TM255 Communication and information technologies

WordPress Guide

Contents

Introduction to WordPress

> This document should be read in conjunction with
> the *Block 2 guide* and TMA 02.

WordPress is an open source tool for website development and blogging. It is widely used in the business and public sectors. WordPress provides a template from which you can create a set of web pages and add content such as text, images, blog posts with commenting facilities, calendars, maps, and so on.

You will be using WordPress collaboratively to create a website for Question 2 of TMA 02 (which you will work on during Block 2) and individually for Question 2 of the EMA. The aim of this document is to guide you through activities such as creating a WordPress username, creating a new website and adding content.

WordPress is a popular publishing application and there is a lot of information available on the Web that may also be of use to you. For example, there are tutorials on YouTube that describe different WordPress-related activities. You are advised to use this guidance document to get started, but once you have your site up and running you may find these other sources of information useful.

You should bear in mind, however, that some of the information on the Web may refer to different versions of WordPress, so may differ in the details slightly – you'll be using version 4.9.8. Note also that some documentation on WordPress refers to sites hosted on the server wordpress.com, which has a slightly different interface – you are using WordPress hosted on an OU server (in the open source version downloaded from wordpress.org).

You will also find useful support and resources within the Block 2 technical support forum. So make sure you visit this forum, particularly if you need technical help or advice.

Email address for use with WordPress

For security and technical reasons, you will need to use your OU-provided email address, which will be in the form abc123@ou.ac.uk (where abc123 is your OU Computer Username, OUCU). Messages to this address are accessed via Office 365, and details of how to access it can be found at https://help.open.ac.uk/microsoft-office-365. Please be aware that the email address that you use to register for WordPress will be visible to the rest of your project group.

How to use this document

You should carefully follow the step-by-step instructions in the section of this document entitled 'Creating usernames and the group website' which describes the specific log-in procedures you will need to follow.

For the group project, you will first need to decide in your project group who will take responsibility for certain tasks. One person in your project group will need to create the initial template for your website and then add the rest of the project group as users of that website. Other tasks, such as creating a username, will need to be done by everyone individually. The person who creates the website should not necessarily be thought of as a group leader.

You should use your project group forum to discuss who will take on what tasks, and record the decisions in your project group forum under the thread 'Q1 Ground rules and group design'. See the *Block 2 guide* for more advice on this. You will find also extensive discussion of group roles and tasks in Block 2 Part 1.

The section of this document entitled 'Using the Dashboard' will help you get started with adding content to your WordPress website. It does not aim to cover everything that you can do with WordPress, but instead explains how to navigate around the WordPress user interface (the Dashboard) in order to carry out some of the activities that you will need for the TMA and EMA. You may find it useful to read through this section and try out the various activities. You may prefer to explore WordPress for yourself, perhaps using the WordPress Help facility. Whatever your approach, you are still advised to read through the whole of this document before starting Question 2 of TMA 02, to make sure you include all the relevant components in your website.

The section 'Using the Dashboard' describes navigation and editing tasks, and introduces the key ways to add interactive content and change the appearance of a site, using plugins, embedded content, themes and widgets. These components, usually developed by third party developers, enable non-expert users to add interactive content or change the look of their website without having to write code. The subsections on these topics describe how to get started with these components.

You may find it helpful to print this *WordPress Guide* document and have it to hand while you set up your TM255 WordPress account and work on the group's WordPress website.

Creating usernames and the group website

The first step is creating the initial template for your group's website. **One member of your group will need to take on this task**. This should not be a complex or lengthy job, but it does need to be done early in Block 2, so that all members of your group can have access to the website. As soon as possible you should discuss, in your project group forum, who will take on this task.

Remember: this is just the first of many tasks that need to be allocated within your project group. There are plenty of other tasks that will need to be divided amongst your group equally.

There are various stages required to create a WordPress website for the group, and to make sure all group members can access it. Some of the stages involve accessing the WordPress environment, and some involve responding to emails from the WordPress software. It is important that all the stages are carried out, and that they happen in the right order. There is a sequence of steps for your group's website creator to carry out, and a sequence of steps for each of the other group members to carry out

The instructions in the following sections will take you through the sequence of steps that you need to follow. There are separate sets of instructions for the site creator and for other group members, so make sure you follow only the set of instructions that apply to you.

The site creator should follow Steps 1–15 in the following section, 'Creating your WordPress website (the group's nominated site creator)'.

Other group members should go straight to the section 'Creating your WordPress username'.

Creating your WordPress website (the group's nominated site creator)

1. Access the WordPress server from the 'WordPress server' link under Week 10 of the TM255 website. You will see the screen illustrated in Figure 1(a). Scroll down below the large image and you should find the welcome post below the image, as shown in Figure 1(b).

Figure 1(a): TM255 WordPress welcome page, top half of page
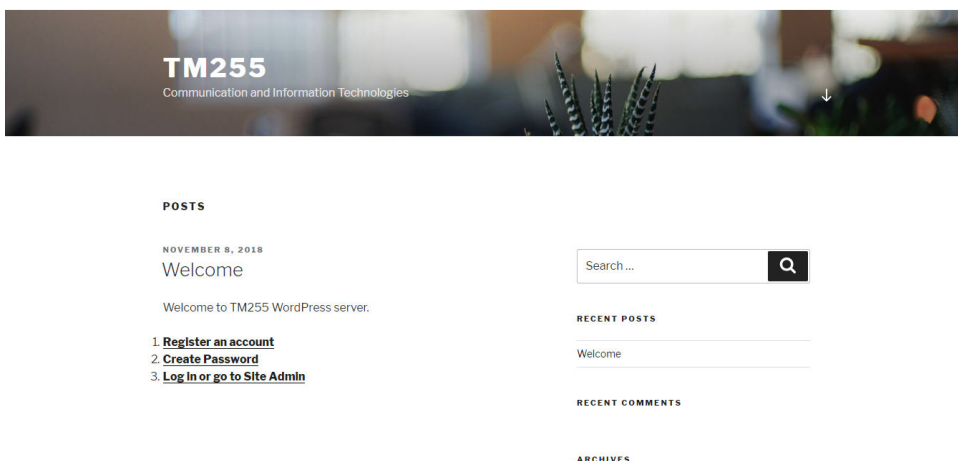

