

How to Create a WordPress Website From Scratch

WORDPRESS WEBSITE CREATION



Introduction

Welcome to our WordPress Web Site Creation Course - Learning how to create a website from scratch with WordPress.

Creating a website can be both a fun and tiring task, however the results are always rewarding!

In my years of experience creating websites for both my clients and my own businesses, I have developed a systematic approach in designing and creating websites.

If you follow through step by step, you will be able to get a basic WordPress website set up and running by the end of this course.

A demo website will be provided for practical hands-on, and you will be able to take home the website for practice during your own free time.

Without further ado, let's get started!

3

3 Essential Elements to Build a Website

- ① Domain Name
- ② Web Host
- ③ Web Application Framework

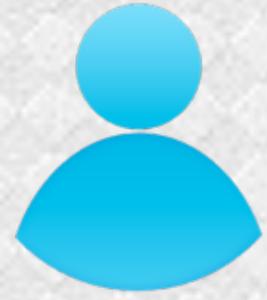


How Is It All Connected?

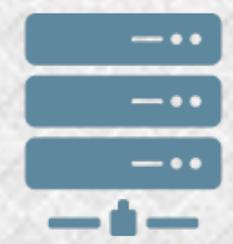
www.example.com

1. Domain Name

2. User gets “redirected” to where your hosting server is located.



You



2. Hosting Server

3. CMS Resides Here

3. Website files get downloaded from your hosting server to be displayed onto his web browser.



Hosting Server



User

Web Browser

1. User types in www.example.com in his web browser

What is a CMS

A **Content Management System** is a **web application** for non-technical users to create and edit web content, manage, and customise a website with ease.

Some Open Source & Proprietary CMSES



WORDPRESS



CushyCMS
A TRULY SIMPLE CMS



Drupal™



Telerik®
Develop experiences



Joomla!™
joomla!



shopify



Open Source CMS vs. Proprietary CMS

Open Source CMS



Support: Due to a larger user base, it is generally easier to find solutions to common problems on the web.



Customisation: Less costly to customise but may be more costly if advanced customisation is required.



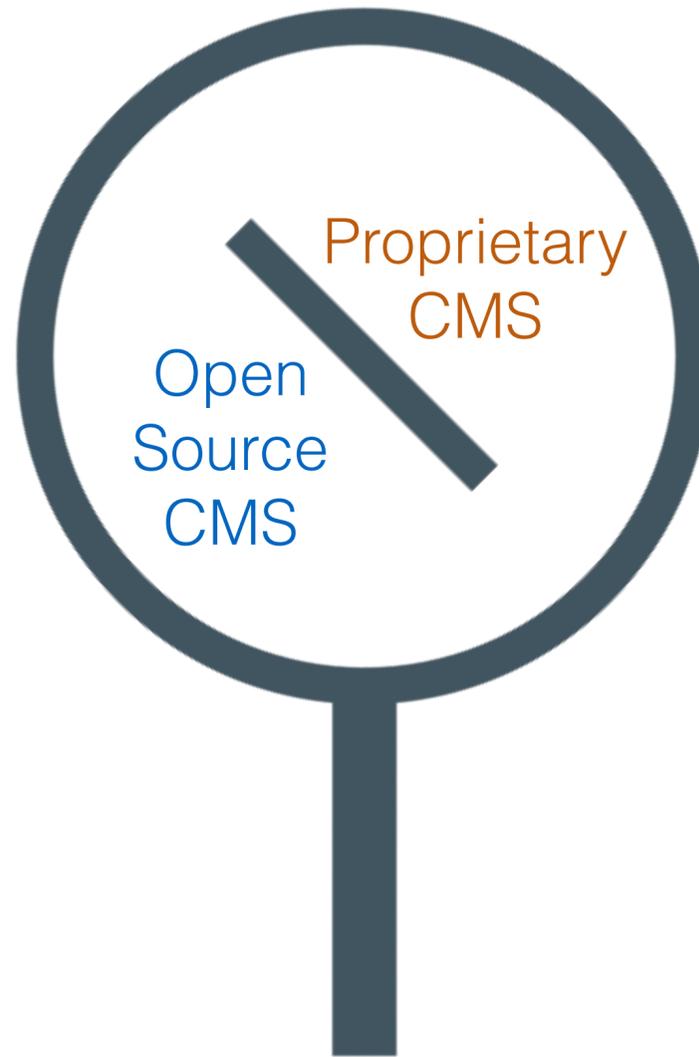
Costs: Generally less expensive to maintain than proprietary systems.



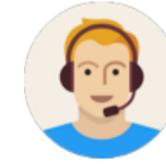
Security: Dependent on how consistent security updates are launched for the core system and third party plugins.



Portability: Easier to move from one platform or web host to another.



Proprietary / Closed Source CMS



Support: Dependent on how reliable and proactive the developers are.



Customisation: Unless CMS is built purposely for a specific niche, advanced customisation may be required and is usually quite costly.



Costs: Generally more expensive to maintain than open source systems. Some vendors charge yearly licensing fees.

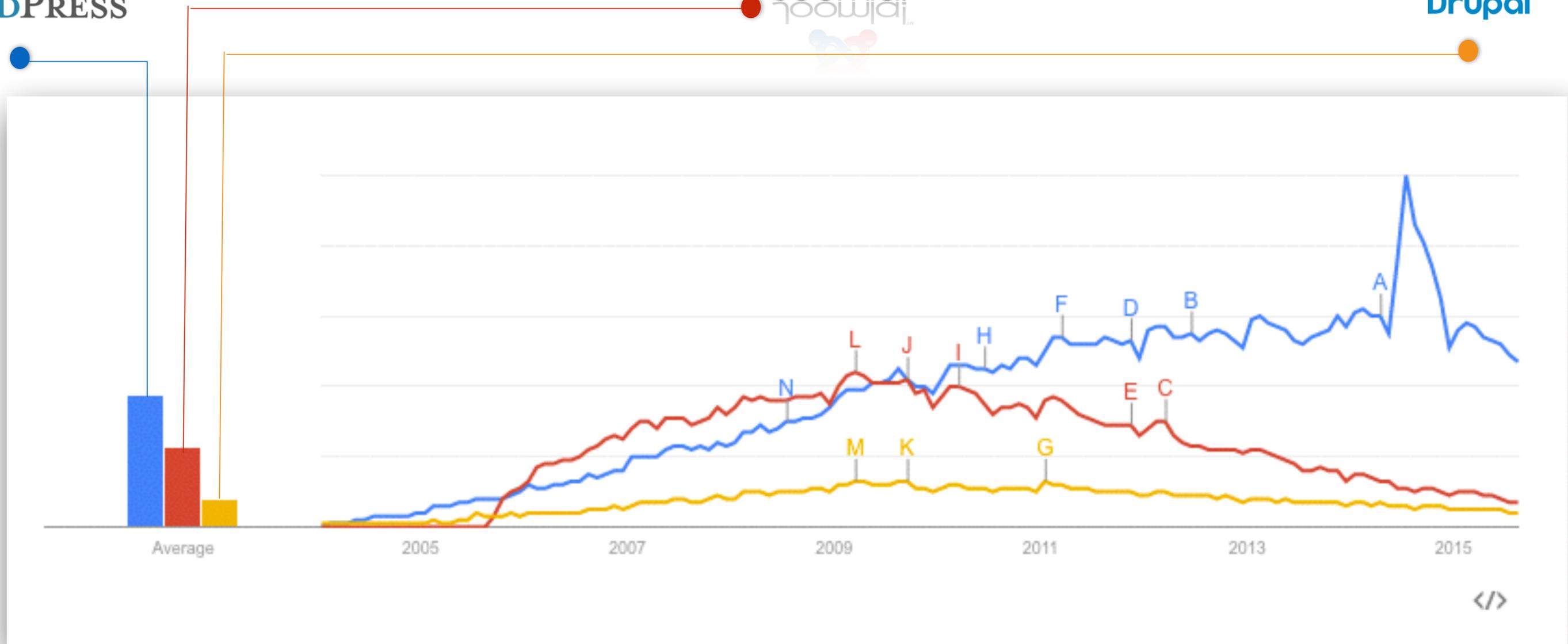


Security: Generally believed to be more secure due to obscurity of the code. But also dependent on consistent security updates.



Portability: Exporting data may be tricky and may require expertise from original developer.

Google Search Trends





WordPress.org vs. WordPress.com

WordPress.ORG

WordPress.COM

Cost

Free to download WordPress software. However domain name and web hosting is not included. You need to purchase your own domain & hosting and install WordPress software on your own.

Free to sign up with subdomain and web hosting included. Paid upgrade options available i.e. TLDs (.com & .net.), space upgrades (>3gb), and more.

Customisation

Able to customise core files i.e. PHP, CSS, install third party themes, and plugins to extend functionality of site.

Plugins are not available for installation. Unable to customise core files unless you pay for upgrades.

Maintenance

Backing up and updating your site, preventing spam, and enforcing site security is your responsibility. Only forum support available.

Security and backups are included. Personal support and forum supports are available.

Domain

Learn the basics and build your own web page!

START



SCALABLE



DISPLAY PROPERTIES



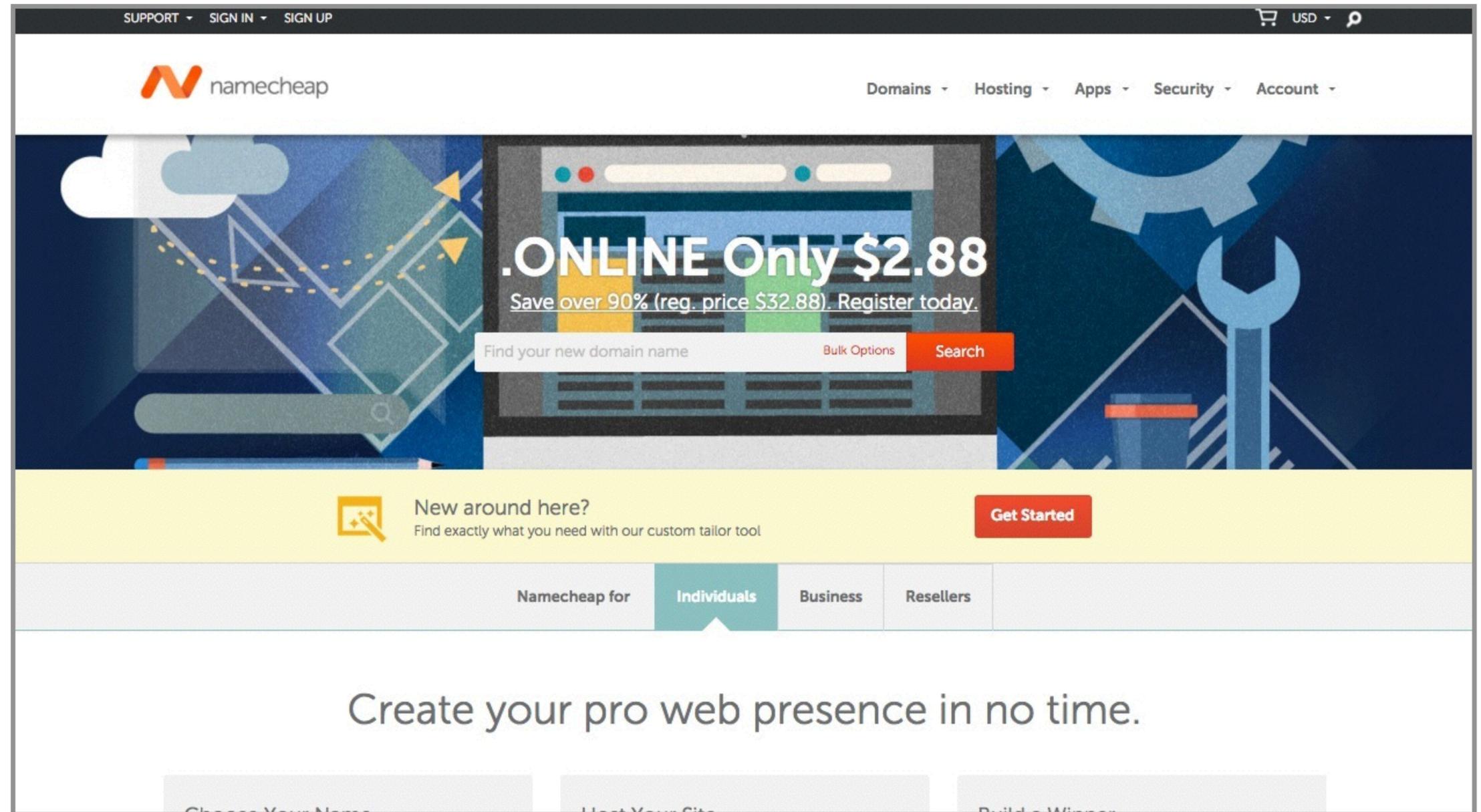
EASY STYLE

Introduction to Domain & Web Hosting

Domain Name Registrars



Buying a Domain Name From Namecheap



1. Navigate to www.namecheap.com
2. Think of a domain name and enter your domain name into the domain name search box.

SUPPORT ▾ SIGN IN ▾ SIGN UP USD

namecheap Domains ▾ Hosting ▾ Apps ▾ Security ▾ Account ▾

Domains → Registration → Results

✓ appleskitzers.com

This domain is available! \$10.69/year

appleskitzers.com Bulk Options Search

Search Results

Popular New International Suggestions Favorites

appleskitzers.com \$10.69/year

appleskitzers.xyz LIMITED TIME! \$1.00/year Reg. Price \$9.88/year

appleskitzers.club WELCOME TO THE CLUB \$1.88/year Reg. Price \$10.88/year

Your Cart

Subtotal \$0.00

View Cart

Q&A 29

Click here to buy domain

1. Click the “add to cart icon”
2. Click “View cart”

SUPPORT - SIGN IN - SIGN UP \$10.87 USD

namecheap Domains - Hosting - Apps - Security - Account -

Shopping Cart

Bulk Settings - Edit Cart

Domain Registration appleskitzers.com ICANN fee ✕ AUTORENEW OFF	1 Year	\$10.69	✕
Free WhoisGuard for appleskitzers.com ✕ AUTORENEW OFF ✓ WHOISGUARD ON	1 Year	\$2.88 \$0.00 FREE!	✕

