FCO Blogs :: Basic Wordpress Instructions

Welcome to your FCO Blog on Wordpress

The Digital team has taken care of administrative and technical tasks involved setting up your blog. The rest is over to you.

You are responsible for the valuable aspects of blogging for the FCO - the creation, uploading and editing of content, and the promotion of your blog and engagement with your audience.

The following guide gets you started on your Wordpress blog by introducing the basic functions that you'll need in managing your posts and comments. It doesn't cover everything and subsequent guides will handle more in-depth and advanced features of the software.

We will help you deal with any major issues. We are also on hand to provide coaching and will be running sessions as regularly as possible.

Have any comments or questions, email us at blogadmin@digital.fco.gov.uk

Along with our guides, we have added videos and a user manual to your Dashboard – look for these under **Manual** at the bottom of the Sidebar. For those interested, there is also a vast repository of documentation and guidance at Wordpress.org.

Contents

1. Logging in

Login to your blog's admin panel via ***http://blogs.fco.gov.uk/wp-login.php***
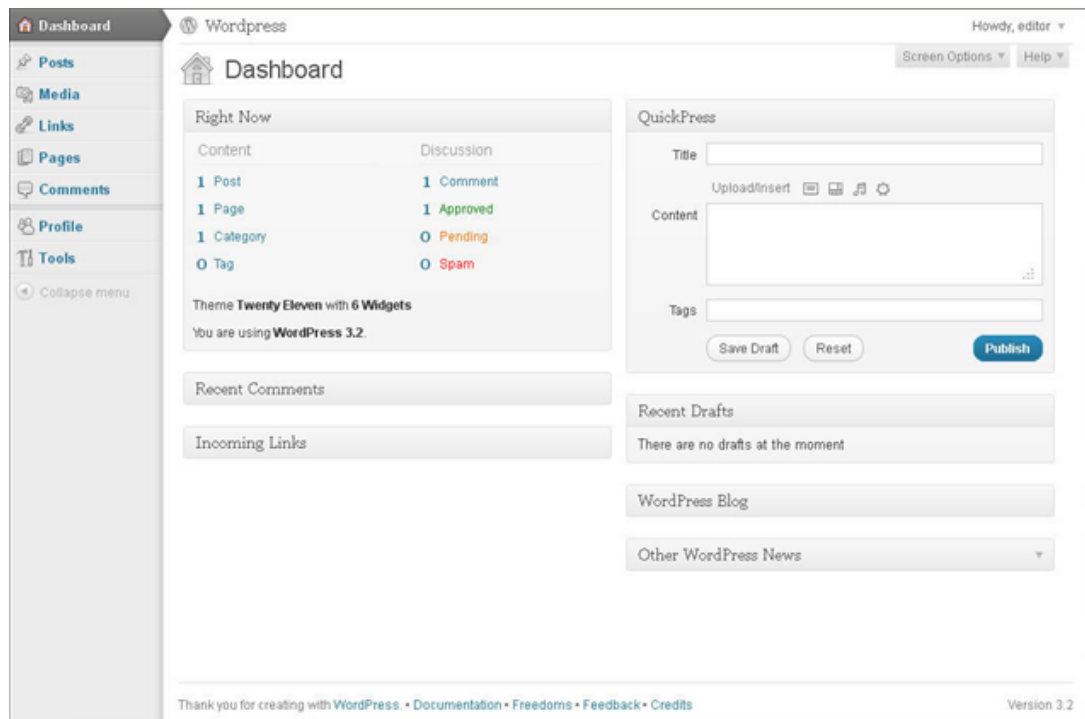
You will see this login box:

Enter your Username and Password. Click **'Log In'** *(Note: you can change your own password under 'Profile' in the Dashboard)*

You will see a **Dashboard** like this**:**

2. <u>The Dashboard</u>

The FCO Blogs has a slightly customised dashboard and further changes may be made as we progress. Despite our tweaks it is fundamentally the same as any Wordpress blog dashboard.

Each FCO Blog has its own Dashboard. Digital Diplomacy has access to all Dashboards and has a 'universal' Dashboard covering all FCO Blogs.

2a. Right Now

The first module on the dashboard screen is called **'Right Now'** and provides you with a snapshot of the content in your blog.

2b. Recent Comments

The **Recent Comments** module shows the most recent comments made by visitors to your website.

