

# Introduction to WordPress

---

Caroline Grand and Talia Brenner

CLTR 1503

Professor Gina Maiellaro

Fall 2020



Northeastern University  
*NULab for Texts, Maps, and Networks*

*Feel free to ask questions at any point  
during the presentation!*

# What is WordPress?

WordPress is a professional **website-building tool** that allows you to build your own website, provides a free domain name, and installs plugins and themes to customize your website. There are other website-building tools, such as Wix and Squarespace. We are using WordPress because it is often used for blogging and for academic purposes. Being familiar with Wordpress is an important skill because WordPress often favors text-heavy content and has features for blogging, tagging, and categorizing.

Examples of Northeastern websites that use WordPress:

- <https://dsg.neu.edu/>
- <https://cssh.northeastern.edu/english/>
- <https://des4div.library.northeastern.edu/>



# Class WordPress Site

For this course, we have a class website:

<https://nuitalian.org/>

All of you have been invited as **editors** to this website. This means that you can edit any class page—please be careful to edit only your own pages.



# Logging into WordPress

You should have received an invitation to the class WordPress site by email.  
You might need to check your Junk folder.

First, log into your WordPress account from the invitation link, choosing a password. **Write this down!**

Then, you can join the class WordPress as an **editor**.

In the future, if you need to log in, go to:

<https://nuitalian.wordpress.com/wp-admin/>

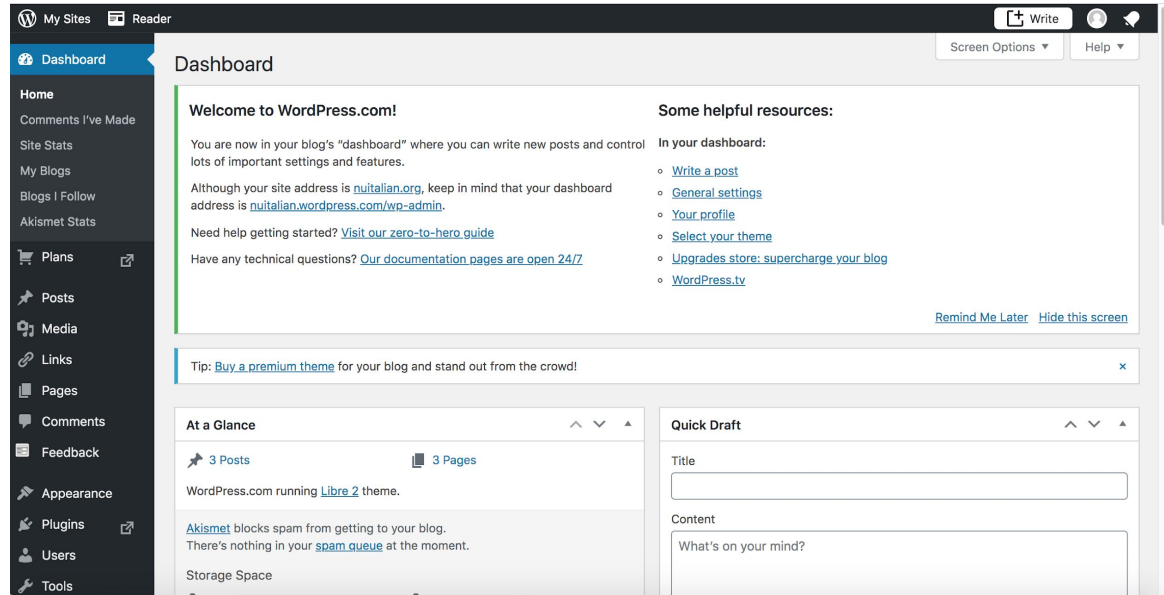


# WordPress Dashboard

Once you have created an account, you will be brought to your WordPress dashboard.

