



Randy Oest is a web designer and can be reached at oest@amazingrando.com.

What we will cover

3

1. Creating a FREE WordPress account
2. Adding content to your website
3. How to pick a theme and add more functionality to your site

Building a Website Using WordPress

randyoest.com/2018/wp/

What you'll need

4

Email address that you can get to.

If you don't have an email address or don't have access to it here, visit gmail.com and create a new email address.

Building a Website Using WordPress

randyoest.com/2018/wp/

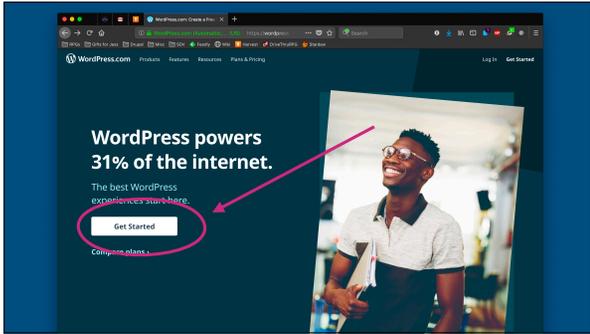
5



6

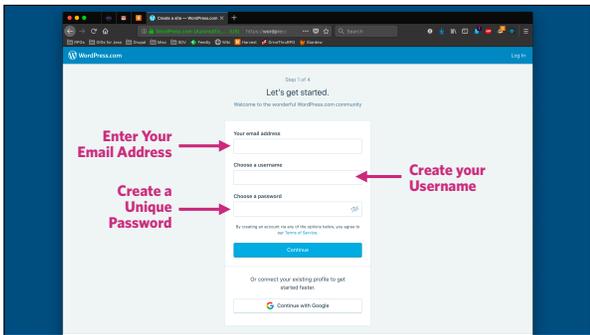
Go to wordpress.com





7

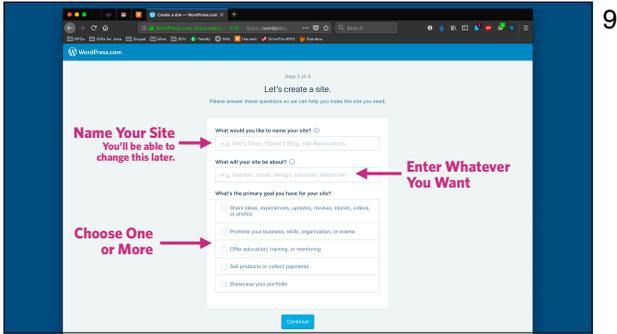
Click on the Get Started button.



8

Enter your email address.

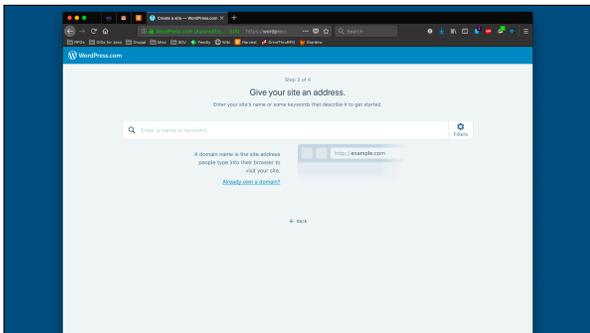
Create a username for WordPress. You'll be able to use this one username to create multiple WordPress sites, if you decide to make more in the future. Create a password that is unique for this account.



9

Name your site and enter what the site will be about. If you aren't sure what to enter just come up with something temporary. You can always change it later.

Choose the goal for your site. If you aren't sure what to select, just pick one. This choice will not limit you or impact what you can have on the site.



10

Now WordPress will ask you what address you want for your site.

What is a Web Address?

