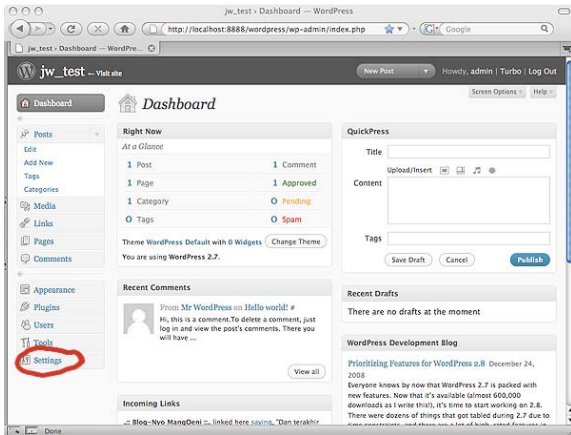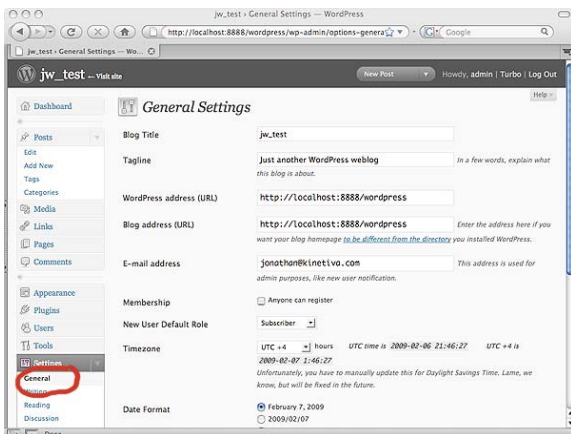## THE SETTINGS SECTION

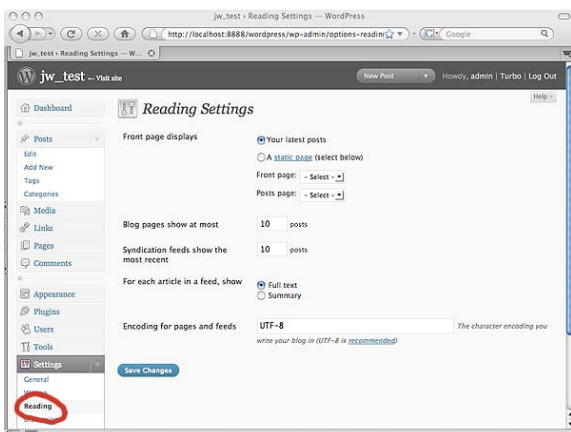
1

Click on 'Settings'.

2

To change the Title or Tagline of your site (as set up during the installation process), click on 'General'.
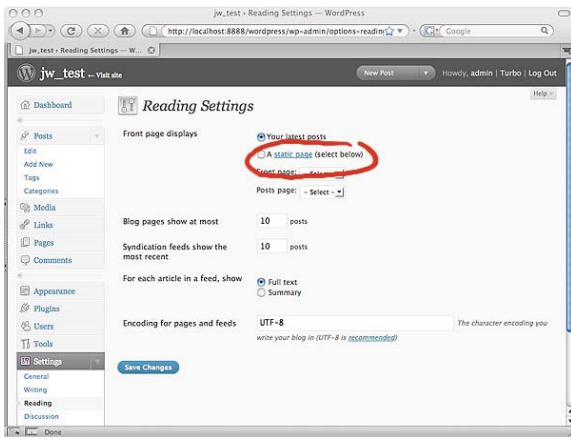
Enter your site name in the 'Blog Title' field and your Tagline in the 'Tagline' field.
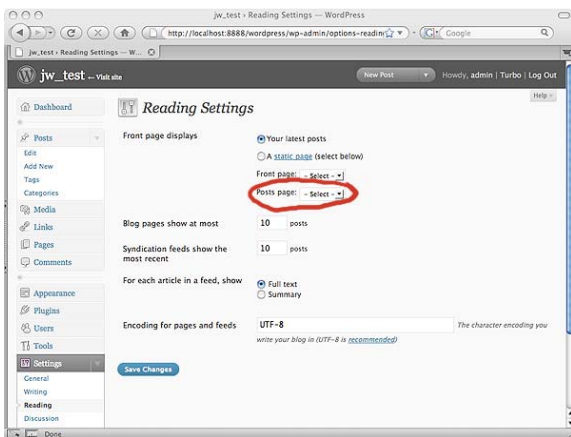

