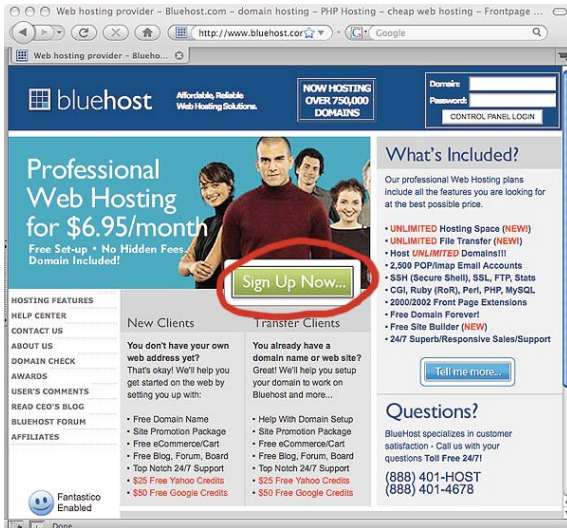


BUILD A BLOG FROM  
SCRATCH IN 60 MINUTES

A  kinētiva TUTORIAL

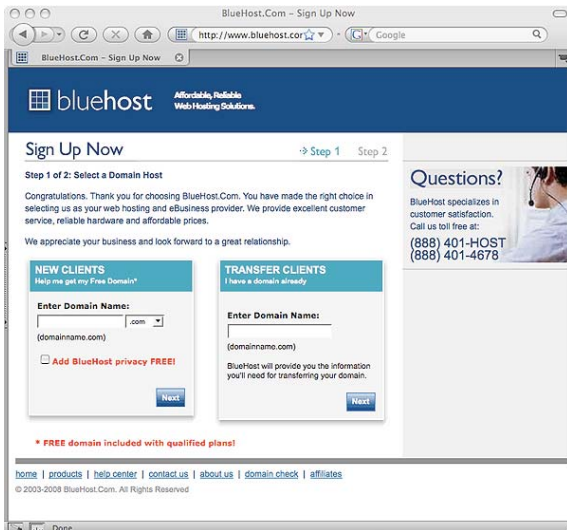
# PART 1: PURCHASING A DOMAIN NAME & HOSTING



1

Open your web browser and click [HERE](#) to visit the Bluehost site.

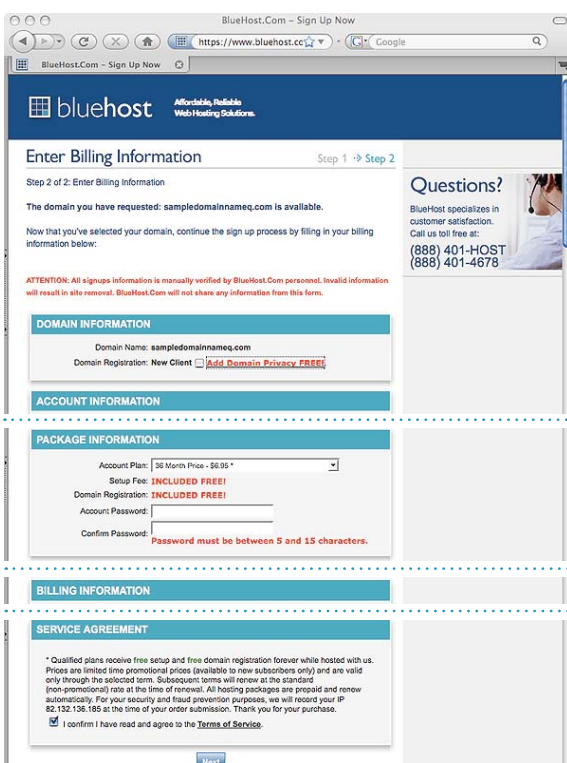
Once the Home Page has loaded, click on the green 'Sign Up Now' box in the centre of the page.



2

If you don't already own your chosen Domain Name, enter it in the 'New Clients' section and click 'Next'.

If you do already own your Domain Name, enter it in the 'Transfer Clients' section and click 'Next'.



3

Check that your Domain Name is correct and complete the 'Account Information'.

Choose your required Package and enter your 'Billing Information'.

Read the 'Service Agreement' carefully and if in agreement, check the box and click 'Next'.

Once your purchase has been confirmed and your account set up, you will then receive an email from Bluehost with your log-in details.

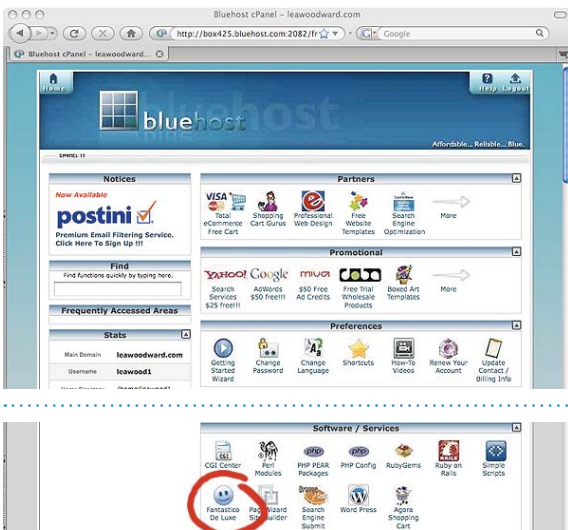
# PART 2: INSTALLING WORDPRESS



1

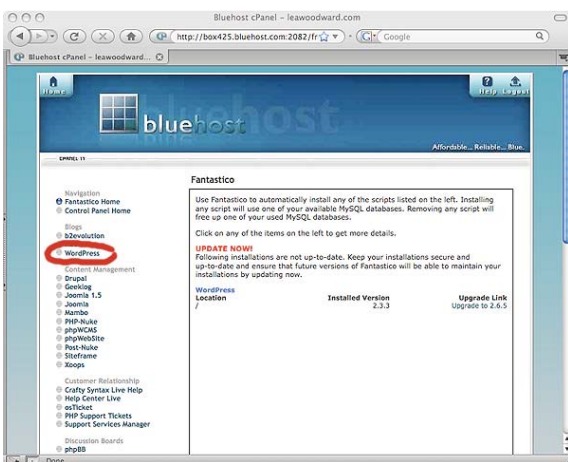
Open your web browser and click [HERE](#) to visit the Bluehost site.

Login to the Bluehost 'Control Panel' using the domain name and the password you chose when you set up your hosting account.



