

WordPress Websites for Everyone

OPCUG / PATACS Joint Meeting
Osher Lifelong Learning Institute, GMU

October 20, 2018

Ву

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Intro

- Quick Poll of audience: Have website –WP, or not?
 - A tool for everyone, for personal or organizational use
- My background: USAID State Dept SharePoint, then WordPress + craft beer/wine blog!
- WP is dynamic...and fun!

*Handouts: 1. Requirements WP.COM; 2. Self-Help; 3. Site Assistance

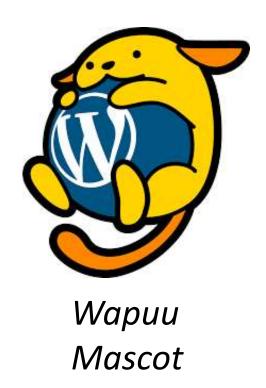


Some happy WordCamp Attendees!

Presentation Agenda

1. What is WordPress, and Why Useful?

- 2. WP.COM Model Site Tips to Get Started
- 3. My Free Coaching after presentation



WordPress (WP) Definition



- 31% of Web is on WP
- Includes Bloomberg, CNN, NASA, Nat'l Park Service, Houston Zoo
- Over 50,000+ Plugins, and well over 11,000 Themes
- Free or low-cost user friendly backend/frontend, "modular"
- Evolution from simple blog to broad Content Mgt System (CMS)
- Less robust: <u>simple "site builders"</u>; More complex: Drupal, SharePoint

WP is Dynamic!

Open Source, with Updates each quarter in Core WP

Next big version release mid-November 2018: WP 5.0

 Will include big <u>"Gutenberg" changes</u> – a new editor, simpler site building tools – See ANNEX 1 slides for further info on Gutenberg!

Opportunity for you to get involved at various levels – community!

Basic Alternatives to WP...

- A few simple site-builders:
 - □ Wix Review, Example: Wix Support Blog
 - □ Squarespace Review, Example: Orchid Cellar Meadery
 - □ WordPress.Com –WP "lite", Example: <u>DrinkWhatYouLike Blog</u> [more later...]
 - □ PC Magazine's list and ranking of these and other site-builders
- Pro: avoid WP learning curve, easy starter designs (templates)
- Con: customization?, tiny communities, proprietary (except WP.COM)

We can Sketch a WireFrame for <u>any</u> website -per Requirements (Form!)

Why Need a Website vs Social Media (SM)

• Website a place you control content, "brand" – unlike SM

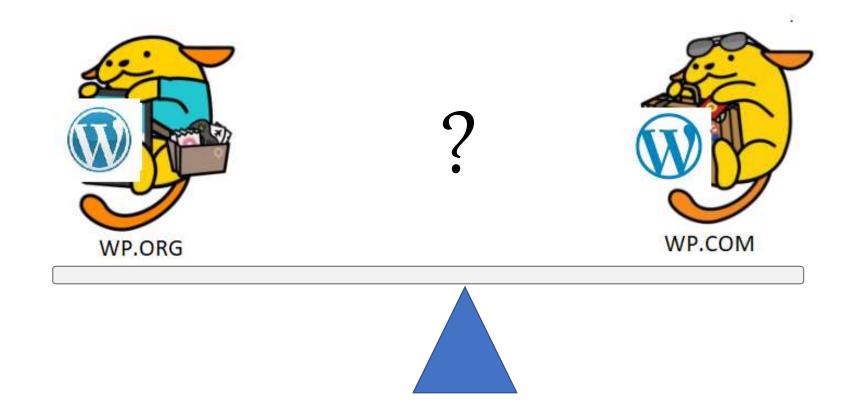
• A "hub" to connect to other info, sites, social media

• But to be useful, a website has to have a purpose and plan!

First...Do Your Business Case...and Plan!

- Why (rationale, results)
- Who (audience for site)
- What (your content, plus other links)
- When (project plan for rollout)
- How (Admins, WP Learning Curve, SM Promotion, Site Metrics)
- Action: Do site Outline and/or a Sketch...before building a WP site!

Two WordPress Options.....





- WP.COM (a WP starter site... and our focus today!)
- PRO
 - Basic site easy, free setup, simple Dashboard
 - Mainly bloggers but CMS, business capability
 - Fully supported by Automatikk, and can grow (various paid plans)
 - Short learning curve a "one-stop-shop"!
- CON
 - Advertising with free site
 - 3 Gig Size Limit
 - Limited customization no Plugins, limited Themes with free version
 - More bloggers than business users ("Reader" blog community)



- WP.ORG (a more advanced WP option)
- PRO
 - More flexible, customizable, robust site
 - Wide variety of users, from bloggers to large organizations
 - Open Source, PhP scripting language

• CON

- More expensive, requires a hosting company on Web
- Longer learning curve for IT Developers, Designers, Site Admins
- Detailed configuration on web host important

Basic WP Concepts – a Glossary

CONTENT

- Site Dashboard
- Content Inputs
 - By Admin: Posts, Pages, Media
 - By Users: comments, surveys
- Data Location/Navigation
 - Blog categories, tags
 - Menu, Sidebar(s)
 - WP "front end" w/ links to other sites

FUNCTIONALITY*

- WP.COM (basic) vs WP.ORG (custom)
- Themes (framework, "look & feel")
- Plugins (add big functionality)
 - TablePress (tables)
 - Gravity Forms (surveys etc)
 - MailPoet (newsletter)
- Widgets (add small features)
 - Search, Events, Text Box, etc.

