

Quick and Easy WordPress Setup

Getting Your Home Business Online

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Disclaimer

This guide has been produced to help educate you about the process of setting up a WordPress blog. Every effort has been made to be as accurate and complete as possible. There may, however, be mistakes in grammar or content. The purpose is to educate and inform. The author does not warrant the report to be fully complete and is not responsible for errors. This report should only be used as an informative guide. The author is not liable or responsible with respect to any loss or damage caused by use of this information. Please do not use this guide if you do not choose to be bound by the above. Links given in this publication may be affiliate links to suggested products.

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Installing WordPress

Installing WordPress is incredibly simple, especially when compared to installing any other kind of script.

There are two different ways WordPress can be installed. If you have cPanel / Fantastico, installing WordPress can literally take all of 30 seconds with the one-click install available with [HostGator](#) and many other reputable hosting companies.

Without cPanel or Fantastico, you'll have to do the manual setup. The manual setup process can take some time, primarily due to the fact that you have to upload a lot of files. Here are the instructions for your 30-second install.

WordPress Setup – cPanel

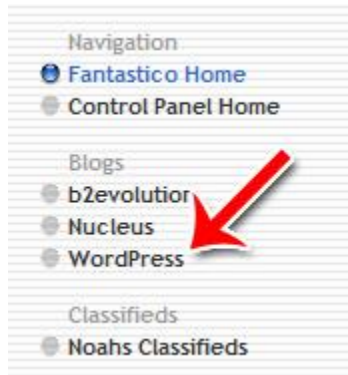
Step 1: Go to Fantastico

Log into your cPanel interface. Navigate to the Fantastico button.



Step 2: Installing WordPress

Click “WordPress” in the navigation menu within Fantastico.



Choose “New Installation.”

WordPress

Short description: WordPress is a blogging software with a focus on ease of use, elegance, performance, and standards with a huge selection of themes and plugins.
Homepage: <http://wordpress.org/>

[WordPress support forum](#)
(We are not associated with the official WordPress support forum)

[New Installation](#) (3.2.1)
Disk space required: 12.28 MB
Disk space available: 998580.5 MB



Select the site you want to install WordPress on.

Installation location

Install on domain

Install in directory

Leave empty to install in the root directory of the domain.
http://domain/ directory
Enter only the directory name.
http://domain/ directory
it will be automatically created.

Admin access data

Administrator-username (you need this to enter the protected admin area)
Password (you need this to enter the protected admin area)

Base configuration

Admin nickname

| |
|--|
| endmortgageforeclosure.com |
| thequalityreviews.com |
| thequalityreviews.endmortgageforeclosure.com |
| trials.thequalityreviews.com |
| vick.stopbankruptcynow.org |
| videotraining.com |
| videotraining.endmortgageforeclosure.com |
| voledspiralebay.com |
| voledspiralebay.endmortgageforeclosure.com |
| wbbsims.com |
| wbbsims.endmortgageforeclosure.com |
| waterboarding.endmortgageforeclosure.com |
| wiki.stopbankruptcynow.org |
| willbevered.com |
| willbevered.endmortgageforeclosure.com |
| wordpress.endmortgageforeclosure.com |
| wordpress.endmortgageforeclosure.com |
| wordpress.com |
| wordpress.endmortgageforeclosure.com |
| xnatchacae.com |
| xnatchacae.endmortgageforeclosure.com |

Finally, enter a username and password.

Admin access data

Administrator-username (you need this to enter the protected admin area)

Password (you need this to enter the protected admin area)

Click “install” and WordPress will be installed in 10 seconds. It’s that simple! From now on, you will get to the dashboard of your new blog by going to <http://yournewdomainname.com/wp-admin/>. Enter the username and password you chose in the previous step. Now we can work on the settings of your new blog.

