

# How to Setup, Install & Run a Website on your Local Computer

## For WordPress - on an Offline Server - WAMP

*Build it Offline & Upload It Online Later When Finished*

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## Determine Operating System Status

Before you start you have to know which Operating System is installed. You need this information to establish which software you need.

Please note that only Microsoft® Windows will be covered in this tutorial. With that said, follow the next instructions.

On the keyboard, press and hold the Windows Start Key



**Now Press Letter**

**'R'**

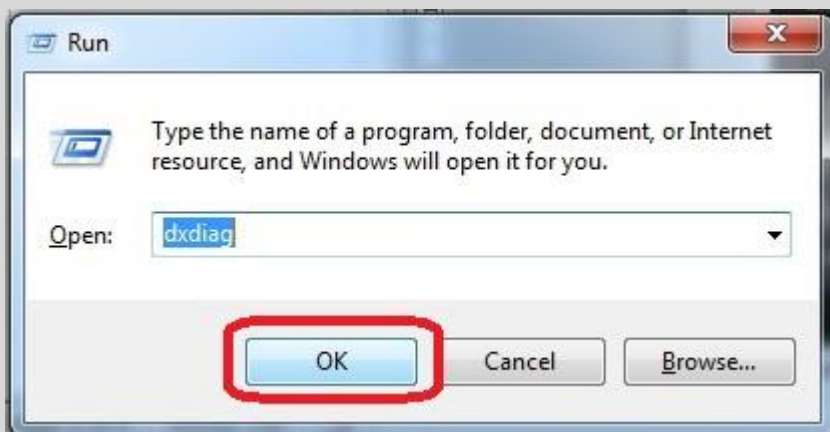
The following box will open. This is the Windows Run Command.



**dxdiag**

**Click OK**

Type dxdiag in the open box.

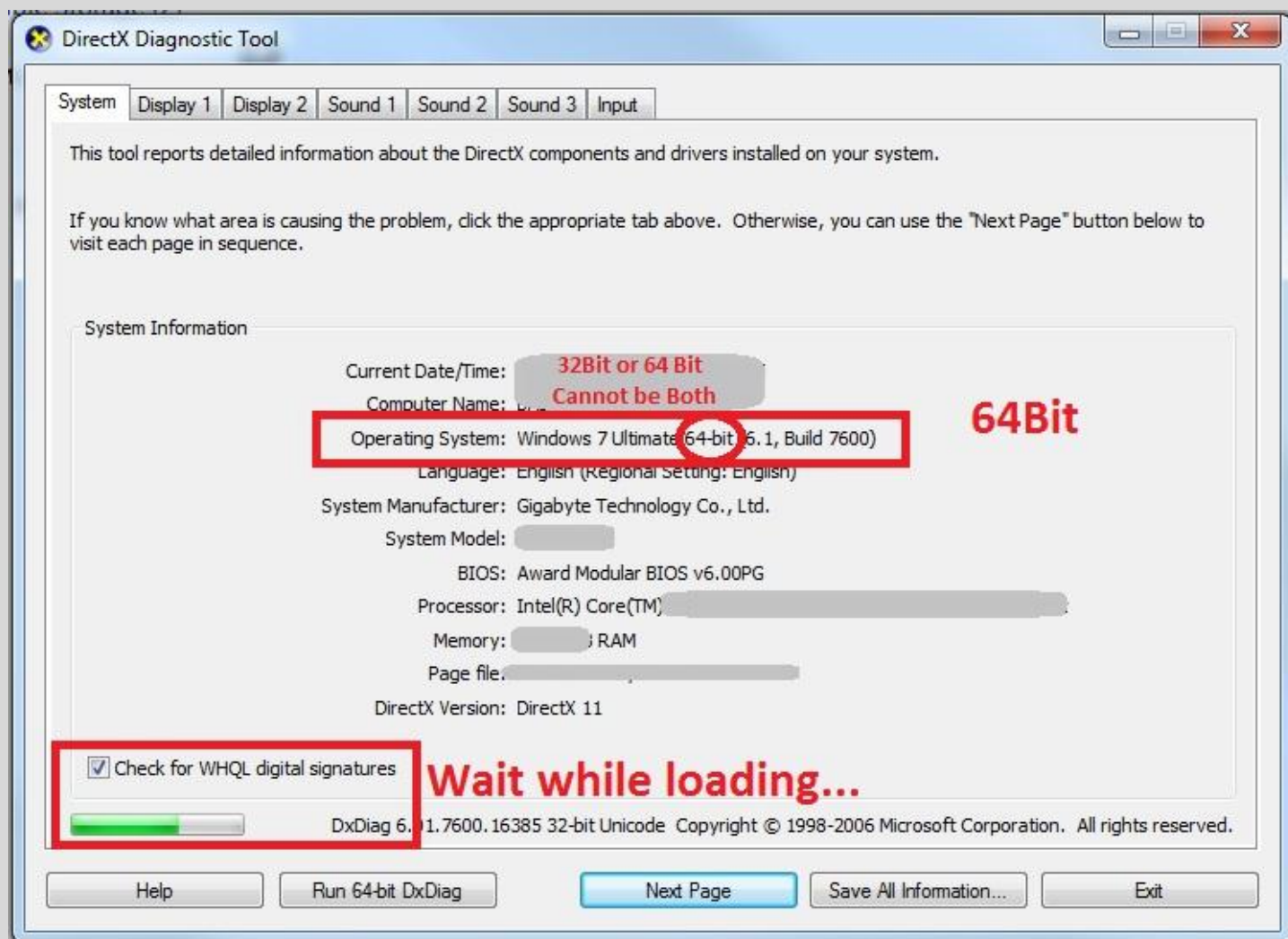


Click OK.



When the following box open, wait for the WHQL Digital Signatures check to load. If this is the first time you do this, the program will ask your permission first to check for signatures. Click OK to confirm that you want to check.

Take Note that this is not harmful to your computer, it is a built in service within the Operating System.



Above you can see 64-Bit, that means Windows is 64-Bit and I should only install WampServer 64-Bit. You cannot have both installed at the same time.

Now that you have checked your status, the next would be to download the software needed.

# Download Files

Download the following two files – It's Free - It's All We Need!

## WampServer

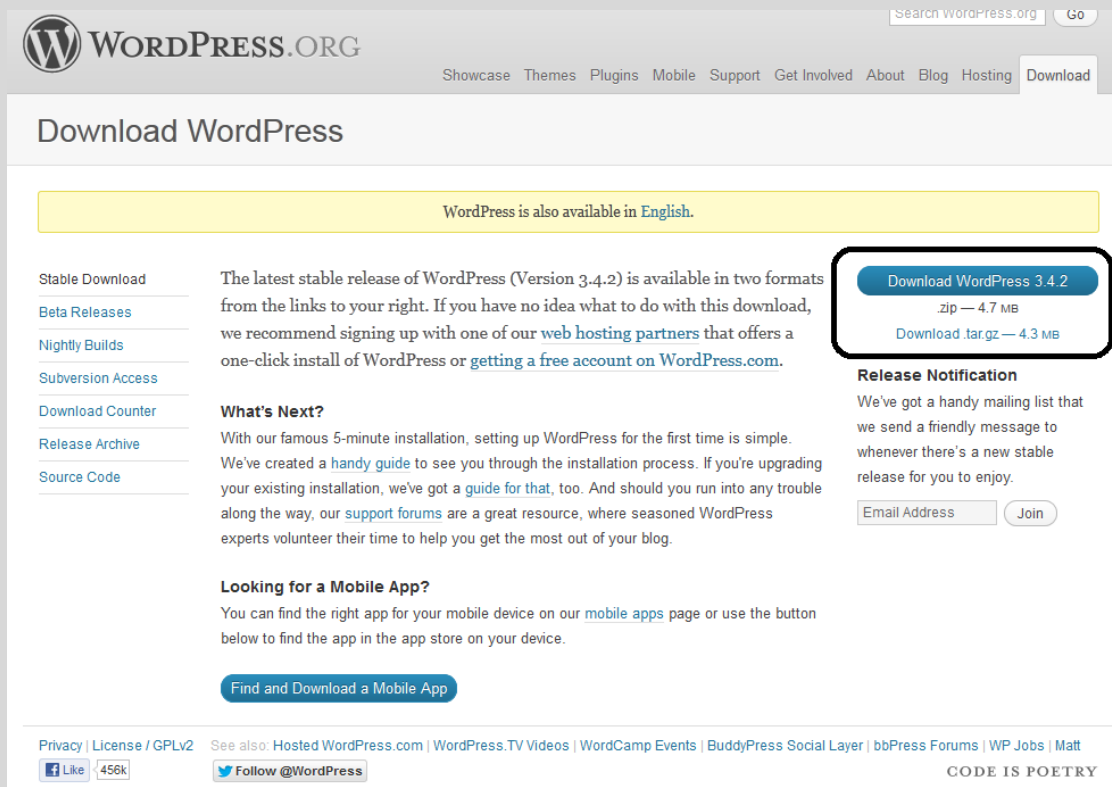
Download: <http://www.wampserver.com/en/download.php>

Depending on Your Operating System (Windows XP or Windows 7) select the Bit type - 32Bit or 64Bit. In most cases, Windows XP will be 32Bit, but nonetheless, please make sure by following previous instructions.



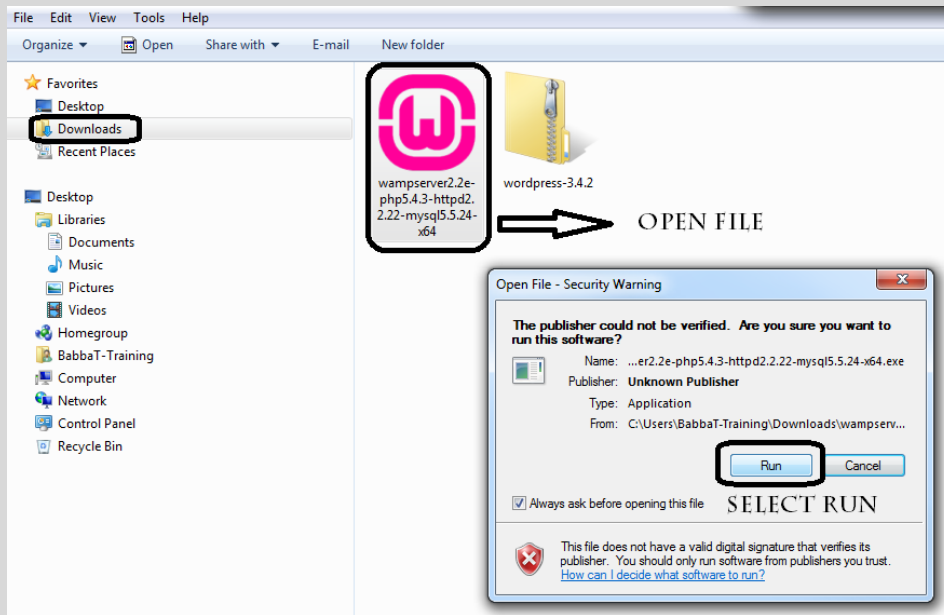
## WordPress Installation Files

Download: <http://wordpress.org/download/>

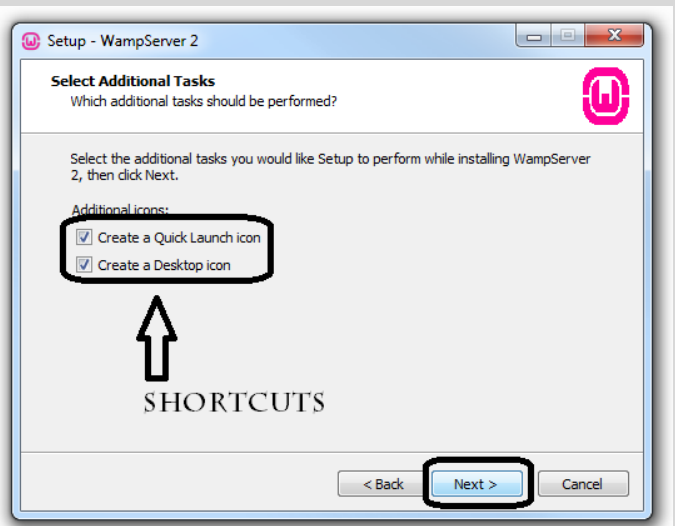
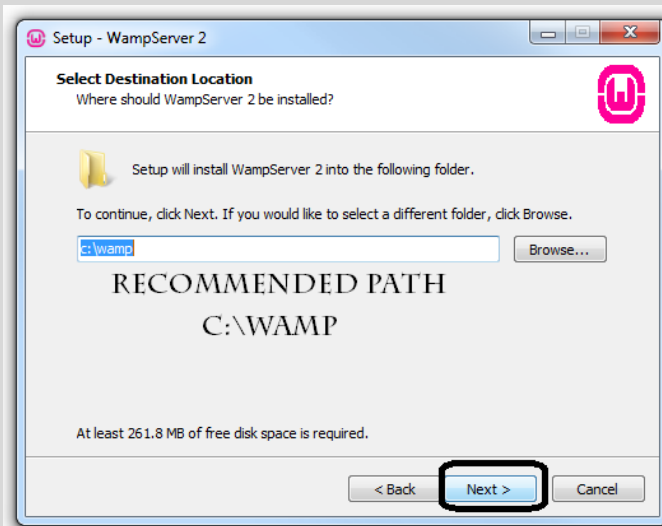
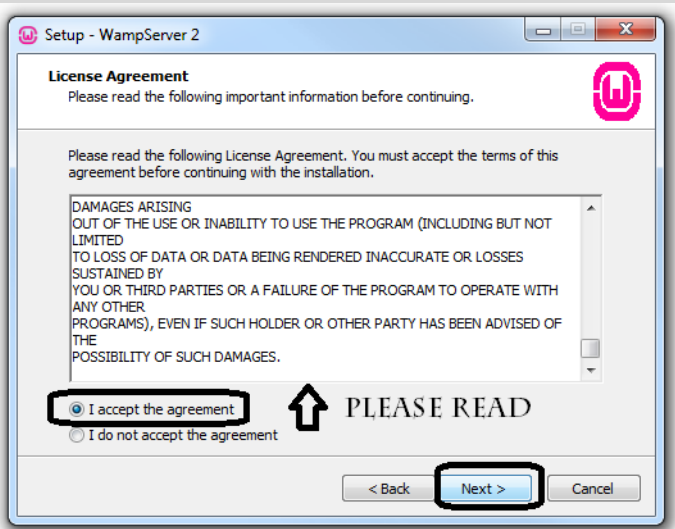
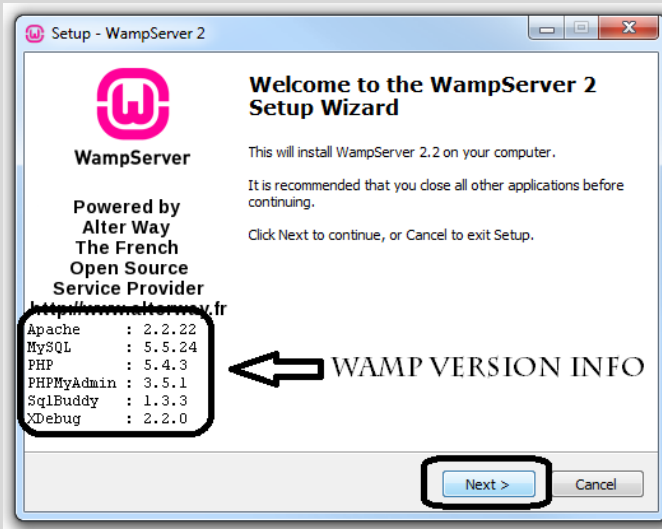


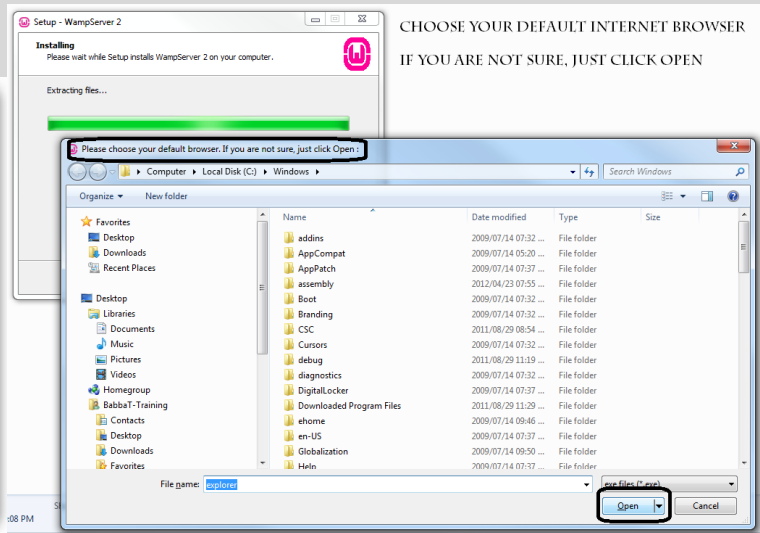
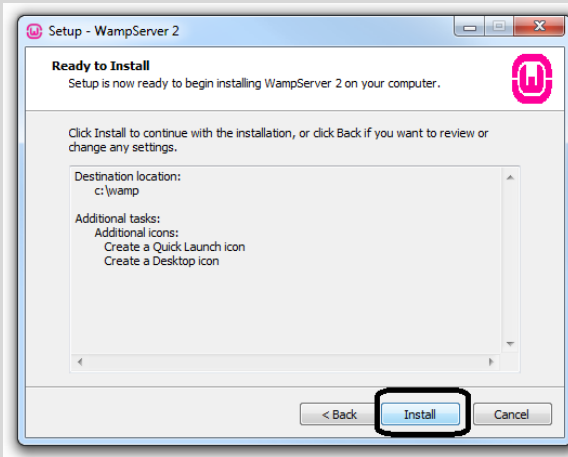
## Install WAMP Server

Open the location where the files were downloaded to. Select WAMP Server and open the file. If asked for security confirmation, select Run. We trust this program as it is from a trusted source.

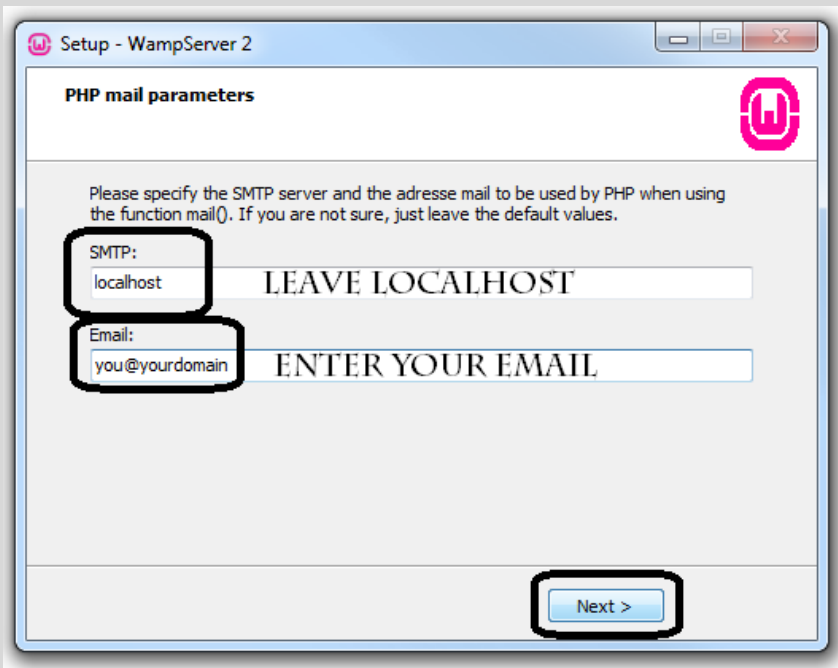


The following windows will open. Click next to follow the installation prompts. Steps follow from left to right and down.





The last window will ask you to select the internet browser that will be used. If you don't know just select open and continue.

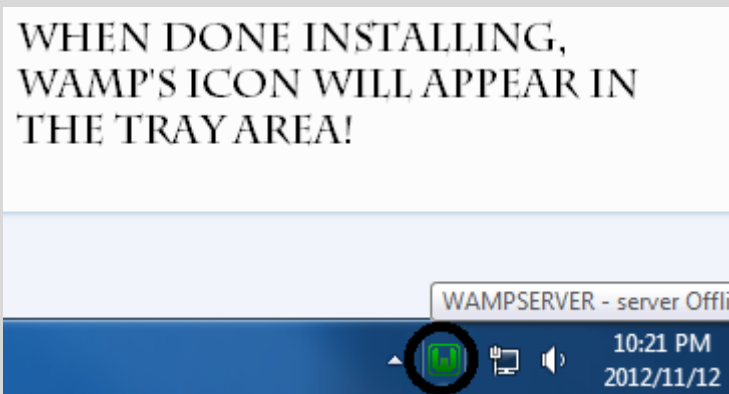


On the left side is the last prompt for WAMP Server before installation is complete.

Enter the required information and click next to finish installation.

Remember to save the information.

(You can also leave the email as is)



Whenever this icon is green and visible, it means WAMP Server is running.

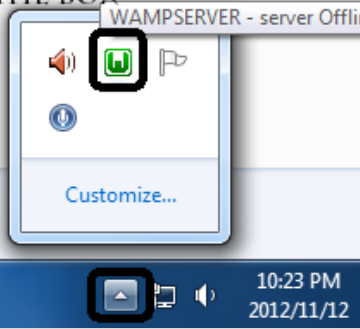
Two ways to interact with this icon:

Left Click – Opens Menu View

Right Click – Opens Exit Menu

To interact with the WAMP icon just simply left click on it and select the desired option.

IF THE ICON DISSAPEARS,  
CLICK ON THE ARROW TO  
BRING UP THE BOX



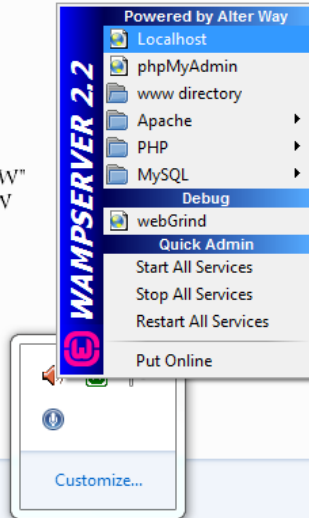
Settings will be different for every user. If you can't find the green WAMP Server icon it either means WAMP is not running or the icon is hidden within the desktop tray.

With every PC restart WAMP will be shutdown. Run the shortcut on the desktop to start WAMP again. While starting the green "W" icon will appear within the system tray ready for access.

THIS IS YOUR WAMP SERVER!

TO ACCESS IT, JUST LEFT  
CLICK ON THE GREEN "W"  
AND THE WINDOW WILL  
POP-UP.

IF YOU RIGHT-CLICK THE "W"  
THE EXIT MENU WILL SHOW



As per default settings everything should be OK.

You do not need to put it online.

Three (3) menu items will be used:

- i. **localhost** – Viewing Your Website
- ii. **phpMyAdmin** – Databases Access
- iii. **www directory** – Root Access to WordPress Files

Localhost:

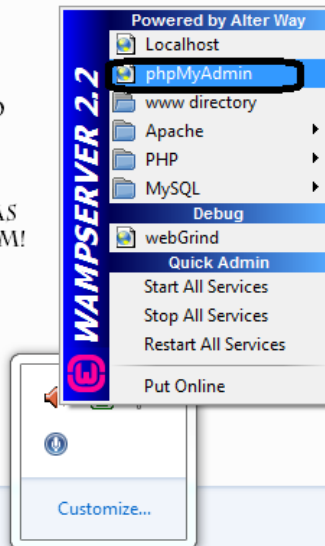
Use this to view your website and to log-in to the Back-End.

## PHPMYADMIN

THE SERVER DATABASE

PHPMYADMIN WILL BE USED TO  
CREATE A DATABASE FOR YOUR  
WEBSITE!

IGNORE ALL OTHER SETTINGS AS  
WE WILL NOT WORK WITH THEM!

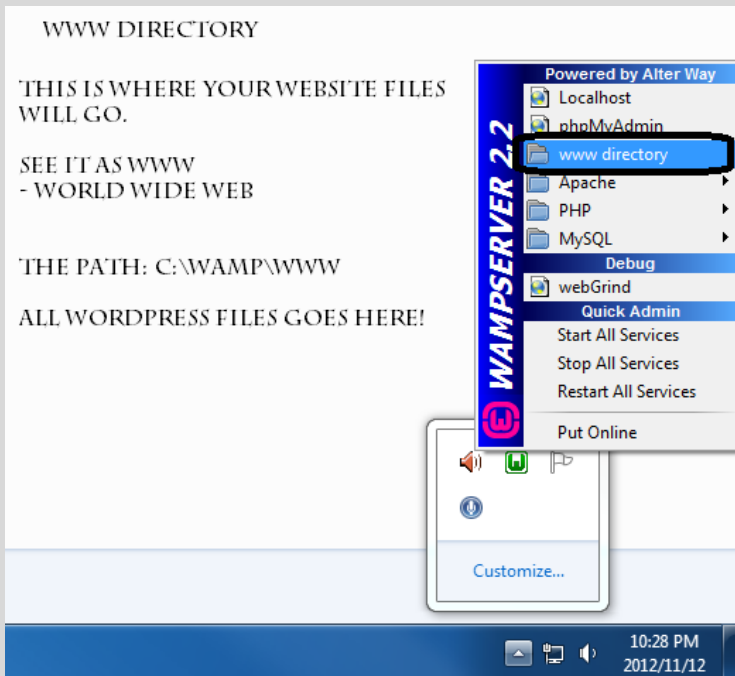


phpMyAdmin:

Use this to create | edit | delete databases.

*Later on while moving the website online, this will be used to make a backup of your database as well as making changes to a database or database table.*



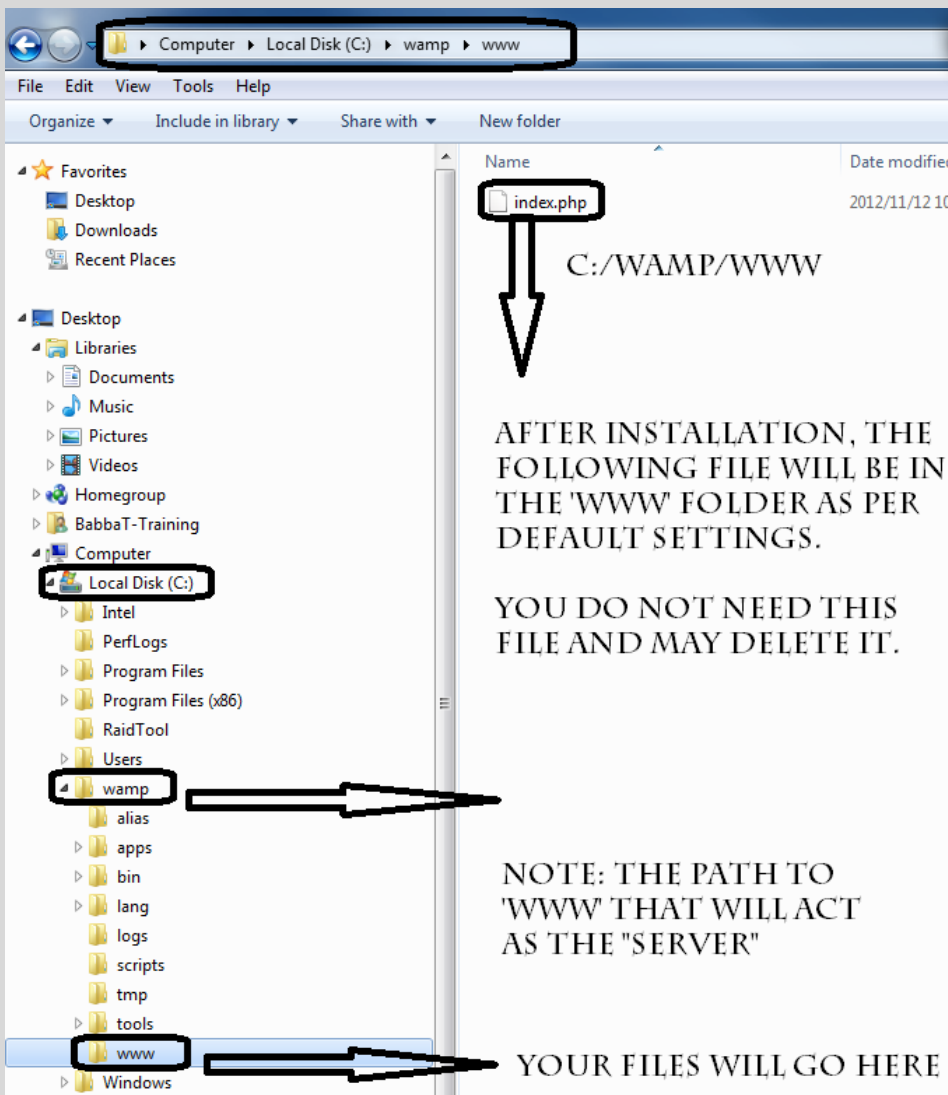


www Directory:

C:/Wamp/www

Use this as the root folder for your website files.

When you upload your finished website to the online hosting environment, the exact process will occur when using cPanel® hosting. Note that this tutorial is based on cPanel®.



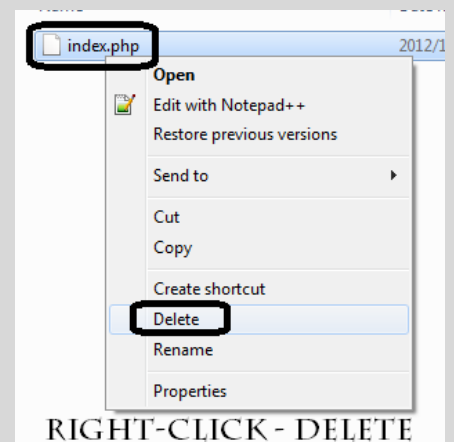
C:/WAMP/WWW Directory

As mentioned above, all website files will go into this folder "root".

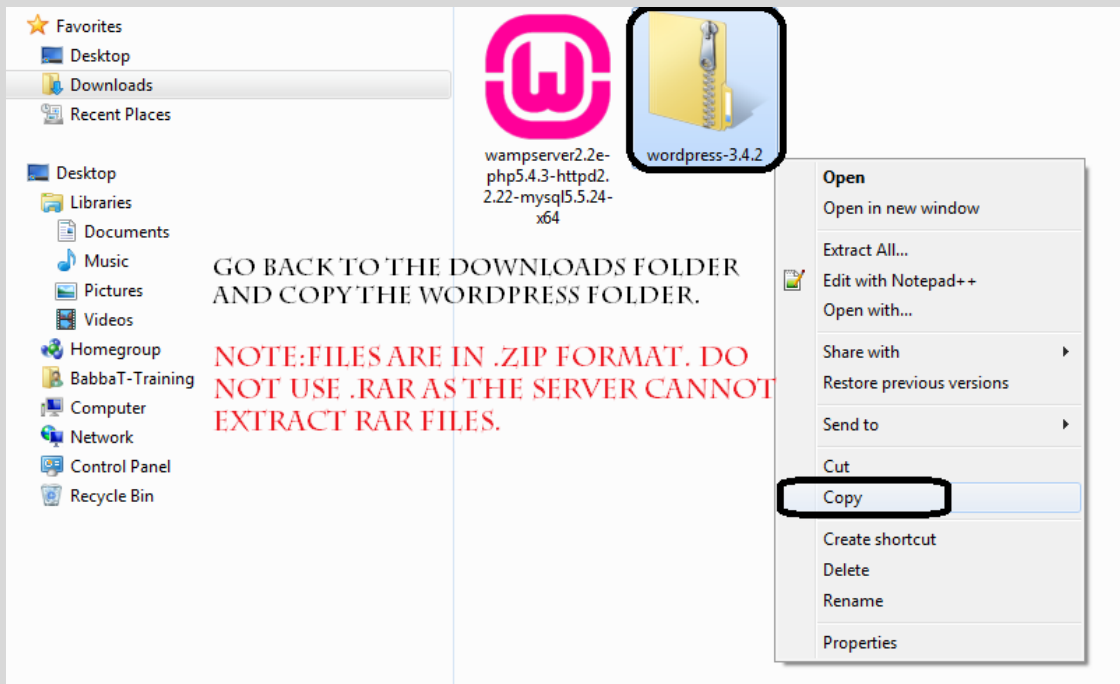
By default, it's located at

c:/wamp/www

After installing WAMP Server a preview file with the name index.php will be in the www folder. You can delete this file as you will be uploading your own files to this 'www' folder.



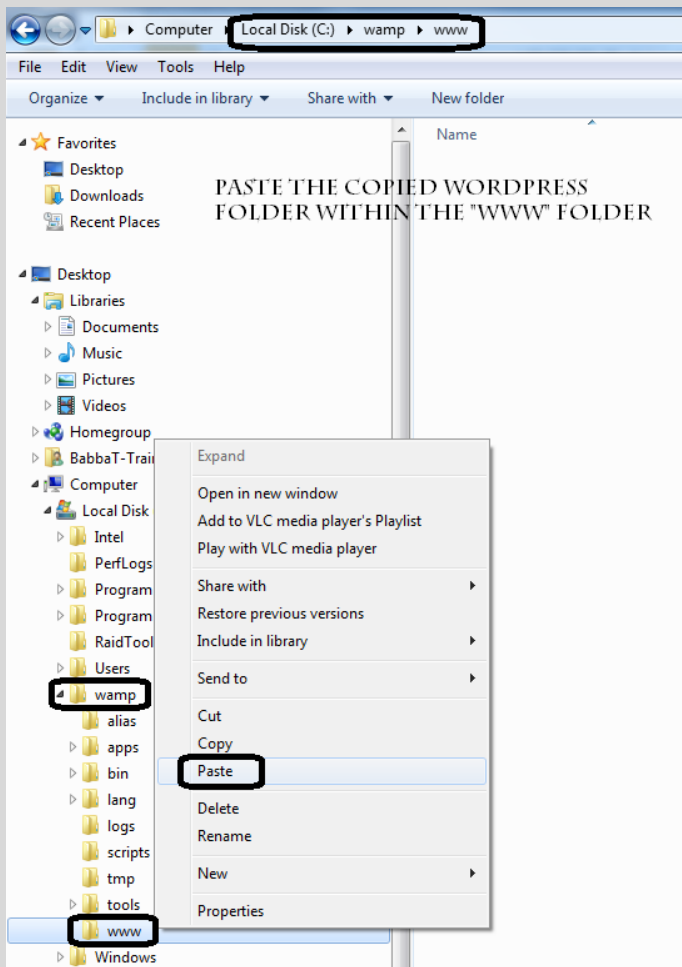
## Configure WordPress - Move|Edit|Create Files



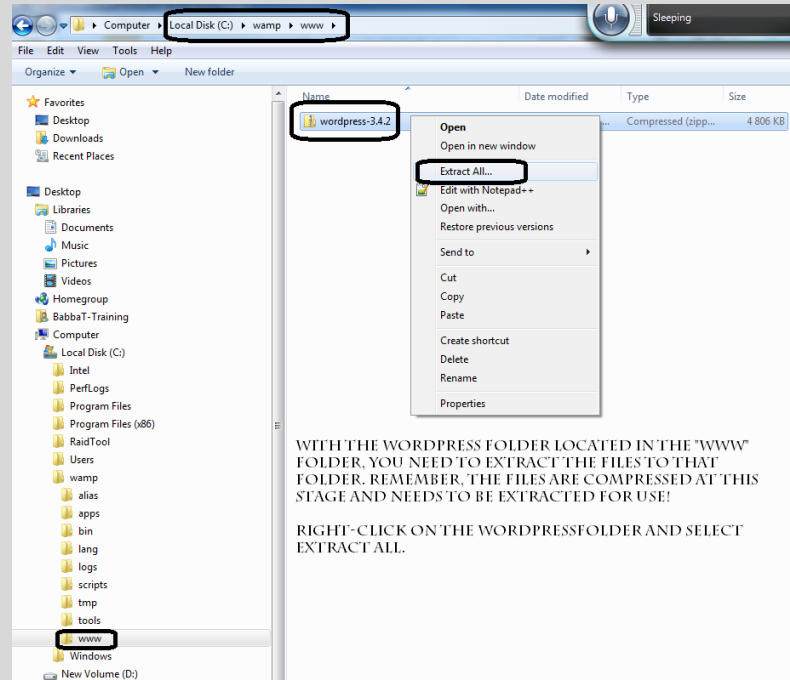
Downloading & Uploading files to and from an Online Host should be done with the file format:

**.zip**

Do not use .RAR files as cPanel will not recognise the file format. Also, when compressing files make sure that the extension is .zip

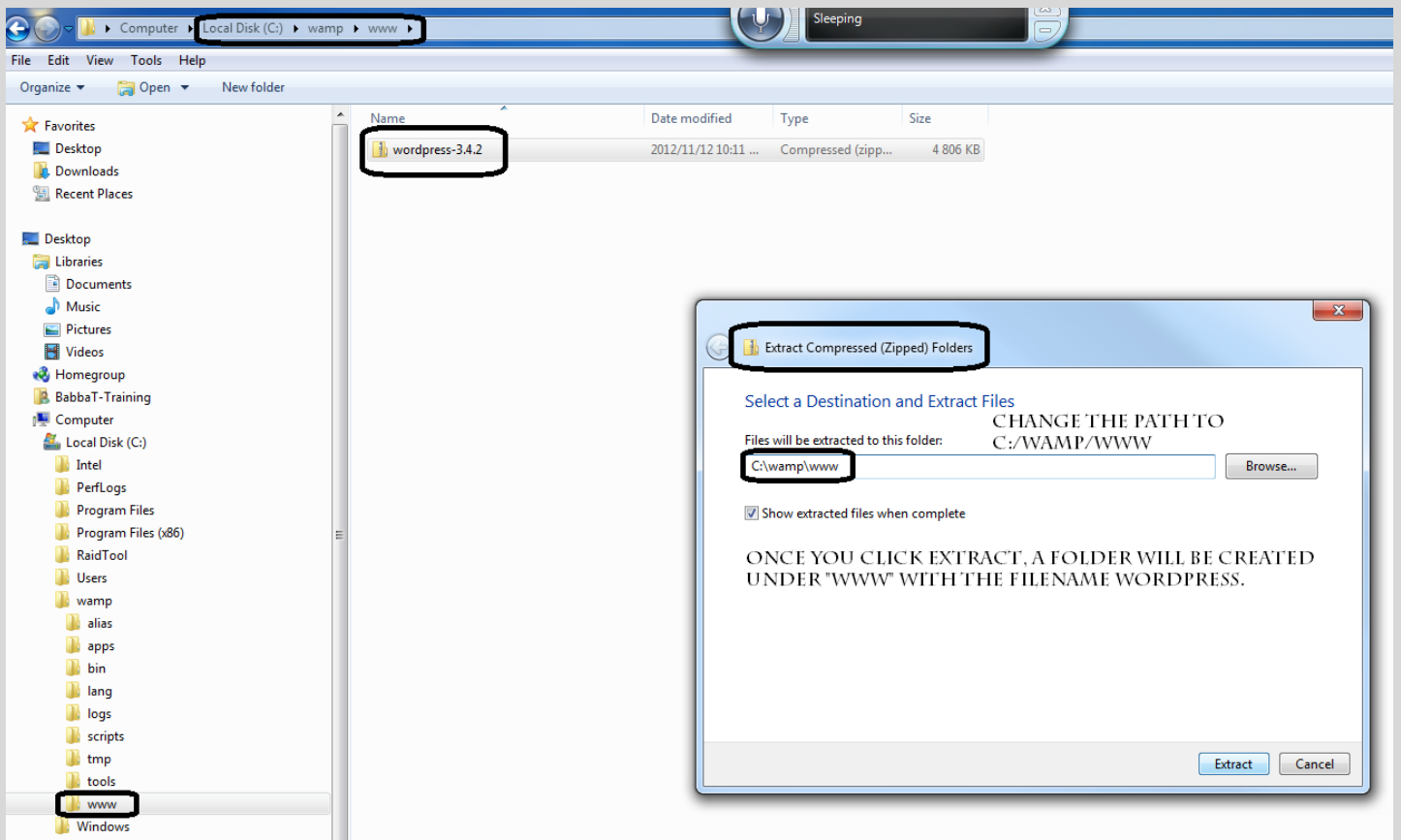


Copy the wordpress-3.4.2.zip file to c:/wamp/www

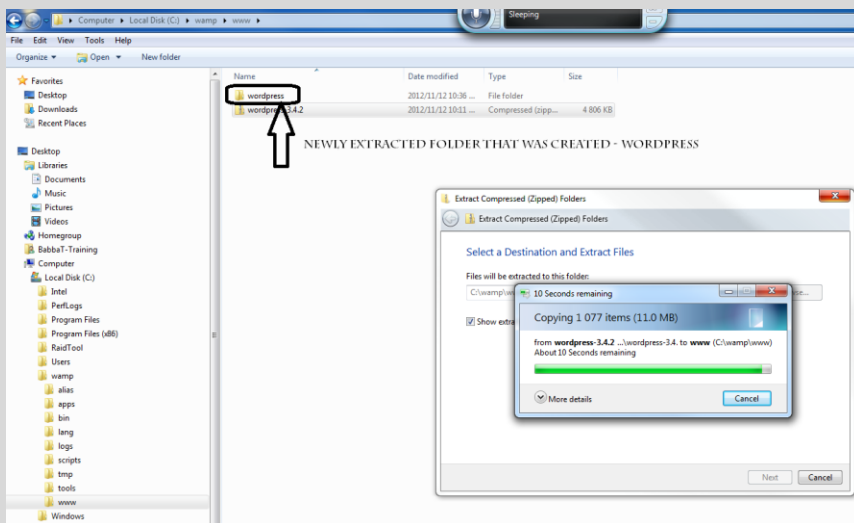


Note: Make sure the file is in the 'www' folder.

As indicated in the picture above, right click on the .zip folder and select Extract All...

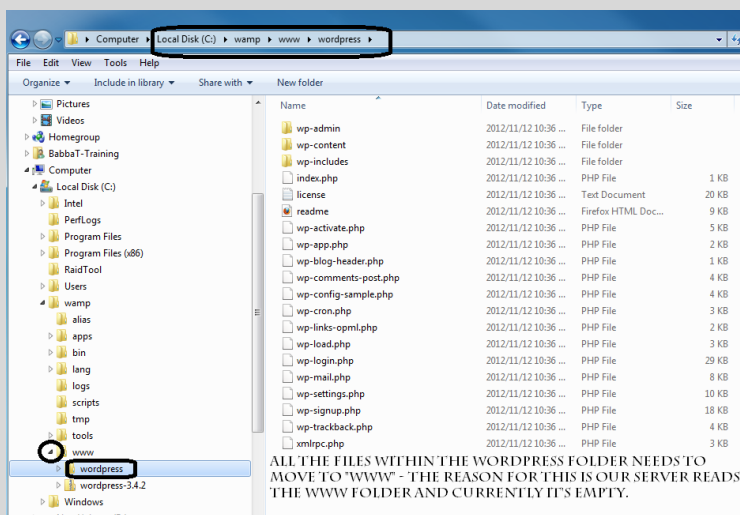


Change the path to C:/wamp/www as per default settings. Once you click extract, a folder will be created under 'www' with the filename 'wordpress'.



The newly extracted folder can be seen with the name wordpress.

*The files within the 'wordpress' folder needs to be moved to the 'root' folder, which is "www"*

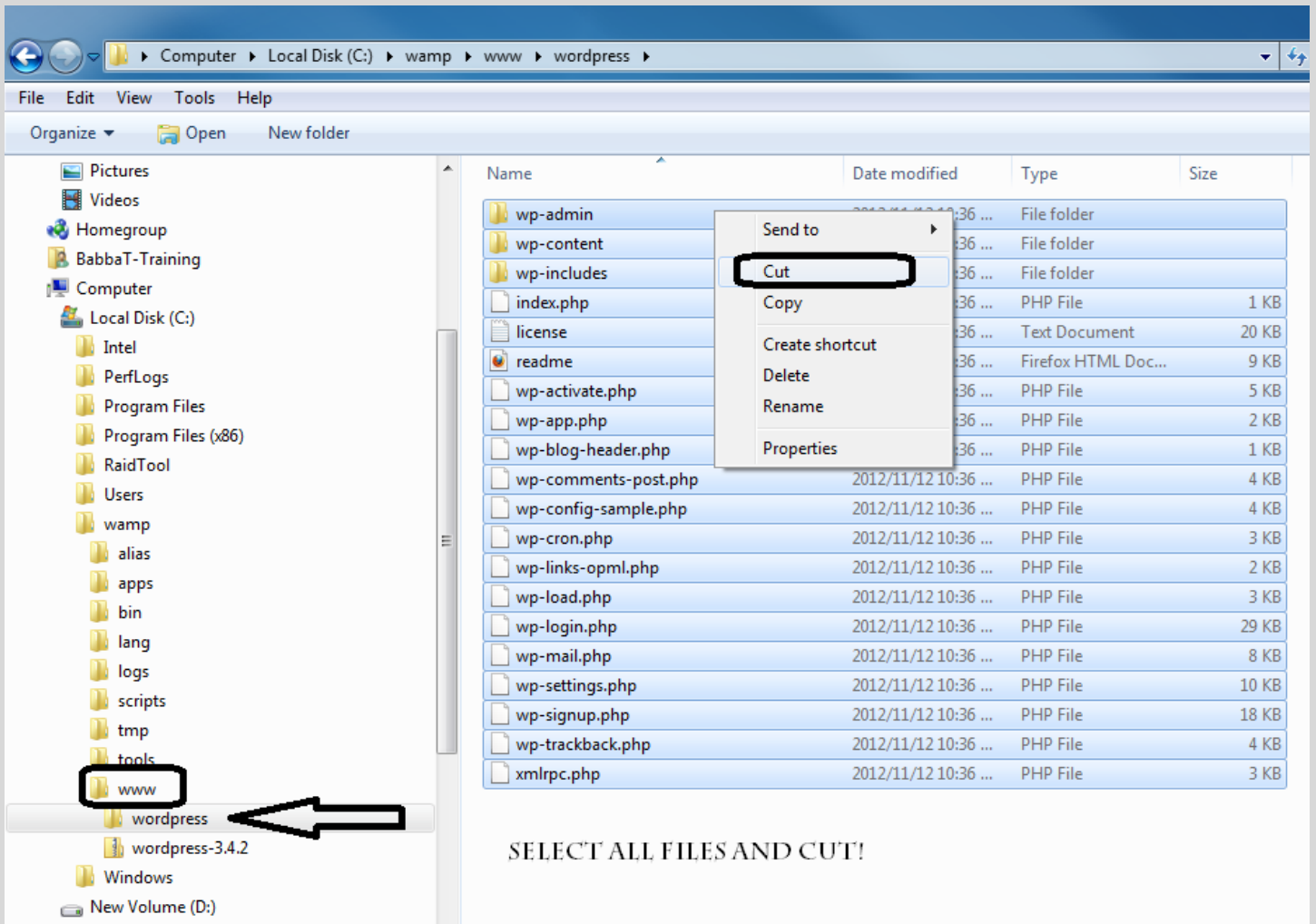


Move all the files in the newly created folder 'wordpress' to the 'www' folder.

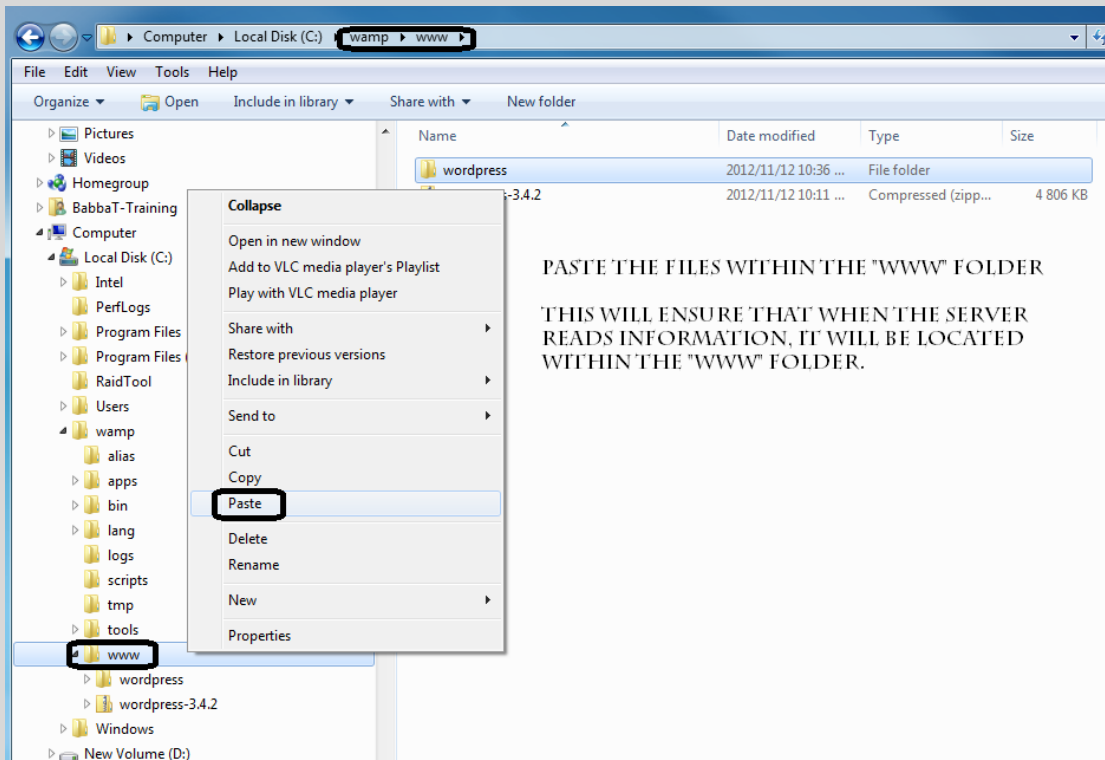
The files need root access, and currently they are within a wordpress folder which is a sub folder of the root 'www' folder. ☺

ALL THE FILES WITHIN THE WORDPRESS FOLDER NEEDS TO MOVE TO "WWW" - THE REASON FOR THIS IS OUR SERVER READS THE WWW FOLDER AND CURRENTLY IT'S EMPTY.

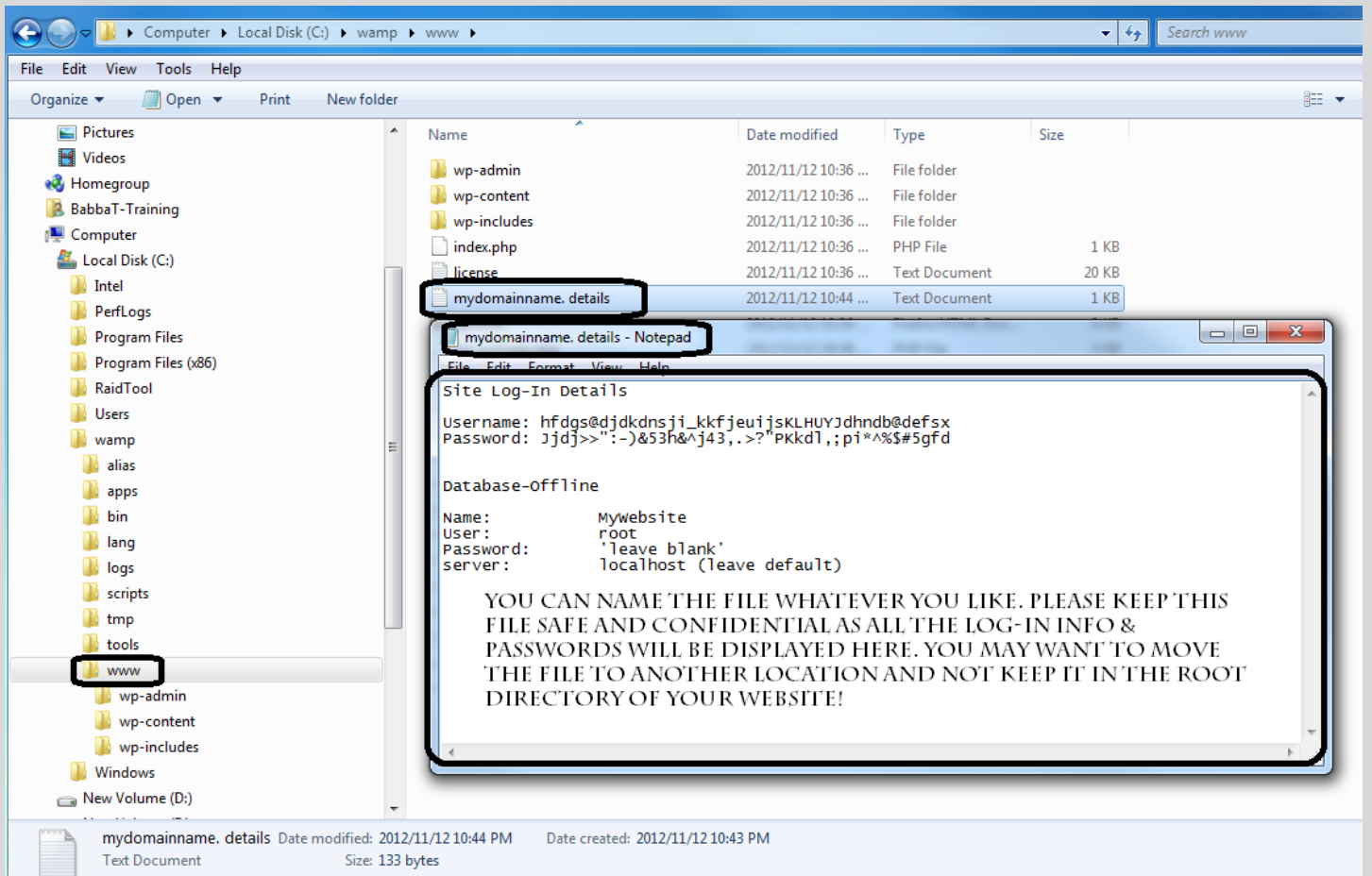




Select all files in the wordpress folder and move them to www folder. Do this with cut & paste.





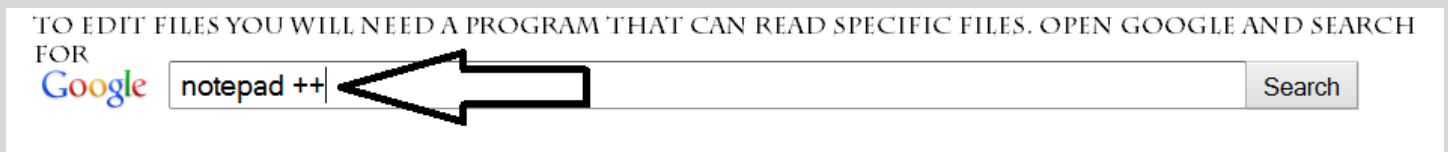


Keep the file opened for the duration of this tutorial as you will refer to it on a regular basis.

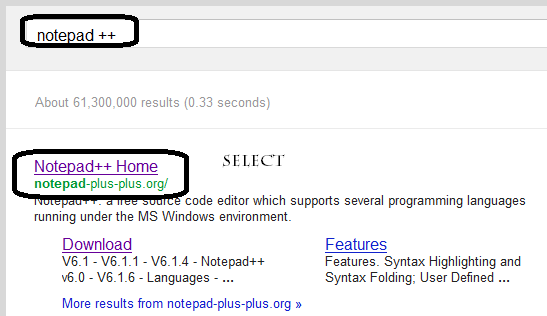
[\[Back to Top\]](#)

## Download Notepad++ | Install Notepad++

Notepad++ is a wonderful little program that can read and write and save different source code. It's Free as well, but a donation to the author's are always appreciated. The same goes for all open Source software like WordPress & WAMP. Feel free to make a donation.

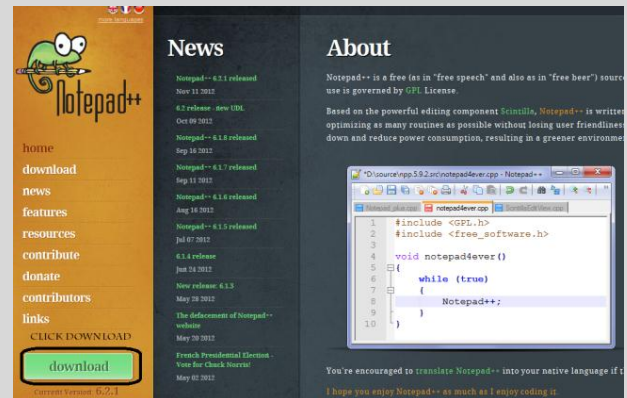


Do a Google Search for the phrase Notepad++ and hit Search.



Select the Notepad++ Home and navigate to their website.

The Homepage of Notepad++.



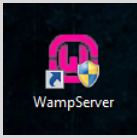
Click on Download and the page will redirect to another page which looks like:



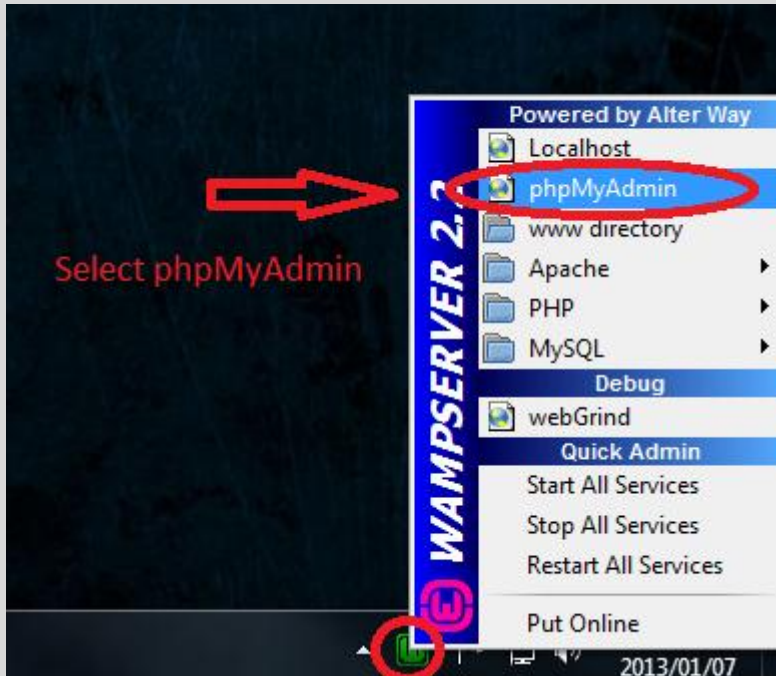
Click on Download and save the file to your Hard Disk Drive. Once downloaded, locate the file and install the program. You can keep all default settings. The program will be used to edit some WordPress files.

## Create a Database within phpMyAdmin

In order for WordPress to work, you will need to create a database that will connect with the WordPress File Structure. Whenever you make changes or do updates, the database will collect all relevant information. When backing up your website, it's crucial to make a backup of the database file as well. (.sql)



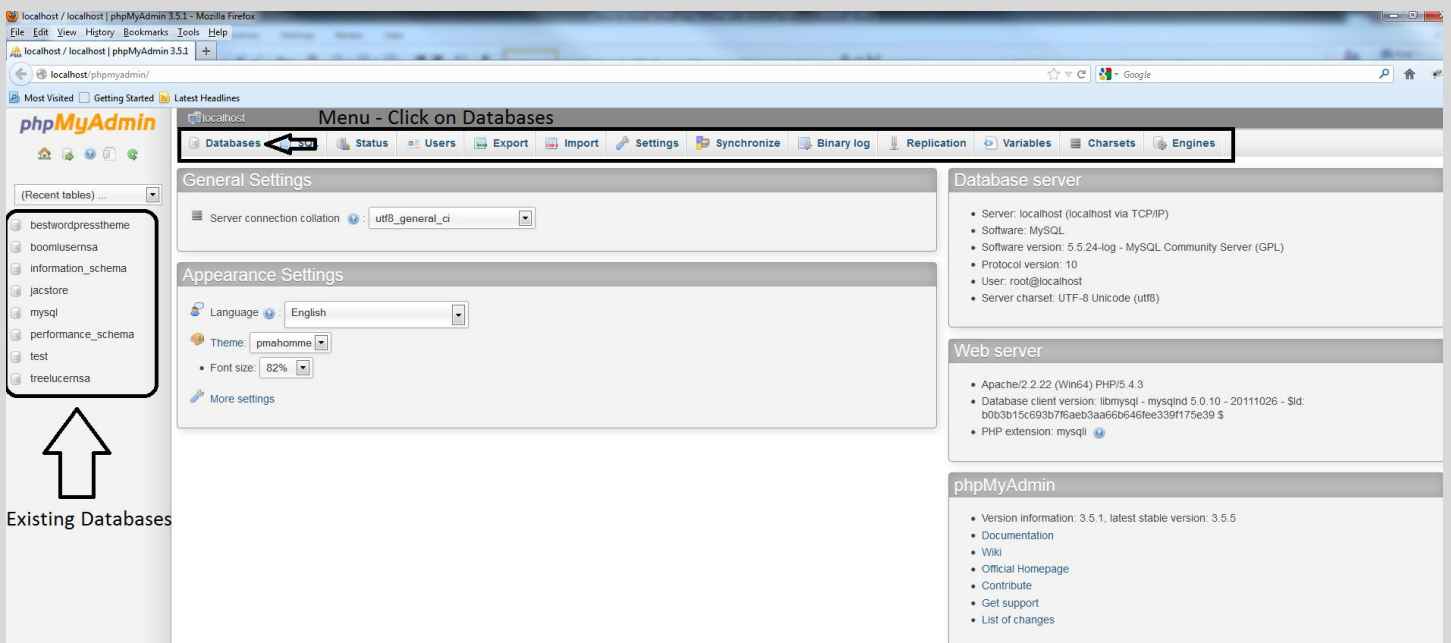
Start WAMP Server by clicking on the desktop icon or the shortcut you created.



From the system tray, select the 'W' and left click. Select phpMyAdmin from the list of options.

This will open phpMyAdmin – the place where you can create, edit or delete databases.

The following window should open in your internet browser.



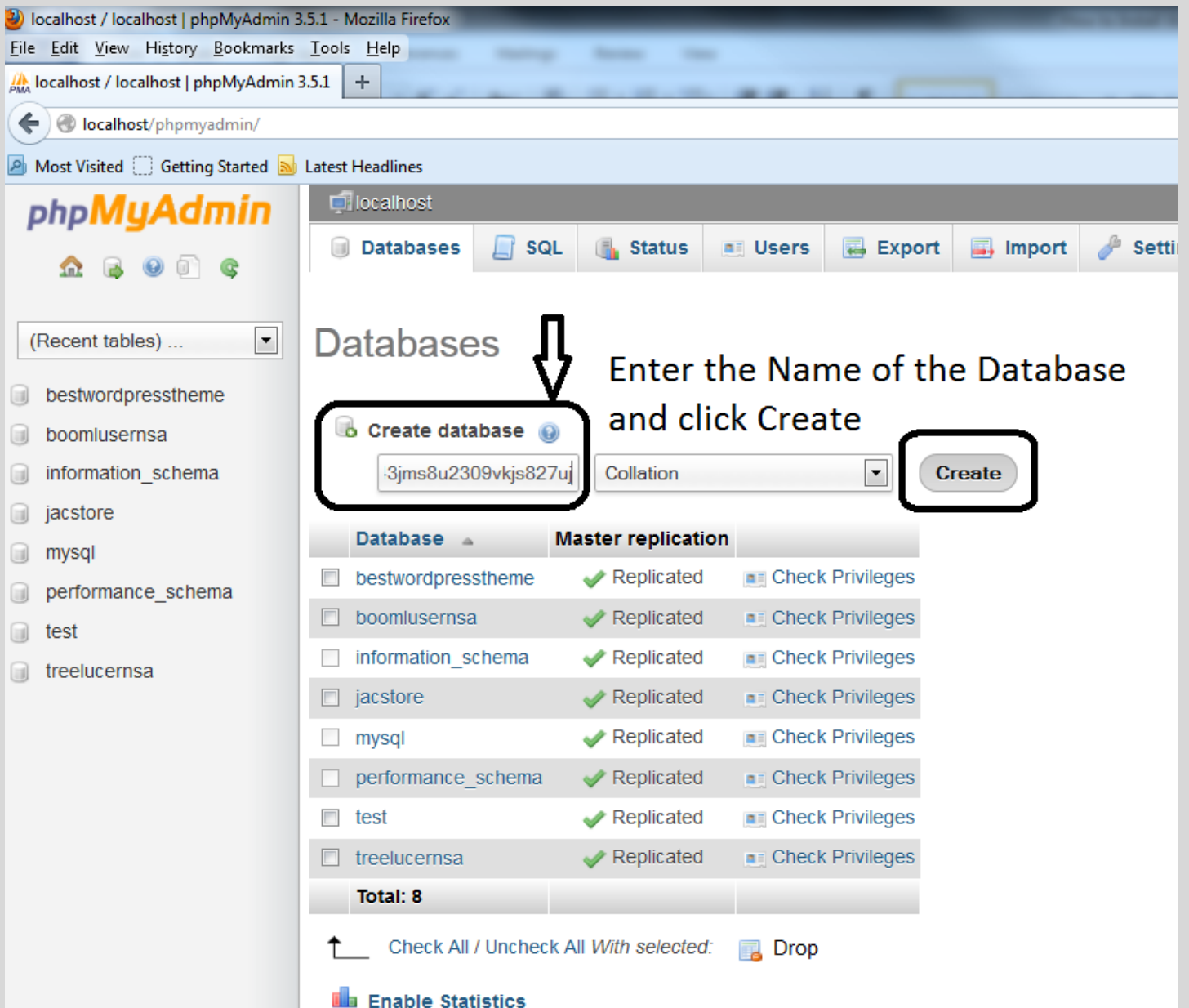
By default, there shouldn't be any databases listed as you did a fresh install. However, if you already have a database, it will be shown in the left pane. Whenever you want to edit or delete a database, you can choose it directly from the left pane.

On the top is the menu – click on the word 'Databases' as shown with the arrow.

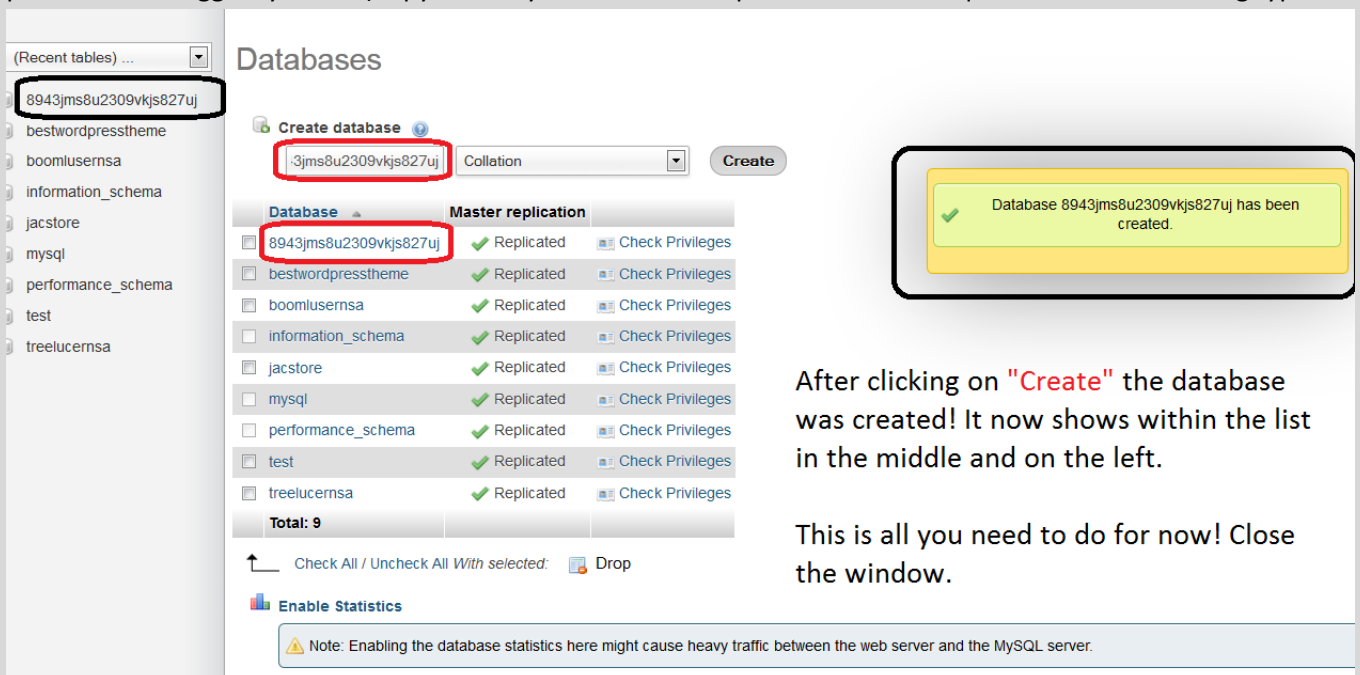




To create a new database, go back to the database screen and do the following:



Enter the database name within the field 'Create database' and select Create. You can either type it or use copy and paste which I suggest you do. (Copy it from your text file and paste it into the required field - eliminating typo errors).



