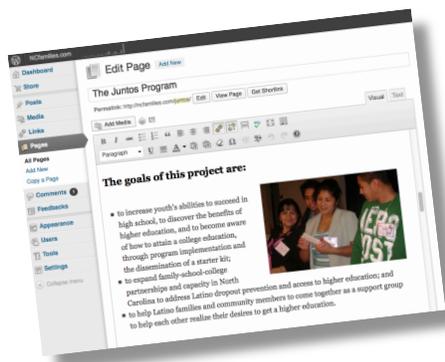
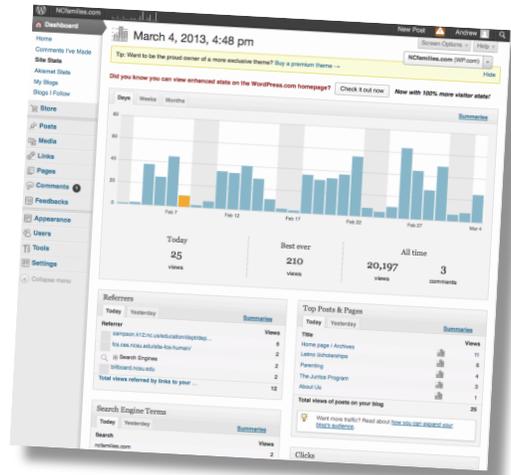


Top 5 On Using WORDPRESS

1: Make a Website

Websites are now easy to make thanks to platforms like WordPress. Here is how you do it in WordPress. First, log into the admin panel (i.e., with the URL plus “/wp-admin”) and log in with your user name and password. You will first see your dashboard where you can see how much traffic you are getting and get stats on its use. Then go to where it says “Pages” on the left-hand column, and click on “Add New.” Enter a new (short) title for the webpage, and type in your content in the text box beneath. Select a template from the Page Attributes box. Scroll down and unclick allow comments if you do not want them on the page and finally, click on the box on the right-hand side that says “Publish.” Repeat these steps for each page.



2: Use Pictures and Video

One of the easiest ways to make a website attractive is by using quality images and videos. To add media to your site click on the add media button on the Edit Page screen and upload images and other media that you want to insert. You can edit your images simply by clicking on them and change their size, position, and so on. Be careful not to over-populate the page with too much information. Allow for some whitespace to make your key messages to stand out. Take time to watch some YouTube tutorials about how to use WordPress and see how others are using its tools.

3: Make it Static

To make a WordPress site a static page rather than a blog, click on “Reading” (under “Settings,” on the left) and select “Static Page” from the front page display. When you click on “Front page,” it should pull down a list of all the pages that you have created; select the one you want to make static. Then from “Full text” and “Summary,” choose the former and click “Save.”

4: Plan it Out

Once you have figured out the basics of how to use WordPress and what it can do. Take time to plan out the site and the best way to find things. If you wish to create a custom menu, then go to “Menus” under the “Appearance” tab. Again, a list of all your pages should be there; you can choose any or all of them and add them to the menu. Then go to “Primary Navigation” To change the order of items, simply drag and drop them; and you can create sub-pages by dragging them to the right and indenting them.

5: Keep it Updated

There’s nothing worse than a website that hasn’t been updated in a while. You know the kind with broken links and out-of-date information. To stay on top of your website you need to have a plan, and one that won’t overwhelm you. Put it on your calendar: schedule time to make changes and updates, and then keep those appointments. Don’t be afraid to bring on help in the form of volunteers and youth who might be able to help you keep your content alive and engaging.

