Introduction to WordPress

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CLTR 1503
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Northeastern University
NULab for Texts, Maps, and Networks

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

Workshop Agenda

- Introduce activity

- Introduce WordPress

- Learn how to navigate the Dashboard

- Learn how to make and edit new pages and posts

- Activity: Create a profile on the class website

Slides and handout available at **http://bit.ly/diti-fall2020-maiellaro**

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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/

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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.

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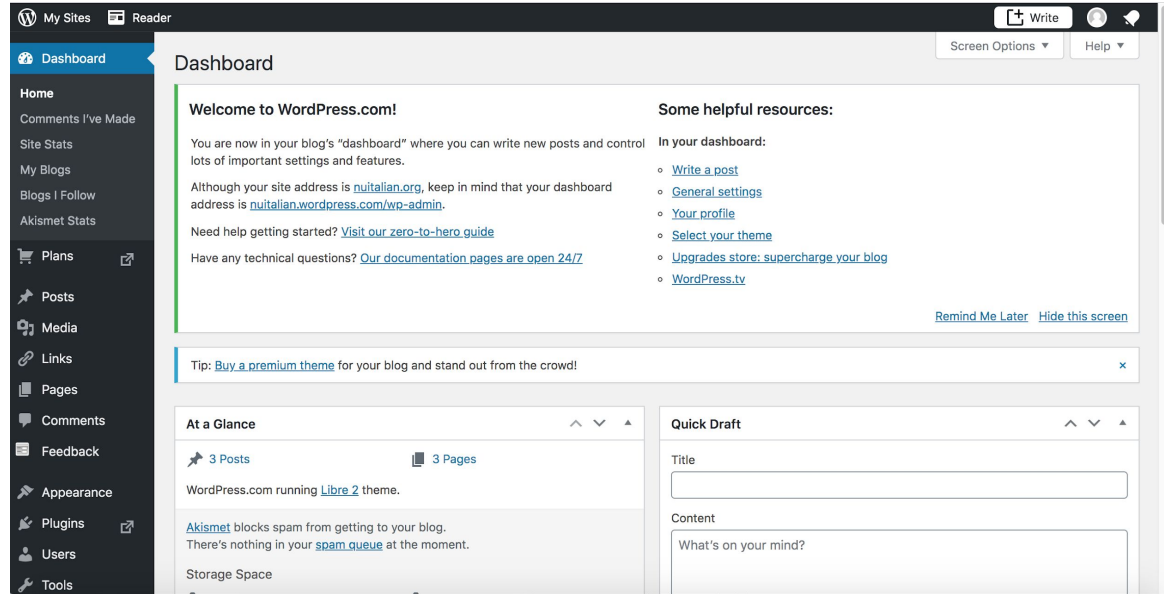
In the future, if you need to log in, go to:

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

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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).


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Website Content: Pages vs Posts

PAGES are the static pages that appear across your header menu. These will be your "**Abou**t" and "**Contributors**" pages, and other content that has a fixed location in your site's organization.

POSTS are blog or news posts that show up as you publish them. This is where you will publish your **essay/research project**.

