

Create Your Own Wordpress Site in Less than 3 Hours

Step-By-Step
Instructions to
Create Your Own
Wordpress Website

Preface

Chapter 1

What makes Wordpress so great?

When creating a website, there are so many benefits to using a Wordpress platform than any other Content Management Systems (CMS.)

When someone purchases a Wordpress theme, they are buying a template that that is already coded with the layout , fonts, sliders,and graphics in place, and all the buyer needs to do is replace the photos and text and host it to their site.

A Wordpress website is a created within a CMS Content Management System. created from an Open Source Platform. What this means is that has made developers to sell or give away their wordpress themes. A user can buy this directly from the seller without having to become a member of anything or pay extra in hosting fees like Square Space (Currently \$20 a month)You can buy a wordpress theme and host it to any service you like and not get locked into any contracts.



Wordpress has the best ranking for SEO

Matt Cutts, the former SEO Guy at Google, said that Wordpress gives the highest ranking for SEO than any other webiste platform. Wordpress will out perform an HTML, Square Space, etc.

Plug-ins , additional features , are specialized to help make the process of creating a website easier with easy to upload email newsletters, contest and giveaway features, to make building an email list very easy.

What makes Wordpress so great?

Themes are very inexpensive and remain professional and easy to navigate. You can easily change your theme (using a child theme which we will discuss later) from one to another without affecting the content or graphics.

So why don't most people use it?

Most people think it requires an enormous learning curve, and would rather send this out to a web designer.



So What Is Wordpress?

Wordpress is a popular, free, open-source blogging system. It was started in 2003 by Matt Mullenwag and Mike Little. It allows bloggers to choose themes and add plug-ins to their sites. It also has the ability to add “pages,” making it a more robust platform for Web development than other blog platforms.

Wordpress.com vs. Wordpress.org

The difference is basically with Wordpress.com, the servers and software are managed by Wordpress. You use their hosting, domain, yourwebsite.wordpress.com, and their Wordpress themes. You can't upload your own wordpress themes to Wordpress.com.

With Wordpress.org, you install the files and manage on your own server. For a full list of benefits of each, visit [this link](#)



How this course is structured:

I have designed this course for you to learn while working on your site, and learn step-by-step seamless content.

I've configured the backend of your website to be built around two basic concepts - Posts and Pages. Posts are typical blog entries. A series of articles, listed reverse-chronologically that will be displayed on both the homepage and blog page automatically.

Pages are used for more static content and will not need to be changed frequently. Pages are essentially the back-bone to the website and are set up for minor text edits or for creating new repeater content - like adding another slide to your slider or creating additional F.A.Q's.

In the following pages I will walk you through all the custom features and explain the Wordpress essentials.

Introduction

The first thing you must decide upon (or, most likely, you have decided already) is its purpose. What do you want your website to do for its visitors and what do you want its visitors to do with the website?

For any website to succeed, it is critical to know the audience and the means to reach them. Spend a good while thinking about this. Obviously, you have your skills and experience and that will dictate your website's subject matter. But also you have to provide a unique selling point – something that is slightly different to what is out there already.

Keyword research is also important. Get yourself over to Google Keyword Research (just Google “keyword research” and click the first link), key in the words you would use to describe the website's purpose or niche and make sure you have clicked on the left hand side. Keywords are the words people type into search engines to find what they're looking for. Google's keyword research tool will tell you how many times a month particular words are used in Google searches both locally and globally and suggestions for other terms you could use. Say you want to build a website about “nicotine cessation” – you will find that these keywords have 2,000 searches on Google every month but that “giving up smoking” has 500,000!

It's important to use the same words in your website as your customers are using so that they can find you. But it's equally important not to go for something so popular and general that there will be too much competition and no one will find your website, “Illustrator -London” for example.

Domain Name

Many people spend hours thinking up a catchy domain. The most important SEO (Search Engine Optimization) point is to include some keywords.

Your URL doesn't have to be your name or your company name so why not increase your chances of being found in searches before you've even written a web page? So, if you are a web designer, why not try webdesigner dot com?

Hosting

Once you have decided on the name of your website it is necessary to register it. The three most important factors when looking for a hosting service is : speed, reliability and quality of support.

My favorite hosting for this is [In Motion.](#)

Their hosting is specifically designed for Wordpress.

My Hosting is Installed! Now what?

cPanel

Once you purchase your hosting, you are most likely going to come across this word: cPanel.

cPanel is the most advanced web hosting control panel in the industry, designed to simplify administration of a website and I would recommend choosing a host that offers it. Through the cPanel you can set up and read email, manage and edit your website's files, monitor your website's traffic (making sure you don't exceed any bandwidth or space restrictions), and loads of other things including backing up a MySQL database which is essential for good WordPress maintenance.

Full sail ahead!!

Thank you so much for this amazing journey. Together we pioneered this digital landscape and crafted a product that truly captures the essence and voice of your brand.

If you're looking for more resources to further your WordPress knowledge the first place to check out is the WordPress.com's documentation.

 <http://en.support.Wordpress.com/>

 Also, don't forget to sign up for a gravatar account -
<https://en.gravatar.com/>

 Looking forward to seeing your website once you've completed it!!

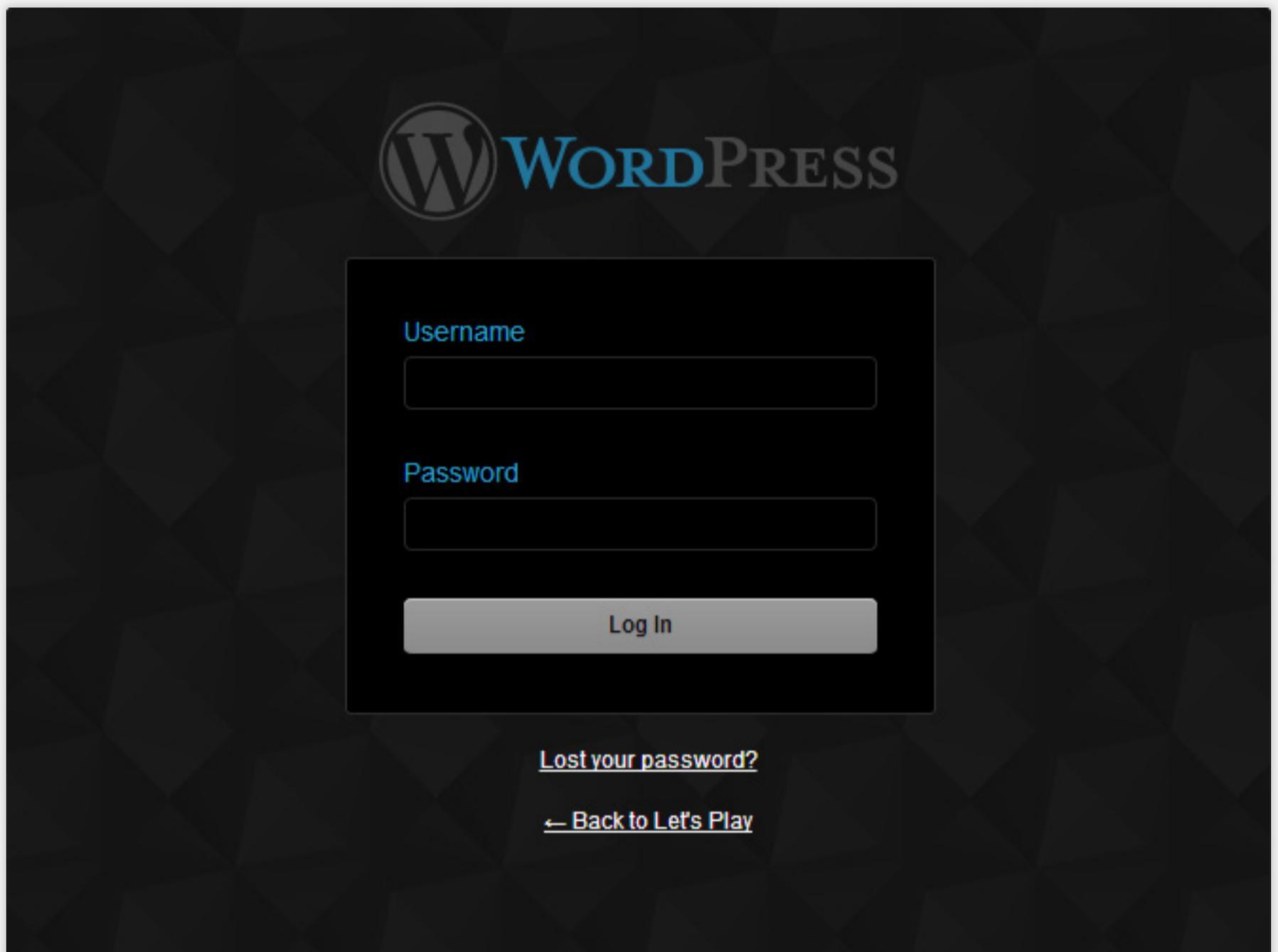
Essentials

Chapter 2

Login

Before you can make any changes to your site, you will need to log in. The login for your site can be found at your URL

 <http://your-domain.com/wp-admin>



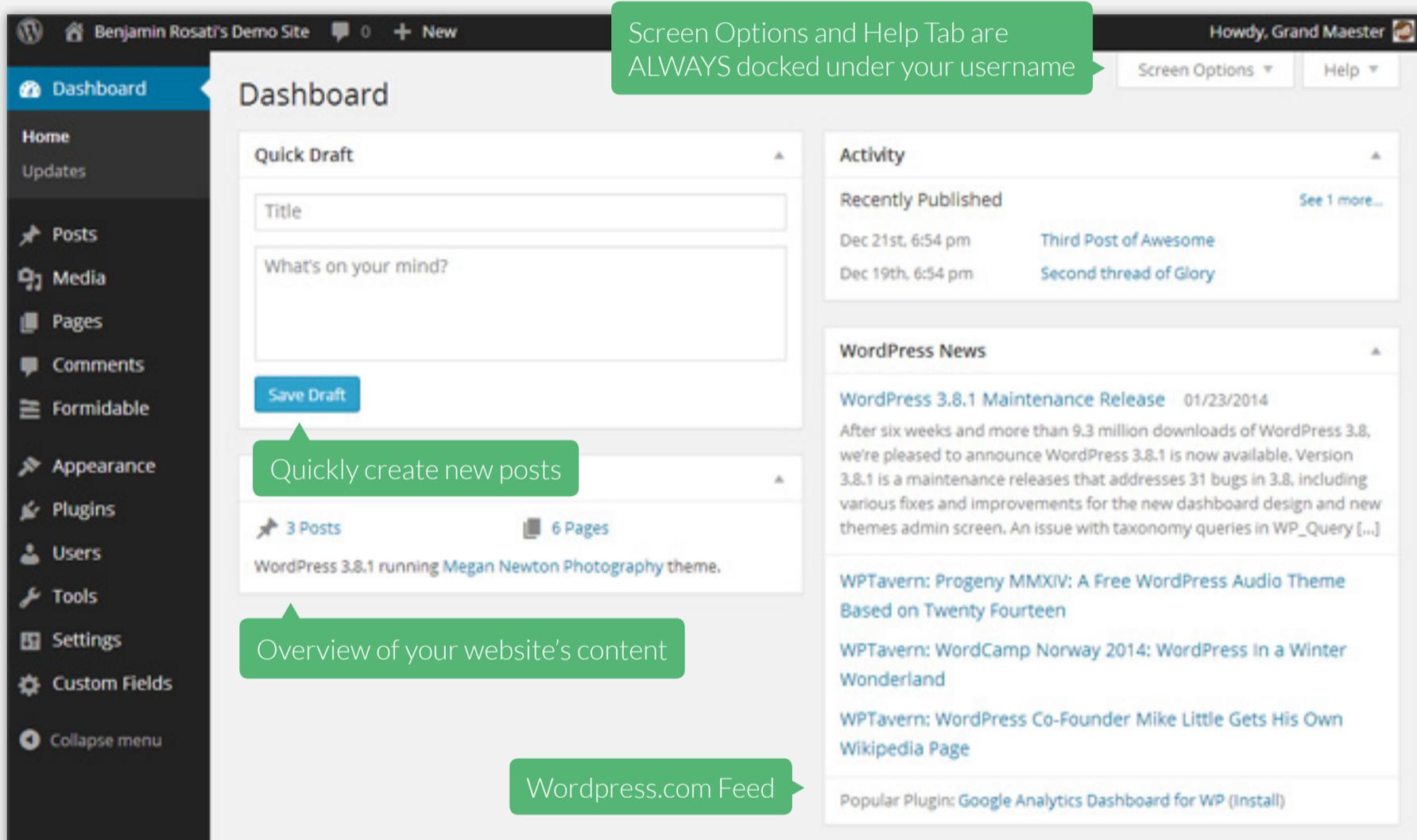
Dashboard

Once you've logged in, you will see the main administration homepage, and the dashboard. At the very top of your Dashboard (and across every page) you will see the name of your site. Clicking this will open up to your site's homepage. You will also see the name of the account you are currently logged in as. Move your cursor over your name to reveal the Log Out link as well as a link to edit your Profile.

The screenshot shows the WordPress dashboard for 'Benjamin Rosati's Demo Site'. The top navigation bar includes the site name and a 'New' button. A callout points to the site name, stating: 'This is the name of your site. It's also a link to your index page'. In the top right corner, the user 'Grand Maester' is logged in. A callout points to the user name, stating: 'This is the name of the account you are currently logged in as'. A dropdown menu is visible, showing options: 'Grand Maester', 'grand maester', 'Edit My Profile', and 'Log Out'. A callout points to this menu, stating: 'Hovering over your username reveals links to edit and log out of your account'. The main content area features a 'Welcome to WordPress!' message and a 'Get Started' section with a 'Customize Your Site' button. Below this are 'Next Steps' and 'At a Glance' widgets. The 'At a Glance' widget shows '3 Posts' and '6 Pages'. The 'Activity' widget shows 'Recently Published' posts: 'Third Post of Awesome' (Dec 21st, 6:54 pm) and 'Second thread of Glory' (Dec 19th, 6:54 pm). A 'Quick Draft' section is also visible at the bottom.

Meta Boxes

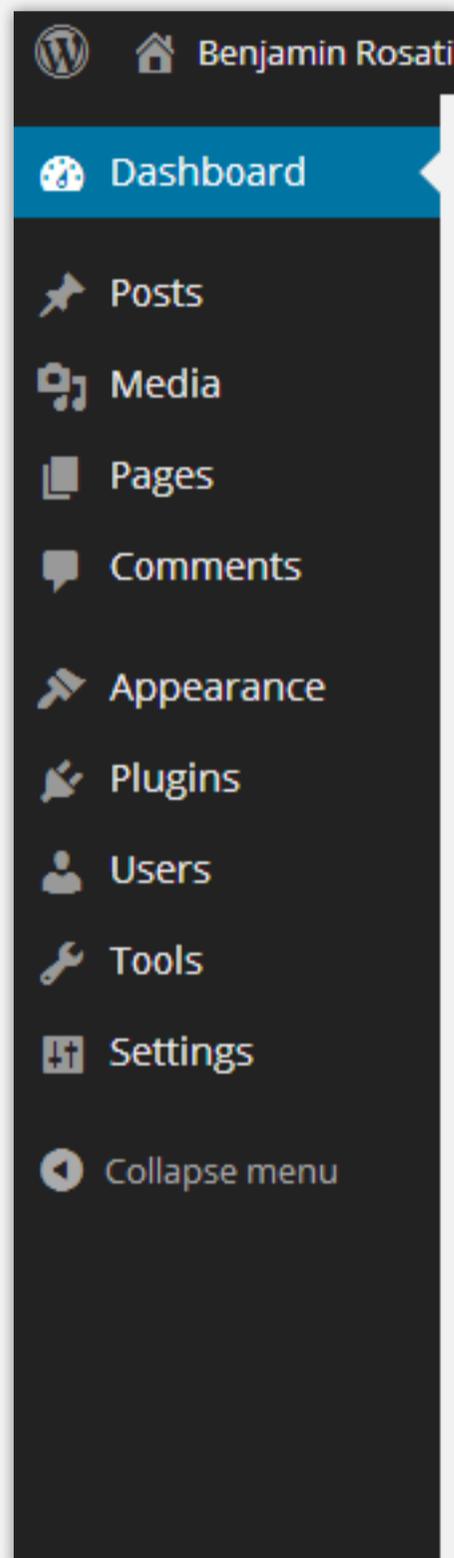
On every admin page, just below your account name, there are two small tabs labeled **Screen Options** and **Help**. Clicking either of these will cause a panel to slide down. The **Screen Options** tab will display various options that allow you to configure which meta boxes you wish to see displayed. The **Help** tab displays info docs from *Wordpress.com*.