After clicking on "Create" the database was created! It now shows within the list in the middle and on the left.

This is all you need to do for now! Close the window.

## Editing WordPress (wp-config-sample) for Database Acceptance

The database was created successfully! For the website to work, WordPress needs to communicate with the database. In order for this to happen, a file within the root folder must be edited. By default;

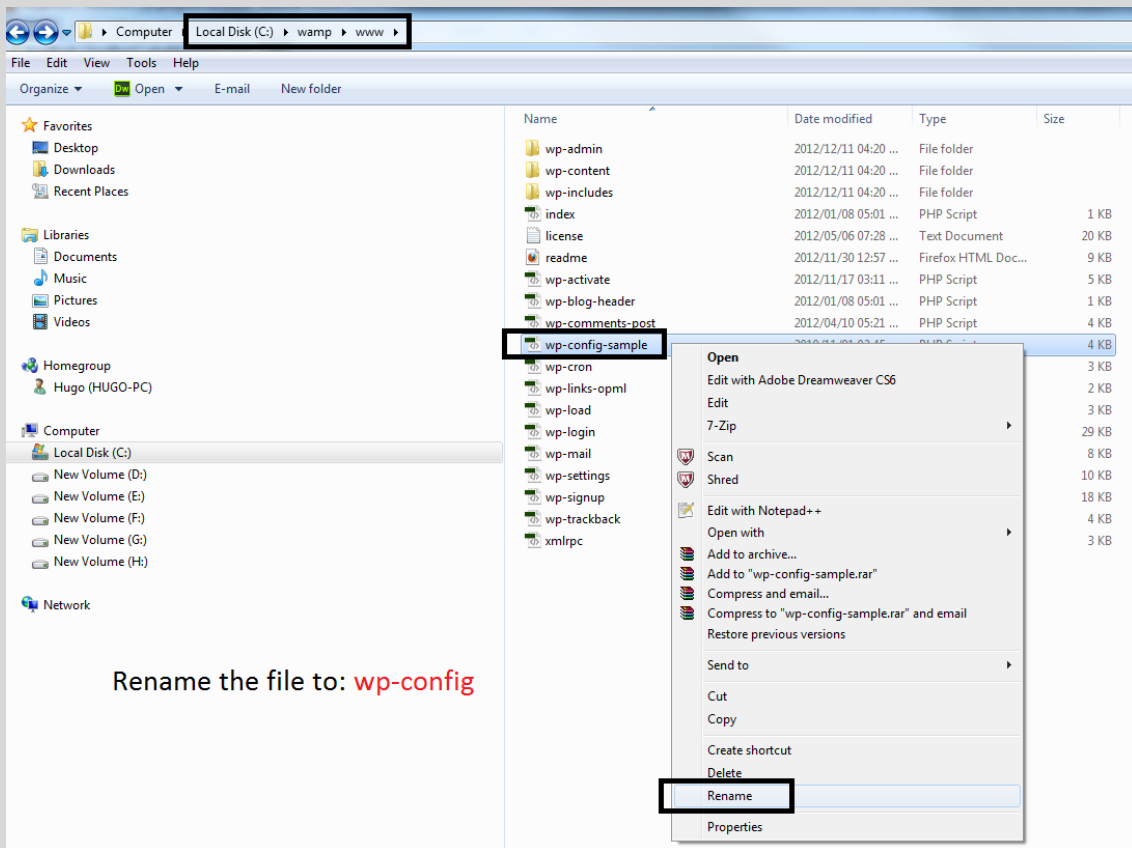
The name of the file is:

Locate the file: `C:/wamp/www/wp-config-sample.php`

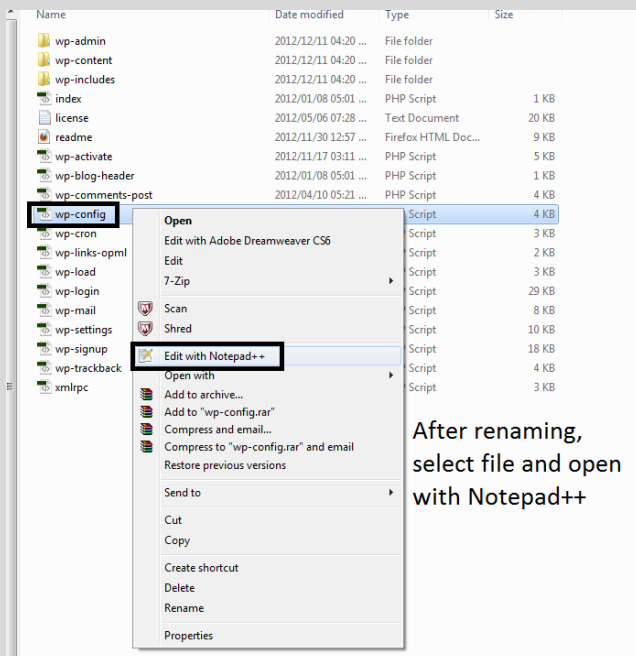
`wp-config-sample.php` Default per installation!

`wp-config.php` What it should be!

Locate the file within the root 'www' folder and rename it to **wp-config**.

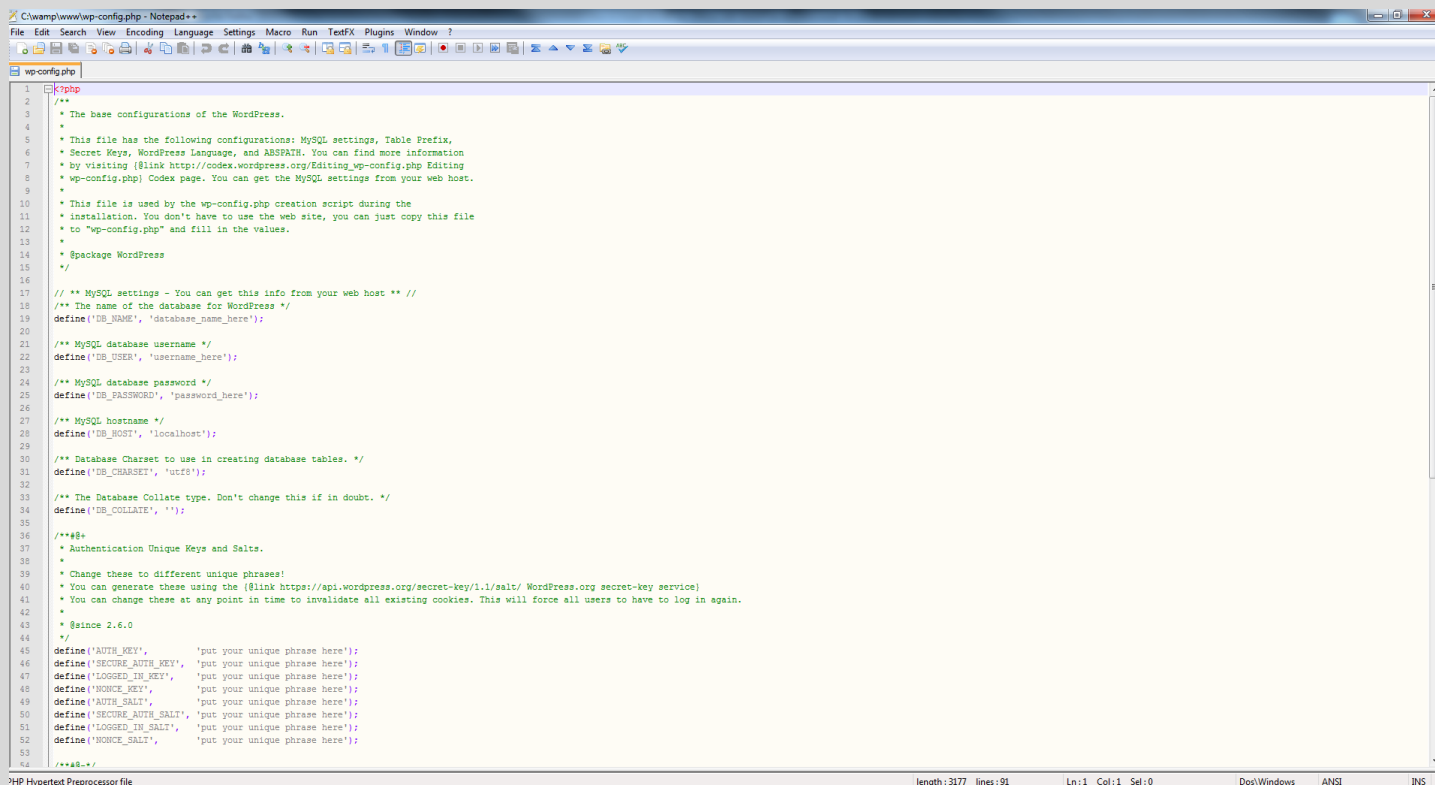


After renaming the file, right click on the wp-config file and select 'Edit with Notepad++'.



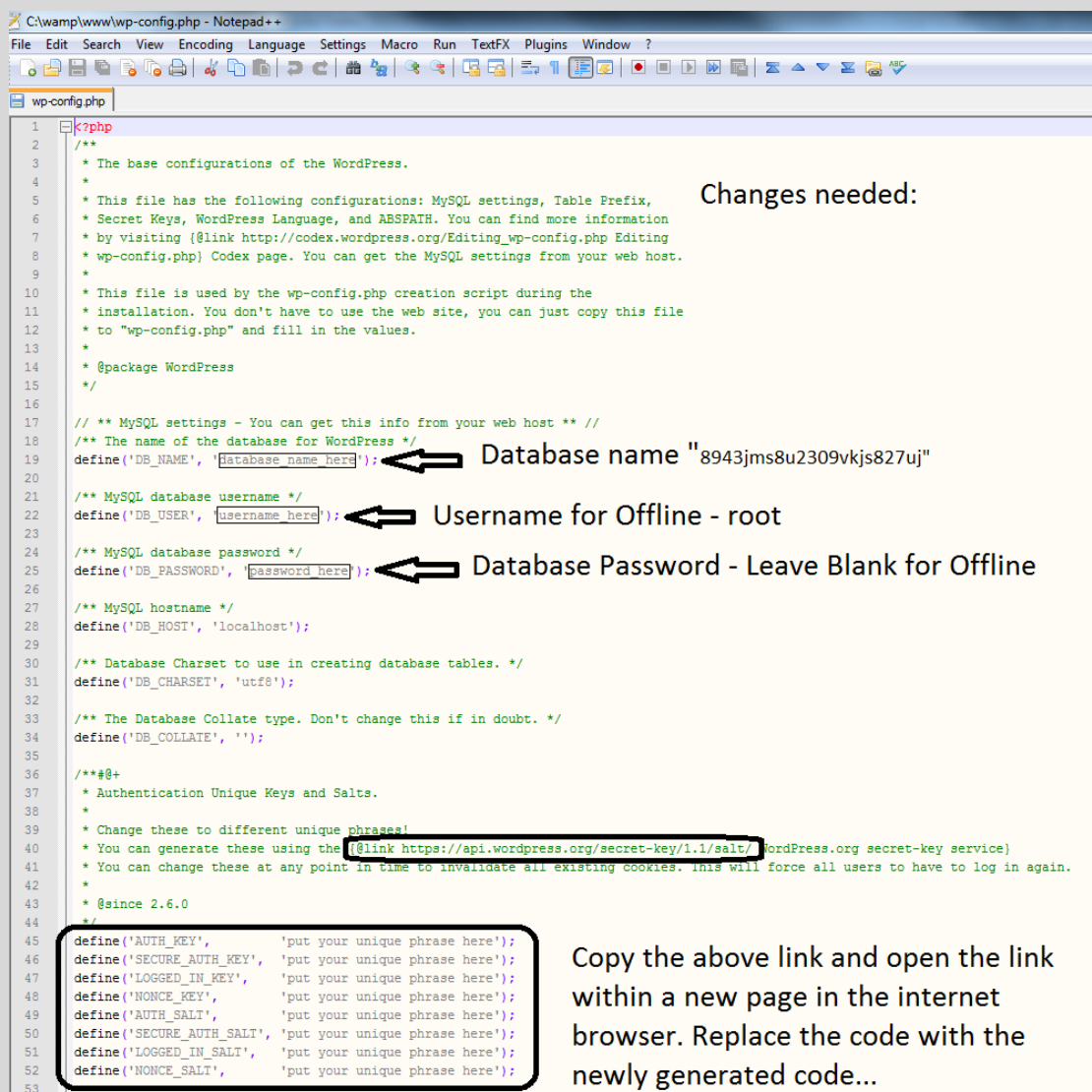


The following will appear.



```
1 <?php
2 /**
3  * The base configurations of the WordPress.
4  *
5  * This file has the following configurations: MySQL settings, Table Prefix,
6  * Secret Keys, WordPress Language, and ABSPATH. You can find more information
7  * by visiting {@link http://codex.wordpress.org/Editing_wp-config.php Editing
8  * wp-config.php} Codex page. You can get the MySQL settings from your web host.
9  *
10 * This file is used by the wp-config.php creation script during the
11 * installation. You don't have to use the web site, you can just copy this file
12 * to "wp-config.php" and fill in the values.
13 *
14 * @package WordPress
15 */
16
17 // ** MySQL settings - You can get this info from your web host ** //
18 /** The name of the database for WordPress */
19 define('DB_NAME', 'database_name_here');
20
21 /** MySQL database username */
22 define('DB_USER', 'username_here');
23
24 /** MySQL database password */
25 define('DB_PASSWORD', 'password_here');
26
27 /** MySQL hostname */
28 define('DB_HOST', 'localhost');
29
30 /** Database Charset to use in creating database tables. */
31 define('DB_CHARSET', 'utf8');
32
33 /** The Database Collate type. Don't change this if in doubt. */
34 define('DB_COLLATE', '');
35
36 /**#@+
37  * Authentication Unique Keys and Salts.
38  *
39  * Change these to different unique phrases!
40  * You can generate these using the {@link https://api.wordpress.org/secret-key/1.1/salt/ WordPress.org secret-key service}
41  * You can change these at any point in time to invalidate all existing cookies. This will force all users to have to log in again.
42  *
43  * @since 2.6.0
44  */
45
46 define('AUTH_KEY',         'put your unique phrase here');
47 define('SECURE_AUTH_KEY', 'put your unique phrase here');
48 define('LOGGED_IN_KEY',   'put your unique phrase here');
49 define('NONCE_KEY',       'put your unique phrase here');
50 define('AUTH_SALT',       'put your unique phrase here');
51 define('SECURE_AUTH_SALT', 'put your unique phrase here');
52 define('LOGGED_IN_SALT',  'put your unique phrase here');
53 define('NONCE_SALT',     'put your unique phrase here');
54
55 /**#@-
```

Let's have a closer look of what needs to be changed!!!



Changes needed:

Database name "8943jms8u2309vkjs827uj"

Username for Offline - root

Database Password - Leave Blank for Offline

Changes needed: Copy the above link and open the link within a new page in the internet browser. Replace the code with the newly generated code...

Closer look:

```
17 // ** MySQL settings - You can get this info from your web host ** //
18 /** The name of the database for WordPress */
19 define('DB_NAME', '8943jms8u2309vkjs827uj'); Database Name
20
21 /** MySQL database username */
22 define('DB_USER', 'root'); Database Username
23
24 /** MySQL database password */
25 define('DB_PASSWORD', ''); Database Password
26
27 /** MySQL hostname */
28 define('DB_HOST', 'localhost');
29
30 /** Database Charset to use in creating database tables. */
31 define('DB_CHARSET', 'utf8');
32
33 /** The Database Collate type. Don't change this if in doubt. */
34 define('DB_COLLATE', '');
```

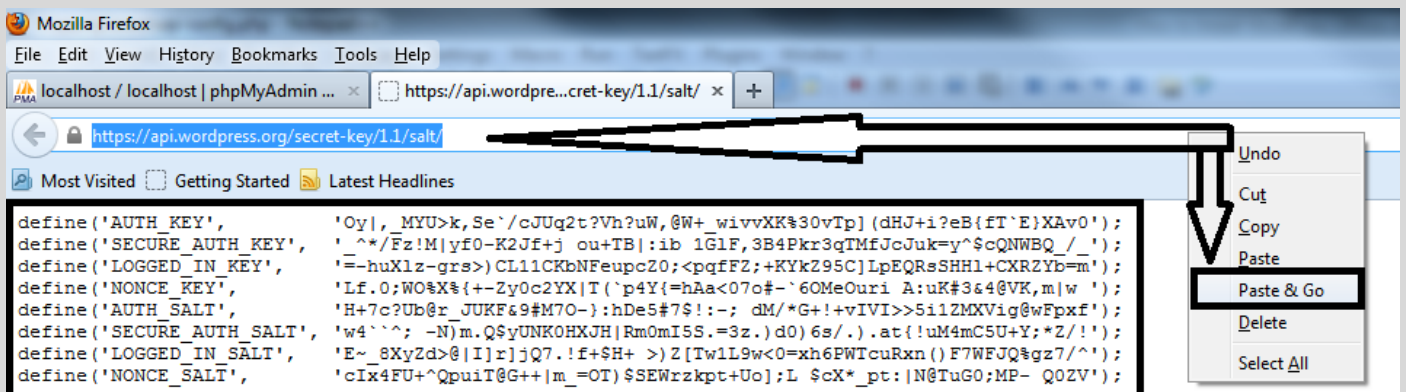
Type within the " brackets

The last step is to replace the code:

```
39 * Change these to different unique phrases!
40 * You can generate these using the (@link https://api.wordpress.org/secret-key/1.1/salt/ WordPress.org secret-key service)
41 * You can change these at any point in time to invalidate all existing cookies. This will force all users to have to log in again.
42 *
43 * @since 2.6.0
44 */
45 define('AUTH_KEY', 'put your unique phrase here');
46 define('SECURE_AUTH_KEY', 'put your unique phrase here');
47 define('LOGGED_IN_KEY', 'put your unique phrase here');
48 define('NONCE_KEY', 'put your unique phrase here');
49 define('AUTH_SALT', 'put your unique phrase here');
50 define('SECURE_AUTH_SALT', 'put your unique phrase here');
51 define('LOGGED_IN_SALT', 'put your unique phrase here');
52 define('NONCE_SALT', 'put your unique phrase here');
```

Copy the above link to a new browser page to generate new code.  
After the code is generated, paste the new code over the default code.  
This will help with security!

```
* Change these to different unique phrases!
* You can generate these using the (@link https://api.wordpress.org/secret-key/1.1/salt/ WordPress.org secret-key service)
* You can change these at any point in time to invalidate all existing cookies. This will force all users to have to log in again.
*
* @since 2.6.0
*/
define('AUTH_KEY', 'put your unique phrase here');
define('SECURE_AUTH_KEY', 'put your unique phrase here');
define('LOGGED_IN_KEY', 'put your unique phrase here');
define('NONCE_KEY', 'put your unique phrase here');
define('AUTH_SALT', 'put your unique phrase here');
define('SECURE_AUTH_SALT', 'put your unique phrase here');
define('LOGGED_IN_SALT', 'put your unique phrase here');
define('NONCE_SALT', 'put your unique phrase here');
```



Paste the link in the browser, wait a few seconds.. The new code was generated. Copy the code again and replace the default code within the wp-config file.

Copy the text as shown and replace:

define('AUTH\_KEY', 'Oy|\_MYU>K,Se`/cJUq2t?Vh?uW,@W+ wlvvXK%30vTp] (dHJ+i?eB{FT`E)XAv0')  
define('SECURE\_AUTH\_KEY', '^\*/Fz!M|yf0-K2Jf+j ou+TB|:ib 1G1F,3B4Pkr3qTMfJcJuk=y^\$cQNWBQ/\_')  
define('LOGGED\_IN\_KEY', '=--huX1z-grs>)CL11CKbNFeupcZ0;<pqfFZ;+KYkZ95C]LpEQRsSHH1+CXRZYb=m')  
define('NONCE\_KEY', 'Lf.0;WO%X%{+-Zy0c2YX|T('p4Y{=hAa<07o#-`6OMeOuri A:uK#3&4@VK,m|w ')  
define('AUTH\_SALT', 'H+7c?Ub@r\_JUKF&9#M70-);hDeS#7S!:-; dM/\*G+!+vIVI>>5i1ZMXVig@wFpxf')  
define('SECURE\_AUTH\_SALT', 'w4`^: -N)m.Q\$yUNKOHXJH[Rm0mI5S.=3z.)d0)6s/.)at{!uM4mCSU+Y;\*Z/!)  
define('LOGGED\_IN\_SALT', 'E~\_8Xy2d>@|I|r]jQ7.!f+\$H+ >)Z[Tw1L9w<0=xh6PWTCuRxn()F7WfJQ%gz7/^')  
define('NONCE\_SALT', 'cIX4FU+^QpuiT@G++|m =OT)\$SEWzrkpt+Uo];L \$cX\* pt:|N@TuG0;MP- Q02V')

Select all text - right click and select Copy

Go back to the wp-config file and replace the default code:

```
define('DB_USER', 'root');  
  
/** MySQL database password */  
define('DB_PASSWORD', '');  
  
/** MySQL hostname */  
define('DB_HOST', 'localhost');  
  
/** Database Charset to use in creating database tables. */  
define('DB_CHARSET', 'utf8');  
  
/** The Database Collate type. Don't change this if in doubt */  
define('DB_COLLATE', '');  
  
/**#@+  
 * Authentication Unique Keys and Salts.  
 *  
 * Change these to different unique phrases!  
 * You can generate these using the {@link https://api.wordpress.org/secret-key/1.1/salt/} tool.  
 * You can change these at any point in time to invalidate existing sessions.  
 *  
 * @since 2.6.0  
 */  
  
define('AUTH_KEY', 'put your unique phrase here');  
define('SECURE_AUTH_KEY', 'put your unique phrase here');  
define('LOGGED_IN_KEY', 'put your unique phrase here');  
define('NONCE_KEY', 'put your unique phrase here');  
define('AUTH_SALT', 'put your unique phrase here');  
define('SECURE_AUTH_SALT', 'put your unique phrase here');  
define('LOGGED_IN_SALT', 'put your unique phrase here');  
define('NONCE_SALT', 'put your unique phrase here');
```

Cut  
Copy  
Paste  
Delete  
Select All  
Using 1st Style  
Using 2nd Style  
Using 3rd Style  
Using 4th Style  
Using 5th Style  
Clear 1st Style  
Clear 2nd Style  
Clear 3rd Style  
Clear 4th Style  
Clear 5th Style  
Clear all Styles  
UPPERCASE  
lowercase  
Toggle Block Comment  
Stream Comment  
Hide Lines

It should look like this when you are done:

```
17 // ** MySQL settings - You can get this info from your web host ** //
18 /** The name of the database for WordPress */
19 define('DB_NAME', '8943jms8u2309vks827uj'); Done
20
21 /** MySQL database username */
22 define('DB_USER', 'root'); Done
23
24 /** MySQL database password */
25 define('DB_PASSWORD', ''); Done
26
27 /** MySQL hostname */
28 define('DB_HOST', 'localhost');
29
30 /** Database Charset to use in creating database tables. */
31 define('DB_CHARSET', 'utf8');
32
33 /** The Database Collate type. Don't change this if in doubt. */
34 define('DB_COLLATE', '');
35
36 /**#@+
37  * Authentication Unique Keys and Salts.
38  *
39  * Change these to different unique phrases!
40  * You can generate these using the {@link https://api.wordpress.org/secret-key/1.1/salt/ WordPress.org secret-key service}
41  * You can change these at any point in time to invalidate all existing cookies. This will force all users to have to log in again.
42  *
43  * @since 2.6.0
44  */
45 define('AUTH_KEY', 'Oy|_MYU>k,Se`/cJUq2t?Vh?uW,@W+_wivvXK%30vTp](dHJ+i?eB{fT`E}XAv0');
46 define('SECURE_AUTH_KEY', '_^*/Fz!M|yf0-K2Jf+j ou+TB|:ib 1G1F,3B4Pkr3qTmfJcJuk=y^$cQNWBQ/_');
47 define('LOGGED_IN_KEY', '=--huXlz-grs>)CL11CKbNFeupcZ0;<pqfFZ;+KYkZ95C]LpEQrsSHH1+CXRZYb=m');
48 define('NONCE_KEY', 'Lf.0;WO%X%{+-Zy0c2YX|T(`p4Y{=hAa<07o#-`6OMeOuri A:uK#3&4@VK,m|w ');
49 define('AUTH_SALT', 'H+7c?Ub@r_JUKF&9#M7O-):hDe5#7$!:-; dM/*G+!+vIVI>>5i1zMXVig@wFpxf');
50 define('SECURE_AUTH_SALT', 'w4``^; -N)m.Q$yUNKOHXJH|Rm0mI5S.=3z.)d0)6s/.) .at{!uM4mC5U+Y;*Z/!');
51 define('LOGGED_IN_SALT', 'E~_8XyZd>@|I|r]jQ7.!f+5$H >)Z[Tw1L9w<0=xh6PWTcuRxn()F7WFJQ%gz7/^');
52 define('NONCE_SALT', 'cIx4FU+^Qpuit@G++|m_0T)$SEWzrkpt+Uo;L $cX*_pt:|N@TuG0;MP- Q0ZV');
53
```

This is all the changes needed for the wp-config.php file. The same process will apply for every new website.

Done

For now this is all the editing that will be done. The next step is to run the WordPress installation for the first time.

### Recap of what you did so far:

- You have downloaded all the necessary files and documents to setup your own website.  
WAMP | WordPress | Notepad++
- You have created a text file to capture and save all the relevant information needed for the website.
- You installed WAMP server and configured it.
- You have moved the WordPress files within the correct folder on your PC for offline usage.
- You have created a database for your website.
- You have renamed and edited the wp-config WordPress file to find the database.

[\[Back to Top\]](#)

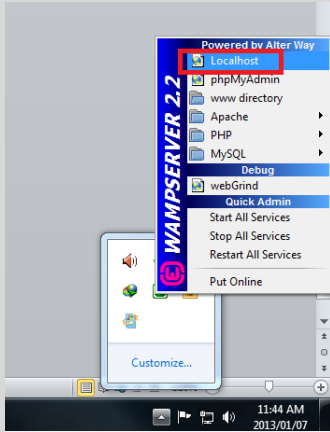


## Installing WordPress for first use

You've done a lot of steps, now all that needs to be done is to install WordPress. If you followed the steps above, WordPress will pick up the database and you can proceed with installation. Remember your text file, you will need it now.

Take note:

To access the server on a local pc with WAMP installed, you can either type in the address (localhost) or use the shortcut within the WAMP tree view.



Click on the green 'W' icon within the system tray. Now select Localhost.

[Localhost – Once you click on localhost the internet browser will open. This will read the 'www' folder and all files within it. See it as the online version of the web, except its offline :-)] with the help of WAMP.]

3docean  
Awesome Stock 3D  
Start Browsing  
From \$1

activeden  
Your Choice for Stock Flash  
Start Browsing  
From \$1

audiojungle  
Music Loops and Sound Effects  
Start Browsing  
From \$1

codecanyon  
100s of Scripts and Snippets  
Start Browsing  
From \$5

graphicriver  
1000s of Graphic Files  
Start Browsing  
From \$1

photodune  
Your Choice for Stock Photos  
Start Browsing  
From \$1

themeforest  
1000s of Site Templates  
Start Browsing  
From \$5

tutorials  
Premium Tutorials and Screencasts  
Start Browsing  
From \$3

videohive  
100s of Video Files  
Start Browsing  
From \$2

The following window will be shown: http://localhost



## Welcome

---

Welcome to the famous five minute WordPress installation process! You may want to browse the [ReadMe documentation](#) at your leisure. Otherwise, just fill in the information below and you'll be on your way to using the most extendable and powerful personal publishing platform in the world.

## Information needed

---

Please provide the following information. Don't worry, you can always change these settings later.

**Site Title**

**Username**

Usernames can have only alphanumeric characters, spaces, underscores, hyphens, periods and the @ symbol.

**Password, twice**

A password will be automatically generated for you if you leave this blank.

Strength indicator

Hint: The password should be at least seven characters long. To make it stronger, use upper and lower case letters, numbers and symbols like ! " ? \$ % ^ & ).

**Your E-mail**

Double-check your email address before continuing.

**Privacy**  Allow search engines to index this site.

Open your text file now and enter the following information!

- Link to Backend – Only use after installation!
- The Site Title
- Username:
- Password:
- Email used
- Select to index or not.

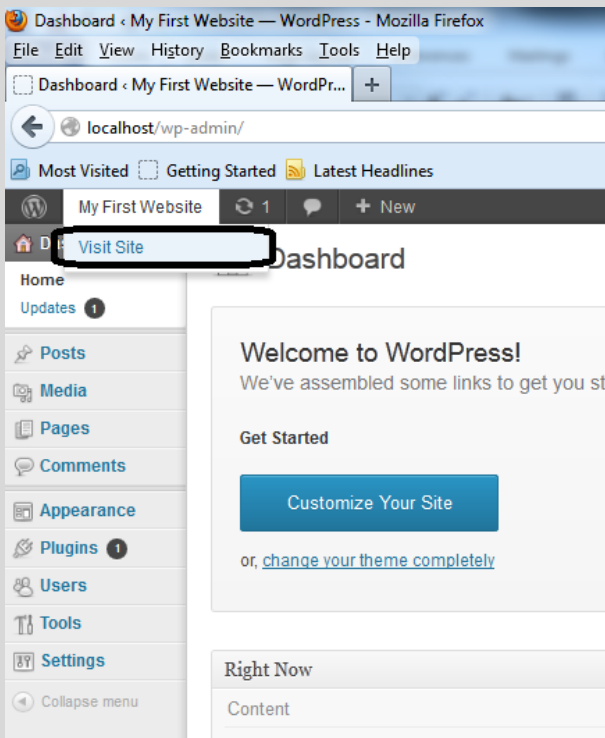
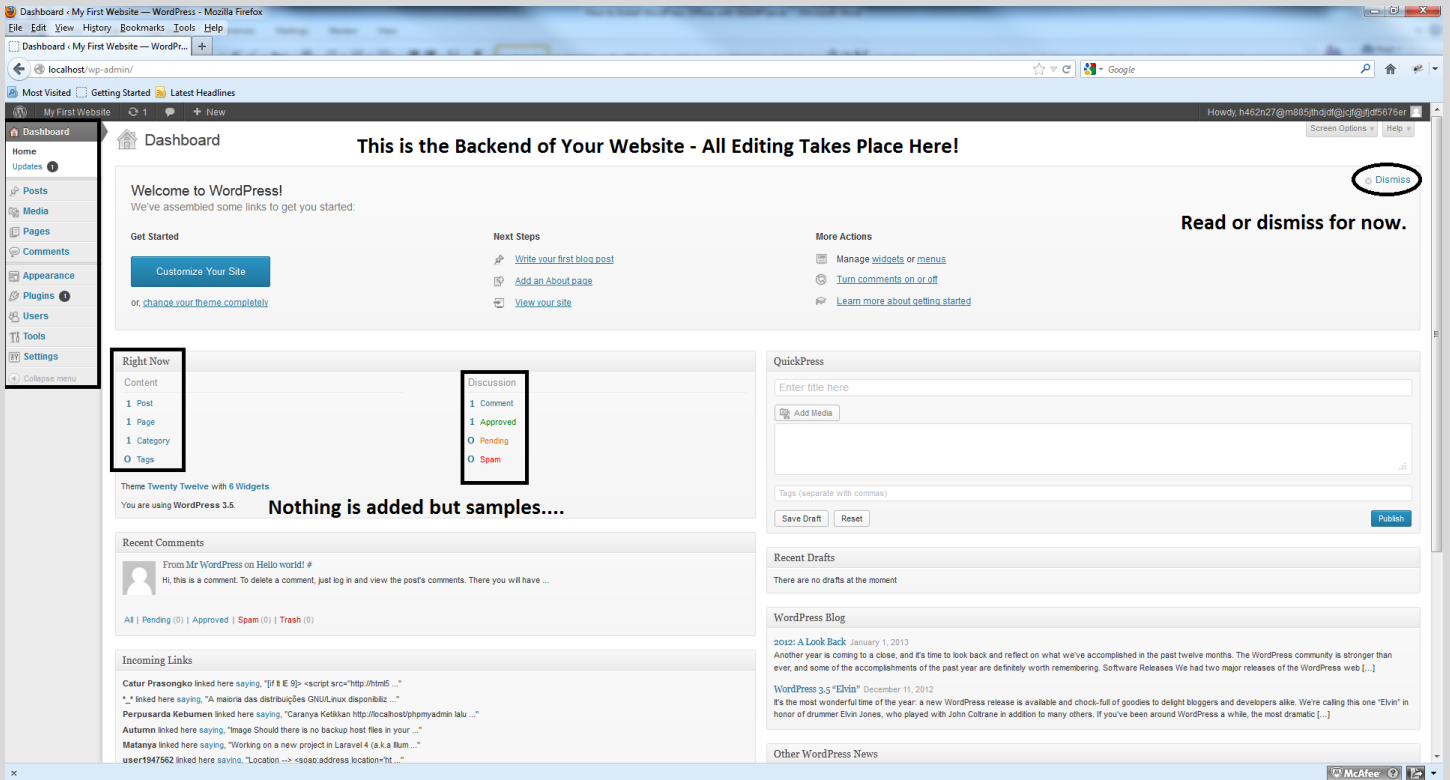






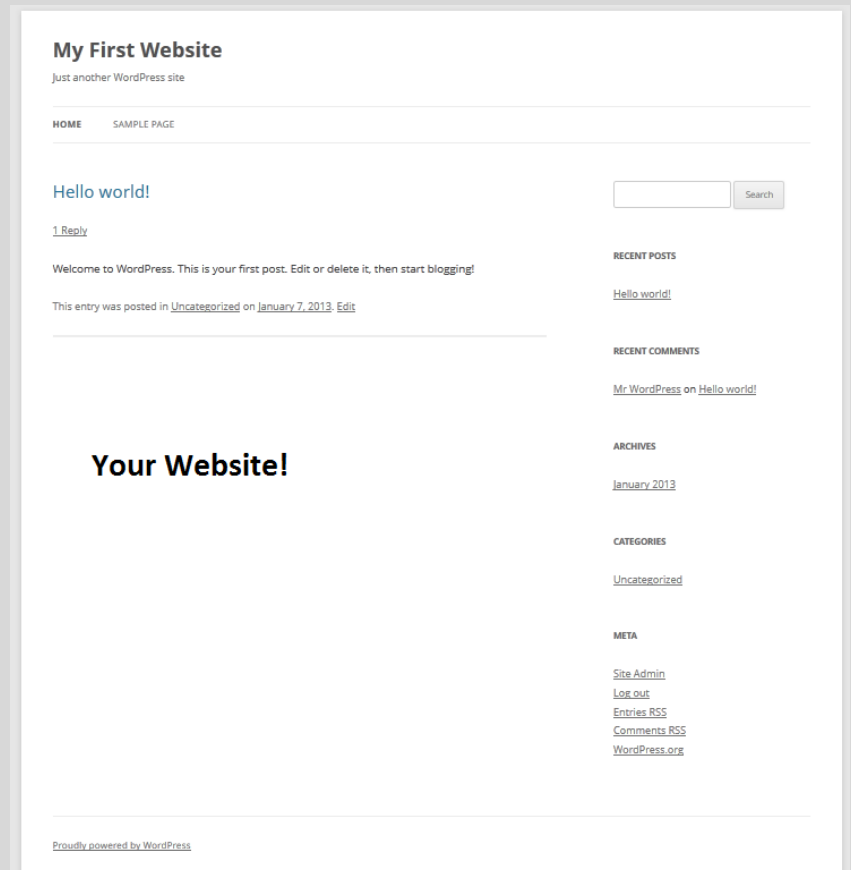
# Congratulations!

You made your first website – but you are not done yet!



To view your website, click on Visit Site. Open the link in a new tab by right clicking and selecting 'open in new tab' or by clicking the mouse wheel.

It will look like this:



## Changing Important WordPress Settings Before Use

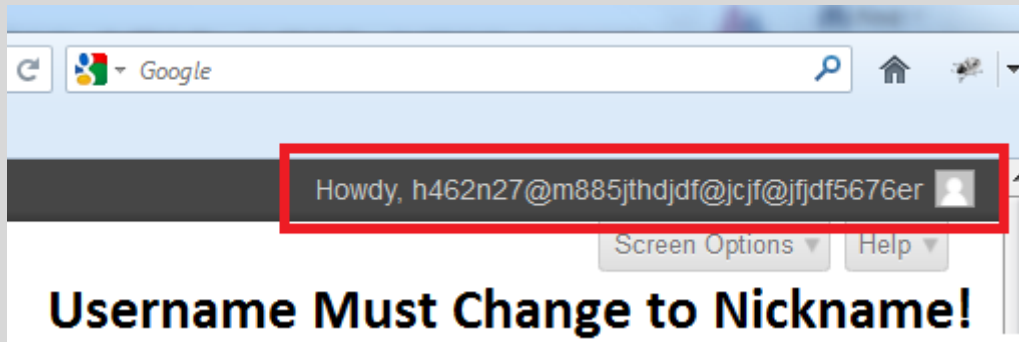
You installed WordPress on a local PC running WAMP. It's time to start editing the website settings before you use the website.

### Changing Settings Part 1:

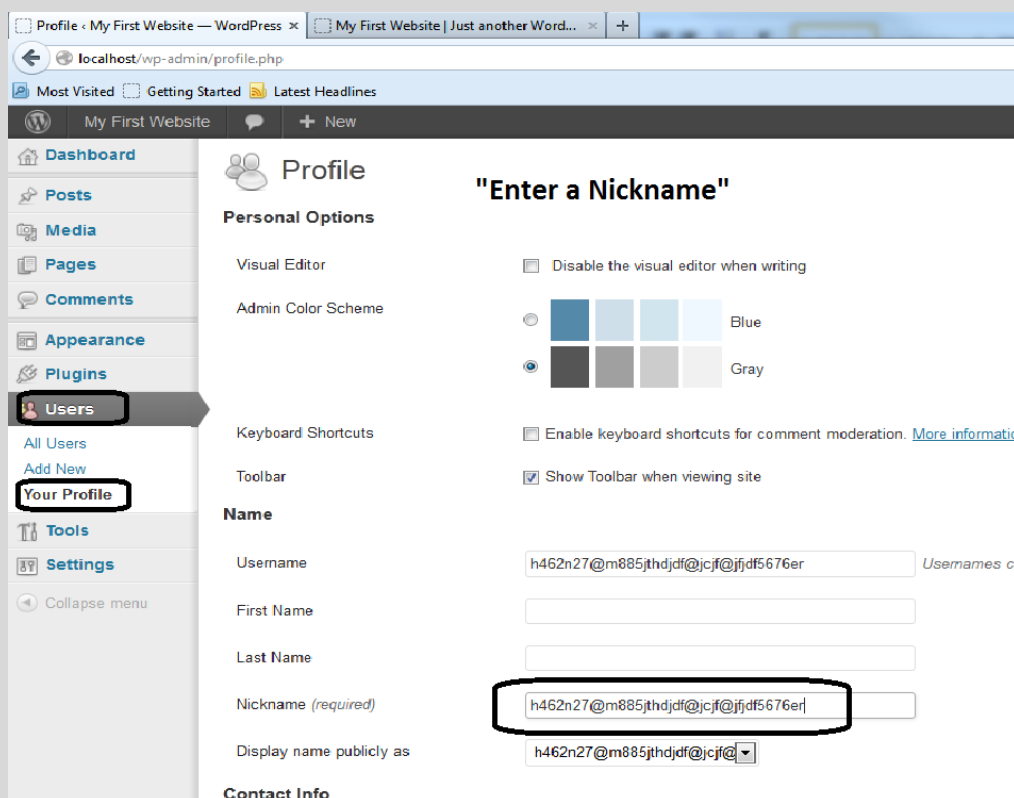
#### Users: Your Profile

Remember the Username you entered – “h462n27@m885jthdjdf@jcf@jfjdf5676er”.

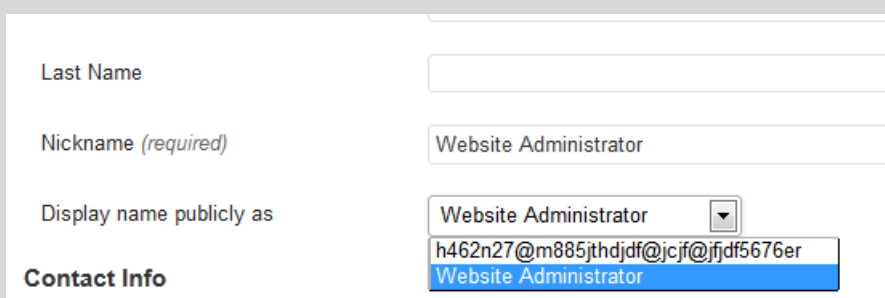
As shown in the picture below, everyone will see this. This is not good practise as the visitors will also see this username. (It's also easy information for hackers).



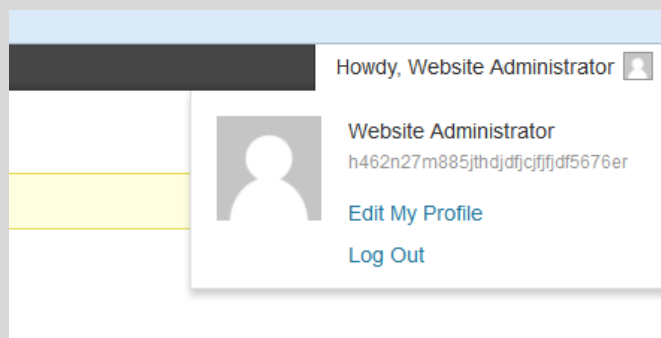
On the left pane within the backend of WordPress. Go to Users, and then to Your Profile. Enter a Nickname within the field and select the name from the “Display name publicly as \_\_\_\_\_.”



Choose the name entered and select Update Profile at the bottom of the page.



When viewing the website, the original username will not be shown anymore, but only the nickname.



This is the name you entered to be displayed as the nickname.

Visual Editor  Disable the visual editor when writing

Admin Color Scheme  Blue  Gray

Keyboard Shortcuts  Enable keyboard shortcuts for comment moderation. [More information](#)

Toolbar  Show Toolbar when viewing site

**Name**

Username  Username cannot be changed.

First Name

Last Name

Nickname (required)

Display name publicly as

**Contact Info**

E-mail (required)

Website

AIM

Yahoo IM

Jabber / Google Talk

**About Yourself**

Biographical Info

Share a little biographical information to fill out your profile. This may be shown publicly.

New Password  If you would like to change the password type a new one. Otherwise leave this blank.

Type your new password again.

Strength indicator  Hint: The password should be at least seven characters long. To make it stronger, use upper and lower case letters, numbers and symbols like ! \* ? \$ % ^ & ;).

**You can enter the other information as well.**

**Name | Last Name | Website | AIM | Yahoo IM | Google etc.**

**About Yourself will be displayed after a post made by you.**

**Password: The password for WordPress can also be changed from User Profile.**

Note: Remember to save all information entered and changed.

## Changing Settings Part 2:

### Settings: General | Writing | Reading | Discussion | Media & Permalinks

#### General Settings

Dashboard

General Settings

Site Title: My First Website **The Main Title of The Website**

Tagline: Just another WordPress site **Tagline - Shown After Title**  
In a few words, explain what this site is about.

WordPress Address (URL): http://localhost **Offline Path**

Site Address (URL): http://localhost **Offline Path**  
Enter the address here if you want your site homepage to be different from the directory you installed WordPress.

E-mail Address: info@mydomain.co.za **Website Administrator Email!**  
This address is used for admin purposes, like new user notification.

Membership:  Anyone can register **Leave unchecked for now as only you will be admin**

New User Default Role: Subscriber

Timezone: UTC+0 UTC time is 2013-01-07 12:53:48  
Choose a city in the same timezone as you.

Date Format:  January 7, 2013  
 2013/01/07  
 01/07/2013  
 07/01/2013  
 Custom: F, j, Y January 7, 2013  
[Documentation on date and time formatting](#)

Time Format:  12:53 pm  
 12:53 PM  
 12:53  
 Custom: g i a 12:53 pm

Week Starts On: Monday

[Save Changes](#)

#### Note:

When moving the website online, both these links will change to:

<http://www.yourdomainname.co.za>

#### Writing Settings

Dashboard

Writing Settings

Formatting:  Convert emoticons like :-D and :-P to graphics on display  
WordPress should correct invalidly nested HTML automatically.

Default Post Category: Uncategorized **When you start posting - new categories can be created. Will check back here later...**

Default Post Format: Standard

Press This: [Press This](#)

Post via e-mail: [Post via e-mail](#)  
To post to WordPress by e-mail you must set up a secret e-mail account with POP3 access. Any mail received at this address will be posted, so it's a good idea to keep this address very secret. Here are three random strings you could use: uG5u4729F, y7Fq4w18, Y7937625.

Mail Server: mail.example.com Port: 110

Login Name: login@example.com

Password: password

Default Mail Category: Uncategorized

Update Services: [Update Services](#)  
When you publish a new post, WordPress automatically notifies the following site update services. For more about this, see [Update Services](#) on the Codex. Separate multiple service URLs with line breaks.

http://rpc.diggnet1.com/

[Save Changes](#)

#### Reading

Reading Settings - My First Website - WordPress - Mozilla Firefox

File Edit View History Bookmarks Tools Help

localhost/wp-admin/options-reading.php

Most Visited Getting Started Latest Headlines

My First Website + New

Dashboard

Reading Settings

Front page displays:  Your latest posts **Display Post as Homepage**  
 **static page** (select below)  
Front page: -- Select -- Website with a Home Page  
Posts page: -- Select -- Blog Pages

Blog pages show at most: 10 posts 100 Posts - 10 Posts per page x 10 Pages

Syndication feeds show the most recent: 10 items RSS Feeds

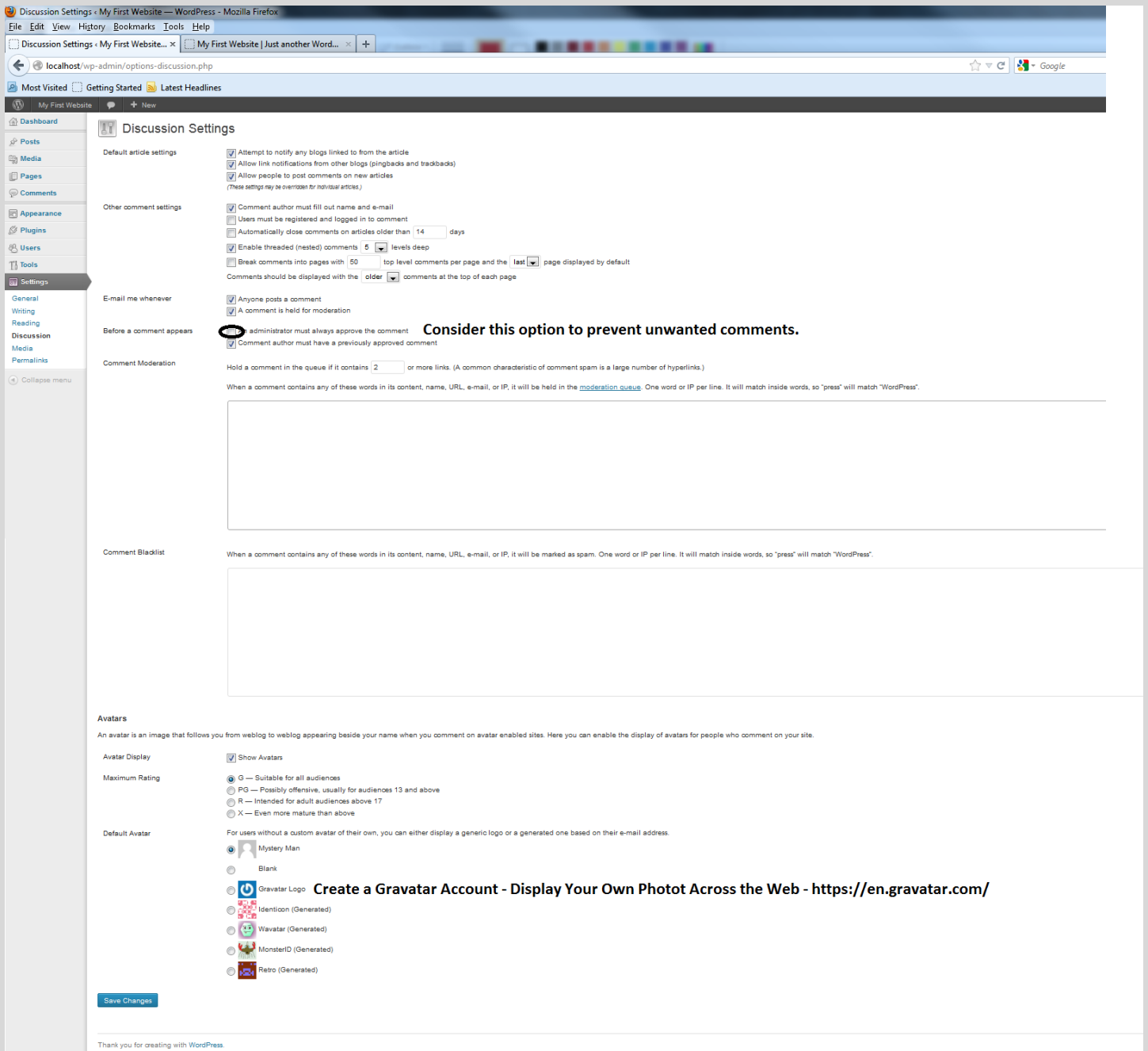
For each article in a feed, show:  Full text  
 Summary

Search Engine Visibility:  Discourage search engines from indexing this site **Must the website be indexed or not.**  
It is up to search engines to honor this request.

Leave:  
Checked: Will Not be indexed.  
Unchecked: Will BE indexed.

[Save Changes](#)

## Discussion



The screenshot shows the WordPress Discussion Settings page. The left sidebar contains navigation links for Dashboard, Posts, Media, Pages, Comments, Appearance, Plugins, Users, Tools, and Settings. The main content area is titled "Discussion Settings" and is divided into several sections:

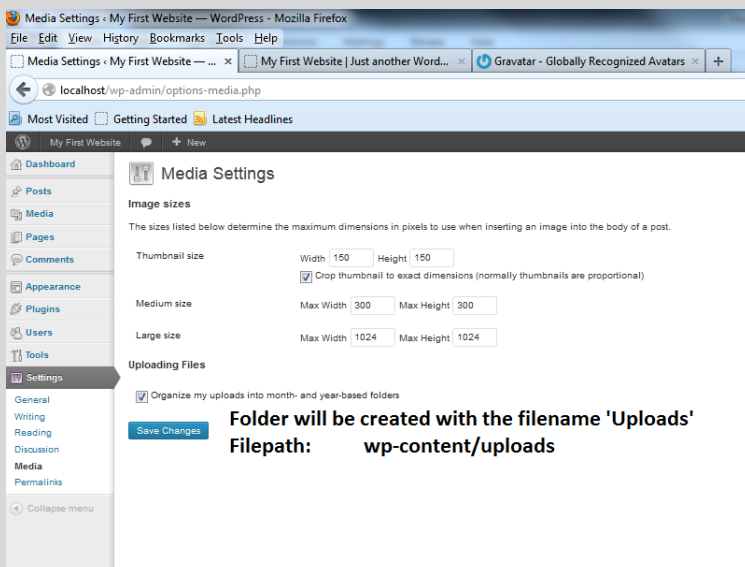
- Default article settings:** Includes checkboxes for "Attempt to notify any blogs linked to from the article", "Allow link notifications from other blogs (pingbacks and trackbacks)", and "Allow people to post comments on new articles".
- Other comment settings:** Includes checkboxes for "Comment author 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", and "Break comments into pages with 50 top level comments per page and the last page displayed by default".
- E-mail me whenever:** Includes checkboxes for "Anyone posts a comment" and "A comment is held for moderation".
- Before a comment appears:** Includes checkboxes for "administrator must always approve the comment" and "Comment author must have a previously approved comment".
- Comment Moderation:** Includes a text input for "Hold a comment in the queue if it contains 2 or more links" and a text input for "When a comment contains any of these words in its content, name, URL, e-mail, or IP, it will be held in the moderation queue".
- Comment Blacklist:** Includes a text input for "When a comment contains any of these words in its content, name, URL, e-mail, or IP, it will be marked as spam".
- Avatars:** Includes a checkbox for "Show Avatars", a "Maximum Rating" section with radio buttons for "G", "PG", "R", and "X", and a "Default Avatar" section with radio buttons for "Mystery Man", "Blank", "Gravatar Logo", "Identicon (Generated)", "Wavatar (Generated)", "MonsterID (Generated)", and "Retro (Generated)".

Annotations on the page include:

- A red circle around the "administrator must always approve the comment" checkbox with the text: "Consider this option to prevent unwanted comments."
- A red circle around the "Gravatar Logo" radio button with the text: "Create a Gravatar Account - Display Your Own Photot Across the Web - <https://en.gravatar.com/>"

A "Save Changes" button is located at the bottom of the settings area. At the very bottom of the page, it says "Thank you for creating with WordPress."

## Media



The screenshot shows the WordPress Media Settings page. The left sidebar contains navigation links for Dashboard, Posts, Media, Pages, Comments, Appearance, Plugins, Users, Tools, and Settings. The main content area is titled "Media Settings" and is divided into several sections:

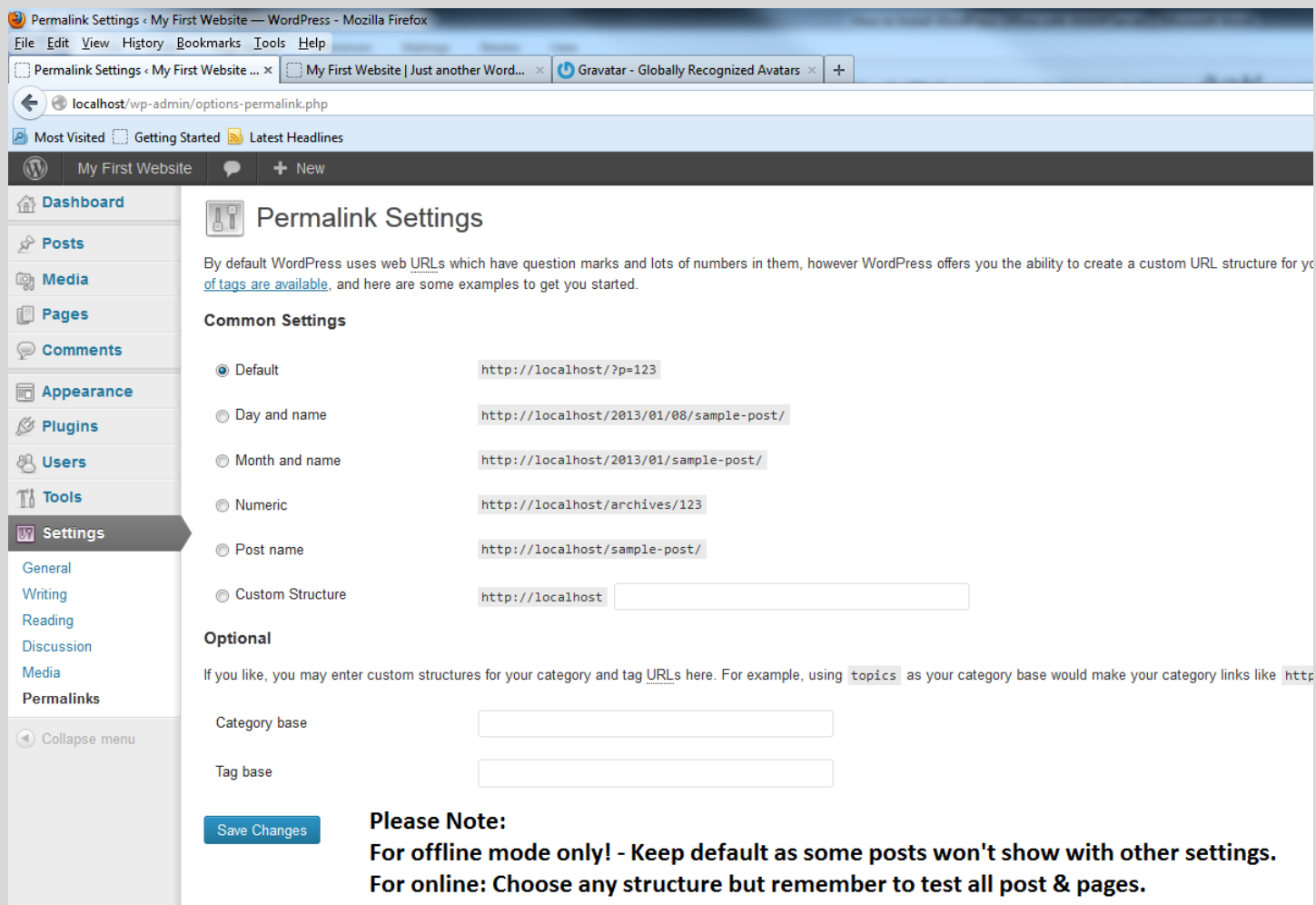
- Image sizes:** Includes text inputs for "Thumbnail size" (Width: 150, Height: 150), "Medium size" (Max Width: 300, Max Height: 300), and "Large size" (Max Width: 1024, Max Height: 1024). A checkbox "Crop thumbnail to exact dimensions" is checked.
- Uploading Files:** Includes a checkbox "Organize my uploads into month- and year-based folders" which is checked.

Annotations on the page include:

- A red circle around the "Organize my uploads into month- and year-based folders" checkbox with the text: "Folder will be created with the filename 'Uploads' Filepath: wp-content/uploads"

A "Save Changes" button is located at the bottom of the settings area.

## Permalinks



The screenshot shows the WordPress Permalink Settings page in a browser. The browser's address bar shows the URL `localhost/wp-admin/options-permalink.php`. The page title is "Permalink Settings".

**Permalink Settings**

By default WordPress uses web URLs which have question marks and lots of numbers in them, however WordPress offers you the ability to create a custom URL structure for your posts and pages. For more information on the available options, see the [WordPress Permalink Settings](#) page.

**Common Settings**

<input checked="" type="radio"/> Default	<code>http://localhost/?p=123</code>
<input type="radio"/> Day and name	<code>http://localhost/2013/01/08/sample-post/</code>
<input type="radio"/> Month and name	<code>http://localhost/2013/01/sample-post/</code>
<input type="radio"/> Numeric	<code>http://localhost/archives/123</code>
<input type="radio"/> Post name	<code>http://localhost/sample-post/</code>
<input type="radio"/> Custom Structure	<code>http://localhost/</code> <input type="text"/>

**Optional**

If you like, you may enter custom structures for your category and tag URLs here. For example, using `topics` as your category base would make your category links like `http://localhost/topics/`.

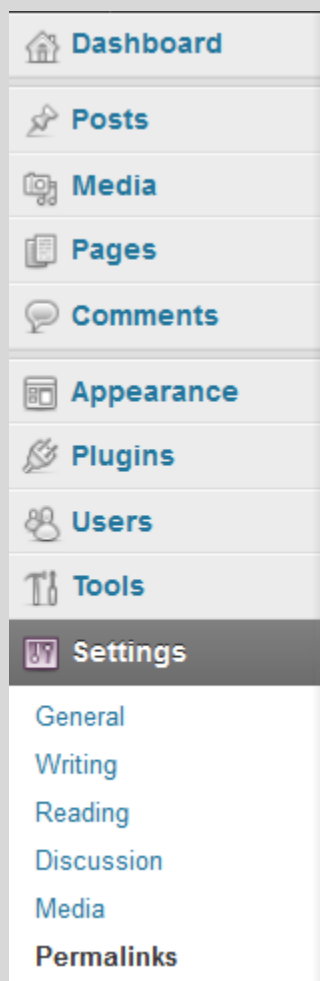
Category base	<input type="text"/>
Tag base	<input type="text"/>

**Please Note:**  
**For offline mode only! - Keep default as some posts won't show with other settings.**  
**For online: Choose any structure but remember to test all post & pages.**

[\[Back to Top\]](#)

## Adding Content to the Website

Now that all the necessary settings are changed, it's time to add some content in the form of pages and posts.



A Quick overview of the left pane:

**The Dashboard:** Shows Stats & Overall Information about your website as well as shortcuts.

**Posts:** Blog Posts – Writing Articles etc. is a good way of populating the posts/website.

**Media:** All uploads – files, music, pictures etc.

**Pages:** Website pages like Home, Contact Us, About Us, Products, Terms, Privacy Policy etc.

**Comments:** Comments can be left on posts by visitors.

**Appearance:** Look of the website – Theme | Widgets | Menu | Header | Background etc.

**Plugins:** Extra add-ons for the website like a contact form or captcha codes and more.

**Users:** User profile & administrator details. Currently you are the only backend user.

**Tools:** WordPress Tools like import & export services as well as other.

**Settings:** Already Covered! – General | Writing | Reading | Discussion | Media & Permalinks

What will be added for the sample website?

All samples will consist of Lorem Ipsum text: <http://www.lipsum.com/>

### Pages:

- Home
- Blog
- Products
- About Us
- Contact Us
- Privacy Policy
- Terms & Conditions

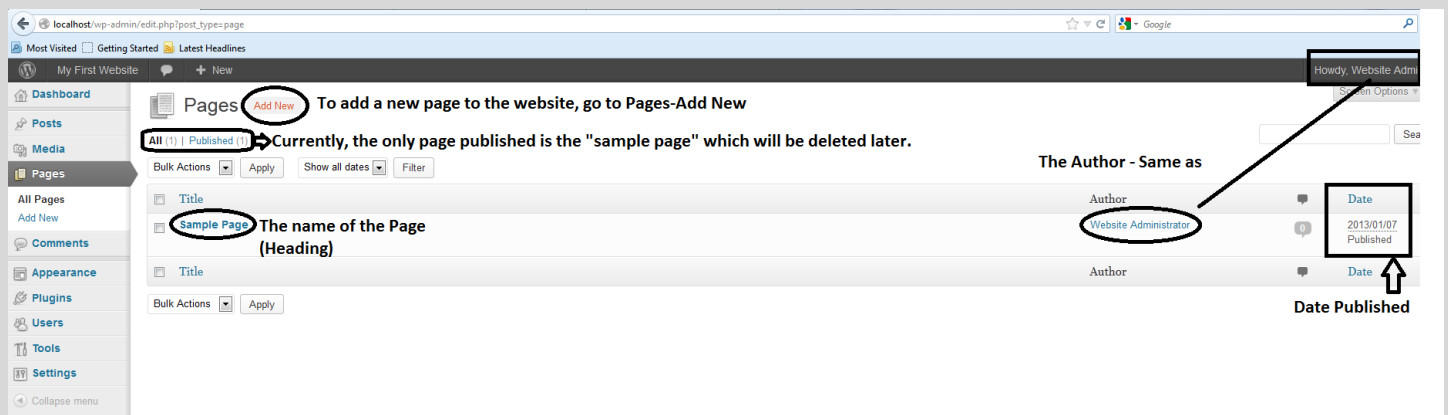
### Posts:

- 5-10 Articles of your own words! Articles are also a good way of implementing SEO to the website which in turn gives the website better ranking within the search engines. (Pending quality of posts off course).

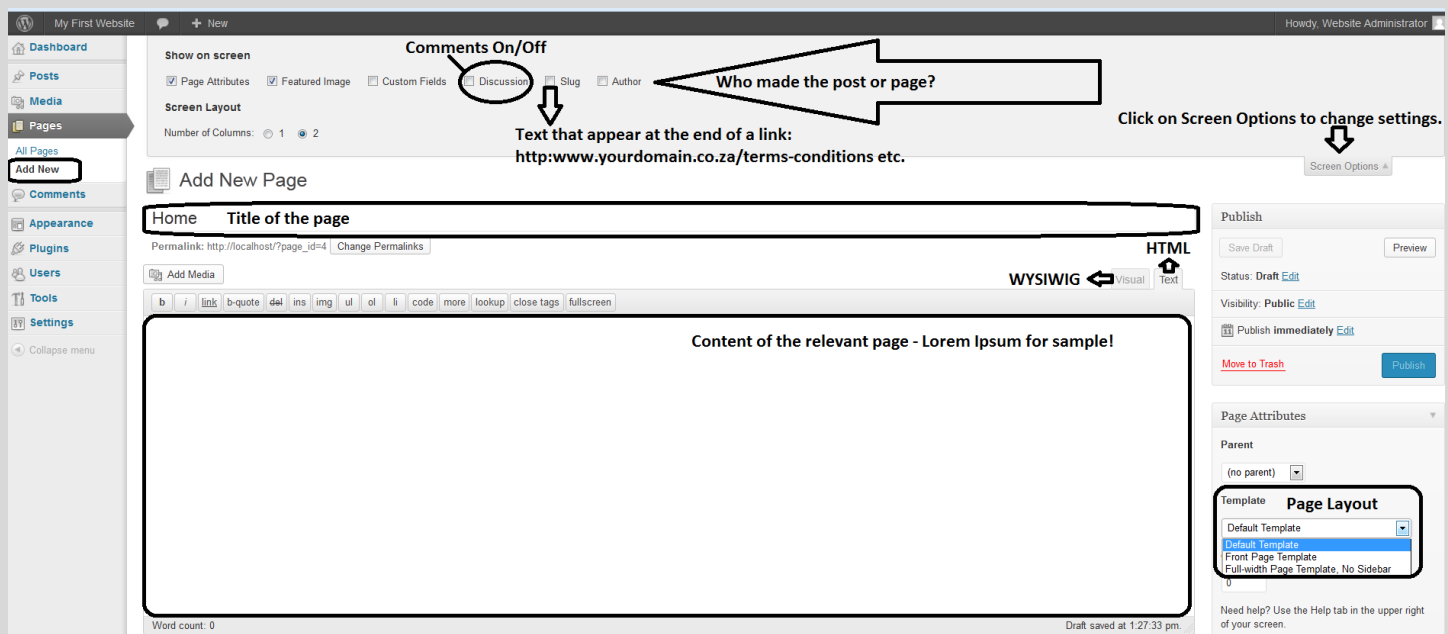
## Adding Pages

Now that all the necessary settings are changed, it's time to add some content in the form of pages and posts.

To add pages: On the left pane, click on All Pages or Add New.

