

Setting up a Wordpress Site

Step 1.

- Dashboard
- Home
- Updates
- Posts
- Media
- Pages
- Comments
- Appearance
- Plugins
- Users
- Tools
- Settings
- Collapse menu

Dashboard Screen Options Help

1. Set up Theme

! PHP Update Required

At a Glance

📌 1 Post 📄 1 Page

💬 1 Comment

WordPress 5.1.1 running Twenty Nineteen theme.

What's on your mind?

[Save Draft](#)

- Themes
- Customize
- Widgets
- Menus
- Theme Editor

Hover over Appearance, Click on Themes

- WordPress Events and News**
- Attend an upcoming event near you. [✎](#)
- Blogging For Traffic + Yoast SEO and SEO Best Practices** Tuesday, May 7, 2019 6:30 pm
Sacramento, CA, USA
 - WordPress Happiness Night (Help Night)** Tuesday, Jun 4, 2019 6:30 pm
Sacramento, CA, USA
 - Sacramento WordPress Meetup (Topic TBD)** Tuesday, Jul 9, 2019

 From A WordPress Commenter on Hello world!
Hi, this is a comment. To get started with moderating, editing, and deleting comments, please visit the Comments screen in...

- Dashboard
- Posts
- Media
- Pages
- Comments
- Appearance
- Themes
- Customize
- Widgets
- Menus
- Theme Editor
- Plugins
- Users
- Tools
- Settings

Themes 3

Add New

Search installed themes...

Click on Add New

Twenty Nineteen — The WordPress default theme for 2019
Home About Blog Contact

Welcome

Digital strategy for unique small businesses

Active: Twenty Nineteen [Customize](#)

TWENTY SEVENTEEN

Twenty Seventeen

Twenty Sixteen

Come Sail Away with Me

Individually, we are one drop. Together, we are an ocean.

Twenty Sixteen



Show all X

- Dashboard
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- Menus
- Theme Editor
- Plugins
- Users
- Tools
- Settings

Add Themes [Upload Theme](#)

10 Featured Popular Latest Favorites

Type in a keyword or choose one of the tabs on the left

simple gym



Pub Store



Full Page



SKT Elastic



Serenity

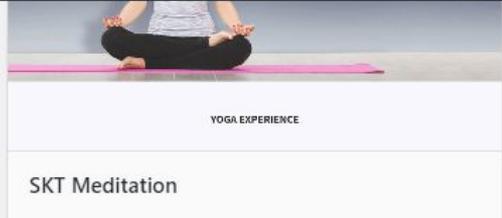


YOGA CLUB



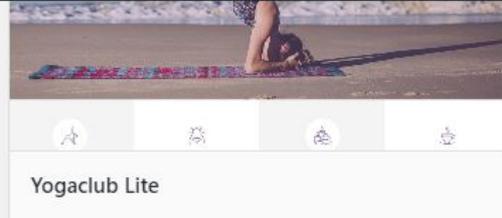
AWESOME CREATIVE THEME PERFECT FOR

Show all



YOGA EXPERIENCE

SKT Meditation



Yogaclub Lite



15500 5500 5500

WELCOME TO AGENCY X

Why Choose Us

Agency X

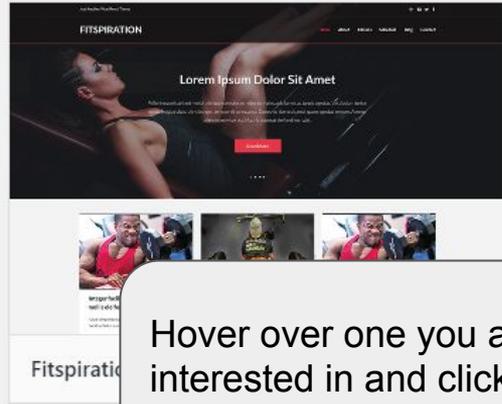


LOREM IPSUM IS SIMPLY DUMMY TEXT

PROOFER

OUR SERVICES

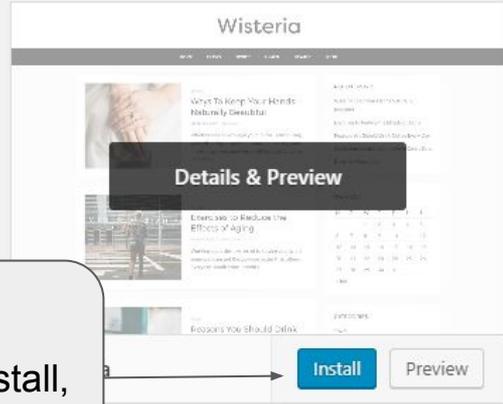
VW Corporate Lite



FITSPIRATION

LOREM IPSUM DOLOR SIT AMET

Fitspiration



Wisteria

Details & Preview

Install Preview

Hover over one you are interested in and click Install, then click Activate

kidsgymzone.com/wp-admin/update.php?action=install-theme&theme=wisteria&_wpnonce=552410b5e6

- Dashboard
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- Appearance**
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Themes 4 [Add New](#) Search installed themes...

