

Building your digital portfolio

using WordPress

WordPress is...

NOT just found on wordpress.org or wordpress.com. It is widely offered as part of web hosting packages, and it is the engine that powers 43% of the top 10 million of the world's sites – and soon also yours.

It began as a blogging platform 21 years ago, but it is now a standard tool for content management and online publishing.

The concepts of templates, content management and users is a core concept for working with *any* publishing system.



Your sites

First you will need to be set up as a new admin user. You'll do this on my laptop.

Use whatever email address you like. This will only be used if you ever need to do a password reset.

Create your own password rather than using the suggested one. Make sure it is
(a) *reasonably strong*, but also
(b) *something you will remember*.

Take a photo before you apply it, then visit your site on your own computer...

 blessing.panopress.com/wp-admin

 jessie.panopress.com/wp-admin

 katie.panopress.com/wp-admin

 linh.panopress.com/wp-admin

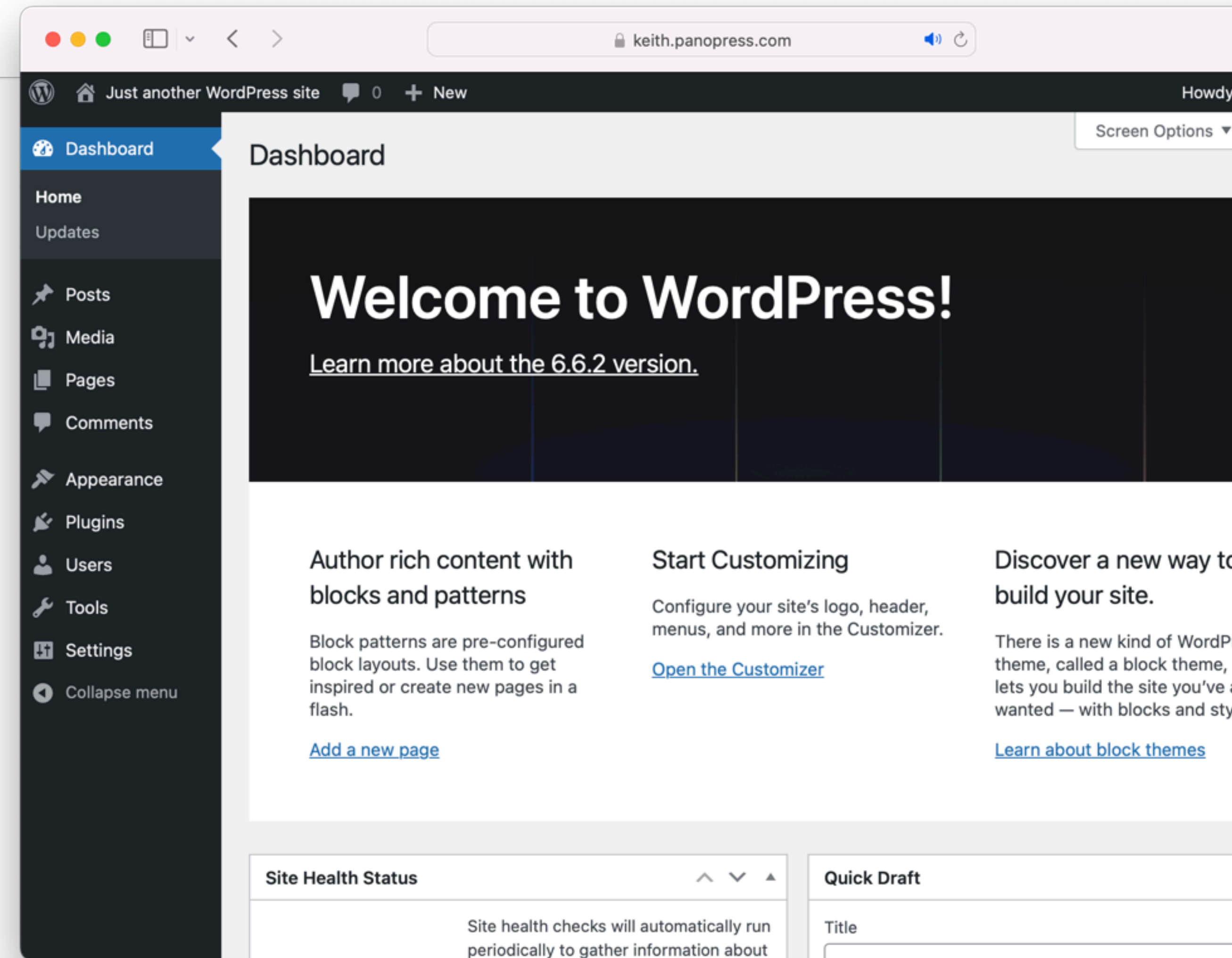
These sites will be kept for the whole of the academic year. At any time your work can be exported from here and imported into a separate hosted WordPress-based site, so your efforts won't be wasted.

Dashboard

The ‘back end’ of your WordPress site. This is reached by adding */wp-admin* after the main address, for example:

keith.panopress.com/wp-admin

This ‘home’ panel itself not particularly helpful, but the icons in the left-hand bar are where you’ll find important sets of features and controls.

