



WPFAQ.org E-Book *Lite*

How to easily get more out of WordPress Blog engine

Presented by Cédric Giger

WPFAQ.org E-Book *Lite*

Dear Reader

Thank you very much for reading the *Lite* edition of my [WPFAQ.org E-Book](#).

If you like this sample you may want to get the full version of the book with a lot more content by [clicking here](#). The E-Book is in PDF format for you to easily read it on any computer or mobile device, search in it and copy&paste codes from it.

Kind regards,
Cédric Giger

- E-Book internal links are always **green**, external links opening in a browser are always **blue**
- In HTML codes posted in this E-Book the parts you have to edit (or can edit if you want) are written in **red**. Normally you shouldn't have to mind about the other parts.
- Copy & paste from this book doesn't maintain the formatting. Hence near some HTML codes you will find an **orange link**. Visit the link to download a .txt file containing the code where the formatting is maintained. Open the files with [TextWrangler](#) (Mac): Select the file, ctrl+click on it, choose open with, TextWrangler. Or [Notepad](#) (Win). This should make it easier for you to edit the codes.

The reason I tell you to use TextWrangler or Notepad is that other text editors (Word, TextEdit, ...) may add their own formatting to the codes messing them up and causing them not to work properly anymore. So please download and use TextWrangler or Notepad.

For questions and feedback about this E-Book please refer to my [Forum](#).

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Basics for beginners

Want to start building your own website using WordPress? Follow these 8 steps to get started...

Chapters in this section:

- 1) General tips before you start building a website
- 2) How to start building a website with WordPress (Requirements)
- 3) How to install WordPress
- 4) Setting up WordPress
- 5) Themes
- 6) Plugins
- 7) Widgets
- 8) How to use WordPress

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1) General tips before you start building a website

Before you start

If you think about the website before you start building it this will save you a lot of time and trouble later on.

What should the website be about? How should you organize it? What other services would you like to integrate ([Guestbook](#), [Facebook](#), [AddToAny](#), [Comments](#), ...)? Make some sketches on a piece of paper for what concerns the look you want to give your website, the navigation, where you want to place comments or Facebook on the page, ... to build your own theme (kind of). Always leave some empty space, you never know what else you'd like to integrate later on.

If you really want to build a website, a serious website, do pay for a real hosting. You will find some suggestions [here](#). Free hosting services are limited, unreliable, have poor support and you may not be able to install all blogs or forums or whatever you may want to install. A good hosting really doesn't have to be expensive nowadays. The [hosting I'm using](#) perhaps offers plans starting from 3.95\$/month (and the domain yourdomain.com is already included) which I think is quite affordable. A good hosting will really save you a lot of time and trouble.

Always keep in mind that a website takes a lot of work and a lot of time. I think people often underestimate the amount of work behind it.

Notes about the navigation

The navigation is the heart of every website and should be made as easy and clean as possible. If the content of your website is great but the navigation is a mess then the whole website gets to be a mess.

Group the content of your website into main categories/topics and only have the main categories showing up in the menu. That looks much cleaner and clearer. Much better organized. Well structured. Hence much more intuitive to navigate and people will certainly like it.

How to make your website be successful. Get visitors.

Always keep in mind: Nothing comes from nothing. It's always a lot of work. If you don't do anything for its success it will most likely not be successful.

First thing to do is, of course, have it appearing on the major search engines. First of all [Google](#). Google has more than 70% market share. In addition to that if your website appears on Google it is more than likely that it will appear on the other major search engines as well.

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Communities are another important source of visitors. No matter what you build your website about you will find a lot of Forums where people discuss about the topic of your website. Be part of these communities and build your website to become a reference for all the people in the community. Hopefully they will later promote it themselves. The best advertising is still the mouth to mouth propaganda. When this happens you know you're doing a great job. Beware: do not blindly post the link everywhere, that's spamming which is the wrong way, not appreciated and has the opposite effect of the desired one. It always has to have something to do with the topic that is being discussed.

Social-networking. In the past few years social-networking got to be more and more important. Whether it is [Twitter](#), MySpace or [Facebook](#) they are all places where a lot of people get together and interact with each other. Source of an incredible amount of possible-visitors. Make it easy for your visitors to [share your website](#) on these networks and be part of them yourself.

The most important part of a website is its content and especially its text-content. If your website doesn't get the visitors you would like it to get it probably is because your website doesn't contain what people are looking for or it doesn't contain the keywords people are searching for in its text-content. Hence try to find out what people are searching for, keep working on the text and keep improving the text on your website and use synonyms. Another possibility would be that there are already a lot of websites like yours, try to be different.

Making money with a website. Advertising. And: Do not overload!

Read it in the full version of the WPFAQ.org E-Book.

Things to keep in mind

Nothing comes from nothing. Building a website is a lot of work.

Always ask yourself: “**If I were a visitor...** What would I want to find on the website? What would I do and what not? Would I like the navigation? Would I like the design? Would I...?”. If you ever find yourself answering a question with “No” or with “I wouldn't” then you know something's going wrong. It's not what you want or what you would like to tell the people but it's what people want and what people would like to know. Which doesn't always equal each other.

If you like your website your visitors will most-probably like it too. If you don't, your visitors most likely won't either.

If you want to be found on the web the chapter about [Google and other search engines](#) is a must read for you. Otherwise no one is probably ever going to find you.

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2) How to start building a website with WordPress (Requirements)

What is WordPress and why should I use it?

WordPress is a web-application which is mainly designed to be used as a Blog. However even if you're not into blogging you can use WordPress to easily build your website.

WordPress.com - The blog is hosted by WordPress and you don't have to pay for the hosting. This is not recommended since due to security issues it's almost not customizable at all (except domains) meaning it doesn't let you post HTML codes which are needed for a lot of things.

WordPress.org - The blog is hosted on your own server/hosting hence your website or blog will be highly customizable since it lets you post any HTML code you want and it will be much easier to personalize it. That's highly recommended!

There are a lot of reasons why I would recommend you to use WordPress. It's really easy to use and it is highly search engines friendly. Since a lot of people use it, a lot of people build Plugins for it, design Themes/Templates for it and so on. Which increases it's capabilities, performance and customizability by far. Of course there are a lot of more reasons on why you should be using it but you will find them out on your own.

What do I need to build a website with WordPress?

To start building a website with WordPress you need two things: a hosting and an FTP application.

Hosting

The hosting needs to have:

PHP version 5.2.4 or greater

MySQL version 5.0 or greater

Most hostings out there provide these versions of PHP and MySQL. If you don't have a hosing yet or your hostings doesn't provide the minimum requirements to install WordPress I may recommend you to use HostExcellence which is the hosting I use.

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HostExcellence mainly offers two hosting packages:

Basic Plan

Recommended for:

People who plan to build only one website.

Specifications:

- Toll free support
- Unlimited space
- Unlimited monthly datatransfer
- 50 MySQL (1GB total)
(used for WordPress, Forums, ...)
- 1 free domain
- 1 dedicated IP address,
and more...

For 3.95\$/month ([click to sign up](#))

Unlimited Business Plan

Recommended for:

People who plan to build multiple websites.

Specifications:

- Toll free support
- Unlimited space
- Unlimited monthly datatransfer-
- Unlimited MySQL (10GB total)
(used for WordPress, Forums, ...)
- 3 free domains

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- 15 dedicated IP addresses
and more...

Note: more IP addresses make your websites being much more stable and reliable.

For 7.95\$/month ([click to sign up](#))

HostExcellence uses the Linux platform by default.

I'm currently using the [Unlimited Business Plan](#) since I have a lot of websites which I store on one hosting account. To me it's really worth it. I barely ever run into problems and if I did their support was most helpful. Since I know how HostExcellence works I could give you better support if you run into problems with my FAQs.

I wrote detailed instructions on how to use HostExcellence and how to install WordPress on HostExcellence on [this page](#).

Other hostings: [BlueHost.com](#) (recommended by WordPress.org themselves due to their excellent customer support), [HostGator.com](#) and [GoDaddy.com](#) (while GoDaddy is great for [Personal Domain registrations](#) it doesn't seem to be as good for hosting too. A lot of users complain about their poor customer support).

FTP application

An FTP application is used to transfer files between your computer and the server. I may recommend you to use [Cyberduck](#) which is available for both Mac and Windows.

Detailed instructions on how to use Cyberduck are found on [this page](#).

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3) How to install WordPress

Installing a WordPress Blog is really easy and fast. Before you can install WordPress you need a hosting an FTP application. If you don't have a hosting or an FTP application yet have a look at [Step 2 - How to start building a website with WordPress](#) first. For detailed instructions on how to install WordPress on [HostExcellence](#) have a look at [this page](#) instead.

To install WordPress all you need to do is [click here](#) and hit the Download button to start the download process.

Unzip the file and you will find a folder named “wordpress”.

Now you need to decide whether you want your URL to look like:

`http://yourdomain.com`

or

`http://yourdomain.com/NameOfTheFolder/`

If you want it to look like the first one you need to upload only the content of the “wordpress” folder to the root of your server. Otherwise, if you want it to look like the second one, rename the “wordpress” folder to whatever you want and upload the entire folder to the root of your server (recommended especially if you plan multiple websites or WordPress blogs under the same domain or the same website in multiple languages or want to add a forum to it).

If you decide to go for the second one in the root of your server you will have to add an index.html file which redirects people entering *yourdomain.com* in their browser to *yourdomain.com/NameOfTheFolder/*. [Click here](#) to download an index.html file. Open the file in TextWrangler or Notepad and where it says *NameOfTheFolder/* replace NameOfTheFolder with the name of your folder by maintaining the slashes. Once you edited the file save it and upload it to the root of your server.

If you don't know how to upload the files to your server visit the [FTP applications and Hosting](#) chapter to read the chapter about how an FTP application works.

Visit the website's address to start the installation process. For the example I will rename the folder to “test1” so it will be reachable under `http://wpfaq.org/test1/`

Once you uploaded the WordPress Blog and typed its URL into your browser you will see the following page:

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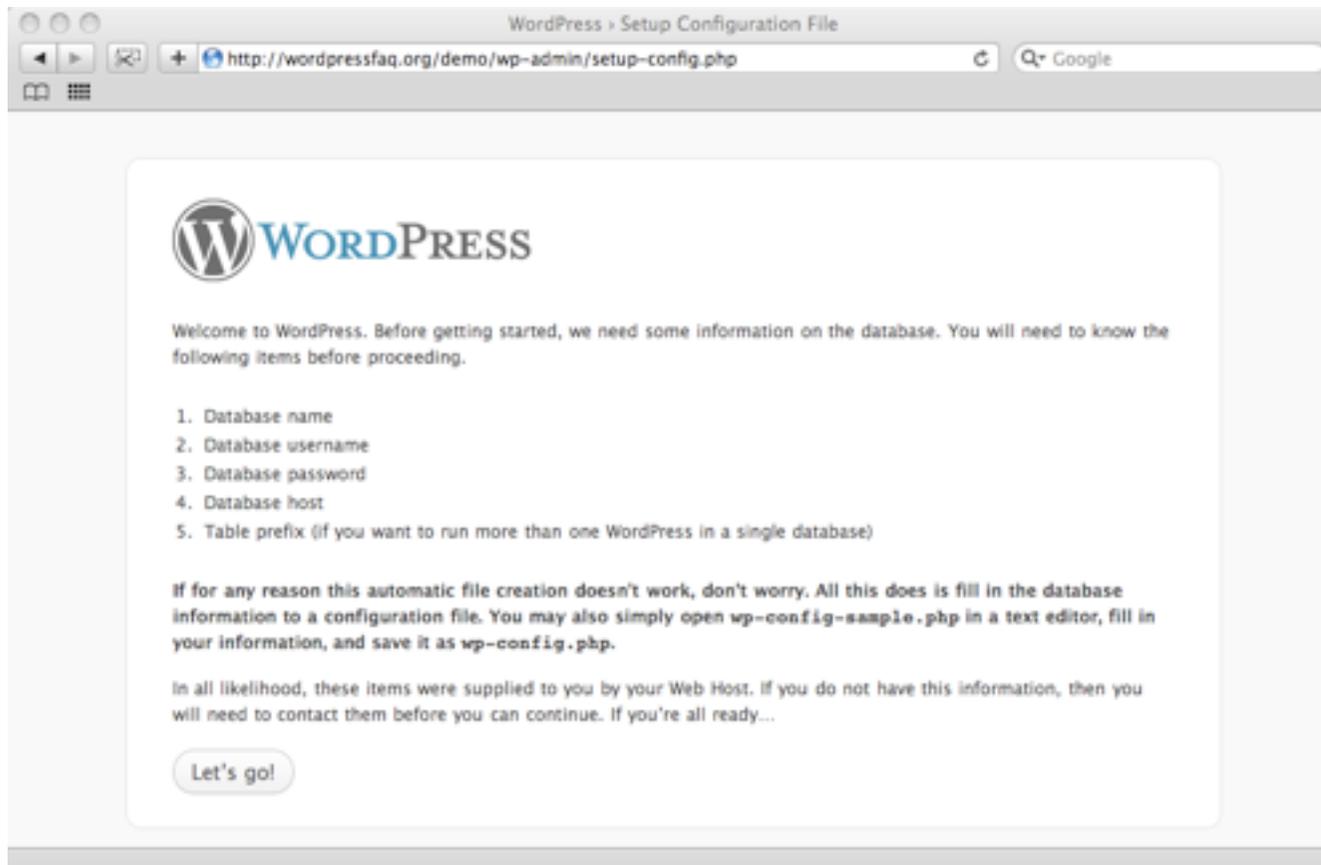
There doesn't seem to be a wp-config.php file. I need this before we can get started.