If you position the mouse over a comment, a menu appears underneath it with the following options:

- **Unapprove**
- **Reply**
- **Edit**
- **Spam**
- **Trash**

There is also a **View All** button that links to the Comments screen in the admin system where you can view all the comments that have been made.

3. <u>The Sidebar</u>
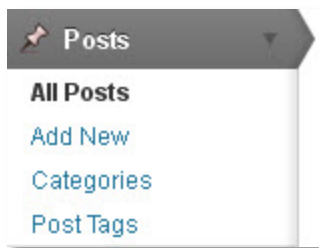
The **Sidebar** looks like this:
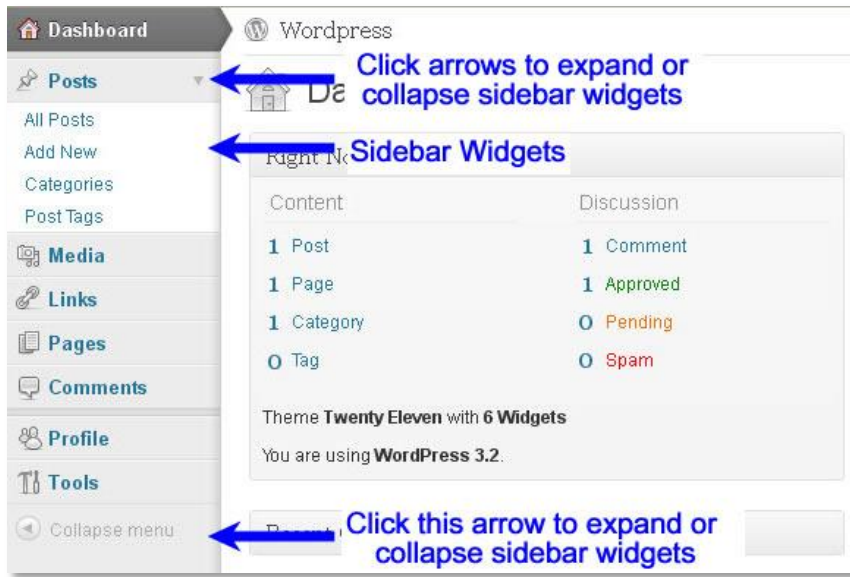
The sidebar provides you with a list of blogging **tools** that allow you to perform **functions** in the admin system. Each set of tools is grouped into what Wordpress calls **'widgets'**.

4. <u>How to post</u>

4a. All Posts

You can access the **Posts** screen by choosing **All Posts** from the **Posts** widget in the sidebar

The **Posts** screen looks like this:

4

At the top of the Posts screen, you will find two sub-headings directly underneath the post title:

- **All** (total number of posts)
- **Published** (number of posts actually published on the blog)

Depending on the content already in your blog there may be more sub-headings including:

- **Pending Review** (number of posts pending review)
- **Draft** (number of draft posts waiting to be published)
- **Private** (number of posts published but not visible to the public)

These sub-headings give you a snapshot of the status of the pages in your system.

Directly beneath the sub-headings you will find a **Bulk Actions** drop down menu. This menu allows you to **edit** or **move to trash** multiple posts at once.

To select posts for a bulk action simply place a tick in the box to the left of the post's name. Placing a tick in the box next to the word **"Title"** at the top of the list of posts will select *all* pages in the list at once. Once your posts are selected, choose an action from the **Bulk Actions** drop down menu and click on the **Apply** button.

Underneath the **Bulk Actions** drop down you will find a table listing all the posts on your blog. The columns in the table are, from left to right:

- **The select tick box** (to select or deselect a post for editing or deleting)
- **Title** (the title of the post)
- **Author** (the author of the post)
- **Category** (posts assigned to a category)
- **Tag** (posts associated with a tag)
- **Comments**
- **Date** (the date the post was published)

Clicking on the **title** of the post will take you to **Edit Post** screen. Clicking on the **author** will filter the list of posts in the table to posts written only by that **author** (where a blog has more than one author).

If you place the mouse over a post title, a menu appears underneath it with the following options:

- **Edit**
- **Quick Edit**
- **Trash**
- **View**

Next to the **Bulk Actions** menu there are two filter options that allow you view posts according to either date or category. Simply choose your desired option from the drop down menu and click on the **Filter** button.

