

WordPress User Guide

9th August 2008
Version 2.6

[David Coveney](#)

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1 Introduction

This User Guide was originally written for clients of Interconnect IT's who had specified a website using WordPress. Of course, what happened is that soon enough the guide was linked to and downloaded many times. Several thousand times, which surprised us.

Over a year's passed since then and there's been a lot of developments since. WordPress is now up to version 2.6 – and this guide covers that version. As you'll notice from now on the guide's version number will reflect the WordPress version it relates to. While most of the document is valid to users of versions 2.5 onwards, there will be certain differences you may come across – mostly it's all about more features. For example, captions and revision history only arrived in version 2.6, and there was a huge shift in the visual design of WordPress from version 2.5. If you're running an older version of WordPress, you can download other guides from <http://www.interconnectit.com> in the download section. We will also make this guide a download from our forthcoming <http://spectacu.la> theme and plugins club.

What we won't cover here is installing WordPress because this is a User Guide for users, not installers or technical people – installation is well documented on wordpress.org, and if you wish you can go for a hosted solution on wordpress.com. If you need help installing, migrating or upgrading your WordPress installation you should get in touch with us for a quote. You'll need to contact us through our website's contact form at <http://www.interconnectit.com/contact/> We may well add installation information at a later date, but time, at the moment, doesn't allow.

If you want further, personal training, we run both one-to-one courses here at our Liverpool base or in your office, or we have classroom courses where you'll be able to learn a range of WordPress skills – from beginner to advanced. We may also be offering WordPress developer courses in the near future, if there's sufficient demand – simply get in touch to discuss what's happening, or subscribe to our [newsletter](#) to receive more information as and when available.

1.1 Guide Method

This guide is designed to teach people going from the basics to a reasonable level of fluency with using WordPress. As such, we've used the project based method, where we take you through the process of creating a WordPress website using the standard supplied themes. Our screenshots and usage all come from WordPress installed on a local computer, but they apply equally to WordPress installed on a remote webserver.

Also note that this is a guide – it's not a complete manual. It's provided free of charge and as such comes with no guarantees expressed or suggested. There are probably some errors or omissions. The best thing to do if you find one is to go to either <http://www.interconnectit.com> and let us know, or to <http://spectacu.la> where you can join in and download the original Word document which you can edit and submit as a new version. Spectacu.la members can even re-brand this document and use it for their own purposes – such as training or support.

2 Using WordPress

2.1 First Concepts

WordPress has really moved the game forward for non-experts who want to maintain their own websites. Previously they had to either write their sites with clunky, proprietary site-builder software, or use expensive and difficult to learn packages like Dreamweaver which could require understanding of often difficult to grasp languages and code such as HTML and CSS. With WordPress you have the system to manage the content, and easy to download and install attractive themes (site designs, often adding functionality to WordPress) from sites such as <http://wordpress.org> or themes clubs such as <http://spectacu.la>

What WordPress also does is to make possible the building of a semantically structured (ie, with meaning) website or blog which makes the job of search engines easier. It provides an excellent platform for building everything from simple blogs, to significant news platforms like <http://politicsandthecity.com> . The biggest limit, usually, is the imagination of the developers and designers creating themes and plugins, and of the content writers.

2.2 Great Things About WordPress

1. It's easy to learn
2. It's stable and relatively bug free
3. It's used by millions of people around the globe
4. It scales well – you could run a hugely popular blog on your site, with a hundred thousand visitors a day and WordPress will still be adequate – and it should still work on a light-duty single server... and even if it doesn't, you can always balance the load across multiple machines
5. It's simple, yet flexible – and developers love it
6. It has a huge range of free and premium themes which can add functionality and style to your site
7. It has a huge selection of plugins that can add new features and tricks to your site
8. Once you've learned html, css and php you can really do anything with WordPress

As you learn more about WordPress you'll learn a lot about what it can (and can't) do. But work within its relatively few limitations and you have a powerful and flexible friend managing your website.

But let's just cover a few things WordPress doesn't do well...

1. Workflow is unsophisticated, and although you now have versioning it won't support any form of workflow on pages that have already been published. You can either edit them live, or you can't.
2. Easy page and menu management – you can't (yet) manage page orders and structures as easily as in some systems, which can be quite limiting in certain circumstances. This is supposed to be coming soon, but they've been saying that for a long time. You can always add a plugin to help, and some are excellent, but it's nice to have this kind of functionality built-in.

2.3 Getting Started

When you get WordPress installed you won't have any content in your site beyond what comes as vanilla – which is a single category, a set of blog links you probably don't want, and a page and a post. All of this will need to be tidied up.

So the first thing to do is:

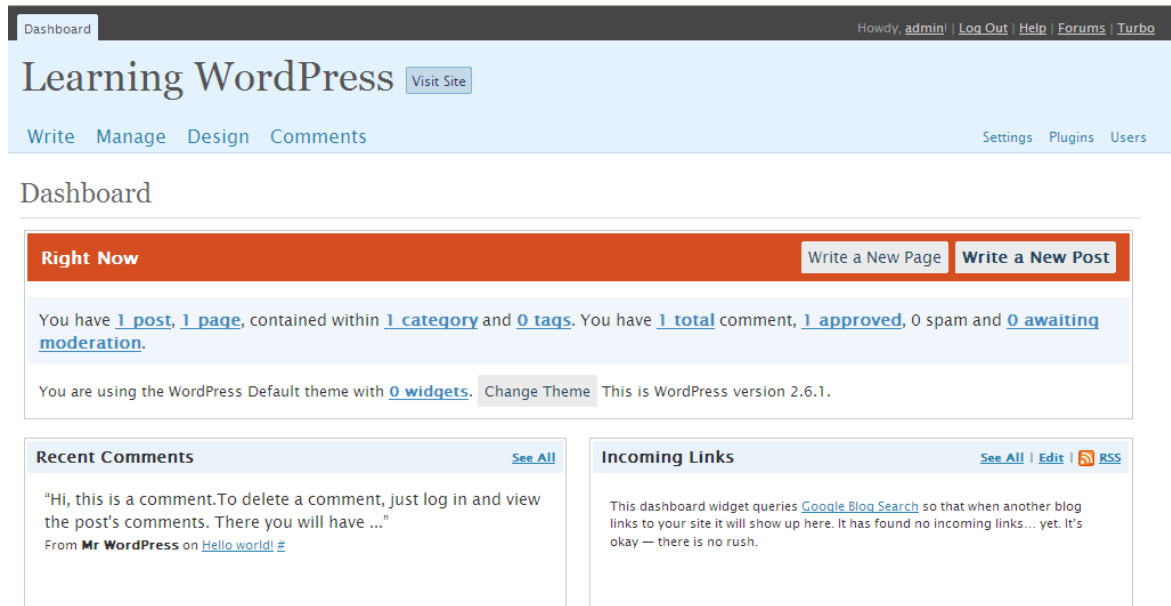
Log In!



If you haven't got a login link on your site, simply add /wp-admin to the root address and you'll arrive at the login page as above.

First connect to your website – during installation you will have set up a username and been told of your password which will have been auto-generated. Alternatively, if someone installed the site for you he or she will have given you the login and password details for you. If you lose your details, you can click on “Lost your password?” and a new password will be generated and e-mailed to you. You'll need to change this to something more memorable. Enter your details, select “Remember me” if your computer is secure and only used by you and you'd like not to have to log in each time, and click on the Login button.

Now you're logged in, you'll arrive at the Dashboard – a screen that gives a range of information about your website:



On here you can quickly go to writing a post, managing your site, your user profile, see which websites are linking to yours, WordPress news, and see comments that are waiting for moderation.

There are ways to customise this page if, for example, you use WordPress in your Intranet and want it to hold information from your company sites. Research on Google will teach you how, or Interconnect IT can do it for you.

Depending on your user level you will have different rights once you're signed in – the exact rights you will have are covered further on in this document under 'User Rights'. We'll assume for now though that you have full administration rights. In fact, in most cases people first sign on as 'admin'.

2.4 Structuring Your Website

One of the most important things to get right with your website is the structure of its content. This can make an incredible difference to the usability of the site – do it well and users will be able to navigate your content easily and quickly. Fortunately, with WordPress the navigation of your site will usually follow a fairly standard route.

There are a few rules which it will help you to follow:

1. Categorise and tag your content so that it's clear and easy to find without resorting to the search tool. For example, if the main source of traffic to your site is interested in your stories about knitting, then a category called knitting, along with perhaps some relevant tags against posts such as 'crochet' and 'machine knit' could be the way to go.
2. Resist the temptation to clutter your website with logos, affiliate links and advertising. There's nothing at all wrong with links and logos, but a sea of them is confusing and distracts people away from the main purpose of your site.

3. Edit your content carefully for spelling, grammar and suitable content. When you publish – whether it's within a magazine or on the internet you take a certain level of responsibility for the information you disseminate.
4. Plugins can greatly assist you in adding functionality to your site, but... pluginitis is a syndrome we see on many sites. It's caused by site owners over enthusiastically adding plugins and having a site which grinds slowly, has odd issues with poorly written plugins corrupting data or adding javascript to pages in an inappropriate manner.
5. The front page of your site should contain at least some information about what you are and what you do – this can help not only site visitors to know what it is you're there for, but will also help search engines to find the content on your website.

To help you in this task, this document will take you through the creation of a website that helps train people in using... WordPress! The website initially will be based around the default theme. Later on we'll go into changing the look and feel of your site using Themes which can dramatically change your site without you having to do anything more than a quick install.

2.4.1 Understanding the difference between pages and posts

Before we start laying out your site, it's important to have a clear understanding of the difference between pages and posts:

Pages are usually those which have a static purpose in life. For example, an about page, or contact forms. They do not usually contain information about news items, for example, which are frequently added to the site. Pages are generally defined so that they are always accessible from the front page. Some people build entire sites with just Pages – this is especially the case for sites with little need for dynamic content and is very popular with small businesses.

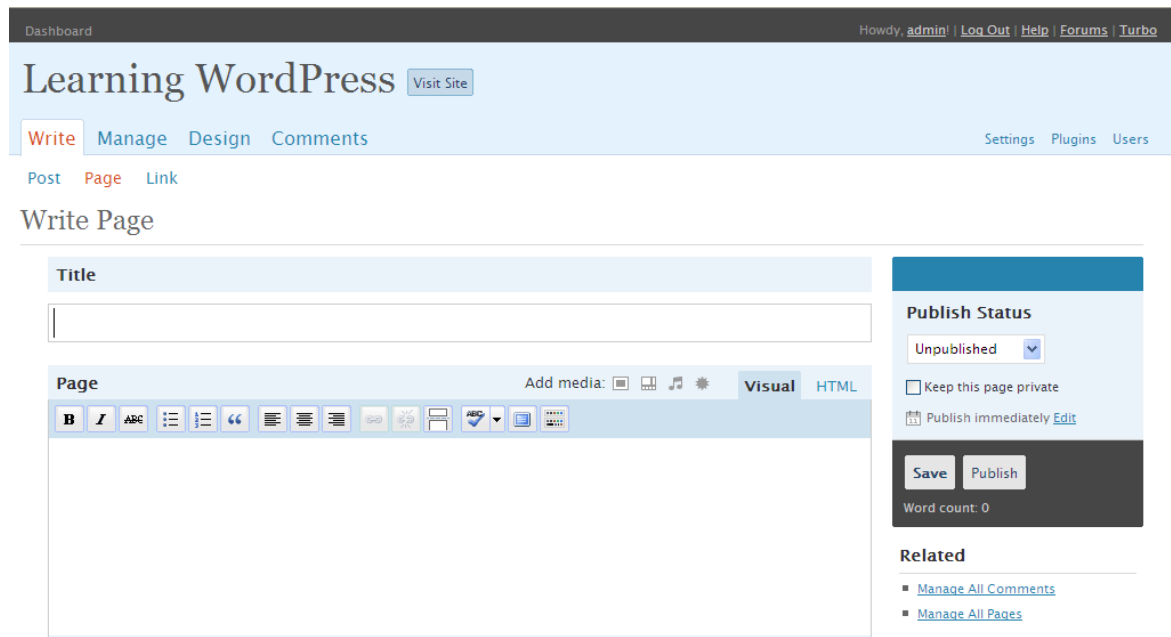
Posts usually contain semantically and chronographically arranged information – for example, news reports, event results, and of course blog entries! The semantic structure is defined by categories and tags, and whilst making it easy for people to navigate your site will also help search engines to understand the content of your site and so improve the relevance of search results.

2.4.2 Writing Pages and Getting Some Structure

If you're just playing, it's easy to simply dive in and play around, but if you're doing this work for a business purpose you'll need to consider, using pen and paper, how to structure your static pages.

For this site we will want the static content, the pages, to contain the following items with these names – About | Interconnect IT | WordPress | Contact Details – the Interconnect IT and WordPress pages are About pages too, so they should be subordinate to the About Pages – we'll cover that shortly.

So – it's already time to write your first page! Click on Write and then on the Page tab:



If you need help with the editor and advance options read the section [Adding and Editing Content](#) for more information.

