

EASY WORDPRESS TUTORIAL FOR BEGINNERS

Includes Screen Shots



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Easy Wordpress Tutorial for Beginners:
Wordpress Handbook with Screen Shots

By Jared Langsford

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I have relied on my own observations as well as many different sources for this book and I have done my best to check facts and give credit where it is due. In the event that any material is used without proper permission, please contact me so that the oversight can be corrected.

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Introduction

This guide is written to help you save money by building your own website or blog using Wordpress. There is no reason that you should pay a web designer to do this, when you can do it yourself.

I have personally built hundreds of websites and blogs, both for myself and for clients. It's not as hard as you think.

I will be building a new site as you watch over my shoulder with loads of screen shots to help you get your site up and running. Everything from registration, hosting and even building a header is included.

I have even included a great premium theme as part of your purchase, all you need to do is download it using the link provided in that section of the training.

There are a number of tips and tricks to help you get the most out of your new site. For example: What are the first steps to secure your blog and make it harder for hackers to get into your site?

Building a website or blog can be fun!

Thanks for purchasing this eBook.

Domain Name

There are many ways to build a website for free. The problem is that you do not have control of your content if you are hosted on blogger, wordpress.com or any of the other free platforms. You may not have any issues at all, then again, you might. To avoid this, and to control your site and the customizations, get your own domain from the beginning. Moving an existing site from any of the free hosts to your own domain where you manage it is not always easy.

When it comes down to it, you can get a domain on a paid host for less than \$100.00 a year, so it just makes sense to do it from the onset.

For this reason, this step-by-step tutorial applies to top level domains. This means you own the domain name and you are paying for hosting.

It is important to remember that there are two parts to getting your website online: Registration and Hosting. You can think of it like your cell phone. You own a phone, but if you don't contract for service, you can't use it. It's the same thing with a website – owning the name is the registration of your domain name – hosting is the charge to keep it online. Making sure you renew your domain, usually \$15.00 per year or so, AND keeping your hosting contract up to date are both necessary to having an online website.

I will register and build a website as we go through this book, including screen shots and helpful tips along the way. My goal is to give you all of the steps I use to build a site from the ground up.

If you think you would prefer to have this book in print, you may return to amazon.com and purchase the paperback version. The same information is available in both formats.

Let's get started!

Why GoDaddy for Your Domain?

You can buy a domain name at literally thousands of places on the internet. The reason that I will steer you to GoDaddy is because once you register a domain

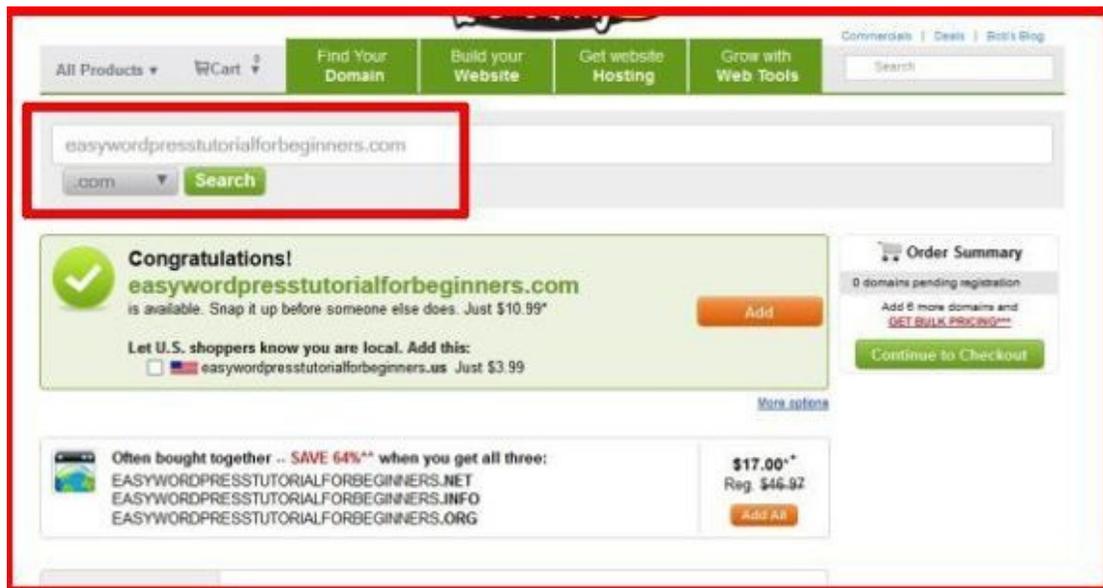
with them, the information for you to renew it and make the changes you need to do are easy and right on the front page of your account.

First, sign up at Godaddy by [clicking here](#).

Start a spreadsheet or text file where you will save all of your passwords. You will have a half dozen or so passwords when you are done.

Be sure to save your login and password before you move on.

Enter the domain name you want in the search box.



If the domain name is available, the following message will appear:

The screenshot shows a domain registration interface. At the top, there are navigation links: "All Products", "Cart", "Find Your Domain", "Build your Website", "Get website Hosting", and "Grow with Web Tools". A search bar contains the text "easywordpresstutorialforbeginners.com". Below the search bar, a green box with a checkmark icon displays the message: "Congratulations! easywordpresstutorialforbeginners.com is available. Snap it up before someone else does. Just \$10.99*". An "Add" button is next to this message. Below the main message, there is a section for "Let U.S. shoppers know you are local. Add this:" with a checkbox and the text "easywordpresstutorialforbeginners.us Just \$3.99". To the right, an "Order Summary" box shows "0 domains pending registration" and a "Continue to Checkout" button. At the bottom, a bundle offer is shown: "Often bought together -- SAVE 64%** when you get all three: EASYWORDPRESSTUTORIALFORBEGINNERS.NET, EASYWORDPRESSTUTORIALFORBEGINNERS.INFO, EASYWORDPRESSTUTORIALFORBEGINNERS.ORG" for "\$17.00*" (Reg. \$46.92) with an "Add All" button.

If your domain name is not available, put another choice into the search box until you find a domain that is available for purchase.

Once you have chosen your domain, click the ADD button and then select the CONTINUE TO CHECKOUT button.

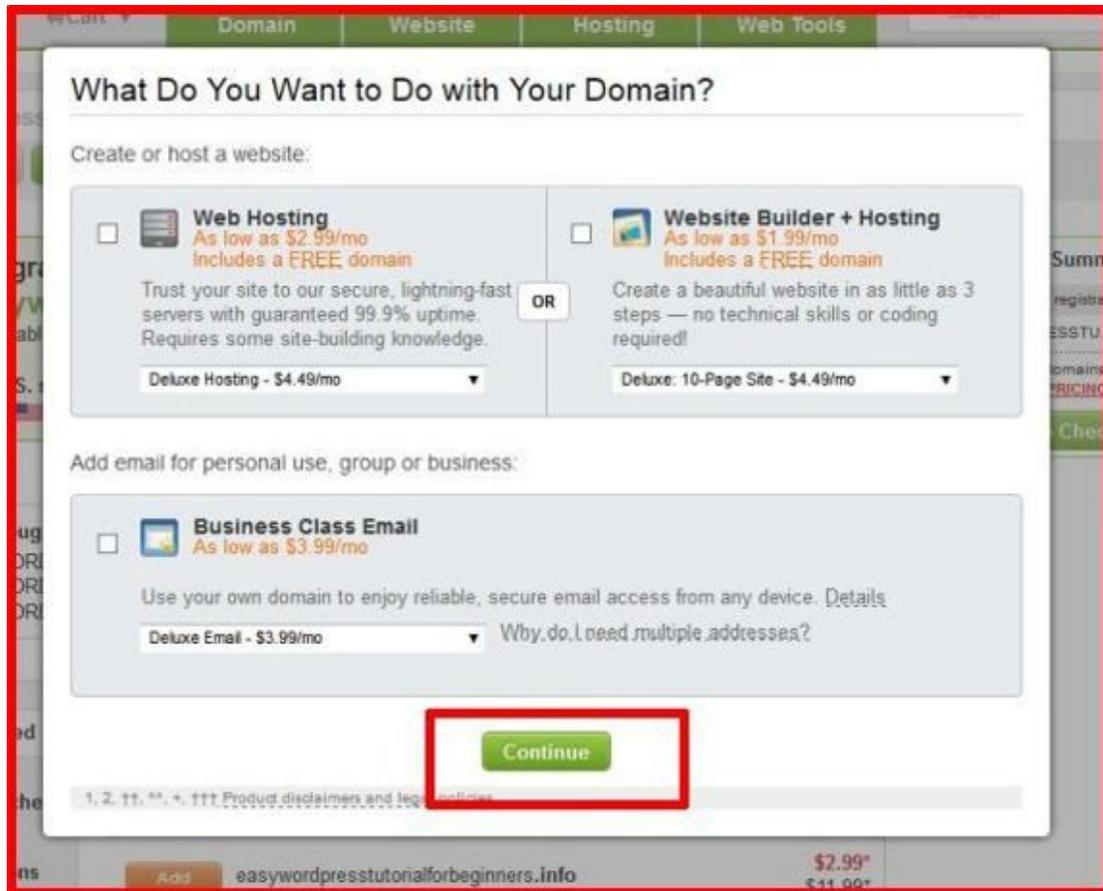


The following popups will come up – you can ignore them. You don't need any of the GoDaddy add-ons.



Just hit the Continue button

Now this one will popup:



The screenshot shows a popup window titled "What Do You Want to Do with Your Domain?". At the top, there are navigation tabs for "Domain", "Website", "Hosting", and "Web Tools". The main content is divided into two sections. The first section, "Create or host a website:", offers two options: "Web Hosting" (As low as \$2.99/mo, includes a FREE domain) and "Website Builder + Hosting" (As low as \$1.99/mo, includes a FREE domain). Each option has a description and a "Deluxe" pricing dropdown menu. An "OR" separator is placed between these two options. The second section, "Add email for personal use, group or business:", offers "Business Class Email" (As low as \$3.99/mo) with a description and a "Deluxe Email" pricing dropdown menu. A "Continue" button is highlighted with a red box at the bottom center of the popup. At the bottom of the popup, there is a small link for "Product disclaimers and legal notices".

Domain Website Hosting Web Tools

What Do You Want to Do with Your Domain?

Create or host a website:

Web Hosting
As low as \$2.99/mo
Includes a FREE domain

Trust your site to our secure, lightning-fast servers with guaranteed 99.9% uptime. Requires some site-building knowledge.

Deluxe Hosting - \$4.49/mo

OR

Website Builder + Hosting
As low as \$1.99/mo
Includes a FREE domain

Create a beautiful website in as little as 3 steps — no technical skills or coding required!

Deluxe: 10-Page Site - \$4.49/mo

Add email for personal use, group or business:

Business Class Email
As low as \$3.99/mo

Use your own domain to enjoy reliable, secure email access from any device. [Details](#)

Deluxe Email - \$3.99/mo [Why do I need multiple addresses?](#)

Continue

[Product disclaimers and legal notices](#)

Add easywordpressutorialforbeginners.info \$2.99* \$11.00*

Hit the Continue button again.

Now, to get a GoDaddy deal on your domain name [Click Here](#). There is no reason to pay \$10.99 for the first year.



NEED A
WEBSITE?
Start with a GoDaddy domain.
\$2.99* .COM

 [Shop Now](#)

The advertisement features a green background with a subtle light effect. The text is arranged in a clear, top-to-bottom hierarchy. The GoDaddy logo is positioned at the bottom left, and the 'Shop Now' button is at the bottom right.

I used the one for \$4.00 and included Domain Privacy. You may not need domain privacy, but I chose a coupon that gave me this feature. If you do want Domain Privacy, you can [Click Here](#) to get the same deal I did. (Be sure to click that you want Domain Privacy, it looks like it might charge you, but it shouldn't.) You can see below where I put the coupon code into the form and then the price that I was going to pay to register the new domain: EasyWordpressTutorialForBeginners.com. (This is the one we will build in this

Review your current order

Item	Term	Unit Price	Total
EASYWORDPRESSTUTORIALFORBEGINNERS.COM .COM Domain Registration	1 Year <input type="checkbox"/> Upgrade to 5-yr registration! Why?	\$4.00/yr \$4.00/yr	\$4.00
Domains matching EASYWORDPRESSTUTORIALFORBEGINNERS.COM Details			
ON SALE! EASYWORDPRESSTUTORIALFORBEGINNERS.CO \$29.99 \$6.99 - Add			
ON SALE! EASYWORDPRESSTUTORIALFORBEGINNERS.NET \$16.99 \$6.99 - Add			
ON SALE! EASYWORDPRESSTUTORIALFORBEGINNERS.INFO \$11.99 \$1.99 - Add			
Private Domain Registration EASYWORDPRESSTUTORIALFORBEGINNERS.COM Domains By Proxy Account: XXXXXXXXXX Change	1 Year(s)	\$0.00/yr	\$0.00***

Your total is: **\$4.18** USD
Total savings: **\$20.98**

Checkout

Keep Shopping

book.)

GoDaddy defaults to registration for 5 years – you can leave this alone if you like, but if you are trying to save money when you start up, change this to the 1-year option.

Review your current order

Item	Term	Unit Price	Total
EASYWORDPRESSTUTORIALFORBEGINNERS.COM .COM Domain Registration	1 Year <input type="checkbox"/> Upgrade to 5-yr registration? Why?	\$14.00/yr \$4.00/yr	\$4.00

Domains matching EASYWORDPRESSTUTORIALFORBEGINNERS.COM

- ON SALE! EASYWORDPRESSTUTORIALFORBEGINNERS.CO ~~\$29.99~~ \$6.99 - Add
- ON SALE! EASYWORDPRESSTUTORIALFORBEGINNERS.NET ~~\$16.99~~ \$6.99 - Add
- ON SALE! EASYWORDPRESSTUTORIALFORBEGINNERS.INFO ~~\$41.99~~ \$1.99 - Add

Private Domain Registration
EASYWORDPRESSTUTORIALFORBEGINNERS.COM
Domains By Proxy Account [REDACTED] [Change](#)

1 Year(s) \$0.00/yr \$0.00***

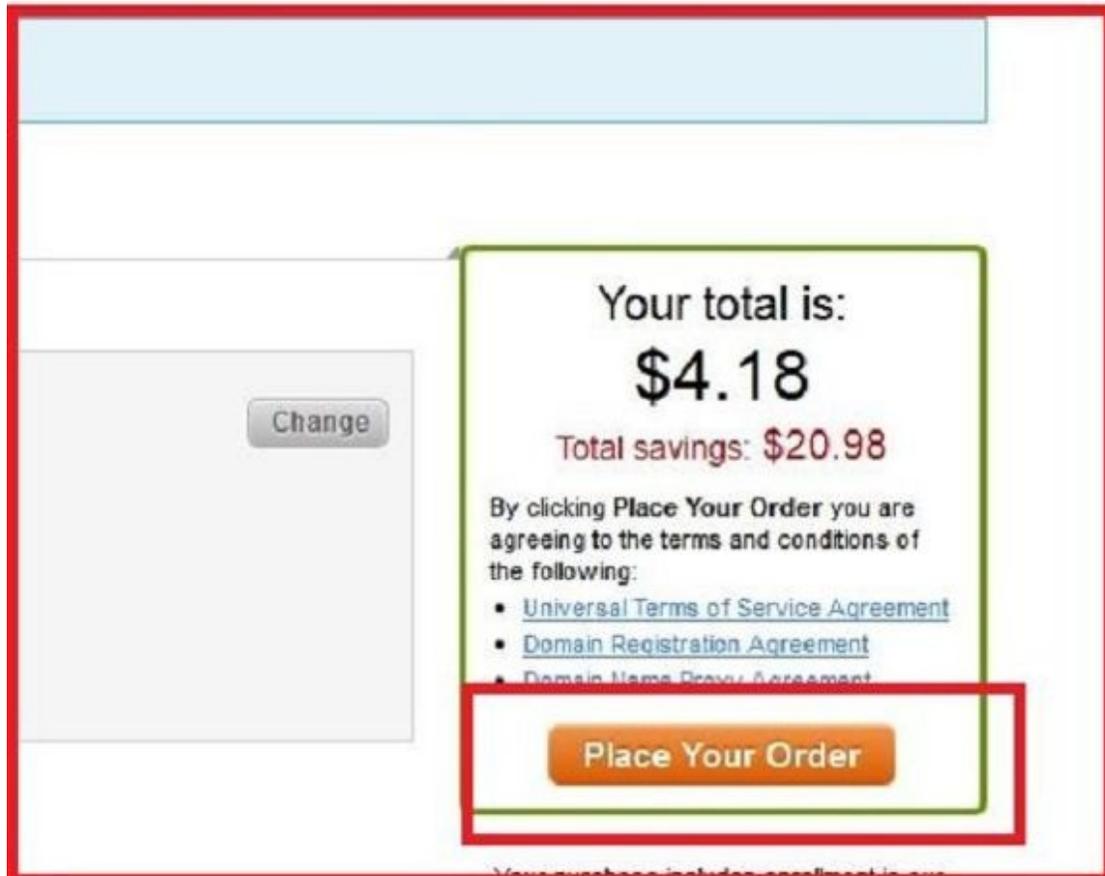
Your total is: **\$4.18** USD
Total savings: \$20.98

Round up for Charity. Check this box and we'll donate \$0.02 to the charity of your choice. [Details](#)

Checkout

Keep Shopping

Now it's time to pay for your domain, so click the Checkout button and the next screen will confirm the amount of your order.



If the amount is right, click the Place Your Order button and pay for your domain.

Next you will see this confirmation screen. **Do not click** on the Get Started button. You do not need email accounts from your GoDaddy account, you will set this up on Hostgator in the next part of the setup.



Congratulations! You now own your domain name.

You can now sign out of GoDaddy. We will come back to this in a little while.

By the way, I have just registered the website we will be building in this book.

Isn't this exciting?

Why Not Buy Your Domain at Hostgator?

It's important to address why we are not purchasing the domain at Hostgator. It's not because they don't provide this service. It is because their platform for managing domain names is not as easy to navigate as GoDaddy. You are welcome to use Hostgator to register your domain name if you wish. I have older domains that are registered with them. Unfortunately, I have found that to renew my domain on Hostgator, it is a confusing process. I have several domains with them, and each one requires a different login because they use a couple of registration companies; Enom and Registry Rocket, for example.

But with GoDaddy, I have 35+ domains and they are all listed on one control panel. This is extremely easy to manage, everything is in one place and I can

monitor the renewals all on the same page, unlike at Hostgator.

For me, the convenience of being able to log in to one place and see all of my domains makes it worth using one site for registrations and another for hosting. We will talk about the advantages of hosting with Hostgator over GoDaddy in the next section.

Hosting

Why Use Hostgator?

There are all kinds of places to host your website. It is important to realize that many of the low priced hosting alternatives are simply reselling space on Hostgator servers. What this means is that these companies pay Hostgator to sell space. It's like you are renting an apartment from the person who actually has a lease with the landlord. Although the price may seem inexpensive, the limits on bandwidth and space are a significant reduction over what you can get by going directly to the source: Hostgator. Save yourself some time and aggravation, and go to the big kahuna!

Using Hostgator provides you will 24/7 customer service – by phone or by online chat, loads of tutorials on how to manage your cPanel, plenty of storage space and bandwidth.

There is a reason that they are the best known hosting company. I have a lot of sites hosted on Hostgator and have been with them over 7 years with no service problems at all. It's important to know that the service you are using is reliable. Hostgator is extremely reliable.

So, let's get started and set up your hosting account!

First, go to Hostgator.com by [Clicking Here](#).

Click again on View Web Hosting Plans.

This is the page that you will see:

The screenshot shows the HostGator website's web hosting page. At the top, the HostGator logo is on the left, and contact information is on the right: Toll Free: 1.866.96.GATOR, Local: 1.713.574.5287, and a 'LIVE CHAT' button. Below the logo is the slogan 'we eat up the competition'. A navigation bar contains links for WEB HOSTING, RESELLER HOSTING, VPS HOSTING, DEDICATED SERVERS, DOMAINS, SUPPORT, and AFFILIATES. The main heading is 'Unlimited Web Hosting' with the subtext 'Web Hosting made EASY and AFFORDABLE!'. A large yellow starburst graphic on the right says 'Now 20% OFF!'. Below the heading are three bullet points: 'UNLIMITED Disk Space and Bandwidth', 'FREE Site Building Tools and Templates', and '24/7/365 Award Winning Technical Support'. The page is divided into three columns for different hosting plans, each with a '20% OFF!' banner. The 'Hatchling Plan' starts at \$3.96/mo, the 'Baby Plan' at \$6.36/mo, and the 'Business Plan' at \$10.36/mo. Each plan includes a list of features and an 'ORDER NOW' button. A small note at the bottom right states '*Price reflects 20% off first invoice'.

HostGator
we eat up the competition

Toll Free: **1.866.96.GATOR**
Local: **1.713.574.5287**
Now hosting over 9,000,000 domains!

LIVE CHAT

WEB HOSTING | RESELLER HOSTING | VPS HOSTING | DEDICATED SERVERS | DOMAINS | SUPPORT | AFFILIATES

Unlimited Web Hosting

Web Hosting made **EASY** and **AFFORDABLE!**

- ✓ **UNLIMITED** Disk Space and Bandwidth
- ✓ **FREE** Site Building Tools and Templates
- ✓ **24/7/365** Award Winning Technical Support

Now 20% OFF!

HostGator » Web Hosting

Get Started with HostGator Web Hosting Today!

Hatchling Plan	Baby Plan	Business Plan
<ul style="list-style-type: none">Single DomainUNLIMITED Disk SpaceUNLIMITED BandwidthShared SSL Certificate	<ul style="list-style-type: none">UNLIMITED DomainsUNLIMITED Disk SpaceUNLIMITED BandwidthShared SSL Certificate	<ul style="list-style-type: none">UNLIMITED DomainsUNLIMITED Disk SpaceUNLIMITED BandwidthFREE Private SSL & IPFREE Toll Free Number
Starting at \$3.96/mo*	Starting at \$6.36/mo*	Starting at \$10.36/mo*
Compare All Hosting Plans	Compare All Hosting Plans	Compare All Hosting Plans
ORDER NOW	ORDER NOW	ORDER NOW

*Price reflects 20% off first invoice

Since you are building one site, you want to select the “Hatchling” plan.

The image is a screenshot of the HostGator website's web hosting section. At the top, the HostGator logo is on the left, and contact information (Toll Free: 1.866.96.GATOR, Local: 1.713.574.5287) and a 'LIVE CHAT' button are on the right. A navigation bar below the logo lists services: WEB HOSTING, RESELLER HOSTING, VPS HOSTING, DEDICATED SERVERS, DOMAINS, SUPPORT, and AFFILIATES. The main heading is 'Unlimited Web Hosting' with the tagline 'Web Hosting made EASY and AFFORDABLE!'. A large yellow starburst graphic on the right says 'Now 20% OFF!'. Below this, three hosting plans are listed: Hatchling Plan, Baby Plan, and Business Plan. Each plan has a '20% OFF!' badge. The Hatchling Plan is highlighted with a red border and includes a 'Starting at \$3.96/mo*' price tag and an 'ORDER NOW' button. The Baby Plan starts at \$6.36/mo* and the Business Plan starts at \$10.36/mo*. A footer note states '*Price reflects 20% off first invoice'.

HostGator
we eat up the competition

Toll Free: **1.866.96.GATOR**
Local: **1.713.574.5287**
Now hosting over 9,000,000 domains!

WEB HOSTING | RESELLER HOSTING | VPS HOSTING | DEDICATED SERVERS | DOMAINS | SUPPORT | AFFILIATES

Unlimited Web Hosting

Web Hosting made **EASY** and **AFFORDABLE!**

- ✔ **UNLIMITED** Disk Space and Bandwidth
- ✔ **FREE** Site Building Tools and Templates
- ✔ **24/7/365** Award Winning Technical Support

Now 20% OFF!

HostGator » Web Hosting

Get Started with HostGator Web Hosting Today!

Hatchling Plan	Baby Plan	Business Plan
<ul style="list-style-type: none">• Single Domain• UNLIMITED Disk Space• UNLIMITED Bandwidth• Shared SSL Certificate	<ul style="list-style-type: none">• UNLIMITED Domains• UNLIMITED Disk Space• UNLIMITED Bandwidth• Shared SSL Certificate	<ul style="list-style-type: none">• UNLIMITED Domains• UNLIMITED Disk Space• UNLIMITED Bandwidth• FREE Private SSL & IP• FREE Toll Free Number
Starting at \$3.96/mo*	Starting at \$6.36/mo*	Starting at \$10.36/mo*
Compare All Hosting Plans	Compare All Hosting Plans	Compare All Hosting Plans
ORDER NOW	ORDER NOW	ORDER NOW

*Price reflects 20% off first invoice

Once you click on the Order Now button, you will see this screen:

HostGator Order Wizard

Please enter a domain:

Getting started is easy! Just enter your domain below and we'll tell you if it's available to use. If you already own it, no worries, we can help move your domain to HostGator.

Register a new domain I already own this domain

Enter Your Domain Here:

Highly Recommended - Secure ownership of our most popular top level domains.

Having more than one top level domain allows you better control over your brand name and helps keep your name associated with your company and not someone else.

Domains	Availability	Price
<input type="checkbox"/> xxxxxxxxxxxx.net	Available	\$12.95 - 1 Year

Please confirm your hosting package information:

Package Type: Hatchling

Billing Cycle: 12 Month @ 5.56/mo 20 Percent OFF!

Select “I already own this domain” – Then fill in the domain name that you registered at GoDaddy in the “Enter Your Domain Here” box.

The Package Type should already be selected as “Hatchling” but you will need to choose the “Billing Cycle.” Using the drop-down arrow, pick the length of time you want.

Double check your spelling and make sure that you are putting in exactly what you registered at GoDaddy.

Scroll down into the next part of the form. It looks like this:

The screenshot displays a two-part registration form. The top section, titled "Please choose your account information:", contains two input fields. The "Username" field has the placeholder text "yourloginname" and is accompanied by three validation rules: a green checkmark indicating it may not contain capital letters, a green checkmark indicating it must start with a letter, and a red X indicating it must be 2-8 characters long. Below these are two more green checkmarks: one indicating it may not contain special characters/values, and another partially visible one. The "Security Pin" field contains "11111111" and has a green checkmark indicating it must be 4-8 characters long. The bottom section, titled "Please enter your billing information:", is divided into two columns. The left column, "Billing Information", includes fields for Email, First Name, Last Name, Company, Home Phone, Cell Phone, Address, Address 2, City, State (set to Alabama), Zip Code, and Country (set to United States). The right column, "Payment Information", includes radio buttons for "Credit Card" (selected) and "PayPal", logos for American Express, MasterCard, VISA, Discover, and PayPal, and fields for Name on Card, Credit Card Number, Expiration Date (set to 01/2013), and CVV Code. A small link "Help: Where is my CVV Code?" is located at the bottom right of the payment section.

Choose a Username – this can be anything you want as long as it fits the criteria listed below the box. This is the name you will use to sign in to your Hostgator Control Panel. At this time, choose a Security Pin, if you ever need to call or chat with Hostgator customer service, this PIN confirms that you own the account. Save this info on the password spreadsheet or text file.

Fill in all the Billing information. The Email Account you use here is where Hostgator will send your login information.

Before you get ready to pay, look at the following screen shot:

The screenshot shows a 'Hosting Addons' section with three items:

- Domain Privacy Protection** (\$9.95 / yr): Let HostGator.com help protect your identity online! Privacy protection hides your personal contact information from public view. Add a domain to take advantage of domain privacy protection.
- SiteLock: Highly Recommended—Secure your Website** (\$14.99 / yr): Protect your website with daily scans for security vulnerabilities, malware, identity theft and more with SiteLock. Display the SiteLock Secure Seal on your website to show your visitors your website is safe! Add SiteLock
- Jumpstart: Get a Jumpstart on Your Website** (\$19.95): Don't wait until your site is built to get online! We'll launch your email and a temporary Web page while you work on your site. We'll even walk you through all the tools you need to build your site and thrive online! Add Jumpstart

For some reason, Hostgator will preselect the SiteLock Add-on – I have already unticked the box in this image, but it's important to make sure that you aren't paying for something you don't want. If you want SiteLock, you may certainly purchase it here. Personally, I have never paid for SiteLock. So, it is totally up to you.

Now you are ready to pay. This is the last chance to double check everything.

The screenshot shows a checkout page with a coupon code 'SNAPPY' applied. The order details table lists various services and their costs, with a total due of \$66.72. A checkbox for terms and conditions is also visible.

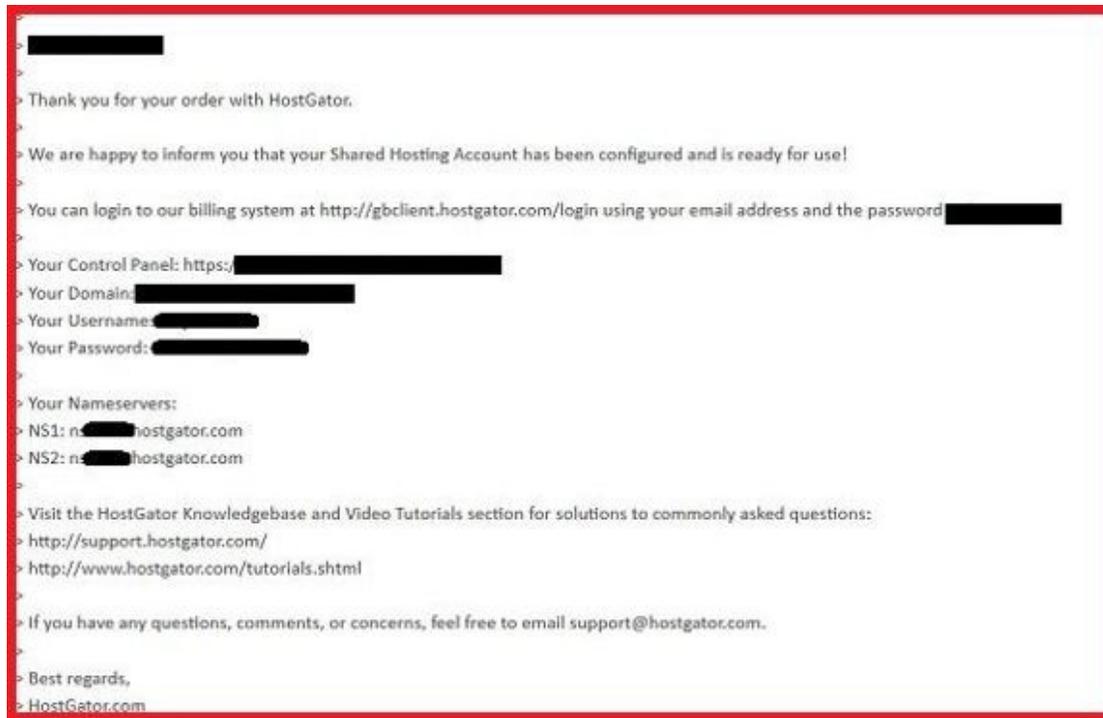
Please review the order details below:	
24/7/365 Phone, Live Chat, Email Support	FREE!
Instant Account Activation	FREE!
Money Back Guarantee!	45 Days
Hosting	Hatchling
Package (12 Month Cycle)	\$83.40
Coupon Credit (SNAPPY 20 Percent OFF!)	-\$16.68
Hosting Addons	\$0.00
Setup Price	\$0.00
Total Due: \$66.72	

I have read and agree to the [terms and conditions of use.](#)

CREATE ACCOUNT

Your cost should be \$66.72 – this is all it costs you for one year to have your domain hosted at Hostgator. This includes your cPanel (Control Panel) and email accounts. (The Coupon Code at the top is generated by Hostgator based on your plan and the one year payment.) Click Create Account and you are on your way to building your site.

This is the email you will receive from Hostgator:



The billing system login info is what you need to pay your hosting fees, keep this email safe so when you need to pay again next year, you have the info handy. I always save the info on my password spreadsheet.

The control panel info is how you get to your cPanel. You can access it via the “<https://XXXX>” URL that is provided in this email. Once your site is pointed to Hostgator (next step in the process) you can access it by using the URL “<http://YOURDOMAIN/cpanel>” In our example this would be: <http://EasyWordpressTutorialForBeginners.com/cpanel>.

Why Not Host Your Site on GoDaddy?

There are several reasons that I don’t host my domains at GoDaddy. But the two most important ones are length of login time and backups. I have built sites on GoDaddy for clients, and even if you are working away on a site, building pages, *etc.* GoDaddy will log you off after a while and force you to log back in. I never

lost any work when this happened, but it is a nuisance.

There is no easy backup utility on GoDaddy unless you pay for a third party service. This can be a bit pricey, plus some of them want log in information to your site.

Hostgator has never logged me off when I was working, even when I was online for hours at a time. Hostgator has an easy click backup utility as a part of your cPanel. You can backup your files at any time and store them within your Hostgator files and you can download them to your own computer or flash drive if you want to.

The backup utility is an important one. I have several dozen sites hosted with Hostgator and although they do process backups for you, it gives great peace of mind to be able to run my own backup when I have made significant changes to sites.

Hostgator Control Panel

Now that you have received the email from Hostgator, you need to let GoDaddy know where your site will be hosted. This is SO easy! But until you do it, you cannot start building your site.

In the email from Hostgator, there are two Nameservers listed. You need these for the next step. They are formatted like this: NS1: nsXXXX.hostgator.com

NS2: nsXXXX.hostgator.com



Log in to your GoDaddy account.



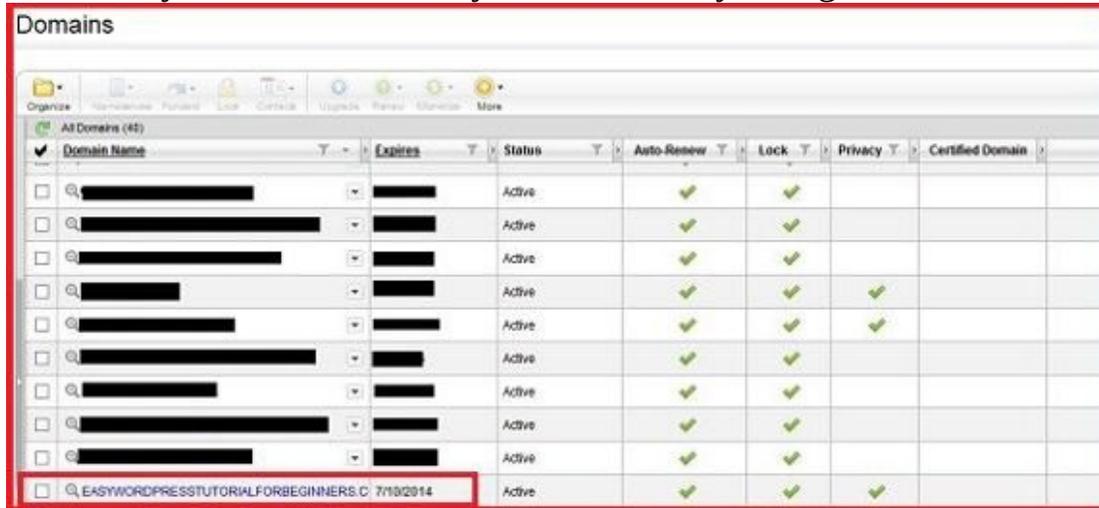
Click on My Account at the top left corner.

