

# MaPS

HELP GUIDE



WEBSITE/PORTFOLIO BUILDING

FOR MORE SUPPORT: [maps@uq.edu.au](mailto:maps@uq.edu.au)

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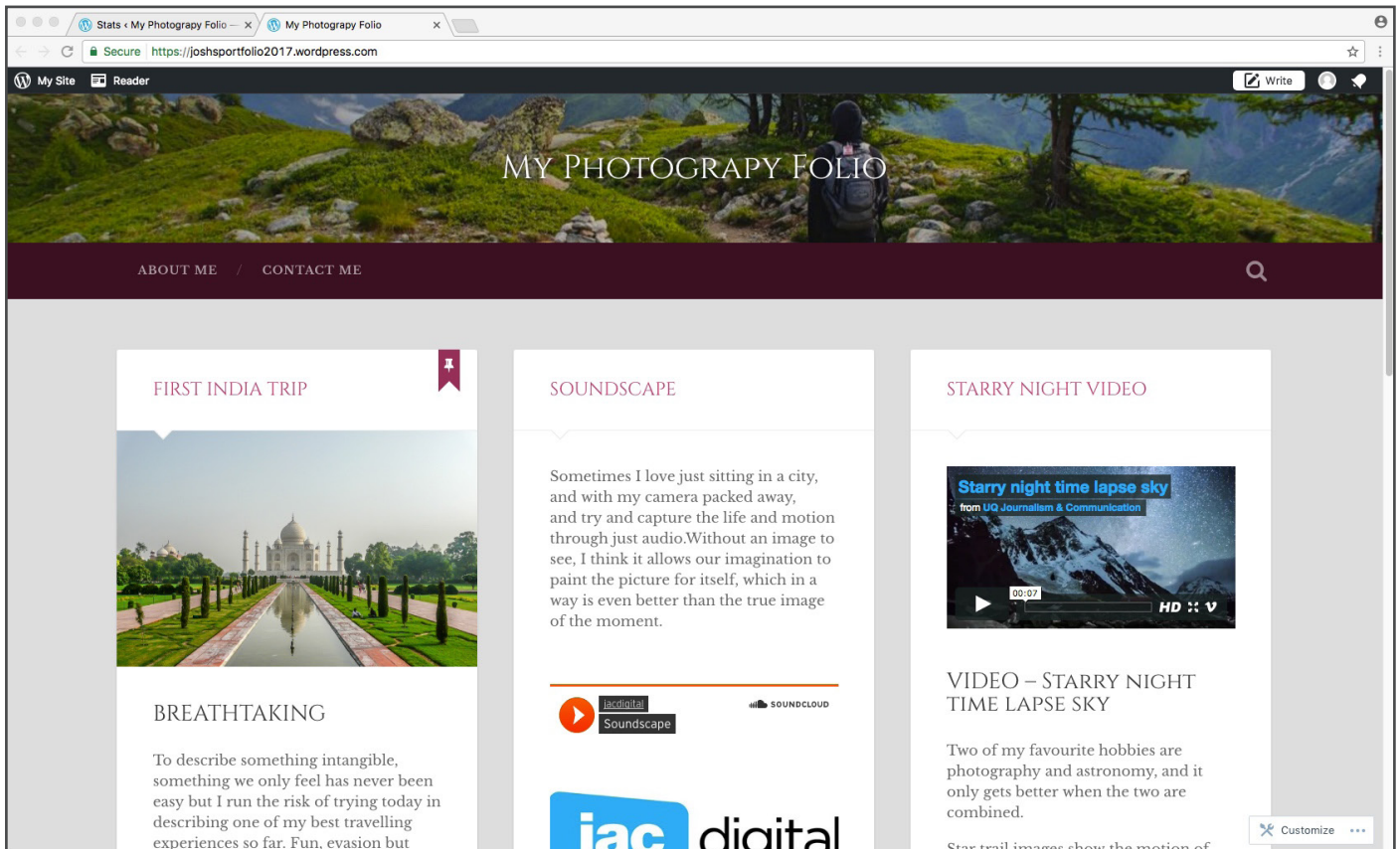
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## WORDPRESS BLOGS AND WEBSITES

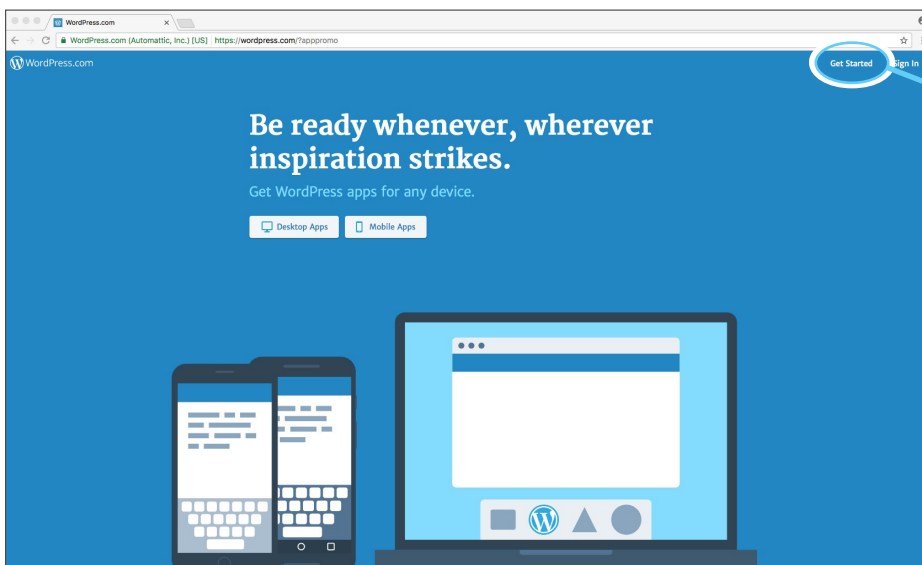
Wordpress allows you to create a free website or easily build a blog on WordPress.com. There's hundreds of free, customizable, mobile-ready designs and themes with free hosting.

In this guide, we will show you how to create something like this:

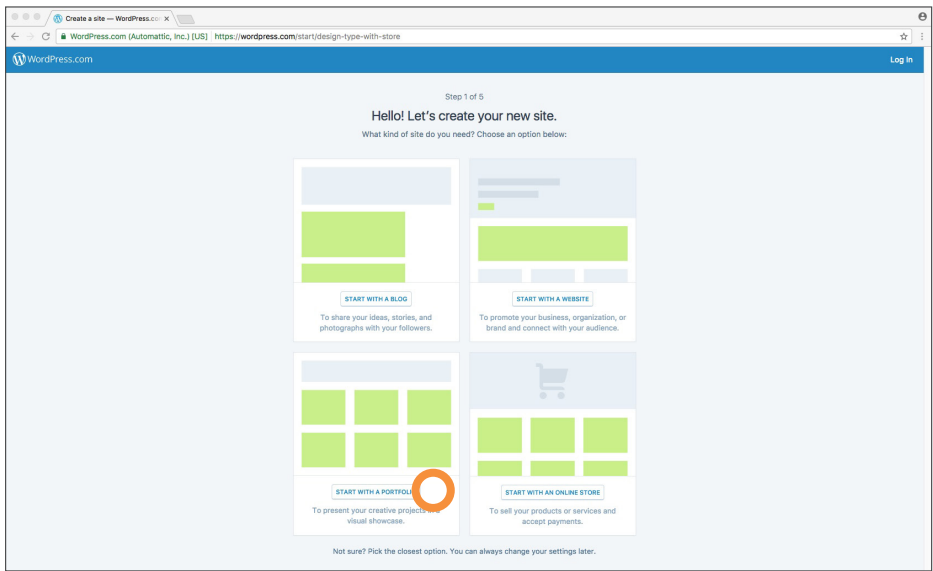


## CREATING AN ACCOUNT

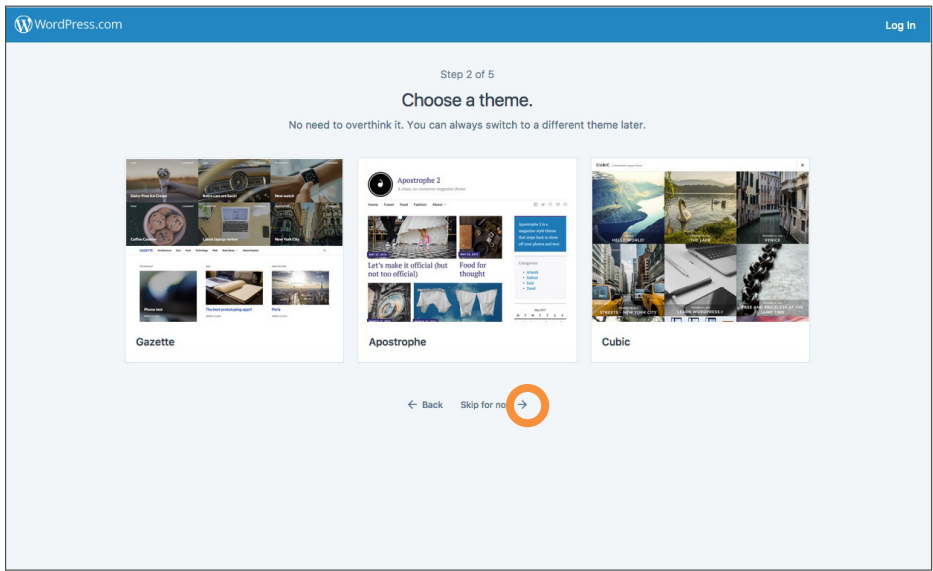
To get started, you will need to create an account and login.



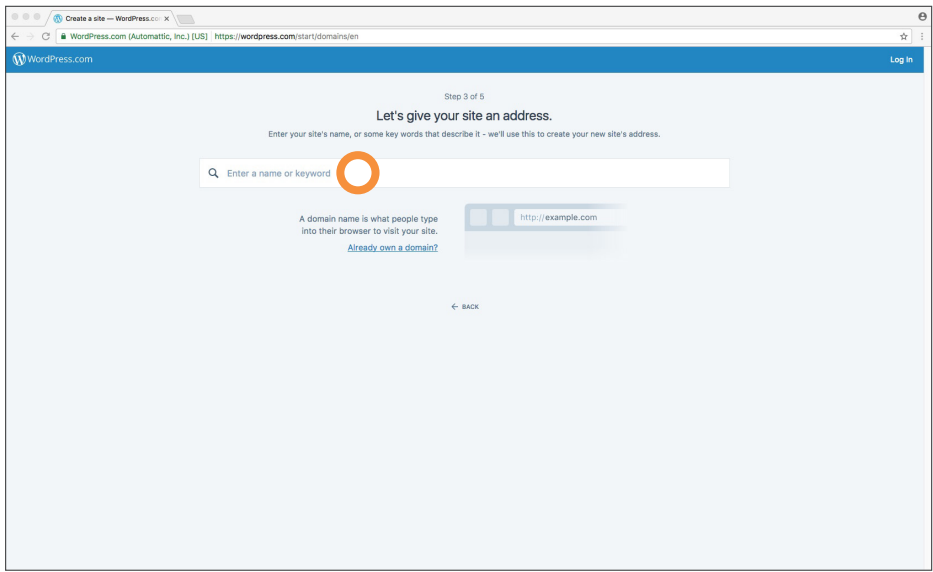
- Open your browser and go to: [wordpress.com](https://wordpress.com)
- Click the 'Get started' link



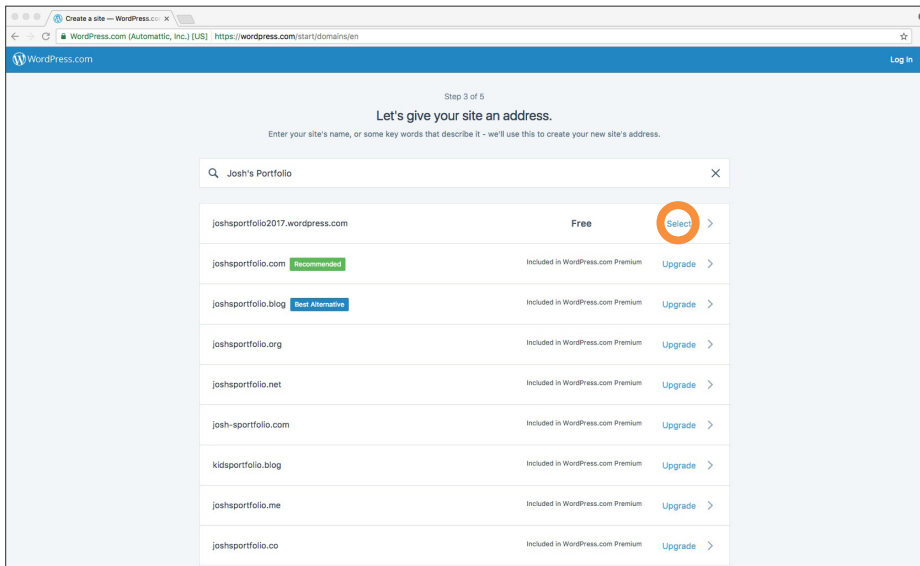
- Click 'start with a portfolio'



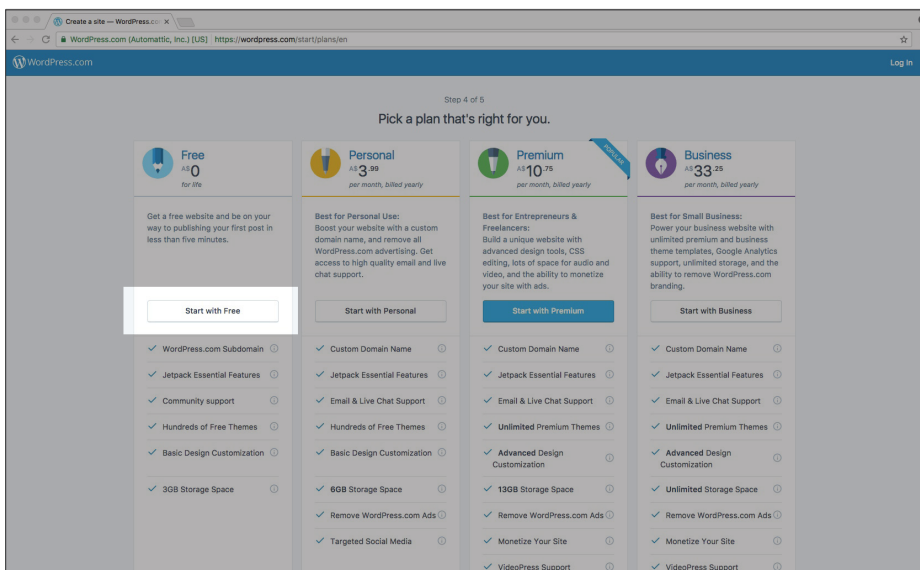
- Click 'skip for now'



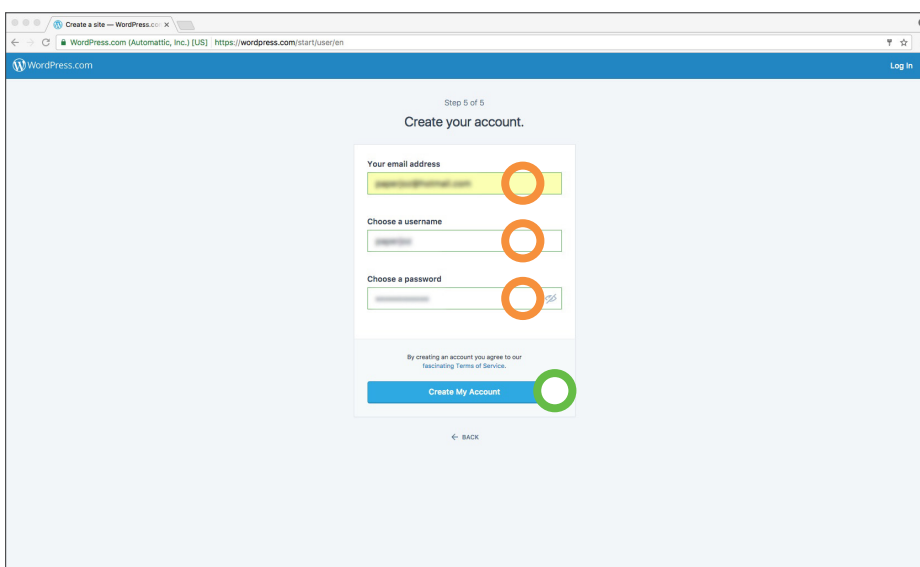
- Type in 'name portfolio' in the text field and see the results appear for web names



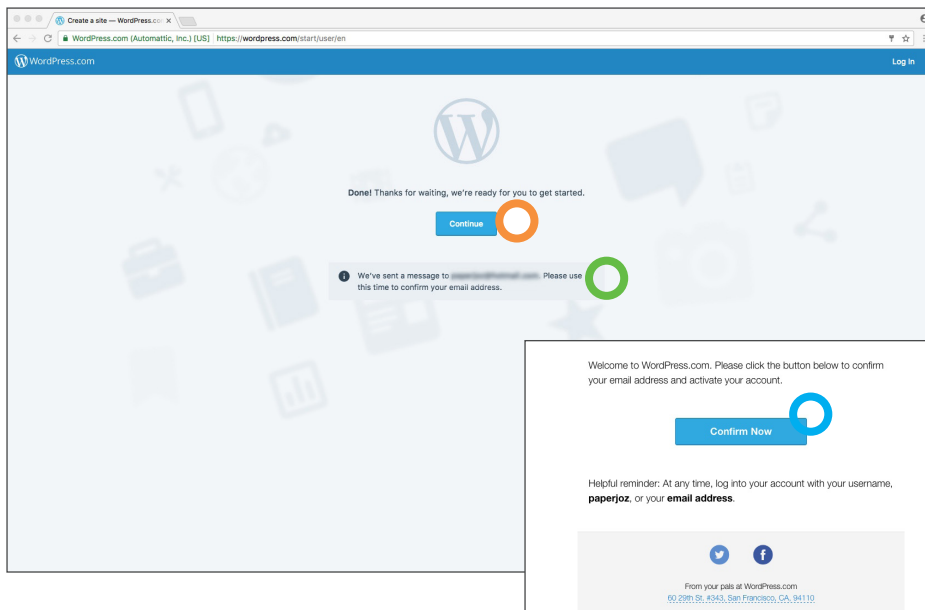
- Choose the free option by hitting 'Select'



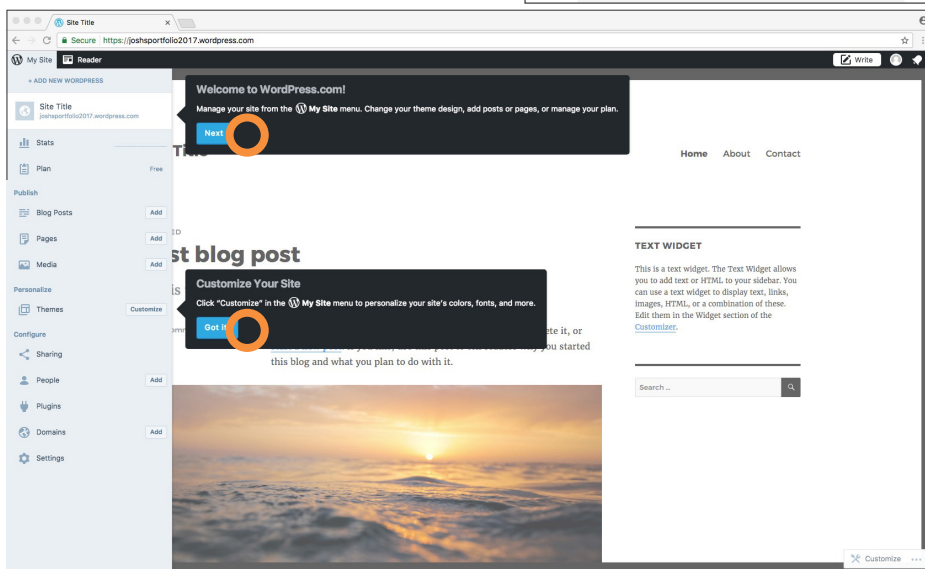
- Click 'start with free'



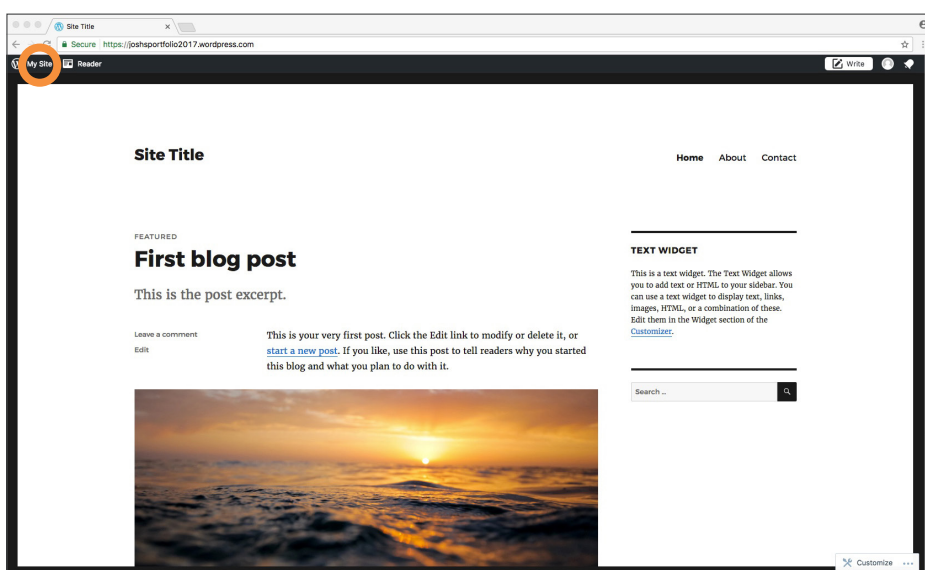
- Fill out the three text fields
- Click 'create my account'



- Click 'Continue'
- A message will have been sent to your email account.
- In another browser tab, check your email account for the activation email. Locate the email and click the 'Confirm Now' button



- You will be able to click through the layout guide popups.



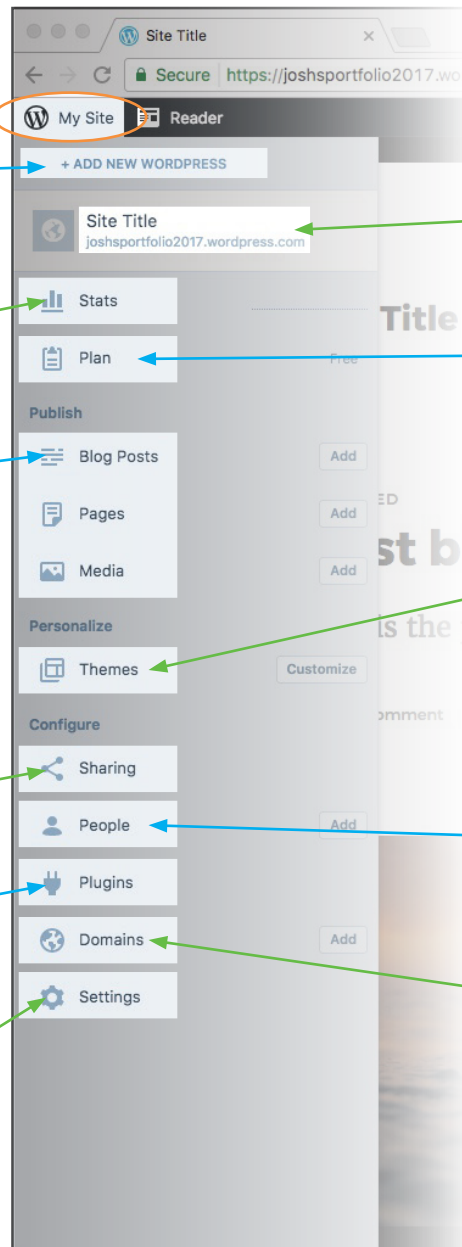
- You can see here our site has been created with placeholder content. Click the top left 'my site' button to go to the dashboard.

# WORDPRESS DASHBOARD

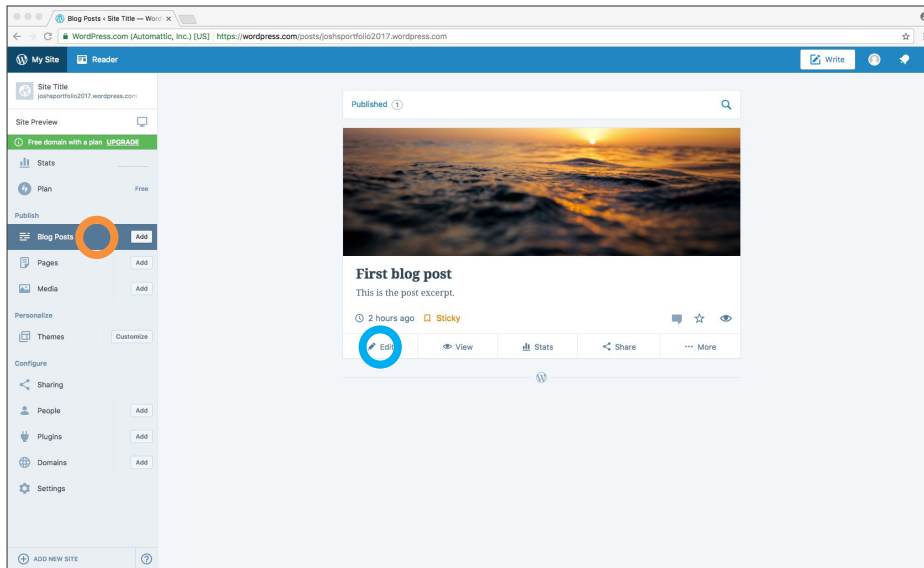
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The wordpress dashboard is the location where you can change settings, options and content of your website.

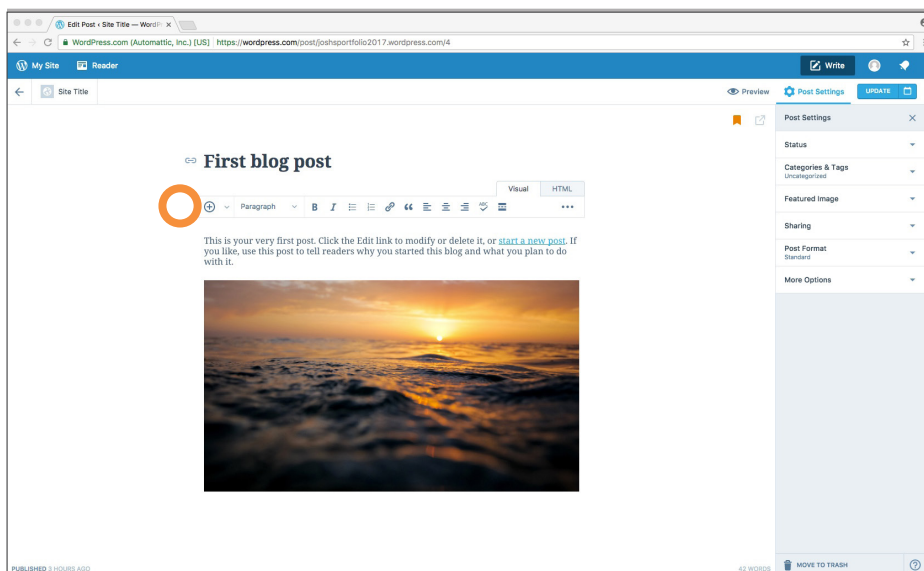
- Access the dashboard at any time by clicking the 'My Site' button
- Add a new website to have multiple sites with your single account
- Access statistics about your website
- You can edit blog posts, pages of your site and upload image, video and audio media. Click 'add' to create a new item. Click the word eg: 'Pages' to see the list
- Access sharing and social media settings and preferences
- Access plugins that allow extra features and interactivity to your website
- Change the settings, privacy, import/export wordpress sites, posts per page, notifications, comments, google analytics
- This is the URL of your website
- Details of your wordpress plan (eg: free or paid).
- Themes are changeable and customisable, allowing you to change the look and feel of your website. Click 'Themes' for extra themes, or 'Customise' to change your current theme
- Add new users, admins, editors and others to your website.
- Manage your website domains



## ADDING A BLOG POST



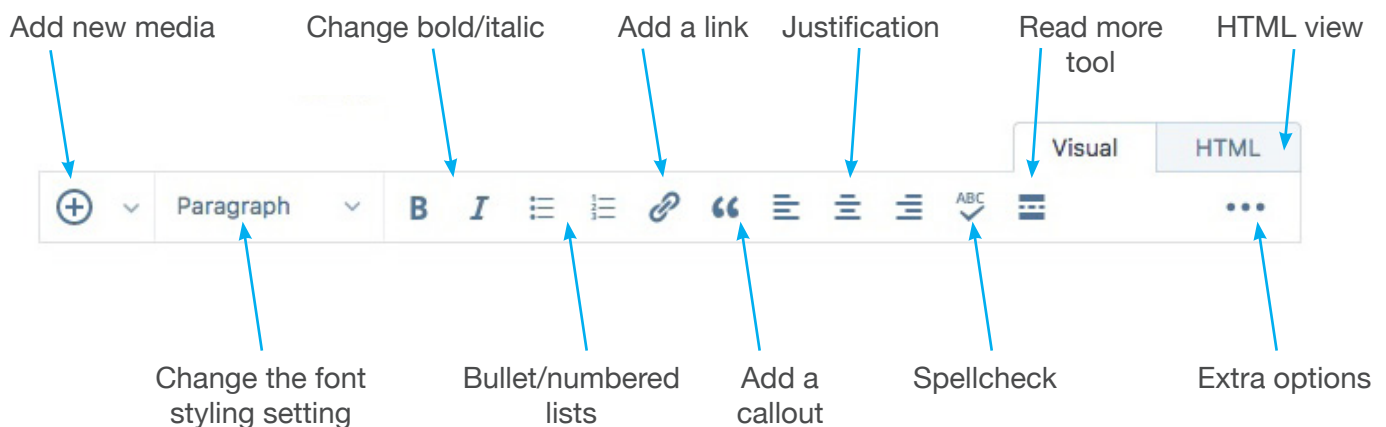
- Click 'blog posts'.
- Then click 'edit' to edit the example post



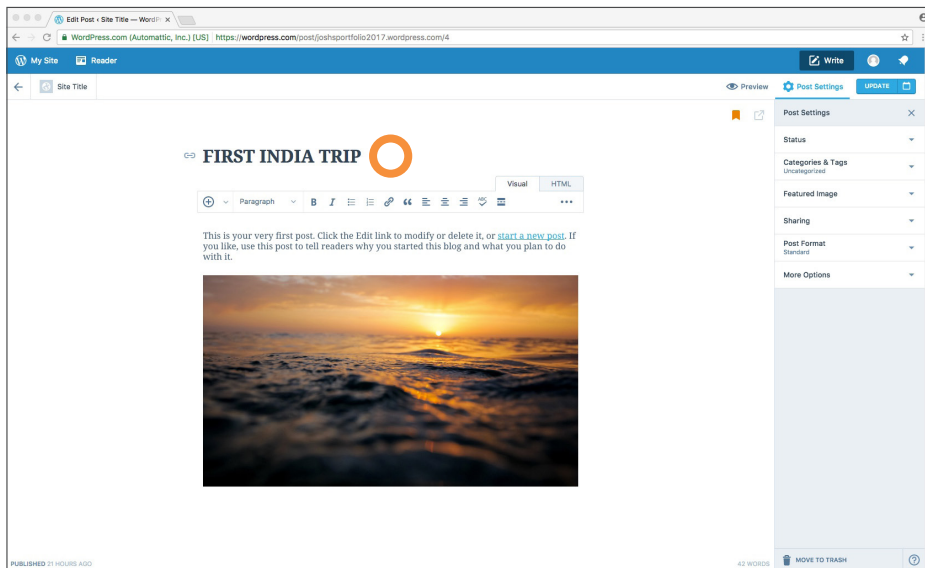
- If any pop ups appear on this page, click through them to close them
- The central area has the text and content editor toolbar.

## TOOLBAR

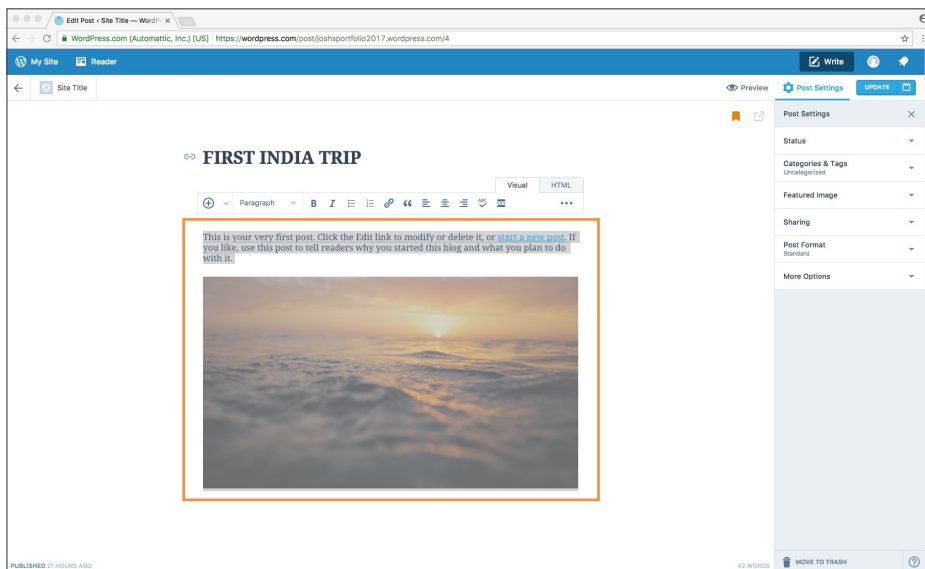
The toolbar has functions that are similar to Microsoft Word and other text editing software.



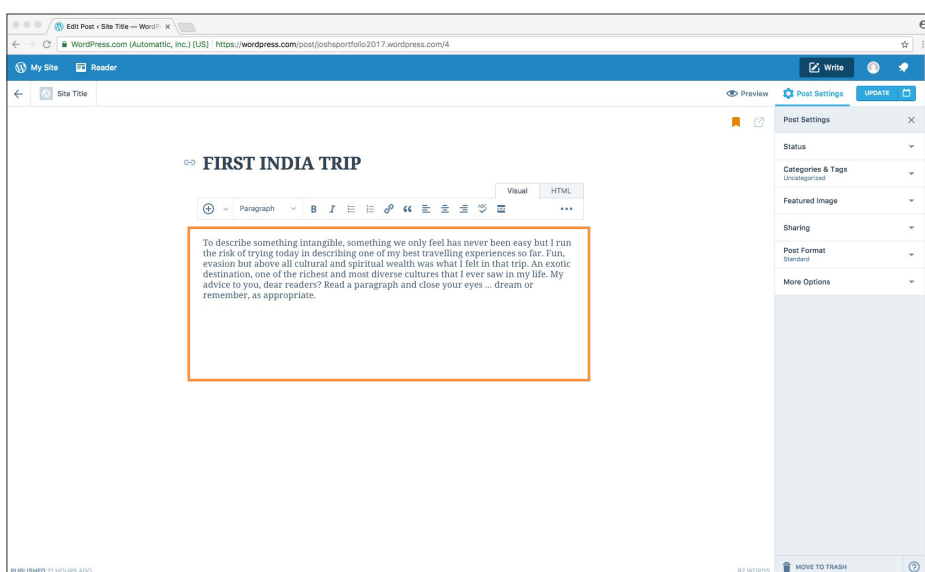




- First change the title. Click on the title and type in a new title of 'FIRST INDIA TRIP'

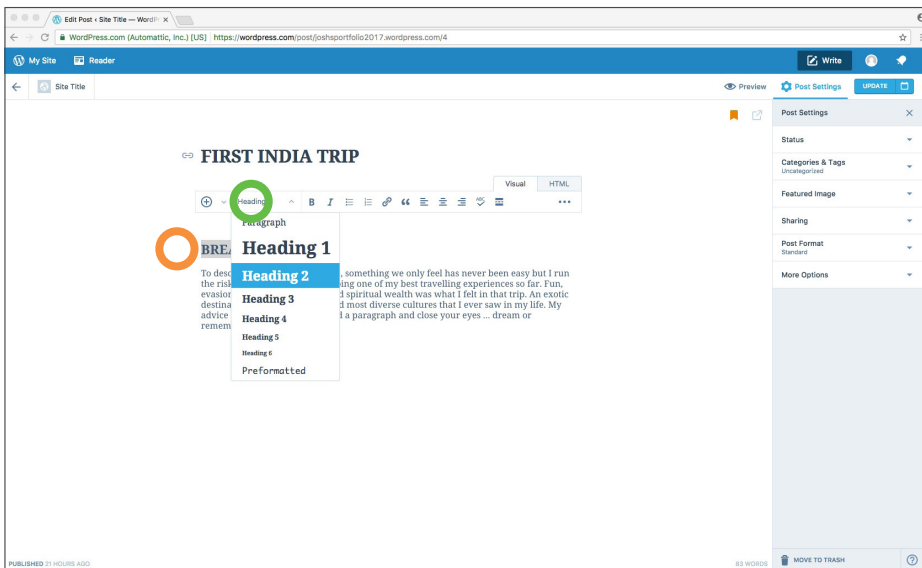


- Click and drag to select the body text and water image
- Hit 'delete' on your keyboard to delete them

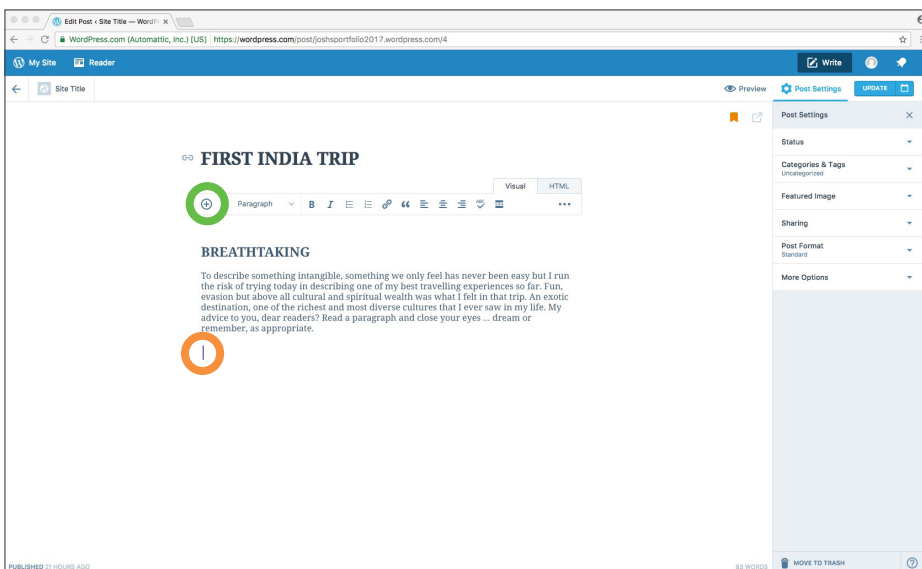


- Now click in the empty area to add text. Copy and paste the text below into the area. (Standard copy and paste keyboard shortcuts work in the editor)

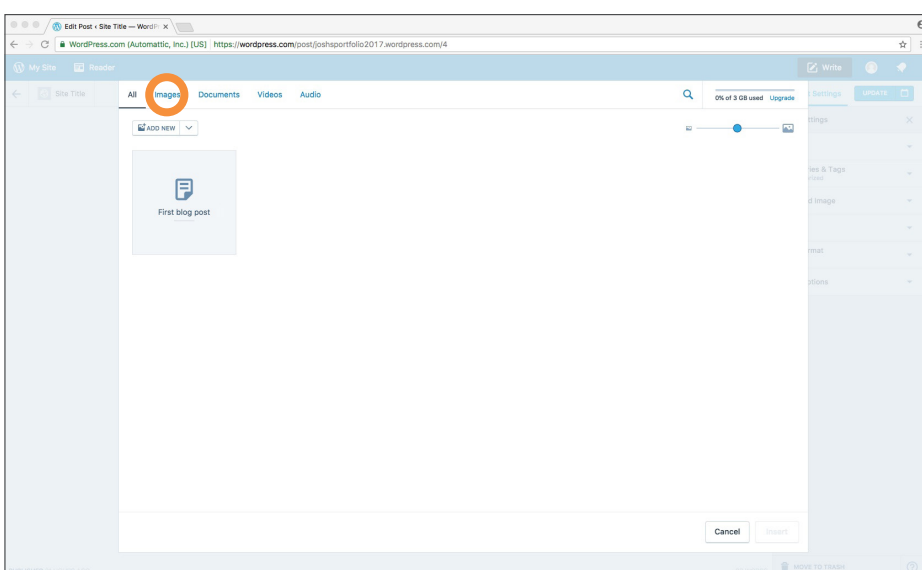
To describe something intangible, something we only feel has never been easy but I run the risk of trying today in describing one of my best travelling experiences so far. Fun, evasion but above all cultural and spiritual wealth was what I felt in that trip. An exotic destination, one of the richest and most diverse cultures that I ever saw in my life. My advice to you, dear readers? Read a paragraph and close your eyes ... dream or remember, as appropriate.



- Now let's add a heading. Above the body text type 'Breathtaking', and hit enter/return once
- Highlight the heading to select it, and click on the 'Paragraph' drop down menu
- Select 'Heading 2' and you will notice the format change of 'breathtaking'

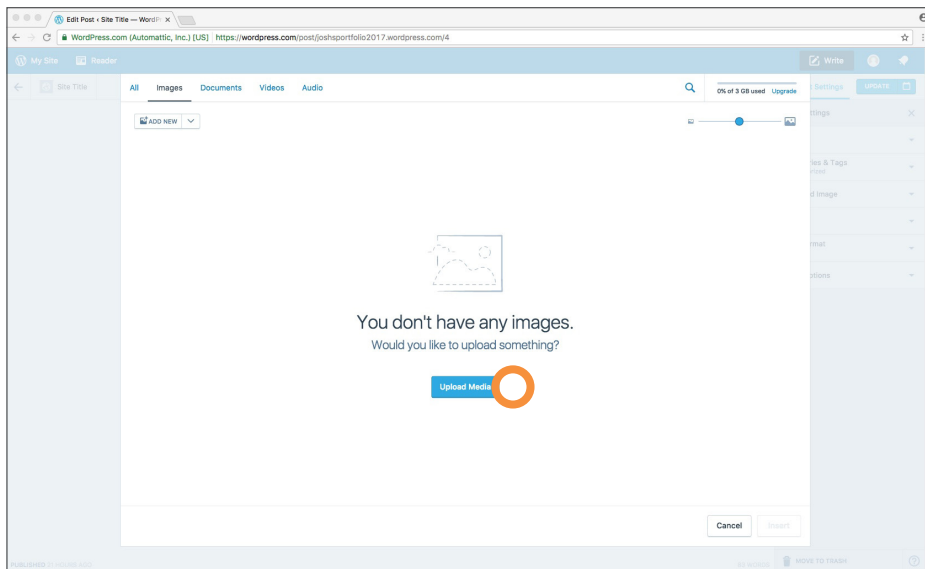


- Now let's add an image. Place your cursor below the body text paragraph
- Click the + button

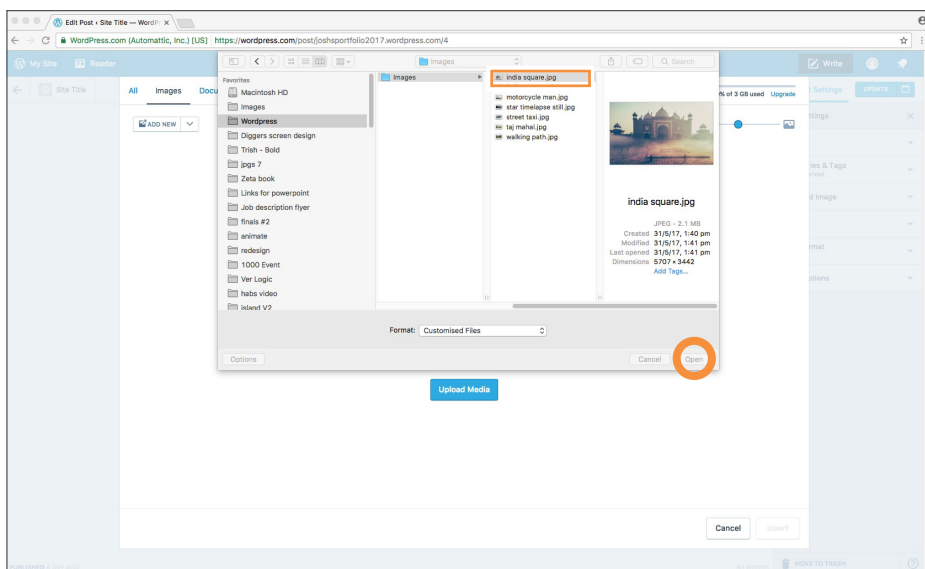


- You can see there isn't any media uploaded yet. Click the 'Images' button.