3

Click on 'Reading' .

If you want your latest blog posts to appear on the home page of your site (i.e. the first thing a visitor sees when they come to your site), leave the default 'Your latest posts' checked.
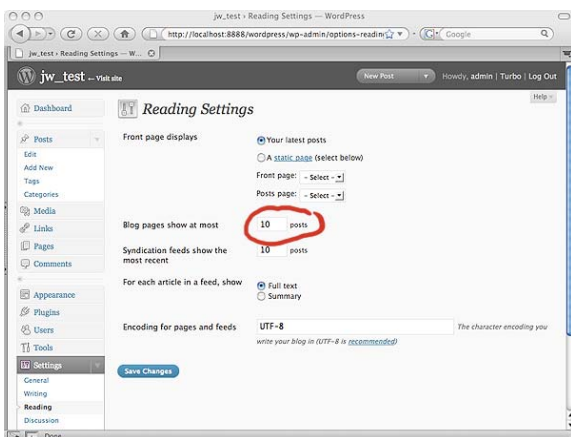
4

If you would prefer to have a static page as your home page, select 'A static page' and select the page you would like from the 'Front page' dropdown box.

Note: you will need to have already created this page in order for you to select it here. See 'Section 4: Setting up content pages' for instructions on how to create a new page.
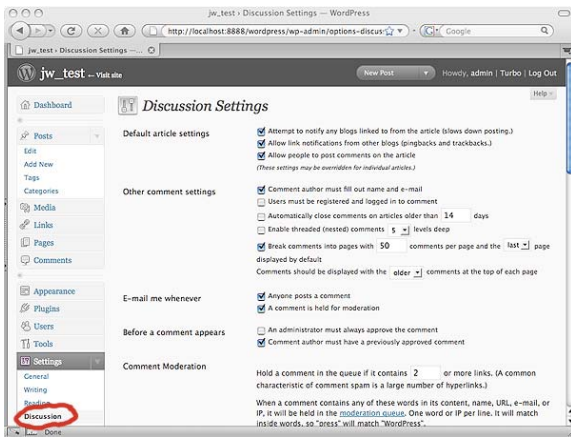

5

If you select a static page as your home page and you would also like a blog on your website, you will need to create a static page called 'Blog' (or whatever else you'd like it to be called) and then select this page from the 'Posts page' dropdown box.
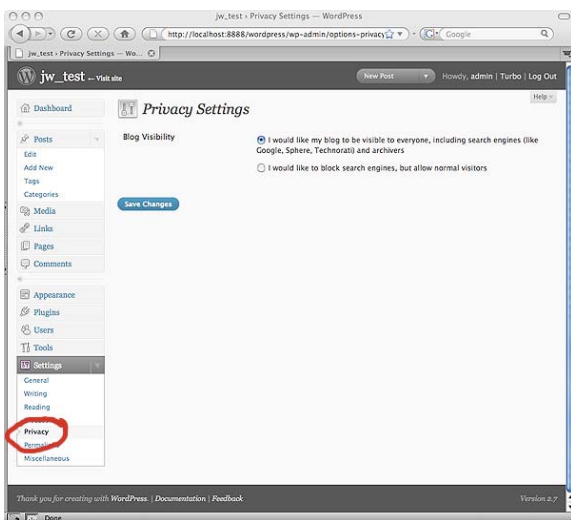