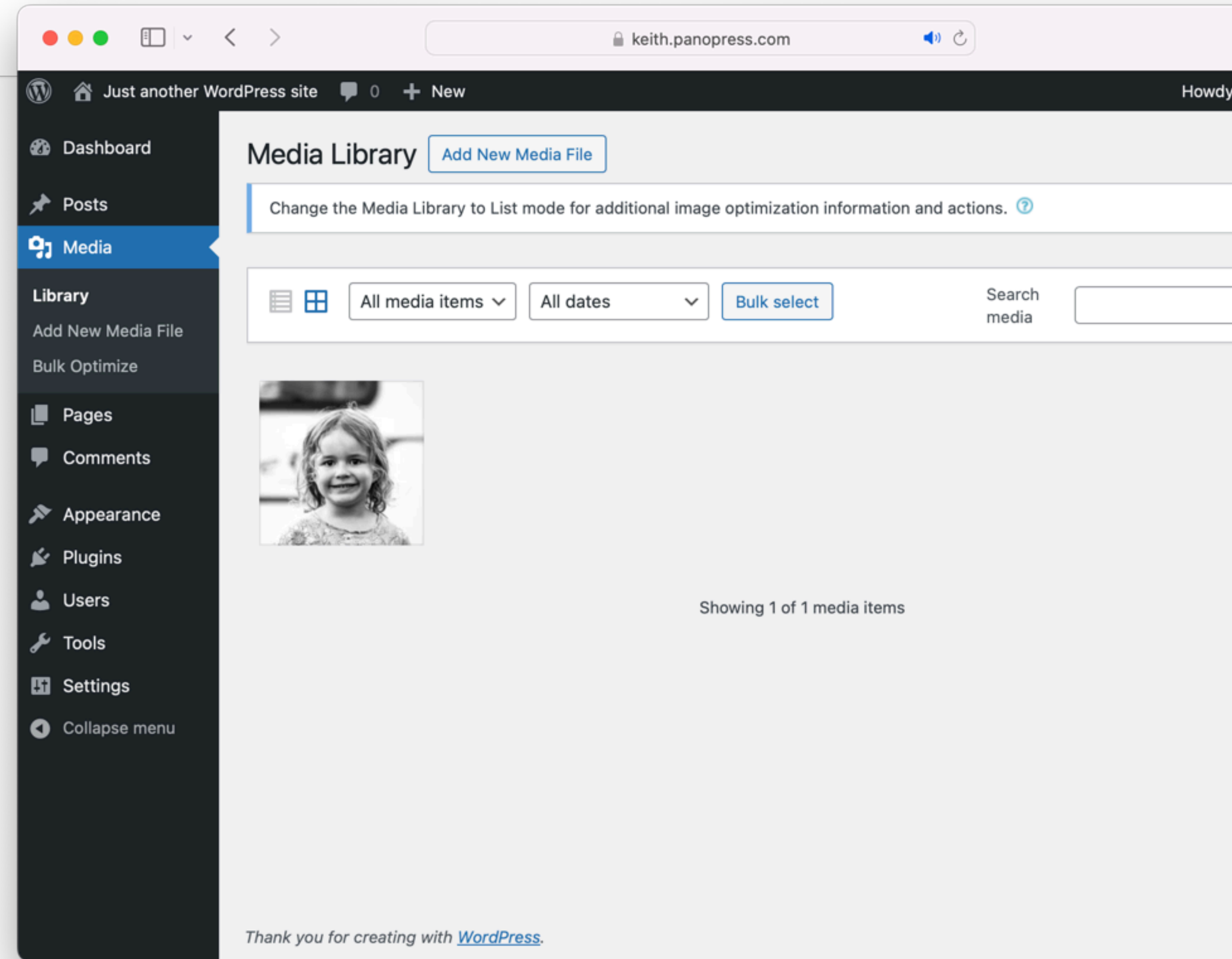


Media Library

All the media files you upload are stored here: images, videos (if you don't use YouTube or Vimeo), PDFs and others.

Once something is uploaded you can add it to a page design from here.

Always upload standard web-ready file formats (JPEG, GIF, PNG) rather than production-ready ones (native Photoshop, Illustrator, etc.).