Your Subtotal
Subtotal \$10.87

Confirm Order

Promo Code
promo code
Apply

Improve Your Site

1. Visit www.namecheapcoupons.com to get a promo code
2. Click "Confirm Order"

Log In to Your Account	SIGN UP?	Create An Account	LOG IN?
<p>Username <input type="text" value="Username"/></p> <p>Password <input type="password" value="Password"/></p> <p>Sign in and Continue</p> <p>Forgot username or password?</p>		<p>New to Namecheap? Quickly signup for an account now.</p> <p>Username <input type="text" value="Username"/></p> <p>Password <input type="password" value="Password"/></p> <p>Confirm Password <input type="password" value="Password"/></p> <p>First Name <input type="text" value="First Name"/></p> <p>Last Name <input type="text" value="Last Name"/></p> <p>Email Address <input type="text" value="Email Address"/></p> <p><input checked="" type="checkbox"/> Yes, sign me up for Namecheap's newsletter</p> <p>By creating an account, you agree with our Terms of Service.</p> <p>Create Account and Continue</p>	

1. Create an Account if you don't already have one
2. Log in to your account if you already have one

Account Contact Information

First Name

Last Name

Company Name

Job Title

I'm registering on behalf of a company

Address Line 1

Address Line 2

City

State/Province

Zip/Postal Code

Country

Phone Number

Add phone extension

Your Cart

EDIT

Subtotal \$0.00

[Continue](#)

1. Fill in your account contact information
2. Click "Continue"

The screenshot shows the checkout process on Namecheap. The 'Payment Method' section is active, with 'Secure Card Payment' selected. A red circle highlights the radio button for 'Secure Card Payment', and another red circle highlights the radio button for 'Paypal'. A red arrow points from the text 'Select preferred payment method' to the 'Secure Card Payment' radio button. The 'Your Cart' summary shows the following items:

Your Cart	
appleskitzers.com	
1 year registration	\$10.69
ICANN fee	\$0.18
<hr/>	
Subtotal	\$10.87
<hr/>	
Continue	

The 'Secure Card Payment' section includes the following fields:

- Card Details: Add new card
- Name on Card: Name on Card
- Card Number: Card Number
- Security Code (CVV2): Security Code
- Expiration Date: MM / YYYY
- Card Billing Address: Use default account contact

Additional information for the card:

Apple Skitzers
blk 601, Woodland Drive 42, #02-73,
S(730601)
Singapore, NA, 730601
SG

tel: +65.91293821
chanc62682@gmail.com

Remember this card for later use

Other payment methods shown include Account Funds.

1. Select and enter preferred payment method
2. Click "Continue"

The screenshot shows the Namecheap account dashboard. On the left is a dark sidebar with navigation links: Dashboard, Expiring Soon, Domain List, Product List, and Profile. The main content area is titled 'Recently Active in Your Account' and contains a table of domains. Each row includes the domain name, an 'ADD CATEGORY' link, a product icon, a dropdown arrow, the expiration date and registrar, and a 'MANAGE' button. At the bottom of the table is a 'View all domains' link. A red vertical badge on the right side of the table reads 'Q&A 141'.

All	Products	Expiration	
demowebiste21.space ADD CATEGORY		▼	Dec 6, 2016 WhoisGuard MANAGE
demowebiste20.space ADD CATEGORY		▼	Dec 6, 2016 WhoisGuard MANAGE
demowebiste18.space ADD CATEGORY		▼	Dec 6, 2016 WhoisGuard MANAGE
demowebiste19.space ADD CATEGORY		▼	Dec 6, 2016 WhoisGuard MANAGE
demowebiste16.space ADD CATEGORY		▼	Dec 6, 2016 WhoisGuard MANAGE

[View all domains](#)

1. Once you have bought your domain name, navigate to your account dashboard.
2. You can manage your domain names from your account dashboard

Web Hosting Providers



Types of Hosting Plans

For websites which do not require high server resources & want to save cost.

For web design providers who wish to manage hosting for clients.

For high server resources, faster data transfer & data isolation requirements.

For resource-intensive dynamic pages, database, or email services.

Shared Hosting

- Shared with many users
- Shared bandwidth
- Shared or allocated disk space
- One cPanel

~ \$10/mth ^

Reseller Hosting

- Shared with many users
- Shared bandwidth
- Allocated disk space
- Able to create multiple cPannels

~ \$30/mth ^

VPS Hosting

- Allocated server resources
- Allocated bandwidth
- Allocated disk space
- Able to create multiple cPannels
- Able to scale up

~ \$80/mth ^

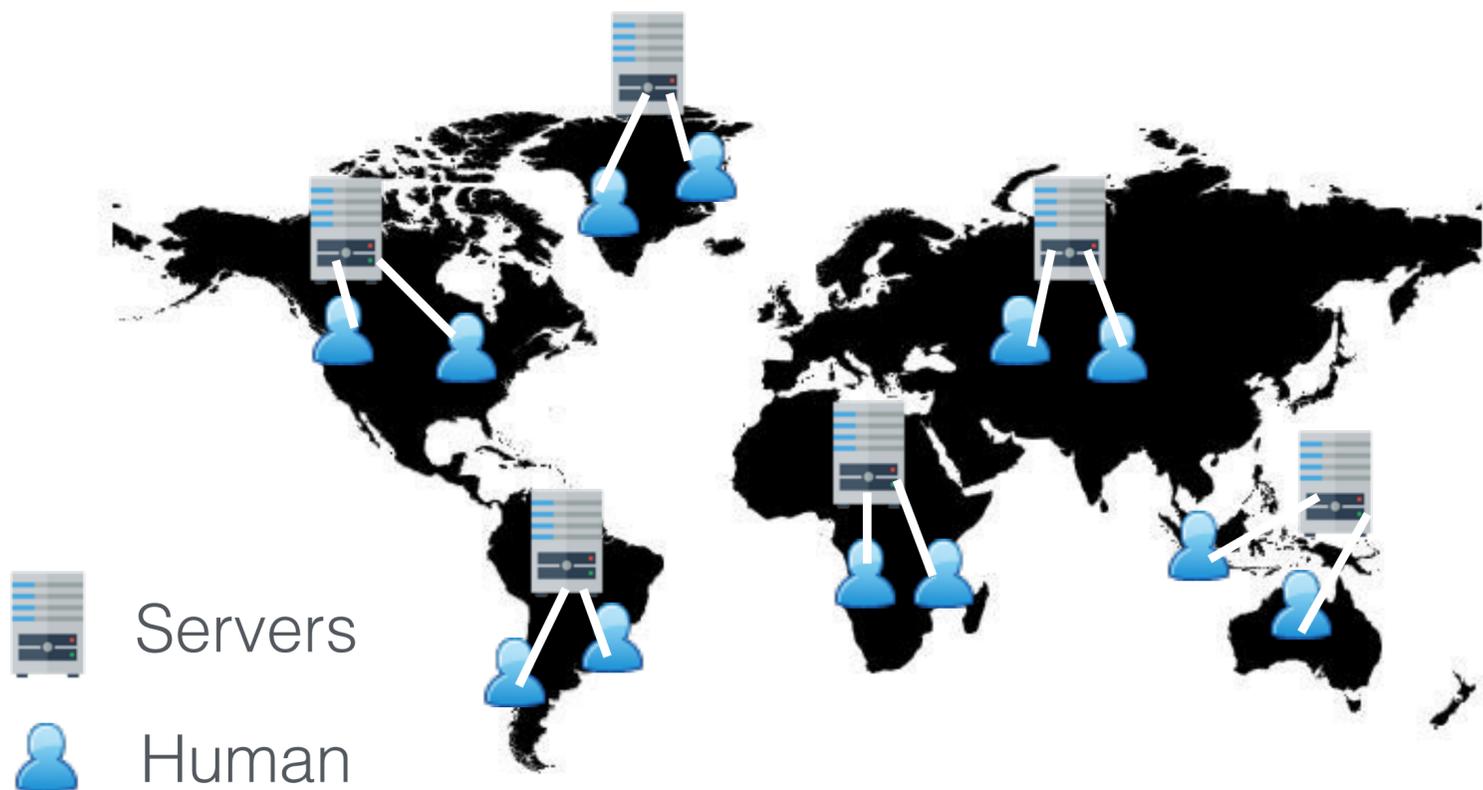
Dedicated Server

- Dedicated server resources
- Allocated bandwidth
- Allocated disk space
- Able to create multiple cPannels
- Root-level access

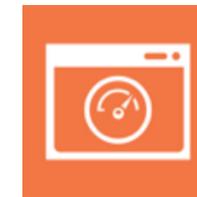
~ \$200/mth ^

What is a CDN?

A content delivery network (CDN) is a system of distributed servers (network) that deliver webpages and other Web content to a user based on the geographic locations of the user, the origin of the webpage and a content delivery server.



Benefits of a CDN



Improves content delivery speed and performance across various geographical regions

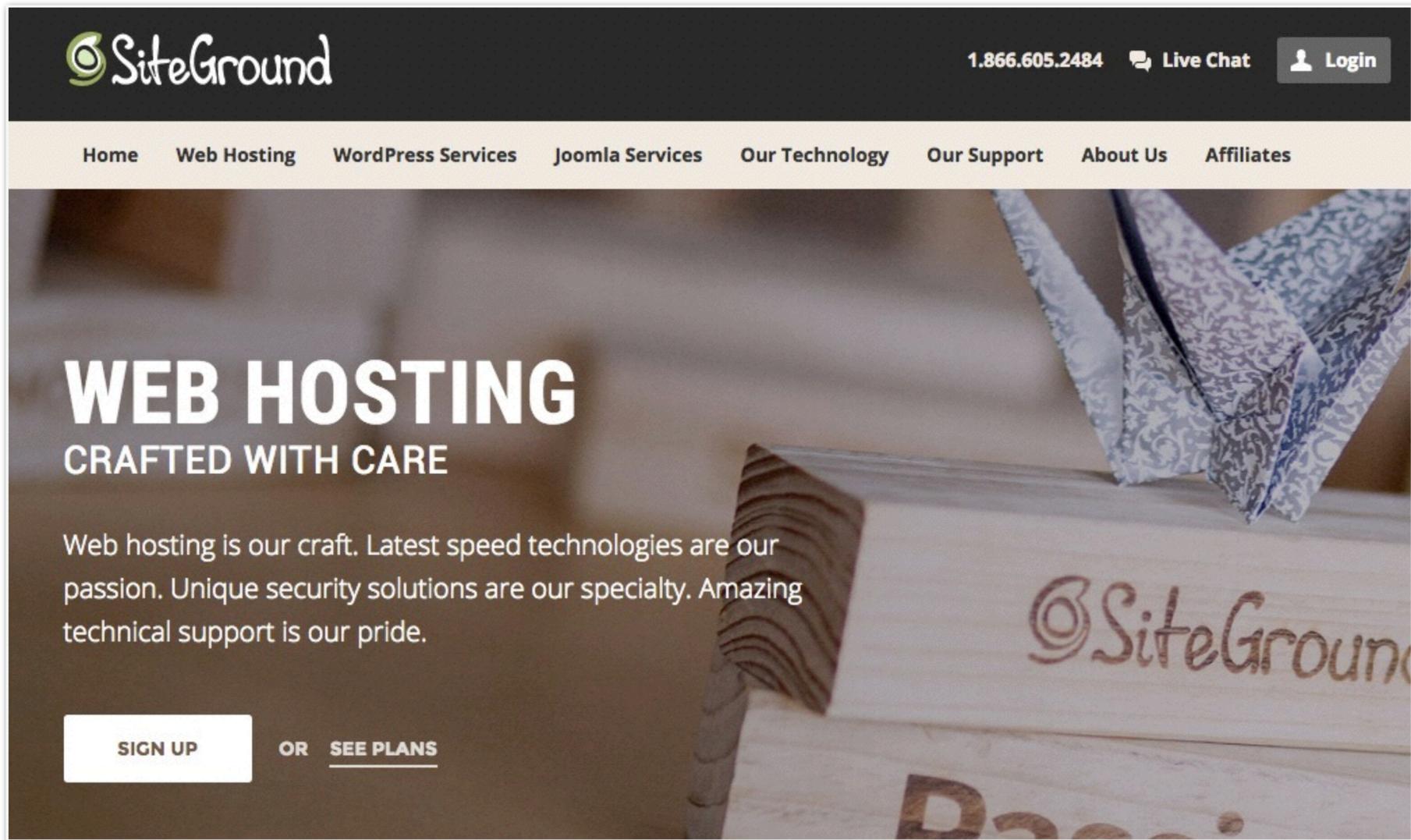


Saves cost compared to investing in an infrastructure of web hosting servers across the globe



Pre-cached web files still deliver to users globally even in cases of power outages or downtimes on the main server

Buying a Web Hosting Package



1. Navigate to www.siteground.com
2. Select "Sign Up"

Step 1. Choose Plan **Step 2. Choose Domain** **Step 3. Review & Complete**

StartUp	GrowBig	GoGeek
 StartUp Crafted for Great Web Start	 GrowBig Crafted for Your Web Growth	 GoGeek Crafted for Real Web Geeks
60% OFF THE REGULAR \$9.95/MO. \$3.95/mo.	45% OFF THE REGULAR \$14.95/MO. \$7.95/mo.	50% OFF THE REGULAR \$29.95/MO. \$14.95/mo.
<ul style="list-style-type: none">✓ One Website✓ 10GB Web Space✓ 10,000 Visits Monthly✓ <u>All Essential Features</u>	<ul style="list-style-type: none">✓ Multiple Websites✓ 20GB Web Space✓ 25,000 Visits Monthly✓ <u>All Essential Features</u>✓ <u>Premium Features</u>	<ul style="list-style-type: none">✓ Multiple Websites✓ 30GB Web Space✓ 100,000 Visits Monthly✓ <u>All Essential Features</u>✓ <u>Premium Features</u>✓ <u>Geeky Advanced Features</u>
ORDER NOW	ORDER NOW	ORDER NOW

1. Choose a web hosting package of your choice
2. Click "Order Now"

Step 1. Choose Plan **Step 2. Choose Domain** Step 3. Review & Complete

Please Enter Your Domain

Register a New Domain
 I already have a Domain

www. appleskitzers.com

Website Transfer: **FREE** (Save \$30.00)

PROCEED

1. Select "I already have a Domain".
2. Enter your domain name that you've purchased earlier on.
3. Click "Proceed".

Purchase Information

Hosting Services

Plan: GrowBig

Data Center: Singapore (SG)

Period: Trial: 1 month \$7.95 + \$24.95 setup

Hosting Price **\$7.95** (Regular: \$14.95) (Now bill \$32.90)

* You save 45% on the regular \$14.95/mo for the first invoice. Once your initial term is over regular renewal prices apply.

