



Introduction to WordPress

Questions to consider when planning a website

- What is the purpose of this site?
- How can I make my site easy to use?
- Who is my audience?
- What site features will best support my goals and audience?

Wireframing

This is a great way to plan out a website before you jump into making pages and posts.

- MockFlow: <https://www.mockflow.com/>
- Wireframe CC: <https://wireframe.cc/>

Best practices in website building

- Always remember your audience and think about how you want to represent your identity and your work to your audience.
- Use the “Preview” button (available on both WordPress and Wix) to see how your site will appear to your audience.
- More is not necessarily better! You want your website to be easy to navigate, informative, and appealing.
- Pick a theme/template that is compatible with mobile phones.
- Design choices should be based on the content you are communicating.
- For maximum readability, use simple fonts and a high color contrast between text and background color. This is particularly important for accessibility.
- [Copyright and Fair Use Handout](#)
- [Digital Accessibility Handout](#)

Important Vocabulary

- **Pages:** These are the main areas of your website that your audience will be able to navigate on your site’s menu.
- **Posts:** These are blog or news posts that show up as you publish them.
- **Domain:** Your domain name is the unique URL that leads to your website.
- **Design:** the aesthetic choices for your website, including colors, font, and more.

Using WordPress:

1. Go to <http://wordpress.com/> and click “Get Started” in the upper right hand corner.



2. Fill out the “Create a Site” information.
 - a. Keep in mind the purpose of the website in entering this information.
3. Your dashboard
 - a. Where you can add new posts and pages and customize your site.
4. Choose a Theme
 - a. In the left-hand column of your dashboard, scroll to “Appearance” and then click the “Themes” button.
5. Add Pages and Posts
 - a. Go to the left-hand column of your dashboard then either click “Pages” or “Posts” (depending on what you want to add).
 - b. Click the “Add new” button on the top right hand corner of either the “Pages” or “Posts” page.
 - c. Both will provide options to style your content (font size, colors, images, etc.)
6. Editing Pages and Posts
 - a. Creating a new page will open up the visual editor.
 - b. You can pick a predefined layout or start with a blank page. This is where you fill in your content!
 - c. WordPress pages are organized into pre-formatted sections called “blocks.” Blocks allow you to manipulate the layout of the page. They include a wide variety of options such as heading, paragraph, image gallery, and pullquote.
7. Customize your site
 - a. The “Customize” menu is a bar on the left-hand side that shows global changes you can make on your site.
 - i. To get to the Customizer click “Design” on the left-hand column of your dashboard and click “Customize.”
 - b. Site Menu
 - i. In the “Customize” menu, go to “Menus,” which will allow you to add pages, posts, and other content to the top menu bar.
 - ii. You can create dropdown menus by sliding one page under another.
 - c. Header
 - i. You can change your header by clicking “Site Identity” under the “Customize” menu.
8. Widgets
 - a. Small applications and components that appear on your site in specific areas.
 - i. For example, a “Footer” widget will appear at the bottom of your website across different pages.
 - b. Think about where and how you want your information to be presented.
 - c. You can add any block to your site’s widget areas or use the built-in widget options.