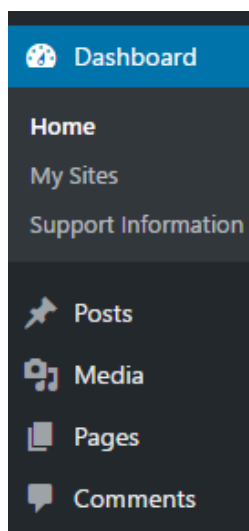# Wordpress Quick Guide

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.
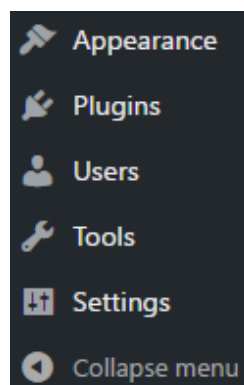
ADMIN MENU

Dashboard/Home: displays brief overview of your site

Posts: create blog posts

Media: stores uploaded images and files

Pages: create and edit pages

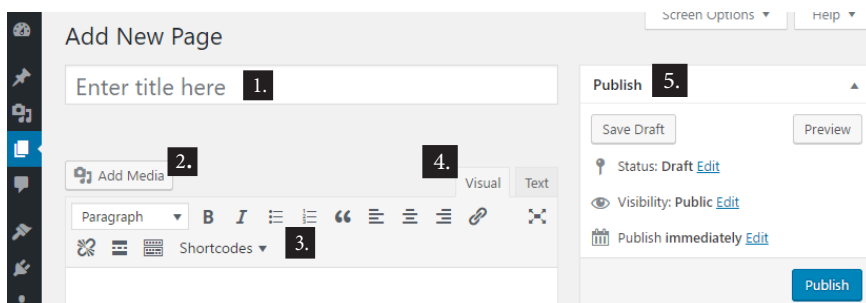**Comments:** manage replies to blog posts

Appearance: manage theme and site design
Plugins: install plugins to extend site capabilities
Users: Lists and manages site users

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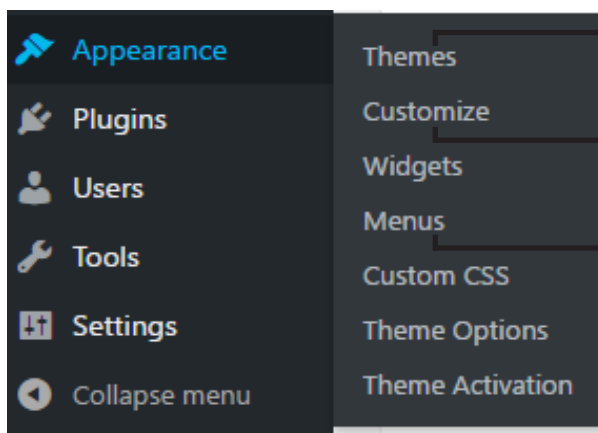
Themes control the overall appearance of your site and can be changed or previewed at anytime.

Customizeable 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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