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Accessing Pages

From the "**Pages**" section on the side menu, you can add a new page or see all the pages in the site
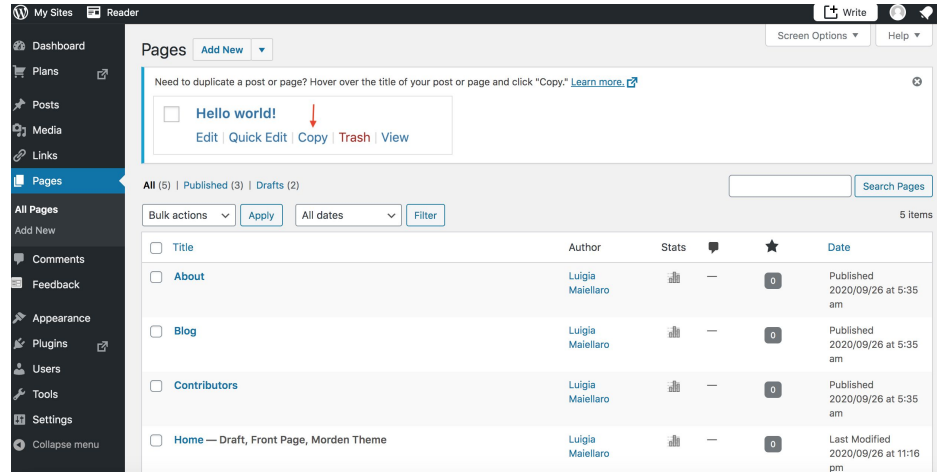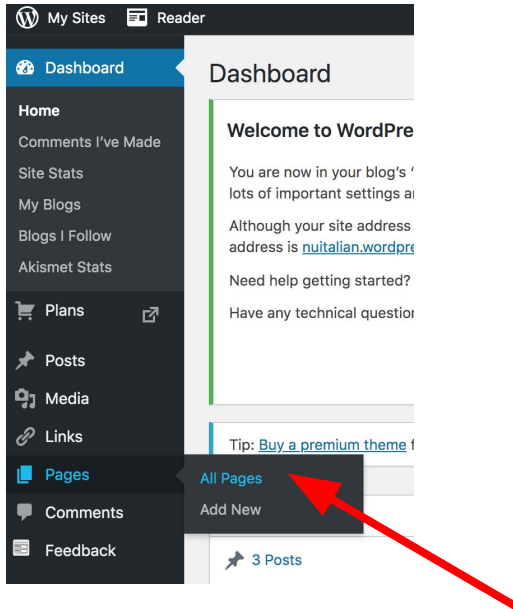
This is what the Pages section looks like. It includes all of the pages for the entire website.

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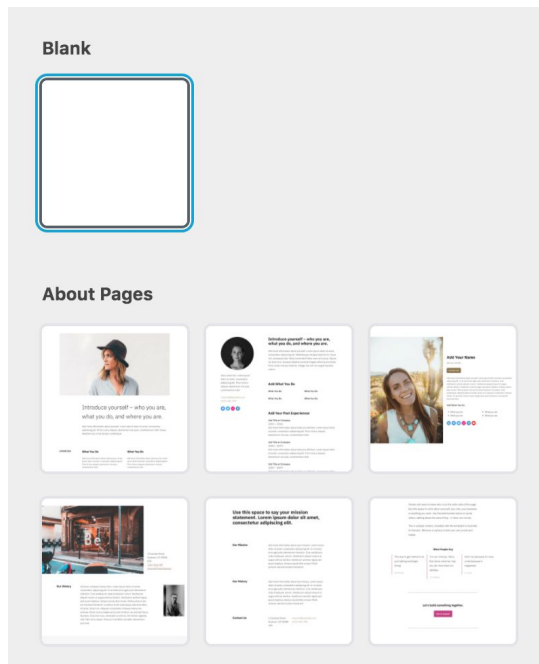NULab for Texts, Maps, and Networks

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.

