An Introduction to

WordPress .org

ICA40311 Certificate IV in Web-Based Technologies
Southbank Institute of Technology

Acknowledgement: This document was compiled from notes available via the WordPress.org Support Centre, www.webhoots.com, and the author's experience.

Contents

Contents 2
What is WordPress.org? 4
Learn more about WordPress.org 4
Install XAMPP 5
Install WordPress.org 6
Manage your account 11
Login to an existing WordPress account 11
Logout of your WordPress account 12
WordPress interface 13
Public website 13
Administration dashboard 15
Choose a theme 17
Customise your theme 19
Add pages 21
Add an image to a page 23
Order your navigation 26
Remove comments 28
Add a Photo Gallery 31
Add a Widget 38
Add a plugin 40
Configure your plugins 41
Install the Contact Form Plugin 42
Change the Contact Form Email Address 44

Install the Simple Shopping Cart Plugin 46
Add a ‘static’ Home page 52
Add content to your blog 55
Backup WordPress.org 59
Create a copy of your website folder 59
Create a copy of your database file 59
Move WordPress.org 60
Recreate your website folder 60
Recreate your database file 60

What is WordPress.org?

WordPress is a free and open source blogging tool and a content management system (CMS) based on PHP and MySQL which runs on a web hosting service. WordPress is currently the most popular blogging system in use on the World Wide Web, powering over 60 million websites worldwide

WordPress has two options: **WordPress.com** and **WordPress.org**.

WordPress.com offers a free account-based CMS and hosting service in one. Your WordPress.com website will be hosted on the WordPress server. You can use a free .WordPress.com domain, or purchase your own .com domain.

WordPress.org is a free and open source CMS that you can develop on your local machine and upload to any web hosting server. You will need to purchase your own domain name to host your site live.

Learn more about WordPress.org

This booklet is a basic introduction to WordPress.org. If you would like to learn more about the features available for a WordPress.org website please visit the WordPress.org Support Centre at http://WordPress.org/support/.

Install XAMPP

Before you can begin creating your WordPress.org website you will need to install a local web server environment and database on your local machine. This semester we have been learning how to install and use the XAMPP local web server environment and database in ICA40311 Web Database cluster.

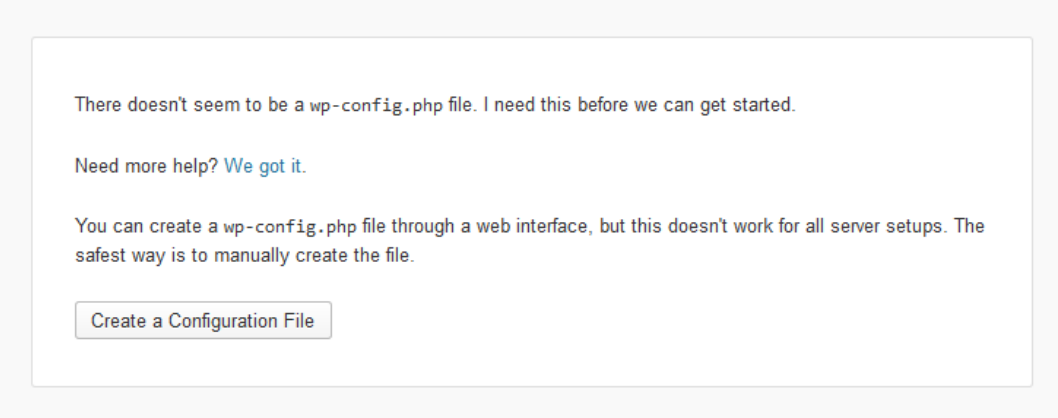
In ICA40311 Web Database cluster, we are using XAMPP version 1.8.2. We will continue to use this version in ICA40311 Web Management cluster this semester. XAMPP for Windows is available from J-drive if you are on the SBIT campus or from the official XAMPP website at http://www.apachefriends.org/en/xampp-windows.html. If you need to download XAMPP from the official website, use the 'Installer' version as it is the quickest and easiest to install. Follow the instructions for installing XAMPP that we covered in ICA40311 Web Database cluster.

Install WordPress.org

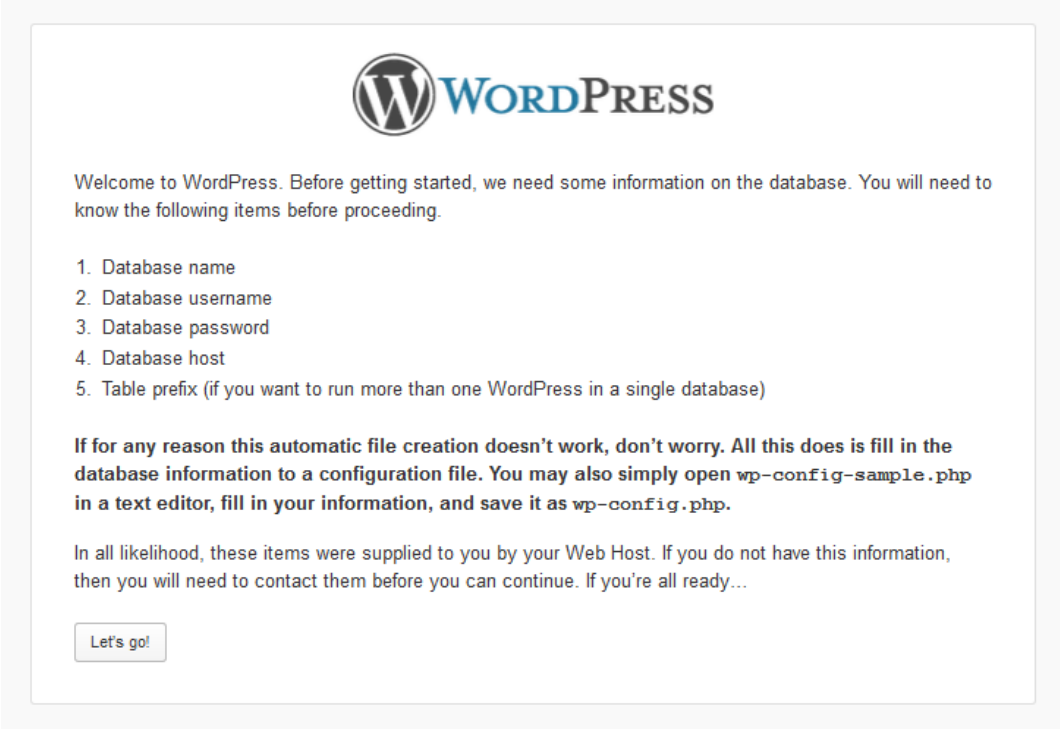
Once you have the XAMPP local web server environment and database installed on your local machine you can download and install the latest version of WordPress.org. The latest version of WordPress.org is 3.8.1. We will use this version in ICA40311 Web Management cluster this semester. WordPress.org is available from J-drive if you are on the SBIT campus, or from the official WordPress.org website at http://WordPress.org/download/.

Installing WordPress.org is very fast and simple. Follow the step-by-step instructions below to install WordPress.org on your local machine.

1. Ensure XAMPP is running (Apache and MySQL modules)
2. Open phpMyAdmin
3. Create a new database:
    a. In phpMyAdmin, click the 'Databases' tab
    b. Name it your case study (e.g., southbankcupcakes)
    c. Select the utf8_general_ci collation
    d. Click the 'Create' button
4. Download the Worpress.org zip package
5. Unzip the WordPress.org package to the htdocs folder under XAMPP
6. Rename the unzipped package to your website name (e.g., southbankcupcakes)
7. Open a web browser
8. Type localhost/yourwebsitename into the web browser address bar
9. Click the 'Create a Configuration File' button



10. Click the ‘Let’s go!’ button



11. Enter your database details into the form[1]:
    a. Database Name: your website name (e.g., southbankcupcakes)
    b. User Name: root
    c. Password: blank (i.e., do not type anything)
    d. Database Host: localhost
    e. Table Prefix: wp_

[1] We will use the default database username (admin) and password (blank) to make moving our WordPress.org sites around as easy as possible. This will allow you to work on your site in class and at home, as required. However, when you upload your WordPress.org website to a ‘live’ web hosting service you will need to create a more secure username and password. You should not use the default settings on a ‘live’ website.

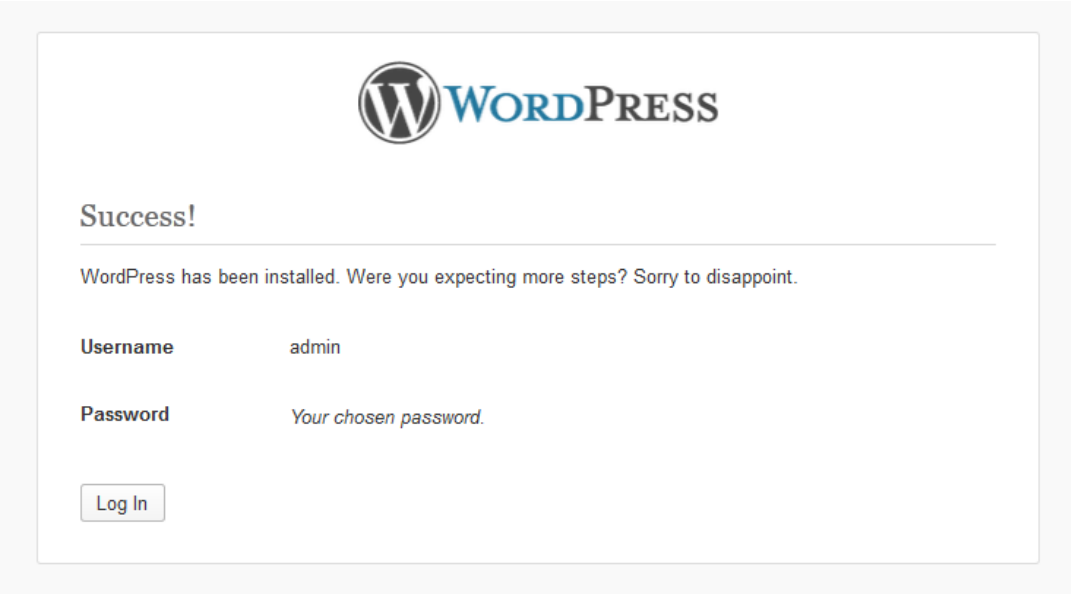
12. Write your database details into the ‘site reference’ record sheet
13. Click the ‘Submit’ button
14. Click the ‘Run the install’ button

15. Enter your website details into the form[2]:
    a. Site Title: your website name (e.g., Southbank Cupcakes)
    b. Username: admin
    c. Password: admin
    d. Your Email: your email address
    e. Privacy: leave as default

16. Write your website details into the 'site reference' record sheet

[2] We will use an easy to remember username (admin) and password (admin) for our websites on our local machines. This is fine when we are developing our websites. However, when you upload your WordPress.org website to a 'live' web hosting service you will need to create a more secure username and password.

17. Click the ‘Install WordPress’ button



18. Be patient while WordPress.org installs on your local machine
19. Click the ‘Log In’ button
20. Enter your username (admin) and password (admin) in to the login form
21. Click the ‘Log In’ button to enter your ‘Dashboard’

Manage your account

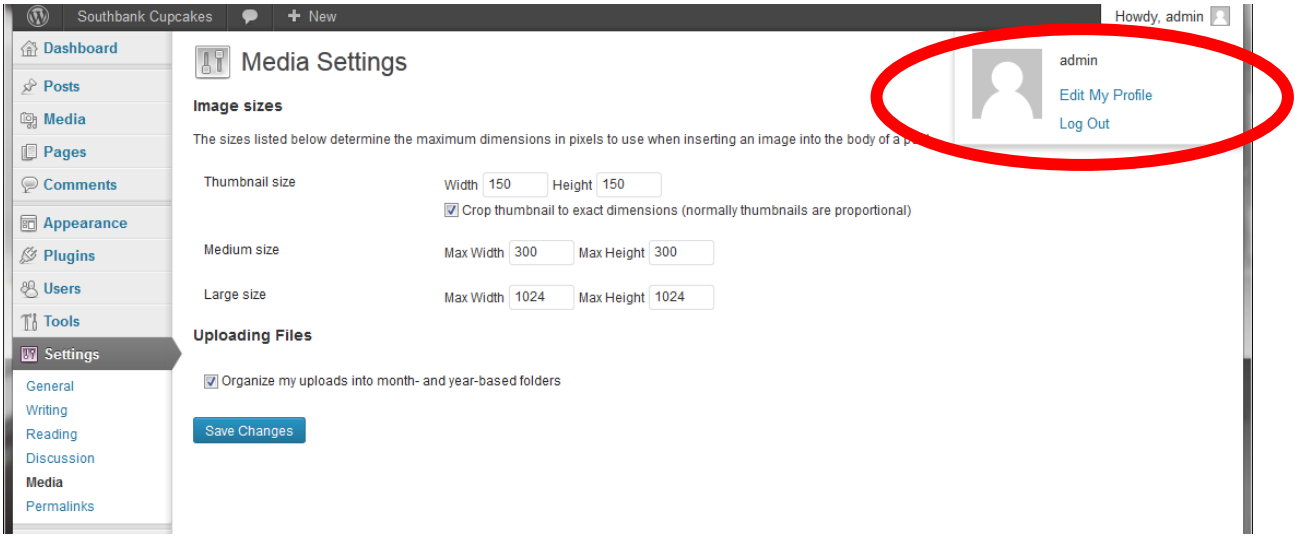
Login to an existing WordPress account

1. Open a web browser
2. Type your website address into a browser address bar plus /wp-admin e.g., localhost/southbankcupcakes/wp-admin/
3. Enter your username and password
4. Click the 'Log In' button

Logout of your WordPress account

When you have finished editing your website you will need to logout.

1. In the top right corner, hover over your username
2. From the drop-down menu select ‘Sign Out’



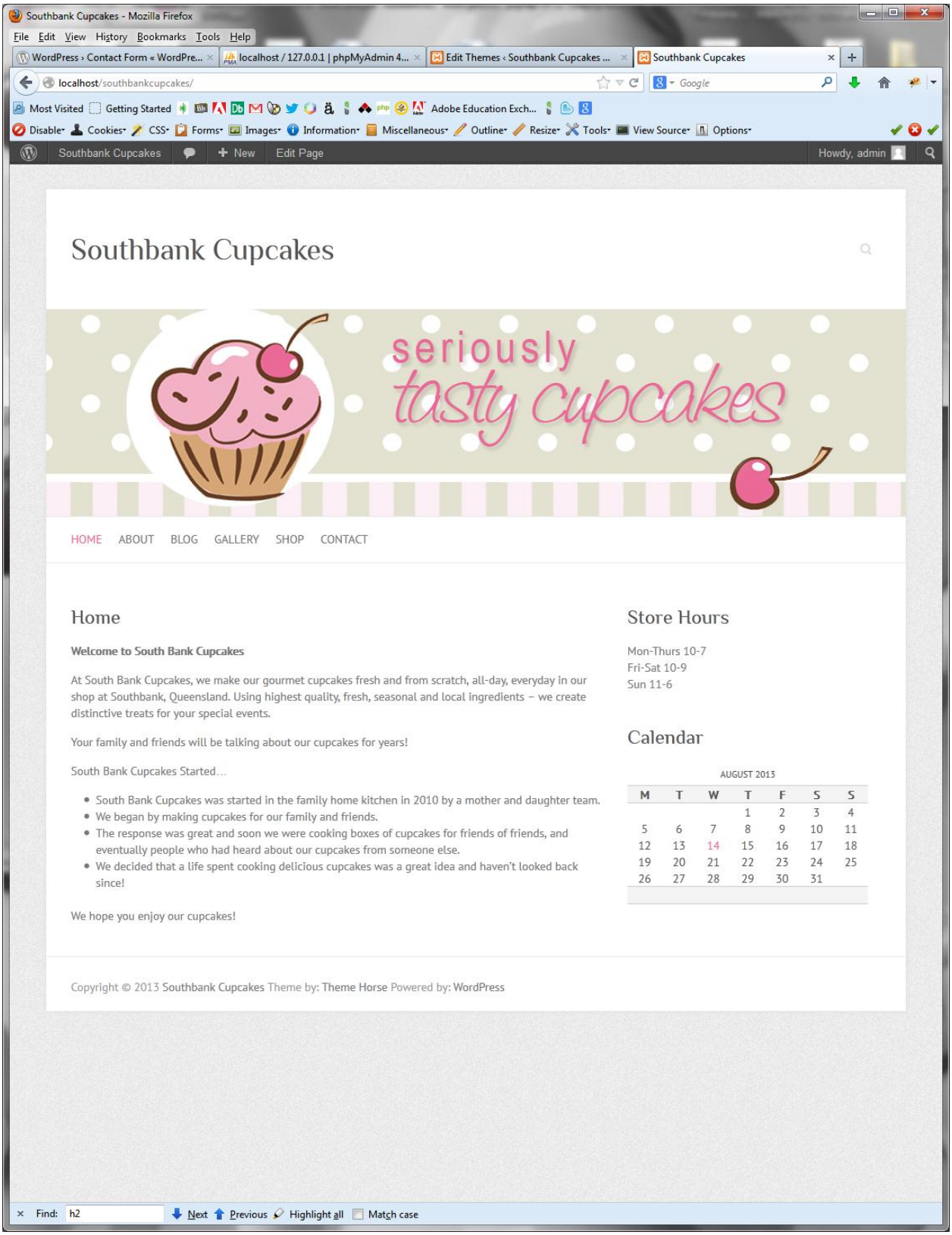
WordPress interface

It's important to understand that your WordPress.org website has two interfaces – the **public website** and the **administration dashboard**.

Public website

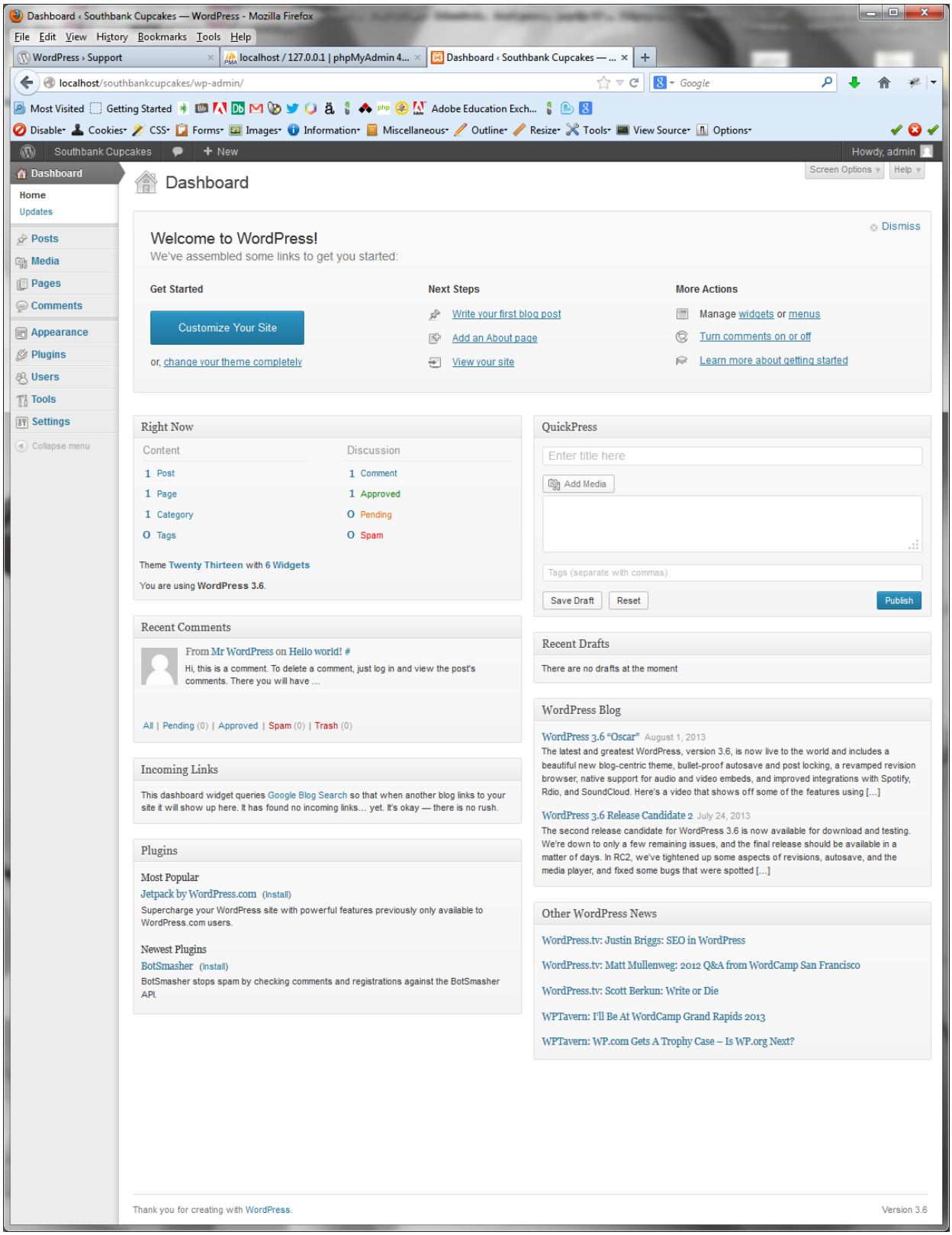
The **public website** is the site users will see when they visit your website. As we are still developing our sites they are on our local web server environment, only we can see our public website. We can access the public website on our local machines by typing your website address into a browser address bar e.g., localhost/southbankcupcakes.

Remember, you would need to purchase web hosting and upload your WordPress.org site to your web hosting provider for other people to be able to view your website. You do **not** need to purchase web hosting for the purposes of your assessment in ICA40311 Web Management cluster.


Southbank Cupcakes - Mozilla Firefox
File Edit View History Bookmarks Tools Help
WordPress › Contact Form « WordPre...
localhost / 127.0.0.1 | phpMyAdmin 4...
Edit Themes ‹ Southbank Cupcakes ...
Southbank Cupcakes
localhost/southbankcupcakes/
Most Visited Getting Started
Adobe Education Exch...
Disable Cookies CSS Forms Images Information Miscellaneous Outline Resize Tools View Source Options
Southbank Cupcakes
New
Edit Page
Howdy, admin
Southbank Cupcakes
seriously
tasty cupcakes
HOME ABOUT BLOG GALLERY SHOP CONTACT
Home
Welcome to South Bank Cupcakes
At South Bank Cupcakes, we make our gourmet cupcakes fresh and from scratch, all-day, everyday in our shop at Southbank, Queensland. Using highest quality, fresh, seasonal and local ingredients – we create distinctive treats for your special events.
Your family and friends will be talking about our cupcakes for years!
South Bank Cupcakes Started...
South Bank Cupcakes was started in the family home kitchen in 2010 by a mother and daughter team.
We began by making cupcakes for our family and friends.
The response was great and soon we were cooking boxes of cupcakes for friends of friends, and eventually people who had heard about our cupcakes from someone else.
We decided that a life spent cooking delicious cupcakes was a great idea and haven't looked back since!
We hope you enjoy our cupcakes!
Store Hours
Mon-Thurs 10-7
Fri-Sat 10-9
Sun 11-6
Calendar
AUGUST 2013
M T W T F S S
1 2 3 4
5 6 7 8 9 10 11
12 13 14 15 16 17 18
19 20 21 22 23 24 25
26 27 28 29 30 31
Copyright © 2013 Southbank Cupcakes Theme by: Theme Horse Powered by: WordPress
Find: h2
Next Previous Highlight all Match case

Administration dashboard

The **administration dashboard** is where you, as the website administrator, update and maintain your WordPress.org website. The administration dashboard is accessed by typing your website address into a browser address bar plus /wp-admin e.g., localhost/southbankcupcakes/wp-admin/. You will need to know your login details to enter the administration dashboard.

