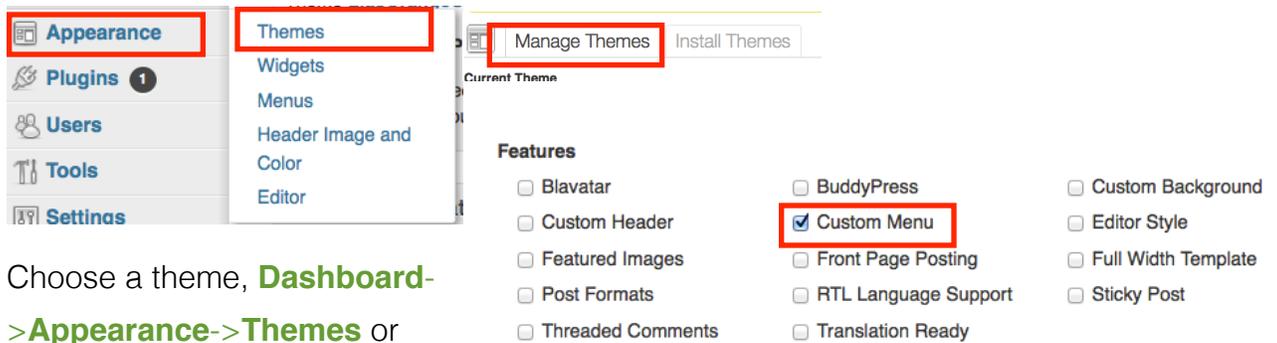


# Getting Your WordPress Website Up & Going

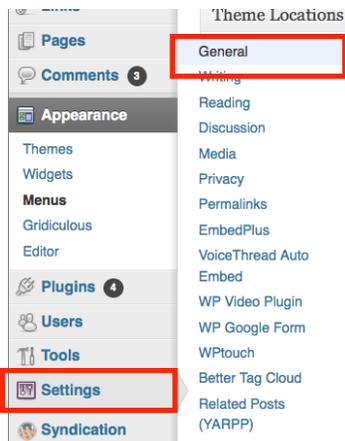


1. Choose a theme, **Dashboard->Appearance->Themes** or **UPLOAD** your own choice from the **Install Themes** tab.

2. To Install themes, make sure you **tweak the search a bit**. Under **Feature Filter**, check **Custom Menus** before you tell it to Find Themes.

3. After you have found a theme you want to use, click **Dashboard->Appearance->Menus**, then on the left near the top, look for **Theme Locations** and select Primary menu or Main menu depending on which choice you are given. Unfortunately, all the people developing Themes do not use the exact same terminology.





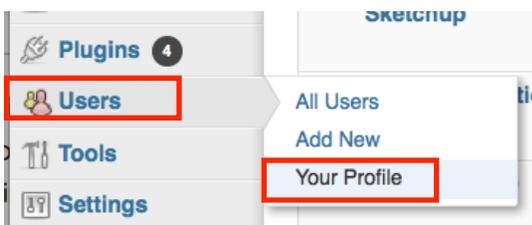
4. If there is no choice here, that means it does not support custom menus, **CHOOSE another theme!!**

5. Give your **site a TITLE**, **Dashboard > Setting > General**, for example, mine is called Technology Bits, Bytes & Nibbles. If you don't have an idea right off the bat,

### General Settings

Site Title

DED 318 Technology for Teaching & Learning

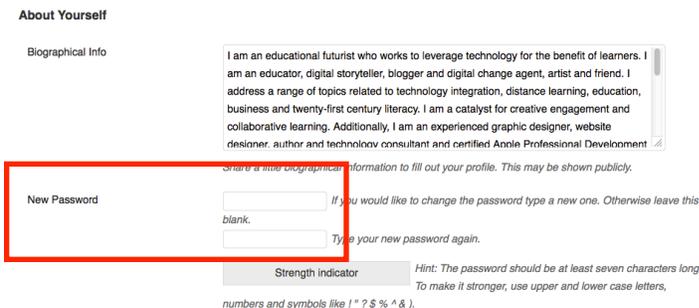


just use your name (first and last). You can change it later when you have a better idea in mind.

6. **To change your Password** from the default password, **Dashboard > Users > Your**

**Profile**. Scroll down toward the bottom, type in your **new password** and write a little description of yourself.

7. **If your theme has a default photo across the top** that you wish to change, **Dashboard > Appearance > Header**. You



really should change this default image to something appropriate that relates to your content area or you. Make your site your own.

