

Introduction to WordPress

(WPR111 version 1.1.1)

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The Author

Tracy Berry

Tracy has been a senior graphic designer/programmer, instructor, and consultant since 1993 and has developed hundreds of logos, marketing materials, websites, and multimedia solutions for customers worldwide, including involvement in large corporate software rollouts. She has helped many organizations optimize and streamline data solutions. She teaches both onsite and online courses and has her CTT (Certified Technical Trainer) certification. Tracy specializes in teaching graphics, desktop publishing, web design, reporting/productivity applications, as well as the creation of online courses with software from leading vendors.

Accompanying Class Files

This manual comes with accompanying class files, which your instructor or sales representative will point out to you. Most code samples and exercise and solution files found in the manual can also be found in the class files at the locations indicated at the top of the code listings.

Due to space limitations, the code listings sometimes have line wrapping, where no line wrapping occurs in the actual code sample. This is indicated in the manual using three greater than signs: >>> at the beginning of each wrapped line.

In other cases, the space limitations are such that we have inserted a forced line break in the middle of a word. When this occurs, we append the following symbol at the end of the line before the actual break: »»

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1. Getting Started and Setup Options

In this lesson, you will learn...

1. About different versions of WordPress.
2. How to create a site using WordPress.

WordPress can be used to add a blog to an existing site or to create an entire website.

1.1 Introduction and Setup Options

Versions of WordPress

WordPress versions and options vary by the plan you subscribe to and the location of the installation. Keep in mind site plans can be upgraded and moved to other servers. The combination of simplicity and power makes WordPress a great solution for building blogs and websites, especially sites that allow users to comment on articles.

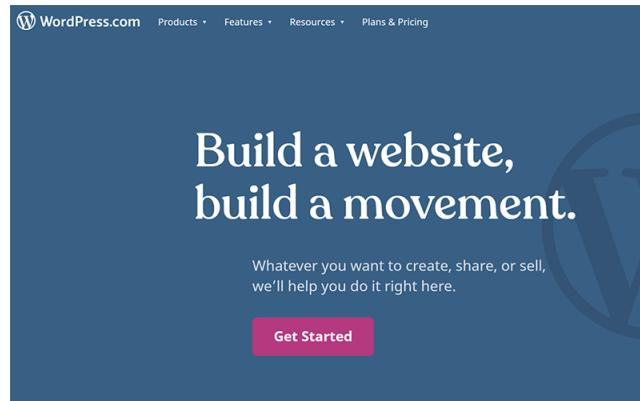
WordPress Sites

In this course, we will use the free plan provided by WordPress.

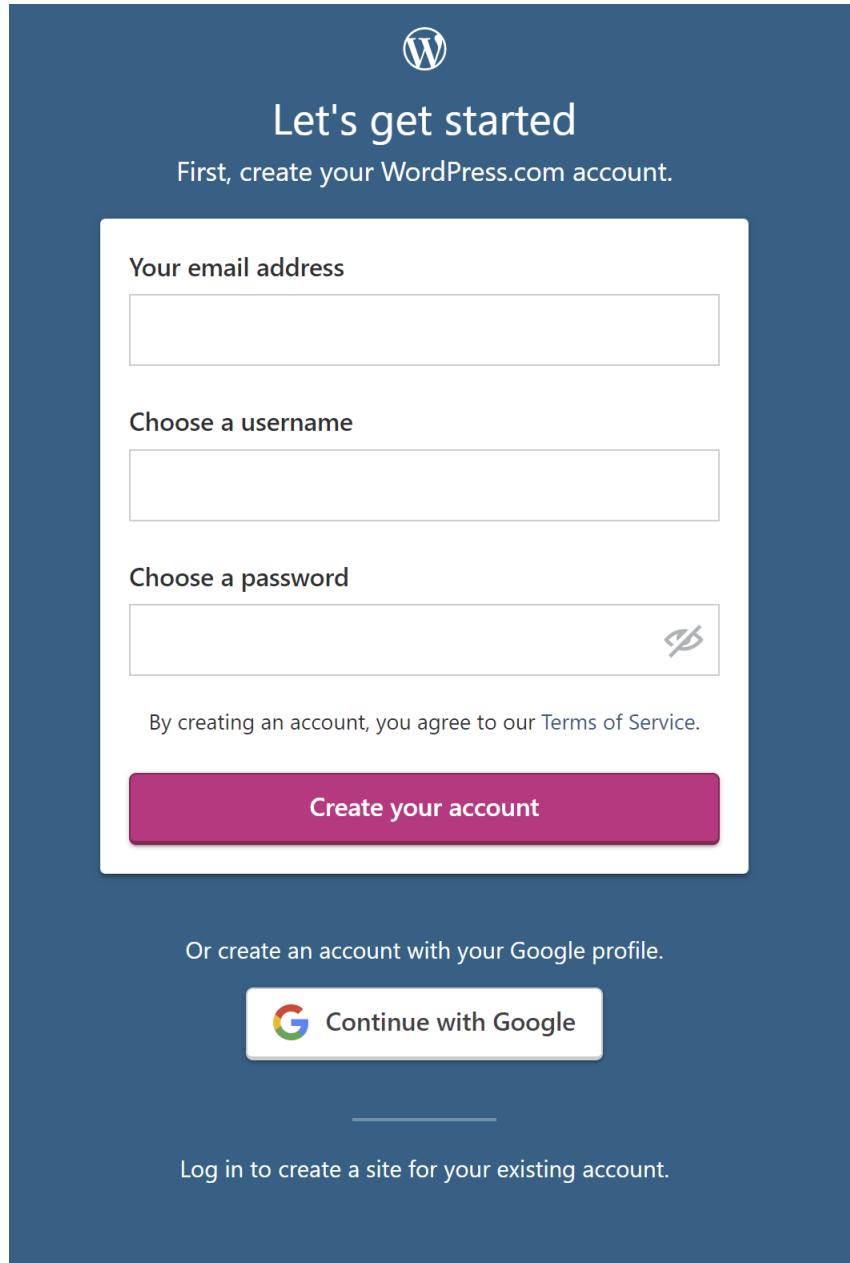
We will now create the sample site we will be using in this course. You should follow along and create the site. Later, you will have an exercise in which you create your own site.

Getting Started and Setup Options

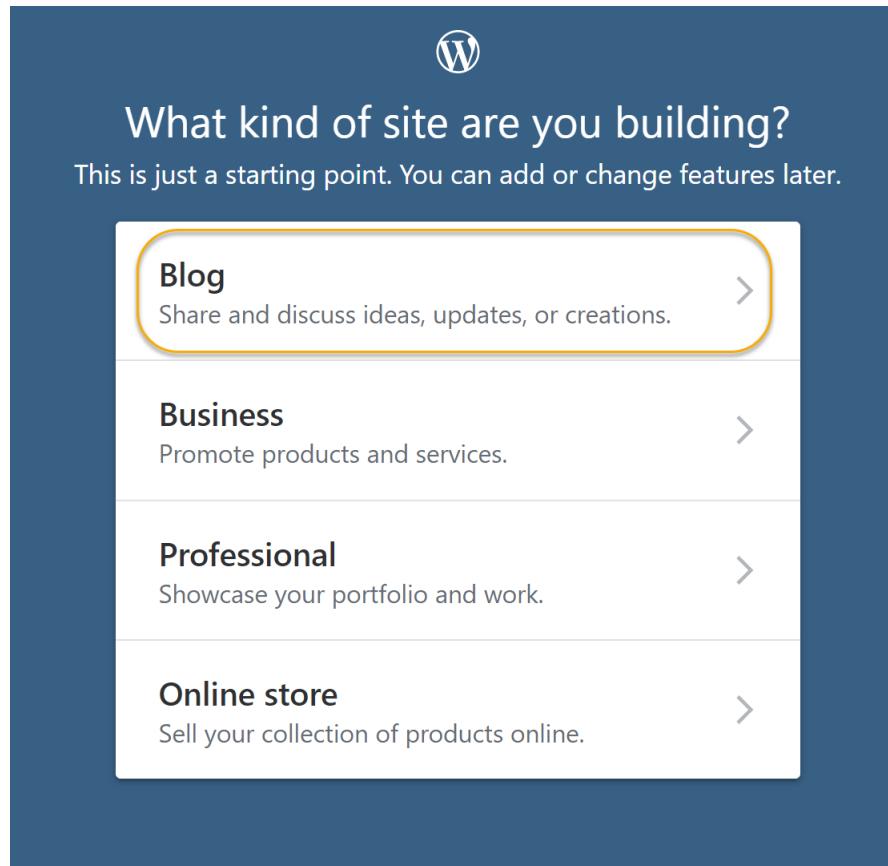
1. Browse to <https://wordpress.com/> and click **Get Started**.



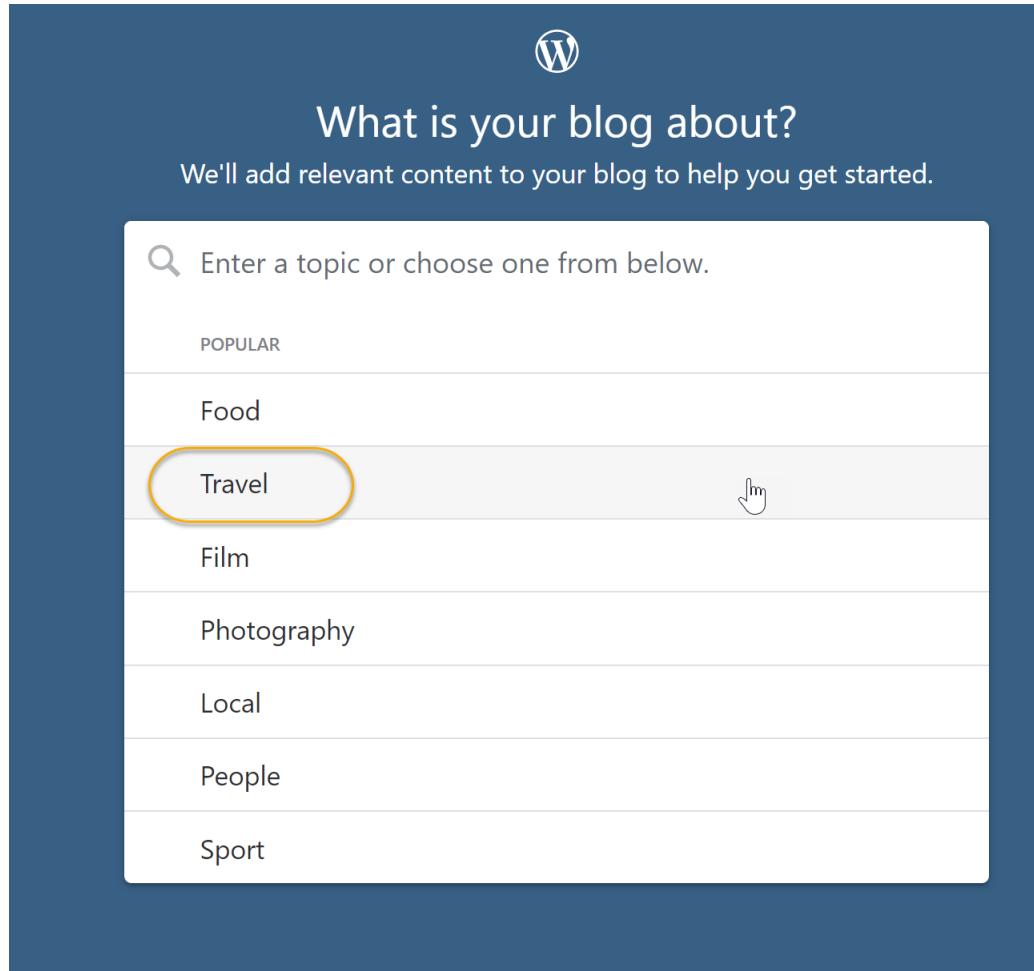
2. If you already have a WordPress account, log in. If you don't have an account, create one either by filling out the form with your email address, username and password, or by clicking on the **Continue with Google** button.



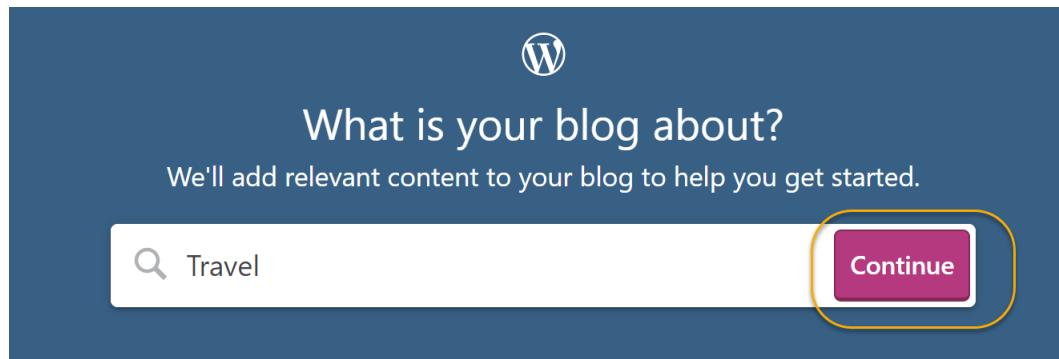
3. After you create an account at <https://wordpress.com>, you should be presented with this, Choose Blog.



4. You will then choose a topic. You can choose whatever you like:



5. Click **Continue**.



6. Type in a blog name.. Select Continue.

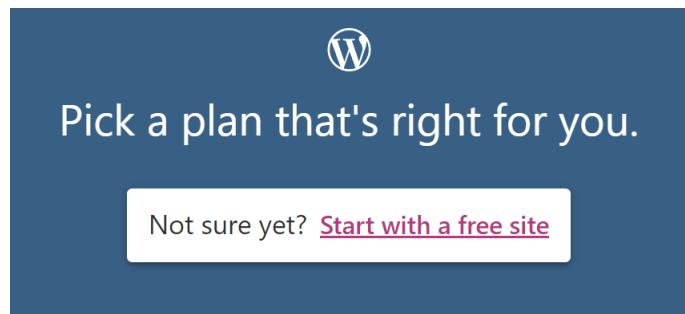
Getting Started and Setup Options



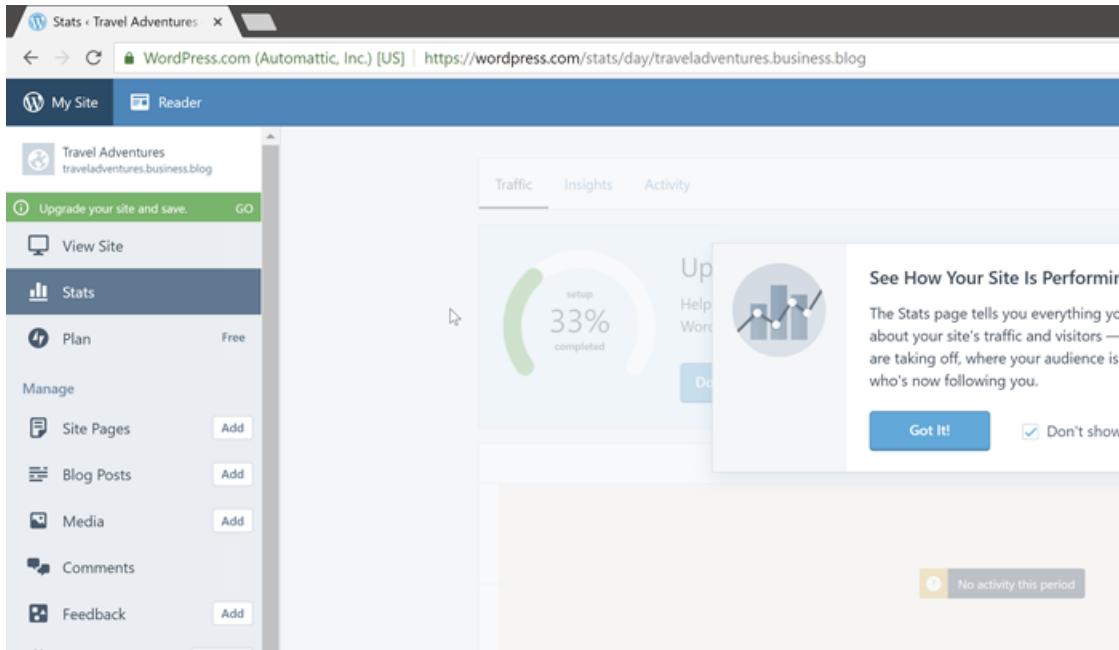
7. You will then have the option for a free name. Select that:

A screenshot of a WordPress domain search interface. At the top, it says 'Give your blog an address' and 'Enter your blog's name or some keywords that describe it to get started.' Below is a search bar containing 'Travel Adventures'. To the right of the search bar are 'X' and 'Filters' buttons. Below the search bar is a row of extension buttons: .art, .blog, .club, .design, .life, .live, .net, .online, and 'More Extensions ▾'. The search results are displayed in two columns. The first column shows 'traveladventures.life' as a 'Best Match' with a green bar, and the second column shows 'kgtravel.blog' as a 'Best Alternative' with a blue bar. Both results mention a first-year price of \$25.00/year. Each result has a 'Select' button below it. An orange arrow points from the 'Free' button in the 'kgtravel.blog' row to the 'Select' button next to it. Other results listed include 'traveladventures342794019.wordpress.com', 'traveladventures.club', and 'traveladventures.live', each with their own 'Select' button.

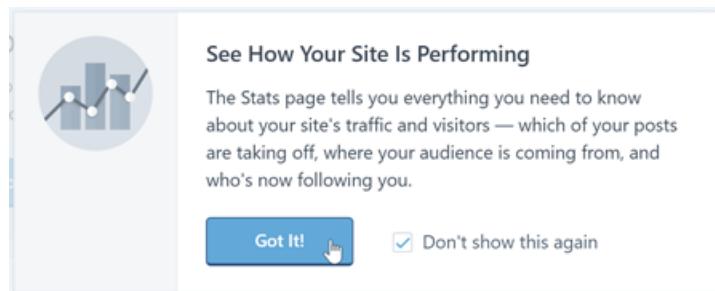
8. Then click the Start with a free site.



9. Your site will be created and you can begin exploring the *Dashboard*, which is the administration area of your blog.



10. You may be given one or more helpful pop-up tips. Check the **Don't show this again** check box if you do not want to see the tip again and then click **Got It!**



11. You may see a setup list including options to upload a site icon and profile picture, create a tagline, etc. You can ignore these for now.