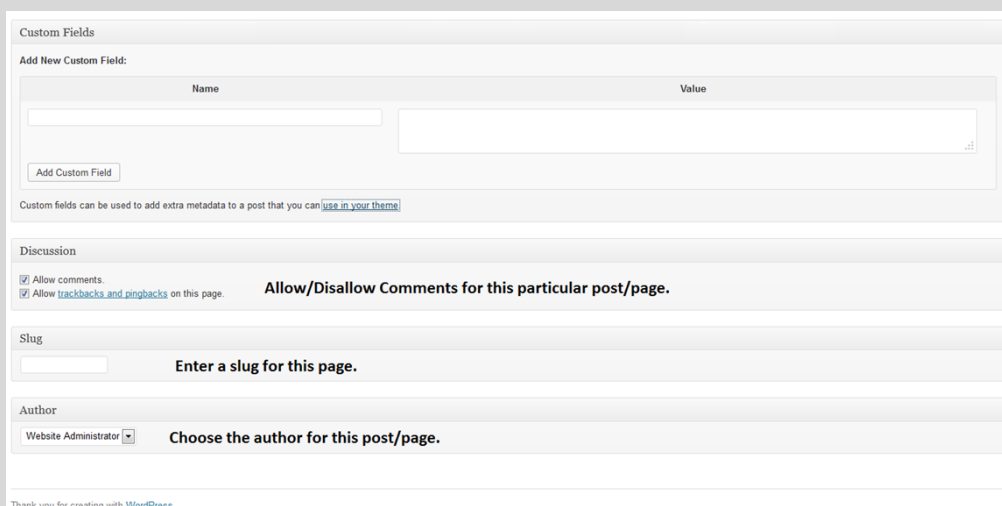


Once you click Add new the following will be displayed.



At the top is the Screen Options. This is pretty much self-explanatory. If selected, the settings will be visible at the bottom of the page. Turn comments on or off, show a different author, create a slug or attach a featured image that will be displayed at the top of the page. (Front-end – Visible to public.)

Screen Option Enabled:





Let's add the pages now, do one at a time till finished. Shown here is only the Home & Blog Pages.

## Home Page:

Dashboard | Edit Page | Add New

Page published. View page

### Home Added Title to the page

Permalink: [http://localhost/?page\\_id=4](http://localhost/?page_id=4) | Change Permalinks | View Page

Add Media

Visual | Text

#### Added Content to the Home Page

>Lorem ipsum dolor sit amet, consectetur adipiscing elit. Donec eu odio consectetur nisi venenatis pulvinar. Nunc est augue, tempor ut aliquet a, rhoncus a nibh. Donec placerat porttitor mi id feugiat. Fusce at urna in tellus suscipit ullamcorper. Donec rhoncus interdum eleifend. Aliquam erat volutpat. Nam lacus arcu, sodales at adipiscing non, imperdiet vel nisi. Quisque ultricies pretium volutpat. Nunc nulla sem, posuere nec viverra et, consectetur ac nisi. Phasellus et malesuada dui.

Sed pharetra, tortor eu adipiscing congue. Justo mauris blandit massa, eget dignissim sem urna ut eros. Cras sit amet mauris neque. Etiam lobortis porttitor diam eu sollicitudin. Maecenas luctus, odio sed elementum feugiat, purus est condimentum lacus, sit amet euismod lacus diam in sapien. Vestibulum ante ipsum primis in faucibus orci luctus et ultrices posuere cubilia Curae; Quisque fringilla nisi vitae tortor mollis vitae elementum nisi cursus. In eu ison lacus, vel lobortis tellus. Nullam eleifend metus pulvinar dui condimentum eget auctor ante sodales. Phasellus eros mi, ullamcorper a sollicitudin placerat, fringilla in orci. In hac habitasse platea dictumst. Vestibulum in malesuada eros. Fusce euismod neque a diam aliquet pellentesque. Cras aliquet mauris ac tortor interdum porttitor eleifend mi feugiat. Aenean nec dui at ipsum feugiat consequat sed luctus urna. Aenean auctor justo ac mauris laculis in sollicitudin ligula convallis.

Proin vitae tortor sed orci porttitor interdum. In ultricies lorem non nulla viverra id tristique leo semper. Vivamus faucibus neque laoreet purus viverra id rhoncus ligula lobortis. Vivamus in ligula ante. Nullam ac nunc vel augue ullamcorper laculis eget eu purus. Aenean id volutpat sem. Sed fringilla diam sed felis auctor eget ullamcorper sapien consectetur. Cum sociis natoque penatibus et magnis dis parturient montes, nascetur ridiculus mus. Nulla dignissim vulputate dignissim.

Duis tristique, augue vitae ullamcorper dapibus, neque arcu volutpat purus, id malesuada nisi urna eu justo. Vestibulum commodo, purus lobortis laoreet cursus, nisi felis vestibulum tortor, venenatis pulvinar nunc quam quis velit. Nullam id nulla at massa mollis porttitor in eu enim. Nulla vitae eleifend sapien. Curabitur et accu at urna auctor pellentesque. Maecenas erat quam, mollis et pulvinar at, imperdiet id mauris. Donec congue tortor nec ante cursus semper. Sed nulla tortor, sagittis eu blandit venenatis, laoreet a justo. Integer nibh quam, elementum id bibendum ut, aliquet sit amet felis. Aenean quis odio id massa placerat tincidunt non in quam. Mauris molestie consequat lacus id tincidunt. Mauris et magna dui, sed elementum sem. Nam ultrices nisi nec

Word count: 501

Last edited by Website Administrator on January 8, 2013 at 1:56 pm

#### Discussion

Allow comments. **Do not want comments on the Home Page**

Allow trackbacks and pingbacks on this page.

#### Comments

Add comment

Published: Published [Edit](#)

Visibility: Public [Edit](#)

Published on: Jan 8, 2013 @ 13:56 [Edit](#)

[Move to Trash](#) [Update](#) **Save**

Page Attributes

Parent: (no parent)

Template: Selected Front Page Template

Order: 0

Need help? Use the Help tab in the upper right of your screen.

Featured Image: [Set featured image](#)

## Blog Page:

Dashboard | Add New Page | Add New

### Blog

Permalink: [http://localhost/?page\\_id=6](http://localhost/?page_id=6) | Change Permalinks

Add Media

Visual | Text

**Leave Empty!**  
The Blog will be used for posts. Whenever a post is added it will be posting to the Blog Page.  
Leave comments on for users to give feedback on the posts you make.

Word count: 0

Draft saved at 2:03:05 pm.

#### Discussion

Allow comments

Allow trackbacks and pingbacks on this page.

Published: Draft [Edit](#)

Visibility: Public [Edit](#)

[Publish immediately](#) [Publish](#) [Move to Trash](#)

Page Attributes

Parent: (no parent)

Template: Default Template

Order: 0

Need help? Use the Help tab in the upper right of your screen.

Featured Image: [Set featured image](#)

Two (2) pages have been added so far, the Home & Blog Pages. Add the rest of the pages by following the Home page process, adding a title as well as content. Remember, if you want comments to be made, select allow comments or otherwise not.

Create the following pages before moving on.

- Products
- About Us
- Contact Us
- Privacy Policy
- Terms & Conditions

Dashboard | Pages | Add New

All (8) | Published (8)

Bulk Actions | Apply

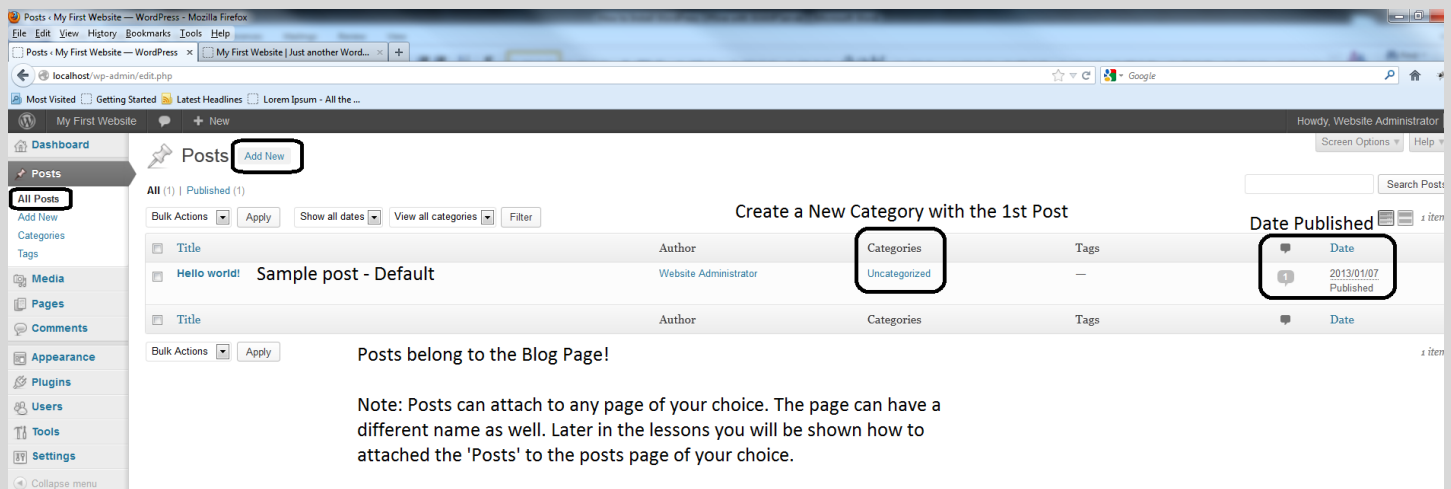
- Title
- About Us
- Blog
- Contact Us
- Home
- Privacy Policy
- Products
- Sample Page
- Terms & Conditions

Dashboard | Posts | Media | Pages | Comments | Appearance | Plugins | Users | Tools | Settings

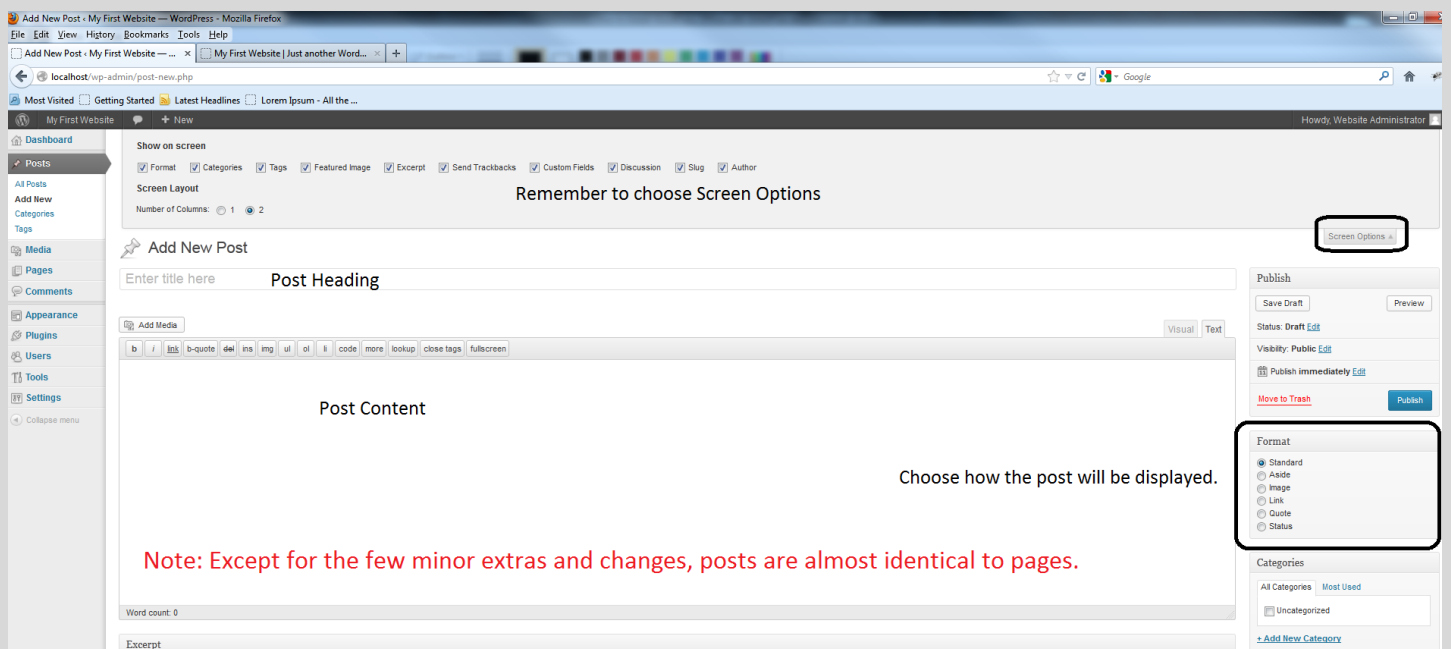
## Adding Posts

Posts within WordPress are referred to as *Blog Posts* or *Articles*. In the previous lesson you created a blog page with an empty content area. Now you will create posts and attached them to the blog page. If you create 10 posts, all will be attached to the blog page. When viewing the blog page, the posts will be shown separately within the content area.

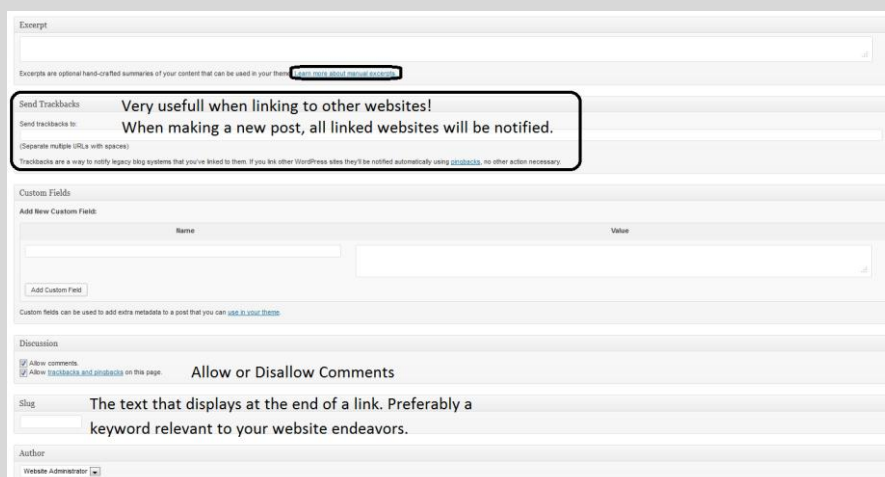
To add posts: On the left pane, click on *All Posts* or *Add new*.



Once you click Add new the following will be displayed.



Screen Option Enabled:



Let's add the posts now, do one at a time till finished. Do 5 – 10 posts either in your own words or using Lorem Ipsum Text.

### [Note:

Please note that you can create different categories for your posts. Creating 10 posts all with different categories won't matter, as long as they are attached to the category of your choice. Try grouping posts with certain specific categories.

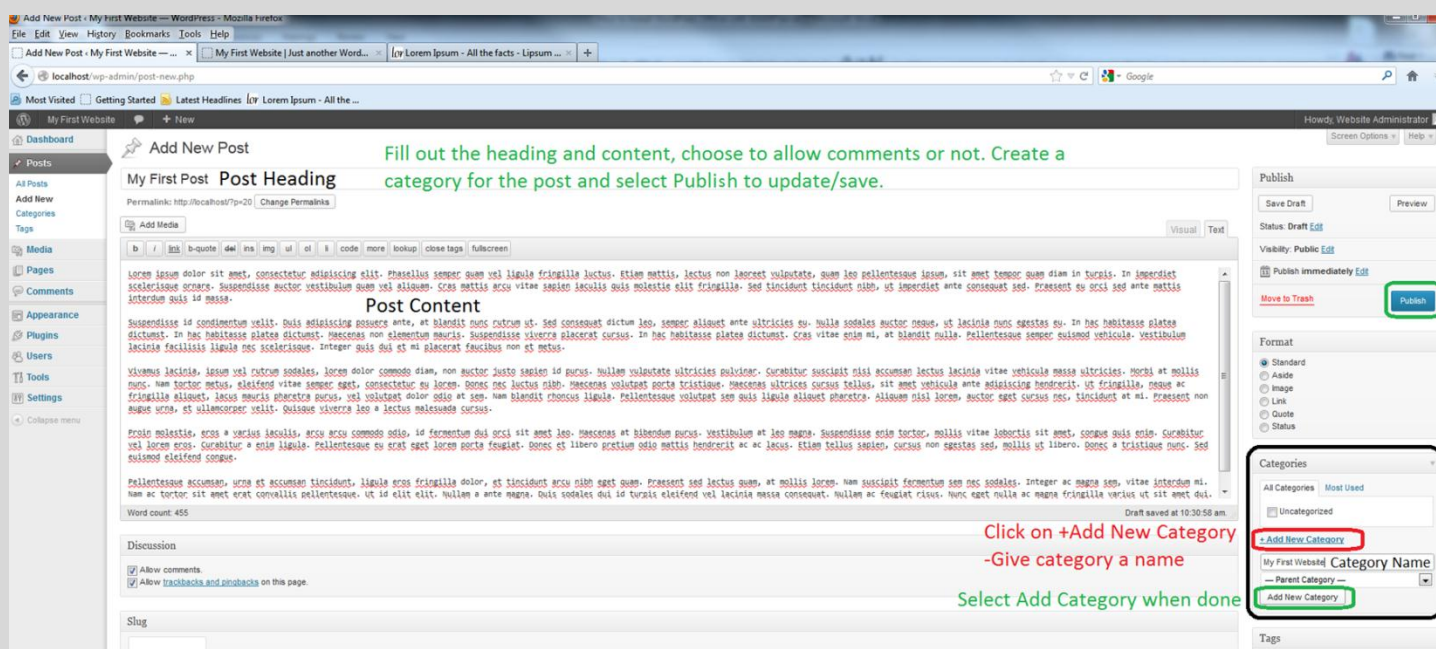
Sample: If you sell food, you will categorize like this:

Food Categories:

- ∞ Carrots
- ∞ Tomatoes
- ∞ Beans
- ∞ Corn
- ∞ Meat
- ∞ Onions
- ∞ Cucumbers...

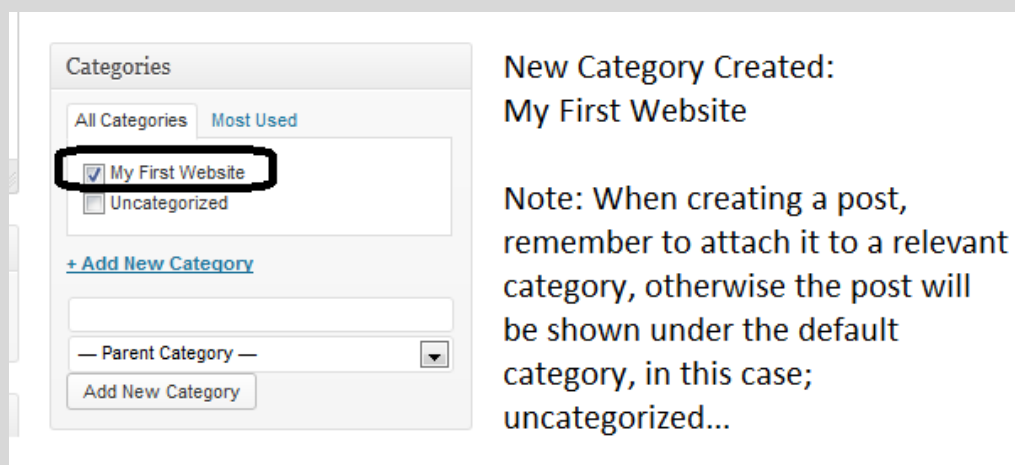
The list above can be divided into 7 post categories, each with their own posts.]

## Creating the first Post and a category for the post(s):



As stated above, creating posts are done in the same way as creating pages. With a few extras like the format of the post, trackbacks and excerpt functions, the same applies.

## Creating a Category:

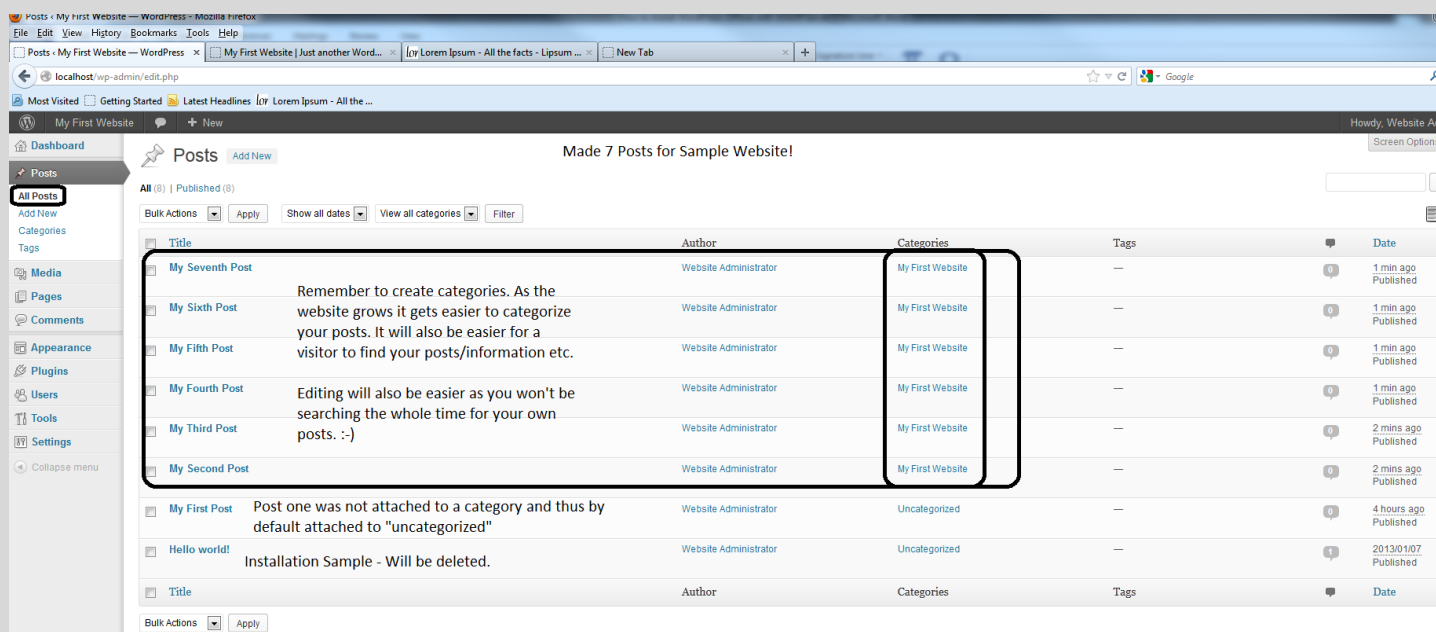


One post have been added so far, the “My First Post”. Add the rest of the posts by following the post process, adding a title as well as content. Remember, if you want comments to be made on a specific post, select allow comments or otherwise not.

Create the following posts before moving on. (Either use your own words or use Lorem Ipsum as sample text)

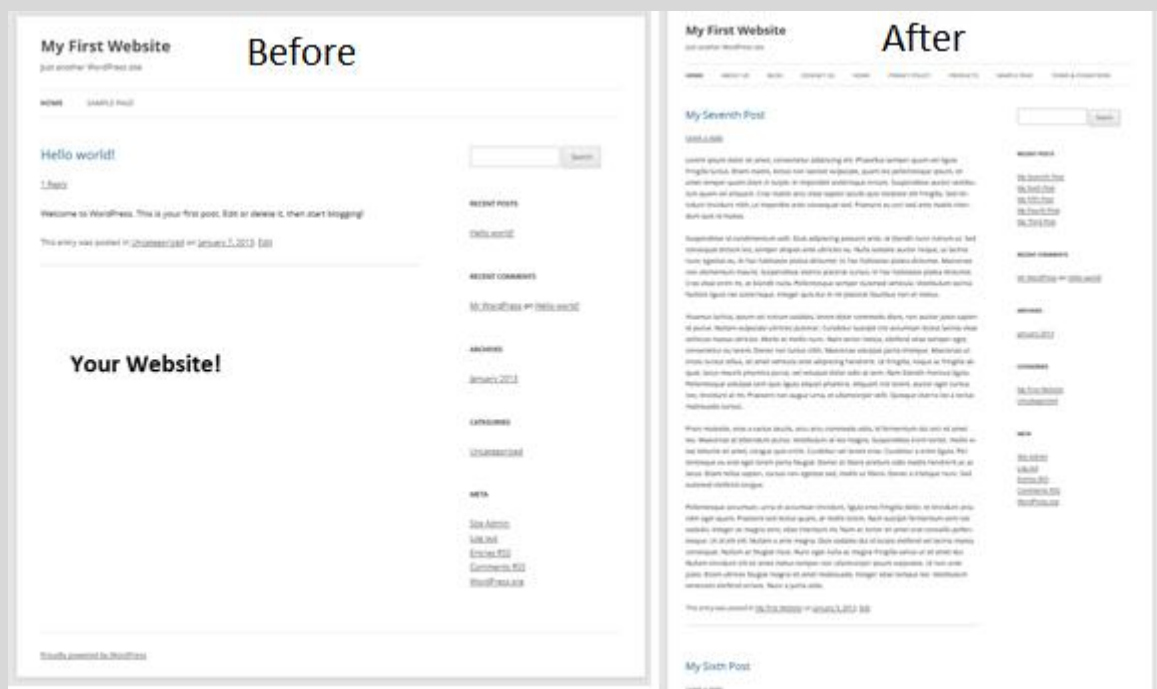
- My Second Post
- My Third Post
- My Fourth Post
- My Fifth Post
- My Sixth Post
- My Seventh Post

With 7 posts added, here’s a quick overview:



Now that posts and pages have been added, have a look at the front end of the website. (The website front end will be visible to the public.)

### Front End View!



## Front Page Display – Choosing the “Home” Page and the “Post” Page.

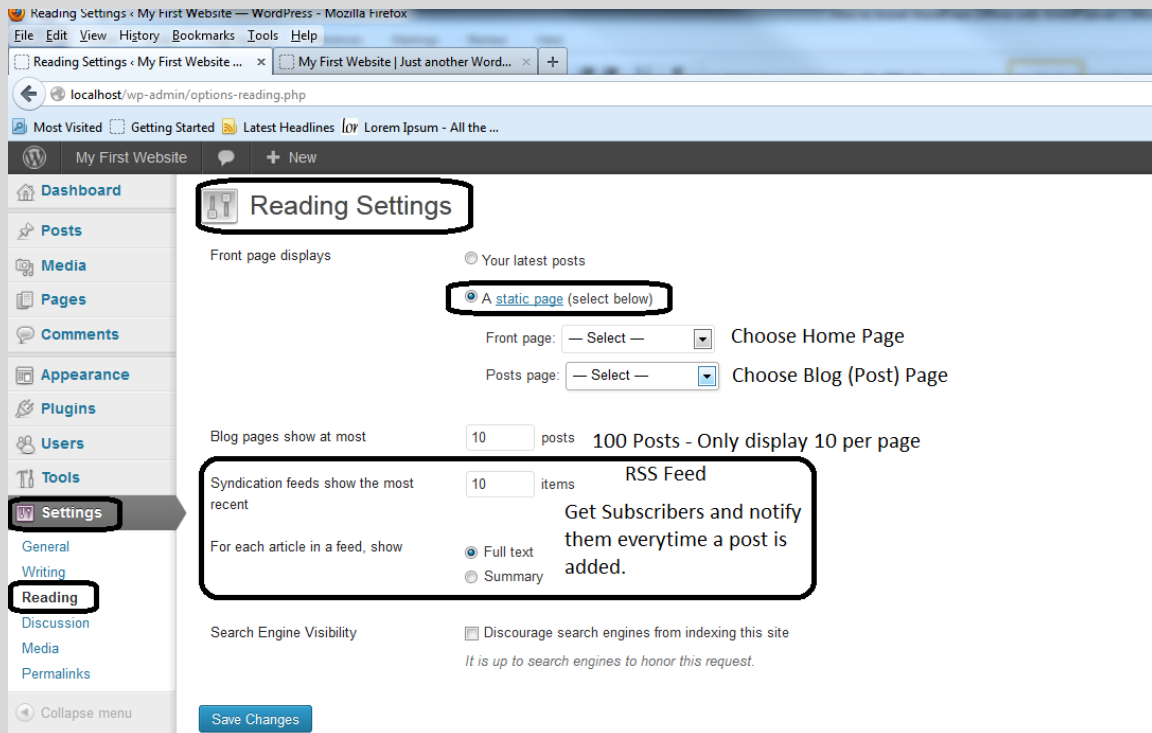
Viewing the root domain of a website will display the Home Page of the website, in others words, the page you set for all viewers to go to first. With WordPress, you can choose the Home Page and set the Post Page so that each will direct to their relevant information. The Home is the first page the visitor will see when visiting the root of the website:

`www.yourdomain.co.za` Root

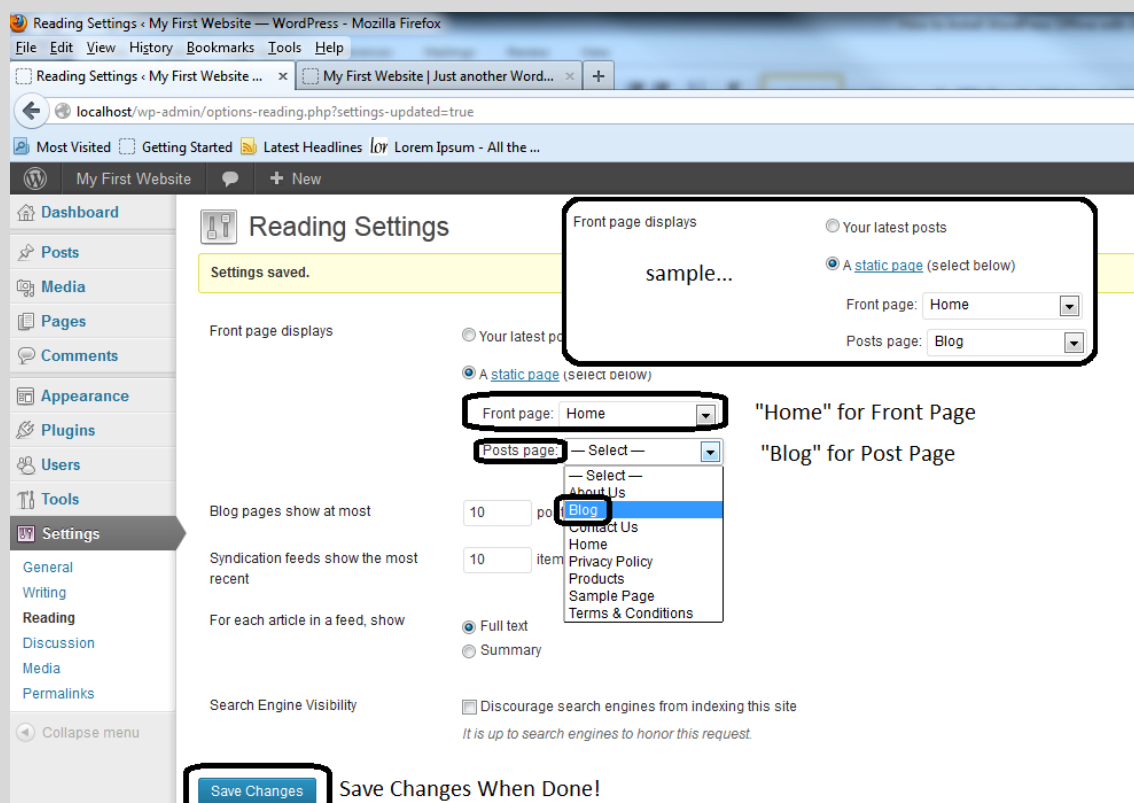
`www.yourdomain.co.za/contact-us/` Not Root

Changing these settings:

Go to: Settings / Reading...



Select the required pages and click Save Changes:

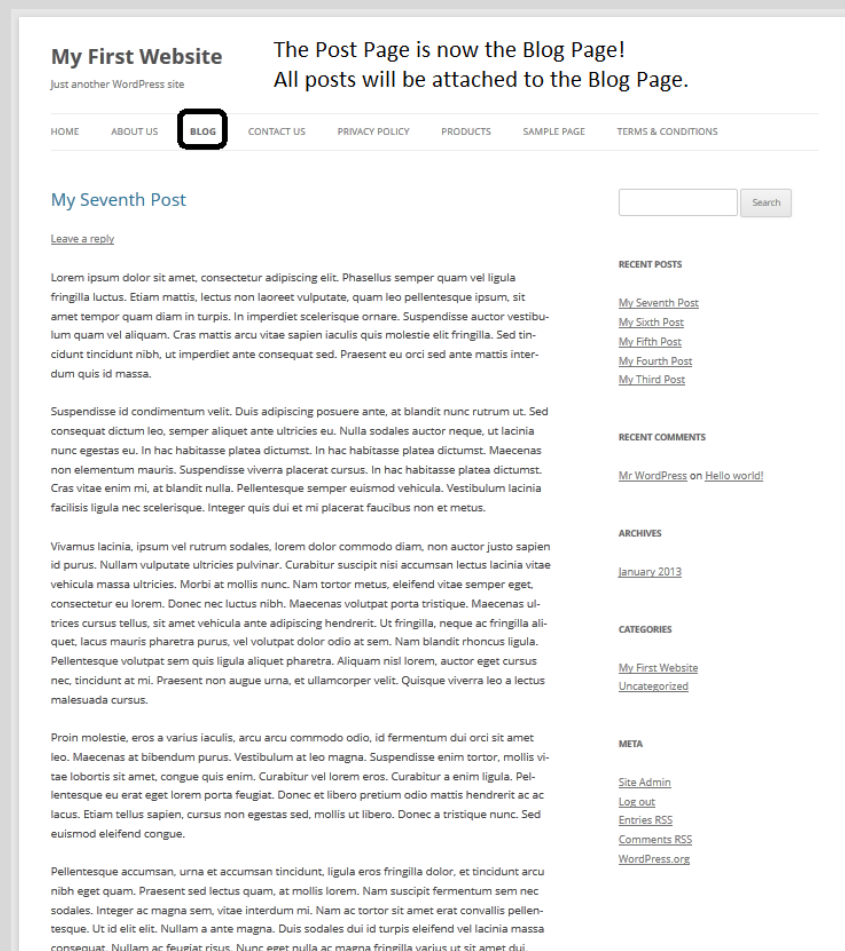




After saving, open the website to view the Home Page changes:



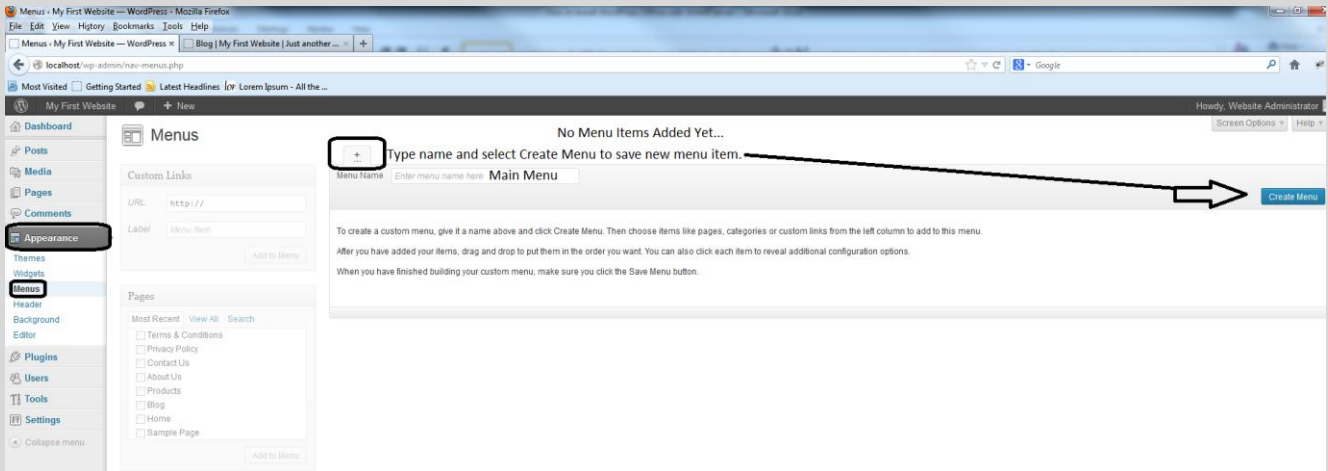
Now view the Blog Page:



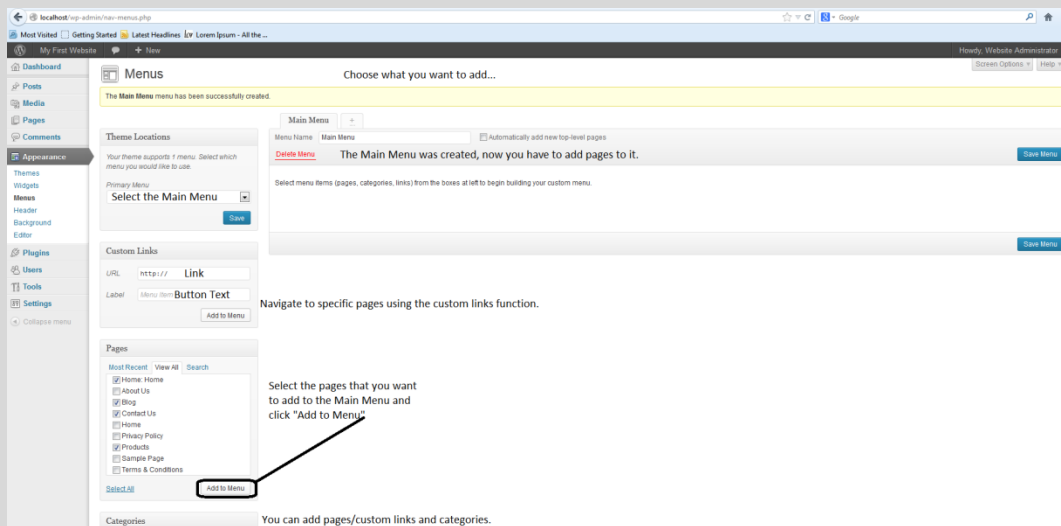
## Creating a Menu

Creating a menu for your website is a good way of organizing and displaying pages across the website. You may only want to display a few pages within the main menu on the Home Page. Hidden pages can also be linked to with the help of menu's and custom menu widgets.

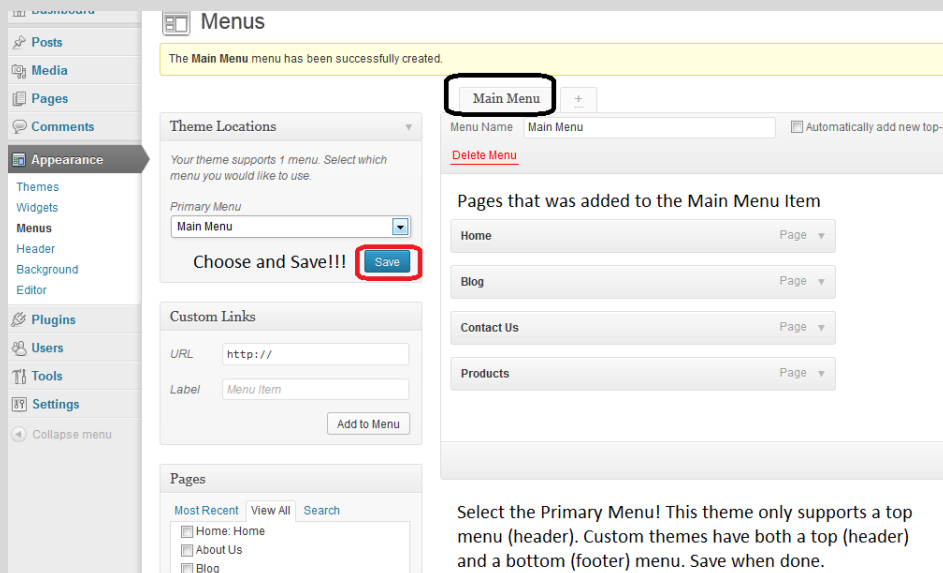
Go to: Appearance/Menu



After creating the menu item, choose what you want to add to the menu:



4 Pages have been added to the Main Menu Item. Select Primary Menu ("Main Menu") and Save!

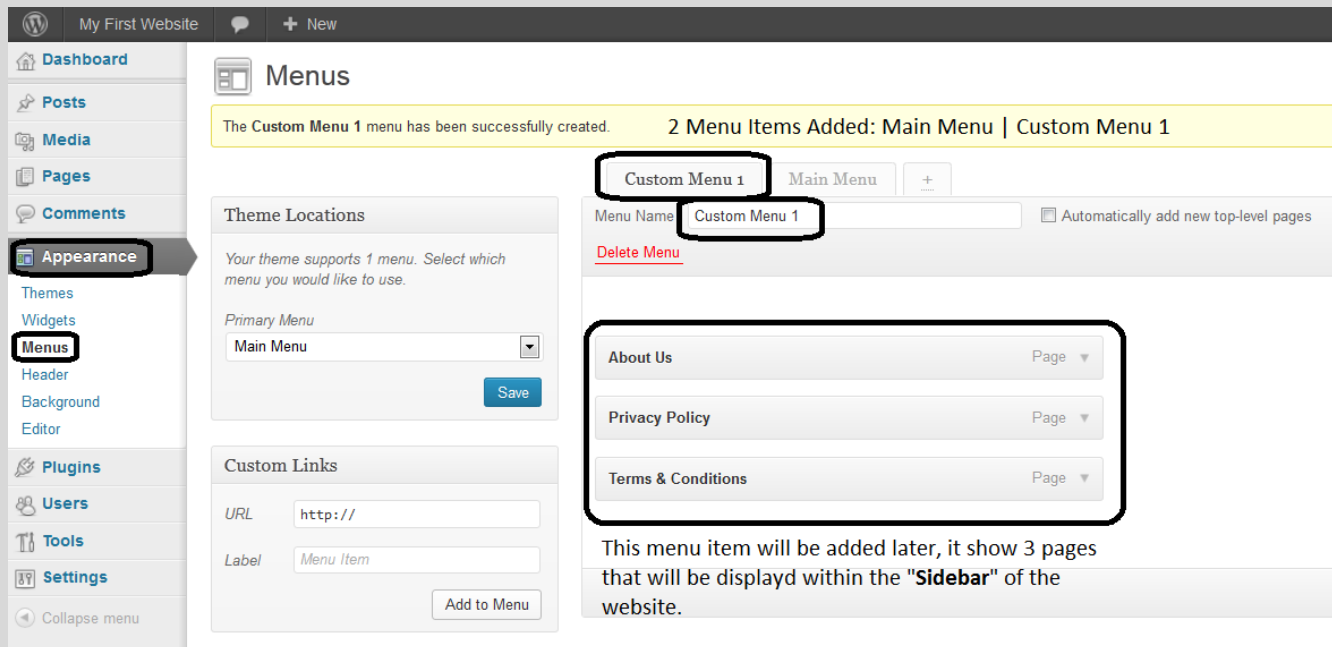




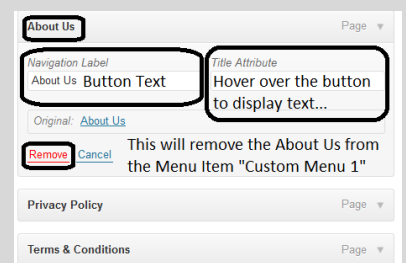
## Viewing the results:



To use all the pages, create another menu with the name “Custom Menu 1”

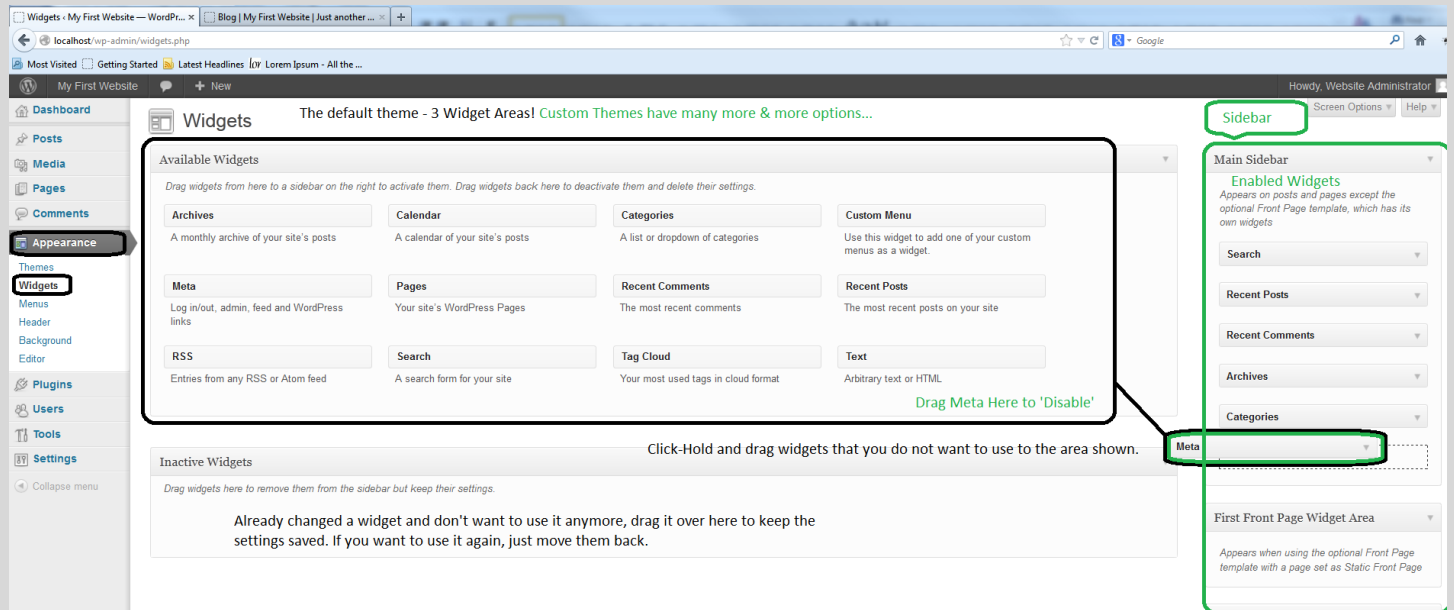


You can create as many menu items as you wish. Make sure that pages are attached to the relevant menu item. If you have 100 pages you can split them up with the help of custom menu widgets. Menu Item can be changed at any time, just click on the item (page) and select remove.



## Adding Widgets

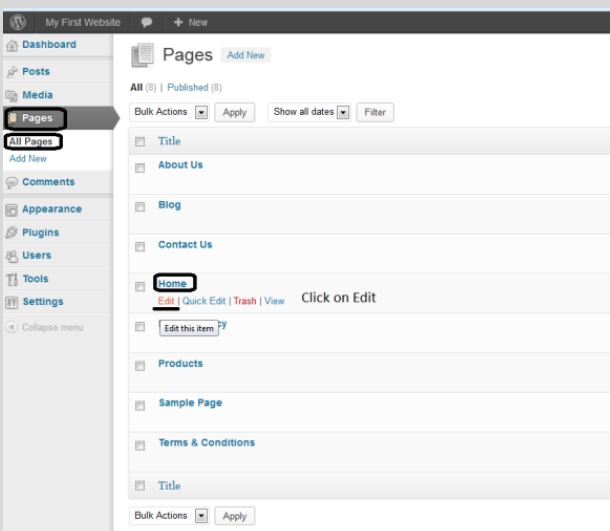
Adding Widgets to the website will greatly improve the usability and navigation of the website. It gives the website a better look as well.



Have a closer look at the default theme widgets.

- Archives
- Calendar
- Categories
- Custom Menu
- Meta
- Pages
- Recent Comments
- Recent Posts
- RSS
- Search
- Tag Cloud
- Text

Currently, the Home page is set to 'Front Page Template'. This displays the 'Home Page' as a "Full Width Page" without any sidebar. To display widgets on the home page you need to change the home page so that the sidebar is activated. For the tutorial, you will be activating some of them.



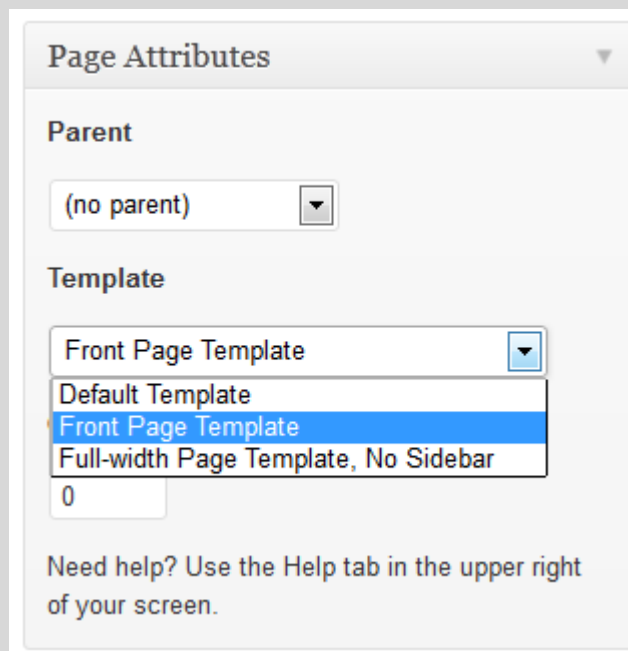
Go to Pages/All Pages and select the Home Page for editing:

*Remember:*

You can change page settings at any time. The Blog page does have a sidebar as per default install. By splitting widgets across pages (Home & Blog Page) duplication can be eliminated.

The default theme does not have an option of splitting the sidebar between pages, but custom themes do have this option.

Let's see what happens, do the following:

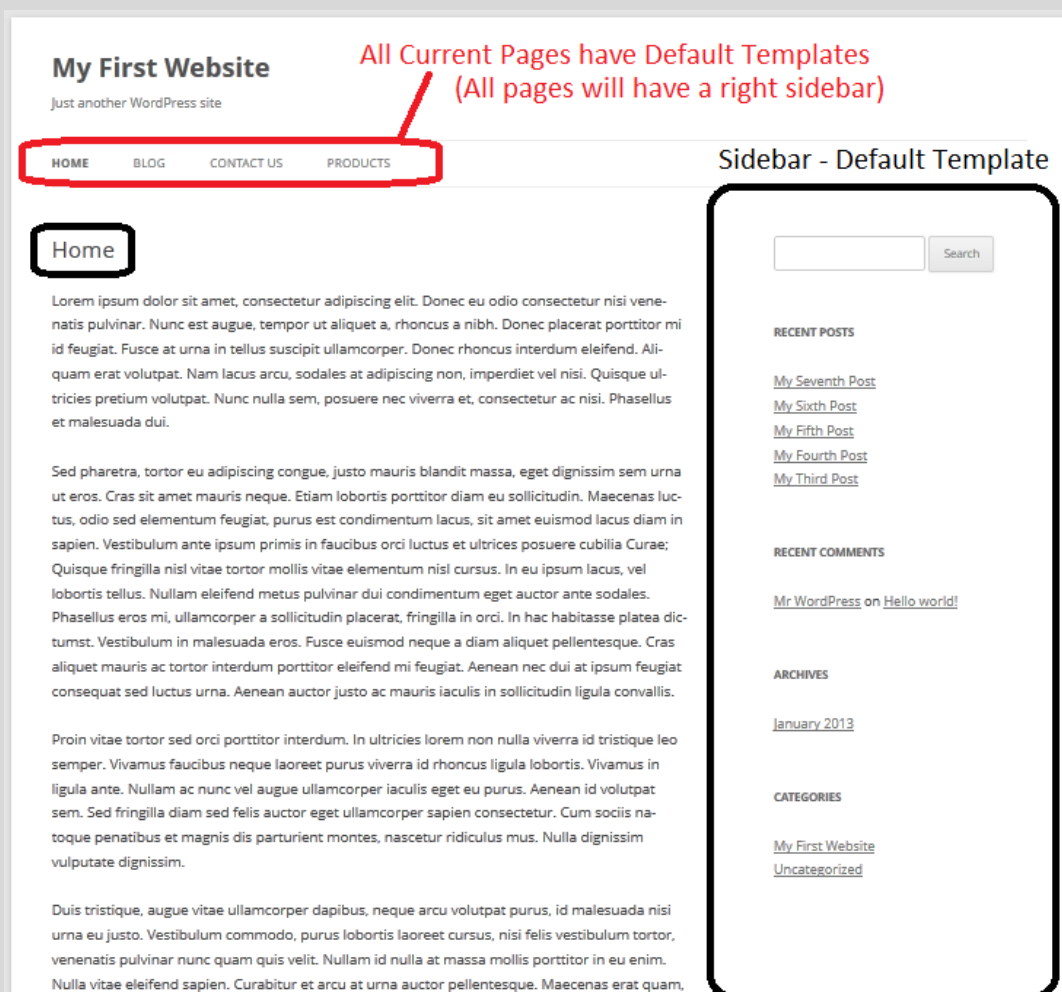


From the Page Attributes, select “Default Template”. This will give the option with a sidebar, and with a sidebar widgets can be added to the Home Page.

With the Default option chosen select update to save changes.

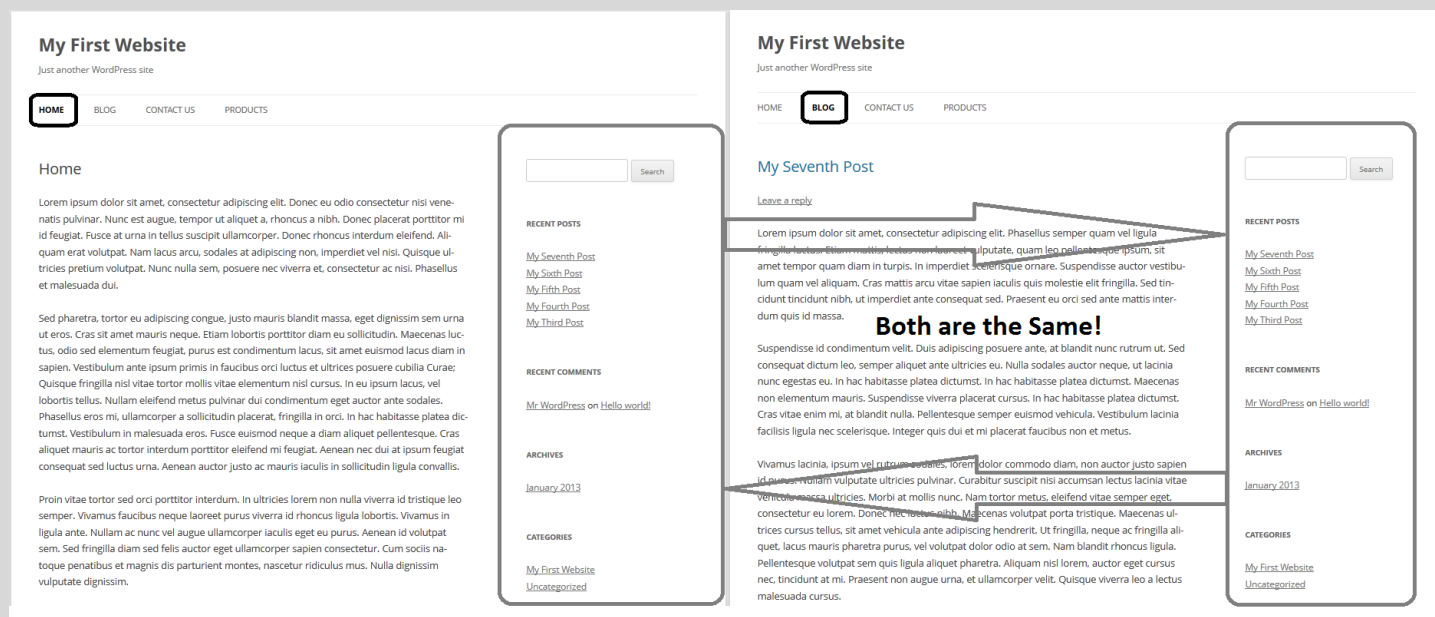
When viewing the Home Page with a Page Attribute of “Default Template” the sidebar will be on the right. Many custom themes have multiple options like a left or right sidebar, blog only or home page only widgets.

Home Page with Page Attribute of ‘Default Template’:



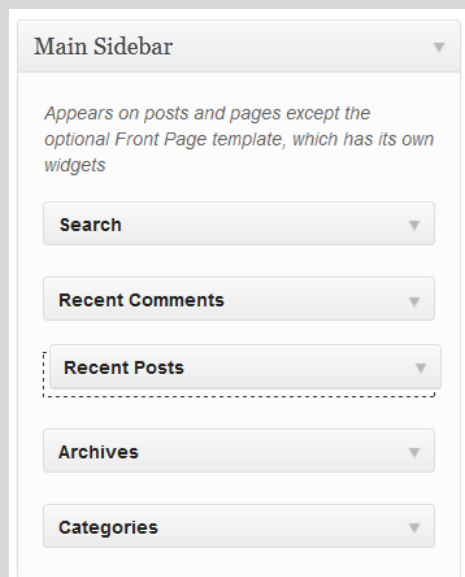
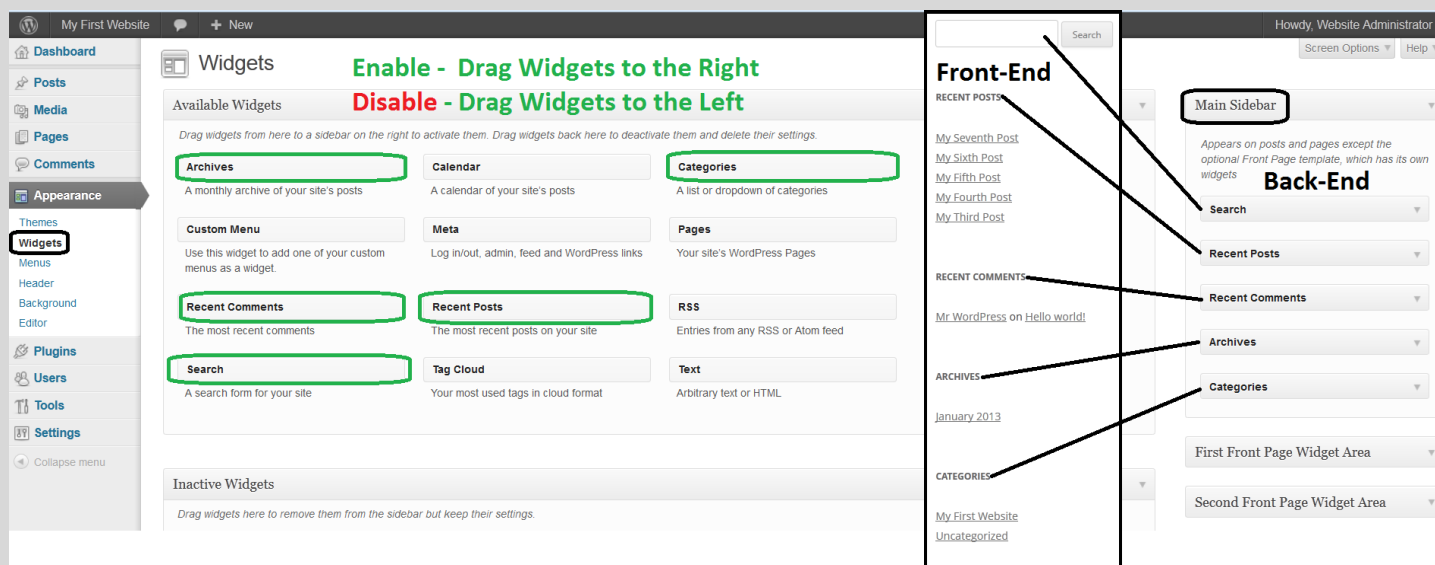
The page above is the front end view of the website’s “Home Page”. With a page attribute set to ‘default template’, the home page will be shown with a right sidebar that can be customised with widgets.

As stated above, all pages within our main menu have default templates assigned to them, in other words, all pages will have a right sidebar. Have a look at both the “Blog Page” and the “Home Page”:



Though separate pages, both use the right sidebar with the same widgets activated.

To see what widgets are currently used, have a look at the following:



The green highlighted widgets are enabled. If a widget is located within the right pane, it means it's activated and will be shown on the website.

Organize them the way you want; no particular order is needed. Do this by dragging them up or down, the choice is yours.

On the Left: Notice that Recent Posts moved down...

Note: This is the default WordPress Theme. If you choose to use the Home Page with a sidebar, know that both the Home Page and The Blog Page will have the same sidebar.

[If you want a Full Width Home Page, select it from the Page Attribute options, otherwise for the sake of the lessons you will design the website with a front page sidebar.]

Changing Widget Information and adding a Custom Menu Widget:

**Drag it over to Main Sidebar**

Categories  
A list or dropdown of categories

Recent Posts  
The most recent posts on your site

RSS  
Entries from any RSS or Atom feed

Search  
A search form for your site

Custom Menu  
Use this widget to add one of your custom menus as a widget.

Meta  
Log in/out, admin, feed and WordPress links

Main Sidebar  
Appears on posts and pages except the optional Front Page template, which has its own widgets

Search  
Title:  
Search the Website  
Delete | Close Save

Recent Posts  
Title:  
What's New!  
Number of posts to show: 5  
 Display post date?  
Delete | Close Save

Recent Comments  
Title:  
What Others are Saying  
Number of comments to show: 5  
Delete | Close Save

Main Sidebar  
Appears on posts and pages except the optional Front Page template, which has its own widgets

Custom Menu  
Title:  
Give a Title  
Select Menu: Custom Menu 1  
Delete | Close Save

Main Sidebar  
Appears on posts and pages except the optional Front Page template, which has its own widgets

Custom Menu  
Title:  
Give a Title  
Select Menu: Custom Menu 1  
Delete | Close Save

**Select the Menu to display.**  
**Remember: You already created 2 menus:**  
-Main Menu  
-Custom Menu 1  
**Both Menus have different pages attached to them.**  
**PS: You can show both menus by adding another Custom Menu Widget.**

Main Sidebar  
Appears on posts and pages except the optional Front Page template, which has its own widgets

Custom Menu

Search

Recent Posts

Recent Comments

Archives

Categories

First Front Page Widget Area  
Appears when using the optional Front Page template with a page set as Static Front Page

Second Front Page Widget Area  
Appears when using the optional Front Page template with a page set as Static Front Page

**Front Page Widgets**

To add another widget, simply drag and drop the widget to the desired position. The widget can be on top, second, middle or the bottom, the choice is up to you. Most Custom Themes have many widgets to choose from and they can be placed at various layout positions.

Note: The widgets on the left refer to the Front Page Template. Use this only when the Home Page is set to Front Page Template as discussed earlier. This will give a different look to the Homepage as opposed to the right sidebar. For the tutorial, only the right sidebar will be used.

If you choose the Front Page Template widgets, it will look something like this:



As you get familiar with the functions of widgets, it gets easier to decide which you want and don't want. Here's a quick overview of what the widgets are:

- Archives - Keeps all posts saved and organised.
- Calendar - Shows a calendar on the website.
- Categories - Organize your post into categories which you create yourself.
- Custom Menu - Display pages and other information by creating shortcuts (menus).
- Meta - User log-In – Site Admins and Website Links. (Will not use in this tutorial).
- Pages - Display the website's pages. Can be customised.
- Recent Comments - Displays all the recent comments made by visitors on posts etc.
- Recent Posts - Displays all the recent posts made by you.
- RSS - Subscribers to RSS will receive automat notifications with every post made.
- Search - Search the Website.
- Tag Cloud - When tags are used, they will be displayed in a box like window. Customizable.
- Text - Text widgets. Great resource. Use HTML to fine tune the look of a widget.

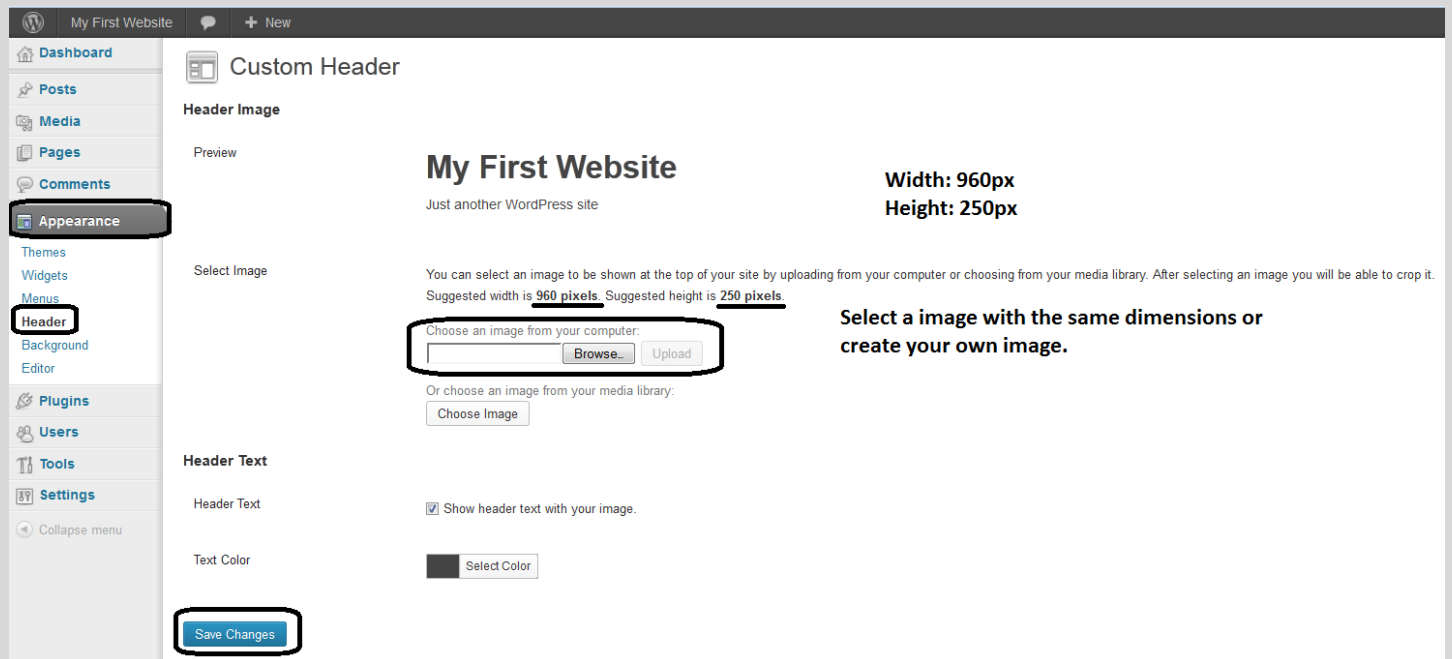
Remember, most widgets are customizable and can be moved to whatever position desired. If you are looking for more widgets, you can browse through widgets on WordPress.org or you can install a Custom Theme with more options.

Custom themes are a great way of creating the website you want!