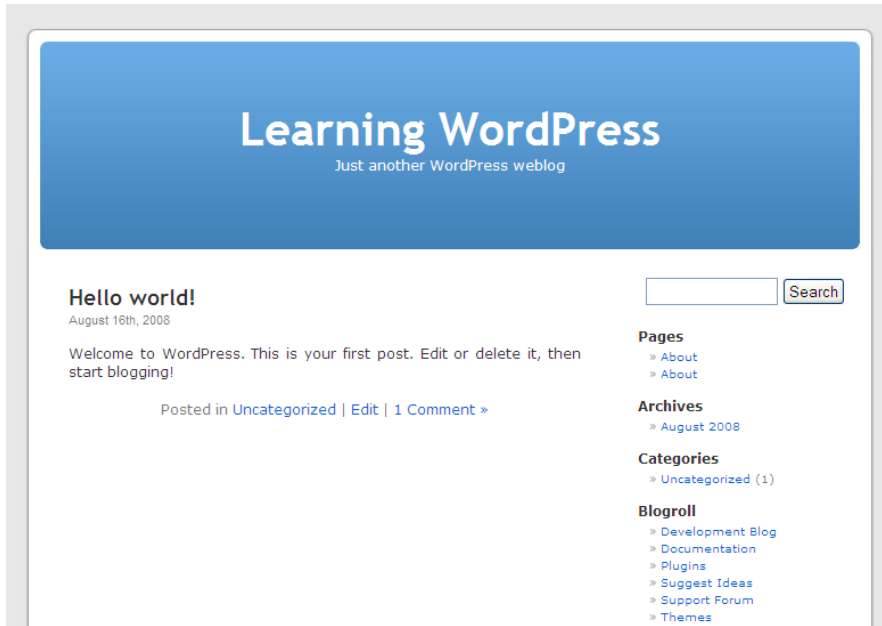
You then just need to give the page a title of about and write some content beneath it in the editor window. You'll see that the editor window is actually rather like a simple version of Word, or the editor in online e-mail systems like Hotmail.

Type in the title of your page – in this case 'About' and a little content about your website and why it's there. For now don't worry too much about getting clever with your text formatting, adding images and files and so on – we'll cover the editor in much more depth later on.

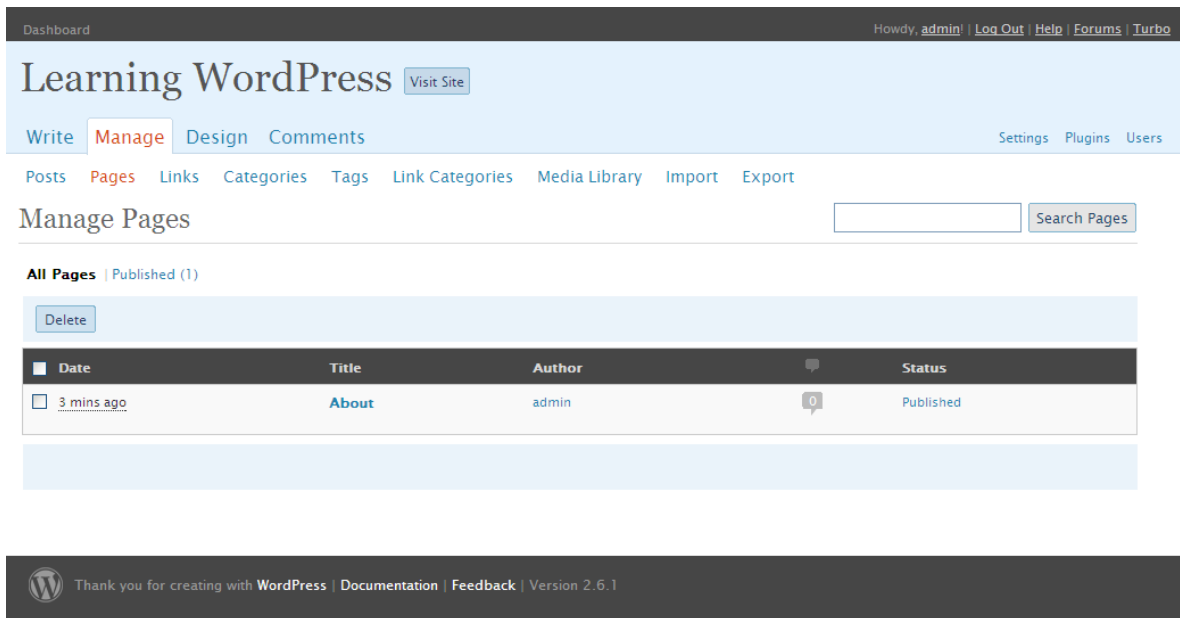
Once you've completed your About page, press the Publish button to the right but while you're writing and before you press Publish you can always click on Preview this Page to see how it's looking.

You can Save at any point *without* publishing, and that will create a draft of the page if it hasn't yet been published.

Once it's confirmed that the page has been saved, click on 'Visit Site' (at the top of the screen) to see the result of your work:

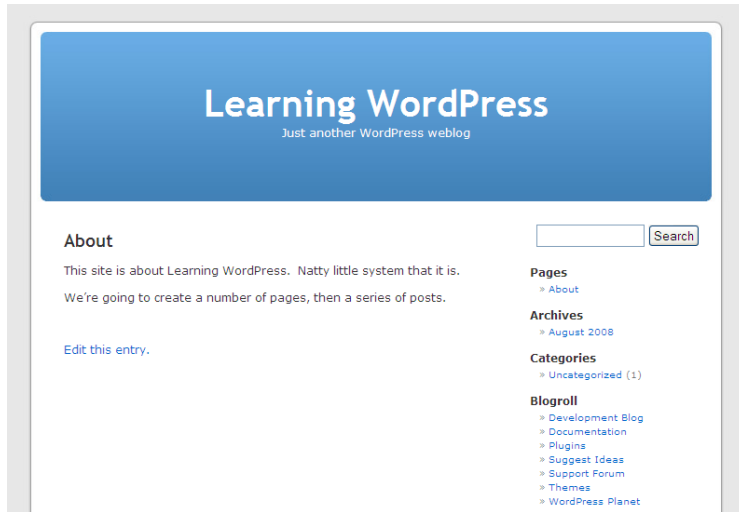


You can see that the new About page has appeared in the right, but there are now two of them! But don't worry – that's because the default installation of WordPress includes an About page that you now need to delete. And it's not difficult to do. First you need to go back to Site Admin (in the right hand column, under Meta), then click on Manage, then the Pages tab:



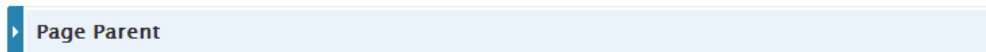
In this case, you'll need to delete the earlier page – you don't need it. So select the check box next to the About Page you want to delete (the older one) and press the Delete button. Be careful though – there's no confirmation and it'll disappear for good. If you want it back, you'll have to re-create the page.

If you go back to your website you'll now see just the one About page. Click on it and you'll see the page you just created...

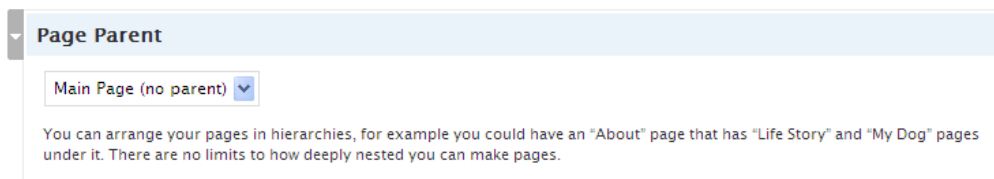


2.4.2.1 Creating subordinate pages

We'll now create the first subordinate page to About – called Interconnect IT. In there you can put some information about us, the providers of this guide. We're just going to steal a little content from our own website. You'll also need to set the page hierarchy accordingly – so... back to Write | Write Pages we go in the Admin area and populate the content as before. However, before you save, you need to tell WordPress that your new page is a child of the About page. Scroll down the page until you see the Page Parent box:



Now, because you've never used this option, it's in an unexpanded state. To see the options in full you need to click the bar and the options will expand into place:



In this case you need to click on the drop down and change from Main Page to the page you want to be the parent. In this case, About is the parent – select that.

Other options for writing pages tend to be presented in a similar way. Some plugins or themes may also add to these options, giving enhanced navigation or layout options.

Now you can write the rest of your content as described previously. Place whatever you like in there, save it, and you should now see a subordinate page called Interconnect IT showing in the menu.



2.4.2.2 Exercises in page writing

You should complete the following exercises, reviewing the notes above, in order to ensure you have appropriate knowledge of how to create and manage pages in WordPress.

1. Write another page, called Contact Details and put your contact details in there. Publish it, and see it appear on the site.
2. Create a subpage to the About page, called WordPress where you can say a few nice things about WordPress.

2.4.3 Creating and managing your categories

Once you've set up your static pages, you move on to the semantically and chronologically organised posts that your site will require – for many these posts form the juice of a site: Blog Posts. You can always reorganise the categories at a later date, but that can be quite a tedious task as you will often need to recategorise each and every posting that is affected. However, **adding** a new category is always easy and straightforward and can even be done while you create a post, if you have the appropriate user level.

For the categories we're going to use we need to go to Manage and then Categories in the WordPress administration area. For this site we want to create categories called 'Editing', 'Comments', and 'Presentation'. As well as those, we want to create a subcategory of Editing called 'Advanced'.

To do this, go back to your site Admin and click on Manage, and then the Categories tab beneath that. You should see something like the screenshot below:

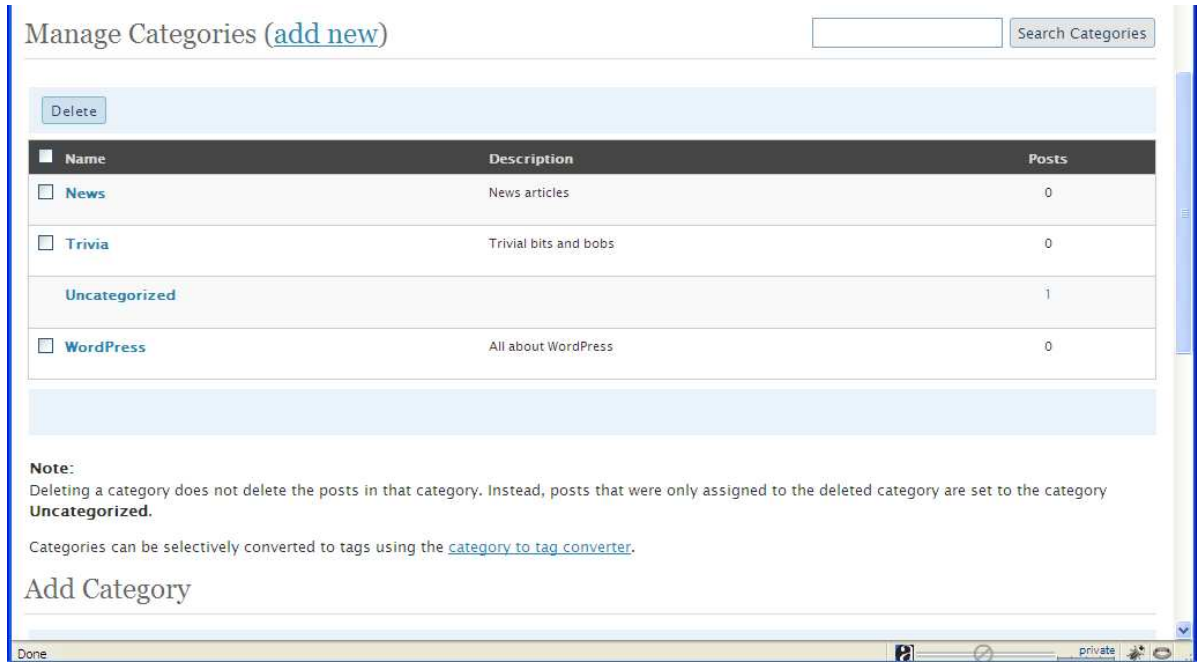


As you can see, there's already a category called **Uncategorized** which comes with the standard installation of WordPress.

You now need to add a series of new categories. It's easy – simply go down to the area of the screen marked **Add Category**, and get started. You have the following fields to consider:

Category Name	This is the nice, short name of the category. Try to avoid length descriptions. One or two words are best, and easiest to read on most websites
Category Slug	This is an advanced option – it's automatically populated if you don't put anything in. Until you get to more advanced techniques you can leave this field alone. It describes the permalink path to the category when the permalinks option in WordPress is set. Read the permalinks section of this document to learn more about the subject.
Category Parent	If you're creating a subcategory, this allows you to define which category is a parent.
Description	Optional, but can be helpful – especially if you have multiple contributors to your site. Explain concisely but clearly what the purpose of the category is.