Getting Started and Setup Options



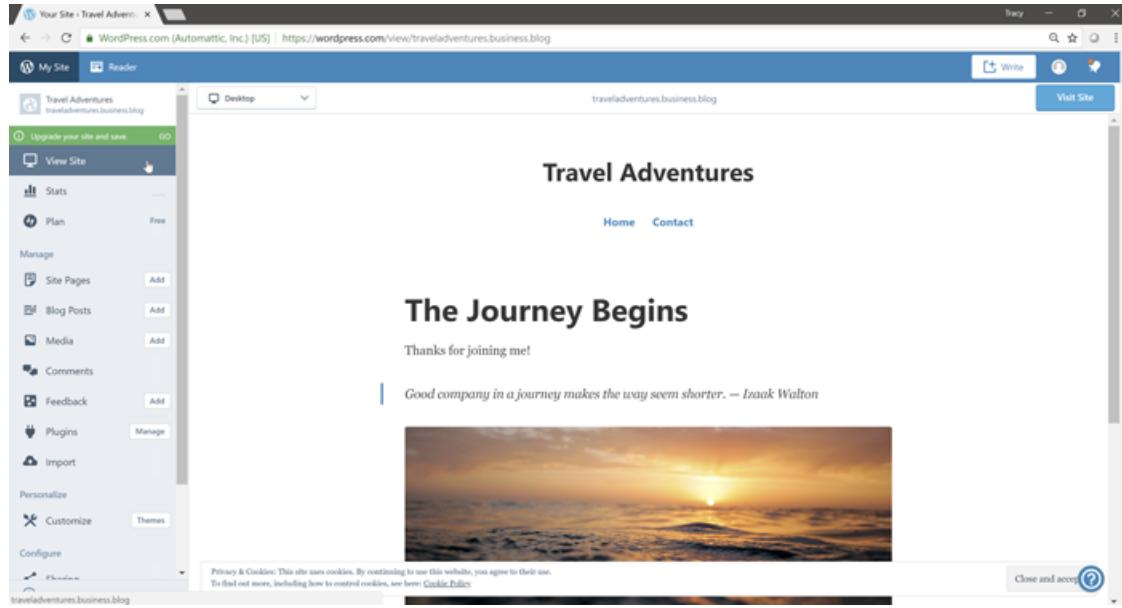
Your site has been created!

Now that your site has been created, it's time to get it ready for you to share. We've prepared a list of things that will help you get there quickly.

Your setup list 3/7 Hide completed ^

<input checked="" type="checkbox"/> You created your site	Edit
<input checked="" type="checkbox"/> You picked a website address	
<input checked="" type="checkbox"/> You updated your site title	Edit
<input type="radio"/> Upload a site icon Help people recognize your site in browser tabs — just like the WordPress.com W! Estimated time: 1 minute	Do it!
<input type="radio"/> Create a tagline Pique readers' interest with a little more detail about your site.	Do it!

12. Click **View Site** to see the new home page of your site. We will be exploring and configuring this site as we move through the course.



Hosted Setup

Many hosting companies offer WordPress as an open-source add-on available as part of your hosting plan. The hosting company will provide details about installing WordPress. Once installed, you can tie the site to your WordPress login. WordPress.org provides some recommended hosts at <https://wordpress.org/hosting/>.

Self-installed Setup

WordPress is available to download and install on your own server. You will then need to be sure to install updates. See https://codex.wordpress.org/Installing_WordPress for more details.

Exercise 1 Create a New Site

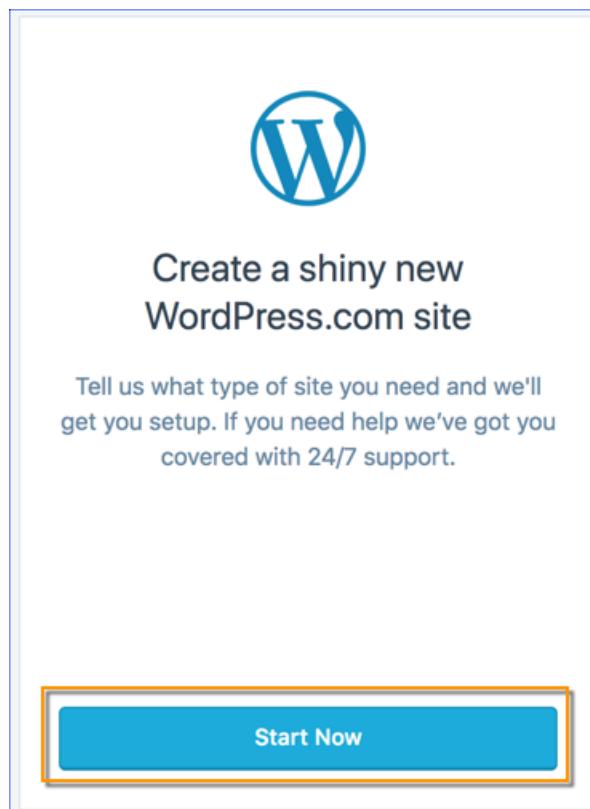
15 to 25 minutes

In this exercise, you will create a new site to use during the course. You may choose any topic and name.

1. With the sample site we created above open, scroll to the bottom of the left-hand navigation and click the **ADD NEW SITE** button.



2. Click on the **Start Now** button .



3. Fill in the form and click **Continue**.
4. Type in an address. Please note the name you want may have already been used by another site. You will be given the available names. Choose one and then click **Select**.

5. Pick the free plan. Note you can upgrade for more features at any time. Click **Start with Free**.
6. Your site will be created. Click **Continue** and to begin exploring.

You should now have a **Switch Site** option on the top left of the dashboard:



You will use this button to switch between the sample site and the site you have just created for exercises.

1.2 Conclusion

In this lesson, you have learned about different versions of WordPress and how to create a site using WordPress.

2. WordPress Dashboard

In this lesson, you will learn...

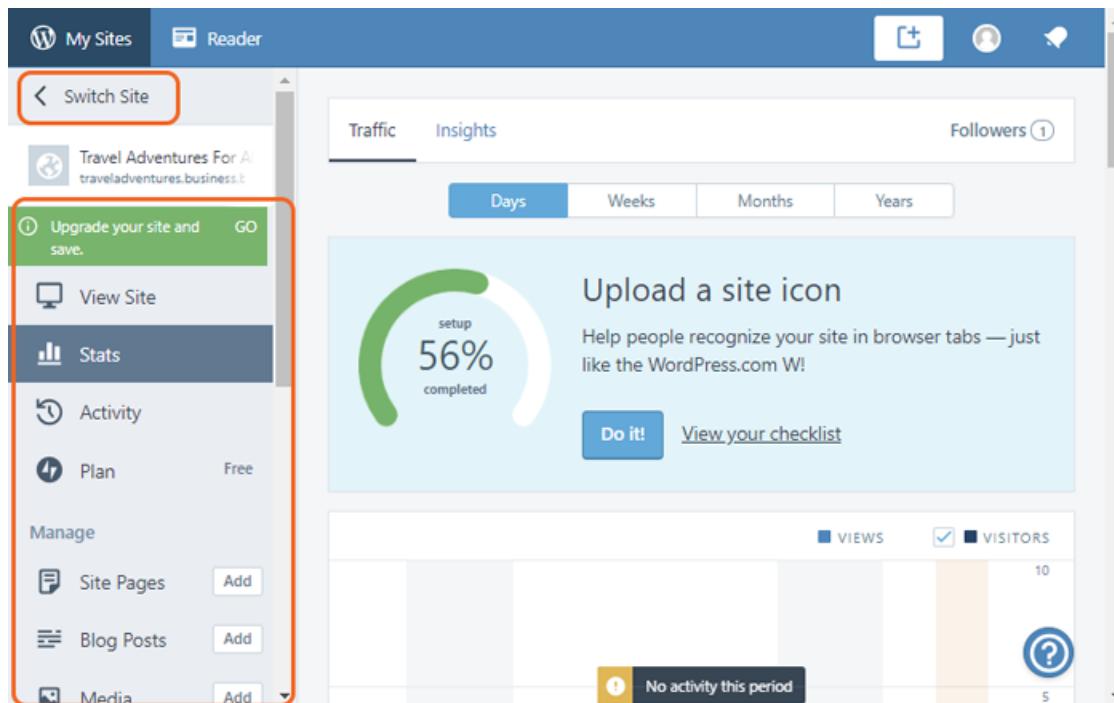
1. To explore the features available.
2. To navigate the site.

Each WordPress site can be customized and maintained using the **Dashboard**. Depending on the plan and location of the installation, the options may differ.

2.1 WordPress Dashboard

Features

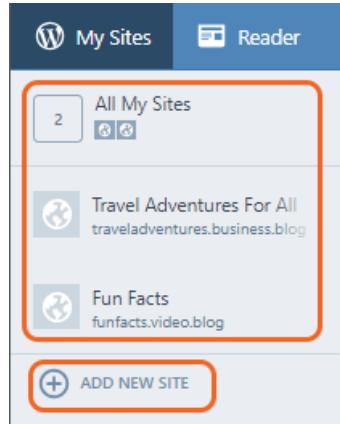
Once logged in and after you have clicked **My Sites**, you will have many options available in the left-hand navigation of the **Dashboard**:



If you have more than one site, please make sure you have the **Dashboard** options for the correct site. The **Switch Site** in the upper left will show all sites you have to

WordPress Dashboard

choose from. Creating a new site is as easy as clicking **Add New Site** and choosing the correct options.



The options are listed below. The options we cover in this course are in bold.

Manage

- **View Site:** View the site as others see it.
- *Plans:* Upgrade or change plans. Each plan has unique features and options.
- **Site Pages:** Create and modify the pages that are part of the site. Note, these pages may not be needed if you are just using WordPress to create a blog for an existing site.
- **Blog Posts:** Create and modify the blog entries.
- *Media:* Upload and maintain any media files.
- **Comments:** Manage comments from others.
- **Feedback:** Manage content from the contact form.
- *Plugins:* Manage and add plugins. Note that this is not available with the free plan.
- *Import:* Import content from another WordPress or other blogging site.

Personalize

- **Customize:** Change the look and feel of a site.

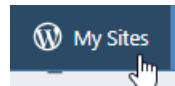
Configure

- *Sharing:* Use to share parts of the site.
- *People:* Use to add others who can edit and maintain the site.

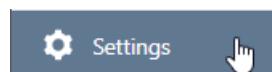
- **Domains:** Use to associate the site with an existing web address.
- **Settings:** Use to alter main settings.

To edit settings:

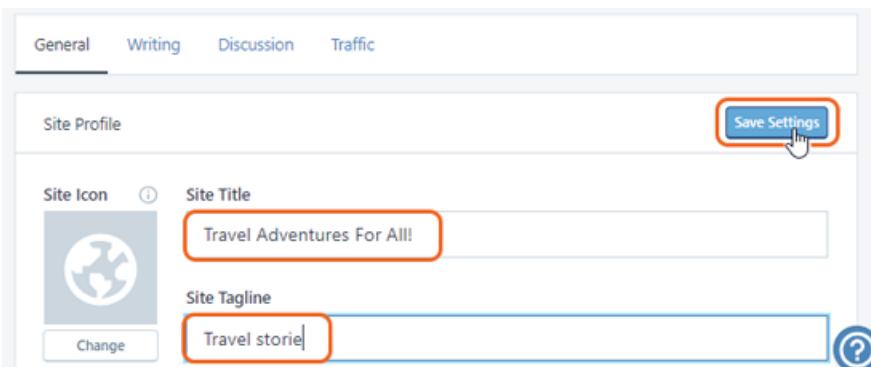
1. Click **My Sites**.



2. Click **Settings**.



3. Edit the **Site Title** and **Tagline**. Click **Save Settings** to commit to changes.



4. Changes complete!



There are many settings to adjust. Some common items are as follows:

In the **General** category:

- Change the site title and tagline.

WordPress Dashboard

- Adjust the privacy settings. There are three options that control how others will interact with your site. Choose the one that best meets your needs.

The screenshot shows the 'Privacy' settings page. At the top right is a blue 'Save Settings' button. Below it, there are three radio button options: 'Public' (selected), 'Hidden', and 'Private'. Each option has a descriptive subtitle below it. The 'Public' option says 'Your site is visible to everyone, and it may be indexed by search engines.' The 'Hidden' option says 'Your site is visible to everyone, but we ask search engines to not index your site.' The 'Private' option says 'Your site is only visible to you and users you approve.'

- Adjust the time zone: Choose the time zone city or use the suggested option.

The screenshot shows the 'Language' and 'Site Timezone' settings. Under 'Language', there is a box with 'EN' (selected) and 'English' with a 'CHANGE' link. A note below says 'The site's primary language. You can also modify your interface's language in your profile.' Under 'Site Timezone', there is a dropdown menu set to 'UTC+0'. A note below it says 'Choose a city in your timezone. You might want to follow our guess: Select America/New York'.

- Adjust the web address. This is where you may at any time replace your web address that was assigned to you by WordPress with a custom domain name that you purchase and choose. You may also use an existing domain name that

you already own. Please note all warnings on options because it is easy to choose the wrong options and redirect a domain name without intending to.

In the **Discussion** category, you will want to make sure the default article settings meet your needs.

- Review and adjust as needed.

The screenshot shows the WordPress Dashboard with the 'Discussion' tab selected. Under the 'Default Article Settings' section, there are three checkboxes:

- Attempt to notify any blogs linked to from the article
- Allow link notifications from other blogs (pingbacks and trackbacks)
- Allow people to post comments on new articles

A small note at the bottom states: *These settings may be overridden for individual articles.*

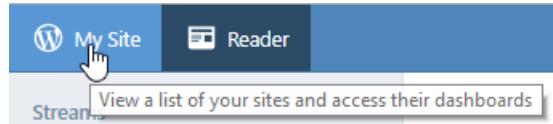
1. **Attempt to notify any blogs linked to from the article.** Leave this selected if you want WordPress to notice when you link to another blog and to attempt to reach out to the owner of that blog to let them know.
2. **Allow link notifications from other blogs (pingbacks and trackbacks).** Leave this selected if you want to be alerted when other blogs link to your site.
3. **Allow people to post comments on new articles.** Leave this checked if you want site visitors to be able to post comments on your new articles.

Navigate to and from Reader

Reader makes it easy for you to follow other WordPress and non-WordPress sites. To toggle back and forth between **Reader** and your **Dashboard**, use the navigation in the upper left.

WordPress Dashboard

- **Reader to Dashboard:** The **My Site** link leads to the **Dashboard**, allowing you to configure and manage sites and postings.



- **Dashboard to Reader:** **Reader** is a view that you can use to search and view other blog content.



Exercise 2 Adjust Site Settings

15 to 25 minutes

In this exercise, you will adjust site settings for the new site you created earlier. Feel free to just look at the options if you don't want to make changes.

1. In the **General** category, change the site title and tagline. Adjust the privacy settings.
2. In the **Discussion** category, review and adjust as needed.

2.2 Conclusion

In this lesson, you have learned:

- How to explore the features available.
- How to navigate the site.

3. Posts

In this lesson, you will learn...

1. How to create and manage posts.
2. How to organize and manage posts.

A post is an entry into the blog site. These entries are categorized, tagged, and organized. Content is added in the form of text, images, media, and links.

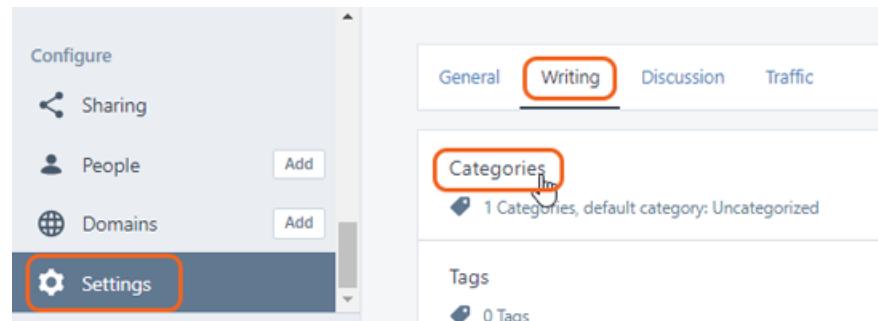
3.1 Categories

Categories are used to create an organization structure that make it easier for visitors to navigate your site.

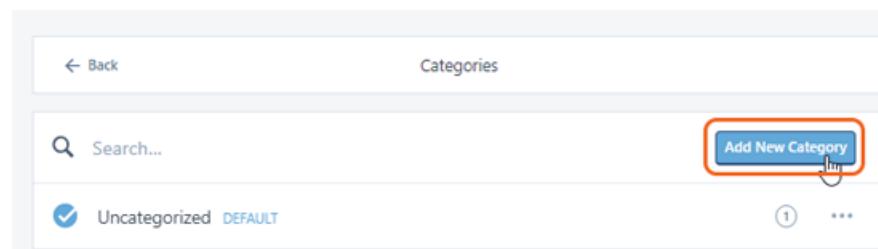
To create categories:

Posts

1. Click **Settings**. In the **Writing** category, click **Categories**



2. Click **Add New Category**.

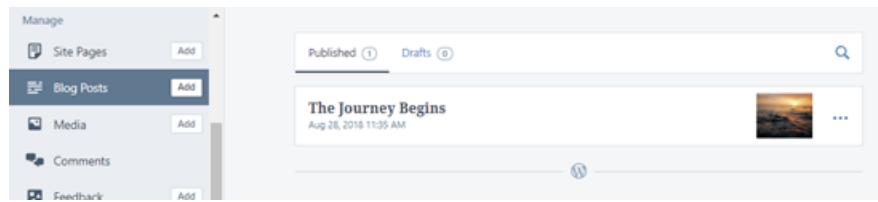


3. Enter a category name and an optional description and click **Add**.

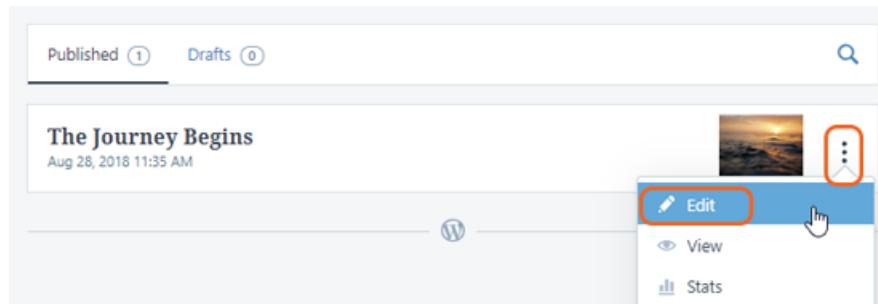
A screenshot of a "Add New Category" dialog box. It has two main input fields: one for "Name" containing "Planes" and another for "Description" which is currently empty. At the bottom, there are "Cancel" and "Add" buttons, with the "Add" button being highlighted with a red box and a mouse cursor pointing at it.

To apply the categories:

1. Click **Blog Posts**.



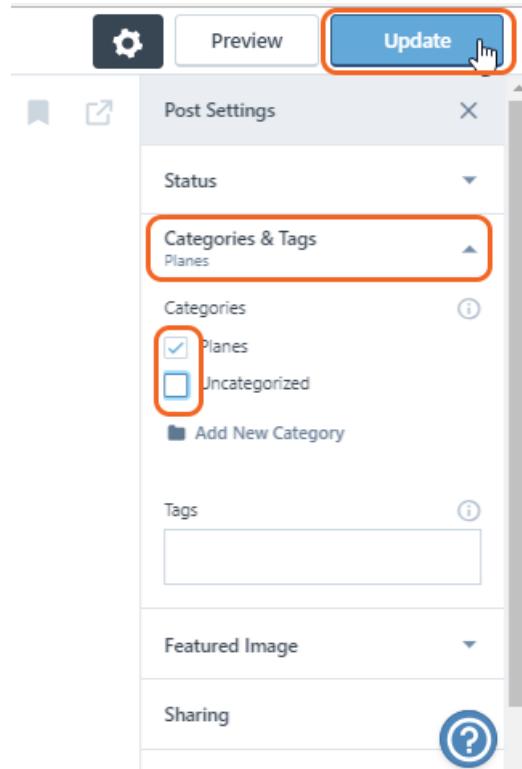
2. Open the post and hover over the **Toggle Menu** (the three vertical dots). Choose **Edit**.



