

Setting up a WordPress.com Profile/Domain:

1. TBD <https://wordpress.com/start/design-type-with-store>

Downloading/Installing Themes:

Montgomery College Approved Theme

1. TBD Download link and instructions
2. Note, this theme is protected by Creative Commons License, it is unlawful to sell or distribute this theme in any way

Free and for purchase themes

1. Free, <https://wordpress.com/themes/free>
2. For purchase,
https://www.google.com/aclk?sa=l&ai=DChcSEwiDutbXwuDTAhUXI4EKHSBSCy4YABAAGgJ5dw&sig=AOD64_1TQM34U0nyLW3bjWwZwfYaKLXSiw&q=&ved=0ahUKEwit-M7XwuDTAhVKKyYKHWLjC_YQ0QwIIQ&adurl=

Login/General Info (NEED TO MODIFY SO IT'S WORDPRESS SPECIFIC):

Login URL: <http://www.yourdomain.com/wp-login.php>

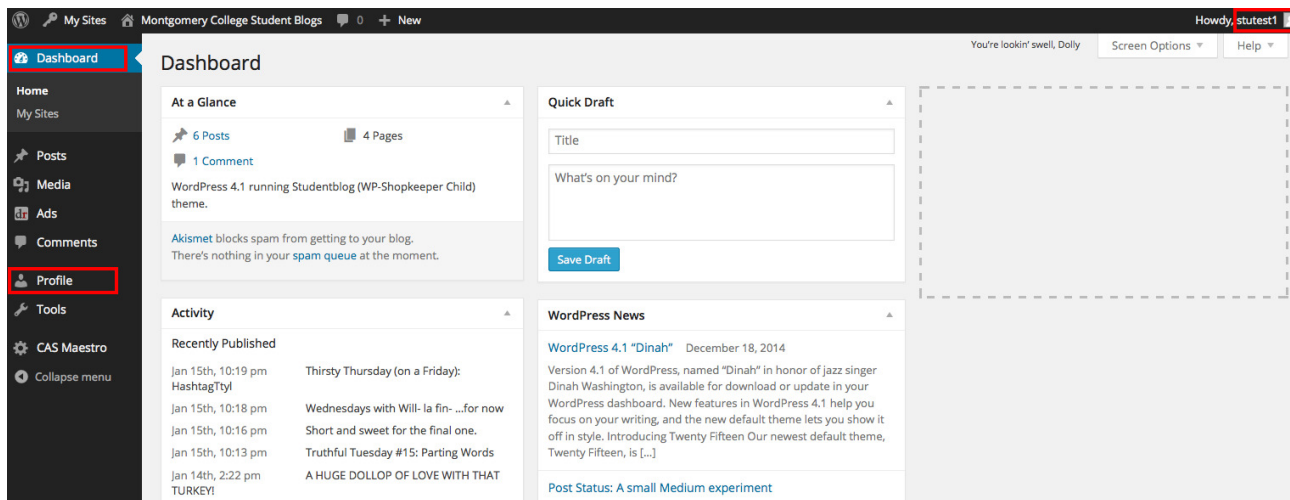
Accessing Your User Profile

1. Login to access the WordPress **Dashboard**
<http://mcblogs.montgomerycollege.edu/thehub/wp-login.php>
2. Click on **Profile** in the left menu
 - a. In your profile you can add a profile image, include links to your social media sites, add a bio, and modify other general information about yourself.

