

# TRAINING WEBINAR

Introduction to WordPress

# OVERVIEW

- **Wordpress - Making your site your own**
- Areas you can customise
- Accessing the WordPress editor
- Creating pages – Rows and Widgets
- Creating Help pages / Knowledgebase
- Adapting your Home page
- Creating Footer menus
- Widgets
- Questions

# WordPress

- Open-source content management system (CMS)
- Originally designed for blogs but now used for all kinds of applications
- Used in 42.8% of the top 10 million websites in the world

# Areas you can customise

## Contact Us

If you would like more information on the services we offer please use one of the contact options below.

### Telephone:

+44 (118) 338 0960

### Email

hello@capture.co.uk

## About Us

### Our Story

We've been able to keep at the cutting edge of digital asset management thanks to our experienced team. Each aspect of the Capture platform is overseen by people at the top of their game. They're a seriously talented bunch.

Hundreds of years of experience under their belts. Industry knowledge that's a cut above. And a genuine passion for top-tier content. This is what a safe pair of hands look like.

## Recognised Industry Leaders

We've been a finalist at the Thames Valley Tech Award, and twice been shortlisted at the National Technology Awards.

### FINALIST

Thames Valley Tech Awards

### SHORTLISTED








National Technology Awards

Static pages

# Help pages

## General

7 Articles


-  The Home Page
-  Login and Registration
-  How to start searching
-  Advanced Search
-  Lightboxes
-  Galleries
-  Baskets

## How to start searching

There are many ways to get started with searching and here's how:

The Home page has a search bar and by typing a term into the box and clicking the search button will find images and videos with the search term entered.

On almost any page of the site when you start to scroll you will see the sub header below the Logo, this houses another search box, typing a term into this box will perform the action of a search too.


The site menu has the alternate way to search. No matter where you are in the site there will be a hamburger menu icon in the header section: this is the full page menu icon . Clicking this icon will bring up the site menu.

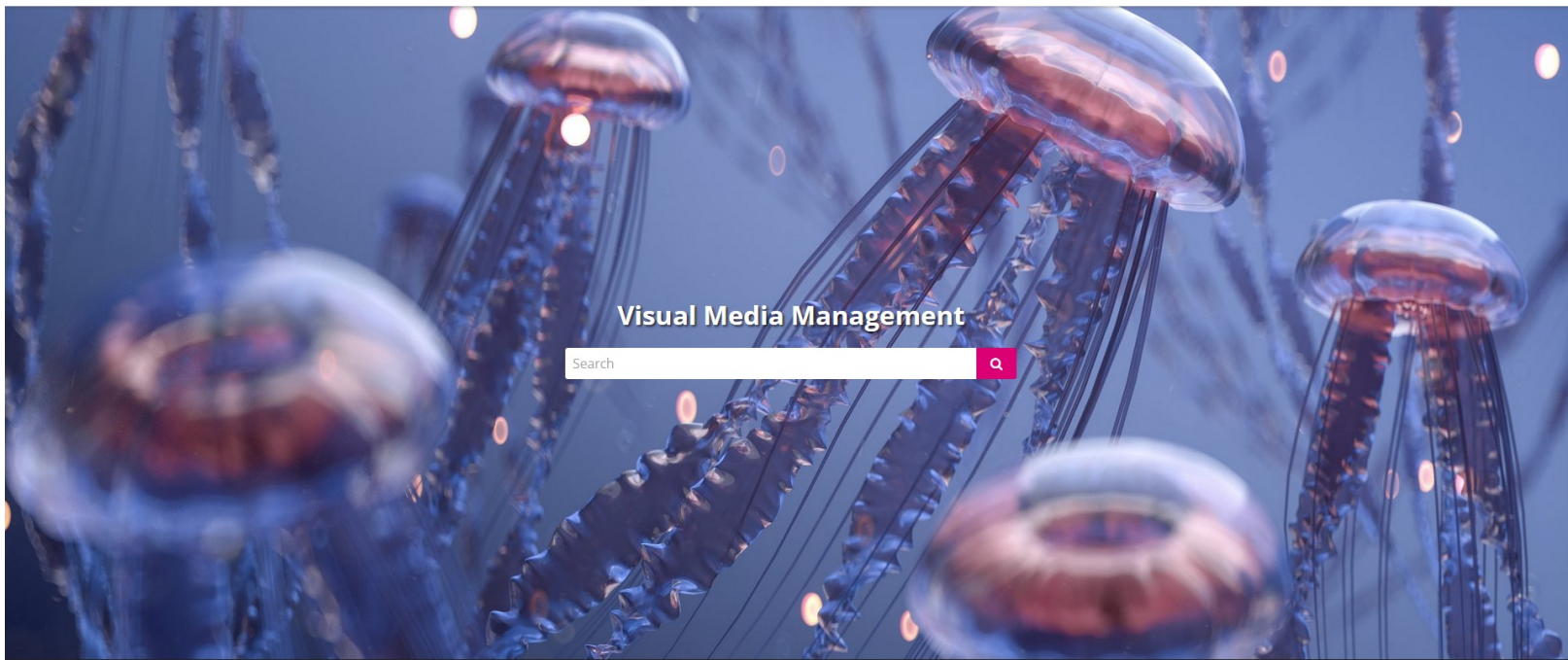
Clicking the Search link in this menu will present an input box on the left.

Enter your search terms and hit the return key or click the magnifying glass icon to start your search.

A search term can be entered from the home page search box, or by clicking on the Search in the main menu, and entering your term(s) in the box that appears on the left, or by using the search box (shown below) that is displayed on the left above search results. To the right of this search box is the search icon, with the search filters icon next to it.

Enter search terms and hit return, or click on the magnifying glass to start a search.