6

To specify how many blog posts appear on the 'Latest posts' page, simply enter the number you require in the 'Blog pages show at most' field.
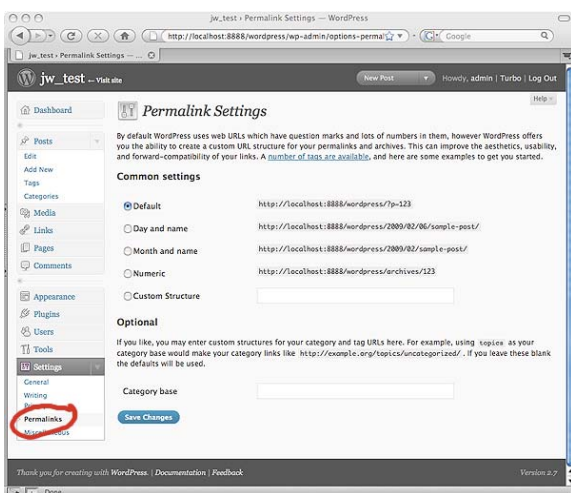
7

To control the ability for readers to comment on your website content (both static pages and blog posts) click on 'Discussion'.

In this section, you can control all aspects of commenting on your site, including any notification emails that are sent to you whenever a comment is posted.

8

To ensure your site appears in search engines, click on 'Privacy' and ensure that 'I would like my blog to be visible to everyone, including search engines (like Google, Sphere, Technorati) and archivers' is selected.
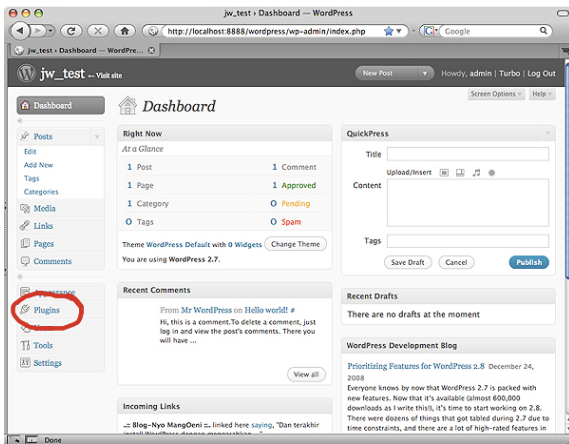

9

To help with SEO (search engine optimisation and the ability for Google and other search engines to index your website), click on 'Permalink'.

This is the url that will be used for your posts and static pages.
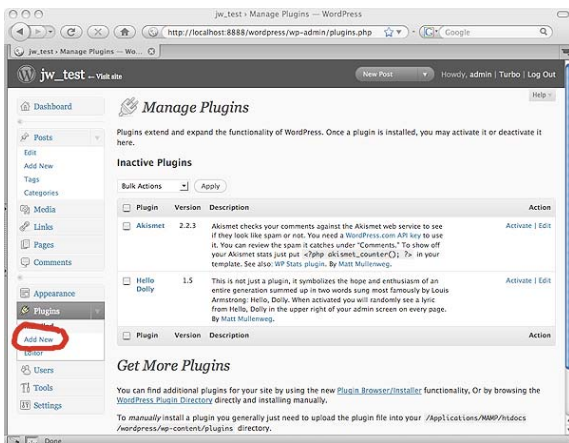
The default permalink is set to http://yourdomain.com/?p=123. We recommend selecting the 'Month and name' option.
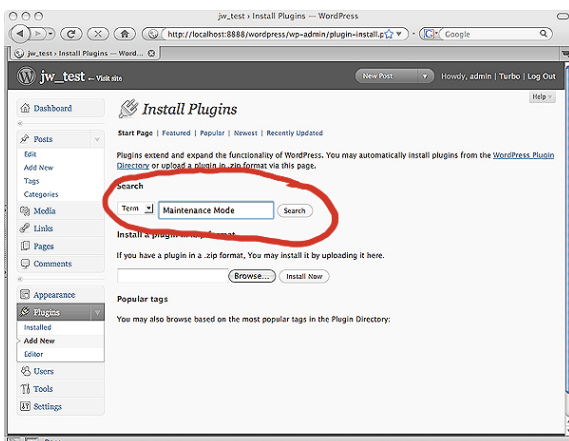
ADDING PLUGINS TO EXTEND & MANAGE YOUR WP WEBSITE