Need more help? [We got it.](#)

You can create a wp-config.php file through a web interface, but this doesn't work for all server setups. The safest way is to manually create the file.

Create a Configuration File

Hit "Create a Configuration File" and you get forwarded to this window:



where you find a list of things you will need during the installation process. 1.-4. should be provided by your hosting. Look at your hosting's support documentation to know how to find them out. If you use HostExcellence [here](#) I wrote instructions on how to find out this informations. Hit "Let's go!" and enter the required information:

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Below you should enter your database connection details. If you're not sure about these, contact your host.

Database Name	<input type="text" value="wordpress"/>	The name of the database you want to run WP in.
User Name	<input type="text" value="username"/>	Your MySQL username
Password	<input type="text" value="password"/>	...and your MySQL password.
Database Host	<input type="text" value="localhost"/>	You should be able to get this info from your web host, if localhost does not work.
Table Prefix	<input type="text" value="wp_"/>	If you want to run multiple WordPress installations in a single database, change this.

I would recommend you to change the Table Prefix. If you want to have multiple languages I would recommend you to take the short form of the language as the prefix.

Hit Submit and it would be great if you would see the following message:

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All right sparky! You've made it through this part of the installation. WordPress can now communicate with your database. If you are ready, time now to...

Run the install

It means that everything's going fine. If you don't see this message it means that one or more of the things you typed in on the previous page was wrong and you'll have to correct it. Once you see this message Hit Run the install.

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Welcome to the famous five minute WordPress installation process! You may want to browse the [ReadMe documentation](#) at your leisure. Otherwise, just fill in the information below and you'll be on your way to using the most extendable and powerful personal publishing platform in the world.

Information needed

Please provide the following information. Don't worry, you can always change these settings later.

Site Title

Username
Usernames can have only alphanumeric characters, spaces, underscores, hyphens, periods and the @ symbol.

Password, twice
A password will be automatically generated for you if you leave this blank.

Strength indicator

Hint: The password should be at least seven characters long. To make it stronger, use upper and lower case letters, numbers and symbols like ! " ? \$ % ^ &).

Your E-mail
Double-check your email address before continuing.

Privacy Allow my site to appear in search engines like Google and Technorati.

Enter a title for the blog (you can change it later on if you want). Enter a username, a password and your e-mail address (a real one). If you want your blog to appear on search engines such as Google make sure the appropriate box is checked. If you don't want your blog to appear on Google uncheck the box.

Hit Install WordPress. Once WordPress was installed you will be redirected to a page reading "Success!" with your username.

Hit Log In and Login.

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Updating WordPress

When a new version of WordPress is available you will see a message displaying at the top of your administration area.



Hit “Please update now” and you will be redirected to Dashboard, Updates. This is where all updates are made whether it’s a WordPress blog update, a Plugin update or a Theme update.



Before you update your Blog it is recommended to make a backup of it.
Hit “Upgrade automatically” and WordPress will automatically install the new version.

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```
Downloading update from http://wordpress.org/wordpress-2.8.2.zip.  
Unpacking the update.  
Verifying the unpacked files  
Installing the latest version  
Upgrading database  
WordPress upgraded successfully
```

That's it.

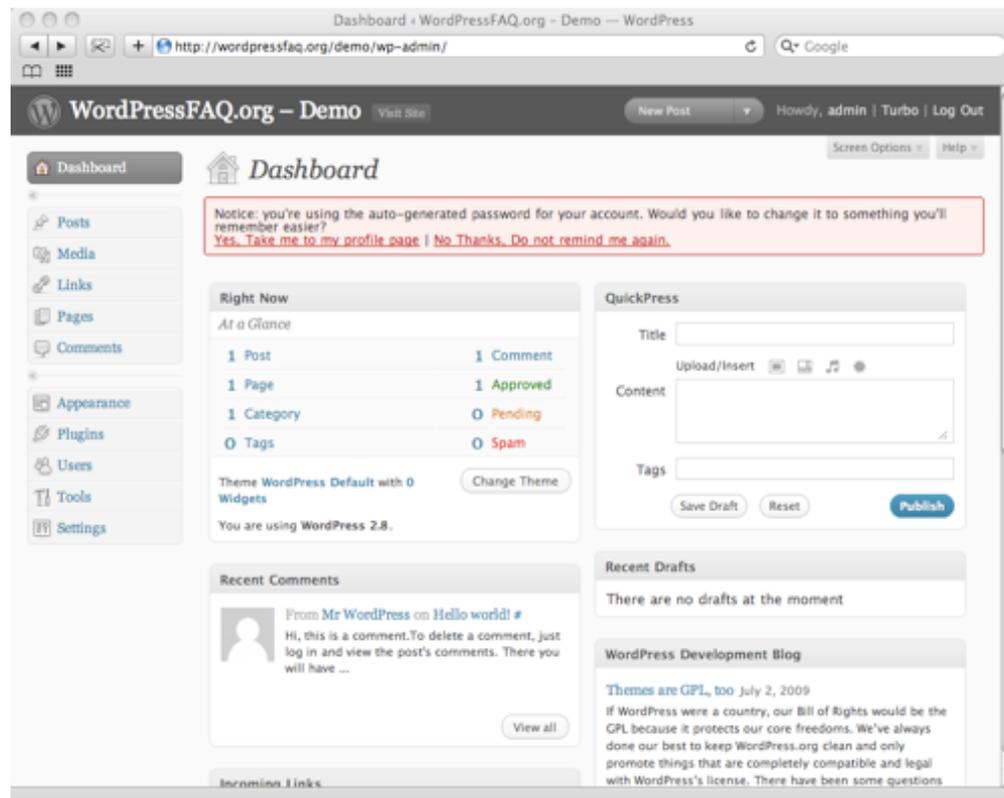
If you want to get notified when a new version is released subscribe to the Newsletter on the WordPress download page [here](#).



4) Setting up WordPress

User profile and user settings

Once you logged in after installing WordPress you will see the Dashboard page:



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On the left side menu go to Users, Your profile. Enter a nickname of your choice, some Biographical Info if you want, type in a new password and hit Update Profile.

I would also recommend you to check the “Disable visual editor when writing” since it easily causes some problems. The result looks much cleaner when working without it and you have to have it disabled for a lot of the tutorials you find on my website and in my E-Book to work as described.



WordPress website settings

Privacy

Under Settings, Privacy you can choose whether you want your Blog to appear on search engines like Google or not.

Date format, Blog title, Blog tag line, ...

User Settings, General you can define a lot of things like the Date format, The Blog title and The tag line.

Defining what the URL should look like

Settings, Permalinks is also really important to me. I usually choose Custom and type

`/%postname%/`

into the field. So the URL of a post on my Blog will look like

`wpfaq.org/demo/TitleOfThePost/`

Since it's not a Daily-Blog I don't mind about the date a certain post was added hence I don't want it to appear in the web address of the post.

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Defining a first page and a blog posts page or remove the blog if you want to use WordPress without a blog

Per default WordPress sets the blog as the landing page. So when people type your domain into the browser they will first see your Blog posts.

If you would like people to see a static page first add a new page to WordPress which will then be the landing page, go to Settings, Reading and under Front page choose the page you would like your visitors to see first.

Since you've chosen to have a static page as the first page of your website you now need to define add a new page for the blog posts. Once you add the page go to Settings, Reading and under Posts page choose the page you want to have the Blog on.

If you don't want to have a Blog on your WordPress created website under Settings, Reading, Posts page choose - Select - and don't use Posts, using only Pages instead.

Always remember to hit Save changes.

Navigation menu settings

Go to Appearance, Menus. Hit Create menu and type a name for the menu. On the left side you see a list of all the pages of your website. There you can choose which pages of your website you want to have displaying in the navigation menu. Just select them and click Add to menu. You can then rearrange the pages by dragging them into the right position. You can also add external links just by typing in a name and the URL.

Once you're happy with your menu hit Save menu. Under Primary Navigation select the menu you created. Save.

Defining the size of the text box to write a post or page and more

Under Settings, Writing, Size of the post box you can define the size of the box in which you type when writing a post or page. I use 30 lines.

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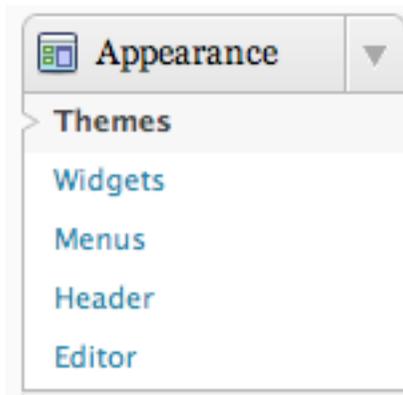


5) Themes

There are plenty of different themes for WordPress and you will certainly find one which fits your needs. Probably it will not fit your needs 100% but 80% further 19% can be achieved by editing the theme if you're good at it. Customizing a WordPress theme is quite easy and discussed in the appropriate chapter.

How to install themes

Would you like to change your blog's design? Nothing easier than that. Simply change its theme. To change the theme go to your administration panel and hit Appearance, Themes



Now you can choose one of the already available Themes and hit "Activate". Otherwise select "Install Themes" from the top. There you will find a search engine for themes. Enter a keyword or select features to search for themes. Once you found what you were looking for hit Install.

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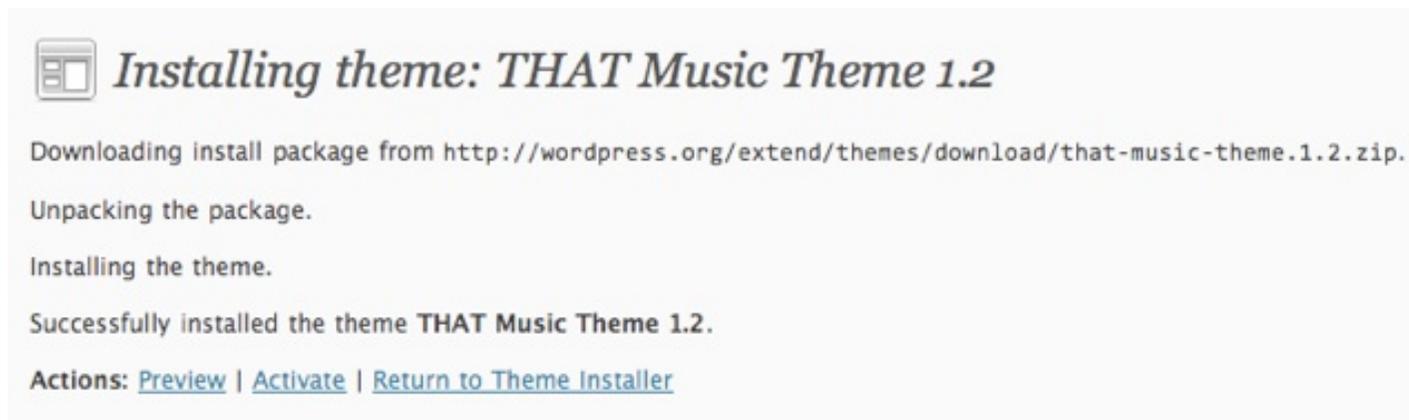


The image shows a preview of the 'THAT Music Theme' for WordPress. It features a dark, textured background with a central window displaying a person playing a blue electric guitar. Below the window, there is a sidebar with text and a main content area with a red header. The text below the image reads: 'THAT Music Theme', '[Install](#) | [Preview](#)', 'Thatagency.com Music Blog Theme', and '[Details](#)'.

You will see a little window appearing surrounded by gray. Scroll down and hit “Install Now”.



The installation process will start and terminate



Once the installation is done successfully you can choose to Activate the theme. Otherwise you can continue searching for other themes or whatever.

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Since not all styles are on the WordPress internal search engine also search Google for WordPress themes. If you find one download it and upload the folder of the theme into your blog's "wp-content", "themes" folder on your server. To activate it go to Appearance, Themes on your admin area.

Beware: some of the themes you find on Google may contain spam or not be safe. The ones you find on the WordPress internal search engine are safe.

How to update a theme

Go to Dashboard, Updates. Under Themes you will see which themes have updates to be downloaded. Select the theme you want to update and hit "Update Themes".

Be careful! If you edited the theme after installing it and update the theme your changes will be overwritten and you will lose all the changes you made. Make a backup of theme you applied changes to before updating it for you to see and re-apply changes or restore it.

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6) Plugins

Plugins are add-ons which extend the capabilities of a basic application (ex. WordPress). They allow you to add features and easily make things with your WordPress which aren't possible or are much more complicated without the plugin. Most of these extensions are developed by users of WordPress. The good thing about WordPress is that there's a plugin for almost anything you may want.

However this can also be a bad thing. There are thousands of plugins and sometimes 20 or 30 plugins to perform the same action. This makes it pretty hard to find a plugin which does what you're looking for or find out which of those 20 or 30 plugins does the best job at what you want to do. Further I sometimes prefer to use code since you're much more flexible in implementing it into your site. Some plugins are really useless or make things harder instead of easier.

How to install plugins

There are basically two ways to install Plugins.

The first way (the easiest) is to:

1. Login to your administration panel
2. Go to Plugins, Add New
3. In the searchbox type a keyword of what you want to do (ex. Columns) and hit "Search plugins"
4. Choose a plugin and on the right side you see "Install", click it
5. A window will popup with informations. There hit "Install Now"
6. To activate the plugin hit "Activate plugin"

The other way is:

1. Search for a Plugin on the web
2. Download it and uncompress the .zip file
3. Upload the resulting file or folder to the YourWordPress/wp-content/plugins/ folder.

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How to use plugins

Most plugins have tags to call certain functions.

Raw HTML for example has `<!--start_raw--><!--end_raw-->` and you need to post the codes between them and then they work. Which tags you need to use is usually described on the plugin's official page.

Other plugins add a page to your admin panel.

For example Add post footer adds a page under "Settings" called "Post footer" and there you need to set all the preferences you want.

Other plugins add pages under "Appearance" or "Tools".

Other plugins work in other ways. Check the plugin's official page to know how they work.

How to update a plugin

When a new version of a plugin you're using is available a red dot with a number in it will show up near "Plugins" in your administration area. Go to Dashboard, Updates, under Plugins check the "Select all" box and hit "Update Plugins" to automatically update all the plugins.

You're done.

Plugin sources

From your Dashboard go to Plugins, Add New and use the search box or visit <http://wordpress.org/extend/plugins/>

However not all the plugins appear there so it's a good idea to search Google for a plugin to do what you want to do. Beware: some of the plugins you find on Google may contain spam or not be safe. The ones you find on the WordPress internal search engine are safe.

Must have plugins and how to use them (Read me!)

There are a few plugins that everyone using WordPress must have since they are needed to achieve basic things or are simply fantastic. So here's a list of Plugins I found to be extremely helpful.

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Raw HTML (By Janis Elsts)

I think this is the most needed plugin ever!

This plugin allows you to post any HTML or other code into your WordPress pages or posts. Post all HTML and other codes you want to add to your posts or pages between `<!--start_raw--><!--end_raw-->` tags. Hence:

```
<!--start_raw-->Enter your HTML Code here<!--end_raw-->
```

and you're done. That's really important because if you don't use the Raw HTML plugin codes may or may not work.

Note: This plugin also requires you to have the "Visual editor" disabled on your Profile page which is causing troubles anyway.

AddToAny (By AddToAny)

Social networks are nowadays an important source of potential visitors the [AddToAny plugin](#) is really important for your visitors to be able to easily share your website with their friends, bookmark it and more.

Once you installed and activated the plugin it will automatically add a button at the bottom of each of your posts and pages for people to share it.

The plugin adds a page under "Settings" called "Share/Save Buttons" where you can set what the button should look like, where to display it and where not,

Akismet (By Automattic)

Akismet is a must to avoid a lot of spam comments. Akismet comes pre-installed with WordPress.

Once you logged in to your Dashboard go to Plugins, Akismet and hit Activate. You will then see the following message:

Akismet is almost ready. You must [enter your Akismet API key](#) for it to work.

Click on "enter your Akismet API key".

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To get the key I registered a blog on WordPress.com, went to Users, Personal Settings, “Your WordPress.com API key is:” You can also get it [here](#). There’s a “use Akismet for free” link at the bottom of the page for personal sites.

Enter your key and hit “Update options”.

Note that Akismet per default doesn't delete spam comments. It just takes comments it thinks are spam and puts them in the spam folder removing them from your moderation queue. You then may have a quick look at them and hit "Empty Spam" at the bottom at the bottom of the window.

To ensure to get the best out of Akismet always make sure that your WordPress installation is updated to the latest version and that the plugin itself is also updated to the latest version.

WP-reCAPTCHA (By Jorge Peña)

WP-reCAPTCHA is another great plugin to avoid spam. Best would be to have them both Akismet and WP-reCAPTCHA. Even with both installed some comments will find their way to your Dashboard waiting for approval but the number is much much smaller than it would be without these plugins. However I find myself more and more annoyed by Captcha tasks which are quite hard to solve for humans too. So personally I would try without this plugin first. If you get a lot of spam in your moderation queue just having Akismet then also install WP-reCAPTCHA. This plugin may also be used if you don't want to get too many comments since I think a lot of people don't take the hassle to solve the captcha.

Add WP-reCaptcha to your Plugins and Activate it. Click on “enter your reCaptcha API Key”.

To get the key visit [this site](#) and login with your Google Account (or create one). Enter your domain and check the “Enable this key on all domains (global key)” box for you to use the key for all your blogs or websites. Hit “Create Key”. Copy the Public Key and the Private Key. If you have multiple websites add them under “My Sites”. Paste the keys in the appropriate fields for the plugin to work.

“Enable re-Captcha for comments” and hit Update Options.

Add Post Footer (By freetime)

Instructions about this plugin are found in [this chapter](#).

WP eStore

The [WP eStore plugin](#) allows you to sell digital and non-digital contents on your WordPress site. You will find more informations about this plugin and how it works on my [How can I build an online store in WordPress?](#)

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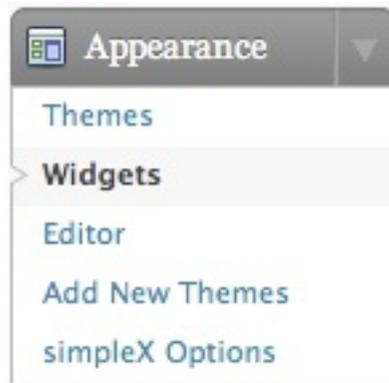


7) Widgets

Widgets are kind of small applications doing easy stuff like: display Categories, Recent posts, Archives, and much more. On WordPress they appear in the sidebar.

How do I manage them?

Login to your dashboard, go to Appearance and choose Widgets.



Here you can define what you would like to show up on your Blog's sidebar. It all works by drag&drop. Take the widget you want to have displaying and drop it into the Sidebar displaying on the right side of the window. You can also change the order they are displaying by simply dragging a widget upwards or downwards.

Select a widget in sidebar for the settings of the widget.

The "Text" widget allows you to write everything you want on your sidebar and post any HTML code you want. It is really useful!

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8) How to use WordPress (READ ME!)

First we will look at how posts work, the text-formatting and a few more things which might be of interest.

How to login

To login to manage your website visit your blog's URL and add /wp-admin/

If a blog is reached under
<http://yourdomain.com/site/>
you can login under
<http://yourdomain.com/site/wp-admin/>

Posts

To add a new post on your WordPress blog login to your admin area.

On the left side choose Posts  and choose "Add new"



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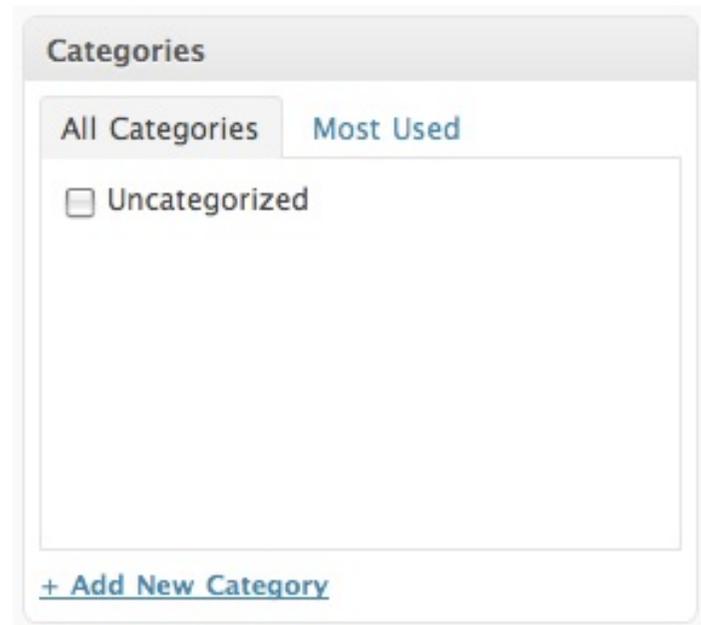
Enter a title for the post and write the text-content.



Once you're done hit Publish

Categories and Tags

To organize your posts on WordPress you can divide them into Categories (or groups) and Sub-Categories. To do that have a look at this fields



To add a new Category hit "Add New Category" and enter the name of it and hit add

+ [Add New Category](#)

Music

Parent category

Add

You will now see that the Category appears on the list

Categories

All Categories **Most Used**

Music

Uncategorized

To add a Sub-Category choose again “Add New Category” and under Parent category choose the main category of the new one. In the example here Rock will be a sub-category of Music.

+ [Add New Category](#)

Rock

Music

Add

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Hit add and you will see the sub-category appearing in the list



Another way to organize the posts is by using Tags. Tags are short keywords which tell the visitors and search engines what the post is about. Separate keywords with commas such as “The Beatles, Yellow Submarine, Youth, ‘60s” and hit “Add”



How to set which part of the post or what shows up on the main blog page *

Per default on most of the themes when viewing the main blog page with all the blog entries the entire post shows up. If on your blog page you only want to have part of a post showing up and then a link which says “Read more...” leading to the post simply add the following line of code at the end of the part you want to show up on the blog page...

