

Creating your OurDMU site

Activating your OurDMU site template

1. [Click this link to login to OurDMU using your normal DMU username and password](#)

The url for this login page is: <https://our.dmu.ac.uk/wp-admin/>

2. [Click this link to create a new site on OurDMU](#)

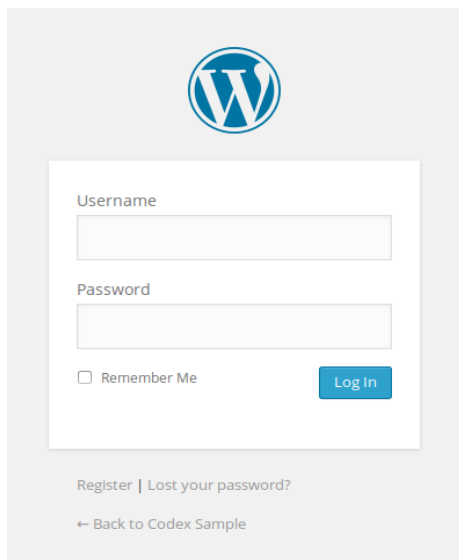
The url for this create a site page is: <https://our.dmu.ac.uk/wp-signup.php>

A note about accessing your site

Once you have activated your OurDMU site template - on subsequent visits, to access the login screen you will need to place **/wp-admin** after your site domain name.

(e.g. <http://example.our.dmu.ac.uk/wp-admin>).

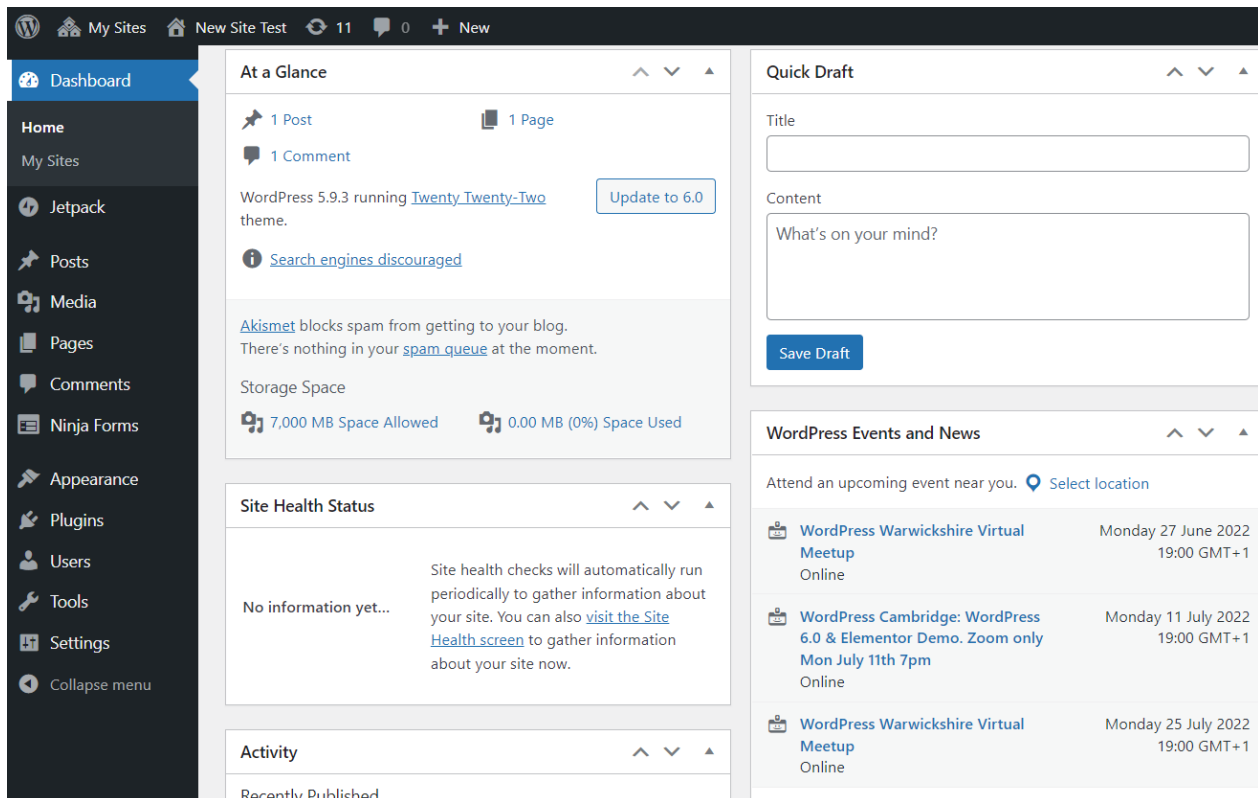
When the login panel appears enter your normal DMU username and password.