*Site Usage Analytics (Jetpack Site Stats, Google Analytics)

Get Started with a Simple WP.COM site

- WP.COM is a cheap, entry-level step into Wordpress
- Simplified interface, metrics
- Easy to post, edit content
- Support community, Theme Directory

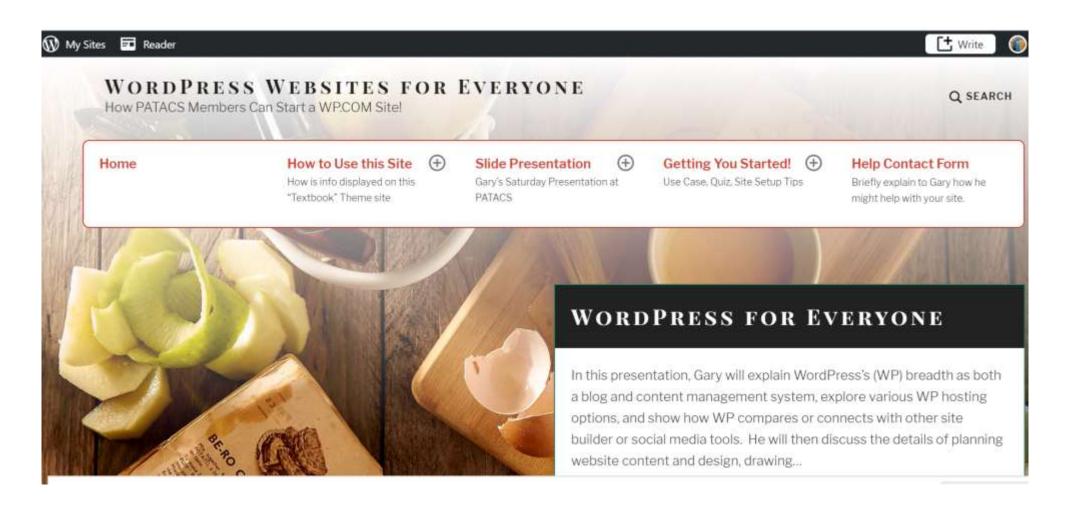
• Let's look at our Class Site as an example......

Site Example: Our OPCUG / PATACS Class Site

- **Purpose:** for training reference and student feedback
- Functionality:
 - Classic top tabs for key content
 - Featured Page and Posts on Home Page
 - Tags Cloud for easy reference
 - Sidebar for WP ref links
 - Threaded Comments, Polls for feedback
 - 6 Built-in Color Schemes, Stock images
 - Cost: Free!

Design WP Site for this Class: https://wpwebforpro.wordpress.com/,

with "Textbook" Theme Elements: Header, Image, Menu, Featured Page

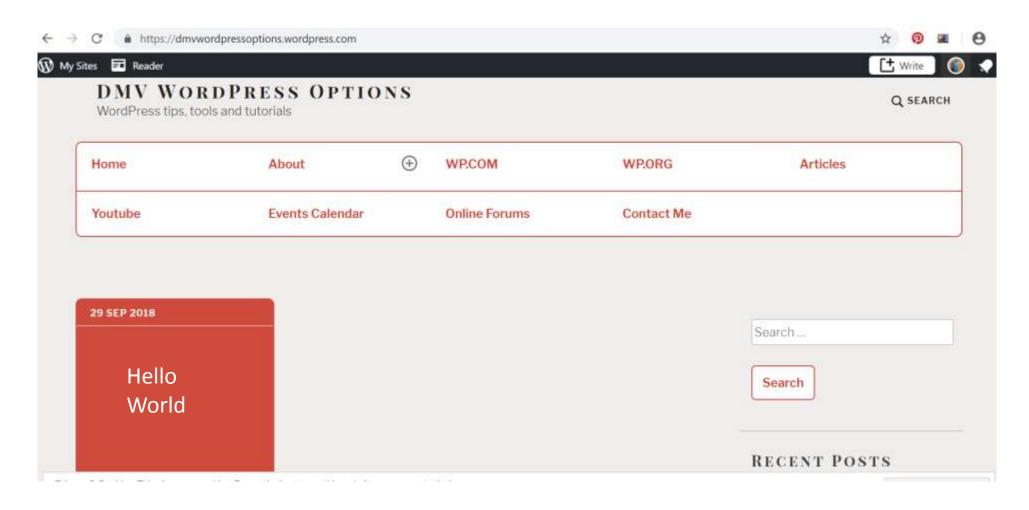


Class WP Site (con'd) — Quote, Models, Tagged Posts, Events



How "Textbook" Site Appears Default:

Another test site example: Need to Fill in the Blanks!



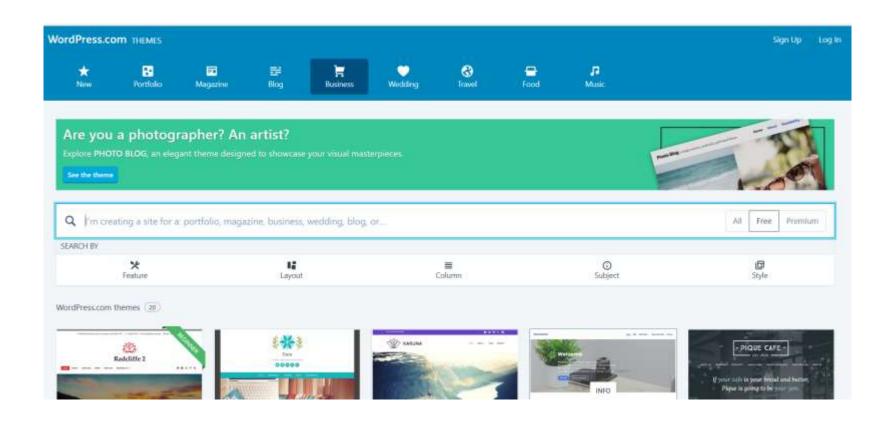
How to Choose a WP Theme

- 1. Check out <u>WP.COM portal info re Themes</u>
- 2. Do filtered Search of Themes available: by purpose, function
- 3. Scroll through Theme displays of functionality, access a live demo
- 4. Check out tips on WP.COM by Automatikk, users on "Reader" blog
- 5. Activate, test on a new WP.COM site
- 6. See if layout right for your content, apply customizations.

