

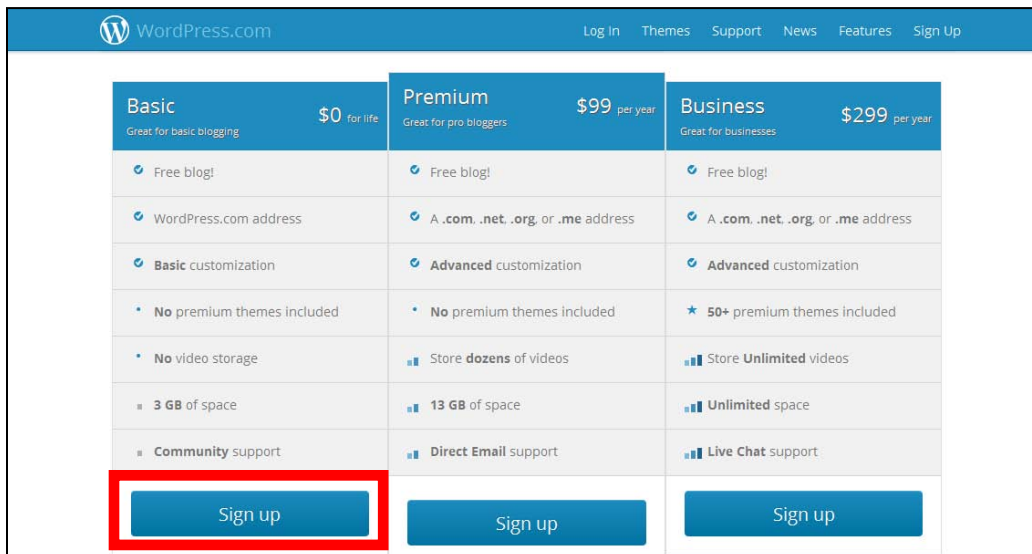
# Building and Sharing a Site on WordPress, Step-by-Step

## Contents

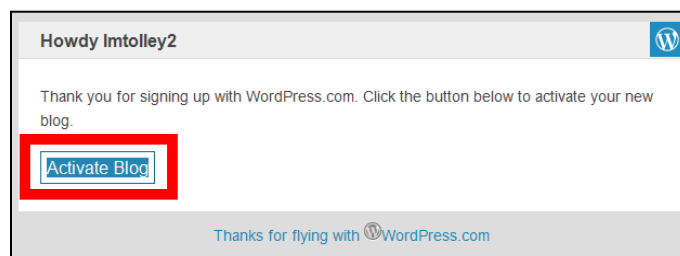
<b>Creating an Account on WordPress.....</b>	<b>2</b>
<b>Setting up Your WordPress Site.....</b>	<b>3</b>
Adding a Page to Your Site.....	3
Setting Publishing, Liking, and Sharing Permissions for Your Page .....	5
Assigning Sub-Pages and Page Order .....	6
Publishing Your Page .....	6
<b>Editing Your WordPress Site .....</b>	<b>7</b>
Editing a Page on Your Site .....	7
Adding Files to a Page .....	9
Changing Your Site’s Settings .....	10
<b>Formatting Your WordPress Site.....</b>	<b>11</b>
Changing the Site Theme .....	11
Changing the Site’s Widgets .....	11
Adding a Custom Menu to Your Site .....	12
<b>Sharing Your WordPress Site.....</b>	<b>14</b>
Sharing Your Non-Protected Site.....	14
Sharing Your Password-Protected Site.....	14
Inviting Selected Users to Your Site .....	14

## Creating an Account on WordPress

1. Go to <http://wordpress.com/>.
2. Click on the **Get Started** button on the right.
3. On the signup page, enter your **E-Mail Address**. Create a **Username** and **Password** that you will remember (better yet, write them down).
4. In the **Blog Address** box, WordPress will generate a suggested address. Edit the address, if you would like (such as **mynameteaching.wordpress.com**). WordPress will check if the site address is available, and will indicate if your suggestion needs to be changed.
5. Scroll to the bottom of the page, and under the **Basic** column on the left, click on the **Sign up** button.



6. WordPress will send a confirmation email to your specified account within approximately 30 minutes (often within 10 minutes).
7. When you receive the confirmation email from WordPress, click on the **Activate Blog** button in the email message to activate your site.