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Accessing Posts

From the "**Posts**" section on the side menu, you can add a new post or see all the posts in the site
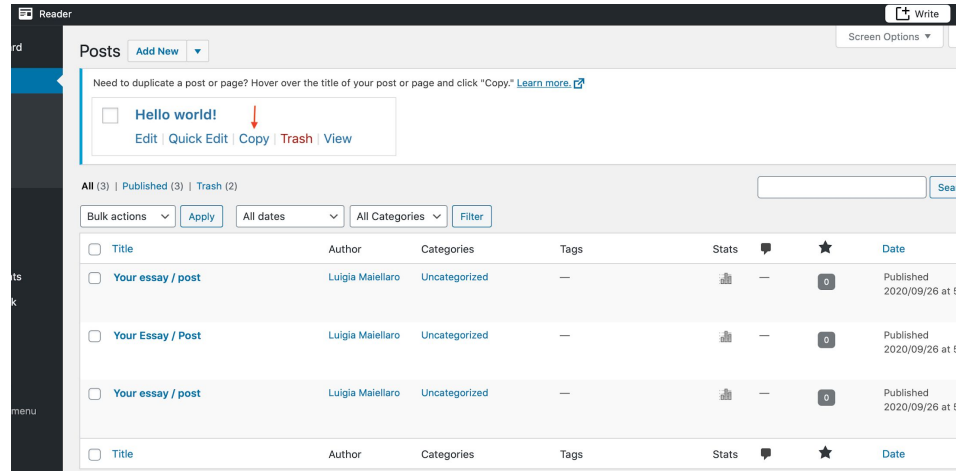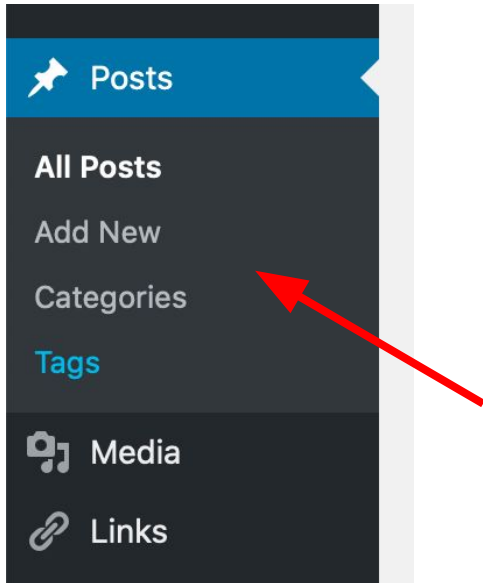
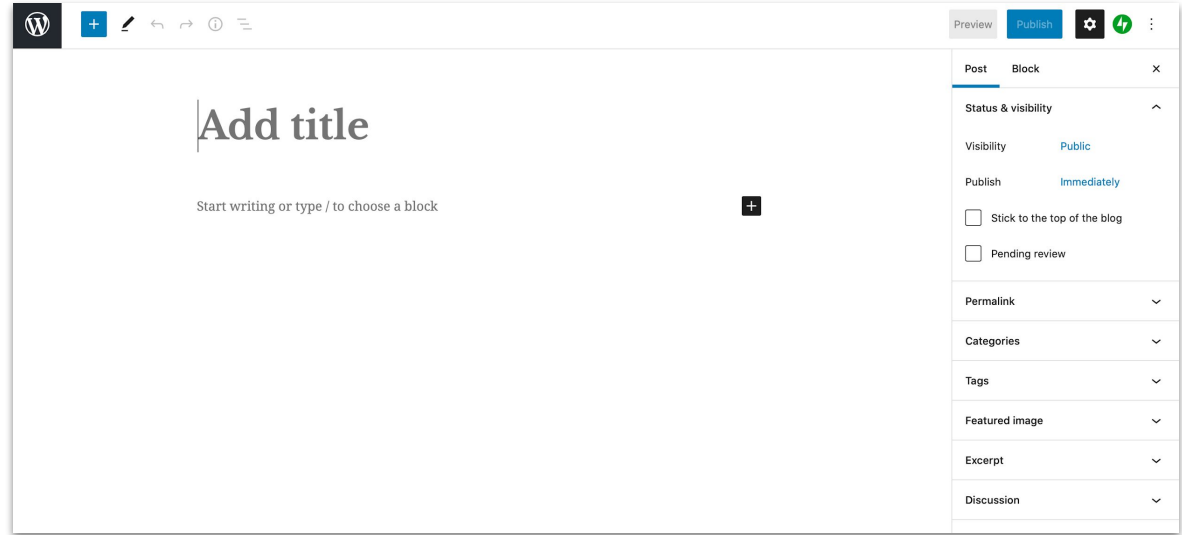This is what the Posts section looks like. It includes all of the posts for the entire website.

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Adding posts

Adding a new post will bring you to a blank blog post, where you can add a title and blocks of texts, images, words, links, etc.

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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.