Let's create three categories – called **News**, **Trivia**, and **WordPress**. Your **Manage Categories** screen should look like this now:

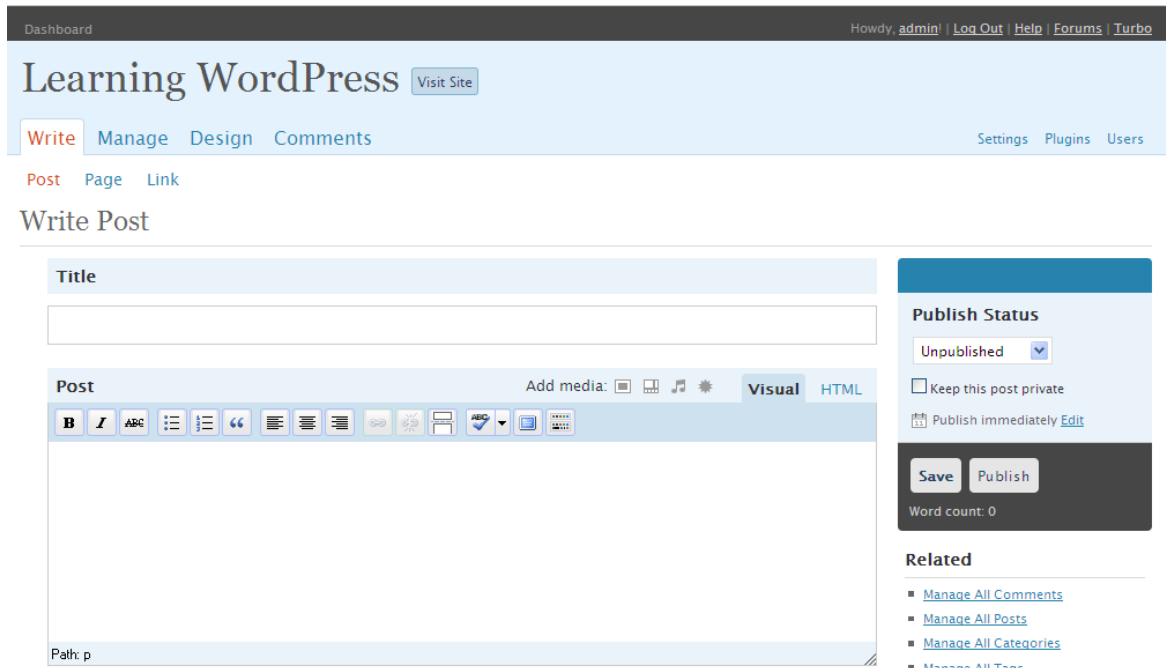


If you create a category in error, you can also delete it here by selecting the category you want to delete in the box to the left, then clicking the delete button. Be careful – there’s no undo function here!

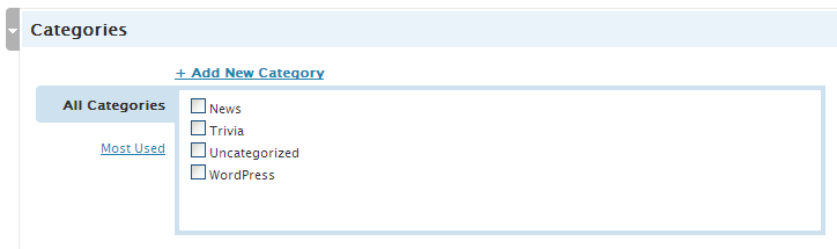
You’ll notice you can’t delete Uncategorized – that’s because it’s the default category used if you don’t assign one to a post. You can change your default category in [Settings | Writing](#).

2.4.4 Writing a post

As you can see from the screenshot down below, writing a post is just the same as a page – but it’s something that, if you’re using WordPress for blogging, is going to be far more important for you. To get there, select Write, then, if it’s not already on Post, select Post. Some options are slightly different, because posts are organised differently. If you are an Editor or Administrator on the site, you have a Publish button. Once pressed the post becomes available on the website. Before the post is ready, however, you can save it and keep it as a draft. Since WordPress 2.5, autosave came into place, and since 2.6 you then had a revision history, making it possible to see changes and revert to older versions of posts and pages.



Below the post, where you can see the categories available to you – click on the correct categories for the article.



Let's make this a short news article about launching the website. Place the text below into it the text box, with the title **Our First News**:

Today we launched a new website. We'll be producing news and articles here for your enjoyment.

Scroll back up, press Publish, and hey presto! Your article is on the website and the navigation area has reflected this change with the category of News now appearing:



Now create a couple of articles for testing with – one called “Interesting cats for 2009”, and one called “WordPress Is Great”. Enter any text you like in the post box. Make sure that these two posts are in Trivia and WordPress categories respectively. Don’t forget to add tags as well!

So – now you've done all this work, let's take another look at the website.

Learning WordPress

Just another WordPress weblog

WordPress is Great

August 26th, 2008

WordPress is one of those publishing platforms that solves the problem of being difficult to use. It's powerful and extensible, yet avoids the user having to follow a steep learning curve in order to use it. Rather like MS Word, which dominated the WP industry by being both simple (for those writing just the odd letter) and sophisticated for those writing technical documentation, so WordPress could end up dominating the online publishing world.

Let's see!

Tags: [software](#), [WordPress](#)
Posted in [WordPress](#) | [No Comments](#) »

Interesting cats for 2009

August 24th, 2008

2009 sees a whole slew of interesting cats expecting to be born. Small cats, big cats... every kind of cat!

The question is - are you hip enough to be involved? Will you know how to care for Tiddles? This is important stuff - don't underestimate the work involved. Training, feeding, health and lots of attention!

Tags: [cats](#)
Posted in [Trivia](#) | [No Comments](#) »

Our First News

August 24th, 2008

Today we launched a new website. We'll be producing news and articles here for your enjoyment.

Posted in [News](#) | [No Comments](#) »

Hello world!

August 16th, 2008

Welcome to WordPress. This is your first post. Edit or delete it, then start blogging!

Posted in [Uncategorized](#) | [1 Comment](#) »

Pages

- » [About](#)
- » [Interconnect IT](#)

Archives

- » [August 2008](#)

Categories

- » [News \(1\)](#)
- » [Trivia \(1\)](#)
- » [Uncategorized \(1\)](#)
- » [WordPress \(1\)](#)

Blogroll

- » [Development Blog](#)
- » [Documentation](#)
- » [Plugins](#)
- » [Suggest Ideas](#)
- » [Support Forum](#)
- » [Themes](#)
- » [WordPress Planet](#)

Meta

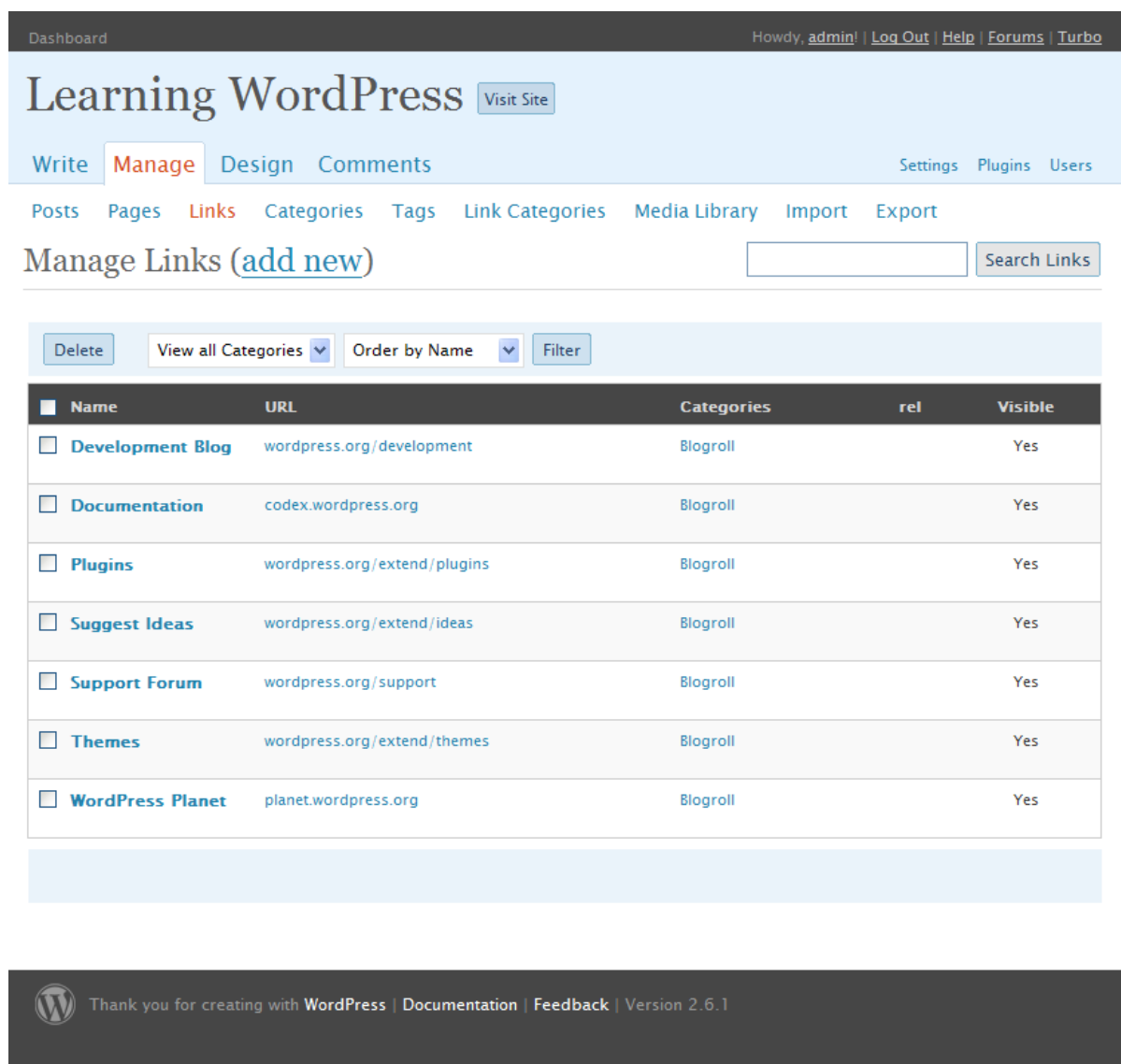
- » [Log in](#)
- » [Valid XHTML](#)
- » [XFN](#)
- » [WordPress](#)

And wow! Suddenly your website is looking a lot more complete and full.

You've now completed the basic part of how to structure your website. There are a range of tasks that you will need to do and these are covered in forthcoming sections. Depending on you user level these include setting up users, how to do more sophisticated formatting in posts, uploading images, administering the options for how the site is laid out, advanced publishing options and so on.

2.5 Managing Links

Most websites run a links section. With many it's simply a page or a post full of links and connections. With WordPress you can do this, however, a more powerful feature is to use the proper link management tools. In the administration panel, click on 'Manage' then 'Links' to manage your links, and you will see the following:



Dashboard Howdy, [admin!](#) | [Log Out](#) | [Help](#) | [Forums](#) | [Turbo](#)

Learning WordPress [Visit Site](#)


[Write](#) **[Manage](#)** [Design](#) [Comments](#) [Settings](#) [Plugins](#) [Users](#)

[Posts](#) [Pages](#) **[Links](#)** [Categories](#) [Tags](#) [Link Categories](#) [Media Library](#) [Import](#) [Export](#)

Manage Links ([add new](#)) [Search Links](#)

[Delete](#) [View all Categories](#) [Order by Name](#) [Filter](#)

<input type="checkbox"/>	Name	URL	Categories	rel	Visible
<input type="checkbox"/>	Development Blog	wordpress.org/development	Blogroll		Yes
<input type="checkbox"/>	Documentation	codex.wordpress.org	Blogroll		Yes
<input type="checkbox"/>	Plugins	wordpress.org/extend/plugins	Blogroll		Yes
<input type="checkbox"/>	Suggest Ideas	wordpress.org/extend/ideas	Blogroll		Yes
<input type="checkbox"/>	Support Forum	wordpress.org/support	Blogroll		Yes
<input type="checkbox"/>	Themes	wordpress.org/extend/themes	Blogroll		Yes
<input type="checkbox"/>	WordPress Planet	planet.wordpress.org	Blogroll		Yes

