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Intended Audience:

WordPress is a free content management system (CMS) that is used to create blogs and websites. These instructions are for people who already have WordPress installed through their hosting provider and want to make a simple webpage but have no experience using the platform. Users should be comfortable using the Internet, downloading images from online sources, and uploading image files. While intended for complete beginners, these instructions can benefit anyone who wants to learn WordPress for business or for personal use.

How to Create a Basic Webpage in WordPress

The following instructions will help you create a basic webpage using the latest version of WordPress, version 4.9.6. WordPress is a free content management system (CMS) that began as a simple platform for creating blogs but has since grown into a tool for creating professional and mobile-friendly websites. To use these instructions, you should have basic knowledge of using the Internet and downloading and uploading files. You will learn how to (1) log in to the WordPress dashboard, (2) choose a theme, (3) create a blank page, (4) save a draft, (5) add and format text, (6) add and align an image, and (7) publish and preview a webpage. Installation, setup, and creating posts in WordPress are outside the scope of these instructions.

Before Getting Started

Before getting started, you will need to:

- Obtain Internet access
- Register a Domain name
- Purchase a web hosting account with WordPress
- Activate WordPress in the hosting account
- Create a username and password for WordPress

Note: If you are not sure if WordPress is activated in your hosting account, contact your hosting company. They will be able to help you activate WordPress and set up a username and password if necessary. Most WordPress installations are a simple one-click process.

Getting Started

To get started using WordPress, you will have to log in to your dashboard. The dashboard has all the tools you need to create a basic webpage.

Log in to your dashboard. Accessing your WordPress dashboard is simple. Follow these steps:

1. Open your Internet browser.
2. Type `https://www.yourdomain.com/wp-login.php` in the address bar or your browser (**Figure 1**).

Note: Remember to replace the part of the domain name highlighted in yellow with your domain name that you registered.

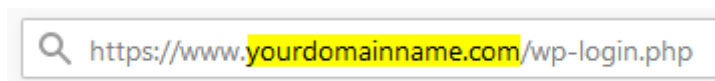


Figure 1. Internet browser address bar

3. Enter your username and password (**Figure 2**), then click the **Log in** button. You will now be inside your WordPress dashboard.

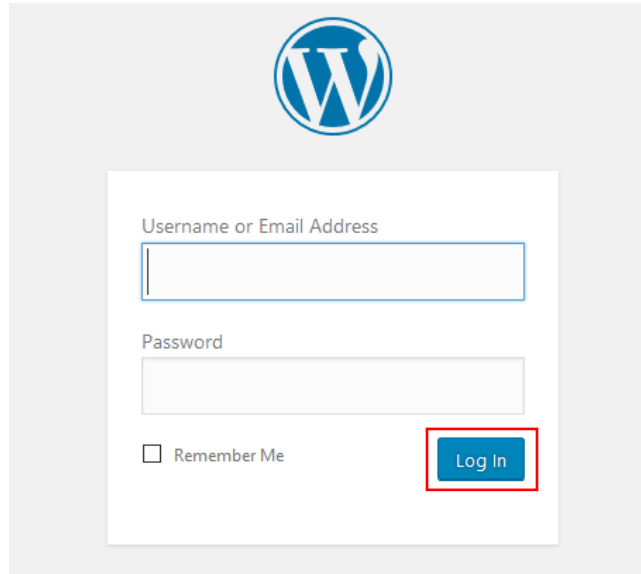


Figure 2. Log in to the WordPress dashboard

Choose a theme. Before you can build a webpage in WordPress, you need to choose a theme. Think of a theme as a template or a predesigned page. Themes take care of how your webpage will look. You just need to add the words and pictures. To choose a theme in WordPress, you will need to do the following:

1. Click **Appearance** located on the menu on the left side of your dashboard screen.
2. Click **Themes**, then click **Add New**.
3. Click in the **Search Themes** box and type `OceanWP` (**Figure 3**). OceanWP is a popular free theme in WordPress.



Figure 3. Search Themes box

4. Click the **Activate** button on the OceanWP theme. Your theme is now active.

Note: WordPress comes with many free themes to choose from. Some WordPress users who want more functionality purchase *premium themes* that can be bought online. However, for basic web pages, any free theme will work fine. You can always change your theme in WordPress by going to Appearance and selecting Themes. Any content you entered will stay on the webpage. Changing the theme merely changes the style of the webpage and how it looks.