Web addresses are called **Domain Names**

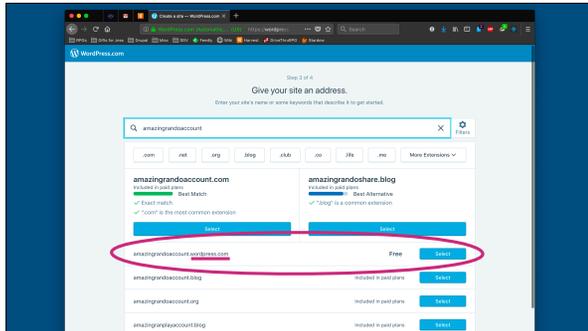
For example, google.com, yahoo.com, facebook.com

To get to a website, you enter the domain name in the big field in your internet browser.

Building a Website Using WordPress

randyoeest.com/2018/wp/

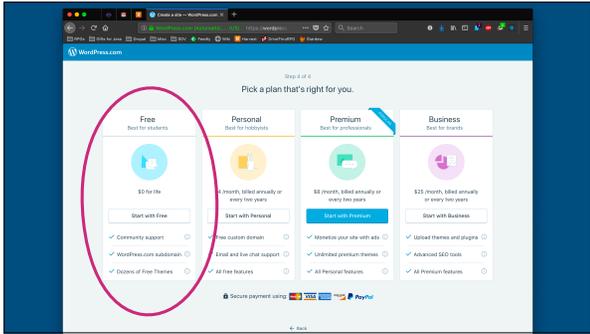
11



12

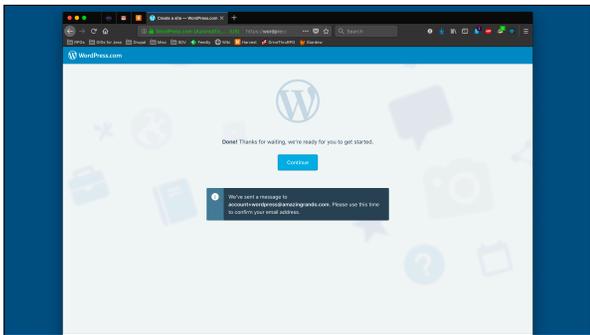
Enter in an address for your site. Spaces are not allowed, so you can either run multiple words together or separate them with a hyphen. When you're done, select the FREE option.

You will be able to change the address later if you would like a custom address that doesn't end in ".wordpress.com".



13

Choose the FREE plan. You can also upgrade later.



14

Now WordPress wants to confirm your account, so you will have to login to your email.

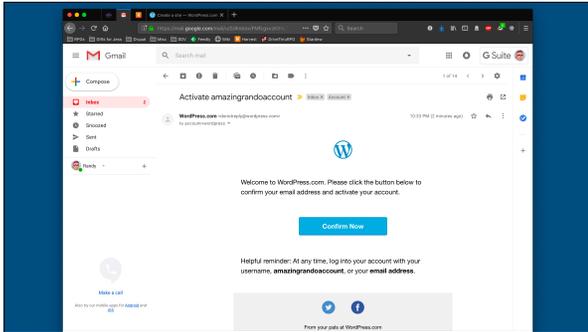
**Visit your email
and confirm your
WordPress account.**

Building a Website Using WordPress

randyoest.com/2018/wp/

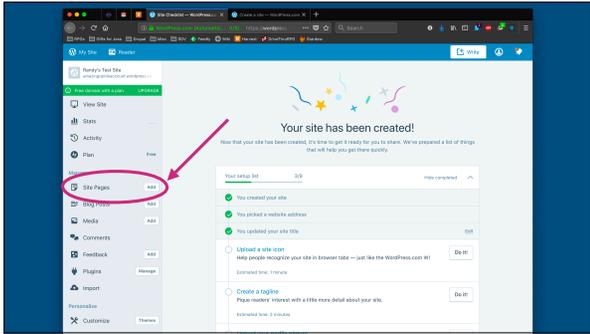
15

Visit your email and confirm your WordPress account.