By default, I have set the **Screen Options** tab to display all the standard Wordpress tabs. I personally don't find any of these useful and recommend turning them all off.

Admin Navigation Panel

On the left hand side of every admin page you will see your admin navigation menu. This is where you'll find the links to specific admin pages for editing, updating, and creating new content for your site.



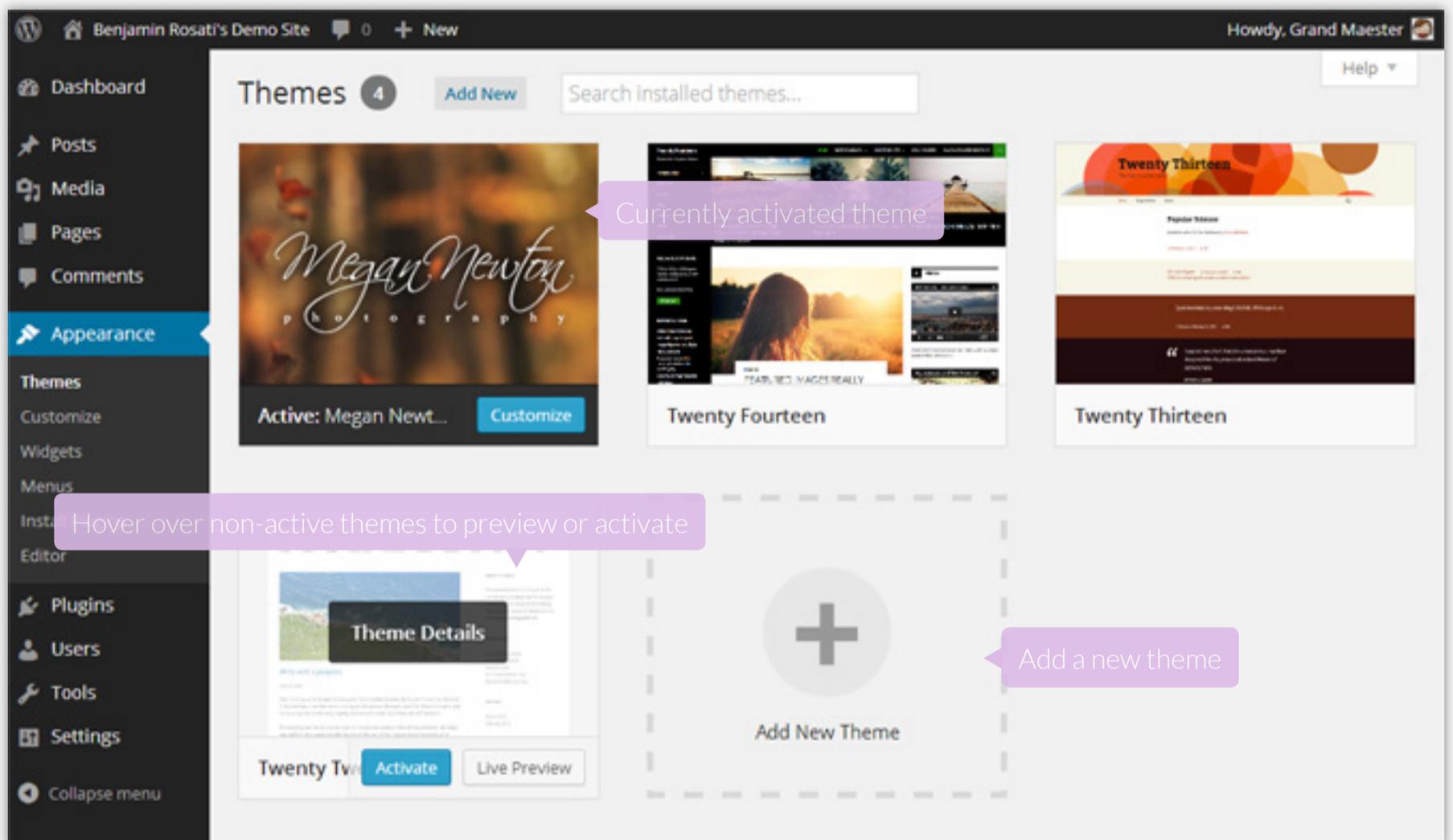
- ▶ **Dashboard** is your login landing page and displays helpful resources and website updates
- ▶ **Posts** is where you can create or edit blog posts
- ▶ **Media** is where images & videos inserted into blog posts are saved
- ▶ **Pages** allows you to create and edit website pages [more info - http://en.support.Wordpress.com/post-vs-page/](http://en.support.Wordpress.com/post-vs-page/)
- ▶ **Comments** stores all your websites comments and allows you to edit, add or delete them
- ▶ **Appearance** stores options to change the aesthetics of your website
- ▶ **Plugins** allow you to edit or upload any additional utilities for your site
- ▶ **Users** will let you add additional accounts for your website admins to log in with
- ▶ **Tools** includes features built by Wordpress to extend your websites functionality
- ▶ **Settings** allows you to make universal changes to how your website functions

Activating Theme

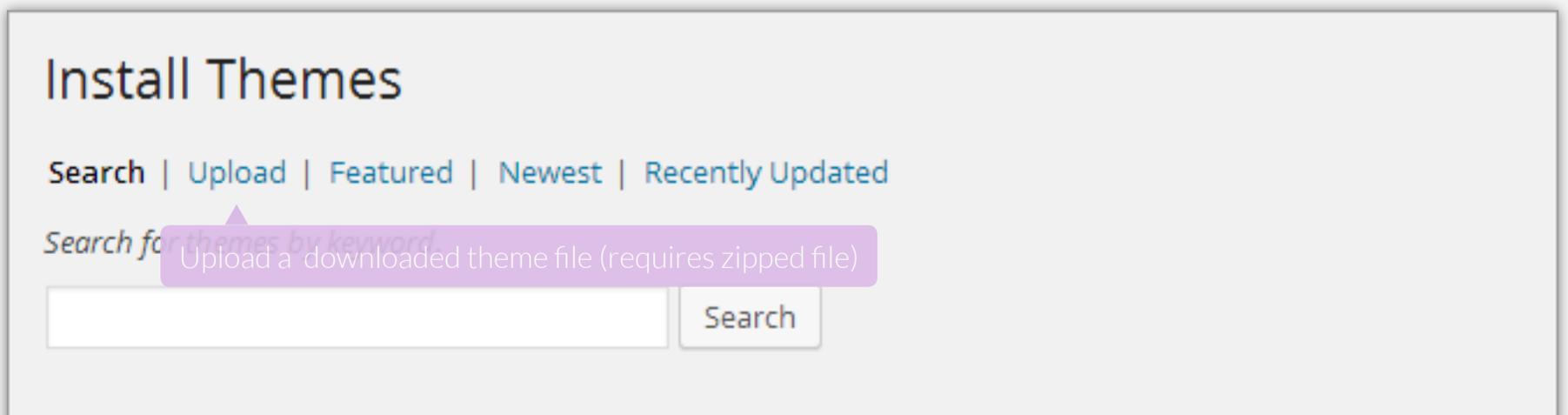
Chapter 3

Appearance overview

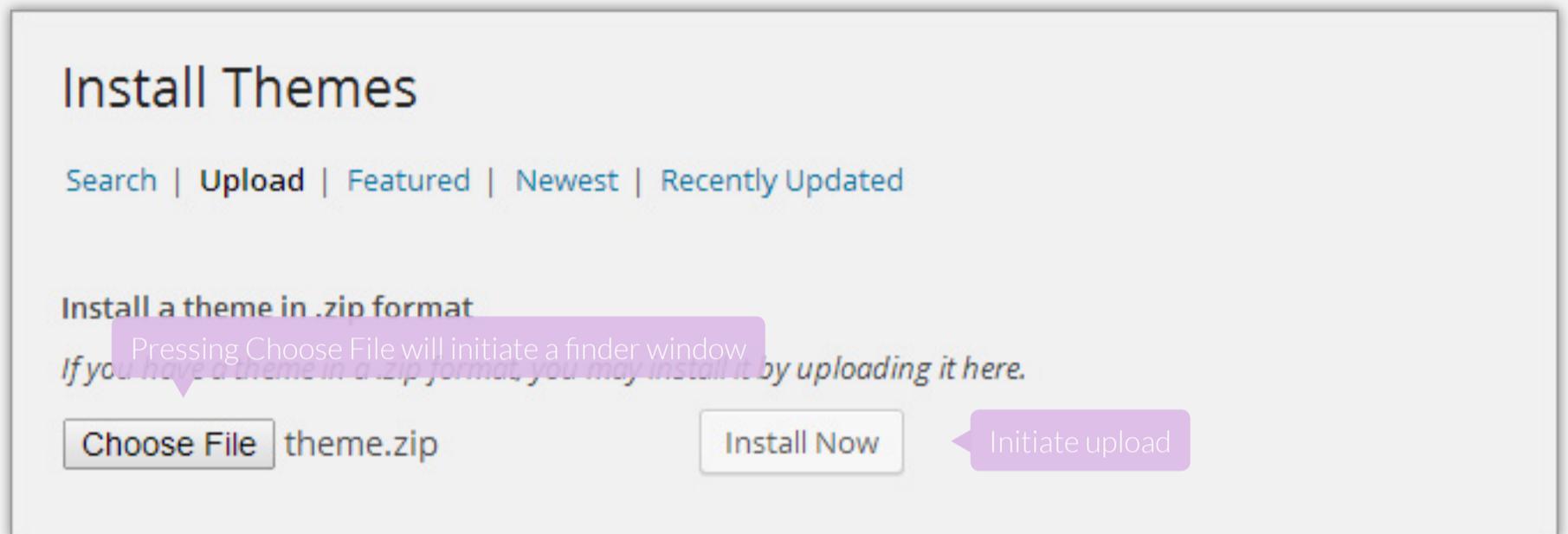
The **appearance** menu item will link you directly to your themes page. A theme is essentially a skin for your Wordpress website and (depending on the theme) may extend the functionality of your admin control panel.



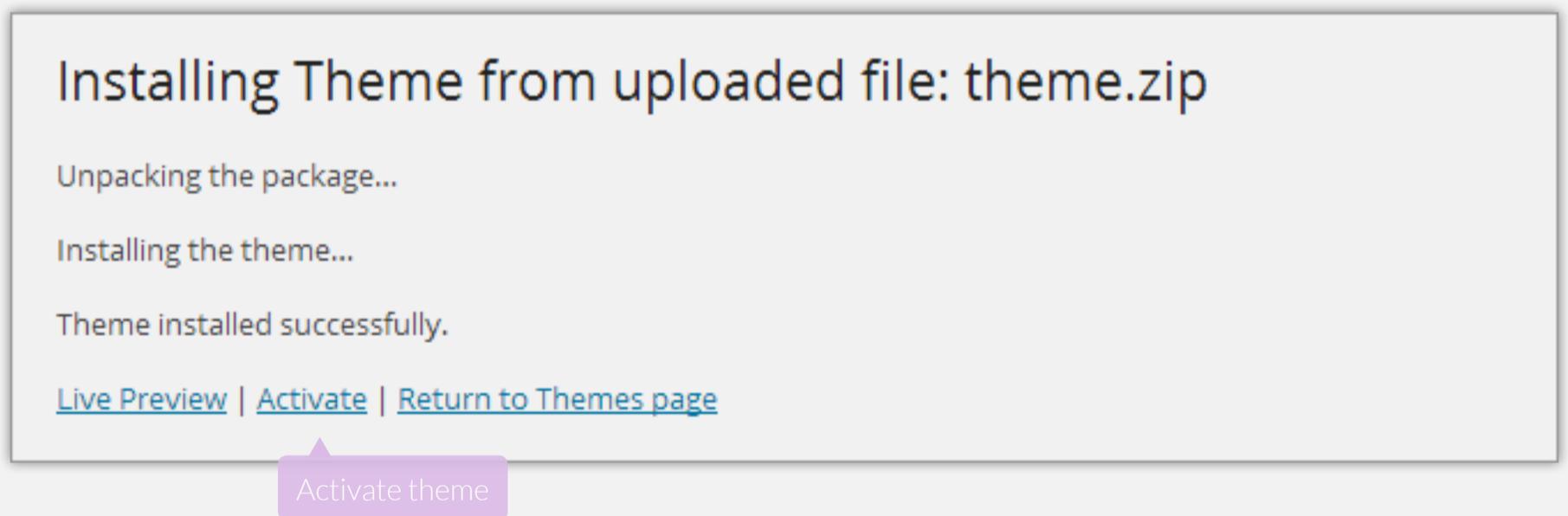
To install the a custom theme navigate to the **Install Themes** tab and click on the **upload** link.



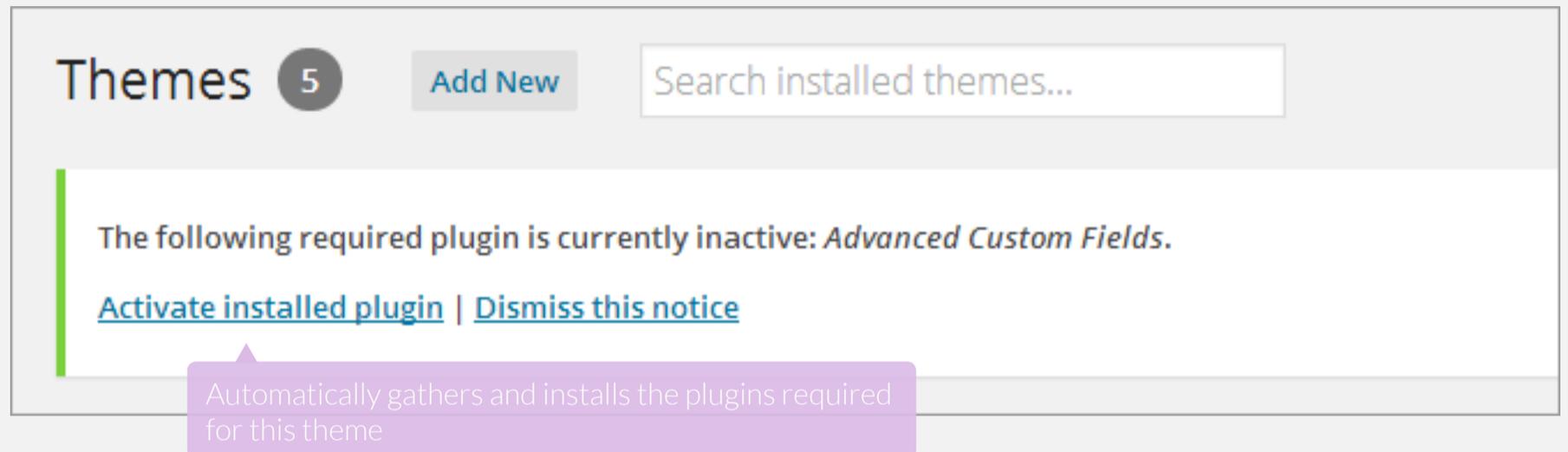
Click **Choose File** and select the zipped theme file for the 'Let's Play' theme. The file name will be inserted into the input field and you're all set to begin upload by clicking **Install Now**.