Create a blank page. To create your webpage, you will first need to create a blank page in WordPress by using the following steps:

1. Click **Pages** located on the menu on the left side of your dashboard.
2. Click **Add New**. Type `My Webpage` in the title box (**Figure 4**).

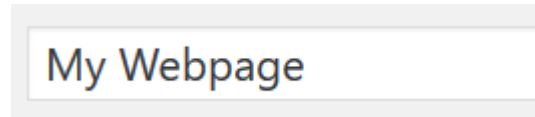


Figure 4. Title box

Caution:

Remember to save your work often as a draft. If you exit WordPress without saving, you will lose your latest changes.

Save a draft. It is important to save your webpage as a draft while you are working on it. This keeps your work safe without making it *live* for people to see online. Saving a webpage as a draft keeps it hidden offline. To save a draft of your webpage at any point in your work, do the following:

- Click the **Save Draft** button (**Figure 5**).

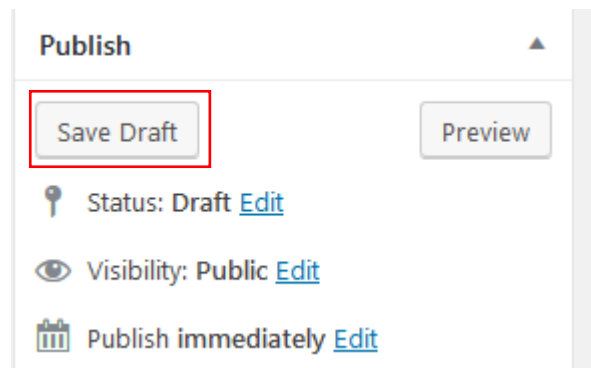


Figure 5. Save Draft button

Adding Content

Adding content in WordPress is similar to using a word processing program. In WordPress, this content area is called the **Visual Editor**.

Add and format text. Follow these steps to type text and use formatting tools:

1. Click in the text area (Visual Editor) of your webpage. Type `My Title` (**Figure 6**).

Note: By default, WordPress formats text in the Paragraph style (**Figure 6**) which is really an HTML tag. WordPress takes what is in the Visual Editor and writes the HTML code automatically. This is how browsers can display your webpage. To see the actual HTML code, click the Text tab, then click the Visual tab to return to the Visual Editor (**Figure 6**).

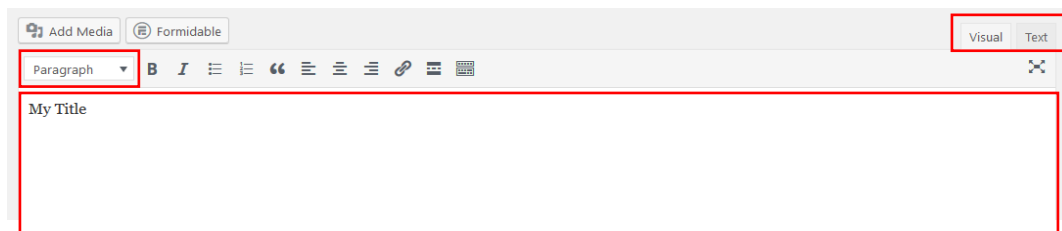


Figure 7. Text area of the Visual Editor with Paragraph style selected and Visual/Text tabs.

2. Select the text **My Title**. Click the **Align center** button to center your text on the page (**Figure 7**).

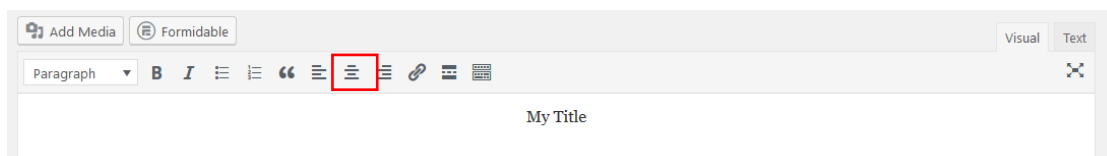


Figure 7. Align center button

3. Select the text **My Title**. Click the drop-down menu and change Paragraph to **Heading 1** (**Figure 8**). In WordPress, Heading 1 is the largest font size whereas Heading 6 is the smallest.



Figure 8. Heading 1 style

Add and align an image. To add an image to your WordPress webpage, you just need to upload an image from your computer to the Media Library in your dashboard. Once your image is uploaded, you can insert it in your webpage. Follow these steps to add and align an image:

1. Click the **Add Media** button located above your Visual Editor. In the Upload Files area, click **Select Files**. Browse your computer and select an image. Click **Open** to upload the image to your Media Library.

