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.





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-adn



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.

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Dashboard

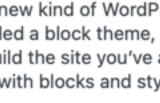
The 'back end' of your WordPress site. This is reached by adding */wp-admin* after the main address, for example: *keith.panopress.com/wp-admin*

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.

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<u>it block themes</u>

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.).

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	Howdy

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.

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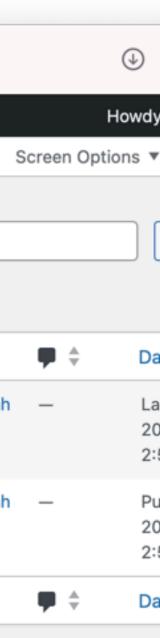


Unlike posts, pages are 'standing matter' that aren't likely to be replaced with something newer.

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.

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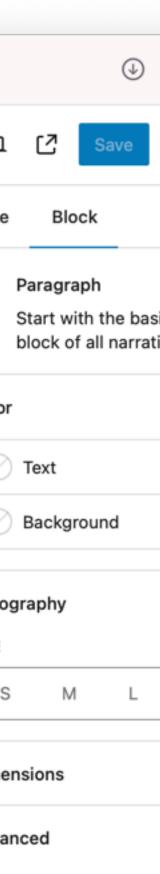
Editing posts and pages

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.

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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 threecolumn (33/33/33%) block below that.

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



Visit Mitcham Common and reconnect with nature

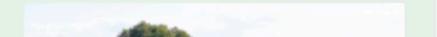


Mitcham Common is a great place to visit at any time of year

Lying in South London straddling the boundaries of the boroughs of Merton, Croydon and Sutton, Mitcham Common is a 182 hectare site of Metropolitan Importance for Nature Conservation. The Common is owned by the Mitcham Common Conservators.



About Mitcham Common



Support our work

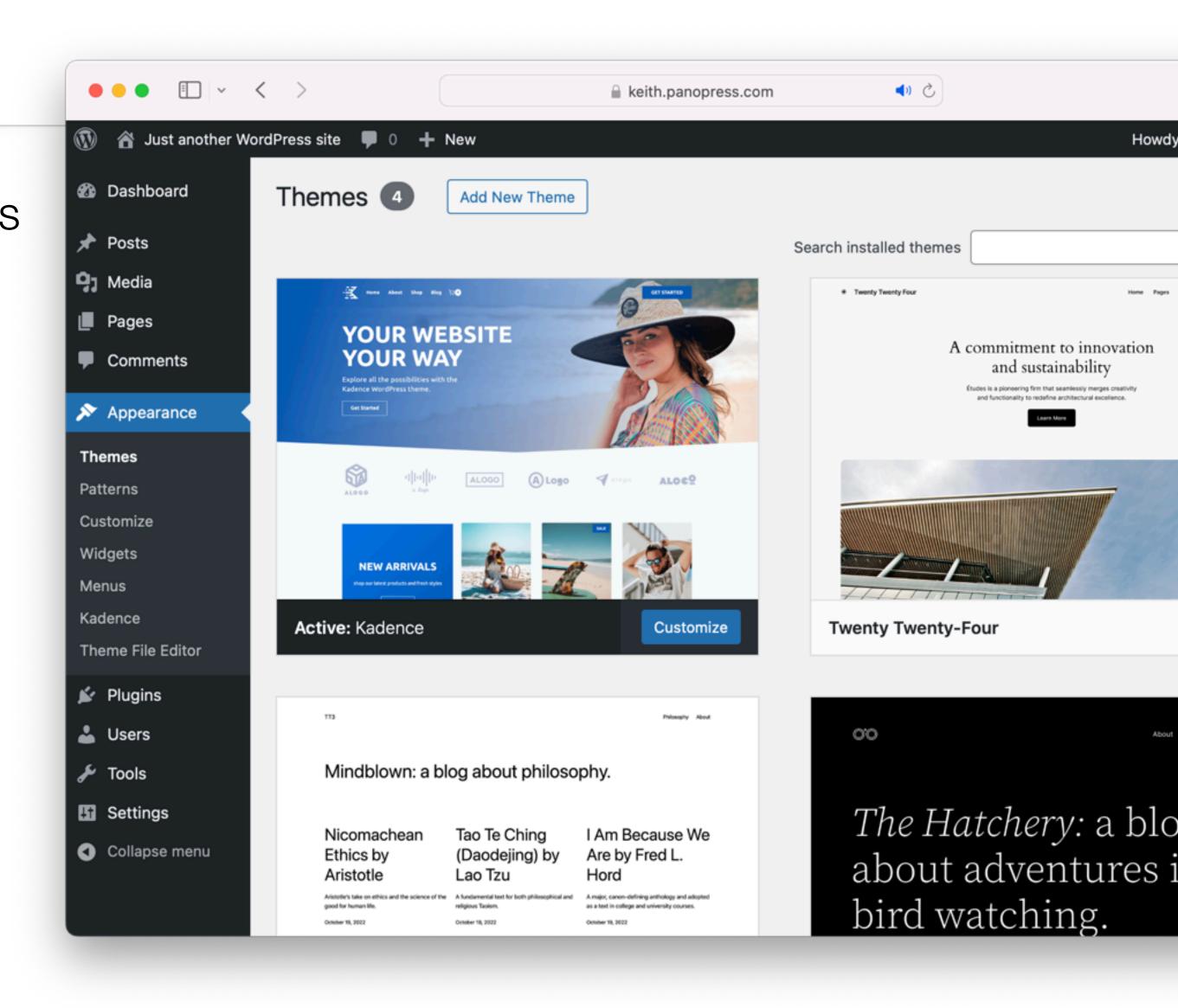


Walks on Mitcham Common

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.

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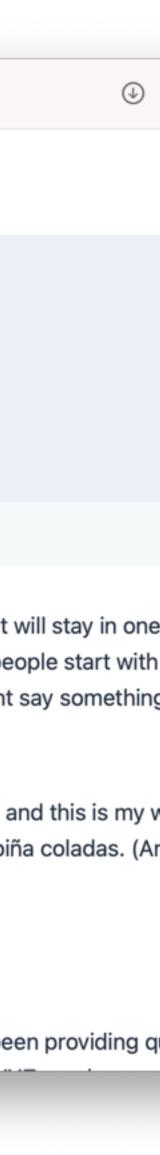
Sample Page

This is an example page. It's different from a blog post because it will stay in one and will show up in your site navigation (in most themes). Most people start with About page that introduces them to potential site visitors. It might say something this:

Hi there! I'm a bike messenger by day, aspiring actor by night, and this is my v I live in Los Angeles, have a great dog named Jack, and I like piña coladas. (An gettin' caught in the rain.)

... or something like this:

The XYZ Doohickey Company was founded in 1971, and has been providing q



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.

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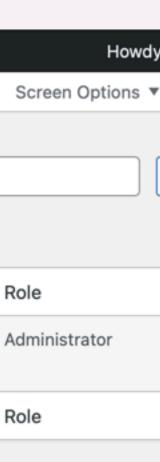
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Users

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.

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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.

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