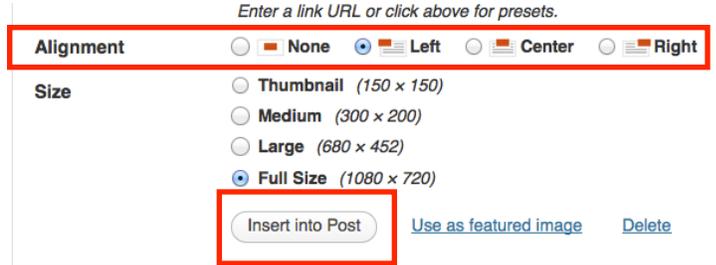
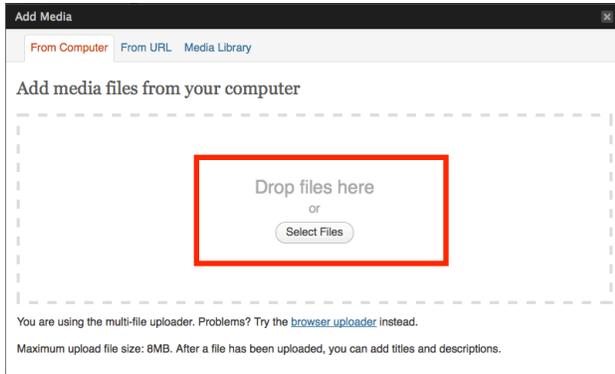


8. The **About Me** or **About** (depending on the Theme) page is located **Dashboard > Pages > All pages**. Hover over the About and an **edit** button appear.

9. Add an **introduction** and an appropriate **picture** of yourself to the **About Me** page. Type your

introduction and add your image. Drag or select your picture, then scroll to the bottom of that window and decide your alignment for the photo, then decide

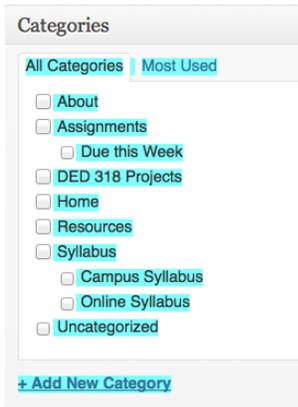




size and click the Insert into Post button.  
DO NOT CHOOSE THUMBNAIL!

10. Everything else after this will just be a **New Post**.

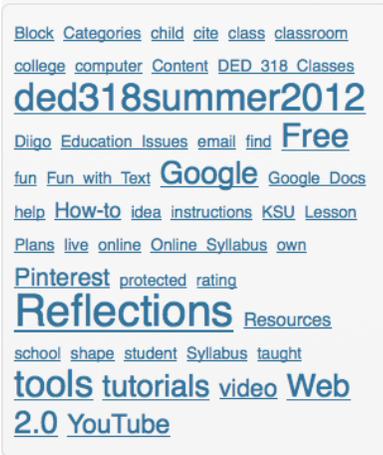
11. Each reflection and thing we do in class is a **New Post**.



12. Each entry will need to have a **Category** assigned from the

preloaded list of categories as well as the corresponding tag(s).

This is how your posts end up on the right page of your site. But, you will need to add more Categories and Tags and most of the time, things fit into multiple categories & tags. **Check them**



**Categories are:** DED 318

all.

13. **Pre-loaded**

Projects, Lesson Plans, Reflections, Resources, Block, Content, Methods Classes, Professionalism, etc. But, add more categories and tags as you need them. Tags should be very specific. Most posts will have multiple Categories and tags.

## What are Categories and Tags Exactly

1. Tags & Categories are case sensitive. Use the appropriate categories and tags based on the template pages as well as any other tags or categories that you find to be appropriate.

- Categories are things you create ahead of time and only have a limited selection, they are broader. Imagine them like sections of your site. For example. the signs on aisles of grocery stores.
- We have preloaded the categories for this class. DED 318 Projects, Lesson Plans, Reflections, Resources, Block, Content, Methods Classes, etc.
- Tags are keywords attached to a post. You may add a tag to a post that you might never use ever again. Usually, you will have multiple tags. Take a look at my blog and how I do this. I normally have a couple Categories and many tags. Tags are more specific. I have pre-made a cloud of tags, but you will need to add to this. The more specific your tags the better.
- Categories are meant to be permanent, tags are ephemeral.
- Need more explanation: Tags Are Not Categories – Got It?<http://lorelle.wordpress.com/2006/03/01/tags-are-not-categories-got-it/>
- Make sure each entry has multiple specific tags and categories that are appropriate. But make sure additions for this class use from the following list so your posts end up on the correct page of your WordPress site.
- You will add more categories and tags as we proceed through the semester, but it will not add more "pages" to your site. Adding them will just gives you AND your site visitors way to search for things on the website/Blog. Look at my blog [Technology Bits, Bytes & Nibbles](#) to give you a better idea of the Category/Tag thing. Each post/entry has them both. I only have an iPads and an About Me pages, I use the category iPads and I also add a tag iPads. That way every new

post with those 2 labels go to the iPad page.

