Menu

- **POS A:** Just enter the URL to the page or external site in the “link URL” box.
- **POS B:** This optional. Can be left blank. Otherwise, enter text that is relevant to the link. Used purely for internal searches.
- **POS C:** If the URL is to an external site, **MUST** tick the box next to **open link in a new window/tab**. This will ensure that the external link is opened in a new window.
- Click on Insert. Done.

### Insert a hyperlink to an internal page

To create a link to another webpage within the website, E.g Contact Us page. Follow the steps above.

- Highlight the text to link
- Click on the Link Icon
- Select or **Link to existing content**

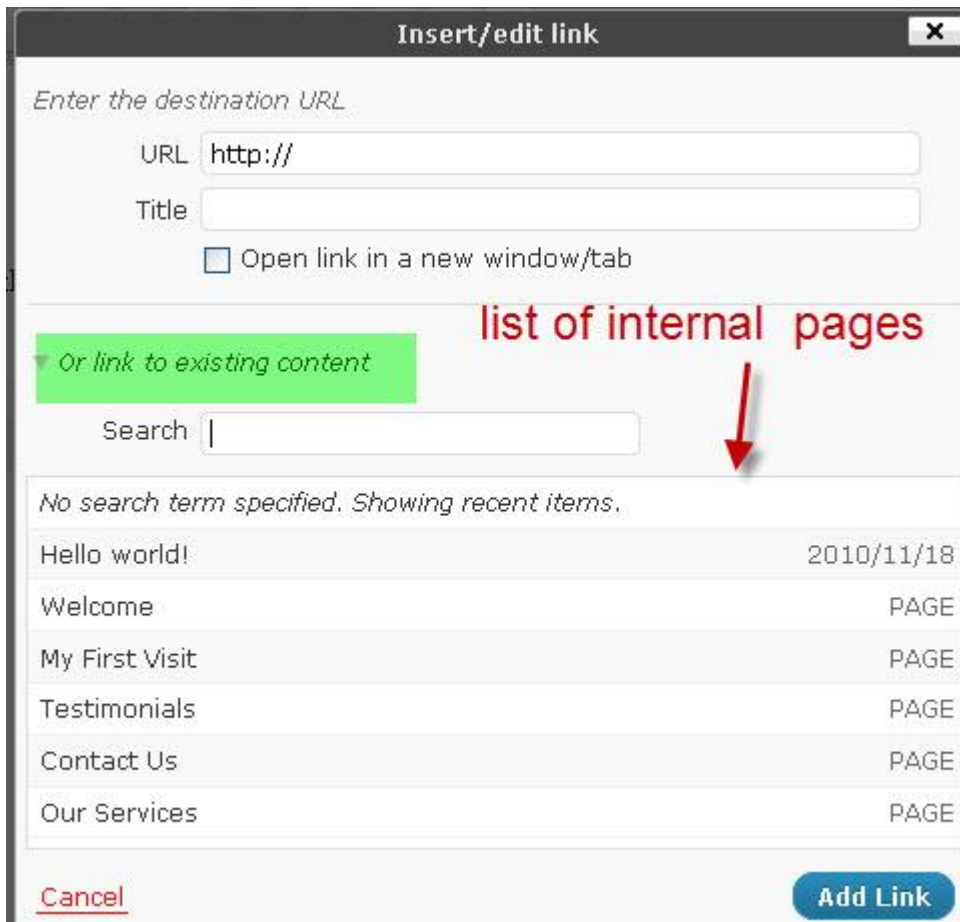


Figure 25: Link to Internal Page

This will show all the web pages currently created with theyour website.

- Select the relevant page
- the link url will automatically be inserted.
- Click on **Add link** to save.

Insert/edit link
✕

Enter the destination URL

URL

Title

Open link in a new window/tab

---

▼ Or link to existing content

Search

No search term specified. Showing recent items.

Hello world!	2010/11/18
Welcome	PAGE
My First Visit	PAGE
<b>Click Here</b> Contact Us	PAGE
Our Services	PAGE

Cancel Add Link

Figure 26: Select Internal Page

## Links to Email

- Highlight the email address.
- Click on link button.
- Replace http:// with **mailto:**
- add email address.
- Click on add Link


Example:

email: fred@myemail.com



Figure 27: Create Hyperlink to email

## Remove a hyperlink

Highlight the object with the link (word, sentence or image), then click on the broken link icon  to remove link.