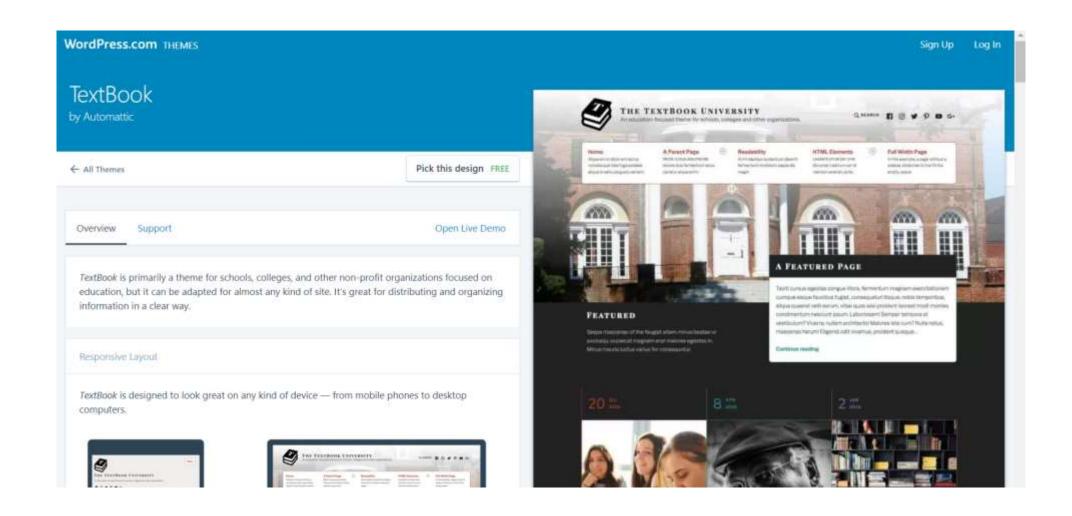
N.B.: Check speed, security, support of Theme (caveat emptor!)

Search for Theme on WP.COM

(300+! Options - Browse Theme Dashboard/Search)



Check out WP.COM Info on "Textbook" Theme

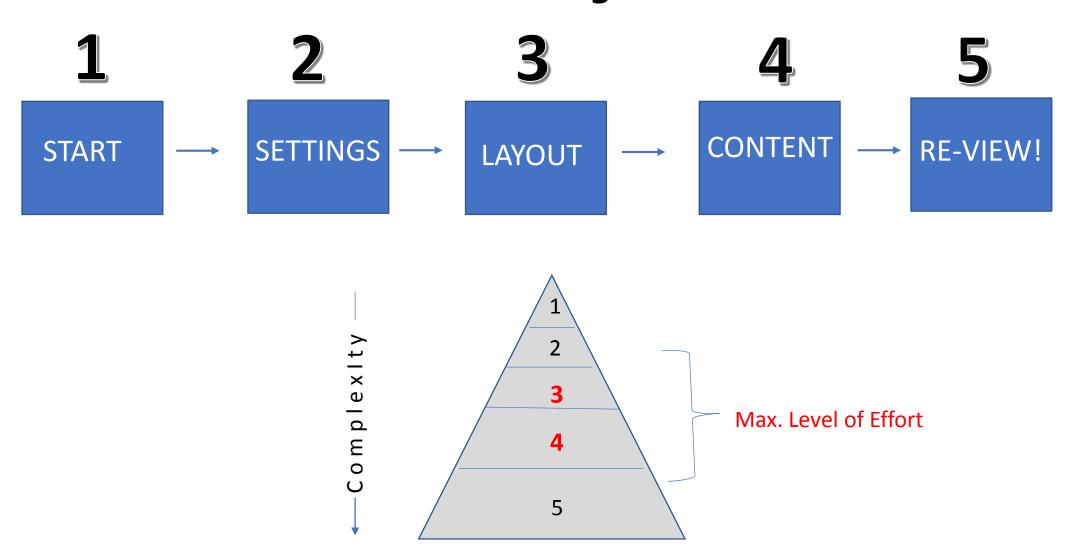


DEMO (Tutorial): Starting a WP.COM Site — *Twenty Sixteen* Default Theme

 To show typical actions that you would take in starting and managing a new site from your "Dashboard" (ADMIN).....

Goal: Let's start a TRAVEL BLOG.....

Basic Steps to Produce a Simple WP.COM Blog Site



1. Start Site (WP.COM Account Regis., URL) (DEMO)

- Click "Get Started" on WP.COM site
- Answer 5 (?) Questions to create account, site link
- Key Questions:
 - Step 1 [Name-About-Goals-Level];
 - Step 2 [Domain-Free!]
 - Step 3 [Plan Free!]
- Note handout for coached (or self) WP.COM site creation (ANNEX 3)

* Our Demo Site Link https://40PlusDemo.wordpress.com (Travel Blog)

2. Site Settings (Basic Settings, Framework) (DEMO)

- Adjust General Settings
- Select and activate Theme
- Upload Header image...tagline?

3. Layout Site (Navigation)

(DEMO)

- Set up Menu (drag and drop)
- Set About "Static Front Page"
- Sample "widgets": Text box, Search, Tag cloud

4. Site Content (Text, Images, etc.)

(DEMO)

- Draft 2 Pages (static)
 - "About Me"
 - "Packing Tips"
 - Draft/Preview/Publish...Enable Comments
- Draft Posts (dynamic)
 - "Welcome"
 - "Field Trip Report"
 - Draft/Preview/Publish...Enable Category, Comments

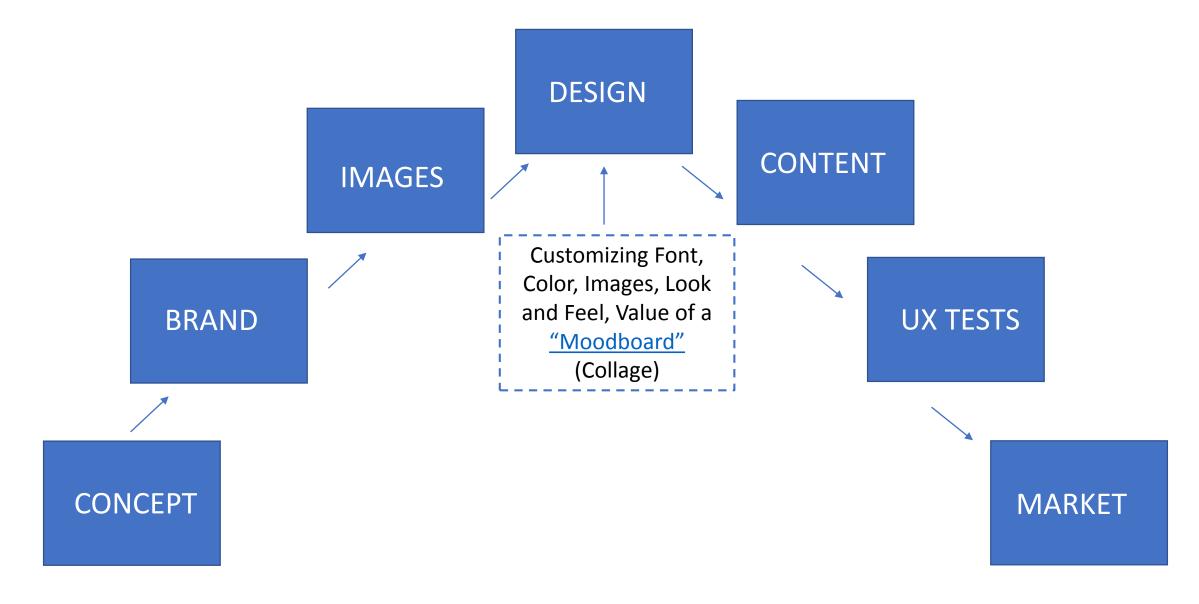
5. **Re-View Site** (Testing)

