MCNPL COMPUTER LAB   **Creating a Website: Step-by-Step Guide**

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Note to Home Students:

This lesson plan will occasionally refer to the "Temporary Patron Drive", a storage location on the Computer Lab's computers. We save files to this location during class. You may save files to your computer's hard drive instead.

We preload the Temporary Patron Drive with an assortment of files that are used during class. These files can be downloaded from on our **Class Resources** page. Our class handouts and exercises can also be downloaded there. The website address is:

www.mc-npl.org/class-resources
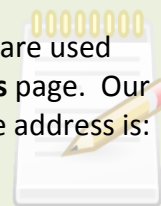
Course Pre-Requisites

Computer Basics or test-out PLUS must be able to access a valid email account. Familiarity with internet browsing software is a distinct advantage.

Assumptions regarding configuration of newly created Penscratch sites

It took a couple of months to write this lesson, and in that time period we discovered that our chosen theme for our website, Penscratch, changed quite significantly from when we started.

Therefore, this lesson is based on the following configurations of a newly created website that uses the Penscratch theme.

1. Menu (top)
    a. Home (blog page which includes a post with an image that has been added to the Media Library, Post sharing buttons disabled)
    b. About
    c. Contact (which has a contact form)
2. The following widgets: Search, Text Widget, Recent Posts, Archives
3. Social links menu at bottom
4. New pages do not get automatically added to the menu
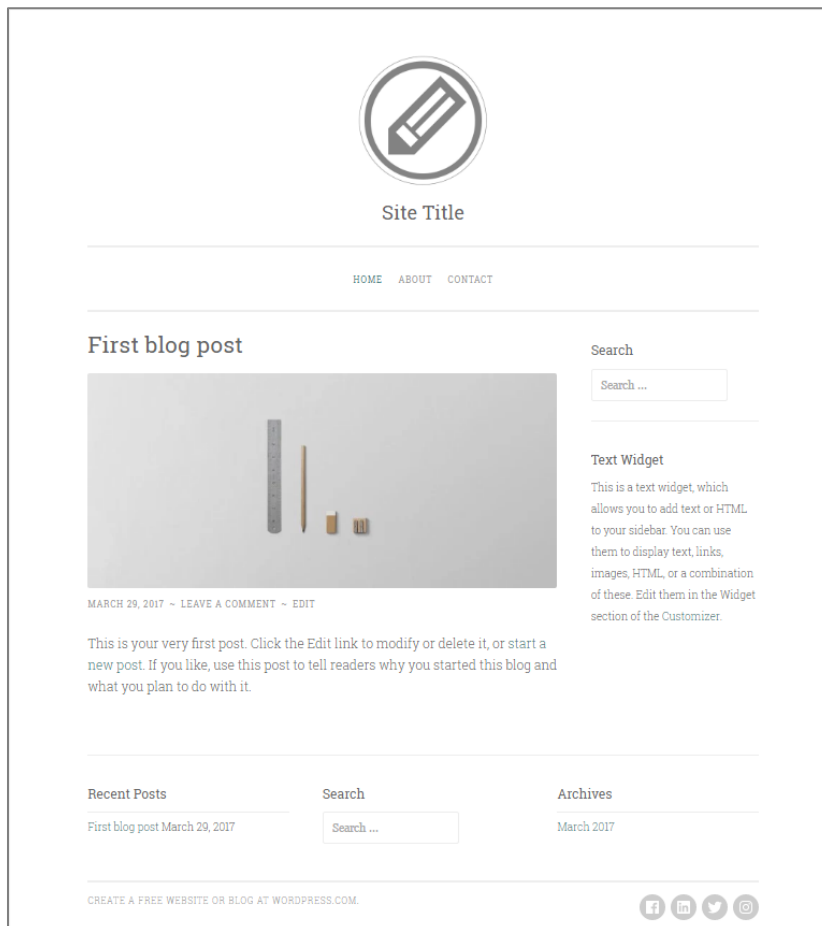
Preliminaries

Welcome to Creating a Website! We are going to be using a web-based program called WordPress to create our website. This means you will be able to access and edit your website from any computer on the internet! We will need to create an account with WordPress in order to use the program. Part of the account creation requires verifying your email address. WordPress will be sending an email to you with a link you will have to click on. WordPress <u>will not share your email address</u> with any other entity.

To get ready, please **open** Firefox and **log in** to your email.

Introduction

Before we begin our website I want to tell you a little more about WordPress.

WordPress is the most ubiquitous **Content Management System**, sitting behind 38% of websites on the internet (as of May 2016). Although WordPress started out as a tool for creating **blogs**, over the years new features have been added to the software which have seen it become increasingly used for building **regular websites**. A blog is basically a journal that you write on the internet. Blogs consist of entries called posts that appear on the opening page or "home" page in reverse chronological order, with the most recent post appearing at the top of the page. A regular website, otherwise referred to as a **Static Website**, typically has a **fixed home page** rather than displaying a list of posts from a blog.

The website we are going to create will be a **hybrid** one. <u>We will have a static Home page and some other static pages as well</u>, **plus** <u>we will have a page where we can blog.</u>

For the purpose of this course, we are all going to make the exact same **website** so everyone is on the same page. Our website is going to be about **California**. The co-teacher at the laptop will be making this website as well so what he or she is doing on the screen should match what you are doing and you can refer to it for guidance.

WordPress.org vs WordPress.com

As you develop you website, you may need to access help documentation to refresh your memory about what you learned in this course, to learn new things, or to troubleshoot problems. In order to do this, you should be aware of the difference between WordPress.**org** and WordPress.**com**.

WordPress.org

- Download source code and run on your own server
- For web developers and programmers
- **Like buying a house**

WordPress.com

- User-friendly—create a website without technical knowledge
- Hosting service
- Runs the same software that's on WordPress.org
- Con: Not as customizable
- **Like renting an apartment**

We are using WordPress.**com** during this class. If you want to learn more about WordPress, use the help resources and tutorials found on the **.com** site, NOT the .org site.

Stay on your toes… things change fast in technology!   `Show Slide 4`

It's important to be aware of how quickly things can change on the web (and with technology in general). Whether the owner of a website is an individual like you or me, or a big company like Google or Wordpress, people are constantly changing the way their websites look and operate. Keep that in mind as you work through this (and any other) lesson, as the specific location, text, and images may be different the next time you log in!

The best way to manage these changes is to think critically about what you see on the screen. Icons & images are chosen to be **intuitive** so that you don't necessarily need instructions to figure out how they work. **X's** close or delete things, **+** signs add things, **<- ->** arrows help you navigate. They may look slightly different or move to different locations on the screen, but for the most part, the actions you want to perform will still be there somewhere! **If something doesn't look or function exactly as you learned, just take a moment to look around your screen and see if you can figure it out. You may just surprise yourself** ☺.

Tabbed Browsing Review   `Minimize Slide Show`

Before we begin, we must discuss a web browsing feature called **tabs**. A tab is a screen that has a website inside of it. Web browsers let you have multiple tabs open at once. This lets you switch back and forth between webpages quickly. We will be interacting with tabs extensively in this course.

1. Right now, we just have **ONE** tab open. This tab has our email inside of it.

2. To open a new, blank tab, **click** the "plus" icon. **DO NOT** click the "X" icon that's next to it. That closes a tab!
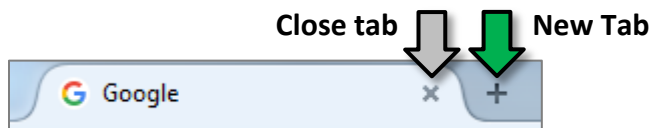
Close tab   **New Tab**

3. **Notice** how our web browser now has **TWO** tabs open.
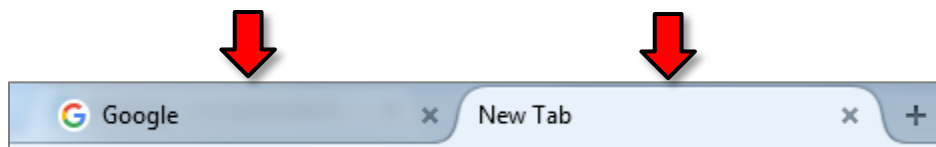
4. You can **switch between tabs** by clicking on the tab's **title**. **Click** on your **email tab** to switch to your email. Be careful **NOT** to click on the "X"—this will close the tab!

5. Switch back to the **New Tab** by **clicking** on it.

6. Let's close the new tab. **Click** its "X" icon.

7. We are now back to having **ONE** tab open (our email).

Creating a WordPress Account

> **Teacher's note:**
>
> **Remember:** Students will need to switch back to their email in order to activate their WordPress accounts.

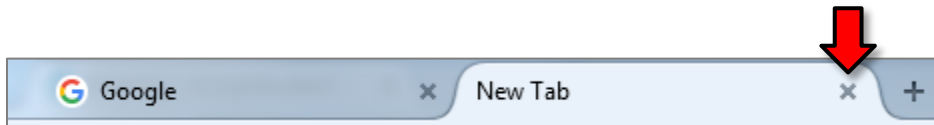1. **Open** a new browser tab and type **www.wordpress.com** into the address bar.

2. A website should load that has a button labeled "**Create Website**" or "**Get Started**. If you see more than one button, let the teacher know. **Click** on the button.

> **Teacher's note:**
>
> If the WordPress.com page has **two** buttons on it ("Create Website" *and* "Create Blog"), select "Create Website".
>
> After students select "Create Website" the wizard may ask "What is your website about?" and present a list of categories. This is simply a WordPress survey device. It has no impact on the final website.

3. The next step asks how you want your homepage to look. We will select "Start with a blog". This layout will display a list of blog posts on our home page. We will talk more about what blog posts are later.
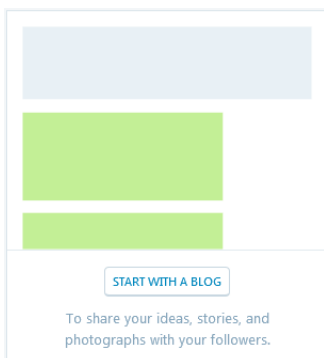
4. The next step offers some **themes** to choose from. A theme concerns the "look" of your website and some of the functionality. We are going to come back to this setting, so just choose **"Skip for now"** at the bottom.

5. The next step is where you will create your **domain name**. This is a very important step. Your domain name should be easy to read and remember. If you enter a name that's already taken, WordPress will add some random numbers at the end of it in order to make it unique. In the interest of time, we are just going to **type** our first name and **accept** **whatever is suggested to us that we can get for** *free*.
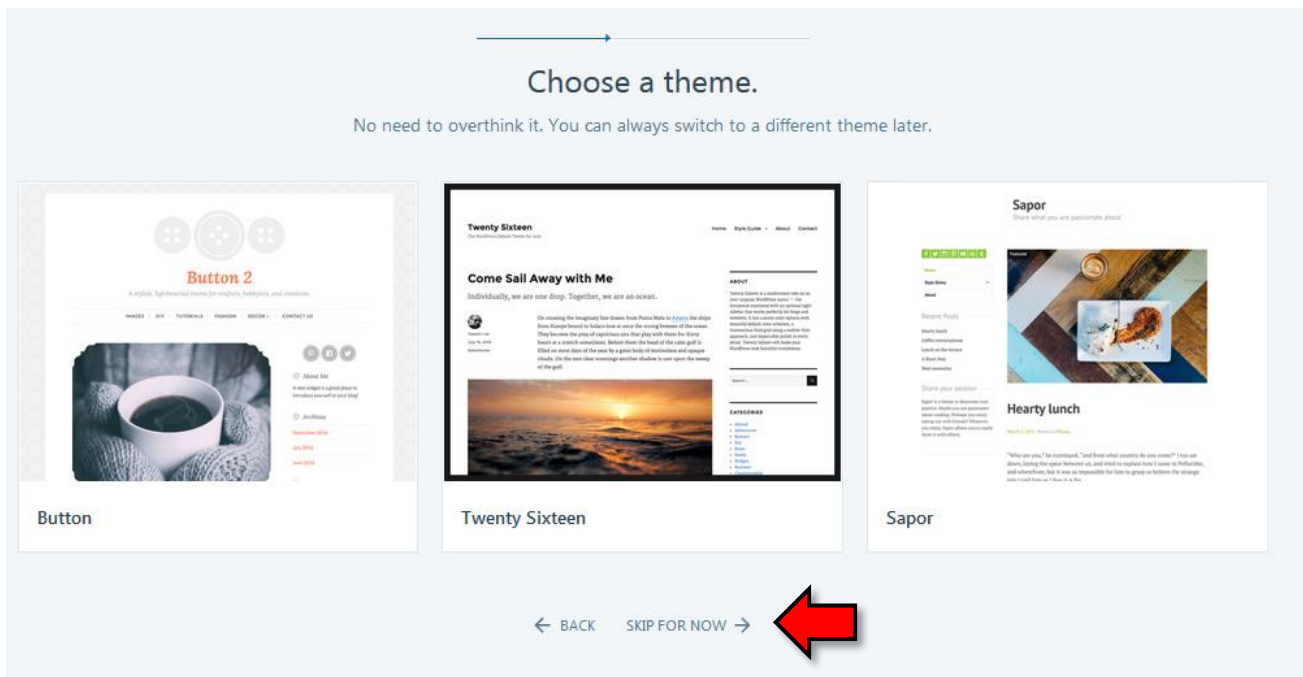
    a. **Enter** your **first name** and **wait** until a suggestion displays. It may take a few seconds.

    b. ==**Write down** the "free" suggestion== on the slip of paper we provided you. This will be the URL of your website.

    c. **Accept** the suggestion by pressing the **Select** button next to **Free**.
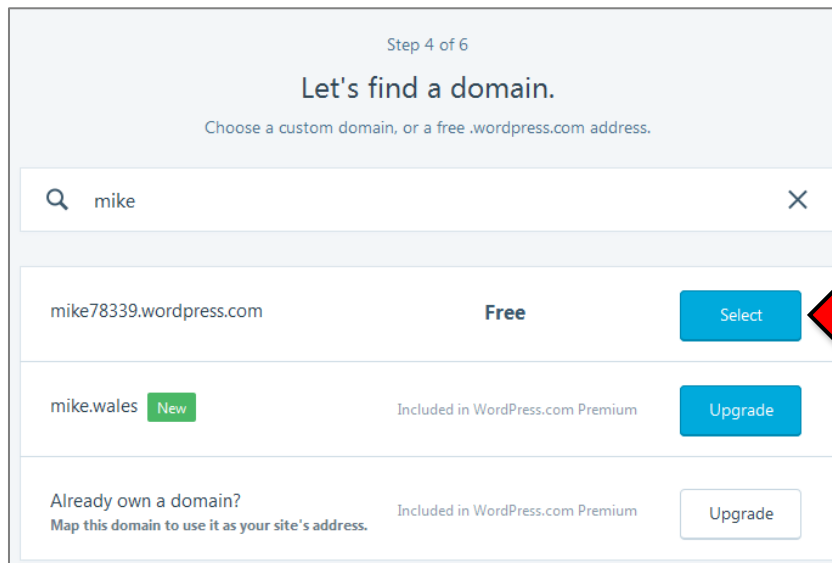
6. The next screen asks us to choose a plan. **Select** the **Free** plan.
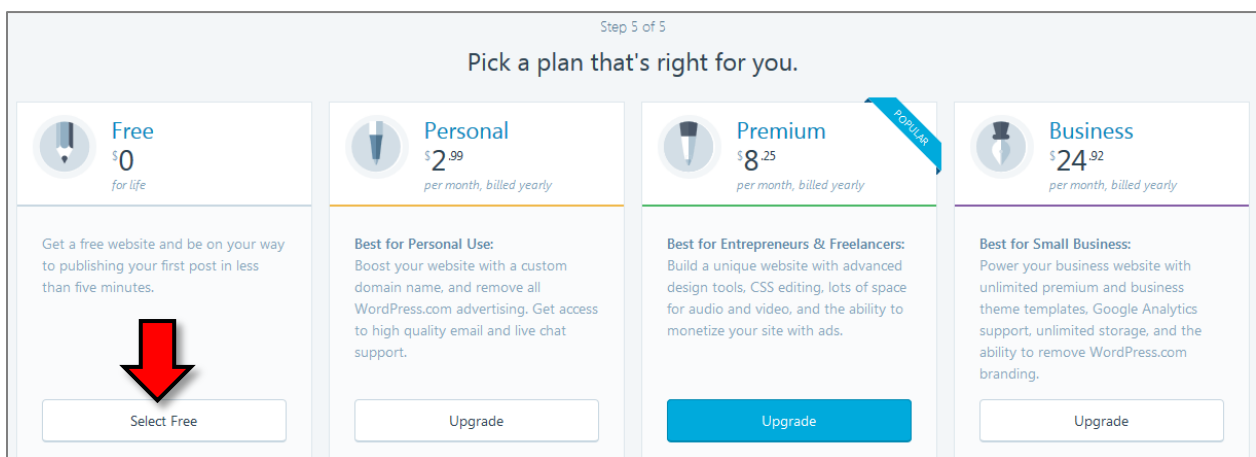
7. The next screen asks us to create a WordPress account:

> **Teacher's note:**
>
> Student will have slips to fill in; one to keep and one to turn in.

   a. **Enter** your email address.

      i.   When you are done typing **wait** a few moments for feedback.

      ii. If a **green border** appears around the textbox, it means you can use that email address.

      iii. If a **red error** appears below the textbox, you might have used your email to create a WordPress.com account in the past. If this happens, you will need to type in a different valid email.

   b. The *Choose a username* field will populate with your domain name. To save time we are going to **accept** the username provided. (It can be changed later)

       i. **Write** your username down on the slip of paper we provided to you.

  c. Next, **type** a password into the "Choose a password" field.

       i. **Wait** a few seconds to see if WordPress gives any feedback about the password such as it being too weak. When the textbox border turns **green**, it means the password is OK.

       ii. **Click** the **"eye" button** to check what you typed.

       iii. **Write** your password down on the slip of paper we provided to you.

  d. Finally **click** the **Create My Account** button.

8. You are now at a screen with a Welcome message, and a notification that you'll need to verify your e-mail address.

  a. **Go** to the tab where your email is and **open** the email from WordPress.

  b. **Click** on the **Confirm Now** button in the email. This will open a new tab. Once the tab finishes loading, **close** it.

  c. Finally, **return** to the tab where your email is, **log out** of your email, and **close** the tab.

9. On the Wordpress Welcome screen, **click Continue**.

10. What you are looking at now is **your website**. **Note** the **black bar** at the top. Normally when a website displays in a browser, it does not have a **black bar** at the top. The black bar is there because you are logged into your WordPress account. Anytime you visit your site when you are logged in, you will see the black bar.

Mention Handout 1

11. Typically the black bar is not used for much of anything except recognizing that you are logged in to your website, however it does contain some buttons that will get you to an interface where we can make changes to our site:

  a. **Click** on the **My Site** link on the left. **Notice** how a menu appears on the left.

  b. **Click** on **Stats** in the menu.
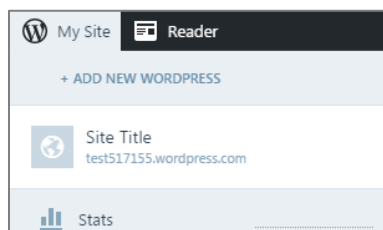
12. **Note** the **blue bar** at the top of the screen. We have now been bounced from viewing our site to the **Dashboard**. This is the place where we can make changes to our site.

The WordPress Environment

The screen we are on is called the **Dashboard**. We will be closely examining this environment as this is where all the magic gets created!

> **Teacher's note:**
>
> At the end of the WordPress environment section, we will practice logging in and out of the website.

The Dashboard

When you first log in to WordPress you will be in the Dashboard. The Dashboard is "mission control" for your website. It is where you create new posts, pages, add media, experiment with new themes, and create custom menus. The Dashboard is composed of three sections:

- The blue toolbar across the top, which is called the **Admin Bar.**

- The left section, or **Admin Sidebar**, is where you navigate among the various tools.

- The right section is the **Workspace**.

Terminology from: https://learn.wordpress.com/get-comfy/

The Admin Bar

Let's take a **closer look** at the **Admin Bar** from left to right.
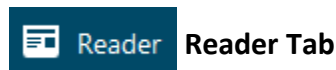
Reader Tab

Click on the **Reader Tab**. When you first log in to WordPress, the **Reader** tab is typically the active tab. Ironically this is not where you edit your website. The Reader tab resources have more to do with managing your exposure to other WordPress websites and support communities.