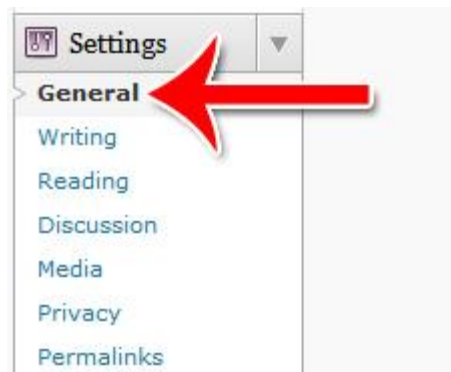
Adjust Your WordPress Settings

WordPress is one of the most customizable content management systems on the planet. You can adjust how your posts look, how commenting works, how your link structure works and even turn your blog into a regular website if you want.

Here’s how to adjust the most important settings in WordPress.

Step 1: General Settings

This is where you setup the most basic things of your WordPress setup. To access the general setting area, scroll down to “Settings” on the left and click “General.”



Start by setting up your site's title, your tagline, your site address and your email address.

| | |
|-------------------------|----------------------|
| Site Title | <input type="text"/> |
| Tagline | <input type="text"/> |
| WordPress address (URL) | <input type="text"/> |
| Site address (URL) | <input type="text"/> |
| E-mail address | <input type="text"/> |

Setup your time zones in WordPress. This will help WordPress put dates and times on your posts, your calendars and your archives.

| | | |
|----------------|---|-----------------|
| Timezone | <input type="text" value="UTC+0"/> <input type="button" value="v"/> | <i>UTC time</i> |
| | <i>Choose a city in the same timezone as you.</i> | |
| Date Format | <input checked="" type="radio"/> November 21, 2011 <input type="radio"/> 2011/11/21 <input type="radio"/> 11/21/2011 <input type="radio"/> 21/11/2011 <input type="radio"/> Custom: <input type="text" value="F j, Y"/> November 21, 2011 | |
| | Documentation on date and time formatting. | |
| Time Format | <input checked="" type="radio"/> 9:15 am <input type="radio"/> 9:15 AM <input type="radio"/> 09:15 <input type="radio"/> Custom: <input type="text" value="g:i a"/> 9:15 am | |
| Week Starts On | <input type="text" value="Monday"/> <input type="button" value="v"/> | |

Step 2: Writing Settings

The writing settings are primarily for your convenience. Setting up the writing settings properly will allow you to edit and post new content in an easier and more intuitive manner.

Start by setting how large you want your post box to be. The larger the box, the more room you have to type, though you'll see fewer settings above the fold.

Size of the post box lines

Setup whether or not you want WordPress to automatically format smileys and whether you want it to correct markup language.

Formatting Convert emoticons like :-) and :-P to graphics on display
 WordPress should correct invalidly nested XHTML automatically

Setup where you want posts and links to appear by default. You can change these on an individual basis in your actual post.

Default Post Category

Default Link Category

Setup post by email if you'd like to be able to post to your blog without logging into your WordPress admin panel.

Post via e-mail

To post to WordPress by e-mail you must set up a secret e-mail account with POP3 access. Any mail received at this address will be posted, so it's a good idea to keep this address very secret. Here are three random strings you could use: e0FL7K3x , o9mdtJb9 , EmUfIdDo .

Mail Server Port

Login Name

Password

Default Mail Category

Finally, setup blog & ping. You can post giant lists of ping sites to send each post to if you like, though this really is not necessary.

Update Services

When you publish a new post, WordPress automatically notifies the following site update services. For more about this, see [Update Services](#) on the Codex. Separate multiple service URLs with line breaks.

Save Changes

Step 3: Reading Settings

The reading setting allows you to change how users see your site. It's where you setup how the content on your site appears.

Start by setting up how you want your front page to look. By default, your front page shows your latest posts. However, if you want, you can set it up to show something else instead.

Front page displays

Your latest posts

A [static page](#) (select below)

Front page:

Posts page:

Then setup how your want your blog pages and syndication feeds to display.