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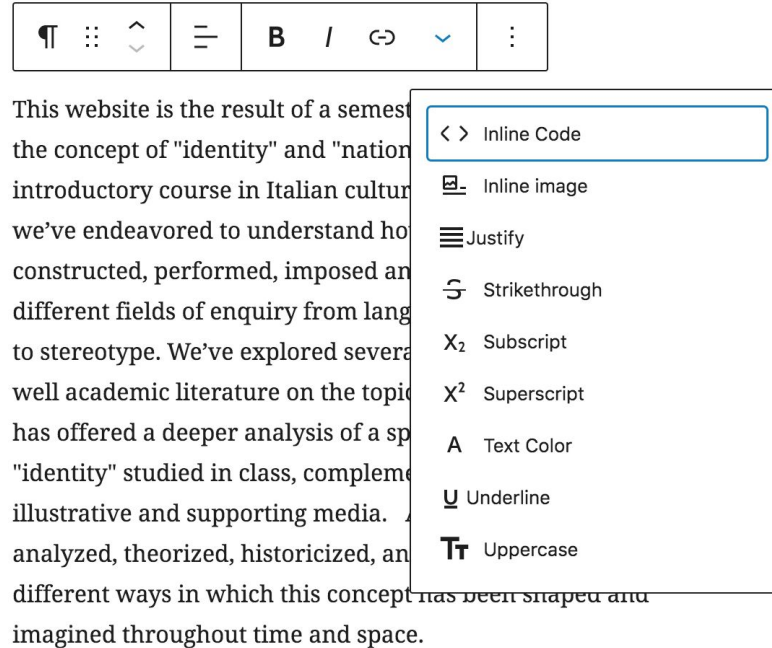
Adding text

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.

¶ ⋮⋮ ⌄   ☰   **B** *I* 🔗 ⌄   ⋮

This website is the result of a semest
the concept of "identity" and "nation
introductory course in Italian cultur
we've endeavored to understand ho
constructed, performed, imposed an
different fields of enquiry from lang
to stereotype. We've explored severa
well academic literature on the topic
has offered a deeper analysis of a sp
"identity" studied in class, compleme
illustrative and supporting media. A
analyzed, theorized, historicized, an
different ways in which this concept has been shaped and
imagined throughout time and space.

〈〉 Inline Code

🖼 Inline image

☰ Justify

S̶ Strikethrough

X₂ Subscript

X² Superscript

A Text Color

U Underline

T̞ Uppercase

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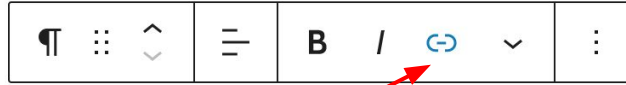
Here you can add some text in a **paragraph**.

Heading

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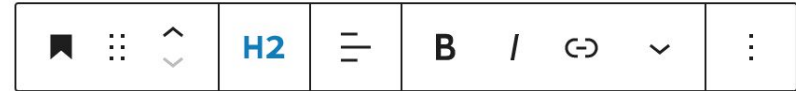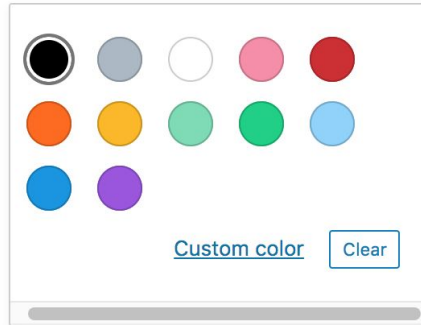
Adding Links

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.

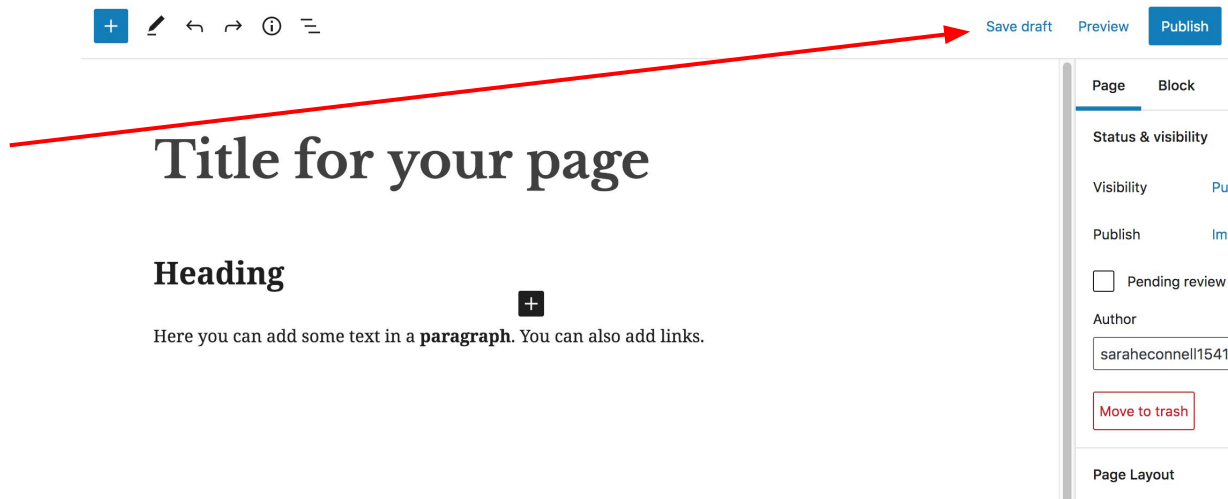Here you can add some text in a **paragraph**. You can also add links.