Now you should be looking at a page like this:



Click the Launch button next to DOMAINS.

Now you will be looking at the domain you own. My account has a number of domains; yours will have only the new one you registered. It looks like this:



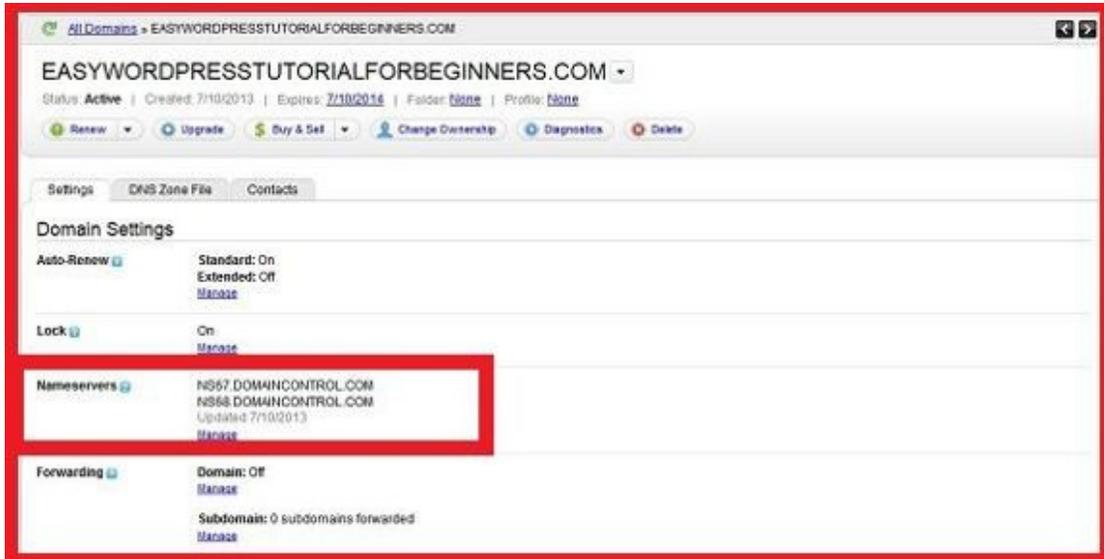
The screenshot shows a web interface titled "Domains" with a table of domain information. The table has columns for Domain Name, Expires, Status, Auto-Renew, Lock, Privacy, and Certified Domain. The domain "EASYWORDPRESSSTUTORIALFORBEGINNERS.C" is highlighted in red at the bottom of the list.

Domain Name	Expires	Status	Auto-Renew	Lock	Privacy	Certified Domain
[REDACTED]	[REDACTED]	Active	✓	✓		
[REDACTED]	[REDACTED]	Active	✓	✓		
[REDACTED]	[REDACTED]	Active	✓	✓		
[REDACTED]	[REDACTED]	Active	✓	✓	✓	
[REDACTED]	[REDACTED]	Active	✓	✓	✓	
[REDACTED]	[REDACTED]	Active	✓	✓		
[REDACTED]	[REDACTED]	Active	✓	✓		
[REDACTED]	[REDACTED]	Active	✓	✓		
[REDACTED]	[REDACTED]	Active	✓	✓		
EASYWORDPRESSSTUTORIALFORBEGINNERS.C	7/10/2014	Active	✓	✓	✓	

You can see the domain we are working with at the bottom of the list.

What we are doing now is “pointing” the domain to Hostgator. So click on your domain name.

This is what you should see now:

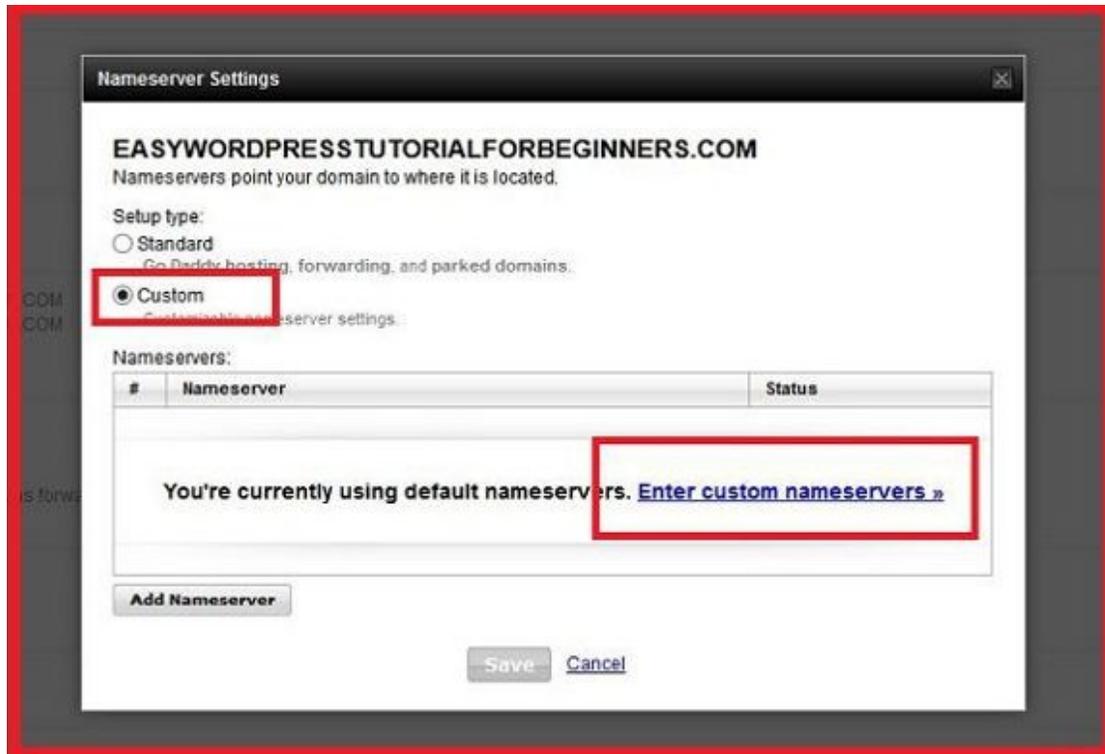


The screenshot displays the domain management interface for **EASYWORDPRESSTUTORIALFORBEGINNERS.COM**. The domain status is **Active**, created on 7/10/2013, and expires on 7/10/2014. The interface includes tabs for **Settings**, **DNS Zone File**, and **Contacts**. The **Domain Settings** section contains the following information:

Setting	Value
Auto-Renew	Standard: On Extended: Off Manage
Lock	On Manage
Nameservers	NS67.DOMAINCONTROL.COM NS68.DOMAINCONTROL.COM Updated 7/10/2013 Manage
Forwarding	Domain: Off Manage Subdomain: 0 subdomains forwarded Manage

Click “Manage” under the Nameservers on this screen.

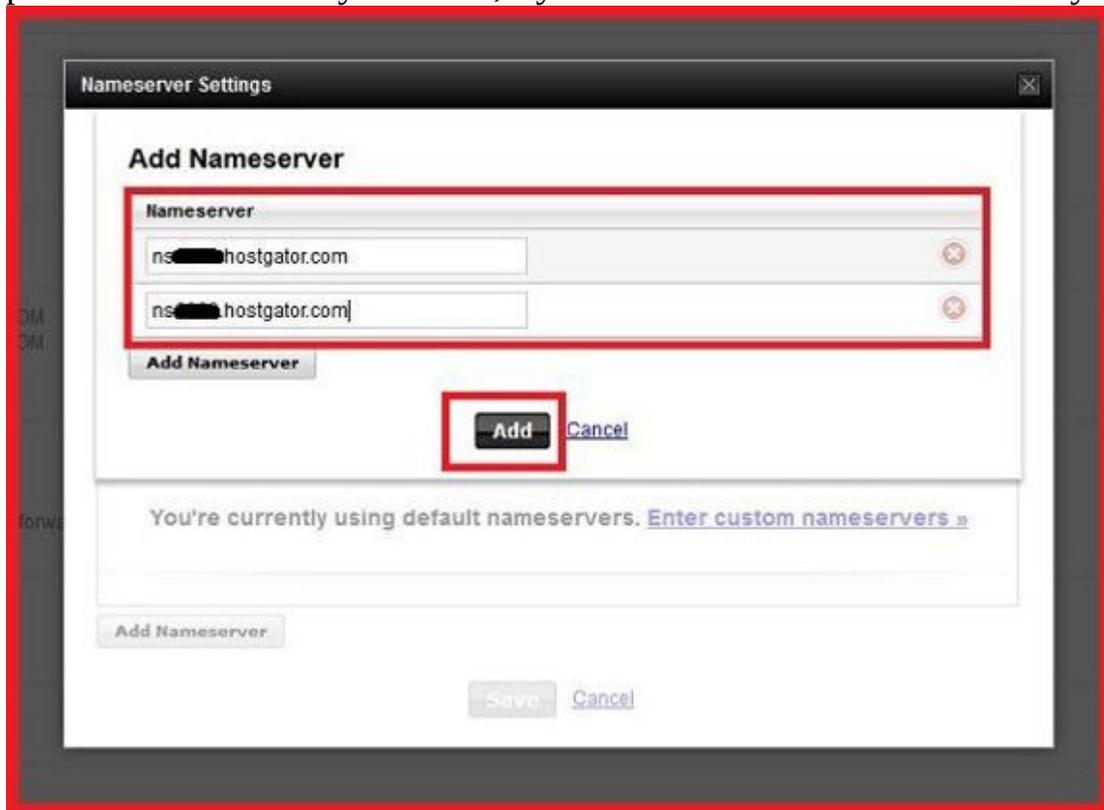
A pop up will open on your screen:



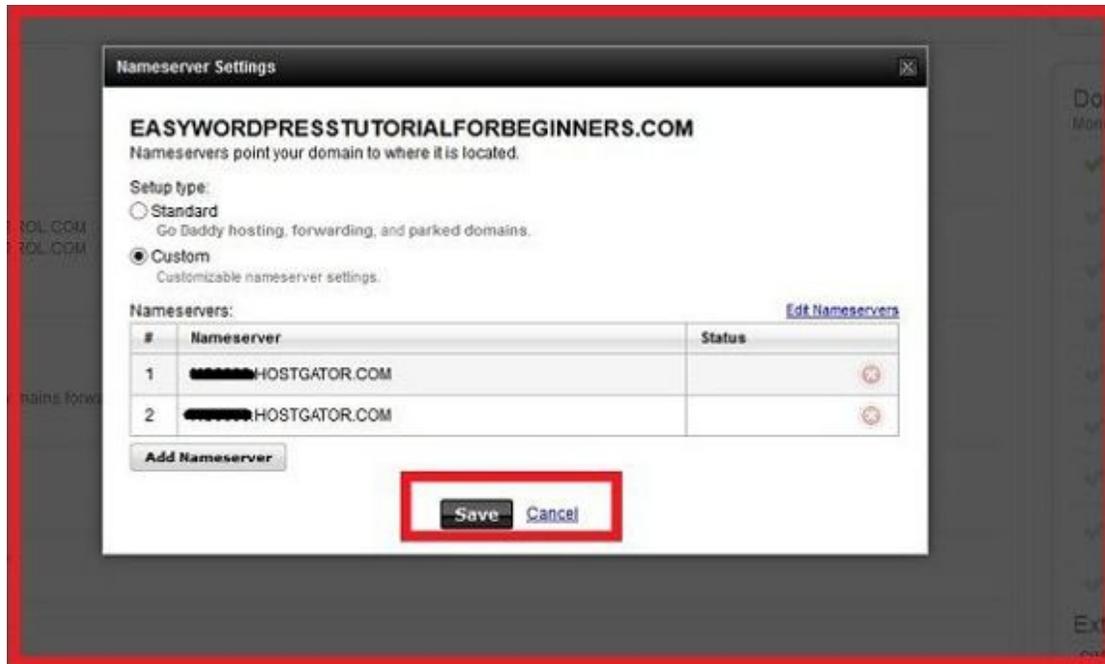
Click the button next to Custom, and then click **Enter custom nameservers.**

The next pop up gives you a place to enter the new Nameservers. Enter the nameservers that are in the email from Hostgator. Then click the add button at the bottom of the pop up screen.

(It is not necessary to use the Add Nameserver button under the entry box; this is for sites with more than two assigned nameservers. Since Hostgator only provides two for your site, you do not need to add any others.)



The next pop up looks like this:



Confirm that you have input the nameservers correctly. It should be NSXXXXX.HOSTGATOR.COM for each one. Replace the XXXX with the numbers from your Hostgator email.

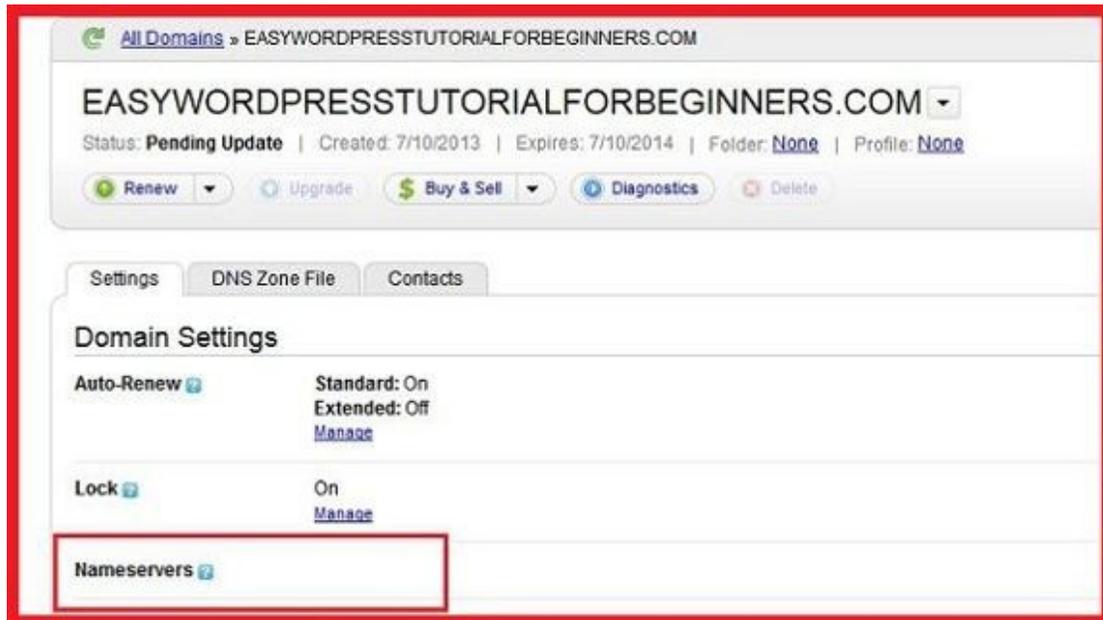
Click Save.

You have just pointed your site to Hostgator.

It can take anywhere from 1 to 24 hours for everything to happen, so be patient.

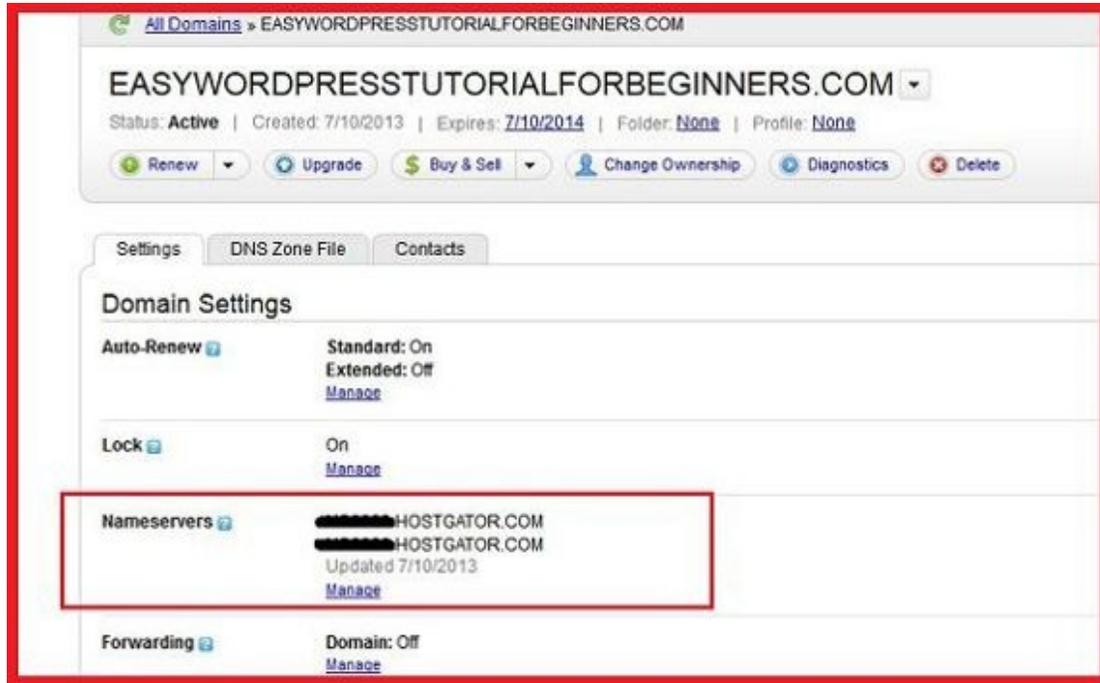
Now that this step is done, you can look at the domain details on Godaddy again.

Depending on how quickly you look, you might see this:



The Nameservers block is completely blank. Don't worry about this. This is because the status is "Pending Update." You can see this status right under the domain name at the top.

Check again in a little while and you will see the new Hostgator Nameservers.



The screenshot shows the Godaddy domain management interface for the domain EASYWORDPRESSTUTORIALFORBEGINNERS.COM. The domain status is Active, created on 7/10/2013, and expires on 7/10/2014. The interface includes tabs for Settings, DNS Zone File, and Contacts. Under the Settings tab, the Domain Settings section is visible, containing options for Auto-Renew, Lock, Nameservers, and Forwarding. The Nameservers section is highlighted with a red box and shows two nameservers ending in HOSTGATOR.COM, updated on 7/10/2013. The other settings shown are Auto-Renew (Standard: On, Extended: Off), Lock (On), and Forwarding (Domain: Off).

WOOHOO! Success at the Godaddy site. But it still might take a little while for Hostgator to fully recognize the move to their servers.

To check the status of the propagation (pointing of your site to the Hostgator servers) you can type your new domain in the browser bar. If it has been pointed to Hostgator, you will see this: Again, be patient. Sometimes it takes a little while for everything to happen. But once you see this, you can move on.



Now you are ready to log in to your Hostgator cPanel and set up your email account/s and install Wordpress.

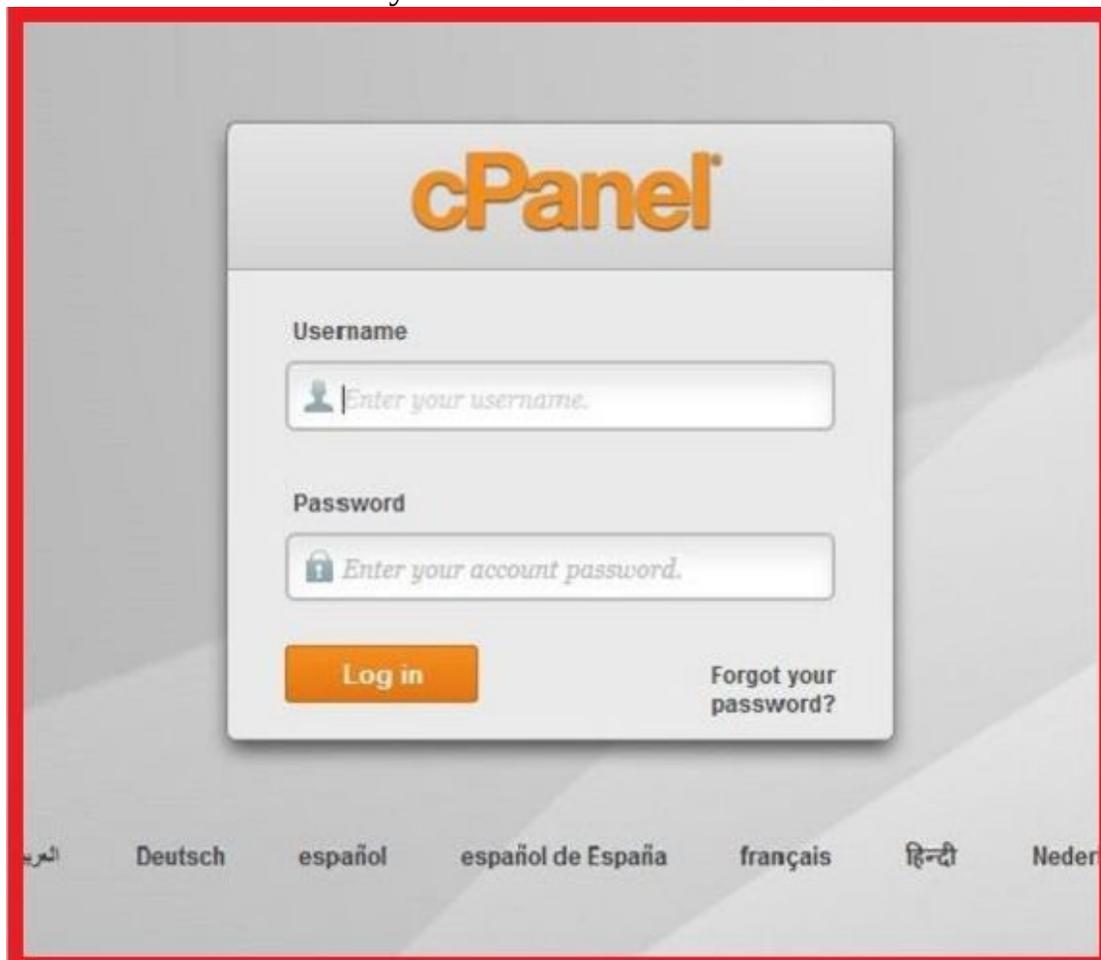
Isn't this fun?

Hostgator cPanel

Hostgator's cPanel has a lot of options for you to manage your account with them. We will only discuss a few of them, because you only need to know about three of the options to start with.

As you become more familiar with managing your site/s you can learn more from the Hostgator tutorials.

To get to the login panel – put <http://YOURDOMAIN/cpanel> in your browser bar. As an example, I put <http://EasyWordpressTutorialForBeginners.com/cpanel> in my browser bar:



Once you input the user name and password that you received from Hostgator, you will see the cPanel. I loaded this up in several images because it is a long page.



This is the next part:

The screenshot displays a web hosting control panel with a red border. The interface is organized into several sections:

- Learn More:** A blue button with a right-pointing arrow.
- Weebly Website Builder:** Features a large 'W' logo and the text: "Get your website online in minutes! Click here to create your website!".
- VoIP Services by VOIPo:** Offers "Unlimited Home Phone Service \$99/Year" and "Toll-Free Numbers 4.9 Cents Per Minute".
- Make Money with Us:** Includes "Make Money by Referring US" and "Employee Referral Program".
- Website Traffic:** Shows a dropdown menu and a table with the following data:

Last updated: Jul 13 11:35 CDT	
Yesterday's traffic	██████████
Traffic this month	██████████
Traffic last month	██████████
- Mail:** A section highlighted with a red box, containing icons for: Email Accounts, Webmail, BoxTrapper, SpamAssassin Spam Assassin™, Forwarders, Auto Responders, Default Address, Mailing Lists, Account Level Filtering, User Level Filtering, Email Trace, Import Addresses/Forwarders, Email Authentication, and MX Entry.
- Files:** Contains icons for Backups, Backup Wizard, File Manager, Legacy File Manager, Disk Space Usage, Web Disk, FTP Accounts, FTP Session Control, and Anonymous FTP.
- Logs:** Includes icons for Latest Visitors, Bandwidth, Webalizer, Webalizer FTP, Raw Access Logs, Error Log, Choose Log Programs, Awstats, and Google Analytics Integration.
- Security:** Features icons for Password Protect Directories, IP Deny Manager, HotLink Protection, and GnuPG Keys.

Here is the next section:

Backup Status

Status	Successful
Began	July 9, 2013, 7:51 pm
Completed	July 9, 2013, 8:15 pm
Email	None - Click to configure.
Setting	
If Backups ran now, your account would be backed up	
✓	4,535.62 MB / 20,000MB
✓	59753 / 100,000(Files)

Statistics

Main Domain: ██████████

Addon Domains: ██████████

Subdomains: ██████████

Parked Domains: ██████████

Last login from: ██████████

Processes Running: 2 / 25
View All Processes

CPU Usage: 0% Refresh
View Graph

Memory Usage: 0% Refresh

Disk Usage: ██████████

Monthly Transfer: ██████████

Email Accounts: ██████████

Subdomains

Addon Domains

Parked Domains

Redirects

Databases

- MySQL® Databases
- MySQL® Database Wizard
- phpMyAdmin
- Remote MySQL

Software/Services

- Weebly
- CGI Center2
- QuickInstall
- Perl
- PHP PEAR Packages
- PHP Configuration
- RubyGems
- Ruby on Rails
- Optimize Website
- Fantastico De Luxe**
- goMobi Site Builder
- php.ini QuickConfig

Advanced

- Apache Handlers
- Image Manager
- Index Manager
- Error pages
- Cron jobs
- Network Tools
- FrontPage® Extensions
- MIME Types
- Cloudflare

hide icons | reset all interface settings | reveal all boxes | reset box order

Now that you have seen the complete cPanel, (I hope you have logged in to see yours) we will look at Email Accounts and Fantastico De Luxe for now.

We will talk about Backups in a later chapter.

Here is the screen shot where you can find the Email Accounts link. You can have as many email accounts as you want – so, you might want one for INFO, one for SERVICE, one for YOUR NAME.

My suggestion is to keep it simple because you will have to monitor the email accounts. Make it easy on yourself and just have one or two until you see that you really need more.

Setting up Email Accounts

Click on the Email Accounts icon and let's get started.

The screenshot shows a web hosting control panel with a red border. The 'Mail' section is highlighted with a red box, and the 'Email Accounts' icon is also highlighted with a red box. The control panel includes sections for Mail, Files, Logs, and Security, along with promotional banners for Weebly, VoIP, and website traffic.

Mail

- Email Accounts
- Webmail
- BoxTrapper
- SpamAssassin Spam Assassin™
- Forwarders
- Auto Responders
- Default Address
- Mailing Lists
- Account Level Filtering
- User Level Filtering
- Email Trace
- Import Addresses/Forwarders
- Email Authentication
- MX Entry

Files

- Backups
- Backup Wizard
- File Manager
- Legacy File Manager
- Disk Space Usage
- Web Disk
- FTP Accounts
- FTP Session Control
- Anonymous FTP

Logs

- Latest Visitors
- Bandwidth
- Webalizer
- Webalizer FTP
- Raw Access Logs
- Error Log
- Choose Log Programs
- Awstats
- Google Analytics Integration

Security

- Password Protect Directories
- IP Deny Manager
- HotLink Protection
- GnuPG Keys

Learn More

Weebly Website Builder

Get your website online in minutes! Click here to create your website!

VoIP Services by VOIPo

- Unlimited Home Phone Service \$99/Year
- Toll-Free Numbers 4.9 Cents Per Minute

Make Money with Us

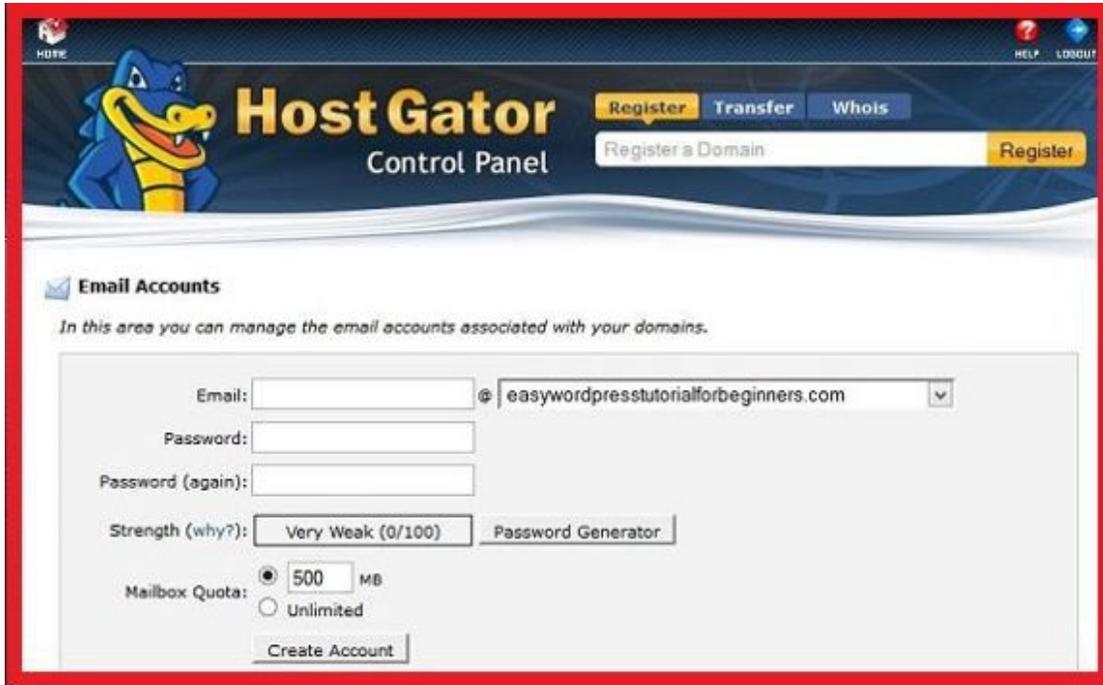
- Make Money by Referring US
- Employee Referral Program

Website Traffic

Last updated: Jul 13 11:35 CDT

Yesterday's traffic	██████████
Traffic this month	██████████
Traffic last month	██████████

Here is what you will see next:



The screenshot shows the HostGator Control Panel interface. At the top, there is a navigation bar with the HostGator logo (a blue gator) and the text "HostGator Control Panel". To the right of the logo are buttons for "Register", "Transfer", and "Whois". Below these buttons is a search bar labeled "Register a Domain" with a "Register" button. In the top right corner, there are links for "HELP" and "LOGOUT".

The main content area is titled "Email Accounts" and includes a sub-header: "In this area you can manage the email accounts associated with your domains." Below this is a form for creating a new email account. The form fields are:

- Email: [] @ [easywordpresstutorialforbeginners.com] [v]
- Password: []
- Password (again): []
- Strength (why?): [Very Weak (0/100)] [Password Generator]
- Mailbox Quota: 500 MB Unlimited
- [Create Account]

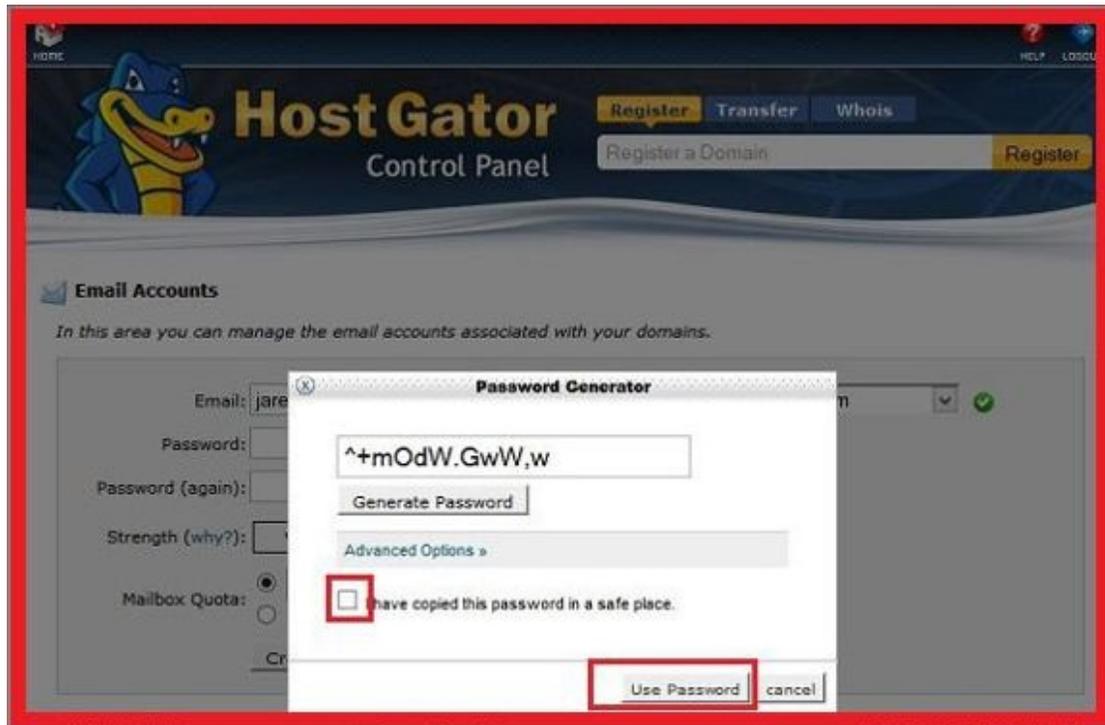
Whatever you want for an email address is what you will fill in. For this example, I will use my first name and set up Jared@easywordpresstutorialforbeginners.com. You can use whatever you would like here.

Then you will click on the Generate Password. This will provide you with a very secure password for your email account.



The screenshot shows the HostGator Control Panel interface. At the top, there is a navigation bar with the HostGator logo (a blue and yellow alligator) and the text "HostGator Control Panel". To the right of the logo are buttons for "Register", "Transfer", and "Whois". Below these is a search bar with the text "Register a Domain" and a "Register" button. The main content area is titled "Email Accounts" and includes the instruction: "In this area you can manage the email accounts associated with your domains." Below this is a form for creating an email account. The "Email:" field contains "jared" and the domain dropdown is set to "easywordpresstutorialforbeginners.com" with a green checkmark. The "Password:" and "Password (again):" fields are empty. The "Strength (why?):" field shows "Very Weak (0/100)". A red box highlights the "Password Generator" button. Below the strength field are radio buttons for "Mailbox Quota": "500 MB" (selected) and "Unlimited". At the bottom of the form is a "Create Account" button.

You will see a pop up with a password. Click on this password and copy it to the spreadsheet or text file where you are saving your passwords.



Now click on the box that says you have saved the password. Then click on Use Password. The system will then fill in the password for you.

This is the next screen you will see:



The screenshot shows the HostGator Control Panel interface. At the top, there is a navigation bar with the HostGator logo, a search bar, and buttons for Register, Transfer, and Whois. Below this, the main content area is titled "Email Accounts" and contains a form for creating a new email account. The form includes fields for Email (jared), Password, Password (again), Strength (Very Strong (100/100)), and Mailbox Quota (Unlimited). A red box highlights the Mailbox Quota options and the Create Account button.