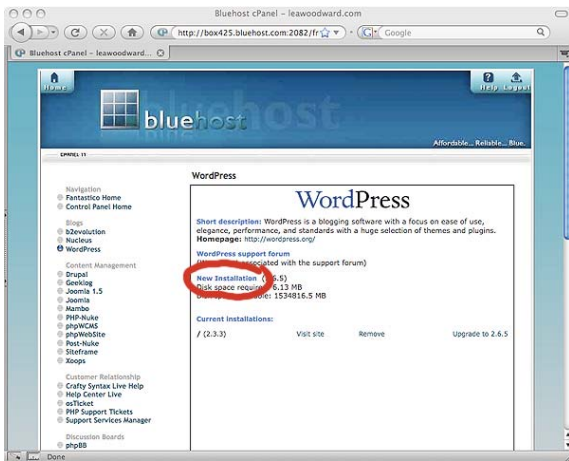
2

Once in the control panel, scroll down to the 'Software/Services' section and click on 'Fantastico De Luxe'.



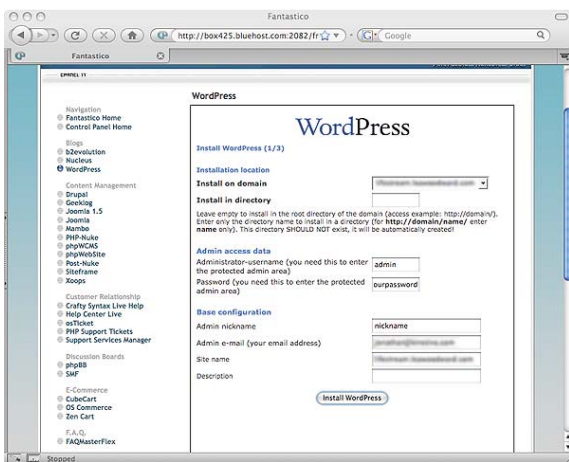
3

Under 'Blogs' in the menu down the left hand side of the page, click 'WordPress'.



4

Click on 'New Installation'.



5

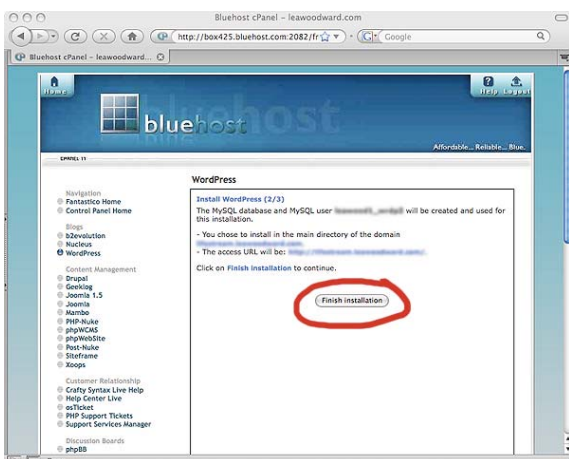
Under 'Installation Location', select your domain name from the drop down menu.

Leave the 'Install in directory' box empty.

Under 'Admin access data', enter a username and password. (You will use these to login to WordPress once installed).

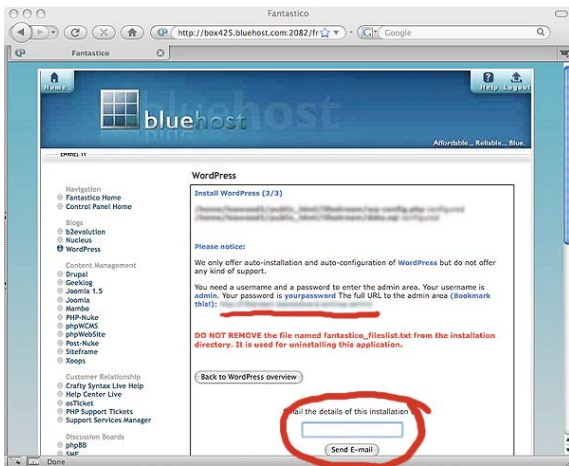
Under 'Base Configuration' in the 'nickname' field, type your full name.

Complete the other details, including a brief description of your site and click 'Install WordPress'.



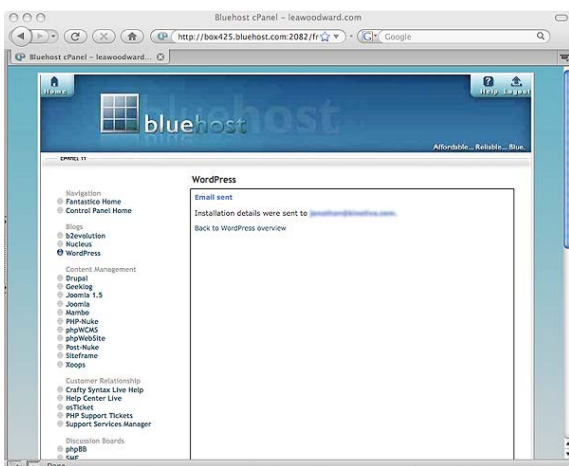
6

Click 'Finish Installation'.



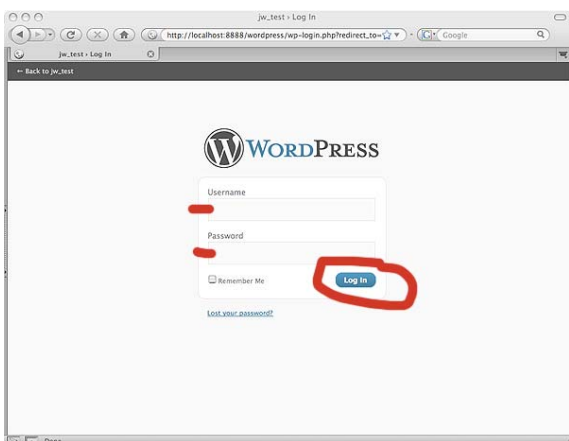
7

Take note of the 'Admin area URL' and enter your email address so that Bluehost can send you details of your WordPress installation.



8

WordPress is now installed on your hosting account and you are ready to start building your website!



9

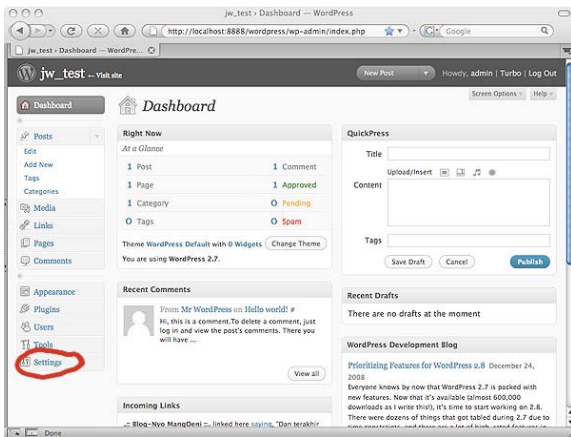
Once installed, to login to WordPress type in the 'admin area url' from Step 7.