★ Extra Services

Website File Transfer **FREE** (Save \$30.00)
We offer a free website migration service to save you time and hassle when switching hosts.

SSL certificate for 1 year **FREE** (save \$82.00)
An SSL certificate authenticates and encrypts the data transferred through the website to the server, protecting financial and other sensitive information.

HackAlert Monitoring **\$12.00/year**
HackAlert is a monitoring service that checks your website daily and immediately notifies you if your website has been hacked or injected with malicious code.

TOTAL:
32.90 USD

I confirm that I have read and agree to the [SiteGround Terms of Service](#).

PAY NOW

1. Enter your details.
2. Click "Pay Now".
3. You will receive your web hosting details through email.

How to Point/Link Domain Name to Website

Step 1

Once you have bought your web hosting package, your web hosting provider will send you the Name Server details i.e. (ns1.hostingprovidername.com and ns2.hostingprovidername.com).

Step 1

Step 2

Login to your domain name registrar and find the registrar settings of your domain to input the name servers into. It should be something like “Manage DNS servers” or “Configure/transfer DNS servers”.

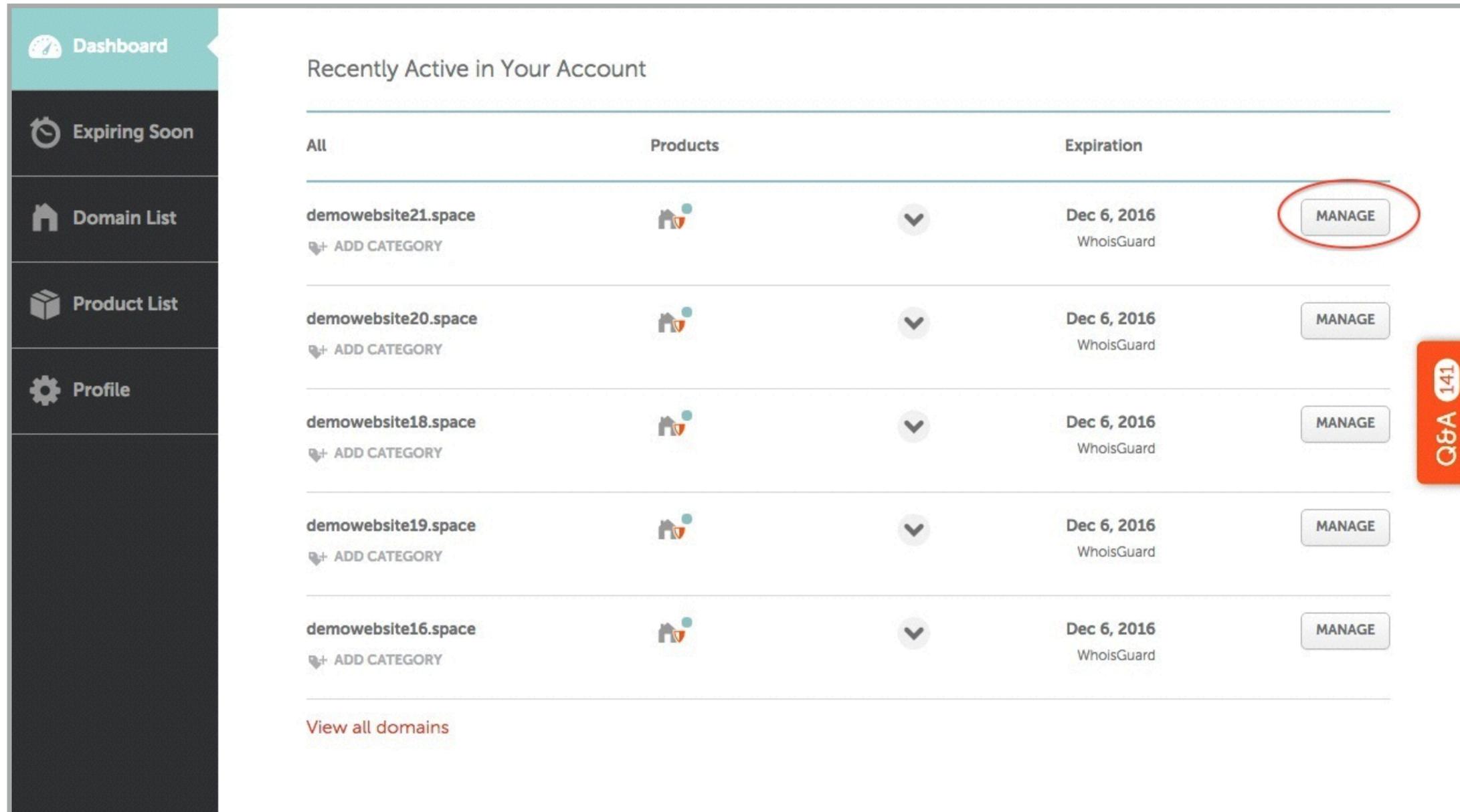
Step 2

Step 3

Step 3

That’s it! Wait 24 to 48 hours for propagation before your website will start working.

How to Point/Link Domain Name to Website



The screenshot shows the Namecheap dashboard with a sidebar on the left containing navigation links: Dashboard, Expiring Soon, Domain List, Product List, and Profile. The main content area is titled "Recently Active in Your Account" and displays a table of domains. The table has columns for "All", "Products", and "Expiration". Each row represents a domain, including its name, a "Products" icon, a dropdown arrow, the expiration date, and the registrar "WhoisGuard". A "MANAGE" button is present for each domain, with the button for "demowebsite21.space" circled in red. A red badge on the right side of the table indicates "Q&A 141". At the bottom of the table, there is a link to "View all domains".

All	Products		Expiration	
demowebsite21.space ADD CATEGORY		▼	Dec 6, 2016 WhoisGuard	MANAGE
demowebsite20.space ADD CATEGORY		▼	Dec 6, 2016 WhoisGuard	MANAGE
demowebsite18.space ADD CATEGORY		▼	Dec 6, 2016 WhoisGuard	MANAGE
demowebsite19.space ADD CATEGORY		▼	Dec 6, 2016 WhoisGuard	MANAGE
demowebsite16.space ADD CATEGORY		▼	Dec 6, 2016 WhoisGuard	MANAGE

[View all domains](#)

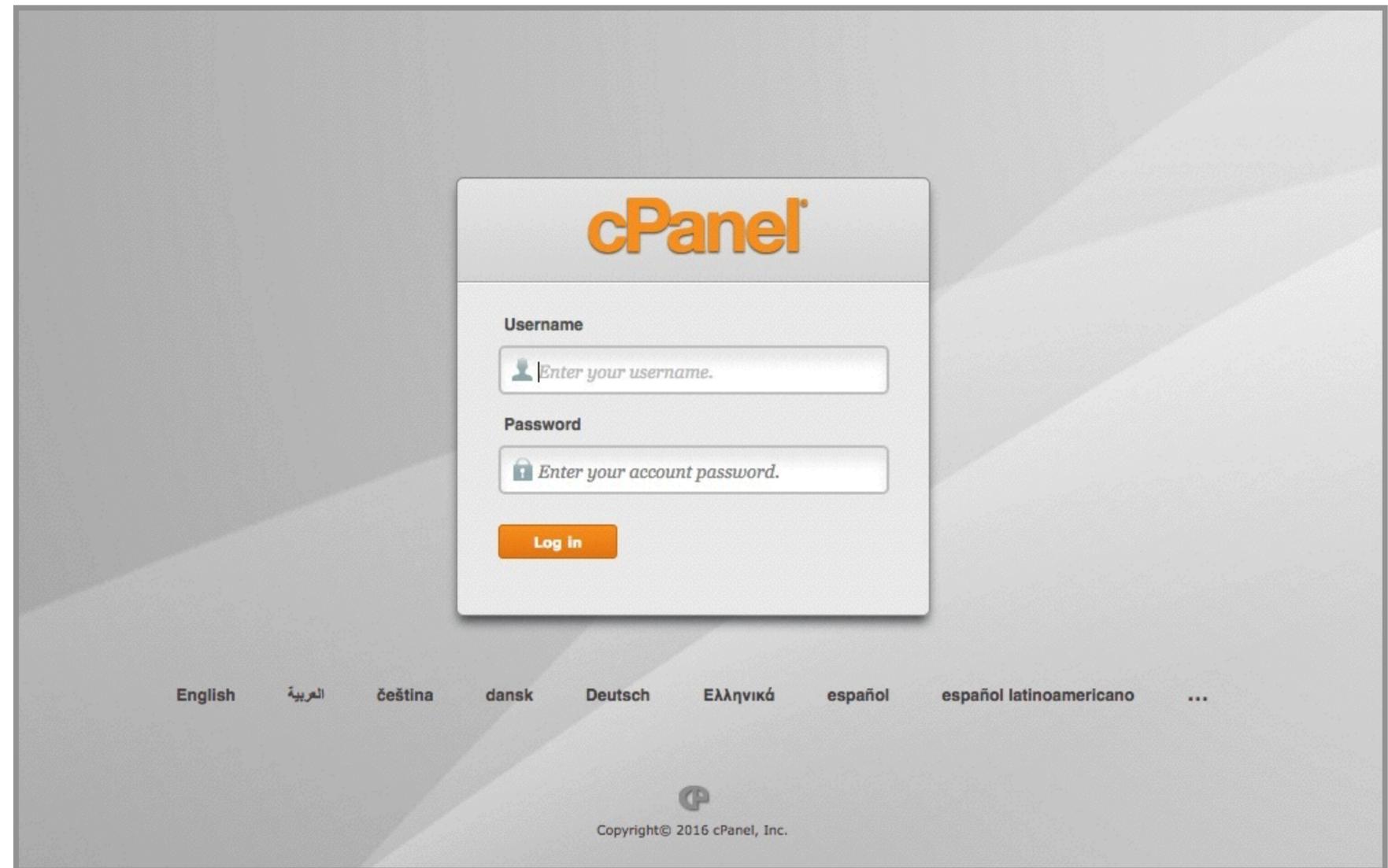
1. Navigate to your Namecheap dashboard
2. Find the domain name you wish to modify and click "Manage"

How to Point/Link Domain Name to Website

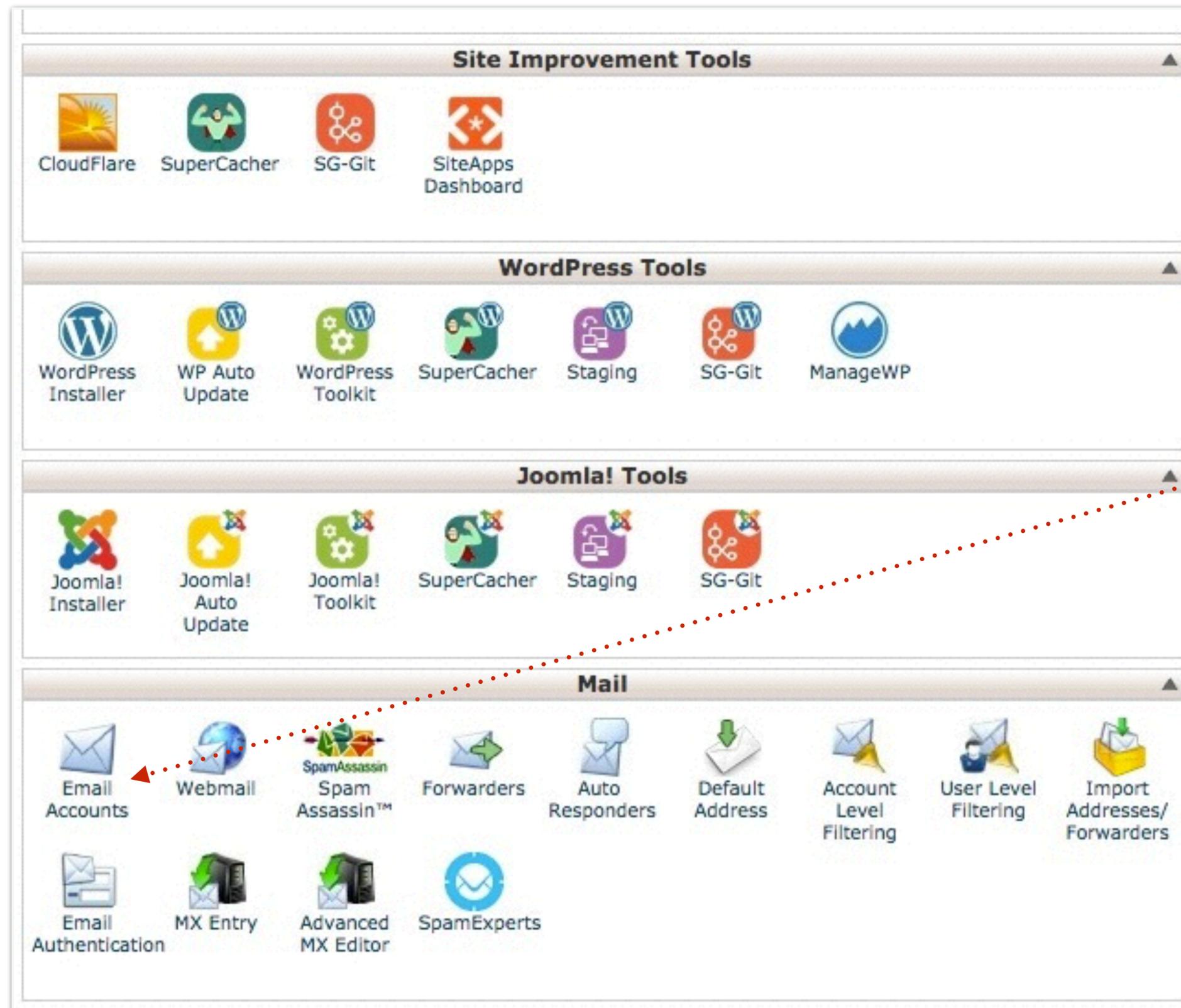
The screenshot shows a domain management interface for 'demowebite21.space'. The 'Nameservers' section is highlighted, showing 'Namecheap Default' as the selected option, which is circled in red. A red arrow points to this selection with the text 'Click here and select "Custom"'. Other sections visible include 'Status & Validity' (ACTIVE), 'WhoisGuard™ Protection', and 'Redirect Domain'.

