

DIGITAL INCLUSION & CONNECTIVITY

Website Building with WordPress

Week 1: 2 Feb 2021

Course tutor: Gicela Morales



In partnership with
THE NATIONAL LOTTERY
COMMUNITY FUND

Creating a WordPress account

Step 1 : Go to <https://wordpress.com> and click the 'Get started' link. Fill in the details.



Step 1 of 3

Let's get started

First, create your WordPress.com account.

Your email address

Choose a username

Choose a password

By creating an account, you agree to our
[Terms of Service.](#)

Create your account

Creating a WordPress account

Step 2 : Type in the domain name you wish to use e.g. 'examplesite'

← Back Step 2 of 3


Let's get your site a domain!
Enter your site's name or some keywords that describe it to get started.

× Filters

Get a free one-year domain registration with any paid plan.
We'll pay the registration fees for your new domain when you choose a paid plan during the next step.
You can claim your free custom domain later if you aren't ready yet. [Review our plans to get started »](#)

More Extensions ▾ .net .network .work .com .org .blog

<p>bmenetwork.org Registration fee: £15 Free Renews at £15 / year Our Recommendation</p>	<p>bme-network.org Registration fee: £15 Free Renews at £15 / year Best Alternative</p>
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Creating a WordPress account

Step 3 : You should see a page like the one below. Your site has been created!

The screenshot shows the WordPress dashboard interface. At the top, there is a dark blue header with 'My Site' and 'Reader' on the left, and 'Write', a user profile icon, and a heart icon on the right. Below the header, the left sidebar contains navigation options: 'Site Title' (with a globe icon and 'View bmenetwork798778287.wordpress.com' and 'Coming Soon' button), 'Free domain with a plan' (with an 'Upgrade' button), 'My Home' (with a 'Setup' progress bar), 'Statistics', 'Plan' (set to 'Free'), 'Site', 'Jetpack', 'Design', 'Tools', 'Manage', and 'WP Admin'. The main content area is titled 'My Home' and includes the text 'Your home base for posting, editing, and growing your site.' and a 'Visit site' button. The central message 'Your site has been created!' is highlighted with a red circle and a 'Complete' badge. Below this message is the text 'Next, we'll guide you through setting up and launching your site.' and a 'Get started' button. On the right side, there is a 'Site setup' section with a 'Site created' status and a list of tasks: 'Name your site', 'Update your Home page', 'Confirm your email address', 'Create a site menu', 'Launch your site', and 'Get the WordPress app'.

Site setup

Once the site has been created, it is now time to give it a name. Click on the 'Name your site' button.

The screenshot displays the WordPress site setup interface. At the top, there is a navigation bar with 'My Site' and 'Reader' on the left, and 'Write', a user profile icon, and a notification icon on the right. Below the navigation bar, the left sidebar contains a 'Site Title' section with a globe icon, the text 'View bmenetwork798778287.wordpress.com', and a 'Coming Soon' button. Below this is a 'Free domain with a plan' section with an 'Upgrade' button. The main sidebar lists various site management options: 'My Home' (with a 'Setup' progress bar), 'Statistics', 'Plan' (Free), 'Site', 'Jetpack', 'Design', 'Tools', and 'Manage' (with a sub-menu for 'Hosting Configuration', 'Domains', and 'People').

The main content area is titled 'My Home' and includes a 'Visit site' button. Below the title, it says 'Your home base for posting, editing, and growing your site.' The central section is titled 'Name your site' and includes a '1 minute' timer. The text reads: 'Give your new site a title to let people know what your site is about. A good title introduces your brand and the primary topics of your site.' A pink button labeled 'Name your site' is circled in red. A black tooltip box points to this button, containing the text: 'Update the Site Title field with a descriptive name to let your visitors know which site they're visiting.' Below the tooltip are two buttons: 'All done, continue' and 'Return to My Home'.

On the right side, there is a 'Site setup' panel. It shows a 'Site created' status with a green checkmark. Below this, there is a list of setup steps: 'Name your site' (which is currently selected and highlighted in blue), 'Update your Home page', 'Update your Site Title', 'Update your Site Address', 'Update your Site Menu', 'Launch your site', and 'Get the WordPress app'.

At the bottom of the page, there are two links: 'Watch this video to get started' and 'Manage your site'.