A screenshot of the WordPress login interface. At the top center is the WordPress logo, a blue circle with a white 'W'. Below it is a white rectangular box containing the login form. The form has two text input fields: the first is labeled 'Username' and the second is labeled 'Password'. Below the password field is a checkbox labeled 'Remember Me'. To the right of the checkbox is a blue button with the text 'Log In' in white. Below the login box, there are two links: 'Register' and 'Lost your password?'. At the bottom left, there is a link that says '← Back to Codex Sample'.

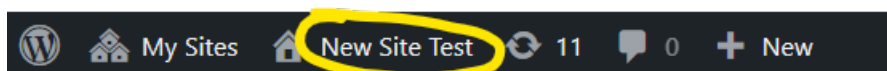
The Dashboard

After creating your new site you are on the main administration screen called the **Dashboard**. This is where the organization of your site begins.

On the left side of the Dashboard screen is the **main dashboard navigation menu** detailing each of the administrative functions you can perform. Move your mouse down the list and the sub-menus will pop out for you to move your mouse to and click.



At the top of the screen is the area called the **toolbar**.



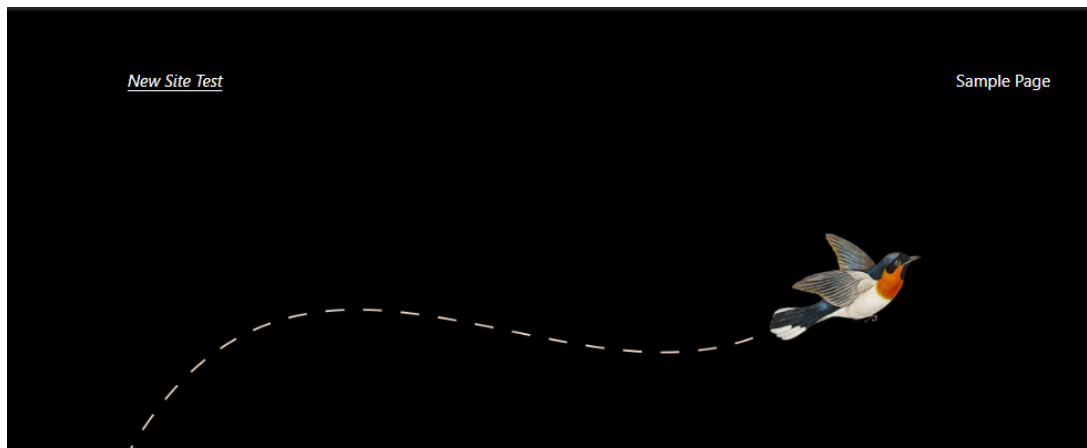
Click on your site name - it's a link and it will take you to a view of your new site.

Note: When viewing your live site, you can return to the Dashboard by clicking your site name in the toolbar and selecting Dashboard.



Take a quick test drive

Take a moment to look at your site before you get into changing it and figuring out how it all works; it's important to see how the default OurDMU site theme (which is called Twenty Twenty-Two) is laid out and how it works. Consider this a test drive before you start adding new content and changing things.



Hello world!

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

June 24, 2022

The layout you are looking at is defined by a **Theme**. It is the appearance of your website, styling the look of the site and the framing of the content.

The default OurDMU theme applied to all new sites features a **header** area (image) at the top with the **title** of your site. On the right of the header is the **main navigation menu** (sample page).

The main middle section of the page is the content area. The default site will display your most recent blog post in the content area.

At the very bottom of the page is the **footer** section.

New Site Test

Proudly powered by WordPress

For now you only have one post (a default example post titled 'Hello World'). It is residing within a page that is laid out as your **home page**, i.e. the front page of your website. If you click on the title of the post, it will take you to the specific page for that post. If you scroll down the page you will

also see that this page has 1 comment associated with it.

One response to “Hello world!”



A WordPress Commenter says:

[24 June 2022 at 10:29](#) [Edit](#)

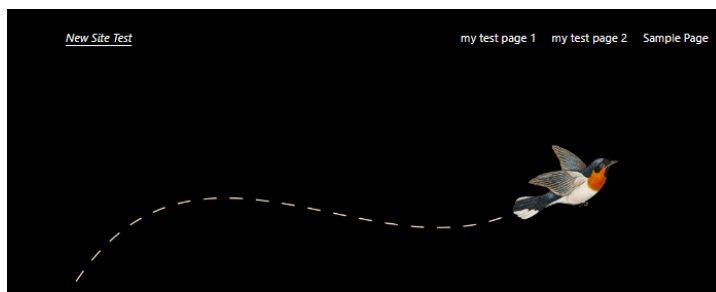
Hi, this is a comment.

To get started with moderating, editing, and deleting comments, please visit the Comments screen in the dashboard.

Commenter avatars come from [Gravatar](#).

[Reply](#)

The first page or home page of your site features the most recent posts on your site. Each post title will link to the actual page of the post.



