

# Kindergarten IT Program



## Tips for creating & editing your website in WordPress

### 1) Check out an example website

If you're wondering what WordPress looks like you can view a Kindergarten website created in WordPress; <http://www.jjmcMahon.org.au/>

### 2) Download Easy WP Guide WordPress Manual; <http://easywpguide.com/download/>

### 3) Install Updates

Ensure your website is up-to-date. When you are logged in as Admin available updates will be shown on the dashboard, e.g.; **WordPress 4.2 is available! Please update now.**

### 4) Choose a theme

You can download themes from the WordPress Themes Directory;

**Appearance > Themes > + Add new theme > Install > enter your FTP credentials**

### 5) Add your own home page

A default Home page will appear when you go to the website. To make this your own, create a Home page then set it as the static display page; **Dashboard > Pages > New > 'Home' Settings > Reading > Front page displays > Static Page > Front Page > 'Home'**

### 6) Remove Comments on Articles

WordPress is set up like a blog and has comment sections by default, here's how to remove these; **Settings > Discussion > uncheck "Allow people to post comments on new articles"**

### 7) Remove 'Leave a Reply' Comments on Pages

Once you have created your pages you can remove the comments boxes from all pages, go to; **Pages > Tick Title > Select Bulk Actions – Edit > Apply > Comments – Do not allow.**

### 8) Administrator Authorisation on Comments

If you do want visitors to add comments, set up Administrator authorisation for all comment posting; **Settings > Discussion > Before a comment appears > Comment must be manually approved**

### 9) Embed a Google Map

Locate the address In [Google Maps](http://www.google.com/maps), click the Settings cog bottom right > 'Share or Embed map' > click 'Embed map' > copy the code > paste into the 'text' tab of your webpage.

### 10) Install the Sun smart Widget

Free UV Alert Widget; <http://www.sunsmart.com.au/uv-sun-protection/uv/uv-widget>

### 11) Add a widget

Add something extra to your website such as a calendar, search field, custom menu or tag cloud; **Dashboard > Appearance > Widgets**

### 12) Install a plugin

Add something extra to your website such as a Slideshow or Contact Form; **Dashboard > Plugins > Add new**

### 13) Security Plugins

To enhance Security, we have installed 2 plugins 'Wordfence' & 'WP Security'. Wordfence notifications email address can be updated in **Wordfence >> Where to email alerts.**