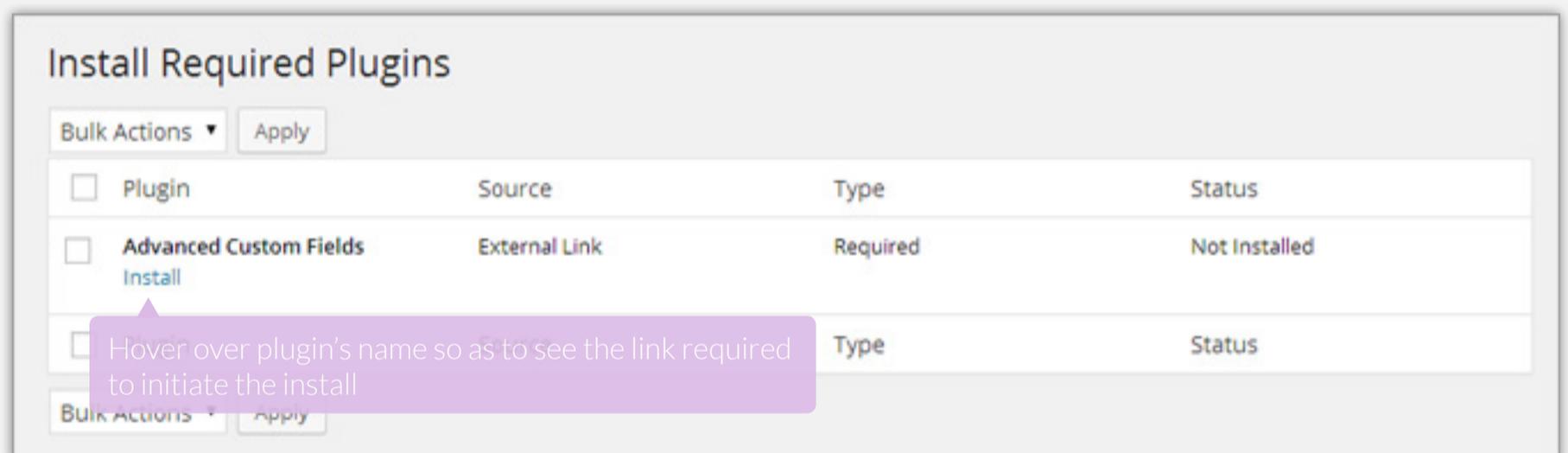
The theme will automatically begin unpackaging itself to your server and installing to your Wordpress control panel. After the theme successfully installs, you can activate the theme by clicking the **activate** link.



Upon **Activation** you will then be redirected to the default *Appearance* page and a yellow prompt will be displayed at the top of every page if you don't have the required plugins installed for the activated theme.

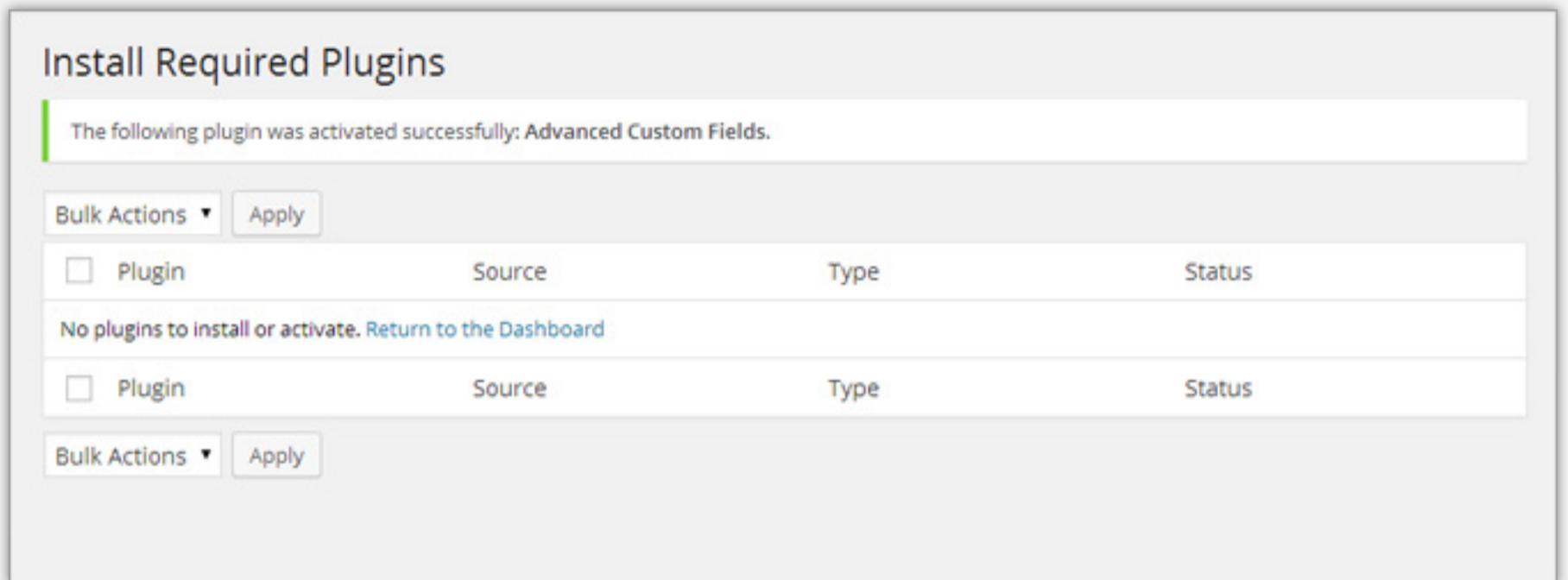


Your theme will not function (and will probably return a white page if you try to preview it) without the correct plugins installed. Initiate plugin installation by clicking the first link in the prompt window.



Hovering over each required plugin will create a link beneath the plugins name allowing you to initiate the install.

After installation, follow the screen prompts back to the *Required Plugins* screen and activate each plugin by hovering over the installed plugins name.



Once every required plugin has been installed and successfully activated, your *Required Plugins* screen will confirm by having an empty list.

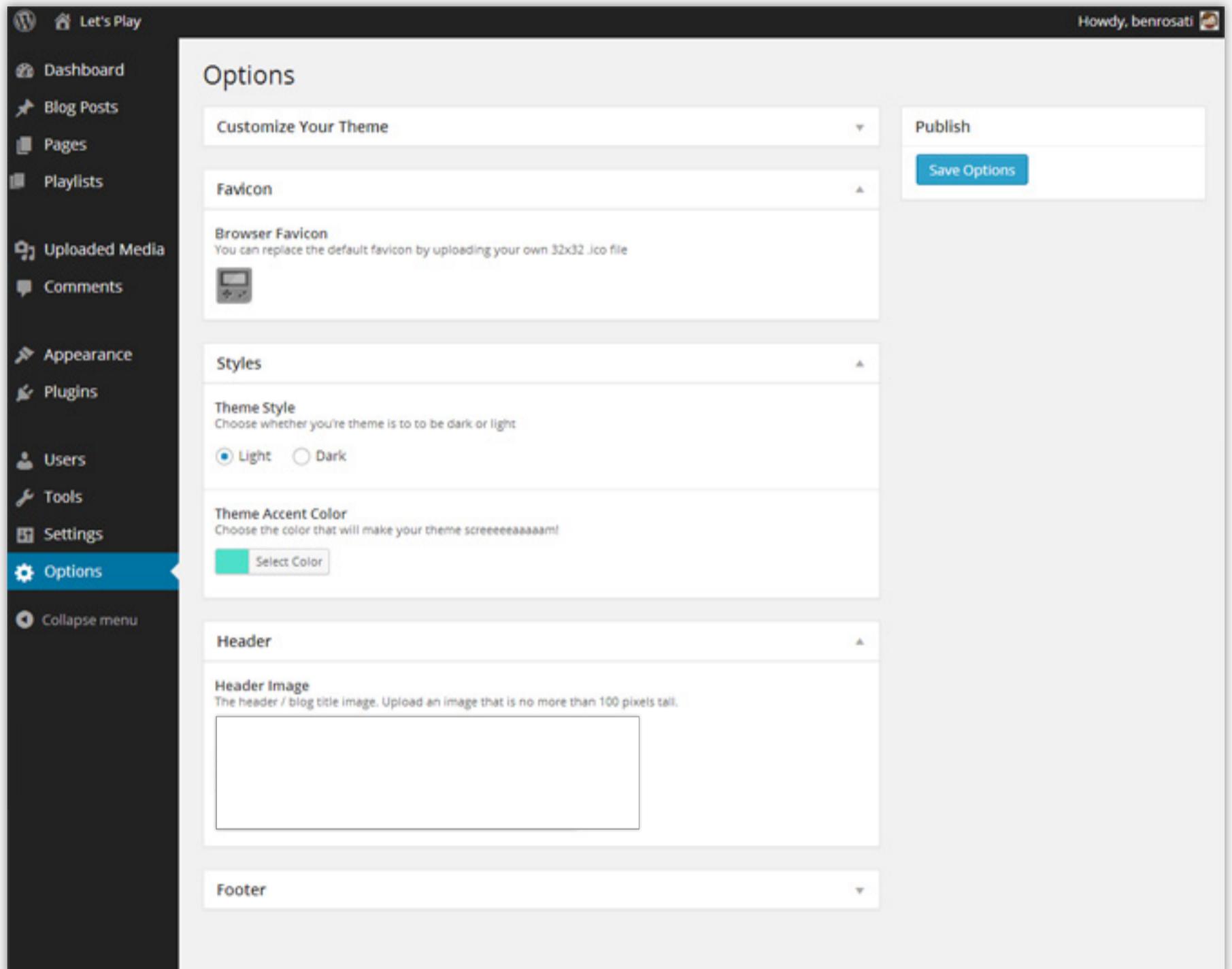
You are now ready to use your theme to it's fullest extent. The next few chapter's of this guide will quickly cover Wordpress features and default functionality.

Theme Options

Chapter 4

Theme options overview

Upon activating the theme a new admin menu item will be added beneath **Settings** labeled **Options**. **Options** is a custom designed feature unique to this theme that allows you to control several aesthetic elements throughout the site so as to add your own personal flare.



Favicon ▲

Browser Favicon
You can replace the default favicon by uploading your own 32x32 .ico file



The favicon is the small icon that appears at the top of every website browser to identify a website. If you can't save .ico files then use a web service like www.favicon.cc so as to convert a jpeg or png file.

Styles ▲

Theme Style
Choose whether you're theme is to to be dark or light

Light Dark

Theme Accent Color
Choose the color that will make your theme screeeeeeaaaaam!



The *Styles* option allows you to choose whether you want your site to be themed dark or themed light. Change the Accent color to adjust the secondary color that is displayed throughout your blog.

Header ▲

Header Image
The header / blog title image. Upload an image that is no more than 100 pixels tall.



Upload an image to this meta box so as to create a header for your website. The area is 100 pixels tall, so anything larger than that will get squashed down to fit. I recommend a transparent png for this area.

Footer ▲

Footer Left Message
A copyright message will fit quite nicely right here

Social Buttons
Insert as many social buttons as you wish!

	Link (URL) Insert the url to where you want the user to be linked to	Icon (image) Upload the icon that you would like to use for this link (I've included several icons with this download)	
1	<input type="text" value="http://steamcommunity.com/id/benr"/>		
2	<input type="text" value="http://steamcommunity.com/id/benr"/>		
3	<input type="text" value="http://steamcommunity.com/id/benr"/>		
4	<input type="text" value="http://steamcommunity.com/id/benr"/>		
5	<input type="text" value="http://steamcommunity.com/id/benr"/>		
6	<input type="text" value="http://steamcommunity.com/id/benr"/>		
7	<input type="text" value="http://steamcommunity.com/id/benr"/>		
8	<input type="text" value="http://steamcommunity.com/id/benr"/>		
9	<input type="text" value="http://steamcommunity.com/id/benr"/>		
10	<input type="text" value="http://steamcommunity.com/id/benr"/>		

[Add Another Social Button](#)

The footer contains a regular text input field and a repeater content field.

The text input field will populate the left most part of your footer with a simple text message. I recommend a copyright.

The repeater field is meant to house all your social identities. Included with this theme is an assets folder which contains a plethora of social icons that may be used for this section.

Blog Posts

Chapter 5

Blog posts overview

After clicking **Blog Posts** you'll be shown a list of *posts* that your website currently contains. Among the information displayed is the *post* title, the author, categories, tags and the date the *post* was published.

The screenshot shows the WordPress dashboard for 'Benjamin Rosati's Demo Site'. The 'Posts' section is active, displaying a list of three published posts. The interface includes a sidebar with navigation options like 'Dashboard', 'Blog Posts', 'All Posts', 'Add New', 'Categories', 'Tags', 'Pages', 'Playlists', 'Uploaded Media', 'Comments', and 'Appearance'. The main content area shows the 'Posts' overview with an 'Add New' button, a search bar, and a table of posts. Red callout boxes provide the following information:

- 'Add a new post' points to the 'Add New' button.
- 'Search previously created posts' points to the search bar.
- 'Toggle how posts are displayed' points to the view toggle buttons (list and grid).
- 'Post title. Clicking this will link directly to this entries edit page. Hovering over this will display options to edit, trash or view this post' points to the title of the first post, 'First Article of Phenomenal'.

<input type="checkbox"/>	Title	Author	Categories	Tags	Date
<input type="checkbox"/>	Third Post of Awesome	Grand Maester	Wedding	love, quint, wedding	2013/12/21 Published
<input type="checkbox"/>	Second thread of Glory	Grand Maester	Wedding	beautiful, tranquil, white	2013/12/19 Published
<input type="checkbox"/>	First Article of Phenomenal	Grand Maester	Family, Personal, Portrait	amazing, awesome, beautiful	2013/12/06 Published

From this screen you can create a new *post* by clicking the top left **Add New** button or edit an existing *post* by hovering over current *posts*. A few links will appear on hover and are labeled appropriately for the action you wish to perform - edit, trash, or view.

There are also several options for filtering or searching through previous *posts* on this screen as well as checkboxes to the left of every *post* that allows for bulk editing. Bulk edits are limited to trashing multiple *posts*.

Create & edit posts

After clicking **Edit** or **Add New** you will be brought to the *Edit Post* Screen. The below highlights will walk you through all the features available for this page.

The screenshot shows the WordPress 'Edit Post' interface. The main content area displays the title 'First Article of Phenomenal' and a large image of a couple kissing. The right sidebar contains the 'Publish' section with options for status, visibility, and revisions, as well as a 'Categories' section with checkboxes for 'Family', 'Personal', 'Portrait', 'Editorial', and 'Wedding'. Below the categories is a 'Tags' section with an 'Add' button and a 'Featured Image' section with a 'Set featured image' link. The left sidebar shows the WordPress dashboard menu.

Edit the post's title

Publish or save changes

The WYSIWYG editor is used to create the content for this post

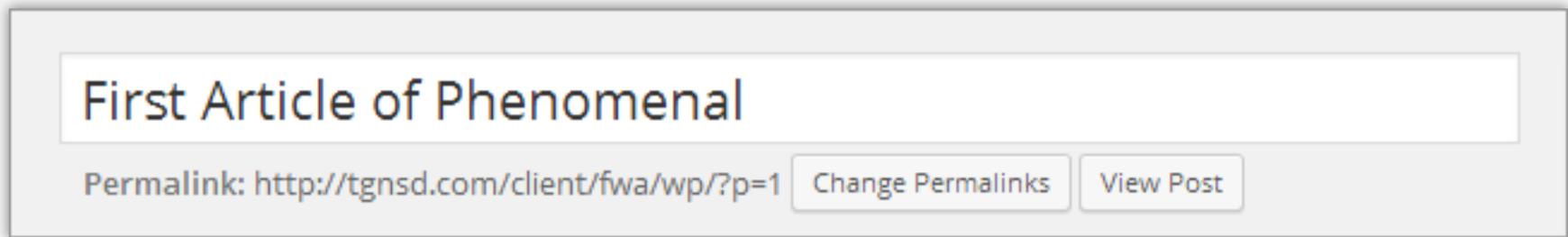
Add categories so your users can easily search your website for specific posts

Tags also allow for users to easily search your website for posts.

The excerpt can be used to create preview text for this post

A featured image is a visual thumbnail for this specific post

Content Walkthrough



When creating or editing a post, the first thing to do is to enter in your title in the title input field. After moving the cursor off this field a new Permalink will automatically be created. Permalinks are the permanent URL's to your individual posts. Though not usually necessary, you can manually edit your permalink by clicking on the yellow permalink text.



Following the title input is the WYSIWYG content editor. This is where you will write your post's content. It's designed to be a minimal version of a regular word processor with toolbar buttons that allow you to **bold**, *italicize*, add headings, or create bulleted your lists. **Please note** that **Shift+Enter** creates a line break, and **Enter** creates a new paragraph.

The content editor buttons perform the following functions:

B Boldens text. HTML-wise this adds a `` around selected text.

I Italicise's text. HTML-wise this adds a `` around selected text.



Adds a Strike-through to text. HTML-wise this adds a `` around selected text.



Creates an Unordered List. Select multiple breaks and click this button to add regular bullets.



Creates an Ordered List. Select multiple breaks and click this button to add numbered bullets.



Blockquote. Pulls selected text out from content and highlights it by adding a box and large quotations around the entire selection.



Aligns text left, Aligns text centrally, Aligns text right respectively.



Used to create an HTML link to another page or website. The text or image that you want to link needs to be selected first before the button will become active.