My Site Tab

The **My Site** tab is the one that provides access to designing and editing tools for your website.

Create New Post

The first tool on the right side of the blue toolbar looks like a paper and pencil with the word **Write** next to it. This is the **Create A New Post Button.** This button is a shortcut to creating a new post on a WordPress blog.

Profile

This button gives you access to many features of your WordPress account, which includes your public profile information. If time allows, we will address the particulars of your profile settings later in the course, but for now you should know that this button is how we will **sign out** of WordPress when we have finished working in it.

- **Click** on the Profile button to **locate** the **Sign Out** button.
- **Click** on the **My Site** to **exit** the Profile section.

Notifications

This button is one that is present on many social media platforms. It is a hub for communications with other WordPress users.

Click on the **My Site** tab now.

The Admin Sidebar

1. **Note** the tools listed on the **Admin Sidebar** that has opened up on the left.

2. **Notice** that **Stats** is the selected option. On the right is a box explaining the stats page. Clicking **Got It!** Will display your webpage statistics.

Site Preview button

At the top of the Admin Bar is your **Site Title**, and a **Site Preview** button that is used frequently in order to view changes to your website.
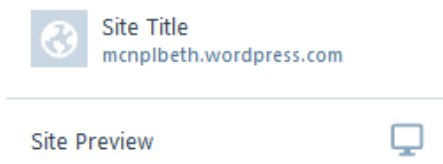
1. **Click** on the **Site Preview** button. A dialog window appears with your website inside it.

2. **Notice** the **Dropdown menu** at the top of the dialog that currently says **Desktop**. Clicking on it will give you options for **Desktop, tablet,** and **phone.** You can ignore the **Search and Social** option as that is for paid accounts. Clicking on each of these will show you what your website looks like on each of these kinds of devices.
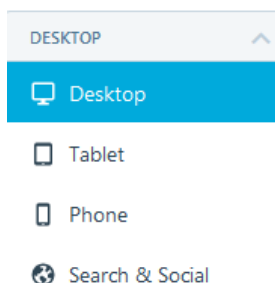
3. To navigate back to your **Dashboard, click** the "X" button in the top-left corner of the dialog.

Stats button

Stats show you how often your website has been viewed within hours, days, weeks, years etc.

Plan button

This button indicates which WordPress plan you are using (Free), and in the Workspace there are links to upgrade to a paid plan. These are the features and limitations of the free plan:

- Your own WordPress.com address, like "example.wordpress.com".

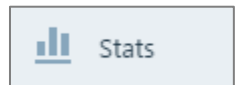- 3 GB of storage space for uploading images.

- 200+ free themes to choose from, with new options added weekly. (No premium themes are included in this plan, but you can buy one at any time.)

- Basic customization: add pages and widgets, upload a custom header or background, integrate with your social accounts, and more.

- Site statistics.

- Staff, volunteer, and community support in the WordPress.com forums.

- This plan provides no video storage and may show ads on your site.

Publish section

This section is where you select what type of content you want to add—a **blog post** or a **web page**.

On our website we will be able to configure pages to accept blog posts and others will be static **Pages**. A **Page** features static (unchanging) content that is created in a different way than composing a post. This will become clearer as we begin creating our own **Posts** and **Pages** further on in the lesson.
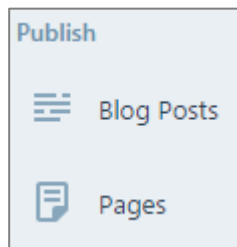
Personalize section

In this section there is a **button** that lets you change or customize the **theme** of your website. The theme is the overall "look" of your website. Theme elements can include colors, font styles, menu style and placement and more.   We chose already chose a theme when we first created our site—**Penscratch**.

Once a theme is chosen it can be customized by clicking on the **Customize** button, located to the right of the "Themes" button. We will be using several of these tools in class.
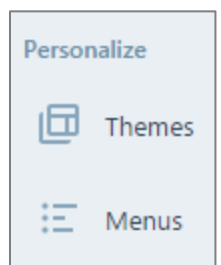
The Menu button is where you can control the placement and number of menus on your website.

Configure section

This is where you manage sharing to social media, users, blog settings, domains, and more.

Add New Site and Help

At the very bottom you will see **Add New Site.** We only click on this when we wish to create an entirely different website rather than the one that we are working on now. Thus, this will be important for after the class if you want to create a **different** WordPress website**.** When you have more than one website, a SWITCH SITE button will be added above the Site Preview button.

To the right of Add New Site is a help button. Clicking this opens WordPress's support documentation.
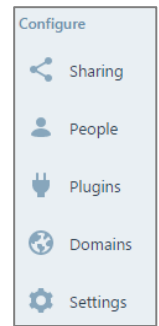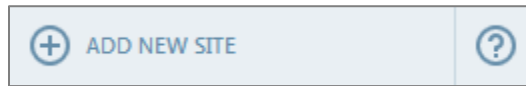
Logging Out

Before we go further, we are going to make sure we can readily log in and log out of our website. To log out:

1. **Click** on the Profile button on the right side of the Admin bar.

2. **Notice** the **Sign Out** button on the Admin Sidebar on the left. **Click** it to log out.

3. **Close** the web browser.

Logging In

1. **Open** the web browser again and **type** **"wordpress.com"** in the **address bar.**

2. We are going to each log in to our individual WordPress accounts.

3. **Locate** the **Log In link** on the top right of the webpage.

4. **Enter** your email address (whichever email address you have associated with your WordPress account) or your WordPress username and your WordPress password.

5. After you have logged in you should be on the Reader page. **Click** on **My Site**.

Choosing Our Theme & Naming our Website

Themes are templates that control what our website looks like. We're all going to choose the same one for class, but on your own you can play with different themes based on what you like.

1. In the Admin Sidebar of My Site **click** the **Themes** button (not customize!)

2. On the right side, you'll see the current theme, a search box, and a bunch of suggestions. In the search box, **type** **Penscratch** and hit **enter**.
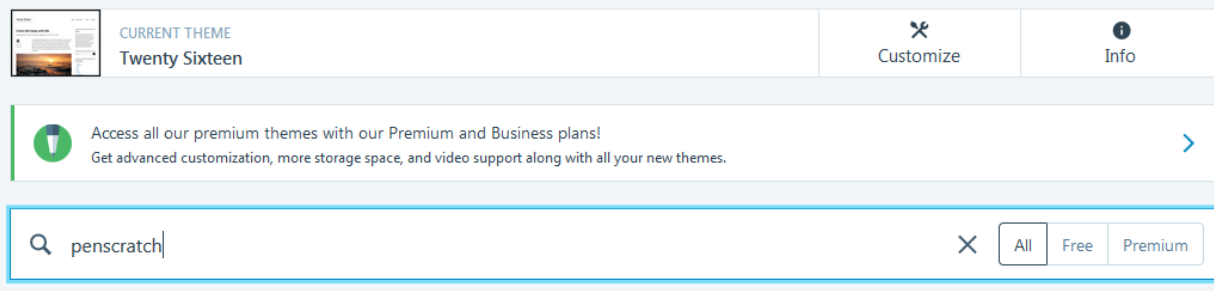
3. You should get one result. **Click** **Penscratch 2** and you'll be taken to a preview of the theme.
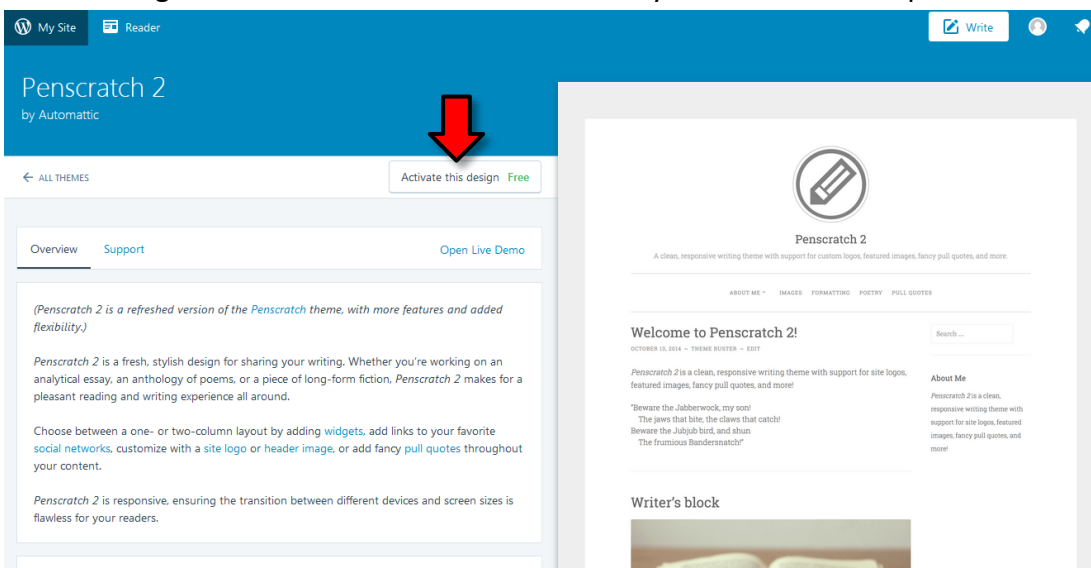
4. Click the **Activate this design** button, and then click **Customize this design**.
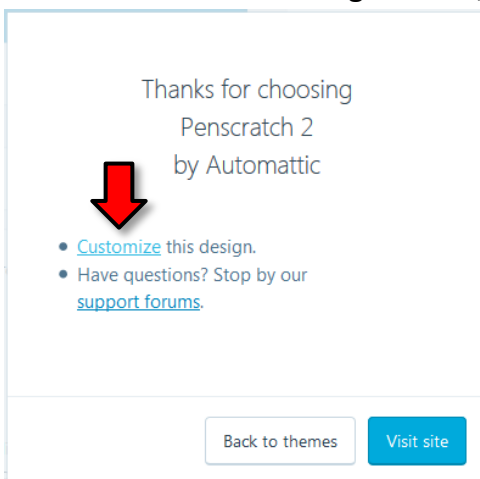
5. Now you'll be in the site **Customizer.**

Note: Because your account is new, WordPress may show you "tips" to help explain what you see on the screen. If you see a tip like this, you can click the blue "Thanks, got it!" button to dismiss the tip.

Here you can control the design of your site. Change your site name, update the colors and fonts, and even add a header image. Explore widgets to find new features and content to add to your website.

Thanks, got it!

6. **Notice** that we no longer see our **familiar blue Admin toolbar**. We are deeper into an **editing environment** called the **Customizer.**

   a. On the right side you are **previewing** your website, in particular the Home page with some samples of content you might want to have.

   b. On the left side of the **Customizer** screen is a navigation button to allow you to get back to the dashboard. It looks like an X.

   c. Near the X button there is a **Saved button** which will change to a **Save and Publish** button after we have made changes.
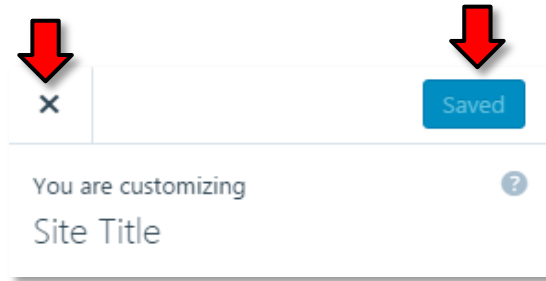
7. On the Customizer Sidebar **look** for **Site Identity** and **click** on it**.**

8. The **Site Title** box on the left will be populated with the current name of your site. **Clear out** textbox and then **type** "California".

9. In the **Tagline** field **type** "The Golden State"

10. **Notice** how the preview on the right has updated and the Saved button has changed to Save & Publish.

11. **Click** on the **Save & Publish** button.

12. When the **Save & Publish** button changes to **Saved**, **click** the X to the left, and then **click** on **My Site** in the top left corner. You will be back in the **Dashboard** environment**.**

13. **Click** the **Site Preview** button to view our live website. **Note** our website name and the tagline. Next we will add an image "logo" to this section of the website.

14. **Close** the preview dialog.

Adding a Logo

A logo can be a design you create in a graphics program, a photograph of your own, or an image you find on the internet. For the purposes of this class, we are going to look for a photograph on the internet.

Finding a Logo Image

Understanding the use of Images found on the Internet

Mention Handout 2

If you decide to use any other than your own photographs on your website, you need to be aware of **image usage rights**. For instance, a Google Image search can yield thousands of results but there may be licensed restrictions on their use. Many web designers take the worry out of this by using websites that provide search engines for various collections of free-to-use images.

https://www.flickr.com/creativecommons/ - This website provides very good definitions of various licenses and restrictions that uploaders of images can place on their use: You may want to consider obtaining such licenses for your own photographs.

Sources of Good Quality images for free

Note that, even if a photo is free to download, there may be certain restrictions regarding its use, such as attributing the original author or using it for non-commercial purposes.

Pexels	www.pexels.com
Flickr CC	www.flickr.com/creativecommons
Wikimedia Commons	commons.wikimedia.org/wiki/Category:Images
The Stocks	thestocks.im
Unsplash	unsplash.com
Gratisography	www.gratisography.com
Stock Up	www.sitebuilderreport.com/stock-up
imagesource	www.imagesource.com
pixabay	pixabay.com

Searching for and saving a free-to-use image

1. **Open** a **new browser tab**.

2. In the **address bar type pixabay.com** and press ⌷Enter⌷. Pixabay is a website that provides images that you can use freely for your own purposes without having to ask permission or pay money).

3. In the search box, **type "California"** and **hit** the **search** button.

4. **Click** on the "Sunset in San Diego" image.

5. When it opens, **look** for the green **Free Download** button on the right and **click** it.

6. **Accept** the size that's already selected (Pixabay requires you to create an account in order to download the highest quality image).

7. Next, you may have to **enter** a **CAPTCHA code**.
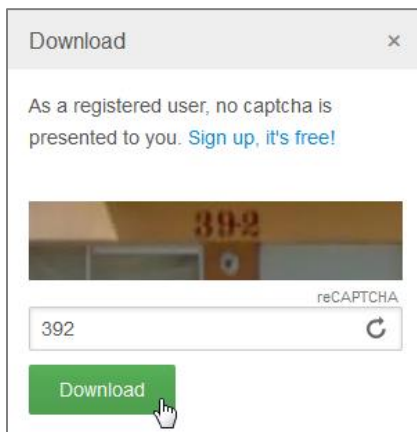
8. Save the image to the computer's hard drive.

    a. A file download dialog will appear. **Select Save File** and **click OK**.
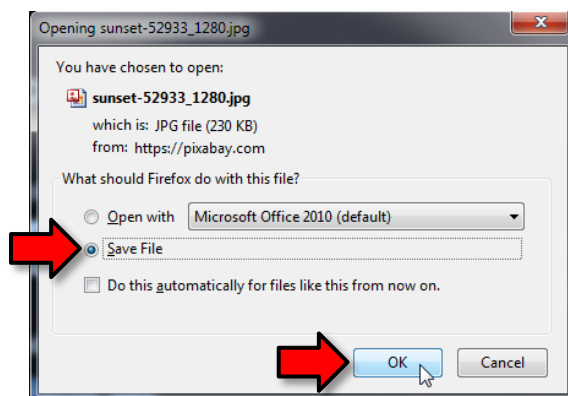
    b. In the "Save As" dialog box, **navigate** to the **Temporary Patron Drive** in the left pane

c. In the file name field, **enter Sunset in San Diego**. **Make sure** all the numbers are deleted. The image's file name will be visible in certain places on the website, so it should look nice.

9. **Close** the **browser tab** that contains Pixabay.

10. We are back in our Dashboard.

Inserting the image into WordPress

1. In the **Themes** section on the **Admin Sidebar**, **click** the **Customize** button.

2. **Click** on **Site Identity**.

3. **Click** on **Change Logo.**

   a. This opens a large display where we can add saved images to our WordPress Media Library. Once we upload an image, we will no longer need to keep the image on our computer's hard drive.

   b. **Notice** this display has two tabs, **Upload Files** and **Media Library**. Upload Files is the **active tab**.

   > **Note:** Each website in your WordPress account has its **own** Media Library.

4. **Click** the **Select Files** button in the center of the display.

5. **Make sure** the **Open dialogue** is looking at the Temporary Patron drive and **locate** your **Sunset in San Diego** file in the content pane on the right.

6. **Click** on the **Sunset in San Diego** file to select it and then **click Open**.

7. **Notice** that we are automatically taken to the Media Library tab and our image loads there. **Click** on **Select** to upload the image as the logo image.
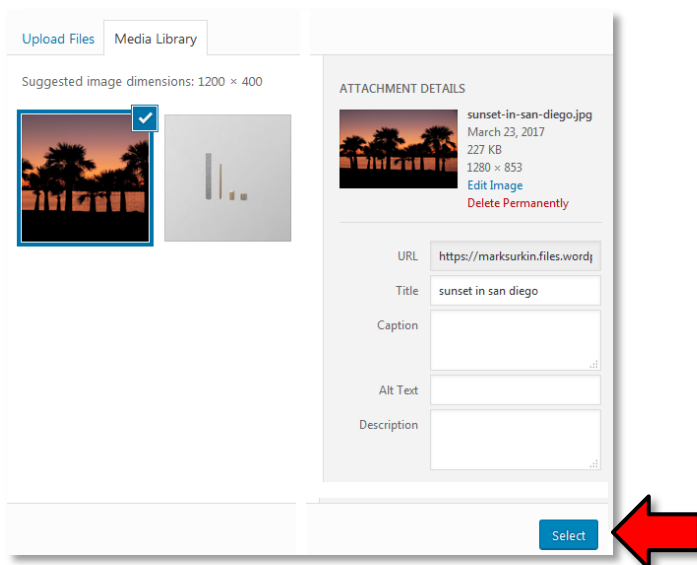
8. Now you'll be asked to **Crop** the image. This allows us to select only a portion of the image to display as our logo. For now we'll **Click** the **Skip Cropping** button on the lower right.

9. **Notice** the preview on the right has updated. **Remember** that this is just a **preview**—our changes won't be saved until we click Save & Publish.

10. **Click** on **Save & Publish**.

11. Then **click** on the X button to the left of the save button. You will be back in the Dashboard.

The Menu Bar and a Brief Look around the Website

Click on the **Site Preview** button. **Note** that, underneath the name, tagline and logo section of our website, there are three **text entries: Home, About** and **Contact**. These entries are **links** to sections of the website (called **Pages**). They make up what is referred to as a **Menu Bar**.

The **Menu Bar** is a typically a horizontal bar located near the top of a website. However, sometimes menu bars can be along the right side or even at the bottom. **Scroll** to the bottom of the page to see the **Social Links** menu (the four circular buttons on the right). Menu bars are **always visible**, no matter which page on your website you are currently viewing.

The Penscratch theme provided, by default, three sections for our website. These sections are referred to as **Pages.** Let's take a look at our Pages.

1. When a user goes to your website they typically will land on the **Home** page. That is what we are looking at now.

    a. **Scroll** down a little to view the content which is titled **First blog post**.

    b. The Home page in a WordPress website is typically used for posting Blog content so Penscratch has placed a sample blog post on our Home page.

    c. Blog posts can be compared to **journal entries**. They are the thoughts of the author and display in chronological order on a webpage. They can be informational as well as personal.

2. **Click** on the menu bar link to navigate to the **About** page. This page has some sample content as well. We will be editing this content in the next section of the lesson.

3. **Click** on the menu bar link to navigate to the **Contact** page.

    a. **Note** that this page is populated with a **form**. Website visitors can use this form communicate with you. Contact forms allow website visitors to communicate with you without them needing to know your email address. When a visitor uses this form, WordPress will send the information to the email address that you used to create your WordPress account.

    b. **Note** that the Contact form looks like it is filled in with *your* information, but it is only appearing that way because you are logged in to your website. A visitor would see blank fields which *they* would fill in with their information.

4. **Close** the preview dialog to return to the Dashboard.

We should probably take this opportunity to remind you that this website is, in fact, **out there on the internet right now** and is therefore **potentially able to be discovered in a web search**. Since this isn't a "real" website, and your email address, although protected by WordPress, is associated with it, we strongly recommend that you delete it when you are finished with this course.

Creating Pages

Mention Handout 3

Now we are going to create more "sections" for our website. The sections again are referred to as **Pages**. We will add links to these pages in Menu Bar.