1

To find and install a new plugin, click on 'Plugins'.
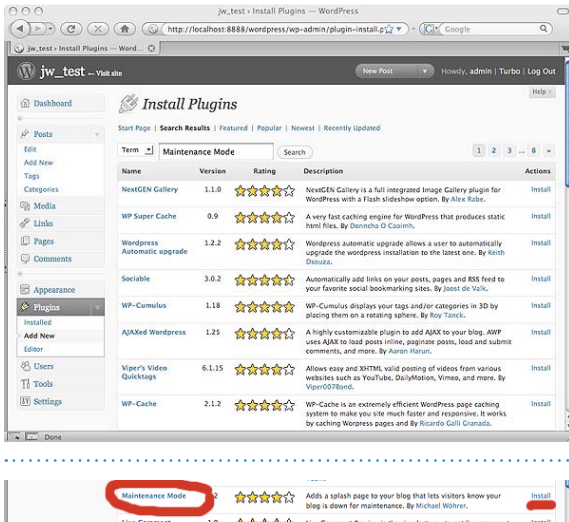

2

Click on 'Add new'.

3

To install a new plugin within WordPress, find the plugin you want using the 'Search' box.

(See the end of this section for a list of plugins that we recommend).

For this tutorial we will use the plugin 'Maintenance Mode' to search for and click 'Install'.
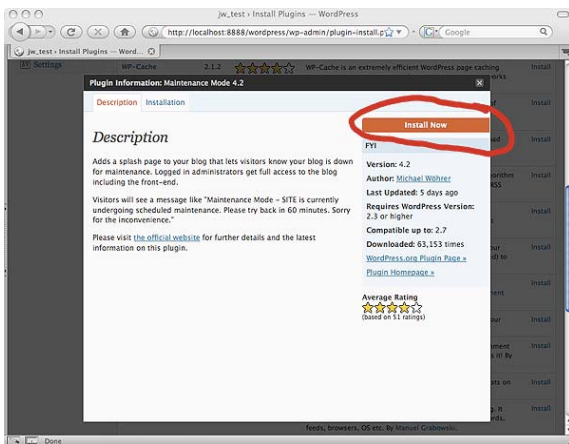
4

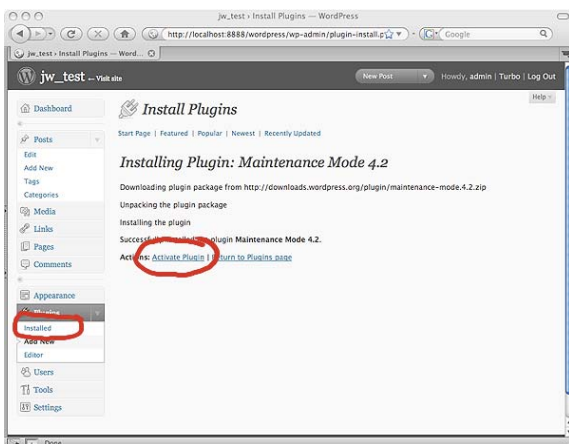Scroll down to find your plugin and click on 'Install'.

If you can't find a plugin via WordPress it is sometimes easier to search for it via Google.

Search by typing '[name of plugin] WordPress plugin'.