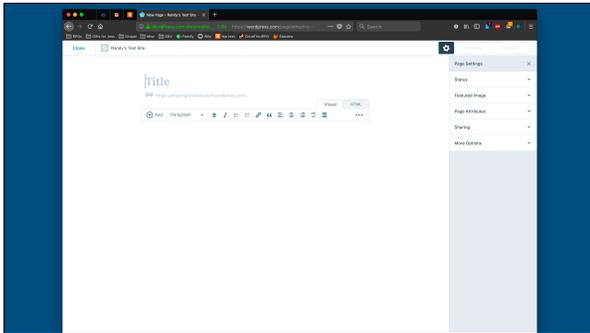
16

This is what the confirmation email looks like.



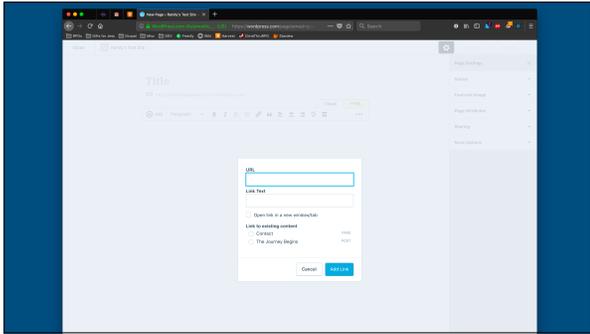
19

Click on “Add” next to Site Pages



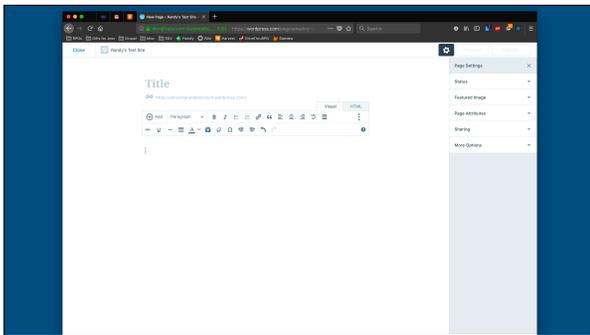
20

This is the content editing window. This is where you will enter what you'd like to see on the page.



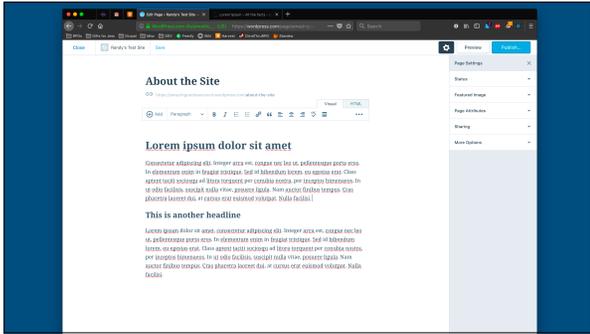
23

Clicking on the link icon (the chain), will open up this window where you either enter a website address or choose a page or post from your own site.



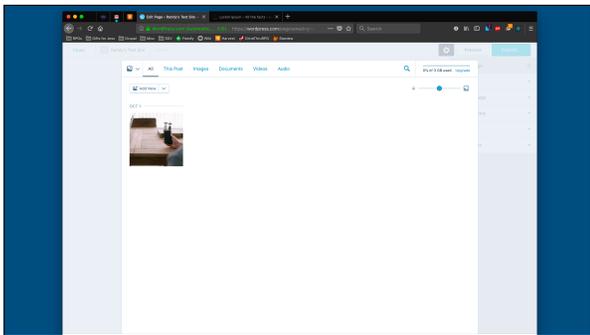
24

Clicking the three dots on the right will reveal even more things that you can do. If there is time later in the class we can go over these.



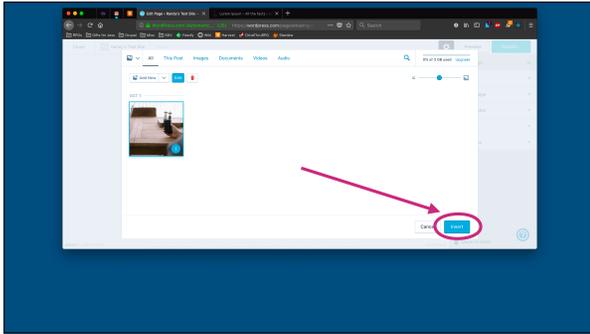
25

Enter some text on the page.