3. Under the **Categories** subheading, uncheck **Uncategorized** if it is checked and check one or more relevant categories. Click **Update** to save. Notice that you

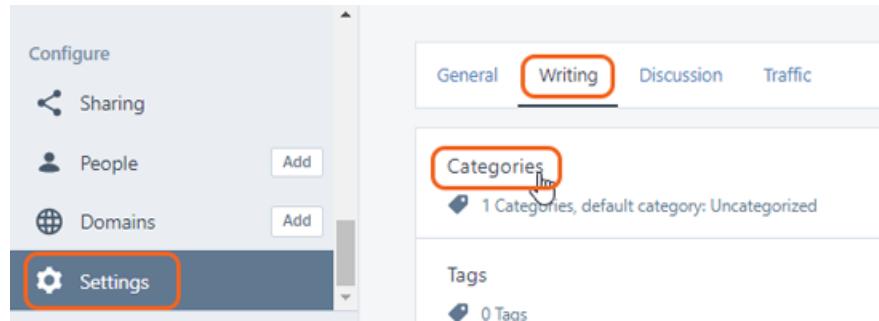
Posts

also have an option to **Add New Category** here as well. If you do add a new category, that category will be available for future blog posts.

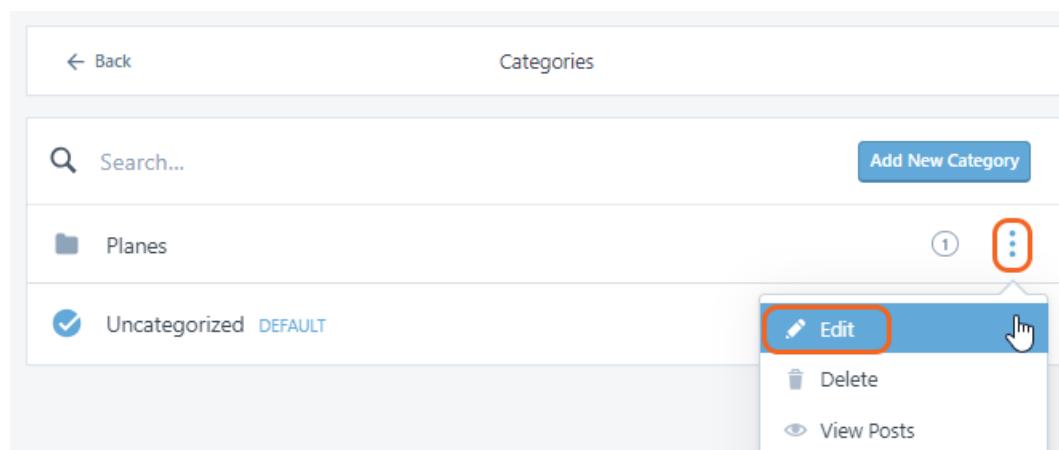


To edit the categories:

1. Click **Settings > Writing > Categories**



2. Hover over the **Toggle Menu** (the three vertical dots) on the category name and choose **Edit**.



3. Type the new category name and click **Update** to save.

Posts

Edit Category

Plane Travel

Description

Top level Category
Disable to select a Parent Category

Exercise 3 Working with Categories

15 to 25 minutes

In this exercise, you will create new categories.

1. Click **Settings > Writing > Categories**.
2. Expand and add as many categories as you wish. We recommend at least three for use in future exercises.

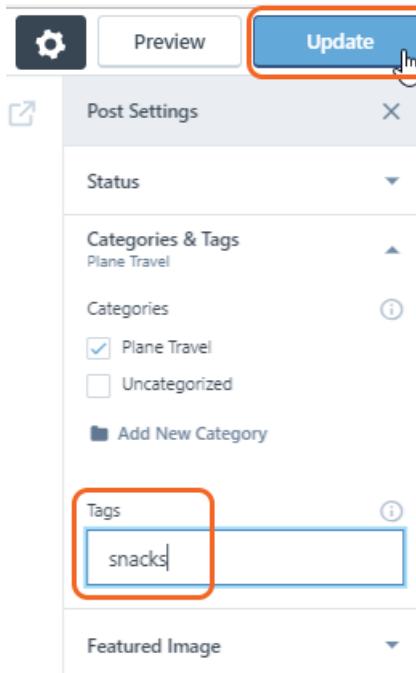
3.2 Tags

Tags are used to associate more specific keywords with your posts and can be managed per post entry.

There are couple of ways to create tags.

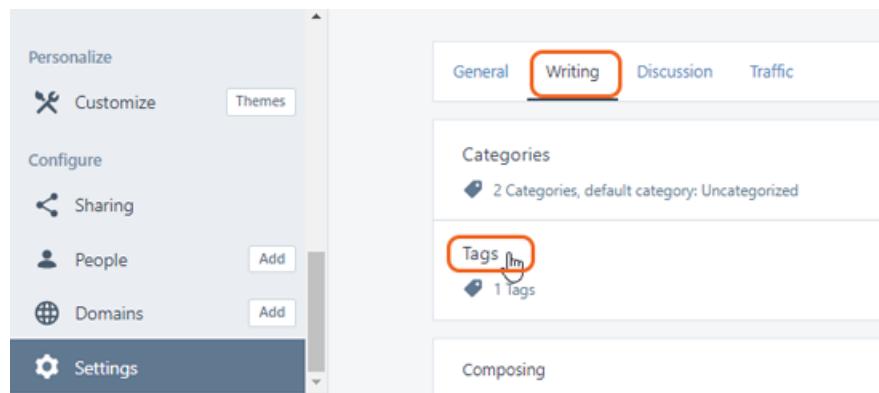
Option 1: Create tag when writing post.

- When creating the blog entry, you can type in new tags and click **Update** to save. If you type in a tag name that has yet to be created, WordPress will automatically add it to the list for future use.

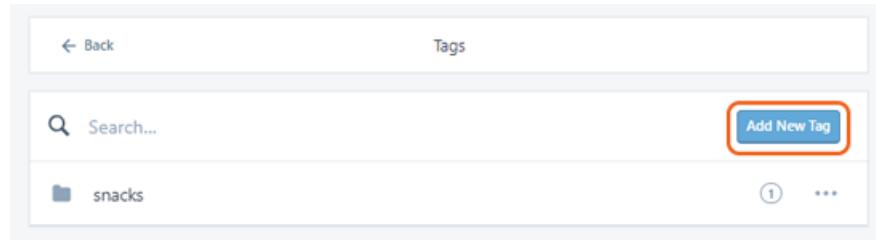


Option 2: Manage tags in Settings

- Click **Settings** and in the **Writing** category, click **Tags**



- Click **Add New Tag**.



3. Enter a Tag name and an optional description and click **Add**.

Add New Tag

Food

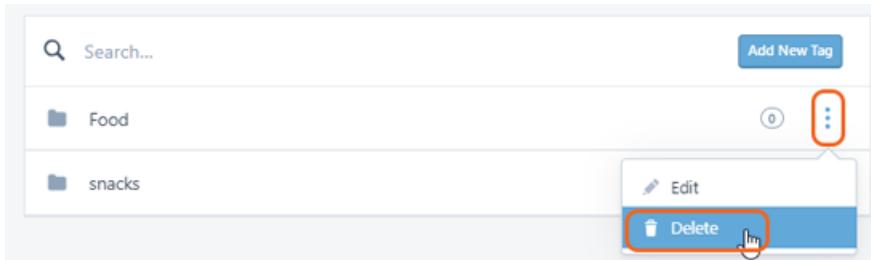
Description

Cancel Add

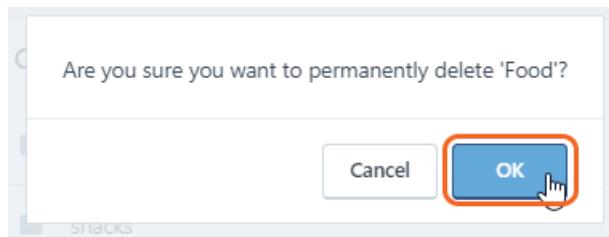
Deleting Tags

To delete a tag...

1. Hover over the **Toggle Menu** (the three vertical dots) for the tag and choose **Delete**.



2. Confirm the deletion by clicking **OK**.



Exercise 4 Working with Tags

15 to 25 minutes

In this exercise, you will create new tags on your exercise site.

1. Be sure to switch to the **Dashboard** of your exercise site.
2. Click **Settings > Writing > Tags**.
3. Create as many new tags as you like.

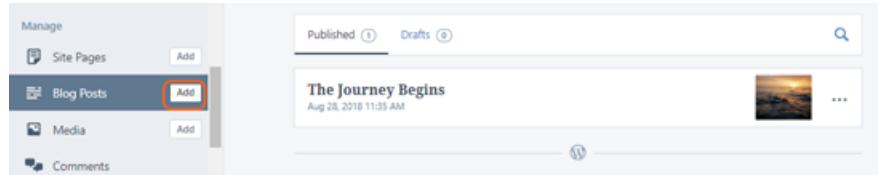
3.3 Posts

Posts are the heart of the blog. They are the articles you publish to share with your visitors.

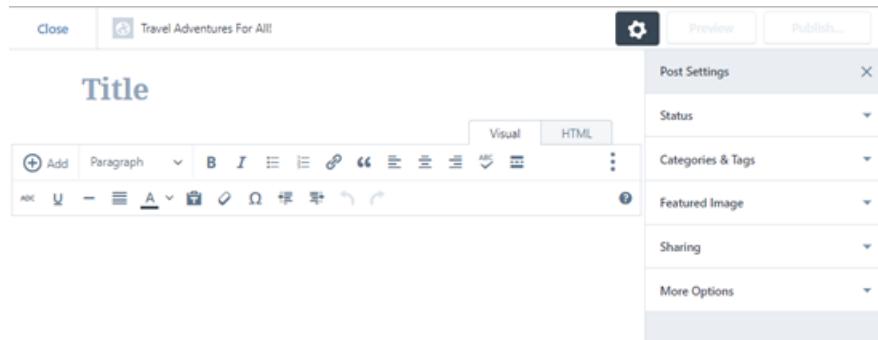
To create a new post:

Posts

1. Click **Blog Posts** to add and maintain blog posts. Click **Add** to create a new post.



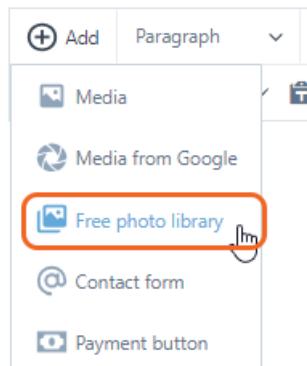
2. The post options are listed on the right and editing tools are shown above the area to type the article.



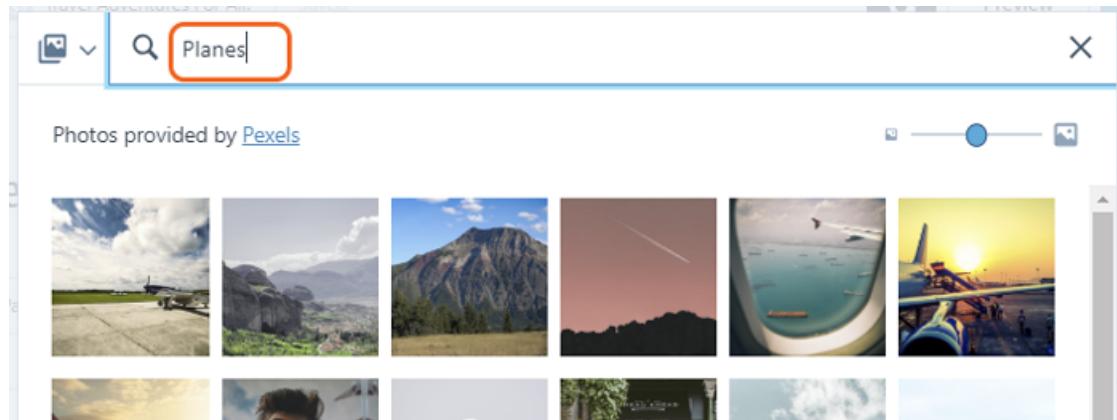
3. Click **Add Content**.



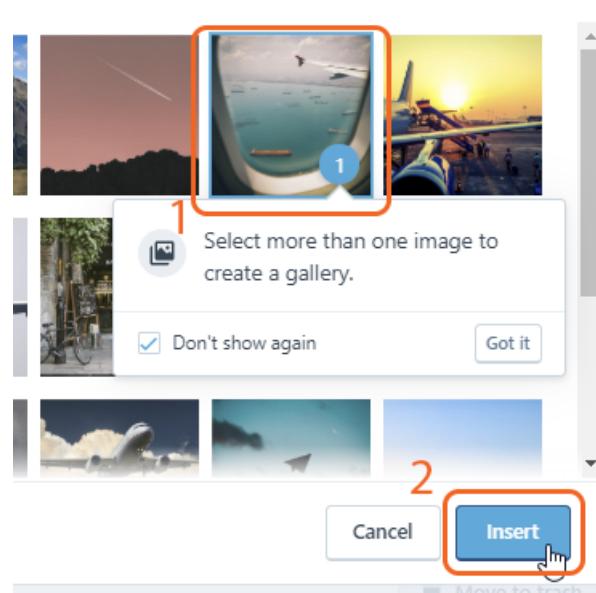
4. Add an image from the **Free photo library**.



5. Search for an image by typing in a topic.



6. Click an image (or multiples for a gallery) and click **Insert**.

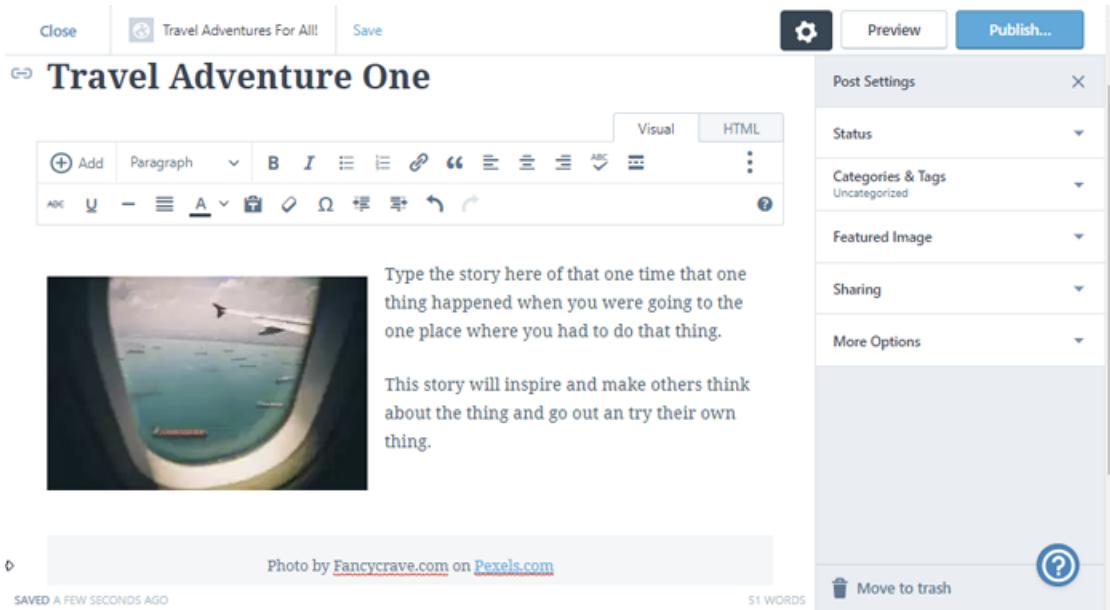


7. Type in the story. You can use this text for your story.

Type the story here of that one time that one thing happened when you were going to the one place where you had to do that thing. This story will inspire and

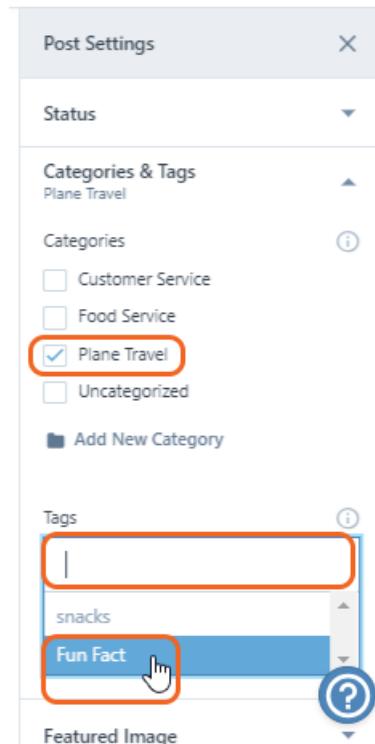
Posts

make others think about the thing and go out an try their own thing.



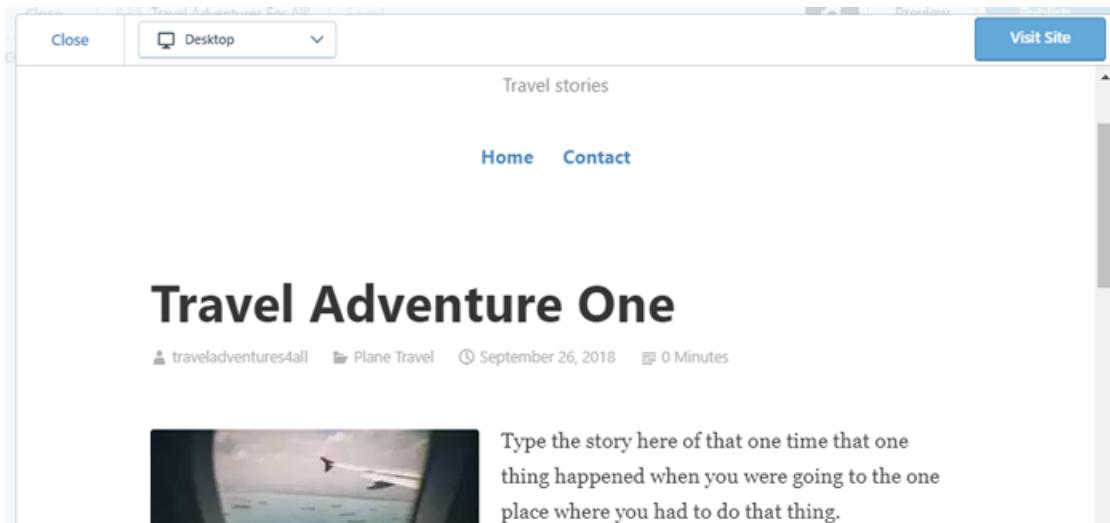
The screenshot shows the WordPress post editor interface. At the top, there are buttons for 'Close', 'Travel Adventures For All!', 'Save', 'Preview', and 'Publish...'. Below the title 'Travel Adventure One' is a rich text editor toolbar. To the right is a sidebar titled 'Post Settings' with sections for Status, Categories & Tags (set to Uncategorized), Featured Image, Sharing, and More Options. In the main content area, there is a placeholder image of a plane window view over water, followed by two text blocks. The first text block contains the instruction: 'Type the story here of that one time that one thing happened when you were going to the one place where you had to do that thing.' The second text block contains the story: 'This story will inspire and make others think about the thing and go out an try their own thing.' Below the story is a credit line: 'Photo by Fancycrave.com on Pexels.com'. The bottom of the screen shows a status bar with 'SAVED A FEW SECONDS AGO', '51 WORDS', and a 'Move to trash' button.

8. Choose a category and tag. You may choose multiple categories and tags if you think that will help others find your content.