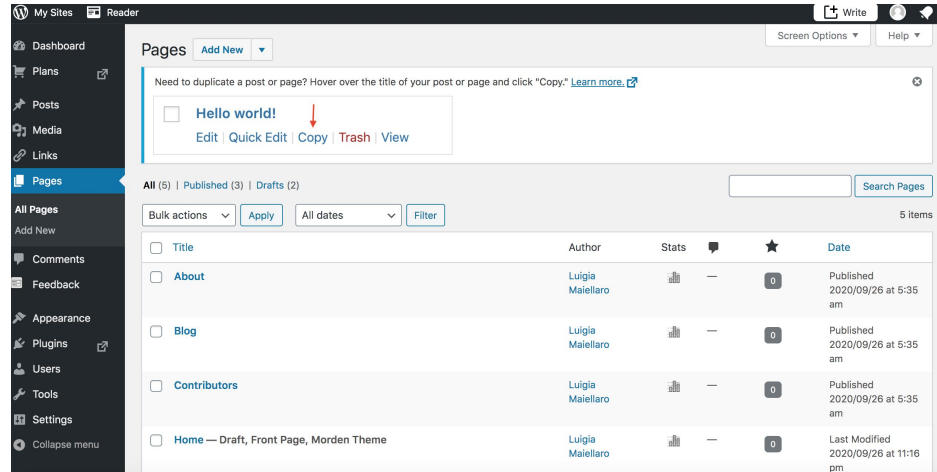
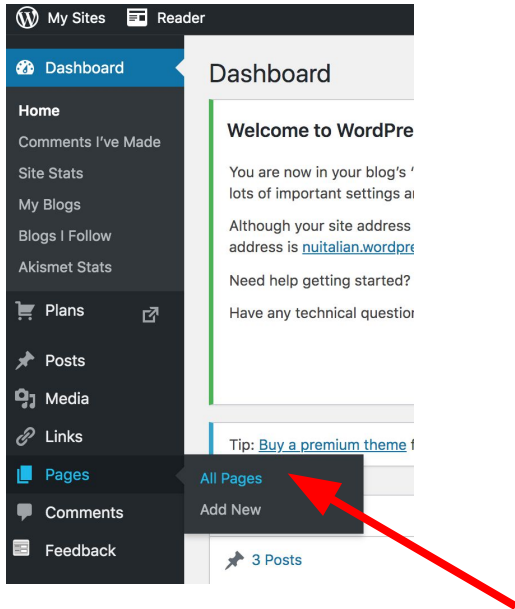
This is the **side menu** in the dashboard, the main way to navigate.

It includes links to all **pages** and **posts**, and information about **users** (where you can update your user profile if needed).



# Accessing Pages

From the “Pages” section on the side menu, you can add a new page or see all the pages in the site



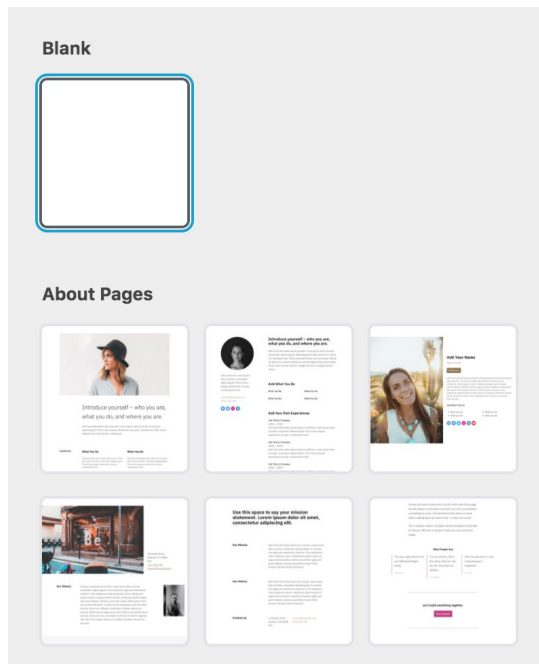
This is what the Pages section looks like. It includes all of the pages for the entire website.



# Adding pages

When you add a new page, you can choose from a template, or select a blank page instead.

There is a preview section on the right so you can see what the different template pages will look like.



# Adding blocks

When you add a new page, you can give it a title. Then, you can add different kinds of content with **blocks**. Hit the + button to add a block and then search or browse for the type of block you want. Hit enter or + again to keep adding new blocks. You can also move the blocks around.