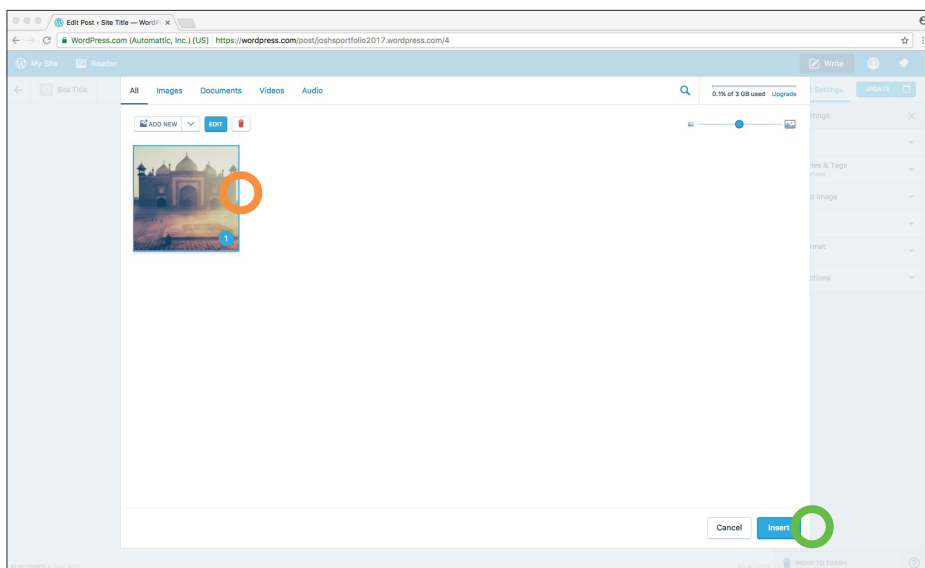


- Let's add an image, click on the 'Upload Media' button



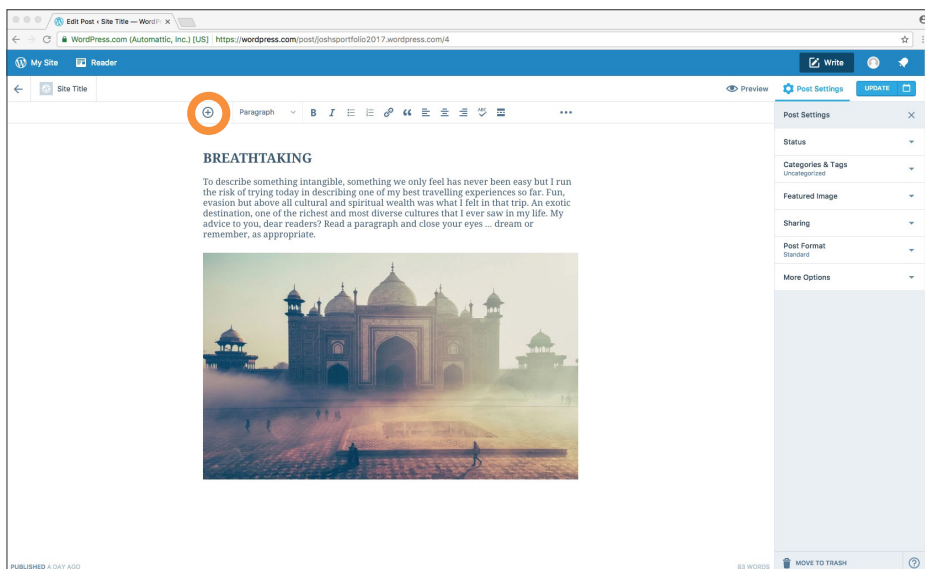
- Select the 'india square.jpg'

- file and click open



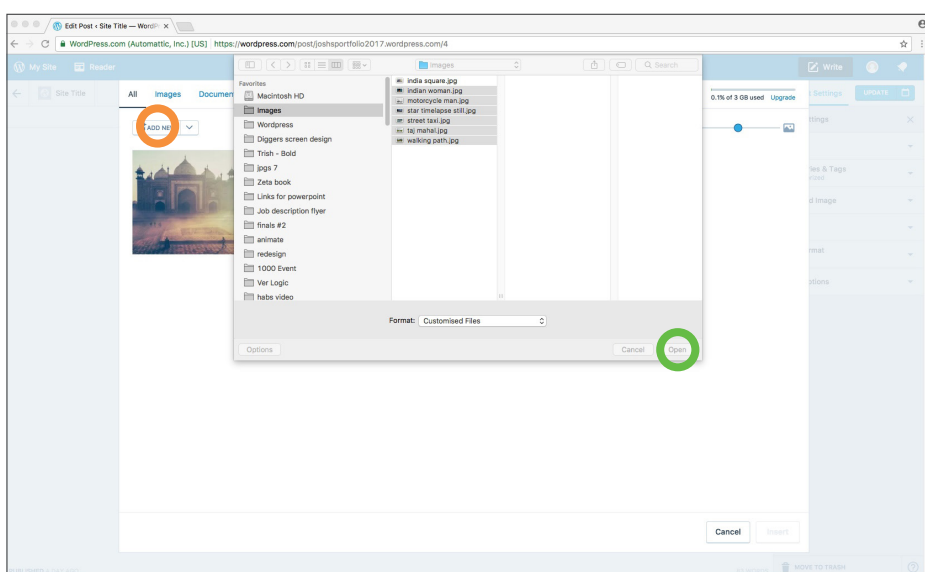
- The image is now uploaded. To add the image, click on the image to give it a blue border. That shows it is selected

- Click the 'insert' button

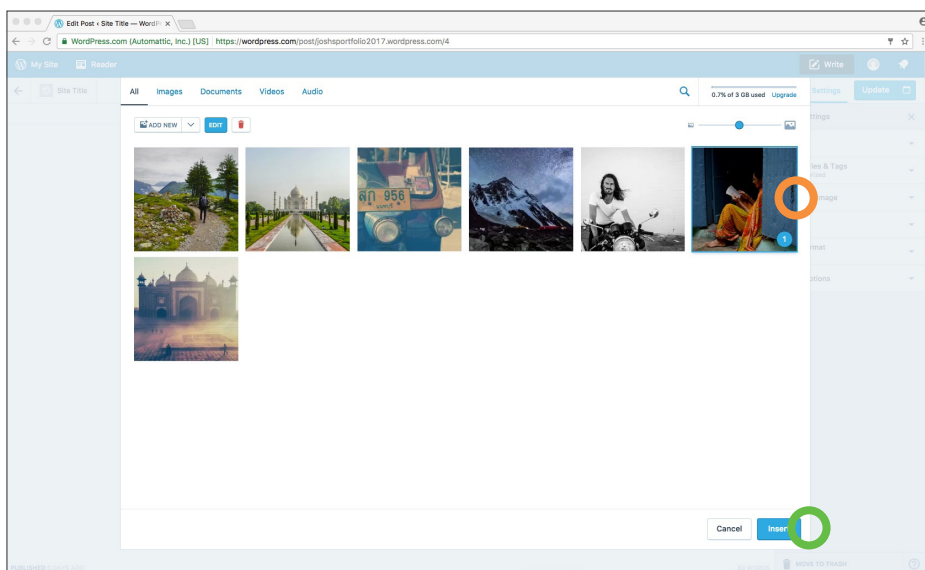


- You can see that the image is now in place under our text

- Let's add another image, click on the 'plus' button to add more images

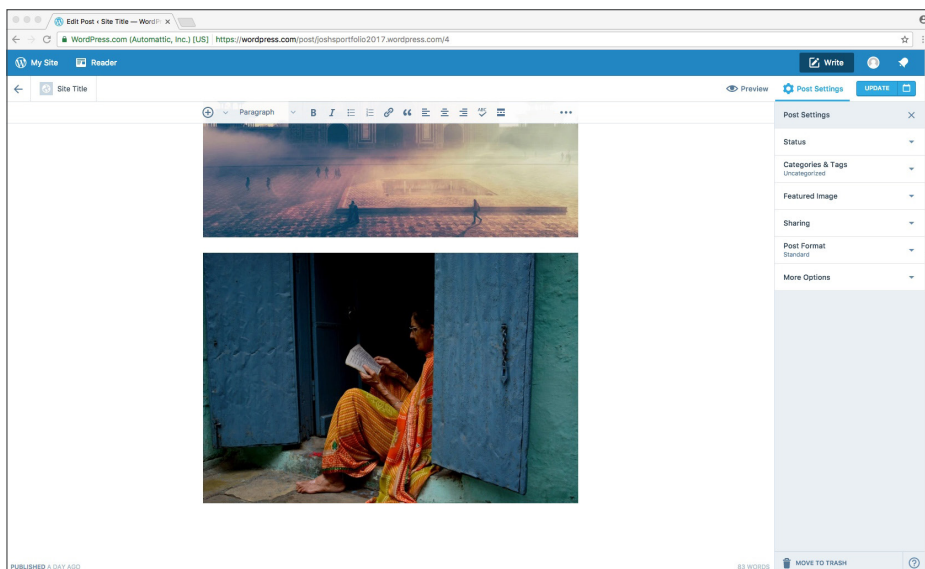


- Click the 'Add new' button
- Now we'll add multiple images. Hold the shift key to select the multiple images shown, and click the 'open' button

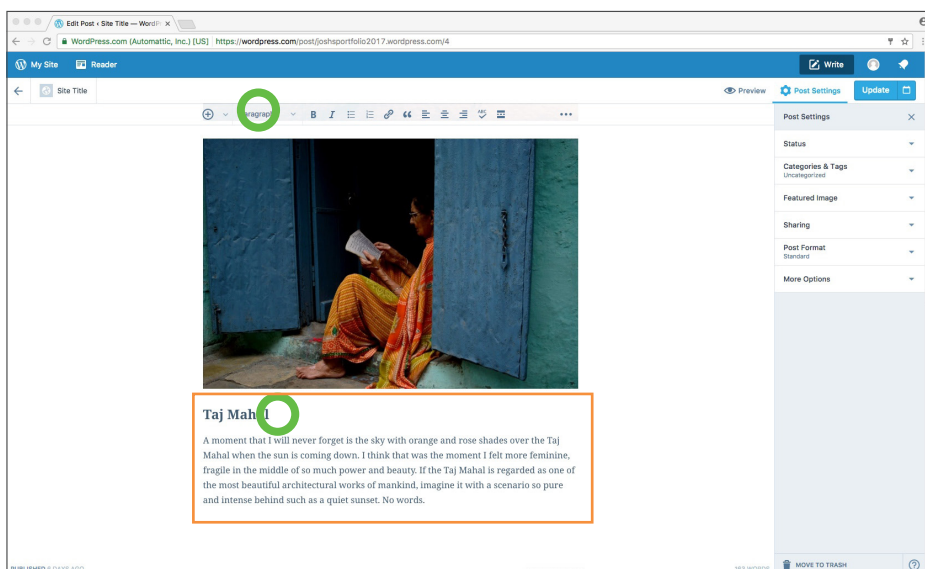


- You can see now that the images have all been uploaded and are available to use

- Select the image with the woman in the doorway so that it has a blue border,
- Click the 'insert' button



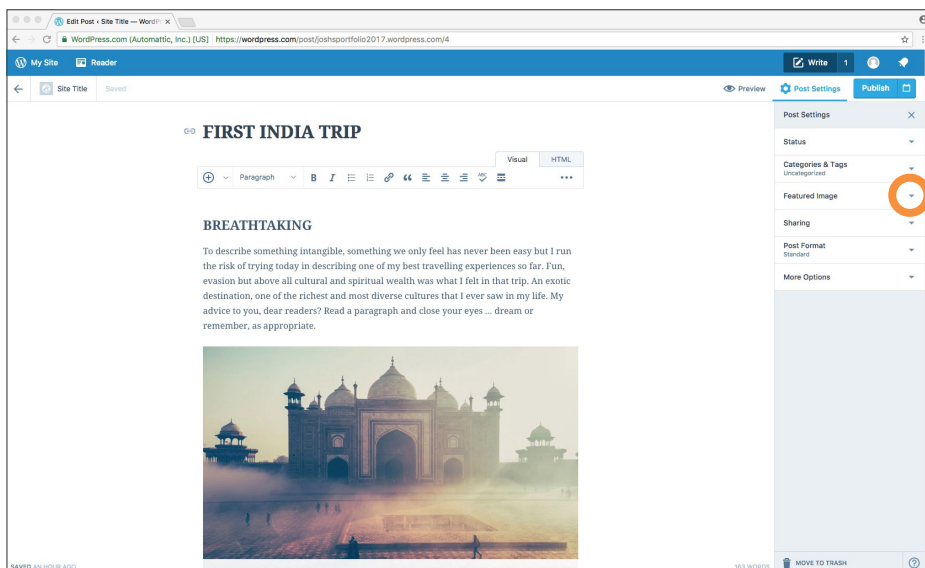
- You can see the image of the woman is now placed below the other image of the indian square



- Place your cursor below the image of the woman
- Copy and paste the text from below
- Highlight and change 'Taj Mahal' to be a 'Heading 2'

## Taj Mahal

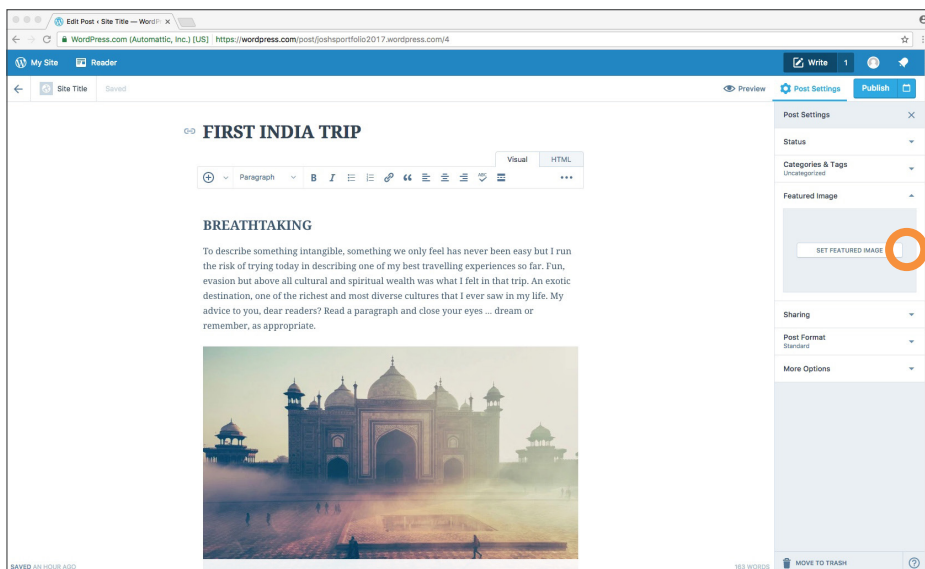
A moment that I will never forget is the sky with orange and rose shades over the Taj Mahal when the sun is coming down. I think that was the moment I felt more feminine, fragile in the middle of so much power and beauty. If the Taj Mahal is regarded as one of the most beautiful architectural works of mankind, imagine it with a scenario so pure and intense behind such as a quiet sunset. No words.



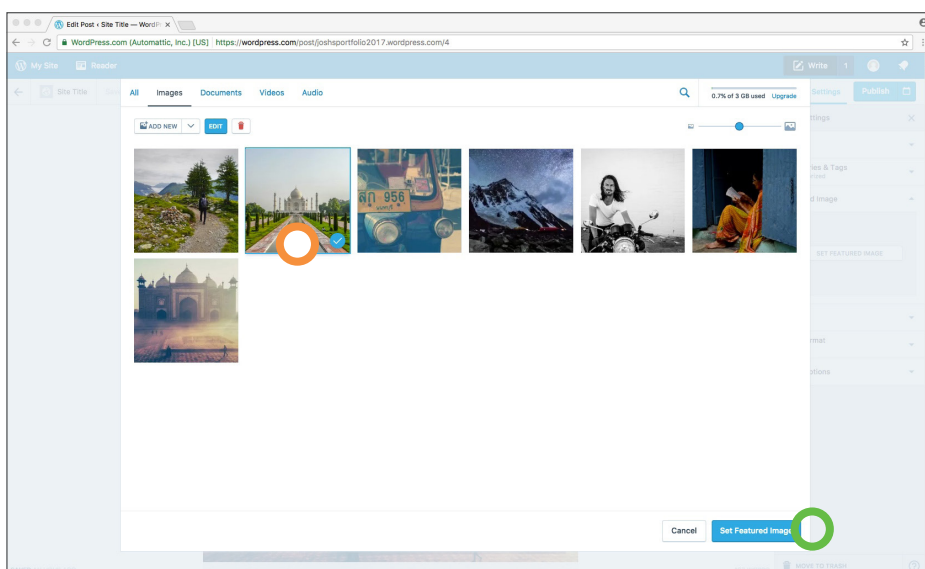
## FEATURE IMAGE

A feature image is an image that is used to represent a post visually on a main page. Not all wordpress themes will display these feature images, but it's good to have them added to each post in case you want to change your word-press theme.

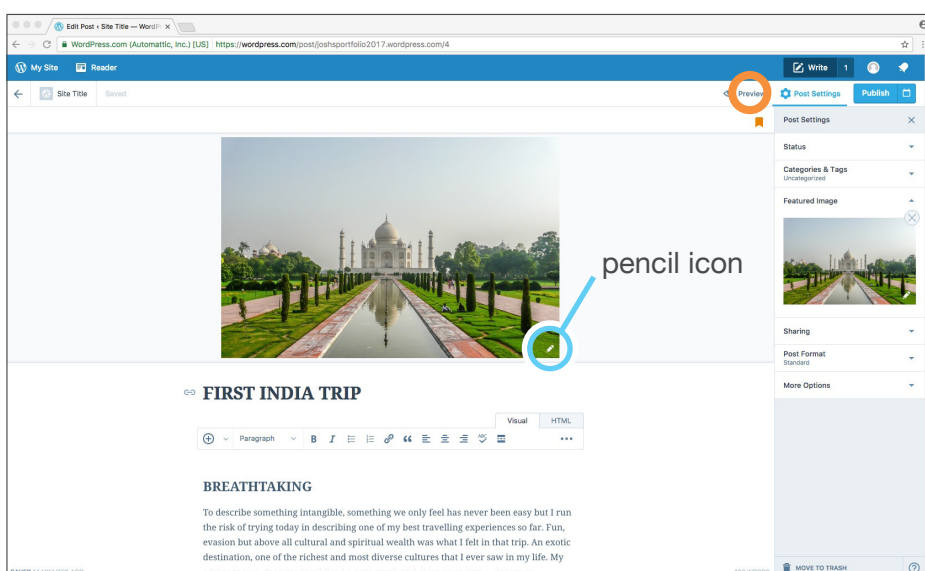
- Click on the right to drop down the feature image information



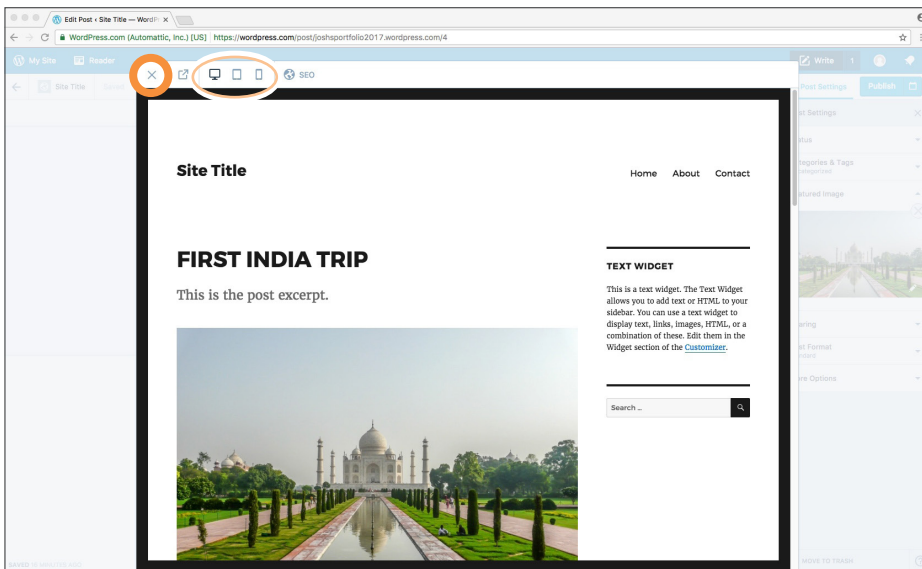
- Click the 'set feature image' button



- Click to select the Taj Mahal image so it has a blue border
- Then click the 'Set Feature Image'.

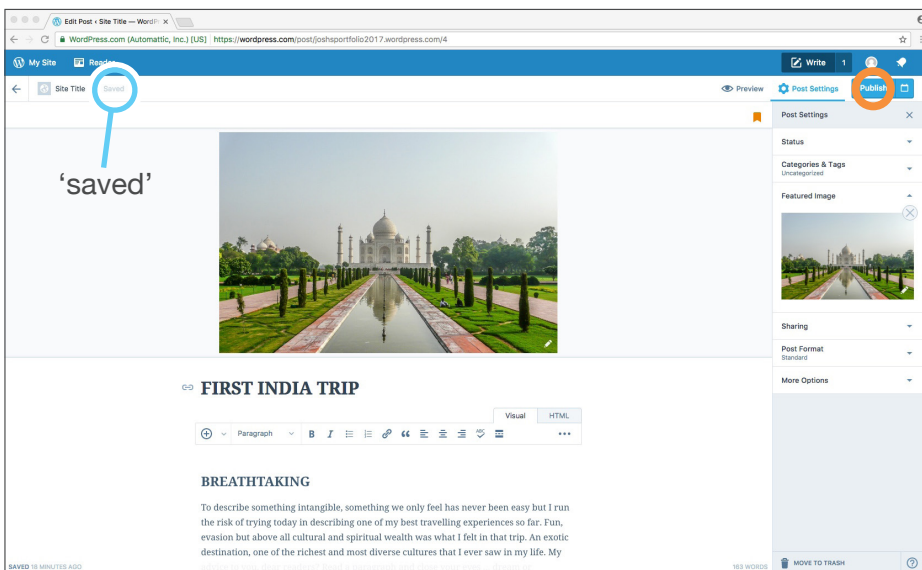


- The image will appear at the top of the blog post. This is where feature images appear in the editor. You can always click the '**pencil**' icon to change the image at a later date. Or click the 'X' in the feature image drop down area.
- Now let's preview what the post looks like to check for appearance. Click the 'preview' button.



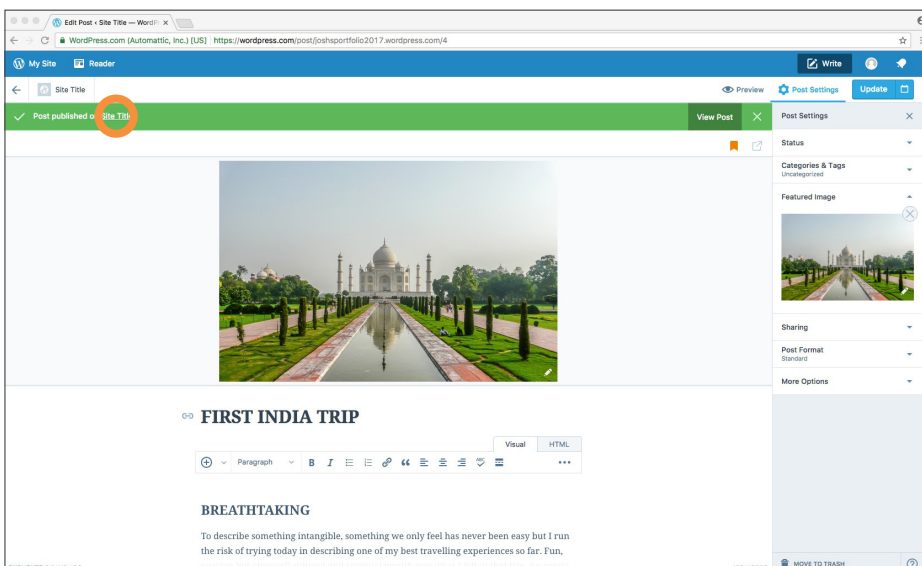
- You will see a pop up window appear. You can change the device option to a desktop, tablet or mobile device to see how the site would appear on that device. This preview is just a preview. The post is not live yet.

- Click the 'X' to close the preview



- Wordpress performs background saves of posts and pages. To check the status, look for the 'saved' text. This shows that the recent edits you've done have now been saved.

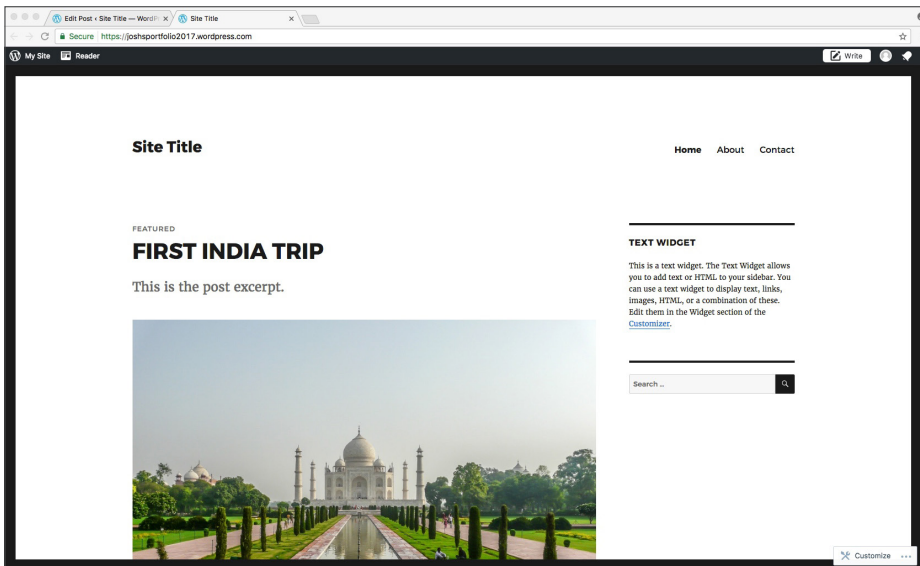
- Now that the post is complete, click the 'Publish' button. You should see a popup of 'Post is published!'.



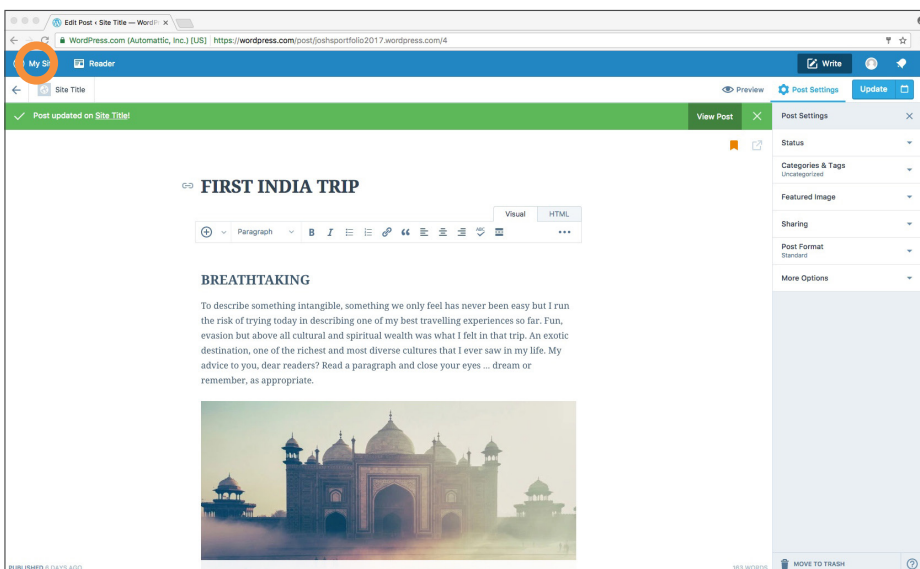
- The green bar indicates that your post has been saved and published.

- Click the 'Site Title' link to view your website

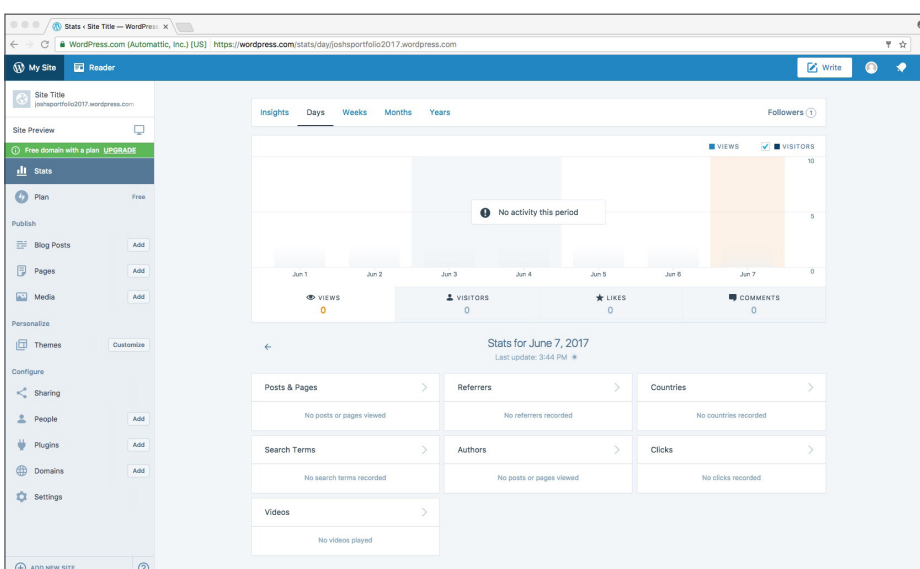




- Here you can see the post you just made in the website, using the standard theme. Make sure to close this new tab, and return to the original tab to continue modifying your website



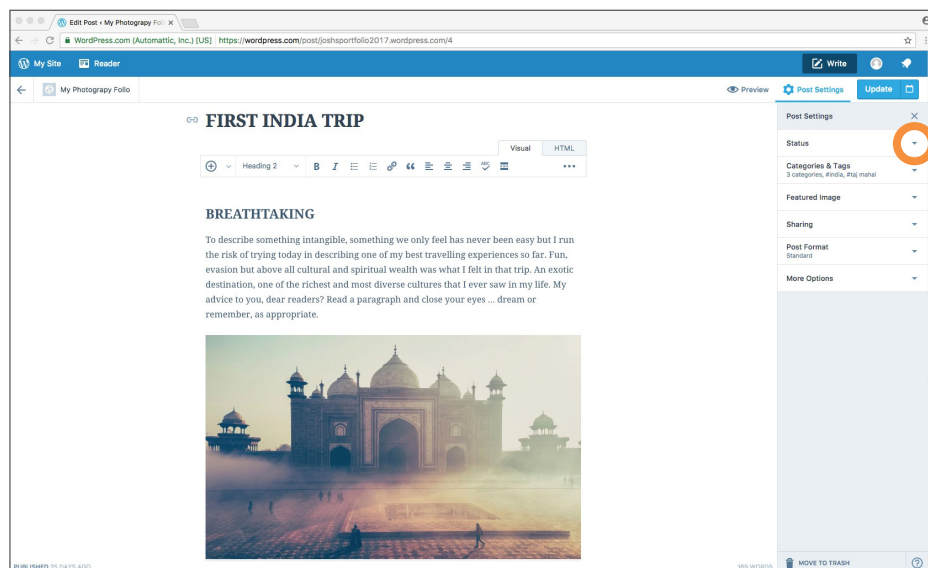
- Click the 'My Site' button to return to the dashboard



- You have now returned to the dashboard

## UNPUBLISHING A BLOG POST

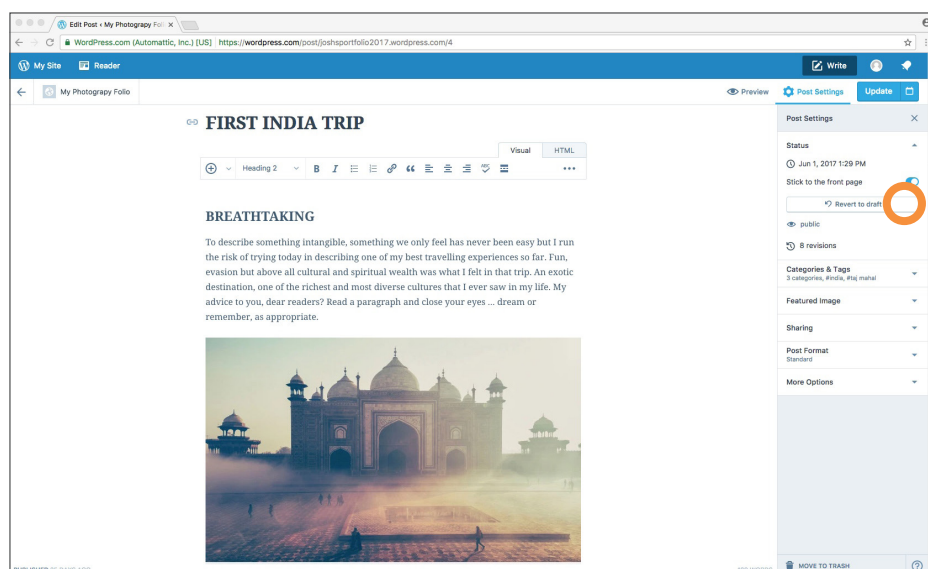
After publishing a post, you are able to un-publish the post to return it to draft stage. This will remove it from your live site, allowing you to make changes and re-publish it at a later date.



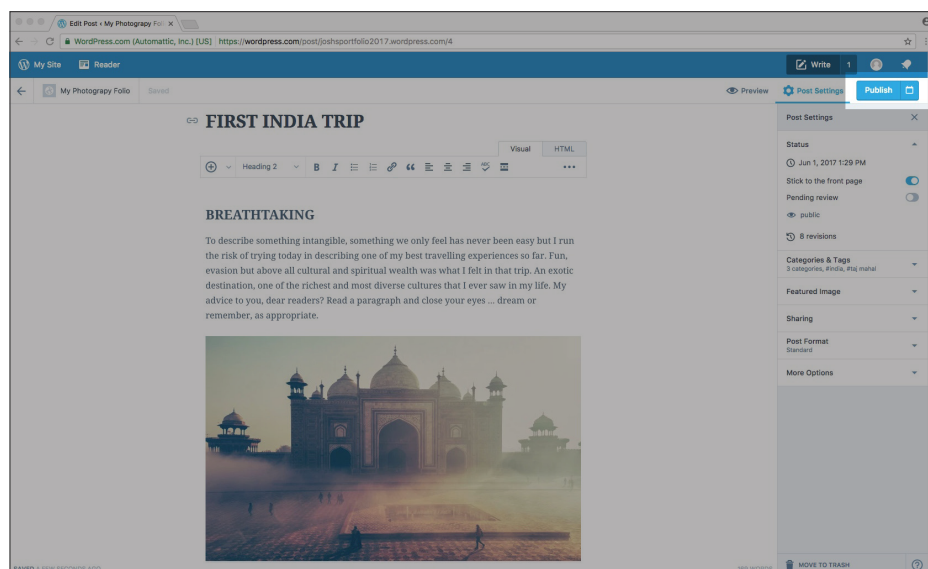
- Sometimes you may wish to unpublish a post, either to deactivate it permanently, or for a period of time to make changes or update it's information. Navigate to a blog post in the editor.



- Click the drop down arrow next to 'Status'



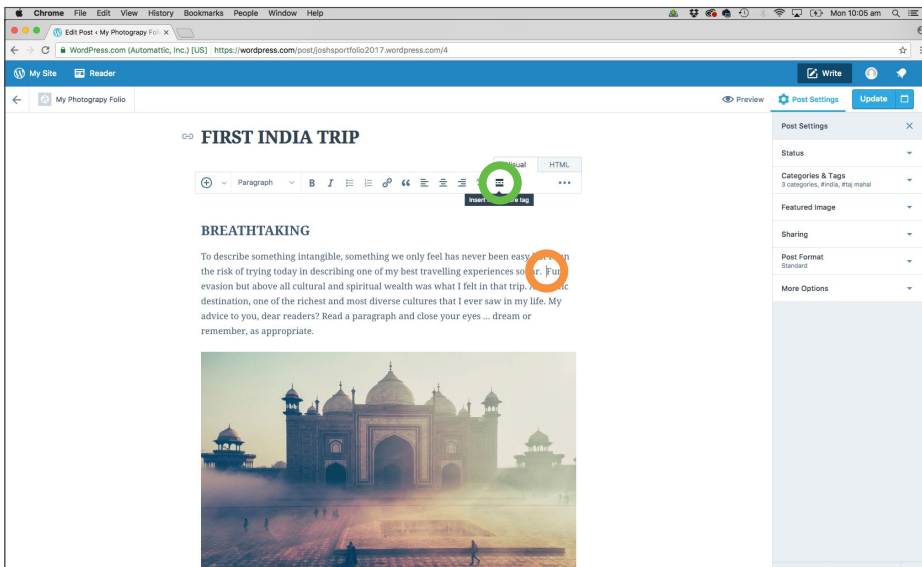
- Click the 'Revert to draft' button.



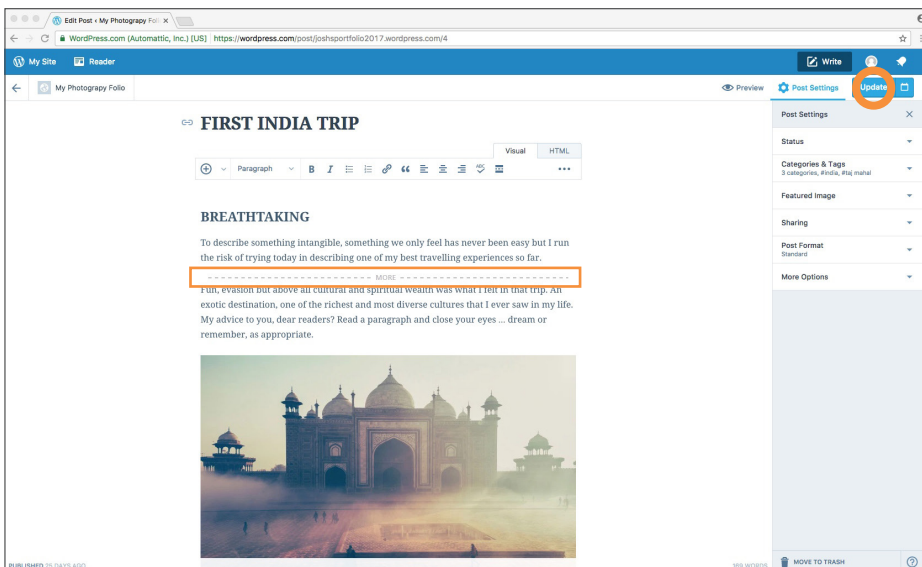
- You can see that the 'Publish' button is now reset and ready, showing that the post is not live and is in draft form. You are now free to make changes and publish the post at a later time.

## READ MORE TOOL

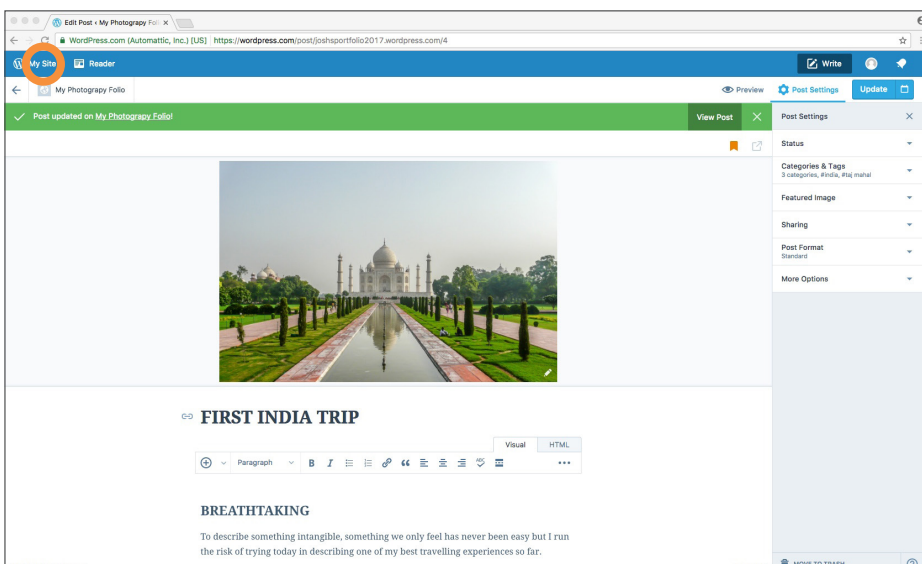
Some wordpress themes arrange posts in a way that show a small amount of the body text for each post. The theme will cut the text at a certain point, but that might not be in a place that looks good on your site. If your theme is one like this, you can manually mark the place where you'd like the body text to be cut and have a 'read more' button placed. This enables the reader to click to read more.



- Navigate to the editor of a blog post. Let's place the cursor at the end of the 'experiences so far' sentence.
- Click the 'read more' icon button.



