



# HEADWAY THEMES

## WordPress Quick Reference Guide

### POSTS AND PAGES

#### Add post and save draft

- 1 Click **Add New** in **Posts** menu
- 2 Type in text editor
- 3 In Publish meta box, click **Save Draft**

#### Add more link

- 1 In text editor, place cursor where “read more” text should appear
- 2 Click **Insert More Tag** in editor toolbar

#### Add tags to post

- 1 In **Tags** meta box, type tags separated by commas
- 2 Click **Add** or press **Enter** key

#### Schedule post

- 1 In Publish meta box, click **Edit** next to “Publish immediately”
- 2 Enter a date and time
- 3 Click **OK**
- 4 Click **Schedule**

#### Delete post

- 1 Click **All Posts** in **Posts** menu
- 2 Mouse over post title
- 3 Click **Trash**

#### Publish post

- 1 In Publish meta box, click **Publish**

#### Change meta data date format

- 1 Click **General** in **Settings** menu
- 2 Select date format
- 3 Click **Save Changes**

#### Change meta data time format

- 1 Click **General** in **Settings** menu
- 2 Select time format
- 3 Click **Save Changes**

#### Add page

- 1 Click **Add Page** in **Pages** menu
- 2 Type page content in editor
- 3 Click **Publish**

#### Delete page

- 1 Click **All Pages** in **Pages** menu
- 2 Mouse over page title
- 3 Click **Trash**

#### Add category

- 1 Click **Categories** in **Posts** menu
- 2 Type category name, slug, and description
- 3 Click **Add New Category**

#### Delete category

- 1 Click **Categories** in **Posts** menu
- 2 Mouse over category title
- 3 Click **Delete**

#### Set default post category

- 1 Click **Writing** in **Settings** menu
- 2 Select category in **Default Post Category** box
- 3 Click **Save Changes**

#### Set static home page

- 1 Click **Reading** in **Settings** menu
- 2 Select **A static page** option
- 3 Select home and post pages
- 4 Click **Save Changes**

#### Export pages and posts

- 1 Click **Export** in **Tools** menu
- 2 Select **All content, Posts, or Pages**
- 3 Click **Download Export File**
- 4 Save the file

#### Import pages and posts

- 1 Click **Widgets** in **Appearance** menu
- 2 Expand widget area
- 3 Click and drag widgets into widget area

#### Set number of posts per page

- 1 Click **Reading** in **Settings** menu
- 2 Type number for **Blog pages show at most**
- 3 Click **Save Changes**

#### Set number of posts in RSS

- 1 Click **Reading** in **Settings** menu
- 2 Type number for **Syndication feeds show the most recent**
- 3 Click **Save Changes**

#### Limit posts to summaries in RSS

- 1 Click **Reading** in **Settings** menu
- 2 Select **Summary**
- 3 Click **Save Changes**

## COMMENTS

### Approve comment

- 1 Click **Comments**
- 2 Mouse over comment
- 3 Click **Approve**

### Delete comment

- 1 Click **Comments**
- 2 Mouse over comment
- 3 Click **Trash**

### Mark comment as spam

- 1 Click **Comments**
- 2 Mouse over comment
- 3 Click **Spam**

### Disable comments on posts

- 1 Click **Discussion** in **Settings** menu
- 2 Clear checkbox for **Allow people to post comments**
- 3 Click **Save Changes**

### Close comments on old posts

- 1 Click **Discussion** in **Settings** menu
- 2 Check box for **Automatically close comments**, and type number of days
- 3 Click **Save Changes**

### Enable comment nesting

- 1 Click **Discussion** in **Settings** menu
- 2 Check box for **Enable threaded comments**, and type number of levels
- 3 Click **Save Changes**

### Order a post's comments

- 1 Click **Discussion** in **Settings** menu
- 2 Select **Older** or **Newer** for **Comments should be displayed with ... at the top of each page**
- 3 Click **Save Changes**