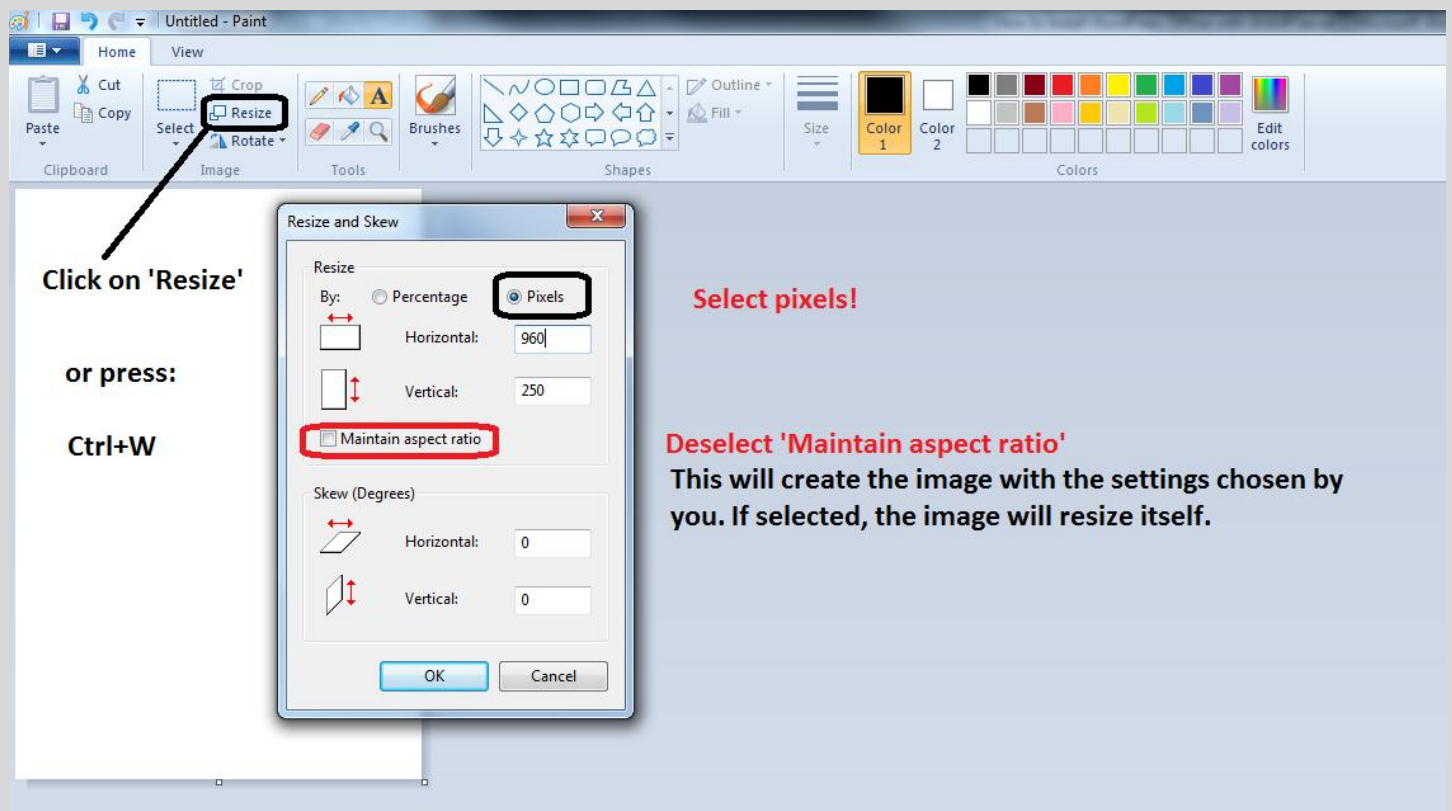
## Adding a Page Header

To display a header on the website gives the website a better look. You can even use this space to create an advertisement, like inserting an affiliate link or even Google AdSense. Here, the choice is up to you if you want to add a header or not. The default theme dimensions for an image header are: 960px x 250px. This means the Width of the picture is 960 pixels and the Height is 250 pixels.



Create your own picture:

Open Windows Paint, and select a new document. With the new document opened, press the following keyboard keys together to open the "Resize and Skew" window:



Press "OK" once the dimensions are entered. This will resize the document (picture) to 960px x 250px. Edit the document like you want it to be.

**This is My First Website I Designed.**

- Easy to Use
- Fun to Use
- Customizable
- and many more...

**Affordable Web Design!**

**Contact Me @ 011 000 1111 to do the same 4 U!**

This header is created with a border only to show where it displays on the front web page. Design the header image according to your own strategy.

**Save as**

- PNG picture**  
Save a photo or drawing with high quality and use it on your computer or on the web.
- JPEG picture**  
Save a photo with good quality and use it on your computer, in e-mail, or on the web.
- BMP picture**  
Save any kind of picture with high quality and use it on your computer.
- GIF picture**  
Save a simple drawing with lower quality and use it in e-mail or on the web.
- Other formats**  
Open the Save As dialog box to select from all possible file types.

**Affordable Web Design!**

**Contact Me @ 011 000 1111 to do the same 4 U!**

**Save Picture!**

Now that you will begin to work with external files, create a folder for your website to put all the files within. Save all the information, files and other related documents thereto:

**C:/wamp/temp websites/myfirstwebsite.co.za/... your files...**

Name	Date modified	Type	Size
images	2013/01/21 12:35 PM	File folder	
www	2013/01/21 12:36 PM	File folder	
mydomainname.co.za details	2013/01/07 11:56 AM	Text Document	2 KB

**www Folder?**  
Working with various websites can be made easy by cutting and pasting the www folder contents of C:/wamp/www to the folder you created - C:/wamp/temp websites/myfirstwebsite.co.za/. Replace whenever work continues on the specific website.

**Create Categories for the files:**

- images
- pdf documents
- word documents etc.

Save the files within the correct folder...

**Create a Folder - any name will do. Save all websites hereto.**

**Create a Folder - Choose the name of the domain. This makes it easier to find if you have a lot of websites. Save all the current website's files hereto.**

(Insert On the left:  
Create a folder to save all files to. This is only a guideline; choose the method that works for you.)

Save As:

There are many types of picture formats available that can be used for web design! Two types will be used regularly.

**PNG:** Picture without background! Transparent!

**JPEG:** Picture with Background!

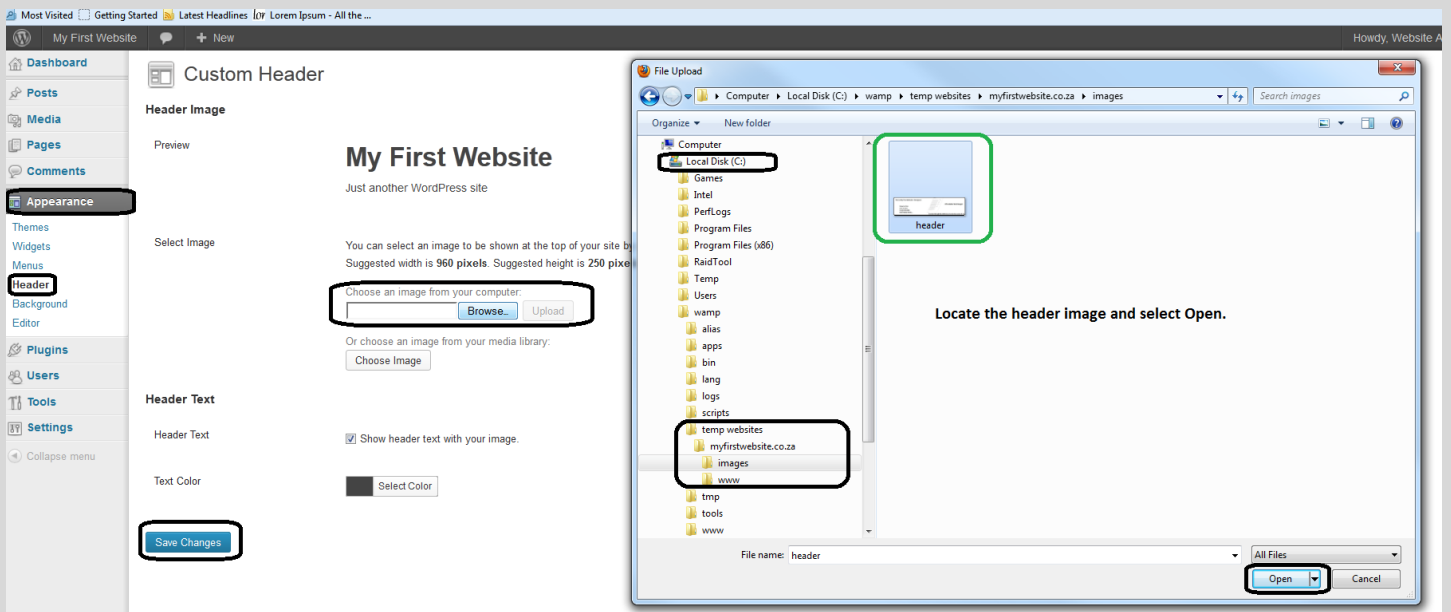
Note: MS Paint will not save the picture without a background. Programs like Adobe Photoshop, Corel Draw etc. can save a picture with a transparent background, in other words a .PNG. Free programs like [The Gimp](#) can also save transparent .PNG images.

Remember to save the picture once done. (It's important to save all your work while editing and creating them. For future reference, it's recommended that you save, document and archive all steps. This way you will always have a backup of the file and you will know what you did when you did it. It takes a little effort and not too much of your time to document all your moves).

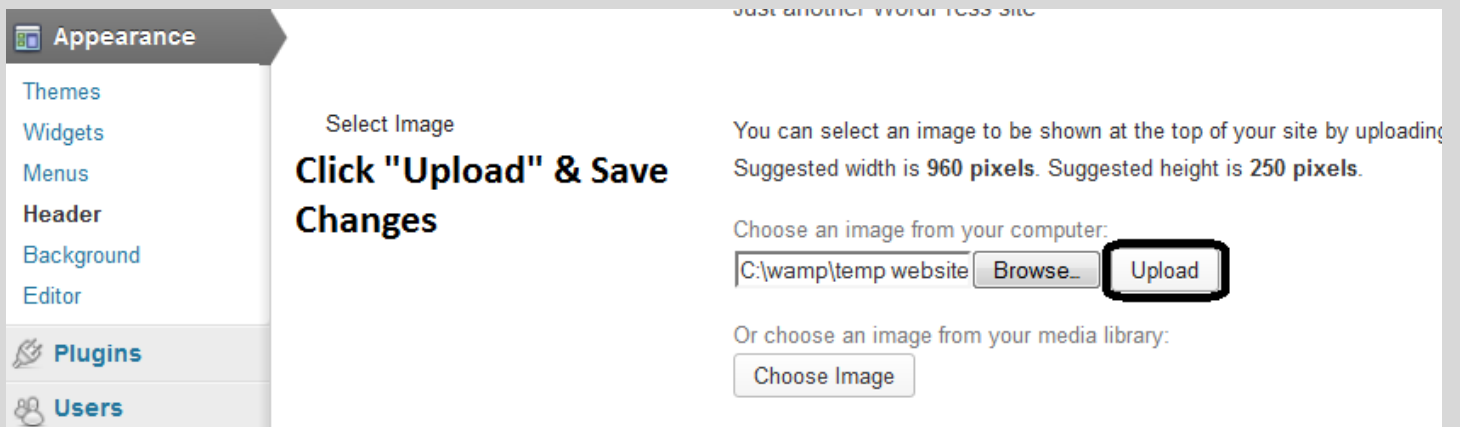
Inserting the header on the Website:

Go to Appearance/Header

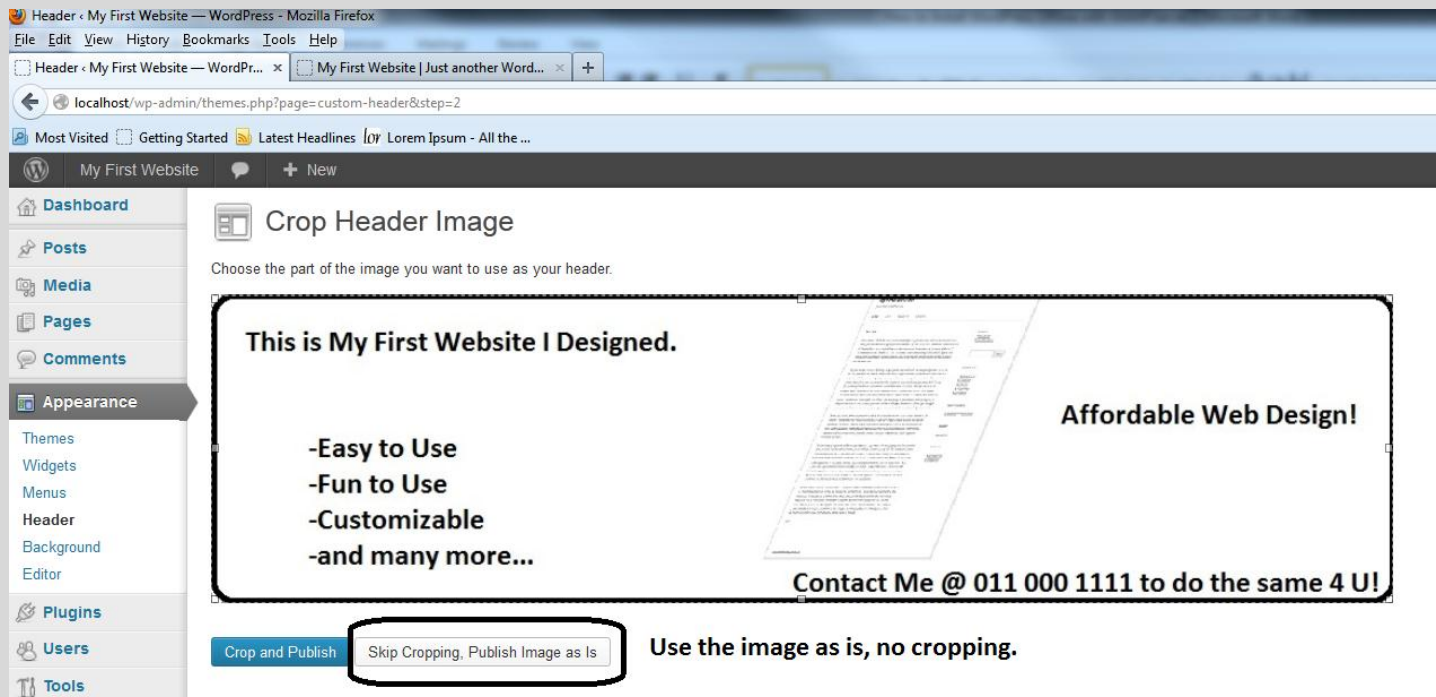
Click on Browse, select picture from the folder you created and select Open.



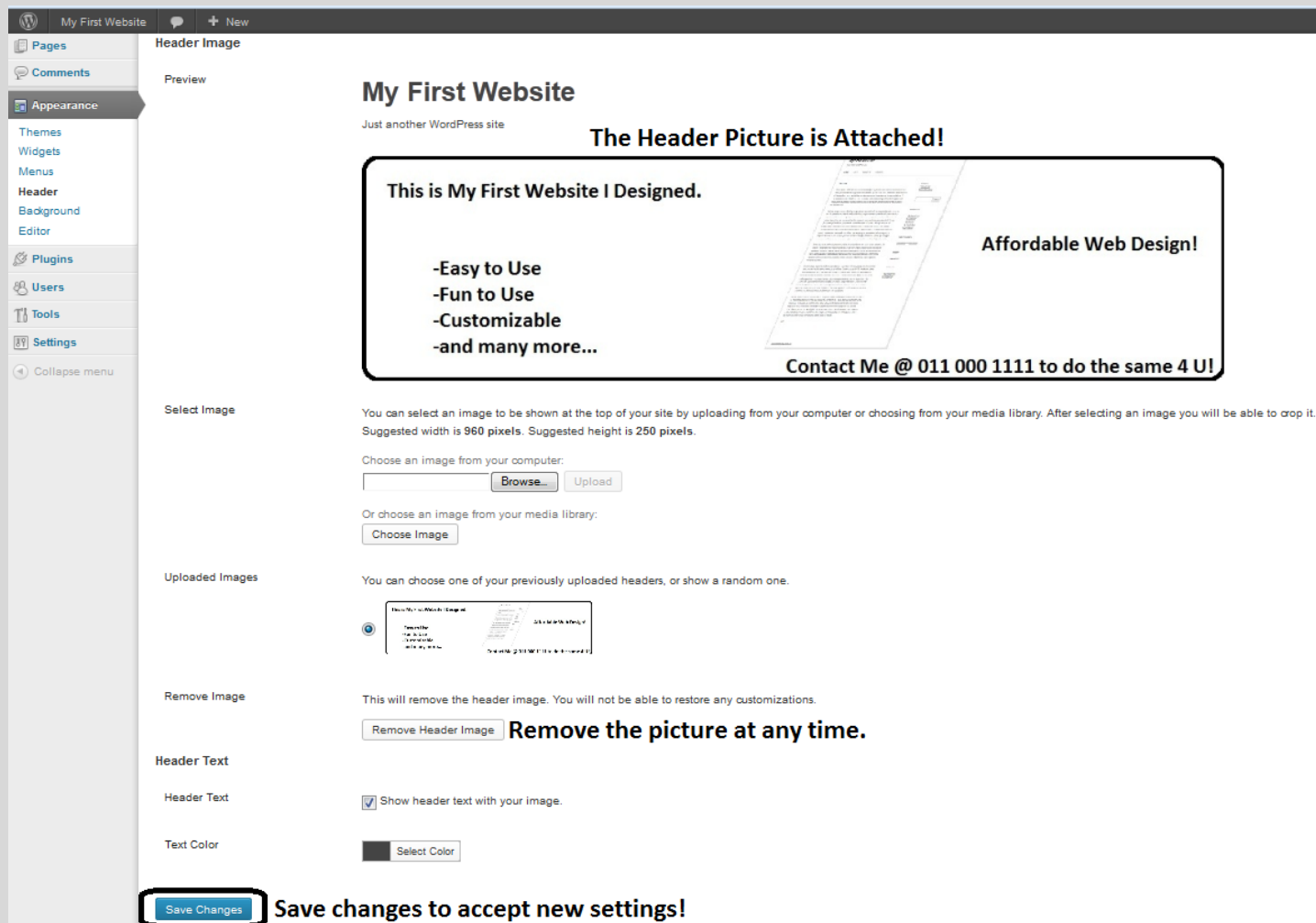
Next, select "Upload".



The following window will appear:



Click on Skip Cropping, Publish Image as Is. You want to use the image like you designed it, 960 x 250. Once clicked, the image will be attached and you need to Save Changes for effects to take place.



The Header Image is set. It will now be displayed on the website.

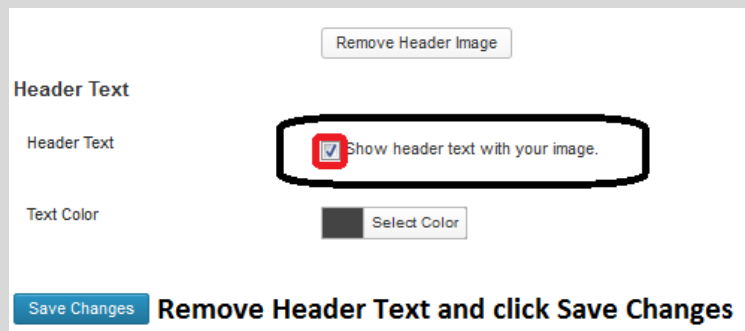
## View the Front-End Changes!



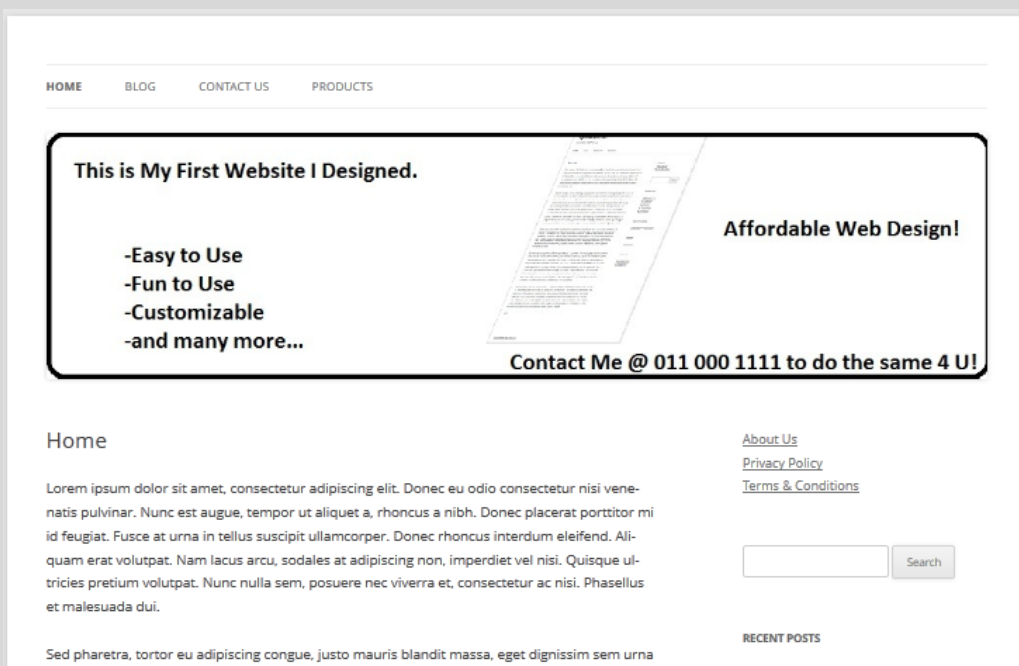
The Header Image is added.

Note: With the default theme the header will be displayed on all the pages. Choose the correct image for the design or use a Custom Theme.

## Removing 'Header Text'.



## View the Front-End Changes!



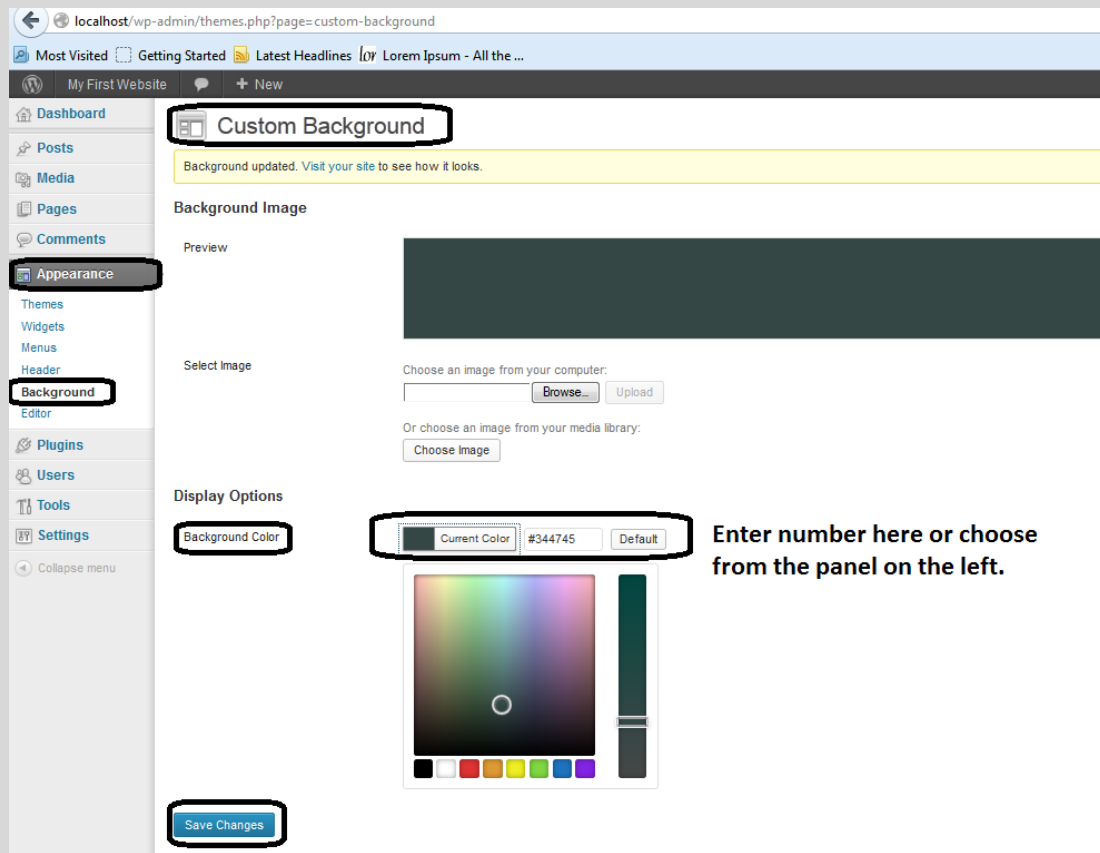
The text that appeared above the Menu (Header Text) is gone.

## Changing the Background Color

Change the look and feel even further.

Go to: *Appearance/Background*

Either select an image from your computer or choose a background color.



Default Setting: #e6e6e6.

Enter the following: #344745

Save all Changes when done.

*View the Front-End Changes!*



Select any color you want or select a custom image.



## Basic Structure is Done – Congratulations!

*You've designed your first basic website.*

Recap of what you did:

### You...

- *Determined the Operating System Status*
- *Downloaded WAMP Server*
- *Downloaded Latest WordPress*
- *Installed WAMP Server*
- *Configured WordPress*
- *Created a File for All Information to be Saved*
- *Downloaded & Installed Notepad++*
- *Created a Database within phpMyAdmin*
- *Edited WordPress (wp-config-sample) for Database Acceptance*
- *Installed WordPress for first time use*
- *Changed important WordPress Settings before use*
- *Added Content to the Website – Pages/Posts*
- *Chose the Front Page Display (“Home” Page and the “Post” Page.)*
- *Created a Menu*
- *Added Widgets*
- *Added a Page Header*
- *Changed the Background Color*

Now that the basic structure is done, it's time to further fine tune the website.

In the lessons below, you will learn how to finalise the website for uploading to the internet. Before moving on, I've already drafted a few pages and posts for the website. Lorem Ipsum was deliberately used in order to get you accustomed to the layout and feel of creating the posts and pages.

The posts & pages created will help you even more in understanding what needs to be done.

When choosing a new design for a new client and whilst preparing a preview, Lorem Ipsum will help you if you don't have any information regarding the client or the business. In the phase that follows, you will be given a set of text that represents a few pages and a few posts. Use this to get a better feel for the website.

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## Changing the Posts and Pages!

*The following post and pages were made for you. It's only for layout, viewing & informational purposes.*

### Home Page

We all know what they say about first impressions... The homepage (front page of your website) is where you and your company get to make a first impression. It's the first place new visitors come and where old visitors come back. You must cater for both types of customers. There are a few things that are important to your homepage:

#### Navigation

Navigation is the most important part of your homepage. It doesn't matter what else is on your site, if the visitors can't get there. On your homepage your visitors need to be able to reach every part of your website. Your links on your navigation bars should be the same on every page. Your visitor will then know how to get back to whatever page really interested him. When users cannot find what they want, they simply look at another site. Your links on the navigation bars should also be simple (one or two words) but descriptive.

#### Branding

Branding is another essential element for you homepage. To promote your business, your small business has a logo and it's pasted on everything you can find. Well, it should be posted in a predominant place on your website too. We all know that branding is words or a mark of a company (logo) that shows the consumer the identity of the producer of the product/service. Showing your logo on your homepage reminds users exactly where they are.

#### Content

Last but not least is content. Content is also very important. You must remember to write your content like you are speaking to your visitor as it creates a better connection between your website and the visitor. Your homepage content must be fresh and interesting to make them want to read more of your site. Also, include briefly or thoroughly exactly what you or your company does. You'll be amazed how many websites you have to search to find out what their purpose is.

These things should get you started on building your homepage. The homepage does not need to be flashy with all types of images and flash designs. Visitors like websites when they are simple and easy to understand. You must remember who your audience is; therefore you need to speak in their language.

### Blog Page!

A blog may be essentially an online journal displayed in reverse chronological order but it is also a website which requires the same attention to detail than any other website requires. It also requires the same design elements as a regular website which does not function as a blog. Bloggers have decisions to make regarding design elements of the blog such as colors and layout, fonts and the inclusion of advertisements. Although many blog software programs provide a variety of templates which make designing a blog rather simple, blogs can also be highly customized by bloggers who possess some web design skills.

#### Colors and Layouts of a Blog

The colors and layout of a blog is one of the most obvious design considerations bloggers must consider when starting or re-designing their blog. Bloggers may use a solid color background, blocks of different colors in the background or pictures or textures in the background. These background elements can be any color imaginable. However, bloggers who are considering the colors to use in their blog should consider using colors which will be appealing to most blog visitors. This is important because the use of bright colors which are harsh on the eye can result in diminished blog traffic.

The layout of the blog should also carefully be considered by the blogger. The blog should be arranged in a fashion which is interesting to blog visitors, suits the subject of the blog and is presented in a logical manner which is easy for visitors to follow. This is important because failure to use a layout which meets these criteria may result in blog visitors choosing not to visit the blog anymore because the layout is confusing or unappealing.

### *Fonts Used in a Blog*

Bloggers have a number of options available to them when selecting fonts to use in their blog. These options include the font chosen, the text size and the color of the text. Bloggers should consider choosing a font which works well with the overall design of the layout of the blog and suits the subject matter. The font should be a common font as well. This is important because blog visitors may have trouble viewing the font if the blogger selects a unique font which is not common. The text size and colors of the text should also be carefully considered. These elements are primarily important for readability. Text size should be set so members of the target audience can easily read the text. The colors used for the text should also be selected to enhance readability. One way to do this is to select colors which are appealing to the eye but also contrast with the background color.

### *Inclusion of Advertisements in a Blog*

Bloggers must also consider the inclusion of advertisements when they are designing their blogs. Once this decision is made, bloggers who opt to include advertisements must carefully consider how and where they wish to display these advertisements. Advertisements can be displayed in various locations throughout the blog and can be designed to be discrete or obvious depending on the preferences of the blogger. Advertisements can be a variety of sizes and shapes and are highly customizable in a number of different ways.

### **Contact Us Page!**

This gives all visitors a way to communicate with your business or with you, regarding all kind of things from questions about products to ordering your products and services. Many contact forms can also be used to gather information for survey questions, polling visitors on various topics, or allowing visitors to join your newsletter.

When companies post their email addresses on their websites, it opens the door for spammers to send you all kind of emails that you, more than likely, do not wish to receive, this can include advertisements, pornography, and other similar material. If you use a contact form, your email is hidden from the human eye. Of course, this does not mean that you will never receive spam, but with the newest technologies available with contact forms you will not receive as much as some.

Using contact forms is a better way to protect, not only your email address, but also personal information that might be included on the contact form by your visitors. You will be protecting not only yourself and your business, but all that wish to correspond with you through the contact form.

With contact forms on your website you will be able to give your visitors the ability to communicate safely and effectively through a website form, thus giving them a more secure and reliable communication system. With this in place, you will see an increase in community interaction and comments for your surveys and polls.

Using a contact forms is easy; you do not need to know html or any technical knowledge, you can work on any web server. All you have to do is fill in the information, copy the code that is generated, and then paste the code onto the appropriate page of your website.

### **Products Page!**

If you know how to write articles and how to use SEO to promote a product then you should find internet marketing fairly simple. If you have not yet been successful, you must be missing something.

The way to write articles is to carefully consider the product you are trying to sell and write down as many aspects of it that people would want it for as you can. Then write articles on each of these reasons why people should purchase your product. Make the articles simple; explain very clearly what the product can do, and why the reader should buy it.

Your title should be based upon the particular benefit of your article that you are writing about, and then you will be sure that the reader is focused on what you are offering. The visitor will not just be a casual reader, but somebody that has searched for your topic, and decided to read your article based upon the title. Make sure that you write about the topic of the subject and you will have a good chance that the reader will want to read more.

Use your author's resource box to advertise a page on your website that can provide further information on the product: not just your home page, but one relevant to the product. Whatever it is, it must relate to the product or your visitor will leave immediately: a good prospect lost forever.

You cannot just rely on article readers to buy your product, but you also need visitors to your site from the search engines. Optimize your website properly to persuade the search engines that your website is good enough to provide a visitor with the information they want on your subject.

By combining article writing and SEO, you should be able to drive enough traffic to your website to sell any product you want.

## **About Us Page!**

Your About Me/Us Page is one of the best ways to promote yourself. It allows you much more freedom than other pages.

### *Describe yourself and your Business:*

At the top of the page you should describe yourself and your business. Say a little about yourself, how you got into selling, and what you sell. Also say why people should buy from you instead of the competition. Examples could be that your website is updated every week; your prices are low etc.

### *Link to your Feedback:*

To prove that you are a trusted seller you should link to your feedback ratings from your About Me page. Just include a simple sentence like "Click Here to view my feedback."

### *Provide a Contact Address:*

Buyers viewing your About Me page may want to ask more questions so it is only logical that you provide a contact address. Make it clickable for maximum ease to the customer. For example "You can contact me at any time at: info@yourdoaminname.co.za."

### *Provide a direct link back to your Website:*

Not all the visitors to the About Me page will have found it through your website. Some may not even be aware that you own a website. The only way to make sure that everyone viewing your About Me page knows that you have an website is to provide a clickable link to it. For example "Click Here to visit my Website."

### *Other Links:*

If you have a specific product which you want to promote, or a specific page you want to link to then do it here. For example "You can visit my Newest Product by Clicking Here."

Customers will use your About Me page to assess whether to buy from you so it's essential that yours is effective.

## **Privacy Policy Page!**

One of the essential steps to protecting your privacy is to understand how to read a privacy policy.

Privacy policies should be made available in some form anytime you are asked to provide personal information. Financial institutions, health facilities or other businesses that collect your information can be asked to show you their privacy policy before you give them your information.

If the company does not have privacy policies consider doing business elsewhere. It is a show of respect to customers to tell them how their information will be used.

Online you will find privacy policies posted on websites. The privacy policy is an indication of the steps they will take to protect your identity or to inform you of how they will treat the information you provide. Simply having a privacy policy does not guarantee you any level of protection. To understand what is protected and what is shared you must read the policy.

Each site has its own criteria for a privacy policy. Some give full protection including encryption of passwords and not providing your information to any third party while others tell you that your information will be shared with affiliated companies or businesses they feel you would be interested in hearing from. You must read the policy to be aware of the steps being taken to protect yourself.

When a business is requesting personal information it is reasonable to ask what information is collected and why it is needed. If they request information that doesn't seem relevant they should state why they need it.

If there is no explanation for the request try to avoid giving the additional information or ask them why they need it. Asking for your income or the name of your spouse is the kind of information you might question providing without reasonable cause.

### **Terms & Conditions Page!**

Website terms and conditions are important for any blogger or web designer to have as they set out the necessary legal notices for visitors to a website. Also known as website terms of use, or website terms of service, they will usually include various disclaimers and also specify what is expected of visitors.

#### Important Stuff to Be Included

As with website privacy policies, the terms and conditions for a blog or website will need to match the intended use of the blog or website. There are certain key things which these documents should be included as a matter of course, but there is other stuff which may be optional.

This list includes a number of things which should probably be included in the terms and conditions for most blogs:

- a statement that people using the website will be bound by the terms and conditions (so they are effective);
- a disclaimer and limitation of liability statement (to reduce the risk that visitors will be able to sue the blog owner);
- a statement which discusses links to and from external sites, and outlines that affiliate links may be used;
- a clause which identifies the local law applicable in determining any disputes under the terms and conditions;
- a paragraph regarding the conduct of visitors on the site; and
- a statement outlining the intellectual property arrangements, and permitted uses of blog materials.

There are and can be more elements added, please consult a legal representative if you are unsure.

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## Viewing the Website Changes!

Now that you have a guideline of what is needed to enter into the website, let's view the site as it is currently.



### Note:

Changes that can be made before finalising:

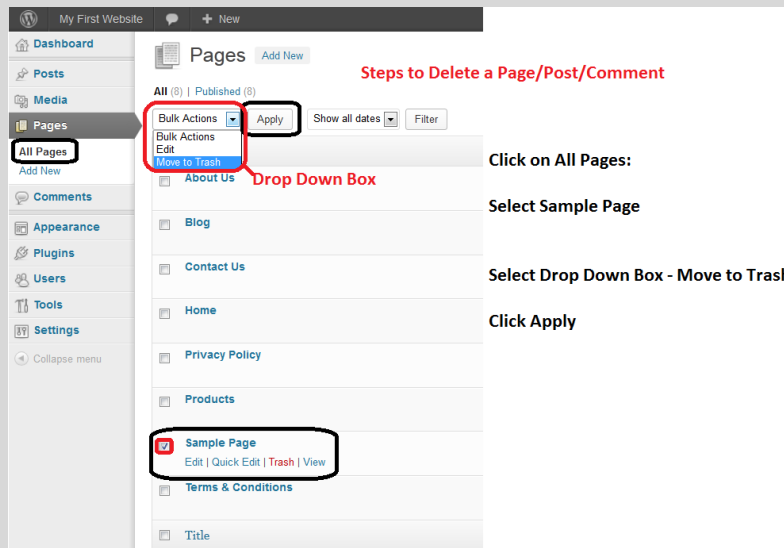
- [Delete the Sample Page](#)
- [Delete the Sample Post](#)
- [Delete the Sample Comment](#)
- [Change the Home Page Title](#)
- [Insert a Contact Form on the Contact Us Page using Contact form 7](#)
- [Insert a Slider on the Home Page](#)
- [Changing the Blog for viewing purposes.](#)
- [Finalizing the Website and getting ready to move Online.](#)

In order to complete the basic website before uploading to the “live” internet, let's do the above steps:



## Delete the Sample Page | Sample Post & Sample Comment!

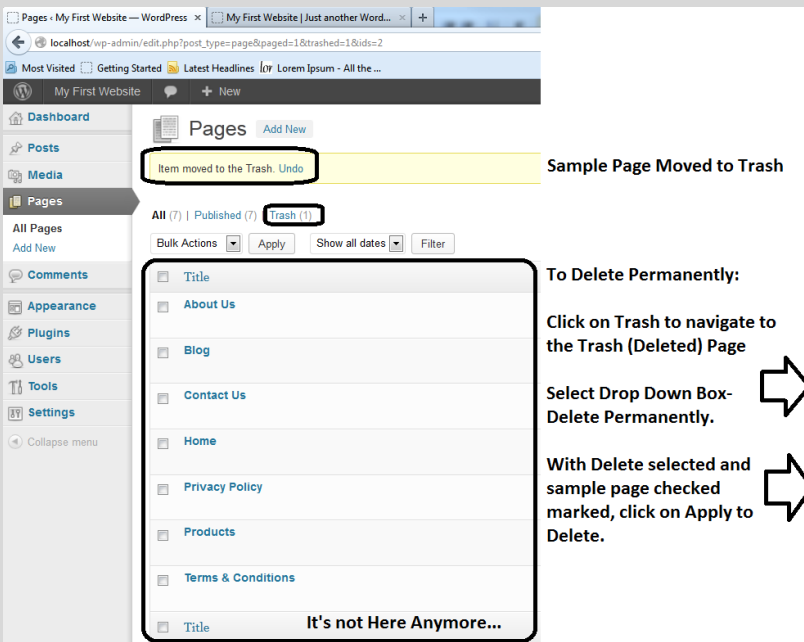
You have already added meaningful pages to the website. Per default installation, WordPress created a Sample Page and now the page can be deleted.



**Steps to Delete a Page/Post/Comment**

- Click on All Pages:
- Select Sample Page
- Select Drop Down Box - Move to Trash
- Click Apply

Delete the page permanently by clicking on Trash and following the same instructions as previously.

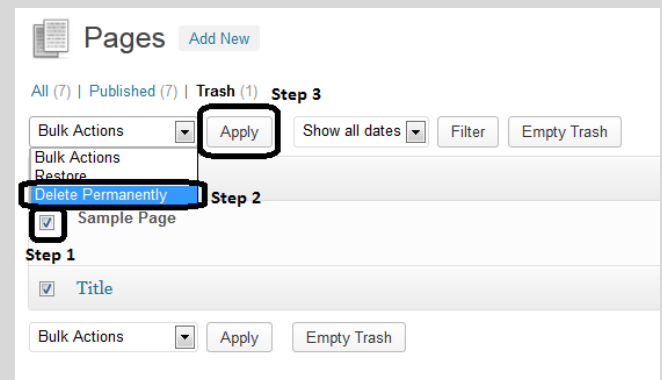


**Sample Page Moved to Trash**

**To Delete Permanently:**

- Click on Trash to navigate to the Trash (Deleted) Page
- Select Drop Down Box - Delete Permanently.
- With Delete selected and sample page checked marked, click on Apply to Delete.

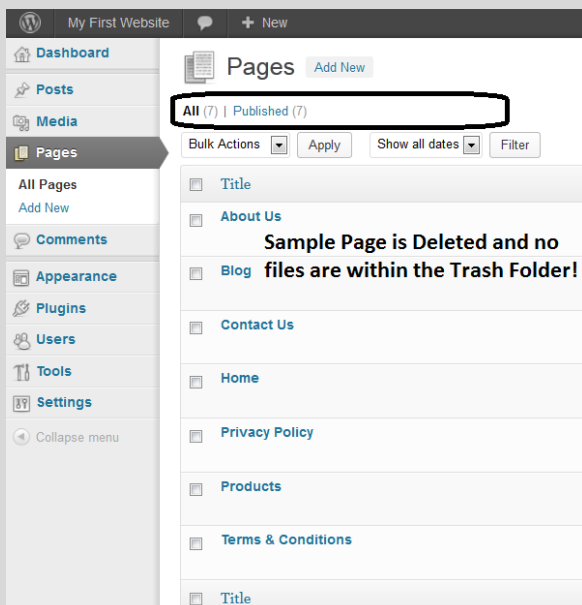
It's not Here Anymore...



**Step 1**

**Step 2**

**Step 3**



**Sample Page is Deleted and no files are within the Trash Folder!**

Delete the following as well:

- **Sample Post (Hello World!)**
- **Sample Comment**

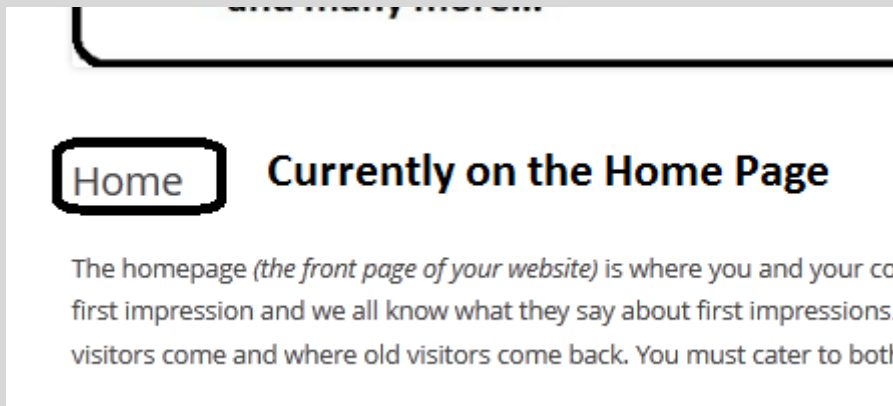
Follow the same process as with **Sample Page** as the process is exactly the same procedure.

(Sample Post will be **"Hello world!"**)

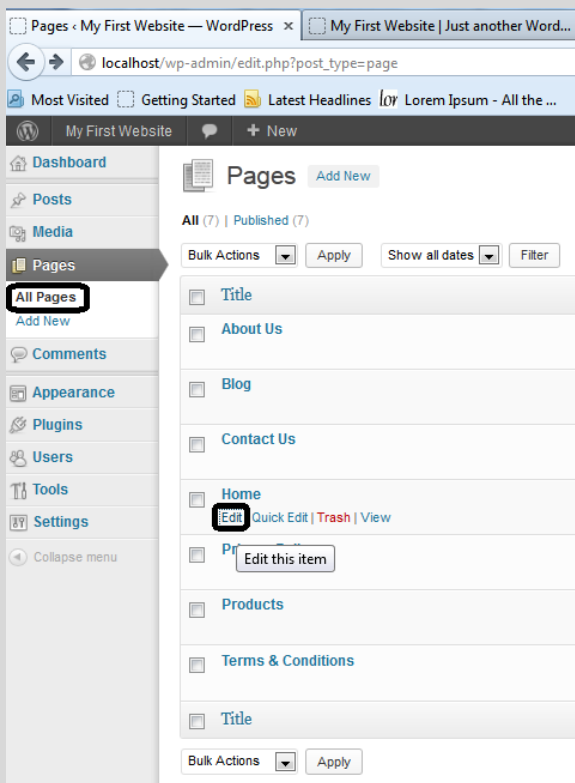
**Tip:** To delete more than one item at a time, select the check mark boxes to the left and follow the normal delete procedure.

## Change the Home Page Title

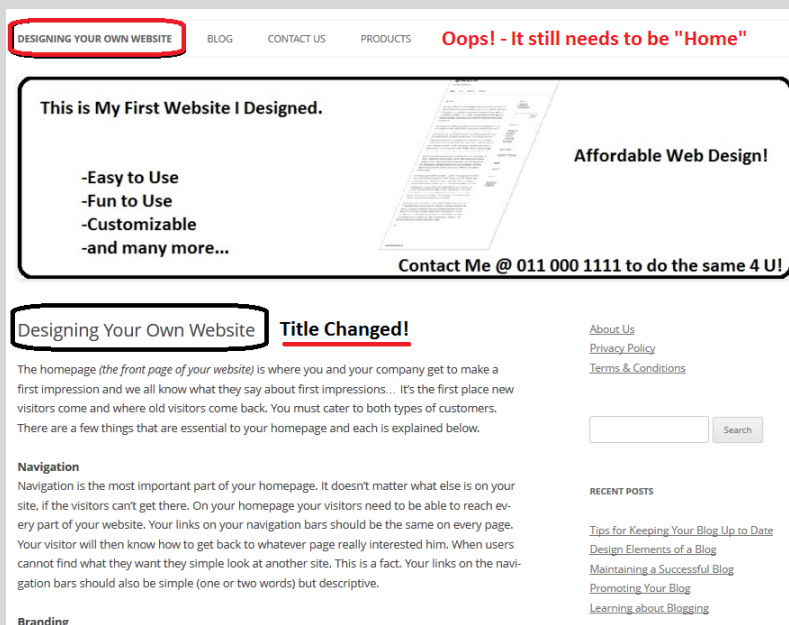
For this default theme, you want to display a meaningful Title and not the word Home.



Go to Pages/All Pages/....Edit Home Page



Click on Update when finished to Save Changes.



View the website front end. You will see that the Menu has changed. There is no "Home" button anymore; it's now "Designing Your Own Website".

To change the text the menu needs to be edited. The title will still be the same, but the menu item will display with the word 'Home'.

## Go to Appearance/Menu

**Select Main Menu**

Custom Menu 1 **Main Menu** +

Menu Name: Main Menu  Automatically add new top-level pages

[Delete Menu](#)

**Navigation Label (Button Text)**  
This is the Button Text. Change to Home so that it will display 'Home' on the website.

**Title Attribute (Button Hover Text)**  
This is the Button Hover Text. When you hover the mouse pointer over the button, the text will appear.

**Save Changes to Take Effect**

**Home** Page ▾

Navigation Label: Home Title Attribute: Designing Your Own Website

Original: [Designing Your Own Website](#)

[Remove](#) | [Cancel](#)

**Save Changes & View Website!**

Change the fields to the following:

**Navigation Label:**  
**Home**

**Title Attribute:**  
**Designing Your Own Website**

**Save Changes & View Website!**

Any page title can be changed by following these steps. Remember, WordPress is customizable and once you get used to the structure everything will become a breeze.

**HOME** BLOG CONTACT US PRODUCTS **Title Changed - But Navigation is Home!**

**This is My First Website I Designed.**

- Easy to Use
- Fun to Use
- Customizable
- and many more...

**Affordable Web Design!**

**Contact Me @ 011 000 1111 to do the same 4 U!**

**Designing Your Own Website**

[About Us](#)  
[Privacy Policy](#)  
[Terms & Conditions](#)

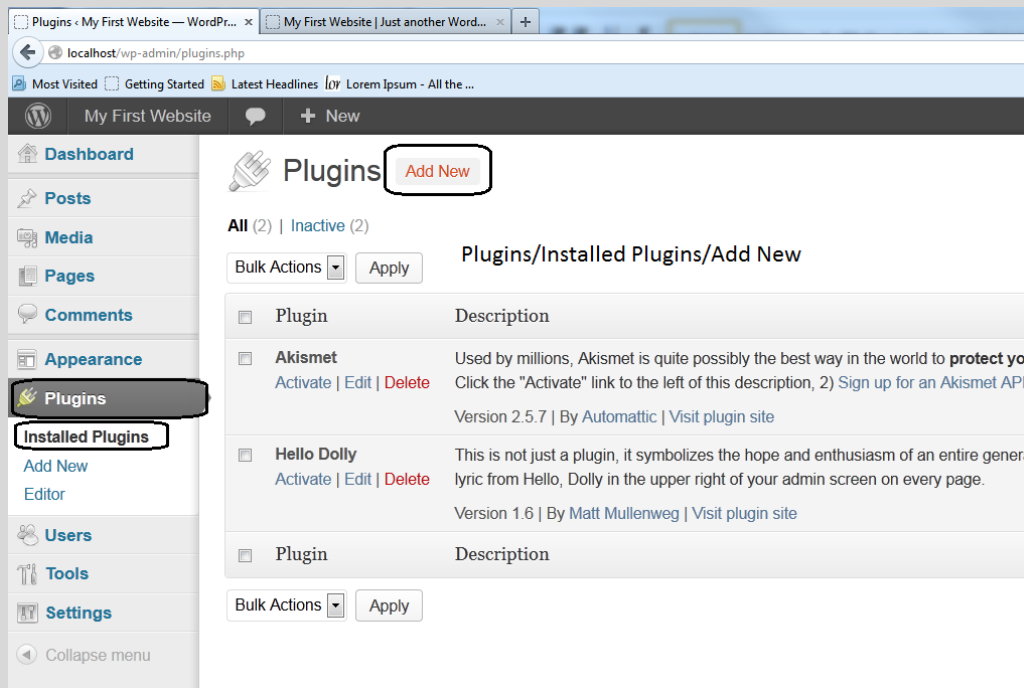
RECENT POSTS

- [Tips for Keeping Your Blog Up to Date](#)
- [Design Elements of a Blog](#)
- [Maintaining a Successful Blog](#)

## Insert a Contact Form

Contact Forms are a great way for your customer to get hold of you. As previously discussed, its beneficial to add an address if you can, in order for the trust level to increase.

Contact Form 7 is a free add-on for WordPress. It's highly customizable and can be used for many purposes. However, for the tutorial you will only add a basic contact form.

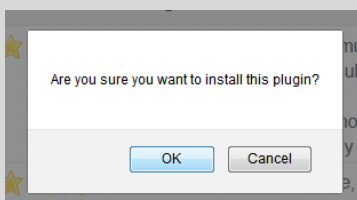
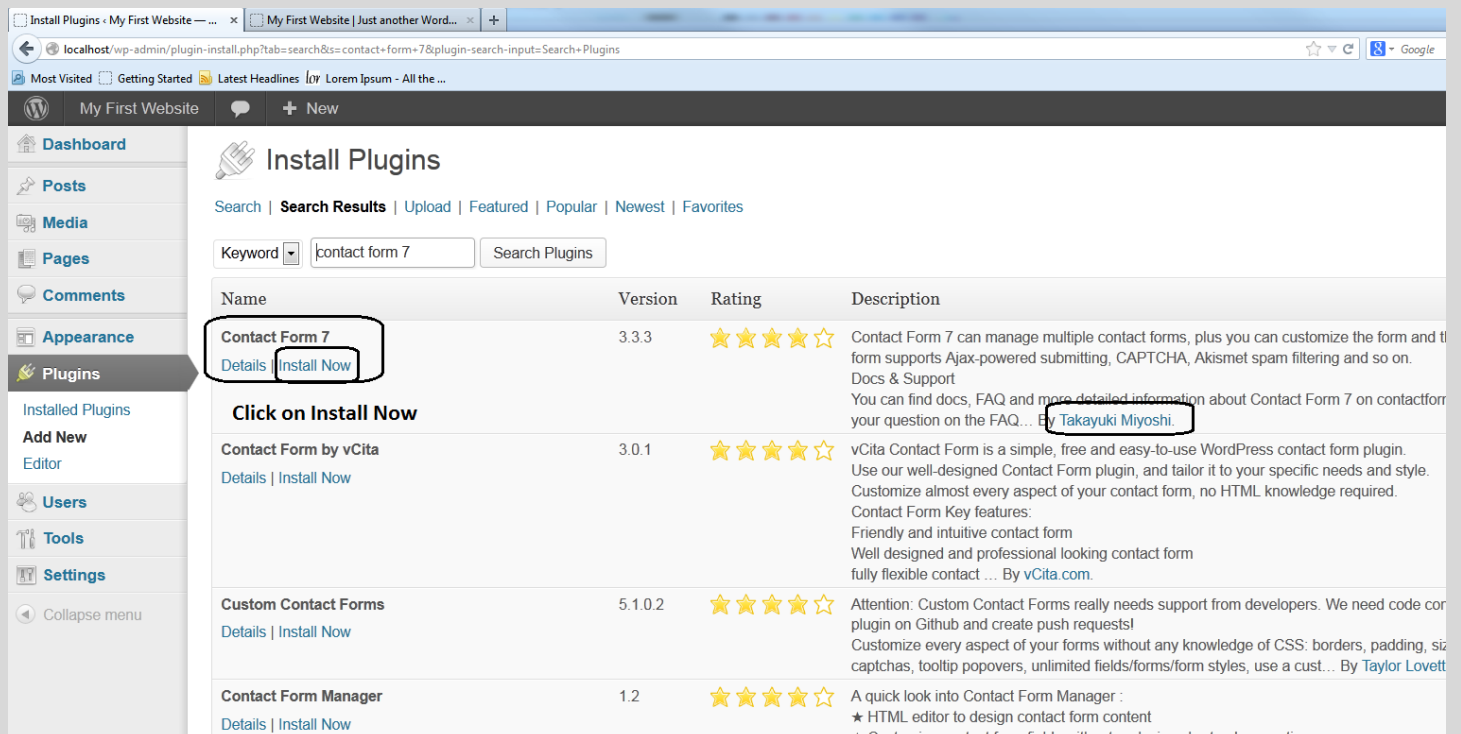


Go to:

**Plugins/Installed Plugins/Add New**

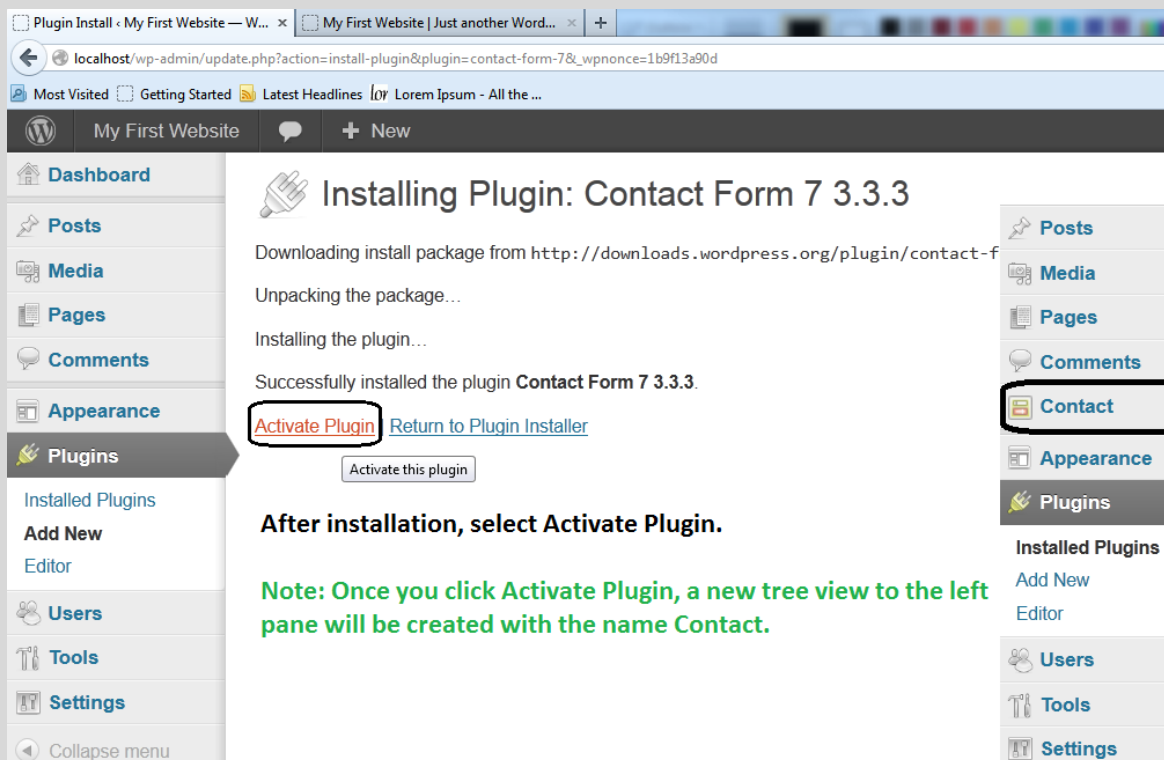
Click on **Add New**

Search for the following Plugin by the author:



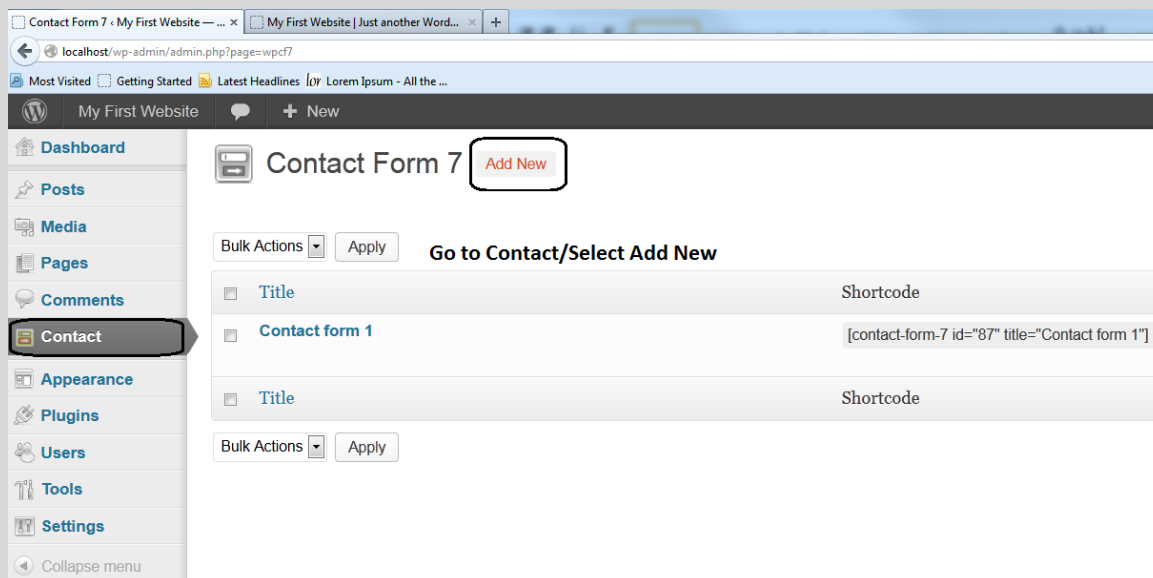
Once the Plugin is located, click on the Install Now and if prompted “Are you sure you want to install this plugin” – Select OK.

The following screen will appear:

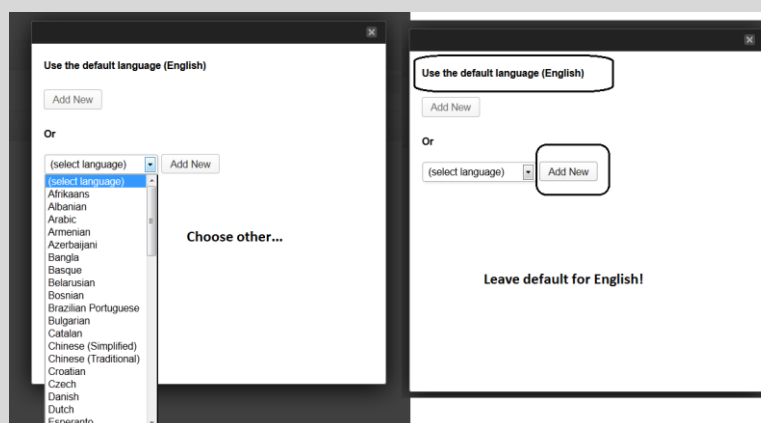


The plugin installed successfully and you are ready to create the contact form.

Go to: Contact/Add New



Select the language of the form:



## The Contact Form: Part 1

**Contact Us** Rename the Form to something You choose.

**Form**

```
<p>Your Name (required)<br /> [text* your-name] </p>
<p>Your Email (required)<br /> [email* your-email] </p>
<p>Subject<br /> [text your-subject] </p>
<p>Your Message<br /> [textarea your-message] </p>
<p>[submit "Send"]</p>
```

The actual form that will be displayed on the website. It uses HTML so the output will not look the same as it is here.

**Generate Tag**

**Generate Tag:**  
Here you create different types of functions to be associated with the contact form.

**Mail**

**Email Yourself!**

To: info@mydomain.co.za  
From: [your-name] <[your-email]>  
Subject: [your-subject]  
Additional headers:  
File attachments:

Select HTML Content Type - This will display the page correctly in email programs like MS Outlook

Message body:  
From: [your-name] <[your-email]>  
Subject: [your-subject]  
Message Body: [your-message]  
This mail is sent via contact form on My First Website http://localhost

**Email 1:**  
Once the visitor hits submit, you will receive a email with the information gathered in the form.

## The Contact Form: Part 2

**Mail (2)**

Use mail (2)

**Email the Visitor**

To: [your-email]  
From: [your-name] <[your-email]>  
Subject: [your-subject]  
Additional headers:  
File attachments:

Use HTML content type

Message body:  
Message body: [your-message]  
This mail is sent via contact form on My First Website http://localhost

**Mail 2:**  
When Mail 2 is selected, the visitor will also receive an email from the website saying anything like; Thank you for Contacting Us etc. The message is up to you, you can offer something or direct the visitor to another page etc. If you don't want emails to be send to the visitor, untick Mail 2.

**Messages**

- Sender's message was sent successfully
- Your message was sent successfully. Thanks.
- Sender's message was failed to send
- Failed to send your message. Please try later or contact the administrator by another method.
- Validation errors occurred
- Validation errors occurred. Please confirm the fields and submit it again.
- Submission was referred to as spam
- Failed to send your message. Please try later or contact the administrator by another method.
- There are terms that the sender must accept
- Please accept the terms to proceed.
- Email address that the sender entered is invalid
- Email address seems invalid.
- There is a field that the sender must fill in
- Please fill the required field.
- The code that sender entered does not match the CAPTCHA
- Your entered code is incorrect.

**Contact Form Messages:**  
You can change these if you want, but defaults will do.

## Editing the Contact Form

```
<p>Your Name (required)<br /> [text* your-name] </p>
<p>Your Email (required)<br /> [email* your-email] </p>
<p>Subject<br /> [text your-subject] </p>
<p>Your Message<br /> [textarea your-message] </p>
<p>[submit "Send"]</p>
```

**Form**

```
<p>Your Name (required)<br /> [text* your-name] </p>
<p>Your Email (required)<br /> [email* your-email] </p>
<p>Subject<br /> [text your-subject] </p>
<p>Your Message<br /> [textarea your-message] </p>
<p>[submit "Send"]</p>
```

**Default Set of Questions:**

- What is Your Name?
- What is Your Email Address?
- What is the Subject/Topic?
- Write Your Message
- When Done - Click Send!

For a basic contact form, this will do.

**Note:** \*Must be filled in!

**Editing Email 1 – The Email that will be send to you!**



Mail

To: info@mydomain.co.za **Your Email**

From: [your-name] <[your-email]>

Subject: [your-subject]

Additional headers:

File attachments:

Use HTML content type

Form

```
<p>Your Name (required)<br />
[text* your-name] </p>

<p>Your Email (required)<br />
[email* your-email] </p>

<p>Subject<br />
[text your-subject] </p>

<p>Your Message<br />
[textarea your-message] </p>

<p>[submit "Send"]</p>
```

Message body:

From: [your-name] <[your-email]>  
Subject: [your-subject]

Message Body:  
[your-message]

–  
This mail is sent via contact form on My First Website http://localhost

**You will receive this message. As you can see, most information gets duplicated:**

From: [your-name] <[your-email]>  
Subject: [your-subject]

Message Body:  
[your-message]

## Editing Email 2 – The Email that will be send to you!

Mail (2)

Use mail (2)

To: [your-email] **Email to Visitor once they leave a message.**

From: [your-name] <[your-email]> **Fill in a name and leave <[your-email]>**

Subject: [your-subject] **Enter the Subject - Notify Them Why They Responded**

Additional headers:

File attachments:

Use HTML content type **Remember to check this Box for HTML display.**

Message body:

Message body:  
[your-message]

–  
This mail is sent via contact form on My First Website http://localhost

**[your-Message]**

**The visitor will only receive the message part of the reply.**

For a basic contact form on the website the default settings will do. Save the changes made!

Dashboard | Posts | Media | Pages | Comments | **Contact**

Contact Form 7

Screen Options | Docs - FAQ - Support

Contact Us

Always Save after Editing. When you get familiar with contact form and start designing more complex and longer version forms, it's important to Save from time to time. Something may go wrong and you will have to start from scratch!

**Save**

Now, after saving the following will appear:

My First Website | New | Howdy, Website Administrator

Dashboard | Posts | Media | Pages | Comments | **Contact** | Appearance | Plugins | Users | Tools | Settings

Contact Form 7 [Add New](#)

Contact form created.

**Note: Copy this code to:**  
-Page  
-Post  
or  
Text Widget!

Copy | Delete

Copy this code and paste it into your post, page or text widget content.  
[contact-form-7 id="89" title="Contact Us"]

Copy this code to the Contact Page! You have already Saved the form, it's safe to navigate away from this window.

**Save**

Form

```
<p>Your Name (required)<br />
[text* your-name] </p>

<p>Your Email (required)<br />
[email* your-email] </p>
```

Generate Tag

When you are happy and the form is completed and saved, a code will be generated for you. You need to copy this code to the page that you want the contact form to appear, in this case, the Contact Us Page.

Changes can be made to the form at any time, just remember to save the changes and to copy the new generated code to the page by replacing the older one.

Do the following:

# Contact Us

Copy this code and paste it into your post, page or text widget content.

```
[contact-form-7 id="89" title="Contact Us"]
```

**Select & Copy**

**Form**

```
<p>Your Name (required)<br />
[text* your-name] </p>

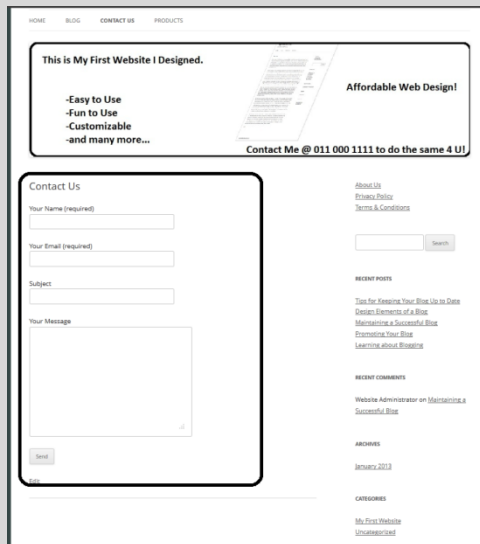
<p>Your Email (required)<br />
[email* your-email] </p>

<p>Subject<br />
```

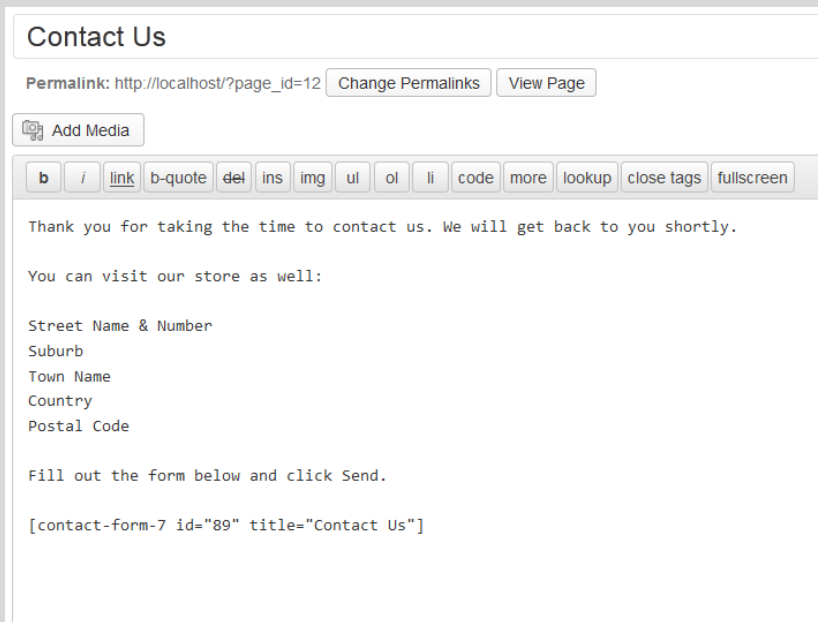
Go to Pages/All Pages/Edit Contact Page:

Replace all the current text with the code that you copied. (Do this by copy & pasting).