Search or type url

Open in new tab

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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 does not mean that it is visible on the website. Only publishing the page will make it available online.

Save draft   Preview   Publish

Page   Block

Status & visibility

Visibility   Pu

Publish   Im

☐ Pending review

Author

saraheconnell1541

Move to trash

Page Layout

Title for your page

Heading

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

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

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.

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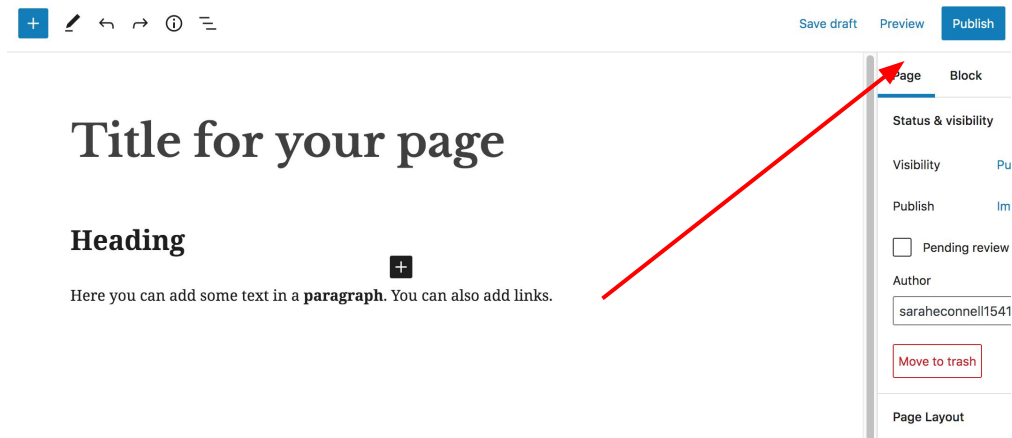
HTML Editor

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."
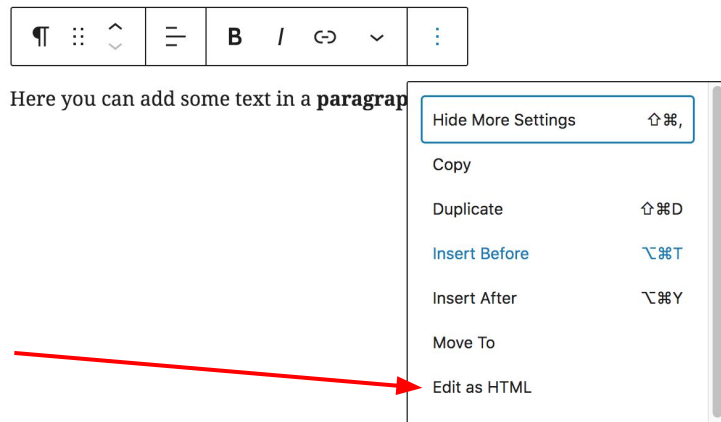
Here is the same paragraph in HTML:

```
<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>
```

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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.
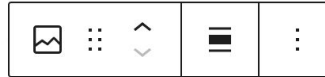
t in a **paragraph**. You can also add <u>links</u>.

Image

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

Upload   Select Image   Insert from URL

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

Your Turn!

Create a profile for yourself on the "**Contributors**" page. Practice and experiment with text formatting, adding and moving blocks around, and uploading images.

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

Thank you!

If you have any questions, contact us at:

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Slides and handout available at: **http://bit.ly/diti-fall2020-maiellaro**
Schedule an appointment with us! **https://calendly.com/diti-nu**

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