4b. Add New Post

You can access the **Add New Post** screen by choosing **Add New** from the **Posts** widget in the sidebar

The **Add New Post** screen looks like this:
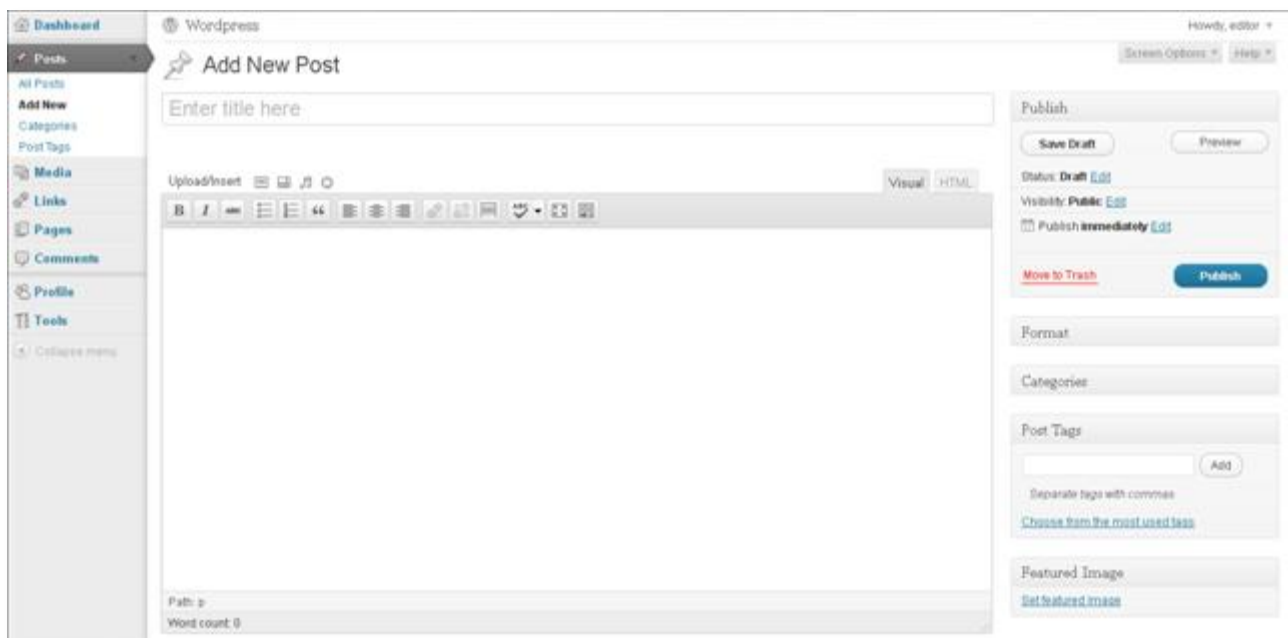
When writing a post you can always **Save Draft** and return to it another time. You can also **Preview** to see how a post will look before you make it actually live. Once you have reviewed your work and are happy with the content, you can make the post live by selecting **Publish**.

Note: If you click '*Edit*' next to "Publish: **immediately**", you can select a date and time to schedule the post to be published – remember to select **Schedule** below to properly save the scheduling command.

4c. The Toolbar

Above **The Editor** rectangle there is a **toolbar** containing common tools for formatting your content. Similar to some word processing programs like Microsoft Word, the standard tools are, from left to right:

6

Bold – to make text **bold.**

Italic – to put text in *italics.*

Strikethrough – to mark text as deleted

Bullet List – also known as an unordered list:
- This is an item in a bulleted list
- This is a second bulleted item.

Numbered List – also known as an ordered list:
1. This is an item in a numbered list
2. This is a second item in a numbered list.

Blockquote – used for quoting somebody in an article.

Justify left – align the text in the paragraph left.

Justify Center – align the text in the center.

Justify Right – align the text right.

Link – insert a link to another webpage (also called a **hyperlink**).

Unlink – remove the hyperlink.

Insert 'More' Tag – this splits the page into two parts. This may result in your website displaying the content *before* the '**More'** tag and placing a "**read more**" link for users to click through and read the full page

Spellcheck – check the spelling of the content. Use the drop down arrow to choose a language from the list if required.

Fullscreen – this allows you to edit your page in full screen mode, giving you greater control over your work area.

