

WORDPRESS

Introduction to WordPress



ABOUT

WordPress is open source software you can use to create a beautiful website, blog, or app. Beautiful designs, powerful features, and the freedom to build anything you want. WordPress is both free and priceless at the same time.

WHAT'S THE DIFFERENCE?

WORDPRESS.COM
WORDPRESS.ORG

WORDPRESS.ORG

ABOUT: With WordPress.org, you host your own blog or website. WordPress.org is where you'll find the free WordPress software that you can download and install on your own web server.

DOMAIN: WordPress is giving you the tool to manage your site through, so you need to purchase your domain name elsewhere (Ex: Reclaim Hosting, Bluehost, GoDaddy). It will 100% be your own and have no trace of "WordPress" in the title.

CODING: This is key for developers who don't want to be limited by the capabilities of WordPress or of third-party integrations.

WORDPRESS.COM

ABOUT: WordPress.com is a blogging and website service owned by a company called Automattic. WordPress.com uses the open source WordPress software.

DOMAIN: If you use the free plan, your website will run on a sub-domain from WordPress.com, which means it will look like www.myawesomesite.wordpress.com. The paid plan options allow you to upgrade to a non-WordPress domain name.

CODING: If you were hoping to have access to the coding of your site for personalization purposes, you can forget about that with WordPress.com.

CREATING A SUBDOMAIN

HOW TO CREATE A SUBDOMAIN

STEP 1: Go to ReclaimHosting.com and login with your username and password.

STEP 2: Go to the CPanel and click on Subdomains under the Domain section. Here you can create a subdomain for your website. Keep in mind to make the name short and related to your topic. After you type in the name for your subdomain, the document root will automatically update, then click create.

STEP 3: Congrats! You've created a subdomain.

INSTALLING WORDPRESS

HOW TO INSTALL WORDPRESS TO YOUR SUBDOMAIN

STEP 1: In the CPanel, go to WordPress under Applications.

STEP 2: To the right of the website select 'Install this Application.'

STEP 3: Once you get to the next page it is very important that you install WordPress to the correct subdomain under the Location tab. DO NOT install WordPress to your primary domain! Under the directory section, make sure it is blank.

STEP 4: Scroll down to the Settings tab and create a username and password that you'll remember.

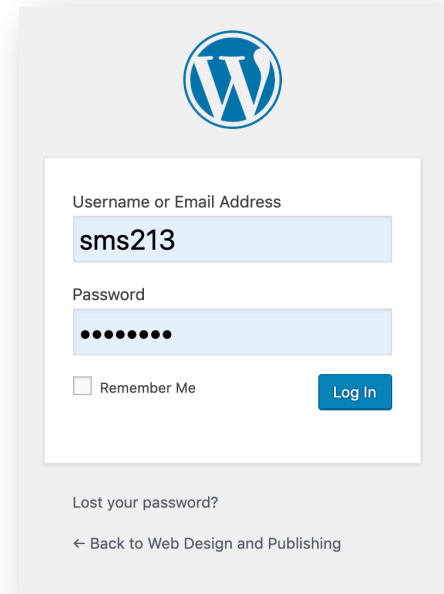
STEP 5: After you've changed these, click Install.

ACCESSING YOUR NEW WEBSITE

STEP 1: To access and edit your new WordPress installation, go to your new subdomain

Example: `www.subdomain.yourname.com/wp-admin`

STEP 2: You'll be prompted to type in a username and password, this is the username and password that you created when installing WordPress to the subdomain.



The image shows a screenshot of the WordPress login interface. At the top center is the WordPress logo, a blue circle with a white 'W'. Below the logo is a white rectangular form with a light blue border. Inside the form, there are two input fields: the first is labeled 'Username or Email Address' and contains the text 'sms213'; the second is labeled 'Password' and contains seven black dots. Below the password field is a checkbox labeled 'Remember Me' which is currently unchecked. To the right of the checkbox is a blue button with the text 'Log In' in white. Below the form, there is a link that says 'Lost your password?'. At the bottom of the page, there is a link that says '← Back to Web Design and Publishing'.

MAKING MODIFICATIONS

LEARNING THE DASHBOARD

Once you are signed in, you will see the dashboard area of your site. This is where you will have access to all the admin options of your WordPress site.

POSTS vs PAGES

Under the posts and pages tab, this is where you have the option to create your content. There is no right or wrong way to utilize these. You can use either posts or pages, or a combination of both. Once you've picked a theme for your website, you'll have a better idea on which route to take based on your theme settings.