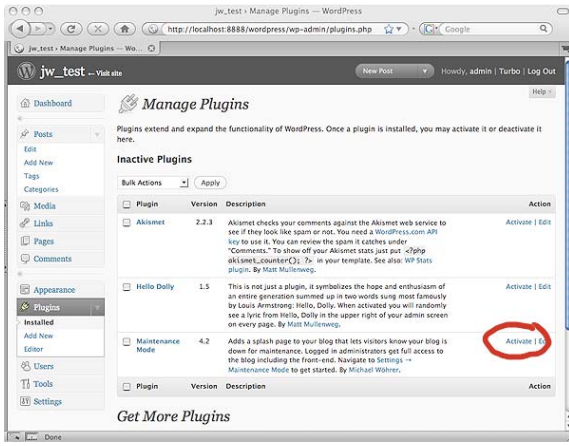

5

In the popup window, click 'Install now'.

6

Once installed, you may need to activate your plugins.

You can activate the plugin you have just downloaded on this screen by clicking on 'Activate Plugin'.

Alternatively, go back to your list of plugins by clicking on 'Installed' within the Plugins menu.

9

Once on your list of installed plugins, activate by clicking on 'Activate'.

CHANGING THE DESIGN OF YOUR SITE

WordPress makes it very easy to change the design, look and feel of your site using 'Themes'. There are hundreds of free WordPress themes as well as many 'premium' themes for which you will need to purchase the rights to use.

Try the following places to find a theme:
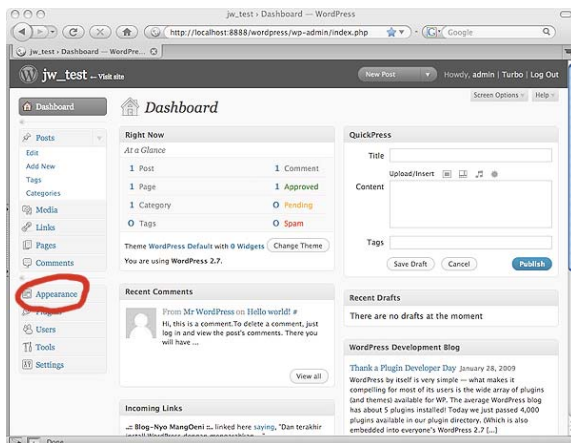
Free
The official WordPress website (CLICK HERE)
100 Excellent Free WordPress Themes (CLICK HERE)

Premium
Headway (CLICK HERE)
Themeforest (CLICK HERE)

To install a new theme, follow these instructions:
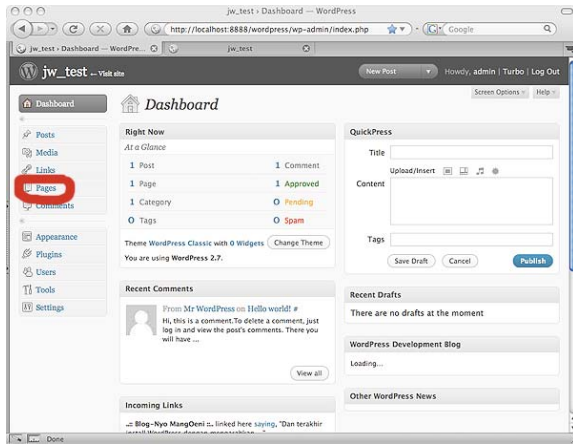

1 When you have found a theme you want, download the zip file to your computer.

In the main WordPress control panel, click on 'Appearance'. Click 'Add New Themes' and 'Upload'.

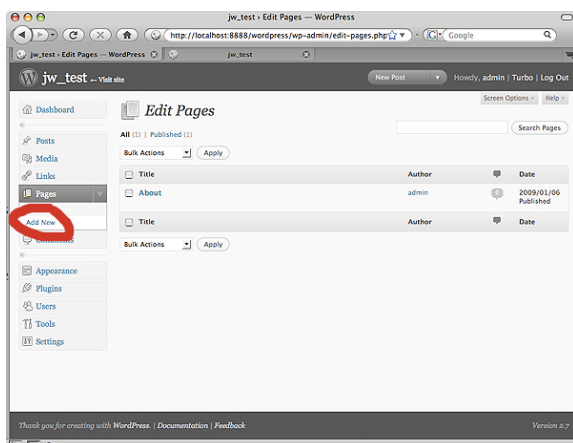Find the zip file of your theme to upload it.