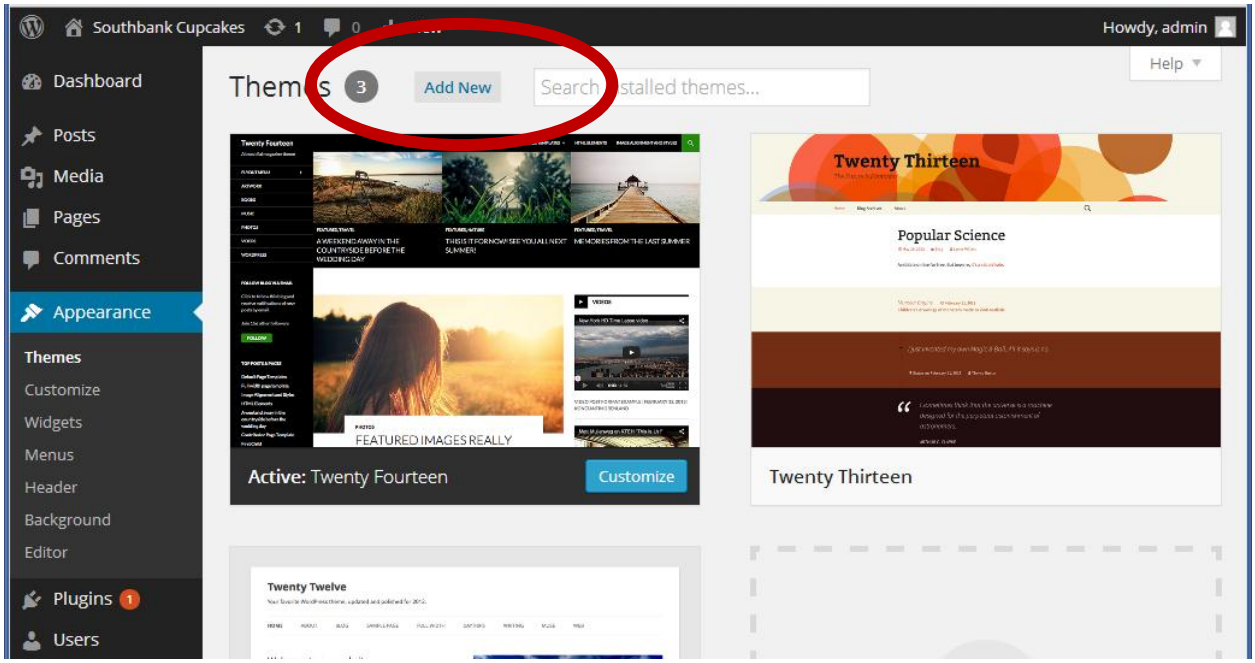

Dashboard ‹ Southbank Cupcakes — WordPress - Mozilla Firefox
File Edit View History Bookmarks Tools Help
WordPress › Support
localhost / 127.0.0.1 | phpMyAdmin 4...
Dashboard ‹ Southbank Cupcakes — ...
localhost/southbankcupcakes/wp-admin/
Most Visited Getting Started
Disable Cookies CSS Forms Images Information Miscellaneous Outline Resize Tools View Source Options
Southbank Cupcakes
New
Howdy, admin
Dashboard
Home
Updates
Posts
Media
Pages
Comments
Appearance
Plugins
Users
Tools
Settings
Collapse menu
Screen Options
Help
Dashboard
Dismiss
Welcome to WordPress!
We've assembled some links to get you started:
Get Started
Customize Your Site
or, change your theme completely
Next Steps
Write your first blog post
Add an About page
View your site
More Actions
Manage widgets or menus
Turn comments on or off
Learn more about getting started
Right Now
Content
1 Post
1 Page
1 Category
0 Tags
Discussion
1 Comment
1 Approved
0 Pending
0 Spam
Theme Twenty Thirteen with 6 Widgets
You are using WordPress 3.6.
QuickPress
Enter title here
Add Media
Tags (separate with commas)
Save Draft
Reset
Publish
Recent Comments
From Mr WordPress on Hello world! #
Hi, this is a comment. To delete a comment, just log in and view the post's comments. There you will have ...
All | Pending (0) | Approved | Spam (0) | Trash (0)
Recent Drafts
There are no drafts at the moment
WordPress Blog
WordPress 3.6 "Oscar" August 1, 2013
The latest and greatest WordPress, version 3.6, is now live to the world and includes a beautiful new blog-centric theme, bullet-proof autosave and post locking, a revamped revision browser, native support for audio and video embeds, and improved integrations with Spotify, Rdio, and SoundCloud. Here's a video that shows off some of the features using [...]
WordPress 3.6 Release Candidate 2 July 24, 2013
The second release candidate for WordPress 3.6 is now available for download and testing. We're down to only a few remaining issues, and the final release should be available in a matter of days. In RC2, we've tightened up some aspects of revisions, autosave, and the media player, and fixed some bugs that were spotted [...]
Incoming Links
This dashboard widget queries Google Blog Search so that when another blog links to your site it will show up here. It has found no incoming links... yet. It's okay — there is no rush.
Plugins
Most Popular
Jetpack by WordPress.com (Install)
Supercharge your WordPress site with powerful features previously only available to WordPress.com users.
Newest Plugins
BotSmasher (Install)
BotSmasher stops spam by checking comments and registrations against the BotSmasher API.
Other WordPress News
WordPress.tv: Justin Briggs: SEO in WordPress
WordPress.tv: Matt Mullenweg: 2012 Q&A from WordCamp San Francisco
WordPress.tv: Scott Berkun: Write or Die
WPTavern: I'll Be At WordCamp Grand Rapids 2013
WPTavern: WP.com Gets A Trophy Case – Is WP.org Next?
Thank you for creating with WordPress.
Version 3.6

Choose a theme

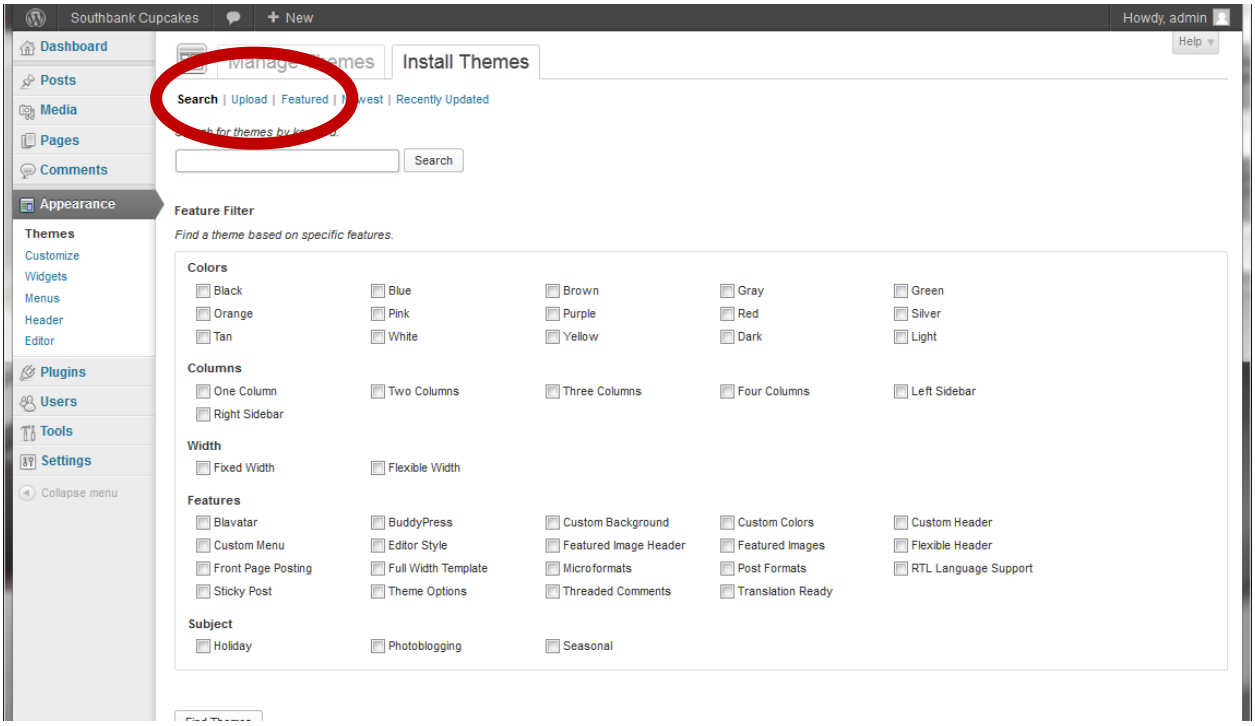
Your website theme control how your website ‘looks’. The first thing you should do is change your theme to complement the type of website you are creating. You can choose from over 1,900 different themes for WordPress.org by visiting the official WordPress.org themes page at http://WordPress.org/themes/.

Once you have selected a theme you will need to download and install it. The following step-by-step instructions will help you to do this.

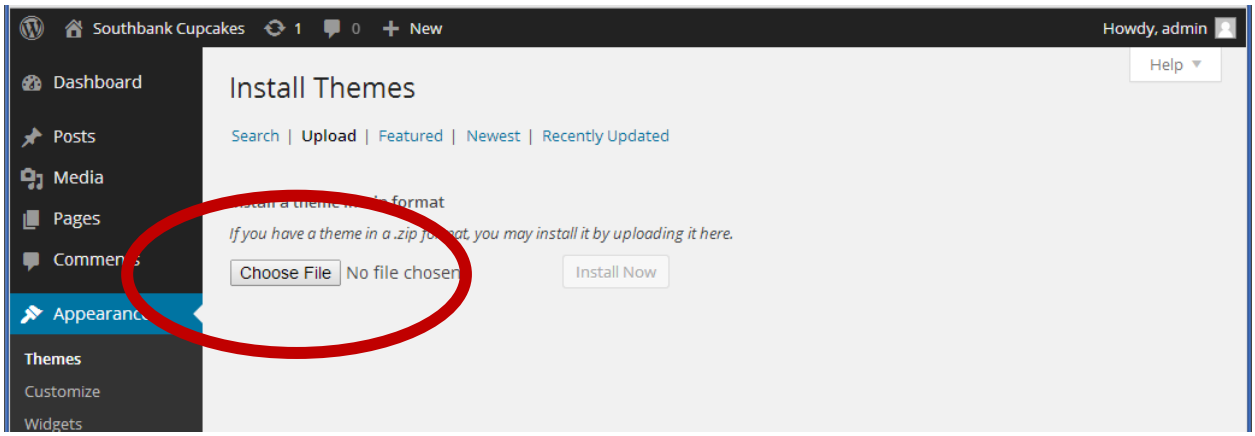
1. Go to http://WordPress.org/themes/
2. Select a theme
3. Click the ‘Download’ button beside the selected theme
4. Save the file on your machine or USB
5. Login to your WordPress.org dashboard
6. Click Appearance > Themes
7. Select the ‘Add New’ button



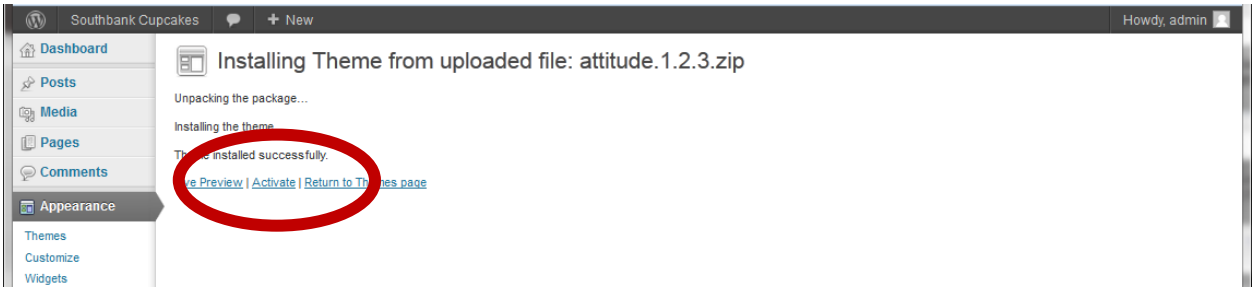
8. Click the ‘Upload’ option



9. Use the Choose File button to find the theme you saved on your machine or USB



10. Click the ‘Install Now’ button
11. Click the ‘Activate’ option to activate the theme on your site

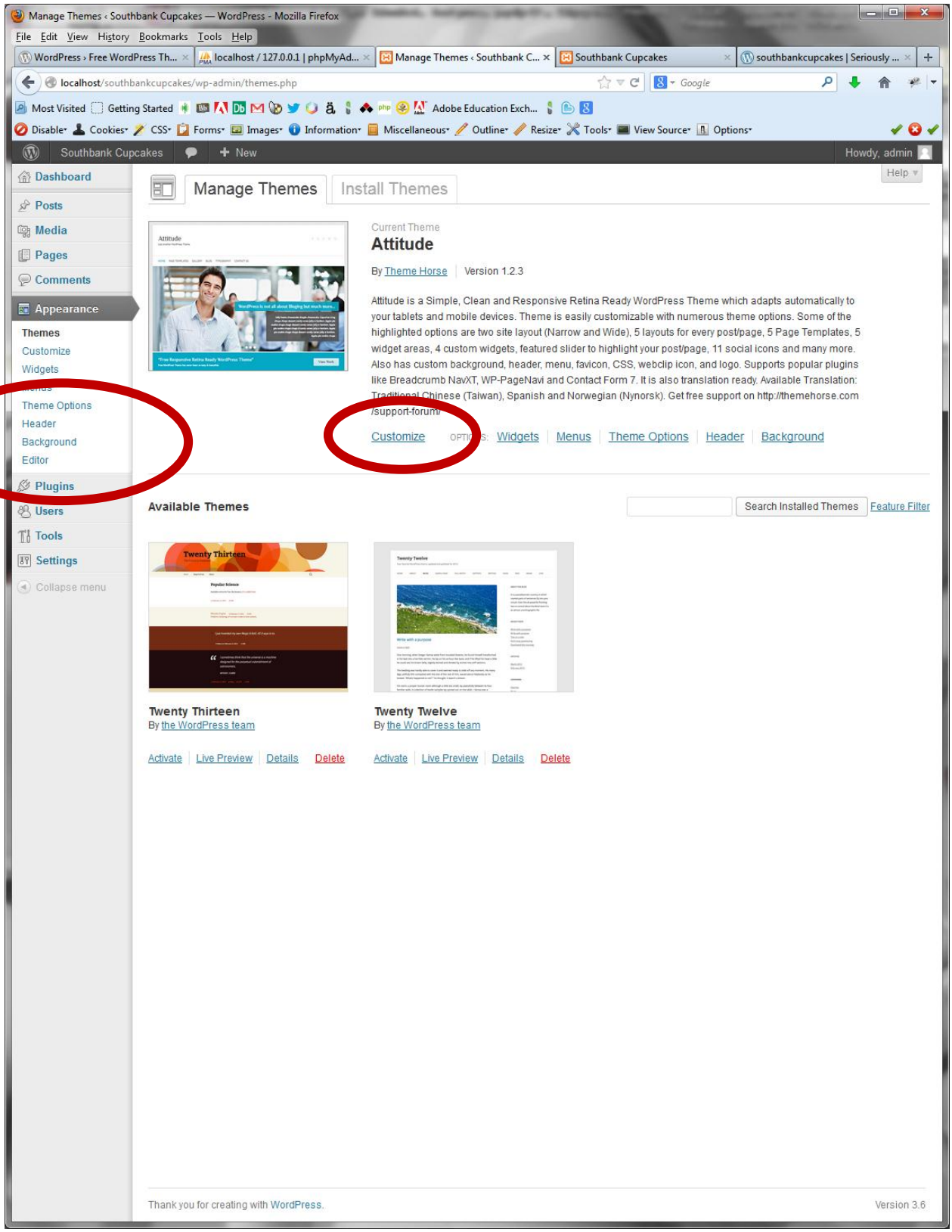


12. Visit your website to view the theme

Customise your theme

The amount of customisation available for themes varies from theme to theme. There are three (3) main ways to customise your theme:

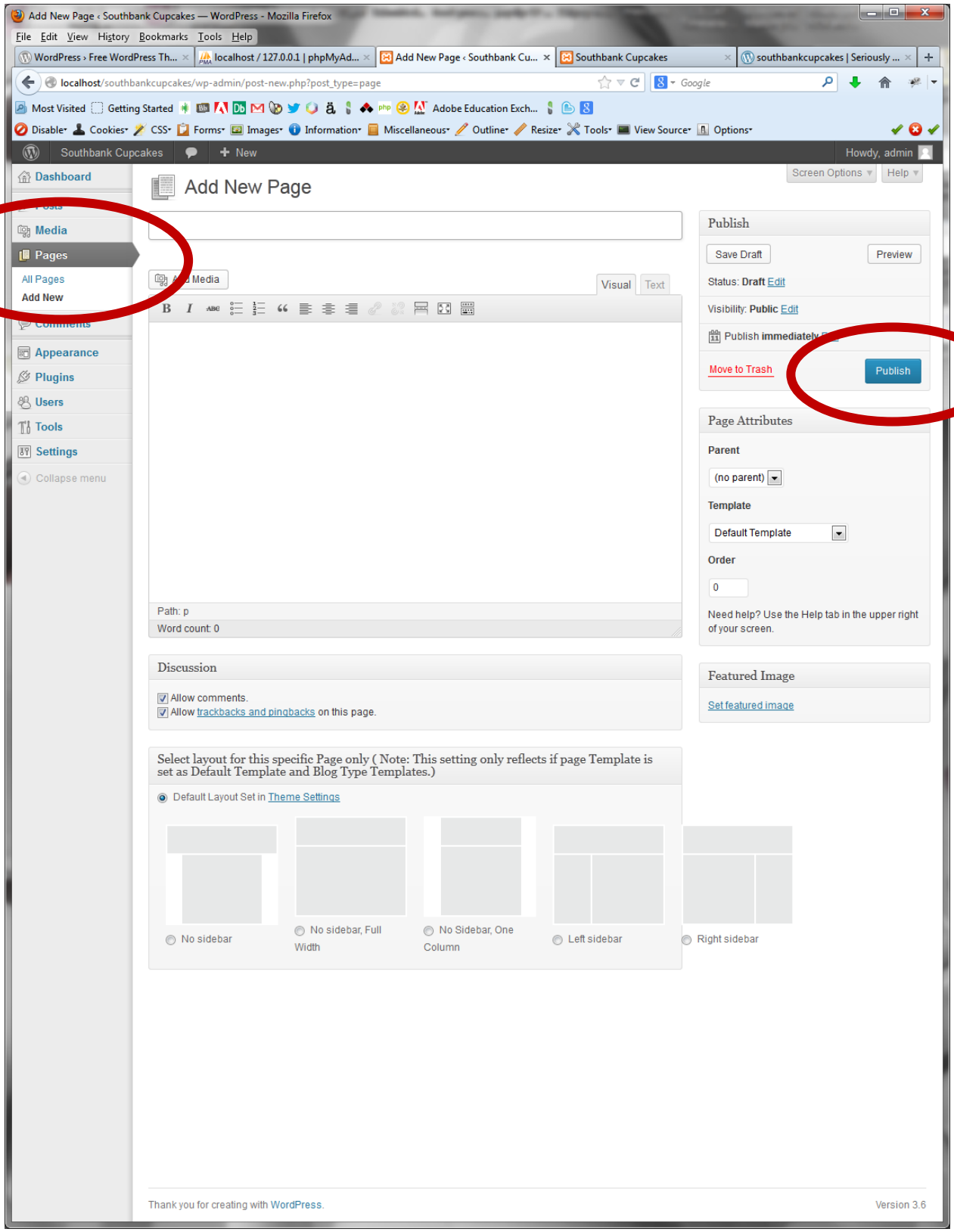
1. You can customise some components by clicking the ‘Customize’ option beside your selected theme under ‘Appearance > Themes’.
2. Alternatively, you can select ‘Theme Options’, ‘Header’, or ‘Background’ under ‘Appearance’ in the left vertical menu.
3. You can select ‘Editor’ under ‘Appearance’ in the left vertical menu to edit the CSS


Manage Themes ‹ Southbank Cupcakes — WordPress - Mozilla Firefox
File Edit View History Bookmarks Tools Help
localhost/southbankcupcakes/wp-admin/themes.php
Southbank Cupcakes
New
Howdy, admin
Dashboard
Posts
Media
Pages
Comments
Appearance
Themes
Customize
Widgets
Theme Options
Header
Background
Editor
Plugins
Users
Tools
Settings
Collapse menu
Manage Themes
Install Themes
Help
Current Theme
Attitude
By Theme Horse | Version 1.2.3
Attitude is a Simple, Clean and Responsive Retina Ready WordPress Theme which adapts automatically to your tablets and mobile devices. Theme is easily customizable with numerous theme options. Some of the highlighted options are two site layout (Narrow and Wide), 5 layouts for every post/page, 5 Page Templates, 5 widget areas, 4 custom widgets, featured slider to highlight your post/page, 11 social icons and many more. Also has custom background, header, menu, favicon, CSS, webclip icon, and logo. Supports popular plugins like Breadcrumb NavXT, WP-PageNavi and Contact Form 7. It is also translation ready. Available Translation: Traditional Chinese (Taiwan), Spanish and Norwegian (Nynorsk). Get free support on http://themehorse.com /support-forum/
Customize
Widgets
Menus
Theme Options
Header
Background
Available Themes
Search Installed Themes
Feature Filter
Twenty Thirteen
By the WordPress team
Activate | Live Preview | Details | Delete
Twenty Twelve
By the WordPress team
Activate | Live Preview | Details | Delete
Thank you for creating with WordPress.
Version 3.6

Add pages

The next step is to add the pages to hold your website content. Always use short 1 to 2 word titles for website pages to aid in website usability. For example, use 'Contact' rather than 'Our Phone and Address'.