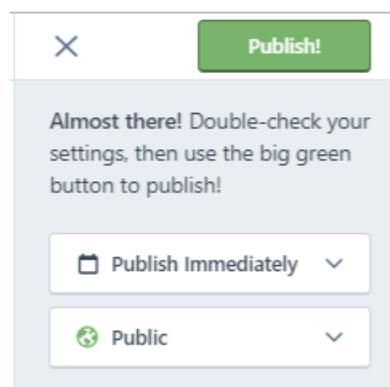


The screenshot shows the 'Post Settings' sidebar. Under 'Categories & Tags', 'Plane Travel' is selected. Under 'Categories', 'Plane Travel' is checked with a red oval around it. Under 'Tags', 'Fun Fact' is selected with a red oval around it. A blue question mark icon is located at the bottom right of the sidebar.

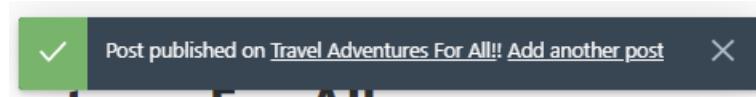
9. **Preview** to see if you are happy with the blog. Click the **Close** button in the upper left when you are done.



10. Publish to complete. Choose the date and privacy settings, and then click **Publish!**



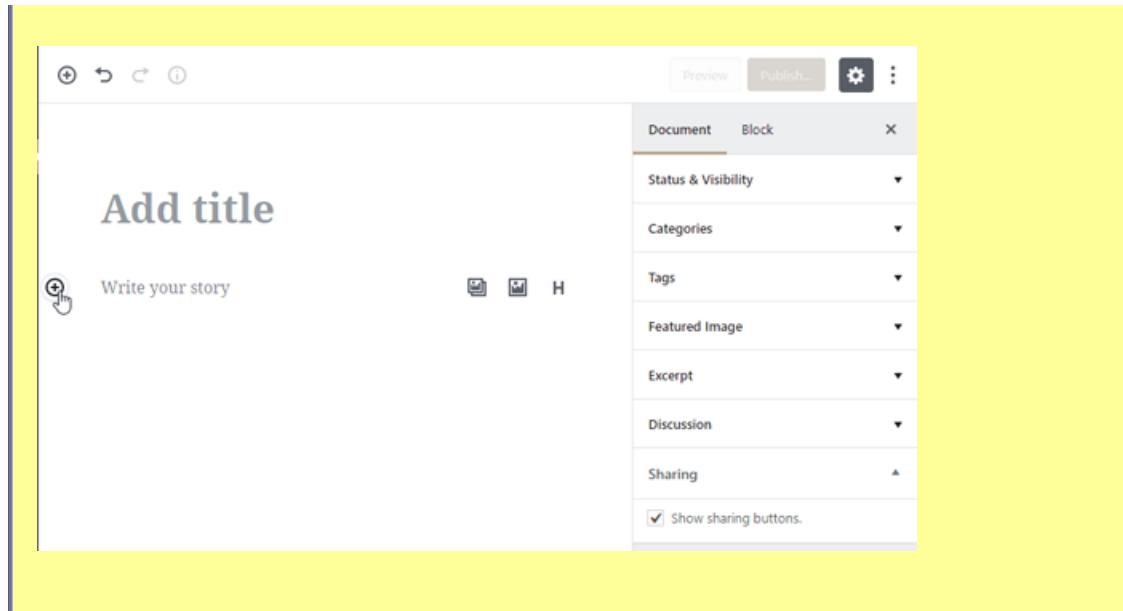
11. The confirmation message shows that everything went well.



12. Click **Close** to return to the **Blog Posts** management area.

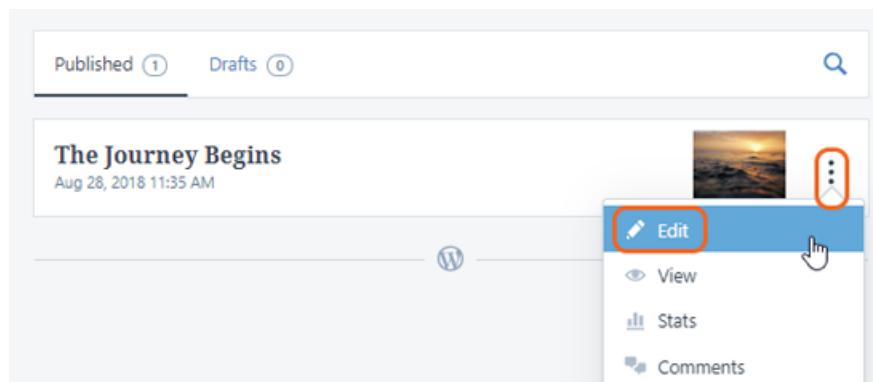
Note: The Gutenberg style editor can be used and will become the default in some templates. It works in much the same way as adding "blocks," which are types of content that can be moved using drag-and-drop.

Posts



Editing Posts

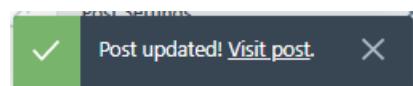
1. Click the **Toggle Menu** and choose **Edit**



2. The post content is now ready to be changed.

The screenshot shows the WordPress Post Editor interface. At the top, there are buttons for Close, Preview, and Update. The title of the post is "The Journey Begins". The content area contains the text "Thanks for joining me!" and a quote from Izaak Walton: "Good company in a journey makes the way seem shorter. — Izaak Walton". Below the content is a decorative image. On the right side, there is a sidebar titled "Post Settings" with sections for Status, Categories & Tags, Featured Image, Sharing, and More Options.

3. Make changes and **Preview** or **Update** to save.

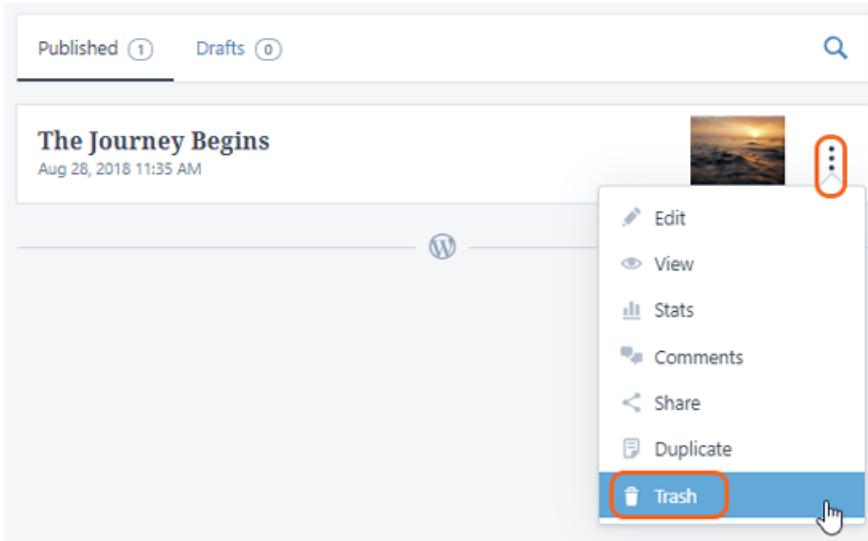


Deleting Posts

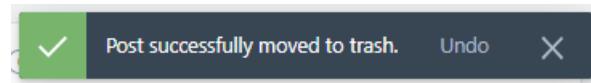
Deleting posts that are no longer relevant or were added by mistake is easy.

Posts

1. Hover over the **Toggle Menu** and choose **Trash**.



2. The confirmation message has an option to undo if you change your mind.



Your completed post is now ready for others to read.



Travel Adventures For All

Travel stories

[Home](#) [Contact](#)

Travel Adventure One



Type the story here of that one time that one thing happened when you were going to the one place where you had to do that thing.

This story will inspire and make others think about the thing and go out and try their own thing.

Photo by [Fancycrave.com](#) on [Pexels.com](#)

traveladventures4all Plane Travel Leave a comment September 26, 2018 0 Minutes

Exercise 5 Creating a Post

15 to 25 minutes

In this exercise, you will create multiple posts and assign the categories and tags for better organization. Make sure the following pieces of content are added:

1. An image.
2. Categories and tags that you have previously created.

Don't be afraid to explore other options. You can always edit and delete posts you do not like!

3.4 Conclusion

In this lesson, you have learned how to create, update, delete, and organize posts.

Posts

4. Comments and Feedback

In this lesson, you will learn...

1. Learn to work with comments and feedback and to understand the difference between the two.

It is useful to know how others think and feel about your blog posts. Comments and feedback can help you get a feel of what types of posts resonate with your audience.

Traditional websites use one or more contact forms to collect information and feedback from users. Blog post comments provide a way for readers to share their thoughts about the specific post itself, rather than the site as a whole.

4.1 Comments

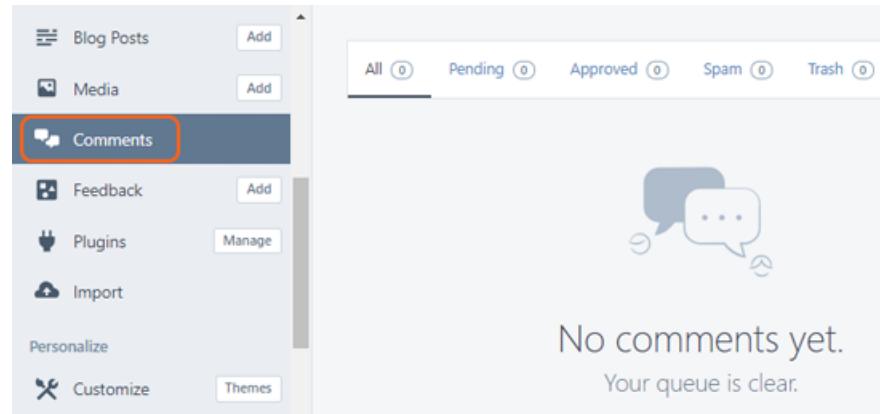
Comments are designed to help increase site engagement. Others can respond to the comment if the options are configured to allow that behavior.

Reviewing Comments

To review comments...

Comments and Feedback

1. Click **Comments** to review any comments that have been posted.

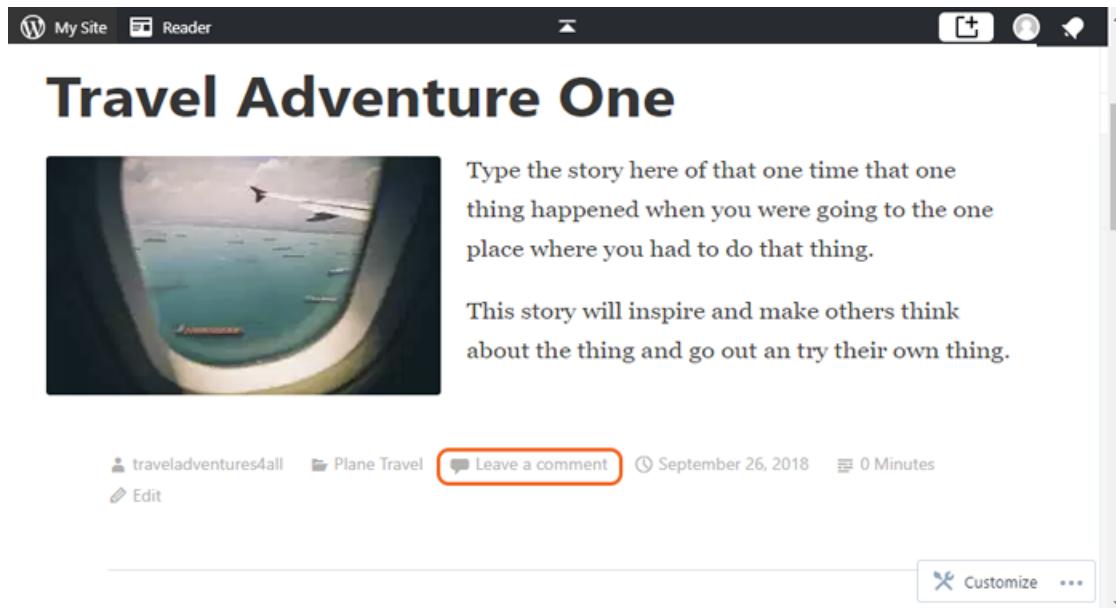


2. Comments can be approved and made public, marked as spam, and deleted using the trash.

Comments, once approved, show up below the post or on the page. Your responses to those comments also show up on the post or page for all visitors to read. And, if they want to, they can join in the conversation.

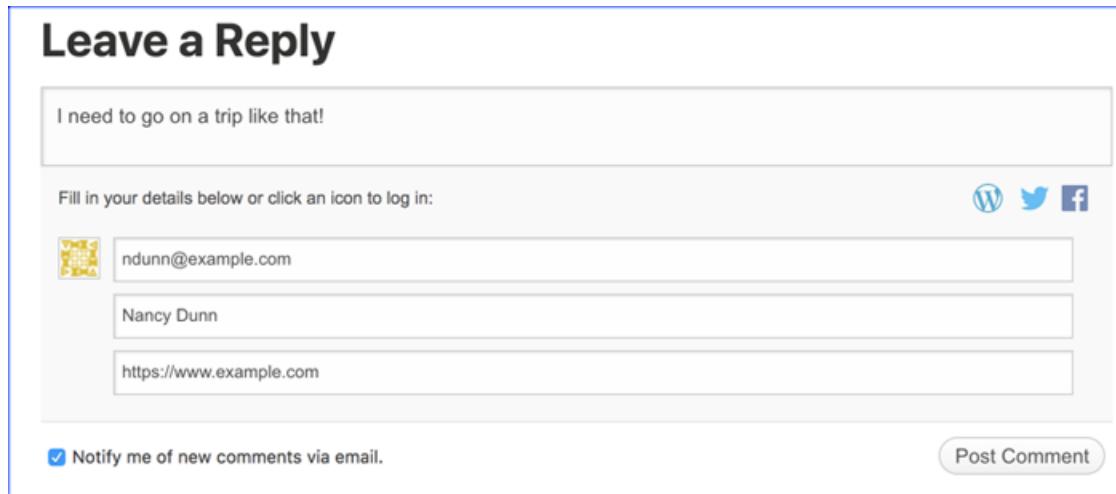
Let's try it out.

1. View one of your posts on the sample site and click **Leave a Comment**.



The screenshot shows a WordPress dashboard post. The title is "Travel Adventure One". Below the title is a thumbnail image of an airplane window view over water. To the right of the image is a text area containing placeholder text: "Type the story here of that one time that one thing happened when you were going to the one place where you had to do that thing. This story will inspire and make others think about the thing and go out and try their own thing." Below the text are author details: "traveladventures4all" and "Plane Travel". There is a red box around the "Leave a comment" button. Other buttons include "Edit", "September 26, 2018", "0 Minutes", "Customize", and three social media icons.

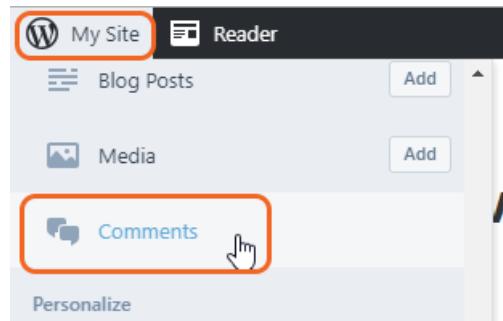
2. Type in the comment and click **Post Comment** to complete.



The screenshot shows a "Leave a Reply" form. It has a text area with placeholder text "I need to go on a trip like that!". Below it is a section for user details with fields for name, email, and website, each containing placeholder text. There is also a checkbox for "Notify me of new comments via email." and a "Post Comment" button.

3. In the **Dashboard**, click **My Site > Comments** to view all comments that need to be reviewed.

Comments and Feedback

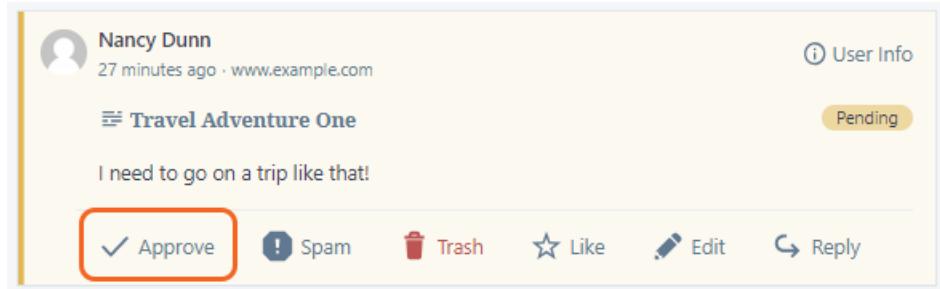


4. Read each comment. Note comments are pending and not yet public.

A screenshot of the WordPress comment moderation screen. At the top, there are filters for 'All', 'Newest', 'Oldest', and 'Bulk Edit'. Below this, two comments are listed:

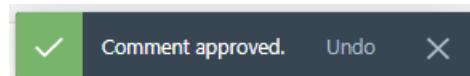
- Nancy Dunn** (27 minutes ago · www.example.com)
Travel Adventure One
I need to go on a trip like that!
Actions: Approve (highlighted with an orange box), Spam, Trash, Like, Edit, Reply. A 'Pending' button is also present.
User Info
- ndunn219** (3 hours ago · traveladventures343561200.wordpress.com)
The Journey Begins
Nice story – I can relate 😊
Actions: Approve (highlighted with an orange box), Spam, Trash, Like, Edit, Reply. A 'Pending' button is also present.
User Info

5. Click **Approve** to make the comment public.



A screenshot of a comment approval interface. At the top left is a user profile picture of Nancy Dunn, followed by her name and the timestamp "27 minutes ago · www.example.com". To the right are "User Info" and a "Pending" status indicator. Below this, the title "Travel Adventure One" is shown. The main content of the comment is "I need to go on a trip like that!". At the bottom are several action buttons: "Approve" (highlighted with an orange border), "Spam", "Trash", "Like", "Edit", and "Reply".

6. The confirmation message has an option to **Undo** and change your mind.



7. Now your comment is visible to all! Click on the **Comments** link to view the comment.

Travel Adventure One



Type the story here of that one time that one thing happened when you were going to the one place where you had to do that thing.

This story will inspire and make others think about the thing and go out and try their own thing.