[post 3](#)

[June 24, 2022](#)

[post 2](#)

[June 24, 2022](#)

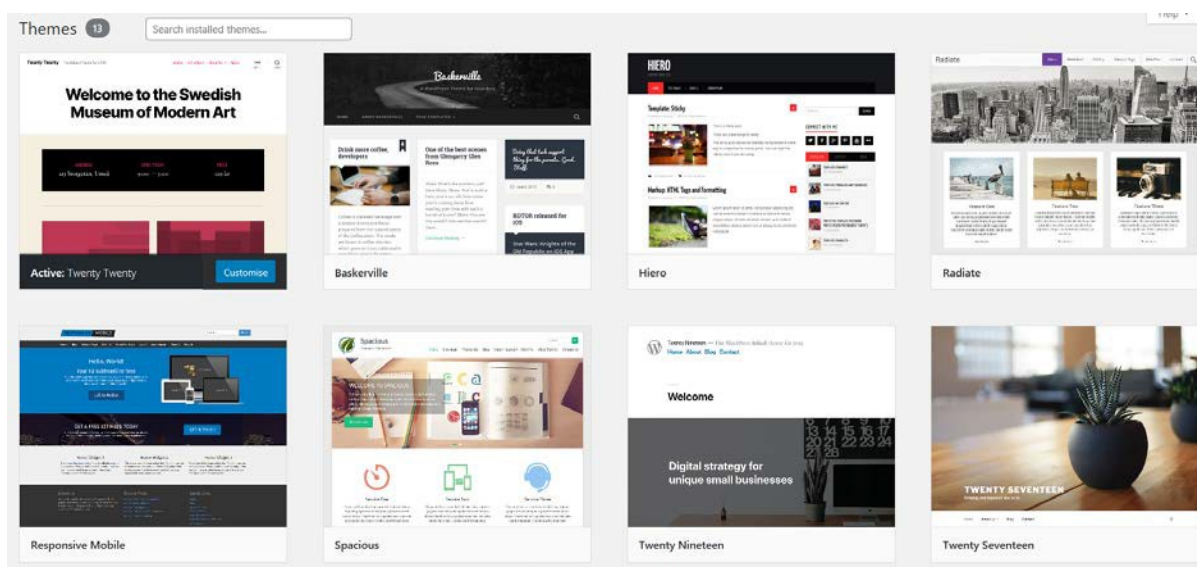
[Hello world!](#)

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

[June 24, 2022](#)

Changing the style of your site

Your OurDMU site will have a standard theme applied to it (called Twenty Twenty-Two). However, you can change the look and feel of your site by activating a different theme. There are many different themes available via the **Dashboard**, under **Appearance > Themes**



You can browse and preview these, and then activate the one you want. You can change your theme at any time. But **be aware** that changing themes may change the structure and configuration of the content on your site.

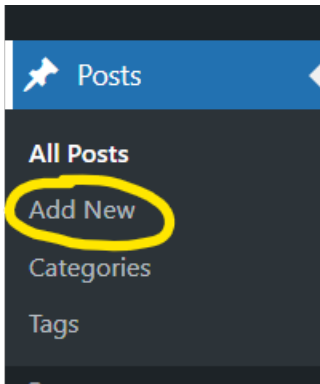
Each theme can also be configured in different ways. For instance, for certain themes you may need to define the header, add new navigation menus, change the colour of hyperlinks, etc. Themes can be further configured using the Editor tool in the Appearance menu or clicking the Customise button on the active theme panel.



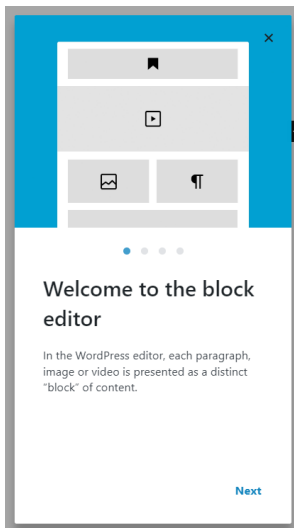
Note: You are not able to download new themes from the internet and install them on your OurDMU site.

Adding a blog 'post'

Back in the Dashboard, take a look at the **Posts** menu. You can use the tabs under the Posts Menu to write and manage your posts. Let's start by making your first test post using the **Add New** option.



If this is your first time adding a post you will see a block editor tutorial panel. You can work through the tutorial (it's only a few clicks) or close it down.



The edit post page is displayed



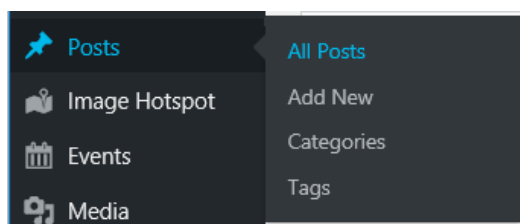
Add the title of the article in the space allocated. Then write some text in the "Type / to choose a

block” section. This is just for a test, so you can write anything you want. When you are done, click on the **Publish** button at the top right of the page, then click a second time to confirm the publication. **Note: When a post is published, anyone accessing your site will be able to see it.** If you don’t want to publish a post immediately – you can save it as a draft by clicking the Save Draft option.