Figure 1(b): TM255 WordPress welcome page, bottom half of page

2. Click on the link on this page labelled '1. Register an account'. You will be directed to the TM255 WordPress sign-up page. Scroll to the bottom, you'll find the sign-up form, as shown in Figure 2.
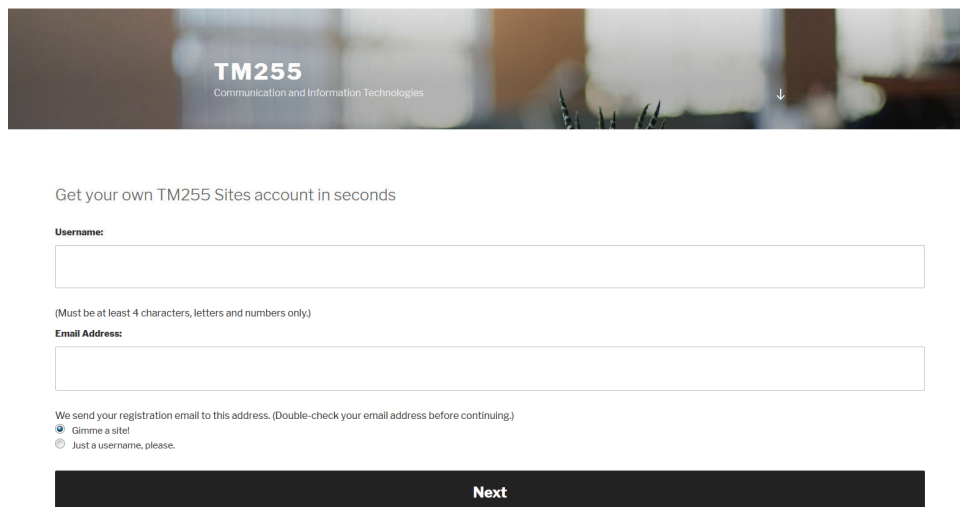

Figure 2: TM255 WordPress sign-up page

3. Enter a username of your choice (using lower-case letters and/or numbers) and your email address (remember that this needs to be your OU-provided address). Make a note of your username as you will need this each time you log in to your WordPress website.

4. Select the 'Gimme a site!' button, as illustrated in Figure 2, and click 'Next'.

5. You will then be asked for the 'Website Name' as illustrated in Figure 3 (where the name is 'testwebsite'). **Your website name needs to be different from other groups' website names, so use a combination of your tutor's name, your project group name (colour) and the year, in lowercase letters, e.g. 'chrisjonesblue2018'**. The name will appear in the URL of your website.
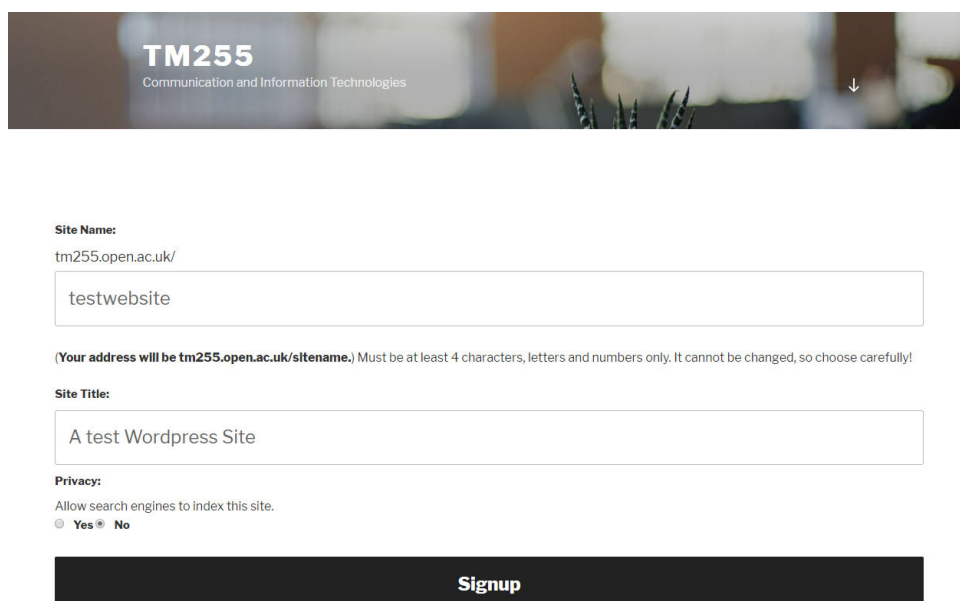

Figure 3: Specifying a website name and title

6. You will also be asked for your 'Website Title', as illustrated in Figure 3 (where the title is 'A test Wordpress Site'). Your chosen title will be displayed in the title bar of your website. It need not be the final title, as it can be altered later.

    Select the 'No' button, as illustrated in Figure 3, to prevent search engines indexing this site.

7. Click on the 'Signup' button. An email will then be sent to you at the email address you gave in Step 3, asking you to activate your website. Click on the link in the email to activate your website. You should aim to do this straight away – certainly within a day or two of receiving the email, otherwise you may find you need to repeat all of the earlier steps.

8. When you click on the link in the email, you will see a screen confirming that your website is now active. It will contain a second link for you to click to activate your account. Click on this link, and you will be taken to an account confirmation screen as shown in figure 4. This screen will say 'Step 2, Create Password' with a link marked 'Click here to proceed'. Click on this link.
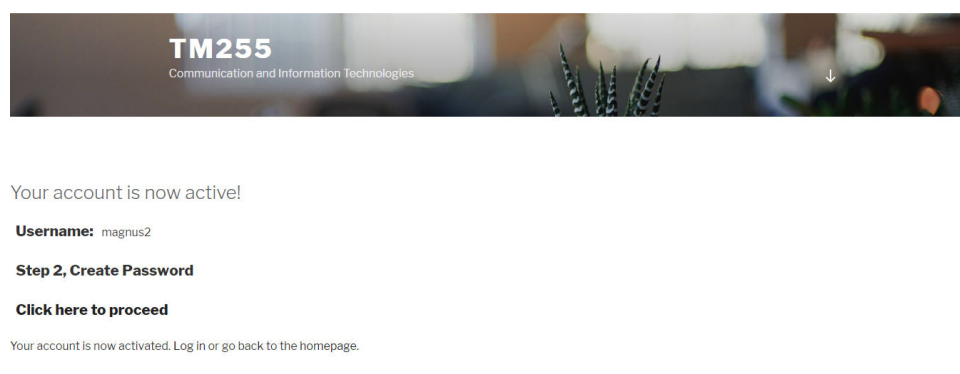
Figure 4: Account confirmation screen in WordPress

9. You will now go through a two-stage process to create your password: This is very similar to the method for resetting a password.

    a. Enter your username or email address and click 'Get New Password'. You will receive a further email with the subject 'Password reset'. Click on the link in this email.

    b. After clicking the link, you will be taken to a page that says 'Enter new password below'. Type in your chosen password and click 'Reset Password'.
        You will be presented with an auto-generated random password. You may choose to use this, to make up your own password, or to generate a strong password using a password manager such as LastPass or the built-in manager in browsers such as Google Chrome. We recommend that this is not the same as the password you use to login to OU websites such as StudentHome. **Don't forget to record your chosen password somewhere, along with your username**.

