

Wordpress Classic

Time	Text	Screen
15	<p>Intro</p> <p>Hello again from the Georgetown Commons Team. In this video, we'll walk you through getting started designing your Georgetown Commons website with Wordpress, and how to go about filling it with content.</p>	
15 sec	<p>How to add content</p> <p>This first screen shows the back-end of WordPress which we call the "dashboard"</p> <p>In the main area of this dashboard, you will see more metrics, logistics, and maintenance information about your site. Most of the features to customize your site are found on the menu item on your left.</p>	
45 sec	<p>Choosing a Theme</p> <p>Our first design tutorial will be choosing a theme for your website. A theme is a predefined style for your website that adds some structure, color, and style to your website.</p> <p>WordPress themes make it easy to get started by letting you choose a "template" that will control the look and feel of your site. Some themes offer a simpler style, while others have more graphical options. Pick a style that works for you.</p> <p>Themes are an important first decision for your website, as the more work you put into customizing the appearance of your site using that theme, the more you will need to make tweaks and changes if you change a theme in the future.</p> <p>Navigate to the Appearance Tab on the Menu on the Left</p> <ol style="list-style-type: none">1) You can click on the Appearance icon or Hover over it to click on the Themes	

	<ol style="list-style-type: none"> 2) Here you'll see a list of different themes that you can introduce on your site 3) You can click the themes for more information or you can preview themes to decide if you like them 4) Once you've chosen a theme for your website you can activate it and the theme will now show on your website 	
30 sec	<p>Posts vs Pages</p> <p>Pages and posts can seem relatively similar but a good way to think about them is that pages are more static. They show information and or content that will likely not be changed too often. They might include main ideas, images, and links to other content. An analogy that one might use is an about me/us page which is often more static - it includes your goals, interests, and hobbies and gives the general synopsis about who you are or what your group or class is all about.</p> <p>Posts are ephemeral, meaning that they tend to change quickly or be updated by newer content. A good way to think about your posts is like tweets or Instagram posts. New posts are stacked on top of one another over time.</p>	
30 sec	<p>Creating a Page</p> <ol style="list-style-type: none"> 1) Navigate to the tabs on the left side of the dashboard and click "pages" - This will list all the pages you currently have. 2) You can add a new page by clicking the button "Add New" which will bring you to the next screen 3) Here you can enter a Title ~ In this case I will title it "Hamburgers" because that will be the main topic of this page 4) Next, I can add a description - here I will write "thank you for visiting this page about hamburgers and my favorite hamburger spots" 5) I can then preview my page by clicking the "Preview button on the top right" - this will bring you to the front end of that website and display the page you are working on 6) If you don't want to publish this page to the internet yet (doing so allows others to potentially find it) you can save as a draft 	

	<p>7) When you are ready to publish you can hit the publish button found on the right</p>	
<p>30 sec</p>	<p>Creating a Post</p> <ol style="list-style-type: none"> 1) Navigate to the tab on the left on your dashboard that says Posts - This will list all the posts you currently have created 2) Similar to pages you can click on the add new button at the top - this will bring you to the next post editing screen. 3) Here you can enter a title for your new post: "My first Post" 4) Next, you can enter your blog post information here I write "Hello World this is my first post" 5) I can create categories related to this post and also create tags to make it easier for people to find this specific post 6) I can then preview my page by clicking the "Preview button on the top right" - this will bring you to the front end of that website and display the page you are working on 7) If you don't want to publish this page to the internet yet (doing so allows others to potentially find it) you can save as a draft 8) When you are ready to publish you can hit the publish button found on the right <p>Both entities might seem very similar. Here are resources to distinguish the two and what might be best for each:</p>	
<p>60 sec</p>	<p>Creating a Main Menu</p> <p>The last topic we will cover for getting started with your site involves creating the main navigation menu. Creating a menu is important because it helps organize information and makes it a lot easier for other people to find specific information on your website.</p> <p>Check out these websites and notice their main menus and how they organize information: https://www.buzzfeed.com/, https://www.vans.com/, https://www.starbucks.com/</p> <p>To create a main menu:</p> <ol style="list-style-type: none"> 1) Navigate to the appearance tab and click on menus listed as one of the options 2) On this screen, you will see a section to add menu items and a section for a menu structure 	

	<ul style="list-style-type: none">3) You can name your menu structure: I titled mine “Main Menu” and see the breakdown of the menu items including its name and what type of menu item it is. In this case, I titled have a page called “My First Page”4) On the add menu items section, you can add different pages, posts, custom links, and or categories to your menu (Show the features)5) To add a menu item simply click on the item or items you’d like to add and click the button that says “add to menu”6) This will add the menu item to the bottom of the structure for which you can click and drag to any part of the menu/ You can even create sub-menu items.7)8) When finished editing dont forget to save the changes.	
15 sec	For more information on using Wordpress as a part of Georgetown Commons Course Blogs, email us at commons@georgetown.edu and we’d be happy to help!	