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Depending on your business, it should be your decision to choose the perfect CMS. But there is nothing easier than building a website using WordPress. Here you learn how to create a website using WordPress with super easy and hassle-free way. In the present era, it is vital to have a website either you have a large business or a small organization. No matter whether you are running your business online or offline, a website is required to give your business a go. Keeping this in mind, every business owner needs a website. When it comes to building a business website or a personal blog, it may sound terrifying if you are not tech savvy. The only thing you need is a proper guideline for building a website. Today, I am going to provide a step by step guide to create a website using WordPress and bring your business online. Once you are done with this tutorial, you will have your website up and running. Content Management System CMS refers to a mechanism or a platform of sorts which allows you to create your content and publish in on a website. For example, it is possible to create a number of administrative users in WordPress where each one has various privileges. CMS consists of 2 components. CMA refers to the graphical user interface which allows a user to create, remove, or modify a content. Content Delivery Application actually responsible for the back-end procedures that manage and deliver the content when it is in CMA. After finishing the installation process of your hosting, you can install the software with a single click. Once the software is installed, it will allow you to add text, photo and other content on your website. A CMS allows you to install the perfect theme that suits your business. With the template, you can improvise the appearance of your site, add plugins and functions. All of them are open-source and free. All the platforms have developed their systems using PHP. They offer to create a gorgeous looking website using plenty of customizing options. The process was too complex and required a lot of time to create a website. Also, it was not possible to give it a professional touch without the help of professionals. Therefore, most business owners still think creating a website requires a lot of programming and design skills. Moreover, they become frightened thinking that they would have to invest a thousand dollars in the expert. But this thinking is no longer true. Using the right CMS, you can simply create your own website without having extensive knowledge of programming. Their innovative technologies and user-friendly features have made them the most popular CMS. WordPress is very easy to install. Most hosting providers out there offer a one-click installation of WordPress. It has a large network of both professional developers and the beginners. You can easily join the strong community where you will get help with all your website issues. WordPress has the biggest repository for Free and Premium Themes , Templates, and Plugins which you can use to leverage your site. Regarding the support service, WordPress offers endless support. WordPress is ideal for them who are not tech savvy. The features are simply straightforward and intuitive to use. Installing WordPress and configure the system is super easy and the tools you will need further are smooth to manage. There is no shortage of features to create a website using WordPress. A domain name is something that can highlight your business to the visitors. So, you have to choose a domain name in such a way so a visitor can easily understand your business at a glance. A domain name can be your name. Getting the perfect domain name is crucial. When you are about buying a new domain, consider a few things. Always try to choose a shorter name for your website. The shorter your domain name is, the easier it is to remember and type as well. Next, pick up a name that presents your business clearly. If you have a specific niche, then identify the right keywords and try to get a closer domain name according to your niche. This will help your website get better search engine ranking. Now, there are plenty of domains out there such as. You must be overwhelming to go with the right one. What am I suggesting? Always try to go with the. Because when most people think of a domain name, the first thing that comes into their mind is a. It is the most popular extension. However, if the desired name is not available with. A hosting provider is something which offers you put your website in their place. With the powerful servers, the hosting provider will host your website, let people know and allow them