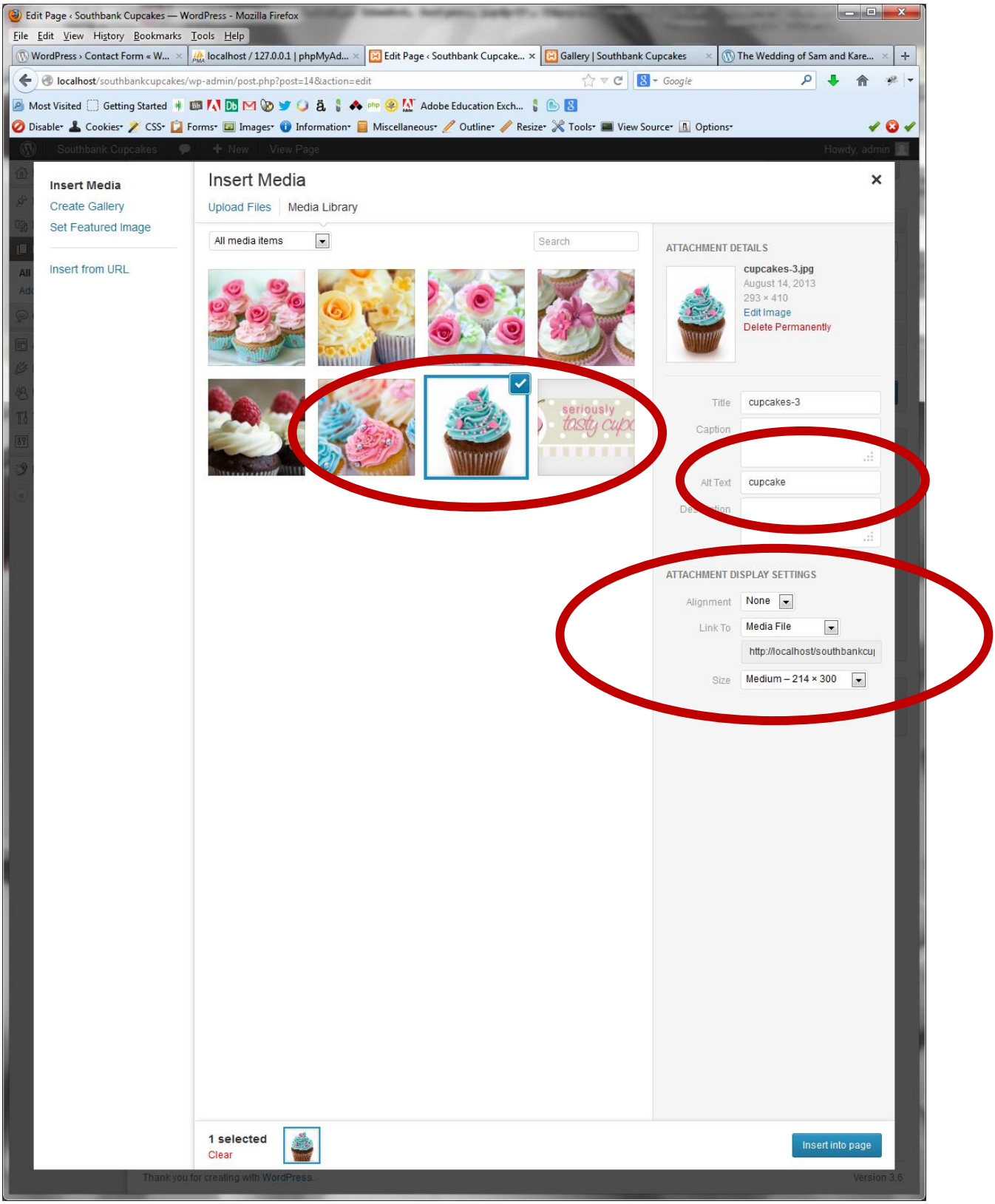
1. Login to the administration dashboard of your WordPress.org site
2. Select ‘Pages’ from the left vertical menu
3. Click on ‘Add New’ button at the top on the screen
4. Enter a page title
5. Enter the page content in the content editing area
6. Click on the ‘Publish’ button to make the page ‘live’ (i.e., visible on your website)

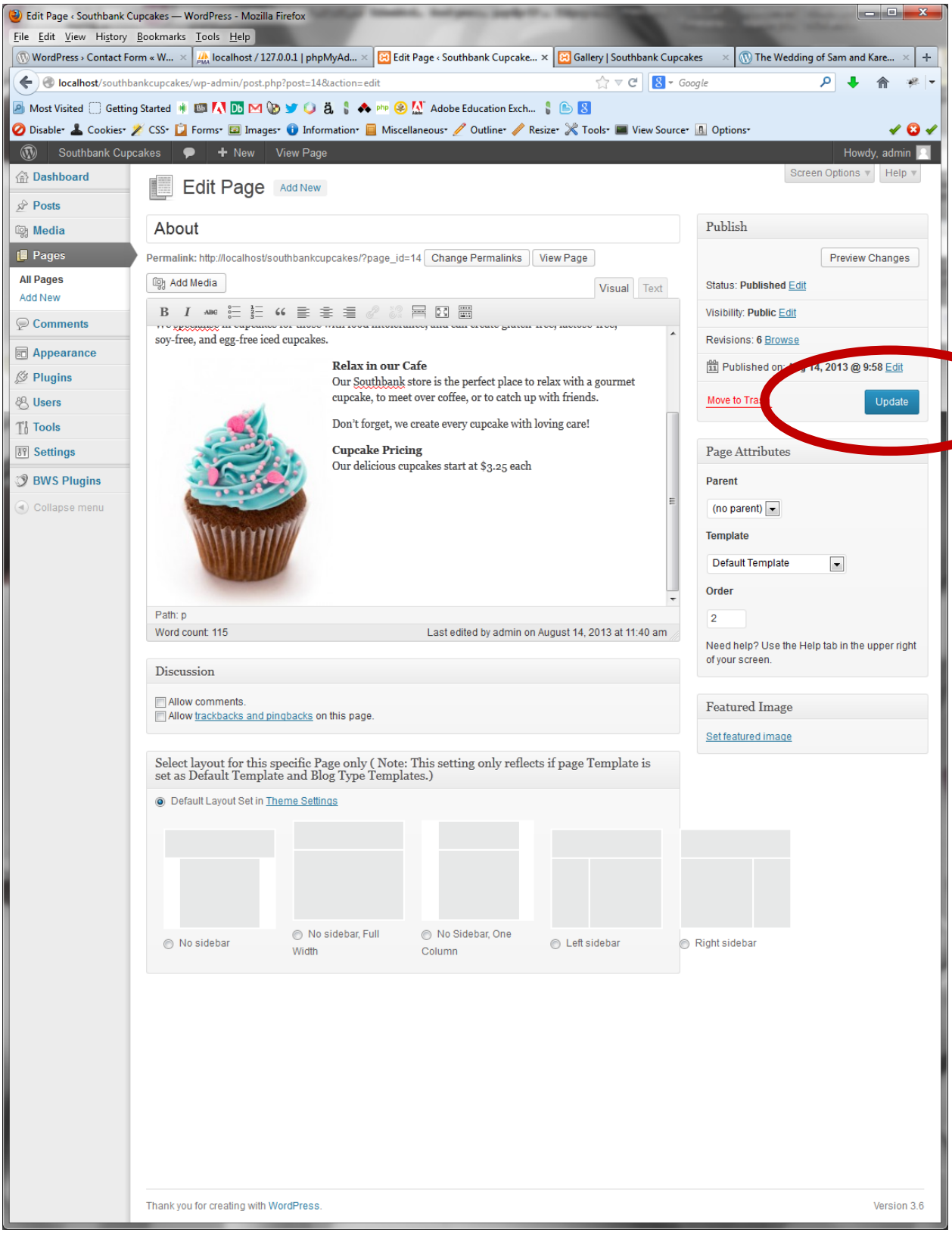

Add New Page ‹ Southbank Cupcakes — WordPress - Mozilla Firefox
Add New Page
Dashboard
Media
Pages
All Pages
Add New
Appearance
Plugins
Users
Tools
Settings
Collapse menu
Publish
Save Draft
Preview
Status: Draft Edit
Visibility: Public Edit
Move to Trash
Publish
Page Attributes
Parent
(no parent)
Template
Default Template
Order
0
Need help? Use the Help tab in the upper right of your screen.
Discussion
Allow comments.
Allow trackbacks and pingbacks on this page.
Featured Image
Set featured image
Select layout for this specific Page only (Note: This setting only reflects if page Template is set as Default Template and Blog Type Templates.)
Default Layout Set in Theme Settings
No sidebar
No sidebar, Full Width
No Sidebar, One Column
Left sidebar
Right sidebar
Path: p
Word count: 0
Thank you for creating with WordPress.
Version 3.6

Add an image to a page

Adding an image to a page helps to enhance the visual appeal. WordPress.org makes it easy to add images. Follow the step-by-step instructions below to add an image to a page.

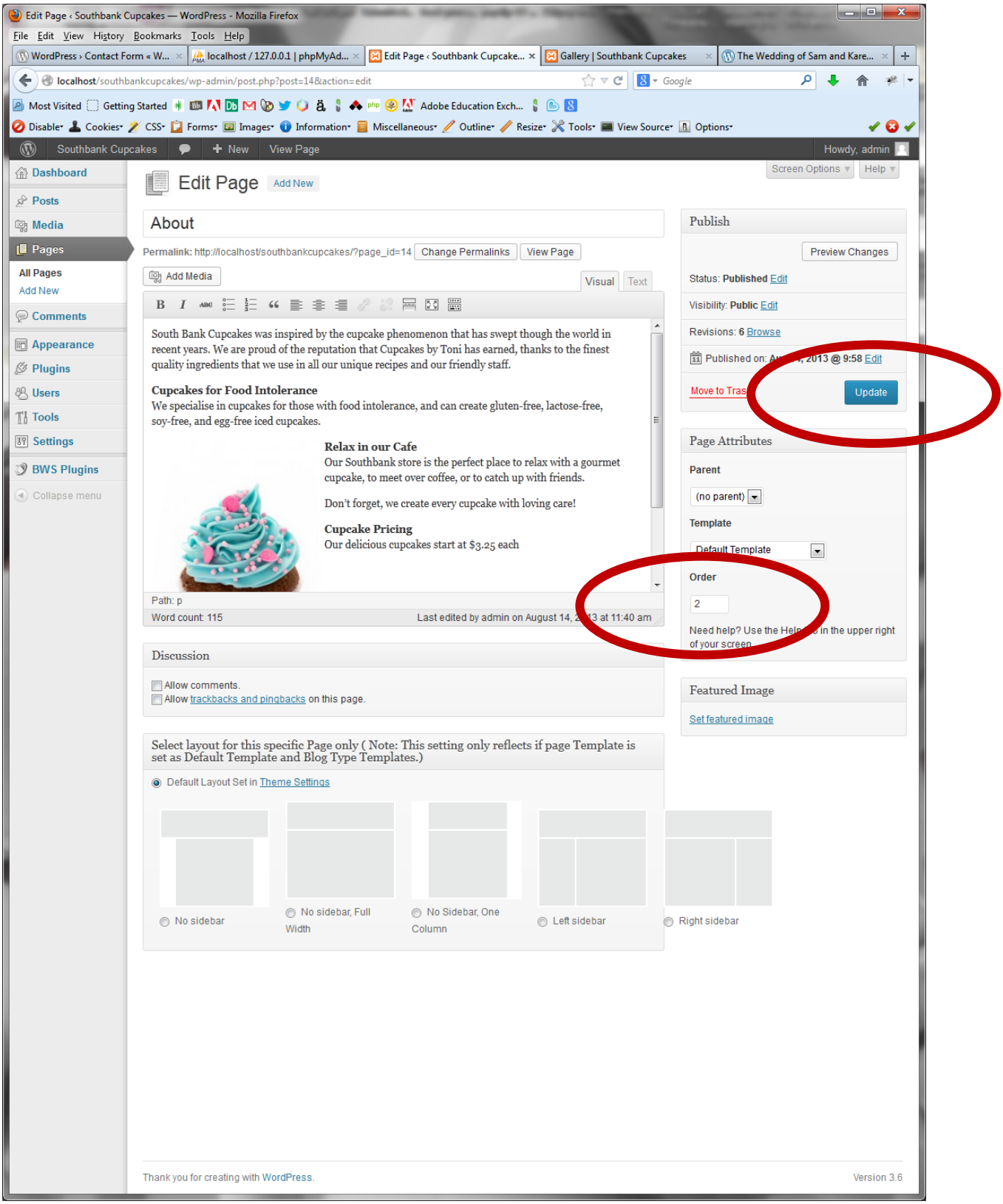
1. Login to the administration dashboard of your WordPress.org site
2. Select ‘Pages’ from the left vertical menu
3. Click ‘Edit’ under the selected page
4. Position your cursor in the content area where you wish to place the image
5. Click the ‘Add Media’ button under the page title
6. Upload your image to media library
7. Select the appropriate image by clicking it
8. A ‘square’ appears in the corner of the image to indicate that the image is selected
9. Enter ‘Alt Text’ for the image
10. Change the ‘Attachment Display Settings’ as required
11. Click the ‘Insert into page’ button in the lower right screen
12. Click the ‘Update’ button to publish your changes


Edit Page ‹ Southbank Cupcakes — WordPress - Mozilla Firefox
Insert Media
Create Gallery
Set Featured Image
Insert from URL
Upload Files
Media Library
All media items
Search
ATTACHMENT DETAILS
cupcakes-3.jpg
August 14, 2013
293 × 410
Edit Image
Delete Permanently
Title
cupcakes-3
Caption
Alt Text
cupcake
ATTACHMENT DISPLAY SETTINGS
Alignment
None
Link To
Media File
Size
Medium – 214 × 300
1 selected
Clear
Insert into page


Edit Page ‹ Southbank Cupcakes — WordPress - Mozilla Firefox
Edit Page
Add New
About
Permalink: http://localhost/southbankcupcakes/?page_id=14
Change Permalinks
View Page
Add Media
Visual
Text
soy-free, and egg-free iced cupcakes.
Relax in our Cafe
Our Southbank store is the perfect place to relax with a gourmet cupcake, to meet over coffee, or to catch up with friends.
Don't forget, we create every cupcake with loving care!
Cupcake Pricing
Our delicious cupcakes start at $3.25 each
Path: p
Word count: 115
Last edited by admin on August 14, 2013 at 11:40 am
Discussion
Allow comments.
Allow trackbacks and pingbacks on this page.
Select layout for this specific Page only (Note: This setting only reflects if page Template is set as Default Template and Blog Type Templates.)
Default Layout Set in Theme Settings
No sidebar
No sidebar, Full Width
No Sidebar, One Column
Left sidebar
Right sidebar
Publish
Preview Changes
Status: Published Edit
Visibility: Public Edit
Revisions: 6 Browse
Update
Page Attributes
Parent
(no parent)
Template
Default Template
Order
2
Need help? Use the Help tab in the upper right of your screen.
Featured Image
Set featured image
Thank you for creating with WordPress.
Version 3.6

Order your navigation

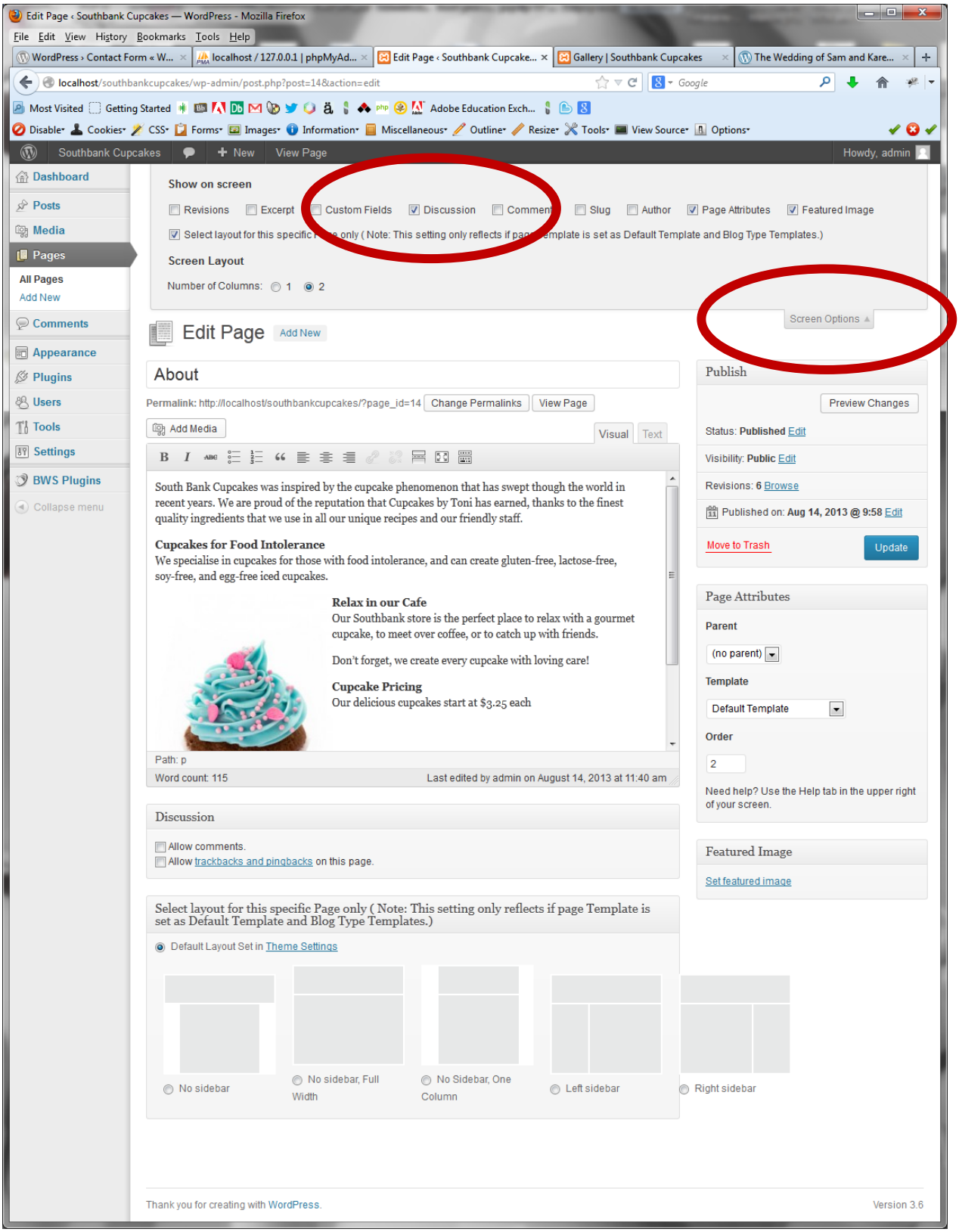
1. Login to the administration dashboard of your WordPress.org site
2. Select ‘Pages’ from the left vertical menu
3. Click ‘Edit’ under the selected page
4. Enter a number in the ‘Order’ field (higher numbers are displayed first left to right)
5. Click the ‘Update’ button to publish your changes

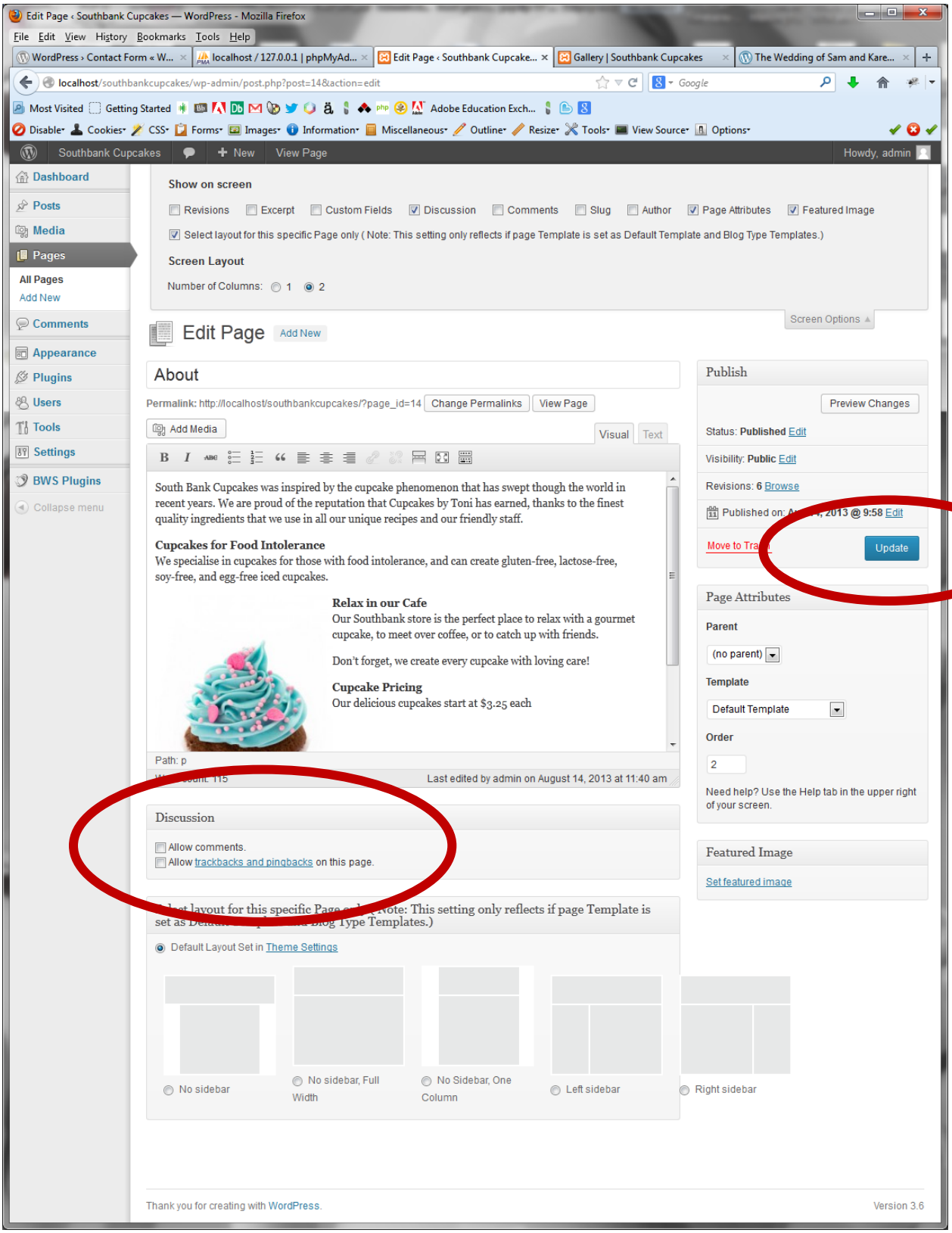

Edit Page ‹ Southbank Cupcakes — WordPress - Mozilla Firefox
Edit Page
Add New
About
Permalink: http://localhost/southbankcupcakes/?page_id=14
Change Permalinks
View Page
Add Media
Visual
Text
South Bank Cupcakes was inspired by the cupcake phenomenon that has swept though the world in recent years. We are proud of the reputation that Cupcakes by Toni has earned, thanks to the finest quality ingredients that we use in all our unique recipes and our friendly staff.
Cupcakes for Food Intolerance
We specialise in cupcakes for those with food intolerance, and can create gluten-free, lactose-free, soy-free, and egg-free iced cupcakes.
Relax in our Cafe
Our Southbank store is the perfect place to relax with a gourmet cupcake, to meet over coffee, or to catch up with friends.
Don't forget, we create every cupcake with loving care!
Cupcake Pricing
Our delicious cupcakes start at $3.25 each
Path: p
Word count: 115
Publish
Preview Changes
Status: Published Edit
Visibility: Public Edit
Revisions: 6 Browse
Update
Page Attributes
Parent
(no parent)
Template
Default Template
Order
2
Featured Image
Set featured image
Discussion
Allow comments.
Allow trackbacks and pingbacks on this page.
Select layout for this specific Page only (Note: This setting only reflects if page Template is set as Default Template and Blog Type Templates.)
Default Layout Set in Theme Settings
No sidebar
No sidebar, Full Width
No Sidebar, One Column
Left sidebar
Right sidebar
Thank you for creating with WordPress.
Version 3.6

Remove comments

By default WordPress.org pages are created with a comments section at the bottom of each page. This may not be appropriate for all pages. To remove the comments from a page follow the step-by-step instructions below.

