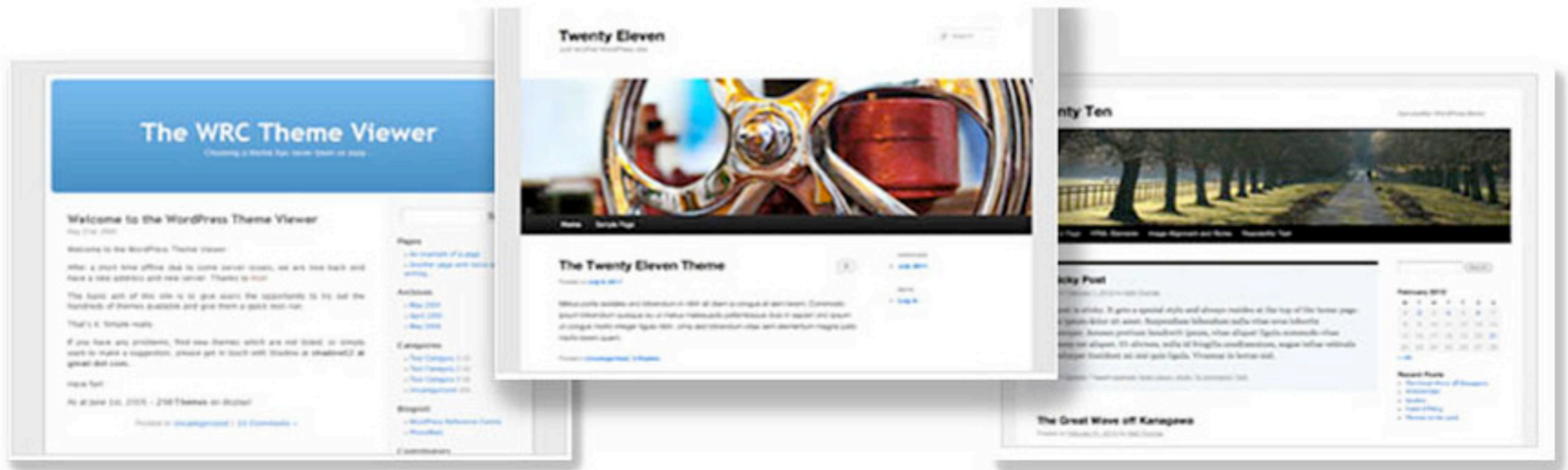


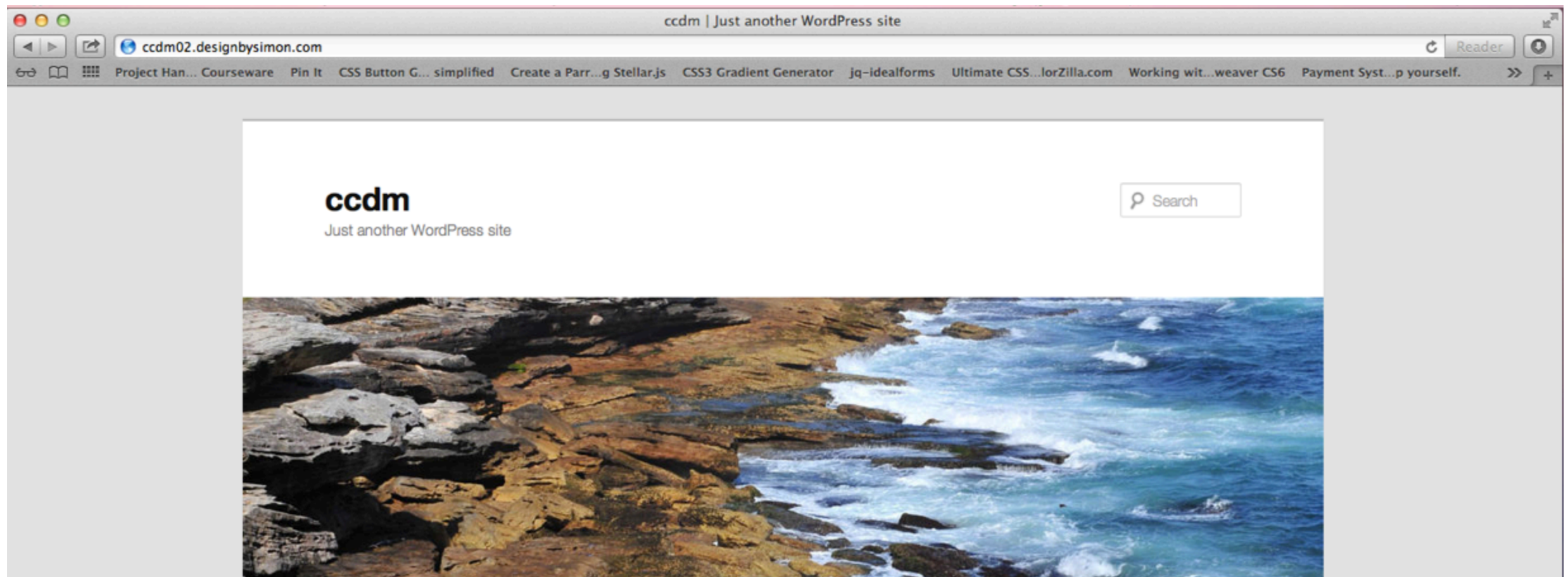
# WordPress



It's not just for blogging anymore.

