

**NonProfTech.info**

# *WordPress 101*

Joseph F. McLaughlin

# First (ie. \$\$) things first...

---

- WP is FREE... if
  - [www.yourname.wordpress.com](http://www.yourname.wordpress.com) is OK
  - you don't get “fancy” (customization available for \$\$)
- yearly \$\$ reasonable (***Store***)
  - register URL: \$5
  - map (redirect) present URL: \$12
- no ads (?)
- privacy/ security assured



- WP.com does NOT allow e-commerce (for security reasons; other embedded programs prohibited as well)
- sell online (Etsy, paypal, Ebay), link from WP
- use WP.org instead- probably requires professional help
- 3 GB storage free (pix OK, vids ??)

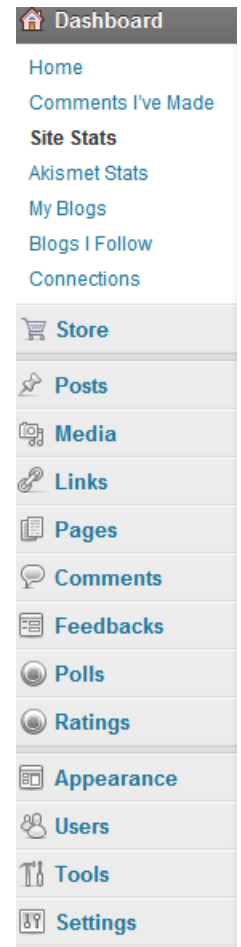
# Join the WP community

---

- [www.wordpress.com](http://www.wordpress.com)
- “Get started here” / “sign up now”
- standard (requires valid email address)
- “Get your own WP.com site...”: note under Username “Sign up for just a username”.

# Navigating

- login to [www.wordpress.com](http://www.wordpress.com)
  - admin bar (upper left): **WordPress logo**  
- **My Blogs**



# Navigating

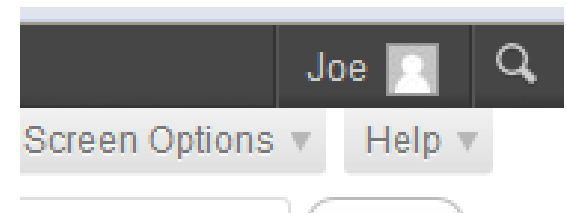
- login to [www.wordpress.com](http://www.wordpress.com)
  - admin bar (upper left): **WordPress logo**  
**- My Blogs**

OR:

- **Main (Blog) Menu** (under your name, upper right)

THEN:

- select **Dashboard** from the blog



# Themes

---

- over 100 FREE themes available
- ***Appearance - Themes***
- check ***Feature Filters*** (to right of ***Browse Themes***)- consider:
  - ***Custom Background***
  - ***Custom Colors***
  - ***Custom Headers*** (might require some graphic skills!)
  - ***Theme Options***
- Consider “***Twenty Ten***” or “***Twenty Eleven***” for starters (change backgrounds, different/no header)

# Posts vs. Pages

---

- “blogging” software
- Posts:
  - most recent on top
  - may be categorized & tagged
  - current, “alive”
  - usually the Home page
- Pages:
  - static content, “one-way” info
  - appear on Main Menu
- “McLaughlin Principle: If you don’t update posts frequently, don’t do them at all”