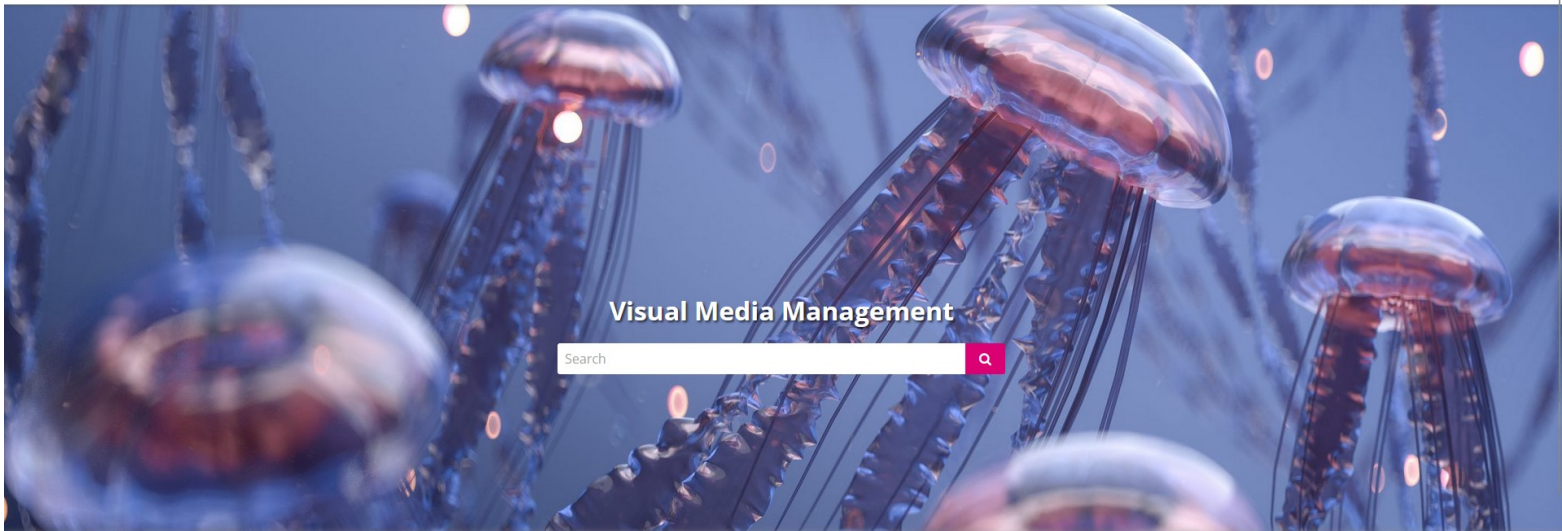
The search results appear as thumbnails in a grid. Scroll down to see more results. You can refine your search by clicking on the Search Filters icon . In the Search Filters panel you can click on previous search terms to run the search again. The panel also allows you to select sort order, by relevance or oldest or newest first. You can also refine the search based on one or more selected category. Tick these and click on the Filter button that appears below to see only those search results in the selected categories. You can also search within galleries.