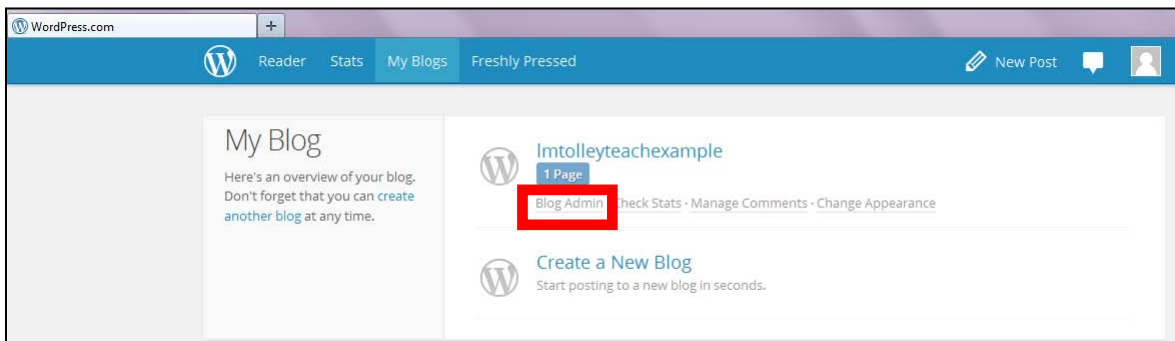
## Setting up Your WordPress Site

### Adding a Page to Your Site

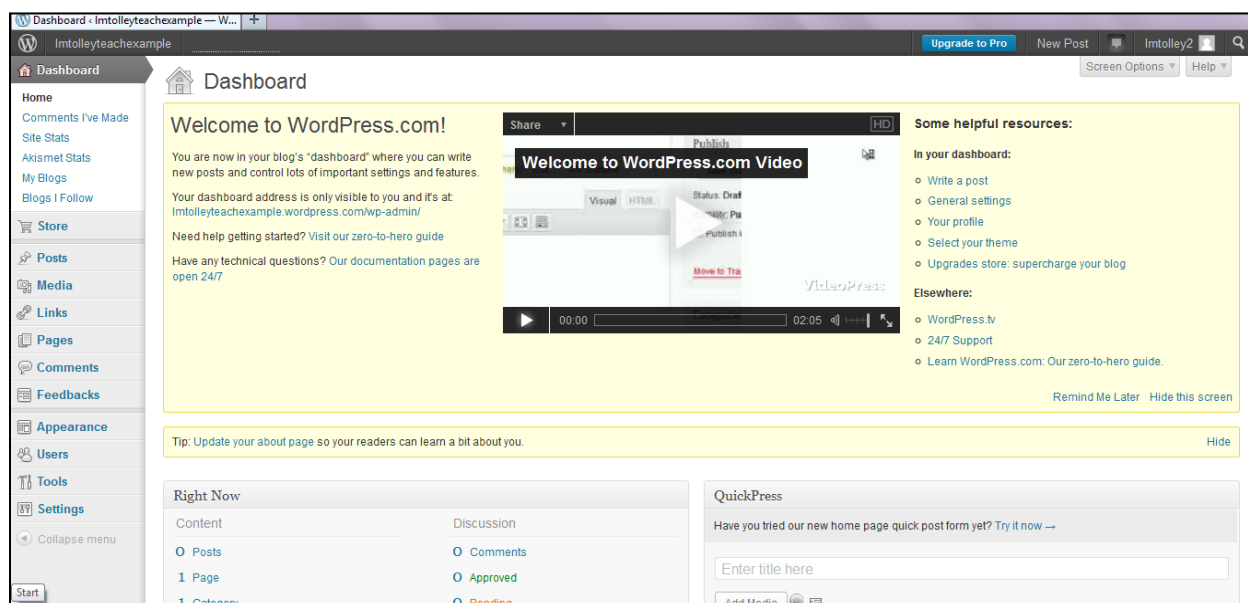
1. After logging in to WordPress (either by signing in or clicking on the **Activate Blog** button in the confirmation email), click on the **My Blogs** link in the top menu.



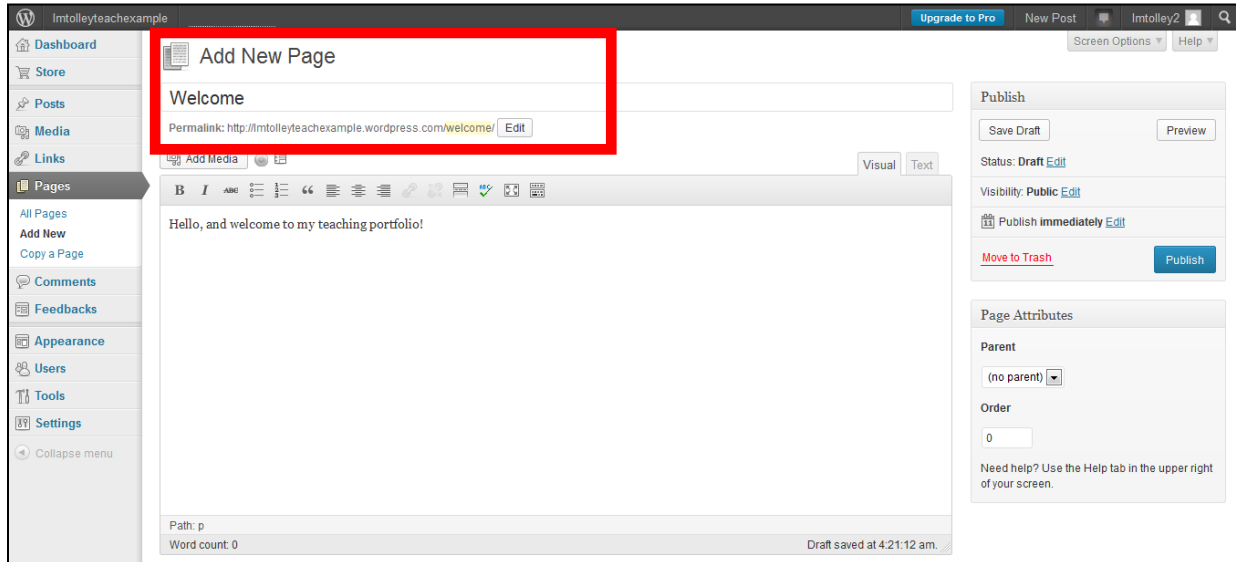
2. Your blog(s) will appear on the next page. Choose the blog you want to edit, and click on the **Blog Admin** link under the blog name.



