Welcome & Overview

Today, we’ll discuss:
- How to edit pages and posts
- Uploading files to the media library
- Editing the navigation menu
- An overview of the editor permission levels
WordPress Overview

● WordPress started in 2003
● Open source Content Management System (CMS)
● Initially adopted as for blogs
● Run by a community of developers
● 20% of websites are running on WordPress
● WSU custom themes, features, and security
4 different CAHNRS WordPress editors
- Interim editor
- layout builder
- page layout editor
- extension county theme editor

Today we’re using the page layout editor
Signing In:

Step 1: Open your website.

Step 2: Add “/wp-admin” to the end of the website URL

   ex. http://cahnrs.wsu.edu/wp-admin

Step 3: Type in your wsu credentials (WSU NetID & Password)
Permission Levels

Website permission levels

- **Administrator**: The Administrator has full control over the website. They are able to change the menu structure and add users to the website. There should only be 1-2 Administrators per website depending on the size of your website.

- **Editor**: An Editor can edit any content, start new pages, and publish changes. They are not able to change the menu structure, activate plug-ins, or add new users to the website.

- **Author**: Pages in the new layout editor have the option to choose an author for each page. The author can edit and publish their own page(s). However, they are unable to edit other pages on the website.

- **Contributor**: A Contributor can edit and create content on a web page or post. However, they can’t publish new or edited content.

- **Subscriber**: A Subscriber can’t contribute, edit, or see the website’s dashboard.
Pages vs. Posts

Pages
● Static, ‘Timeless’, listed on menu
● ex. About Us, Homepage

Posts
● Typically used in blogs, can be categorized, shared on social media
● ex. News, Announcements, etc.
WordPress supported file types include:

- **Documents**: .pdf*, .doc, .docx, .xls, .xlsx
- **Images**: .jpg/.jpeg*, .png*, .gif
- **Audio**: .mp3, m4a, .ogg, .wav

*preferred file types for CAHNRS websites

- **Video**: Upload videos to a third party site, like youtube and hyperlink the video.
Questions?