# Module ONE

# GETTING STARTED WITH WORD PRESS

## module Objectives

**At the end of the module, the teachers should be able to;**

- **understand WordPress and how it works.**
- **set up WordPress website on a local computer.**

In HTML and CSS, we were shown how to build a website from nothing. This gives us the ability to customize the layout of a website.

Most times, we simply want to focus more on the contents of our webpage, rather than its layout. In this instance, we do not always have enough time to build a website from scratch, or we simply want to use an existing layout (theme or template); there are other times that you build the same kind of website multiple times.

WordPress found a way to solve these problems with its Content Management System (CMS), which is simply a way we organize and manage our content without necessarily writing any code, like we did in our HTML and CSS.

In this module, we will be exploring the concepts of WordPress, why we need it and how it works. We will also be looking into the community behind it, and how we can be a part of it. Finally, we will work through some examples as we set up WordPress with its supporting tools.

## What is WordPress?

WordPress is an open source CMS software used for creating, publishing and managing websites. It is completely customizable and is used to create fantastic blogs and websites. The term “open source” means WordPress is free and can be used by anyone, anywhere.

### History

WordPress was founded in 2003 by Matt Mullenweg and Mike Little. The idea was to simplify the creation of web pages, and to lay more emphasis on content development, ease of access and performance, with little setup required.

It is built using *PHP*, which is the Programming Language of WordPress, and *MySQL*, a Database Management System used for storing data in WordPress.

Currently used by 28% of websites all over the world, that is about 60 million websites, it is the most popular Content Management System (CMS). Others include: *Joomla* and *Drupal*.

**An Open Source CMS**

The two most important words surrounding the WordPress community are: Open Source and Content Management System (CMS).

Open Source simply implies that a software or source code can be used by anyone for any purpose. WordPress is an Open Source software. It has one of the largest communities of developers, constantly building and maintaining the software, and it is Free!

CMS is a software that is used to manage, create, edit, arrange and publish content on a web page. The CMS used on the web page is called WCMS (Web Content Management System), of which WordPress is part of.

# Why do we need WordPress?

There are many reasons why we use WordPress. They are:

- Ease of Use
  WordPress is easy to learn and use. Being built with non-technical bloggers in mind, its interface is very easy to understand and deploy, even in complex websites. Its CMS-based system makes it easier to manage content available on websites. Also, it comes with a built-in update management system, which makes it easy to update plugins and themes.

- Flexibility
  With a wealth of themes and plugins at its disposal, the appearance of WordPress is very easy to modify or customise. Themes define the structure of a webpage; whereas Plugins extend or expand on what is possible with WordPress.

- Installation and Setup
  WordPress is easy to install and requires little cost of maintenance, compared to other modes of web development. Recently, WordPress is pre-installed by most web hosting companies as part of their service.

- Search Engine Friendly
  When we use our web browser to check something on google, we usually get a lot of answers. Google was designed using an engine that ranks websites based on what we are searching for, as such, provides us with the best possible results.
  A WordPress website, ranks higher than other CMS in search engines. This is as a result of its optimized design and semantic markup. As we discussed in HTML, Semantic Markup are tags that define the look or feel of a webpage and provide special meaning to its presentation. Examples of

such tags are: *<header>*, *<footer>,* etc. WordPress also provides some plugins that further helps to improve SEO (Search Engine Optimization).

- Community Support
  Based on its popularity, WordPress has an outstanding community support. Developers from all over the globe devote their time and resources in making sure WordPress stays secure and updated.

# How does WordPress work?

Web pages run on web browser, which is rendered via HTML and styled using CSS. This is the same case with WordPress, except unlike the traditional HTML and CSS code, WordPress requires two major components in the web server in order to work. They are **PHP** and **MySQL**. These two combined are the building blocks of WordPress. PHP, short for Hypertext Preprocessor, is the programming language on which WordPress is built.

**Storing Contents in WordPress**
MySQL is one of the fastest and most used database management systems in the world. Just like WordPress, MySQL is also an open-source software and is used by WordPress to store its database.
Some of the information stored in the WordPress database (MySQL) include:

- Users passwords;
- Comments, Posts, Categories, Tags and Pages;
- Drafts and Trashed publications;
- Images;
- Documents;
- Themes and Plugins.

**Themes and Plugins**
A major part of this course will be centered on the most important elements of WordPress. They are:

- The WordPress Dashboard;
- Themes; and
- Plugins

Themes define the look and feel of a website, and functionality, without changing its core features or contents. Its PHP file is made up of HTML, CSS and JavaScript, all working together to produce a site, which we all come to know as “*A WordPress Website*”.
Plugins on the other hand is used to extend the functionality of a WordPress website. These functions include: e-commerce, site analytics, video player etc. Generally, plugins provide an additional experience to the beauty and design of WordPress whilst allowing users to meet the specific needs of their websites.

# Hosting WordPress

When we type an address on a web browser, we are accessing a host on a computer elsewhere. This host reviews our request and response to it through a server. A server is a computer that processes this request and delivers a response to your device through the internet or on a local network. An Internet is a network of computers interlinked together. A website can either be hosted locally on a computer or on an online server (web hosting).

In this module, you will learn how to install WordPress on a local computer. In module 8, you will learn about web hosting.

### Local Servers and Their Uses

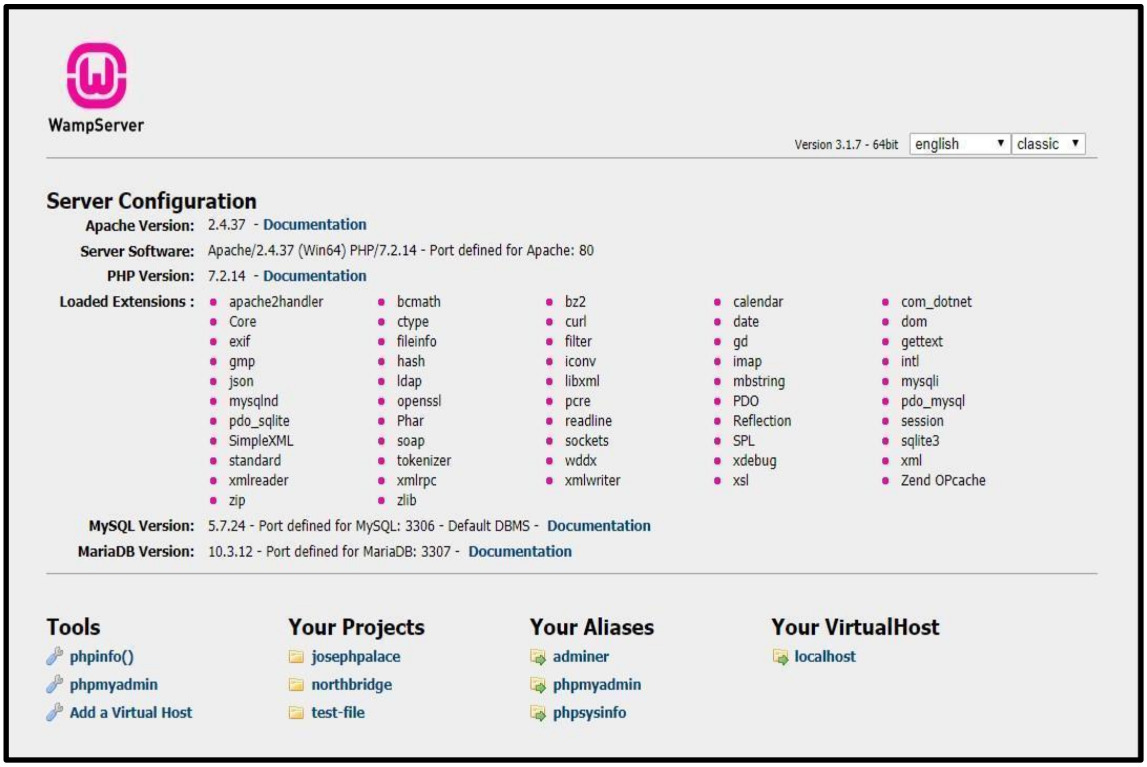
A local server or local host refers to a host on a local computer (your computer). It is the computer a particular "program" runs on, and it is not restricted to the client's computer. As such, local host refers to the program and not the computer being used to execute the program. The term "localhost" is a reserved keyword with IP address 127.0.0.1. An IP address is just like the number on your ID card. It is used for identification and location purposes, and with it, your computer can communicate with other computers. This host is mainly used for development and internal testing. It is also used in setting up and configuring access to the WordPress database.

Examples of local hosts are:

- WAMP
- XAMPP
- MAMP
- LAMP

### The WAMP Server

For the purpose of this course, we will be using the WAMP server**.** Its most important core feature is the *Apache HTTP Server*, which is used to run websites on a local computer. WAMP is usually the combination of Apache, PHP and MySQL. They can all be installed together as WAMP on a local computer.



**Server Configuration**

**Apache Version:** 2.4.37 - Documentation

**Server Software:** Apache/2.4.37 (Win64) PHP/7.2.14 - Port defined for Apache: 80

**PHP Version:** 7.2.14 - Documentation

**Loaded Extensions :**

- apache2handler
- bcmath
- bz2
- calendar
- com_dotnet
- Core
- ctype
- curl
- date
- dom
- exif
- fileinfo
- filter
- gd
- gettext
- gmp
- hash
- iconv
- imap
- intl
- json
- ldap
- libxml
- mbstring
- mysqli
- mysqlnd
- openssl
- pcre
- PDO
- pdo_mysql
- pdo_sqlite
- Phar
- readline
- Reflection
- session
- SimpleXML
- soap
- sockets
- SPL
- sqlite3
- standard
- tokenizer
- wddx
- xdebug
- xml
- xmlreader
- xmlrpc
- xmlwriter
- xsl
- Zend OPcache
- zip
- zlib

**MySQL Version:** 5.7.24 - Port defined for MySQL: 3306 - Default DBMS - Documentation

**MariaDB Version:** 10.3.12 - Port defined for MariaDB: 3307 - Documentation

*A typical example of a Local Server (WAMP)*

# WordPress Setup

Earlier, we looked at the building blocks of a WordPress software, and its most important elements; Themes and Plugins. We also introduced the core features of a local server (WAMP), which plays a significant role in WordPress.

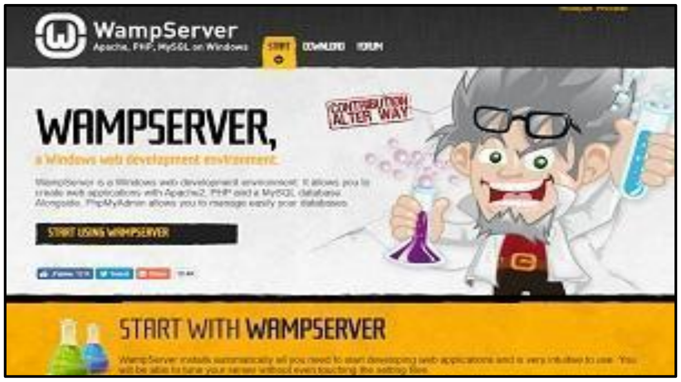
These core features are:

- PHP: The programming language.
- MySQL: The database system.
- Apache HTTP Server: The web server.
- PhpMyAdmin: For database management.

As we delve deeper into this course, we will see the different important roles each of these has to play in setting up and managing a WordPress website.

### Setting Up WordPress on a Local Server

In order to setup a WordPress website, first, we need to download and install our local server. As mentioned earlier, we will be using WAMP as our local server. In the following steps, we will be setting up our WAMP server.



WAMPSERVER,

a Windows web development environment.

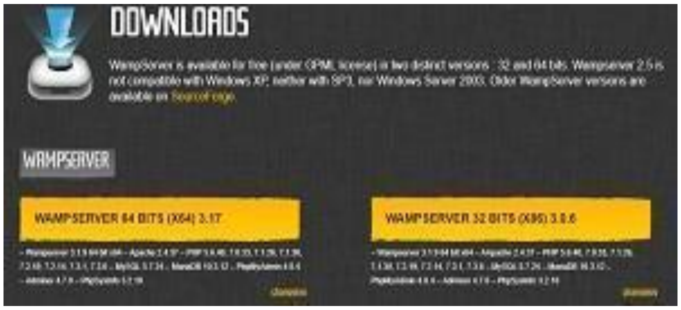
WampServer is a Windows web development environment. It allows you to create web applications with Apache2, PHP and a MySQL database. Alongside, PhpMyAdmin allows you to manage easily your databases.

START WITH WAMPSERVER

WampServer installs automatically all you need to start developing web applications and is very intuitive to use. You will be able to tune your server without even touching the setting files.

**Step 1: Download WAMP**

To download the WAMP software, visit the WAMP official website at www.wampserver.com/en. Next, scroll down to the download options. There are two download options: 64BITS and 32BITS. These are bit sizes based on your computer specifications. To check yours, press and hold the Windows and Pause keys on your keyboard. In this textbook, we will proceed to download the 32 bits option. Follow the download prompt afterwards.



DOWNLOADS

WampServer is available for free (under GPML license) in two distinct versions : 32 and 64 bits. Wampserver 2.5 is not compatible with Windows XP, neither with SP3, nor Windows Server 2003. Older WampServer versions are available on SourceForge.

[illegible]

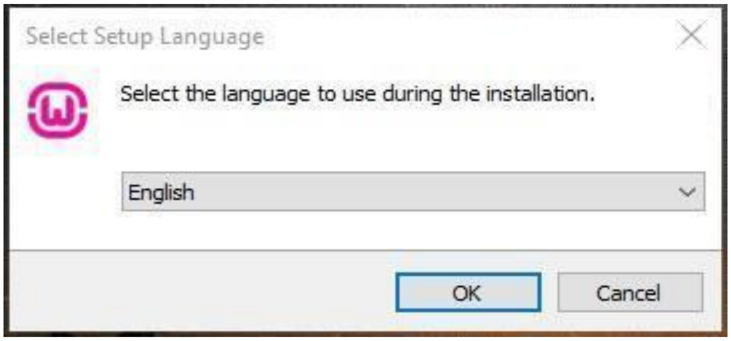
[illegible]

**Step 2: Install WAMP**

To install this, locate the WAMP file that has just been downloaded on your computer. Next, ***right click*** on the WAMP file and select the ***open*** option within the menu.

**Note:** *You may see a popup from windows asking you to confirm your installation. Read and follow the instructions until you get to **WAMP Installation Windows**.*

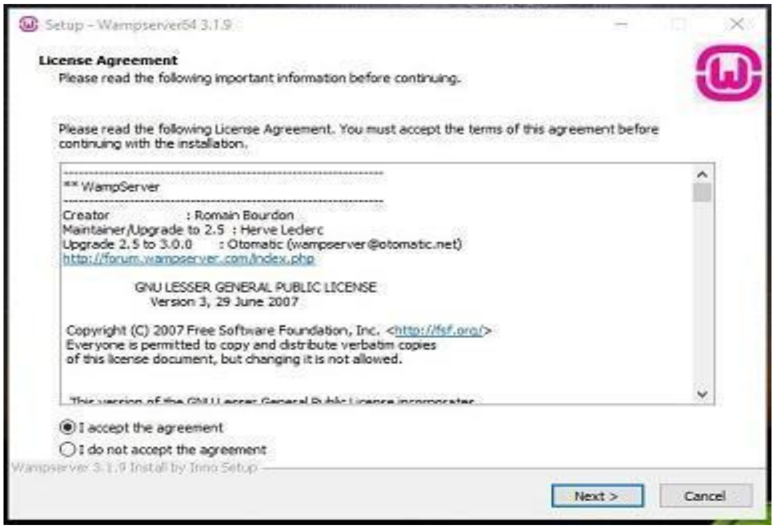
Click on the ***OK*** button for the installation to begin.



Select the language to use during the installation.

English

Next, it will show a ***License Agreement*** window. Select the ***I accept the agreement*** in the option tab and click on the ***Next*** button.



Setup - Wampserver64 3.1.9

**License Agreement**

Please read the following important information before continuing.

Please read the following License Agreement. You must accept the terms of this agreement before continuing with the installation.

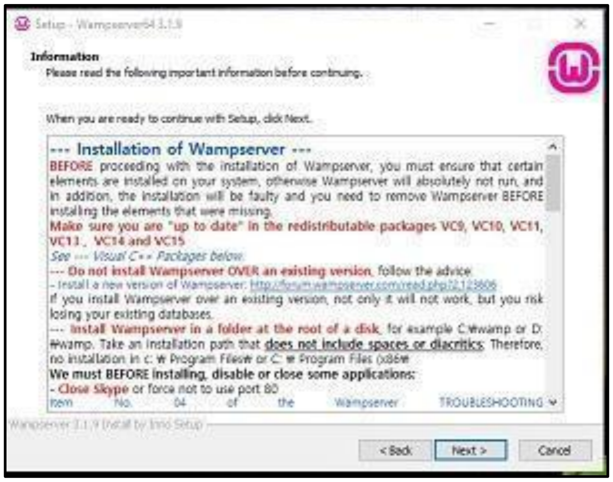
```
---------------------------------------------------------
** WampServer
---------------------------------------------------------
Creator              : Romain Bourdon
Maintainer/Upgrade to 2.5  : Herve Leclerc
Upgrade 2.5 to 3.0.0      : Otomatic (wampserver@otomatic.net)
http://forum.wampserver.com/index.php

             GNU LESSER GENERAL PUBLIC LICENSE
                Version 3, 29 June 2007

 Copyright (C) 2007 Free Software Foundation, Inc. <http://fsf.org/>
 Everyone is permitted to copy and distribute verbatim copies
 of this license document, but changing it is not allowed.

  This version of the GNU Lesser General Public License incorporates
```

● I accept the agreement

○ I do not accept the agreement

Wampserver 3.1.9 Install by Inno Setup

The next window contains some important information about WAMP installation. Click on the ***next*** button to continue with the setup.



Setup - Wampserver64 3.1.9

**Information**

Please read the following important information before continuing.

When you are ready to continue with Setup, click Next.

--- Installation of Wampserver ---

BEFORE proceeding with the installation of Wampserver, you must ensure that certain elements are installed on your system, otherwise Wampserver will absolutely not run, and in addition, the installation will be faulty and you need to remove Wampserver BEFORE installing the elements that were missing.

Make sure you are "up to date" in the redistributable packages VC9, VC10, VC11, VC13 , VC14 and VC15

*See --- Visual C++ Packages below.*

--- Do not install Wampserver OVER an existing version, follow the advice

- Install a new version of Wampserver: http://forum.wampserver.com/read.php?2,123606

If you install Wampserver over an existing version, not only it will not work, but you risk losing your existing databases.

--- Install Wampserver in a folder at the root of a disk, for example C:₩wamp or D:₩wamp. Take an installation path that does not include spaces or diacritics. Therefore, no installation in c: ₩ Program Files₩ or C: ₩ Program Files (x86₩

**We must BEFORE installing, disable or close some applications:**

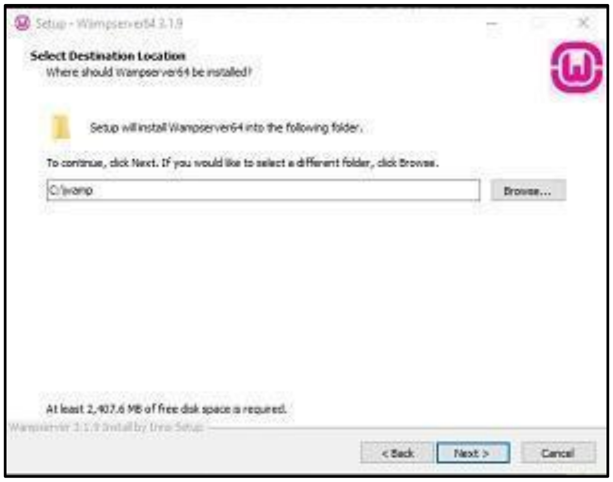
- Close Skype or force not to use port 80

Item No. 04 of the Wampserver TROUBLESHOOTING

Wampserver 3.1.9 Install by Inno Setup

Next, ***Select Destination Location*** windows. Click on the ***Browse*** button to select the folder you want WAMP to be installed, or leave it in the default folder. It is recommended to always install WAMP at Windows (C:) directory.

Click on the ***Next*** button to continue.



Setup - Wampserver64 3.1.9

**Select Destination Location**

Where should Wampserver64 be installed?

Setup will install Wampserver64 into the following folder.