1. Under “Nameservers”, click “Namecheap Default”.
2. Select “Custom”.

Navigating cPanel



1. Navigate to www.yourdomain.com/cpanel
2. Enter your login details



1. Once logged in to your cPanel dashboard, click “Email Accounts” to set up your email domains.

CPanel 11

Email Accounts

This section allows you to manage the email accounts that are associated with your domain.

Important: Please note that setting up a mailbox with **unlimited (0 MB) quota is not allowed** as per the service's Terms of Use. The maximum mailbox quota allowed for your hosting package is: **1000 MB**

Email: @ demoweb31.site

Password:

Confirm Password:

Password Strength: (Why?): Very Weak (0/100) [Password Generator](#)

Mailbox Quota: MB

Search Email Results Per Page:

ACCOUNT @ DOMAIN	USAGE / QUOTA / %	ACTIONS		
admin@demoweb31.site	0 / 250.00 MB	Change Password	Change Quota	Delete More

Default Email Account (?)

ACCOUNT	USAGE	ACTIONS

[Access Webmail](#)
[Configure Email Client](#)

1. Create Your Email Account
2. Click "More" and access your webmail

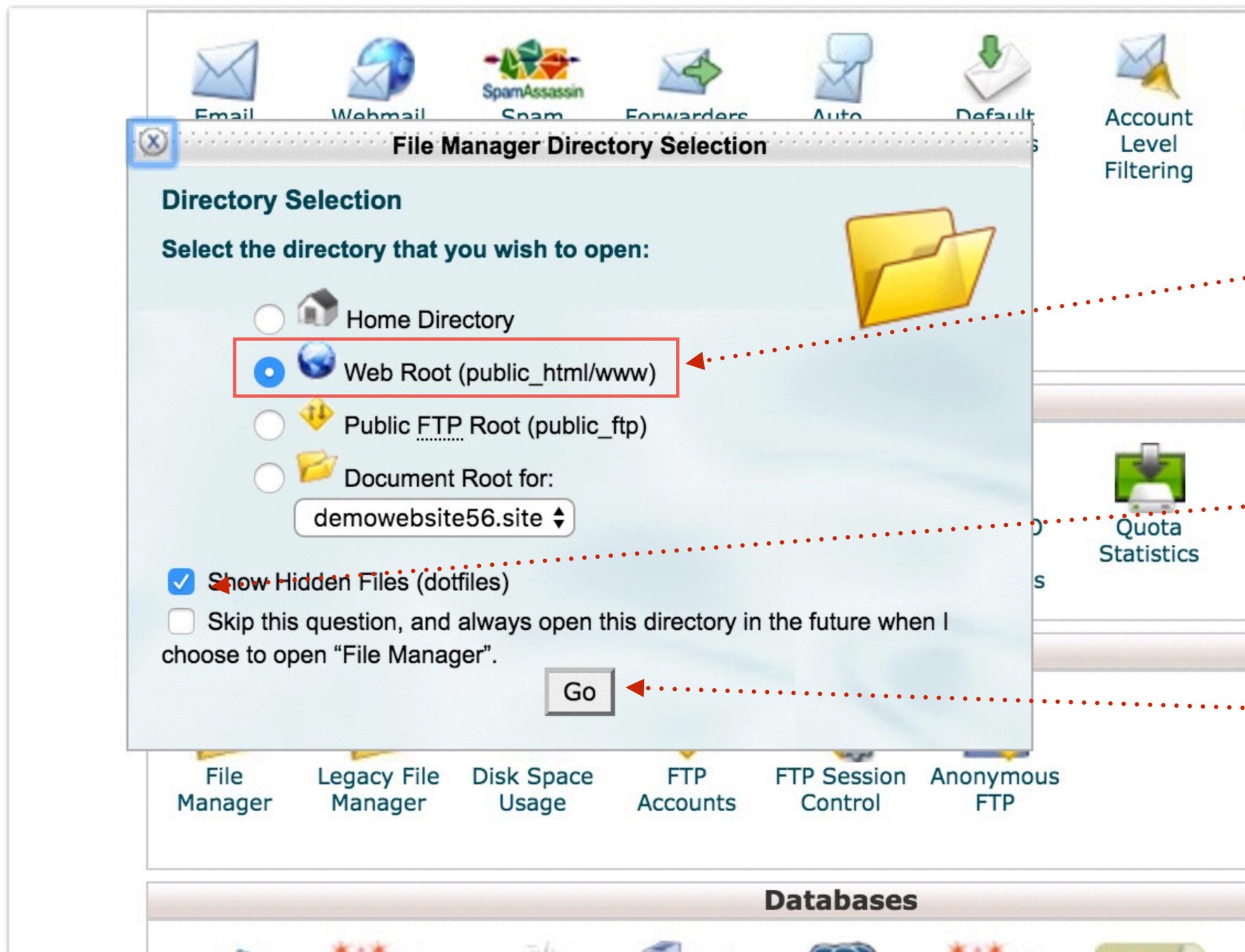
Refer to www.equinetacademy.com/how-to-connect-cpanel-email-account-to-gmail/ on how to connect cPanel email to gmail.

Alternatively, it would be recommended to subscribe to Google Apps to set up and access your company emails through Gmail. <https://apps.google.com/>

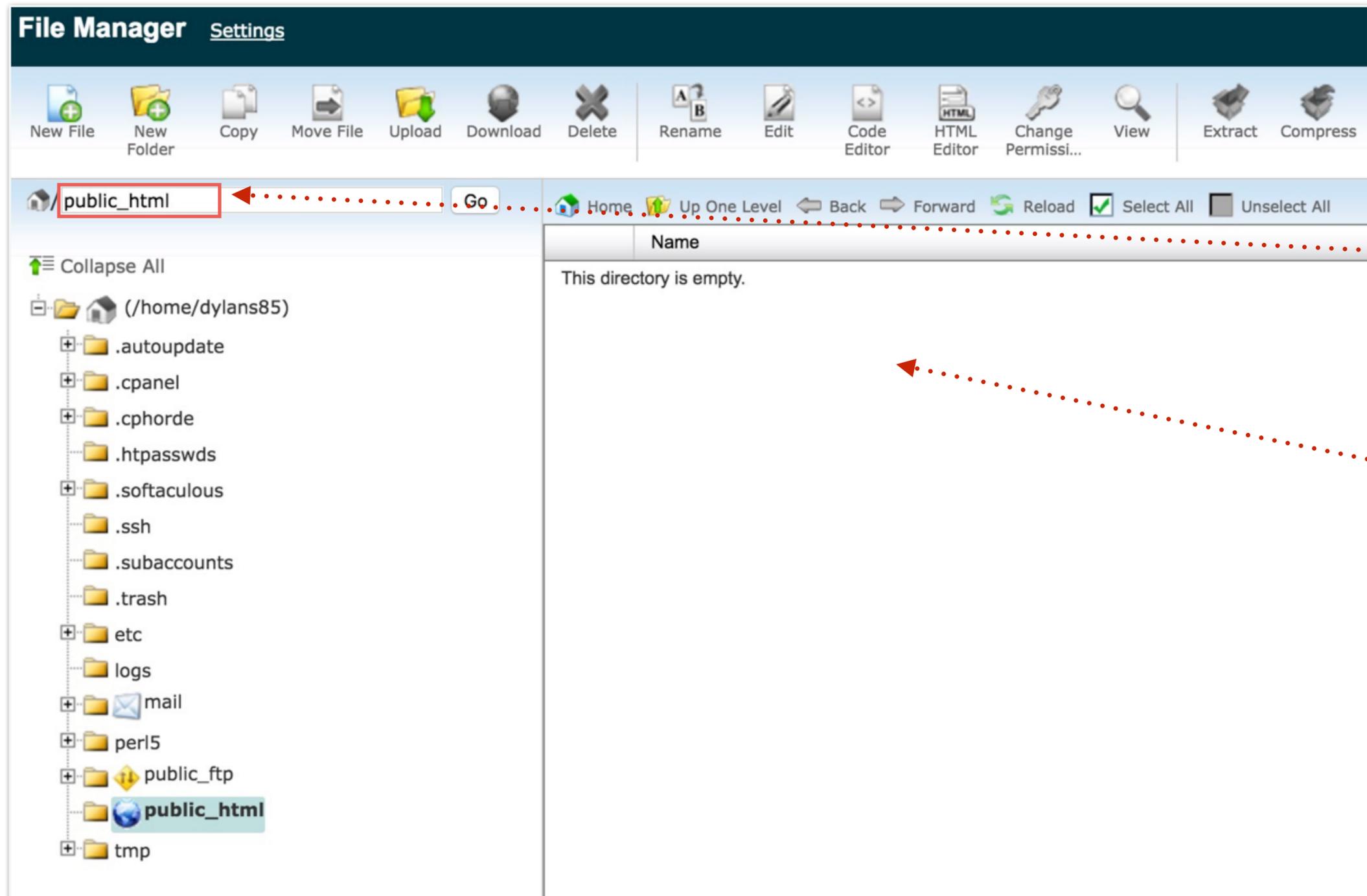
The screenshot displays a control panel interface with the following sections:

- Accounts:** Email Authentication, MX Entry, Assassin™ Advanced MX Editor, Responders, SpamExperts, Address, Level Filtering, and Filter.
- 1H Software:** HTTP CPU Usage Statistics, Cron CPU Usage Statistics, HTTP Memory Usage Statistics, Cron Memory Usage Statistics, HTTP I/O Usage Statistics, Cron I/O Usage Statistics, Quota Statistics, and P Ver Mar.
- Files:** File Manager, Legacy File Manager, Disk Space Usage, FTP Accounts, FTP Session Control, and Anonymous FTP.
- Databases:** MySQL® Databases, MySQL® Database Wizard, phpMyAdmin, Remote MySQL, PostgreSQL Databases, PostgreSQL Database Wizard, and phpPgAdmin.

1. Access your website files via File Manager



1. Ensure you have select Web Root (public_html/www). This is where the public can view your files on the World Wide Web.
2. Ensure you have checked "Show Hidden Files (dotfiles)". This is will reveal any hidden files such as .htaccess.
3. Click "Go".



1. Ensure you are on Web Root (public_html/www). This is where the public can view your files on the World Wide Web.
2. This is the area where you manage your website files such as your photos, videos, plugins, themes, WordPress core files.

3-Step WordPress Installation



1. Under “Software and Services” of your cPanel home, click on either one of the following
 - Softaculous (We will be going through Softaculous in the next steps)
 - Quick Install
 - Fantastico

The above softwares vary depending on your web hosting provider.

Top Scripts i

The screenshot displays a grid of four software options under the heading 'Top Scripts'. Each option is presented in a card format with a logo, the name of the script, and a five-star rating. The WordPress option is highlighted with a red circle.

Script Name	Rating
WordPress	★★★★★
AbanteCart	★★★★★
PrestaShop	★★★★★
Joomla	★★★★★

1. Click on WordPress to go to the next screen

 **WordPress**

★★★★★ Version : 4.5.3  Release Date : 21-06-2016

Install Overview Features Screenshots Demo Ratings Reviews Import

WordPress is web software you can use to create a beautiful website or blog. We like to say that WordPress is both free and priceless at the same time.

The core software is built by hundreds of community volunteers, and when you're ready for more there are thousands of plugins and themes available to transform your site into almost anything you can imagine.

Over 60 million people have chosen WordPress to power the place on the web they call "home" we'd love you to join the family.

WordPress is an Open Source project, which means there are hundreds of people all over the world working on it. (More than most commercial platforms.) It also means you are free to use it for anything from your recipe site to a Fortune 500 web site without paying anyone a license fee.

[Install Now](#) [My Apps](#)

1. Click "Install" and go to the next screen.

Software Setup

Choose Protocol

If your site has SSL, then please choose the HTTPS protocol.

Choose Domain

Please choose the domain to install the software.

In Directory

The directory is relative to your domain and **should not exist**. e.g. To install at `http://mydomain/dir/` just type **dir**. To install only in `http://mydomain/` leave this empty.