1. Login to the administration dashboard of your WordPress.org site
2. Select ‘Pages’ from the left vertical menu
3. Click ‘Edit’ under the page you wish to remove comments
4. Click the ‘Screen Options’ drop down in the top right corner
5. Place a check in the ‘Discussion’ checkbox
6. Uncheck ‘Allow comments’ and ‘Allow trackbacks…’ at the bottom of the screen
7. Click the ‘Update’ button to publish your changes


Edit Page ‹ Southbank Cupcakes — WordPress - Mozilla Firefox
Show on screen
Revisions
Excerpt
Custom Fields
Discussion
Comments
Slug
Author
Page Attributes
Featured Image
Screen Layout
Number of Columns: 1 2
Screen Options
Edit Page
Add New
About
Permalink: http://localhost/southbankcupcakes/?page_id=14
Change Permalinks
View Page
Add Media
Visual
Text
South Bank Cupcakes was inspired by the cupcake phenomenon that has swept though the world in recent years. We are proud of the reputation that Cupcakes by Toni has earned, thanks to the finest quality ingredients that we use in all our unique recipes and our friendly staff.
Cupcakes for Food Intolerance
We specialise in cupcakes for those with food intolerance, and can create gluten-free, lactose-free, soy-free, and egg-free iced cupcakes.
Relax in our Cafe
Our Southbank store is the perfect place to relax with a gourmet cupcake, to meet over coffee, or to catch up with friends.
Don't forget, we create every cupcake with loving care!
Cupcake Pricing
Our delicious cupcakes start at $3.25 each
Path: p
Word count: 115
Last edited by admin on August 14, 2013 at 11:40 am
Publish
Preview Changes
Status: Published Edit
Visibility: Public Edit
Revisions: 6 Browse
Published on: Aug 14, 2013 @ 9:58 Edit
Move to Trash
Update
Page Attributes
Parent
(no parent)
Template
Default Template
Order
2
Need help? Use the Help tab in the upper right of your screen.
Featured Image
Set featured image
Discussion
Allow comments.
Allow trackbacks and pingbacks on this page.
Select layout for this specific Page only (Note: This setting only reflects if page Template is set as Default Template and Blog Type Templates.)
Default Layout Set in Theme Settings
No sidebar
No sidebar, Full Width
No Sidebar, One Column
Left sidebar
Right sidebar
Thank you for creating with WordPress.
Version 3.6


Edit Page ‹ Southbank Cupcakes — WordPress - Mozilla Firefox
Dashboard
Posts
Media
Pages
All Pages
Add New
Comments
Appearance
Plugins
Users
Tools
Settings
BWS Plugins
Collapse menu
Show on screen
Revisions
Excerpt
Custom Fields
Discussion
Comments
Slug
Author
Page Attributes
Featured Image
Select layout for this specific Page only (Note: This setting only reflects if page Template is set as Default Template and Blog Type Templates.)
Screen Layout
Number of Columns: 1 2
Edit Page
Add New
About
Permalink: http://localhost/southbankcupcakes/?page_id=14
Change Permalinks
View Page
Add Media
Visual
Text
South Bank Cupcakes was inspired by the cupcake phenomenon that has swept though the world in recent years. We are proud of the reputation that Cupcakes by Toni has earned, thanks to the finest quality ingredients that we use in all our unique recipes and our friendly staff.
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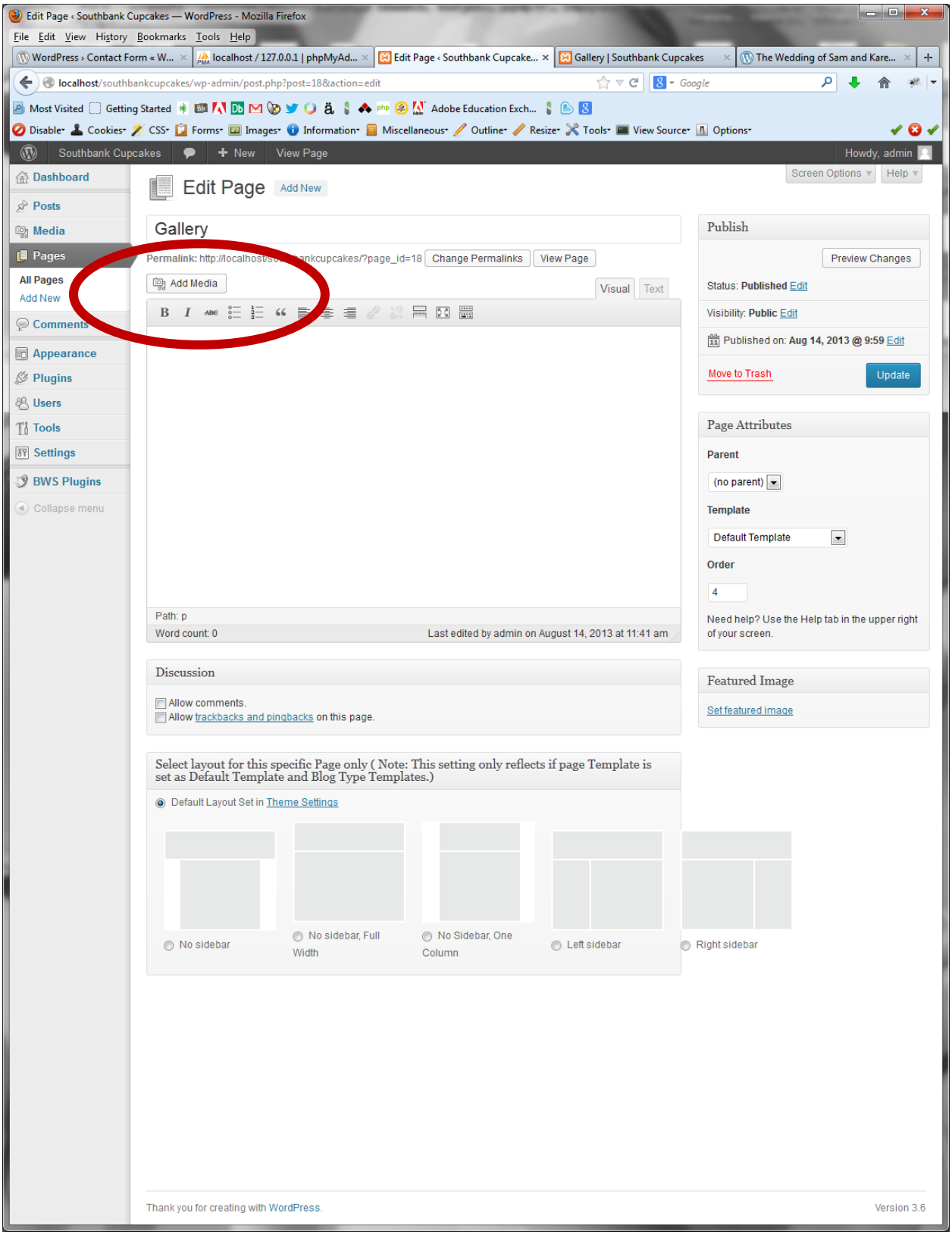
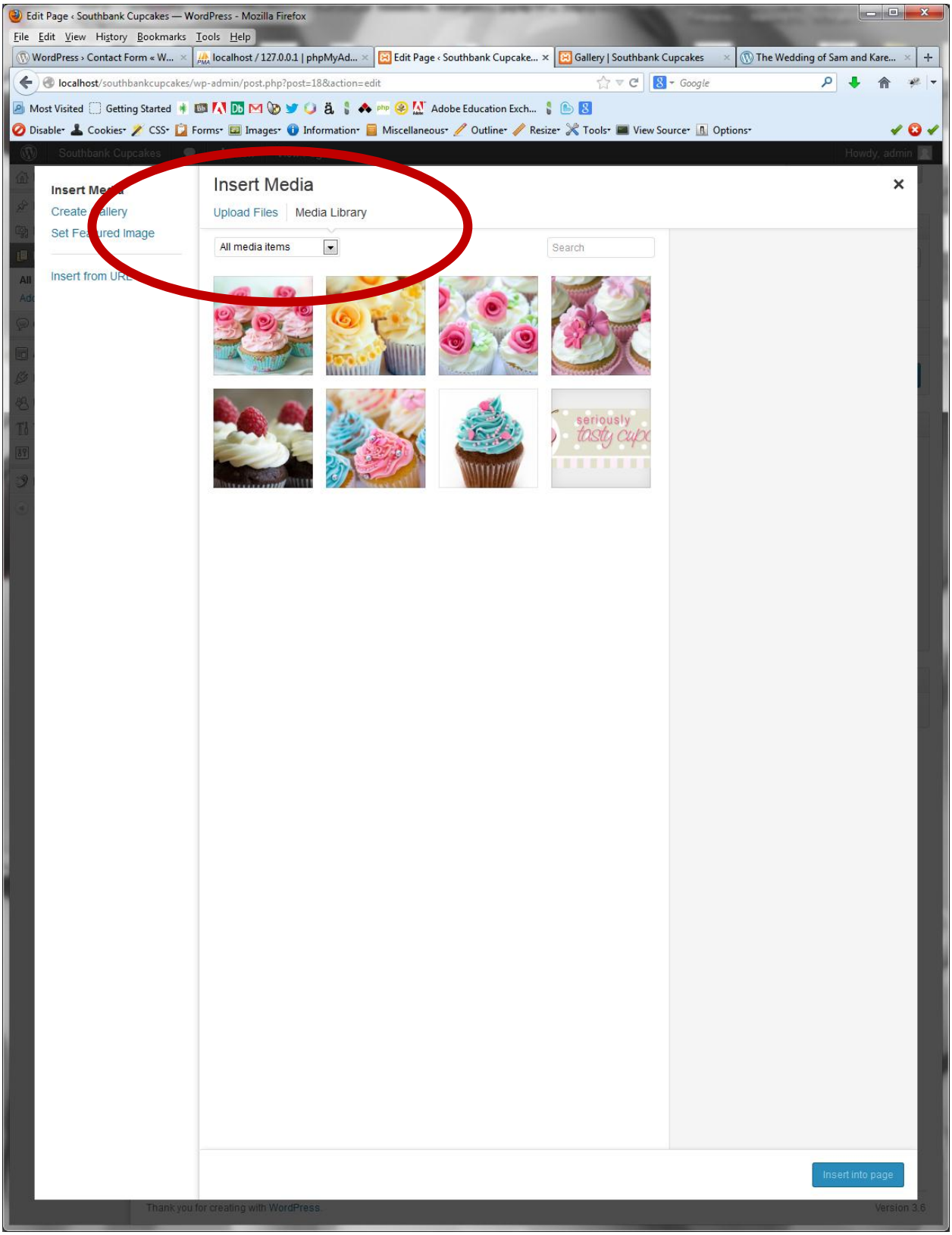
Don't forget, we create every cupcake with loving care!
Cupcake Pricing
Our delicious cupcakes start at $3.25 each
Path: p
Last edited by admin on August 14, 2013 at 11:40 am
Discussion
Allow comments.
Allow trackbacks and pingbacks on this page.
Default Layout Set in Theme Settings
No sidebar
No sidebar, Full Width
No Sidebar, One Column
Left sidebar
Right sidebar
Publish
Preview Changes
Status: Published Edit
Visibility: Public Edit
Revisions: 6 Browse
Update
Page Attributes
Parent
(no parent)
Template
Default Template
Order
2
Need help? Use the Help tab in the upper right of your screen.
Featured Image
Set featured image
Thank you for creating with WordPress.
Version 3.6

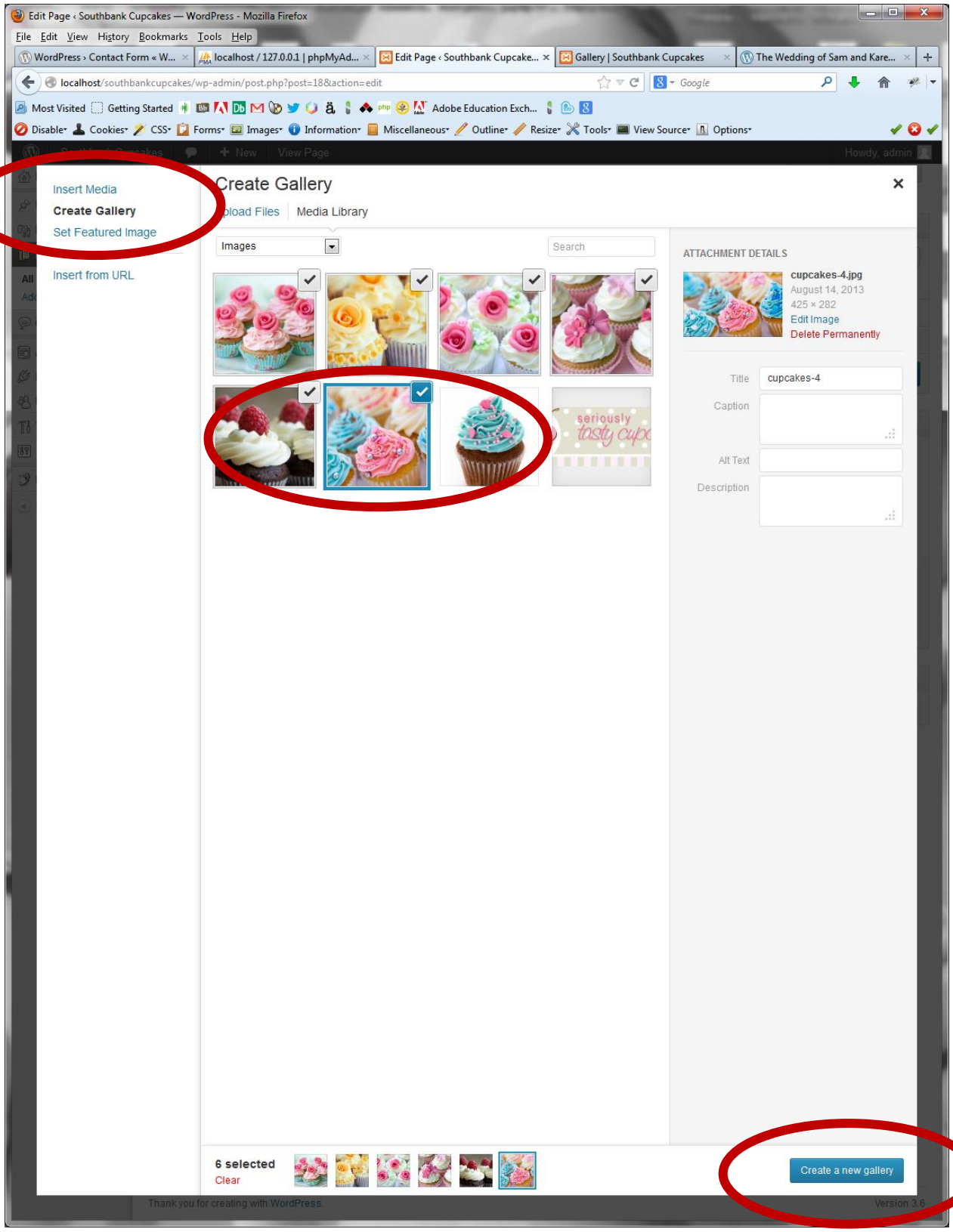
Add a Photo Gallery

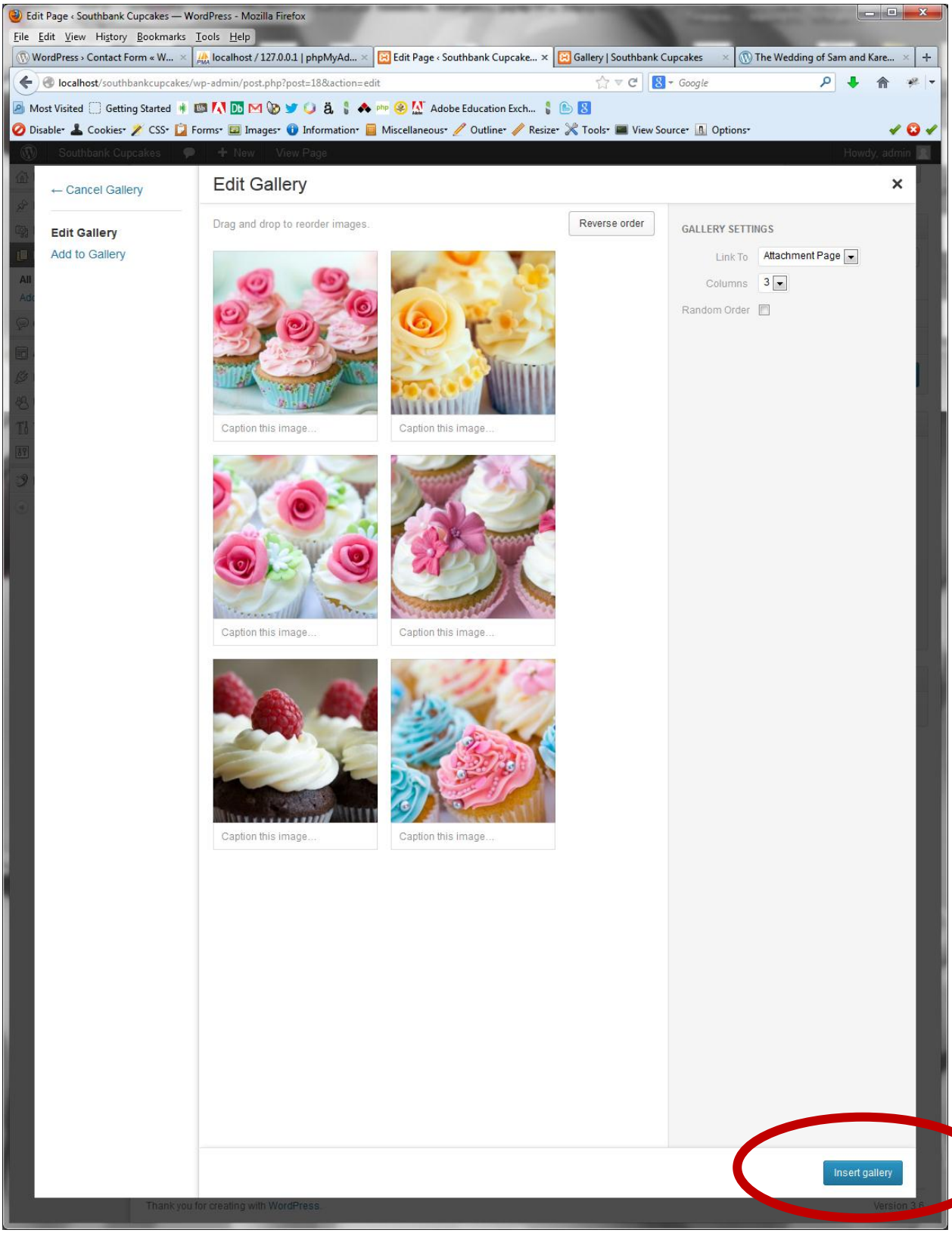
A photo gallery provides a page for visitors to view a collection of images related to your website. It could be products, events, or staff. An image gallery helps to add a personal ‘feel’ to your site.

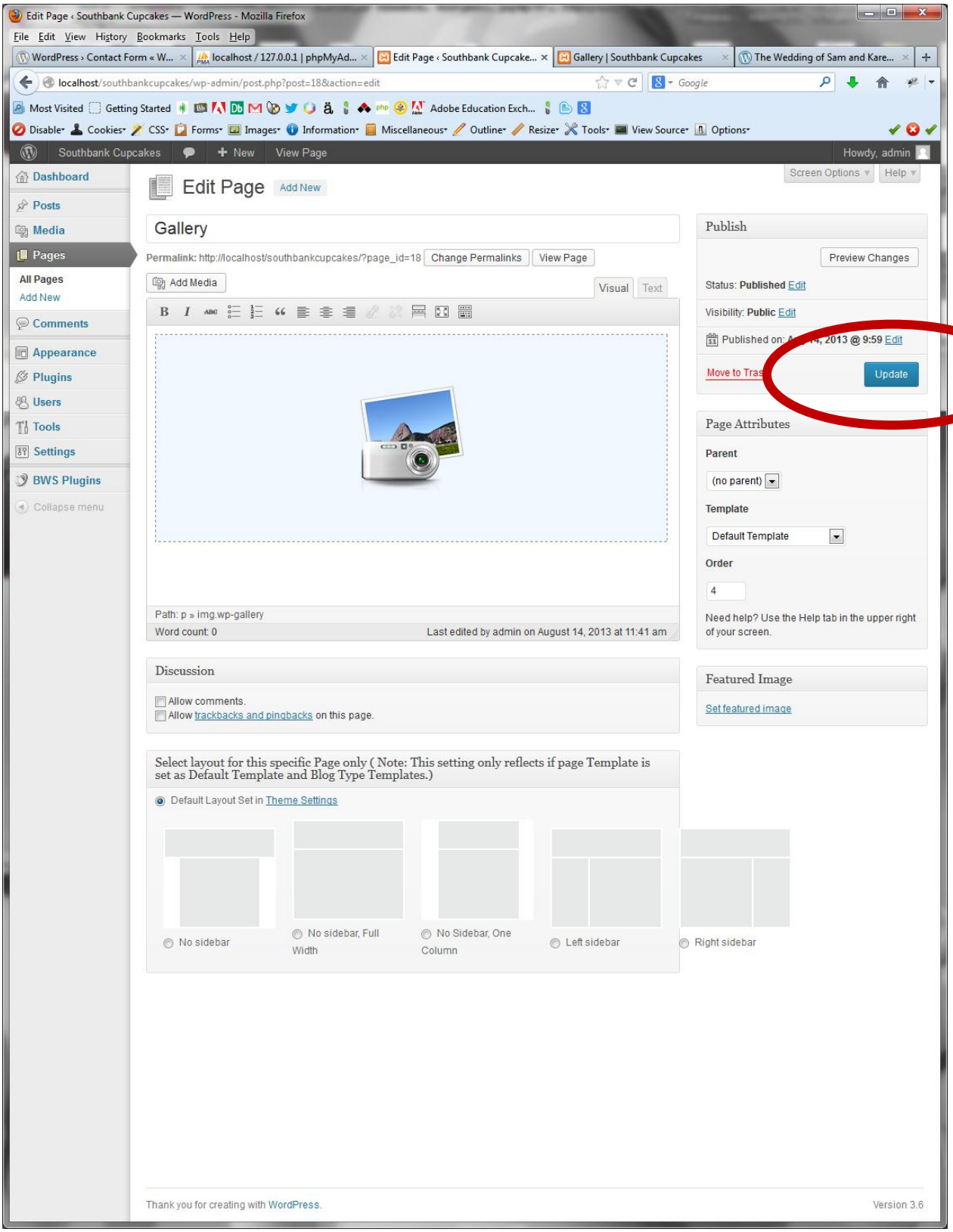
1. Login to the administration dashboard of your WordPress.org site
2. Select ‘Pages’ from the left vertical menu
3. Click ‘Edit’ under the ‘Gallery’ page
4. Click the ‘Add Media’ button under the page title
5. Upload your images to media library
6. Click the ‘Create Gallery’ option in the left vertical menu
7. Select the images for your gallery by clicking each image
8. A ‘tick’ appears in the corner of the image to indicate that the image is selected
9. Click the ‘Create a new gallery’ button in the lower right screen
10. Click the ‘Insert gallery’ button in the lower right screen
11. Click the ‘Update’ button to publish your changes