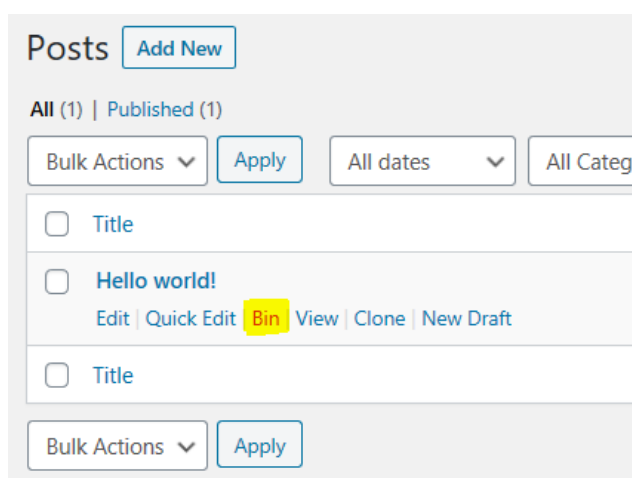


To delete a post:

From the Dashboard select **Posts > All posts**



Locate the post you want to delete and click the **Bin** option.



Adding an image in to your blog post

NOTE: You MUST NOT use images on your site for which you do not have copyright clearance.

[Click this link to access information about copyright.](#)

You can either upload an image from your computer to your site, or re-use an image that’s already been uploaded to your site.

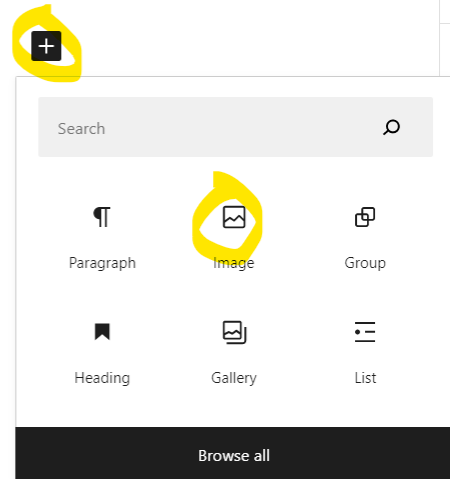
To add an image directly into a blog post that you are working on, click the **Add block** button and

click the **Add Image** button

Hello world!

Welcome to [OurDMU](#). This is your first post. Edit or delete it, then start writing!

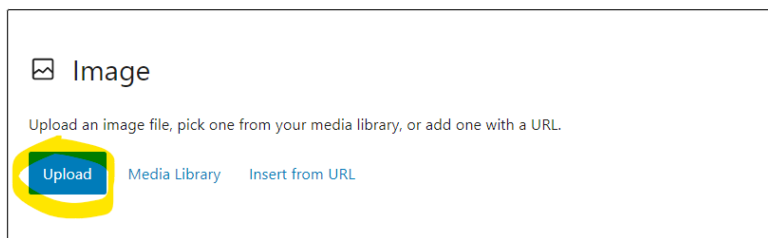
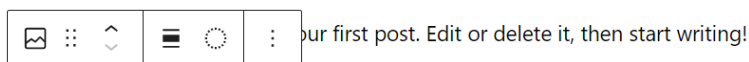
Type / to choose a block



To upload an image from your computer:

1. Click the **Upload** button

Hello world!