Viewing the Contact Page:

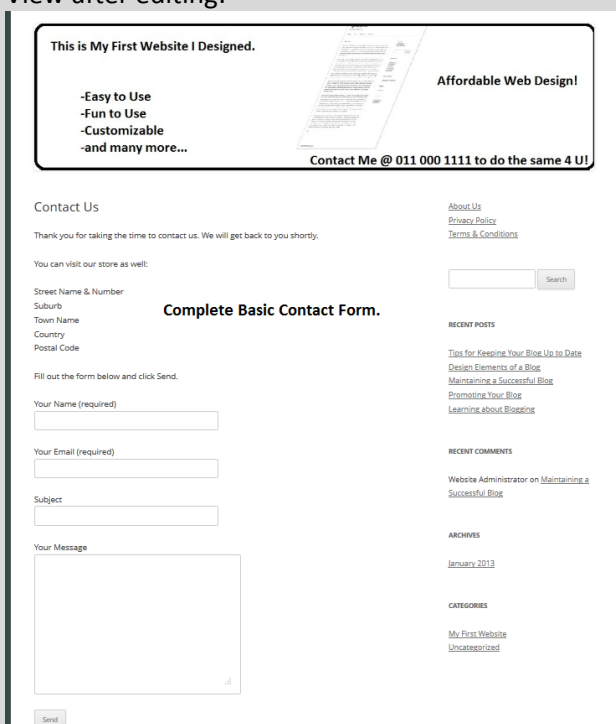


Add some text at the top of the code:



Save the page again after editing & view to see changes.

View after editing:



Please Note: If you want to test the contact form, wait until you upload it to the internet. I've not yet get it to work with WAMP Server, only online!

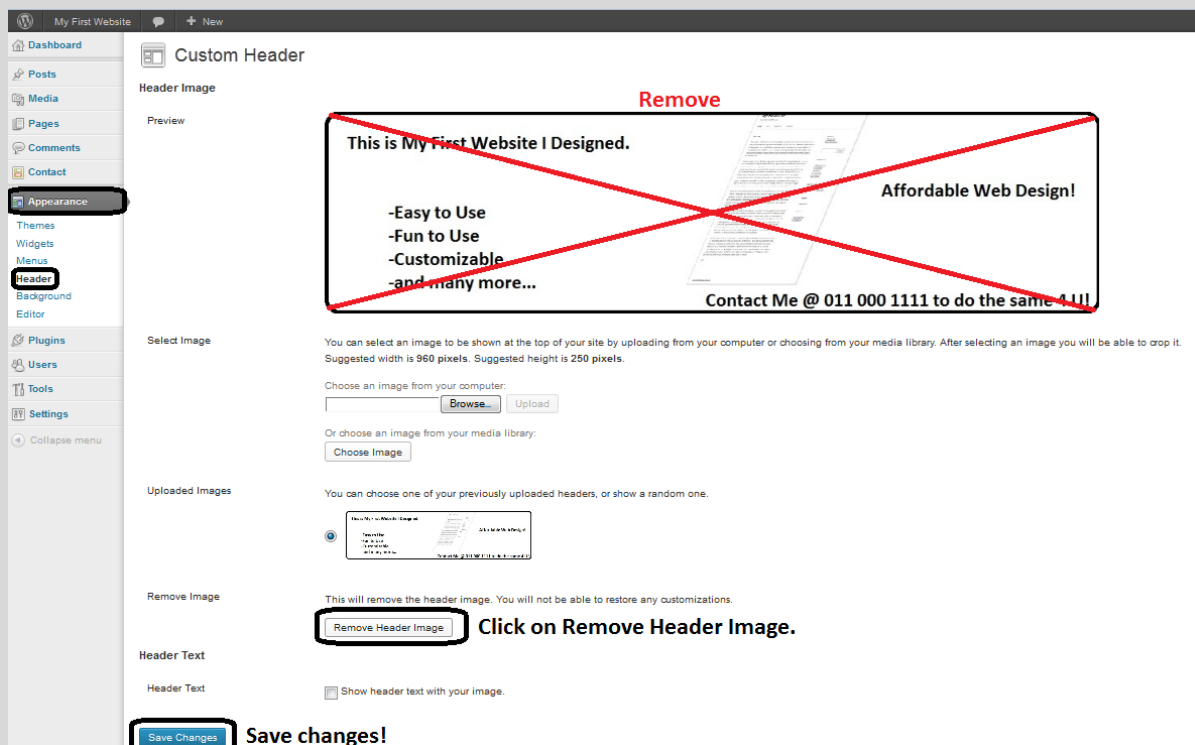
Change both Email 1 & Email 2 with your own email address. This way you can test the form without sending emails to visitors. If you are satisfied, change back to the settings that will ensure the visitor as well as you receive an email.

## Insert a Slider on the Home Page

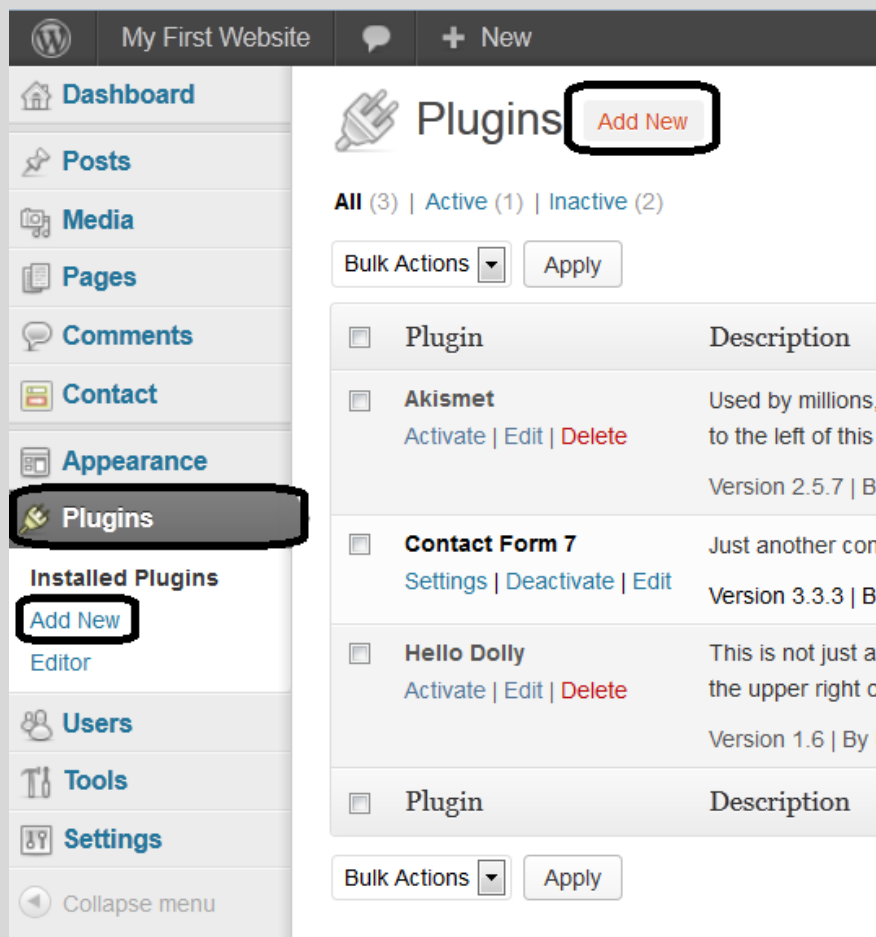
Sliders can be used for various reasons. You can display ads, new products, promotions and the slider enhances the overall look of the front page (website).

First, remove the **Header Image** from the front page:

Do the following: Go to Appearance/Header



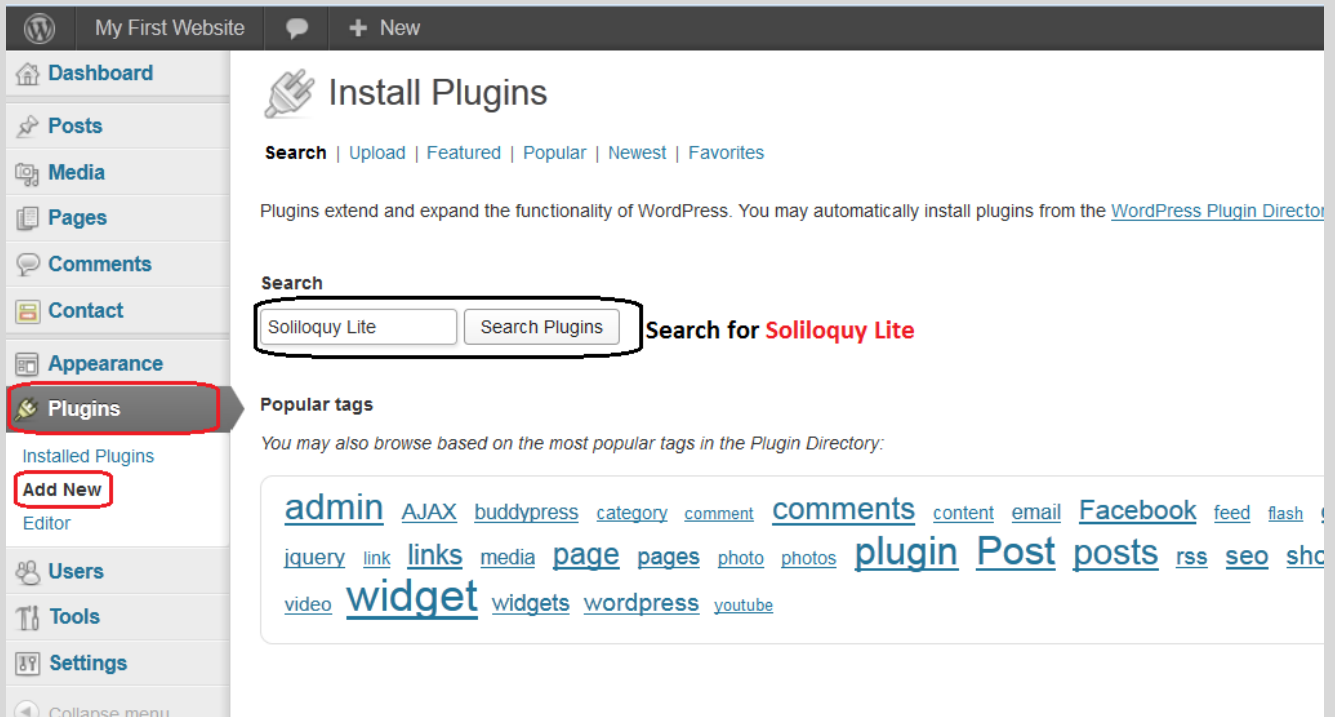
After saving changes, navigate to Plugins and do the following:



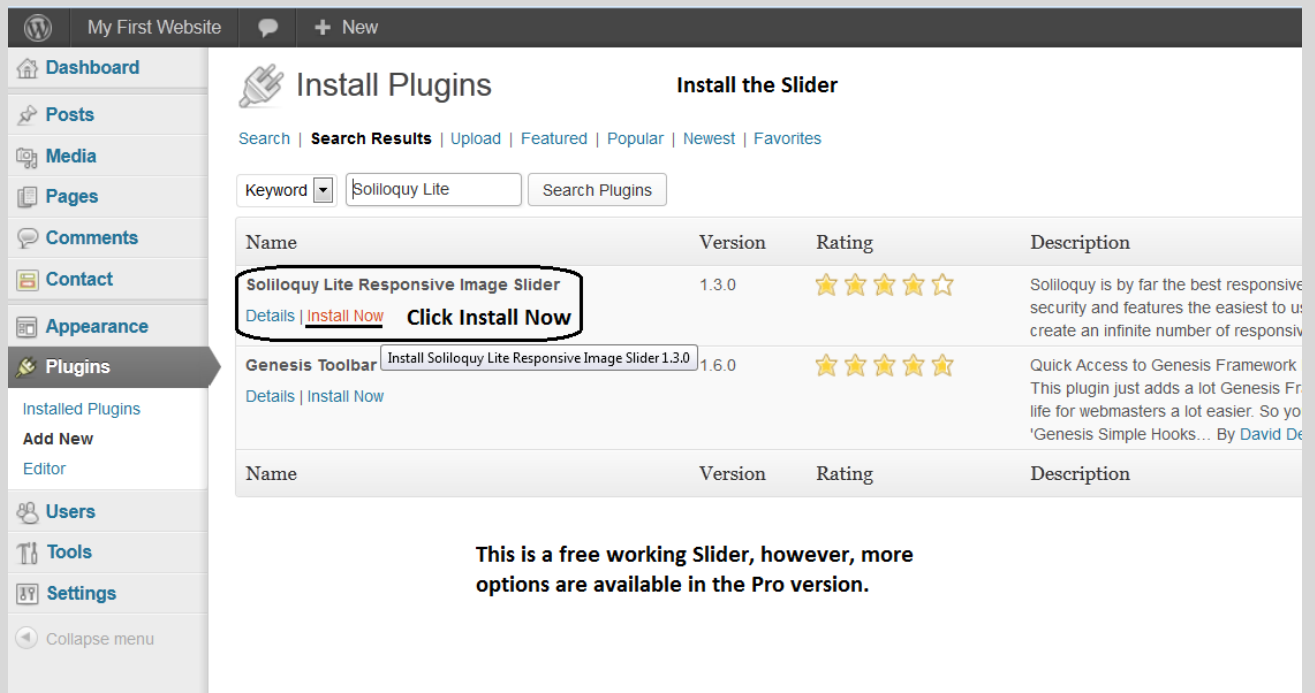
Click on Add New.

## Search For: Soliloquy Lite by Thomas Griffin

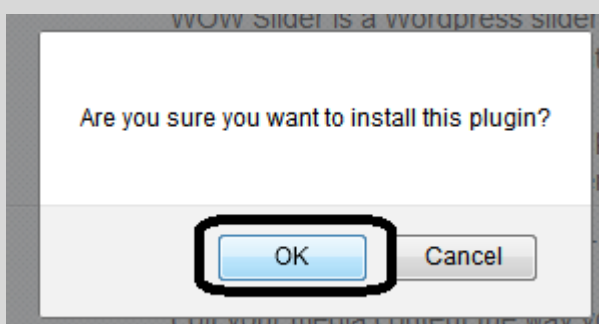
Do the following:



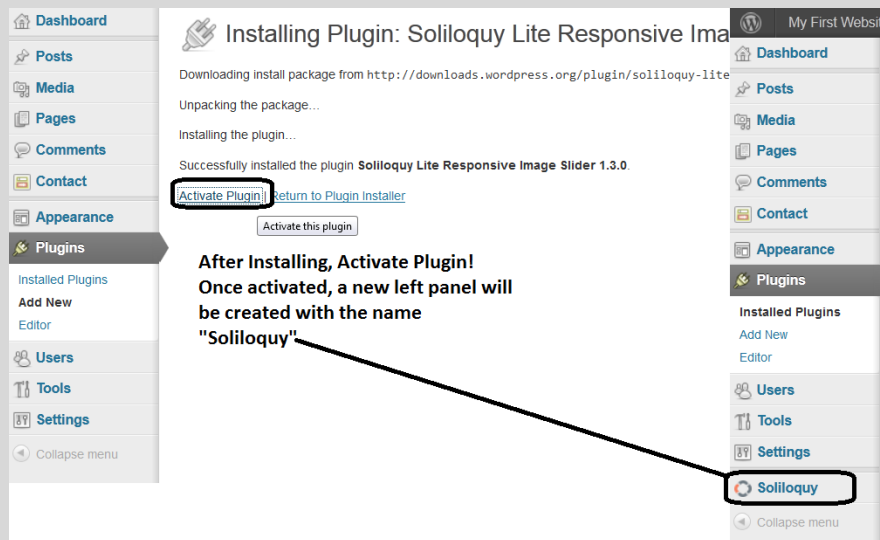
Install the Slider:



When prompted, select OK.

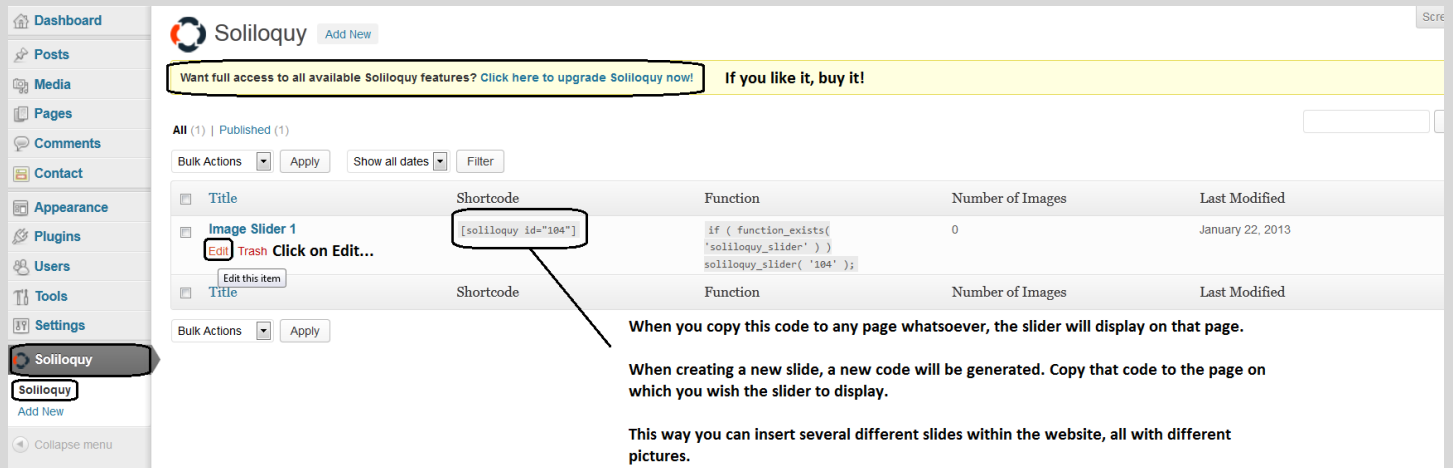


The plugin will install after selecting OK. Once installed, select activate plugin for changes to take effect. Again (same as Contact Form 7) a left panel will be created with the name 'Soliloquy'.



Go to Soliloquy in the left panel.

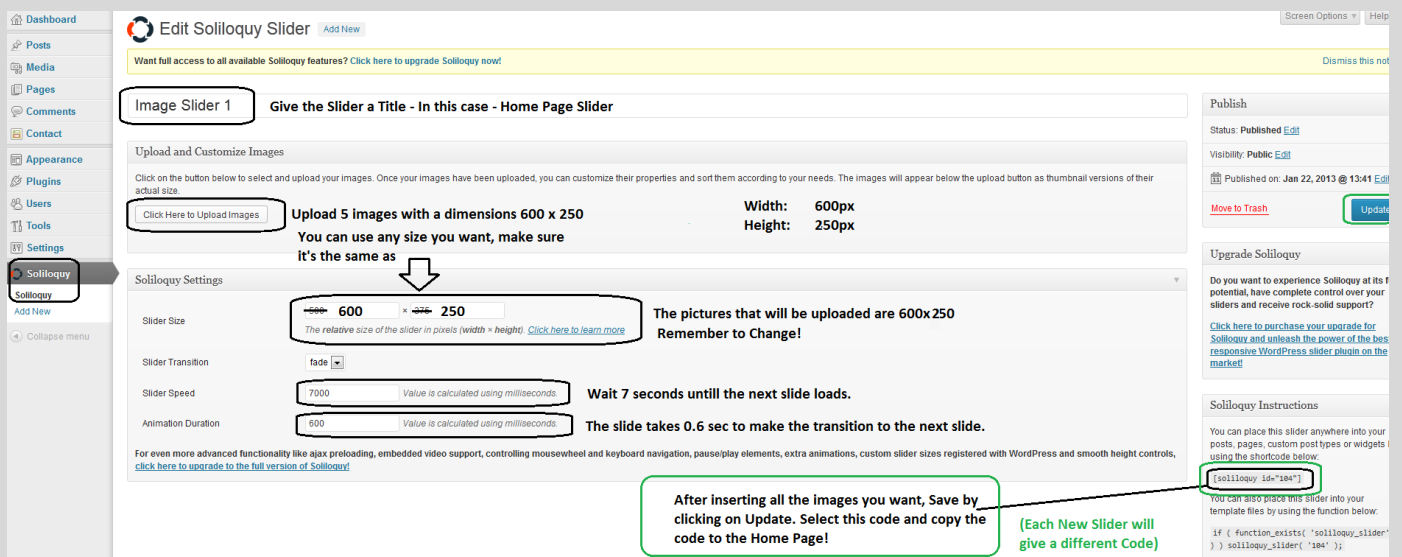
Let's use the default and edit it. Click on Edit (Image Slider 1)



Editing the "Image Slider 1":

**Note:**

With this slider, you can insert a few pictures per slider. Just remember that each slider has its own shortcode that needs to be placed on a page or post. (The place where you want it to display).



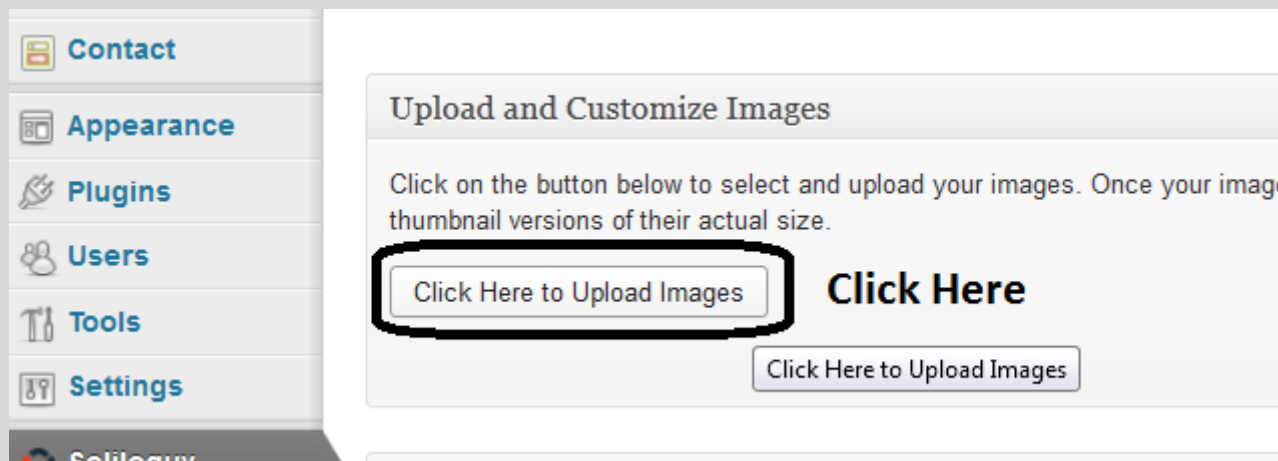


**Do the following:**

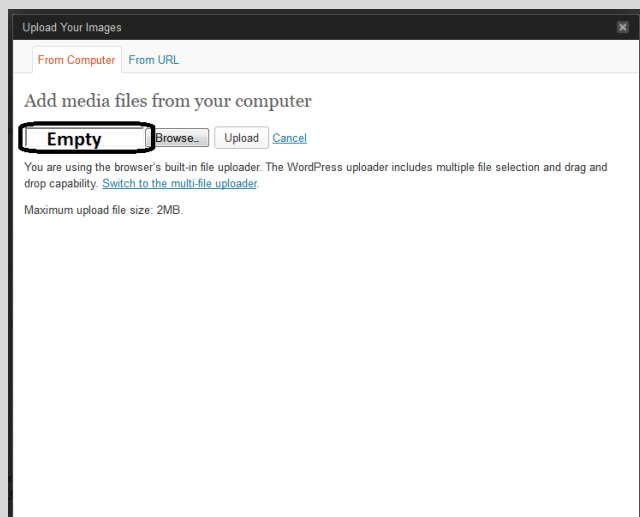
Get 5 images with a size of your choice. For the lesson, 600px x 250px will be used.

*Do the following:*

Click the button “Click Here to Upload Images” to upload images from your computer to use as slideshow images.

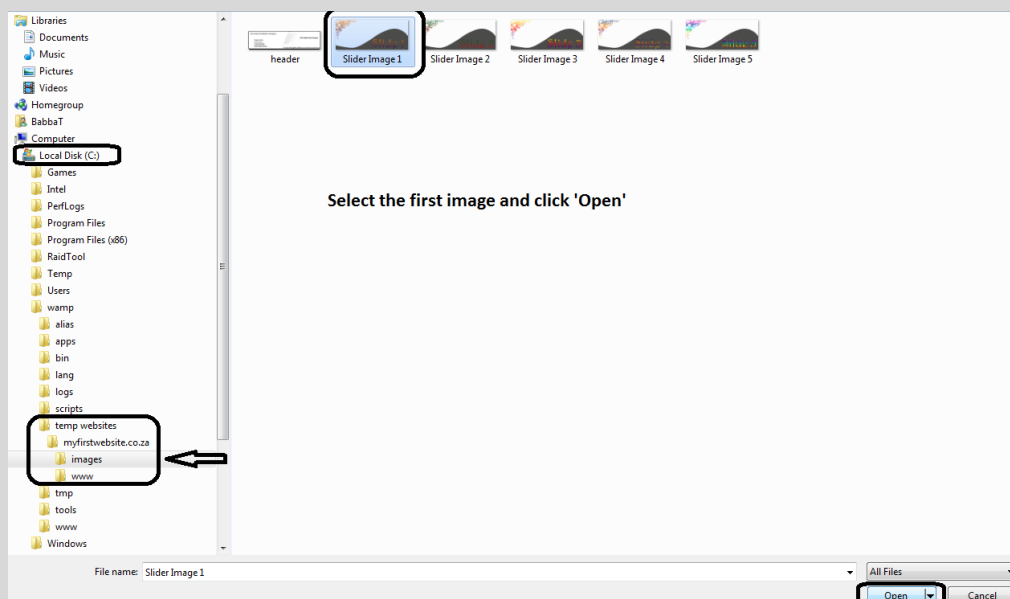


The following window will show. When the text field is empty, nothing is selected for upload.

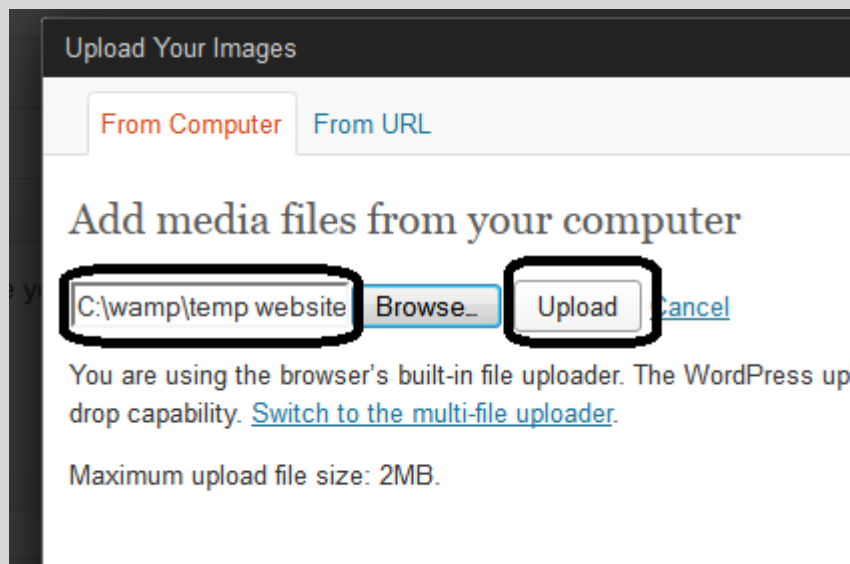


Click on Browse to search for the images you created for the slideshow.

Locate the images folder and select the first image of the slideshow and click Open.

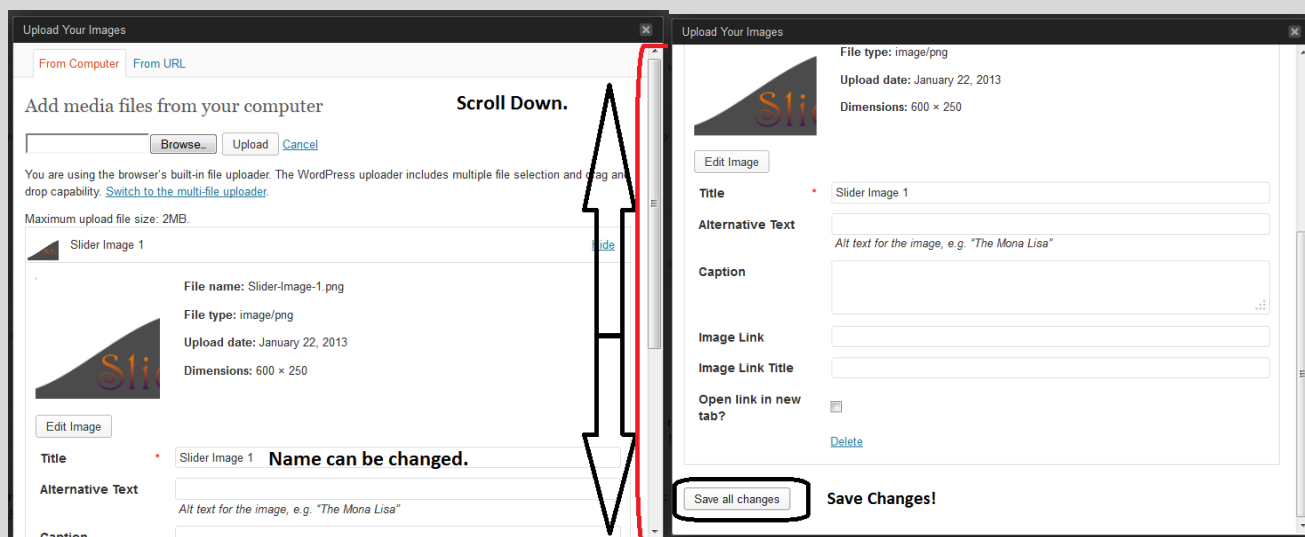


The following window will show.

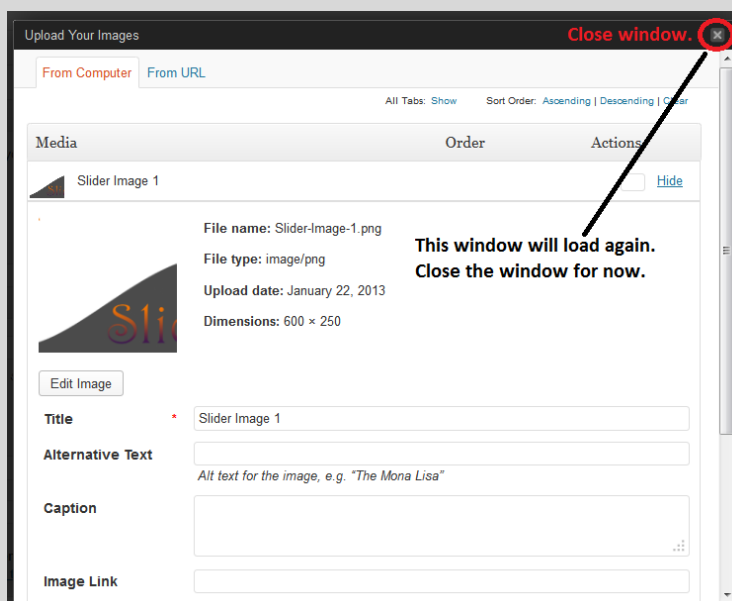


Note that the text field is not empty anymore. Click Upload to save the picture to WordPress Media Library.

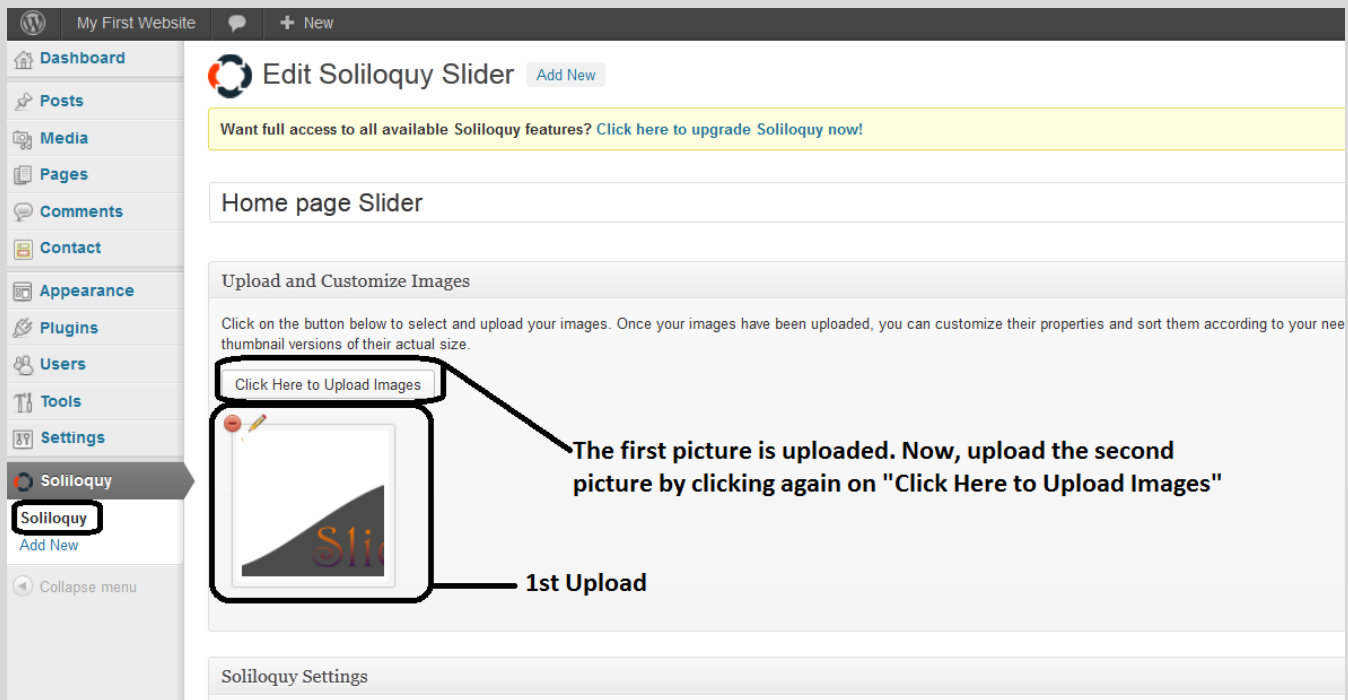
The following window will show. Scroll down to the bottom and select Save Changes.



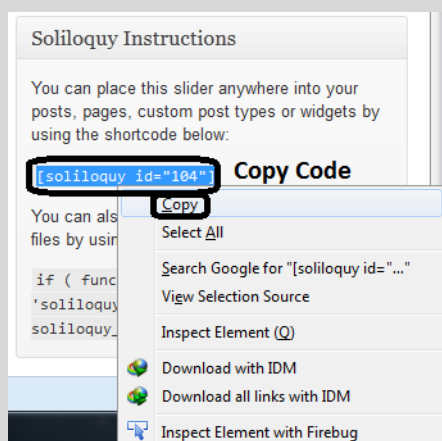
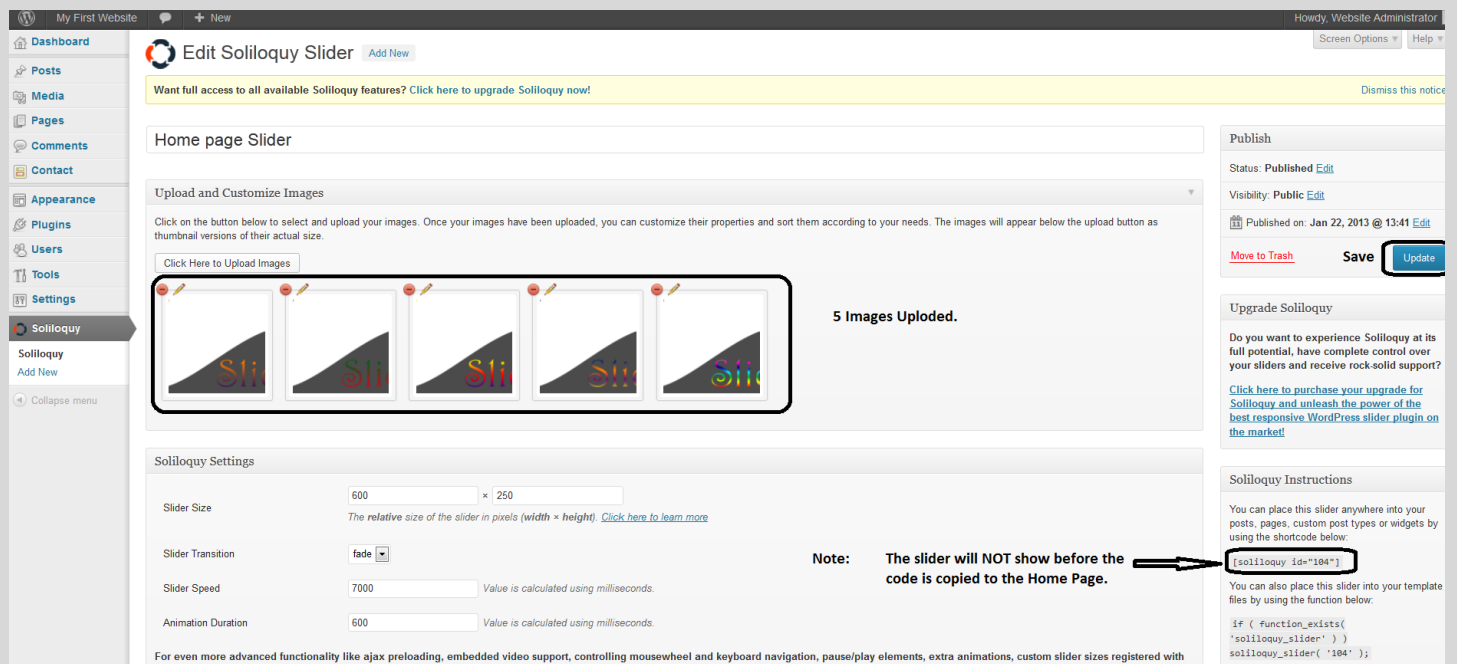
The window will load again after you've done the above step by Saving Changes. Just close the window. (Already Saved)



The first picture is uploaded. Go ahead and upload the second picture by repeating the previous step. (Click on "Click Here to Upload Images/Browse/Select Image/Click Open/Click Upload etc...". Upload all 5!



When all is done you should have at least 5 images attached to the slider. The slider will not show on the home page yet, you need to copy the code to the home page.

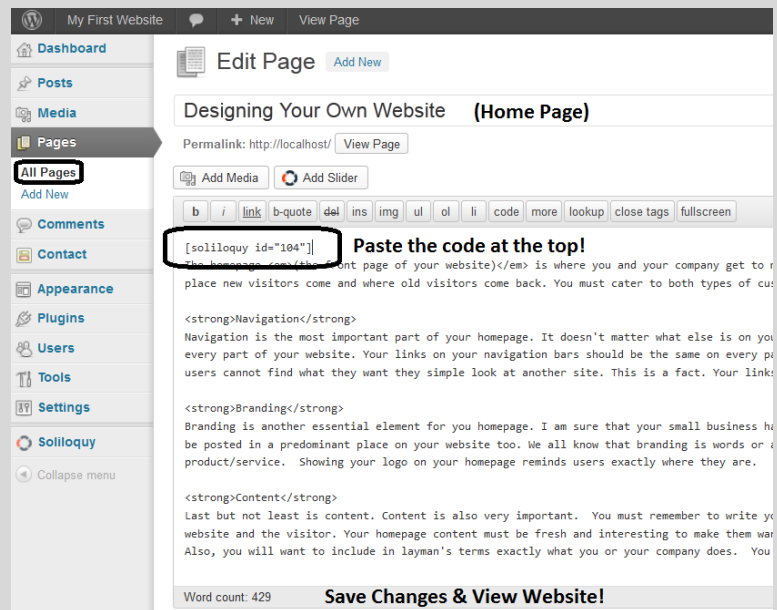
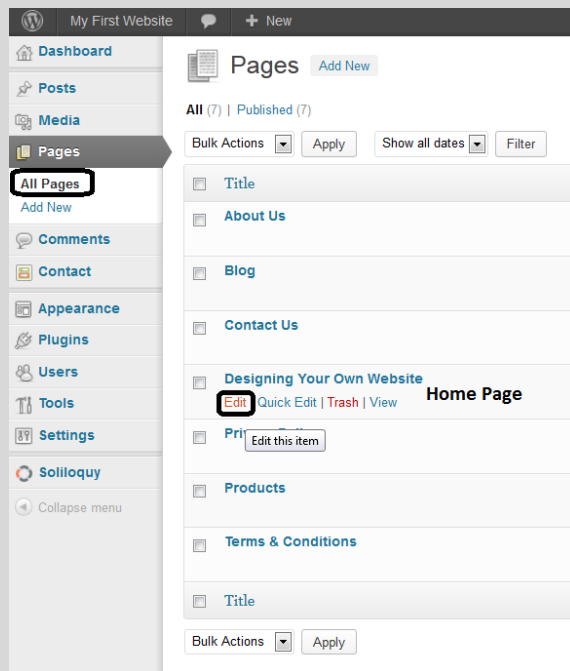


Copy the code by selecting the code, right clicking and select copy.

Remember to click Update to Save Changes.

Go to Pages/All Pages/Edit Home Page (*Design Your Own Website*).

Paste the code at the top of the page before the paragraph starts. This will ensure that the slider will be on top of the text. Save Changes to take effect.



**Viewing Changes! The slider has 5 images rotating every 7 seconds with a fast transitional phase.**



You can insert as many sliders as you want. Each slider can accept several images. Just remember that each slider has its own shortcode. That code needs to be inserted in the particular page/post where it should be shown.

The picture of the Front Page above displays the slider within the “**Content**” area. This is a good indication that this slider can be used in the blogging area. Why not create a slider that displays the full width of the page at the top of the page, within the header section.

(These days, most Custom Themes comes with a variety of sliders as per default settings. You only need to assemble all the information, change the layout options and the website is set.)

Anyway, see what you did to create the slider:

*You...*

- Designed 5 images with dimensions of 600 x 250 pixels.
- Created a new slideshow and gave it the name Home Page Slider.
- Uploaded 5 images to attach to the slider.
- Changed the slider settings to correspond with the image sizes.
- Set the slider speed and animation duration.
- Copy & Pasted the shortcode to the Home Page (Design Your Own Website).
- Viewed your saved changes.

In the following lesson you will be shown how to insert the slider within the header section of the website.

[\[Back to Top\]](#)

## Insert Header Slider

Insert and display the slider within the header section.

First, create a new slider by following the exact same steps as previous. Only this time make the sizes as follows:

Width: 1000 pixels

Height: 250 pixels.

Again, a total of 5 images will do. After uploading the images to the newly created image slider, do the following:

Header Slider Step 1 - Give a Title

Upload and Customize Images

Click on the button below to select and upload your images. Once your images have been uploaded, you can customize their properties and sort them according to your needs. The images will appear below the upload button as thumbnail versions of their actual size.

Click Here to Upload Images Step 3 - Upload 5 images

Soliloquy Settings

Slider Size: 1000 x 250 Step 2 - Change Dimensions  
The relative size of the slider in pixels (width x height). [Click here to learn more](#)

Slider Transition: fade

Slider Speed: 7000 Value is calculated using milliseconds.

Animation Duration: 600 Value is calculated using milliseconds.

For even more advanced functionality like ajax preloading, embedded video support, controlling mousewheel and keyboard navigation, pause/play elements, extra animations, custom slider sizes registered with WordPress and smooth height controls, [click here to upgrade to the full version of Soliloquy!](#)

Step 4 - Copy Code

(for pages/posts)

Soliloquy Instructions

You can place this slider anywhere into your posts, pages, custom post types or widgets by using the shortcode below:

```
[soliloquy id="124"]
```

You can also place this slider into your template files by using the function below:

```
if ( function_exists( 'soliloquy_slider' ) ) soliloquy_slider( '124' );
```

**Step 1:** Give a Title

**Step 2:** Change Dimensions

**Step 3:** Upload Images

**Step 4:** Copy code

Save Changes!

**Note:**

This is the code (Step 4):

```
if ( function_exists( 'soliloquy_slider' ) ) soliloquy_slider( '124' );
```

This code will NOT work, it need PHP tags. (In green)

```
<?php if ( function_exists( 'soliloquy_slider' ) ) soliloquy_slider( '124' ); ?>
```

Do the following and navigate to: Appearance/Editor/header.php

Twenty Twelve: Header (header.php) Edit header.php

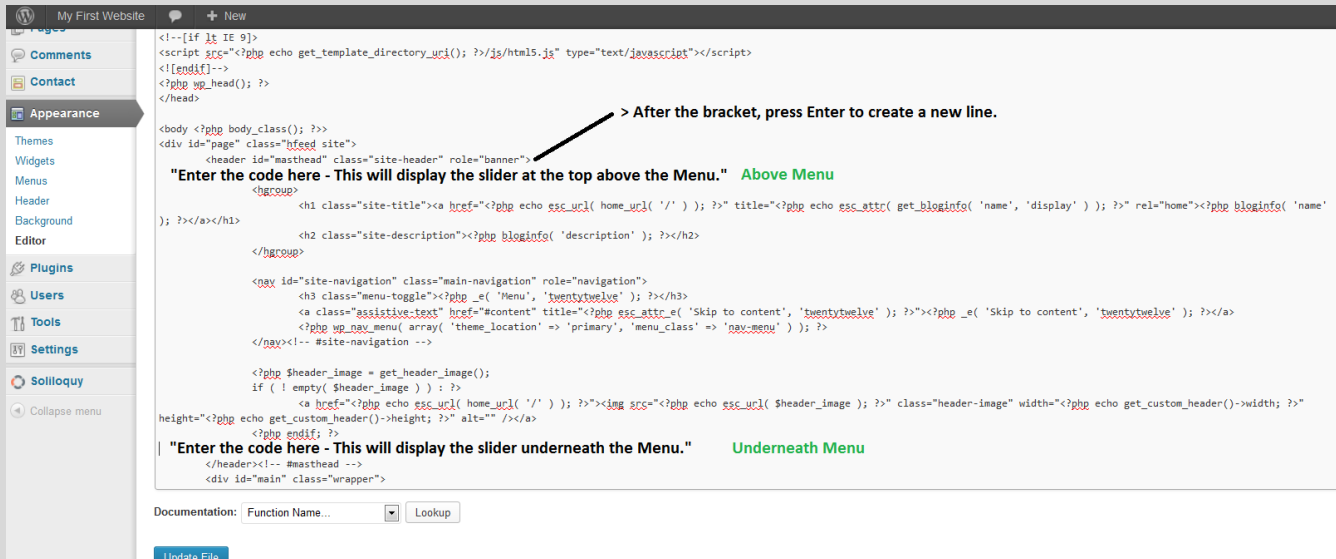
```
<?php  
if ( function_exists( 'soliloquy_slider' ) ) soliloquy_slider( '124' );  
</?php
```

Scroll Down

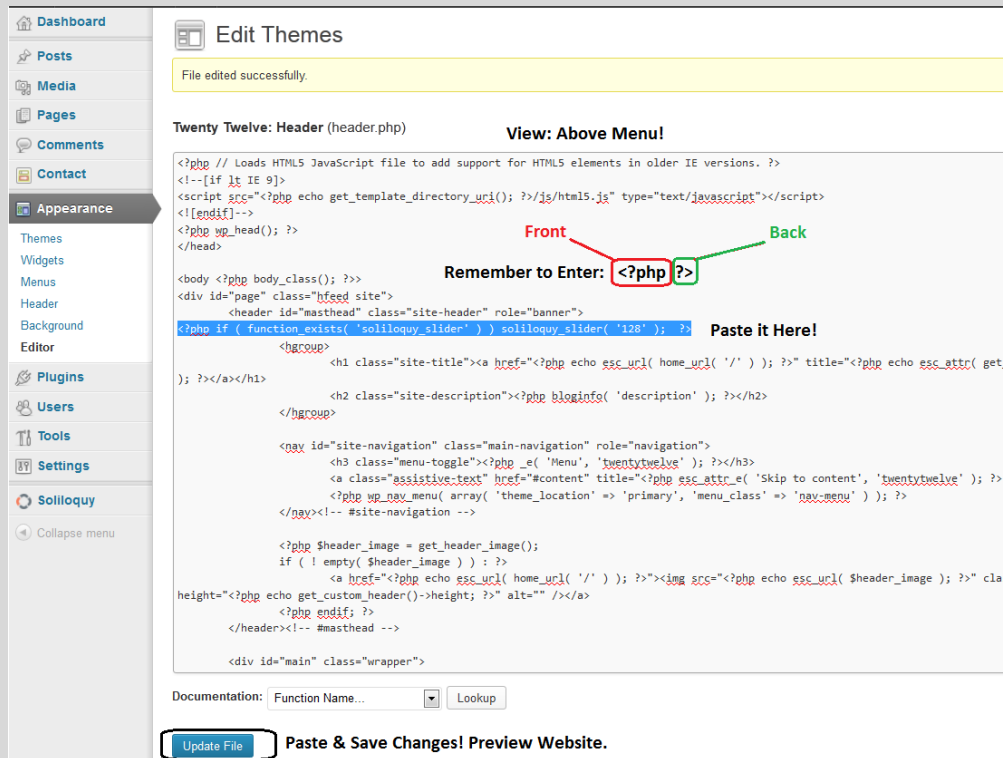
Make sure you clicked this file!



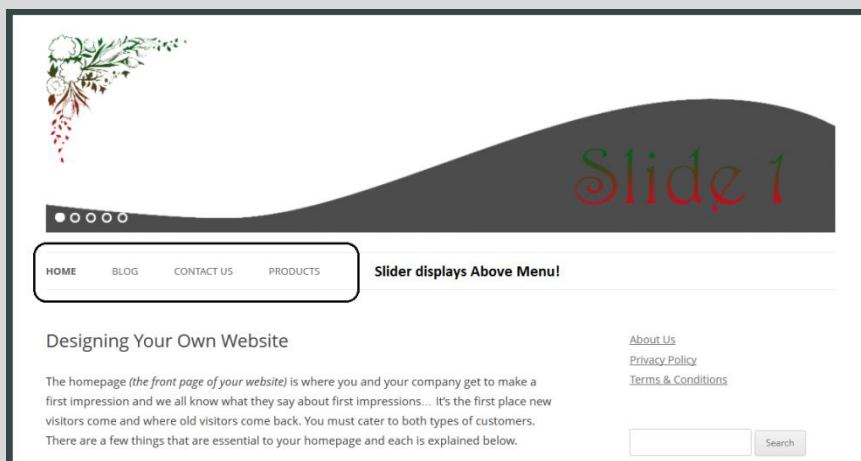
Make sure you selected the header.php file for editing. Copy the code and paste it to the Above Menu or Underneath Menu position. The choice is yours!



Do the following:



Website Header Preview – Slider Above Menu



Change the view of the slider to the bottom of the menu:

Website Header Preview – Slider Underneath Menu

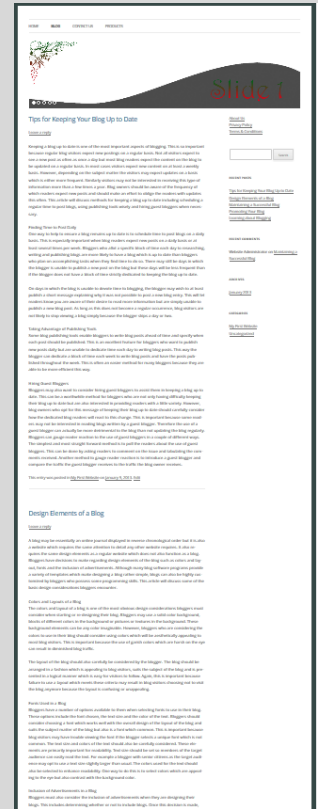
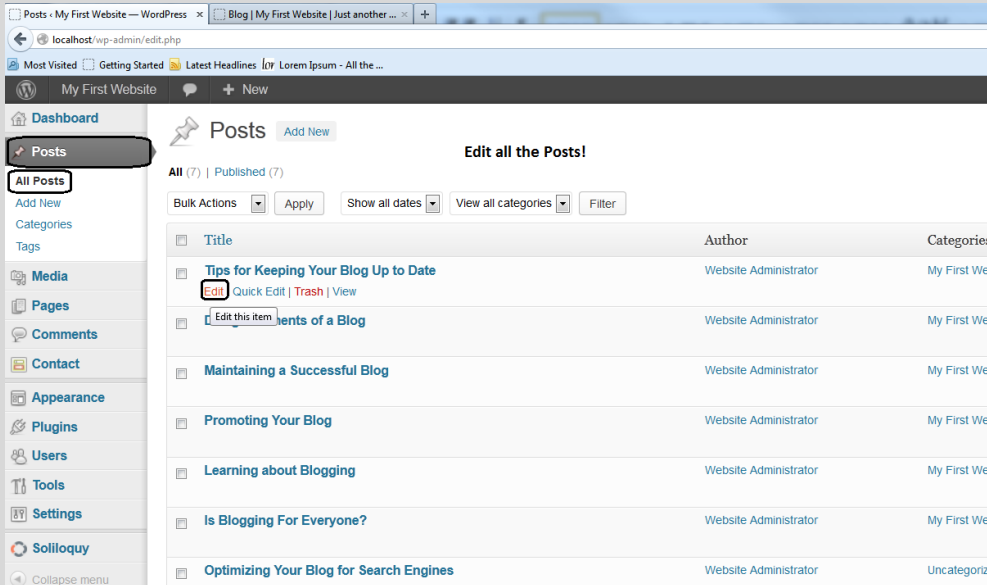
Keep it the way you like it. And that's how you add a free slider to your website. For added features, browse Custom Themes or add more widgets. Just note that not all slider settings are the same, but you'll manage.

## Changing the Blog Page for better viewing!

When you view the Blog Page in its current format, it will be a very long page. The Posts (articles) displays in full text summary so it takes a lot of scrolling to reach the next post. Nobody wants to scroll that far down! To get a better view when viewing the Blog a few minor changes can be made without sacrificing any content.

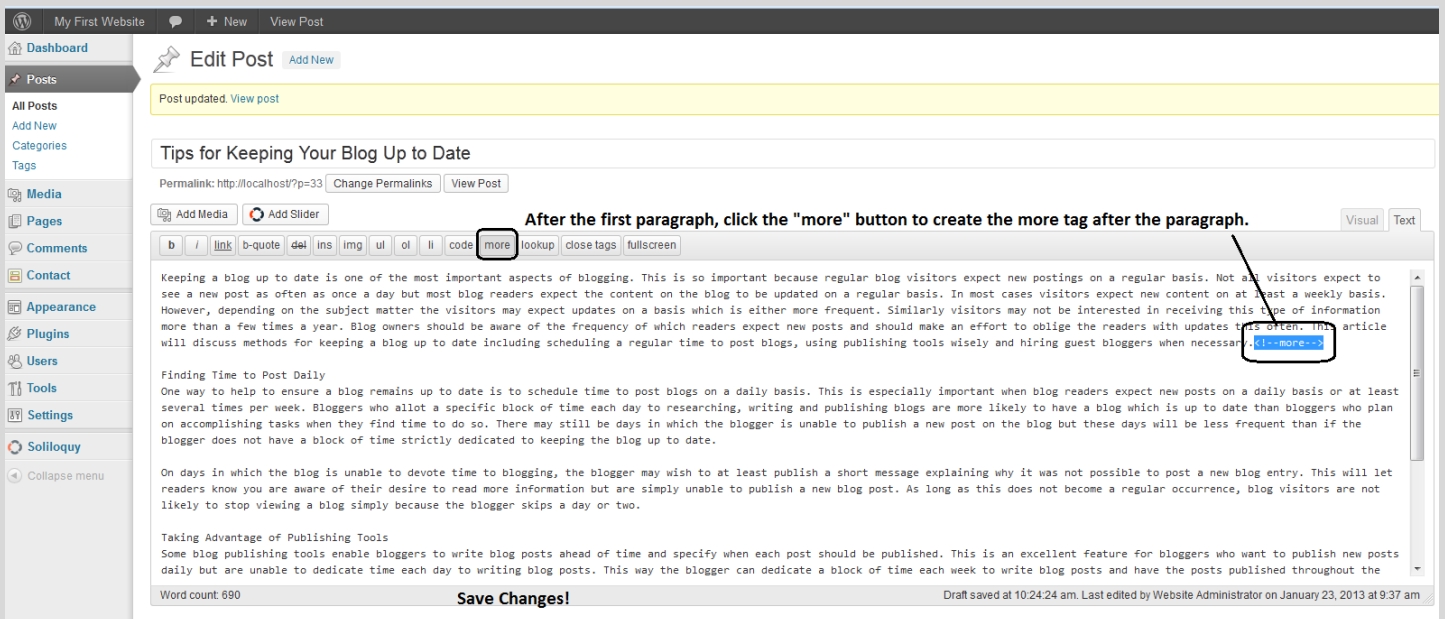
For this to take effect, you will have to edit every Blog Post individually. Now that you know this, you can edit new Posts that you create immediately before publishing them.

Navigate to Posts and select to edit the first post:



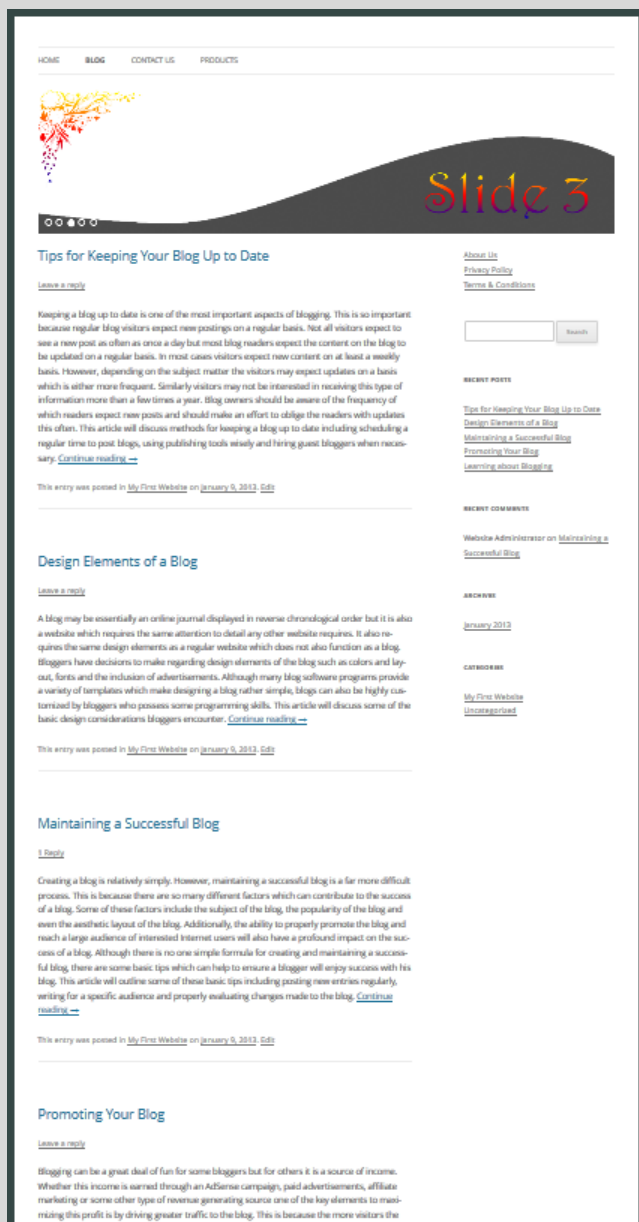
Long Blog Page!

WordPress has a neat function, the <!--more--> tag. If you want to shorten the blog post view within the Blog Page, add the more tag to all the Posts.



Do this now for all the posts that you created. Follow the same process as above. Navigate to All Post, select a post to edit and insert the more tag after the first paragraph.

Viewing the Blog with the more tag added to each Post:



Visitors like seeing Posts structured like this. It's easy to navigate and to find what you are looking for. When you create many Posts for the Blog, the page will be extremely long without the more tag.

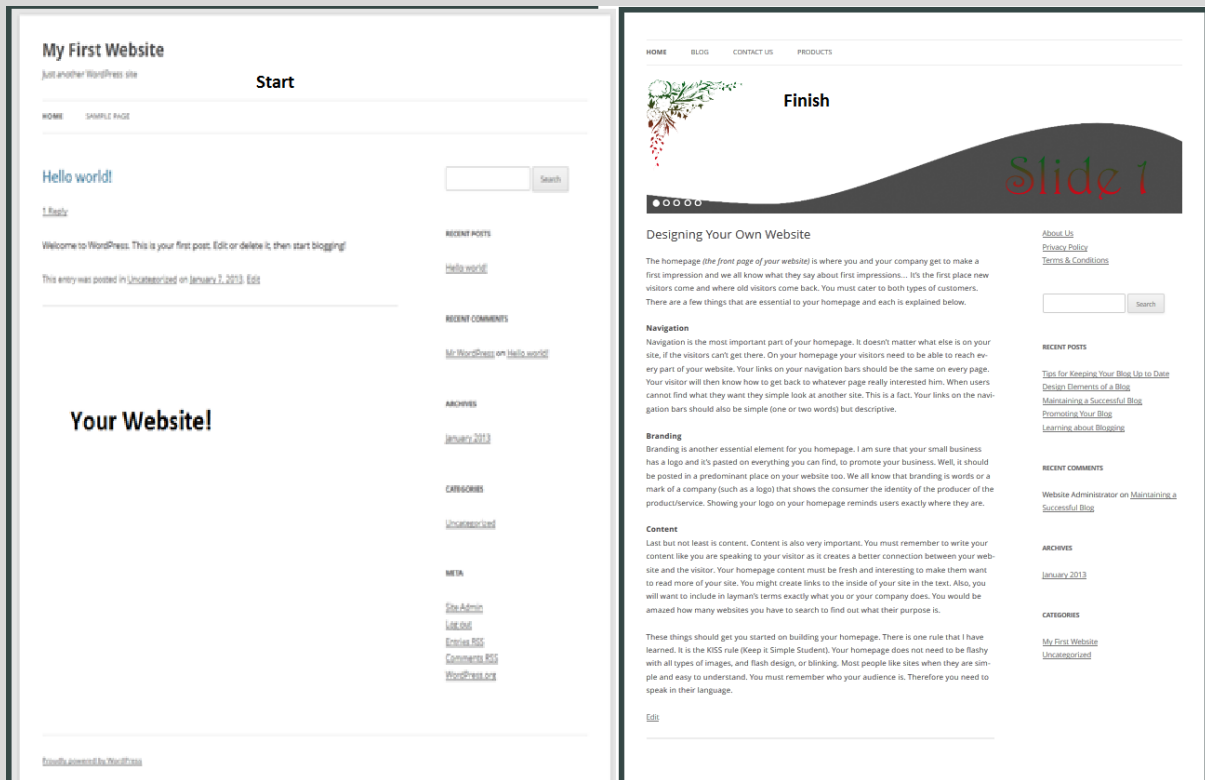
If the user clicks on a specific Blog article, the page will redirect to the official page and will be shown in full text summary. From this page the visitor can leave a comment as well.

[\[Back to Top\]](#)

## Viewing the Website One Last Time before Changing Theme.

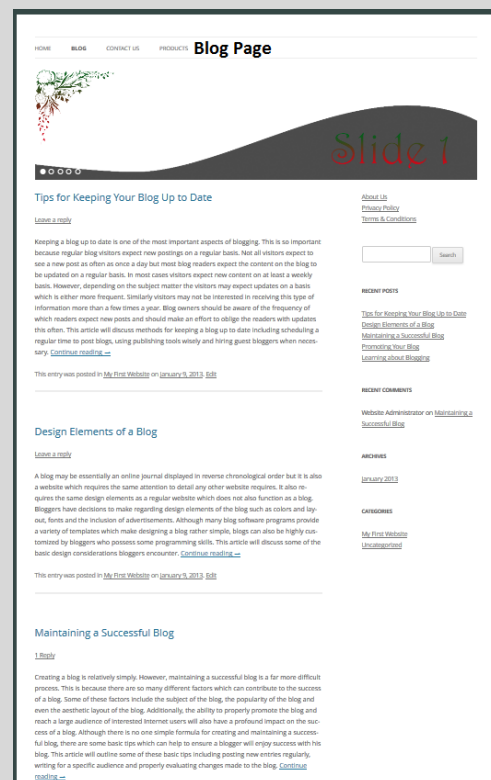
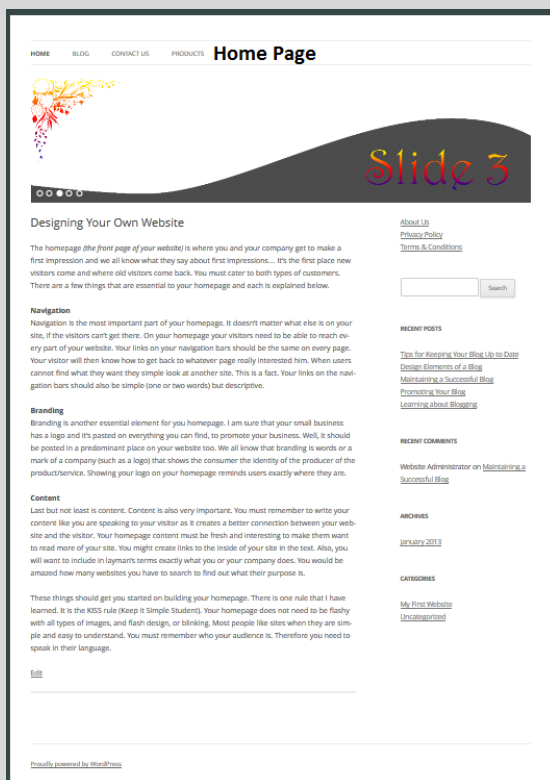
Congratulations, you just designed a website all by yourself. Remember, this is a free tutorial, so not every aspect will be covered. However, if you follow the steps set out in this document, you will soon realize that it is not that difficult to do it yourself. With Custom Themes, you have a wide range of choices!

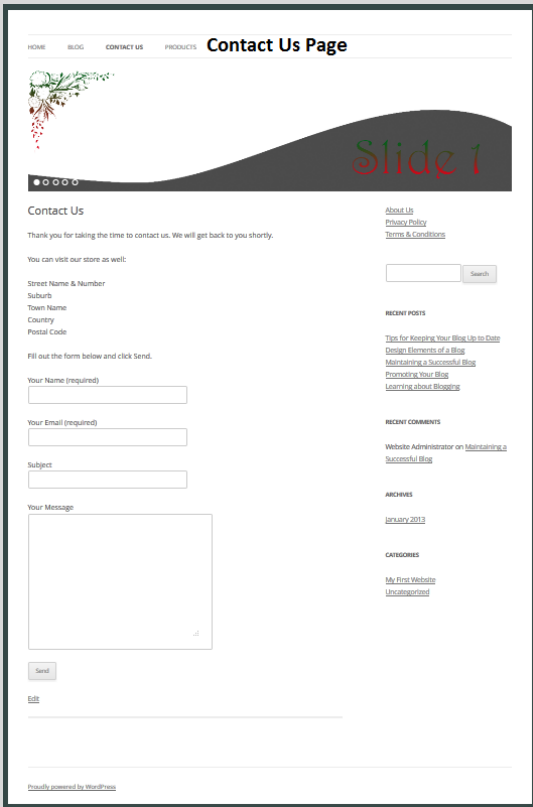
### Viewing Website Pages:



As you can see, changes were made to the overall look. Now, a website can have many pages (some have thousands!) and WordPress is very well capable of handling such a task. If necessary, go ahead and add more pages, posts, menus and sliders to the website before you proceed. (If you want?)