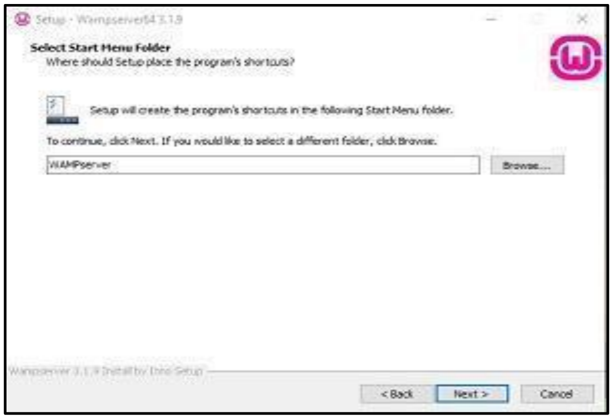
To continue, click Next. If you would like to select a different folder, click Browse.

C:\wamp

At least 2,407.6 MB of free disk space is required.

Browse...
Wampserver 3.1.9 Install by Inno Setup
< Back
Next >
Cancel

Up next is the ***Select Start Menu Folder.*** This will create a program shortcut on your desktop and startup menu.



Setup - Wampserver64 3.1.9

**Select Start Menu Folder**

Where should Setup place the program's shortcuts?

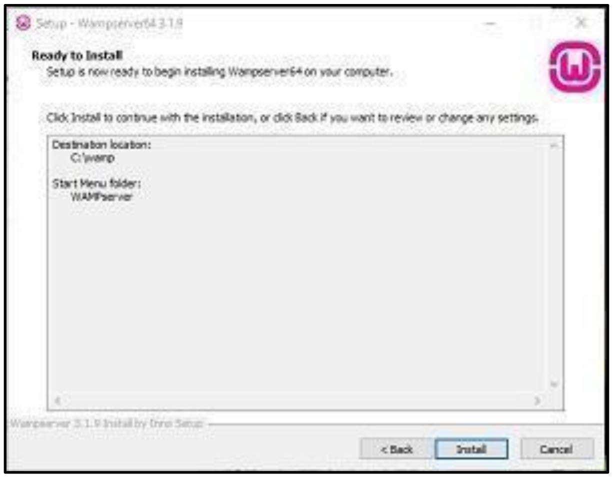
Setup will create the program's shortcuts in the following Start Menu folder.

To continue, click Next. If you would like to select a different folder, click Browse.

WAMPserver

Browse...
Wampserver 3.1.9 Install by Inno Setup
< Back
Next >
Cancel

Click on the ***Next*** button to continue with the Setup. Now, to begin the installation, click on the ***Install*** button.



Setup - Wampserver64 3.1.9

**Ready to Install**

Setup is now ready to begin installing Wampserver64 on your computer.

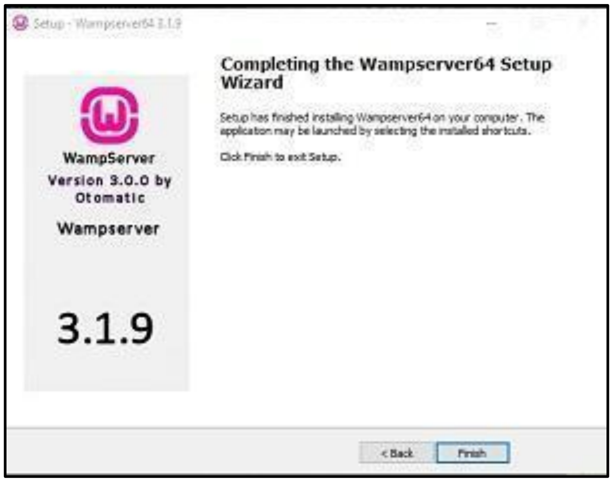
Click Install to continue with the installation, or click Back if you want to review or change any settings.

Destination location:
C:\wamp

Start Menu folder:
WAMPserver

Wampserver 3.1.9 Install by Inno Setup
< Back
Install
Cancel

The setup will begin immediately. It usually takes about 3 to 10 minutes.
Note: Do not minimize or close the window during this time. You may be prompted to take some actions. Read and follow the instructions carefully until you see the window below. This means that the installation is complete.



Setup - Wampserver64 3.1.9

WampServer
Version 3.0.0 by
Otomatic
Wampserver
3.1.9

**Completing the Wampserver64 Setup Wizard**

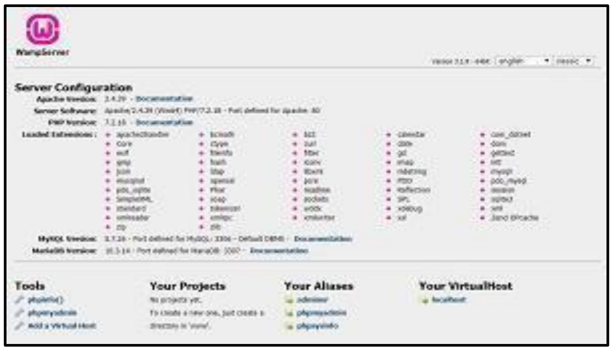
Setup has finished installing Wampserver64 on your computer. The application may be launched by selecting the installed shortcuts.

Click Finish to exit Setup.

**Note:** *The following steps may vary depending on the period of installation.*

Go to your computer desktop and launch WAMP Server.

To confirm successful installation of WAMP Server, open your Web Browser on the address bar, type ***localhost*** and hit the ***enter*** button on your keyboard. The page as shown in the image below will appear on the browser.



**Server Configuration**

Apache Version: 2.4.39 - Documentation
Server Software: Apache/2.4.39 (Win64) PHP/7.2.18 - Port defined for Apache: 80
PHP Version: 7.2.18 - Documentation
Loaded Extensions :
- apache2handler
- Core
- exif
- gmp
- json
- mysqlnd
- pdo_sqlite
- SimpleXML
- standard
- xmlreader
- zip
- bcmath
- ctype
- fileinfo
- hash
- ldap
- openssl
- Phar
- soap
- tokenizer
- xmlrpc
- zlib
- bz2
- curl
- filter
- iconv
- libxml
- pcre
- readline
- sockets
- wddx
- xmlwriter
- calendar
- date
- gd
- imap
- mbstring
- PDO
- Reflection
- SPL
- xdebug
- xsl
- com_dotnet
- dom
- gettext
- intl
- mysqli
- pdo_mysql
- session
- sqlite3
- xml
- Zend OPcache

MySQL Version: 5.7.26 - Port defined for MySQL: 3306 - Default DBMS - Documentation
MariaDB Version: 10.3.14 - Port defined for MariaDB: 3307 - Documentation

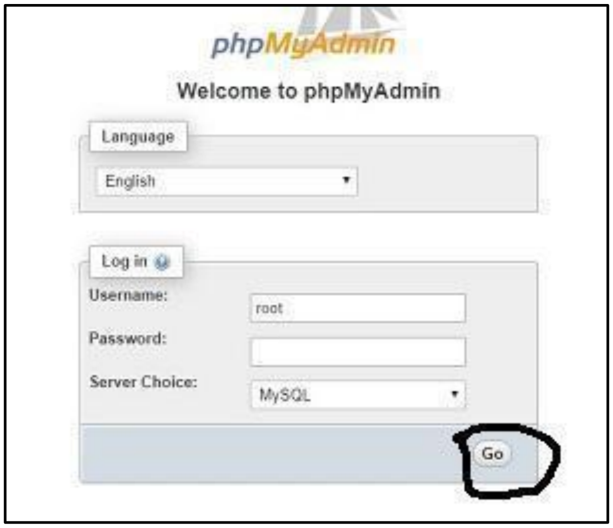
**Tools**
phpinfo()
phpmyadmin
Add a Virtual Host

**Your Projects**
No projects yet.
To create a new one, just create a directory in 'www'.

**Your Aliases**
adminer
phpmyadmin
phpsysinfo

**Your VirtualHost**
localhost

**Step 3: Setting Up User Profile Database**
To create a User Profile and Database for your WordPress site, visit localhost/phpmyadmin/ on your web browser. Click on the ***Go*** button to login.



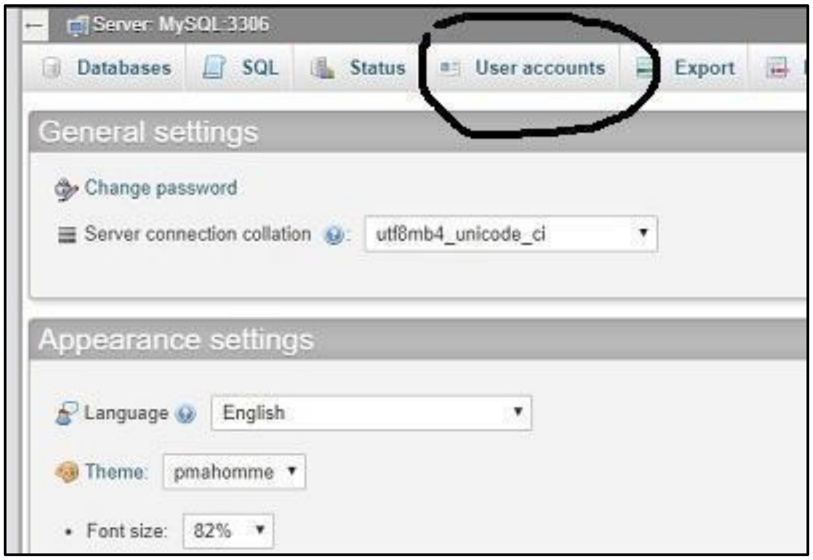
Language: English

Username: root

Password:

Server Choice: MySQL

**Note:** *The Username is **root**. Leave the Password blank.* Next, select the ***User accounts*** on the new page.



Server: MySQL:3306

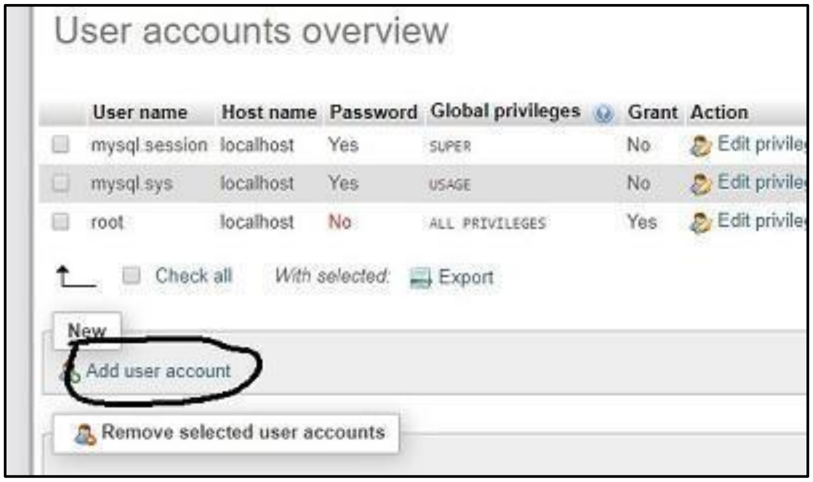
Server connection collation: utf8mb4_unicode_ci

Language: English

Theme: pmahomme

Font size: 82%

Now, to create a User account, click on the ***Add user account***.

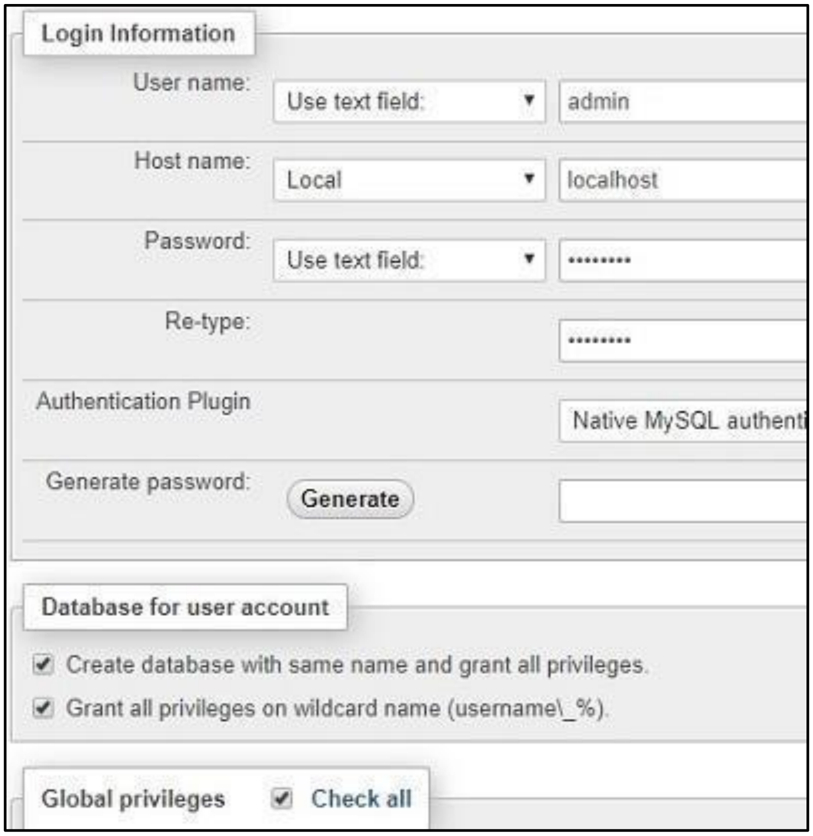


User accounts overview

| | User name | Host name | Password | Global privileges | Grant | Action |
|---|---|---|---|---|---|---|
| □ | mysql.session | localhost | Yes | SUPER | No | Edit privile |
| □ | mysql.sys | localhost | Yes | USAGE | No | Edit privile |
| □ | root | localhost | No | ALL PRIVILEGES | Yes | Edit privile |

***Note:*** You can still use the already created account e.g. ***root***.

Next, enter your User details. Here we used ***admin***. Admin can easily be hacked so, you are advised to use a unique name. Host name will be ***localhost***, since we will install WordPress locally. Next, choose a strong password and Retype it again in the space provided. Finally, check the boxes as shown here. You will notice that your ***Database for user account*** will be created automatically. You can create a different Database when you uncheck this option. But for the purpose of this course, we will be creating our Database automatically.



Login Information

| | | |
|---|---|---|
| User name: | Use text field: ▾ | admin |
| Host name: | Local ▾ | localhost |
| Password: | Use text field: ▾ | ••••••••• |
| Re-type: | | ••••••••• |
| Authentication Plugin | | Native MySQL authenti |
| Generate password: | Generate | |

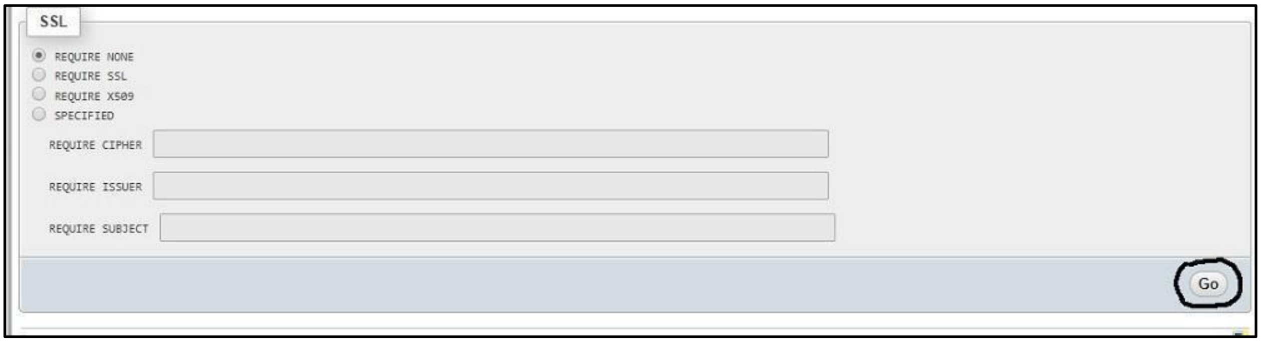
Database for user account

☑ Create database with same name and grant all privileges.

☑ Grant all privileges on wildcard name (username_%).

Global privileges ☑ Check all

Scroll down until you get to the end of the page. You will see a ***Go*** button, click to create a User Profile and Database.



SSL

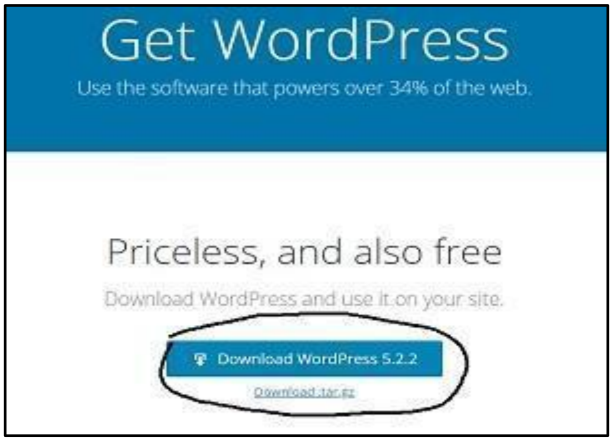
● REQUIRE NONE
○ REQUIRE SSL
○ REQUIRE X509
○ SPECIFIED

REQUIRE CIPHER

REQUIRE ISSUER

REQUIRE SUBJECT

**Step 4: Download WordPress.**
To download WordPress, visit [www.WordPress.org/download](www.WordPress.org/download).



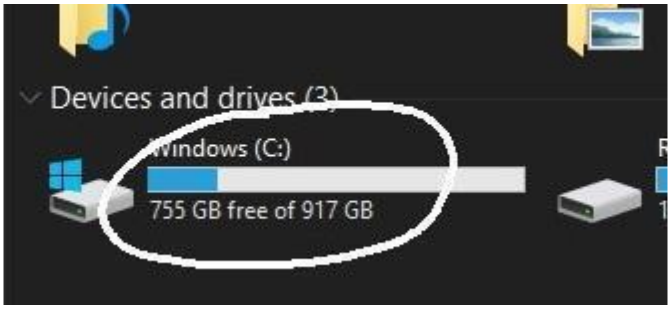
Get WordPress

Use the software that powers over 34% of the web.

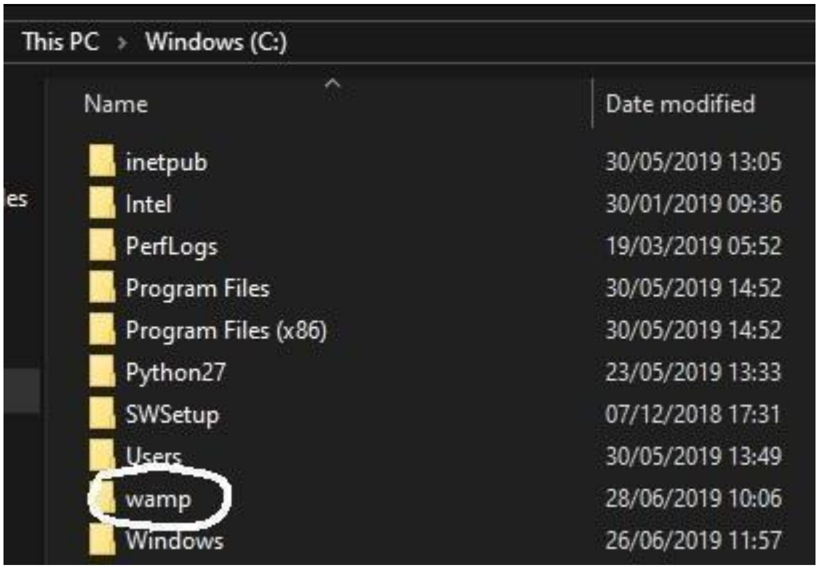
Priceless, and also free

Download WordPress and use it on your site.

Click on ***Download WordPress*** for the download to start automatically.
Next, locate the WordPress installation file you just downloaded on your computer and unzip the file and double-click on it. Navigate to the folder where we installed WAMP in the Windows (C:) directory. ***Double Click*** to open.