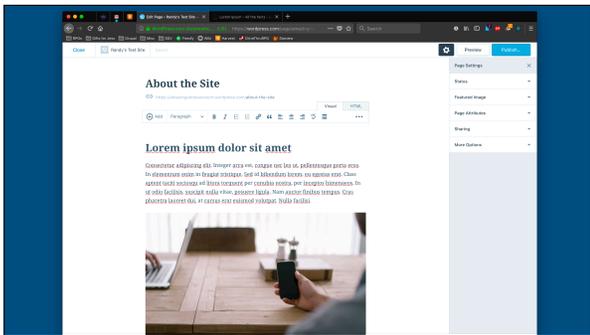
26

Click on Add and click on Media



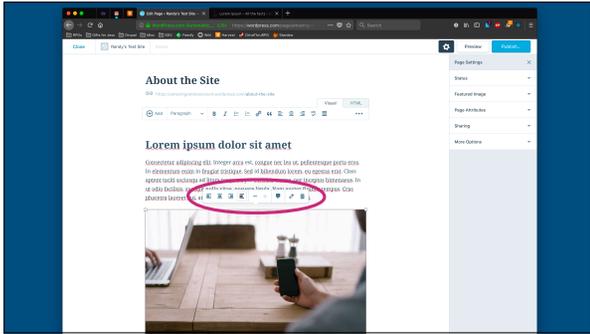
27

Click on the image that you see in your site's library and click Insert.



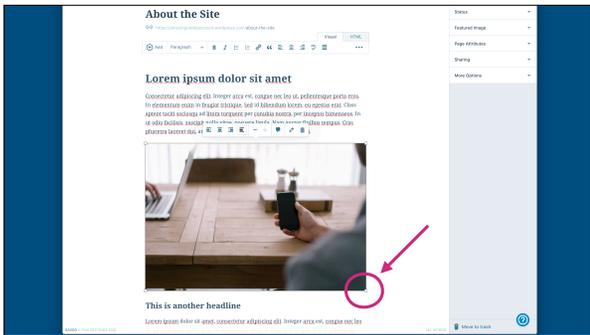
28

The image is now on the page!



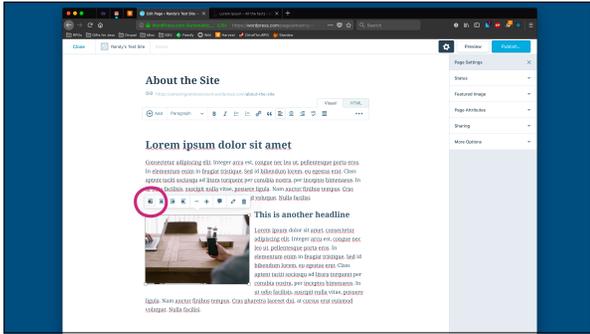
29

Click on the image and you will see options for the image. The first four control if the image will float to the left, center or right sides, and the fourth one will have the image be its own paragraph. The word balloon can be used to add a caption to the image.



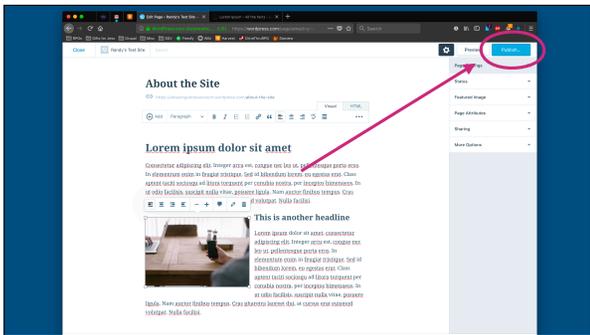
30

Click on the image and grab the bottom right box and drag it up and to the left to make the image smaller.