## Title for your page

Start writing or type / to choose a block



Search for a block

Heading Business Hours Calendly

Form Contact Info Donations

Browse all

Status & visibility

Visibility [Public](#)

Publish [Immedia](#)

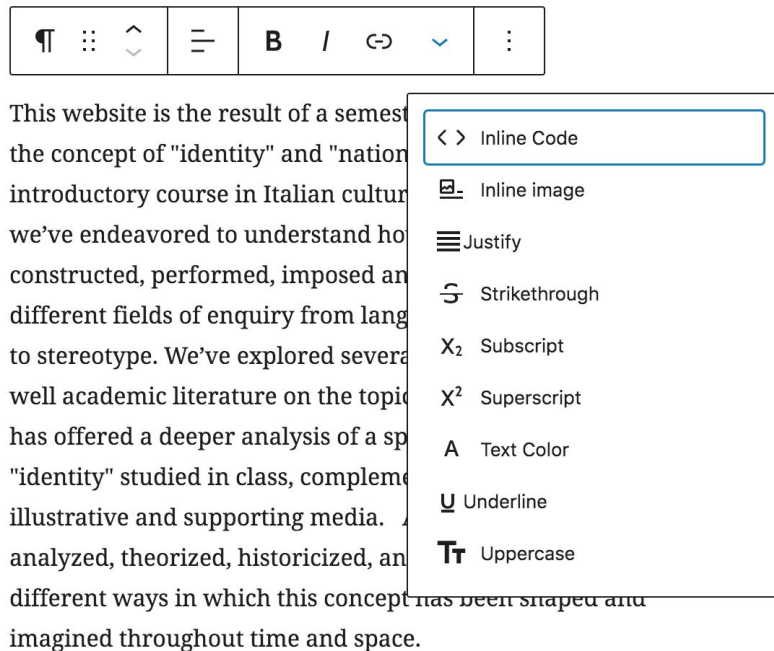
☐ Pending review





# Adding text

The default type of block is a **paragraph**. When you add a new paragraph, you will be taken to the editor interface, which allows you to add and edit text in a variety of ways. It looks similar to a word processor, complete with a **menu bar** allowing you to italicize, bold, or otherwise format the text.



The screenshot displays a text editor interface. At the top is a menu bar with icons for italic, bulleted list, indent, bold, link, and a dropdown arrow. Below the menu bar is a text area containing the following text: "This website is the result of a semester-long project exploring the concept of 'identity' and 'nation' in an introductory course in Italian culture. In this course, we've endeavored to understand how identity has been constructed, performed, imposed and negotiated across different fields of enquiry from language to literature to stereotype. We've explored several different well academic literature on the topic of identity. This has offered a deeper analysis of a specific 'identity' studied in class, complemented by illustrative and supporting media. We have analyzed, theorized, historicized, and contextualized different ways in which this concept has been shaped and imagined throughout time and space."

A dropdown menu is open, showing the following options: "Inline Code", "Inline image", "Justify", "Strikethrough", "Subscript", "Superscript", "Text Color", "Underline", and "Uppercase".

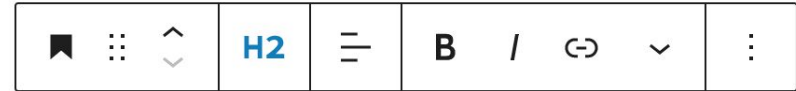
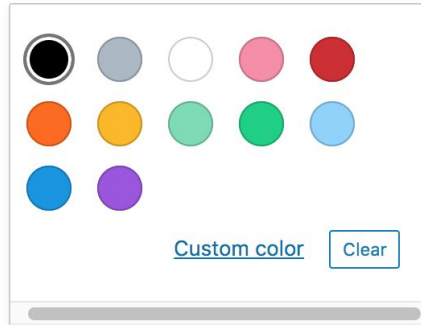


# Formatting

Here are some examples of things that you can format with your blocks. This includes choosing different levels of headings and changing the color of your text. The formatting options available will depend on the type of block you are working on.



