

Wordpress.com

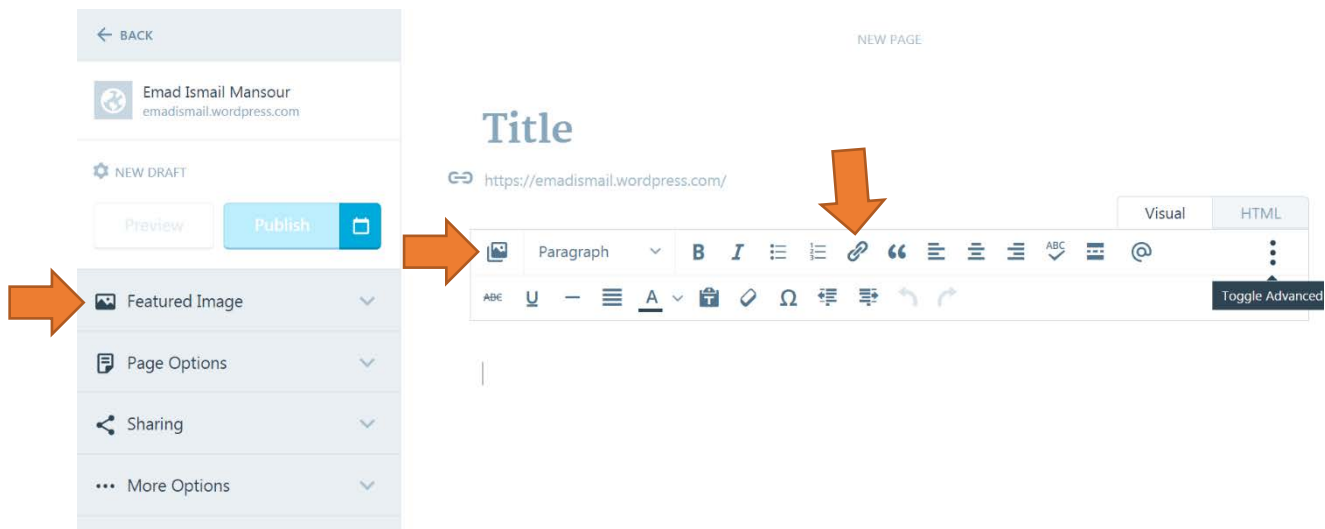
1. Go to Wordpress.com click "Get Started" and create a website.
2. Choose what your website will be about (for example Education & Organizations, then choose "College Education").
3. Select the format that your home page would look like. There are three options; "A list of my latest posts," "A welcome page for my site" and "A grid of my latest posts."
4. Choose a simple looking theme. You can always switch to a different theme later.
5. Choose a custom domain. Enter the name of your choice. A list of possible domains with the name you chose will pop up. We recommend choosing the free version of Wordpress (first one on top). Pick a plan (Free for life, Premium for \$8.25 /month, billed yearly or Business for \$24.92/month billed yearly). We recommend the Free-for-life plan, as there is little need for most purposes to upgrade to the paid version. Please note that this domain will be the address of your website. It will be in following format: www.xxxxxxx.wordpress.com.
6. Create your account (enter your email, choose a user name and a password). A message will be sent to your email to confirm it. Once you confirm the email you may go straight to your new website.
7. You will need the user name and password to login and make edits to your website later.

Changing the settings

8. To change the Theme, go to My Site (upper left corner), click Themes and choose one of the free ones. Try several till you find a convenient, but simple one. We recommend "Rowling," for example. Click "Activate this design," then hit "Visit Site" to simply activate the theme you choose.
9. To change the site title, go to My Site select "Settings", "General," and edit your Site Title. We recommend putting your name as a site title. You can also edit Site Tagline, Language, Time zone and Privacy level (Public, Hidden or Private) in this window. The title and tagline will be on top of all your web pages. Hit "Save Settings" to save the changes. You can choose "Private" setting while work on the website is still in progress. Make sure you change the privacy setting to "Public" before you share your website URL with other people or use it to apply for a job.