### Add a word to comment blacklist

- 1 Click **Discussion** in **Settings** menu
- 2 Type words in Comment Blacklist box, one per line
- 3 Click **Save Changes**

### Send trackbacks

- 1 Click **Discussion** in **Settings** menu
- 2 Check box for **Attempt to notify blogs linked to from the article**
- 3 Click **Save Changes**

### Allow trackbacks and pingbacks

- 1 Click **Discussion** in **Settings** menu
- 2 Check box for **Allow link notifications from other blogs**
- 3 Click **Save Changes**

For demonstrations of many of the features of the WordPress admin panel, go to <http://docs.headwaythemes.com> and view the WordPress 101 tutorials.

## USERS

### Add a user

- 1 Click **Add New** in **Users** menu
- 2 Enter user settings
- 3 Click **Add New User**

### Delete a user

- 1 Click **All Users** in **Users** menu
- 2 Hover over user's name
- 3 Click **Delete**
- 4 Indicate what to do with the user's posts
- 5 Click **Confirm Deletion**

### Change display name

- 1 Click **All Users** in **Users** menu
- 2 Click user's name
- 3 If needed, add a first name
- 4 Change selection for **Display name publicly as**
- 5 Click **Update Profile**

### Change password

- 1 Click **All Users** in **Users** menu
- 2 Click user's name
- 3 Type password in **New Password** fields
- 4 Click **Update Profile**

## IMAGES AND LINKS

### Add image to library

- 1 Click **Add New** in **Media** menu
- 2 Click and drag files into drop area

### Set standard image sizes

- 1 Click **Media** in **Settings** menu
- 2 Set width and height values
- 3 Click **Save Changes**

### Add link

- 1 Click **Add New** in **Links** menu
- 2 Set name, web address, and other options
- 3 Click **Add Link**

### Add link category

- 1 Click **Link Categories** in **Links** menu
- 2 Type name, slug, and description
- 3 Click **Add New Link Category**

### Set default link category

- 1 Click **Writing** in **Settings** menu
- 2 Select category in **Default Link Category** box
- 3 Click **Save Changes**

### Add set of links to a sidebar

- 1 Click **Widgets** in **Appearance** menu
- 2 Click and drag **Links** widget into sidebar
- 3 Configure settings
- 4 Click **Save**

### Set permalink format

- 1 Click **Permalinks** in **Settings** menu
- 2 Select permalink option
- 3 Click **Save Changes**

## APPEARANCE

### Add and activate theme

- 1 Click **Themes** in the **Appearance** menu
- 2 Click **Install Themes** tab
- 3 Search for a theme, or click **Upload** and choose a .zip file
- 4 Click **Install Now**
- 5 Click **Activate**

### Update theme

- 1 Click **Updates** in the **Dashboard** menu
- 2 Check box next to theme
- 3 Click **Update Themes**

### Add widget

- 1 Click **Widgets** in **Appearance** menu
- 2 Click and drag widget into sidebar
- 3 Configure widget if needed
- 4 Click **Save**

### Add and activate plugin

- 1 Click **Add New** in **Plugins** menu
- 2 Search for a plugin, or click **Upload** and choose a .zip file
- 3 Click **Install Now**
- 4 Click **Activate**

### Update plugin

- 1 Click **Updates** in the **Dashboard** menu
- 2 Check box next to plugin
- 3 Click **Update Plugins**

### Deactivate plugin

- 1 Click **Installed Plugins** in **Plugins** menu
- 2 Click **Deactivate** under plugin's name

### Edit site title

- 1 Click **General** in **Settings** menu
- 2 Type text in **Site Title** field
- 3 Click **Save Changes**

### Edit site tagline

- 1 Click **General** in **Settings** menu
- 2 Type text in **Tagline** field
- 3 Click **Save Changes**

**Note:** Some themes, such as Headway, have title and tagline settings that override the title and tagline specified in the WordPress admin panel.