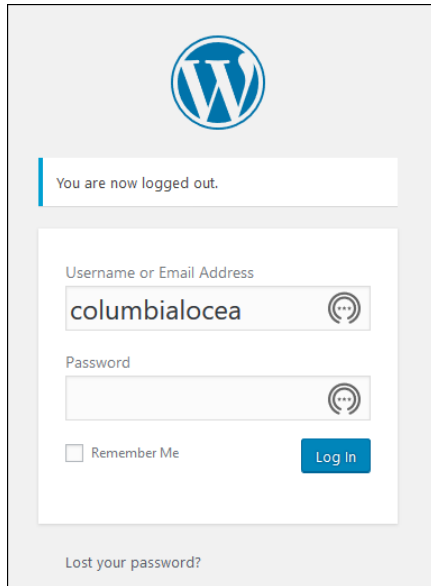


First Steps with WordPress¹

WHAT IS MY URL/DOMAIN NAME ADDRESS?

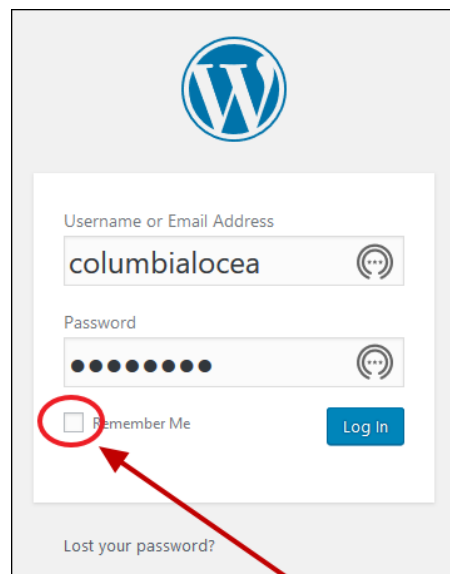
- a. <http://LOCALNAME.ohea.us/wp-login.php>

LOGGING IN



The screenshot shows the WordPress login interface. At the top is the WordPress logo. Below it is a message: "You are now logged out." The main form contains two input fields: "Username or Email Address" with the text "cumbialoce" and "Password" with masked characters. Below the password field is a checkbox labeled "Remember Me" which is currently unchecked. A blue "Log In" button is to the right of the checkbox. At the bottom left of the form is a link that says "Lost your password?"

After selecting “log in” you’ll be presented with the following menu to enter the provided username and password.



This screenshot is identical to the previous one, but with a red circle around the "Remember Me" checkbox and a red arrow pointing to it from the right. The rest of the interface, including the logo, message, input fields, and buttons, remains the same.

If using a private computer and want to save the entered password and username, check the box circled in red.

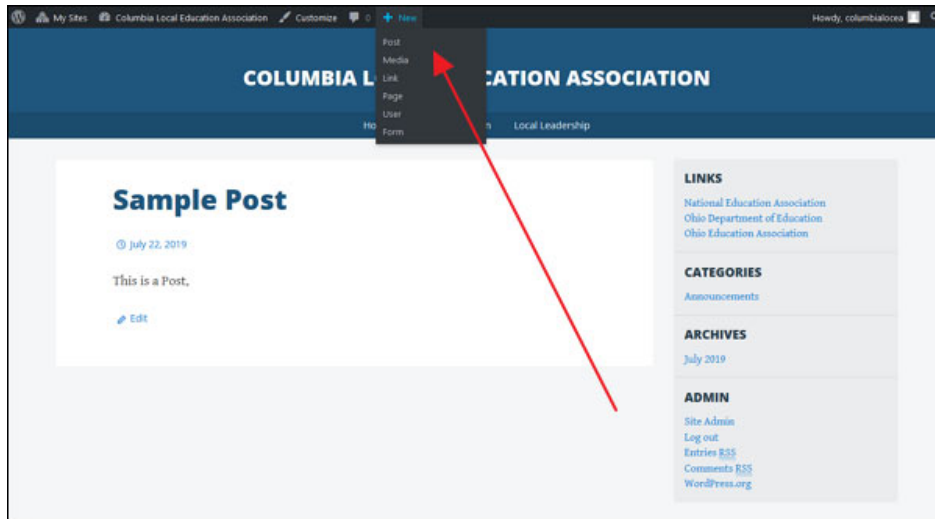
NEWS POSTS VS. PAGES *(Key Differences)*

- Posts are timely vs. Pages are timeless.
- Posts are social vs. Pages are NOT.
- Posts can be categorized vs. Pages are hierarchical.
- Posts are included in RSS feed vs. Pages are not.
- Pages have custom template feature vs. Posts do not.