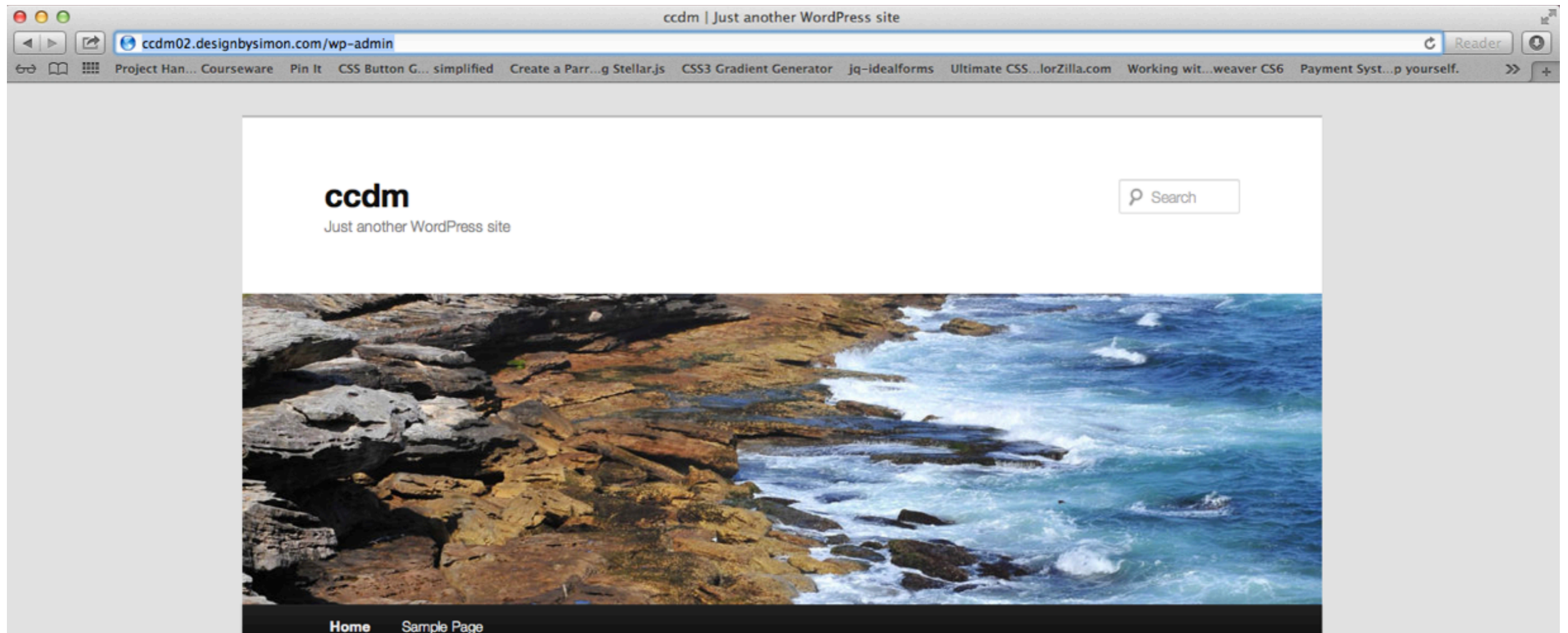


# First Steps



1. Check your email for details
2. Go to <http://yourname.creativeanddigitalmarketing.com>
3. This is the home page of your website

