

WordPress for Beginners Handout

Basic Terminology

- **Admin Panel:** This is where all the action goes on behind the scenes on your WordPress site. A menu on the left lets you add or modify content in different parts of your site.
- **Page:** In simple terms, a web page. This is something that generally doesn't change regularly (although content in sidebars or other areas may get regular updates.)
- **Post (also News Items):** In simple terms, a blog entry. These are usually shorter than a Page, are specific to a particular time, and are displayed as part of a stream of entries, organized by the date they were published.
- **Links:** When referring to the section in the admin panel labeled Links, this is a list of links to websites, documents or anything else that you may want to reuse over and over again in different ways on your site. For instance, the Links section on your site might have links to the WFU home page, the Wake Forest College home page, WIN, or maybe other standard links.
- **Media:** Simply put, this is the "bucket" into which all of your site's pictures, Word documents, PDFs and similar uploads are stored.
- **Theme:** This is the collection of all the code that goes into a site. This includes templates for different types of pages and posts, and most of underlying structure for a site. It can suggest a visual design, but does not determine what the site will look like.
- **Template:** A specific design for a type of page or post. This usually determines what will appear on the screen and where.

- Dashboard
- Posts
- Media
- Links
- Pages
- All Pages
- News Items
- Comments
- Profile
- Tools
- Collapse menu

Edit Page [Add New](#)

Home **Page Title, REQUIRED**

Permalink: <http://college.wfu.edu/wptraining/> [View Page](#)

Upload/Insert **For adding Media to the page**

Formatting toolbar with buttons for Bold (B), Italic (I), Underline (U), Text color (A), Background color, Bulleted list, Numbered list, Link, Unlink, Media, Text, Table, Undo, Redo, and Help.

Welcome to WordPress Training!

This site is setup specifically as a companion to WordPress training classes at Wake Forest University. If you are a Wake Forest University faculty or staff member, you're probably visiting [WFU Professional Development Center](#). If you haven't registered for a class yet, [check the PDC site for the next WordPress class](#).

"Um, I'm not at WFU, can I come take a class?"

Sorry, at this time all the WordPress courses offered at WFU are just for WFU faculty. We're going to try to provide a lot of great resources for you to learn a little more about WordPress!

Formatting controls

Path: h2
Word count: 143

Screen Options
Allows you to select optional content for WordPress sections. If you don't see Revisions for the page, the check box is here

Publish give you the status of your page.
[Preview] - shows you the page without committing the change
[Update] - makes your changes live

Page Attributes

Parent - helps you specify where a page logically fits in your site. This will often determine where the page appears in your menus, but can also have other uses.

Order - Controls the menu order at the given level. If you don't give a numerical order, then WordPress will simply alphabetize the pages.

Template - Based on the theme you use. Templates control the basic layout and design of a page.

Screen Options Help

Publish

[Preview Changes](#)

Status: **Published** [Edit](#)

Visibility: **Public** [Edit](#)

Published on: Feb 22, 2012 @ 16:24 [Edit](#)

[Move to Trash](#) [Update](#)

Page Attributes

Parent
(no parent)

Template
Default Template

Order

Need help? Use the Help tab in the upper right of your screen.

Revisions

- [25 February, 2012 @ 20:53](#) [Autosave] by vidrinmr
- [25 February, 2012 @ 20:44](#) by vidrinmr
- [25 February, 2012 @ 20:29](#) by vidrinmr
- [24 February, 2012 @ 16:55](#) by vidrinmr
- [24 February, 2012 @ 16:39](#) by vidrinmr
- [24 February, 2012 @ 16:35](#) by vidrinmr
- [24 February, 2012 @ 14:48](#) by vidrinmr
- [24 February, 2012 @ 14:48](#) by Scott Claybrook
- [24 February, 2012 @ 14:47](#) by Scott Claybrook

Revisions
Earlier versions of the page. Can compare different versions, but it only shows you the raw html code

Featured Image

[Set featured image](#)