Putting It All Together

HOW TO BUILD YOUR WORDPRESS SITE

COLORADO STATE UNIVERSITY EXTENSION

MARCH, 2017

Get Your Content Ready

Text, pictures, links, documents

If you had an old site, pull content from it

- Upload documents into Wordpress
- Upload images into Wordpress
- Write up your body text
  - Cut and paste the text from Dreamweaver into Wordpress
  - Likely need to update it

Know your links!

- Links to outside sites
- Links to interior pages and documents
  - Use the page Permalink for the pages
  - Use the document URL for documents

Prepare Your Slider Images

This takes a little while

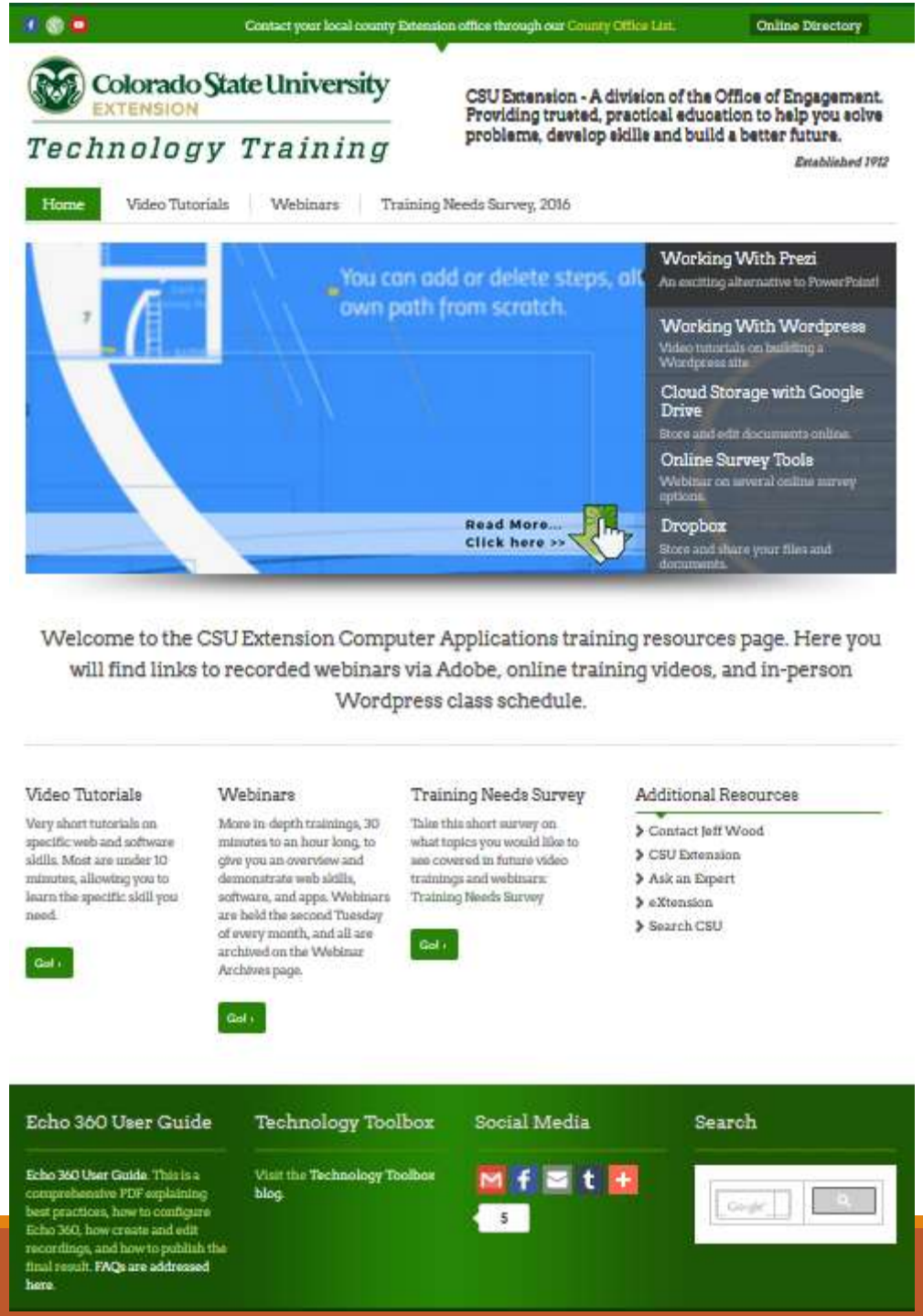
- Come up with the images, I can format them for you
- Tutorial: Creating Images for WordPress Slider in Pixlr (6:10)
  - http://training.extension.colostate.edu/video-tutorials/#word