Email: @

Password:

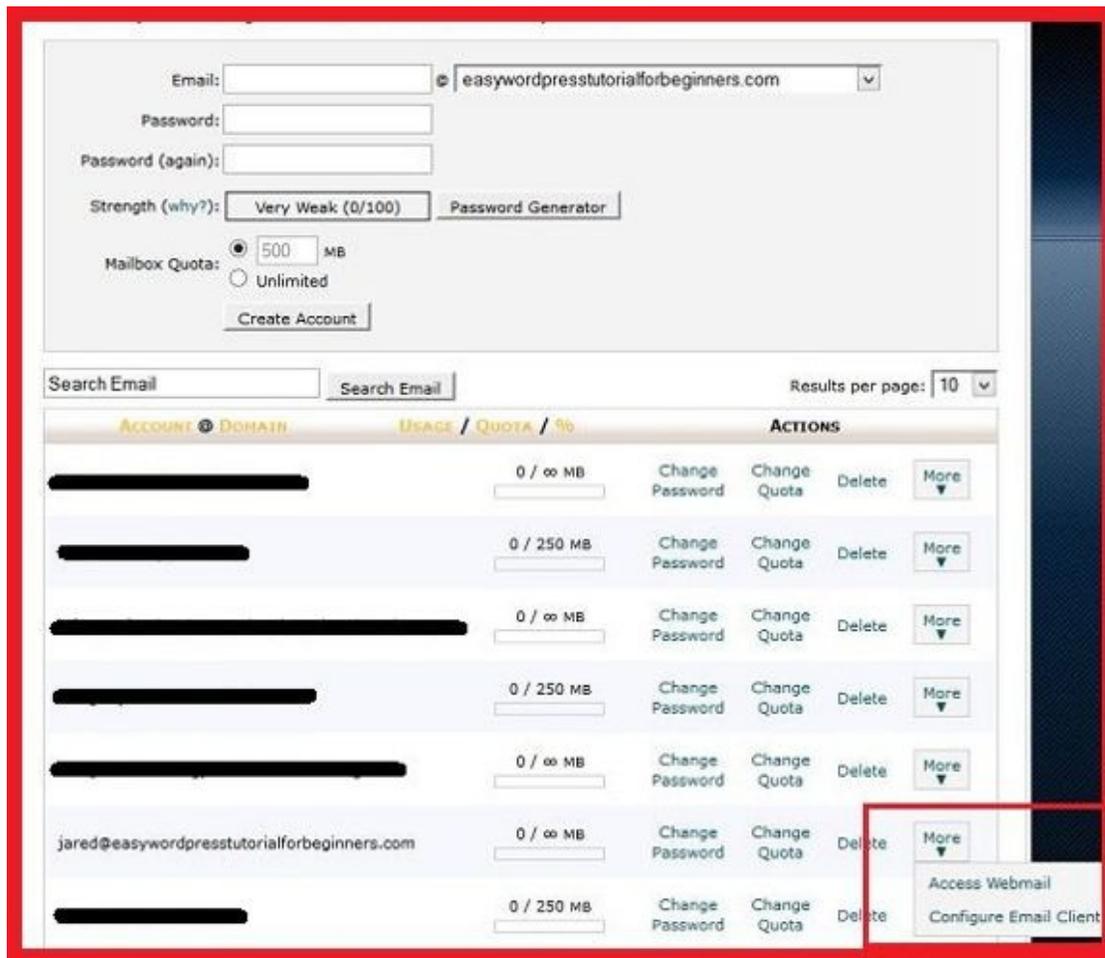
Password (again):

Strength (why?): Very Strong (100/100)

Mailbox Quota: 500 MB Unlimited

Select the mailbox quota to be Unlimited by clicking the circle next to this option, then click Create Account.

To read your emails online, you can go to the Email Accounts icon on the cPanel. Now the page you open will show the email account/s that you have set up.



Click on the More box with the arrow and you see that there are two options. You can read your email from here, or set up Outlook or another email program. Click on Access Webmail.

The top of the page shows you which email account you are logged into. You can select any of the platforms, but for this example we will use Squirrel Mail.



This is what you will see when you open Squirrel Mail:

I know that it is a bit small in this image. But you can see the commands for using the inbox are boxed in. When you look at your own, it will be much easier to read.



It is a bit confusing to set it up on Outlook, so instead of putting that here, I will place instructions on the website as a page once we are done with this book. Since not everyone will use Outlook, I won't include it here.

Install Wordpress

Now we come to the FUN part. Let's install Wordpress and get down to the nitty gritty.

First, log in to your Hostgator cPanel. Remember, you log in by putting <http://YOURDOMAIN.com/cpanel> in the browser address bar.

This is the page you are looking for:



Log in and go to the Fantastico De Luxe icon on the cPanel page: Click on this icon.

The image shows a screenshot of a cPanel dashboard. On the left side, there is a sidebar with several sections: 'Backup Status' (Successful), 'Statistics' (Main Domain, Addon Domains, Subdomains, Parked Domains, Last login from, Processes Running: 2 / 25, CPU Usage: 0%, Memory Usage: 0%, Disk Usage, Monthly Transfer, Email Accounts), and 'Processes Running' (2 / 25). The main area of the dashboard is divided into several sections: 'Subdomains' (Subdomains, Addon Domains, Parked Domains, Redirects, Simple DNS Zone Editor, Advanced DNS Zone Editor), 'Databases' (MySQL Databases, MySQL Database Wizard, phpMyAdmin, Remote MySQL), 'Software/Services' (Weebly, CGI Center2, QuickInstall, Perl, PHP PEAR Packages, PHP Configuration, RubyGems, Ruby on Rails, Optimize Website, **Fantastico De Luxe**, goMobi Site Builder, php.ini QuickConfig), and 'Advanced' (Apache Handlers, Image Manager, Index Manager, Error pages, Cron jobs, Network Tools, FrontPage Extensions, MIME Types, Cloudflare). At the bottom of the dashboard, there are links: 'hide icons | reset all interface settings | reveal all boxes | reset box order'. The 'Fantastico De Luxe' icon, which is a blue smiley face, is highlighted with a red rectangular box.

This is the Fantastico home page.

Control Fantastico Panel

Fantastico

Use Fantastico to automatically install any of the scripts listed on the left. Installing any script will use one of your available MySQL databases. Removing any script will free up one of your used MySQL databases.

Click on any of the items on the left to get more details.

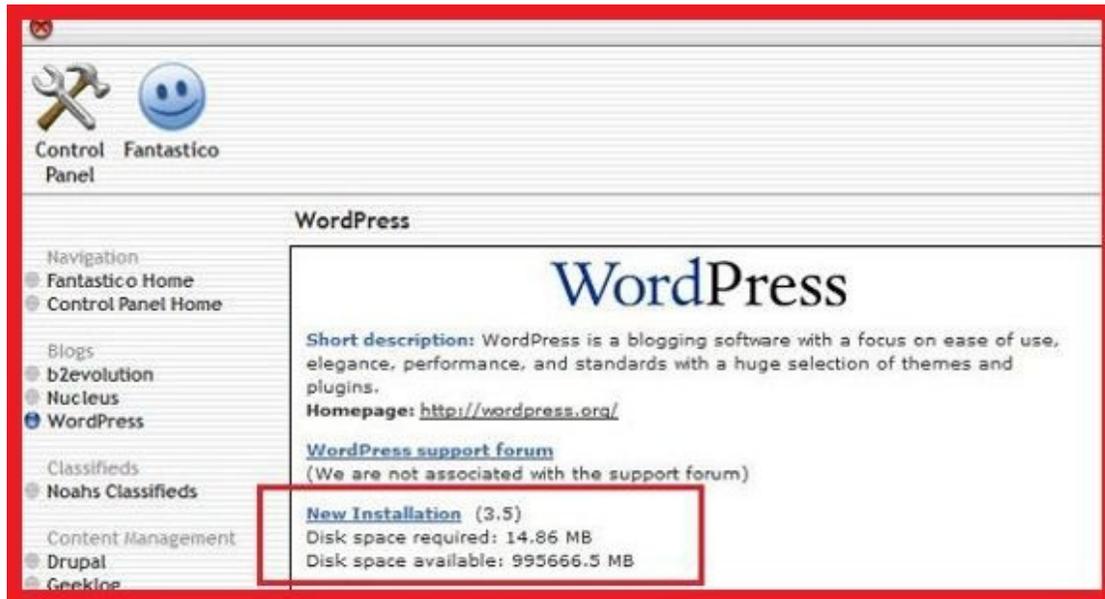
UPDATE NOW!
Following installations are not up-to-date. Keep your installations secure and up-to-date and ensure that future versions of Fantastico will be able to maintain your installations by updating now.

WordPress

Location	Installed Version	Upgrade Link
[REDACTED]	3.3.2	Upgrade to 3.5
[REDACTED]	3.3.1	Upgrade to 3.5
[REDACTED]	3.1	Upgrade to 3.5
[REDACTED]	3.3.1	Upgrade to 3.5
[REDACTED]	3.3.2	Upgrade to 3.5

Click on Wordpress on the left hand side under the word Blogs.

Now click on the New Installation.



Here is the Installation Screen:

The image shows the WordPress installation screen with a red border. The page title is "WordPress" and the sub-header is "Install WordPress (1/3)". The left sidebar contains a navigation menu with categories like "Navigation", "Blogs", "Classifieds", "Content Management", "Customer Relationship", "Discussion Boards", "E-Commerce", "F.A.Q.", and "Hosting Billing". The main content area is divided into sections: "Installation location", "Admin access data", and "Base configuration".

Installation location

Install on domain:

Install in directory:

Leave empty to install in the root directory of the domain (access example: http://domain/). Enter only the directory name to install in a directory (for http://domain/name/ enter name only). This directory SHOULD NOT exist, it will be automatically created!

Admin access data

Administrator-username:

(you need this to enter the protected admin area)

Password:

(you need this to enter the protected admin area)

Base configuration

Admin nickname:

Admin e-mail (your email address):

Site name:

Description:

The first thing you will do is select the domain that you want to install Wordpress on. Since you have only one domain, it is likely already filled in the Install on Domain box.

You will leave the Install in Directory box blank. If you later on decide to add a blog to your website, you will come to this page again and add the directory that you want to use, but for now, leave this blank. If you fill it in, you will not be able to see your site on the web by putting your domain in the address bar. That would be a bad thing.

Admin access data:

Administrator username – this is the name you will use to sign into your site.

Password – this is the password to sign into your site.

You can leave Admin nickname blank

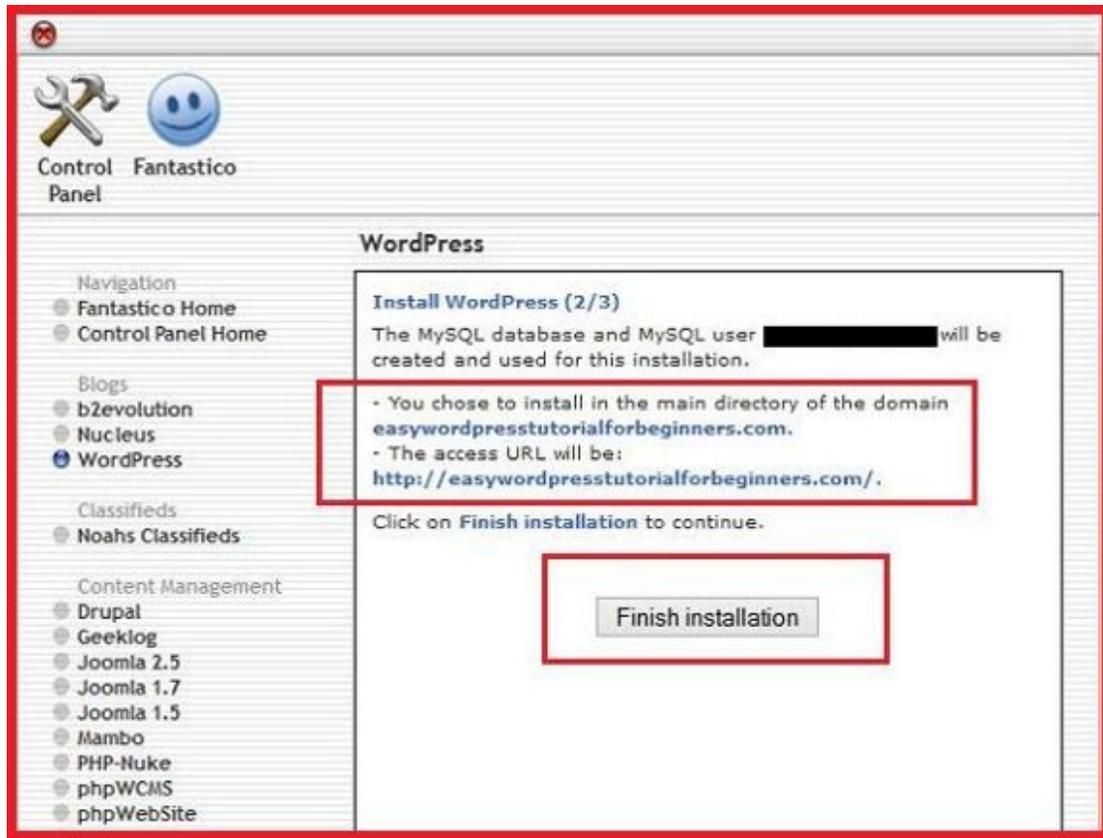
Admin email – Use an email that you plan to keep – if you ever have trouble logging in, this is where an email will go to reset your password!

Sitename – You can fill this in or leave it blank. Depending on how you set up your site, you will probably change it anyway. I filled it in.

Click Install Wordpress!

WOO HOO – it's almost ready to go.

This is the double check screen. Confirm that the information is correct.



When you are ready – Click Finish Installation and Fantastico De Luxe will set up your site.

Are you ready?

Do it!

On the next page, put an email address into the box at the bottom so that you will receive an email with your login information for your site. Click Send E-mail.

Control Fantastico Panel

WordPress

Install WordPress (3/3)

████████████████████
/easywordpresstutorialforbeginners.com/wp-config.php configured
████████████████████
/easywordpresstutorialforbeginners.com/data.sql configured

Please notice:

We only offer auto-installation and auto-configuration of **WordPress** but do not offer any kind of support.

You need a username and a password to enter the admin area.
Your username is ██████████ your password is ██████████
The full URL to the admin area (**Bookmark this!**):
<http://easywordpresstutorialforbeginners.com/wp-admin/>

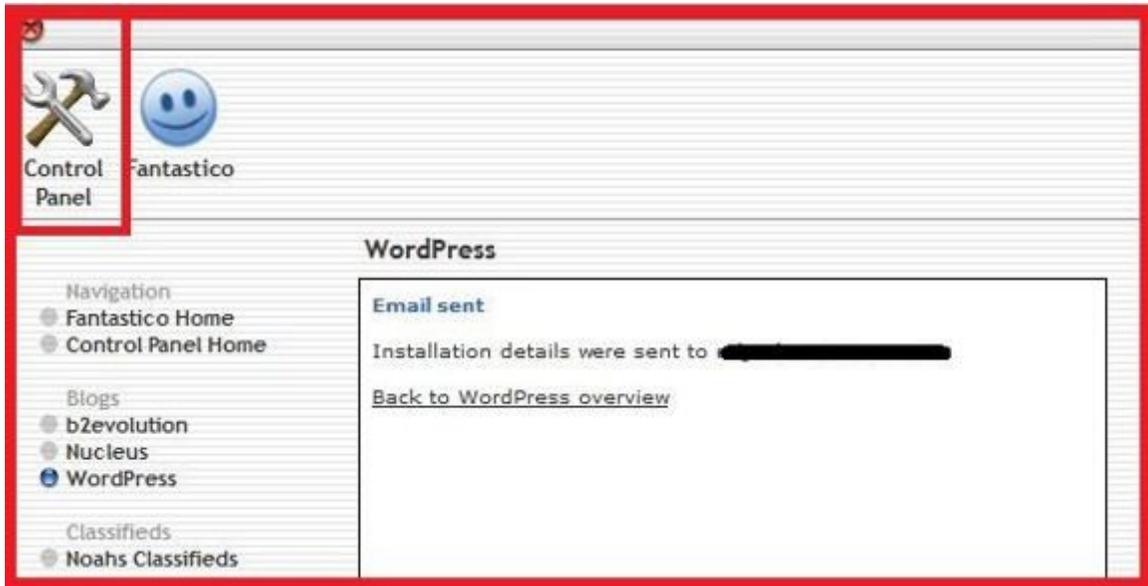
DO NOT REMOVE the file named **fantastico_fileslist.txt** from the installation directory. It is used for uninstalling this application.

[Back to WordPress overview](#)

Email the details of this installation to:

[Send E-mail](#)

The next screen confirms that the email has been sent. Now go back to the Control Panel by clicking in the top left corner.



Now that you are back on the cPanel – you can click LogOut at the top right hand corner. You are ready to go to your site.

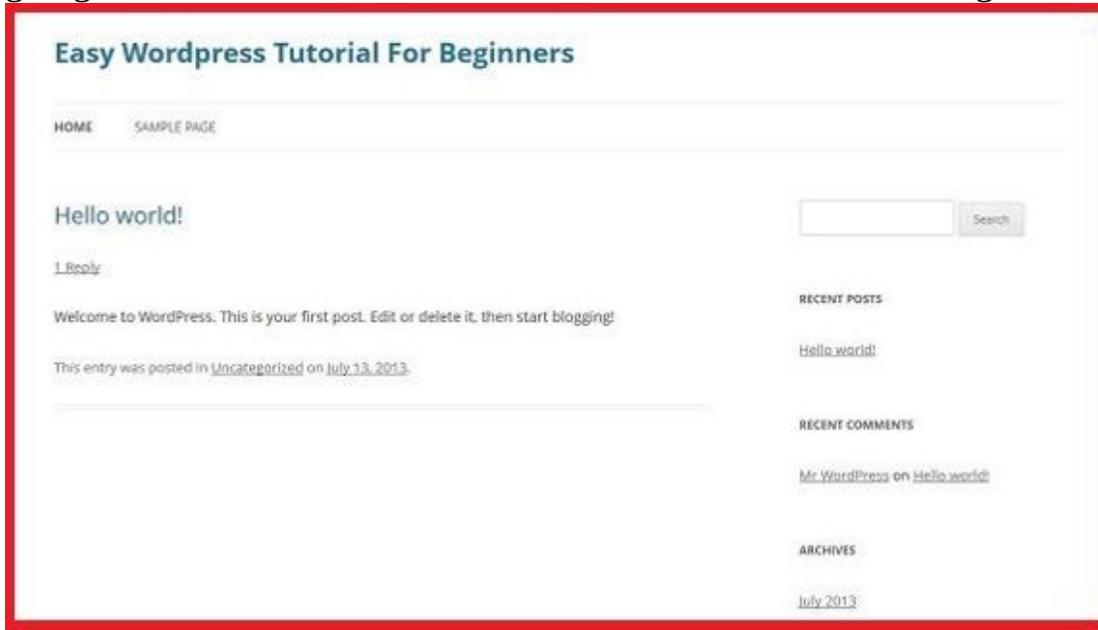
But log out of here first.



Your Site

So, now - put your domain into the address bar.

It's not very exciting because the default installation is pretty boring, but we are going to fix that. Yours should look something like mine:



Are you ready to start building your own site?

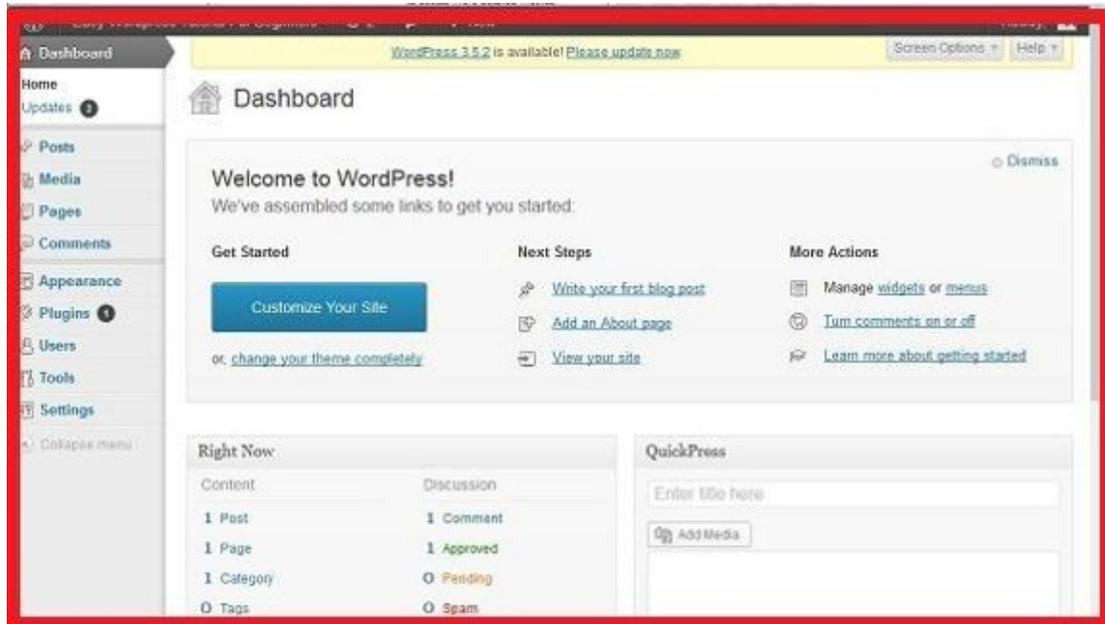
Then let's do it!

Using the information that fantastic gave you, you can log into your site by putting your domain into the address bar followed by “wp-admin.”

For our example, the URL is <http://easywordpresstutorialforbeginners.com/wp-admin> This brings up this page:

The image shows the WordPress login interface. At the top center is the WordPress logo, which consists of a circular 'W' icon followed by the word 'WORDPRESS' in a serif font. Below the logo is a white login form with a subtle drop shadow. The form contains a 'Username' label above a text input field, and a 'Password' label above another text input field. Below these fields is a checkbox labeled 'Remember Me'. To the right of the checkbox is a blue 'Log In' button. Below the form, there is a blue link that says 'Lost your password?'. At the bottom of the form area, there is a blue link that says '← Back to Easy Wordpress Tutorial For Beginners'. The entire login form and its associated elements are enclosed within a red rectangular border.

Now put your username and password into the boxes and click Log In.



Congratulations – you now have a Wordpress site!

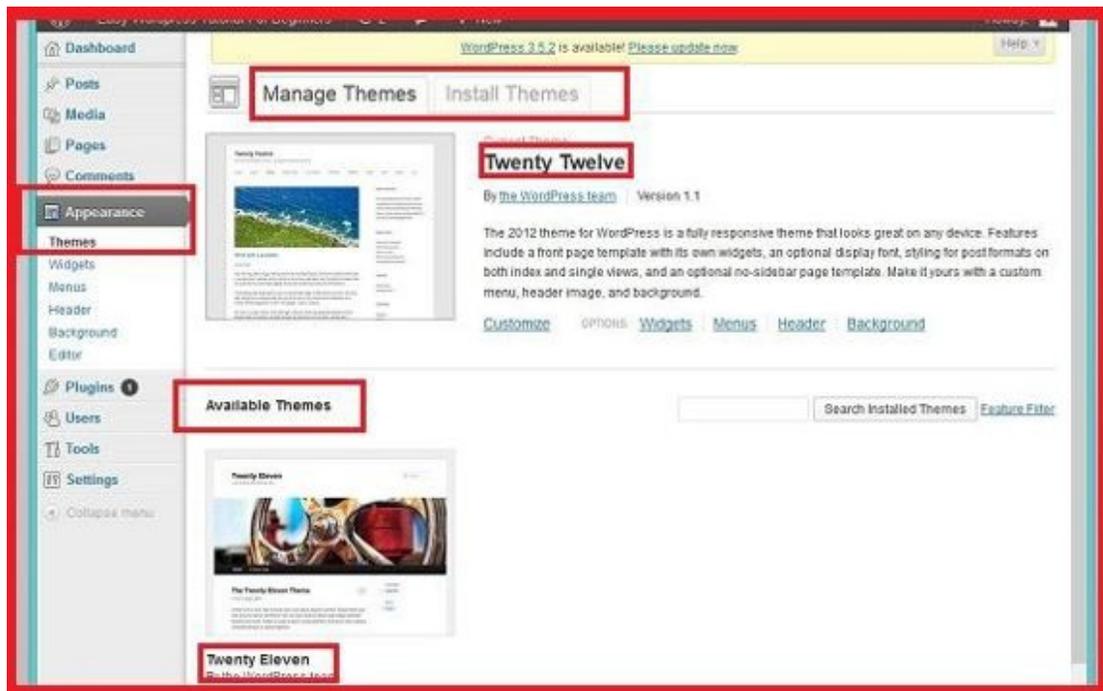
But I know you're thinking, it is not much to shout about, is it?

That's ok – Now that you have it installed, we are going to get to work customizing it for you!

Now that you are in your dashboard, I will show you why it looks the way it does (boring).

On the left side (called the sidebar) is Appearance. If you click on that, it opens up some other options. One of these options is Themes. Click on Themes.

You will see this:



You can see that for my site I only have two available themes, Twenty Twelve and Twenty Eleven. The active theme (the one you see for my site) is Twenty Twelve. It's not very fun.

As an added bonus to this tutorial, I have included a great theme for you to download. This is what's referred to as a Premium Theme, usually about \$49 – but I am including it for anyone who has purchased this Wordpress handbook.

Because of hackers, I will need you to sign up on my website to get it. It is the Resizable Theme and it is a good one because it resizes itself based on the device that is viewing it.

How cool is that?

All you need to do is go to this new site, and the sign up box is in the right hand sidebar. Just put your email address in there and you will get an email with the download instructions. No, I don't make any money giving you this theme. It just happens to be my very favorite theme, and since I am going to build this site using it, it only makes sense for you to have the same one.

It will be much easier to build your site following along if we use the same theme.

Go get it now; you will be so happy that you got this one!

You will be directed to the download page immediately. (You will have to confirm your email address first. If you don't see the emails, be sure to check your spam folder.)

[Download Your Premium Theme Here](#)

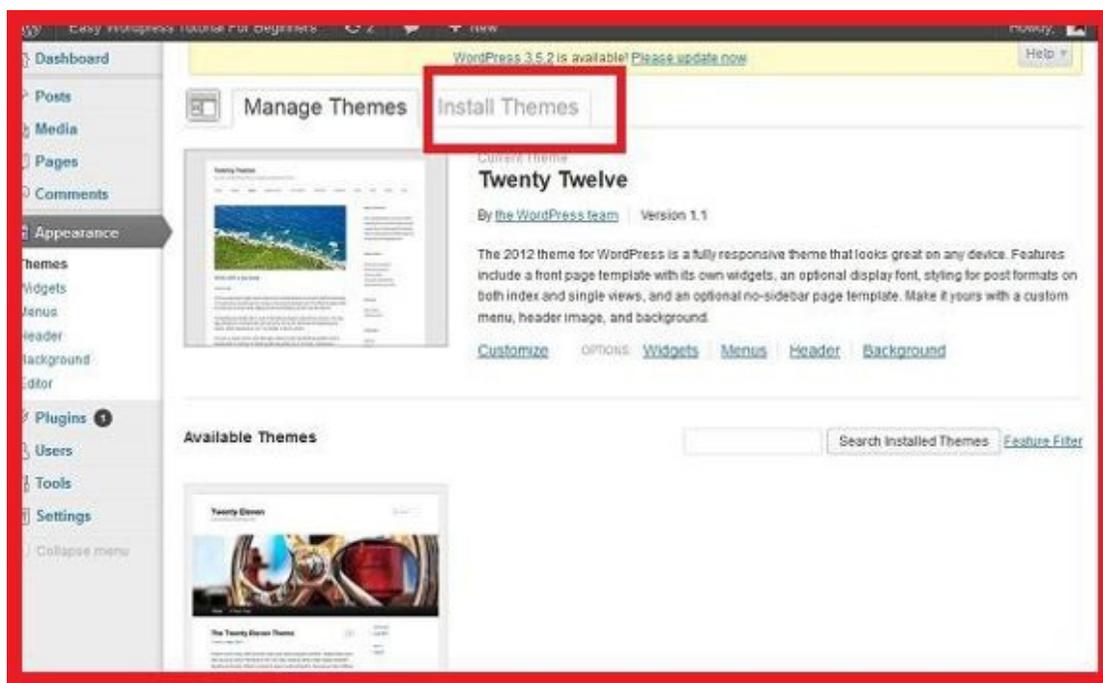
Go to <http://EasyWordpressTutorialForBeginners.com> and sign up for your theme now!

Installing the Resizable Premium Theme

Now that you have downloaded the Resizable theme, let's install it. Log in to your site's dashboard at "<http://YOURDOMAIN/wp-admin>."

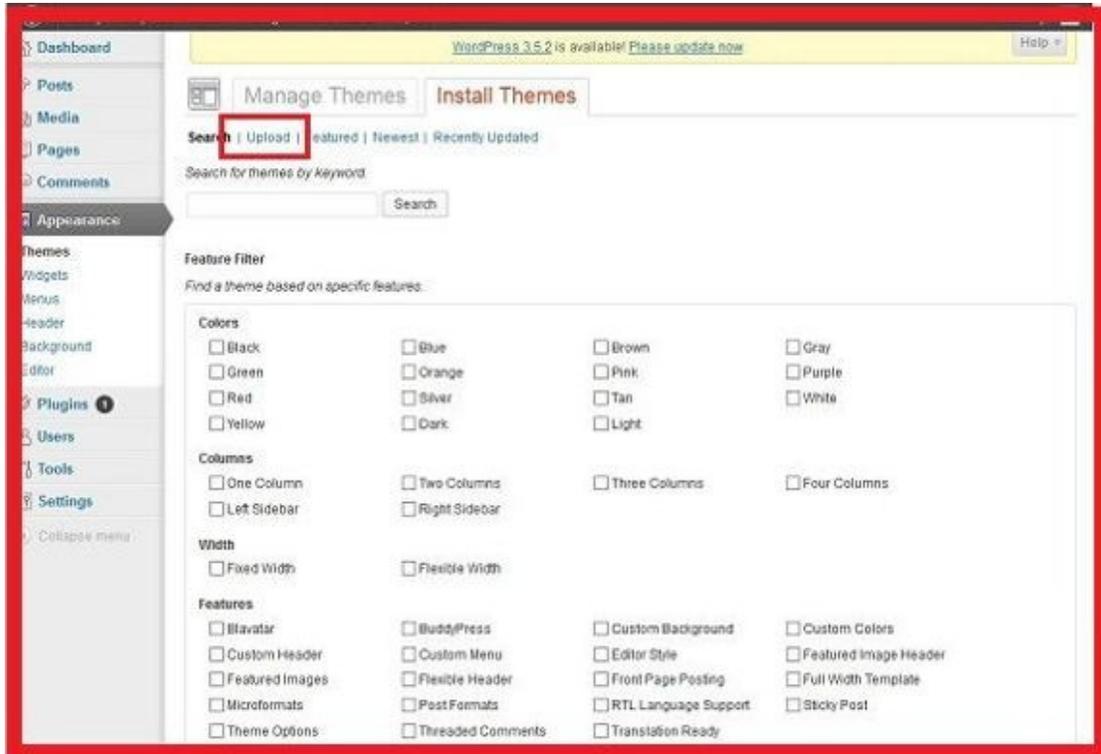
For the one I am building, that is <http://easywordpresstutorialforbeginners.com/wp-admin>.

In the left hand column, click on Appearance, then Themes.

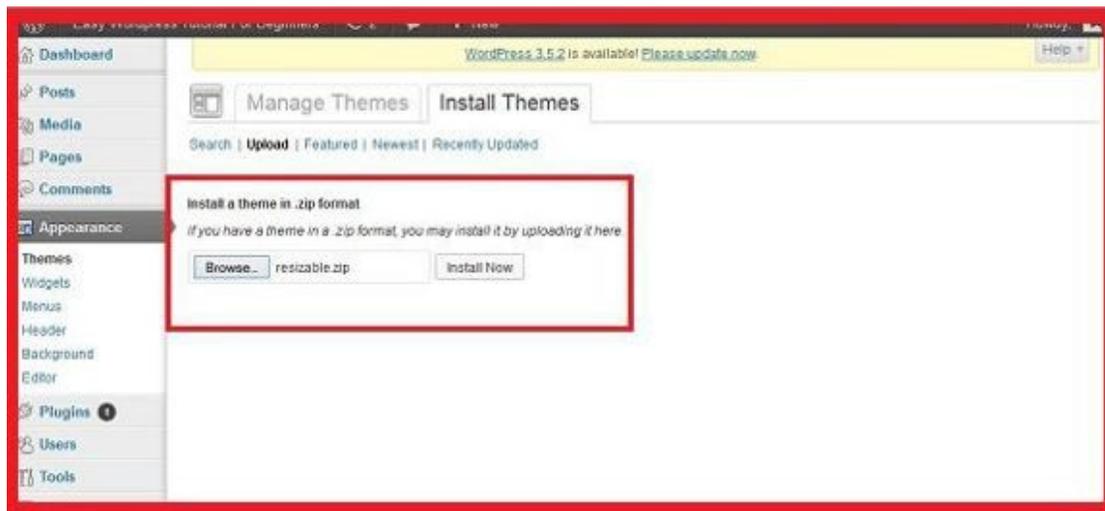


Click on the Install Themes tab.

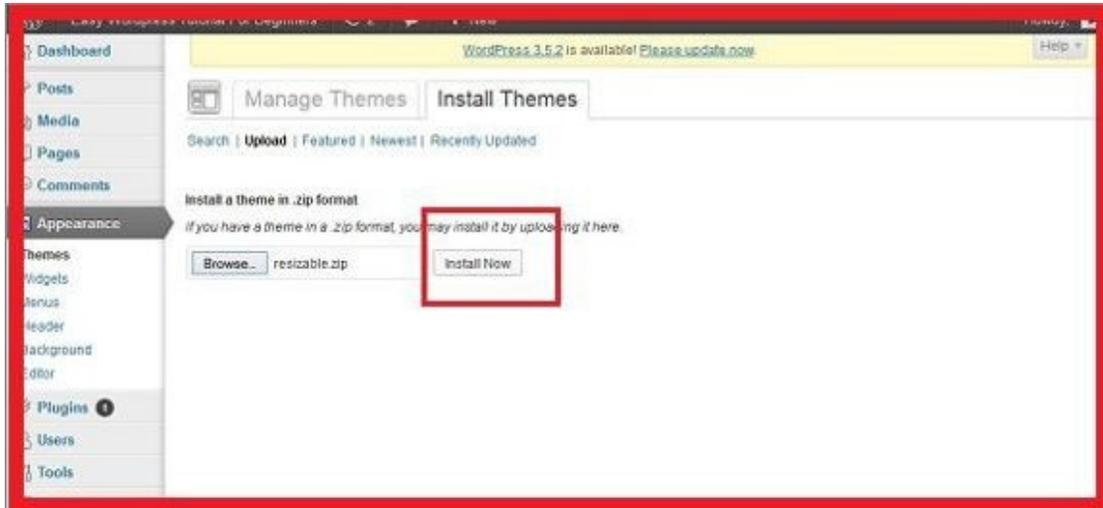
Now, click on Upload.