NB: See below to learn more about the **Fullscreen** mode

Show/Hide Kitchen Sink – this button turns on or off the extra buttons available on the toolbar.

These are as follows:

Format – this option formats the selected text as a paragraph, address, preformatted, heading or sub-heading.

Underline – to underline text.

Justified – to justify text both left and right.

Text Color – to change the color of the text.

Paste Plain Text – this button will open a pop up dialog box to allow you to paste plain text into your page.

8

NB: It is advisable to use this button if you are copying text from a text editor likenotepad or text edit as the system will format the text into correct html for your website. Avoid pasting text directly into The Editor.

Paste From Word– this button will open a pop up dialog box to allow you to paste text from Microsoft Word into your page.

NB: It is advisable to use this button if you are copying text from Microsoft Word as the system will format the text into correct html for your website. Avoid pasting text directly into The Editor.

Remove Formatting – remove all formatting from the selected text.

Custom Character – this button will open a pop up dialog box allowing you to insert custom characters such as diacritics for words like café and façade as well as various currency and legal symbols.

Simply click on the symbol to insert into your page.

Outdent – removes the indent from the start of a line in a paragraph.

Indent – indents the start of a line in a paragraph.

Undo – this reverses, or "un-does" the last thing you did in The Editor. If you hit the undo button more than once it will undo your previous actions in reverse order.
NB: You cannot undo an action once you have Updated the page or Saved it as a draft
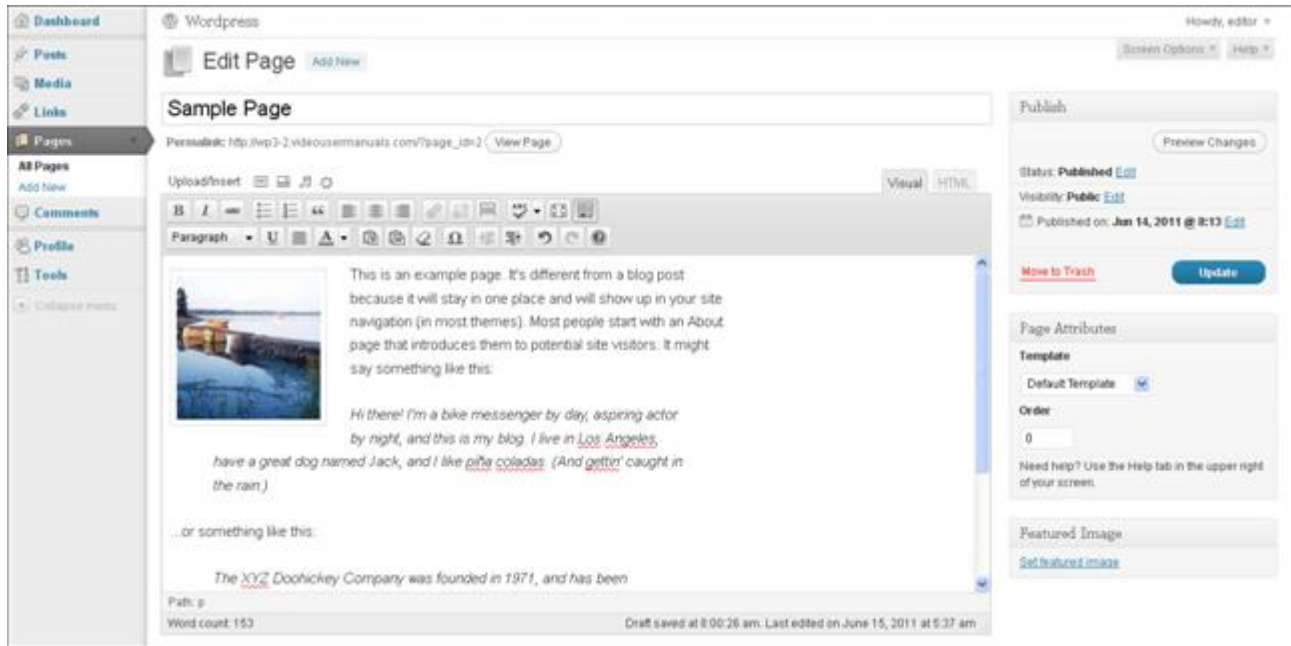
Redo – this reverses the undo, or "re-does" the last thing you un-did in The Editor. So if you hit the undo button by mistake you can re-do with this button.
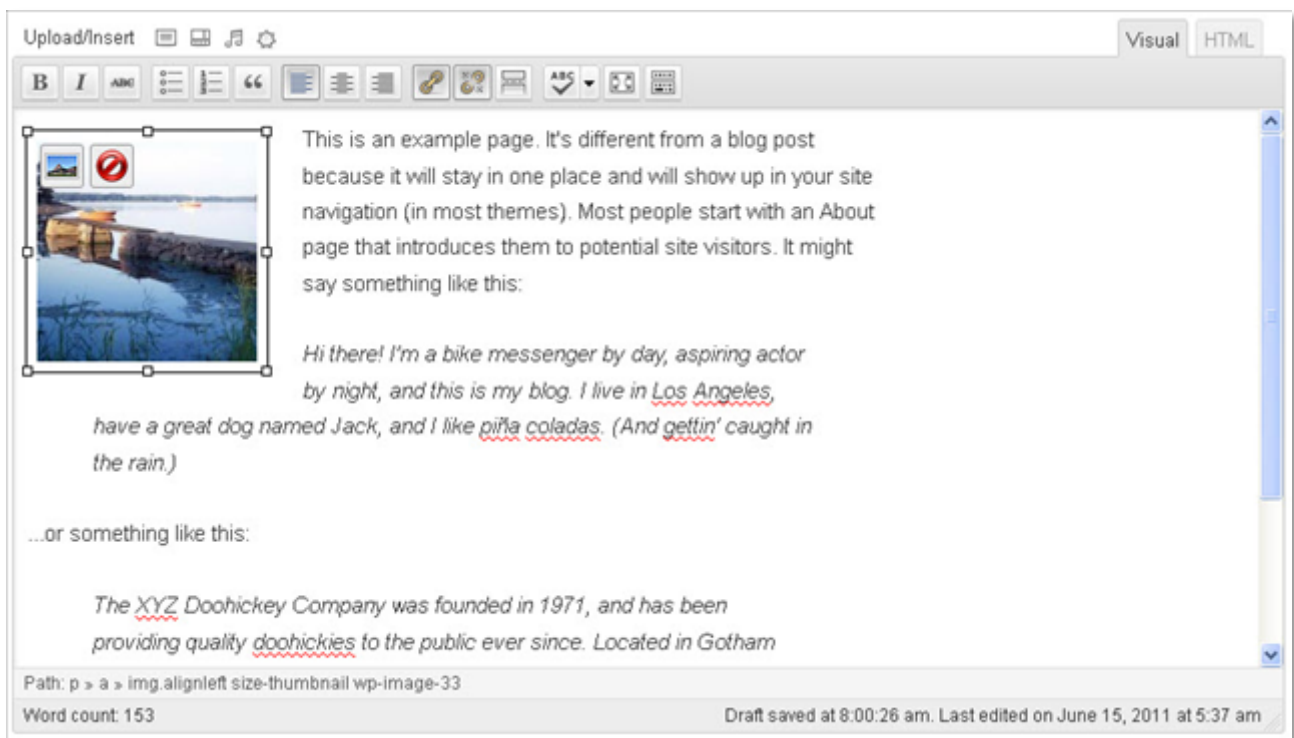
Help – this button open a pop up dialog box with some more information on the functions of the Visual Editor
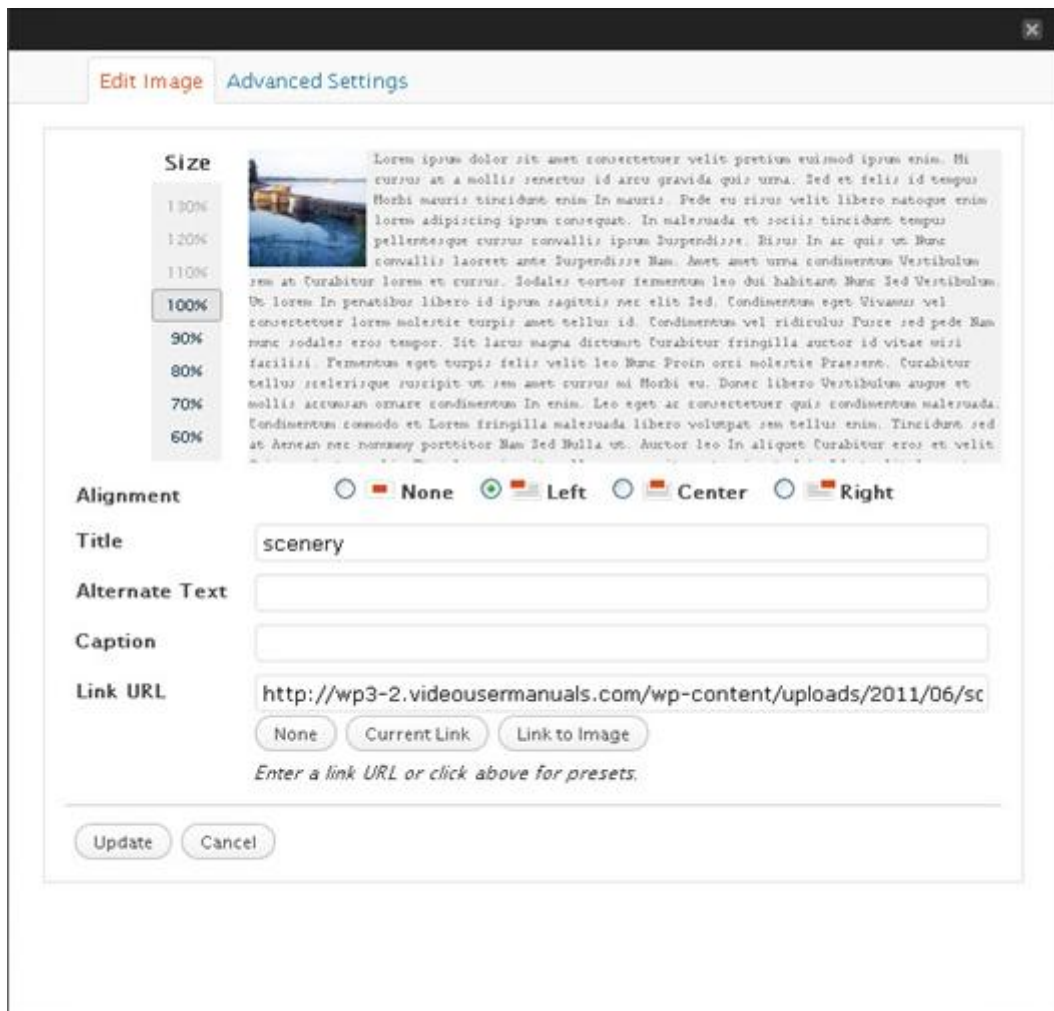
10