5 photos, one for each topic you want on the slider

- Final size (after cropping) has to be a minimum of 950 x 370 px
- The right 1/3 of the pics will be covered by buttons
- You need to add a “Click here” arrow graphic

We are not building the slider today

- Tutorial: Creating the WordPress Slider (5:20)
- I will do this for you if you want!


Contact your local county Extension office through our County Office List.
Online Directory
Colorado State University
EXTENSION
Technology Training
CSU Extension - A division of the Office of Engagement. Providing trusted, practical education to help you solve problems, develop skills and build a better future.
Established 1912
Home
Video Tutorials
Webinars
Training Needs Survey, 2016
You can add or delete steps, al
own path from scratch.
Read More...
Click here >>
Working With Prezi
An exciting alternative to PowerPoint!
Working With Wordpress
Video tutorials on building a Wordpress site.
Cloud Storage with Google Drive
Store and edit documents online.
Online Survey Tools
Webinar on several online survey options.
Dropbox
Store and share your files and documents.
Welcome to the CSU Extension Computer Applications training resources page. Here you will find links to recorded webinars via Adobe, online training videos, and in-person Wordpress class schedule.
Video Tutorials
Very short tutorials on specific web and software skills. Most are under 10 minutes, allowing you to learn the specific skill you need.
Go! ›
Webinars
More in-depth trainings, 30 minutes to an hour long, to give you an overview and demonstrate web skills, software, and apps. Webinars are held the second Tuesday of every month, and all are archived on the Webinar Archives page.
Go! ›
Training Needs Survey
Take this short survey on what topics you would like to see covered in future video trainings and webinars: Training Needs Survey
Go! ›
Additional Resources
Contact Jeff Wood
CSU Extension
Ask an Expert
eXtension
Search CSU
Echo 360 User Guide
Echo 360 User Guide. This is a comprehensive PDF explaining best practices, how to configure Echo 360, how create and edit recordings, and how to publish the final result. FAQs are addressed here.
Technology Toolbox
Visit the Technology Toolbox blog.
Social Media
5
Search