Edit Page ‹ Southbank Cupcakes — WordPress - Mozilla Firefox
Edit Page
Add New
Gallery
Permalink: http://localhost/southbankcupcakes/?page_id=18
Change Permalinks
View Page
Add Media
Visual
Text
Path: p
Word count: 0
Last edited by admin on August 14, 2013 at 11:41 am
Publish
Preview Changes
Status: Published Edit
Visibility: Public Edit
Published on: Aug 14, 2013 @ 9:59 Edit
Move to Trash
Update
Page Attributes
Parent
(no parent)
Template
Default Template
Order
4
Need help? Use the Help tab in the upper right of your screen.
Discussion
Allow comments.
Allow trackbacks and pingbacks on this page.
Featured Image
Set featured image
Select layout for this specific Page only (Note: This setting only reflects if page Template is set as Default Template and Blog Type Templates.)
Default Layout Set in Theme Settings
No sidebar
No sidebar, Full Width
No Sidebar, One Column
Left sidebar
Right sidebar
Thank you for creating with WordPress.
Version 3.6


Edit Page ‹ Southbank Cupcakes — WordPress - Mozilla Firefox
Insert Media
Upload Files
Media Library
All media items
Search
Create Gallery
Set Featured Image
Insert from URL
Insert into page


Edit Page ‹ Southbank Cupcakes — WordPress - Mozilla Firefox
Insert Media
Create Gallery
Set Featured Image
Insert from URL
Create Gallery
Media Library
Images
Search
ATTACHMENT DETAILS
cupcakes-4.jpg
August 14, 2013
425 × 282
Edit Image
Delete Permanently
Title
cupcakes-4
Caption
Alt Text
Description
6 selected
Clear
Create a new gallery


Edit Page ‹ Southbank Cupcakes — WordPress - Mozilla Firefox
File Edit View History Bookmarks Tools Help
WordPress › Contact Form « W...
localhost / 127.0.0.1 | phpMyAd...
Edit Page ‹ Southbank Cupcake...
Gallery | Southbank Cupcakes
The Wedding of Sam and Kare...
localhost/southbankcupcakes/wp-admin/post.php?post=18&action=edit
Most Visited Getting Started Adobe Education Exch...
Disable Cookies CSS Forms Images Information Miscellaneous Outline Resize Tools View Source Options
Southbank Cupcakes New View Page Howdy, admin
← Cancel Gallery
Edit Gallery
Add to Gallery
Edit Gallery
Drag and drop to reorder images.
Reverse order
Caption this image...
GALLERY SETTINGS
Link To Attachment Page
Columns 3
Random Order
Insert gallery
Thank you for creating with WordPress.
Version 3.6

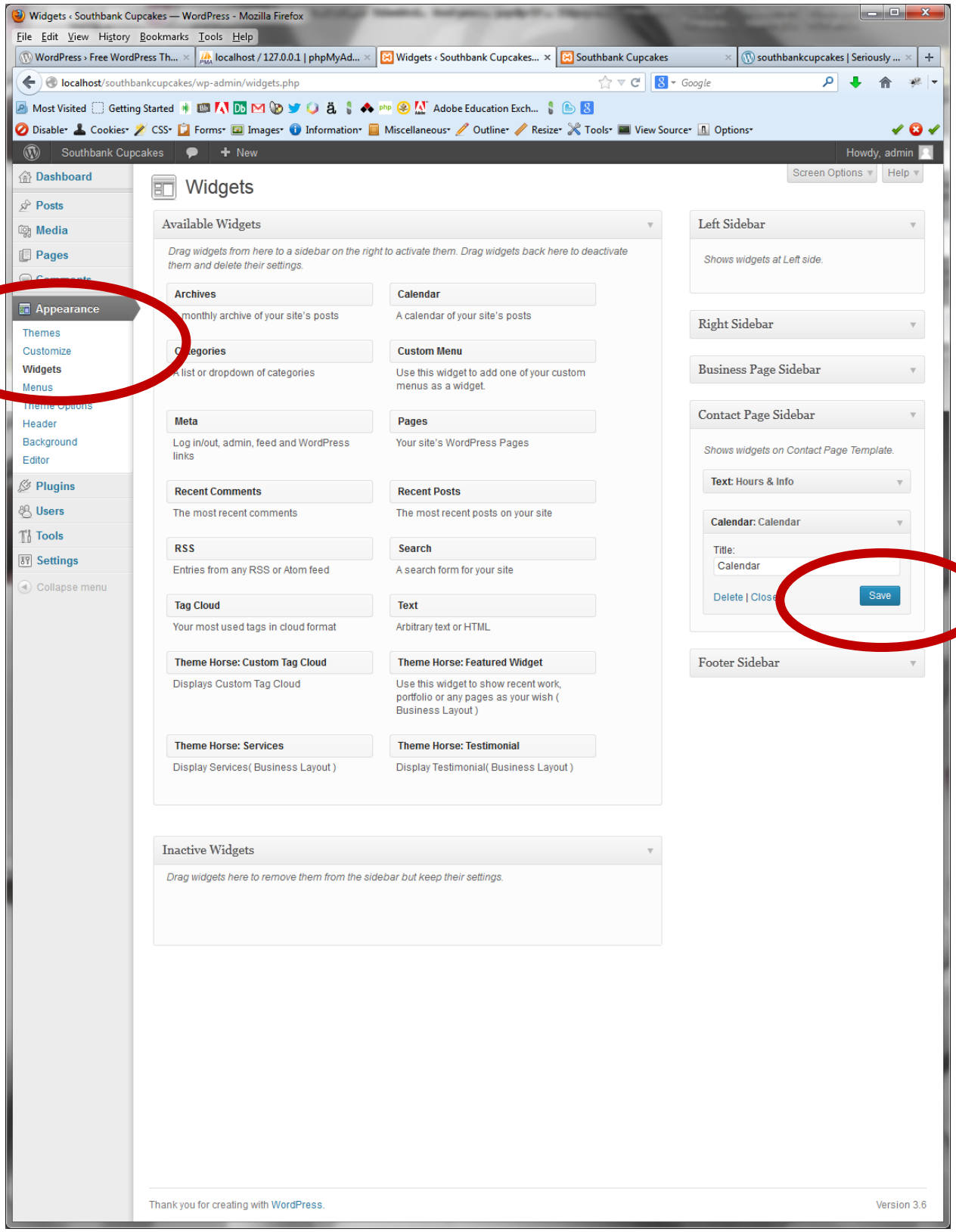

Edit Page ‹ Southbank Cupcakes — WordPress - Mozilla Firefox
Edit Page
Add New
Gallery
Permalink: http://localhost/southbankcupcakes/?page_id=18
Change Permalinks
View Page
Add Media
Visual
Text
Publish
Preview Changes
Status: Published Edit
Visibility: Public Edit
Update
Page Attributes
Parent
(no parent)
Template
Default Template
Order
4
Need help? Use the Help tab in the upper right of your screen.
Discussion
Allow comments.
Allow trackbacks and pingbacks on this page.
Featured Image
Set featured image
Select layout for this specific Page only (Note: This setting only reflects if page Template is set as Default Template and Blog Type Templates.)
Default Layout Set in Theme Settings
No sidebar
No sidebar, Full Width
No Sidebar, One Column
Left sidebar
Right sidebar
Thank you for creating with WordPress.
Version 3.6

Gallery | Southbank Cupcakes - Mozilla Firefox
File Edit View History Bookmarks Tools Help
WordPress › Contact Form « W...
localhost / 127.0.0.1 | phpMyAd...
Edit Page ‹ Southbank Cupcake...
Gallery | Southbank Cupcakes
The Wedding of Sam and Kare...
localhost/southbankcupcakes/?page_id=18
Most Visited
Getting Started
Adobe Education Exch...
Disable
Cookies
CSS
Forms
Images
Information
Miscellaneous
Outline
Resize
Tools
View Source
Options
Southbank Cupcakes
New
Edit Page
Howdy, admin
Southbank Cupcakes
seriously
tasty cupcakes
HOME
ABOUT
BLOG
GALLERY
SHOP
CONTACT
Gallery
Store Hours
Mon-Thurs 10-7
Fri-Sat 10-9
Sun 11-6
Calendar
AUGUST 2013
M T W T F S S
1 2 3 4
5 6 7 8 9 10 11
12 13 14 15 16 17 18
19 20 21 22 23 24 25
26 27 28 29 30 31
Copyright © 2013 Southbank Cupcakes Theme by: Theme Horse Powered by: WordPress

Add a Widget

WordPress widgets add content and features to the sidebar and footer of your website. The options for positioning widgets on your pages will depend on the theme that you select. Some themes will offer multiple areas to insert widgets in the page layout. Other themes will be more restricted when positioning widgets.

1. Login to the administration dashboard of your WordPress.org site
2. Select ‘Appearance > Widgets’ from the left vertical menu
3. Choose a widget and drag it to an available sidebar or footer area
4. Enter details into the widget, as required
5. Click the ‘Save’ button


Widgets ‹ Southbank Cupcakes — WordPress - Mozilla Firefox
File Edit View History Bookmarks Tools Help
localhost/southbankcupcakes/wp-admin/widgets.php
Southbank Cupcakes
New
Howdy, admin
Dashboard
Posts
Media
Pages
Appearance
Themes
Customize
Widgets
Menus
Header
Background
Editor
Plugins
Users
Tools
Settings
Collapse menu
Widgets
Screen Options
Help
Available Widgets
Drag widgets from here to a sidebar on the right to activate them. Drag widgets back here to deactivate them and delete their settings.
Archives
A monthly archive of your site's posts
Calendar
A calendar of your site's posts
Categories
A list or dropdown of categories
Custom Menu
Use this widget to add one of your custom menus as a widget.
Meta
Log in/out, admin, feed and WordPress links
Pages
Your site's WordPress Pages
Recent Comments
The most recent comments
Recent Posts
The most recent posts on your site
RSS
Entries from any RSS or Atom feed
Search
A search form for your site
Tag Cloud
Your most used tags in cloud format
Text
Arbitrary text or HTML
Theme Horse: Custom Tag Cloud
Displays Custom Tag Cloud
Theme Horse: Featured Widget
Use this widget to show recent work, portfolio or any pages as your wish (Business Layout)
Theme Horse: Services
Display Services(Business Layout)
Theme Horse: Testimonial
Display Testimonial(Business Layout)
Inactive Widgets
Drag widgets here to remove them from the sidebar but keep their settings.
Left Sidebar
Shows widgets at Left side.
Right Sidebar
Business Page Sidebar
Contact Page Sidebar
Shows widgets on Contact Page Template.
Text: Hours & Info
Calendar: Calendar
Title:
Calendar
Delete | Close
Save
Footer Sidebar
Thank you for creating with WordPress.
Version 3.6

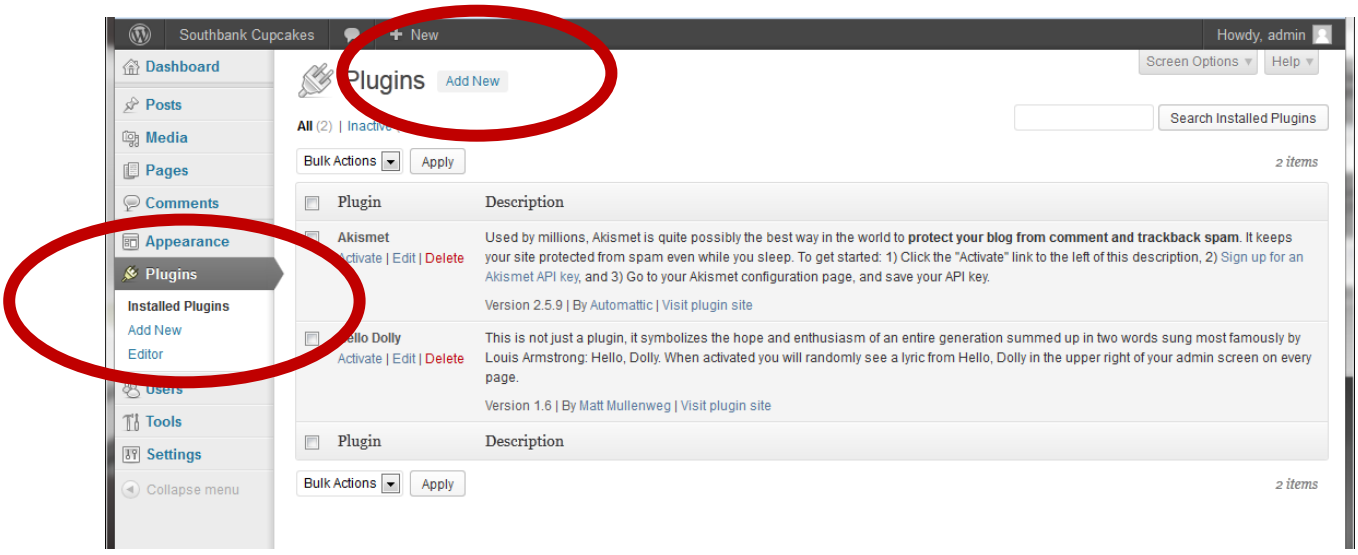
Add a plugin

Plugins add extra functionality to WordPress.org websites. You can choose from over 26,000 different plugins for WordPress.org by visiting the official WordPress.org plugins page at http://WordPress.org/plugins/. You will need to select, install and configure plugins for your contact form and a shopping cart to meet the requirements of your assessment in ICA40311 Web Management cluster.

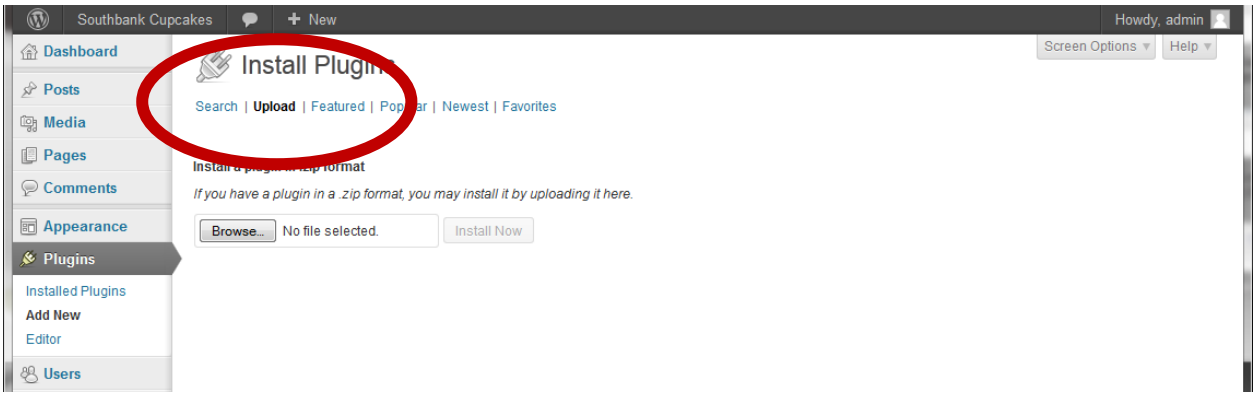
When you are selecting a plugin, it is best to choose one that has a good review. If you click on a plugin name on the WordPress.org official site, you will be able to see the rating for the plugin – one star is a poor rating whilst five stars is excellent.

Once you have selected a plugin you will need to download, install and configure it. The following step-by-step instructions will help you to do this.

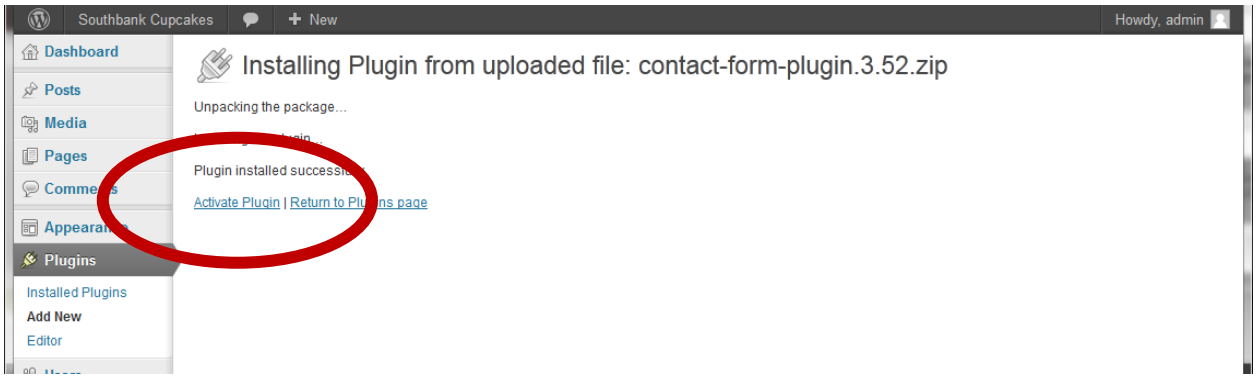
1. Go to http://WordPress.org/plugins/
2. Select a plugin (look for plugins with four or more stars)
3. Click the plugin name to read more about it (including installation information)
4. Download the plugin
5. Save the file on your machine or USB
6. Login to your WordPress.org dashboard
7. Click Plugins from the left vertical menu
8. Click 'Add New' at the top of the screen



9. Click the ‘Upload’ option



10. Use the browse button to find the theme you saved on your machine or USB
11. Click the ‘Install Now’ button
12. Click the ‘Activate Plugin’ option to activate the plugin on your site



Configure your plugins

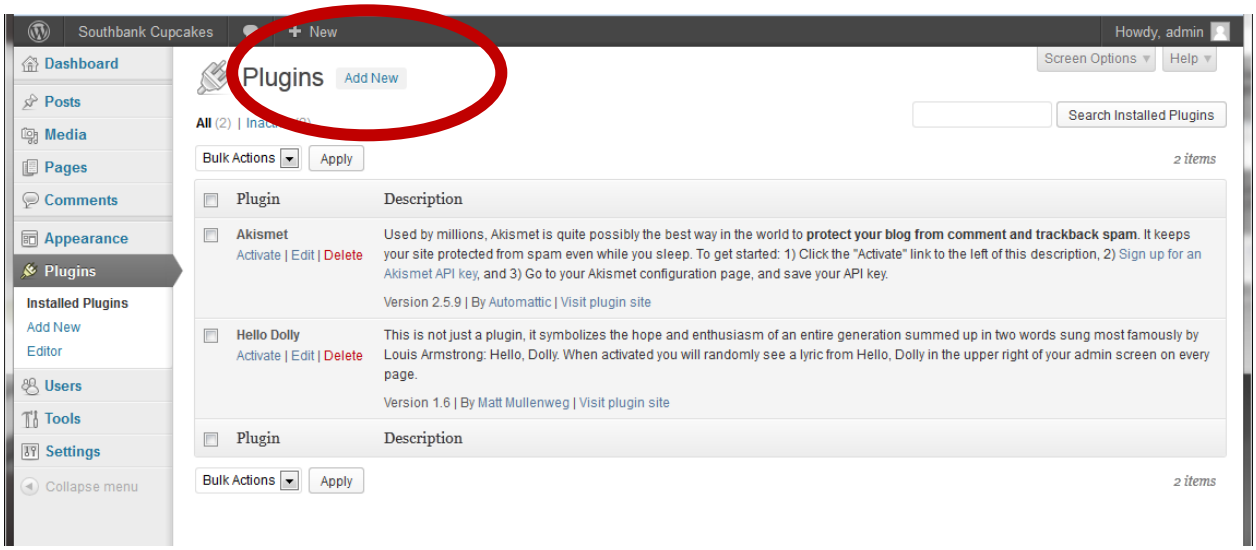
There are thousands of different plugins available for WordPress.org. It would be impossible for your teachers and tutors to know how to configure all plugins to make them work on your website. **It is up to you to read the installation and configuration information about the plugin on the WordPress.org official site.** You will need to follow the instructions provided by the plugin developers to ensure it functions as intended on your website.

Install the Contact Form Plugin

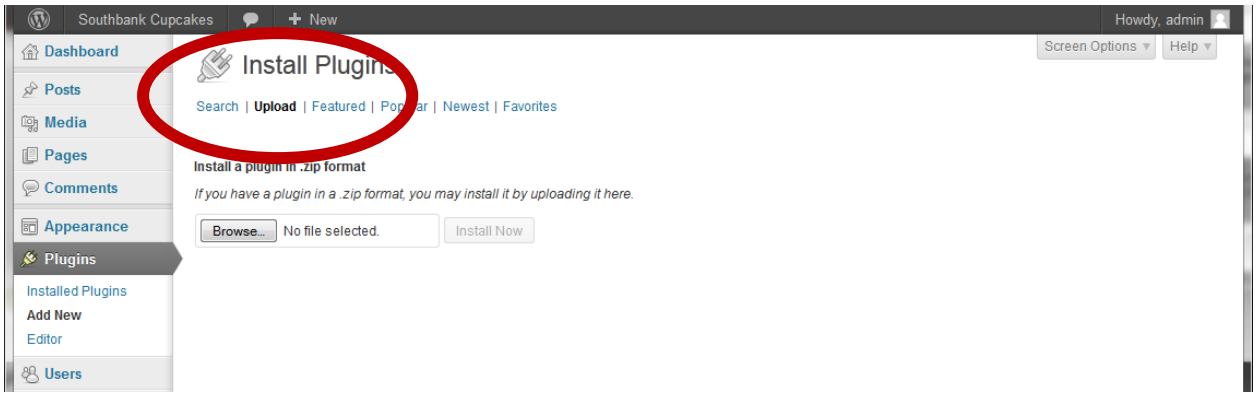
1. Download the Contact Form Plugin from J:Drive

*Also available online at http://wordpress.org/plugins/contact-form-plugin/installation/

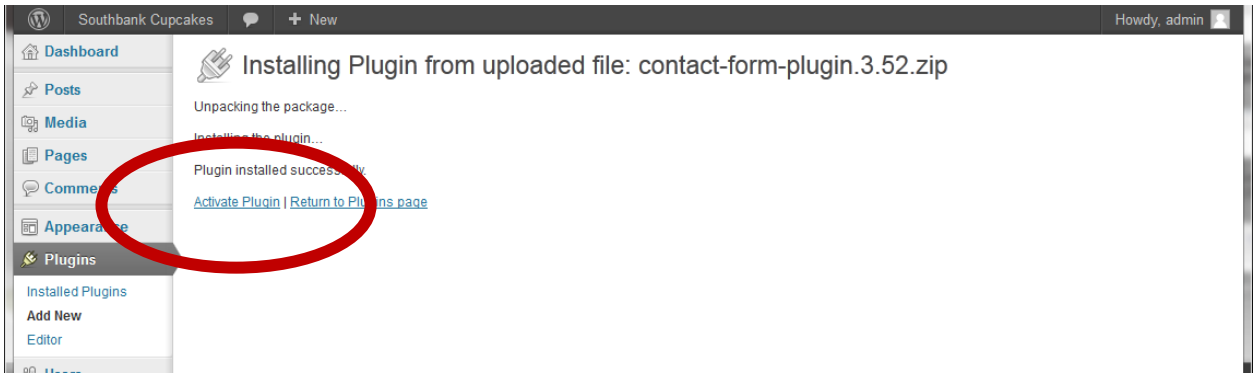
2. Save the file on your machine or USB
3. Login to your WordPress.org dashboard
4. Click Plugins from the left vertical menu
5. Click ‘Add New’ at the top of the screen