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- b. Your profile information will display on your **Author's page** (note: depending on the site, the author's page may not be used)

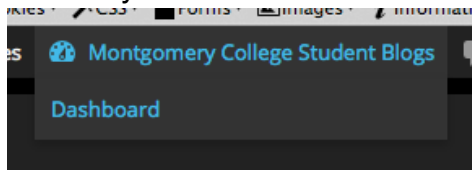


Changing homepage cover image

1. It's recommended that the image size be 2000px by 1200px with the lower right of the photo being dark enough for the title text to show over top of it (void of too much texture and light areas)

Creating New Pages (need to modify for pages and not posts)

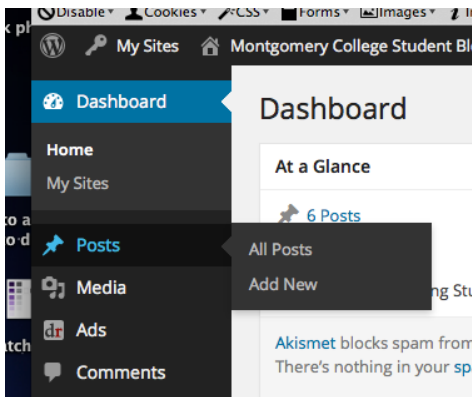
1. Access your **dashboard** via the top editor's menu bar



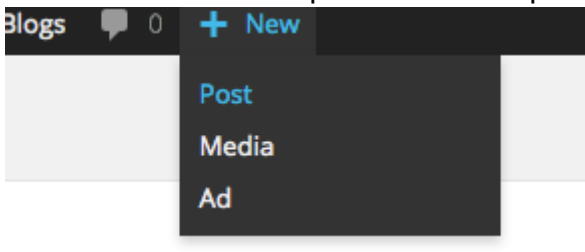
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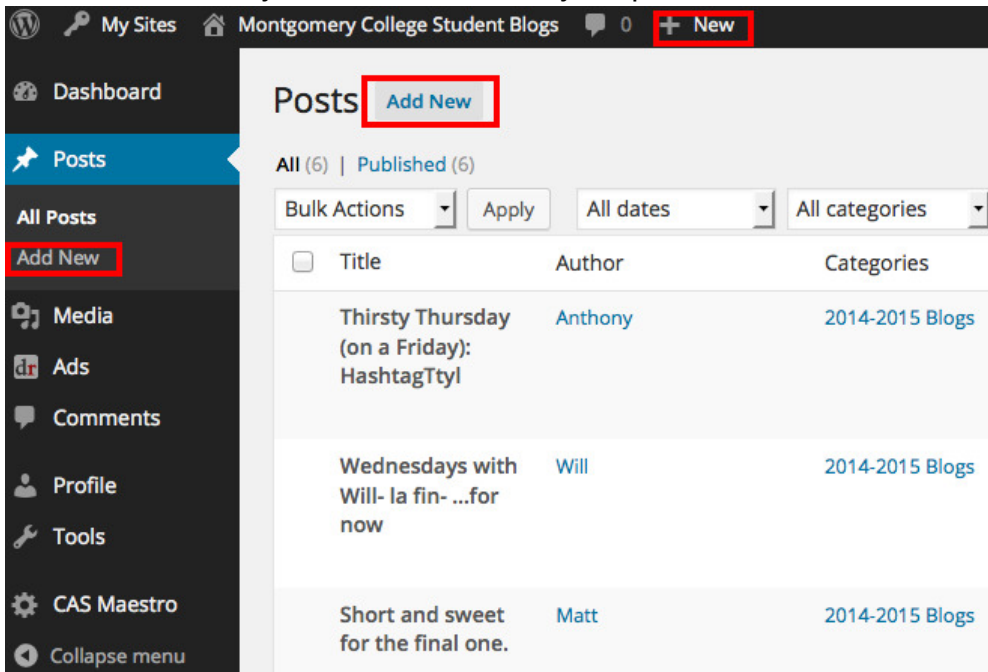
2. Click on **Posts** in the left menu.