8. The comment is ready for a reply. Click on **Reply**.

One thought on “Travel Adventure One”



Nancy Dunn
October 3, 2018 at 9:55 am | Edit

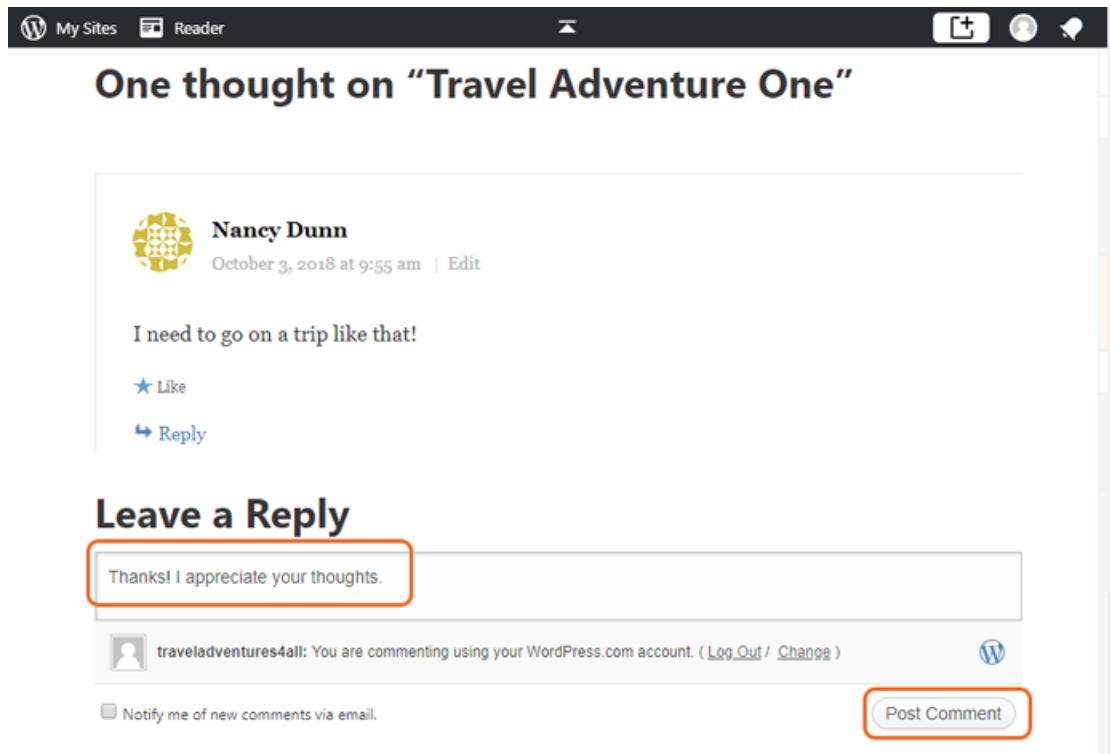
I need to go on a trip like that!

[Like](#) [Reply](#)

Leave a Reply

Enter your comment here...

9. Type in your reply in the **Leave a Reply** area and click **Post Comment** to complete.



The screenshot shows a web browser window with the following details:

- Header:** My Sites, Reader, and several icons.
- Title:** One thought on “Travel Adventure One”
- Comment by Nancy Dunn:** October 3, 2018 at 9:55 am | Edit
I need to go on a trip like that!
[Like](#) [Reply](#)
- Leave a Reply Section:** A text input field containing "Thanks! I appreciate your thoughts." is highlighted with a red border.
- Bottom Buttons:** Log Out / Change, Notify me of new comments via email, and a Post Comment button, which is also highlighted with a red border.

Exercise 6 Working with Comments

15 to 25 minutes

In this exercise, you will create a comment and review your options.

1. View one of your blog posts on the exercise site you created.
2. Leave yourself a comment.
3. Using the **Dashboard**, approve the comment and then reply to it using the **Reply** button.
4. Return to the public site and see if your comment and reply are there.

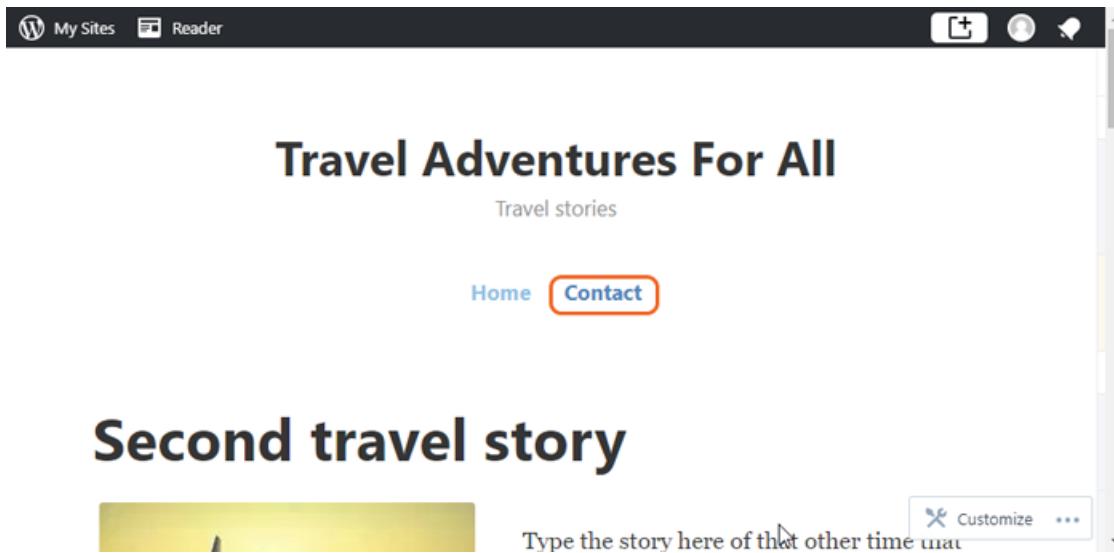
Note, if you want to see what happens when a new user who is not logged in tries to leave a comment, open a different browser (or open an incognito window), navigate to your blog, and leave a comment.

4.2 Feedback

Site feedback, collected through a contact form, is designed to help with site development. The responses are stored in the **Dashboard** and not made public. Filling out the contact form is easy and a great way to share details about the site.

To leave feedback:

1. Click **Contact** on the menu.



The screenshot shows a web browser window with a dark header bar. In the header, there are links for "My Sites" and "Reader", along with icons for "New Tab", "Profile", and "Notifications". Below the header, the main content area has a title "Travel Adventures For All" and a subtitle "Travel stories". Underneath the title, there are two blue buttons: "Home" and "Contact", with "Contact" being highlighted by a red border. The main content below the buttons is a yellow rectangular area containing the text "Type the story here of that other time that".

2. Fill in details and click **Submit** to complete.

Contact

Name (required)

Email (required)

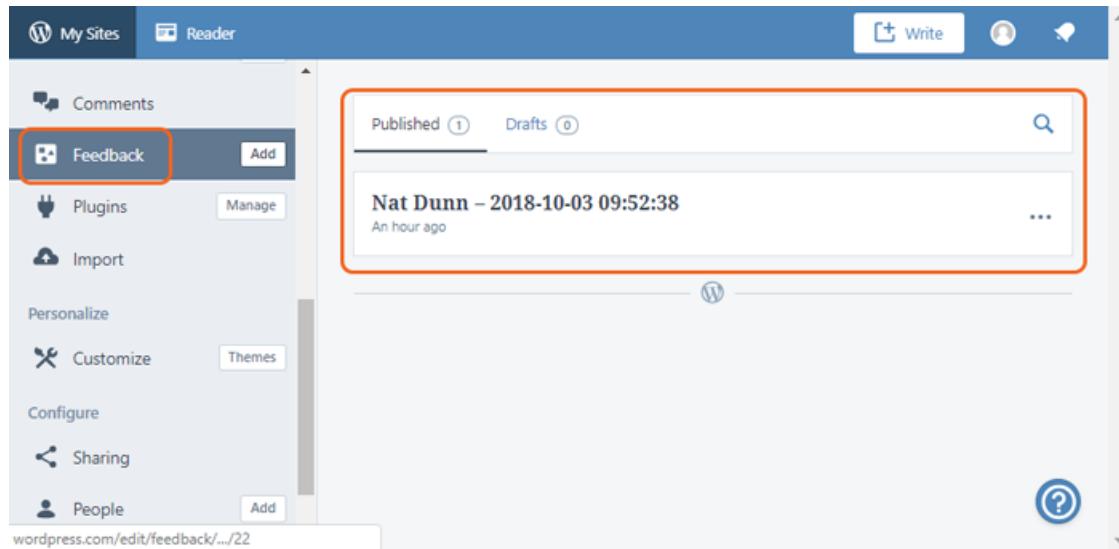
Comment (required)

I just love your site. Thanks for taking the time to create it!

[Submit »](#)

Viewing Feedback

1. Feedback can be viewed through the **Dashboard**. Click on the **Feedback** to review the details. Note: If you do not see **Feedback** as an option in the **My Sites** area, you may need to click on Stats to first get the the full dashboard.



2. Review the feedback details.

Comments and Feedback

[Close](#)



Travel Adventures For All



✉ Nat Dunn - 2018-10-03 09:52:38

Visual

HTML



Add

Paragraph



B

I



I just love your site. Thanks for taking the time to create it!

----- MORE -----

AUTHOR: Nat Dunn

AUTHOR EMAIL: [REDACTED]@gmail.com

AUTHOR URL:

SUBJECT: [Travel Adventures For All] Contact

IP: 24.59.113.120

Array

(

[1_Name] => Nat Dunn

[2_Email] => [REDACTED]@gmail.com

[3_Comment] => I just love your site. Thanks for taking the time to create it!

[entry_title] => Contact

[entry_permalink] => <https://traveladventures.business.blog/contact/>

[feedback_id] => fcd42bf21f90e2a25aa9f721f49992ed

)

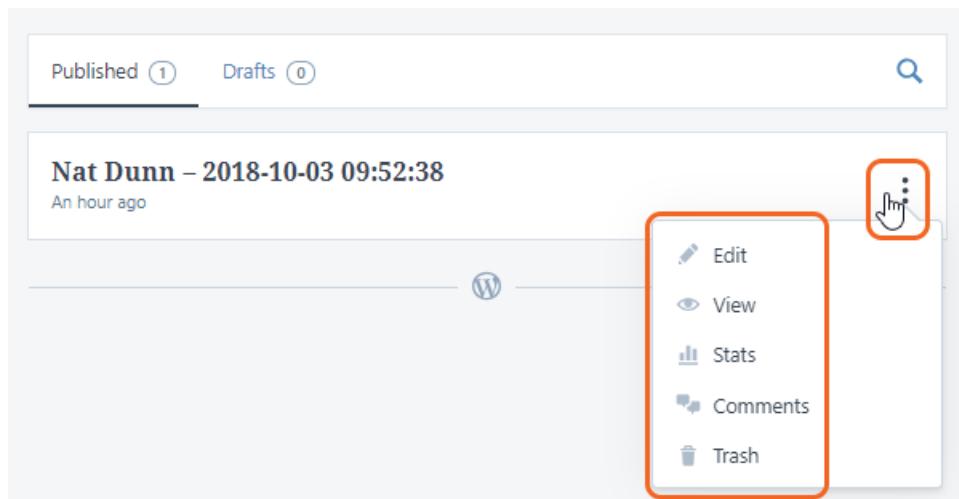
PUBLISHED AN HOUR AGO

56 WORDS

3. Click **Close** to go back to list.



4. Click on the **Toggle Menu** to see more options.



4.3 Conclusion

In this lesson, you have learned to work with comments and feedback.

Comments and Feedback

5. Appearance

In this lesson, you will learn...

1. To work with themes.
2. To customize themes.

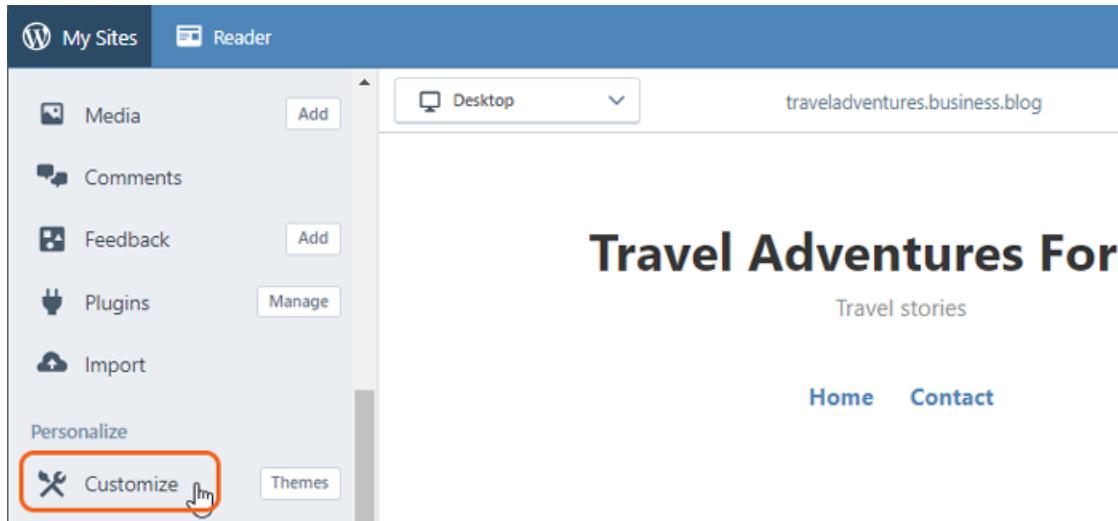
The appearance of the site can be just as important as the content. In WordPress sites, you can customize most aspects of a site's look and feel using the **Dashboard**.

5.1 Appearance

We will customize the WordPress theme using the options in the **Dashboard**. Note that if you have a paid plan for WordPress, you will have more options and can

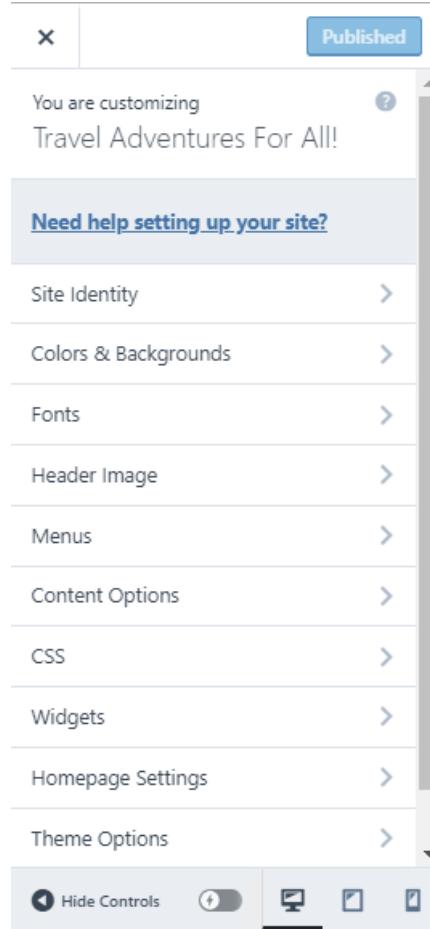
Appearance

create your own custom themes. The free version has options to change the existing themes using the **Dashboard**.



Themes

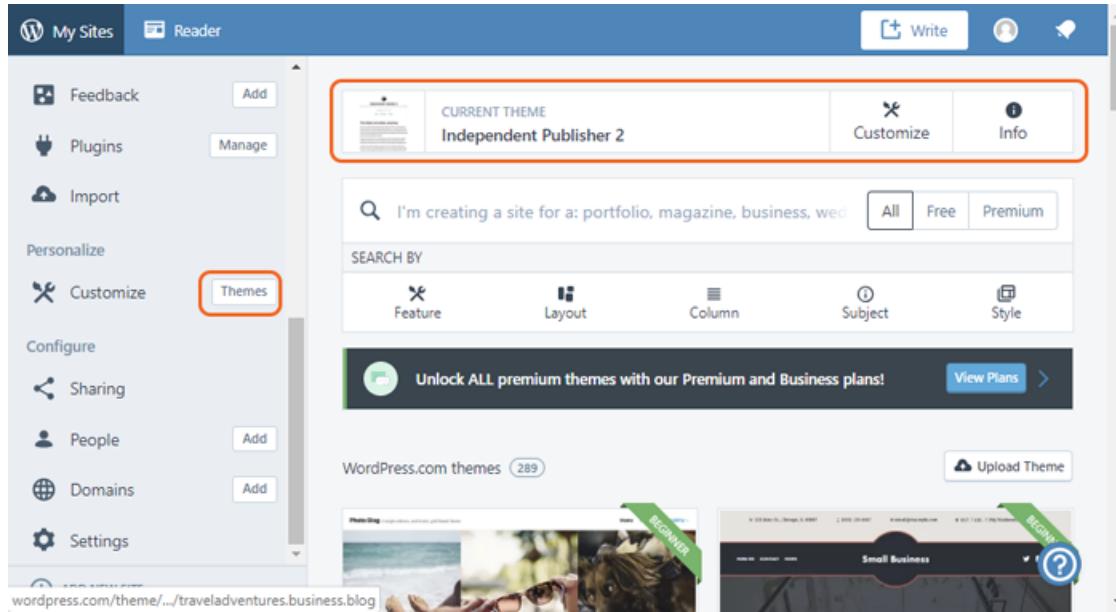
Themes are a set of look-and-feel options you can choose to control the overall design of your site.



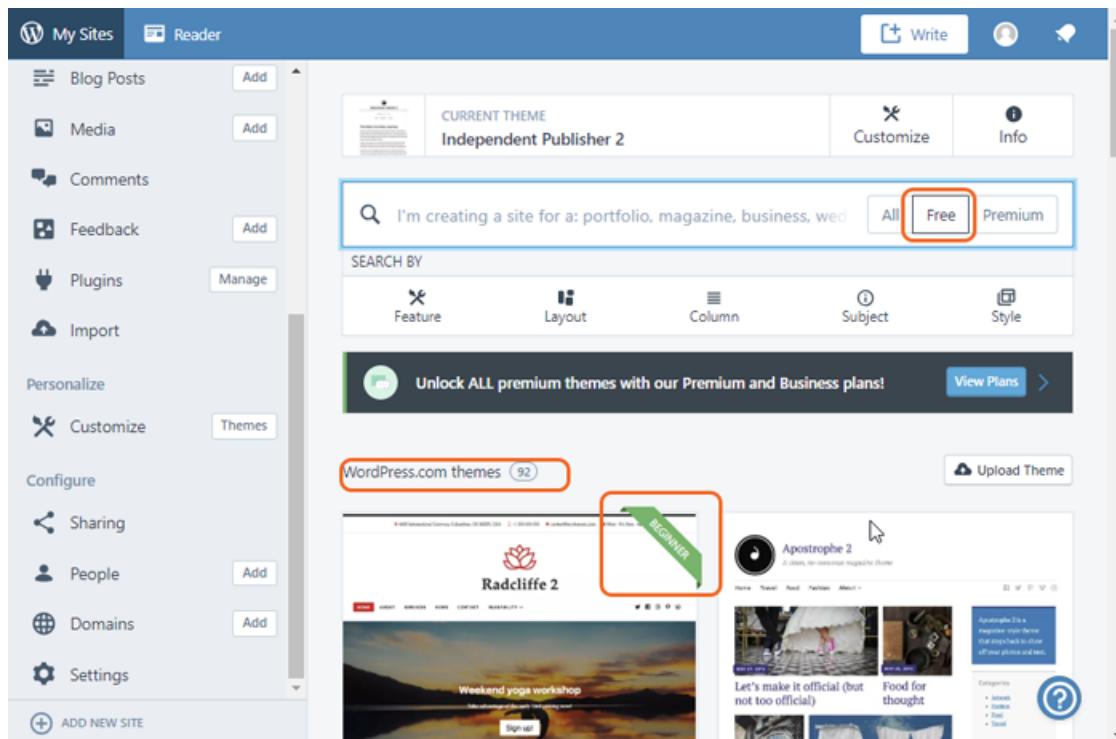
Choosing a Theme

1. Using the **Dashboard**, click **Themes** to see the current theme in use.

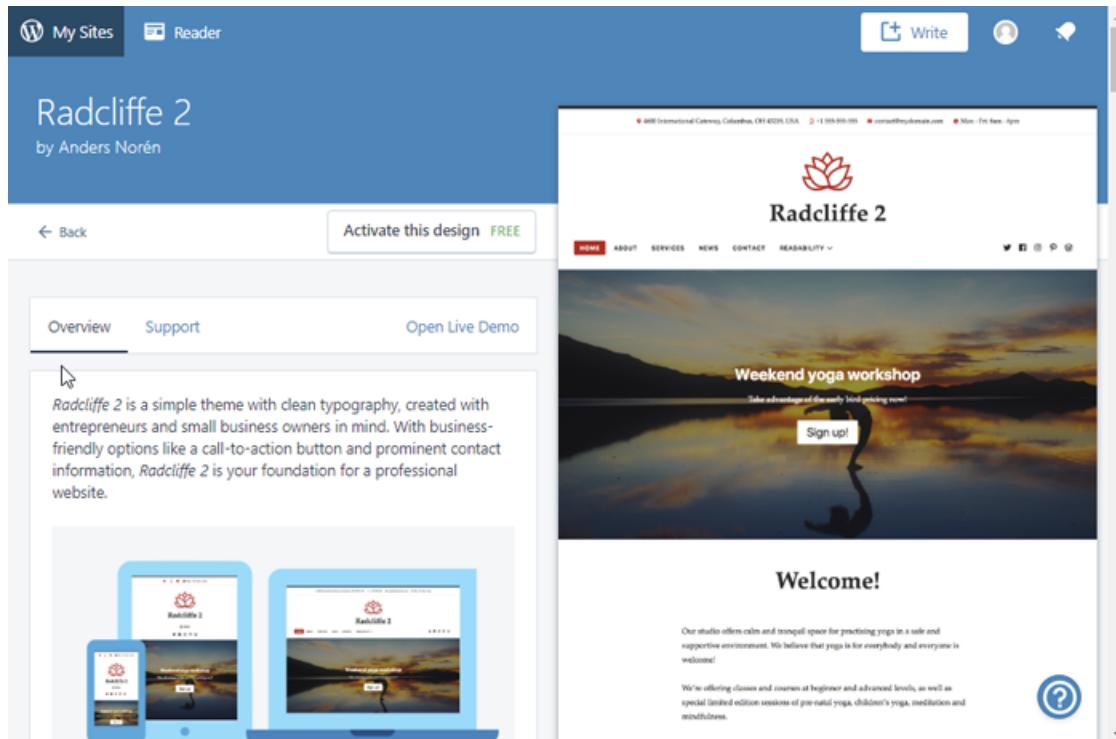
Appearance



2. Search for free themes by clicking **Free**. The results are shown below. Some have helpful labels to show they are easy to modify. Look for the green **Beginner** band in the upper-right corner of a theme.