10. In the email confirming your account activation, you will also find a link that will take you straight to your newly created website. Your website should look something like Figure 5 – with the title you gave in Step 6 displayed in the image at the top of the page.

Hint: If you do not see your website but instead you see the screen illustrated in Figure 1(b) then see Troubleshooting Tip #2 at the end of this document.
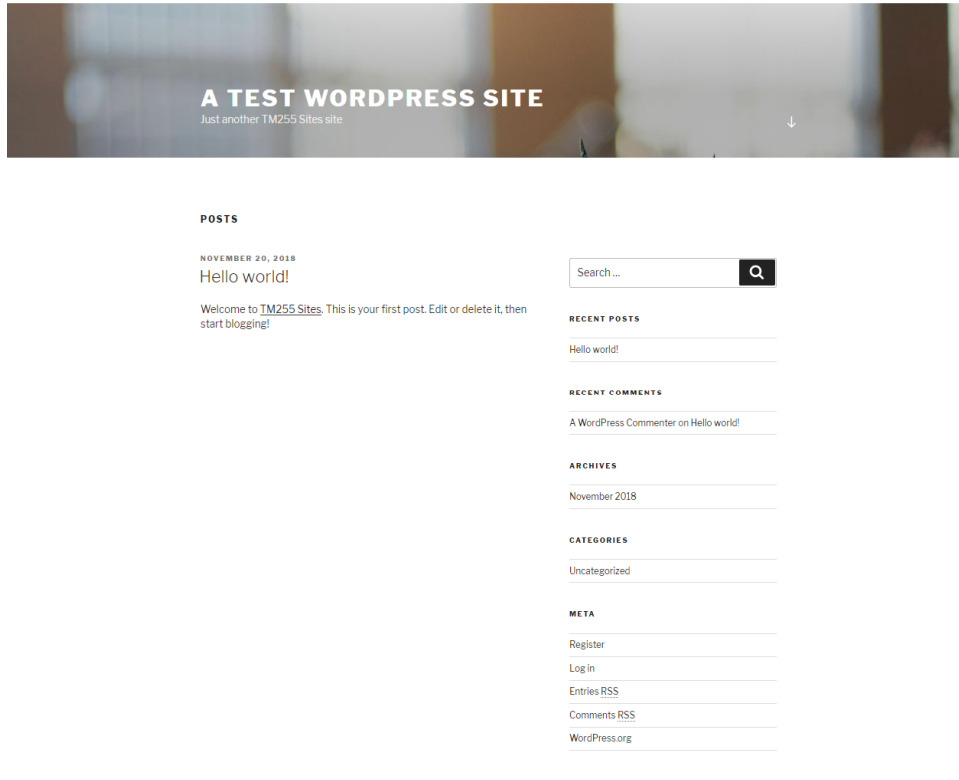
Figure 5: Your group website should initially look something like this

11. At this point you should post a message to your project group forum to tell other group members that your website has been created. Copy and paste the URL of the website into the message, and remind group members to tell you their WordPress username, and the email address they used to create their username, so that you can register them as users of the website.

12. You now need to wait for other members of your project group to let you know that they have completed the WordPress registration process, and to tell you their WordPress username and email address. **Once you have this information you can return here and add the group members to the newly created website by following Steps 13–15 below**. It is important that each group member has completed the full registration process before you try to add them to the website. If they have not yet clicked on the activation link in the email from WordPress, you will not be able to register them correctly.

13. Adding users to the group website is done via the 'Dashboard' (see Figure 6). This can be accessed via your website (you pasted the URL of this into your project group forum in Step 11). From your website use the 'Log in' link under the heading 'Meta', in the right-hand sidebar. If you are already logged in, you may see a 'Site Admin' link, which you should use instead.
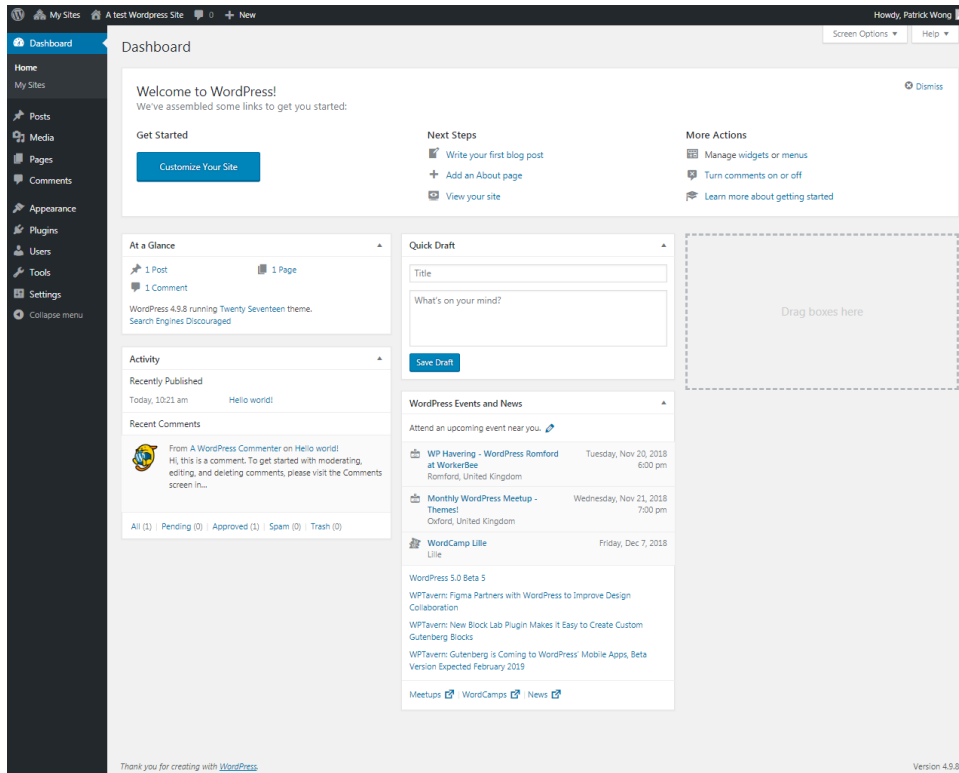
Figure 6: The WordPress Dashboard