4d. Edit Image

You can edit images to change the way they appear on your page.

To edit an image, click on the image to reveal the **Edit Image** and **Delete Image** buttons:

The **Delete Image** button will delete the image from the page immediately. The **Edit Image** button will open the following pop up dialog box:

Use the **Size** slider to alter the size of the image on the page and edit the alignment by choosing **None**, **Left**, **Center** or **Right**. You can also change the **Title**, **Alternate Text**, **Caption** and **Link URL** of the image.

4e. Categories

To assign a post to a **category**, simply place a tick in the box next to the **category** name. You can assign a post to more than one **category**. If you do not assign a post to a **category** it will be assigned to the **"Uncategorized" category** by default.

To add a new **category**, click on the link that reads **"+ Add New Category"** and enter the name of the new category.

4f. Post Tags

Tags allow you to assign one or more **tags**, or keywords, to a post. If your website has been developed to display **tags** they can help your users navigate to other posts containing similar information or keywords.

To add a **tag** to a post, enter the tag in the **Add new tag** field and click on the **Add** button. The tag will appear below immediately with the heading **Tags used on this post**:

To remove a tag from a post, click on the "x" next to the tag in the list.

To choose from a list of the most widely used tags in the site, click on the link that reads "**Choose from the most popular tags**" and a list of tags will appear for you to choose from. Simply click on the tag(s) you want to use and they will automatically be linked to this post.