Links, Pictures, Videos, Documents, Gallery and **Map to the Stars**

Steps to create a page

1. If you are not already there, **navigate** to the **My Site** tab in the dashboard.

2. **Select** the **Pages** section in the Admin Sidebar. The list on the right shows the pages which are **currently published** on our website, namely; About, Contact and the **Blog Posts** page.

   a. The Blog Posts page is listed as "Home" on the menu. It is a "special" type of page that will be explained later in the lesson. It cannot be deleted.

   b. When these page entries are clicked you can edit the content on the page. We will be doing that shortly.

3. **Click** on the **Add** button next to the Pages menu item. The workspace on the right is called the **Editor.** This is where you edit page content.

4. **Notice** the **Title** field. This is where we will give our page a **name**.

   > **Teacher's note:**
   >
   > If the label for the "Title" field is not visible, **click** in the workspace textbox (The large blank area underneath the Editor toolbar). This should cause the "Title" field label to appear.

5. **Note** that directly underneath the Title field is the **permalink** field. Right now, this shows the URL for your **website**. When we publish the page to our website it, will change to **unique URL**.

6. **Click** into the **Title** field and **type** a page name, in this instance, **Links.**

7. Once you have done that, on the Toolbar on the right side of the page, **click Publish.**

PUBLISH 📅

8. **Wait** until you see the green **Confirmation Bar** appear before proceeding with anything else.
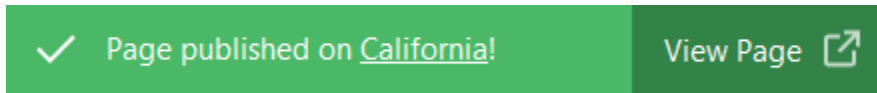
9. **Note** the permalink has changed, now reflecting the URL for the Links page.

10. **Note** also the Publish button now says **Update**.

11. **Click** the **Back button** in the top-left corner of the page to get back to the Pages section of the Admin Sidebar.

12. **Notice** how an entry for our newly created Links page was added to the list.

Using the steps above, **create** the following pages: **Pictures**, **Videos**, **Documents, Map to the Stars,** and **Gallery**.)

Adding Content to Our Pages

We have created several pages for our website. We are now going to add several different types of content to our pages. We will be placing hyperlinks, inserting pictures, inserting videos and adding and formatting other types of content as well.

To get started, **make sure** you are in your **Dashboard** with the **Pages** section selected on the **Admin Sidebar**.

About Page - Adding and Formatting Text

An About Page typically consists of detailed information regarding the creator of the website and why they are knowledgeable regarding this topic. In the interest of time we are simply going to add a couple of lines of text to our About page. In doing so we will learn about the **Editor** and the tools it contains to format our pages and add special features.

In the list of **published pages click** the **About** page to "open" it.

The Editor

When you open a page for editing it opens in an environment called the **Editor**. The editor has several sections which are described below.

Mention Handout 4

Note: When you click on the About page, you may see a large image at the top that Wordpress placed there by default. You'll need to scroll down to see the rest of the content.
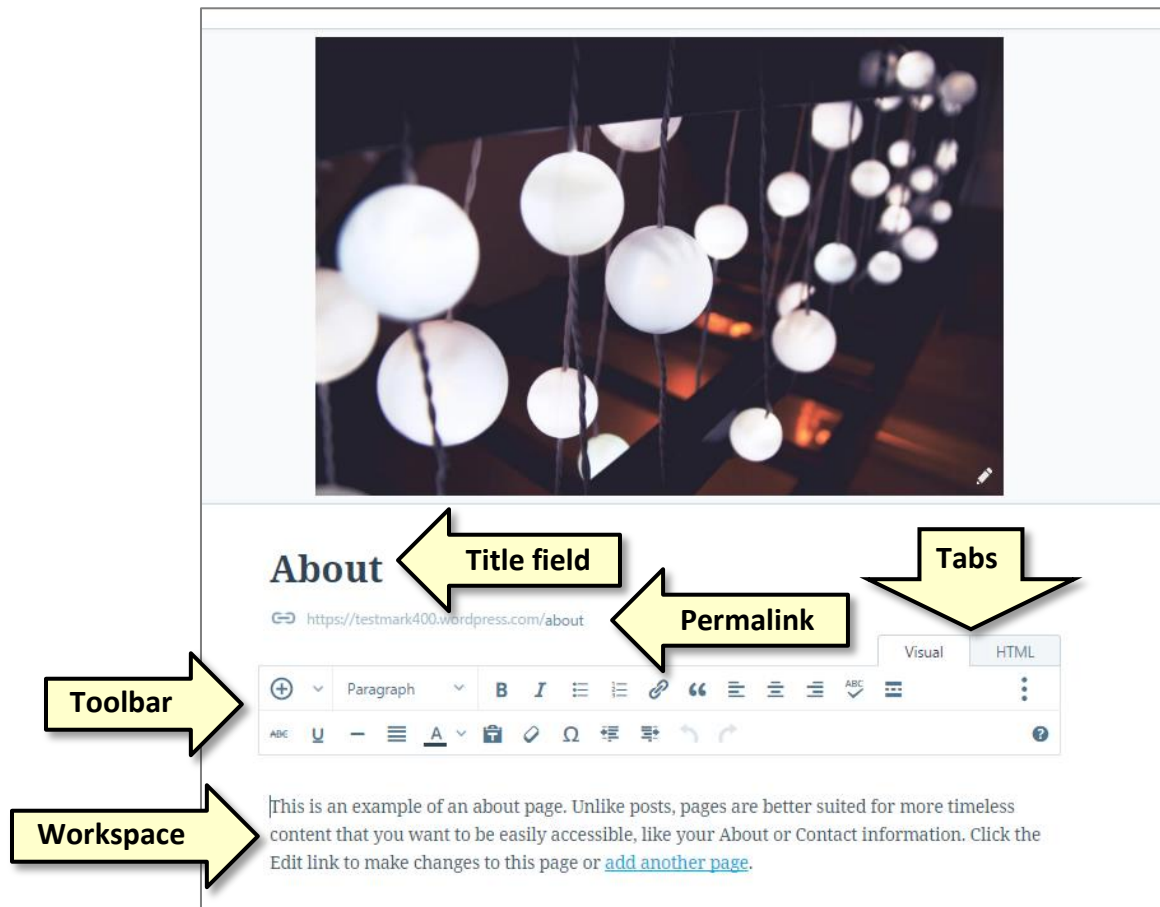
1. **Note** the **Title field** that contains the word About.

2. **Note** also the hyperlink for our About page. In WordPress this is referred to as a **Permalink.**

3. Underneath those sections is a **toolbar.** The toolbar has **two tabs** in order to switch to different views of the content on the page, the **Visual tab** and the **HTML tab**.

   a. **Click** on the **HTML** tab if it is not already the active tab. You will see text without any formatting and also some **HTML tags**. HTML is the "code" that webpages are written in. Thanks to the Visual editor you will not have to concern yourself with HTML code.
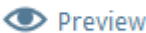

   b. **Click** on the **Visual** tab. This view shows you an approximation of what your content will look like when it is displayed on your webpage.

4. Underneath the toolbar is the **Workspace**. It contains the content of your page. **Note** the existing content that came with the page.

Editing and Formatting the Page Content

1. **Select** the text in the Workspace and **use** the ⬚Delete⬚ key to clear it.

2. **Type** "My name is _____ and I have lived in California for 40 years. I hope you enjoy my website!"

3. Let's apply some formatting to our text:

    a. **Select** your name and **apply Bold** formatting by **finding** and **clicking** on the Bold button.

    b. **Select** "40 years" and **find** and **apply** an **Underline**. If you cannot see the Underline tool, **expand** the toolbar by clicking on the **three dots** on the right.

    c. **Make** the second sentence appear on a **new line** by **clicking** at the end of the first sentence and **pressing** ⬚Enter⬚ on the keyboard.

    d. **Select** the second sentence. **Find** the **Text color** button and **apply** a different color.

    e. **Locate** the **Undo** button to **undo** your color selection.

    f. **Apply** a different color.
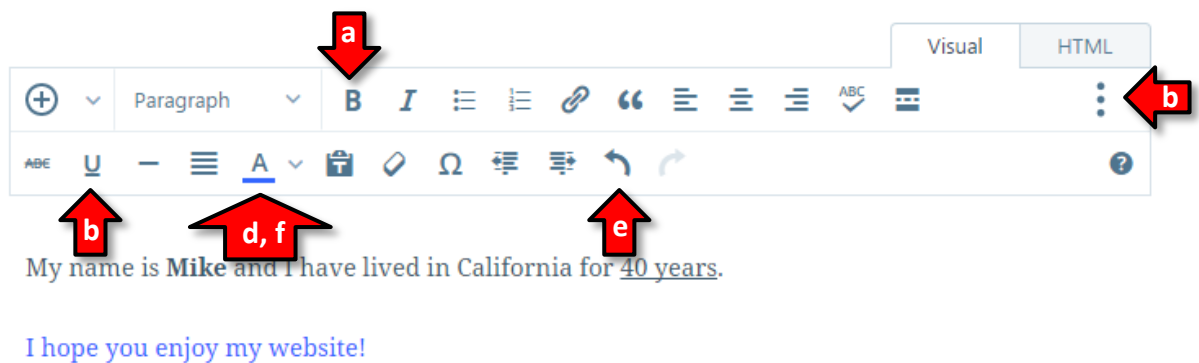
Updating and Viewing the Page

1. When you are finished editing, **click** the Preview button.

2. This is just like the **View Website** button, but it shows you what your new changes will look like *before you save them*. This is a handy feature to verify your changes before publishing them for the world to see.

3. Click the X to close the preview dialog.

4. Now **click** the **Update** button. This saves your changes and publishes them to the website for all to see.

5. **Wait** for the green confirmation bar to appear and then **use** the **View Page** link on that bar to view the page.

6. **Click** the **X** to close the **View Page** dialog.

7. **Click** the **Back button** to navigate back to the list of published Pages.

8. If you get a popup saying you have **unsaved changes**, **click** OK. This is a WordPress bug—WordPress thinks we have unsaved changes, but we don't!

> You have unsaved changes. Are you sure you want to leave this page?
>
> [OK]   [Cancel]
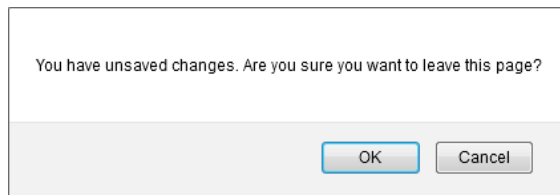
Links Page - Inserting a Hyperlink

The intent for this page is to offer the user other resources on the topic of our website. In our case the other resources are going to be hyperlinks to other websites.

Searching for Content

1. First we are going to search for the website we want to add to our Links page.

   a. Thought should go into websites that you want to link to. You should be sure you have evaluated them for up to date and authoritative content.

   b. In our case we are going to look for a **state sponsored tourism website**.

2. **Open** a new tab in the browser. In the search box **type** **California state tourism**.

3. **Find** the search result for **visitcalifornia.com** (it should be on the top). **Click** on it to visit the site.

4. **Select** the URL in the address bar of the browser tab and **copy** it.

5. **Close** the browser tab.

Editing the Page

1. Back in our Dashboard, **open** the **Links** page from the published pages list on the right.

2. **Make sure** the **Visual** tab is the active tab on the toolbar.

3. **Insert** your cursor into **Workspace** underneath the toolbar.

4. **Locate** the **insert** hyperlink tool on the toolbar and **click** on it:

5. A dialogue opens with options for inserting a URL on a webpage.

   a. The **bottom half** of the dialogue, where it says **Link to Existing Content** is for inserting a link to a different page on <u>our own</u> website.

      1. Choosing one of our own pages will **automatically fill in** the **URL** and **Link Text**.

   b. The **top half** is used for inserting a link to an external (not our) webpage. That is the part we will be using.

6. **Paste** the URL we just copied into the URL field.

7. In the Link Text field, **paste** the URL again

    a. It is standard web design practice to include the actual website URL name in the link text. However, you can delete the protocol portion. Also, it is common practice to delete the slash at the end of the URL as well.

    b. Using standard text editing skills, **delete** the protocol and the slash.

8. **Check** the **Open link in new tab/window** checkbox. This will cause the link to open in a new window or tab. This is for ease of navigation back to our website. When users are finished visiting our linked website, they simply close the browser tab to return to our website. This eliminates the accidental closing of our website.
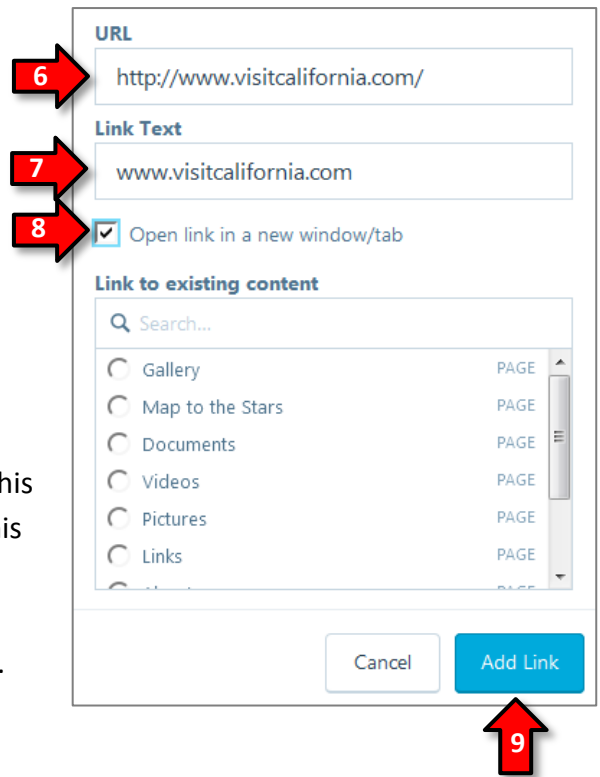
9. **Click** the **Add Link** button in the dialogue.

10. Back in our Editor, **note** the hyperlink.

11. **Click** once on the hyperlink and **note** the small, popup toolbar that appears.
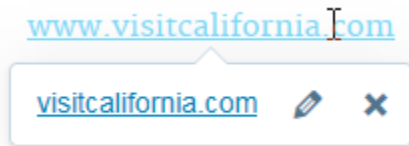
    a. **Point** to the icons in the toolbar and note the **screentips**.

    b. **Click** on **Edit** and **note** it opens the Insert hyperlink dialogue again.

    c. **Cancel** the dialogue.

    d. **Remove** turns the hyperlink into normal text so it won't be clickable anymore.

12. So that users know a little more about the website before they visit it, we are going to add a descriptor to the link.

    a. **Insert** your cursor at the end of the hyperlink, then **hit** Enter

    b. **Locate** the **Increase Indent** tool on the toolbar and **click** it.

    c. On the indented line, **type Official State Website**.

Previewing, Updating and Viewing a Page

1. You can preview what your site will look like **before publishing any changes to the web for everyone to see**.

👁 Preview

a. To **Preview**, **click** the **Preview** button in the top right of the screen.

b. Your site will display in the **Preview Dialog**.

c. Once you verify that it looks the way you want it to (or doesn't), close the **Preview**

✕

Dialog using the **X** in the top left corner.

d. Make any necessary changes, preview it again to confirm, then…

2. When you are finished editing, always **click** the **Update** button.

3. **Wait** for the green confirmation bar to appear and then **use** the **View Page** link on that bar to view the page. **This is the published version of your website. Anyone in the world can see it.**

4. **Click** the **X** to get back to the Dashboard.

←

5. **Click** the **Back** button to navigate back to the list of published Pages.

Contact Page - Inserting an email link (Optional)

An email link, called a **"mailto" link**, can be used to quickly send an email to someone. When clicked, it causes the computer's default email program to open and then start composing a new email.

Editing the Page

1. **Open** the **Contact** page.

2. **Insert** your cursor at the end of the first sentence and press `Enter`.

3. **Type** in **bob@smith.com**. This is a <u>fake</u> email address. We do not want to use your real email address because your website is actually on the internet now and accessible by anyone.

4. **Select** the email address and **click** the **Insert/edit link** tool on the Editor toolbar.

Insert/edit link

5. A dialogue opens.

a. **Notice** how it has placed a mailto link in the URL field.

b. **Notice** how it has inserted the link text for you.

c. **Leave Open link in a new window/tab** unchecked—it is not necessary to force mailto links to open in a new window or tab.

6. **Click** the blue **Add Link** button.

7. **Click** the Update button on the sidebar and **wait** for the green confirmation bar to appear.

8. **Use** the View Page link on the green bar to **view** the Contact page.

9. **Click** on the email address when the page opens. In the Computer Lab an error occurs, but in other environments an email program would launch.

10. **Click** the **X** to get back to the Dashboard.

11. **Click** the Back button to navigate back to the list of Pages.

Documents Page - Inserting a Document

The purpose of this page is to provide to our users files which can be downloaded and saved to their computers. First we will **create a file** and then we will add it to our Documents page. We'll use **Microsoft Word** to create the file and we will save it in a **.pdf file format** that will be able to be opened on the majority of computers. (This functionality is native to Microsoft Word 2007 and newer)

Creating a Downloadable File

1. Using the Start menu, **open** Microsoft Word

2. **Type** each of these words on a new line in the document: **shorts, t-shirts, underwear, swimsuit, flip flops**.

3. From the File menu, **select** the **Save As** command. In the Save As dialogue box, in the pane on the left, **navigate** to the Temporary Patron Drive.

4. In the File name field **type** **Printable Packing List**.

5. In the Save as type field, **select** "PDF".

> **Note:** PDF is a file format that is <u>widely supported</u> across all kinds of computers and mobile devices. Nearly all computers come pre-installed with software that can open PDF files. If your computer does not have this software, you can download software called "Adobe Reader" for free. Note that PDF files cannot be *edited* unless you purchase special software.

6. **Click** the Save button and then **close** Adobe Reader and Microsoft Word. Do not save changes.

Editing the Page

1. **Open** the Documents page in the Editor

2. **Make sure** you are on the Visual tab and **click** on the **Insert Content** button.

3. **Click** on Documents in the Media Library menu.

> **Note:** This is not a necessary step, but if you are uploading many files to your WordPress, it may help you to stay organized. Note there is a tab for images and an ALL tab. The ALL tab will show all your uploaded files regardless of type.

4. **Click** on Add New

5. In the Open dialogue, **navigate** to the Temporary Patron Drive and **select** and open **Printable Packing List.pdf**

6. **Notice** how the file we uploaded has appeared in the Media Library and is selected.
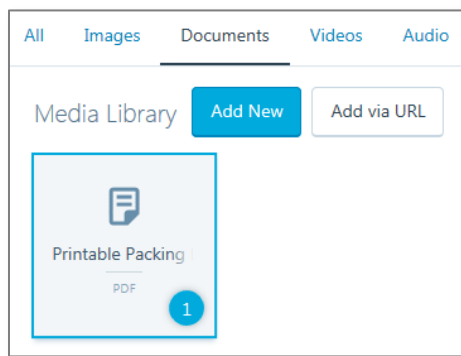
7. There are also a few controls in the top right of the **Add Media** dialog.
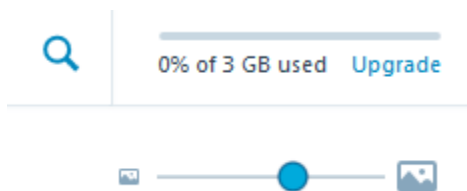
   a. The **Magnifying Glass** allows you to search your media for a specific file. This is useful when you've uploaded a lot of files for use on your website.

   b. The bar with the **Blue Dot** allows you to zoom in and out on the files displayed in the **Add Media** dialog.

   c. The gray bar that says **0% of 3GB used** indicates how much of your allocated space you've used up. The free version of Wordpress gives you 3GB of storage for your website(s) and media.

8. **Click** on the **Insert** button. When a document is inserted from the media library, it is inserted as a **hyperlink**.
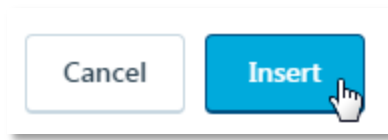
9. **Update** your page and **click** on the **View Page** link on the green confirmation bar.

10. **Click** on the Printable Packing List link. The document will open in an Adobe Reader window.

11. **Close** the Adobe Reader window.

12. **Click** the the **X** to close the view page dialog and get back to the Dashboard.

13. **Click** the **Back** button to navigate back to the list of published Pages.

Pictures Page - Inserting Pictures

The intent for our Pictures page is to offer the user some pictures that will inspire them to explore California. We are going to search for three pictures and make them display, along with **captions**, on the Pictures page.