Social media icons

Infobar

Top Right Contact Details

Main menu

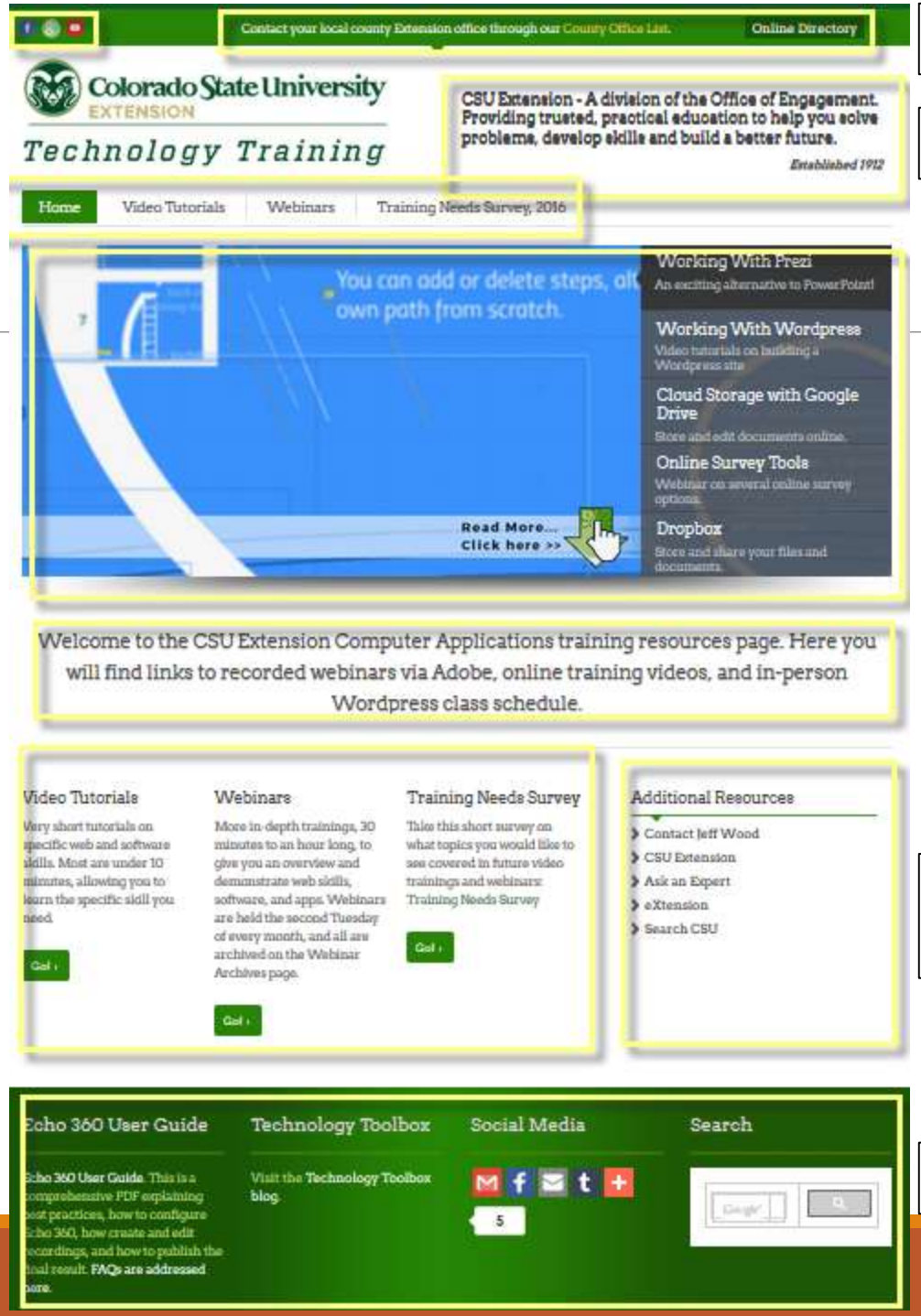
Slider

Feature page heading

First, Second, Third Features

Home Page Right Feature Widgets area

Widgets



The Home Page

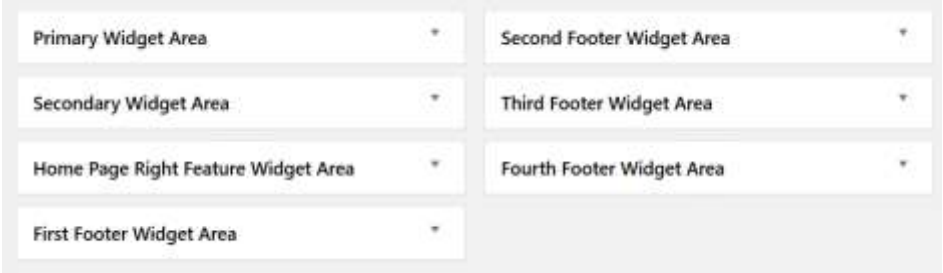
Most of the content is under Appearance>Theme Options