Site Settings

Site Name

Site Description

Enable Multisite (WPMU)

Admin Account

1. Choose the domain you wish to install WordPress on
2. Enter your Site Settings

Admin Password **Hide**
Strong (60/100)

Admin Email

Choose Language

Select Language

Select Plugins

Limit Login Attempts (Loginizer)

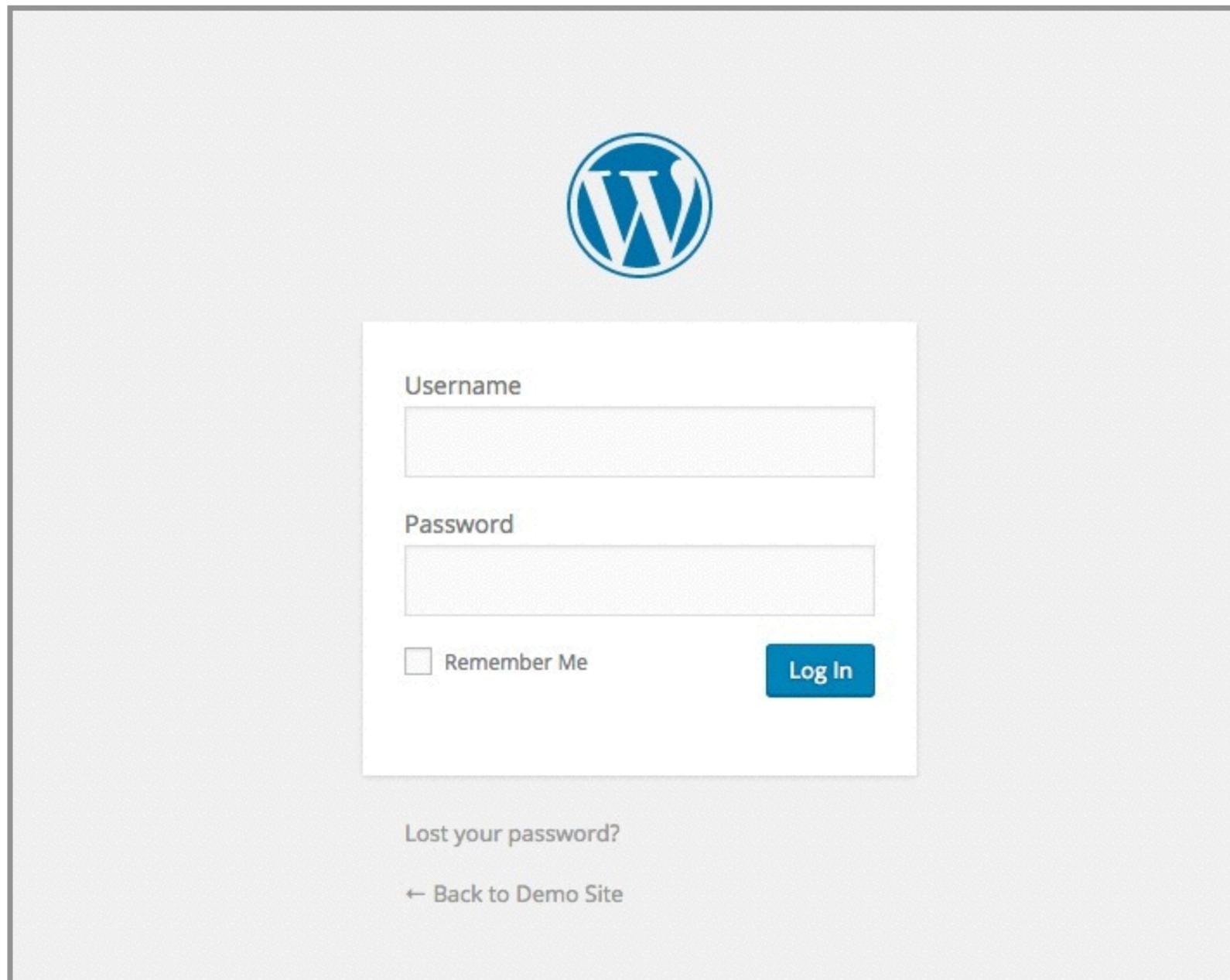
Clef Secure Passwordless Login

Choose Theme

Choose a Theme to install

Advanced Options

1. Fill in your admin details
2. Click "Install"



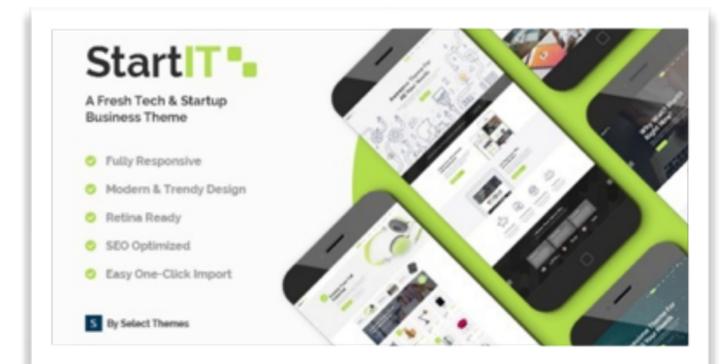
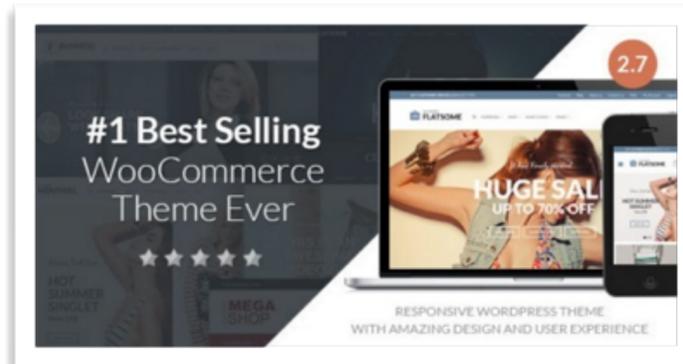
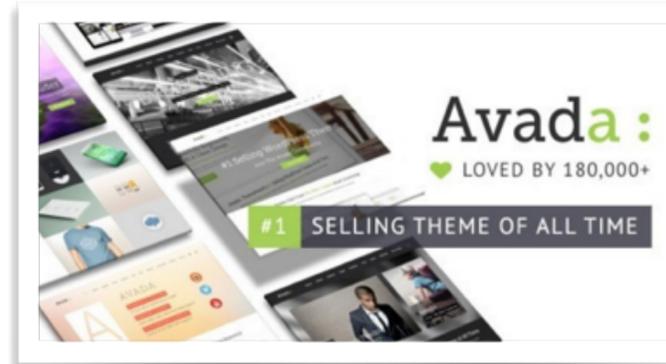
You can now access your site through **www.yourdomain.com/wp-admin**

1. Enter your login details
2. Click “Log In”

The screenshot shows the WordPress dashboard for a 'Demo Site'. The top navigation bar includes 'Demo Site', '0' notifications, a '+ New' button, and a user profile 'Howdy, demouser'. Below the navigation bar, the 'Dashboard' title is displayed. The main content area features a large 'Welcome to WordPress!' message with a 'Dismiss' button. Below this, there are three columns of quick-start links: 'Get Started' with a 'Customize Your Site' button, 'Next Steps' with links to 'Write your first blog post', 'Add an About page', and 'View your site', and 'More Actions' with links to 'Manage widgets or menus', 'Turn comments on or off', and 'Learn more about getting started'. The dashboard is populated with several widgets: 'At a Glance' showing 1 Post, 1 Page, and 1 Comment; 'Quick Draft' with a 'Title' field, a 'What's on your mind?' text area, and a 'Save Draft' button; 'Activity' showing a 'Recently Published' post from Oct 6th 2015; and 'WordPress News' with a news item about 'WordPress 4.4 "Clifford"'. A sidebar on the left contains navigation links for Home, Updates, Posts, Media, Pages, Comments, Appearance, Plugins, Users, Tools, Settings, and a Collapse menu button.

Welcome to your WordPress dashboard. Feel free to explore around.

Installing a WordPress Theme



Choosing a reliable theme before even building your WordPress site is of paramount importance. One of the implications you will face if you switch themes in the middle of your site development is redesigning all your pages from scratch again.

In the next slide, we'll learn how to choose a great WordPress theme.

Modern Web Design Trends



Flat Design



Mix & Match Typography



Compact Navigation Menu



Screen Estate Maximisation



Infinite Scrolling



Full-Width Imagery



Translucency & Transparency



Responsive Design



Micro UX Effects



Parallax Web Design



Rich Media Content



Minimalistic Design



Monochromatic Colours



Minimal Text

View full article at www.equinetacademy.com/latest-web-design-trends/

How to Choose a Reliable WordPress Theme

Good Customer Support:

Sometimes even with web development experience, solving theme issues can be quicker with the help of the theme developer.

Well Documented:

A well documented theme can save you a lot of time trying to figure out theme-specific features and customisations.

Compatible With Mainstream Browsers:

It is important to test the theme against popular browsers such as Chrome, FireFox, Safari, Internet Explorer, and Opera

Good Reviews:

Choosing a theme thousands have already tried their hands on instead of testing a newly developed theme can save you from headaches and wasted time.

Consistent Theme Updates:

A theme that's outdated and incompatible to the latest WordPress version risks security vulnerabilities and display-rendering flaws.

Cost-Effectiveness:

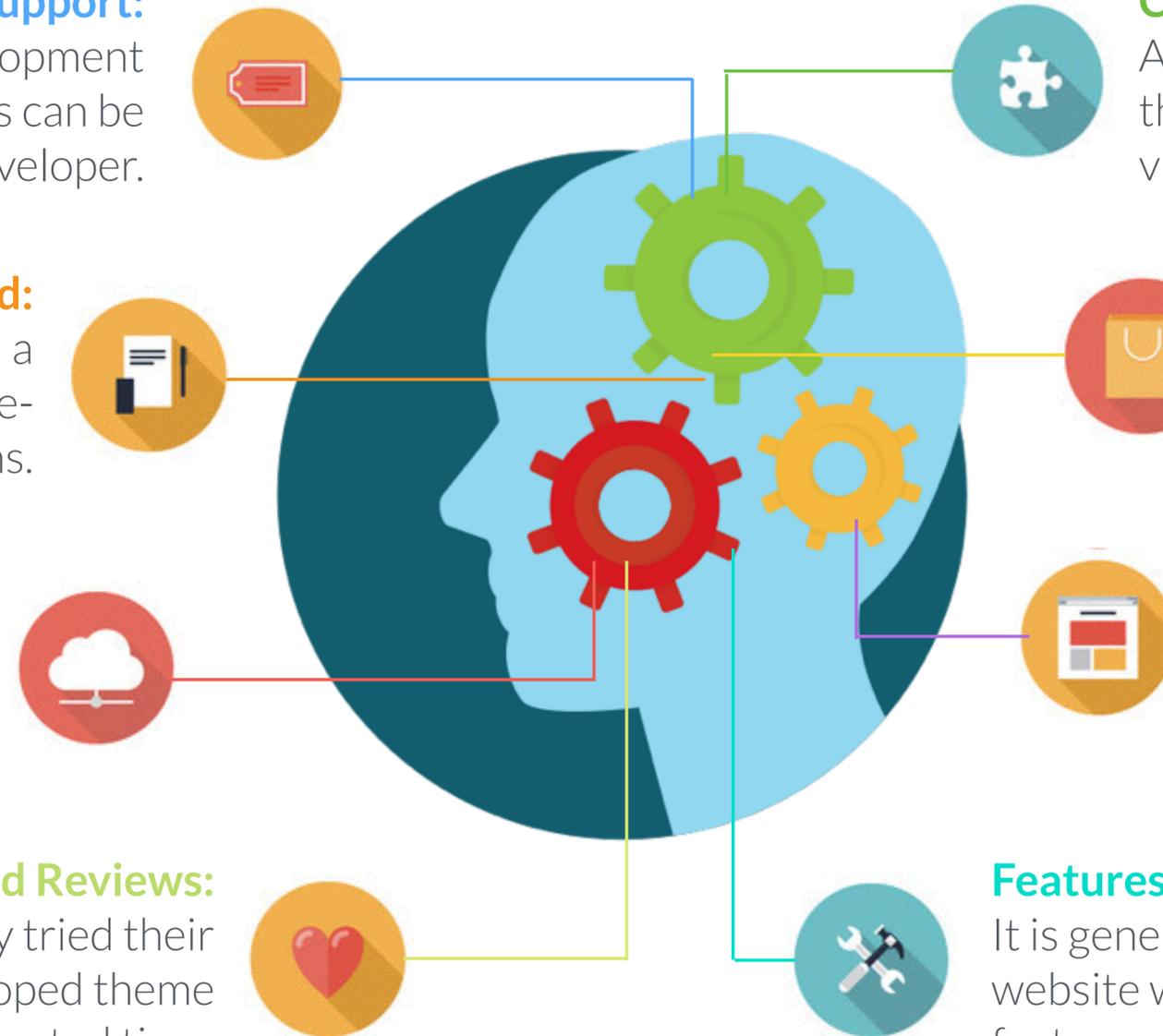
Look for themes that have life-time theme updates and customer support.