Remove the HTML link from the selected link. Your cursor must be sitting on an active link for the button to be active.



Creates a content break for archive pages. Works similar to the *excerpt field*



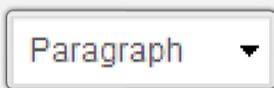
Use to toggle spell-checker on and off. You can also select between multiple languages



Use to toggle in and out of full-screen editing mode.



Clicking the Show/Hide Kitchen Sink button will show or hide a second line of formatting buttons.



Formats your text to match selected header or paragraph style.



Underlines text. HTML-wise this adds a `<u>` around selected text.



Aligns text equally to the left and right (justifies text).



Use to change the color of your text. Not totally recommended by your friendly designer



Copying and pasting text from other sites or word processors sometimes leaves the text formatted differently to what you were expecting. The reason for this is that quite often the HTML tags or codes that formatted the original text are pasted along with the text itself. To avoid this, Paste as Plain Text will strip all these formatting and HTML tags. Checking the keep line-breaks checkbox will preserve all HTML `
` tags. Unchecking this option will remove them.



Pasting text from MS Word typically includes a huge amount of extra unrequired HTML tags which usually leaves the text formatted incorrectly. Using the Paste from Word option will remove these additional tags and clean up the HTML.



Use this to remove all formatting (such as Bold, Underline, text color, etc..) from selected text.



Used to insert special characters not easily accessible via the keyboard.



Removes one level of text indentation.



Adds one level of text indentation.



Undo your last action



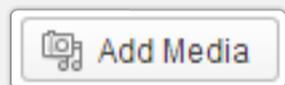
Redo your last action



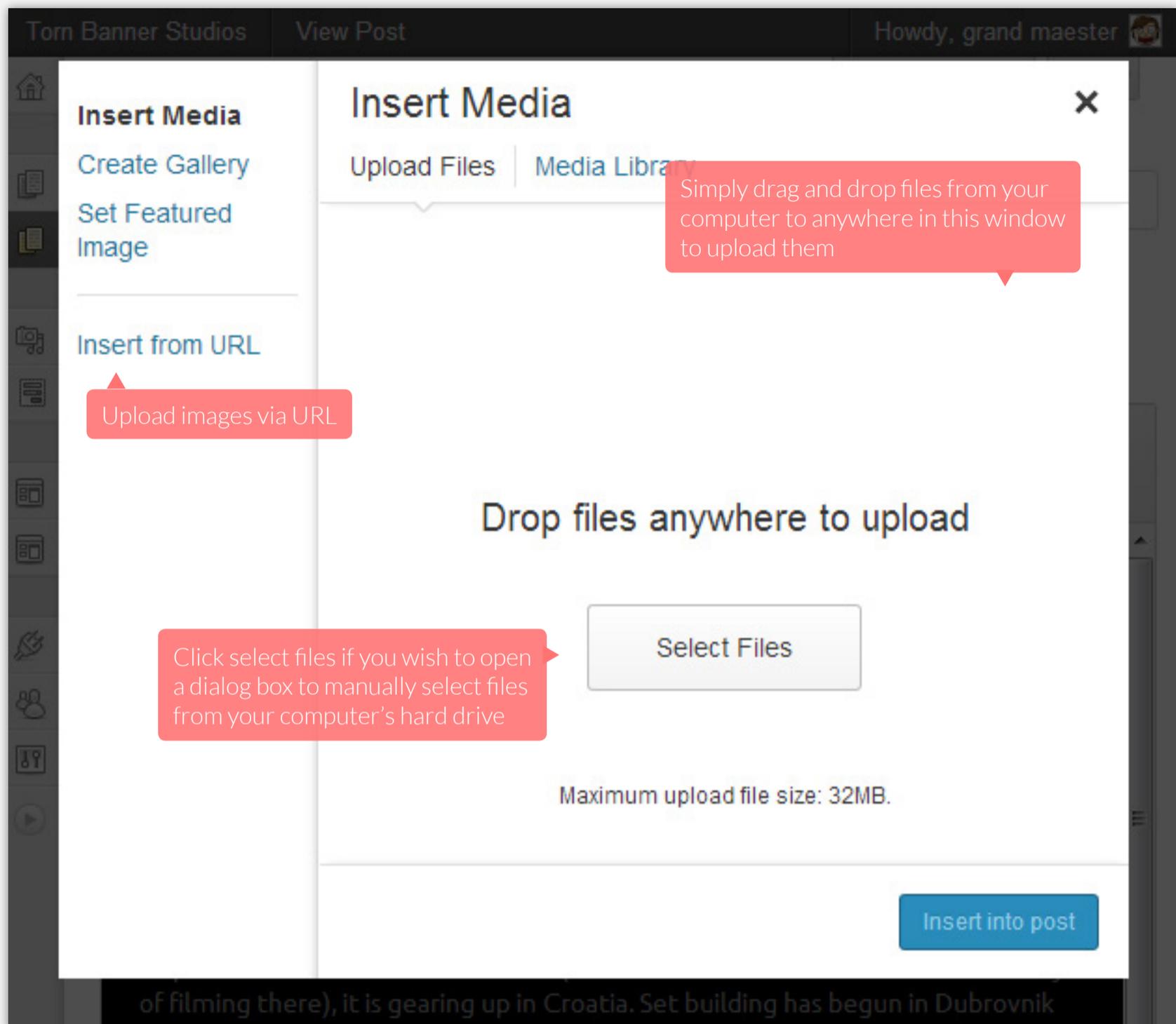
Displays information about the WordPress visual editor along with keyboard shortcuts.



Toggles the editor between HTML mode (text) and visual mode. Oftentimes switching between these modes creates wonky effects and I recommend to stay in visual mode.

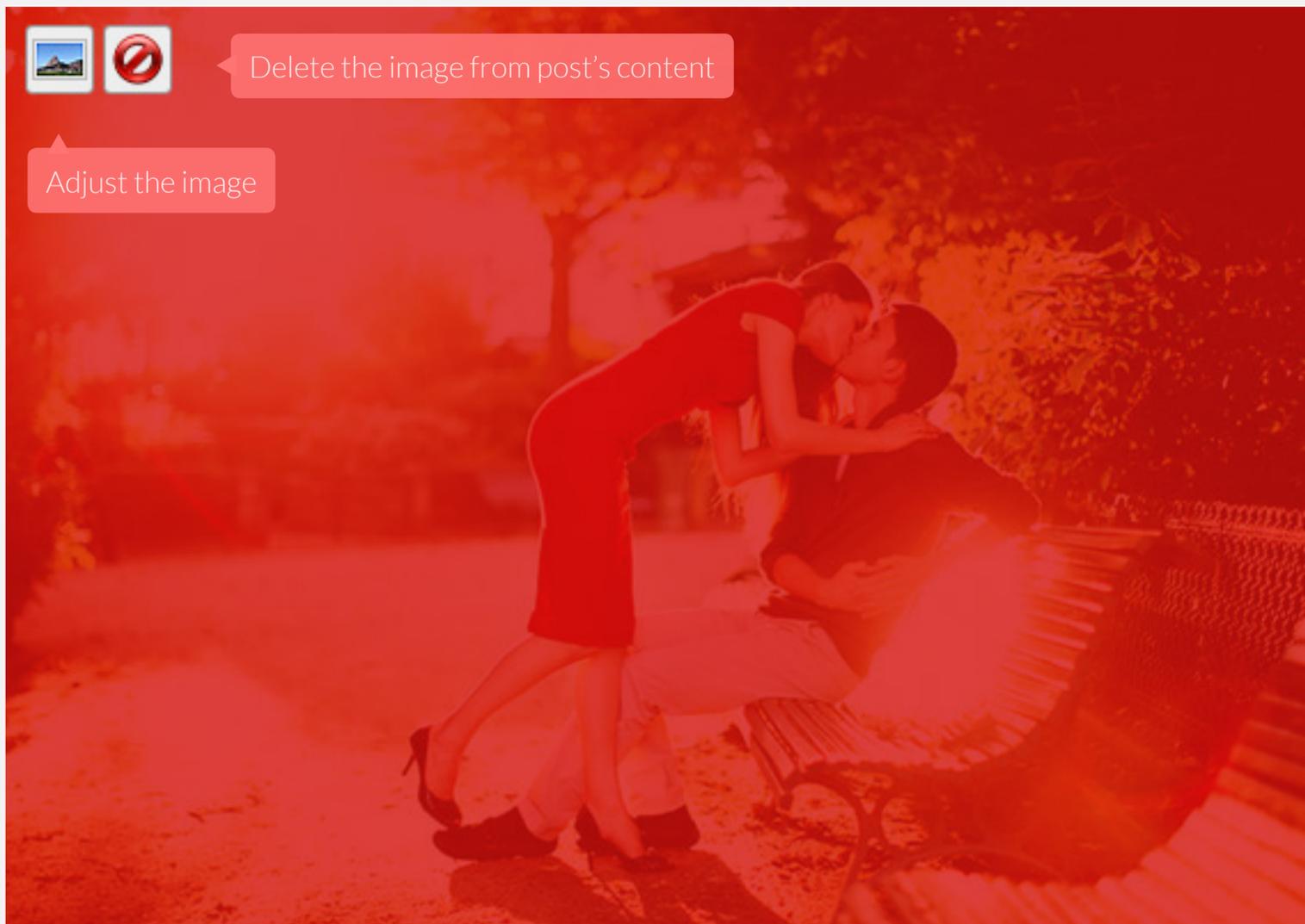


To insert an image into your blog post, click the **Add Media** button. A full screen overlay will fill your browsers window and present you with the option to either upload an image from your computer, select a previously uploaded image, or insert an image via a URL link.



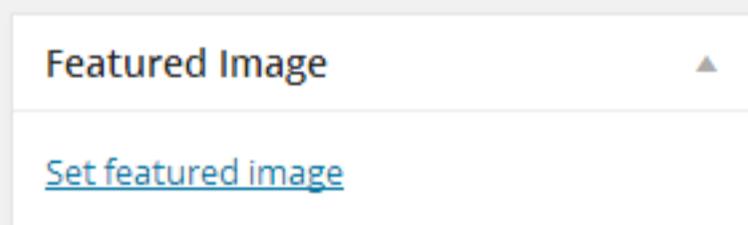
Once your image is uploaded, the overlay will direct to your Media Library, which contains all your previously uploaded images. The image that you've just uploaded will be automatically selected for easy insertion into your post.

You can also select multiple images by holding down the **Shift key** and clicking each photo you wish to insert into the content. To deselect an image, click the 'tick' in the top right corner of the image. At the bottom of the window you will see a count of the number of images currently selected.



Once your image has been inserted into the WYSIWYG editor you can reselect the image by clicking on it and pressing the edit button that will overlay the selected image. Another overlay will fill your screen and you will be presented with options to alter how the image will align, if and where it will link, and adjust the size of the image. You can also tweak the image's title, caption and description.

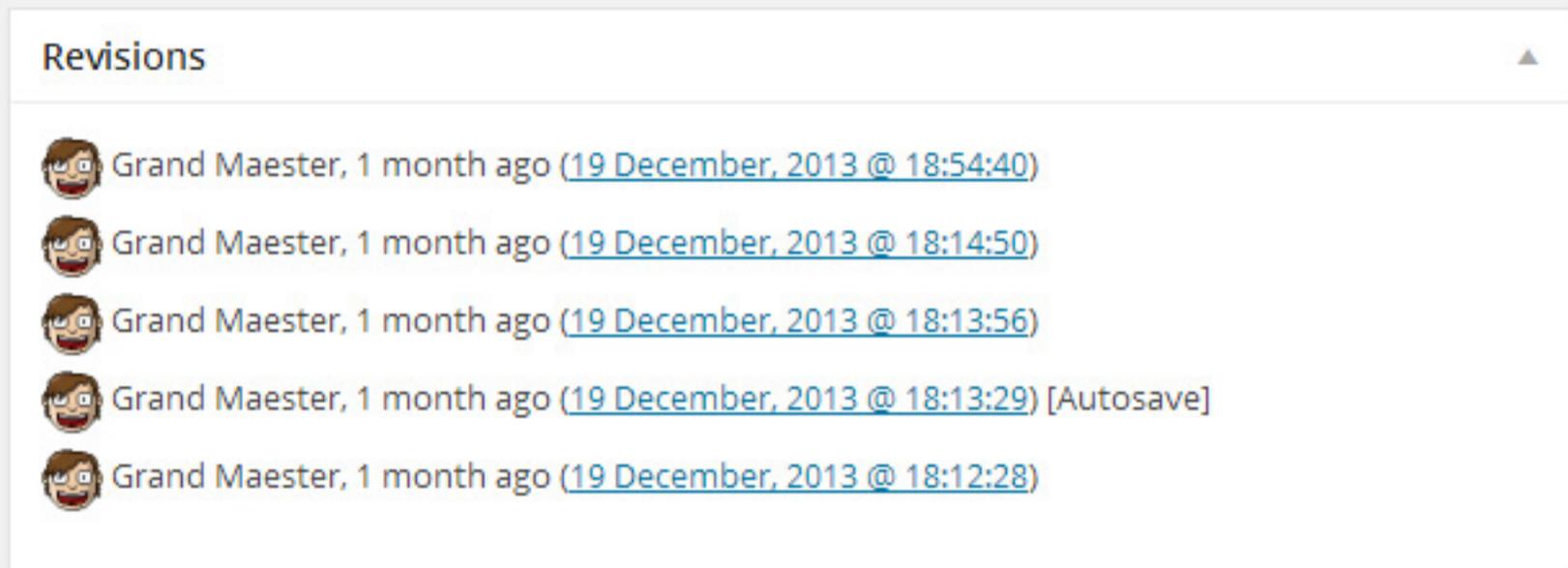
Creating a thumbnail for your post



The featured image meta box (near the bottom right) allows you to select an image from your media library to use as this post's thumbnail. You will

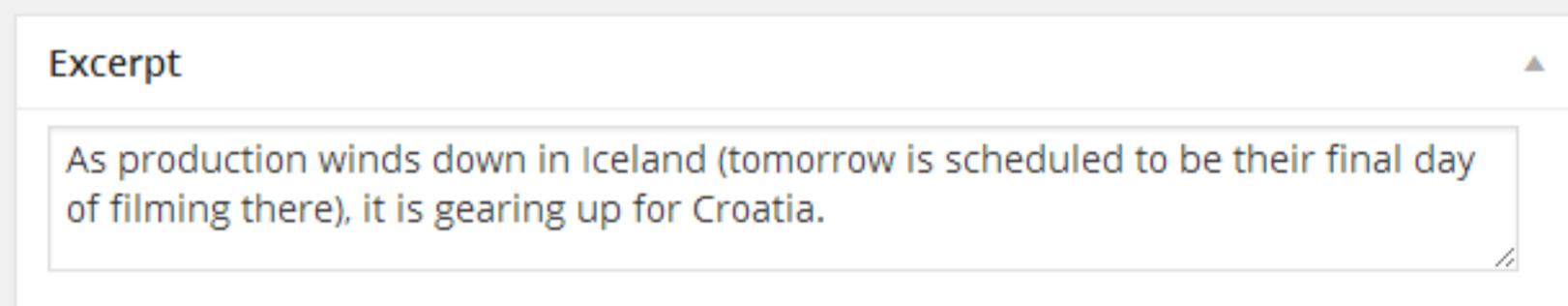
see an uploading screen identical to that used when inserting an image into WYSIWYG editor. Follow the on-screen prompts to choose the image you want to be the main thumbnail image tied to this post.

