## **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.

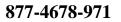
On a computer, a hard drive can be thought of as a drawer. Hard drives can contain folders. Folders can contain files, and more folders. This analogy can apply whether you use a Macintosh, a Windows PC, a smart phone, or any other kind of computing device. Sometimes it can be difficult to think of a 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.

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### **Intended Audience**

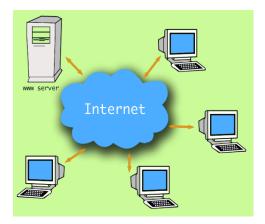
If you're looking for a career in computer technology, then this tutorial is *not* for you. This tutorial is meant to be a brief overview of the Internet. The basic concepts here are meant to prepare the reader to build a website and perform basic maintenance on that site.

#### What is the 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 mater where they are physically located in the world

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## 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. <u>http://filezilla-project.org/</u> <u>http://www.smartftp.com/</u>
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.
РОР	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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## **Intended Audience**

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.

#### **WWW 101**

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For the non-technical

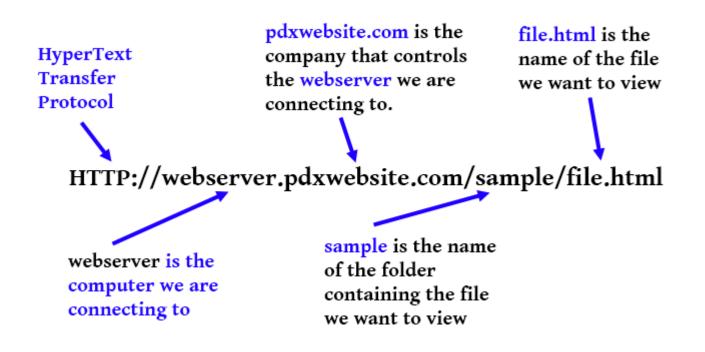
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### What is the World Wide Web (WWW)?

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 Lanuage), 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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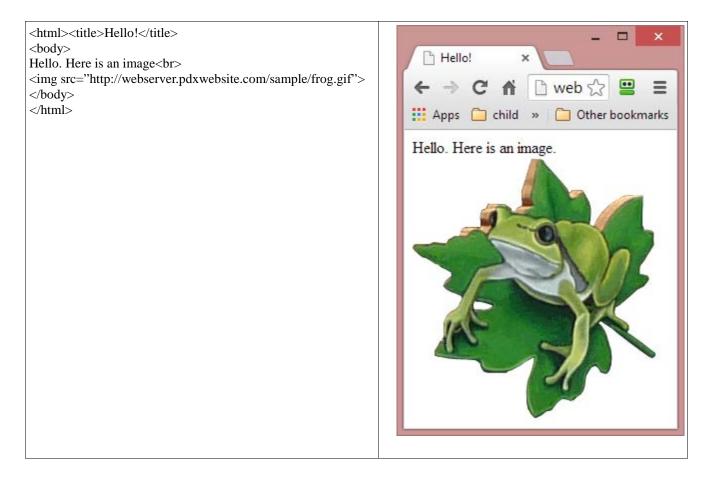
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## Sample HTML page.

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



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/

-		_ <b></b> X
cP cPanel® 11	×	
← → C :	🕈 🔇 www.pdxwebsite.com/cp	banel/
📀 Pixelan Softwa	ire - Th	📋 Other bookmarks
	Login	
	© cPanel, Inc. 2011	

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

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

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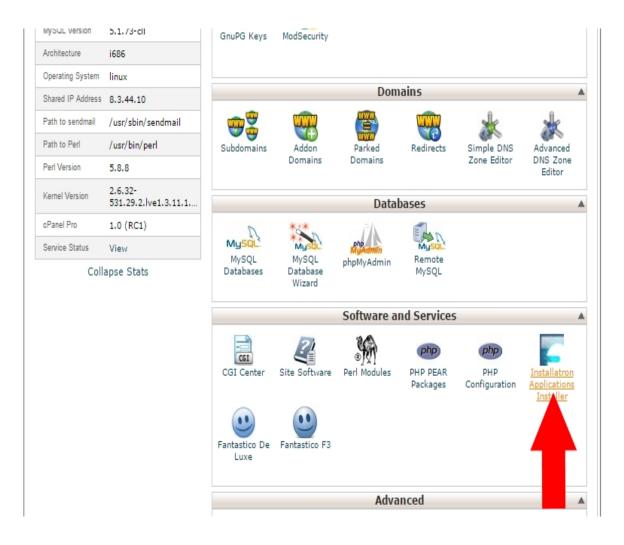
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# **Begin Installatron**

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.



