

## Computer 101

877-4678-971

For the non-technical

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### Intended Audience

If you're looking for a career in computer technology, then this tutorial is *not* for you. This tutorial is meant to be a brief overview of basic computer functions. The basic concepts here are meant to prepare the reader to build a website and perform basic maintenance on that site.

### What is a computer?

A Computer is used to Store, Manipulate, and Retrieve information.

#### Analogy 1



Think of your desktop computer as file cabinet with drawers in it.

On a computer, a hard drive can be thought of as a drawer. Hard drives can contain folders. Folders can contain files, and more folders. This analogy can apply whether you use a Macintosh, a Windows PC, a smart phone, or any other kind of computing device. Sometimes it can be difficult to think of a smart phone as a computer in this way, probably because the drawers on your smart phone are locked by the manufacturer so you can't easily get to them. But typically some form of a file/folder system is accessible on your mobile phone.

### How will we use a computer?

In the tutorials ahead, we will be copying, editing, deleting (trashing) files and folders both on your computer (filing cabinet) and on remote computers (servers). This basic file/folder concept of the computer is important to understand when we start working with files and folders on your computer.

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### **Finding information on your computer**

Just about every computer file system has a basic structure where you can browse through the files and folders alphabetically. This behavior mimics a filing cabinet as you have seen. If you ran a business and wanted to store customer records alphabetically in the file/folder system of your computer, you could certainly do this the same as if you stored this information in a filing cabinet.

However, imagine knowing that you had about 20 orders from your 100 loyal customers, and knowing that you had to ship their products to them. Would you want to open up 100 different customer files to find out which of them was waiting to receive their product?

### **What is a Database?**

Imagine being able to take the alphabetical tabs (A, B, C, D...) of your filing cabinet and magically change them to read (Awaiting Payment, Paid, Product Shipped, Product Received, Past Due Accounts), then back again when you were finished. Some very clever programmers have made this very idea possible with the invention of the database.

A database is a specially organized storage area on a computer that enables you easily sort your information by virtually any key/index you wish.

So long as my database has been designed and maintained properly, I could do a search to find customers in a certain zip code owing more than \$10 that normally pay by credit card. Then I could tell it to show me the resulting list of customer contact names and phone numbers.

## Internet 101

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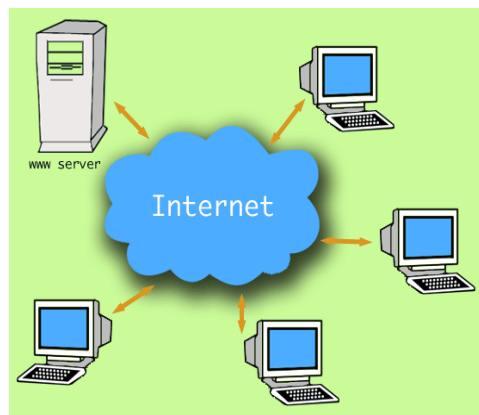
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### What is the Internet?

Basically, the Internet is a large open computer network.

### What is a Computer Network (Internet)?

A computer network is what happens when you take two or more computers and connect them in some way that enables them to share information.



Expanding on our analogy of a computer as a filing cabinet, in a Network like the Internet, we can now copy our files and folders between computers, no matter where they are physically located in the world



## What is a Protocol?

In terms of the Internet, a protocol is like a language. In the sense that the English language differs from the Japanese language, so do different Internet communication methods. The following are some common network (Internet) communication protocols (languages) that you will be using to build your website. At the most basic level, *all* of the protocols below are used to view, copy, edit, and delete files and folders between different computers.

Acronym	Protocol	Description and Available Programs
FTP	File Transfer Protocol	This is the most widely used method for transferring files and folders between networked computers.  <a href="http://filezilla-project.org/">http://filezilla-project.org/</a> <a href="http://www.smartftp.com/">http://www.smartftp.com/</a>
HTTP	Hyper Text Transfer Protocol	This is what is used when most people think of the world wild web (www). It is the most widely used method for transferring interactive files and folders from one computer (server) to another (client desktop).  Internet Explorer Mozilla Firefox Apple Safari
SMTP	Simple Mail Transport Protocol	This is the method used to send and receive email messages over the Internet.
POP	Post Office Protocol	This is the method used to login to your email account and view, delete, organize your email messages that you've sent and/or received.  Microsoft Outlook Mozilla Thunderbird Eudora

The most important thing to understand is that there is a difference between the underlying “Language” or protocol and the “Program” or interface that you choose to use.

**WWW 101**

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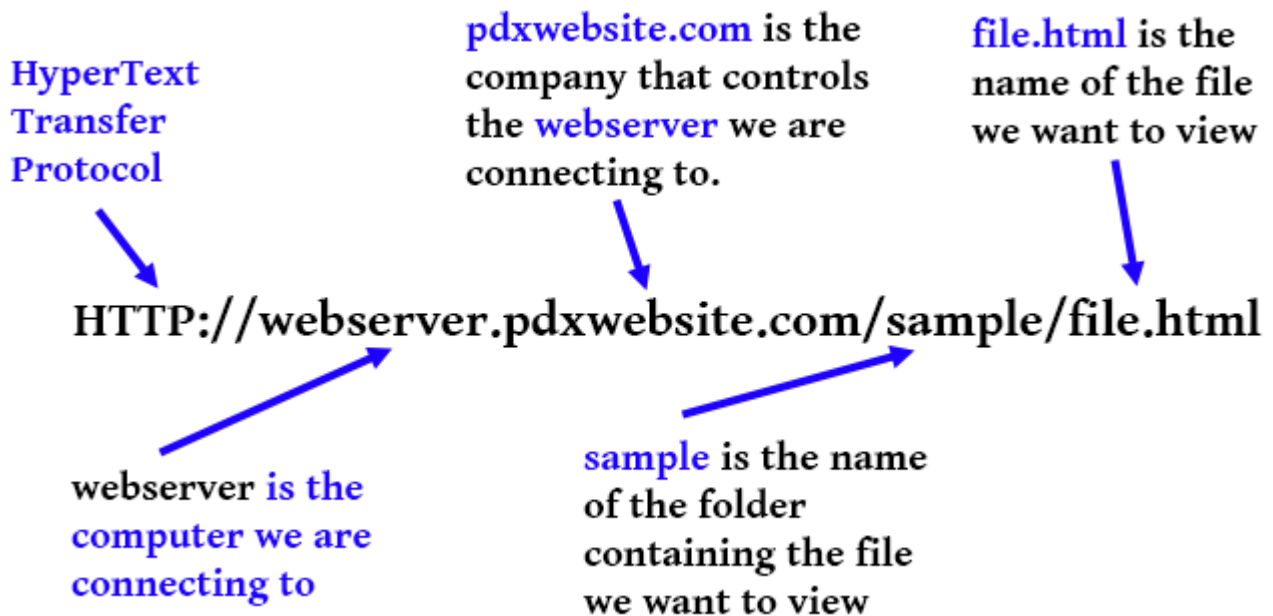
If you're looking for a career in Internet technology, then this tutorial is *not* for you. This tutorial is meant to be a brief overview of how most people use the Internet. The basic concepts here are meant to prepare the reader to build a website and perform basic maintenance on that site.

## What is the World Wide Web (WWW)?

The term World Wide Web is actually rather silly and arbitrary. I suspect it was conceived to oversimplify the most widely used method for sharing information over the Internet (Public Network).

As depicted in the graphic image above, the HTTP (Hyper Text Transfer Protocol) is used to connect to remote computers (servers) on the Internet (Public Network) with names like “WWW” in order to download files and folders for viewing on your desktop/client computer.

The following picks apart a common Internet (World Wide Web) address into its components.



## What is HTML?

For basic understanding, a webpage is nothing more than a file. You can look at a web page on your computer without being connected to a Network (the Internet).

HTML (HyperText Markup Language), is a kind of file. It is the most common file type used when displaying web pages (or World Wide Web pages if you prefer to call them that).

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### Sample HTML page.

Here is an example of what a simple HTML page looks like as a text file on the left, then how it looks when viewed in a web browser, such as Internet Explorer. This file is located at the following web address.

<http://webserver.pdxwebsite.com/sample/file.html>

```
<html><title>Hello!</title>  
<body>  
Hello. Here is an image<br>  
  
</body>  
</html>
```



The above example assumes that there is an image file called “frog.gif” located in the “sample” folder on the computer named “webserver” located on the “pdxwebsite.com” network of computers.

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## Overview

WordPress is a free opensource Content Management System (CMS) software that is capable of running on pretty much any standard website environment today.

WordPress enables users to maintain and modify the content of their website without the need to understand the underlying technology.

## Requirement

- You must have a Web Host that supports PHP (5.2.4 or greater) and MySQL (5.0 or greater)

I know, pretty simple, huh? (IKR)

## Setup Steps

The following is a set of steps you would follow to manually install WordPress on virtually any web hosting provider out there. However, they are for reference only, as with Emerald Web hosting services, we use a piece of software that does all this work for you.

1. Create a MySQL database via your Web Host control panel
2. Create a MySQL user
3. Grant MySQL permissions to your new database
4. Upload the WordPress software to your web sites public html folder
5. Point your browser to YourWebsite.com and follow the install instructions



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## Getting Started / Installing WordPress

First, you'll want to log into the cPanel control panel system. This where all the primary functions of your web hosting services are located, including email configuration, traffic reporting, and database configuration. Remember to replace “pdxwebsite.com” below with *your* domain name.

<http://www.pdxwebsite.com/cpanel/>



username : \_\_\_\_\_

password : \_\_\_\_\_

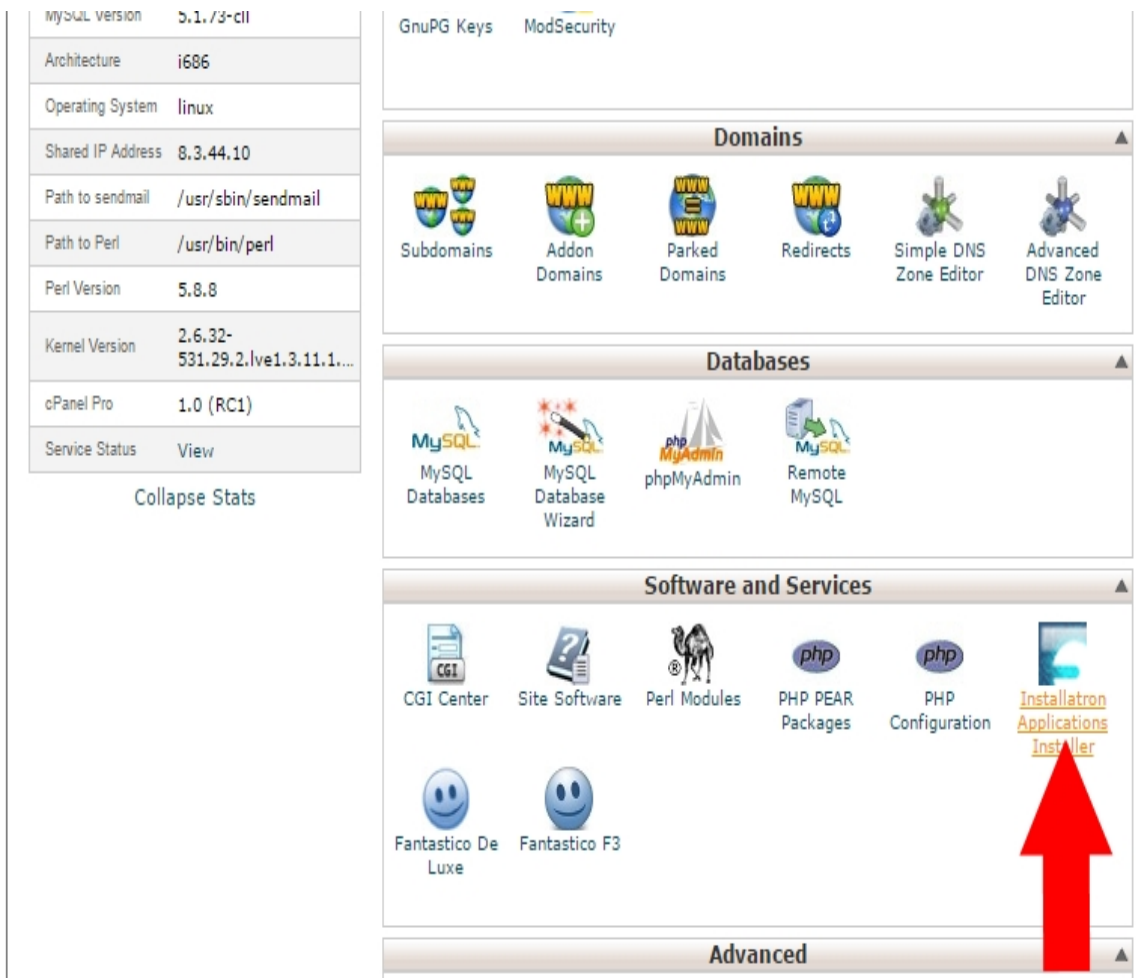
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## Begin Installatron

Installatron is a cPanel add-on that enables you to quickly and easily install various opensource free programs onto your website without having to do all the heavy lifting. It installs the files, and also creates and configures a database if necessary. All you need to do is provide a couple of settings for the install.

Find and click the Installatron link by scrolling down to the “Software/Services” section.



MySQL version	5.1.73-cll
Architecture	i686
Operating System	linux
Shared IP Address	8.3.44.10
Path to sendmail	/usr/sbin/sendmail
Path to Perl	/usr/bin/perl
Perl Version	5.8.8
Kernel Version	2.6.32-531.29.2.lve1.3.11.1...
cPanel Pro	1.0 (RC1)
Service Status	View

Collapse Stats

GnuPG Keys ModSecurity

### Domains

- Subdomains
- Addon Domains
- Parked Domains
- Redirects
- Simple DNS Zone Editor
- Advanced DNS Zone Editor

### Databases

- MySQL Databases
- MySQL Database Wizard
- phpMyAdmin
- Remote MySQL

### Software and Services

- CGI Center
- Site Software
- Perl Modules
- PHP PEAR Packages
- PHP Configuration
- Installatron Applications Installer**
- Fantastico De Luxe
- Fantastico F3

### Advanced

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Once Installatron is open, find and click the “WordPress” icon.

### Apps for Content Management

Content Management Systems (CMS) are applications designed to manage dynamic content for websites.

All CMS applications have the ability to manage news or blogs and all include a templating system that allows the appearance/style of web pages to be controlled. The more advanced applications can include a near endless list of additional features, including: categories; commenting; user logins; polls; statistics; file managers; FAQ managers; and so on.

CMS applications generally fit into the following loose categories: Blogs (also known as weblogs), CMSs, Portals (modular can be added into a standard three-column page layout), and Frameworks (do-it-yourself systems).



Next, click on “Install this application.”

**Installatron** Applications Browser

Apps for Content Management

Search for an application

**WordPress**

WordPress is an open source blog application. WordPress was forked from b2/cafeblog in 2003, and WordPress Mu multiple website functionality has been integrated since 2010. Today WordPress is the most used blog application powering millions of blogs and being used by tens of millions of people every day.

**+ install this application**

Overview What's New Live Demo Showcase

**INFORMATION**

Application WordPress  
 Category Blog  
 Current Versions 4.3.1  
 4.2.5  
 Last Updated 15 September  
 Languages English,  
 40 more

**REQUIREMENTS**

Cost free  
 Install Size 21MB  
 Requires MySQL Database  
 License open source

**SUPPORT**

**My blog**  
 just another WordPress site

**Hello world!**

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

December 18, 2014 1 Comment

Proudly powered by WordPress

**My**  
 just another WordPress site

About

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Once you open the WordPress install screen, you will need to fill in the following fields before clicking “Install WordPress”.

Install on domain	Typically just YourSite.com. But there can also be sub domains. eg.. site1.pdxwebsite.com.
Install Directory	Typically you leave this blank to install at the top level of the website. However, you can use sub-directories or folders when you don't want to overwrite your existing website. (eg... subfolder would equate to http://YourSite.com/subfolder/)
Username & Password	To keep your website safe from hackers, be sure to set a secure password with at least 8 characters, containing UPPERCASE, lowercase and number or special characters. Also, do NOT use the default “admin” as a username.
Base configuration	See examples below for what information to put in here. Note that site name could be your Business Name.



These settings allow you to customize and personalize this installed application.

The values set can be modified later within Installatron or within the installed application.