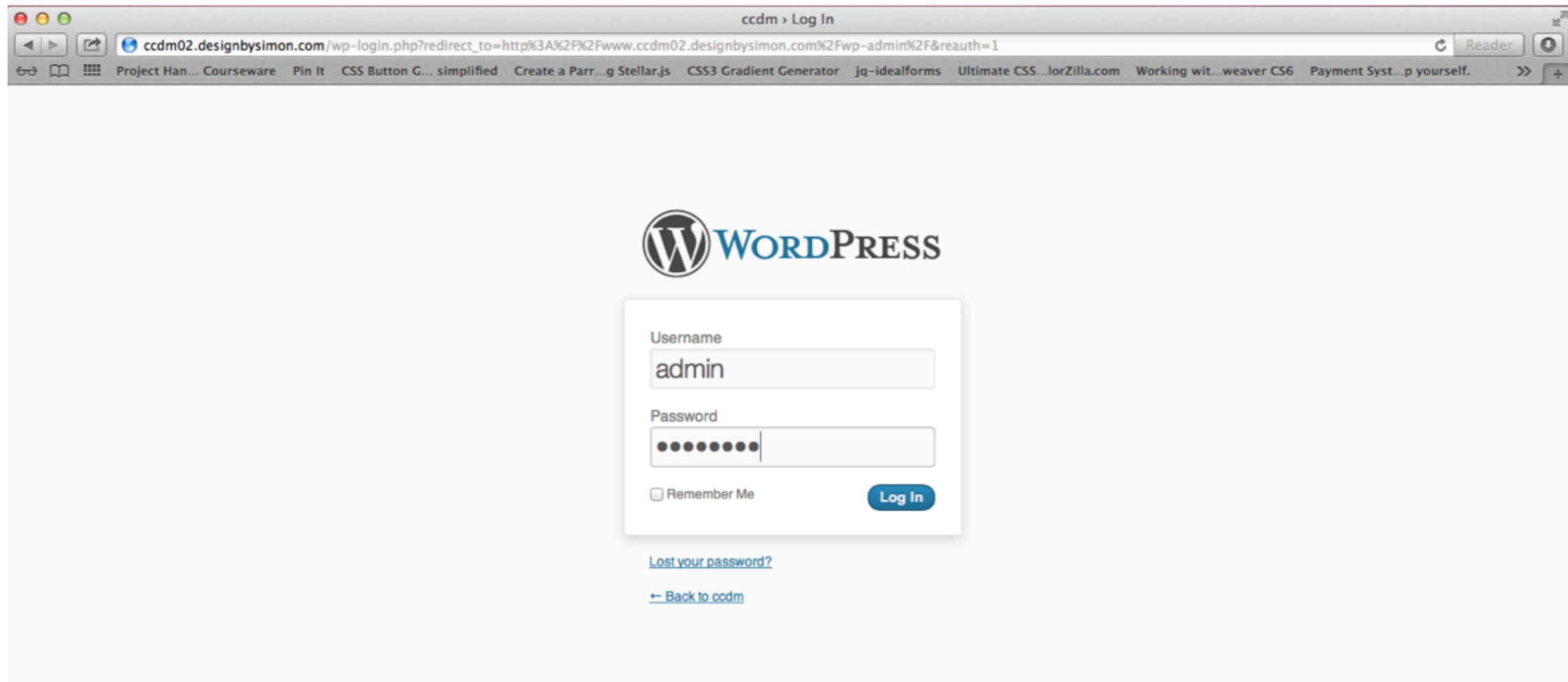
# Add /wp-admin



1. To access the backend of your website, add **/wp-admin** to your web address
2. <http://yourname.creativeanddigitalmarketing.com/wp-admin>



# Login



1. Login to your account
2. **Username:** admin
3. **Password:** password

# WordPress Dashboard

The screenshot shows the WordPress dashboard for a user named 'admin'. The browser address bar is 'ccdm02.designbysimon.com/wp-admin/'. The top navigation bar includes 'Howdy, admin' and 'Screen Options'. The left sidebar menu is highlighted with a red box and contains items like Dashboard, Home, Updates, Posts, Media, Links, Pages, Comments, Appearance, Plugins, Users, Tools, and Settings. The main content area features a 'Welcome to your new WordPress site!' message and three columns: 'Basic Settings', 'Add Real Content', and 'Customize Your Site'. A red arrow points from the 'Howdy, admin' text to the 'Basic Settings' section. A red box highlights the 'Basic Settings' section, and a red arrow points from this box to the 'Howdy, admin' text. A red box highlights the 'Basic Settings' section, and a red arrow points from this box to the 'Howdy, admin' text.

Howdy, admin

Dashboard

Welcome to your new WordPress site!

If you need help getting started, check out our documentation on [First Steps with WordPress](#). If you'd rather dive right in, here are a few things most people do first when they set up a new WordPress site. If you need help, use the Help tabs in the upper right corner to get information on how to use your current screen and where to go for more assistance.

**Basic Settings**

Here are a few easy things you can do to get your feet wet. Make sure to click Save on each Settings screen.

- [Choose your privacy setting](#)
- [Select your tagline and time zone](#)
- [Turn comments on or off](#)
- [Fill in your profile](#)