Click on Browse and locate the Resizable.zip file that you saved on your computer. Note, if you have unzipped the contents, it will not upload to Wordpress. So, make sure that you find the .zip file for this step.



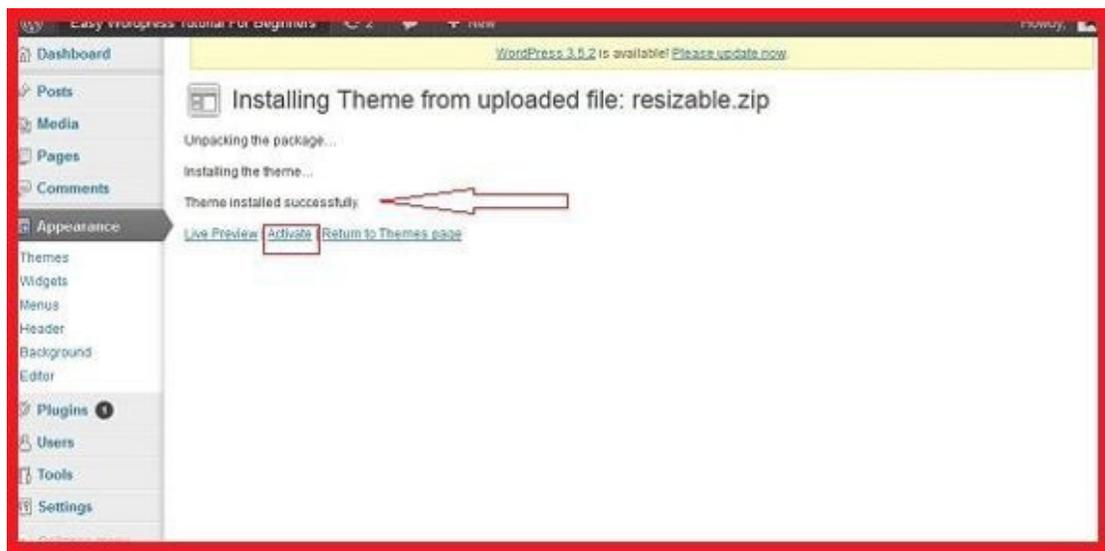
Now that you have located the right file, click Install Now.



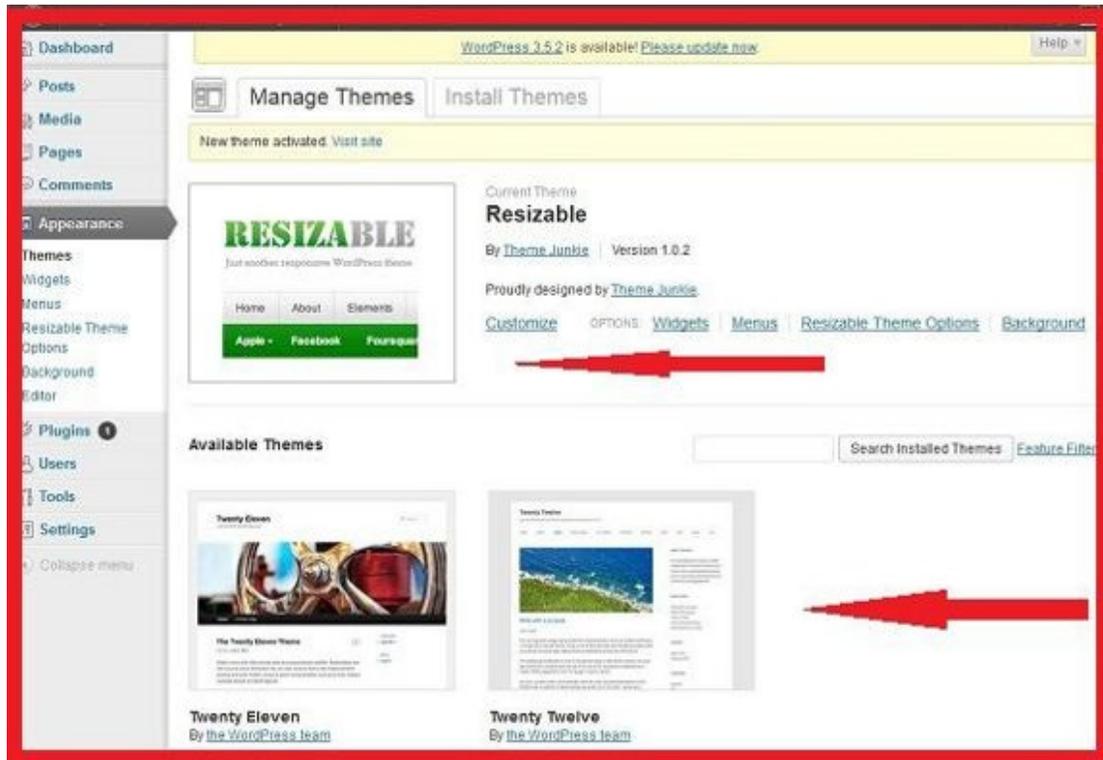
Wordpress will now install the theme for you.

You can see that the theme has been installed successfully. So, it is time to activate this theme on your site.

Click on Activate.

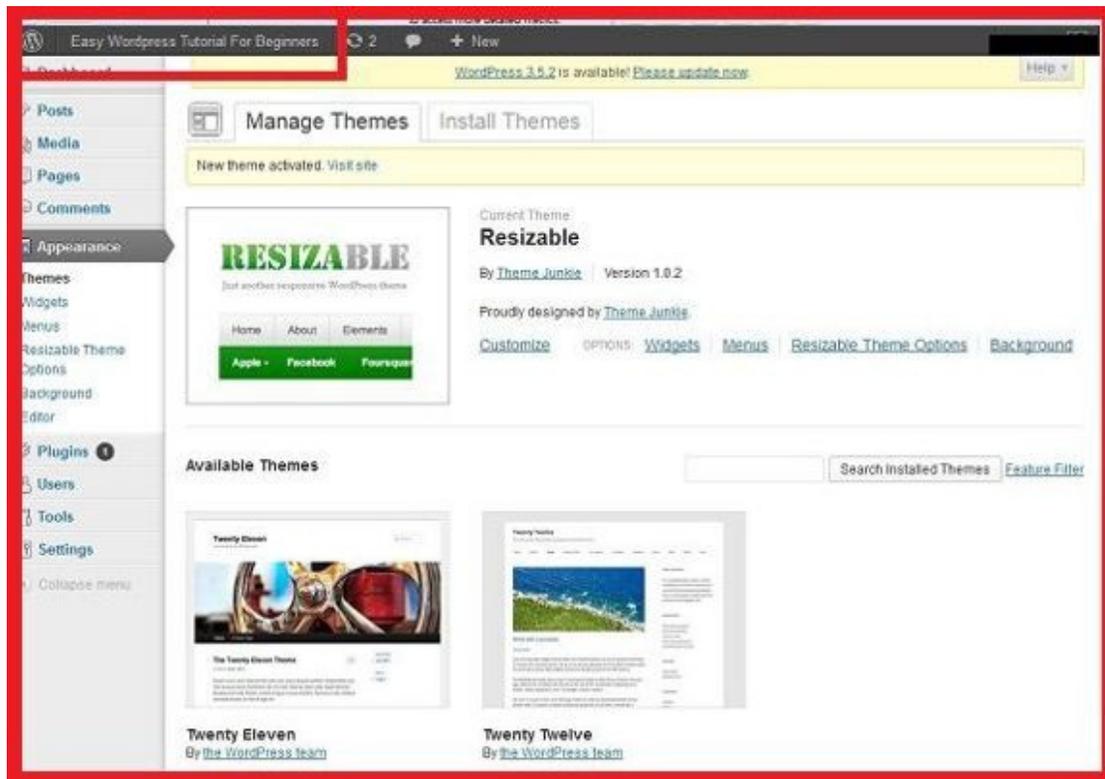


Now you can see the Resizable Theme is active and the Twenty Twelve and Twenty Eleven Themes are at the bottom of the page, available but inactivated.

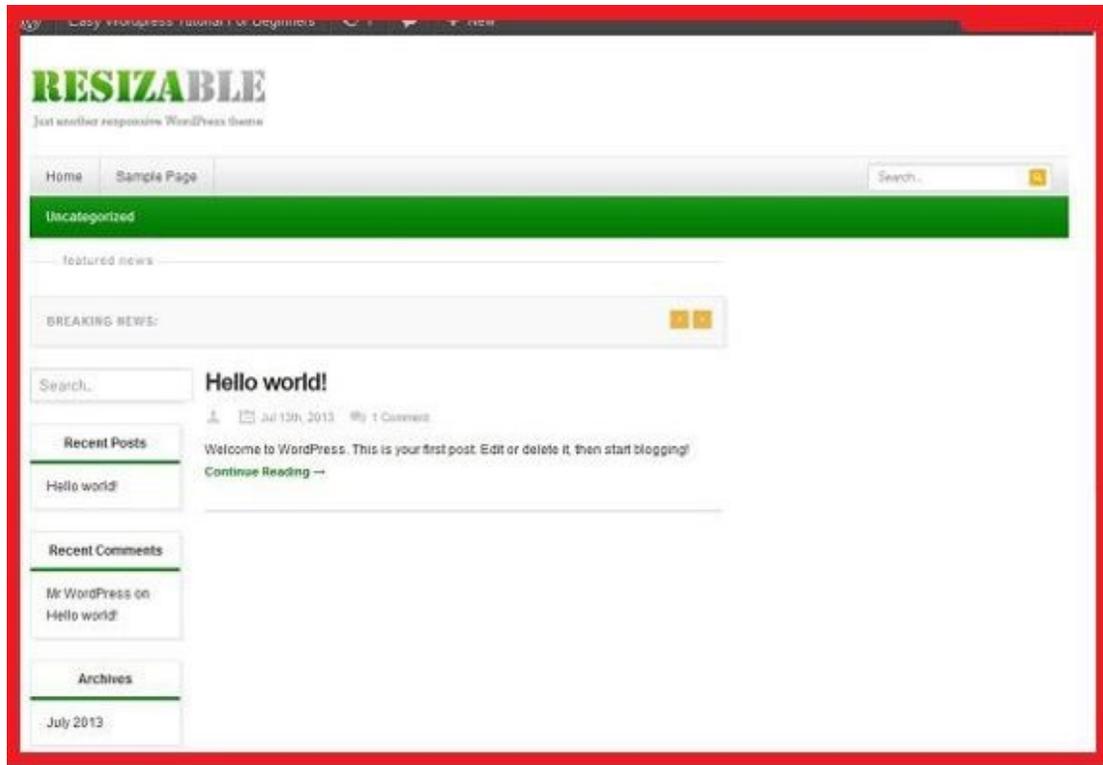


Before we start cleaning up some of the theme options, let's take a look at your new site!

So, open your site. You can either open a new tab and put your site URL in the browser bar or you can hover your mouse over the name of your site at the top of the screen and a drop down will appear that says; “Visit Site” and you can click there to open it up.



Here is my site with the new theme activated!



Now it's time to do some general housecleaning to get your site ready for you to use.

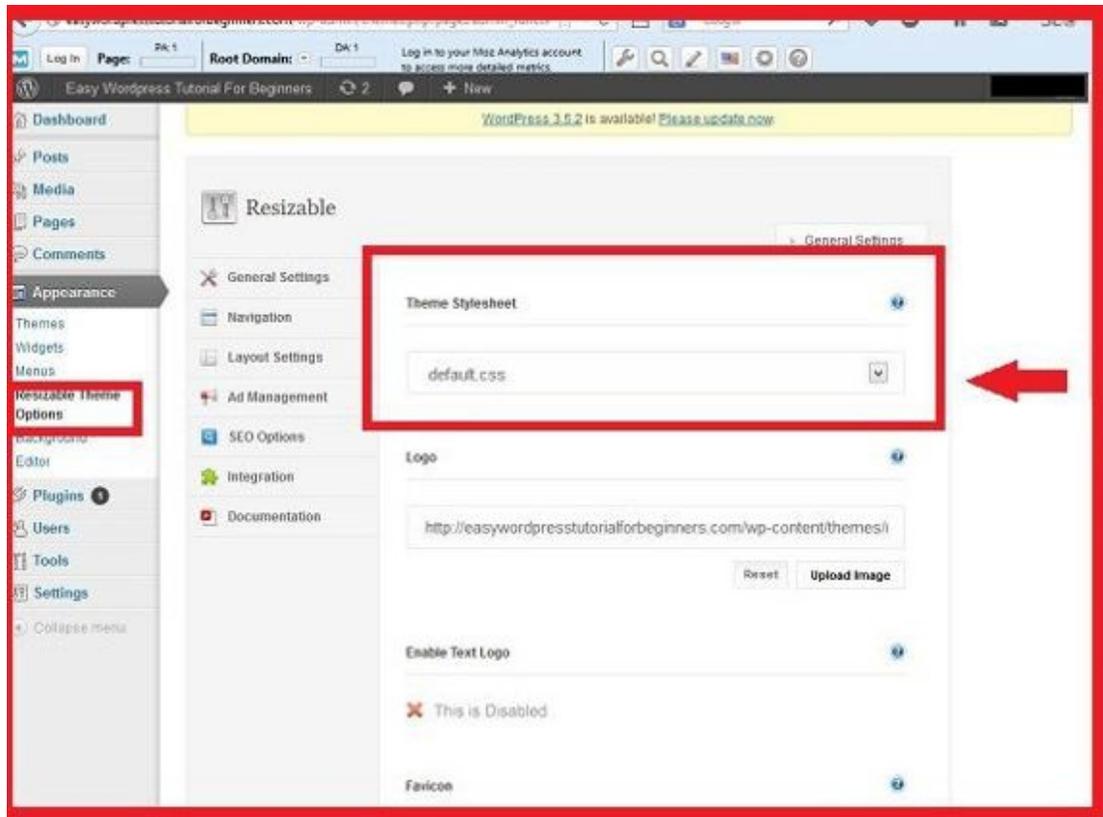
Housecleaning

Some of the things we will do are standard in web designers. Once you are finished with the tutorial, you may want to select some other changes, but for now, I will show you all the changes I make when using the Resizable Theme.

First we will change it to the blue colors. Blue is most popular on the web, for whatever reason, more visitors click on blue links and read blue highlighted text. For this reason, we will adjust it to blue.

You can return to the Dashboard by hovering your mouse over the title of your site at the top, just like you did before. In the drop-down choices, you will see Dashboard, click there to get back.

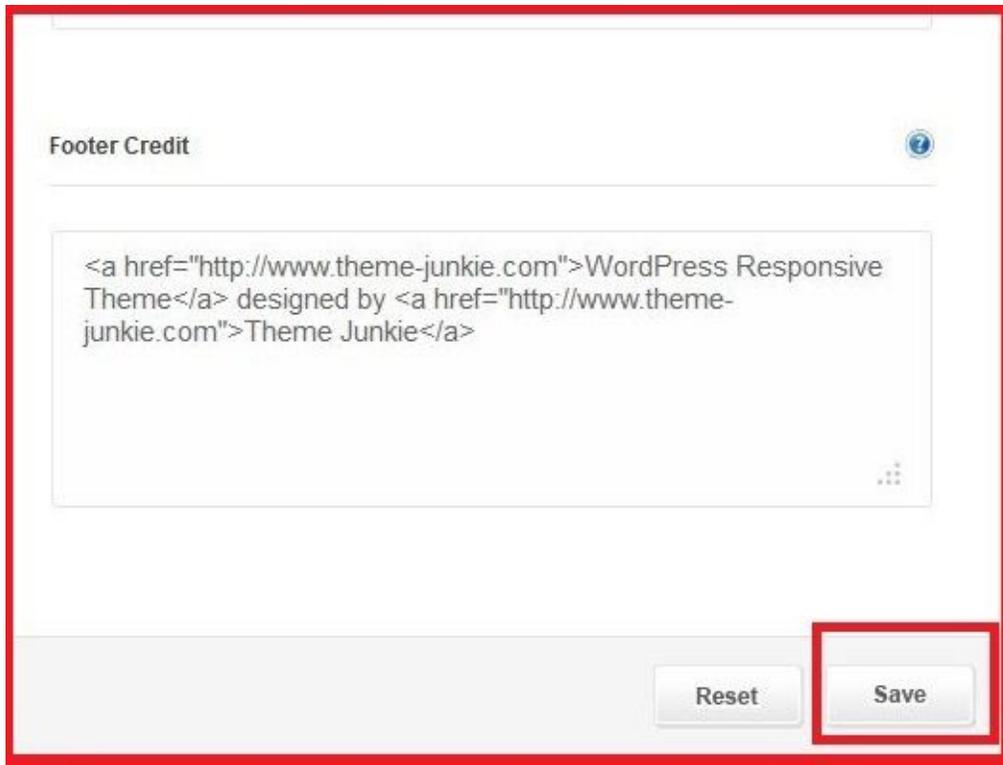
To change this to blue, go to Appearance, then Resizable Theme Options.



Now click on the down arrow by where it says “default.css,” You will see the choice for “blue.css” here. Select it.

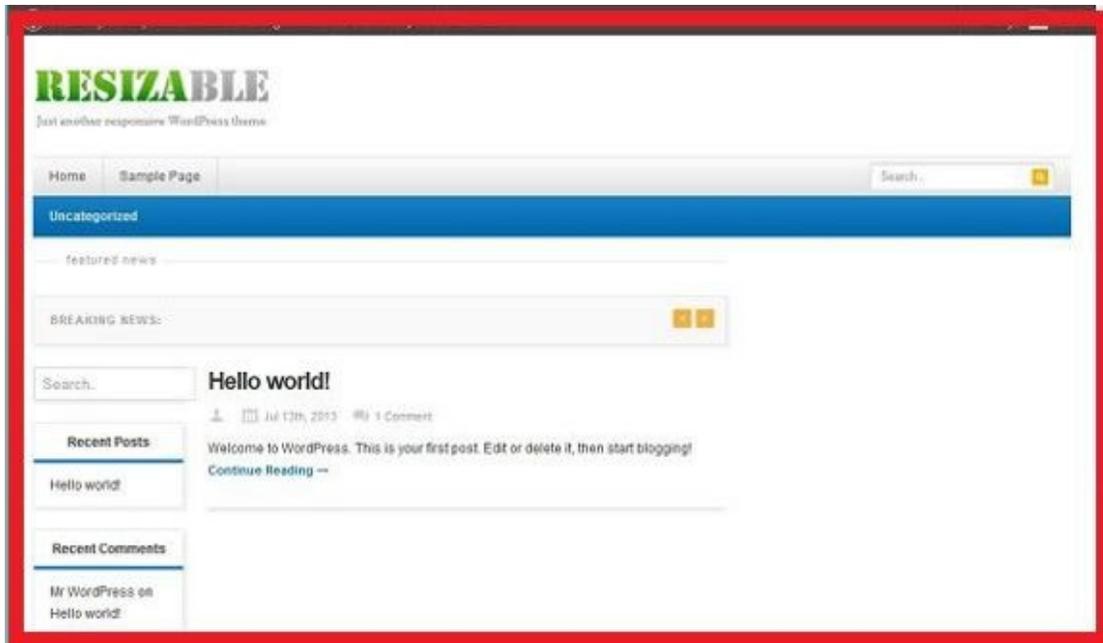


Be sure to scroll down to the bottom of the page now, and click the Save button.



Now you can go look at your site again! You will see the blue color scheme.

Just like this:



There are some other choices for color schemes. You can check them out if you want to and pick something else later on.

Customizing Theme Options

On the page where we changed the color scheme, there are several other housekeeping things we want to do to clean up the view of our site. So, we will address them one at a time.

LOGO

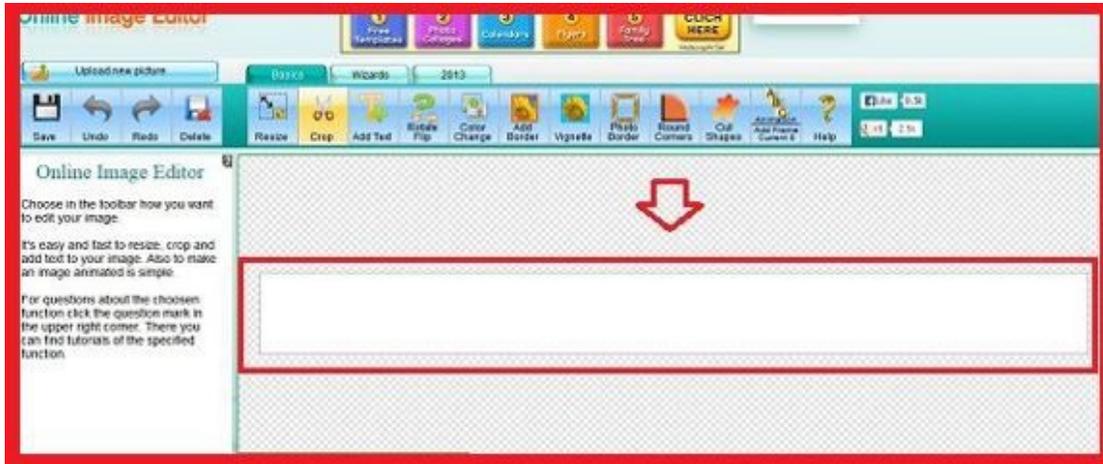
We are going to replace the header here. So, if you have never created a header, I will show you how to do it using <http://online-image-editor.com> – It's much easier than you think it is.



Click the Create Canvas tab– then change the Width to 970 and the Height to 95. Change the color in the Fill Box drop down to White by clicking the down arrow and choosing the white square.

Now click on Create Canvas. This is the perfect size for the header on the Resizable Theme.

Now you have a blank canvas for creating your customized header!

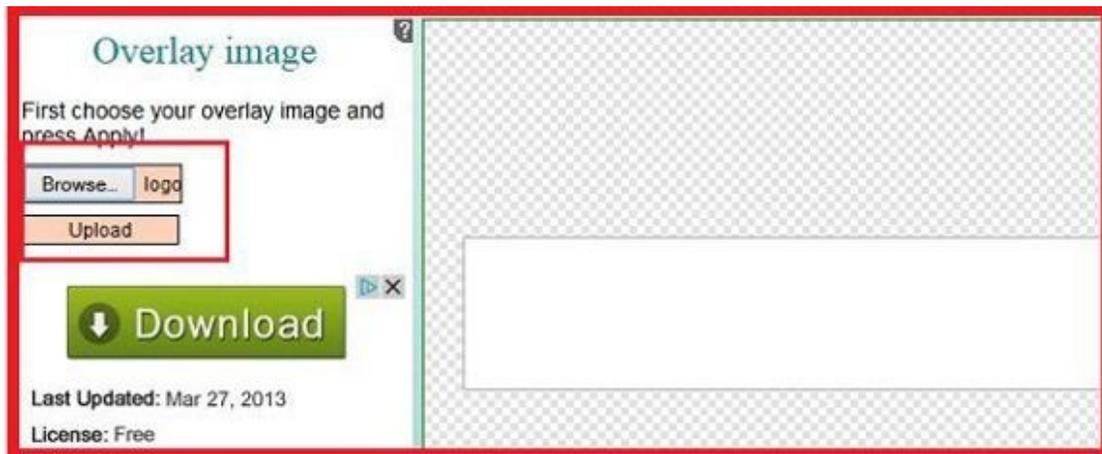


Now click on the Wizards tab then select Overlay Image.



Hopefully, you already have an image that you want to use in the header. I am going to use a part of my book cover image.

Browse to find your image – then click upload.



This is what you will see now.



You can resize the image by moving the slider – this is under the words “Resize frame.”

Click on the image to drag it wherever you want it on the image canvas, and resize it until it fits exactly like you want it.

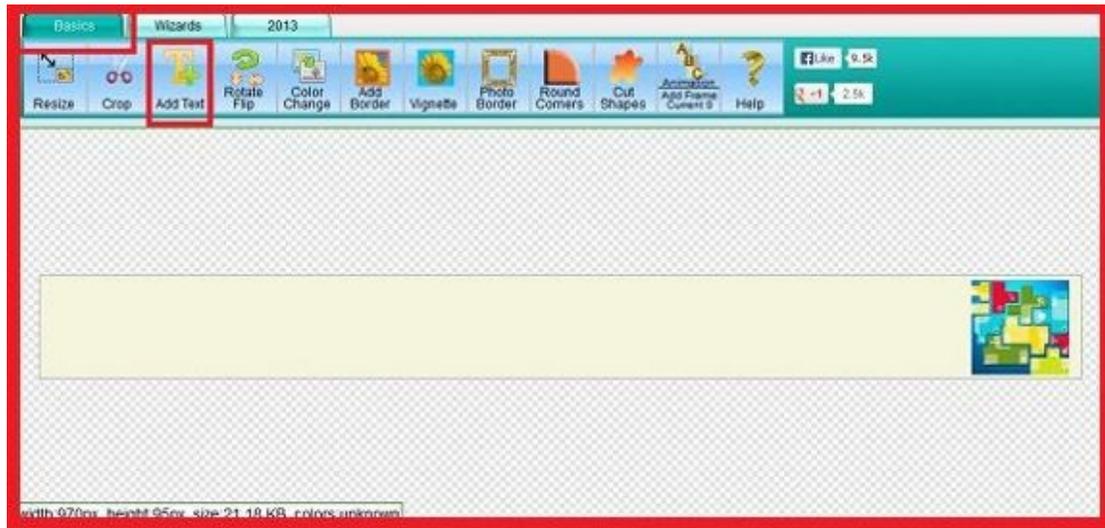
When you are happy with the location and size, click Apply.

Here is how I placed my image.



Now you can put your website name in the header.

Go to the Basics tab – then click on Add Text.



Now begin adding exactly what you want to see in the header. Put what you want where it says “Type Text Here” and then you can preview it on the canvas by dragging your text down to the white area.

Choose the font size and color.

Here is the final result for the header, just click Save Local and then name the file for your header.



Now we will install it to the website.

Go back to your site Dashboard, and select Media from the left sidebar.

Click this, and then choose Add Media.



Now click on the Select Files button.



Browse for your new header file and upload it.

You will see it now at the bottom of the page.



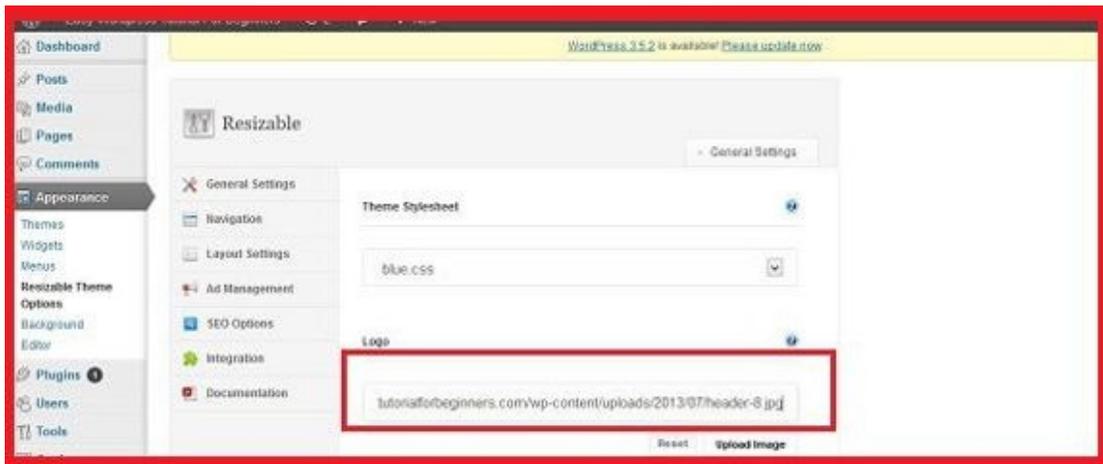
Now click on the edit button (see previous image) so you can get the URL from Wordpress.



Copy the URL from the File URL box.

Return to Appearance / Resizable Theme Options. Place the URL that you copied into the Logo box, scroll down to the bottom of the page and Save.

Don't try to use the Upload Image button. It does not work. You have to paste the URL in here and then Save. I think the developer just put the upload button there for fun. If you click on it you will see what I mean. There is an interesting message in the pop up.



Now you can look at your site again on the web and see your new header!

Here is the one we are working through right now:



Congratulations! You have just created your header and put it on your site!

Favicon

If you want to have a favicon. That's the little image that shows up in the address bar next to the URL. It's easy. Here is how I did mine. I took the image that I used for the header and resized it to a 50 pixels wide by 50 pixels high.

Then go to Media, Add New and upload it just like you did the header image.

Grab the URL just like we did for the header image, and copy/paste that URL in the Favicon box on the Resizable Theme Options page.

Scroll to the bottom of the page and click Save.

That's all there is to it. Now you have a favicon, just like I do here:



On some browsers, you may need to sign out of your Dashboard in order to see the favicon.

Now we will look at other items in the Resizable Theme Options.

The Navigation Tab

We won't adjust anything on this tab at all.

The Layout Settings Tab

The only thing we will change in this area is to disable the left hand sidebar. This is because sites using only the right hand sidebar have been shown to have a lower bounce rate. This means that people stay on your site longer. It's a good thing. In order to keep with common practice, we will use only a right hand sidebar.

Be sure to hit the Save button at the bottom of the page.



Ads Management *SEO Options* Integration / Documentation

We won't change anything here at all.

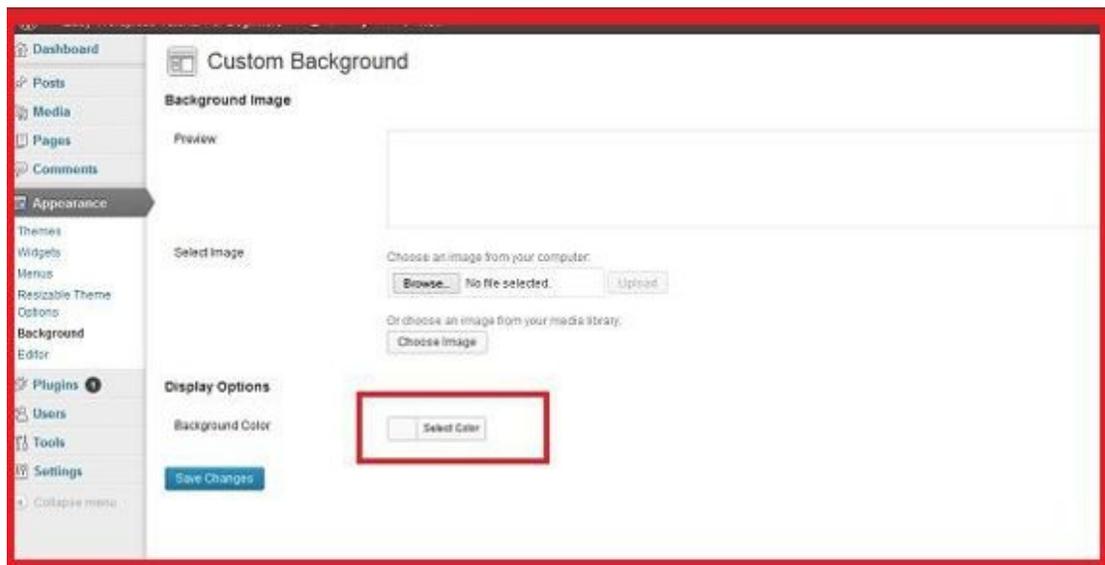
This is what your layout should look like now. We will be adding the right hand sidebar in a later step.



Background

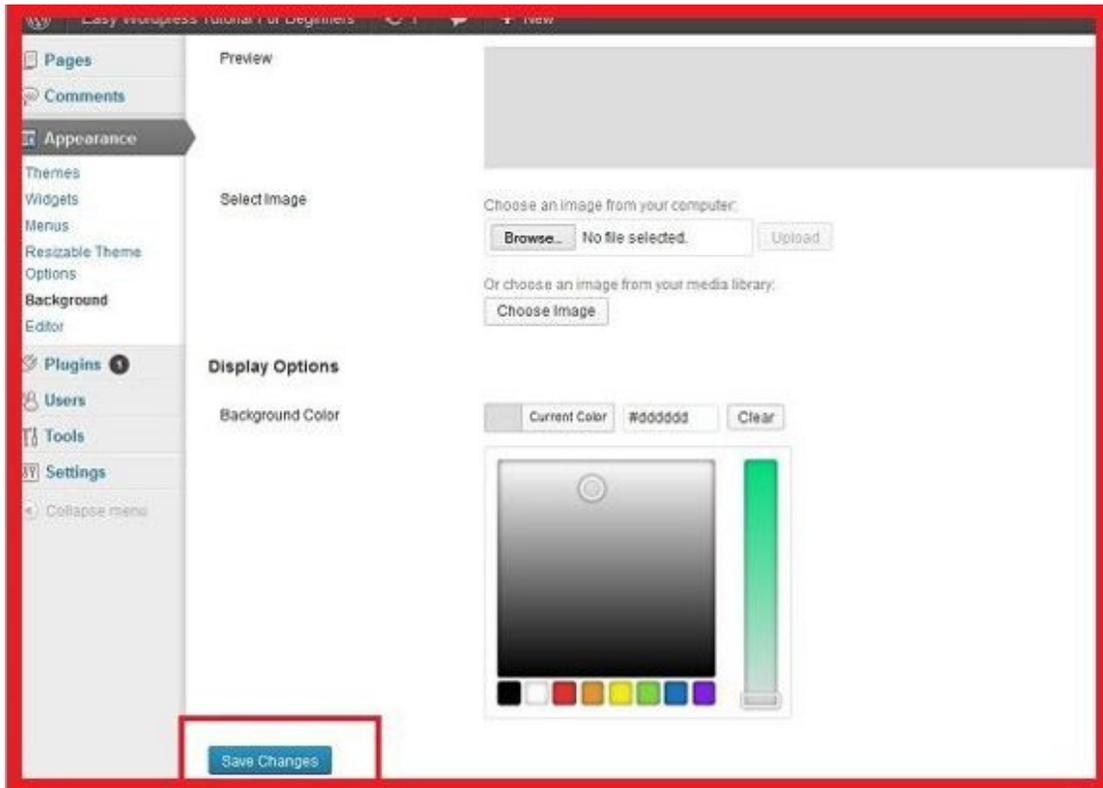
It is important to have a background color behind your site. You can find this in Appearance – Background.

Select a shade of gray. It has been shown that this color background adds a perceived authority to a web site. Since we know this, we might as well try to get every advantage we can! So choose gray as a background color by clicking on Select Color.



Here is the choice I made. Any shade of gray is fine.

Don't forget to click Save.



See how the background makes the page pop?