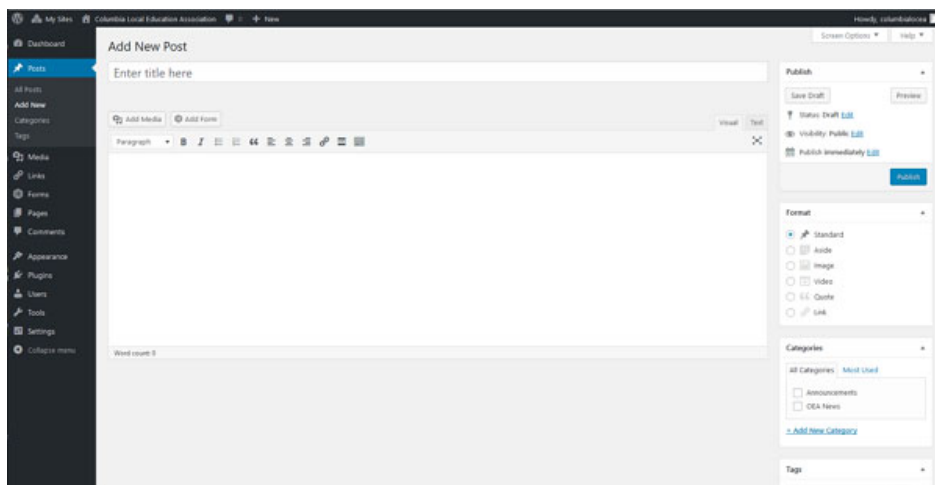
(continued next page)

First Steps with WordPress¹

NEWS POSTS VS. PAGES



From the +*NEW* drop-down menu, select *Post (or Page)*



After logging in you are on the main Administration Screen called the **Dashboard**.

This is where the organization of your site begins.

The differences we list above definitely have exceptions. You can use plugins or code

snippets to extend the functionality of both content types. **Like a word processor, enter your story text....**

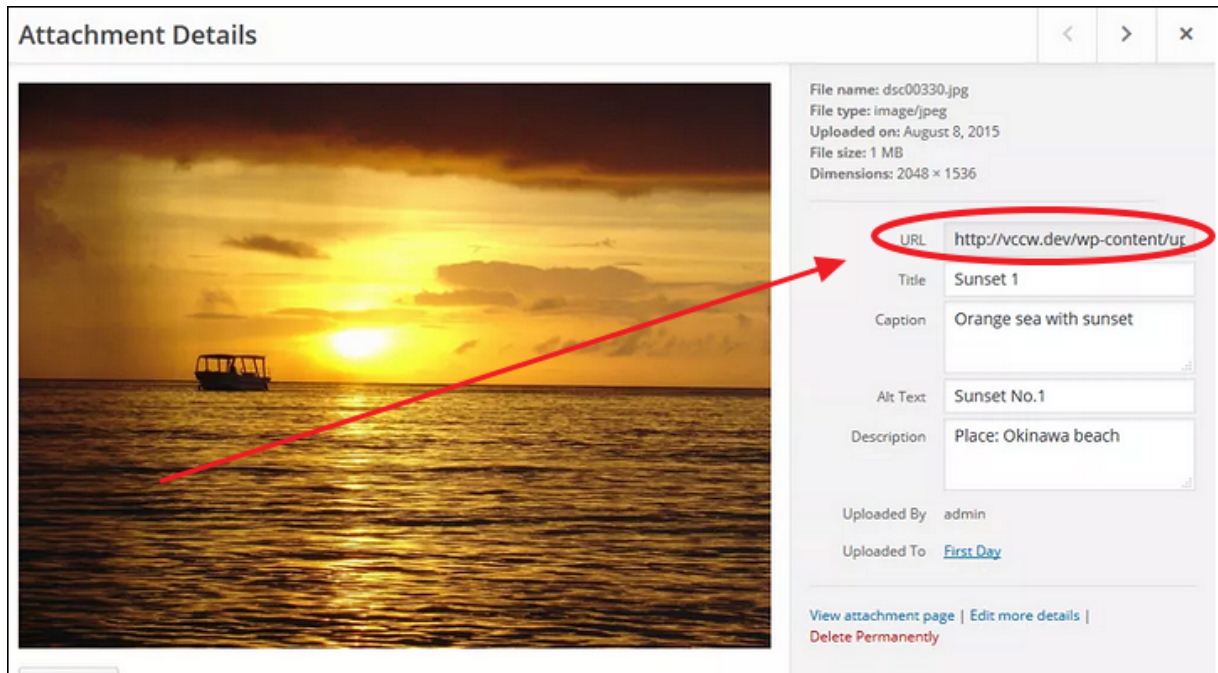
ADDING IMAGES & CREATING LINKS (*media*)