Blog pages show at most posts

Syndication feeds show the most recent items

For each article in a feed, show

Full text

Summary

Step 4: Discussion Settings

Start by setting how the comments are setup for articles by default. You can change these on a per-article basis later.

| | |
|--------------------------|---|
| Default article settings | <input checked="" type="checkbox"/> Attempt to notify any blogs linked to from the article. |
| | <input checked="" type="checkbox"/> Allow link notifications from other blogs (pingbacks and trackbacks.) |
| | <input checked="" type="checkbox"/> Allow people to post comments on new articles |
| | <i>(These settings may be overridden for individual articles.)</i> |

Then choose your basic settings for comments, like whether or not people need to register and how comments are ordered. If you would like your blog to be an interactive place with open discussions, I do not recommend requiring registrations. This can be a deterrent.

| | |
|------------------------|---|
| Other comment settings | <input checked="" type="checkbox"/> Comment author must fill out name and e-mail |
| | <input type="checkbox"/> Users must be registered and logged in to comment |
| | <input type="checkbox"/> Automatically close comments on articles older than <input type="text" value="14"/> days |
| | <input checked="" type="checkbox"/> Enable threaded (nested) comments <input type="text" value="5"/> levels deep |
| | <input type="checkbox"/> Break comments into pages with <input type="text" value="50"/> top level comments per page and the <input type="text" value="last"/> page displayed by default |
| | Comments should be displayed with the <input type="text" value="older"/> comments at the top of each page |

Setup your email notifications and spam moderation settings. You can choose to get an email every time someone comments; you can also choose whether or not you need to moderate comments before they go live.

| | |
|--------------------------|---|
| E-mail me whenever | <input type="checkbox"/> Anyone posts a comment |
| | <input type="checkbox"/> A comment is held for moderation |
| Before a comment appears | <input type="checkbox"/> An administrator must always approve the comment |
| | <input type="checkbox"/> Comment author must have a previously approved comment |

You can also setup your comment moderation and blacklist. These are words, IP addresses, names or URLs that will get comments flagged. You can choose to either require moderation for flagged posts, or automatically blacklist them.

Comment Moderation

Hold a comment in the queue if it contains or more lines.

When a comment contains any of these words in its content, it will be held in the queue. It will match inside words, so "press" will match "WordPress".

```
top-site
top-e-site
tramadol
trim-spa
ultram
valeofglamorganconservatives
viagra
vioxx
xanax
zolus
```

Finally, setup how you want avatars to work in your comments.

Avatars

An avatar is an image that follows you from weblog to weblog appearing beside your name when you comment on other people's blogs. You can choose to show or not show avatars for people who comment on your site.

Avatar Display

Don't show Avatars

Show Avatars

Maximum Rating

G — Suitable for all audiences

PG — Possibly offensive, usually for audiences 13 and above

R — Intended for adult audiences above 17

X — Even more mature than above

Step 5: Permalinks Settings

Permalinks are the permanent links each blog post gets when it goes live on your site. The permalinks section allows you to set how you want these links to be structured.


For example, you can use just the post number:

www.yoursite.com/2349/

Or you could make it just use your title:

www.yoursite.com/your-title-here/

You can use a combination of different factors to craft your permalinks. By default WordPress has a few different structures you can choose from.



The image shows a screenshot of the WordPress 'Common settings' section for Permalinks. It features five radio button options, each with a corresponding URL example in a text box to its right. The 'Custom Structure' option is selected, indicated by a blue dot. The text boxes for the other options are highlighted with a light grey background.

| Option | Example URL |
|---|--|
| <input type="radio"/> Default | <code>http://earnnontheroad.com/?p=123</code> |
| <input type="radio"/> Day and name | <code>http://earnnontheroad.com/2011/11/21/sample-post/</code> |
| <input type="radio"/> Month and name | <code>http://earnnontheroad.com/2011/11/sample-post/</code> |
| <input type="radio"/> Numeric | <code>http://earnnontheroad.com/archives/123</code> |
| <input checked="" type="radio"/> Custom Structure | <code>/%postname%/</code> |

These are the most important settings in WordPress. WordPress really is an infinitely customizable platform. There are so many different ways you could setup your blog it would take days just to explore all the possibilities. The options we just covered are the underlying fundamentals for setting up just about any blog. Let's move onto themes.