Reverting to a previous



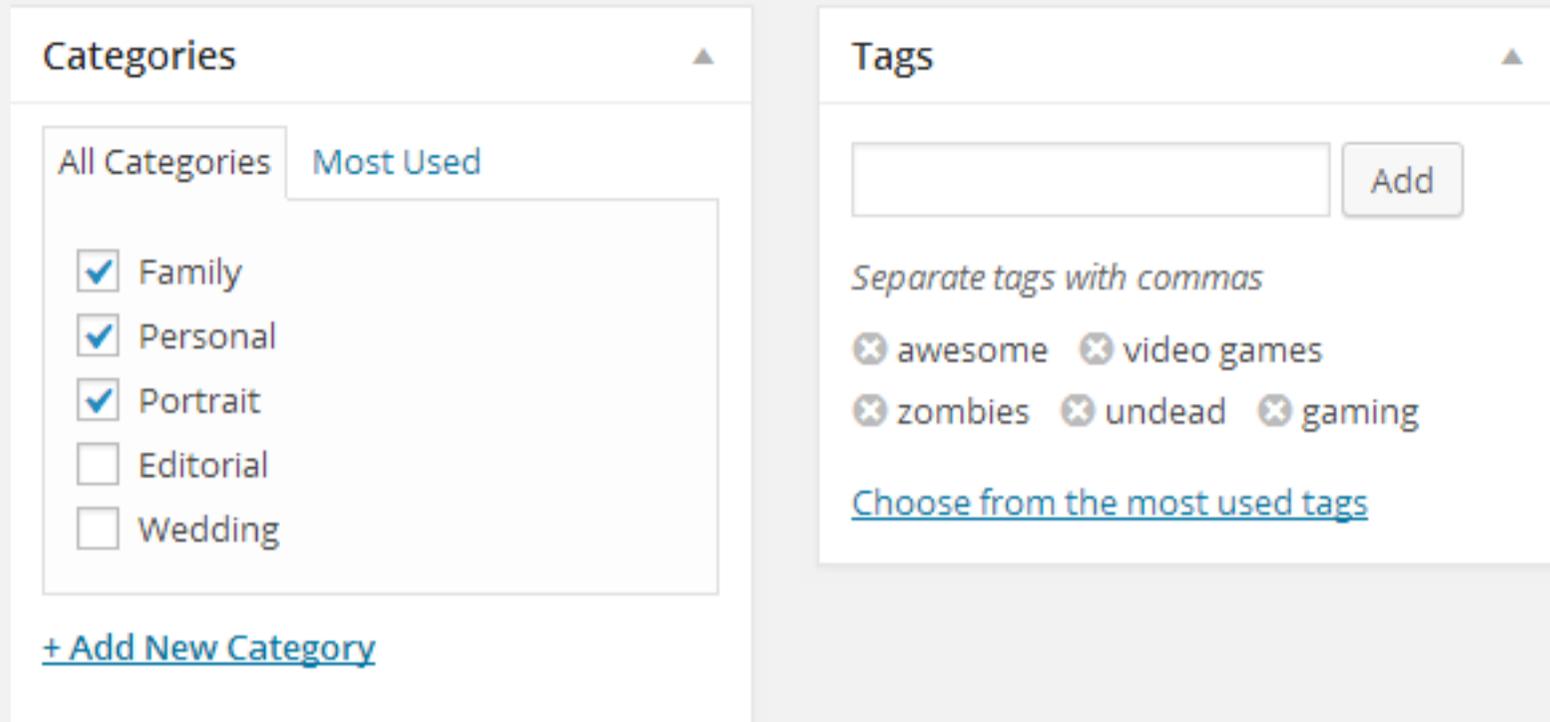
In the event that you save a version of your post and you need to re-vert to an earlier save, you can easily go back several iterations. Within the revisions meta box you may click on any previous save and a dialogue will open detailing all previous iterations of this current post.

Creating a short description for your



Excerpts are used to shorten your blog post's preview text that displays on your post's feed and archive pages. If there is no text inserted into this field, then Wordpress will default to using all the content inside your WYSIWYG editor.

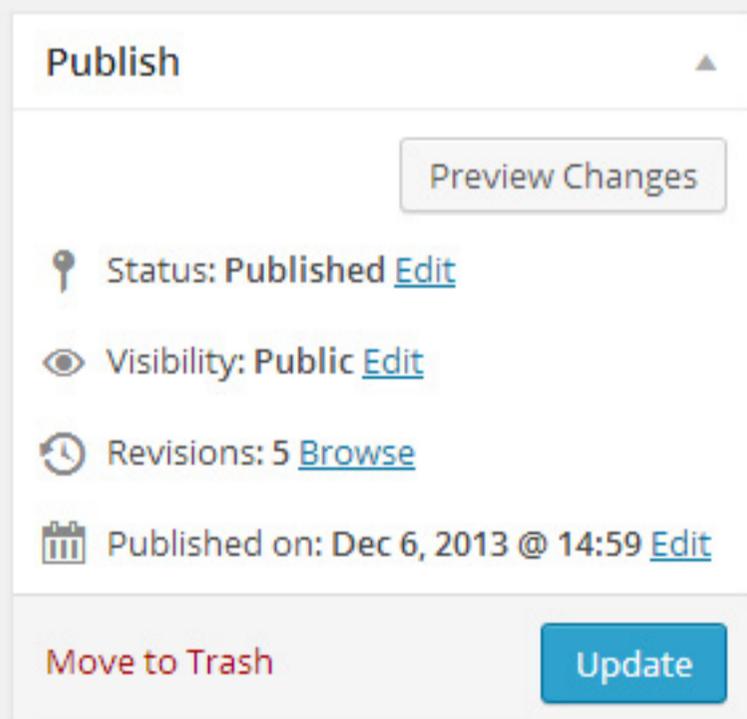
Choosing categories and tags



The image shows two side-by-side panels from a WordPress interface. The left panel is titled 'Categories' and has a dropdown menu with 'All Categories' and 'Most Used' options. Below the menu is a list of categories with checkboxes: 'Family' (checked), 'Personal' (checked), 'Portrait' (checked), 'Editorial' (unchecked), and 'Wedding' (unchecked). At the bottom of the panel is a link '+ Add New Category'. The right panel is titled 'Tags' and features a text input field followed by an 'Add' button. Below the input field is the instruction 'Separate tags with commas' and a list of existing tags: 'awesome', 'video games', 'zombies', 'undead', and 'gaming'. At the bottom of the panel is a link 'Choose from the most used tags'.

Categories provide a helpful way to group related posts together, and to quickly tell readers what a post is about. Categories also make it easier for people to find your content.

Edit, save, and publish your post



The image shows the 'Publish' panel in a WordPress interface. At the top is a 'Publish' header with a dropdown arrow. Below the header is a 'Preview Changes' button. The panel displays the following information: 'Status: Published' with an 'Edit' link, 'Visibility: Public' with an 'Edit' link, 'Revisions: 5' with a 'Browse' link, and 'Published on: Dec 6, 2013 @ 14:59' with an 'Edit' link. At the bottom of the panel are two buttons: 'Move to Trash' and 'Update'.

Finalize your edits and publish or update this post to your website.

Pages

Chapter 6

Pages overview

After clicking on the *Pages* from the admin menu you'll be shown a list of every page that your site contains. Similar to the blog post page, you will be presented with the page title, the author, and the date the page was published.

The screenshot shows the WordPress admin interface for 'Benjamin Rosati's Demo Site'. The 'Pages' menu item is selected in the sidebar. The main content area displays a list of pages with the following data:

<input type="checkbox"/>	Title	Author	Comments	Date
<input type="checkbox"/>	Blog Edit Trash View	Grand Maester	0	2013/12/16 Published
<input type="checkbox"/>	Contact	Grand Maester	0	2013/12/17 Published
<input type="checkbox"/>	Homepage	Grand Maester	0	2013/12/16 Published
<input type="checkbox"/>	Philosophy	Grand Maester	0	2013/12/18 Published
<input type="checkbox"/>	Portfolio	Grand Maester	0	2013/12/06 Published
<input type="checkbox"/>	Pricing	Grand Maester	0	2013/12/18 Published
<input type="checkbox"/>	Title	Author		Date

Annotations in the image include:

- 'Add a new page' pointing to the 'Add New' button.
- 'Search previously created pages' pointing to the search box.
- 'Page title. Clicking this will link directly to this page's edit page. Hovering over this will display options to edit, trash or view this page' pointing to the 'Contact' row.

Now the difference between posts and pages are that pages are static and not listed by date. Pages do not use tags or categories, but instead use templates. A page template is a custom designed page that extends the functionality and features of the page screen. Included with this theme are several unique pages and all have easy to follow input boxes so as to create specific content.

Create & edit posts

After clicking **Edit** or **Add New** you will be brought to the *Edit Page* Screen. The below highlights will walk you through all the features available for this page.

The screenshot shows the WordPress 'Edit Page' interface for a page titled 'Index'. The left sidebar contains navigation options: Dashboard, Blog Posts, Pages (selected), All Pages, Add New, Playlists, Uploaded Media, Comments, Appearance (with sub-items: Widgets, Customizer, Menus, Themes, Plugins), Users, Tools, Settings, Custom Fields, Options, and Collapse menu. The main content area is titled 'Edit Page' and includes an 'Add New' button. Below the title is a text field containing 'Index' and a callout 'Edit the post's title'. Underneath is the 'Permalink' section with the URL 'http://demo.tgnsd.com/letsplay/' and buttons for 'View Page' and 'Get Shortlink', with a callout 'Permalink'. The page structure is divided into sections: 'Hero Slider', 'Playlist Spotlight', and 'Call to action'. The 'Call to action' section includes a 'Background Image' field with a callout 'Custom meta boxes relating to this page's selected template', a 'Body Text' field containing 'Check out my
 entire channel', a 'Button Text' field containing 'YouTube channel »', and a 'URL Link' field. On the right side, there is a 'Publish' section with a 'Preview Changes' button, status information (Status: Published, Visibility: Public, Published on: Oct 24, 2013 @ 18:54), and buttons for 'Move to Trash' and 'Update', with a callout 'Publish or save changes'. Below the 'Publish' section is the 'Page Attributes' section, which includes a 'Parent' dropdown set to '(no parent)', a 'Template' dropdown set to 'Homepage', and an 'Order' field, with a callout 'The page attributes meta box allows you to load a specific template. Selecting a template will alter the main meta boxes to the left'. A 'Help' tab is visible in the top right corner of the page editor.

Content meta boxes

After having selected a page template, custom meta boxes will populate the main content area with fields and inputs specific to this template's design.

Edit Page [Add New](#)

Index

Permalink: <http://demo.tgnsd.com/letsplay/> [View Page](#) [Get Shortlink](#)

Hero Slider

Playlist Spotlight

Call to action

Background Image

The full width image that will be the background image for this section. Included within your theme assets is a default background image.



Body Text

The text that will overlay the background image of this section.

Check out my
 entire channel

Each meta box has detailed titles and instructional text so as to prompt you how to use each specific input field. HTML keywords are accepted in all text fields and image fields initiate the same media upload prompt that we

Call to action ▲

Background Image
The full width image that will be the background image for this section. Included within your theme assets is a default background image.



For sections that require a photo, a short instructional blurb will usually be specified. Hovering over the image will show two buttons which allow you to edit or delete.

Playlist Spotlight ▲

Section divider blurb
The text that splits this section from the above content on the index page.

Check out some of my other videos!

For sections that require a single lines of text, just follow the instructional text and insert your desired messaging. Bracketed html can also be used in these sections.

Blog Feed ▲

Everything involving this page happens behind the scenes. Just publish and it'll automatically pull your posts.

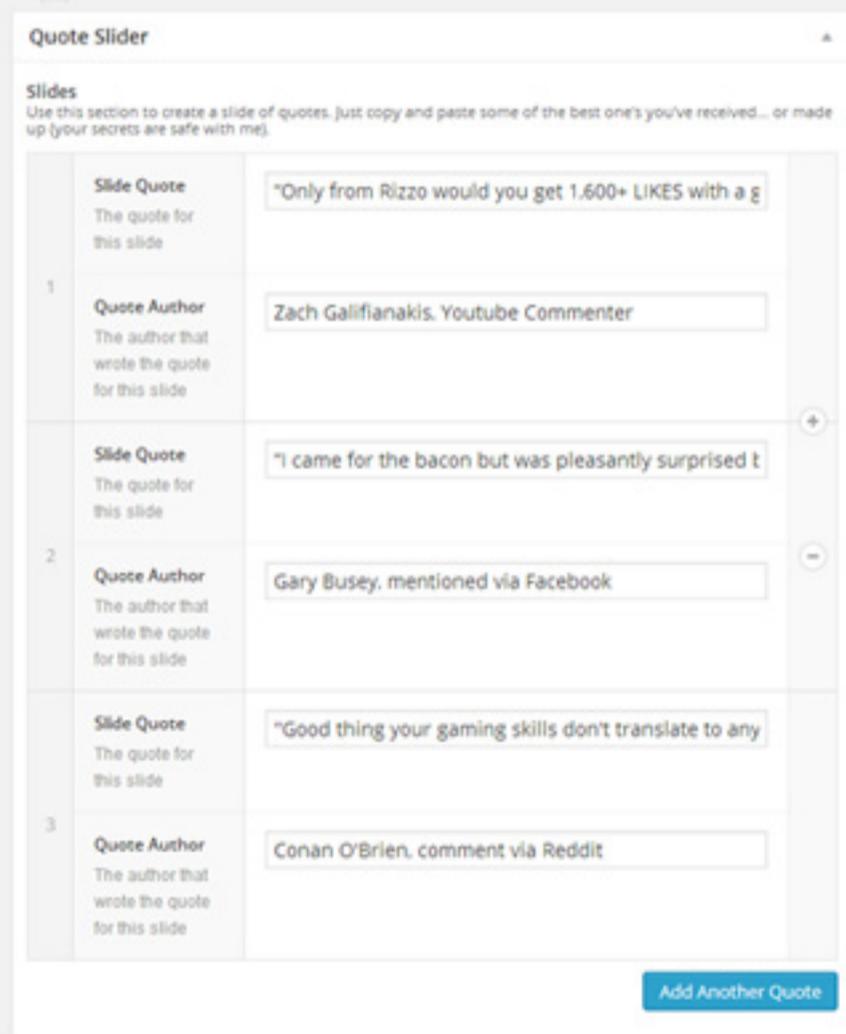
There are several template's that will only populate the left meta box field with a single message. In most cases these templates just require you to set the template and publish the post because the content automatically creates

Body Text

Body text meant to house a little blurb about yourself.

Ben founded The MassCast in 2008, with the goal of sharing Colton's gift for inane banter with the world via YouTube. Since then, the channel has grown to become the largest in the USA, and Ben has remained the de facto leader of the team - acting to balance Colton's boldness with reason and caution.

For sections that require a multiple lines of text, just follow the instructional text and insert your desired messaging. Bracketed html can also be used in these sections.



The screenshot shows a 'Quote Slider' interface with three slides. Each slide consists of a 'Slide Quote' field and a 'Quote Author' field. The first slide contains the quote: "Only from Rizzo would you get 1,600+ LIKES with a g" and the author: "Zach Galifianakis, Youtube Commenter". The second slide contains the quote: "I came for the bacon but was pleasantly surprised t" and the author: "Gary Busey, mentioned via Facebook". The third slide contains the quote: "Good thing your gaming skills don't translate to any" and the author: "Conan O'Brien, comment via Reddit". There are plus and minus icons to the right of each slide for adding or removing slides. At the bottom right, there is a blue button labeled "Add Another Quote".

For sections that have repeatable content (such as the home slider) a repeatable content editor is displayed.

This section works similarly to the previous sections, but has a button near the bottom right to add additional blocks.

You can re-order each block by clicking & dragging the numbers to the left to the desired location.

You can also delete blocks by hovering over them and clicking the minus icon that appears to the right of each block.

Custom Post Type

Chapter 7

Custom post overview

After clicking on the *Custom Post Type* from the admin menu you'll be shown a list of every *Custom Post Type* that your site contains. Similar to the post page, you will be presented with the playlist title, the author, and the date the playlist was published.

The screenshot shows the WordPress admin dashboard for 'Benjamin Rosati's Demo Site'. The 'Playlists' section is active, displaying a table of 5 published playlists. The table columns are Title, Author, Categories, and Date. The playlists listed are: Metro - Last Light, Assassin's Creed - Black Flag, Tomb Raider, Dishonored, and Elder Scrolls : Skyrim. A sidebar menu on the left contains various admin options. Three callout boxes provide additional information: one points to the 'Add New' button, another points to a search bar, and a third points to a playlist title.

<input type="checkbox"/> Title	Author	Categories	Date
<input type="checkbox"/> Metro - Last Light	benrosati	Action, Adventure, Current Gen, PC, Playlists	2013/11/09 Published
<input type="checkbox"/> Assassin's Creed - Black Flag	benrosati	Action, Adventure, Co-op Play, Current Gen, PC, Playlists	2013/11/09 Published
<input type="checkbox"/> Tomb Raider	benrosati	Action, Adventure, Current Gen, PC, Playlists, Tomb Raider	2013/10/28 Published
<input type="checkbox"/> Dishonored	benrosati	Action, Adventure, Current Gen, Dishonored, PC, Playlists	2013/10/28 Published
<input type="checkbox"/> Elder Scrolls : Skyrim	benrosati	Adventure, Current Gen, PC, Playlists, Skyrim	2013/10/28 Published
<input type="checkbox"/> Title	Author	Categories	Date

A *Custom Post Type* is a custom designed post type specific for this theme. *Custom Post Type* functions similar to pages and will have unique input fields with instructions as to how to set up each *Custom Post Type*.

