WordPress Hands-on Studio Enhancing Your Site

What is WordPress?

WordPress is a website and blogging platform provided free to post-secondary educators and students through a [provincially-hosted installation](#) organized by BC teaching and learning leaders (Open Educational Technology Collaborative - OpenETC).

What Tools and Processes Are Included in this Handout?
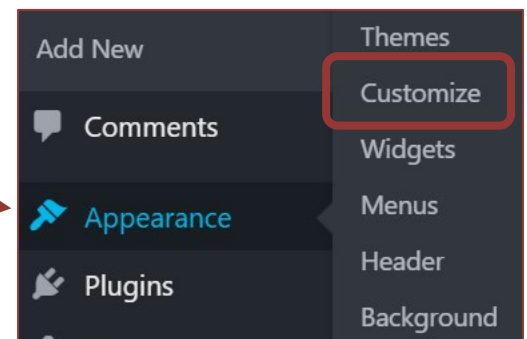
This handout covers:

- Site Customization and Settings
- Plugins and Widgets
- Other Features –
    - adding Users
    - changing User permissions
    - hiding your site
    - exporting your site
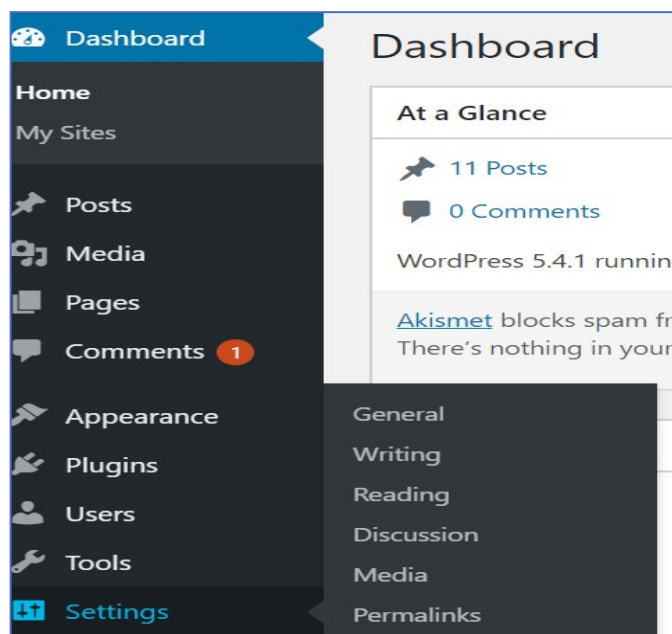
Site Customization and Settings

You can customize the of your site in many ways. Click on **Appearance** on the left-hand side. This will bring up a new menu.

Clicking on **Customize** will allow you to change the **Site Identity** (site title, tagline), **Images**, **Menu** and **Home Page** setting. The options available under **Customize** will vary according to which **Theme** you choose.
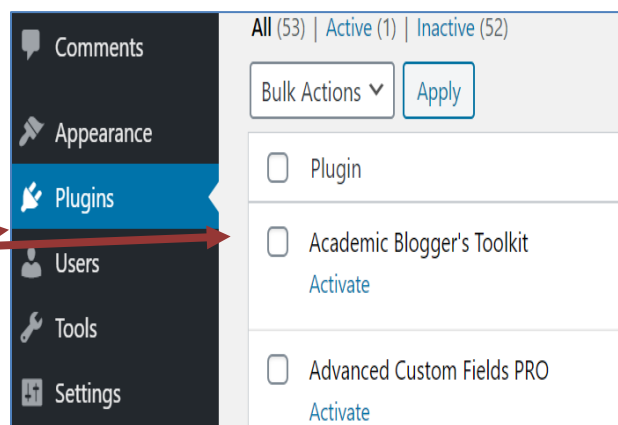

Within **Settings** you can:

1. Change the **Site Title**, add a **Tag Line**, set the **Site Language** and set the **Timezone** under **General Settings**.

2. Set your site to **Classic Editor** or **Block Editor** under **Writing Settings**.

3. Adjust how your **Posts** are displayed on your homepage under **Reading Settings**.

4. Adjust the settings for how people can add **Comments** to **Posts**, how **Comments** are moderated, and set your notifications, under **Discussion Settings**.

5. Adjust the dimensions of your images when added to your **Media Library** in **Media Settings**.

6. Customize the **Permalinks** for your individual pages and blog posts to make them easier for people to type in and remember by clicking on **Permalinks Settings.**

Plug-ins

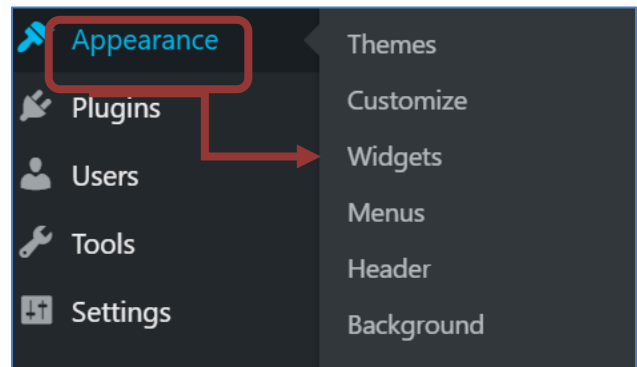**Plugins** extend the feature set of your site. To find out which **Plugins** you have on your site:

1. Click on the **Plugins** tab on the left-hand menu. A list of available **Plugins** will appear, with a brief description of its function.