### View the pages created:





The above four (4) pictures show the pages and posts created. It's not much, but the structure is intact and more can be added. (The Seed is Planted). If you follow the steps as discussed in this document, you will soon recognize and realize how easy it is to Design Your Own Website or Blog.



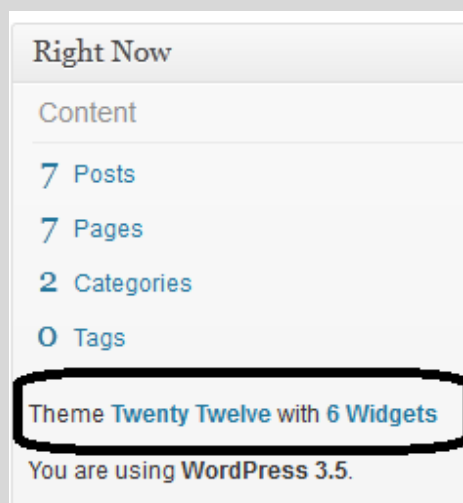
## WordPress Themes – Personalize Your Website!

Before changing a Theme, consider that the Custom Theme you want to install may have different settings altogether. The principle is still the same, but the structure differs. When creating a new website, choose a theme to **use at the start of your design** and from there you can keep designing until finished.

(Before changing a theme, make sure to backup all your files within the “www” folder and to have a backup of the database files (sql). If you have a populated (content) website and then after one year you decide to change the look to another theme it’s highly possible that problems may arise during transition. Some errors are just too hard to fix and the backup can be used to restore the website to a workable state. From there you can choose another theme until you are satisfied (Error Free). Backups will be discussed later.)

By predetermining the look, feel, layout, colors and functions of a WordPress Theme, you will eliminate a lot of guesswork and some duplicated design work.

### Note:



### Watch Out!

With this tutorial you used the default Twenty Twelve Theme throughout the lessons. You enabled a few widgets and created a slider or two.

When changing themes, keep in mind that the slider you created might not work with the new Custom Theme installed. The theme may have its own slider or its own widgets, specifically designed for the theme.

Changing themes can also mean that some of the attached pictures will not show on the website as the link path has changed, this is true with slides & logos.

Another great feature Custom Themes offer is the customizability of the themes. A lot of effort goes into developing these themes by their respected authors, and this only means that the themes are Professional, clean and ready to use.

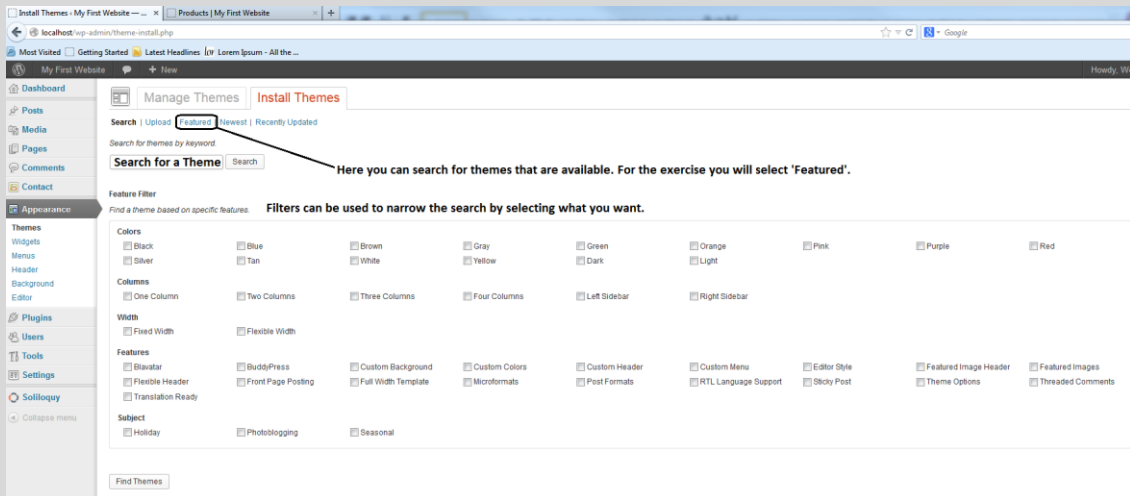
Custom Themes also eliminates a lot of design work. When building websites for customers, you are essentially a web designer. Using WordPress, I personally believe you are only an assembler! The work is already done by a professional, all you need to do is assembling all the pieces to finalise the website. It’s as easy as that!

Once you get familiar with the workings of WordPress and the Database connection, you will start designing quicker and more efficient. Everyone can design a website.

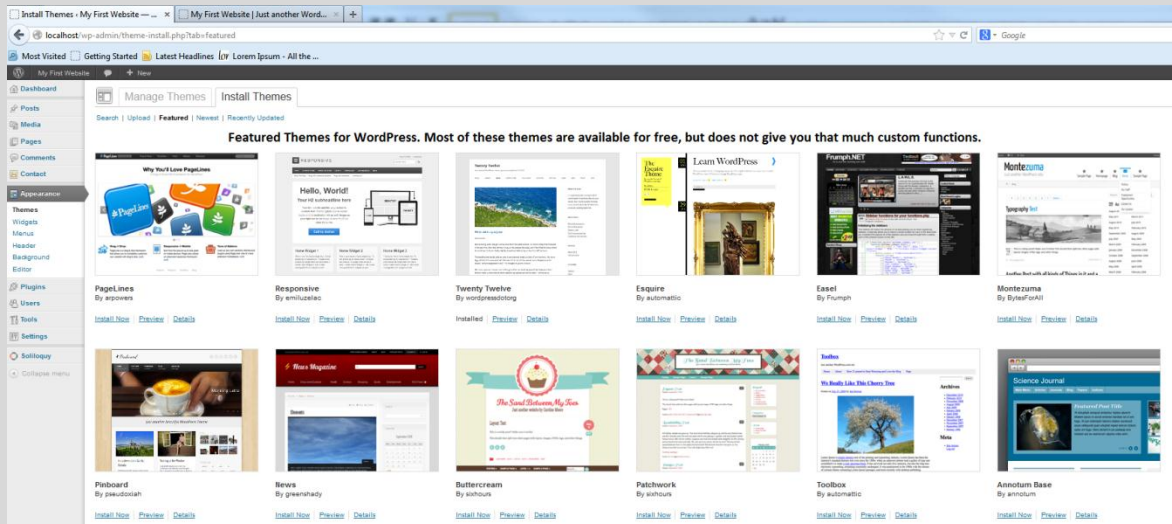
## Quick Overview of WordPress Free Themes

After all said and done, WordPress is Wonderful.

Please check out some free Themes at the link below. Just click on Install Themes and a list will be given. Select the "Featured" option.



Go ahead and search for a theme that you like. These themes will not be covered in this tutorial.



## Custom Themes

*Straight to the point! If you are looking for a professional designed website (that you design) that looks very neat, have powerful features and easy to edit, then Themeforest Themes is the place to be. It's a place where web designers showcase their designs, and there are many to choose from.*

*The support is great from an after sales viewpoint. It's Trusted as well as Safe! With over 2.8 million items within its marketplace you can be sure there is something you want.*

*It really is a one stop Shop!*

*Apart from the themes, the Envato© group knows what to offer, and you will be able to find the following from them:*

### Activeden:

*Flash  
Site Templates  
Video Players  
Image Viewers  
Facebook Themes  
Flex  
Unity 3D & More*

### Audiojungle:

*Music  
Music Packs  
Sound Effects  
Source Files  
Logos & Idents  
TRAX*

### Themeforest:

*WordPress  
Site Templates  
Marketing  
CMS  
eCommerce  
PSD Templates  
Plugins & More*

### Videohive:

*After Effects Project Files  
Apple Motion  
Motion Graphics  
Stock Footage  
Cinema 4D Templates & More*

### Graphicriver:

*Graphics  
Print Templates  
Web Elements  
Add-ons  
Vectors  
Icons  
Fonts  
Logos & More*

### [3dOcean:](#)

*3D Models*  
*Cars*  
*HDRI Images*  
*CG Textures*  
*Materials & Shaders*  
*Base Meshes*  
*Scripts & Plugins & More*

### [Codecanyon:](#)

*PHP Scripts*  
*WordPress*  
*Plugins*  
*JavaScript*  
*CSS*  
*Mobile*  
*HTML5*  
*Apps*  
*Skins*  
*WP Themes & More*

### [Tutorials:](#)

*Web Development*  
*eBooks*  
*Design*  
*Video*  
*Business*  
*Mobile Development & More*

### [Photodune:](#)

*Animals*  
*Architecture*  
*Business*  
*Food*  
*Health*  
*Sports*  
*People*  
*Technology & Travel*

### **Never Miss This:**

Every month Envato gives away something for free on each of its marketplaces! Yes, on all of them.



To the left is January 2013 Free Themeforest file. This is so Nice! Though a HTML website, nowhere else will you receive something for free with this quality.

**[Visit Themeforest to Start Your Journey!](#)**

Note: Remember, each and every month you will receive a free file, make sure to get them!

## Choose a Theme of Your Choice and Start Designing (Assemble)

That brings you to the last part of the design process, how do I install a WordPress theme of my own choice?

**Important Note:** As long as you keep to the rules like not selling, distributing or using code or selling code that is used within the theme, you can use it as long as you want. You bought it! Now use it!

For the exercise, a theme will be used that was previously downloaded as a free file. The file will be used for the first time. Once installed, default settings will be kept and only the necessary will be assembled for the website to get shape.

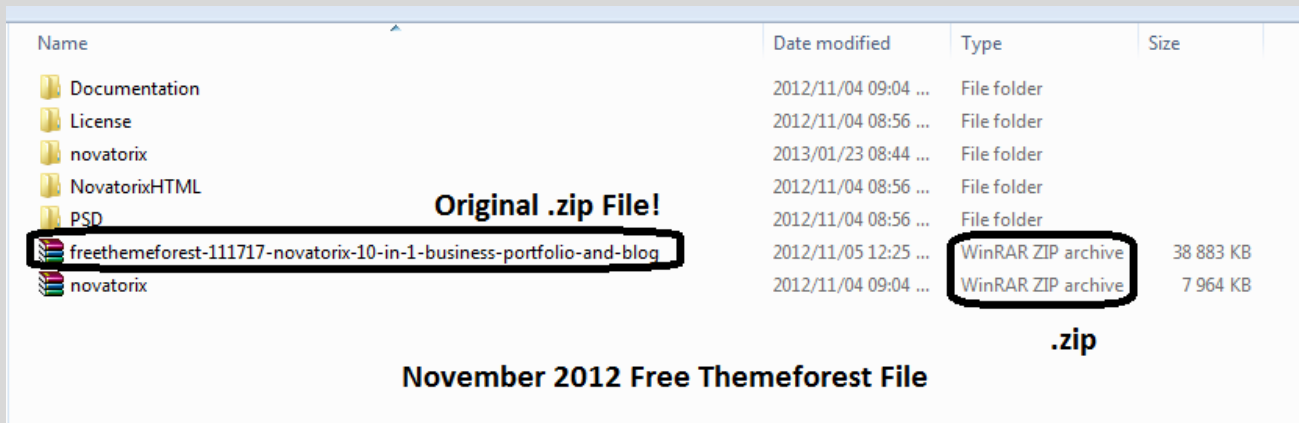
As mentioned earlier, you do not need any technical skills like HTML, PHP or even CSS. You will only need content for the website. There's no need to fuss about what to design or how to design, just pick a theme of your choice and start assembling.

### Part 1: Moving the Theme for Installation

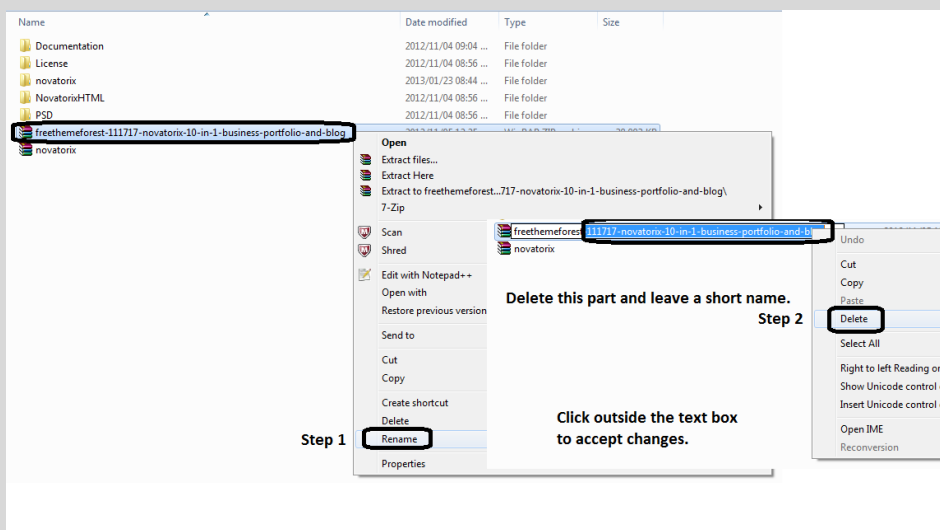
How does the market place work?

When choosing a new theme from Envato you will go through a process of registering and confirming etc., just like any other online marketplace. After payment, you will be able to download the file from within your account. This will not be shown here but it's pretty straight forward procedures.

The file that needs to be downloaded will be a .zip folder. Within that folder, the files should look something like this:



- Documentation: The Help files – Most themes are well documented for support.
- License: Single License file. Please read and be Safe. Keep your side clean and all will be well.
- novatorix: The extracted WordPress files folder.
- Novatorix HTML: HTML version of the website.
- PSD: Photoshop file with a layout of the website.
- novatorix.zip: WordPress Theme – The Actual Theme that will be used.

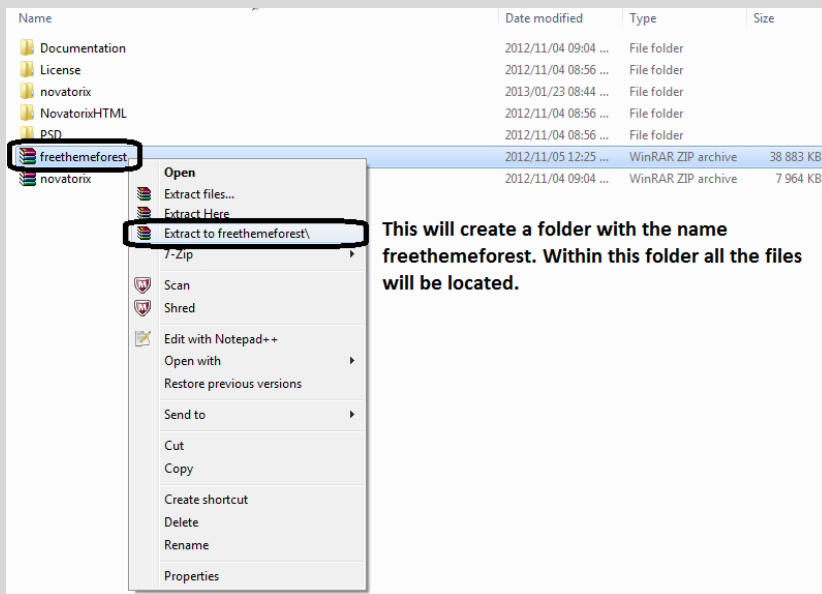


The set of basic files above including the License will accompany the .zip file that you will download from the marketplace. The file will be in .zip format. That means it is compressed and needs to be uncompressed to view the files within.

### Uncompressing the file:

The original filename is very long and will probably give errors when trying to extract. If you encounter extraction errors, just rename the file to a short name.

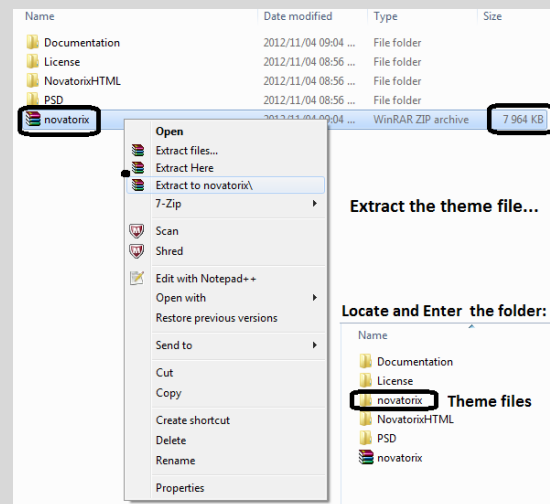
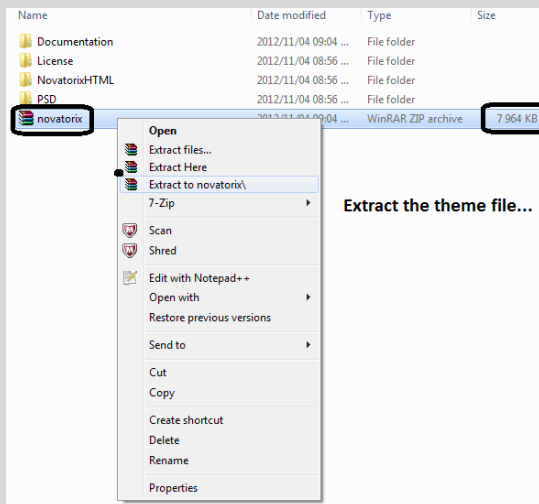
Extracting the .zip that's been renamed:



The file was extracted with WinRAR. Many choices are available.

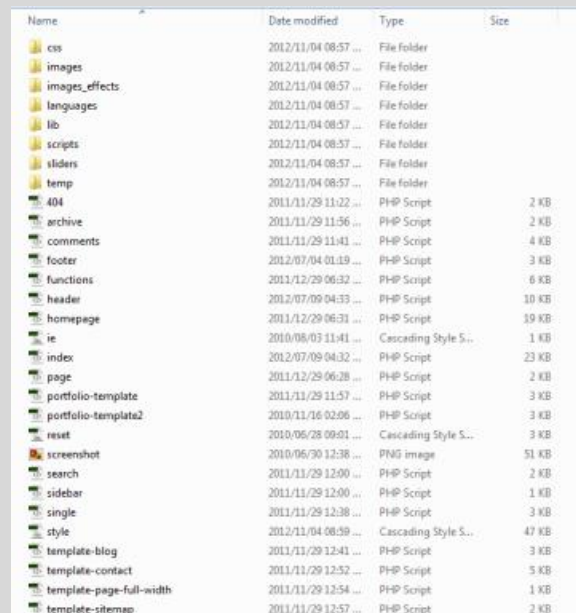
If you use Windows® default, right-click on the file and select Extract All. The default program should extract the files for you error free. Select a path to extract to though.

Once extracted, locate the WordPress Theme. In this case, it will be the novatorix.zip file:



All the theme files are located within the novatorix folder. This whole folder must be copied to the themes folder in your website directory.

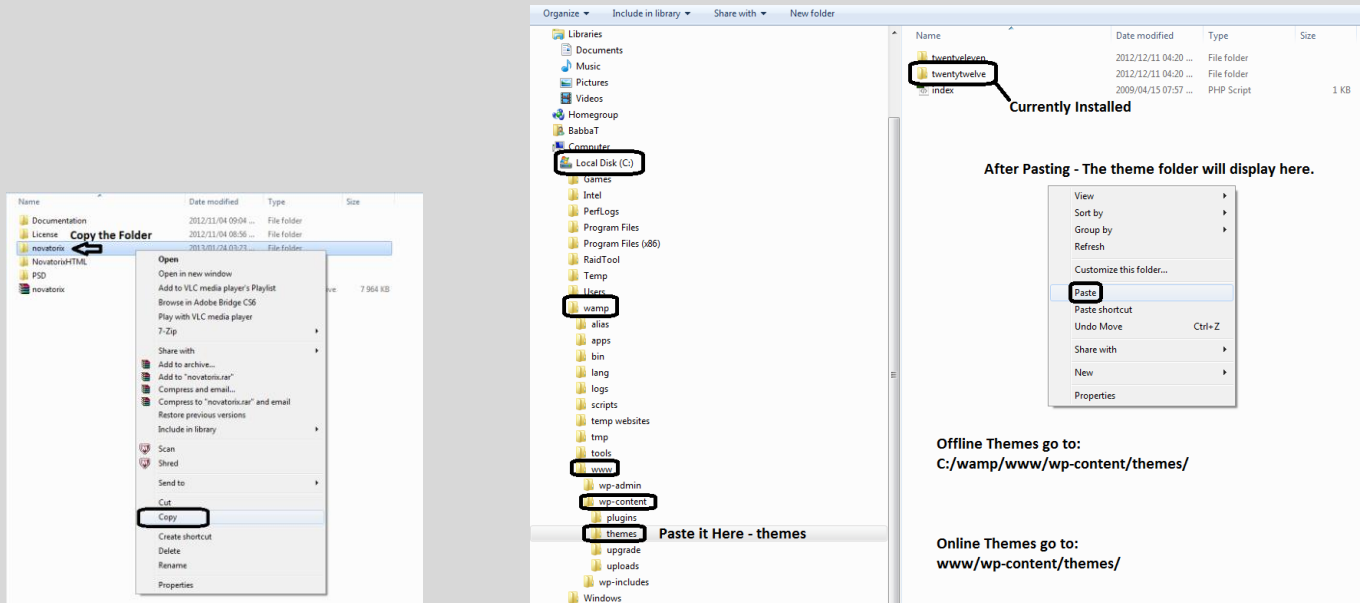
(WordPress files – C:/wamp/www/wp-content/themes/





Do the following:

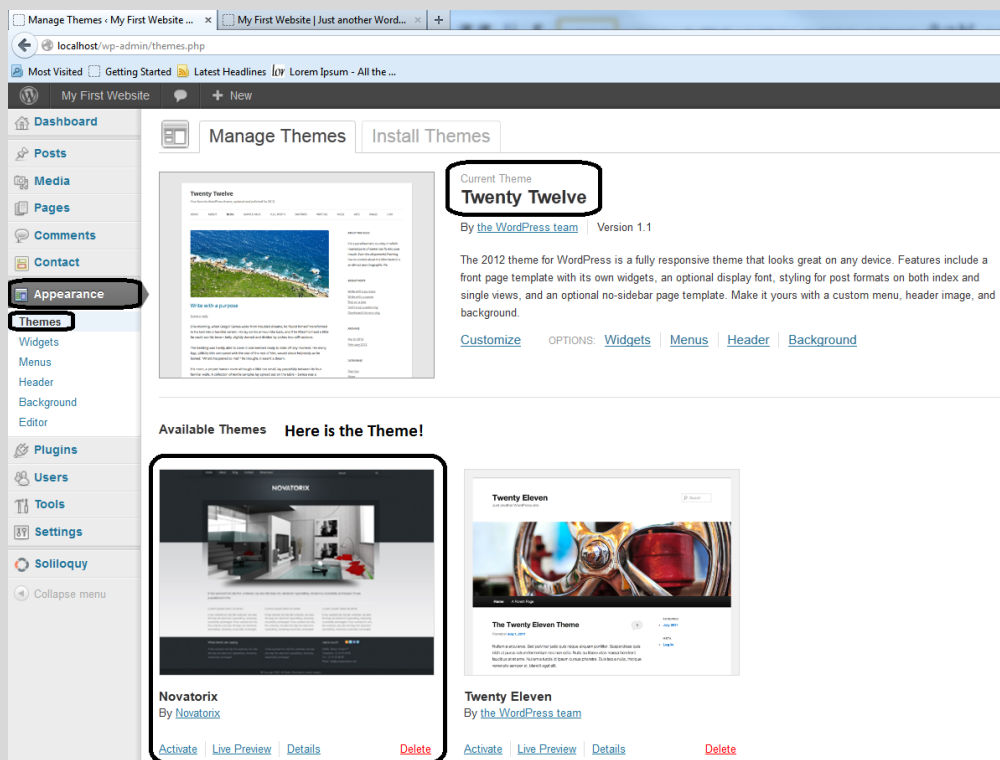
Copy the whole folder with all the contents to: `C:/wamp/www/wp-content/themes/`



After pasting the folder it should show up within the themes folder:

Name	Date modified	Type	Size
novatorix	2013/01/24 03:40 ...	File folder	
twentyeleven	2012/12/11 04:20 ...	File folder	
twentytwelve	2012/12/11 04:20 ...	File folder	
index	2009/04/15 07:57 ...	PHP Script	1 KB

Go to the back end of the website: Appearance/Themes:



The theme is now 'installed'. Before activation takes place, it is important to make a complete backup of the website and database. If something goes wrong then there is a quick fix, Restore the backup.

## Part 2: Making a Complete Backup before New Theme Activation

Backups are essential! Do this once in a while, not once in a blue moon. The more frequent the better. Imagine your blog gets 100 comments a day; you forget to backup and next week the website crash. All is lost! A full week worth of comments just lost. This is just an example, but unfortunately these things do happen.

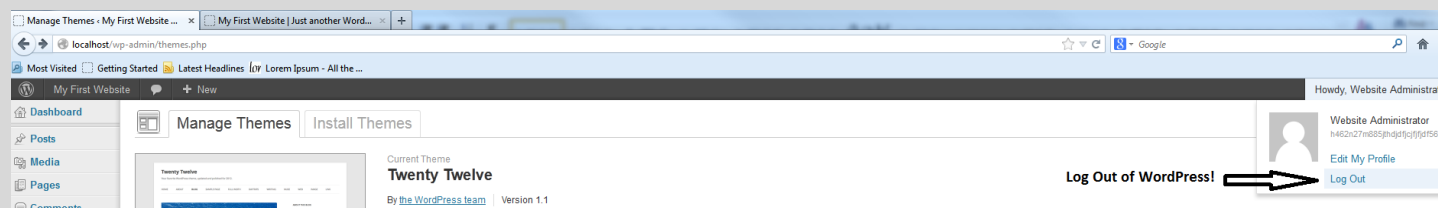
What to Backup & Save?

Two things need to be done for a normal WordPress Site:

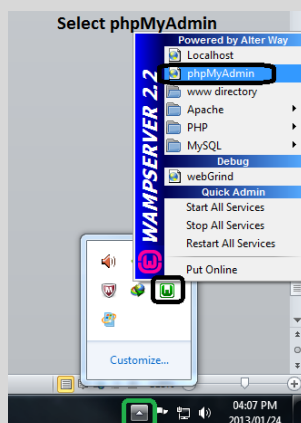
- Copy the folder 'www' with all the contents therein; and
- Make a backup of the database used for the website. (phpMyAdmin)

Do the following:

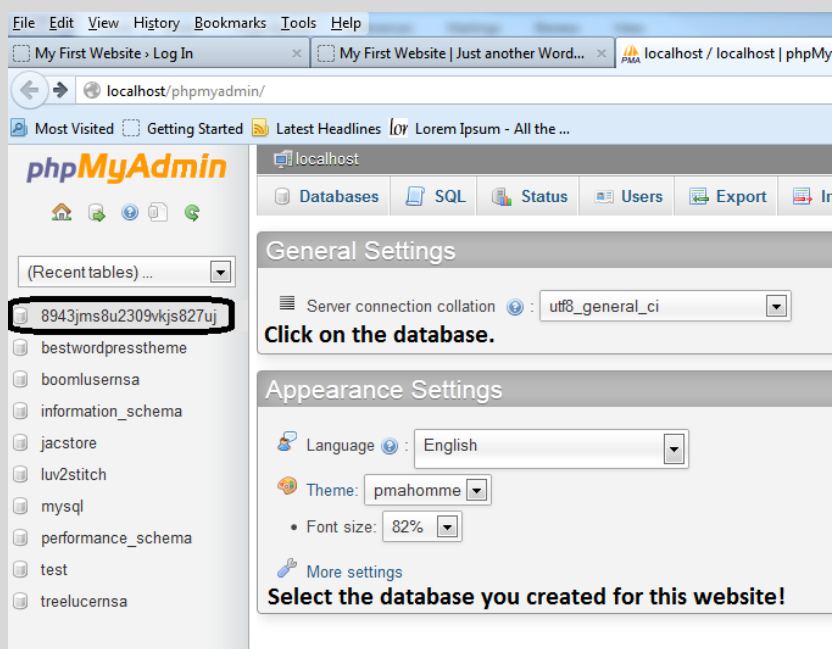
First, Log Out of WordPress so that no data can be written to the database for now.



Click on the green "W" in the system tray and select phpMyAdmin:



When this window opens, select the database you created for this website. (When you have multiple sites and you can't remember which database it is, check out the chapter about [Databases](#).)



Select the correct database from the left, click on it and the following window will open:

Database Structure for 8943jms8u2309vkjs827uj:

Table	Action	Rows	Type	Collation	Size	Overhead
wp_commentmeta	Browse Structure Search Insert Empty Drop	0	InnoDB	utf8_general_ci	48 K1B	-
wp_comments	Browse Structure Search Insert Empty Drop	1	InnoDB	utf8_general_ci	80 K1B	-
wp_links	Browse Structure Search Insert Empty Drop	0	InnoDB	utf8_general_ci	32 K1B	-
wp_options	Browse Structure Search Insert Empty Drop	287	InnoDB	utf8_general_ci	2 M1B	-
wp_postmeta	Browse Structure Search Insert Empty Drop	171	InnoDB	utf8_general_ci	96 K1B	-
wp_posts	Browse Structure Search Insert Empty Drop	129	InnoDB	utf8_general_ci	416 K1B	-
wp_terms	Browse Structure Search Insert Empty Drop	5	InnoDB	utf8_general_ci	48 K1B	-
wp_term_relationships	Browse Structure Search Insert Empty Drop	17	InnoDB	utf8_general_ci	32 K1B	-
wp_term_taxonomy	Browse Structure Search Insert Empty Drop	5	InnoDB	utf8_general_ci	48 K1B	-
wp_usermeta	Browse Structure Search Insert Empty Drop	26	InnoDB	utf8_general_ci	48 K1B	-
wp_users	Browse Structure Search Insert Empty Drop	1	InnoDB	utf8_general_ci	48 K1B	-
11 tables	Sum	642	InnoDB	latin1_swedish_ci	2.9 MiB	0 B

Select all the files within the database. These files need to be saved! Select Check All at the bottom and Click on **Export**.

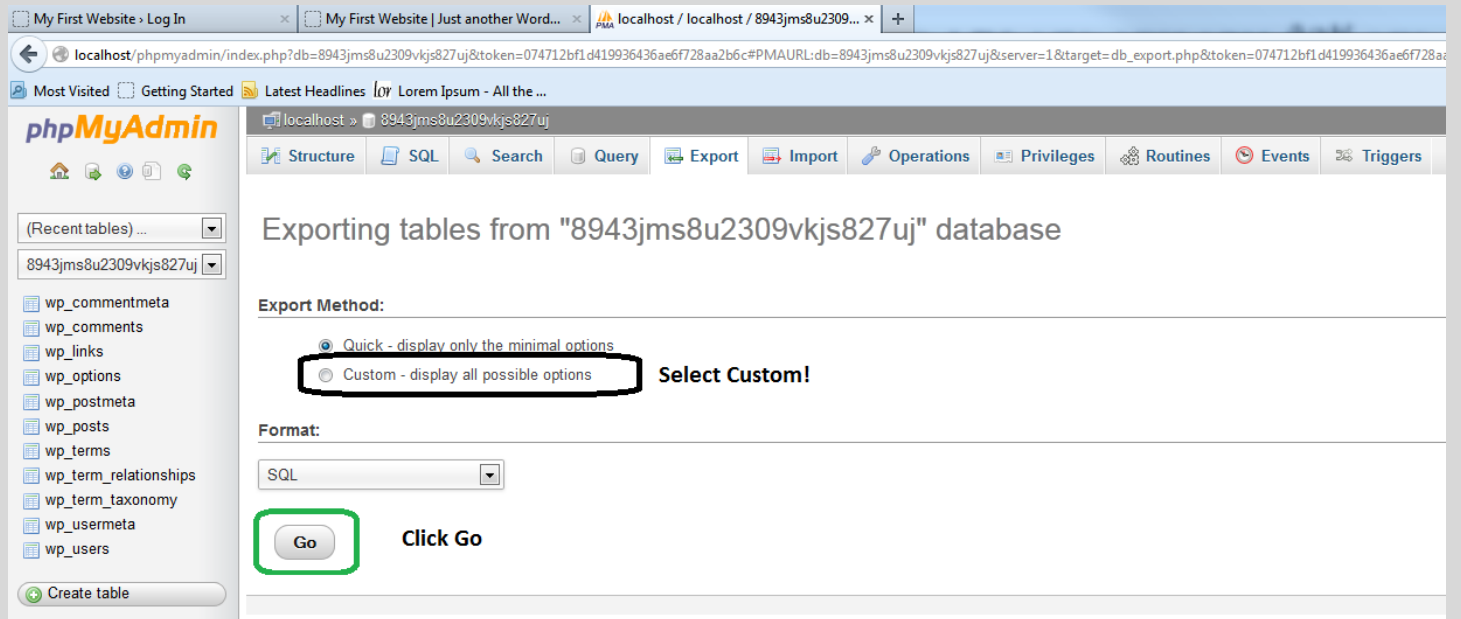
Database Structure for 8943jms8u2309vkjs827uj:

Table	Action	Rows	Type	Collation	Size	Overhead
wp_commentmeta	Browse Structure Search Insert Empty Drop	0	InnoDB	utf8_general_ci	48 K1B	-
wp_comments	Browse Structure Search Insert Empty Drop	1	InnoDB	utf8_general_ci	80 K1B	-
wp_links	Browse Structure Search Insert Empty Drop	0	InnoDB	utf8_general_ci	32 K1B	-
wp_options	Browse Structure Search Insert Empty Drop	287	InnoDB	utf8_general_ci	2 M1B	-
wp_postmeta	Browse Structure Search Insert Empty Drop	171	InnoDB	utf8_general_ci	96 K1B	-
wp_posts	Browse Structure Search Insert Empty Drop	129	InnoDB	utf8_general_ci	416 K1B	-
wp_terms	Browse Structure Search Insert Empty Drop	5	InnoDB	utf8_general_ci	48 K1B	-
wp_term_relationships	Browse Structure Search Insert Empty Drop	17	InnoDB	utf8_general_ci	32 K1B	-
wp_term_taxonomy	Browse Structure Search Insert Empty Drop	5	InnoDB	utf8_general_ci	48 K1B	-
wp_usermeta	Browse Structure Search Insert Empty Drop	26	InnoDB	utf8_general_ci	48 K1B	-
wp_users	Browse Structure Search Insert Empty Drop	1	InnoDB	utf8_general_ci	48 K1B	-
11 tables	Sum	642	InnoDB	latin1_swedish_ci	2.9 MiB	0 B

The Check All will ensure all files are selected. After export was clicked, a window will open with the Export Method. Select Custom. Two changes need to be made:

Give the database a name (save name); and

Add drop table... option need to be selected.



Select Go. In the following window you will have to give the file a name and you must select 'Add Drop Table...'



Select Custom Settings

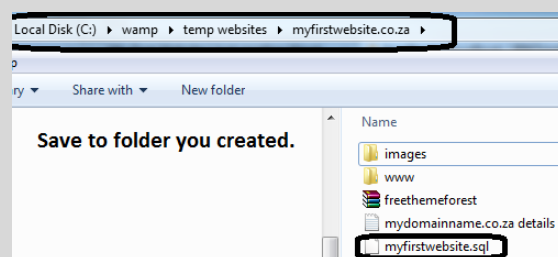
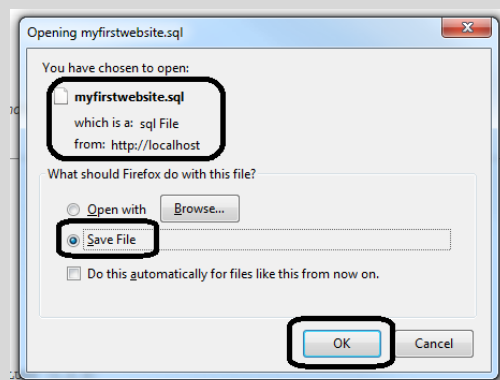
Give Database a Name

Select - Add Drop Table/View/Procedure/Function....

Select Go to Save & Download

**Note:**

Save: a Window should pop-up automatically after pressing Go. Save the file to your computer. (The folder you created earlier).

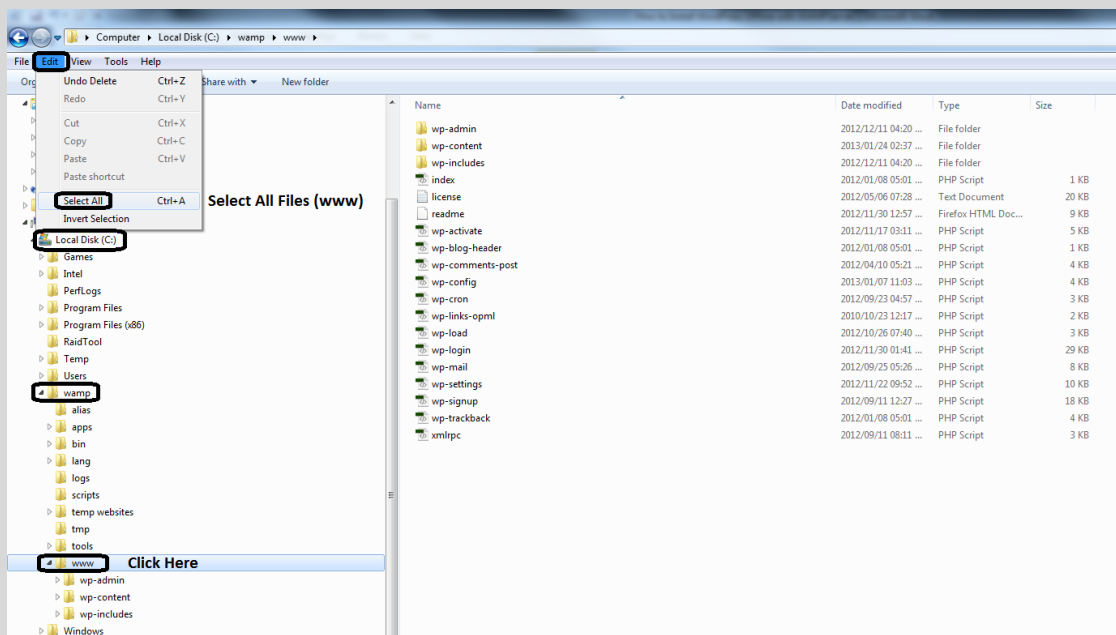


Database is saved!

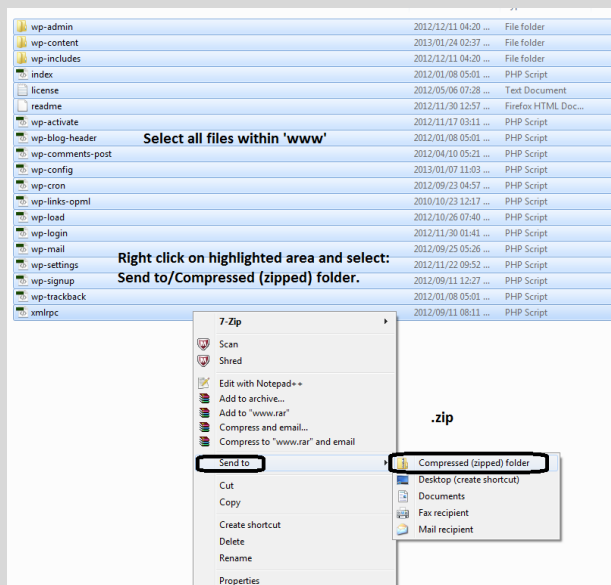
Next, you need to save all the files within the “www” to a .zip file.

Do the following: Go to C:/wamp/www/

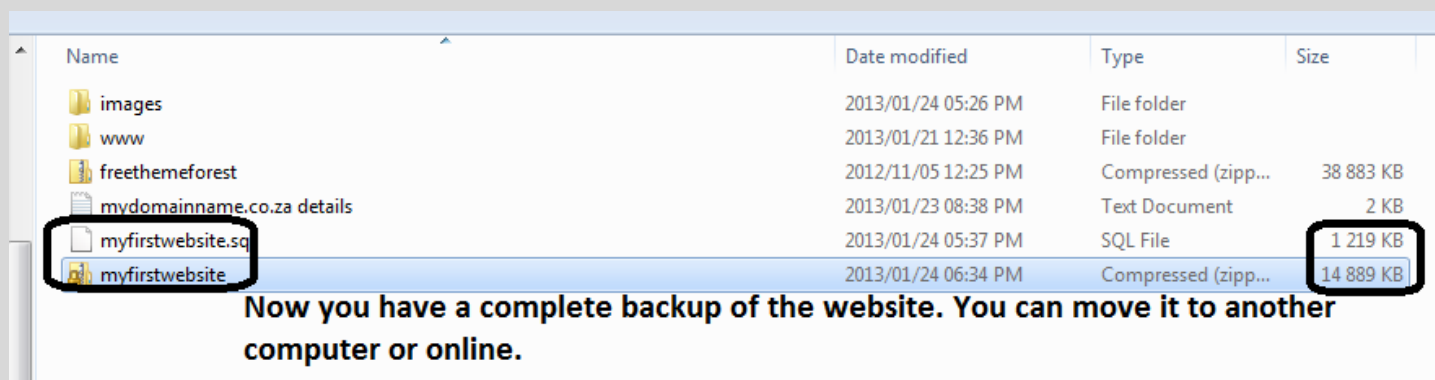
Click on the www on the left. This will display all the files and folders within the ‘www’ folder. Click on Edit/Select All (Ctrl+A). This will select all the files.



With all files selected, right click on a highlighted area and select – Send to/Compressed (zipped) folder. This will ensure that all the files & folders will be compressed to a .zip file.



When prompted, give the zipped file a name. Cut the file, and then paste it to the folder you created for safekeeping.



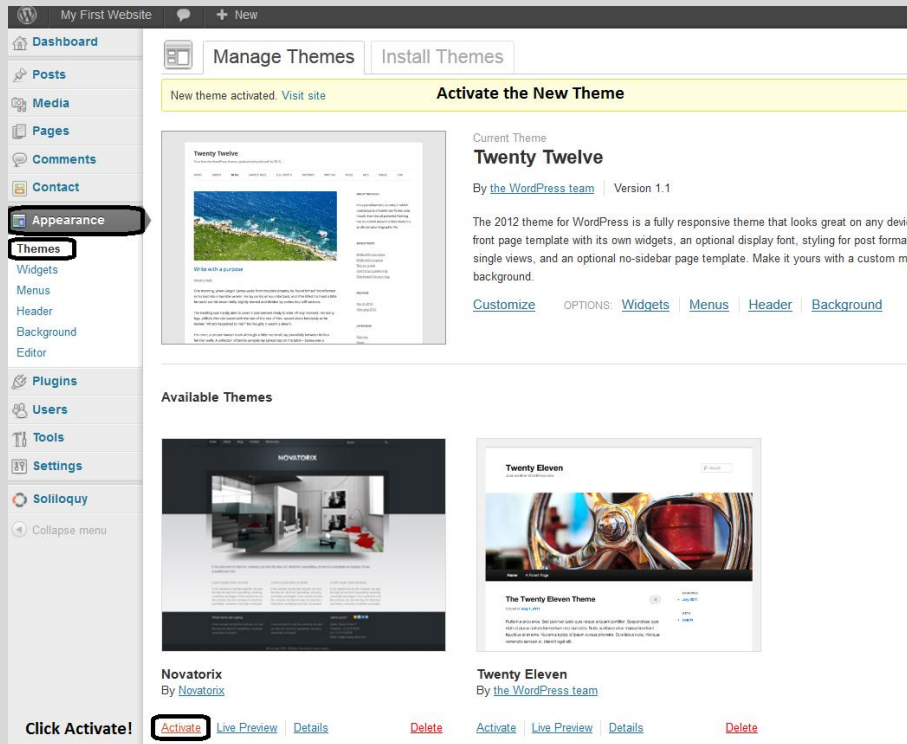


## Part 3: Backups Made! Time to Activate New Theme

You are Happy! A Complete backup has been made of the website and the database. This means the website is in full working order. You will be able to move it anywhere and it will still display and work the same.

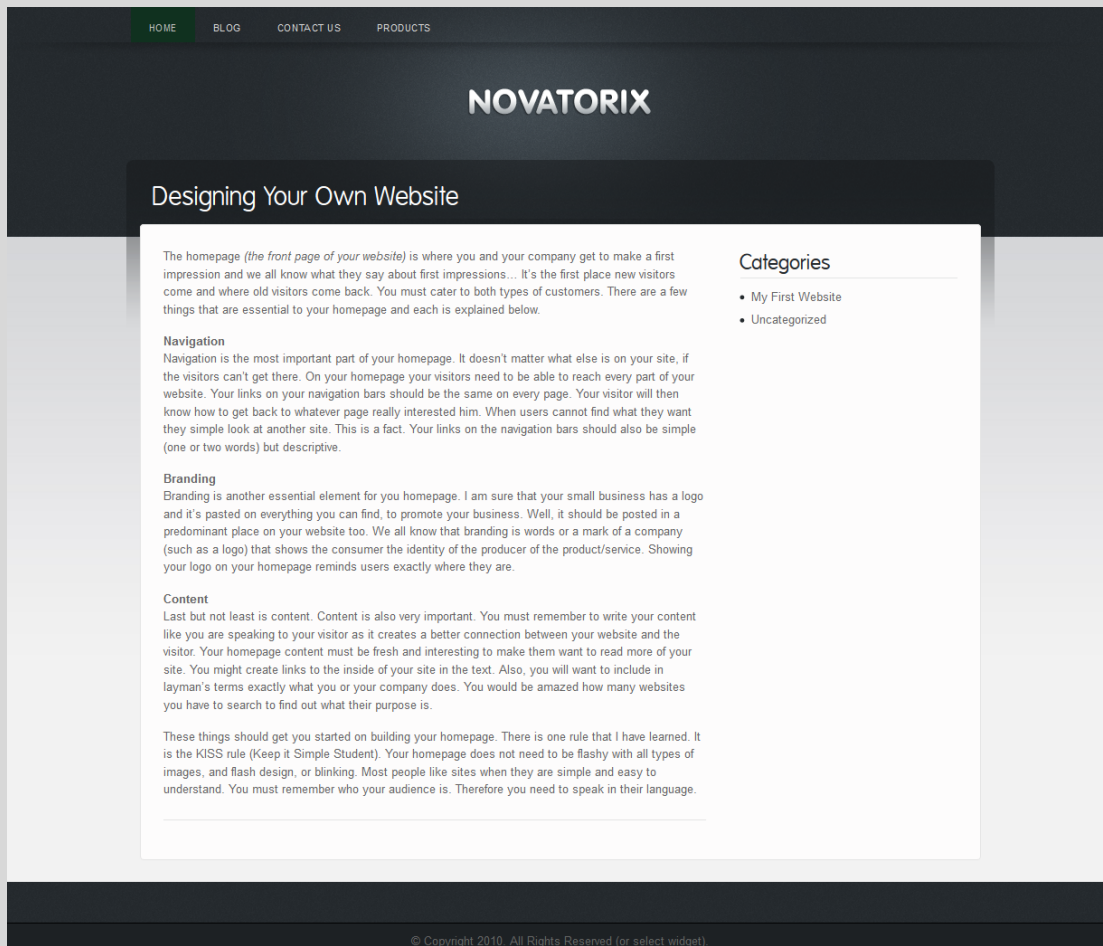
Do the following: Go to Appearance/Themes.

Activate the New Theme. This will make the name the current theme. The layout & colors will changes once activated.



The screenshot shows the WordPress dashboard interface. On the left is a sidebar menu with 'Appearance' selected, and 'Themes' highlighted. The main content area is titled 'Manage Themes' and 'Install Themes'. A yellow banner at the top says 'New theme activated. Visit site' and 'Activate the New Theme'. Below this, the 'Current Theme' section shows 'Twenty Twelve' by the WordPress team, version 1.1. Underneath are links for 'Customize', 'Options', 'Widgets', 'Menus', 'Header', and 'Background'. The 'Available Themes' section displays two theme cards: 'Novatorix' by Novatorix and 'Twenty Eleven' by the WordPress team. Both cards have an 'Activate' button highlighted with a red box.

View the Website:



The screenshot shows a website homepage for 'NOVATORIX'. The header is dark with white navigation links: HOME, BLOG, CONTACT US, and PRODUCTS. The main content area has a dark background with the title 'NOVATORIX' in large white letters. Below the title is a section titled 'Designing Your Own Website'. The content is organized into columns. The left column contains text about the homepage, with sub-sections for 'Navigation', 'Branding', and 'Content'. The right column is titled 'Categories' and lists 'My First Website' and 'Uncategorized'. At the bottom of the page, there is a copyright notice: '© Copyright 2010. All Rights Reserved (or select widget)'.



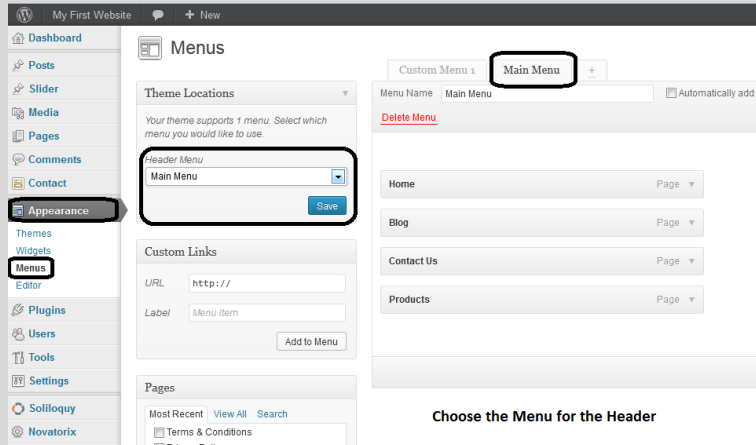
## Part 4: Making Necessary Changes after Activation of New Theme

It already looks very nice! Now, as a result of choosing a new theme, certain settings need to be changed otherwise some elements may not display properly.

**Important:** Check & Change these settings whenever you change a theme:

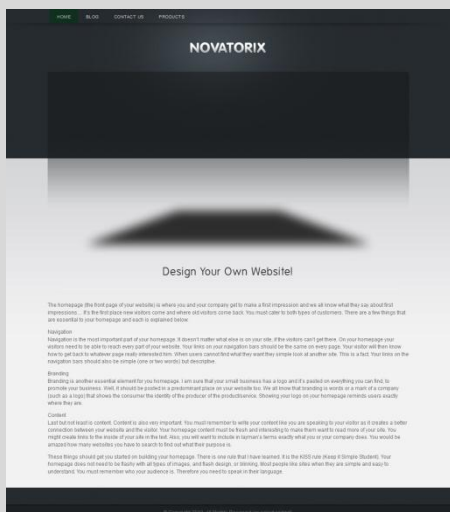
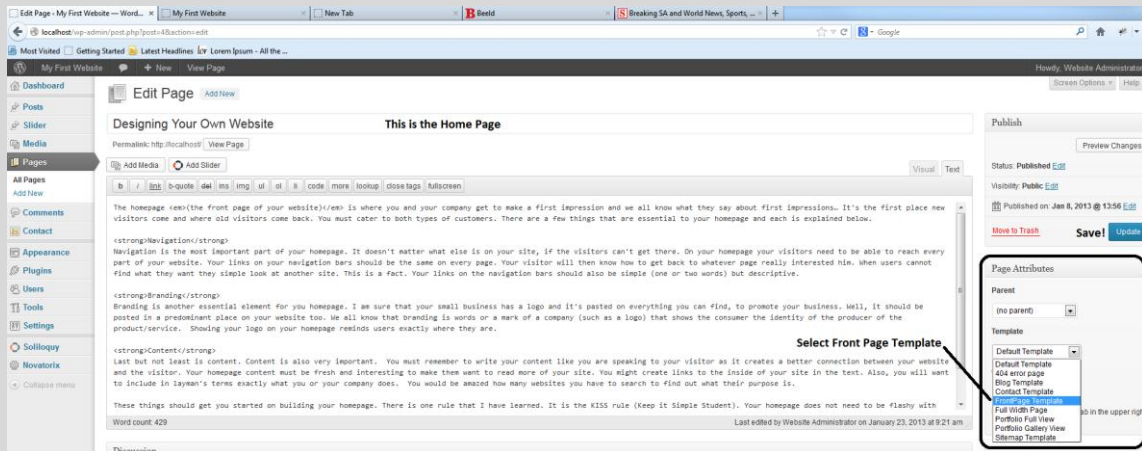
- Menu
- Change the Page Templates

Menu: Go to Appearance/Menu. Select the Header Menu to display within the header & Save Changes.



Start by going to the Home Page first. All page templates need to be changed as a result of activating a new theme. Not doing so will result in layout issues or errors.

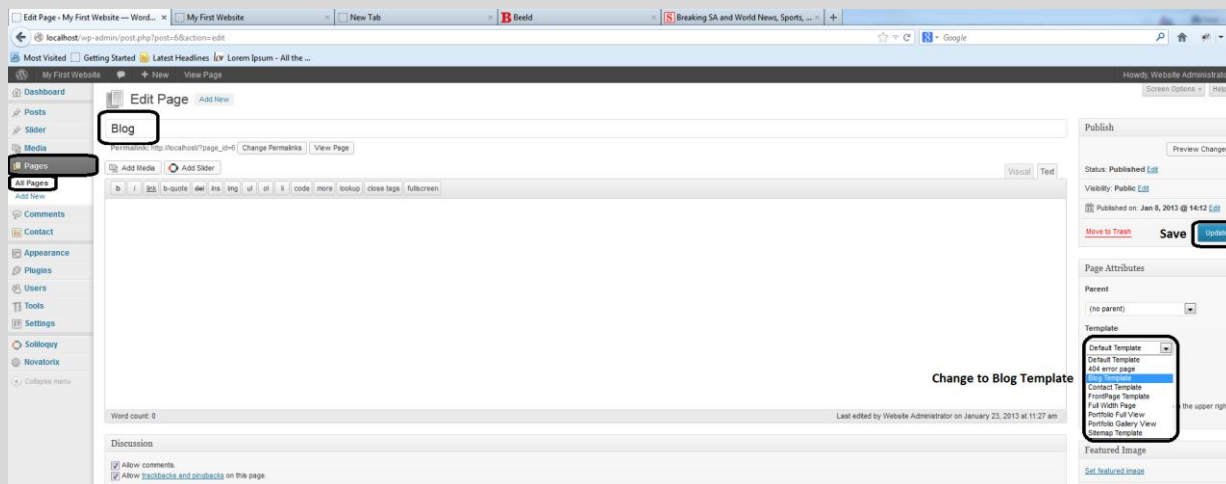
From All Pages/Select the Home Page and select Edit Page:



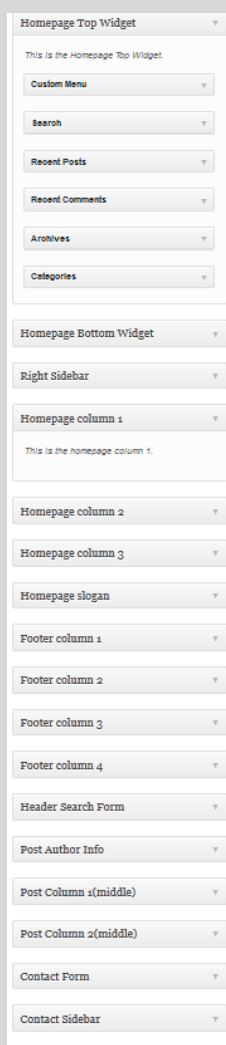
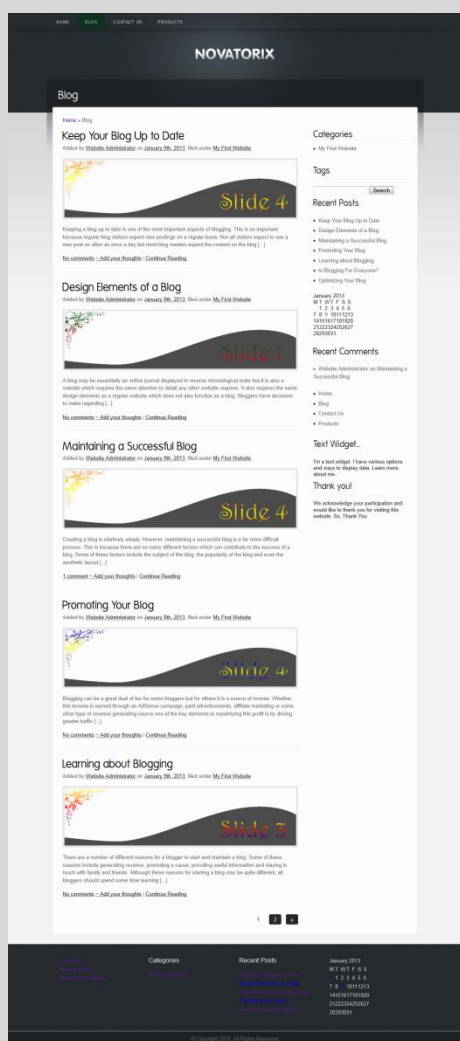
View of the Home Page!

Now, the Home Page is the root and the Posts page is the Blog Page.

## Edit the Blog Page Template as well and Save Changes!

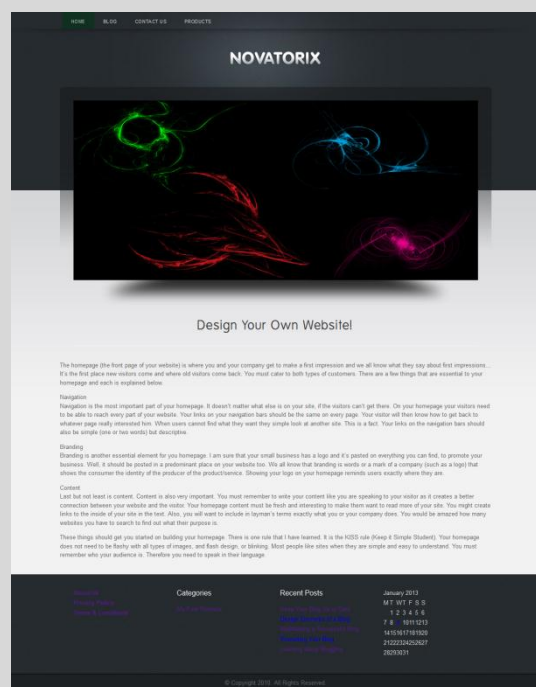


## Viewing the Blog Page:



In order for the Blog to work, changes were made to the following:

Featured image added to each post. Slider added to Home Page:



Notice the Footer Widgets. Custom Themes have widgets for all over the place, for instance, this particular theme has a lot of widget positions to choose from.

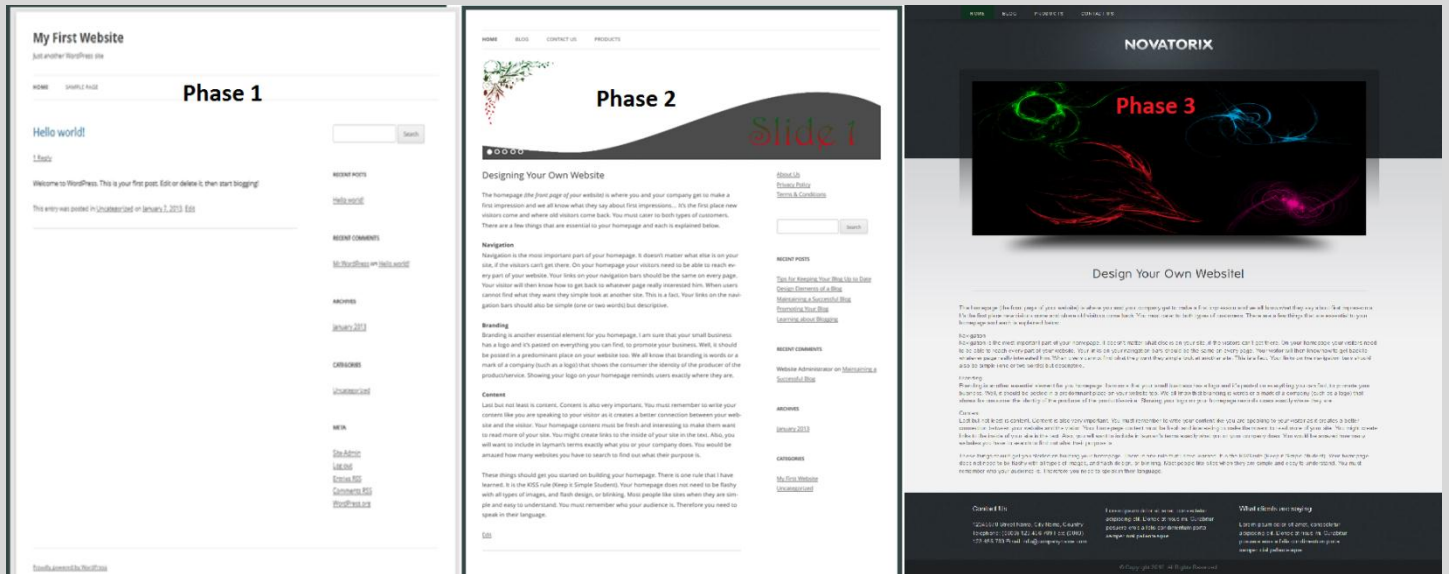
### Note:

This theme (and many other) has a built in contact form. Contact form 7 was de-activated and deleted from the Plugins Menu. Take note that the form can still be used however.

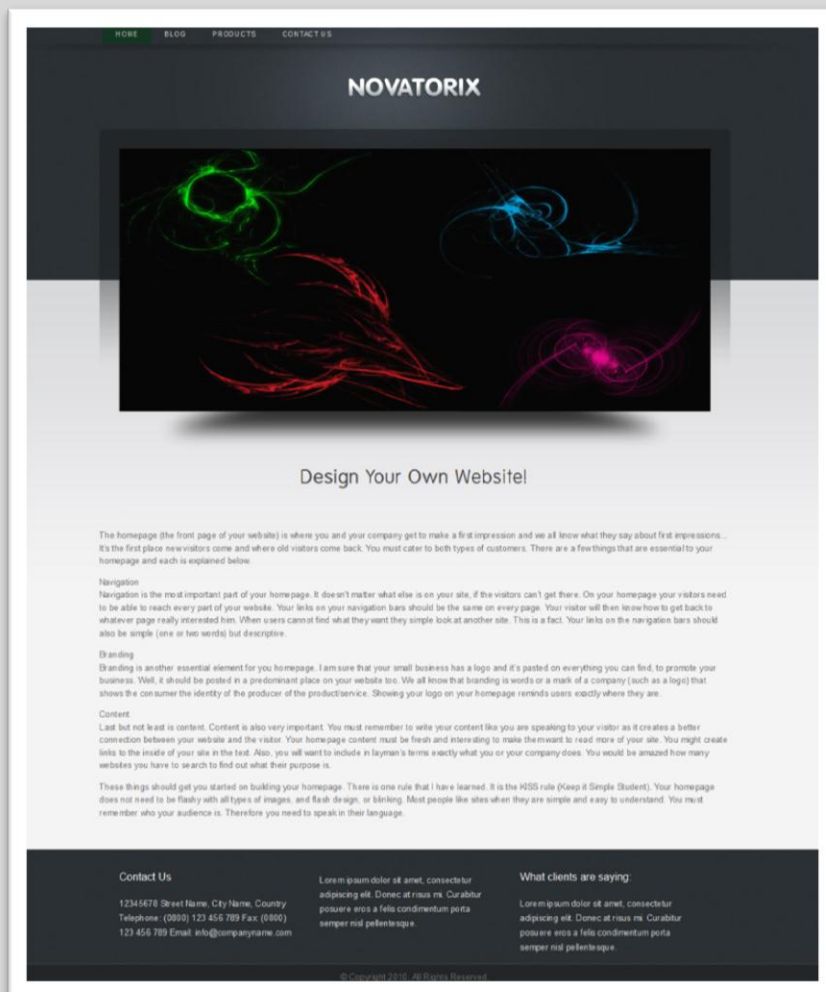
For now all changes are made. If you would like to buy this theme kindly visit the [authors post](#) on [Themeforest](#).

## Viewing final Changes to Website before Uploading

Many more settings can be changed but for now the website is finished. Congratulations. All that need to be done now is backing up the files and uploading them to a webhost, including the database.



**The Website came out pretty neat!**



Remember, there are many **Custom Themes** to choose from:

[Blog/Magazine](#) | [Creative](#) | [Corporate](#) | [Retail](#) | [Technology](#) | [Non-profit](#) | [Entertainment](#) | [Mobile](#) | [eCommerce](#) and many more...

## Choosing a Web Host for Your Website

The website is finished and you want to upload it to a webhost. With many to choose from, please consider that for the lesson only a webhost with cPanel will be used. It's easy to work with and gives you a lot of direct control! Just like working with files and folders, cPanel can be used the same way. cPanel is recommended though! You can read more about cPanel by going to the [cPanel Website](#).

### The Hosting Plan

In order for WordPress to work, you will need:

- Disk Space on the web (internet webhost)
- Sql database

A lot of internet companies are choosing cPanel these days. Here's a very popular webhost that will suit all your needs. If you are not happy with them, you may choose any host of your choice; just remember that you will need a .sql database function for WordPress.

(Do you like saving money, buy webhosting for a full year (12months). Webhost providers have many great deals when choosing annually and not monthly.)

Click on the picture below to decide if you want to sign-up with DreamHost.

### DreamHost gives you:

- Unlimited Disk Space
- Unlimited Bandwidth
- cPanel
- Database
- 24/7 Support
- Plus Much More...



When you create an account, you must complete two tasks in order for a website to have a home on the internet.

- i. You must register a domain name. This is the website address : [www.yourdomain.co.za](http://www.yourdomain.co.za)
- ii. You must obtain webhosting (disk space) for the website files to be hosted.

### Registering a Domain Name:

The domain name is the name of the website. Choose carefully and try to keep with what your website is about. Try choosing a domain name that reflects the keywords you will use within you site etc.

A domain name comes in a variety of choices, and the price differs as well: Make sure before you sign-up that you are happy with the extension of the domain name. Here's a list of a few domain extensions you can choose:

Domain Name Extensions (samples):

.co.za	.com	.net	.org	.info
.co.uk	.eu	.biz	.us	.name
.tv	.mobi	.fm	.me	.org.za
.za.com	.co	.co.nz	.xxx	.org.uk

If you have future endeavours of designing a site (not hosting now), you may want to obtain a domain name before that. The reason for this is the internet is growing at a rapid pace. The name can be taken by someone else (which happens a lot) and then you will have to sacrifice or improvise. You do not need hosting if you only want to buy a domain name. When you choose this option, ask your webhost administrator to 'Park the Domain' until you are ready to use it.

### **Signing Up for Web Hosting:**

Web hosting companies can be easy to work with, or they can be a nightmare. Use tried and trusted hosting, like [DreamHost](#). Some hosting resellers will offer a downgraded package for almost the same price as normal hosting, plus you don't get any extras when choosing these packages. All extras are available at extra cost.

