WELCOME TO WORDPRESS.COM

This tutorial is available for download at fas.camden.rutgers.edu/wordpresscom

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What is WordPress?

WordPress is an open source website/blogging tool that makes it easy to create content on the web. WordPress is a well-established website Content Management System (CMS) written in PHP, and requires little to no coding knowledge to use.

WordPress.com is the easiest way to set up a free blogging site and takes very little time to start up and maintain. It is also a community; you can follow blogs, rss feeds, as well as other users and share and source content.

26% of websites on the internet are WordPress

| WordPress terminology shortlist | www.wpbeginner.com/glossary	
Admin Area	The Admin Area is the administrative area of a WordPress website. Usually it can be accessed by visiting the wp-admin directory in your web browser. Example: http://www.example.com/wp-admin/
Category	Category is one of the pre-defined taxonomies in WordPress. It is used to sort and group content into different sections. A website publishing content on a variety of topics can divide their website into sections using categories.
Featured Image	The Featured Image (also known as post thumbnail) is a WordPress theme feature which allows theme developers to add support for using a representative image for posts, pages, or custom post types.
Menus	Navigation Menus, or simply Menus, are a WordPress theme feature which allows users to create navigation menus by using built-in Menu Editor located in WordPress admin area under Appearance » Menus.
Media	Media is a tab in your WordPress admin sidebar which is used to manage user uploads (images, audio, video, pdfs, and other files).
Site Page	A page in WordPress usually refers to the page post type. It is one of the default pre-defined WordPress post types. WordPress started out as simple blogging tool which allowed users to write posts. Pages were introduced to allow users to create static pages that were not part of their blog posts. For example, an about page, contact page, legal info, etc.
Blog Posts	Posts are timely content part of a series of posts in a blog. Pages are static one-off type of documents which are not tied to the blog's reverse chronological order of content. By default posts in WordPress can be sorted into taxonomies Categories and Tags.
Theme	In WordPress, a theme is a collection of templates and stylesheets used to define the appearance and display of a WordPress powered website. They can be changed, managed, and added from the WordPress admin area under Appearance » Themes.
Widget	A WordPress Widget is a small block that performs a specific function. You can add these widgets in sidebars also known as widget-ready areas on your web page. WordPress widgets were originally created to provide a simple and easy-to-use way of giving design and structure control of the WordPress theme to the user. Widgets can be easily dragged and dropped into a specific widget area.

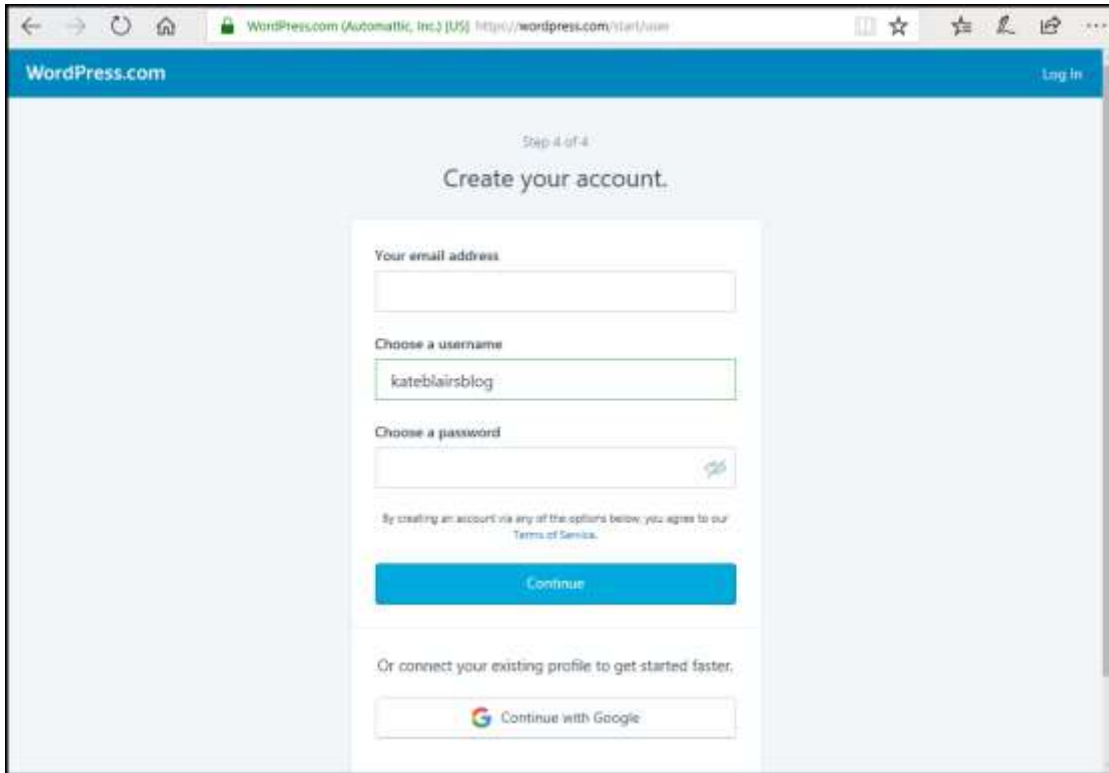# Get started with a WordPress.com site/account:

1. Visit https://wordpress.com/ and click the "Get Started" button:

2. Use the search to see if the site name you want is available and select a "Free" account:
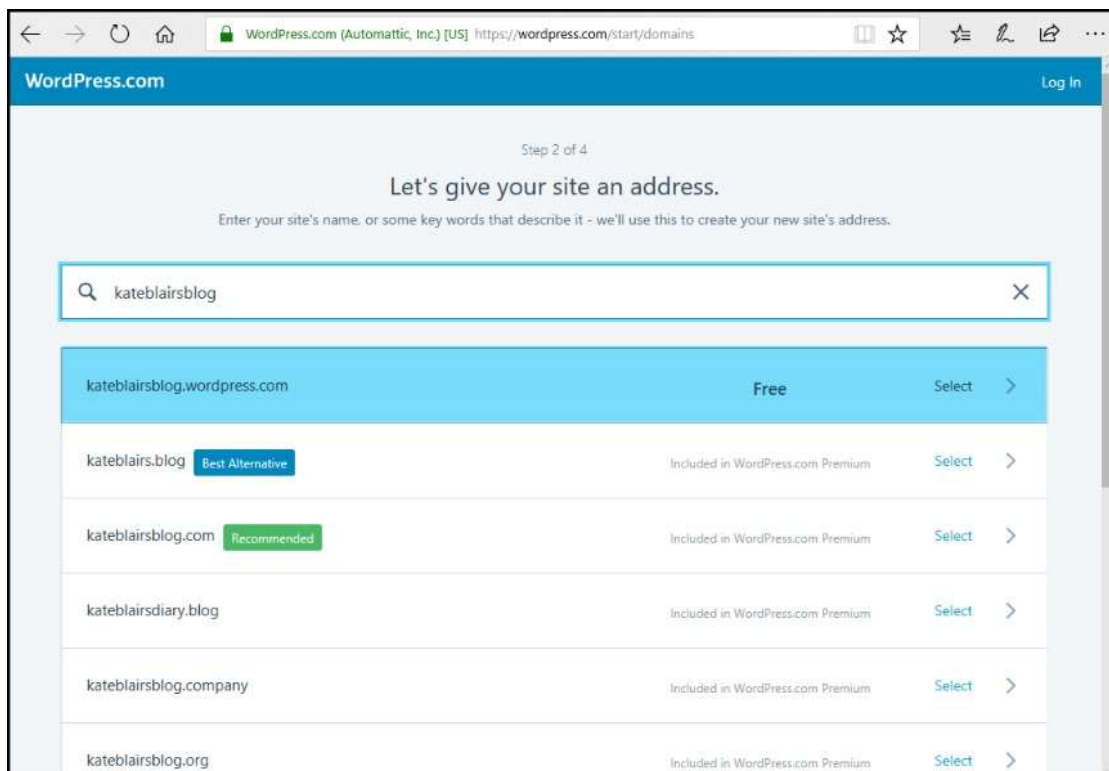
3. Create your account using your email address, and chose a username (usernames are unique, so you may need to try a few versions).
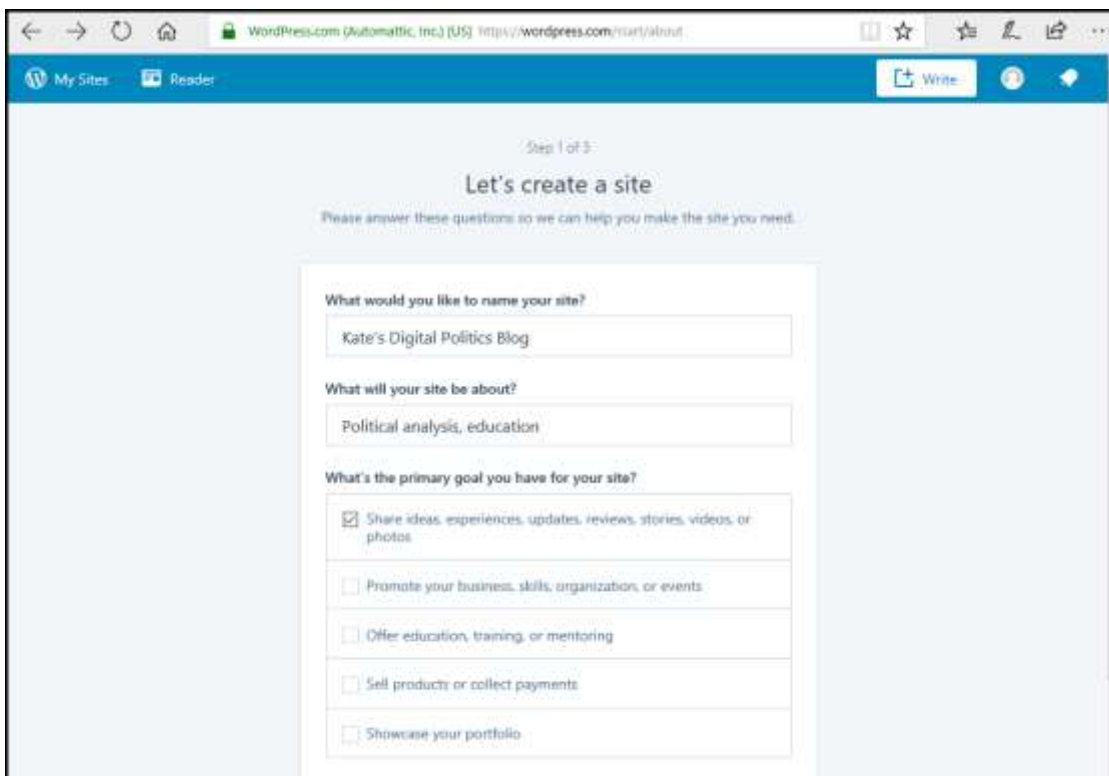
4. Start creating your site. Create a name (this does not have to be unique), state what you are using the site for (education, political analysis, etc), and choose the goal of your site.