This should be your website domain name followed by `/wp-admin`.

You will then be asked for the username and password that you entered in Step 5 under 'Admin access data'.

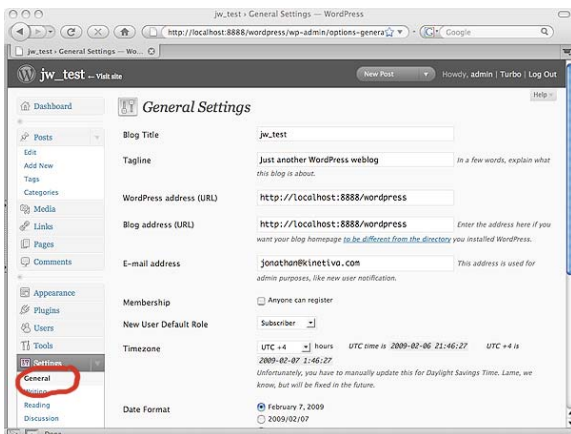
Enter these details and click on 'Login'.

## 3.1: THE SETTINGS SECTION



1

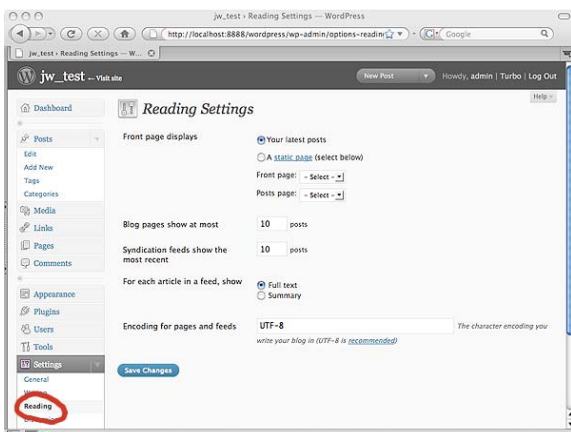
Click on 'Settings'.



2

To change the Title or Tagline of your blog (as set up during the installation process), click on 'General'.

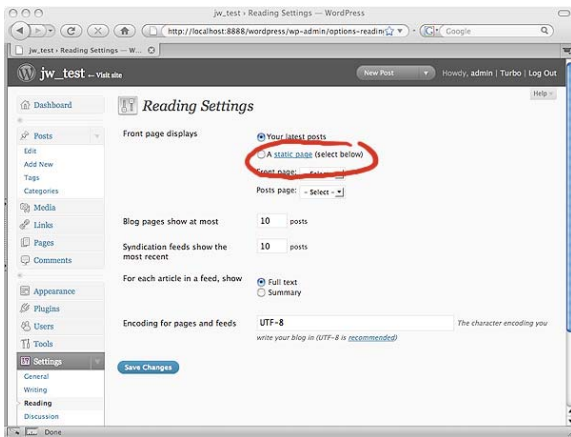
Enter your site name in the 'Blog Title' field and your Tagline in the 'Tagline' field.



3

Click on 'Reading'.

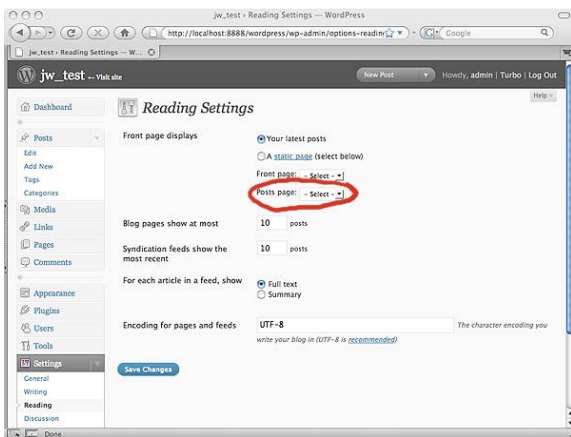
If you want your latest blog posts to appear on the home page of your site (i.e. the first thing a visitor sees when they come to your site), leave the default 'Your latest posts' checked.



4

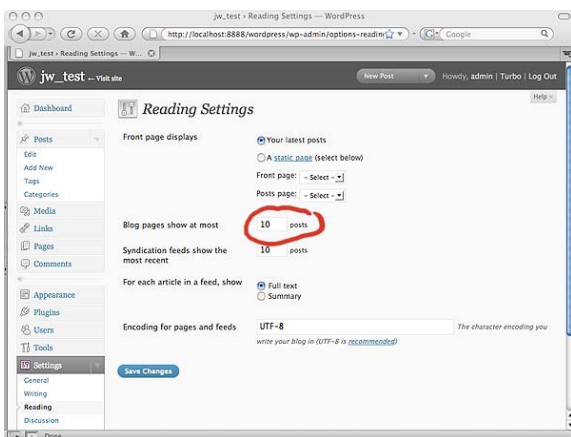
If you would prefer to have a static page as your home page Eg. your 'About' page, select 'A static page' and select the page you would like from the 'Front page' dropdown box.

Note: you will need to have already created this page in order for you to select it here.



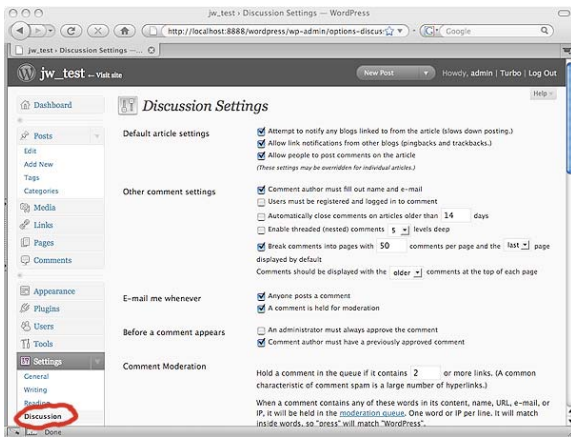
5

If you do select a static page as your blog home page, you will need to create a static page called 'Blog' where your blog posts will be displayed and then select this page from the 'Posts page' dropdown box.



6

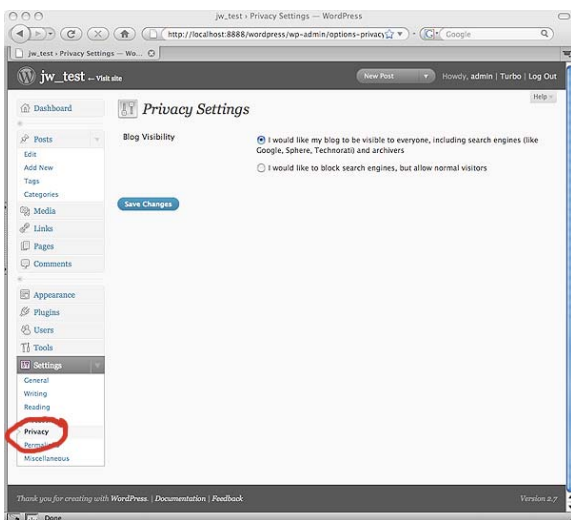
To specify how many blog posts appear on the 'Latest posts' page (or your 'Home page'), simply enter the number you require in the 'Blog pages show at most' field.