## Visual Media Management

Home page



Visual Media Management

Search



- Contact Us
- About Us
- Data Protection and Privacy Policy



Footer menu



# Accessing the WordPress editor

## Menu access

Search

User details

Groups

Lightbox

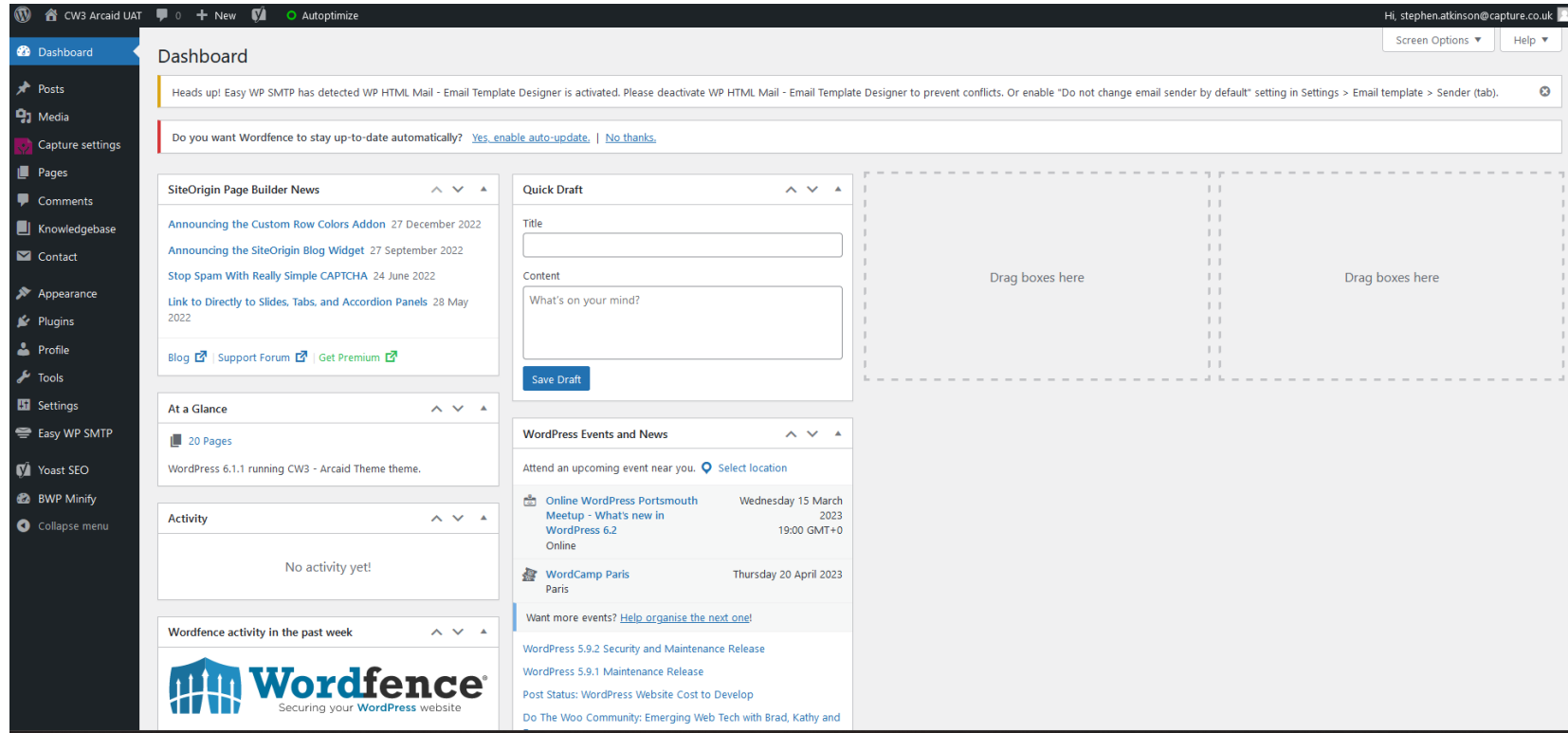
WP Admin ←

Our Contributors

Help

Logout

# The Editor



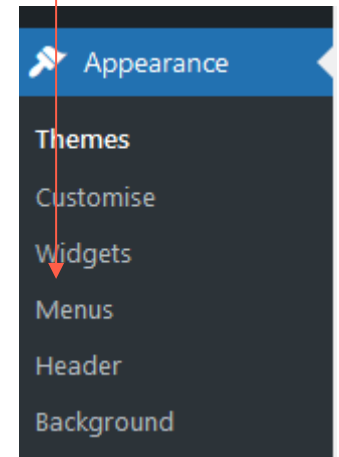
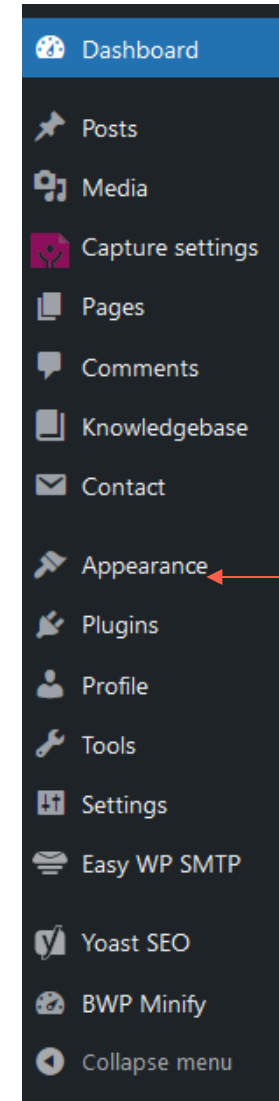
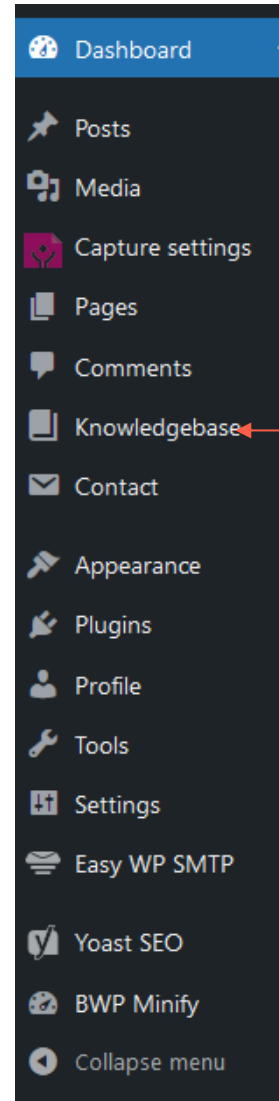
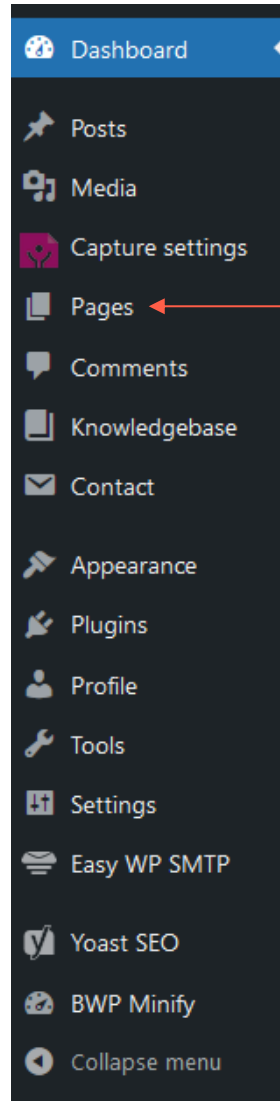
The screenshot shows the WordPress dashboard editor interface. On the left is a dark sidebar with navigation links: Dashboard, Posts, Media, Capture settings, Pages, Comments, Knowledgebase, Contact, Appearance, Plugins, Profile, Tools, Settings, Easy WP SMTP, Yoast SEO, BWP Minify, and Collapse menu. The main content area is titled "Dashboard" and contains several widgets:

- SiteOrigin Page Builder News:** A list of recent news items with dates, including "Announcing the Custom Row Colors Addon" (27 December 2022), "Announcing the SiteOrigin Blog Widget" (27 September 2022), "Stop Spam With Really Simple CAPTCHA" (24 June 2022), and "Link to Directly to Slides, Tabs, and Accordion Panels" (28 May 2022). It includes links for "Blog", "Support Forum", and "Get Premium".
- Quick Draft:** A form for creating a new draft, with fields for "Title" and "Content" (containing the placeholder "What's on your mind?"), and a "Save Draft" button.
- At a Glance:** A summary widget showing "20 Pages" and "WordPress 6.1.1 running CW3 - Arcaid Theme theme."
- Activity:** A widget showing "No activity yet!".
- Wordfence activity in the past week:** A widget featuring the Wordfence logo and the tagline "Securing your WordPress website".
- WordPress Events and News:** A widget with a "Select location" button and a list of events: "Online WordPress Portsmouth Meetup - What's new in WordPress 6.2" (Wednesday 15 March 2023, 19:00 GMT+0) and "WordCamp Paris" (Thursday 20 April 2023). It also includes a link to "Help organise the next one!".

At the bottom of the dashboard, there are several news items: "WordPress 5.9.2 Security and Maintenance Release", "WordPress 5.9.1 Maintenance Release", "Post Status: WordPress Website Cost to Develop", and "Do The Woo Community: Emerging Web Tech with Brad, Kathy and".

On the right side of the dashboard, there are two large dashed boxes with the text "Drag boxes here", indicating a drag-and-drop editor area.