**Add Real Content**

Check out the sample page & post editors to see how it all works, then delete the default content and write your own!

- View the
- Delete the
- Create ar
- Write you

**Customize Your Site**

Use the current theme — Twenty Eleven — or [choose a new one](#). If you stick with Twenty Eleven, here are a few ways to make your site look unique.

Already know what you're doing? [Dismiss this message.](#)

Right Now

Content Discussion

- To add pages, themes and plugins, use the left side **Dashboard** menu
- To log out, select **Howdy, admin** at the top right of the dashboard

# Change your Permalinks

The screenshot shows the WordPress dashboard's 'Permalink Settings' page. The left sidebar has 'Settings' and 'Permalinks' highlighted with red circles. The 'Post name' radio button is selected and circled in red. The 'Save Changes' button at the bottom is also circled in red. The main content area shows the 'Permalink Settings' title and a description: 'By default WordPress uses web URLs which have question marks and lots of numbers in them, however aesthetics, usability, and forward-compatibility of your links. A [number of tags are available](#), and here are some examples.' Below this are 'Common Settings' with radio buttons for 'Default', 'Day and name', 'Month and name', 'Numeric', 'Post name', and 'Custom Structure'. Each radio button is followed by a text input field showing a sample URL. The 'Post name' option is selected, and its sample URL is 'http://ccdm02.designbysimon.com/sample-post/'. Below the 'Common Settings' is the 'Optional' section with text: 'If you like, you may enter custom structures for your category and tag URLs here. For example, using %category% leave these blank the defaults will be used.' There are input fields for 'Category base' and 'Tag base'. At the bottom, there is a 'Save Changes' button.