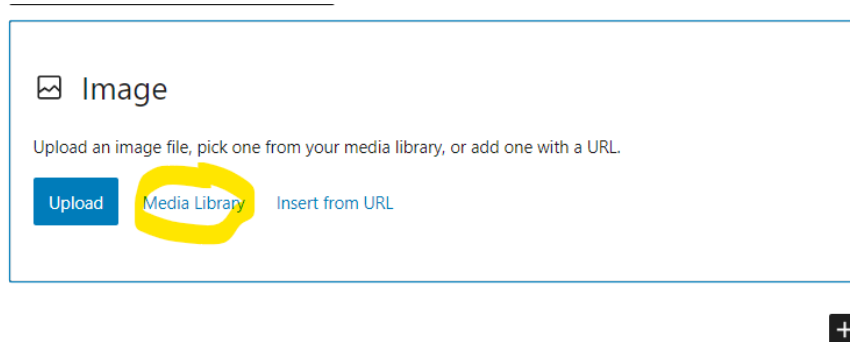


2. Locate the image on your desktop computer and open it.

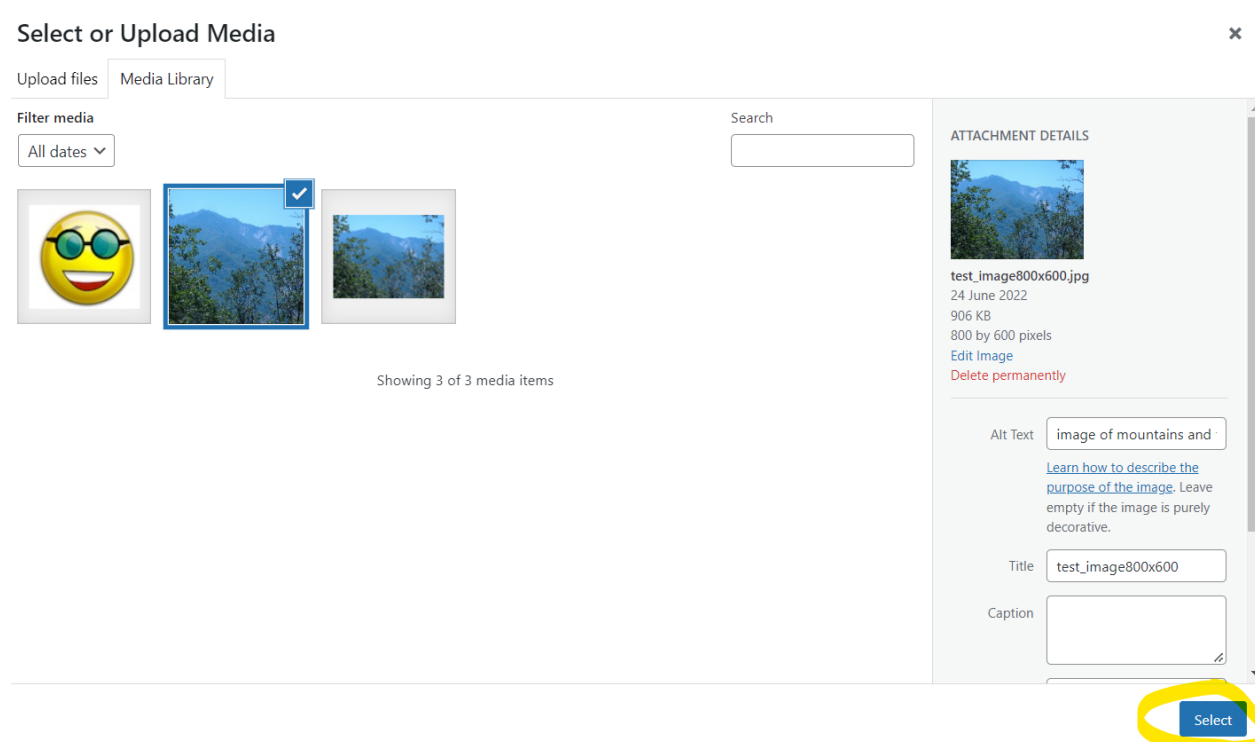
Your file will now be uploaded to the media library of your site, and embedded in your site page. You **MUST** add a description of the image in the **Alt text** box in the **Image Settings** area on the right of the screen – this is for accessibility reasons, and is essential. To save the updated page click the **Update** button, in the top right.

Hello world!



3. Locate the image in the Media Library that you want to use and click it to select it. A selected image will be indicated by a checkmark.



4. Click the **Select** button to embed the image in your page. To save the updated page click the **Update button**, in the top right.

Adding 'pages' rather than blog 'posts' to your site

In OurDMU, you can put content on your site as either a blog "post" or a web "page". When you are writing a regular blog entry, you write a post. Posts, in a default setup, appear in reverse chronological order on your site's home page.

In contrast, pages are for non-chronological content: pages like "About" or "Contact" would be common examples. Pages live outside of the normal blog chronology, and are often used to present timeless information about yourself or your site. You can use Pages to organize and manage the structure of your website content.

In general, pages are very similar to posts in that they both have titles and content. Pages though, have several key distinctions that make them different from posts.

What Pages Are

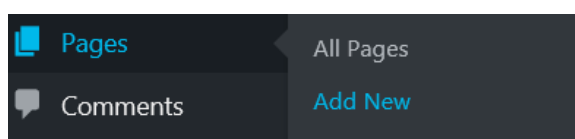
- Pages are for content that isn't specifically time-dependent, or which isn't "blog content".
- More sophisticated themes may provide a wider range of adjustments or display options for individual pages.
- It's quite possible to make a website which only contains pages.

What Pages Are Not

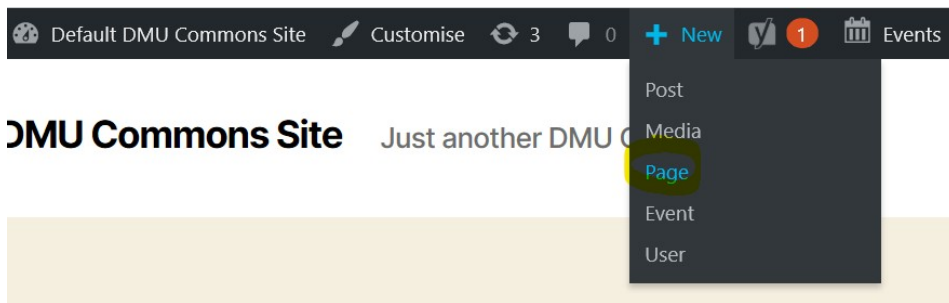
- Pages are not posts, so they don't appear in the time-structured views within a blog section of a website.
- Pages are not files. They are stored in your website database, just like posts.
- A specific page can be set as a **static front page** i.e. the **Home Page** of site. Websites which are set up in this way usually have a secondary page defined on which the latest blog posts are displayed; that is if you want to use the site for blogging.