Site setup

Enter a 'Site title' this is the name of your organisation. Also enter a 'Site Tagline' that describes what your website is about. This will help search engines find your site and list it. Make sure you click on 'Save settings' every time you make a change...

The screenshot shows the WordPress 'Settings' page, specifically the 'Site Profile' section. The 'Site title' field contains 'BME Network Trai' and the 'Site tagline' field contains 'This website is for students of the BME Network WordPress training'. A red circle highlights both the 'Site title' and 'Site tagline' fields. A tooltip message is displayed over the 'Site title' field, stating: 'Almost done — every time you make a change, it needs to be saved. Let's save your changes and then see what's next on our list.' The 'Save settings' button is located in the top right corner of the 'Site Profile' section. The 'Site address' field shows 'bmenetwork798778287.wordpress.com'.

Site setup

... scroll down the page and select language and timezone and click the 'Save settings' button at the bottom of the page.

The screenshot displays the WordPress site setup interface. At the top, there is a navigation bar with 'My Site' and 'Reader' on the left, and 'Write', a user profile icon, and a notification icon on the right. The left sidebar contains a 'Site Title' section with a 'Coming Soon' button, a 'Free domain with a plan' section with an 'Upgrade' button, and a menu with items: 'My Home' (Setup), 'Statistics', 'Plan' (Free), 'Site', 'Jetpack', 'Design', 'Tools', and 'Manage'. The main content area is divided into two sections: 'Language' and 'Site Timezone'. The 'Language' section shows 'EN GB' and 'English (UK)' selected, with a note: 'The site's primary language. You can also modify the interface language in your profile.' The 'Site Timezone' section shows 'London' selected, with a note: 'Choose a city in your timezone. You might want to follow our guess: Select Europe/London'. Below these sections is a dark notification box with an information icon and the text: 'Please confirm your email address. To post and keep using WordPress.com you need to confirm your email address. Please click the link in the email we sent to bpvsy8qgi@relay.firefox.com. Re-send your confirmation email or change the email address on your account.' At the bottom, there is a 'Launch site' section with the text: 'Your site hasn't been launched yet. It is hidden from visitors behind a "Coming Soon" notice until it is launched.' and a 'Launch site' button. A red oval highlights the 'Save settings' button at the bottom right, next to a help icon.

My Site Reader Write

Site Title
View bmenetwork798778287.wordpress.com
Coming Soon

Free domain with a plan Upgrade

My Home Setup
Statistics
Plan Free
Site
Jetpack
Design
Tools
Manage

Language
EN GB English (UK)
The site's primary language. [You can also modify the interface language in your profile.](#)

Site Timezone
London
Choose a city in your timezone. You might want to follow our guess: [Select Europe/London](#)

Please confirm your email address
To post and keep using WordPress.com you need to confirm your email address. Please click the link in the email we sent to bpvsy8qgi@relay.firefox.com.
[Re-send your confirmation email](#) or [change the email address on your account.](#)

Launch site
Your site hasn't been launched yet. It is hidden from visitors behind a "Coming Soon" notice until it is launched. Launch site

