

# WordPress

## MC5312 Online Media Design

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## Reclaim Hosting

Your Reclaim Hosting account allows you to install a self-hosted WordPress installation. We will be doing this and customizing it for your final project.

## Creating a Subdomain

Go to ReclaimHosting.com and login with your username and password. Then go to the CPanel and click on Subdomains. Here you will be instructed to create a subdomain for your website. Keep in mind to make the name short and related to your topic that you are choosing. After you type in the name for your subdomain. Type in public\_html/subdomain as the root (where subdomain is your chosen subdomain).

## Installing WordPress

In the CPanel, go to WordPress under Applications. On the right of the website select ‘Install this Application.’ Once you get to the next page **it is very important that you install WordPress to the correct domain/subdomain** under the Location tab. Under the directory section, make sure it is blank. Next, scroll down to the Settings tab and recreate a username and password. After you’ve changed these, click Install.

## Accessing your Site

To access and edit your new WordPress installation, go to your new subdomain (ex: [www.subdomain.yourname.com/wp-admin](http://www.subdomain.yourname.com/wp-admin)) the username and password that you selected above will be used to login here.

## Making Modifications

Once you are signed in, you will see the dashboard area of your site. This is where you will have access to all the admin options of your WordPress site. In the admin panel, go to Users, then click Your Profile. Make appropriate changes to the way your name displays and any contact info. You should change your Display Name to your full name.

The screenshot shows the WordPress dashboard for the site 'catzrule.saramshields.com'. The left sidebar includes links for Home, Updates, Posts, Media, Links, Pages, Comments, Appearance, Plugins, Users, Tools, and Settings. The main area has sections for 'At a Glance' (1 Post, 1 Page, 1 Comment), 'Activity' (Recently Published post 'Hello world!' from Nov 7th, 8:42 pm), and 'Recent Comments' (a comment from 'Mr WordPress' on 'Hello world!'). A 'Quick Draft' section allows for saving a new post. On the right, there's a 'WordPress News' sidebar with links to 'WordPress 4.7 Beta 2' news, 'WPTavern: WordCamp US Live Stream Tickets Now Available', 'WPTavern: Take the 2016 WordPress User Survey', 'HeroPress: Finally SSL!', and a note about a popular plugin.

Under the Settings tab, select General. This is where you can change the Site Title, add a Tagline, and make other changes.

The screenshot shows the 'General' settings page in the WordPress admin. The left sidebar has a 'General' section selected, along with 'Writing', 'Reading', 'Discussion', 'Media', 'Permalinks', and 'Cookies for'. The main form contains fields for 'Site Title' (Catz Rule), 'Tagline' (Cat Adoptions), 'WordPress Address (URL)' (http://catzrule.saramshields.com), 'Site Address (URL)' (http://catzrule.saramshields.com), 'Email Address' (saramshields@gmail.com), 'Membership' (checkbox for 'Anyone can register'), 'New User Default Role' (Subscriber dropdown), and 'Timezone' (UTC+0 dropdown).

Under **Writing**, **Reading**, **Discussion** and other sections, you can change other settings to customize your blog.

The **Reading** section allows you to determine how your blog posts page functions. You can choose to have one or not, and choose whether it is the home page or another page that is your home. If you have installed any plugins that have Settings, you might find those options in this area that allow you to customize your site.

Under **Posts**, you can see the list of posts. The first thing you should do is remove the Hello World post and start adding new posts. You can go under **Pages** and Add and Edit any pages you want on the site. Use the form to add content to the pages.

**Users** – You may add additional users to your blog. Use Add New User Admin Panel. Provide info, password and give them a Role. They can login and change the password later.

Administrator – can do anything

Editor – can do anything related to posts, including delete

Author – can only affect their own posts

Contributor – can make posts, but they need to be moderated

Subscriber – has limited access to the site

**Widgets** – you may include a variety of widgets on your site that can add content and/or functionality to your sidebars. Simply select a widget, drag it into the area you want it to be located and set the options.

**Menus** – you can use the Menu feature to rearrange your menu items. When you create a new page, it goes in the nav bar. But you might want that page to be part of a dropdown or to be arranged in a different order. You can also add links or categories as items in your nav here, but carefully consider how this will be used.

## Themes and Customizing

You can change the theme under **Appearance**. Find a very simple theme that can be modified to the desired design. We will be looking at various themes. Find a Bootstrap-based theme that you can modify. Use the search under Add Themes and search for Bootstrap. If your theme has other options, they may be available under Appearance (theme options, menus, header background, etc) One of the themes I have used frequently is Spacious, but feel free to look around at others.

We will discuss how to use the Editor and Plugins to customize the site. You cannot use an Editor or the Plugins on a Wordpress.com site. There is much flexibility in having a self-hosted WordPress website.