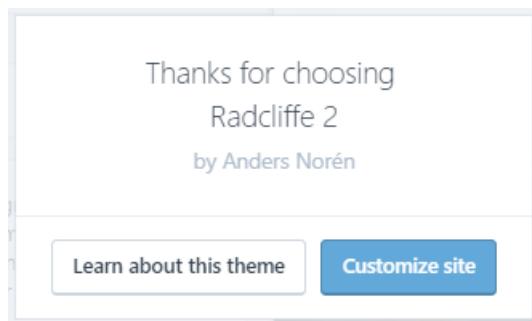
3. Click a theme to view the details.



4. If you like what you see, click **Activate this design**.

[Activate this design FREE](#)

5. You then see a choice to learn more or customize.

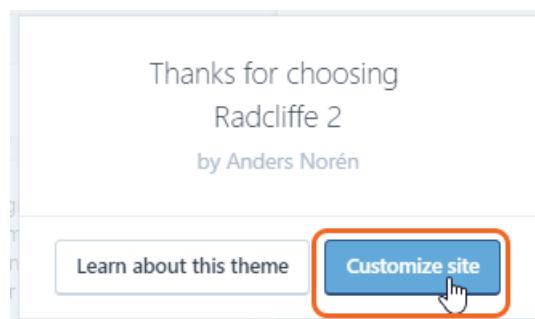


Modifying a Theme

If you just activated a theme:

Appearance

1. Click **Customize site**.

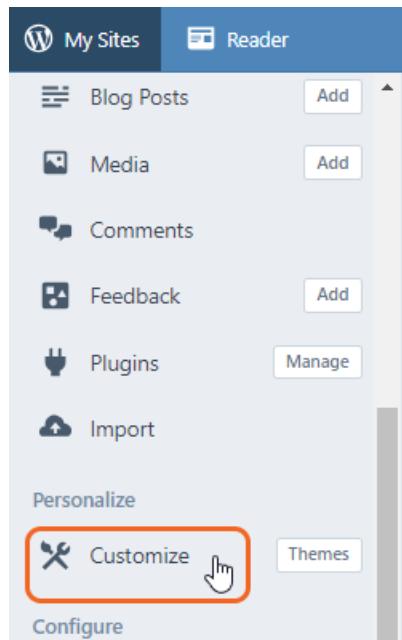


2. The options are loaded.

A screenshot of the WordPress dashboard. On the left, there is a sidebar titled "Published" with the message "You are customizing Travel Adventures For All". Below this, there is a list of customization options: Site Identity, Featured Prompt, Contact Info, Style Packs, Colors & Backgrounds, Fonts, Menus, Content Options, CSS, Widgets, and Homepage Settings. Each item has a yellow star icon and a right-pointing arrow. On the right, the website preview shows the "Travel Adventures For All" theme. The main content area features a dark banner with the text "SEPTEMBER 26, 2018 / TRAVELADVENTURES4ALL / 1 COMMENT" and "Second travel story". Below this is another dark banner with "SEPTEMBER 26, 2018 / TRAVELADVENTURES4ALL / LEAVE A COMMENT" and "Travel Adventure One". At the bottom, there is a grey footer bar with the text "AUGUST 28, 2018 / TRAVELADVENTURES4ALL / LEAVE A COMMENT". A "MENU" button is located above the second banner. The sidebar also includes a "Need help setting up your site?" link and a "Hide Controls" button.

If you are starting from the **Dashboard**:

1. Click **Customize**.



2. Click each category on the left to see the options. The preview of your choices will show on the right.

A screenshot of the WordPress Customizer interface. On the left, the 'Customizing' sidebar shows 'Colors & Backgrounds' selected. Under 'Background', there are tabs for 'Default' and 'Palettes'. A color palette is displayed with several color swatches, one of which is highlighted with a red box and labeled '1'. Below the palette is a note: 'These are colors that work well with the other colors in your palette:'. At the bottom of this panel, it says 'You can also pick your own color.' On the right, a preview window shows a website with a light green header containing the title 'Travel Adventures For All' and a subtitle 'Travel stories'. The main content area has a dark background with white text: 'Second travel story' (with date 'SEPTEMBER 26, 2018 / TRAVELEVENTURES4ALL / 1 COMMENT') and 'Travel Adventure One' (with date 'AUGUST 28, 2018 / TRAVELEVENTURES4ALL / LEAVE A COMMENT'). A red box highlights the entire preview window, and a red number '2' is placed next to the preview window.

Appearance

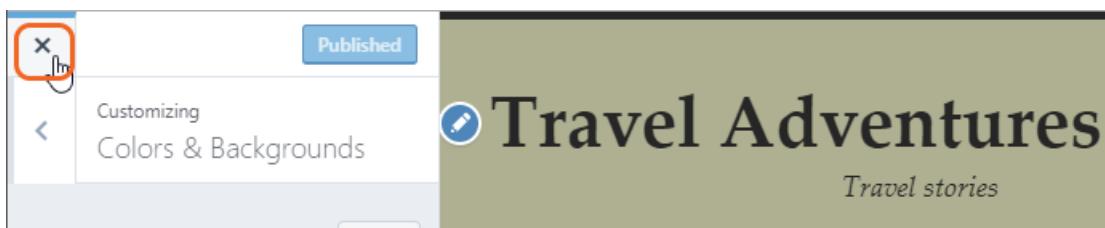
3. Click **Publish** to save changes.



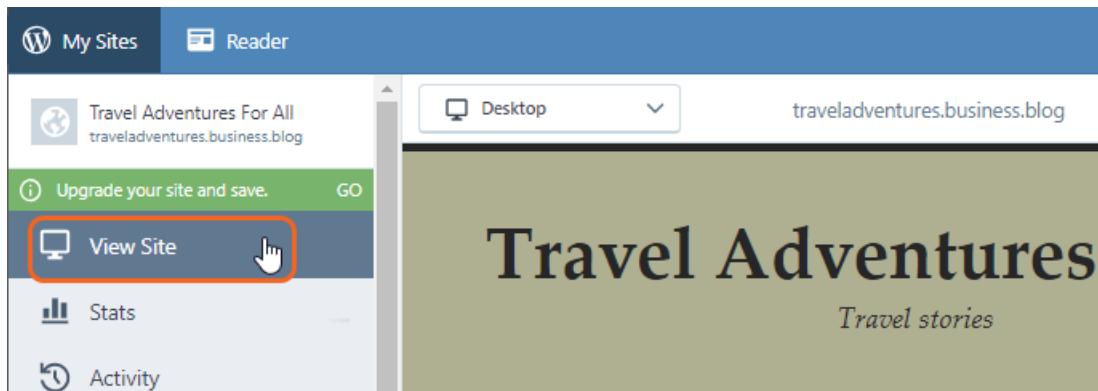
4. The text of the button will change to "Published" when the choices have been saved.



5. Click **X** in the upper left to return to the **Dashboard**.



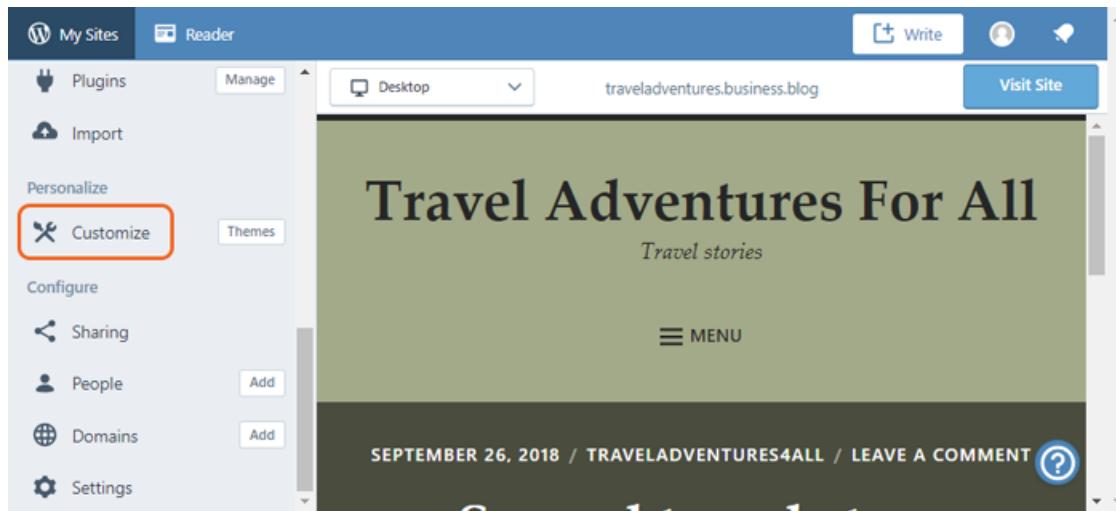
6. Click **View Site** to see the changes.



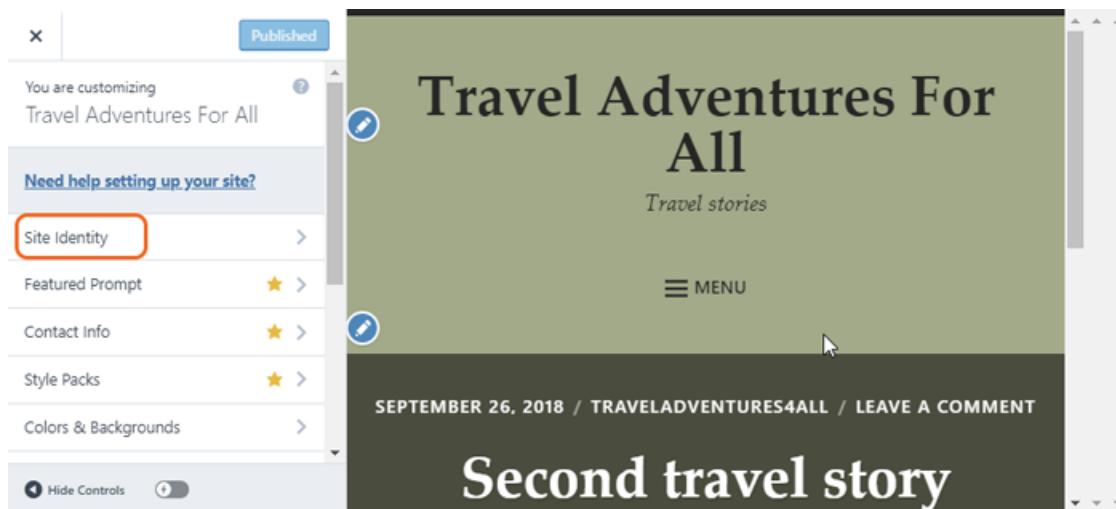
5.2 Adding a Logo and Site Icon

To add a logo to the site:

1. Click **Customize**.

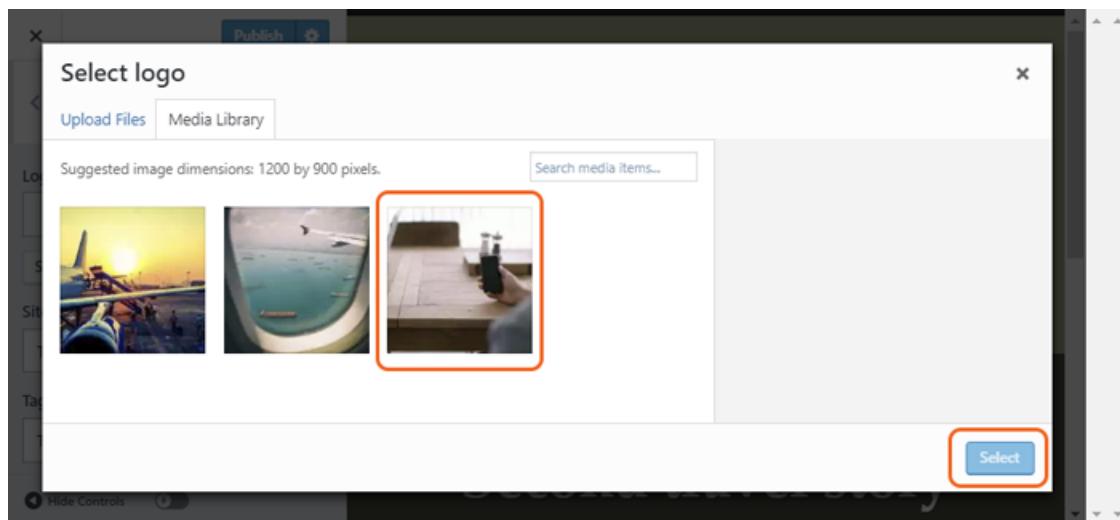


2. Click **Site Identity**.



3. Choose the logo. Note you may need to upload an image if you have not yet done so. Pay attention to the suggested image dimensions. Click **Select** to complete.

Appearance



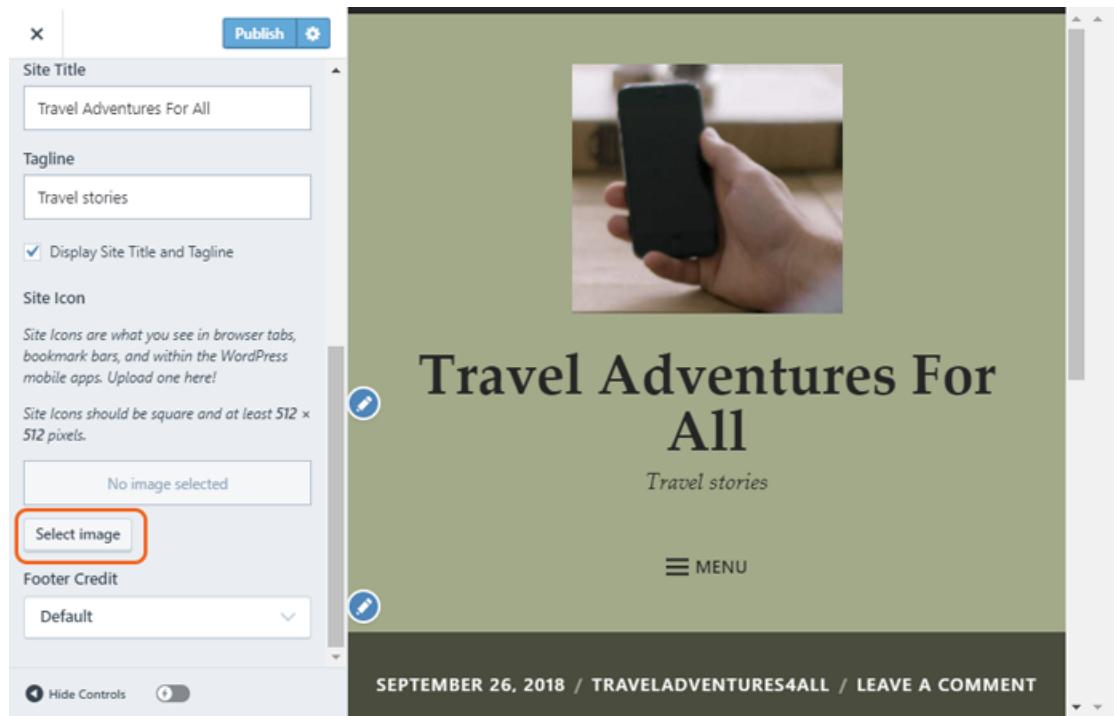
4. The new site logo may then be sized using the **Logo Size** slider. You will see a live preview on the right as you resize.

The screenshot shows the WordPress Appearance page. On the left, there is a sidebar with controls for 'Remove', 'Change logo', and a 'Logo Size' slider, which is highlighted with a red box. Below these are fields for 'Site Title' (Travel Adventures For All) and 'Tagline' (Travel stories), both with edit icons. There is also a checked checkbox for 'Display Site Title and Tagline'. Under 'Site Icon', there is a note about site icons being square and at least 512x512 pixels, with a note that they are used in browser tabs, bookmark bars, and within the WordPress mobile apps. A 'Upload one here!' link is present. At the bottom of the sidebar are 'Hide Controls' and a refresh icon. On the right, there is a preview of the website. The header features the site title 'Travel Adventures For All' and tagline 'Travel stories'. A menu icon is visible. Below the header, a post titled 'Second travel story' is shown with the date 'SEPTEMBER 26, 2018 / TRAVELADVENTURES4ALL / LEAVE A COMMENT' and '2 COMMENTS' at the bottom. The overall theme is a light green color.