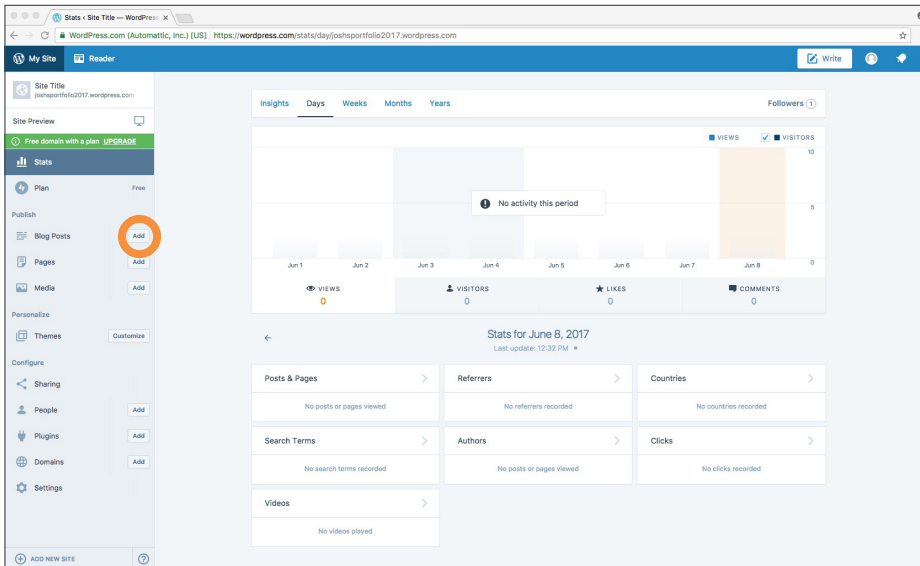
- You can see that there is a 'more' divider put in.
- This text and dotted line will be invisible on the live site. This is where the text will be split.
- Click the 'update' button to save your changes.



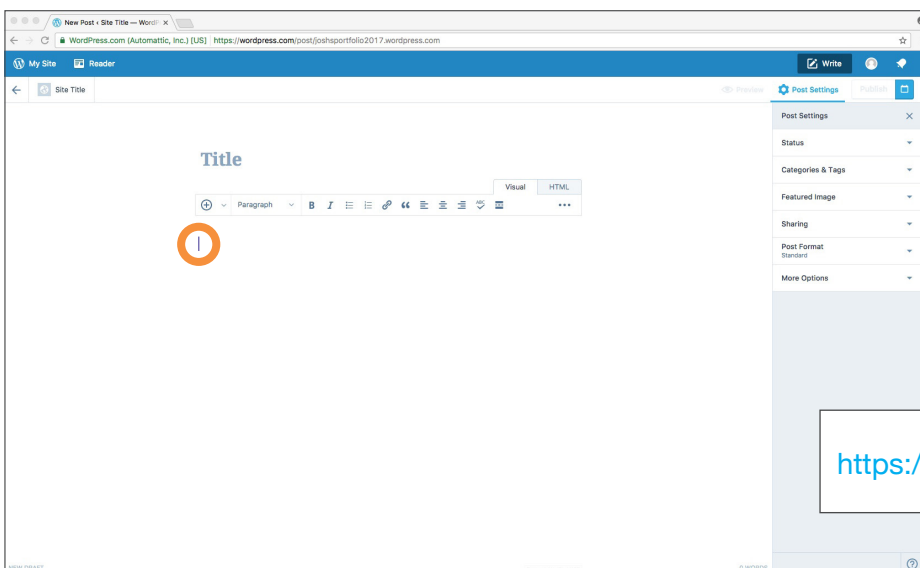
- Click the 'My Site' link to return to the dashboard.



## ADDING VIDEO TO A BLOG POST

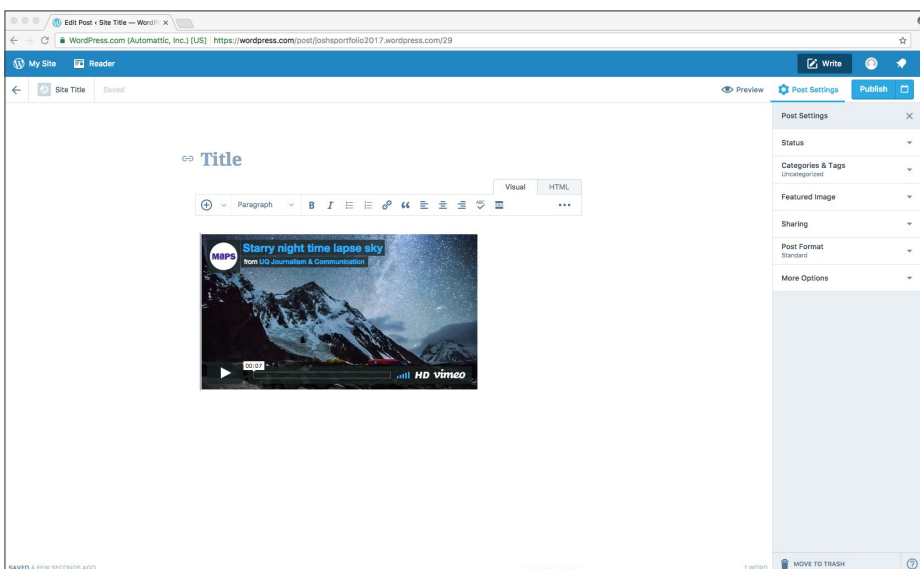


- We're going to make a new post with video content
- Click on the 'add' of a new post

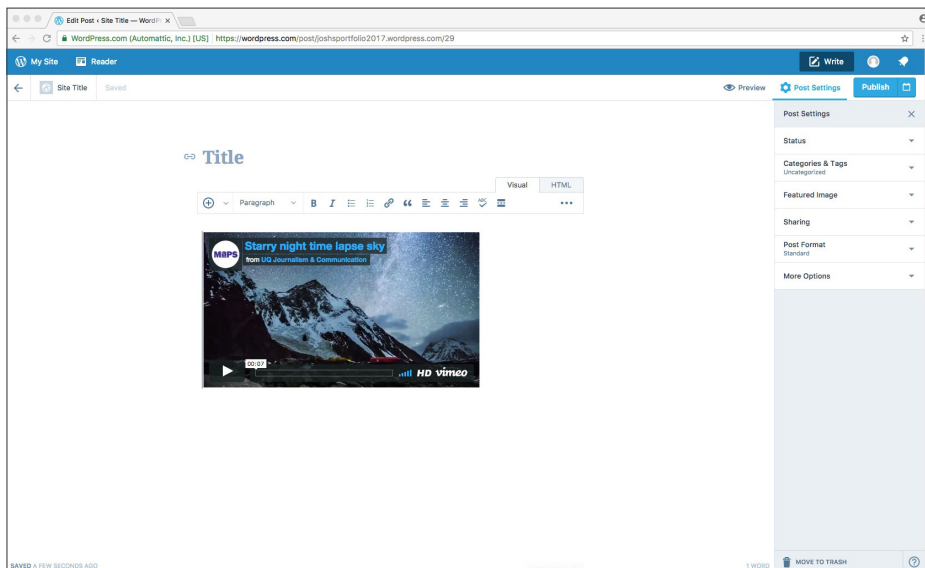


- Let's add a video to the post. You can embed the URL of a youtube video, or vimeo video into the post
- Place your cursor in the main text area
- Copy and paste this URL below

<https://vimeo.com/219637615/70f4c53ff9>



- You'll notice the URL is in text form for a second or two, and then the wordpress interface automatically creates the embedded picture
- You can also test play the video by pushing the play button.



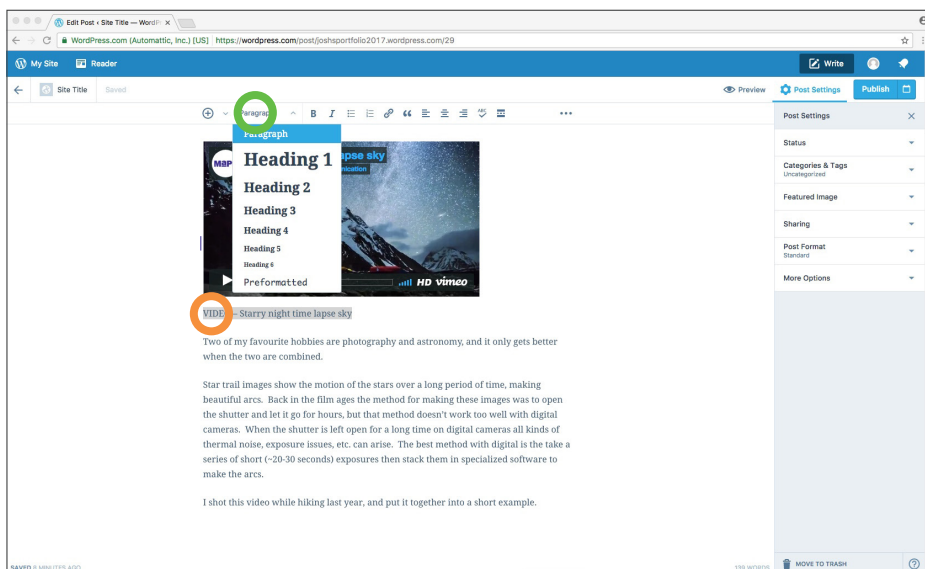
- Now place your cursor under the video image then copy and paste the body text below

## VIDEO – Starry night time lapse sky

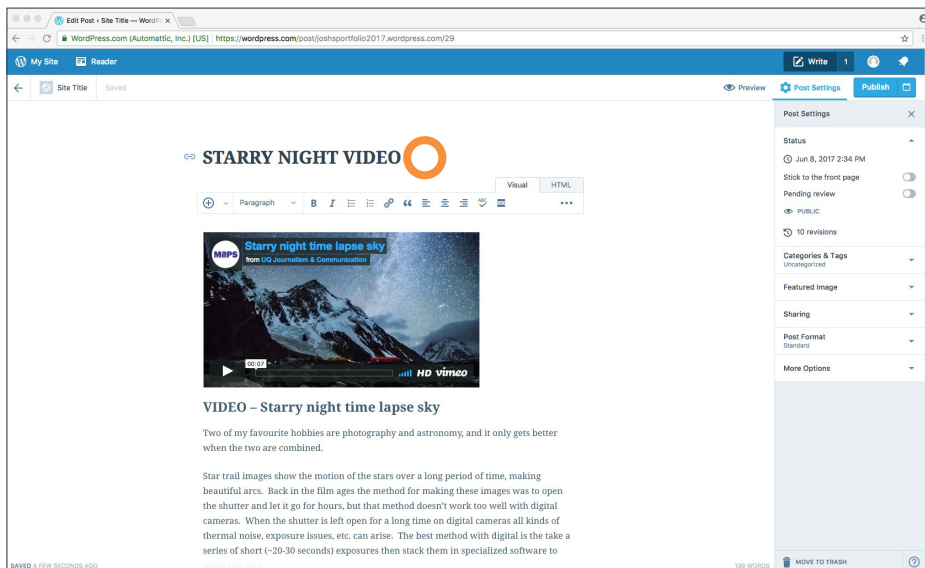
Two of my favourite hobbies are photography and astronomy, and it only gets better when the two are combined.

Star trail images show the motion of the stars over a long period of time, making beautiful arcs. Back in the film ages the method for making these images was to open the shutter and let it go for hours, but that method doesn't work too well with digital cameras. When the shutter is left open for a long time on digital cameras all kinds of thermal noise, exposure issues, etc. can arise. The best method with digital is the take a series of short (~20-30 seconds) exposures then stack them in specialized software to make the arcs.

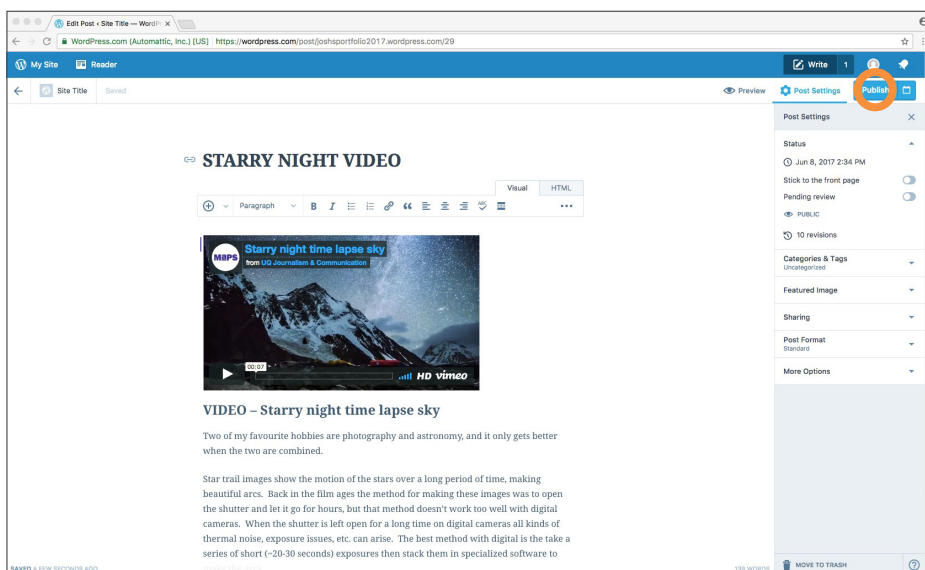
I shot this video while hiking last year, and put it together into a short example.



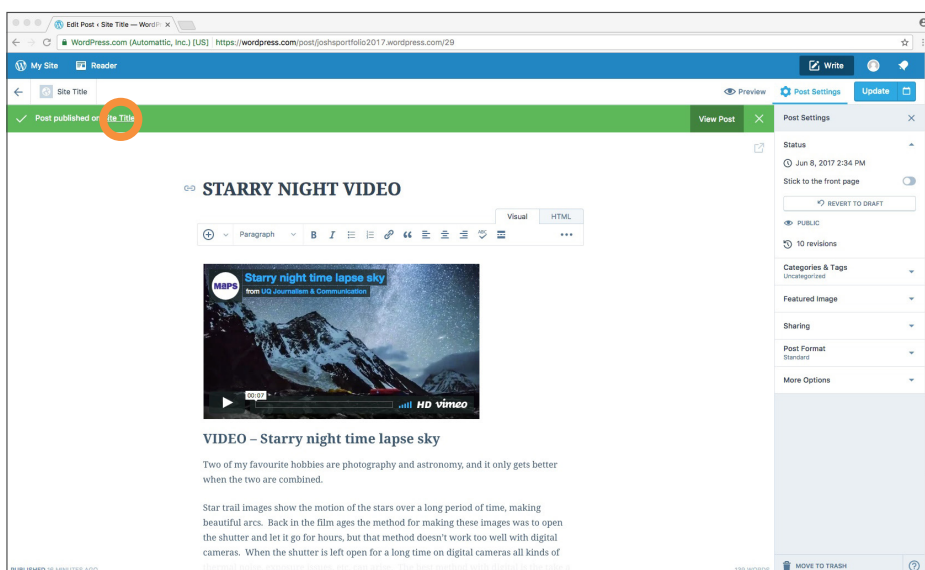
- Highlight the 'VIDEO - Starry night time lapse sky' text
- Click the 'Paragraph' button and change the title to be 'Heading 2'



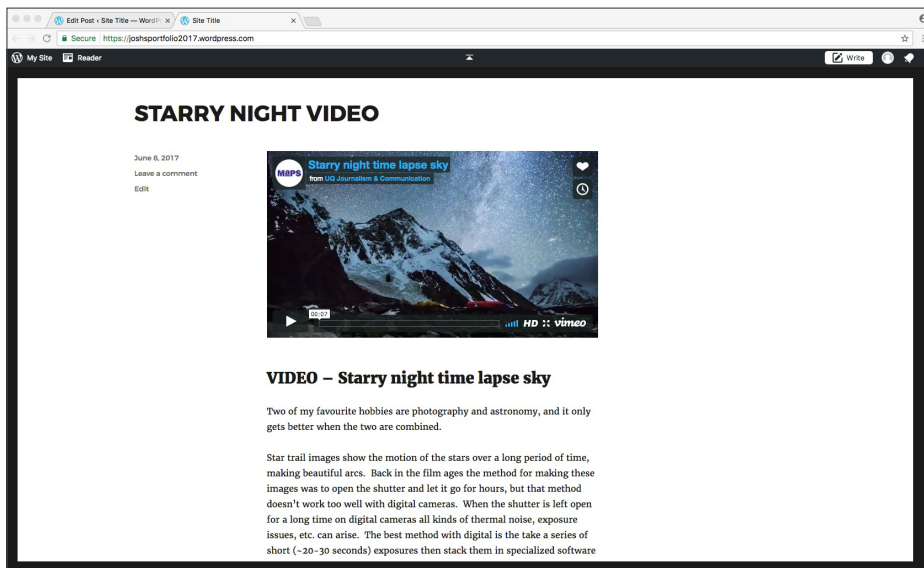
- Now let's add in a title for the post – Add in: “STARRY NIGHT VIDEO”



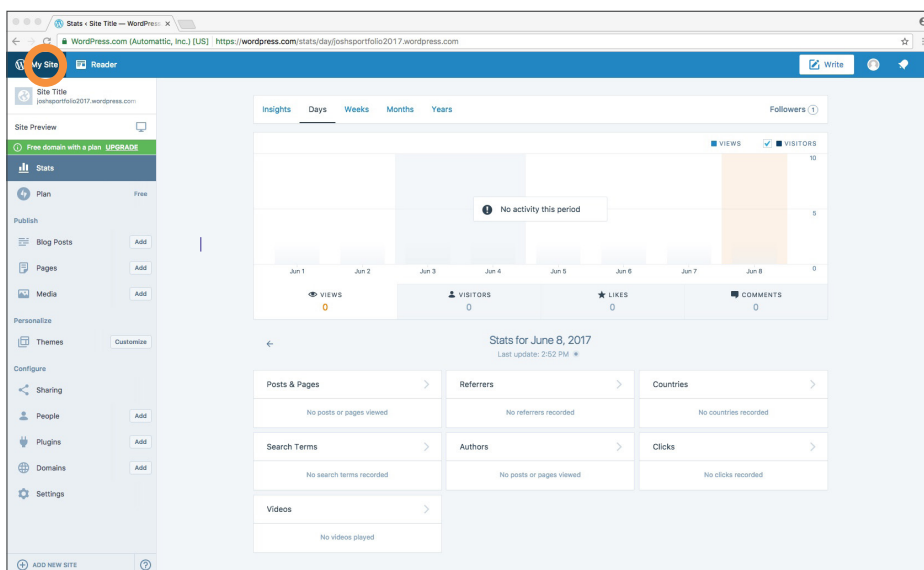
- Now the post is done, hit the ‘Publish button’



- You will see the post is now live
- Click the ‘Site title’ button to see how the post looks live

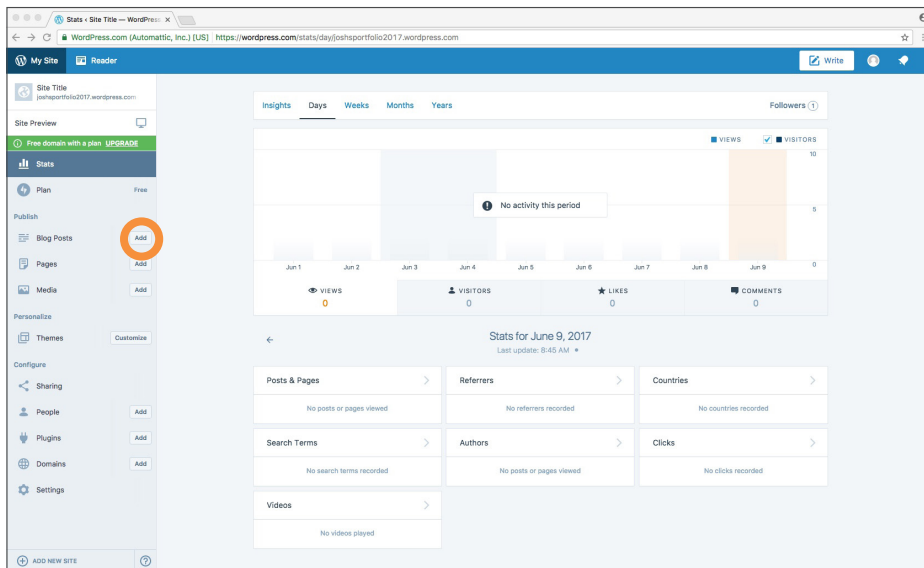


- To see the post, you may need to scroll down to reveal it in the page
- Close the extra browser tab

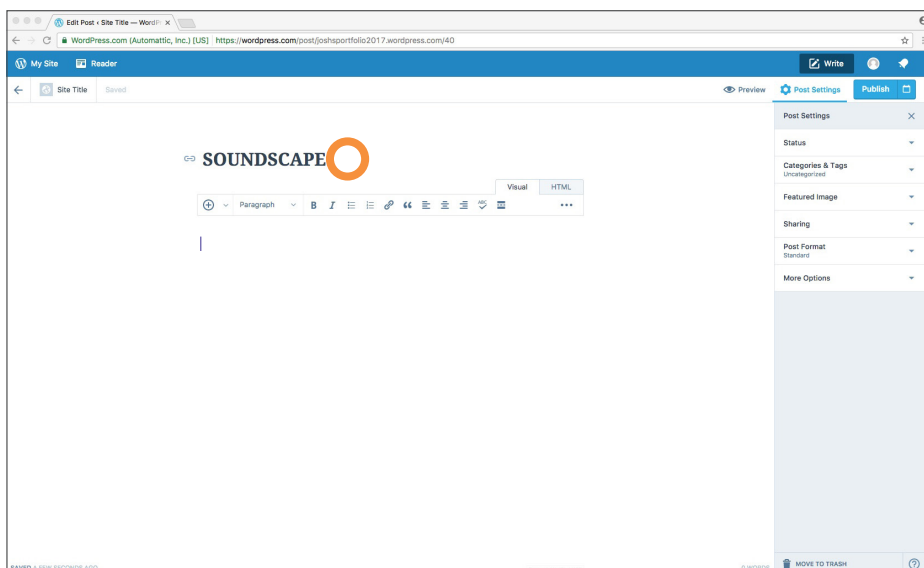


- Click the 'my site' button to return to the dashboard

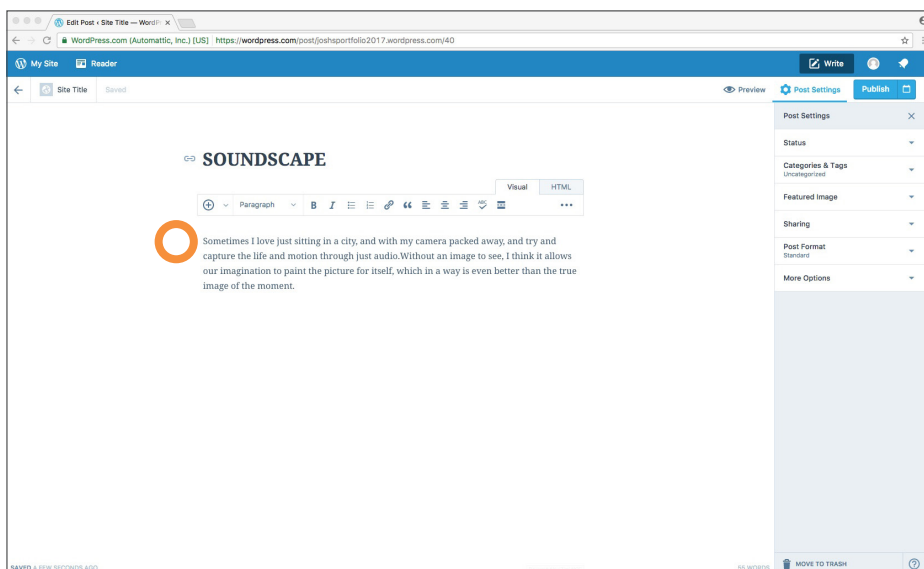
## ADDING AUDIO TO A BLOG POST



- Now we'll create a post with an audio file
- Click 'add' on the blog posts tab

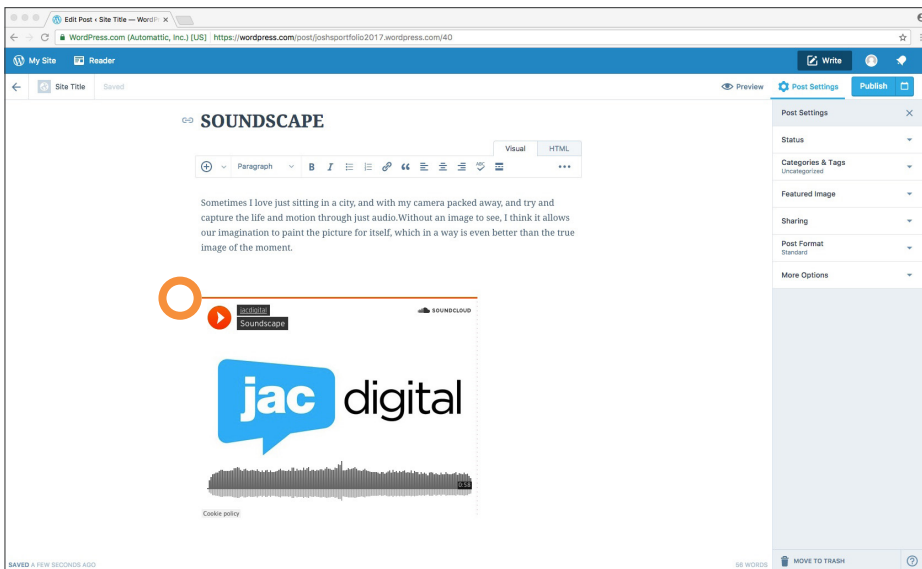


- Let's add in the post title: "Soundscape"



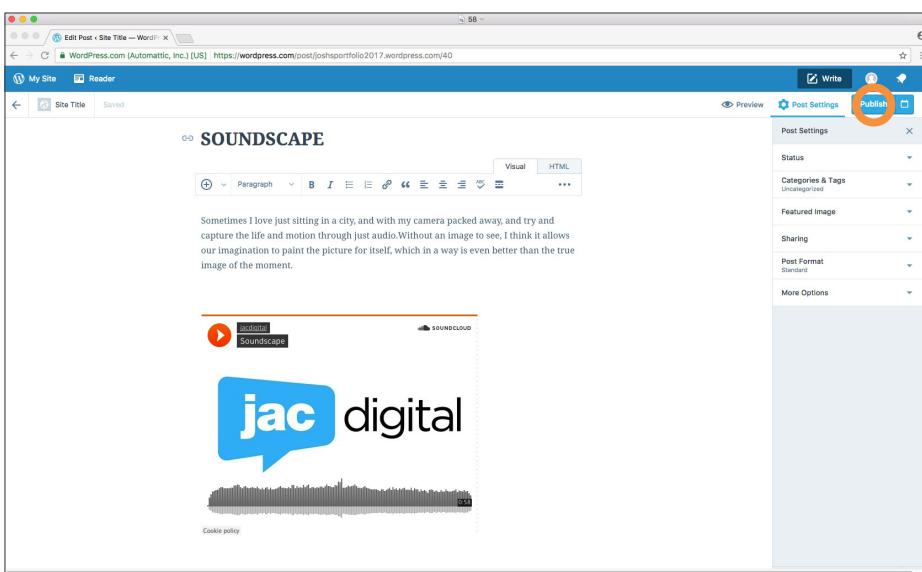
- Now add in the body text below

Sometimes I love just sitting in a city, and with my camera packed away, and try and capture the life and motion through just audio. Without an image to see, I think it allows our imagination to paint the picture for itself, which in a way is even better than the true image of the moment.

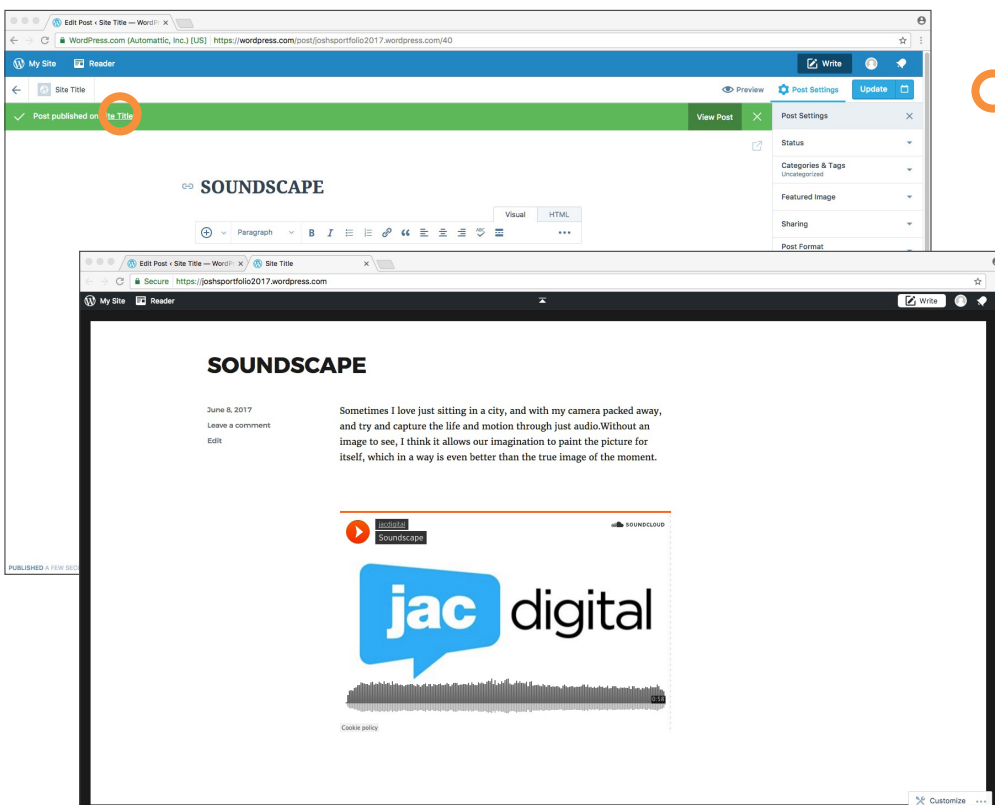


- Press enter/return twice to give some space between the text and our audio file.

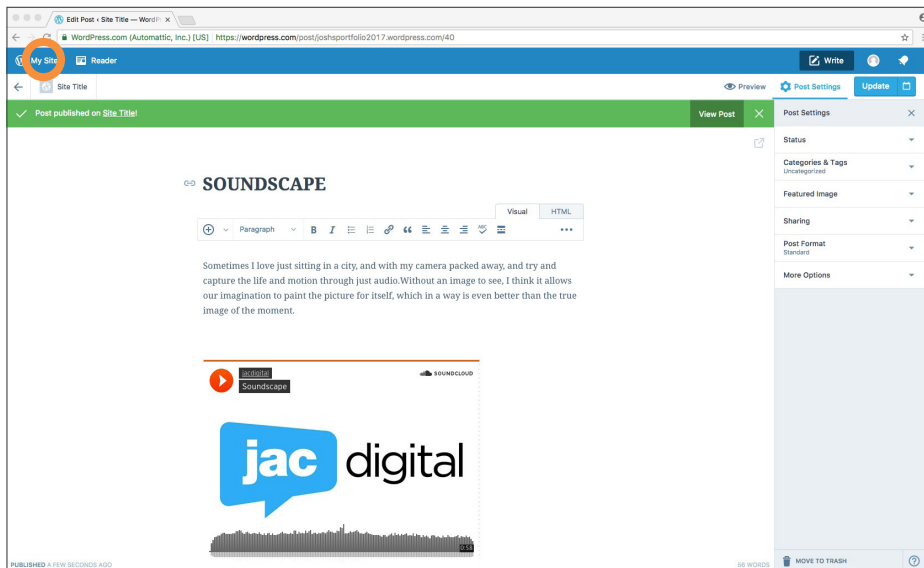
- Here it where we will place the audio file. You can copy the URL of a soundcloud audio file here, and wordpress will automatically embed the file. Copy and paste this URL: <https://soundcloud.com/jacdigital/soundscape/s-mf3OM>



- The audio file is now embedded, and works. You can now hit the 'Publish' button



- The post is now live.
- To see the live site, click the 'Site title' button to preview the site in a new window. You may need to scroll down the webpage to see the new post
- The audio file embedding worked and is in place on the blog post.
- Close the extra browser tab to return to the editor

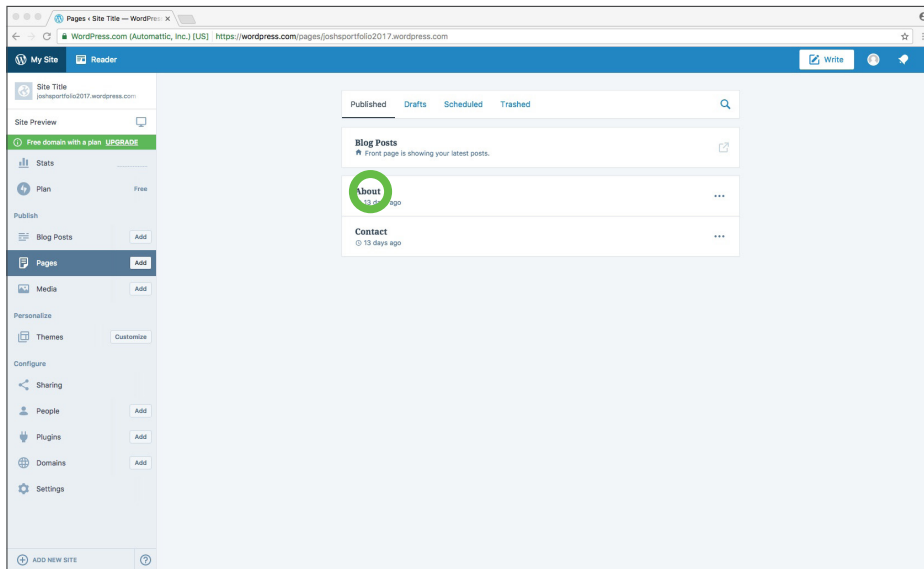


- Click the 'my site' button to return to the dashboard.

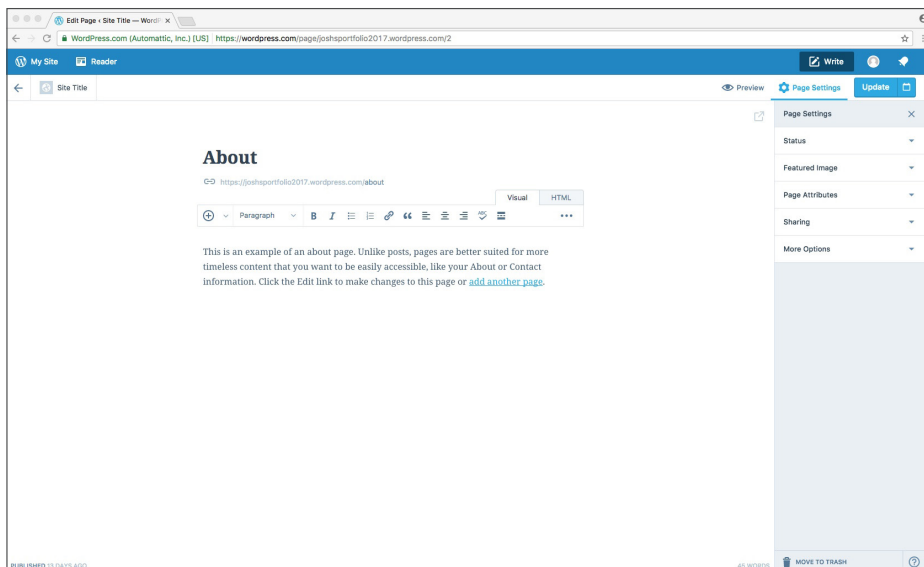


## ADDING A PAGE TO THE WEBSITE

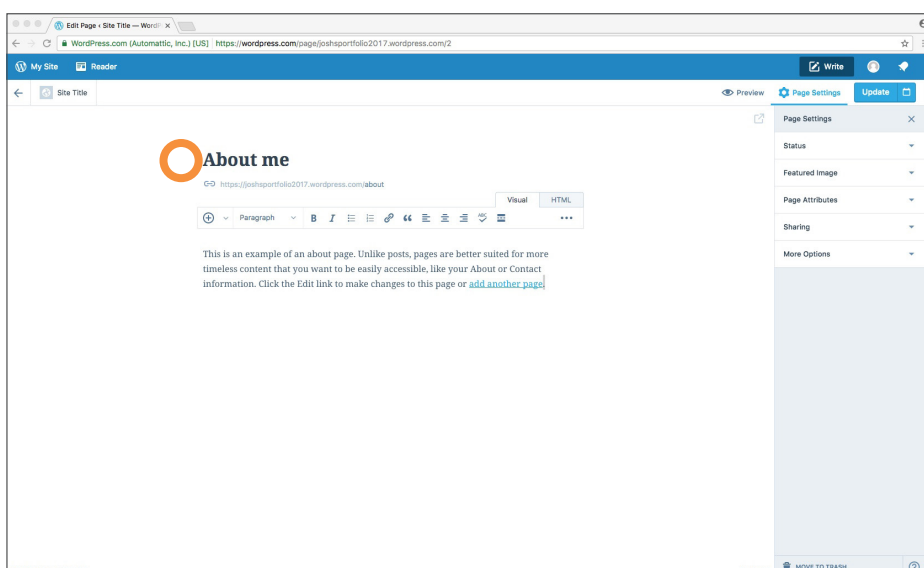
Adding a new page to your website is easy. Pages are usually static with set information and content like a contact page, feedback form or others. In this section we'll edit an existing page.



- Click on the 'pages' section and you'll see the existing pages on the right
- Click the 'about' page button to edit the page

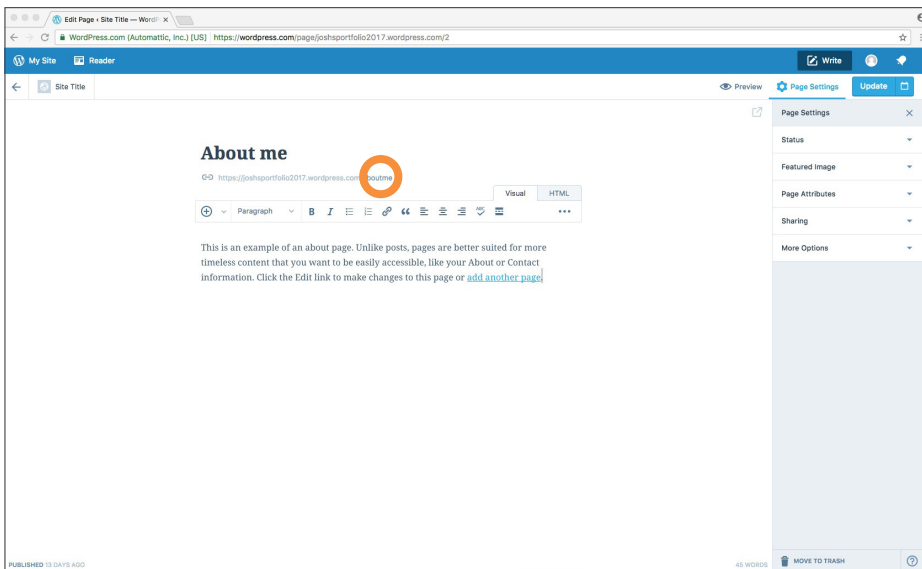


- You can see the page is now In edit mode. Even though a page is different to a blog post, they both use the same editor

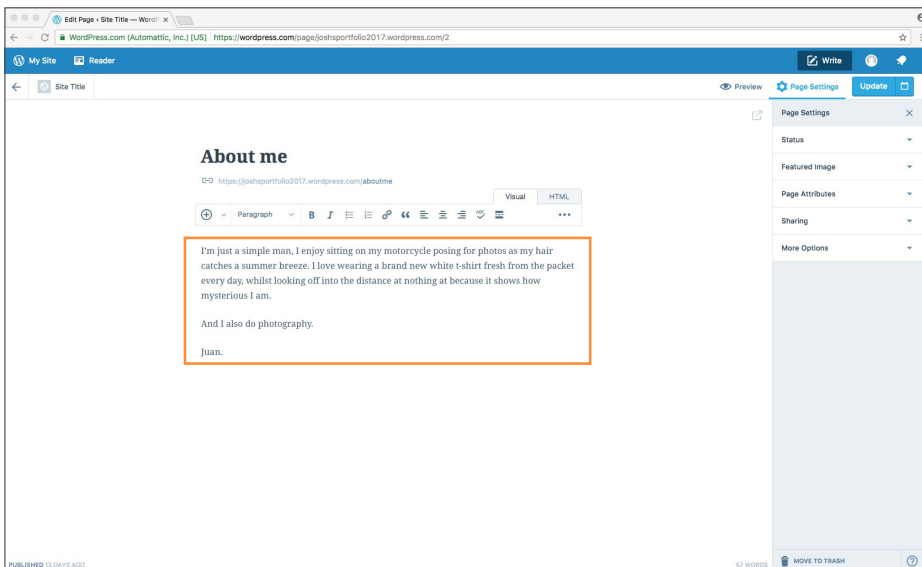


- Let's change the name of the page to be "About me"





- Next let's change the URL of the page to be 'aboutme'. This is a good option to have as you can change the URL of a page at any time

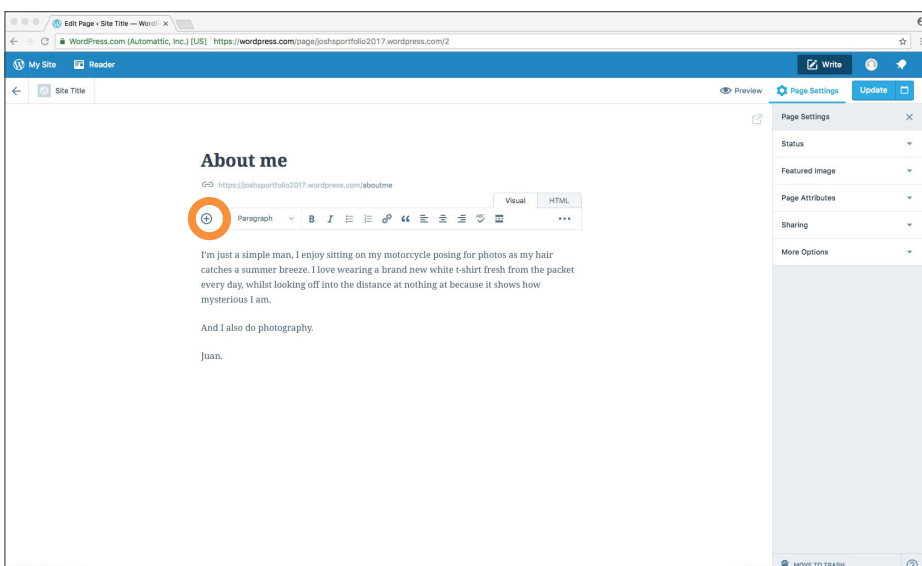


- Delete the body text
- Copy and paste the body text below into the main area

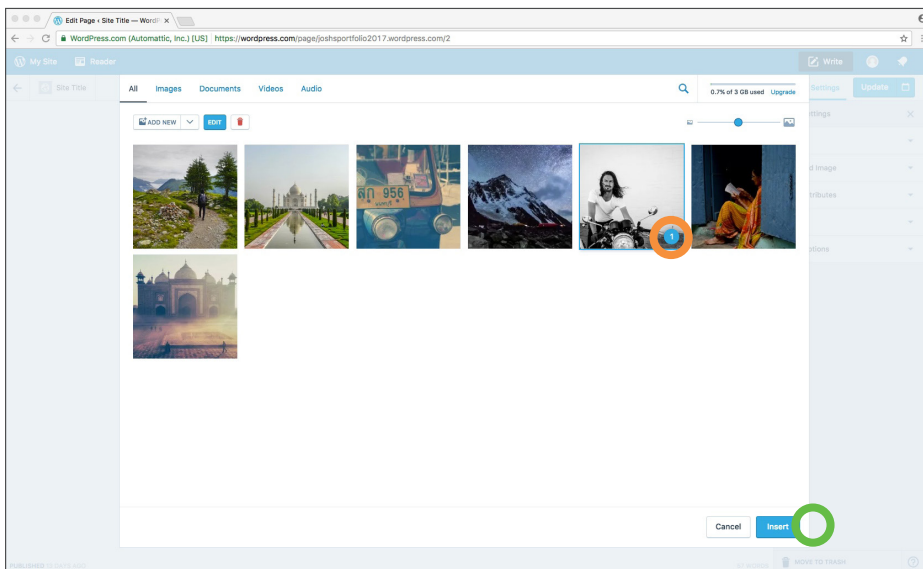
I'm just a simple man, I enjoy sitting on my motorcycle posing for photos as my hair catches a summer breeze. I love wearing a brand new white t-shirt fresh from the packet every day, whilst looking off into the distance at nothing at because it shows how mysterious I am.

