

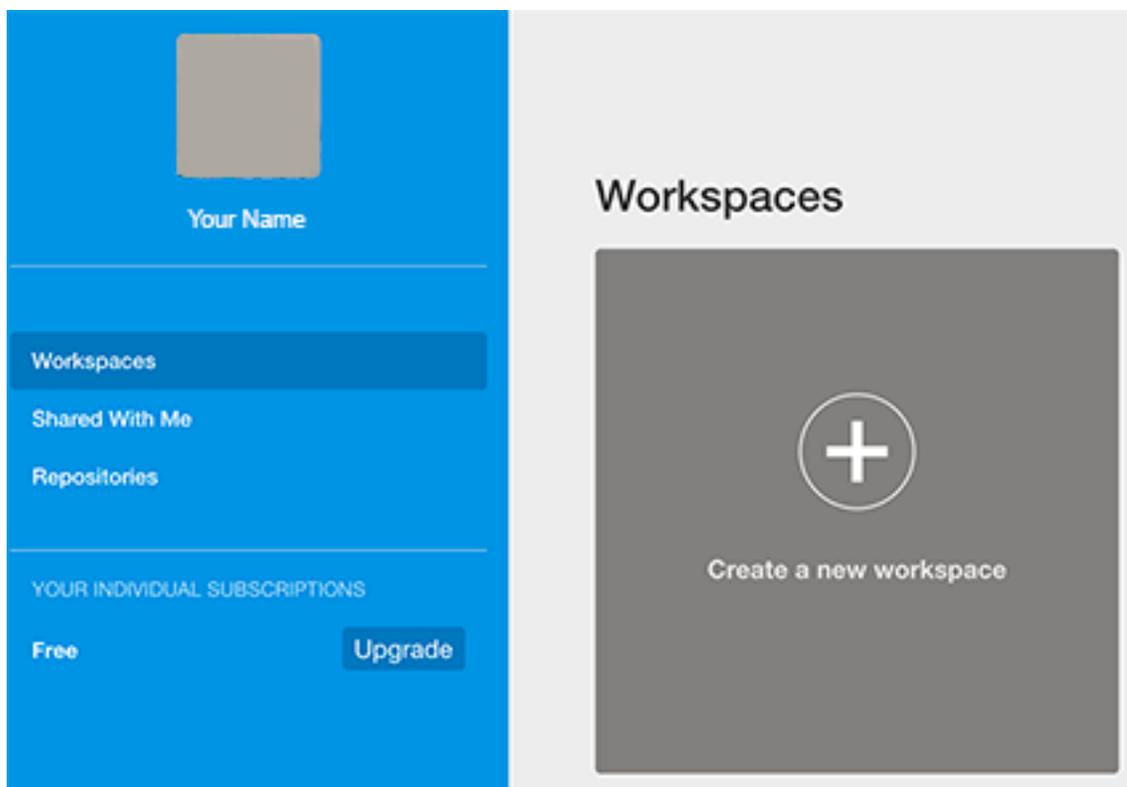
Intro to Wordpress

Cloud 9 - <http://c9.io>

With the free C9 account you have limited space and **only 1 private project**. Pay attention to your memory, cpu and disk usage meter at the top of the screen.

For more info on Cloud9 see their documentation: <https://docs.c9.io/docs>

Once you sign in you see this screen, Click the big gray button with the plus to create a new workspace.



Choose a workspace name (choose wisely as you cannot rename a workspace) and description (optional but usually helpful). To change the workspace name you will have to delete it.

Workspace name

your-project-name



Description

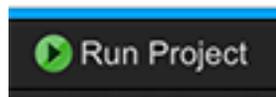
Make a short description of your workspace

Then you'll decide if this is a public or private workspace. You can always change this option later. Make sure you have enough resources in your plan to create a new private workspace. For our purposes we will make it private. the FREE account only allows 1 private workspace.

Choose Wordpress and click "Create workspace."

Once your workspace has been created, it will open showing your WordPress file structure on the left

Start the server/run the project



Then click **Preview** to the left of the Run button

A split screen will appear with the **Wordpress installation** ready to begin. Choose your language - English.

