# WordPress Setup for 4J School Sites

Notes

You will need an SFTP program to upload the WordPress files to the web server. These instructions use a free application called Cyberduck <http://cyberduck.ch> but any will do, such as Fetch.

Upload WordPress Files

1. Begin by visiting http://wordpress.org and downloading the current version.

2. Locate the downloaded file (wordpress-##.zip) in your Downloads folder or Desktop, and double-click to unzip it. It will create a folder titled "wordpress".

3. Open **Cyberduck** (or your preferred FTP client) and click the **Open Connection** button. Enter the following information:

   • Select **SFTP** in the pop-up menu
   • **Server:** schools.4j.lane.edu
   • **Username:** Your 4J account (without @4j.lane.edu)
   • **Password:** Your standard 4J password
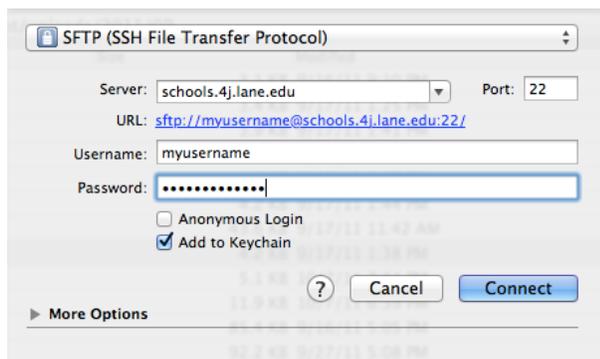
4. Click the **Connect** button. You will be taken to your home folder.

5. Now we need to navigate to the directory that contains your school's website. Click on the popup menu that shows the current path, near the top of the window. It will show something similar to **/www/home01/staff/yourname**

6. From this menu, select **/www**

7. Double-click on **schools**, then **docs**.

8. Locate the name of your school. (Or, if Network Services has created a "dev" site for you to get started, select that folder instead.)

9. Bookmark this location for easy access in the future: Go to the **Bookmark** menu, then **New Bookmark**. Change its title if you wish, then close the bookmark window.

10. Next we need to upload the WordPress files. Determine which of these choices fits your needs:

    a. If you will be completely replacing an existing site today, move all the existing files into a safe place. This could be a separate directory called "oldsite". Or download them to your computer.

    b. If you want to put WordPress in a sub-folder of your existing site, simple create a new folder now and title it **wordpress**

    c. If you are setting up a totally new "dev" site at a different URL from your usual school site, you have no previous files to save. You can simply upload without doing anything else.

11. Highlight the entire *contents* of the **wordpress** folder you unzipped earlier. Using Cyberduck, drag it into the folder you chose in step 10. It may take a couple minutes for all the files to upload.

12. Open the **wp-content** folder. Inside, create a new sub-folder called **uploads**. (**File**, then **New Folder**.)

13. Highlight the **uploads** folder, then go to the **File** menu and select **Info**. In the **Permissions** section, check the **Write** box for all users.

Initial WordPress Setup

1. Go to the address where your WordPress site will appear. This will vary depending on how you set it up:

   • http://yourschool.4j.lane.edu
   • http://devyourschool.4j.lane.edu
   • http://yourschool.4j.lane.edu/wordpress

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2. The WordPress setup page will appear. On the first page, click **Create a Configuration File**.

3. On the second page, click **Let's go!**

4. WordPress will ask you for some information about the MySQL database. In most cases, the **Database Name** and **User Name** will both be your school's name all as one word, with no caps. For example howard or springcreek or ata. Contact Scott Ehret for to obtain your password. Do not change the **Database Host** or **Table Prefix**.

5. Click **Submit** once you have entered your database information.

6. You will probably be taken to a page indicating that WordPress was not able to save your configuration file. This is fine. Just highlight all of the text it gives you and **Copy** it (just select what is in the text field as shown below, not the entire web page.)
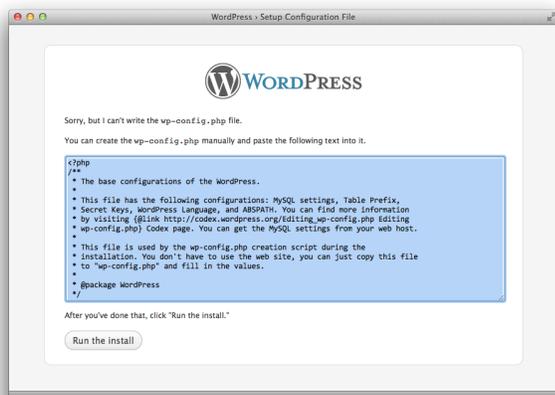
7. Go back to **Cyberduck** and navigate to the folder where your WordPress site is stored.

8. Go to the **File** menu, then **New File…**

9. Type **wp-config.php** as the name of the file, and click the **Edit** button.

10. In this new file, paste the configuration info from WordPress and save the document.

11. In your web browser, click **Run the Install**.

12. You will now be asked to give the site a name. This can be free-form including capitals and spaces. You should probably just type the name of your school here.

13. Create a username and password for the site administrator, and enter your email address.

14. Click the **Install WordPress** button.

15. Take note of your name and password for future reference, then click the **Log In** button.

Other Suggested Settings

These changes are not mandatory but they are a good idea to change for most school sites.

- **Disable comments**
  1. Log in at the WordPress admin
  2. Go to **Settings** in the sidebar
  3. Click on **Discussion**
  4. **Uncheck** the box labeled **Allow people to post comments on new articles**
  5. Scroll down and click **Save Changes**

- **Set a static page as your homepage**
  1. Click on **Pages** in the sidebar
  2. Click **Add New**
  3. Give your page a title, such as **Home**, then click the **Publish** button
  4. Add another page and give it a name such as **News** or **Announcements**, then **Publish** it
  5. Click on **Settings** in the sidebar
  6. Click on **Reading**
  7. Next to **Front page displays**, select **a static page**
  8. For the **Front page** selection, choose **Home**
  9. For the **Posts page**, choose your **news** or **announcements** page
  10. Click **Save Changes**