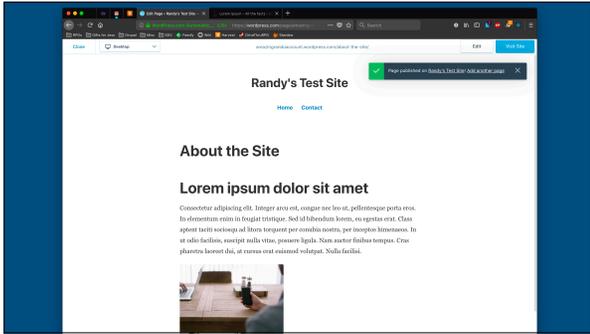
31

Next, click on the float left icon to see your image float to the side of the text.



32

Now click the Publish button, then confirm that you want to publish the page.



33



34

What the difference between a **Page** and a **Post**?

Pages are content that are always available.
For example, hours of operation for a coffee shop or how to get in touch.

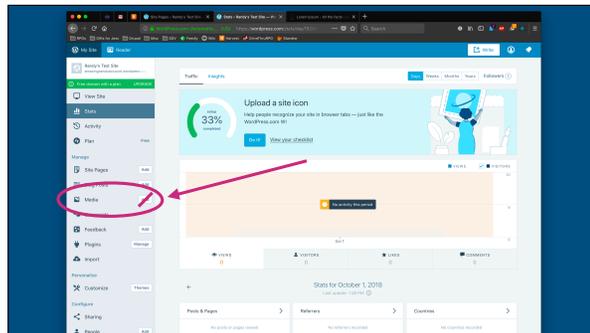
Posts are articles that gets published on a regular basis

For example, newspaper articles or a list of musical events

Building a Website Using WordPress

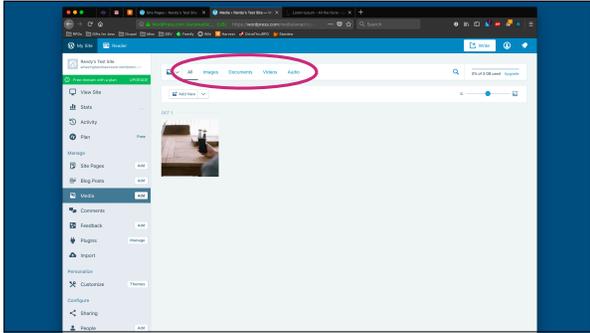
randyoeast.com/2018/wp/

35



36

Click on the word Media (but not the Add button)

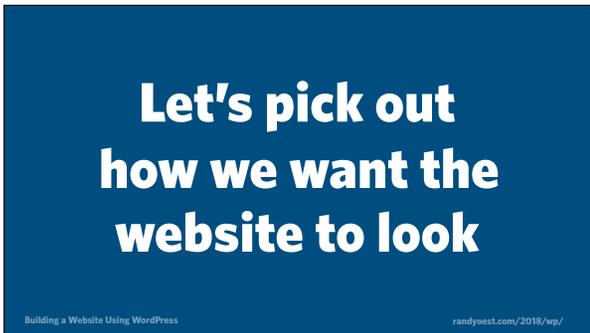


37

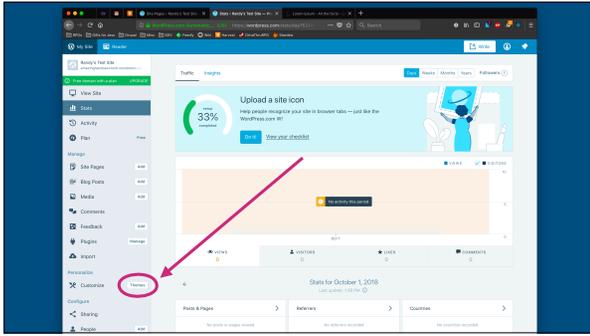
There are four types of Media that you can upload to your site—Images, Documents, Videos, and Audio.

Images, videos, and audio are all straight forward.

Documents is a sort of catchall for other types of files. You can upload PDFs, Word and Excel files, just about anything that you want to.

