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| |  |  | | --- | --- | | To: | D. PRICE | | From: | A. BATH A.B. | | SUBJECT: | MANUAL TOPIC MEMO | | Date: | 2017-09-29 | |  |  | | Purpose The purpose of this memo is to discuss the topic I have chosen for the manual project. I have chosen as my topic to write a manual on how to build a basic personal portfolio website using WordPress. By the end of reading my manual I expect a basic computer user to be able to build a functional WordPress site that runs from their own chosen Hosting company and domain. I want to show people how easy it is to create a professional and versatile webpage that’s easy to update with current information. Summary I expect my audience to have a basic understanding of the internet, download tools from websites, and how to organize using folders. My user would also have a need to make a basic portfolio site. Essentially this is a beginner level website building manual in setting up your own domain using a hosting company, I’ll be using to manage your FTP and set up WordPress through. I will also go through some of the plugin tools that a new WordPress user might use to make it easier to develop their own website. The reason why I’m qualified to write instructions on how to build a WordPress site is because I’ve managed and created websites using WordPress for over 6 years now. I have also taught people how to use, troubleshoot, and create WordPress sites. Details For purposes of the manual I’ll be breaking down the manual into a few sections so it will be easier for readers to navigate once they are in the setup process and so it’ll be easier for the user to refer to. I will be providing pictures in these sections to better explain and show where the tools are because sometimes it is hard to navigate. I’ll also explain parts of the WordPress platform.  The manual will be broken down in the following way:   * My first section will be setting up hosting. For purposes of the manual I’ll show the steps on how to use 1&1 hosting, because they support the WordPress platform well and they are one of the cheaper hosting companies that I prefer using they have a very decent introductory package and their rates are not bad after the introductory period. I will also briefly explain the WordPress blog hosting. * Once hosting is set up we will set up WordPress and this will be basically downloading the platform to the FTP of the 1&1 hosting users control panel. * Once I’ve completed the WordPress downloads and setup I can use the WordPress logins and work in the WordPress Dashboard to choose a theme, set up a page, create a menu bar, show the users how to use the customize tool, and download helpful plugins to help format their site pages. These subjects will be listed in sub sections for reference purposes. * Once I’ve gone over a few of the essential tools it would be time to wrap up and refer them to the WordPress community and resources in case they want to learn more or have questions on themes they are using. I’ll also mention some code sites to help them refer to if they so choose to add CSS and HHTML5 to their sites.   Once the hosting and the tools in WordPress are explained a user will have what they need to update, create, and manage the website content they need because they’ll have a basic understanding of WordPress mechanics. | |  INTERCLASS MEMO |

# Recommendations

Please comment back letting me know if there are any further recommendations you have for this project. I plan to create this project as a handheld reference guide to creating a WordPress site so it’ll be easier to reference for a user instead of changing tabs or screens of other digital media constantly.

Thank you.