



www.metropoliscreative.com

email .info@metropoliscreative.com

fax . 617.556.0090

tel . 617.556.0010

albany street . suite 200 . boston . massachusetts . 02118

TALENT ANALYTICS, CORP.

A Quick Guide to Updating Your Website in the Wordpress CMS

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A Quick Guide to Updating Your Website in the Wordpress CMS

Logging in to Wordpress:

To log into Wordpress type in the url of your site followed by “/wp-admin”.

<http://www.talentanalytics.com/wp-admin>

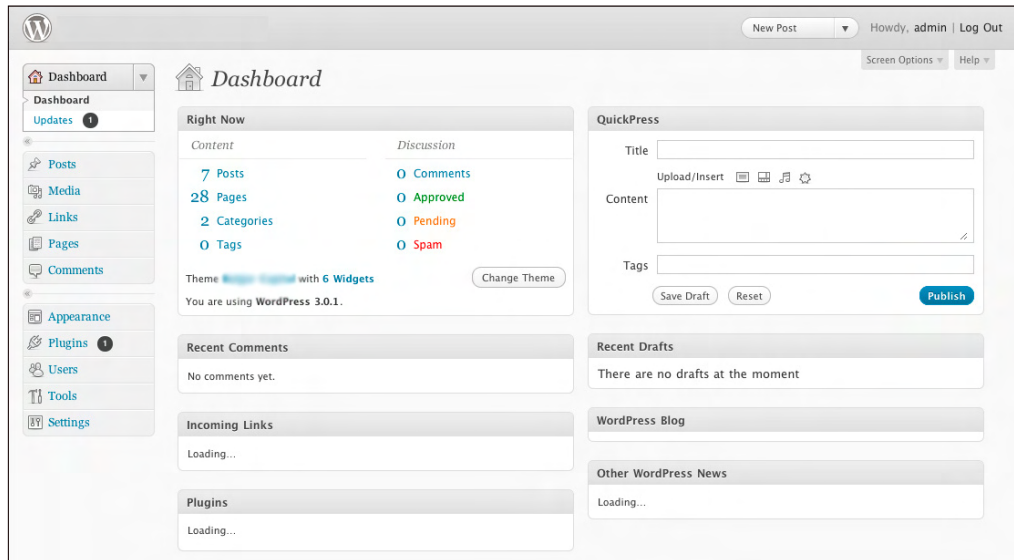
Basic Info:

The Wordpress CMS operates on a system of pages and posts. Pages are like traditional pages on a website. Posts behave like a blog (they are collected by Wordpress and can be displayed together on a page or individually).

The first screen you see when logging in to Wordpress is called the **Dashboard**. The sidebar on the left side of the Dashboard contains links to allow you to edit pages and posts on your site.

Certain things (like sidebars) cannot be edited in the CMS, but can be quickly adjusted by a designer at Metropolis Creative. We can manage these updates for you if you wish (a typical update takes about 15 minutes, and it's more cost-effective if you can give us a few changes at a time).

The Wordpress Dashboard



Updating Pages:

To update page content:

Navigate to the "Pages" button in the left sidebar of the Wordpress Dashboard

Click "Pages" - listed will be all the pages currently on your site

Locate the page you would like to update

Hover over the page name, and click "edit"

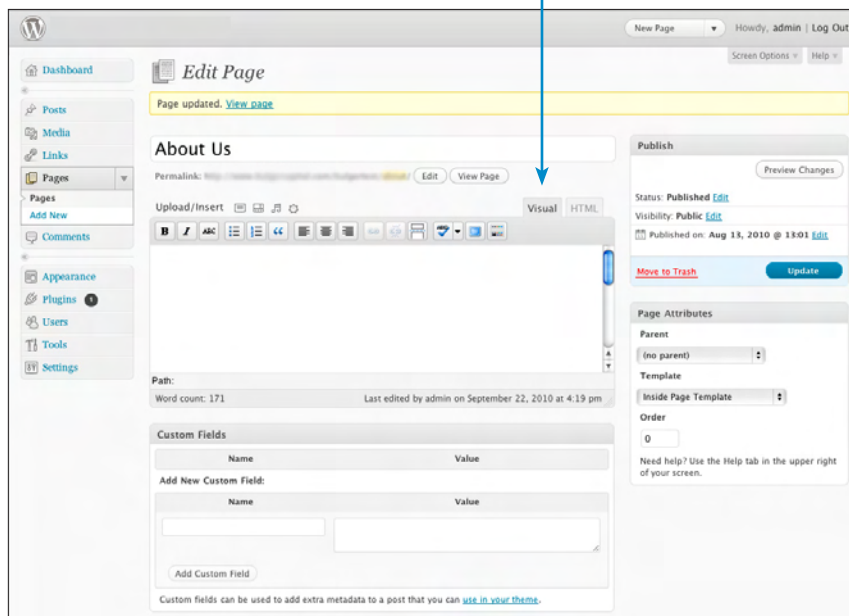
You should now see an "Edit page" screen

If you'd like to edit without seeing the code, click "Visual" above the white text entry box next to "HTML"

You can change content, add or remove photos, rename the page and much more from the "Edit Page" window

When your changes are complete, click on "Preview Changes" to confirm that your changes appear as you would like them. If you are happy with the changes, click the "Update" button to publish them immediately.