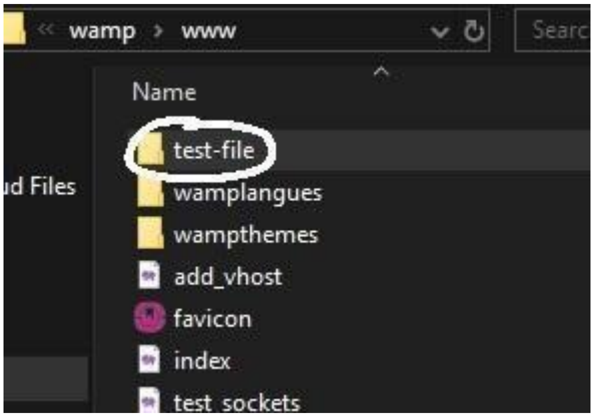


Inside the folder, you will find the ***Wamp*** folder. ***Double Click*** to open.



| Name | Date modified |
|---|---|
| inetpub | 30/05/2019 13:05 |
| Intel | 30/01/2019 09:36 |
| PerfLogs | 19/03/2019 05:52 |
| Program Files | 30/05/2019 14:52 |
| Program Files (x86) | 30/05/2019 14:52 |
| Python27 | 23/05/2019 13:33 |
| SWSetup | 07/12/2018 17:31 |
| Users | 30/05/2019 13:49 |
| wamp | 28/06/2019 10:06 |
| Windows | 26/06/2019 11:57 |

Next, you will find a folder labelled ***www***. ***Double Click*** to move into the folder. Remember the unzipped WordPress file? ***Copy*** and ***Paste*** it in this folder. Then, change the name of the file to match your project. Here, we used ***test-file*.**

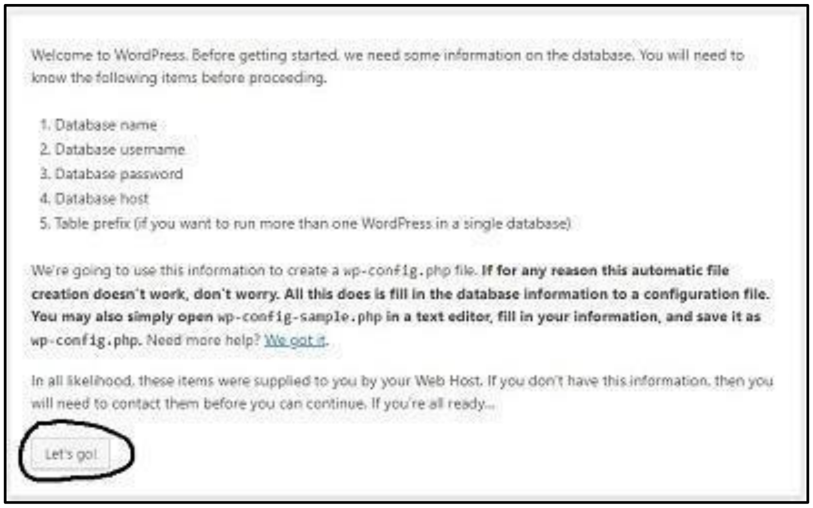


Name

- test-file
- wamplangues
- wampthemes
- add_vhost
- favicon
- index
- test_sockets

**Step 5: Install WordPress.**

To install WordPress, visit localhost/your-project-name. In this case, our project name is ***test-file.*** So visit localhost/test-file. A window will appear, choose your preferred language and press the ***Continue*** button. On the next page, follow the instructions given to setup WordPress. Click on the ***Let's go!*** button to begin the installation.



Welcome to WordPress. Before getting started, we need some information on the database. You will need to know the following items before proceeding.

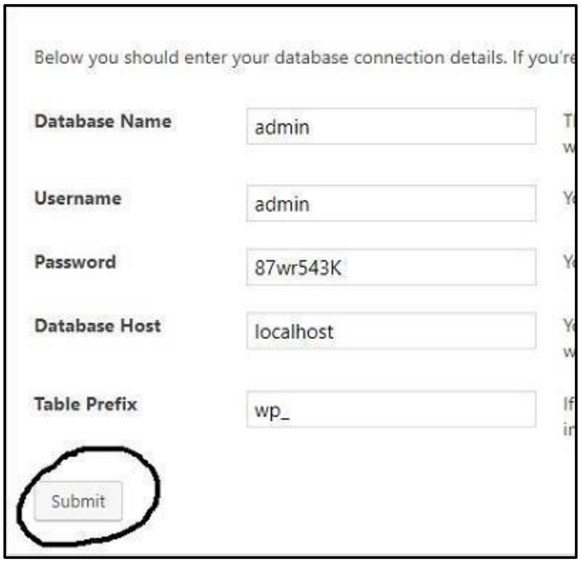
1. Database name
2. Database username
3. Database password
4. Database host
5. Table prefix (if you want to run more than one WordPress in a single database)

We're going to use this information to create a `wp-config.php` file. **If for any reason this automatic file creation doesn't work, don't worry. All this does is fill in the database information to a configuration file. You may also simply open `wp-config-sample.php` in a text editor, fill in your information, and save it as `wp-config.php`.** Need more help? We got it.

In all likelihood, these items were supplied to you by your Web Host. If you don't have this information, then you will need to contact them before you can continue. If you're all ready…

***Note:*** You will need to confirm your Database settings in the next step. Remember to keep it handy before clicking on the ***Let's go!*** Button.

Next, fill in your Database details from when we created the Database. The Username and Password will be the same one we used when we created our User profile. The Database Name is same as the Username. The Database Host will be localhost since we will be using our WordPress on a local computer. Use ***wp_*** for Table Prefix and then press ***Submit*** button to move to the next page.

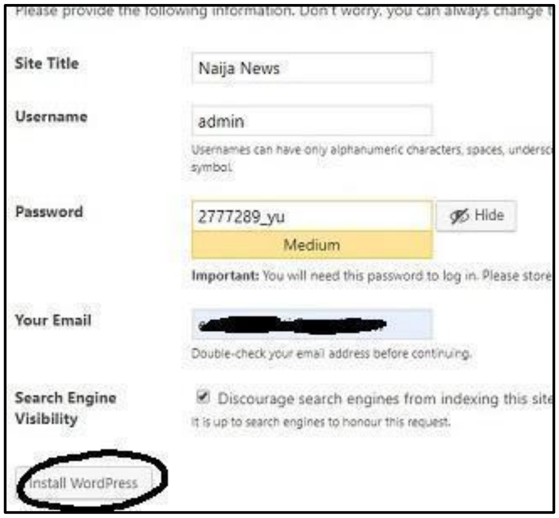


Below you should enter your database connection details. If you'r

| | |
|---|---|
| **Database Name** | admin |
| **Username** | admin |
| **Password** | 87wr543K |
| **Database Host** | localhost |
| **Table Prefix** | wp_ |

On the next page, press the ***Run the installation*** button to proceed to WordPress setup page. In order to setup a WordPress site, we will be providing the site details. Site Title can be changed later. Note that the Username and Password will be required while signing into your WordPress site.

You can skip the Email Address. But it is important for receiving alerts. Since this is for internal use, we will discourage Search Engine from indexing the site. After this, click on the ***Install WordPress*** button.



Please provide the following information. Don't worry, you can always change t

Site Title: Naija News

Username: admin

Usernames can have only alphanumeric characters, spaces, undersc symbol.

Password: 2777289_yu  Hide

Medium

**Important:** You will need this password to log in. Please store

Your Email: [redacted]

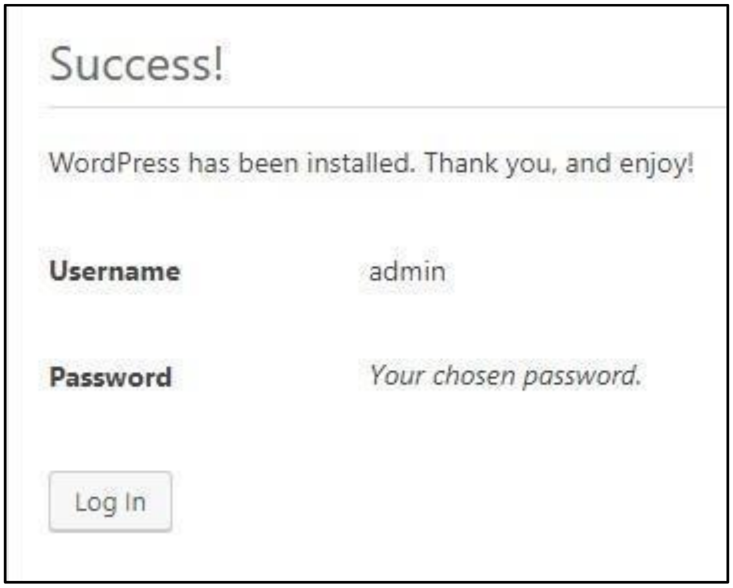
Double-check your email address before continuing.

Search Engine Visibility: ☑ Discourage search engines from indexing this site

It is up to search engines to honour this request.

When the installation is complete, we will get a success message.

Proceed to the WordPress Dashboard to login with the details you created during the installation.

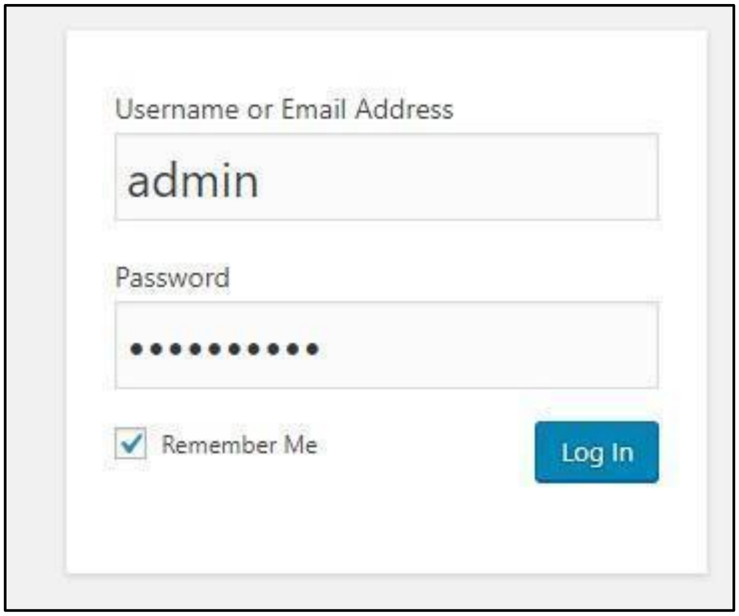


Success!

WordPress has been installed. Thank you, and enjoy!

**Username** admin

**Password** *Your chosen password.*



Username or Email Address

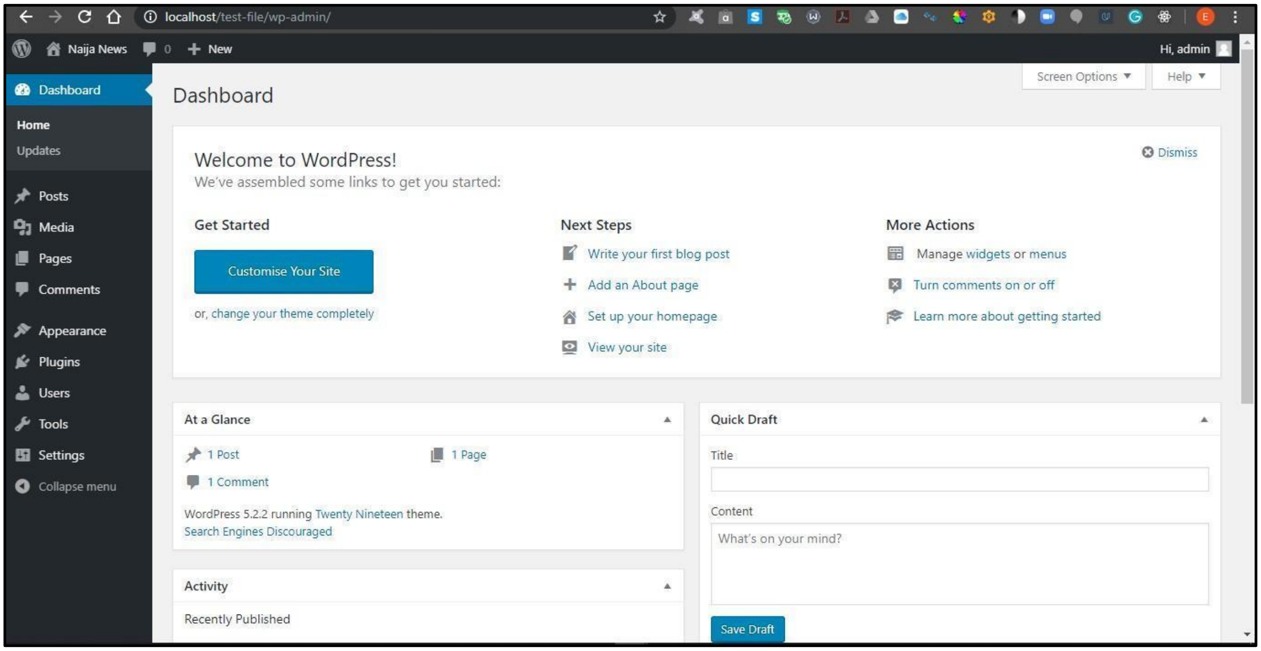
admin

Password

••••••••••

☑ Remember Me

A dashboard as shown in the image below will appear. Well done! You have successfully installed WordPress.



localhost/test-file/wp-admin/

Welcome to WordPress!

We've assembled some links to get you started:

WordPress 5.2.2 running Twenty Nineteen theme.

Search Engines Discouraged

Title

Content

What's on your mind?

*The WordPress Dashboard*

# Summary of module One

In this module, we started by introducing WordPress, its uses and how it works.

You were also introduced to some tools that made WordPress possible and the role local server has to play in WordPress development.

Finally, we took a hands on approach towards setting up a Local Server and WordPress. In the next module, you will be working with the dashboard and also post your first WordPress content.

# module TWO

# CREATING YOUR FIRST BLOG

## module Objectives

**At the end of the module, the teachers should be able to;**

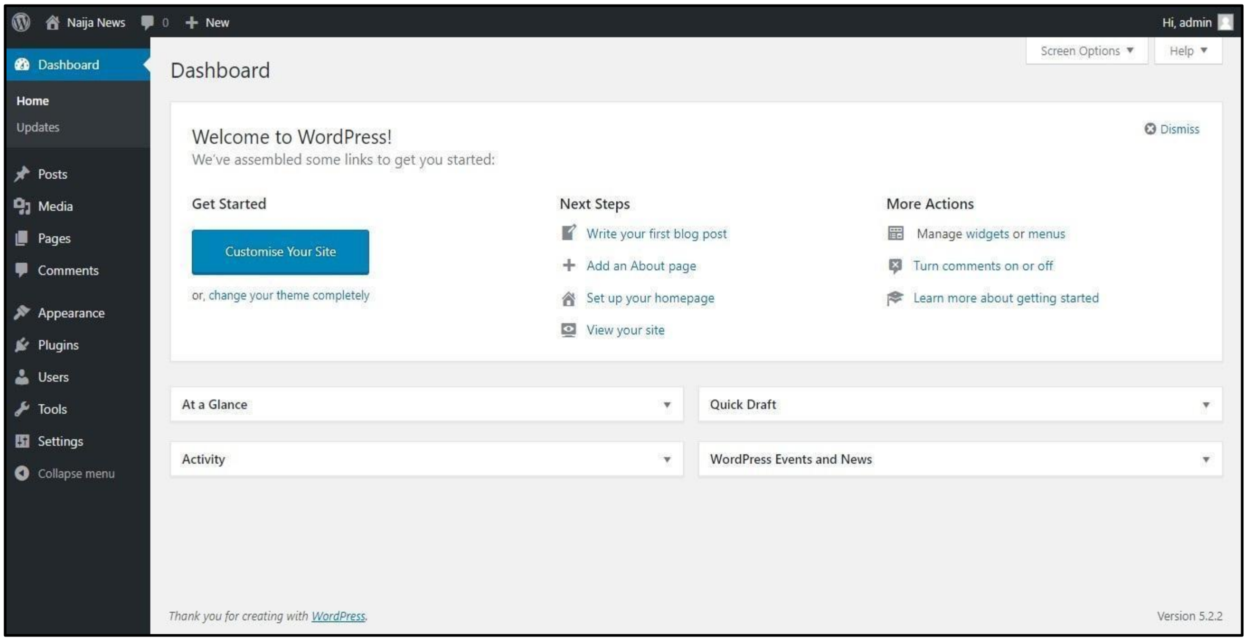
- **explore WordPress dashboard**
- **create a Personal Blog**
- **use WordPress Editors**

A Blog or Weblog, is simply a way of expressing an opinion about a particular issue, situation or event, by an individual or a group of people using a Web page. Blogs have been around for a long time, but with the rise of the internet, its popularity rose to an all-time high. WordPress is a blogging tool or at least, it started out as one back in 2003, when it was first created. Now, WordPress has surpassed that expectation, as it is used in every industry, from Media to E-Commerce etc.

At the end of this module, you will be familiar with the basic features of a WordPress Dashboard, learn to use WordPress to create a Blog and experiment with the different editors available in WordPress.

## The WordPress Dashboard

The Dashboard is the administration page in WordPress. It is also referred to as the Homepage or Backend. It is protected by a user login page, and can only be accessed by those with the administrative rights. A WordPress site can have as many administrators as necessary.



Welcome to WordPress!

We've assembled some links to get you started:

Thank you for creating with WordPress.

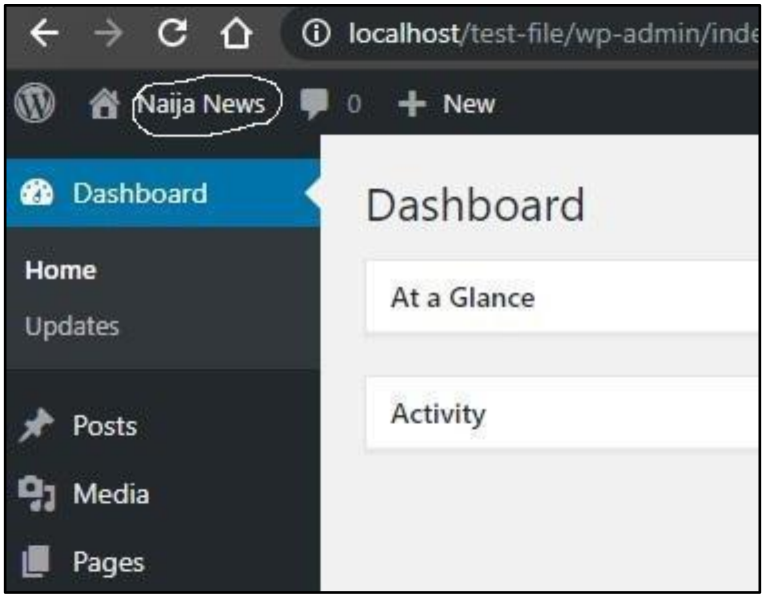
*An Overview of a WordPress Dashboard*

## Features of a Dashboard

Some of the elements found on a WordPress Dashboard are:

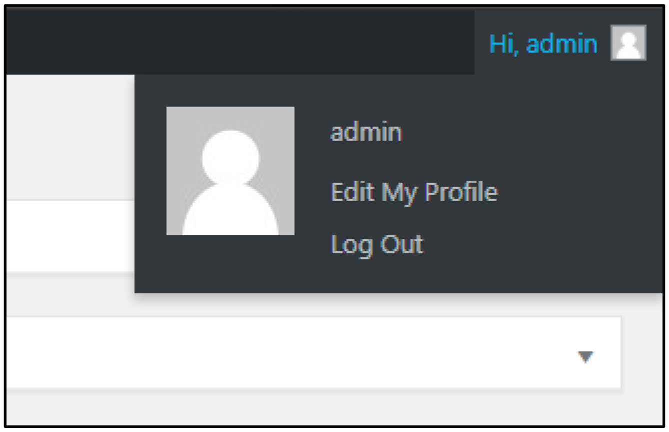
- **Site Name**

  This is the name of your website. If you recall, during our WordPress installation, you were asked to provide the Site Title (e.g. Naija News). This Site Title is our Site Name.



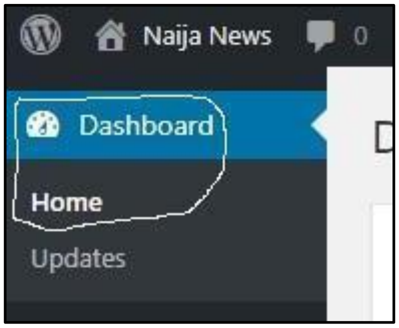
To see the client-side of your website, move your mouse over this website, and select *Visit site* in the dropdown menu that appears. The client-side of your website is the pages everyone that visits your website see. We will examine this in detail in the next topic.