- In your Wordpress Dashboard select **Settings - Permalinks**

- In the **Permalink Settings** section, select **Post Name**

- or a URL format that's easy to search and use, instead of the Default numerical setting

**http://marketing/home**

is better than

**http://marketing/?p-123867**

- Select **Save Changes**

# Create pages

The screenshot shows the WordPress dashboard for user 'ccdm'. The left sidebar contains navigation links: Dashboard, Posts, Media, Links, Pages, All Pages, Add New, Comments, Appearance, Plugins, Users, Tools, Settings, and Collapse menu. The 'Pages' menu item is highlighted with a red circle. Below it, the 'Add New' button is also circled in red. The main content area displays the 'Pages' section with an 'Add New' button. Below this, there are filters for 'All (1) | Published (1)', bulk actions, and a table of pages. The table has columns for checkboxes, titles, and authors. The first row shows a page titled 'Sample Page' by 'admin'. The second row shows a page titled 'Title' by 'Author'. A red box on the right side of the dashboard contains the text: 'To create a new web Page, select **Pages** - **Add New**'.

- To create a new web Page, select **Pages** - **Add New**

<input type="checkbox"/>	Title	Author
<input type="checkbox"/>	Sample Page	admin
<input type="checkbox"/>	Title	Author

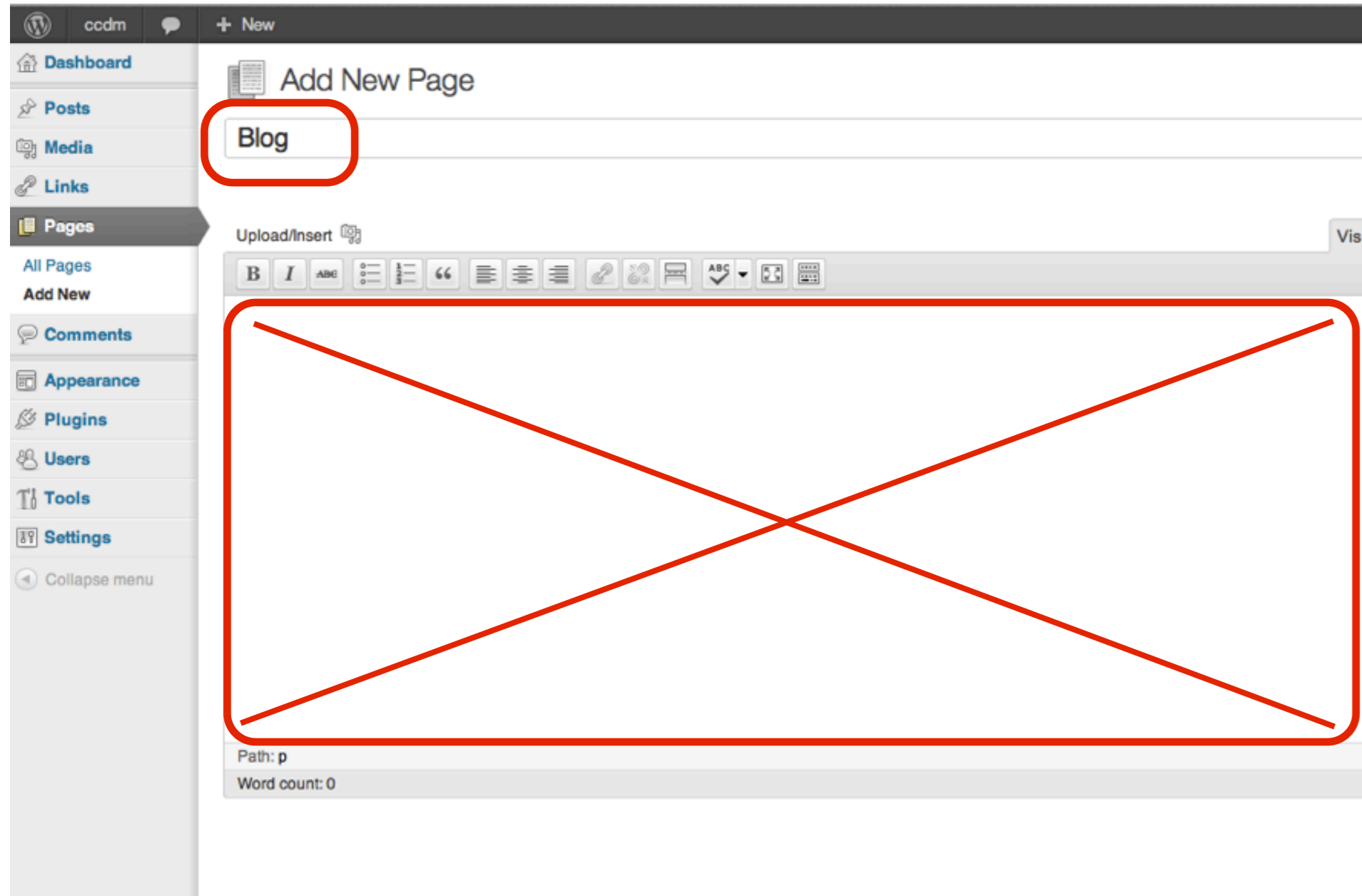
# Create Home page

The screenshot shows the WordPress 'Add New Page' editor. The title field is set to 'Home'. The 'Visual' tab is selected above the 'Page Content Area'. The 'Publish' button is highlighted in the right sidebar.

- In the **Add New Page** section, add a title for your web page in the title text field
- Select the **Visual** tab above the page content area and enter the contents of your page in the Page Content Area