7

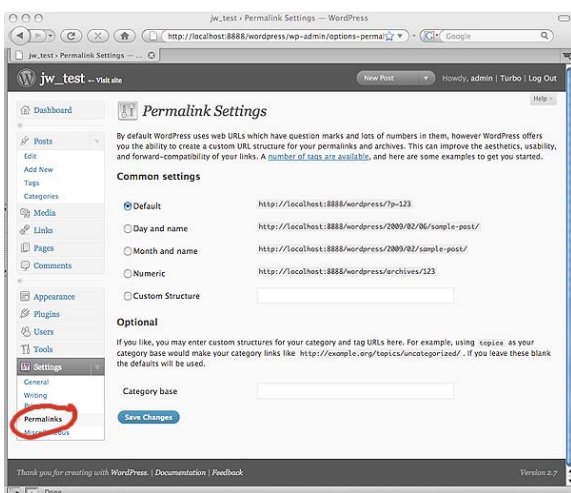
To control the ability for readers to comment on your blog content (both static pages and blog posts) click on 'Discussion'.

In this section, you can control all aspects of commenting on your site, including any notification emails that are sent to you whenever a comment is posted.



8

To ensure your site appears in search engines, click on 'Privacy' and ensure that 'I would like my blog to be visible to everyone, including search engines (like Google, Sphere, Technorati) and archivers' is selected.



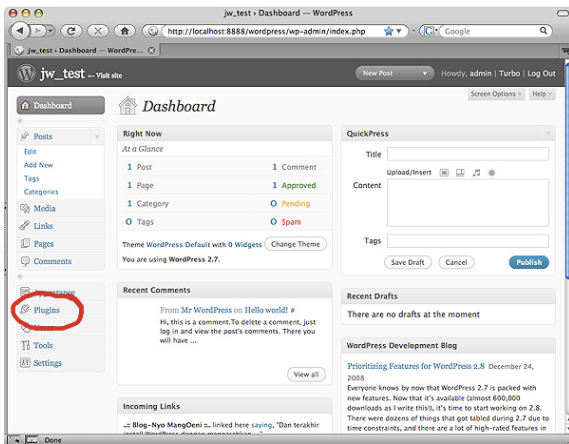
9

To help with SEO (search engine optimisation and the ability for Google and other search engines to index your website), click on 'Permalink'.

This is the url that will be used for your posts and static pages.

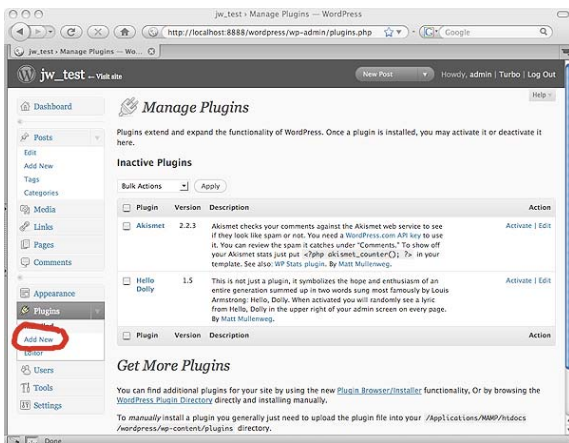
The default permalink is set to `http://yourdomain.com/?p=123`. We recommend selecting the 'Month and name' option.

## 3.2: ADDING PLUGINS TO EXTEND & MANAGE YOUR WP BLOG



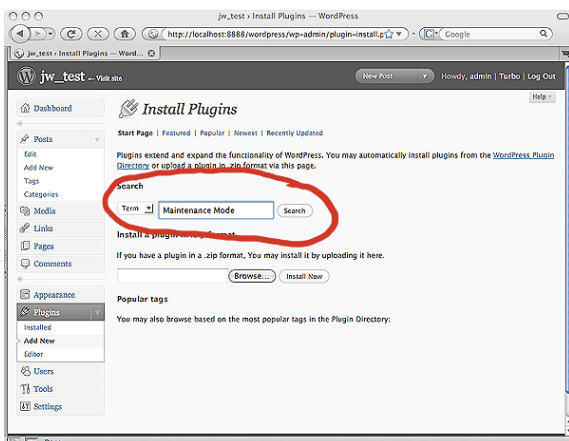
1

To find and install a new plugin, click on 'Plugins'.



2

Click on 'Add new'.

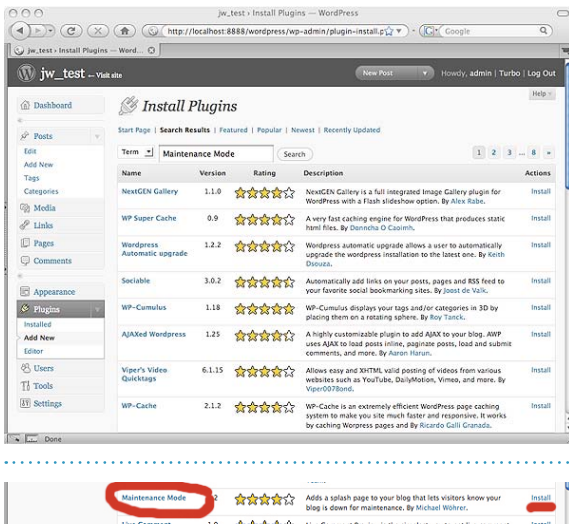


3

To install a new plugin within WordPress, find the plugin you want using the 'Search' box.

(See the end of this section for a list of plugins that we recommend).

For this tutorial we will use the plugin 'Maintenance Mode' to search for and click 'Install'.

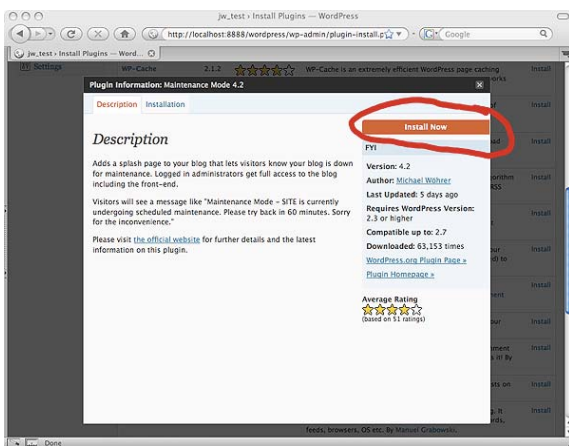


4

Scroll down to find your plugin and click on 'Install'.

