



CLTR 1503 – Introduction to Italian Culture
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Introduction to WordPress

Key Concepts in WordPress:

- **Dashboard:** the WordPress site navigation page which allows you to edit and add posts, manage drafts, and access the back end of the website.
- **Page:** a WordPress page is a static page that typically appears in the menu bar.
- **Post:** a WordPress post is a blog post, which will typically appear in a feed after it has been published. You can tag posts with different topics to be able to search for them.

Questions to consider when planning a WordPress post:

1. Who is my audience?
2. Should my post have sections?
3. What kinds of media do I wish to incorporate?
4. How do I want my audience to read or interact with my post?
5. How am I citing and/or linking to outside material?

Step-by-Step Process

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.

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

1. 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/>

2. 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.

Find these slides and more at: <http://bit.ly/diti-fall2020-maiellaro>

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

3. From the “**Pages**” section on the side menu, you can add a new page or see all the pages in the site. 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.
4. 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.
5. 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.
6. If you are interested in adding links to your page, you can easily do that by:
 - Selecting the text you wish to add a link to.
 - Click the “Insert link” button in the menu.
 - Adding the URL in.
7. 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.

8. 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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9. 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."
10. 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.
11. 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.

Helpful Resources:

Wireframing

This is a great way to plan out posts/pages before you make them:

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

Examples of sites that use WordPress:

- <http://dsg.neu.edu/>
- <http://www.cameronblevins.org/>
- <https://www.moyabailey.com/>
- <https://juliaflanders.wordpress.com/>

Wordpress Tutorial Video: <https://www.youtube.com/watch?v=itvFwhzdvlS>

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