Searching for and saving a free-to-use image

Just like we did with our site logo, we are going to download some free-to-use images from pixabay.com.

The instructions below summarize the steps required to download photos from this website. For more detailed instructions, review the **Adding a Logo** section above.

1. **Open** a new tab in the browser and in the **address bar type pixabay.com**, and **press** ⌐Enter⌐.

2. In the search box, **type "California"** and **click** the **search** button.

3. **Download three images** of your choice to the **Temporary Patron Drive**.

    a. **Remember** not to select any images from the first row—these are sponsored images and cost money to download.

    b. **Also remember** to give the files **meaningful names**.

4. **Confirm** that you downloaded three images.

    a. **Open** the **Start Menu** and click **Computer**.

    b. **Navigate** to the **Temporary Patron Drive**.

    c. **Confirm** that there are **three images**.

    d. **Close** the **Computer Window**.

5. **Close** the **pixabay.com** browser tab to return to the Dashboard.

Uploading the image to the Media Gallery and Adding it to Our Pictures Page

1. **Open** the **Pictures** page.

2. In the Visual Editor, **click** the **Insert Content** button.

3. When the Media Library opens, **click** on **Add New**.

4. **Navigate** to the one of the images we saved to the **Temporary Patron Drive**.

5. **Select** the image and **click** Open. The image will upload to the Media Library.

6. **Point** to the image (which is already selected since it just uploaded). **Note** the **edit** and **delete** buttons that appear above.

7. **Click** on the **Edit** button. This causes a dialogue to open that lets us edit information about the picture. On this screen we are going to add a caption to the picture.

Teacher's note:

Captioning can be done in either the Media Library before insertion into a page or in the Editor after insertion. The caption that is added in the Media Library will populate the caption field in a slideshow (and vice versa). Captions changed in the Editor do *not* affect the Media Library caption.

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8. **Click** in the **Caption** field and **type** a **descriptive name** for your picture.

9. **Copy** the text you just entered and **paste** it into the **Alt text** field. Screen reading software will use this content to name the picture for the visually disabled.

10. **Click Insert**.

11. We need to get to a new line to insert another picture underneath this one.

    a. If you see an I-beam cursor in the **caption section** of the image, **press** Enter on the keyboard and your cursor should move to a new line.

    b. If you can't see an I-beam cursor **click** off and on the image until you see an I-beam cursor in the **caption section** of the image and then **press** Enter on your keyboard. This action moves the cursor to the next line workspace.

12. **Repeat** the steps above to insert another picture.

13. For the final picture, **follow** the steps above <u>BUT SKIP THE STEPS ABOUT ADDING A CAPTION</u>.

14. Finally, **preview** the **Pictures** page to verify it looks the way you want, and then **update** it. You can then **click** on **View Page** if you'd like to see what the published version looks like.

15. **Note** that two of our pictures have captions and one does not.

16. **Close** the view page dialog to get back to the Dashboard.

17. **Click** the **Back** button to navigate back to the list of published Pages.

Modifying Images - WordPress Limitations and Browser Issues

We have experienced less than impressive results when attempting to modify inserted images in WordPress. There really is very little by way of modification that the software allows you to do.

For example, we encountered the issue of moving the cursor to a blank area in the workspace. We also discovered that we could not resize pictures, at least not while using Internet Explorer. We *were* able to resize in Firefox.

It is important to bear in mind that when you are designing webpages in WordPress, the **browser** can play an important role in how easy or difficult it is to accomplish certain tasks. It is a known issue that web developers do not particularly like Internet Explorer and will often design their websites with other browsers in mind, such as Chrome or Firefox.

The takeaway here is that <u>if you are unable to accomplish a particular task in one browser, open your site in a different browser and see if you have better luck.</u>

It is also important to test to see how your website looks in other web browsers to make sure it looks consistent no matter what browser is being used.

Gallery Page - Inserting a Slideshow

Once you have several pictures loaded into the Media Library, a Slideshow is a very easy feature to add to your website. We're going to insert our slideshow on our Gallery page.

1. **Open** the **Gallery** page

2. **Click** on the **Add Media button**.

3. **Select** the **four pictures** about California (the sunset one we used for our logo and the three we added to the Pictures page) by clicking once on each of them.

4. **Notice** how each image is given a **number**. This is the approximate order that the photos will be displayed in (depending on the slideshow style, as we will see)).

5. **Click** the Continue button

6. Under Layout, **select** Slideshow

7. A Preview of the slideshow will appear in the preview tab. **Note** that, if a image has a caption, it will appear at the bottom of the image.

8. **Note** we have two pictures without a caption: our original logo picture (Sunset in San Diego) and another one of your choosing. Let's add captions to those images.

    a. **Click** on the **Edit tab**.
    b. The slideshow pictures will appear and their captions are able to be edited.
    c. **Add** a caption to the pictures that need them by clicking in the "Caption this image" textbox. **Note** that if you forget what the picture is, you can point to the picture and the file name screen tip should jog your memory.

9. Finally, **click** the **Insert** button to add the slideshow to your page.

10. **Update** the Gallery page and **View** it.

11. **Close** the view page dialog and **navigate** to the **published Pages list** in the Dashboard.

12. **Note** that if you clicked through the slideshow, you may need to click back 4-5 times before you get back to the Dashboard.

Videos Page - Embedding a Video

Youtube.com is a very common website where user-uploaded videos can be found. Type in just about any topic and you will find videos. These videos are published by amateurs and professionals alike. You could even make your own videos with your smartphone and publish them to Youtube!

1. **Open** the **Videos** page from the list of published pages. This is where we will insert our video.

2. **Open** a **new browser tab** and **type** **youtube.com** in the address bar, and **press** | Enter |.

3. In the **search box** on YouTube, **type** "skateboarding california".

4. **Select** one of the **videos** in the search results.

5. The video will start to play so you can preview it.

6. If you want to put it on your website, **click** the **Share** button (see pictures below).

    1. We are going to **Embed** the video on our site. This is a way of displaying someone else's content from an external website directly within our own page. **Embedded** media does not count against your allocated Wordpress storage.

7. **Share options** will appear below. **Click Embed** (see pictures below). Depending on Google's mood today, it may look like one of the two screenshots below:

1. If it looks like this…
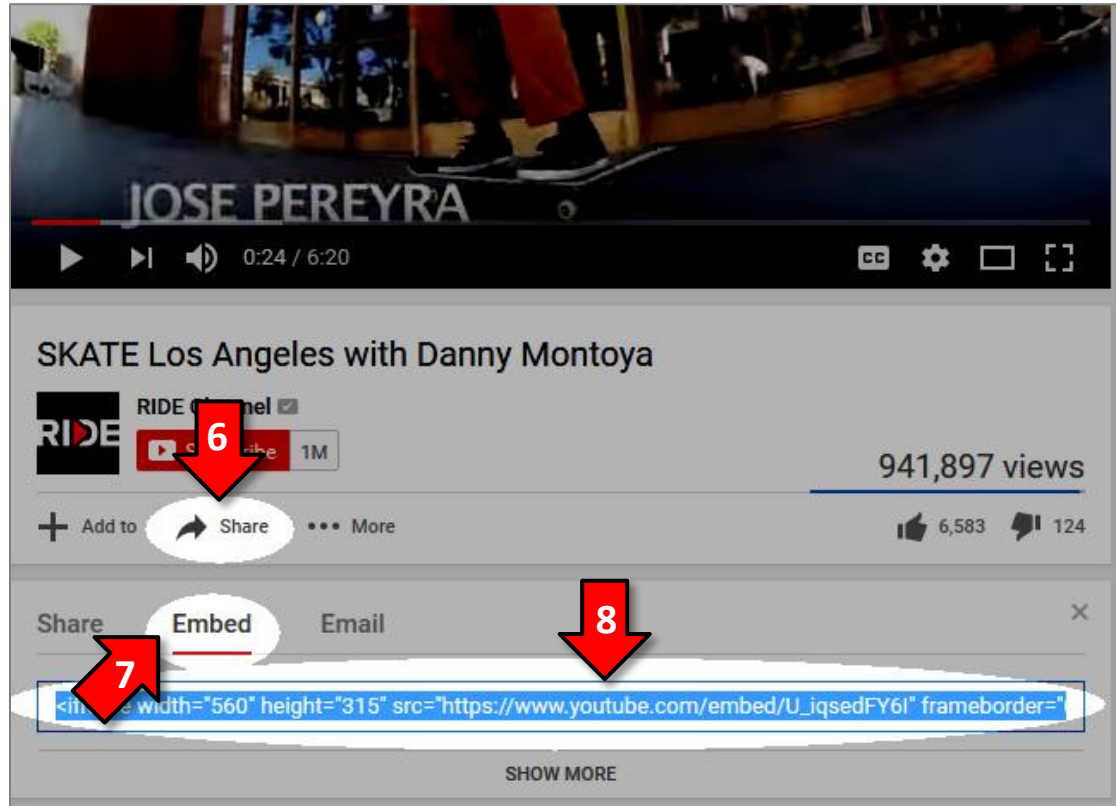
2. **Right**-**click** on the **selected text** and **select** **Copy**.

3. If it looks like this…
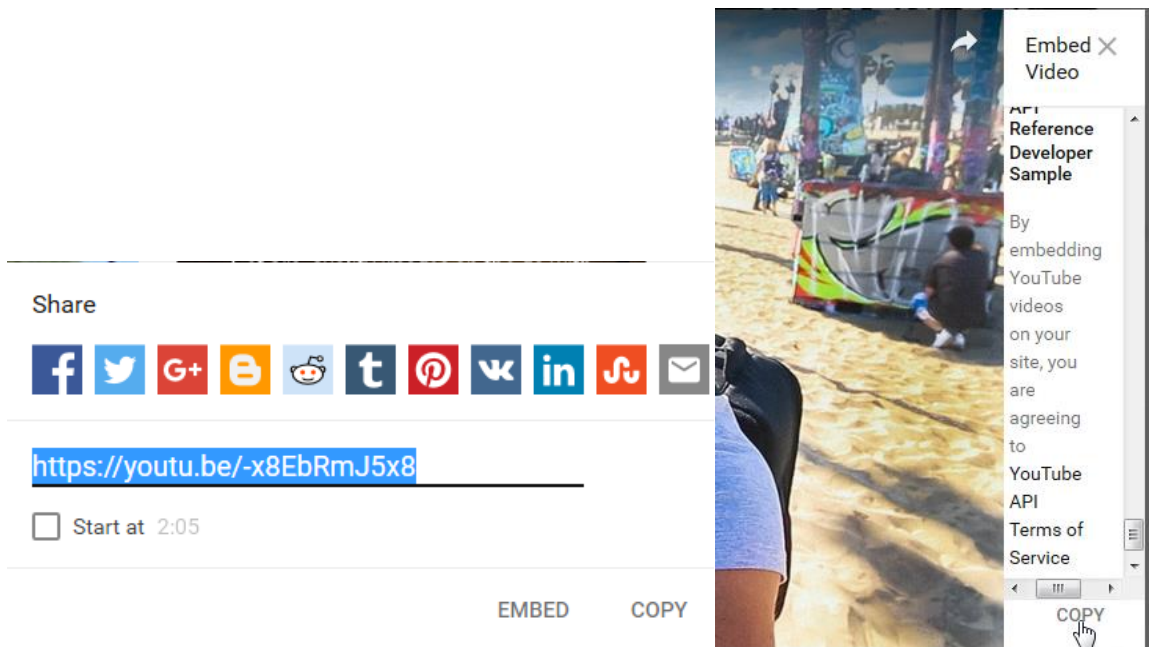
4. Click the **Copy** button in the bottom right.

8. **Switch back** the browser tab with **WordPress** in it.

9. **Select** the **HTML tab** and then **right**-**click** inside the page content space and **select** **Paste**.

10. **Update** the page and **view** it. You will see the video. **Click** the **Play button** to watch it.

11. **Close** the view page dialog and the **YouTube tab**.

12. In the Dashboard, **navigate** back to the published Pages list.

Map to the Stars page - Embedding a Map

Embedding a map is similar to embedding a video. We're going to do **a Google search** for a map of movie star homes in the Beverly Hills area.

1. **Open** a new tab and **type** "star homes in beverly hills" and **press** Enter .

2. In the results list **look** for this entry an **click** it:

Stars' Homes in Beverly Hills - Google
https://www.google.com/mymaps/viewer?mid...hl=en_US ▼ Google ▼
Beverly Hills is the iconic address for movie **stars** to live in. Remember that these are private **homes**.
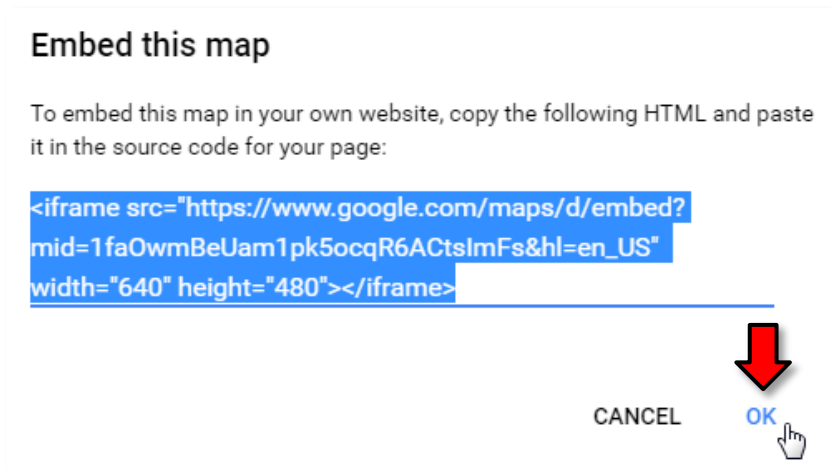You drive by -- you DO NOT stop, trespass, ring the doorbell ...

3. Someone has created a custom map to stars homes. **Look** for the SHARE link in the left sidebar and **click** it.
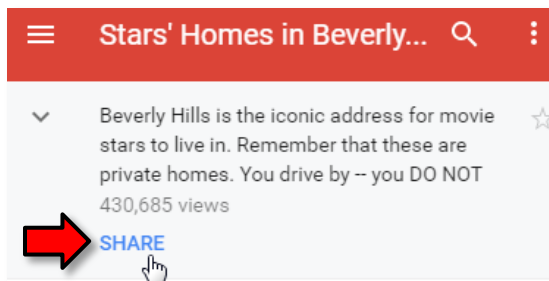
4. On the menu that drops down, **find** the link for **Embed on my site** and **click** it.
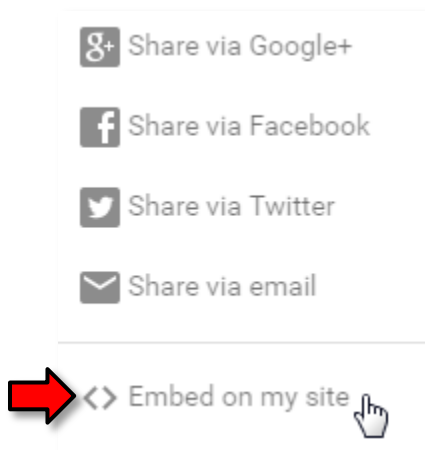
5. An **Embed this map** dialogue box pops up in which the HTML code for the map is already selected. **Press** ⎡Ctrl⎤ + ⎡C⎤ to copy it and **click** OK.

6. **Switch** to the tab with the WordPress Dashboard. **Navigate** to the published **Pages** list and select the **Map to the Stars page** to edit it.

7. **Switch** to the **HTML editor view** if you are not already there.

8. **Type** ⎡Ctrl⎤ + ⎡V⎤ to paste the HTML code.

9. **Update** the Map to the Stars page and **View** it.
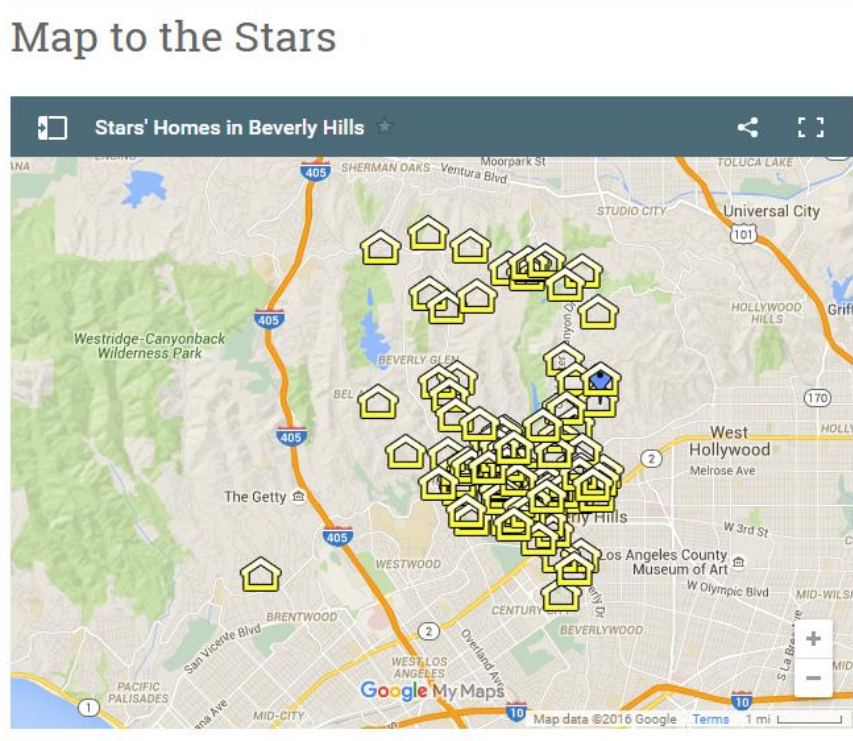
10. **Close** the view page dialog and then **close** the tab with the map in it.

11. **Navigate** to the published **Pages** list in the Dashboard.
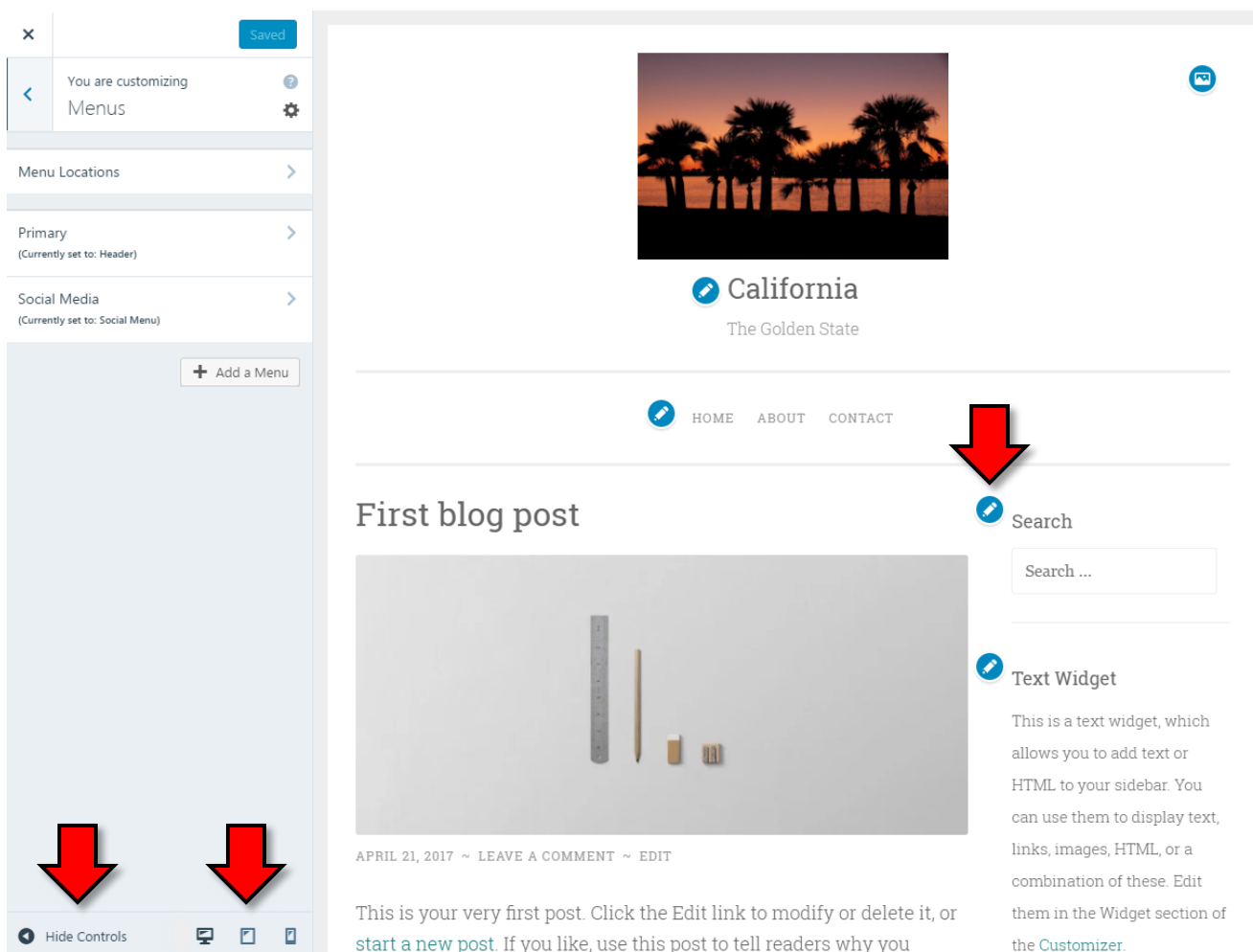
The Menus

In order for users to see the content on our Pages, they need a means of navigation to them. That is what menus are for. You may not want all of your pages on your menu, but for the purpose of this class, we will be adding all of our pages to a menu.