New theme activated. [Visit site](#)

Wisteria

Active: Wisteria [Customize](#)

Twenty Nineteen

Welcome

Digital strategy for unique small businesses

Twenty Seventeen

Twenty Seventeen

Click on Customize

Published

You are customizing Kids Gym Zone

Active theme Wisteria [Change](#)

Theme Options >

Site Identity >

Colors >

Header Image >

Background Image >

Menus >

Widgets >

Hide Controls

Click on Theme Options, then Click on General

Kids Gym Zone

Just another WordPress site

HOME SAMPLE PAGE

UNCATEGORIZED

Hello world!

APRIL 26, 2019 BY KIDSGYM

Welcome to WordPress. This is your first post. Edit or delete it, then start writing!

RECENT POSTS

Hello world!

RECENT COMMENTS

Customizing ▶ Theme Options
General Options

Personalize the settings of your theme.

Featured Image Size
Normal

Main Sidebar Position (if active)
Right

Hide Controls

You can change the featured image size, or you can leave it alone.

You can change the sidebar position, or you can leave it alone.

If you make any changes click Publish...

Or, click the back arrow to go back to the menu.

kidsgymzone.com

another WordPress site

HOME SAMPLE PAGE

Search ...

RECENT POSTS

Hello world!

RECENT COMMENTS

Show all

WordPress Customizer sidebar for 'Site Identity' theme.

- Buttons: Publish, Settings
- Section: Customizing Site Identity
- Section: Logo
 - No logo selected
 - Select logo
- Section: Site Title
 - Kids Gym Zone
- Section: Tagline
 - Feel Stronger, Look Better, Live Longer
- Section: Site Icon
 - Hide Controls
 - Device icons: Desktop, Tablet, Mobile

Under Site Identity, add the tagline and click Publish, then click the back arrow to get back to the menu.

WordPress Frontend Preview for 'one' theme.

- Header: Kids Gym Zone logo, 'one' theme name, 'e Longer' text.
- Main Content Area:
 - Uncategorized post: 'Hello world!' dated APRIL 26, 2019 by KIDSGYM.
 - Welcome message: 'Welcome to WordPress. This is your first post. Edit or delete it, then start writing!'
- Right Sidebar:
 - Search bar with 'Search ...' and a magnifying glass icon.
 - RECENT POSTS section showing 'Hello world!'.
 - RECENT COMMENTS section.

Customizing Colors

Header Text Color
[Blue] Select Color

Background Color
[White] Select Color

Hide Controls

Kids Gym Zone

Feel Stronger, Look Better, Live Longer

HOME SAMPLE PAGE

Search ... [Magnifying Glass]

RECENT POSTS
Hello world!

RECENT COMMENTS

The colors section will sometimes give you multiple options, in this theme you can change 2 things - the Header Text Color, and the Background Color. I just changed the Header text color.

Click Publish, then the back arrow.

Feel Stronger, Look Better, Live Longer

× Publish

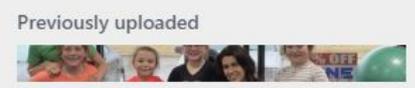
Customizing Header Image

HOME SAMPLE PAGE

Click "Add new image" to upload an image file from your computer. Your theme works best with an image with a header size of 1920 x 185 pixels — you'll be able to crop your image once you upload it for a perfect fit.

Current header No image set

Add new image



Randomize uploaded headers

Hide Controls

If you want to add an image to the top section, you probably need to take a picture that will fit in this space... pixel requirements are 1920 x 185. Unless the image is set up - you will cut off the heads, as you can see by my previously uploaded image.

Not all theme work this way, at this point you may want to look for another theme.

Search ...

RECENT POSTS
Hello world!

RECENT COMMENTS
A WordPress Commenter on Hello world!

Feel Stronger, Look Better, Live Longer

Published

Customizing Background Image

Background Image

No image selected

Select image

Hide Controls

I rarely set up a background image due to the fact that it makes the website too busy.

Just click the back arrow to move on.

Search ...

RECENT POSTS

Hello world!

RECENT COMMENTS

A WordPress Commenter on Hello world!

