



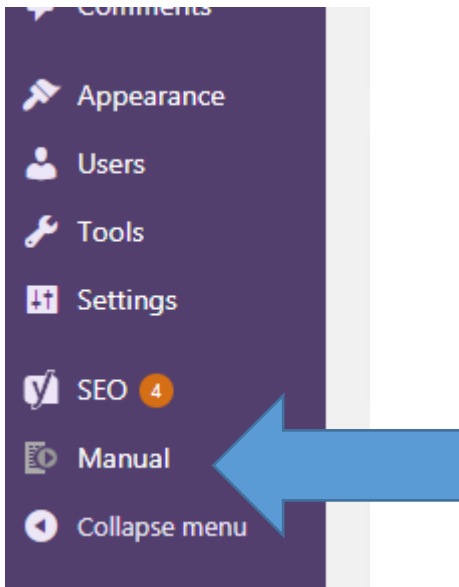
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## BowlsLink Getting Help

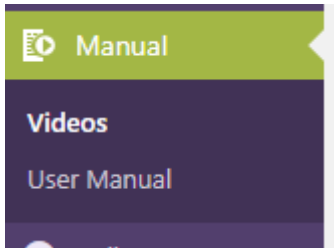
Other than the BA and STA provided help, WordPress comes with some handy help functions already built in. These include a manual and video tutorials which are generic and will be kept up to date on general WordPress functionality. There is also a help section for specific site part you are working on.

### System User Manuals

1. There are two major user manuals in WordPress. They are located on the left-hand menu at the bottom under Manual



2. By clicking this you will get two option one for video and one for user manual.






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- The videos will display on the right side of the screen and can be watched whenever you need. They cover a range of topics, and are about 2min in length.

 **Manual**


You are blocking access to robots. You must go to your [Reading](#) settings and uncheck the box for Search Engine Visibility.

Hi, welcome to your new website! The following are some quick video tutorials which will help you get started. If you want to read the manual

