

One-Hour Website – Session 2 – Notes

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Material for a Website

Dummy Text in Microsoft Word

Type: **=lorem(5,4)** (Latin text)

=rand(5,4) (English text)

Creates 5 paragraphs with 4 sentences in each

Free Pictures:

pixabay.com

Free clip-art:

clipart-library.com

Twenty Seventeen theme

Features parallax (text slides over main pictures)

Note: Main pictures must have at least 1,200 pixels vertical

Picking a Theme

Special Theme Features:

Responsive: Works well on phones and tablets – Must have

Parallax: Text moves over images

TwentySeventeen, Lodestar, free:

Sliders or Carousels: Images move to side

Business

Rosalie, \$49, Feature image slideshow:

Wordpress.org plugin:

<http://wpdemo.web-dorado.com/slider/>

What Theme Is That?

Go to: www.whatwpthemeisthat.com

Donut Delight:– Frozen

Palmer's Market:– Infinite theme plus several plug-ins

Neat Coffee: – Variation of Twentyfourteen theme plus plugins

Most Popular Themes for WordPress.com:

Corporate, nice widgets but expensive, \$175

Hemingway Rewritten, Free

Origin, for lots of text, Free

Arcade, \$69

Other WordPress.com Themes (free):

Lodestar, lots of parallax, Free:

Textbook, several features, for schools:

Publication: Huge featured images:

Edit the Contact Form

Examine Contact pages on the Web

Google: "Generic text for Contact page for a website"

Home page text for Financial Professionals: Google: "Emerald Text Samples"

Choose the Contacts page

Click: [Pages](#)

Click: [Contacts](#)

Edit the contact form

Click the form

Click the pencil button

Akismet

Catches and removes spam comments

Highly rated, Free for personal use, else \$5/month

Procedure:

Activate Akismet

Click: Plug-ins

Scroll down

Click: Akismet

Click: Active

Truncate Posts

Limits amount of text seen on Summary Page

In Editor, after first paragraph, click the Read More button

Excerpts

Used by Social Media

Featured Images

Available in most themes, sometimes called Post Thumbnails

Themes handle them in different ways

Some themes use small thumbnail versions in the post summaries, and larger versions in the single-post view

Google Forms

Great for getting feedback, organized into a spreadsheet

Add Link to Contact Page

Open the Welcome page and go to the bottom
Add text: Find out how you can get a free gift.
Select the text
Click the Insert/Edit Links button
Which looks like a chain link
Insert the link for the webpage, or
Click the option button for the desired page
If an external link, Check the box: [Open link in a new window/tab](#)

Add Link to External Webpage

Create a new tab in your browser
Copy link for VisitFlorida.com
Open the Welcome page and find text
visitflorida.com
Select the text
Click the Insert/Edit Links button
Paste the link for the webpage
Check the box: Open link in a new window/tab

Remove or Add a Widget

Click: [My Sites](#)
Click: Customize
Click: [Widgets](#)
Click: [Sidebar](#)
Examine the widgets
Remove a widget
Click the down arrow for a widget
Click the button near the bottom: [Remove](#)
Add a widget
Click: [Add a widget](#)
Scroll down to find the desired widget
Click the desired widget
On the left, fill in the desired information
Click: Save & Publish
Click: [<](#) or [X](#) to close the Customizer menu

Add a Pictures Page

Add a Picture to a Page
While viewing a page, click the button Edit
Click at the beginning of a paragraph
Click the [Add Media](#) button
Click the button: [Add New](#)
Browse to the desired images and select several
WordPress will offer a set of different arrangements:
Click: Mosaic or SlideShow
Click the button: [Update](#)

Add a Video

Google Youtube Rich Malloy and select a suitable video
Click the address bar and press [Ctrl + C](#)

Go to the desired page or post on your site
Click the button [Edit](#)
Click the desired location for the video
Paste the video by pressing [Ctrl + V](#)
Update the page or post

Add Another Blog Post

Click in upper left: [My Site](#)
Click: Blog Posts: [Add](#)
Type title: e.g., [Watch the Birdie!](#)
Type or paste body text
Open the Advanced Toolbar: Click: [●●●](#)
To see two rows of editing tools.

Add a Picture or Image:

Click at the beginning of a paragraph
Click the [Add Media](#) button
Click the button: [Add New](#)
Browse to the desired image and double-click it
Click [Insert](#)
Click the image to open its toolbar
Click the button [Align left](#)

Add Social Media Sharing Buttons

Click My Sites
Click [Sharing](#)
Click Sharing Buttons
Under Button style, click [Official Buttons](#)
Click Save Changes
Click the Social Media buttons for your own site

Add Picture to a Text Widget

Add the picture to a test page
Change view from [Visual](#) to [HTML](#)
Copy the code for the picture
Edit the Text Widget
Paste the HTML code

Add Hyperlink to a Text Widget

Use the same procedure as for adding a picture

Other Options:

Settings: Uncheck: E-mail me

How to Edit a Picture with Pixlr

Basic Workflow:

[Crop](#) — to remove unneeded parts
[Resize](#) — to remove unneeded pixels
[Zoom](#) — to see full effect of picture
[Vibrance](#) — to make colors more dramatic
[Sharpen](#) — to remove blur
[Vignette](#) — to tone down corners

Choosing a Color Palette: www.colors.co