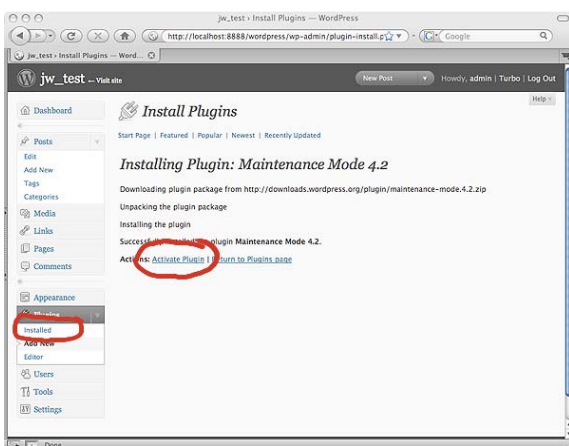
If you can't find a plugin via WordPress it is sometimes easier to search for it via Google.

Search by typing '[name of plugin] WordPress plugin'.



5

In the popup window, click 'Install now'.

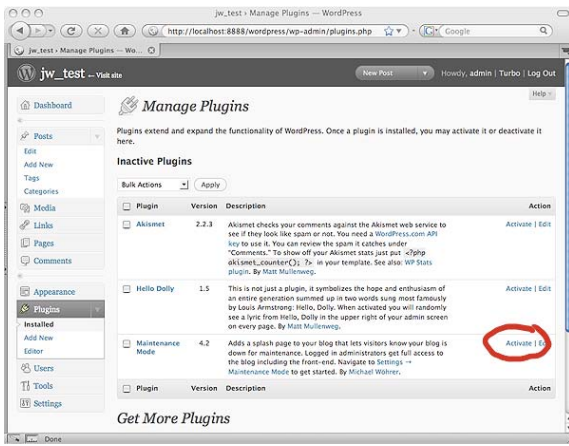


6

Once installed, you may need to activate your plugins.

You can activate the plugin you have just downloaded on this screen by clicking on 'Activate Plugin'.

Alternatively, go back to your list of plugins by clicking on 'Installed' within the Plugins menu.



9

Once on your list of installed plugins, activate by clicking on 'Activate'.

## RECOMMENDED PLUGINS

### **AKISMET:**

Usually installed as default to help protect your site from spam comments.

### **MAINTENANCE MODE:**

To put your website into maintenance mode whenever you need to work on it.

### **ONE CLICK PLUGIN UPDATER:**

Although there's now an auto-update function in WP2.7, this is still useful for installing new themes.

### **PAGE LINK MANAGER:**

Useful if you'd like to create pages which DON'T appear in your navigation links.

## 3.3: CHANGING THE DESIGN OF YOUR BLOG

WordPress makes it very easy to change the design, look and feel of your blog using 'Themes'. There are hundreds of free WordPress themes as well as many 'premium' themes for which you will need to purchase the rights to use.

Try the following places to find a theme:

### Free

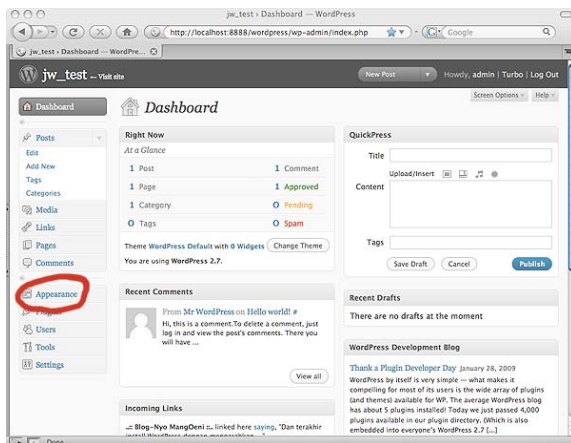
The official WordPress website ([CLICK HERE](#))

100 Excellent Free WordPress Themes ([CLICK HERE](#))

### Premium

Themeforest ([CLICK HERE](#))

To install a new theme, follow these instructions:

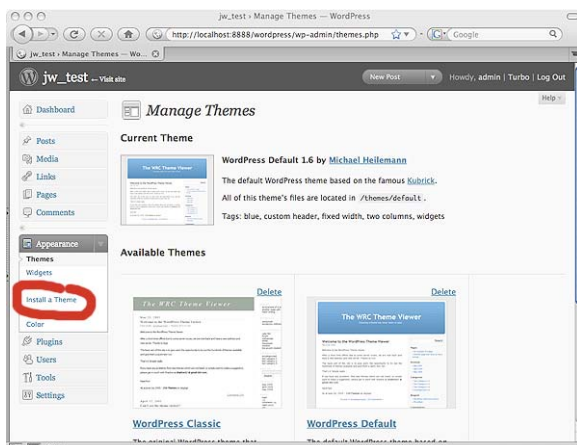


1

Ensure you have installed and activated the 'OneClick plugin Update' plugin before you start.

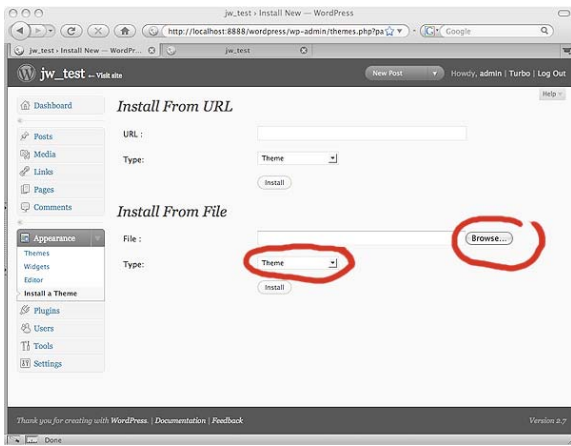
When you have found a theme you want, download the zip file to your computer.

In the main WordPress control panel, click on 'Appearance'.



2

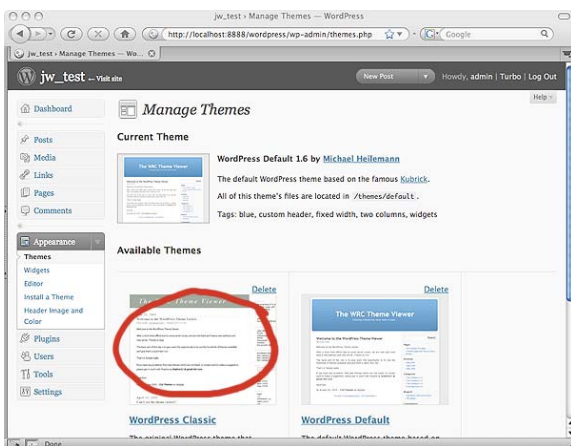
Click 'Install a Theme'.