Feel Stronger, Look Better, Live Longer

Published

Active theme
Wisteria Change

Theme Options >

Site Identity >

Colors >

Header Image >

Background Image >

Menus >

Widgets >

Homepage Settings >

Additional CSS >

Hide Controls

HOME SAMPLE PAGE

UNCATEGORIZED

He

We

wri

Search ...

RECENT POSTS

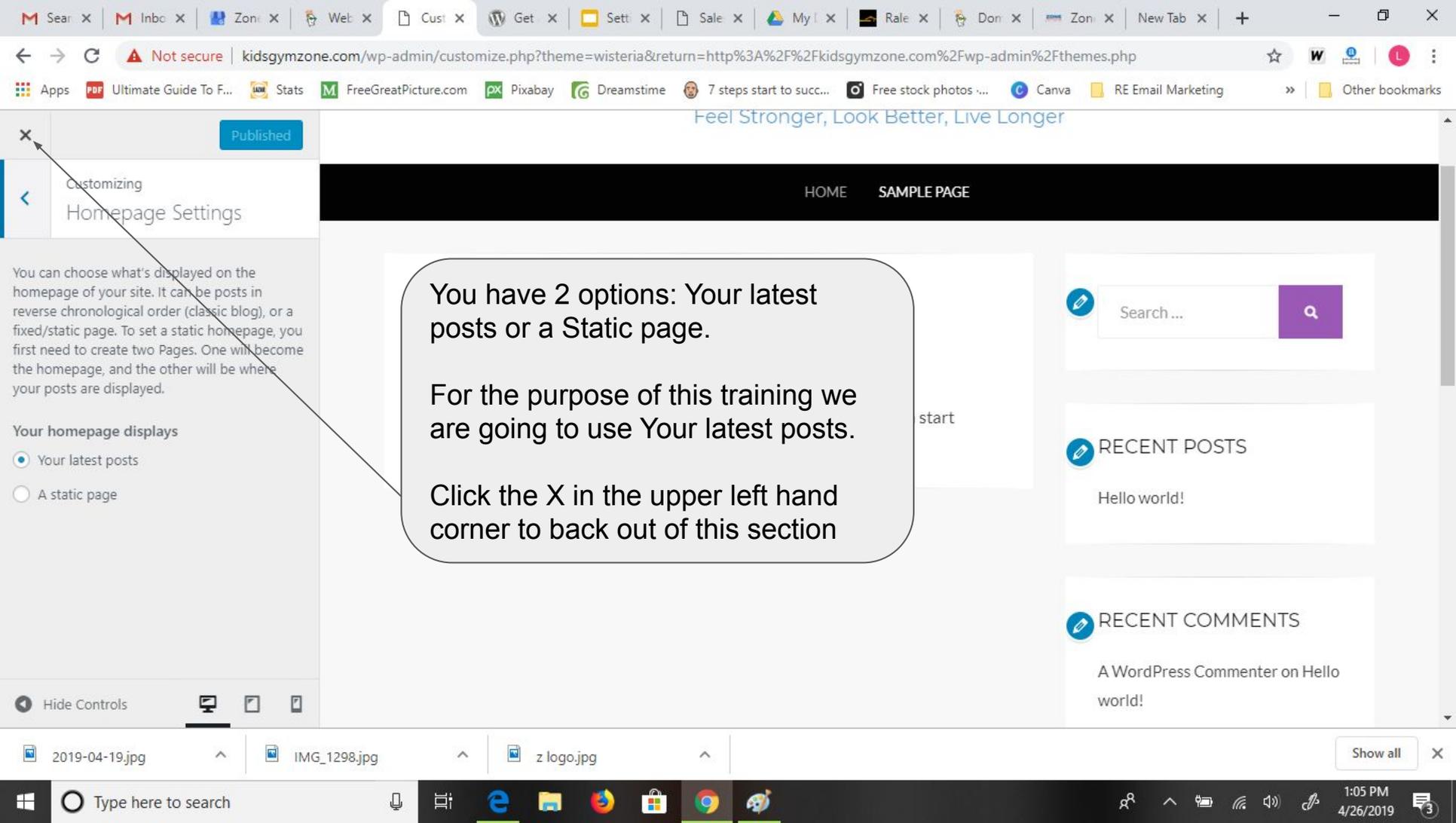
Hello world!

RECENT COMMENTS

A WordPress Commenter on Hello world!

NOTE: We will set up Menus & Widgets when we get further into this website.

Click on Homepage Settings...



Feel Stronger, Look Better, Live Longer

Published

Customizing Homepage Settings

HOME SAMPLE PAGE

You can choose what's displayed on the homepage of your site. It can be posts in reverse chronological order (classic blog), or a fixed/static page. To set a static homepage, you first need to create two Pages. One will become the homepage, and the other will be where your posts are displayed.