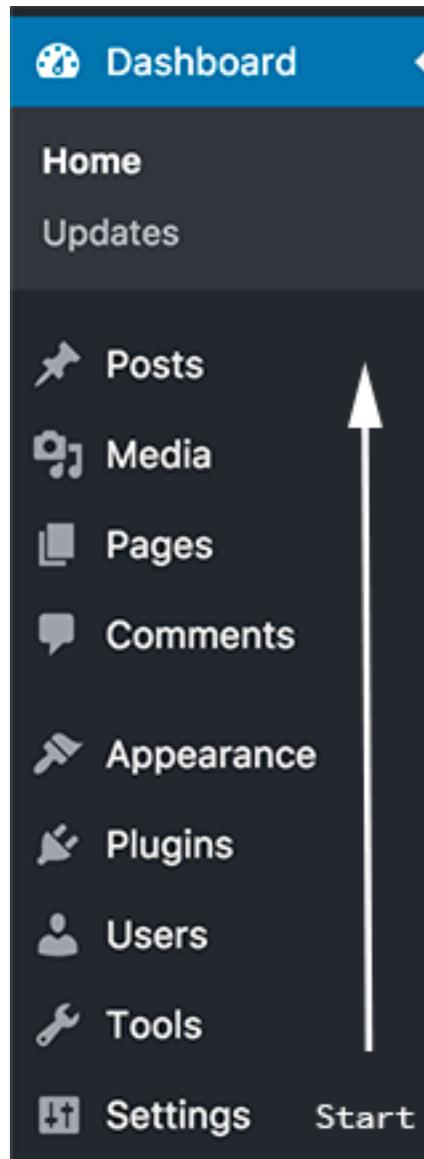
1. Site Title - can be changed at a later time if you change your mind.
2. Username - can be anything. DO NOT EVER USE "admin".
3. Password - make it strong. 25% of the internet is running Wordpress - hackers love to hack.
4. Email - you must put an email here so that you can retrieve your password.
5. Not sure if Search Engine Visibility really works or not...

Click "Install Wordpress"

Resource: [<https://www.youtube.com/user/wpbeginner>] - WPBeginner

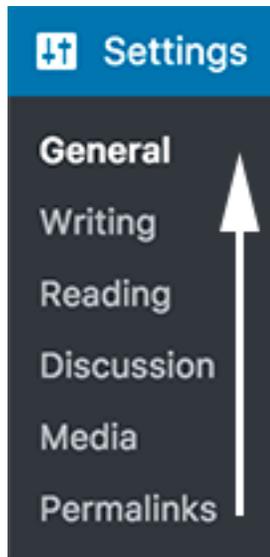
Wordpress Dashboard and Settings

Going from bottom to top seems to be the best way to make the settings changes to Wordpress. Start at "Settings" and make your way up the menu.



Settings

Again, going from bottom to top is the best way to make changes to the section Settings



Permalinks are the most important setting in Wordpress. Once you set this it should not be changed. If it is changed, and your site has been established for some time, search engines take some time to cache your site in order for links to work. Potential users will get 404 errors of pages not found. **Post Name** is the best setting for easy reading url addresses.

****SAVE CHANGES****

Skip Media Settings for now... what is set will do fine for beginning.

Note: Changing image settings after you have uploaded images can add many more images. Wordpress recalculates the images and reprocesses them again. You can add more specific sizes in code in the Functions.php file. Remember the original sized file is saved separately as well as the other 3 sizes. **Keep checkmark in "Organize my uploads"**.

Discussion Settings

Default article settings:

It seems like a good thing at the time to get comments on your site. However, the amount of spam and unsolicited ads that will be coming your way can get overwhelming. In the **Plugins**, you can activate Askismet, built into Wordpress (for a reason and it is FREE). Allowing comments on sites adds more maintenance time to the site.

Deselect all three checkmarks for: "Attempt to notify...", "Allow link notifications...", and "Allow People to post..."

Other comment setting

The first two check boxes should be checked for "Comment author...", and "Users must be registered..." - set the rest to your needs.

Email me whenever

These settings do nothing if "Allow people to post comments..." is deselected.

Same goes for "Before a comment appears" - if comments turned off this has not effect, as well as Comment Moderation.