Media consists of the images, video, recordings, and files that you upload and use in your blog. Media is typically uploaded and inserted into the content when writing a News Post or writing a Page. Within the black bar of the Dashboard, is a *Media* link.

To upload media, select *Media > Add New* from left side menu.

(continued next page)

First Steps with WordPress¹



For an external link to the media to you embed within your News Post or Page, double click the thumbnail or select *Attachment Detail*.

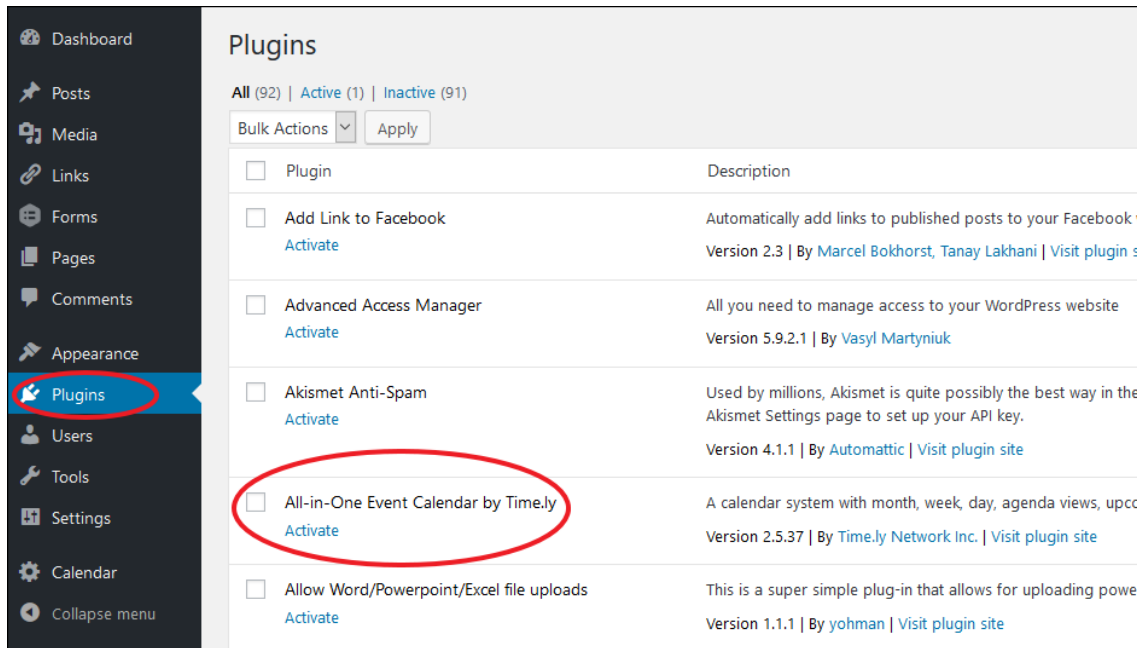
TWO METHODS TO ADD A CALENDAR

1. WordPress Plug-in
2. Google Calendar is a free calendar application from Google that makes it easy to keep track of life's important events all in one place. | <https://en.support.wordpress.com/google-calendar/>

TIP 1: Encourage your members to share pictures taken at Local events and upload them to your page or header. Who doesn't like seeing themselves? Pixabay.com is a free, royalty free stock image site.