Your homepage displays

- Your latest posts
- A static page

You have 2 options: Your latest posts or a Static page.
For the purpose of this training we are going to use Your latest posts.
Click the X in the upper left hand corner to back out of this section

Search ...

RECENT POSTS

Hello world!

RECENT COMMENTS

A WordPress Commenter on Hello world!

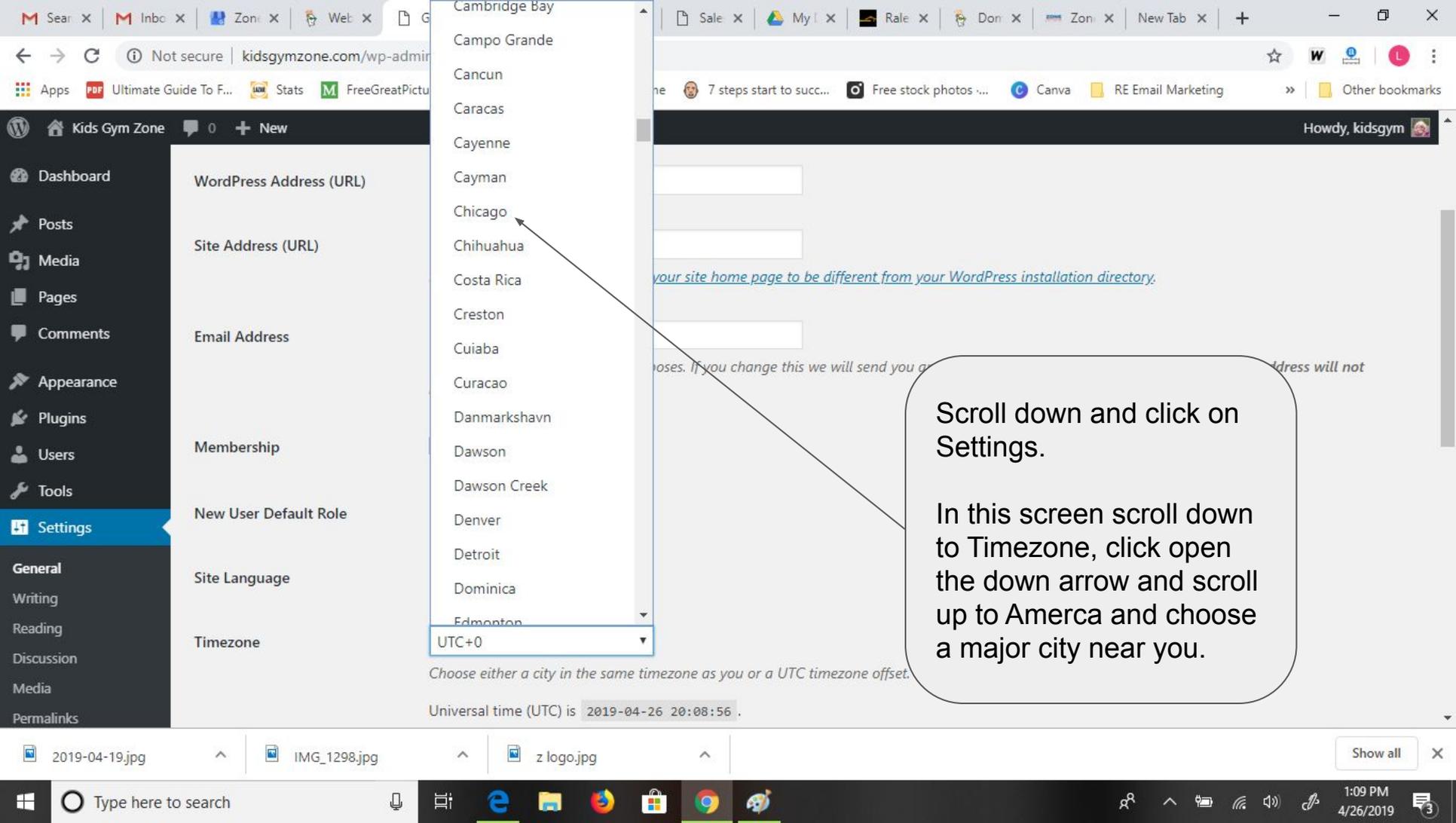
Hide Controls

2019-04-19.jpg IMG_1298.jpg z logo.jpg

Show all

Type here to search

1:05 PM 4/26/2019



WordPress Address (URL)

Site Address (URL)

Email Address

Membership

New User Default Role

Site Language

Timezone

- Cambridge Bay
- Campo Grande
- Cancun
- Caracas
- Cayenne
- Cayman
- Chicago
- Chihuahua
- Costa Rica
- Creston
- Cuiaba
- Curacao
- Danmarkshavn
- Dawson
- Dawson Creek
- Denver
- Detroit
- Dominica
- Edmonton
- UTC+0

Choose either a city in the same timezone as you or a UTC timezone offset.

