

WORDPRESS BASICS

Everything you need to know to create a WordPress site



2024, Roy Sahupala

Important Note

The methods and programs in this manual are stated without regard to any patents. They are for amateur and study purposes only. All technical data and programs in this book have been compiled by the author with the greatest care and reproduced after thorough checking. Nevertheless, errors cannot be completely excluded. The publisher is therefore forced to point out that it can assume neither any warranty nor any legal responsibility or any form of liability for consequences arising from erroneous information. The reporting of any errors is always appreciated by the author.

Please be advised that the software and hardware names mentioned in this book as well as the brand names of the companies involved are mostly protected by manufacturer's marks, trademarks or by patent law.

All rights reserved.

No part of this publication may be reproduced, stored in a retrieval system, or transmitted in any form or by any means, electronic, mechanical, photocopying, recording, or otherwise, without the prior written permission of the publisher.

Author: R.E. Sahupala

ISBN/EAN: 979-8-8833-2184-8

First printing: 02-03-2024

Edition: 1

NUR-code: 994

Publisher: WJAC

Website: www.wp-books.com/basics

With special thanks to:

My dear wife Iris van Hattum and our son Ebbo Sahupala.

TABLE OF CONTENTS

INTRODUCTION	1
Who is this book for?	2
What do you need?	3
Purpose of this book	4
SERVER ON YOUR COMPUTER	7
WEB SERVER FOR MACOS	11
Start up LOCAL	12
WEB SERVER FOR WINDOWS	17
Startup LOCAL	24
INSTALL WORDPRESS	27
WordPress on your computer	29
Automatic WordPress installation with LOCAL	30
Manual WordPress installation with MAMP	37
INSTALL WORDPRESS ON THE INTERNET	49
WordPress installation with an app installer, method 1	51
WordPress installation without an app installer, method 2	54
BASIC SETTINGS, CONTENT AND CUSTOMIZATION	65
WordPress frontend	67
WordPress backend	70
Welcome to WordPress!	71

Dashboard	72
WordPress Updates	73
Installing Theme Twenty Twenty-One	75
Site title and subtitle	76
Site language	76
Permalinks	77
Screen name	78
View site	79
POSTS AND PAGES	81
Add Post	82
BLOCK EDITOR	89
Add Pages	91
Creating a link	93
Assignment	94
Customize homepage	95
Customize Posts page	96
Sticky posts	97
Turn off Allow comments	98
Protecting pages with a password	99
MEDIA LIBRARY	101
Edit image	103
Place image	104

Link image	106
Media settings	107
MENU	109
Posts in menu	111
Social links menu	112
CATEGORIES	115
WIDGETS	119
Content in sidebar or footer	121
PRACTICAL BLOCK ELEMENTS	125
Columns	125
Tables	127
Buttons	128
Gallery	129
Patterns	131
CUSTOMIZE THEME	133
Place header image	134
Favicon	136
NEW THEME	139
Download and install theme	140
Customize Theme	143
Place header	144
BLOCK THEME	147

Edit Homepage, Template and Template Parts	152
EDIT FOOTER	155
USERS	159
WORDPRESS PLUGINS	163
Download Plugin	163
The right plugin	164
Install Plugin	165
Favorite plugins	167
Akismet	168
Under construction	169
Google analytics	172
Form	173
Form messages not arriving	176
Extend media management	178
Gallery extension	181
Increase upload size	184
Custom sidebars	185
Custom headers	188
BACKUP	193
SECURE SITE	197
MOVING A LOCAL SITE TO THE INTERNET	201
Install Plugin	201

Exporting the Site	202
Importing the site	203
SEARCH ENGINE OPTIMIZATION	207
PRIVACY AND COOKIES	217
GDPR Plugin	220
SSL - SECURE SITE	227
Activate SSL in Wordpress	230
Activate SSL with a plugin	231
HAVE FUN WITH WORDPRESS	233
ABOUT THE WRITER	235



INTRODUCTION

Are you interested in creating a professional website independently, even without any technical knowledge, and with content that needs regular updates? If so, a Content Management System (CMS) might be your best bet. There are several CMS options available, with WordPress being one of the most popular.

The decision to choose WordPress depends on various factors. As a web designer, the main appeal for me lies in its user-friendly interface and ease of maintenance. Installing WordPress is quick and simple, making it a hassle-free option for both designers and clients to get started promptly.

When setting up a WordPress site, you have access to numerous free themes to choose from. In this book, I'll walk you through the process of installation, configuration, and management of WordPress. Additionally, I'll demonstrate how to enhance the system by incorporating essential components such as forms, galleries, media features, backups, security measures, and search engine optimization plugins.

For efficient work with WordPress, having a web server on your computer can be beneficial. I'll provide easy-to-follow instructions on how to turn your computer into a web server. Furthermore, I'll explain the process of transferring a WordPress website to an internet server.

This book serves as a solid foundation for delving into WordPress independently. If you're eager to explore further, consider visiting *wordpress.org* for additional resources and insights.

Every exercise presented in this book is practical, focusing solely on the most essential steps while omitting any unnecessary descriptions, ensuring immediate applicability.

For further information, visit **wp-books.com/basics**.

Instructions are provided for both MacOS and Windows users.

Who is this book for?

- ▶ Individuals interested in independently setting up a WordPress site.
- ▶ Those seeking independence from developers.
- ▶ Individuals with no programming background.
- Multimedia students.
- Web editors.
- Anyone aiming to create their own weblog or site.

Tip: Take your time! Carefully read each chapter before sitting down at the computer.

What do you need?

To develop a WordPress site, you'll need the following:

- A web server or web host
- The latest version of WordPress
- An internet browser

You can develop a WordPress site on your computer using a **local web server**. This book provides step-by-step instructions on how to install and utilize a web server on your computer. Once you've developed your Word-Press site, you'll need a **web host** to publish it on the internet.

To provide WordPress with the necessary content, you'll use an **internet browser** to connect to the CMS platform.

It's advisable to install more than one browser, as certain WordPress features may not work optimally in your preferred browser. In such cases, you can quickly switch to another browser.

All exercises in this book have been tested with Firefox, Safari, Google Chrome, and Microsoft Edge. Make sure to always use the latest version of your browser.

Purpose of this book

This book is designed for individuals who want to leverage WordPress quickly and practically, even without technical expertise.

The book covers both Local and Remote installations of WordPress.

A local installation offers the advantage of allowing experimentation before publishing the results online.

The book focuses solely on essential explanations, enabling readers to gain sufficient experience with WordPress. Once familiar, readers can further explore the platform independently.

For those interested in delving deeper into WordPress, advanced books are available, such as **WordPress - Advanced**, **WordPress - Gutenberg**, **WordPress - Classic Theme**, and **WordPress - Block Theme** (new theme format). Additionally, for creating online stores, there's the book **WordPress - WooCommerce**.

For more information, visit: **wp-books.com**.