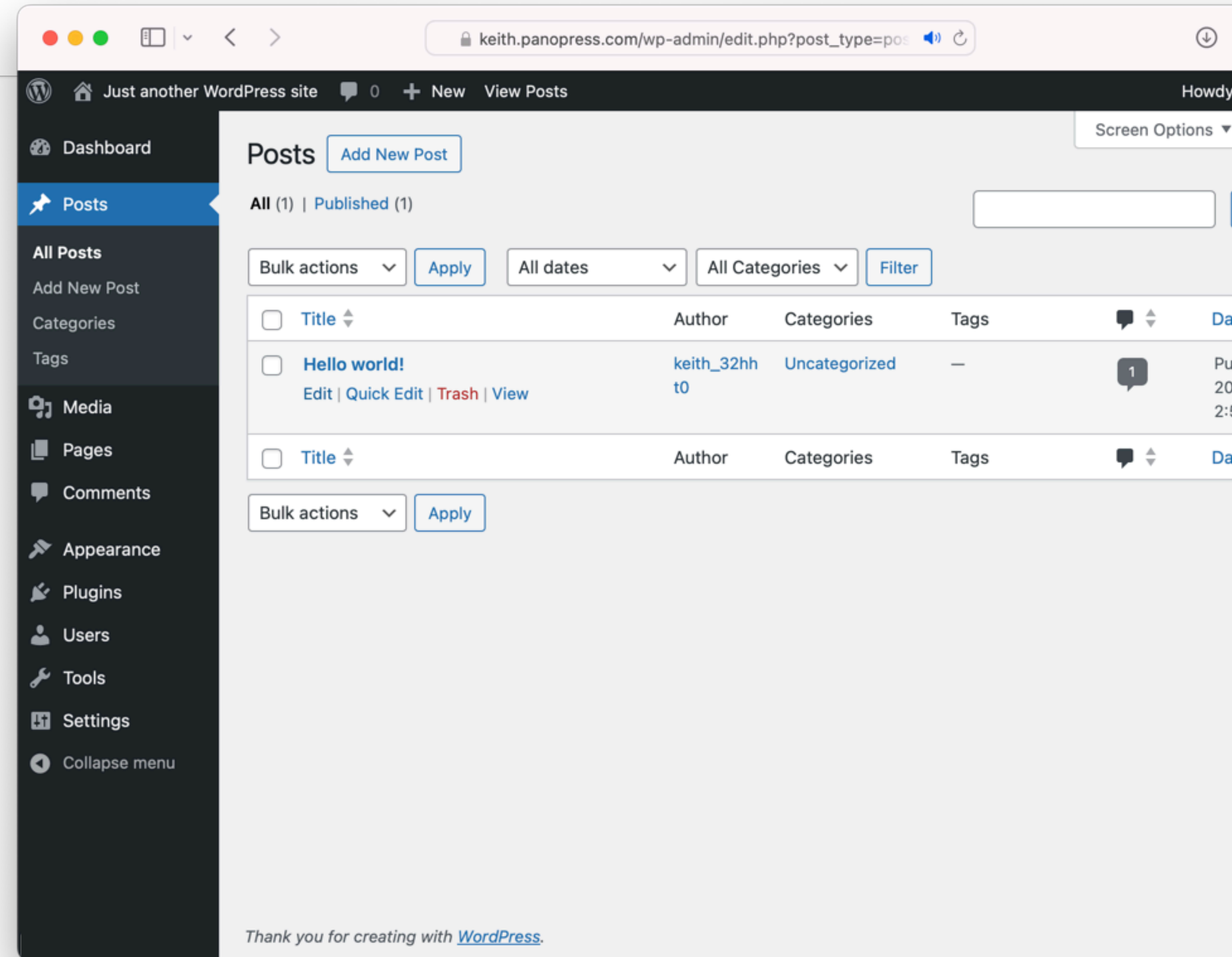


Posts

Posts are like diary entries or news items. In a site they are typically shown newest first and show the posting date and time.

Use these for posting fresh regular content, for example something about your latest project, or an idea you're developing.

Hover over an existing post title to see links for editing it.