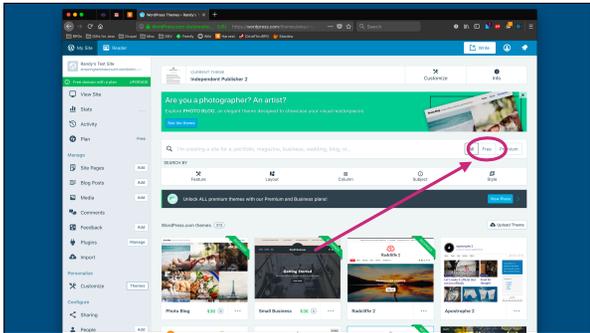


38



39

Click on the Themes button



40

Now you can pick out a theme! If you click on the FREE filter, you'll see a list of themes that you can use at no cost.

41

Choose a theme for your website

Building a Website Using WordPress

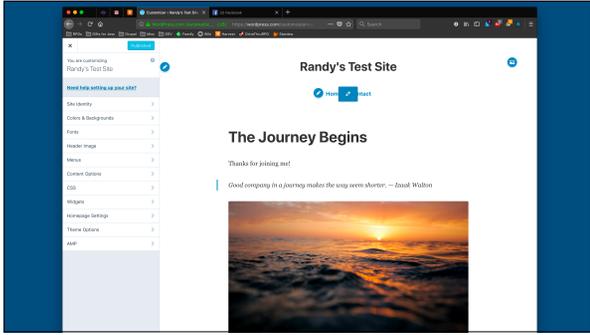
randyoest.com/2018/wp/

42

Customizing your website

Building a Website Using WordPress

randyoest.com/2018/wp/



43

There are a lot of ways that you can customize your site. Let's go to a live demo.



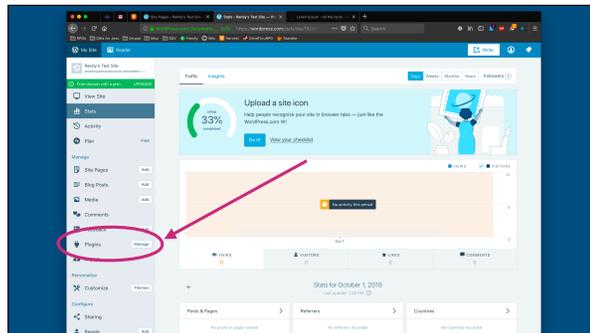
44

What are **Plugins**?

Plugins are like additional parts that you can install in your website.

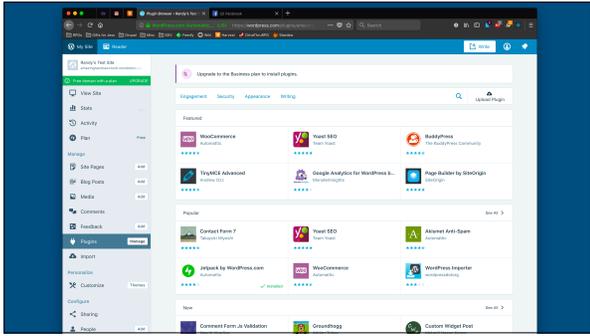
For example, you could add a storefront to sell things or create better photo galleries.

45



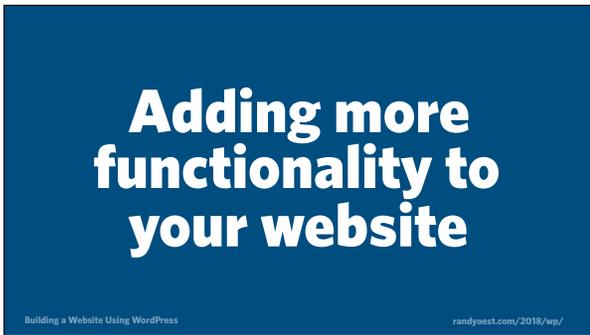
46

Click on Plugins or the Manage button



47

Plugins are where you will find additional things for your site. You can add a storefront, create forms for people to fill out, or manage an entire online community.



48

Questions?