Create and edit custom post type

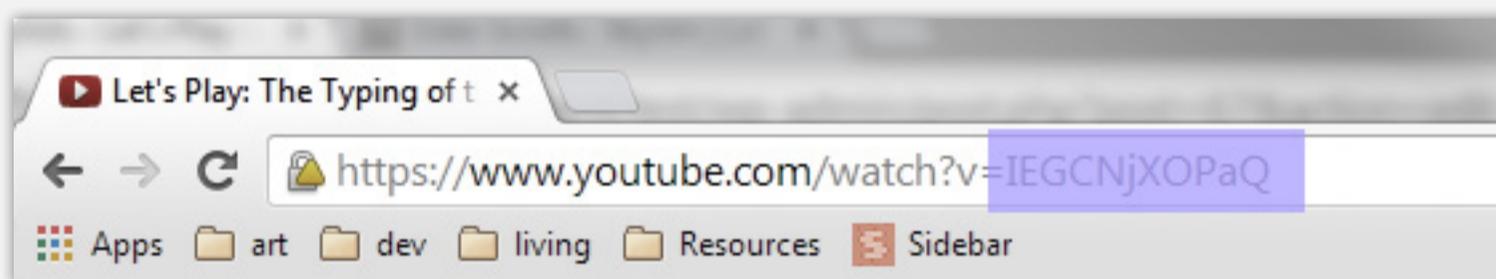
After clicking **Edit** or **Add New** you will be brought to the *Edit Page* Screen. The below highlights will walk you through all the features available for this page.

The screenshot shows the WordPress 'Edit Playlists' interface. The left sidebar contains navigation options: Dashboard, Blog Posts, Pages, All Pages, Playlists, Uploaded Media, Comments, Appearance, Plugins, Users, Tools, Settings, Custom Fields, Options, and Collapse menu. The main content area is titled 'Edit Playlists' and includes an 'Add New' button. The title field contains 'Elder Scrolls : Skyrim'. Below the title is the 'Permalink' field with the URL 'http://demo.tgnsd.com/letsplay/playlists/elder-scrolls-skyrim/'. A dropdown menu is set to 'Important!'. The 'Playlist' section includes a 'Landing Video' field with the value 'tvQ2IGMnFds' and a 'YouTube Playlist' field with the value 'PLYqfXQ-ztmZKajd7k8WMBnSUF4bhA07mK'. The 'Discussion' section has a 'Discuss on YouTube' checkbox. The right sidebar contains the 'Publish' section with 'Status: Published', 'Visibility: Public', and 'Published on: Oct 28, 2013 @ 16:38'. Below this is the 'Categories' section with 'Adventure' and 'Current Gen' selected. At the bottom right is the 'Featured Image' section. Callouts highlight: 'Edit the playlists title' (pointing to the title field), 'Permalink' (pointing to the URL field), 'Publish or save changes' (pointing to the 'Update' button), 'Add categories so your users can easily search your website for specific posts' (pointing to the category list), 'Custom meta boxes for this specific custom post type' (pointing to the 'Discuss on YouTube' checkbox), and 'A featured image is a visual thumbnail for this specific post' (pointing to the 'Featured Image' section).

Playlist ▲

Landing Video
This is the video that appears first by default. Use this input to Insert the YouTube video value.

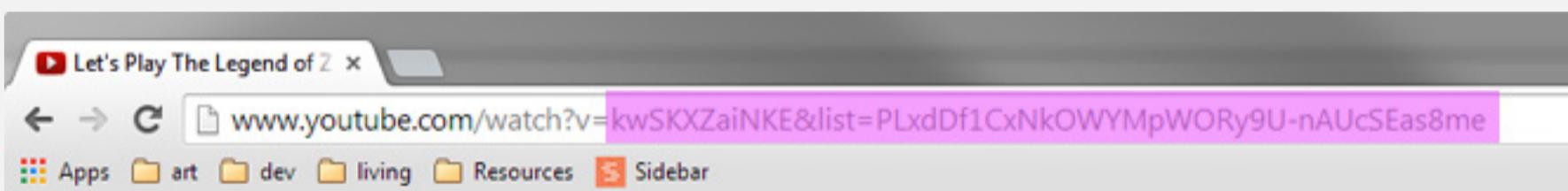
The first meta box asks for the default video that you wish to display when a user first opens this playlist. I recommend you choose the first video in your playlist.



The value can be found at the end of any YouTube's video URL. As noted above, the value is highlighted in purple.

YouTube Playlist
This is the playlist that you wish to showcase. Every video from this playlist will be parsed from YouTube and display as thumbs underneath the subnav. Use this input to Insert the YouTube playlist value.

The second meta box asks for the playlist you wish to showcase.



To find this value choose a playlist from YouTube and play the first video. The monstrous value is then displayed in the URL. As noted above, the value is highlighted in pink.

Sidebar ▲

Title Text
The title text that will appear in the sidebar to the right of the main video.

Elder Scrolls : Skyrim

Body Text
The body text that will appear in the sidebar to the right of the main video.

EPIC FANTASY REBORN The next chapter in the highly anticipated Elder Scrolls saga arrives from the makers of the 2006 and 2008 Games of the Year, Bethesda Game Studios. Skyrim reimagines and revolutionizes the open-world fantasy epic, bringing to life a complete virtual world open for you to explore any way you choose.

The sidebar will appear as static content to the right of the currently selected video. This content will not change when a new video is selected.

Discussion ▲

Discuss on YouTube
Do you want a button that says "Join the discussion on YouTube"? If yes, this button will automatically link to the currently selected video's YouTube page.

Yes No

Discuss on Wordpress
Do you want users to be able to comment directly? If no, this button will automatically hide Wordpress's comment widget from users.

Yes No

The last meta box offers options for whether or not you would like to display comments for this playlist and whether to use Wordpress's default commenting system or direct your users to YouTube.

Media Library

Chapter 8

Media library overview

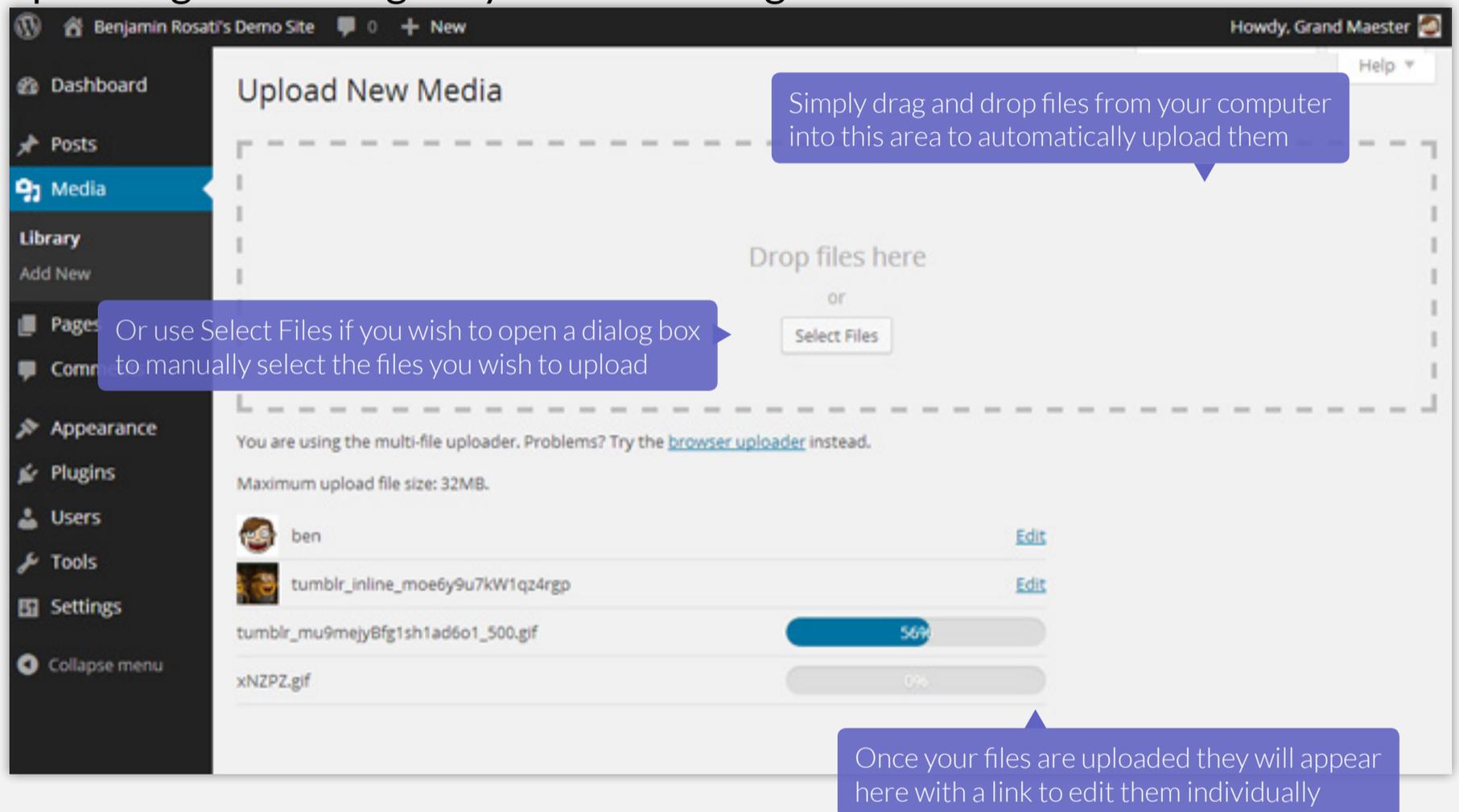
The Media Library is where you can find all the files that you've uploaded. The most recent uploads are listed first. The list of files contains a small thumbnail version of the image, the file name and the type of file (jpg, txt, etc.), the name of the author who uploaded the file, and the page or blog post which the image was uploaded to.

The screenshot shows the WordPress Media Library interface. On the left is a dark sidebar with navigation options: Dashboard, Posts, Media (highlighted), Library, Add New, Pages, Comments, Appearance, Plugins, Users, Tools, Settings, and Collapse menu. The main content area is titled 'Media Library' and includes an 'Add New' button. A message at the top states 'Media attachment permanently deleted.' Below this, there are filters for 'All (6)', 'Images (6)', and 'Unattached (0)'. A search bar is labeled 'Search Media'. A table lists the media items with columns for checkboxes, file thumbnails, file names, file types, authors, upload locations, and dates. Annotations in blue boxes point to the 'Add New' button ('Add additional files'), the search bar ('Search previously uploaded files'), and the file name column ('When hovering your cursor over each row, a few links will appear beneath the file name.').

	File				Date
<input type="checkbox"/>	vert2 JPG	Grand Maester	Portfolio, 2013/12/16		2013/12/16
<input type="checkbox"/>	vert1 JPG	Grand Maester	Portfolio, 2013/12/16		2013/12/16
<input type="checkbox"/>	horz4 JPG	Grand Maester	Portfolio, 2013/12/16		2013/12/16
<input type="checkbox"/>	horz3 JPG	Grand Maester	Portfolio, 2013/12/16		2013/12/16
<input type="checkbox"/>	horz2 JPG	Grand Maester	Portfolio, 2013/12/16		2013/12/16
<input type="checkbox"/>	horz1 JPG	Grand Maester	Portfolio, 2013/12/16		2013/12/16
<input type="checkbox"/>	File	Author	Uploaded to		Date

Adding new media files

To add a new file to the Media Library, click on the **Add New** link in the admin navigation menu or the **Add New** button at the top of the *Media* page. You will be presented with a page similar to the popup window that is displayed when uploading a new image in your Post or Page.



The screenshot shows the WordPress 'Upload New Media' interface. The left sidebar contains navigation links: Dashboard, Posts, Media (highlighted), Library, Add New, Pages, Comments, Appearance, Plugins, Users, Tools, Settings, and Collapse menu. The main content area is titled 'Upload New Media' and features a dashed box for file uploads. A callout bubble points to this area, stating: 'Simply drag and drop files from your computer into this area to automatically upload them'. Below the dashed box is a 'Drop files here' instruction, followed by 'or' and a 'Select Files' button. Another callout bubble points to the 'Select Files' button, stating: 'Or use Select Files if you wish to open a dialog box to manually select the files you wish to upload'. Below the upload area, there is a message: 'You are using the multi-file uploader. Problems? Try the [browser uploader](#) instead.' and a note: 'Maximum upload file size: 32MB.' The file list shows two items: 'ben' with an 'Edit' link, and 'tumblr_inline_moe6y9u7kW1qz4rgp' with an 'Edit' link. Below these are two progress bars: one for 'tumblr_mu9mejyBfg1sh1ad6o1_500.gif' at 56% and one for 'xNZPZ.gif' at 0%.

Editing media file properties

After clicking **Edit** you will be directed to the file properties screen where you will be able to change the title, URL, filename, file type and the file dimensions of the selected image.

The screenshot shows the WordPress 'Edit Media' interface for a file named 'xNZPZ'. The interface includes a sidebar with navigation options like Dashboard, Posts, Media, Library, Pages, Comments, Appearance, Plugins, Users, Tools, Settings, and Collapse menu. The main content area is titled 'Edit Media' and features a callout 'Update the image name' pointing to the title input field containing 'xNZPZ'. Below the title is the Permalink: http://tgnsd.com/client/fwa/wp/?attachment_id=113, with buttons for 'View Attachment Page' and 'Get Shortlink'. A central image of a black cat is shown with a callout 'Edit, crop and adjust the visual elements of your image' pointing to the 'Edit Image' button. To the right, a 'Save' panel displays file details: 'Uploaded on: Jan 28, 2014 @ 18:57', 'File URL: http://tgnsd.com/client/fwa/wp/wp-c', 'File name: xNZPZ.gif', 'File type: GIF', 'File size: 199 kB', and 'Dimensions: 500 x 281'. Below this panel are buttons for 'Delete Permanently' and 'Update', with a callout 'Save all your edits' pointing to the 'Update' button. Below the image are fields for 'Caption', 'Alternative Text', and 'Description'. A callout 'If your image fails to load the alt text placed here will load instead.' points to the 'Alternative Text' field. At the bottom, a callout 'HTML semantic information. Doesn't visually render on your website.' points to the 'Description' field, which includes a rich text editor toolbar with buttons for bold, italic, link, quote, delete, insert, image, unordered list, ordered list, list item, code, and close tags.

Editing an image directly

After clicking **Edit Image** from within the *Edit File Properties* screen you will be presented a screen that allows you to perform simple manipulation of your uploaded image with basic image editing tools. You'll be able to rotate, flip, scale, and crop your images using this inline editor.