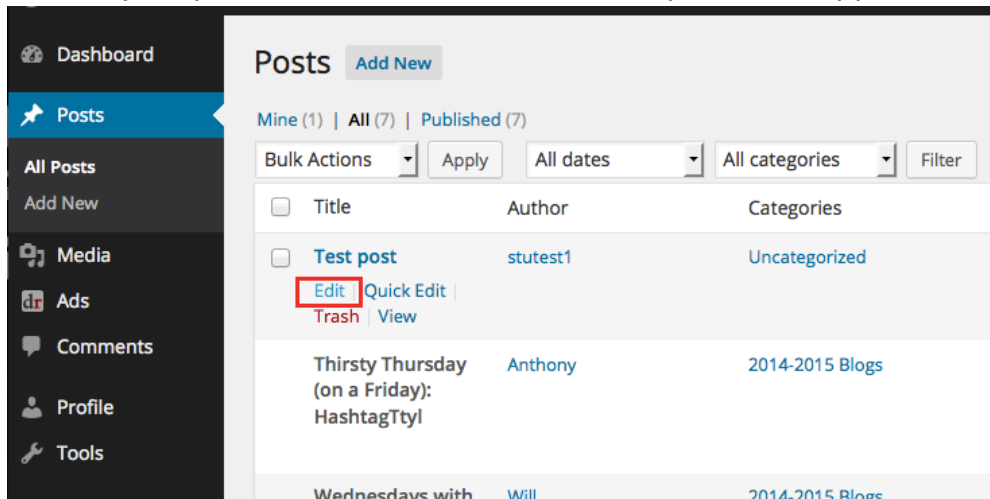
You can also access posts via the top menu bar



3. In the **Posts** area you can **Add** or **Edit** your posts

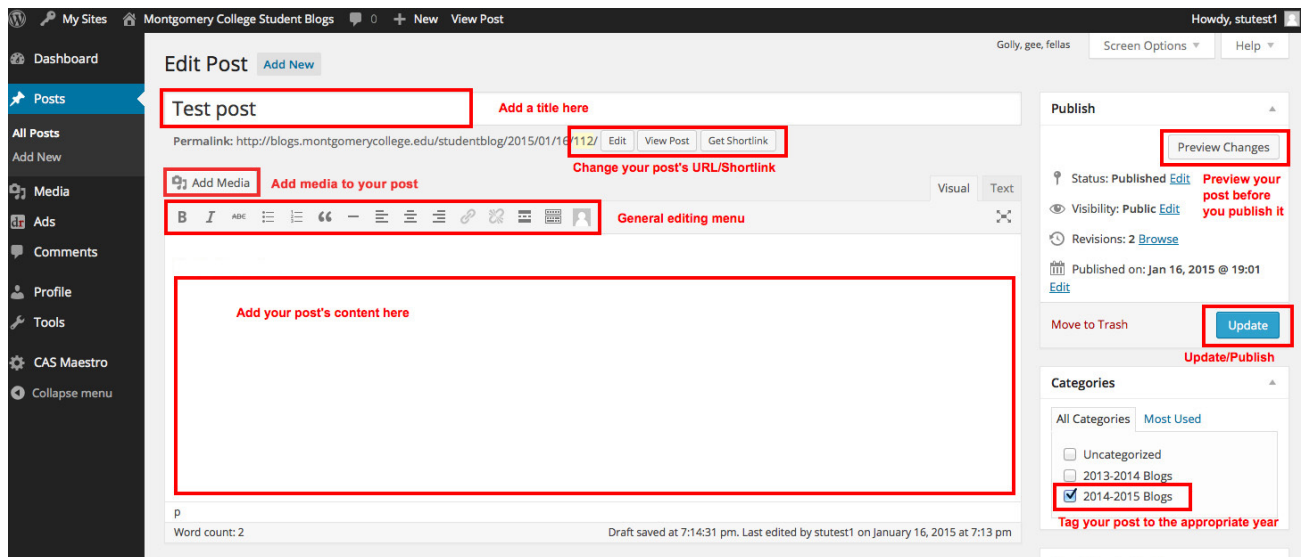


- To **Edit** your post roll over the title and more options will appear



- You can use the **Quick Edit** option to edit the Title, Date, Author, Categories and other features directly from the **Posts** view.