Privacy Save settings

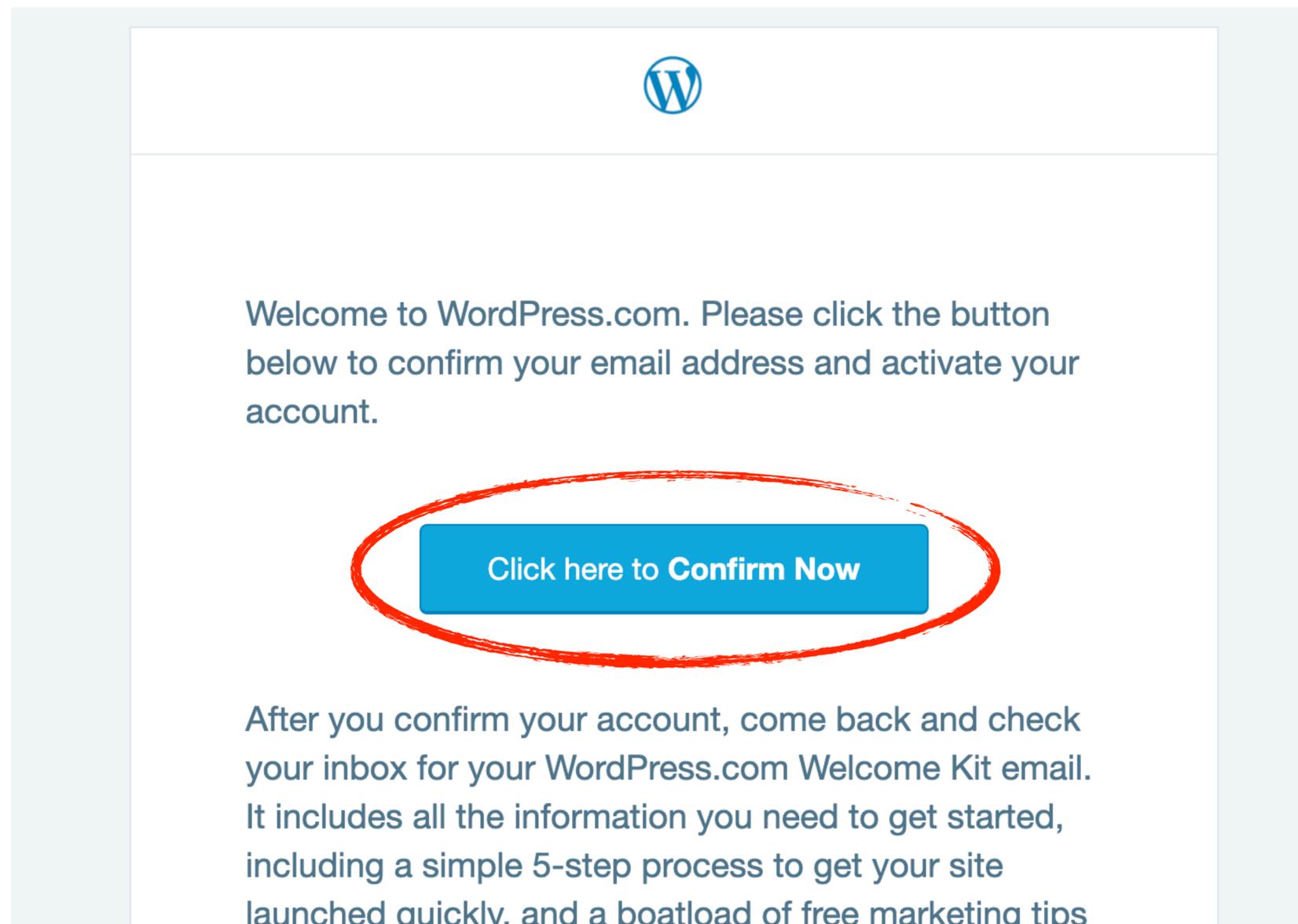
Site setup

Make sure you have saved the changes you made and click 'Return to My Home' link.

The screenshot shows the WordPress Settings interface. At the top, there's a navigation bar with 'My Site' and 'Reader' on the left, and 'Write', a user profile icon, and a notification icon on the right. The left sidebar contains a menu with items like 'My Home', 'Statistics', 'Plan', 'Site', 'Jetpack', 'Design', 'Tools', and 'Manage'. The main content area is titled 'Settings' and has tabs for 'General', 'Performance', 'Writing', and 'Discussion'. The 'General' tab is active, showing the 'Site Profile' section with fields for 'Site Icon', 'Site title' (BME Network Training), and 'Site tagline' (This website is for students of the BME Network WordPress training). Below this is the 'Site address' section with the URL 'bmenetwork798778287.wordpress.com' and an 'Add a Custom Address' button. A dark notification box in the top right corner displays a green checkmark and the text 'Good job, looks great! Your changes have been saved. Let's move on and see what's next on our checklist.' A pink button labeled 'Return to My Home' is circled in red within this notification box. A blue question mark icon is visible in the bottom right corner of the settings area.

Site setup

At this point it is a good idea to verify your email address. Check your email and you should have received an email that looks like the one below. Click the button to confirm.



Site setup

Under the 'Site setup' you should see the steps you have completed. The next step is to 'Create a site menu'. Click on 'Add a Menu'.

The screenshot shows the WordPress site setup dashboard. The top navigation bar includes 'My Site', 'Reader', 'Write', and user profile icons. The left sidebar contains navigation options: 'My Home' (selected), 'Statistics', 'Plan' (Free), 'Site', 'Jetpack', 'Design', 'Tools', and 'Manage' (expanded to show 'Hosting Configuration' and 'Domains'). The main content area is titled 'My Home' and includes a 'Visit site' button. A progress indicator shows '10 minutes' and 'Create a site menu' as the current step. Below this, there is a description and two buttons: 'Add a Menu' (circled in red) and 'Skip for now'. On the right, a 'Site setup' checklist shows completed steps with green checkmarks and the current step with a black dot.