3. This will take you to your blog's Dashboard, which is where you can view how many Posts, Pages, Categories, and Tags you have on your blog. The left menu allows you to customize your blog.



4. Click on **Pages** in the left menu of your Dashboard, and then click the **Add New** button.
5. In the text box under **Add New Page**, type the title of your page. This will generate a link to that page, which you can edit, if you wish.

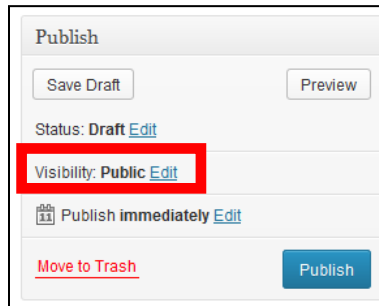


6. Type your text into the main text box. This functions much like any other word processing program, and you can use the icons above the text box to format your text, add hyperlinks, and add files to the page. WordPress will automatically save drafts of your page as you work, but you should also click often on the **Save Draft** button on the right (in the **Publish** menu) when updating your page.

## Setting Publishing, Liking, and Sharing Permissions for Your Page

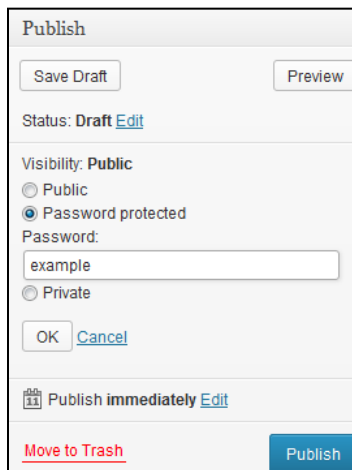
For each page, you can edit the settings for who is able to view your page and how they are able to do it, as well as whether or not they can “like” or share your page.

1. In the **Publish** menu on the right of your page, click on the **Edit** link next to **Visibility**.



The screenshot shows the 'Publish' menu with the following elements: 'Save Draft' and 'Preview' buttons; 'Status: Draft Edit'; 'Visibility: Public Edit' (highlighted with a red box); 'Publish immediately Edit' with a calendar icon; and 'Move to Trash' and 'Publish' buttons.

2. Click the radio button next to **Password protected**, and enter a password for your page. (**NOTE:** You can use the same password for all of your pages, so that a viewer only needs to enter a single password to view your site.) Click the **OK** button when finished.



The screenshot shows the 'Publish' menu with the following elements: 'Save Draft' and 'Preview' buttons; 'Status: Draft Edit'; 'Visibility: Public' with radio buttons for 'Public', 'Password protected' (selected), and 'Private'; a 'Password:' field containing 'example'; 'OK' and 'Cancel' buttons; 'Publish immediately Edit' with a calendar icon; and 'Move to Trash' and 'Publish' buttons.

3. Decide if you want to allow visitors to “like” or share your page on social media (such as Facebook). You can change these settings by scrolling to the bottom of the Edit Page view and checking or unchecking the appropriate boxes.

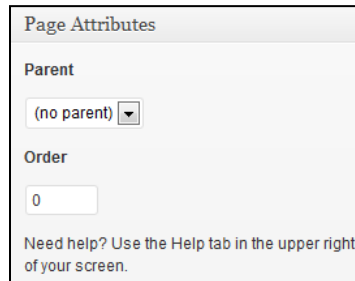


The screenshot shows the 'Likes and Shares' section with the following elements: 'Show likes.' with a checked checkbox; and 'Show sharing buttons.' with a checked checkbox.

## Assigning Sub-Pages and Page Order

Once you have multiple pages, you can make them sub-pages of each other and set the pages in a certain order.

1. To make your current page the sub-page of an existing page, in the **Page Attributes** menu on the right of the Edit Page view, click on the drop-down **Parent** menu to select the main page. You may also choose to leave a page as a main page by leaving (**no parent**) in the drop-down menu.