*Reseller hosting is when you 'hire' for instance 10GB of disk space on a webserver, then reselling it. This is however a good income if used properly and with some initiative (assembling websites for a living), but some resellers charge simply too much! The downside with these packages is you may not receive a database to use, and the database will be added for you if you pay extra. This is a waste of money honestly. Emails are limited etc.*

*Choose normal hosting with an annual price, this way you will save money and you will be assured for the next 12 months you need to pay "Zero" to anyone. It's not even that expensive anymore, and with the help of this document you already saved money by not paying for design costs, You Can Do it Yourself!*

#### **The process:**

- *Sign up with a host of your choice or use DreamHost*
- *Register a domain name*
- *Select the webhosting package that suits your needs. Minimal packages will do, look for database function.*
- *Pay for an annual sign up and your set!*

When the transaction is completed, you will receive documentation from the webhost that includes:

- Hosting account details
- Server information
- Email Information
- cPanel Log-In information
- FTP information etc.

Some hosting companies may send you different information, but it should be in line with the above. Keep this information (probably emails) safe and secure, only for use by authorised persons.

When you have the following, you can proceed to upload the website to the host:

- Domain Name; and
- Web Hosting with cPanel.

If any of the information is unclear to you at this point, kindly contact your new webhost for support. These people work hard in gaining customer satisfaction, so you will be in good hands.

#### **Note:**

*The new website will take some time to propagate. It's normally between 24-48 hours. This need to be done to check if there are any contradicting info, like someone else that has already obtain the domain name you want to use etc. So if you don't see the website immediately after signing up, please note that this is normal! However, you will be able to access the cPanel of the website on a temporary server until the process is finalised. IMHO, wait until all is good and then proceed uploading your files.*



## cPanel - Overlook

cPanel is really easy to work with. If you are familiar with Windows Explorer you will not be intimidated by the look and workings of cPanel. It's about Files & Folders, Editing & Deleting, Copying & Pasting.

To continue, the assumption will be made that you have already signed-up for a hosting account that uses cPanel.

### How to Enter cPanel:

Methods that should work:

[www.domainname.co.za/cpanel](http://www.domainname.co.za/cpanel)

[www.domainname.co.za:2082](http://www.domainname.co.za:2082)

Both of these should work. For the rest of the tutorial, you will be using :2082 at the end of the URL.

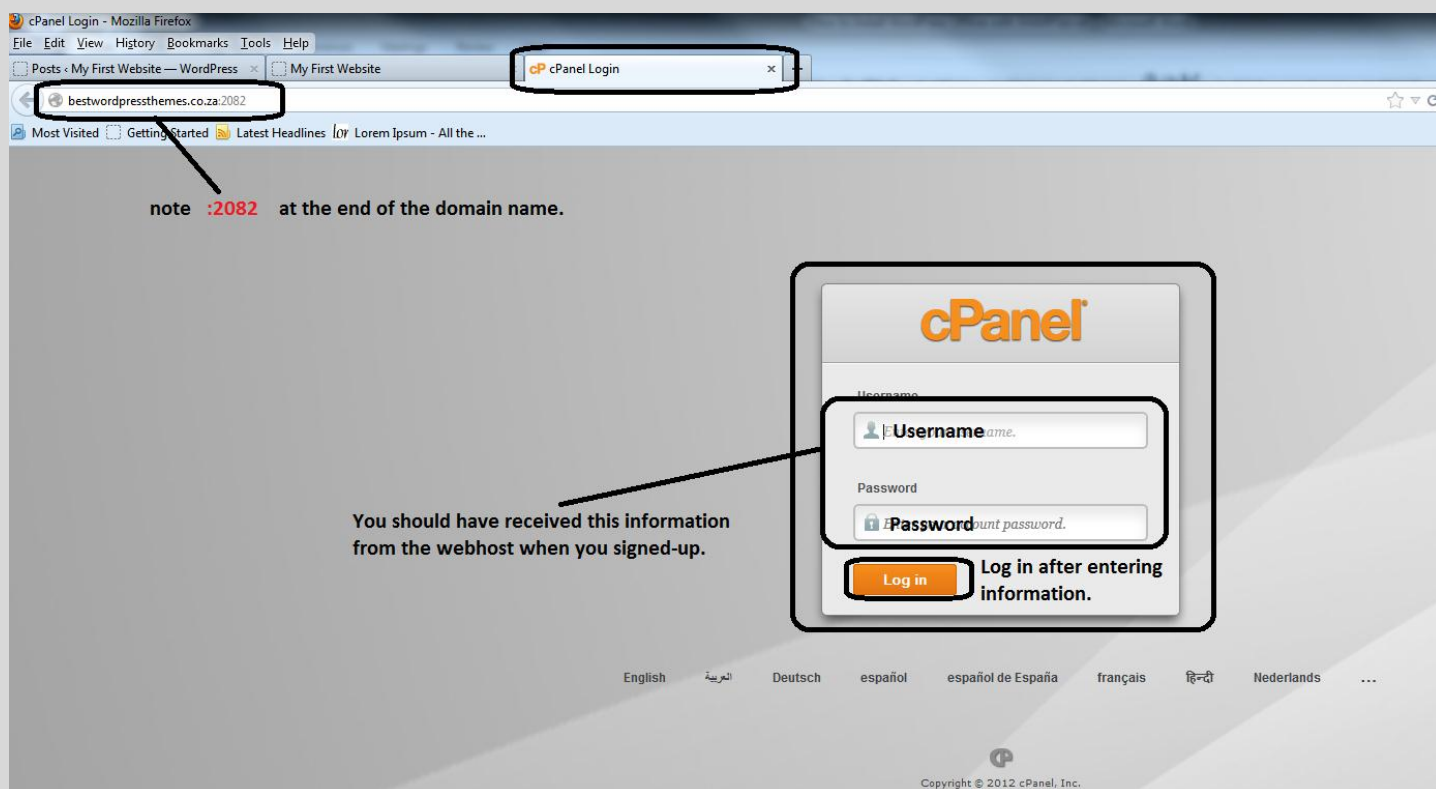
This is the port used to access the cPanel. Now you can see how important it is to keep information about the website safe and secure.

For the tutorial, the website that will be uploaded is the one that you worked on this far, the domain name that will be used for the exercise is (in order to access cPanel):

[www.bestwordpressthemes.co.za:/2082](http://www.bestwordpressthemes.co.za:/2082)

### Navigating to :2082

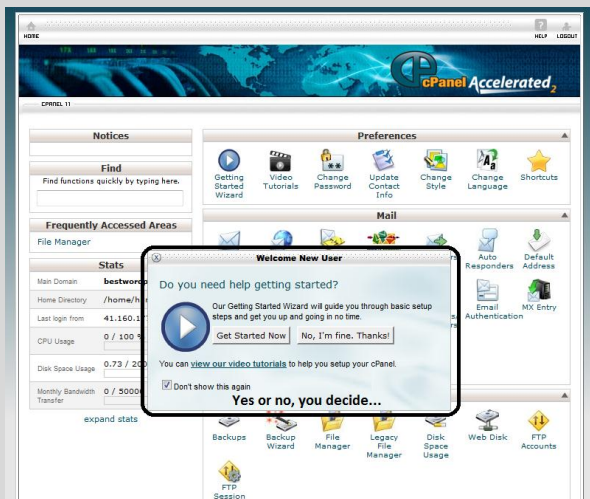
When directing to the cPanel, the following window will appear (may look different – depends on host or version):  
Fill in the username and the password that you received from the host.



(Note:  
If you feel that the password is not secure enough, don't stress, this can be changed. Either way, it is recommended that you change passwords once in a while...)



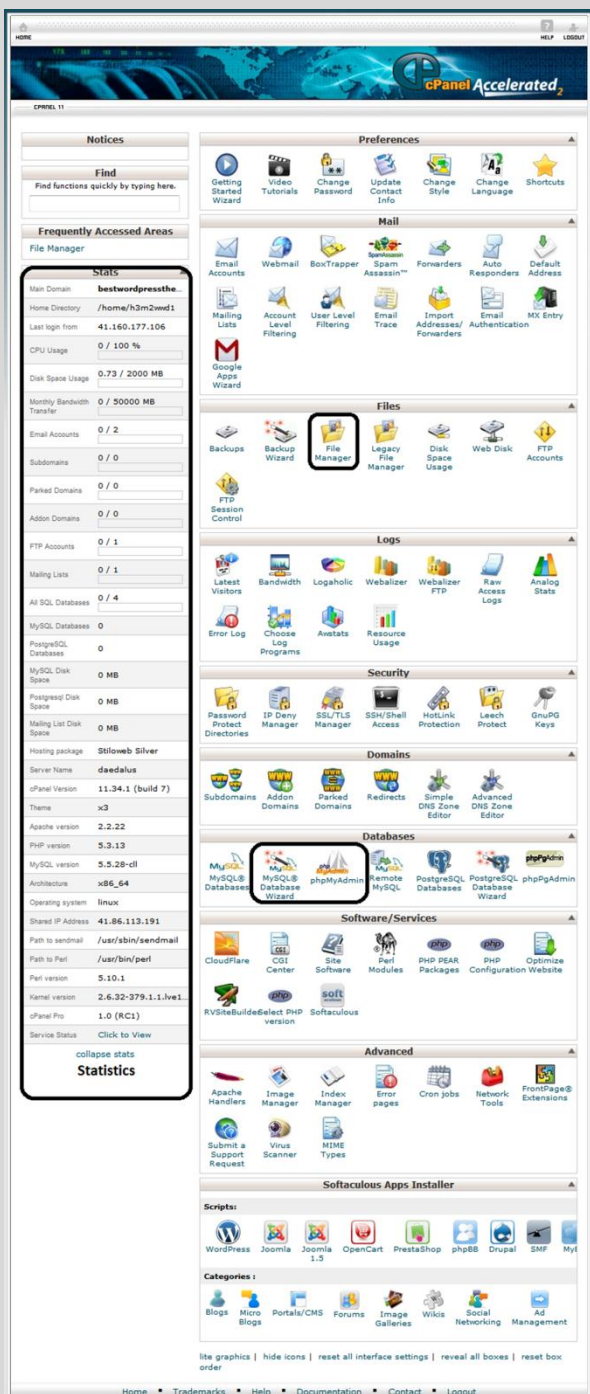
The following window will open once you log in to cPanel:



Do you need help?

Select an option and continue.

Complete view of cPanel:



To the left is the interface of the cPanel. For this tutorial, you will only work with the highlighted areas:

- File Manager
- MySQL Database Wizard & phpMyAdmin

### Email Account

Create an email account to use with this website.

### File Manager

Upload all the files here through the file manager

### MySQL Database Wizard & phpMyAdmin

Create & Edit database user and password for the website

Below is a complete picture view of the cPanel Interface. Once you get familiar with the workings, you will gradually find new things and elements to add to the website. However, the highlighted items above are the only ones you will cover for this tutorial.

The image shows the cPanel interface with several sections highlighted by black boxes and labeled with text:

- Personal Info**: Preferences section.
- All Mail Settings**: Mail section.
- Direct website file access! "www"**: Files section.
- Saved & Logged Information**: Logs section.
- https:// security**: Security section.
- Create extra "websites" or redirect to other site**: Domains section.
- SQL Databases!**: Databases section.
- Server Software...**: Software/Services section.
- Advanced Settings...**: Advanced section.
- Install these from here...**: Softaculous Apps Installer section.

At the bottom of the interface, there are links for Home, Trademarks, Help, Documentation, Contact, and Logout.

[\[Back to Top\]](#)

## Going “Live Online”

Almost done! You’ve designed a website with WordPress, chose a theme and obtained a domain name and webhosting. All that needs to be done is to upload the offline website to the online server.

### Changes that will occur:

- [Backup the files into a .zip folder \(www folder contents\)](#)
- [Backup the database \(.sql\)](#)
- [Upload the www folder contents and extract online](#)
- [Edit wp-config.php within file manager to point website to Database](#)
- [Create a database with MySQL Database Wizard & Update wp-config.php](#)
- [Import saved database \(saved .sql\) with phpMyAdmin](#)
- [Edit wp-options file within phpMyAdmin | Change Settings & Save](#)
- [!! Open Backend first: http://www.domainname.co.za/wp-admin](#)
- [Edit settings to redirect root page to domain name and not “localhost”](#)
- [Install Search & Replace plugin](#)
- [Change links with plugin & Save](#)
- [Change remaining links that cannot be changed with plugin](#)
- [Viewing Website & Checking for errors](#)

Done!

## Backing Up

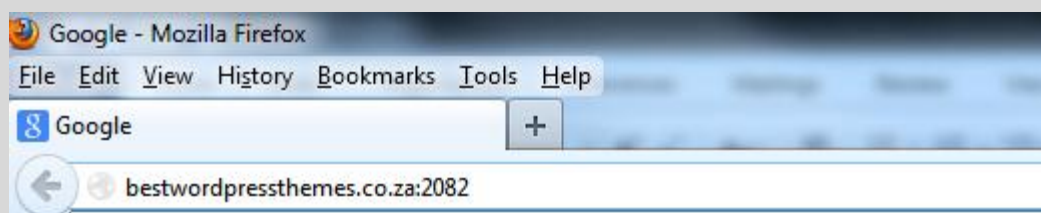
Make a complete backup of both the ‘www’ folder contents (.zip) and the database (.sql). Remember to save the files to a place where you can find it easily.

Refer back to [“Making a Complete Backup”](#) if you cannot remember how to do this.

## Upload the zipped ‘www’ folder contents and extract online

It’s time to use cPanel for the first time. To upload files through File Manager within cPanel, do the following:

Log-in to cPanel by going to the link of the domain name followed by :2082



Domain Name followed by  
:2082 or /cpanel

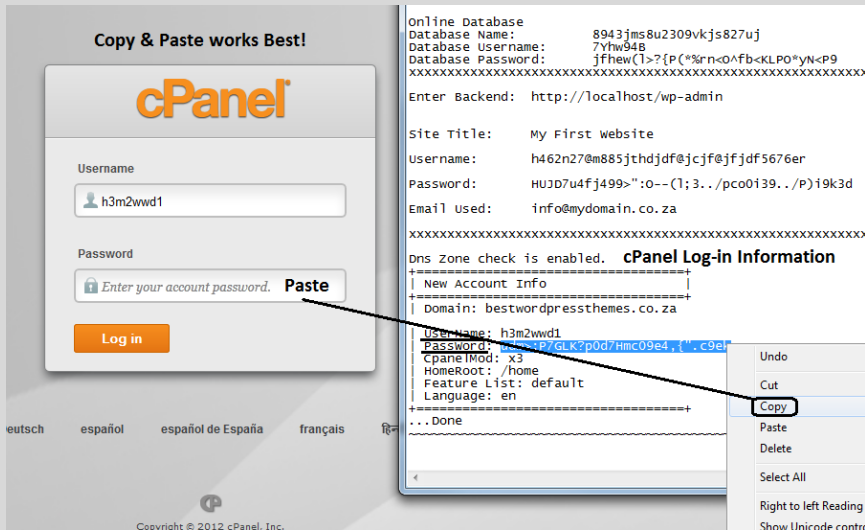
<http://www.yourdomainname.co.za:2082>

or (notice the difference between the two – one has **:** and the other **/**)

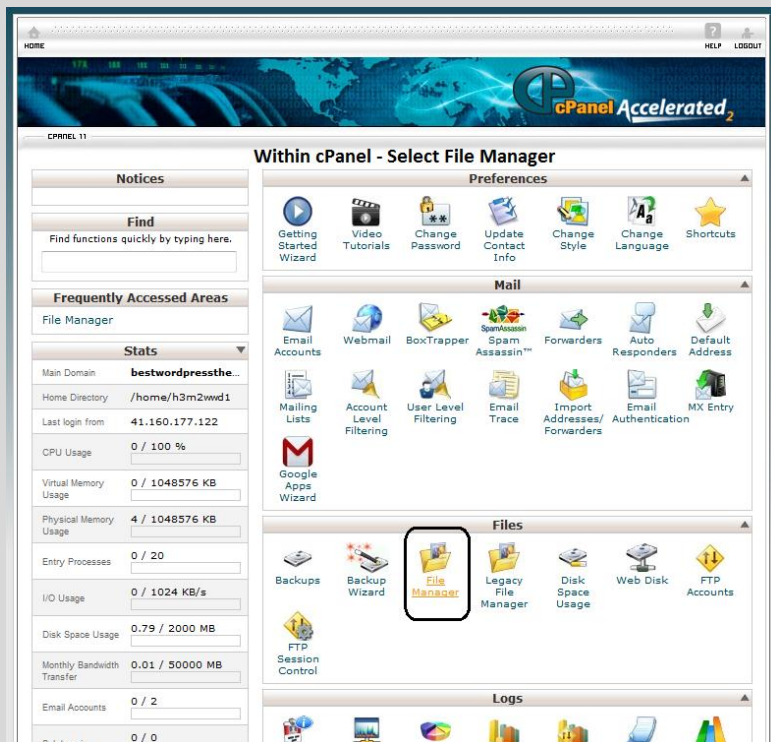
<http://www.yourdomainname.co.za/cpanel>

Both links above should work for redirecting you to the cPanel log-in page.

Do the following: Go to <http://www.yourdomainname.co.za:2082>

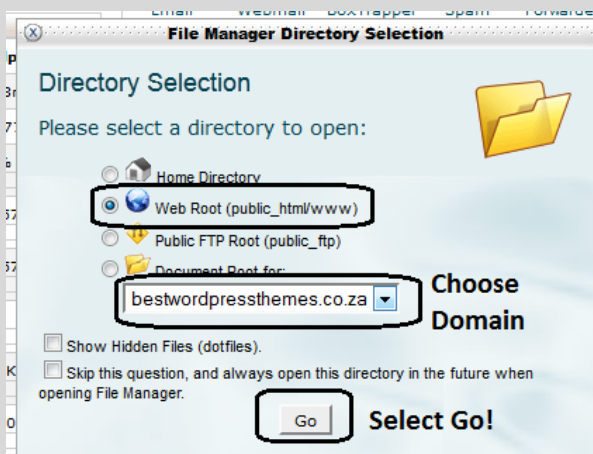


Copy & Paste works best for entering usernames & passwords. When finished pasting, select Log in.



File manager will be used to upload the .zipped 'www' folder contents.

The following windows will appear, select the correct domain and click on Log in.

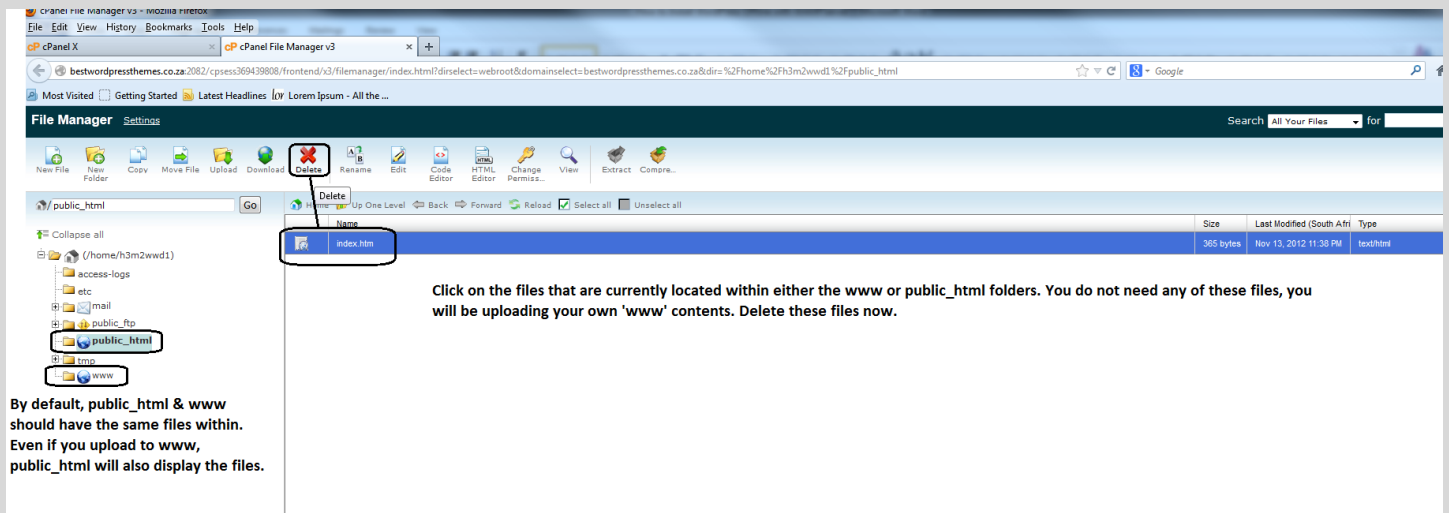


**Note:**

If you have a sub-domain and a root domain, you will have to choose the correct domain for file transfer. Sub-domains will not be covered. If you followed the steps, you should only have this one domain for now.



The following window will open in a new tab after clicking Go:



Two paths to choose:

Both these folders can be used to upload your files. For the tutorial, you will be using www. (The same as your offline version of the website, this will make things easy for you to understand.)

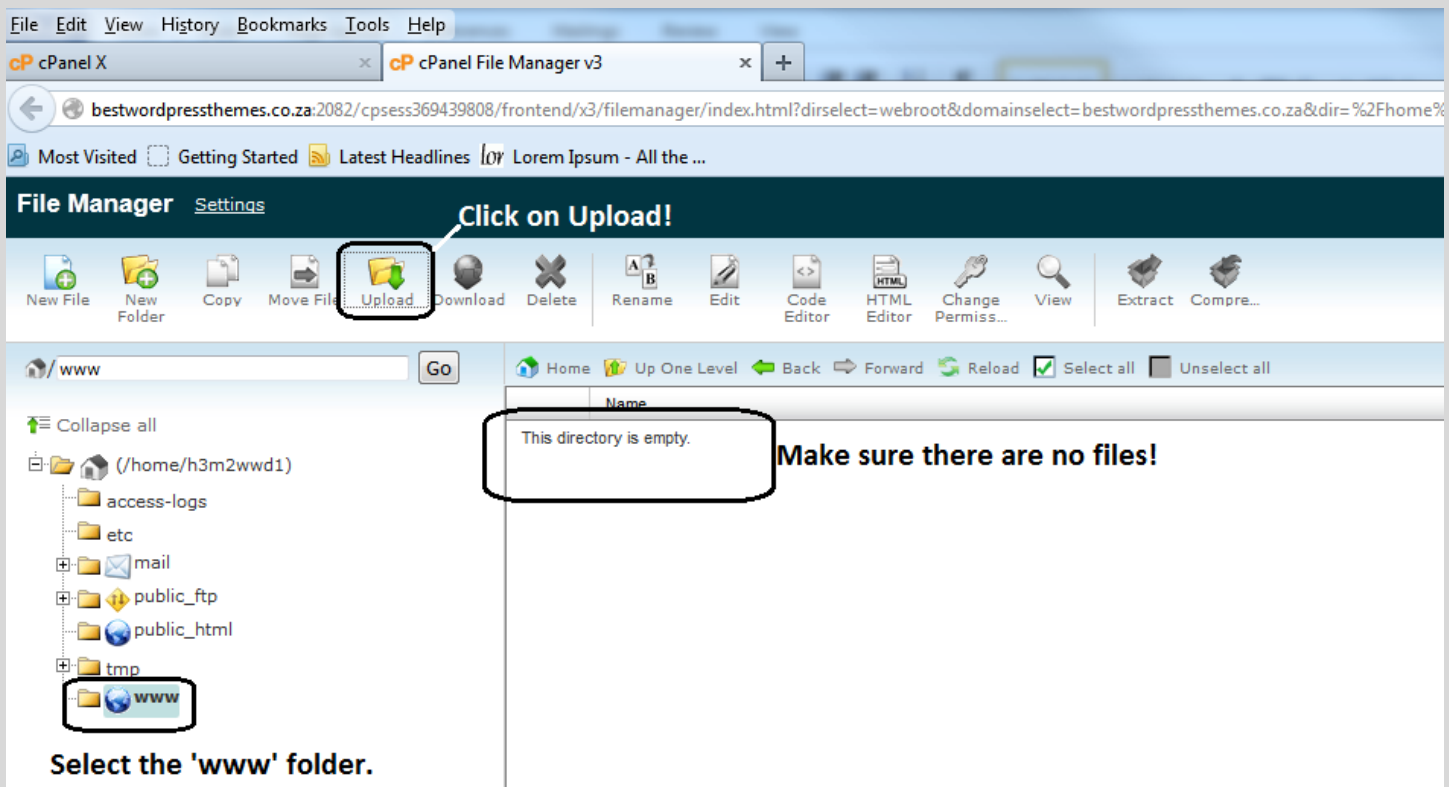
www

public\_html

**Note:**

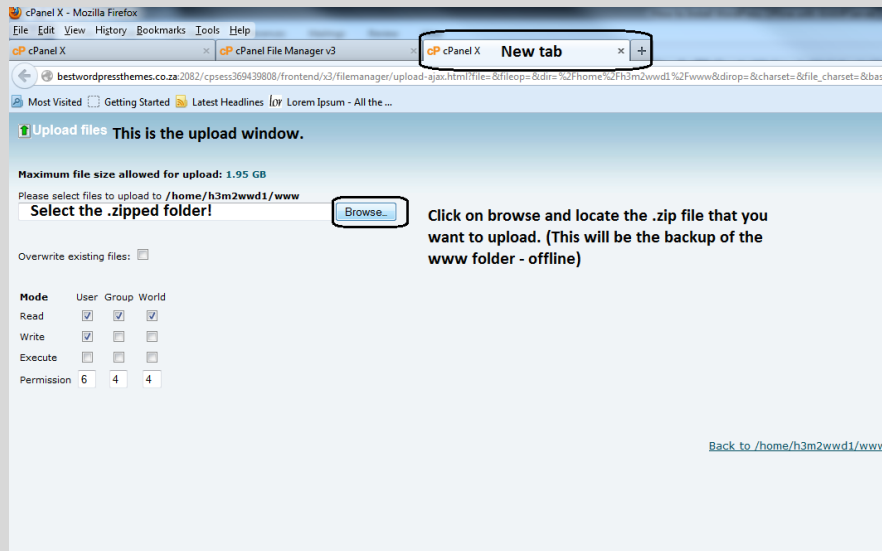
When you first visit cPanel after obtaining webhosting, some files may be present within these two folders. (The folders will show the same files). Go ahead and delete all the files within the public\_html or www folder. These files won't be needed as you will upload your own files to the www folder.

After deleting all files, Go to the www folder and select Upload from the Menu:



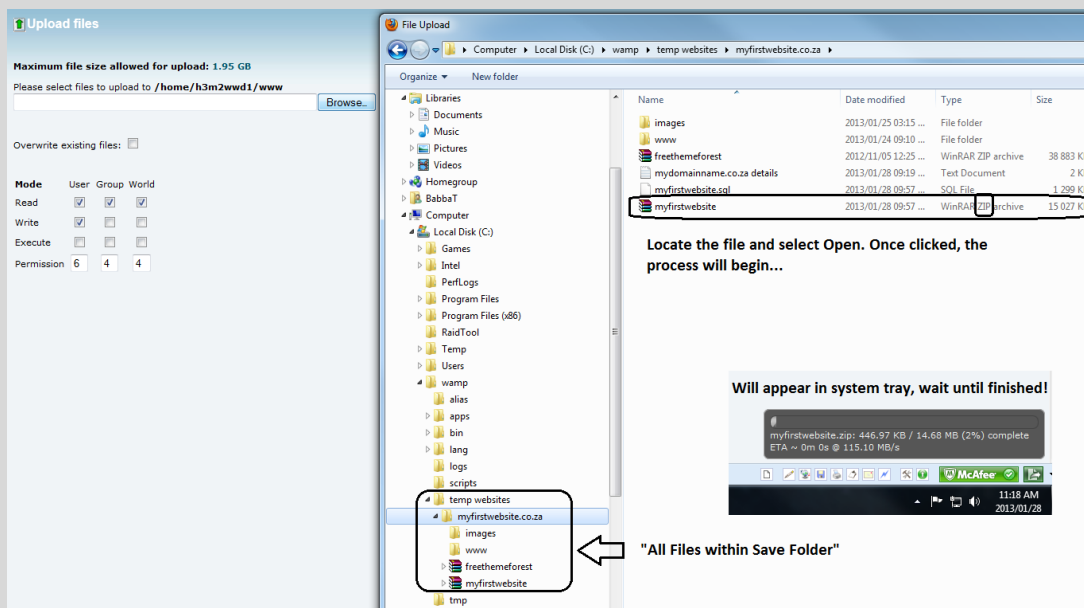
Select www from the left pane. This will ensure that all files will be uploaded to the www folder.

The following window will open within a new tab.

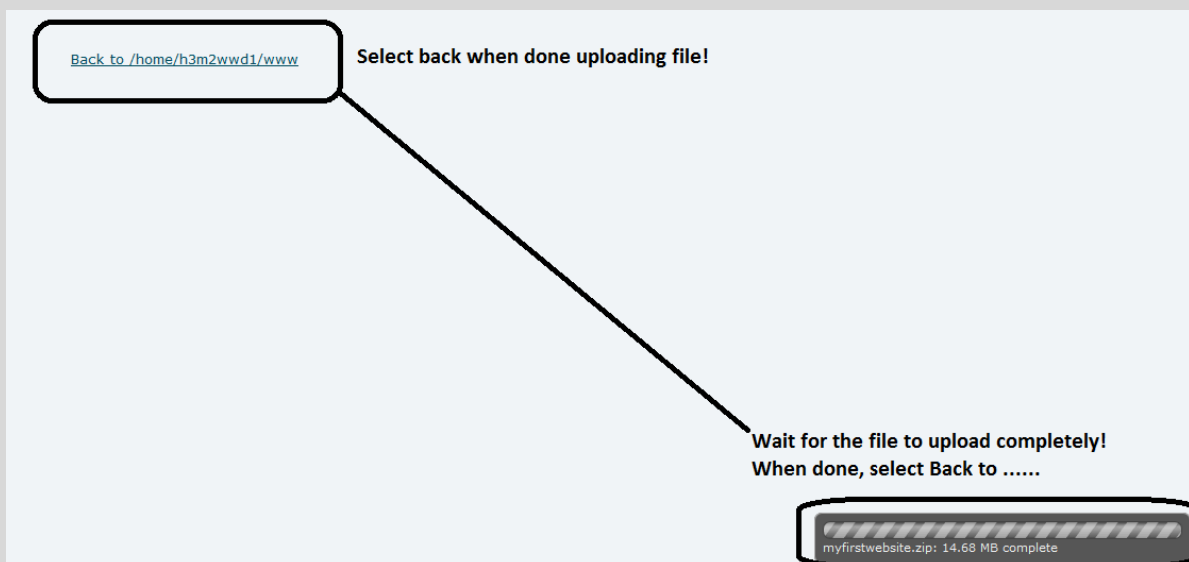


The above picture indicates the upload page. Select browse to search for the .zip folder. This will be the offline 'www' folder that you zipped previously whilst making a complete backup of the website.

Click on browse and locate the .zip file:

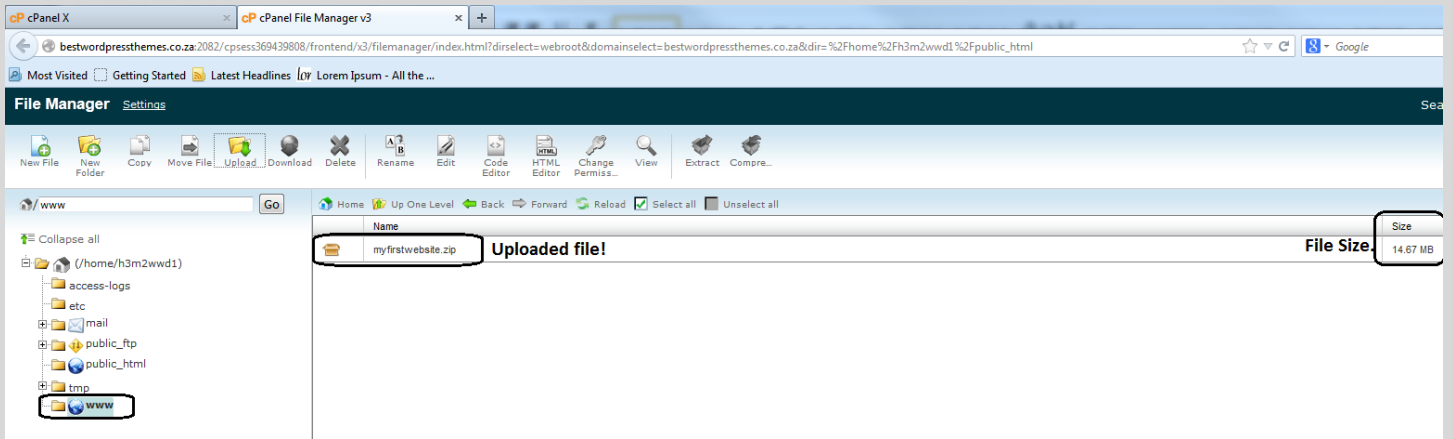


When done (system tray indication) select back to go to the file manager page.

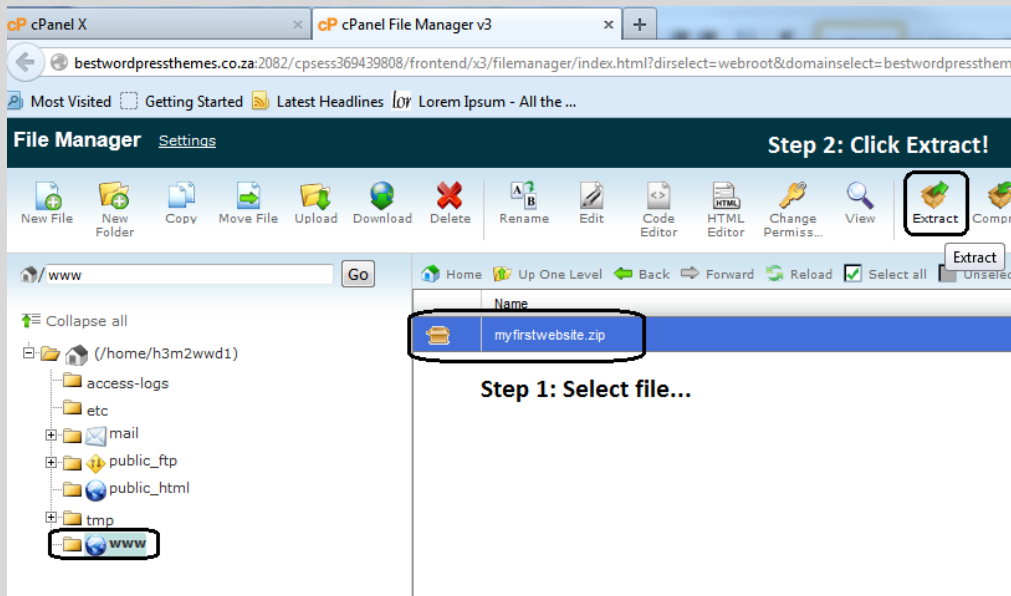




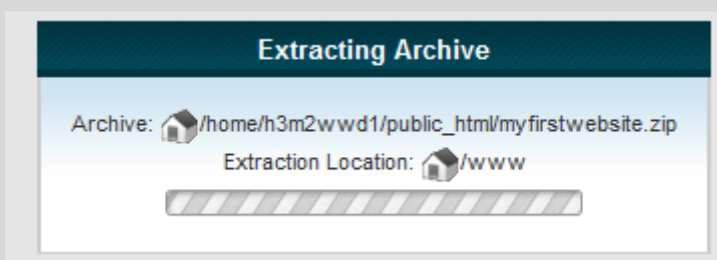
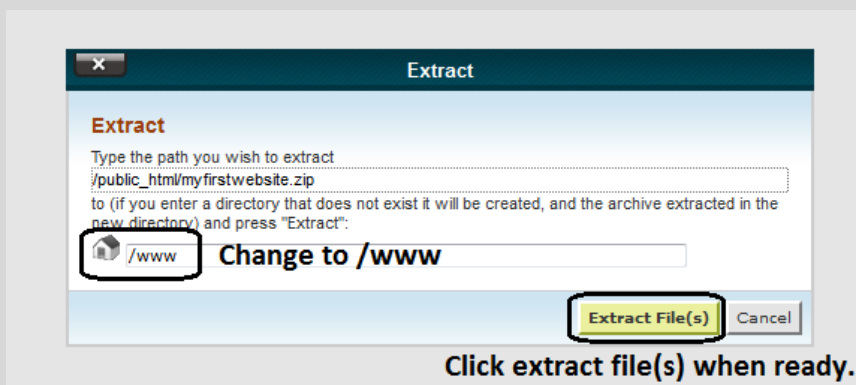
The file manager window will appear. This time it will display the file that was uploaded:



Select the uploaded .zip file and click on Extract.

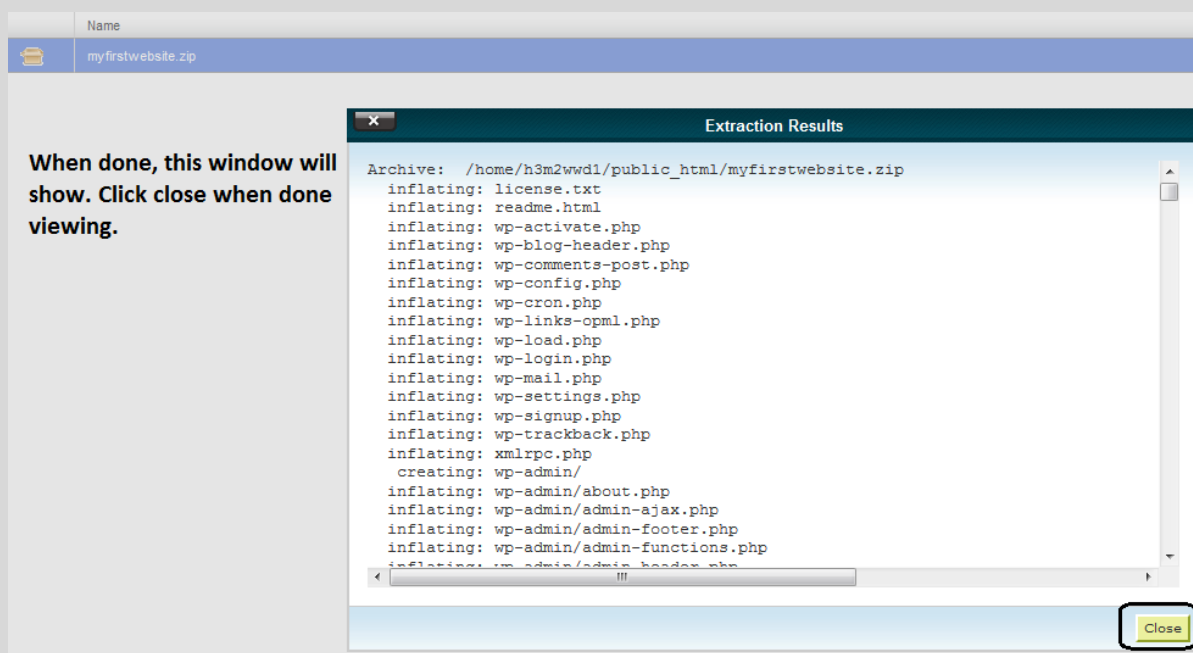


When you click Extract, the following window will display. Change the path to /www.



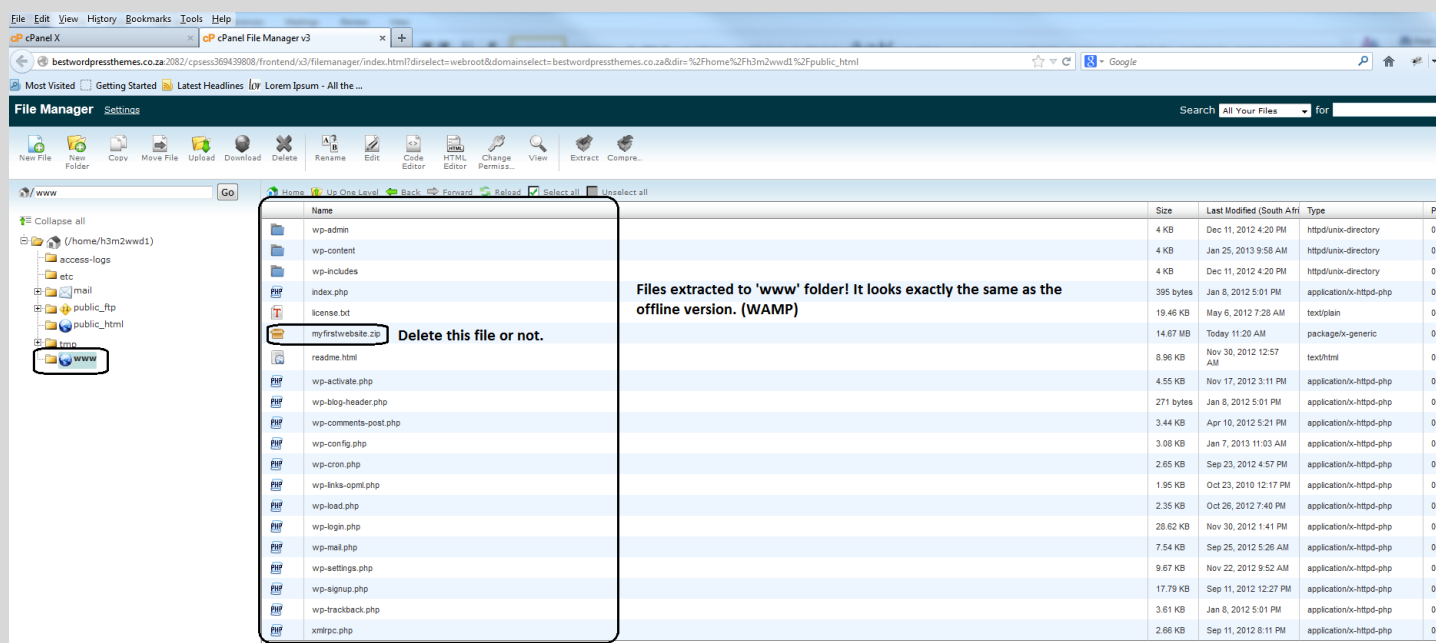
The files should now extract to the www folder.

When the extraction of the folder is done, the following window will appear indicating that the process is finished. Close the window when done viewing.



If nothing shows, click on the www on the left side to refresh the page. All the files are now extracted to the www folder – online. Depending on the disk space available online and the size of your website, decide if you want to keep the .zip folder on the webserver or not. Just remember, when backing up the website online, not to choose the .zip folder as this will increase the size of the backup!

After extraction, the following will show:



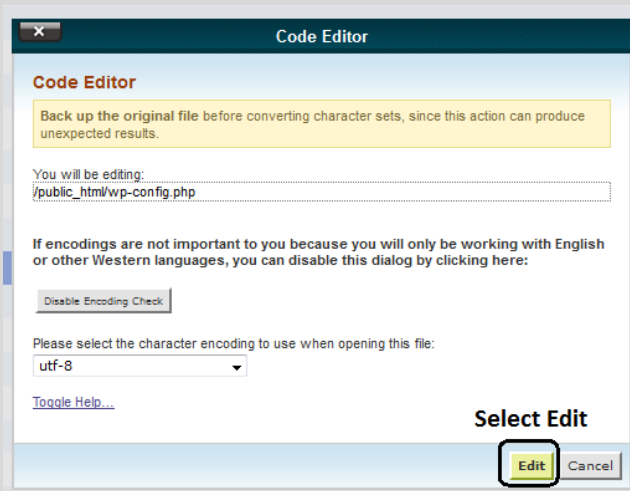
The picture above:

All files are now extracted to the 'www' folder on the online server through cPanel. It's exactly the same as the offline WAMP version. The only thing that needs to be done now is for the wp-config.php file to point to the online database. Currently, the database reference to the offline WAMP Server and the database has a root user with no password.

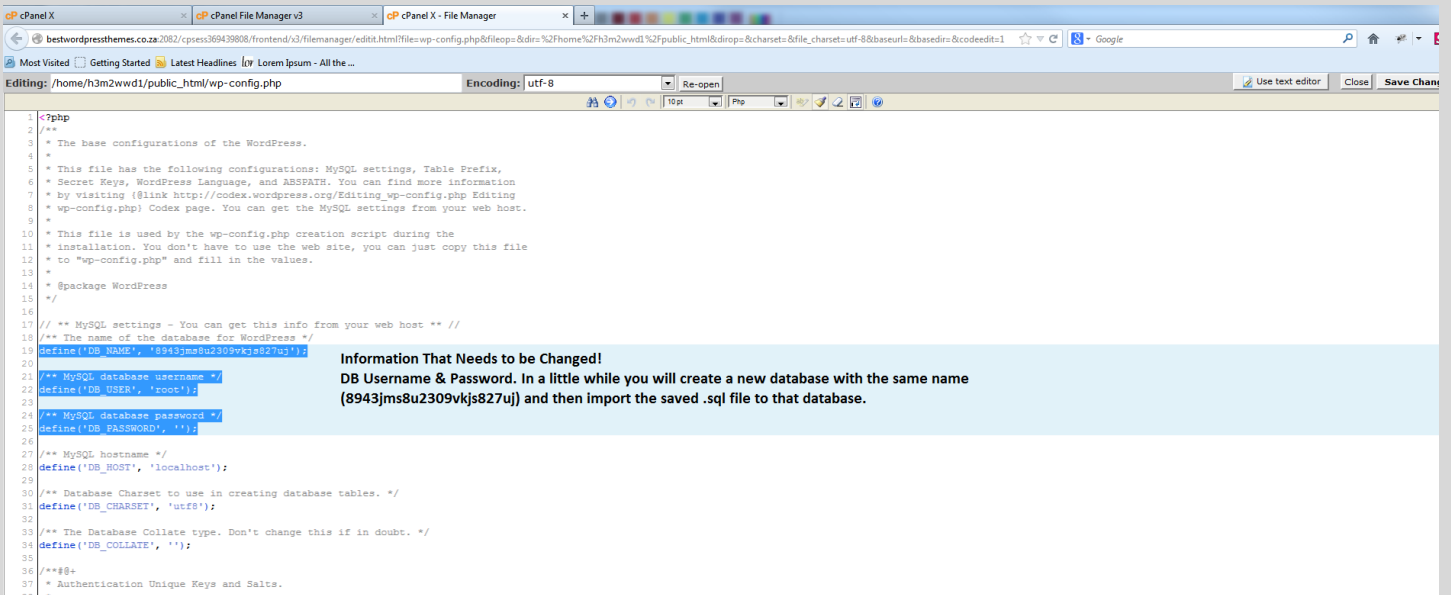
This needs to change!



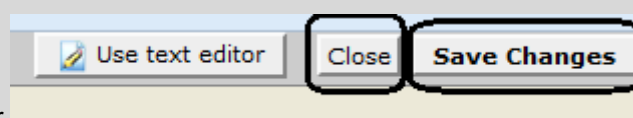
The following window will appear:



The window will open in a new tab and within the code editor, the file will display as previously within Notepad++. You do not have a new database yet, but once you create it, the database will reference back to this file.



Change the settings. Open your text file and copy the db username and then paste it to the line DB User. Do this as well for the DB Password: It should look like this when finished:



Done! Save the file and close the editor.

## Create a database with MySQL Database Wizard & Update wp-config.php

You already edited the `wp-config.php` file so that the file points to the database of the website - online. Now, create a database with the same name as the offline version, except this time; enter a username and password as well. Going through this process, you will be prompted to choose user privileges at the end.

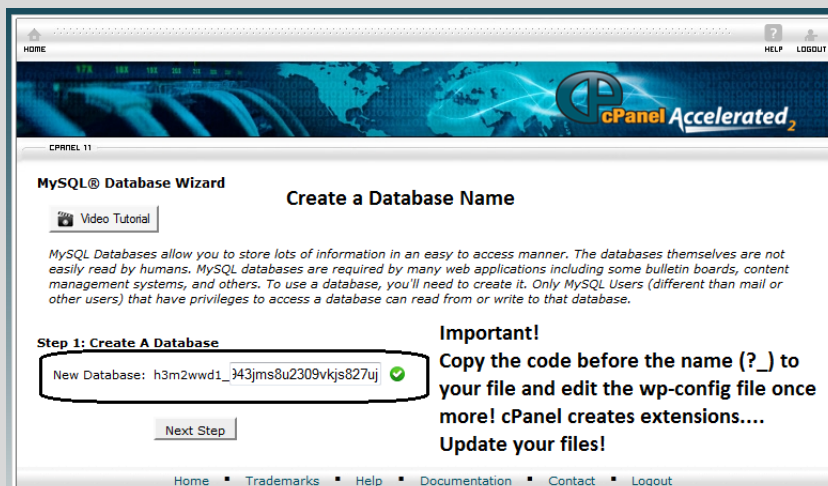
Do the following: Within cPanel, go to: MySQL®Database Wizard and click to enter.



The following window will appear: Enter the database name and select Next Step.

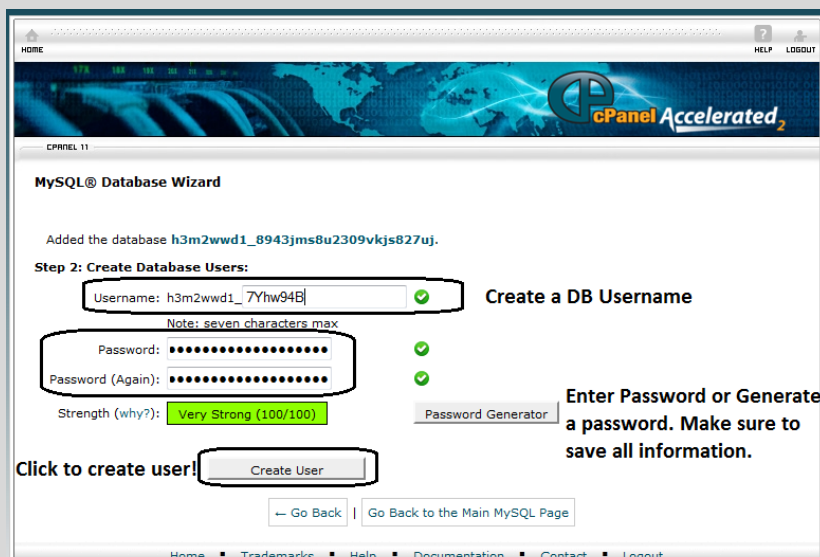
### Important!: Read the following:

When creating a database online, cPanel will automatically create text (`h3m3wwd1_`) in front of the database name & username. This text (`h3m3wwd1_`) will be different from every website you will do. Most times, parts of the server name or the domain name will be used. This must be correctly entered into the `wp-config.php` file as well otherwise the reference between the database and WordPress website will not correspond. Simply open the `wp-config.php` file and amend the changes. A sample of the `wp-config.php` file will be shown at the end of these processes.



In the next step, you must enter the database username and password: Again, for the username cPanel will need you to enter?\_ in front of the username within the `wp-config.php` file. Make sure to save all information to your text file.

Do the following:

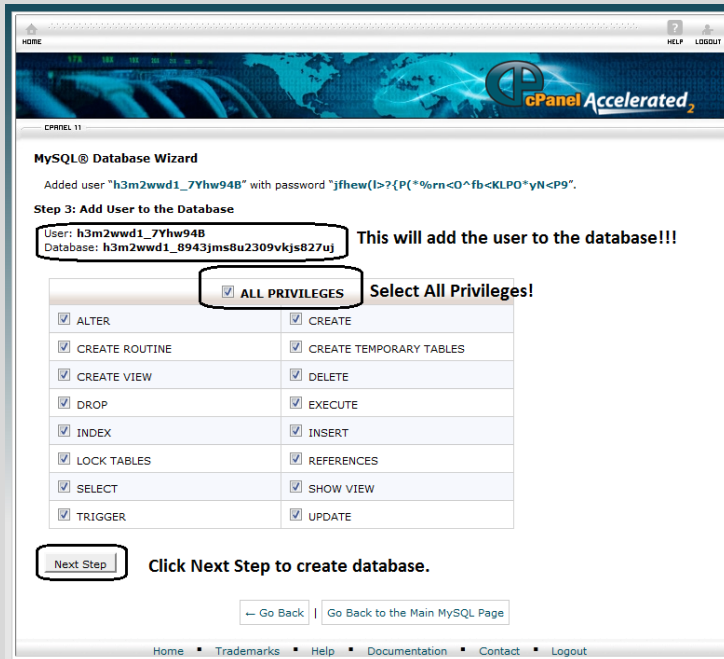


Create a database Username and create a Password. You can generate a password as well, make sure to save the information to your text file.

Click "Create User" when finished.



The following windows will appear:



Select "All Privileges" and select Next Step to create database.

**Tip:**

By using the Database Wizard, the user will be automatically added to the database.

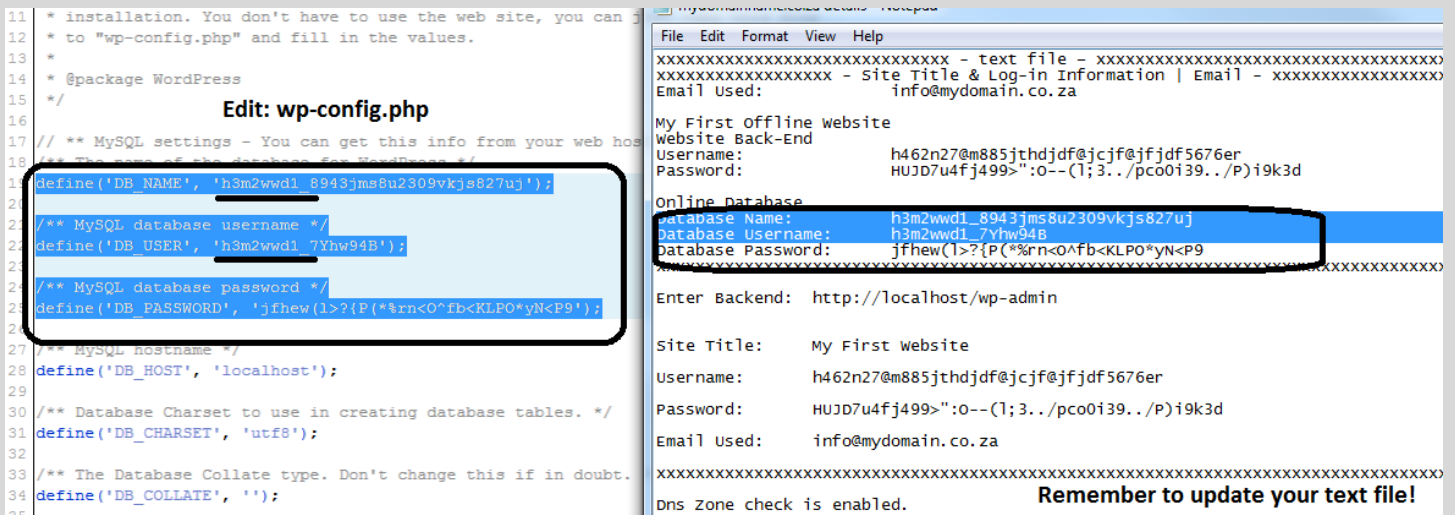
Remember to update the wp-config.php file so that the information will correspond with the database.

The following window will appear when you select Next Step from above:



The database is created with a name, username and password. Update the wp-config.php by doing the following:

Go to File Manager and select the wp-config.php file. Edit with Code Editor. Add the settings! ( \_ ? ). Save Changes when done and close the file. You are done uploading the files as well as editing the wp-config.php file.



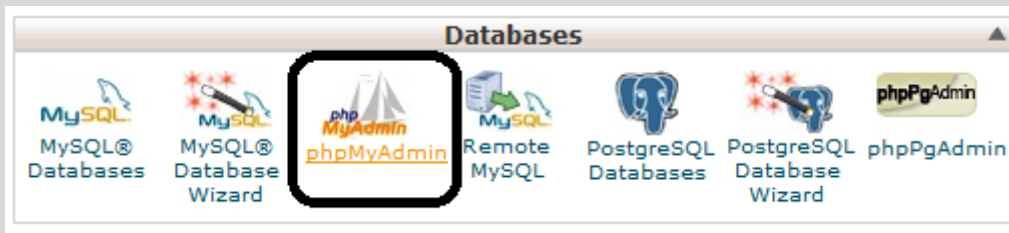


## Import saved database (saved .sql) with phpMyAdmin

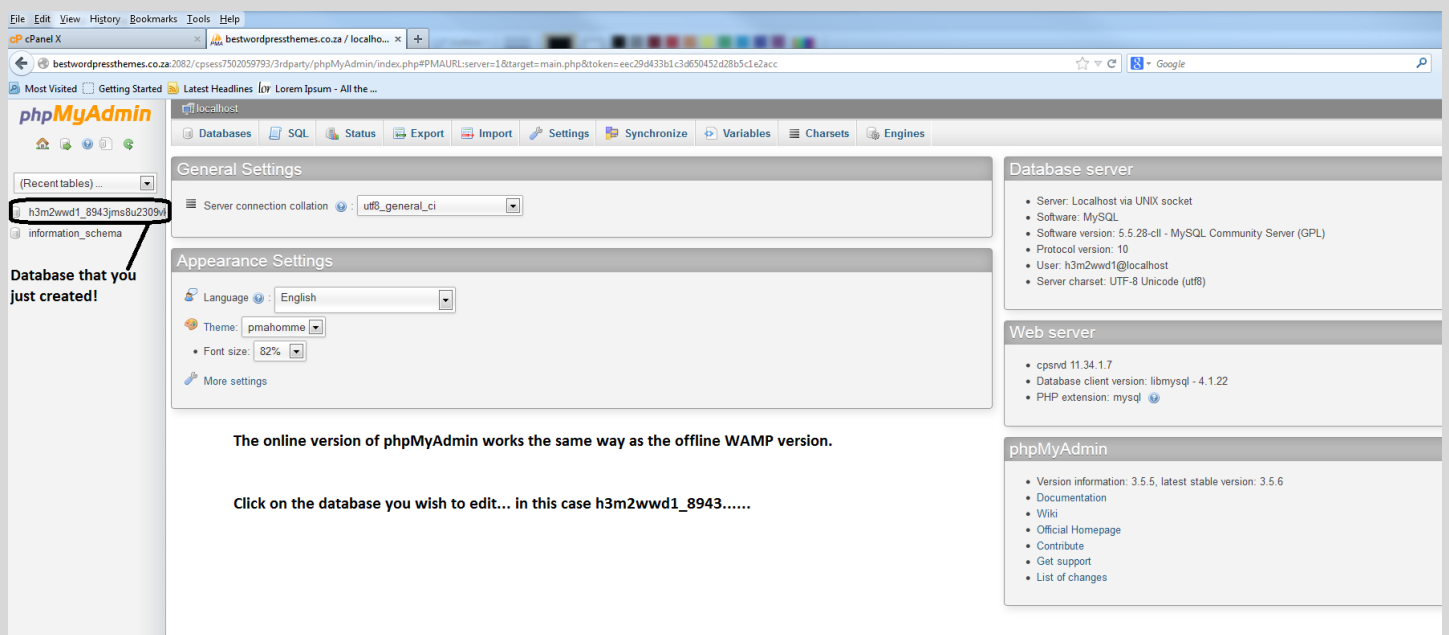
You have just created a database. (Two options are available, you can either do a new installation of WordPress or you can import an existing website (saved .sql file) to use.) You will however, import as you have already designed a website and saved a database file for this purpose.

**Note:**  
When importing a database from a .sql point of view, it does not matter what you name the file or the database name. The database will still work even if you change the name, just remember to update the files that correspond with the database tables. (wp-config.php)

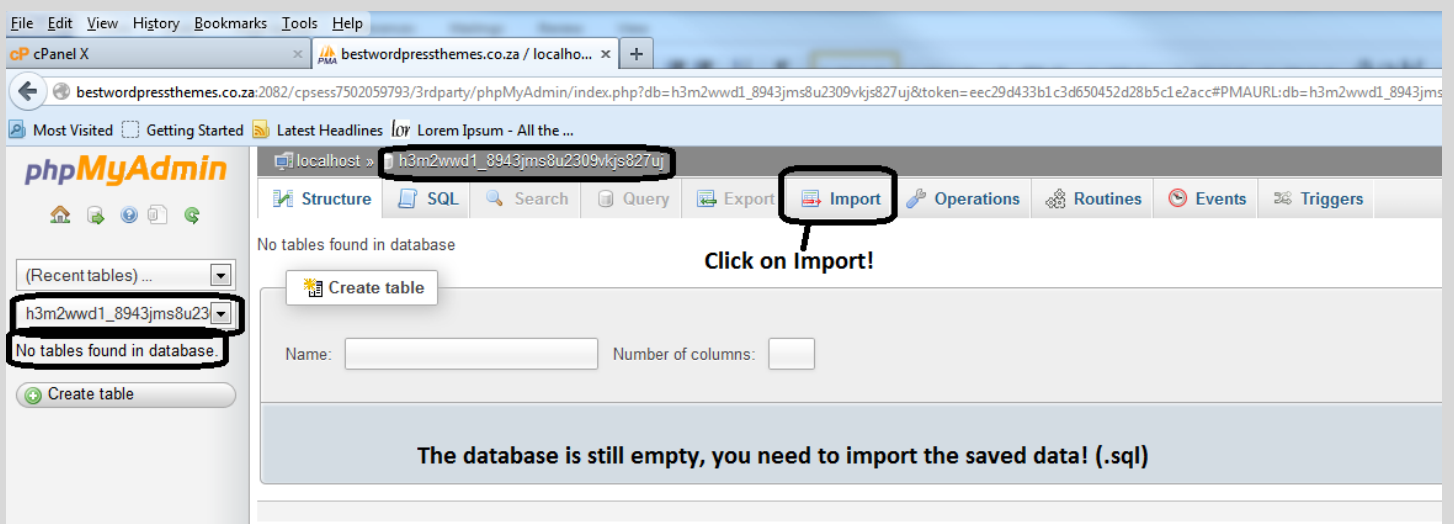
Within cPanel, go to phpMyAdmin and open:



The following window will appear: The online phpMyAdmin works in the same way as the WAMP version. Select the database that you created and click on it:



When accessing the database by clicking on it, the following window will appear: The database is currently empty!



Click on Import, this will allow you to import the saved .sql file from the offline website. (You saved this earlier.)

File to Import:

File may be compressed (gzip) or uncompressed.  
A compressed file's name must end in `.[format].[compression]`. Example: `.sql.zip`

Browse your computer: `.sql` **Browse...**

Character set of the file: `utf-8`

Partial Import:

Allow the interruption of an import in case the script detects it is close to the PHP timeout limit. (This might be a good way to import large files, however it can break transactions.)

Number of rows to skip, starting from the first row: `0`

Format:

`SQL`

Format-Specific Options:

SQL compatibility mode: `NONE`

Do not use `AUTO_INCREMENT` for zero values

**Go** After choosing file, Select to Import!

In this window, click on browse and search & select the sql file that you previously exported and saved.

This file will now be used with the online database.

The following will indicate that the file is uploading: Once done, phpMyAdmin will show that the file was successfully imported.

File to Import:

File may be compressed (gzip) or uncompressed.  
A compressed file's name must end in `.[format].[compression]`. Example: `.sql.zip`

Browse your computer: Please be patient, the file is being uploaded. Details about the upload are not available.

Character set of the file: `utf-8`

## Edit wp-options file within phpMyAdmin | Change Settings & Save

**Import has been successfully finished, 62 queries executed (myfirstwebsite.sql)**

Importing into the database "h3m2wwd1\_8943jms8u2309vks827uj"

File to Import:

File may be compressed (gzip) or uncompressed.  
A compressed file's name must end in `.[format].[compression]`. Example: `.sql.zip`

Browse your computer:  **Browse...** (Max: 512MiB)

Character set of the file: `utf-8`

Partial Import:

Allow the interruption of an import in case the script detects it is close to the PHP timeout limit. (This might be a good way to import large files, however it can break transactions.)

Number of rows to skip, starting from the first row: `0`

Format:

`SQL`

Format-Specific Options:

SQL compatibility mode: `NONE`

Do not use `AUTO_INCREMENT` for zero values

**Go**

The following window will appear. Please note that an important setting needs to change before moving on!



The file uploaded successfully! The website will work (or not), but with errors. An **important setting** needs to change in order for the website to redirect correctly.

**Do not forget to do this!**

On the left pane, click and select `wp-options`. This file **MUST** be edited!

After selecting wp-options on the left pane, the following window will appear. You must change the path of the **siteurl** in order for the website to redirect to the correct URL. Currently, the website still refers to localhost, which is the offline version of the website. This will not work online.

Change it to the following by clicking on the Edit field:

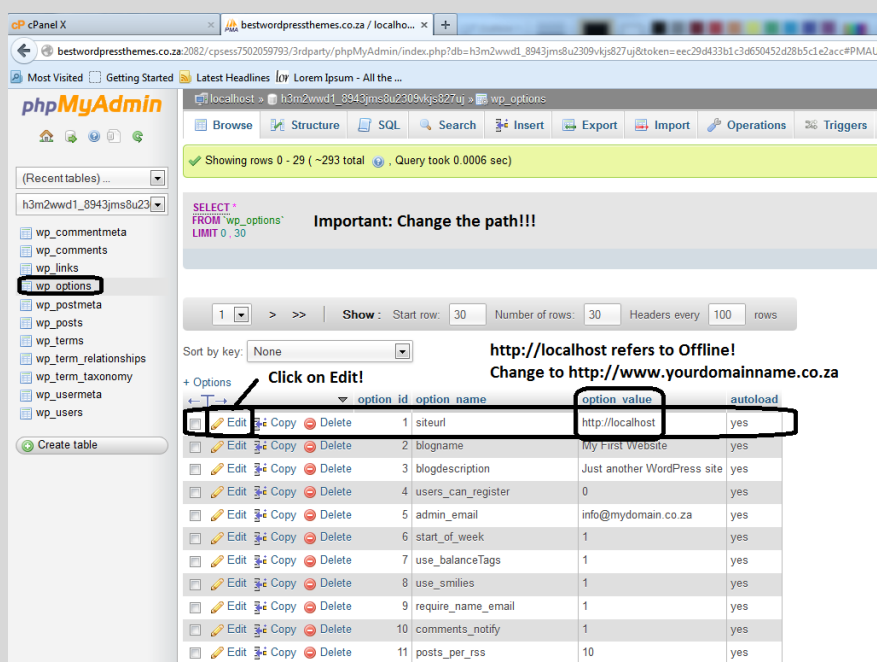
	Copy	Delete	1	siteurl	<u>http://localhost</u>	yes
	You can also edit most columns by clicking directly on their content.			blogname	My First Website	yes

**http://localhost**

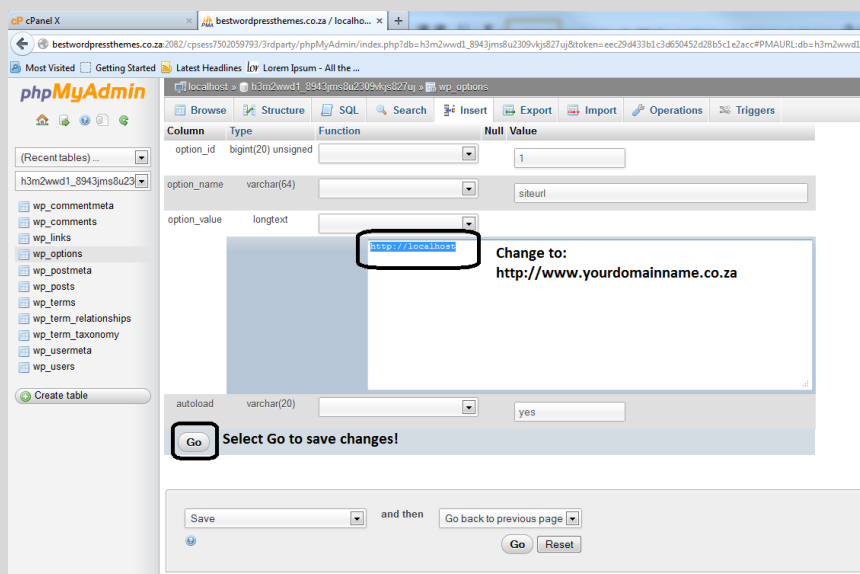
to

**http://www.yourdomainname.co.za**

The path that will be used is the root URL of the domain. This means no subpages etc.; it must be the direct website address!