Here you can add some text in a **paragraph**.



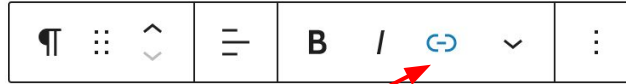
Heading



# Adding Links

If you are interested in adding **links** to your page, you can easily do that by:

1. Selecting the text you wish to add a link to.
2. Click the “**Insert link**” button in the menu.
3. Adding the URL in the link window.



Here you can add some text in a **paragraph**. You can also add links.

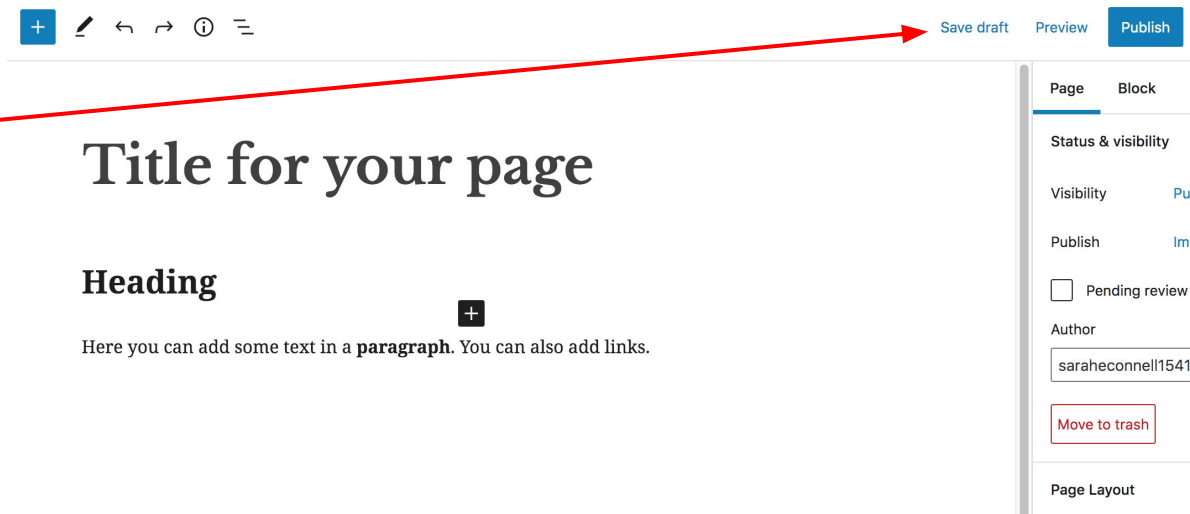
A screenshot of the link input window. It features a text input field with the placeholder text 'Search or type url' and a submit button with a right arrow. Below the input field is a toggle switch labeled 'Open in new tab', which is currently turned on. A red arrow points from the 'Insert link' button in the toolbar to this input field.

# Save Draft

When you are working, it is very important to save your changes, especially when there are multiple people working on something at once.

To save your draft, simply click the “**Save Draft**” button on the right-hand side of the screen..

Saving your page as a draft means that is not accessible or published on the website. Publishing the page will make it available online.