Adding & setting up content pages

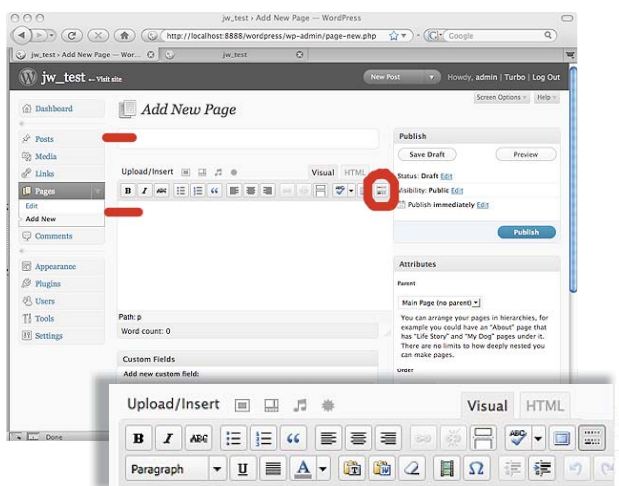To add the main content (static pages) for your site, you will first need to create each page.

1

Click on 'Pages' to see a list of the default pages already set up.
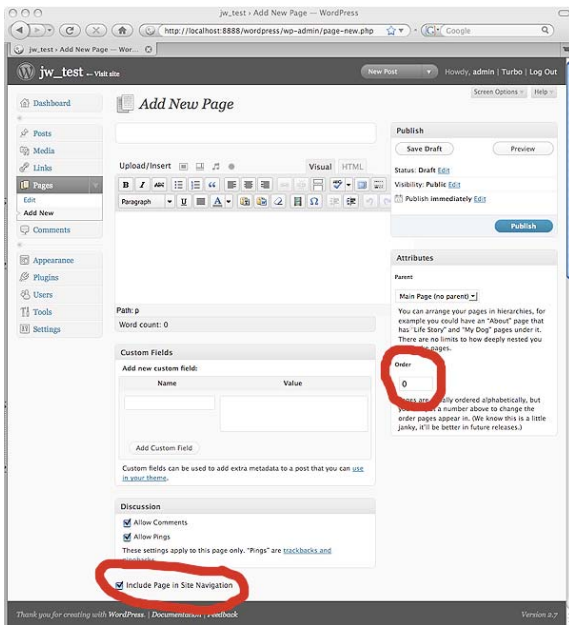

2

To add a new page, click on 'Add New'.

3

Enter the title of the page e.g. 'Services' and then add your content in the main field.

Format the content, using the text editing tools above the main content section. Hover your mouse over the options for a description - these work in much the same as any other word processing software.
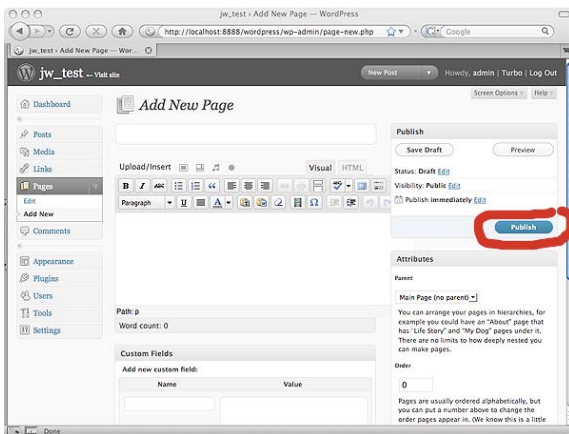
For more options click the palette icon.

