

WordPress Quick Guide



The 10 Minute Getting Started Guide



This Guide is designed to give you a brief overview how to use Wordpress. If you're looking for more in-depth knowledge, either refer to our comprehensive [Wordpress Guide](#) or visit [WordPress Codex](#) which goes into much more detail.

WordPress is built around two basic concepts. Posts and Pages. Posts are typical blog entries. A series of articles, listed (usually) reverse-chronologically. Pages are used for more static content (i.e. content that doesn't change or changes infrequently). An 'About us' page is an example of a Page on a typical website. In most cases you'll find that the content in the 'About us' page doesn't change all that frequently.

Login

Before you can make any changes to your site, you will need to log in. The login for your site is typically found at the following URL - <http://your-wordpress-site.com/wp-admin>. Obviously, replace your-wordpress-site.com with your actual domain name. Your login details will have been emailed to your email address you used when installing Wordpress.



The main menu options are:

Dashboard

This will display your main Dashboard 'homepage'. In the top left of your Dashboard you'll see some brief stats on the number of Posts, Pages and Comments.

Posts

This is where you can create a new Blog Post. You can also update your Categories and Post Tags.

Pages

This is where you create and maintain all your Pages.

Appearance

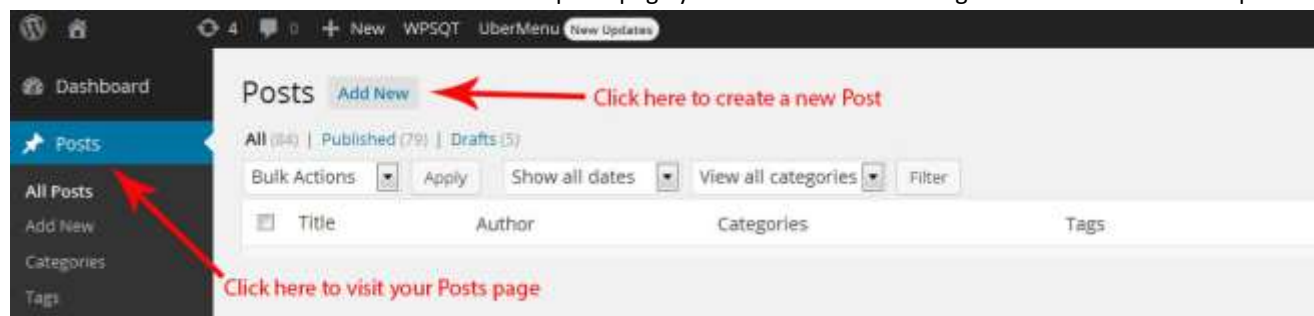
This menu is where you control how your site looks. You can choose a new Theme, manage your site Widgets or Menus and even edit your site theme files.

Plugins

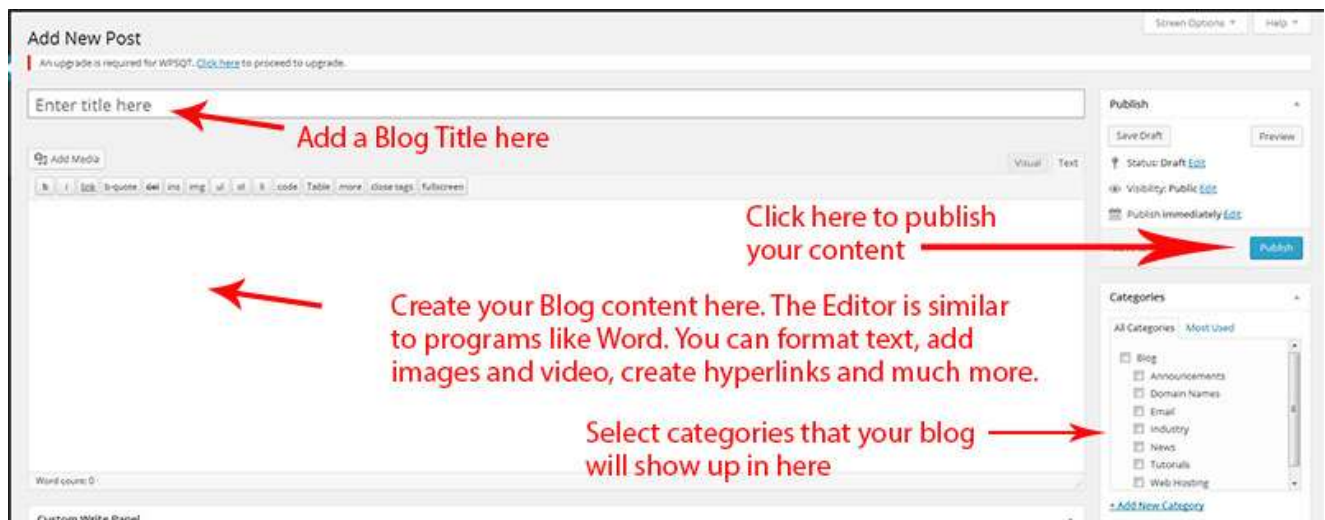
Plugins extend and expand the functionality of Wordpress. You can add or delete plugins within here as well as activate or deactivate them.