**Administrator Username**

**Administrator Password**

Strength: **Strong**

Show Password

Generate

**Administrator Email**

**Website Title**

**Website Tagline**

**Two-Factor Authentication**

Two-factor authentication with Clef. (Recommended)  
[Download mobile app](#)

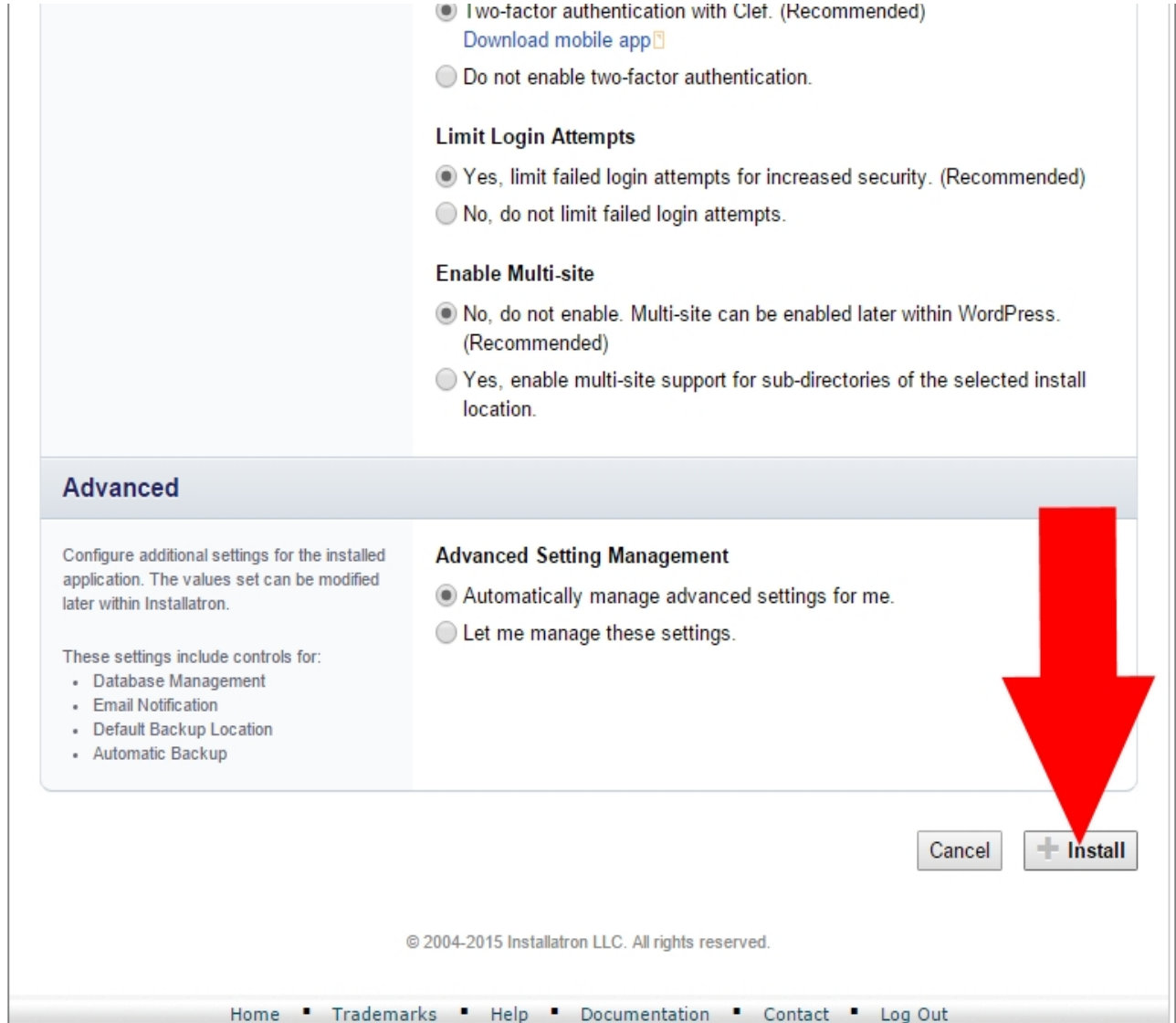
Do not enable two-factor authentication.

**Limit Login Attempts**

Yes, limit failed login attempts for increased security. (Recommended)

No, do not limit failed login attempts.

Next, click on the “Install” button.



The final step is to click the “Finish installation” link as shown above. Once complete, you can now begin to work with your WordPress installation on your website.



## Getting Started / Logging in to WordPress

Most installations of WordPress use the following address syntax to login to WordPress and modify your website. For this reason, it is important that you choose a strong password to keep hackers from gaining access to modify your website. Remember to replace “pdxwebsite.com” below with YOUR domain name.

<http://www.pdxwebsite.com/wp-admin/>

You should see the following login screen. Enter you username (not admin) and password and click “Login”. You can use the “Lost your password?”, highlighted in blue to reset your password using your email address.



## **WordPress 101**

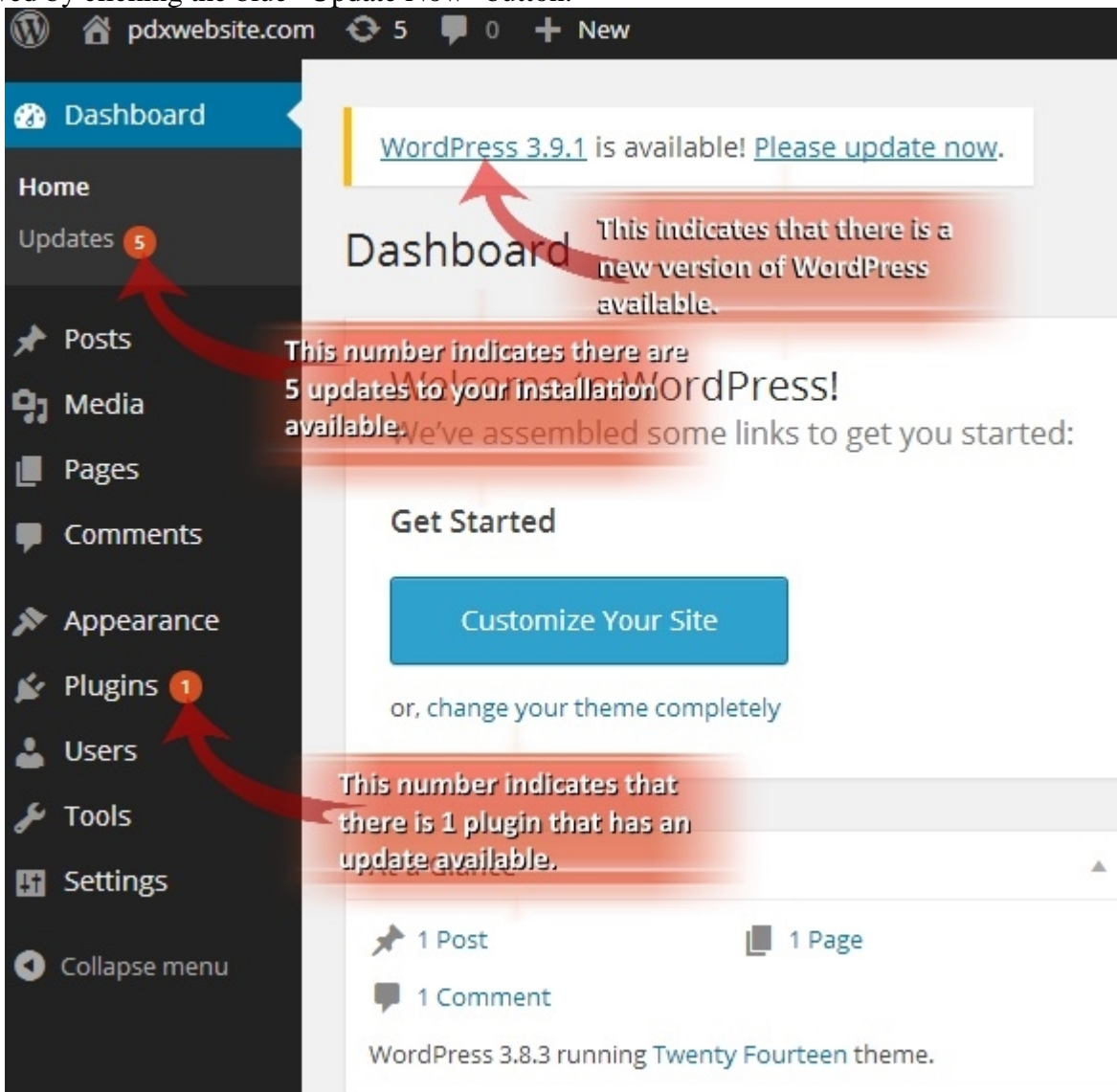
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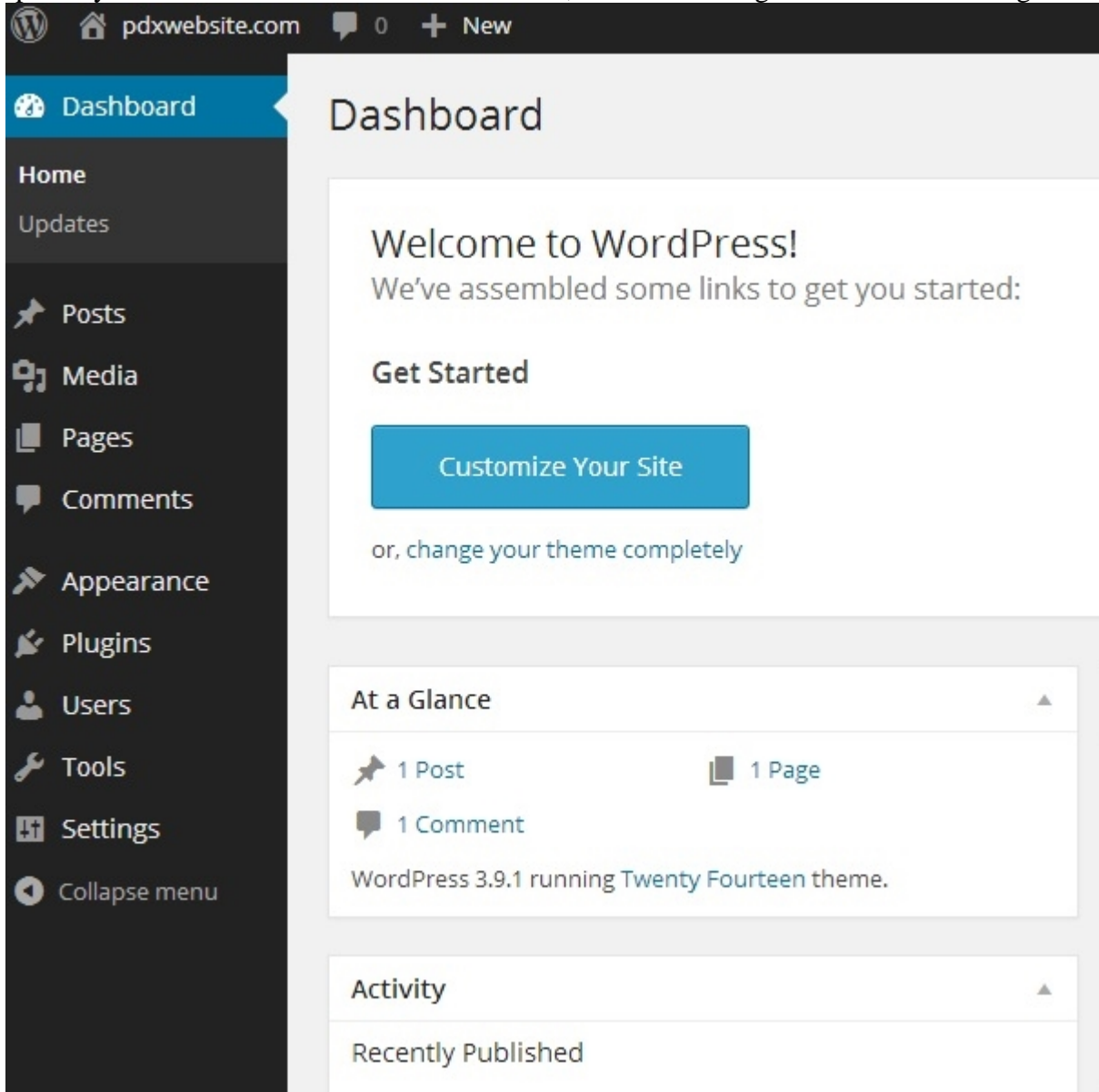
**<http://hostpond.com>  
[details@hostpond.com](mailto:details@hostpond.com)**



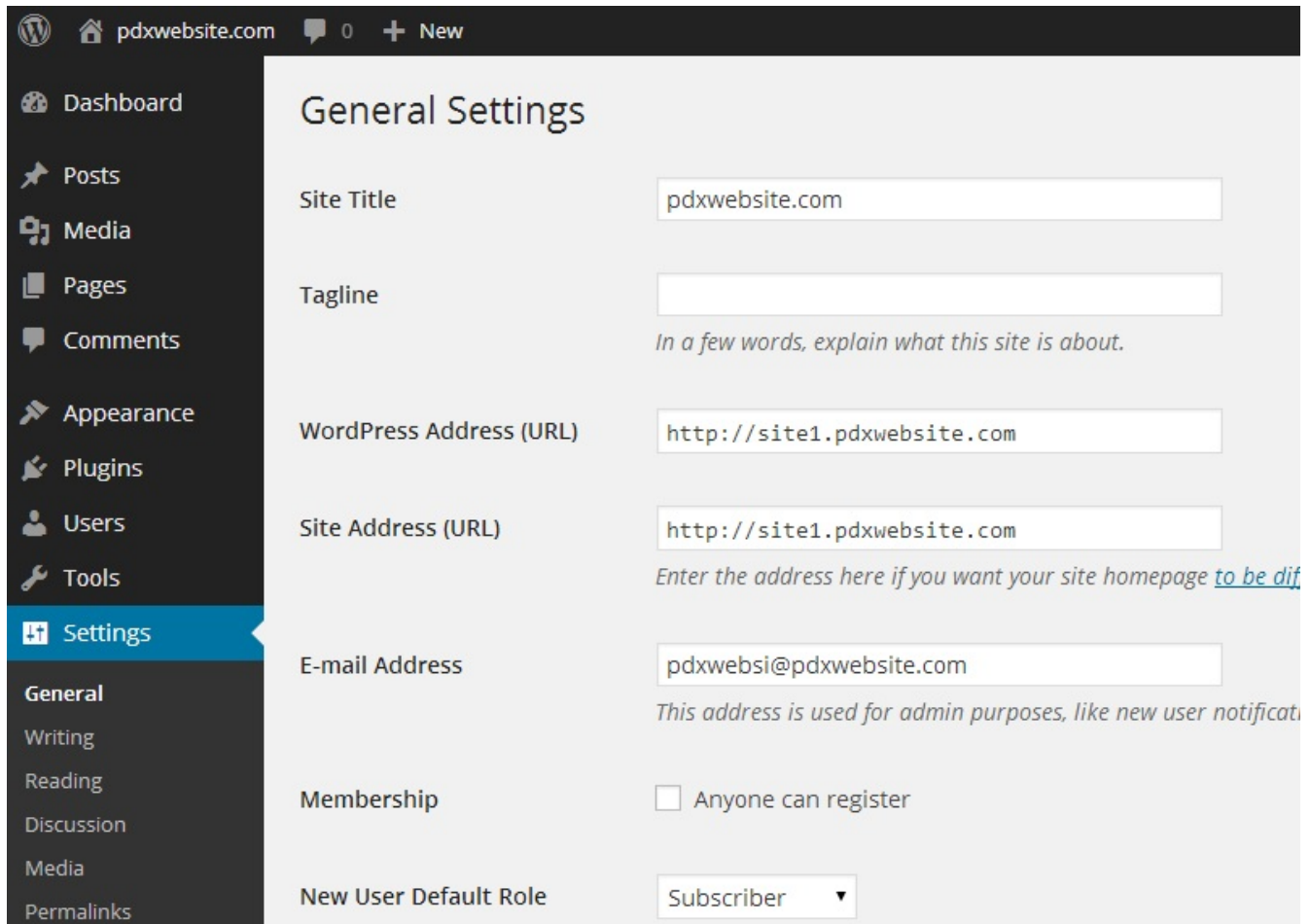
Once logged in, you should see something similar to the following. I've added notes and callouts in red to highlight and describe the areas. As this is a brand new install, it is recommended to click through all three of the areas below and update everything to the latest version. Wordpress is an opensource program. This means that occasionally hackers will find ways to break the code, and therefore it must be updated in a timely manner when this happens. You can click the "Please update now" link, followed by clicking the blue "Update Now" button.



Once WordPress is fully updated, your splash/login screen should look something like the following. Your primary menu area will be on the left hand side, and the working area will be on the right.

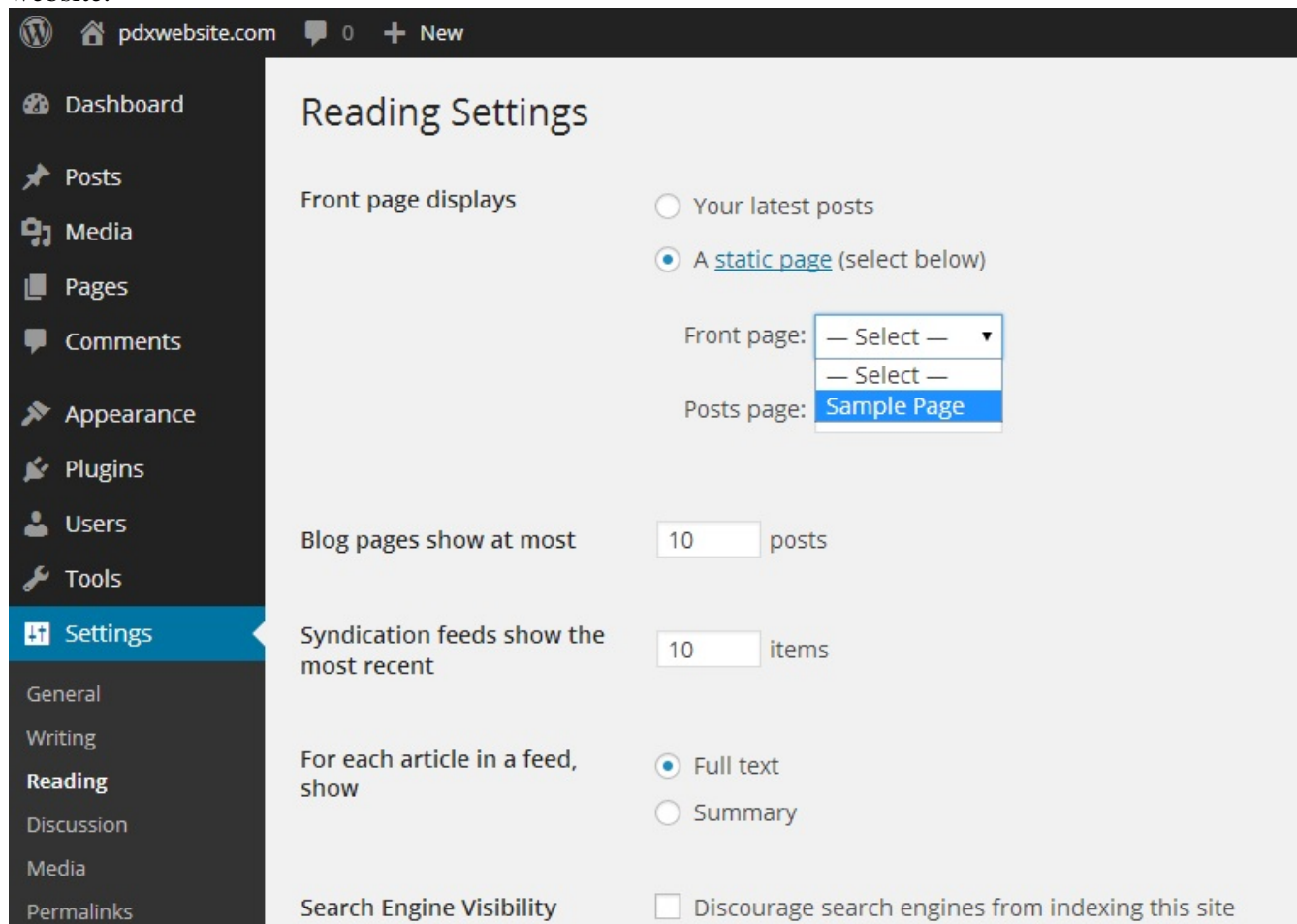


This first thing we're going to do, is to configure some basic settings with our website. If you click on the "Settings" menu link in the left hand column, the following page should come up. Please note that I've removed a few things from my screen shot below to show the most important stuff.