- Select **Publish** to save your web page



# Leave Blog page content blank



The screenshot shows the WordPress 'Add New Page' editor. The 'Blog' template is selected and highlighted with a red circle. The main content area is a large white box with a red 'X' drawn across it, indicating it should be left blank. The left sidebar contains navigation links for Dashboard, Posts, Media, Links, Pages, Comments, Appearance, Plugins, Users, Tools, and Settings. The right sidebar shows page settings like Template (Default Template) and Order (0). At the bottom, there is a 'Featured Image' section with a 'Set featured image' link. The top of the editor shows the 'Add New Page' title and a 'Blog' button. The bottom status bar shows 'Path: p' and 'Word count: 0'.

- When you create your **Blog** page, leave the page content empty
- WordPress automatically fills this page with your Blog Posts

# Change Reading Settings

The screenshot shows the WordPress admin interface for the 'Reading Settings' page. The left sidebar contains a menu with 'Settings' and 'Reading' highlighted with red circles. A red arrow points from the 'Reading' menu item to the 'Save Changes' button at the bottom of the settings form. The main content area shows the 'Front page displays' section with the following options:

- Your latest posts
- A static page (select below)

Under the 'A static page' option, there are two dropdown menus:

- Front page: Home
- Posts page: Blog

Other settings visible include 'Blog pages show at most' (10 posts), 'Syndication feeds show the most recent' (10 items), 'For each article in a feed, show' (Full text selected), and 'Encoding for pages and feeds' (UTF-8). A yellow notification bar at the top says 'Settings saved.'