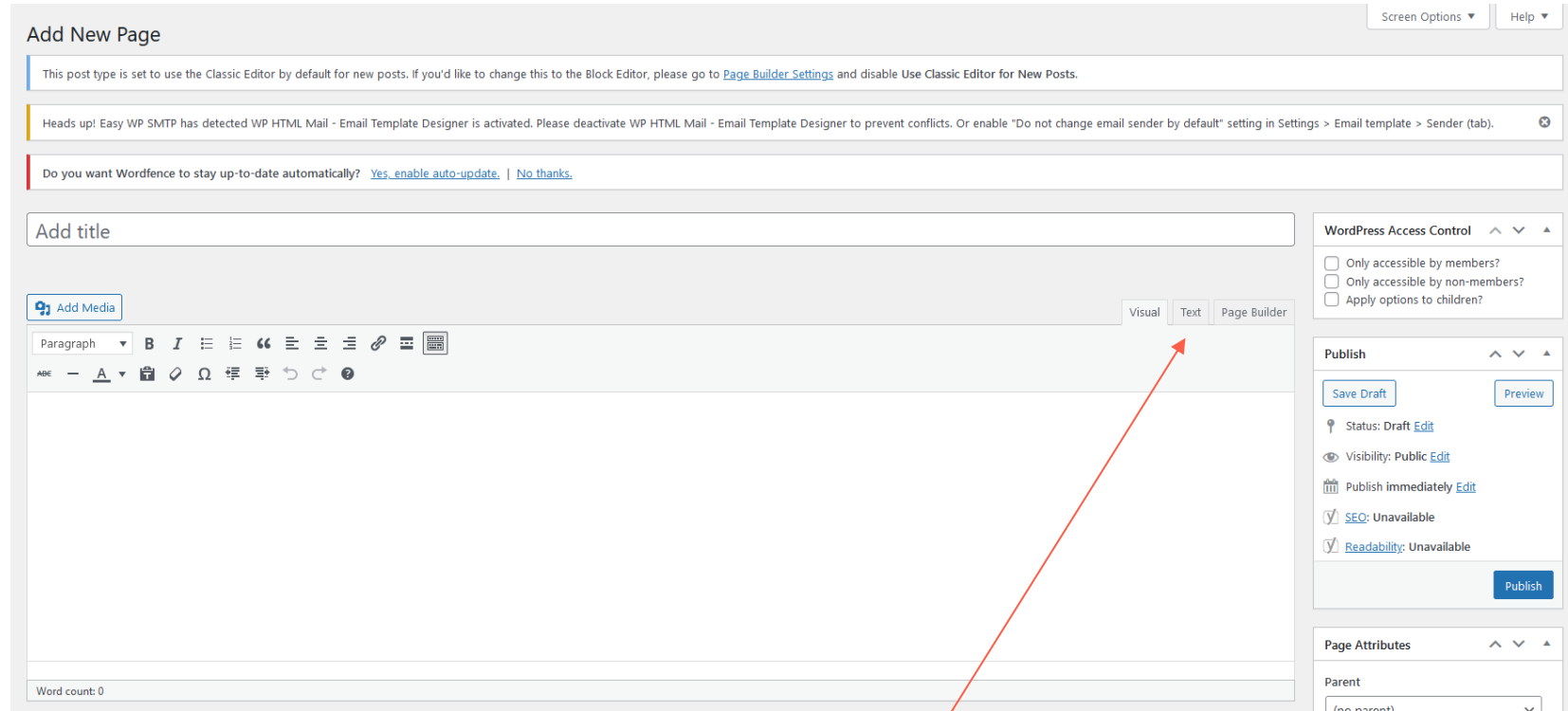
# Editor menu



# Creating pages – Rows and Widgets

# Pages > Add new

## Building pages – the building blocks



Add New Page

This post type is set to use the Classic Editor by default for new posts. If you'd like to change this to the Block Editor, please go to [Page Builder Settings](#) and disable Use Classic Editor for New Posts.

Heads up! Easy WP SMTP has detected WP HTML Mail - Email Template Designer is activated. Please deactivate WP HTML Mail - Email Template Designer to prevent conflicts. Or enable "Do not change email sender by default" setting in Settings > Email template > Sender (tab).

Do you want Wordfence to stay up-to-date automatically? [Yes, enable auto-update.](#) | [No thanks.](#)

Add title

[Add Media](#)

Visual Text Page Builder

Paragraph B I List Quote Link Table

Word count: 0

**WordPress Access Control**

- Only accessible by members?
- Only accessible by non-members?
- Apply options to children?

**Publish**

[Save Draft](#) [Preview](#)

Status: Draft [Edit](#)

Visibility: Public [Edit](#)

Publish Immediately [Edit](#)

SEO: Unavailable

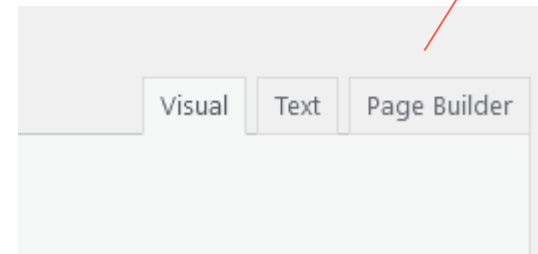
Readability: Unavailable

[Publish](#)

**Page Attributes**

Parent

(no parent)



Your page title = your url

Add title

Webinar page

Permalink: <https://demo.captureweb.co.uk/webinar-page/>

[Add Widget](#) [Add Row](#) [Layouts](#) [History](#) [Live Editor](#) [Add-ons](#)

[Revert to Editor](#)

Add a [Widget](#), [Row](#) or [Prebuilt Layout](#) to get started. Read our [documentation](#) if you need help.

Pro Tip: Use Google Fonts in SiteOrigin Widgets with the [Webfont Selector Addon](#).

Word count: 0

## Adding rows

**New Row** ✕

Set row layout :  columns with a ratio of  going from  [Set](#)

50%	50%
-----	-----

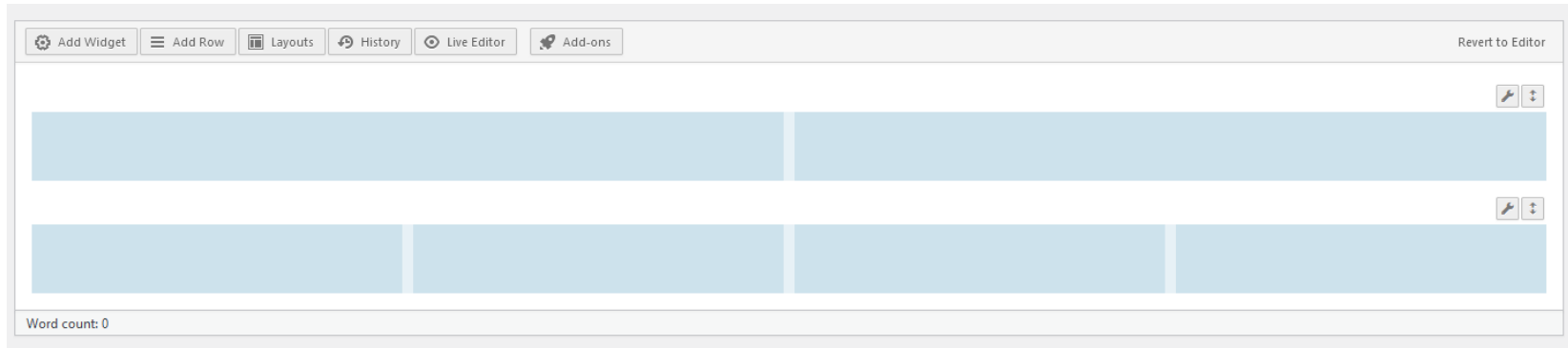
**Row Styles**

- Attributes
- Layout
- Mobile Layout
- Design

[Insert](#)



# Adding rows



The screenshot shows a table editor interface with a toolbar at the top containing buttons for 'Add Widget', 'Add Row', 'Layouts', 'History', 'Live Editor', and 'Add-ons'. A 'Revert to Editor' button is located in the top right corner. The table contains two rows of light blue cells. The first row has two columns, and the second row has four columns. Each cell has a small edit icon in its top right corner. At the bottom left of the editor, it displays 'Word count: 0'.