- **User Profile**
  Look to the far right of your screen, and you will see this: **Hi, admin**. This is the User Profile of a Dashboard. Hover your mouse over it, and explore the menu that appears. This menu is used to manage the user or admin preferences of the WordPress site. They include: admin password, profile picture, contact info etc.

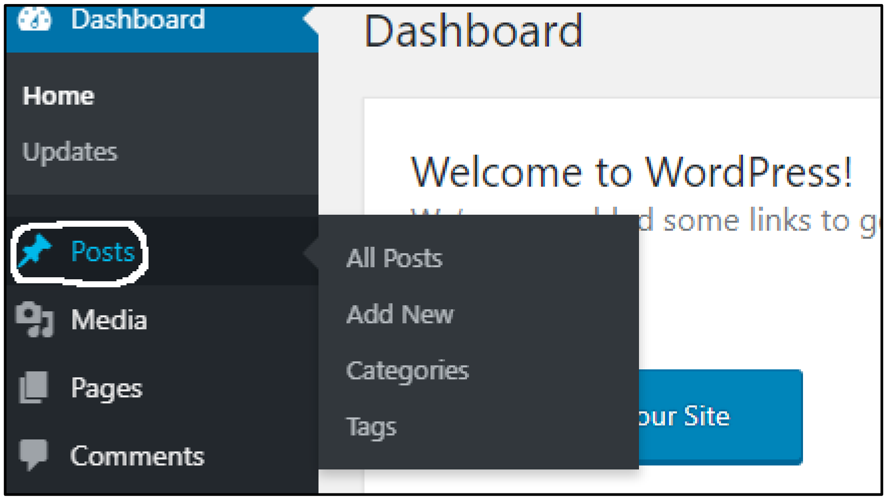


Core Dashboard menu options are:

- **Dashboard or Home**
  The Dashboard is a WordPress default page (Homepage). It shares the same function as the **Home** button directly below it. It provides direct access and practical information about other WordPress feature or update. The dashboard is also a quick way of setting up, customizing and managing a WordPress site.



- **Posts**
  This is where we will be creating our first blog. Basically, every content created in WordPress is done using this feature. We can also categorize or tag our contents using the post. Do not worry about Categories and Tags as we have an entire module dedicated to "how to use it". Hover over the post button, and explore the fly-out menu will appear. Here, you can view all posts, create a new post, categorize, or tag our post.



- **Media**
  When you snap a picture with your phone, you usually go to your *Gallery*, *Picture* or *Photo*, in order to access it. WordPress is no different. When an image is added to WordPress, it is saved to the Media. The media manages other contents as well e.g. documents, files, videos etc.
  It is located directly below **Post** option.

- **Pages**
  What we see or interact with each time we visit a website is called The Webpage. The **Page** option is responsible for creating and managing all the pages on a WordPress site. The blog we will be creating later in this module will be displayed on a page in our website.

- **Appearance**
  In the last module, we looked at Themes. We mentioned that a theme describes the layout or template of our web content. The theme of a WordPress site can be customized or modified through the **Appearance** menu option. We can upload or delete a theme using this menu. Also, we can add our own HTML or CSS using the Theme Editor inside the Appearance menu. We will delve deeper into these features in the next module.

- **Plugins**
  As mentioned earlier, plugins add some important features to the layout of a WordPress site. It extends the functionalities of a basic WordPress site. Using the **Plugins** menu, we can add, install, activate, manage or delete plugins from WordPress. Later in this book, we will use plugins to customize our website.

- **Users**
  The **Users** menu option enables us to manage the number of existing users and their roles. Depending on their admin rights, a user can also add or remove another user.
  In module 5 of this book, we will work with this as we create new users and groups permission.

  There are still more menu options available on our Dashboard menu, such as Comments, Tools, Settings and Collapse Menu. As we progress in this course, we will see what role each has to play in building a functional website using WordPress.

## Two Sides of a Coin

In HTML and CSS, we were instructed that a website is made up of two sides, the Front-end and Back-end. WordPress, in addition, has its own Front-end and Back-end.

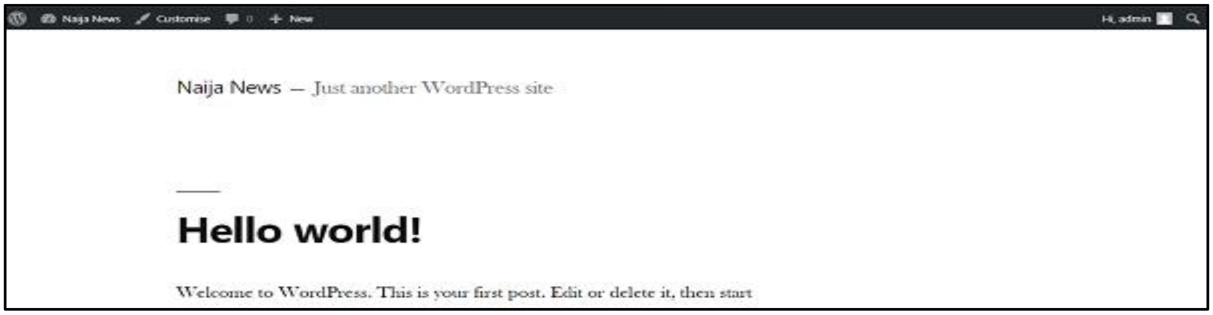
### The Back-End

This is the part of the website, we cannot see. It is mainly handled by the web developer of the website for storing and handling our information. This is the part responsible for storing and securing all this information we add on our Facebook e.g. Pictures, posts, date of birth, etc.

This part of WordPress is the dashboard. This dashboard is what makes WordPress a Content Management System. Therefore, we would refer to it, as the Back-End part of our WordPress site throughout the rest of this course.

**The Front-End**
Front-end is equally known as the client side of our browser. It represents the part we see when we visit a website. A good example is, when you visit your Facebook and you upload some pictures, write a post and submit, etc. That is the Front-end part of your Facebook account.

Earlier, we listed some of the elements found in the WordPress dashboard. Specifically, we mentioned **Site Name**. We also saw that when we hovered over it, a drop-down menu appeared. Click on **Visit Site**, and you will be redirected to the Front-end part of WordPress.



Naija News — Just another WordPress site

Hello world!

Welcome to WordPress. This is your first post. Edit or delete it, then start

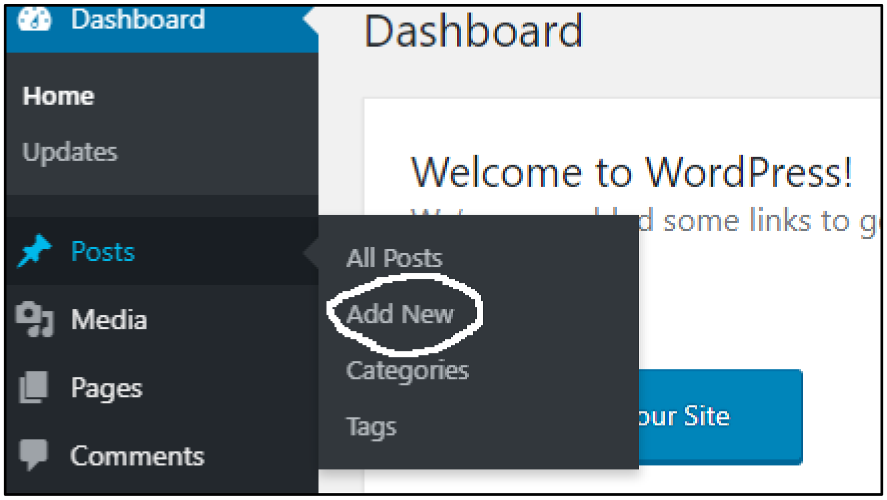
*The WordPress Client-Side*

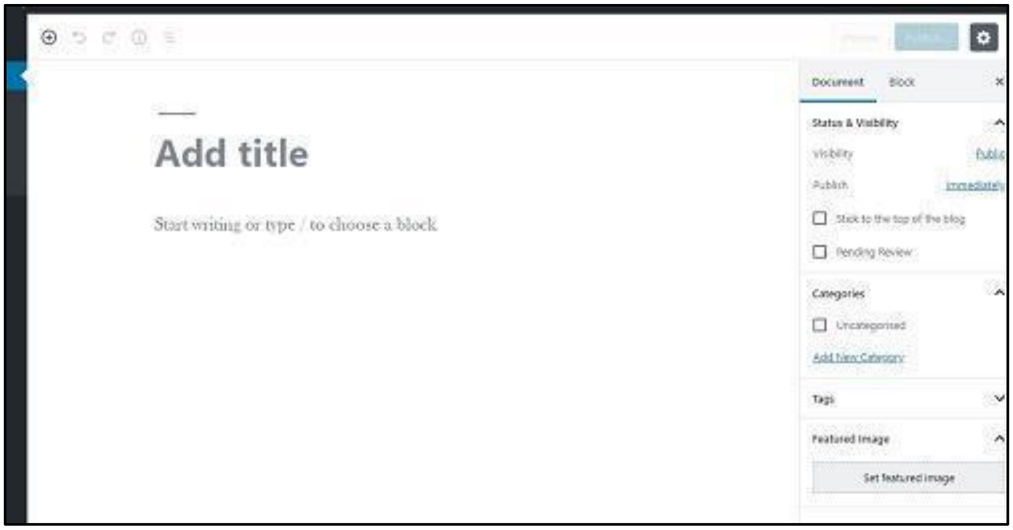
**Note:** To return to the dashboard, locate the site name (Naija News) at the top left side of your screen, click on it, and you will be redirected to the dashboard.

## Creating Your First Post

A Post could be a story, news, information, history, ideas, perspective or perception, etc. In the next few steps, you will create your first post on your website.

**Step 1: Post Editor**
From the WordPress Dashboard, hover the mouse over the **Posts** and select **Add new** in the fly-out menu that appears.

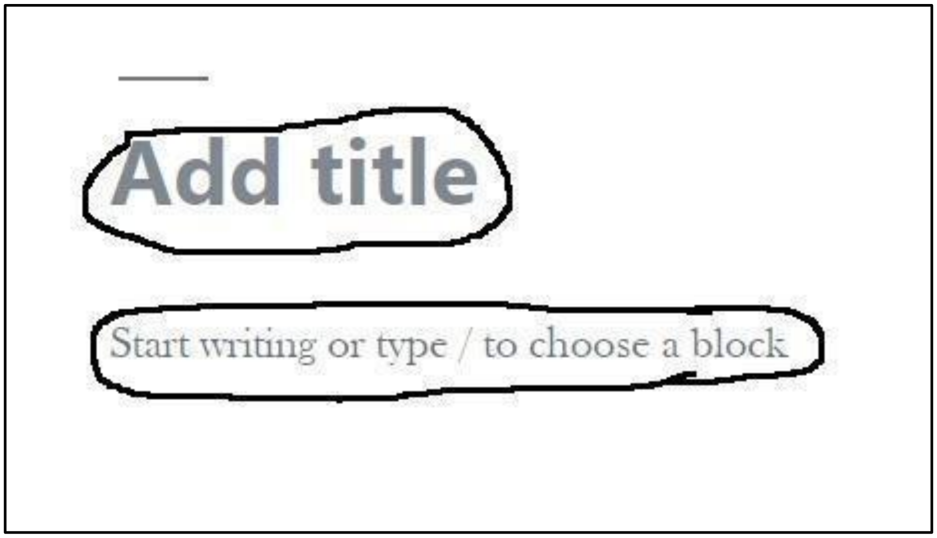




**Step 2: Write and Publish**

Now, write an article about something interesting e.g. your favourite food.

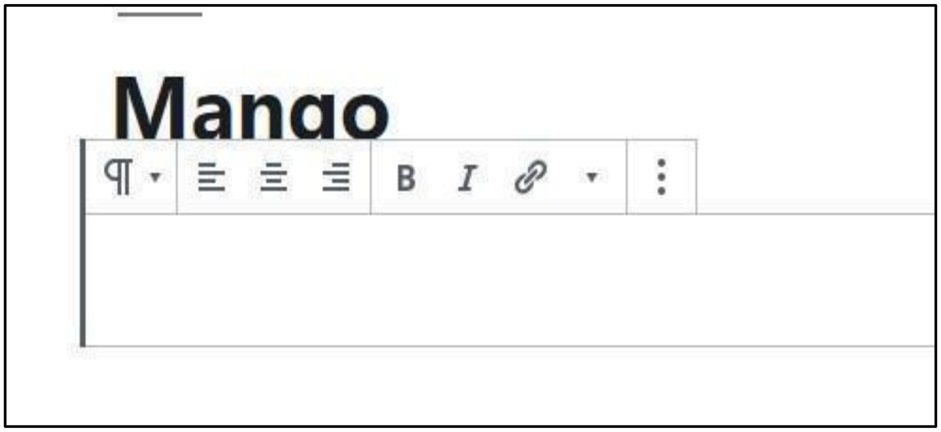
First, click on **Add title**, to enter your title. Next, click on **Start writing or type / to choose a block**, to write your article.



Add title

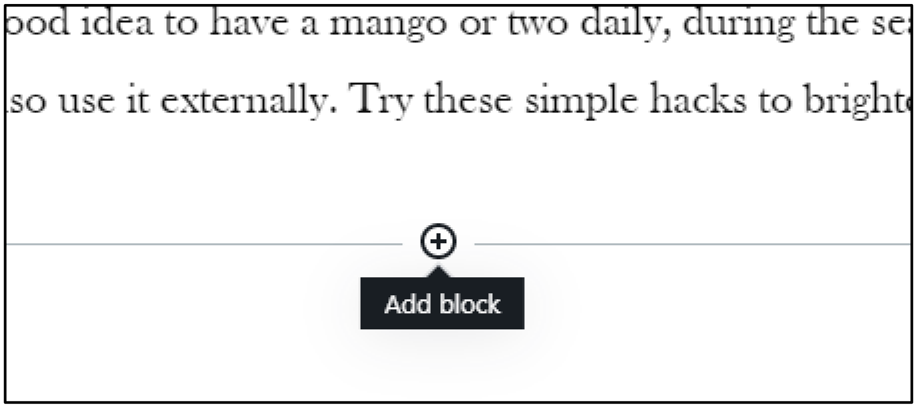
Start writing or type / to choose a block

When you click on **Start writing or type / to choose a block**, an Editor will appear. This editor has some options used in formatting a text. For example, we can decide to move our text to the right, center or left. We can also make our text **bold**, *italic* or even add a link to our text. Advanced features in the text editor would be discussed later.



Mango

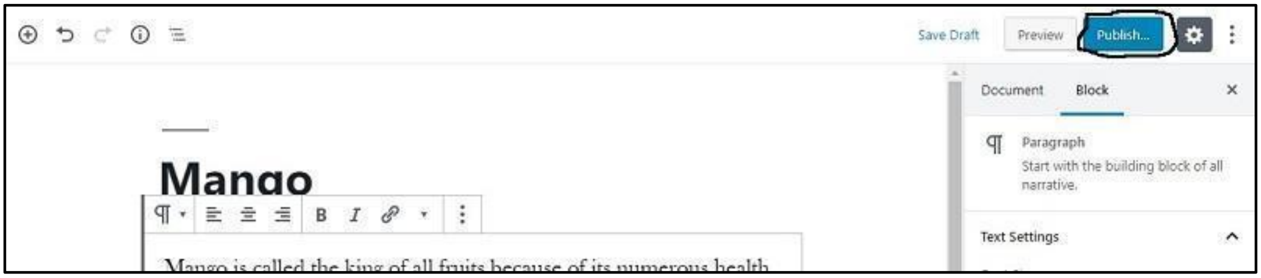
To move to a new paragraph, hover your cursor over the line below the editor, and an **Add block** sign will be displayed. Click on it, to continue on a new paragraph.



ood idea to have a mango or two daily, during the se

so use it externally. Try these simple hacks to bright

As soon as you are done with your article, click on the **Publish** button. You will be asked if you are ready to publish, click on the **Publish** button again. Your article will then be published on your website.



Mango

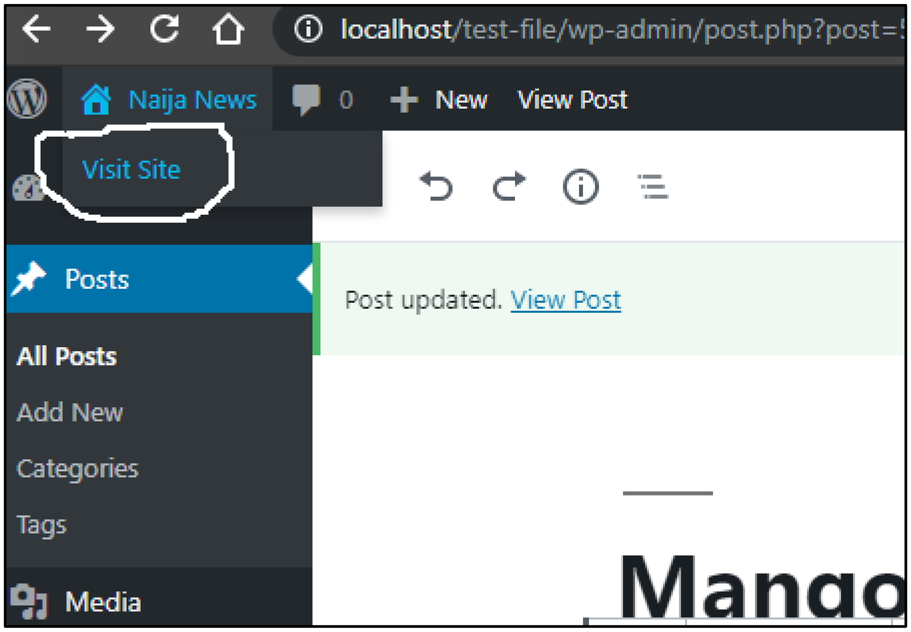
Mango is called the king of all fruits because of its numerous health

Paragraph

Start with the building block of all narrative.

**Step 3: Visit Published Post**

In order to see what has been published, hover over the site name. A menu will appear, click on **Visit Site**, and you will be redirected to the front-end of the Webpage. Now, you should see your post.



Post updated. View Post

Congratulations on your newly created blog post! You can now officially call yourself a Blogger and a Web Developer.

## Editing Posts

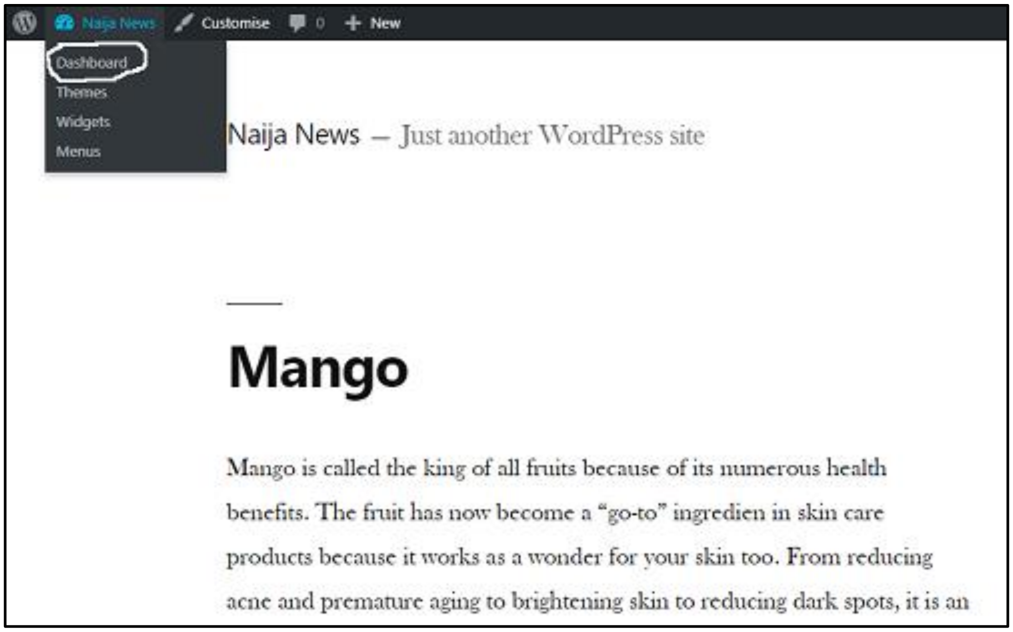
As earlier stated in our definition of WordPress, it is used to both create and edit (manage post). There are two distinct ways of editing a post in WordPress. They are **Visual Editor** and **Markup Editor**.