(DEMO)

- Check out "look and feel" of Home Page, etc.
- Do edits on the fly, test Reply to Post [See Comments on Dashboard]
- Toggle Admin Dashboard vs Site View
- See effect if Themes changed: Twenty Sixteen vs. Twenty Seventeen (both default WP.ORG themes)

^{*}See also ANNEX 3 Slides re Steps (Screenshots) for Site Creation/Migration to a new WP.COM site.

Detailed Design + Marketing Steps to Produce a More Complex WP.COM Site



Website *Design* Best Practices

- **Design Impact**: Clean and simple...good use of white space, limit 3 Fonts in 3 sizes, few colors...key message (call to action?)
- Navigation: Easy to find info (Visual Hierarchy), leverage conventions, consistency, accessibility, menus max 3 levels deep.
 Contact info clear
- Content: Well written, engaging, varied content for audience
- *Images:* Optimize size/photos, copyright ($\sqrt{\frac{\text{CreativeCommons.org}}{\text{CreativeCommons.org}}}$)
- Engagement: Build for usage/traffic on Web, SEO, check Google Tools
- Devices: cross browser/device compatibility

Site Maintenance

- No matter how great the design, Maintenance is a chore!
- Keep content fresh
- Maintain site layout, functionality
- Document design, record site problems/questions to guide Help
- Respond to user feedback
- Keep in touch with advances, issues within the WP community!

3 Possible Student Sites...

[your optional "homework"...after this presentation!]

Try 1 of 3 types of WP.COM sites w/ my help or on your own...

- 1. Personal Blog
- 2. Creative Photos
- 3. Organizational Site

A good <u>starting Theme "framework"</u> is key!

1. Personal Blog

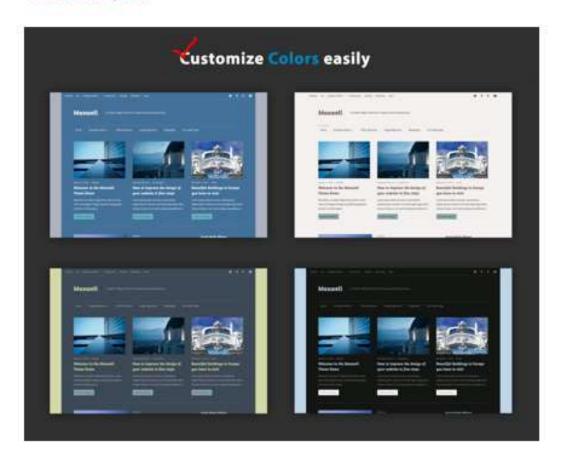
- *Purpose:* promotion of individual professional or hobbyist
- Key Content
 - Bio, Resume, Client Testimonials
 - Blog about tips, "thought leadership"
 - Areas of expertise/service
 - Work Sample: Papers, Slides, Project Summaries...eBook
 - Events (either presenting or attending)
 - Social Media Link Linkedin
- Sample WP.COM Site: <u>DrinkWhatYouLike Blog</u>

Suggested *Themes* for Personal Blogs

- Get ideas from other professionals' sites on the Web: https://tsavoneal.com/best-consultant-websites/
- Free Personal Themes
 - Libre 2, fixed top level navigation, custom header
 - Editor, left menu format, pull quotes
 - Colinear, magazine design, allows for rich content
- A Premium theme: Maxwell, trad'l layout, 6 color palettes, \$69

Sample Theme Functionality: *Color Palettes,* for "Maxwell" and *Pullout Quotes for* "Editor" Blog Themes

Maxwell includes six free color palettes to choose from. For more, unlimited colors (and Typekit fonts) are available with the Premium or Business plan.



**ditor comes with a few custom styles you can use by switching your editor to Text mode.



Pull quotes can be used to highlight short pieces of text. You can create one by adding a class of **pull-left** or **pull-right** to your content:

This text will be pulled
right.

You can see an example of the pull quote styles in the demo.

A pull quote (also known as a lift-out quote) is a quotation or excerpt from an article that is typically placed in a larger or distinctive typeface on the same page, serving to entice readers into an article or to highlight a key topic. The term is principally used in journalism and publishing.

THIS PULL QUOTE IS JUST HANGING OUT ON THE RIGHT SIDE OF THE POST. LOREM IPSUM DOLOR SIT AMET, CONSECTETUR.

This is how pull quote to the right looks like on the theme.