# Adding widgets

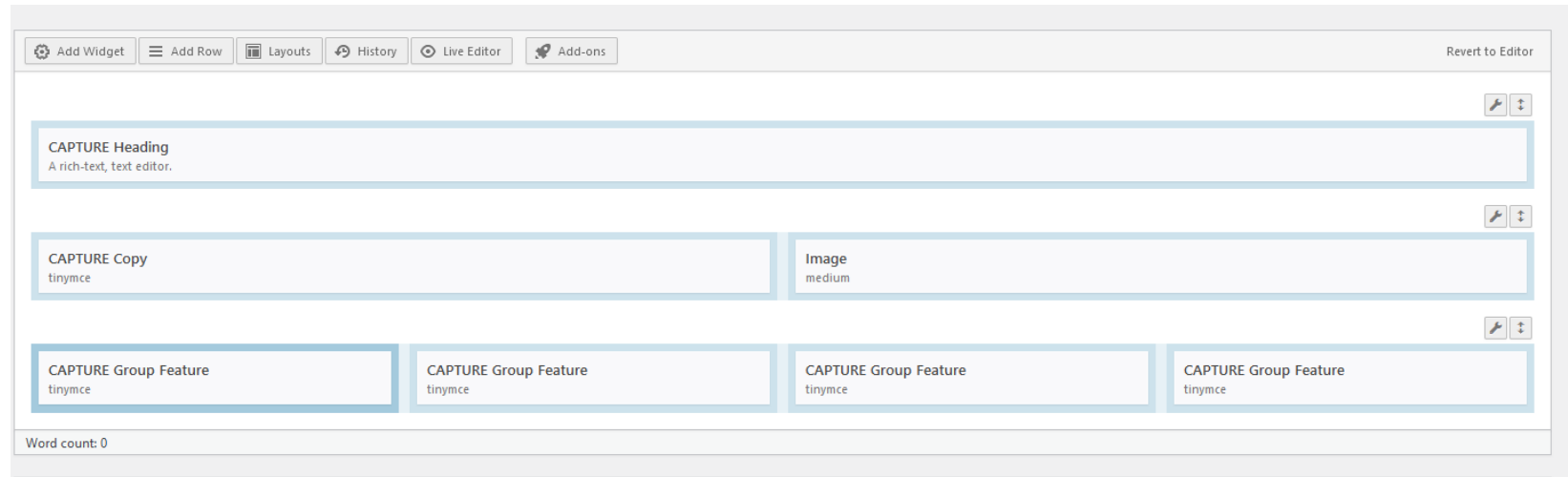
⚙️ Add Widget
☰ Add Row
📄 Layouts
🕒 History
👁️ Live Editor
🔧 Add-ons
↩️ Revert to Editor

**⚙️ Add New Widget** ✕

<p><b>📁 Archives</b> A monthly archive of your site's Posts.</p>	<p><b>🔊 Audio</b> Displays an audio player.</p>	<p><b>📦 Block</b> A widget containing a block.</p>	<p><b>⚙️ CAPTURE Blockquote</b> CAPTURE Blockquote</p>
<p><b>⚙️ CAPTURE Call to action</b> Call to action widget. Please use in single column layout</p>	<p><b>⚙️ CAPTURE Copy</b> A rich-text, text editor.</p>	<p><b>⚙️ CAPTURE Group Feature</b> Add a group feature</p>	<p><b>⚙️ CAPTURE Group Items Slideshow</b> Capture Group Items Slideshow</p>
<p><b>⚙️ CAPTURE Group Slideshow</b> Capture Group Slideshow</p>	<p><b>⚙️ CAPTURE Group Tile</b> Add a group tile</p>	<p><b>⚙️ CAPTURE Group_link</b> A rich-text, text editor.</p>	<p><b>⚙️ CAPTURE Group_page</b> Group page</p>
<p><b>⚙️ CAPTURE Heading</b> A rich-text, text editor.</p>	<p><b>⚙️ CAPTURE Hero</b> Capture homepage hero section</p>	<p><b>⚙️ CAPTURE Home Content</b> Add content to based on the homepage layout</p>	<p><b>⚙️ CAPTURE Home Footer</b> Footer area mainly for homepage</p>
<p><b>⚙️ CAPTURE Image Feature</b> Add a Image feature</p>	<p><b>⚙️ CAPTURE Image Tile</b> Add a Image tile</p>	<p><b>⚙️ CAPTURE Page Heading</b> Page heading</p>	<p><b>⚙️ CAPTURE Page Hero</b> Capture page hero section</p>
<p><b>⚙️ CAPTURE Parallax</b> Capture homepage parallax section</p>	<p><b>⚙️ CAPTURE Sidebaritem</b> CAPTURE Sidebaritem</p>	<p><b>⚙️ CAPTURE Slideshow</b> Capture homepage hero slideshow</p>	<p><b>⚙️ CAPTURE Video Feature</b> Add a Video feature</p>
<p><b>⚙️ CAPTURE Video Hero</b> Capture video hero section</p>	<p><b>📅 Calendar</b> A calendar of your site's posts.</p>	<p><b>📁 Categories</b> A list or dropdown of categories.</p>	<p><b>⚙️ Custom HTML</b> Arbitrary HTML code.</p>
<p><b>⚙️ Custom Menu</b> Use this widget to add one of your custom menus as a widget.</p>	<p><b>🖼️ Gallery</b> Displays an image gallery.</p>	<p><b>🖼️ Image</b> Displays an image.</p>	<p><b>⚙️ Knowledgebase Article</b> WP Knowledgebase article widget to show articles on the site</p>
<p><b>⚙️ Knowledgebase Category</b></p>	<p><b>⚙️ Knowledgebase Search</b></p>	<p><b>⚙️ Knowledgebase Tags</b></p>	<p><b>🏗️ Layout Builder</b></p>

Enable more widgets in the [Widgets Bundle settings](#) Close

# Adding widgets

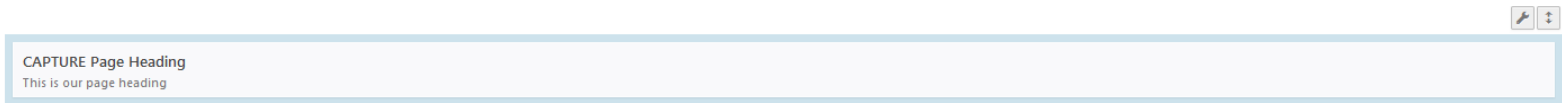



The screenshot displays the Capture editor interface. At the top, there is a toolbar with the following buttons: Add Widget, Add Row, Layouts, History, Live Editor, and Add-ons. On the far right of the toolbar is a 'Revert to Editor' button. The main workspace contains a grid of widgets:

- Row 1: A single 'CAPTURE Heading' widget with the description 'A rich-text, text editor.' and a 'Revert to Editor' button on the right.
- Row 2: Two widgets side-by-side: 'CAPTURE Copy' (tinymce) and 'Image' (medium). Both have 'Revert to Editor' buttons on the right.
- Row 3: Four 'CAPTURE Group Feature' (tinymce) widgets arranged in a row. Each has a 'Revert to Editor' button on the right.

At the bottom of the editor, a status bar shows 'Word count: 0'.

