

TCNJ WordPress Training

BASIC SETUP OF YOUR PAGE

1.) How to access the wordpress editor:

- Type "yoururl.tcnj.edu/wp-admin" into URL bar
- You will be prompted to log in with your TCNJ username and password

2.) You should be redirected to a new page, and see your wordpress dashboard. There should be a menu on the left side.

3.) Main Menu Buttons:

- Posts: When you click on 'Posts', you be brought to a new page, which will have a directory of every post you've made. Above the directory, near the top of the page is where the 'Add New Post' button will be located. You can categorize your posts by tagging them or filtering them by title, author, or date. Every post you make will appear on the front page of your blog

- ◆ Post Editor:

- Visual - text editor similar to formatting in microsoft word or google docs
 - Text - manual post editing through use of HTML & CSS
- Pages: Clicking on 'Pages' will bring you to a similar page that 'Posts' does. Here, you can create pages to add to your menu bar. Unlike posts, pages are static and have no date.
 - Users: The users page lists all of the individuals that have access to your website. You can also add or delete members from this page.
 - Media: Clicking on this brings you to the media library. Every photo, video, pdf or any other sort of file is stored here.
 - Appearance: This tab is for changing your blog's look.

- ◆ Theme - pick your blog's theme
- ◆ Customize - edit chosen theme
- ◆ Menu - edit what appears on menu bar

(If you have any other questions, please visit our forum located at tcnjseniorsites.boards.net or check our FAQs page.)