

# Digital Ministry Coaching

## Lesson: Content Implementation



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### WordPress 101, Video Tutorials

WordPress 101 is a helpful source when learning how to add content to your website and the tools available to keep everything up-to-date. Below is a list of tutorial videos to get you acclimated to your WordPress site.

*You can access these videos by logging into your staging site, <https://graceupland.mystagingwebsite.com/wp-admin/>, and clicking on the Video Tutorials link on the right side bar or links to each video have been directly linked below.*

*Side note: If you decide to be adventurous and watch additional videos, please note that the first half will be of more help to you at this early date. The second half are more advanced and we want to focus on mastering the basics.*

#### The Dashboard

- Just as the title suggests, this will walk you through the WordPress dashboard and where you will find the various tools for updating your site.

#### Posts vs. Pages

- This video breaks down the various ways you can publish your content on your site.

#### What is Gutenberg?

- Spoiler Alert: Gutenberg is the name of WordPress' new editing tool. This video walks you through the ease of this tool and how to use it when creating new posts and pages.

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- PS. This is the newest editor and while the video tells you that you can switch back to the classic version, we're not going to do that. The classic editor will be obsolete by 2021 so we're forcing you to move forward with Gutenberg. #sorrynotsorry

## **The Block Editor**

- Blocks allow you to easily adjust the layout of your posts and pages. This video will show you how to insert new content or media, rearrange blocks and adjust the type of block. Additionally, this video helps you with your screen display settings when you're editing your posts.

## **How to Add an Image**

- Learn how to add, resize, format, and link images in your posts.

## **Embed a PDF File**

- You may want to include PDFs on your website for users to download--think the current week's bulletin, registration forms for classes, etc. Learn how to add a PDF to your site and link it on various posts and pages.

## **Publishing Options**

- You may not want all of your posts available to the public or you may want to schedule a post to go live at a later date. This video will show you how to publish.

## **Creating Custom Menus**

- Learn about the menu options available and how to create and customize said menus.

## **The Media Library**

- The media library was already mentioned in a previous video, but this will help explain this robust tool.