Universal time (UTC) is 2019-04-26 20:08:56 .

Scroll down and click on Settings.

In this screen scroll down to Timezone, click open the down arrow and scroll up to Amerca and choose a major city near you.

- Posts
- Media
- Pages
- Comments
- Appearance
- Plugins
- Users
- Tools
- Settings**
- General
- Writing
- Reading
- Discussion
- Media
- Permalinks
- Privacy

Date Format

April 26, 2019 F j, Y

2019-04-26 Y-m-d

04/26/2019 m/d/Y

26/04/2019 d/m/Y

Custom: F j, Y

Preview: April 26, 2019

Time Format

8:08 pm g:i a

8:08 PM g:i A

20:08 H:i

Custom: g:i a

Preview: 8:08 pm

[Documentation on date and time formatting.](#)

Week Starts On Monday

Save Changes

Scroll down and choose a Date Format, and Time Format, then click Save Changes

- Dashboard
- Posts
- Media
- Pages
- Comments
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- Users
- Tools
- Settings**
- General
- Writing**
- Reading
- Discussion
- Media

Writing Settings

All Posts: Uncategorized

Add New: Standard

Categories

Tags

Post via email

To post to WordPress by email you must set up a secret email account with POP3 access. It's a good idea to keep this address very secret. Here are three random strings you could use: aGx22EIG, yDLrwXV6, 2P94nkiM.

Mail Server: mail.example.com

Login Name: login@example.com

Password: password

Default Mail Category: Uncategorized

In this screen we are going to create a default category, hover over Posts, and choose Categories.

- Dashboard
- Posts
- All Posts
- Add New
- Categories
- Tags
- Media
- Pages
- Comments
- Appearance
- Plugins
- Users
- Tools
- Settings
- Collapse menu

Name
Kids Gym

The name is how it appears on your site.

Slug

The "slug" is the URL-friendly version of the name. It is usually all lowercase and contains only letters, numbers, and hyphens.

Parent Category
None

Categories, unlike tags, can have a hierarchy. You might have a Jazz category, and under that have children categories for Bebop and Big Band. Totally optional.

Description

The description is not prominent by default; however, some themes may show it.

Add New Category

<input type="checkbox"/> Name	Description	Slug	Count
Uncategorized	—	uncategorized	1
<input type="checkbox"/> Name	Description	Slug	Count

Bulk Actions Apply

1 item

Deleting a category does not delete the posts in that category. Instead, posts that were only assigned to the deleted category are set to the default category Uncategorized. The d Categories can be selectively

Type in your main keyword, then click Add New Category

Categories

Add New Category

Name

The name is how it appears on your site.

Slug

The "slug" is the URL-friendly version of the name. It is usually all lowercase and contains only letters, numbers, and hyphens.

Parent Category
None

Categories can have a hierarchy. You might have a jazz category, and then sub-categories for Bebop and Big Band. Totally