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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). WordPress

Dotclear

blog

GetSimple

cms

TYPO3

cms



tern blog



CMS Made S...concrete5

cms



b2evolution

blog

Contao

cms

Soholaunch

cms



Geeklog

blog



LifeType

blog



Serendipity blog

omeka





liveSite





Moodle education





phpwcms

cms



cms

SilverStripe cms













Chamilo











wp.5











WebsiteBaker

cms



eFront



PivotX

blog

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Next, click on "Install this application."

					pplications Browser
Apps for Con	itent Management		8	Search for a	n application
				Create a new instan	ce of this application
		WordPress		+ install thi	s application 🔻
		b2/cafelog in 2003 been integrated si	open source blog ap 3, and WordPress M ince 2010. Today W ing millions of blogs ay.	lu multiple websin ordPress is the m	orked from ctionality has used blog ns of millions
		Overview	What's New	Live Demo	Showcase
INFORMATION					
Application	WordPress				
Category	Blog	My blog Just another WordPress site			M
Category	424		Hello wor	ld!	Just ar
Current Versions	4.2.5				
				ss. This is your first post. Edit or delete	it,
Current Versions	4.2.5		Welcome to WordPres then start blogging!	ss. This is your first post. Edit or delete	it, About
Current Versions Last Updated Languages	4.2.5 15 September English, 40 more				
Current Versions	4.2.5 15 September English, 40 more		then start blogging!		
Current Versions Last Updated Languages REQUIREMENT	4.2.5 15 September English, 40 more		then start blogging!		
Current Versions Last Updated Languages REQUIREMENTS Cost	4.2.5 15 September English, 40 more • S free 21MB		then start blogging!	1 Comment	
Current Versions Last Updated Languages REQUIREMENT Cost Install Size	4.2.5 15 September English, 40 more • S free 21MB		then start blogging!	1 Comment	

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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 doma 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.	

WordPress 101	
For the non-technical	Portland Based Web Hosting & Design
These settings allow you to cust personalize this installed applicated installed applicated installation or within the installed.	Show Password Generate
	entication.

Next, click on the "Install" button.

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	<ul> <li>Iwo-tactor authentication with Clef. (Recommended) Download mobile app</li> <li>Do not enable two-factor authentication.</li> <li>Limit Login Attempts         <ul> <li>Yes, limit failed login attempts for increased security. (Recommended)</li> <li>No, do not limit failed login attempts.</li> </ul> </li> <li>Enable Multi-site         <ul> <li>No, do not enable. Multi-site can be enabled later within WordPress. (Recommended)</li> <li>Yes, enable multi-site support for sub-directories of the selected install location.</li> </ul> </li> </ul>
Advanced	
Configure additional settings for application. The values set can be later within Installatron. These settings include controls for Database Management Email Notification Default Backup Location Automatic Backup	Automatically manage advanced settings for me.     Let me manage these settings.
	© 2004-2015 Installatron LLC. All rights reserved.
Home	<ul> <li>Trademarks</li> <li>Help</li> <li>Documentation</li> <li>Contact</li> <li>Log Out</li> </ul>

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.

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# **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.



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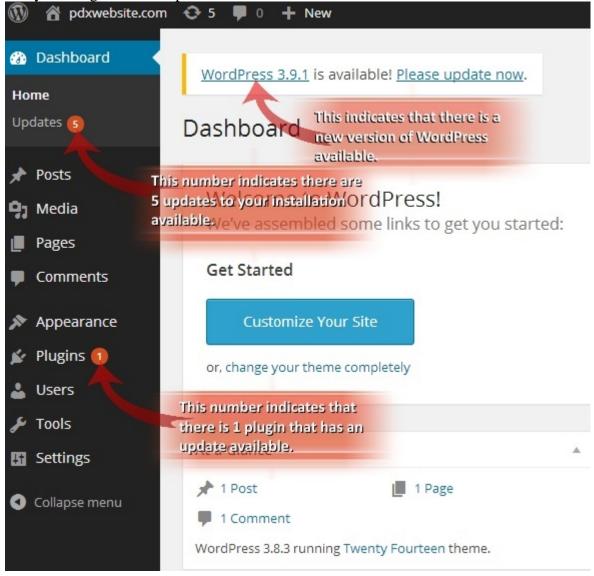
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Once logged in, you should see something similar to the following. I've added notes and callouts in red to highlight and describe the areas. As this is a brand new install, it is recommended to click through all three of the areas below and update 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.



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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.

🚯 🖀 pdxwebsite.com	🗭 0 🕂 New	
🚯 Dashboard 🔸	Dashboard	
Home Updates	Welcome to WordPress!	
✤ Posts Posts Paga Media	We've assembled some links to get you started:	
Pages	Customize Your Site	
<ul><li>Comments</li><li>Appearance</li></ul>	or, change your theme completely	
🖌 Plugins		
👗 Users	At a Glance	k.
🖋 Tools	📌 1 Post 📗 1 Page	
G Settings	🗭 1 Comment	
Collapse menu	WordPress 3.9.1 running Twenty Fourteen theme.	
	Activity	<u>.</u>
	Recently Published	

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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.

🕅 宿 pd	xwebsite.com	🛡 0 🕂 New	
🍘 Dashbo	bard	General Settings	
✤ Posts ♀ Media		Site Title	pdxwebsite.com
<ul><li>Pages</li><li>Comme</li></ul>	ents	Tagline	In a few words, explain what this site is about.
🔊 Appear		WordPress Address (URL)	http://site1.pdxwebsite.com
👗 Users 🖋 Tools		Site Address (URL)	http://site1.pdxwebsite.com Enter the address here if you want your site homepage to be dif
General	s	E-mail Address	pdxwebsi@pdxwebsite.com This address is used for admin purposes, like new user notificate
Reading Discussion		Membership	Anyone can register
Media Permalinks		New User Default Role	Subscriber 🔻

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.

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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.