- Select **Settings - Reading** to choose the home page for your website

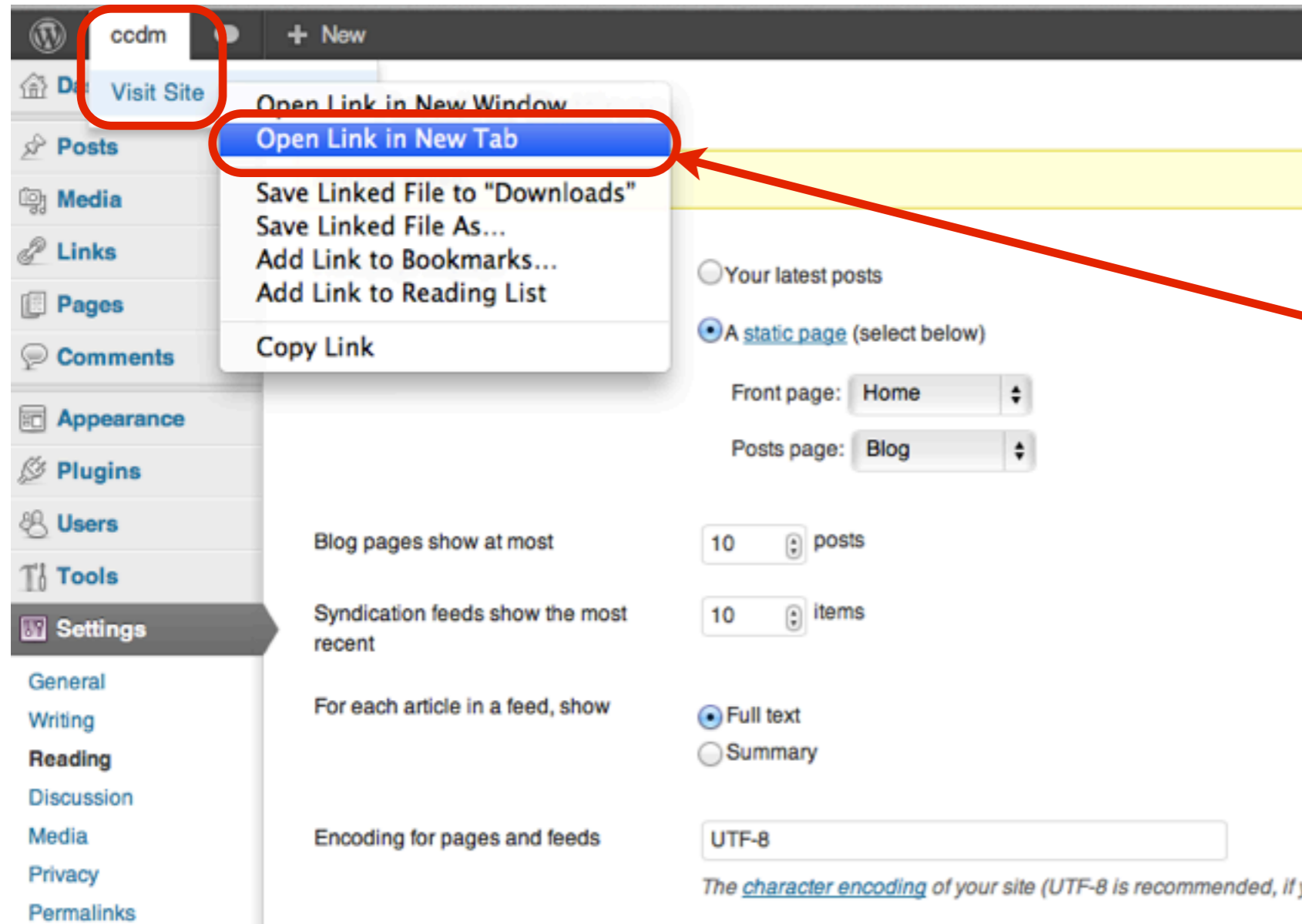
- Select the radio button:  
**A static page**