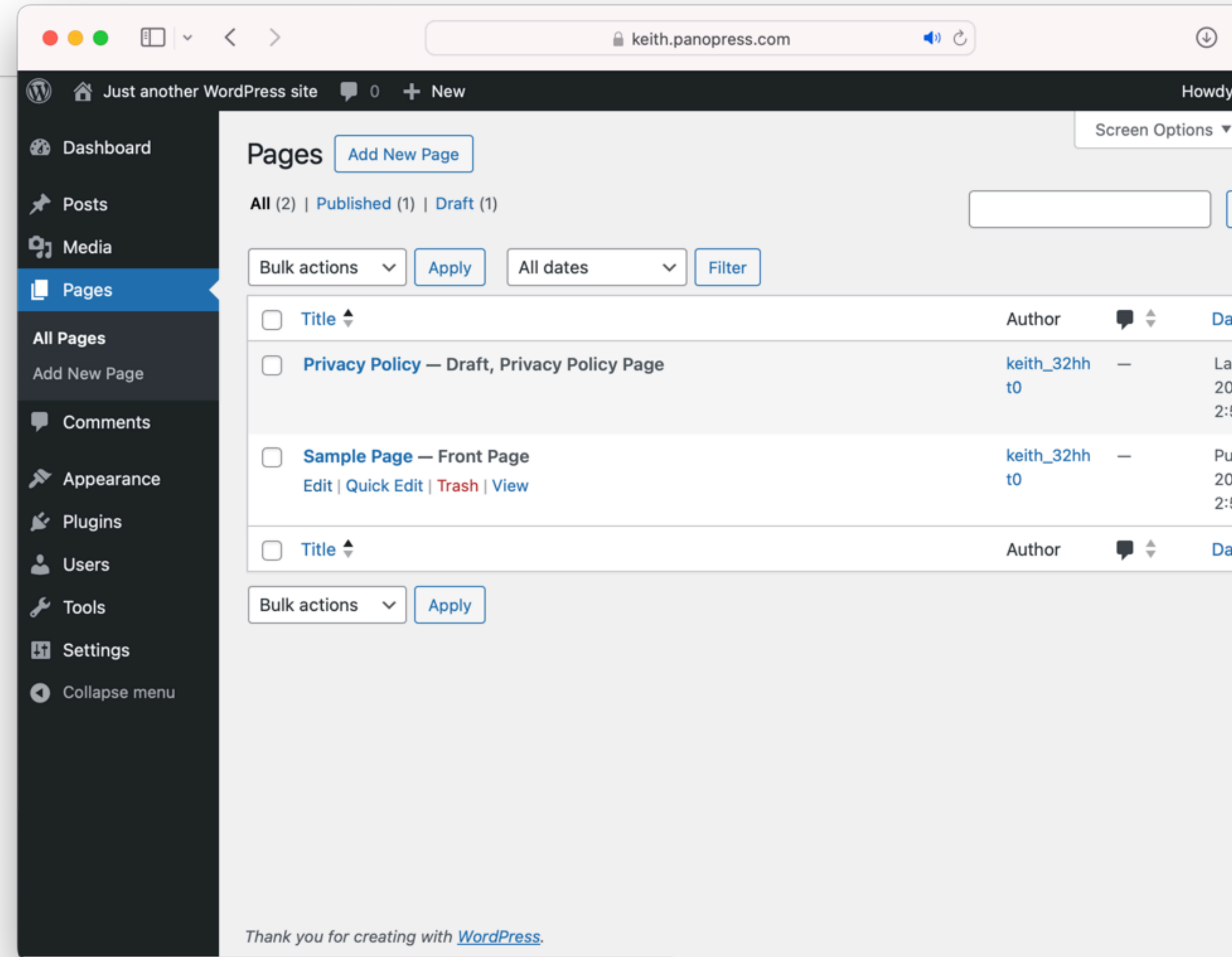


Pages

Unlike posts, pages are ‘standing matter’ that aren’t likely to be replaced with something newer.

Examples are your ‘about me’ page, a page showing your work or skills, or a contact details page.

Hover over an existing page title to see links for editing it.

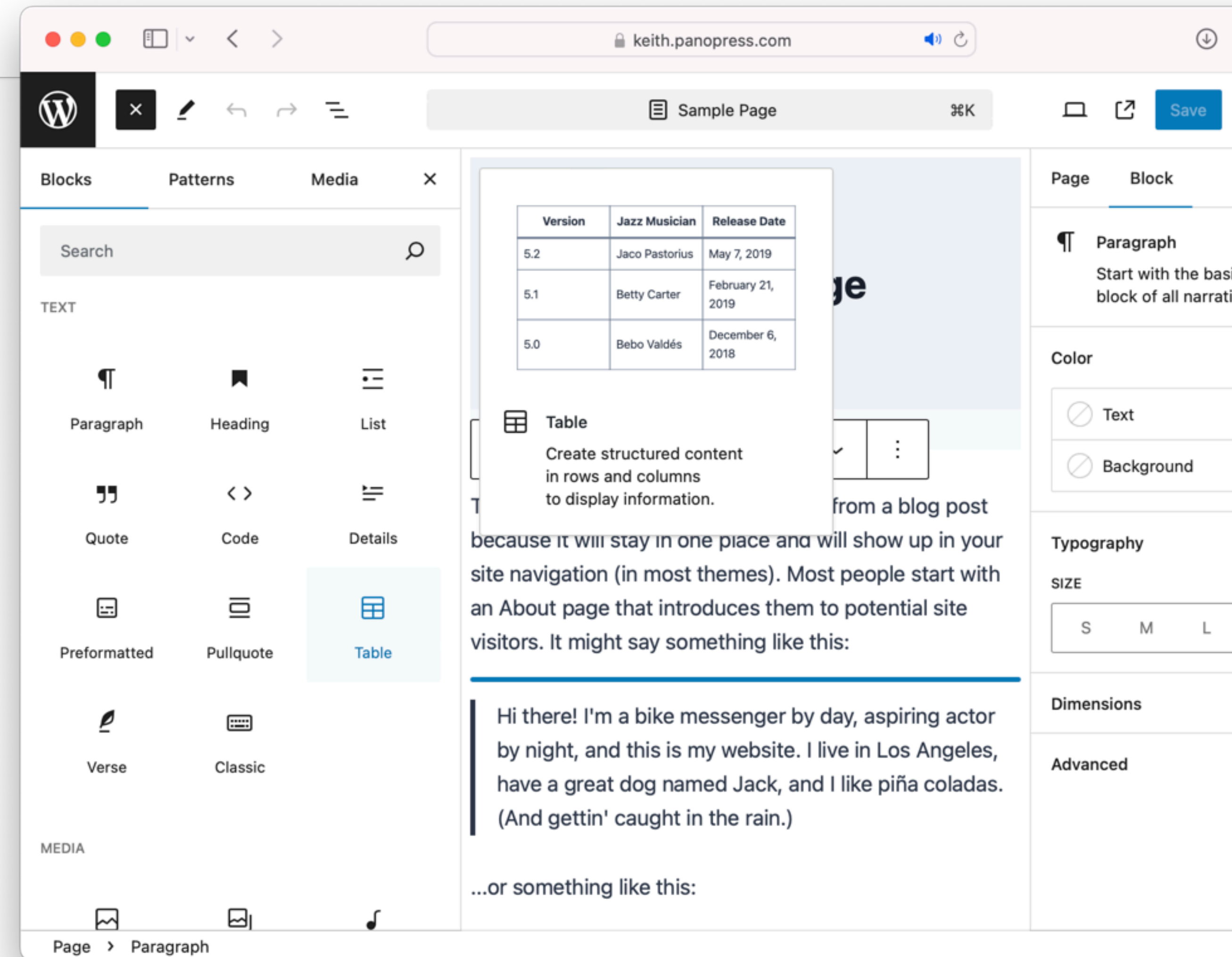


Editing posts and pages

The page (and post) editor concept is based around blocks. A paragraph is one block, as is a heading, an image and so on.

A block can also be a container structure (see tables or column blocks) that contain other blocks.

Rich page layouts can be built with clever use of blocks, BUT try to keep things simple – and always consider how things will work in smartphones as well as large screens.