- Much of it is pre-populated

The Main Menu is in Appearance>Menus

- Prepopulated with

The bottom row of widgets is at Appearance>Widgets

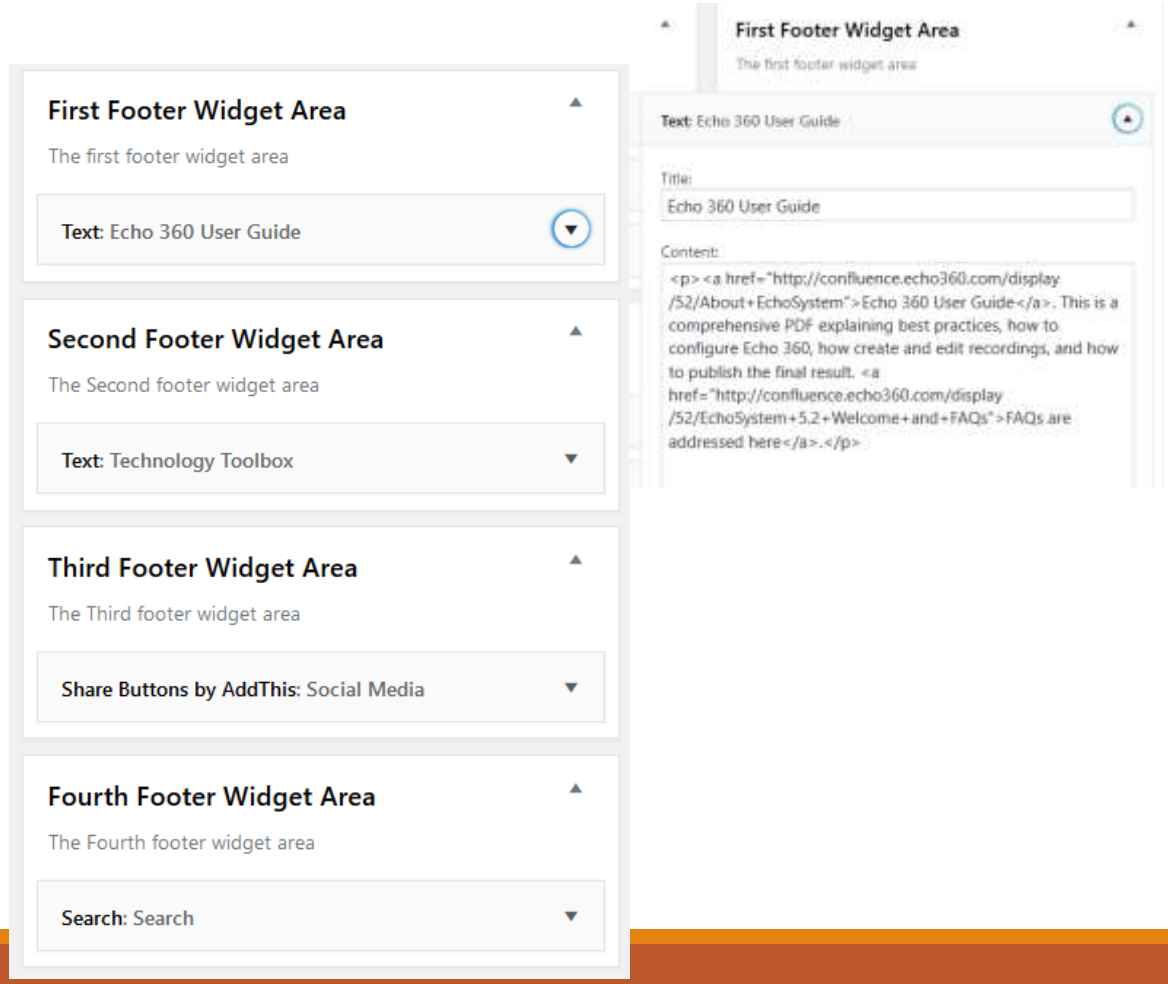


First, Second, Third, Fourth Widget areas

Drag in Widgets

- Text, Archives, Categories, Tag cloud, Custom menus, Search box, Add this (social media),