Adding Webpages/content

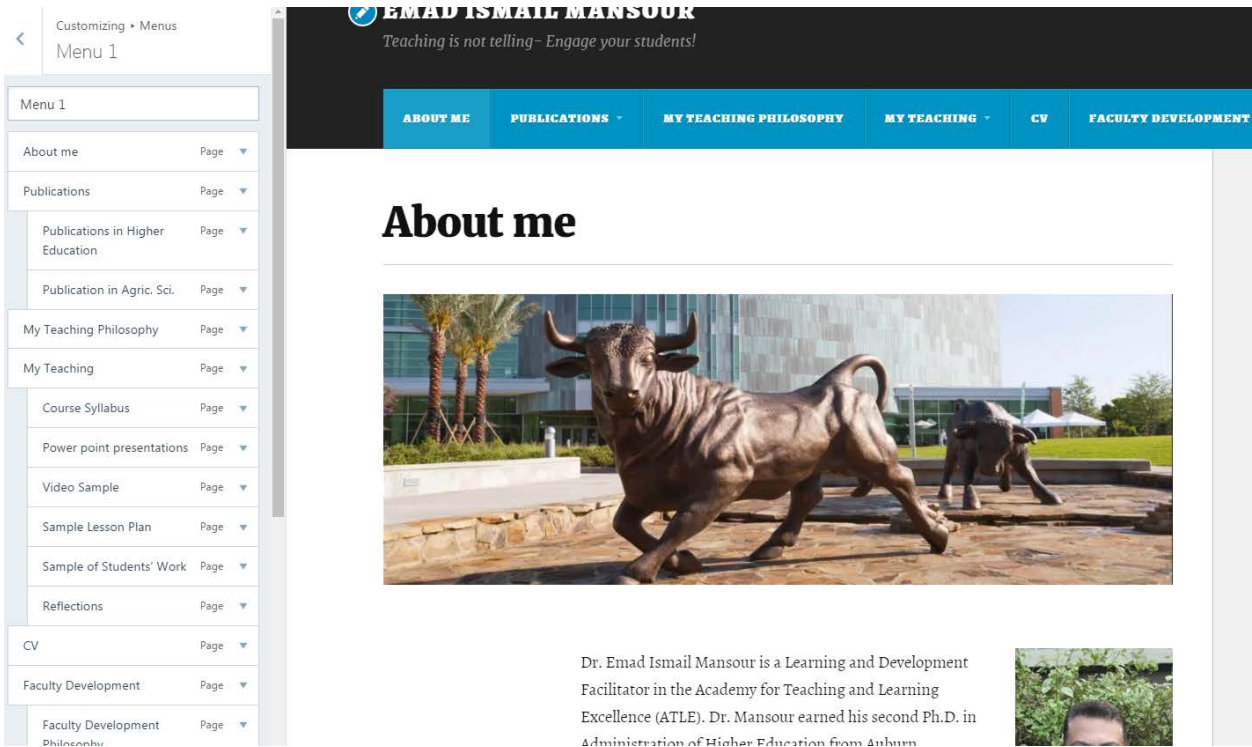
10. To add pages, click "My Site". Next to the "Pages" click "Add" to add a new page. Add a title to the new page and enter the page content underneath. To add a header image to this specific page, use "Featured Image" from the list on left side of the screen and upload an image from your computer.
11. To save the page, click "Publish." You can add content into the page by typing or copying and pasting text into the space provided. You can also upload pictures/documents and import them into the page by clicking the image icon on the upper left corner of the menu bar.



This will prompt you to add new pictures/documents from your computer into the Media Library, so you can select and insert them into your page. You can also insert links to other pages or links from the web into the page using the link icon. To see all pages that you have created, go back and hit “Pages.” Each page will show with three horizontal dots next to it. Clicking the dots will allow you to “View page, Edit or Trash.” When you edit any page, remember to hit “Update” to save the changes.

12. To keep a specific page as the front page of your website, go to My Site, under “Customize,” select “Static Front Page.” Under “Front page displays,” choose “A static page,” and select the page of your choice to be the front page.
13. To add Header Image (the picture that shows on top of your webpage), under “Customize,” select Header Image. **Note: If you do not see this section, this means that your current theme does not support the use of a custom image header.** If you see “Select Header Image,” just click **Add New** and you’ll be able to choose images from your media library or upload an image from your computer. Select files to upload. Use “Upload files” to upload additional pictures for the Header Images. Once you’ve chosen an image, you can crop it to your liking, or you may skip this step if the size of the image fits your theme’s dimensions. Repeat the process to upload all the pictures you want to show on top of your webpages. Select “Randomize uploaded headers” to have a different picture every time you click a page.

14. All pages you create will show as “Parent” pages (those which will show as buttons on front page). To change the order of your pages or place some pages as sub-pages, go to My Site, next to “Themes” click on “Customize,” select Menus and select the Primary menu. Hold, drag and move a page and place it with indentation under the one you want to keep as a parent page (as in the image below)



15. To change the website Color, Backgrounds, Layout, Font, Header Images, Menus or to have a Static Front Page, go to My Site, under Personalize, next to Themes, click “Customize” and make the necessary changes.
16. To add a sidebar widgets (something that will show consistently of the side of your website such as mailing address, email, recent posts, search bar, etc.), go to Customize, Widgets, Sidebar and hit “Add a Widget.” Several options are available.
17. To Sign out, click on your avatar picture (upper right corner) and click “Sign out”
18. For more advanced options go to My Site and click “WP Admin.”
19. To delete your Wordpress website, go to settings, scroll all the way down to “Delete Site.”