۲	😭 pdxwebsite.com	🛡 0 🕂 New	
-	Dashboard	Reading Settings	
≯ 93	Posts Media	Front page displays	<ul> <li>Your latest posts</li> <li>A <u>static page</u> (select below)</li> </ul>
	Pages		
	Comments		Pront page:
yr Kr	Appearance Plugins		Posts page.
<b>د</b> بر	Users Tools	Blog pages show at most	10 posts
Ļţ	Settings	Syndication feeds show the most recent	10 items
Wr Rea Dis	neral iting ading cussion	For each article in a feed, show	<ul> <li>Full text</li> <li>Summary</li> </ul>
Me Per	rmalinks	Search Engine Visibility	Discourage search engines from indexing this site

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

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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.

🔞 🕈 pdxwebsite.com	<b>P</b> 0 <b>+</b> New	
🚳 Dashboard	Discussion Settings	
🖈 Posts	Default article settings	Attempt to notify any blogs linked to from the article
93 Media	Default article settings	Allow link notifications from other blogs (pingbacks and
📕 Pages		Allow people to post comments on new articles
Comments		(These settings may be overridden for individual articles.)
Appearance	Other comment settings	Comment author must fill out name and e-mail
😰 Plugins		Users must be registered and logged in to comment
🕹 Users		Automatically close comments on articles older than 14
🖋 Tools		Enable threaded (nested) comments 5 v levels deep
↓† Settings		Break comments into pages with 50 top level com
General		Comments should be displayed with the older 🔻 comme
Writing		
Reading Discussion	E-mail me whenever	Anyone posts a comment
Media		A comment is held for moderation
Permalinks		

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.

۲	省 pdxwebsite.com	🛡 0 🕂 New		
<b>8</b> 20	Dashboard	Permalink Settings		
*	Posts	By default WordPress uses web URLs which have question marks and lots of numbers in them; however, '		
91	Media	number of tags are available, and her	re are some examples to get you sta	arted.
	Pages	Common Settings		
•	Comments	O Default	http://sitel.pdxwebsite.com/	?p=123
*	Appearance			
*	Plugins	O Day and name	http://site1.pdxwebsite.com/2	2014/07/10/sample-post/
<b>≟</b> بر	Users Tools	O Month and name	http://site1.pdxwebsite.com/2	2014/07/sample-post/
Ļt	Settings	O Numeric	http://site1.pdxwebsite.com/a	archives/123
Wri	neral iting ading	• Post name	http://site1.pdxwebsite.com/	sample-post/
Dis	cussion	O Custom Structure	http://site1.pdxwebsite.com	/%postname%/
Me	dia			
Per	rmalinks	Optional		

I like to chose "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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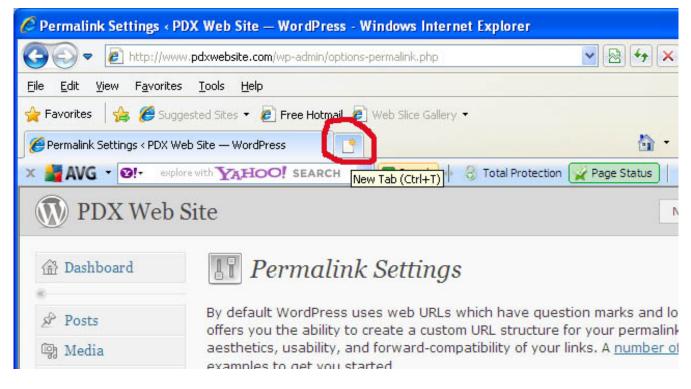


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If you haven't already, now would be a good time to open up a second web browser window so that you can see how your changes effect your website in real time. Keep one Window (or Tab) open to your website, and one Window open to your WordPress administration 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.

🚯 🖀 Portland Website 📮	0 🕂 New 🖉 Edit Page
Portland Website	
Portland's WordPress Training Grounds	
Search	SAN
RECENT POSTS	This is
Hello world!	stay in theme:
RECENT COMMENTS	to pote
Mr WordPress on Hello world!	Hi the and th named

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.

PDX Web Site   Demo / Training for Host Pond Web Hosting in Portland Oregon - Windows Intern	et Explorer	×
COC = http://www.pdxwebsite.com/	💌 🗟 😝 🗙 🏧 Vahoot Search	-
<u>File E</u> dit <u>V</u> iew F <u>a</u> vorites <u>T</u> ools <u>H</u> elp		
🖕 Favorites 🛛 🚔 🏉 Suggested Sites 🔹 🙋 Free Hotmail 🙋 Web Slice Gallery 🔹		
🔗 🌾 Permalink Settings < PDX We 🍯 PDX Web Site   Demo / Tr 🗴	🖄 🔹 📶 🔹 🖃 🖷 🔹 Page 🔹 Safety 🔹 Tools 🔹 🔞 🔹	»
X 📕 AVG 🔹 🗐 🗧 explore with YAHOO! SEARCH 🔽 🖸 Search 🔶 👌 Total Protection 📝 Page Status	📔 🧓 🔹 📵 Identity Guard	
		^
PDX Web Site	Demo / Training for Host Pond Web Hosting in Portland Oregon	