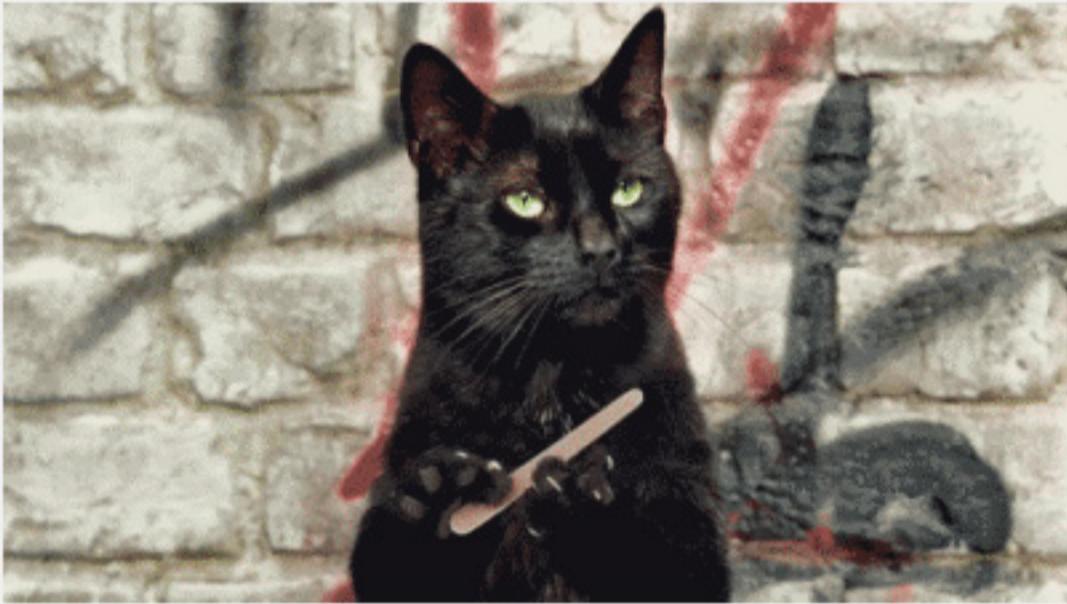
Edit Media [Add New](#)

xNZIP

Permalink: http://tgnsd.com/client/fwa/wp/?attachment_id=113 [Change Permalinks](#)

[View Attachment Page](#) [Get Shortlink](#)



[Cancel](#) [Save](#)

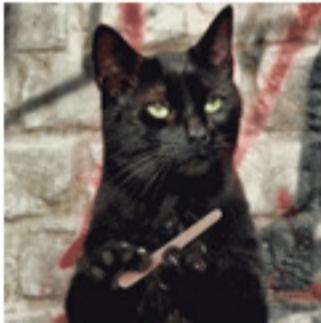
Scale Image

Image Crop (help)

Aspect ratio: :

Selection: :

Thumbnail Settings (help)



Current thumbnail

Apply changes to:

- All image sizes
- Thumbnail
- All sizes except thumbnail

Advanced image editing

For a more intuitive approach to image editing, I recommend a really fun and progressive web app that includes a plethora of more features and a much friendlier interface -



<http://www.picmonkey.com/>

Deleting a media file

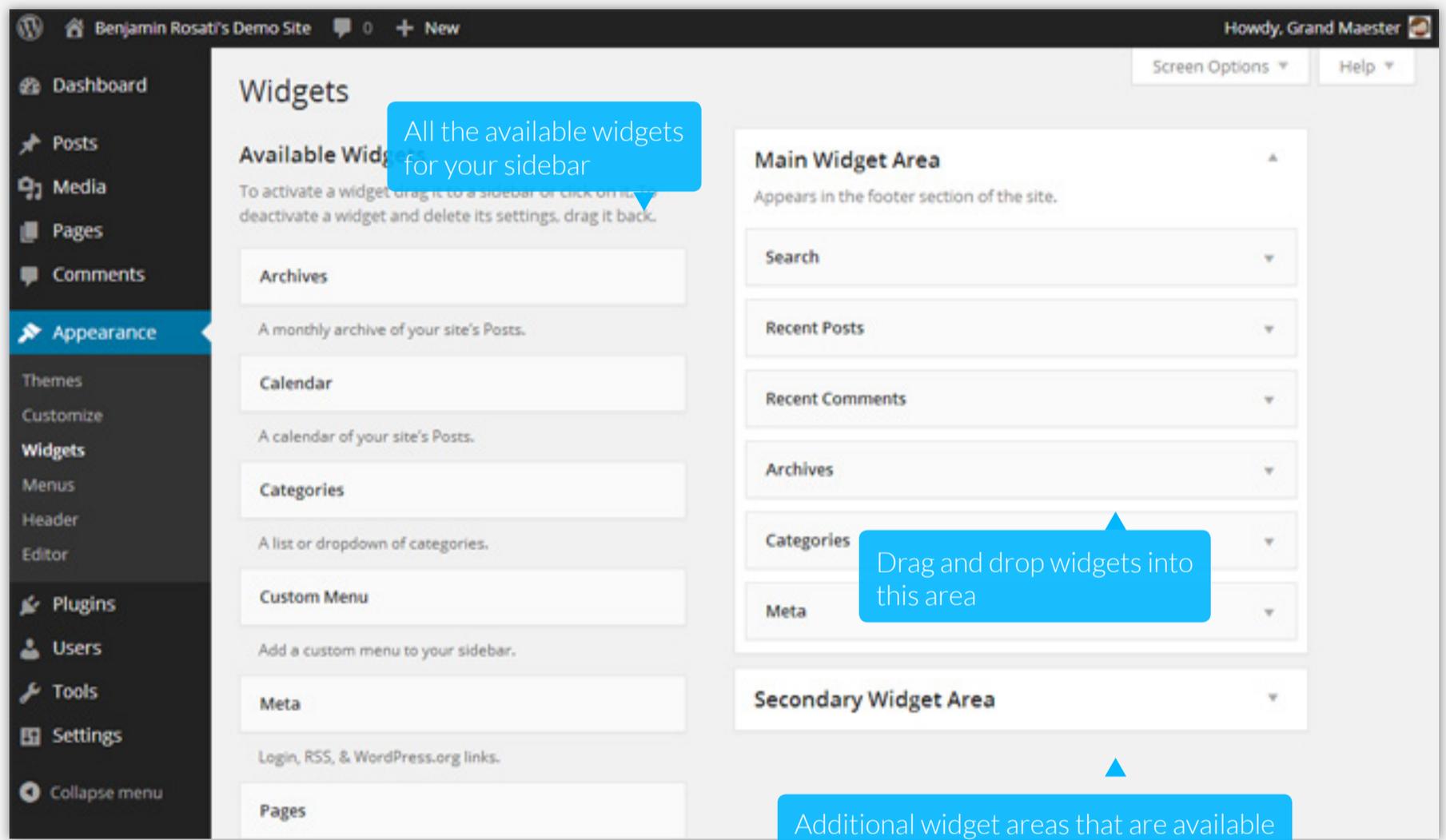
To delete a file from your Media Library, click on the **Delete Permanently** link that appears beneath the file name when hovering your cursor over each row on the *Uploaded Media* landing page. You will be prompted with a final warning as to whether to proceed or not. This will delete this image from all blog posts and pages that it is currently linked to.

Sidebar

Chapter 9

Sidebar overview

The **Sidebar** admin page can be located inside of Appearance and is labeled *Widgets*. The Sidebar (widgets) screen will display the sidebars that are available for your site and the available widgets that can be nested inside of these sidebars.



WordPress offers a very in-depth explanation of how to use these widgets and covers each and every single one of them in their entirety. By reviewing the below documentation you can add just about any additional widget to your sidebar.



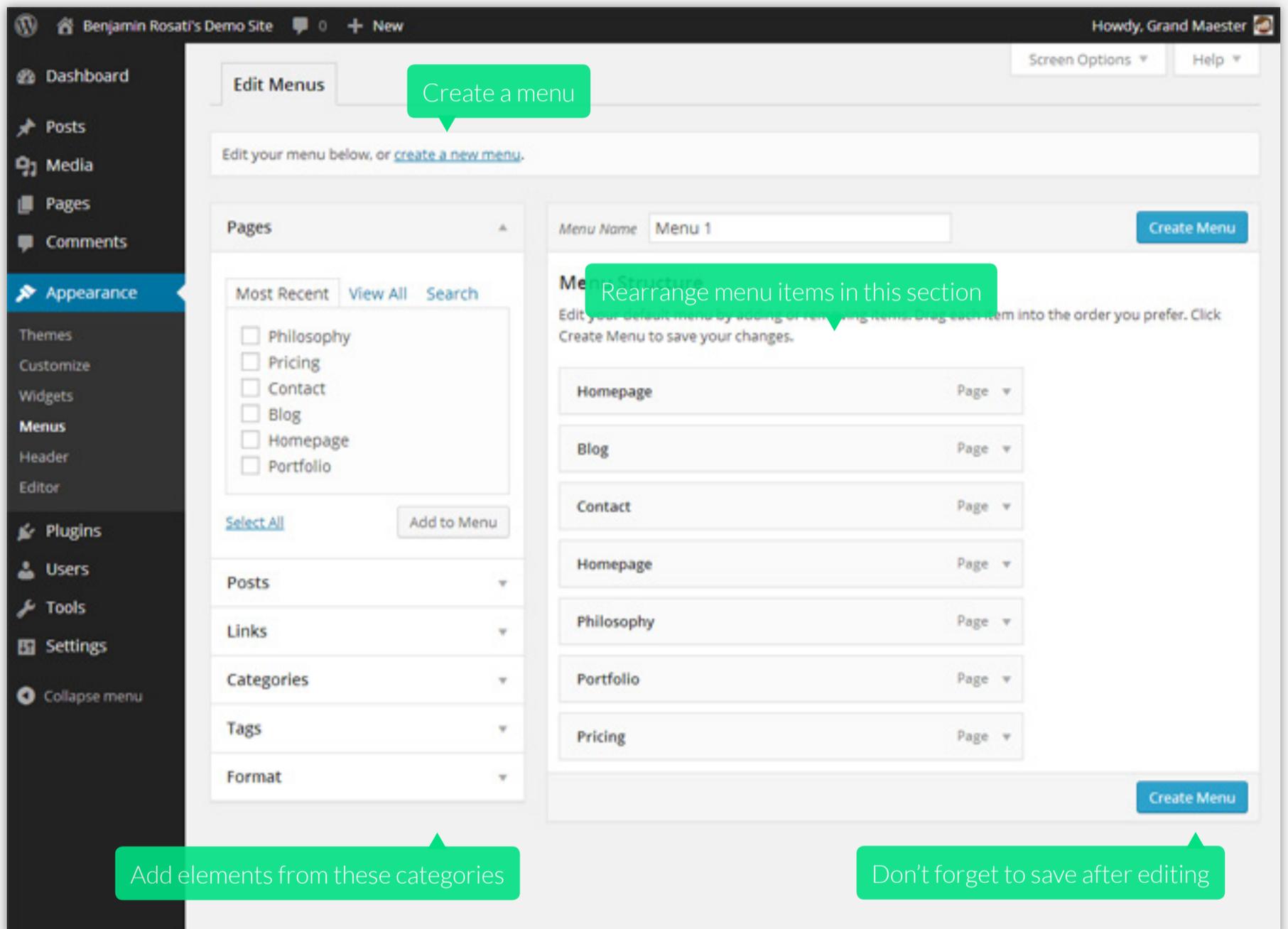
<http://en.support.Wordpress.com/widgets/>

Nav Menus

Chapter 10

Menu overview

The **Menu** admin page allows you to create and manage navigation menus for your website. The *'Let's Play'* theme is built around one main navigation menu, so you will only have one option available when creating a menu.



For a more in depth guide on how to create and edit menu's, Wordpress has written a lengthy article and even recorded a video as how to use this feature to it's fullest extend.



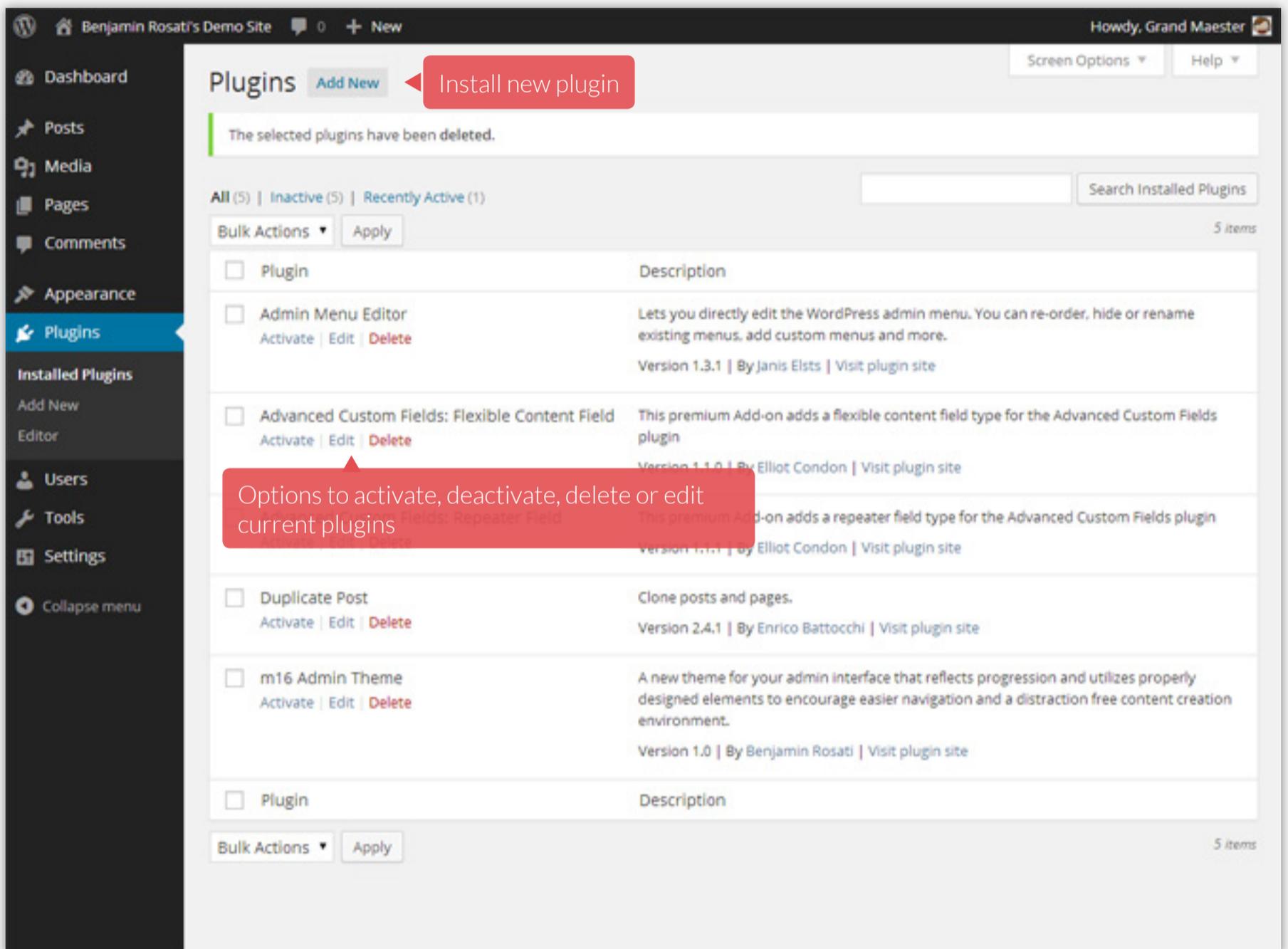
<http://en.support.Wordpress.com/menus/>

Plugins

Chapter 11

Plugins overview

Plugins extend and expand the functionality of WordPress. Once a Plugin is installed, you may activate it or deactivate it here. There are thousands of plugins available, but most of them will do more harm than good.



You'll also be alerted about plugins that might need updating from this screen. Update at your own risk as the plugin functionality might have changed or the plugin might not work as previously configured and cause massive headache. I rarely ever update plugins. If it worked on day one, it will continue working fine on and into the future.

Recommended plugins

Aside from the plugins that are required for your current theme, I have a few premium plugins that I highly suggest -

Formidable Pro

 <http://formidablepro.com/>

Adds additional features to your already installed form plugin, such as auto email responders, a visual display of how many user submitted your form, and graph data and form analytics. ▲

Yoast SEO

 <http://yoast.com/Wordpress/>

Configures and optimizes your website to be more search engine friendly. Some of this stuff is black magic, but hey, it works.

Backup Buddy

 <http://ithemes.com/purchase/backupbuddy/>

Back up your entire WordPress installation. Widgets, themes, plugins, files and SQL database easily.

Glossary

- **Admin Panel:** This is where all the action goes on behind the scenes on your WordPress site.

A menu on the left lets you add or modify content in different parts of your site.

- **Page:** In simple terms, a web page. This is something that generally doesn't change regularly

(although content in sidebars or other areas may get regular updates.)

- **Post (also News Items):** In simple terms, a blog entry.

These are usually shorter than a Page, are specific to a particular time, and are displayed as part of a stream of entries, organized by the date they were published.

- **Links:** When referring to the section in the admin panel labeled Links, this is a list of links to

websites, documents or anything else that you may want to reuse over and over again in different ways on your site.

- **Media:** Simply put, this is the "bucket" into which all of your site's pictures, Word documents, PDFs and similar uploads are stored.

- **Theme:** This is the collection of all the code that goes into a site. This includes templates for different types

of pages and posts, and lots of underlying structure for a site. It can suggest a visual design, but does not determine what the site will look like.

- **Template:** A specific design for a type of page or post. This usually determines what will appear on the screen and where.

Recommended plugins

Google Site map

 <http://gppppppp---p/>

Adds additional features to your already installed form plugin, such as auto email responders, a visual display of how many user submitted your form, and graph data and form analytics. ▲

WP Robot Txt

 <http://-----om/Wordpress/>

Configures and optimizes your website to be more search engine friendly. Some of this stuff is black magic, but hey, it works.

