

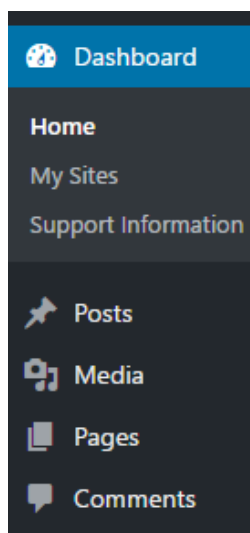
# Wordpress Quick Guide



## WHAT IS WORDPRESS?

Wordpress is a free and flexible program that allows users to create online content, including websites, blogs, galleries, and portfolios. It is ideal for users with or without web design experience who want to create unique, customized online content. UNC provides access at tarheels.live.

## ADMIN MENU



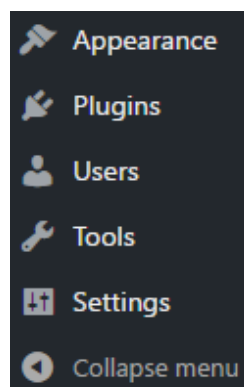
**Dashboard/Home:** displays brief overview of your site

**Posts:** create blog posts

**Media:** stores uploaded images and files

**Pages:** create and edit pages

**Comments:** manage replies to blog posts



**Appearance:** manage theme and site design

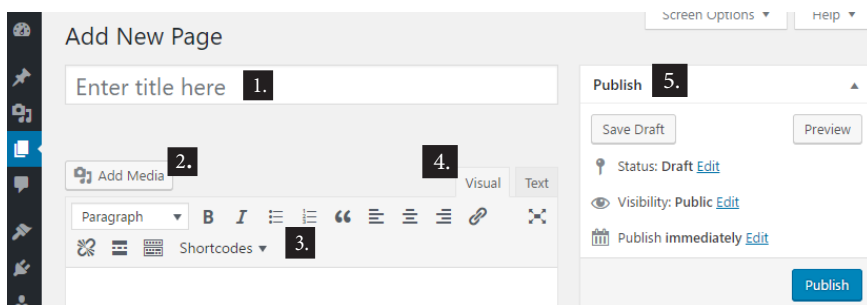
**Plugins:** install plugins to extend site capabilities

**Users:** Lists and manages site users

**Tools:** Import/export your site or delete the site

**Settings:** who can view your site, set media sizes, etc.

## RICH TEXT EDITOR (Add content to Pages and Posts)



1. Edit title
2. Insert images and documents onto page
3. Control formatting of text and images with visual editor commands
4. Toggle between visual and text editor. Text editor allows HTML customization
5. Save the page as a draft, preview it, or publish



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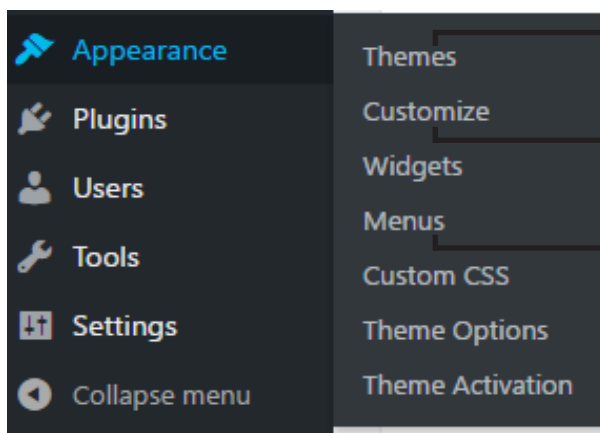


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## THEMES & CUSTOMIZATION



Themes control the overall appearance of your site and can be changed or previewed at anytime.

Customizable options depend varying on theme, but may include color schemes and header images.

From here, you can add and reorder pages and posts to your navigation menu. Note that a “parent” page nests sub-pages, called “child” pages.

## PUBLISHING & SHARING

- Once you’ve added all content to your page or post, you can publish, save as a draft, or preview.
- Share your site’s URL (<https://tarheels.live/your-site-name/>) to give access to the published version.
- “Permalinks” provide a direct URL to any page on your site.
- Look under “Settings > Reading” for more site visibility options.

## HOW TO

1. Get started with tarheels.live: <https://tarheels.live/create-a-site/>
2. Insert links: <http://go.unc.edu/wplinks>
3. Add and manage media: <http://go.unc.edu/wpimages>
4. Delete content: <http://go.unc.edu/wpdelete>
5. Use widgets to add content: <http://go.unc.edu/widgets>
6. Use plug-ins to add features: <http://go.unc.edu/plugins>

## ADVANCED RESOURCES

1. Wordpress Essential Training: <http://go.unc.edu/wptutorial>
2. Customize with CSS: <http://go.unc.edu/wpcss>
3. Register a custom domain: <http://go.unc.edu/domain>
4. Use Heelium, the UNC WP theme: <http://heelium.web.unc.edu/>
5. UNC Digital Accessibility Office: <https://digitalaccessibility.unc.edu/>



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## DIFFERENCE BETWEEN POSTS AND PAGES

Posts are associated with blogs and are added to the site on a regular or scheduled basis. Posts will have as part of their URL the date the post was created. An example is <https://thewell.unc.edu/2022/02/15/growing>.

Pages are associated with websites and the content. Pages are more for information about a site.

## TARHEELS.LIVE VS WORDPRESS.COM

With WordPress.com, you can set up a website for free. There are some differences between what you get with WordPress.com and tarheels.live. The table below gives some of those differences:

Features	Tarheels.live	WordPress.com
Cost	Free for UNC faculty, staff, and students. Can have 5 sites	Different tiers. Personal - \$4/month, Premium - \$8/month. There is a free version, but it contains ads.
Domains	Can purchase a domain name to attach to site.	Free domain name for one year.
Space/Uploads	Uploads are limited to 10MB	Depends on tier. Personal - 6GB, Premium - 13GB
Themes	Limited to the themes offered by ITS. Special UNC theme Heelium.	Premium - allows for premium themes to be installed.
Plugins	Limited to the plugins offered by ITS	Built in with JetPack, which offers many features.
Audio/Video	Recommend uploading to a 3 <sup>rd</sup> party provider.	Personal - can upload audio. Premium - can upload audio and video
CSS	Can add additional CSS	Premium - can have customized CSS
Editing features	WYSIWYG editor or HTML editing	WYSIWYG editor or HTML editing. Using a new block editor called <a href="#">Gutenberg</a> .



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