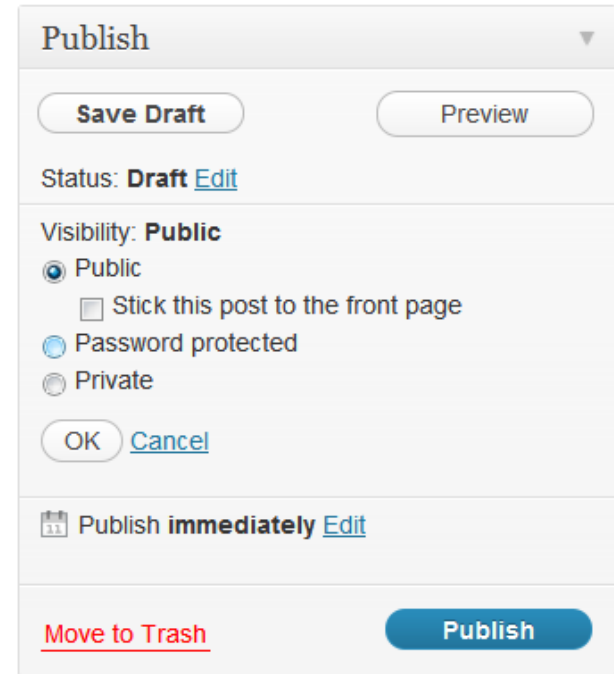
# Unwanted comments

---

- ***Settings- Discussion:***
  - ***Before a comment appears (check boxes):***
    - ***An administrator must always approve the comment***
    - ***Comment author must have a previously approved comment***
  - ***E-mail me whenever (check boxes):***
    - ***Anyone posts a comment***
- ***Pages:***
  - ***Discussion (check box): Allow comments (✓ default)***
  - ***??***
- Explore ***Settings***

# Practice makes perfect

- Posts/pages:
  - private
  - password protected
- Create practice site
  - [www.yournamepractice.wordpress.com](http://www.yournamepractice.wordpress.com)



The image shows the 'Publish' dialog box in WordPress. It has a title bar 'Publish' with a dropdown arrow. Below the title bar are two buttons: 'Save Draft' and 'Preview'. The 'Status' is set to 'Draft' with an 'Edit' link. The 'Visibility' is set to 'Public' with three radio button options: 'Public' (selected), 'Stick this post to the front page' (unchecked), 'Password protected' (unchecked), and 'Private' (unchecked). There are 'OK' and 'Cancel' buttons. Below these is a section with a calendar icon, 'Publish immediately' text, and an 'Edit' link. At the bottom, there is a 'Move to Trash' link and a 'Publish' button.

Publish

Save Draft Preview

Status: **Draft** [Edit](#)

Visibility: **Public**


☒ Public

☐ Stick this post to the front page

☐ Password protected

☐ Private

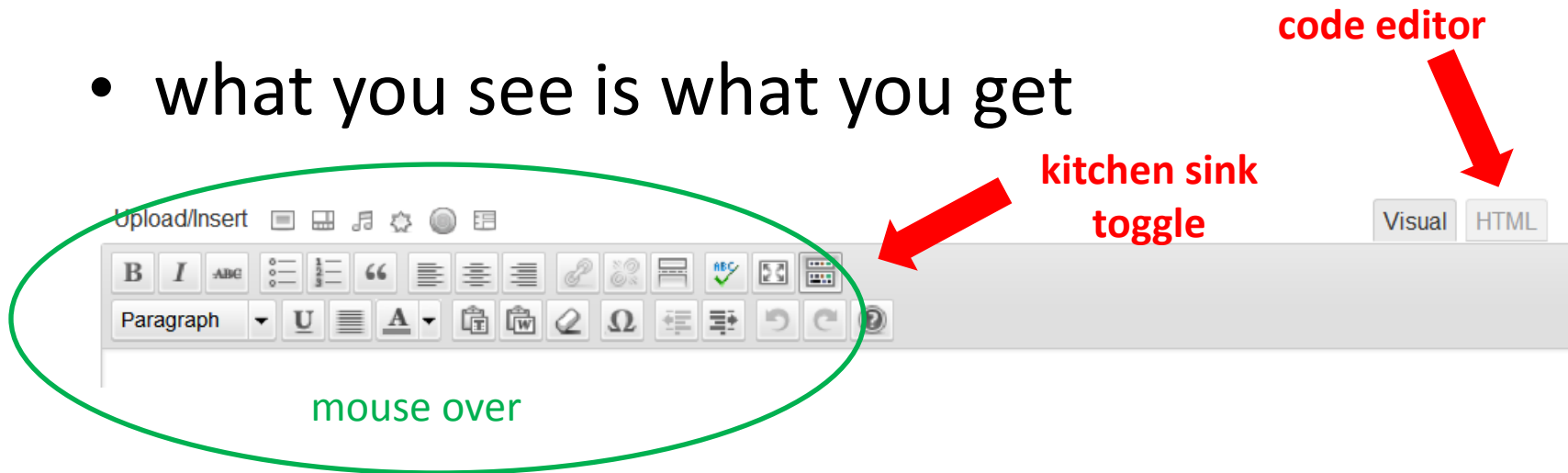
OK [Cancel](#)

