**Creating a Website with WordPress**  
Handout

# RESOURCES FOR CREATING A WEBSITE

**Web Design Essentials (VPL research guide)**

***guides.vpl.ca/webdesign***

Find all the resources from this class listed and linked in this guide.

**WordPress Support Page**

***support.wordpress.com***

**WordPress Tutorials: Customizing Your Site**

[***support.wordpress.com/video-tutorials/customize-your-site***](https://en.support.wordpress.com/video-tutorials/customize-your-site/)

**How to Make a WordPress Website** by ODI Productions

[***www.youtube.com/watch?v=0gPd9soZEU4***](https://www.youtube.com/watch?v=0gPd9soZEU4)

**Finding Images (VPL research guide)**

***guides.vpl.ca/findingimages***

Find links and resources on how to find images for your website.

**Search for Creative Commons images**

***Search.creativecommons.org***

***www.pexels.com***

**Beginner’s Guide for WordPress**

***www.wpbeginner.com***

**Lynda.com**

***www.vpl.ca/lynda*** (search for “WordPress.com Essential Training”)

Online education database offering video courses by top experts in the fields of web design, business, software development, photography, animation, graphic design and more.

## VPL RESOURCES

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| **VPL Events Guide** | ***www.vpl.ca/events*** |
| **VPL Information Services** | We are here to help!  If you have any further questions, please ask us!  Phone: 604-331-3603 / Email: info@vpl.ca |
| **Web Design Essentials Research Guide** | ***guides.vpl.ca/webdesign***  Find all the resources from this class listed and linked in this guide. |
| **VPL One to One Training** Individual help on topics covered in VPL courses and beyond. | Call 604-331-3603 to book an appointment. |
| **VPL Tech Cafe** A drop-in computer lab on Level 3 for practicing new skills with information staff assistance. | Central Library / 2:00 - 3:00 pm, Tuesdays & Thursdays |

# CREATING YOUR FIRST WORDPRESS SITE

## Step 1: Signing up

* Go to Wordpress.com, and click “Get Started”
* Enter your email
  + If you already have a WordPress account, you can’t create another with the same email, but you can create a second site on that account.
* Choose a username
  + This has to be unique and you can’t change it. You can write it down somewhere to help you remember.
* Choose a password
  + Remember it!
* Click “Create your account”

## Step 2: Create a site

* Follow the prompts to create a site, but don’t get caught up here: **this can all be changed later**
* This just helps Wordpress.com give you better suggestions

## Step 3: Pick an address

* Pick an address for your site (URL)
* It needs to be unique, but you can change it later. WordPress will give you suggestions that might include numbers—these are fine for our purposes.
* We’re going to use a free one today, so it will look like <https://YOURNAME.wordpress.com> or <https://YOURNAME.SOMETHING.BLOG> or something similar. Make sure it says “FREE” next to the option. They will emphasize the paid options: ignore these.

## Step 4: Pick a plan

* Select “**Start with Free**”
* Paid accounts offer more storage and additional options, like commercial options, but for today we’ll keep it simple
* You created a site! Ignore the checklist that pops up for now.

## Step 5: Activate your account

* **Open a new window**, and sign into your email account. There should be an email waiting for you with a link to **Activate** your WordPress account
* Your site is now ready to be customized!

# Creating a Second Site on your WordPress Account

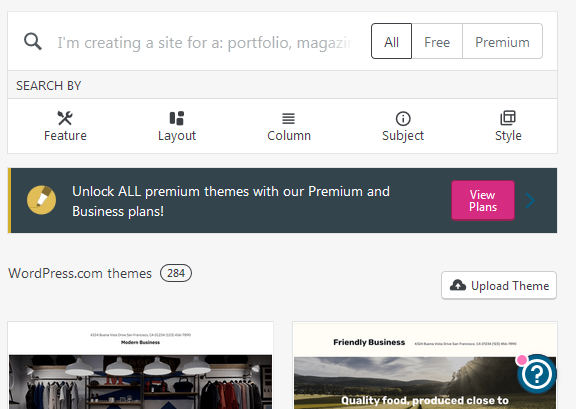
* If you already have a WordPress account, you can’t sign up again with the same email
  + Instead, you will have to log in with your email
  + If you don’t remember your password, you can request a login link, or ask to reset your password
* Once you’re logged in, at the bottom of the left sidebar is a button that says Add New Site. Click this. If the button isn’t there, you might have to click “Switch Sites” at the top of the sidebar first.

# Customizing your WordPress Site

## Step 1: Navigate to Themes

* Go to **Themes** in the admin bar, under “Personalize”.

## Step 2: Browse Free Themes



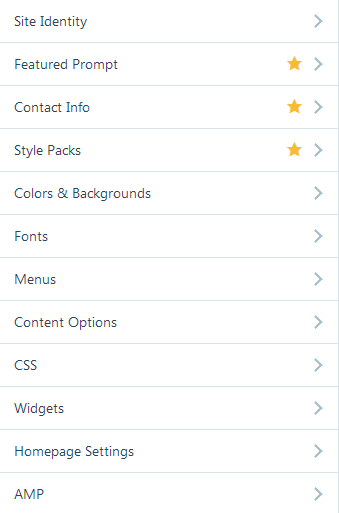
* Select “Free” to view all the free themes
* You can change them later, and your content may affect what kind of theme you want to use
* We used **Radcliffe 2** for demo purposes. Type “Radcliffe 2” into the search bar, and select this theme then click “Activate this design”



## Step 3: Customize your theme

* A popup will appear with 2 options.
  + Clicking “Learn about this theme” will allow you to print or download the instructions for this particular theme.
  + Clicking “Customize site” will go straight to customization. We’re going to select this option.

## Step 4: The Customizer

* When you open the Customizer, a new sidebar will appear:

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| --- |
| Change Site Title, Tagline, Logo |
| Create a feature that will take up most of your landing page |
| Add contact info and tell it where to display |
| Premade aesthetic “packs” |
| Change background colour or image |
| Change fonts |
| Create menus and pages |