# Capture Heading widget



 **CAPTURE Page Heading**

**Title**  
This is our page heading

Add Line under heading  
 Automatically add paragraphs

[Preview](#)

[Help](#)


Display on language: All Languages ▾


This is our page heading











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# Capture Copy widget

CAPTURE Copy  
tinymce

 CAPTURE Copy

 Add Media

Paragraph **B** *I*          

ABC - A       

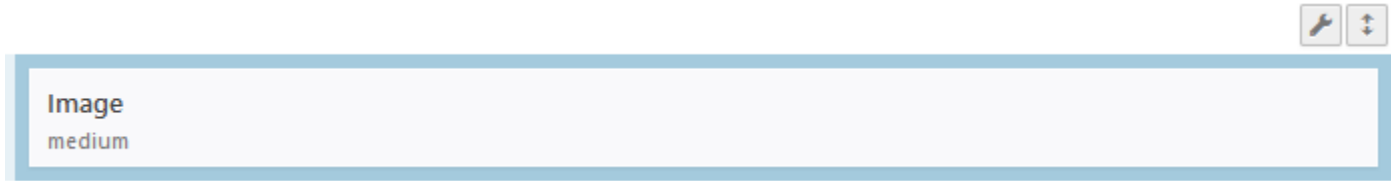
This is the text for our website. We can type anything we like - it works just like Word


.

This is our page heading


This is the text for our website. We can type anything we like - it works just like Word

# Image widget



 Image

Title:



This is our page heading

This is the text for our website. We can type anything we like - it works just like Word



# Saving your pages

The screenshot shows the Capture CMS editor interface. At the top, there's a toolbar with options like 'Add Widget', 'Add Row', 'Layouts', 'History', 'Live Editor', and 'Addons'. Below the toolbar, the main content area contains several blocks: 'CAPTURE Page Heading' with the text 'This is our page heading', 'CAPTURE Copy' with the text 'This is the text for our website. We can type anything we like - it works just like Word', and an 'Image' block with a 'medium' size. Below these are four 'CAPTURE Group Tile' blocks, each with the text 'Add a group tile'. At the bottom of the main area, it says 'Word count: 0' and 'Last edited by capture on March 15, 2023 at 3:28 pm'. On the right side, there's a sidebar with several sections: 'Apply options to children?' (checkbox), 'Language' (dropdown), 'Language of this page' (dropdown), 'Translation Priority' (dropdown with 'Optional' selected and an 'edit terms' link), 'Media attachments' (checkboxes for 'Duplicate uploaded media to translations' and 'Duplicate featured image to translations'), and 'Publish' (with 'Save Draft' and 'Preview' buttons, and status information: 'Status: Draft Edit', 'Visibility: Public Edit', 'Revisions: 8 Browse', 'Publish immediately Edit', 'SEO: Not available', 'Readability: Good', and a 'Publish' button).

This is a close-up of the 'Publish' sidebar from the screenshot. It features a 'Save Draft' button and a 'Preview' button at the top. Below these are several status indicators with 'Edit' links: 'Status: Draft Edit', 'Visibility: Public Edit', 'Revisions: 8 Browse', 'Publish immediately Edit', 'SEO: Not available', and 'Readability: Good'. At the bottom right, there is a prominent blue 'Publish' button. A red arrow points from the 'Publish' button in the top-right sidebar of the main screenshot to this 'Publish' button.

# Image widget – WP Media Library

## Upload New Media

Help ▾

Heads up! Easy WP SMTP has detected WP HTML Mail - Email Template Designer is activated. Please deactivate WP HTML Mail - Email Template Designer to prevent conflicts. Or enable "Do not change email sender by default" setting in Settings > Email template > Sender (tab). 

Drop files to upload

or

Select Files

You are using the multi-file uploader. Problems? Try the [browser uploader](#) instead.

Maximum upload file size: 100 MB.

## Media Library [Add New](#)

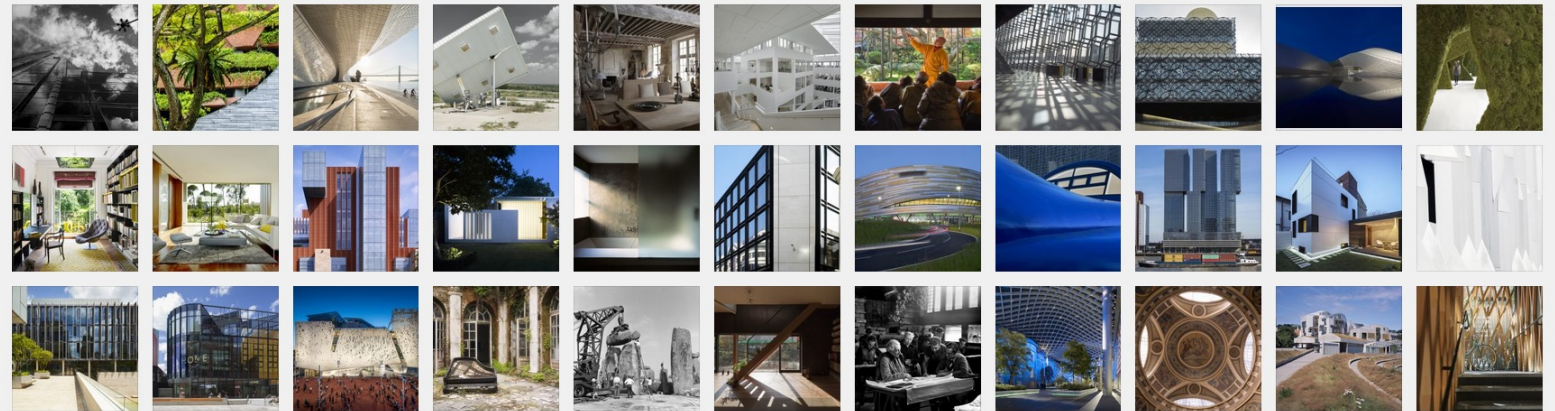
Help ▾

Heads up! Easy WP SMTP has detected WP HTML Mail - Email Template Designer is activated. Please deactivate WP HTML Mail - Email Template Designer to prevent conflicts. Or enable "Do not change email sender by default" setting in Settings > Email template > Sender (tab). 