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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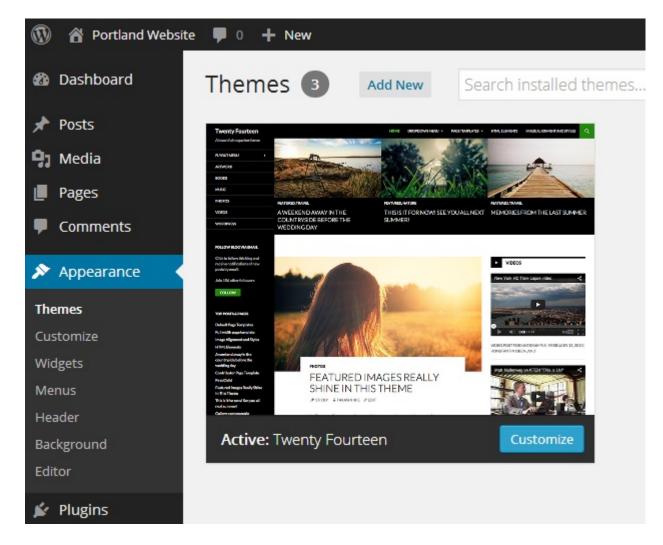


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Notice that your default theme is the "Twenty Fourteen" theme by the WordPress team. This is the basic theme designed to showcase the basic features of the latest version of WordPress.

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.

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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.

🔞 🏾 🏠 Portland Website	🛡 0 🕂 New		
🚯 Dashboard	Add Themes Upload Theme		
🖈 Posts			
93 Media	9 Featured Popular Latest 🌣 Featu	re Filter	
📕 Pages			
Comments	Apply Filters		
✗ Appearance	Colors	Layout	Features
Themes	Black	Fixed Layout	Accessibility Ready Blavatar
Customize	Blue	Fluid Layout	Custom Background Custom Colors
Widgets	Brown	Responsive Layout	Custom Menu Editor Style
Menus	Gray	One Column	Featured Images
Header	Green	Two Columns	Full Width Template Microformats
Background	Orange	Three Columns	RTL Language Support Sticky Post
Editor	Pink	Four Columns	Threaded Comments Translation Ready
🖌 Plugins	Purple	Left Sidebar	
👗 Users	Red	Right Sidebar	
🖋 Tools	Silver		
5 Settings	Tan		
Collapse menu	White		
	Yellow		
	Dark		
	Light		

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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🛞 省 Portland Website	🕈 🗭 0 🕂 New		
🍘 Dashboard	Add Themes	load Theme	
🖈 Posts			
9, Media	1 Featured Po	opular Latest 🌣 Featu	re Filter
Pages			
Comments	Weaver II Theme		
Appearance     Themes Customize	None Center Danas Center		
Widgets	The Easiest Way to Create a Perfe	Recent Posts	
Menus Header Background Editor	The second secon	nite year de la constantia de la constan	Site Callery Aside etts : Test : Common: Common: Test memori Test
🖆 Plugins	Weaver II		
🕹 Users			
🖋 Tools			
Settings			
<ul> <li>Collapse menu</li> </ul>			

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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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.

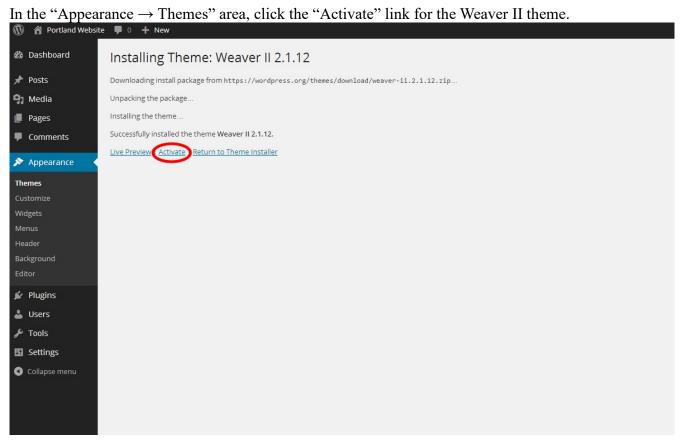
Now, when you go back to the "Appearance  $\rightarrow$  Themes" area, you will notice that the Weaver theme is in the "Available" area. You would need to "Activate" the theme to make it the active theme for your website.

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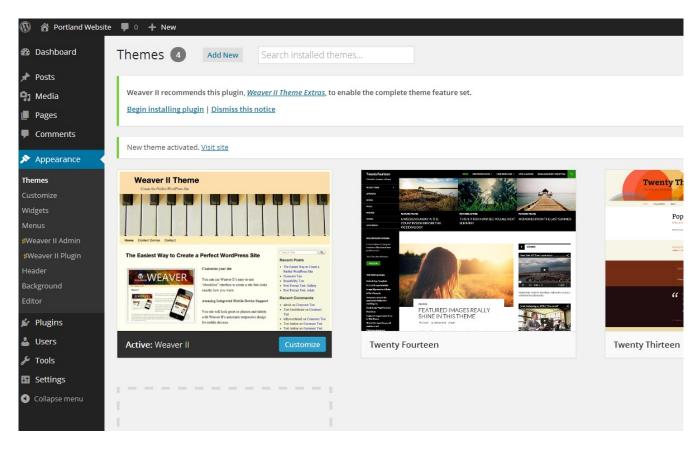


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Note that Weaver II is now your "Current Theme" and the old "Twenty Fourteen" default theme has moved down to the "Available Themes" area. It is no longer active.

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.



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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.

