#### THE SETTINGS SECTION

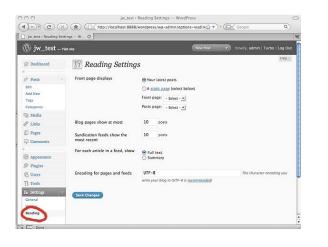


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🜖 jw_test - 🗤	it site	New Pest   Howdy, admin   Turbo   Log Out				
Dashboard	🔢 General Setting:	s	[Help + ]			
Posts	Blog Title	jw_test				
dit dd New ags	Tagline	Just another WordPress weblog this blog is about.	In a few words, explain what			
ategories	WordPress address (URL)	http://localhost:8888/wordpress				
Media Links	Blog address (URL)	http://localhost:8888/wordpress	Enter the address here if you			
Pages		want your blog homepage to be different from the dis	ectory you installed WordPress.			
Comments	E-mail address	jonathan@kinetiva.com	This address is used for			
Appearance Plugins	Membership	admin purposes, like new user notification.				
Users	New User Default Role	Subscriber 🔄				
Ti Tools Timezone		UTC +41 hours UTC time is 2009-02-06 21:46;27 UTC +4 is 2009-04.07 2:46;27 Unfortunately, you have to manually update this for Daylight Savings Time. Lame, we know, but will be fixed in the future.				
eading iscussion	Date Format	<ul> <li>February 7, 2009</li> <li>2009/02/07</li> </ul>				

#### 2

To change the Title or Tagline of your site (as set up during the installation process), click on 'General'.

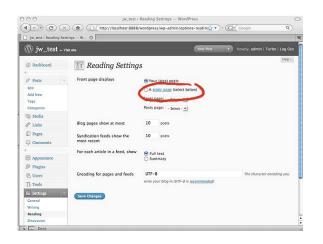
Enter your site name in the 'Blog Title' field and your Tagline in the 'Tagline' field.



#### 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.

З



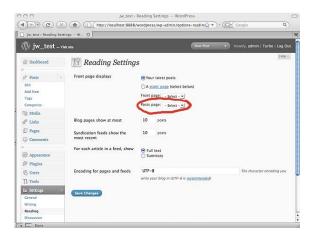
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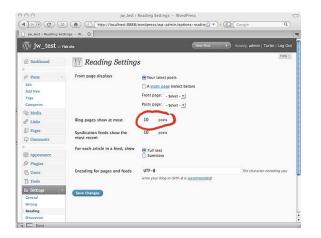
6

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.



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.



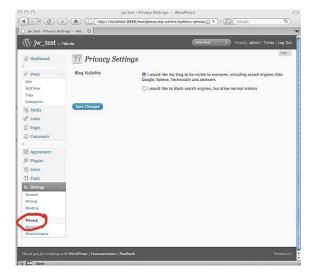


jw_test + Discussion	Settings 😡				
🚺 jw_test - 🗤	/lalt site	New Post + Howdy, admin   Turbo   Log Out			
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P Posts v Edit Add New Tags	Default article settings	Attempt to notify any blogs linked to from the article blows down posting.)     Allew link notifications from other blogs (inpublick, and trackbacks.)     Allew geoptic to post comments on the article     (Pressetting may be ownidden for individual article.)			
Categories	Other comment settings	Comment author must fill out name and e-mail Users must be registered and logged in to comment Automatically close comments on articles older than 14 days			
P Links		Inable threaded (nested) comments s = i levels deep      Inable threaded (nested) comments s = i levels deep      M Break comments into pages with 50 comments per page and the last = page			
Comments		Gisplayed by default Comments should be displayed with the alder <u>-</u> comments at the top of each page			
Appearance Plugins	E-mail me whenever	☑ Anyone posts a comment ☑ A comment is held for moderation			
🖞 Users 👔 Tools	Before a comment appears	An administrator must always approve the comment Comment author must have a previously approved comment			
a Settings Ceneral Writing	Comment Moderation	Hold a comment in the queue if it contains 2 or more links. (A common characteristic of comment spam is a large number of hyperlinks.)			

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.

🔰 jw_test vi	sit site	New Post   Howdy, admin   Turbo   Log Out
] Dashboard	🔢 Permalink Se	ttings
Posts v Idit Add New Fags Categories	you the ability to create a custor	URLS which have question marks and loss of numbers in them, however Wordness offers will structure for your permaining and and achieves. This can impose the assthetics, usability and lists. A <u>number of lass are available</u> , and here are some examples to get you started.
Media	Default	http://localhost:8888/wordpress/?p=123
<sup>p</sup> Links	O Day and name	http://localhost:8888/wordpress/2009/02/06/somple-post/
Pages	O Month and name	http://localhost:8888/wordpress/2009/02/sample-post/
Comments	Numeric	http://locolhost:8888/wordpress/archives/123
Appearance	Custom Structure	
Plugins Users Tools		m structures for your category and tag URLs here. For example, using topice as your
i Settings	category base would make your the defaults will be used.	category links like http://exomple.org/topics/uncotegorized/. If you leave these blank
Vriting	Category base	
Permalinks	Save Changes	