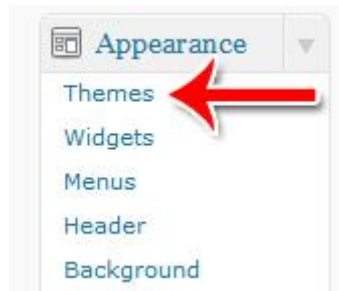
Customize Your Theme

WordPress is one of the easiest platforms to edit because of themes. A theme allows you to change how your site looks with the click of a button. Themes are designed to be complete design packages, with everything from the fonts to the sidebars to the headers all designed to harmonize with one another.

Here's how to customize your themes in WordPress.

Step 1: Navigate to the Theme Installation Page

Click on "Themes" under the navigation menu.



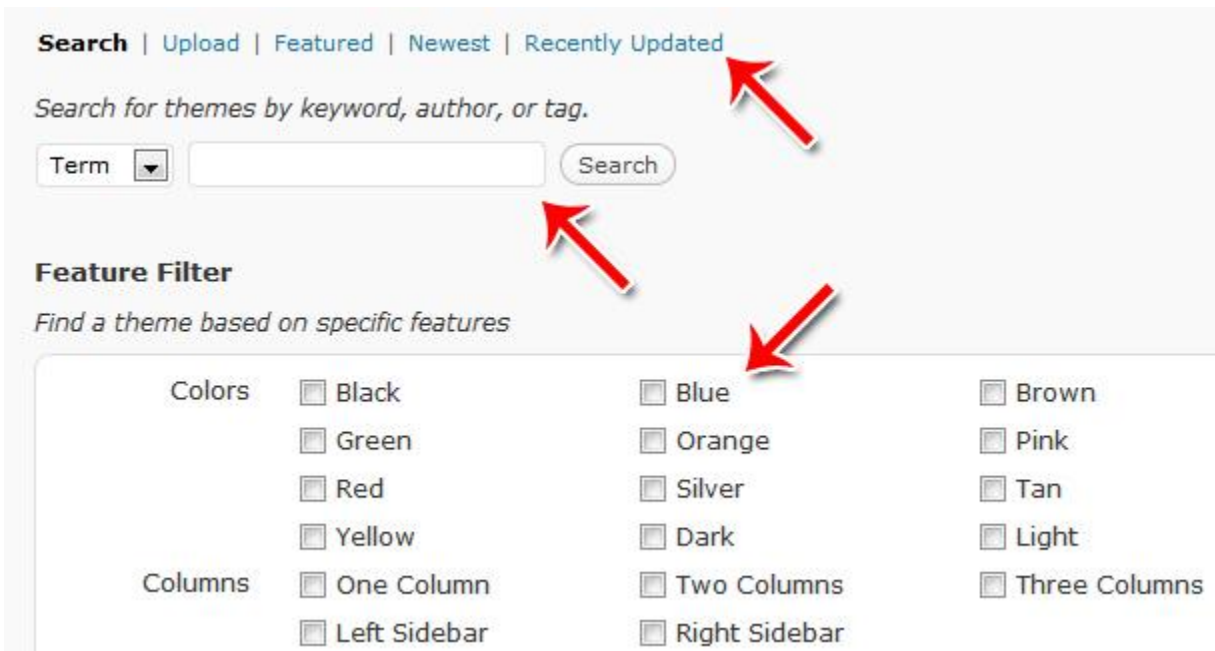
Then click "Install Themes" along the top.



Step 2: Search or Browse

Search or browse for the theme you want. If you choose to browse, you can browse by “featured,” “newest,” or “recently updated.”

If you choose to search, just type in a keyword and hit “search.” You can also narrow down your results by checking the boxes to let WordPress know what kind of themes you’re interested in.



Search | [Upload](#) | [Featured](#) | [Newest](#) | [Recently Updated](#)

Search for themes by keyword, author, or tag.