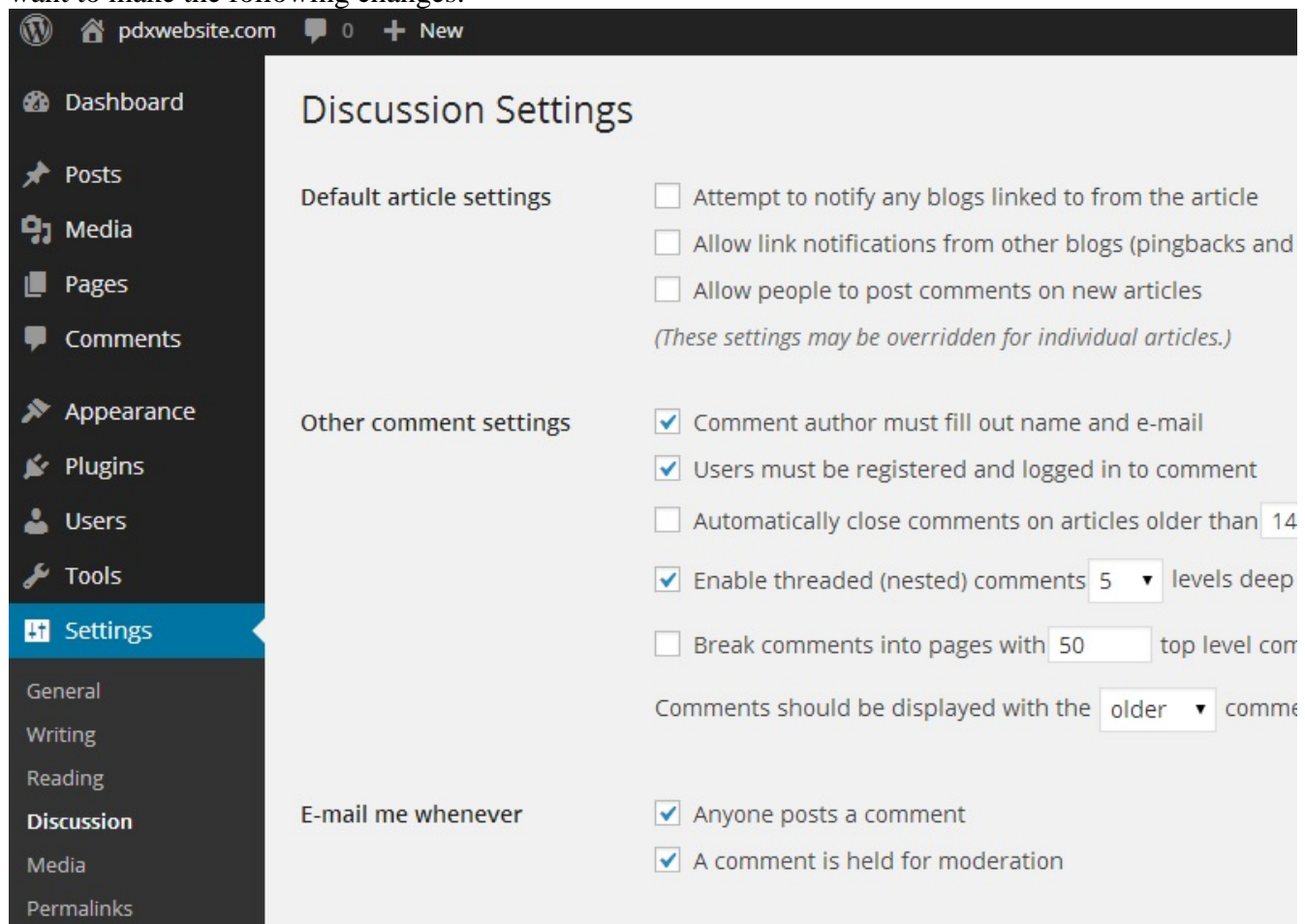
Notice that the option "General" just under the "Settings" menu has been automatically selected for you. There are other Settings that we will get to shortly, but first we should change the "Tagline" for our website as "Just another wordpress site" is rather lame. After changing the tagline, click the blue "Save Changes" button at the bottom of that page.

Next, click on the “Reading” link under settings. If you want your website to function as a BLOG (weB LOG), then you don't need to change anything about this page. However, if you're building a business website, you'll want to check the “static page” radio button next to “Front page displays”. You'll also want to drop down the “Front page” drop-down and select the “About” or “Sample Page” page as your home page. You can of course change this later on when you create more pages for your website.



Click on the blue “Save Changes” button at the bottom of this page to save your settings.

Next, click on the “Discussion” link in the “Settings” area. If your website is going to function as a BLOG, then many of these features may remain as they are. However, for a business website you'll want to make the following changes.



Un-check the following

- Attempt to notify any blogs links to from this article
- Allow link notifications from other blogs (pingbacks and tracebacks)
- Allow people to post comments on new articles

Check the following

- Users must be registered and logged in to comment
- Anyone posts a comment
- An administrator must always approve the comment

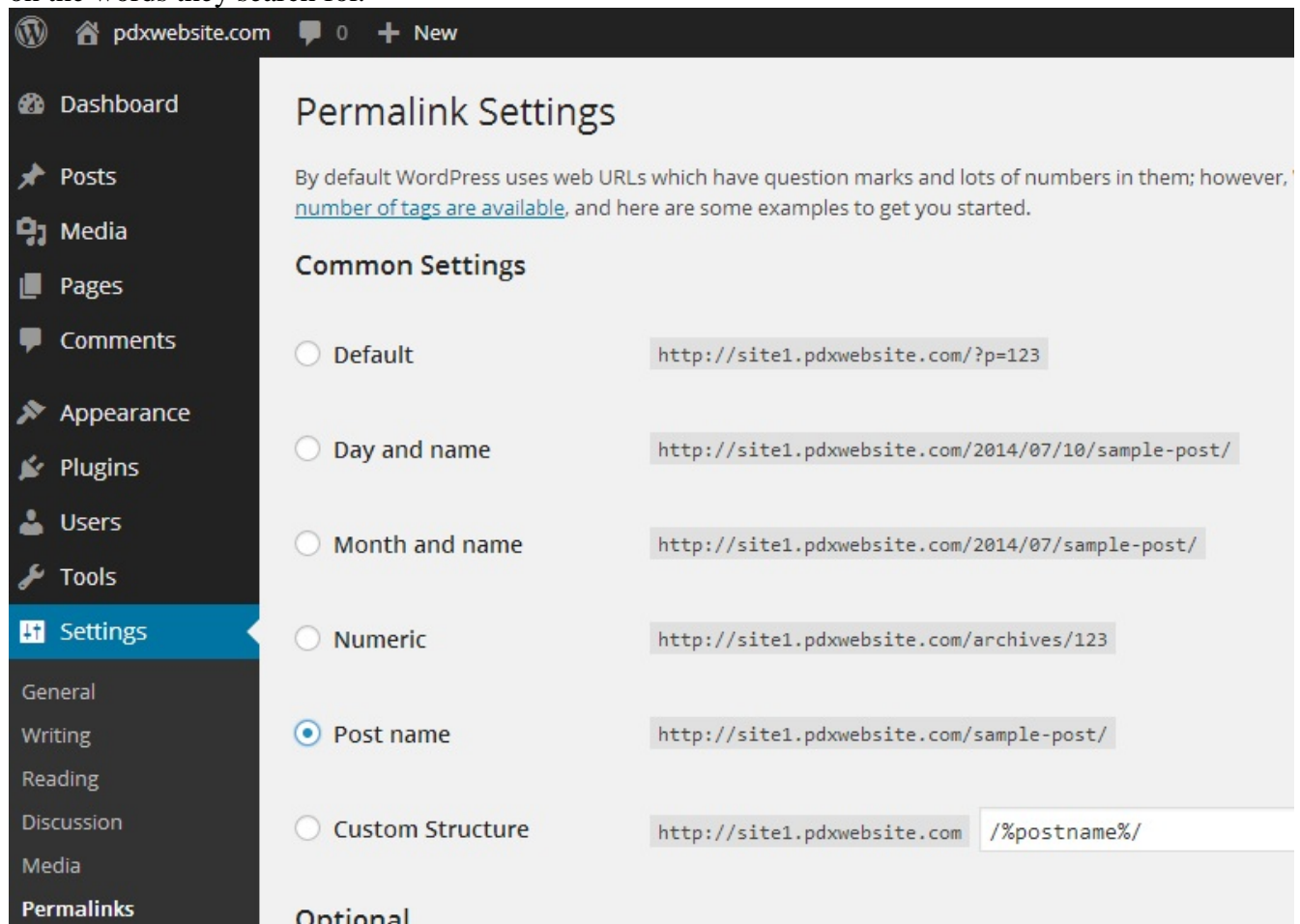
Click the blue “Save Changes” button at the bottom of the page.



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Finally, click on the “Permalinks” link in the “Settings” area. Changing the way your page links appear here is a critical change to make for Search Engine Optimization (SEO). By placing relevant words in your page link names (like folders), the search engines can better direct people to your website based on the words they search for.



I like to choose “Day and name” for my permalinks. But “Month and name” as well as “Custom Structure” can work just as well.

Click the “Save Changes” at the bottom of the page when you are finished.

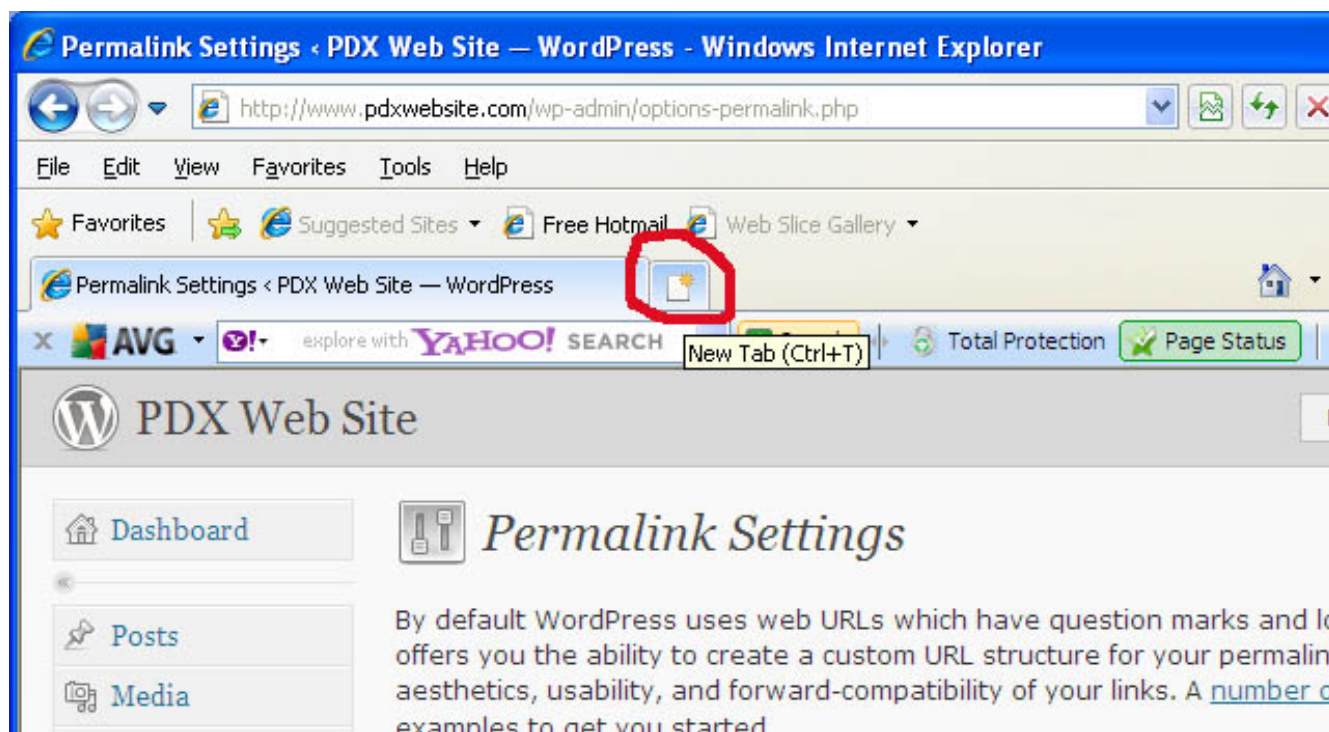


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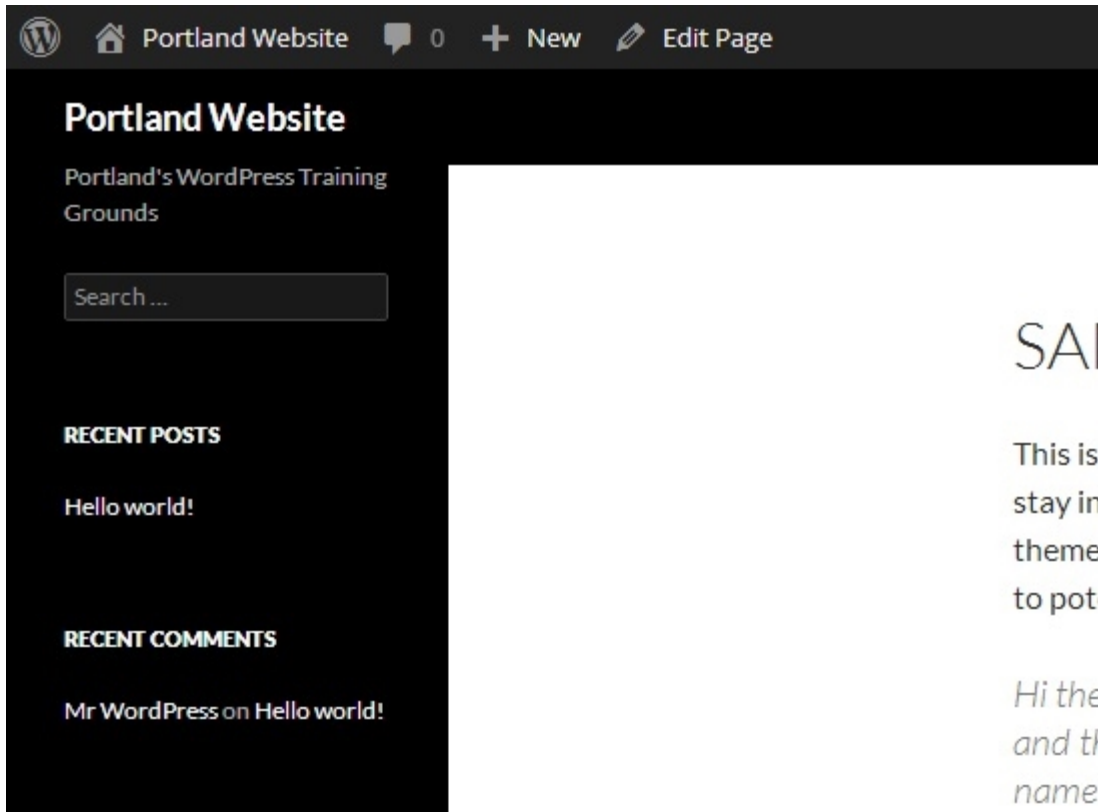
If you haven't already, now would be a good time to open up a second web browser window so that you can see how your changes effect your website in real time. Keep one Window (or Tab) open to your website, and one Window open to your WordPress administration control panel. This will allow you switch back and forth between managing your site, and seeing how your site looks.

With Internet Explorer, you can click the empty tab to open a new page, while leaving your administrative tab in place. See the area highlighted in Red below as an example.



Next, type your website domain name into the address bar and press the Enter key.

You'll want to get comfortable clicking between the two “Tabs”. This tutorial asks you to click between the “Control Panel Tab” and your “Website Tab” at various times. The Control Panel Tab is the part where you're logged into WordPress and making changes to your website. The Website Tab is where you're looking at your website as if you are a visitor to the website. You are in essence viewing the website as a potential customer would see it.



Notice the words “Portland's WordPress Training Grounds” at the upper left hand corner of this page? That text would have read “Just another wordpress site” if I hadn't changed it earlier on in this tutorial.

NOTE: Since you are accessing a file (web page) on a remote computer/server, anytime you make a change in your WordPress control panel, you will need to “Refresh” the page of your website before you will see the changes. On Windows, this can be done by holding down the CTRL-R sequence, or by clicking the icon that looks like the following in the Chrome web browser:



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The next area to focus on is the Appearance of our website. There are over one thousand free WordPress themes on the wordpress.org website that are available for your website. Specifically, they can be found at the following locations.