Click on the Menus button in the Admin toolbar. This is where all the menu manipulation will take place.

Menu Customizer

The menu customizer is split into two sides:

- The sidebar on the left allows you to manipulate menus.

- The right side shows a preview of your site. Anywhere you see the [pencil icon] icon on the preview, you can click it to edit the associated item.
    - You can use the buttons on the bottom left to change the preview window between desktop, tablet, and phone views, or to hide the control bar completely.

In the top of the sidebar (upper left of your screen) there are a few options:

- **Menu Locations** – Allows you to manipulate where on your page the menus display. Our theme (Penscratch) only allows two menu locations.
- **Primary** – This is the primary menu bar at the **Header** (top) of your site, which currently has links to your **Home, About,** and **Contact** pages.
- **Social Media** – This controls the social media icons that display at the bottom of your site.
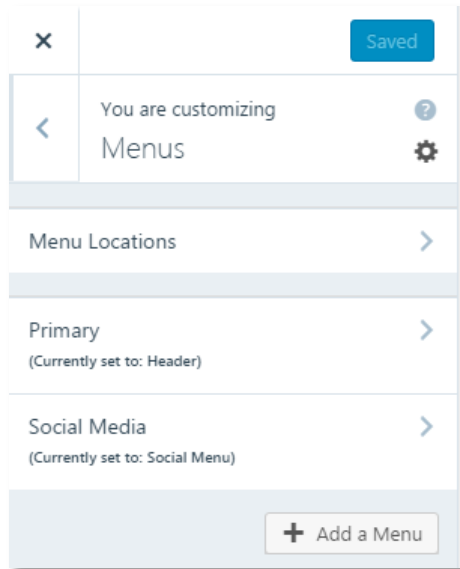
- There is also a button to **Add a Menu**, which allows you to add a new menu to your site.

Menu Locations

Let's see where these menus are located on our website.

1. **Click** the **Menu Locations** button.

2. **View** the preview on the right side.

    a. **Note** the Header Menu area with the links to **Home**, **About** and **Contact** underneath our logo.

    b. **Note** the Social links menu area at the bottom right. The links are in the form of **icons** rather than text links.



3. Look back on the left side of your screen, in the sidebar.

    a. **Note** that it tells us that our theme only supports 2 menu locations: The **Header** location at the top of your page, and the **Social Media** location, at the bottom.

    b. You can use the drop-down menus beneath each location to adjust which menu displays at that location.

c. **Change** the drop-down menu beneath **Header** to **Social Media**. **Notice** in the preview how the menu bar beneath your logo now reads **Facebook, LinkedIn, Twitter, Instagram**.

d. **Change** it back to **Primary** and **notice** how the menu bar says **Home, About, Contact** again.

e. **Go back** to the main menu customization screen by using the **Back** button at the top left of the sidebar.
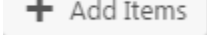
## Populating the Primary Menu

1. **Select** **Primary** from the sidebar.
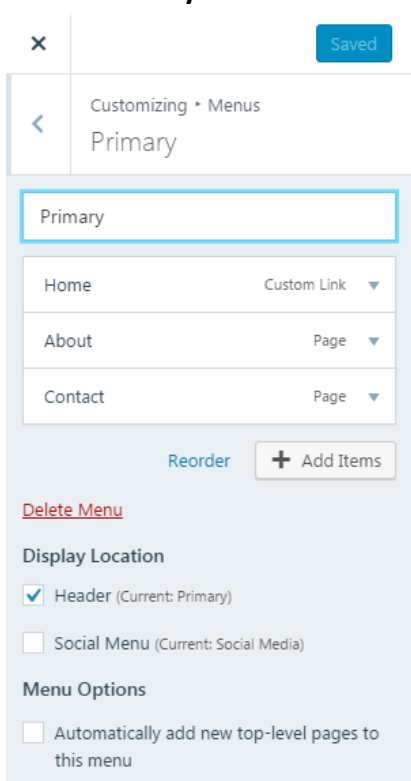
2. From here you can **edit** the menu's name, **add/remove/edit/reorder** menu items, **adjust** the display location, and even **enable** an option to automatically add new pages to the menu.

a. **Note** that the menu name (currently **Primary)** does not display anywhere on your site. It's just used for reference when editing the menus.

### *Adding an existing page to the menu*

1. **Click** on the **Add Items** button.

2. A second sidebar will appear to the right of the original sidebar. Also notice that the small down arrows next to each existing menu item have become red X's.
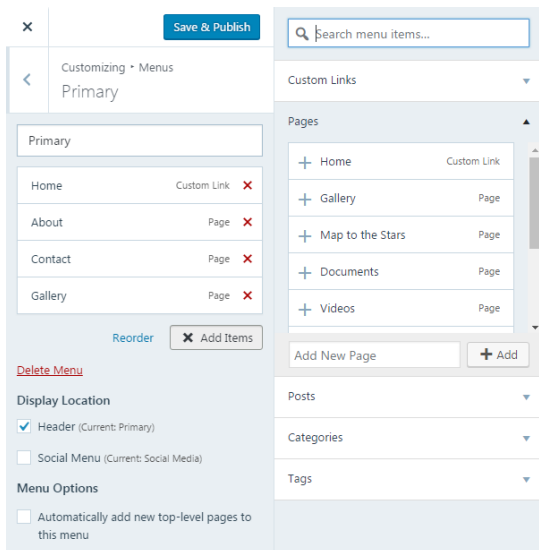
3. This new sidebar allows you to add a few different kinds of links to your menu:
    a. **Custom Links** – Links to external (not our own) sites
    b. **Pages** – Links to pages within our own site
        i. You can even add a **new page** to your site directly from here!
    c. **Posts** – Links to individual blog posts within our own site
    d. **Categories** – Posts can be tagged with categories. This option lets you create a menu item that will show all posts tagged with a certain category
    e. **Tags** – Wordpress uses tags to get more specific within categories. For example, you might categorize a post as "Comedy", but tag it as "Robin Williams"
4. We are going to link to our own **pages**. The **pages section** should already be selected for you.
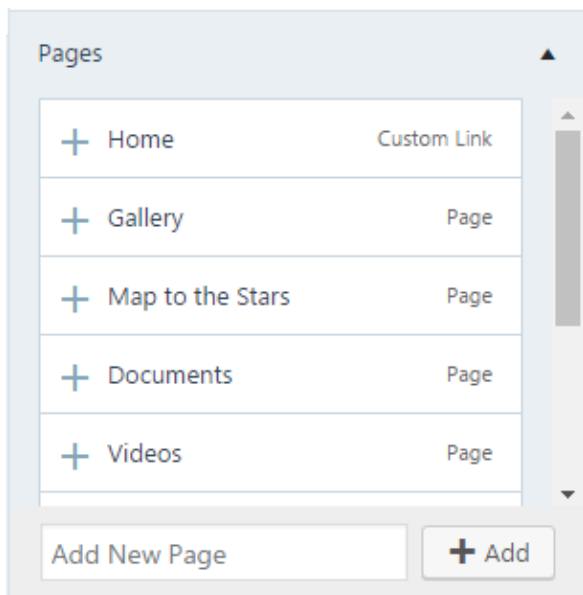
5. **Click** the **+** button next to **Gallery**. **Notice** how **Gallery** shows up beneath contact on the sidebar on the far left. Also **notice** how there is now a check mark next to **Gallery** in the list of pages.
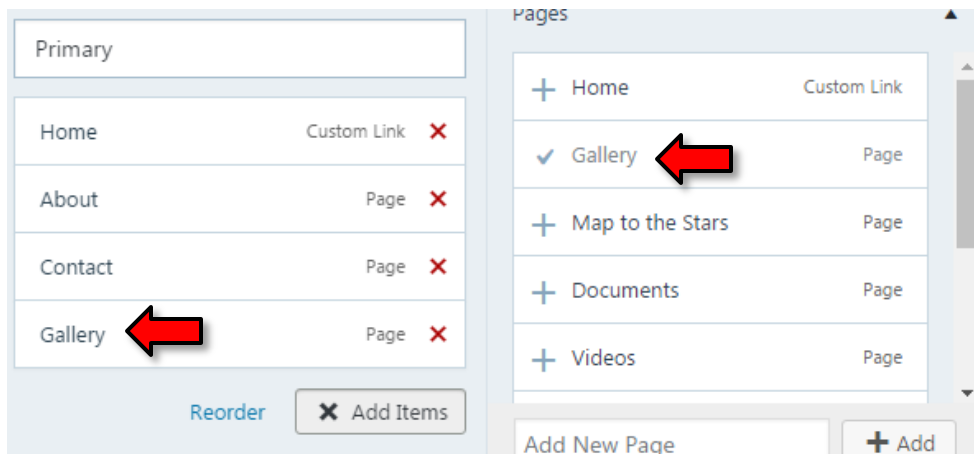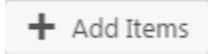
a. Go through the list of pages and add a menu item for each page except **Home, About,** and **Contact** (which should already have menu items).

b. If you make a mistake, you can **delete** an item by clicking the **red x** next to it.

a. **Use** the scroll bar to see your complete list of pages.

6. **Click** the **Save & Publish** button and **wait** for it to say **Saved**.

7. **Look** in the preview window to see all of your new menu items.

Adding a new page to the menu

Instead of adding pages through the Pages section of the Dashboard, it is also possible to add pages through the Menu.

1. **Click** on the **Add Items** button again.

2. **Click** in the **text box** that says **Add New Page**.

3. **Type Testimonials** and click the **Add** button.

4. **Notice** how **Testimonials** now shows up on the bottom of the **Primary** menu list on the left hand sidebar.

8. **Click** the **Save & Publish** button. **Wait** for it to say **Saved**.

9. **Notice** that Testimonials has been inserted to the right (or on a new line!) of the Links entry on the menu.

Re-ordering the Menu items

We are going to place most of the pages in alphabetical order on the menu, bookended with the Home page and the Contact page. We will leave the Testimonials page where it is. Then we will make two of the pages "child" pages and observe how that impacts the look of the menu on our website.

Navigate to the menus section of the Dashboard if you are not already there.

Moving menu items

There are two ways to move menu items:

1. **Drag & Drop** – Lets you use the mouse to drag and drop menu items where you want them to appear.
2. **Reorder** – Lets you use arrow buttons to reorder the menu.

We'll move half of our menu items using one method, and the other half with the other method. In the future, you can choose whichever method you find easiest.

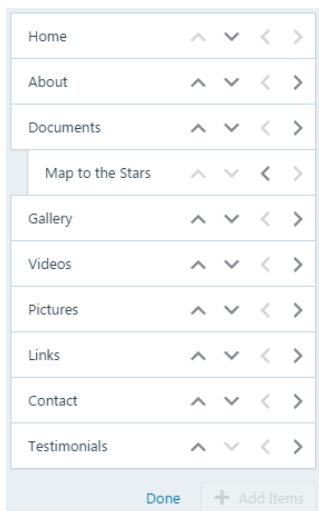The **Drag & Drop** method requires <u>precision</u>.

- MAKE SURE you drag *straight* upwards (or downwards)

- <u>Do not</u> move your mouse even slightly to the right.

1. **Point** to the **Documents** menu item with your mouse and holding the left mouse down, **drag** straight upwards to underneath the **About** menu item and then **let go**.

2. **Follow** this same method to move **Contact** to the second to last position (ahead of **Testimonials**), then be sure that **Gallery** and **Map to the Stars** are positioned in order after Documents.

3. **Press** the blue **Save & Publish** button and **wait** for it to say **Saved**.

Menu items that live underneath a first tier menu item are sometimes called subpages or "child" pages.

4. Now let's make **Map to the Stars** a subpage beneath **Documents.**
   a. **Drag** the **Map to the Stars** menu item upward until it is underneath **Documents**. <mark>Before you let go of the mouse</mark>, **move** the mouse **slightly to the right**. **Notice** how the menu item has **indented slightly** to the right. **Let go** of the mouse.
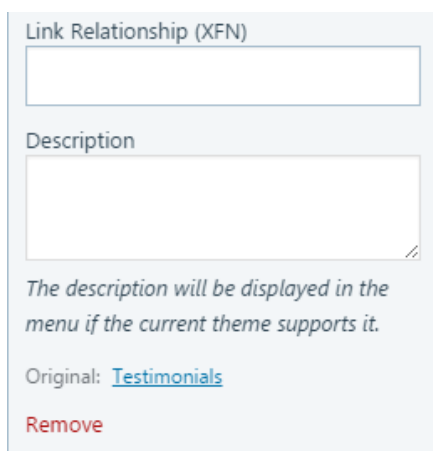
We'll move the other items using the **Reorder** method.

1. **Click** the **Reorder** button.
2. **Notice** the arrows next to each menu item, and that the **Reorder** button now says **Done.**

Home	∧	∨	‹	›
About	∧	∨	‹	›
Documents	∧	∨	‹	›
Map to the Stars	∧	∨	‹	›
Gallery	∧	∨	‹	›
Videos	∧	∨	‹	›
Pictures	∧	∨	‹	›
Links	∧	∨	‹	›
Contact	∧	∨	‹	›
Testimonials	∧	∨	‹	›
Done	+ Add Items			

3. **Use** the **up** and **down** arrows to put **Videos, Pictures,** and **Links** in alphabetical order, **remembering** to leave **Contact** and **Testimonials** at the end of the list.

4. **Press** the blue **Save & Publish** button and **wait** for it to say **Saved**.

5. Let's make **Gallery** a subpage of **Pictures.**
   a. **Use** the **down** arrow to move **Gallery** so it's below **Pictures**
   b. Then **use** the **right** arrow button to make it a subpage.

6. **Click Done**.

7. **Press** the blue **Save & Publish** button and **wait** for it to say **Saved**.

Deleting a menu item

1. **Click** on the **down arrow** button next to the Testimonials page menu item.

2. Scroll down until you see **Remove** and **click** it.

Link Relationship (XFN)

Description

The description will be displayed in the menu if the current theme supports it.

Original: Testimonials

Remove

8. **Press** the blue **Save & Publish** button and **wait** for it to say **Saved**.

Populating the Social Links Menu (Optional)

The Social Links menu can be used to link to all your social media profiles (such as your Facebook and Twitter accounts). In the Penscratch theme, which is the theme we're using, this menu is located at the bottom of each page and uses icons instead of text labels.

1. **Make sure** you are in the Dashboard.

2. **Click** on Menus.

3. **Click** on **Social Media**.

4. Next, let's **edit** the **Facebook item** to go to our personal Facebook page. For demonstration purposes, we will pretend we are **Richard Branson**.

   a. **Click** anywhere in the **Facebook** menu item to edit it (the section will expand).

   b. In the **URL** field, **place the cursor** at the end of the Facebook URL and **type /richardbranson** so it reads **http://www.facebook.com/richardbranson**

       i. Note that the entire URL will not display because the URL field is too small. That's OK, it will scroll as you type!

   c. **Click** anywhere in the **Facebook** bar again to collapse it.

5. Now, let's edit the **Twitter** item.

   a. **Click** anywhere in the **Twitter** menu item to edit it (the section will expand).

   b. In the **Link Address (URL)** field, **place the cursor** at the end of the Twitter URL and **type /richardbranson** so it reads **http://www.twitter.com/richardbranson**

   c. **Click** anywhere in the **Twitter** bar again to collapse it.

6. Now, let's edit the **LinkedIn** item.

   a. **Click** anywhere in the **LinkedIn** menu item to edit it (the section will expand).

   b. In the **Link Address (URL)** field, **place the cursor** at the end of the LinkedIn URL and **type** /in/rbranson so it reads **http://www.linkedin.com/in/rbranson**

   c. **Click** anywhere in the **LinkedIn** bar again to collapse it.

7. Now, let's **delete** the **Instagram** item. Instagram is a photo sharing app owned by Facebook.

   a. **Click** anywhere in the **Instagram** menu item to edit it (the section will expand).

   b. **Click** the **red remove** button.

8. Next, let's **add** a menu item for our **Google Plus** account. Google Plus is Google's answer to Facebook.

   a. **Click** the **Add Items** button.

   b. **Click Custom Links** at the top of the new sidebar that opens (it's the same sidebar as when we added links to our Primary Menu).

   c. In the text box where it says **Link Text**, **type** "Google Plus".

   d. In the **URL** field, place your cursor after http:// and **type plus.google.com/+RichardBranson**

   e. **Click Add to Menu**.

9. **Press** the blue **Save & Publish** button and **wait** for it to say **Saved**.

10. **Scroll** down to the bottom of the preview panel to see your updated menu.

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11. **Close** the menu customizer to return to the Dashboard.

Creating a Static Home Page

Most WordPress themes will assign the "Home" page as a blogging page, as is ours currently. However, if you don't want to use the blogging functionality, or want to move your blog posts somewhere else, you can make your "Home" page be a static page instead.

Websites don't need to have a blogging page, but they are nice to have as a means of direct communication with your viewers or customers. Not only can you post news items about your content, but viewers can respond by adding comments to the blog posts.

1. **Make sure** you are in the Dashboard.

2. First, we need to create a page for where we want our blog posts to go. We will not put any content on this page—it will act as a **placeholder** of sorts.

   a. **Click** the **Add** button next to **Pages** in the sidebar.

   b. **Type** "Latest News" in the **page title** field.

   c. **Click Publish**.

3. Next, let's add the page we just created to the menu.

   a. **Click Back**, then **select** **Menus** in the sidebar.

   b. **Make sure** you are viewing the **Primary Menu**.

   c. Let's insert the menu item after Home.

      i. **Click Add Items**.

      ii. **Click** the **+** button next to **Latest News** from the list of pages.

      iii. **Move Latest News** so that it is located just below **Home** using either the **Drag & Drop** or the **Reorder** method..

   d. **Click** the blue **Save & Publish** button and **wait** for it to say **Saved**.

   e. Then exit the Menu Customizer by using the X in the top left corner.

4. Next, we need to create a page that will serve as our **static home page**.

   a. **Click** the **Add** button next to **Pages** in the sidebar.

   b. In the page title, **type** "Home". Note that you can call this page whatever you want.

   c. In the Editor **type**, "Welcome to my California website."

   d. **Click Publish**.

5. **Note** that we will NOT be adding this page to the menu. If we did, then we would end up with TWO "Home" links in the menu.

6. Now, we need **to customize our theme** to tell it to display a static home page.

a. **Click Back** to return to the Dashboard.

b. **Click** the **Customize** button next to **Themes**.

c. **Click** on **Static Front Page** in the sidebar.

d. Under the **Front page displays** heading, **select A static page**.

e. **Notice** how two dropdown lists appear below.

f. For **Front page**, **select Home**. This means that WordPress will put the contents of the "Home" page we just created on our website's front page.

g. For **Posts page**, **select Latest News**. This means that when a visitor goes to the "Latest News" page we just created, they will see a list of our blog posts.
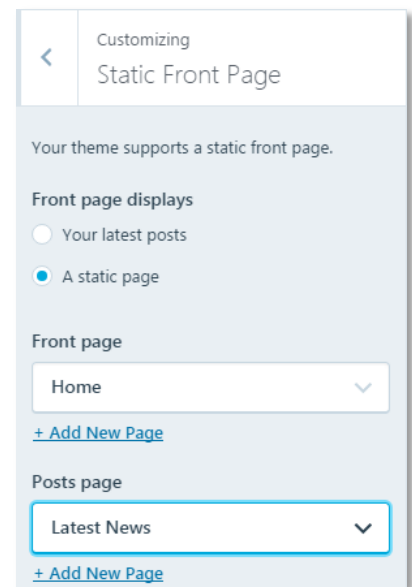
> **Note:** If you don't see the "Home" or "Latest News" page in either of these lists, click your browser's "Refresh" button and try again.

h. **Click Save & Publish**.

i. **Close** the Customizer by **clicking** the X in the upper left.