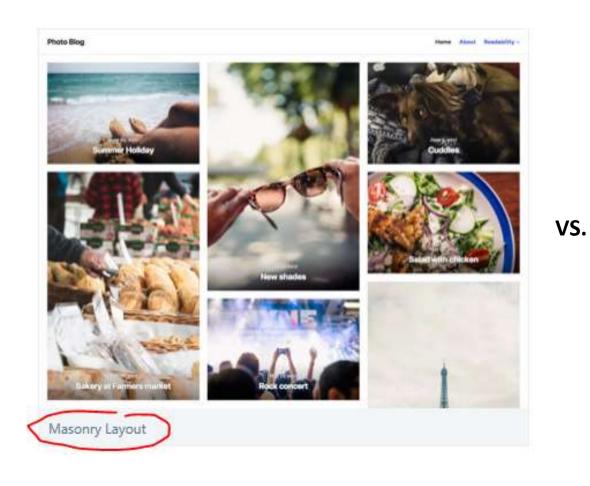
2. Photo Site

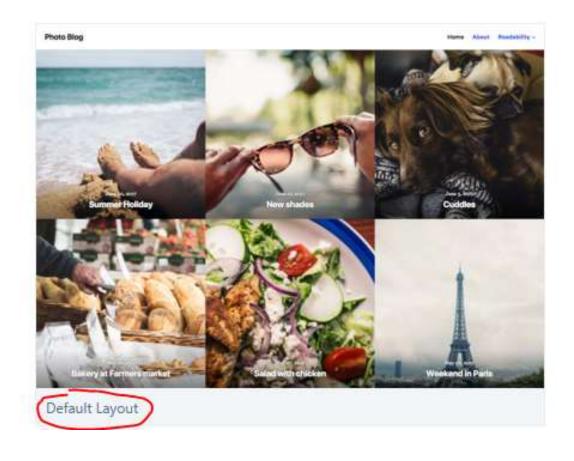
- *Purpose:* creative display of photo collection as profession/hobby
- Key Content:
 - Logo
 - About...Contact
 - Type: Wedding, Portrait, Artistic, Hobby...
 - Media: Gallery of photos, podcast, video...
 - Social Media Link: Pinterest
- Sample WP.COM Photo Site: **Shutter Clutter** (with AltoFocus Theme)

Suggested *Themes* for Photo Sites

- ✓ ideas of other photo sites on the Web: <u>Vandelay Design Portfolio</u> or After the Coaldust
- Free Photo Themes
 - AltoFocus Clean Grid, images "pop", scrolling from top menu
 - Rebalance 6 Color schemes, more traditional grid for photos
 - <u>Illustratr</u> Minimalist layout
- Premium site option: Photo blog {recommended by WP.COM] 3 layouts, 4 style packs, 26 photo filters...\$36

Sample Theme Functionality: *Grid vs Masonry Layout of Photos* – for "Photo Blog "Theme





3. Organization Site

- *Purpose*: an info hub for non-profit or business
- Key Content for Non-Profit [Detailed Site Map/Hierarchy]
 - Call to Action/Donate
 - Programs
 - Testimonials
 - About: Staff, Board, Annual Report, Careers
 - Blog: Newsletter
 - Social Media Links (broad...yet targeted!): FB, Twitter, LinkedIn, etc.
- Samples: Raleigh SCORE (traditional) or Minding the Workplace (imagery)

Suggested *Themes* for *Organization Sites*

- Model sites on Web
- Free Themes:
 - <u>Canape</u> (for restaurant) food menu, testimonials, reservations form
 - <u>TwentySeventeen</u> scrolling, "one piece", modern design; or <u>Twenty Sixteen</u>
 another default WP.COM theme, traditional format, can instantly change background color
 - <u>Textbook</u> (see <u>this class site</u>)
- One Premium option:...Organization, specific for non-profits, call to action, Page templates, \$69

Sample Theme Functionality:

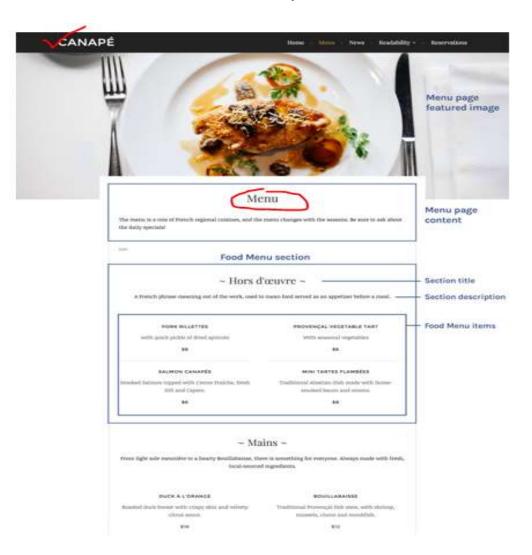
3 Columns for "Organization", Menu for "Canape"



content.

In addition to the Home Page Template, Organization offers a Full Width Template, Site Archives Template and a Three Column Template for displaying a sidebar on each side of your content. Page Templates can be applied in the Page Attributes.





If you decide to "graduate" and move up in WordPress complexity...

- WP.ORG site more complex, configuration, and you maintain the software
- Need a Host fees vary. See my test site on <u>American Revolution</u>.
- Can power more modern designs see GeneratePress Premium templates
- Selection criteria: speed, uptime, cost, support, "shared" vs "managed"
- Many hosts, but a few to consider:
 - BlueHost
 - <u>DreamHost</u>
 - SiteGround
 - HostGator (my recent choice See ANNEX 2 for further info
- Note: migration from WP.COM to WP.ORG relatively easy with right tools

A quick recap of my 3 Handouts ...

- 1. Help Contact Form (Requirements...for WP.COM or any website)
- 2. WP.COM Site Set-up Tips (Self-Help See also ANNEX 3)
- 3. My WP.COM Coaching Content and Schedule (Assistance)

*Optional: Screenshots to Create WP.COM Site & Migration Tips (on Table)

Optional "Homework"!

- Share feedback on my presentation in a "Poll" at the Class site.
- Create a free WP.COM site (on own, or with my help!)
- Attend a WordCamp WC (very low cost...just your time!)*
 - WC Philadelphia, Oct 27-28, 2018 (Space?)
 - WC US in Nashville (National Conference), Dec 7-9, 2018
 - WC Raleigh, NC, April 6-7, 2019
- Participate in informal monthly WP Meetups: DC or VA
- Get ready for big <u>WP 5.0</u> Upgrade and new <u>"Gutenberg"</u> interface

^{*}In our area, <u>Baltimore WordCamp</u> held annually in the Fall ($\sqrt{WP.TV}$ video Oct 5-6)

Key WordPress References

- WP Platforms: <u>WP.COM</u>, <u>WP.ORG</u>
- WP Beginner site (how-tos)
- WordCamp Central Calendar (world-wide) WP.TV (all WordCamp presentations on video!)
 - Check out early Nov. on WP.TV all Beginner "Classroom" track presentations from Oct 6-7, 2018 Baltimore WordCamp (see WC <u>Schedule</u> for titles)
- Book: "Easy WP Guide WordPress Manual," by Anthony Hortin [free PDF!]
- Link to this Presentation at PATACS at the site for this Class on Slideshare.

My Contact Info: Gary Vaughan

Thank you!