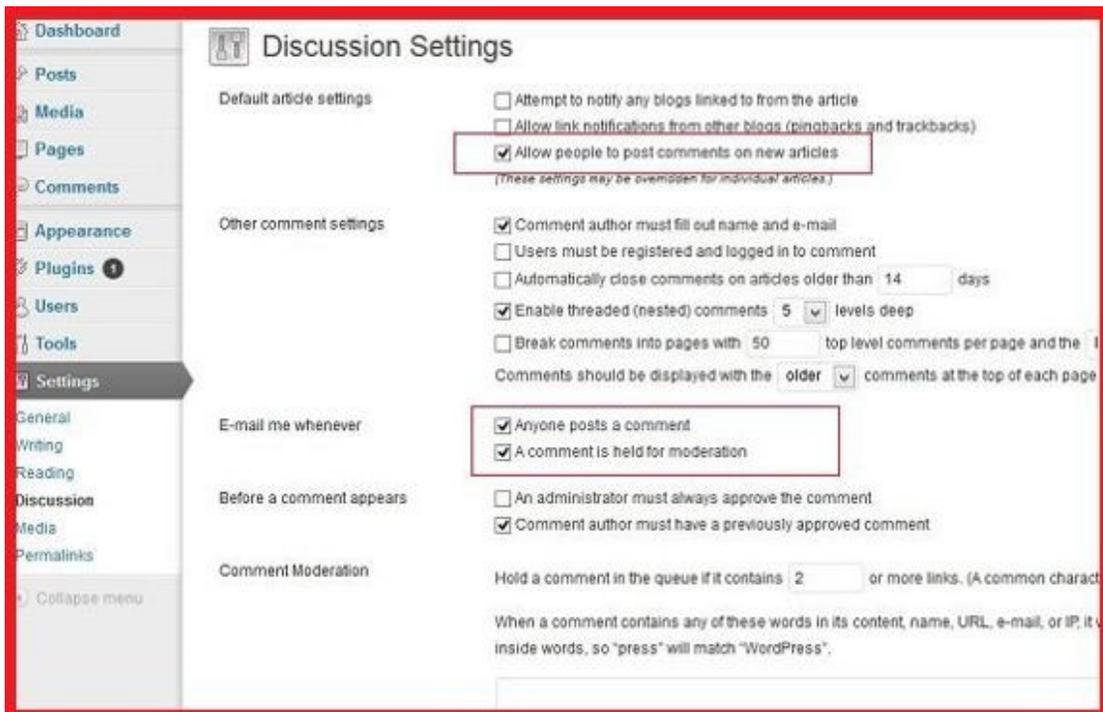
This is the reason that a background is important. I don't know why gray is the preferred color, I just know that it is. So why fight it?



Comments and Discussion

This is something that you will have to set up fitting to your own site. You may wish to not have any comments at all, or you may wish to moderate every comment.

Your settings may be completely different than mine, but here is how mine is set up:



The image shows the WordPress Discussion Settings page. The left sidebar contains navigation links: Dashboard, Posts, Media, Pages, Comments, Appearance, Plugins (1), Users, Tools, and Settings (highlighted). Under Settings, there are sub-links for General, Writing, Reading, Discussion, Media, and Permalinks. A 'Collapse menu' link is at the bottom of the sidebar. The main content area is titled 'Discussion Settings' and is divided into several sections:

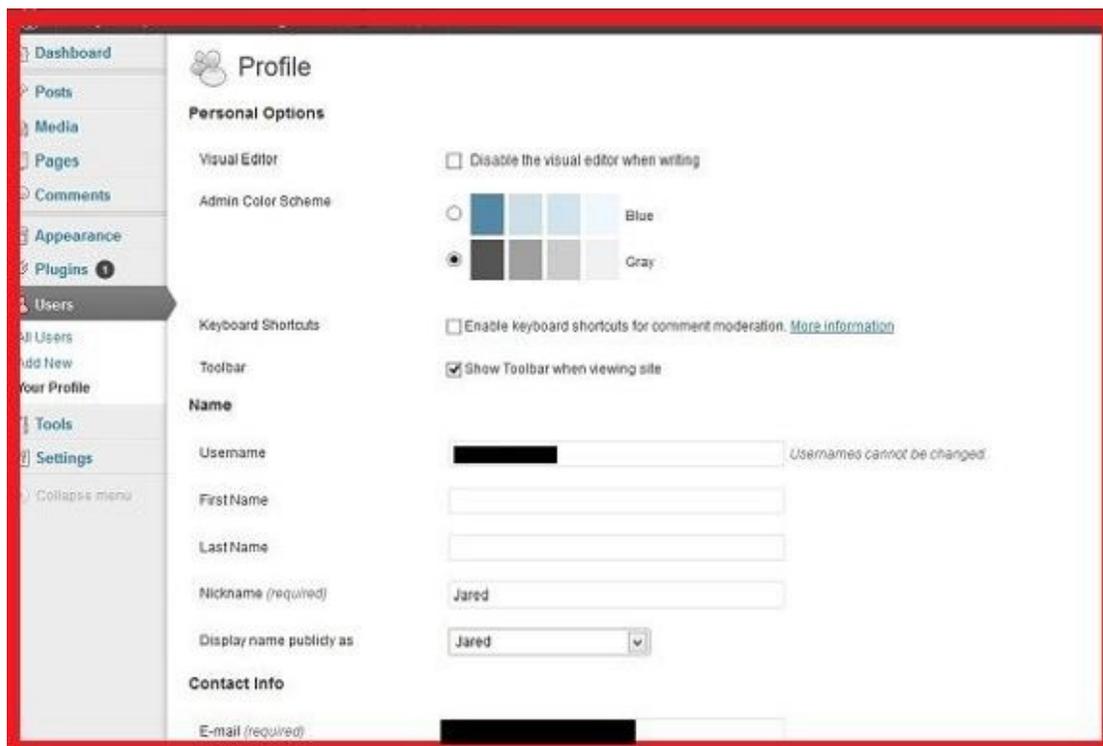
- Default article settings:**
 - Attempt to notify any blogs linked to from the article
 - Allow link notifications from other blogs (pingbacks and trackbacks)
 - Allow people to post comments on new articles (These settings may be overridden for individual articles.)
- Other comment settings:**
 - Comment 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
 - Enable threaded (nested) comments 5 levels deep
 - Break comments into pages with 50 top level comments per page and the
 - Comments should be displayed with the older comments at the top of each page
- E-mail me whenever:**
 - Anyone posts a comment
 - A comment is held for moderation
- Before a comment appears:**
 - An administrator must always approve the comment
 - Comment author must have a previously approved comment
- Comment Moderation:**
 - Hold a comment in the queue if it contains 2 or more links. (A common character
 - When a comment contains any of these words in its content, name, URL, e-mail, or IP, it is held for moderation. (A common character
 - inside words, so "press" will match "WordPress".

User – Your Profile

It's important to not log in to your site as “Admin” – although all Wordpress sites log in via the “[sitename/wp-admin](#)” – if you use the name admin to log in, you have just given hackers a jump at getting into your site.

Whatever you used when you set this up, it would be good for you to use a different user name when you post. This way, if hackers do want into your site, for whatever reason, they cannot see your user name clearly displayed as the author name on your posts.

I have changed mine to show the name Jared – but this is not how I log in. Protect yourself by changing this...

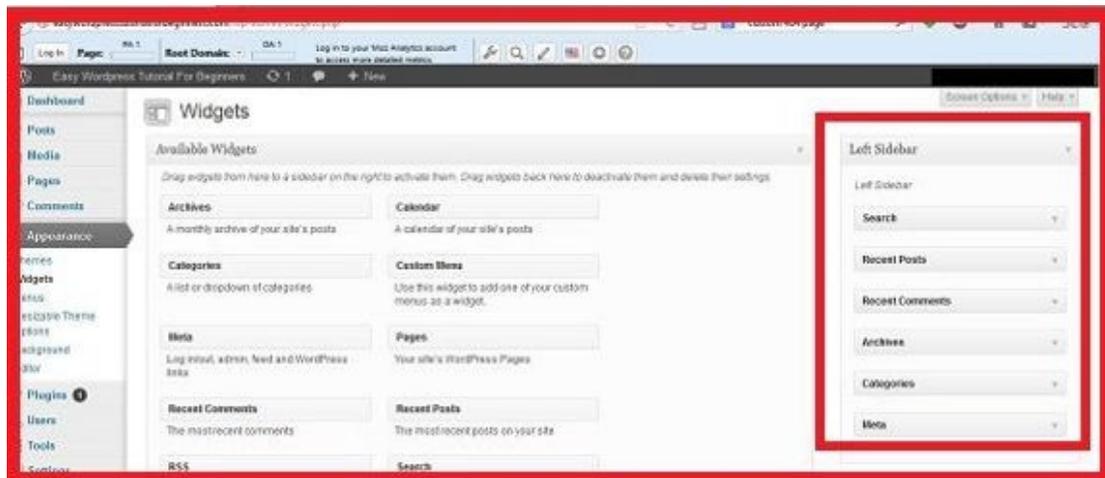


Once you choose a Nickname – then it becomes available as a Display Name.

Remove Meta Links *Etc.* From Front Page

Since you have removed the left sidebar, these no longer appear on your site. But once you start using the right hand sidebar, they will default to the right side.

Click on Appearance – Widgets.

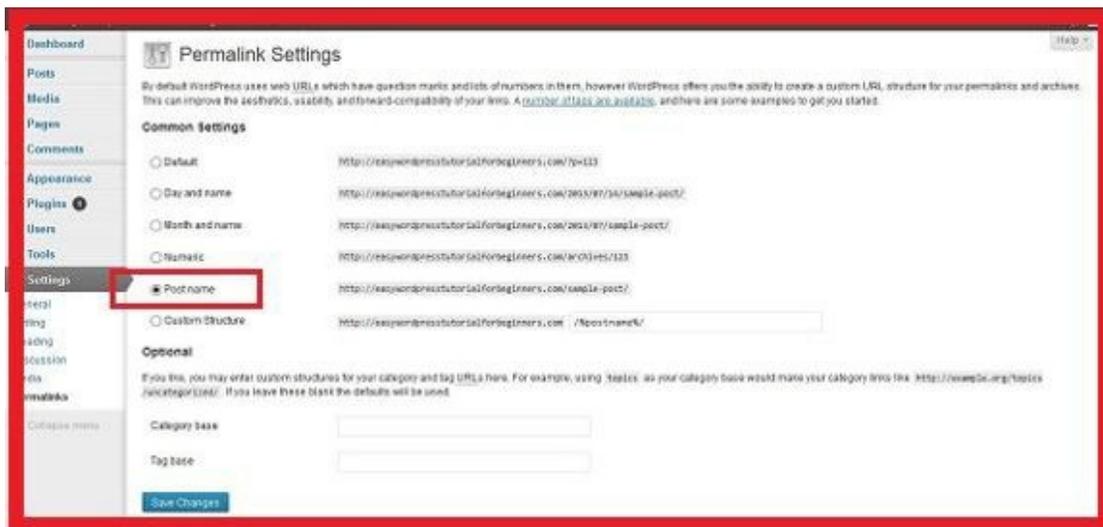


Click on everything in the left sidebar and drag it back to the center. This completely removes them.

Set Permalinks

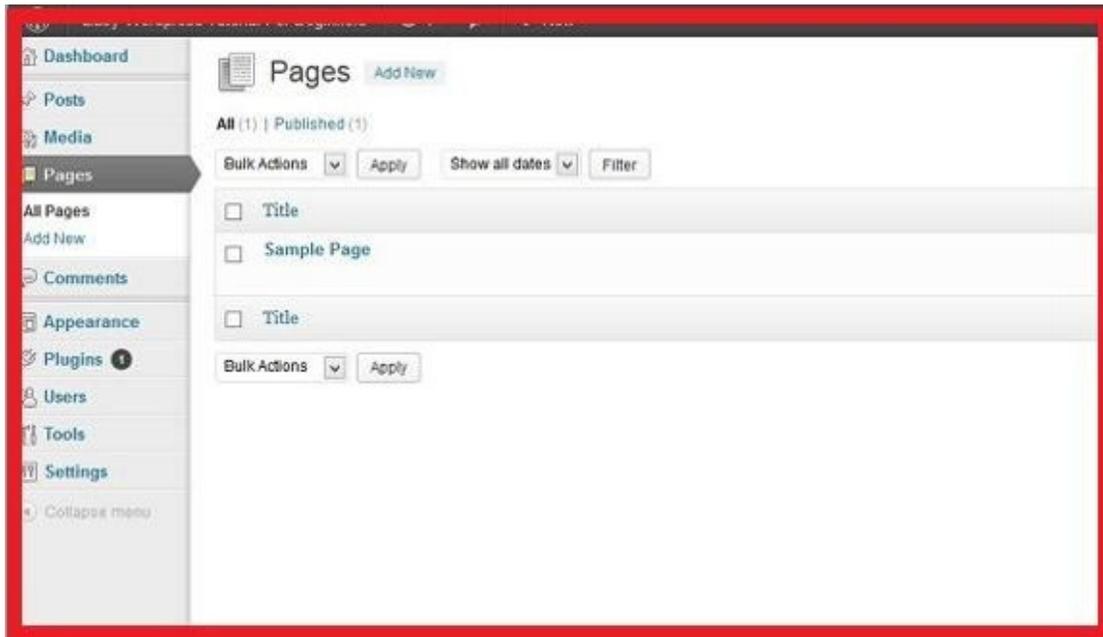
It is easy to set the permalinks – and important if you are building a site that you want to optimize. Using titles for SEO on each of your posts is helpful, but for Google and other search engines to give you credit for your well-thought-out titles, you need to make the title part of the permalink.

In the sidebar, under Settings, there is a spot for Permalinks. Open that and choose the post name as the permalink. Be sure to click the Save button.



Remove Sample Page and Post

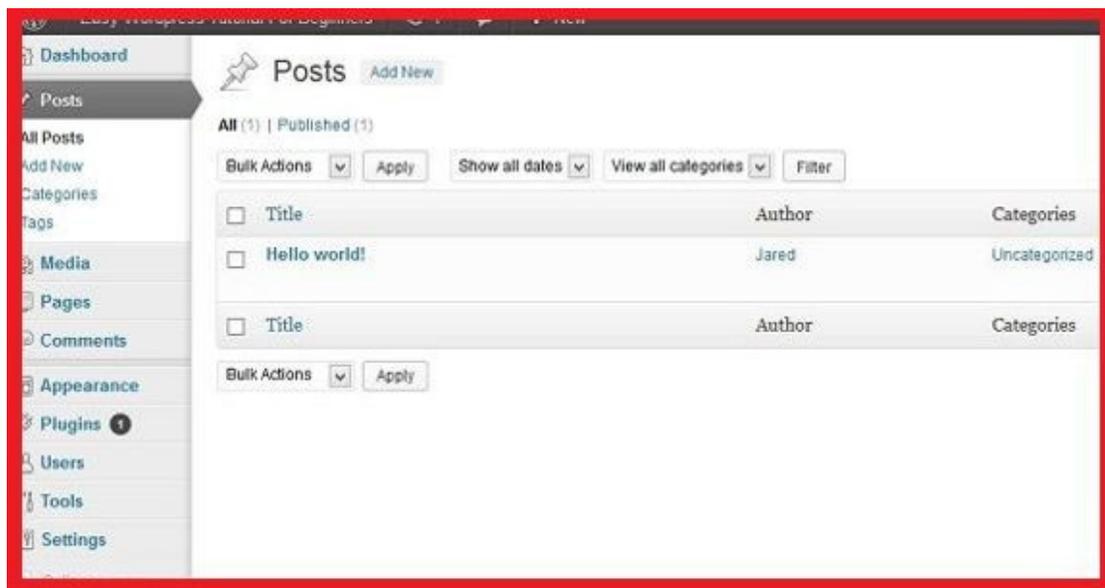
Open Pages – All Pages. Hover your mouse over the Sample Page and you will see some options pop up underneath. Click on Trash and get rid of this page.



Then Click on Trash (1) above the place where you deleted it and scroll over it again, select Delete Permanently.

Do the same thing for Posts.

Go to Posts – All Posts Hover over the post and send it to the trash too. It is interesting to note that the author name is now changed to my nickname!



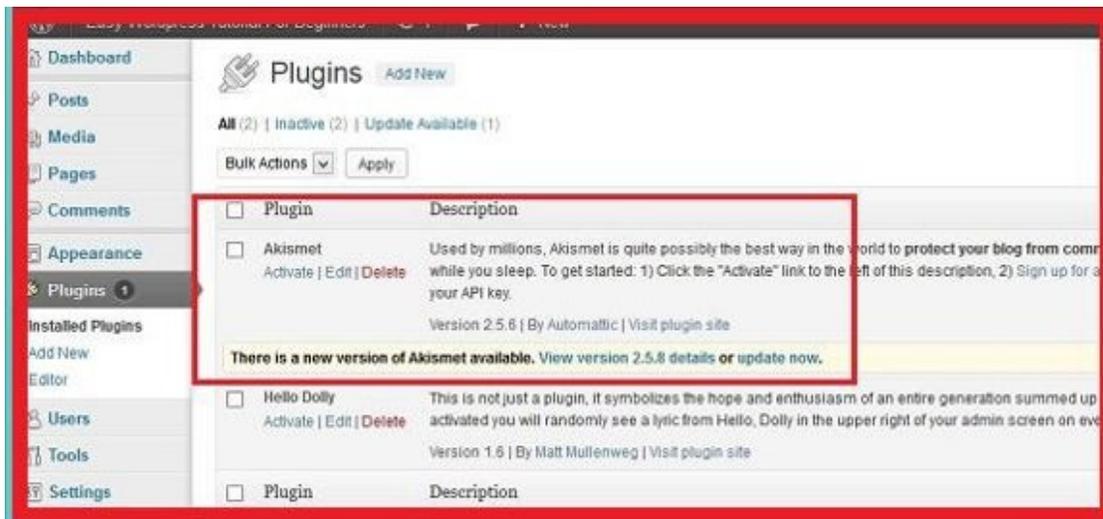
Again, click on Trash (1) and hover over the post. Select Delete Permanently.

Critical Plugin

Plugins are things that make your blog work well. They are developed by many different people. A plugin that you use, I may never need. Knowing this, I will give you information on some commonly installed plugins.

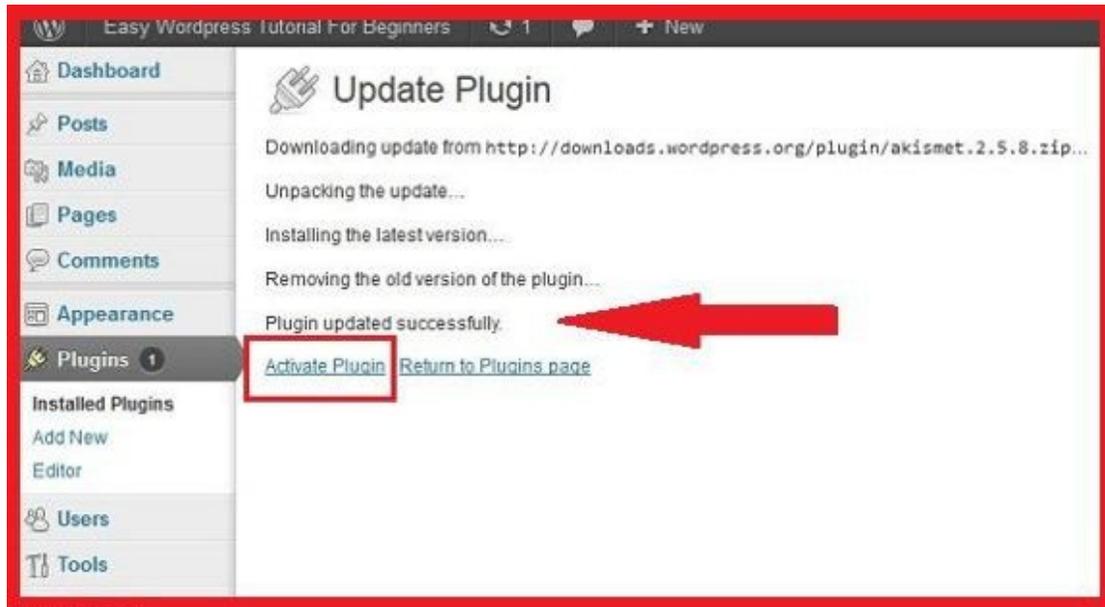
AKISMET

This is a spam blocker. It is already installed by default on your Wordpress site, but it is not activated and probably needs to be updated. You can get an authorization key for AKISMET by going to <http://askismet.com> and signing up.



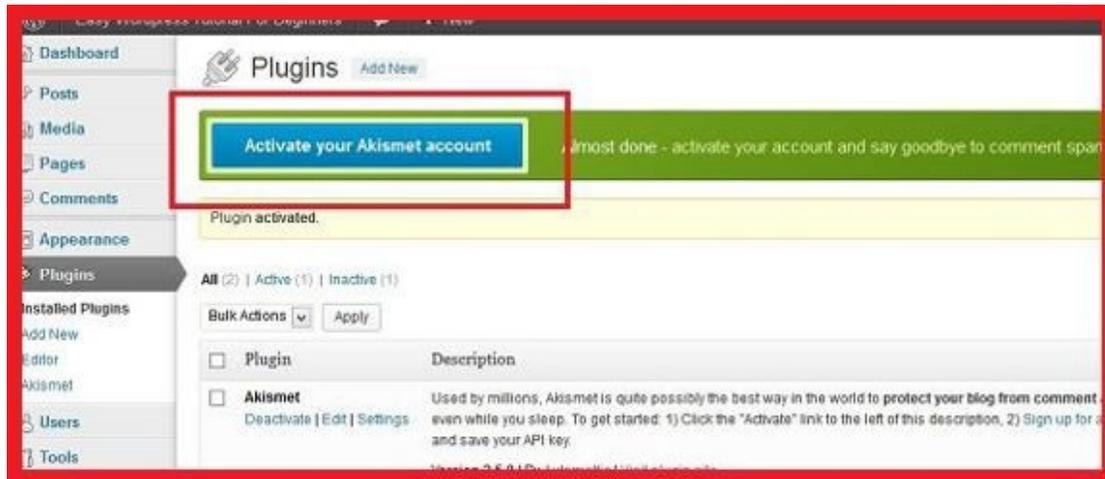
Update this plugin.

You can see that it has been updated by looking at the screen that comes up after you tell it to update.

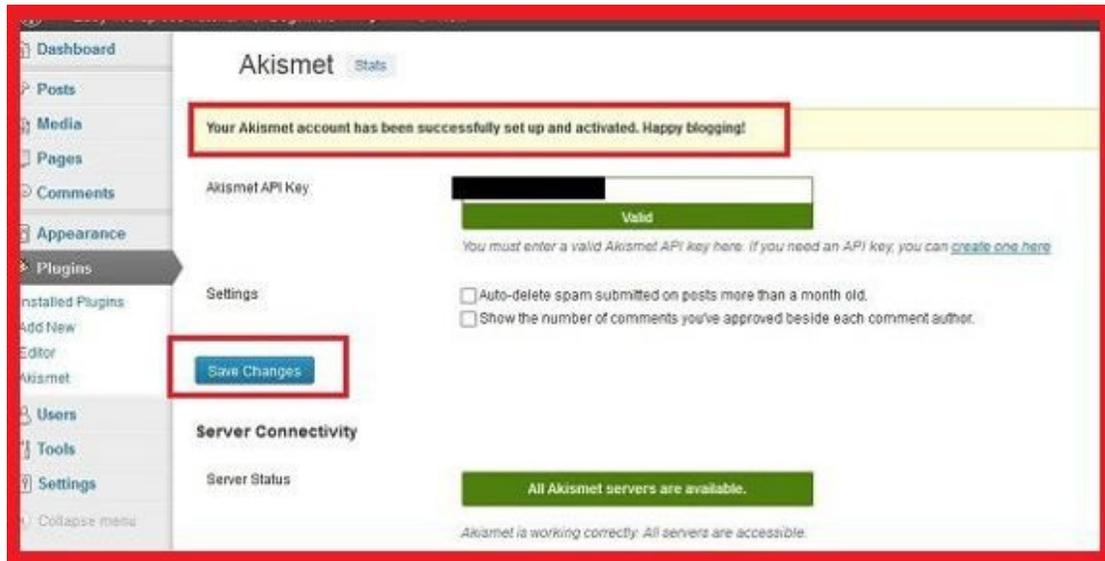


Now click Activate Plugin

Now you need to make sure your AKISMET site is activated so that you can reap the benefits of the spam blocker.



Once your AKISMET key is activated and you input it into the settings panel, you will see this message.



Suggested Plugins

AKISMET was already installed. But these others are not, so you will have to go get them. Go to Plugins – Add New.

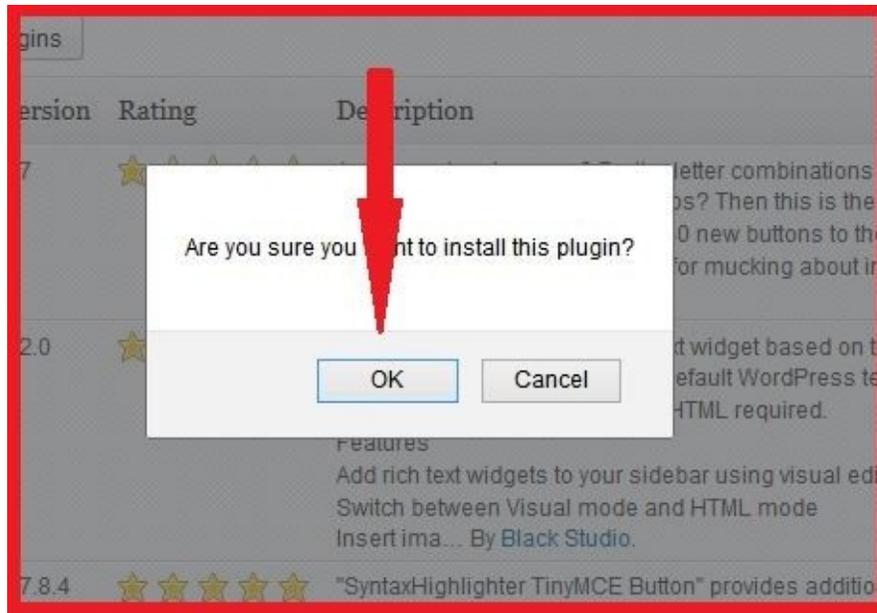


Type in the first part of the Plugin name, click Search Plugins and then find the one you need in the list.

TinyMCE Advanced

Now that you have found this one, click on the Install Now button. This plugin gives you all kinds of options in posting – front sizes, tables, images, movies – it's very valuable if you want to have robust posts and pages.

You will see this pop up asking if you want to install the plugin – click OK.

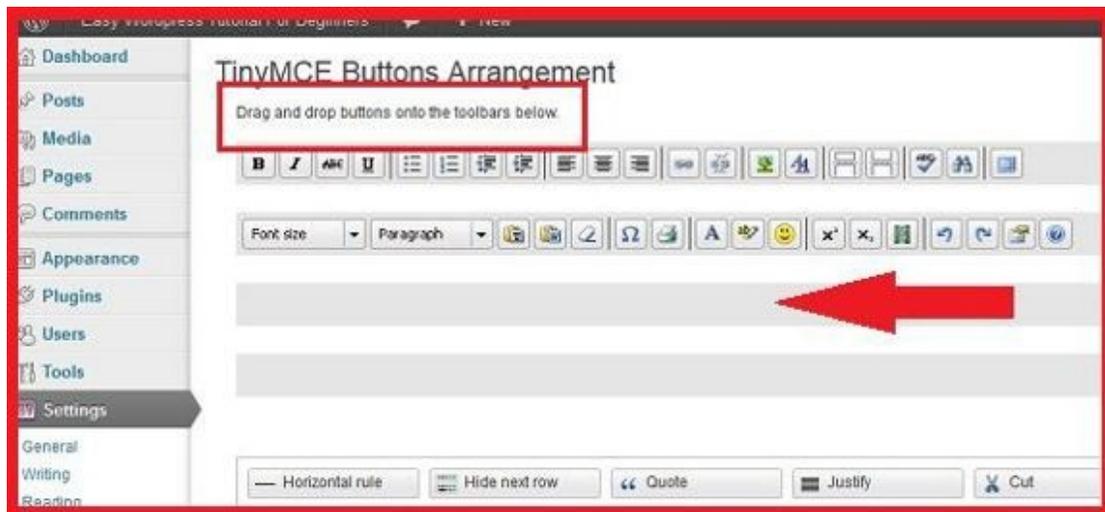


Now you can click on Activate Plugin



For this plugin, you have to set up the options. So, Click on Settings, this will open up a menu. The last thing in the menu is TinyMCE Advanced. Click here to open the settings up.

Now you can drag and drop the items you want to have available to you for formatting your posts.



There are additional items below that I had to cut off in order to make the image clear for the handbook. So look over those as well.

This is how I set up mine. Just don't forget to click Save at the bottom.



SEO by Yoast

This is a plugin for SEO. If you are planning to build a site to sell products or affiliate links or anything like that you need a plugin for SEO to help you. There are many available plugins for this purpose, but I have used this one for several years so I will install it here.

Go to the Plugins – Add New page again and search for this plugin.



Go ahead and install it and activate it just like you did the last one. Click on SEO in the left hand column and some instructions will start popping up to help you use this plugin.

WP Category Post List Widget

Go to the Plugins – Add New page and search for this plugin.



We will put this into a widget when we get to that section of the tutorial. There are some very cool settings for this plugin that you will really like!

Related Posts Widget

So, now you know how to find plugins, so go get this one and install and activate it too.



We will set this one up when we are putting widgets in the sidebar.

Proper Custom Avatar

This is a very helpful plugin. Especially if you are using a pen name for your site. You can buy a model's image and install it as your own image so that it comes up next to your comments in the comment feed. I will use this because I am not using my own image for this site.



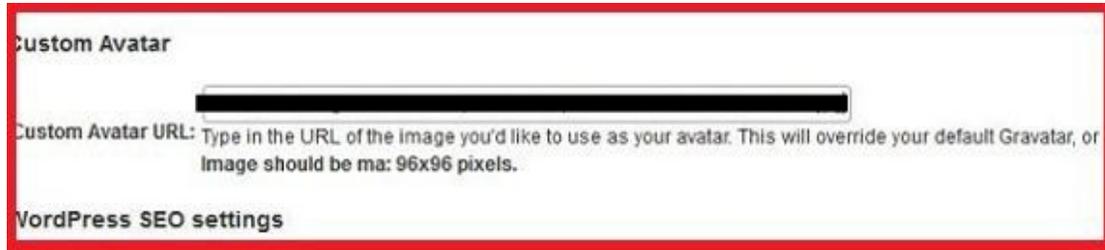
If you don't need a pen name image, you can disregard this one and move on. For those who will use it, there are a couple more steps we will go over now.

Upload your profile image to the Media Library.

Go to Media, Add New and then upload the image. Click on the Edit button so you can find the URL for the image and copy it.



Now, in the left hand column, open Users – Your Profile.

A screenshot of the WordPress 'Custom Avatar' settings box. The box is titled 'Custom Avatar' and contains a text input field. Below the input field, there is a label 'Custom Avatar URL:' followed by the instruction: 'Type in the URL of the image you'd like to use as your avatar. This will override your default Gravatar, or Image should be ma: 96x96 pixels.' The box is highlighted with a red border. Below the 'Custom Avatar' section, the text 'WordPress SEO settings' is visible.

Custom Avatar

Custom Avatar URL: Type in the URL of the image you'd like to use as your avatar. This will override your default Gravatar, or Image should be ma: 96x96 pixels.

WordPress SEO settings

Toward the bottom of the page you will see a new box labeled “Custom Avatar.” All you need to do now is to place the URL you copied into this box. Be sure to click Update Profile.

Google XML Sitemap Generator

You need a sitemap for all of the search engines to be able to better crawl your site. This plugin updates your sitemap for new content so that their robots always get the latest and greatest info.

Plus – once you have it, you never have to worry about running a sitemap again!



So just install it, activate it and never worry about it again!

Slick Social Share Buttons

No site is complete without social signals. This plugin is one of the cleanest ones around. Go to Plugins – Add New and find this one.

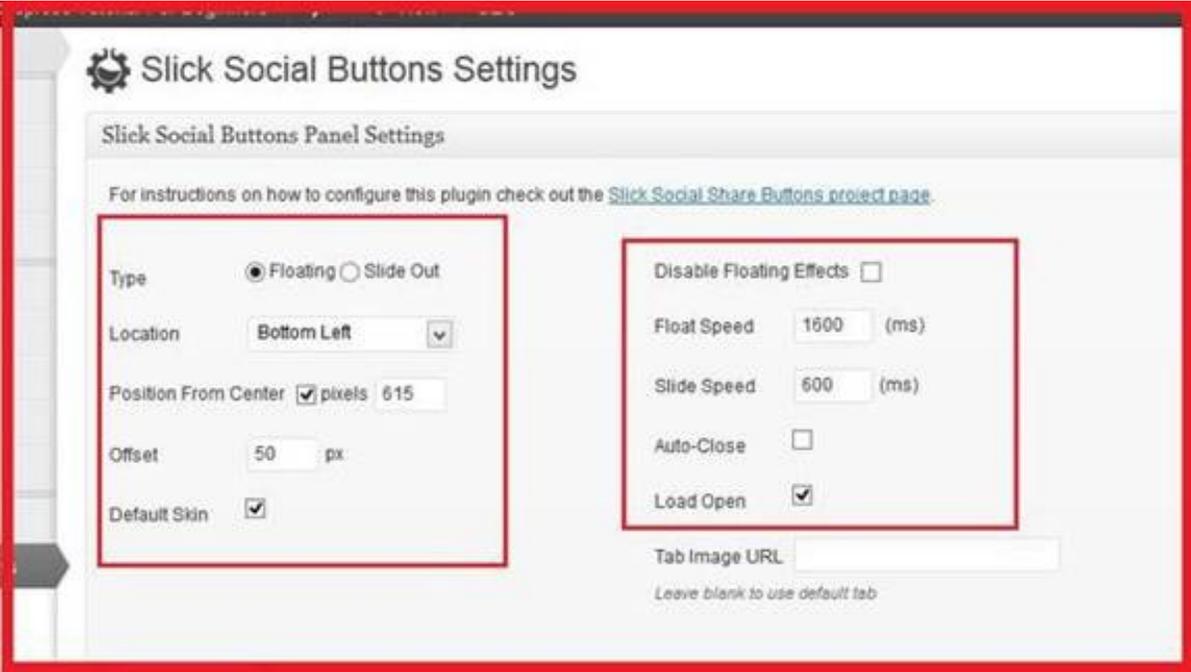


Once this is activated, there are some settings we need to get done. We will do that now.

Click on Social Buttons – Social Buttons. This page will open up for you.



These are the settings for the top part of the plugin that work with the Resizable Theme. Make these changes.