Term

Feature Filter
Find a theme based on specific features

| | | | |
|---------|---------------------------------------|--|--|
| Colors | <input type="checkbox"/> Black | <input type="checkbox"/> Blue | <input type="checkbox"/> Brown |
| | <input type="checkbox"/> Green | <input type="checkbox"/> Orange | <input type="checkbox"/> Pink |
| | <input type="checkbox"/> Red | <input type="checkbox"/> Silver | <input type="checkbox"/> Tan |
| | <input type="checkbox"/> Yellow | <input type="checkbox"/> Dark | <input type="checkbox"/> Light |
| Columns | <input type="checkbox"/> One Column | <input type="checkbox"/> Two Columns | <input type="checkbox"/> Three Columns |
| | <input type="checkbox"/> Left Sidebar | <input type="checkbox"/> Right Sidebar | |

Step 3: Browse and Preview

WordPress will give you a number of different themes for you to look through. Scroll through the page to see thumbnails of themes you can try on. If you see one you're interested in, click "Preview" to see a full page version of what your site would look like with that theme.



The screenshot shows a preview of the 'Liquorice Theme'. At the top, it says 'Liquorice Theme' in a red, cursive font, with the tagline 'Making things a little sweeter' below it. There is a navigation menu with links for 'HOME', 'ABOUT', 'CONTACT', 'SERVICES', 'FAQ', and 'BLOG'. A central banner features a photo of red lollipops and the text 'THIS IS A STICKY POST'. To the right, there are sections for 'Recent Posts' and 'Blogroll'. Below the preview, the theme name 'Liquorice' is displayed in a bold font. A red arrow points to the 'Preview' link. Below the name are links for 'Install' and 'Preview'. A short description follows: 'A simple and clean vintage looking theme for you to build on using Google's font API Lobster font. Custom background feature enabled.' At the bottom, there is a 'Details' link.

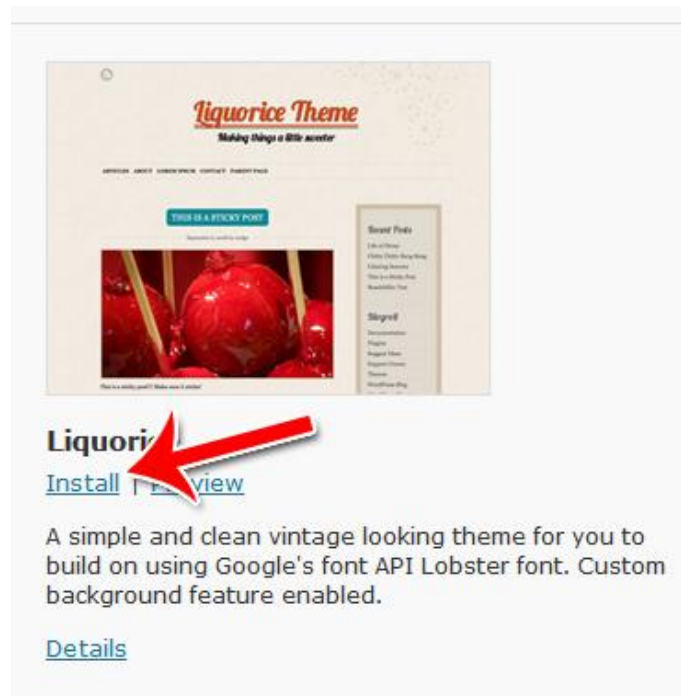
Liquorice
[Install](#) | [Preview](#)

A simple and clean vintage looking theme for you to build on using Google's font API Lobster font. Custom background feature enabled.

[Details](#)

Step 4: Installing a Theme

Once you've selected a theme, just click "Install" to install the theme.



Once the theme is installed, you need to click "Activate" to have the theme go live on your site.



That's all there is to installing and activating a new theme! If you are not ready to invest in a paid theme, I would recommend sticking to those within the WordPress Directory (that is what you searched in above). These are themes that WordPress has vetted and found to be up to their standards. Free themes available outside of the directory may contain unsavory links or worse. Stick with trusted developers within the directory or consider investing in a premium theme.