```
<!--more Read more... -->
```

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Instead of *Read more...* type whatever text you want to show up as a link. It's important to have a space after the text you want to show up as a link. When clicking on the link people will be taken to the part of the post where you added the above code to to go on reading. If you want them to be taken to the top of the post add the following code at the very end of the functions.php under Appearance, Editor

```
function remove_more_jump_link($link) {
    $offset = strpos($link, '#more-');
    if ($offset) {
        $end = strpos($link, '', $offset);
    }
    if ($end) {
        $link = substr_replace($link, "", $offset, $end-$offset);
    }
    return $link;
}
add_filter('the_content_more_link', 'remove_more_jump_link');
```

Source: [Codex](#)

With the previously mentioned method on the main blog page the post is displayed up until the <!--more *Read more...* --> but what if you wanted to have something completely different showing up on the main blog page and not what you have on your post?

In that case add the following code right before the closing </head> tag in the header.php file under Appearance, Editor

```
<?php if (is_single()) { ?>
<style type="text/css">
div.excerpt {display:none;}
</style>
<?php } ?>
```

and at the top of the post add

```
<div class="excerpt">Content of the div</div>
<!--more Read more... -->
```

whatever you add as the content of the div (text, images, ...) will display on the main blog page but not on the post itself. As an example you could add an image aligned to the left and on the right add a sentence or more sentences summing up the post.

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Pages

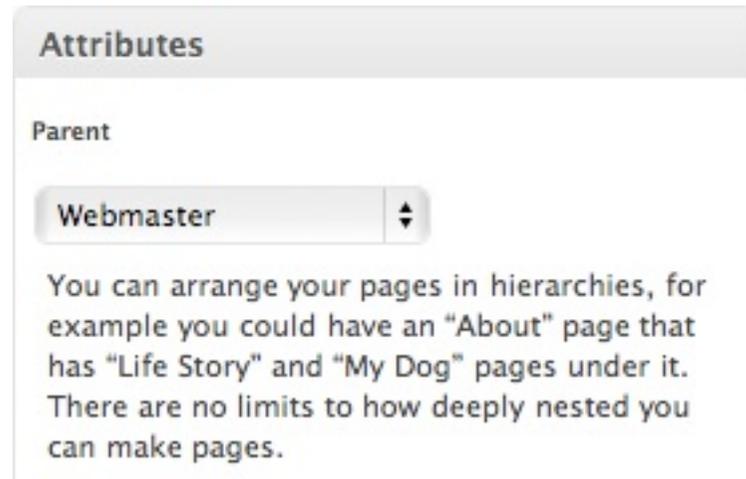
To add a page go to your site administration area hit page and Add new



Choose a title for it which will display in the menu and write the content. Again you can use headings for sub-titles as in posts.

Sub-Pages

In WordPress you can add Sub-Pages to the Main-Pages. Depending on the theme you're using these sub-pages will display in the menu only when people are on the main main page which goes with it. To achieve this go to the page's Attributes section and choose a Parent page, main page for the new one. In the example I've set Webmaster as the parent page. The new page will display in the menu only when people visit the Webmaster page.



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Pages' order

Under Appearance, Menus you can build your own menu.

Under Pages choose the pages you want to have displaying in the menu then hit Add to Menu

Under Custom Links you can enter a name and a URL to link pages from other websites or blog installations right in the menu.

Once you add the pages and custom links you will see them appearing on your right hand side. Just drag&drop them into the order you want them to display in the menu and don't forget to enter a name for the menu. Then hit Save Menu.

Under Primary Navigation now select your custom menu and hit Save.

Writing and publishing

Titles/Headings

On a post you can add several subtitles and several levels of subtitles. To do this use the preset heading styles. This allows you to have them looking the same throughout your blog. To apply a heading style to a title you need to add the title between heading tags

<h1>Your title</h1> for level 1

<h2>Your title</h2> for level 2

<h3>Your title</h3> for level 3

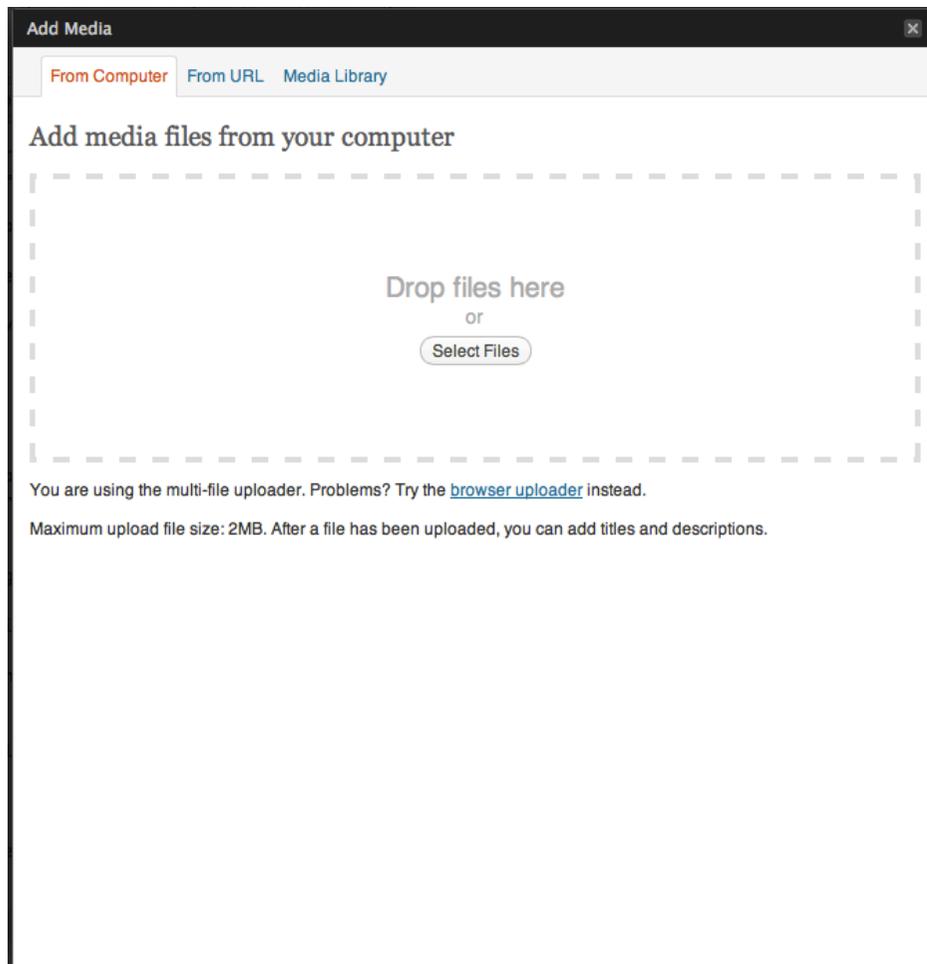
and so on. How many levels there are and what they look like depends on the theme you're using. We will see how you can change the look of the headings when we will talk about customizing the themes towards the end of the book.

Adding Media content to your pages or posts

Adding Media content to your pages or posts is very easy.

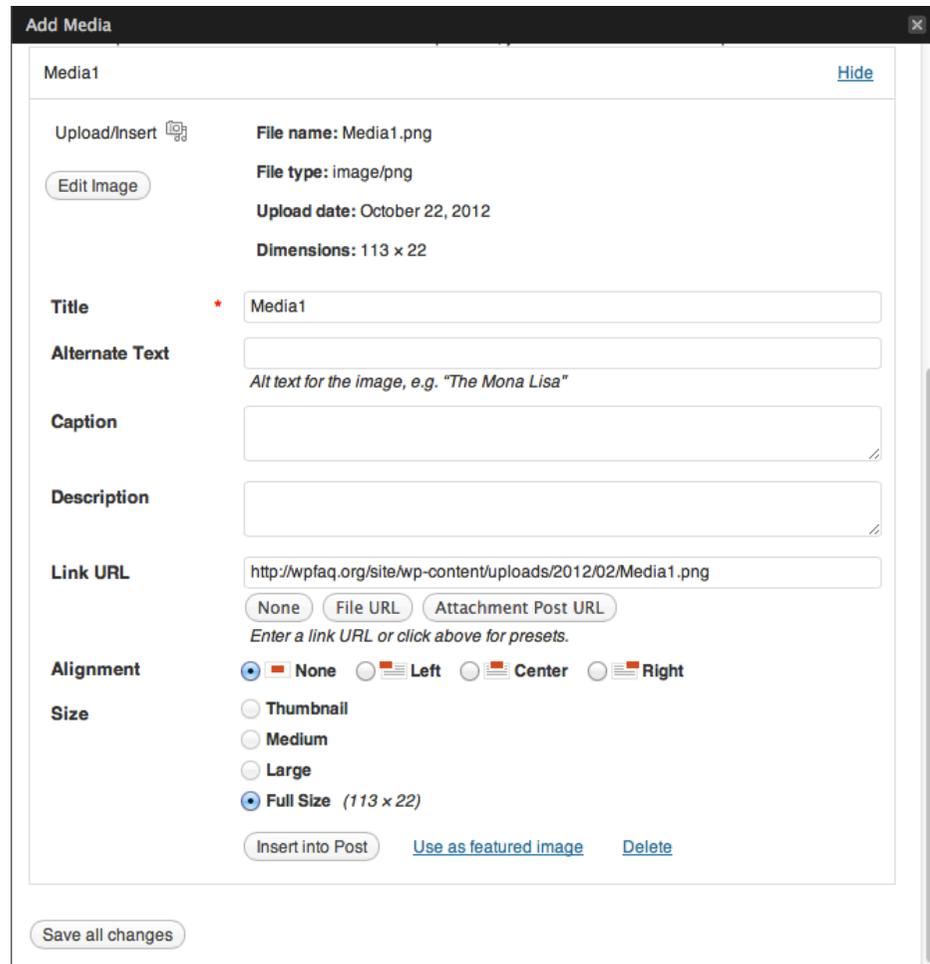
- 1) When typing the content of the page or post at the top you see  .
- 2) Click on the icon and a window will pop up where you can select a file to upload

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3) Once you uploaded the image (or anything else) you will be able to define Title (this also displays when people put their mouse pointer over the image), Alt-Tag (since search engines can't look at the pictures like humans do in Alt-Tag you should tell them what they would see on it if they were humans), Alignment, Size.

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4) Click Insert Into Post to add the image into your page or post.

5) Unfortunately WordPress has this ugly behaviour that when adding an image to a page or post it adds them as links

```
<a href="http://wpfaq.org/site/wp-content/uploads/2012/02/Media3.png"></a>
```

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I may recommend you to delete the link part and leave only the image part