Site Title
View bmenetwork798778287.wordpress.com

Free domain with a plan [Upgrade](#)

My Home [Setup](#)

Statistics

Plan Free

Site

Jetpack

Design

Tools

Manage

Hosting Configuration

Domains

My Home

Your home base for posting, editing, and growing your site. [Visit site](#)

🕒 10 minutes

Create a site menu

Building an effective navigation menu makes it easier for someone to find what they're looking for and improve search engine rankings. [View tutorial](#).

[Add a Menu](#) [Skip for now](#)

Site setup

- ✓ Site created
- ✓ Name your site
- **Create a site menu**
- Update your Home page
- Launch your site
- ✓ Confirm your email address
- Get the WordPress app

Site setup

The main menu is called 'Primary' and contains the main hierarchy of top pages for your site. You can re-order them or add new items as shown below on the left side of the picture.

The image shows a WordPress site setup. On the left, a sidebar menu configuration window is open, showing the 'Primary' menu. The menu items are: Home (Front Page), Blog (Page), About (Page), and Contact (Page). There are 'Reorder' and '+ Add Items' buttons at the bottom of the menu configuration. The main content area shows the site's front page with the title 'BME Network Training' and the subtitle 'This website is for students of the BME Network WordPress training'. The navigation menu at the top right includes 'Home', 'Blog', 'About', and 'Contact'. The main content area features a large blue button labeled 'Learn more'.

Menu Configuration:

Menu Item	Type
Home	Front Page
Blog	Page
About	Page
Contact	Page

Menu Locations:

- Primary (Current: Primary)
- Footer Menu
- Social Links Menu

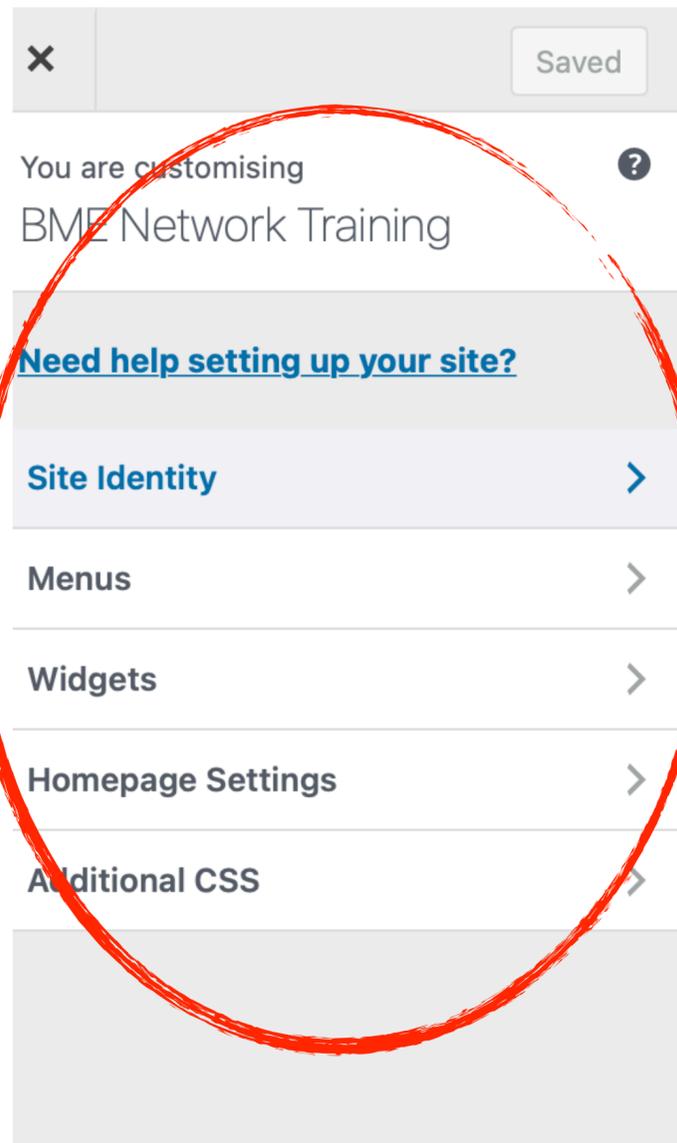
Site setup

Click on 'My Home', then click on 'Design' and select 'Customise'. You are now going to customise your site.