- For **Front page**: choose your **Home** page from the drop down menu

- For **Posts page**: choose your **Blog** page

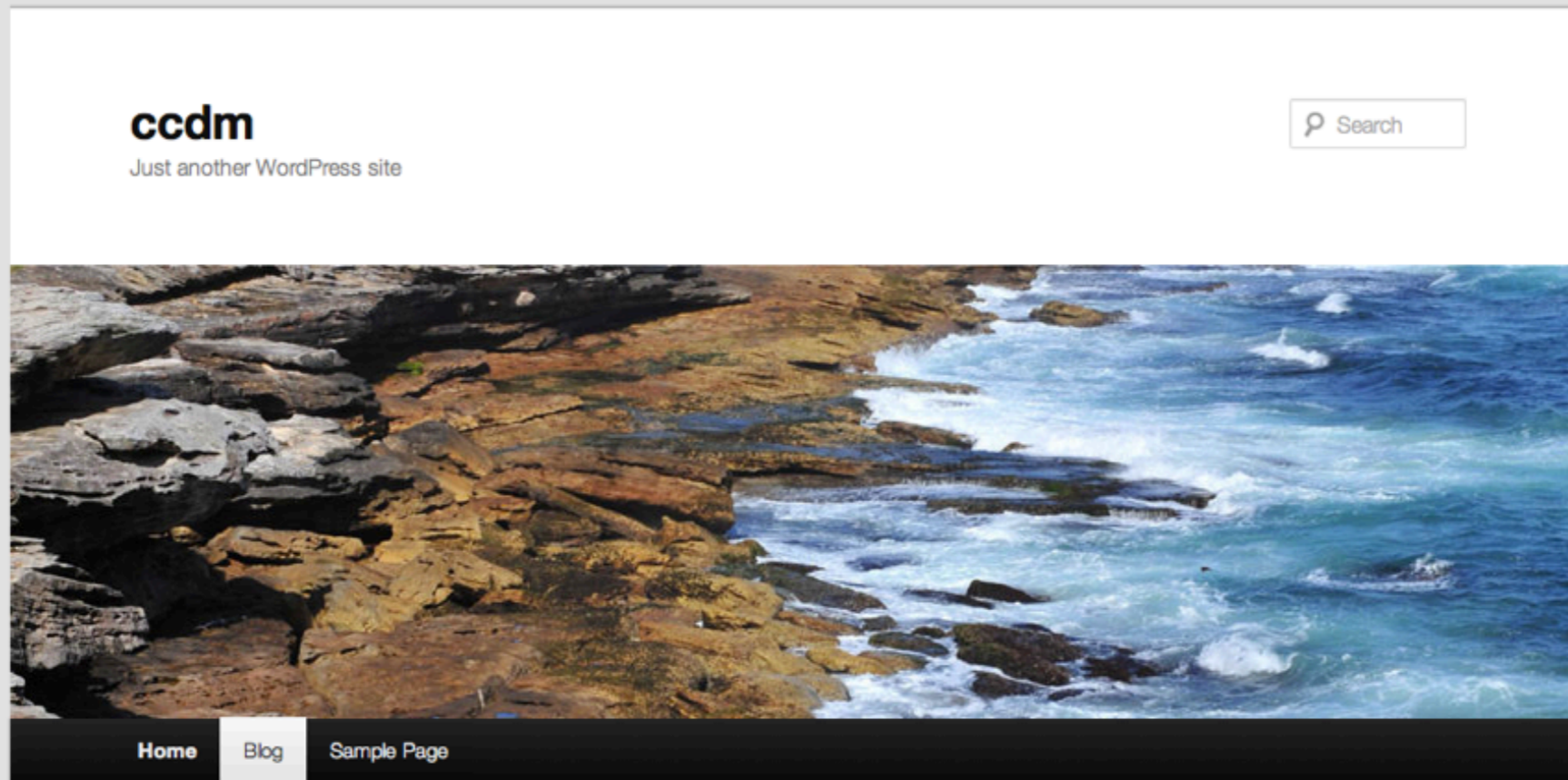
- Select **Save Changes**

# View your website



- When you have updated your **Reading Settings**, select your website name at the top of the dashboard and choose **View Site**, or right click / ctrl-click to select **Open Link in New Tab**

# Check for Permalink Errors



- Check that your **Home** page appears as the first page in your website
- Check that your **Blog** page is displaying the default blog post “Hello World”
- Check that these pages appear in the menu and that the menu links work