4

When you have finished, be sure to determine whether you want this page to appear in the navigation links (you will need to have installed the plugin 'Page Link Manager' first).

If you want this page to appear in the navigation, you can determine numerically which order you would like your static pages to appear.
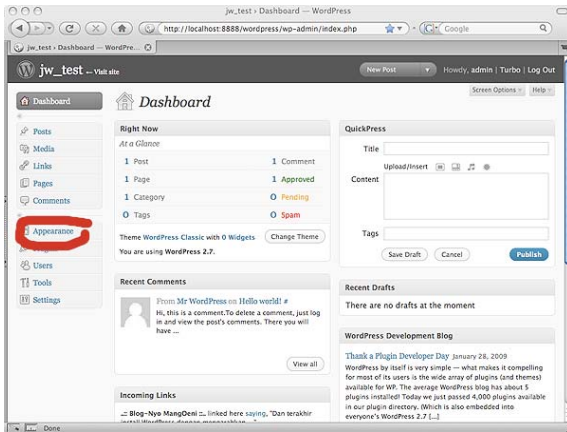

5

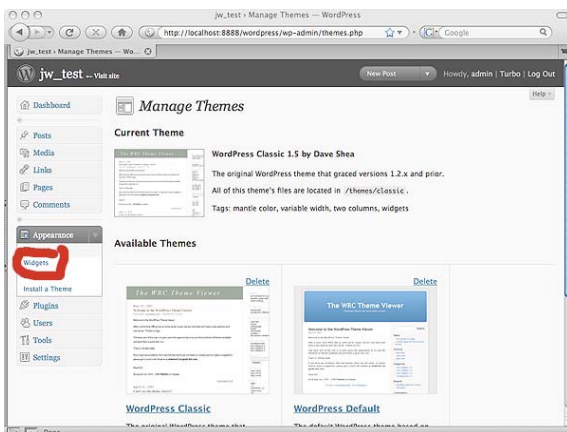When you have finished, click 'Publish' to publish this page to your site.

ADDING SIDEBAR CONTENT

If the theme you have chosen is 'widgetized' you will easily be able to add content for your sidebar. We recommend you choose a theme that is widgetized.
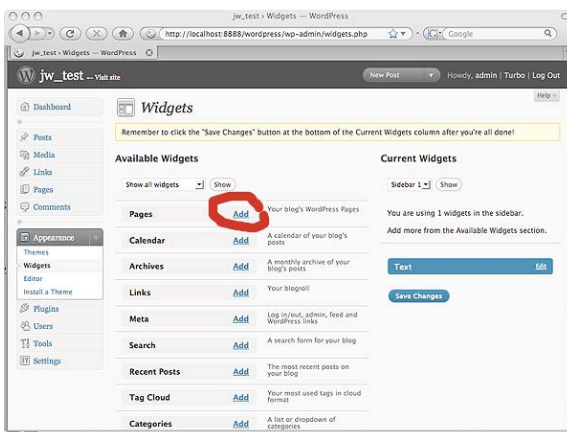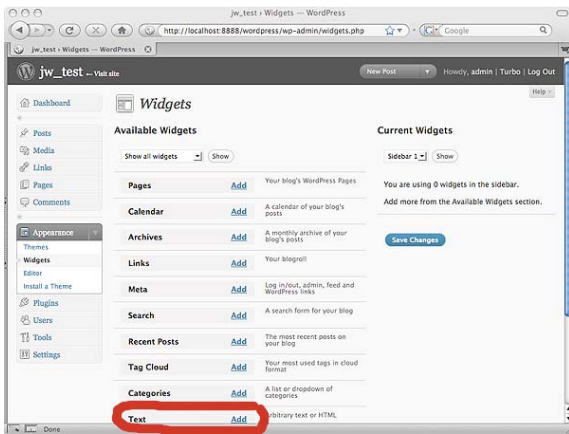
1