After selecting edit, the following window will appear:



Remember, this step must be done within phpMyAdmin, otherwise the website will not work.

**Tip:**

The same process will apply when moving the website from online to offline.

Save all changes and exit the window.

Results:

	Copy	Delete	1	siteurl	http://www.bestwordpressthem.es.co.za	yes
--	------	--------	---	---------	---------------------------------------	-----

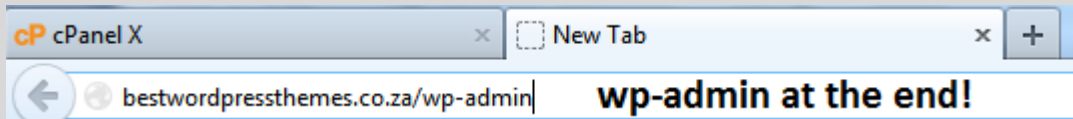
## Open Back-End First! <http://www.yourdomainname.co.za/wp-admin>

**Important!** Another important link needs to be changed from <http://localhost> to [www.yourdomainname.co.za](http://www.yourdomainname.co.za). This time, the link will be changed within the Back-end of WordPress. It is important, because the site link still refers to the offline website (localhost- WAMP). Do not view the website, go directly to the backend of the website by using the wp-admin at the end of the domain url:

<http://www.yourdomainname.co.za/wp-admin>

Do the following:

Go to the backend of WordPress by using the wp-admin option at the end of the domain url.



The following Log In window will appear. Fill out the information and enter the Back-end.

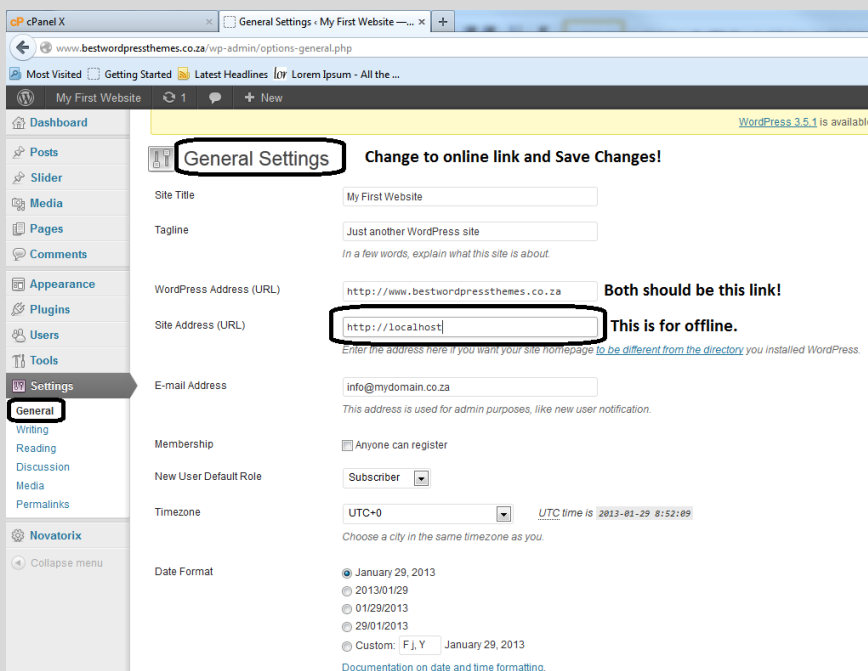


When entering the back-end, go directly to the following and change the information (url link):

Go to: Settings/General: Change the link to <http://www.yourdomainname.co.za>.

This must be done otherwise you will encounter errors.

## Edit settings to redirect root page to domain name and not “localhost”



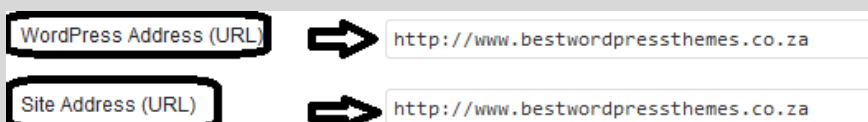
**Save Changes** when done!

For now, the main links are changed to the relevant paths. However, some links within the website may still point to <http://localhost>.

This is easy to fix, in the next lesson you will install a plugin that will change all the links for you.

### Note:

On small (page only) sites this step won't be necessary, but for sites with a lot of pages it is a must! You don't want visitors to go to “broken” pages or posts.

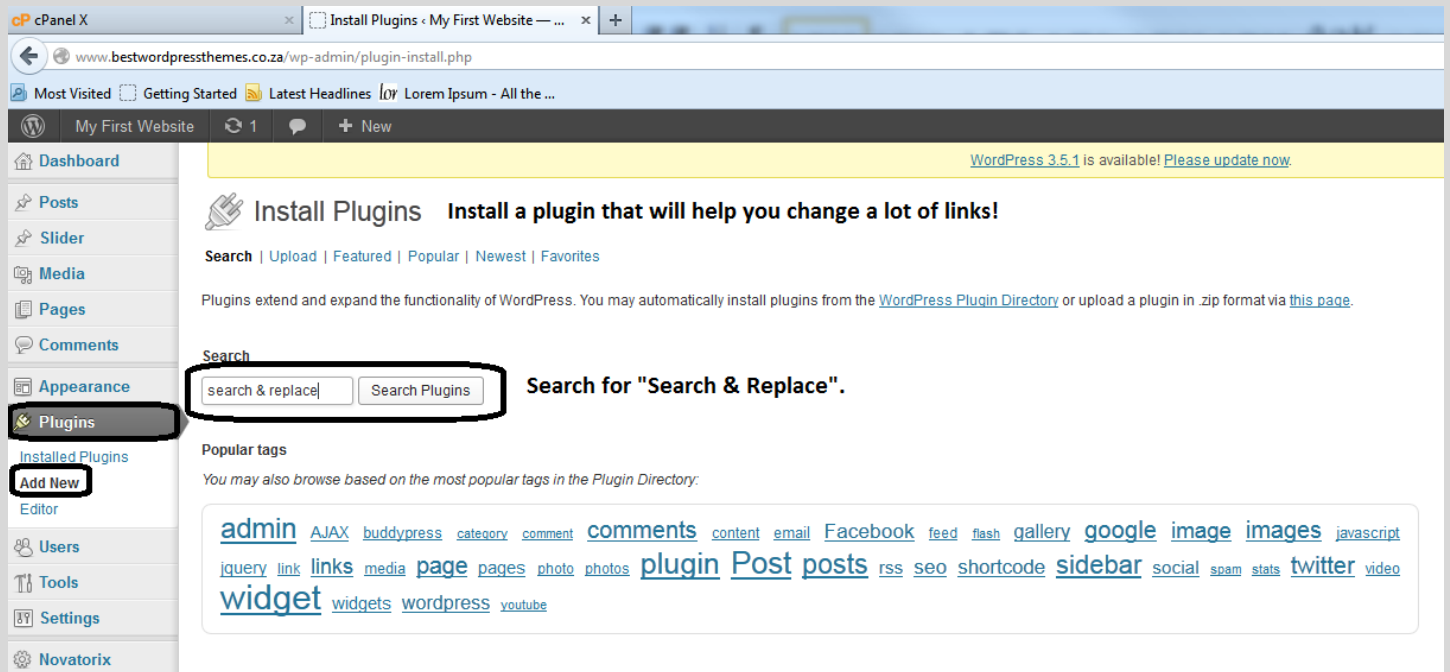


Enter the address here if you want your site homepage [to be different from the directory](#) you installed WordPress.

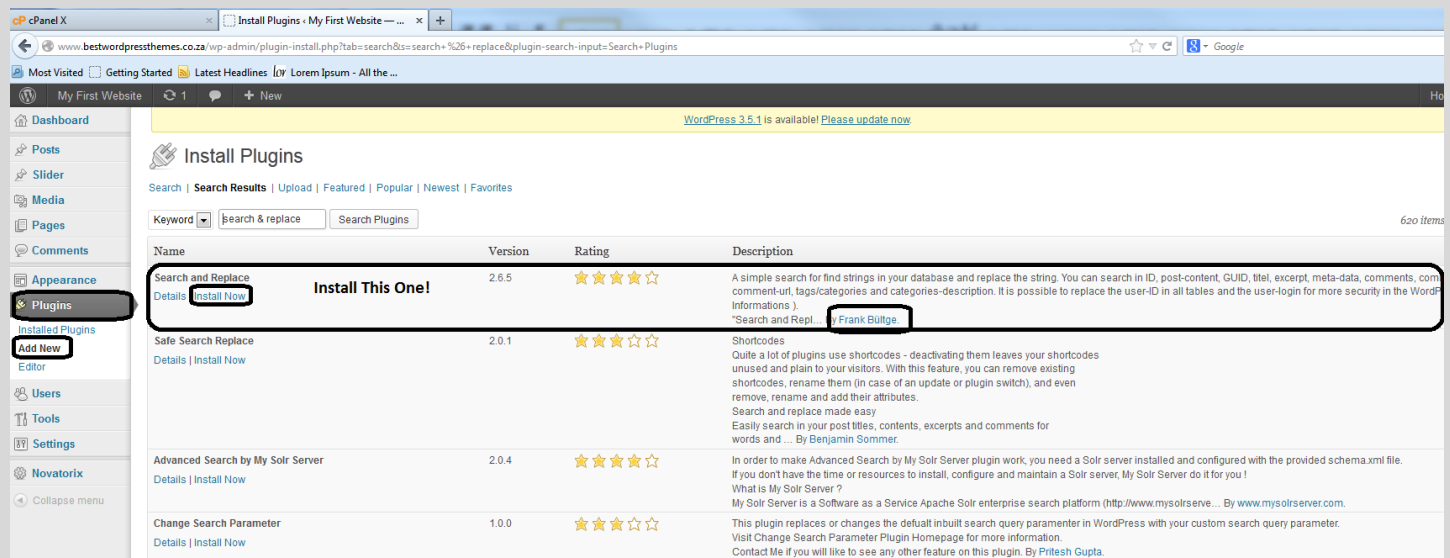
## Install Search & Replace plugin

The website used for this sample doesn't have a lot of links (not yet). If you have a website with lots of links, slideshows and external documents or files that can be downloaded, it will be necessary to change these links. Now this can be a difficult task if you want to do it manually, but with the help of a plugin this process can take a few seconds.

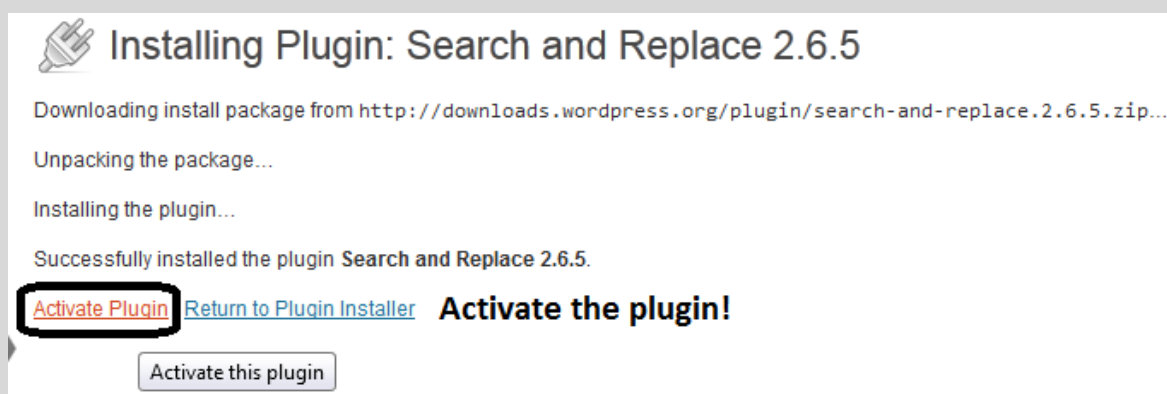
Do the following: Go to Plugins/Add New. Search for the plugin: Search & Replace:



Go ahead and install the Search & Replace Plugin:



Once installed, activate the plugin:





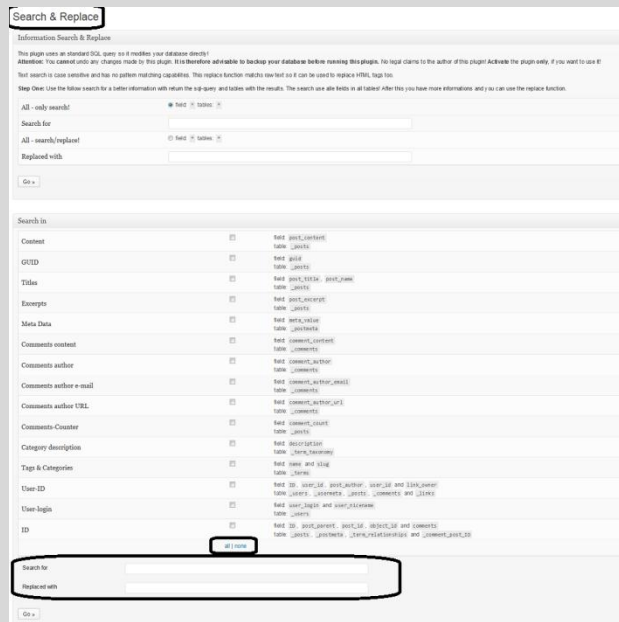
The following page will appear when activated, click on **settings**:

<input type="checkbox"/> Plugin	Select Settings!	Description
<input checked="" type="checkbox"/> Search & Replace	Deactivate   Edit	A simple search for find strings in your database and replace the string. Version 2.6.5   By Frank Bültge   Visit plugin site
<input type="checkbox"/> Plugin		Description

**(Note:**

All previous plugins have been deleted from the sample site, you may still have them installed.)

When this windows appear, select **“ALL”** from the checkbox.

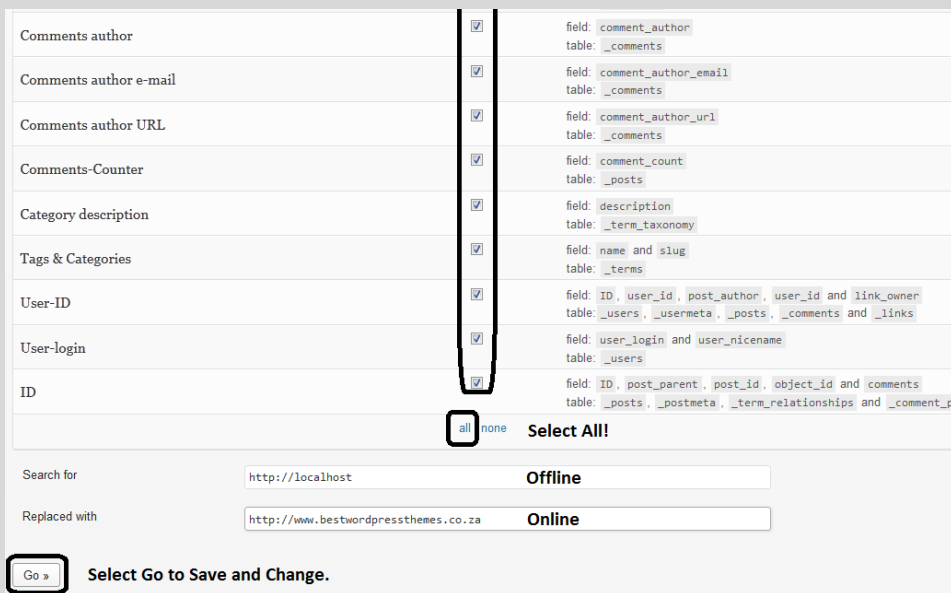


Now, within the text field, type the URL's you wish to change. For the sample, the following will be used:

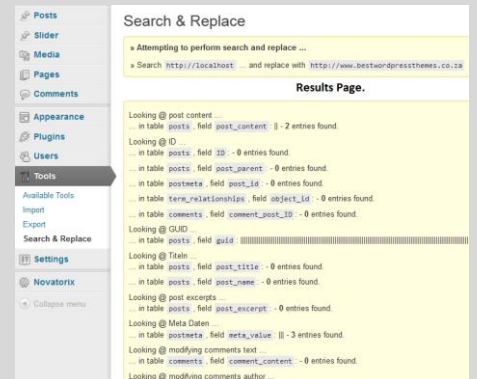
**Search for:** `http://localhost`

**Replace with:** `http://www.bestwordpressthem.es.co.za`

### Change links with plugin & Save



After saving, the files should have changed to follow the correct URL path.



**Tip:** The same process can be followed when moving a website from online to offline. It's a repeated process! For online, search for domain name and replace with localhost.



## Change the remaining links that cannot be changed with Plugin

When a website uses third party plugins and widgets, slider or logo images, then some may require that you change the links manually. In the case of sliders, you have to check whether the link is localhost or otherwise. It is important to check all links that was entered manually, as these links will probably still be linked to localhost.

You do not want a visitor to click on a link and receive a blank page!

## Viewing Website & Checking for Errors

It's time to view the "Online" website for the first time. If you followed the steps it should display correctly and the website should be working.

View the Online Website:

Notice the URL: <http://www.bestwordpressthemes.co.za> (Online!)

The screenshot shows a web browser window with the address bar containing [www.bestwordpressthemes.co.za](http://www.bestwordpressthemes.co.za). The website content is displayed in a dark theme. On the left, a white box contains the text: "Congratulations! You designed your own website offline and moved it Online." The main content area features a navigation menu with links for HOME, BLOG, PRODUCTS, and CONTACT US. Below the menu is the "NOVATORIX" logo. A large, abstract image with blue and green lines is shown. Underneath, the text "Design Your Own Website!" is followed by a paragraph of introductory text. Below this, there are sections for "Navigation", "Branding", and "Content", each with a short paragraph of text. At the bottom, there is a "Contact Us" section with a form and a "What clients are saying:" section with a testimonial. The footer contains copyright information: "© Copyright 2015. All Rights Reserved."

Congratulations. You've just created your own website and you uploaded it to the web. The website can be used as it is for now, but a few minor changes can still be done.

### Note:

Good websites never stop working. Updating a website regularly is not a must, but it is good practise.

[\[Back to Top\]](#)

## Changing the “Permalinks”

The WordPress Permalinks structure is currently set to default. This will display pages and posts with the following:

Default permalink: The link underneath is the Blog page. Here it is shown with a page id:

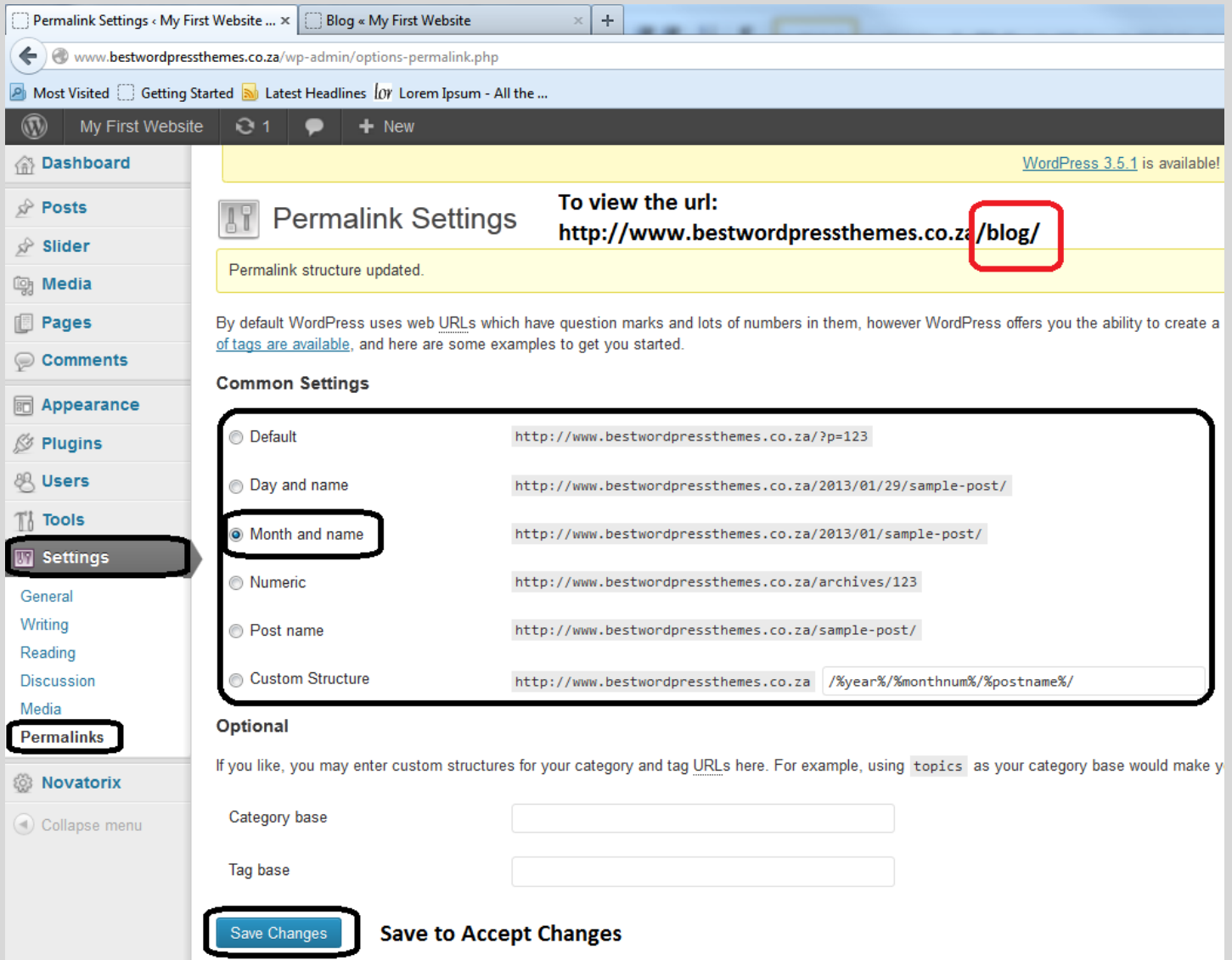
[http://www.bestwordpressthemes.co.za/?page\\_id=6](http://www.bestwordpressthemes.co.za/?page_id=6)

In order for the page to display: <http://www.bestwordpressthemes.co.za/blog/> you will have to change the permalinks.

Go to: Settings/Permalinks

Choose an option from the list given:

For the sample, “Month and name” will be used:



The screenshot shows the WordPress admin interface for Permalink Settings. The left sidebar has 'Settings' and 'Permalinks' highlighted. The main content area shows the 'Permalink Settings' page with a yellow notification bar stating 'Permalink structure updated.' Below this, the 'Common Settings' section is visible, with the 'Month and name' option selected. The 'Optional' section has empty input fields for 'Category base' and 'Tag base'. At the bottom, the 'Save Changes' button is highlighted. The 'To view the url:' field shows the URL <http://www.bestwordpressthemes.co.za/blog/>.

After saving, the website URL for the blog page will now be shown as:

<http://www.bestwordpressthemes.co.za/blog>

Choose any option you prefer. This will display the URL (site/page/post address) with the specific page heading etc. You do not need to change any pages, just change the permalink structure and you're set to go.

### Note:

Some Custom Themes can only have a specific permalink structure. When deciding to use a custom theme, always check the help documentation. Most themes are well documented and you will find all the answers within the documentation.

## Index Your Website!

What is the use of a good website if nobody can find it! The easiest way of making your website get indexed is by using Google Webmaster Tools. It's a free service unlike Google AdWords. Whilst AdWords is a great resource, it will not be covered here. Please note that only Google index will be covered and not Bing. You can find external links on the XML plugin page for more information.

When indexing, please note that this takes time. You are also not guaranteed that all of your pages will be indexed! Sometimes indexing takes a month or up to 3 months, or even longer. Many elements are considered. But for the lesson, you will be shown the easiest way for indexing, fingers crossed.

What needs to be done:

- Create a .xml Sitemap
- Create an Google Webmaster Tools Account
- Submit the.xml sitemap to Google.

## Create an .xml Sitemap

First, you need to create a sitemap for the website. This is a list of the pages/post of your website that can be crawled by Google Bots. With the help of the Google XML Sitemap plugin, the sitemap will be created for you.

To display the XML Sitemap, simply enter the domain URL address followed by `/sitemap.xml`

<http://www.bestwordpressthemes.co.za/sitemap.xml>

Do the following: Go to Plugins/Add New:

Search for the following keywords: google XML sitemaps

Name	Version	Rating	Description
Google XML Sitemaps	3.2.9	★★★★★	This plugin will generate a special XML sitemap which will help search engines like Google, Bing, Yahoo and A... much easier for the crawlers to see the complete structure of your site and retrieve it more efficiently. The plugin custom URLs. Additionally it notifies all major search ... By Arne Brachhold
Better WordPress Google XML Sitemaps (with sitemapindex, multi-site and Google News Sitemap support)	1.2.1	★★★★★	With BWP GXS you will no longer have to worry about the 50,000 URL limit or the time it takes for a sitemap to resource and can be extended via your very own modules (yes, no hooks needed). Here's a demo of the sitema... ==New in 1.2.0!== The long-awaited BWP GXS 1.2.0 has finally been released with a new and very... By Khang Minh.
Google XML Sitemaps v3 for qTranslate	3.2.8.1	★★★★★	This plugin will generate a special XML sitemap which will help search engines like Google, Bing, Yahoo and A... much easier for the crawlers to see the complete structure of your site and retrieve it more efficiently. The plugin custom URLs. Additionally it notifies all major search ... By DSmidgy, NeoEGM, Arne Brachhold.
Google XML Sitemap	0.1.1	★★★★★	Sitemaps are a way to tell Google about pages on your site we might not otherwise discover. Creating and submitting a Sitemap helps make sure that Google knows about all the pages on your site, includ crawling process. By Cor van Noorloos.
Google XML Sitemap for Videos	2.6.1	★★★★★	Sitemaps are a way to tell Google, Bing and other search engines about web pages, images and video content. The Video Sitemap plugin will generate an XML Sitemap for your WordPress blog using all YouTube videos that Your Video Sitemap will include web pages which embed videos from YouTube or which links ... By Amit Agar
Google XML Sitemap for Mobile	1.6.1	★★★★★	Sitemaps are a way to tell Google, Bing and other search engines about web pages, images and video content. The Mobile Sitemap plugin will generate a sitemap for your WordPress blog with URLs that serve mobile web c...

Install and Activate the Plugin. After activation, the plugin will be found at the Settings Page.

Go to: Settings/XML-Sitemap:

The sitemap wasn't generated yet. [Click here to build it the first time!](#) [Click Here to Build the Sitemap!](#)

If you encounter any problems with the build process you can use the [debug function](#) to get more information.

There is a new beta version of this plugin available which supports the new multi-site feature of WordPress as well as many other new functions! [More information and download](#)

Basic Options

Sitemap files: [Learn more](#)

Write a normal XML file (your filename)

Write a gzipped file (your filename + .gz) **All settings will be left default for the sample.**

Building mode: [Learn more](#)

Rebuild sitemap if you change the content of your blog

Enable manual sitemap building via GET Request

Update notification: [Learn more](#)

Notify Google about updates of your Blog

Notify Bing (formerly MSN Live Search) about updates of your Blog

Add sitemap URL to the virtual robots.txt file

The virtual robots.txt generated by WordPress is used. A real robots.txt file must NOT exist in the blog directory!

Advanced options: [Learn more](#)

Limit the number of posts in the sitemap:  (Newer posts will be included first)

Try to increase the memory limit to:  (e.g. "4M", "16M")

Try to increase the execution time limit to:  (in seconds, e.g. "60" or "0" for unlimited)

Include a XSLT stylesheet:  (Full or relative URL to your .xsl file)  Use default

Enable MySQL standard mode. Use this only if you're getting MySQL errors. (Needs much more memory!)

Build the sitemap in a background process (You don't have to wait when you save a post)

At the top of the page, click on "Click Here" to build it the first time. This will generate a sitemap for the website.

**The sitemap wasn't generated yet.** **Before!**

The sitemap wasn't built yet. [Click here](#) to build it the first time.

If you encounter any problems with the build process you can use the [debug function](#) to get more information.

There is a new beta version of this plugin available which supports the new multi-site feature of WordPress as well as many other new functions! [More information and download](#)

## XML Sitemap Generator for WordPress 3.2.9

Result of the last build process, started on January 29, 2013 1:18 pm. **After!**

Your [sitemap](#) was last built on **January 29, 2013 1:18 pm**.

Your sitemap ([zipped](#)) was last built on **January 29, 2013 1:18 pm**.

Google was **successfully notified** about changes.

Bing was **successfully notified** about changes.

The building process took about **6.08 seconds** to complete and used 25.25 MB of memory.

If you changed something on your server or blog, you should [rebuild the sitemap](#) manually.

If you encounter any problems with the build process you can use the [debug function](#) to get more information.

There is a new beta version of this plugin available which supports the new multi-site feature of WordPress as well as many other new functions! [More information and download](#)

To view the sitemap, type the domain name followed by /sitemap.xml

Preview of Sitemap: <http://www.bestwordpressthemes.co.za/sitemap.xml>

**XML Sitemap** **Sitemap for www.bestwordpressthemes.co.za**

This is a XML Sitemap which is supposed to be processed by search engines like [Google](#), [MSN Search](#) and [YAHOO](#). It was generated using the Blogging-Software [WordPress](#) and the [Google Sitemap Generator Plugin](#) by [Arne Brachhold](#). You can find more information about XML sitemaps on [sitemaps.org](#) and Google's [list of sitemap programs](#).

URL	Priority	Change Frequency	LastChange (GMT)
<a href="http://www.bestwordpressthemes.co.za/">http://www.bestwordpressthemes.co.za/</a>	100%	Daily	2013-01-24 21:16
<a href="http://www.bestwordpressthemes.co.za/2013/01/my-seventh-post/">http://www.bestwordpressthemes.co.za/2013/01/my-seventh-post/</a>	20%	Monthly	2013-01-24 20:24
<a href="http://www.bestwordpressthemes.co.za/2013/01/my-first-post/">http://www.bestwordpressthemes.co.za/2013/01/my-first-post/</a>	20%	Monthly	2013-01-24 19:23
<a href="http://www.bestwordpressthemes.co.za/2013/01/my-sixth-post/">http://www.bestwordpressthemes.co.za/2013/01/my-sixth-post/</a>	20%	Monthly	2013-01-24 19:21
<a href="http://www.bestwordpressthemes.co.za/2013/01/my-fifth-post/">http://www.bestwordpressthemes.co.za/2013/01/my-fifth-post/</a>	100%	Monthly	2013-01-24 19:21
<a href="http://www.bestwordpressthemes.co.za/2013/01/my-fourth-post/">http://www.bestwordpressthemes.co.za/2013/01/my-fourth-post/</a>	20%	Monthly	2013-01-24 19:21
<a href="http://www.bestwordpressthemes.co.za/2013/01/my-third-post/">http://www.bestwordpressthemes.co.za/2013/01/my-third-post/</a>	20%	Monthly	2013-01-24 19:20
<a href="http://www.bestwordpressthemes.co.za/2013/01/my-second-post/">http://www.bestwordpressthemes.co.za/2013/01/my-second-post/</a>	20%	Monthly	2013-01-24 19:20
<a href="http://www.bestwordpressthemes.co.za/contact-us/">http://www.bestwordpressthemes.co.za/contact-us/</a>	60%	Weekly	2013-01-24 17:51
<a href="http://www.bestwordpressthemes.co.za/blog/">http://www.bestwordpressthemes.co.za/blog/</a>	60%	Weekly	2013-01-24 17:50
<a href="http://www.bestwordpressthemes.co.za/terms-conditions/">http://www.bestwordpressthemes.co.za/terms-conditions/</a>	60%	Weekly	2013-01-22 07:05
<a href="http://www.bestwordpressthemes.co.za/privacy-policy/">http://www.bestwordpressthemes.co.za/privacy-policy/</a>	60%	Weekly	2013-01-21 20:21
<a href="http://www.bestwordpressthemes.co.za/about-us/">http://www.bestwordpressthemes.co.za/about-us/</a>	60%	Weekly	2013-01-21 20:18
<a href="http://www.bestwordpressthemes.co.za/products/">http://www.bestwordpressthemes.co.za/products/</a>	60%	Weekly	2013-01-21 19:48

Generated with [Google Sitemap Generator Plugin for WordPress](#) by [Arne Brachhold](#). This XSLT template is released under [GPL](#).

Whenever you update the website, run the "Rebuild the sitemap".

## Add the XML Sitemap to Google Webmaster Tools

Within the XML Plugin page, you will find links on the right side. This is shortcuts to the various indexing facilities.

Result of the last build process, started on January 29, 2013 1:18 pm.

Your [sitemap](#) was last built on January 29, 2013 1:18 pm.  
Your sitemap ([zipped](#)) was last built on January 29, 2013 1:18 pm.  
Google was **successfully notified** about changes.  
Bing was **successfully notified** about changes.  
The building process took about 6.08 seconds to complete and used 25.25 MB of memory.  
If you changed something on your server or blog, you should [rebuild the sitemap](#) manually.  
If you encounter any problems with the build process you can use the [debug function](#) to get more information.  
There is a new beta version of this plugin available which supports the new multi-site feature of WordPress as well as many other new functions! [More information and download](#)

**Basic Options**

Sitemap files: [Learn more](#)

- Write a normal XML file (your filename)
- Write a gzipped file (your filename + .gz)

Building mode: [Learn more](#)

- Rebuild sitemap if you change the content of your blog
- Enable manual sitemap building via GET Request [?]

Update notification: [Learn more](#)

- Notify Google about updates of your Blog

Click Webmaster Tools

About this Plugin:

- Plugin Homepage
- Suggest a Feature
- Notify List
- Support Forum
- Report a Bug
- Donate with PayPal
- My Amazon Wish List

Sitemap Resources:

- Webmaster Tools
- Webmaster Blog
- Webmaster Tools
- Webmaster Center Blog
- Sitemaps Protocol
- Official Sitemaps FAQ
- My Sitemaps FAQ

## Google Webmaster Tools:

Create an account for yourself. When done, log in to the account.

Google Create an Account: Sign Up or Sign in

**Webmaster Tools**  
Improve your site's visibility in Google search results. It's free.

Google Webmaster Tools provides you with detailed reports about your pages' visibility on Google. To get started, simply add and verify your site and you'll start to see information right away. [Learn more](#)

- Get Google's view of your site and diagnose problems**  
See how Google crawls and indexes your site and learn about specific problems we're having accessing it.
- Discover your link and query traffic**  
View, classify, and download comprehensive data about internal and external links to your site with new link reporting tools. Find out which Google search queries drive traffic to your site, and see exactly how users arrive there.
- Share information about your site**  
Tell us about your pages with Sitemaps, which ones are the most important to you and how often they change. You can also let us know how you would like the URL we index to appear.

Sign in Google

Email

Password

Stay signed in

Can't access your account?

The homepage will look like this after logging in to your Google Webmaster Account:

Google Webmaster Tools

Home

All Messages

Preferences

Labs

Other Resources

Welcome to Webmaster Tools

Get the data, tools, and diagnostics for a healthy, Google-friendly site. Here are some of the things you can do:

- Check your site's health for potential issues that Google has detected.
- Understand your search traffic and learn how users are finding your site.
- Make optimizations to help Google better understand and represent your site.

To get started, just add your site now.

www.example.com Enter site as explained!  Add Your Website Now!

www.bestwordpressthemes.co.za

When you click "ADD A Site" after entering the domain you want to index, the following window will appear. Select "Alternate method".

Google Webmaster Tools

Verify your ownership of <http://www.bestwordpressthemes.co.za/>. [Learn more](#).

Recommended method  Alternate methods  Select "Alternate methods". You will be uploading a file directly with cPanel!

**Recommended: HTML tag**

Add a meta tag to your site's home page.

1. Copy the meta tag below, and paste it into your site's home page. It should go in the <head> section, before the first <body> section.

```
<meta name="google-site-verification" content="PLgN6OoqVPU4hmyOAGk3JdmtK_rhOmcAYjqAVeD1-0" />
```

► Show me an example

2. Click **Verify** below.

To stay verified, don't remove the meta tag, even after verification succeeds.



Alternate Method: a Few steps are required in order to let Google know that you are indeed the administrator of the website. To stay verified, don't remove the file!

The screenshot shows the Google Webmaster Tools interface. At the top, the Google logo is on the left, and the text "Upload through cPanel and Verify!" is on the right. Below this, the "Webmaster Tools" header is visible. The main content area shows the URL "http://www.bestwordpressthemes.co.za/" and a "Learn more" link. There are two tabs: "Recommended method" and "Alternate methods", with the latter being selected. The "HTML file upload" method is selected and highlighted with a red border. It includes a list of four steps: 1. Download the HTML verification file, 2. Upload the file to the website, 3. Confirm successful upload by visiting the verification URL, and 4. Click Verify. Below the steps are options for "Google Analytics" and "Domain name provider". At the bottom, there are "VERIFY" and "Not now" buttons.

Step 1: Download the HTML verification file and upload the file through cPanel.

Do the following:

Click on the "Download this HTML verification file [googledec.....]"

This screenshot shows the same verification page as above, but with a Firefox file dialog box overlaid on the right. The dialog box title is "Opening googledec3bf42d93c9e19.html". It shows the file name "googledec3bf42d93c9e19.html" and identifies it as a "Firefox HTML Document" from "https://www.google.com". The "Trusted!" status is visible. Under "What should Firefox do with this file?", the "Save File" option is selected. There are also "Open with Firefox (default)", "Do this automatically for files like this from now on.", "OK", and "Cancel" options. On the verification page, a callout "Click Here..." points to the "Download this HTML verification file" link. The "VERIFY" button is also visible at the bottom left.

Save the file to your folder.

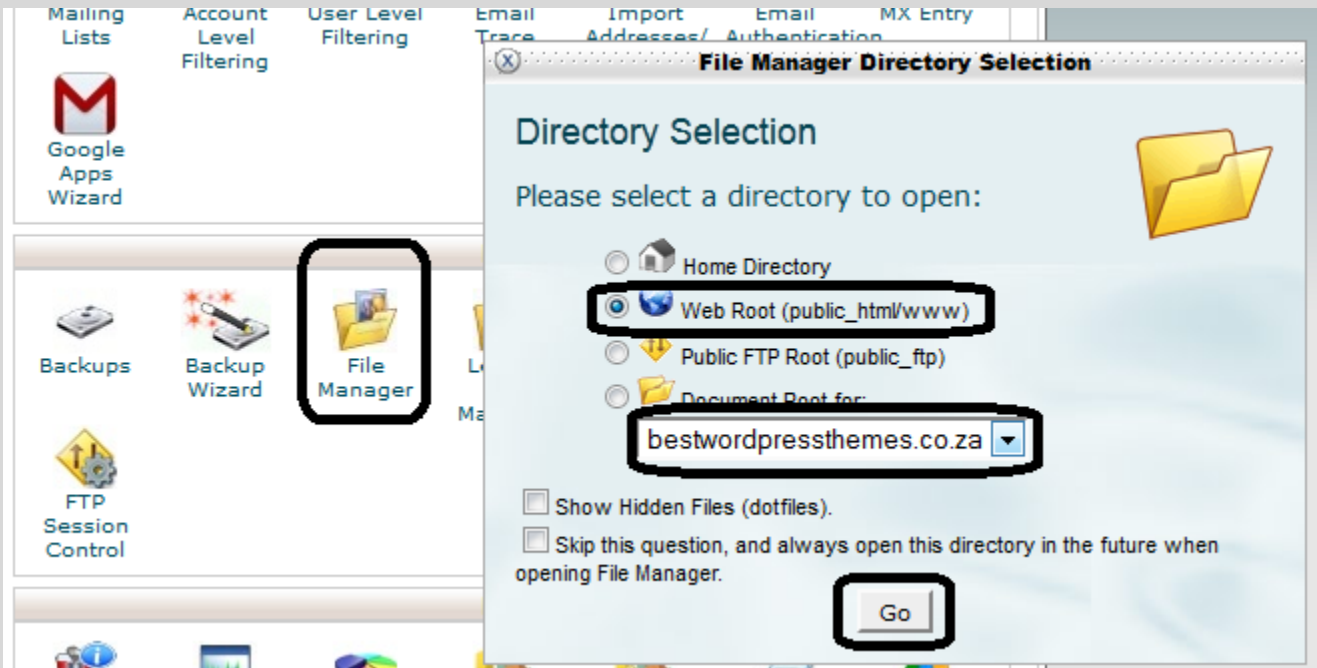
Save the file to the location (folder) you created for all your files. Keep this file saved as well. The next step will be to upload the file to the root directory of the website. This can be done with cPanel.



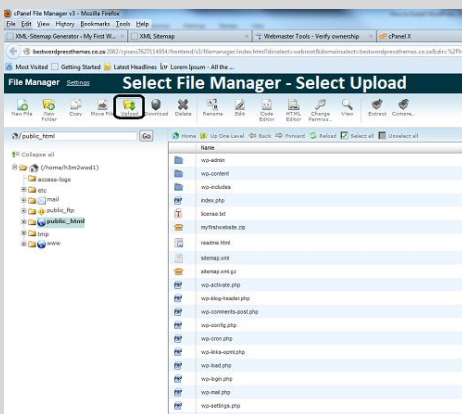
Go to: <http://www.yourdomainname.co.za:2082>

Remember to add the :2082 at the end of the URL to access cPanel. You can also use /cpanel.

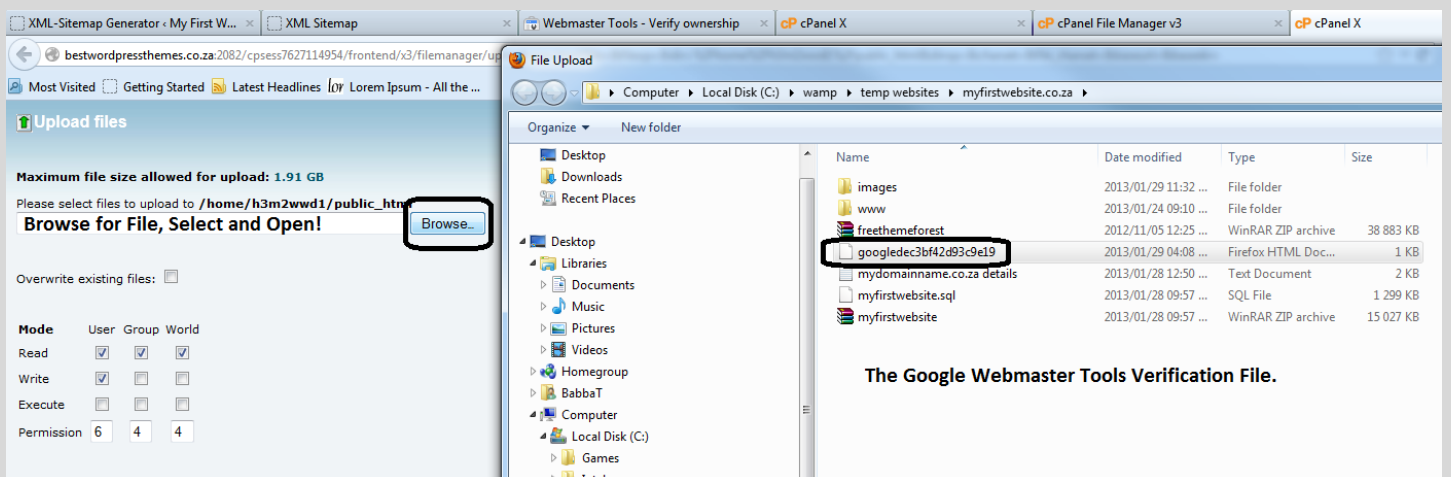
Log in to cPanel and go directly to the root of the domain.



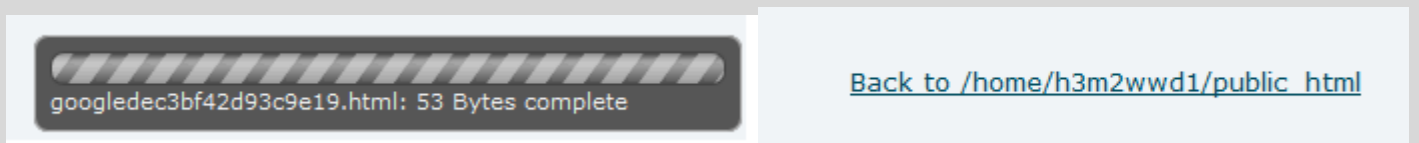
In file manager, select upload and select the file you downloaded from Google Webmaster Tools. When chosen, select open to upload.



The following window will appear. Browse for the file and select Open when Done.

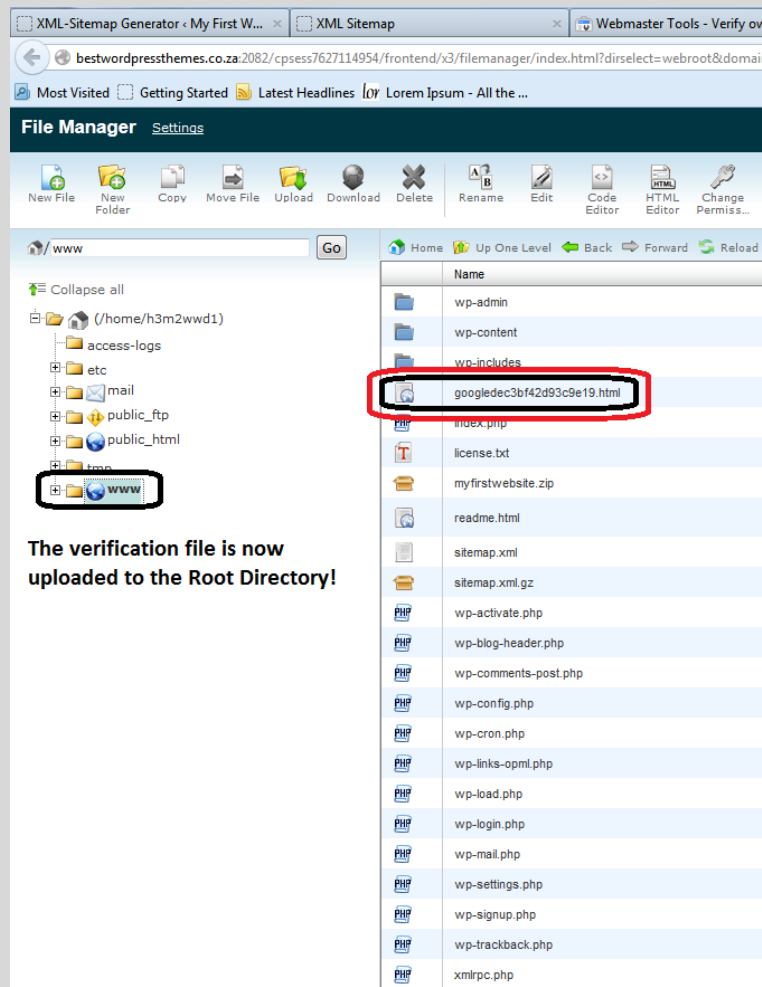


When done click on Back to /home.....:



The file is uploaded!

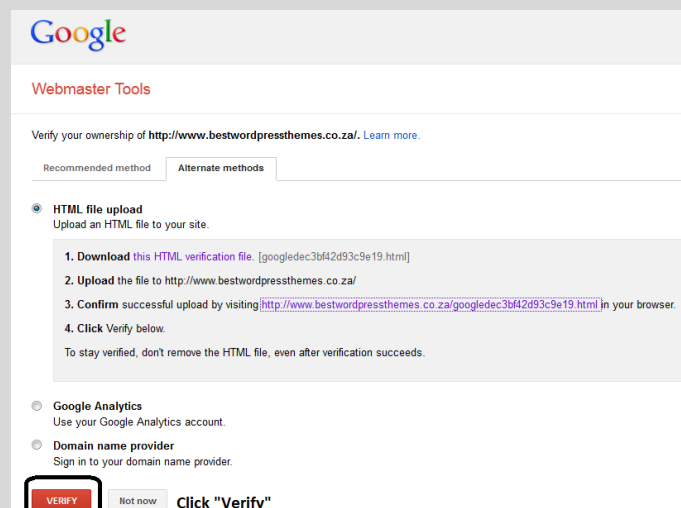
After uploading the verification file, it will show within the file manager under the root directory of the website.



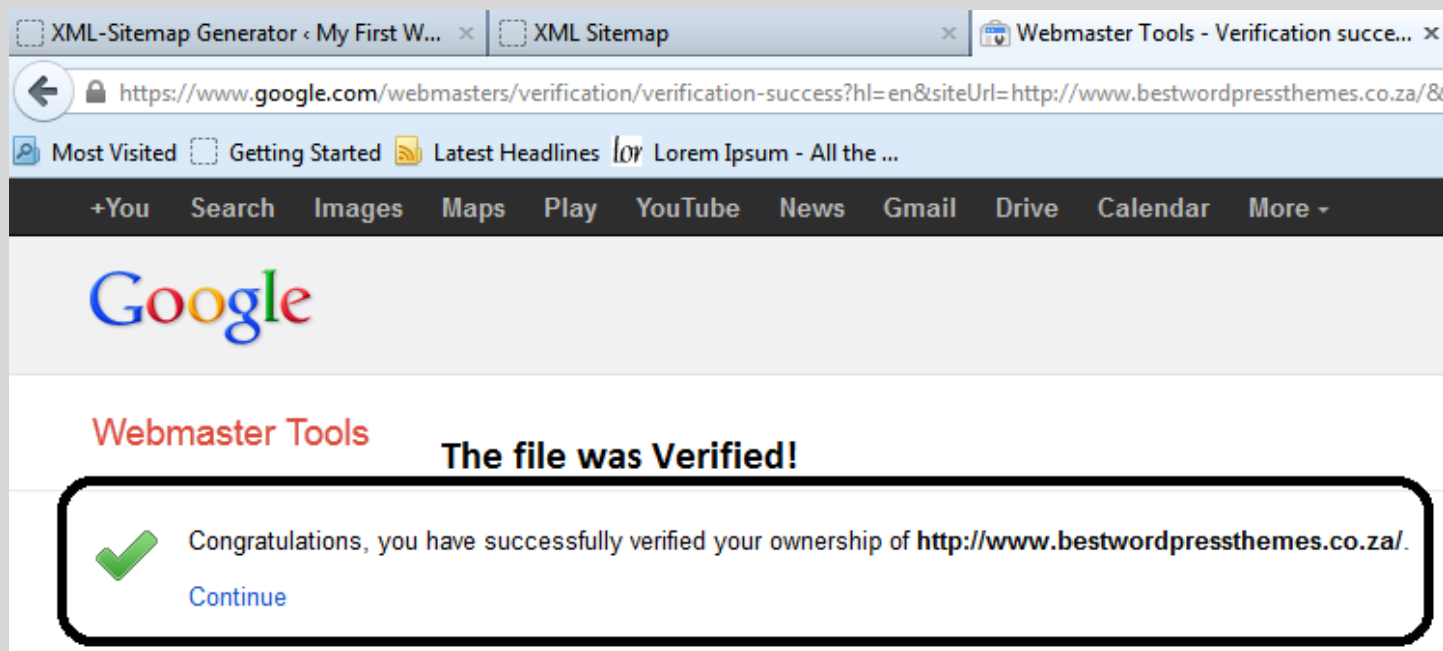
The first step is done. You can view the file by clicking on the link provided:

1. Download this HTML verification file. [[googledec3bf42d93c9e19.html](http://www.bestwordpressthemes.co.za/googledec3bf42d93c9e19.html)]
  2. Upload the file to <http://www.bestwordpressthemes.co.za/> **Click to view file...**
  3. Confirm successful upload by visiting <http://www.bestwordpressthemes.co.za/googledec3bf42d93c9e19.html> in your browser.
  4. Click Verify below.
- To stay verified, don't remove the HTML file, even after verification succeeds.

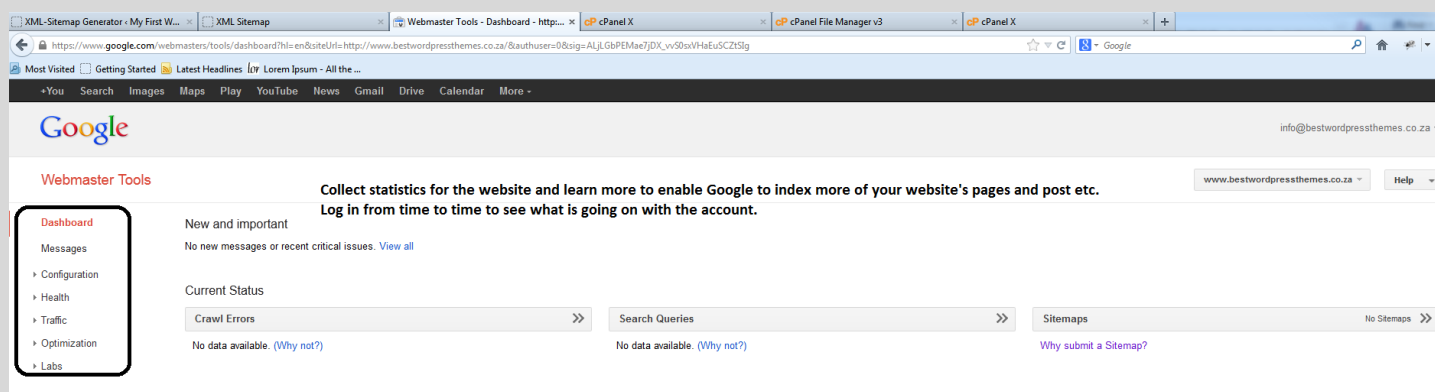
Next, click to Verify!



Once the file is verified, you will be notified. The website is now verified and Google will index the files within time. Please note that Google may or may not index all files. Take the time and learn more....

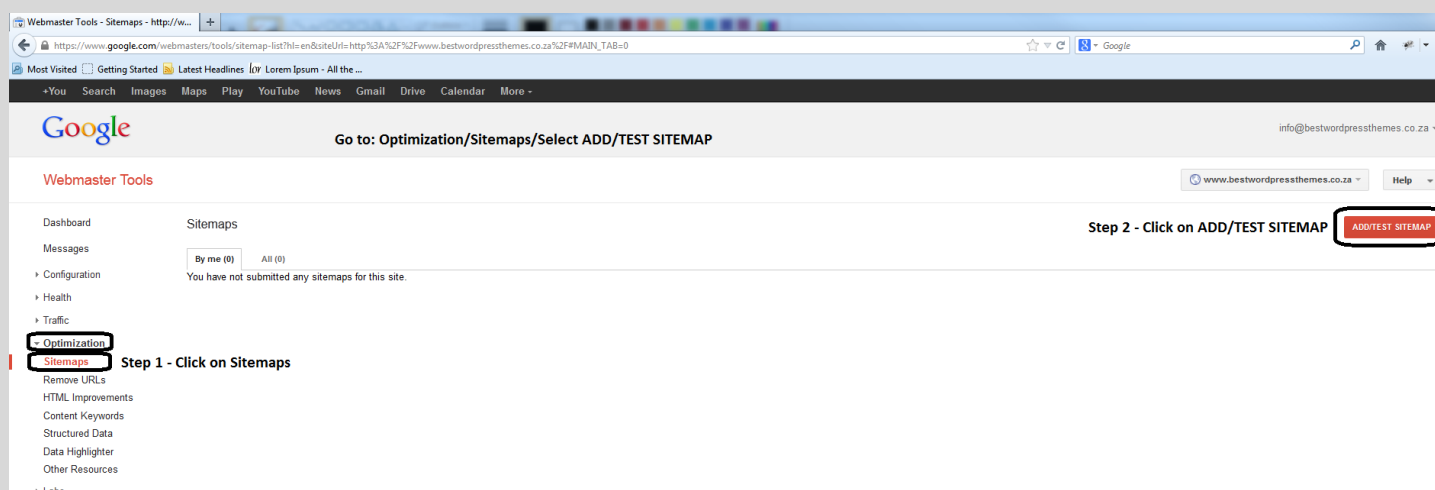


It's always good to check your accounts. To find statistics for the website, log in on another day. Google takes time to collect data, so be patient!

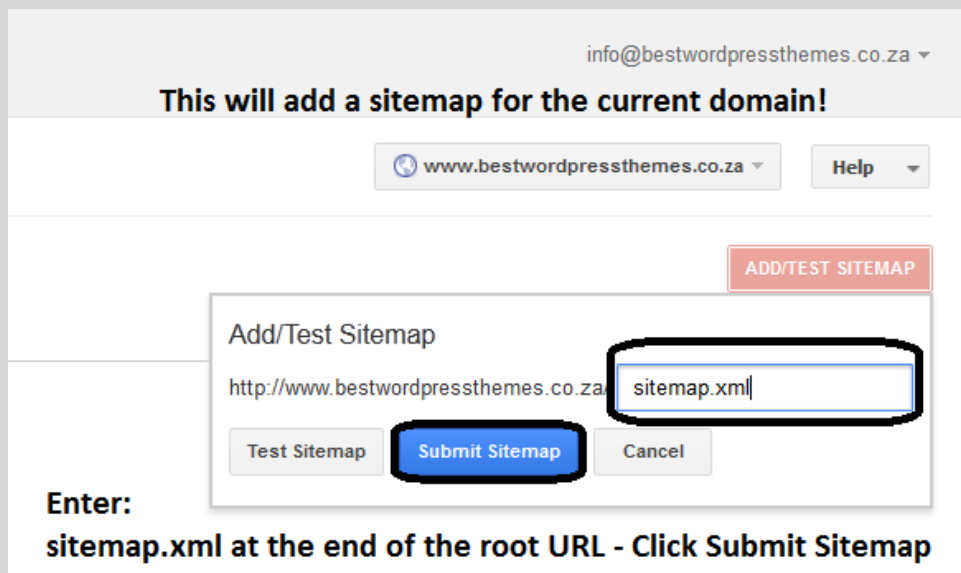


You've just verified that you have the privileges and authorisation to access the website files. Next, you have to add the sitemap to the Google account. Do the following:

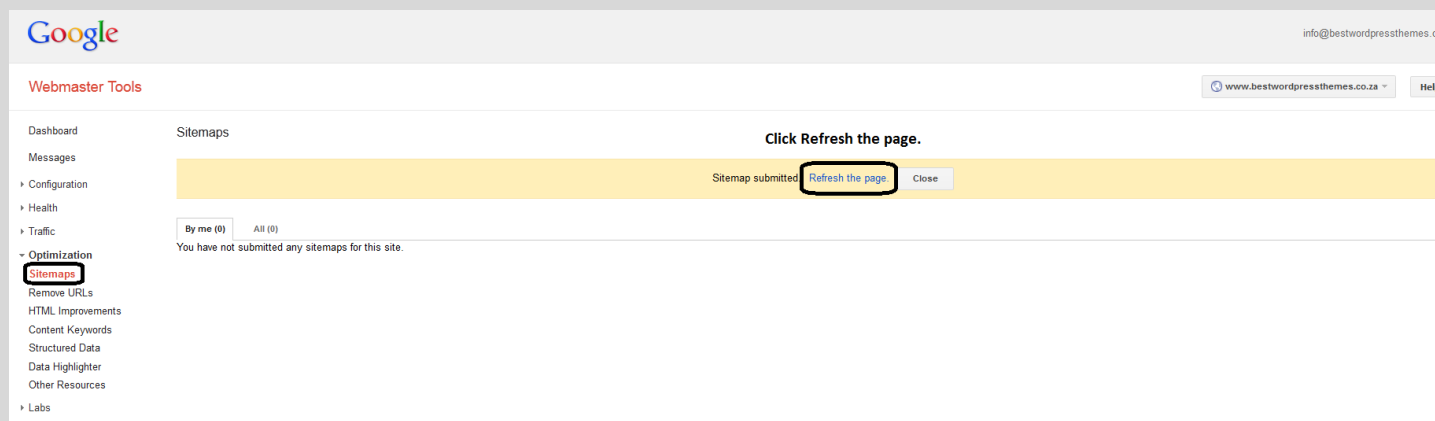
Go to: Optimization/Sitemaps/Select ADD/TEST SITEMAP.



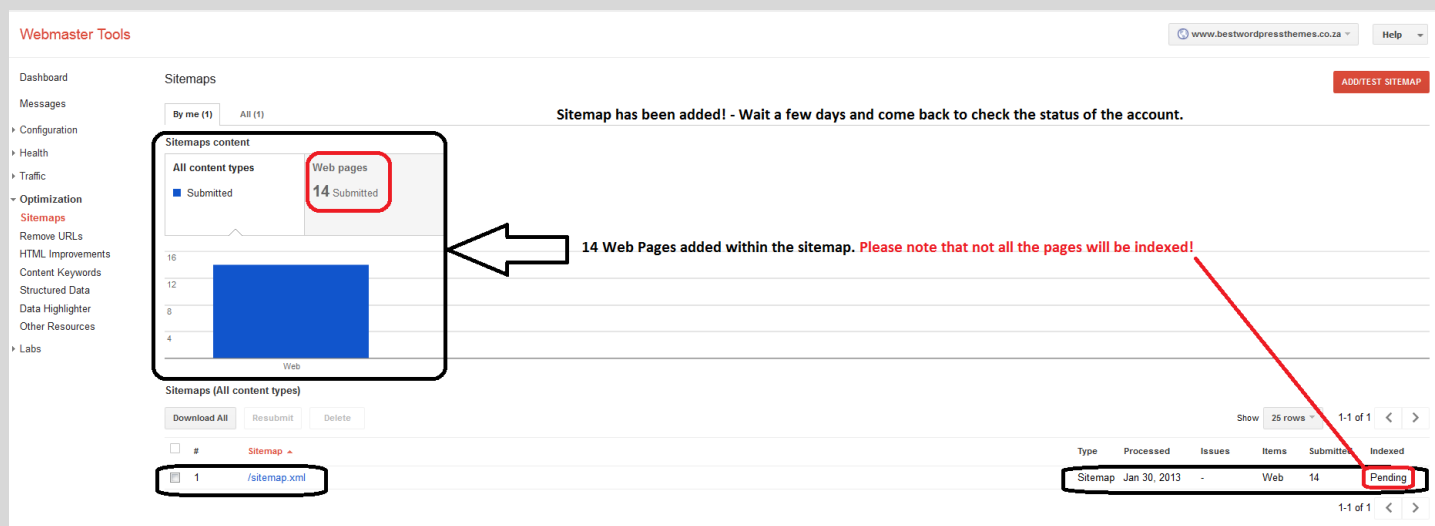
Adding a sitemap:



After selecting Submit Sitemap the following will appear: Refresh the page.



The Sitemap has been added! Visit the sitemap by using the link <http://www.yourdomainname.co.za/sitemap.xml>

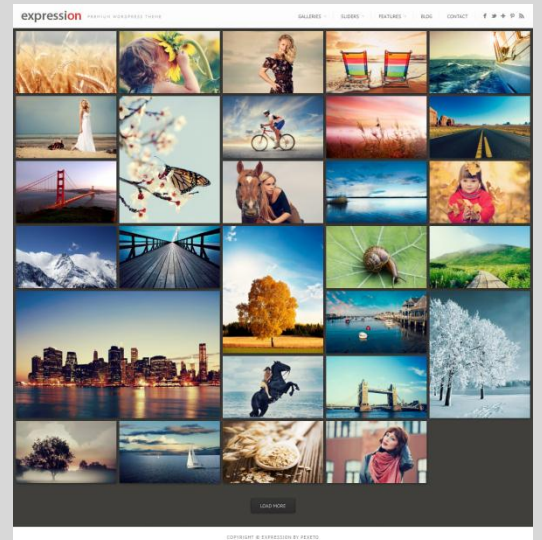
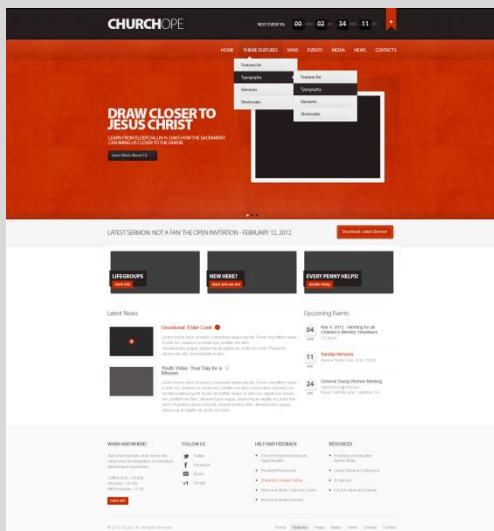
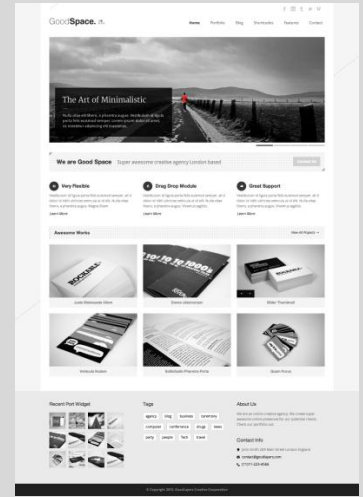
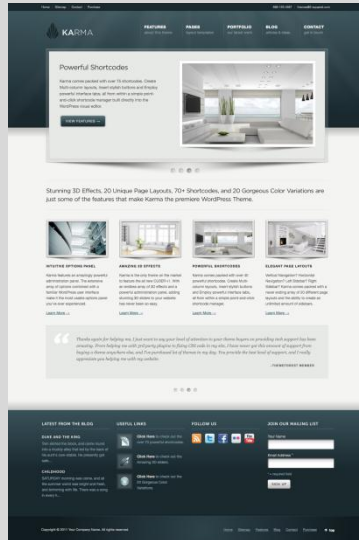
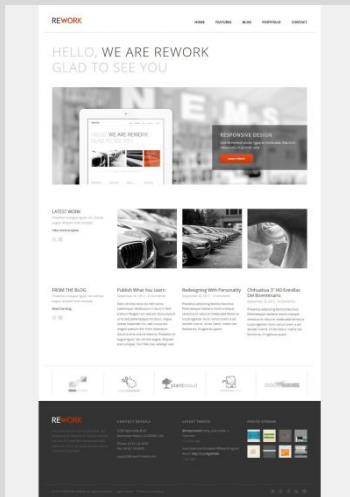
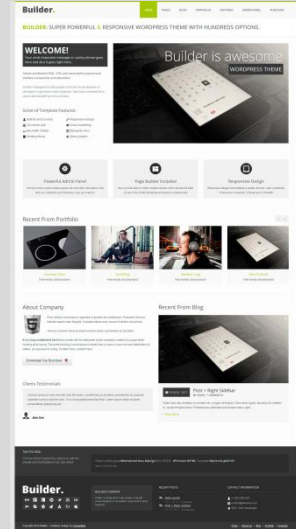
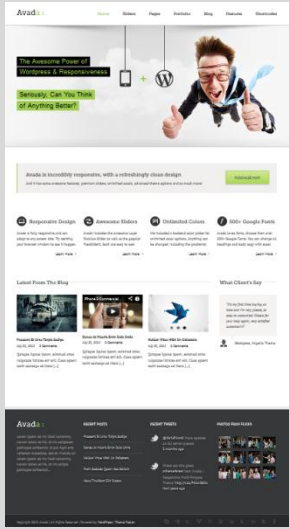


That's it! You're done with all the basics! You can now say: **"I designed my own website"**.

You've designed your own website and you have indexed the website for the first time. The work never stops. Go ahead and create a website to your own taste... Use your own Custom Theme, widgets and plugins. Be Creative.

Thank You!  
The End

Few Custom Themes Samples:





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