The screenshot shows the WordPress dashboard for a new site. The top navigation bar includes 'My Site', 'Reader', 'Write', and user profile icons. The left sidebar contains a menu with 'My Home' (selected), 'Statistics', 'Plan' (Free), 'Site', 'Jetpack', 'Design' (circled in red), and 'Manage'. Under 'Design', the 'Customise' option is highlighted. The main content area is titled 'My Home' and features a 'Launch your site' section with a 'Launch site' button. A 'Site setup' sidebar on the right lists tasks: 'Site created', 'Name your site' (circled in red), 'Create a site menu', 'Update your Home page', 'Launch your site' (selected), and 'Confirm your email address'. A 'Visit site' button is located in the top right corner.

Site setup

When you customise your site, you can add a logo, change the name and tagline, add menus, widgets and change the Home settings - see left menu of the image below.



× Saved

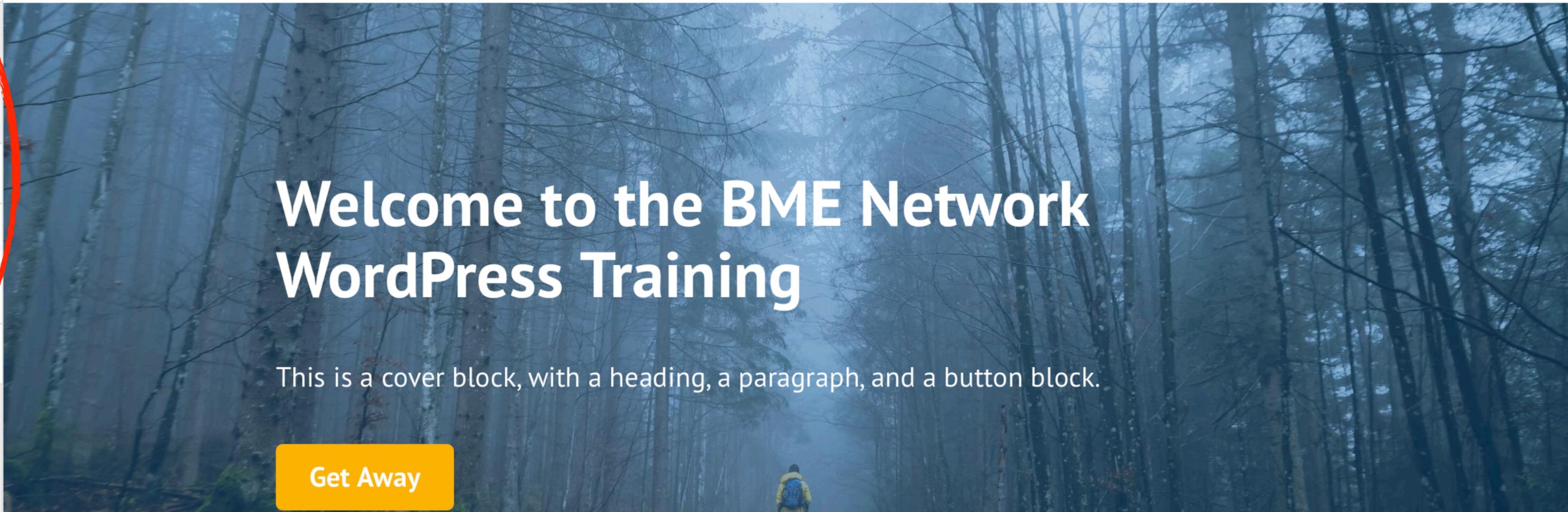
You are customising BME Network Training ?

[Need help setting up your site?](#)

- Site Identity >
- Menus >
- Widgets >
- Homepage Settings >
- Additional CSS >

 **BME Network Training**
This website is for students of the BME Network WordPress training

 [Home](#) [Blog](#) [About](#) [Contact](#)



Welcome to the BME Network WordPress Training

This is a cover block, with a heading, a paragraph, and a button block.