Step 5: Editing Your Sidebar

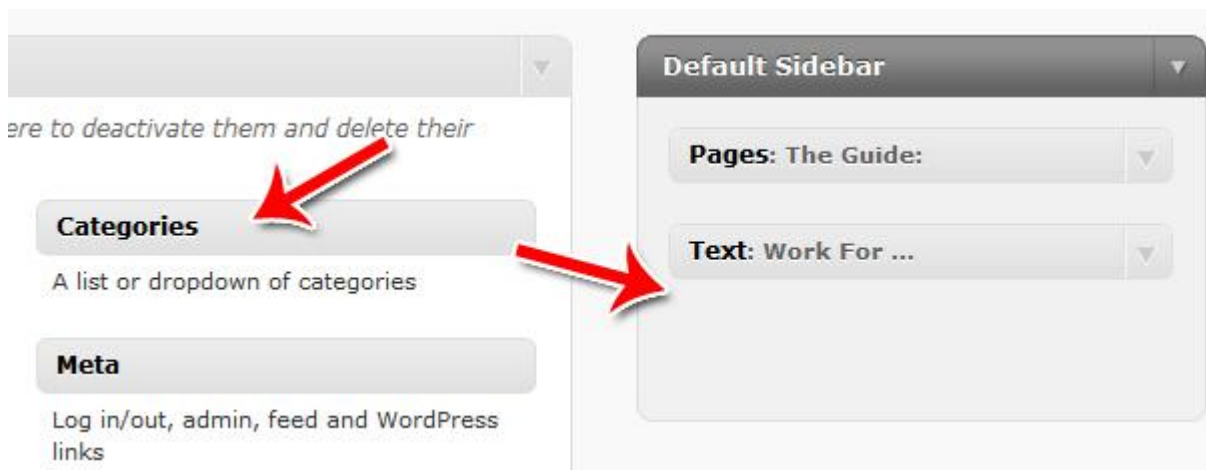
WordPress has a unique system of editing sidebars called “widgets.” Widgets allow you to drag and drop different elements into different sidebars to customize the look of your site.

Depending on the theme you chose, you might have one, two or even three sidebars. Widgets are what allow you to create different kinds of looks for all your different sidebars.

To access the widgets menu, click “Widgets” on the left sidebar.



Then just drag and drop the widgets you want into the sidebar you want them to appear in.



Step 6: Changing the Page Header

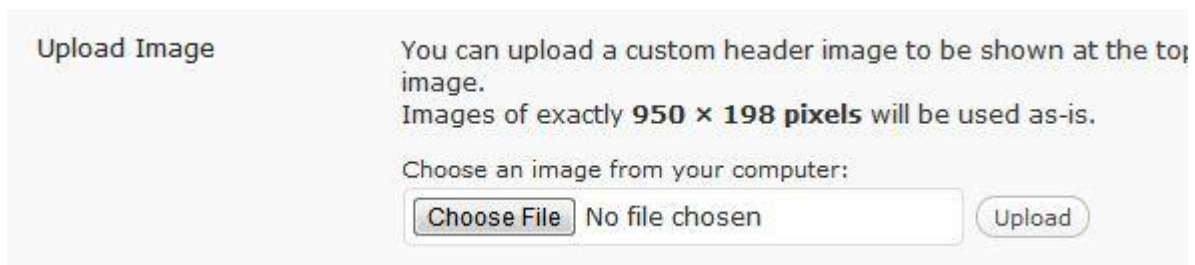
Your header is one of the most important aspects of your entire design. It colors the entire look of your site.

How you upload a new header depends on the theme that you've installed. Most themes have a header upload feature that allows you to quickly and easily upload new headers. Though the actual upload location varies from theme to theme, usually it's under the "Appearance" section.