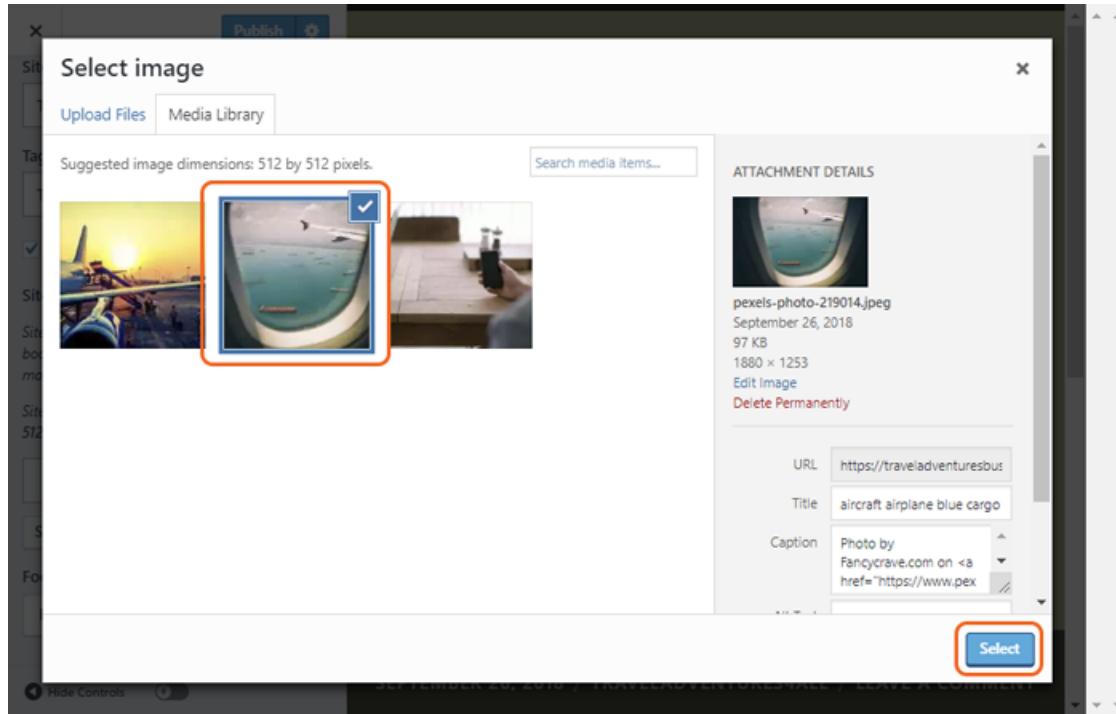
To add or change the site icon:

Appearance

1. Click on **Select Image** under the **Site Icon** section.



2. Choose the artwork to use. Note you may need to upload an image if you have not yet done so. Pay attention to the suggested image dimensions. Click **Select** to complete.



3. Click **Publish** to complete.

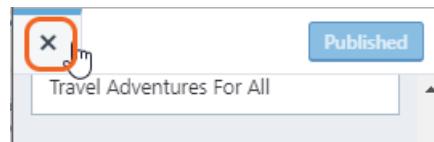
The screenshot shows the WordPress site editor for the 'Travel Adventures For All' site. On the left, the site settings sidebar includes fields for 'Site Title' ('Travel Adventures For All'), 'Tagline' ('Travel stories'), and 'Display Site Title and Tagline' (checked). Under 'Site Icon', there is a placeholder for a square icon and a note about size requirements. The main content area shows the published page with a large image of a hand holding a smartphone, the title 'Travel Adventures For All', the tagline 'Travel stories', a 'MENU' button, and a footer bar with the date 'SEPTEMBER 26, 2018 / TRAVELADVENTURES4ALL / LEAVE A COMMENT'. The 'Publish' button in the top right of the sidebar is highlighted with an orange border.

4. You will know it saved as the text of the button will change to "Published."

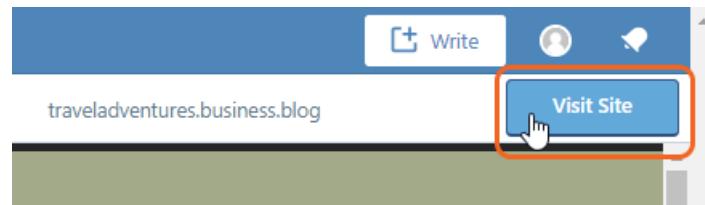
Appearance



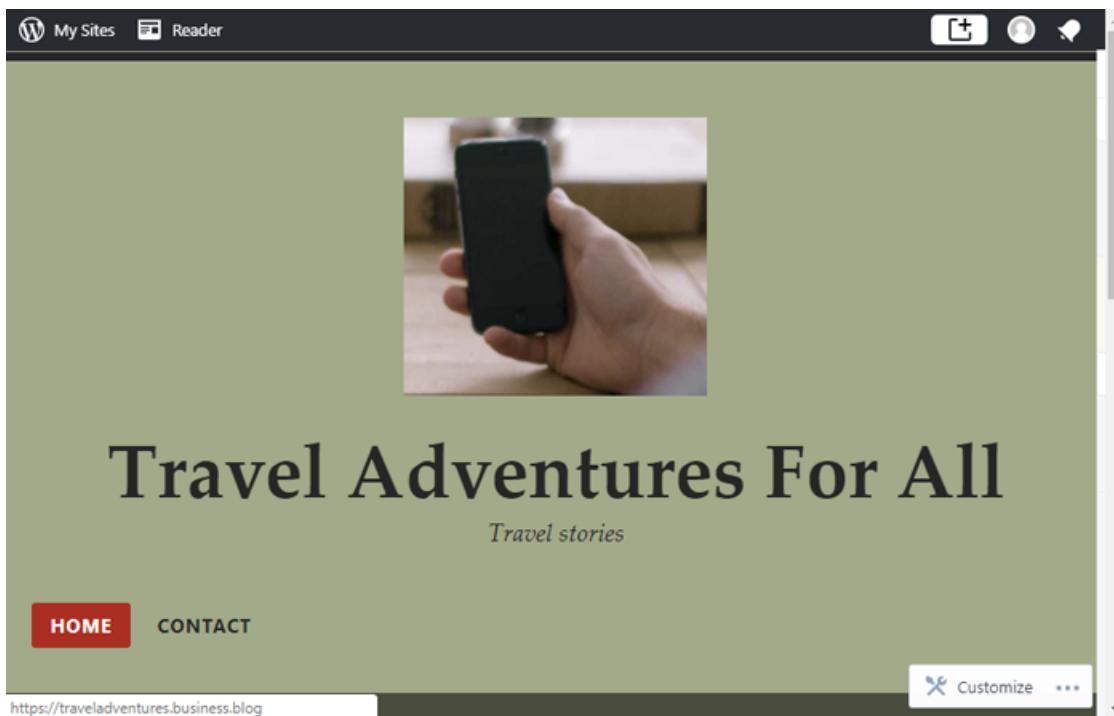
5. Click **X** to return to the Dashboard.



6. To see the results click **Visit Site**.



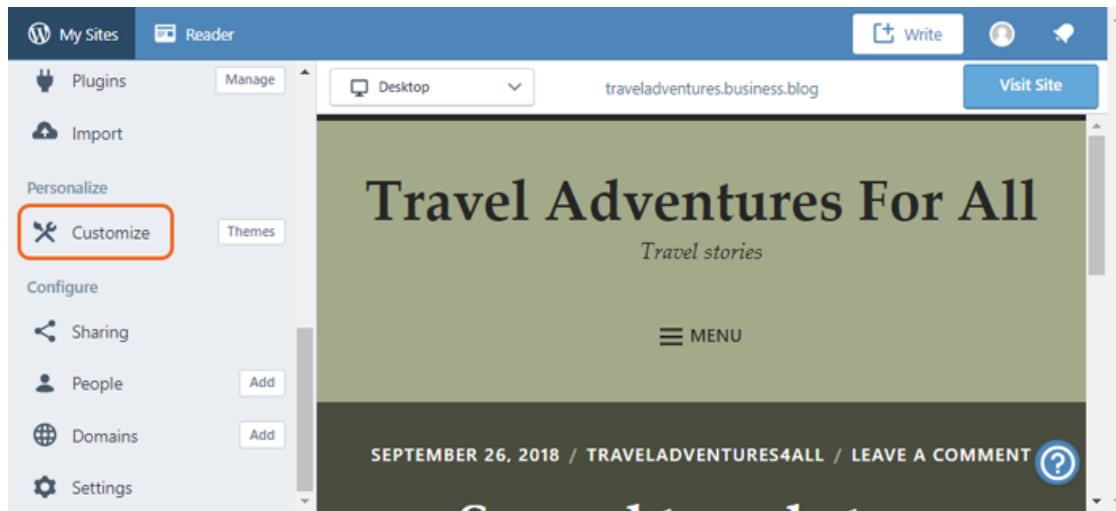
7. Your new items will now be ready.



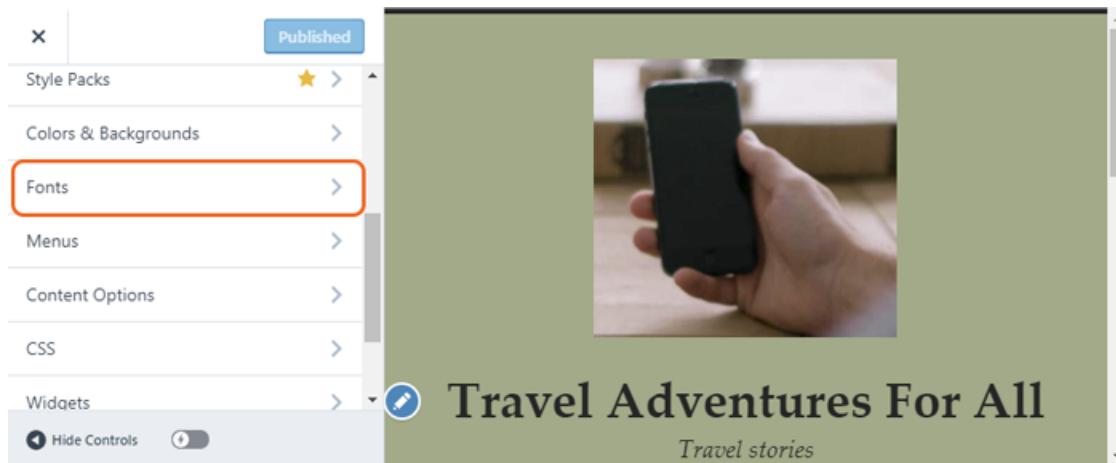
5.3 Changing Fonts

To change the fonts used on your site:

1. Click **Customize**.



2. Click **Fonts**.



3. Click on **Headings** and choose a font to use from the list. Repeat for other styles. Each theme may have different options.

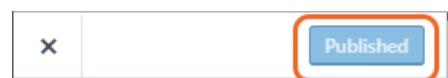
Appearance

The screenshot shows the Wix website editor interface. On the left, there's a sidebar with a 'Published' button at the top. Below it, under 'Customizing' and 'Fonts', there's a 'Headings' section. A dropdown menu is open, showing 'Default Theme Font' and two font names: 'Abril Fatface' and 'Alegreya'. The 'Abril Fatface' option is highlighted with a red box. On the right, the main preview area shows a hand holding a smartphone. Below the image, the title 'Travel Adventures For All' is displayed in a large, bold, dark font.

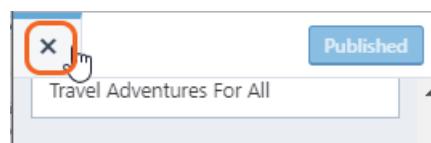
4. Click **Publish** to save changes.

This screenshot is similar to the previous one, but the 'Published' button in the sidebar has been clicked, changing its text to 'Published'. The font dropdown still shows 'Abril Fatface' as the selected option. The preview on the right remains the same, displaying the website title.

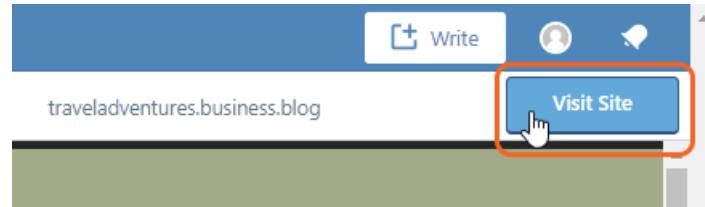
5. You will know it saved as the text of the button will change to "Published."



6. Click **X** to return to the **Dashboard**.



7. To see the results click **Visit Site**.



8. Your new items will now be ready.



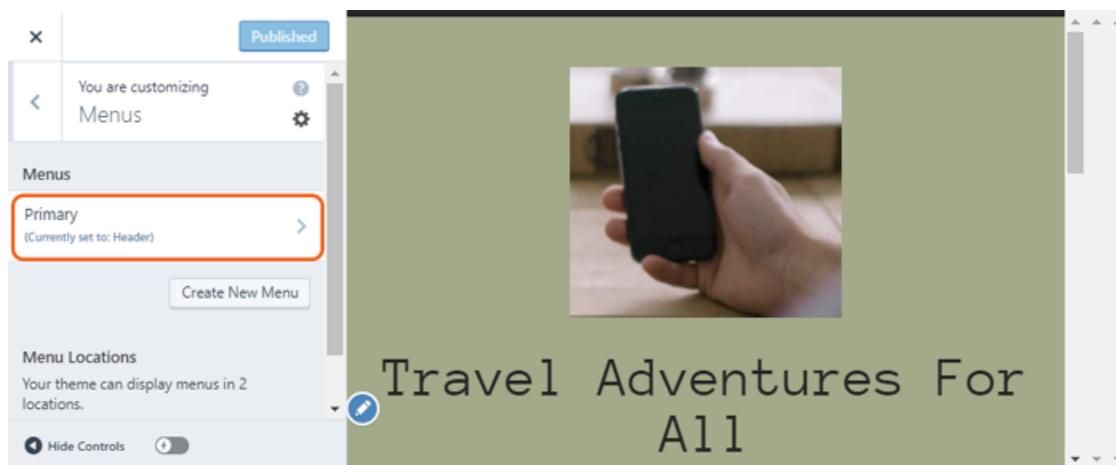
5.4 Changing Menu Options

Many themes will have options for placing the menu and changing how new items get added to the menu.

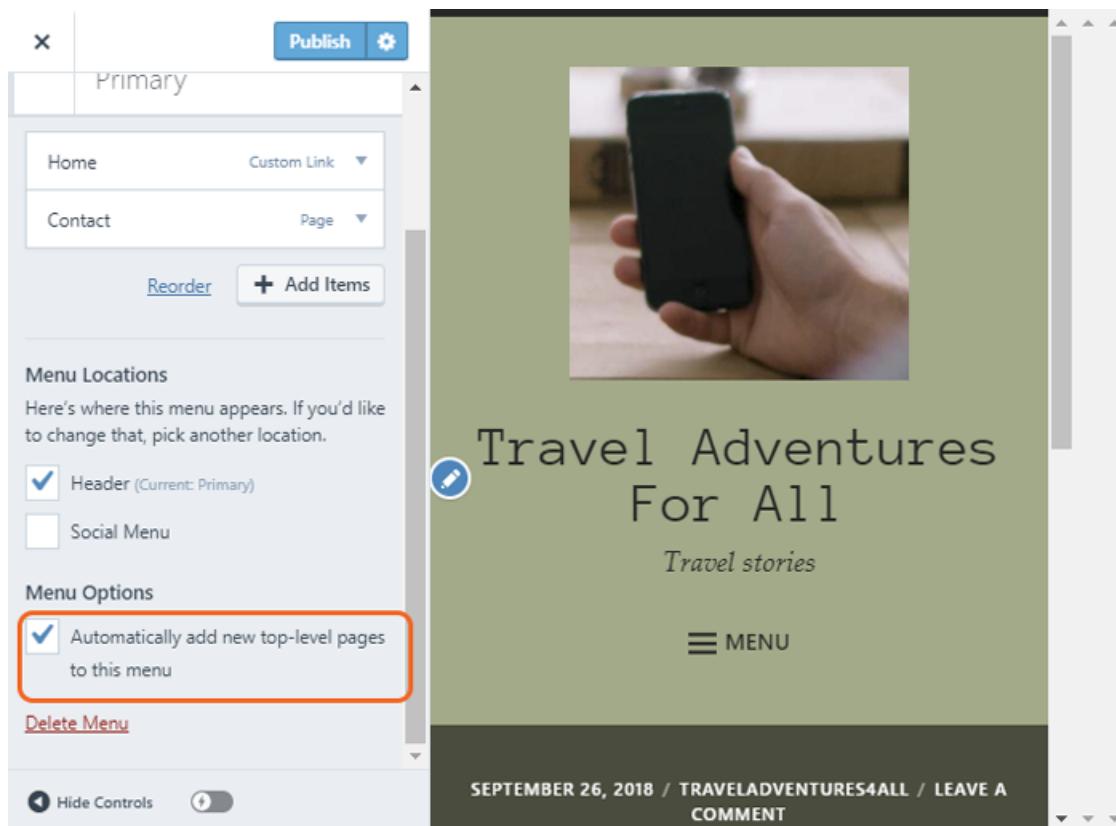
To change the Menu Options:

Appearance

1. Click **Primary** to see these choices.



2. Add a checkmark to the **Automatically add new top-level pages to this menu**. Click **Publish** to commit to any changes.



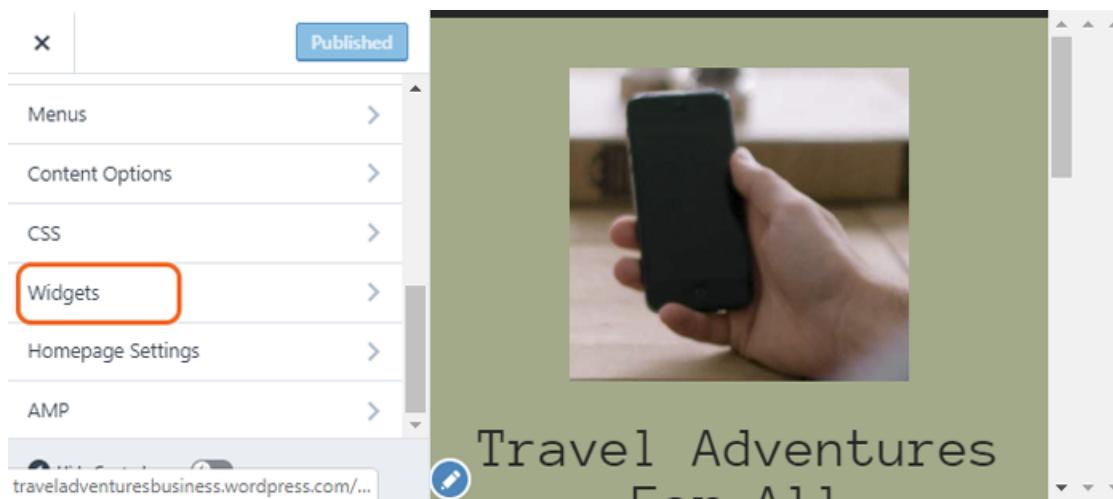
3. Any new pages will now be added to the top menu.