🔞 A Portland Website 📮 0 🕂 New											
Dashboard	Weaver II 2.1.12 Options										
📌 Posts	We want II accommond a this plusis. We want II There a Facture to apply the complete them a facture and										
9, Media	Weaver II recommends this plugin, Weaver II Theme Extras, to enable the complete theme feature set.										
Pages	Begin installing plugin   Dismiss this notice										
Comments	Weaver II Subthemes Main Op	tions M	lobile Advanc	ed Options	Admin	Options	Weaver II Pro	Shortcodes/	Plugins	Save/Restore	Help
🔊 Appearance			1							2	
Themes Customize Widgets	stomize Main Options ?										
Menus	Save Settings			Hide	Advance	d Option	IS				
#Weaver II Admin	General Appearance 🥐			Overall	settings t	hat affect	content and wid	aet areas			
#Weaver II Plugin Header	Outside BG:	#E3D5A	7 C55 🛨		-			-	Backaroun	dwill override this	value, or allow a bac
Background		#FFFFF0	C55+							a win overnae enis	value, or allow a bac
Editor				Background for top level #wrapper div - default BG if you don't change others.							
	Default Text Color:	#222	C55 🛨	Default t	ext color (<	body>). Mo:	st areas will overrid	le this color with th	eir own co	lor.	
🖆 Plugins	Main Area BG:		C55 +	Backgrou	und for main	n page #ma	ain div - wraps cont	ainer, content and	sidebars (u	ises wrapper bg if n	not set).
🛓 Users	Wide Main Area BG:	Pro Versio		Extend M	ain Area BG	to edges. Me	ost useful with Wide	Header and Footer (	see those t	abs) (•Pro)')	
🖋 Tools	Container Area BG:		C55 +	Backgrou	und for #co	ntainer div	- wraps content and	d sidebars (Uses wr	apper bg it	f not set.).	
Settings	Rounded Corners:			Use rounded corners for main area, menu bars, widgetareas, header and footer							
	Rounded Corners (Content):			Use rounded corners for content area (page and post content)							
<ul> <li>Collapse menu</li> </ul>	Corner Radius: Controls how "round" corners are. Specify a value (5 to 15 look best) for corner radius. (Default: 10)										
	Fade Outside BG:     Will fade the Outside BG color, darker at top to lighter at bottom.       Wrap site with shadow:     Will wrap site's main area with a shadow										

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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  $\rightarrow$  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.

This theme has been designed to
be used with sidebars. This
message will no longer be
displayed after you add at least one
widget to the Primary Widget Area
using the Appearance->Widgets
control panel.
Log out

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.

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Go back to your WordPress control panel tab, and go to the "Appearance  $\rightarrow$  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."

🔞 😤 Portland Website 🛡 0 🕂 New									
Dashboard Widgets									
<ul><li>✤ Posts</li><li>♀) Media</li><li>● Pages</li></ul>	Weaver II recommends this plugin, <i>Weaver II Theme Extras</i> , to enable the complete theme feature set. Begin installing plugin   Dismiss this notice								
Comments  Appearance  Themes	Available Widgets To activate a widget drag it to a sidebar or click on it. To back.	deactivate a widget and delete its settings, drag it	• Primary (top) Sidebar Primary (top) sidebar widget area, displays at Left+Right for multi-column layouts).						
Customize	Archives	Calendar	Search						
Widgets Menus #Weaver II Admin #Weaver II Plugin Header Background Editor	A monthly archive of your site's Posts.	A calendar of your site's Posts.	Recent Posts						
	Categories A list or dropdown of categories.	Custom Menu Add a custom menu to your sidebar.	Recent Comments						
	Meta	Pages	Archives						
🖌 Plugins	Login, RSS, & WordPress.org links.	A list of your site's Pages.	Categories						
🛓 Users	Recent Comments	Recent Posts							
🖋 Tools	Your site's most recent comments.	Your site's most recent Posts.	Meta						
Settings	RSS	Search	• Upper/Right Sidebar						
Collapse menu	Entries from any RSS or Atom feed.	A search form for your site.							
	Tag Cloud	Text	• Lower/Left Sidebar						

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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.

Home	
Sample Page	
This is an example page. It's different from a blog post because it will stay in one place and	will show up in
your site navigation (in most themes). Most people start with an About page that introduces	them to potential
site visitors. It might say something like this:	
Hi there! $I'm$ a bike messenger by day, aspiring actor by night, and this is my b	blog. I
live in Los Angeles, have a great dog named Jack, and I like piña coladas. (An	nd gettin'
caught in the rain.)	
or something like this:	
The XYZ Doohickey Company was founded in 1971, and has been providing qu	uality
doohickeys to the public ever since. Located in Gotham City, XYZ employs ove	er 2,000
people and does all kinds of awesome things for the Gotham community.	
As a new WordPress user, you should go to your dashboard to delete this page and create	new pages for
your content. Have fun!	
	Edit
Leave a Reply	
Logged in as . Log out?	

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.

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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.

🔞 🏠 Portland Website	🗭 0 🕂 New
🖚 Dashboard	Pages Add New
<ul><li>≁ Posts</li><li>9) Media</li><li>□ Pages</li></ul>	Weaver II recommends this plugin, <i>Weaver II Theme Extras</i> , to enable the complete theme feature set. Begin installing plugin   Dismiss this notice
<b>All Pages</b> Add New	All (1)   Published (1) Bulk Actions  Apply All dates  Filter
Comments	Title
✗ Appearance ✗ Plugins	Sample Page
👗 Users	T Edit this item
差 Tools	Bulk Actions   Apply
🖬 Settings	
Collapse menu	

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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.