to access your site. The better your hosting provider is, the better service you will get. To be specific, the performance and functionality of a website largely depend on web hosting provider. As a business owner, you will never expect your website goes down for a while. For a better customer interaction, your website should always up and running. Keeping this in mind, you need to select a hosting provider that ensures maximum uptime, excellent customer support, and superb performance. There are several web hosting providers out there which offers different types of hosting plans. Most of them come with: I always recommend shared hosting plan as it is inexpensive and suitable for business startups. Shared web hosting offers plenty of room to grow at an affordable price. As long as your business size is small, stick with the Shared hosting plan. I will suggest upgrading to a better plan when your website starts to gain thousands of visitors per day. Read more about hosting plan. Buy Domain Name and Hosting You already know how to choose a domain name and choose the right hosting provider. Here comes the big question, what is the best place to buy a domain name and hosting? There are several resources out there where you can purchase domains for your website. Some big names for web hosting service are Bluehost , SiteGround etc. Should you buy a domain and hosting service separately? Doing this will suffer you a lot. Whenever you have issues with your website, you will need to contact with the domain and hosting provider several times and wait for their response. This may result in wastage of your precious hours. So the best solution is to go with the company that offers both domain and hosting services. Although the number is not less, I prefer Bluehost for their cost-effective price and relentless service, and innovative solutions. Where else can you get all these facilities together? Step 1 First, go to the Bluehost website. The website will be appearing as above. By clicking on the button, you will be taken to the next page where you will see the hosting plan. Step 2 On the next page, you will see the hosting plans and features they are offering. Although you can select the basic, plus, or choice plus your own, I would suggest going with the basic plan. The plan is the best for new businesses. Before proceeding, double check the features so you can be sure of the advantages you are going to receive. Follow the guidelines above to select a domain name. If you are still overwhelmed by thinking of your domain name, you can choose it later. If you already have an existing domain name purchased from another resource, put the name in the next box. Step 4 It is very possible that your desired domain name already purchased by another user. With the growing number of online businesses and websites, the simple domain names e. If you see this happen, try to type another name closer to your business and proceed. Step 5 Here, you will need to fill up the form to proceed. It will take less than 5 minutes to complete the form. Just put the accurate information as you are about to billing in this page. Step 6 After filling out the account information, scroll down the page to go through the next options. Here, you have to confirm what you are purchasing and how much you are going to charge.

Chapter 2 : CMS User Guide | Best Practices | NSU

WordPress is a content management system (CMS) that allows you to host and build websites. WordPress contains plugin architecture and a template system so you can customize any website to fit your business, blog, portfolio, or online store.

You must define a menu before you can add items to it. Login to the WordPress Dashboard. Your new custom menu has now been defined. Locate the pane entitled Pages. Within this pane, select the View All link to bring up a list of all the currently published Pages on your site. Click the Add to Menu button located at the bottom of this pane to add your selection s to the menu that you created in the previous step. Your custom menu has now been saved. Note The Screen Options allow you to choose which items you can use to add to a menu. Certain items, like Tags are hidden by default. Click on the Remove link. Click the Save Menu button to save your changes. Customizing Menu Items Navigation Label This field specifies the title of the item on your custom menu. Original A link to the original source of the menu item e. Following items are hidden by default. Use Screen Options to show the required fields. Link Target Select "Same window or tab" or "New window or tab" from the pulldown. See Link Relationship for details. Description Description for this link. The description will be displayed in the menu if the current theme supports it. Click on the arrow in the top right-hand corner of the menu item to expand it. Enter the values for the required fields that you want to assign to the item. Creating Multi-level Menus When planning the structure of your menu, it helps to think of each menu item as a heading in a formal report document. In a formal report, main section headings Level 1 headings are the nearest to the left of the page; sub-section headings Level 2 headings are indented slightly further to the right; any other subordinate headings Level 3, 4, etc within the same section are indented even further to the right. Drag menu items up or down to change their order of appearance in the menu. Drag menu items left or right in order to create sub-levels within your menu. Whilst holding the left mouse button, drag it to the right. Release the mouse button. Repeat these steps for each sub-menu item. Click the Save Menu button in the Menu Editor to save your changes. Adding Your Menu to Your Site If your current theme supports custom menus, you will be able to add your new menu to one of the Theme Locations. Scroll to the bottom of the menu editor window. In the section titled Theme locations, click the check box for the location where you want your menu to appear. If your current theme does not support custom menus, you will need to add your new menu via the Custom Menu widget in the Appearance Widgets Screen. Your new custom menu has now been added to your site.

Chapter 3 : How To Create A Website Using WordPress CMS (15 Minute Step)

Who should use this manual This document contains basic information for editing a WordPress web site and pertains to anyone who is maintaining a WPI WordPress site.