- General
- Writing
- Reading
- Discussion
- Media
- Permalinks
- Privacy

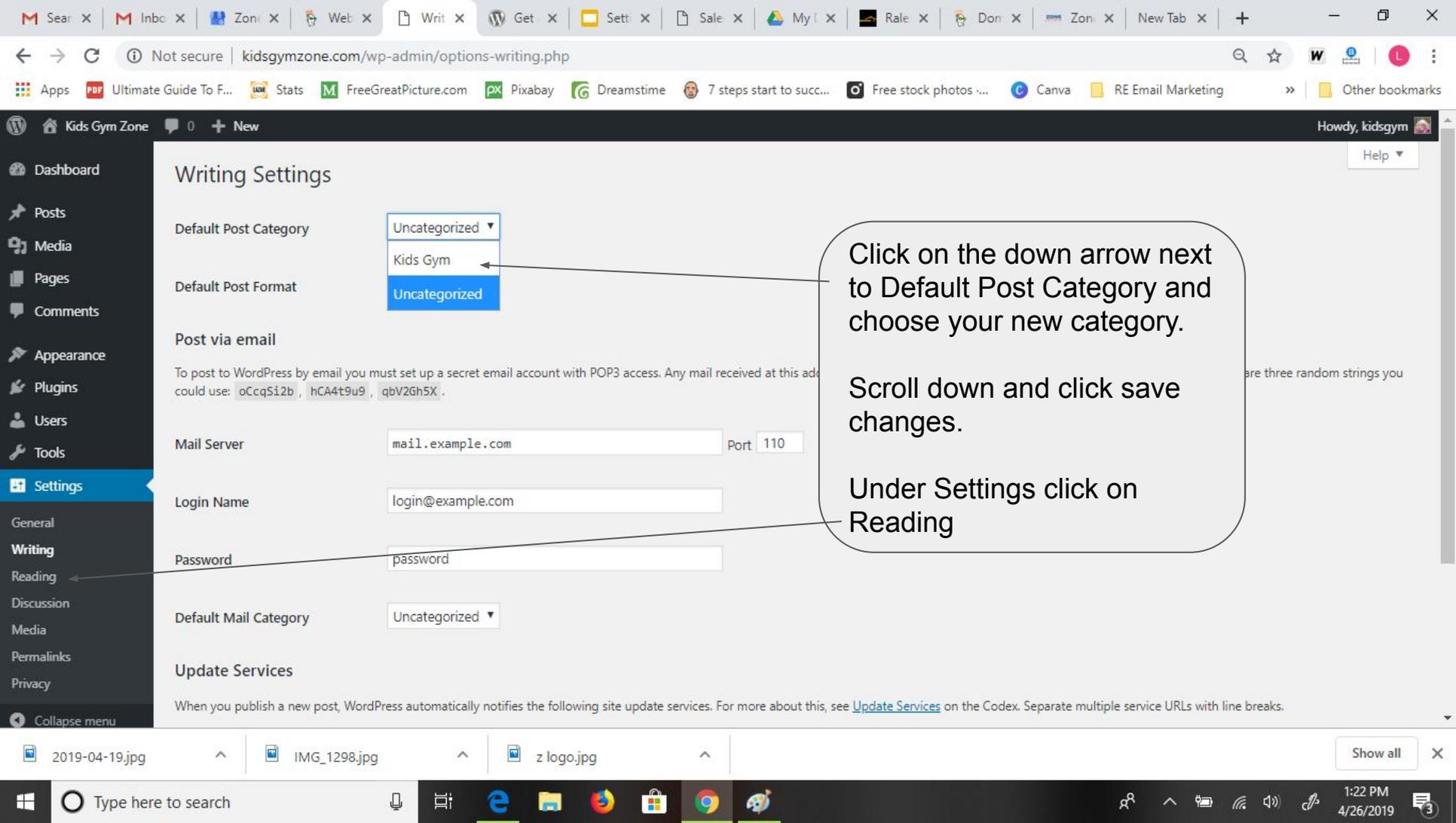
The description is not prominent by default; however, some themes may show

Bulk Actions | Apply

<input type="checkbox"/>	Name	Description	Slug	Count
<input type="checkbox"/>	Kids Gym		kids-gym	0
<input type="checkbox"/>	Uncategorized		uncategorized	1
<input type="checkbox"/>	Name		Slug	Count

Bulk Actions | Apply

Scroll back down to hover over Settings, this time choose Writing



Writing Settings

Default Post Category

Uncategorized ▼
Kids Gym ←
Uncategorized

Default Post Format

Post via email

To post to WordPress by email you must set up a secret email account with POP3 access. Any mail received at this address could use: oCcq5i2b, hCA4t9u9, qbV2Gh5X.