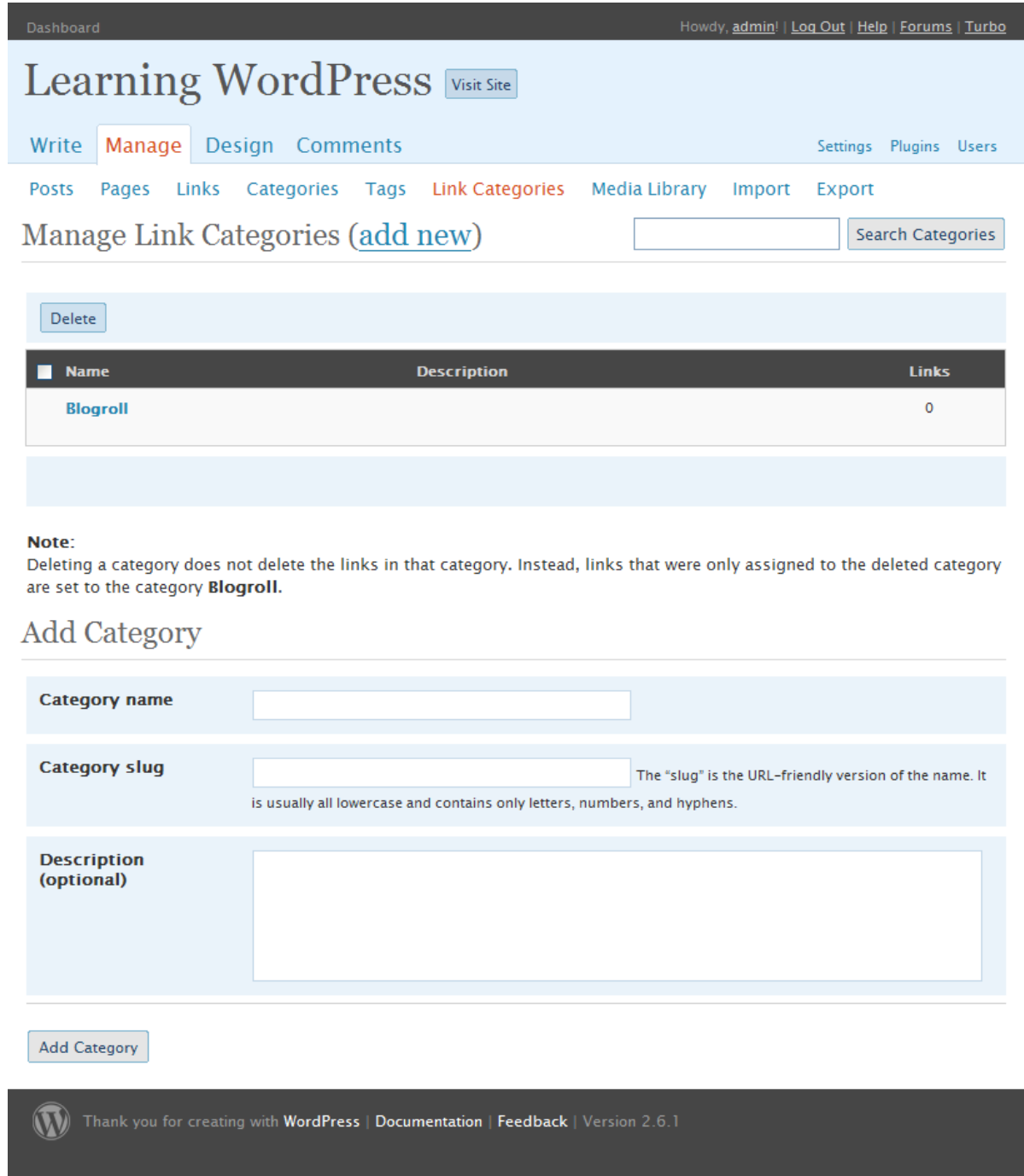
 Thank you for creating with WordPress | [Documentation](#) | [Feedback](#) | Version 2.6.1

As you can see, the initial installation is already populated with links. As these aren't relevant to your website, delete them all: Simply select each link you don't want, then click the Delete button.

You'll see also that you can filter this view – particularly useful if you manage a large number of links.

2.5.1 Creating link categories

Before creating new links, you need first to create some suitable categories, so click on the 'Link Categories' tab to do this.



Dashboard Howdy, [admin!](#) | [Log Out](#) | [Help](#) | [Forums](#) | [Turbo](#)

Learning WordPress [Visit Site](#)

Write **Manage** Design Comments [Settings](#) [Plugins](#) [Users](#)

[Posts](#) [Pages](#) [Links](#) [Categories](#) [Tags](#) **Link Categories** [Media Library](#) [Import](#) [Export](#)

Manage Link Categories ([add new](#))

[Search Categories](#)

[Delete](#)

<input type="checkbox"/>	Name	Description	Links
<input type="checkbox"/>	Blogroll		0

Note:
Deleting a category does not delete the links in that category. Instead, links that were only assigned to the deleted category are set to the category **Blogroll**.


Add Category

Category name

Category slug The "slug" is the URL-friendly version of the name. It is usually all lowercase and contains only letters, numbers, and hyphens.

Description (optional)

[Add Category](#)

 Thank you for creating with [WordPress](#) | [Documentation](#) | [Feedback](#) | Version 2.6.1

In here, create a link category called News, and another called WordPress so the list looks as follows:

<input type="checkbox"/> Name	Description	Links
Blogroll		0
<input type="checkbox"/> News	News websites	0
<input type="checkbox"/> WordPress	WordPress Sites	0

It's also possible to create categories on the fly – just like when writing posts. This is more limited in power, but useful.

You can't delete the Blogroll category while it's the default category. To change your default category go to Settings, then Writing and change the Default Link Category value. For now we'll leave it at Blogroll.

2.5.2 Creating links

Now we've created our Link Categories above, you can create some links quickly and easily in Manage Links.

To create a new one, click add_new and you'll see the following:

Dashboard Howdy, admin! | [Log Out](#) | [Help](#) | [Forums](#) | [Turbo](#)

Learning WordPress [Visit Site](#)

[Write](#) [Manage](#) [Design](#) [Comments](#) [Settings](#) [Plugins](#) [Users](#)

[Post](#) [Page](#) [Link](#)

Add Link

Name

Example: Nifty blogging software

Web Address

Example: <http://wordpress.org/> — don't forget the <http://>

Description

This will be shown when someone hovers over the link in the blogroll, or optionally below the link.

Categories

[+ Add New Category](#)

All Categories

[Most Used](#)

- Blogroll
- News
- WordPress

Keep this link private

Save

Related

- [Manage All Links](#)
- [Manage All Link Categories](#)
- [Import Links](#)

The most commonly used items are on display first and you should create the link and categorise it accordingly. Let's create a link the BBC News website:

Dashboard Howdy, [admin!](#) | [Log Out](#) | [Help](#) | [Forums](#) | [Turbo](#)

Learning WordPress [Visit Site](#)

[Write](#) [Manage](#) [Design](#) [Comments](#) [Settings](#) [Plugins](#) [Users](#)

[Post](#) [Page](#) [Link](#)

Add Link

Name

Example: Nifty blogging software

Web Address

Example: <http://wordpress.org/> — don't forget the <http://>

Description

This will be shown when someone hovers over the link in the blogroll, or optionally below the link.

Categories

[+ Add New Category](#)

All Categories

[Most Used](#)

- Blogroll
- News
- WordPress

Keep this link private

Save

- Related**
- [Manage All Links](#)
 - [Manage All Link Categories](#)
 - [Import Links](#)

You also have a number of advanced options available to you which are in the extending boxes below – Target, Link Relationship, and Advanced. Please note the importance of using http:// before a link.

2.5.2.1 Target

Target is a strangely marked and named option:

Target

_blank

_top

none

Choose the frame your link targets. Essentially this means if you choose `_blank` your link will open in a new window.

The following table illustrates the different effects of each target option:

_blank	Will open the link in a new window – handy where you need a link to not take someone away from your website, but should only be used with good reason as people hate getting a new window after following every link.
_top	Opens the link in the top most frame or window. This is very rarely used and should only be considered if you’ve got good reason for it – it can be incredibly annoying to visitors!
None	Conventional behaviour – the link will open in the current window – this is generally the best option to use.

2.5.2.2 Link relationship (XFN)

Links can be related to your site – you can either create your own relationship, or use one of those attached. They’re mostly ignored and little used, however, and will make little difference to visitor experience. They can, however, help to cement the reason for a link within search engines.

Link Relationship (XFN)

rel:

identity another web address of mine

friendship contact acquaintance friend none

physical met

professional co-worker colleague

geographical co-resident neighbor none

family child kin parent sibling spouse none

romantic muse crush date sweetheart

If the link is to a person, you can specify your relationship with them using the above form. If you would like to learn more about the idea check out [XFN](#).

2.5.2.3 Advanced

In the Advanced Links options you have a range of options:

Image Address	You can insert a link to an image here – be careful, you should prepare images with care – to the correct size and resolution, in order for them to look good. Many people who use this option tend to end up with untidy websites.
RSS Address	If there is also an RSS feed available at the site you’re linking to, you can include it here. Some themes, widgets and plugins will use this information and show an RSS icon to match.
Notes	You can keep notes about links here.
Rating	This is used in some themes, widgets and plugins as a way of ordering links.

2.6 Adding and Editing Content

Once the website is clearly structured, your content becomes the most important thing.

WordPress provides a number of tools – for editing, and for image management. It allows you to easily manage your content with a familiar editing interface. You don't need to learn HTML – just the skills you've already acquired using word processors like Microsoft Word.

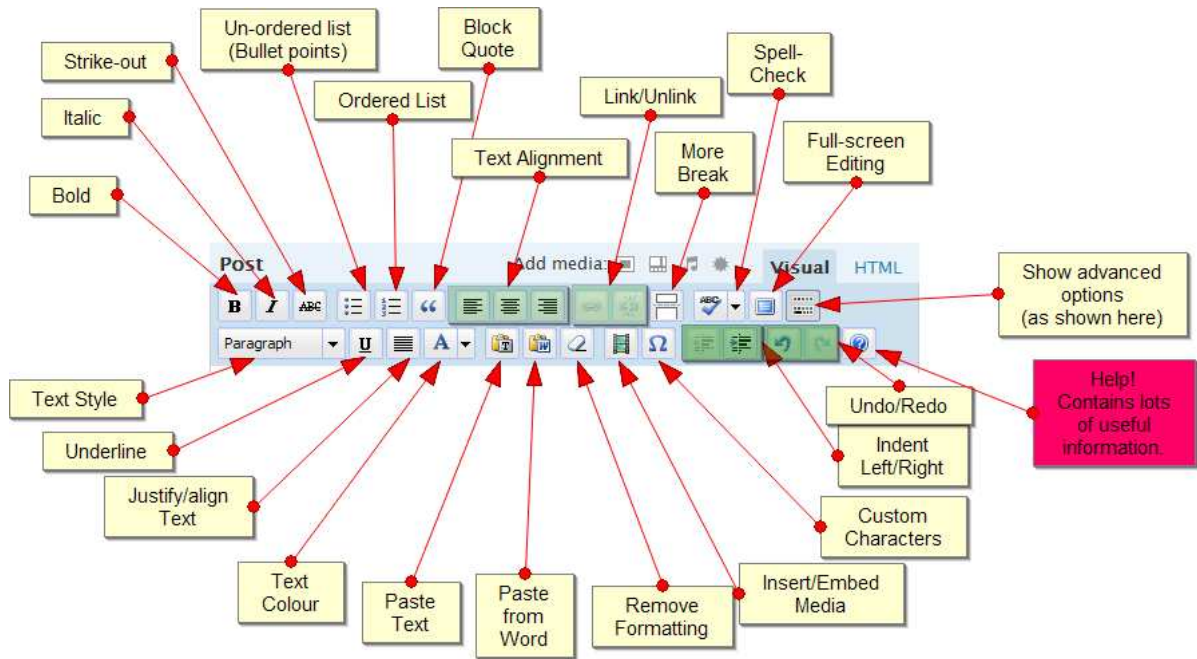
2.6.1 Formatting text using the rich editor

You can easily enter format text using the rich editor if you're familiar with any word processing packages.

Let's create a news article – just go to Write and then Post (you can also use the editor like this for writing pages):



As you can see from the buttons, it's possible to format text in a number of ways using the buttons and they'll be familiar to any user of word processor software. You can also extend the size of the box by dragging on the bottom right of it. Alternatively, edit your preferences.



IMPORTANT: Cutting and Pasting into the editor from applications like Word is not recommended and can only be done using the Paste from Word button on the lower toolbar. Sadly, Word tries to be helpful and generates HTML when you paste from it into a web browser. The end result is that you get formatting that won't necessarily fit in with the theme you're using. This can make your site look inconsistent and messy. Themes and WordPress will do their best to tidy up, but it's an uphill struggle!

Don't forget – if you get stuck, hovering over the buttons will describe what they do, and the short cut to use them from the keyboard.

Below the edit area, you'll see the usual Tags and Categories options. You'll see a full description of all these options in [Setting Posting and Page Options](#)

2.6.2 Formatting text using the HTML editor

You can also click on the HTML tab on the editor and input text in HTML – the language that describes web pages. This is for the more technically inclined and does have the advantage of making it easier for you to create more sophisticated designs. It's worth noting that WordPress MU (used on sites such as WordPress.com and Edublogs) will, by default, filter out a lot of HTML, which will limit your options.

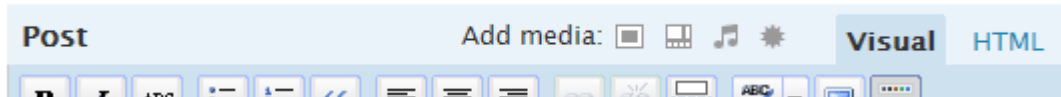
IMPORTANT: When using the html editor it's essential that you close all tags, or ask WordPress to do it for you by pressing the 'Close Tags' button. If you don't then your site's layout will be broken whenever that posting or page is displayed.