14. From the Dashboard (Figure 6), find 'Users' in the left-hand sidebar. When you move your mouse over 'Users' a drop-down menu appears. Select 'Add New'. You will see the screen shown in Figure 7.
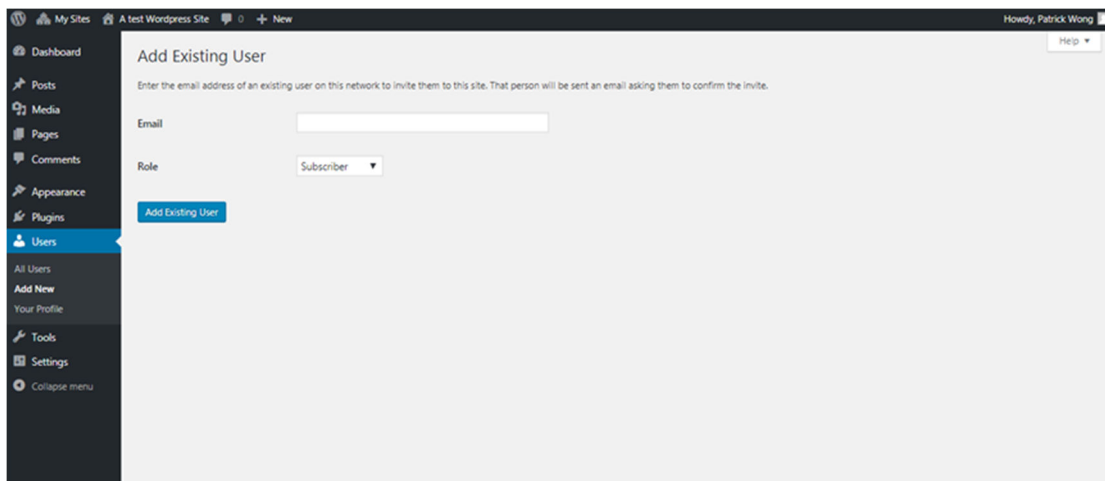
Figure 7: Screen for adding group members to your website

15. Add each user by their email, selecting the role 'Administrator' each time so that all group members have equal editing rights and functionality. You should also include your tutor, again as an 'administrator' – your tutor will give you their email address.

An email will automatically be sent to each group member as you add them. This will inform them that they have been added as a user of the site, and will contain the URL of the site. The group member then needs to click on a link embedded in this email in order to accept this joining invitation. The list of group members who have accepted their invitation, and are therefore joined to the site, can be seen from the Dashboard by selecting 'All Users' from the 'Users' drop-down menu.

Now go directly to the section 'Using the Dashboard' to learn how to use the WordPress Dashboard to add and edit content. You do not need to read the next section, 'Creating your WordPress username'.

Creating your WordPress username (all other members of the group)

All remaining members of the project group need to create their own WordPress username and password by following Steps 1–11 below. The person who created the website (Steps 1–15 in the previous section) does **not** need to do this.

Important:

- The steps described below require you to be logged into your OU account (using your OUCU) before they will work properly. Make sure that before attempting any of the steps you are logged in to your OU account – that is, you have a browser window open and you can access StudentHome or the TM255 website. If you have to stop part way through and come back later, you will need to make sure you are still logged in to your OU account before continuing.

- It is important that you complete the full registration process described below. This involves responding to an email from WordPress in order to activate your account. You cannot be added to the group website until you have done this.

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1. Access the WordPress server from the 'WordPress server' link under Week 10 of the TM255 website. You will see the screen illustrated in Figure 8(a). Scroll down below the large image and you should find the welcome post below the image, as shown in Figure 8(b).

Figure 8(a): TM255 WordPress welcome page – top half of page
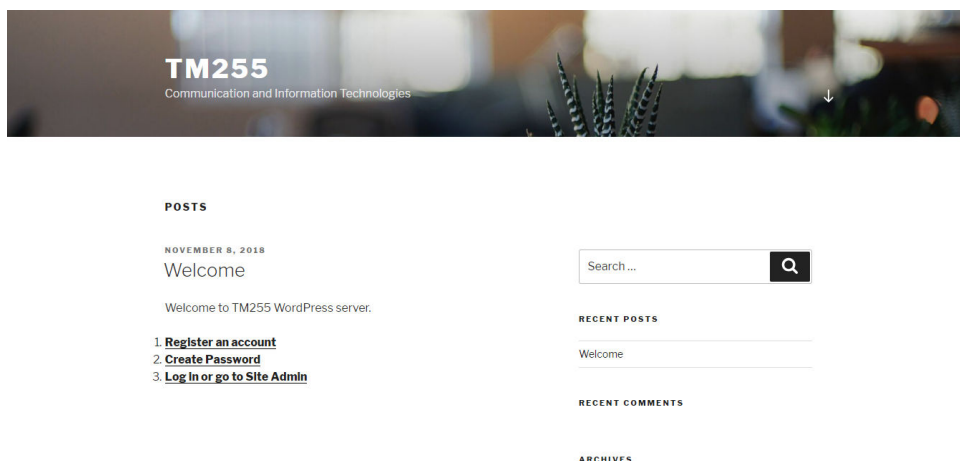
Figure 8(b): TM255 WordPress welcome page – bottom half of page

2. Click on the link on this page labelled '1. Register an account'. You will be directed to the TM255 WordPress sign-up page. Scroll to the bottom to find the sign-up form, as shown in Figure 9.

Figure 9: TM255 WordPress sign-up page

3. Enter a username of your choice (using lower-case letters and/or numbers) and your email address (remember that this needs to be your OU-provided address). Make a note of your username as you will need this each time you log in to your WordPress website. Select 'Just a username please' (as shown in Figure 9) and then click 'Next'.

4. You will receive an email, sent to the address you gave in Step 3, asking you to activate your username. (This is to prevent someone else pretending to be you.) Click on the link in the email to activate your username. You should aim to do this straight away – certainly within a day or two of receiving the email, otherwise you may find you need to repeat all of the earlier steps.

5. When you click on the link in the email, you will see a screen confirming that your account is now active. As in Figure 10, this screen will say 'Step 2, Create Password' with a link marked "Click here to proceed". Click on this link.