### Dashboard

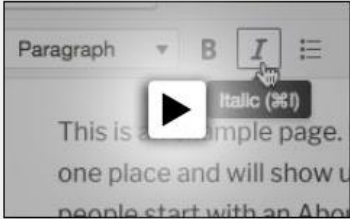


The Dashboard

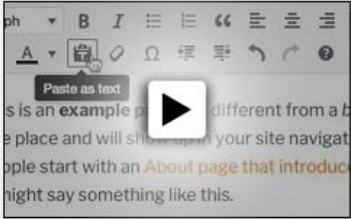


The Admin Bar


### Editor



The Toolbar



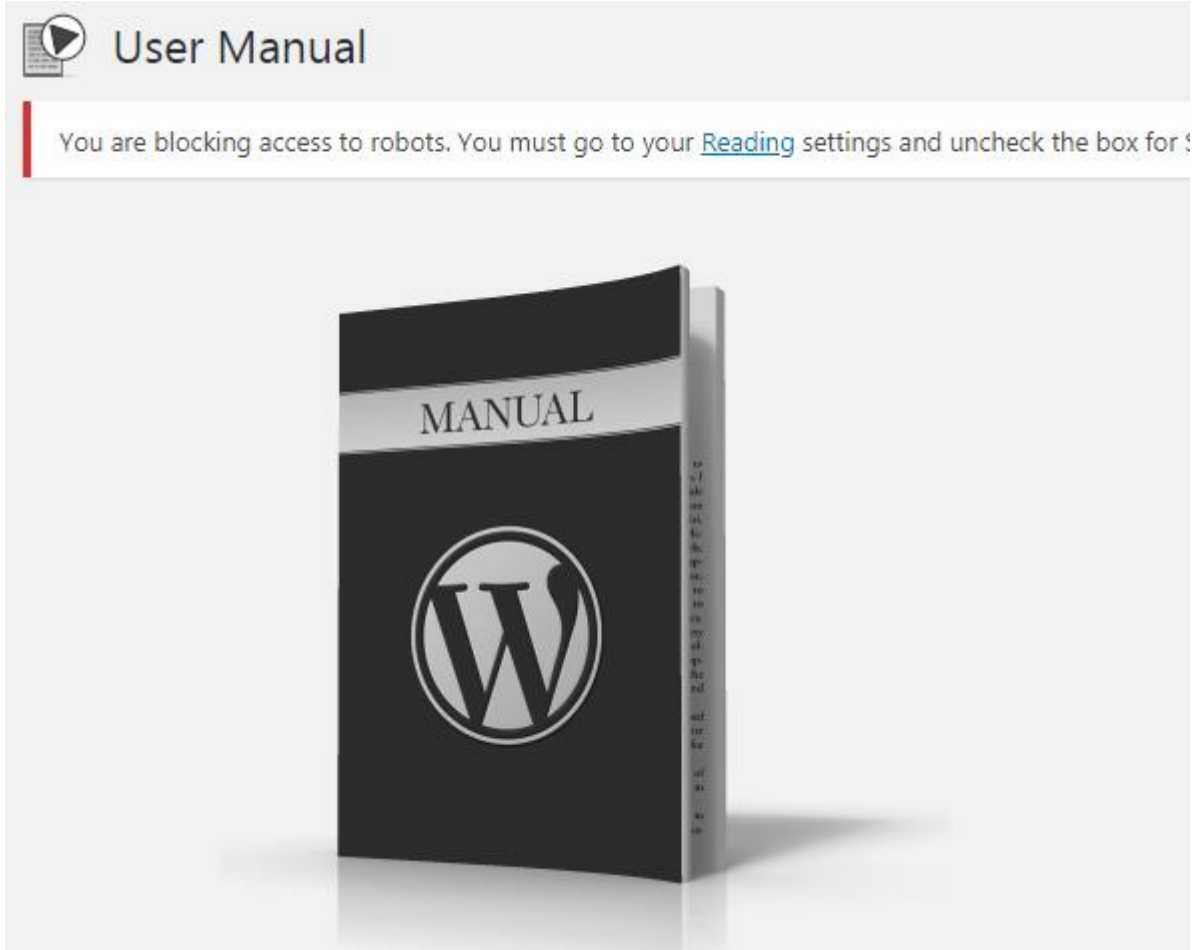
Paste From Word



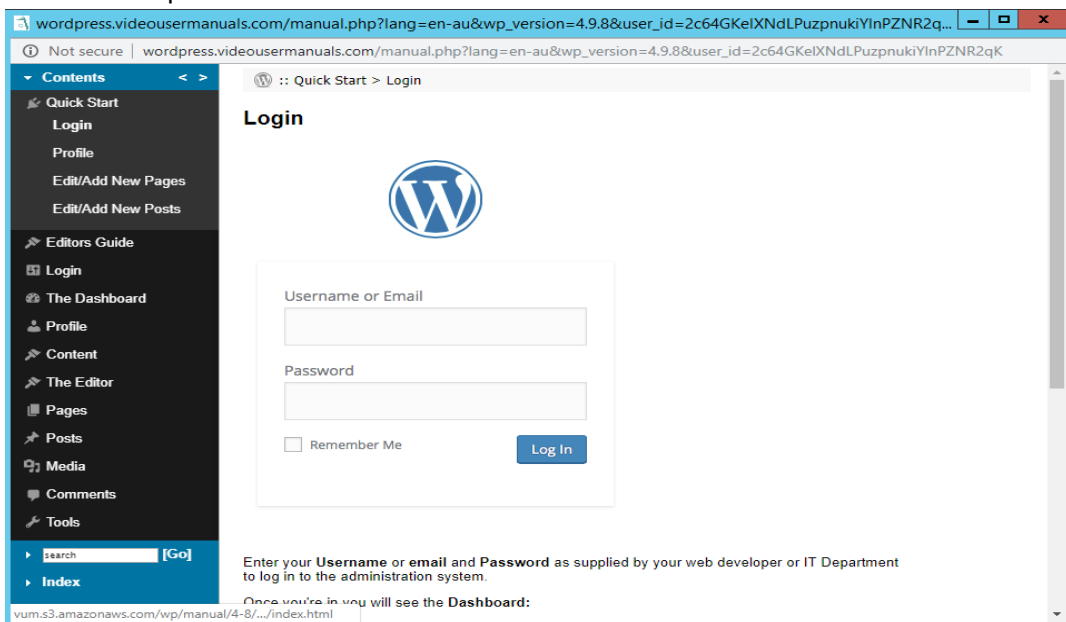
Add A Heading

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4. The user manual is also interactive. Click User manual and you will get the below screen