Pages	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.				
All Pages Add New	Primary (top) Replacement - Enter name of a Per Page Widget Area to replace the standard Primary (top) area.				
Add New	Upper/Right Replacement - Enter name of a Per Page Widget Area to replace the standard Upper/Right area.				
Comments	Lower/Left Replacement - Enter name of a Per Page Widget Area to replace the standard Lower/Left area.				
🔊 Appearance	Settings for "Page with Posts" Template 🅐				
😰 Plugins	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				
🛓 Users	Per Page Code Insertion @Warvar supports code and UTAN insertion for the following areas. To add code, manually define the specified Custom Cold Name and Volume				
🖋 Tools	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</head>				
III Settings					
Collapse menu					
	Custom Fields				
	Add New Custom Field:				
	Name Value				
	Add Custom Field				
	Custom fields can be used to add extra metadata to a post that you can <u>use in your theme</u> .				
	Discussion				
	Illow comments.				

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.

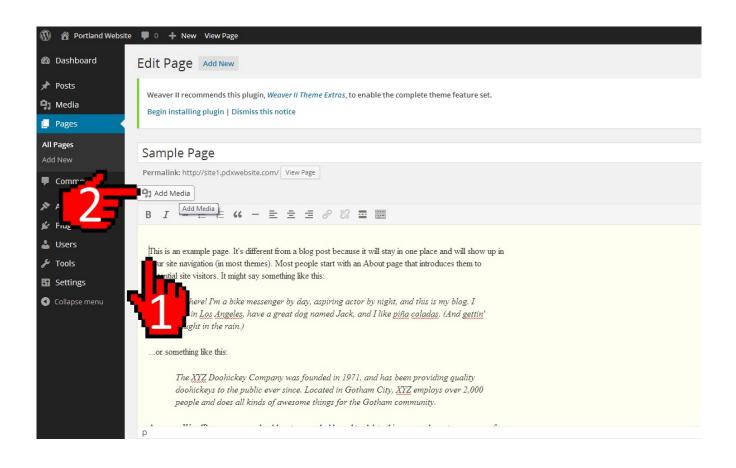
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Now let's add some color to your web page. First, left click into the editing area of the page so that the blinking cursor appears just before the text of the first paragraph. Next, click the "Add Media" button just above the editor bar.



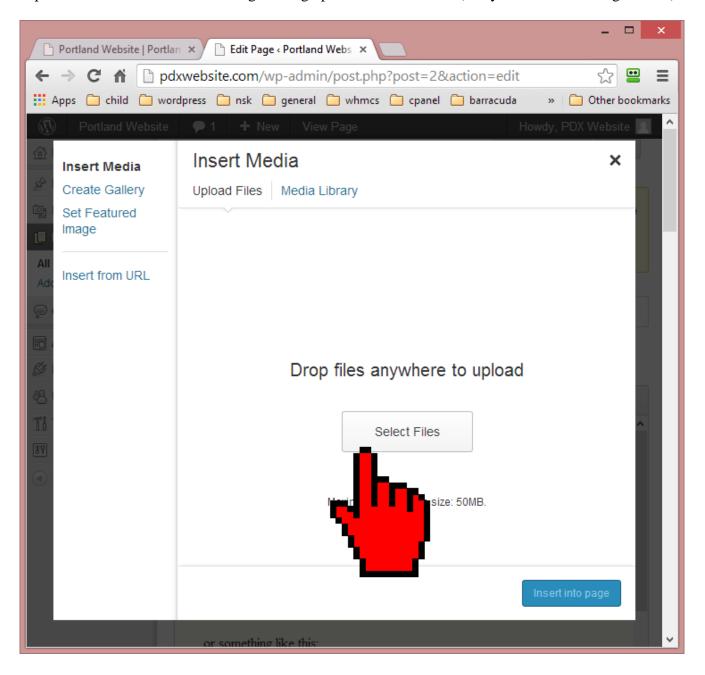
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As the pop up window suggests, you can either click the "Select Files" button to choose images from your local computer, or you can just drag and drop them onto the web page from your computer's explorer. This will result in the images being uploaded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



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

Select file(s) to	upload by ww	w.pdxwebsite.com				? 🔀
Look jn:	My Documer	nts	•	0 🕫	• 🖽 对	
My Recent Documents Desktop My Documents	My Google Ga My Music My Pictures My Videos desktop.ini DNS1.odt FileZilla_3.3.3, frog.gf internet TERM	win32-setup.exe				
<b>S</b>						
My Network Places	File <u>n</u> ame:	frog.gif			-	<u>O</u> pen
	Files of type:	All Files (*.*)			•	Cancel