Click on 'Appearance'.
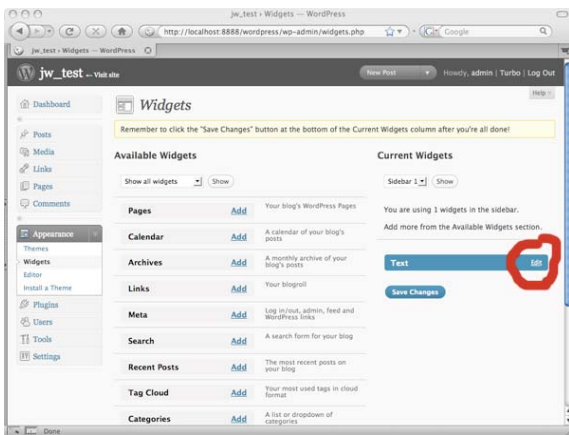
2

Click on 'Widgets'.

3

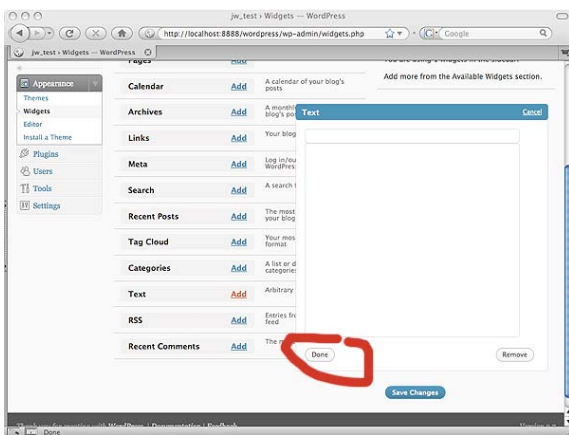From the options available, select which widgets you'd like to add to your site by clicking 'Add' next to each widget.

4

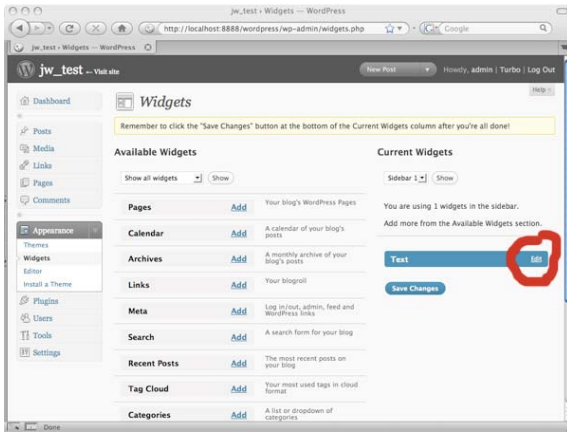To add your own custom code as a widget, select a 'Text' widget.
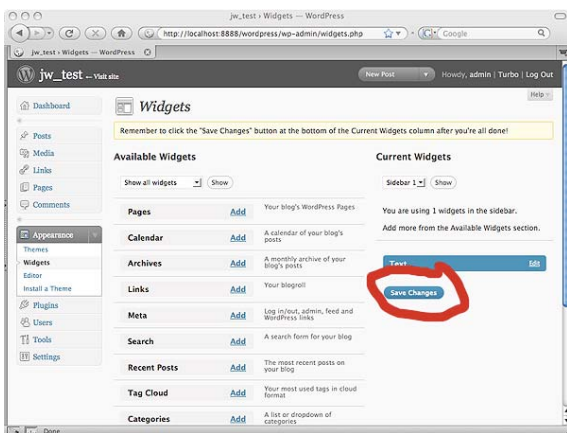

5

Click on 'Edit'.

6

Add a widget title (if required).

Then add the code to the widget and click 'Done'.

7

To remove any widgets you no longer want, click 'Edit' on the widget you want to remove and click 'Remove'.

8

To re-order the widgets and change the order you want them to be displayed on your site, simply drag & drop the widgets in the order you'd like them to be.

When you have finished, click 'Save Changes'.