5. By clicking on the picture of the book it will open a new window that provides a written version of help.

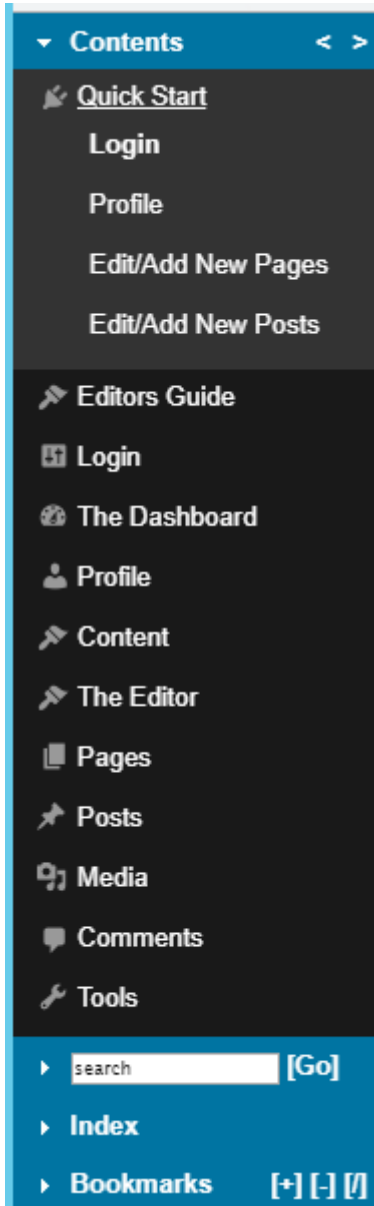




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- This allows you to read the manual as you would a book. And look for the issues facing you. The index is on the left side of the manual.

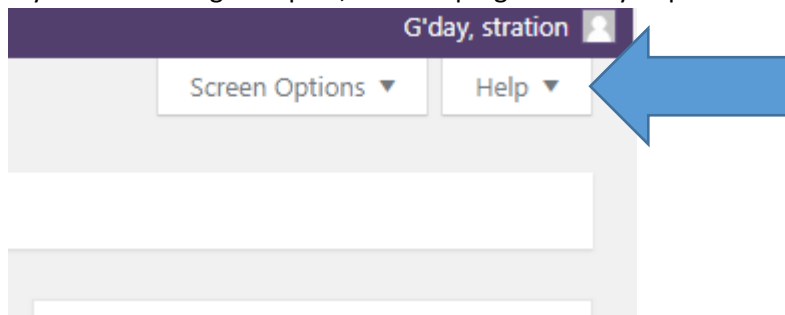


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## Specific section help

Also located within WordPress is the specific help sections. This is a drop down menu that provides information about the item you are working on.

1. If you are working on a post, in the top right under you profile name, there is a help tab.



2. By Clicking the help option you get information specific to Posts.

<ul style="list-style-type: none"> <li>Customising This Display</li> <li><b>Title and Post Editor</b></li> <li>Inserting Media</li> <li>Publish Settings</li> <li>Discussion Settings</li> </ul>	<p><b>Title</b> — Enter a title for your post. After you enter a title, you'll see the permalink below, which you can edit.</p> <p><b>Post editor</b> — Enter the text for your post. There are two modes of editing: Visual and Text. Choose the mode by clicking on the appropriate tab.</p> <p>Visual mode gives you an editor that is similar to a word processor. Click the Toolbar Toggle button to get a second row of controls.</p> <p>The Text mode allows you to enter HTML along with your post text. Note that <code>&lt;p&gt;</code> and <code>&lt;br&gt;</code> tags are converted to line breaks when switching to visual mode, and two line breaks instead of paragraph tags. The line breaks are converted back to tags automatically.</p> <p>You can insert media files by clicking the icons above the post editor and following the directions. You can align or edit images using the inline toolbar.</p> <p>You can enable distraction-free writing mode using the icon to the right. This feature is not available for old browsers or devices with small screens.</p> <p>Keyboard users: When you're working in the visual editor, you can use <code>Alt + F10</code> to access the toolbar.</p>
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3. This can give you valuable information about what you are doing and how to do it. This help section always provides information on the item you are working on.
4. If you were in the media library and clicked help you get different information see below.

