

## WordPress Instructions

Once your RT request for a site has been completed, you should receive an email from **apache@env-web3.uwaterloo.ca**. If you have not received the email, please contact the Environment Helpdesk.

Start by going to this link: <http://env-web3.uwaterloo.ca/wp-admin>

Login with the username and password provided in above e-mail from Apache.

By default, you are directed to your **Dashboard**. Along the left side of the page, you will find your navigation bar, which allows you to edit your sites.

## Editing Your Profile

Clicking on **Howdy, [username]** in the top right of the site will bring you to the Profile page. This page allows you to make personal setting changes, such as display name, Admin colour scheme or a new password.

## Customizing Your Personal Space

Click on **Appearance** on the navigation bar and then click on **Header**. From here, you can upload a profile picture, Facebook profiles/groups, Twitter profiles, and LinkedIn profiles. You can upload a profile picture by dragging and dropping an image on your computer into the dotted box.

You can finish the upload by clicking on **Save all changes**.

## Creating New Pages

Click on **Pages** in the vertical navigation bar on the left. Pages are made for generic content that may not change very often. Start by selecting a preexisting page or create a new page. The content of the page can be edited and formatted in the text box presented.

To upload images or any other media, click on the button labeled **Add Media** and select media from your library or upload new media by selecting the **Upload Files** tab at the top of the window. *Subpages* can be created by selecting a *Parent* page under **Page Attributes** located on the right side of the page. Press **Update** under the **Publish** panel on the right to save your changes.

After creating a new page, a link will be automatically added to your navigation menu.

You will need to create a new **Page** to display your posts. After page is created, go to **Settings** -> **Reading** and select "**A static page (select below)**". Under the **Posts page** heading, select your newly created page from the dropdown.

## Creating Posts

Posts are blog style content, with an author, a date, and comments that can be attached to multiple categories. You can add new posts by clicking on **Posts** -> **Add New**, or edit an existing post by selecting a post. The window for creating posts appears and behaves similar to the pages window.

## Changing Your Homepage

When your site is newly created, the front page is set to a called page “**Home**”. You can change the front page by follow steps below:

From the navigation bar, go to **Settings** -> **Reading**. Select “**A static page (select below)**”. Using the drop down menus, select a page to be your home page, adjust any settings you may want to change and press **Save Changes**.

## Comments

By default, all your posts will have comments disabled. To enable comments, go to **Settings** -> **Discussion**, and then check **Allow people to post comments on new articles** to enabled comments. All comments are moderated before they appear.

## Sidebar

The sidebar is a vertical column that is optional. If it is enabled, it will display extra information such your contact information, and calendar events on the right hand side.

To access the sidebar, click on **Appearance** -> **Widgets**. To add content, drag and drop *widgets* into the container labeled **Main Sidebar**. You should put information that will be shown often here. Selecting a widget in the sidebar will cause it to cascade down with options for that widget specifically. To disable the sidebar, remove all the widgets from the container.

## Viewing Your Site

To view your website, simply click on the name of your website at the top of the page along the navigation bar. Clicking this button again will return you to the dashboard.

## Logout

To logout, simply hover over **Howdy, [username]** found at the top right corner, and click on **Log out**.