4g. Edit Post

The **Edit Post** screen looks like this:
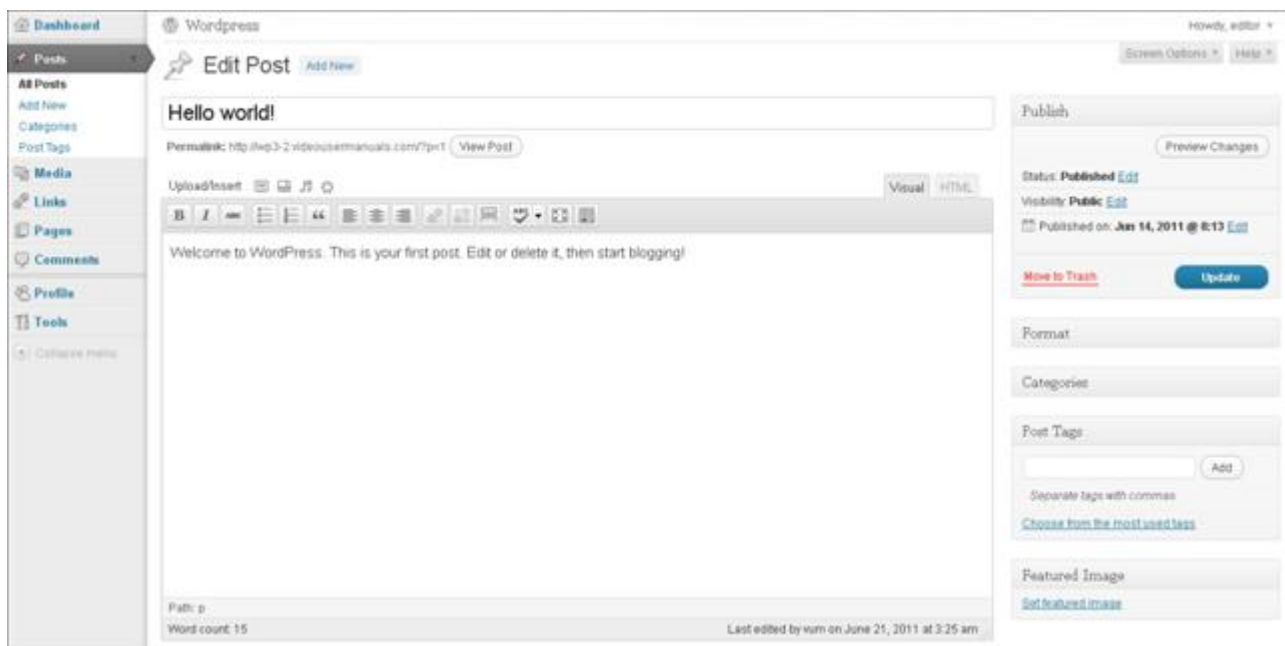
This screen functions exactly like the **Add Post** screen with the following additions:

4h. Trash a post

Clicking on the **Trash** option under any page or post title will allow you to move that certain page or post in a **Trash bin** and you could confirm this action soon as a confirmation message shows above saying that your page or post has been moved to trash with an **Undo** link.

5. <u>Comments</u>

You can **view**, **edit** and reply to comments by clicking on the **Comments** widget in the sidebar. You can also mark comments as **spam**, **approve** or **unapprove** them and **delete** them.

The **Edit Comments** screen looks like this:

This screen displays any comments made by visitors on your website. At the top left of the screen your comments are sorted into status and tallied. At the top right is the **Search** tool. Under the Search tool is the **Total** number of Comments.

Underneath the tally headings are the **Bulk Actions** and **Filter** tools for comments.

The table of comments displays the Author (that is the actual visitor to your website) who made the comment, the comment itself and the post the comment was made on.

Placing the mouse over any comment in the list will display a menu of options. The comments menu options are:

- · **Approve/Unapprove**
- · **Reply**
- · **Quick Edit**
- · **Edit**
- · **Spam**, and
- · **Trash**

5a. Approve/Unapprove

If a comment is **approved** it will be visible to the public on your website. Depending on the nature and/or subject matter of the comment you may want to prevent it from being displayed on the website until further consideration by yourself or a colleague. If you **"Unapprove"** a comment it will marked as **pending**. This means the comment remains in the system but is not published on the website until it is approved.

5b. Reply

The Reply To Comment screen looks like this:

14

This screen allows you to reply to any comment on your website. Simply enter your reply in the bottom half of the **editor** and click on the **Submit Reply** button or the **Cancel** button to cancel your reply. Once you submit a reply it will be published on you website in the post alongside the comment for the public to view.

ENDS