Page Attributes

Parent

(no parent) ▾

Order

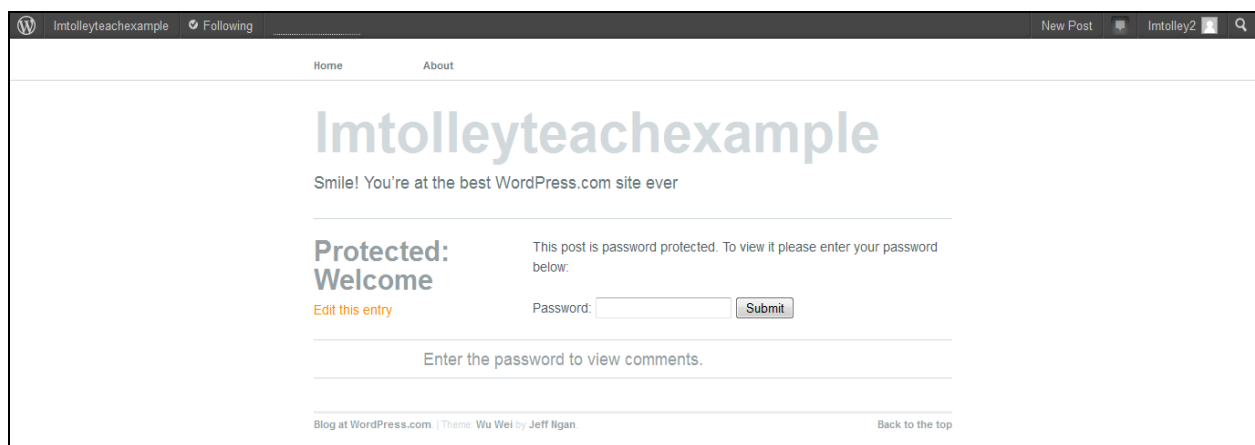
0

Need help? Use the Help tab in the upper right of your screen.

2. To change the order of your page, type a numerical value in the **Order** text box of the **Page Attributes** menu. If pages are assigned the same number, they will appear in your Dashboard and on your site in the order you created them, with the most recent on top.

## Publishing Your Page

1. As you are working on your page, click the **Save Draft** button on the right (in the **Publish** menu). If you would like, you can delay when the page is published by clicking on the **Edit** link next to **Publish** in the **Publish** menu.
2. Click the **Preview** button to view your page draft in a new window. (If your page is password protected, you will see a request for a password, as in the example below.)