```

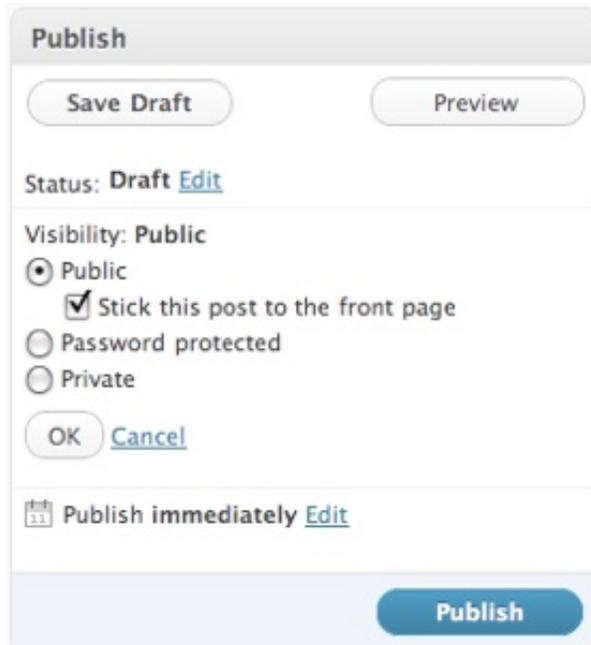
```

6) For what concerns adding Music/Audio or adding Movies/Videos I recommend you to read the appropriate FAQs of this website.

Adding HTML Codes to your pages or posts

A lot of the tutorials on <http://wpfaq.org> and in the [WPFAQ.org E-Book](#) require you to add HTML Codes and other codes to your pages or posts. How this is done is described [here](#). This is a **MUST READ!**

Sticky, Password protected, Private



Publish

Save Draft Preview

Status: Draft [Edit](#)

Visibility: Public

Public

Stick this post to the front page

Password protected

Private

OK [Cancel](#)

 Publish immediately [Edit](#)

Publish

You can make a post to be a Sticky. Sticky means that this post will stay at the top of the front page. Even if you add more posts afterwards the post will still be at the top and the newer posts will follow after it. This is used for special or important announcements.

To do this go to the section called “Publish”, under “Visibility” hit “Edit” and choose “Stick this post to the front of the page”.

You can also password protect it or make it private so only you see it when you’re logged in.

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Publish with time delay

If you want to write multiple posts at a time and have them being published one after the other maybe also while you're on vacation and don't have access to a computer then you can set a publishing time delay.

Per default posts are published immediately but if you hit "Edit" you can set a date and time for the post to be published. Once you entered the date and time hit "Ok" and "Publish".

Edit/Delete a post

Once you're logged in to your blog you will find an "Edit" button on each of your posts in case you want to edit it. Otherwise go to your admin area and hit "Posts", "Edit" and you will see a list of your posts. When you select the post of interest you will see some links appearing "Edit, Quick Edit, Delete, View".

Adding users and defining permissions

If you want people to contribute to your blog you can either have them registering themselves or register the users yourself.

To have people registering themselves go to Settings, General and under "Membership" check the Anyone can register box. Under "New User Default Role" you can then choose what permissions these users will have. This will probably get you a lot of spam and nonsense. I personally would avoid that.

To register users yourself (friends, family members, co-workers, ...) go to Users, Add New. Enter a username, a password and an e-mail address. Choose whether you want to send the password by e-mail to the new member or not. Finally choose a role for the member and hit "Add User".

What do the different roles allow people to do?

Subscribers: read, comment, receive newsletters (since you will have their e-mail addresses), ...

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Contributors: write posts, edit only his own posts but not publish them (eg. you will have to approve his or her posts)

Author: write posts, edit only his own posts and also publish them

Editor: write posts, edit all posts (not only his own posts) and also publish them, he can also moderate comments

Administrator: has access to all the administration features as well

More general tips

I would recommend you to have an extra WordPress blog for testing purposes installed on your server. This way you can try out the stuff without affecting your website's visitors experience and just move it to your main WordPress installation when everything works as it is supposed to.

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Section 1: Introductory chapters

Chapters in this section:

- Basic web knowledge base
- Basic HTML Codes knowledge base
- What is a div and what can it be used for?
- How to add HTML and other code to your WordPress website
- Known issues and general troubleshoot
- Hosting and FTP applications
- Multiple websites and multiple blogs
- How to upload files

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Basic web knowledge base *

What do I need to build and have a website?

To build a website you need four things:

1. You need an application to build the website and manage its content (example: [WordPress](#), any full text editor like [TextWrangler](#) for Mac or [Notepad](#) for Windows...)
2. You need a [hosting account](#)
3. You need a domain name
4. You need an [FTP application](#)

Here you will find what these and other words mean...

What is a URL?

URL stands for Uniform Resource Locator, in other words it's the web address under which you can access files on the web and usually looks like this: <http://yourdomain.com/sitename/pagename.html> (the <http://> at the beginning is really important and has to be added!)

What is a domain?

A domain is actually a name like www.yourdomain.com. Can you buy a domain? It's more like you rent a domain and renting the domain gives you the rights for the name and for using it during the time you rent it. You usually pay a yearly fee for it.

What is a registrar?

A registrar is a company which is selling (more giving for rent) domains.

What is a server?

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In poor words. It's a computer on which you can store some informations. What makes it different from your computer at home is that it is online 24h/day 365days/year and people can get access to the files stored on the server by connecting to it with a browser or an FTP application.

What is a hosting?

A hosting company is a company owning servers and giving away some space on the server so that people can store their files on them and access them whenever they want. Do you buy some space on the server? It's more like renting some space. You pay a monthly fee for using the space. Like you rent a house or a flat. Note: Most hosting companies also offer you to buy a domain through their services. If you don't have a hosting yet you may want to have a look at [this page](#).

What is an FTP application?

FTP stands for File Transfer Protocol. It's an application built to connect to a server which allows you to upload files to the server, download files from the server, delete files on the server all from your computer at home. Also see [How an FTP application works](#).

What is a Browser?

A browser is an application which retrieves files stored on a server and displays it's content to you on your computer. Example: Safari, Firefox, Internet Explorer.

Example of FTP, Server, Hosting, Domain, Registrar, Browser

I rented some space on a Server from a Hosting ([HostExcellence](#)) who own the Servers. Then I bought a domain name [www.wpfaq.org](#) from a registrar (through my hosting). With an FTP application ([Cyberduck](#)) I uploaded the files of my website to the Server. Now when you open your Browser (eg. Safari, Firefox) and enter the web address (domain) wpfaq.org you can see my website.

What is the root of a server/website? How do I upload a file which is not added directly to iWeb? What will its URL be? (images, .mp3 files, flash files, .html files, .zip files or any other file...) (READ ME!)

What is the root of a server/website?

The root of a website, as it is used on this website, is the main location or directory of your website. Each hosting handles this a bit differently. So there's no way for me to write general instructions on how to find it. Best is you try it out.

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To try it take a picture and name it picture.jpg then upload it to your server. By entering `http://yourdomain.com/picture.jpg` into your browser the picture should appear. If it doesn't you didn't upload it to the root. If it does appear, you found the root. If you already uploaded a website then the root is where the main index.html or index.php file is.

How do I upload a file?

To upload a file to your server you need an FTP application like [Cyberduck](#) to connect to your server. Please have a look at [this chapter](#) to know how to use an FTP application.

Important note: When you upload a file replace spaces with underscores _ (eg. "happy new year.jpg" gets "happy_new_year.jpg") this makes it much easier to find out the file's URL. Spaces in filenames cause quite some troubles on the web. Also avoid special characters like ä, ö, è, ... and any punctuation in the filenames. Replace special characters with normal characters (like à with a).

What will the URL of the file be?

As we've previously seen if you have an image named picture.jpg and you uploaded it to the root of your server the image will display if you enter `http://www.yourdomain.com/picture.jpg` in your browser. If it doesn't display you didn't upload it to the root.

From time to time you have to upload a file or a folder to your server (perhaps a slideshow you made, flash content files, pictures, music, ...). For these files I think it's best to make a folder called media, put all the files which don't go directly into the application you're using to build the site into this folder and upload the media folder to the root of your website. The web address (or URL) of this folder will be

`http://yourdomain.com/media/`

and if you put a file into it, let's call it filename.extension, its URL will be

`http://yourdomain.com/media/filename.extension`

Having a media folder helps you to keep things organized and makes it easy to determine the URL of a file you want to upload.

Absolute paths and relative paths (or links)

Instead of using the full URL to a file as seen in the previous subchapter `http://yourdomain.com/media/filename.extension` you could also use an absolute path or a relative path.

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Absolute paths (or links)

All the codes you find in my E-Book were written or adapted to work once you uploaded the files to the server. Instead of using the entire URL `http://yourdomain.com/FolderName/picture.jpg` in the codes you will often find that the addresses to files are specified like this:

```
/FolderName/picture.jpg
```

hence without `http://yourdomain.com` in front of it. When it starts with a slash "/" like in the example above this is called an absolute path. This indicates the position of a file on a server starting from the domain `http://yourdomain.com`, which, as we've seen earlier, points to the root of your server. So basically you just type in what comes after your domain `http://yourdomain.com` without typing in `http://yourdomain.com` just starting with / so for a picture you uploaded to the root instead of writing `http://yourdomain.com/picture.jpg` you just write `/picture.jpg`

The good thing about using `/FolderName/picture.jpg` instead of `http://yourdomain.com/FolderName/picture.jpg` is that the first one is universally applicable. No matter what your domain is the `picture.jpg` file will be searched in the folder `FolderName` which is uploaded to the root of your server. This allows you to use the code I provide you without you needing to edit the code first or with less need to edit it.

If you want to use absolute paths in local if you're on a Mac drop the files and folders you would otherwise have to upload to the root of your server into Macintosh HD for them to work. Macintosh HD is the root on your computer which equals the root on your server. You may also want to publish your site to Macintosh HD but actually it makes no difference where you publish the site to. It's just to have everything in the same location.

As a last note on absolute paths it may be helpful to keep in mind that they are built "forward" or in a "top down" process. They start from the most top (the root `http://yourdomain.com`) and you just type in what comes after the root after the initial slash (/).

Relative paths (or links)

I never use relative paths however you may find them elsewhere on the web so here I will try to explain the difference between absolute paths and relative paths and how to use relative paths in case you would ever want to do that (I wouldn't since to me it's more complicated). If absolute paths are built forward in a top down process relative paths are built backwards in a bottom up process.

If you have a page under `http://yourdomain.com/sitename/pagename.html` while building a relative paths the question to answer is where do I go from here? If the file you're wanting to refer to is in the sitename folder too let's take again `picture.jpg` then all you have to do is type in `picture.jpg` like `` easy. If the file isn't in the sitename folder but in the root then you have to go a step backward first (or a step bottom up) which is done by adding `../` which equals a step backward ``

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What if I have a page published under `http://yourdomain.com/site/page.html` and a picture published in a folder called "media" which is uploaded to the root? Then you would have to go back to the root level and add to search in the "media" folder like this:

```

```

Again I wouldn't recommend you to use relative paths. To me absolute paths are easier. If you have a code using relative paths you may want to convert the relative paths into absolute paths.

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Basic HTML Codes knowledge base *

Using WordPress you will certainly find yourself working with HTML codes. Especially following some of the tutorials in this E-Book which are a little more advanced but don't be scared! Here I will discuss some basics about HTML and tell you where to find certain informations when needed.

Before we start I think it is important for you to know that when you open a certain tag you also have to close it. A tag is a metadata (data about data) used to describe an element. For example a `<div>` is closed with `</div>`, `` with ``, `<iframe>` with `</iframe>`, ... this is true for most codes but not for some other few codes like `` and `
` (you will read what these codes are used for further on).

Let's have a look at some HTML elements and how to use them. If something's not explained now it will certainly be explained further on.

Main elements and CSS styling basics

`<div>My content</div>` is a container

`<p>My content</p>` is used to define a paragraph

`My content` is mostly used to define a particular style for a few words within a sentence

each of these elements can have an id and a class (can have doesn't mean they have to) for example:

```
<div id="container" class="myclass1">My content</div>
```

The difference between an id and a class is that an id is specific for a single element whereas a class may apply to multiple elements at the same time on the same page.

To define the appearance of an element you can either put a style within the element like

```
<div style="font-family: Arial; font-size:12px; color:#000000;">My content</div>
```

or use an id and style like this:

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```
<style type="text/css">
#container {
font-family: Arial;
font-size: 12px;
color: #000000;
}
</style>
```

```
<div id="container">My content</div>
```

The class works exactly the same but instead of # before the label/name you type a . (dot) like this:

```
<style type="text/css">
.container {
font-family: Arial;
font-size: 12px;
color: #000000;
}
</style>
```

```
<div class="container">My content</div>
```

More about stylings

We've seen how styling works. We've seen that we can either use id, class or put the style right into the element. Of course we can also put some of the specifications in the class, some in the id and in the style. Now let's see what we can control and how.

Color-codes and designations

There are various ways to define colors on the web. The most used one is a # followed by a 6 character alpha-numeric code. #000000 stays for black, #ffffff for white, ... Codes for other colors can be found here http://www.w3schools.com/html/html_colors.asp or <http://www.computerhope.com/htmcolor.htm>

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Or in iWeb itself open the "Colors" window and select "Color Palettes" (third one from left). In the "Palette" drop-down menu select "Web Safe Colors". Scroll & find the desired color. Near the color you will find a 6 character alpha-numeric code for that color (example: white equals FFFFFFFF). That's the code you need. Remember to put # in front of it (if you want white you would have to put #FFFFFFF in the code).

Otherwise colors are sometimes also defined by just typing in their names like "black", "white", ..., "transparent" may also work sometimes.

Another way is using RGB Decimal designations like (204, 204, 204) for light-gray. In that case refer to <http://html-color-codes.com/rgb.html>

Width and height

width:300px; of course defines the width
height:180px; of course defines the height

These can also be applied to a <div>

Stylings for fonts and text formatting

font-family: Arial, Sans; defines the font, have a look at http://www.fonttester.com/font_test.html for the possibilities. Instead of Sans you may also use Sans-Serif depending on whether you prefer with or without serif.

font-size: 13px; defines the size of the text. The higher the number the bigger the size of the displaying text. You can also replace px with pt.

line-height: 30px; can be used if you want to increase the spacing between the lines.

font-weight: bold; or none

font-style: italic; or none

text-decoration: underline; of course causes the text to be underlined. You can also choose overline or line-through or combine overline and underline as text-decoration:overline underline;

color: #000000; is used to define the color of the text by changing the color designation as explained in the previous subchapter

text-align: justify; defines the alignment of the text in the element. In the justify case the text takes the width of the element if possible, left aligned to the left, right aligned to the right, center centered.

These can either be applied to a <div>, <p> or as previously seen. However text-align will not work in .

For bold or italic within a text you may also use Your text (bold) or Your text no need to put up a each time. To center something on a page you may also use <center></center> instead of using a div with text-align set to center.

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Stylings for backgrounds

background-color:#ffffff; To change the background color, change the color designation as of Color-codes and designations
background-image:url('URL to your image'); If you want to use an image as a background paste the URL replacing the URL to your image in the code. To know how to upload an image and find out its URL read [How to upload files](#).
background-repeat:repeat; when using an image as the background you also have to specify whether you want to the image to repeat in this case horizontally and vertically or repeat-x if you want it to repeat only horizontally, repeat-y if you want it to repeat only vertically or no-repeat if you don't want it to repeat at all.