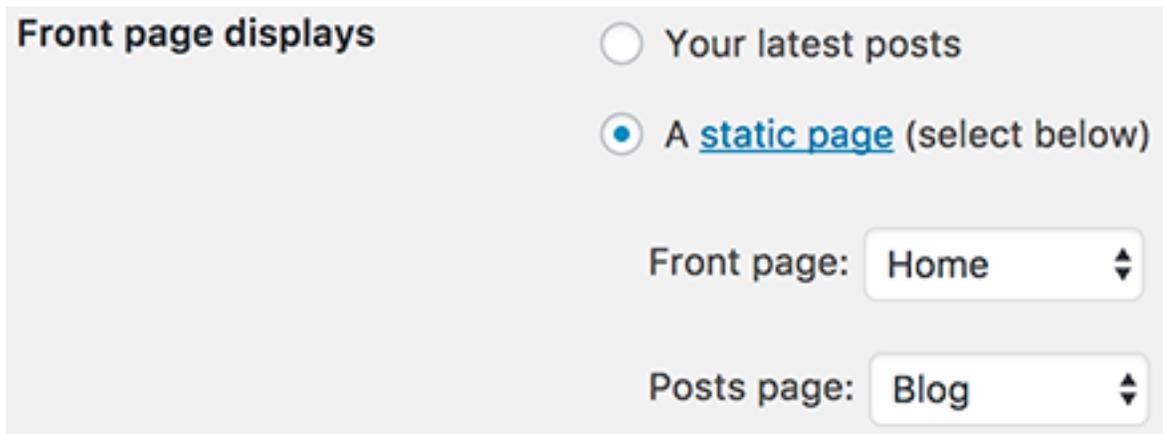
Comment Blacklist and Avatars sections can be set to your needs.

****SAVE CHANGES****

Reading Settings

Front page displays

This is a powerful and confusing feature. As it is set, your "home page" aka "front page" will be a blog site.



Front page displays

Your latest posts

A [static page](#) (select below)

Front page:

Posts page:

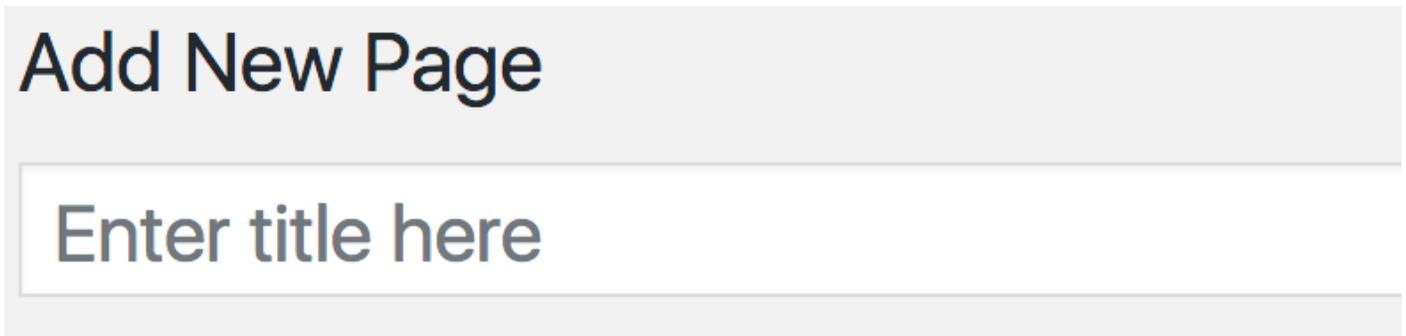
Your latest posts means you will be making individual posts like a blog for the first page of your site.

If you want more control over the content of the home page and NOT have a blog, set it to **A static page**. By clicking on the link "static page":



A [static page](#) (select below)

you are taken to the Pages page. Here you will **create 2 pages**. Home and Blog
Click the Add New button at the top



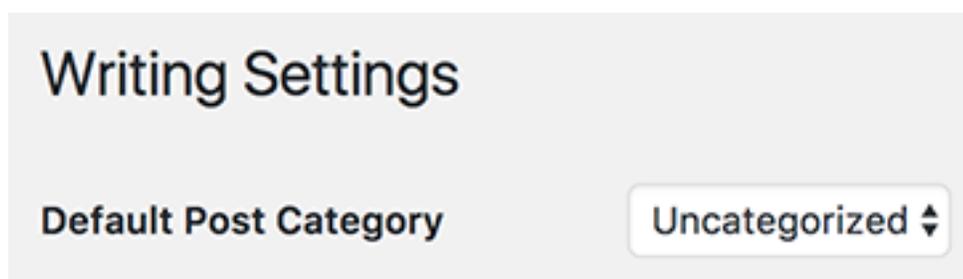
The image shows a screenshot of the WordPress 'Add New Page' interface. At the top, there is a header that says 'Add New Page'. Below this is a large text input field with the placeholder text 'Enter title here'. The rest of the page content area is blank.