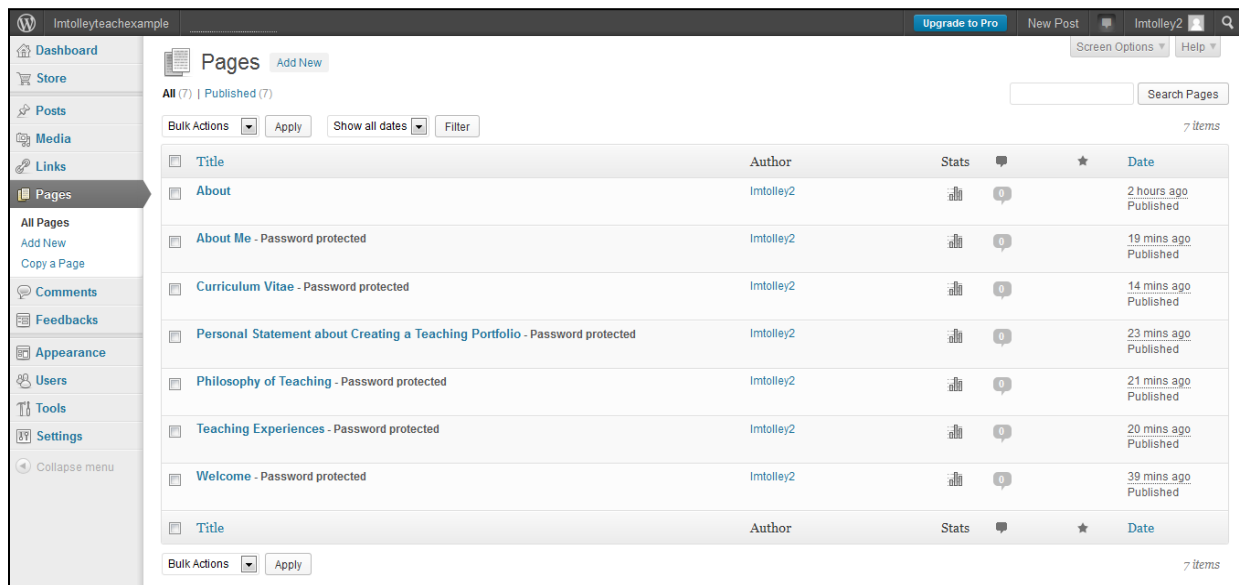


3. When you are finished with editing your page, click the **Publish** button.

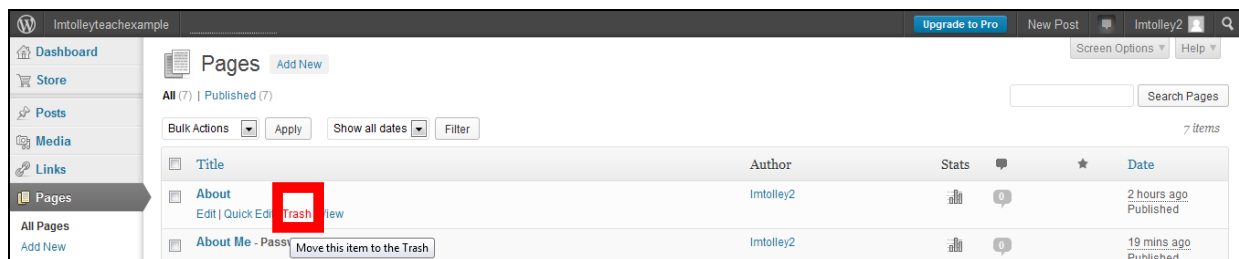
## Editing Your WordPress Site

### Editing a Page on Your Site

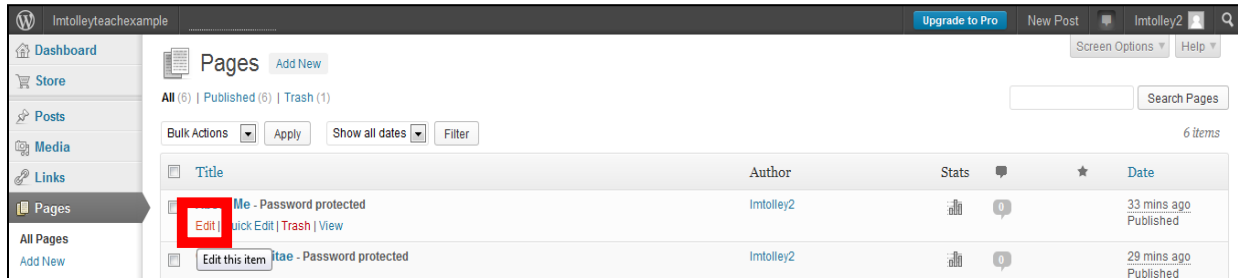
1. To edit a page that has been published while still in Edit Page view for that page, make your changes, and then click the **Update** button on the right in the **Publish** menu.
2. To select a different page, click on **Pages** or **All Pages** in the left Dashboard menu. This will display all of your pages, as in the example below.



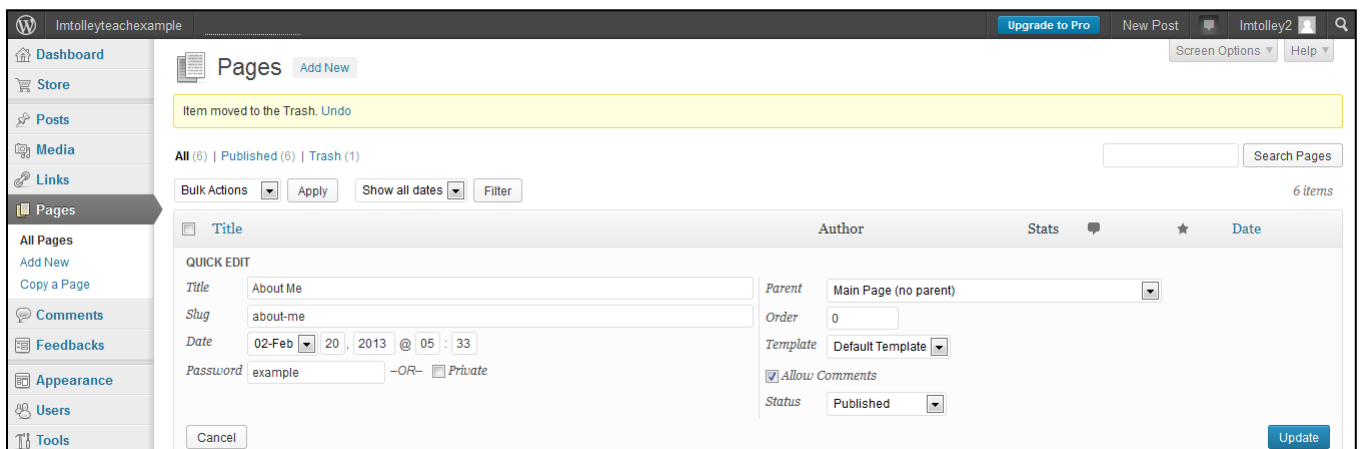
3. To delete a page (such as the generic About page created by WordPress) in the Dashboard view, hover with your cursor over the page title, and when the menu appears, click on the **Trash** link. This will move the page to the Trash folder, where it can be restored if needed, or deleted permanently.



- To select a page to edit in the Dashboard view, hover with your cursor over the page title, and when the menu appears, click on the **Edit** link. This will return you to the Edit Page view.



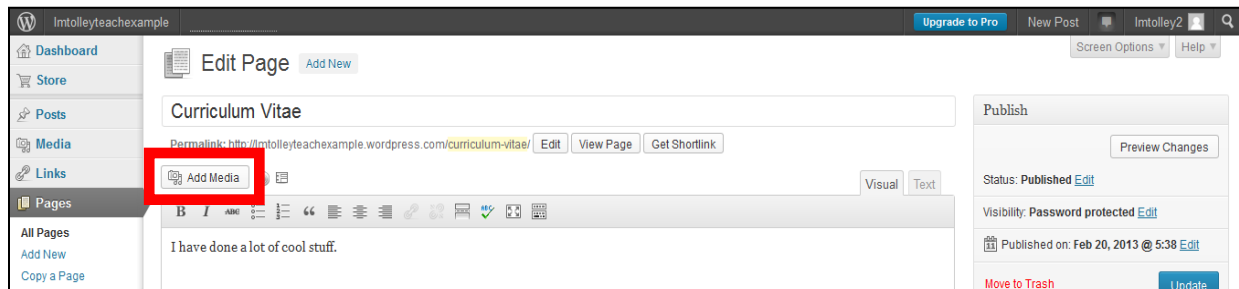
- To change page settings while in the Dashboard view, including title, slug (the end part of the page's web address), the date of the page, its password or privacy, or its parent, order, template used, whether comments are allowed, or its status, hover with your cursor over the page title, and when the menu appears, click on the **Quick Edit** link. When you have changed the settings, click the **Update** button.