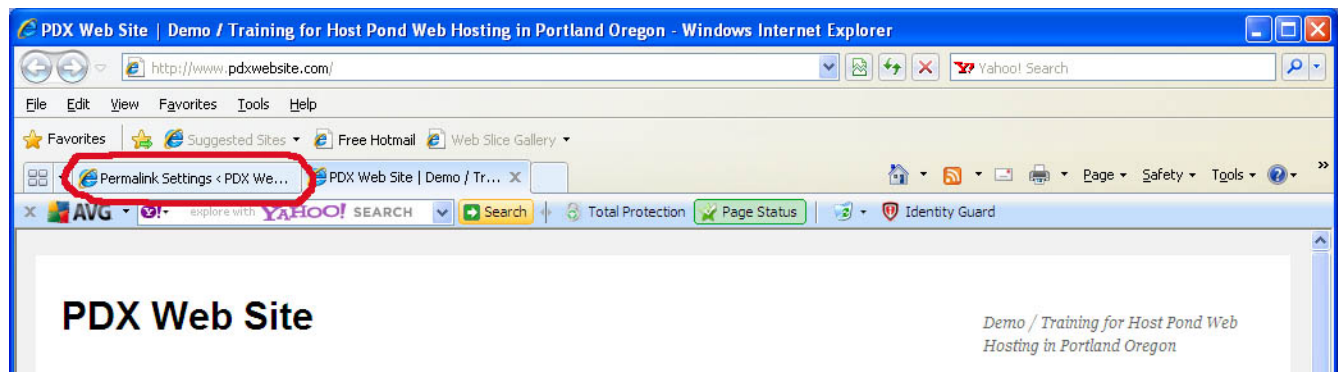
<http://wordpress.org/extend/themes/>

<http://wordpress.org/extend/themes/browse/popular/>

<http://wordpress.org/extend/themes/tag-filter/>

However, by clicking on the “Appearance” link on our WordPress control panel, we can preview, install, and activate these themes directly from our website.

Click the “Tab” that will take you back to your WordPress control panel. In Internet Explorer it looks something like what you see below.



Once you are back to your WordPress control panel, click on the “Appearance” menu in the left hand column.

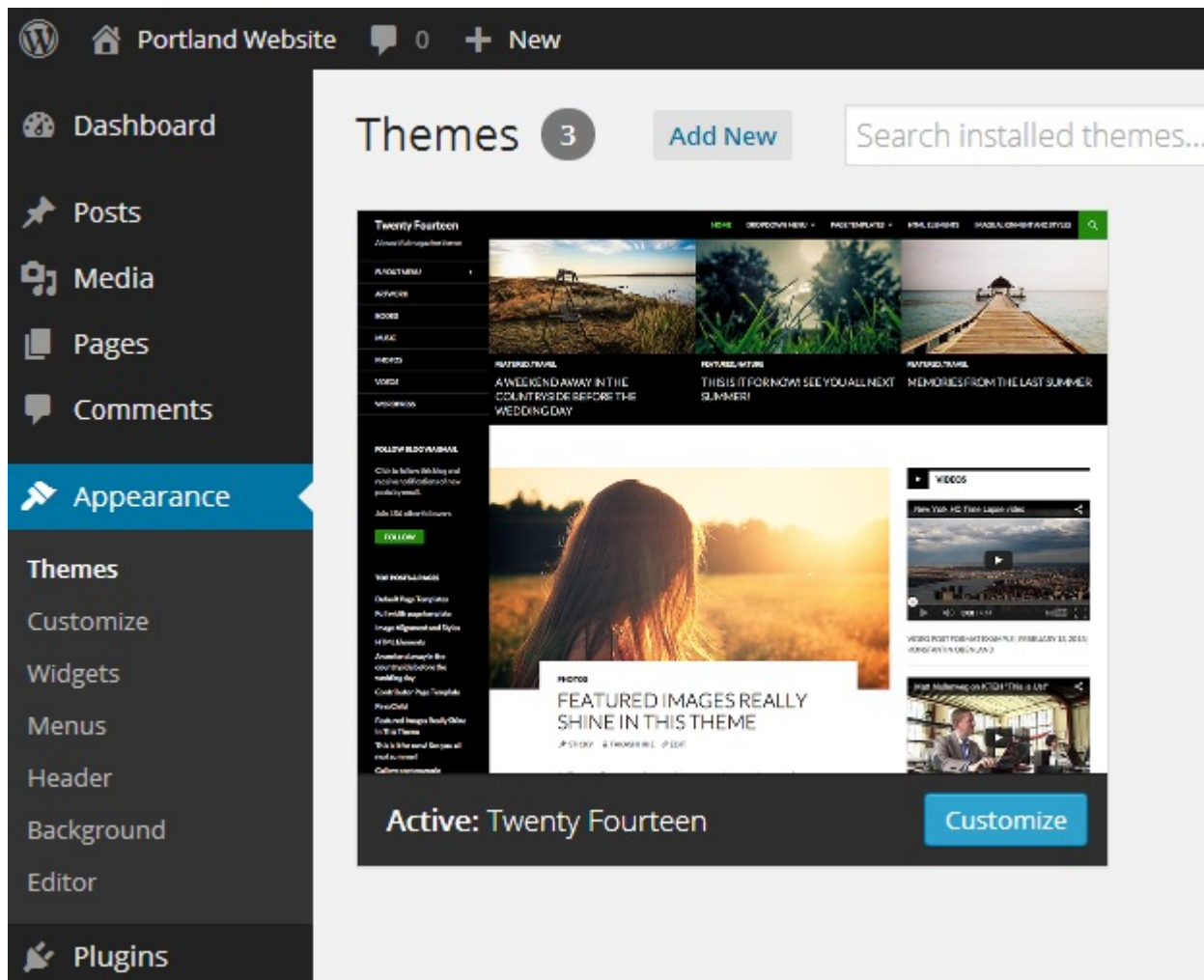
Note that the “Themes” sub-menu is automatically selected for you.

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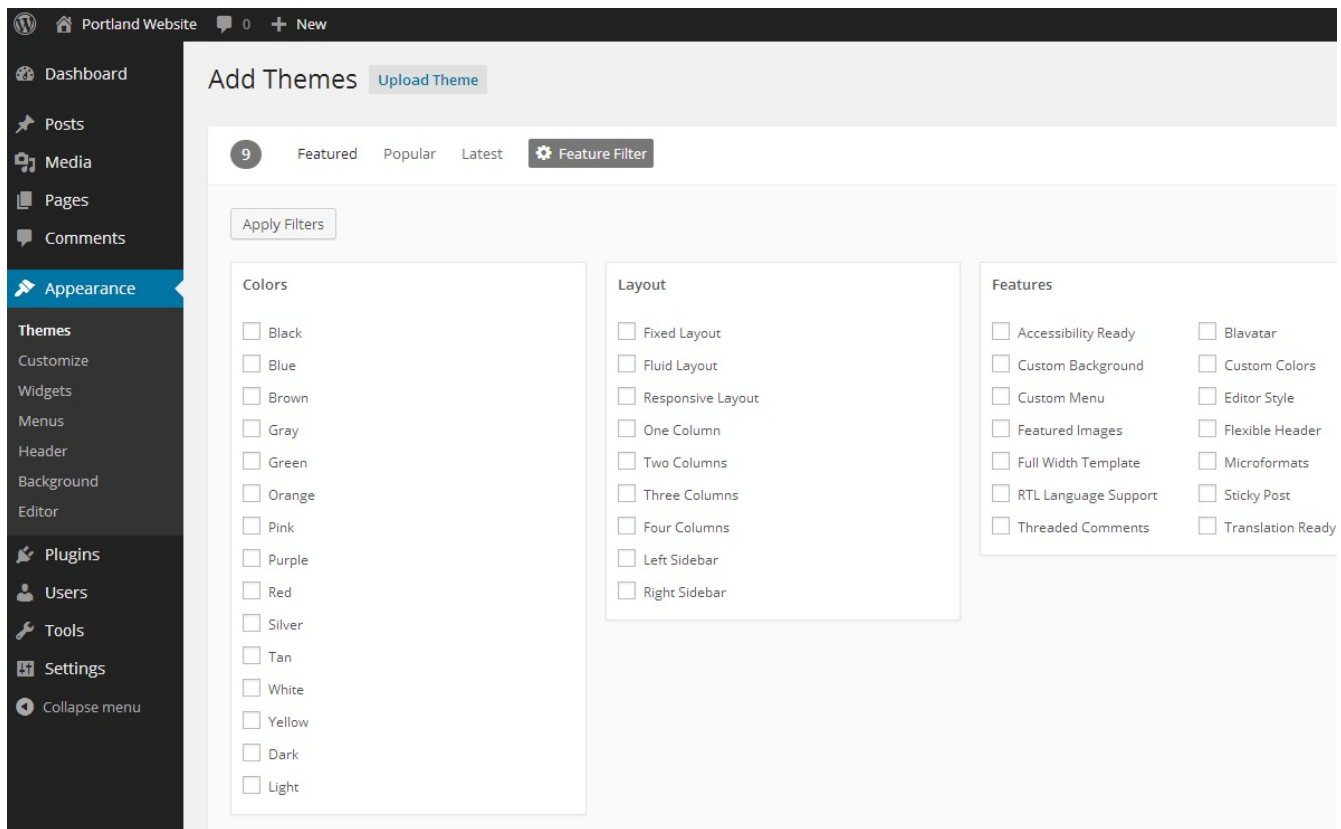
Notice that your default theme is the “Twenty Fourteen” theme by the WordPress team. This is the basic theme designed to showcase the basic features of the latest version of WordPress.

Each WordPress theme potentially comes with its own set of features and rules for modifying each aspect of your website. We will install one such theme right now.



Click on the “Install Themes” link in the top middle of this page.

On this page, you have the option to filter what kinds of themes you want to find. Play around with these filter options and see what kind of themes you can find.



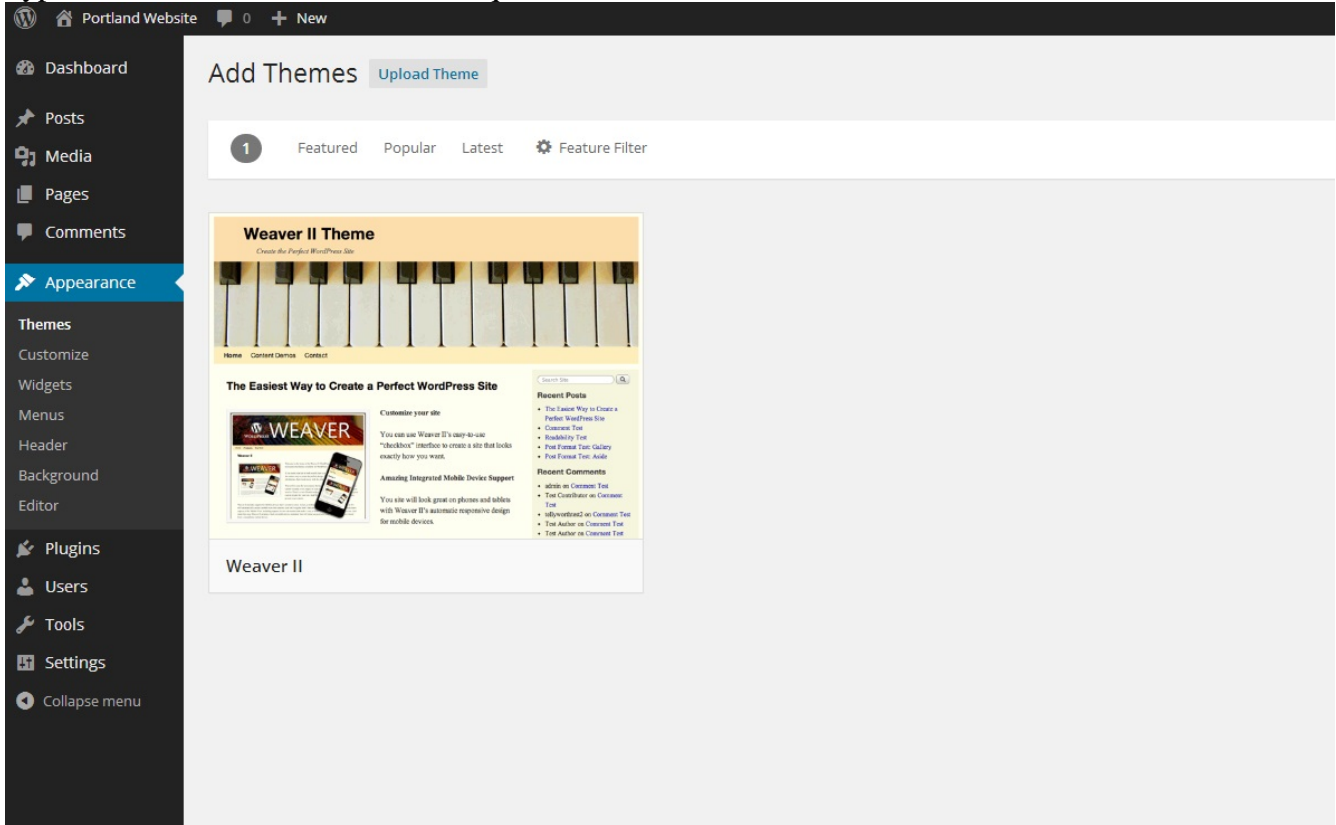
Also, try leaving the search filter blank and just click Search. You should see over 50 pages of themes that are available to install.

Let's go ahead and install one of the most features rich themes available, just so you have an idea of what is possible with some of these themes.

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Type the word “Weaver” without the quotes into the search box and click Search.



Click the “Install” link under the theme thumbnail. You will be prompted to click install again.

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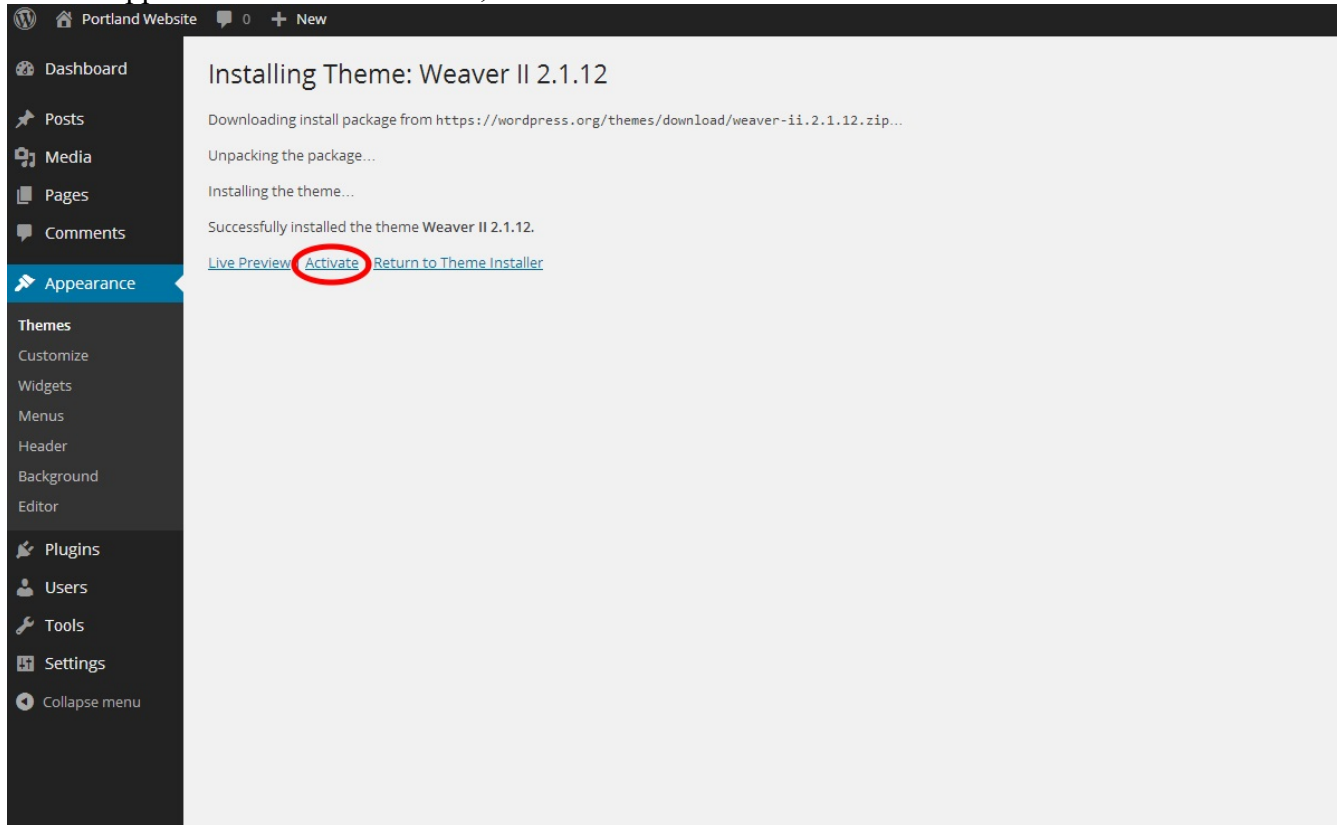
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NOTE: When we're talking about “Installing”, we are talking about installing on your website, not your computer. So if you log into WordPress for your website from another computer, the Weaver theme will still be installed.

Now, when you go back to the “Appearance → Themes” area, you will notice that the Weaver theme is in the “Available” area. You would need to “Activate” the theme to make it the active theme for your website.

In the “Appearance → Themes” area, click the “Activate” link for the Weaver II theme.