Creating a Post

In the left sidebar click on the Posts button. In the posts page you can choose an existing Post to edit or Add New post.

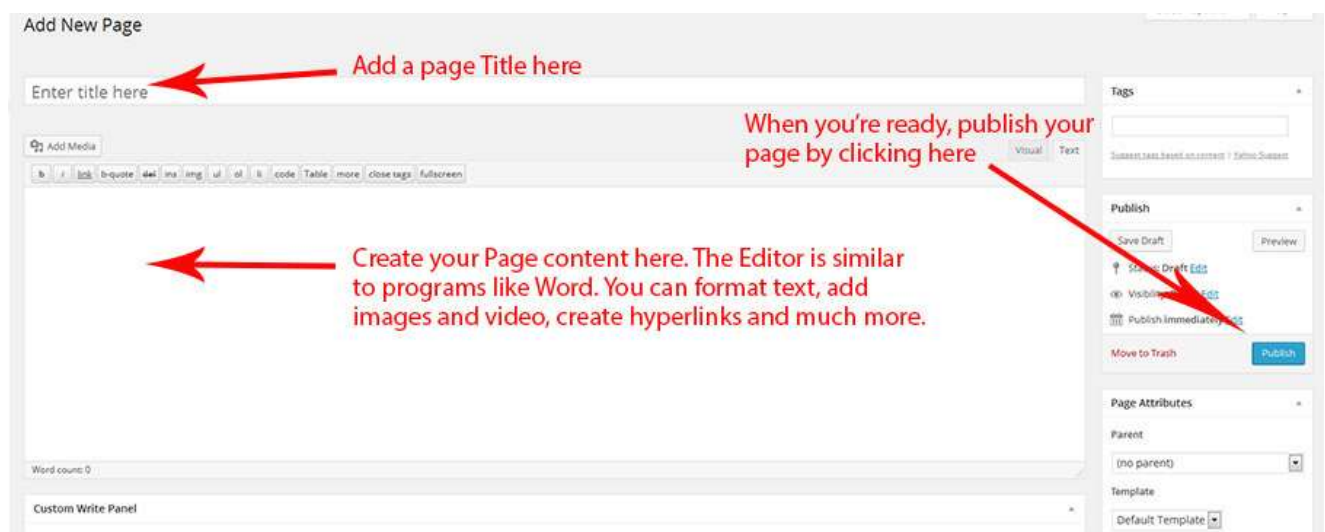


Once you create a new post you will see the below screen. Creating a new post is quick and easy. Simply add a Title, create some content and choose a category to add it to. Then you can Publish your post or save a Draft for publishing at a later date.



Adding a Page

To add a page click on the Pages button in the left sidebar. You can then edit existing pages or Create New page.



Themes

The overall appearance of a WordPress site is controlled by the Theme. You can visit your Themes page by clicking on Appearance/Themes in the left sidebar. Although there is a default theme that comes installed with WordPress, most people will either download a new theme, purchase one, or have one custom designed and built. There are hundreds of places where themes can be downloaded for free and/or for a small fee. One of the best places to start looking for themes is in the official WordPress [Themes Directory](#). Another excellent source of Themes which range from around \$25-60 is [Theme Forest](#).

For assistance with changing your theme call Host Geek on 1300 722 504.



Plugins

Plugins extend and expand the functionality of WordPress. For example, there are plugins to add contact forms, create a Sitemap, perform SEO, add Social Icons, reduce spam and MUCH more. You can visit your Plugins page by clicking on Plugins in the left sidebar. Once a Plugin is installed, you may activate it or deactivate it here.

There are thousands of plugins available that provide a huge range of functionality. The easiest place to find them is within the official WordPress [Plugin Directory](#). Plugins can vary in quality so if you're new to Wordpress we recommend you stick to Plugins which are established, with a lot of downloads and with a good user rating.

Updates

If you're lucky enough to have opted for one of Host Geek's [Wordpress Hosting](#) plans you don't need to worry about updating your Wordpress Software or any Plugins. These updates are part of the service. If you aren't using Wordpress Hosting then it is important you stay on top of your updates. Failure to update will result in reduced website performance and security weakness.

Call 1300 722 504 to get help from the Geeks with your updates.



Where To From Here?

If you're looking for more resources to further your WordPress knowledge the first place to check out is the [WordPress.org](#) website. The [Plugin Directory](#) has over 28,000 different plugins that are available to download. Furthermore, if you want to change how your site looks, have a look in the WordPress [Themes Directory](#) or [Theme Forest](#).

If you need some assistance with Theme design work, Updates or anything else related to Wordpress contact us on 1300 722 504 or email support@hostgeek.com.au.