Backup Buddy

 <http://ithemes.com/purchase/backupbuddy/>

Back up your entire WordPress installation. Widgets, themes, plugins, files and SQL database easily.

Users

Chapter 12

Users overview

The user admin screen lists all the existing users for your site. Users with roles other than Administrator will see fewer options when they are logged in. From this screen you can add new users, delete existing users, and manage current user's Roles.

<input type="checkbox"/>	Username	Name	E-mail	Role	Posts
<input type="checkbox"/>	Chewie	Chewbacca	brosati07@gmail.com	Author	0
<input type="checkbox"/>	Ben	Obi Wan	ben.rosati@live.com	Administrator	3
<input type="checkbox"/>	Falcon	Han Solo	brosati07@gmail.com	Author	0
<input type="checkbox"/>	Red Five	Luke Skywalker	ben.rosati@live.com	Administrator	3

A User can have one of five defined roles as set by during creation of said user: Site Administrator, Editor, Author, Contributor, or Subscriber. For a full description of what privileges each of these roles has, please refer to Wordpress's documentation.

 <http://en.support.Wordpress.com/user-roles/>

Adding a user

To add a new user, click the Add New button near the top left of this screen.

Add New User

Create a brand new user and add them to this site.

Username <i>(required)</i>	<input type="text"/>
E-mail <i>(required)</i>	<input type="text"/>
First Name	<input type="text"/>
Last Name	<input type="text"/>
Website	<input type="text"/>
Password <i>(required)</i>	<input type="password"/>
Repeat Password <i>(required)</i>	<input type="password"/>
	<input type="button" value="Strength indicator"/>
Send Password?	<input type="checkbox"/> Send this password to the new user by email.
Role	<input type="text" value="Subscriber"/>

Simply fill in the various fields and click the Add New User and an email will be sent to the new user's email confirming their account.

Editing a user's profile

To edit your profile details, simply click on the **Edit** link that appears beneath a user name when hovering your cursor over a user's name.

Deleting a user's profile

To delete a user, click on the **Delete** link that appears beneath your user name when hovering your cursor over a user. Upon deleting the user you will be prompted with choices as how you want to delegate the content that was created by that deleted user.

Settings

Chapter 13

Settings overview

The settings screens has a plethora of options and variables that can be changed. I won't be going into depth with each topic, but will give you my general recommendations as to how I set up my own Wordpress websites.

The screenshot shows the WordPress 'General Settings' page. The left sidebar contains navigation links: Dashboard, Posts, Media, Pages, Comments, Appearance, Plugins, Users, Tools, Settings (highlighted), and a collapse menu. The main content area is titled 'General Settings' and includes the following fields and callouts:

- Site Title:** Benjamin Rosati's Demo Site. Callout: "Your Website title. Is used throughout the website and in the code."
- Tagline:** just another WordPress site. Callout: "Also used throughout your site". Below the field is the text: "In a few words, explain what this site is about."
- WordPress Address (URL):** http://tgnsd.com/client/fwa/wp. Callout: "Changing either of these two will make Wordpress explode. Seriously."
- Site Address (URL):** http://tgnsd.com/client/fwa/wp. Callout: "Changing either of these two will make Wordpress explode. Seriously." Below the field is the text: "Enter the address here if you want your site homepage to be different from the directory you installed WordPress."
- E-mail Address:** ben.rosati@live.com. Callout: "Used to send error reports". Below the field is the text: "This address is used for admin purposes, like new user notification."
- Membership:** Anyone can register
- New User Default Role:** Subscriber
- Timezone:** UTC+0. Callout: "UTC time is 2014-01-28 19:22:59". Below the field is the text: "Choose a city in the same timezone as you."
- Date Format:** Radio buttons for: January 28, 2014; 2014/01/28; 01/28/2014 (selected); 28/01/2014; Custom: m/d/\ 01/28/2014. Callout: "How date is displayed". Below the field is the text: "Documentation on date and time formatting."
- Time Format:** Radio buttons for: 7:22 pm (selected); 7:22 PM; 19:22; Custom: g:i a 7:22 pm. Callout: "How time is displayed".
- Week Starts On:** Monday

A "Save Changes" button is located at the bottom left of the settings area.

The image shows a screenshot of the WordPress 'Writing Settings' page. The page is titled 'Writing Settings' and has a 'Help' button in the top right corner. The left sidebar contains navigation links: Dashboard, Posts, Media, Pages, Comments, Appearance, Plugins, Users, Tools, Settings (highlighted), General, Writing, Reading, Discussion, Media, and Permalinks. The main content area is divided into several sections:

- Formatting:** Two checkboxes: 'Convert emoticons like :-) and :-P to graphics on display' and 'WordPress should correct invalidly nested XHTML automatically'. A red callout box points to these with the text 'I've never touched these'.
- Default Post Category:** A dropdown menu set to 'Wedding'. A red callout box points to it with the text 'The default category new posts will be created as'.
- Default Post Format:** A dropdown menu set to 'Standard'. A red callout box points to it with the text 'Keep this set to standard.'
- Press This:** A section describing a bookmarklet. A red callout box points to the 'Press This' button with the text 'I've never found any use for this'.
- Post via e-mail:** A section for configuring email posting. It includes fields for 'Mail Server' (mail.example.com), 'Port' (110), 'Login Name' (login@example.com), 'Password' (password), and 'Default Mail Category' (Editorial). A red callout box points to the 'Login Name' field with the text 'It's much easier to configure a form plugin than use these options. I recommend formidable'.
- Update Services:** A section for configuring update services. It includes a text area with the URL 'http://rpc.pingomatic.com/'. A red callout box points to this area with the text 'Don't adjust this. It will explode.'

At the bottom left, there is a 'Save Changes' button.

The *Writing Settings* is a page I rarely adjust. The only feature I might change would be default post category.

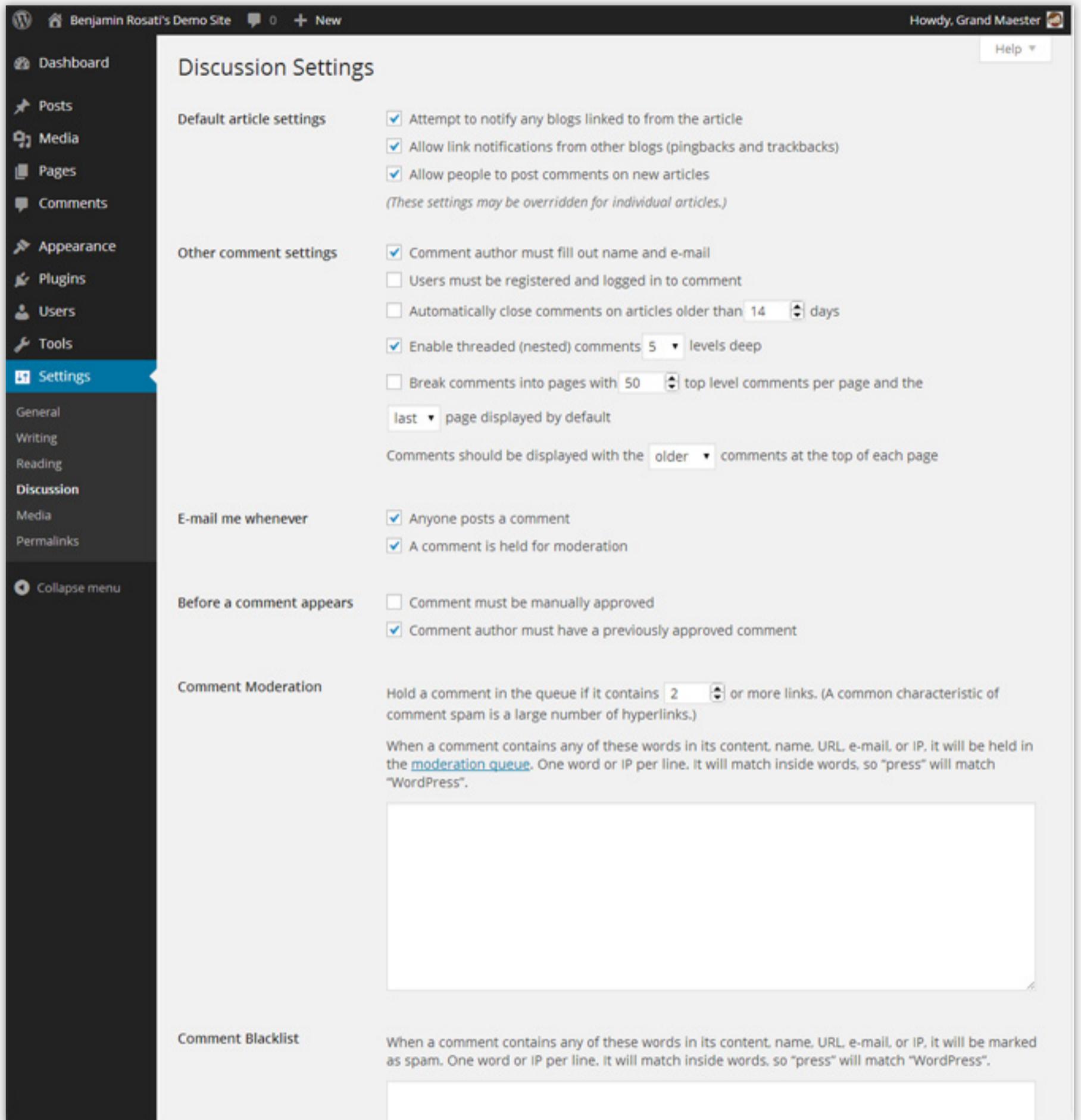
The screenshot shows the WordPress 'Reading Settings' page. The left sidebar contains navigation links: Dashboard, Posts, Media, Pages, Comments, Appearance, Plugins, Users, Tools, Settings (highlighted), General, Writing, Reading, Discussion, Media, Permalinks, and Collapse menu. The main content area is titled 'Reading Settings' and includes the following sections:

- Front page displays:** Radio buttons for 'Your latest posts' and 'A static page (select below)'. The 'A static page' option is selected. Below it are dropdown menus for 'Front page: Homepage' and 'Posts page: Blog'.
- Blog pages show at most:** A spinner control set to '10'.
- Syndication feeds show the most recent:** A spinner control set to '10' items.
- For each article in a feed, show:** Radio buttons for 'Full text' (selected) and 'Summary'.
- Search Engine Visibility:** A checkbox for 'Discourage search engines from indexing this site' which is unchecked. Below it is the text: 'It is up to search engines to honor this request.'

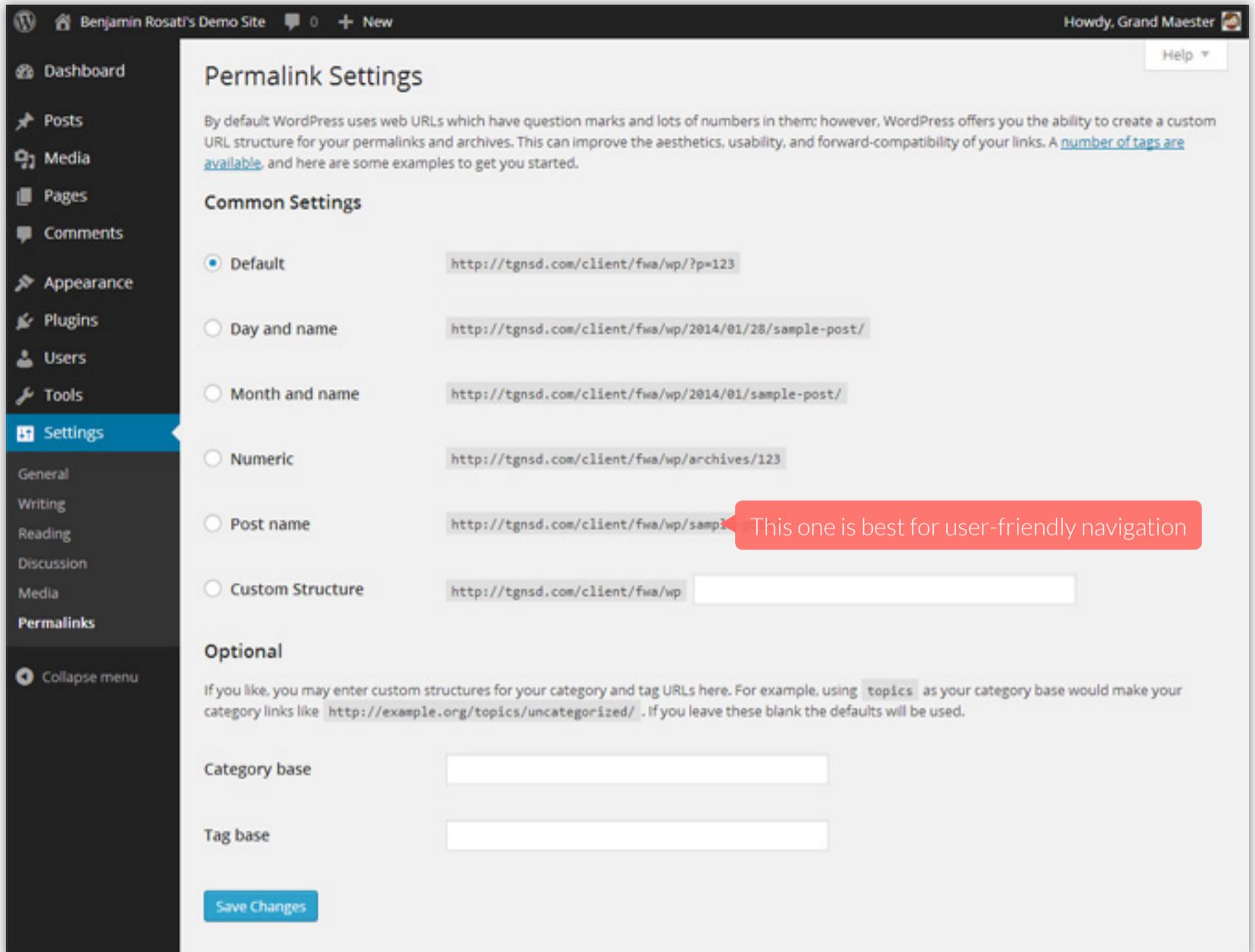
At the bottom of the settings area is a blue 'Save Changes' button. Two red callout boxes provide additional instructions:

- The first callout points to the 'Front page' dropdown and says: 'This is important. If you don't change this then your index page will be your blog roll. This theme comes with a custom index page. So i recommend creating a page under pages, calling it index, set it to the homepage template, and then use this newly created page as the front page.'
- The second callout points to the 'Posts page' dropdown and says: 'Similar to above, I recommend creating a new page and setting it to use the blog feed template and then selecting it here as your post page.'

The *Reading Settings* page is probably the most important page. From here you can control which page you wish to use as your homepage. I recommend creating a new page, naming it index, setting it's template to homepage, and then selecting it from the drop down on the screen as your front page.



The *Discussion Settings* page presents you with options that will alter how your comments feature will work. I honestly don't use Wordpress's default commenting system, so I wouldn't even touch this page.



The *Permalink Settings* gives you the ability to adjust how the URL of each post will be created. I absolutely recommend Post Name as your default.

To get a more detailed (and less biased) overview of the settings page I recommend you thumb through Wordpress's support documents.

 <http://en.support.Wordpress.com/settings/>

Conclusion

Chapter 14

Glossary

Glossary

- **Admin Panel:** This is where all the action goes on behind the scenes on your WordPress site.

A menu on the left lets you add or modify content in different parts of your site.

- **Page:** In simple terms, a web page. This is something that generally doesn't change regularly

(although content in sidebars or other areas may get regular updates.)

- **Post (also News Items):** In simple terms, a blog entry.

These are usually shorter than a Page, are specific to a particular time, and are displayed as part of a stream of entries, organized by the date they were published.

- **Links:** When referring to the section in the admin panel labeled Links, this is a list of links to websites, documents or anything else that you may want to reuse over and over again in different ways on your site.

- **Media:** Simply put, this is the "bucket" into which all of your site's pictures, Word documents, PDFs and similar uploads are stored.

- **Theme:** This is the collection of all the code that goes into a site. This includes templates for different types of pages and posts, and lots of underlying structure for a site. It can suggest a visual design, but does not determine what the site will look like.

- **Template:** A specific design for a type of page or post. This usually determines what will appear on the screen and where.

Bonuses

Bonuses



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