We already had a practical approach to using the WordPress Visual Editor when we created our post. Now, we will delve deeper into other features of it, such as the Markup Editor.

**Using Markup Editor in WordPress**
Modern web browsers are not built to recognize WordPress, but to instantly understand HTML and CSS codes. WordPress pages are rendered and styled on the web using HTML and CSS. As such, WordPress ensured that developers can do more with their software by including this Markup Editor, since it was originally designed with HTML in mind. Inline CSS can also work in this editor.

Now, let us return to the Dashboard to edit or post using the Mark Editor. To do that, simply hover across the site name in your front end tool menu.

The **Dashboard** option will appear. Select it.



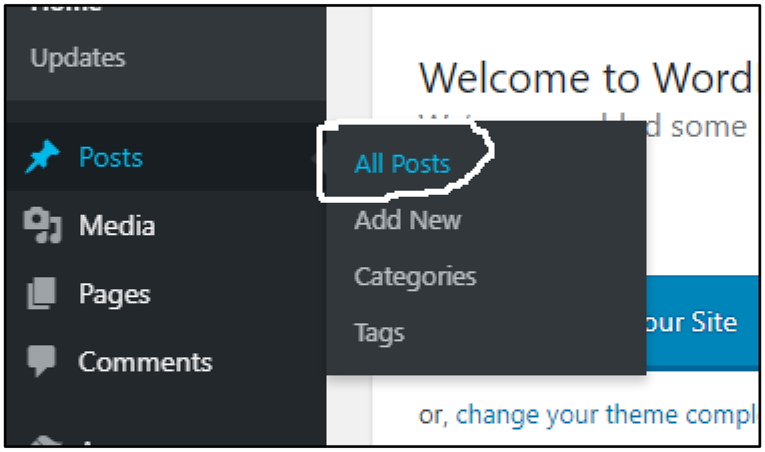
Naija News — Just another WordPress site

Mango

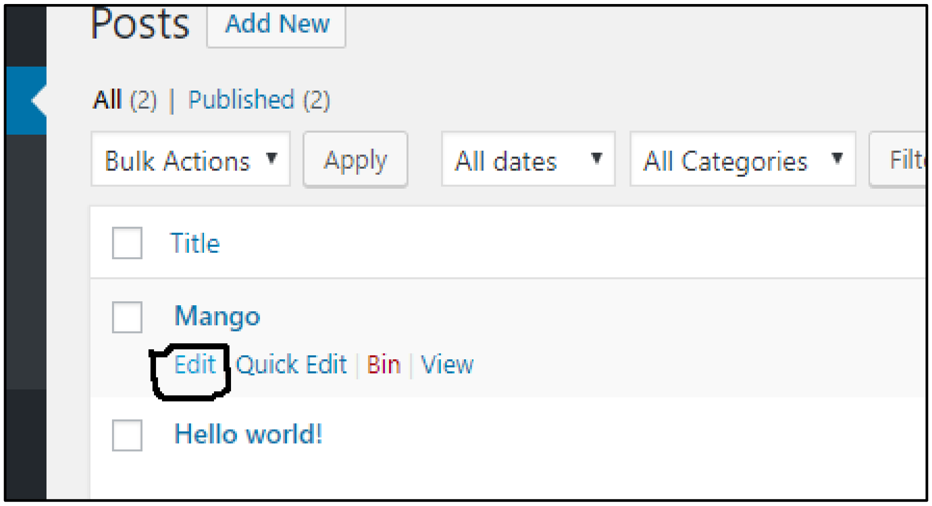
Mango is called the king of all fruits because of its numerous health benefits. The fruit has now become a "go-to" ingredien in skin care products because it works as a wonder for your skin too. From reducing acne and premature aging to brightening skin to reducing dark spots, it is an

**Step 1: Navigate Post**

On the dashboard menu, hover your cursor over the **Posts**, a fly-out menu will appear. Click on the **All Posts** link to navigate to a page with all the Posts.



On the **Posts** page, click on the **Edit** button.



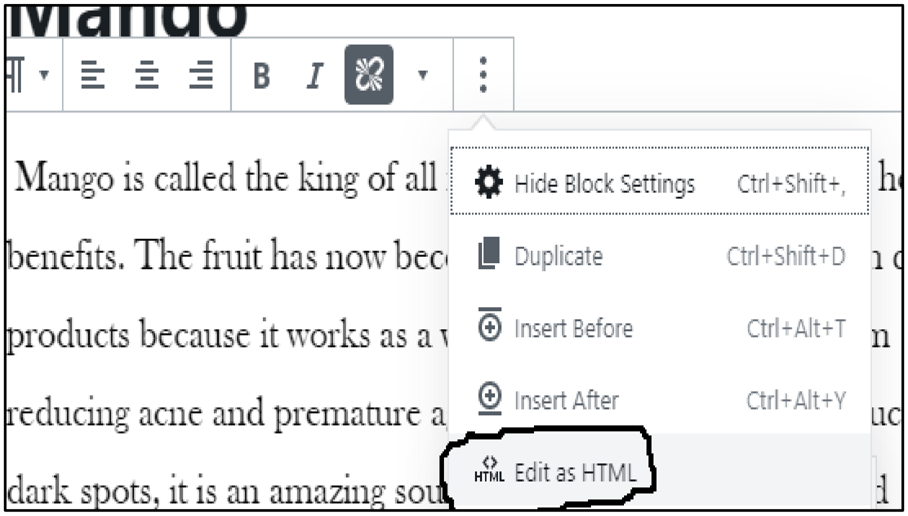
This will show us the Post Editor.

**Step 2: Locate Markup Editor**

To navigate to the Markup Editor, click on the article you wrote earlier.

The Visual Editor will appear. Hover your mouse across the **vertical three dots**, a drop-down menu will be displayed. Select **Edit as HTML**. You will be switched over to the Markup Editor.

Do you now notice that the article is now surrounded with HTML tags? We will be editing the post by adding our own tags in the next step.



Mango is called the king of all

benefits. The fruit has now bec

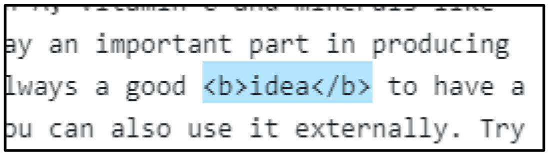
products because it works as a

reducing acne and premature a

dark spots, it is an amazing sou

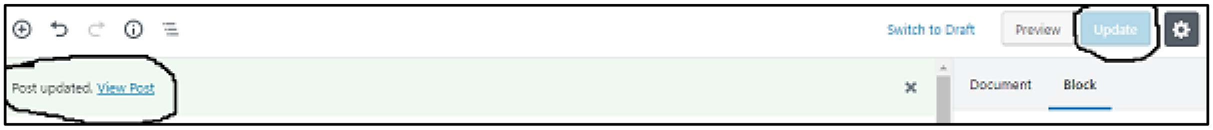
**Step 3: Edit Post**

Now, locate any word of your choice. Add the *<b>* tag around it. Remember to use the closing tag *</b>*. The *<b>*tag is used to make text bold in HTML.



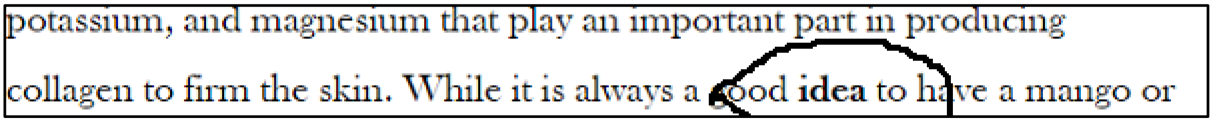
```
ay an important part in producing
lways a good <b>idea</b> to have a
ou can also use it externally. Try
```

Then, click on the **update** button. After a few seconds, a **Post updated** message will be displayed on the left. Click on the **view Post** link to see update.



Post updated. View Post

You will notice that the **idea** text now appears bold on the webpage.



potassium, and magnesium that play an important part in producing
collagen to firm the skin. While it is always a good **idea** to have a mango or

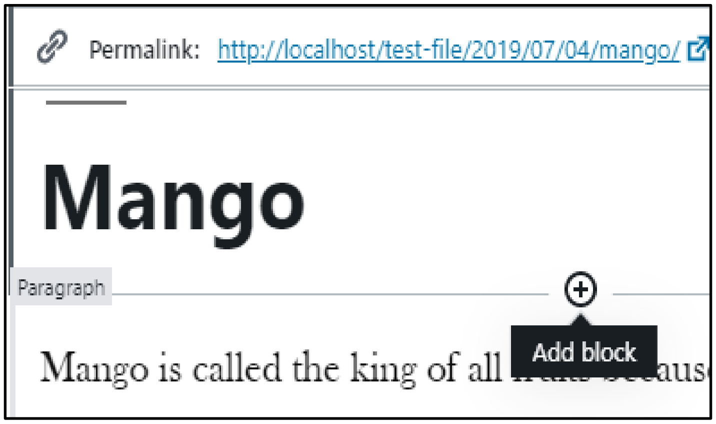
This is only a hint. A lot can be done using this Editor as we will see from the video part of this course.

## Adding Images

Images make our websites look beautiful. As the saying goes, a single picture speaks more than a thousand words. To add an image, return to the Post Editor, and change back to the Visual Editor. To do this, follow the same steps we used when we changed to the Markup Editor. Except instead of **Edit as HTML**, click on **Edit visually**.

**Step 1: Image Position**
First, decide where to position the image on your website. In this instance, we want the image to appear directly below the title of the page (Mango). To do that, select the title, hover your cursor down the page until a line appears.

You will see **Add block** in the middle of the line. Click on it.



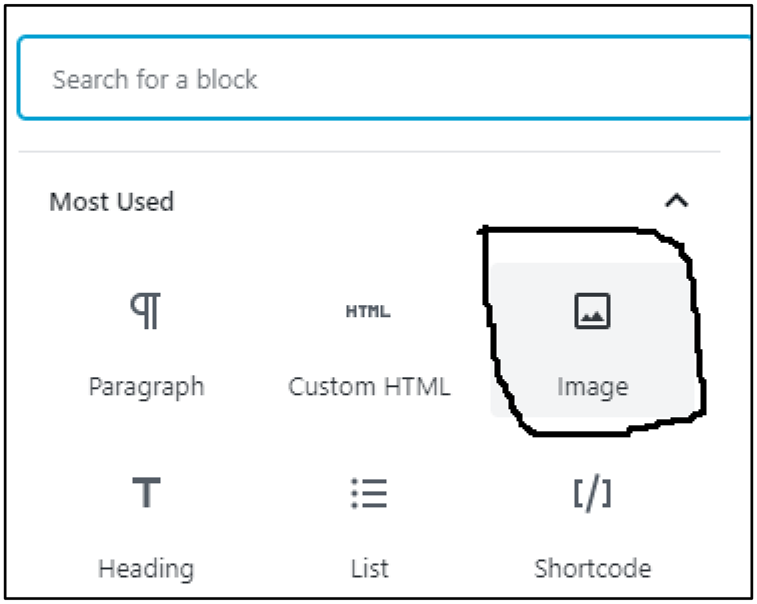
Permalink: http://localhost/test-file/2019/07/04/mango/

Mango

Mango is called the king of all

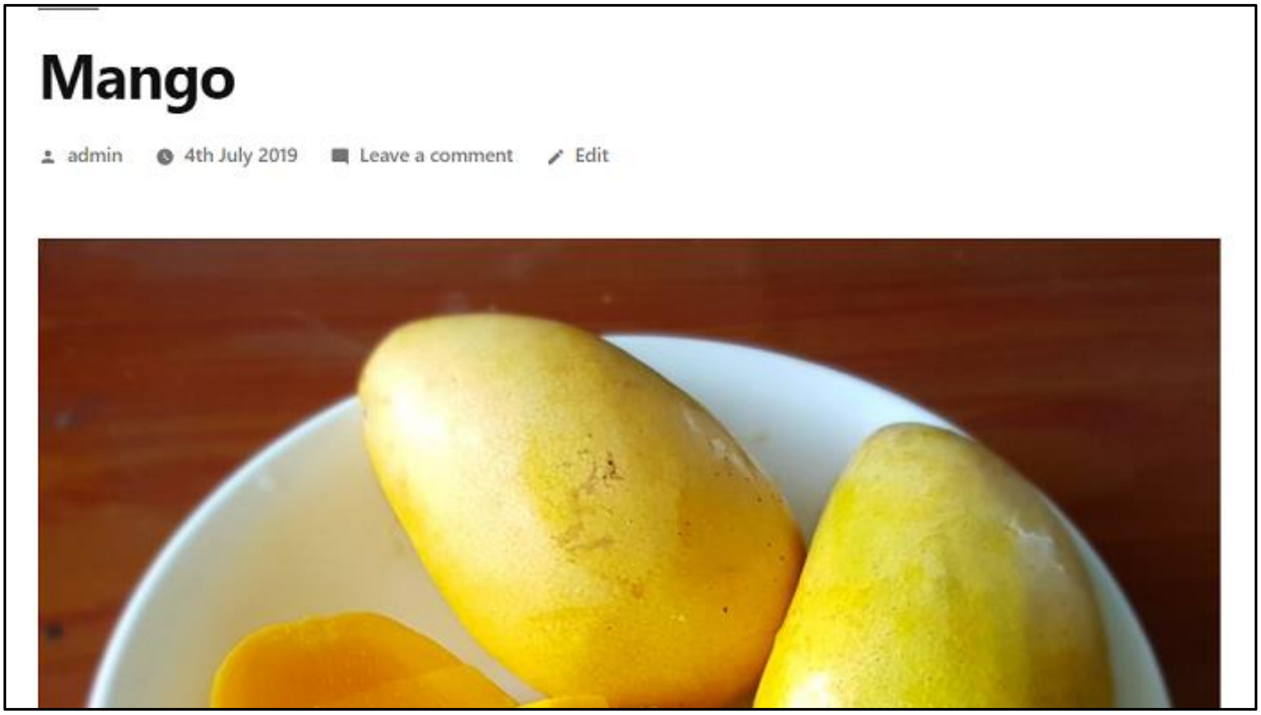
**Step 2: Add Image**

After clicking on **Add block**, in the menu that appears, select the **Image** button.



Select **Upload** among the options that appear. Select an image from your computer and upload it to WordPress. The image should have appeared on your Post Editor. Next, update the page and click on **view Post** link to see changes.

Congratulations! You have added your first image. Later on in this course, you will be adding more images to different pages. You will also see the role of **Media Library** in managing your images.



Mango

admin 4th July 2019 Leave a comment Edit

## Summary of module Two

In this module, we started by introducing Web blog and its connection to WordPress.

We then reviewed a WordPress dashboard with some of its core features. Finally, we created and edited our first blog using Visual and Markup Editors. In the next module, we will be taking an in-depth look into the layout and structure of our websites as we try to make it even more presentable.

# module THREE

# APPEARANCE

## module Objectives

**At the end of the module, the teachers should be able to;**

- **install and set up a WordPress Theme.**
- **understand how Themes work.**

In the Web Design course, you learned how you can use CSS to make a static HTML page come alive. You must have worked with some basic CSS properties and achieved a well-structured website. In WordPress however, you do not need not be worried about the code behind designs or its layout. Those features are preloaded in the WordPress appearance (Theme).

In this module, you will learn to work with the Theme of a WordPress site. You will learn how to install and activate different Themes, and how to customise them. Then, you will learn to use Widgets (e.g. a video player or calendar) to add more functions to our Theme.

## Themes

WordPress appearance, which represents its look, feel, structure or layout, is centered on its Theme. While some people may prefer to call it Template rather than Theme, they all refer to the same thing. The idea is, rather than writing CSS code to support layout, we use the Appearance in the WordPress menu to customize our website.

### Choosing a Theme

Planning is everything. Before we launch a project, we need to analyze everything we expect to achieve from the activity. The same applies to web development. Before starting a WordPress project, you have to understand what the task is about, as different projects need distinctive design. Once you produce a design, it is then important to decide on the theme that would fit your style layout.

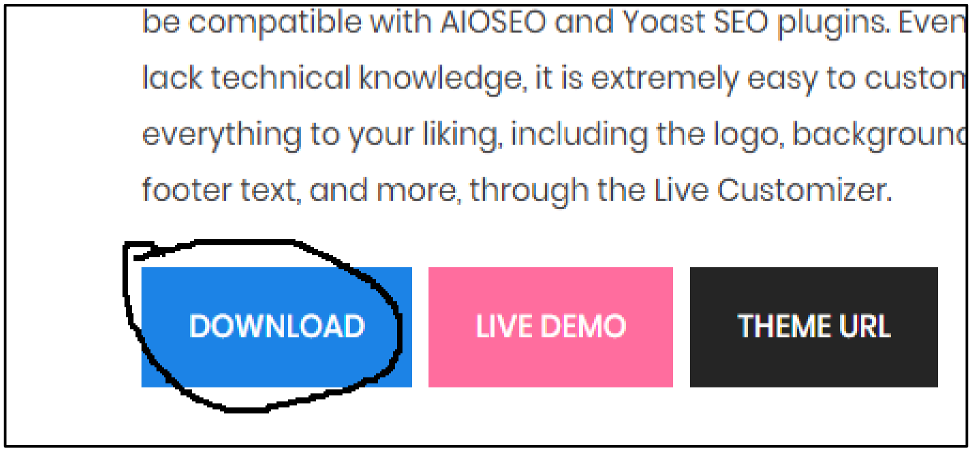
There is a default theme that in WordPress. However, you can decide to download and install your own. Themes can be downloaded online for free, others are paid. They are termed Premium Themes. However, most Themes maintain a free version and repeatedly request that you upgrade to the premium version to gain access to more features.

You can also decide to design your own Theme. This requires some level of expertise, and extra dedication. For now, let us proceed to learn to download and install an existing Theme.

# Installation and Setup

Before we start with the installation and setting up of our Theme, we will first have to download it. Our site is called Naija News. Therefore, we will use a WordPress theme that is news-friendly. Below is the link to the one to be used in this course. Download and follow the instructions.
[beautifulthemes.com/themes/iconic-one](beautifulthemes.com/themes/iconic-one)

On the website above, scroll down until you see the **DOWNLOAD** button.



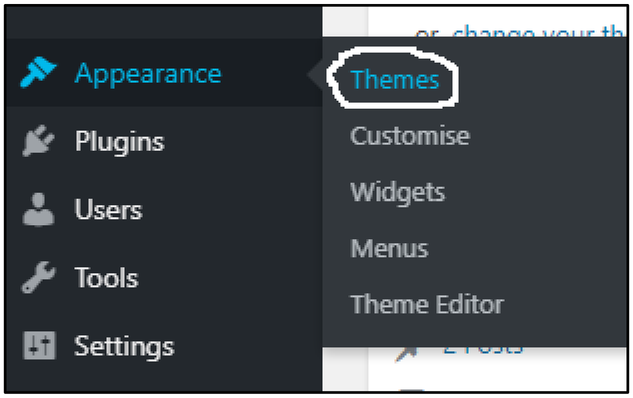
be compatible with AIOSEO and Yoast SEO plugins. Even
lack technical knowledge, it is extremely easy to custom
everything to your liking, including the logo, background
footer text, and more, through the Live Customizer.

Click to begin download. Follow the instructions to save the file.

**Note:** Before you proceed with the following steps, make sure your WAMP is active. Open your WordPress dashboard and navigate to the Home page, locate the folder of the Theme you just downloaded for ease of access.

### Upload, Install and Activate Theme

Hover on the Appearance button of your dashboard, and select **Themes** in the fly-out menu that appears. You will notice that there are about three themes in our Theme homepage.
One has an active sign attached to it. That is the Theme our WordPress site is currently using.

