

# WINTER SURVIVAL WORKSHOP: WORDPRESS 101

Notes @ [clickshift.ca/introduction-wordpress](http://clickshift.ca/introduction-wordpress)

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# Navigation: I know how to...

<b>Log In</b>	yourdomain.ca/wp-admin > username > password	
<b>Use the Toolbar &amp; Header</b>	About WordPress > Homepage / Dashboard > Plugins > Comments > +New > Admin Settings	
<b>Switch between WP Dashboard and Homepage (live view)</b>	Toolbar > Homepage / Dashboard Button OR Toolbar > Homepage hover > Visit Site	
<b>Update Site Title &amp; Tag Line</b>	Settings > General > Site Title > Tag Line > Save Changes	
<b>Set What Displays on Front Page</b>	Settings > Reading > Front Page Displays > Save Changes	
<b>Update Comment and Notification Settings</b>	Settings > Discussion > Default Article Settings > Other Comment Settings > Email Me > Before a Comment Appears > Save Changes	
<b>Change Permalinks</b>	Settings > Permalinks > Common Settings > Post Name > Save Changes	
<b>Use the Main Navigation</b>	<ul style="list-style-type: none"> <li>● Create Functions: <input type="checkbox"/> Posts <input type="checkbox"/> Media <input type="checkbox"/> Links <input type="checkbox"/> Pages</li> <li>● Manage Functions: <input type="checkbox"/> Comments <input type="checkbox"/> Users <input type="checkbox"/> Tools <input type="checkbox"/> Settings</li> <li>● Customize Functions: <input type="checkbox"/> Appearance <input type="checkbox"/> Plugins</li> </ul>	
<b>Collapse &amp; Expand the Main Navigation from Icons to Full List</b>	Main Navigation > Collapse Button > Expand Button	

## Other Things to Research:

WPBeginner.com  
 Canva.com

WP101.com  
 Hoosuite.com

GSuite (Gmail & Google Business Tools)  
 TinyPNG.com or TinyJPEG.com

Moz SEO Guide  
 MailChimp

# Content Creation: I know how to...

<b>Add a New Post</b>	Main Navigation > Posts > Add New > Title > Add Post Content > Edit Status > Edit Visibility > Edit Publish Date > Edit Categories > Edit Tags > Add Featured Image > Publish or Save Draft > View Post	
<b>Add a New Page</b>	Main Navigation > Page > Add New > Title > Add Page Content > Edit Status > Edit Visibility > Edit Publish Date > Edit Page Attribute > Add Featured Image > Publish or Save Draft > View Page	
<b>Customize Text using the Body Copy Toolbar</b>	Main Navigation > Posts / Pages > Add New > Body Copy Box: <input type="checkbox"/> Bold Text <input type="checkbox"/> Italicize Text <input type="checkbox"/> Strikethrough Text <input type="checkbox"/> Bulleted List <input type="checkbox"/> Numbered List <input type="checkbox"/> Block Quote <input type="checkbox"/> Horizontal Line <input type="checkbox"/> Align Left <input type="checkbox"/> Align Centre <input type="checkbox"/> Align Right <input type="checkbox"/> Toolbar Toggle <input type="checkbox"/> Underline <input type="checkbox"/> Paragraph / Heading Styles <input type="checkbox"/> Centre Justify <input type="checkbox"/> Text Colour <input type="checkbox"/> Paste Plain Text <input type="checkbox"/> Clear Formatting <input type="checkbox"/> Special Character <input type="checkbox"/> Increase Indent <input type="checkbox"/> Decrease Indent <input type="checkbox"/> Undo <input type="checkbox"/> Redo	
<b>Make a Quick Edit</b>	Main Navigation > Posts / Pages > All Posts / Pages > Hover over Post / Page > Quick Edit > Update	
<b>Add Media to Media Library</b>	Main Navigation > Media > Add New > Upload File	
<b>Add Media from Media Library to Page</b>	Main Navigation > Pages > Add New > Add Media Button > Select File from Media Library > Edit Settings > Insert Into Page	
<b>Upload Image Straight to Post</b>	Main Navigation > Posts > Add New > Add Media Button > Upload Files > Edit Alignment > Edit Link > Edit Size > Insert Into Page	
<b>Add a Link to a Post / Page</b>	Main Navigation > Posts / Pages > Add New > Body Copy Box > Insert Link icon > add URL > Press enter OR Main Navigation > Posts / Pages > Add New > Body Copy Box >	

	Insert Link icon > Link options wheel > Add URL or Link to Existing Content > Customize Link Text > Open in a new tab > Add Link	
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## Customization: I know how to...

<b>Manage Comments</b>	Main Navigation > Comments > Hover over comment □ Approve □ Unapprove □ Reply □ Quick Edit □ Edit □ Trash	
<b>Add a New Theme</b>	Main Navigation > Appearance > Themes > Add New > Select or Upload Theme	
<b>Customize my Theme Settings</b>	Main Navigation > Appearance > Themes > Customize: □ Site identity □ Colours □ Header Image □ Background Image □ Menus □ Widgets □ Static Front Page	
<b>Add Widgets to the Sidebar</b>	Main Navigation > Appearance > Widgets > Drag and Drop Widgets to Content Area	
<b>Create a Main Menu</b>	Main Navigation > Appearance > Menus > Add Menu Name > Create Menu button > Add menu items from the column on the left > Add to Menu > Drag and Drop Menu Items to change order or submenu location > Save Menu	
<b>Activate Akismet Spam Filter Plugin</b>	Main Navigation > Plugins > Installed Plugins > Akismet > Activate > Right click Akismet Plan and open in a new tab > Create API Key > Create Login (email, username, password) > Select Basic > Slide Toggle to \$0 or make a donation > Add First Name, Last Name > Submit > Copy AKISMET API KEY (will be in asteriks **** you can click the eye icon view characters) > click website tab or return to yourdomain.ca/wp-admin/plugins.php > Select Settings option for Akismet > add API key or use connect account wizard > Save Changes	
<b>Add Sucuri WordPress Security plugin</b>	Main Navigation > Plugins > Add New > Search Sucuri > Install Now > Activate > Generate API Key button in blue bar > Disable DNS Lookups > Select > Settings > Read & Understand General & Scanner Settings (changes not recommended) > Customize Alerts (add recipients, notifications) > Save	
<b>Add New User</b>	Main Navigation > Users > Add New > Username > Email > Show Password > Customize or leave first password > Assign role > Send new user email about account	

Other Things to Research:

- Yoast SEO Plugin
- JetPack Plugin
- Elegant Themes (Divi)
- Theme Forest
- Updraft Duplicator Plugin