Do you want Wordfence to stay up-to-date automatically? [Yes, enable auto-update.](#) | [No thanks.](#)

  All media items ▾ All dates ▾ [Bulk select](#)


Search







CAPTURE Group Tile Add a group tile	CAPTURE Group Tile Add a group tile	CAPTURE Group Tile Add a group tile	CAPTURE Group Tile Add a group tile
--	--	--	--

 CAPTURE Group Tile

Select group

Strength

Display on language:

# Group tile widget

This is our page heading

This is the text for our website. We can type anything we like - it works just like Word



# Creating Help pages / Knowledgebase

**Knowledgebase**

- Articles
- New Article
- Categories

### General

7 Articles

- The Home Page
- Login and Registration
- How to start searching
- Advanced Search
- Lightboxes
- Galleries
- Baskets

# Adding an article

All (7) | Published (7) | Cornerstone content (0)

Bulk actions  All dates  All SEO Scores  All Readability Scores   7 items

<input type="checkbox"/>	Title	Author	Category	Tags		Date	<input type="button" value="Info"/>	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>	Views
<input type="checkbox"/>	Advanced Search — SiteOrigin Page Builder	capture	General	—	—	Published 2019/09/19 at 3:11 pm	<input type="button" value="Info"/>	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>	180 views
<input type="checkbox"/>	Login and Registration — SiteOrigin Page Builder	capture	General	—	—	Published 2019/09/19 at 2:58 pm	<input type="button" value="Info"/>	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>	175 views
<input type="checkbox"/>	The Home Page — SiteOrigin Page Builder	capture	General	—	—	Published 2019/09/19 at 2:50 pm	<input type="button" value="Info"/>	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>	134 views
<input type="checkbox"/>	How to start searching — SiteOrigin Page Builder	capture	General	—	—	Published 2019/09/13 at 4:10 pm	<input type="button" value="Info"/>	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>	153 views
<input type="checkbox"/>	Lightboxes	capture	General	—	—	Published 2019/09/13 at 4:10 pm	<input type="button" value="Info"/>	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>	151 views
<input type="checkbox"/>	Galleries — SiteOrigin Page Builder	capture	General	—	—	Published 2019/09/13 at 4:09 pm	<input type="button" value="Info"/>	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>	143 views
<input type="checkbox"/>	Baskets	capture	General	—	—	Published 2019/09/13 at 4:09 pm	<input type="button" value="Info"/>	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>	237 views
<input type="checkbox"/>	Title	Author	Category	Tags		Date	<input type="button" value="Info"/>	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>	Views

# Adding categories

**Edit Article** [New Article](#)

Heads up! Easy WP SMTP has detected WP HTML Mail - Email Template Designer is activated. Please deactivate WP HTML Mail - Email Template Designer to prevent conflicts. Or enable "Do not change email sender by default" setting in Settings > Email template > Sender (tab). [✕](#)

Post updated. [View post](#) [✕](#)

**Advanced Search**

Permalink: <https://demo.captureweb.co.uk/help/advanced-search/> [Edit](#)

[Add Widget](#) [Add Row](#) [Layouts](#) [History](#) [Live Editor](#) [Addons](#) [Revert to Editor](#)

**CAPTURE Heading**  
Advanced Search

**CAPTURE Copy**  
The Advanced Search functionality is very much aimed at those wishing to refine their search results in a much more

Word count: 0 Last edited by stephen.atkinson@capture.co.uk on March 16, 2023 at 11:31 am

**Yoast SEO**

SEO  Readability  Social

Focus keyphrase [?](#)

[Get related keyphrases](#)

**Publish** [Preview Changes](#)

Status: **Published** [Edit](#)

Visibility: **Public** [Edit](#)

Published on: **Sep 19, 2019 at 15:11** [Edit](#)

[Duplicate Knowledgebase](#)

**SEO:** Not available

**Readability:** Not available

[Update](#)

**Category**

All Knowledgebase Categories **Most Used**

**Searching**

General

[+ Add New Knowledgebase Category](#)

General	6 Articles	Searching	1 Article
<a href="#">The Home Page</a>		<a href="#">Advanced Search</a>	
<a href="#">Login and Registration</a>			
<a href="#">How to start searching</a>			
<a href="#">Lightboxes</a>			
<a href="#">Galleries</a>			
<a href="#">Baskets</a>			