The screenshot shows the WordPress Gutenberg editor interface. The main editing area contains a table with the following data:

Version	Jazz Musician	Release Date
5.2	Jaco Pastorius	May 7, 2019
5.1	Betty Carter	February 21, 2019
5.0	Bebo Valdés	December 6, 2018

Below the table, there is a paragraph of text: "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:"

Below the text, there is a horizontal line, followed by a paragraph of text: "Hi there! I'm a bike messenger by day, aspiring actor by night, and this is my website. I live in Los Angeles, have a great dog named Jack, and I like piña coladas. (And gettin' caught in the rain.)"

Below the paragraph, there is another paragraph of text: "...or something like this:"

The left sidebar shows the "Blocks" panel with a search bar and a grid of block types: Paragraph, Heading, List, Quote, Code, Details, Preformatted, Pullquote, Table (highlighted), Verse, and Classic. The right sidebar shows the "Page" panel with options for Paragraph, Color (Text, Background), Typography (SIZE: S, M, L), Dimensions, and Advanced.

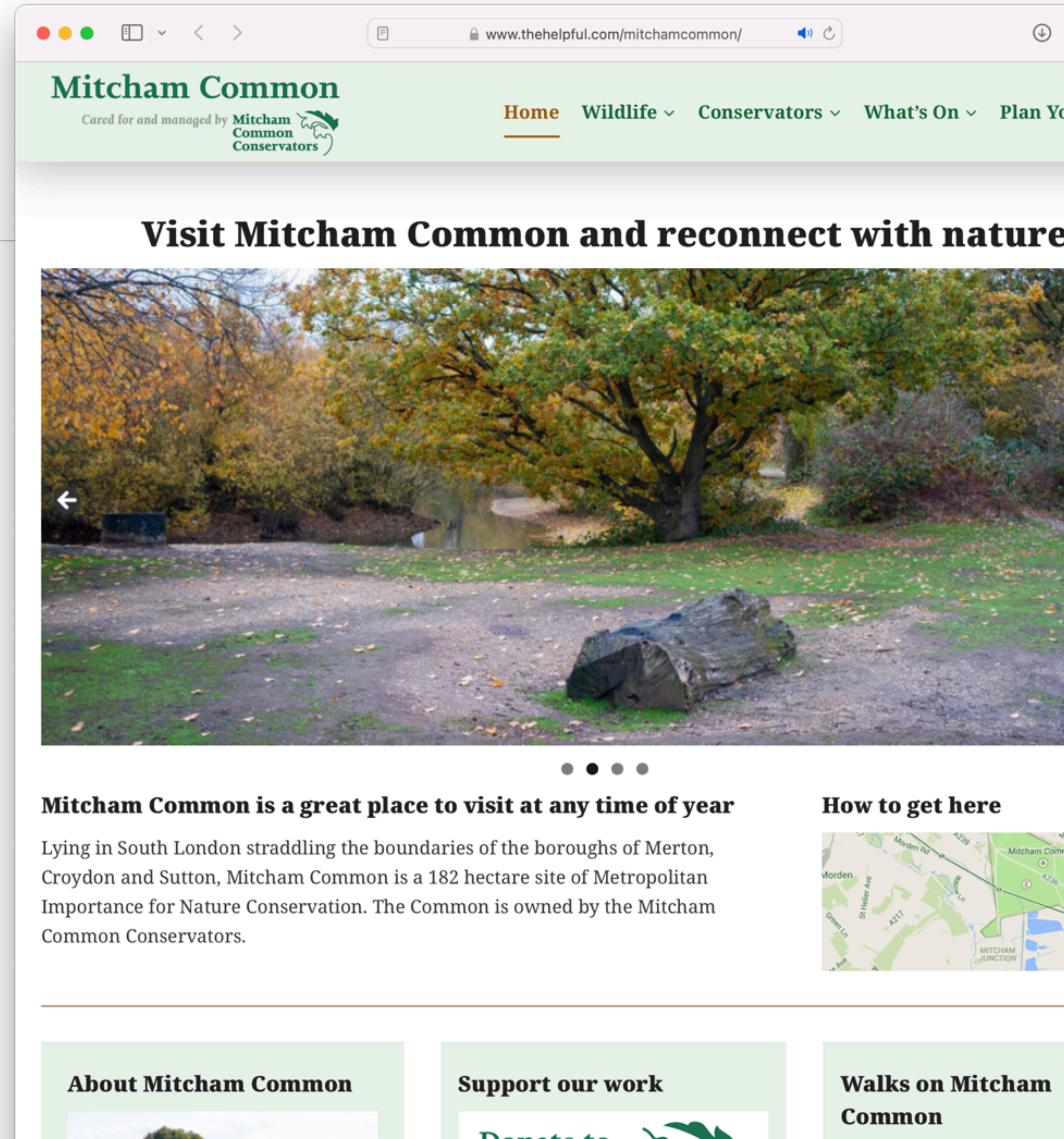
Example: Mitcham Common

(thehelpful.com/mitchamcommon)

This is in development; it will be transferred to a different domain when finished. The home page begins with a headline, then a full-width 'image slider' that shows different images.

Then there's a two-column block (66/33% widths) with blocks inside each column, a simple horizontal divider block, and a three-column (33/33/33%) block below that.