IMPORTANT (2): If a page or posting has been written using the html editor then any attempt to edit that article using the visual rich editor may result in content or formatting being lost. However, this has improved dramatically since version 2.5 and few issues have been reported.

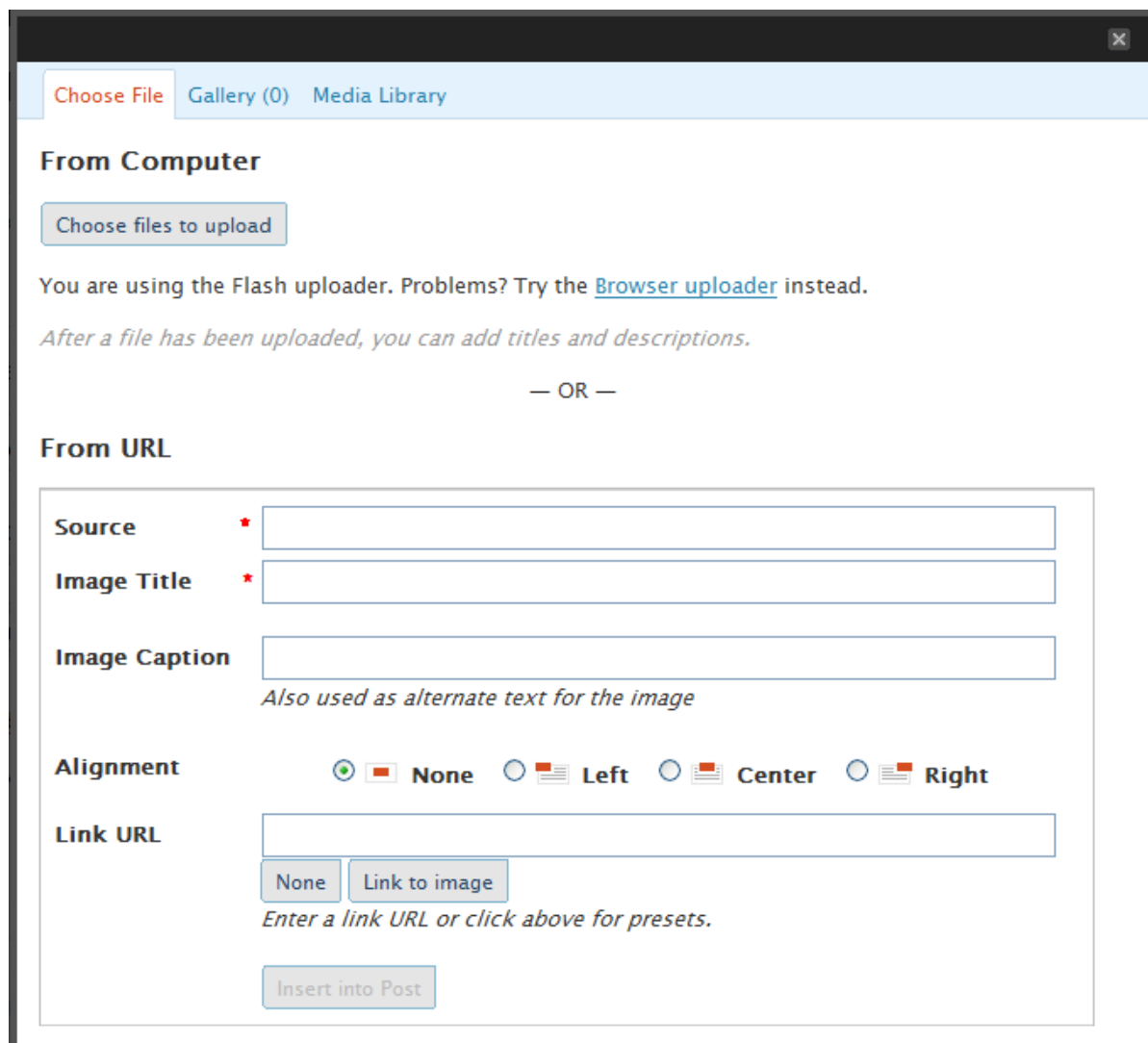
2.6.3 Adding images to your posts

You can easily add images using the standard WordPress tools. Again, like so much of WordPress, there have been some dramatic improvements in recent versions – including the automatic sizing of images, thumbnailing and image management.

To add media to your post, you'll see a number of tools added. You may find that on a lot of custom installations of WordPress MU you only have the small button that looks like a sun, on the right. If that's the case then for most things you can use that image, but you may be limited with items such as YouTube videos. This is often done for security reasons. If the feature is necessary, speak to your support team.



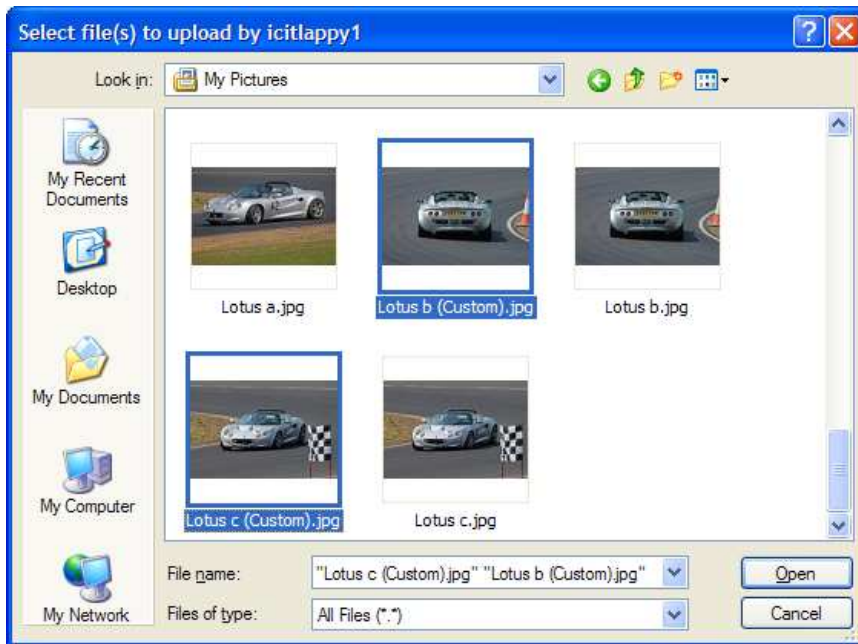
If you press the Add Image button  you'll be presented with a pop-up window:



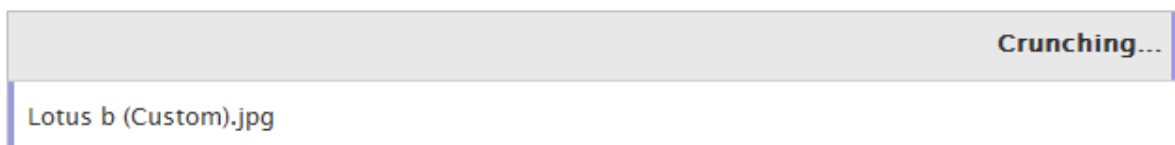
You can close this window with the small X in the top-right corner, or by clicking outside of the box.

Generally you won't upload images from a URL and will use the button 'Choose files to upload'. Here you can upload one or many images. On most servers you'll be limited to images of 2MB or less in size, so if you have a high-res digital camera you might need to resize the images before uploading.

You can upload multiple images with the Flash uploader. Simply selected the different images while holding CTL (may be different on Apple Macs):



Once you've selected the images, simply press the Open button, and you'll see the window come back with the following showing in it:



Crunching means the image is being compressed and resized for your website. Thumbnail images are also being created.

Once the crunching is done, you'll see:

From Computer

Choose files to upload

You are using the Flash uploader. Problems? Try the [Browser uploader](#) instead.

After a file has been uploaded, you can add titles and descriptions.


	lotus-c-custom	Show
	lotus-b-custom	Show

Save all changes

This shows the thumbnails created. If something went wrong at this stage and no thumbnails were created, there may be a problem with your connection or with the server.

So – click on ‘Show’ for each image and you’ll get a dialog expanding into place:

lotus-c-custom [Hide](#)



lotus-c-custom.jpg

image/jpeg

2008-08-26 16:43:16

Title *

Caption
Also used as alternate text for the image

Description


Link URL

Enter a link URL or click above for presets.

Alignment None Left Center Right

Size Thumbnail Medium Full size

[Delete](#)

 lotus-b-custom [Show](#)

Save all changes

This dialogue provides a lot of options and controls – let’s go through them:

Title – this is the title of the image.

Caption – the caption for the image. Shows as alternate text, but since WordPress 2.6 if your theme supports captions, it will allow you to caption your image.

Description – the description. Not used by all themes, but handy to complete and may be used further in the future.

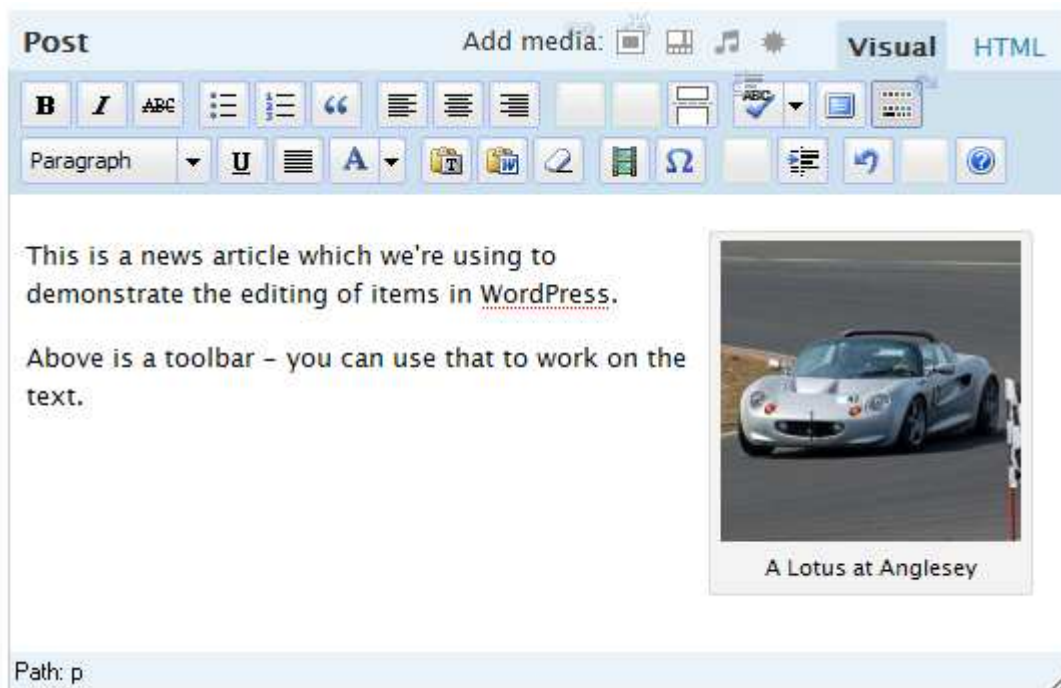
Link URL – this is the address of the original image you’ve uploaded, by default, but it also allows you to create a link to another website here – quickly and effectively. You can also press the three buttons – None, meaning the image has no link, File URL, the default, and Post URL which will show your image within the design of the site rather than as an image on its own.

Alignment – This allows you to set how the image is aligned. The small icons show the effect on the text-wrapping.

Size – you’ll want to choose how big the image is. If it’s not too massive, you can use the Full Size image – just make sure it fits into the space available. Otherwise, a Thumbnail, by default is a 150x150px square, and Medium is cropped to fit in a 300x300px space.

Once you’ve selected your options, you press the Insert into Post button to add the image to where your cursor was when you chose to Add Images. In this example we’ve gone for a thumbnail to the right, with a caption.

In the editor it now looks like this:




And on the website, it looks like:



It's worth noting that deleting a captioned image from the post can appear a little tricky at times – but it's not so bad. First select the image by clicking on it, press the delete button, and you still have the caption. Now select and delete all the caption text and, after you delete the last character, the box will disappear completely.

After uploading, if you forgot to add images to a post you can still press the Add Images button and then click on the Gallery tab. In there you can see all images attached to this post, and insert them individually.