# Adapting your Home page

Home

Permalink: <https://demo.captureweb.co.uk/>

Revert to Editor

CAPTURE Hero  
Visual Media Management

Pages > Home page

CAPTURE Hero

**Background image mobile (if not provided will use desktop image for both)**

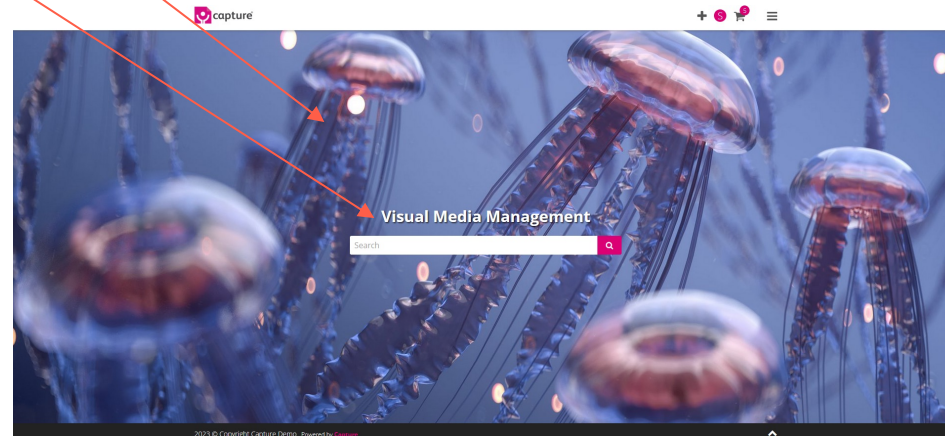
**Background image desktop**

**Logo above Content**

**Title**

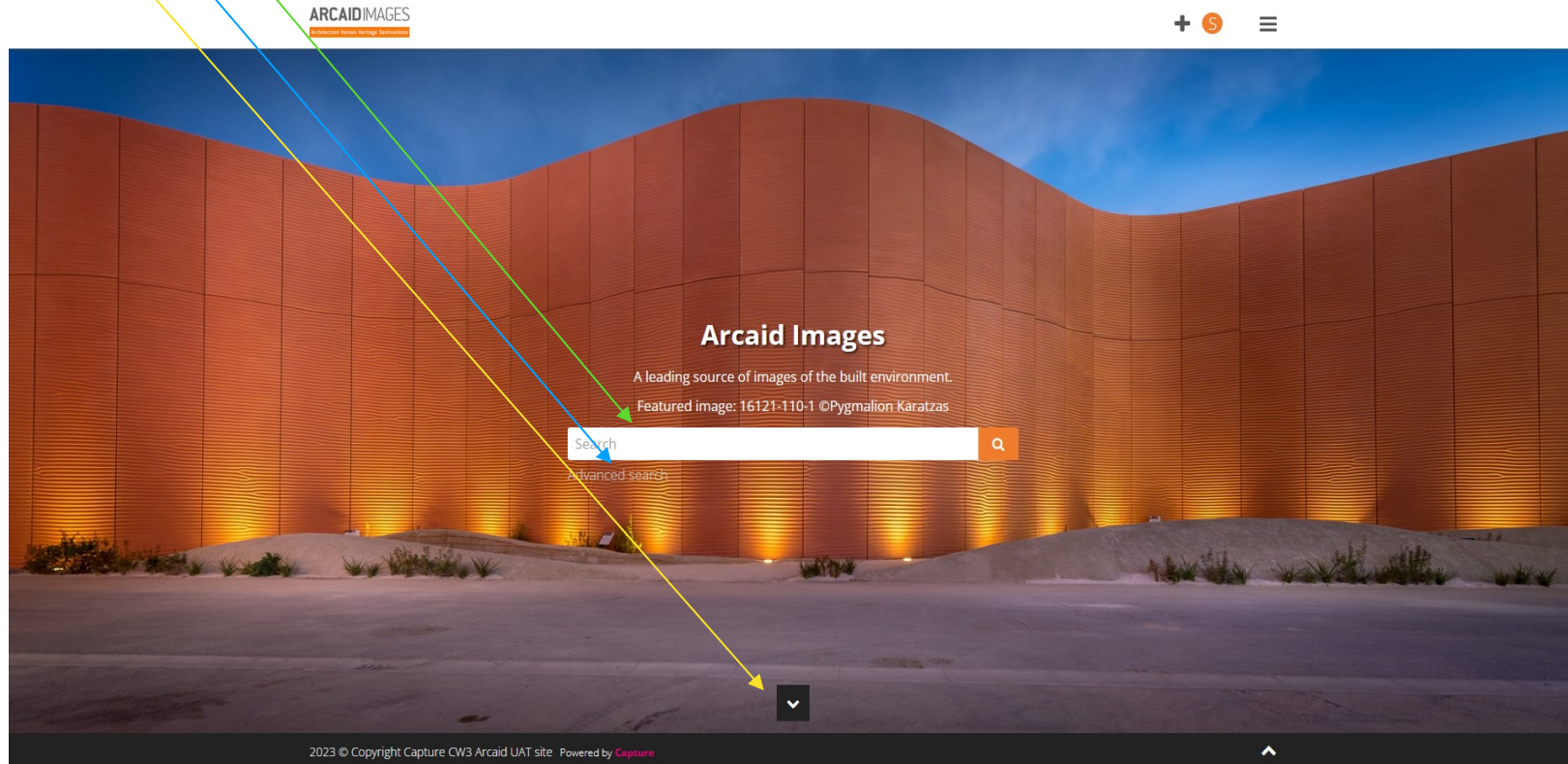
Paragraph **B** *I*

Widget Styles  
Attributes  
Layout  
Mobile Layout  
Design



- Add Search box
- Add Advanced Search link
- Add Scroll down widget

## Home Page – more features







# Creating footer menus

Appearance > Menus >

Appearance

- Themes
- Customise
- Widgets
- Menus**
- Header
- Background

### Add menu items

Pages

Most Recent [View All](#) [Search](#)

- Our Contributors — SiteOrigin Page Builder
- Terms and Conditions — SiteOrigin Page Builder
- Data Protection and Privacy Policy — SiteOrigin Page Builder
- Contact us — SiteOrigin Page Builder

Select all [Add to Menu](#)

Posts

Custom Links

Categories

### Menu structure

Menu Name:

Drag the items into the order you prefer. Click the arrow on the right of the item to reveal additional configuration options.

Bulk select

- About us SiteOrigin Page Builder
- Contact us SiteOrigin Page Builder
- Terms and Conditions SiteOrigin Page Builder

Bulk select [Remove selected items](#)

#### Menu Settings

Auto add pages  Automatically add new top-level pages to this menu

[Delete Menu](#) [Save Menu](#)

About us  
Contact us  
Terms and Conditions

# Menu ordering

### Add menu items

Pages ▲

Most Recent [View All](#) [Search](#)

- Our Contributors — SiteOrigin Page Builder
- Terms and Conditions — SiteOrigin Page Builder
- Data Protection and Privacy Policy — SiteOrigin Page Builder
- Contact us — SiteOrigin Page Builder

Select all [Add to Menu](#)

Posts ▼

Custom Links ▼

Categories ▼

### Menu structure

Menu Name:

Drag the items into the order you prefer. Click the arrow on the right of the item to reveal additional configuration options.

Bulk select

- About us SiteOrigin Page Builder ▼
- Contact us SiteOrigin Page Builder ▼
- Terms and Conditions SiteOrigin Page Builder ▼

Bulk select [Remove selected items](#)

#### Menu Settings

Auto add pages  Automatically add new top-level pages to this menu

[Delete Menu](#) [Save Menu](#)

# Widgets



CAPTURE Call to action  
Arcaid Images

# Widgets

Call to action

Arcaid Images

[Our collections](#)

ARCAIDIMAGES

Architecture Homes Heritage Destinations

Search



Archive Collections

4 groups



Rooms and Gardens

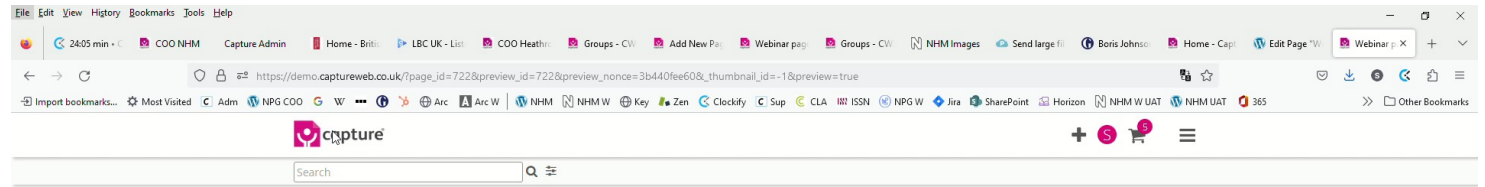
6 groups



CAPTURE Parallax  
Capture Parallax widget

# Widgets

## Capture Parallax



This is our page heading

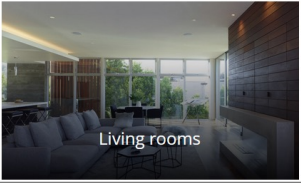
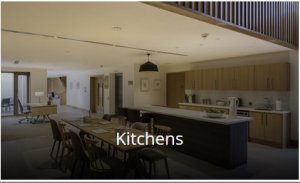
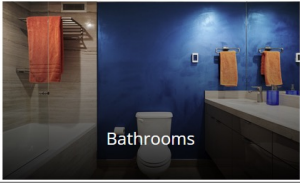
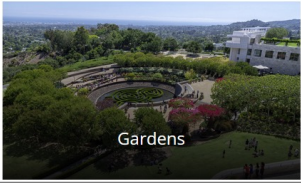


CAPTURE Group Feature  
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# Widgets

## Capture Group Feature

Arcaid Images

Our collections

Gardens

Bathrooms

Kitchens

Living rooms

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# Questions?

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