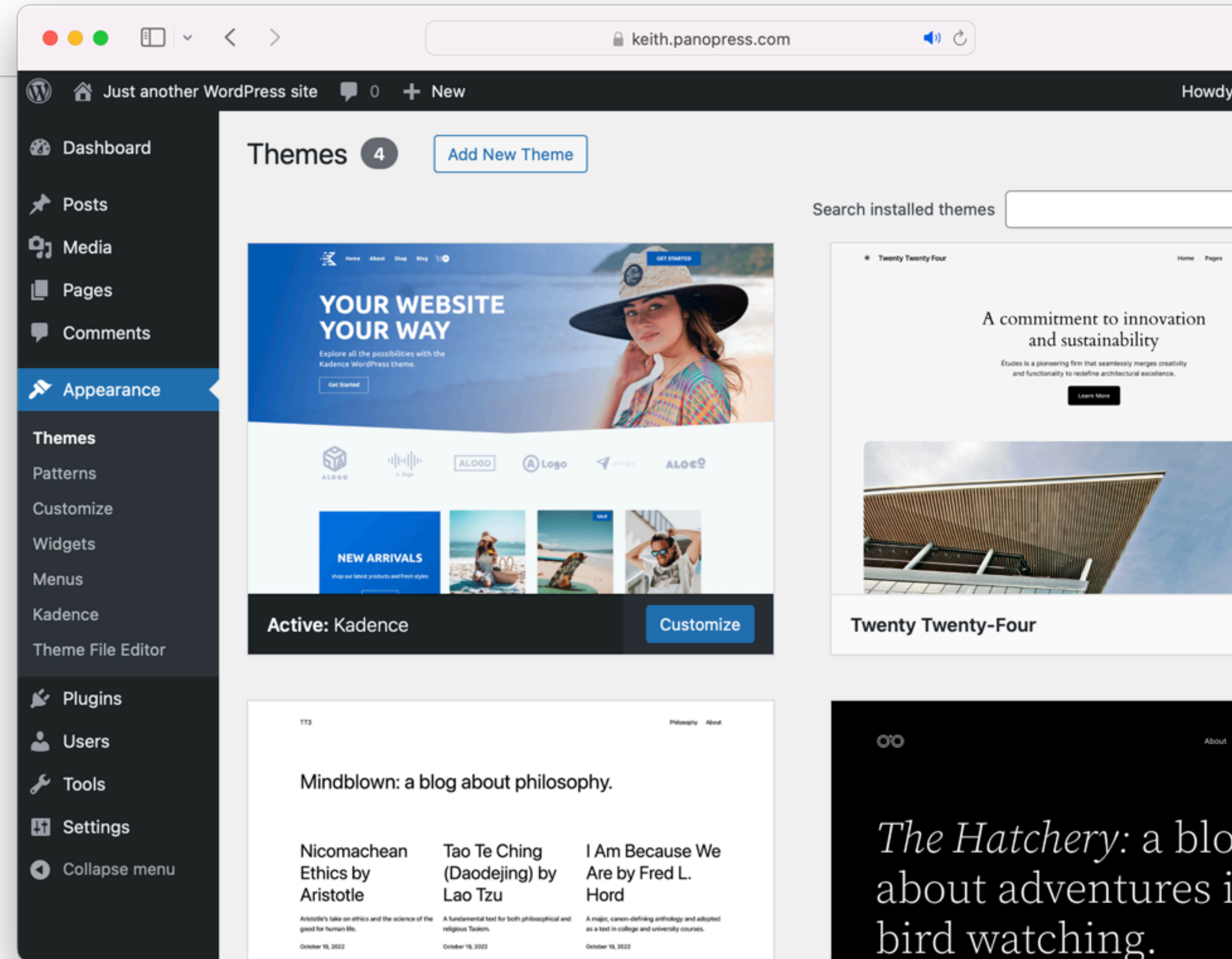
At the top, and shown throughout the site, is the header with logo and menus.



Themes

Themes (see *Appearance > Themes*) are sets of templates that determine the overall look and behaviour of your site.

We will use the Kadence theme (the free version, ignore the ‘pro’ upgrade offers) for now, but once you have a basic site in place you can try others.