Text widgets take most HTML



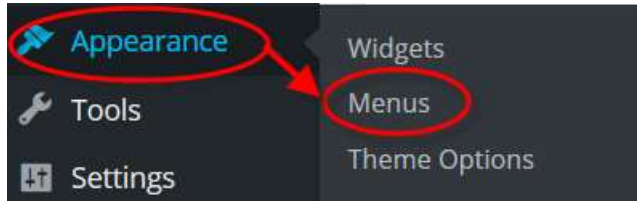
The home page menu

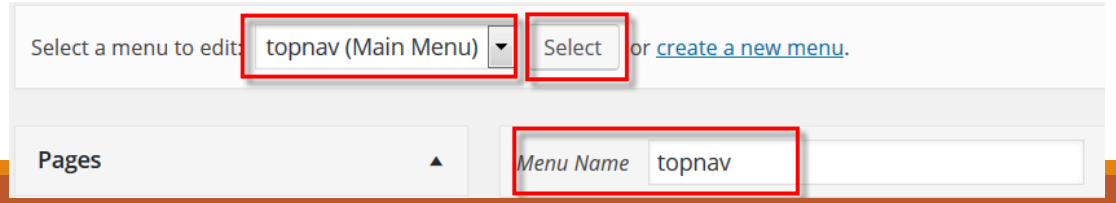
Front and center on your nome page

- Let them know the structure of your site from the menu
- Clear, consistent navigation tools are crucial

Appearance>Menu

IMPORTANT: Select the correct menu first, then click **Select**





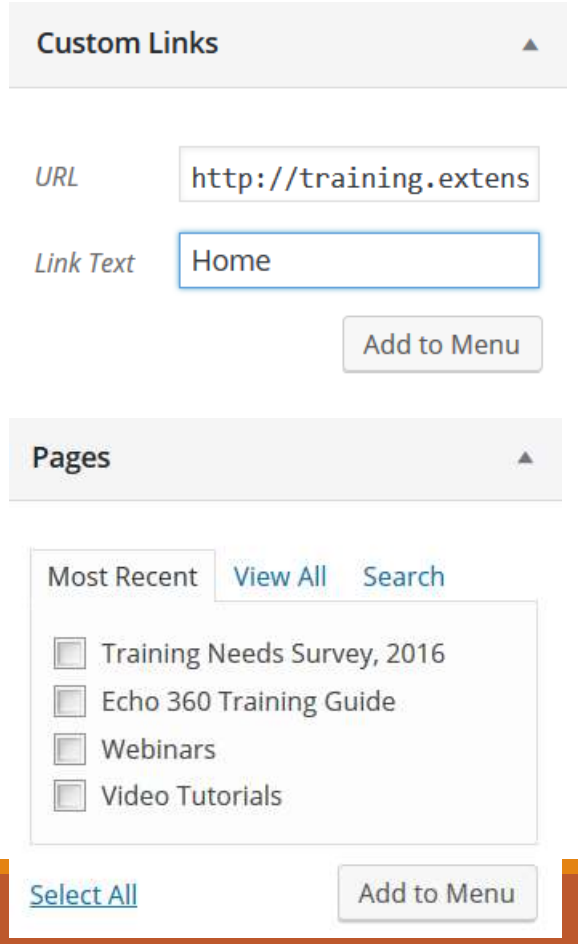
Home page menu items

Appearance>Menus

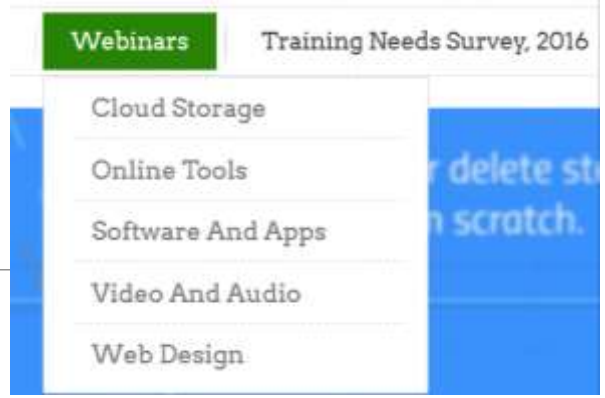
- Go to the Pages dropdown
- Select pages you want, Click Add to Menu
- They will show up on right
- Drag and drop to arrange in order

Exterior links use “Custom link”