5.5 Adding a Widget

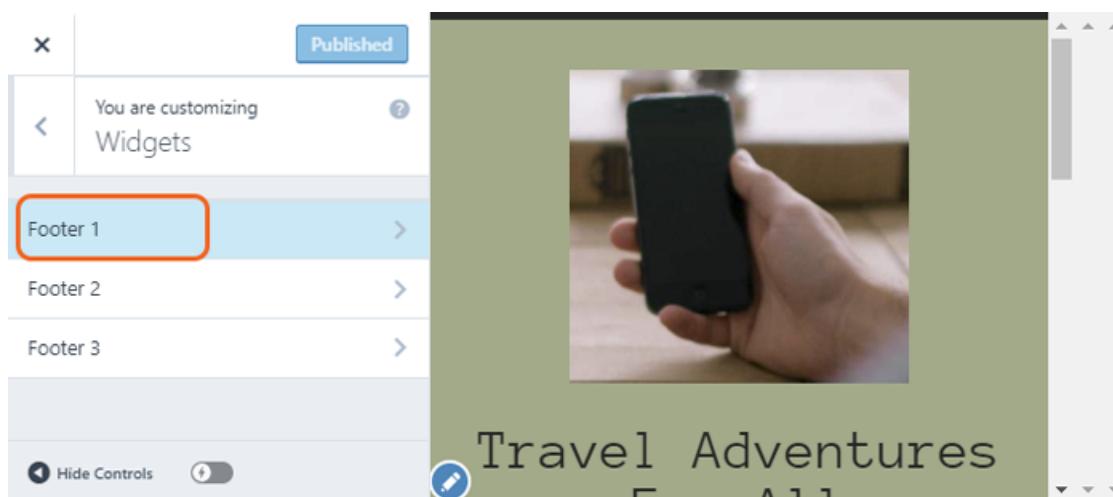
To add a widget:

Appearance

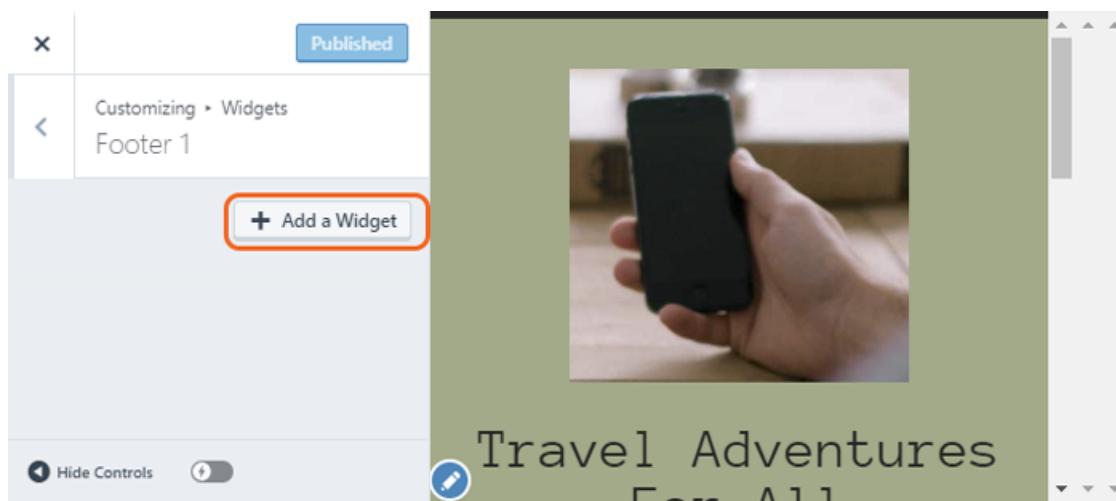
1. Click **Widgets**.



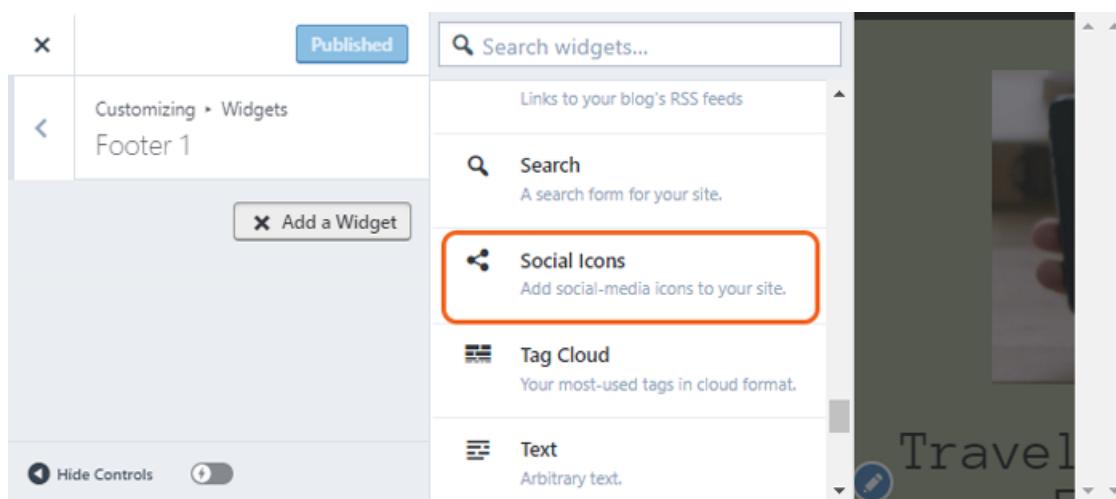
2. Click a location to place the widget. In this sample - I choose **Footer 1**. Note each theme will have different choices.



3. Click on **Add a Widget** to view the items to pick from.



4. Choose a widget and complete any additional data needed,



Exercise 7 Working with Appearance

15 to 25 minutes

In this exercise, you will play with themes on your exercise site. No right or wrong here!

1. Choose a theme.
2. Customize the theme.

5.6 Conclusion

In this lesson, you have learned to choose and customize themes.

Appearance

6. Pages

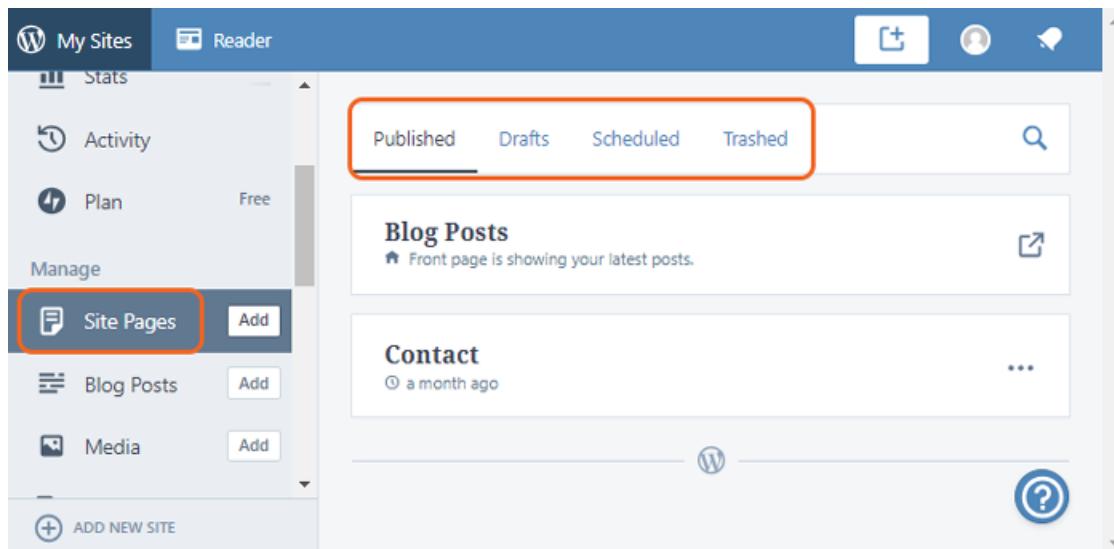
In this lesson, you will learn...

1. To create pages.
2. To modify pages.

When you create a site, you have the option to create extra pages. You may not need to do this if you are just using WordPress to add a blog to an existing site.

6.1 Creating Pages

With each site, site pages are created and can be modified at any time. The pages are found by using the **Dashboard Site Pages** category.

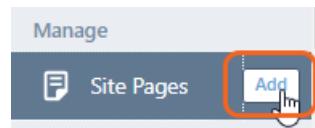


Adding a New Page

To add a new page:

Pages

1. Click the **Add** button next to **Site Pages**:



2. The new page is now available. The content and format tools are on the left, and the page options and properties are on the right.

A screenshot of a "Site Pages" editor window. At the top, there is a header bar with "Close", a globe icon, the site name "Travel Adventures For All", a gear icon for settings, a "Preview" button, and a "Publish..." button. Below the header, the main area has a title "Title" and a URL "http://traveladventures.business.blog/". There are two tabs at the top of the content area: "Visual" (selected) and "HTML". Below the tabs is a rich text editor toolbar with icons for bold, italic, lists, and other formatting. The content area is currently empty. To the right of the content area is a sidebar titled "Page Settings" which includes sections for "Status", "Featured Image", "Page Attributes", "Sharing", and "More Options". At the bottom of the editor, it says "NEW DRAFT" and "0 WORDS".

3. Type in the page content and title.

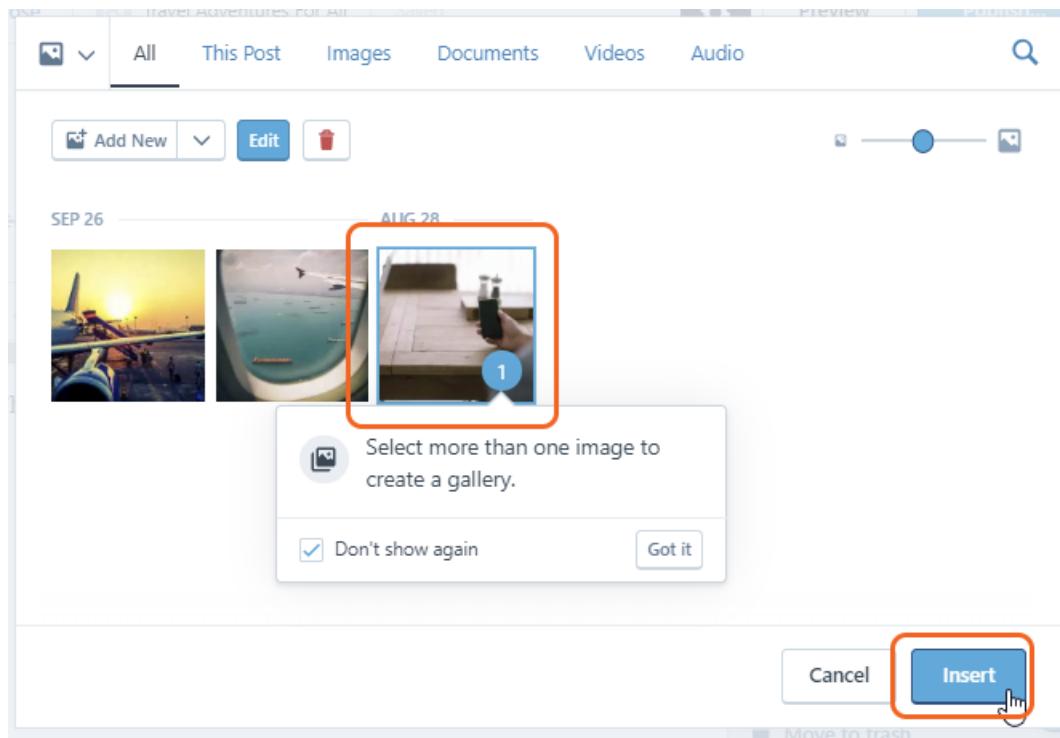
The screenshot shows the WordPress editor interface for a new page titled "My New Page". The page content is "This is a sample page.". The editor includes a toolbar with "Visual" and "HTML" tabs, and a sidebar with "Page Settings" and other options. A red box highlights the title and the content area.

4. Click **Add > Media**.

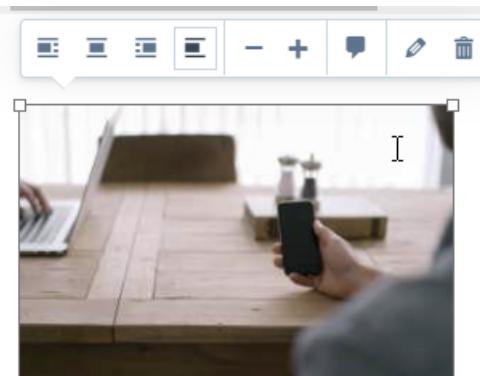
The screenshot shows the "Add" menu in the WordPress editor, with "Media" selected. Other options like "Paragraph" and "Image" are also visible. A red box highlights the "Add" button and the "Media" option.

5. Select the image and choose **Insert**. You can select a previously added image or add a new one using the **Add New** button.

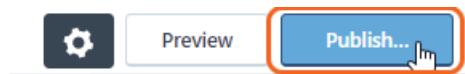
Pages



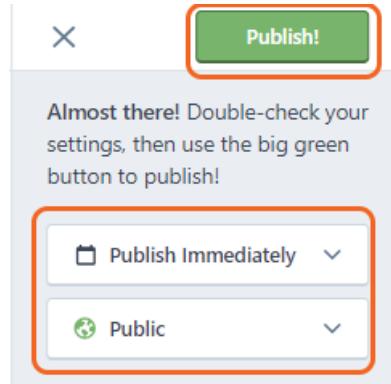
6. Select an image and edit the properties.



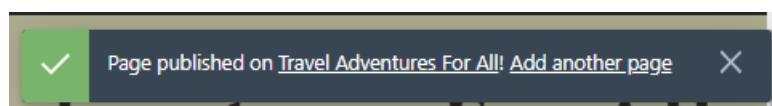
7. Click **Publish** to see your publishing options.



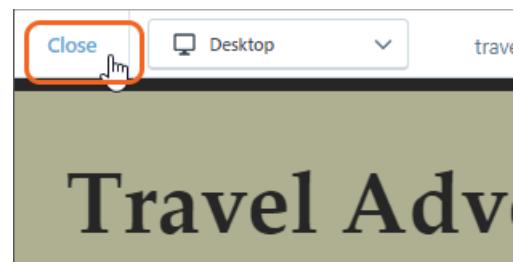
8. Set a date and privacy setting and then click **Publish** to save.



9. You will receive a confirmation message.

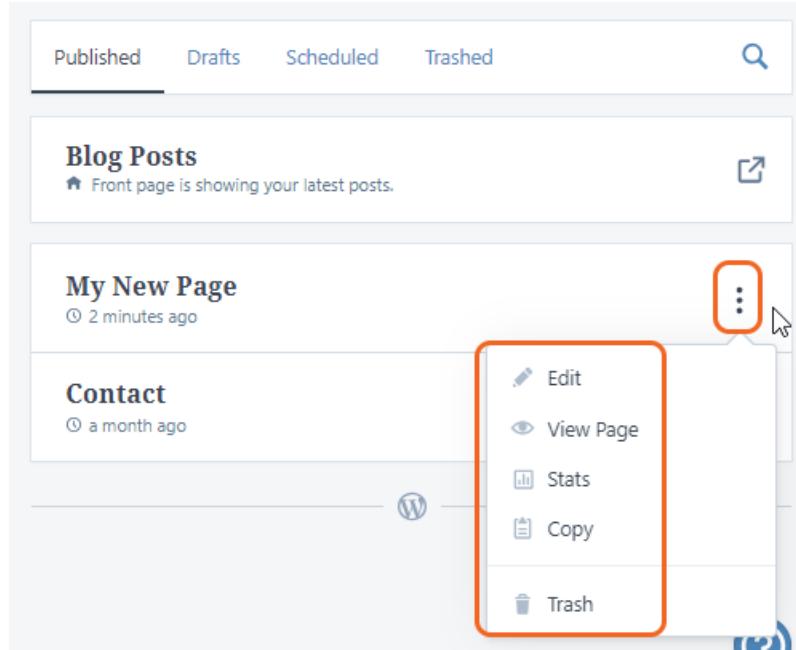


10. Click **Close** to go back to **Dashboard**.



11. Click the **Toggle Menu** for more page options.

Pages



What's Next

Once your WordPress blog is configured and ready, you can upgrade to a paid plan and receive access to extra features. Your blog can also be linked to an existing site. See <https://www.webucator.com/blog/> for an example of a WordPress blog that is part of an existing site.

Exercise 8 Creating a New Page

15 to 25 minutes

In this exercise, you will create some new pages.

1. Use the **Dashboard** to create a few pages with images and text on them. If you don't need your page anymore, use **Trash** from the **Toggle Menu** to get rid of it.

6.2 Conclusion

In this lesson, you have learned to create and modify pages.

7. Reader Page

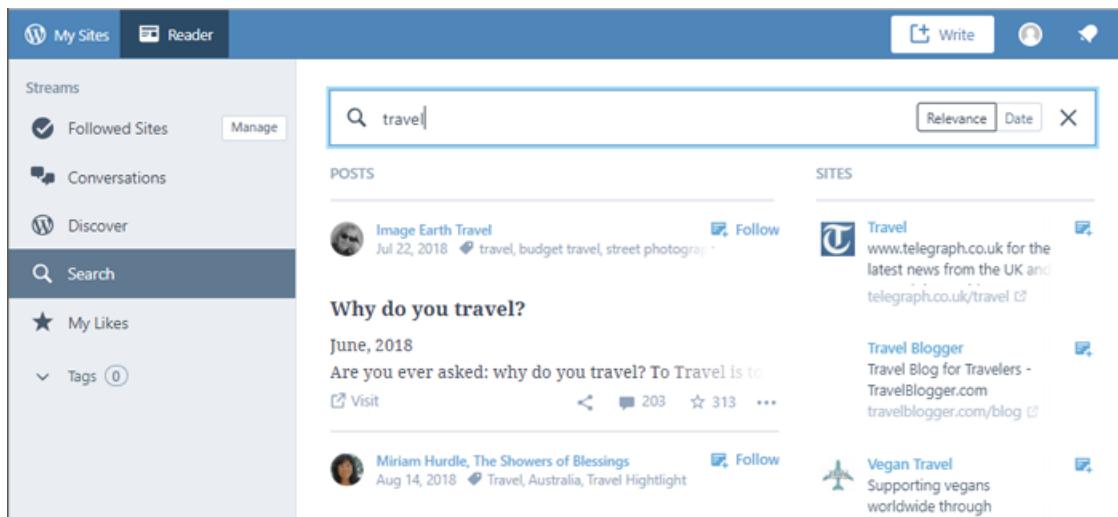
In this lesson, you will learn...

1. To work with **Reader** page.

The **Reader** page provides a convenient way to explore other people's blogs.

7.1 Reader Page

The **Reader** page makes it easy to follow other WordPress blogs and search for articles.



Features

Reader page offer the following conveniences:

- **Followed Sites:** Quickly read the sites you follow in one place.
- **Conversations:** View your conversations.
- **Discover:** View suggestions from WordPress you may like.
- **Search:** Search blog posts for keywords you enter.
- **My Likes:** View items you have marked as **Like**.
- **Tags:** Add tags to find relevant posts.
- **Write:** Create a blog post.

Searching for Posts

1. Click **Search** and type in the topic you are wanting to find blog posts about. The results will be listed below,

The screenshot shows the WordPress Reader interface. On the left, there's a sidebar with 'Discover' (highlighted with a red box labeled 1), a 'Search' button (highlighted with a red box labeled 2), and a 'POSTS' tab. The main area shows a search result for 'Travel'. A post by 'Image Earth Travel' from July 22, 2018, is displayed, asking 'Why do you travel?' and linking to an article by Christian Andersen. A blue question mark icon is next to the link.

2. You can also search for sites as well.

This screenshot shows the same WordPress Reader interface, but the 'SITES' tab is selected (highlighted with a red box labeled 3). It displays two search results for 'Travel': one for 'Travel' news from the Telegraph website, and another for 'Vegan Travel' supporting vegans worldwide through compassionate travel.

Exercise 9 Searching for a Topic Using Reader Page

15 to 25 minutes

In this exercise, you will search for posts.

1. View your reader page and use it to search for a topic. This is a great time to explore the work of others for enjoyment and inspiration.

7.2 Conclusion

In this lesson, you have learned to work with the **Reader** page.