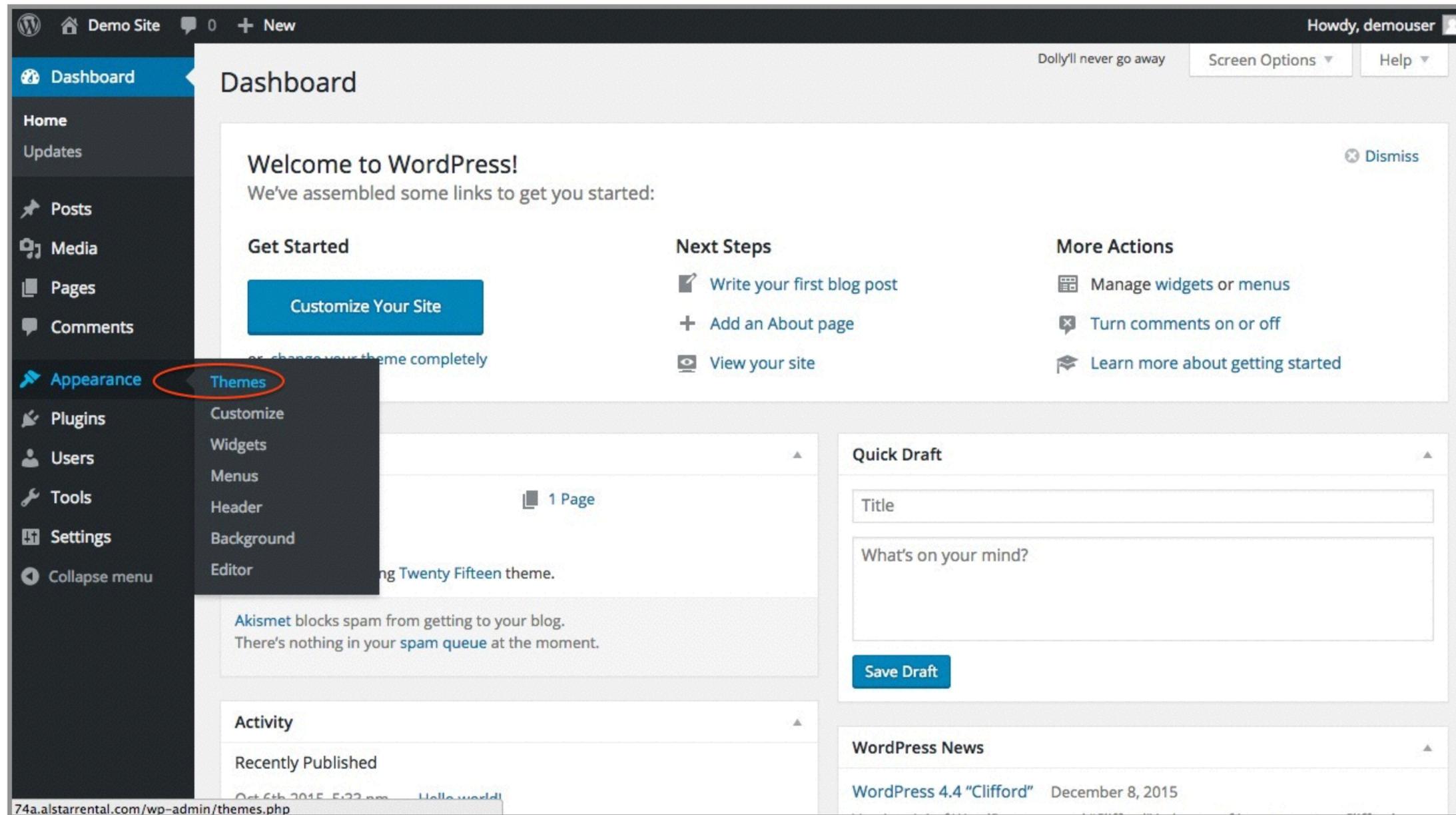
Responsive Design:

Browser responsiveness is ever more important as smartphone and tablet usage overtake desktop usage.

Features Availability & Customisability:

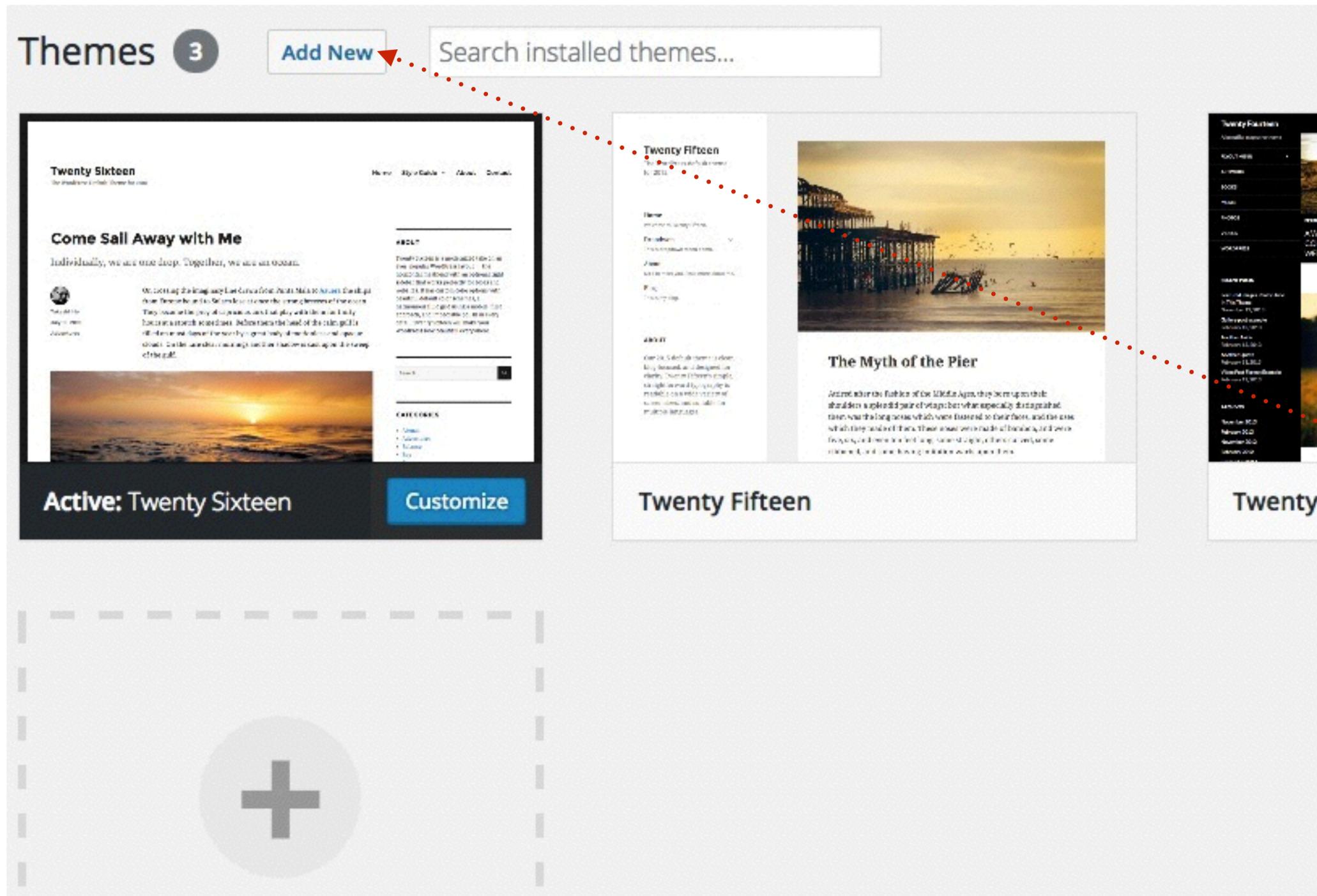
It is generally easier to customise the front end of your website with a theme fully loaded with built-in design features and a flexible internal design framework.



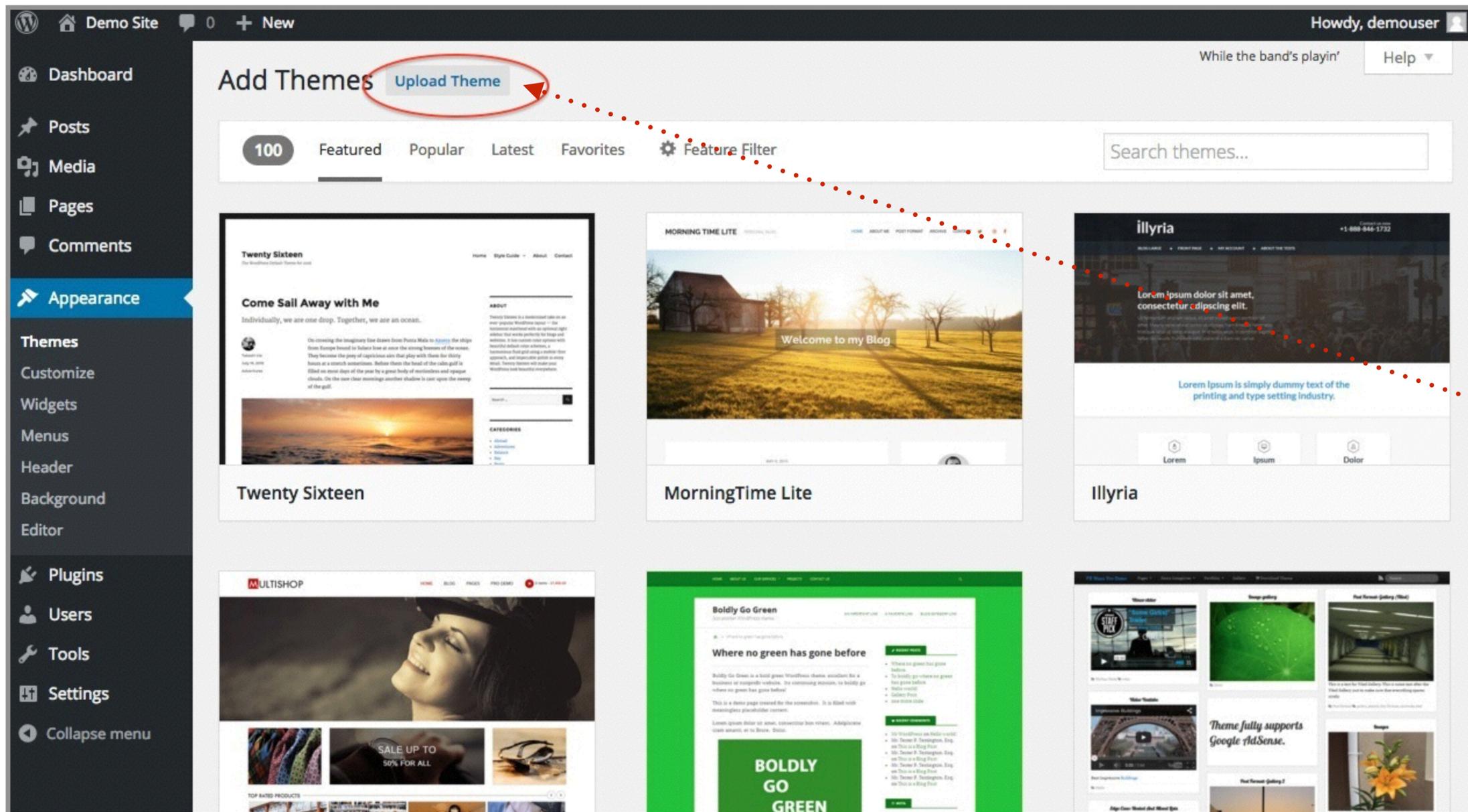


Once you have purchased a premium theme (we will be using the [Genesis framework](#) and Digital Pro child theme for this course), you can now proceed to install it into WordPress.

1. Navigate to Appearance => Themes



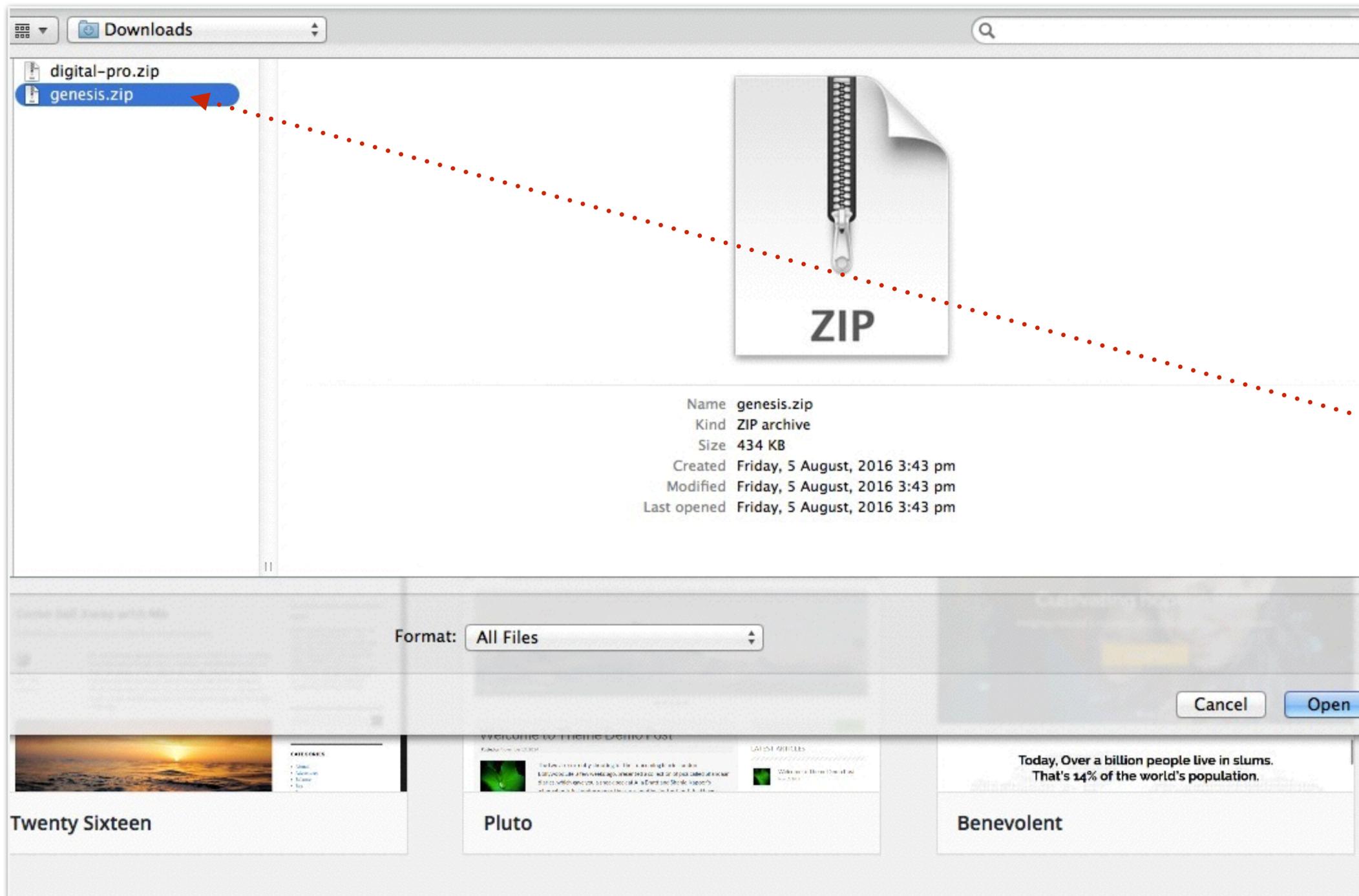
1. Click "Add New"