5. Start using your site! Choose from the free "Themes" under the "Personalize" tab in your "Admin Area".
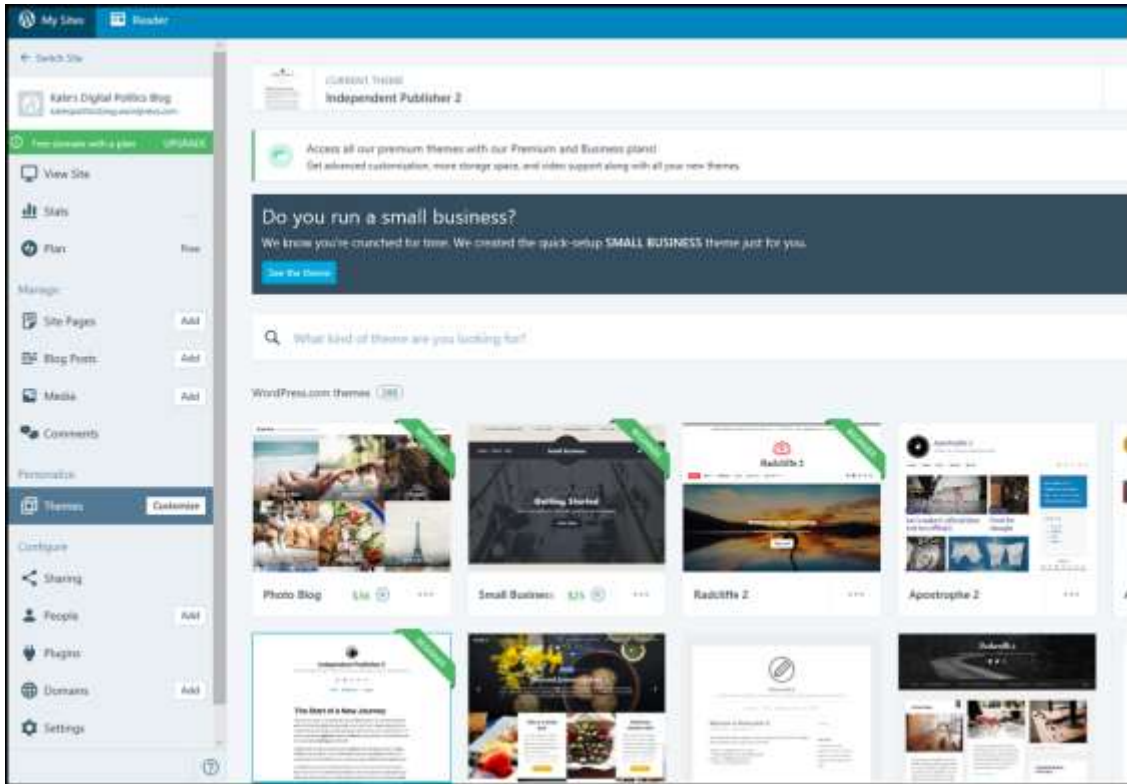
6. Add pages using the "Site Pages" tool under the tab "Manage". You will be able to create Page Titles and content through this tool. Remember, Pages are for "static" web content (i.e. Home, About, Contact, Resources, Some Pics of My Dog). Below are some elements of Pages you will use frequently:
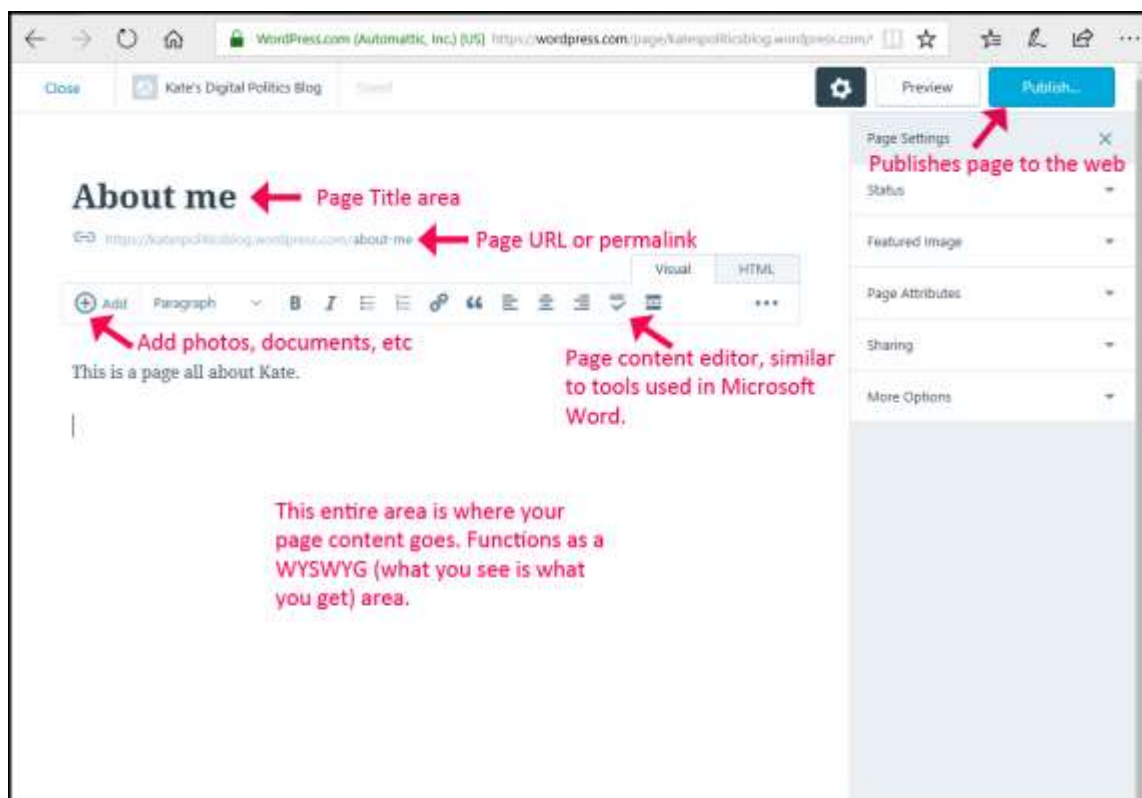
7. Add posts using the "Blog Posts" tool under the tab "Manage". Remember, posts are for timely news, blogs, thoughts, asides, etc. You will use this tool the most for this class. The setup for creating posts is very similar for creating pages, with the exception of "Categories & Tags". "Featured Images" are also good to use here.