Next we want to experiment with a couple of other features, so press Edit to edit this post and let's do some more:

Click on the Add video button 

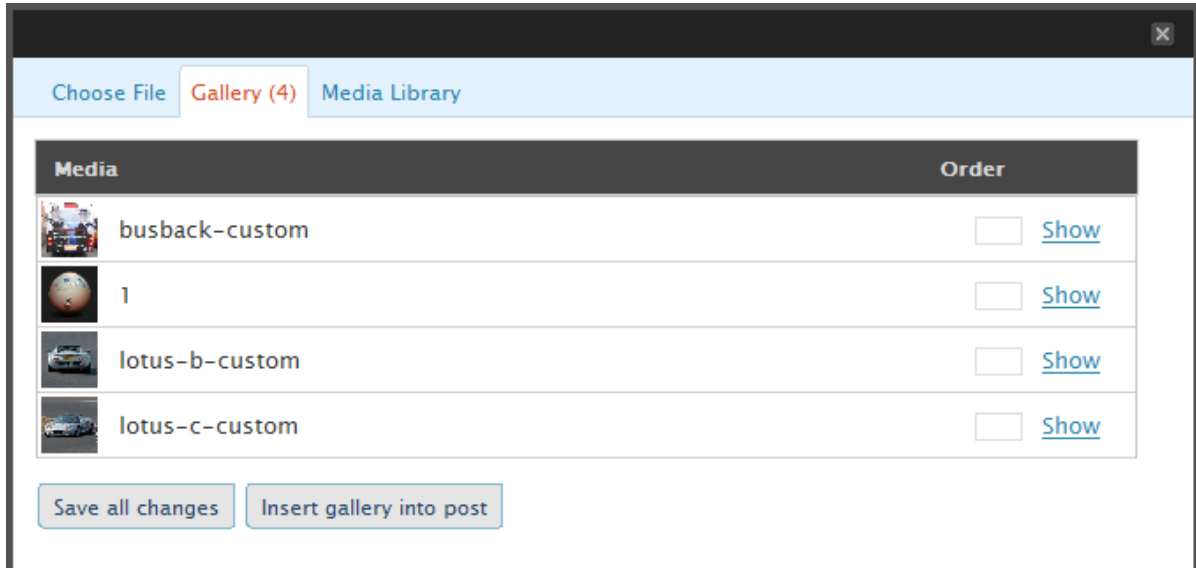
Now, you can upload a file, but if your site isn't set up with a suitable player, it'll just create a link to the file or page which your user can visit. This is OK, but not amazing. There are plugins to help this along, but that's for you or your systems administrator to arrange.

The same applies to the Add Audio Button, and add Media. In essence, they allow you to upload files, but mostly leave you just on links unless you use suitable plugins.

2.6.4 Adding a gallery of images

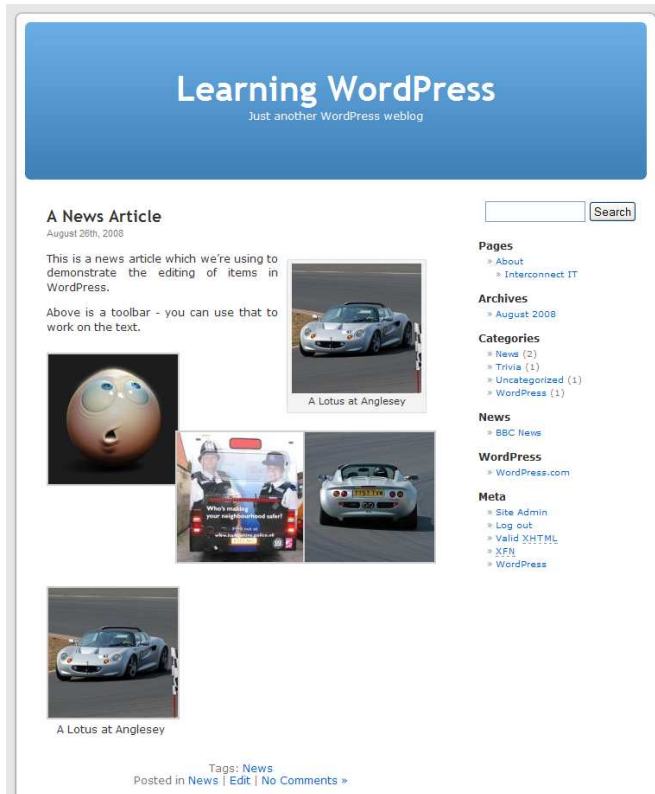
One new feature that came with WordPress 2.5 was galleries – this allows you to present a grid of image thumbnails in a post or page which people can click on to enlarge.

To insert a gallery into a post, you can upload a number of images (which are then attached to this post) and, then click on the Gallery tab:



From here, you can adjust the order by dragging and dropping, insert the individual images into the post or, insert a gallery of attached images.

To insert a gallery, click on the 'Insert gallery into post' image and then a shortcode of [gallery] will be inserted into your content. Now, one thing you'll notice – if you've been using the Post we created before, is that the output will be a mess. The Gallery function doesn't like to share space with an image – it must be clearly after any other images or problems will occur and you'll get something like this:



A right mess, we think you'll agree. So instead, delete the image in there, and go take a look and you'll see it's much improved.

However – it's still not perfect – the images are actually slightly too large. This is because this theme is designed for narrower content. You can fix this by selecting a smaller thumbnail size in Settings, Miscellaneous, or using a wider theme such as those provided by us over at <http://spectacu.la>

Here's how it'll look in a theme where the images have a little more space to breathe:



 **A News Article**

Posted in **News** by **admin**

Aug 26 2008

This is a news article which we're using to demonstrate the editing of items in WordPress.

Above is a toolbar - you can use that to work on the text.



A Lotus at Anglesey

Tagged as: **News**

[TrackBack Address.](#) [Edit this entry.](#) [No Comments yet >>](#)

2.6.5 Adding video clips to your posts – Other approaches.


Let's create a new post, called Video Clip. Go to Write then Post, and give it a title.

The first video we'll embed is from YouTube. Visit YouTube and you'll see that in the right there's an Embed code. Copy this, then select the HTML tab, and paste the code into the appropriate spot. Ignore the confusing code, save and go to the post and you'll see something like this:

Video Post



This entry was posted on Tuesday, August 26th, 2008 at 5:54 pm and is filed under [Uncategorized](#). You can follow any responses to this entry through the [RSS 2.0](#) feed. You can [leave a response](#), or [trackback](#) from your own site. [Edit this entry](#).

Other forms of video upload are beyond the current scope of this document – however, lots of help is available on WordPress's support forums. One thing worth noting is that with most methods you need to upload first to the server (via whichever means you prefer) and then use the embed media button in the editor . This is, I'm afraid, one of those things that is hard to describe clearly, but once you've done it a couple of times will come easily and naturally.

2.6.6 Setting posting and page options

Now let's break down all the different posting options that are available to you if you scroll down the writing pages:

Date: 15/09/08

Filename: Wordpress-2.6_user_guide_final.doc

Created By: [David Coveney](#)

Version: 2.6

Excerpt		Use this to create a short introductory text (you can add HTML if you desire) about your post. This is used by some themes and plugins, as well as by your site's RSS feed.
Trackbacks		Not often used these days, but this allows trackbacks to be sent to a specific location. You can use it to notify certain sites of your new post.
Custom Fields		Custom fields are used by certain themes and plugins. Some will use these fields but you won't ever have to touch them, others will require you to input values. Information on this should be included in your theme or plugin instructions.
Comments & Pings	Allow Comments	If checked, allows a visitor to add comments to the posting albeit according to rules defined in Settings Discussion
	Allow Pings	This means that if someone links to the posting from another website using similar software you will be notified on the Dashboard page
Password Protect This Post		Enter a password here and the post can only be read by people with that password.

Roughly the same fields are available in Page writing, with some added and some removed. You can't set a Custom Fields values. Once a page is written and saved it goes straight to the website. This is why a page is only used for relatively static information and is not editable by all levels of user.

The additional fields available for Write Page are:

Page Parent		This allows you to set a parent page that introduces a navigational hierarchy. Most themes will display subpages either in drop-down menus, on alternative pages, or indented in lists of pages.
Page Template		Your website's theme design may include templates – for example with contact forms. Other forms – for example application forms and similar, can be designed in this way.
Page Order		By assigning numbers to pages in this field, you can set the order of pages. We suggest you use increments of 10 when setting page orders. That way if you wish to insert a page between one identified as 10 and another identified as 20 you can just use the number 15, rather than finding yourself changing all the page numbers.

2.6.7 Saving & publishing your post or page

Once you've written your masterpiece you'll want to save it... and then, to publish it (ie. Make it visible on the site) for the whole world to see:



The boxes shown above give you an idea of what's available. They do change, depending on what you're doing, and at what stage.

View/Preview this Post/Page		This button allows you to preview how the page will look or, if it's already been saved, will show you how it looks now. You'll need to Save first, don't forget.
Publish Status		This dropdown comes up with several fields. If you have the correct rights, you can change this value. However in some cases you may have an editor or administrator who reviews your content before it goes live.
Keep this post private		If you want to keep the post from prying eyes you can do this. If a post is private only registered members of the site can see it.
Publish	Edit	If you click on Edit the box will expand to offer you the facility to edit the date on which this page will become published. This allows you to create content in advance – handy for holidays or embargoes.
Save		This saves the post. If it's published, the new version becomes visible. If it's not published the post will continue as a draft or pending review.
Publish/Submit for Review		The moment you push this button, the content becomes visible on the site. If you're a Contributor you will not be able to Publish but instead only submit for review.
Delete Post/Page		Be careful here – you'll be asked if you really want to delete, but if you click yes there's no Undo or Restore facility. It's permanently removed.

2.7 Publishing Content Created by Other Contributors

If you're an Administrator or Editor you can publish the work created by Contributors. Authors can publish their own work but cannot publish the work of other users.

As an Editor you'll need to be aware of drafts that are awaiting publication. Usually the contributor should inform you that they've completed a document and, when you select Manage in the administration panel you will see a list of Other's Drafts:



When you select a draft you will be taken to page where you can review the contribution, see the preview, edit it if necessary, and publish – just like it was your own post.

You can also change the post author, should you require it, and any other details, including post-dating the article so it appears after an embargo, for example.

2.8 Moderating Comments

One of the tasks an Editor or Administrator may do, so long as the 'moderate comments' option is switched is to check that comments that have been made against posts are suitable for publication. We recommend you always select to moderate comments as otherwise you may find problems with people using the facility to advertise their companies – 'comment spam' as it's known. You may also wish to implement some anti-spam filtering. WordPress comes with Akismet included as a plugin, which does an excellent job. If you run a personal blog it's free, and if you run a commercial blog you can pay for various license levels. Alternatively, 'Captcha' plugins are available.

When a user posts a comment, they will be able to see their own comment and a line telling them that their comment is awaiting moderation. By default, you will receive an e-mail to the administrator's e-mail account advising you that a comment is waiting to be approved (this e-mail can be turned off) and you can click directly on a link within the email in order to approve the comment. Once signed in you will be asked for confirmation – click yes and the comment will now be visible to all site visitors.

You can also carry out bulk moderation by going to the Comments tab:

Date: 15/09/08

Filename: Wordpress-2.6_user_guide_final.doc

Created By: [David Coveney](#)

Version: 2.6



Dashboard Howdy, admin! | [Log Out](#) | [Help](#) | [Forums](#) | [Turbo](#)

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[Write](#) **[Manage](#)** [Design](#) [Comments](#) [Settings](#) [Plugins](#) [Users](#)

[Posts](#) [Pages](#) [Links](#) [Categories](#) [Tags](#) [Link Categories](#) [Media Library](#) [Import](#) [Export](#)

Pending posts

[Search Posts](#)

[All Posts](#) | [Published \(6\)](#) | **[Pending Review \(1\)](#)** | [Draft \(1\)](#) | [Private \(1\)](#)

[Delete](#) [Show all dates](#) [View all categories](#) [Filter](#)

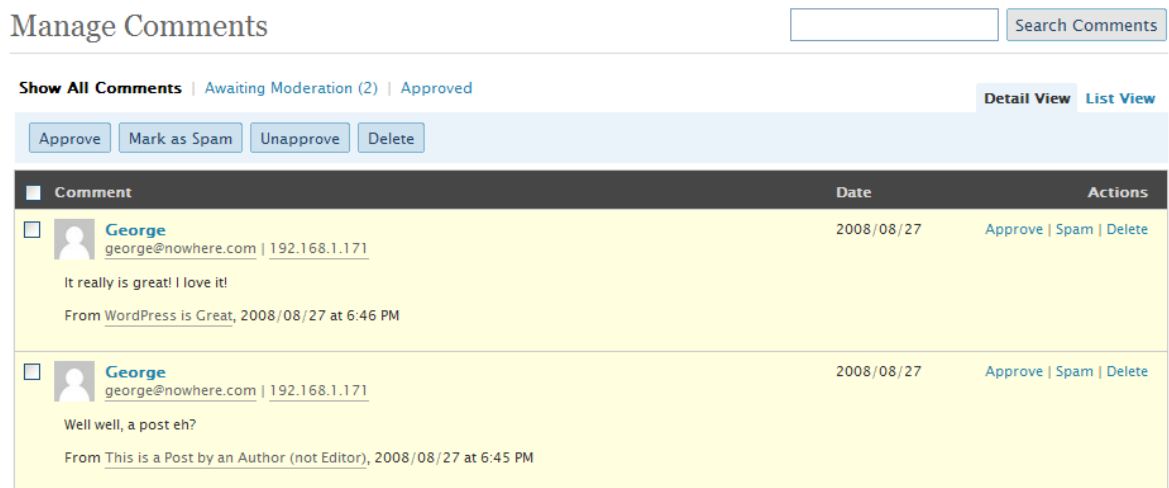
<input type="checkbox"/>	Submitted	Title	Author	Categories	Tags	Status
<input type="checkbox"/>	3 mins ago	This is a Post by a Subscriber	dave	Trivia	stuff	Pending Review

If you have comments to moderate the tab will show the number of comments waiting. Click it and you'll see a list of comments awaiting moderation in the queue.