[Get Away](#)

Site setup

Click on create a logo if you wish to pay for a professional logo design at <https://www.fiverr.com/logo-maker>. However, there is a free alternative at <https://www.freelogodesign.org> After creating your logo, download it to your computer and click on ‘Select logo’.

The image shows a split-screen view of a WordPress site setup. On the left is the 'Site Identity' settings panel, and on the right is a live preview of the site's front page.

Site Identity Settings Panel:

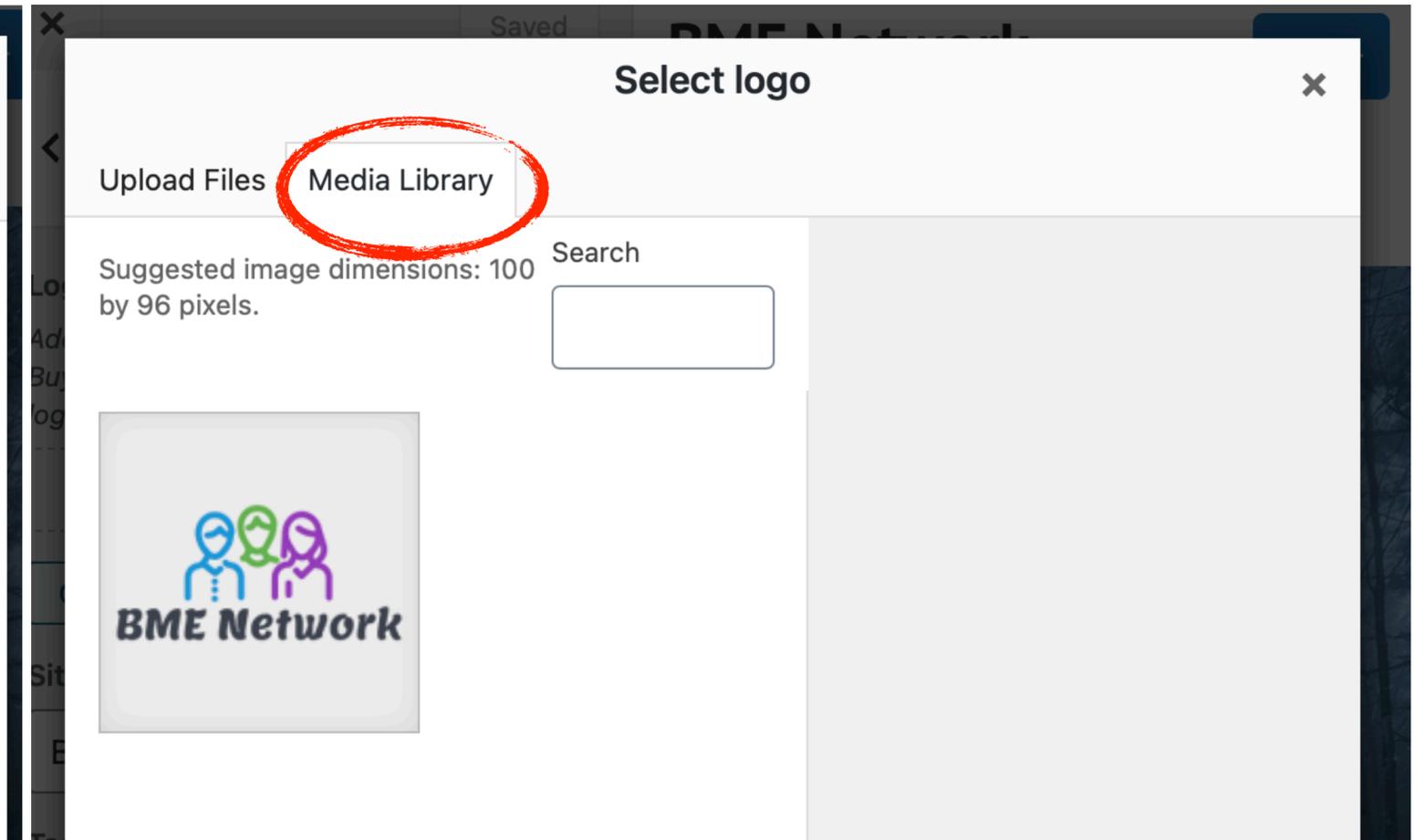
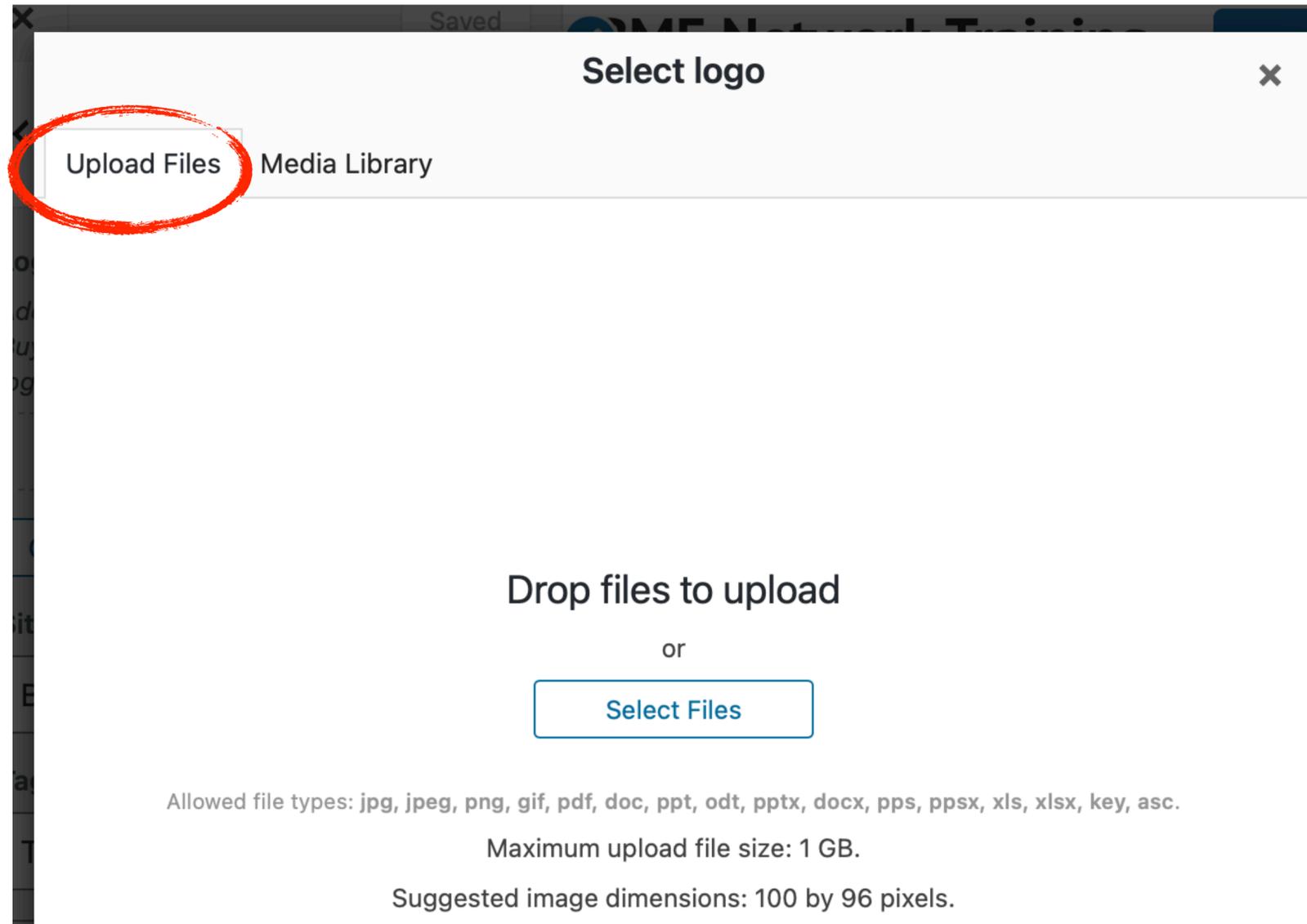
- Buttons: ×, Saved
- Navigation: Customising, Site Identity
- Logo:** Add a logo to display on your site. No logo? Buy a pro one from Looka – Click "Create logo" to start. A dashed box labeled "Select logo" is present, and a "Create logo" button is circled in red.
- Site Title:** BME Network Training
- Tagline:** This website is for students of the BME |
- Display Site Title and Tagline
- Site Icon:** Site icons are what you see in browser tabs, bookmark bars, and within the WordPress mobile apps. Upload one here! Site icons should be square and at least 512 x 512 pixels.