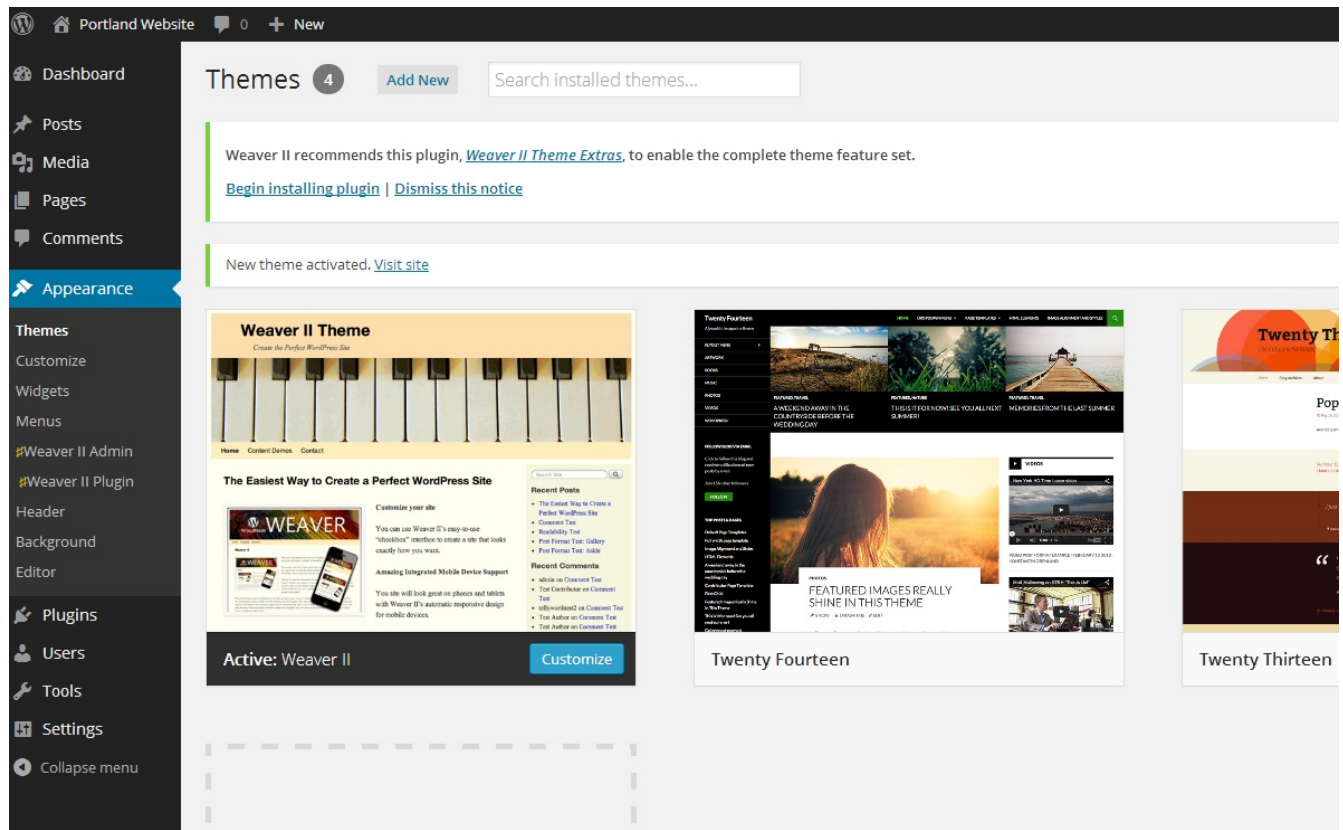


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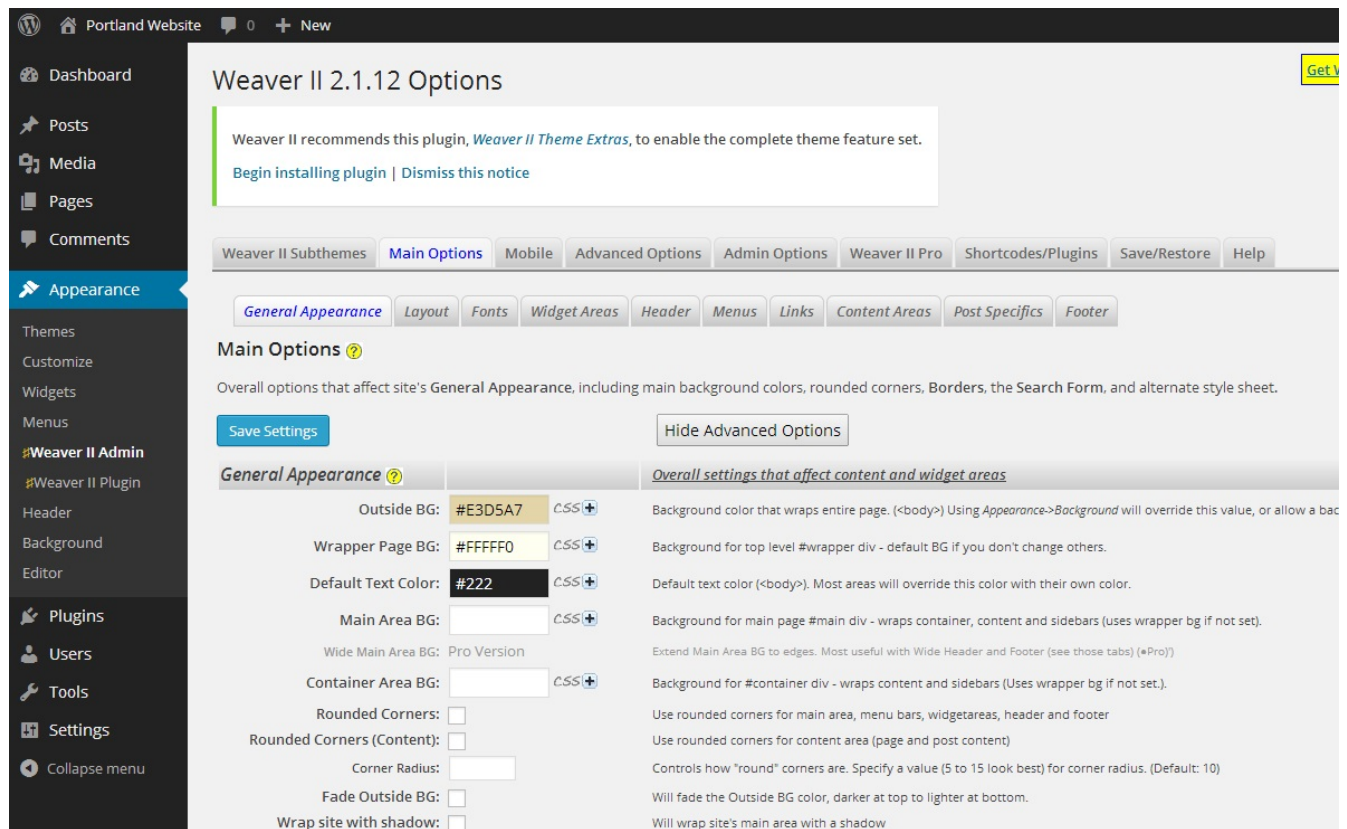
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Note that Weaver II is now your “Current Theme” and the old “Twenty Fourteen” default theme has moved down to the “Available Themes” area. It is no longer active.

Also notice, there is now a new sub-menu link under the “Appearance” menu. It is called “Weaver Admin”. Click this link to see what options are available.



There are literally too many options available to go over in this basic class. And, for someone that is perhaps new to HTML, style sheets, and WordPress, it is probably not a worthwhile to go over all of these settings here. It is a great way to learn how CSS (Style Sheets) work though.

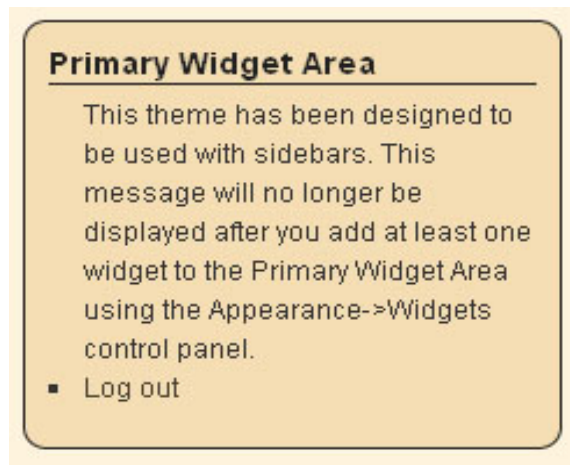


Before we go back to the default theme, click on the “Tab” that you opened earlier to see your website and do a Refresh to see what your website looks like with the Weaver II theme. Feel free to play around and install various themes to see what they look like. Do you see any special menus that are available only when you activate a particular theme?

Once you've had a look around at how activating a new theme affects your website, go back to the WordPress control panel, to the “Appearance → Themes” area and activate the “Weaver II” theme.

Once you've activated the Weaver theme, go back to the website tab and refresh the page.

We are now going to have a look at the “Widgets” area of your website. Any good theme will have at least one widget area. In the Weaver theme there are no default widgets. But there is the following helpful text that won't go away unless you place a widget into the area.



WordPress Widgets (WPW) is like a plugin, but designed to provide a simple way to arrange the various elements of your sidebar content (known as "widgets") without having to change any code.

By default, WordPress, or your current theme will automatically place certain widgets into your sidebar area. By configuring/inserting just one widget into your sidebar, you can get rid of all these default widgets that are appearing on your website.

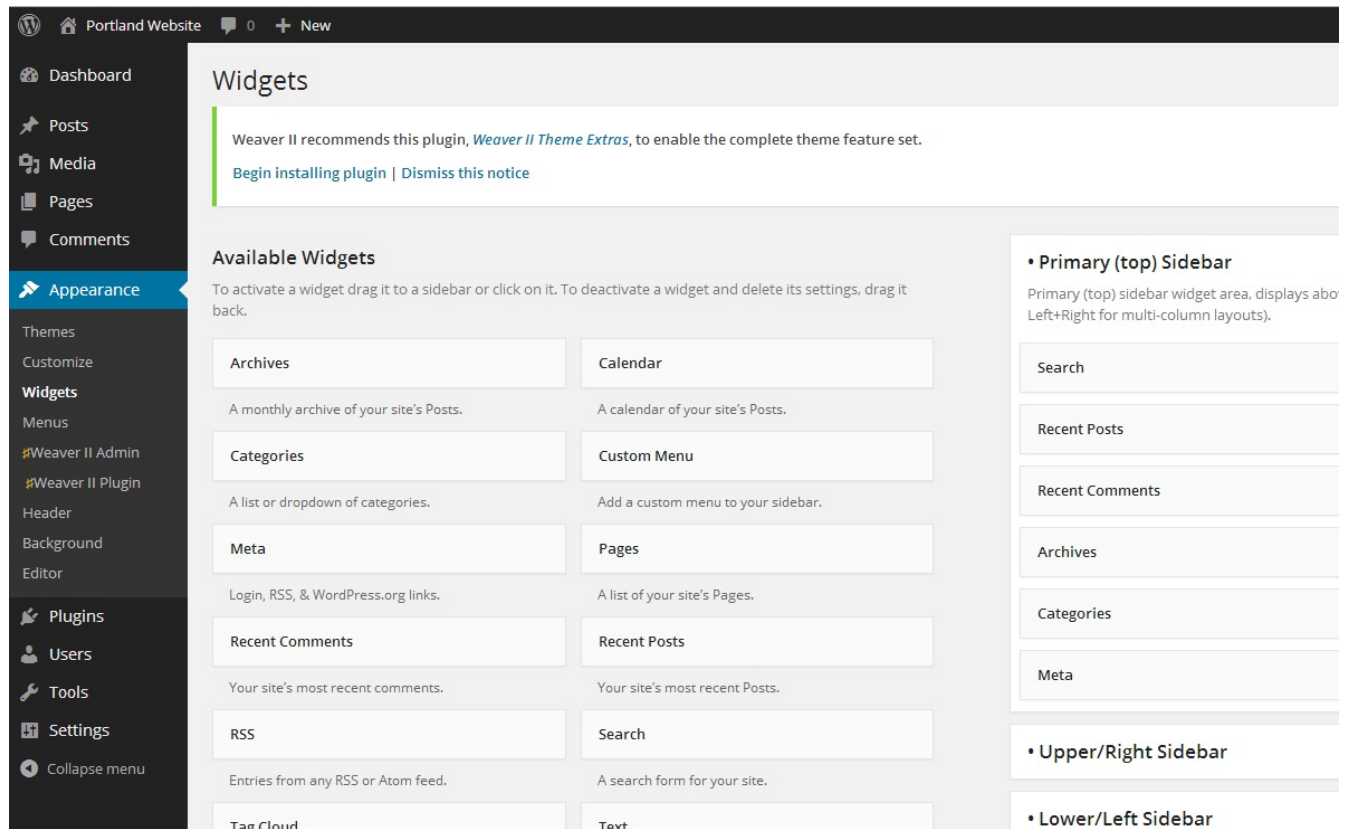
If you install the Text widget and leave it blank, it will result in nothing being displayed in your widget area.

For the non-technical

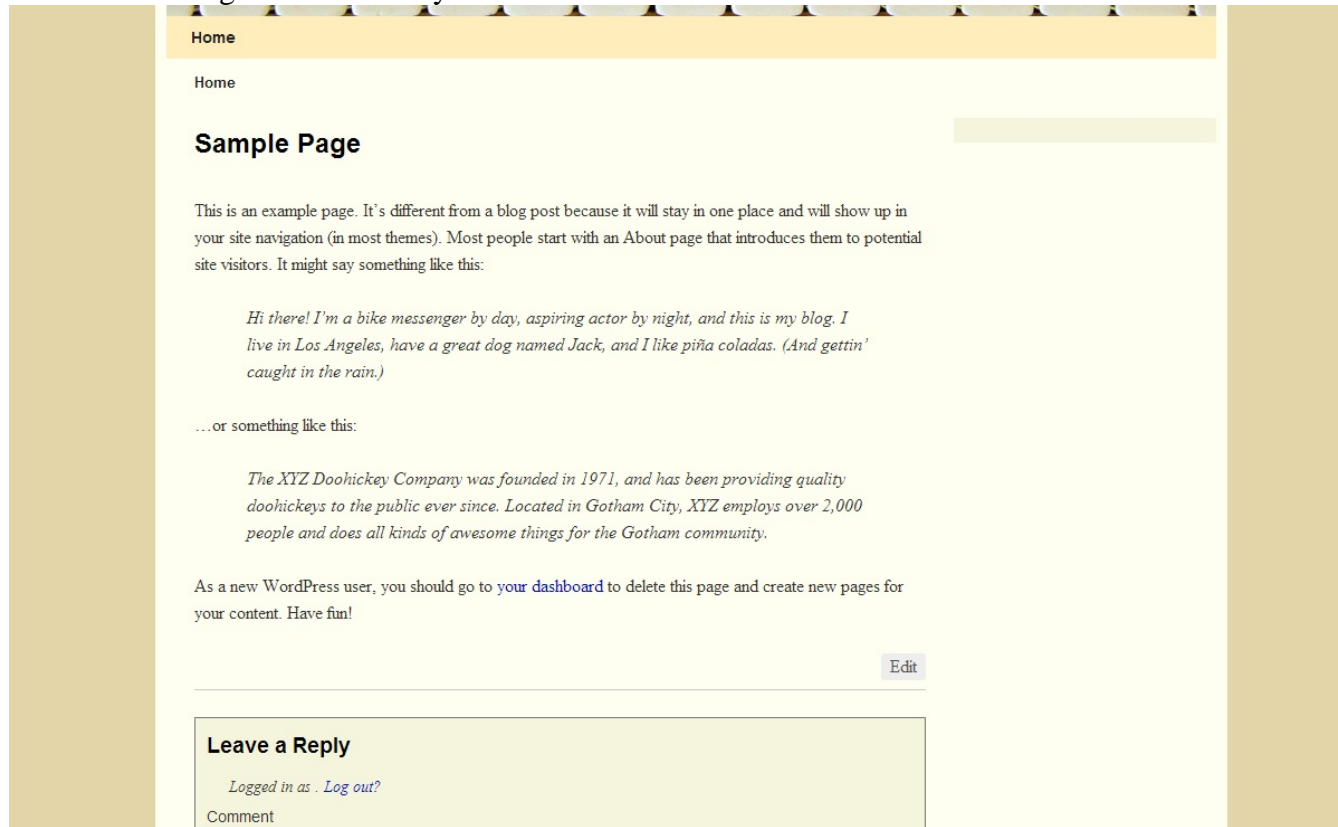
<http://hostpond.com>  
[details@hostpond.com](mailto:details@hostpond.com)

Go back to your WordPress control panel tab, and go to the “Appearance → Widgets” area.

Click and Drag all widgets from “Primary Widget Area” over to the “Available Widgets”. This will remove all the widgets from your website. Then click and drag the “Text” widget from the “Available Widgets Area” into the “Primary Widgets Area.”



If you go to the website view tab and refresh the view of your website, you should now see a blank column on the right hand side of your website.



Notice in the above webpage how there is a “Leave a Reply” section with an input box? This is because of the default install of WordPress being in BLOG mode. All future pages will not have this if you followed the earlier instructions on how to setup your site without Blogging features. However, you'll need to manually configure this page without the comment/blog feature if you want to get rid of that.