The "Edit Page" Screen



The screenshot shows the WordPress 'Edit Page' interface for a page titled 'About Us'. The page is currently in 'Visual' mode, as indicated by the 'visual editor' label and arrow pointing to the 'Visual' tab. The page content area is empty. On the right side, there are several panels: 'Publish' (with 'Preview Changes' and 'Update' buttons), 'Page Attributes' (with fields for Parent, Template, and Order), and 'Custom Fields'. Annotations include a blue arrow pointing to the 'visual editor' tab, a blue arrow pointing to the 'Preview Changes' button labeled 'preview', and a blue arrow pointing to the 'Update' button labeled 'update'.

Updating or Adding Posts:

To update post content:

Navigate to the "Posts" button in the left sidebar of the Wordpress Dashboard

If updating a post: locate the post you would like to update, hover over the page name, and click "edit"

You should now see an "Edit post" screen similar to the "Edit page" screen

Edit the post (the same way you would edit a page) and be sure the correct box is checked (under "categories" in the right sidebar)

Click "preview changes" or "update" (see 'updating pages')

If creating a new post:

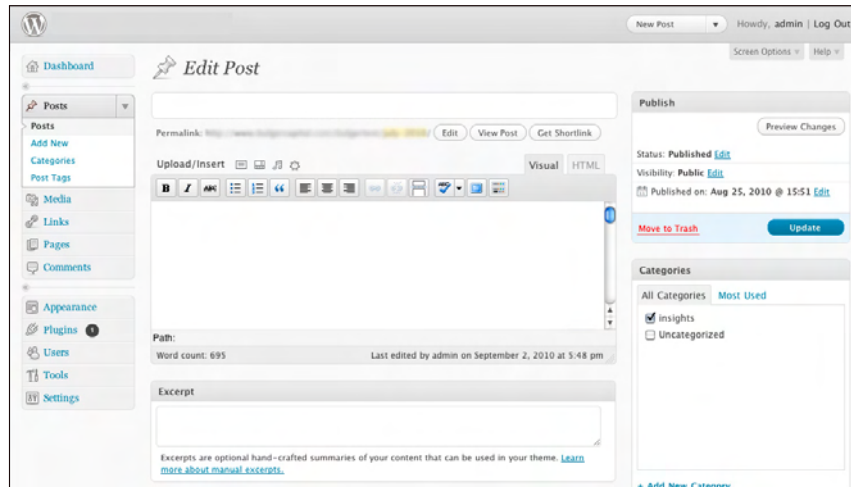
Click "add new" under the posts button in the left sidebar

Add a title in the top white box. This will automatically generate a post URL.

Consider copy-pasting content from previous posts, to be sure of correct formatting (for testimonials, news posts, etc.)

When finished, be sure the correct box is checked (under "categories" in the right sidebar, and click "publish". In order for your post to appear on the correct page, this box must be checked.

The "Edit Post" Screen



← preview

← update

← categories

Notes:

For press releases or news items (on the News page)

The right sidebar is coded to automatically display the published date and an excerpt from the most recent two news items. To ensure news items display properly in the sidebar and on the News page:

The published date and time can be changed in the Publish window of the “Edit Post” screen (see below). This will ensure that the date that shows in the sidebar is the intended press release date.

The “news” category must be highlighted for the story to appear on the News page and in the sidebar.

When adding posts to the News page, the “Excerpt” section (below the main input box) must be utilized. The sidebar is coded to handle three lines of input per post. For the sidebar to display properly, the text entered into this section must not exceed this length (approx. 100 characters, including ellipsis).

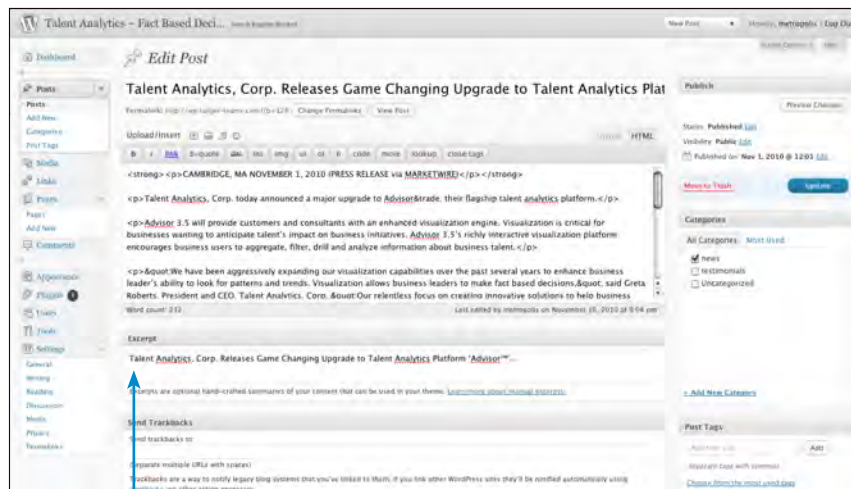
For testimonials

Testimonials are set to randomly display on all inside pages. To ensure new ones behave properly:

The “testimonials” category must be highlighted.

Consider copy-pasting text from previous testimonials to ensure correct formatting.

The “Edit Post” Screen



← published date
← update
← categories

excerpt

View the [WordPress Codex](http://codex.wordpress.org/Main_Page) for answers to many questions you may have about the CMS.

http://codex.wordpress.org/Main_Page

Please contact us at **Metropolis Creative** with any questions.

tel . 617.556.0010

email .info@metropoliscreative.com