The screenshot shows the WordPress admin sidebar with 'Media', 'Links', 'Pages', and 'Comments' (3) visible. The 'Links' menu is expanded, showing 'All Links', 'Add New', and 'Link Categories'. Below the sidebar is the 'Add New Link' button. The main content area shows the 'Add New Link' form with two input fields: 'Name' (with the text 'Name of the Site goes here' and an example 'Nifty blogging software') and 'Web Address' (with the text 'Copy & Paste the URL here' and an example 'http://www.wordpress.org').

**Let's Add a few LINKS (BlogRoll)**



**to your site:**

Add the

The screenshot shows the 'Save' section of the 'Add New Link' form. It includes a checkbox labeled 'Keep this link private' and a blue 'Add Link' button.

January 2013

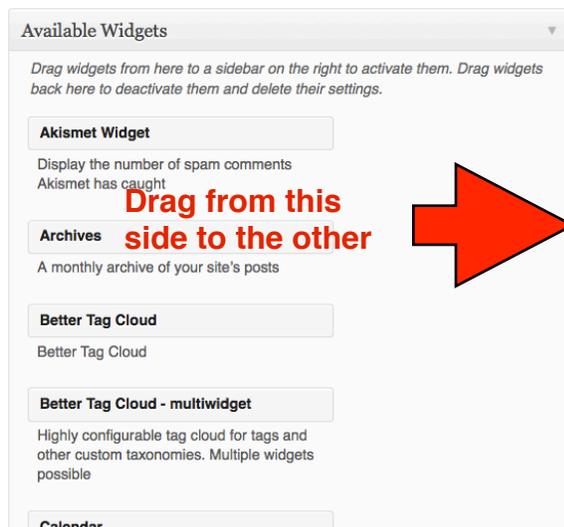
following **Links, Dashboard > Links**. I have already added a couple to get your started.

- **Add a link to Technology Blts, Bytes & Nibbles**  
<http://www.technologybitsbytesnibbles.info/>
- **Add a link to CDK's Education Technology Place**  
<http://theedtechplace.info/>
- **Add a Link\_ Technology Keys Resources Wiki**  
<http://technologykeys.wikispaces.com/>
- **Add a link to the KSU College of Education**  
<http://coe.ksu.edu/>
- **Add a link to your High School or Home Town**
- **Add a link to DED 318 Course Wiki site**  
<http://ded318online2012summer.wikispaces.com>
- **Add a link to Kansas Educators Diigo Group Link**  
[http://groups.diigo.com/group/k\\_state-preservice](http://groups.diigo.com/group/k_state-preservice)

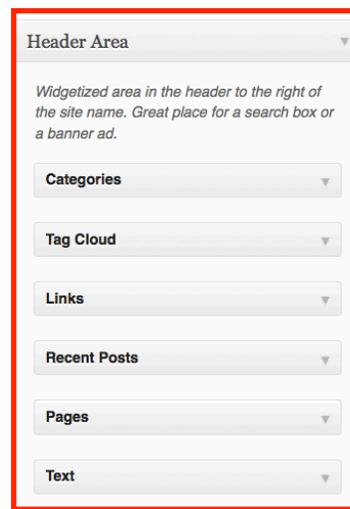


- **Add a link to YOUR Pinterest.** For example: Cyndi's pinterest is <https://pinterest.com/cyndidk/>.....

After you add your Links, you have to add a **Widget** so they show up on your Website. Then go to **Appearance >**



**Drag from this side to the other**



**Widgets** and drag the Links widgets to the Sidebar 1, add the others listed in this picture too. Add all in the list below, order doesn't matter, that is your choice.

**By the way, if you change themes you will have to reset all of the tasks.**

## Add New Post

**Enter the title Week 1: Technology, Bits, Bytes & Nibbles.**

**Add an image**

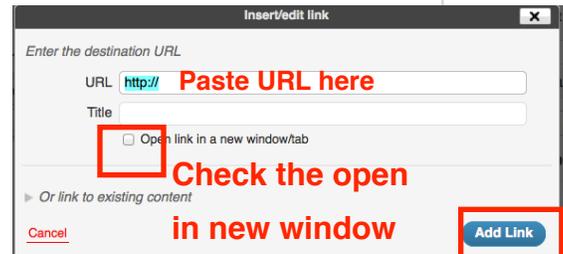
**Upload/Insert** 

**Click this box to open the 2nd row of tools.**



**Copy your reflection from your word processor, and paste it in this spot.**

**Click this chain icon to add a**



**Check the open in new window box.**

Now let's add those 2 reflection you wrote. Add the title Week 1: Technology, Bits, Bytes & Nibbles. Add an images, the post, tags & categories.