Creating a Page

To create a new Page, log in to your OurDMU site. From the **Dashboard** select the **Pages > Add New** option to begin writing a new Page.



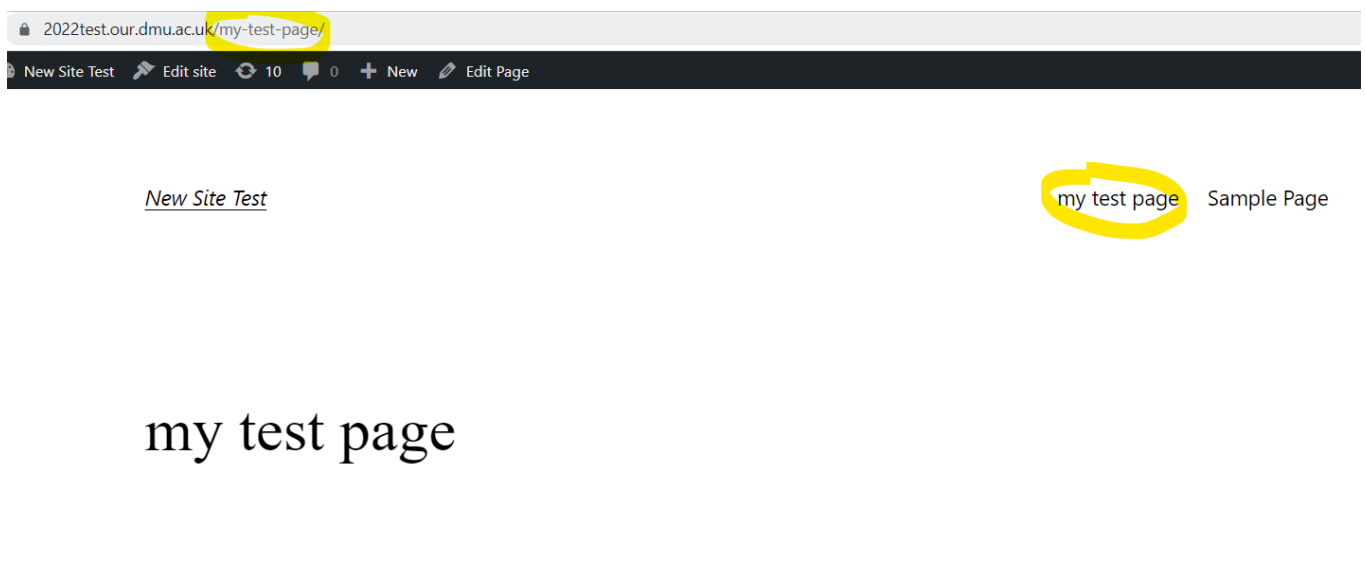
Alternatively you can use the **+ New** tab at the top of the site, and select **Page**.



You use exactly the same content creation and editing tools when creating a page as you do when creating a blog post. When you publish your page the web address for the page will be:

<https://yoursitename.our.dmu.ac.uk/your-page-name-here>

For example: if you publish a page titled 'my test page' - the web address will be <https://yoursitename.our.dmu.ac.uk/my-test-page>

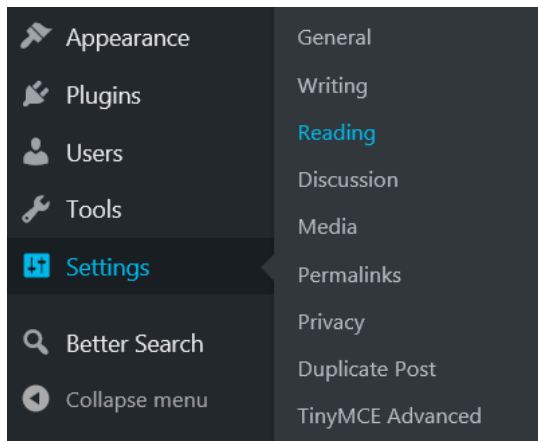


Whenever you create a new page, a link to it will appear in the main navigation menu of your site; at the top right in the image above.