Create **just the title** of the page. Leave the content area below blank. And press the **Publish button**. This sets a designated page that you can set for the home page and the blog to loop through your blog posts.

Now go back to the **Settings > Reading** section and choose the **Home for Front Page and Blog for the Post Page**.

The rest of the settings for Reading Settings can be set to your liking. If you want less Blog posts set the number lower. If you just want the summary rather than the entire blog post choose that.

Writing Settings



The image shows a screenshot of the 'Writing Settings' section in WordPress. The title 'Writing Settings' is at the top. Below it, there is a label 'Default Post Category' and a dropdown menu showing 'Uncategorized' with a small up/down arrow icon.

It is good practice to **change the Default Post Category of Uncategorized to something else**. "Security throughout obscurity" Here are the steps to change **Uncategorized to General**.

Go up the menu to **Blog Posts > Categories**

Add New Category

Name

The name is how it appears on your site.

Slug

The "slug" is the URL-friendly version of the name. It is usually all lowercase and contains only letters, numbers, and hyphens.

In the Name field type: **General**, in the Slug field type: **general** and press the Add New Category.

<input type="checkbox"/>	Name
<input type="checkbox"/>	General
	Uncategorized

Now General is added as a Category.

This is odd? How come I can delete General, the one I just created and not Uncategorized when I hover over them?

General

Edit | Quick Edit |

Delete | View

Uncategorized

Edit | Quick Edit |

View

Because Uncategorized is the active default category. We have to go back to **Settings > Writing** to change the default to General. Then we can delete Uncategorized.

Writing Settings

Default Post Category

General

✓ Uncategorized

Post via Mail

Don't bother unless this is something you really want to implement. Sounds cool but Automatic is removing this feature since the general population of users don't use it. They have suggested several plugins to take its place.

Update Services Not sure if this a popular feature or not, have never used it.

****Save Changes**** to the Writing Settings.

General Settings

The Site Title can be changed at any time - but that might confuse your users.

Tagline

Just another WordPress site

In a few words, explain what this site is about.

By default, Wordpress auto populates the tagline with "**Just another WordPress site**". Change this to your own web site's tagline or leave it blank if you don't have a tag line.

WARNING do not change the WordPress Address (URL) or the Site Address (URL). **Your site will break** Yes there is a way to lock this down, but it is not a basics thing. Here goes:

Add these two lines to your wp-config.php, where "example.com" is the correct location of your site.

```
define('WP_HOME','http://example.com');  
define('WP_SITEURL','http://example.com');
```

After setting these two lines in the config file, the addresses in the General Settings will be greyed out and un-clickable. Great for dangerously curious click happy clients.

Email Address

Definitely need a functioning email address to have your password reset.

Membership

Unless you know you are going to run a membership site - leave this unchecked

New User Default Role

If you are the only admin to the site, then the Membership new users should have the least amount of privileges in the site - Subscriber. That's a good thing! There are plugins that let you customize what users can and can't get into.

Timezone

Set to your nearest timezone state - for this lesson **New York** will do. Important for date and time settings for your blog posts.

Set the date and time formats to your needs.

Week Starts On

Sunday or Monday will do fine.

Site Language

Set to your needs. English is Default.

****Save Changes****

Tools

If you are into grabbing resources off of websites the Bookmarklet is a great little tool.

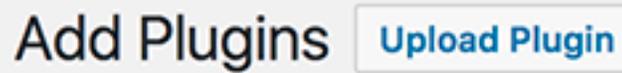
Users

Here you can make changes to users, Add New Users and change settings to your profile.

Plugins

Plugins add features to your site. **Please take caution when adding plugins.** Plugins can conflict and contain malware inside if they are not written by reputable authors. Sticking to major reputable theme/plugin companies and reading reviews of the plugins in the WP Plugin Directory are a ways to stay conscious of what you are installing. If you choose to deactivate a plugin and keep it installed, it is not being updated and become a security issue. Delete any plugins not in active use. **Updating plugins are an absolute necessity** for staying up to date and staying secure.

Some plugins will be downloaded from a theme/plugin company. Use the Upload Plugin button to install the zip file.



Unless you know a plugin's code, stay out of the **Editor** - Bad things happen tinkering in there. Yes there is a code to lock it down as well.