The image shows a screenshot of the 'Slick Social Buttons Settings' panel. The panel is titled 'Slick Social Buttons Settings' and has a sub-section 'Slick Social Buttons Panel Settings'. Below the title, there is a link: 'For instructions on how to configure this plugin check out the [Slick Social Share Buttons project page](#).' The settings are organized into two columns. The left column is enclosed in a red box and contains: 'Type' with radio buttons for 'Floating' (selected) and 'Slide Out'; 'Location' with a dropdown menu set to 'Bottom Left'; 'Position From Center' with a checked checkbox and a text input '615' followed by 'pixels'; 'Offset' with a text input '50' followed by 'px'; and 'Default Skin' with a checked checkbox. The right column is also enclosed in a red box and contains: 'Disable Floating Effects' with an unchecked checkbox; 'Float Speed' with a text input '1600' followed by '(ms)'; 'Slide Speed' with a text input '600' followed by '(ms)'; 'Auto-Close' with an unchecked checkbox; and 'Load Open' with a checked checkbox. Below these columns is a 'Tab Image URL' text input field with the instruction 'Leave blank to use default tab' underneath it.

Click Save Changes at the bottom of this section.

This is the next section. It determines where you want to see these social buttons.

Select everywhere that you want the social signals to show up on your site. I want them on every page and post, so I selected every option available.



Display Pages For Social Share Buttons

Select the pages where you wish the button panel to appear:

Home Page Posts Page Posts

Pages Category Pages Archive Pages

[Show Categories](#)

Be sure to click Save Changes.

Now select the social signals you want to appear. I chose Twitter, Facebook, Google + and Pinterest. You might have others you want to see. Be sure to click Save Changes at the bottom of the page.

<input checked="" type="checkbox"/> Twitter	Vertical + Count	212
		 Tweet
<input checked="" type="checkbox"/> Facebook	Box Count	1.4k
	iFrame	 Like
<input checked="" type="checkbox"/> Google +1	Tall + Count	601
		 +1
<input type="checkbox"/> LinkedIn	Vertical	90
		 Share
<input type="checkbox"/> Stumbleupon	Vertical + Count	96
		
<input type="checkbox"/> Digg	Medium	
		
<input type="checkbox"/> Delicious	Horizontal	Save on Delicious
<input checked="" type="checkbox"/> Pin It	Vertical	45
	Featured Image	

Here is what the social signals look like with these settings. You can experiment with the settings if you want to try out something else for your site.



We haven't made any pages or posts yet, so it looks a bit empty – but we are getting there!

Five Pages in the Footer

There are five pages that Google expects to see on every website. It's important to have them included. I will put them in the footer on the site we are building.

These are: About Us, Disclaimer and Disclosure, Privacy Policy, Contact Us and the Sitemap.

About Us

Write this page. Introducing you and your business or website.

Go to Pages – Add New in the left hand column.

Name this page About Us.

Here is what is on my About Us page.



The screenshot shows a website titled "Easy Wordpress Tutorial For Beginners". The page has a navigation menu with "Home", "About Us", and "WordPress Handbook". A search bar is located in the top right corner. The main content area is titled "About Us" and contains the following text:

I have been building WordPress blogs and sites for several years, both for myself and for clients.

Since WordPress is my favorite CMS (Content Management System) it makes sense that I would prepare a WordPress Handbook to share with others.

WordPress can seem intimidating the first time you use it, but by using the tutorial I have written, you can follow along and build your step by step.

Adding important plugins along the way helps you to really know your stuff when you are done with my Easy WordPress Tutorial for Beginners.

Thank you for checking out my site.

Below the text is a small square photograph of a man, Jared, smiling and talking on a mobile phone. The name "Jared" is written below the photo.

Disclaimer and Disclosure

There are certain pieces of information that Google and other search engines expect to see on this page. Here is the Disclaimer and Disclosure page from the site I am building.



The screenshot shows the website's header with the title "Easy Wordpress Tutorial For Beginners" in blue text. Below the title is a navigation menu with links for "Home", "About Us", "Disclaimer and Disclosure", and "WordPress Handbook". A search bar is located on the right side of the menu. The main content area is titled "Disclaimer and Disclosure" and contains the following text:

I can't promise that we tell you everything about WordPress in the tutorial. There are new plugins all the time, and updates that might be useful to you that I don't know about.

I can tell you that of the hundreds of WordPress sites I have built, I am including all of the plugins and info I use to get noticed by google and other search engines. All white hat and ethical.

As an affiliate to some products reviewed on this website, I will earn a commission from items purchased through links on this site. You will not pay more if you buy any product from these links. And of course, I do make a commission on the Easy WordPress Tutorial For Beginners book which I wrote myself.

We accept no liabilities for damages or losses you might suffer by use of this information, either directly or indirectly.

I hope you have enjoyed learning how to install and build your own WordPress site!

Thanks for visiting my site!

Privacy Policy (Where to Get One)

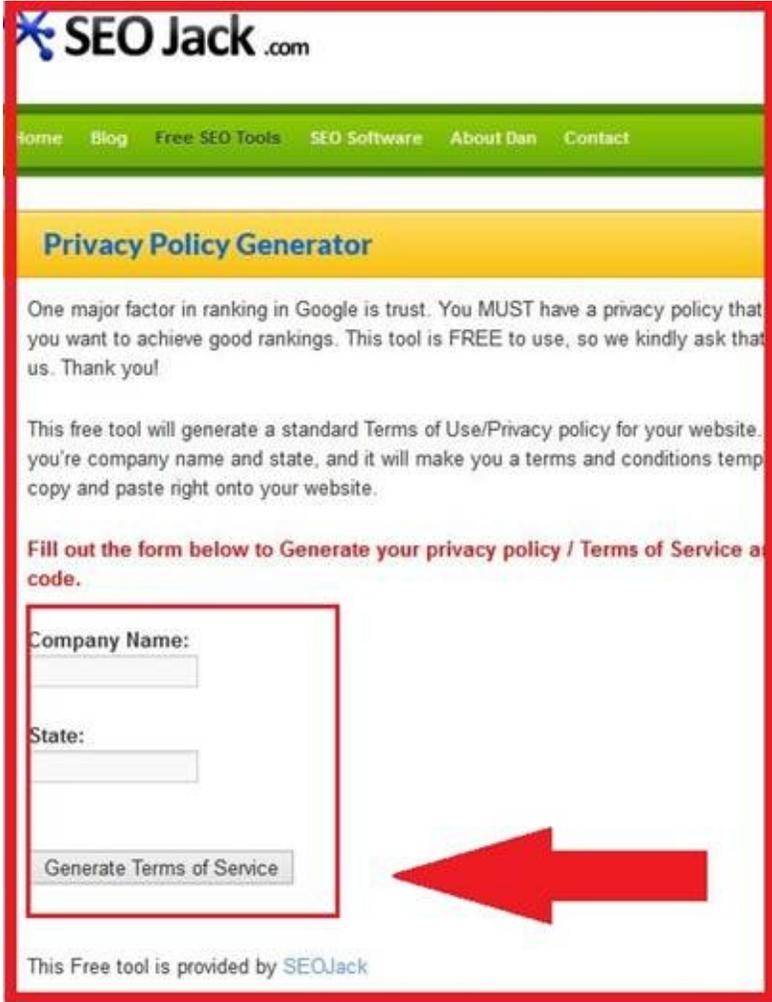
Before you start thinking that this is a tough page to write, let me give you a shortcut. Go to <http://seojack.com>.



Click on Free SEO Tools.

One of the options in the drop down menu is Privacy Policy Generator. All you need to do is insert your company name and state. Then click Generate Terms of Service.

Your Privacy Policy is the next thing you will see. Just copy and paste it to your web page. Easy as pie!



The screenshot shows the SEOJack.com website interface for the Privacy Policy Generator tool. At the top, the logo "SEO Jack .com" is displayed. Below it is a green navigation bar with links for "Home", "Blog", "Free SEO Tools", "SEO Software", "About Dan", and "Contact". The main heading is "Privacy Policy Generator" in a yellow banner. The text explains that having a privacy policy is crucial for Google rankings and that the tool is free. It instructs users to fill out a form with their company name and state, then click "Generate Terms of Service". A red arrow points to the "Generate Terms of Service" button. At the bottom, it states "This Free tool is provided by SEOJack".

SEO Jack .com

Home Blog Free SEO Tools SEO Software About Dan Contact

Privacy Policy Generator

One major factor in ranking in Google is trust. You MUST have a privacy policy that you want to achieve good rankings. This tool is FREE to use, so we kindly ask that us. Thank you!

This free tool will generate a standard Terms of Use/Privacy policy for your website. you're company name and state, and it will make you a terms and conditions temp copy and paste right onto your website.

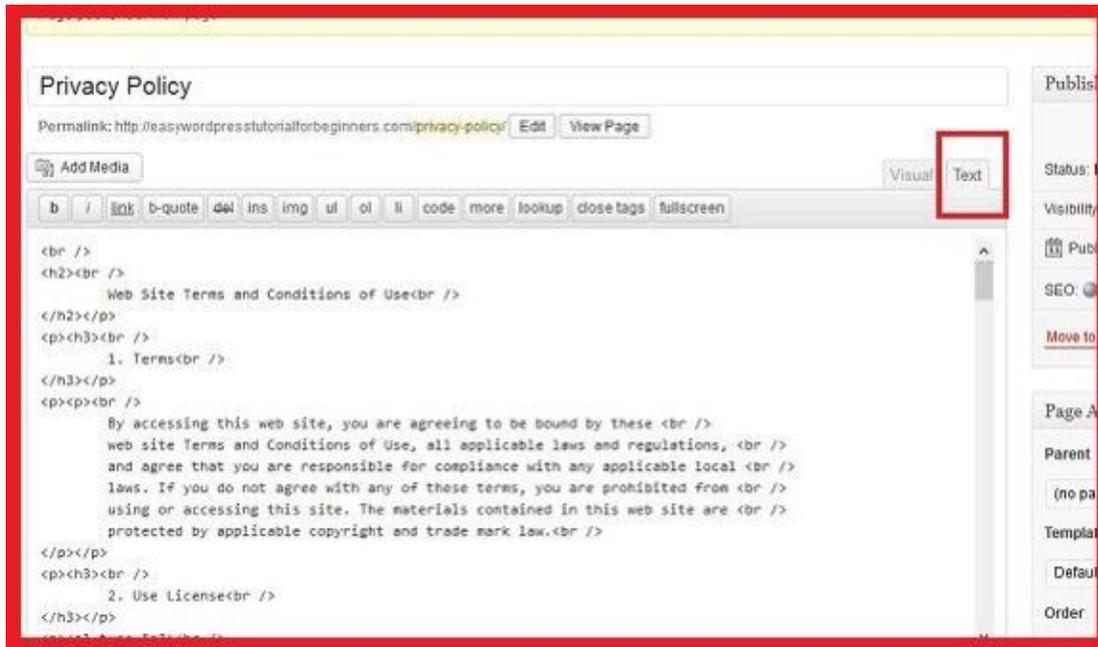
Fill out the form below to Generate your privacy policy / Terms of Service a code.

Company Name:

State:

This Free tool is provided by [SEOJack](#)

When you paste this, you will be pasting HTML code, so use the TEXT tab on the page.



The screenshot shows the WordPress page editor for a 'Privacy Policy' page. The title bar at the top reads 'Privacy Policy' and includes a 'Permalink' field with the URL 'http://easywordpres.tutorialforbeginners.com/privacy-policy/'. Below the title bar is a toolbar with various editing options, including 'Add Media', 'Visual', and 'Text'. The 'Text' tab is highlighted with a red box. The main content area displays HTML code for the page content, including a heading for 'Web Site Terms and Conditions of Use', a list item for '1. Terms', and a paragraph of text. The right sidebar contains various settings and options, including 'Publish', 'Status', 'Visibility', 'SEO', 'Move to', 'Page A', 'Parent', 'Templat', and 'Order'.

Privacy Policy

Permalink: <http://easywordpres.tutorialforbeginners.com/privacy-policy/> [Edit](#) [View Page](#)

[Add Media](#) [Visual](#) [Text](#)

b / [link](#) [b-quote](#) [del](#) [ins](#) [img](#) [ul](#) [ol](#) [li](#) [code](#) [more](#) [lookup](#) [close tags](#) [fullscreen](#)

```
<br />
<h2><br />
    Web Site Terms and Conditions of Use<br />
</h2></p>
<p><h3><br />
    1. Terms<br />
</h3></p>
<p><p><br />
    By accessing this web site, you are agreeing to be bound by these <br />
    web site Terms and Conditions of Use, all applicable laws and regulations, <br />
    and agree that you are responsible for compliance with any applicable local <br />
    laws. If you do not agree with any of these terms, you are prohibited from <br />
    using or accessing this site. The materials contained in this web site are <br />
    protected by applicable copyright and trade mark law.<br />
</p></p>
<p><h3><br />
    2. Use License<br />
</h3></p>
```

Here is what the one looks like on the site:

Privacy Policy

Web Site Terms and Conditions of Use

1. Terms

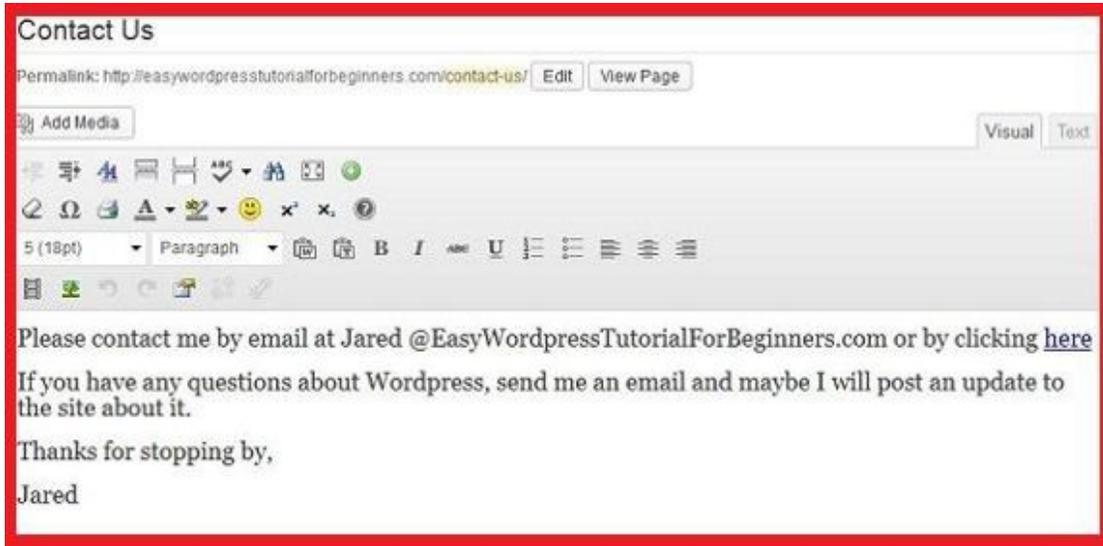
By accessing this web site, you are agreeing to be bound by these web site Terms and Conditions of Use, all applicable laws and regulations, and agree that you are responsible for compliance with any applicable local laws. If you do not agree with any of these terms, you are prohibited from using or accessing this site. The materials contained in this web site are protected by applicable copyright and trade mark law.

2. Use License

1. Permission is granted to temporarily download one copy of the materials (information or software) on **EasyWordpressTutorialForBeginners.com**'s web site for personal, non-commercial transitory viewing only. This is the grant of a license, not a transfer of title, and under this license you may not:
 - A. modify or copy the materials;
 - B. use the materials for any commercial purpose, or for any public display (commercial or non-commercial);
 - C. attempt to decompile or reverse engineer any software contained on **EasyWordpressTutorialForBeginners.com**'s web site;

Contact Us

The contact us page is very simple, all you need to do is list a way that you can be contacted by your visitors or customers.



The screenshot shows the WordPress visual editor for a page titled "Contact Us". At the top, the permalink is displayed as "http://easywordpressutorialforbeginners.com/contact-us/" with "Edit" and "View Page" buttons. Below the permalink is an "Add Media" button and "Visual" and "Text" tabs. The visual editor toolbar is visible, showing various icons for text formatting, alignment, and media insertion. The content of the page is as follows:

Please contact me by email at Jared @EasyWordpressTutorialForBeginners.com or by clicking [here](#)

If you have any questions about Wordpress, send me an email and maybe I will post an update to the site about it.

Thanks for stopping by,

Jared

Sitemap

This page is generated by the Sitemap plugin that we installed already.

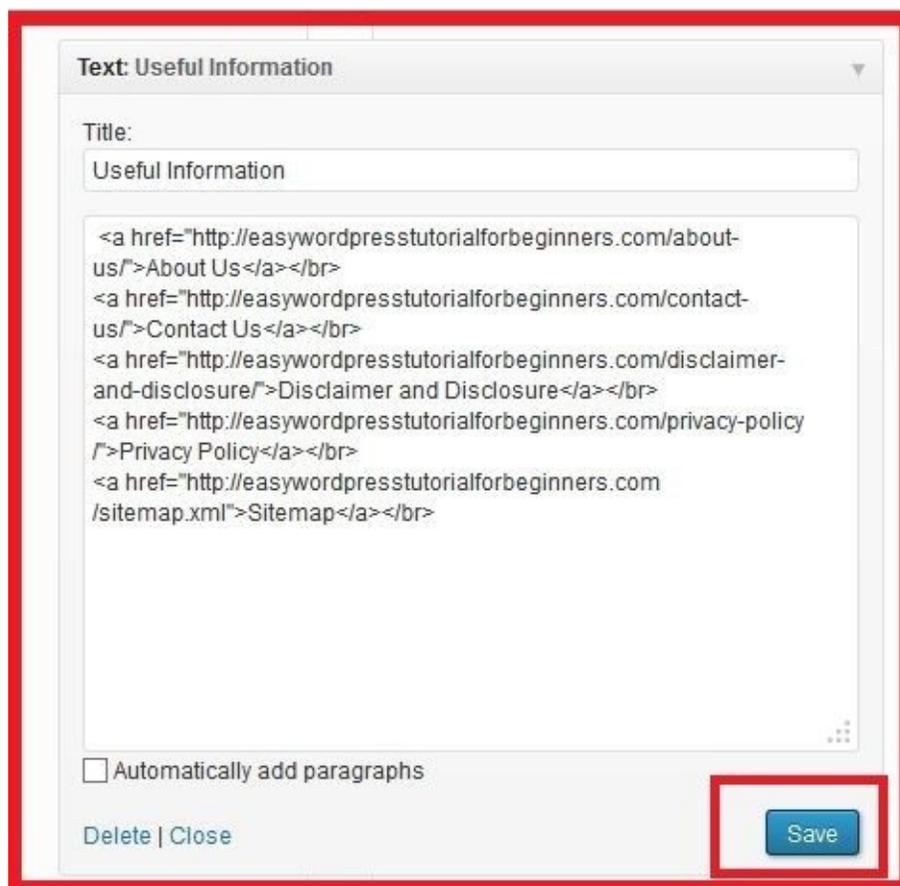
Now - Install These Pages to the Footer.

First click on Appearance – Widgets.

On the right side of the page, click the down arrow for the Footer Widgets Area 1.

Click and drag a TEXT box over to the Footer Widgets Area 1.

Insert the URLs for each page into the text box. And click Save.



Text: Useful Information

Title:
Useful Information

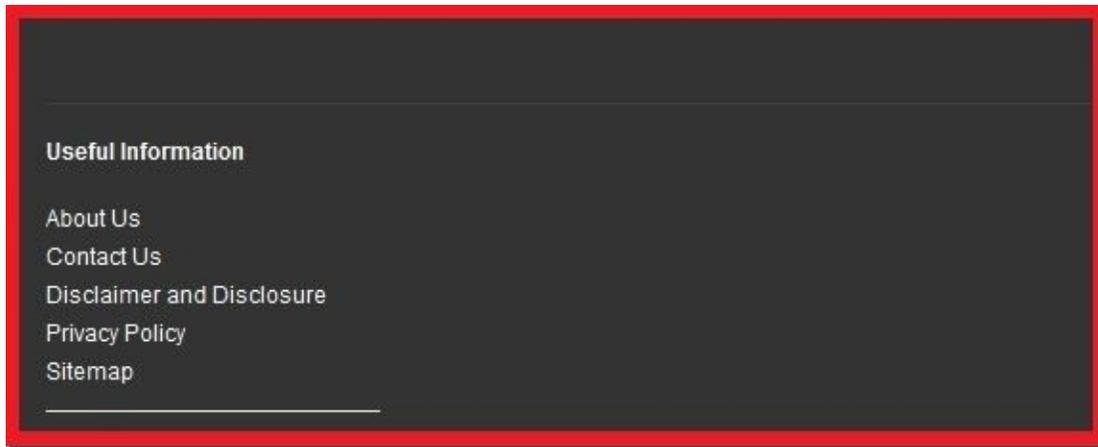
```
<a href="http://easywordpressutorialforbeginners.com/about-us/">About Us</a></br>
<a href="http://easywordpressutorialforbeginners.com/contact-us/">Contact Us</a></br>
<a href="http://easywordpressutorialforbeginners.com/disclaimer-and-disclosure/">Disclaimer and Disclosure</a></br>
<a href="http://easywordpressutorialforbeginners.com/privacy-policy/">Privacy Policy</a></br>
<a href="http://easywordpressutorialforbeginners.com/sitemap.xml">Sitemap</a></br>
```

Automatically add paragraphs

Delete | Close

Save

This is how the footer will look once you have inserted the text.



Double check the pages by clicking on each one to make sure it opens a page.

If there is a problem, you will see this Error page.



Figure out what is wrong and fix it before you move on!

Just look at the URL you put in the text box and compare it to the actual URL of the page it is trying to reach.

The sitemap will not open yet because one has not been generated. So you will check this later.

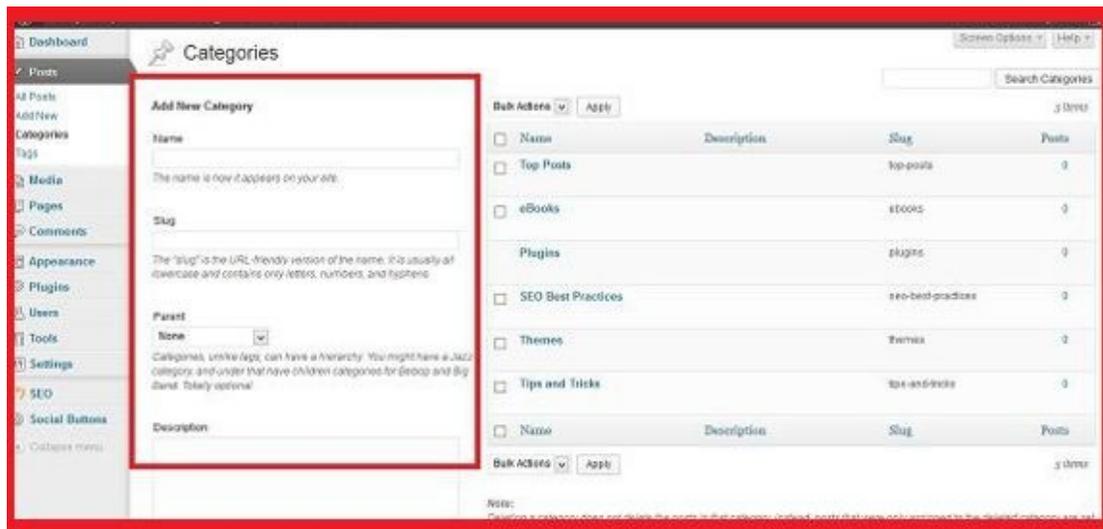
Categories

In order to gather groups of posts together in like content, we use the categories in Wordpress.

In the left column, click on Posts – then Categories.

Build some categories that you think you will use for your site. I built one for Plugins, eBooks, Themes, SEO Best Practices, Tips and Tricks and Top Posts.

Type the Category title in the Name Box, and type the same thing without capital letters in the Slug Box. Name one category Top Posts.

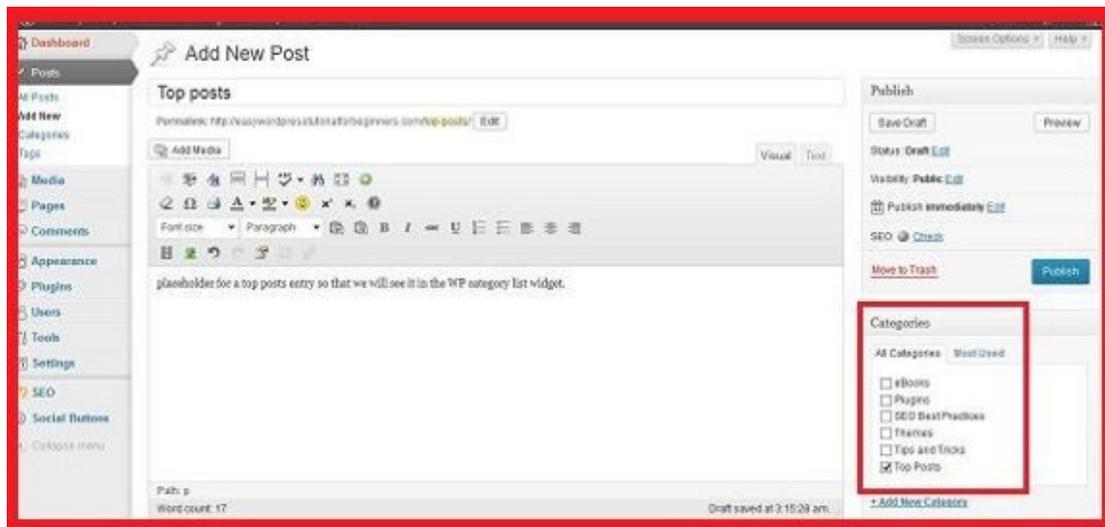


Name	Description	Slug	Posts
<input type="checkbox"/> Top Posts		top-posts	0
<input type="checkbox"/> eBooks		ebooks	0
<input type="checkbox"/> Plugins		plugins	0
<input type="checkbox"/> SEO Best Practices		seo-best-practices	0
<input type="checkbox"/> Themes		themes	0
<input type="checkbox"/> Tips and Tricks		tips-and-tricks	0

This is all you have to do right now. As you write your posts, you will pick the most appropriate category for the information.

Posts

Since there are no posts yet, we can't select a category for use in the widget in the next step. So I am posting what is called a "placeholder." This is just some text so that we can use the category function. I won't leave it here when I start putting content on the site; it is only here for demonstration purposes.



I chose the category of Top Posts because that is the category I want to use in the WP Category Post Widget in a few minutes. It will help you to keep on track if you build a placeholder post as well.

Widgets

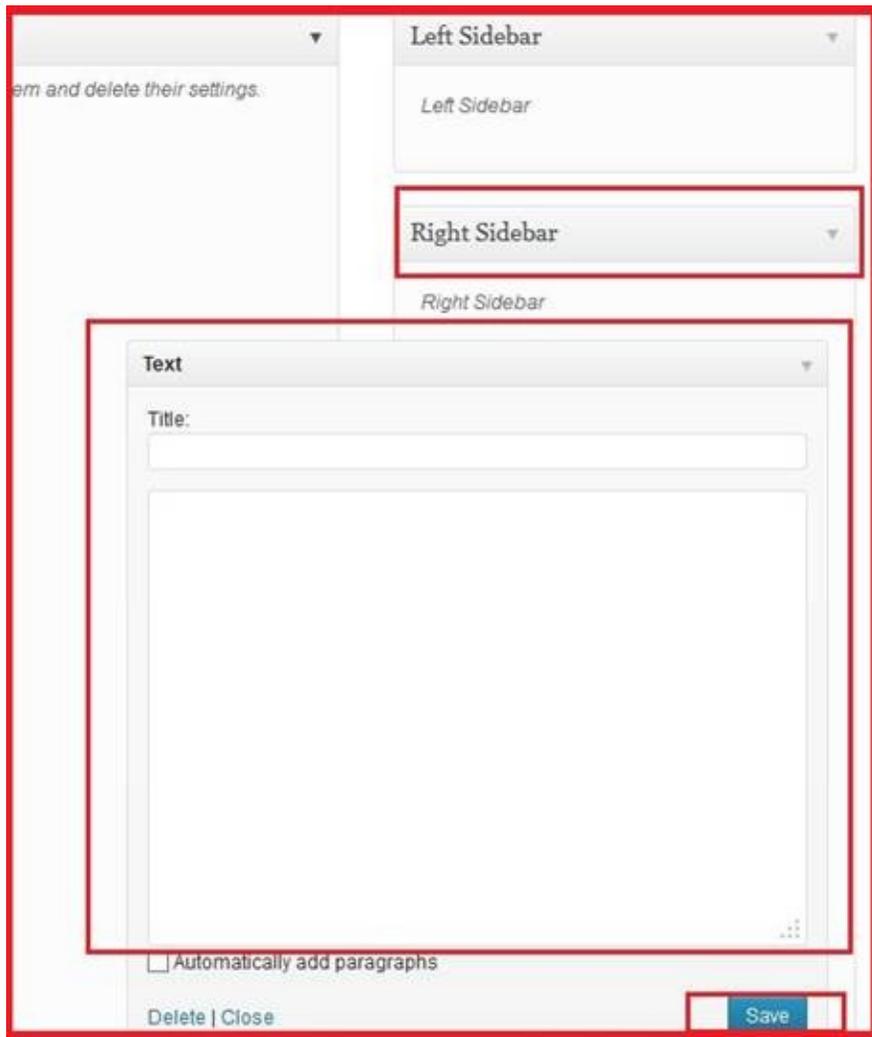
We installed a couple of plugins for widgets earlier, so now we are going to add some things to the right hand sidebar. There is nothing between the header, menu and footer. So, we're going to fix that now.



Welcome Message

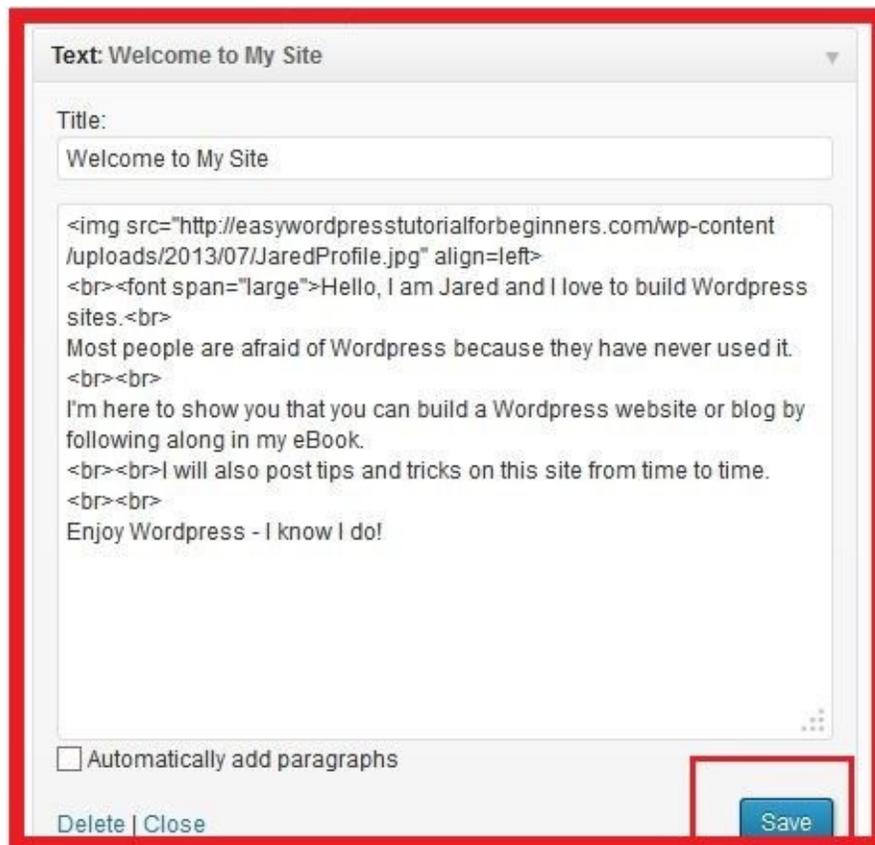
Open the Right Sidebar by clicking on the down arrow.

Now pull a TEXT box over into the Right Sidebar from the middle section.



Now add a welcome message. Including your photo makes people more comfortable about the information on your site.

Here is the text I inserted to my Welcome message:



Text: Welcome to My Site

Title:
Welcome to My Site

```

<br><font span="large">Hello, I am Jared and I love to build Wordpress sites.<br>
Most people are afraid of Wordpress because they have never used it.
<br><br>
I'm here to show you that you can build a Wordpress website or blog by following along in my eBook.
<br><br>I will also post tips and tricks on this site from time to time.
<br><br>
Enjoy Wordpress - I know I do!
```

Automatically add paragraphs

Delete | Close Save

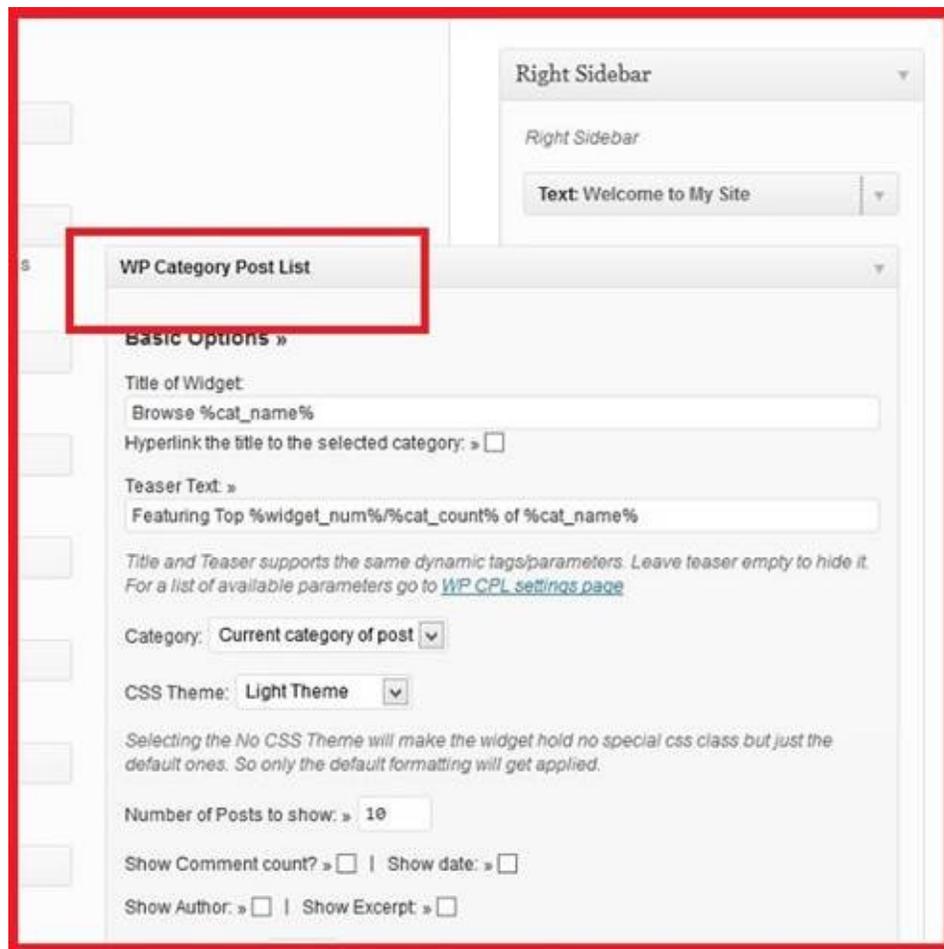
Here is how it looks on the site:



WP Category-Post-List

Look in the list of widgets and find the widget called WP Category Post List.

