WordPress Portfolios through Trinity’s Domain of One’s Own
RIT Summer Design Studio – July 2021

SCHEDULE

Part 1 – Setting up your site (Cheryl)
- Creating your portfolio site in Trinity Domains
- Installing WordPress
- Introduction to the WordPress Dashboard
- Choosing and activating a theme
- Building your home page
- Setting a site navigation menu

Part 2 – Adding media and more advanced features (Dave)
- Uploading and embedding media
- Managing comments
- Working with blocks in the editor
- Widgets
- Plugins

Part 1: Setting up your site

Step 1: Creating your portfolio site in Trinity Domains (this only needs to be done once):

1) Go to https://domains.trincoll.edu
   a) Click Get Started.
   b) Login with your trincoll credentials.
2) The first time you access Domains, you will be invited to choose your subdomain (see below). [Hint: For portfolio sites it is recommended to use some version of your name.]
3) You will now see the Trinity Domains cPanel dashboard (shown below).

Step 2: Installing WordPress (this can be done more than once)

1. On the Trinity Domains cPanel dashboard:
   a. Click on WordPress under Applications.
   b. Select ‘+Install this Application.’
2. For this workshop leave your site as http://yourname.domains.trincoll.edu.
   a. You can add additional sites later, such as a blog, by running a new WordPress installation and adding a name under Directory (Optional) as shown below.
   b. Leave all settings as default, and then click on +Install at the bottom right of the page.
   c. Access to the site is single-sign on through Domains, but it is recommended to save the admin credentials that are generated during the WordPress install. It is possible to use these to access the WordPress dashboard directly.
Step 3: Accessing the site through the WordPress dashboard

1. Go to the Trinity Domains cPanel dashboard:
   a. Click on ‘My Apps.’
   b. Click on ‘yourname.domains.trincoll.edu/wp-admin’ to access the WordPress dashboard (shown below).
   c. Note that clicking on WordPress will install the application again, so use My Apps to access your existing site.
   d. There are two types of dashboards in Domains; the main cPanel dashboard for your domain and a WordPress dashboard for each WordPress installation.

Work through the following steps within the WordPress dashboard to create your site. After you have set up the structure of the site, which includes the theme, home page, and navigation menus, you will add content to the site either through new pages or posts.

Step 4: Choosing a Theme

1. The ‘theme’ for your WordPress site is what controls the graphical interface of your site, but not the content. There are literally hundreds of themes available, which can be overwhelming, but we recommend starting with one of the simple themes listed below and then upgrading later as needed. Think critically about the look that you want, including the choice of top or left navigation, a text- or image-rich home page, etc.

   a. Garfunkel (masonry layout)
   b. Hemingway (2 column layout)
   c. Lovecraft (2 column layout)
   d. Rams (minimalist, left navigation)
   e. Hitchcock (masonry layout)
   f. Chaplin (scroll layout)
   g. Any of the ‘Twenty’ themes
2. To install a theme, go to your WordPress dashboard:
   a. Select Appearance/Themes.
   b. Click on ‘Add New’ and in the search box, type the theme name. For this workshop, we will use the Lovecraft theme.
   c. Once it has loaded, select Install, and then Activate.

3. Note that you can easily change the appearance of your site at any time by previewing and activating a new theme. This will not affect the actual content of the site.

**Step 5: Building your Home Page**

1. We will now create your first content page and use that as the Home Page for your site.
2. Pages versus Posts: Posts usually contain timely content that is arranged chronologically with the most recent at the top of a listing, while pages usually contain somewhat static content that is periodically updated. Posts can be sorted and displayed using categories. Whether you use posts or pages for your content will depend upon the structure and purpose of your site. For this design studio, we will be focused on creating pages for your portfolio.
3. Hover over Pages, and then select Add New.
   a. This pulls up the default WordPress editor, Gutenberg.
   b. Enter in a title for your home page, such as ‘Home’ or ‘About Me.’
   c. Enter content in the first paragraph block.
   d. Click on Publish in the upper right to publish the page.

**Step 6: Customizing your theme**

Every theme can be customized to change colors, add image headers, set up navigation menus, etc., but the amount and type of customization available varies by theme. Simple themes, such as the ones listed above, allow only limited customization, but more complicated themes can contain many customization features.

1. To view the features available for a theme, go to the site and then click on ‘Customize’ on the top navigation bar. The features available for the Lovecraft theme are shown to the right.
2. For many basic features, such as menus, widgets, etc., you can access them through both the theme customization menu and the WordPress dashboard.
3. Click on Site Identity and Header Image to start customizing your site, making sure to hit Publish to save your edits.
Step 7: Setting up site navigation menus

1. There are two options for a site home page:
   a. a static page or
   b. a listing of recent posts.
   c. For this workshop, we will use a static home page.
2. Go to the Customize menu and select Homepage Settings (or alternatively, on the WordPress dashboard, go to Settings/Reading.)
   a. Set the home page option to be a static home page.
   b. Choose the page that you created above.
   c. Click Publish.
3. Every theme will have at least one primary navigation menu, and many themes will have additional menus that show in other areas, such as the footer.
   a. To edit the navigation menu, go to the dashboard, and select Appearance/Menus (or Customize/Menus).
   b. Create a new menu by adding pages, posts, post categories or custom URLs.
   c. You can change the menu item order and create sub-menus by dragging and dropping items.
   d. To finish your navigation menu, select Primary Menu under Display Location, and click Create Menu.

Part 2: Adding media and more advanced features

Step 8: Uploading and embedding media

1. The Media Library
   a. Location for all media: images, audio, documents etc
   b. Host video elsewhere (YouTube, Kaltura, Vimeo) and link/embed
   c. Can do basic editing: Resize, Crop, flip and rotate
   d. Find direct links to embed in pages and posts
2. Editing media metadata
   a. Title
   b. Alternative Text – always use for images that convey information
   c. Caption
   d. Description
3. Embedding in a post/page
   a. Media Block options
      i. Image
      ii. Cover
      iii. Gallery
      iv. Image and text
   b. More types of blocks
      i. Paragraph
ii. Headings
iii. List
iv. Columns
v. Widgets
vi. Embeds

Step 9: **What is a Widget?**

1. To add/remove go to Customize or Appearance
2. Different themes have different widget areas
3. Drag widgets to and from the widget area
4. New widgets can be installed via plugins

Step 10: **Managing Comments**

1. We recommend you just turn them off
   a. Go the WordPress dashboard.
   b. Go to Settings/Discussion, and then uncheck the box in front of ‘Allow people to submit comments on new posts.’
   c. You can still turn on comments for individual posts and pages if you wish
2. Settings to consider if you allow comments
   a. Users must be registered and logged in to comment
   b. Comment must be manually approved

Step 11: **What is a Plugin?**

1. Extends functionality of WordPress
2. Some popular plugins include:
   a. [Akismet](#) Spam protection – already installed!
   b. Forms - [WPForms](#), Gravity Forms
   c. Social media plugins - [Ultimate Social Media Icons](#)
   d. SEO – [Yoast](#)
3. Accessed via Plugins menu in the dashboard to add or activate