MEDIA

Under the media tab, this is where you will add any photos to your website.

COMMENTS

If you have an active site that allows comments on pages or posts, the comments tab is where you can see all the comments and the information such as post date, time, etc.

MAKING MODIFICATIONS: APPEARANCE

APPEARANCE

Under the Appearance tab, there are several options on what you can change on your site such as themes, customizing themes, adding widgets, and adding menus.

APPEARANCE > THEMES

This is where you will add themes. When you click on this option, you will see a button that says 'Add New'. Here you can browse a variety of themes and install some of your favorites. A theme won't become active until you go to your themes tab and activate the theme of your choosing.

APPEARANCE > CUSTOMIZING THEMES

Every theme is different. The customize tab will have a variety of options that you can change such as colors, homepage settings, headers, additional CSS, etc. Two of the important options that each customize option will include is the homepage settings and additional CSS. Under the homepage tab, this is where you can choose how your homepage displays, whether you use a static page or blog posts. The additional CSS tab is where you can make custom CSS changes based on your theme template

MAKING MODIFICATIONS: WIDGETS AND MENU

APPEARANCE > WIDGETS

Under the Widgets tab you can find a variety of widgets and where to display them based on your theme template. Some of the common widgets include: archives, calendar, custom HTML, search, text, etc.

APPEARANCE > MENU

This is where you will setup your menu. If there is not a menu already created, go ahead and create one by adding the pages/posts/custom links that you want. There should be a section for menu settings towards the bottom. This is where you will choose where to display the menu, on most templates, you will usually choose the main or primary menu option. You can also add footer menus or other specific menus based on what your theme's template offers.

MAKING MODIFICATIONS: PLUGINS AND USERS

PLUGINS

Under the Plugins tab, this is where you can install one of thousands of existing plugins that works seamlessly with WordPress. Plugins allow you to add a range of functionality to your site, things like different types of social media widgets, social sharing features, slideshow, maps, etc. Every plugin functions differently, so you must read the instructions to apply it.

USERS

Under the Users tab, click Your Profile. This is where you can make appropriate changes to the way your name displays and any contact info. You should change your Display Name to your full name. You may also add additional users to your website by selecting 'Add New User' under the Users tab. You can provide info, password and give them a Role for the website. They can login and change the password later. This is common in many businesses where there is multiple people running a website. Some of the roles include:

Administrator – this is the highest role, they can do anything

Editor – they can do anything related to posts, including deleting posts

Author – they can only affect their own posts

Contributor – they can make posts, but they need to be moderated

Subscriber – they have limited access to the site

MAKING MODIFICATIONS

SETTINGS > GENERAL

Under the General Settings tab, this is where you can change the Site Title, add a Tagline, and make other changes like changing your timezone, time and date format, etc.

SETTINGS > READING

The Reading section allows you to determine how your homepage displays. If you have installed any plugins that have Settings, you might find those options in this area that allow you to customize your shite.

MAKING MODIFICATIONS

SETTINGS > GENERAL

Under the General Settings tab, this is where you can change the Site Title, add a Tagline, and make other changes like changing your timezone, time and date format, etc.

SETTINGS > READING

The Reading section allows you to determine how your homepage displays. If you have installed any plugins that have Settings, you might find those options in this area that allow you to customize your shite.

WORDPRESS THEMES

UNDERSTANDING THEMES

Themes use HTML, CSS and PHP to determine the look of the site. You can see new themes or download new themes from the thousands that are available on WordPress. You can get more themes by installing them from the WordPress Themes directory. Once you find a theme you like, Choose Install Themes to automatically install a theme. Make sure you find a well designed, updated theme to install on your blog.

UNDERSTANDING CHILD THEMES

WordPress recommends creating a child theme anytime you make modifications to a theme. By creating a child theme, you avoid losing all your modifications when the original designer updates the theme. The original designer must be updating a theme for security reasons or to be compliant with new standards, so being able to retain your changes and work when that happens is important. We will discuss child themes more in depth later.

MODIFYING CSS

We already know CSS. So you can go into the CSS to change the style of the website. Under Appearance, choose Customize, then select Additional CSS. You will use the Inspect Element feature of your browser to determine which styles to change. Look for the sections you want to change and feel free to experiment.

CHECK OUT AN EXAMPLE

www.final.saramshields.com