Click on it and drag it over to the Right Sidebar under the Welcome Message we just put there.

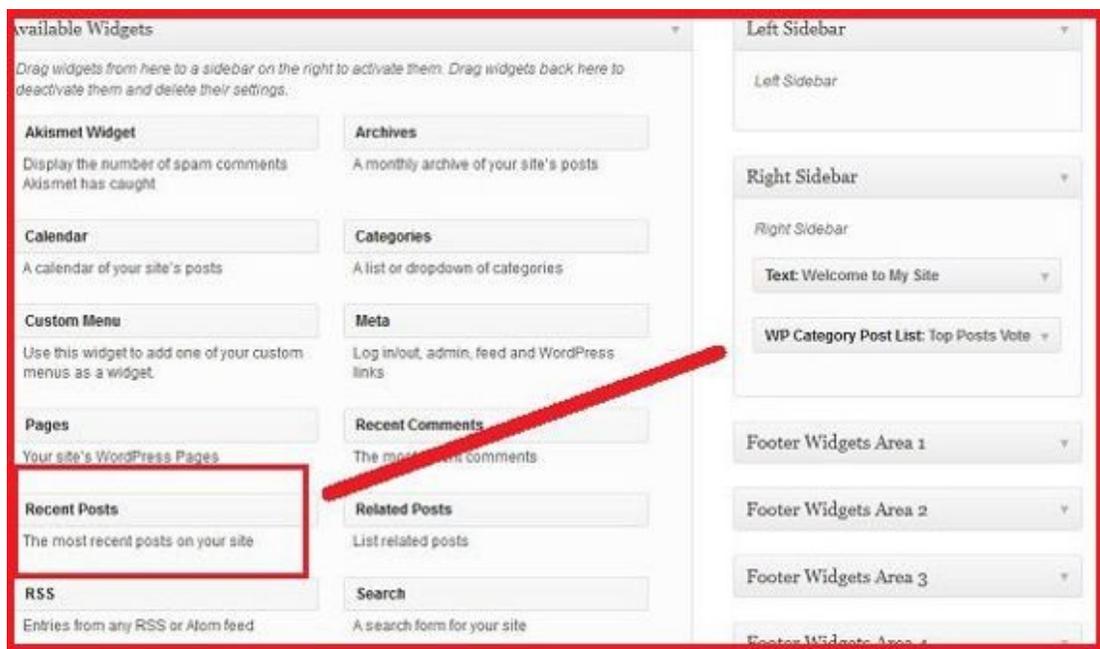


It will automatically open up like the one above.

Recent Posts

Go to Appearance – Widgets and click. One of the widget options is Recent Posts. Click on this one and drag it into the Right Sidebar below the WP Category Posts List.

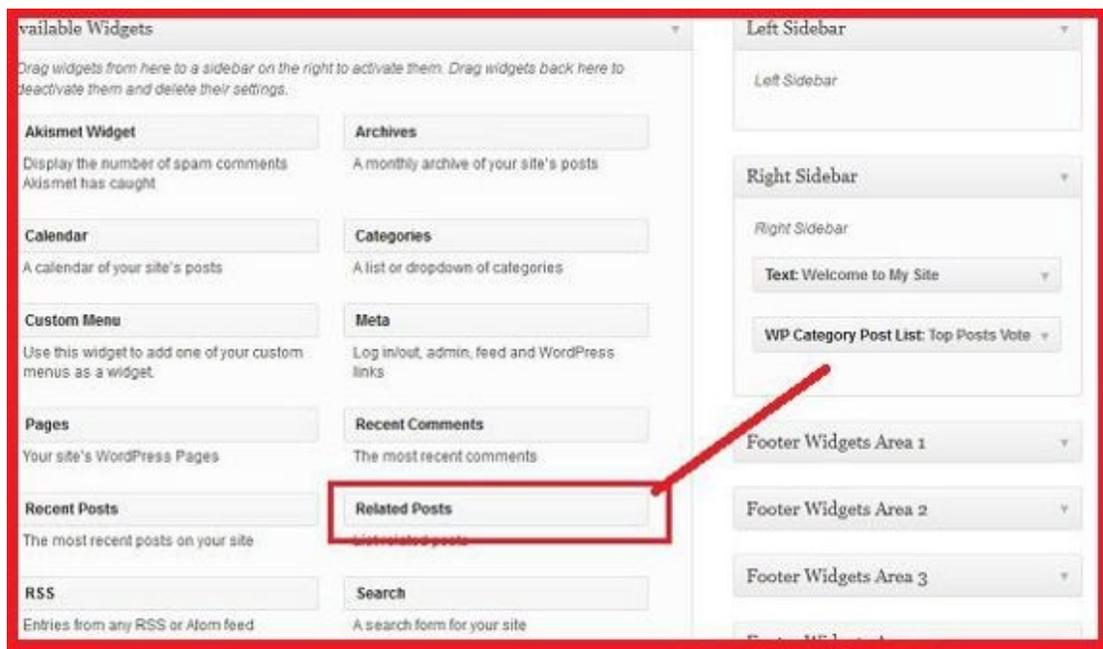
This widget will automatically pull in the recent posts that you have put on your site. You can choose how many you want to display. The default number is 5. You can name this widget in the Title Box if you want it to say something special.



Related Posts

We installed the Plugin for this earlier. What it does is add a set of links at the bottom of a post that connect up other posts. Much like the Amazon recommendations when you look at something on amazon, this leads visitors to stay on your site reading more of your content.

When we add some posts later, you will see how this works for you.

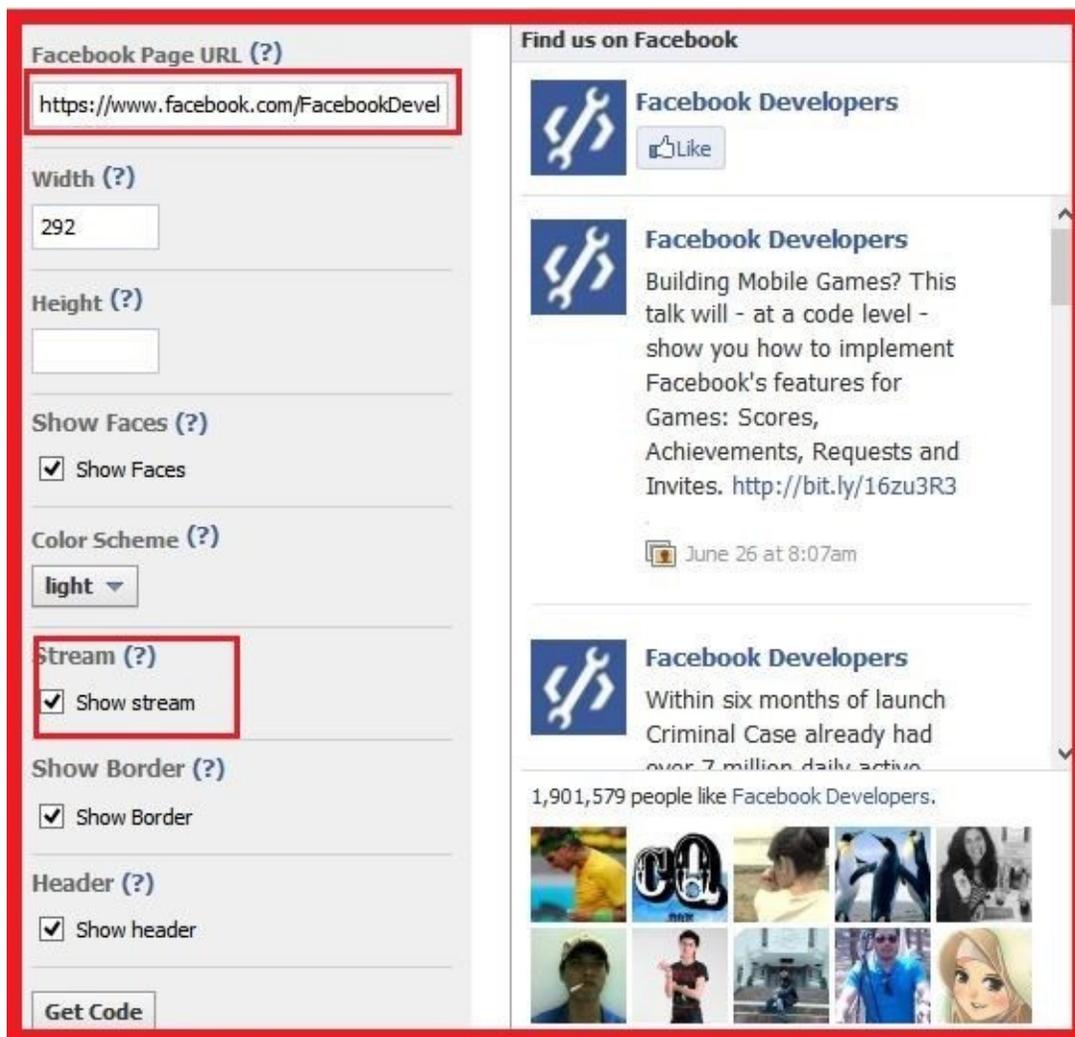


Facebook Page Likes

To use this, you will need to have a Facebook page. I will work on the assumption that you have one already.

Go to this page: <http://developers.Facebook.com/docs/reference/plugins/like-box/>

This is what you will see:



The image shows a configuration interface for a Facebook Like Box on the left and a preview of the like box on the right. The configuration interface includes the following options:

- Facebook Page URL (?):** `https://www.facebook.com/FacebookDevel`
- Width (?):** 292
- Height (?):** (empty field)
- Show Faces (?):** Show Faces
- Color Scheme (?):** light
- Stream (?):** Show stream
- Show Border (?):** Show Border
- Header (?):** Show header
- Get Code** button

The preview on the right, titled "Find us on Facebook", shows the Facebook Developers page with the like box. It displays the Facebook Developers logo, a "Like" button, and a post from June 26 at 8:07am. The post text reads: "Building Mobile Games? This talk will - at a code level - show you how to implement Facebook's features for Games: Scores, Achievements, Requests and Invites. <http://bit.ly/16zu3R3>". Below the post, it states "1,901,579 people like Facebook Developers." and shows a grid of profile pictures of users who liked the page.

In the Facebook page URL box – replace “FacebookDevelopers” with your page URL. You can select whether you want to show the stream or not. Sometimes I do, sometimes I don’t.



The image shows a configuration interface for a Facebook page. On the left, there are several settings:

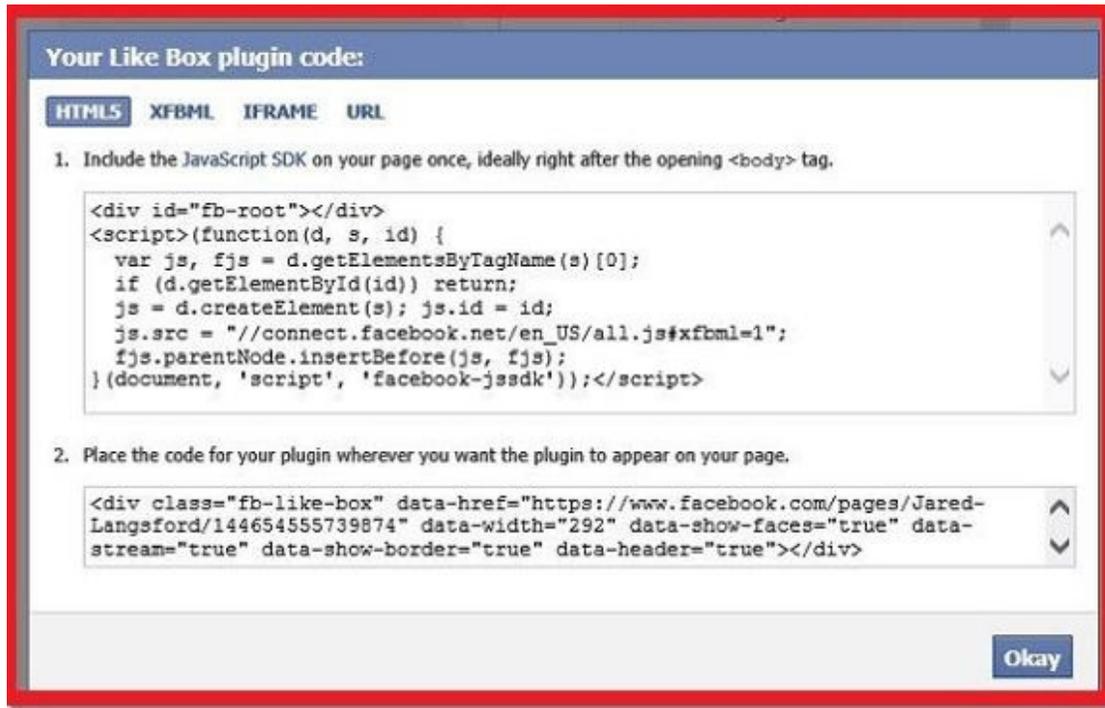
- Facebook Page URL (?)**: A text box containing `/pages/Jared-Langsford/144654555739874`.
- Width (?)**: A text box containing `292`.
- Height (?)**: An empty text box.
- Show Faces (?)**: A checkbox labeled `Show Faces` which is checked.
- Color Scheme (?)**: A dropdown menu currently set to `light`.
- Stream (?)**: A checkbox labeled `Show stream` which is checked.

On the right, under the heading **Find us on Facebook**, there is a preview of the page content:

- A profile picture of Jared Langsford and the name **Jared Langsford**. Below it is a `Like` button and the text `You like this.`
- A post by Jared Langsford with the text `Check it out!` and a link to `Easy Wordpress Tutorial For Beginners`. The link text is `easywordpressutorialforbegin`.
- A timestamp `24 minutes ago`.
- Another post by Jared Langsford with the text `Building a new website as I compile the final stages of Easy Wordpress Tutorial For`.

At the bottom of the box, click “Get Code.”

This will pop up:



The screenshot shows a dialog box titled "Your Like Box plugin code:". It has four tabs: "HTMLS" (selected), "XFBML", "IFRAME", and "URL". Below the tabs, there are two numbered instructions:

1. Include the JavaScript SDK on your page once, ideally right after the opening <body> tag.
2. Place the code for your plugin wherever you want the plugin to appear on your page.

Two code blocks are shown in scrollable text areas:

```
<div id="fb-root"></div>
<script>(function(d, s, id) {
  var js, fjs = d.getElementsByTagName(s)[0];
  if (d.getElementById(id)) return;
  js = d.createElement(s); js.id = id;
  js.src = "//connect.facebook.net/en_US/all.js#xfbml=1";
  fjs.parentNode.insertBefore(js, fjs);
})(document, 'script', 'facebook-jssdk');</script>
```

```
<div class="fb-like-box" data-href="https://www.facebook.com/pages/Jared-Langsford/144654555739874" data-width="292" data-show-faces="true" data-stream="true" data-show-border="true" data-header="true"></div>
```

An "Okay" button is located at the bottom right of the dialog box.

In your site, go to Appearance – Editor. The click on Header in the right column.



Here is a close up of the code in the Header file:

Copy and paste the first box of code from Facebook into the Header box right after the `<body <? php body class(); ?>` code. There is an empty line, just paste it there, it will spread out and fill in like it is supposed to.



```

<link rel="pingback" href="<?php bloginfo( 'pingback_url' ); ?>" />
<link rel="stylesheet" type="text/css" href="<?php echo get_template_directory_uri();
?>/colors/<?php echo get_option('resizable_theme_stylesheet');?>" />
<link rel="stylesheet" type="text/css" href="<?php echo get_template_directory_uri();
?>/tom.css" />
<?php wp_head(); ?>
<?php if (get_option('resizable_left_sidebar_enable') == 'false') { ?>
<style>
#content-loop { width: 100%; }
</style>
<?php ?>
</?php ?>
<?php if (is_home() || is_archive() || is_search() ) add_filter('img_caption_shortcode',
create_function('$a, $b, $c','return $c;'), 10, 3); ?>
<body <?php body_class(); ?>>
<div id="fb-root"></div>
<script>(function(d, s, id) {
var js, fjs = d.getElementsByTagName(s)[0];
if (d.getElementById(id)) return;
js = d.createElement(s); js.id = id;
js.src = "//connect.facebook.net/en_US/all.js#xfbml=1";
fjs.parentNode.insertBefore(js, fjs);
})(document, 'script', 'facebook-jssdk');</script>

<div id="wrapper">
<span id="home_url" name="<?php echo get_template_directory_uri();?>"></span>
<div class="inner-wrap">

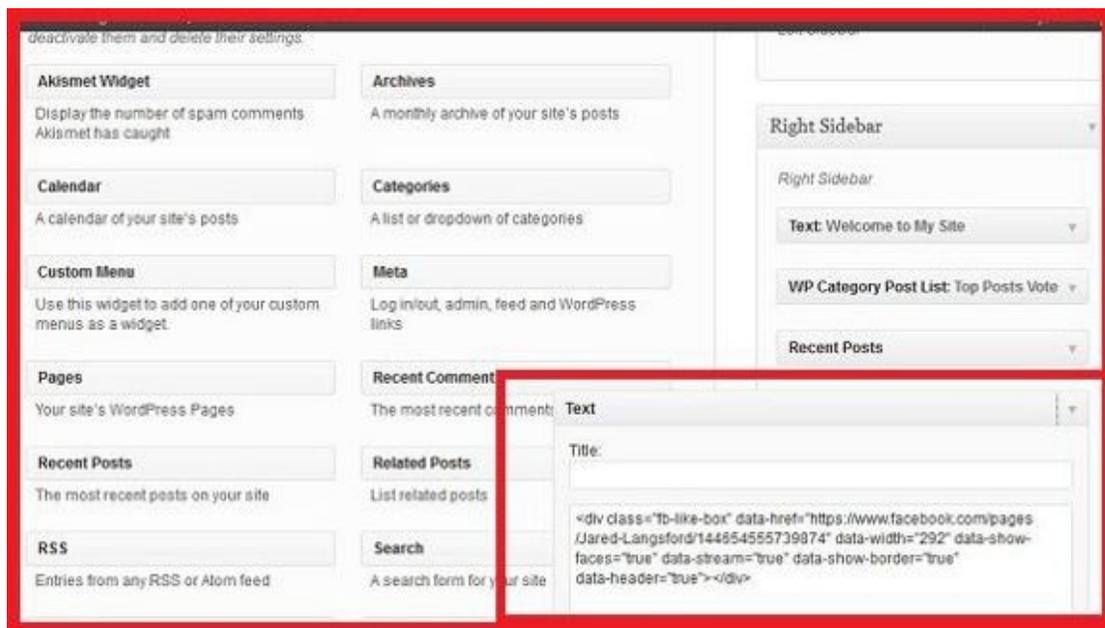
<div id="header">
<?php if (get_option('resizable_text_logo_enable') == 'on') {
?>

```

Then click Update File. If you are nervous about this, please email me and I will do it for you for just a few dollars. But you really can do it yourself!

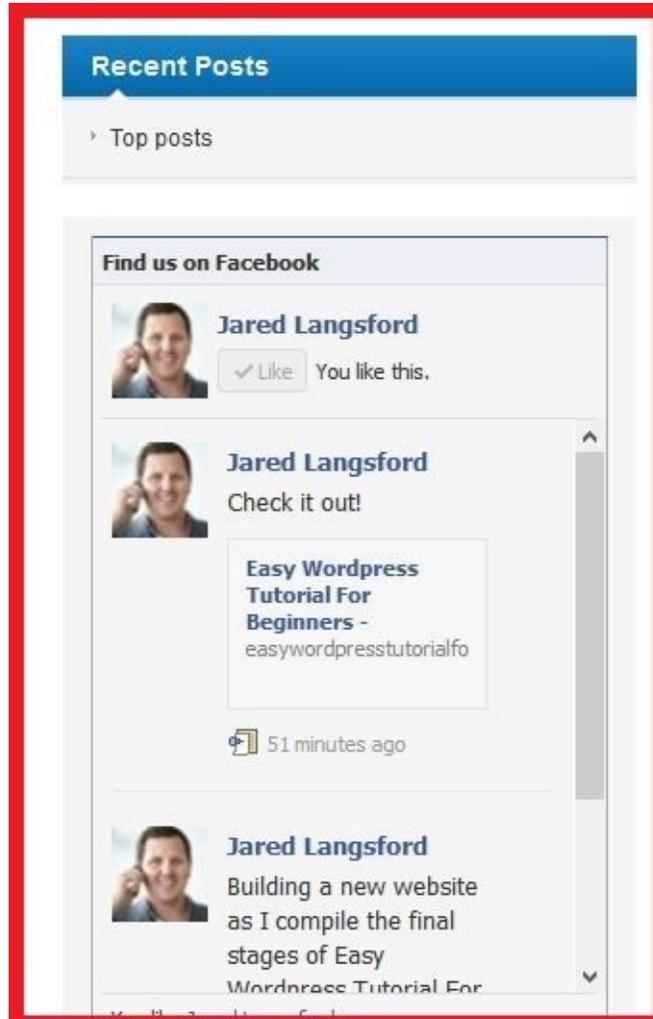
Now go to Appearance – Widgets and drag another Text box to the Right Sidebar.

Copy and paste the code from the second Facebook box into the widget.



Click Save.

Now take a look at your site – this is what you will see in the Right Sidebar:



Tracking Your Visitors

There are several easy to use tracking options. Google Analytics, Clicky.com, Sitemeter.com – any of these will help you track the traffic to your site.

I use Clicky.com for my sites because the tracking information is easy to read, and I don't really want Google tracking all my information.

If you would like to try them out, you can look at their site by [Clicking Here](#):



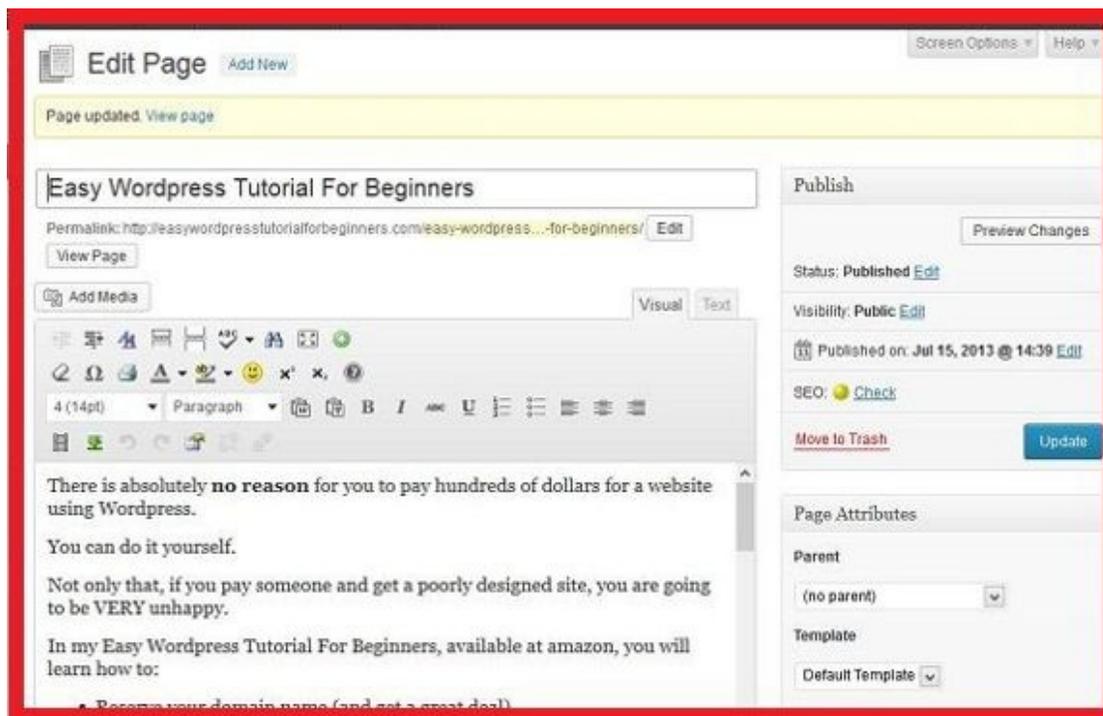
They have a free trial, and if you only have one site, it's free PERIOD.

Adding a Page

Now it's time to build a page.

Go to Pages – Add New.

Now add the content that you want on your site – I am going to use this as a home page – I will show you how to do that as well.

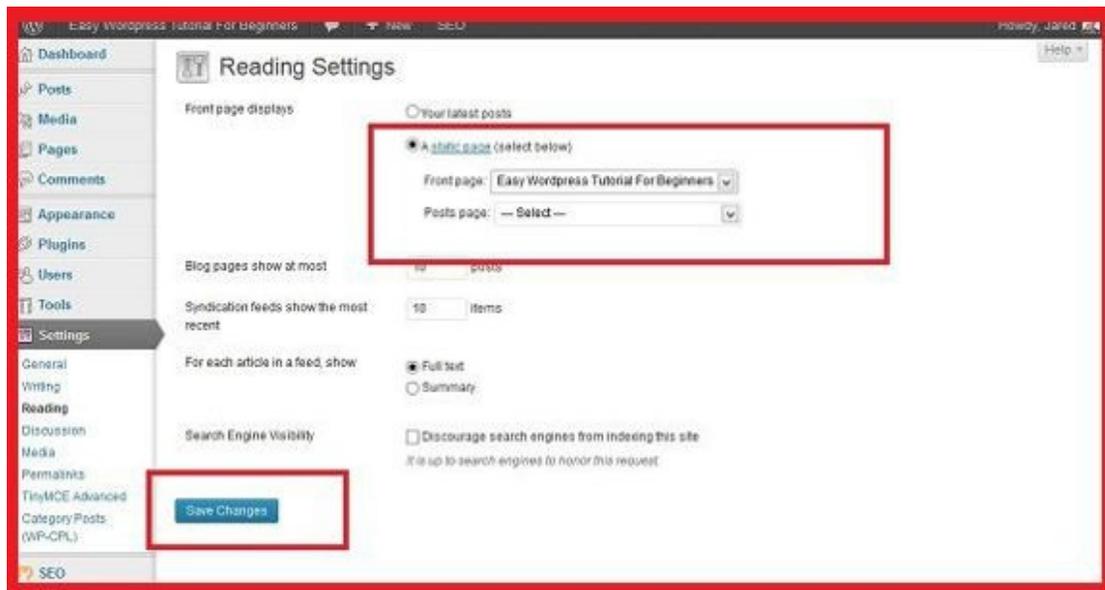


Click Update to save the page.

This is going to be my Home Page – I want people to see this page when they first come to my site so we are going to set that up now.

Go to Settings – Reading in the left column.

Click next to where it says “Static Page” then select the page you want as your Home Page from the drop down choices. I have selected the page I just wrote.



Be sure to click Save Changes.

This is what opens when I go to my site now:



Looking great, huh?

How is yours looking?

Menus

As you can see in this image, I have a number of pages showing up in the navigation bar.

I want to get rid of these, so let's set up our Menu.



The item in the blue bar – where it says “Top Posts” is a category list. We are going to adjust the list of pages now.

I don't want the Useful Information pages, you know, the Disclaimer, About Us, *etc.* pages showing up here. Even if you want them there, don't skip this step because without knowing how to adjust your menu, you will have every page you build showing up right here.

Go to Appearance – Menus in the left column.

Click here and you will see this page:



Let's name the new Menu. I usually call the main menu simply Menu. You can call it anything you want.

Then click Create Menu.



+

Menu Name

Create Menu

To create a custom menu, give it a name above and click Create Menu. Then choose items like pages, categories or custom links from the left column to add to this menu.

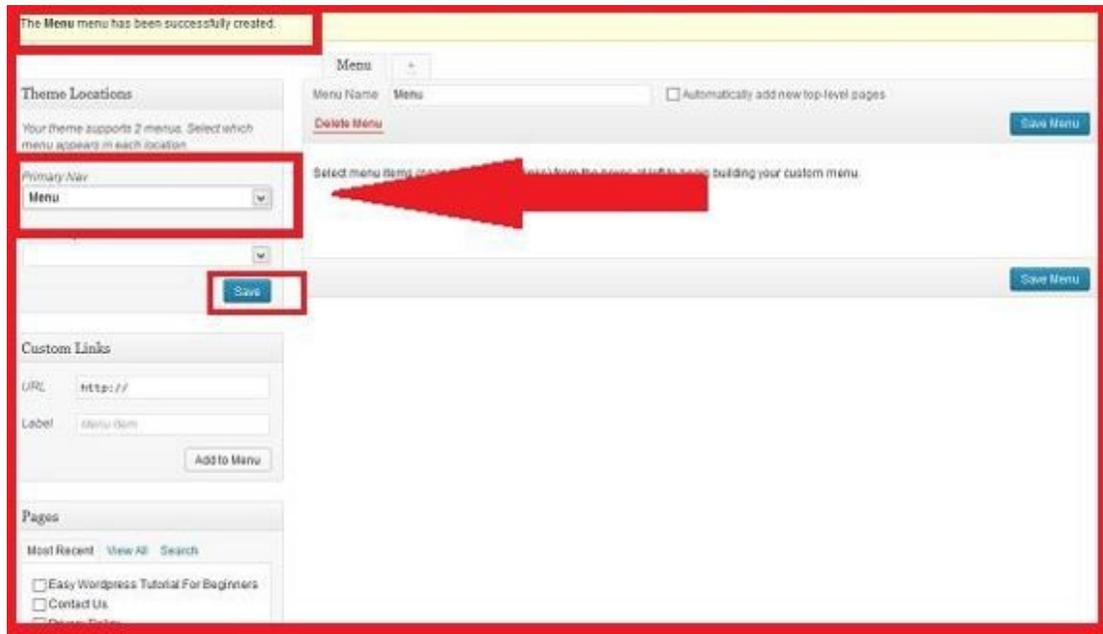
After you have added your items, drag and drop to put them in the order you want. You can also click each item to reveal additional configuration options.

When you have finished building your custom menu, make sure you click the Save Menu button.

You can see that the Menu has been successfully created.

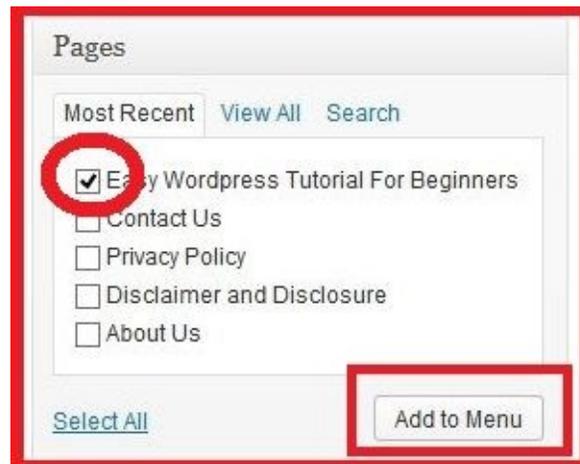
Now let's make this new Menu the Primary Navigation.

Click on Primary Nav and select your new Menu.



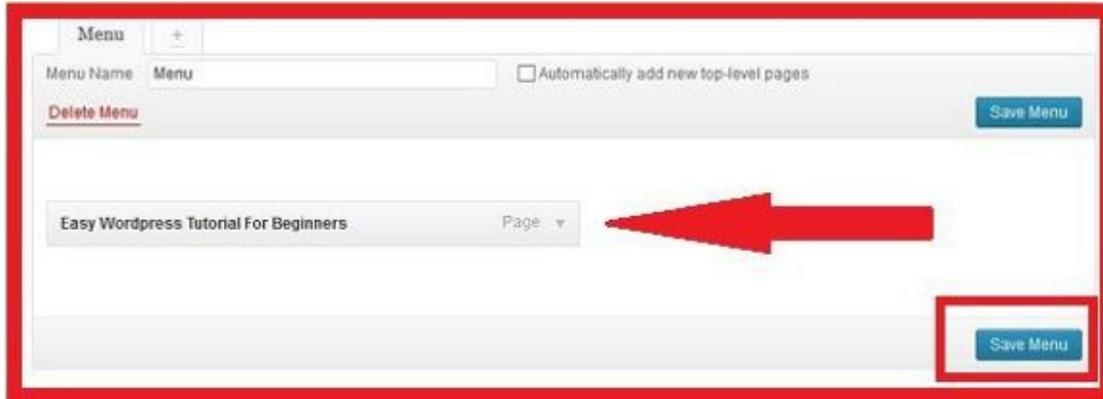
Be sure to click Save once you have done this.

Now select any pages that you want to show up in the Navigation bar. I have selected the page that I am using as my Home Page. This is how to make the selection of pages Be sure to click Add to Menu.



Now the page is up in the Menu box on the right.

Be sure to click Save Menu.



This is how my site looks now:



Awesome, huh?

It's really looking like a website now!

Adding Posts

One of the things you will do when adding content is to decide if you want to add a page or post. This is strictly personal preference. Many people like page after page.

For me, I like to keep pages to a minimum and add most of my content as posts.

This helps in the Related Posts plugin as they will be highlighted at the bottom of pages and other posts.

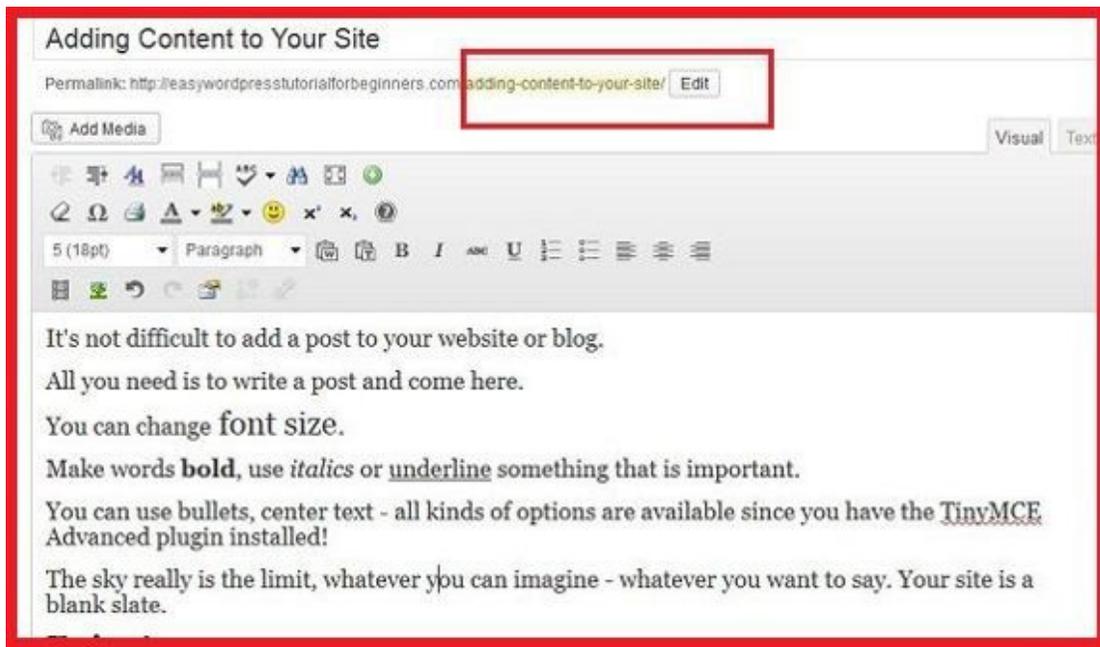
So, let's add a post now.

