



WordPress Basics for Staff Sites

The 4J WordPress site is at <http://blogs.4j.lane.edu>

Basic Site Setup

1. In the left sidebar, click on **Settings**, then **General**.
2. Change the Site Title if desired. This is the title that appears at the top of every page and blog entry. For example a teacher might use their name as the title.
3. Change the tagline. The default is “Just another WordPress blog” but you can replace it with something that describes what your site is about. For example “8th grade science at ATA”.

Creating New Posts

1. Go to **Posts** in the sidebar, then **Add New**.
2. Type the title of your post.
3. Type or paste the content of your new post.
4. If you do not want your post to appear until a later date, look in the right sidebar and find the section called **Publish**. Next to the words **Publish Immediately**, click the **Edit** button and set the future date that you want it to be published, then click **OK**.
5. Click the **Publish** button.

Creating New Pages

1. Go to **Pages** in the sidebar, then **Add New**.
2. Type the title of your new page.
3. Type or paste the content of your page.
4. If you want this page to be a sub-section of another page on your site, click then menu beneath **Parent** in the right sidebar. Select the page beneath which you want it to appear.
5. Click the **Publish** button.

Editing Pages or Posts

1. Go to the **Pages** or **Posts** section of your left sidebar.
2. Click on **All Pages** or **All Posts**.

3. Move your mouse over the page or post you want to modify.
4. Click the **Edit** link beneath the page or post title.
5. Make whatever changes you need.
6. Click the **Update** button in the right sidebar.

Changing Themes

1. Change the theme by going to **Appearance** in the sidebar, then **Themes**.
2. Browse or search the theme list to find one you like.
3. Click the **Activate** link beneath a theme to apply it to your site.

Other Suggested Settings

- **Disable comments (to avoid spam)**
 1. Log into your WordPress blog
 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 instead of a list of blog posts**
 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**