- Put in name of link
- Put in URL of link

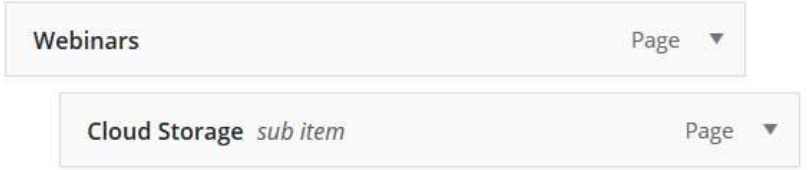


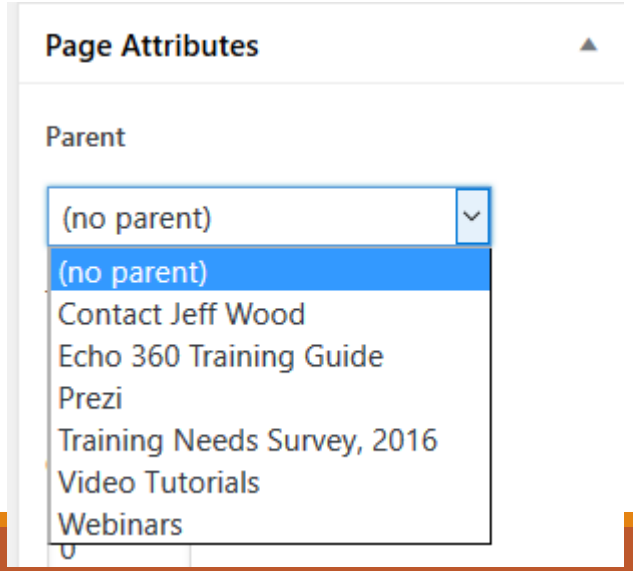
Sub items



Two steps:

- Drag under and just to the right of the Main menu item
- Go to sub-page and change the Parent page





Creating Pages

Pages>Add New

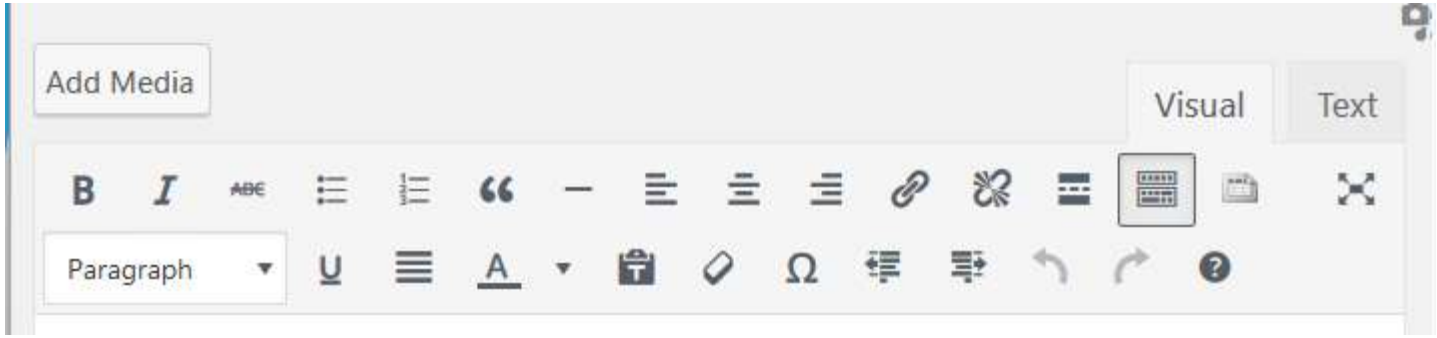
Standard word processing tools

Add Media takes you to Media Library

Visual/Text tabs

Visual is just text

Text takes most HTML



Primary, Secondary Widget Areas

Right side Menu items on all pages in your site

- Appearance>Widgets
- Drag widgets (on left) into Widget areas
- Drag Menu widget, title and choose menu

If you want a specific page, or a specific set of pages to have their own menu:

- Go to Widget Aeas>Add New
- Name it something descriptive
- Assign it to the pages you want
- Go to Appearance>Widgets
- Drag menu widget into new widget area