Here you'll have a set of options which you can mark for each comment such as 'Approve', 'Spam', 'Delete' or 'Defer until later'. You can also edit comments to remove unsuitable words or information, and you can delete individual comments.

You can mark all comments in one block as well – that's useful when you get some spam bots that cheerfully comment a load of marketing nonsense all over your site and needs to be deleted quickly. Just press the links at the bottom of the screen.

Once you've set all the options for each comment, press the Moderate Comments button and the changes will be saved.





Manage Comments

[Search Comments](#)

[Show All Comments](#) | [Awaiting Moderation \(2\)](#) | [Approved](#) [Detail View](#) [List View](#)

[Approve](#) [Mark as Spam](#) [Unapprove](#) [Delete](#)

<input type="checkbox"/>	Comment	Date	Actions
<input type="checkbox"/>	 George george@nowhere.com 192.168.1.171 It really is great! I love it! From WordPress is Great , 2008/08/27 at 6:46 PM	2008/08/27	Approve Spam Delete
<input type="checkbox"/>	 George george@nowhere.com 192.168.1.171 Well well, a post eh? From This is a Post by an Author (not Editor) , 2008/08/27 at 6:45 PM	2008/08/27	Approve Spam Delete

As you can see, the facility is designed to work with quiet and busy sites alike. As some of the internet's busiest sites run WordPress the software has been well designed for this kind of use.

3 Administering WordPress

This section describes the range of tasks that usually carried out only by Administrators.

3.1 Manage Section

The only extra facility that an administrator has in the 'Manage' section of the site, is Media Library, Import and Export

3.2 Managing Users

WordPress has the incredibly useful ability to define different levels of users. It doesn't have the level of power that you get with full content management systems where tens of pages of content are being created daily. However, managing users in a complex system can quickly become a full time job and the level of control in WordPress is usually perfect for the smaller organisation.

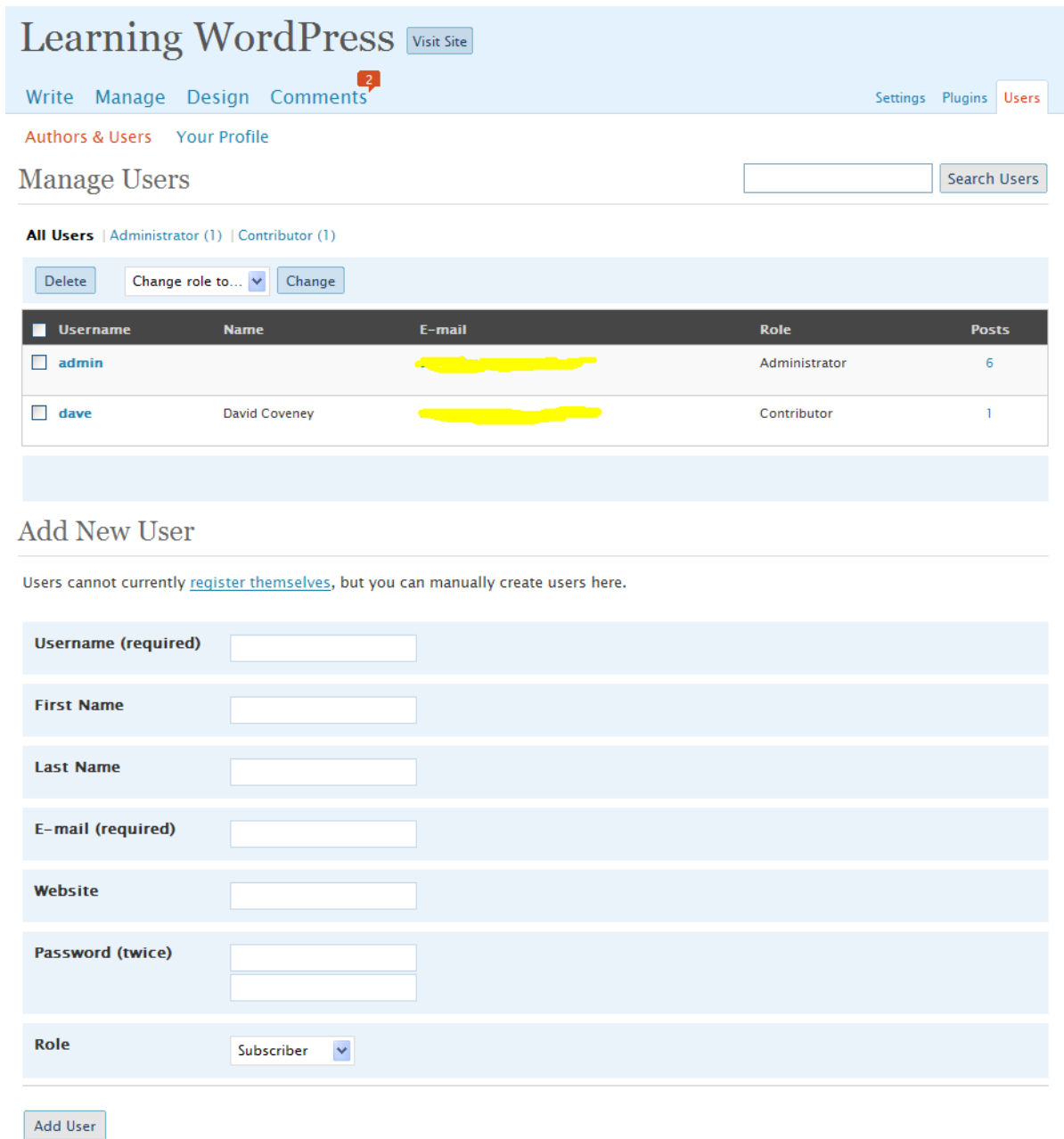
You have five levels (roles) of user:

Administrator	The very highest level of user – the Administrator can do anything other users can do, as well as: <ul style="list-style-type: none"> • Change all settings • Switch themes • Activate & edit plugins • Edit users • Edit files • Manage options • Import
Editor	We recommend that the highest level that someone is assigned is Editor – even the administrator will find that the Editor level is adequate for most tasks while preventing the possibility of inadvertently making a critical change to the site. An Editor can do anything a lower level of user can do as well as: <ul style="list-style-type: none"> • Moderate comments • Manage categories • Manage links • Enter unfiltered html (as in html with any content at all – a potentially dangerous facility!) • Edit published posts • Edit other contributor's posts • Edit pages
Author	Most people creating content through posts on the website will be Authors. An Author can do anything a lower level of user can do as well as: <ul style="list-style-type: none"> • Upload files • Publish posts
Contributor	A contributor really doesn't have a great deal of power. Contributors can create and edit their own posts, but they can't upload images. They can still insert images that have already been uploaded.
Subscriber	A subscriber can read content on the website and make comments. Although depending on your settings for your site, it's possible for non-subscribers to make comments also.

There are a number of tasks around users that you may wish to carry out:

1. Update your own details
2. Add new users
3. Remove users
4. Edit the details of a user
5. Manage the content created by a user

You can manage and set up users by clicking on the Users tab on the far right of the management interface:



Learning WordPress [Visit Site](#)

Write Manage Design Comments 2 Settings Plugins **Users**

[Authors & Users](#) [Your Profile](#)

Manage Users

 [Search Users](#)

All Users | [Administrator \(1\)](#) | [Contributor \(1\)](#)

[Delete](#) [Change role to...](#) [Change](#)

<input type="checkbox"/>	Username	Name	E-mail	Role	Posts
<input type="checkbox"/>	admin			Administrator	6
<input type="checkbox"/>	dave	David Coveney		Contributor	1

Add New User

Users cannot currently [register themselves](#), but you can manually create users here.

Username (required)

First Name

Last Name

E-mail (required)

Website

Password (twice)

Role [▼](#)

[Add User](#)

3.2.1 Remove users

To remove a user, select Users, then the Authors & Users tab.

In the box marked 'User List by Role' you will see a list of users and the roles which they have. Select the check box on the left of the Username. Further down you will see two option buttons – one marked 'Delete checked users.' Select this, then press Update:

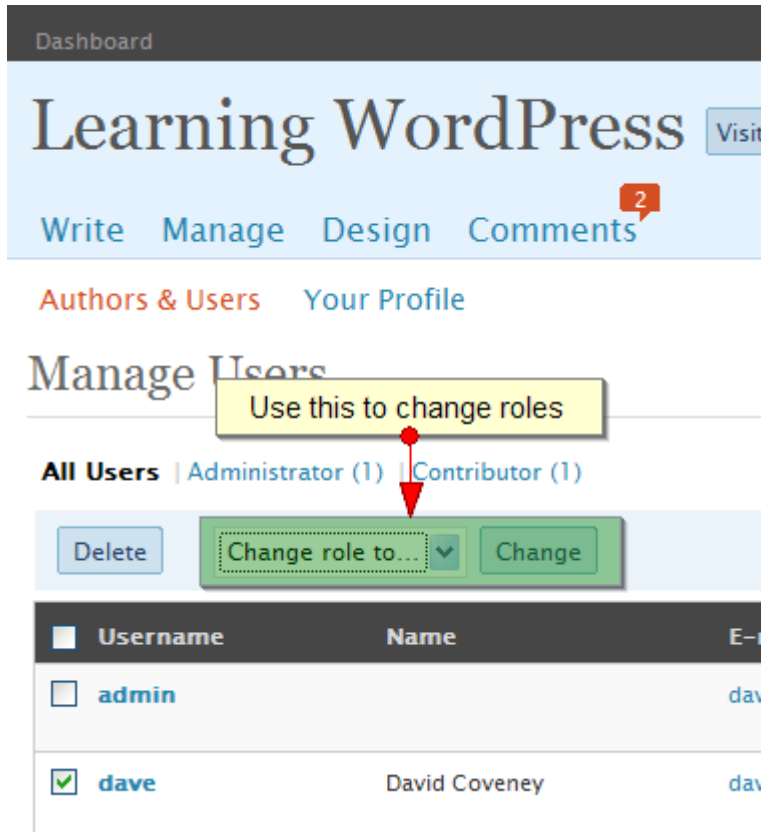
You will be asked for confirmation, as well as a request as to whether to delete all the posts and links belonging to the user, or to transfer the users posts and links to another user. **Be careful!** Delete all posts and all the content by that author will be removed from your website. It's usually better, unless that user was filling your site with nonsense, to attribute their posts to another user:



Once you're satisfied with the selection, press the Confirm Deletion button. Don't forget you can do this for multiple users.

3.2.2 Edit the details of a user

You may wish to simply change the role of a user, in which case, follow a similar process as above, in Deleting a user, but once you've selected the users to change select the "Set the Role of checked users to:" radio button and then choose a suitable role. You can then press the Update button:



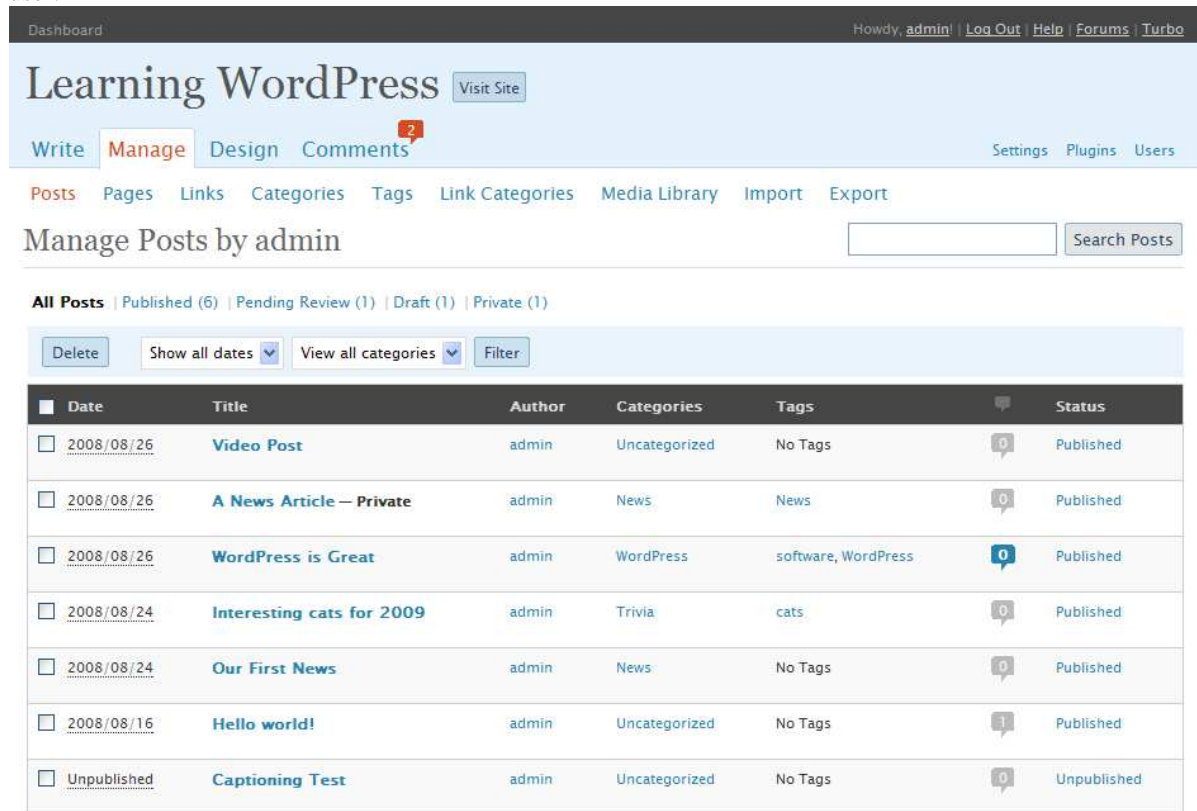
You will not be asked to confirm the change.