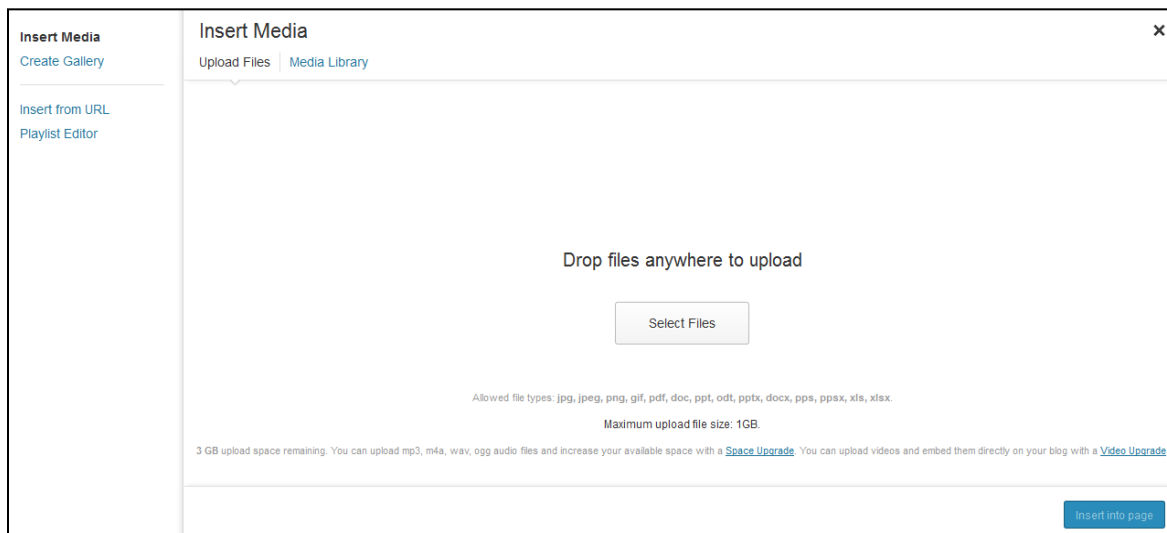


## Adding Files to a Page

1. In the Edit Page view, click on the **Add Media** button.



2. A pop-up **Insert Media** window will appear. You can either drag files into the window to upload them, or click the **Select Files** button to locate your files. (WordPress allows you to upload the following file types: jpg, jpeg, png, gif, pdf, doc, ppt, odt, pptx, docx, pps, ppsx, xls, and xlsx.) When you are finished selecting your file(s) and it/they is/are uploaded, click the **Insert into page** button in the bottom right corner of the window.

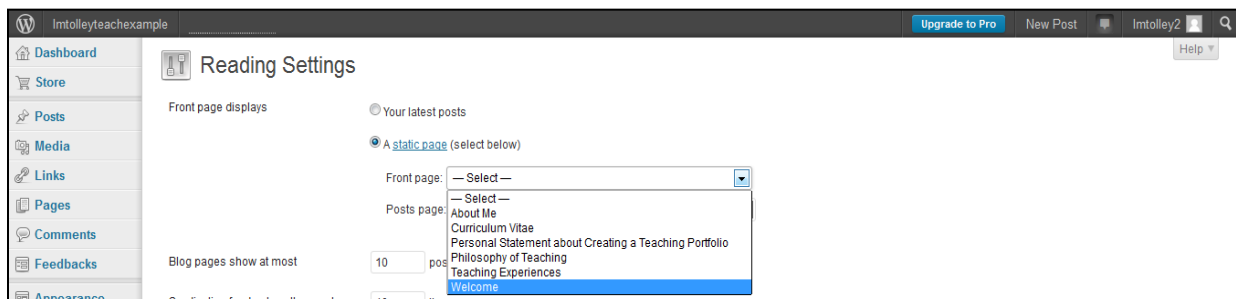


3. If needed, you can move the location of the newly inserted text or file by selecting it with your cursor and clicking and dragging it to its new location.
4. To insert a file you have already uploaded to WordPress, click the **Add Media** button, and then click the **Media Library** link. (Click the **Upload Files** link to add more files to your library.)
5. Be sure to click the **Update** button on the right when finished.

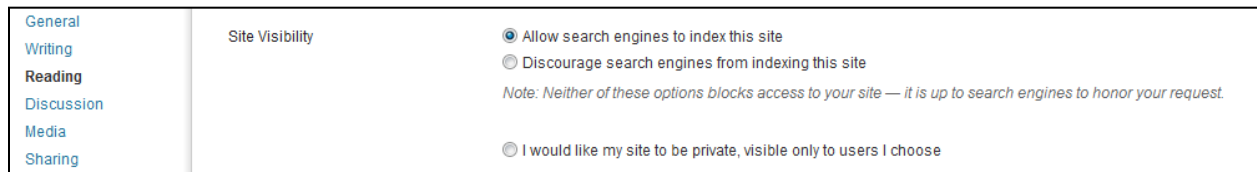
**NOTE:** *PDFs are highly recommended instead of Word documents and PowerPoint files so your formatting stays intact.*

## Changing Your Site's Settings

1. In the Dashboard menu on the left, click on **Settings** and then **General**. You can edit your site's title, tagline, your email, time and date formats, starting day of the week, and language. On this page, you can also upload a picture or icon to be used as your image across WordPress.
2. To make one of your pages (such as your Welcome page) what displays first when visitors come to your site, in the Dashboard menu, click on **Settings** and then **Reading**. In the **Front page displays** section, click the radio button next to **A static page (select below)**, and select your page from the **Front page:** drop-down menu.