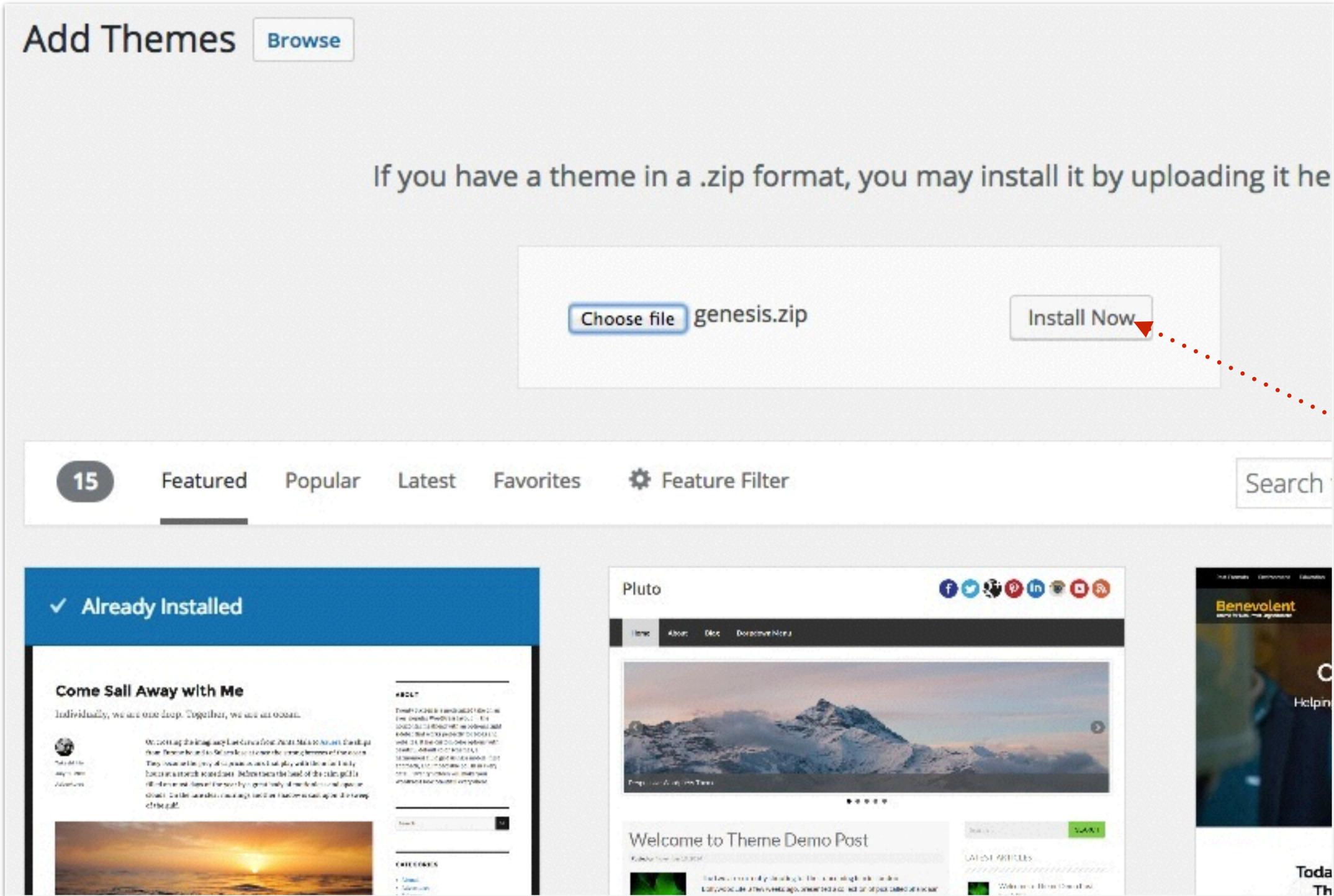
1. Click "Upload Theme"

The screenshot shows the WordPress 'Add Themes' page. At the top, there's a header with 'Demo Site', a notification icon, a '+ New' button, and a user profile 'Howdy, demouser'. Below the header, the main content area has the title 'Add Themes' and a 'Browse' button. A message says 'If you have a theme in a .zip format, you may install it by uploading it here.' Below this is a file upload area with a 'Choose file' button (circled in red), the text 'No file chosen', and an 'Install Now' button. A red dotted arrow points from the 'Choose file' button towards the right. Below the upload area is a filter bar with '100' items, 'Featured', 'Popular', 'Latest', 'Favorites', and a 'Feature Filter' button. A search bar labeled 'Search themes...' is on the right. At the bottom, there are three theme preview cards: 'Twenty Sixteen', 'MorningTime Lite', and 'Illyria'.

1. Click "Choose File"



1. Select theme file in .zip format
2. Click "Open"



1. Click "Install Now"

Installing Theme from uploaded file: genesis.zip

Unpacking the package...

Installing the theme...

Theme installed successfully.

[Live Preview](#) | [Activate](#) | [Return to Themes page](#)

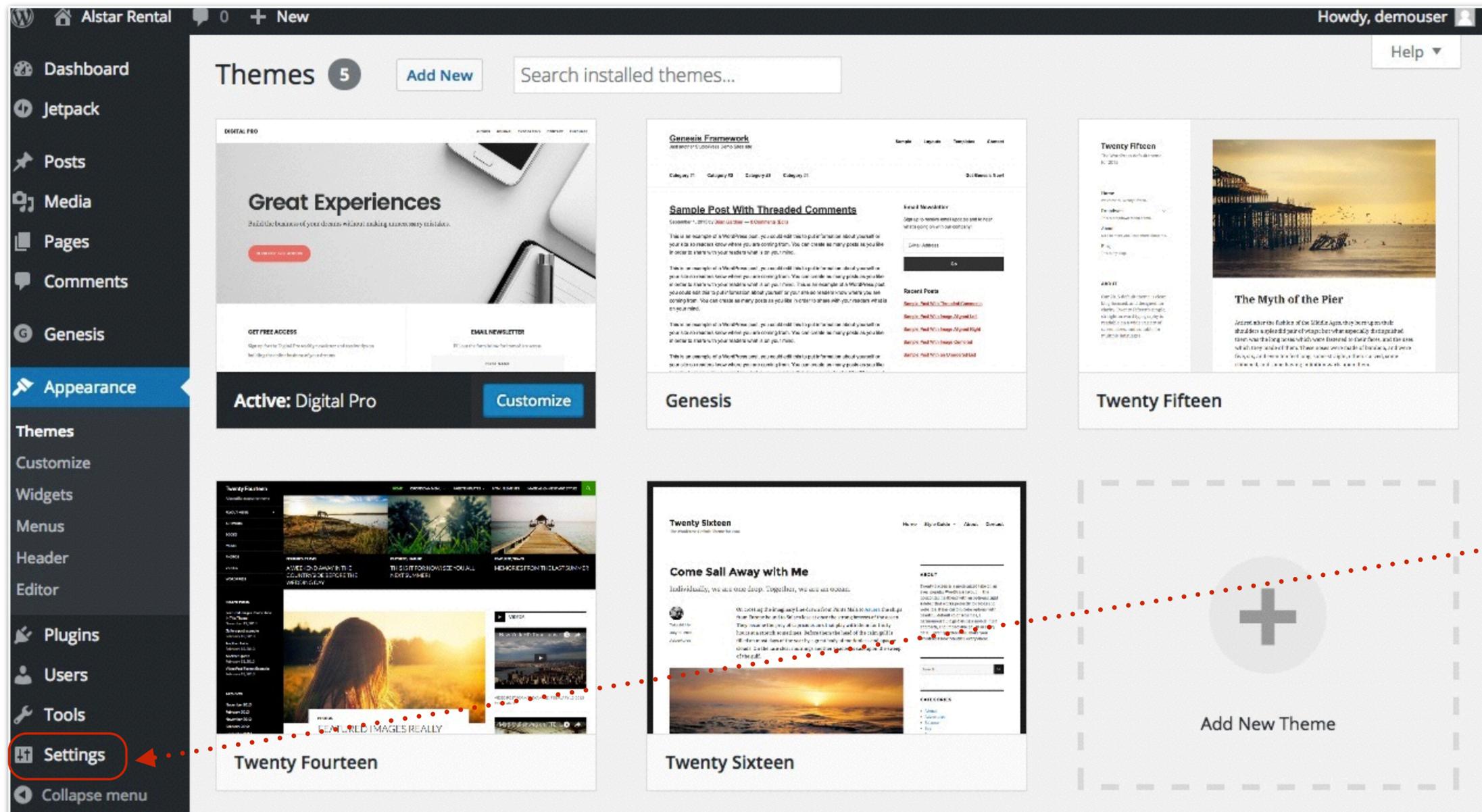
1. Click “Activate”

Repeat the previous steps to install and activate the “Digital Pro child theme”.

To find out more about what is a child theme and its purpose, check out [this article](#).

Premium WordPress themes usually come with a child theme. If it doesn't, you have to create your own. To learn how to create a child theme, check out [this guide](#).

Alternatively, you may use the [One-Click Child Theme plugin](#) to create a child theme.

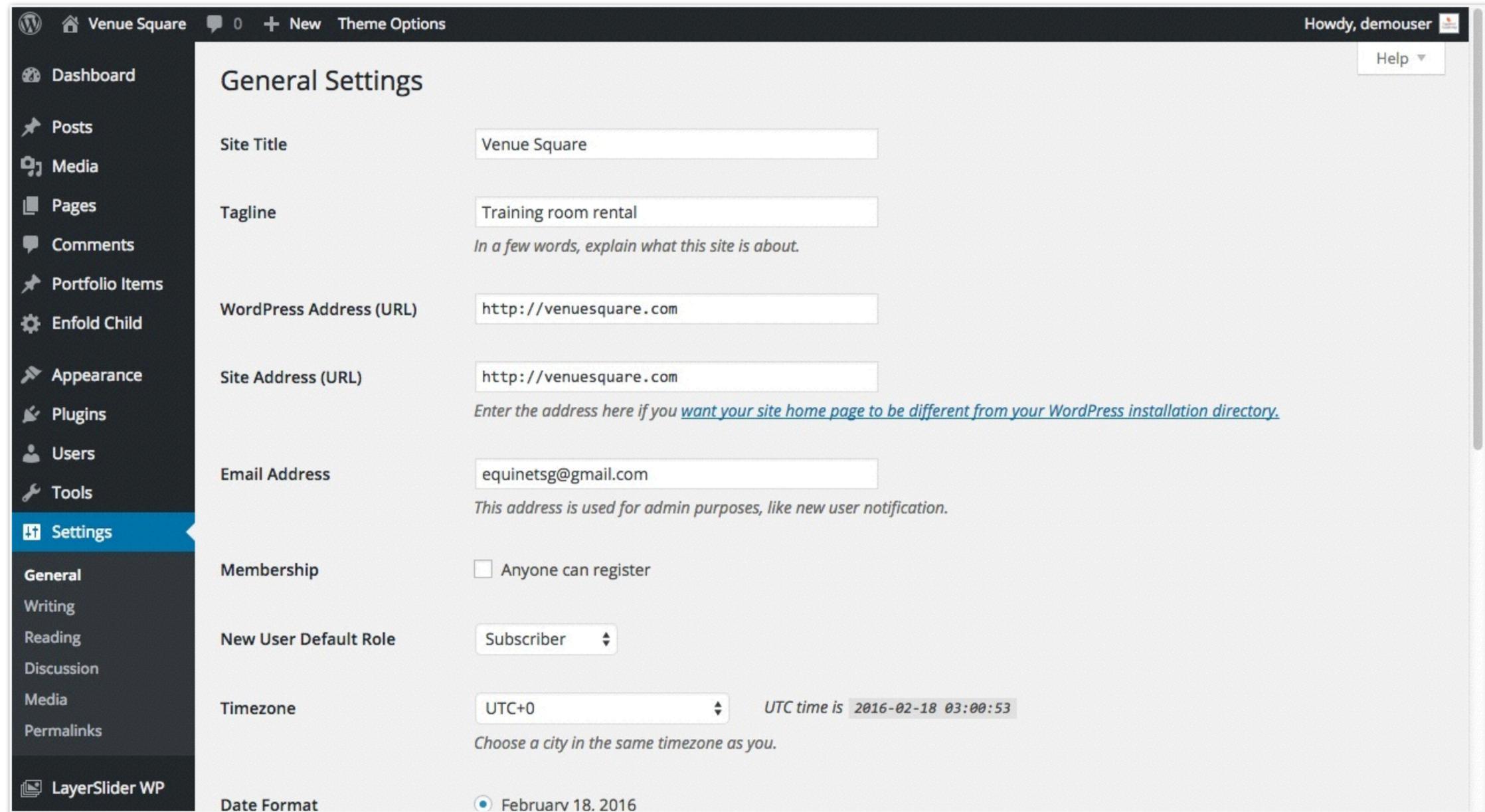


Once you have installed and activated your child theme, you should see the following in your Appearance => Themes.

Next, we will be customising your site settings.