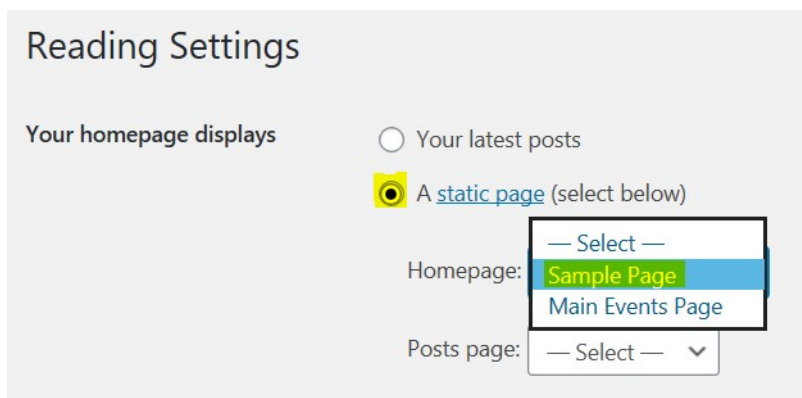
To set a page as the Home Page of your site.

Note: A page must be **Published** in order to be set as the site home page; draft pages cannot be set as the home page.

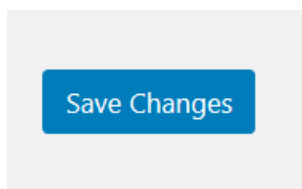
From the **Dashboard** select **Settings > Reading**.



Select the **A static page** option, and choose a page from the Home Page menu list.



Then click the **Save Changes** button at the bottom of the page.



Now when you navigate to your website the Home page will be the page that you selected.

Editing pages

1. Navigate to the page that you want to edit. And click the **Edit Page** tab in the toolbar.

[New Site Test](#)

[my test page 1](#) [my test page 2](#) [Sample Page](#)

my test page 1

2. Edit the page using the normal page editor tools, and click the **Update** button to save and publish the changes.

my test page 1

Type / to choose a block

+

Switch to draft Preview **Update** ⚙️ ⋮

Page Block X

Status & visibility ^

Visibility Public

Publish 24 June 2022 11:24

Author

Rob Weale ▾

Move to bin

Template: Page ▾

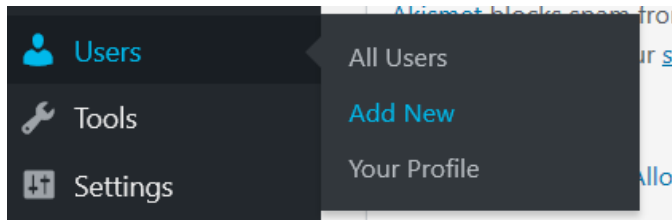
🕒 2 Revisions

Adding other users to your site

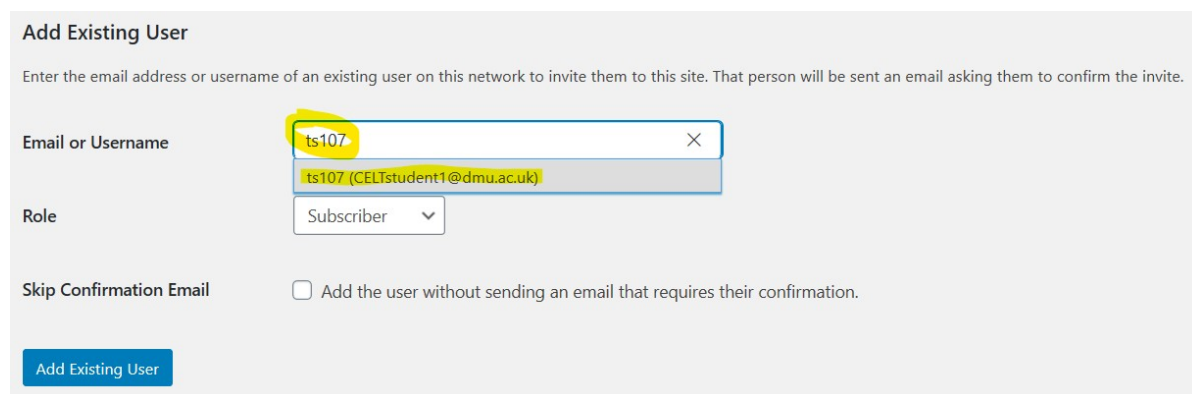
Note: you can only add DMU Staff and Students.