And I also do photography.

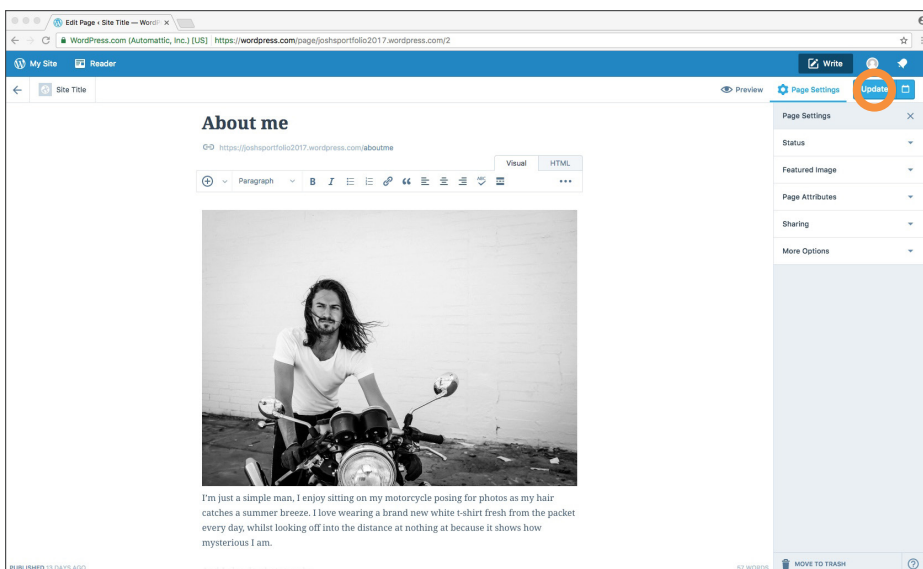
Juan



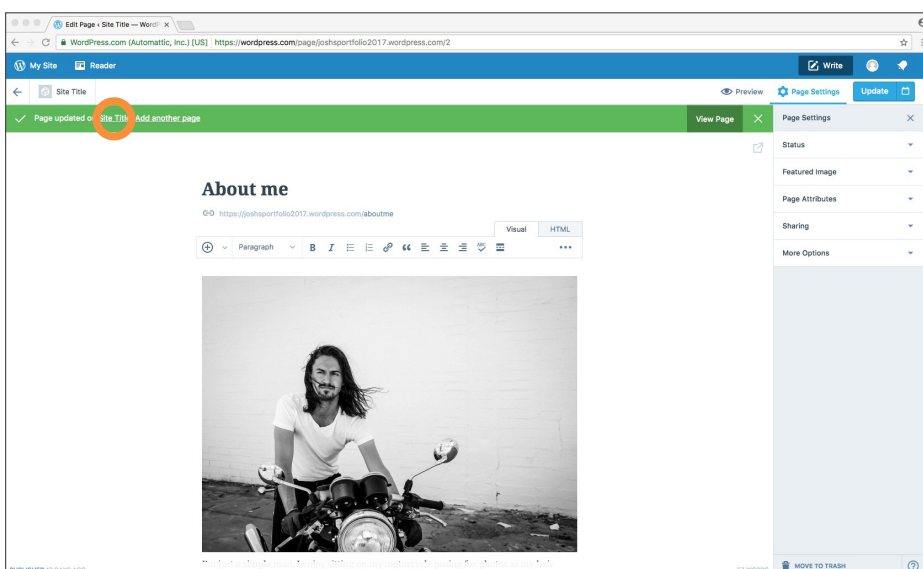
- Now let's add in an image. Place the cursor at the beginning of the paragraph and click the 'insert content' button



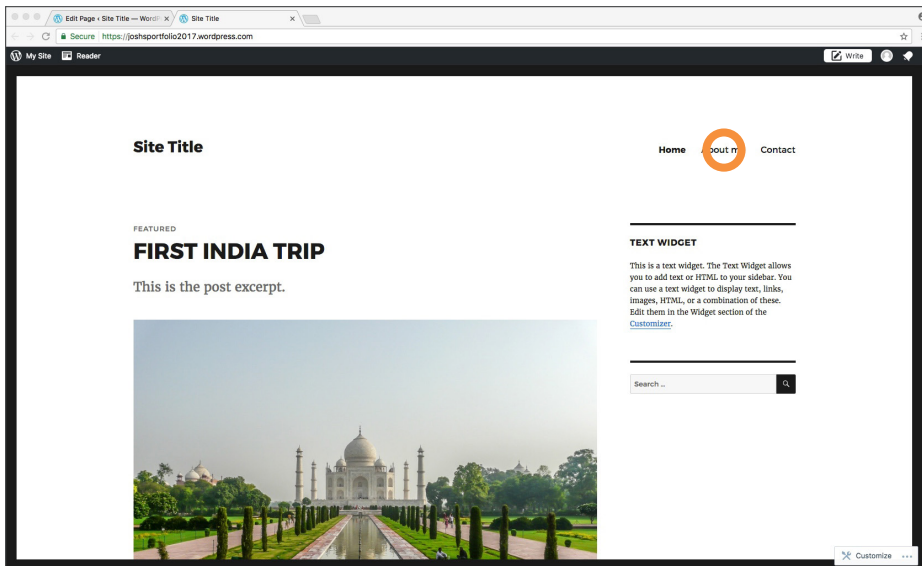
- Now select the black and white photo so that it has a blue border around it
- Then click the 'insert' button



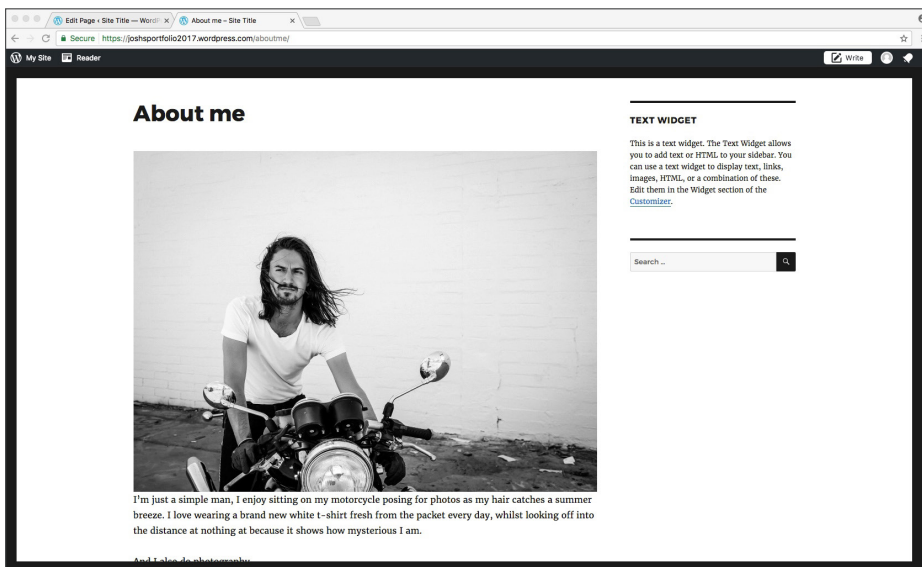
- Your image should be in place on the page
- Now click the 'update' button



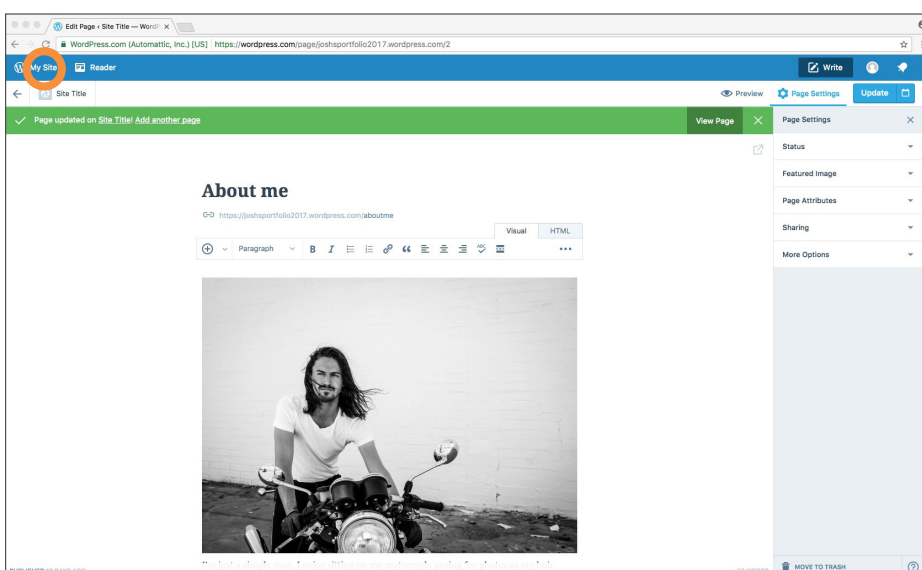
- You should see the 'page updated' green bar to show the page is updated
- Click the 'site title' link to open the site in a new tab



- To see the page you just edited, click the 'about me' button

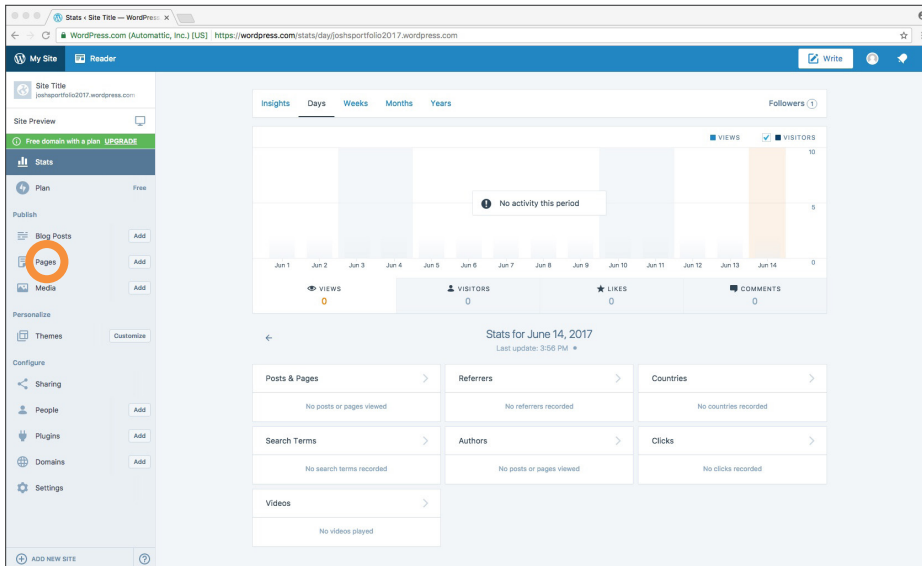


- You can see that the edits you made to the page were saved and published
- Close this tab

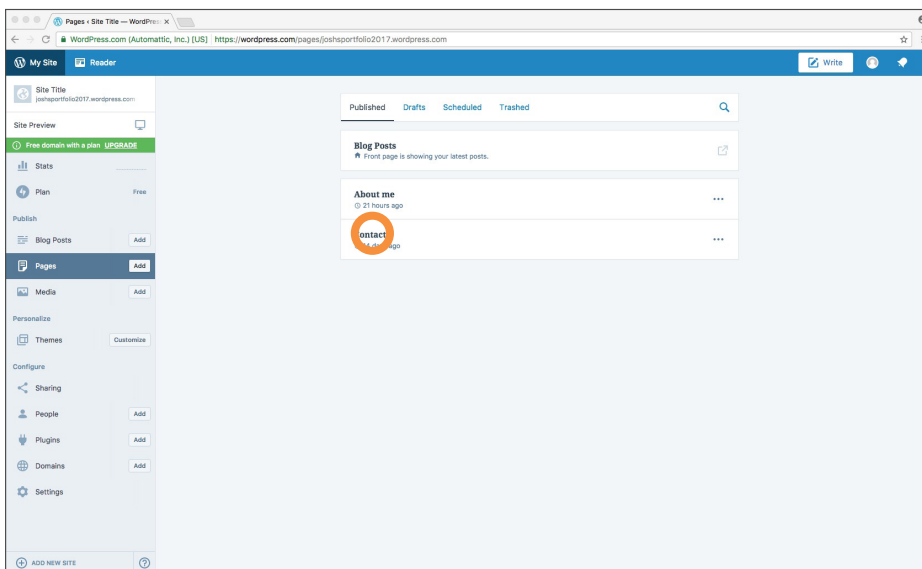


- Click the 'My Site' button to return to the dashboard

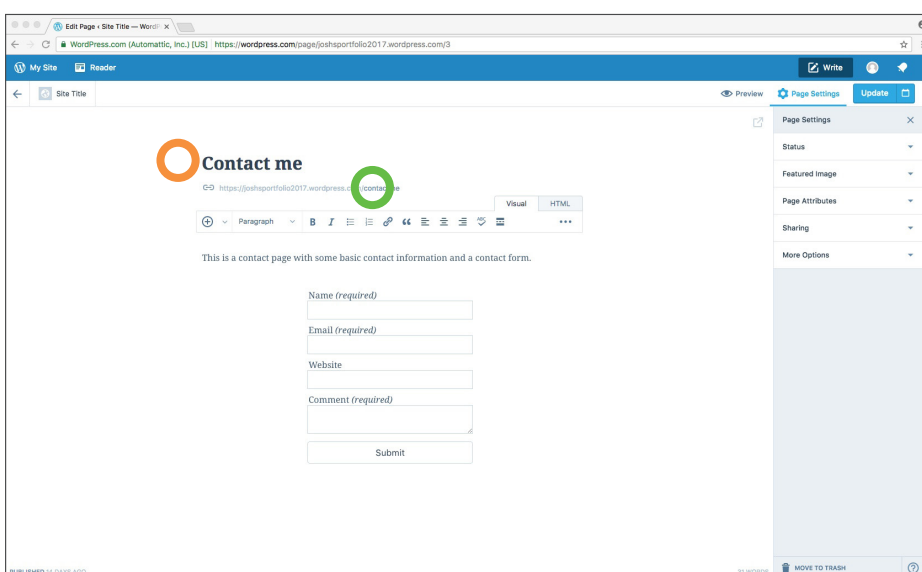
## EDITING A CONTACT PAGE



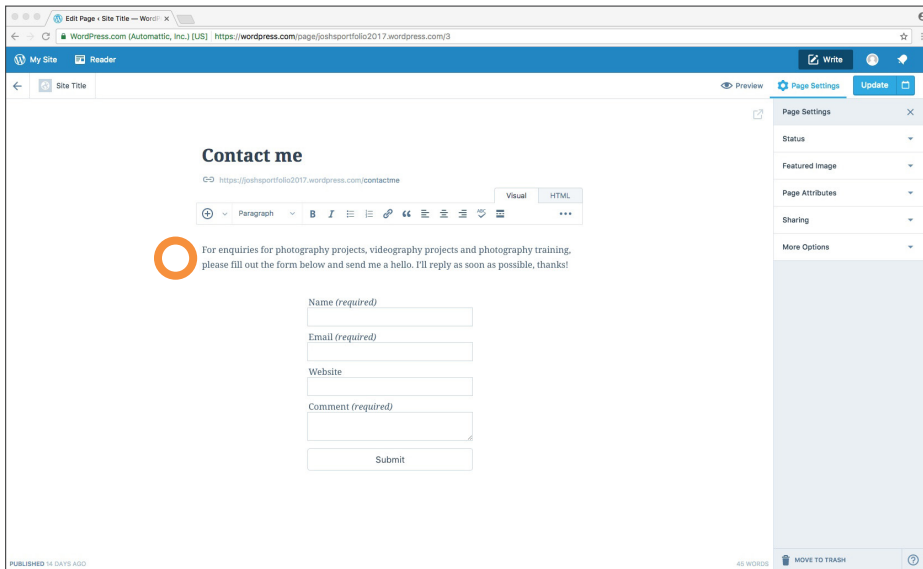
- Now we'll edit the contact page. Click the 'pages' button



- Click the contact page to edit the page

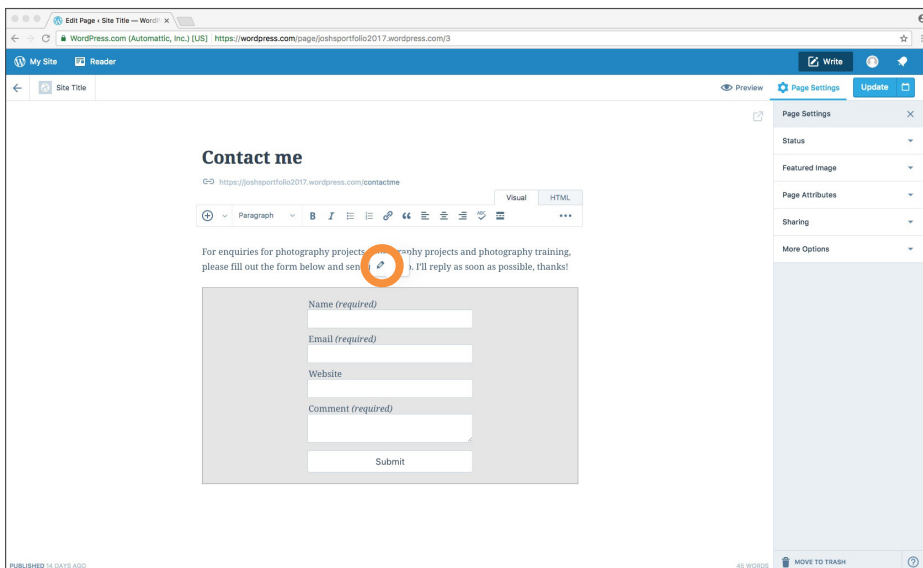


- Change the page title to be 'Contact me'
- Change the URL to be 'contactme'

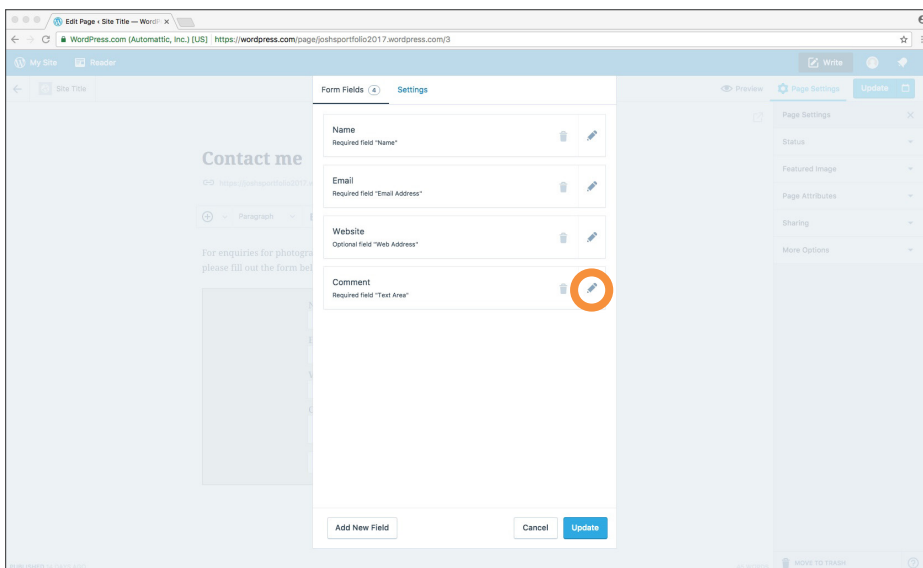


- Change the body text with this body text:

For enquiries for photography projects, videography projects and photography training, please fill out the form below and send me a hello. I'll reply as soon as possible, thanks!

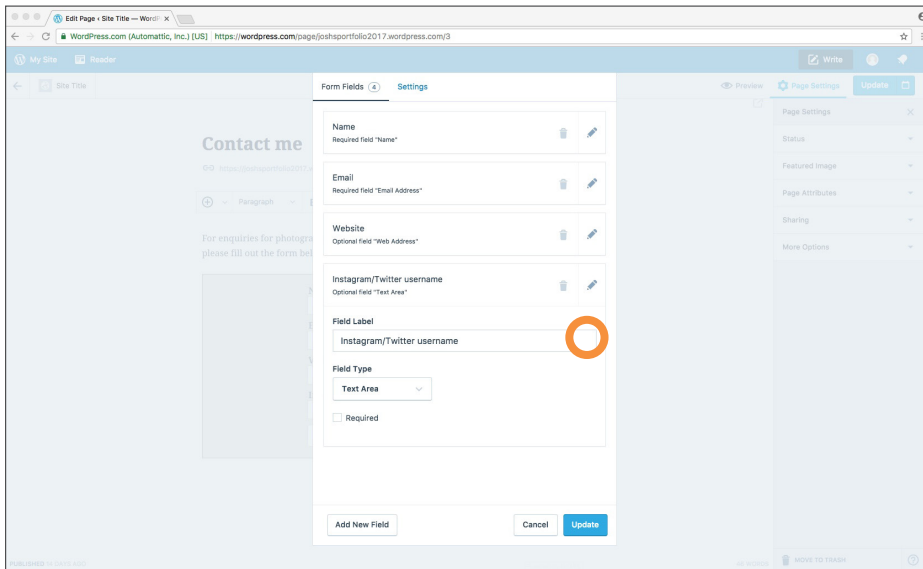


- Now click on the contact form so that it is given a grey background, then click the 'pencil' icon to edit it.

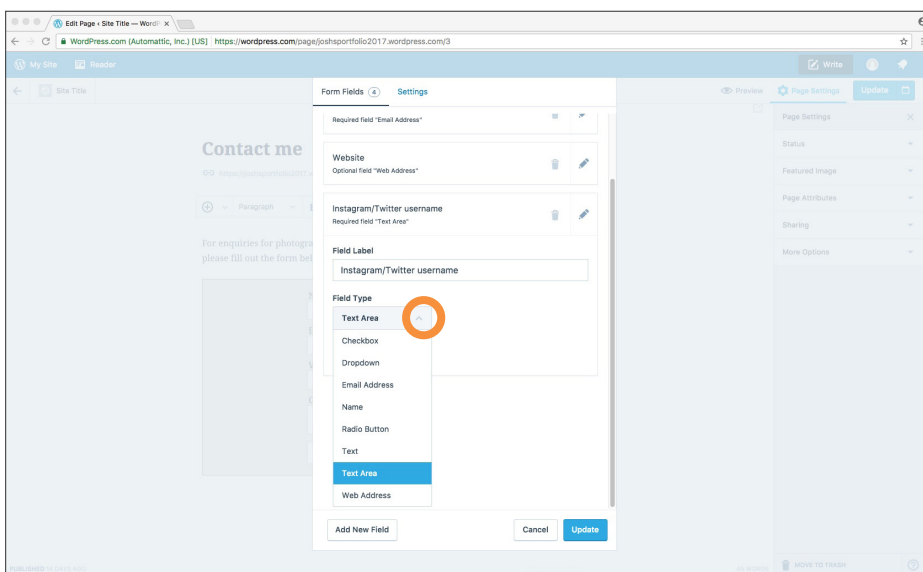


- Here you can see that you can edit the fields. Let's edit one of the fields.

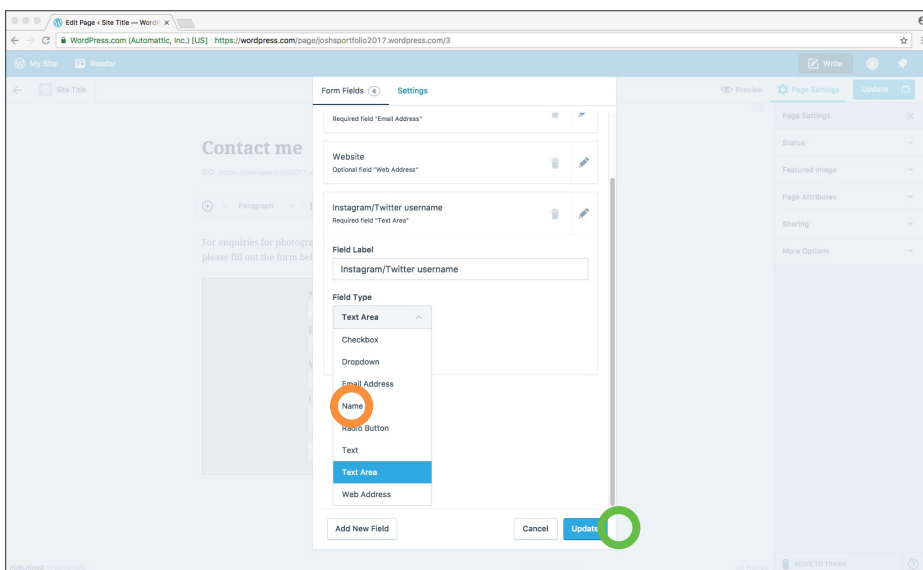
- Click on the 'pencil' icon of the 'comment' text field to reveal the parameters



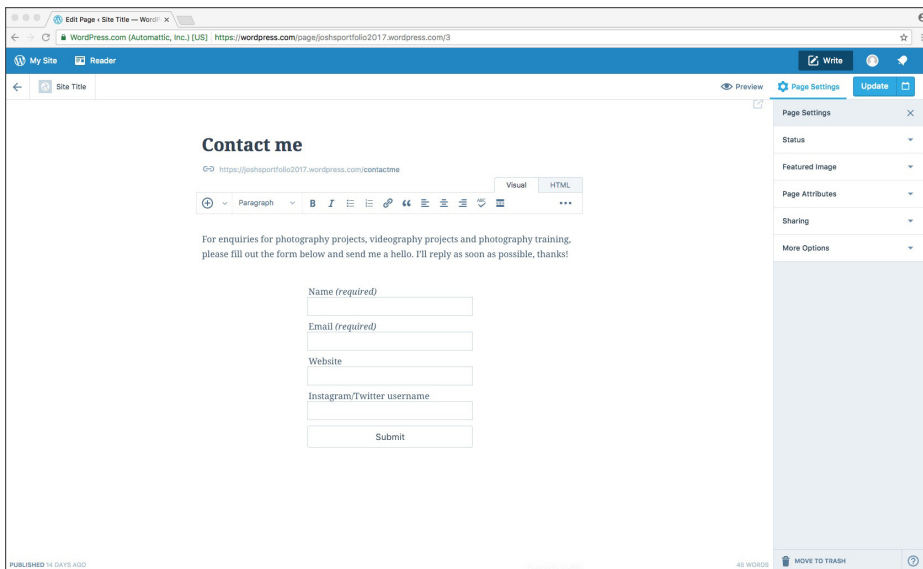
- You can now make changes here
- Let's change the field label to be 'instagram/twitter username'



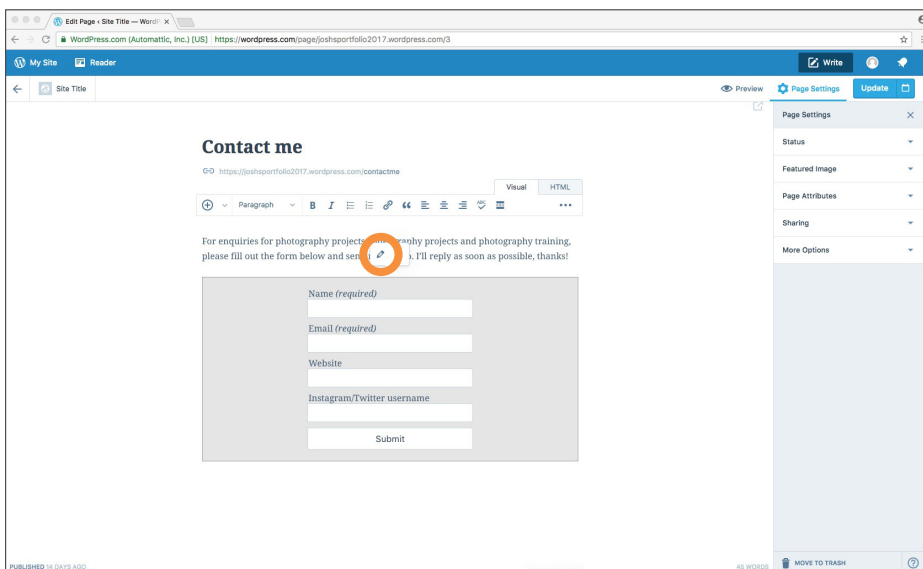
- Now click 'text area' of the 'field area' open the drop down menu



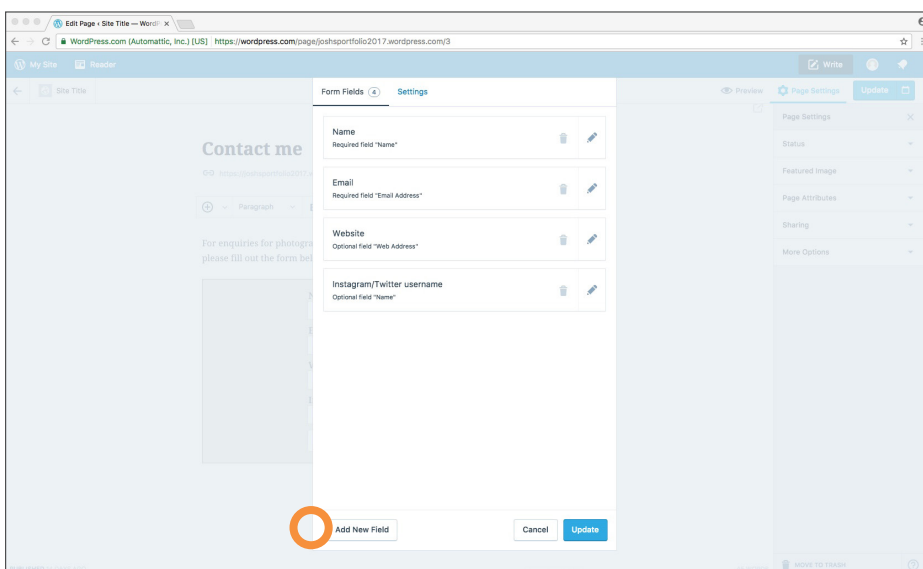
- Select 'Name', and uncheck the 'required' checkbox
- Click 'update'



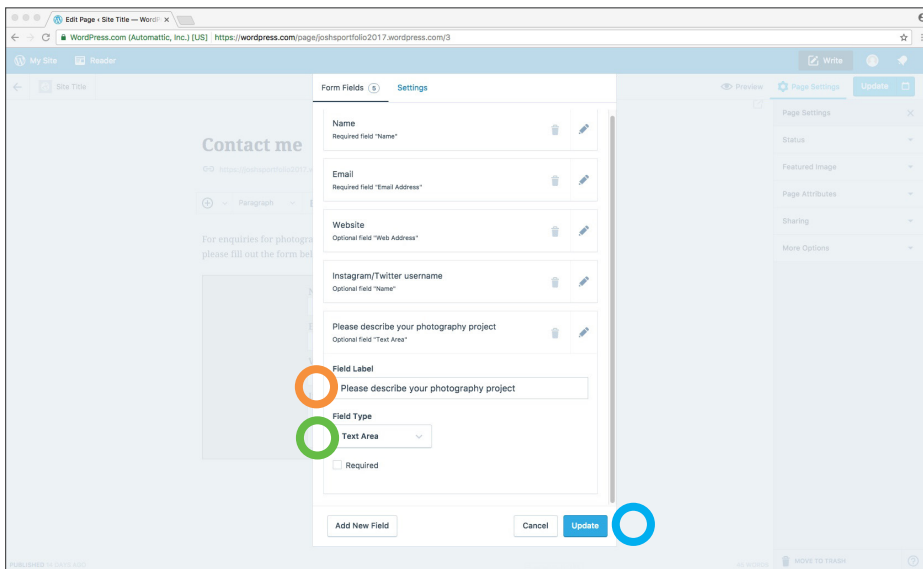
- You can see the contact form has been updated



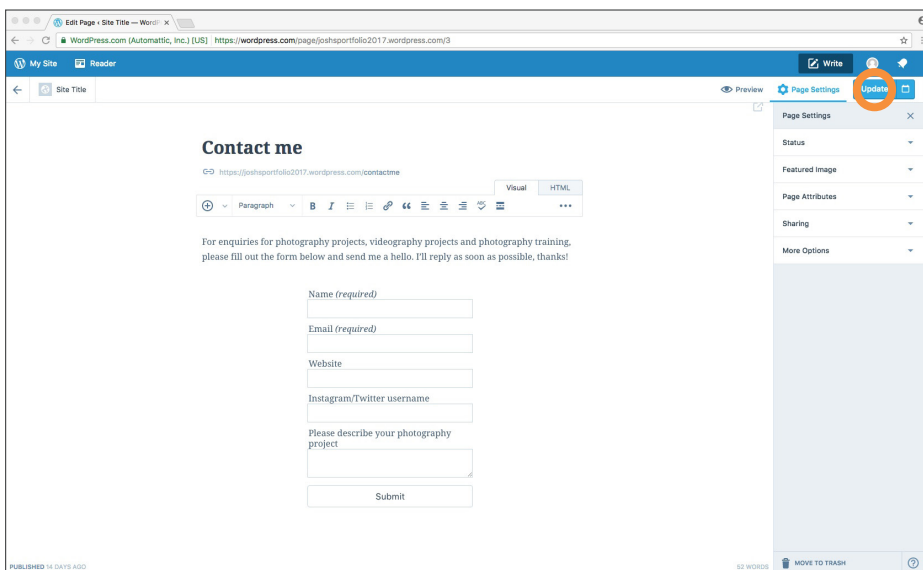
- Now let's add another field into the contact form.
- Click the contact form, and click the 'pencil' icon.



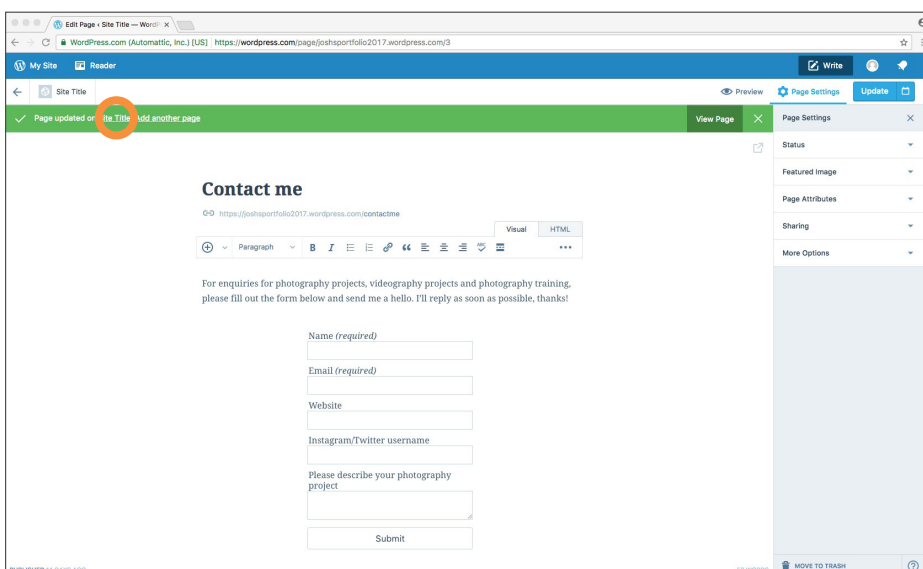
- Click the 'Add new field' button



- Change the Field Label to “Please describe your photography project”
- Change the ‘Field Type’ to be ‘text area’
- Now click the ‘update’ button

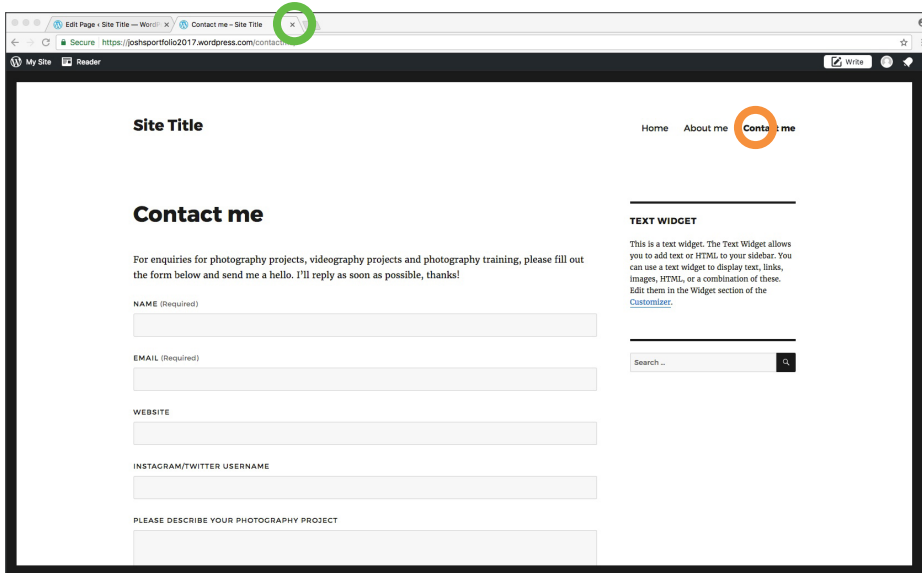


- You can see the changes have been made
- Now click the ‘Update’ button to update the page with the changes

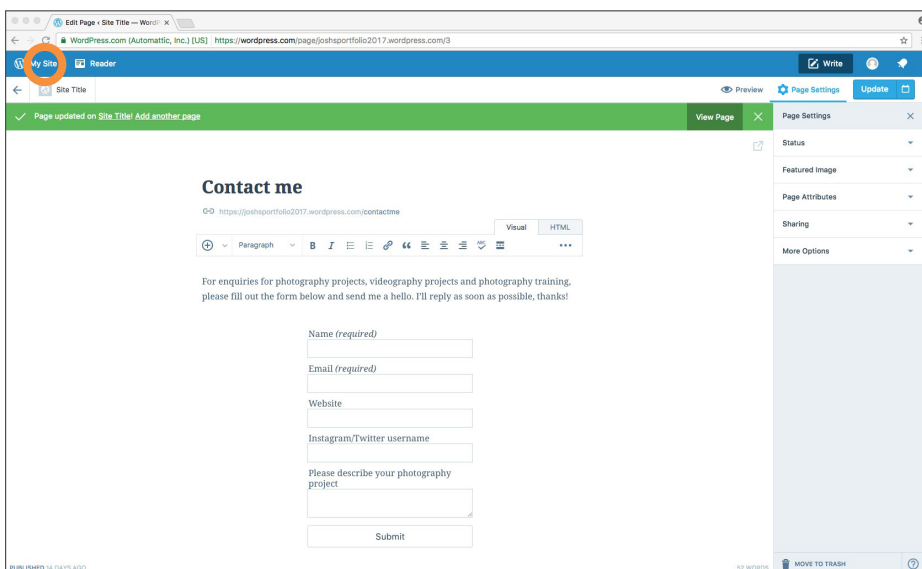


- You can see the update was made
- Click the ‘Site Title’ button to check the update





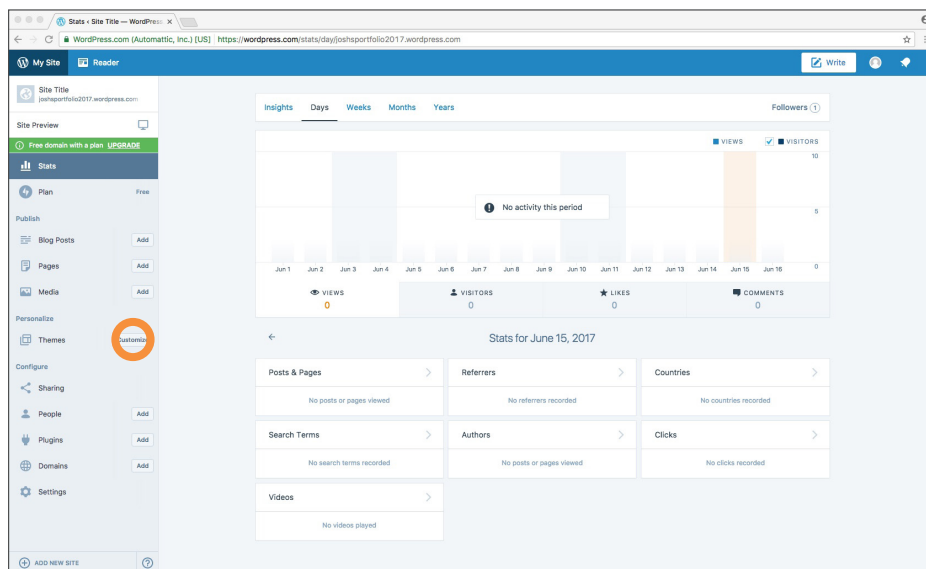
- You can click on the 'contact me', menu button to navigate to the contact me page and see the changes made
- Close the tab to return to the editor



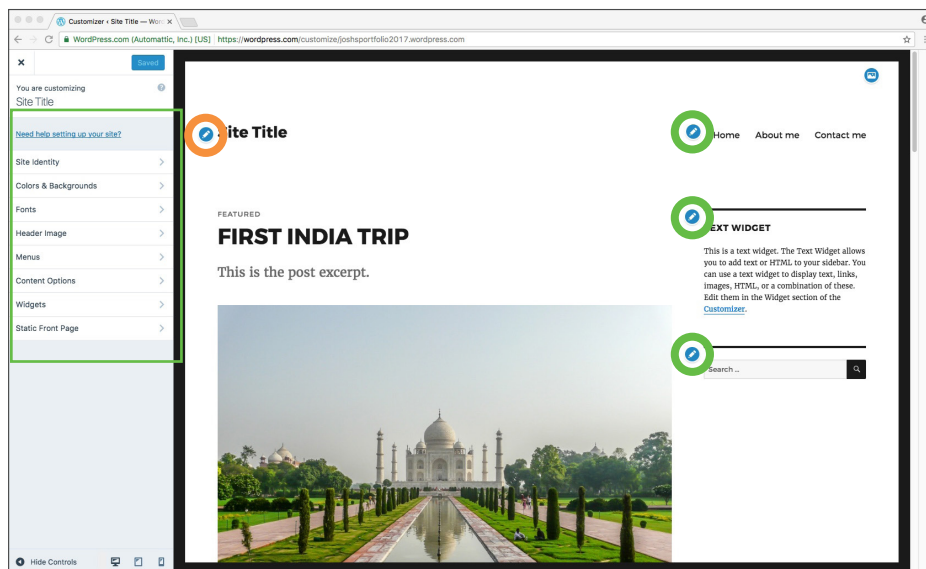
- Click the 'My Site' button to return to the dashboard

## EDITING A THEME - INTRODUCTION AND EDITING SITE TITLE

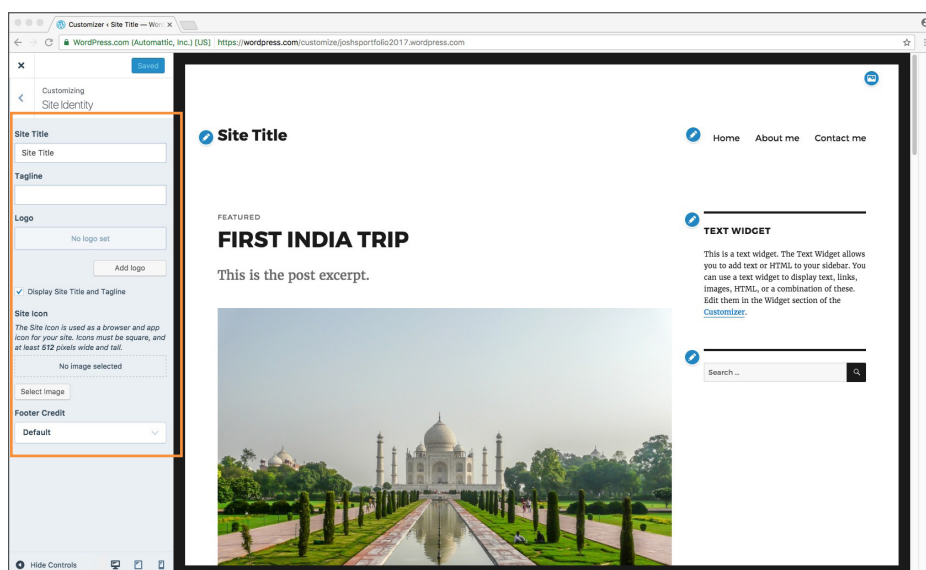
You can change the default theme's design and layout properties including fonts, colour schemes and banner images.