Curation is Content Management 2. Curation is how you leverage the techie tools available to you to present content in the best way possible. The importance of curation should not be overlooked. When I think of the word curation, I also think of terms like user experience, best practices, and bringing the cream to the top. Curation taps the vast, agile, engaged human power of the web. It finds signal in the noise. Your own creativity and preferences get to determine the best way to organize and present your information. Post Types A post is a post is a post, right? Technically, pretty much everything in the WordPress database is a post. Then posts are categorized as types of posts. Additional built-in post types include menus, media attachments, and, yes, posts. Additionally, custom post types CPTs can be created. Sometimes a slider plugin will create its own post type. A directory or classifieds plugin will most likely create its own post type. Some themes include their own custom post types. Pages are organized in a hierarchical fashion. That is, they can have child pages. You can think of pages, child pages, and collections of posts as manual or automatic Tables of Contents. Well, since this post is published in early , its content is supposed to be understood that it was accurate as of that time period and possibly less accurate as time goes on. Think of posts as newspaper articles. Another way to think about posts is as your publicly-accessible journal. Share your thoughts, wishes, activities, and news â€" yes, for both personal and commercial blogs. You can also post photos and accomplishments in a post the week after. Custom Post Types A custom post type is just that â€" custom. A CPT can be page-like or post-like in its usage. Or it can be used solely for bundling content in a theme or plugin scenario, not actually displayed individually on the front-end. The paid version is only recommended if you think you need it. Types by itself is a great plugin and it also handles custom fields and custom taxonomies. WordPress includes Categories and Tags by default for the Posts post type. Like pages, categories are hierarchical. You could have a child category of Analytics under the Increasing Your Conversions parent category. If someone visits your example. I bring that up to drive home the point that typically a post should belong to 1, maybe 2, categories. Most professional bloggers would agree that less can be more when it comes to categories. In other words, like posts, there are no parent and child tags, and you can have as many as is appropriate for your subject matter. For the social media website example, we might have tags like Facebook, Twitter, and Google Plus. There could be 50 posts and 30 of the 50 are tagged with Facebook, 42 of the 50 tagged with Twitter, and 5 of the 50 tagged with Google Plus. WordPress can then dynamically display related posts at example. Custom Taxonomies Hopefully you now understand the basic ways to publish and organize your WordPress posts with the default Categories and Tags taxonomies, assigned to the Posts post type. But what about when you use custom post types? Should you really create a Testimonials post type and tag it with Facebook or put it in the Analytics category? Custom taxonomies are great for organizing custom post types. Custom post types are great for publishing similar items, as discussed above. If you have a custom movie database, your custom post type would be Movies. You could then have custom taxonomies â€" hierarchical or not, like categories or like tags, respectively â€" for things like the movie rating G, PG, PG, R , genre, production studios, etc. Thinking about a database of computers e. With the help of a custom post type generator or a CPT plugin like Types link above , creating and managing custom post types is quick and easy even for non-techies. Custom Fields Custom fields are neither post types nor taxonomies. A custom field for a Computer post could be serial number, price, or warranty length. WordPress by default provides a way to add custom fields and insert values for existing fields, unlike custom post types and custom taxonomies. WordPress Custom Field example from Codex The Types plugin mentioned above also handles custom fields in a graphical view, which can be easier to manage. It also adds additional functionality not included by WordPress, like limiting input values to numbers only, turning values into selectable radio buttons, and more. For example, user John Smith with username mrjohn will have all his posts accessible at example. Dynamically generating pages with like-kind content is one of the main benefits of using any content management system. Author pages are actually

archives just like category and tag archives. In summary, WordPress has a lot of ways to display content dynamically. Some WordPress themes have distinct styling for every scenario, like category archives looking substantially different from tag archives, for whatever reason. If not, the archive for categories and tags would look the same but display different content. Sticky Posts Sticky Posts â€" How-to. For example, if there are 5 posts dated January 7, February 3, March 10, March 20, and April 17, they would be displayed in the order of 5, 4, 3, 2, 1. Making a post sticky see screenshot is a great way to bridge the gap between long-lived Pages and time-dependent Posts. Post Formats Post Formats is a theme feature. There are quite a few built-in post formats explanations of each at the included link:

Chapter 4 : A Complete Guide to WordPress Content Management - ManageWP

This guide to the WordPress Menu system covers the basic tasks a user may carry out when using the built-in menu editor. You can add different link types into your menu, these are split between panes left of the menu you're currently editing. This field specifies the title of the item on your custom.