7. Let's view our changes. Open your site by **clicking** the **Site Preview** button.

a. **Notice** how our Home page now displays the "welcome" message.

b. **Click** on **Latest News**. **Notice** how this page now displays our blog post.

8. **Close** the preview dialog to return to the Dashboard.

Communicating with your Viewers

One of the benefits of WordPress is that it contains features that allow you to communicate with your viewers and your viewers to communicate with you!

Blog Posts

Blog posts can be used to keep your viewers up to date on the latest happenings regarding your service or business. For example, if you are the owner of an ice cream shop, you could use a blog post to announce a new ice cream flavor you are selling.

Right now, the only blog post we have is the sample one that came with our website. Let's create our own.

1. **Make sure** you are in the Dashboard.

2. **Click** the **Add button** next to **Blog Posts**.

3. Since our blog is a travel blog about California, we will **create a post** reminding people about an upcoming event. **Type** "Parade in San Francisco" into the **title** field.

4. In the editor on the **Visual** tab, **type** "Check out the parade on Market St. this Saturday."

5. **Click Publish**.

6. **Notice** the green bar at the top of the page. **Click View Post**.

7. This takes us directly to the blog post page.

   a. **Note** that this page displays JUST the content of that single blog post. By contrast, the Latest News page lists ALL of our blog posts.

   b. This page also allows us to see the post's **comments** and add a comment of our own (more about comments later).

   c. **Click** the **open in new tab** button at the top of the preview dialog to open your site in a new tab.

   d. **Notice** how the **webpage URL** contains the date that the post was published. This is one way of telling if something is a page or a post (posts have a date in the URL).

8. **Close** the tab & preview dialog, then **click back** to return to the Dashboard.

9. **Click** the **Site Preview** button to view your site, then **navigate** to the **Latest News** page.

> **Note:** When you click the View Website button while you are editing a page or a post, the website will open in a **new tab instead of the preview window**. ![notepad icon]

10. **Notice** how both of our blog posts are displayed. The "Latest News" page displays **ALL** of our posts, newest first.

11. **Close** the preview dialog to return to the Dashboard.

Comments

A comment is a message that a website viewer posts to one of the pages or blog posts on your website. You can respond to people's comments by creating comments of your own.

- **Note** that comments are **publically visible** to anyone that visits your website, so don't put any personal information in a comment.
- **Also note** that, when you post a comment, the website owner may be able to see your email address, but nobody else will.

Moderating comments

People sometimes abuse comments by writing inappropriate messages, or by advertising their own goods and services (called "spam"). Because of this, WordPress contains a filtering system that requires you to manually approve a comment before it is posted to your website for all to see. This is called **comment moderation**.

By default, WordPress websites are configured so that you must approve the first comment that someone makes. Once you approve their first comment, all subsequent comments that they make will be **auto-approved**.

To demonstrate this, we posted a comment to one of your blog posts before class. We will walk you through how to see the comment and decide whether to approve the comment or reject it.

1. **Click** the **Site Preview** button.

2. **Click** the **open in new tab button** at the top of the preview window to open your website in a **new browser tab**.

3. In the browser's **address bar add** "/wp-admin" onto the **end** of the URL. Then, **press** Enter .

4. **Notice** the black side bar on the left. We are currently inside of the **Classic Dashboard**. This dashboard is harder to use, but it gives you more control over your WordPress site.
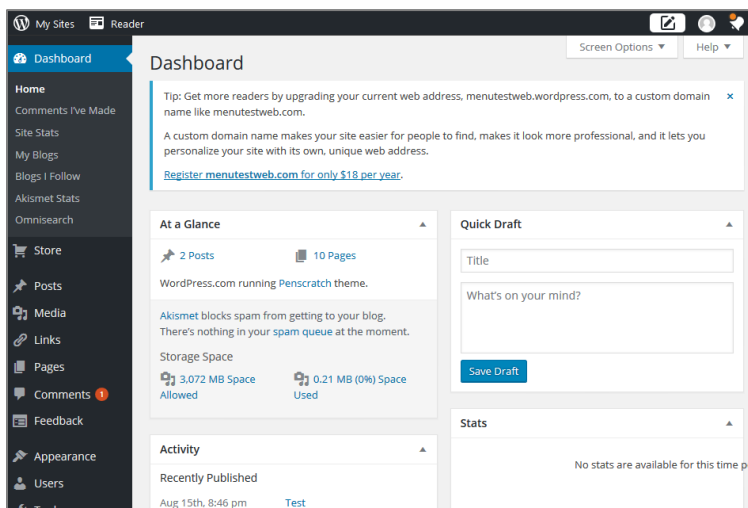
5. **Notice** how the "Comments" item on the left side as a "1" next to it. That means there is 1 comment awaiting approval. **Click** on it.
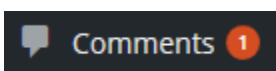
6. **Note** – For some of you, the comment may have been categorized as **Spam**, in which case you will not see the comment notification. If this does not apply to you, skip to step 7.

   a. To find an item in spam, click the **Spam** link at the top of the **Comments** screen

b. Hover your cursor over the comment until you see some additional options.
c. Click **Not Spam**
d. Then **click All.**
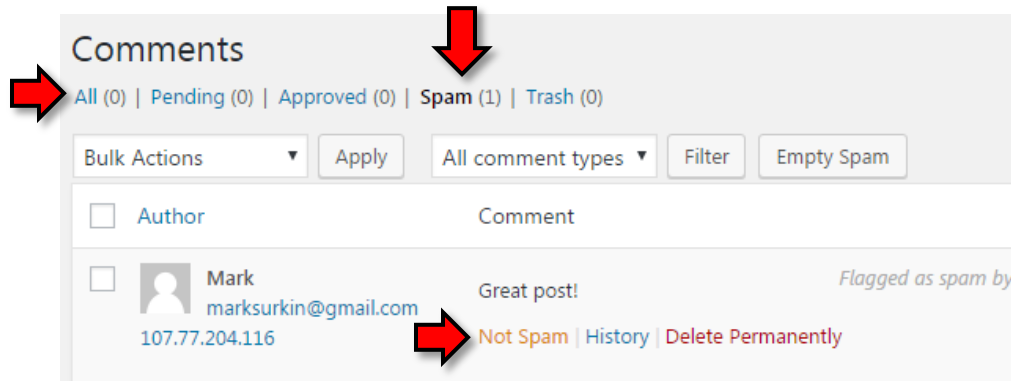
7. **Point** to the comment in the table that appears. Notice how some links appear in the center.

    a. **Approve**: Posts the comment on your website for all to see.

    b. **Reply**: Allows you to post a reply to the comment.

    c. **Quick Edit**: Opens a simple editor for editing the comment.

    d. **Edit**: Opens an advanced editor for editing the comment.

    e. **History**: Show's the edit history of the comment.

    f. **Spam**: Flags the comment as spam so that WordPress can improve its spam-detection algorithms. Spam comments are comments that contain advertisements.

    g. **Trash**: Deletes the comment immediately.
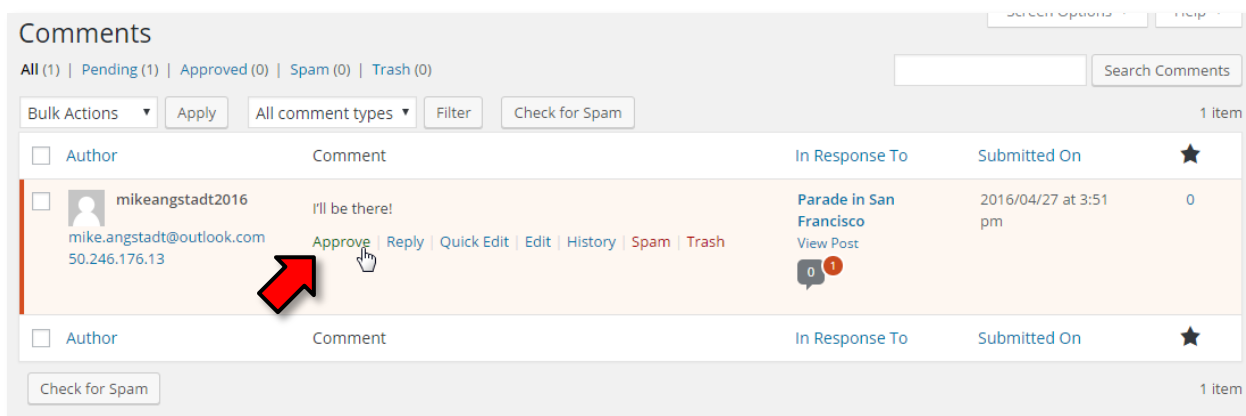
8. **Click Approve**.

9. **Notice** how the **Approve** link changes to **Unapprove**. This means that the comment has been approved and is now **visible on your website**.
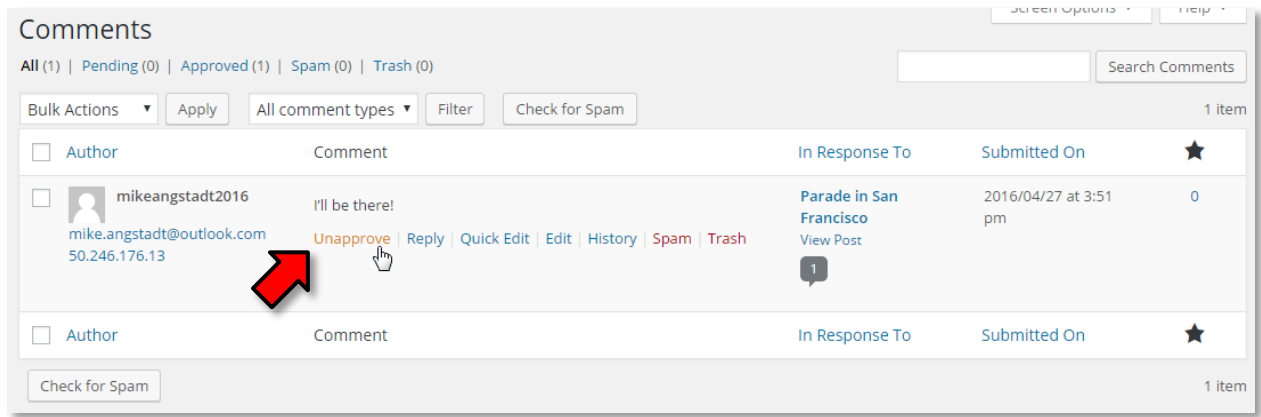
> **Note:** If you want to perform an action against lots of comments, like deleting a bunch of spam comments, you don't have to delete them one by one. You can (1) select them by clicking the checkbox next to each comment, (2) select the action you want to perform from the "Bulk Actions" dropdown list, and (3) click "Apply".

10. The way that WordPress handles new comments can be **customized**.

   a. **Point** to **Settings** in the menu on the left, then **click** on **Discussion** in the fly-away menu.

   b. This screen contains settings regarding how WordPress handles comments.

   c. For example, by default, WordPress makes you approve the first comment someone makes. But the next time that same person makes a comment, the comment gets posted to your site immediately without needing your approval. If you'd to change this so that you have to approve **every** comment that gets posted to your website:

      i. **Check** **Comment must be manually approved**.

      ii. **Uncheck** **Comment author must have a previously approved comment**.

      iii. **Scroll** down to the bottom of the page and **click** the **Save Changes** button.

11. **Close** the current browser tab. You should now be at the Dashboard with the preview dialog open. **Close** the preview dialog.

> **Note:** You will also get an **email alert** whenever a comment is awaiting moderation, so you will know right away if someone commented on your website. Email alerts can be turned off by pointing to "Settings" on the left, then clicking on "Discussion".

Viewing the comment

Let's see what the comment looks like on our post.

1. **Click** on the **Site Preview** button to open your website. Then, **navigate** to the blog post the comment was posted on.

2. **Scroll down** the page to see the comment.

One thought on "Parade in San Francisco"

mikeangstadt2016
APRIL 26, 2016 AT 7:06 PM

I'll be there!

Replying to a comment

You can reply to a comment with a comment of your own. Remember that your reply comment will **also** be publically visible.

1. **Click** the "Reply" link underneath the comment.

2. **Click** in the "Leave a Reply" textbox and **type** a short message.
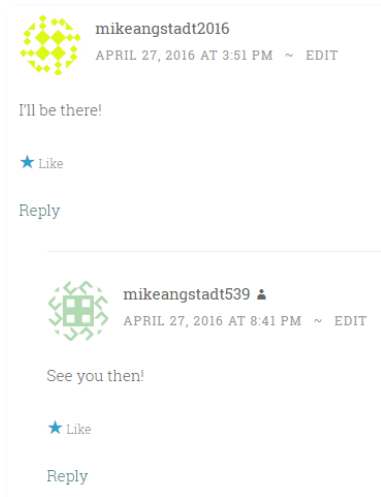
3. **Click** "Post Comment".

Leave a Reply   Cancel reply

See you then!

mikeangstadt539: You are commenting using your WordPress.com account. (Log Out / Change)

☐ Notify me of new comments via email.   POST COMMENT

4. After a few moments your reply will appear below the comment. Because you are posting a comment to your own website, the comment does not need to be approved.

5. **Close** the preview dialog to return to the Dashboard.

Turning comments on for a page

By default, comments are turned **on** for posts and **off** for pages. This setting can be adjusted for individual posts and pages.

Let's turn commenting on for our Contact page.

1. From the Dashboard, **click** Pages.

2. **Open** the Contact page for editing.

3. On the right sidebar, **click** "More Options".

4. Under the "Discussion" subheading, there are two options.

    a. **Allow comments**: Allows visitors to add comments to the page or post.

    b. **Allow Pingbacks & Trackbacks**: If someone links to this page or post from another blog, then a special comment will automatically appear saying that another blog linked to this page or post.

5. **Click** the "Allow comments" checkbox to enable comments.
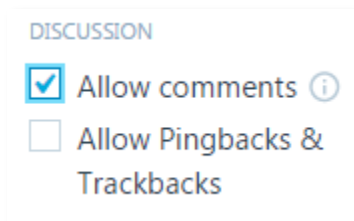
6. **Click** "Update" to save changes.

7. **Click** "View Page" on the green status bar.

8. **Scroll down** to the bottom of the page. **Notice** the "Leave a Reply" section.

9. **Close** the preview dialog to return to the Dashboard.

Deleting a Blog Post

Now that we have some content to populate our "Latest News" page with, let's delete the sample blog post that came with our website.

1. **Click** Back, **click** on **Blog Posts** in the sidebar, then **scroll** down to the bottom where you'll see the post titled **First blog post**.

2. Beneath the first post, click the **More** button.

First blog post

This is the excerpt for your very first post.
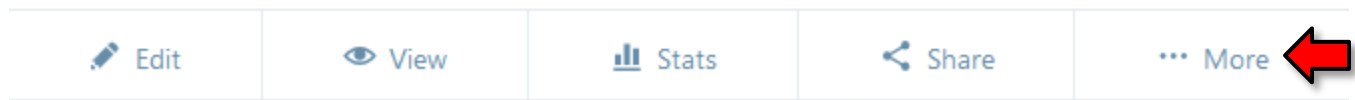
3. Then **click** on the **trash** button.

4. After a few moments you'll see a confirmation dialog and be given an option to **Undo**, which you can ignore.

5. **Click** on the **Site Preview** button and then navigate to the **Latest News** page. **Notice** how the sample post is no longer there.

Note that the post was NOT deleted yet—it was moved to the **Trash**. The advantage to having a "Trash" area is that it allows us to **restore** posts we previously deleted. Once an item has been in the Trash for **30 days**, WordPress will permanently delete it.

1. **Close** the preview dialog to return to the Dashboard.

2. **Select** Blog Posts on the left.

3. **Click** on **Trashed** at the top of the screen.

4. **Notice** how the post we just deleted is there.

5. If we wanted to add this post back to our site, we could click **Restore**. If we wanted to delete it forever, we could click **Delete Permanently**. We will be doing neither.

Share Buttons

At the bottom of every page and post is a collection of "sharing" buttons. These buttons are designed to make it easy for visitors to your site to share the page or post they are currently viewing with someone else.
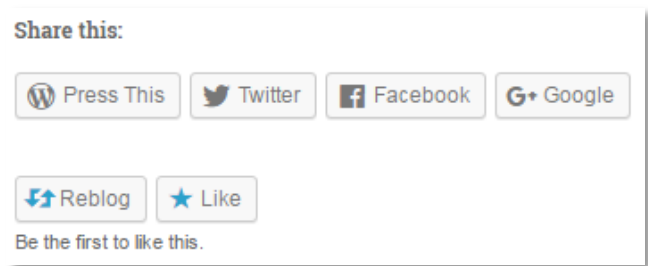
> **Note:** The "About" and "Contact" pages, as well as the sample blog post, may NOT have share buttons. This is because WordPress created these pages automatically when we first created our site. They can be turned on in each individual pages' "Sharing" settings.

1. **Click** the **Site Preview** button and then **navigate** to a blog post.

2. **Notice** the **Share this** section underneath the post.

3. **Close** the preview dialog to return to the Dashboard.

Customizing the "Sharing" Buttons

These buttons can be customized. You can add, delete, and rearrange the buttons.

1. **Click** on **Sharing** in the Dashboard's Sidebar.

2. **Click Sharing Buttons** at the top of the screen.

3. We are going to start by removing the "Google" button.

    a. **Click** on "Edit sharing buttons".
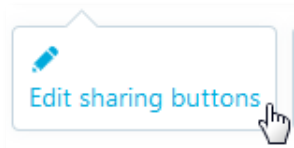
    b. An "Edit visible buttons" section appears below.
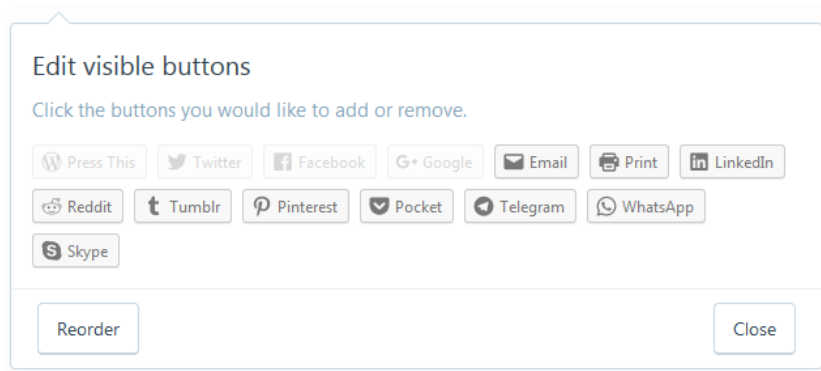
c. **Notice** how some of the buttons in this section look washed out. This means that they are currently being displayed.

d. **Click** on the washed-out **Google** button. **Notice** how the Google button has **disappeared** from the preview above.
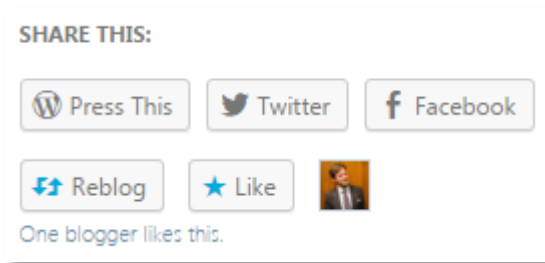

4. Next, let's add a **Print** button.

a. **Click** on the **Print** button in the **Edit visible buttons** section.

b. **Notice** how a Print button **appeared** in the preview section.
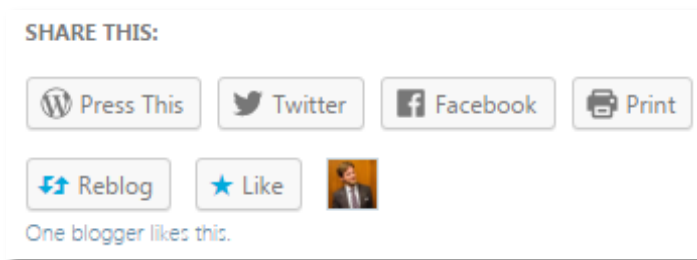
5. Next, let's reorder the buttons so that the Print button comes first.

a. **Click** the **Reorder** button in the **Edit visible buttons** section.

b. **Click** and **drag** the **Print** button to the **beginning** of the list.

c. **Notice** how the preview above has updated.
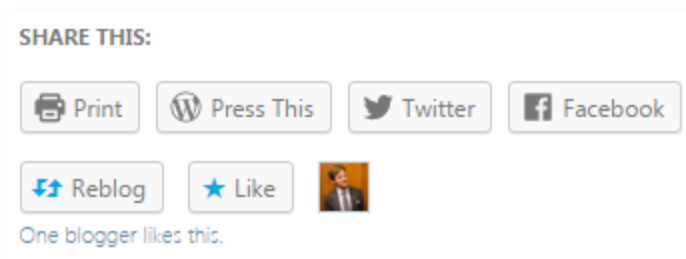
6. In the **Options** section at the bottom of the page, **notice** the **Show sharing buttons on** section. You can use this to turn off the sharing buttons if you don't like them.