   You will also receive another email confirming that your account has now been activated.
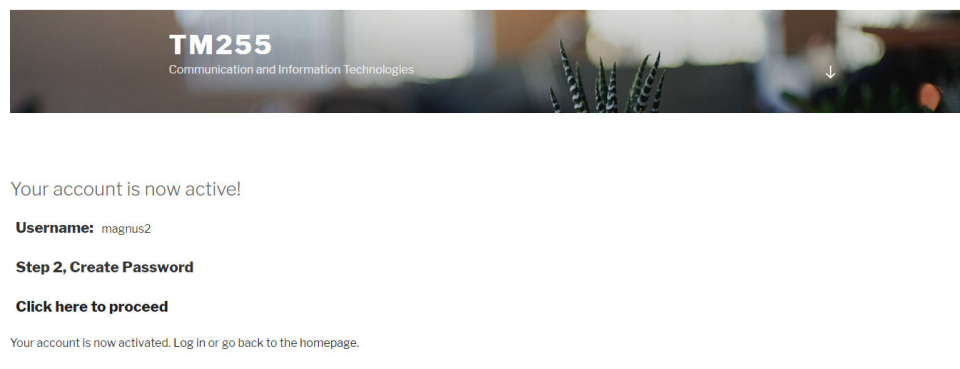
Figure 10: Account confirmation screen in WordPress

6. You will now go through a two-stage process to create your password: This is very similar to the method for resetting a password.

   a. Enter your username or email address and click 'Get New Password'. You will receive a further email with the subject 'Password reset'. Click on the link in this email.

   b. After clicking the link, you will be taken to a page that says 'Enter new password below'. Type in your chosen password and click 'Reset Password'.
   You will be presented with an auto-generated random password. You may choose to use this, to make up your own password, or to generate a strong password using a password manager such as LastPass or the built-in manager in browsers such as Google Chrome. We recommend that this is not the same as the password you use to login to OU websites such as StudentHome. **Don't forget to record your chosen password somewhere, along with your username**.

7. You will need to inform your group's nominated site creator of your WordPress username and the email address you have used. Then they can add you to the website.

8. You will now have to wait until you have been added to the site. Once you have been added you will receive an automatic email notifying you of the URL of the website and asking you to confirm the invitation.

   Once you have received this email return here.

   Hint: Remember that you need to be logged into your OU account before continuing.

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9. Click on the link provided in the email to accept the invitation.

10. You will then see a screen that provides options to visit the 'homepage' or 'login'. Click on 'homepage', which will take you to your group website. It will look something like Figure 11.
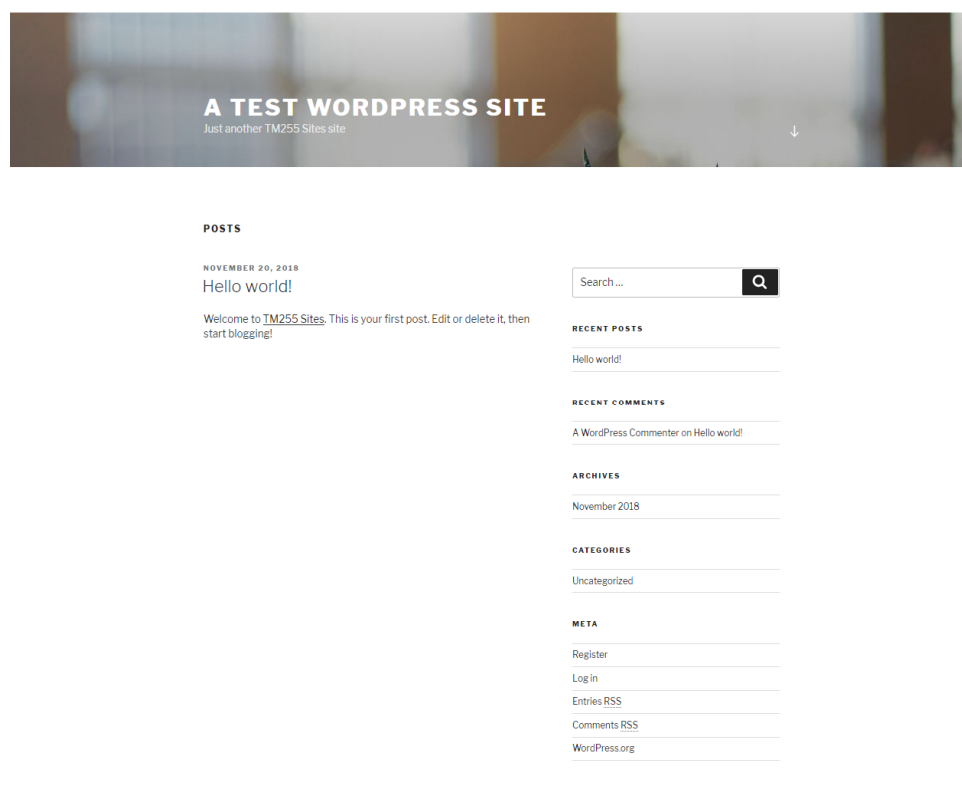
Figure 11: Your group website should look something like this

11. The Dashboard is the user interface that allows you to add content to your website. Check you can log in to the Dashboard. This is done from your website by clicking on the 'Log in' link under the heading 'Meta' in the right-hand sidebar and entering your WordPress username and password. If you are already logged in you may see a 'Site Admin' link, which you should use instead.

The Dashboard is shown in Figure 12 in the next section. The list of group members who have joined the site can be seen from the Dashboard by selecting 'All Users' from the 'Users' drop-down menu.

You are now ready to start adding content to the group website.

Creating an individual website for the EMA

In addition to your group website (which is only created by one student in the group), every student will need to create an individual website for the EMA. The stages of this are very similar to those for creating the group website, except that you do not need a new username and you do not need to add additional users.

You will only need to create this website when you start work on the EMA, after you have completed Block 3. Note that requirements for the EMA may not be available earlier in the module, and you are not expected to work on the EMA early.

The main steps to follow are:

1. Go to the main TM255 WordPress site, which is linked from the EMA section of the module website or can be accessed directly at
   http://tm255.open.ac.uk/

2. Click on '3. Log in or go to Site Admin' in the list on the left-hand side of this page. If you are already logged in to WordPress, this link will take you directly to the Dashboard. If you are not currently logged in, you will be taken to a login page where you should enter your username and password, and you will then be taken to the Dashboard.

3. On the sidebar of the Dashboard, click on 'My Sites' and then on 'Add New' on the page which appears. You will see a screen similar to Figure 3 on page 6 above, where you are asked to enter the site details.