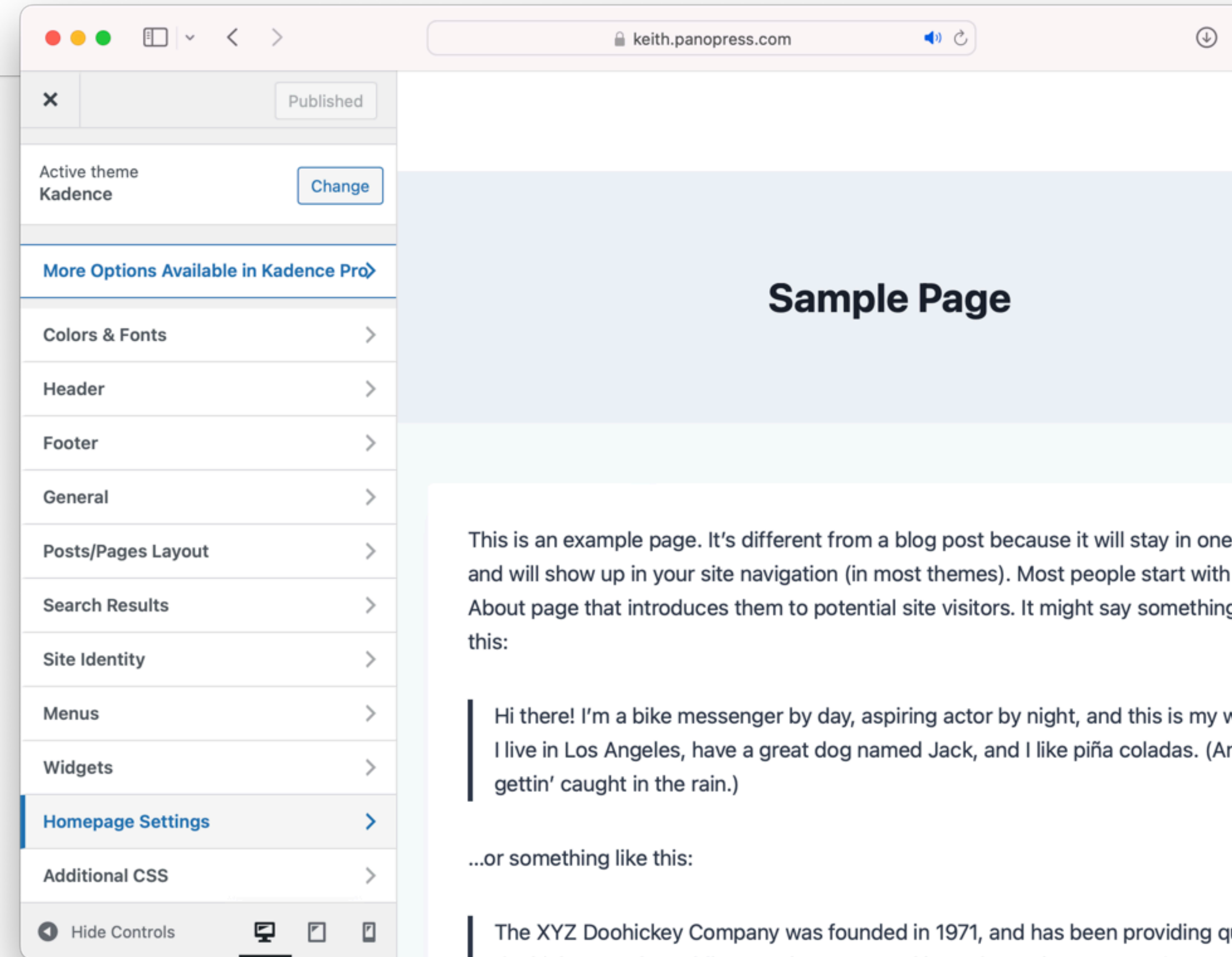


Customize

The Customize area (*Appearance > Customize*) is where you get detailed control over many aspects of your site. This will be different from one theme to another.

The Kadence theme has a useful range of options for defining site-wide colours, the header and footer (these appear automatically on every site page), and many other settings.

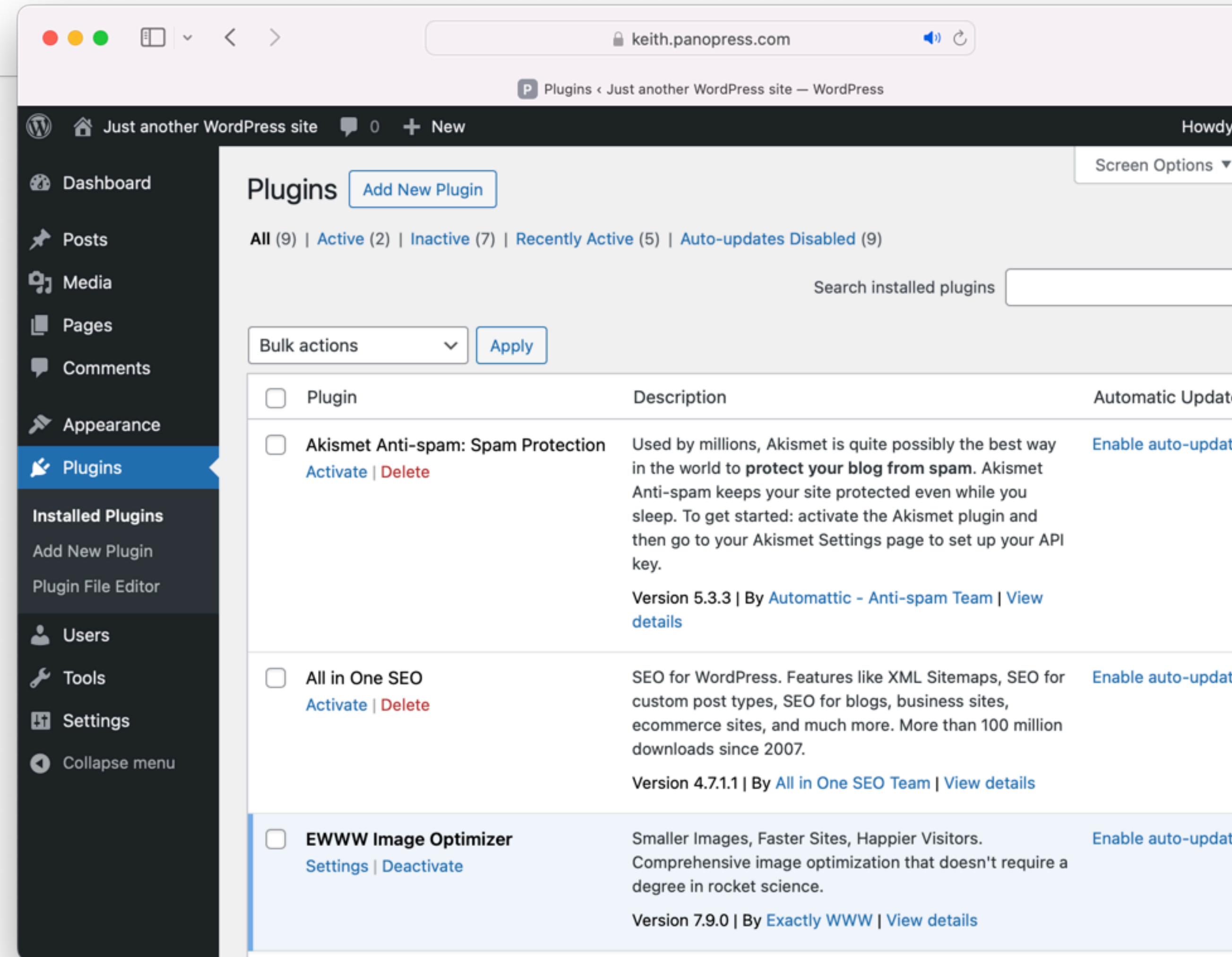
To finish customising, click Publish and then the top-left 'X' to exit this area.