Page Options The visibility of all page options are controlled via checkboxes as shown below. The main content editor Default Content is the only option enabled by default. Hiding page options will NOT impact the content in those regions. For example, you can uncheck "Default Content" and select "Drop Downs" without losing the content placed in the "Default Content" region. The checkboxes only control what you will see during the page editing process. The "Default Content" region is enabled by default. Adding content to a page in Cascade is similar to editing a document in Microsoft Word. To add default content to your page: In the asset tree, select the page you would like to modify, then click "Edit". Under Page Options, make sure the "Default Content" checkbox is enabled. A content block may be used for repeating content across several pages. Both the left and right features are added to pages by attaching content blocks to the designated area. Verify that your content block has already been created. To learn how to create a content block, go to the Blocks tab and click on Content. Under Page Options, check off the "Featured Content" checkbox. Select the radio button next to the block you wish to add, then click the "Choose" tab to confirm selection. To add additional blocks, click on the green plus sign and repeat steps To add Spotlight Content to your page: Under Spotlight Heading, add a heading for your feature. This is the large text that appears above the white spotlight box. The items are displayed in a slider, which defaults to three at a time. Clicking the right arrow allows you to view any additional items. At least three items must be added. To add a slider to your page: Under Page Options, check off the "Slider" checkbox. Under Slider Section Text, add a brief heading for the section. Select the radio button next to the desired image, then click the "Choose" tab. Under Image Description, add a brief, relevant description for the image. Add a brief heading under Image Slide Heading. This text will appear in a white, bold font over your image in the slider area. Add short text for the Button Text. If you would like your link to open in a lightbox, please select the asset type for "Lightbox Style Window for Video, Web Page, or Image? The drop downs appear as blue bars labeled with text on the page. When clicked, the content placed in a drop down appears. Only one drop down can be opened at a time; if one drop down is open, clicking on another will close the initial drop down and open the one just clicked. To add a drop down to your page: Under Page Options, check off the "Drop Downs" checkbox. Under Drop Down Link Title, enter a brief title for the drop down. This title will appear as text on a blue bar. To leave it open by default, check off the "Open By Default? Under Drop Down Content, enter your content for the drop down. To add a content block: Click the "Choose Block" field to browse or search for your block. Click the "Choose" tab at the top right to confirm selection. The content added here will appear outside of the blue bar. Under Drop Down Link Width, you may choose the width of your drop down area: Full - appears the full width of the content area on your page Narrow - appears half the width of the content area on your page to allow for longer right featured content For additional drop downs, click the green plus sign and repeat steps Each drop down created is one blue bar. Closing Content The "Closing Content" region is similar to the Default Content region, except any content included here will be last on the page, after every other Page Option available. To add closing content to your page: Under Page Options, check off the "Closing Content" checkbox.

Chapter 5 : Download the Easy WP Guide WordPress manual - Easy WP Guide

This is great if you want to get really involved in developing your own WordPress theme or modifying your site with plugins, but it can be a bit daunting for those users who just want a simple guide to using the Content Management side of WordPress or just need to update their site pages every so often.

