

Build and Publish a Website - Introduction (cheat sheet)

These notes are in no way meant to replace the longer course notes.

They are quick reminders of the items that are covered in class, and are recommendations as to setting you may choose to use when setting up your own sites.

These are basic reminders, not instructions

1 Settings

General Settings – you can change the **Tagline**

Reading – You can change the home page, but this may be overruled by the Theme

Discussion – Third from the top, under **Default article settings** *Uncheck* **Allow people to post comments on new articles** to prevent comments

Media – set Image size

Permalinks – for **Common Settings** ensure **Post name** is selected

2 Pages

Posts are different to Pages. Posts are used for blog/Journal entries, not pages.

All Pages - **Quick Edit** gives you access to the Allow Comments checkbox. All other options are also on Edit.

Add Media – Always check the **Media Library** before adding new images.

Publish – Published: Viewable by everyone,

 Pending Review: Awaiting a user with the publish_posts capability (typically a user assigned the Editor role) to publish,

 Draft: Incomplete post viewable by anyone with proper user level

Visibility - Public: The default, viewable to all.

 Password Protected: Clicking this radio button followed by "OK" causes a further text box to appear, into which you can enter a password.

 Private: This option hides the content from the public completely.

Page Attributes You can control the way pages display on a default menu here, or create a Menu.

3 Images

Insert Media – individual images, can be completely controlled

Create Gallery – a set of grouped images

ATTACHMENT DETAILS – Alt Text: very important for full accessibility.

ATTACHMENT DISPLAY SETTINGS – Alignment: Left or Right will wrap text around an image, None and Centre do not.

Link To: Media File: opens a large version of the same image

NB: you upload documents, video and audio files as well as Images into the Media Library

4 Appearance

Themes – we are now using Opportune in class as the installed Theme.

Customise – options will vary depending on the theme. Consider Widgets, ability to control home page, Menu locations, social media icons, etc

Menus – Manage Locations is an easy to read option for positioning created Menus