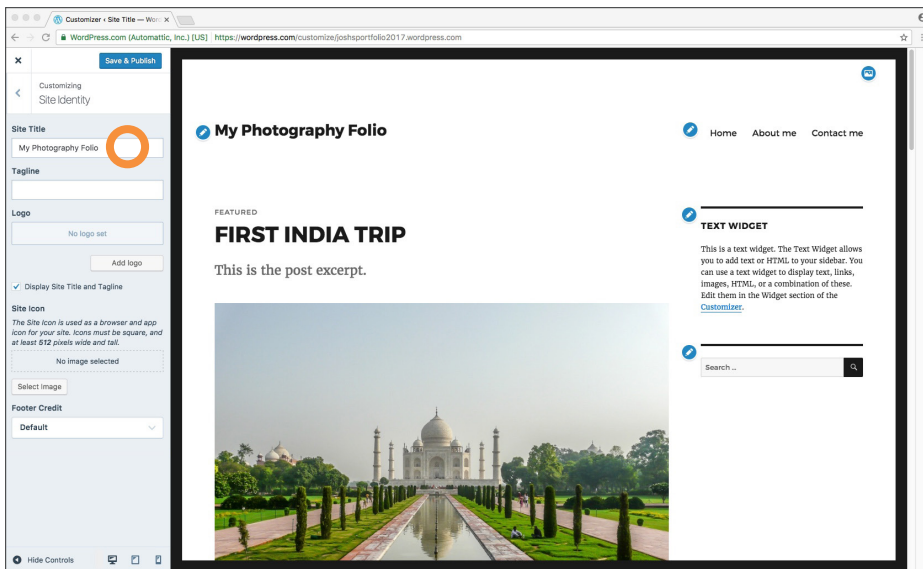
- Now let's edit the theme of the site
- Click on the 'Customise' button next to Themes



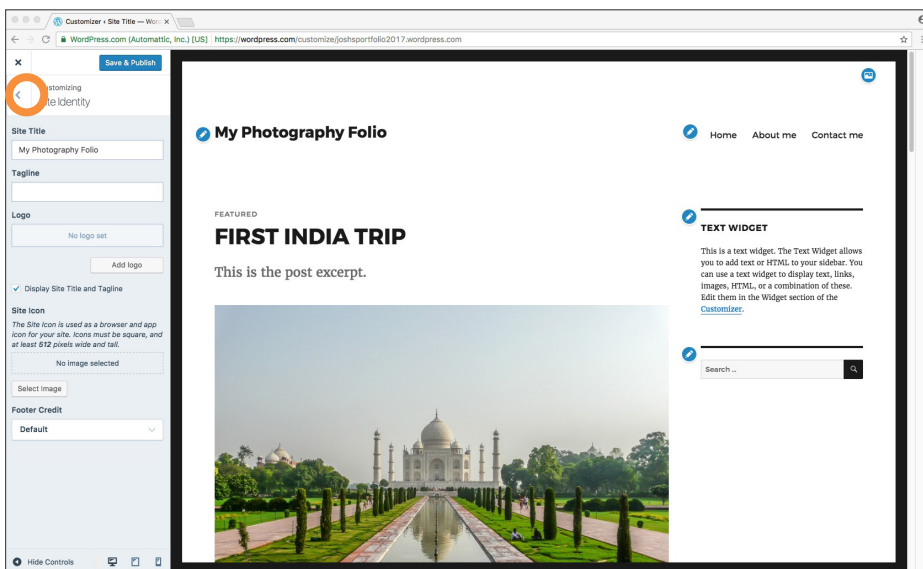
- This is the theme customiser. You can click on the left menu to change elements and parts of the website's appearance, or click on the pencil icons to make changes
- Click on the pencil icon next to 'Site Title'



- You can see that the side bar with fields for editing

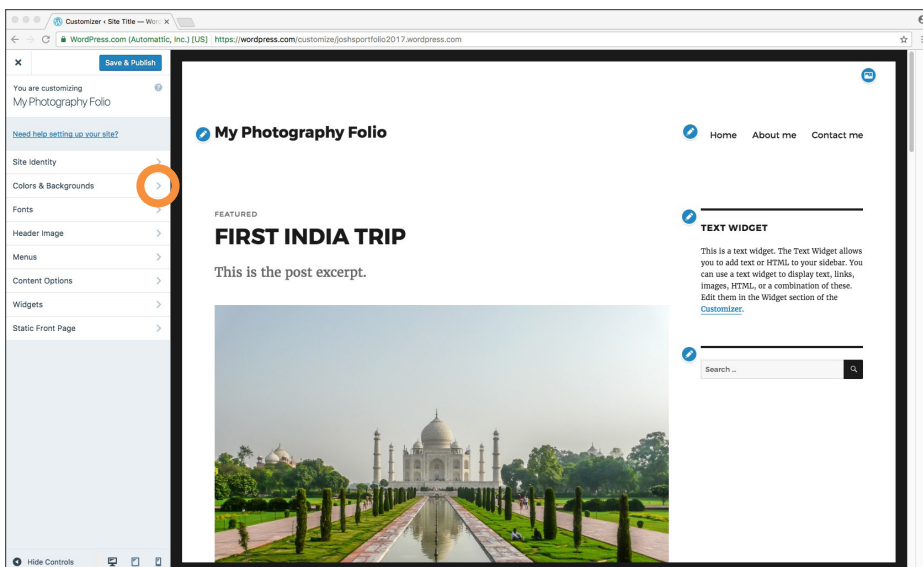


- Click in 'Site Title'
- Type in 'My Photography Folio'. You'll notice that it updates the page live

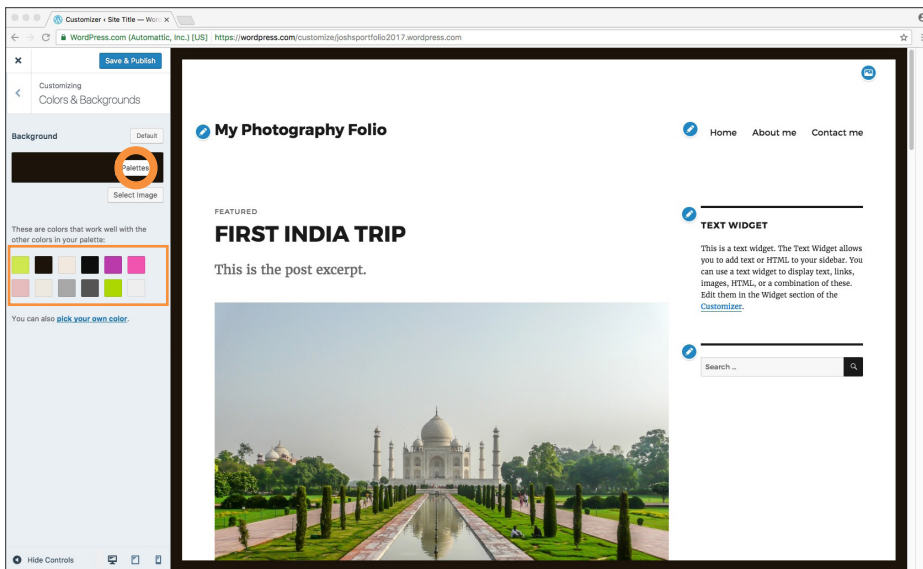


- On the left you also have the option to add a tagline to the site title, a logo, a site icon, and other information
- Click the left facing arrow to return to the main editor page.

## EDITING COLOURS

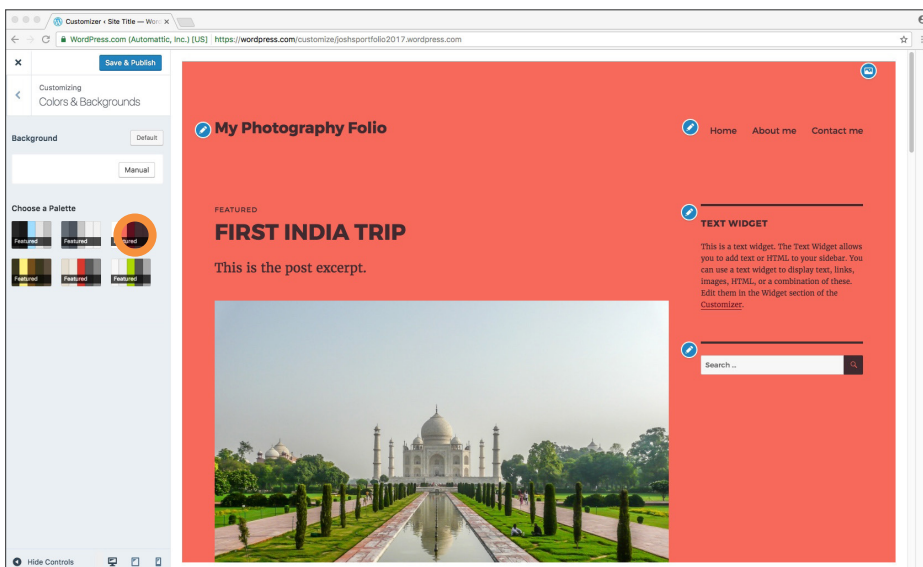


- Now let's change the colour and backgrounds of the site
- Click on the 'Colours & Backgrounds' button



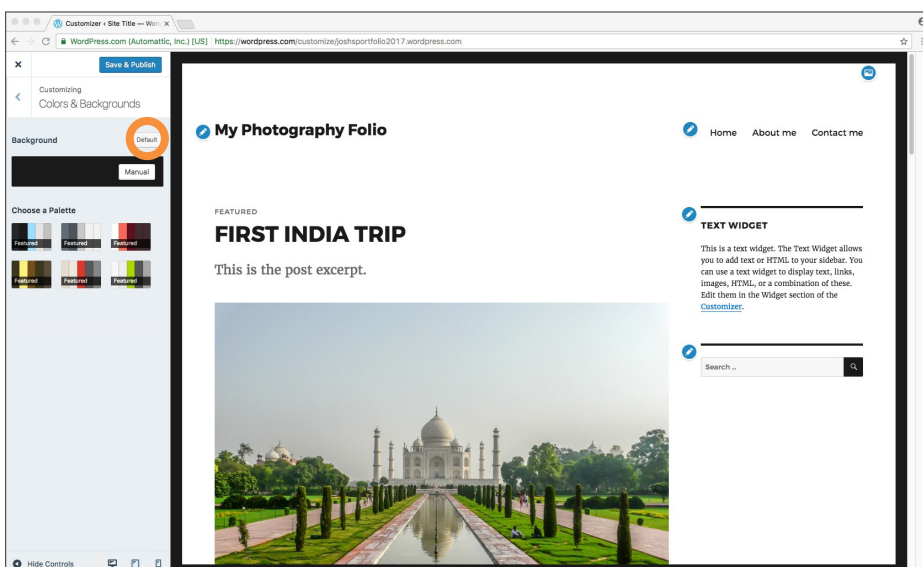
- Here you can see that you now have colour options. You can click any of the coloured squares to change the background colours

- Now click on the 'Palettes' button



- Here you can see there are pre-made colour themes

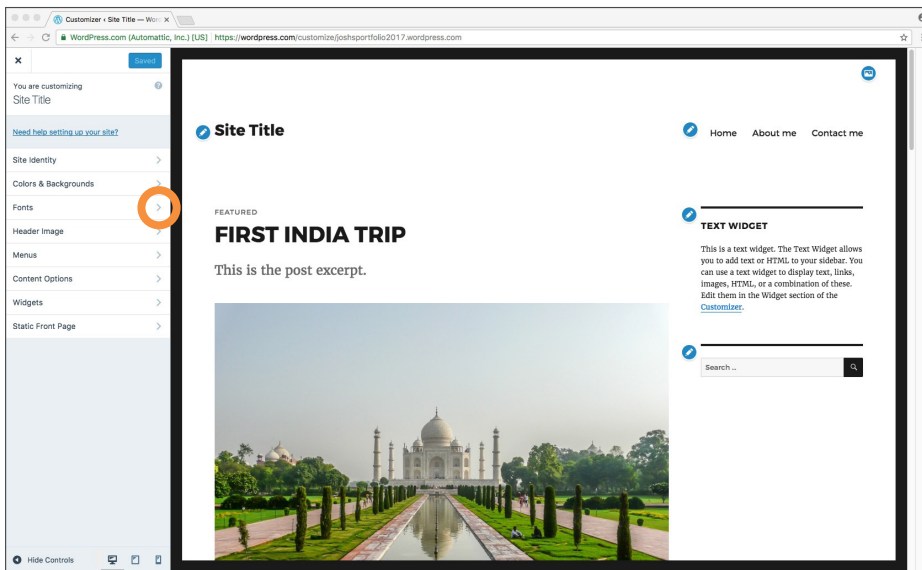
- Try clicking on them to see how they easily change the colour scheme of the them



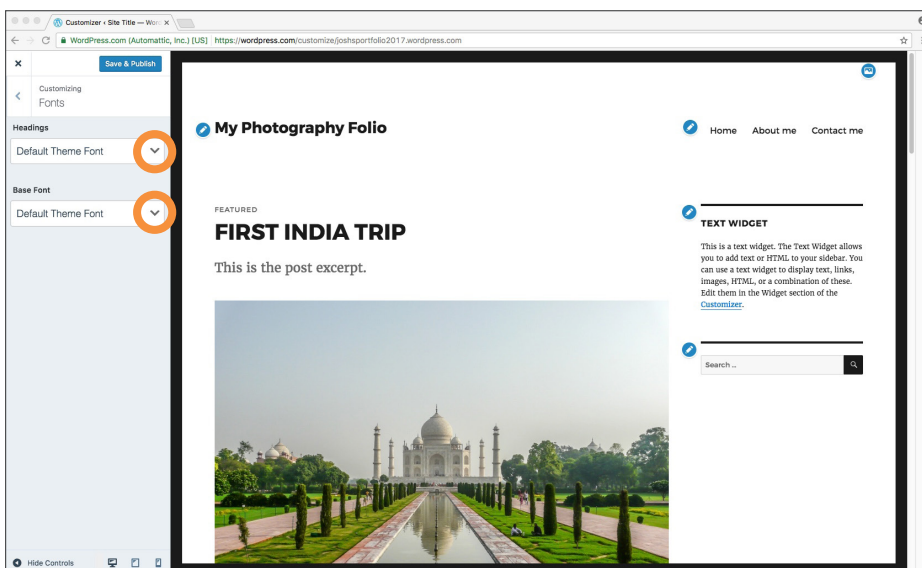
- Here you can see that you now have colour options. You can click any of the coloured squares to change the background colours.

- Now click on the 'Palettes' button

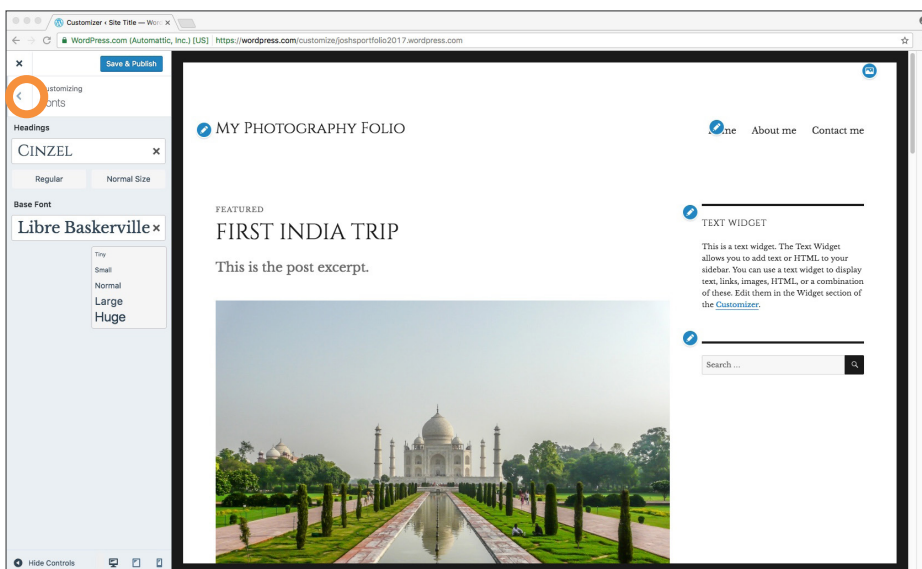
## EDITING FONTS



- Now let's change the site's font family
- Click on 'Fonts'



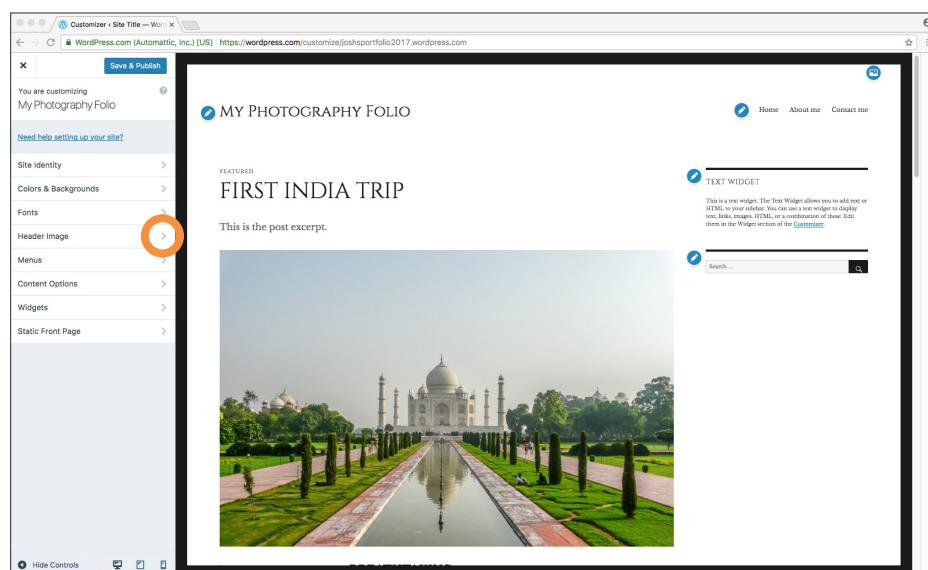
- Here you can change the Headings font, and the Base font
- Click and change the font to be different and watch the live results



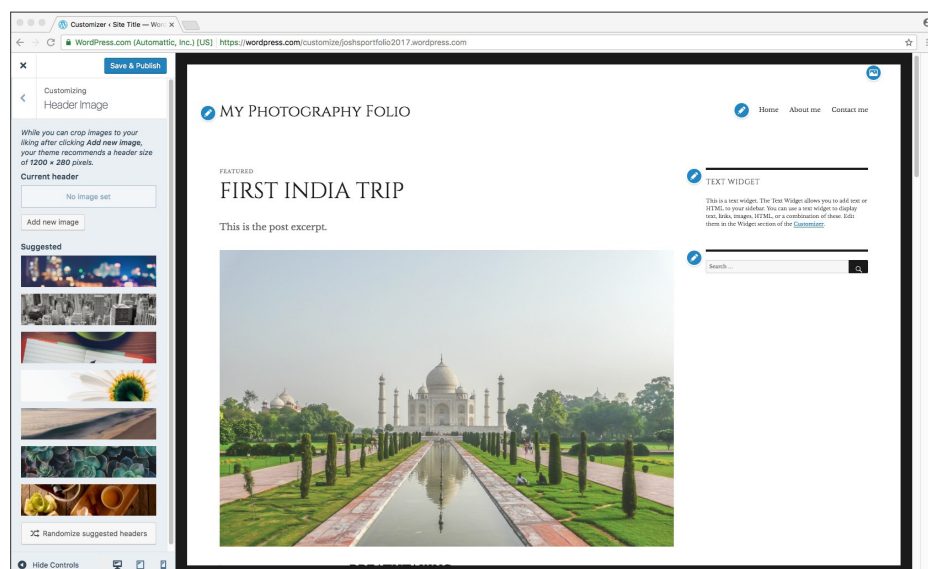
- I've changed mine to be serif fonts, of "CINZEL" and "Libre Baskerville".
- You can also change the size for either the headings or base fonts.
- When you are satisfied with the changes, click the left arrow icon to return to the main editor



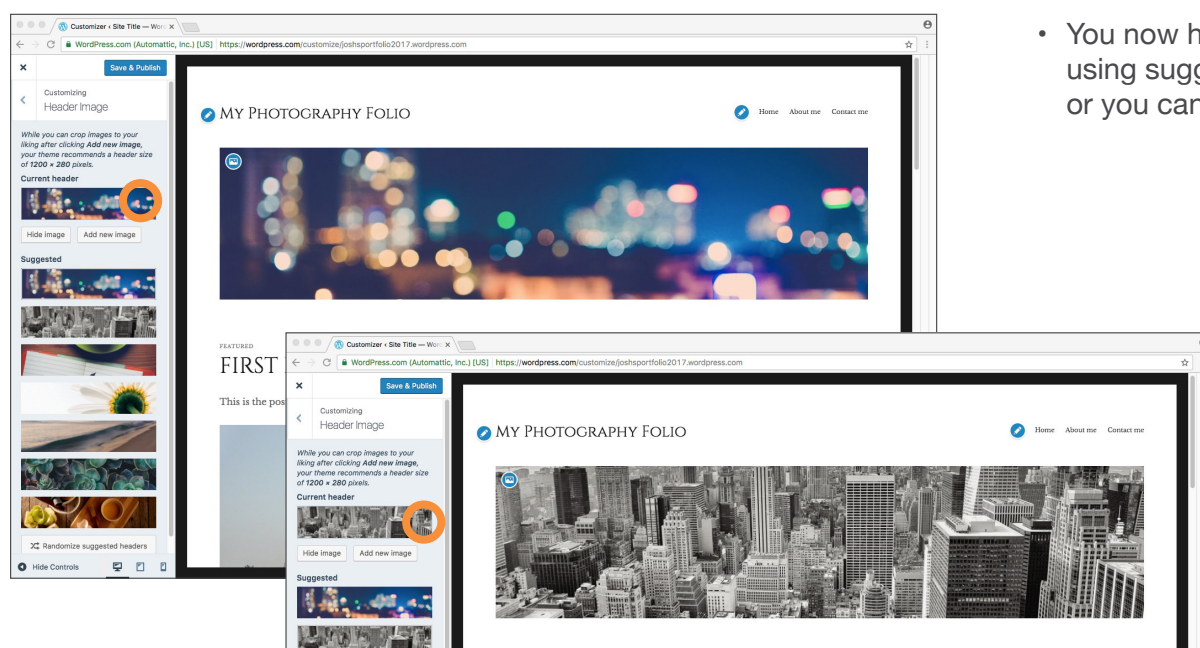
## EDITING HEADER IMAGE



- To add and change a header image, click the 'Header Image'

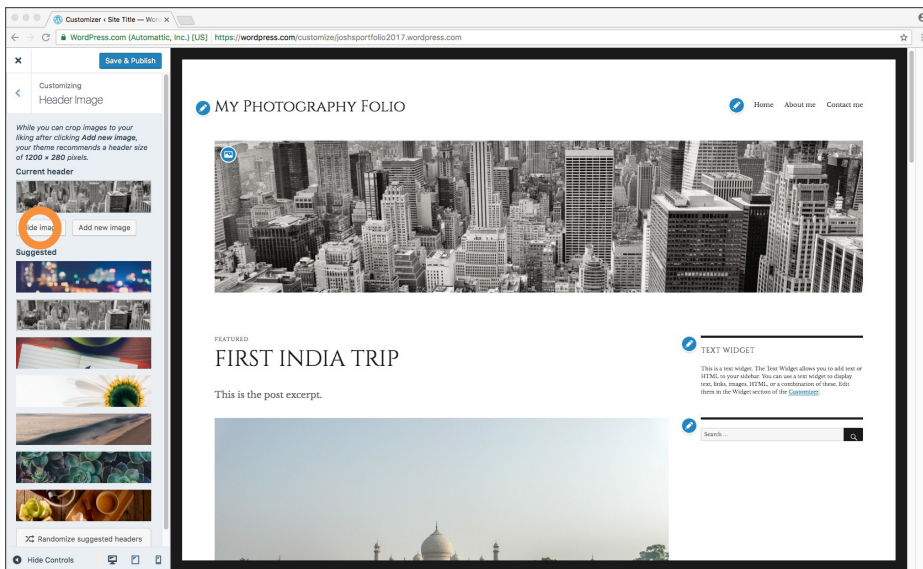


- You now have options for using suggested images, or you can add your own

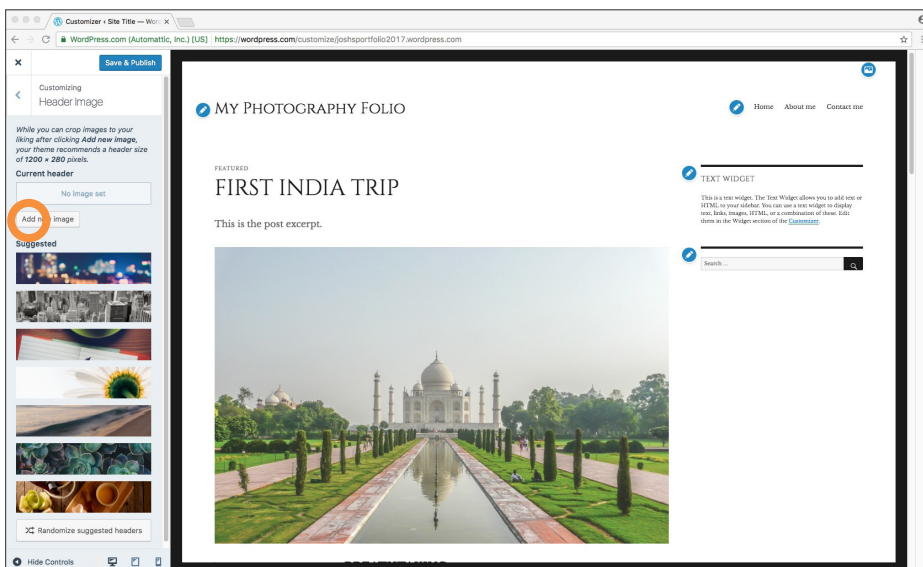


- You now have options for using suggested images, or you can add your own

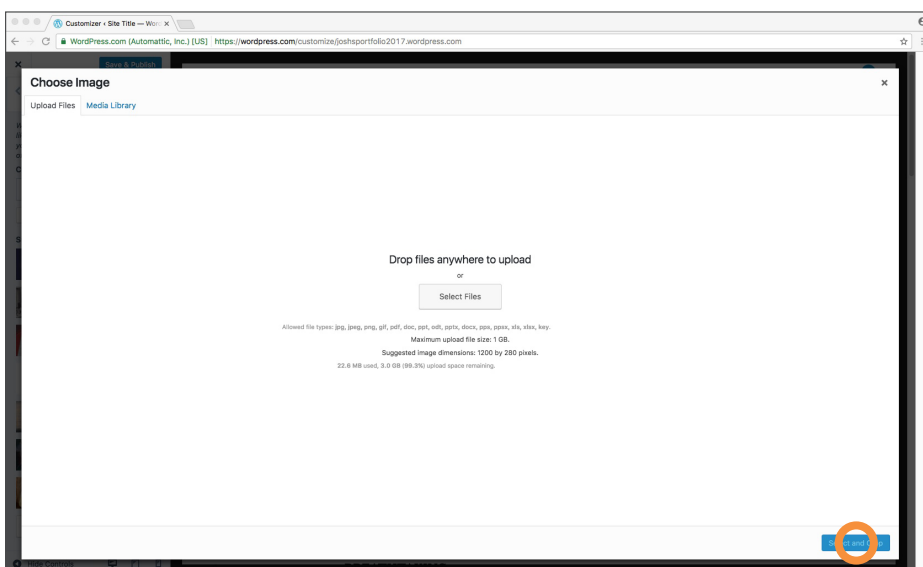




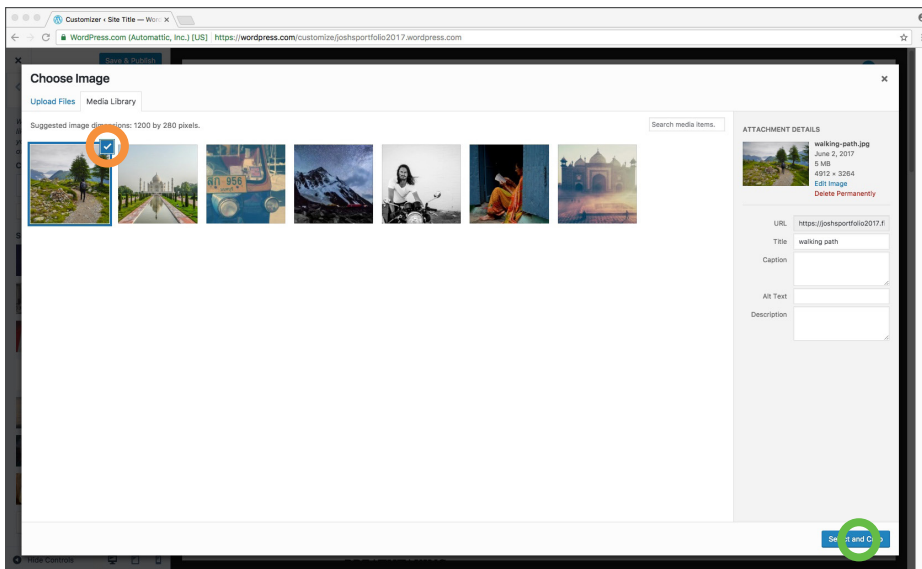
- You can also click 'Hide Image' to remove the image if you don't want a header image



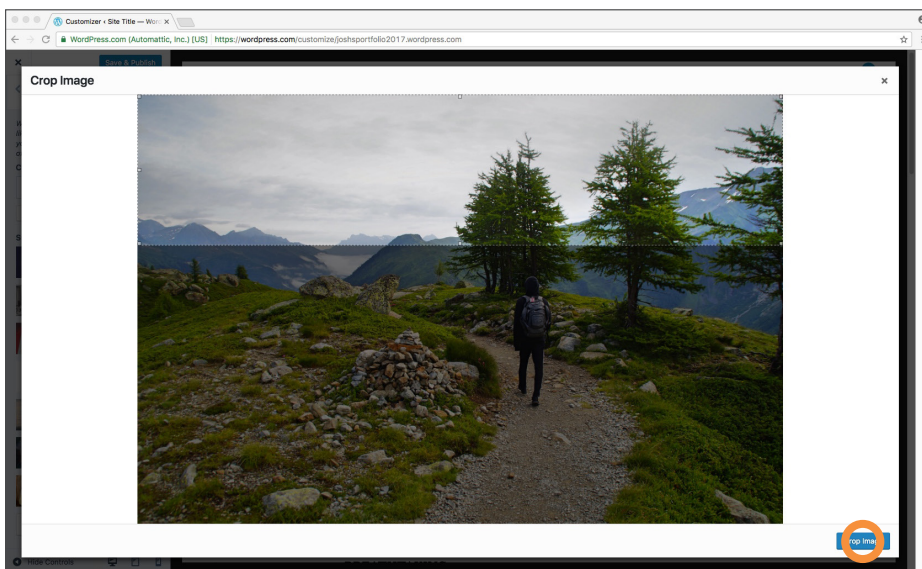
- You can add your image as well. Click the 'Add new image' button



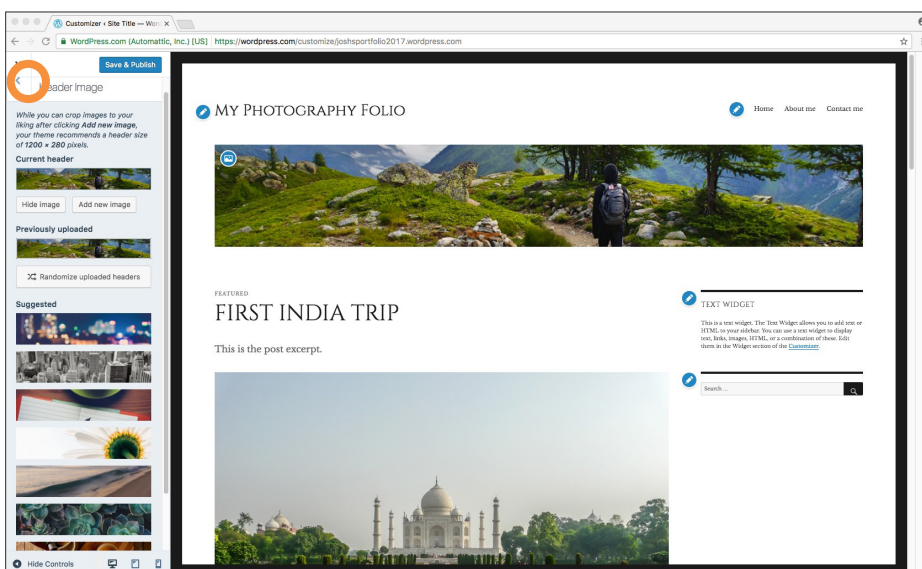
- In this window you can select new files to upload
- But for now click on the 'Media Library' tab to choose from images we have already uploaded



- Select the outdoors pathway and walking person image so that it has a blue border around it
- Click the 'Select and Crop' button.

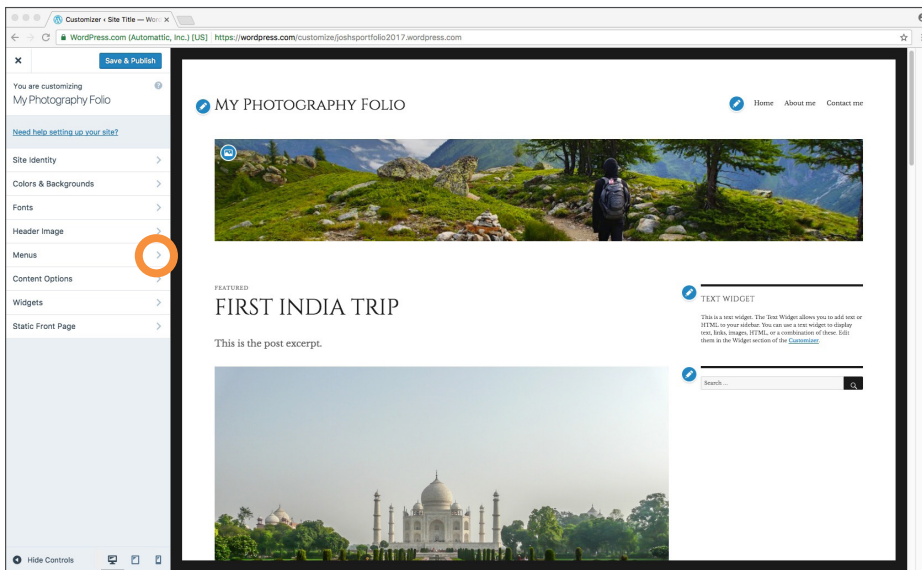


- Here you move and resize the cropping tool to resize the image to suit the wide format of the header image. You can grab the corners and middle areas of the crop box to change the shape.
- When you are happy with the cropping, click the 'Crop Image' button to finalise the cropping

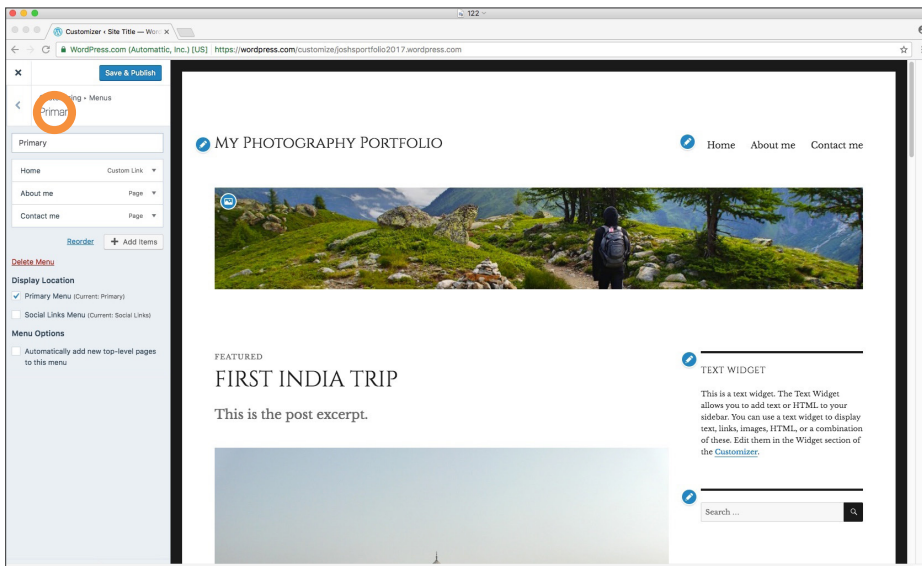


- You can see that the image has been cropped, and added as the header image
- Click the left arrow to return to the main editor

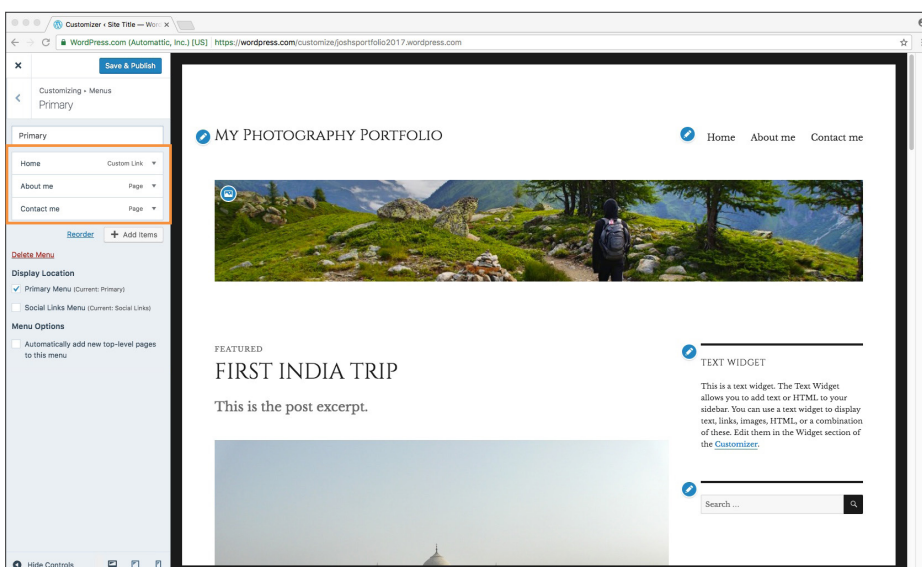
## EDITING MENUS



- Click the 'Menu's tab to see the menus editor

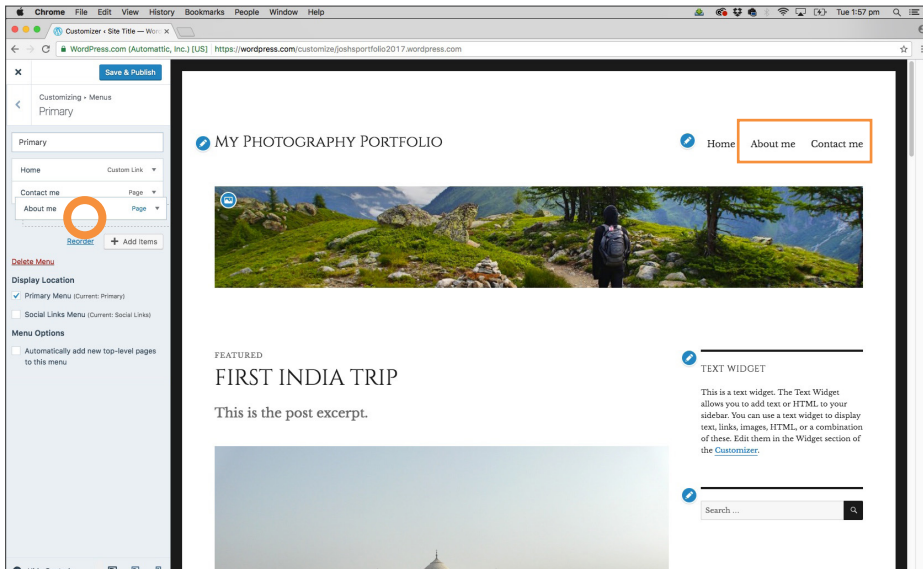


- You can see here that there are two menus currently. Primary, and Social Links
- Click on 'Primary' to make changes to that menu