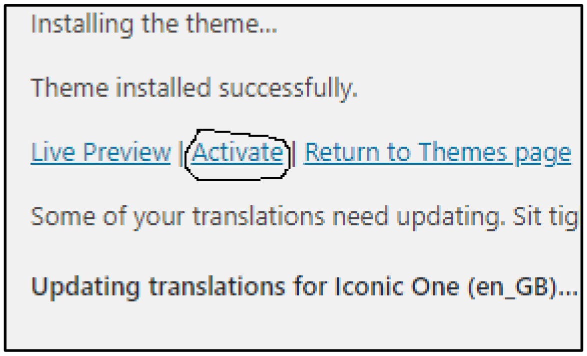


To use any of the other two, simply hover your mouse across them and click on the **Activate** button below it. However, remember that the idea here is for us to upload a new Theme and activate it. We therefore would not use any of the pre-installed themes.

To upload a new Theme, the one we just downloaded, click on the **Add New** button at the left top of our page. You would be directed to the WordPress theme store, which has lots of themes. Since you intend to upload your own theme instead, click on the **Upload Theme** button at the uppermost left corner of your screen.

A page will appear directly above your Theme Store. Click on the **Choose File** button, locate and select the Theme you just downloaded and click on the **Open** file button. Click on the **Install Now** button, to begin installation.

Wait until you see the **Theme installed successfully** message. Then, click on the **Activate** Theme Button, to activate the Theme you just installed.



Installing the theme...

Theme installed successfully.

Some of your translations need updating. Sit tig

**Updating translations for Iconic One (en_GB)...**

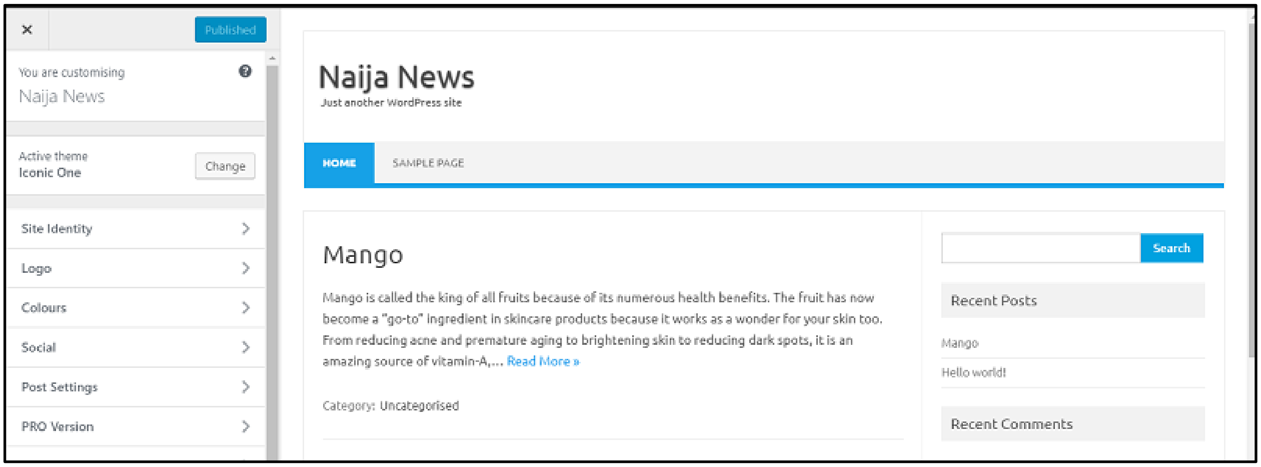
To conclude, visit the front-end of your Website to preview the Theme we just activated.

## Customization and Widgets

Now that we have our Theme up and running, we are going to make it look and behave the way we want.

Back to the dashboard, under **Appearance**, you will see a **Customise** option. With this, you can edit some parts of your website. Note “some parts”, since not every part of our Theme can be modified from the customizer.

To begin with the customisation, click on **Customise**, and you will be redirected to the dashboard as shown in the image below.



Mango

Mango is called the king of all fruits because of its numerous health benefits. The fruit has now become a "go-to" ingredient in skincare products because it works as a wonder for your skin too. From reducing acne and premature aging to brightening skin to reducing dark spots, it is an amazing source of vitamin-A,... Read More »

Category: Uncategorised

*A Customised Dashboard*

You will notice that this dashboard is divided into two parts. The **Menu** and the **Website Preview**.

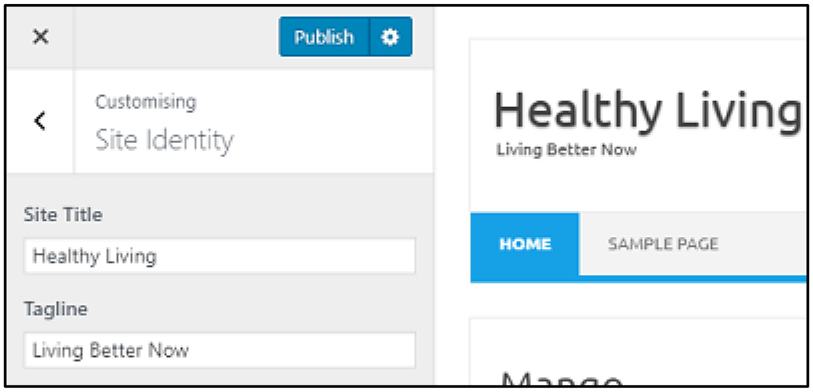
The Menu is where we you customise your site, while the changes would be displayed on the right side of the dashboard (Website Preview). Any changes made here would affect the front-end part of our website.

In the following steps below, you would learn to customise aspects of the website.

**Step 1: Site Identity**

This is the place to modify the website name and its tagline. The tagline is the message directly below our Site Name (*Just another WordPress site*). These messages are common on websites. So, WordPress has found it necessary to include it in their default settings.

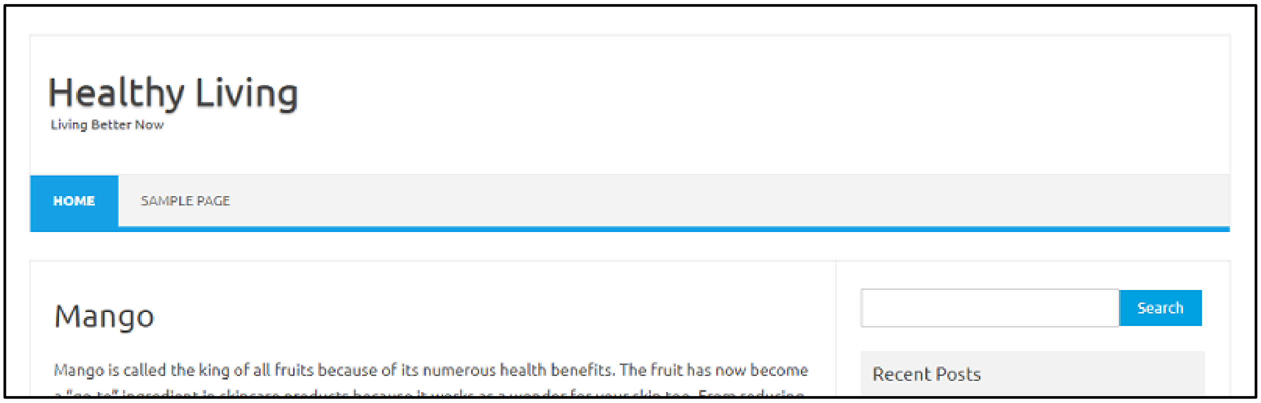
To edit, simply click on **Site Identity** on the menu.



Site Title: Healthy Living

Tagline: Living Better Now

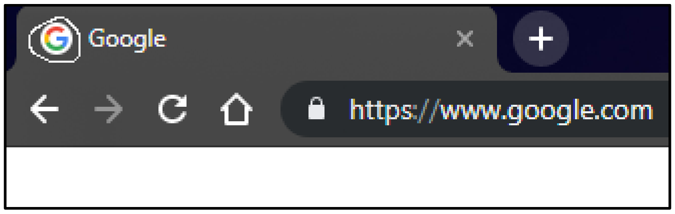
Then, change your **Site Title** and your **Tagline.**
Right now, this changes only affect this page. To display it on your website, click on the **Publish** button at the top of the page and navigate to the front-end to see changes.



Mango

Mango is called the king of all fruits because of its numerous health benefits. The fruit has now become

Further down the menu, after Tagline is the **Site Icon**. We use this to add or change a **Favicon** on the Site Title bar. The Site Icon or **Favicon** is the circled image in the figure below, next to the Site Title (**Google**).

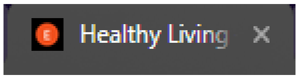


To change the image in our WordPress site, click on the **Select Site Icon** on the menu.

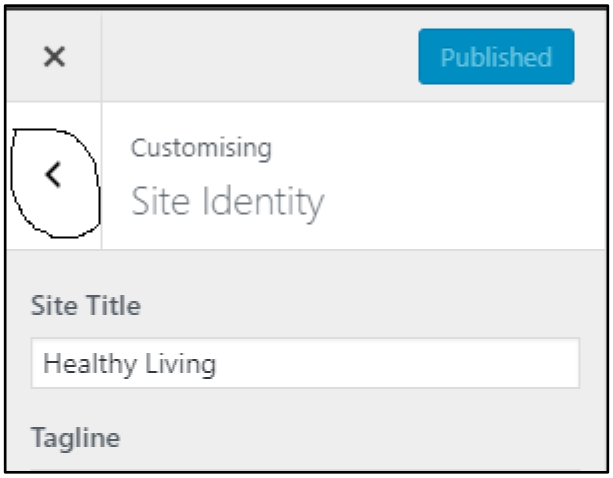
**Note:** The icon you will soon upload should be a square shaped image with the size of at least 512 by 512 pixels.

Next, a page will appear, click on **Select Files**, follow the instructions to upload your image to WordPress. When the image has been uploaded, you will be redirected to the Image Gallery. Click on the image you just uploaded. On the right bottom corner of the screen, you will see a **Select** button. Click on it to be redirected back to the Site Identity setup.

In these steps, we have successfully uploaded and added our Site Icon. Click on **Publish** to see changes.

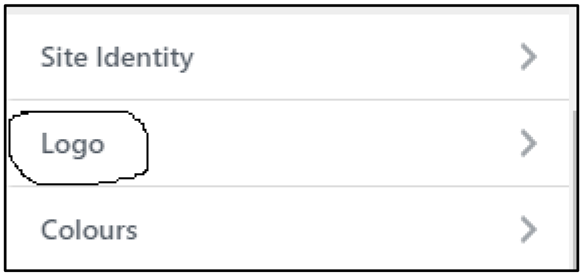


To go back to the *customise* homepage, click on the "**<**" sign.



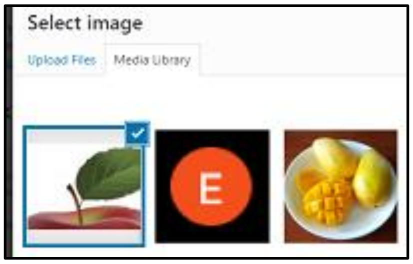
Remember to publish changes before exiting. As any unpublished changes will not be saved or implemented.

**Step 2: Logo**
Below the **Site Identity**, is the **Logo**.

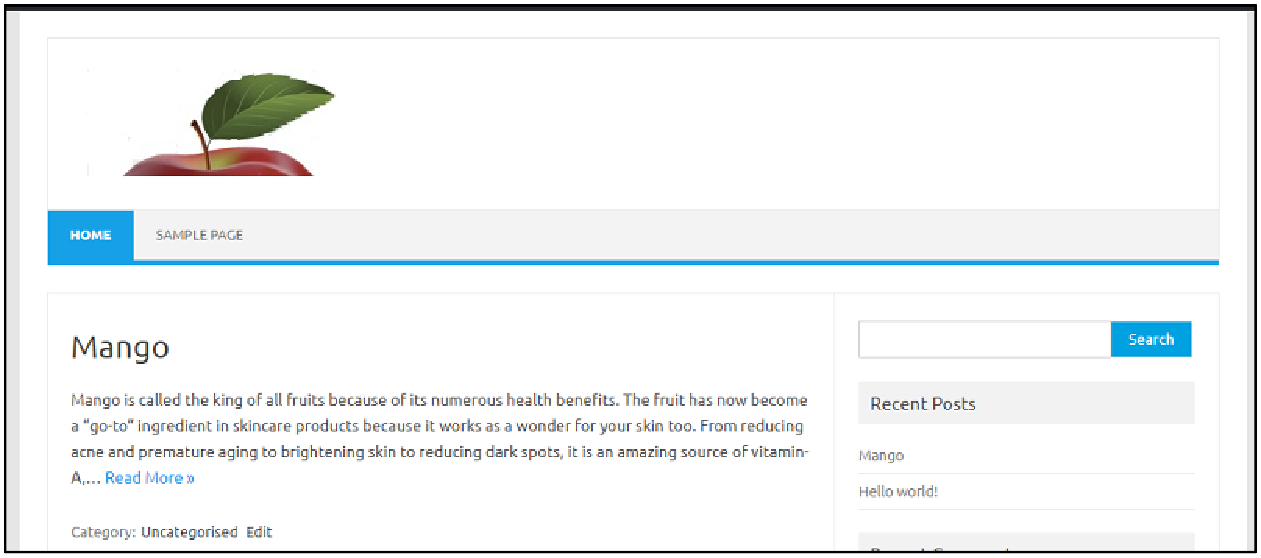


Most sites have a logo. This logo can be used in place of Site Identity.
To add a logo, click on the "**>**" icon on the right side of the **Logo** and upload your site logo. To do this, simply click on the **Select Image**. Click on the Site Icon image, and on the bottom right of your screen, click on the **Choose image** button. You will be taken to the image gallery.

At the top left corner of your screen, click on **Upload Files**, and upload the logo picture from your computer.



Next, at the bottom right side of your screen, click on **Choose image.** At this point, you will notice that your image has been added to the site logo. Click on **Publish** to activate. To see changes, visit the website front-end.



Mango

Mango is called the king of all fruits because of its numerous health benefits. The fruit has now become a “go-to” ingredient in skincare products because it works as a wonder for your skin too. From reducing acne and premature aging to brightening skin to reducing dark spots, it is an amazing source of vitamin-A,... Read More »

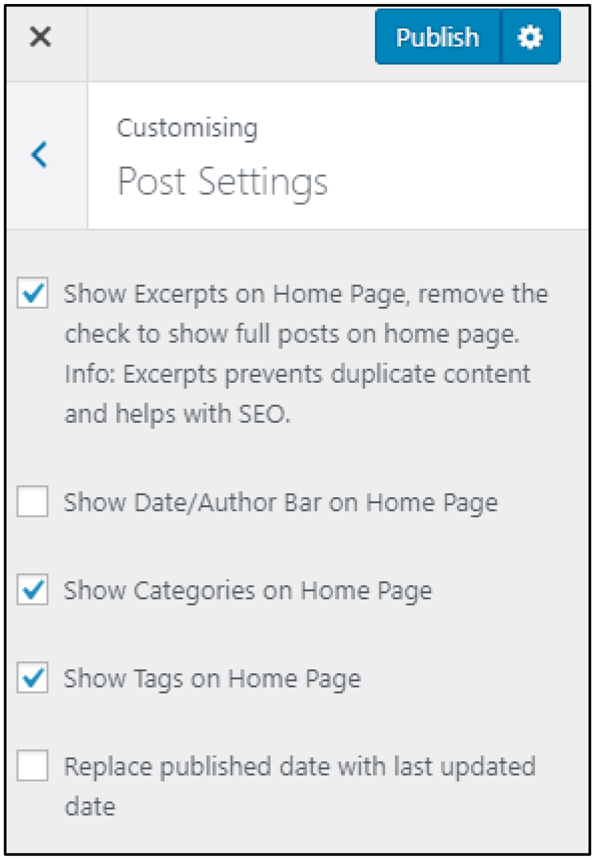
Category: Uncategorised Edit

**Step 3: Post Settings**

Back to the customisation dashboard, we will look at the **Post Settings**.

We use these settings to format our blog post. Click on the **Post Settings**, and you will see the menu as shown in the image below. With this menu, we can decide what to show or remove from our post. Things like: Date, Author, Categories or Tags, etc. To use these options, simply check or uncheck the boxes.

Observe changes as you perform this on the right corner of the screen, where your website displays. Once you are satisfied with your results, click on the **Publish** button at the top of the menu bar.



Customising

Post Settings

☑ Show Excerpts on Home Page, remove the check to show full posts on home page. Info: Excerpts prevents duplicate content and helps with SEO.

☐ Show Date/Author Bar on Home Page

☑ Show Categories on Home Page

☑ Show Tags on Home Page

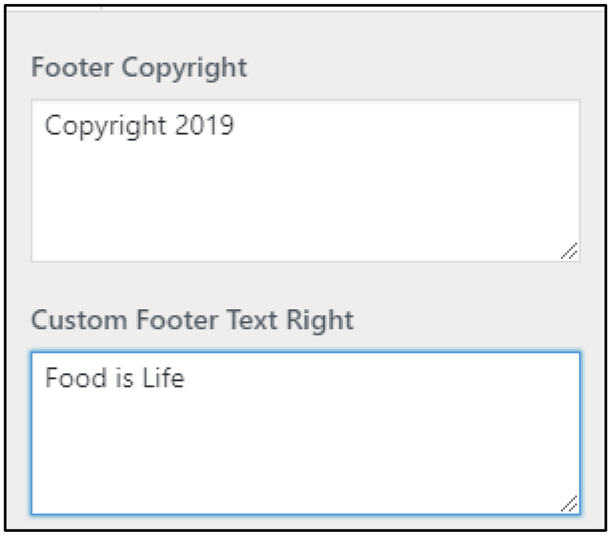
☐ Replace published date with last updated date

**Step 4: Footer**

The Footer of every website is one of the most significant sections of the site. The *<footer>* tag is one of the semantic elements in HTML. These are elements with special meaning both to the developer and the browser. As such, WordPress deemed it necessary to make it customisable. In the next few steps, we will change the information at the footer of our site.

To begin with, return to our Appearance customisation homepage. Click on the **Footer**, and you will be redirected to its customizer.

In the Footer customisation options, you will find **Footer Copyright** and **Custom Footer Text Right**.



Footer Copyright

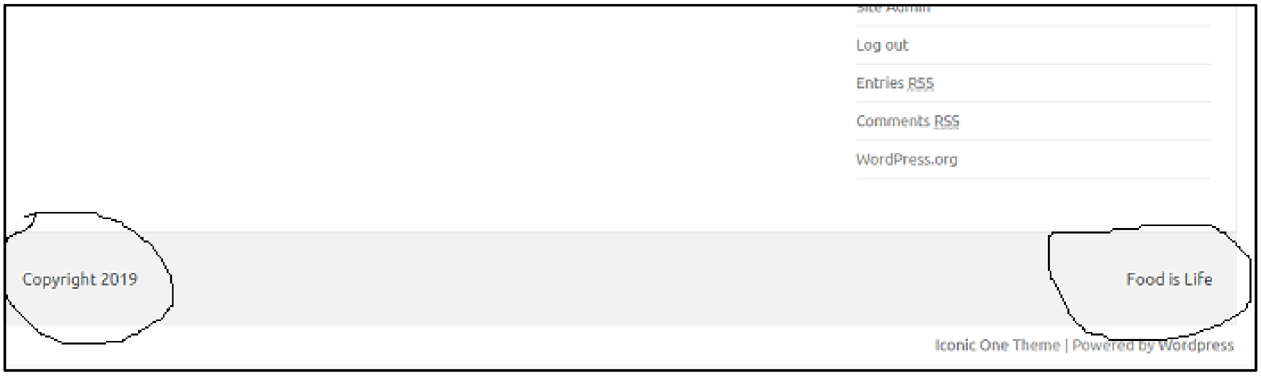
Copyright 2019

Custom Footer Text Right

Food is Life

Modify the text in each box and click on the **Publish** button.