Options

Show sharing buttons on

☐ Front Page, Archive Pages, and Search
   Results
☑ Posts
☑ Pages
☐ Media
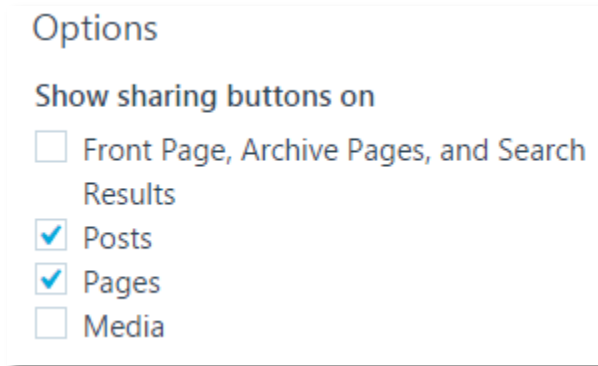
7. Finally, to save our changes, **click** the blue **Save changes** button (either one will work).

8. **Notice** the green bar at the top of the page, confirming our save operation.

✓ Settings saved successfully!   ✕
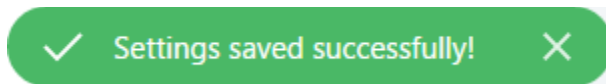
Widgets

Another WordPress concept to be familiar with is **widgets**. A widget is a small piece of information that is displayed on every page of your website.

The location of the widgets varies depending on what theme your website uses. Our theme puts widgets on the right side of the page.

1. First, we have to get to the place that lets us manage our widgets. This is done from the Customizer.

    a. From the Dashboard, **click** the **Customize** button next to **Themes**.

    b. **Select** **Widgets** from the menu.

    c. The next menu displays the locations where the theme allows widgets to be placed. **Select Sidebar** by **clicking** on it.

2. **Notice** that our site currently has **two widgets**.

Removing Widgets

Let's remove one of our widgets. We will remove the **Categories** widget.
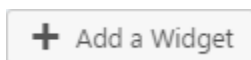
1. **Click** the **Text Widget** box on the left sidebar to edit it.

2. **Notice** the widget settings expands beneath the button on the **left**.
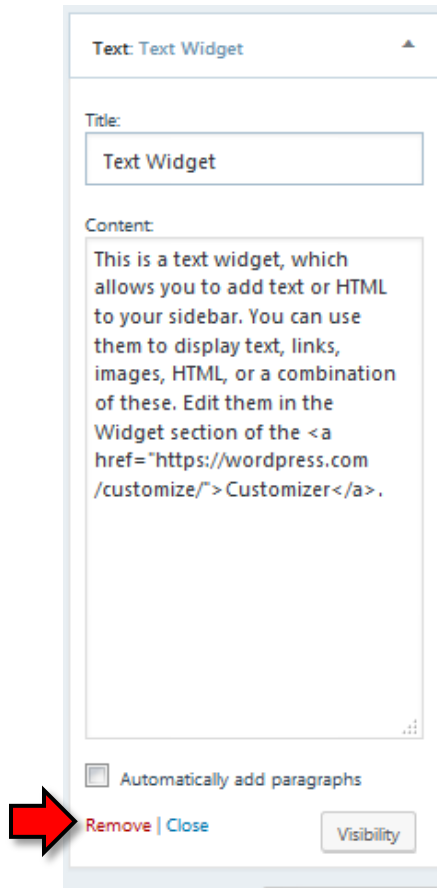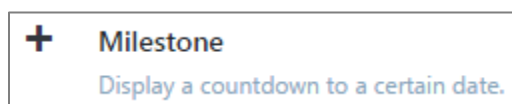
3. **Click** **Remove** in the settings area.

4. **Notice** how the widget disappears from the preview.

5. **Click** **Save & Publish**.

Adding Widgets

1. **Click** on the **Add a Widget** button at the bottom of the sidebar on the left.
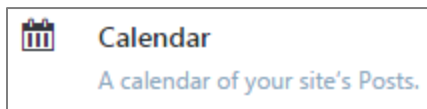

2. **Add** the "Milestone" widget. This widget creates a "countdown" to a date of our choice.


3. **Note** that the settings area for this widget is **poorly designed**. Many of the textboxes are not even labeled and we have to guess as to what they are for. Be aware that you may encounter widgets like this.

4. **Note** that the widget's settings are **saved automatically** as we type.

5. **Apply** the settings shown in the screenshot below:

Milestone	▲

Title

Event

New Year's Day

Date

0... ⌄ | 1 | 2018

Time

0 : 00

Message

Happy New Year!

Delete | Close   Visibility

6. Next, **add** the **Calendar** widget. This widget shows what days we've created blog posts.

> 🗓 **Calendar**
> A calendar of your site's Posts.

7. **Click Save & Publish** to save changes.

8. **Exit** the Customizer by **clicking** the **X** in the top left corner.

9. **Click** the **Site Preview** button.

   a. **Notice** that the **Text Widget** is no longer there because we **deleted** it.

   b. **Notice** the **Milestone** and **Calendar** widgets that now displays on your site.
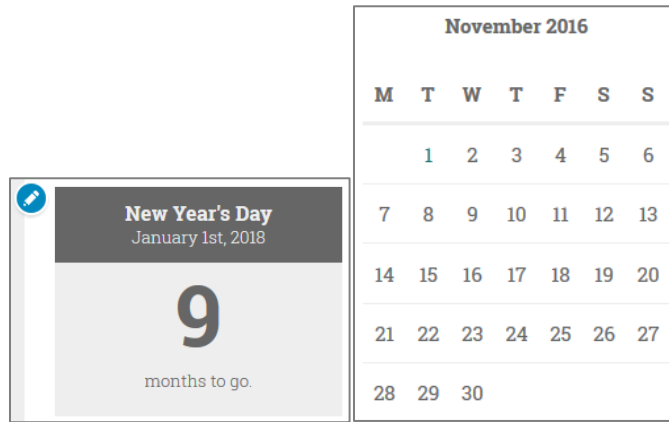
10. **Close** the preview dialog to return to the Dashboard.

Reordering Widgets

Next, let's reorder our widgets so that the Milestone widget appears at the top.

1. **Open** the **Customizer** and **navigate** to **widget list** (Widgets > Sidebar).

2. **Point** to the **widget name**. **Notice** how the cursor changes to the "move" cursor.
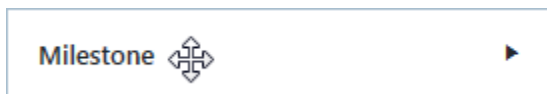
3. **Click** and **drag** the widget to the top of the list.

4. **Notice** how the preview on the right has **updated**, and is displaying the **Milestone** widget at the **top** instead of at the bottom.

5. **Click Save & Publish** to save your changes.

Adding "Buy Now" Functionality

The following material is being presented based on student demand. We have been asked how this website might be used as a platform for sales of merchandise. Options are fairly limited when it comes to adding "Buy Now" functionality to a free Wordpress.com website. Wordpress.com site does not support **plug-ins** which are typically used for advanced functionality in more sophisticated WordPress websites.

That being said, while it may be a little clunky for full-fledged ecommerce purposes, if you have items you want to sell, you can do it on this website through the use of a PayPal Buy Now button. PayPal is an online payment service that allows individuals and businesses to transfer funds electronically. A PayPal Buy Now button will take the buyer to a PayPal form where the buyer enters their payment information for an *individual item* they want to buy. Basic PayPal accounts are free, and many financial transactions are free as well.

This class will not cover the creation of a PayPal account. However, we will show you how to get PayPal Buy Now button code and put it on your website. Those students with PayPal accounts are invited to log in and follow along. Others can use a sample button code we have created for this class.

Create a page for sales

Since this page is going to contain a "real" link to pay for an item that we do not actually possess, we are going to take some precautions with this page so that unwitting persons who might stumble onto this website do not try to buy it!

We should probably take this opportunity to remind you that this website, your website, is, in fact, out there on the internet now, and you may have associated personal information with it such as your email address. While it is unlikely, it is within the realm of possibility that someone could happen upon this website. Since this isn't a "real" website, we strongly recommend that you delete it when you are finished with this class.

We are going to put in place two safeguards on our For Sale page that will reduce the likelihood of anyone trying to buy our item. We will (1) limit who can see the page and (2) add a prominent disclaimer to the page itself.

1. **Make sure** you're on the Dashboard. **Add** a new page by **clicking** the **Add** button next to Pages on the Admin Sidebar.
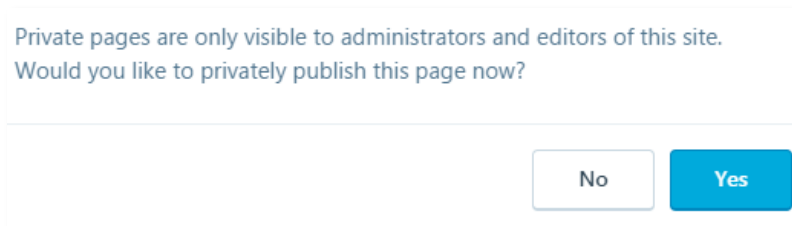
2. **Title** your page "For Sale".

3. **Click** the **Status** menu on the right sidebar and find where it says **Visibility PUBLIC**.
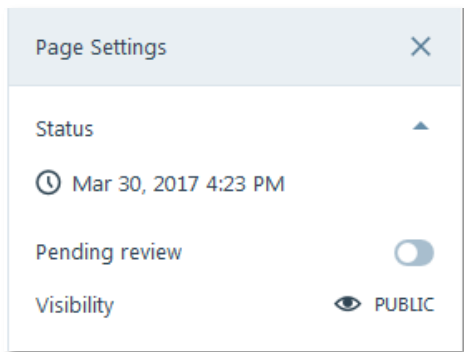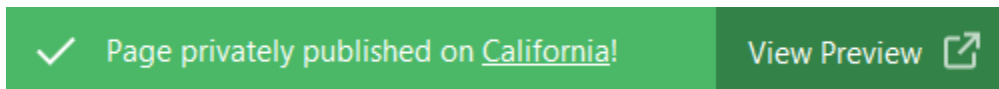

4. **Change** the visibility setting to **Private**.
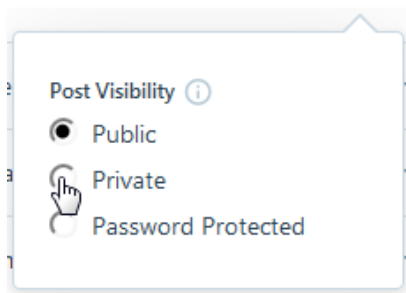
5. You will get a prompt about what Private visibility means and requires you to answer yes or no to proceed with your chosen setting. **Click Yes**.

6. After a moment, the **green bar** appears at the top of the page, saying that the page was privately published successfully.

7. **Make sure** you are in the **Visual editor**.

8. In the editor, **type** "The following item is not really for sale. Do not send money!"

9. **Select** the text and **make** it **Bold** and **Underlined**. Using the options menu next to the Bold button, **change** the font size to Heading 2.

10. **Move** the insertion point to the end of the text and **press** Enter to get to a new line.

11. **Click Update** to save changes.

Insert an Image and Caption for the Sale Item

1. Next, we are going to insert a picture on this page of a necklace to "sell". It has been placed on the **Temporary Patron Drive** for you to use.

    a. **Click** on the **Insert Content button** and in the dialogue **click** on **Add New**.

    b. **Navigate** to the **Temporary Patron Drive** and **open necklace.jpg**.

2. There is some descriptive text about our necklace in a file on the Temporary Patron Drive.

    a. **Minimize** the browser and **double click** on the desktop icon for the **Temporary Patron Drive**.

    b. **Open** the **necklace description.txt** file and **copy** the text in it.

3. **Go back** to the browser and **click** on the **Edit button** for your necklace picture in the Media Library.

4. In the **Caption** field, **paste** your text.

5. **Click** on the **Insert button**.

6. **Resize** the picture to a **smaller size** so you can see it and the caption on your screen.

7. **Close** the **Notepad** window.

> **Teacher's note:**
>
> Teacher credentials for PayPal are in the Pre-Class checklist.
>
> DO NOT START THIS SECTION UNLESS YOU HAVE AT LEAST 20 MIN TO COMPLETE.
> THIS SECTION MUST BE COMBINED WITH THE SUBSEQUENT 2 SECTIONS

Create a Link for Payment through PayPal

Now that we have an item to sell, the next step is to establish a link with PayPal so that buyers can send us money for the item. The link will be imbedded into some code which will display a Buy Now button underneath the necklace on our For Sale page. For those who don't have a PayPal account, you can use the link we created in our account.

1. If you have a PayPal account, **open** a **new browser tab**, **go** to **PayPal** and **log in**.

2. While they are doing that, those of you who do not have a PayPal account:

    a. **Go back** to the **Temporary Patron Drive** window.

    b. **Open** a file named **PayPal LINK code.txt**

    c. **Select** the content of that file and **right-click** and **copy** to the clipboard.

    d. **Close** the **Notepad** window and the **Computer** window.

    e. You can then **watch** the teacher for steps to obtain the payment link from a PayPal account.

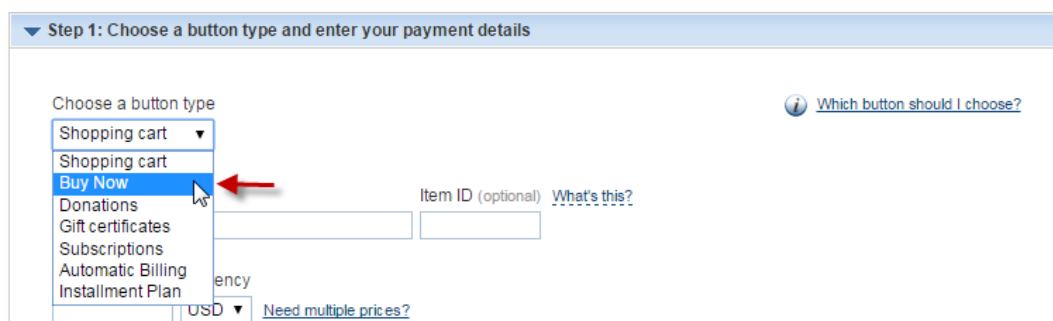3. Navigate to the **Buy Now button creation page** by visiting http://goo.gl/ywmwUk

> **Teacher's note:**
>
> Paypal now requires a Business or Premium account to create pay now buttons, but a legacy page still exists to access this feature, as of 3/31/2017. It can be accessed via:
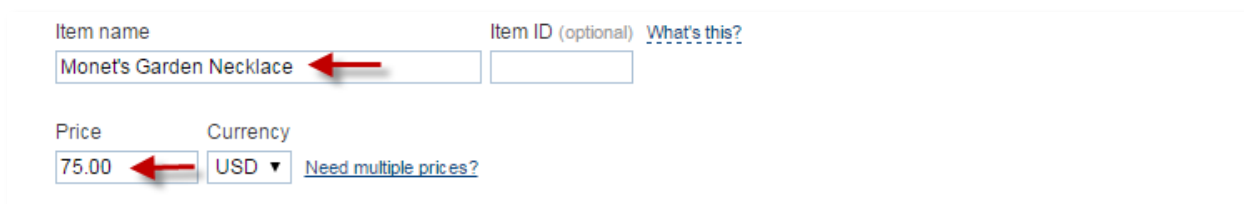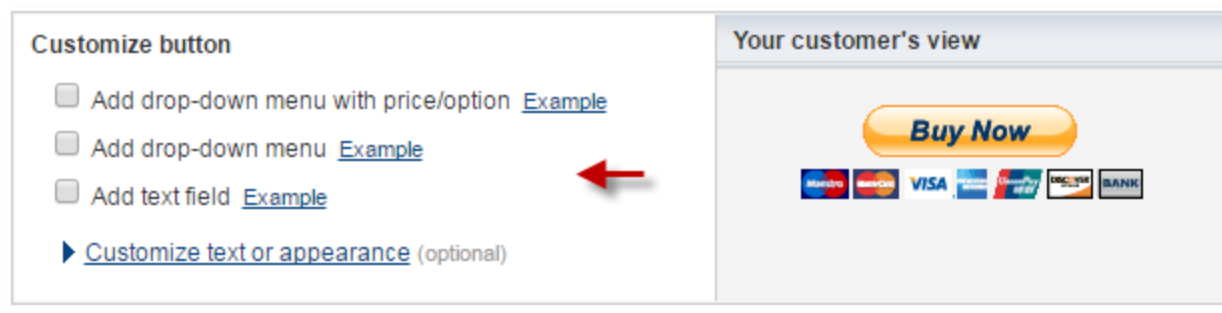>
> **goo.gl/ywmwUk**

4. **Select** the **Buy Now** button type.

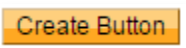5. **Enter** the name of the item you are selling and also **enter** a price of $75

6. Do not check any of these:

7. **Enter** a **shipping amount** and a **tax rate**.

8. Under **Merchant account IDs**, **select** **Use my primary email address**. This is the option you should use if you do not have a Premium or Business account.

9. **Click** on the **Create Button** button.

10. You will be taken to a page with the link. Be sure to **click** on the **Email tab** in the code box, **not the Website tab**.


Teacher's note:

Believe it or not, you do not want the link for websites! WordPress.com does not let users post **web forms** so the website code would be stripped. You must use the link provided in the Email tab.

---

11. Once on the email tab, **click** the Select Code button. ***NOTE***: This code will not include a button image as displayed on the right in the PayPal form. We will take care of that separately.
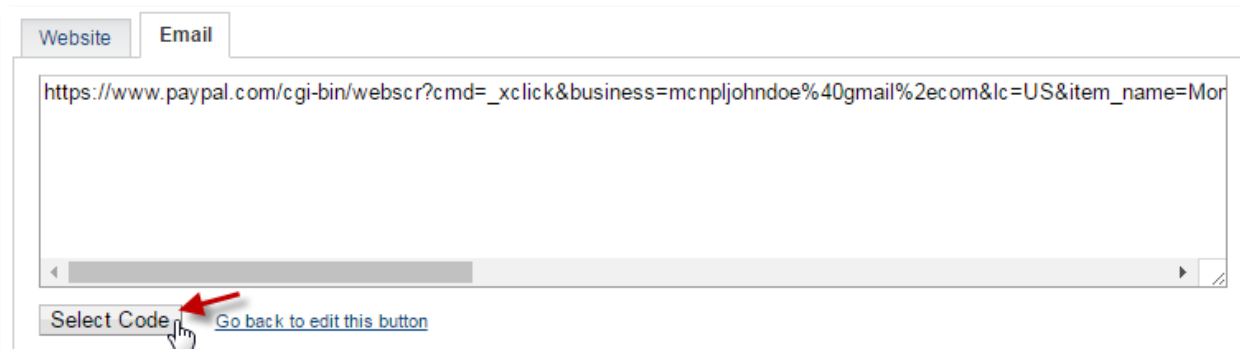
12. **Right-click** and **copy** the selected code
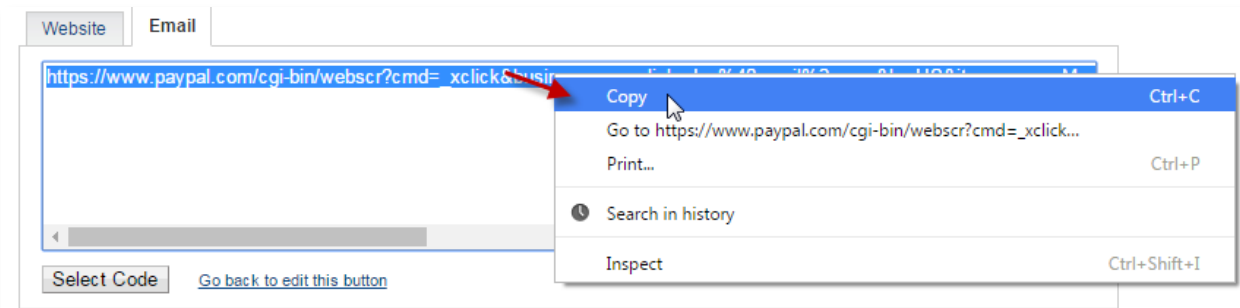
Embedding the PayPal link into code for the website

For this next section of instructions we relied heavily on a WordPress.com tutorial which can be found here: https://en.support.wordpress.com/paypal/get-paypal-button-code/.