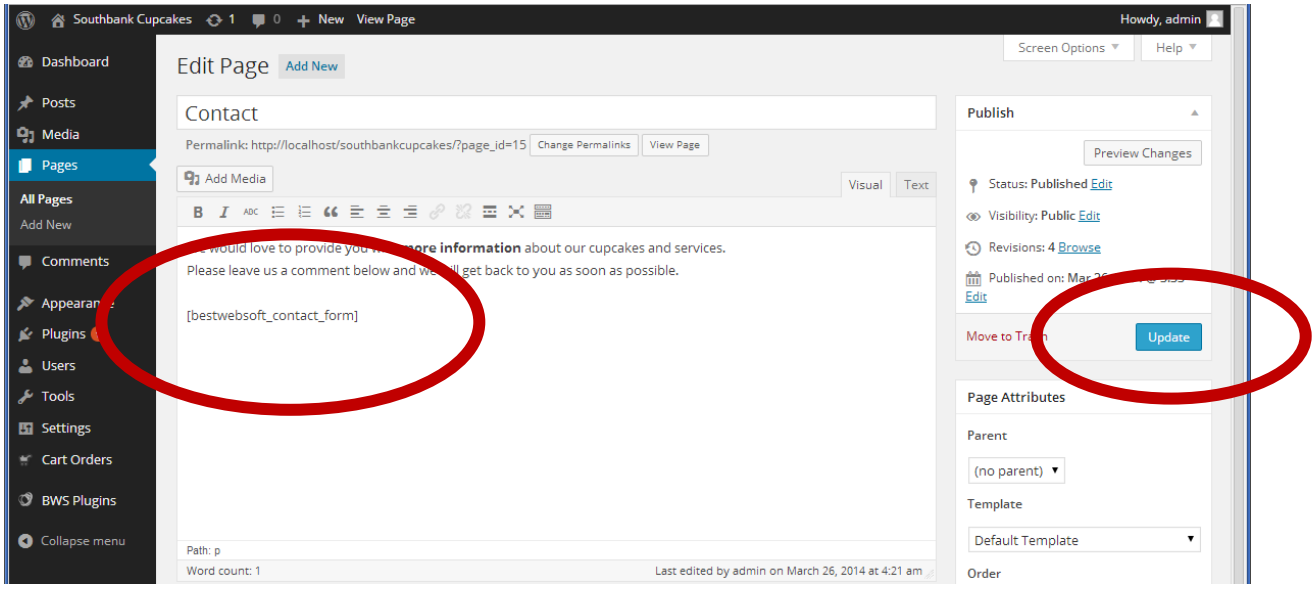
6. Click the ‘Upload’ option



7. Use the Choose File button to find the theme you saved on your machine or USB
8. Click the ‘Install Now’ button
9. Click the ‘Activate Plugin’ option to activate the plugin on your site



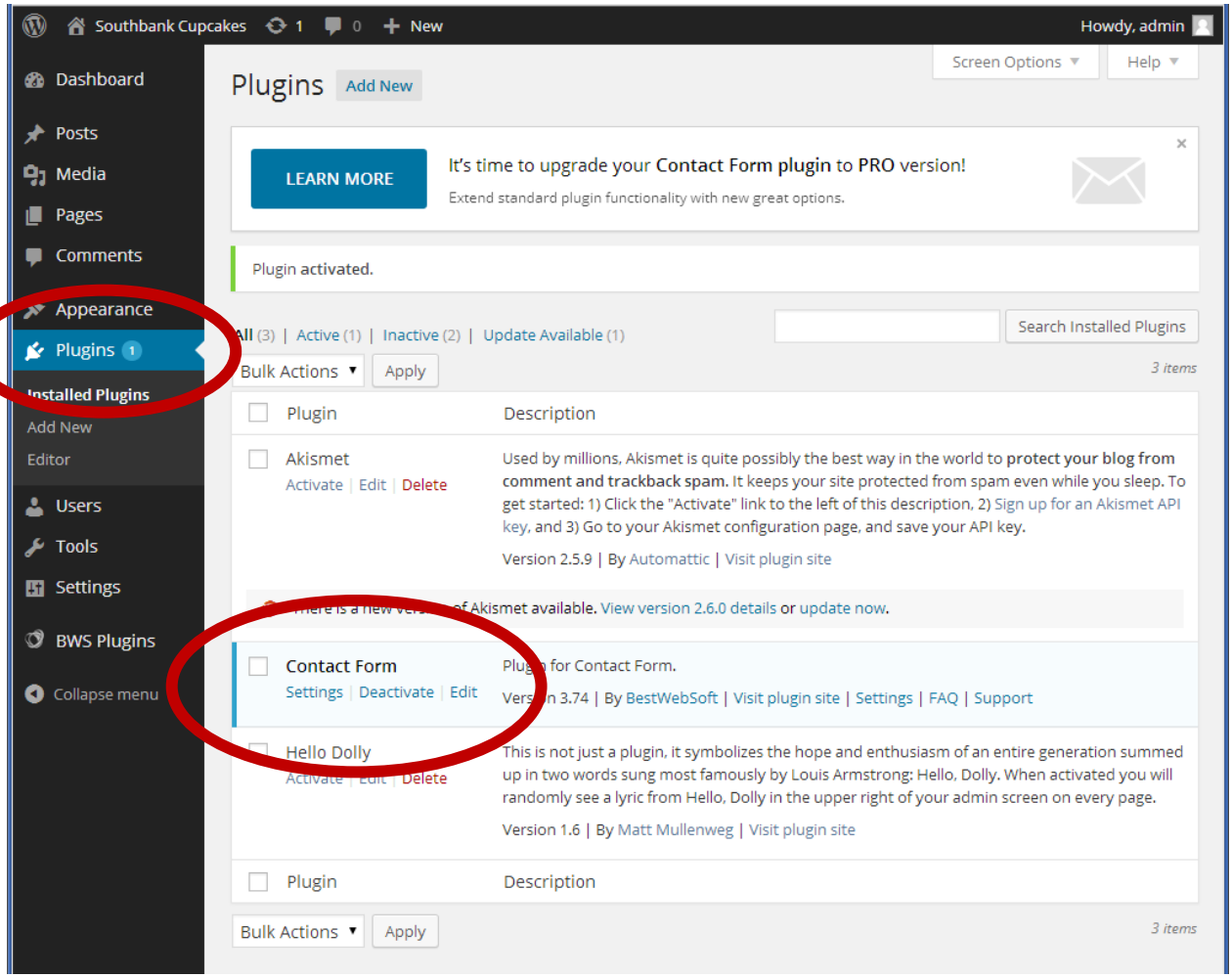
10. Edit your Contact page
11. In the content area type [bestwebsoft_contact_form]
12. Click ‘Update’



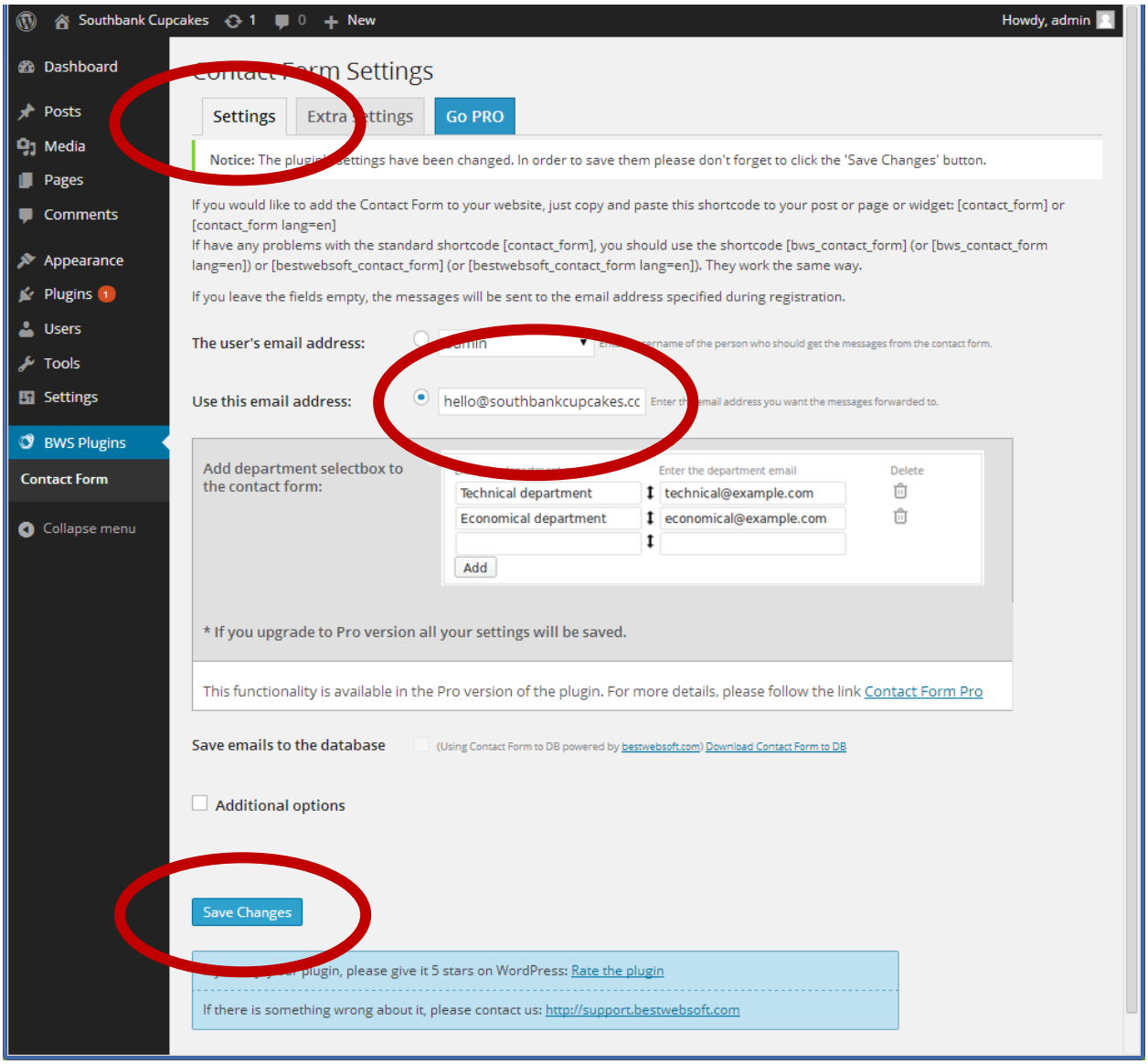
13. View your Contact page with the Contact Form

Change the Contact Form Email Address

1. Click ‘Plugins’ from the left vertical menu
2. Click the ‘Settings’ option beside Contact Form in the list of Plugins



3. Select the ‘Settings’ tab
4. Enter the new email address in the Use this email address form field
5. Click ‘Save Changes’

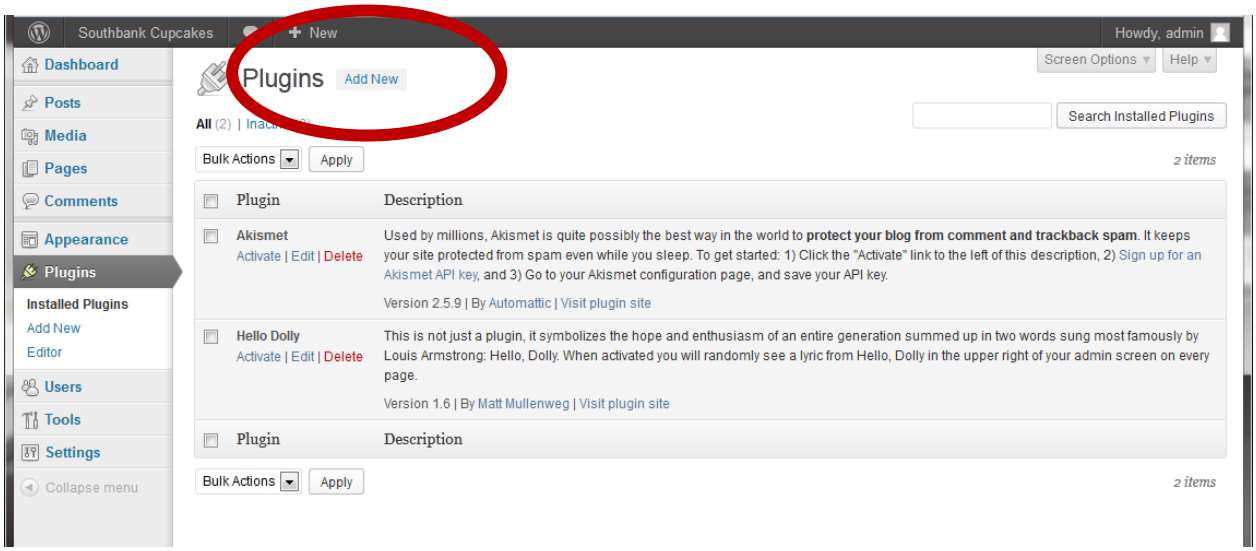

Southbank Cupcakes
New
Howdy, admin
Dashboard
Posts
Media
Pages
Comments
Appearance
Plugins
Users
Tools
Settings
BWS Plugins
Contact Form
Collapse menu
Settings
Extra settings
Go PRO
Notice: The plugin's settings have been changed. In order to save them please don't forget to click the 'Save Changes' button.
If you would like to add the Contact Form to your website, just copy and paste this shortcode to your post or page or widget: [contact_form] or [contact_form lang=en]
If have any problems with the standard shortcode [contact_form], you should use the shortcode [bws_contact_form] (or [bws_contact_form lang=en]) or [bestwebsoft_contact_form] (or [bestwebsoft_contact_form lang=en]). They work the same way.
If you leave the fields empty, the messages will be sent to the email address specified during registration.
The user's email address:
Use this email address:
hello@southbankcupcakes.cc
Add department selectbox to the contact form:
Enter the department email
Delete
Technical department
technical@example.com
Economical department
economical@example.com
Add
* If you upgrade to Pro version all your settings will be saved.
This functionality is available in the Pro version of the plugin. For more details, please follow the link Contact Form Pro
Save emails to the database
(Using Contact Form to DB powered by bestwebsoft.com) Download Contact Form to DB
Additional options
Save Changes
plugin, please give it 5 stars on WordPress: Rate the plugin
If there is something wrong about it, please contact us: http://support.bestwebsoft.com

Install the Simple Shopping Cart Plugin

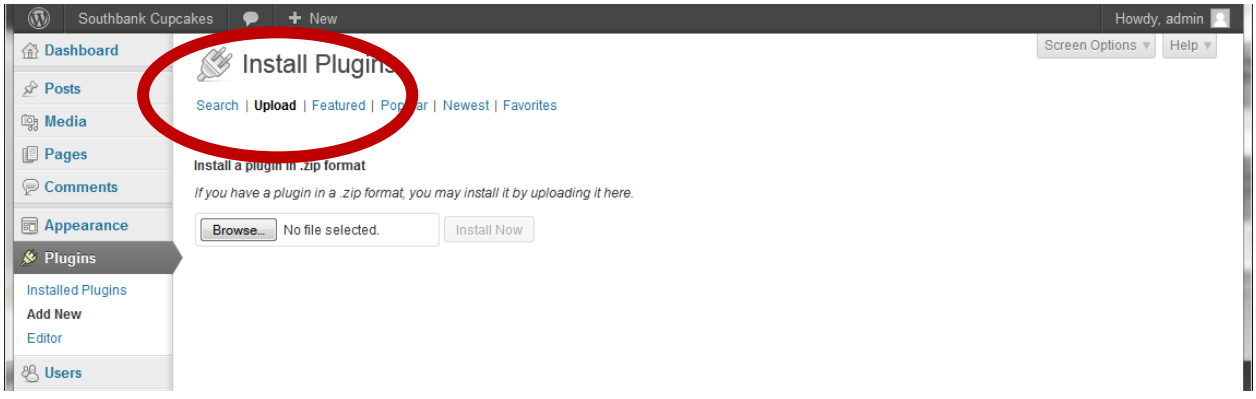
1. Download the Simple Shopping Cart Plugin from J:Drive

*Also available online at http://wordpress.org/plugins/wordpress-simple-paypal-shopping-cart/

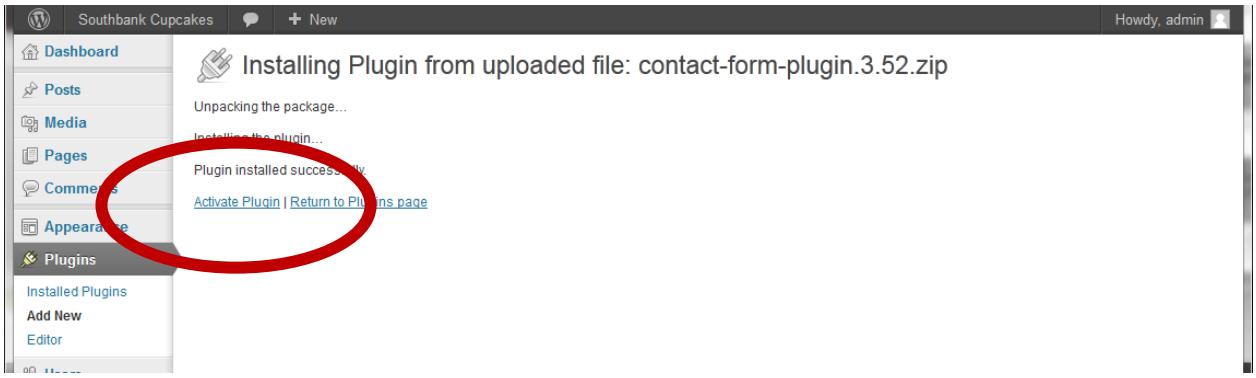
2. Save the file on your machine or USB
3. Login to your WordPress.org dashboard
4. Click Plugins from the left vertical menu
5. Click ‘Add New’ at the top of the screen



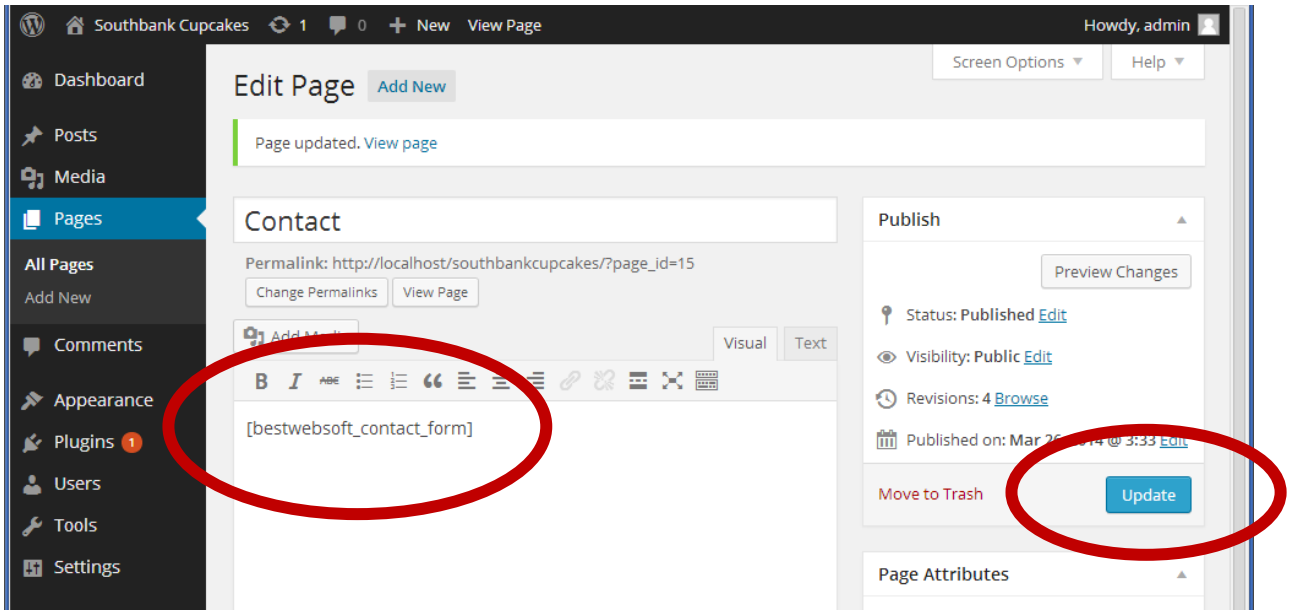
6. Click the ‘Upload’ option



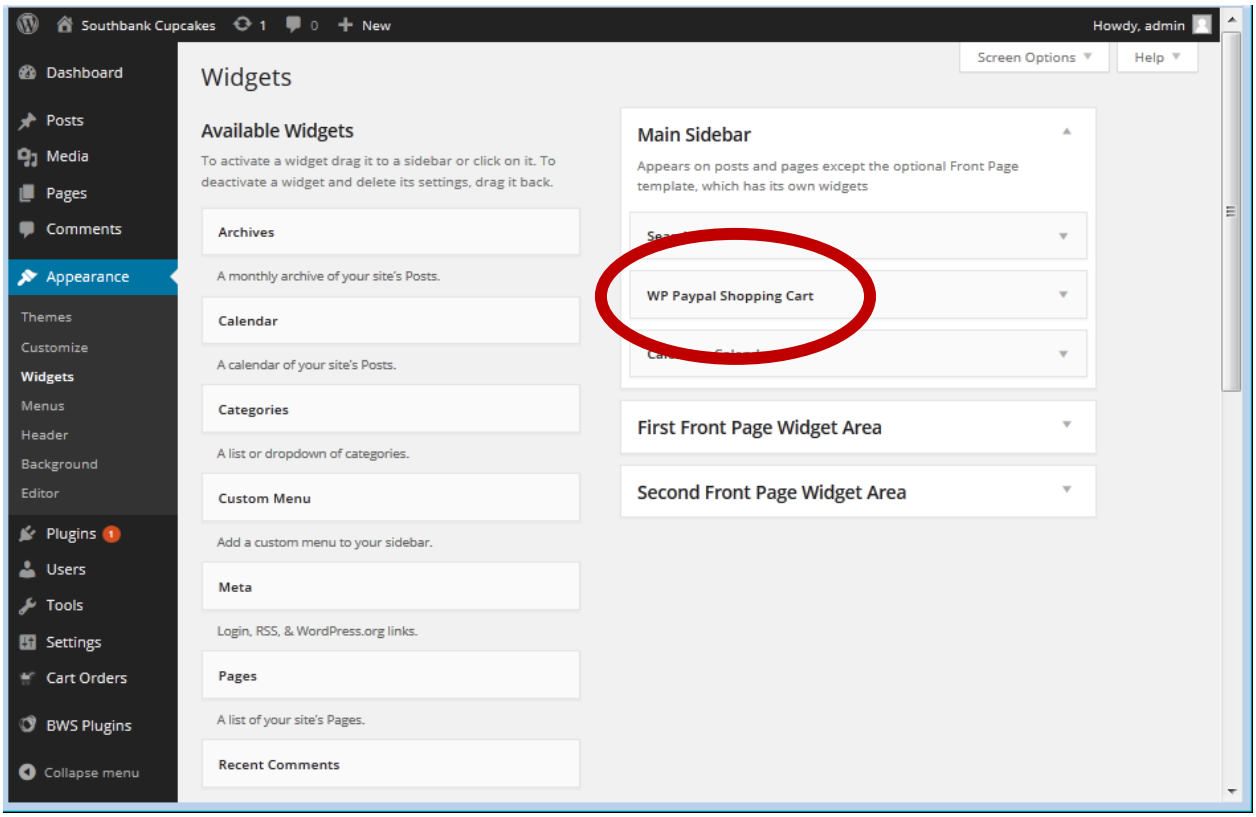
7. Use the Choose File button to find the theme you saved on your machine or USB
8. Click the ‘Install Now’ button
9. Click the ‘Activate Plugin’ option to activate the plugin on your site