If you want to have a background being transparent use
background-color: transparent;
however note that this may not always work. Just try to see whether it works or not.

Note that this styling can also be applied to a particular <div>, <p> or as previously seen.

Stylings for borders

Stylings for borders can be applied to images, image-links, <div>, iFrames, ...
All you have to do is add the following code to the styling:

```
border:0px solid #ffcc00;
```

Where the 0px defines the width of the border, solid defines the style of the border, have a look at this page: http://www.w3schools.com/css/tryit.asp?filename=trycss_border-style for more and last but not least #ffcc00 defines the color. Example for images:

```

```

Stylings for links

```
<style type="text/css">  
a:link {color:#0000FF;text-decoration:underline;}  
a:visited {color:#0000FF;text-decoration:underline;}  
a:hover {color:#0000FF;text-decoration:none;}  
a:active {color:#000000;font-weight:bold;text-decoration:none;}  
</style>
```

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First is for unvisited links, second visited links, third when pointing the mouse over it, fourth for the current page.

What if I want to define a particular setting which applies only to some links?

In that case you can use a class as we've seen before...

```
<style type="text/css">
a.mylink:link {color:#0000FF;text-decoration:underline;}
a.mylink:visited {color:#0000FF;text-decoration:underline;}
a.mylink:hover {color:#0000FF;text-decoration:none;}
a.mylink:active {color:#000000;font-weight:bold;text-decoration:none;}
</style>
```

```
<a href="http://yourdomain.com" target="_top" class="mylink">Link text</a>
```

More about codes

Links

Link code:

```
<a href="URL of the page to open" title="Title of the link" target="_top">Link text</a>
```

In some codes you have to use apostrophes/single quotes ' instead of quotes " when adding a link code. Hence use:

```
<a href='URL of the page to open' title="Title of the link" target='_top'>Link text</a>
```

URL of the page to open is the web address where you want the link to point to

Title of the link is what displays when pointing the mouse over the link

target="_top" means that the page will be opened in the same window, replace _top with _blank for the link to open in a new window

Link text stays for the text displaying as a link.

Images and image-links

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Code to add an image:

```

```

where URLofTheImage has to be replaced with the URL of the image.

Replace What the image is about with a few words to say what the image depicts. This is especially helpful because search engines can't look at the image to see what's on it so you have to tell them.

I added the style into the image code because that's the way I like it to be but of course if you have various images you want to have the same size you can also use a class as we've seen in Chapter 1.

If you want to have an image linking to a page just combine the code for links with the code for images and replace Link text with the code for images. So you get:

```
<a href="URL of the page to open" title="Title of the link" target="_top"></a>
```

I added border: 0px; to prevent the image-link from being surrounded by an ugly blue border in some browsers like Firefox or Internet Explorer.

iFrames

An iFrame is used to embed a page into another page. Not good for search engines since they don't see the content of the iFrame as part of the page you add the iFrame to.

```
<iframe src="http://iwebfaq.org/site/iWeb_iframe_2.html" style="width: 350px; height: 200px;" scrolling="auto"></iframe>
```

You can add a border if you want to. Setting scrolling to auto results in scrollbars being shown where needed, setting it to no results in no scrollbars, yes results in scrollbars always being shown.

***Line breaks

 forces a line-break in your document. In other words the text you type after typing
 will start on a new line.

Typing "Now I do understand some HTML coding
because I read this chapter" will display as

```
"Now I do understand some HTML coding  
because I read this chapter"
```

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thanks to the `
` tag even if it's written on the same line. You can repeat the tag to create empty lines (`

`). You can also use them between two images to display them one above the other, between videos and wherever you want.

Special-characters and punctuation in codes

When typing in some text content in a code letters like ä, é, ü, è, and other special characters like punctuation !, ?, :, ', and so on usually need to be typed in as their html codes to display correctly.

This is especially true for single quotes/apostrophes ' and quotes " since just typing them in could cause some intermingling issues with the code itself and cause it to not work properly.

A list of these codes is found at http://www.w3schools.com/tags/ref_entities.asp

Also some codes do not allow you to use tab/return key since it breaks the code and it won't work anymore. In general you have to use the `
` tag to have text or other content starting on a new line when using codes.

Multiple spaces

For multiple empty spaces add series of

```
&#160;&nbsp;
```

which equals two spaces.

Positioning, restraining, adding captions to images or else and more...

Basically an object appears where you add its code. Using HTML Snippets the code appears where you place the HTML Snippet. Using Alternative the position is usually taken from where you put the TextBox with the code to be replaced by MassReplacelt.

Working with HTML it's sometimes good to know how to define the position of a div which is done with the following code:

```
<div style="position:relative; top:280px; left:20px; z-index:1;">  
Your content  
</div>
```

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This way the content of the div will display at 280px from the top of the div containing it and at 20px from the left of div containing it. When people scroll the page the div scrolls too.

Instead of position:relative one could also write position:absolute in that case the div will display at 280px from the top of the window and at 20px from the left of the window. It doesn't move when resizing the window which causes overlapping.

The z-index parameter is used to define what displays in front of what. Increase the number to bring it forward, decrease it move it back.

To create some free space around an object you may use the margin parameter like in this example:

```
<div style="margin: 0px 0px 0px 0px;">  
Your content  
</div>
```

First parameter is for the room between "the top" of the object and whatever is above it, second "on the right", third "at the bottom" and the latter "on the left". This may also be applied to images to create a border around it.

To restrain content you may enclose it in a div with a defined width.

Adding captions to images or else

```
<div style="width:300px; height:400px; text-align:center;">  
<br>  
<span style="font-family: Arial; font-size: 10px; font-weight: none; color:#000000;">  
This is my caption  
</span></div>
```

As you see there's a div to create the needed room for the image and the caption. The image and the caption are centered in the div by the text-align:center there's the image code to add the image and define its size and there's a span to define styling for the caption's text. If you don't want the caption to be centered you can add a text-align here right or left. The is used for the caption to display under the image.

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Also have a look at:

- [Columns](#)
- [Wrap text around objects](#)
- [Floating menu \(or float anything else\)](#)

Rounded corners in HTML

This was used on [this page](#) to make the boxes with rounded corners for the text.

The basic code is found on the right-hand side of this page and is pretty easy. There's a CSS styling part and then the <div> with the appropriate class.

In the styling part there's the background color, the width of the box (height will be automatically defined by the content), there's the margin parameter to position the box, padding defines the space between the border of the box and its content, then follows the radius which is actually responsible for the rounded corners effect.

For good instructions on how the rounded corner effect works I may recommend you to have a look at [this page](#).

[Here](#) you find a basic rounded corner generator which allows you to set the options then copy the CSS code and paste it between the style parameters.

```
<style type="text/css">
.rounded1 {
background-color: #ffffff;
width:480px;
margin: 0px 0px 0px 0px;
padding:5px;
border-radius: 20px;
-moz-border-radius: 20px;
}
</style>
<div class="rounded1">
The content
</div>
```

What you have to pay attention to when working with codes

```
 or something which breaks it or because a div which was opened wasn't closed </div> or similar. To find what is wrong it is sometimes easier and faster to rebuild from scratch.

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Also read the "Special characters and punctuation in codes" chapter.



## Combining codes

At times you may want to combine different tutorials and different codes you find in this E-Book to build one thing. This can usually be done with no problem at all. To make the process of combining different codes easier and cleaner I would recommend you to always do it step by step from the inside out. Start with the core and build up on it. Usually the core is the text. Here I will build up a slide for the Different tabs with slide effect.

1) In a first step I write the text as I always do

Steven Paul Jobs

(February 24th, 1955 – October 5th, 2011)

Steve Jobs was co-founder and CEO of Apple Inc. Jobs was born in San Francisco and adopted at birth by Paul Jobs and Clara Jobs. Following high school graduation in 1972, Jobs enrolled at Reed College in Portland, Oregon. He dropped out after only one semester.

2) In a second step I apply the [styling](#) and the [breaks](#) where needed

```
Steven Paul Jobs

```

```
(February 24th, 1955 – October 5th, 2011)


```

```
Steve Jobs was co-founder and CEO of Apple Inc. Jobs was born in San Francisco and adopted at birth by Paul Jobs and Clara Jobs. Following high school graduation in 1972, Jobs enrolled at Reed College in Portland, Oregon. He dropped out after only one semester.
```

Here you could also add [Columns](#). Add [hyperlinks](#) where needed etc.

This is a general way to write content. Note that some codes (namely: Display random photos, text or links & Auto-Fading text) don't work if there is any tab/return key in the code. So for these codes you would have to undo the return/tab key after you added the <br> tags. This is not necessary for other codes. Further in some codes, when you have to add the content between quotes instead of divs, you can't use quotes " to add styling and you have to replace them with apostrophes/single quotes ' in other codes you can't use single quotes and have to use quotes for it. If in the code you have to add the content between quotes and want to use quotes in the text make sure you use the HTML code for quotes instead.

3) Now I want to add an [image](#), could also be a [movie](#) or a [music player](#) or whatever. I want to add a [caption](#) to it and I want to have text [wrapping](#) around it.

```

```

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adding caption to the image

```
<div style="width:280px; height:180px; text-align:center;">

Steve Jobs
</div>
```

adding the code to cause the wrapping

```
<div style="float:left; margin-right:20px; margin-bottom:10px; margin-left:0px; margin-top:20px; width:280px; height:180px;">
<div style="width:280px; height:180px; text-align:center;">

Steve Jobs
</div>
</div>
```

You could merge the wrapping code with the caption code by merging the two div styles into one.

4) Putting the entire code for the image together with the previously written content...

```
<div style="float:left; margin-right:20px; margin-bottom:10px; margin-left:0px; margin-top:20px; width:280px; height:180px;">
<div style="width:280px; height:180px; text-align:center;">

Steve Jobs
</div>
</div>
Steven Paul Jobs

(February 24th, 1955 – October 5th, 2011)

Steve Jobs was co-founder and CEO of Apple Inc. Jobs was born in San Francisco and adopted at birth by Paul Jobs and Clara Jobs. Following high school graduation in 1972, Jobs enrolled at Reed College in Portland, Oregon. He dropped out after only one semester.
```

5) Since the text will certainly need more space than the size of the tab I also add the code for [a TextBox with scrollbars without using an iFrame](#)

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```
<div style="width:650px; height: 400px; overflow:auto; font-family: Arial; font-size: 12px; color:#000000; background:transparent;" align="justify">
<div style="width:620px; margin-left:7px;" >
<div style="float:left; margin-right:20px; margin-bottom:10px; margin-left:0px; margin-top:20px; width:280px; height:180px;">
<div style="width:280px; height:180px; text-align:center;">

Steve Jobs
</div>
</div>
Steven Paul Jobs

(February 24th, 1955 – October 5th, 2011)

Steve Jobs was co-founder and CEO of Apple Inc. Jobs was born in San Francisco and adopted at birth by Paul
Jobs and Clara Jobs. Following high school graduation in 1972, Jobs enrolled at Reed College in Portland, Oregon. He dropped out after only one semester.
</div>
</div>
```

6) Now that I have the code for my content I can take the entire code and put it in the appropriate div in the Mixed contents slideshow code. Here I could merge the content div with the TextBox with scrollbars without using iFrames code by adding *overflow:auto* to the style of the content div.

You can combine almost any code with almost any other code and multiple codes. It's up to you to see what is discussed in the book or elsewhere and do the combinations. One last thing: I would recommend you to edit codes in a TextWrangler or Notepad document.

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## How to add HTML and other code to your WordPress website (READ ME!)

### Adding code in a page or post

To add codes to pages or posts use the [Raw HTML](#) plugin. Post all HTML and other codes you want to add to your posts or pages between `<!--start_raw--><!--end_raw-->` tags. Hence:

```
<!--start_raw-->Enter your HTML Code here<!--end_raw-->
```

and you're done. If you don't use the Raw HTML plugin codes may or not work.

### Adding code to the footer of pages or posts

*Add Post Footer* is very useful if you want to add the same footer to all your posts and pages. Whether this is just some text, code for images, or whatever other code. Add *Add Post Footer* to your plugins and activate it.