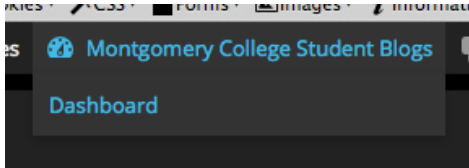
- Several functions are available when creating/editing posts. The screenshot below shows the options you will primarily use.



- When you are done creating/editing your post click the **Update** button. Your newly created post(s) will automatically get added to the homepage and to your Author's page. If you want to preview your post before publishing click the **Preview Changes** button.

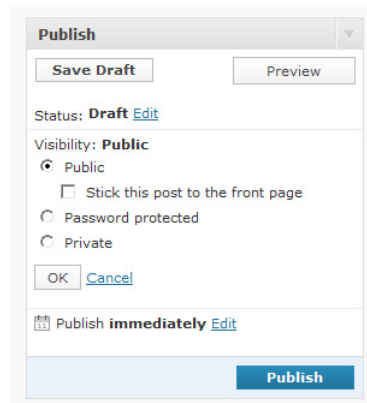
Editing Menus

8. TBD Access your **dashboard** via the top editor's menu bar



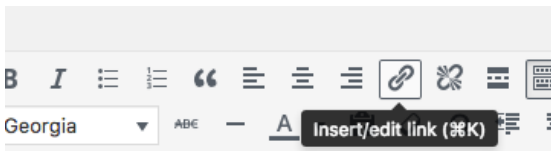
Content Visibility

1. WordPress allows you to control the visibility of your posts and Pages. By default, all posts and pages are visible/Public. For more information see, https://codex.wordpress.org/Content_Visibility
 - a. **Public:** The default, viewable to all.
 - b. **Password Protected:** Clicking this radio button followed by "OK" causes a further text box to appear, into which you can enter a password.
 - c. **Private:** This option hides the content from the public completely.



Creating Links to Assets

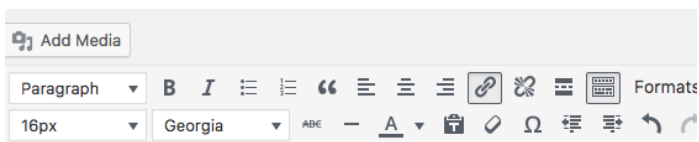
1. Standard linking to an internal/external page is relatively straight forward; highlight the text and click the **insert/edit link**



Public: The default, [viewable to all](#).

Protected: Clicking this radio button followed by "OK" causes a full screen modal to appear that hides the content from the public completely.

2. To create a link to an uploaded asset (PDF/Doc/Image) you must first get the URL from your Media > Library and add that URL in the field after clicking the **insert/edit link** button



Public: The default, [viewable to all](#).

Protected: Clicking this radio button followed by "OK" causes a full screen modal to appear that hides the content from the public completely.

- a. You can also insert a link to a PDF or Doc via the **Add Media** button

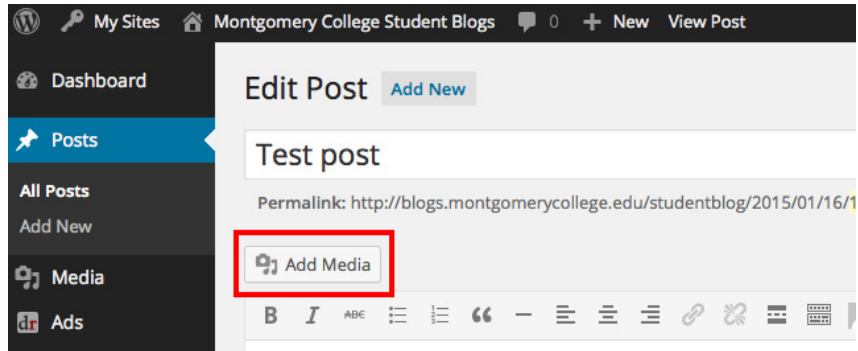
Adding Media to Your Page's Content

Adding a photo:

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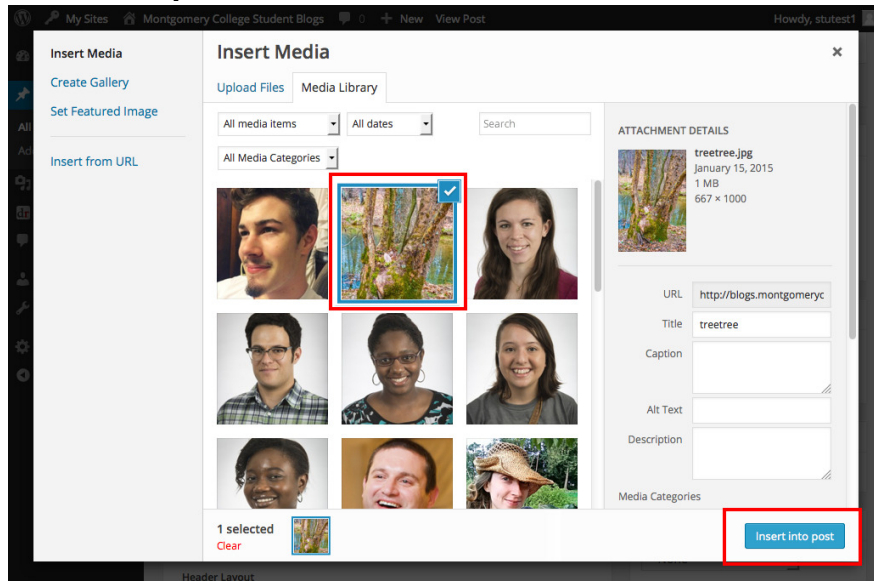
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1. Click on the **Add Media** when creating/editing a post