2. Click in the box next to the **Plugin** you want to install. A check mark ✓ will appear.

3. Click **Apply** to add the checked **Plugin** to your site.

4. Note that not all **Plugins** will work with every theme.

5. A useful **Plugin** to add if you are going to make your **WordPress** site public and allow people to leave **Comments**, is Akismet, which is a special **Plugin** that allows you to filter spam out of your **Comments**.

Widgets

Other features include **Widgets. Widgets** are blocks of content that you can add to your site, such as a calendar or a footer. To find the **Widgets** available for the **Theme** you have chosen:

1. Click on **Appearance** in the left-hand menu.

2. Select **Widgets.**

3. A selection of **Widgets** for you to choose from will appear. Click on the one you want and follow the instructions for adding that **Widget**.
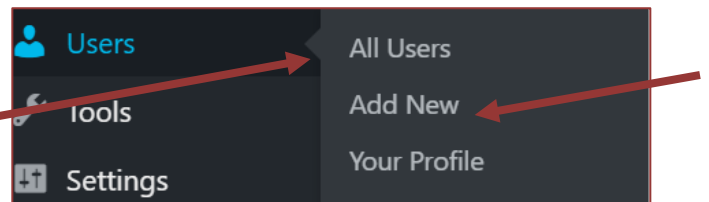
Adding Users

To add users to your site:

1. Click on **Users** on the left-hand menu.

2. A new menu will appear:

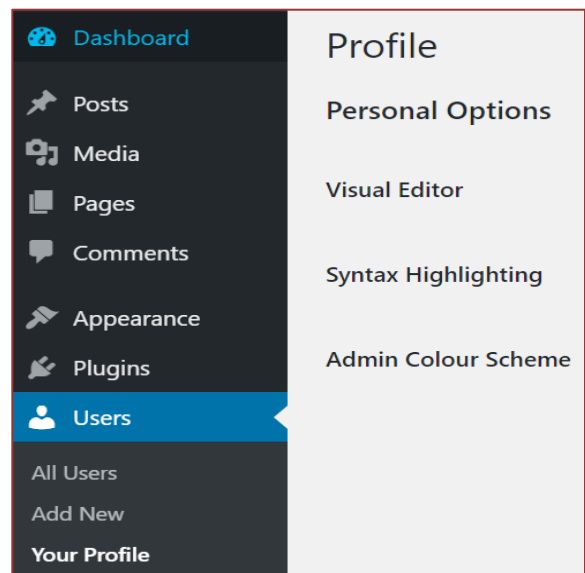**All Users** allows you to delete existing users or change individual user permissions.

Add New Users allows you to add people to your site, with different levels of permission:

Administrator – can do anything with the site, including delete it.
Editor – has permissions to edit and create all content within the site, but not to add or delete users.
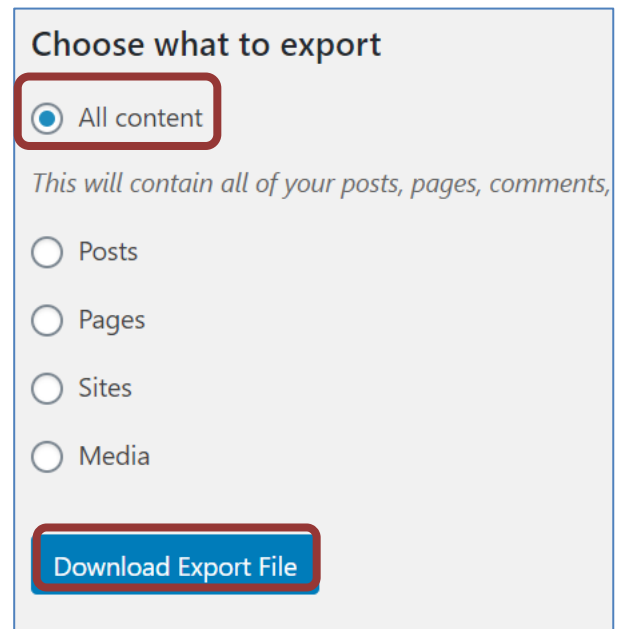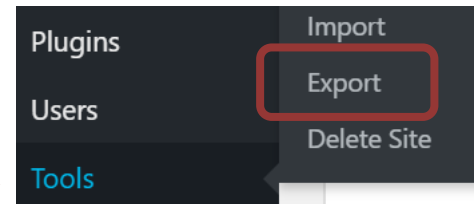**Author** – can create, write, edit and publish their own posts but nothing else.

Under **Your Profile** – you can change the admin color scheme, add an additional email address, add biographical information, add a profile picture and hide your site.

Exporting your site as a back-up

It is possible to export the content of your WordPress site so that you can keep a back-up copy.

1. Click on **Tools** on the left-hand menu.

2. Choose **Export** from the menu that appears.

3. Choose which part of your site you would like to export and then **Download Export File**.

4. A file will be generated that you can save to your computer.

Resources

For more information on how to use WordPress and its various tools, check out the following websites:
WordPress Support
https://wordpress.com/support/

7 Essential Tips for WordPress Beginners
https://copyblogger.com/new-to-wordpress/

OpenETC videos
https://opened.ca/community-resources/wordpress-support/

How to use widgets to make changes to your WordPress website
https://www.youtube.com/watch?v=cmFJdP5JLZc

What are WordPress Plug-Ins and how to use them
https://www.youtube.com/watch?v=XepVypDc9fA