3. From the **Settings > Reading** page, you can choose whether or not search engines can index your site in the **Site Visibility** section. You can also indicate that you want your site to be private, and only visible to users that you choose.



4. Be sure to click the **Save Changes** button at the bottom of the page when finished.

## Formatting Your WordPress Site

### Changing the Site Theme

When you initially create your site, you will be assigned a theme by WordPress. After you have edited your content, you can change your site's appearance by selecting a new theme. Note that different themes have different features (such as how menus appear, or how many widgets, or functions, are available on the site's pages).

1. In the Dashboard menu on the left, click on **Appearance** and then **Themes**. Your site's current theme will be displayed, and you can browse through Available Themes to find one suited to you. As of February 20, 2013, there are 206 different themes available!
2. If you find a theme that you like, you can click on the **Details** link underneath the theme image to learn more about the theme's capabilities.
3. To preview what a theme might look like on your site, click on the **Live Preview** link underneath the theme image.
4. Once you have chosen a theme, click on the **Activate** link underneath the theme image.

### Changing the Site's Widgets

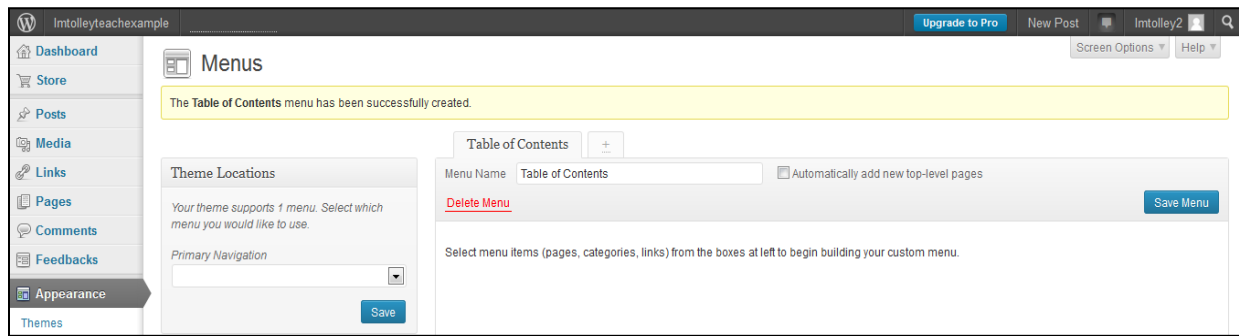
When your theme is set, you can choose the widgets, or functions, that you want your site to display.

1. In the Dashboard menu on the left, click on **Appearance** and then **Widgets**. A large window with Available Widgets will appear.
2. Drag your selected widget(s) to a sidebar on the right to activate it/them. Drag the widget(s) back to the main window to deactivate it/them.

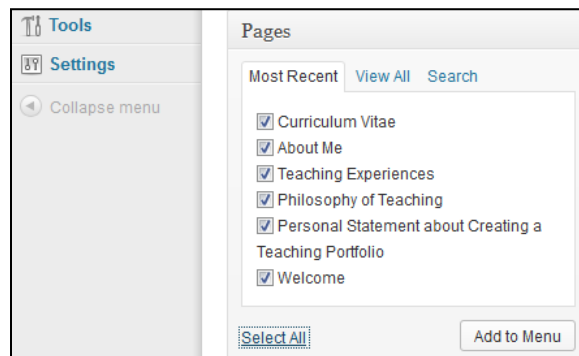
## Adding a Custom Menu to Your Site

You can create a custom menu to display on your site, providing your theme allows for the Custom Menu widget and at least one Menu.