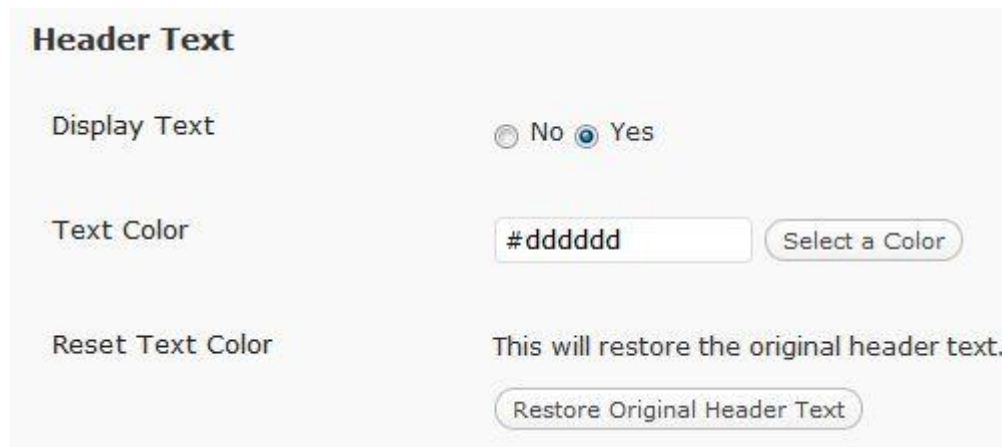
For example, with the "Raindrops" theme, the header upload section is here:



All you need to do to upload a new header is click "Choose File" and select the file you want to upload.



Finally, by default many themes will display header text within the header. You can either turn this on or off; at times you can also customize the text a bit.



The image shows a 'Header Text' customization panel. It has three main sections: 1. 'Display Text' with radio buttons for 'No' and 'Yes', where 'Yes' is selected. 2. 'Text Color' with a text input field containing '#ddddd' and a 'Select a Color' button. 3. 'Reset Text Color' with a description 'This will restore the original header text.' and a 'Restore Original Header Text' button.

That's how to choose a new theme and how to customize the sidebars and the header. Using these tools, you can create a wide variety of different looks for just about any audience.

Find, Install and Activate a Plugin

Plugins are third party pieces of software that outside developers write which can easily plug into your WordPress system to give you more functionality. In other words, plugins allow you to do things that you wouldn't be able to do with WordPress on its own.

Using plugins, you can add just about any kind of functionality you want to your site. Want to filter spam? No problem. Want easy SEO? No problem. Want to put in a popover window? No problem.

Plugins makes it easy to create highly customized websites without ever having to write a piece of code.

Here's how to find, install and activate a plugin.

Step 1: Click "Add New" Under Plugins

Start the process by clicking "Add New" under "Plugins" in the sidebar.



Step 2: Search for the Plugin

Type in a search term to find the plugin you want. If you know the name of the plugin, just type that in. If you don't, just type in a general keyword like "SEO" or "commenting."

Search

Search for plugins by keyword, author, or tag.

Term

Step 3: Install and Activate

Once you've found the plugin you want, click "Install" to add it to your WordPress setup.



You need to click "Activate" to make the plugin actually go live.