2. Simply drag and drop your photo(s) to the popup window (**Media Library**)

3. After your photo is added to the **Media Library** select it and click the **Insert into post** button

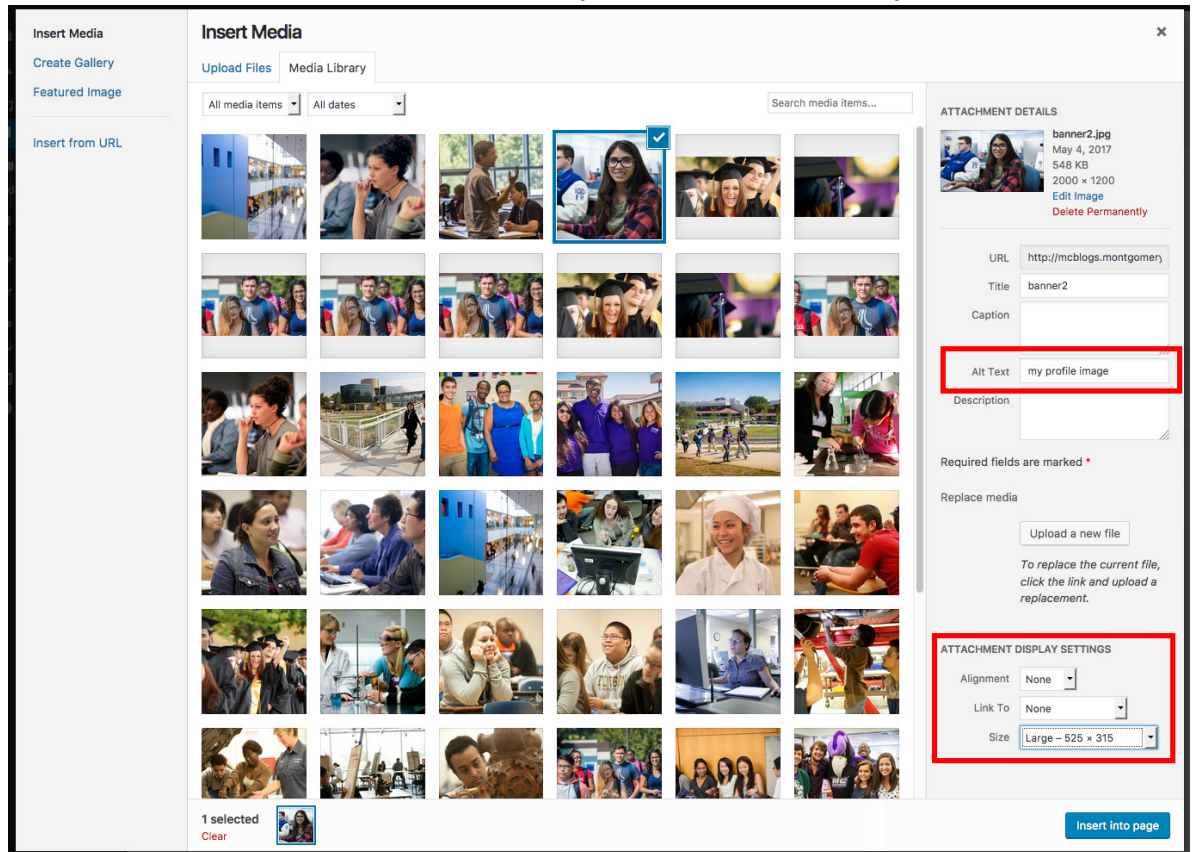


- a. Please be aware that you can insert a photo at a set size via the 'Attachment Display Settings'. Pick a size that is appropriate for your page. Also, be sure to

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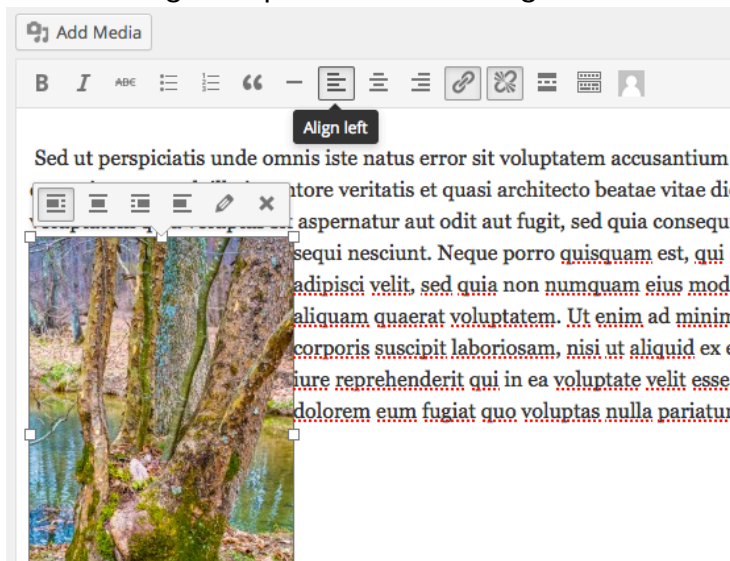
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fill out the 'Alt Text' field. This will aid in your site's accessibility.



The screenshot shows the WordPress 'Insert Media' interface. The main area displays a grid of media items. On the right, the 'ATTACHMENT DETAILS' panel is visible, with the 'Alt Text' field containing 'my profile image' and the 'ATTACHMENT DISPLAY SETTINGS' panel showing 'Size' set to 'Large - 525 x 315'. Both panels are highlighted with red boxes.

4. You can align the photo to the left/right of the text using the **Align** tool.



The screenshot shows the WordPress text editor. A photo is being inserted, and the 'Align left' button is highlighted. The photo is positioned to the left of the text.

Please note: the editor only shows basic formatting. It does not show refined styles as seen on the live post/site. If you want to preview the post before publishing, click the **Preview Changes** button.