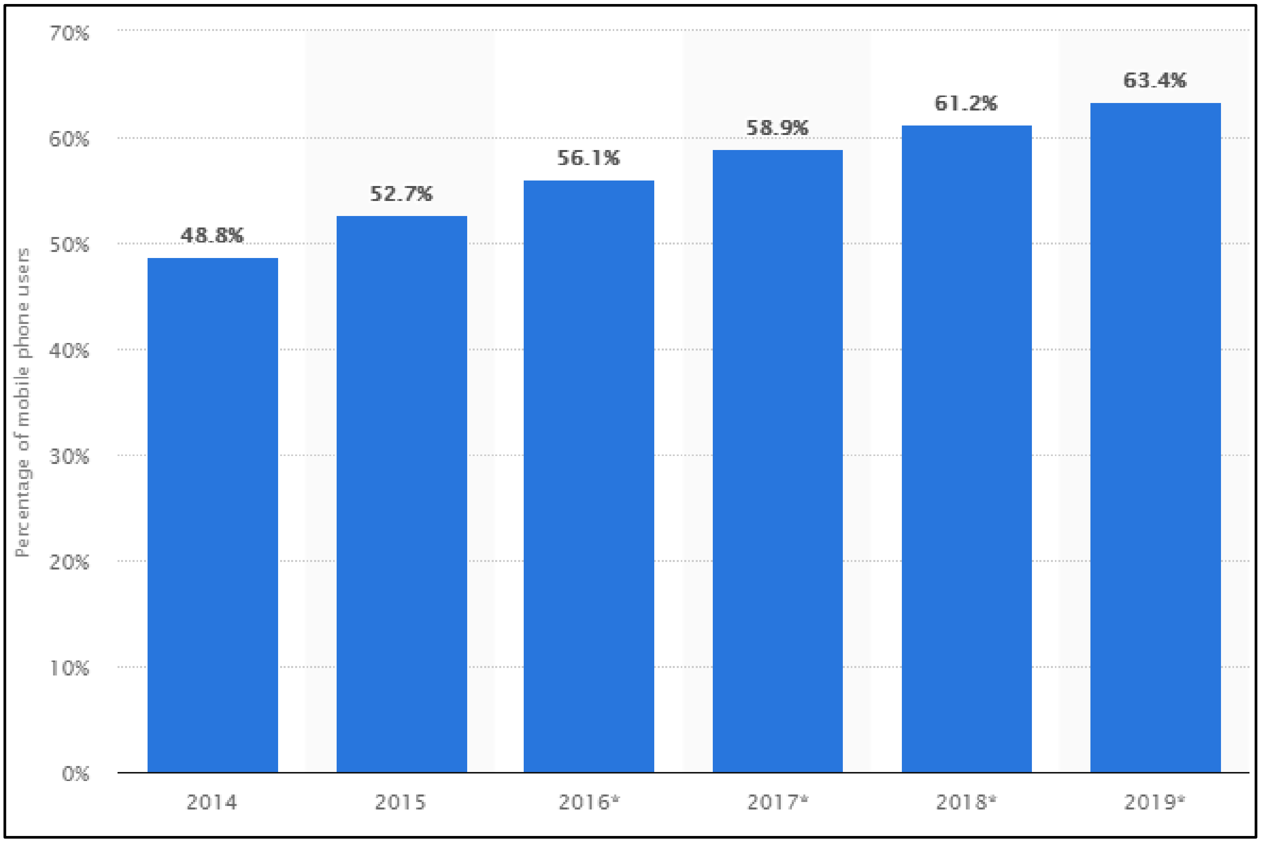
Right now, when you visit your website front-end, you will observe the footer information has been updated.



Copyright 2019

Food is Life

**Step 5: Responsiveness**

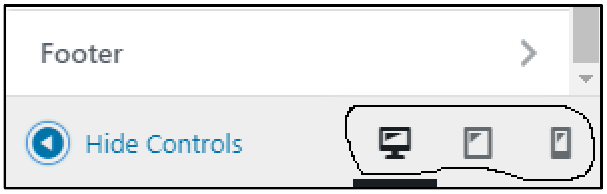


*Source: www.statista.com*

In 2019, the number of people visiting the internet with their mobile phone went up to 63.4%. This is solely from the first half of the year. Imagine what the statistics would be by the end of the year. Mobile phones are here to stay and so are mobile browsers.

As a developer, it is very vital to think Mobile First as you go about planning your design layout. A website layout that possesses the capacity to adapt to a mobile device is called Responsive Design. WordPress is built to be responsive, and its prime target is the Mobile Phone, Tablet and Desktop Computer.

To check if a design in WordPress is responsive, return to the customisation homepage. Scroll to the bottom of the menu, and you will discover three images.



Each of these images represents a phone, tablet and computer. Click on them and observe how the screen from the right would re-adjust to the screen of each of these devices.

## Working with Widgets

Widgets comprises of elements that can be placed in the widgetized areas. Before we move forward, let us first examine what we mean by widgetized areas.

Imagine you build a webpage using HTML and CSS. In your original design, you used an image in a particular part of your website. After further review, you decide to replace that image with a video element. The same goes with WordPress. In as much as its Theme is designed to be limited in terms of customisation, some areas in the Theme can be replaced with another element. Those areas are referred to as Widgetized Areas, and the elements placed in such areas are called Widgets.

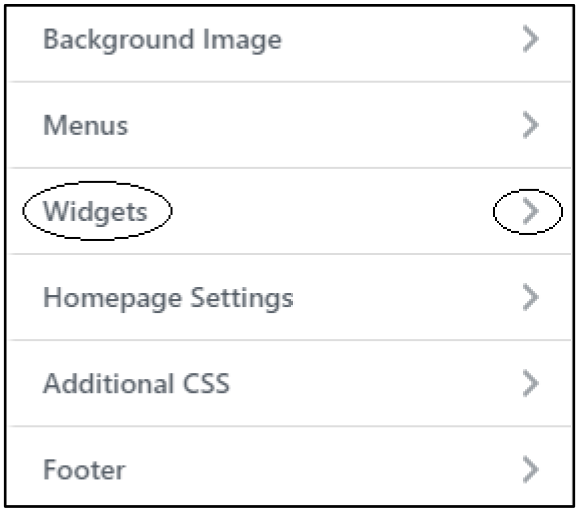
An example of Widgets used in WordPress is:

- Archives
- Audio
- Calendar
- Recent Posts
- Recent Comments, etc.

Widgets are commonly placed in the sidebar of a WordPress Theme, often located by the left or the right hand of the theme’s layout. This, however depends on the developer of the template, as Widgets can be found anywhere within a Theme.

The examples listed above come preloaded with WordPress. Regardless, we can always download and install new Widgets through plugins.
In the following steps below, we will be adding and removing some widgets from our website.

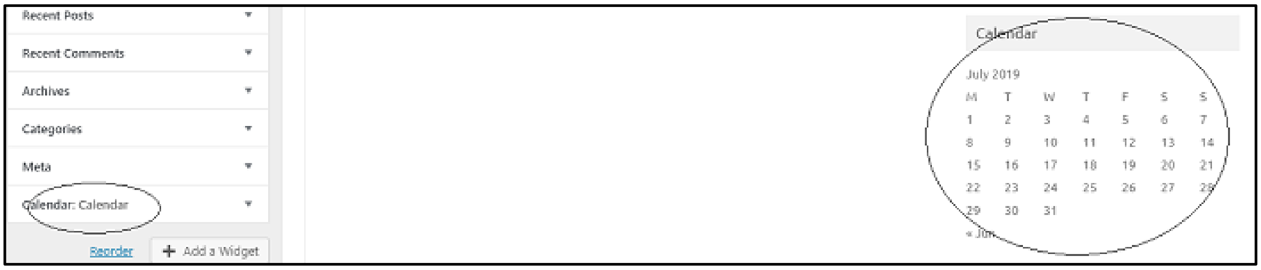
**Step 1: Navigate to Widgets**
Scroll up to the customisation menu and stop at Widgets. Click on the “**>**” icon to proceed to the menu options.



**Step 2: Add New Widgets**
In this step, we will add a Calendar to our WordPress sidebar.

Once you are inside the Widget customisation options, click on the **Add a Widget** button. In the fly-out that appears, click on **Calendar** and it will be added to the Widgets. In the **Title** field of the calendar, enter a title and click on **Done** to save changes.

Click on the **Publish** button at the top of the page to implement changes. Now, scroll down on the site at the editor's page to see the newly added Calendar app.



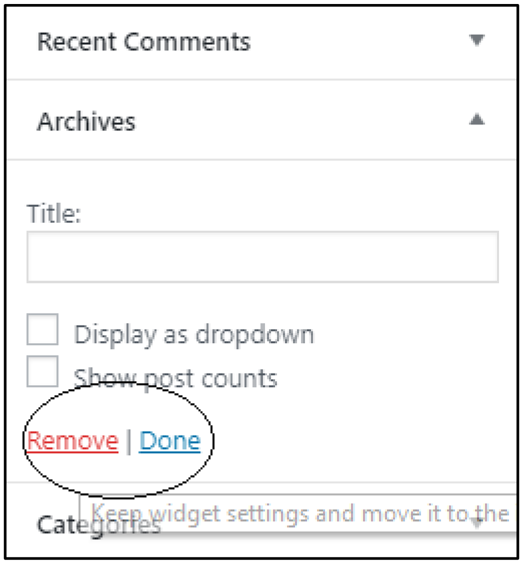
Calendar

July 2019

| M | T | W | T | F | S | S |
|---|---|---|---|---|---|---|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 8 | 9 | 10 | 11 | 12 | 13 | 14 |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 29 | 30 | 31 | | | | |

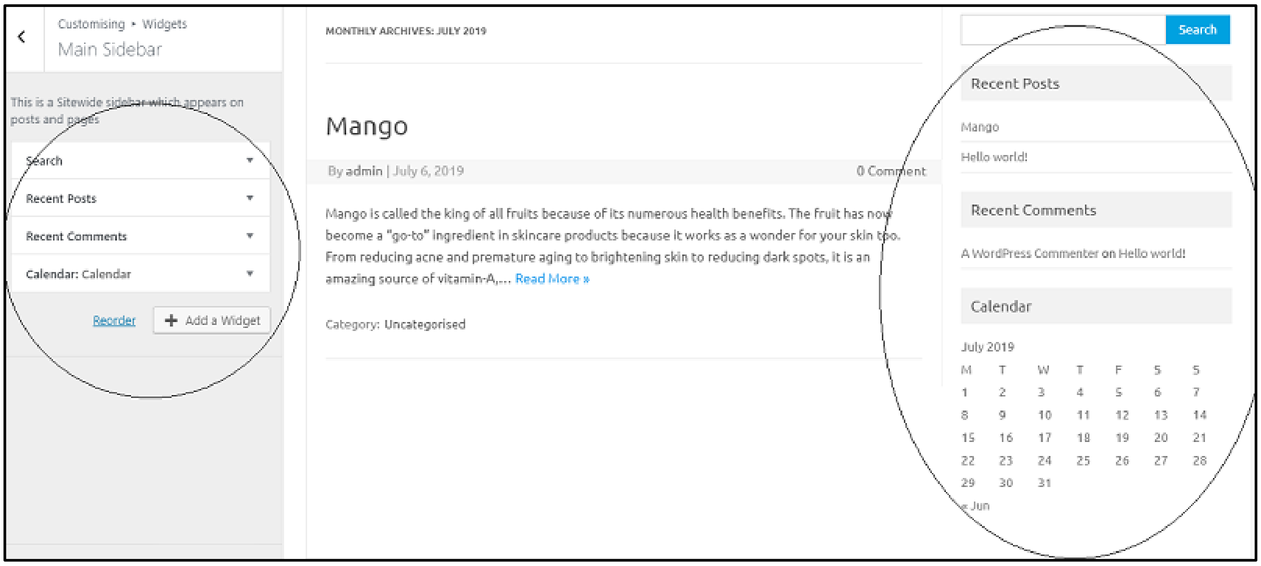
« Jun

**Step 3: Remove Widgets**
In our previous step, we added a Calendar Widget. At this point, we will remove three Widgets (Archives, Categories, Meta).



To start with, click on **Archives**, a drop-down menu will appear. Click on the **Remove** link, to remove Archives. Repeat this step with **Categories** and **Meta** Widgets.

By the time you are done, your sidebar and Widget menus should be like that of the image below.



This is a Sitewide sidebar which appears on posts and pages

Mango

By admin | July 6, 2019 0 Comment

Mango is called the king of all fruits because of its numerous health benefits. The fruit has now become a "go-to" ingredient in skincare products because it works as a wonder for your skin too. From reducing acne and premature aging to brightening skin to reducing dark spots, it is an amazing source of vitamin-A,... Read More »

Category: Uncategorised

## Summary Of module Three

In this module, we took an in-depth look at the appearance of our website and how to organize it. We started out by looking at Themes and the role they play in WordPress layout and project design. We also installed and customized our own Theme.

Finally, we used Widget to extend the functionality of our template.

In the next module, we will be converting our blog into a fully functional website with lots of pages, posts and Menus.

# MODULE FOUR

# MORE THAN JUST A BLOG

## Module Objectives

**At the end of the module, the teachers should be able to;**

- **create menu on WordPress.**
- **differentiate between Pages and Posts.**
- **organize the contents on their Website.**

Up till now, we have looked at WordPress as a Blog. In practice, we can utilize this tool for a lot more. WordPress can be used to create websites for industries or organizations ranging from E-commerce to Education, to Religion,  to Fashion, to Journalism, etc.

Some notable  corporations using WordPress include *Vanguard News, Playstation, Microsoft, The Walt Disney Company, Facebook Newsroom,* and *Tech Quest*. These are just to mention a few. In fact, as a professional Web Developer, you may never need to write a single line of code when it comes to Web Development, unless for specific Web Apps.

In this Module, we will take an in-depth look into the structure of WordPress using a demonstration theme. We will equally design more pages, posts and even include more menus. In the end, our website will be transformed into a present-day functional site.

## Content Structure

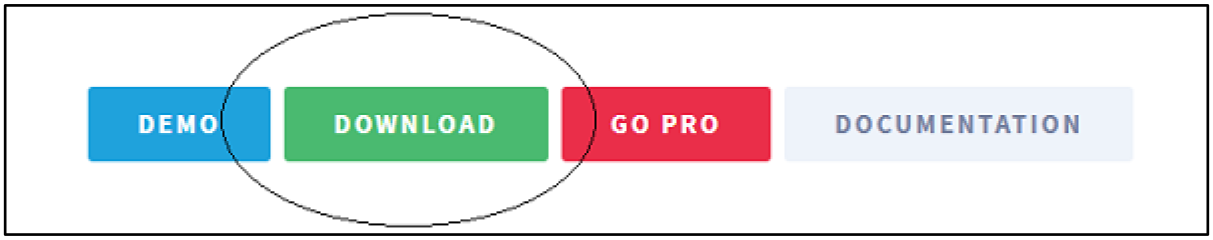
In web development, it is extremely important to have a well thought out structure before launching a project. Such structure will study the type of project it is, decide on the layout to use (the theme), calculate the time frame, estimate the cost, etc.

In addition, we have to consider other factors like the number of pages and menus, tags and content categories, etc. All these put together makes the process of development one that demands serious thinking and planning from the onset.
Fortunately, we do not have to start from the very beginning in this module. We will be using an already made content to build our site. Such content is called **Demonstration Theme** (or demo).

Before we proceed to setting up our demo,  here is a simple exercise for you.

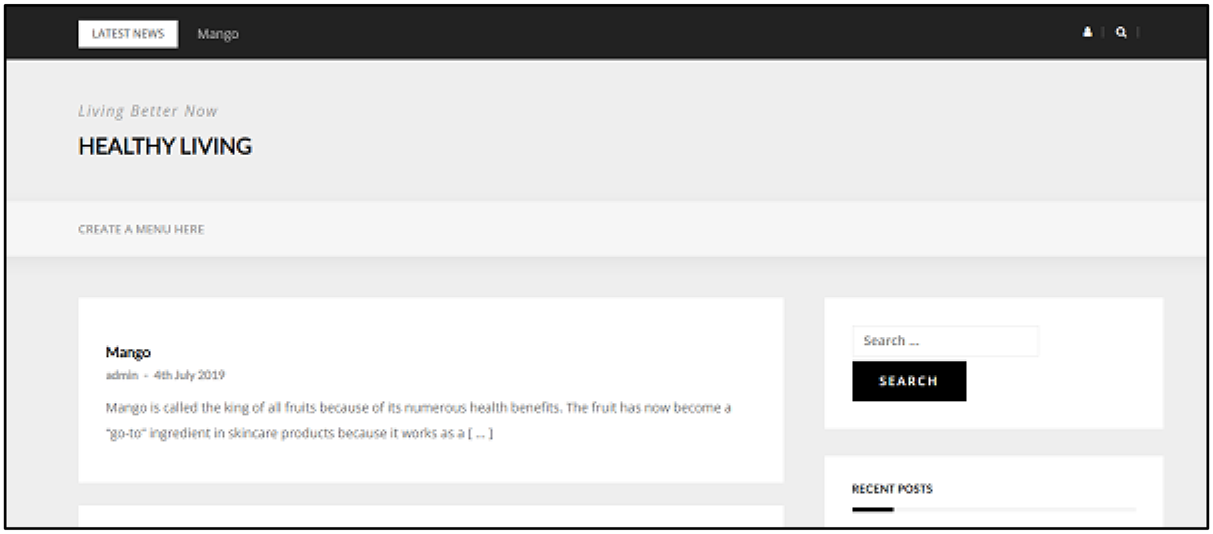
**<u>Exercise</u>:** Download, Install and Activate a Theme.
In the previous module, you learnt how to download and install a Theme.

Visit this link [www.athemes.com/theme/greatmag](http://www.athemes.com/theme/greatmag). Scroll down the page until you see a **download** button. Click on that to download the theme.



After downloading the theme, follow the instructions in **Module 3**, for installation and activation.

As soon as you have activated the theme, return to the front-end page, your site should have this modern outlook like in the image below.



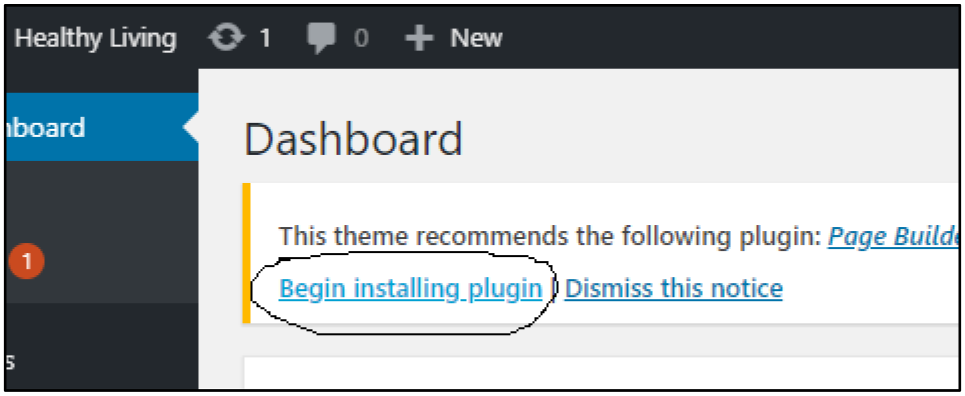
Mango
admin - 4th July 2019
Mango is called the king of all fruits because of its numerous health benefits. The fruit has now become a "go-to" ingredient in skincare products because it works as a [ ... ]

Now, let us proceed with developing the look of this awesome theme!

## Demo Setup

**Step 1: Install Theme Essentials.**
On our dashboard, we will notice that after installing the recent theme, a warning appeared, asking us to install a recommended plugin.

To achieve that, click on the **Begin installation plugin**.

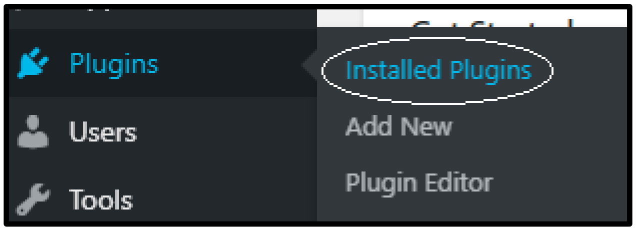


This theme recommends the following plugin: *Page Builde*

You will be redirected to another page. On that page, locate and click on the **Install** link directly below the title ‘*Page Builder by SiteOrigin*.’

Instantly, the plugin installation will begin.

Once the installation is completed, on hovering your cursor across **Plugins,** a fly-out menu will appear, click on **Installed Plugins** to see the list of plugins currently existing on your WordPress.



Next, locate the title ‘*Page Builder by SiteOrigin*’, and click on the **Activate** link directly below it.