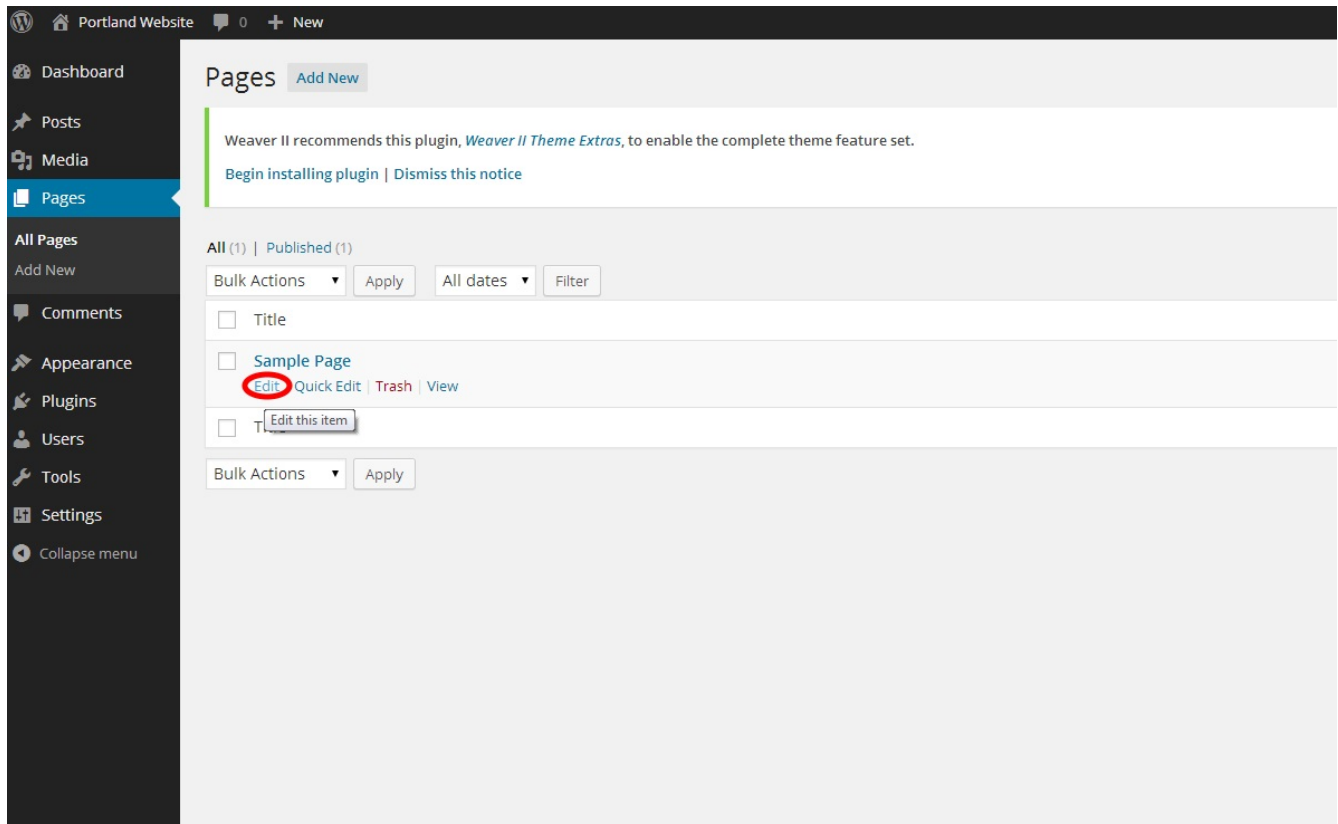
Let's address that issue, and also modify the “Sample Page/Home” page for your website.

For the non-technical

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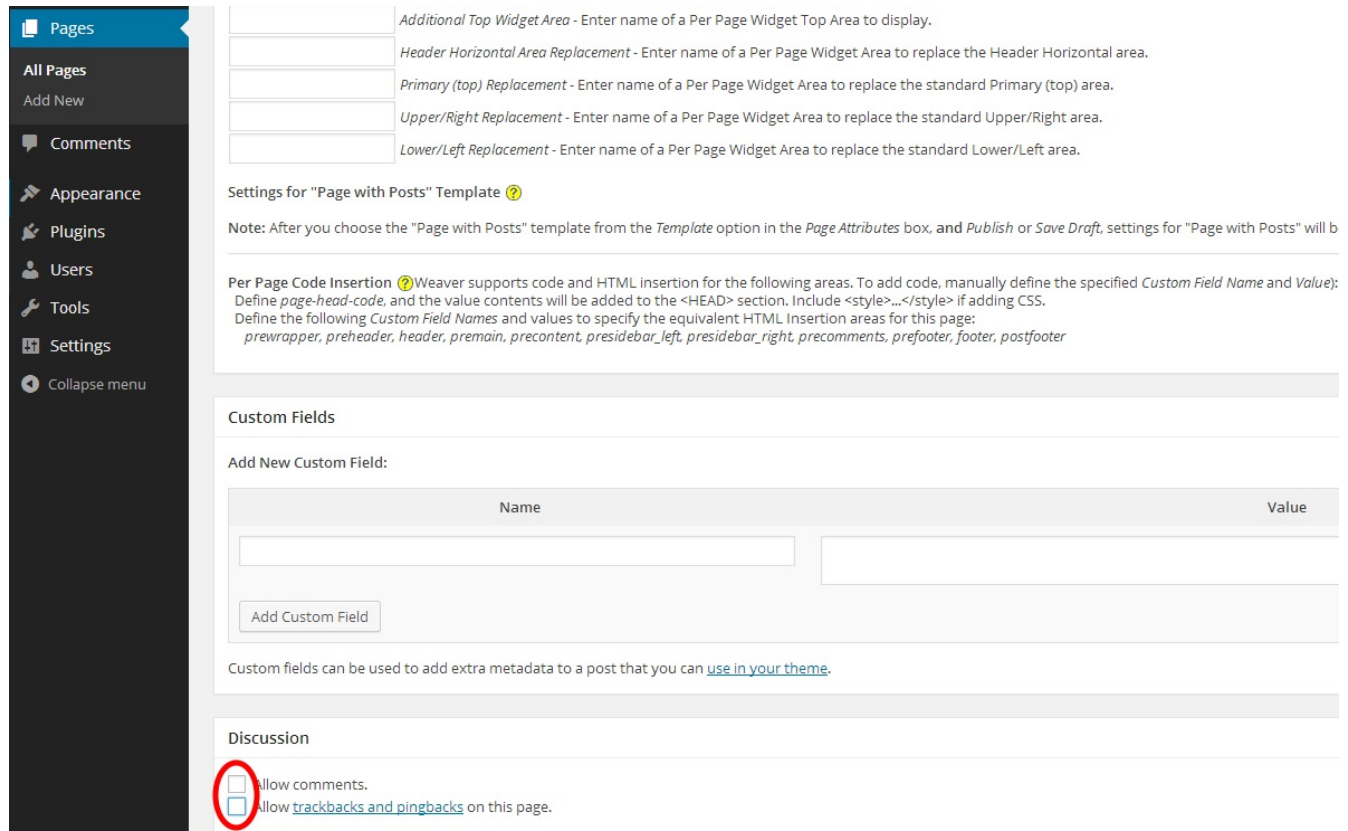
Go back to your WordPress control panel tab and click on the “Pages” link in the left hand column.

If you hover the mouse over the “About” or “Sample Page” page in the list of pages, a sub-menu will pop up. From there, click on the “Edit” link.





Notice at the bottom of this Edit page, there are two options related to comments and blogging. If you're not using the blogging features for your website, just un-check those two check boxes and click the blue "Update" button. This will result in the Comment box being removed from your home page.



Additional Top Widget Area - Enter name of a Per Page Widget Top Area to display.

Header Horizontal Area Replacement - Enter name of a Per Page Widget Area to replace the Header Horizontal area.

Primary (top) Replacement - Enter name of a Per Page Widget Area to replace the standard Primary (top) area.

Upper/Right Replacement - Enter name of a Per Page Widget Area to replace the standard Upper/Right area.

Lower/Left Replacement - Enter name of a Per Page Widget Area to replace the standard Lower/Left area.

Settings for "Page with Posts" Template

Note: After you choose the "Page with Posts" template from the *Template* option in the *Page Attributes* box, and *Publish* or *Save Draft*, settings for "Page with Posts" will b

Per Page Code Insertion Weaver supports code and HTML insertion for the following areas. To add code, manually define the specified *Custom Field Name* and *Value*:  
 Define *page-head-code*, and the value contents will be added to the <HEAD> section. Include <style>...</style> if adding CSS.  
 Define the following *Custom Field Names* and values to specify the equivalent HTML Insertion areas for this page:  
*prewrapper, preheader, header, premain, precontent, presidebar\_left, presidebar\_right, precomments, prefooter, footer, postfooter*

Custom Fields

Add New Custom Field:

Name	Value
<input type="text"/>	<input type="text"/>

Add Custom Field

Custom fields can be used to add extra metadata to a post that you can [use in your theme](#).

Discussion

Allow comments.

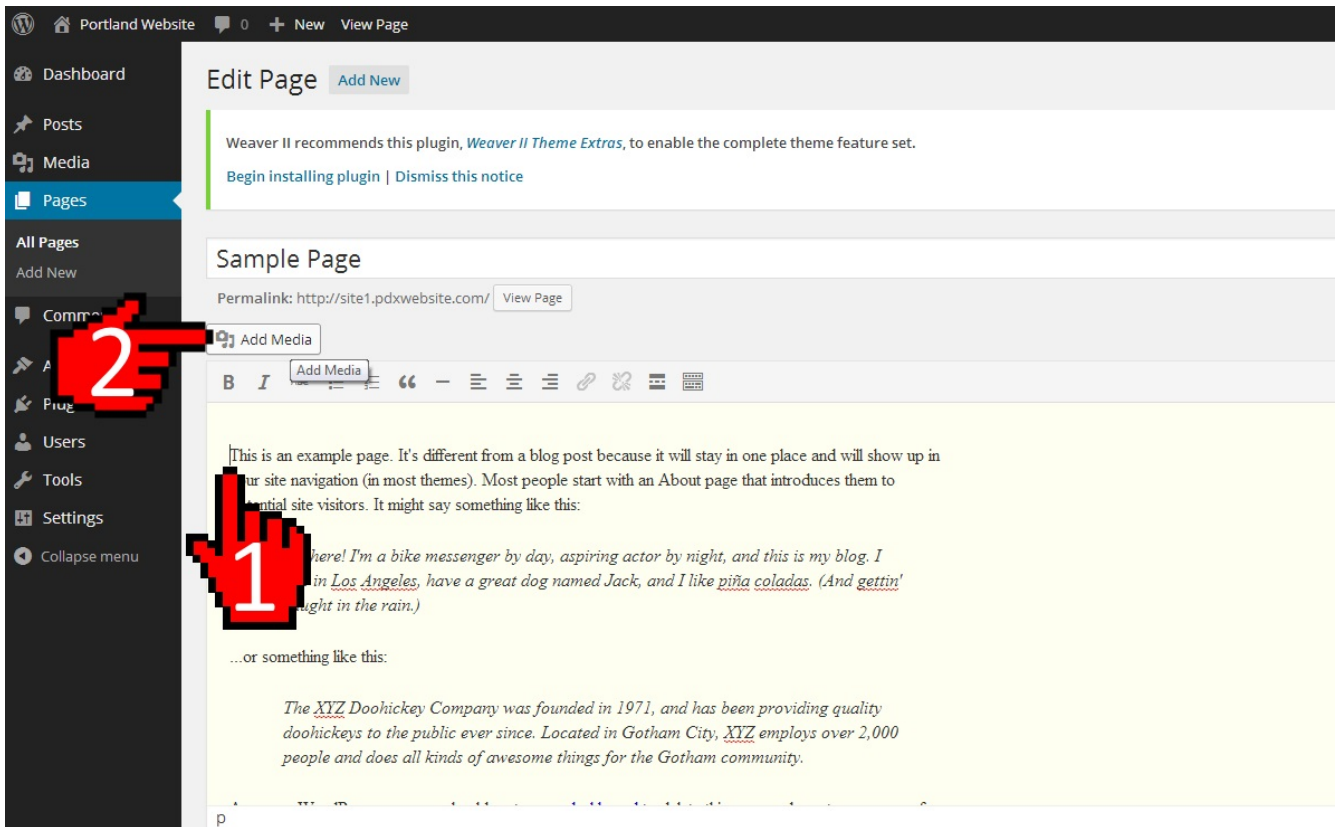
Allow [trackbacks and pingbacks](#) on this page.

Note that you *may* need to click on the "Screen Options" in the upper right hand corner and check the box that says "Discussion" in order to gain access to the check boxes that disables comments.

For the non-technical

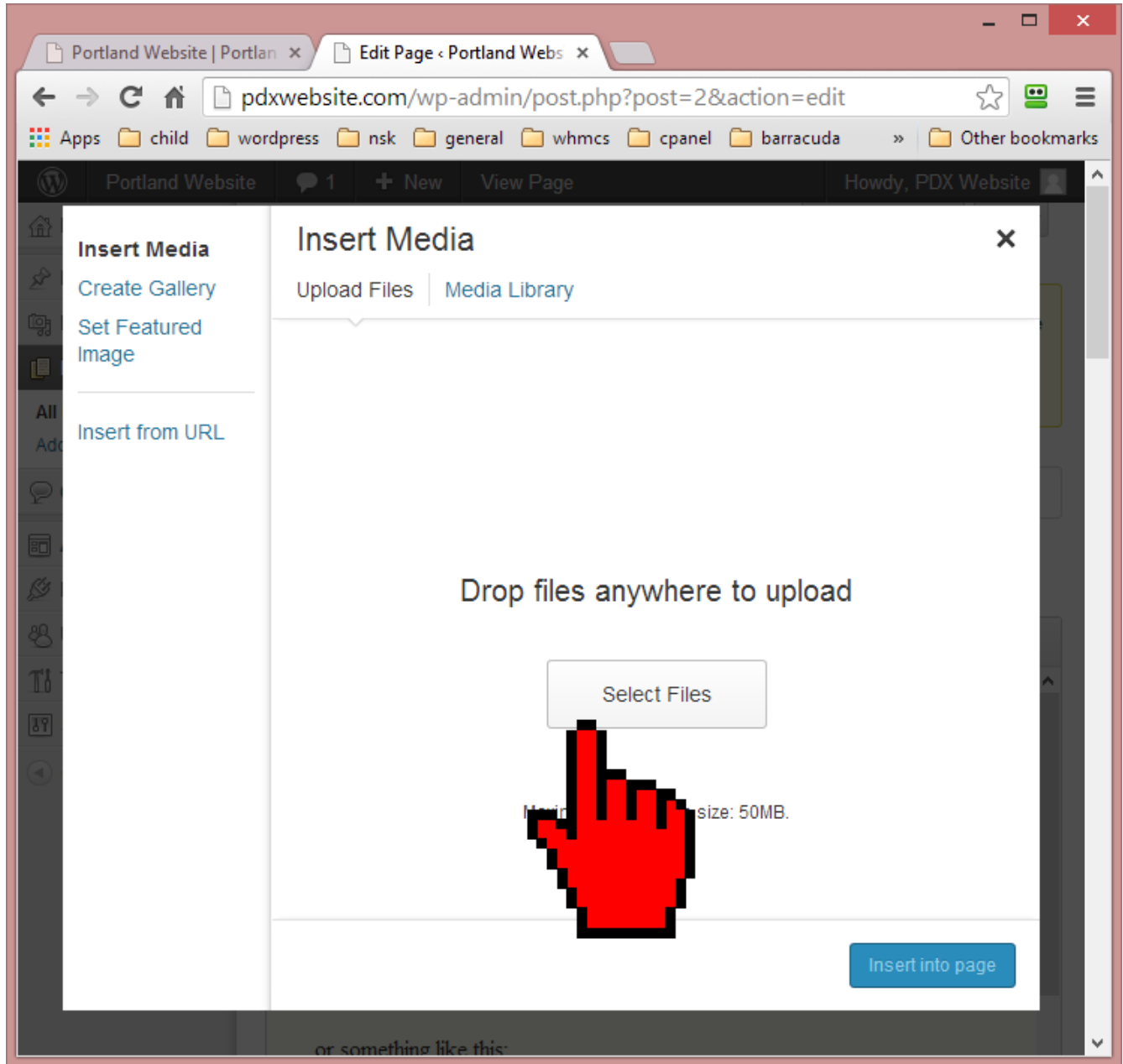
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Now let's add some color to your web page. First, left click into the editing area of the page so that the blinking cursor appears just before the text of the first paragraph. Next, click the “Add Media” button just above the editor bar.





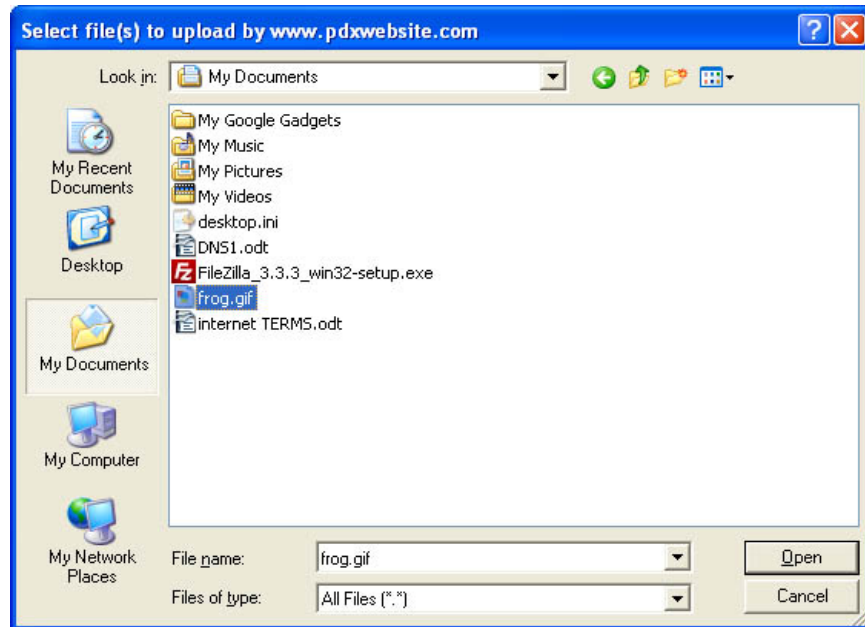
As the pop up window suggests, you can either click the “Select Files” button to choose images from your local computer, or you can just drag and drop them onto the web page from your computer's explorer. This will result in the images being uploaded to the server (aka your website's filing cabinet).