 Publish **immediately** [Edit](#)

[Move to Trash](#) Publish

# WYSIWYG editor

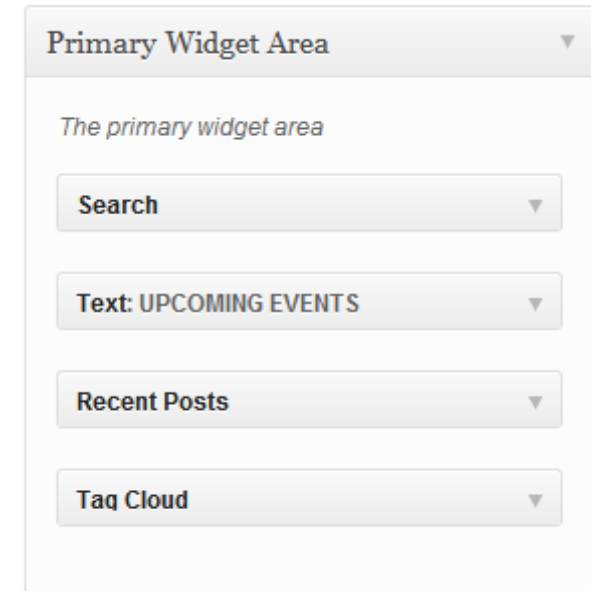
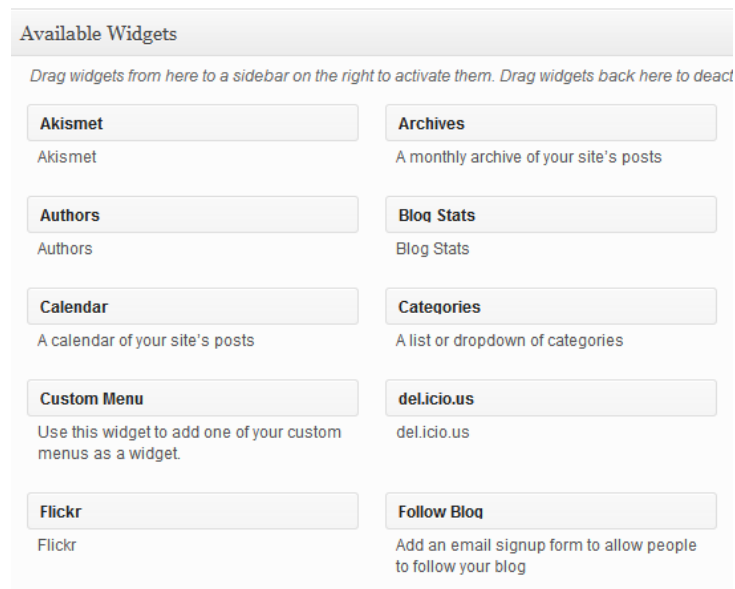
- what you see is what you get



- code editor: check if “funny things” happen, especially after numerous edits
- delete code under ***HTML***

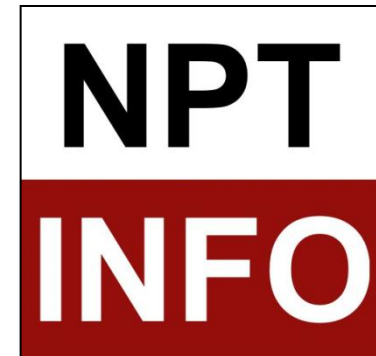
# Widgets

- ***Appearance- Widgets***
- A wide variety of functions, some easy, some not



# Blog Icon

- ***Settings- General- Blog Picture/Icon***
- *“favicon”*
- square graphic



# WordPress 101

---

*Thank you!*

*[www.nonproftech.info](http://www.nonproftech.info)*

*select WordPress 101*