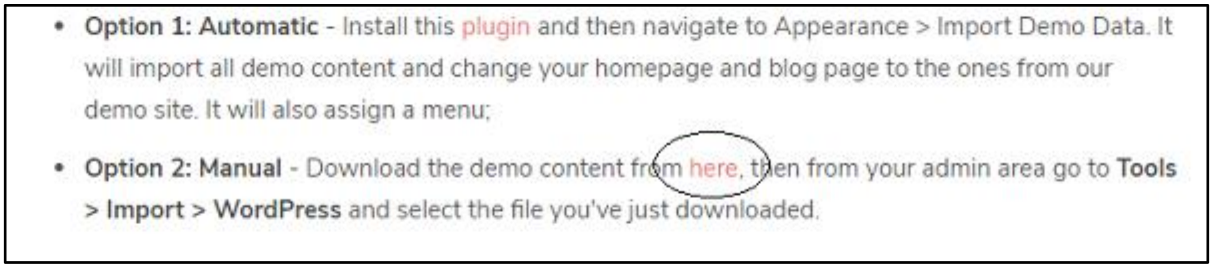
Once activated, you will be redirected to the *SiteOrigin Page Builder* welcome page. At this time, when you return to your Dashboard, you will notice that the recommended plugin notice is gone. Congratulations! Let us add some contents to our Theme.

**Step 2: Import Content.**
Earlier in Module 2, you learnt how to create content while making your first post.

In this step, we want to create more than one content, and we will be importing from demo content. Later on, you will be creating a few more, and of course, manage those imported ones.

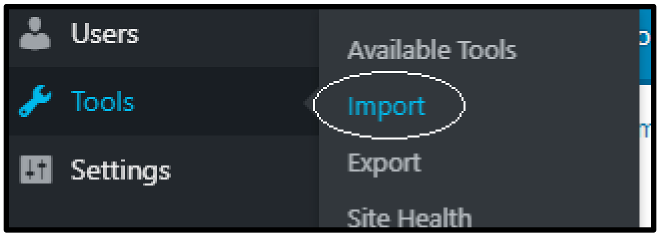
To download demo content, visit [www.docs.athemes.com/article/217-quick-start-guide-greatmag](www.docs.athemes.com/article/217-quick-start-guide-greatmag).

Scroll down the page until you see the download Option 2.

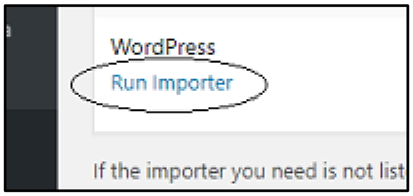


- **Option 1: Automatic** - Install this plugin and then navigate to Appearance > Import Demo Data. It will import all demo content and change your homepage and blog page to the ones from our demo site. It will also assign a menu;
- **Option 2: Manual** - Download the demo content from here, then from your admin area go to **Tools > Import > WordPress** and select the file you've just downloaded.

Click on the **here** link. Automatically, the demo content will start downloading.
Next, return to the WordPress dashboard.
You will see the **Tools** menu on the left sidebar. On hovering your mouse on Tools, a fly-out menu will appear. Click on **Import**.



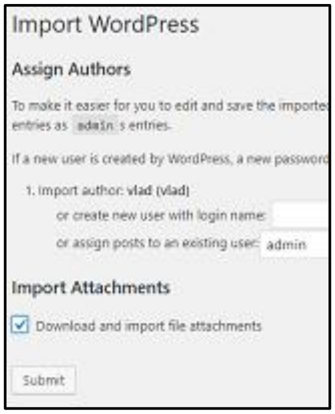
Once inside import, scroll down to **WordPress**. Directly below WordPress is an **Install Now** link, click on it.
**Note:** Make sure you are connected to the internet before clicking on the Install Now link.
After clicking on the link, it will change to **Run Importer**. Click on it.



You will then be redirected to WordPress import page. On that page, click on the **Choose file** button to locate the demo content you just downloaded. Select the file to return to import page.

Upon returning to WordPress, you will notice that the background colour of the **Upload file and import** has changed. Click that to begin importation.

On the next page, you have to complete some admin settings. Assign posts to admin and click on the checkbox. After this, click on the **Submit** button for importation to begin.



Import WordPress

Assign Authors

To make it easier for you to edit and save the importe
entries as admin s entries.

If a new user is created by WordPress, a new passwor

1. Import author: **vlad (vlad)**
   or create new user with login name:
   or assign posts to an existing user: admin

Import Attachments

☑ Download and import file attachments

Submit

As soon as the importation is complete, you will see **All done. Have fun!**. Now, when you visit the front-end page of your website, you will notice that more blogs has been added automatically. Therefore, that is a confirmation that demo contents have been imported.

Now, we have a well-structured content. In the next few topics, we will organize these content into different pages using a Menu.

# Creating Menu

On your WordPress dashboard, there are usually many options at the uppermost or left side of the page, options like: Posts, Media, Comments, etc. Those are examples of **menus**. On the other hand, at the front-end page of the website, there are different pages, each categorised under a specific menu.

A **Menu** clearly provides us with a way to separate the content of our site or app into various categories to satisfy specific needs.

In the next few steps, we will add menus to our website.

**Step 1: Create a Page.**

As mentioned earlier, **menu** is used to separate the different pages of a website.

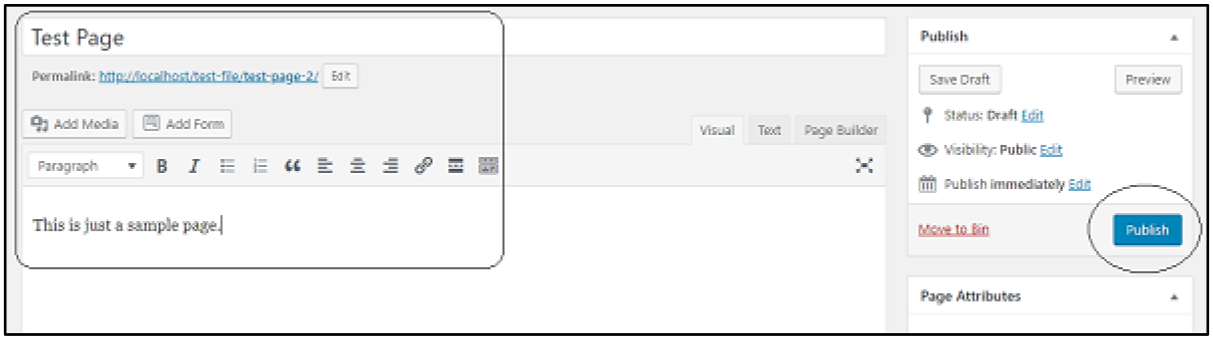
In order to create a menu, first, create a page. By default, every WordPress theme comes with at least a menu, a page, and a Blog. Since we want to have more than just a blog site, we need to create more pages and more menus.

First, return to the dashboard. On the left side bar, you will find **Pages**, click on it. You can see some already existing pages created during the importation of the demo content.

However, we will create one more page, so that you will really understand how to create one. To do that, click on the **Add New** button at the top left side of the page.

On the new page, add a title (name it **Test Page**), and on the editor below it, add a text to display on your website (you can say, "*this is just a sample page*").

Then, locate the **Publish** button on the right side of the page, and click on it to publish your website.



Test Page

Permalink: http://localhost/test-file/test-page-2/

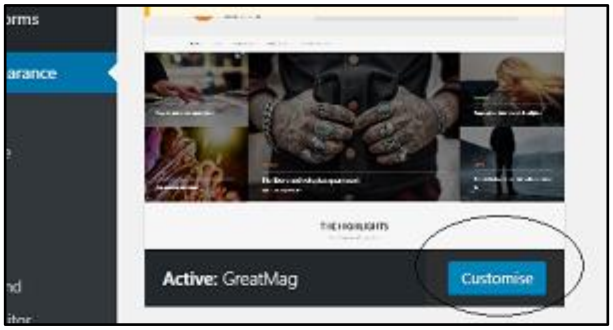
This is just a sample page.

We have created our first page. Now, we will display it on our front-page.

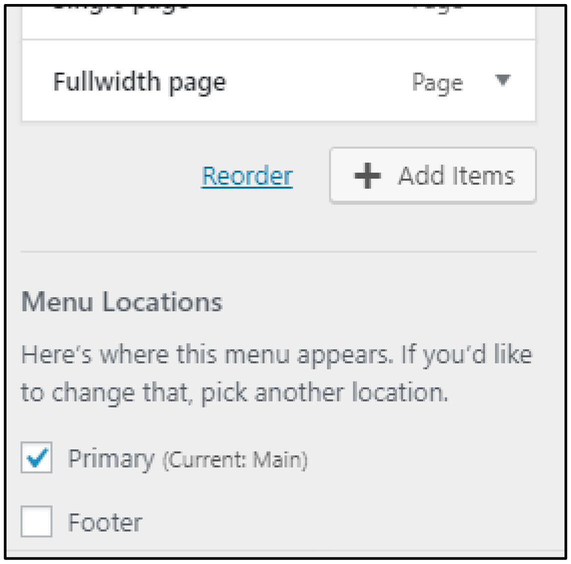
**Step 2: Create a Menu.**

Again, we will return to our dashboard. Click on **Appearance**.

On the next page, locate and click on the **Customise** button at the bottom part of the active theme, GreatMag. You will be redirected back to the Theme Customization Dashboard.



As you scroll down the menu, you will find the **Menu** option. Click on it. Inside the menu, locate and click on **Main**. Scroll down to **Menu Locations** and select **Primary** option. Click on the **Publish** button to save changes.



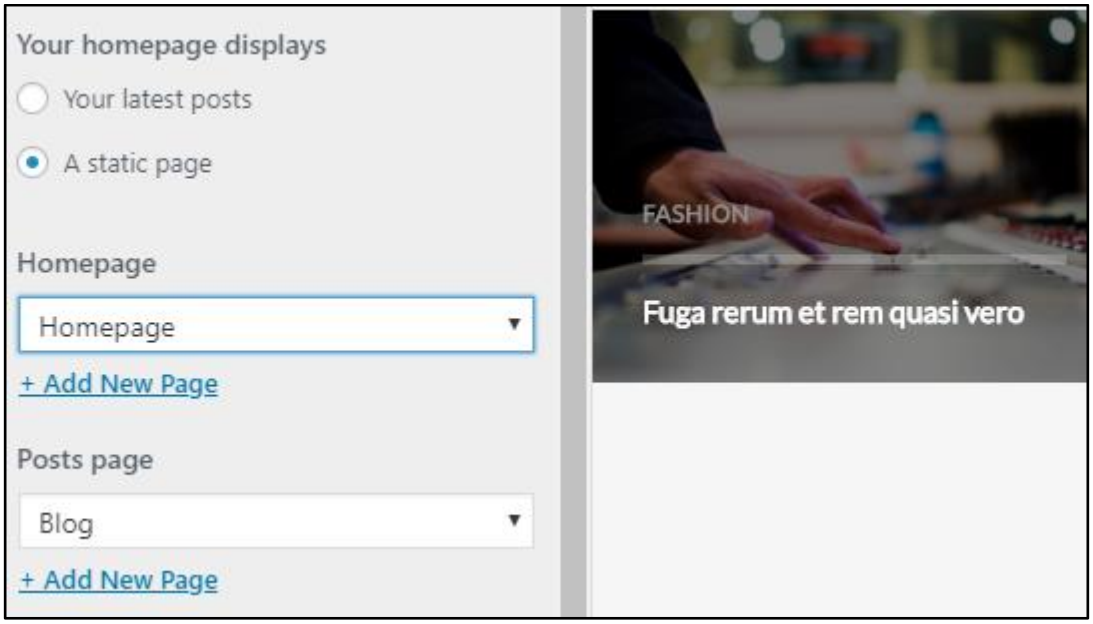
Menu Locations

Here's where this menu appears. If you'd like to change that, pick another location.

☑ Primary (Current: Main)

□ Footer

Next, return to customisation dashboard and select **Homepage Settings**. Inside these settings, you will find the displays setting. Choose **A static page**. Under the Homepage, select **Homepage** and under Posts page, select **Blog.**



Your homepage displays

○ Your latest posts

● A static page

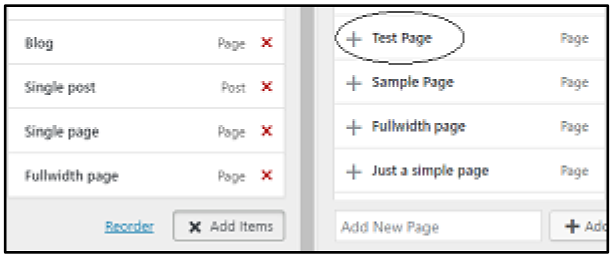
Homepage: Homepage ▼

Posts page: Blog ▼

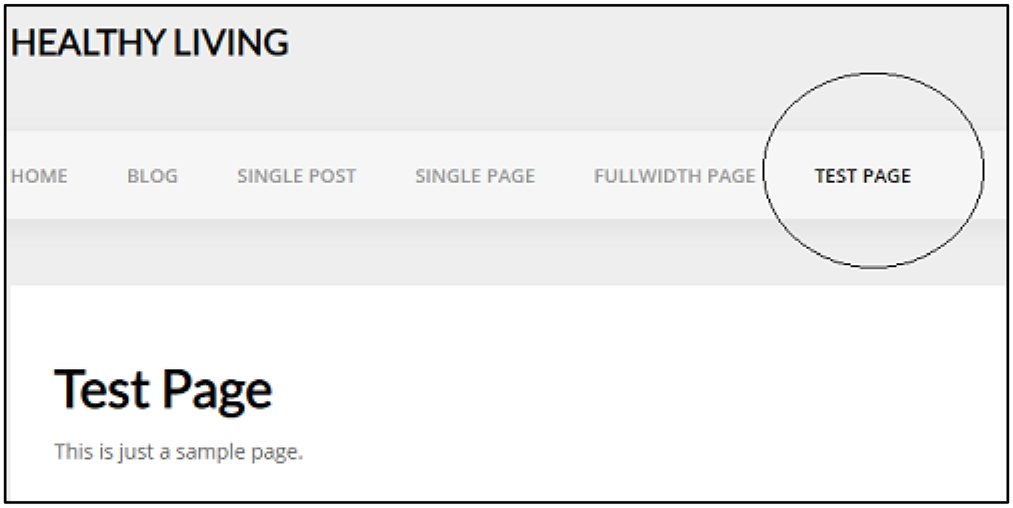
Publish your changes and return to the front-end page.
Now you will see your **menus** have been added. Click on **Home** and **Blog** to see the changes.

In the first step, we created a page. Now, we will create a menu for that page.
To do that, return to the customisation dashboard. Click on **Menu,** locate and click on the **+ Add Items** button.

A fly-out menu will appear. Locate and click on the page you created (which was named Test Page).



Publish your changes and return to the front-end page. You will see that the page has been added to the menu as shown in the image below.



Test Page

This is just a sample page.

## Pages Vs Posts

These two combined are the building blocks of WordPress and its most important feature. Posts are mainly for blogs, articles, news, etc. Whereas, pages are mainly for content that do not change often on a website. They are therefore said to be static.

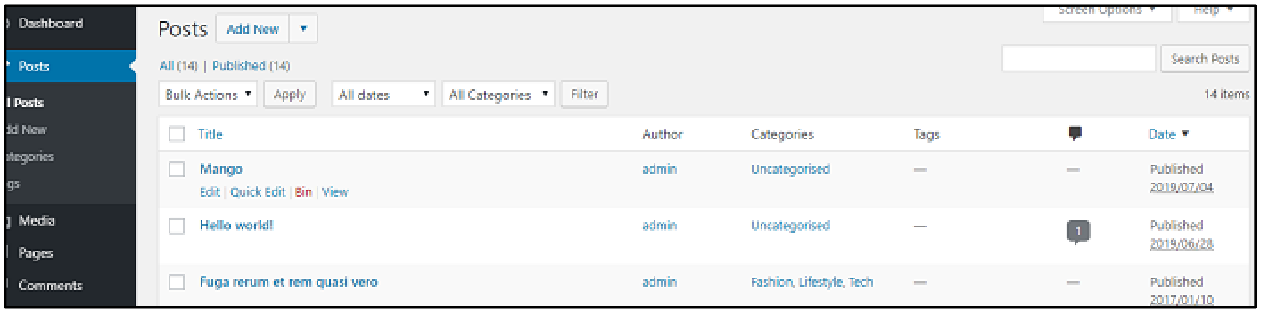
### Posts

In Module 2, you created your first post. If you go back to create more posts, you will notice that the most recent one will always stay at the top. So, it is therefore said that posts appear in a "Reversed Chronological Order." This is one of the most important features of a post.

Posts are contents displayed on a blog page. They can equally appear at the home page or widgetized areas of a website.

Posts can be added or removed from the WordPress dashboard under the **Posts** menu, and can be organised using categories and tags.

They are the interactive part of the WordPress site. For example, when you visit your facebook account, you can find some posts from your friends along with comments. The same can be said of WordPress post. Therefore, it encourages conversations and interaction.



| □ Title | Author | Categories | Tags | | Date |
|---|---|---|---|---|---|
| □ Mango<br>Edit \| Quick Edit \| Bin \| View | admin | Uncategorised | — | — | Published<br>2019/07/04 |
| □ Hello world! | admin | Uncategorised | — | 1 | Published<br>2019/06/28 |
| □ Fuga rerum et rem quasi vero | admin | Fashion, Lifestyle, Tech | — | — | Published<br>2017/01/10 |

When you click on the **Posts** option, you will see the homepage of posts. There you can create new posts, edit or delete any existing posts.

Posts homepage options are:

- **Bin:** Earlier, you learnt how to create a post. Now, to delete one, simply hover your mouse across the title of the post you want to delete. Next, some options will appear, click on **Bin** to delete the post.

- **Edit:** This has the same function as clicking on the title of the post. It simply takes you to the main editor of each post. This is the same editor as the one you used when you created your first post.

- **Quick Edit:** Just as the name implies, it shares the same function as **Edit**, except it can be used to make minor changes to the post. Those changes include adding tags, categorizing your post, publishing, or drafting the post. Drafting is a way to unpublish a post without deleting it.

- **View:** This option displays the post on the front page.

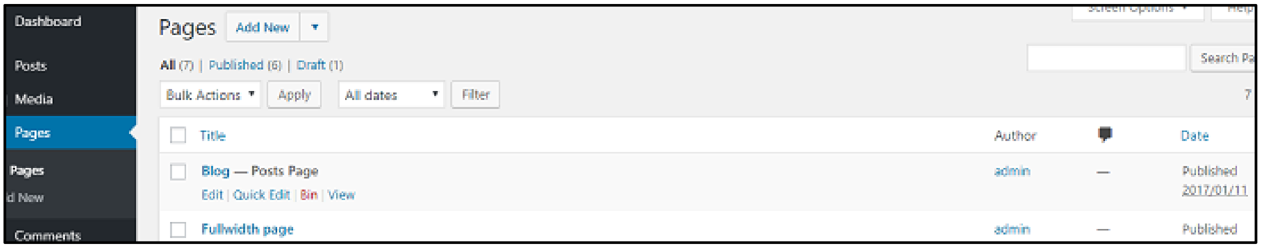
## Pages

What do you see when you turn the pages of a new notebook you just bought?
Nothing, absolutely white and empty until you decide to write on it. The same can be said of a page without content until you make your first post.

In your HTML and CSS, you learnt how to create content on an empty page. In WordPress, you also learnt how to create a blog post on a template. Both are classical examples of a page, except one is empty and one came with preloaded content (theme).

Therefore, a page is the canvas of a WordPress site. It is where everything we will come to know and use (including posts, widgets, categories, tags, etc) will be displayed.

WordPress pages are static and timeless while a post moves down a page as new posts are added; a page does not move or change in such manner.



| □ Title | Author | | Date |
|---|---|---|---|
| □ Blog — Posts Page<br>Edit \| Quick Edit \| Bin \| View | admin | — | Published<br>2017/01/11 |
| □ Fullwidth page | admin | — | Published |

Pages can be added or deleted from the WordPress dashboard menu using the **Pages** option, and just like posts, pages have all the menu options like Edit, Quick Edit, Bin and View.

# Summary of Module Four

In this Module, you learnt about contents, how to organise them and how simple it is to generate an organised content using a demonstration theme.

You also learnt how to import and install demo content, and how to install some essential theme-required plugins. You activated some pre-installed menus and pages from the demo content and created a few of your own to add to it.

Finally, you learnt about the differences and similarities between a Post and Page, how to add, delete or customise them.

In the next Module, we will be looking at how to better organise our content using tags and categories, and the role users have to play in managing a WordPress site.