4. You will then be asked for the 'Website Name' as illustrated in Figure 3 (where the name is 'testwebsite'). Your website name needs to be different from other students', so use emaabc123, where abc123 is your OU Computer username (OUCU). The name will appear in the URL of your website.

5. You will also be asked for your 'Website Title', as illustrated in Figure 3 (where the title is 'A test WordPress Site'). Your chosen title will be displayed in the title bar of your website. It need not be the final title, as it can be altered later.

6. Select the 'No' button, as illustrated in Figure 3, to prevent search engines indexing this site.

7. Click the 'Create' button at the bottom of the screen and your new site will be created. You will find both your project group site and your new site on 'My Sites' at the top of the screen and in the Dashboard.

8. Build and edit your site as you did with the group site, to the requirements that you will find in the EMA.

Using the Dashboard

You can log in to the Dashboard via your website by clicking on the 'Log in' link in the sidebar on the right-hand side, under the heading 'Meta' and entering your WordPress username and password. If you are already logged in you may see a 'Site Admin' link, which you should use instead.

You may prefer to explore the Dashboard and figure out for yourself how to do the various activities described in this section, but it is still a good idea to read through the section to make sure you include all the required elements in your website. It will help you if you are actually logged in to the Dashboard as you read through these notes so that you can see where the various elements are as you read about them.

We advise that you use an up-to-date version of your preferred browser to access WordPress. Most standard browsers should work fine with WordPress, but you may encounter issues with old versions of browsers.

Basic navigation

This section provides some basic advice for navigating the WordPress Dashboard. The Dashboard is illustrated in Figure 12. It is from this screen that you can add content and edit your website.
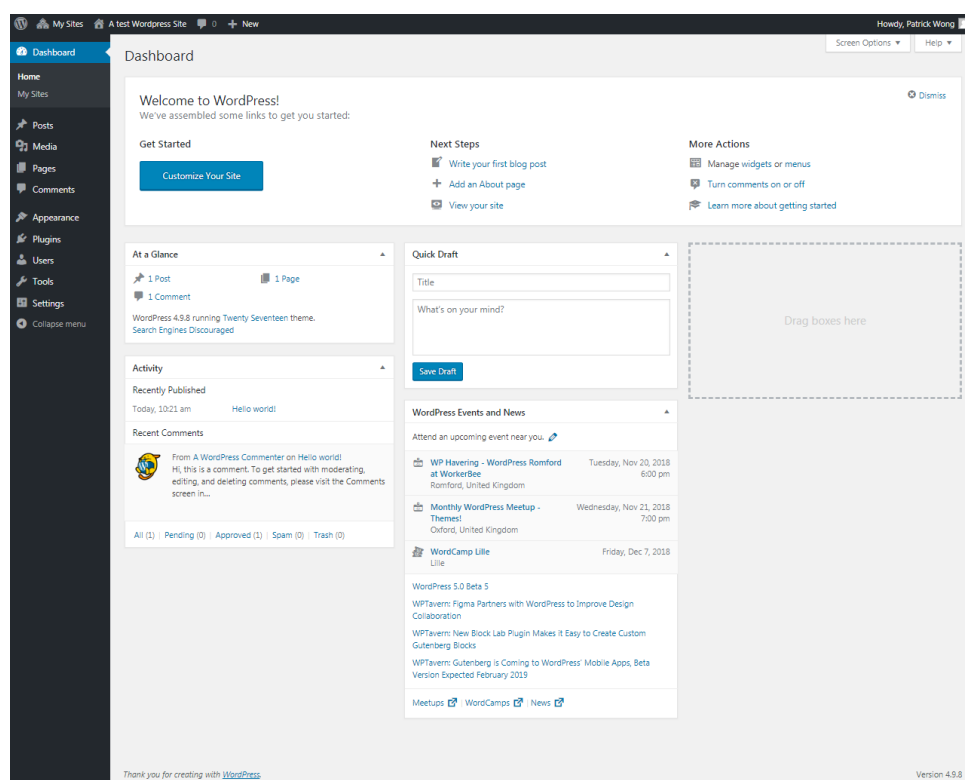

Figure 12: The WordPress Dashboard

The left-hand sidebar of the Dashboard (Figure 12) gives you access to the available editing functions. If you place your mouse over the titles in this sidebar you can access drop-down menus for each of them. For example, the 'Pages' drop-down menu gives you options to 'All Pages' (see a list of existing pages) or

'Add New' (pages). From this sidebar, you can perform most of the editing that you need to do.

The centre of the Dashboard screen provides some summary information about the website, such as the numbers of pages, posts (this is referring to blog postings, should you use these in your website) and comments (see WordPress Help for a definition of pages, posts and comments). It also displays the most recent comments made on posts and allows you to create new blog posts via the 'Activity' box.

The 'Help' function, in the top right-hand corner of the Dashboard, is a useful tool that allows you access to the WordPress documentation. This includes a glossary of WordPress terms (which can also be accessed directly via http://codex.wordpress.org/Glossary). There is also a search facility for the documentation.

From the Dashboard you can view the published site itself, via the link in the top title bar called 'My Sites'. Move the mouse pointer over 'My Sites'; a drop-down menu appears which gives you a list of sites you have permission to view. Move the mouse pointer to the site you want to view and a drop-down menu appears giving you the option to 'Visit Site'. Navigation from the site back to the Dashboard is usually via the 'Site Admin' link on the website (in the 'Meta' section often found on the bottom-right of the screen), or through clicking on the site name on the top-left of the screen.

You may wish to create one or more practice sites, where you can develop your WordPress skills. This can be done from the TM255 WordPress page (as illustrated in Figure 1(b) and accessed via the TM255 website), making sure you are logged into WordPress first.

There is no limit on how many sites you create, but during the Block 2 project work you need to be very careful that all group members know which site they should be working on towards your final group product. If you are using multiple sites you should always check that you are working on the correct site before making any alterations.

Important editing tasks

Summarised below are instructions for carrying out some of the editing tasks that you will need in order to add the required content to your website. Some of them relate more to the group website for TMA 02 than to the EMA website.

To create a home page and discussion page

Looking at your website you may realise that blog posts (that are likely to form the basis of your website's discussion facilities) are automatically placed on the front page. You will need to move these blog posts to a discussion page and create a home page in order to fulfil the requirements of the TMA question – you may choose to do this for the EMA or leave it as the default. To do this, follow these instructions.

First, using the instructions below entitled 'To add new pages or posts', you need to create two new pages (there is no need to include content for now): one called 'Homepage' and the other 'Discussion'.