Plugins

Your WordPress site behaviour and functionality can be extended by adding and configuring plugins.

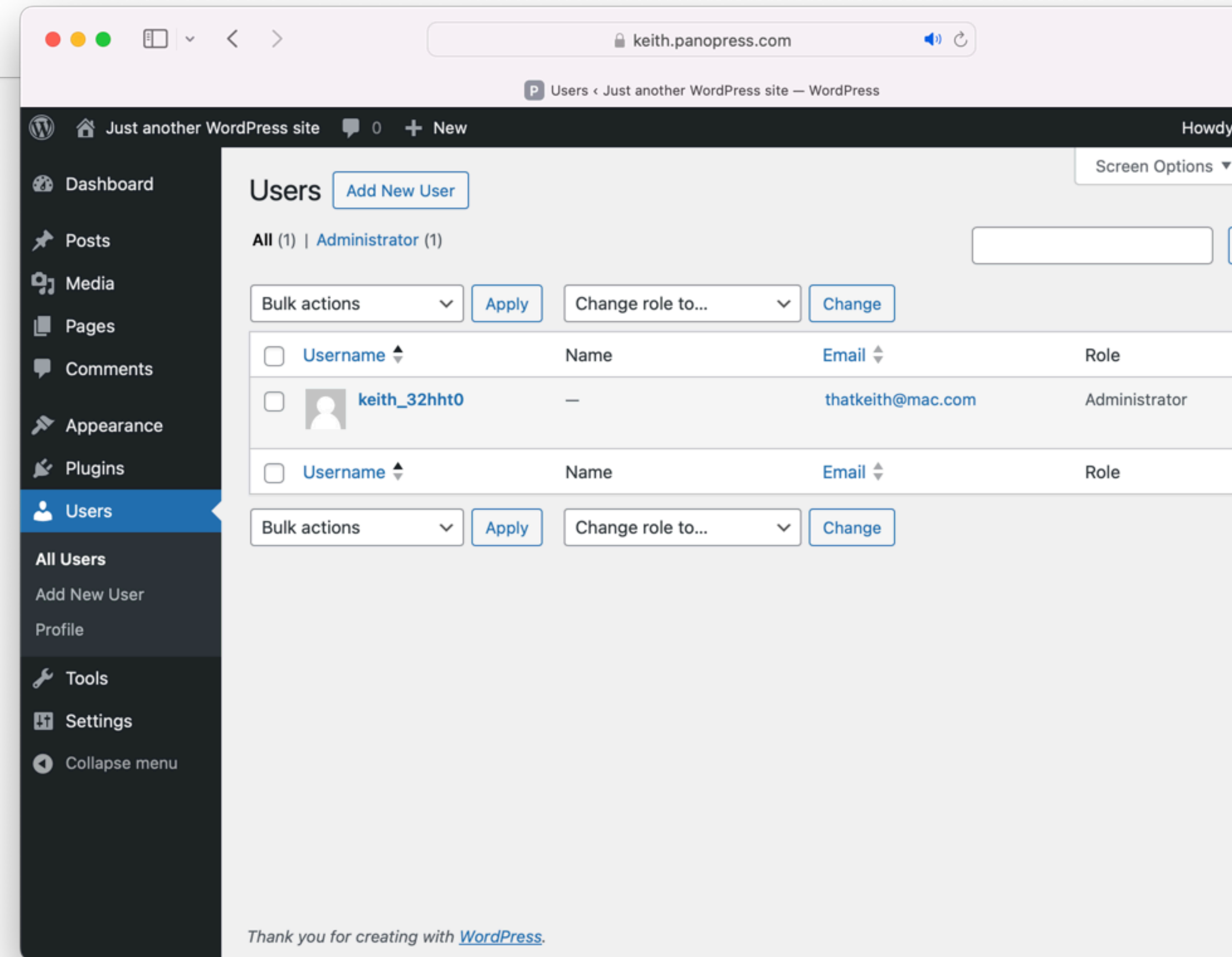
These can be very useful, but they are also the most common way for sites to be hacked so we will only add one if it seems particularly helpful for a specific requirement.



Users

Users are people that can do things within the ‘back end’ management area of your site.

I am set up as a user with administrative level control for each of your sites, so I can help out if you have problems. You will be set up as your own user, also with admin-level access.



Settings

This is where fundamental aspects of your site can be managed, including the site's title, what kind of home page you have (see *Settings > Reading*), and whether or not visitors can add comments to pages or posts (*Settings > Discussion*).

Comments should normally be disabled as they are a common way for spammers to spread dodgy links.