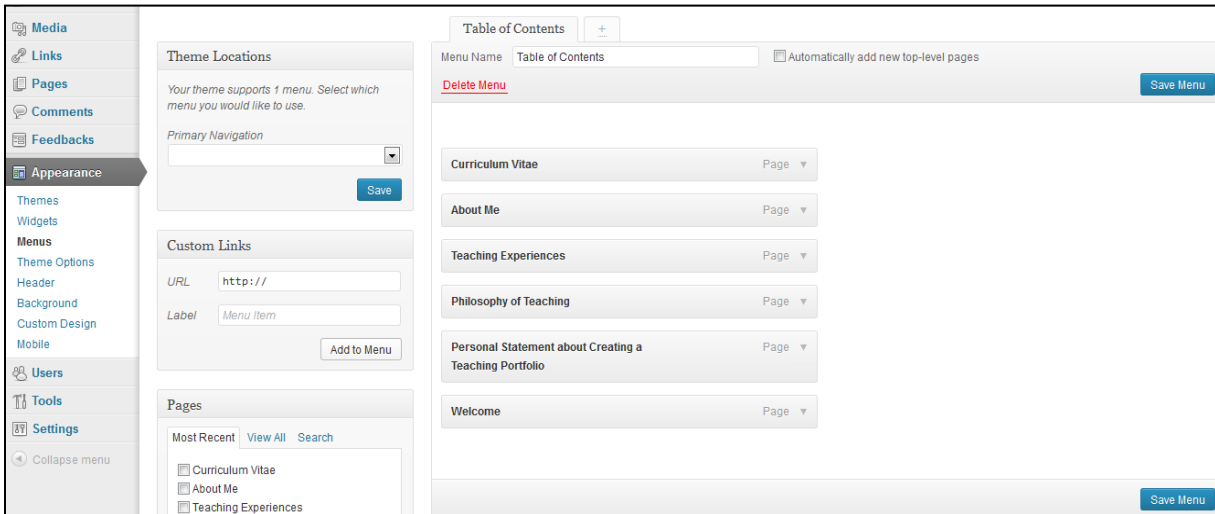
1. In the Dashboard menu on the left, click on **Appearance** and then **Menus**.
2. In the **Menu Name** text box, give your menu a name (such as Table of Contents). Click on the **Create Menu** button on the right.
3. WordPress will now indicate how many menus your theme supports in the **Theme Locations** box on the left. If you like, you can choose your custom menu as your **Primary Navigation** in the drop-down menu.




4. Select menu items, such as pages, from the left to add to your menu. To create a menu from all of your existing pages, click the **Select All** link at the bottom of the **Pages** box on the left. Click the **Add to Menu** button to add all of the pages to your custom menu.

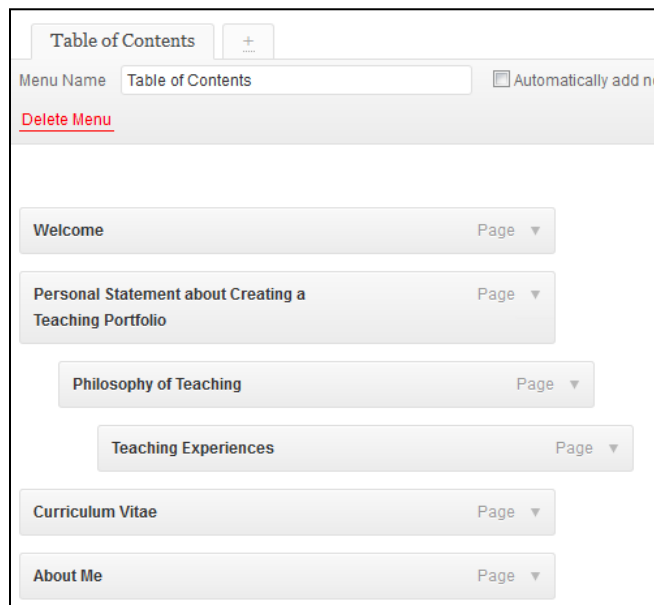


5. Your items should all now appear in your menu. See the example below.



6. To change the order in which your items appear in the menu, hover over an item until a cross with arrows appears, like this: 

7. Click and drag the menu item to its new location. Besides having items directly above or below each other, you can also move an item to the right to offset it and make it appear underneath a main page, as seen in the example below. (However, final appearances may vary based on the selected theme.)



8. When you are done editing your menu, click the **Save Menu** button on the right.

9. Follow the instructions in the [Changing the Site's Widgets](#) section of this document to add the **Custom Menu** widget to your site.

## Sharing Your WordPress Site

### Sharing Your Non-Protected Site

If you chose not to password-protect your site, your information will be visible to anyone who has your site's web address.

**NOTE:** *If you choose this option, be very careful about personal information on your site—both yours and any potentially identifying information for your professors, colleagues, and/or students. If you are unsure if certain information should be shared, take the steps described in this document to at least password-protect potentially sensitive pages. Better yet, avoid including any potentially identifying information, when possible, or remove it before uploading information to your site.*

### Sharing Your Password-Protected Site

If you have password-protected your site, anyone who has your site's web address will be able to view the page titles, but not the information contained within the page (for example, see the image on the bottom of page 6 of this document). You will need to share your site address and your password for viewers to see your entire site.

1. Copy the web address for your site to paste into a document or email.
2. Indicate to potential viewers the password(s) they need to see your site. Be mindful of capitalization and spelling. It is helpful to boldface the password, since people may type quotation marks if they are used directly around the password, and separate the password from other words and punctuation. For example, "My password is **example** ."

### Inviting Selected Users to Your Site

If you only want your site to be available to certain individuals (such as a Human Resources Coordinator or a portfolio review committee), you can set your site's permissions to allow it to be viewed by invitation only. Others cannot view your site without your permission.

Make sure that you have already set your site from the Dashboard menu so that it is only visible to users that you choose (**Settings** > **Reading** > **Site Visibility** section).

1. In the Dashboard menu on the left, click on **Users** and then **Invite New**. Type the email address of the individual(s) in the **Usernames or Email Addresses** text box.
2. In the **Role** drop-down menu, make sure **Follower** is selected.
3. Type a message in the **Message** text box, if desired, and then click the **Send Invitation** button. If your site is password-protected, this is a good place to notify potential viewers of your password(s).
4. You can view Past Invitations on this page, and whether or not an invited individual has accepted your invitation.