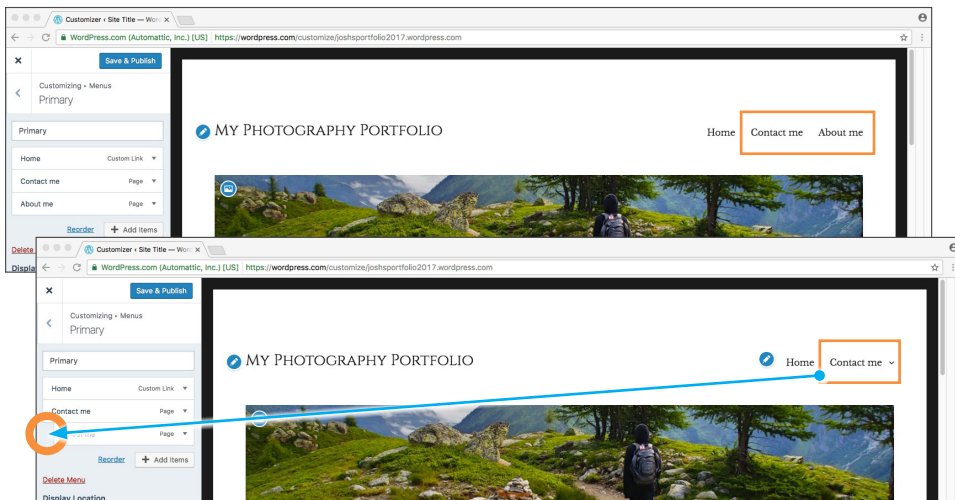


- You can click and drag the menu items to order them differently

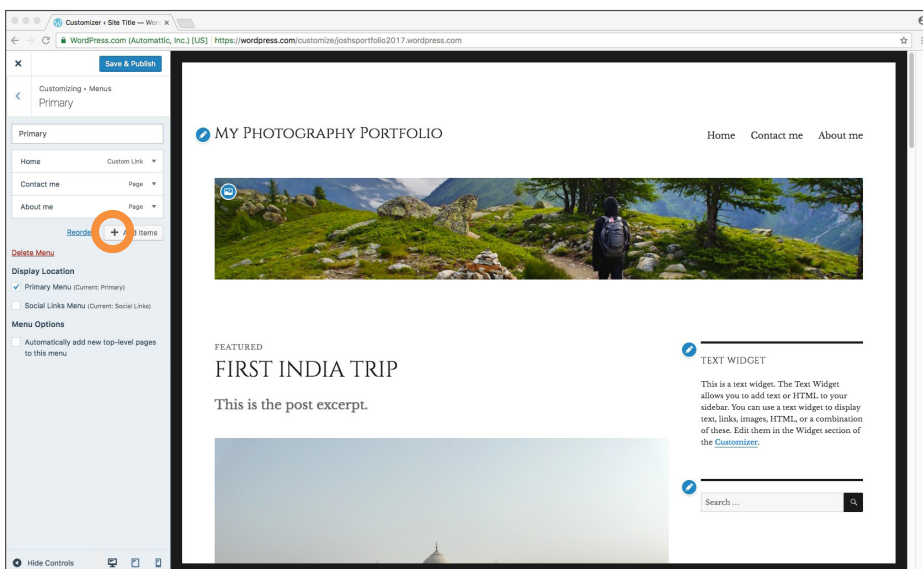




- For example, Click and drag the 'About me' tab and place it below the 'Contact me' tab
- You'll see the page automatically updates the site layout. The dotted line appears to show where the tab will be placed

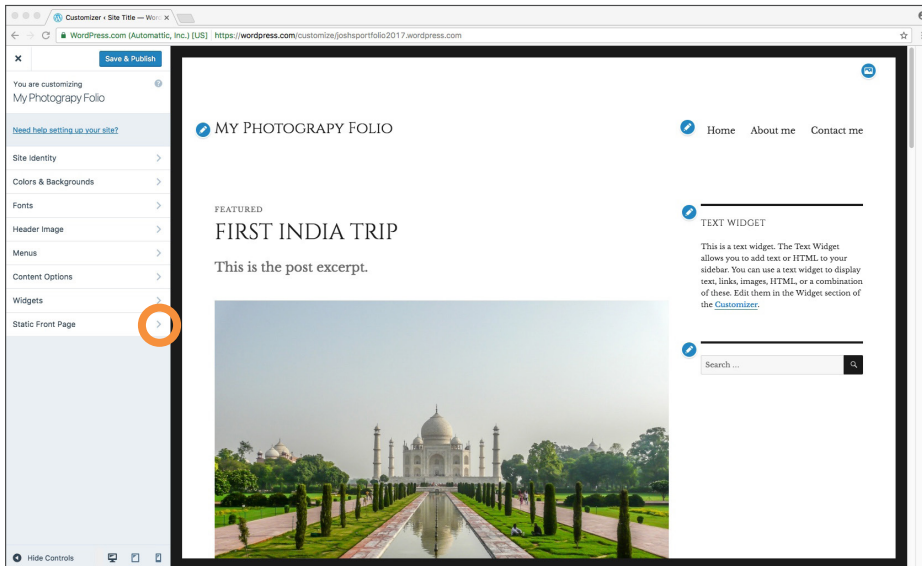


- If you place a tab underneath and aligned on the left, then the menu section will be visible.
- If you place the tab underneath and slid to the right, then the menu item will be hidden within the above menu item. This enables you to edit the structure of a menu with sub areas within menu items

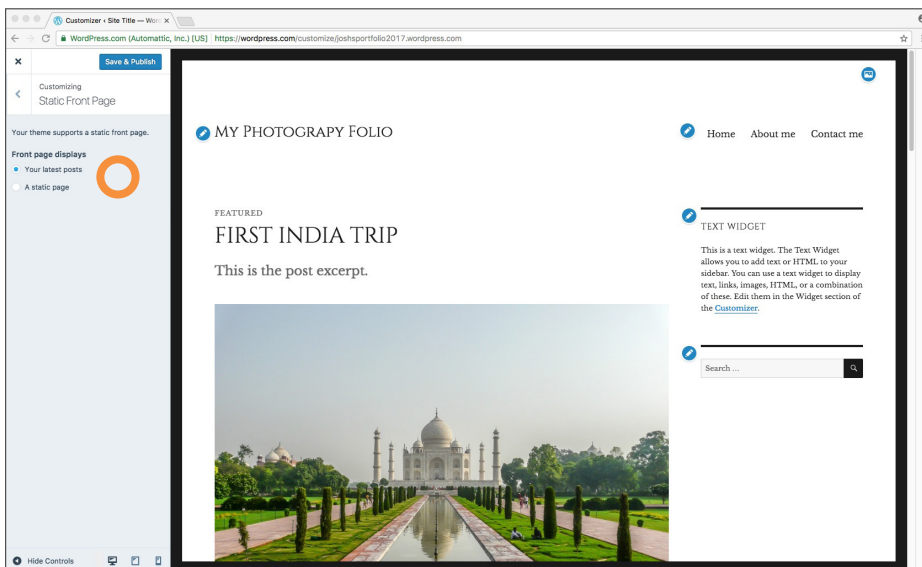


- To return the menu to it's original state, move the 'About me' tab back to it's original place. To add more items to the menu, click the '+ Add items' button

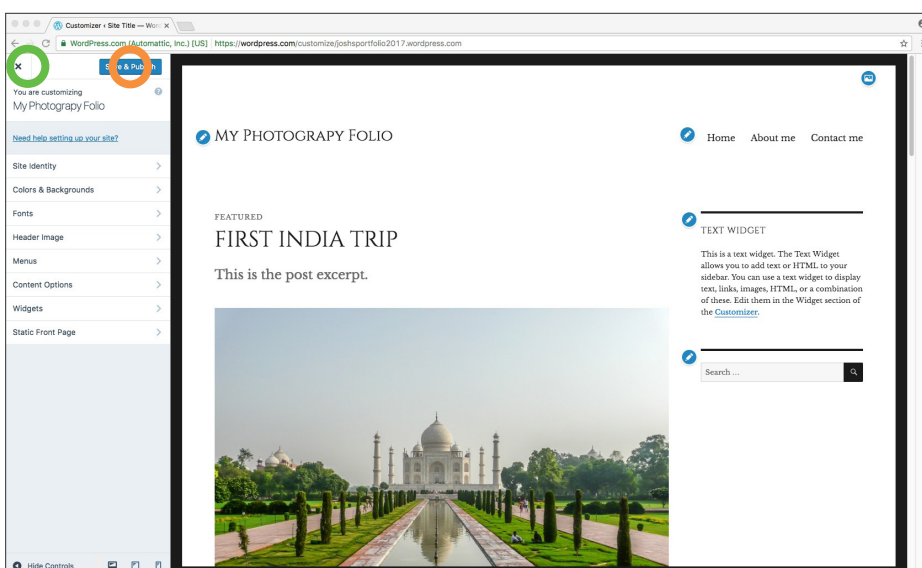
## CREATING A STATIC FRONT PAGE



- You can click the 'Static Front Page' button to open the editor

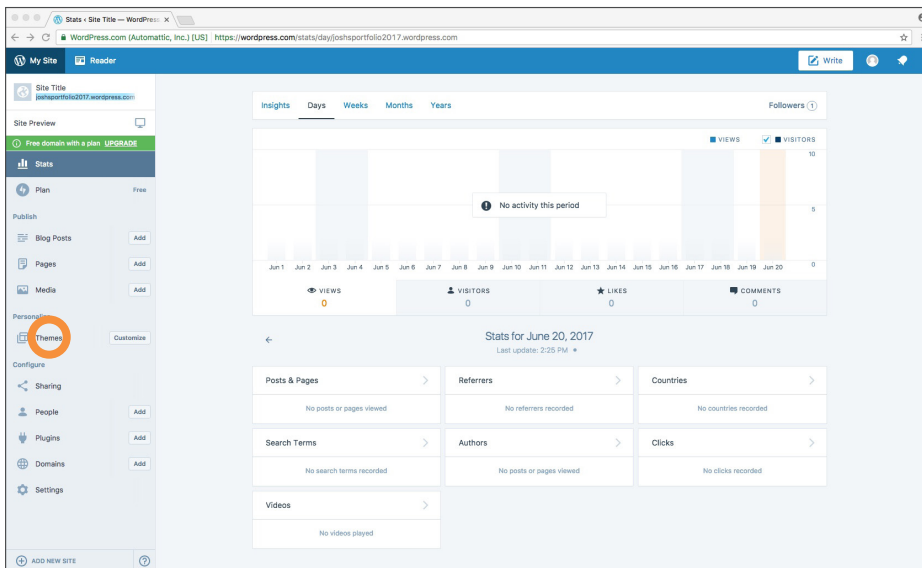


- Here you can set your front page to be one that shows your latest blog posts, OR A static page of your choosing

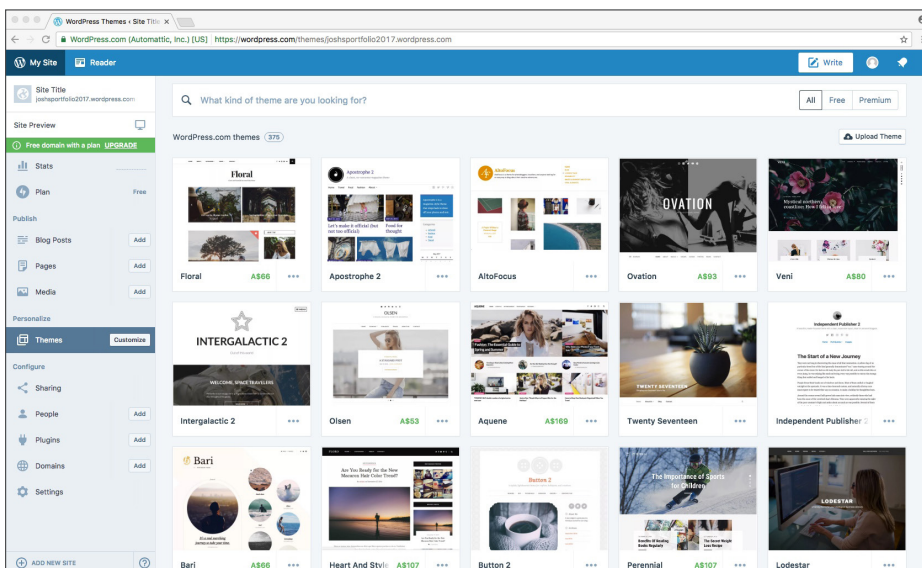


- To save your changes and send them live, click the 'Save and Publish'
- Then click the 'X' to close the editor

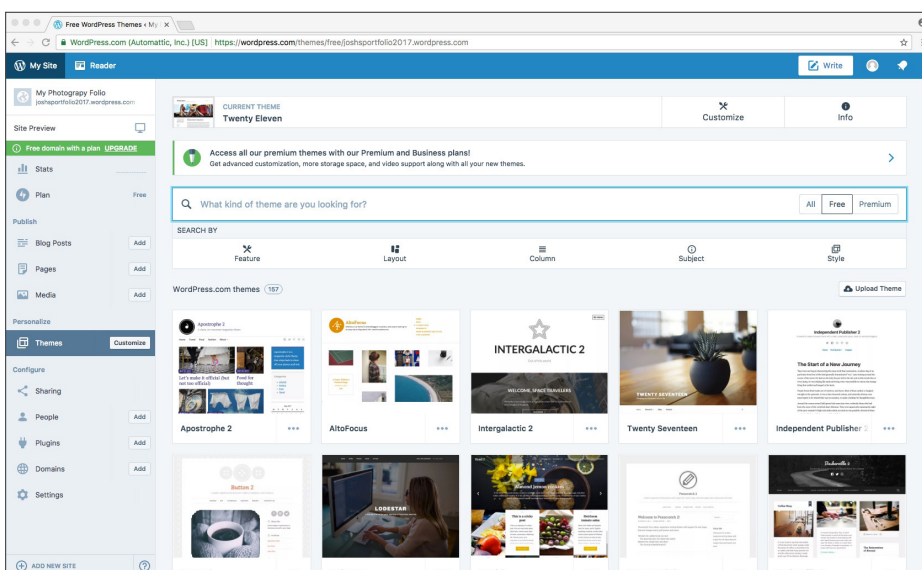
## INSTALL A DIFFERENT THEME



- To change your theme to a different one, click on the 'Themes' tab

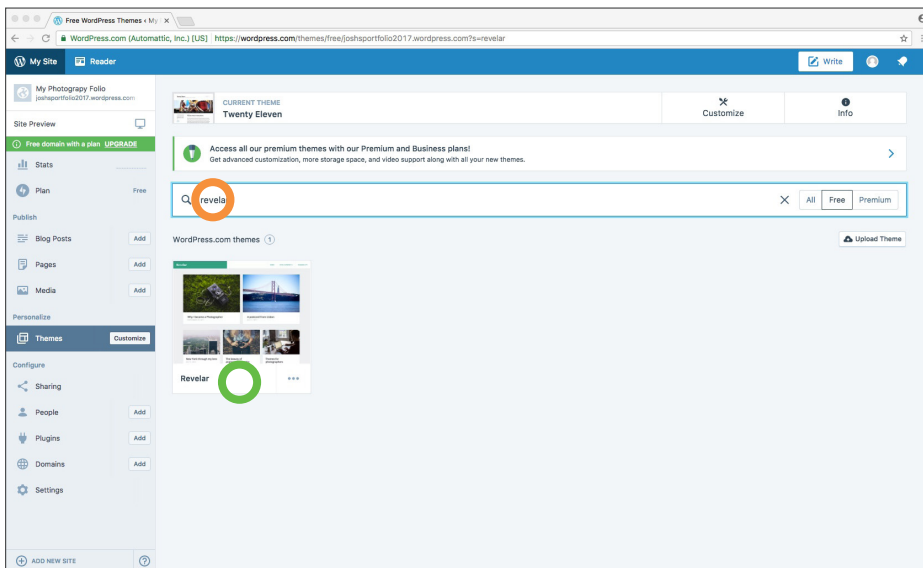


- Here you can see a wide selection of themes to choose from. Some are paid, some are free. Themes change the appearance of your site, whilst keeping the content the same

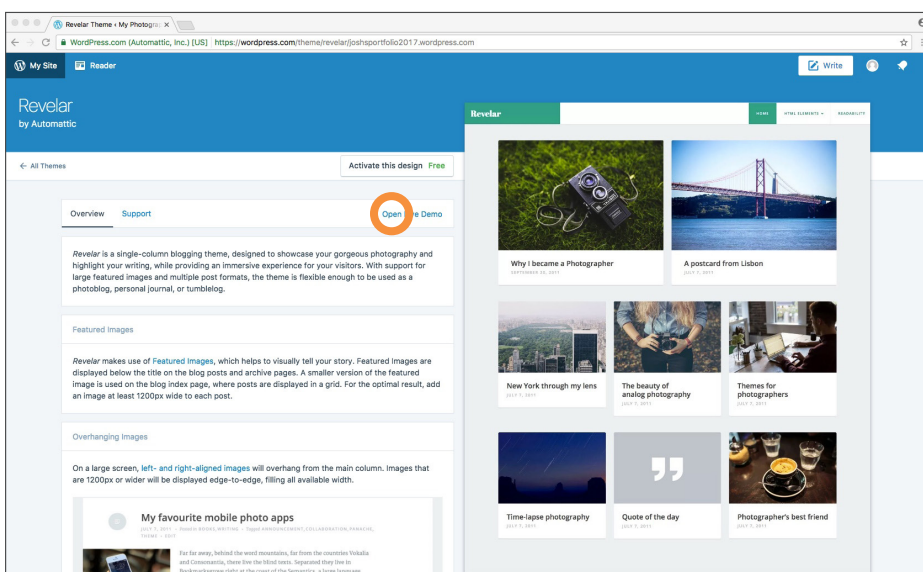


- You can change the search filter to be 'free' here, and also specifically search for the theme name

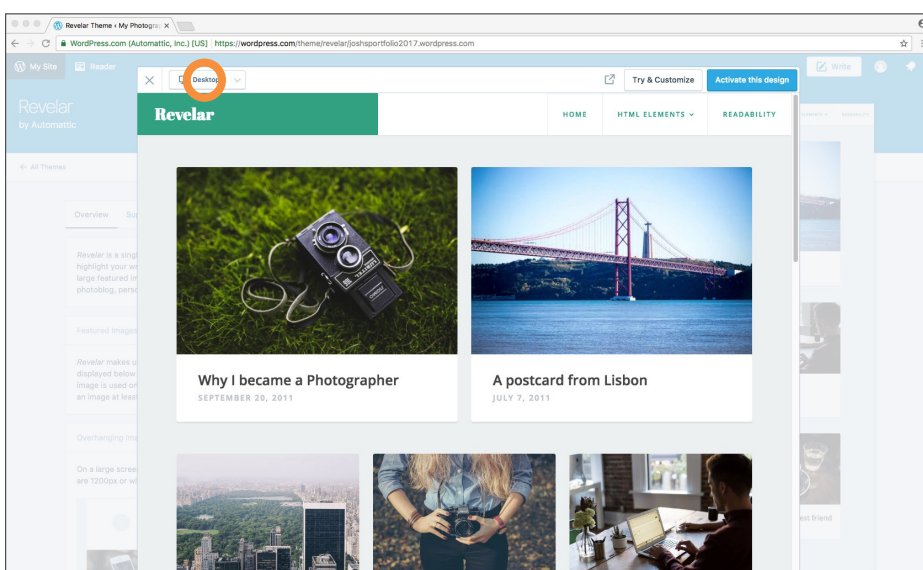




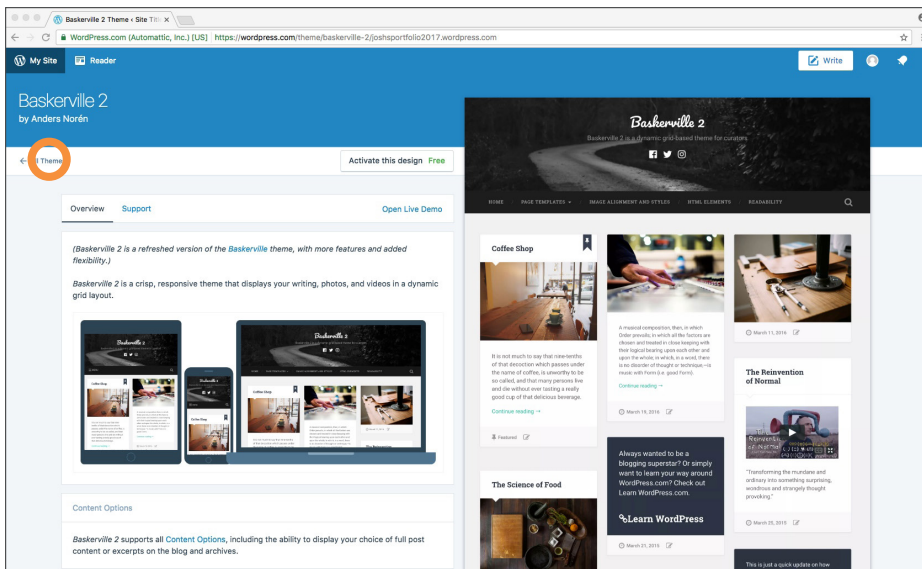
- Search for 'Revelar'
- Click the theme to see more



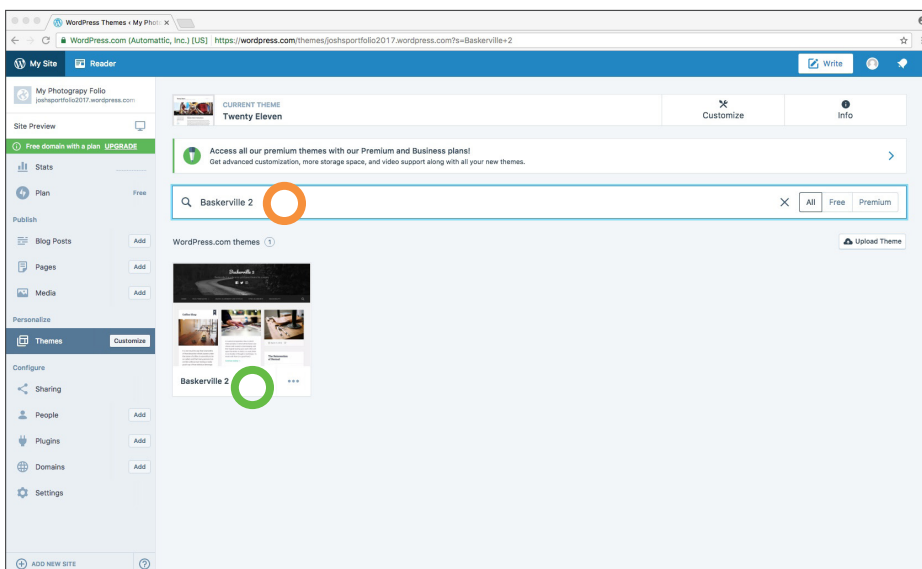
- You can see that the layout of this theme is different. It arranges the posts and images in a different way, with colour options and menu placements different to the standard theme
- Click the 'Open live Demo' link to see the theme working in a test setting



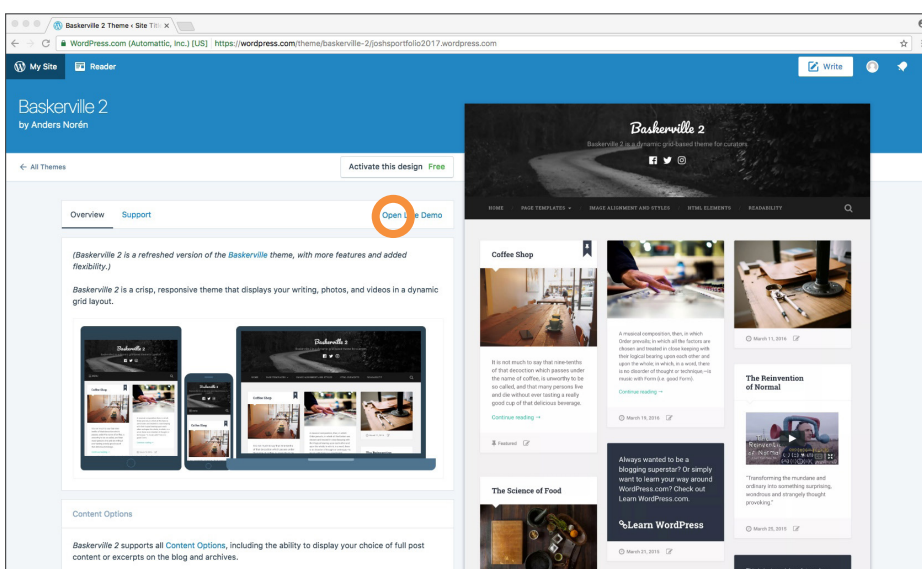
- You can see the way the theme lays content out.
- You can also click the 'Desktop' button to change the device view of the theme to see how it will display on other devices
- Click the 'X' to close the preview screen



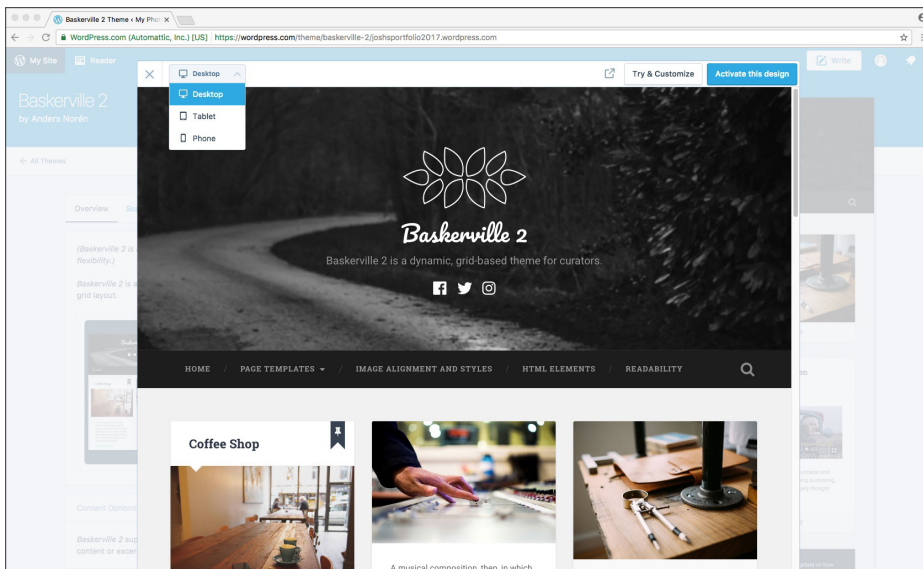
- Click the 'All Themes' link to return to the themes



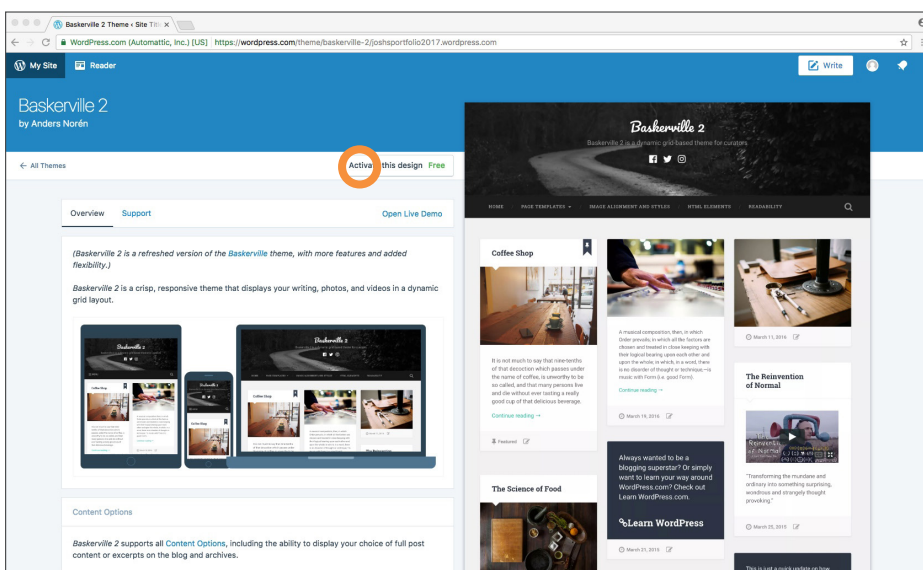
- Type 'Baskerville 2' into the search box
- Click on the theme to see the preview



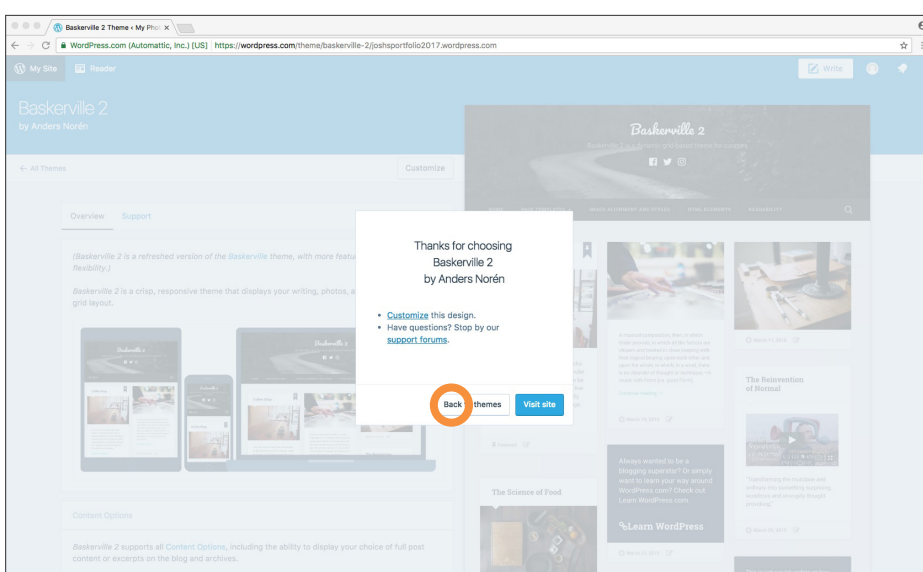
- You can see how the theme looks
- You can also click the 'Open live demo' link to see it live



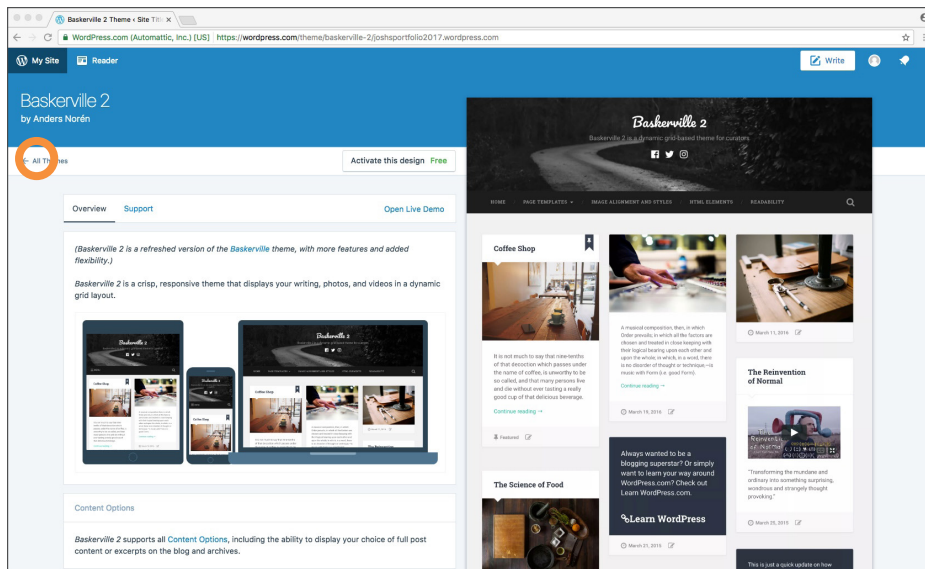
- Here you can scroll and use the site like a live site, as well as test the various device formats.
- To close the preview, click the 'X'



- Click the 'Activate this design' button to make this the theme for your site



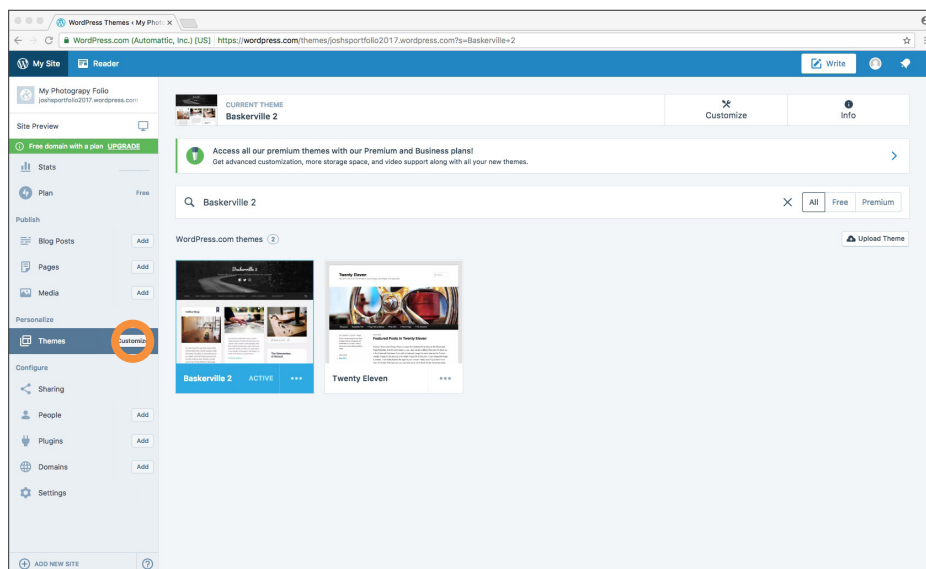
- Your screen should show this popup saying the theme has been activated
- Click the 'Back to themes' button to return to the theme page



- Click the 'All themes' link to return to the themes page



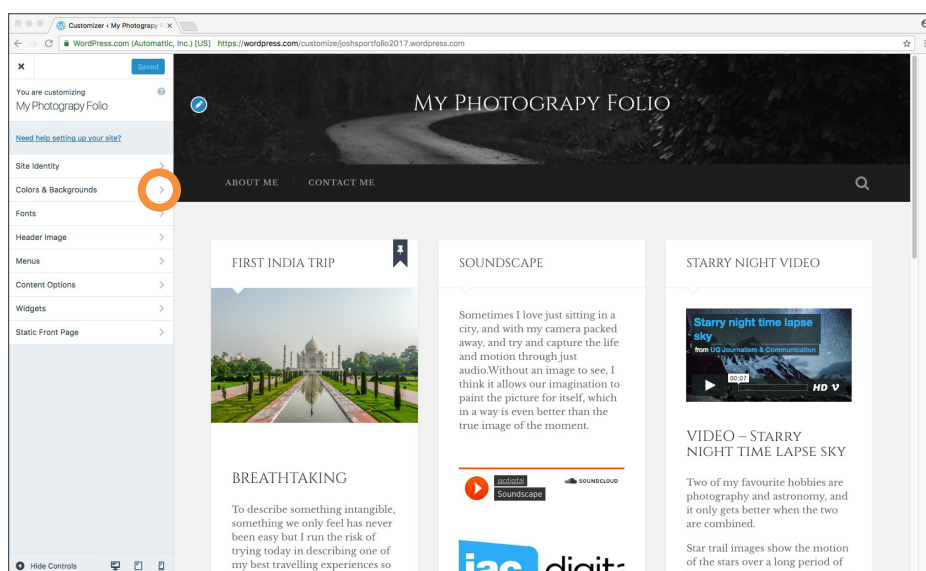
## CUSTOMISING A NEW THEME



- NOTE: If you ever need to revert your theme back to the original theme, that theme is searchable in the themes page and is named 'Twenty Eleven'.

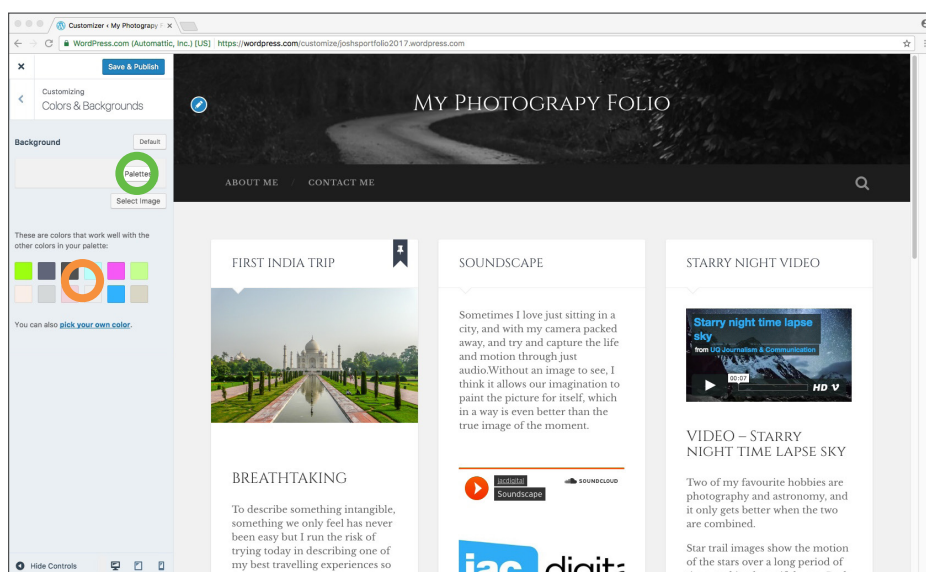
- Now let's customise the newly activate theme.

- Click the 'customize' button to open the theme editor



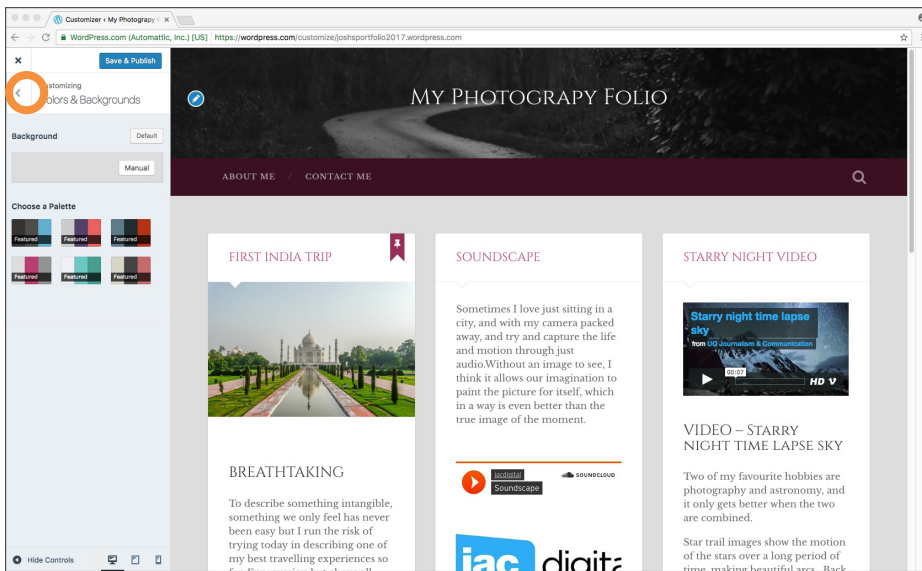
- You can see that your site now looks different using the new Baskerville 2 theme. First let's change the colour scheme

- Click the 'Colours and Backgrounds' tab

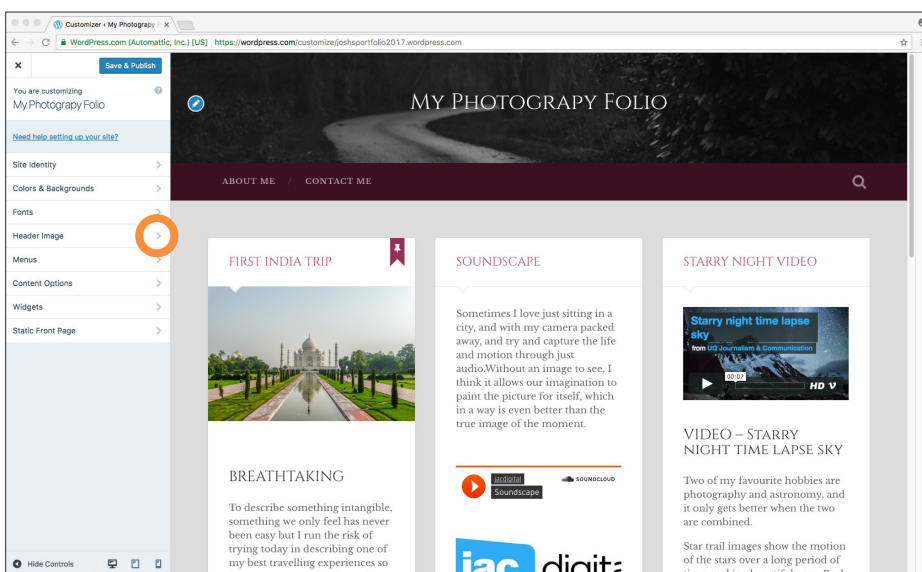


- You can click the coloured squares to change the background colour.