-   **"Category"** is one of the pre-defined taxonomies in WordPress. It is used to sort and group content into different sections. A website publishing content on a variety of topics can divide their website into sections using categories. You can add a Category as a Menu item. (examples: News, Opinion, Reviews)

-   **"Tag"** is another pre-defined taxonomy in WordPress. Users can add tags to their WordPress posts along with categories. However, while a category may cover a broad range of topics, tags are smaller in scope and focused to specific topics. <u>Think of them as keywords</u> used for topics discussed in a particular post. (examples: Political Science, Education, Fiction, Historical Reference, Policy, Advocacy)

-   The **"Featured Image"** (also known as post thumbnail) is a WordPress theme feature which allows theme developers to add support for using a representative image for posts, pages, or custom post types.
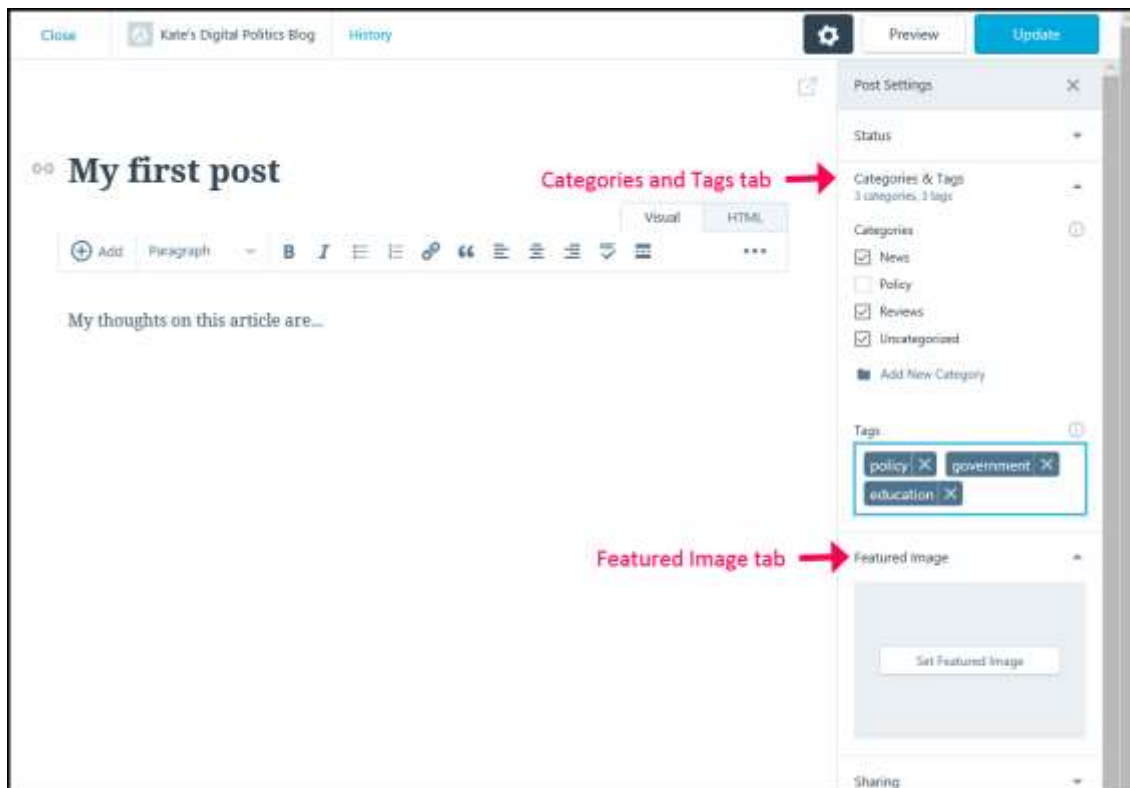
-   **"More Options"** will let you set a post to allow or disallow comments. It is recommended to uncheck "Allow comments" to deter spam. You can always go back and change this in each post.

Customizing your Wordpress.com website:

You will access most of the quick admin tools from your WordPress dashboard, but there are more items/tool that you can use to "Customize" your site under the "Personalize" tab. Here you can adjust your Theme's fonts, header image (logo), colors, add Widgets, and customize your Menu. You can also adjust your "Homepage Settings" here to be either "a static page" or "your latest posts" (i.e. blog roll).
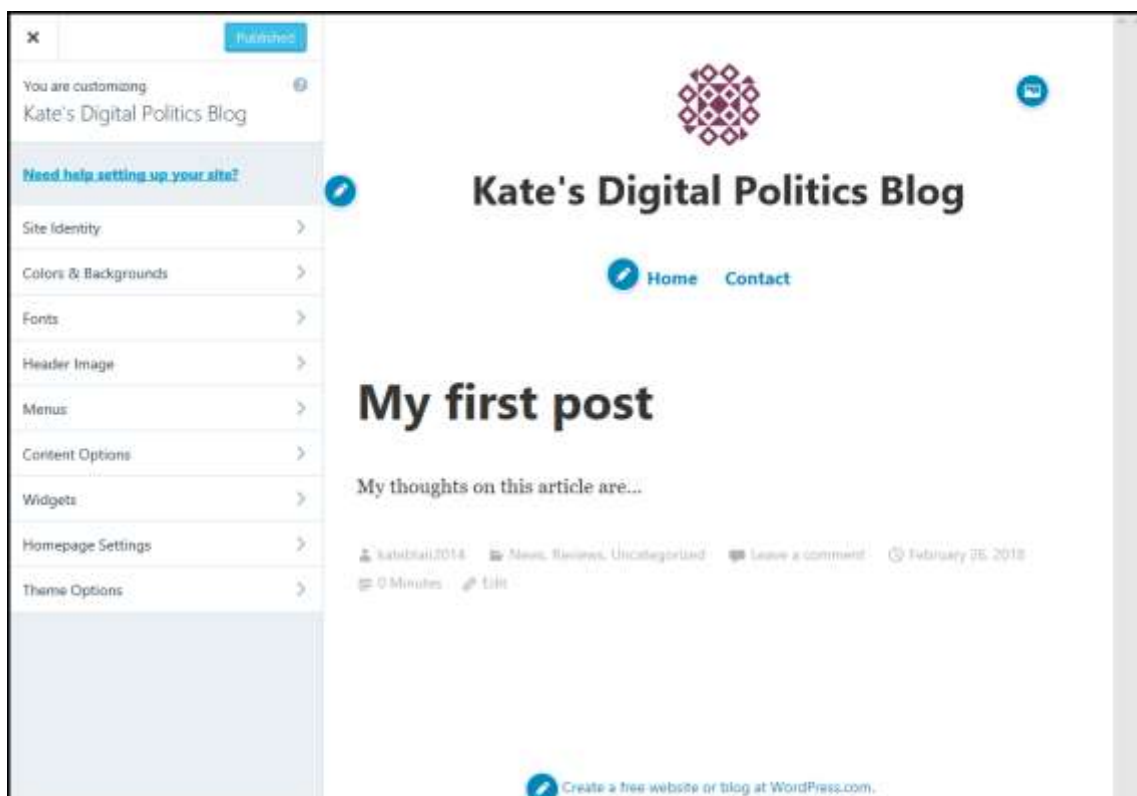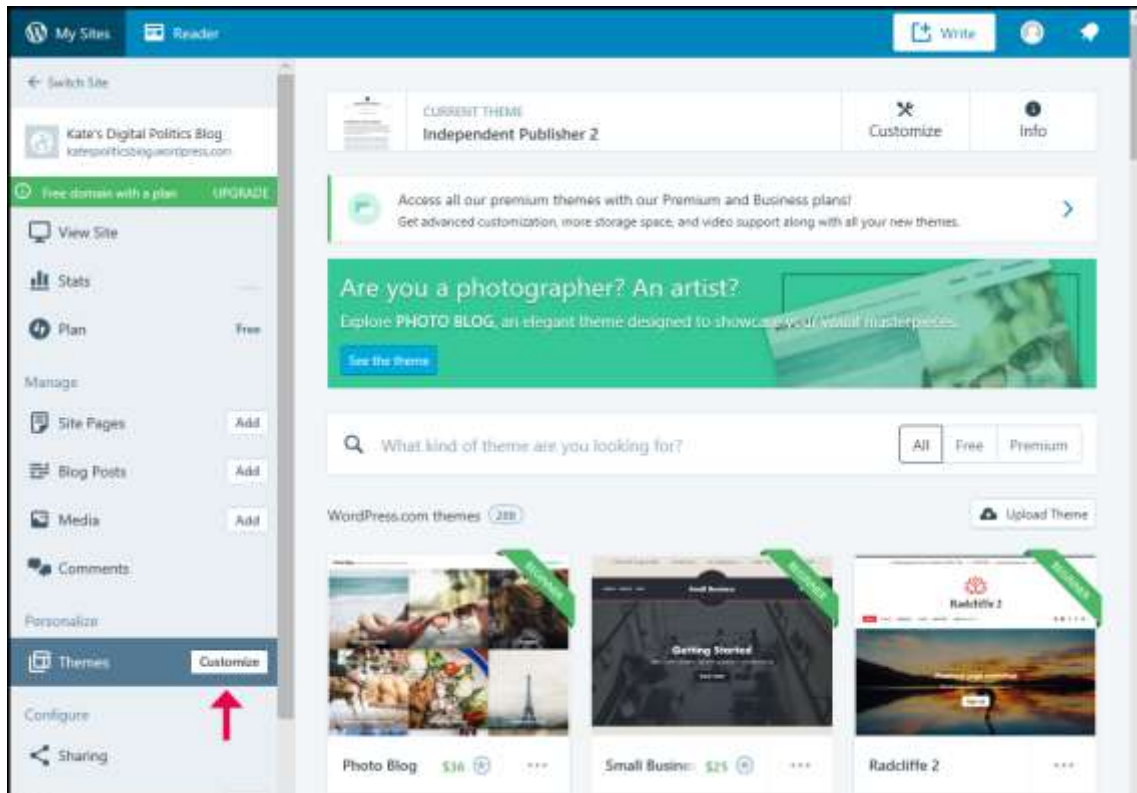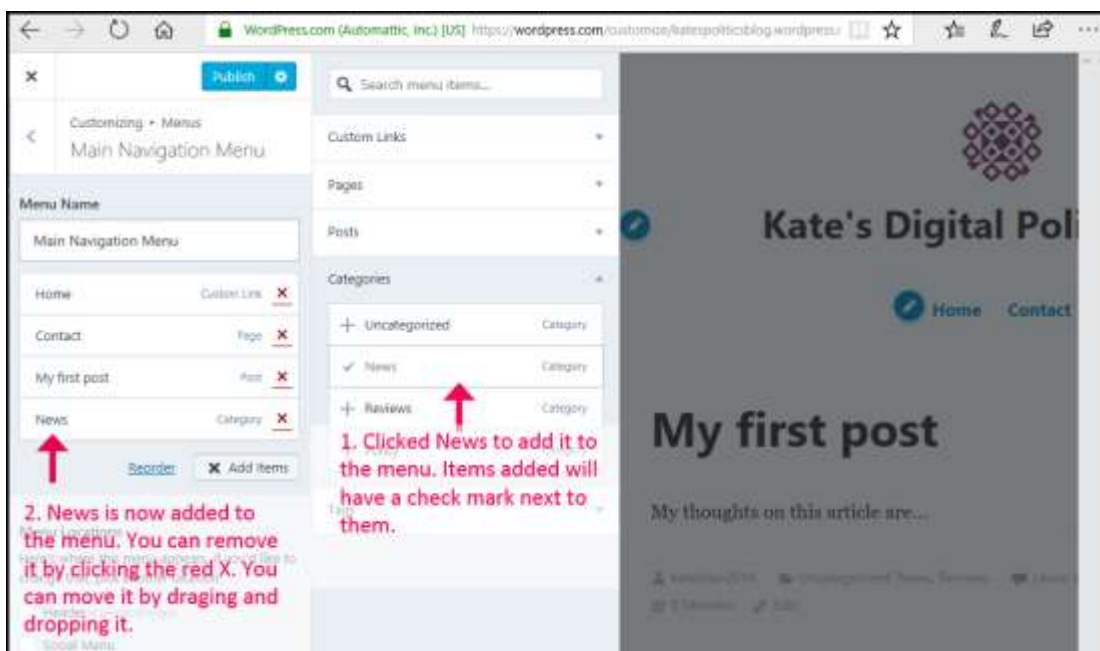
Menus/Navigation:

Depending on your theme, you may have multiple locations on your site for a navigation menu. The "Primary" menu should come with your theme, but if don't see one you can click "Create New Menu" to start setting one up. The theme used here has two menu locations: Header and Social Menu.
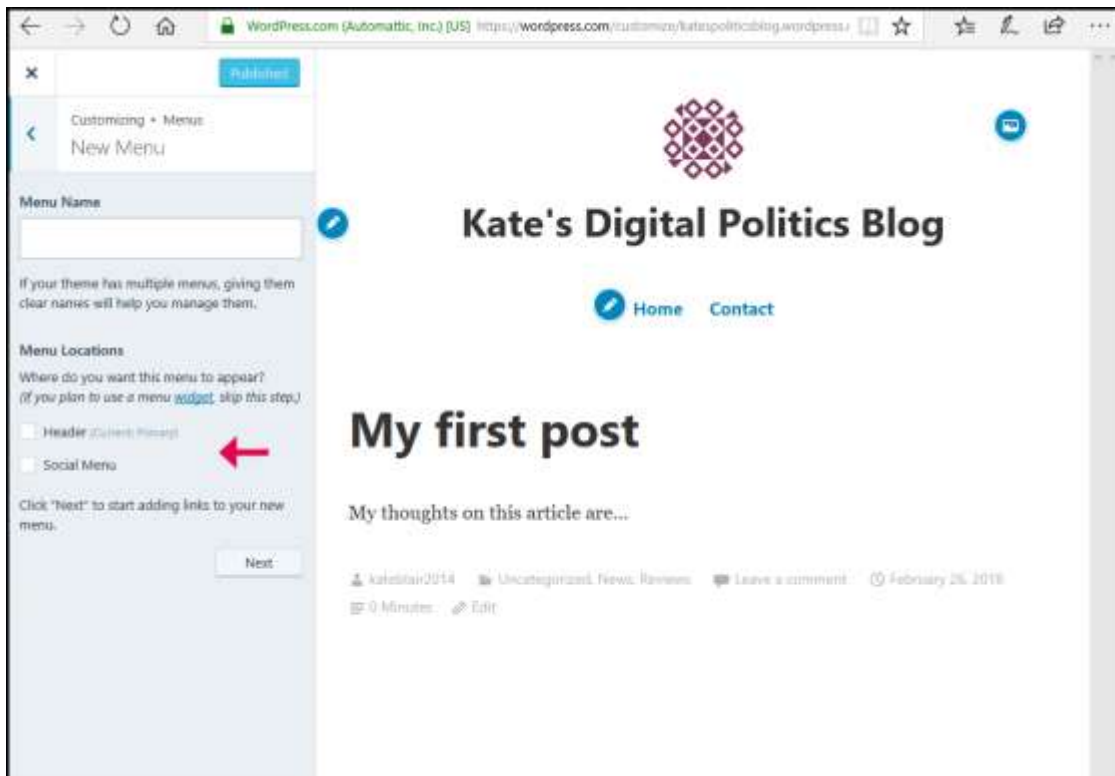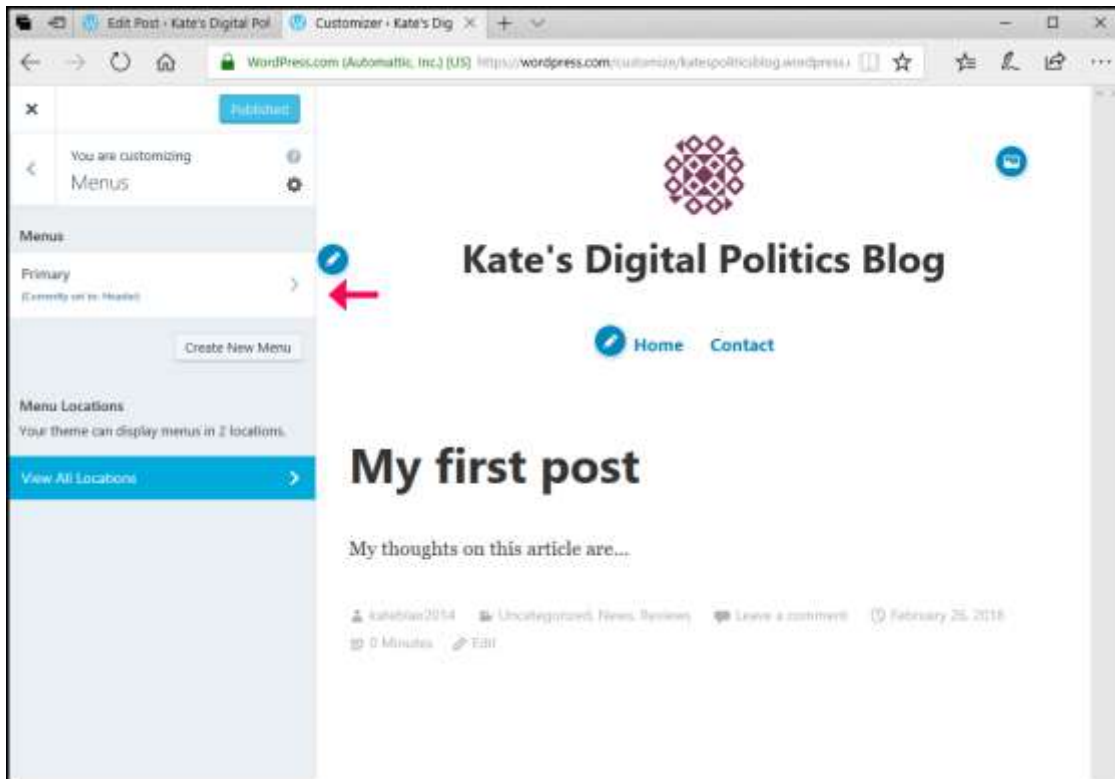
If you need to create a new menu click the "Create New Menu" button in the Menus tab. Here