Mail Server

mail.example.com Port 110

Login Name

login@example.com

Password

password

Default Mail Category

Uncategorized ▼

Update Services

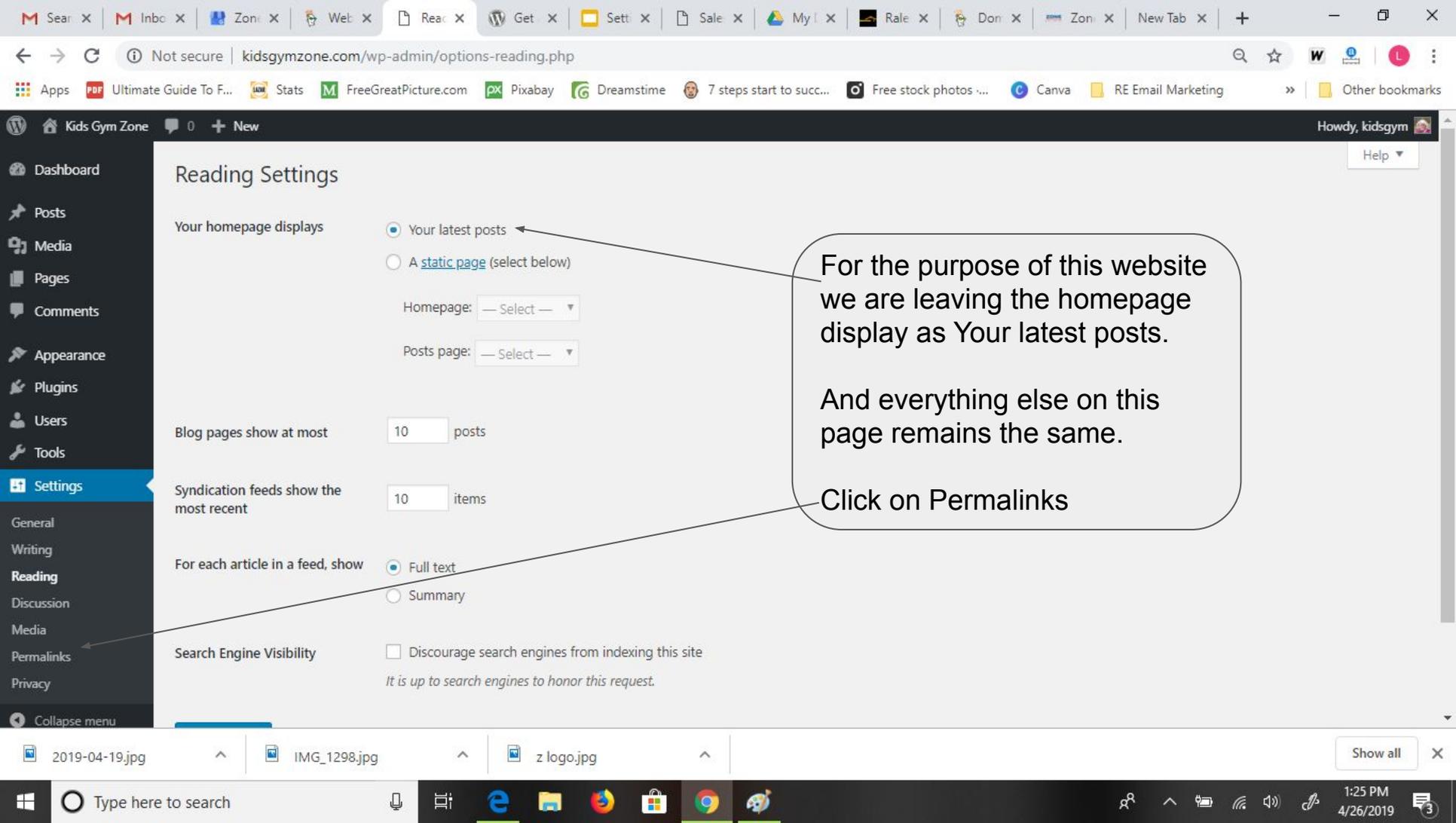
When you publish a new post, WordPress automatically notifies the following site update services. For more about this, see [Update Services](#) on the Codex. Separate multiple service URLs with line breaks.

Click on the down arrow next to Default Post Category and choose your new category.

Scroll down and click save changes.

Under Settings click on Reading

- Dashboard
- Posts
- Media
- Pages
- Comments
- Appearance
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- Tools
- Settings**
- General
- Writing**
- Reading ←
- Discussion
- Media
- Permalinks
- Privacy
- Collapse menu



Reading Settings

Your homepage displays

- Your latest posts
- A [static page](#) (select below)

Homepage:

Posts page:

Blog pages show at most

posts

Syndication feeds show the most recent

items

For each article in a feed, show

- Full text
- Summary

Search Engine Visibility

Discourage search engines from indexing this site
It is up to search engines to honor this request.

For the purpose of this website we are leaving the homepage display as Your latest posts.

And everything else on this page remains the same.

Click on Permalinks

- Dashboard
- Posts
- Media
- Pages
- Comments
- Appearance
- Plugins
- Users
- Tools
- Settings**
- General
- Writing
- Reading
- Discussion
- Media
- Permalinks
- Privacy
- Collapse menu

Month and name

Numeric

Post name

Custom Structure

Available tags:

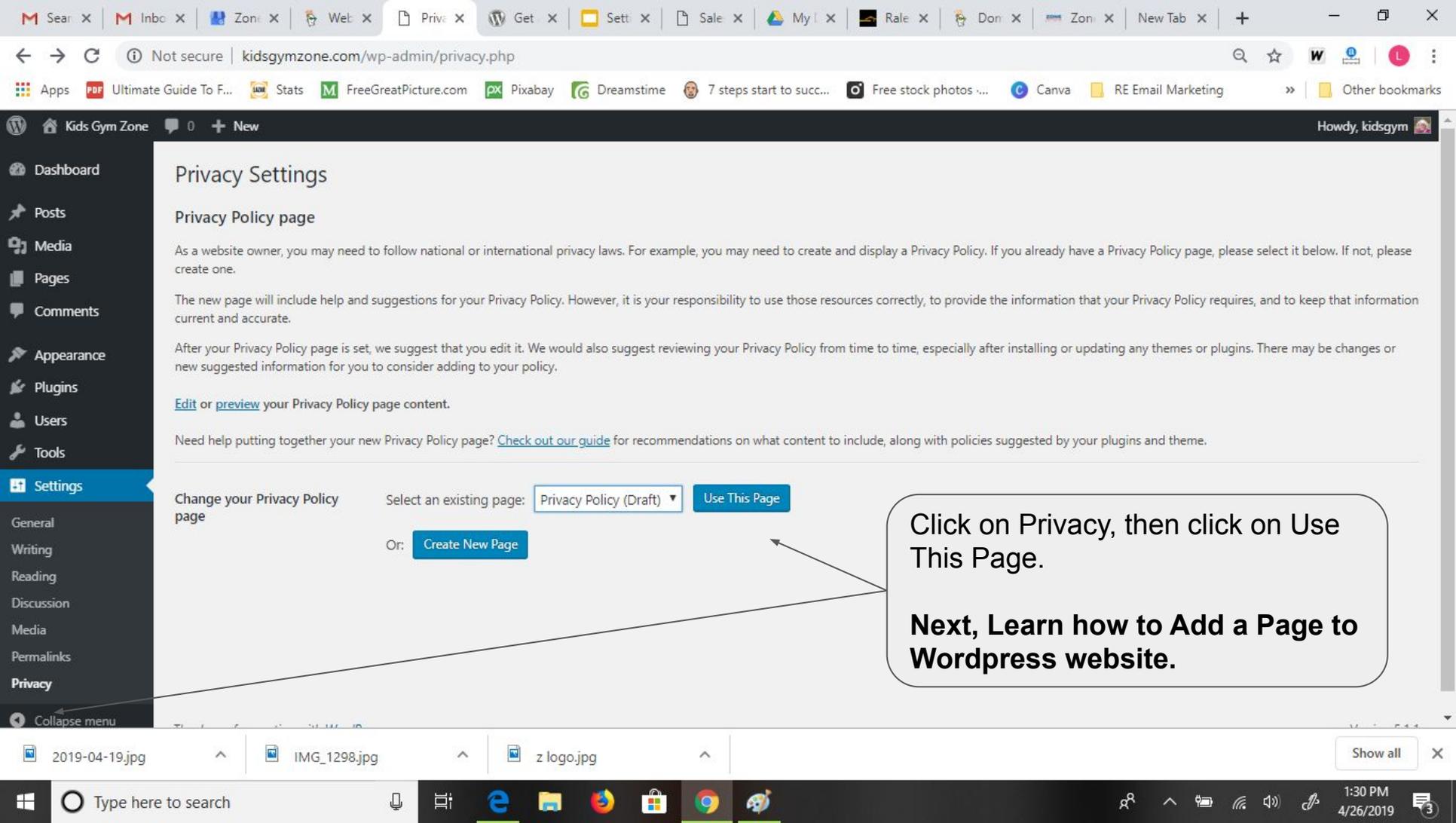
Choose Post Name, then click on Save Changes

Optional

If you like, you may enter custom structures for your category and tag URLs here. For example, using `topics` as your category base would result in a URL of `http://kidsgymzone.com/topics/uncategorized/`. If you leave these blank the defaults will be used.

Category base

Tag base



Privacy Settings

Privacy Policy page

As a website owner, you may need to follow national or international privacy laws. For example, you may need to create and display a Privacy Policy. If you already have a Privacy Policy page, please select it below. If not, please create one.

The new page will include help and suggestions for your Privacy Policy. However, it is your responsibility to use those resources correctly, to provide the information that your Privacy Policy requires, and to keep that information current and accurate.

After your Privacy Policy page is set, we suggest that you edit it. We would also suggest reviewing your Privacy Policy from time to time, especially after installing or updating any themes or plugins. There may be changes or new suggested information for you to consider adding to your policy.

[Edit](#) or [preview](#) your Privacy Policy page content.

Need help putting together your new Privacy Policy page? [Check out our guide](#) for recommendations on what content to include, along with policies suggested by your plugins and theme.

Change your Privacy Policy page

Select an existing page: [Use This Page](#)

Or: [Create New Page](#)

Click on Privacy, then click on Use This Page.
Next, Learn how to Add a Page to Wordpress website.