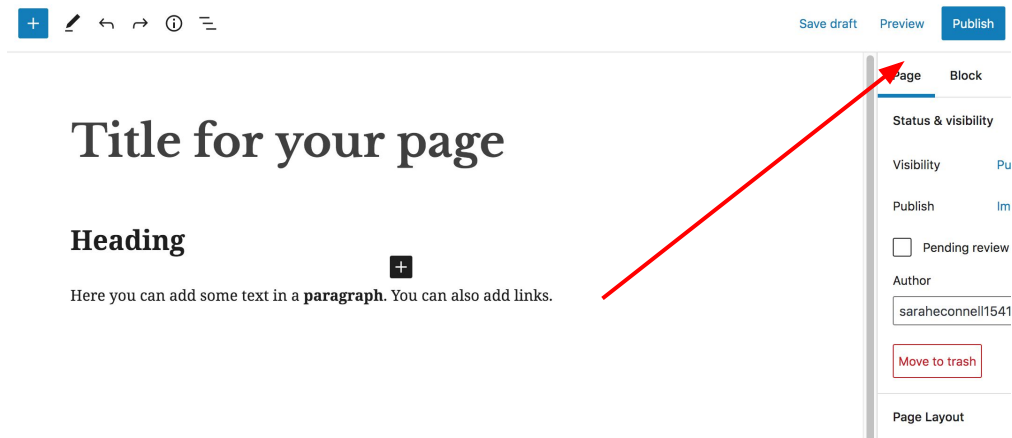


The screenshot shows a web editor interface. At the top, there is a toolbar with icons for adding content, editing, undo, redo, help, and a menu. To the right of the toolbar are three buttons: "Save draft" (highlighted with a red arrow), "Preview", and "Publish". Below the toolbar is a large text area with the heading "Title for your page" and a subheading "Heading". Below the subheading is a paragraph of text: "Here you can add some text in a **paragraph**. You can also add links." To the right of the text area is a sidebar with various settings and options, including "Page", "Block", "Status & visibility", "Visibility", "Publish", "Pending review", "Author", and "Page Layout".



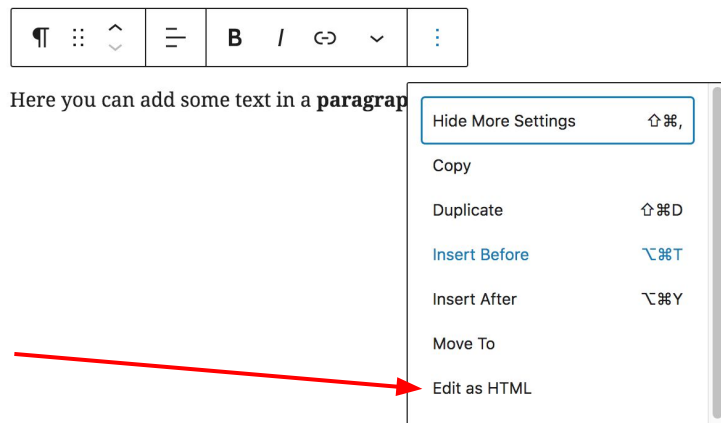
# Preview and publish

As you are editing your page, it is useful to see how your changes will look on the website itself. You can preview any changes you make with the “**Preview**” button on the right-hand side. This will open a new tab in your web browser, showing the page. When you are ready to publish, hit the “**Publish**” button.



# HTML Editor

When you are editing blocks, you can toggle between the **Visual** and **HTML** editors with the "View HTML" button under the three dots for "more options". The HTML editor is the "back end" version of the website. To switch back, go to the same menu and pick "edit visually."



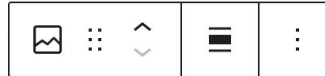
Here is the same paragraph in HTML:

```
<p>Here you can add some text in a <strong>paragraph</strong>. You can also  
add <a href="https://en.wikipedia.org/wiki/URL">links</a>.</p>
```



# Adding Images

If you want to add images in your document, you can do so by adding a new block of the type "**Image.**" Then, you can either upload a new image or select one from the library of media files already uploaded to the site. Once you have added images, you can then edit and format them.



in a **paragraph**. You can also add links.

## Image

Upload an image file, pick one from your media library, or add one with a URL.

Upload

Select Image

Insert from URL



# Your Turn!

Create a new page for your own research project/essay under the “Posts” menu. Practice and experiment with text formatting, adding and moving blocks around, and uploading images.





# Thank you!

If you have any questions, contact us at:

**Caroline Grand**

Digital Integration Teaching Initiative

NULab/DITI Fellow

[grand.c@northeastern.edu](mailto:grand.c@northeastern.edu)

**Talia Brenner**

Digital Integration Teaching Initiative

NULab/DITI Research Assistant

[brenner.t@northeastern.edu](mailto:brenner.t@northeastern.edu)

Slides and documentation available at: <http://bit.ly/diti-fall2020-maiellaro>



**Northeastern University**  
*NULab for Texts, Maps, and Networks*

*Feel free to ask questions at any point  
during the presentation!*