Live Preview:

- Site icon: BME Network Training
- Text: This website is for students of the BME Network WordPress training
- Navigation: Home, Blog, About, Contact
- Background: A misty forest path with a person walking away.
- Heading: Welcome to the BME Network WordPress Training
- Text: This is a cover block, with a heading, a paragraph, and a button block.
- Button: Get Away

Site setup

Next, click on 'Upload Files' and drag and drop the logo from your computer, then click on the 'Media Library' tab to see your logo. Click on it to select it.



Site setup

Once the logo has been selected, you can see the image properties on the right of the screen. Add some descriptive text in the 'Alt Text' field, then click the 'Select' button.

Saved

Select logo

Upload Files **Media Library**

Suggested image dimensions: 100 by 96 pixels.

Search



12th Jan 2021
8 KB
200 by 200 pixels
[Edit Image](#)
[Delete permanently](#)

Alt Text

[Describe the purpose of the image.](#) Leave empty if the image is purely decorative.

Title

Caption

Description

File URL:
[Copy URL to clipboard](#)

Select

Site setup

Your logo might need cropping but if not, just 'skip cropping'. You should see your logo displayed on your site. If you are happy with it, click the 'Save changes' button. If it needs adjusting, click on 'Remove' and try again. If you have changed the logo, click on 'Change logo' and upload a new logo.

× Save Changes

< Customising
Site Identity

Logo


BME Network

Remove Change logo

Site Title

Tagline


BME Network

 **BME Network Training**  [Home](#) [Blog](#) [About](#) [Contact](#)

This website is for students of the BME Network WordPress training


**Welcome to the BME Network
WordPress Training**

Site setup

Once you have added your logo, click on the 'x' (top left of the screen) to go back to 'My Home'.

The screenshot shows the WordPress Customizer interface. On the left is a sidebar with a close button (an 'x' in a square) circled in red. Below it are navigation arrows and the text 'Customising Site Identity'. The sidebar contains sections for 'Logo' (with a 'Remove' and 'Change logo' button), 'Site Title' (with a text input field containing 'BME Network Training'), 'Tagline' (with a text input field containing 'This website is for students of the BME'), a checked checkbox for 'Display Site Title and Tagline', and 'Site Icon' (with explanatory text and a note about dimensions: 'Site Icons should be square and at least 512 x 512 pixels'). The main preview area shows the website header with the 'BME Network' logo, the site title 'BME Network Training', and the tagline. A navigation menu includes 'Home', 'Blog', 'About', and 'Contact'. Below the header is a large blue-tinted image of a forest path with a person walking away. Overlaid on this image is the heading 'Welcome to the BME Network WordPress Training', a paragraph 'This is a cover block, with a heading, a paragraph, and a button block.', and a yellow 'Get Away' button.

Site setup

Finally, click on 'Visit site' to view your site.
Congratulations, you have now created your first site!

The screenshot shows the WordPress dashboard interface. At the top, there is a dark blue navigation bar with 'My Site' and 'Reader' on the left, and 'Write', a user profile icon, and a notification bell on the right. Below this, the main content area is titled 'My Home' and includes the text 'Your home base for posting, editing, and growing your site.' A 'Visit site' button is circled in red in the top right corner of this section. On the left sidebar, there is a 'Coming Soon' badge for 'BME Network Training' and an 'Upgrade' button. The main content area features a 'Launch your site' section with a 'Launch site' button. To the right, a 'Site setup' checklist shows four completed items: 'Site created', 'Name your site', 'Create a site menu', and 'Update your Home page', with 'Launch your site' as the current step.

My Site Reader Write

BME Network Training
View bmenetwork798778287.wordpress.com
Coming Soon

Free domain with a plan Upgrade

My Home Setup

Statistics

Plan Free

Site

Jetpack

Design

My Home

Your home base for posting, editing, and growing your site.

Visit site

🕒 1 minute

Launch your site

Your site is private and only visible to you. When you're ready, launch your site to make it public.

Launch site

Site setup

- ✓ Site created
- ✓ Name your site
- ✓ Create a site menu
- ✓ Update your Home page
- Launch your site

About the Trainer

Gicela Morales

Web Developer/Digital Trainer

I've been working as a web developer since 1996. I worked for The Guardian and Microsoft in the late 90s. I've been working with WordPress since 2005 and I have built many websites for small businesses and individuals. I founded Codingbug in 2012 and since then I've been teaching coding to young people.

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