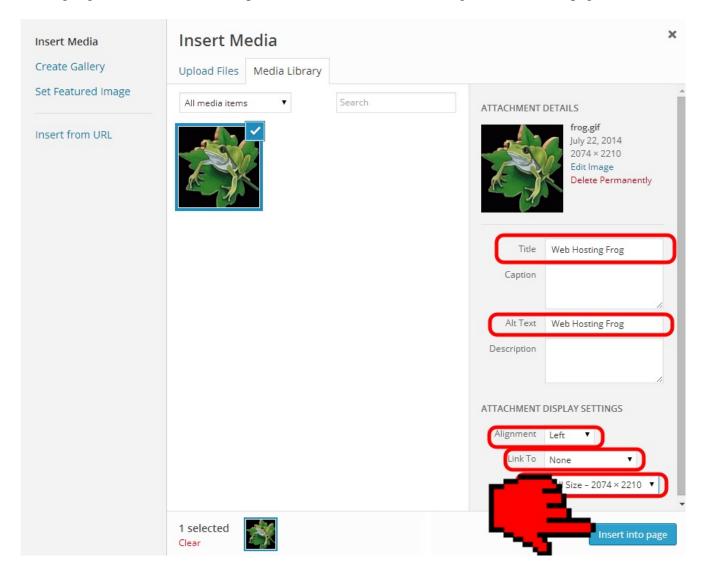
# 877-4678-971



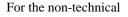
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The highlighted areas below are important to consider before clicking the "Insert into page" button.



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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.

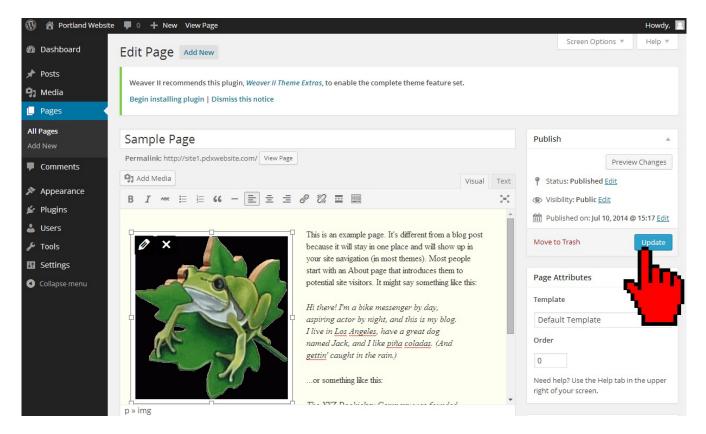
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Now if you click the blue Update button, your page will be updated with the the new picture.



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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.

🚯 🆀 Portland Websit	e 🛡 0 🕂 New	Howdy, 🔄 🔒
🚯 Dashboard	Add New Page	Screen Options 🔻 Help 🔻
<ul><li>✤ Posts</li><li>♠ Media</li><li>● Pages</li></ul>	Weaver II recommends this plugin, <i>Weaver II Theme Extras</i> , to enable the cor Begin installing plugin L Dismiss this notice	nplete theme feature set.
All Pages Add New	About	Publish 🔺
Users	Pj Add Media     Visual     Text       B     I     Mee     I     II     G     II     III	<ul> <li>Status: Draft <u>Edit</u></li> <li>Visibility: Public <u>Edit</u></li> <li>Publish immediately <u>Edit</u></li> </ul>
Image: Settings     We are awesome!		Move to Trash Publish
Collapse menu	3	Page Attributes Parent (no parent) Template Default Template Order
		0

Click "Pages  $\rightarrow$  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.

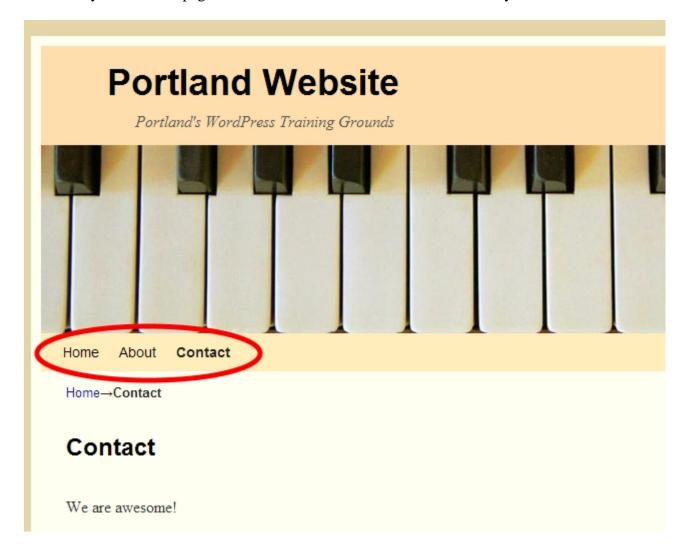
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Notice how your two new pages have resulted in automatic menu entries for your website?



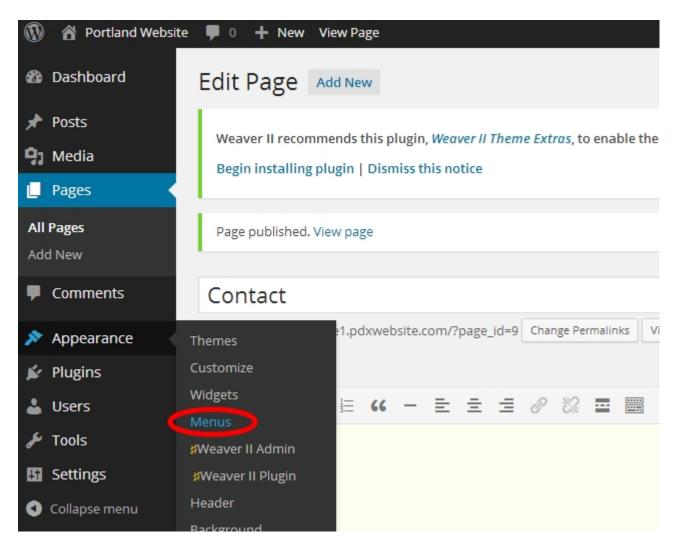
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Now that you see what happens with automatic menus when you create new pages, let's use the building menu manager of WordPress. Withing the WordPress control panel, click on "Appearance  $\rightarrow$  Menus".