My personal contact info and bio

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➤ Twitter: @glvaughan

➤ Linkedin: Gary Vaughan PMP

➤ Blog: <u>dcwinebrewadvisor/about</u>



Image Credits in Presentation

Photo Happy WordCampers, Slide 3: https://central.wordcamp.org/

 WAPUU, WP Mascot, Slides 4, 11: https://torquemag.io/2017/08/wapuu-created-cultural-center-wordpress/

• Source of all Theme Screenshots: https://wordpress.com/

ANNEXES and Reference Links

ANNEX 1: What is *Gutenberg*?

- A new Editor Interface for WP "catching up" with simple site builders on the Web to help ease WP site layout and useability.
- 1st stage: Gutenberg editor and content "blocks" available for Testing now on WP.COM, to be default once WP 5.0 released later this year
- 2 other stages on Gutenberg and other WP Core Updates: next year Page templates and full site customization.
- Check out videos in <u>Yoast article on What is Gutenberg</u> (esp the quick "Gut Guys" clips, or longer video by Morten Rand-Hendriksen)
- □ See also my <u>Gutenberg Demo Page</u> to see how "Blocks" work!

Gutenberg "Test Drive" Takeaways...

• My Pros:

- General ability to more readily customize Posts and Pages
- Easier to *directly* embed videos, slides, buttons in Pages and Posts
- More layout flexibility similar to simple sitebuilders
- Ability to move within an article via "anchors"

• My Cons:

- "block" concept will be new to many existing users
- Flexible column block very basic, and still in beta
- Not a robust "pagebuilder" able to layout complex home pages
- Themes and Plugins will have to "catch up" and be Gutenberg-compatible

Next Steps on Gutenberg?

- While Gutenberg will be coming to WP Core, best to start your new WP.COM site using current, classic WP editor and interface.
- Then adapt later to Gutenberg once it is not only released, but further tested, and giving time for WP Themes and Plugins to adapt.
- Look out for future default "TwentyEighteen" Theme for Gutenberg
- You might also consider then whether to upgrade free WP.COM site
- In the meantime...
 - try out Gutenberg (as an option on your premium WP.COM site Activate or Deactivate on your Dashboard) or as a plugin to your WP.ORG site!
 - Note: now and in foreseeable future you will be able to switch back to the old Classic editor)

ANNEX 2: HostGator as a Host for WP.ORG site

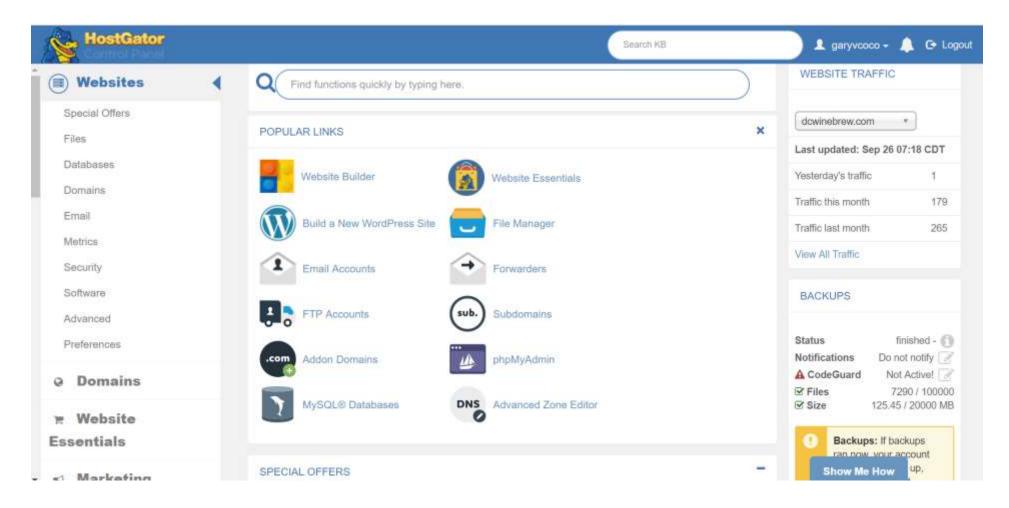
- HG Choice of <u>PC Magazine</u>, <u>WP Beginner</u> See also <u>HG Review</u>
- Key Features:
 - Customer Panel (Account management) and C Panel (Developer tools)
 - Easy WP site install, and lots of email tips, support articles/videos
 - Free SSL Certificate; Free limited backup
 - Unlimited Domains if "Baby" Plan or above
- Inexpensive: 3 year "Hatchling" Plan w/ 1 Domain and Email (\$250)
- Caution: aggressive upselling of other features at added cost
- Check other hosts, web rankings, and vendor offers at WordCamps

HG Customer Panel



HG Video on How to Use Customer Panel and CPanel: https://www.youtube.com/watch?v=rEubEyEL214

HG CPanel — Separate Link for Developers



Sample Tool How-to: https://support.hostgator.com/articles/hosting-guide/lets-get-started/file-manager-getting-started



Screenshot of My Test WP.ORG Site:

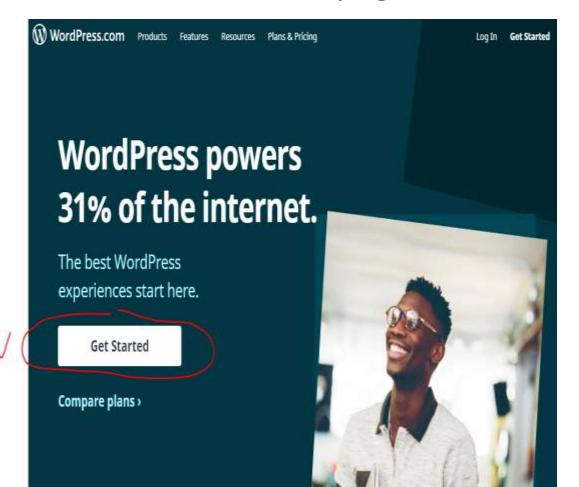
American Revolution [Generate Press Theme]

- Testing Initial Design for my Personal Blog see link below
- Also an experimentation with the new Gutenberg Editor
- More complex WP.ORG Dashboard hosted on HostGator
- Free *GeneratePress* Theme (*not* available on WP.COM)