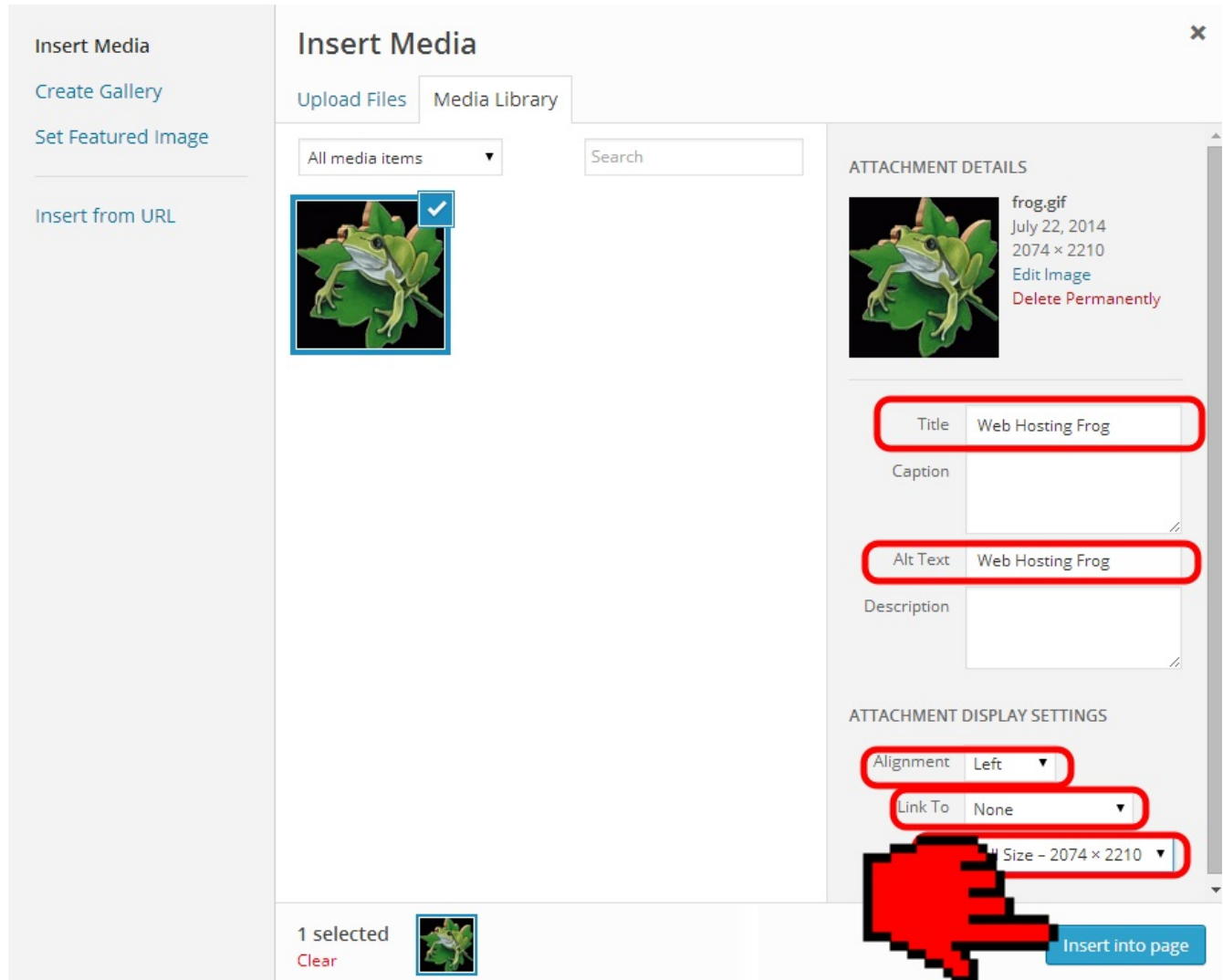
For the non-technical

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Browse out to “My Documents” and choose an image like “frog.gif” and click “open”.



The highlighted areas below are important to consider before clicking the “Insert into page” button.



The screenshot displays the WordPress 'Insert Media' interface. On the left, a sidebar lists options: 'Insert Media', 'Create Gallery', 'Set Featured Image', and 'Insert from URL'. The main area is titled 'Insert Media' and has tabs for 'Upload Files' and 'Media Library'. A search bar and a dropdown menu for 'All media items' are present. A single image of a green frog is selected, indicated by a blue checkmark. The 'ATTACHMENT DETAILS' panel on the right shows the image's metadata: 'frog.gif', 'July 22, 2014', '2074 x 2210', and links for 'Edit Image' and 'Delete Permanently'. Below this, the 'Title' and 'Alt Text' fields are both filled with 'Web Hosting Frog'. The 'ATTACHMENT DISPLAY SETTINGS' section shows 'Alignment' set to 'Left', 'Link To' set to 'None', and 'Size' set to '2074 x 2210'. At the bottom, a red hand cursor points to the 'Insert into page' button.

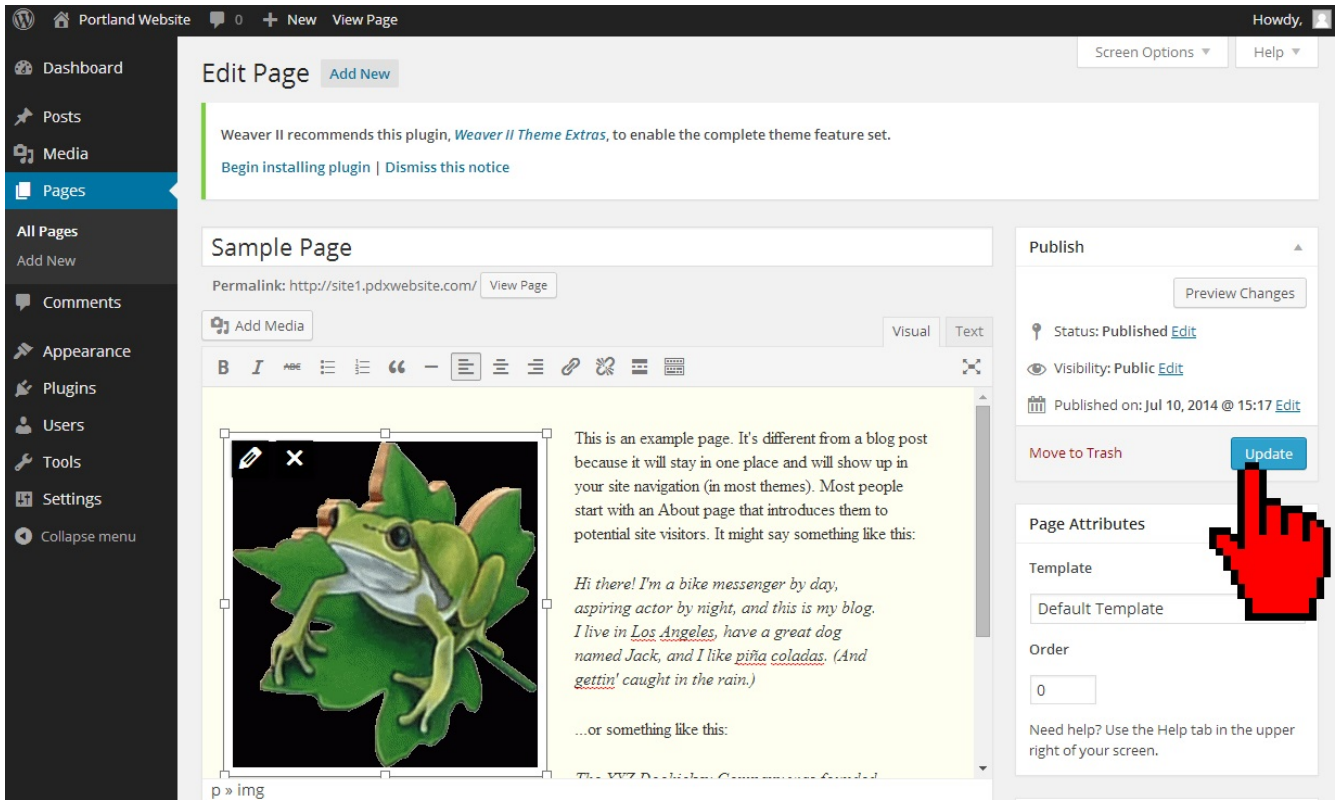
In the previous image, the Title and Alt Text are important SEO (Search Engine Optimization) settings. They provide information about the image that the search engines may be able to key off of. You of course don't want to be deceptive about what the image is. But you can often times sneak a keyword in those descriptions. In my example, there is indeed a frog, but he is my "web hosting" frog, to differentiate him from other frogs.

Another thing to note above is that there are two scrollbars on the right hand side. The outer scroll bar is for the page, and the inner scrollbar is for the pop-up window that is currently active. To get to all of the settings for our image, you may need to use the inner scrollbar.

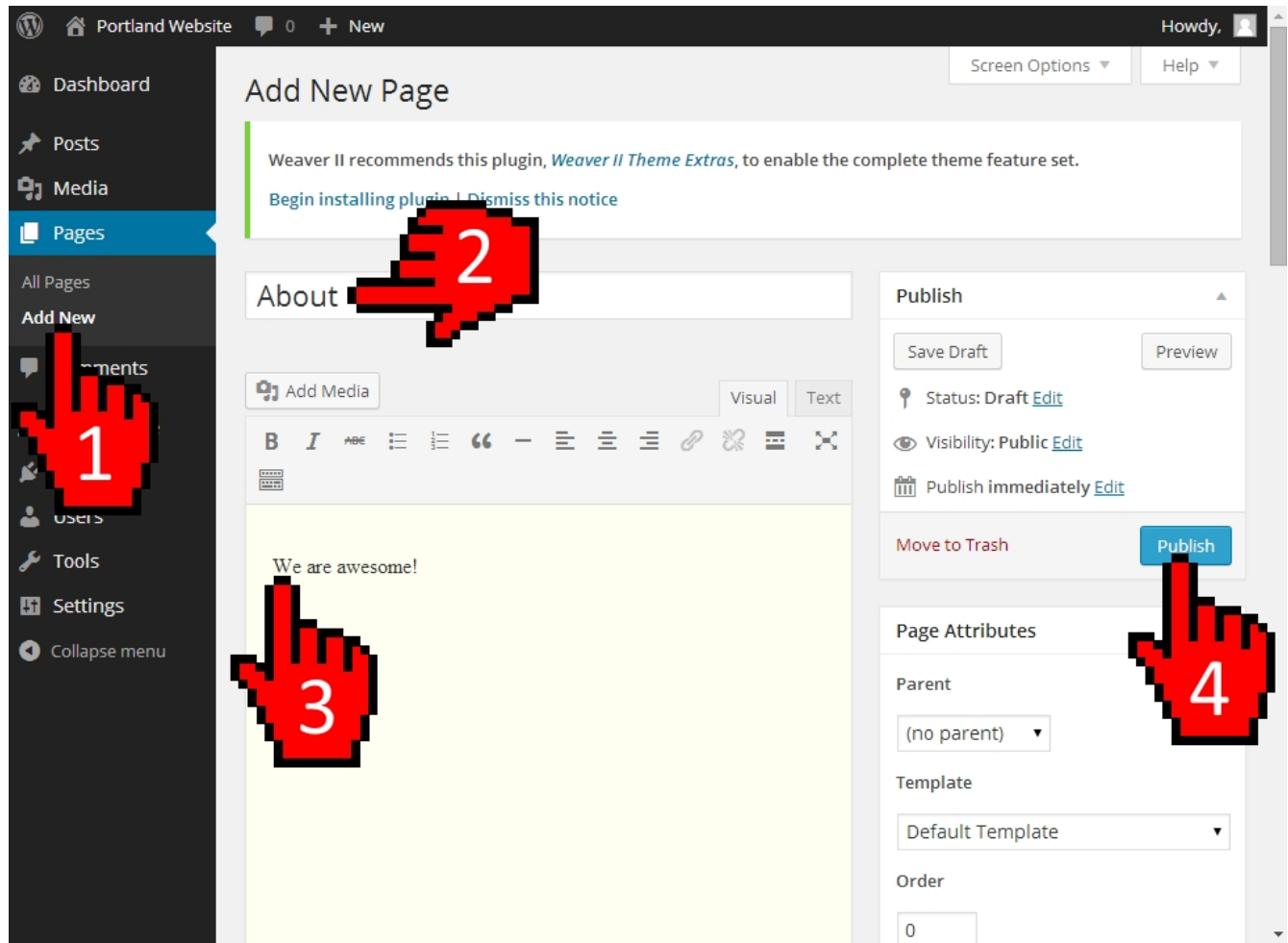
Choosing a "Link To" of "none" makes it so that people cannot click on the image. You can of course link the image to some other page, but you generally don't want the default of taking the visitor to the original image because that takes them out of the navigation of your website.

You'll also want to choose an appropriate size for your image. Because my uploaded sample image of the frog was small, I chose the Full Size (or Original Size). If you uploaded a rather large file, you may want to choose a smaller version to display. If you upload a large file and choose the full size, it may cause your page to load more slowly.

Now if you click the blue Update button, your page will be updated with the the new picture.



Before moving on to the menus, let's create a couple of new pages and see the default menu behavior of WordPress. Follow the screen steps below twice, creating an "About" page, and then replace the text below in your second create with "Contact". So that you have an About Us page and a Contact Us page.



Click "Pages → Add New". Fill in the page title and content into the "Visual" editor, then click the "Publish" button. Once done, you can refresh the website tab to see how this changes the menu of your website.

**WordPress 101**

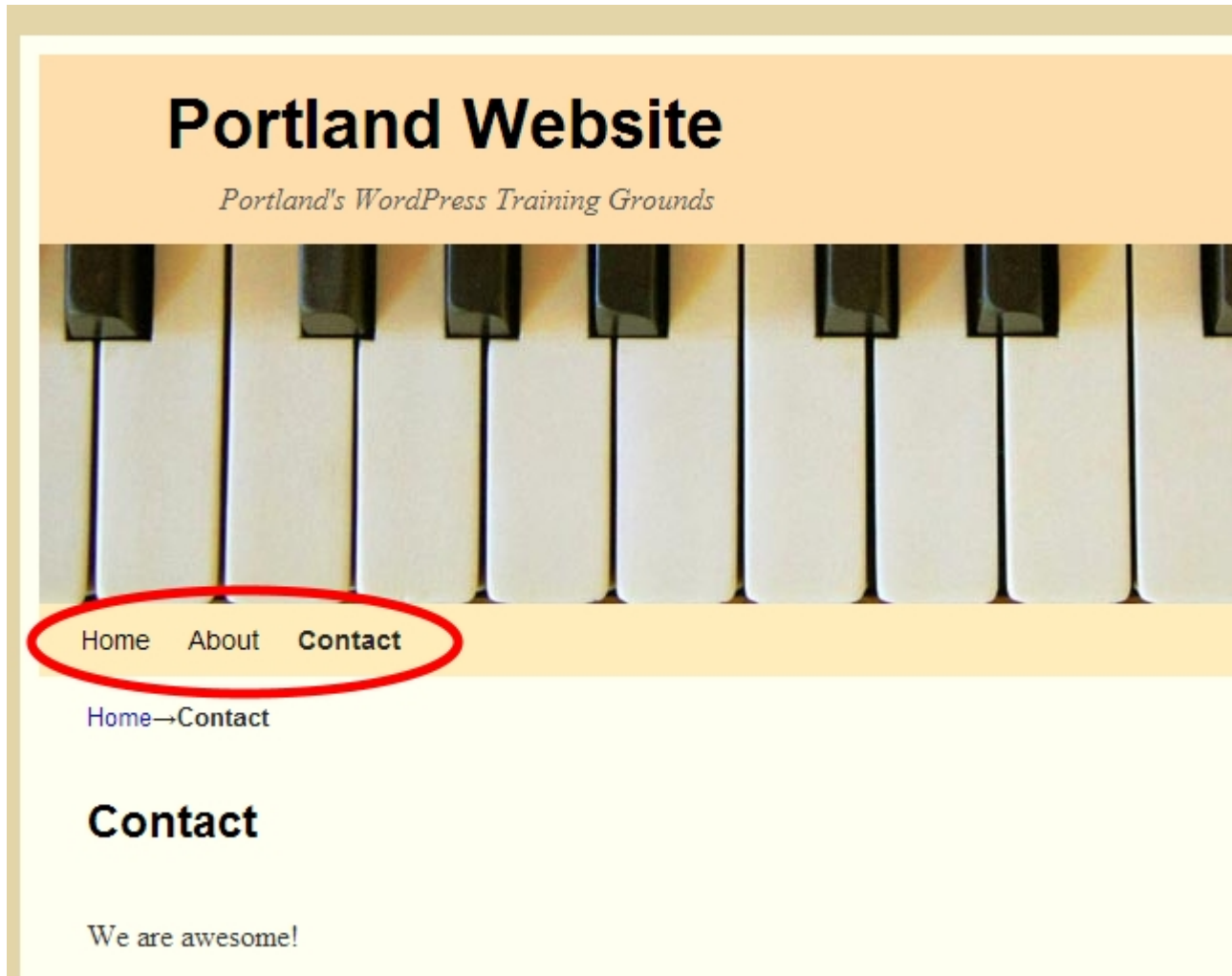
**877-4678-971**



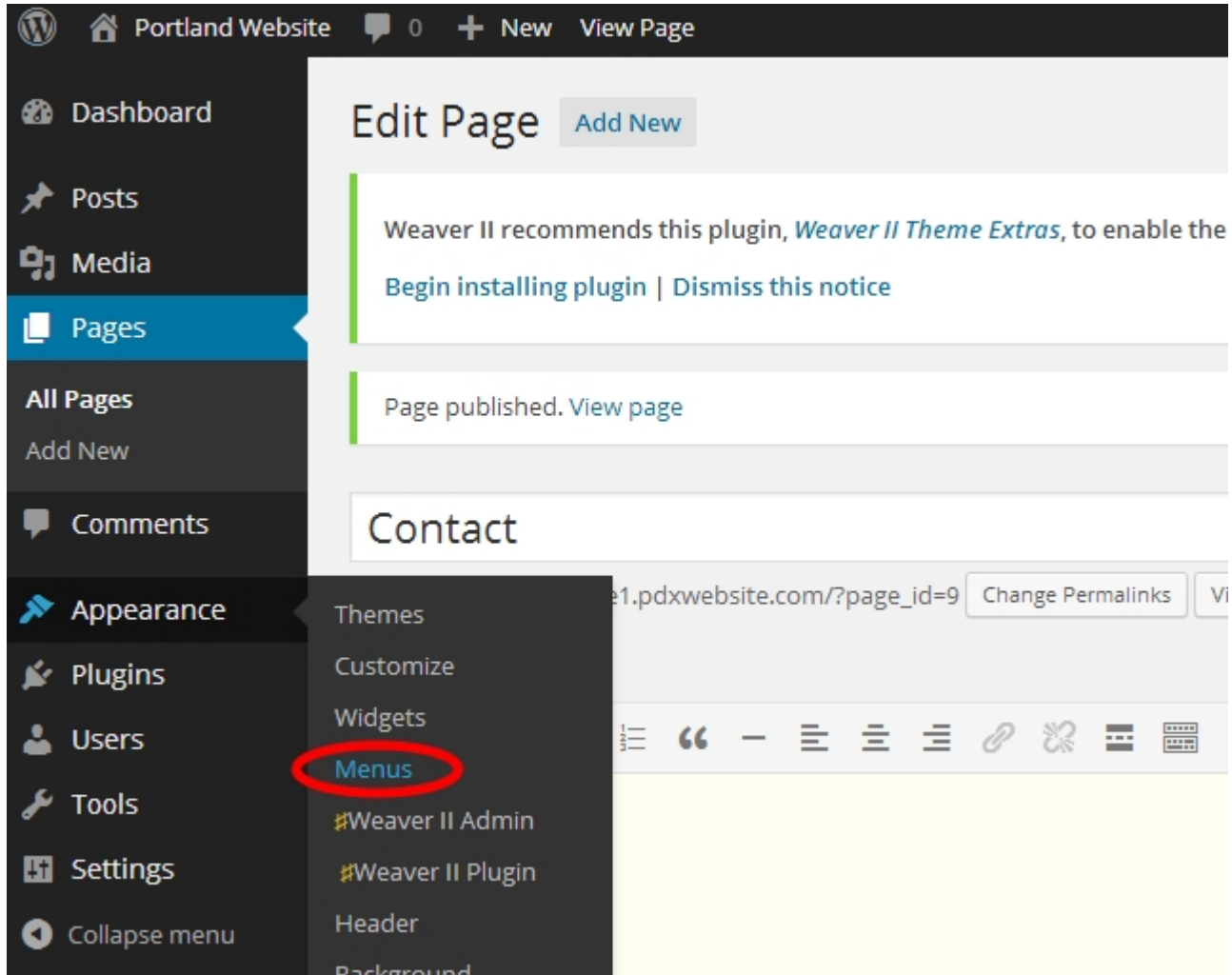
For the non-technical

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Notice how your two new pages have resulted in automatic menu entries for your website?