We have retrofitted the tutorial instructions to suit our hands-on classroom environment. Our goal is to end up with a section of computer HTML code that will combine our payment link with the PayPal Buy Now button image. When this code is put on our website, buyers will click on the Buy Now button image and be taken to the form where they purchase the item. To create this code we will be opening **two files**, located on the **Temporary Patron Drive,** each of which contain pieces of computer code which we will ultimately combine into one long piece of code that will go into our website.

1. All students now have a PayPal link copied to the clipboard.

2. Either **return** to your Computer window or **open** a new Computer window and navigate to the **Temporary Patron Drive**.

3. **Open** the **PayPal PLACEHOLDER code.txt** file.

    a. **Note** the words between the two quotation marks that say YOUR-LINK-HERE.

    b. **Select** YOUR-LINK-HERE and **delete**.

    c. **Place** your cursor in between the two remaining quotation marks and **Paste** your PayPal link there.

    d. **Note** the empty line underneath the pasted in code. **Click** your cursor into this empty line.

4. **Return** to the Computer window and **open PayPal BUTTON IMAGE code.txt**

5. **Select all** of the content of this file and **copy** it to the clipboard.

6. **Go back** to the **PayPal PLACEHOLDER code.txt** and **paste**.

7. **Select all** of the content in **PayPal PLACEHOLDER code.txt** and **copy** it to the clipboard.

## Pasting the code onto our For Sale page

1. **Switch back** to your website.

2. We left off with the For Sale page in the Visual tab of the Editor. We cannot paste the PayPal link and button code into the **Visual editor**. Rather, it must be pasted into the **HTML editor**.

3. **Switch** to the **HTML** editor by clicking the **HTML** tab, and **insert** your cursor underneath all the HTML code that you can see there. You may have to **press** Enter to get to a new line.

4. Once your cursor is placed, **paste**.

5. **Update** and **view** the page.

6. **Close** all open windows except for the web browser. It is not necessary to save changes.

7. PayPal account holders should **log out** of their accounts.

8. **Close** all browser tabs **except** for the one that's in the WordPress Dashboard.

Advanced Editing Features

Drafts

As you are creating a page, it is possible to save the page as a "draft". Drafts are pages that have not been published to your site yet.

1. **Make sure** you're on the Dashboard.

2. **Click** the **Add button** next to Pages.

3. **Type** "Surfing" into the title.

4. **Wait** a few seconds. **Notice** how it says **Saved** in faded text in the bar on the top, next to the **View My Site** button. WordPress automatically saves your new pages as **drafts** as you are creating them.
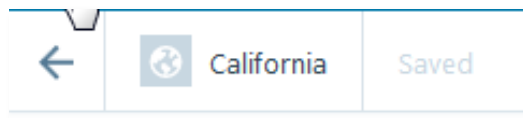
5. **Click** the **Back button** to go back our list of pages. We are NOT going to publish this page.

6. **Click** on **Pages**, then **click** **Drafts** at the top.

7. **Notice** how our **Surfing** page appears in the list. This is the page that was saved as a draft.
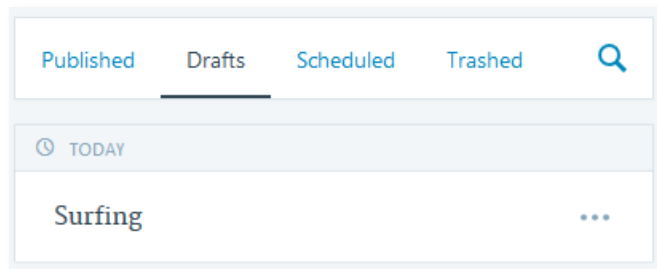
8. Also **Notice** the button in the top right, next to the **Write New Post** button, that says **Continue Editing Surfing**.

9. **Click** on either of the above to get back into edit mode on the **Surfing** page.

Previewing

To get an idea about what a page will look like before you publish it to your website for all to see, you can preview the page. Previewing a page will show you what the page will look like on your site without actually publishing it to your site.

1. **Type** "Surfing is an extreme sport" into the editor.

2. **Click** the **Preview** button.

3. **Notice** how a popup window appeared. It is showing us what our page would look like if it were published.

4. There are three icons at the top of the popup window. Clicking these icons show you what you page looks like on various devices (from left to right: A desktop computer, a tablet, a cell phone).

> **Note:** WordPress uses **responsive design**, which means that your website will automatically adapt to any size screen your viewers use. This means that your site will look good on desktop computers as well as phones.
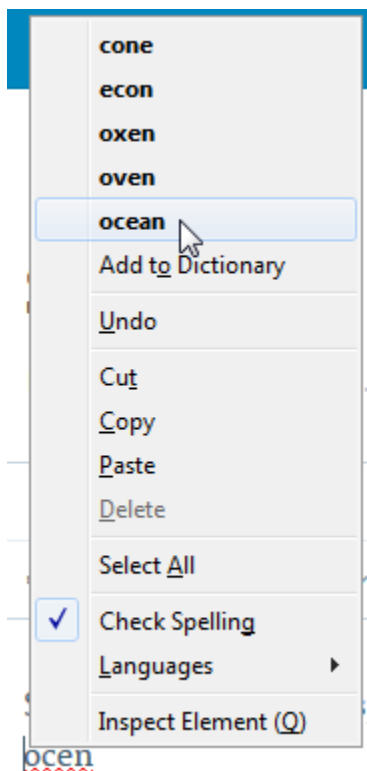
5. **Click** the "X" in the top-left corner of the popup to close the popup.

Spellcheck

When you're typing out the content of a page, your web browser checks your spelling as you type.

1. **Move** your insertion point to the last line and **press** Enter .

2. **Type** "ocen" and **press** Space .

3. **Notice** how there is a red underline under the word.   ocen

4. **Right-click** on the word. **Click** on the correct suggestion to correct the misspelling.

cone
econ
oxen
oven
ocean
Add to Dictionary

Undo

Cut
Copy
Paste
Delete

Select All

✓ Check Spelling
Languages   ▶

Inspect Element (Q)

ocen

Scheduled Posts

You can tell WordPress to publish a page or a post sometime in the future. For example, you could create a blog post saying how your business will be closed on Christmas Day, and then schedule it to be automatically published the week before.

1. **Click** on the **Set Date and Time** button **to the right of the Publish button**. This button is ONLY visible if you have not published your page yet.
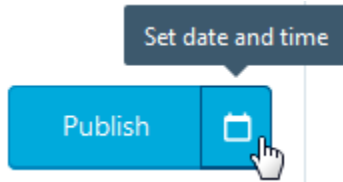

2. **Notice** how a calendar appears. **Click** on the date **one week** from now.

3. You can also choose the **time** it gets published. This is done in the textboxes below the calendar. **Enter 2 PM** by **typing** "**02**" in the first textbox, "**00**" in the second, and select **PM**.

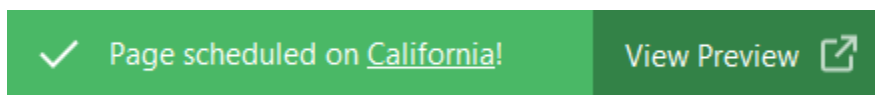4. The Publish button changes to **Schedule**. **Click** the **Schedule** button.
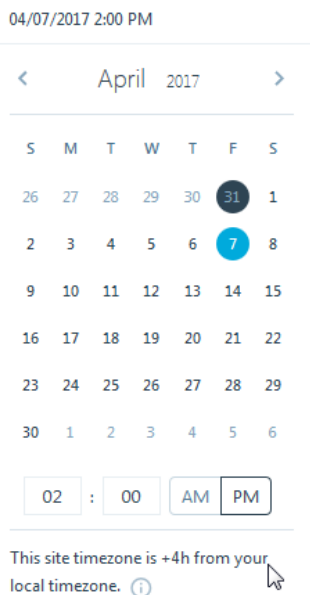
5. After a few moments, **notice** that the Schedule button changes to **Update**.

6. **Click Status** on the right sidebar. **Notice** that it says **Future** and provides the date and time we just scheduled. We are also given an option to revert the page to a draft, which will cancel the scheduled publish date.

Page Settings ×

Status ▲

FUTURE Apr 7, 2017 2:00 PM

↺ REVERT TO DRAFT
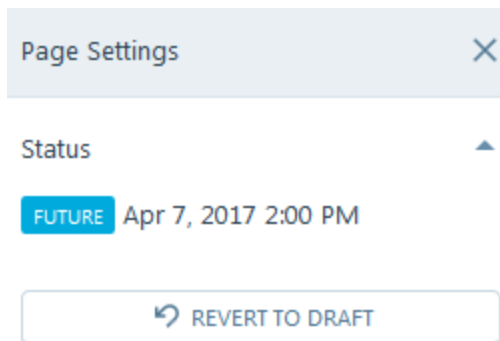
7. Finally, **notice** the **green bar**, which confirms that our page was scheduled.

✓ Page scheduled on California! View Preview ⬀

8. **Click** the **Back** button to return to your list of pages.

9. To view all of your scheduled pages, **click Scheduled** at the top of the pages list.

## User roles - Letting other people edit your site

Show Slide 4

You might want to create a website with a group of people instead of just by yourself. One way to do this would be for everyone to share the same WordPress log in. That way, everyone can log in under the same account and edit the site. However, a more powerful approach would be for each team member to create their **own** WordPress accounts, and then give each of those WordPress accounts **permission** to access the website.

One benefit to this approach is that you can assign each user a **role**, which gives them different abilities depending on what they need to do. For example, one person may only need to create new posts, in which case you would assign them a specific role that gives them permission to do that and nothing else. There are many different roles available:

- **Administrator**: Has the same level of access as the creator of the site. Can do anything they want.

- **Editor**: Has full access to the **content** of the website. For example, an editor can add and remove pages, but can't change the theme or add new users.

- **Author**: Can create, edit, and delete their **own** posts. Authors cannot modify the posts of other users or create pages.

- **Contributor**: Can create their own posts. However, the posts have to be approved by an Editor or Administrator before they are published.

- **Follower/Subscriber**: Can read and comment on posts and pages. This role is only useful if your site is private and is not visible to the outside world.

To add someone to your site:

1. From the Dashboard, **click** on **People**.

2. Right now, only one person is listed (ourselves) because we haven't added anyone else yet.

3. **Click** the **Invite User** button on the right, below the search button, to add a new person.
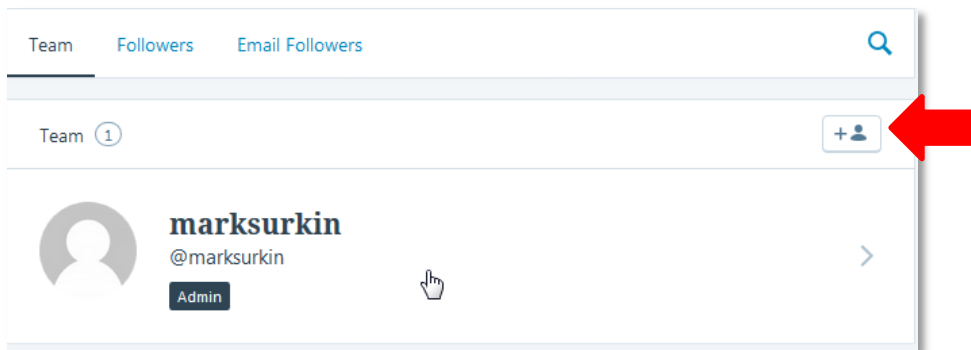

4. From this screen, you can add people to your website.
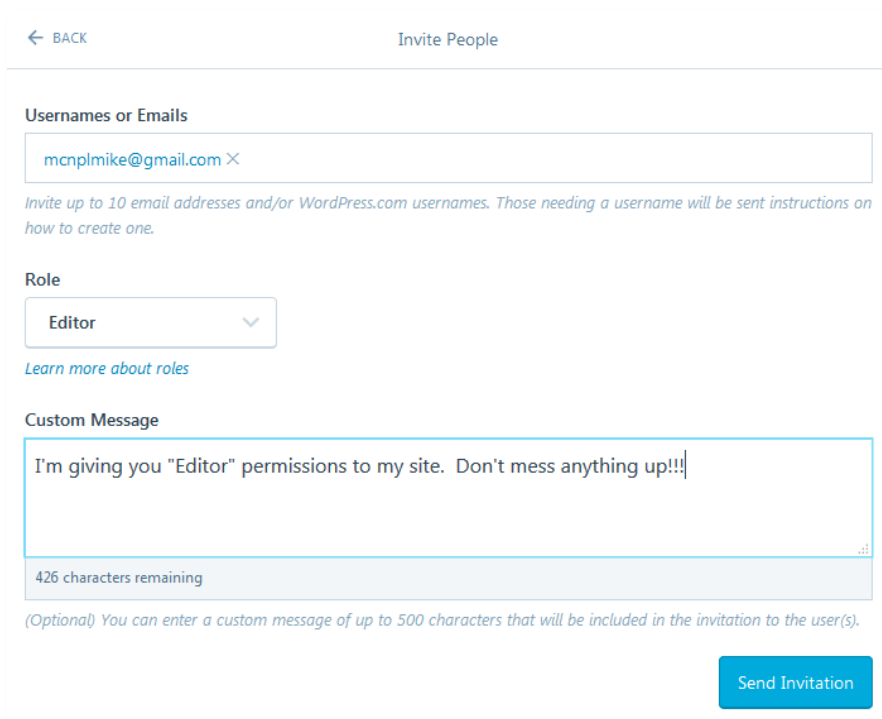
   a. **Usernames or Emails:** Here you would enter the WordPress username or email address of the person you want to invite.

   b. **Role:** This is where you choose the person's role

   c. **Custom Message:** This message will appear in the email notification the person gets when you send them the invitation.

   d. **Send Invitation button:** Emails an invitation to the user. The email allows the person to either accept or reject the invitation.

2. The image below shows what the email invitation looks like. It contains the message you type into the "Message" textbox, along with an "Accept Invitation" button.

Show Slide 5
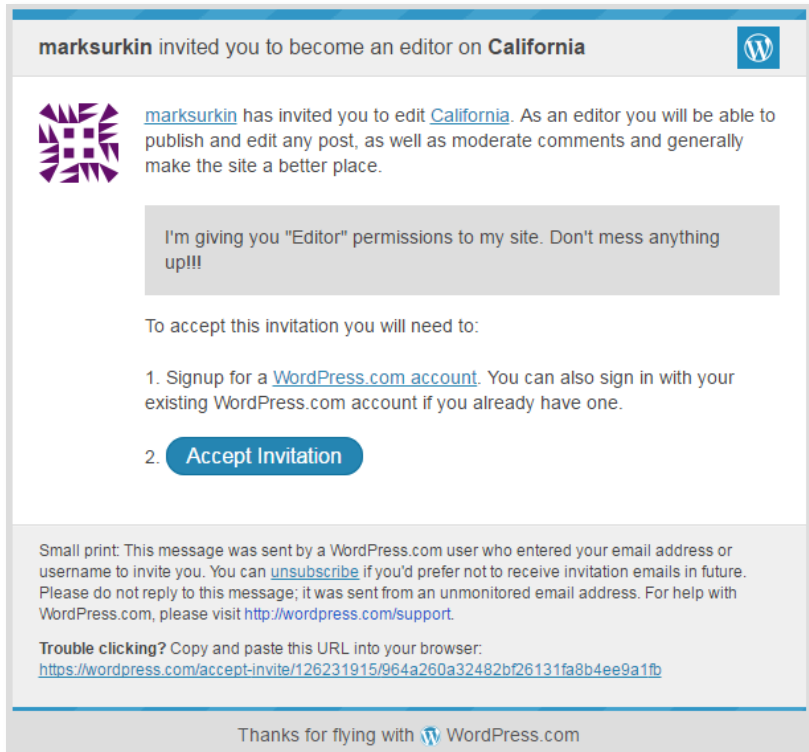
3. When the "Accept Invitation" button is clicked, your browser takes you to WordPress and shows you the screen below. You are prompted to choose a username and password, or you can sign in with your existing account if you have one. When you click "Sign Up & Join", you become a member of the site and can start editing it.

Show Slide 6
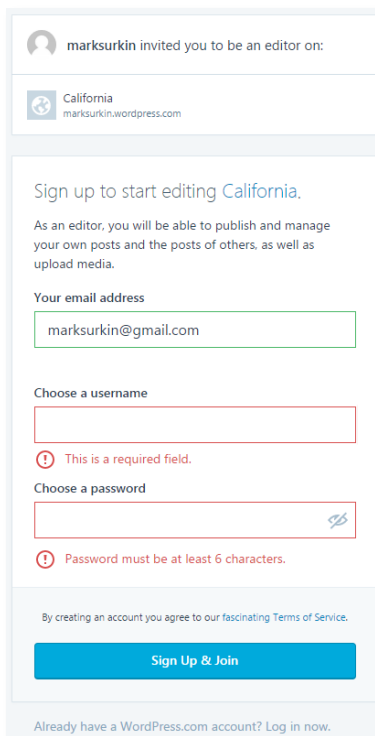
Your WordPress Profile

Your WordPress profile contains information about you, such as your name. Some of it is public and can be viewed by anyone.

1. **Click** on the "Profile" button on the right side of the Admin Bar to open your WordPress Profile.

2. The information that you see on the next screen is all public. Anyone can view it.

   a. You may want to fill this page out with your personal information, or you may not, depending on what your WordPress site is for. For example, if it's for a business, you may want to fill out this information. But if it's for something personal, like a blog, you may want to leave it blank.

   b. **Note** that the email address you used to create your WordPress account is private.

Profile Photo

You can also assign a "profile photo" to your account. A profile photo can be a picture of yourself, or something fun like a picture of your pet. A profile photo will appear when someone views your profile. It will also appear if you comment on someone else's blog posts. Your profile photo can be changed by clicking on the large icon on the left.


It's important to note that WordPress uses a third-party service called **Gravatar** to manage its profile photos. Many other websites also use Gravatar for this same purpose. Therefore, it's important to note that when you add a photo to Gravatar, that same photo might appear on other websites that you have accounts on.

When you upload a photo to Gravatar, it associates the photo with your **email address**. So, any other websites that you have accounts on that use that same email address might end up using that same profile photo.

Backing up Your Data

WordPress is a very successful platform (they claim to power 27% of the internet), so you don't really have to worry about your data disappearing if WordPress goes out of business, because it probably won't go out of business any time soon. But if you want to download a copy of all your data for safekeeping, or for moving to a different website hosting service, WordPress provides tools that let you do this.

1. Go to the **Classic Dashboard**.

   a. **Make sure** you are on the Dashboard.

   b. **Click** on the **Site Preview** button, then **click** the preview dialog's **new tab** button.

   c. In the **Address Bar** of the browser, **add** "/wp-admin" into the end of the URL.

   d. **Press** Enter .

2. Point to "Tools" in the menu on the left and click "Export".
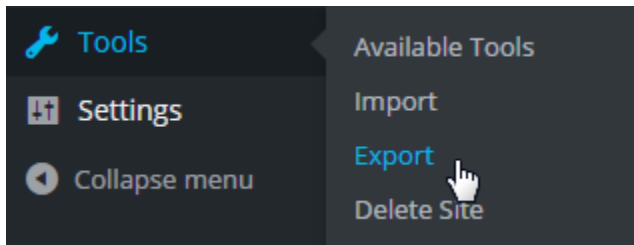
Two options are available.

Guided Transfer

Use this option if you want to host your own WordPress server and need help migrating your data. This option costs some money, but you will receive help from a WordPress technician.

Export

This option is free, but requires some technical knowledge. It downloads an **XML file** to your computer, which contains the content of all of your pages, blog posts, and comments.

XML is a markup language similar to HTML. It is used for data storage. To open an XML file, all you need is a text editor, such as Notepad or WordPad.