If more advanced image editing is needed, Photoshop software may need to be purchased by your department. If you have access to Photoshop, you may download the College Home Page banner template. Although basic editing tools are available in the CMS resize, crop, flip, or rotate , images should always be formatted to their recommended resolution, display size, and optimized prior to uploading to the CMS for use on your website. Using the wrong banner size may cause distortion. Use original photography whenever possible. Use stock photography sparingly and only if original photography is not available. Images must be modern and of professional quality. Carousel Banner Guidelines High Resolution images work best anything over pixels by pixels. Carousel sliders should feature no more than 7 scrolling images. Do not include NSU logo lock-ups as part of the banner art. Third-party logos must be approved by the third party for web use. When using font overlays, ensure copy is legible against the selected image; if needed, use subtle techniques such as drop shadow or a translucent background behind text. Sometimes just adjusting the position of the background photo is enough. Use Open Sans font. This is a free font that can be downloaded here. Text overlays should be concise to aid readability on smaller screens. Main Heading should be a 2 to 6 word title displayed in Title Case. Subheading should be up to a 12 word description or event date to be displayed in Sentence case, as a single line of text, and vertically centered within a colored bar. When content is received from others and you are charged with updating the Web pages on your site, make sure to change any existing links within the content you received to an Internal Link. External Linking If an external link is needed, ask yourself first if the link you are adding may be re-used again on other Web pages within your site or possibly others. If so, instead of using the direct external link option on your Web page, create a system external link symlink. See "System External Link Symlink " section below for further details. If it is a one-time use of the link on your Website, go ahead and use the external link option and add it directly to your Web page. Please remember to set your external link "Target" property to open the link in a "New Window. When the link is clicked, another tab or full browser window will open for them to view the external resource you provided. System External Link will save you lots of time, instead of having to locate each Web page that you added the external link to and then editing the link in each page, you will just need to visit the one System External Link that you created and then update that one link. Every Web page that is using the System External Link will automatically update to the new link location. Remember to check the relationships on the System External Link so that you can publish the Web pages that use the System External Link. Ask yourself, does the new Web page, file, folder, etc. If so, you should keep this information together in the same location. For instance, if Web page A is stored under an existing folder called, "graduate" and Web page B is also graduate information, then Web page B should be created under the same "graduate" folder. Grouping like information should help you keep your site organized and easy to maintain. Naming of Assets All asset pages, files, images, folders, etc. If the extension is not present upon creation in the system, you will most likely have issues with this file rendering on your Website and in the CMS. You may use a mix of uppercase, lowercase, and spaces to initially create the Web page asset. This is due to a special plug-in that will change all uppercase and spaces to lowercase and dashes. For example, my display name would be "Naming of Assets". After the Web page has been submitted or sent through workflow, the name of the Web page would be, "naming-of-assets". You may use a mix of uppercase, lowercase, and spaces to initially create the folder. This is due to the same special plug-in that will change all uppercase and spaces to lowercase and dashes. See Web pages explanation for example. The "images" folders can be created throughout your Website structure as either top-level or sub-folder level folders. The "forms" folders can be created throughout your Website structure as either top-level or sub-folder level folders. Instead, these media files should be stored in SharkMedia. You can utilize the SharkMedia embed or link code to add the media to your Web page. This will make a more friendly Web address URL and easier to use for

marketing purposes.

Chapter 6 : WordPress User Guide

Page | 5 WordPress User Manual for Beginners 3. Structuring Your Website One of the most important things to get right with your website is the structure of its.

Chapter 7 : The Best Beginners User Guides for WordPress - WP Mayor

The Ultimate WordPress User Guide For Beginners provides FREE in-depth step-by-step tutorials on how to use WordPress to publish content online quickly and easily.

Chapter 8 : Easy WP Guide. An Easy to read WordPress Manual

WordPress comes with a user role management system which defines what a specific user can and cannot do on your website. Knowing these user roles and permissions are essential as your WordPress site grows. In this beginner's guide to WordPress user roles, we will compare each WordPress user roles.

Chapter 9 : CMS User Guide | Pages | NSU

The NGHP User Guide is available as a series of downloads on this page. It is made up of five chapters: Introduction and Overview, Registration Procedures, Policy Guidance, Technical Information, and Appendices.