you can name a new menu and "Add Items" to the menu such as Pages, Posts, Categories, Tags, and Custom links. Note: in order to add items they must have already been created; for example: if you want to add "About" to the menu, you must first create and publish and About page. Custom links can be used to link out to other pages/websites, that aren't a part of your website.
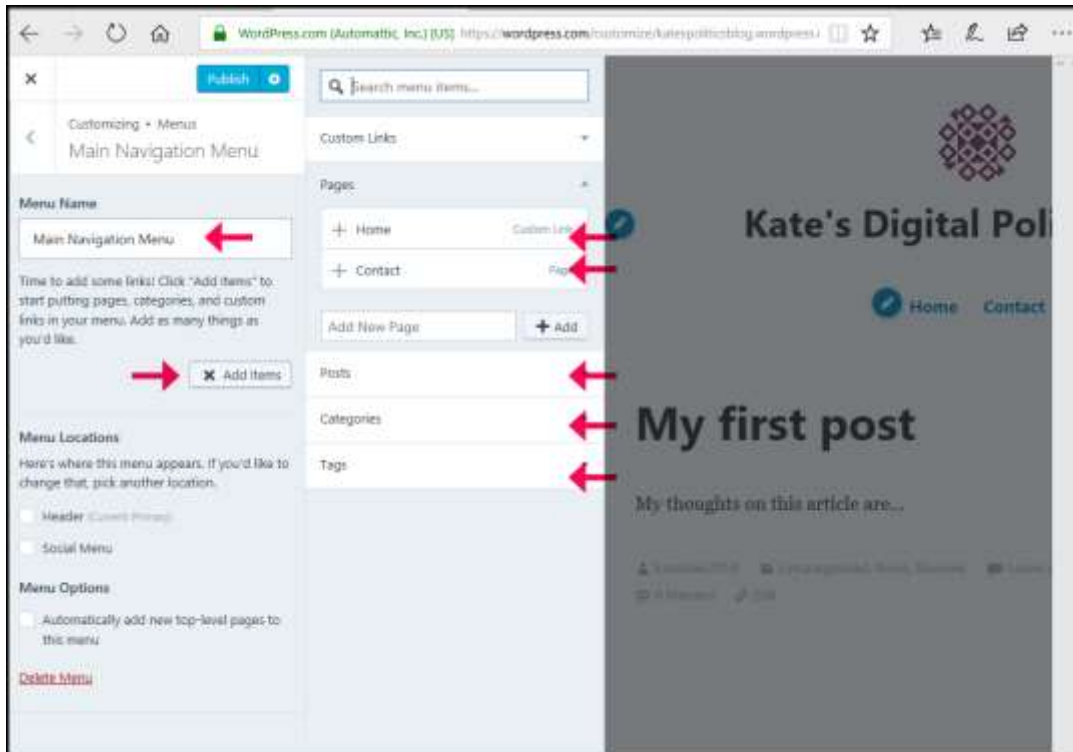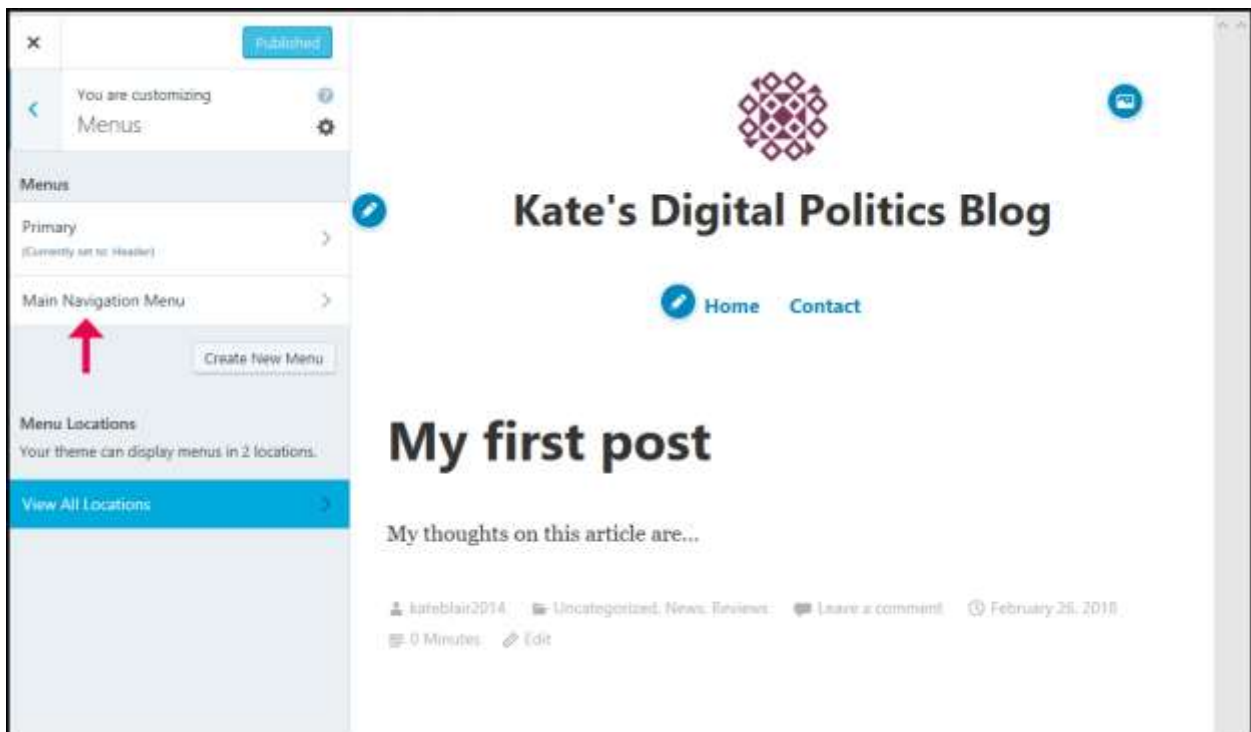