3

Click '[Browse](#)' and find the zip file of the theme that you downloaded earlier.

Ensure '[Theme](#)' or '[Detect automatically](#)' is selected in the dropdown box and then click '[Install](#)'.

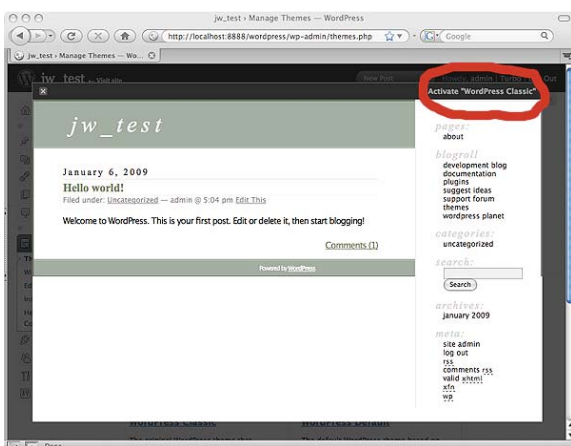


4

Once you've successfully uploaded this file, click on '[Themes](#)' in the '[Appearance](#)' section.

You should now be able to see the theme you've uploaded.

To apply this to your site, simply click on the picture of your theme.



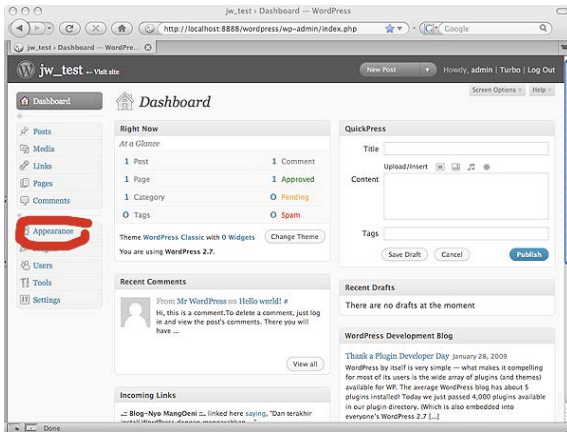
5

If you're happy with how the theme looks on your blog, click '[Activate \[\'theme name\'\]](#)' in the right hand corner.



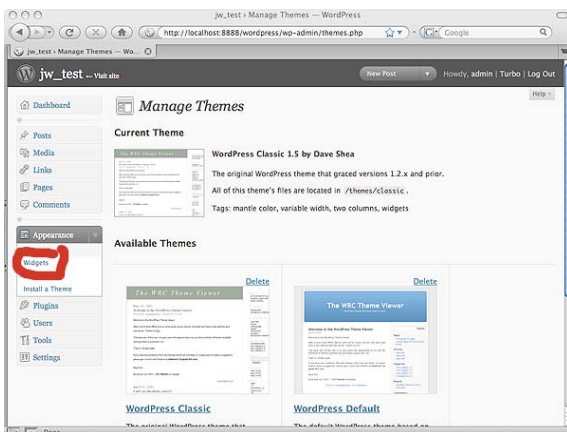
## 3.4: ADDING SIDEBAR CONTENT

If the theme you have chosen is 'widgetized' you will easily be able to add content for your sidebar. We recommend you choose a theme that is widgetized.



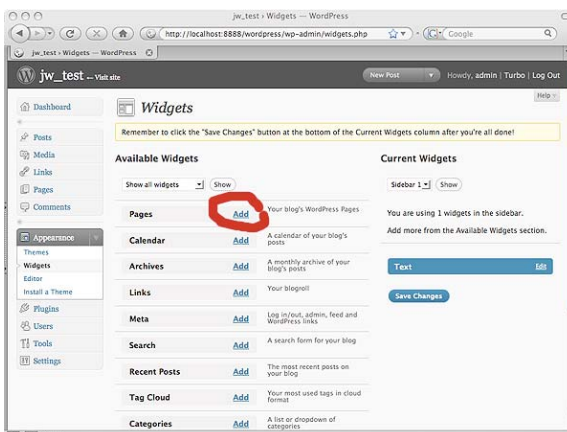
1

Click on 'Appearance'.



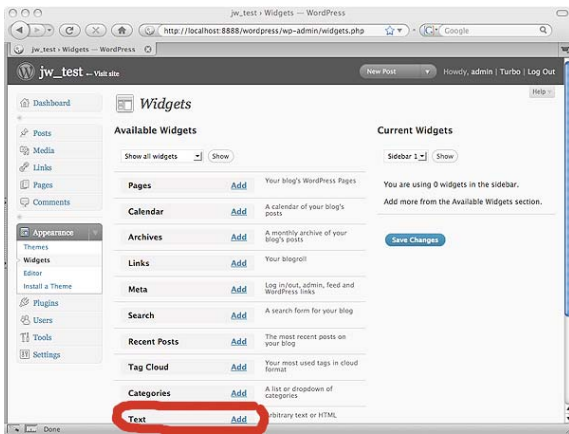
2

Click on 'Widgets'.



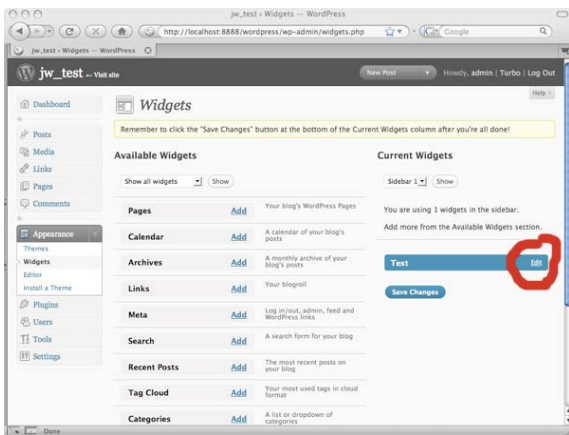
3

From the options available, select which widgets you'd like to add to your site by clicking 'Add' next to each widget.



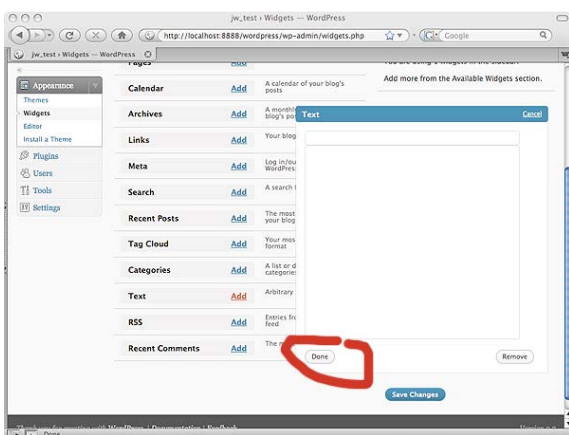
4

To add your own custom code as a widget, select a 'Text' widget.