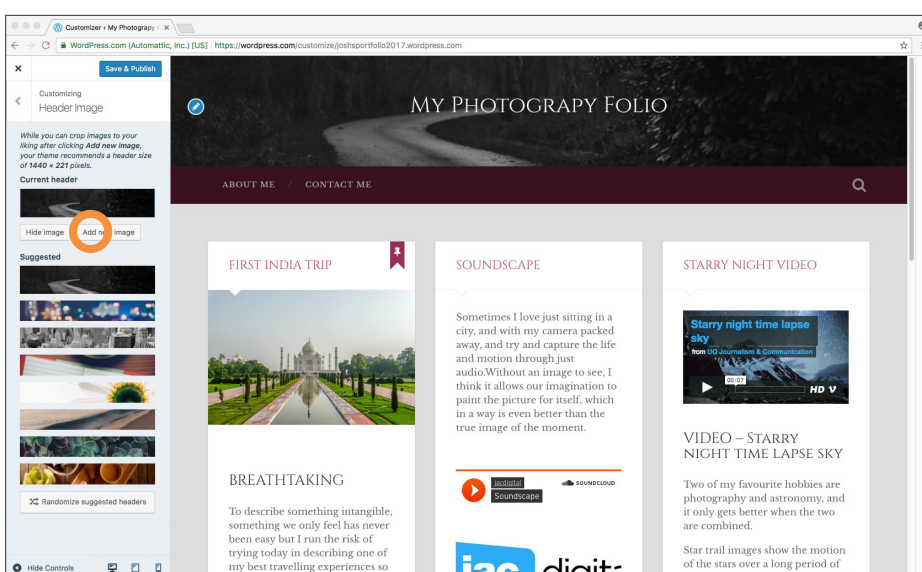
- Or click 'Palettes' to choose some colour schemes



- I have chosen one of the colour scheme palettes to change the colours of the site
- Click the left facing arrow to return to the main editor menu

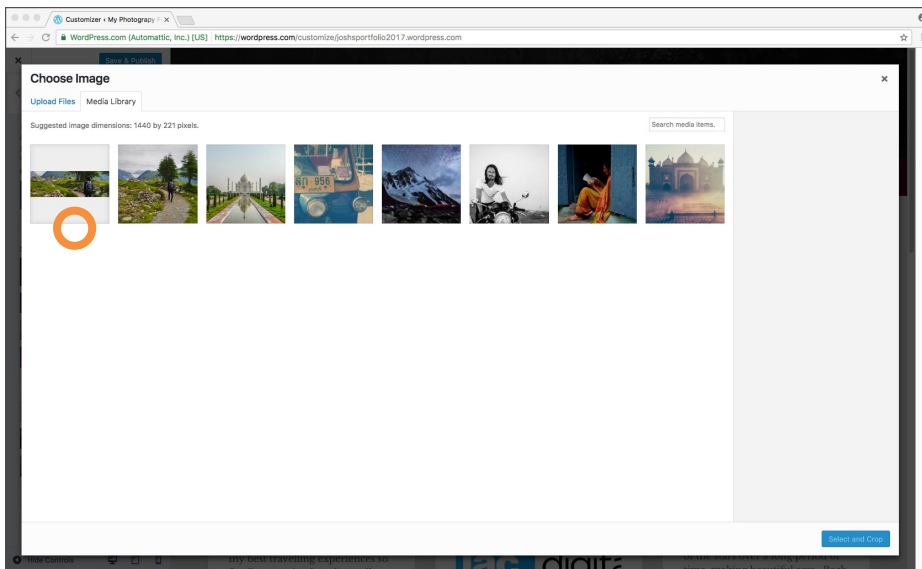


- Now let's add the header image in. Click the 'Header Image' tab

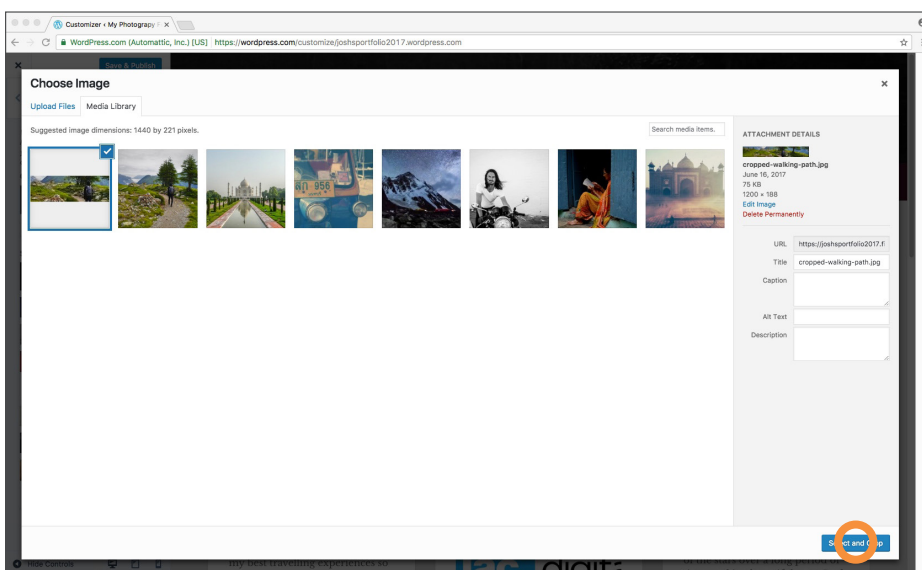


- Click the 'Add new image' button to open the image manager

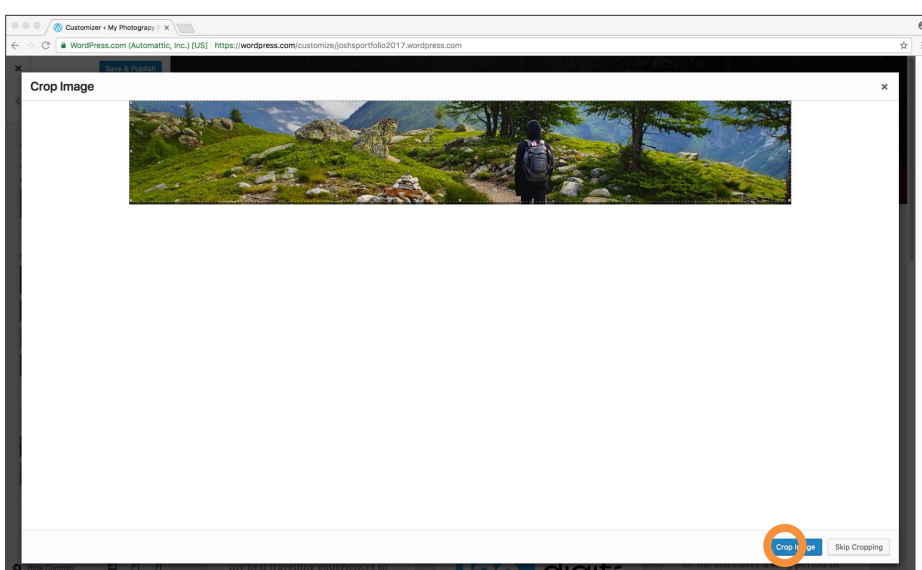




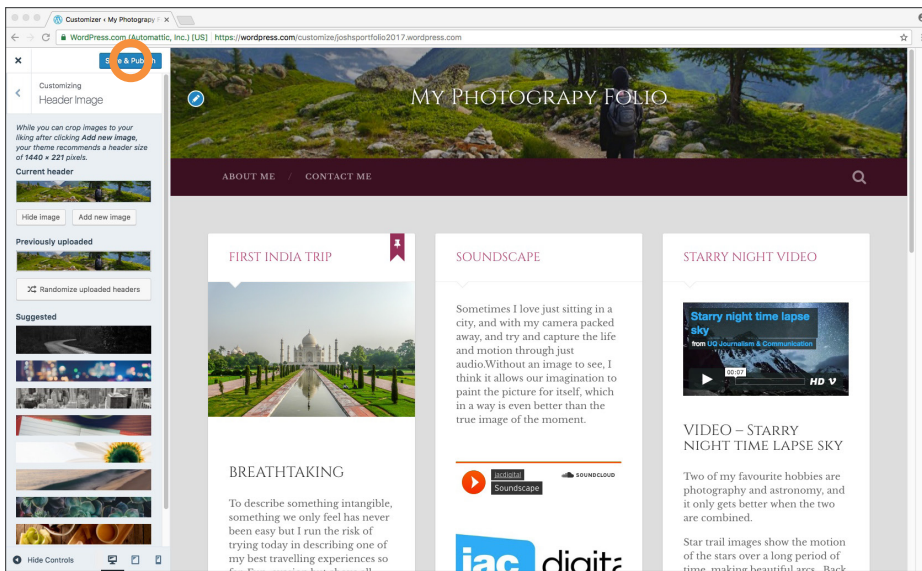
- In the media library, click on the wide image we made earlier so that it is selected and showing a blue border. (or feel free to upload/crop another image to use)



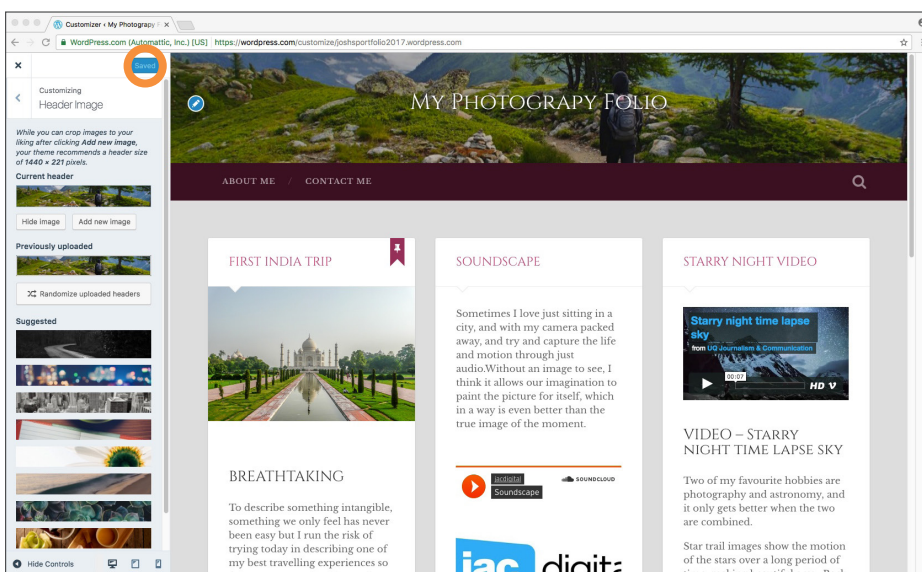
- Click the 'Select and Crop' button to choose the image



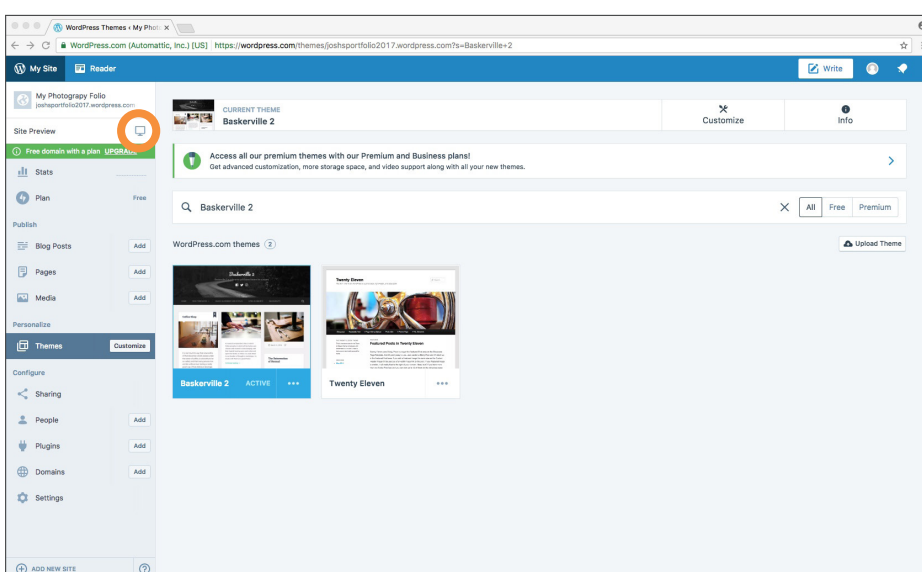
- When you are happy with the cropped size, click the 'Crop image' or 'Skip Cropping' buttons (skip cropping if you are already happy with the cropped size of the original image)



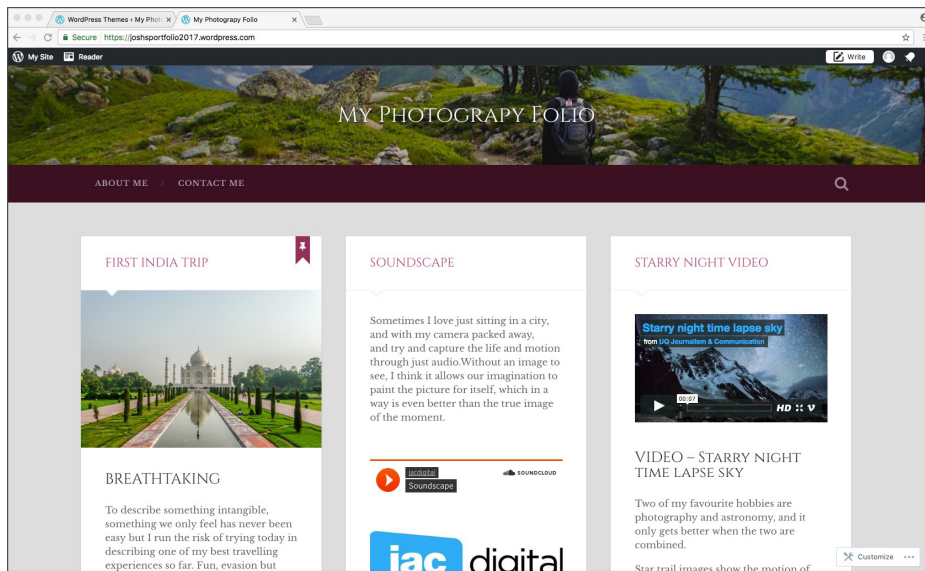
- Your site will automatically have the header image inserted. Feel free to make any other changes to the theme
- Once you are satisfied with the changes, click the 'Save and Publish' button



- The faint 'saved' button shows that your site has been saved and published
- Click the 'X' to close the theme customiser

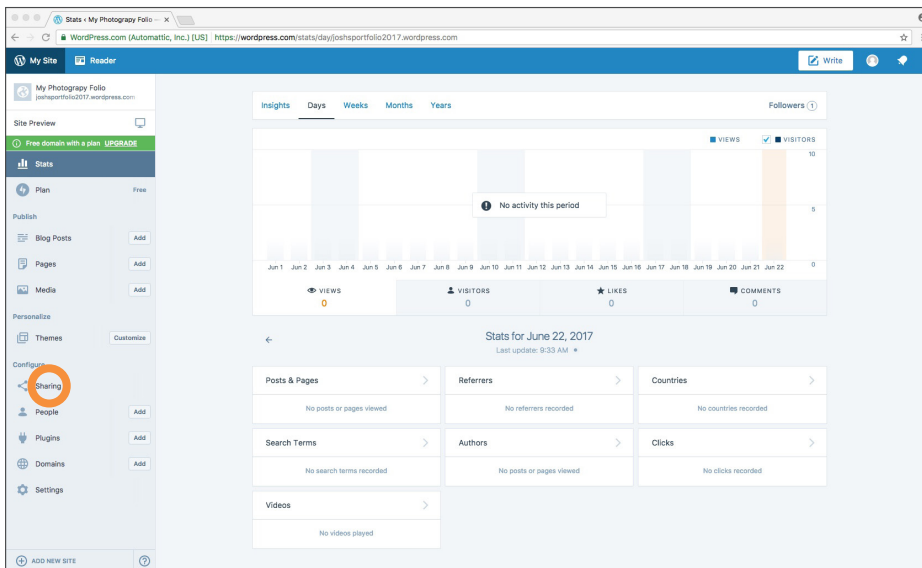


- To see how your site's changes look, click the 'Site Preview' button, or copy and paste the text address into a new browser tab

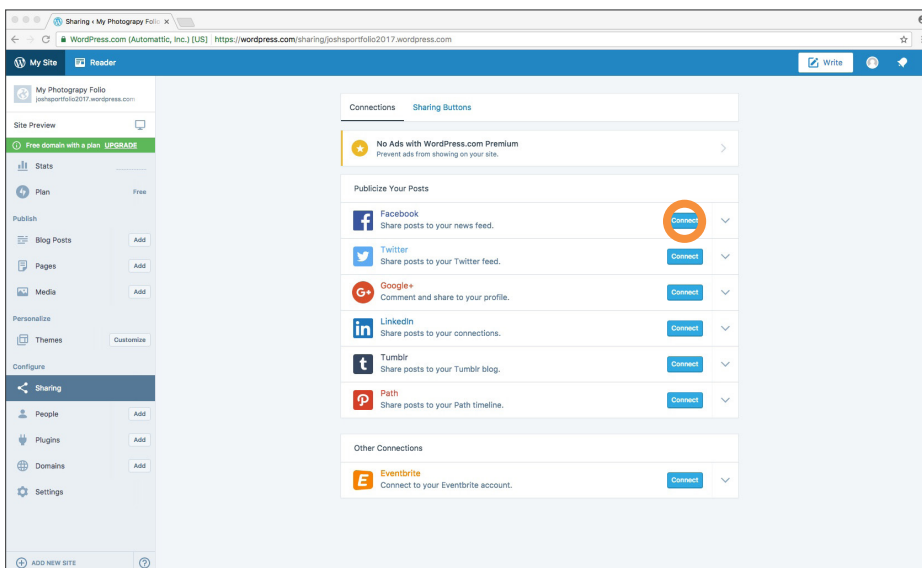


- Your changes should appear and work well!

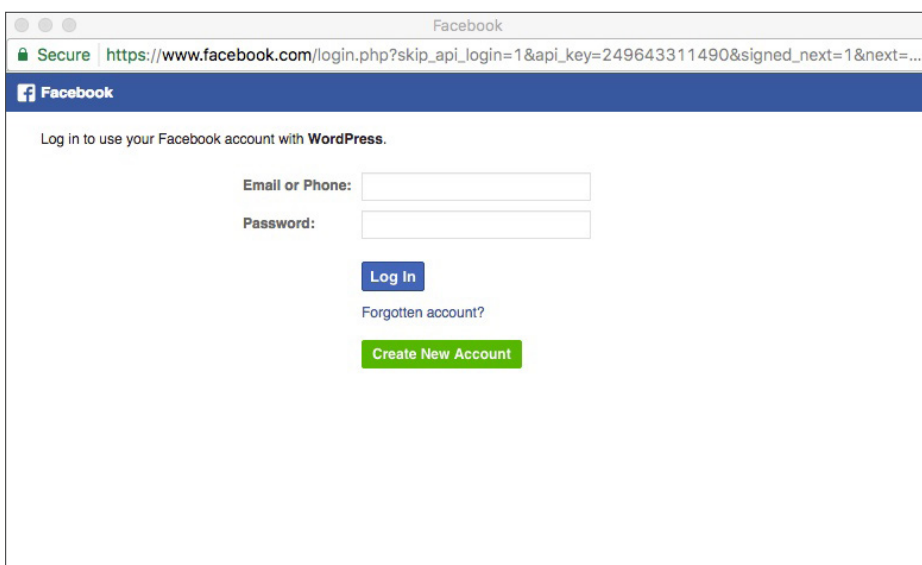
## USING SOCIAL MEDIA SHARING



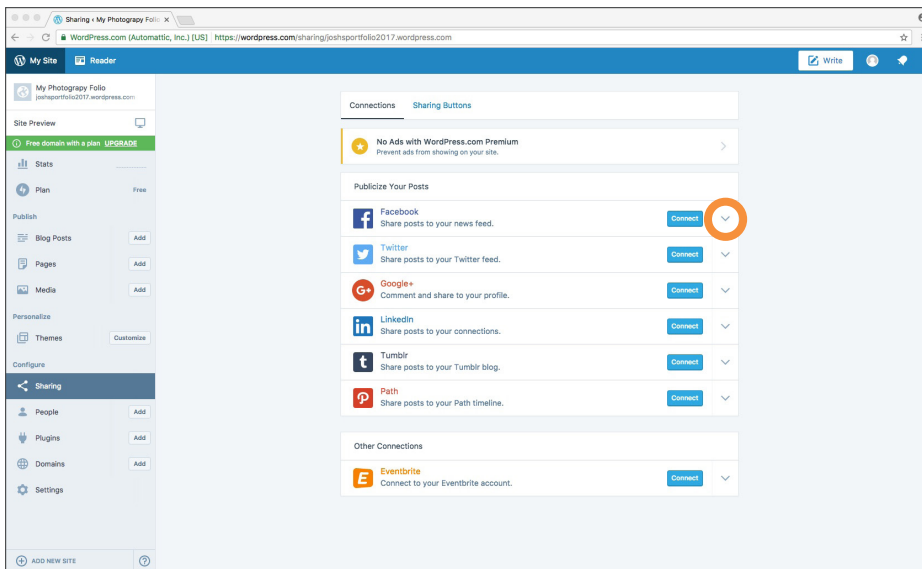
- There are different ways to integrate social media accounts with your wordpress site. You can have blog posts that you publish, automatically be posted to your own social media accounts.
- To enable this, click on 'Sharing'



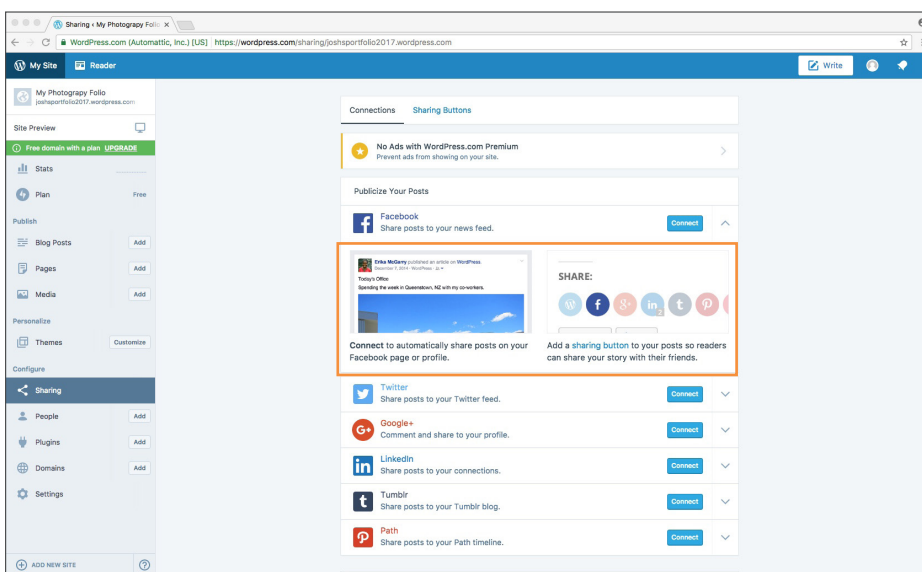
- Click on the 'connect' button next to the social media account you'd like to connect with



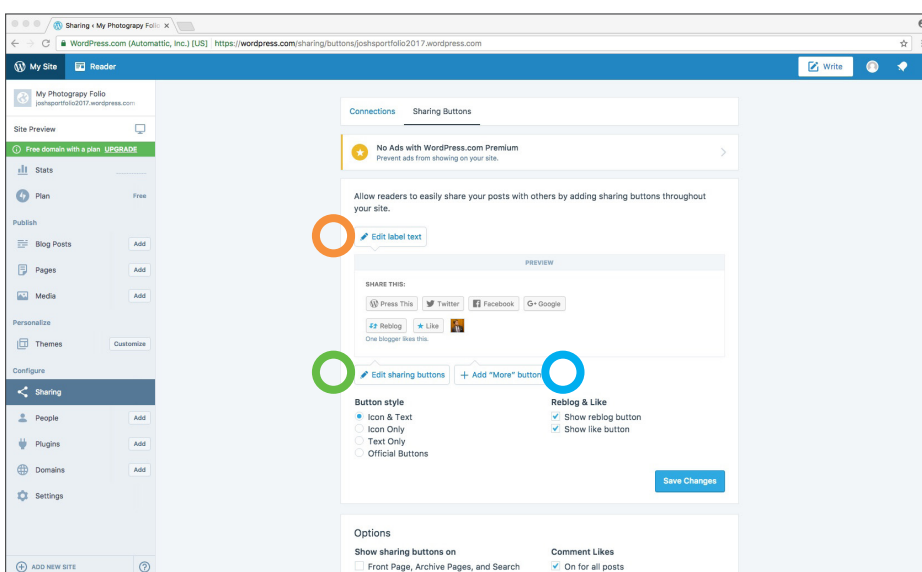
- You should get a popup window allowing you to login with your account details
- Fill out your login details and click 'Log in' to connect that social media platform



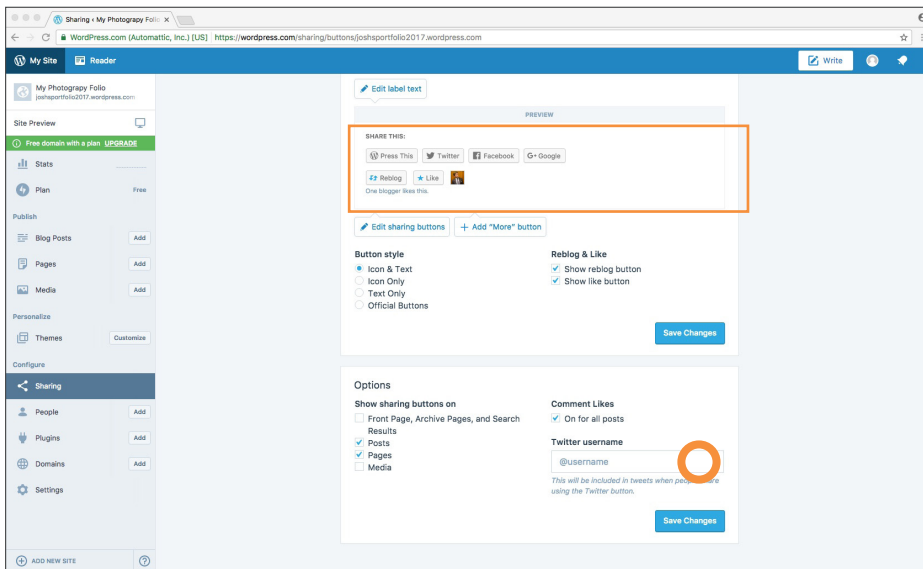
- You can also click the down arrow, to drop down options for sharing



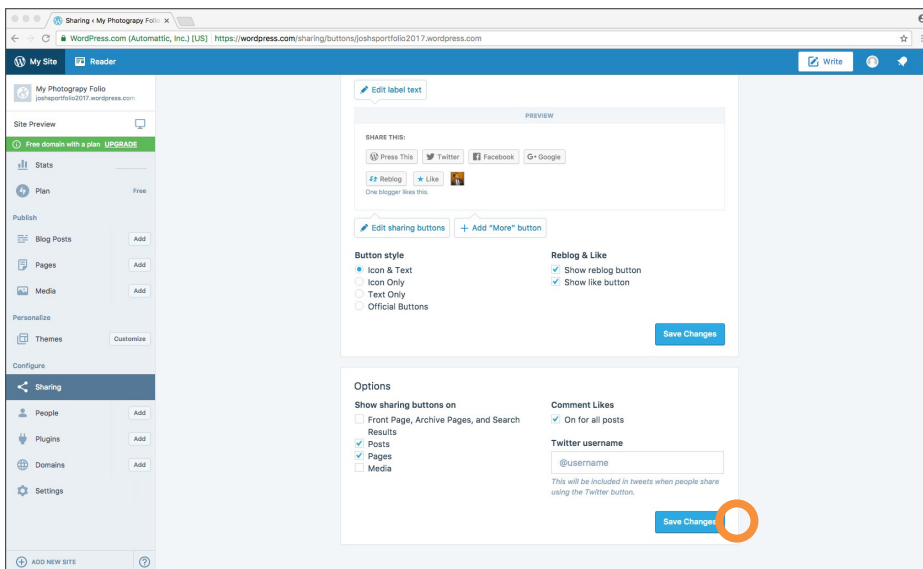
- Here you can click on the 'sharing button' link to add buttons for user to click on your posts



- Clicking the 'Edit label text' button will allow you to change the sentence of 'Share this' to another sentence
- Clicking 'Edit sharing buttons' will allow you to change the buttons available to users.
- Clicking the '+ Add "More" button' allows you to create a button that will have a drop down menu of extra sharing platforms for users



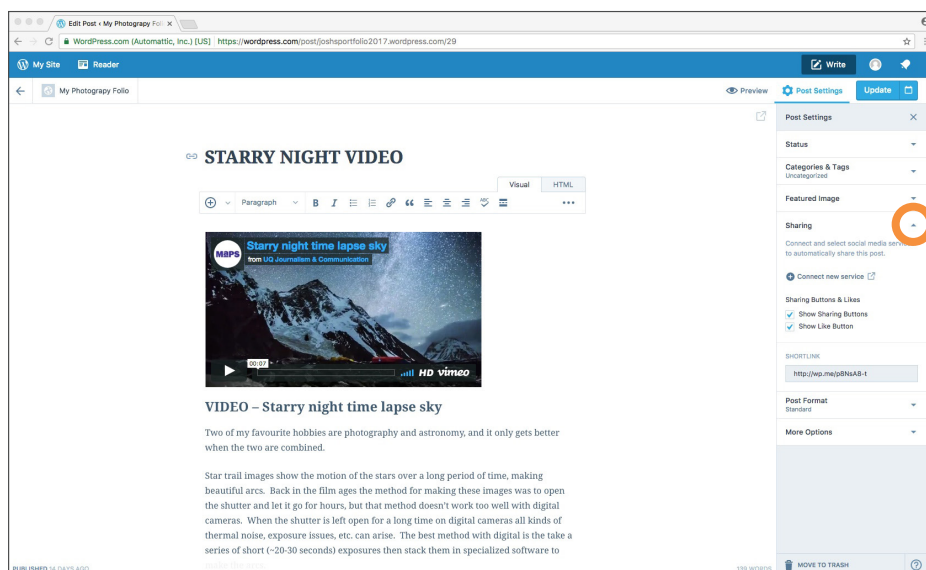
- In the Options section, you can also change where sharing buttons are located on your site by ticking different boxes
- You can also type in a twitter name that will be included in tweets when people share with the twitter button



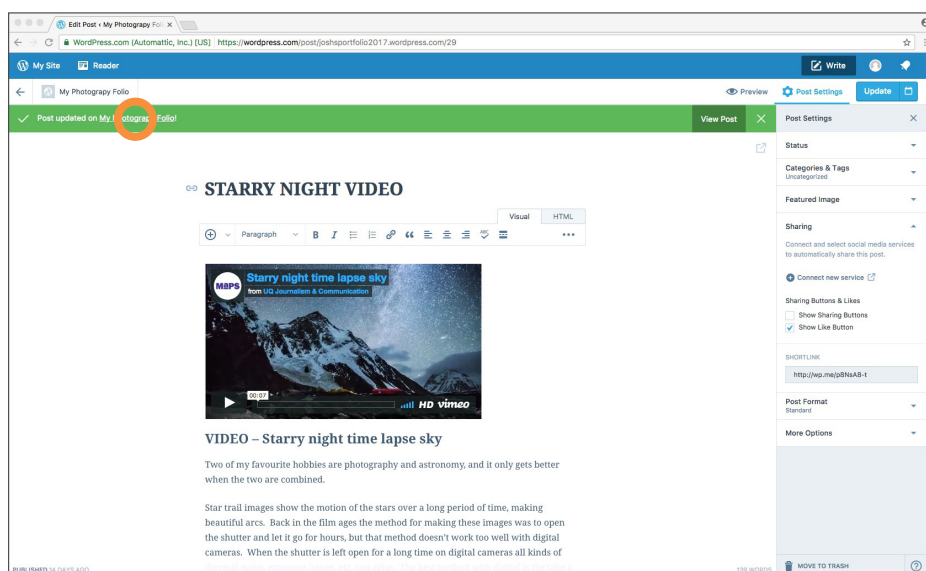
- When you have completed your changes, make sure to click the 'Save changes' button



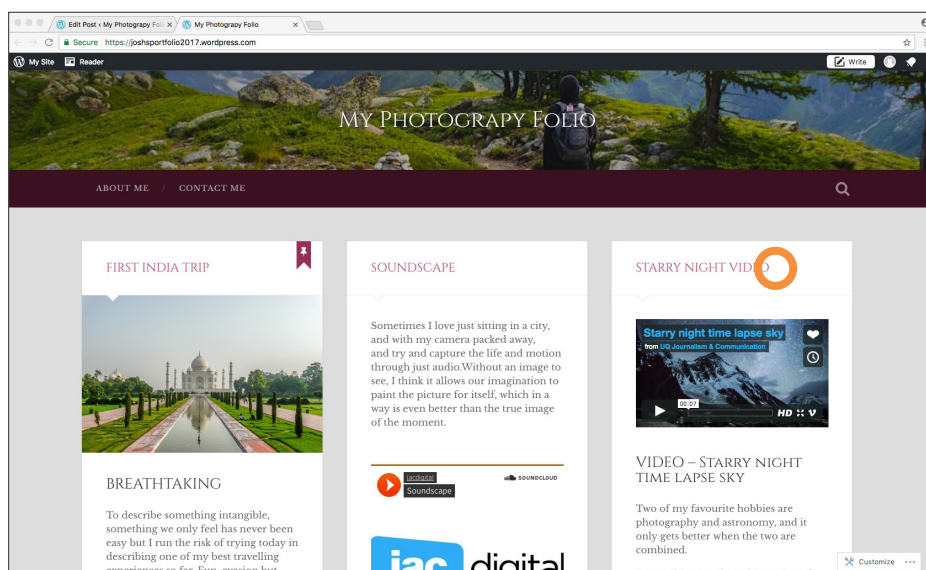
## SHARING ON POSTS



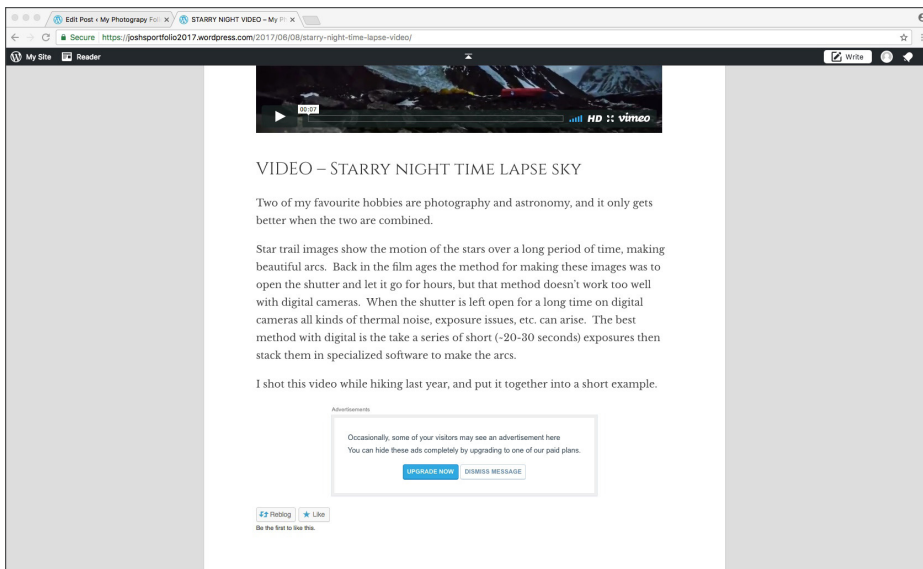
- If you want to change the sharing options on a specific blog post, navigate to the editor of that post, and click the drop down arrow next to 'sharing'
- You can tick or un-tick the options eg: "show like button"



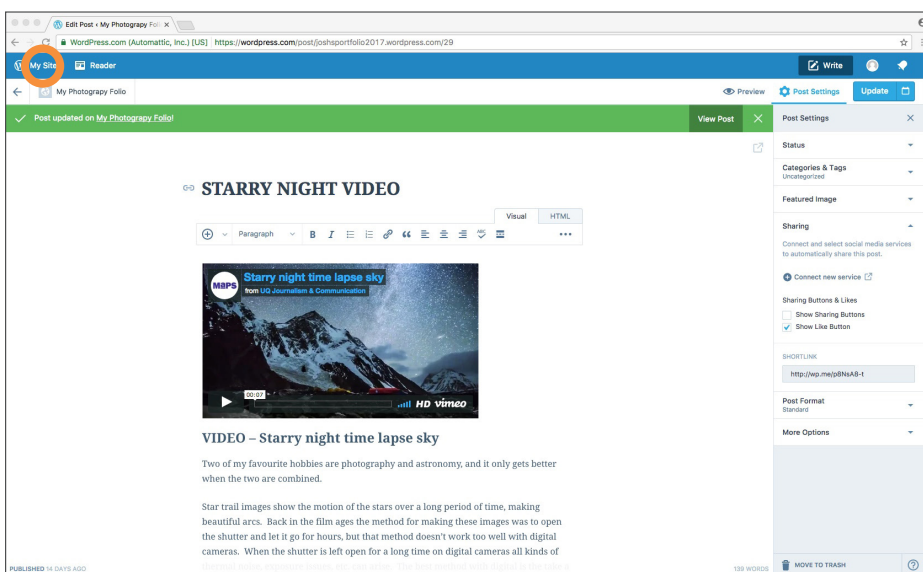
- Then click on the underlined link of 'Post updated on 'My photography site'' to open the website in a new tab



- To check the update on the specific post, click on the post title

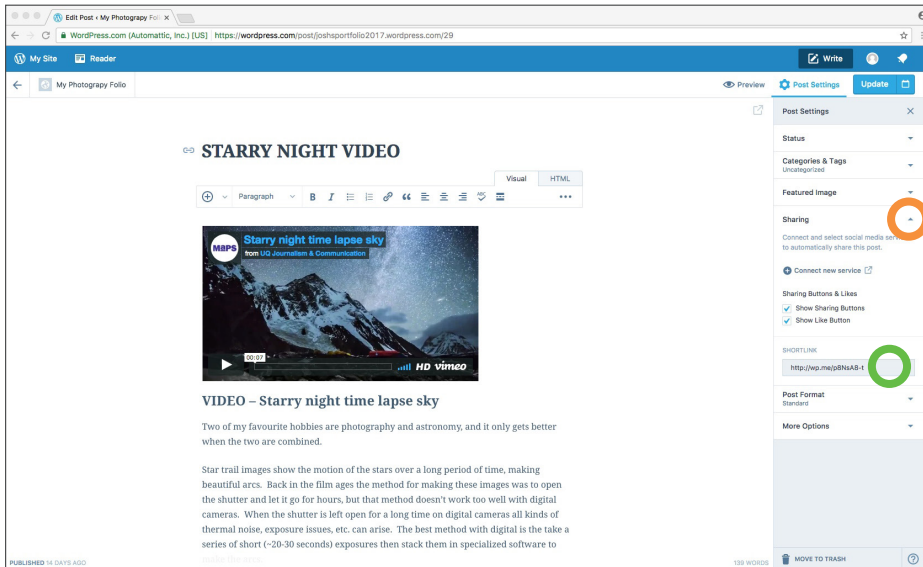


- Scroll to the bottom and you can see the changes to make sure they were updated
- Eg: we have removed the 'Show sharing buttons' option)
- Close the tab

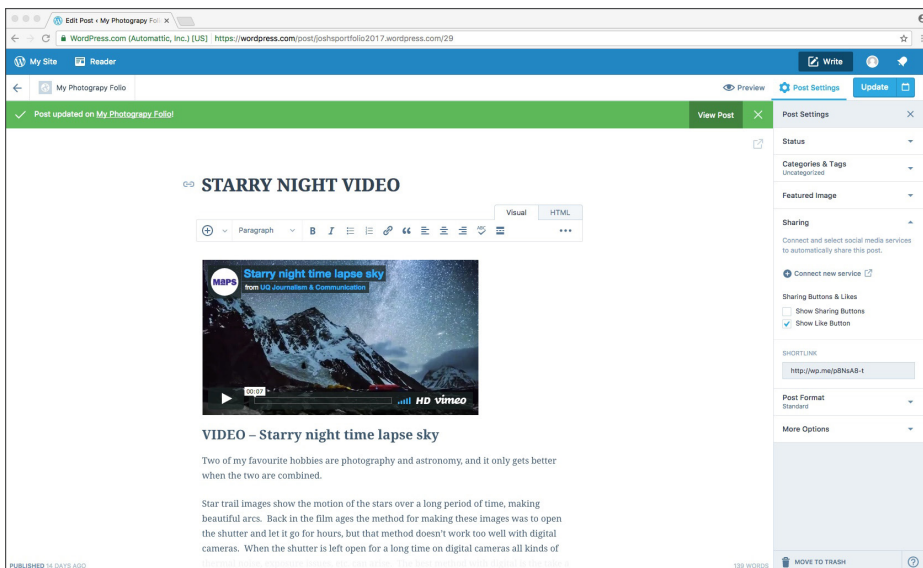


- Click the 'My Site' link to return to the dashboard

## SHARING A POST ELSEWHERE



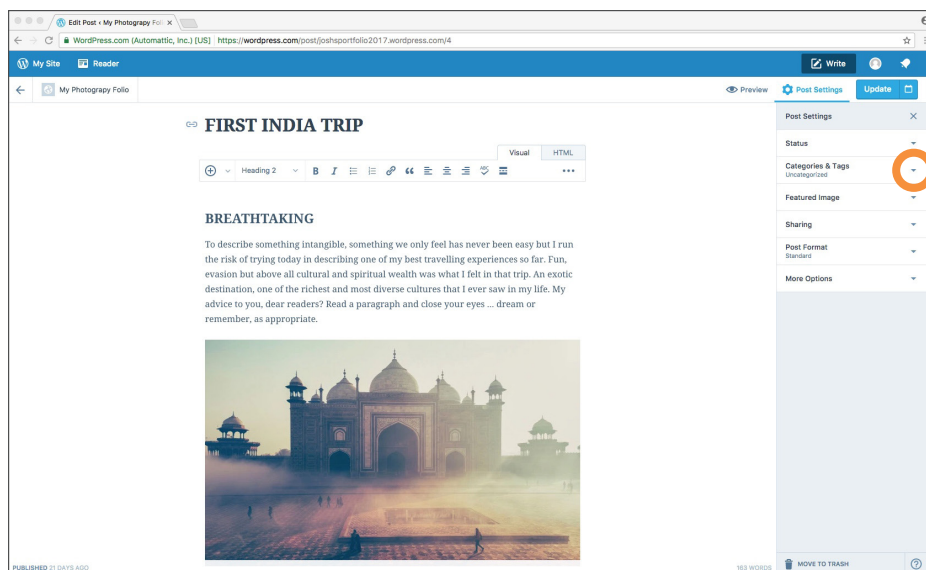
- If you want an easy shareable URL link of a blog post you've made, navigate to the editor of that post, and click the drop down arrow next to 'sharing'
- You'll notice the "SHORTLINK" text field
- Copy the text link in this field and post it on social media, or email, or on another blog post to direct viewers to this page



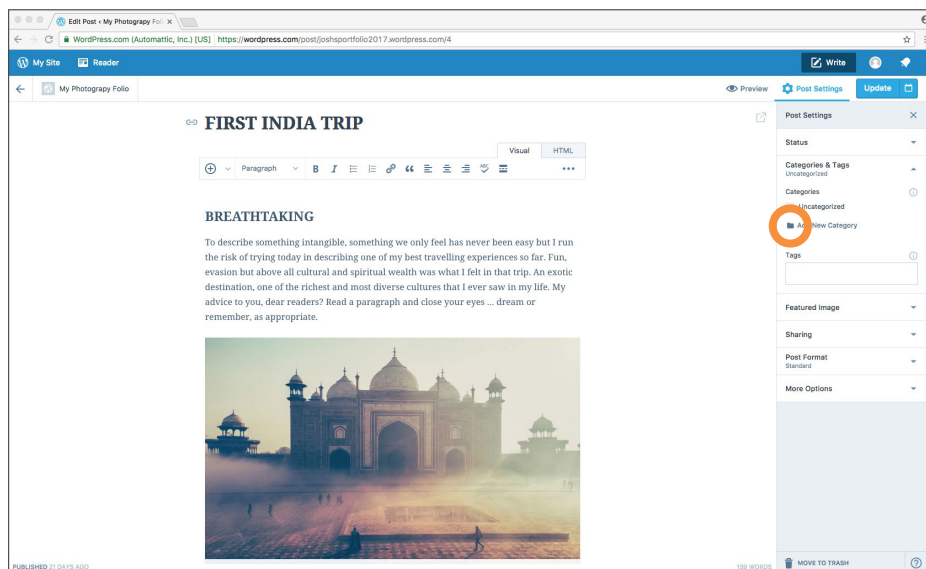
- Click the 'My Site' link to return to the dashboard

## USING CATEGORIES AND TAGS

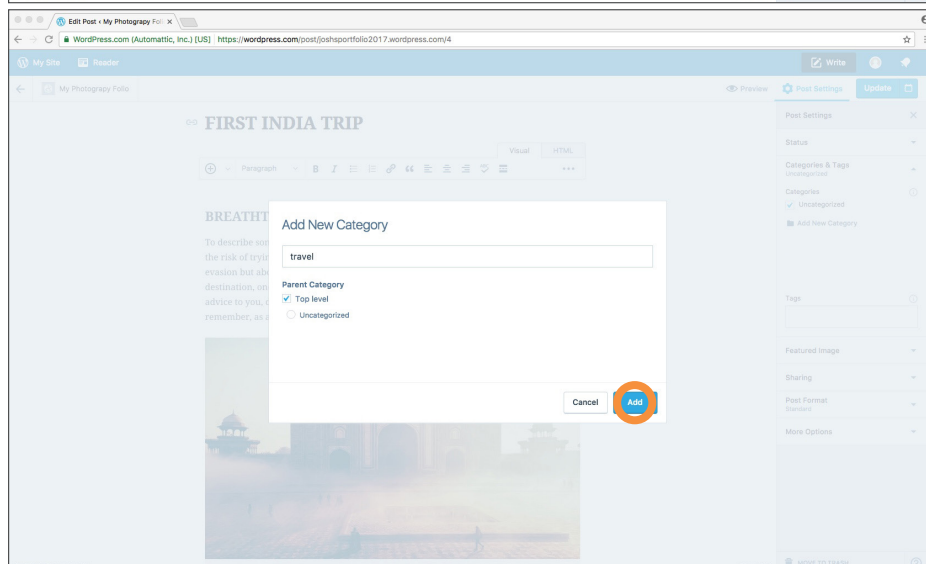
Categories and tags help you organize your web site or blog and help your users find the information they want. A blog category is a topic you address on your blog. And a tag is a more specific detail. For example on a photography blog could have a category called 'travel'. And for those same posts the tags might be 'india', 'train' or 'paris'. It's good to keep in mind what readers could potentially search for eg: "travel india".