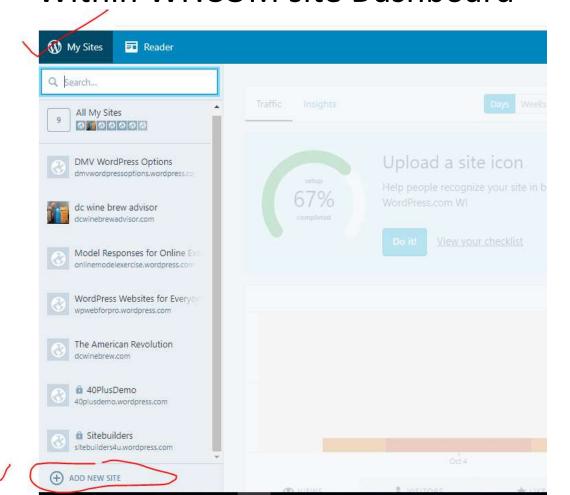


ANNEX 3: How to Create a New WP.COM Site

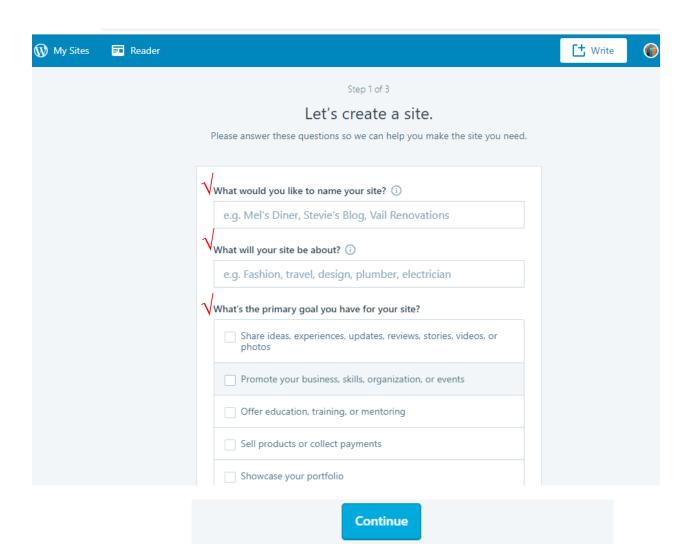
On WP.COM Web page



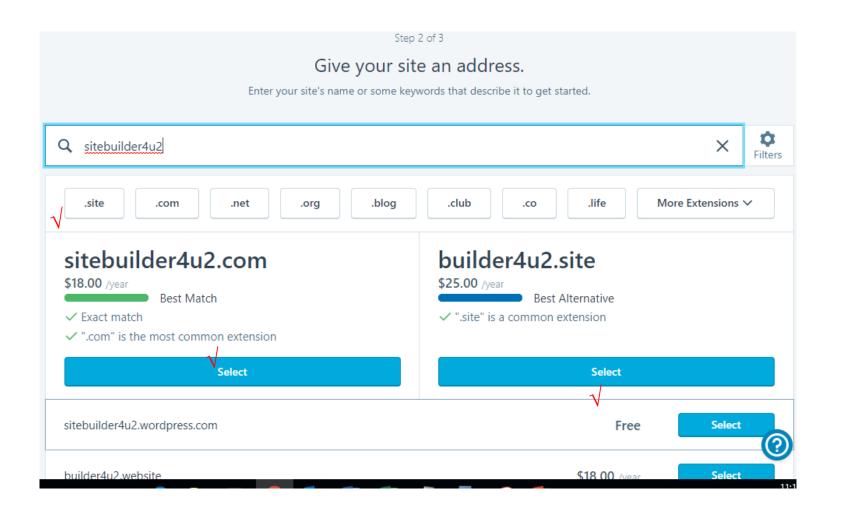
Within WP.COM site Dashboard



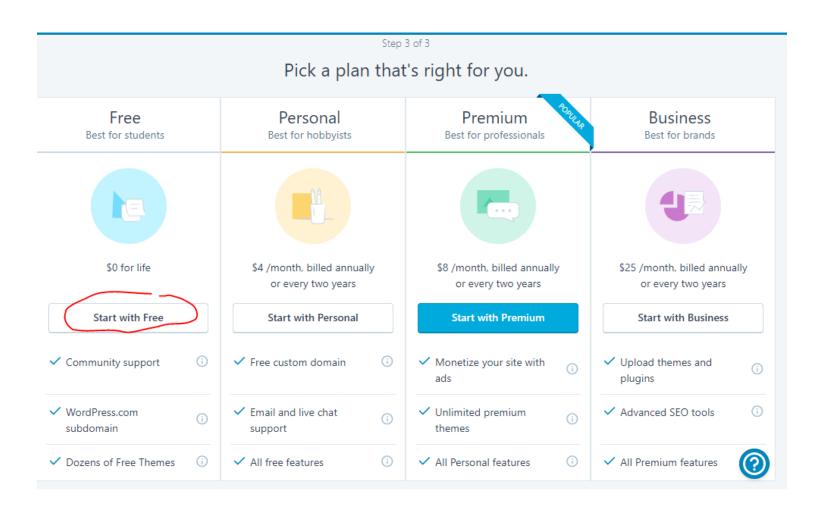
Step 1 (3 Questions)



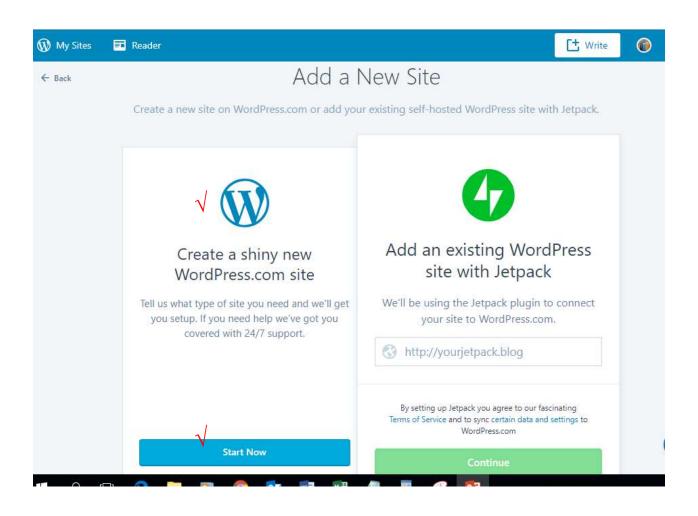
Step 2 of 3 (Site Address – Free!)