If you want to give other people the ability to add and edit content on your site:

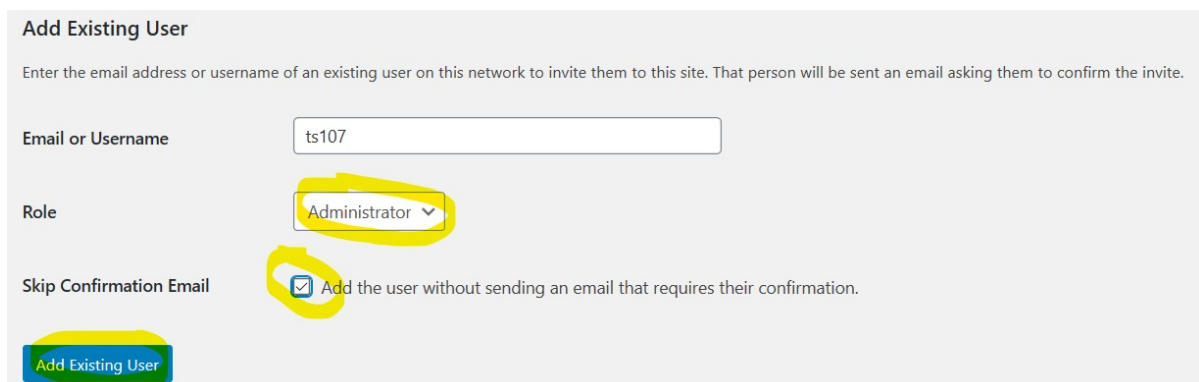
1. In the site dashboard select Users > Add New



2. Start to type the DMU email or DMU username of the person you want to add, and select them from the list that appears.

A screenshot of the 'Add Existing User' form. At the top, it says 'Add Existing User' and provides instructions: 'Enter the email address or username of an existing user on this network to invite them to this site. That person will be sent an email asking them to confirm the invite.' Below this, there is a text input field labeled 'Email or Username' containing 'ts107'. A dropdown menu is open below the input field, showing a suggestion: 'ts107 (CELTstudent1@dmu.ac.uk)'. Below the input field is a 'Role' dropdown menu currently set to 'Subscriber'. At the bottom, there is a checkbox labeled 'Skip Confirmation Email' which is currently unchecked, followed by the text 'Add the user without sending an email that requires their confirmation.' and a blue 'Add Existing User' button.

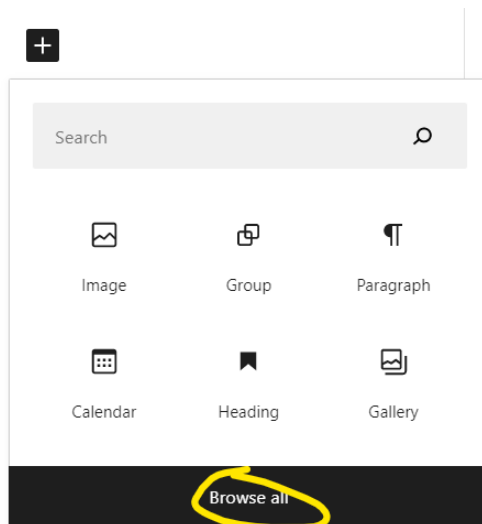
3. Change the Role setting to Administrator. Check the box to skip sending an email. Click the Add Existing User button.

A screenshot of the 'Add Existing User' form, showing the state after the previous steps. The 'Email or Username' field still contains 'ts107'. The 'Role' dropdown menu is now set to 'Administrator' and is highlighted with a yellow circle. The 'Skip Confirmation Email' checkbox is now checked, also highlighted with a yellow circle, with the text 'Add the user without sending an email that requires their confirmation.' to its right. The blue 'Add Existing User' button at the bottom is also highlighted with a yellow circle.

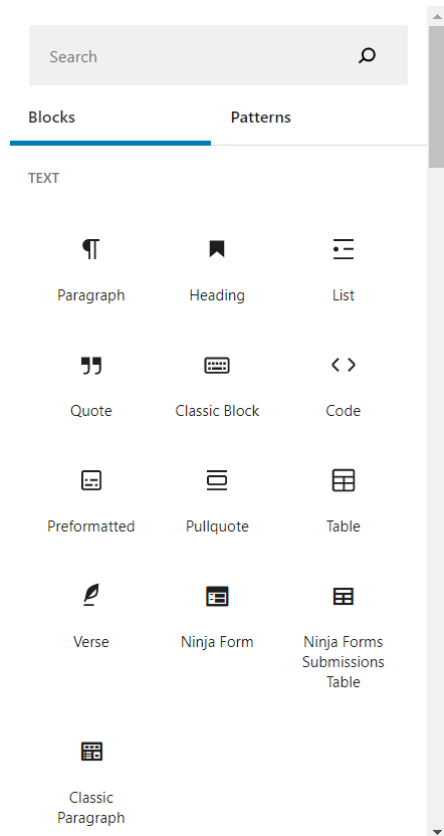
The Block editor

Most of the content that you will be adding to your site will be added via the block editor tool. If you have followed the instructions above you will have already used the block editor to add text and images to your site.

There are many more types of content that can be added to your site using the block editor. On the block editor panel click browse all -



you will be able to scroll through a range of different types of content that can be added to your site.



For more information about the different types of content that can be added through the block

editor – visit the [WordPress support pages on the WordPress support site](#).

You now know the basic functions of the OurDMU site creation tool.

There are much more detailed instructions about creating content using WordPress on the [WordPress support website](#).