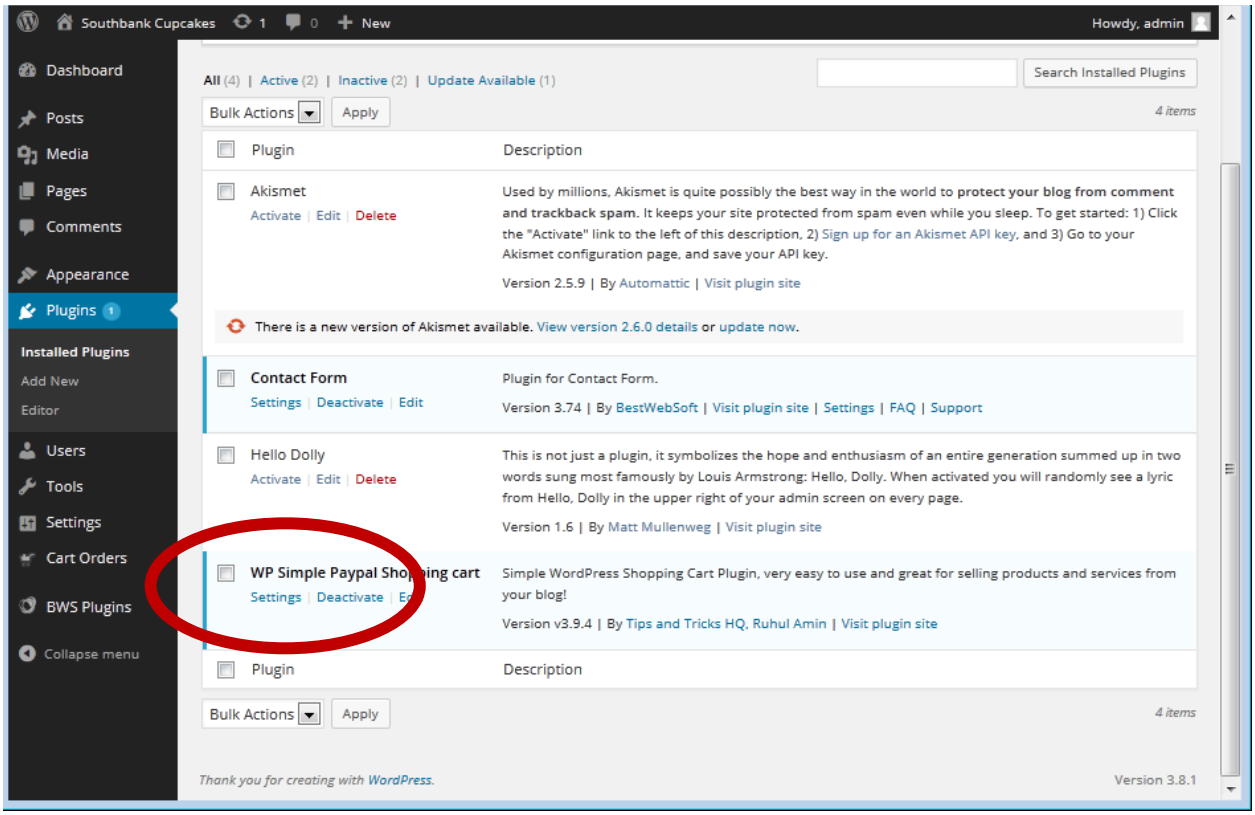
10. Edit your Shop page
11. In the content area type:
    a. Your product name
    b. Your product brief description
    c. Your product price
    d. The ‘Add to Cart’ button code [wp_cart_button name="Your Product Name" price="Your Product Price"]
    e. Add an image of your product
12. Repeat Step 11 to add all your products to your page
13. Click ‘Update’



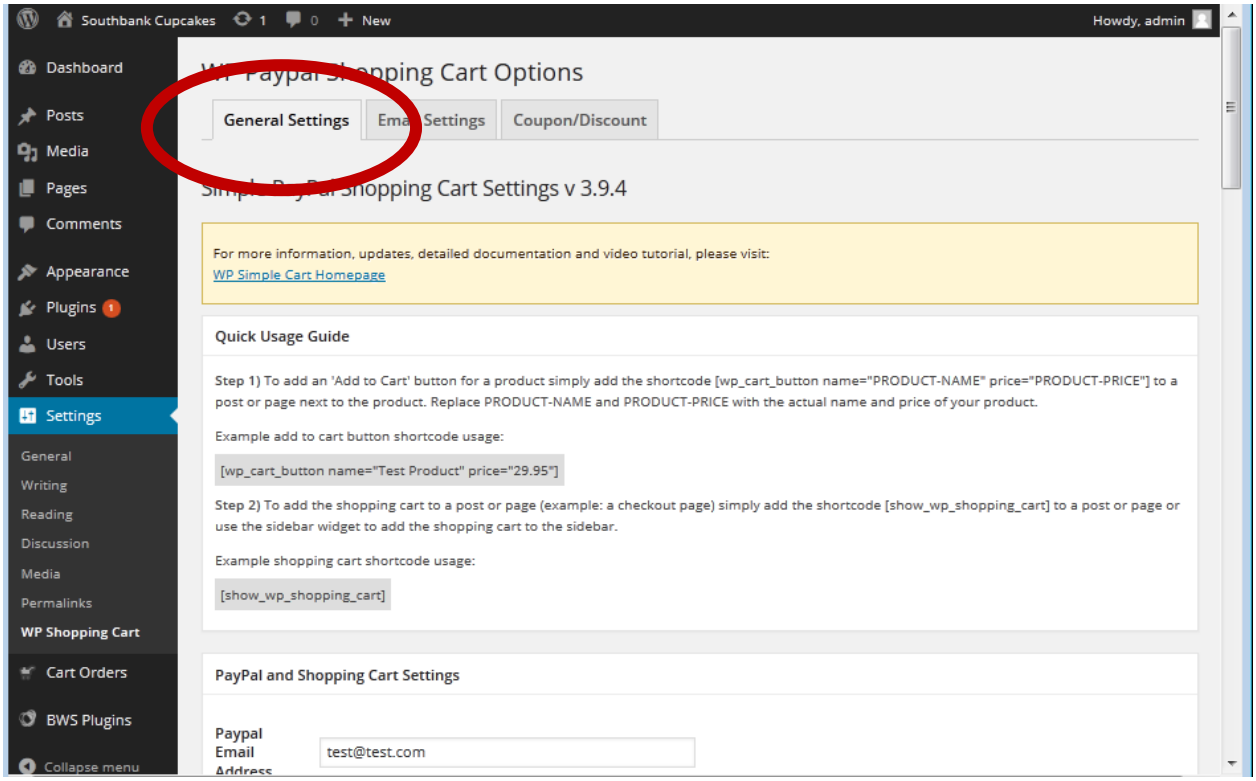
14. Click ‘Appearance’ in the left vertical menu
15. Select ‘Widgets’
16. Drop the ‘WP Paypal Shopping Cart’ widget in your sidebar



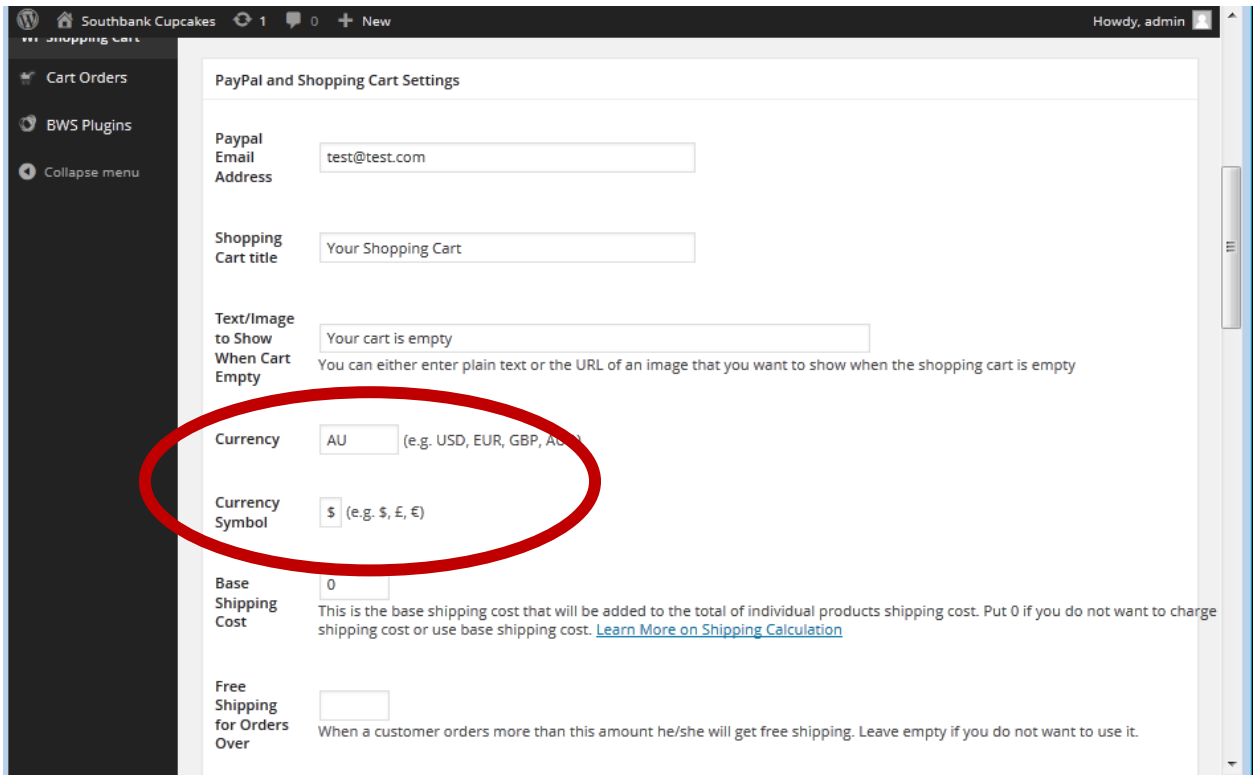
17. Click ‘Plugin’ in the left vertical menu
18. Click the ‘Settings’ option beside Shopping Form in the list of Plugins



19. Select the ‘General Settings’ tab

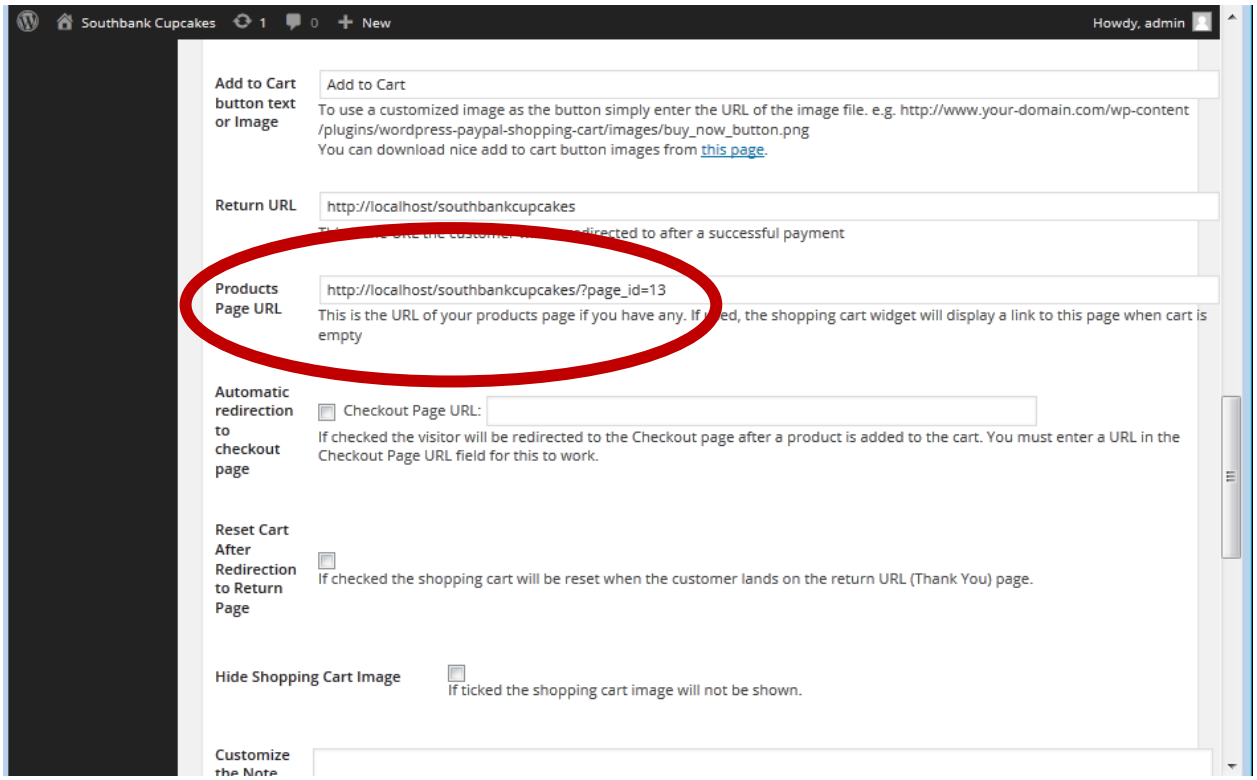


20. Change the currency to AU (Australia) and currency symbol to $

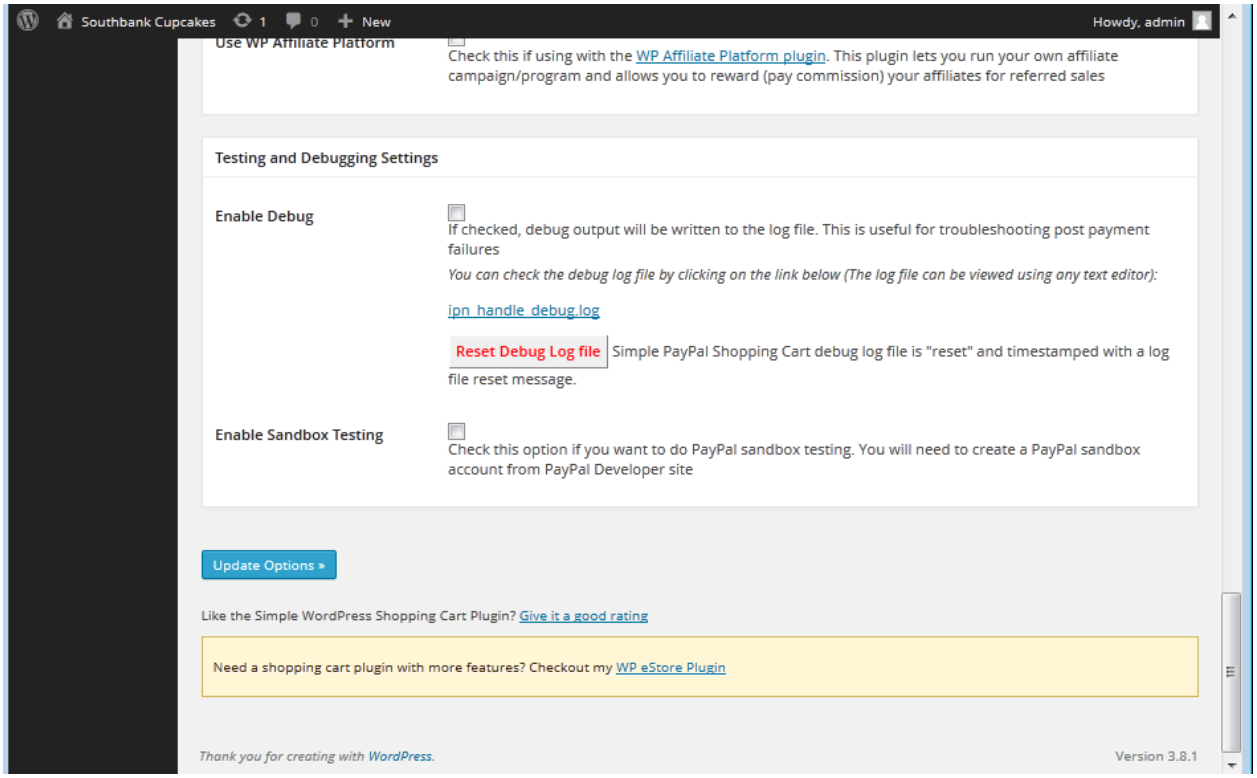


21. Enter the URL (website address) of your Shop page

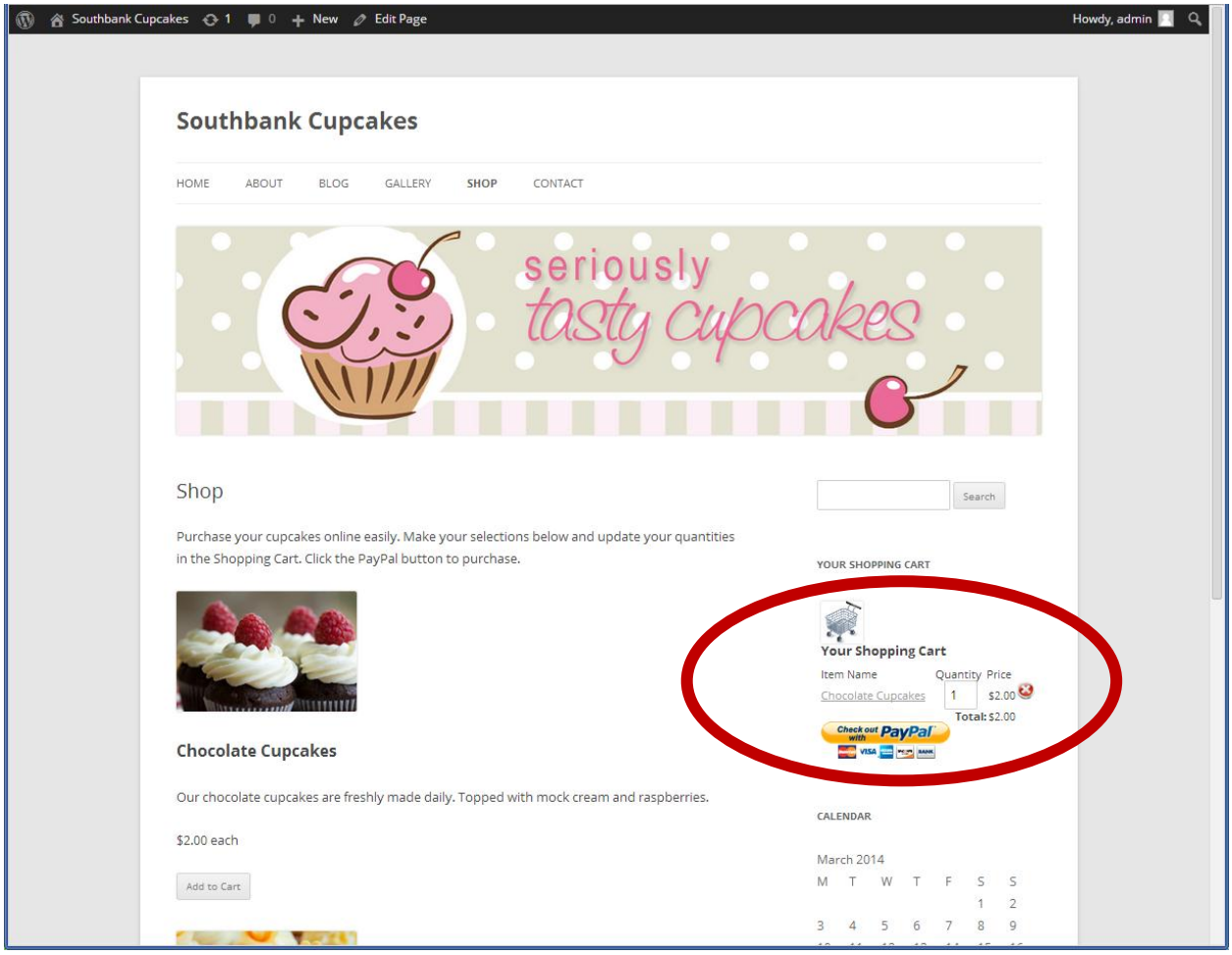
*You must visit your own Shop page and copy the URL as it will differ for all websites



22. Scroll to the bottom of the page and click ‘Update Options’



23. Visit your Shop page to view your products and shopping cart

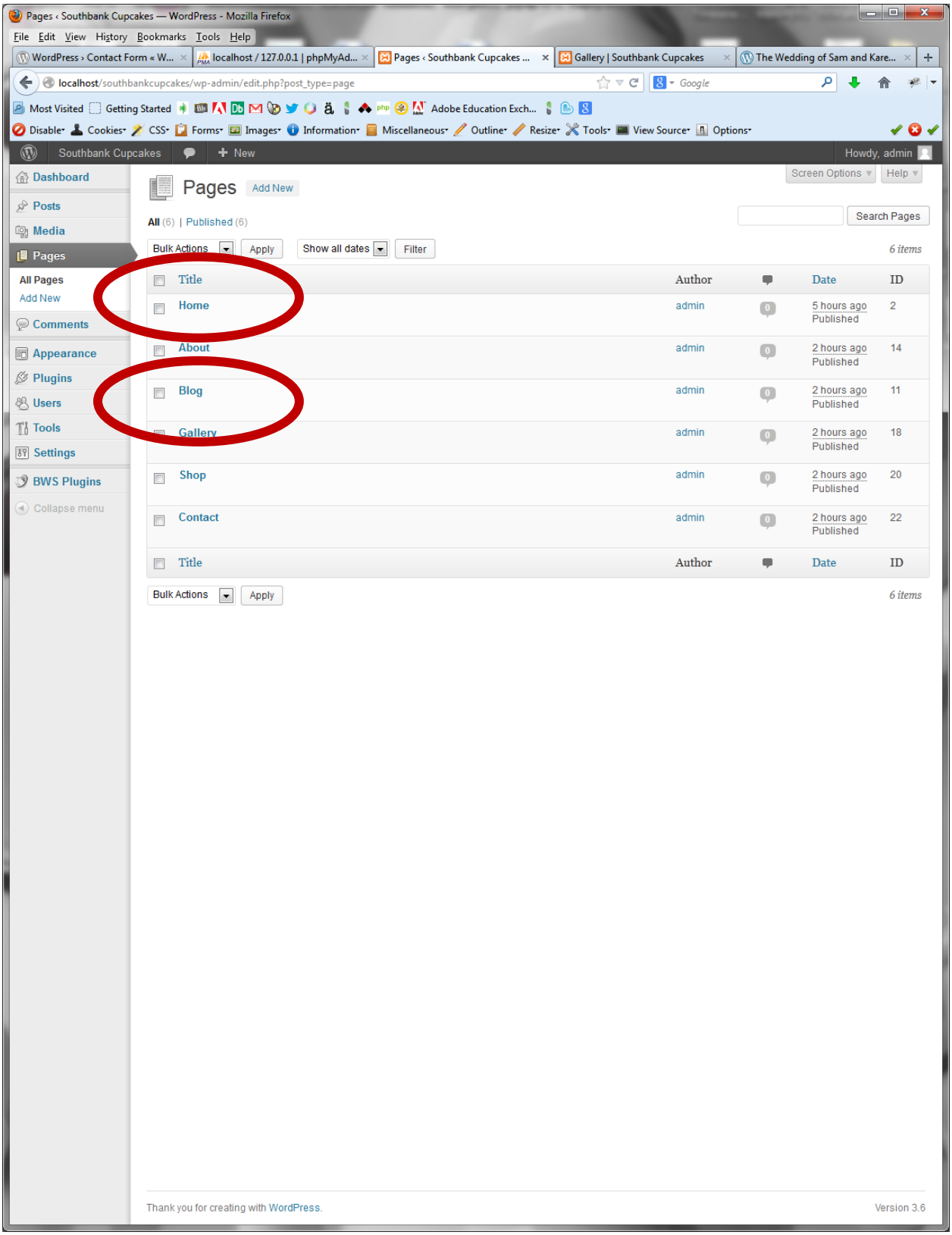


If you would like to explore the Simple PayPal Shopping Cart plugin further, additional information is available at http://www.tipsandtricks-hq.com/wordpress-simple-paypal-shopping-cart-plugin-768 or http://www.tipsandtricks-hq.com/ecommerce/wp-shopping-cart.

