

Steps to Change Your Site's Theme:

1. Go to Dashboard
2. Appearance
3. Themes
4. Preview various themes
5. Activate new theme

Steps to Create a Post(ing):

1. Go to Dashboard
2. Click on Posts
3. Click on Add New
4. Enter a Post Title
5. Click in the Content/Message Area (start typing)
6. Preview Post (without publishing it)
7. Publish Post or Save Draft (for future editing)

Steps to Create a Category:

1. Go to Dashboard
2. Click on Posts
3. Click on Categories
4. Type a New Category Name (unique from other category names, if any)
5. Click on "Add New Category"

How to Add a Link to a Page/Post:

1. Go to the Page/Post Editing Window
2. Select Your Link Text
3. Click on the "Insert/edit" Link (chain link icon)
4. Type or Paste a Valid URL in the URL Window
5. Type an URL Title
6. Check the "Open link in a new window/tab" if Desired
7. Click on "Add Link"

How to Add an Image to a Page/Post:

1. Go to the Page/Post Editing Window
2. Click in the Area Where You Want Your Image to Appear
3. Click on the "Add Media" Button
4. The "Insert Media" Window Will Appear
5. Click on an Existing Image in the "Media Library" or
6. Click on "Upload Files"
7. Drag Image File(s) and Drop or Click on "Select Files" and Select File(s) and Open
8. Select Image File(s)
9. Select the Size of Image to Use
10. Click on "Insert into post"
11. Click on the Pencil Icon for Image Editing Functions (move left/right, change size, add a border), Make Changes and Update then Update Page/Post, or
12. Click on the X Icon to Delete the Image
13. Update the Page/Post

How to Embed a YouTube Video into a Page/Post:

1. Open a Browser Window and Go to the YouTube Video
2. Copy the YouTube Video URL
3. Open Another Browser Window
4. Go to the Page/Post Editing Window in WordPress
5. Click in the Area Where You Want Your Video to Appear and Paste the Copied URL
6. Update Your Page/Post

WORDPRESS QUICK START

Steps to Login and Begin Editing Your Site:



1. Go to the FSU Faculty Sites (<http://fsufaculty.unctfsu.edu/>)
2. Scroll to the Bottom of the Page
3. Click on "Log in" and wait
4. Enter Your FSU Network Account User Name and Password and Click on "Log in"
5. Click on "My Sites" in Upper-Left Corner of the Screen
6. Click on Your Faculty Site Name
7. You Will Be Taken to Your Site Dashboard

The site "Dashboard" is where you access the various WordPress functions.

Username

Password

Remember Me

The content editing menu is the same for pages and postings.

You can click on the "Add Media" button to upload various file types (e.g. docx, jpg, mp3, pdf, png) to the Media Library and then insert them into your page/post.

A screenshot of the WordPress content editing toolbar. It includes buttons for 'Add Media' and 'Add Poll', followed by text formatting options like bold (B), italic (I), underline (U), and text color (A). There are also icons for bulleted and numbered lists, link insertion, unlink, undo, redo, and a help icon. Below the toolbar, the text 'Create a link [here](#).' is visible.

Visual Text

The "Visual" and "Text" tabs in the upper-right corner of the editing menu allow you to switch between content views. Text view shows the text and coding which make your page/post look the way it does.