5

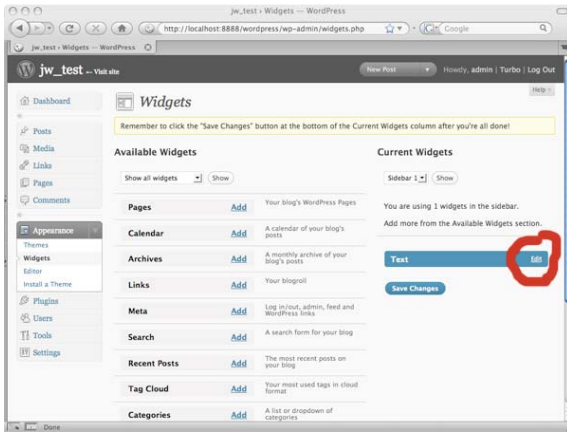
Click on 'Edit'.



6

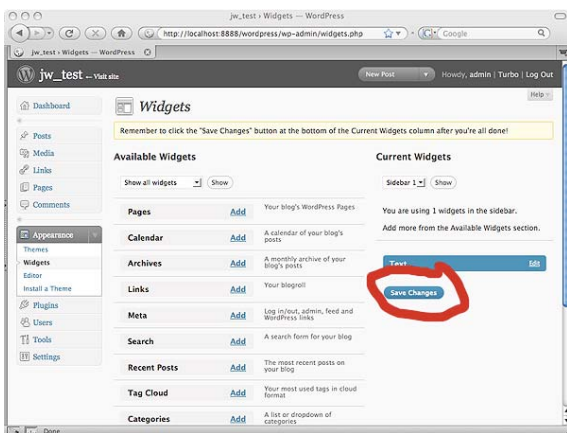
Add a widget title (if required).

Then add the code to the widget and click 'Done'.



7

To remove any widgets you no longer want, click 'Edit' on the widget you want to remove and click 'Remove'.



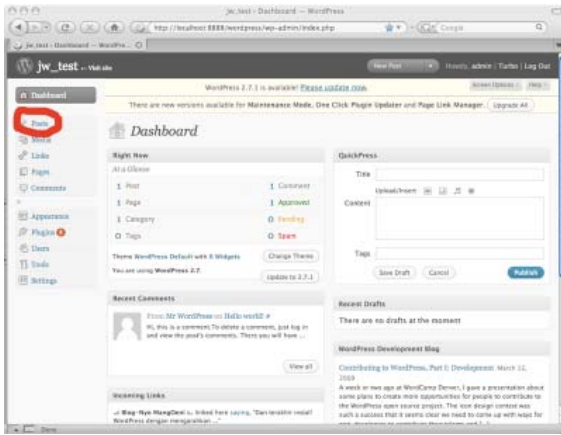
8

To re-order the widgets and change the order you want them to be displayed on your site, simply drag & drop the widgets in the order you'd like them to be.

When you have finished, click 'Save Changes'.

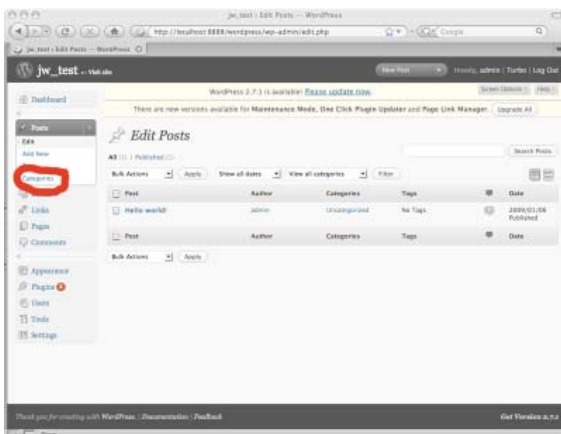
## 3.5: SETTING UP YOUR POST CATEGORIES

Wordpress allows you to create categories for your posts which help organise your blog content. To set your categories up, follow the steps below:



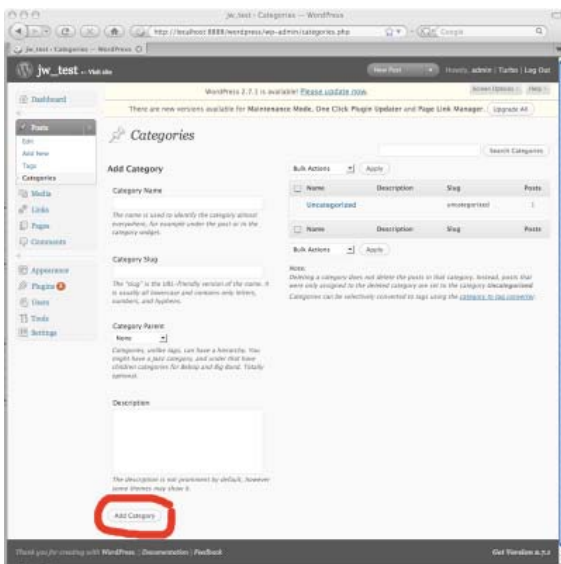
1

Click on 'Posts'.



2

Click on the 'Categories' link.

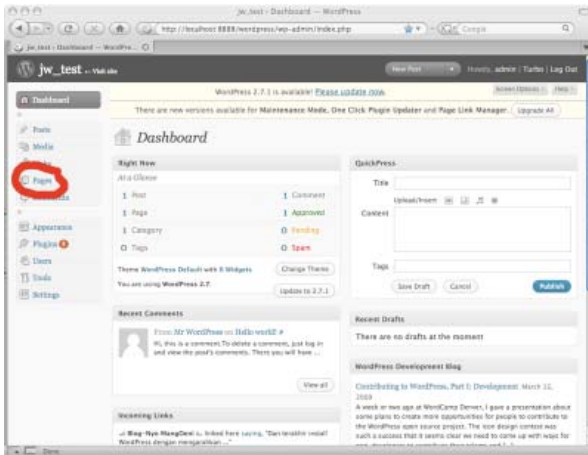


3

Enter the 'Category Name' and click on 'Add Category'.