Go to Settings, Post Footer. Select "No" everywhere. Where it says "Optional Text" you can enter whatever you want to display as a footer: text, some HTML code or anything. Where it says "Show Footer Every Where" select "Yes". Hit "Update Options" and you're done.

If on some pages or posts you don't want some parts of the footer displaying or want to hide it completely I would recommend you to split the footer into different parts by using different `<div>` like follows:

```
<div id="myfooter">
<div id="firstpart">First part of the footer</div><!-- closing firstpart -->
<div id="secondpart">Second part of the footer</div><!-- closing secondpart -->
<div id="thirdpart">Third part of the footer</div><!-- closing thirdpart -->
</div><!-- closing myfooter -->
```

Now if on a page or post you don't want the footer to display at all you can add

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```
<style type="text/css">
#myfooter {
display: none;
}
</style>
```

to the page or post and the footer will be completely hidden. If you want to have the footer displaying but not the first part of it you just hide the first part by adding

```
<style type="text/css">
#firstpart {
display: none;
}
</style>
```

Same for other parts. This way you can set a footer for all pages or posts but can also hide it where you don't want it to display or hide parts you don't want to display on certain pages or posts.

## Adding code to the site's footer or sidebar

To add HTML Codes to your site's footer or sidebar go to Appearance, Widgets and add a Text widget (Arbitrary text or HTML) to the Sidebar or to the Footer. Paste the code you want to add into the widget and hit Save. Make sure "Automatically add paragraphs" is not select.

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## Known issues and general troubleshoot

### What's the biggest problem using WordPress and how do I solve it? (Spam comments)

WordPress is used by a lot of people so it's often targeted by people who want to cause damage and don't care whether they cause damage to you or someone else. One way they use is spam. The biggest issue you will run into when using WordPress is that you will find a lot of spam comments on it. However there are a few things to do to avoid that from happening.

The first thing to do is go to Settings, Discussion, make sure "Comment author must fill out name and e-mail" is checked, that you're e-mailed when "Anyone posts a comment" and before a comment appears "An administrator must always approve the comment".

Second activate the [Akismet plugin](#) from the Plugins section.

While these two steps are *Must do!* the third step is a *Up to you to decide!* and consists in installing the [WP-reCAPTCHA plugin](#). I will discuss the reason why this is a *up to you to decide* step in the section where I talk about this plugin.

Note that these steps don't provide you a 200% safety. You will still see a small amount of spam comments slipping through but it is very small.

### I interrupted WordPress while it was updating. Now I can't access my WordPress installation anymore. What can I do?

If you try to access your blog again after interrupting WordPress by clicking away from the update screen while it was updating itself or while it was updating plugins all you will see will be a white window with the following line on it:

***"Briefly unavailable for scheduled maintenance. Check back in a minute."***

The first time it happened to me I was really scared because I thought I had lost my website and more importantly all the work I had put into it. Luckily I proved to be wrong and there's an easy solution to this issue.

- 1) Connect to your server with your FTP application
- 2) Make sure you've set the application to show hidden files in the application's preferences
- 3) Navigate to your blog installation

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- 4) In the blog installation you will see a file named .maintenance
- 5) Delete this file and you will be able to access your blog again
- 6) Simply re-update the plugins or WordPress
- 7) That's it. All solved.



## Hosting and FTP applications

### Which is the best hosting and what server should I use?

Basically all hostings which fit the minimum requirements for WordPress are also WordPress compatible.

If you can choose what server to use to host your site choose a Linux server.

There are a lot of free hostings to be found on the web. I tried about fifteen of them but I really wasn't satisfied by any of them. I found them to be pretty unstable, sometimes even signing up for an account was a hassle and the support was poor or nonexistent. I think it's much better to pay for a hosting. After all it's not expensive at all and you get a much better service especially what concerns the support.

The only problem is that there's a jungle of hostings out there. As always in a jungle there are good hostings and there are bad hostings. The good hostings care about their customers, the bad ones don't. It's pretty difficult to know which hosting is good and which one is bad. Unless you know someone who has a website and ask him whether he's happy with the service his hosting company provides or not.

If you're looking for a good hosting I would really recommend you to use HostExcellence for a number of reasons. First because I'm using it for my own websites. I think that's already a pretty good reason. Second I know that it's working great and that their customer support is excellent. Fortunately I don't need to contact their support very often since it works great. However when I have to contact them they are really more than helpful. I think customer support is one of the most important things to look at when choosing a hosting. They are definitely on the good side of the jungle. Also I think it's really intuitive and easy to use.

HostExcellence mainly offers two hosting packages:

### Basic Plan

#### **Recommended for:**

People who plan to build only one website.

#### **Specifications:**

- Toll free support

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- Unlimited space
- Unlimited monthly datatransfer
- 50 MySQL (1GB total)  
(used for WordPress, Forums, ...)
- 1 free domain
- 1 dedicated IP address,  
and more...

**For 3.95\$/month** ([click to sign up](#))

## [Unlimited Business Plan](#)

### **Recommended for:**

People who plan to build multiple websites.

### **Specifications:**

- Toll free support
- Unlimited space
- Unlimited monthly datatransfer-
- Unlimited MySQL (10GB total)  
(used for WordPress, Forums, ...)
- 3 free domains
- 15 dedicated IP addresses  
and more...

**Note:** more IP addresses make your websites being much more stable and reliable.

**For 7.95\$/month** ([click to sign up](#))

HostExcellence uses the Linux platform by default.

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I'm currently using the [Unlimited Business Plan](#) since I have a lot of websites which I store on one hosting account. To me it's really worth it. I barely ever run into problems and if I did their support was most helpful. Since I know how HostExcellence works I could also give you better support if you run into problems following my FAQs.

[Here you will find some basic instructions and FAQs I wrote on using HostExcellence...](#)

**Other hostings:** [BlueHost.com](#) (recommended by WordPress.org themselves due to their excellent customer support), [HostGator.com](#) and [GoDaddy.com](#) (while GoDaddy is great for [Personal Domain registrations](#) it doesn't seem to be as good for hosting too. A lot of users complain about their poor customer support).

## How an FTP application works (basic)

An FTP (File Transfer Protocol) is used to put files from your computer to a server on the web (upload) or get files from your server to your computer (download).

First thing to do is, of course, choose and download an FTP application.

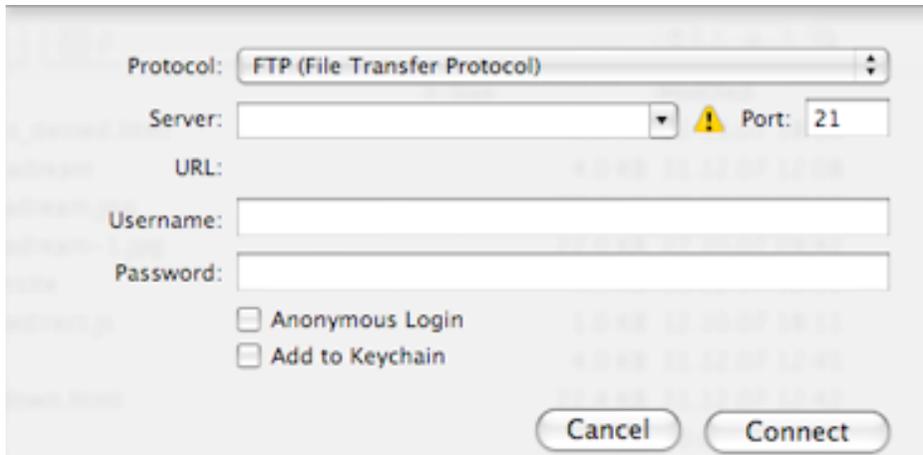
I will use [Cyberduck](#) (available for Mac and Windows) for the example here. Cyberduck is Freeware (or Donationware), it is really good and easy to use. It's the one I like the most...

First thing I have to do when I launch the application for the first time is configure it to allow it to access the server and retrieve/send data.

I click on Open Connection



and get a dialog box like this one:

A screenshot of a file manager's FTP connection dialog box. The 'Protocol' dropdown is set to 'FTP (File Transfer Protocol)'. The 'Server' field is empty, and the 'Port' is set to '21'. There is a yellow warning icon next to the port field. The 'URL' field is empty. The 'Username' and 'Password' fields are empty. There are two checkboxes: 'Anonymous Login' and 'Add to Keychain', both of which are unchecked. At the bottom, there are 'Cancel' and 'Connect' buttons.

In the FAQ's and/or Support section at my hosting I am told what I have to insert in those fields  
What the server is, what the username is to access and of course my password.  
I check the Add to Keychain box (so I don't have to insert the data each time) and click Connect.

It now is ready to connect to my server and retrieves the data from it. It displays the files that are on my server in the main window

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Filename	Size	Modified
access_denied.html	1.5 KB	12.10.07 18:10
Alaskadream	4.0 KB	31.12.07 12:08
alaskadream.jpg	48.7 KB	27.10.07 09:42
alaskadream-1.jpg	22.0 KB	27.10.07 09:42
albumsite	4.0 KB	31.12.07 12:08
coolRedirect.js	1.0 KB	12.10.07 18:11
de	4.0 KB	31.12.07 12:45
dropdown.html	22.4 KB	31.12.07 12:42
en	4.0 KB	30.01.08 13:08
FAQs.jpg	11.7 KB	30.11.07 21:19
favicon.ico	894 B	31.12.07 13:41
fr	4.0 KB	31.12.07 13:51
frames	4.0 KB	29.01.08 14:43
Frames	4.0 KB	29.01.08 14:35

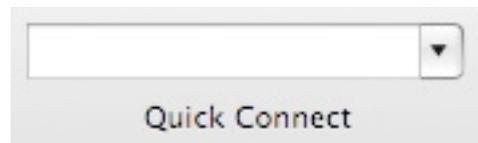
29 files

To make things easier Bookmark the location you upload your files to in Cyberduck.



Click on  then Click on “+” at the bottom of the Bookmarks to add a Bookmark.

Next time you use Cyberduck simply go to



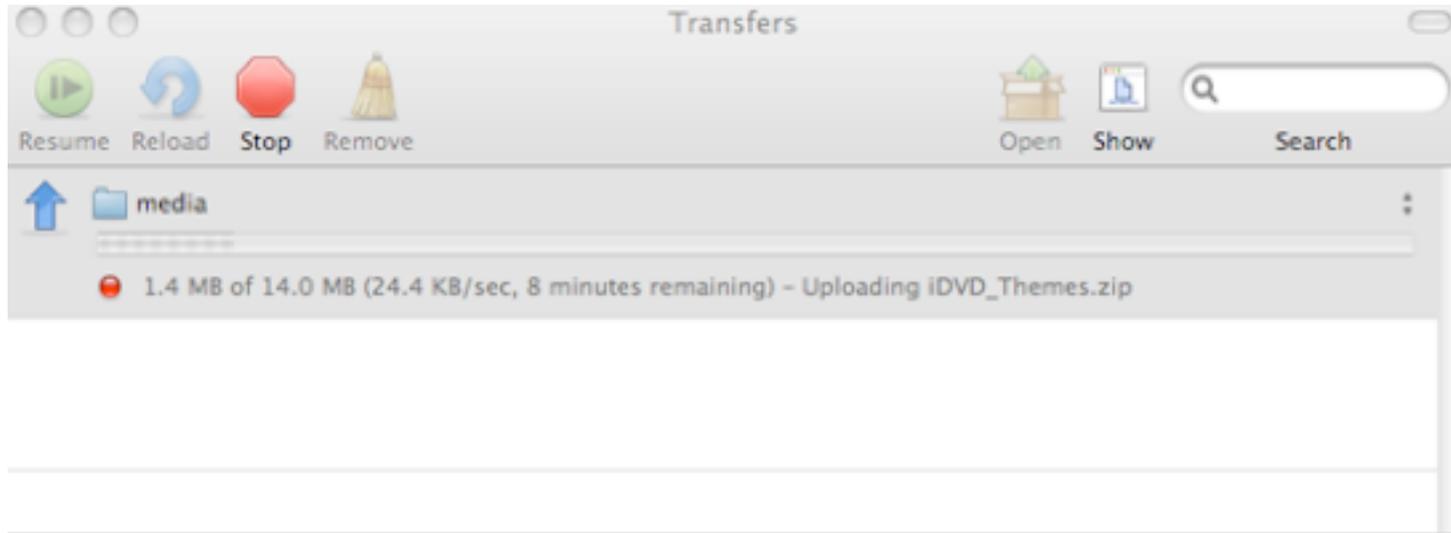
click on the downward flash at the right and a drop down menu will appear from which you choose the bookmarked location on your server to connect to it.

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To upload a file go to the File menu and choose Upload, choose the files to be uploaded or drag&drop them from the Finder into the main field.

When the upload starts a window will popup displaying upload progress



and that's it...

To delete files select them in the main window, hit ctrl+click and choose Delete.

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## Multiple websites and multiple blogs

### Having multiple websites under different domains on the same hosting

I think the best way to have multiple websites about different topics is to have them completely separated from each other. Have a hosting which allows you to add multiple domains on the same hosting account and have a domain for each website (example I have a hosting account and various domains on it: wpfaq.org, phpbbfaq.net, musicwiki.info, ...). Under each domain install WordPress.

### Having multiple WordPress blogs under the same domain

If you don't want to have a domain for each of your websites or want to have multiple WordPress blogs under the same domain there are two ways to achieve that:

- Installing a WordPress blog for each of them in different folders
- Creating a network

they will both result in having...

yourdomain.com/sports/

yourdomain.com/culture/

yourdomain.com/news/

and so on...

Here I will discuss how to create a network. To create a network download WordPress and you will get a folder called "wordpress". Upload the contents of that folder to the root of your server and install the blog. Once you've installed the blog go to the wp-config.php file on your server, open it in TextWrangler or Notepad and scroll to the bottom of the page.

Right before the