Clicking on "Add Items" will cause the addable items to pop out to the right. Clicking on each item will add it to the menu. Dragging and dropping will move the item.

Dragging the item below another and to the right will make it a sub-item (dropdown). See below:
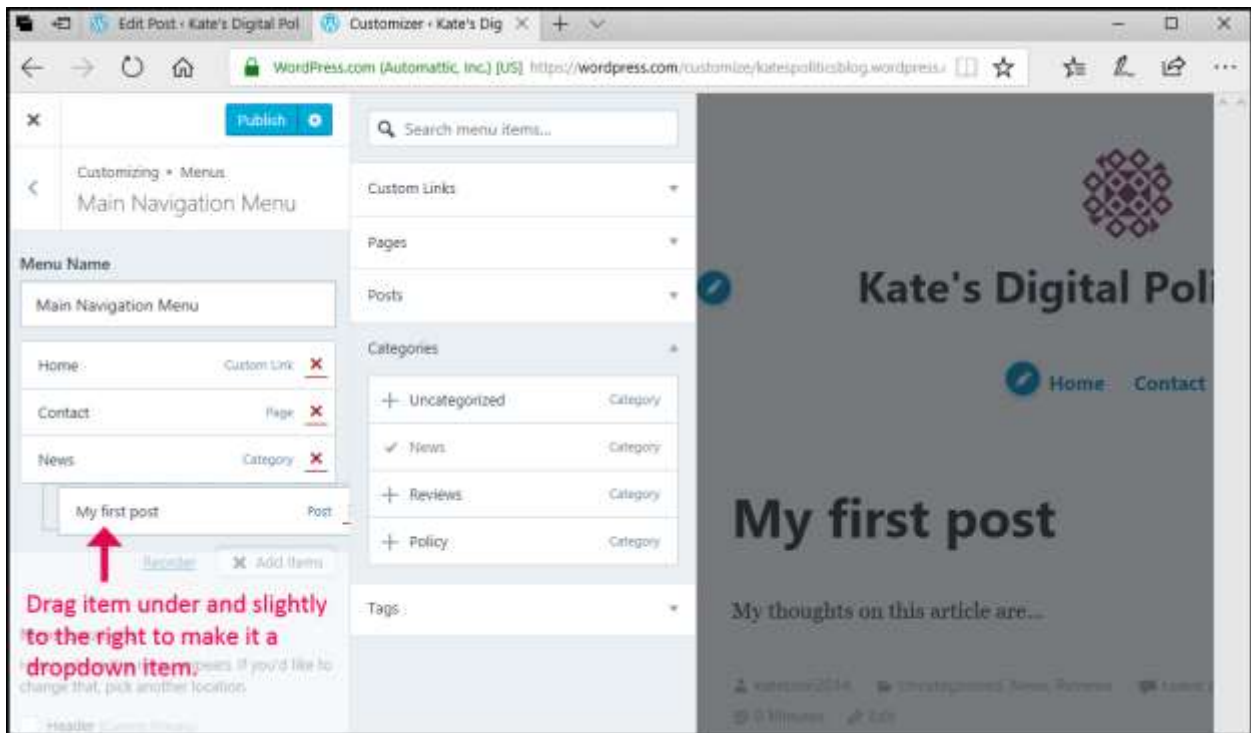
Once you are finished, publish the menu to save it! You can now pick it from the list of menus and set it as your header/main navigation. You can edit, remove, and rearrange the menu items at any time.

Remember to hit "Publish" to save these changes.

WordPress.com reference and resources:

Web pages:

http://www.wpbeginner.com/ for terminology

https://ithemes.com/tutorial/category/wordpress-101/ to go deeper into login, dashboard, admin bar, settings, adding links in content, and adding and adjusting images/media.

In my outline I go over the basics of Wordpress.com but there is also Wordpress.org. They are build off of the same engine and function very much the same.https://ithemes.com/tutorials/wordpress-com-vs-wordpress-org/ talks about the difference between Wordpress.com vs Wordpress.org in more detail. The basic differences are:

- **WordPress.com:** takes care of all of the hosting for you. You don't have to download software, pay for hosting, or manage a web server. You will, however, need to have wordpress.com in your url (i.e. katespoliticalblog.wordpress.com) if you are using the "free" service.
- **WordPress.org:** YOU host your own blog or website. WordPress.org is where you'll find the free WordPress software that you can download and install on your own web server.

YouTube videos:

- https://www.youtube.com/watch?v=yp83HV7SCww Make a free WordPress.com Website in less than 30 minutes – BEGINNER TUTORIAL – 2017
- https://www.youtube.com/watch?v=JlXmJBe6MJA How to Start a WordPress Blog 2018 | Blog Tutorial for Beginners
- http://wpvideostraining.com/wordpress-basics-what-are-plugins-themes-widgets/ WordPress Basics – What are Plugins, Themes, Widgets