Then, from the Dashboard:

- select 'Settings' then 'Reading'

- under the item 'Your homepage displays', select the option: 'A static page (select below)'

- from the drop-down menu next to 'Homepage', select 'Homepage'

- from the drop-down menu next to 'Posts page', select 'Discussion'

- click on 'Save Changes' at the bottom of the page.

You should now have a homepage entitled 'Homepage' and a discussion page entitled 'Discussion', where new blogs posts are published.

To add new pages or posts

From the Dashboard:

- select 'Pages' (or 'Posts') then 'Add New'

- create a title and the required content

- click on 'Publish' (right-hand side of screen). Clicking 'Publish' will load the 'Edit Page' screen for the new page, so that edits can then be made. Clicking 'View page' at the bar at the top of the screen will allow you to view the new page.

To edit pages or posts

From the Dashboard:

- select 'Pages' (or 'Posts') then 'All Pages'

- a list of available pages is shown

- place your cursor over the title of the page/post you wish to edit, then select 'Edit' from the menu that appears underneath the page/post name

- edit as required

- click on 'Update' (right-hand side of screen).

To upload images

From the Dashboard:

- select 'Media' then 'Add New'

- then 'click 'Select Files' to select the image you want

- click 'Open'.

To insert an uploaded image

From the Dashboard:

- go to the page where you want to insert the image ('Pages' then select the required page and click 'Edit')

- click on the 'Add Media' icon at the top of the page

- click on the 'Media Library' tab

- click on the required image

- click on the 'Insert into page' button (bottom right corner)

- click on 'Update' (on the right).

To re-order the way pages are listed in the sidebar

From the Dashboard:

- select 'Pages' then 'All Pages'

- select the page you wish to appear first in the list and click on the 'Edit' link for that page

- change the value of 'Order' in the 'Page Attributes' box on the right-hand side of the screen to '1'

- click on 'Update'

- repeat for all other pages, assigning ascending numbers to pages according to the order you want them to appear in.

Using Plugins

Plugins extend the default functions of WordPress and can add interactivity to your website. For example, you can add a photo gallery, calendar, booking forms and interactive map to your group website using plugins. However, as plug-ins are produced by third-party companies, their quality, reliability and security are not guarantee by WordPress. To balance between functionality and reliability/security, only a small subset of plugins are available in this installation of WordPress. You should be able to produce all the website features required by TMA02 and the EMA using some of these plugins.

Before you can use a plugin, you need to activate it. To do so, go to the Dashboard, then Plugins. The Plugins windows should appear and a list of available plugins are shown. You can find out what each plugin is by reading its

description and more about it, including how to use it, by visiting the plugin provider's website. Once you decide to use a plugin, you can activate it by clicking on the link below the plugin's name.

When you activate a plugin, your WordPress Dashboard may change. Many plugins will add a menu to the sidebar, which could also appear in a number of places. For example, the sidebar shown in Figure 13 shows five activated plugins (Booking Calendar, Gallery, WPForms, Photo Gallery and Maps) which appear in three different sections of the sidebar.
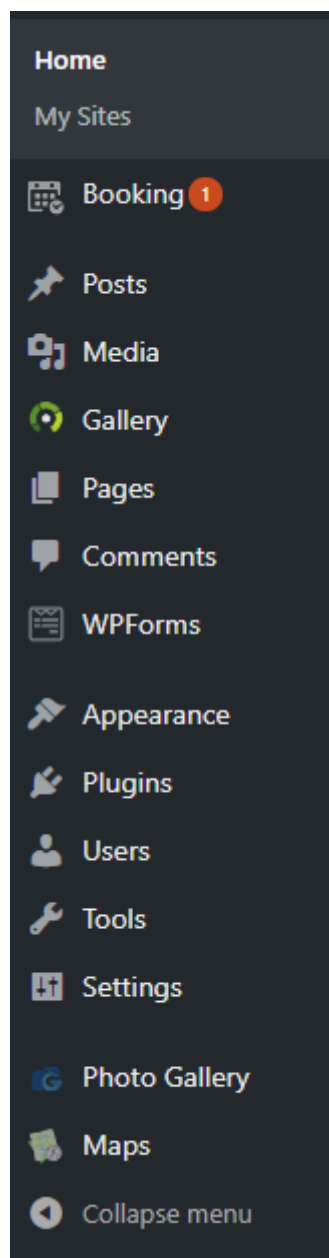

Figure 13: A sidebar in the Dashboard with several activated plugins

Embedding external components in a web page

You may wish to implement facilities in your website (such as embedding video, images, tweets and audio) using the tools provided by Google or other third parties. To do that, you may use the [embed] [/embed] shortcode in your pages. For example, to embed a Youtube video in your page, open your page for editing, click on the 'Text' tab on the top right corner of the Edit window and then paste the following code to where you want your embedded video to be shown.

[embed width="123" height="456"]
http://www.youtube.com/watch?v=dQw4w9WgXcQ [/embed]

Themes

Changing the look or presentation of your website, i.e. the style, layout and colours, is achieved using 'Themes' in WordPress. Your website will have been created using the default theme, that is the Twenty Seventeen theme.

In order to change the theme of your website you can use the 'Appearance' menu in the left-hand sidebar of the Dashboard and then select 'Themes'. You will see a list of 'Available Themes' that you can preview. Clicking on the 'Preview' link beneath a theme will show you what your site will look like in that theme. To close the preview, click on the cross in the top left-hand corner of the preview screen. When you have decided on a theme within your group, activate it by clicking the 'Activate' link on the top right-hand corner of the screen. You can also activate a theme from the list of themes by using the 'Activate' link underneath your chosen theme.

Most of these themes have been created by open source software developers and WordPress users. There are hundreds of themes available on the Web. We have just included a sample for you to choose from.

When first applied, some themes remove all current widgets – including 'Meta'. The 'Meta' area contains the 'Site Admin' link from your website back to your Dashboard, and it's a good idea to keep it there.

Hint: If the 'Meta' area has been removed accidentally, see Troubleshooting Tip #3 at the end of this document.

Widgets

You may notice from your exploration of WordPress that all the pages created within a website show a fixed sidebar that hosts a number of functions and links (though this will depend on the theme used). The 'Widgets' facility allows you to change the contents of the sidebar by adding or removing different functions or 'widgets'.