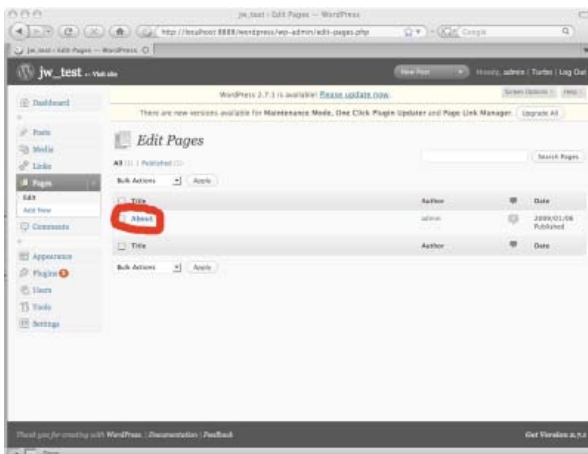
NOTE: Your list of categories will only show up in the sidebar of your blog once a post has been labelled with that category.

## 4.1: EDITING YOUR 'ABOUT' PAGE



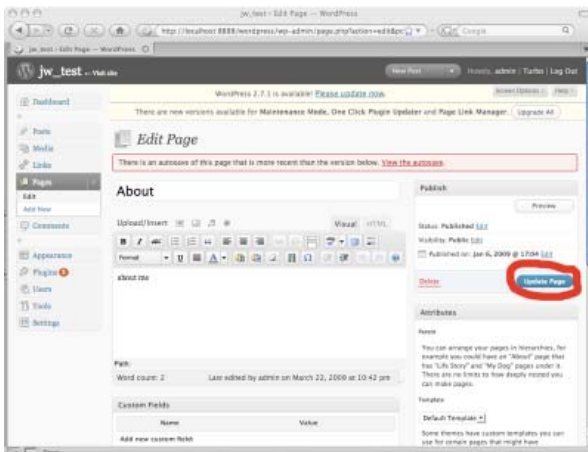
1

Click on 'Pages' to see a list of the default pages already set up.



2

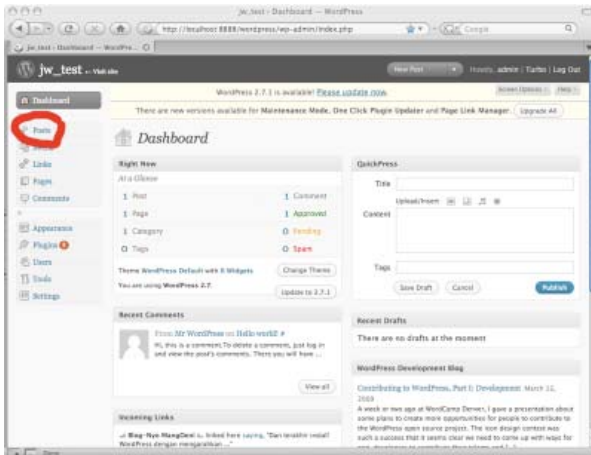
Click on the 'About' page.



3

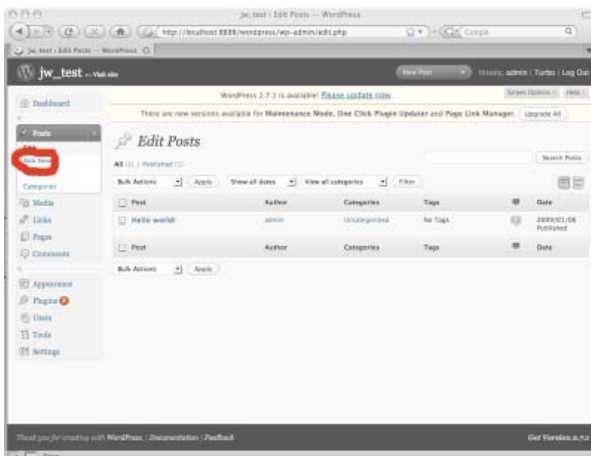
Make your amendments to the text and click on 'Update Page'.

## 4.2: ADDING A NEW BLOG POST



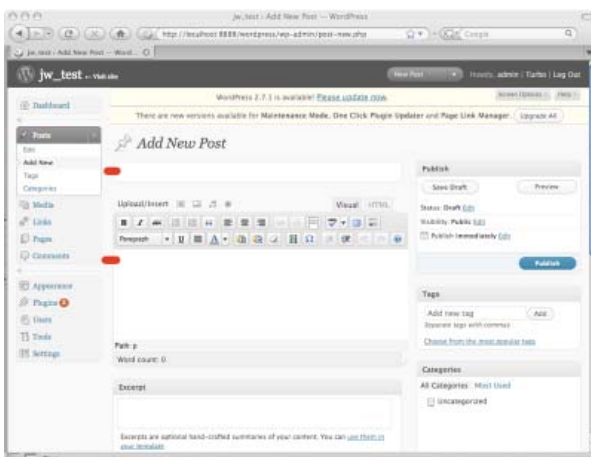
1

Click on 'Posts'.



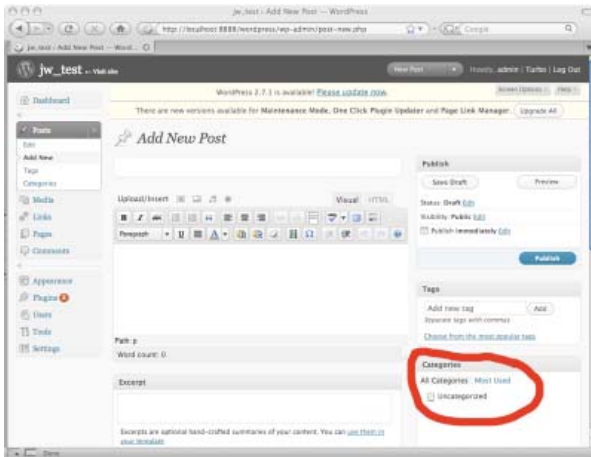
2

Click on 'Add New' post.



3

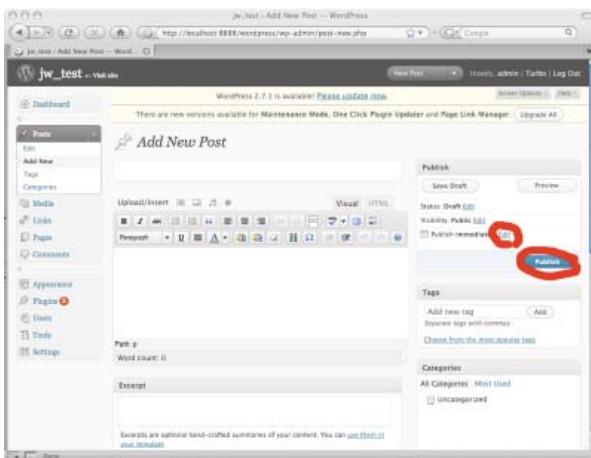
Add the title and content of your post.



4

Select the 'Category' for your post.

NOTE: You can select more than one.



5

When your post is ready you can choose to either publish it immediately by clicking 'Publish', or click 'Edit' to schedule your post to be published on a specific date and then click 'Schedule'.