## Themes

Themes use HTML, CSS and PHP to determine the look of the site. Since you are just modifying code, you don't need to be a coding expert, just someone who understands how to troubleshoot. You can view new themes or download new themes from the thousands that are available on the Web. You can get more themes by installing them from the WordPress Themes directory. Once you find a theme you like, Choose Install Themes to automatically install a theme. Make sure you find a well designed, updated theme to install on your blog.

## Modifying CSS

We already know CSS. So you can go into the CSS to change the style of the blog. Under Appearance, choose Editor. You can see all the template files. You will use the Inspect Element feature of your browser to determine which styles to change. There may be multiple CSS pages, but start with the style.css. Look for the sections you want to change and feel free to experiment. Change things and see what it effects, colors, fonts, sizes, etc.

## Child Themes

WordPress recommends creating a child theme anytime you make modifications to a theme. By creating a child theme, you avoid losing all your modifications when the original designer updates the theme. The original designer must be updating a theme for security reasons or to be compliant with new standards, so being able to retain your changes and work when that happens is important. Let's say your theme is called xyz. Be careful to change everything specifically to the name of your theme, particularly the template. Include your own URL as the Author URI.

1. On your server, go to **wp-content/themes**. You should see a listing of the WordPress themes you have installed, including xyz.
2. Create a folder in that folder called **xyz-child**
3. Create a stylesheet in that folder called **style.css**
4. Add the following code to style.css, replacing your own themes name

```
/* Theme Name: XYZ Child
Theme URI: http://example.com/xyz-child/
Description: XYZ Child Theme
Author: Jane Doe
Author URI: http://example.com
Template: xyz
Version: 1.0.0 */
@import url("../xyz/style.css");

/* =Theme customization starts here ----- */
```

5. Log in to your site's dashboard, and go to **Appearance > Themes**. You will see your Child Theme listed there. Test it first with the Live Preview.
6. Click **Activate**

Note: Make sure the Template and the @import url title names are lowercase.

You can now go to Appearance, Themes and Live Preview and Activate your new child theme. Once you've activated the theme, you can go to Editor and see your new stylesheet. If you want to modify other files in the theme, you can add the modified files to your xyz child theme. These can be related PHP files or other stylesheets.

You can also use a **Child Theme plugin** to make this process a little smoother. The Child Theme Configurator Plugin is recommended. Install it. It will create a Child Theme option under Tools. There you can pick the theme for which you want to create the Child Theme. Pick Create a New Child Theme and use the Analyze Button. You can keep the default options and choose the Create New Child Theme button at the bottom.

Now go to Themes and choose this new child theme as theme for your site. When you make changes to the CSS, you will only see the things you customized in the child theme's stylesheet.

Note: some themes have a section for customizing CSS. This is basically a child theme set up for you. Try to understand what your theme has and how it works before adding your own child theme.

**Plugins** – Plugins allow you to add a range of functionality to your site, things like different types of social media widgets, social sharing features, slideshows and content sliders. Every plugin functions differently, so you must read the instructions to apply it. There are thousands of plugins, but we will cover a few popular ones. Feel free to seek out and find your own plugins to use.

### **Changing the subdomain of a Wordpress site**

Sometimes students start with one subdomain, but decide they want to change it later. Maybe they like another name or they changed the topic of their project. Changing a subdomain for a Wordpress site involves a lot of intricate things. All the file references and databases need to be updated. But Reclaim Hosting makes that process simple by allowing you to Clone a Wordpress site. Create the new subdomain first in the Subdomain area of the Cpanel. Then go into the Wordpress section and find your installation. (Click where it says My Installations). For the installation you want to clone, find the Clone tool to the right. See the red circle in the image below.

The screenshot shows the Reclaim Hosting dashboard with the 'Installatron' application selected. The main area displays a preview of a WordPress blog titled 'My blog' with the post 'Hello world!'. To the right of the preview, detailed information about the application is shown, including its URL (newsite.cindyroyal.name), version (4.6.1), file size (25.9MB), database size (0.2MB), installation date (2016-11-14), update date (2016-11-14), and backup count (0). A circled icon in the top right corner of the application card indicates a cloned state.

These are your installed applications. Applications can be accessed, updated, edited, backed-up, cloned, and uninstalled.

newsite.cindyroyal.name

**My blog**

My blog

newsite.cindyroyal.name/

newsite.cindyroyal.name/wp-admin/

wordpress.org/support/

4.6.1 version

25.9MB files

0.2MB database

2016-11-14 installed

2016-11-14 updated

0 backups

Just be sure to pick the new subdomain where you want to install it. It will take a few seconds and you will have a cloned site. You should then remove the old one and remove the old subdomain, to eliminate any confusion.