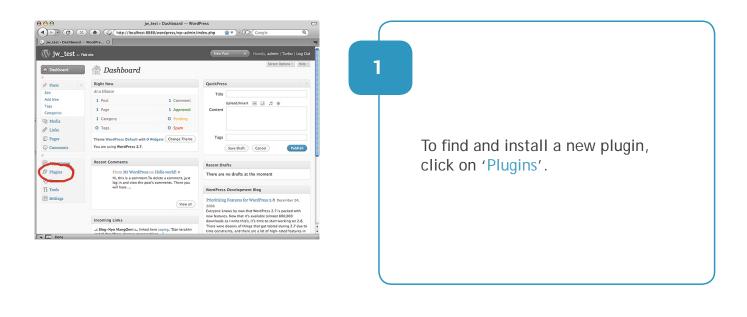
# 9

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.

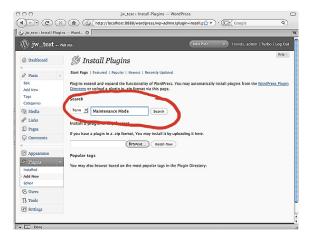
#### ADDING PLUGINS TO EXTEND & MANAGE YOUR WP WEBSITE



jw_test > Manage Plugir		_			
🚺 jw_test viet			New Post v Hov		1
Dashboard	🖉 Man	age I	Plugins	Help ×	
P Posts v	Plugins extend and expand the functionality of WordPress. Once a plugin is installed, you may activate it or deactivate here.				
Edit Add New	Inactive Plug	gins			
Tags Categories	Bulk Actions	<u>.</u>	vlad		
Media	🗌 Plugin	Version	Description	Action	
Pages	Akismet	2.2.3	Akismet checks your comments against the Akismet web service to see if they look like spam or not. You need a WordPress.com API key to use it. You can review the spam it catches under "Comments." To show off	Activate   Edit	
Comments			your Akismet stats just put php_okismet_counter(); ? in your template. See also: WP Stats plugin. By Matt Mullenweg.		
Appearance	Hello Dolly	1.5	This is not just a plugin, it symbolizes the hope and enthusiasm of an entire generation summed up in two words sung most famously by Louis Armstrong: Hello, Dolly. When activated you will randomly see a lyric	Activate   Edit	
Plugins v			from Hello, Dolly in the upper right of your admin screen on every page. By Matt Mullenweg.		
Add New	🗌 Plugin	Version	Description	Action	
Citor S Users	Get More	Plug	gins		U
Tools	You can find add	ditional p	lugins for your site by using the new Plugin Browser/Installer function	ality. Or by browsing the	
T Settings			ry directly and installing manually.		1
B Users	You can find add	ditional p	- lugins for your site by using the new <u>Plugin Browser/Installer</u> function	ality, Or by browsin	g the

# 2

Click on 'Add new'.

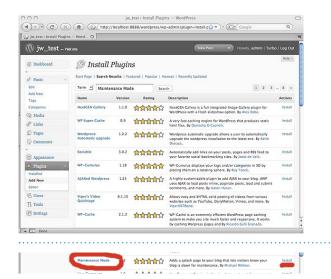


#### З

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'.

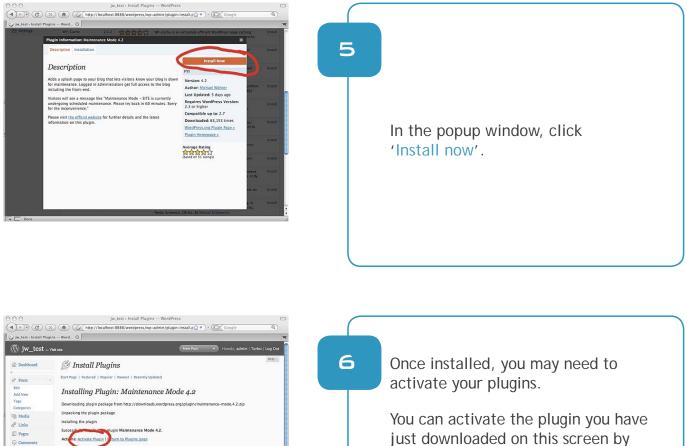


17 Setting

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'.