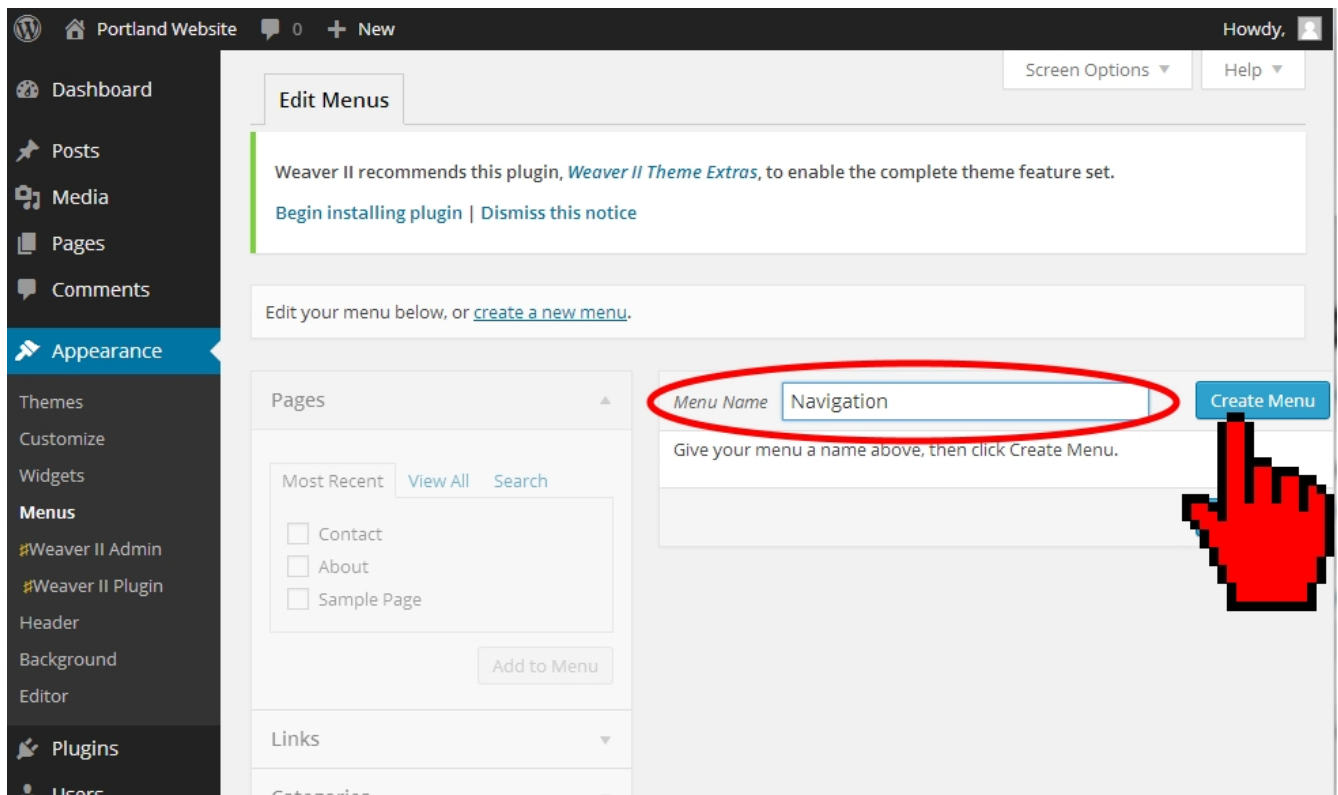


Now that you see what happens with automatic menus when you create new pages, let's use the building menu manager of WordPress. Withing the WordPress control panel, click on “Appearance → Menus”.

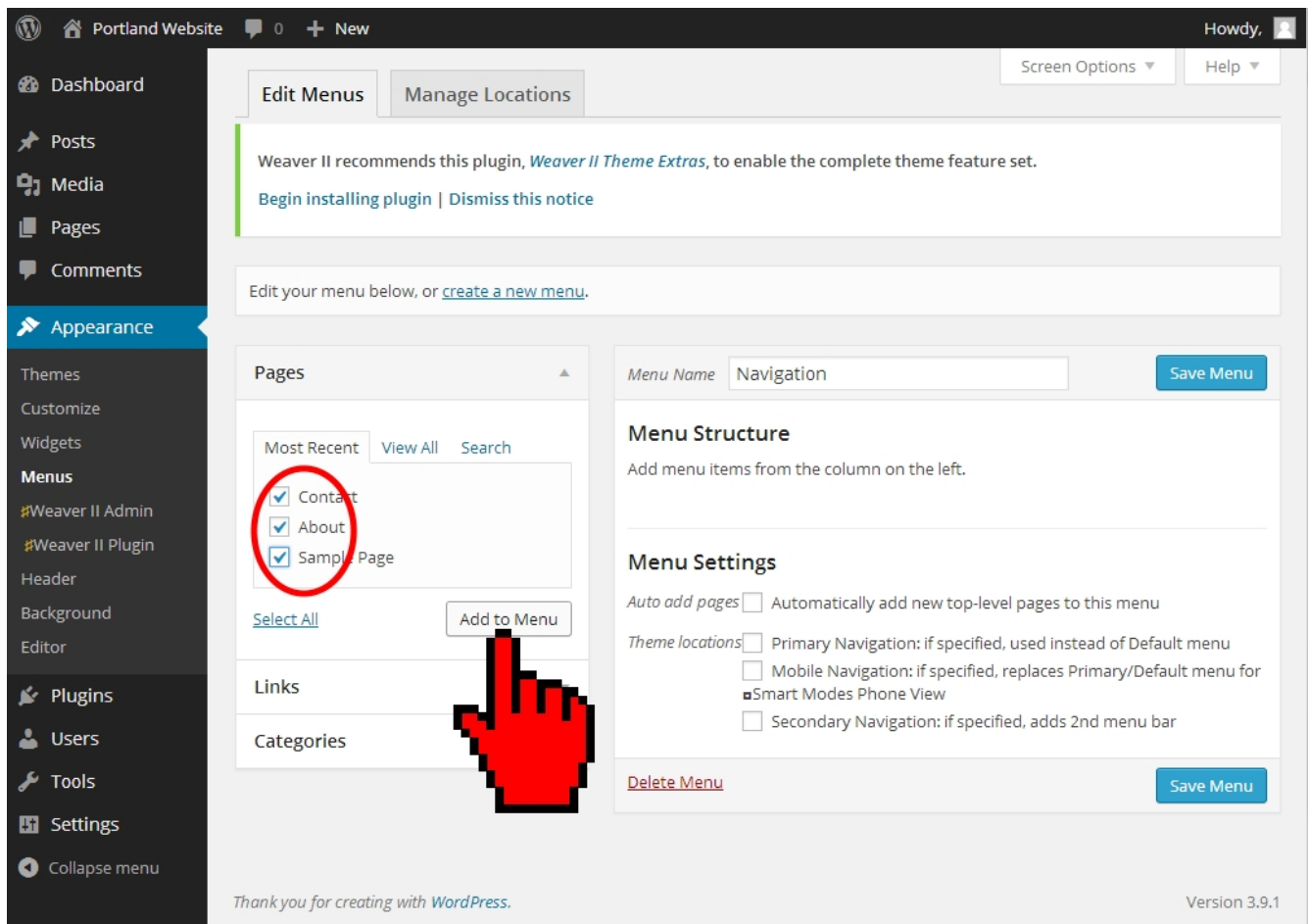




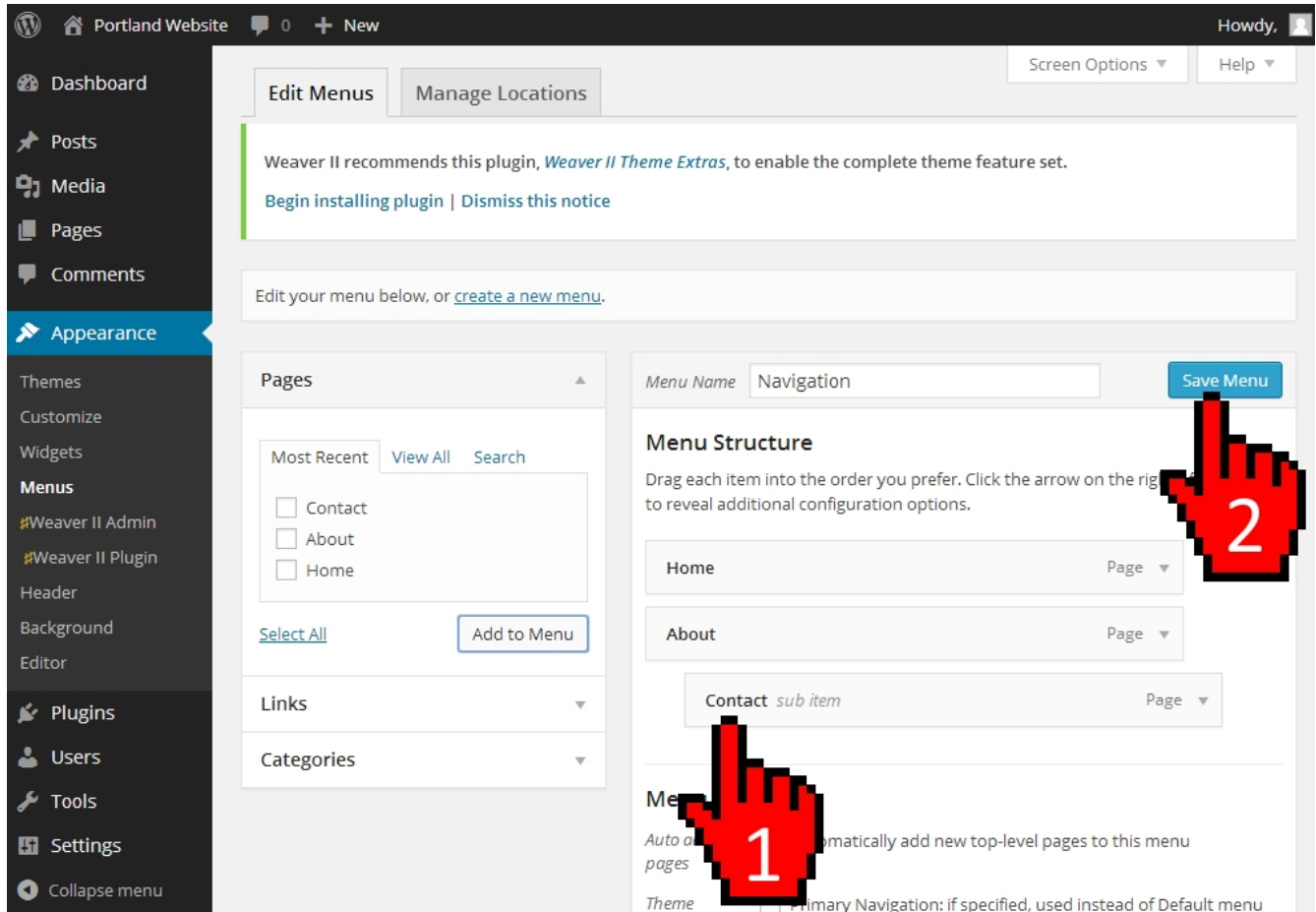
Step One is to create a new menu. In the Menu Name field, give your menu a name such as “Navigation”, then click the “Create Menu” button.



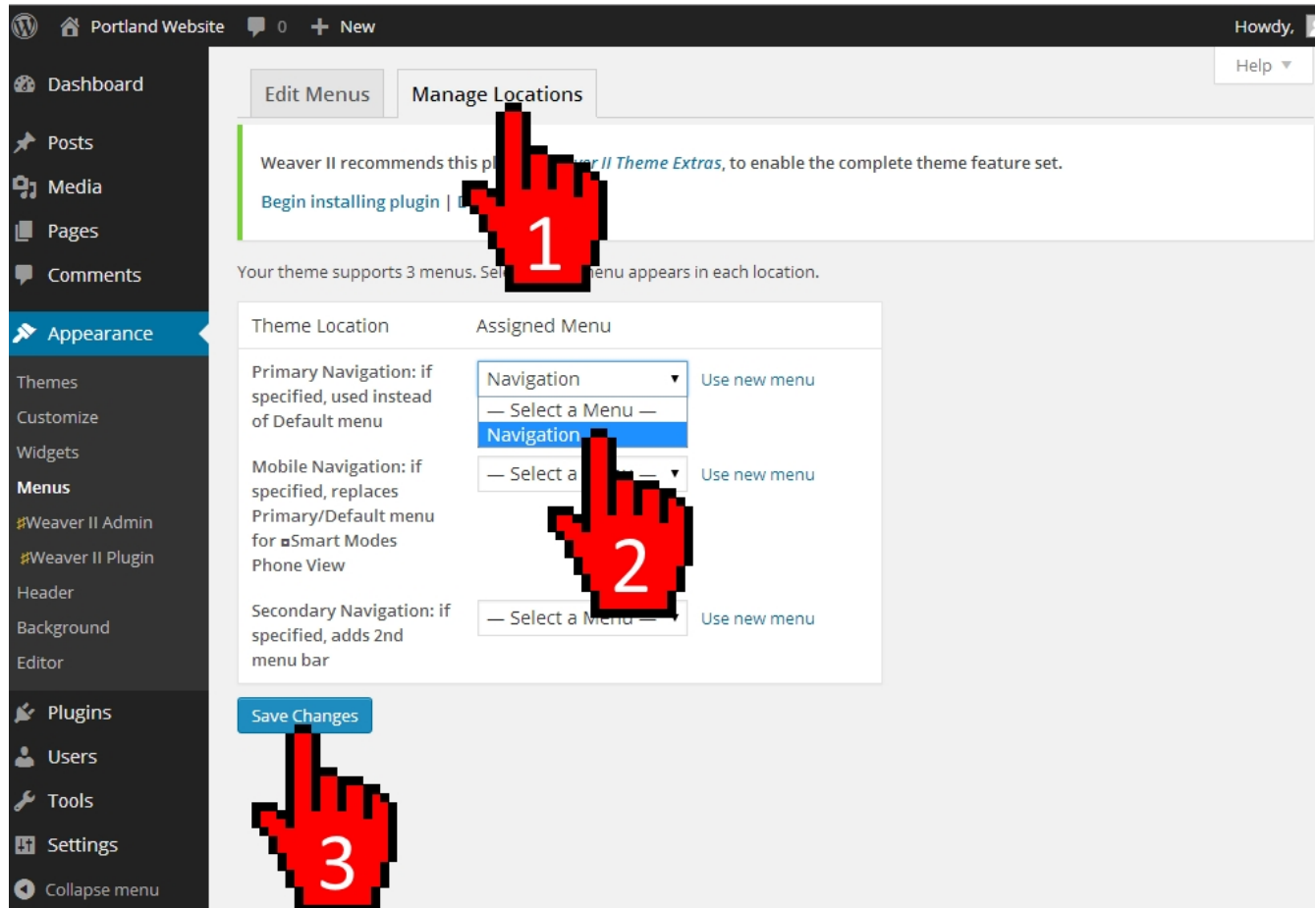
Step Two is to select pages to include with your menu. This is your opportunity to leave off any pages you don't want on your menu.



Next, you can drag and drop your menu items around to put them in the order you'd like to see them. Notice that you can have sub-menus by indenting them when you drag and drop them around. Once finished organizing, click the “Save Menu” button.



The final step is to click “Manage Locations”, tell WordPress to use your new “Navigation” menu as the primary navigation, then “Save Changes. This will change the menu on your home page to be as you have specified.



This is the end of this tutorial. The in-person class will cover a few more things if time allows.