All you have to do is open your wp-config.php file and paste the following code:

```
define( 'DISALLOW_FILE_EDIT', true );`
```

This locks down of the themes editor too under **Appearance > Editor**. You know those click happy clients...

Appearance

Themes

The security about Themes can also be said about the cautions of Plugins. Themes that are not being used should be deleted not just deactivated. To add a theme from the Theme Library us the **Add New** button. (*Please note*: some of the themes are not 100% FREE. They are the Light or demo version of a commercial Pro or paid theme. They may work to a point).

If you are installing a zip file of a purchased theme, use the **Upload Theme** button and then the **Choose File** button

Customize

The Theme Customizer allows a theme author to give users the chance to change certain Theme features such as color and layout in a live preview format and allows you to preview changes to your site before publishing them.

Widgets

While widget areas typically occur in webpage sidebars, a theme can place widget areas anywhere on a page. If you would like to place a Widget somewhere on your Theme that does not have a pre-defined Widget Area, you will need some programming knowledge. You can add several different kinds of content into a widget area.

Youtube: <https://www.youtube.com/user/wpbeginner/search?query=widgets>

Menus

WordPress comes with a navigation menu system that makes it quite easy to create and manage menus. The location of the menus can vary from theme to theme. Almost all WordPress themes come with at least one menu location. Some WordPress themes come with multiple menu locations to accommodate for more complex websites.

Youtube video: [https://youtu.be/ZzNwCHG_VWk?t=5s]

Background

Select an image to repeat in the body of your website.

Editor

Unless you know CSS real well, stay out of this section. To lock down this area:

Open your wp-config.php file and paste the following code:

```
define( 'DISALLOW_FILE_EDIT', true );`
```

Comments

if you have turned off comments to your site, nothing to see here. Otherwise you will come here to monitor and replay to comment on your site. **Use the Askismet plugin!!**

Pages

In WordPress, you can put content on your site as either a "post" or a "page". pages are for non-hierarchical content: pages like "About" or "Contact" would be common examples. Pages live outside of the normal blog chronology, and are often used to present timeless information about yourself or your site -- information that is always relevant. You can use Pages to organize and manage the structure of your website content.

Media Library

In the settings, I made note about the Media by saying: **Keep checkmark in Organize my uploads**. This is important. When you start uploading images they are saved in a numerically dated folder system of year and then month folders inside.

By clicking on an already uploaded image, you can edit images from the button below it. You also can add more information about the image.

Posts

If you are using WordPress as a blog, then you will end up using posts for majority of your site's content. Posts are content entries listed in reverse chronological order on your blog's home page. Due to their reverse chronological order, your posts are meant to be timely. Older posts are archived based on month and year.

Because WordPress posts are published with time and date in mind, they are syndicated through the RSS feeds. This allows your readers to be notified of the most recent post update via RSS feeds. Bloggers can use the RSS feeds to deliver email broadcasts through services like Aweber or MailChimp. You can create a daily and weekly newsletter for your audience to subscribe to.

Posts encourage conversation. They have a built-in commenting feature that allows users to comment on a particular topic. You can go to your Settings » Discussion to turn off comments on older posts if you like.

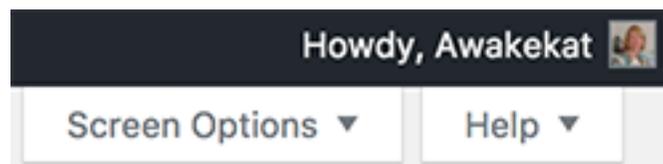
<http://www.wpbeginner.com/beginners-guide/what-is-the-difference-between-posts-vs-pages-in-wordpress/>

Categories

Category is one of the pre-defined taxonomies in WordPress. It is used to sort and group content into different sections. A website publishing content on a variety of topics can divide their website into sections using categories. WordPress has two very popular taxonomies that people use on a regular basis: Categories and Tags.

If no category is specified for a post then the post is automatically filed into the default category. **In a new WordPress installation, the default category is Uncategorized.**

Screen Options



Options in the Screen Options menu change from one admin screen to another. The reason behind having screen options is to give the user (you) as much control as possible. The screen option contains check boxes to allow you to display, hide, and customize sections on the adm in screen.

Columns

Author Categories Tags Comments Date

Pagination

Number of items per page:

View Mode

List View Excerpt View

[Apply](#)

Posts [Add New](#)

Boxes

At a Glance Activity Quick Draft WordPress News Welcome

Dashboard

showing two examples of different screen options