Add a ‘static’ Home page

By default, WordPress.org makes the Home page an interactive blog page. However, WordPress.org also offers the option of removing the blog from the Home page. The Home page then becomes a ‘static’ page. If you create a ‘static’ Home page, you will be able to add a blog page to another page of your site.

1. Login to the administration dashboard of your WordPress.org site
2. Select ‘Pages’ from the left vertical menu
3. Add a new ‘Home’ page and ‘Blog’ page
4. Select ‘Settings > Reading’ from the left vertical menu
5. Select the ‘Static page’ option
6. For ‘Front page’ select the new Home page
7. For ‘Posts page’ select the new Blog page
8. Click the ‘Save Changes’ button at the bottom of the page


Pages ‹ Southbank Cupcakes — WordPress - Mozilla Firefox
File Edit View History Bookmarks Tools Help
WordPress › Contact Form « W...
localhost / 127.0.0.1 | phpMyAd...
Pages ‹ Southbank Cupcakes ...
Gallery | Southbank Cupcakes
The Wedding of Sam and Kare...
localhost/southbankcupcakes/wp-admin/edit.php?post_type=page
Most Visited Getting Started
Adobe Education Exch...
Disable Cookies CSS Forms Images Information Miscellaneous Outline Resize Tools View Source Options
Southbank Cupcakes
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Howdy, admin
Dashboard
Posts
Media
Pages
All Pages
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Plugins
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Tools
Settings
BWS Plugins
Collapse menu
Pages
Add New
Screen Options
Help
All (6) | Published (6)
Search Pages
Bulk Actions
Apply
Show all dates
Filter
6 items
Title
Author
Date
ID
Home
admin
5 hours ago
Published
2
About
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2 hours ago
Published
14
Blog
admin
2 hours ago
Published
11
Gallery
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2 hours ago
Published
18
Shop
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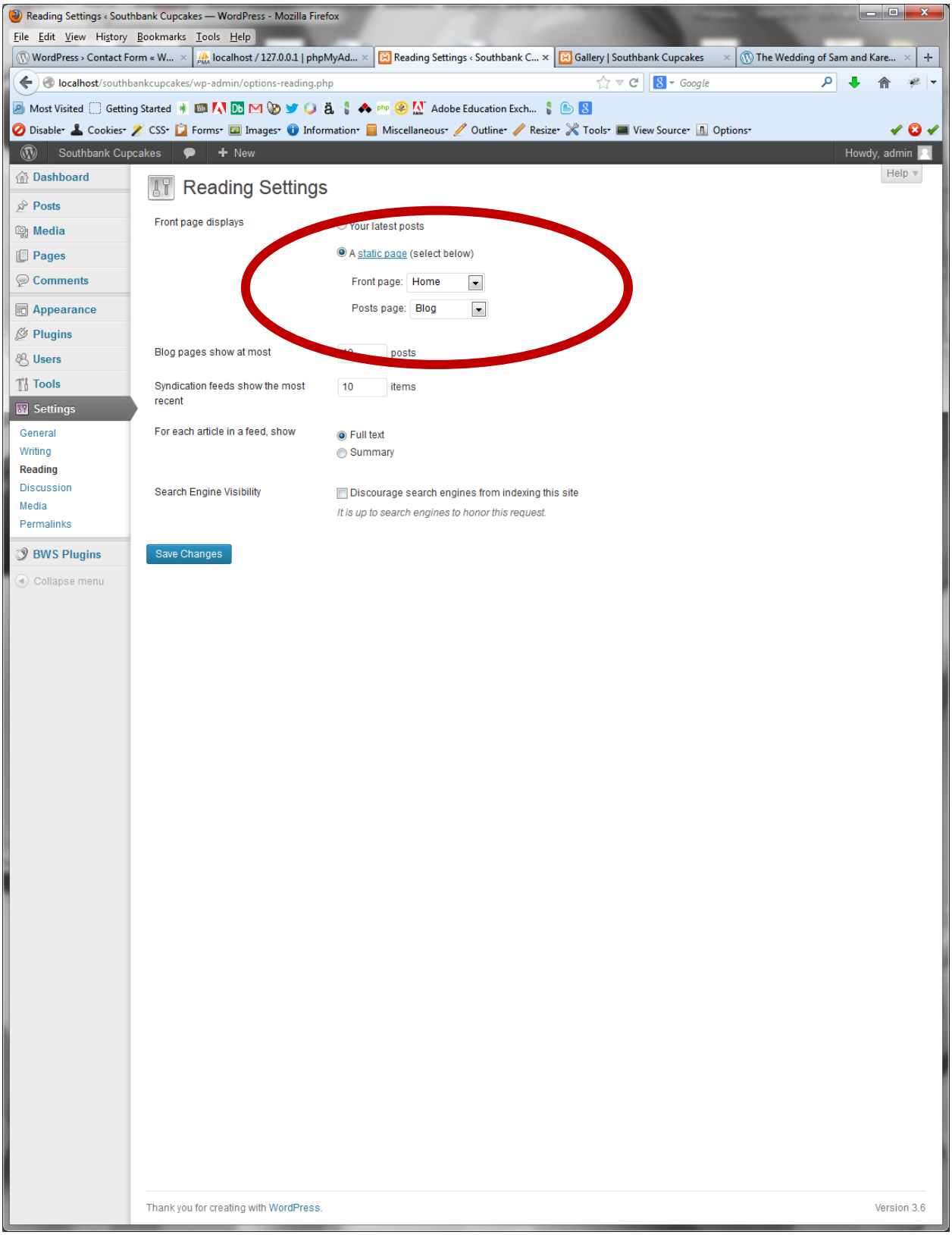
Bulk Actions
Apply
6 items
Thank you for creating with WordPress.
Version 3.6


Reading Settings ‹ Southbank Cupcakes — WordPress - Mozilla Firefox
File Edit View History Bookmarks Tools Help
localhost/southbankcupcakes/wp-admin/options-reading.php
Southbank Cupcakes
New
Howdy, admin
Dashboard
Posts
Media
Pages
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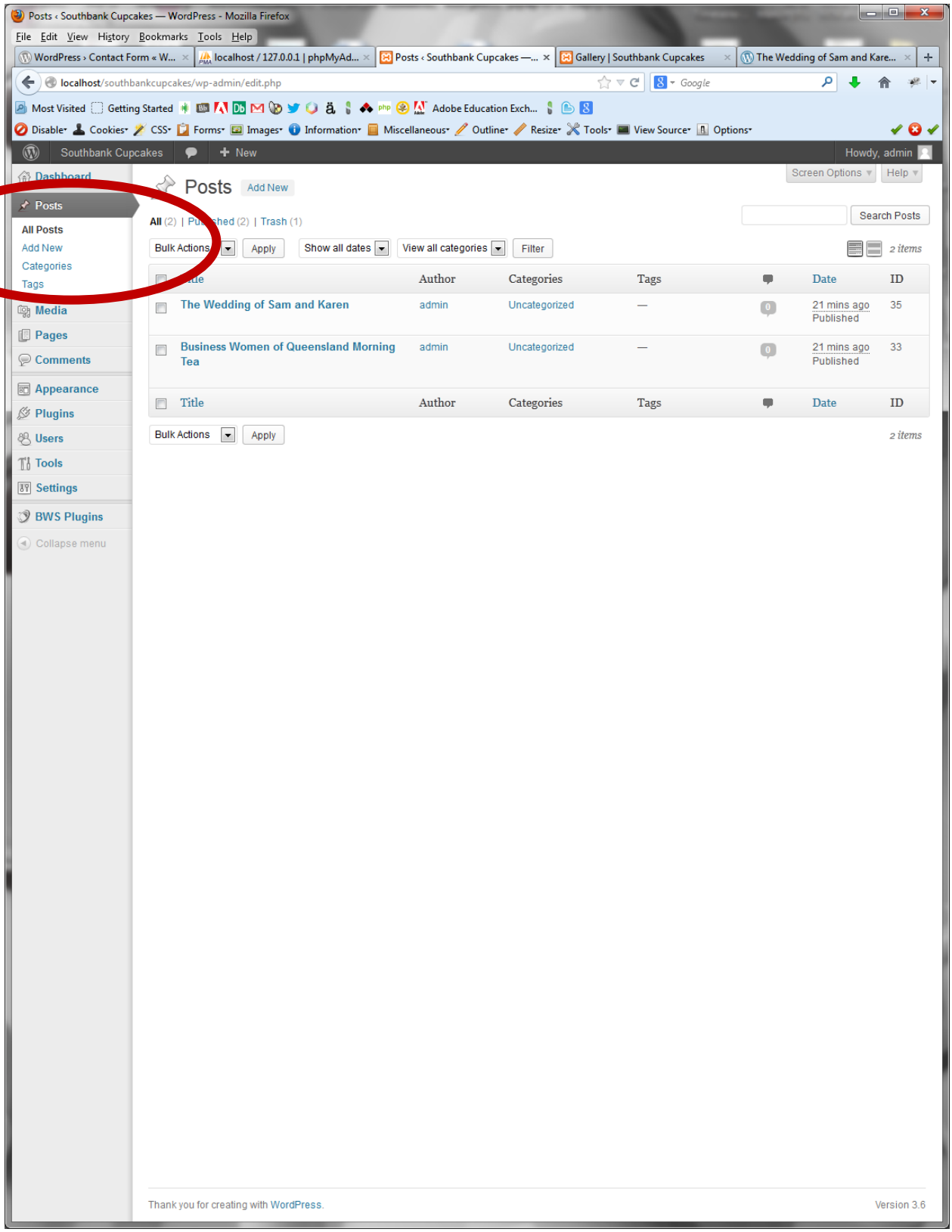
Appearance
Plugins
Users
Tools
Settings
General
Writing
Reading
Discussion
Media
Permalinks
BWS Plugins
Collapse menu
Reading Settings
Front page displays
Your latest posts
A static page (select below)
Front page: Home
Posts page: Blog
Blog pages show at most
posts
Syndication feeds show the most recent
10
items
For each article in a feed, show
Full text
Summary
Search Engine Visibility
Discourage search engines from indexing this site
It is up to search engines to honor this request.
Save Changes
Help
Thank you for creating with WordPress.
Version 3.6

Add content to your blog

Adding content to your blog is different from adding content to your other pages. Blog content is added via the ‘Posts’ option in the left vertical menu.

1. Login to the administration dashboard of your WordPress.org site
2. Select ‘Posts’ from the left vertical menu
3. Click on ‘Add New’ button at the top on the screen
4. Enter a post title
5. Enter the post content in the content editing area
6. Click on the ‘Publish’ button to make the post ‘live’ (i.e., visible on your website)


Posts ‹ Southbank Cupcakes — WordPress - Mozilla Firefox
File Edit View History Bookmarks Tools Help
localhost/southbankcupcakes/wp-admin/edit.php
Southbank Cupcakes
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All Posts
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Users
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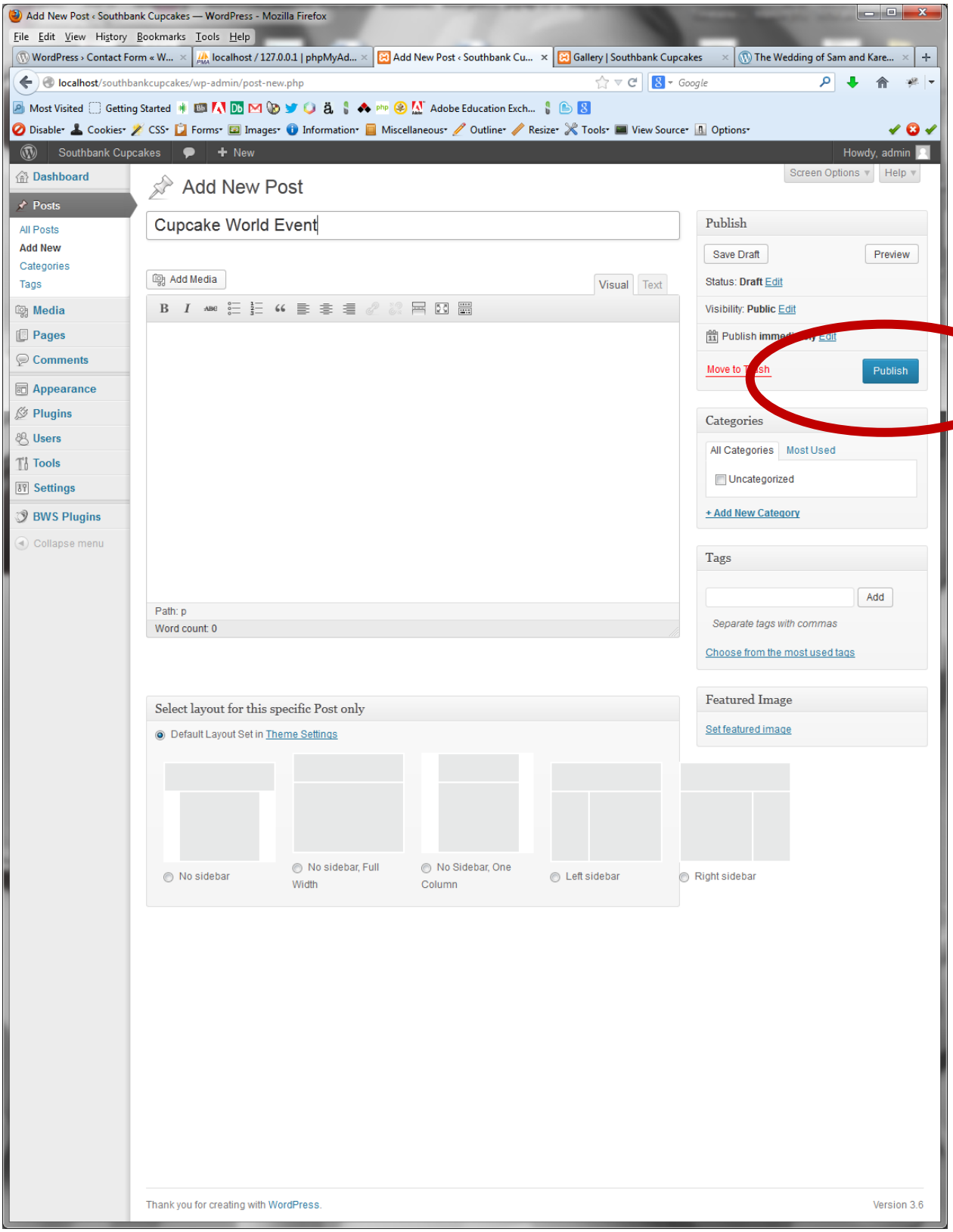
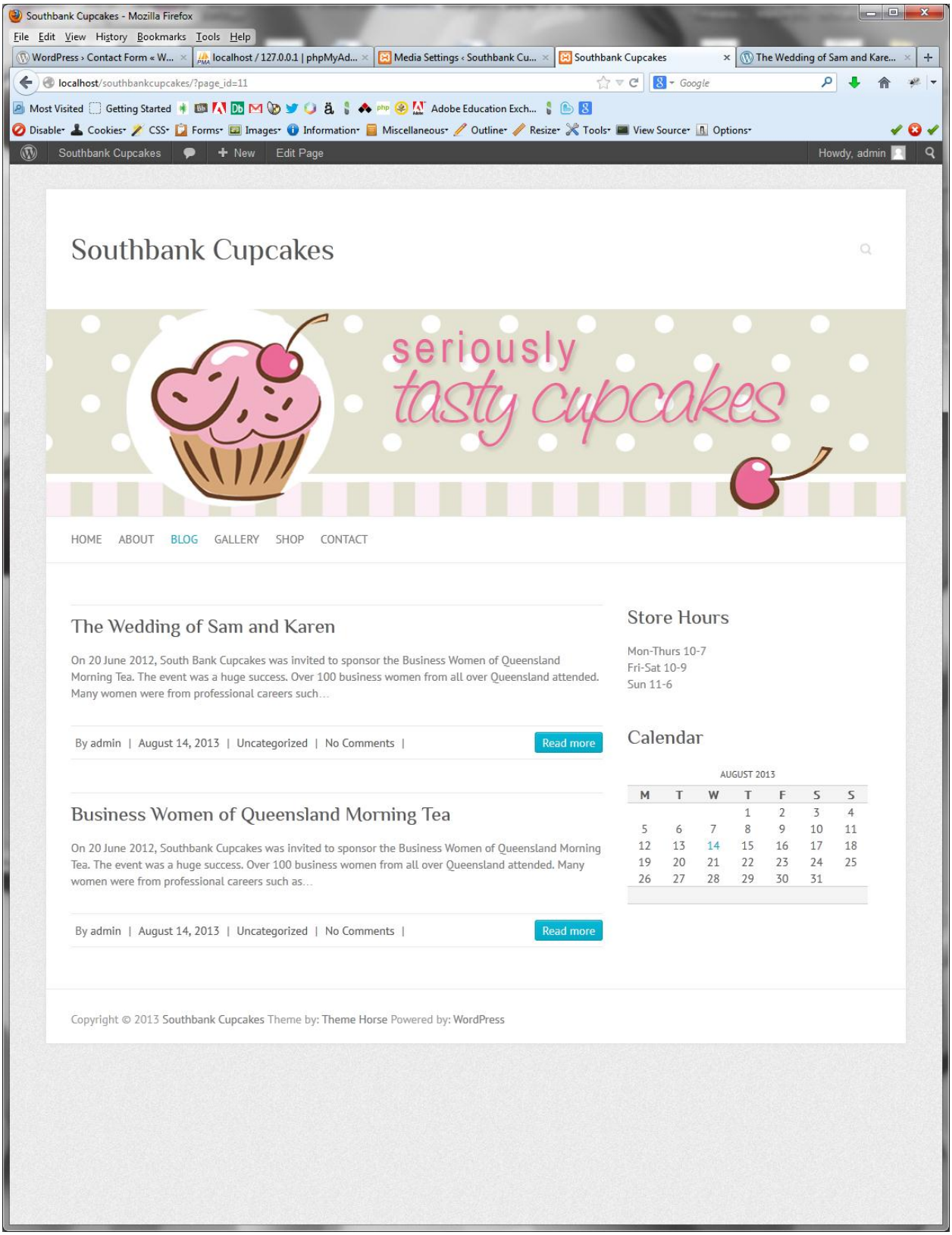
Settings
BWS Plugins
Collapse menu
Posts
Add New
Screen Options
Help
All (2) | Published (2) | Trash (1)
Search Posts
Bulk Actions
Apply
Show all dates
View all categories
Filter
2 items
Author
Categories
Tags
Date
ID
The Wedding of Sam and Karen
admin
Uncategorized
21 mins ago
Published
35
Business Women of Queensland Morning Tea
admin
Uncategorized
21 mins ago
Published
33
Thank you for creating with WordPress.
Version 3.6


Add New Post ‹ Southbank Cupcakes — WordPress - Mozilla Firefox
File Edit View History Bookmarks Tools Help
localhost/southbankcupcakes/wp-admin/post-new.php
Southbank Cupcakes
New
Howdy, admin
Dashboard
Posts
All Posts
Add New
Categories
Tags
Media
Pages
Comments
Appearance
Plugins
Users
Tools
Settings
BWS Plugins
Collapse menu
Add New Post
Screen Options
Help
Cupcake World Event
Add Media
Visual
Text
Path: p
Word count: 0
Publish
Save Draft
Preview
Status: Draft Edit
Visibility: Public Edit
Publish
Categories
All Categories
Most Used
Uncategorized
+ Add New Category
Tags
Add
Separate tags with commas
Choose from the most used tags
Featured Image
Set featured image
Select layout for this specific Post only
Default Layout Set in Theme Settings
No sidebar
No sidebar, Full Width
No Sidebar, One Column
Left sidebar
Right sidebar
Thank you for creating with WordPress.
Version 3.6


Southbank Cupcakes - Mozilla Firefox
File Edit View History Bookmarks Tools Help
WordPress › Contact Form « W...
localhost / 127.0.0.1 | phpMyAd...
Media Settings ‹ Southbank Cu...
Southbank Cupcakes
The Wedding of Sam and Kare...
localhost/southbankcupcakes/?page_id=11
Most Visited
Getting Started
Adobe Education Exch...
Disable
Cookies
CSS
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Images
Information
Miscellaneous
Outline
Resize
Tools
View Source
Options
Southbank Cupcakes
New
Edit Page
Howdy, admin
Southbank Cupcakes
seriously
tasty cupcakes
HOME
ABOUT
BLOG
GALLERY
SHOP
CONTACT
The Wedding of Sam and Karen
On 20 June 2012, South Bank Cupcakes was invited to sponsor the Business Women of Queensland Morning Tea. The event was a huge success. Over 100 business women from all over Queensland attended. Many women were from professional careers such…
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Business Women of Queensland Morning Tea
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Store Hours
Mon-Thurs 10-7
Fri-Sat 10-9
Sun 11-6
Calendar
AUGUST 2013
M T W T F S S
1 2 3 4
5 6 7 8 9 10 11
12 13 14 15 16 17 18
19 20 21 22 23 24 25
26 27 28 29 30 31
Copyright © 2013 Southbank Cupcakes Theme by: Theme Horse Powered by: WordPress

Backup WordPress.org

You need to backup your WordPress.org site regularly. Do **NOT** rely on your site being stored safely in the htdocs folder on the machines at SBIT. Anyone using the machines could modify or delete your website files. **This being the case, you should create a backup of your WordPress.org site every time you work on it and save it in a safe place** (i.e., on your USB).

You will need two (2) files to ensure your WordPress.org site is backed up properly:

1. A copy of the website folder from htdocs
2. A copy of your database file

Create a copy of your website folder

1. Go to htdocs folder under XAMPP on your local machine
2. Copy the whole website folder (e.g., southbankcupcakes)
3. Save the folder safely on your USB

Create a copy of your database file

1. Open phpMyAdmin
2. Click on the ‘Home’ icon
3. Select the ‘Export’ tab
4. Click ‘Custom’ from the ‘Export Method’
5. Highlight your database (e.g., southbankcupcakes)
6. Name the database file under ‘Output’ (e.g., southbankcupcakes_v001)
7. Check the ADD CREATE DATABASE option
8. Click the ‘Go’ button at the bottom of the screen
9. Save your database file safely on your USB

Move WordPress.org

You will need to use your backup files of your website folder and your database file to move your website. Follow the steps under ‘Backup WordPress.org’ above to create a copy of your website folder and your database file.

You will be able to recreate your WordPress.org website by placing your website folder in the htdocs folder on the new machine and importing your database file. You will need to have XAMPP installed and running on the new machine.

Recreate your website folder

1. Go to htdocs folder under XAMPP on your local machine
2. Paste a copy of the whole website folder (e.g., southbankcupcakes)

Recreate your database file

1. Open phpMyAdmin
2. Click on the ‘Home’ icon
3. Select the ‘Import’ tab
4. Click ‘Browse’ and locate your database file
5. Click the ‘Go’ button at the bottom of the screen