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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.

🚯 🖀 Portland Website	🛡 0 🕂 New		Howdy, 📃			
Dashboard		Screen Options	Help 🔻			
	Edit Menus					
🖈 Posts	Warver II recommends this plusin. Warver II Theme Fytres to enable	le the complete theme feature set				
9; Media	Weaver II recommends this plugin, <i>Weaver II Theme Extras</i> , to enable the complete theme feature set.					
Pages	Begin installing plugin   Dismiss this notice					
Comments						
,	Edit your menu below, or <u>create a new menu</u> .					
🔊 Appearance 🛛 🔸						
Themes	Pages A Menu Name Nav	igation	Create Menu			
Customize	Give your menu a r	name above, then click Create Menu.				
Widgets	Most Recent View All Search					
Menus	Contact					
#Weaver II Admin	About					
Weaver II Plugin	Sample Page					
Header						
Background	Add to Menu					
Editor						
🖆 Plugins	Links					
LISERS	Catagorias					

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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.

🔞 🕈 Portland Website	🛡 0 🕂 New		Howdy, 📃
🚯 Dashboard	Edit Menus Manage Locations		Screen Options 🔻 Help 🔻
<ul> <li>✔ Posts</li> <li>♥ Media</li> <li>● Pages</li> <li>♥ Comments</li> </ul>	Weaver II recommends this plugin, <i>Weaver II</i> Begin installing plugin   Dismiss this notice Edit your menu below, or <u>create a new menu</u> .	<i>Theme Extras</i> , to enable the complete theme featur	e set.
🔊 Appearance			
Themes Customize Widgets Menus Weaver II Admin Weaver II Plugin Header Background Editor Plugins Users Users	Pages    Most Recent    View All    Search    Contatt    About    Sample Page   Select All Add to Menu Links		d, used instead of Default menu replaces Primary/Default menu for
<ul> <li>Tools</li> <li>Settings</li> <li>Collapse menu</li> </ul>	Categories	<u>Delete Menu</u>	Save Menu Version 3.9.1
	munk you jor creating with wordpress.		version 3.9.1

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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.

🔞 🕆 Portland Website 🛡 0 🕂 New Howdy, 🔲					
🚳 Dashboard			Screen Options 🔻 Help 🔻		
	Edit Menus Manage Location	S			
🖈 Posts	Weaver II recommends this plugin, Wea	ver II Theme Extras, to enable the complete theme feat	ture set.		
ӌ Media	Begin installing plugin   Dismiss this notice				
📕 Pages					
Comments	Edit your menu below, or <u>create a new m</u>	221			
	Early your menu below, or <u>create a new m</u>	<u>enu</u> .			
Themes	Pages	Menu Name Navigation	Save Menu		
Customize		Menu Structure			
Widgets	Most Recent View All Search	Drag each item into the order you prefer. Click	the arrow on the right		
Menus #Weaver II Admin	Contact	to reveal additional configuration options.	<sup>°</sup> ا		
#Weaver II Plugin	About Home	Home	Page v		
Header		Tione	1080 1		
Background	Select All Add to Menu	About	Page 💌		
Editor					
😰 Plugins	Links	Contact sub item	Page 🔻		
👗 Users	Categories				
差 Tools		Me			
III Settings		Auto a matically add new top-	level pages to this menu		
<ul> <li>Collapse menu</li> </ul>			ied, used instead of Default menu		

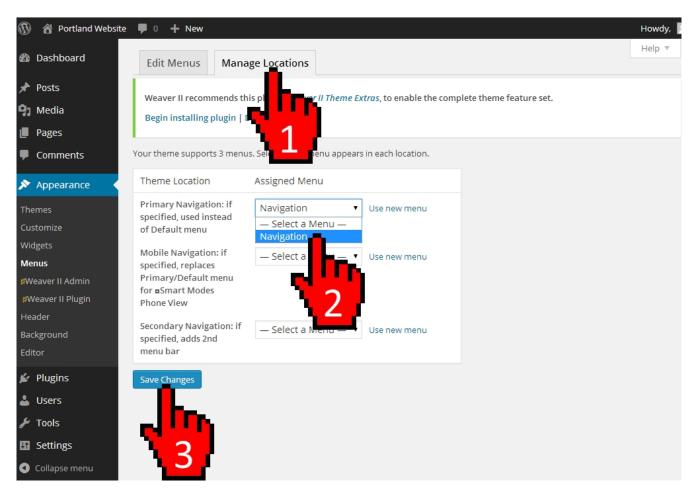
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The final step is to click "Manage Locations", tell WordPress to use your new "Navigation" menu as the primary navigation, then "Save Changes. This will change the menu on your home page to be as you have specified.



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