How to Post

Go to Posts in the left hand column and select Add New.

Put your title in the title box.

Now add your content. Use the formatting icons to bold, italicize or to change the size of the font.



Congratulations! A new post! You can rename how it is stored on your site by changing what is in the red box. Wordpress will automatically name it, but if you want to change it, you can do that here.

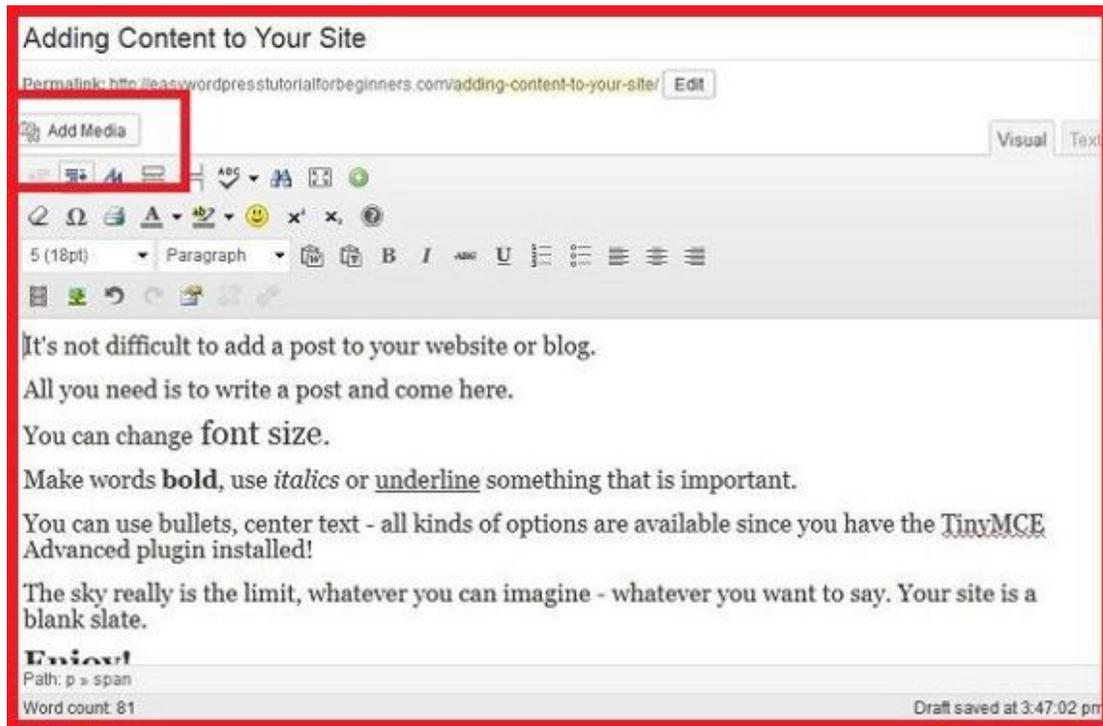
Adding Images

Of course, we are not done with the post. Internet visitors LOVE images, so it's important to add one to your post.

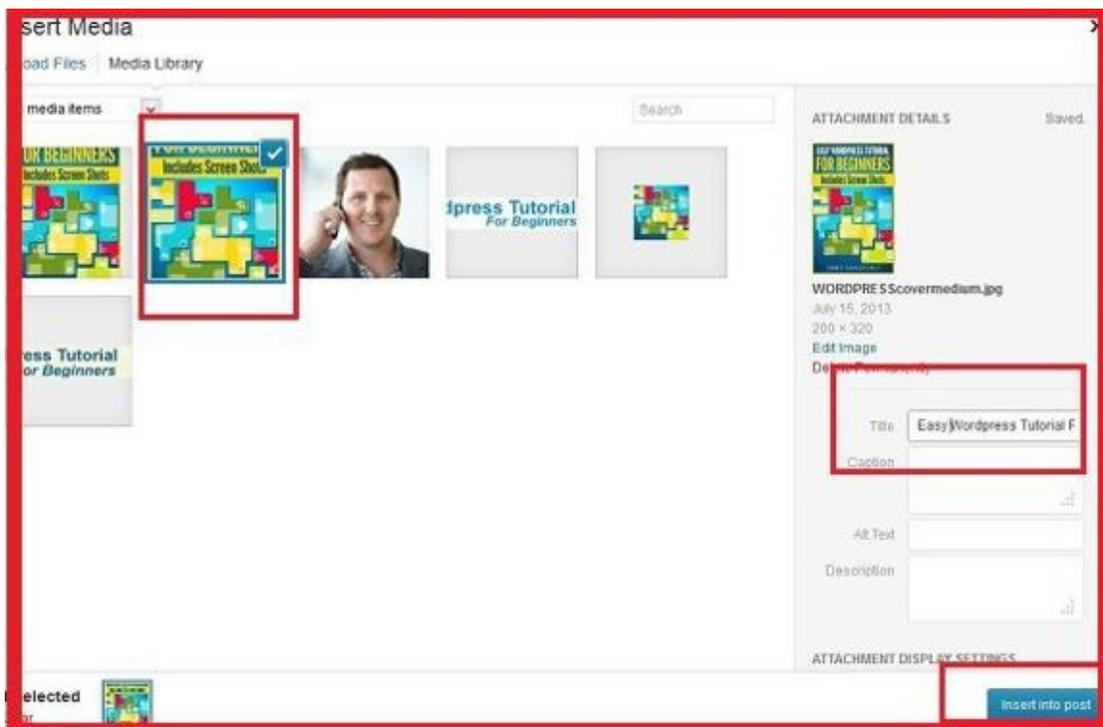
Be sure that, either you have taken the picture yourself, or you purchase the rights to it, or you give credit if that is the requirement. Many bloggers and website owners have gotten in trouble for using images that they just grabbed off the web.

Don't do it. Respect other people's content and images. It is the right thing to do!

Put your cursor where you want the image to be placed, and then click Add Media at the top.

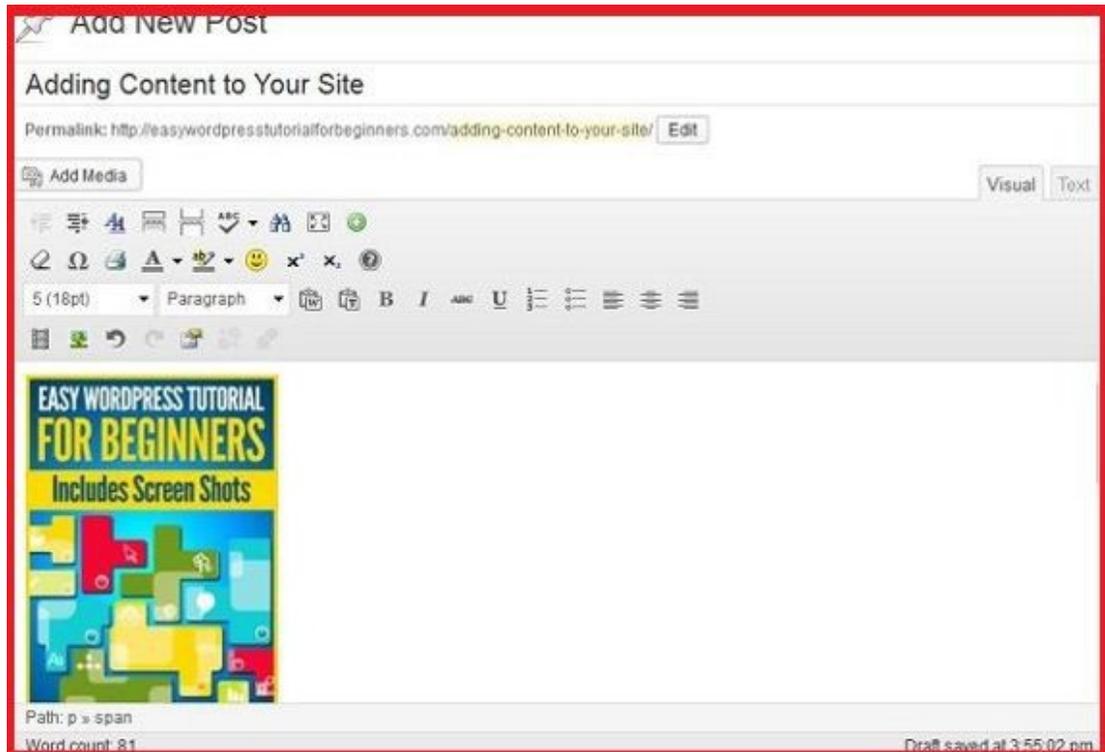


Now you can upload the image like we did earlier. I always upload the image I want in the post and a thumbnail of the same image. You can resize images using Microsoft Paint™ or any of several online free image sites. Irfanview is easy to use, as is Sumopaint.com. You can use Sumopaint without downloading anything to your computer if that's what you prefer. Both of these have excellent free versions. I have been using Irfanview for free for several years.



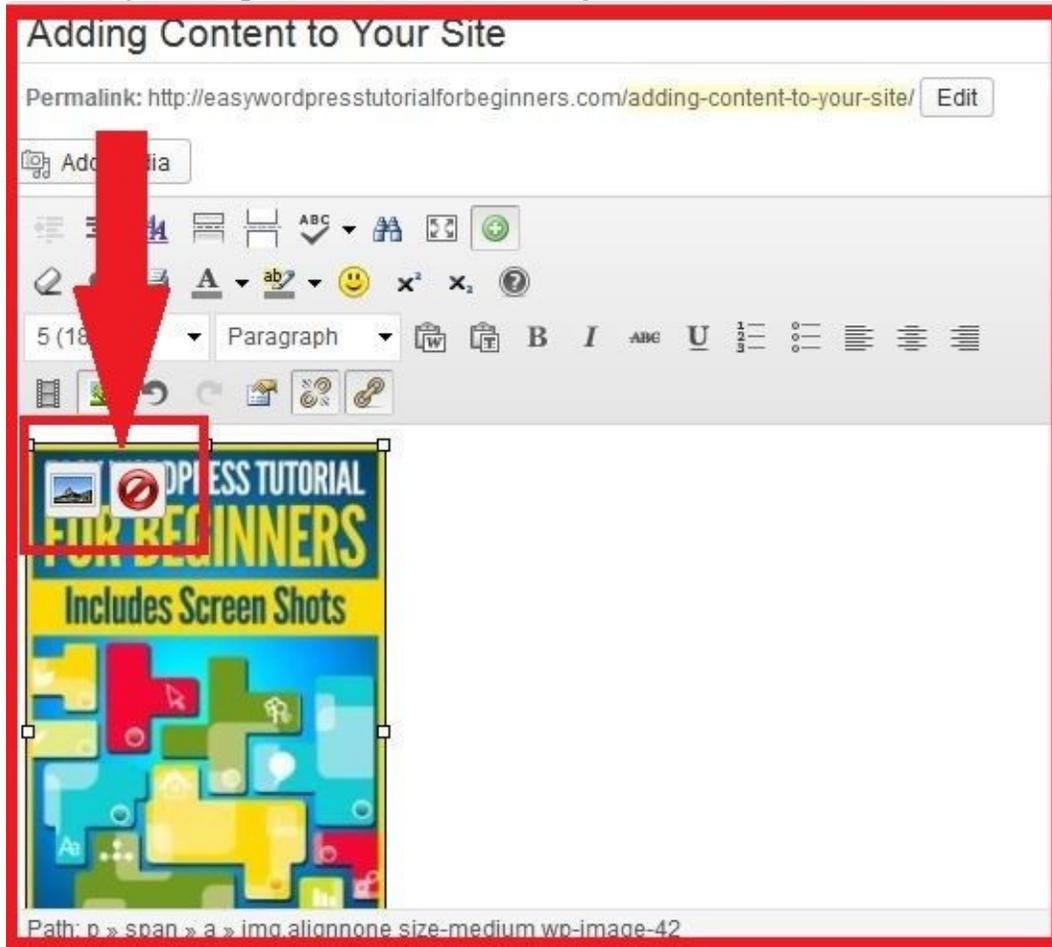
Choose the image you want to insert, rename it if you wish and click Insert into post.

I put my cursor at the very beginning of the post, so this is what my post looks like now.



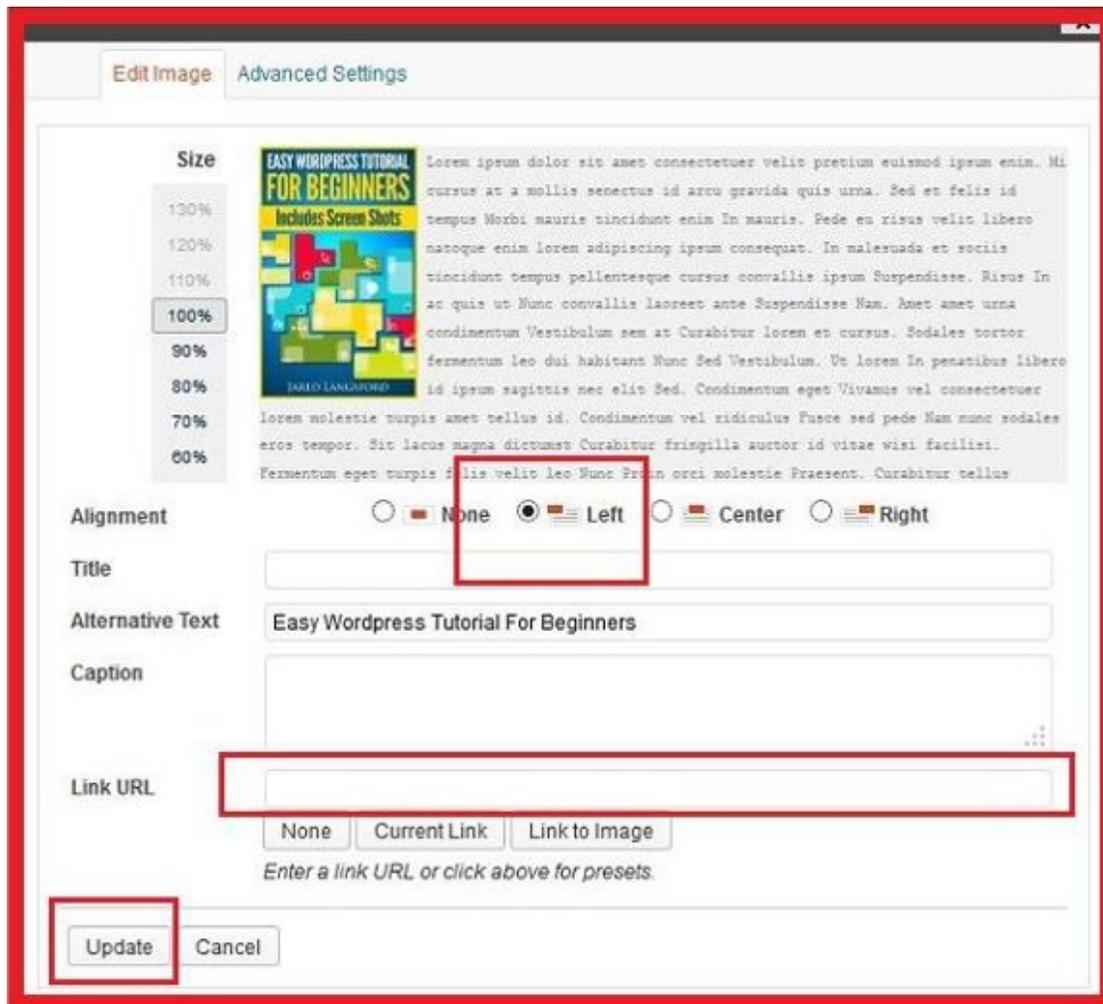
Not exactly what I have in mind. I can fix this.

Click on the image itself. It will open two little icons. One will delete the image from your post; the other gives us some formatting options:



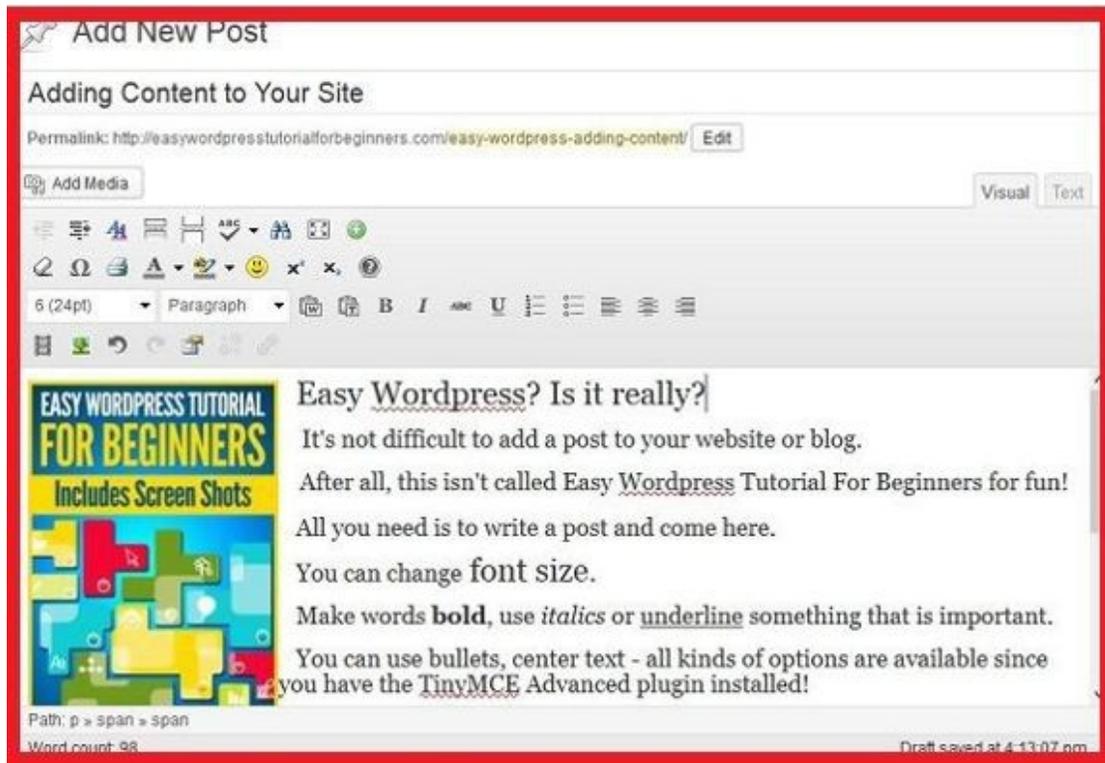
The screenshot shows the WordPress editor interface. At the top, the title is "Adding Content to Your Site". Below the title is the permalink: <http://easywordpresstutorialforbeginners.com/adding-content-to-your-site/> with an "Edit" button. The main toolbar contains various icons for text, links, and media. A red arrow points to the image icon in the toolbar, which is highlighted with a red box. The image icon shows a small image and a red 'X' in a circle, indicating a delete action. Below the toolbar, the image being edited is visible. It has a blue header with the text "WORDPRESS TUTORIAL FOR BEGINNERS" and "Includes Screen Shots". The main body of the image is colorful and abstract. At the bottom of the image, the path is shown: `Path: p » span » a » img align:none size-medium wp-image-42`

When we click the button on the left that looks like an image, we get some options for the image.



I chose Left Alignment and removed the link URL. This link only pointed to the image and I don't want visitors clicking on it and just opening the image, so unless I want the image to link to a specific page, I will leave this blank. Be sure to click Update.

As you can see, by using the Left Alignment on the image, now the text is on the right. It looks much better now.



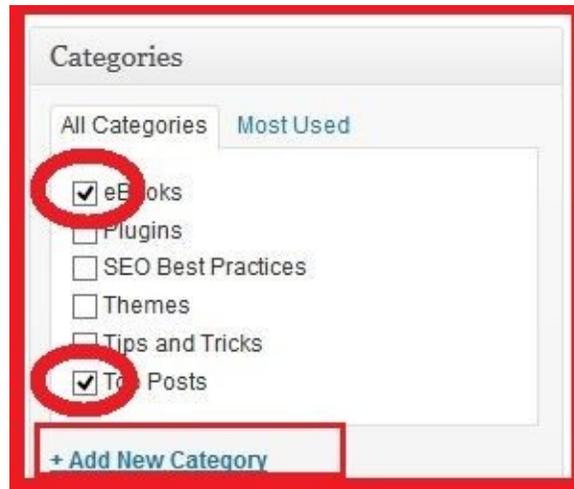
The screenshot shows the WordPress 'Add New Post' editor interface. At the top, it says 'Add New Post' and 'Adding Content to Your Site'. Below that is the 'Permalink' field with the URL 'http://easywordpressutorialforbeginners.com/easy-wordpress-adding-content/' and an 'Edit' button. There is an 'Add Media' button on the left and 'Visual' and 'Text' tabs on the right. The main editing area contains a sidebar image on the left with the text 'EASY WORDPRESS TUTORIAL FOR BEGINNERS Includes Screen Shots' and a colorful graphic. To the right of the image is the main text of the post, which is left-aligned. The text reads: 'Easy Wordpress? Is it really?' followed by several paragraphs of text demonstrating various formatting options like bold, italics, underline, and font size. At the bottom, it shows the path 'p > span > span', the word count '98', and the draft saved time '4:13:07 pm'.

Path: p > span > span
Word count: 98
Draft saved at 4:13:07 pm

Select Categories

Choose the appropriate categories for your post. I want this post highlighted in the Top Posts widget, so I will select Top Posts and eBooks for the post.

You can also add a new category right here if you want to.



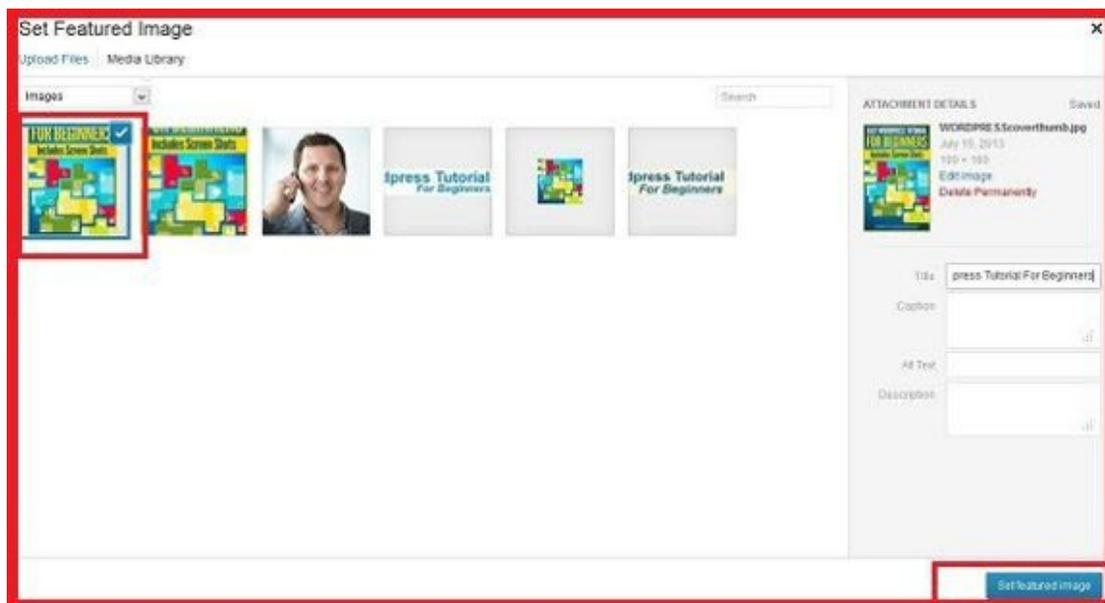
The screenshot shows the 'Categories' selection interface in WordPress. It features two tabs: 'All Categories' (selected) and 'Most Used'. Below the tabs is a list of categories with checkboxes. The categories listed are: eBooks (checked), Plugins, SEO Best Practices, Themes, Tips and Tricks, and Top Posts (checked). At the bottom of the list is a button labeled '+ Add New Category'.

Category	Selected
eBooks	Yes
Plugins	No
SEO Best Practices	No
Themes	No
Tips and Tricks	No
Top Posts	Yes

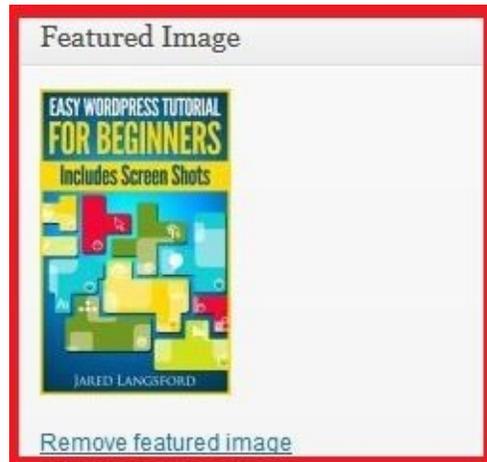
Add a Featured Image

This is a very important step; this is where the Related Posts plugin gets the image that it displays at the bottom of posts. It will show up in the categories list of posts as well. Always use a thumbnail for this Featured Image. Wordpress might accept a larger one, but you want it to display as a thumbnail. Your site will load faster if it is not loading a huge image into a small space!

This is the reason that when I upload the image for the post, I upload a thumbnail image at the same time. I resize my thumbnails to a width of 100 pixels and let the image program resize the width to the appropriate pixels. Be sure to click Set featured image.



This is what you will see on your post page after you have chosen the Featured Image:



Schedule or Immediate Publish

You can choose to schedule your post to go live at a later date and time, or publish immediately.

You can also save a draft and come back to finish this content later.

The image shows a screenshot of the 'Publish' panel in a content management system. The panel is titled 'Publish' and contains several sections. At the top, there are two buttons: 'Save Draft' and 'Preview'. Below these, the status is set to 'Draft' with an 'Edit' link. The visibility is set to 'Public' with an 'Edit' link. A date and time picker is set to '07-Jul 15, 2013 @ 15:28' with 'OK' and 'Cancel' buttons. Below this, there is an 'SEO' section with a 'Check' link. At the bottom, there is a 'Move to Trash' link and a 'Publish' button. The entire panel is enclosed in a red border, and several elements are highlighted with red boxes: 'Save Draft', the date and time picker, and the 'Publish' button.

Now we will look at the website and see what changes have happened.

Remember when I told you that categories are listed in the blue bar?

Now we have the category of eBooks showing up. This is because I chose the categories of Top Posts and eBooks for the post we just added.



Now, let's click on one of the categories in the blue bar. I have chosen to click on eBooks.

I told you that the Featured Image would show up in the list of posts in a category. Well, check it out!



It looks awesome, don't you think?

Performing a Site Backup

This is a very important function. Hostgator performs a backup for you on occasion, but there is a reason to do it yourself.

When Hostgator performs a backup, they delete the one before. So if there is a problem with your site and you don't realize it, they could replace a perfectly good backup with one of your site after the bad thing happens. In this case, you won't have a good backup to restore to your site.

I have never lost my site on Hostgator, and I've been with them for many years. But I still make my own backups.

My suggestion is that you do the same thing,

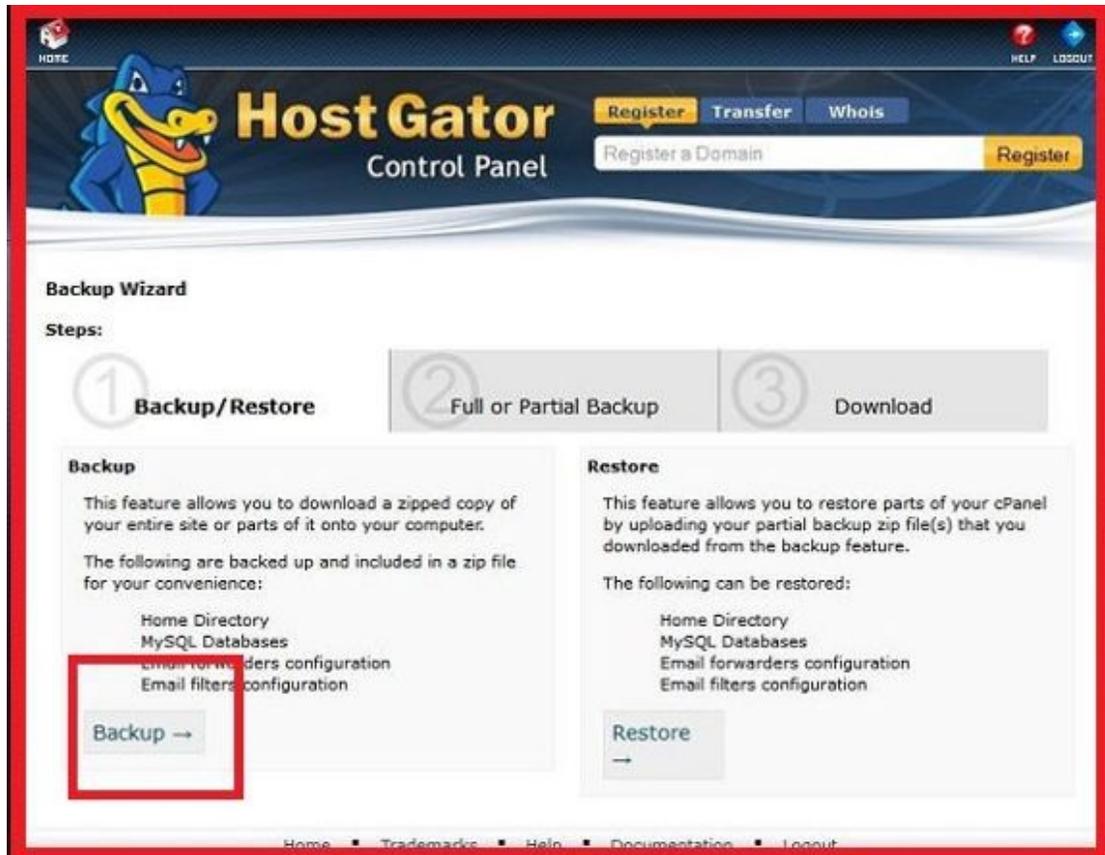
Log in to your Hostgator cPanel. This is located at “YOURDOMAIN/cpanel.

I will login at <http://easywordpresstutorialforbeginners.com/cpanel>.

The backup function is located here:



When you click on the Backup Wizard, this screen will open up.



Click on Backup.

Select Full Backup on the next screen:

Host Gator
Control Panel

Register Transfer Whois
Register a Domain Register

Backup Wizard

Steps:

- Backup/Restore
- Full or Partial Backup**
- Download

Full Backup
This feature allows you to create an archive of all the files and configurations on your web site.
Full Backup →
Note: You can only use this to move your account to another server, or to keep a local copy of your files. You cannot restore Full Backups through your cPanel interface. Find out more details on the above link.

Select Partial Backup
This feature allows you to select which partial backup you want to download.
Home Directory →
MySQL Databases →
Email Forwarders & Filters →

← Go Back

Home • Transfer • Help • Documentation • Logout

The next screen is set to default to your Home Directory. This is fine.

Insert an email address where you want to receive notice when the backup is complete.

Click Generate Backup.



The screenshot shows the Host Gator Control Panel interface. At the top, there is a navigation bar with the Host Gator logo, 'Control Panel' text, and buttons for 'Register', 'Transfer', and 'Whois'. Below this is a search bar for 'Register a Domain' with a 'Register' button. The main content area is titled 'Full Backup' and includes a warning: 'A full backup will create an archive of all the files and configurations on your website. You can only use this to move your account to another server, or to keep a local copy of your files. You **cannot** restore full backups through your cPanel interface.' Below this, there is a section 'Backups Available for Download:' listing two backup files with their dates and times. The 'Generate a Full Backup' section is highlighted with a red box and contains a dropdown menu for 'Backup Destination' set to 'Home Directory', an 'Email Address' field with a green checkmark, and a radio button selected for 'Do not send email notification of backup completion.' A 'Generate Backup' button is prominently displayed within the red box, along with a 'Go Back' button.

The next screen confirms that your backup is in progress:



When you get the email that the backup is complete, you will see the file in your file manager. I always download a copy to my own server so that I have a copy.

The screenshot shows a web hosting control panel dashboard with a red border. The dashboard is organized into several sections:

- Learn More:** A blue button with a right-pointing arrow.
- Weebly Website Builder:** A section with a 'W' logo and the text "Get your website online in minutes! Click here to create your website!".
- VoIP Services by VOIPo:** Two service cards: "Unlimited Home Phone Service \$99/Year" and "Toll-Free Numbers 4.9 Cents Per Minute".
- Make Money with Us:** Two cards: "Make Money by Referring US" and "Employee Referral Program".
- Website Traffic:** A section for the domain "michaelleejoshua.com" with a dropdown menu. It shows traffic statistics: "Last updated: Jul 13 11:35 CDT", "Yesterday's traffic: 18 Visits", "Traffic this month: 160 Visits", and "Traffic last month: 571 Visits".
- Mail:** A category with icons for Email Accounts, Webmail, BoxTrapper, SpamAssassin, Forwarders, Auto Responders, Default Address, Mailing Lists, Account Level Filtering, User Level Filtering, Email Trace, Import Addresses/Forwarders, Email Authentication, and MX Entry.
- Files:** A category with icons for Backups, Backup Wizard, File Manager (highlighted with a red box), Legacy File Manager, Disk Space Usage, Web Disk, FTP Accounts, FTP Session Control, and Anonymous FTP.
- Logs:** A category with icons for Latest Visitors, Bandwidth, Webalizer, Webalizer FTP, Raw Access Logs, Error Log, Choose Log Programs, Awstats, and Google Analytics Integration.
- Security:** A category with icons for Password Protect Directories, IP Deny Manager, HotLink Protection, and GnuPG Keys.

Conclusion

As you have learned, building a website using Wordpress isn't as hard as you thought.

I tried to bring more essential information to you than I have seen in other Wordpress Guides. Many other handbooks don't show you excellent Plugins and Widgets that improve your site and will help keep visitors on your site for a longer time.

I will update the website at EasyWordpressTutorialForBeginners.com from time to time with additional Tips and Tricks to enhance your online presence. (As promised in the book, I will post some directions for using Outlook to download your emails soon.) Please stop by the website and send me an email if you have suggestion for future posts. I am available and I do answer my emails!

Thank you for buying and reading this guide.

If you found this Wordpress Handbook helpful, please return to Amazon.com and leave me some feedback in the form of a review.

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