Caution:

Before adding images to a webpage, be sure you have permission to use the image files. Most images found online are subject to copyright laws. It is important to research any images you plan to use on a webpage.

2. Click the **Insert into page** button (**Figure 10**). This inserts your image onto your webpage.

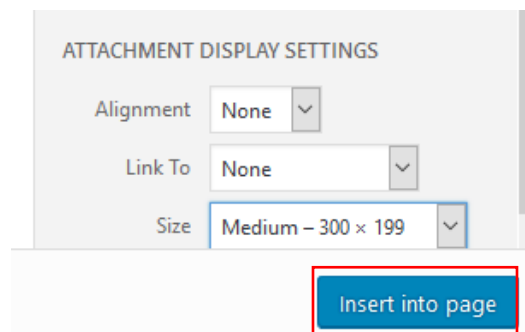


Figure 8. Insert into page button in the Media Library

3. Click one of these center methods to align your image (**Figure 11**):

- Click the **Align center** button on the **shortcut** menu

OR

- Click the **Align center** button on the **formatting** toolbar.

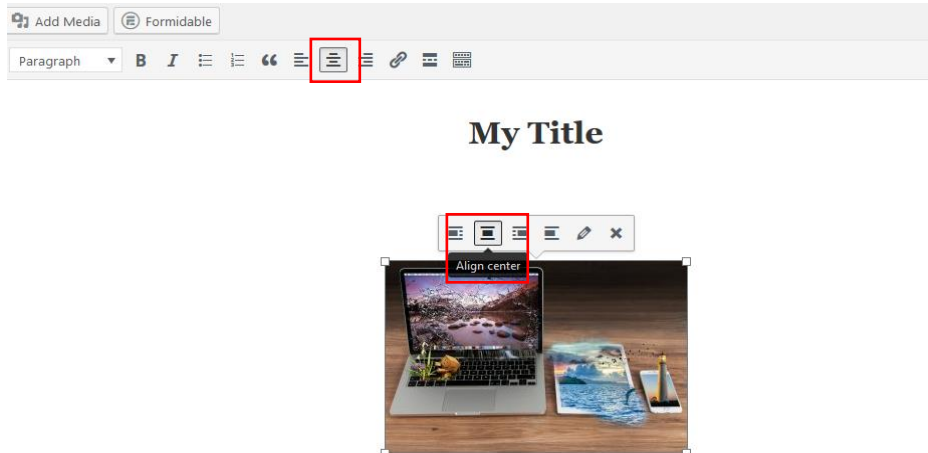


Figure 9. Align center shortcut and formatting toolbar buttons

Getting Online

When you are ready to put your webpage online, you just need to **Publish** it. Once you publish your webpage, it will no longer be hidden as a draft unless you save it as a draft again.

Publish and preview a webpage. Follow these two steps to publish your webpage and preview it online:

1. Click the **Publish** button (**Figure 12**).

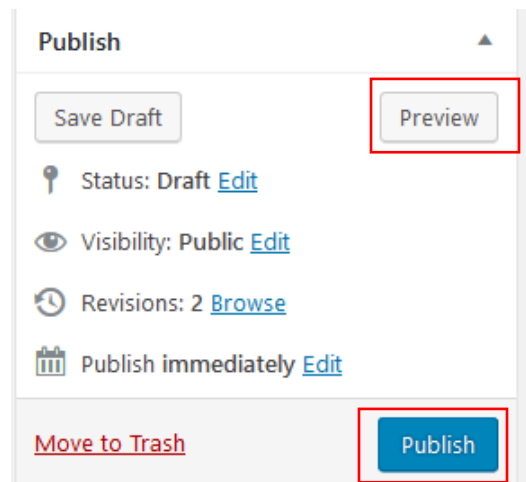


Figure 10. Publish and Preview buttons in WordPress

2. Click the **Preview** button (**Figure 12**) to see how your webpage looks online.

OR

3. Click **Visit Site** (**Figure 13**) under the home icon in the top left corner of your dashboard.

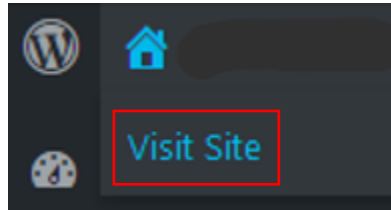


Figure 11. Visit Site shows webpages and websites online in a browser