4

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

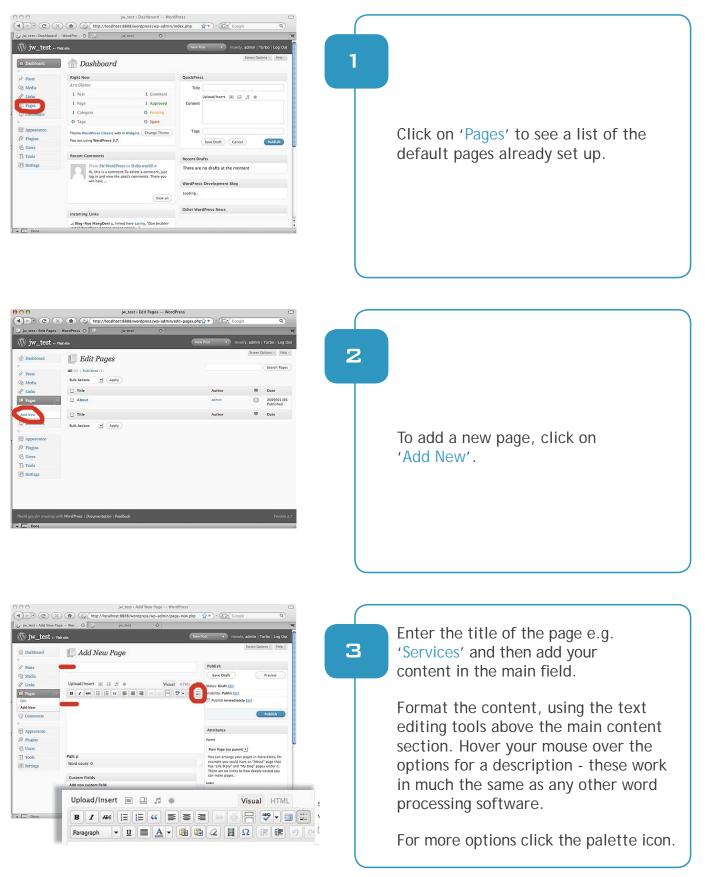
Headway (CLICK HERE) Themeforest (CLICK HERE)

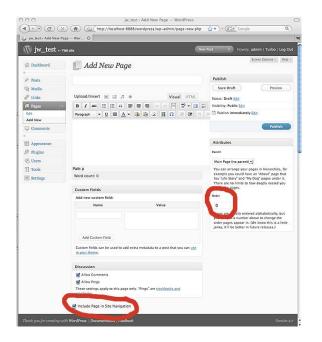
# To install a new theme, follow these instructions:



#### ADDING & SETTING UP CONTENT PAGES

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





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.

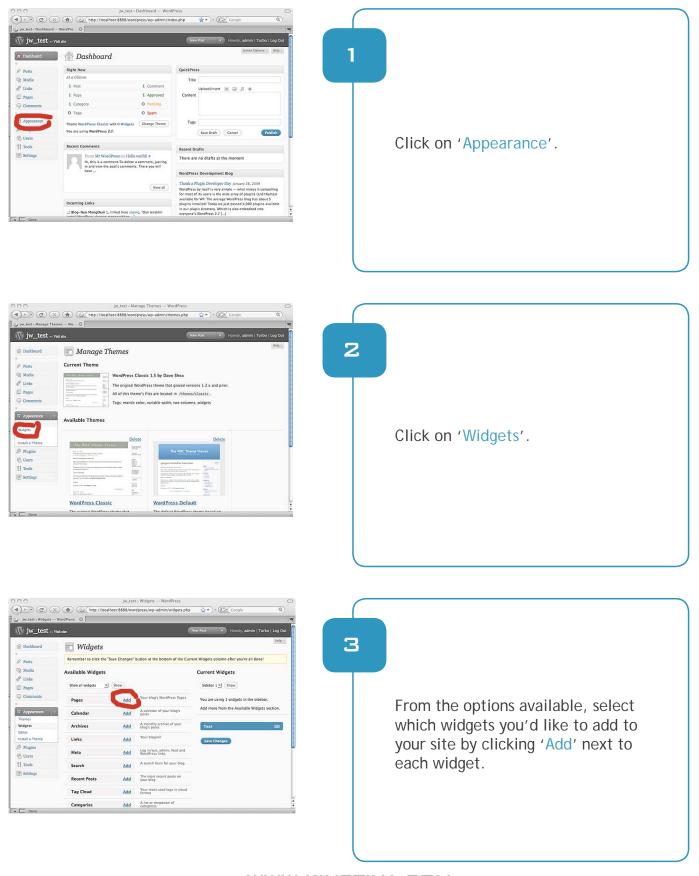


4

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#### 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.

