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# Texas State WP Personal Web Site

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## Overview

WP Personal Web Sites is a self-service system that allows you create any number of web sites or blogs under the Texas State domain (<http://NAME.wp.txstate.edu>).

## Getting Started

Visit <http://wp.txstate.edu> and click on “Get a new site!”.

1. Login with your university NetID and password.
2. Choose a Site Domain: (<http://NAME.wp.txstate.edu>). Must be at least 4 characters. *Note: The URL cannot be changed once created.*
3. Give your site a title. *Note: the title can be changed any time.*
4. Accept the Terms of Service.

## Dashboard

Once you login you will be brought to your Dashboard. The Dashboard gives you quick access to your site’s content and settings.

### Right Now

This section shows you all Posts, Pages, Categories, and Tags on your site. It also displays your current template, widgets and storage space in use.

### Recent Comments

This section displays recent comments and their status. You can configure this area to display a maximum number of comments, the comment date and the RSS feed URL.

### Incoming Links

This section displays incoming links. You can configure this area to display a maximum number of links.

### QuickPress

With QuickPress you can make a quick blog post from your dashboard.

### Recent Drafts

If you have created any draft posts they will be here for quick access.

### Google Analytics Summary (Optional Plugin)

You must enable the Google Analyticator in Plugins to view this information.

<http://wp.txstate.edu>

Help: [wpsupport@txstate.edu](mailto:wpsupport@txstate.edu)

Phone: 512-245-5566

M-F 8am-12am, S&S 12pm-12am

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## My Sites

WP Personal Web Sites allows you to create as many websites as you desire. Under the “My Sites” tab it lists all WP sites you have access to.

## Blog

A blog is shorthand for web-log. It is a collection of discrete, usually dated entries, called “posts”. The blog is often just one part of a larger website of content.

## Pages

Your site is made up of pages. To compliment your blog, you can add static pages to display information that doesn’t change often, like biographical data, contact information or event photos.

## Commenting

Allowing visitors to comment on your posts and pages (and replying back as the author) is what creates a dynamic, interesting, and popular blog. You can prevent comments on Pages under Page > Quick Edits, uncheck “Allow Comments.”

## Screen Options

The upper right portion of your screen contains Screen Options. You may set the number of columns on the screen and what options are displayed.

## Settings

### General

Here you can edit your Site Title, Tagline, email address, time zone and other date and time settings.

### Writing

Sets options such as default post category, post format and link category.

### Reading

Set options for your home page and number of blog pages displayed.

### Discussion

Sets a number of options for notifications, commenting, emailing, moderation and displaying avatars.

### Media

Sets options for image thumbnails, sizes, and media embedding.

### Permalinks

Sets the URL format for posts and pages.

### Google Analytics

Once you enable this plugin you can control it from here.

## Posts

### All Posts

Displays all posts you have written.

### Add New

Write a post with a title, body of content, media, categories, tags and featured image.

### Publish

Allows you to publish, save your post as a draft, preview the post, make public, make private, make password protected, set a publishing time, or delete.

### Format

Allows you to choose a format for the post. Depending on your theme, this can change how the post appears on your site. Experiment with the different formats and use the ones that work best for your content.

### Categories

Allows you to choose one or more categories for the post. You can also add additional categories here.

### Tags

Allows you to choose one or more tags for the post. You can also add

## Themes

Themes are templates built in to WP. Each theme controls the layout, navigation, content and widgets available on your site. You can choose a new theme from those provided at any time.

## Users

WP allows you to assign other Texas State users to work on your website. You control their level of access, from very basic to full administrator. Users must login to WP at least once before you can add them to your site.

## Avatars

If you enable avatars, commenters can have a user picture appear next to their name. The images are created on the Gravatar website, found at <https://en.gravatar.com/>.

## Categories and Tags

Posts can be placed in categories and have tags assigned to them. Categories are usually the general topic a post belongs to. Tags provide more fine-grained classification. Your users can see all posts in particular category or that have the same tag all at once.

additional tags here.

### Featured Image

Allows you to chose one image featured for the post. Featured images often interact with the particular theme you have chosen and effect the way the post is displayed.

### Categories

Categories are a usually the general section a post belongs to. Allows you to create categories for your posts.

### Tags

Tags provide more fine grained classification for your posts. Allows you to create tags for your posts.

## Pages

### All Pages

Displays all Pages you have added to your site.

### Add New

Allows you to add new pages to your site.

### Publish

Allows you to publish, save your page as a draft, preview the page, make public, make private, make password protected, set a publishing time, or delete.

### Page Attributes

Allows you to set a parent page, and page template,

### Featured Image

Allows you to chose one image featured for the page. Featured images often interact with the particular theme you have chosen and effect the way the page is displayed.

## Media

### Library

Displays all Media you have uploaded to your Media Library. There is 100MB per site storage limit. We can increase this on a site-by-site basis.

### Add New

Allows you to add new media to your site. Can add before or during page or post creation.

## Comments

If you allow comments, this is where you can approve, unapprove, reply, or edit comments, mark comments as spam, or delete them.

## Links

### All Links

Displays all Links you have added to your Links section.

## Other Resources

View a number of helpful WP instructional videos at the ITS website:

<http://www.its.txstate.edu/>

[wpsupport@txstate.edu](mailto:wpsupport@txstate.edu)

(Support doc V1.5 08-22-13)

## Add New

Allows you to add new links to your site. This is often referred to as a “blogroll.”

## Link Categories

Allows you to add categories in which to list your links.

## Tools

### Available Tools

Press This allows you to quickly grab content from the web using a bookmarklet.

### Import

Allows import of Wordpress, Blogger, MovableType and TypePad blogs.

### Export

Allows you to export your site and take it elsewhere.

### Delete Site

Allows you to delete your website. Permanently. We mean it.

## Plugins

Plugins allow you to extend the functionality of your website. We will review and additional plugins by request. Not all plugin will be approved. Unused plugins may also be removed. Request plugin at [wpsupport@txstate.edu](mailto:wpsupport@txstate.edu)

### Google Analyticator

Enable Google's Analytics to run on your website. See how popular you are!

### mTouch Quiz

Create a multiple choice quiz (not for official testing/grading)

## Users

WP allows you to add users to your site. See this post to understand the ability each role has. <http://premium.wpmudev.org/manuals/wpmu-manual-2/introduction-to-super-admin-user/>

### All Users

Shows all users who have access to your site and their role.

### Add New

Allows you to add users to your site. *Note: Users must have a Texas State NetID and also have logged in to WP once prior to being added to your site!*

### Your Profile

Allows you to set basic information about yourself

## Appearance

### Themes

Five themes are currently available. More may be added.

## Widgets

Widgets allow you to customize the layout and content areas of your website. Drag widgets to the portion of the website in which you want them appear. Most widgets also have internal settings. You can add, remove, and rearrange widgets at any time.

## Menus

Allows you to create custom menus from your content from pages, links and categories. You can place the menus on the page using widgets.

## Theme Options

This will be different for each theme. Often includes settings for color scheme, font colors, and layout.

## Header

Some themes will allow you to customize the header, its image, color and font.

## Background

Some themes will allow you to customize the background, its image, or color.

## Support

WP Personal Web Sites is supported via email at [wpsupport@txstate.edu](mailto:wpsupport@txstate.edu) or call us at: 512-245-5566 M-F 8am-12am, S&S 12pm-12am.