```
/* That's all, stop editing! Happy blogging. */
```

line paste the following line:

```
define('WP_ALLOW_MULTISITE', true);
```

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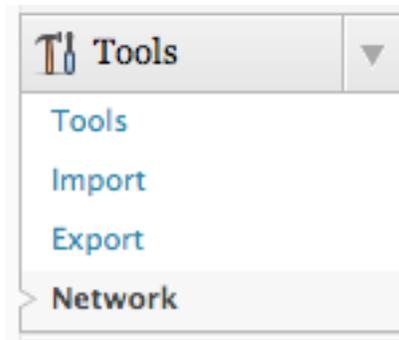
<http://wpfaq.org> is made by Cédric Giger and hosted by [HostExcellence](#) // For questions and feedback please refer to my [Forum](#). Thank you.

so it will look like this:

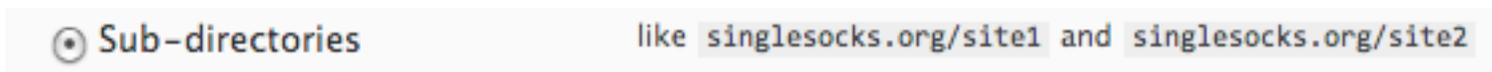
```
define('WP_ALLOW_MULTISITE', true);

/* That's all, stop editing! Happy blogging. */
```

Save the file. Logging in to your Dashboard and going to Tools you will now see a new item called “Network”.



Choose “Sub-directories”



Give a name to the network (perhaps your domain or whatever you want), specify an e-mail address and hit Install.

You will now find a page with a few instructions to follow.

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Create a Network of WordPress Sites < Home — WordPress

http://singlesocks.org/wp-admin/network.php

Dashboard

Posts

Media

Links

Pages

Comments

Appearance

Plugins

Users

Tools

Tools

Import

Export

Network

Settings

## Create a Network of WordPress Sites

### Enabling the Network

Complete the following steps to enable the features for creating a network of sites.

**Caution:** We recommend you back up your existing `wp-config.php` and `.htaccess` files.

1. Create a `blogs.dir` directory in `/hsphere/local/home/alaskadream/singlesocks.org/wp-content`. This directory is used to stored uploaded media for your additional sites and must be writeable by the web server.
2. Add the following to your `wp-config.php` file in `/hsphere/local/home/alaskadream/singlesocks.org/` above the line reading `/* That's all, stop editing! Happy blogging. */`:

```
define('MULTISITE', true);
define('SUBDOMAIN_INSTALL', false);
$base = '/';
define('DOMAIN_CURRENT_SITE', 'singlesocks.org');
define('PATH_CURRENT_SITE', '/');
define('SITE_ID_CURRENT_SITE', 1);
define('BLOG_ID_CURRENT_SITE', 1);
```
3. Add the following to your `.htaccess` file in `/hsphere/local/home/alaskadream/singlesocks.org/`, replacing other WordPress rules:

```
RewriteEngine On
RewriteBase /
RewriteRule ^index\.php$ - [L]

uploaded files
RewriteRule ^([_0-9a-zA-Z]+)?files/(.+) wp-includes/ms-files.php?file=$2 [L]

add a trailing slash to /wp-admin
RewriteRule ^([_0-9a-zA-Z]+)?wp-admin$ $1wp-admin/ [R=301,L]

RewriteCond %{REQUEST_FILENAME} -f [OR]
RewriteCond %{REQUEST_FILENAME} -d
RewriteRule ^ - [L]
RewriteRule ^([_0-9a-zA-Z]+)?(wp-(content|admin|includes).*) $2 [L]
RewriteRule ^([_0-9a-zA-Z]+)?(.*\.php)$ $2 [L]
```

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Add a blog.dir folder in the wp-content folder on your server. Add a few lines of code before the

```
/* That's all, stop editing! Happy blogging. */
```

line in the wp-config.php as we've done before and lastly add a few lines of code in the .htaccess file you find on your server. If you can't see an .htaccess file on your server where you're told to look for it you may have to setup your FTP application to show invisible files. If you still don't see a .htaccess file download this. In the htaccess folder you will see a .htaccess file. If you don't see it you will have to tell your computer to display invisible files. On a Mac open Terminal and type, paste the following command in in it:

```
defaults write com.apple.finder AppleShowAllFiles TRUE
killall Finder
```

and hit enter.

Open the .htaccess file in TextWrangler or Notepad and replace the code you find it with the code you were given by WordPress.

Once you entered the code from WordPress in the .htaccess file upload it to where it's supposed to be on your server.

On a Mac re-open terminal and enter

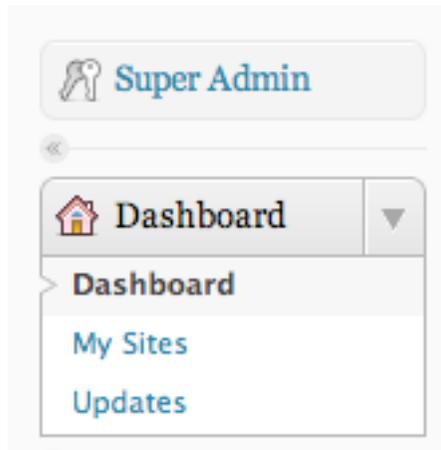
```
defaults write com.apple.finder AppleShowAllFiles FALSE
killall Finder
```

to re-hide the invisible files.

Once you performed all the instructions you're given in WordPress hit Login and login to your Dashboard area.

On the top left of your Dashboard page you will now see a new item called "Super Admin" where you can add and manage additional sites in your network. Your base WordPress install is now the main site in your network.

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Under Super Admin, Options you can configure your network.

***Important notes:***

Read: [Things you need to know](#)

## How to integrate different blogs with each other

To integrate the blogs with each other you can either link them from the sidebar, from the top menu or both.

To link them from the sidebar add a text widget and simply add links to the other blogs in the widget.

To link them from the top go to Appearance, Menus and create your menu or alternatively use the Custom Menu plugin.

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## How to upload files

There are at least two ways to upload files (images, .mp3 files, flash content files, .html files, .zip files or any other file...): either you upload them using WordPress as [described here](#) or using an FTP application. At times you will have to use the latter for example to upload source files for a menu code or flash player or something.

For these files I think it's best to make a folder called "media" on your server and upload all these files to this folder. Upload the "media" folder to the root of your website ([What is the root of a server/website?](#)) so its web address (or URL) will be

`http://yourdomain.com/media/`

And if you put a picture into it, let's call it picture.jpg, its URL will be

`http://yourdomain.com/media/picture.jpg`

**Important note:** When you upload a file replace spaces with underscores \_ (eg. "happy new year.jpg" gets "happy\_new\_year.jpg") this makes it much easier to find the URL. Spaces in filenames cause quite some troubles on the web.

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## Section 2: More (Samples)

### *Chapters in this section:*

- Custom fonts (Google)



## Custom fonts (Google)

Browsing the World Wide Web you will find many web safe fonts such as Arial, Verdana, Helvetica, Times, ... but only few non-standard fonts. The reason is that these fonts are not available on all computers or if they are they don't look alike. Even Verdana and Times don't look alike on Mac and PC (and yes, Mac looks better!).

1) Go to Google Web Fonts and you will find a list of fonts. Choose the ones you like the most and get their name (bottom-left corner of each box written in bold)

2) Take the following code and type the name of the font

```
<link rel="stylesheet" type="text/css" href="http://fonts.googleapis.com/css?family=YourFontName">
```

if there's a space in the name of the font replace it with + like...

```
<link rel="stylesheet" type="text/css" href="http://fonts.googleapis.com/css?family=Great+Vibes">
```

and if you want to have multiple fonts put | a between them (on Mac computers alt+7, may vary depending on the keyboard's settings but you may as well copy and paste from here)

```
<link rel="stylesheet" type="text/css" href="http://fonts.googleapis.com/css?family=YourFontName1|YourFontName2">
```

like in...

```
<link rel="stylesheet" type="text/css" href="http://fonts.googleapis.com/css?family=Just+Me+Again+Down+Here|Great+Vibes">
```

3) To apply the font I would recommend you to use a styling class (also see [Basic HTML Codes knowledge base](#) to better understand what that means and how to use it)

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```
<style>
.myfont1 {
font-family: 'Great Vibes', serif;
font-size: 24px;
}
.myfont2 {
font-family: 'Just Me Again Down Here', serif;
font-size: 20px;
}
</style>
```

and put the text in a div or paragraph with the appropriate class

```
<div class="myfont1">I love this font. Ain't it totally gorgeous?</div>
<div class="myfont2">I love this font too.</div>
```

4) Putting everything together you get

```
<link rel="stylesheet" type="text/css" href="http://fonts.googleapis.com/css?family=Just+Me+Again+Down+Here|Great+Vibes">
<style>
.myfont1 {
font-family: 'Great Vibes', serif;
font-size: 24px;
}
.myfont2 {
font-family: 'Just Me Again Down Here', serif;
font-size: 20px;
}
</style>
<div class="myfont1">I love this font. Ain't it totally gorgeous?</div>
<div class="myfont2">I love this font too.</div>
```

which results in...

*I love this font. Ain't it totally gorgeous?*  
I love this font too.

It may look more complicated than it is.

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# More Tutorials, Tips & Tricks

For more free tutorials, tips & tricks about WordPress visit my <http://wpfaq.org> website where you also find examples of what is discussed in my E-Book. If you liked what you've read so far you may want to get the full version of the [WPFAQ.org E-Book](#) with a lot more Tutorials, Tips & Tricks like

- [Auto-Fading photos slideshow](#)
- [Random text or images \(or random anything else\)](#)
- [Floating menu \(or float anything else\)](#)
- [Sliding image menu](#)
- [Simple scroll image gallery](#)
- [Background slideshow](#)

and much more...

by [clicking here](#).

Thank you,  
Cédric

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# My projects

Here I would like to present you my main projects...

## **Websites**

- [iWebFAQ.org](#) Tutorials, Tips & Tricks about Apple's iWeb
- [RapidWeaverFAQ.org](#) Tutorials, Tips & Tricks about Realmac's RapidWeaver
- [WPFAQ.org](#) Tutorials, Tips & Tricks about WordPress Blog engine
- [PhpBBFAQ.org](#) Tutorials, Tips & Tricks about PhpBB Forum engine
- [WebsiteFAQ.org](#) Tutorials, Tips & Tricks about building a website in general
- [Writing-an-Ebook.org](#) All about writing an E-Book
- [EBookStoreToday.com](#) A store to sell my own and other people's E-Books

## **E-Books**

- [iWebFAQ.org E-Book](#)
- [RapidWeaverFAQ.org E-Book](#)
- [WPFAQ.org E-Book](#)
- [PhpBBFAQ.org E-Book](#) (free)
- [WebsiteFAQ.org E-Book](#)
- [How to write an E-Book in Pages](#) (free)
- [How to write an E-Book in Word](#) (free)

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[Simple scroll image gallery](#)

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