You can also edit other details of the user, including their Role, by clicking on 'Edit' next to the user information. By doing this you will be taken to the Edit User page, where you can change any of the user's details

3.2.3 Manage the content created by a user

One handy feature in WordPress is to see all the posts made by a user. In the Authors & Users tab you will see that in the User List by Role you have a number against each user in the Posts column. This shows the number of postings made by that user. If you click on that number you will be taken to the Manage | Posts page, showing the posts as made by that

user:



Dashboard Howdy, admin! | Log Out | Help | Forums | Turbo

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Write **Manage** Design Comments Settings Plugins Users

Posts Pages Links Categories Tags Link Categories Media Library Import Export

Manage Posts by admin

All Posts | Published (6) | Pending Review (1) | Draft (1) | Private (1)

Show all dates View all categories Filter

<input type="checkbox"/>	Date	Title	Author	Categories	Tags		Status
<input type="checkbox"/>	2008/08/26	Video Post	admin	Uncategorized	No Tags		Published
<input type="checkbox"/>	2008/08/26	A News Article - Private	admin	News	News		Published
<input type="checkbox"/>	2008/08/26	WordPress is Great	admin	WordPress	software, WordPress		Published
<input type="checkbox"/>	2008/08/24	Interesting cats for 2009	admin	Trivia	cats		Published
<input type="checkbox"/>	2008/08/24	Our First News	admin	News	No Tags		Published
<input type="checkbox"/>	2008/08/16	Hello world!	admin	Uncategorized	No Tags		Published
<input type="checkbox"/>	Unpublished	Captioning Test	admin	Uncategorized	No Tags		Unpublished

3.3 Managing Options and Settings

The WordPress software allows you to control many settings on your website. Click on Settings, and you will see seven tabs, within which you can change many options. Most are clearly explained on the control panels, but for extra detail we believe you may find useful see below:

General	Allows you to set the title of your website, its tagline, URI (the web address) information and date representation.
Writing	Here you can set the various options surrounding how you can write posts. It also allows you to create a secret email address to which you can send new entries for your site – this can be good if you need to update the site from difficult locations or via a smartphone.
Reading	This shows settings for reading the website – for example how many posts will be shown at a time on a page. It also sets options for syndication – this is a system that allows people to use readers to access your information remotely.
Discussion	Here you will set options relating to how people can make comments, for example whether the comments need authorising before showing on the site (advisable to prevent comment spam), the default comment settings for articles, and so on.
Privacy	This sets up how the site is seen by search engines. However, hiding from Google doesn't mean every search engine will skip you – some aren't very good at using these settings and still go ahead – the result is that you can still be indexed – so your content isn't ever 100% private.
Permalinks	Permalinks are a way of structuring your website so that the address to an article makes

	some sense to humans and search engines. So instead of www.website.com/?p=101 the permalink could read www.website.com/index.php/news-feature as defined in the post's slug (created when writing, or automatically from the title). You may need to modify a file on your system called .htaccess – if in doubt, simply ask your administrator or friendly techie to help.
Miscellaneous	In miscellaneous you can set the uploads folder and whether to organise uploads by month and year.

3.4 Managing Presentation




In WordPress you have the easy facility to switch between different layouts for your site. Select Design on the menu bar in the Themes tab you will see a list of available themes on your installation. Usually that will include the themes installed on your server, and usually the two default themes that are supplied for free with WordPress. It's possible that your WordPress installer has supplied you with variations on your theme – perhaps a Xmas one or another designed for special company occasions like product launches or for sponsors.

Current Theme

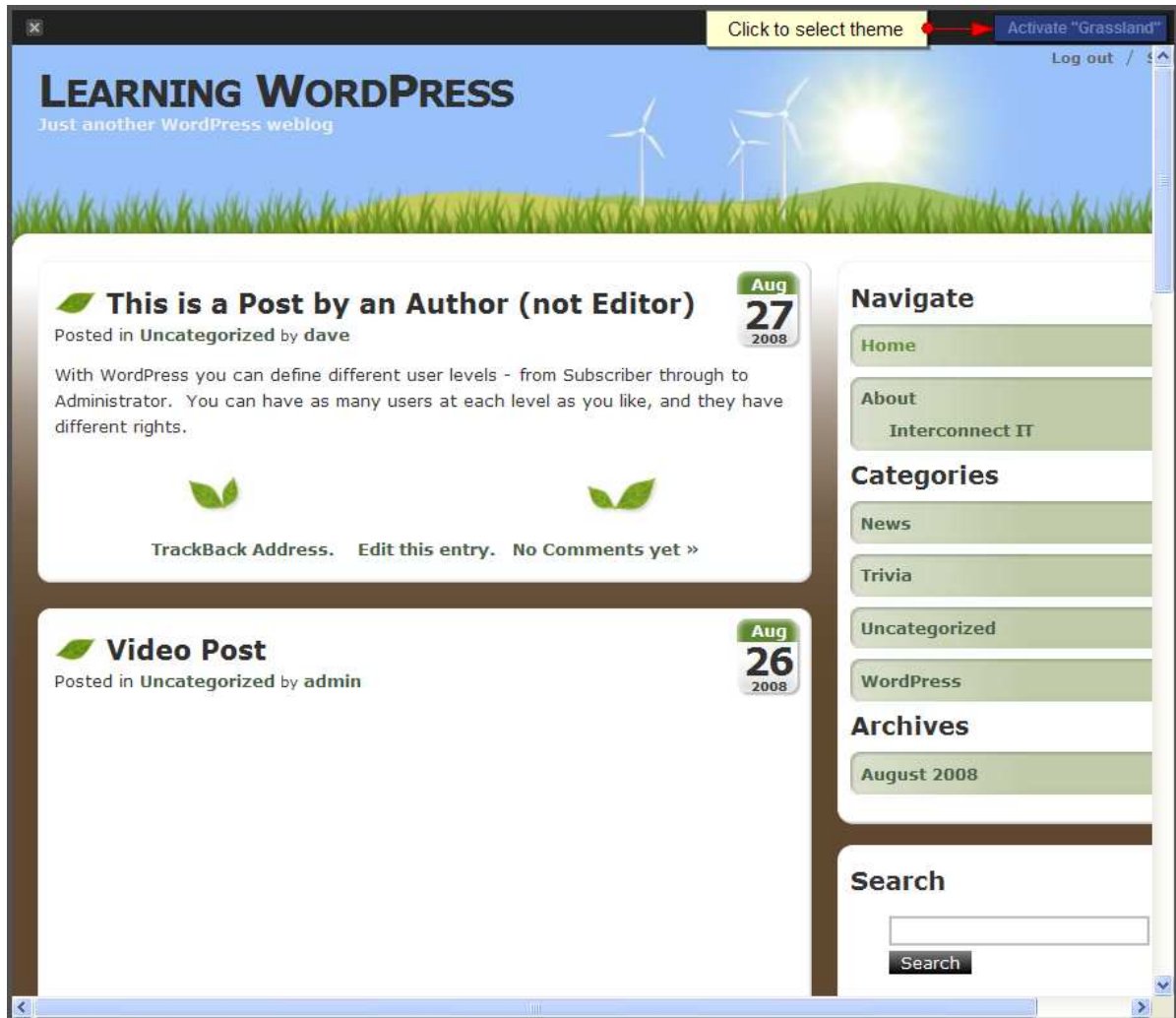


WordPress Default 1.6 by [Michael Heilemann](#)
The default WordPress theme based on the famous [Kubrick](#).
All of this theme's files are located in /themes/default.
Tags: blue, custom header, fixed width, two columns, widgets

Available Themes

		
<p>Grassland</p> <p>A light, fresh, widget friendly, two column theme particularly suited to ecology and nature blogs, but suitable for a wide range of bloggers. 1.1 adds caption support.</p> <p>Tags: two columns, fixed width, brown, green, tagging, navigation widget, e-mail form</p>	<p>WordPress Classic</p> <p>The original WordPress theme that graced versions 1.2.x and prior.</p> <p>Tags: mantle color, variable width, two columns, widgets</p>	<p>WordPress Default</p> <p>The default WordPress theme based on the famous Kubrick.</p> <p>Tags: blue, custom header, fixed width, two columns, widgets</p>

To select a theme, simply click on it – this will then give you a preview of how your site will look using that theme in a pop-up:



If you like the look, you can then Activate the theme by clicking on the 'Activate' link in the top right.

An expert can actually edit their themes from the Theme Editor tab. However, we don't recommend doing it this way. You may also find that your webserver configuration will prevent this as it can, in certain circumstances, present a security threat to your site if .php files can be modified from a webpage.

If you have an advanced theme, such as many of those from Spectacu.la or other premium theme suppliers and developers you will find that there may be additional options available to you, for example during the writing of a page or post, in category management, and through a control panel.

4 Going Further

WordPress is an incredibly powerful and flexible tool which is only just starting to be exploited by web builders and designers. It provides easy functionality for the end-user, whilst also giving developers tight control over the display of information.

There are a range of resources – some related to us as providers of this guide:

Free (GPL Licensed Themes), information and plugins.	http://wordpress.org
Hosted WordPress (with some limitations and lack of control, but free and easy)	http://wordpress.com
WordPress Themes and Plugins Club (including support and GPL items)	http://spectacu.la
WordPress MU information	http://mu.wordpress.org/
Custom WordPress, bbPress and WordPress MU design and development	http://www.interconnectit.com
bbPress – a related, fast and clean Forum application	http://bbpress.org

You can also find many more resources on the net. People often design their own sites and then offer their themes freely – some searching on Google will quickly reveal some interesting options and answers.

If you're running a website, there's a lot to consider without even thinking about technicalities – you have performance, search engine optimisation, future proofing and so on. Getting the best out of a website takes time, experience and sometimes just a bit of luck. Consider going to experts if your site's underperforming – it could save you a lot of time and grief.

4.1 Training

As the authors of this guide, we offer a number of course, at different levels and for different prices.

Our WordPress training courses are available in a number of formats:

- One-to-One intensive one day courses
 - These are popular because they can be tailored specifically to your own requirements.
- We offer a build and learn service where your site can be installed, configured and laid out with the client alongside one of our team. The client then leaves with a much stronger understanding of how to manage and update their website.
- Classroom courses
 - We only run a few of these each year. They're for a limited number of students and tend to run over two days. If you like, we can come to your offices to teach a number of people and you'll be charged our usual day training rate, plus expenses.
- Telephone courses
 - These can be quite tiring if extended and we recommend they're limited to one hour at a time... They can also be useful with regards to support.

4.2 Do you need something special?

If you need more from your WordPress installation, you may need some custom plugins or themes written, or you may need to integrate your site with other tools such as membership subscription systems or similar. For

that you will need to approach a developer or company with suitable skills. Be careful in choosing – make sure you go to someone reputable, reliable and professional. The best will often be the most difficult to deal with – they'll want to know exactly what you need, so that they can deliver. The worst will throw something together that may not suit your needs, could easily fail to work in the long term, and which could end up being an expensive mistake.

4.3 Beware of strangers bearing gifts

Apologies for the odd title, but this is worth noting:

Not all people providing free themes and plugins are honest and reputable.

Of course, most are. But the Internet is a dangerous place. People write code with malicious or greedy intent – you could install a theme which is used by somebody in order to make your server deliver spam, promote other people's websites or similar. And if you're not confident of looking at the code, you can't be sure.

Consequently the safest approach is to use the likes of WordPress's own Extend library – here code is reviewed by others and rated. Anything malicious, or even just insecure, is more likely to be noticed here than elsewhere. There are no guarantees, of course – everything there is GPL and that means that if you get it from someone without any other contract in place there is no support or warranty.

It's not all bad, however. There are professional designers and developers who provide WordPress related services, themes and plugins. You can also pay to join some of the clubs such as Spectacu.la or Woothemes. Alternatively you can visit the Automattic site (they're the company behind WordPress) and go to the page <http://automattic.com/services/wordpress-consultants/> in order to see a list of recognised WordPress consultants around the world.

5 All Done!

Thank you for downloading and reading this guide. The original material can always be found at either <http://www.interconnectit.com> or at <http://spectacu.la> – members of the latter can download the original Word Document in order to re-brand it for their own use.

5.1 Credits

David Coveney
James Whitehead
Romana Dworak
Automattic & Friends

Writing, screenshots, images, funding
Grasslands design, functional assistance and for being one great developer
Patience
For developing WordPress and making a lot of what we do possible