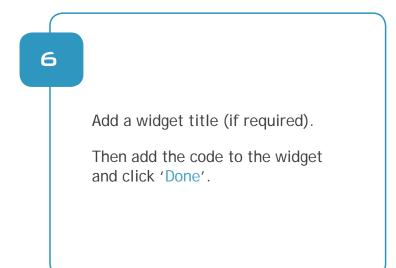


Sur toat				New Post Y Howdy, admin   Turbo   Log Out	
🕅 jw_test	Visit site			New Post V Howay, admin   Turbo   Log Out	
a) Dashboard	Widgets			1.04	
P Posts	Available Widgets			Current Widgets	
Media     Show all widgets - Show				Sidebar 1 - Show	
🖗 Links					
Pages	Pages	Add	Your blog's WordPress Pages	You are using 0 widgets in the sidebar.	
Comments	Calendar	Add	A calendar of your blog's posts	Add more from the Available Widgets section.	
	Archives	Add	A monthly archive of your blog's posts	Save Changes	
Widgets	Links	Add	Your blogroll		
Install a Theme	Meta	Add	Log in/out, admin, feed and WordPress links		
Plugins			A search form for your blog		
8 Users	Search	Add	A March IVIII for your blog		
Tools	Recent Posts	Add	The most recent posts on your blog		
Settings	Tag Cloud	Add	Your most used tags in cloud format		
	Categories	Add	A list or dropdown of		

4	
	To add your own custom code as a widget, select a 'Text' widget.

Dashboard	Widgets			Help 7	5
Posts	Remember to click the "	Save Changes"	button at the bottom of the Cur	rent Widgets column after you're all done!	
Media Linka Pages	Available Widgets Show all widgets	Show		Current Widgets Sidebar 1 - (Show)	
Comments	Pages	Add	Your blog's WordPress Pages	You are using I widgets in the sidebar.	
Appearance	Calendar	Add	A calendar of your blog's posts	Add more from the Available Widgets section.	
igets	Archives	Add	A monthly archive of your blog's posts	Text Edit	Click on 'Edit'.
or III a Theme	Links	Add	Your biogroll	Save Changes	CIICK ON 'Edit'.
lugins	Meta	Add	Log in/out, admin, feed and WordPress links		
ers ols	Search	Add	A search form for your blog		
ttings	Recent Posts	Add	The most recent posts on your blog		
	Tag Cloud	Add	Your most used tags in cloud format		
	Categories	Add	A list or dropdown of categories	i i i i i i i i i i i i i i i i i i i	
Done					

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Appearance	Calendar	Add	A calendar of your blog's posts	Add more from the Available Widgets section.	
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Plugins	Meta	Add	Log in/ou WordPres		
B Users	Search	Add	A search t		
11] Settings	Recent Posts	Add	The most your blog		
	Tag Cloud	Add	Your mos format		
	Categories	Add	A list or d categorie:		
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Dushboard	Widgets			Help ×			
Posts	Remember to click the "	Remember to click the "Save Changes" button at the bottom of the Current Widgets column after you're all done!					
(1) Media	Available Widgets	Current Widgets					
🖉 Links							
D Pages	Show all widgets · Show			Sidebar 1 - Show			
Comments	Pages	Add	Your blog's WordPress Pages	You are using 1 widgets in the sidebar.			
	Calendar	Add	A calendar of your blog's posts	Add more from the Available Widgets section.			
Widgets	Archives	Add	A monthly archive of your blog's posts	Text			
Install a Theme	Links	Add	Your biogroil	Save Changes			
Plugins Optimized Plugins	Meta	Add	Log in/out, admin, feed and WordPress links				
Tools	Search	Add	A search form for your blog				
IT Settings	Recent Posts	Add	The most recent posts on your blog				
	Tag Cloud	Add	Your most used tags in cloud format				
	Categories	Add	A list or dropdown of categories				

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

jw_test > Widgets -	- WordPress ()	_			
🔰 jw_test	Visit site			New Post 🔹 Howdy, admin   Turbo   Log O	
] Dashboard	Widgets			Help	
Posts	Remember to click the "	Save Changes"	button at the bottom of the Curr	rent Widgets column after you're all done!	
Media	Available Widgets	Current Widgets			
2 Links	Show all widoets	Show		Sidebar 1 • Show	
Pages	Show all widgets v Show			andon 1 -1 ( aunit)	
Comments	Pages	Add	Your blog's WordPress Pages	You are using 1 widgets in the sidebar.	
Appearance	Calendar	Add	A calendar of your blog's posts	Add more from the Available Widgets section.	
Themes Midgets	Archives	Add	A monthly archive of your blog's posts	Tout 58	
iditor nstall a Theme	Links	Add	Your blogroll	Save Changes	
9 Plugins	Meta	Add	Log in/out, admin, feed and WordPress links		
B Users	meta	Mad	WordPress links		
Tools	Search	Add	A search form for your blog		
1 Settings	Recent Posts	Add	The most recent posts on your blog		
	Tag Cloud	Add	Your most used tags in cloud format		
	Categories	Add	A list or dropdown of categories		

# 8

7

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'.

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