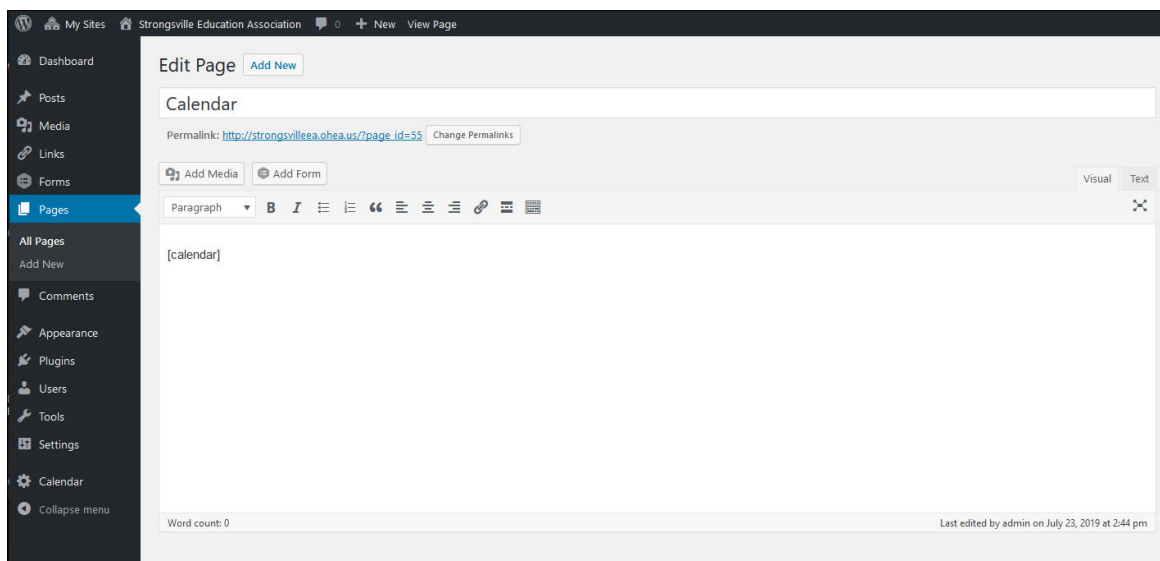
TIP 2: Need to capture an image on your screen, crop an image, or perhaps resize a picture? Consider using PicPick. It's free for non-profit organizations. I highly recommend it for those situations that Photoshop or overkill or unavailable. | <https://picpick.app/en/>

First Steps with WordPress¹



Method 1

- A. From the black bar with the Dashboard, select “*Plugins*” and then select the existing Calendar plugin by *Time.ly*. Don’t forget to activate the plugin.



- b. Then create a new page, enter a name for your calendar in the Header Bar — and in the paragraph field type the following: [Calendar] and then *Save/Publish*.
- c. **Note** how “Calendar” now appears as a menu option on your front page.

First Steps with WordPress¹

d. To Add an Event...

....from the black bar of the Dashboard, Calendar >> Manage Calendar. Enter your *Event Title* and brief description. I recommend no more than 2 sentences.

If you have an event flier, pause and upload it to your site's *Media Folder* (also in the Dashboard's black bar).

Copy the provided URL link of the flier and enter it into the *Option Event Link* field.

ID	Title	Start Date	End Date	Time	Recurs	Repeats	Author	Category	Edit	Delete
1	School Bd Candidate Training	2019-07-27	2019-07-27	19:30:00	Never	N/A	admin	General	Edit	Delete

METHOD 2 – Adding an Existing Google Calendar

- Please click here or review the attached Google document
- After completing step 3, copy and email the Embed Code to Darren Clum in OEA Computer Services at ClumD@ohea.org.
- Please include your name and Local Affiliate name in the body of your email.

TIP: Consider using [JotForm](https://www.jotform.com/) to create online event registrations and similar forms. Best of all, it's free.
<https://www.jotform.com/>

First Steps with WordPress¹

ADDITIONAL RESOURCES

WordPress Glossary Terms for Beginners

Are you puzzled by strange WordPress terms or abbreviations? Are you looking for a WordPress dictionary that explain these WordPress terms in plain English? Then you are at the right place. WPBeginner's WordPress Glossary lists and explain the most commonly used terms in WordPress tutorials. This is the best place for WordPress beginners to start and familiarize themselves with the WordPress lingo

>>> <https://www.wpbeginner.com/glossary/>

WordPress Support: Basic Usage & Getting Started

- <https://wordpress.org/support/>