WordPress

WordPress is a versatile web software application that can be used to create blogs, newsletters, or traditional websites. WordPress allows you can create a faculty site or set up blog for a group, project or department. These services are available for university related purposes to all faculty and staff.

Note: WordPress websites and/or blogs are not intended to replace the existing web presence on the EWU external site (www.ewu.edu) but to augment the content managed by the CMS with an interactive presence that can be used to dynamically build communication and social media venues.

Site Requests

There are two different site requests that EWU WordPress Services support:

- **Automatic**: The most common site request is automatic in which you create your site or blog automatically. Typically, if you are interested in a professional blog or website intended for a narrow audience base, one automatically created by your EWU NetID is adequate to meet most needs. Sites generated automatically display a url which displays in the address bar of the web browser with requestors user name. For example: http://sites.ewu.edu/pfournier/

To generate an automatic site, access sites.ewu.edu/wp-admin

- **Special Request**: Special request sites are intended for a group, department, or academic course use and have wider audience appeal. Both sites share identical functionality and differ only in the way the site name is displayed in the address bar of the web browser. For example: http://sites.ewu.edu/oittraining/

To submit a special request, submit a web help desk ticket: https://whd.ewu.edu

Accessing Your Site

Two sites are created; one is the public side, the other is the editing side.

<table>
<thead>
<tr>
<th>Public Side</th>
<th>Editing Side</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image" alt="Public Side" /></td>
<td><img src="image" alt="Editing Side" /></td>
</tr>
</tbody>
</table>

1. When your site is created, and email is automatically generated:
2. Click the **Login Here** link in the email to login and edit the site. Sign in using your EWU NetID and password:

![Login Here](Link to Login)

3. The WordPress dashboard displays. Use the links in the left hand navigation to add and edit features, functions, and content.

![WordPress Dashboard](Dashboard Image)

4. Click on **Genesis** and select **Theme Settings**. Genesis adds themes (look & feel), functionality, and a layer of security that we would not ordinarily get from a default WordPress installation. Select the desired settings.

5. Continue to use dashboard options to add content and features.

6. To publish your WordPress site, post the link to your WordPress site on an existing EWU web page.
Public Side Sample:

Support
Please note, WordPress is considered a self-help application. WordPress users are responsible for researching and determining how to use the application, its features, and functionality. For technical assistance, please submit a web help desk ticket: http://whd.ewu.edu

- Try Lynda Campus (http://access.ewu.edu/oit/services/it-training/documentation-and-resources/lyndacampus-information.xml). Lynda Campus has 30 WordPress video tutorials.

- Our EWU WordPress site (http://sites.ewu.edu/). Click Tips for more information:

WordPress Quick Reference

To get you on your way to using WordPress for your site/blog, following the suggested settings contained in the list below:

**First Steps**
- Requesting a WordPress Site
- Logging Into WordPress

**Configuring Your WordPress Site**
- The Dashboard
- General Settings
- Writing Settings
- Reading Settings
- Discussion Settings
- Media Settings
- Privacy Settings
- Permalinks Settings


WordPress is web software you can use to create a beautiful website or blog. We like to say that WordPress is both free and priceless at the same time.

The core software is built by hundreds of community volunteers, and when you’re ready for more there are thousands of plugins and themes available to transform your site into almost anything you can imagine. Over 60 million people have chosen WordPress to power the place on the web they call “home” — we’d love you to join the family.