Step 4: Setting Up the Plugin

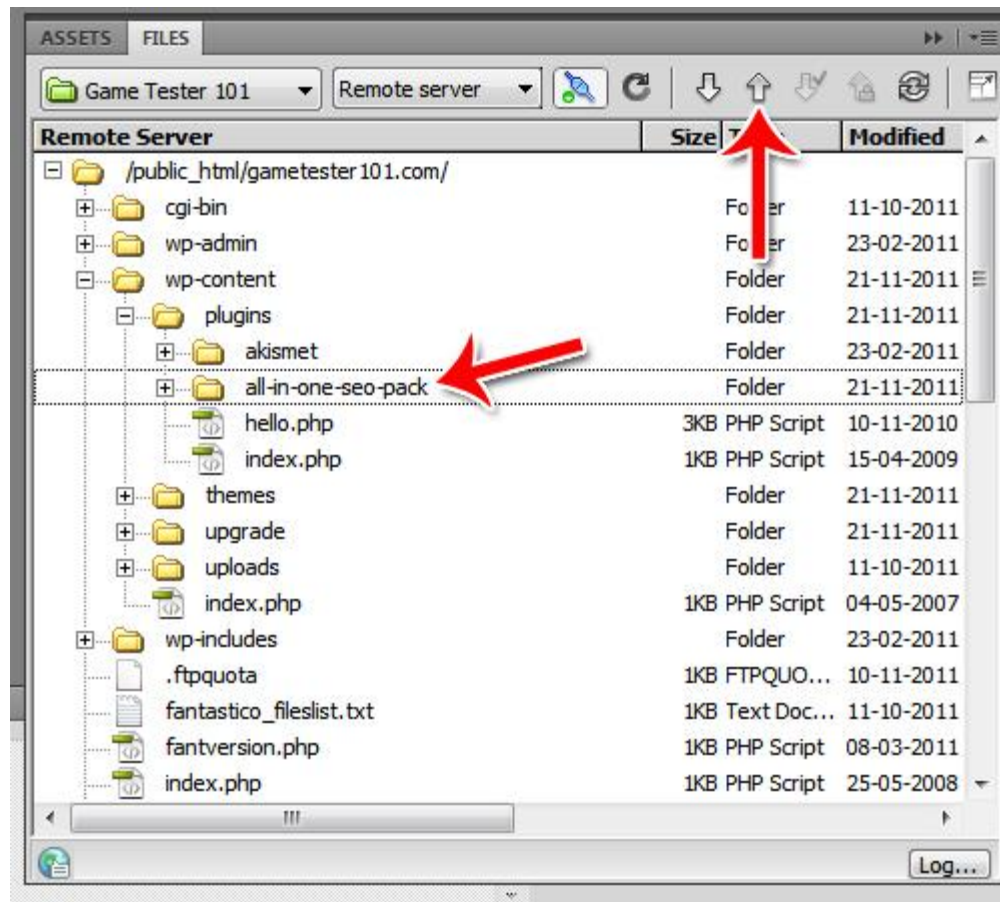
In order to setup the plugin, you need to go to the plugin's settings page. By and large most plugins will have their settings page placed under your "Settings" tab.



Step 5: Uploading Plugins Yourself (Optional)

If for some reason your WordPress's built-in installation isn't working for you, you can install the plugin manually.

Just unzip the plugin into a folder on your desktop, then upload the files to wp-content/plugins/ in your WordPress directory.



A Few Different Types of Plugins to be Aware Of

There are a few different kinds of popular plugins you should be aware of and my recommendations:

- SEO tools. These tools will help you customize your title pages, manage your description tags, auto-tag your images and more. Recommendation: [WordPress SEO](#)
- Comment management systems. These systems make it easier for people to comment on your blog and talk to one another. It also makes it easier for you to manage those comments. Recommendation: [CommentLuv](#)

- Interlinking systems. These include “similar post” plugins and “you might also like” plugins. It makes the process of linking within your own site easier. Recommendation: [Yet Another Related Posts Plugin](#)
- Custom widgets. Allows you to add widgets that WordPress didn't come with out of the box.
- Facebook or Twitter plugins. These allow you to add Like buttons, retweet buttons and more. Recommendation: [Social Media Widget](#) for showing your profiles in your sidebar. [Sexy Bookmarks](#) for sharing buttons at the bottom of your posts allowing readers to share your content on social platforms like Facebook, Twitter, Pinterest and more.
- Photo & video plugins. These plugins make it easy to create galleries or embed videos.
- Email collection. These make it easy to collect emails from your users.

These are just a few of the many options available to you in the world of plugins. The process of installing plugins is the same, no matter what kind of plugin you're trying to install. Again, I recommend staying within the WordPress Plugin Directory for the same reasons mentioned with themes. If you don't know the developer, you never know what you may end up with.

Now that you have WordPress installed, let the fun begin! You are ready to start creating Pages and Posts. Pages remain unchanged the majority of the time and may include About Me, Favorite Products, etc. Use Posts for those regular updates.

If you don't feel comfortable installing WordPress or need other business help, feel free to stop by [my Virtual Assistant site](#) for current service offerings.

I wish you most success with your new direct sales blog, and I welcome you to my online community!

Angie Nelson
[ASN Virtual Services](#)
[The Work at Home Wife](#)
[The Best Direct Sales Companies](#)
[Twitter](#)