<ul style="list-style-type: none"> <li><b>Overview</b></li> <li>Attachment Details</li> </ul>	<p>All the files you've uploaded are listed in the Media Library, with the most recent uploads listed first.</p> <p>You can view your media in a simple visual grid or a list with columns. Switch between these views using the icons to the left of the media items.</p> <p>To delete media items, click the Bulk Select button at the top of the screen. Select any items you wish to delete, then click the Delete button.</p>
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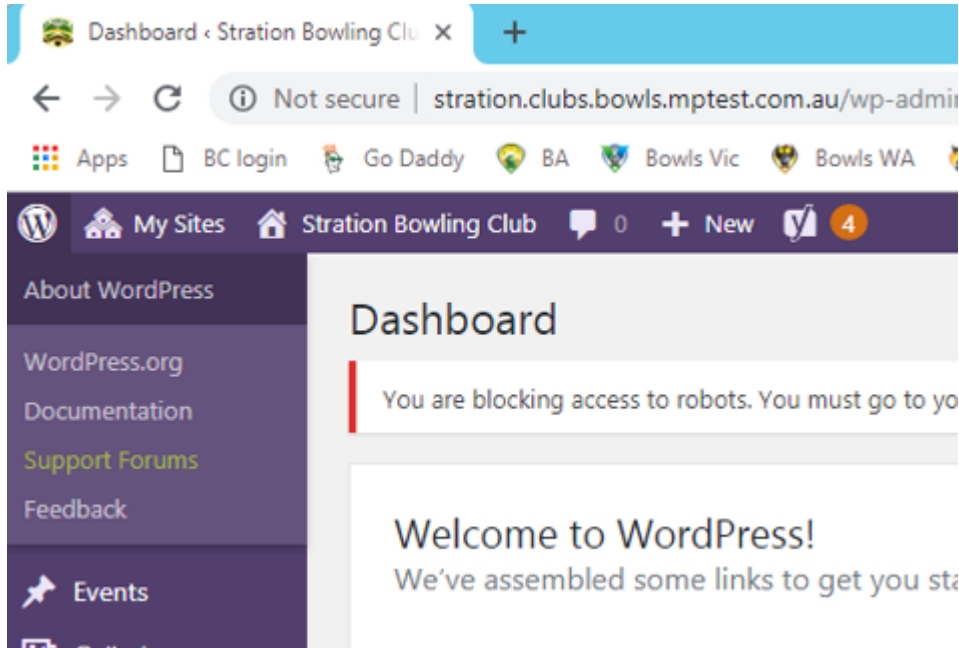


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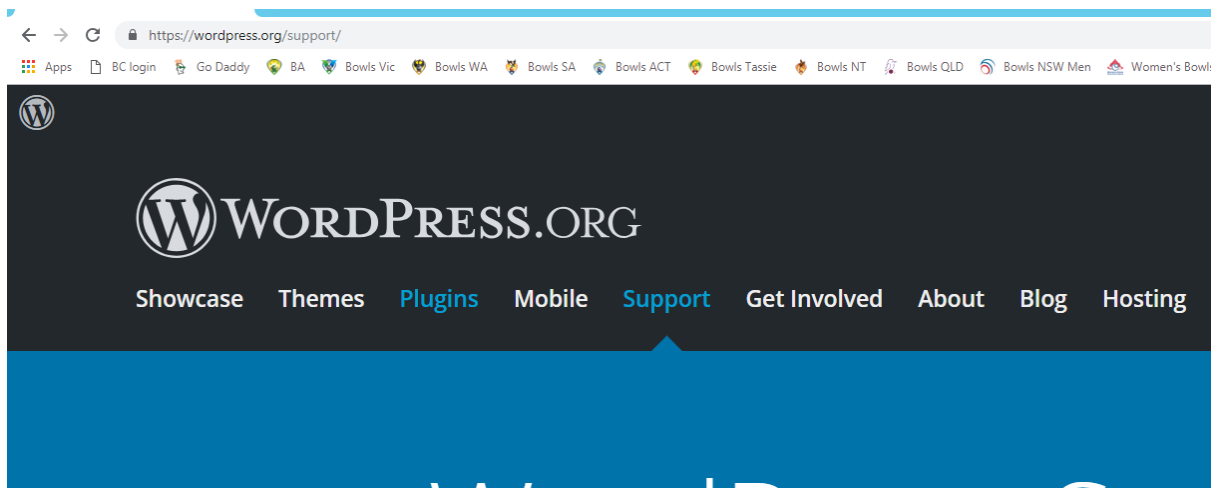
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### Help Forums

WordPress also has a huge community online and in areas where you can meet and get ideas from people on how to do things.



In the top left corner there is a W symbol for Wordpress. Putting your mouse on this gets you a list. Select the Support Forums option. This will take you to an external site.



Here you can search for topics and ask for advice from a huge range of users.



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