Widgets are managed via the left-hand sidebar of the Dashboard – under 'Appearance', then 'Widgets'. A list of available widgets will be displayed. These can be activated by dragging and dropping them into the sidebar on the right-hand side of the screen (see Figure 14). However, the drag-and-drop method is not very reliable, so we recommend that you use 'accessibility mode' for adding widgets. This is accessed via the 'Screen Options' drop-down arrow at the top right of the 'Widgets' screen. It allows you to add widgets simply by clicking on an 'Add' button, which in some browsers works better than the drag-and-drop method.
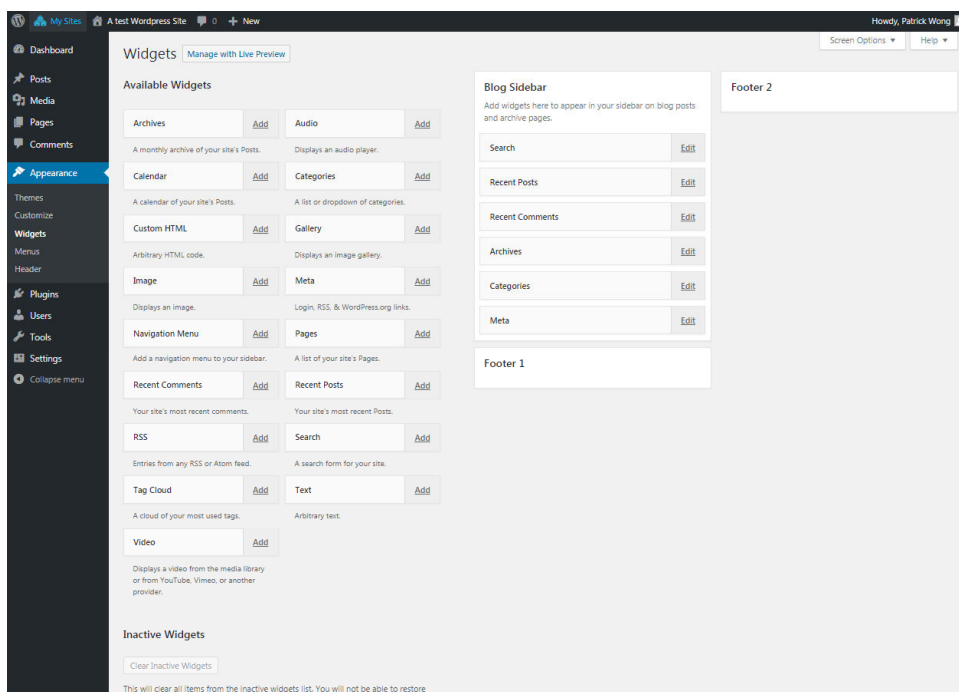

Figure 14: Adding widgets

The widgets displayed in the sidebar (as shown in Figure 14) are those that will be visible on your website, so you need to be careful how many you add – and keep checking what your website looks like as you add or remove them. In particular, if you are not careful you may find that you have deleted the sidebar item called 'Meta'.

Hint: If the 'Meta' area has been removed accidentally, see Troubleshooting Tip #3 at the end of this document.

It is up to you and your project group (in TMA 02) to decide how best to use widgets and external components. You need to ensure you provide all the functionality that is required for the TMA. But you don't want to end up with a

crowded site, full of components that would not bring no real benefit to those using the website. Try to ensure that all information you provide on the website can be found easily, and that the site looks neat and professional.

Backing up and restoring websites

To avoid losing your work, it is your responsibility to regularly backup your websites. WordPress provides tools for you to export your web site (including posts, pages, comments, custom fields, terms, navigation menus, and custom posts) to a backup file (xml format) and import them back to WordPress.

To export your website, go to the Dashboard then select Tools and then Export. Under 'Choose what to export', select 'All content'. Then click on the 'Download Export File'.

Note, media files will not be included in backup, so you'll need to download them separately. To find the media files used by the website you have currently selected, go to the Dashboard then select Media and Library.

To import a website to WordPress, go to the Dashboard then select Tools and then Import. Click on the 'Run Importer' link to start the importer. Then choose the backup file (xml) by clicking on the 'Choose file' button. Then click on the 'Upload file and import' button to start the importing process.

When importing an exported site to an existing site, there is a risk of creating duplicate items. If you need to recover a deleted/corrupted site, we recommend that you first create a new site, and then import the backup file to that new site. Remember that you will need to upload media files separately, and also to customise the appearance of the site, if required, as this does not form part of the backup.

Changing your password

As with all websites, it is important to change your WordPress password regularly.

You can change your password by clicking on your name at the top-right of the dashboard (such as the text saying 'Howdy, Patrick Wong' in Figure 14). Either clicking on this text or hovering over it and clicking on your username or 'Edit my profile' will take you to a Dashboard page labelled Profile. This is the place to change a variety of personal settings, including your screen name, colour schemes, profile picture and others.

Scroll down to the bottom of the Profile page and you will see a section headed 'Account Management', the first item of which is labelled 'New Password'. Click on the button 'Generate Password' and you will be presented with an auto-generated strong password. You may choose to use this, generate your own strong password using a password manager such as LastPass or the built-in manager in browsers such as Google Chrome, or make up your own password.

As advised previously, we recommend that this is not the same as the password you use to login to OU websites such as StudentHome. Don't forget to record your chosen password somewhere.

Having entered your new password, click 'Update Profile' at the bottom of the screen to save it.

If you forget your password altogether, please see the Troubleshooting Tips at the end of this document for advice.

Other sources of information

This document has been provided to help you get started with WordPress. Other sources of information that you may find helpful include:

- http://codex.wordpress.org/Main_Page

- http://codex.wordpress.org/Glossary

- http://www.youtube.com/ – search for WordPress

Troubleshooting tips

1. If you lose your password, go to the TM255 WordPress page from the 'WordPress' link on the TM255 website, under Week 10. Click on 'Log in' under the title 'Meta' in the right-hand sidebar. This will take you to the WordPress log-in page. Click on 'Lost your password?' and this will give you the option to have a new password emailed to you.

2. If you click on a link that you expect to take you to your group website but instead you are directed to the TM255 WordPress page (shown in Figures 3 and 10) you are probably not logged in to your OU account (using your OUCU). Try logging into StudentHome and, keeping that browser window open, click again on the link you expected to take you to your group website.

3. If the 'Meta' area has been removed, you can find your way back to your Dashboard by using the following URL, but replacing {websitename} with the website name allocated by your group's site creator in Step 5 of 'Creating your WordPress website' (e.g. chrisjonesblue2018).

   http://tm255.open.ac.uk/{websitename}/wp-admin/