

WordPress “UpQuick” Tutorial

Copyright 2010 Communication Architects - UpQuick.com

*This material may be freely copied as long as **no** changes are made.*

Please report any errors and corrections here: upquick.com/message

WordPress is an excellent – **free** – content management system with which to build an interactive website. There are thousands of free design options called “themes” that can be installed and used. There are also hundreds of plugins and customizing options, more than 5,000 free on-line video tutorials, and lots of free support. The only negative aspect of WordPress is that there are ***so many*** features, functions, variations, options, tutorials, and different ideas about how to use it that it can be tremendously difficult, even intimidating, to try to figure out how to proceed.

What the world needs, is a much simpler and more streamlined – UpQuick – way to get things done.

The objective of this WordPress “UpQuick” Tutorial is to attempt to develop and provide the quickest, most concise, most efficient, and easiest possible way to get started with WordPress. Start here:

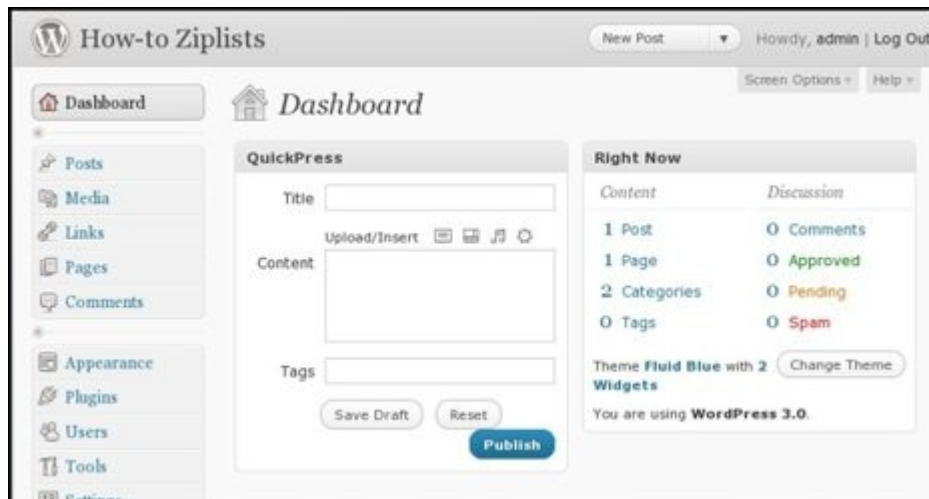
- **How to install WordPress at BlueHost.com:** *(This **may** also work at some other web hosting services.)*

1. Go to www.BlueHost.com ▶▶ Control Panel Login ▶▶ Software / Services ▶▶ WordPress
2. Click "Install" (green button near bottom of screen)
3. Where to install: click ▼ (down arrow to choose location) ▶▶ type in sub-folder name
4. (Optional) Advanced Options: click to display
5. Enter new site name: How-to Ziplists
6. Enter Username and Password:
7. Check "I have read terms" and click "Complete" (WordPress installs in about 5 minutes)
8. Click on "Learn" tab for additional instructions: www.simplescripts.com/articles
9. Log-out or close BlueHost.com

- **How to setup and customize a new WordPress installation:**

Login to the admin page: www.Website.com/sub-folder/wp-admin

- **How to customize and simplify the WordPress Dashboard:** **Dash** ▶▶ click "Screen Options" ▶▶ uncheck everything except "Right Now" and "QuickPress" ▶▶ click "Screen Options" again ▶▶ Click and hold on the title bar for "QuickPress" and drag it to the left ▶▶ Click and drag "Right Now" to the upper right beside QuickPress.



- [How to change the site name/title](#): **Dash** ▶ Settings ▶ General ▶ Site Title [type new] ▶ ▶ Tagline [type new] ▶ Save Changes (at the bottom of the screen) ▶ **Dash**.
- [How to write a new comment/post](#): **Dash** ▶ QuickPress ▶ Title [write a post title] ▶ ▶ Content [write a new message] ▶ (optional add a list of tags) ▶ Publish ▶ **Dash**.
- [How to delete "Hello world"](#): **Dash** ▶ Posts ▶ (mouse-over "Hello world" ▶ trash ▶ **Dash**.
- [How to update account information if/as desired](#): **Dash** ▶ Users ▶ Your Profile ▶ ▶ (change password, contact information, and other details ▶ Update Profile ▶ **Dash**.
(other options: Add new users, upload user images, etc.)
- [How to install a simple new theme \(smaller screen space\)](#): **Dash** ▶ Appearance ▶ Themes ▶ ▶ Install Themes ▶ [simple] Search ▶ (scroll down to) Fluid Blue ▶ Preview ▶ ▶ "X" (exit preview) ▶ Install ▶ Install now ▶ Activate ▶ ▶ (visit site (click upper left "W") -or- open second window to view) ▶ **Dash**.
- [How to modify the sidebar menu](#): **Dash** ▶ Appearance ▶ Widgets ▶ (drag "Categories" to Sidebar 1) ▶ Rename Title: [Topics] ▶ Save ▶ Close ▶ (Reload site to view change) ▶ (drag "Pages" to Sidebar 1 above "Categories/Topics") ▶ Save ▶ Close ▶ **Dash**.
**Please note: This action removes the several items that previously appeared in the sidebar so you can add only those items that you want to appear there.*
- [How to add categories](#): **Dash** ▶ Posts ▶ Categories ▶ Name [Add new category name] ▶ ▶ Slug [Add URL friendly "slug" name] ▶ (optional add parent, description, etc.) ▶ ▶ Add New Category (click at the bottom of the page) ▶ **Dash**.
- [How to modify a post to set its category](#): **Dash** ▶ Posts ▶ (mouse-over a post title) ▶ ▶ Edit ▶ (unclick Uncategorized, click a new category name) ▶ Update ▶ **Dash**.
- [How to remove \(or edit\) the page footer](#): **Dash** ▶ Appearance ▶ Editor ▶ Footer (in the right column under "Templates") ▶ After <div id="footer"> insert <!-- ▶ ▶ Before </div> </div> insert --> ▶ Update File ▶ **Dash**.

More to come.

Please send your ideas, suggestions, and corrections to:
www.upquick.com/message