Step 3 of 3 (Confirm Free Site)



Last screen before creating new site...

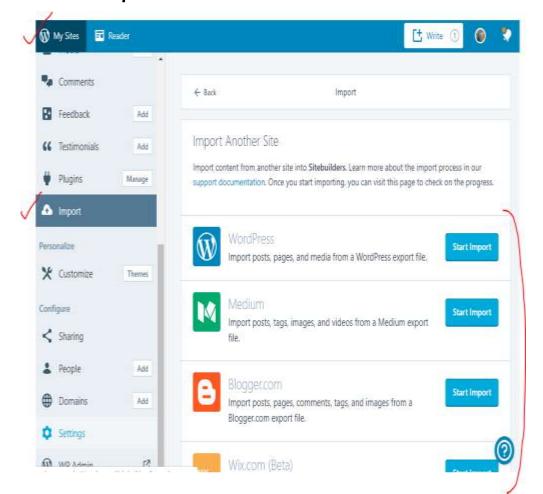


WP Migration Tips

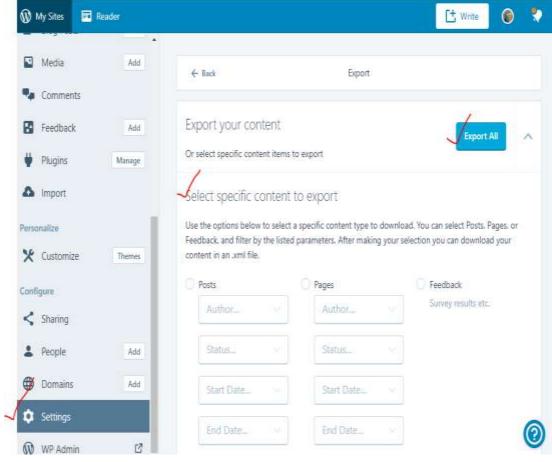
- Need to plan "export" from old site and "import" to new site
- You may need an added migration tool to minimize disruption
- Testing, backups, and redirection of former site are key
- Easiest to "copy and paste" PC content to brand new WP.COM site
- Migration Reference Links:
 - How to Import Content into WP.COM
 - General Site Migration Tips (and details re migration to WP.ORG)
 - Graduating Moving a site from WP.COM to WP.ORG

Migrating Content to/from WP.COM

"Import" Screen



"Export" Screen



Other References: WP.COM vs WP.ORG

https://en.support.wordpress.com/com-vs-org/
 Comparison of WP.COM vs WP.ORG

https://howtomakemyblog.com/wordpress-com-org/

Comparison of 2 platforms, plus WP.COM to WP.ORG migration tool/process

WordPress How-to Articles, Videos

- https://www.youtube.com/watch?v=80Bfr46Y0cQ (short video)
- https://www.000webhost.com/wordpress-tutorial (see middle of article re using the WP Dashboard)
- https://www.youtube.com/watch?v=r-lqV7vyZt4 (about 20 min)
- https://www.youtube.com/watch?v=wiaT4bR3xGA (1 hr and 10 min)
- https://www.lynda.com/WordPress-tutorials/WordPress-Essential-Training/372542-2.html
 This one is very popular but quite long (5 hrs 40 min). It appears to be the best, comprehensive video for a beginner. Lynda.com is free for the first month.

Other References: UX + Photography Links

https://blog.hubspot.com/marketing/user-testing-tools

https://clearleft.com/posts/visual-design-explorations

• https://wordpress.tv/2015/05/01/melissa-eggleston-top-strategies-for-better-photography-on-your-website/

Other References: Personal Blog Links

Examples of personal blog content/strategy (not WordPress sites)

https://www.themuse.com/author/alexandra-nuth

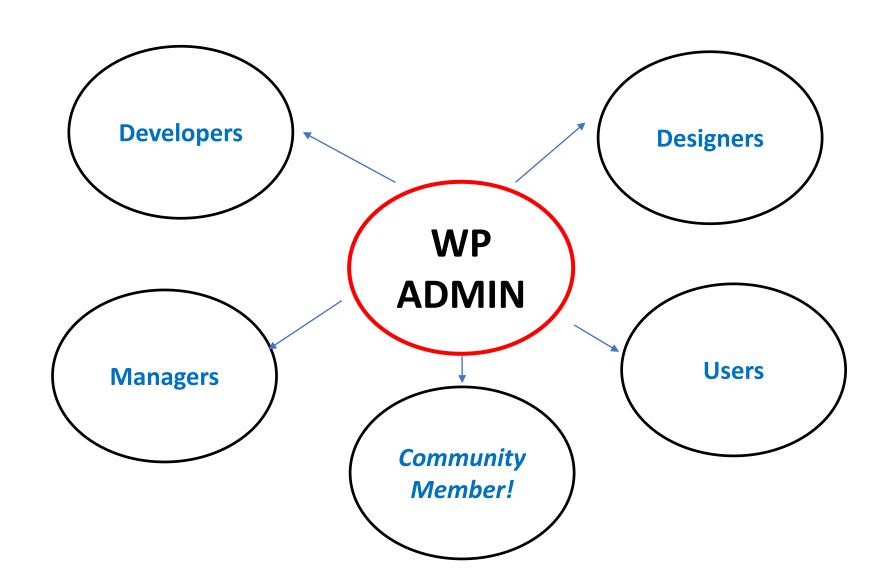
https://www.ximenalarkin.com/

http://www.pascalvangemert.nl/#/profile

Other References: Design Links

- https://optimizerwp.com/wordpress-websites-examples/
- http://www.wpbeginner.com/showcase/excellent-wordpress-website-examples/
- https://blog.hubspot.com/blog/tabid/6307/bid/30557/6-guidelines-for-exceptional-website-design-and-usability.aspx
- https://webflow.com/blog/the-web-design-process-in-7-simple-steps
- https://www.coursera.org/specializations/graphic-design

WordPress Roles...and Opportunities!



How to Get Involved in WordPress?

A variety of reasons for you to get involved in WP, as a.....

- *User* for a personal website, or to support one where you work
- Developer coding, IT nuts and bolts, enable WP functionality
- Designer graphic arts, how to render best "look and feel"
- Manager see how a WP platform can help your organization
- Volunteer! WordCamps, Meetups...or contribute online to WP Core
- WP Community member social, educational...a lot of fun!