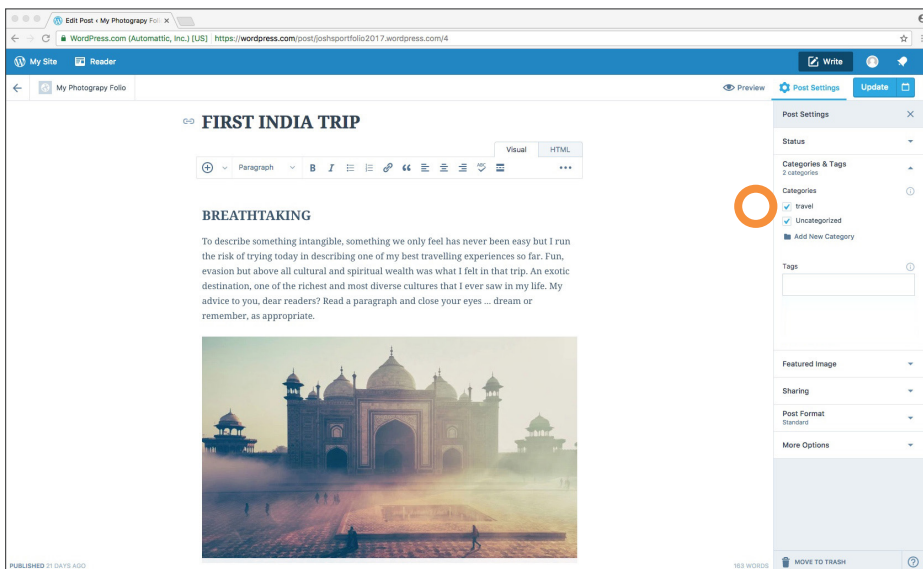
- To add a category, click on a blog post to edit it. You can see that because no category was set, it is 'uncategorized'.
- Click the drop down arrow at 'Categories and Tags'



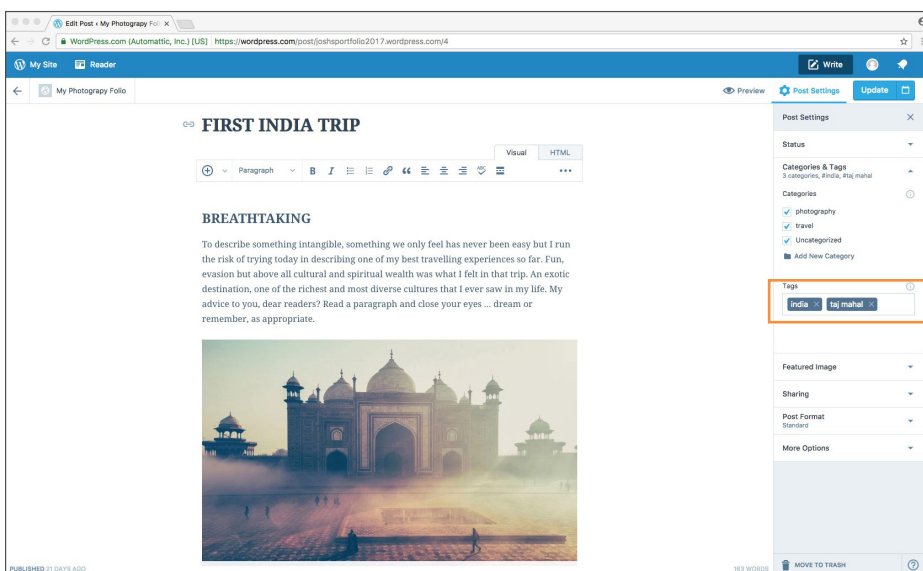
- If you have previous categories, you can type into the text field to set them to this post. Otherwise, click on 'Add New Category' to create a new category



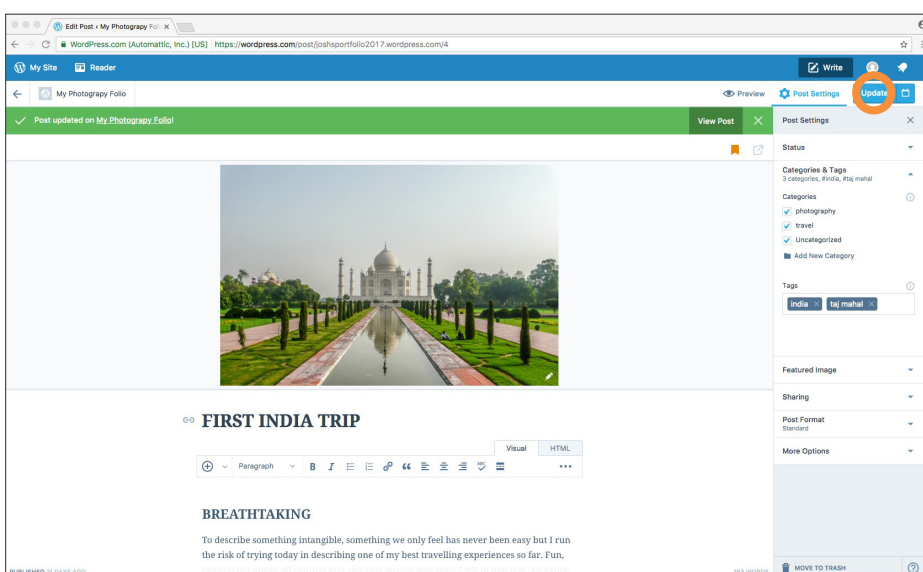
- You should see a popup window
- You can also set the heirarchy by ticking the 'Top level' box, or by clicking an existing category to add your new category under
- Type in a category name such as 'Travel'
- Click the 'Add' button



- Now you can see that the post has now been categorised with 'travel'



- You can also add multiple categories such as 'photography' etc. Now let's add a tag. Tag's are more specific than categories.
- Type in 'india' and hit the return/enter key on your keyboard.
- Then add in 'taj mahal' and hit the return/enter key on your keyboard.



- Click the 'update' button to save your changes




WordPress.com (Automatic, Inc.) [US] | <https://wordpress.com/post/joshportfolio2017.wordpress.com/4>

My Site Reader Write

My Photography Folio Preview Post Settings Update

✓ Post updated on My Photography Folio! View Post



## FIRST INDIA TRIP

Visual HTML

Paragraph B I [Formatting icons]

### BREATHTAKING

To describe something intangible, something we only feel has never been easy but I run the risk of trying today in describing one of my best travelling experiences so far. Fun,

PUBLISHED 21 DAYS AGO 163 WORDS MOVE TO TRASH

**Post Settings**

Status

Categories & Tags  
3 categories, #india, taj mahal

Categories  
☒ photography  
☒ travel  
☒ Uncategorized  
 Add New Category

Tags

Featured Image

Sharing

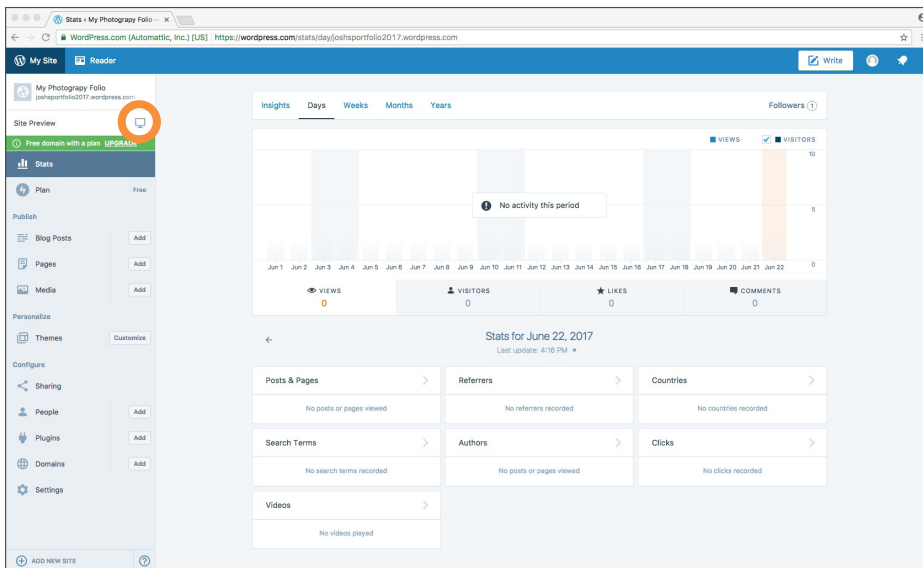
Post Format  
Standard

More Options

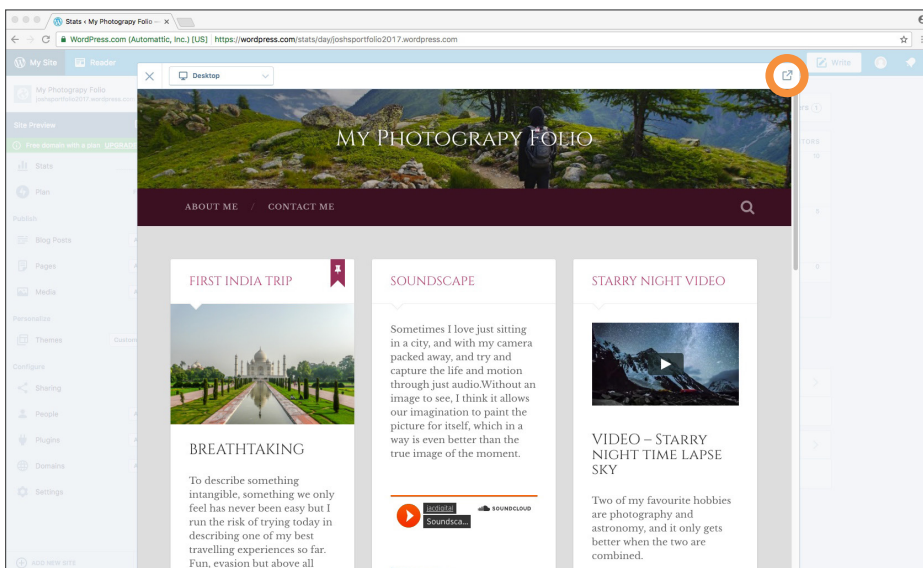
- Your post is updated



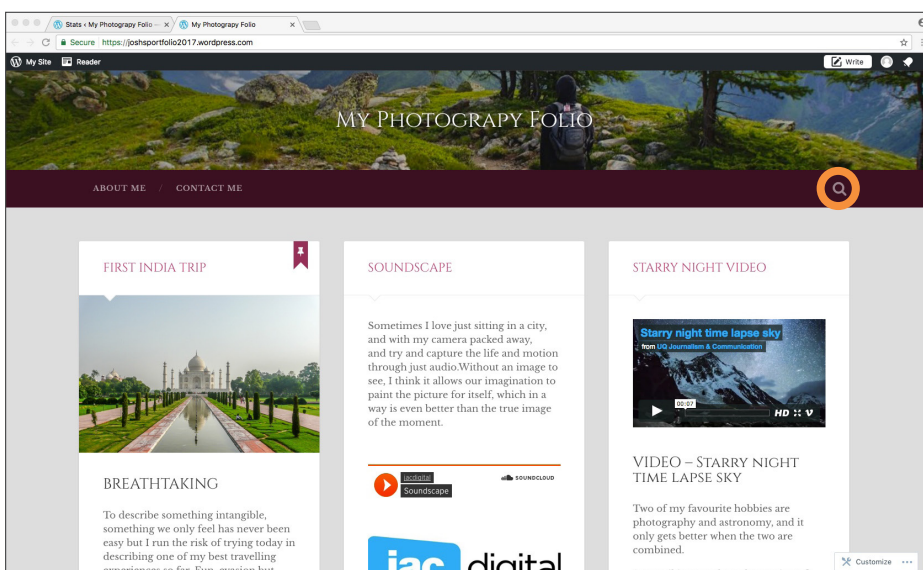
## USING CATEGORIES AND TAGS WITHIN YOUR SITE



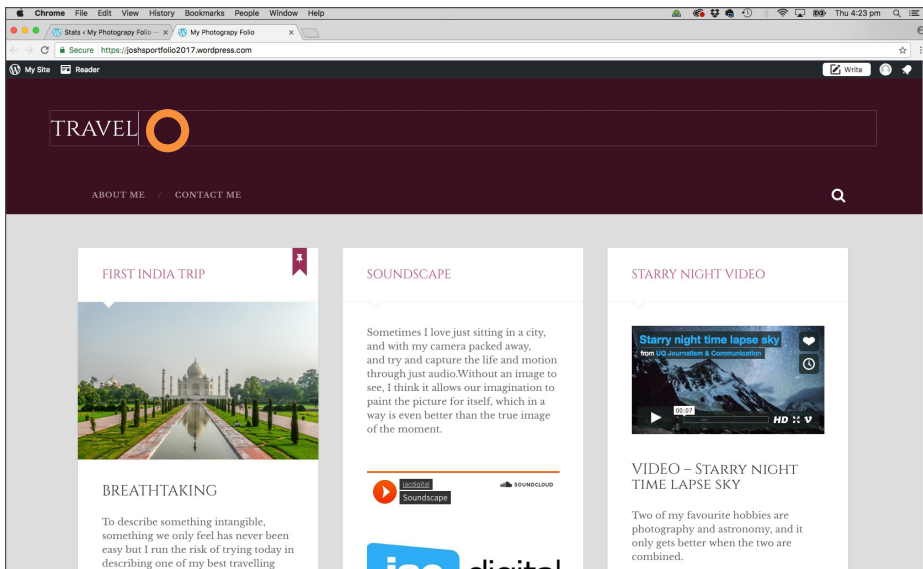
- To make use of this category and tag feature, let's make something for the user to click. First let's view the site as it is live
- Click on the 'Site Preview' link



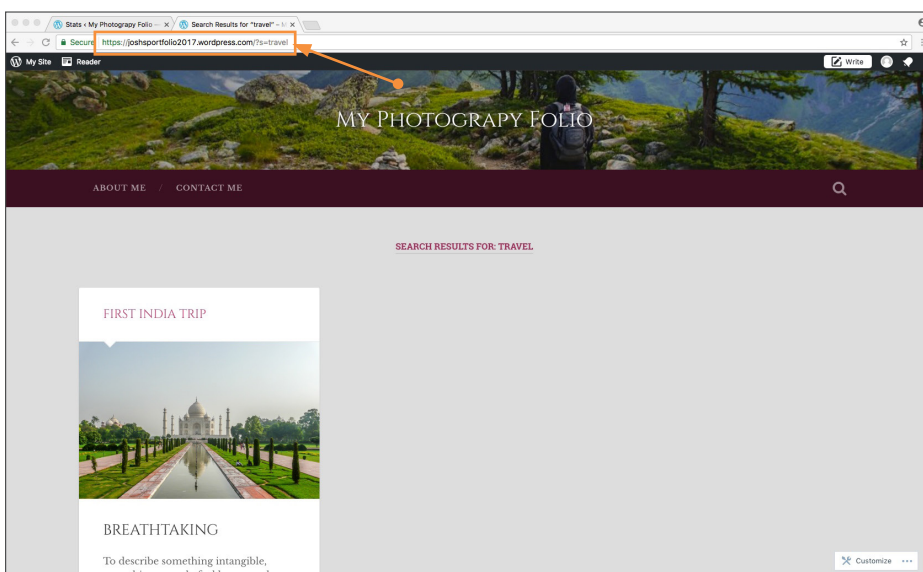
- Now to view the site live, click the 'open in new tab' icon



- Now let's do a search for a category
- Click the magnifying glass icon to bring up the search text field

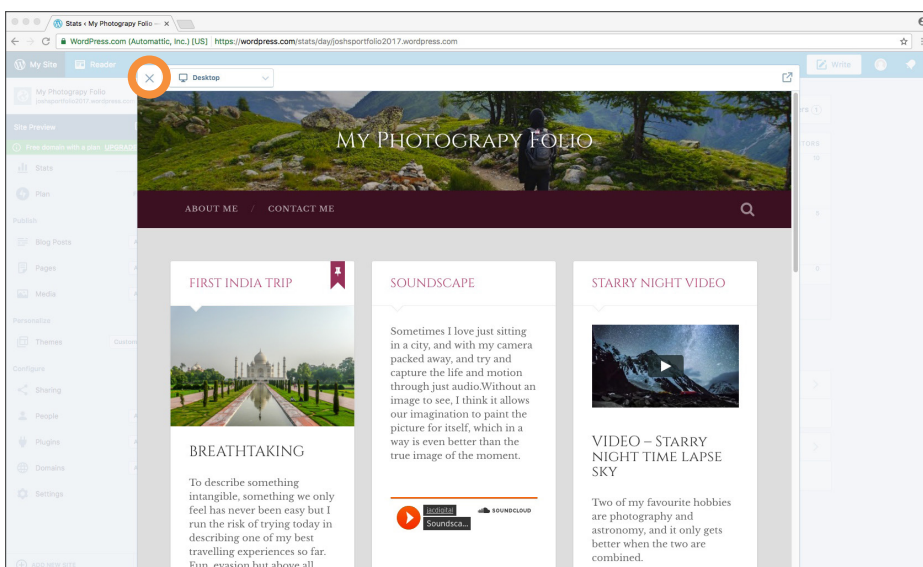


- Type in 'travel' and hit enter/return

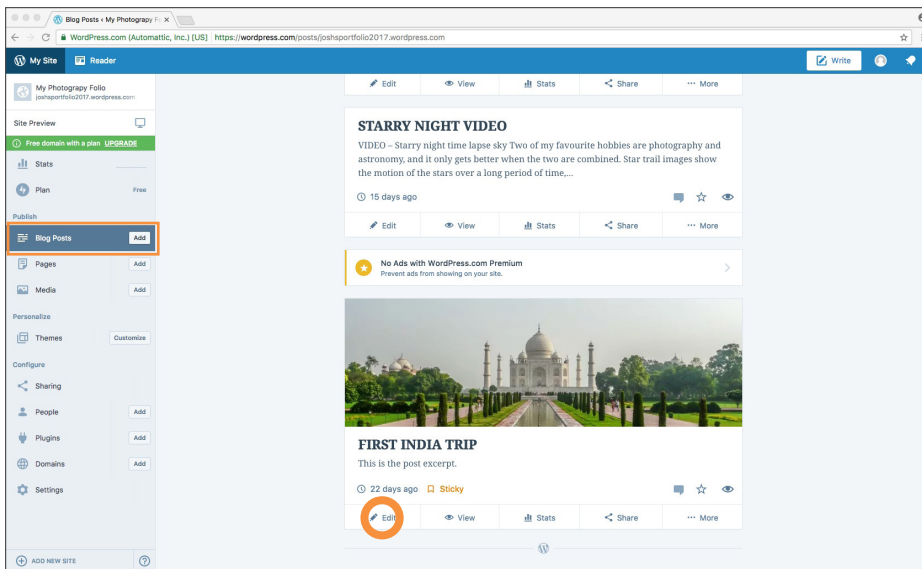


- You can see the results of the search. If we had more posts that were categorised with 'travel', then they would appear in these results. In the future if we were to make more posts with the 'travel' category attached, then they would appear here. Highlight the new URL (note that it now includes: "?s=travel") and copy the URL. This is a URL we want to keep and use in a moment

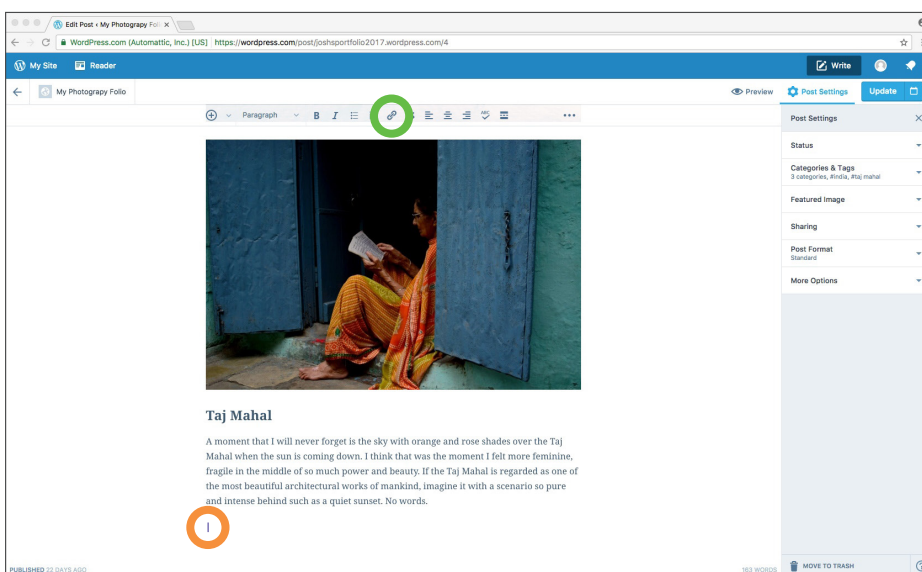
- Close this browser tab



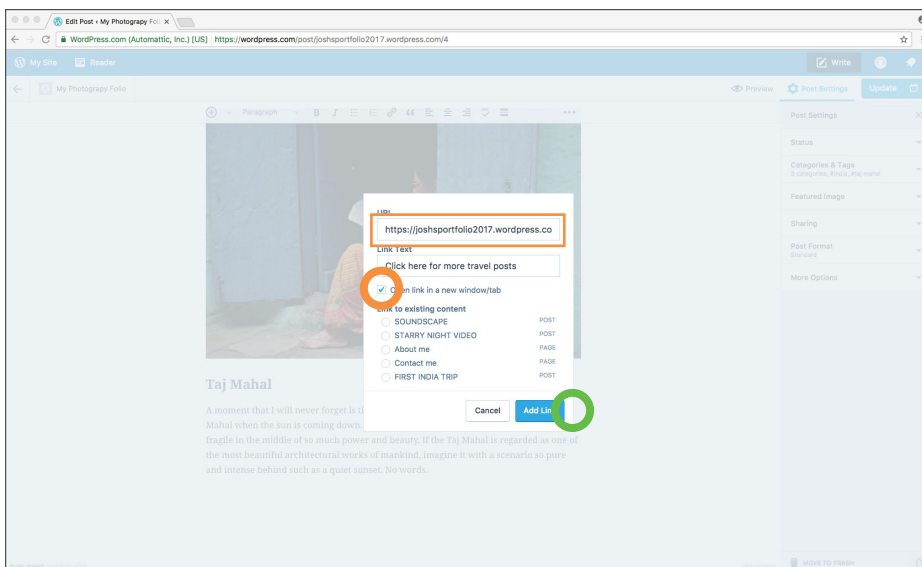
- Hit the 'X' button



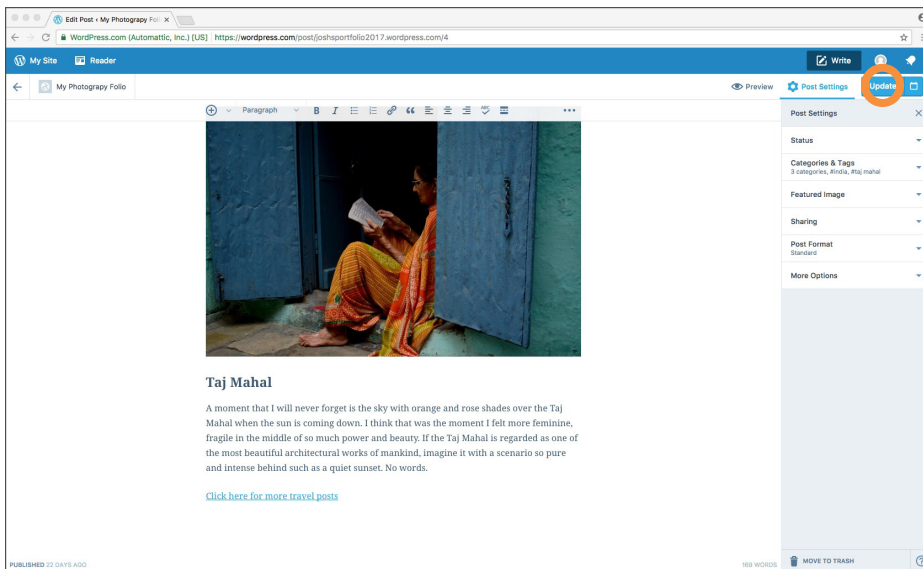
- Now click on your blog posts and choose the 'First India Trip' post to edit it



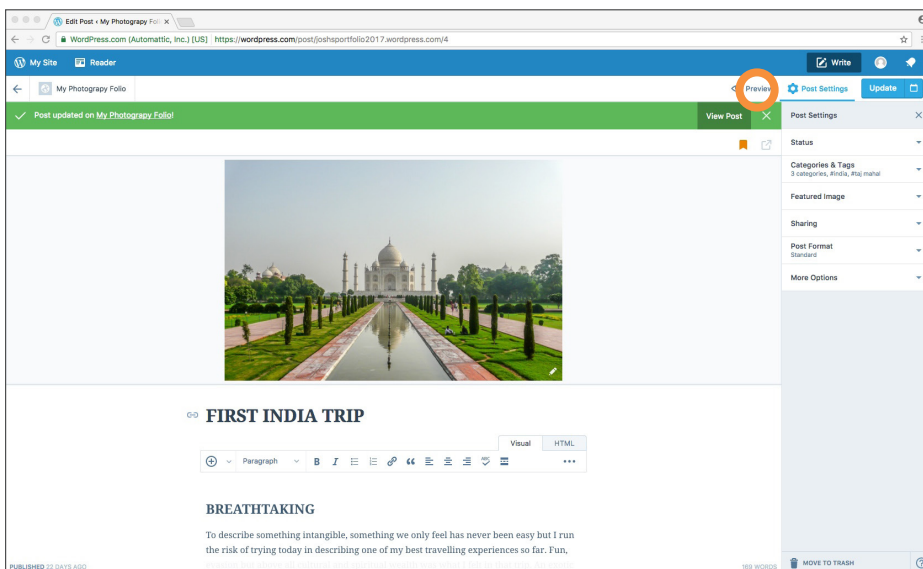
- Scroll to the bottom of the post, and place your cursor at the end of the text. Here is where we'll add in a link
- Click the link chain icon button



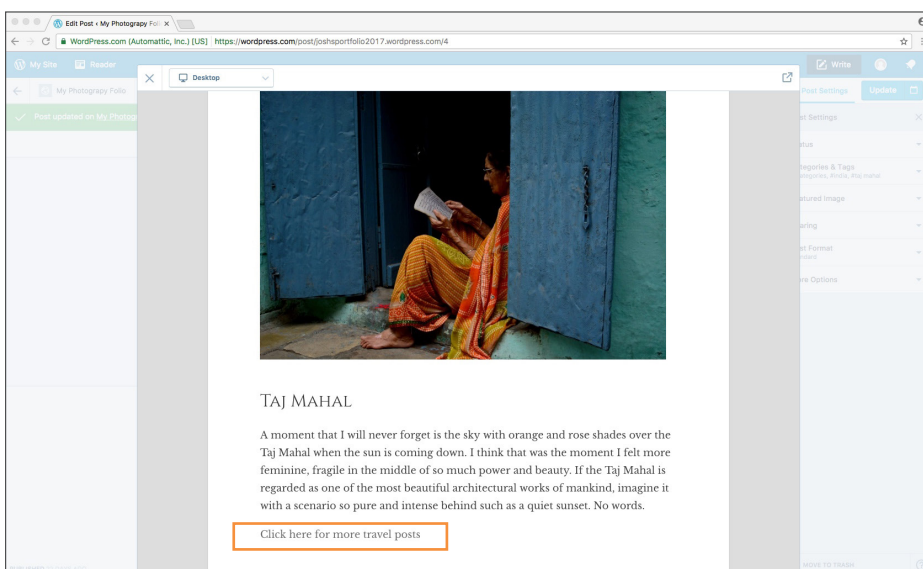
- Paste in the URL we copied before into the URL text field, then for the link text let's write "Click here for more travel posts"
- Also tick the 'Open in a new window/tab' box
- Finally click the 'Add Link' button



- You can see now that the link has been added.
- Click 'Update' to update your post.

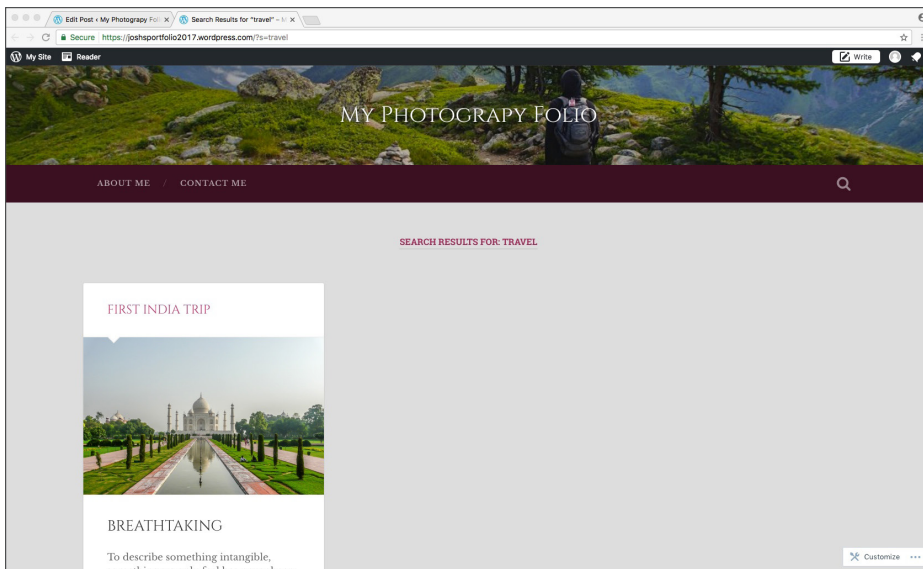


- When your update is done, click the 'preview' button



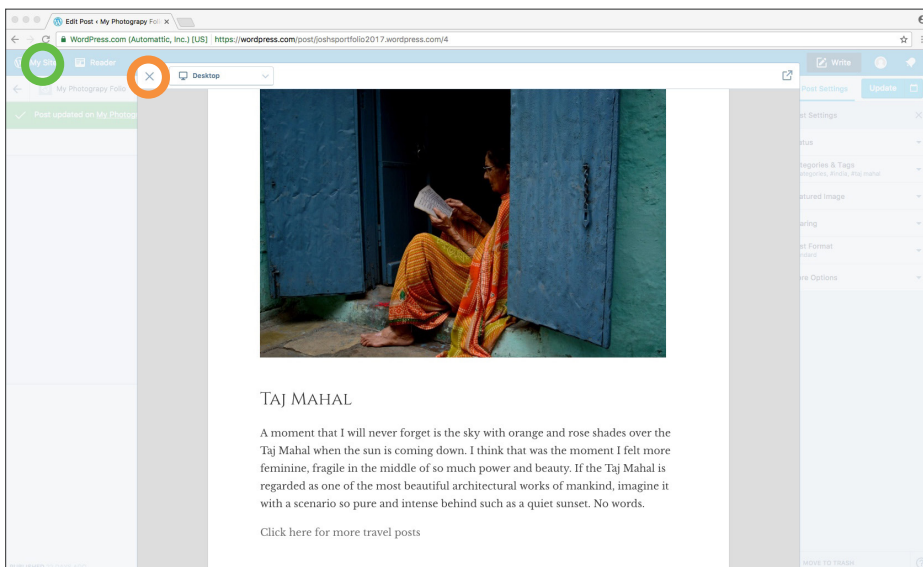
- Scroll down the post to see the link, and click the link





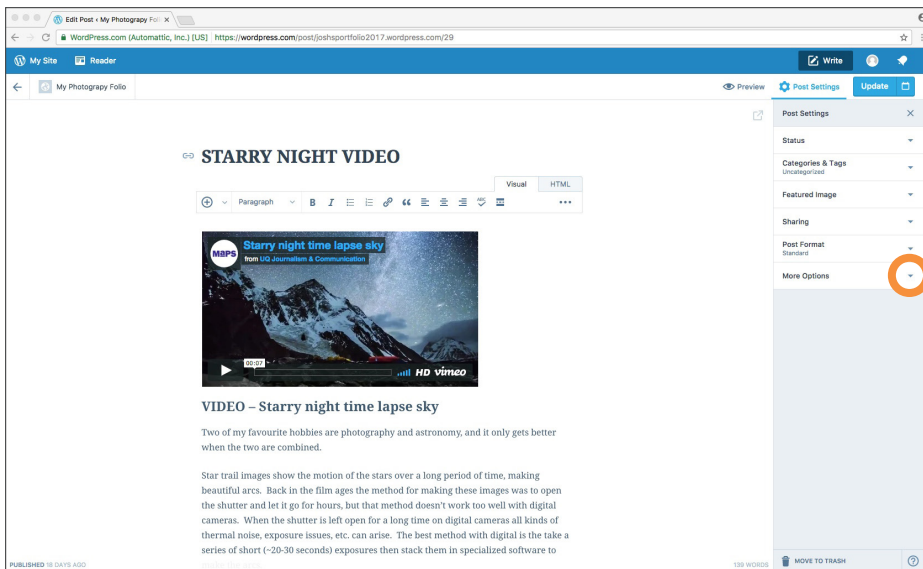
- You should have a new browser tab open, and it should show the URL that we copy and pasted with the text 'Search results for travel'

- Right now only one post is categorised as 'travel', so only one post shows in the results. But if you created more posts tagged with travel, then those posts would appear here. This is great way to link content within your blog, and to enable readers to move around more within your website. You could make search result URL links like this for other categories, tags, or even combinations of the two for example: travel + india.
- Close the tab

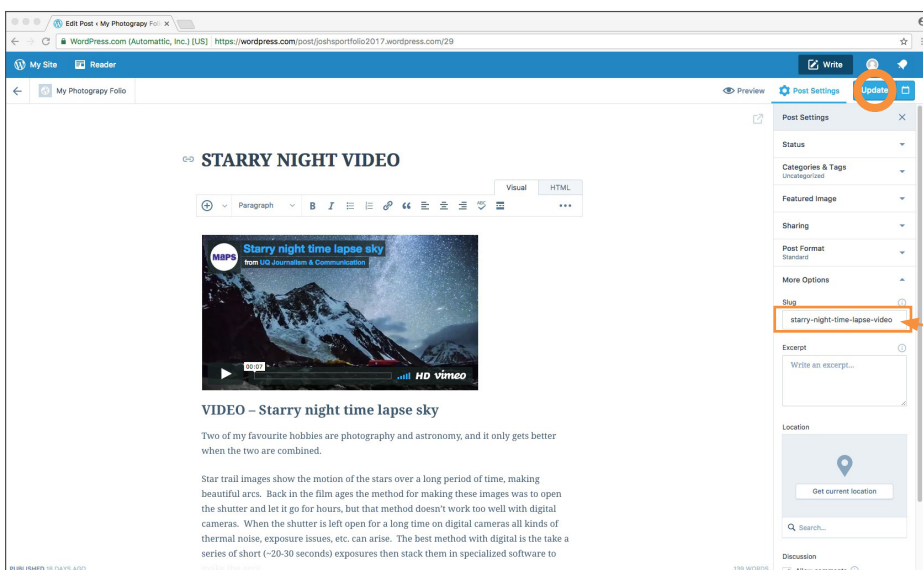


- Click the 'X' top close the preview
- Click the 'My site' button to return to the dashboard

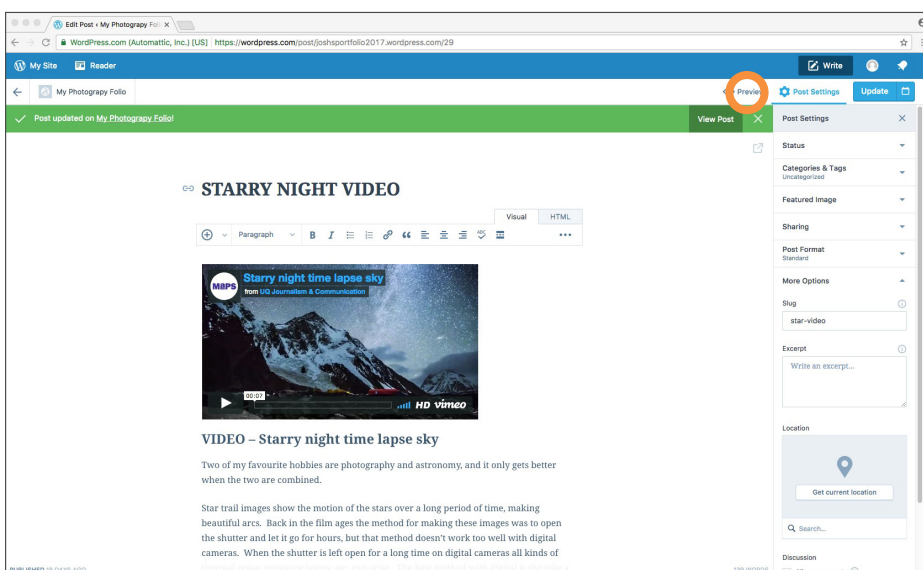




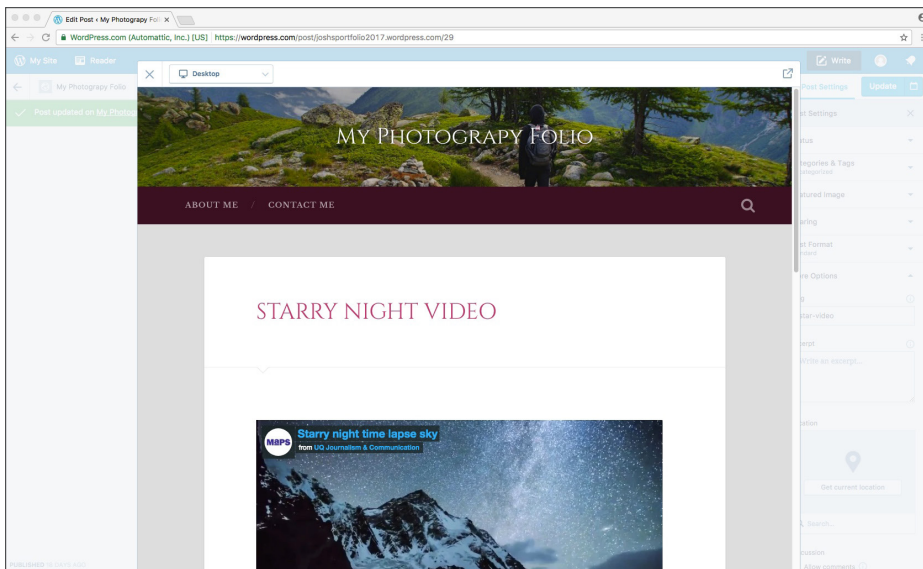
- A slug is a customisable section of a post's URL. To change this, navigate to a blog post editor
- Click the drop down arrow of 'More Options'



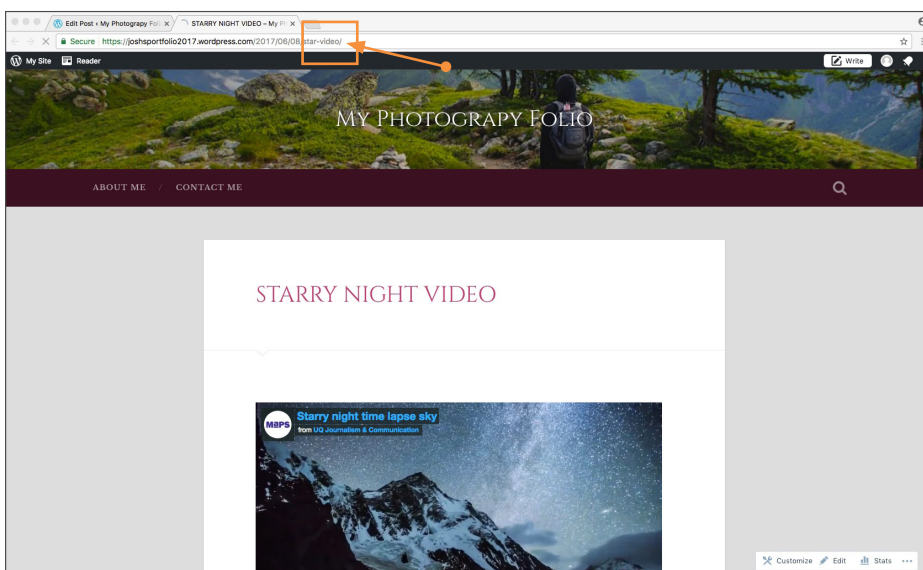
- You can see the automatic URL extension (or slug) is 'starry-night-time-lapse'. This is long, and if you wanted it to be easier to type in, share or be searchable, then you can change the slug here
- Let's change it to be 'star-video'
- Click the update button to save these changes



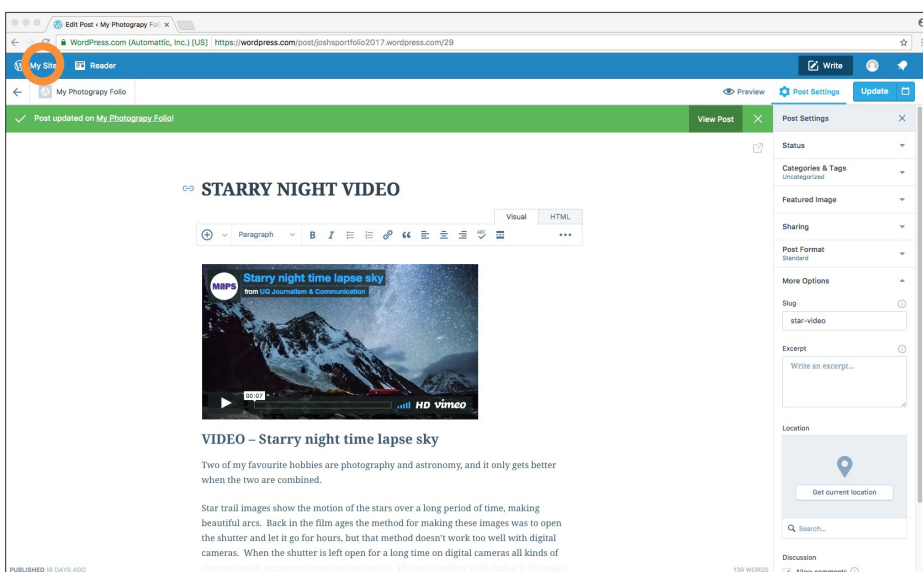
- Click the 'preview' link



- Click the 'open in new tab' button



- You can see the end section of the URL has now changed to be shorter and easier to remember
- Close the tab



- Click the 'My site' link to navigate back to the dashboard

## MORE EXPANDED TUTORIALS:

Here is more training in greater depth Lynda.com

<https://www.lynda.com/WordPress-tutorials/WordPress-com-Essential-Training/461840-2.html>

Here is how you can build a wordpress site you can host yourself:

<https://www.lynda.com/WordPress-tutorials/WordPress-Essential-Training/372542-2.html>

Here is free extra face-to-face training at the edge:

<http://www.slq.qld.gov.au/whats-on/calevents/general/learning/short-courses-from-the-edge>

Here is a resource for locating paid wordpress templates:

<https://themeforest.net/>