Click on “Settings”

Customise Settings



The screenshot shows the WordPress dashboard for the 'Venue Square' theme. The left sidebar contains navigation links: Dashboard, Posts, Media, Pages, Comments, Portfolio Items, Enfold Child, Appearance, Plugins, Users, Tools, Settings (highlighted), General, Writing, Reading, Discussion, Media, Permalinks, and LayerSlider WP. The main content area is titled 'General Settings' and includes the following fields:

- Site Title:** Venue Square
- Tagline:** Training room rental
In a few words, explain what this site is about.
- WordPress Address (URL):** http://venuesquare.com
- Site Address (URL):** http://venuesquare.com
Enter the address here if you [want your site home page to be different from your WordPress installation directory.](#)
- Email Address:** equinetsg@gmail.com
This address is used for admin purposes, like new user notification.
- Membership:** Anyone can register
- New User Default Role:** Subscriber
- Timezone:** UTC+0
UTC time is 2016-02-18 03:00:53
Choose a city in the same timezone as you.
- Date Format:** February 18, 2016

In your Settings, you can configure settings such as:

1. Site title, admin email address.
2. Assign a home page and blog roll, and more.

The screenshot shows the WordPress dashboard for a site named 'Venue Square'. The 'Settings' menu is open, and the 'General' settings are displayed. The following fields are highlighted with red boxes and arrows pointing to explanatory text on the right:

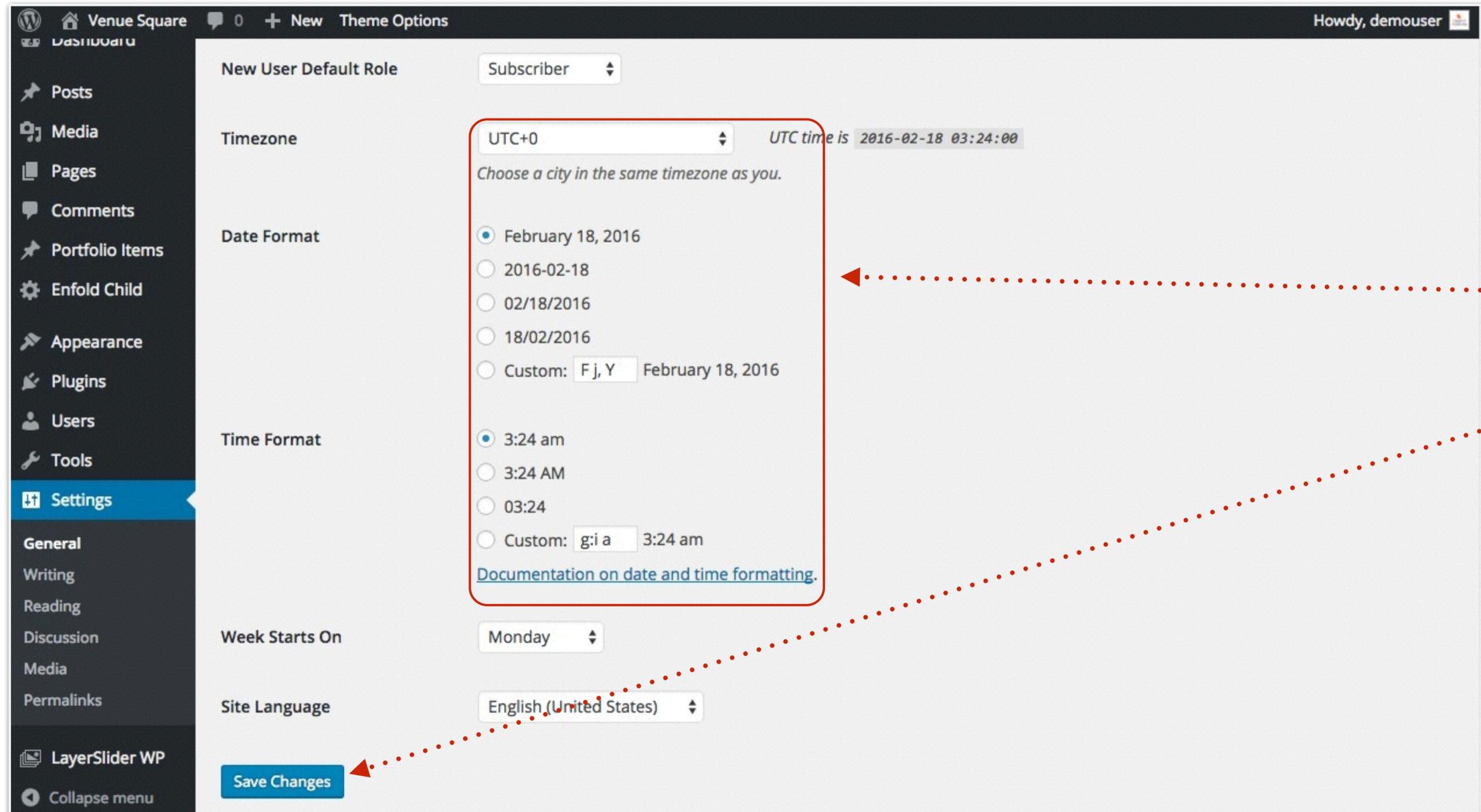
- Site Title:** Venue Square
- Tagline:** Training room rental (with a sub-note: *In a few words, explain what this site is about.*)
- WordPress Address (URL):** http://venuesquare.com
- Site Address (URL):** http://venuesquare.com (with a sub-note: *Enter the address here if you want your site home page to be different from your WordPress installation directory.*)
- Email Address:** equinetsg@gmail.com (with a sub-note: *This address is used for admin purposes, like new user notification.*)
- Membership:** Anyone can register
- New User Default Role:** Subscriber
- Timezone:** UTC+0 (with a sub-note: *Choose a city in the same timezone as you.* and a timestamp: *UTC time is 2016-02-18 03:00:53*)
- Date Format:** Februarv 18. 2016

Your Site Title and Tagline might be picked up by search engines and may show up on their search results pages.

You may choose to set your Uniform Resource Locator (URL) to begin with either “<http://www>.” or “<http://>”. To set your URL to e.g. “<http://www>.”, add www. to both the WordPress Address URL and Site Address URL to ensure it is working properly.

The email address you specify here will be used for admin purposes, such as notification of new user registrations.

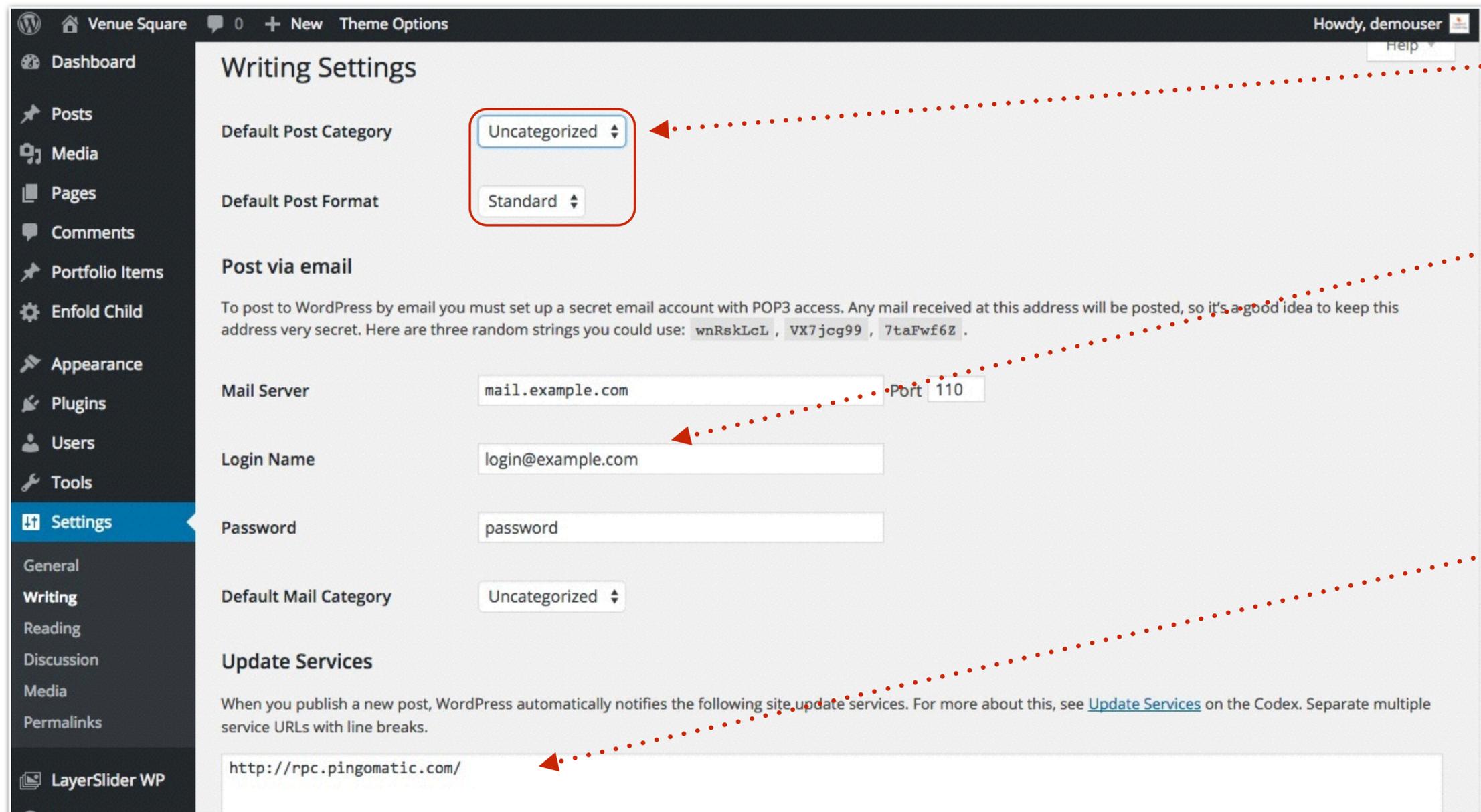
To allow anyone to register as a user, check this box. However we do not recommend checking this option unless necessary due to the amount of spam registrations you will receive.



1. Set your date and time settings here.

2. Click Save.

Next, click on “Writing”.

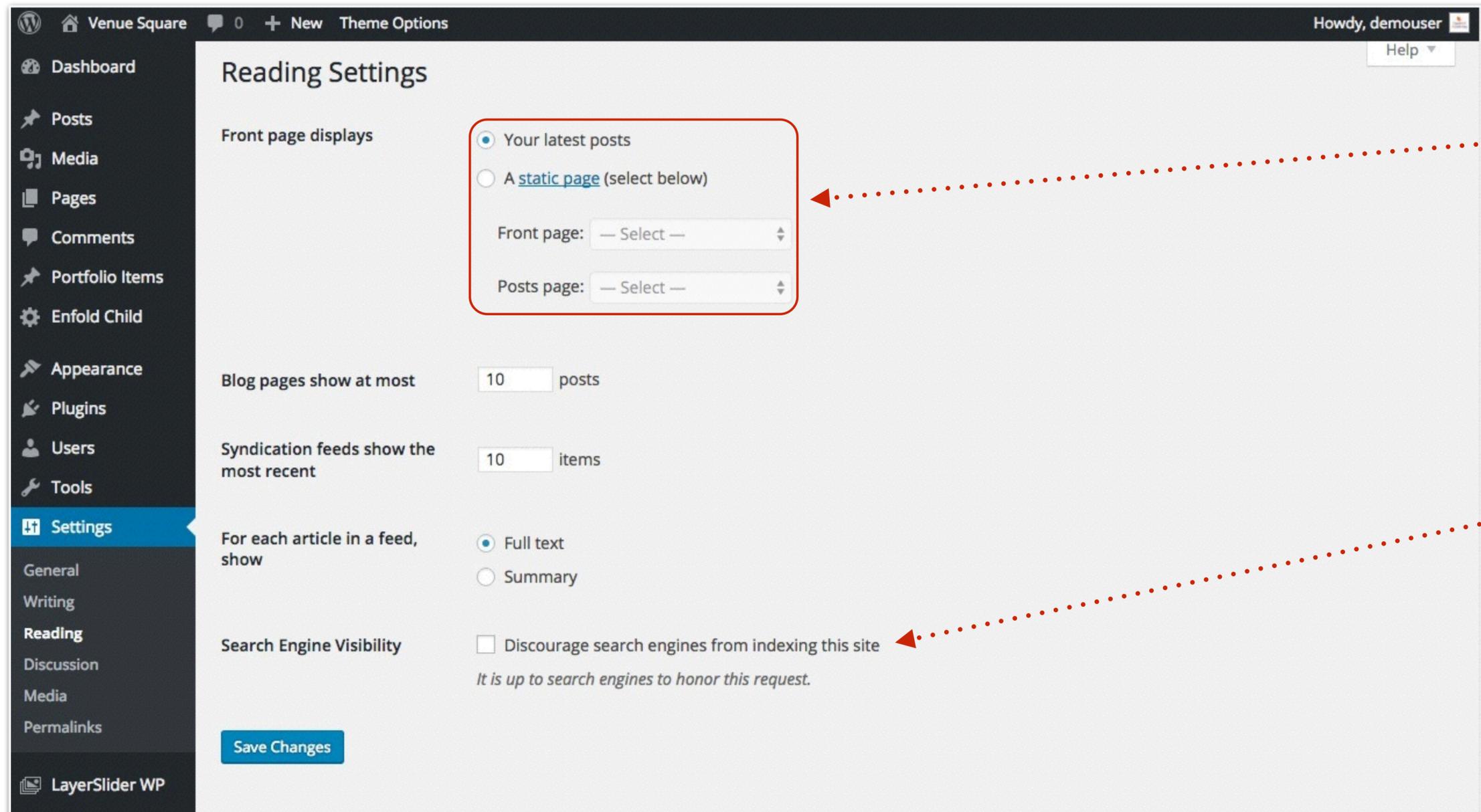


Here, you can change your default blogpost category and default blog post format.

If you wish to post to WordPress via email, you can do so by setting up your mail server details here.

If you wish to automatically notify popular update services such as pingomatic that you have updated your blog, you may enter multiple services URLs in the box below. Doing so can increase traffic to your site.

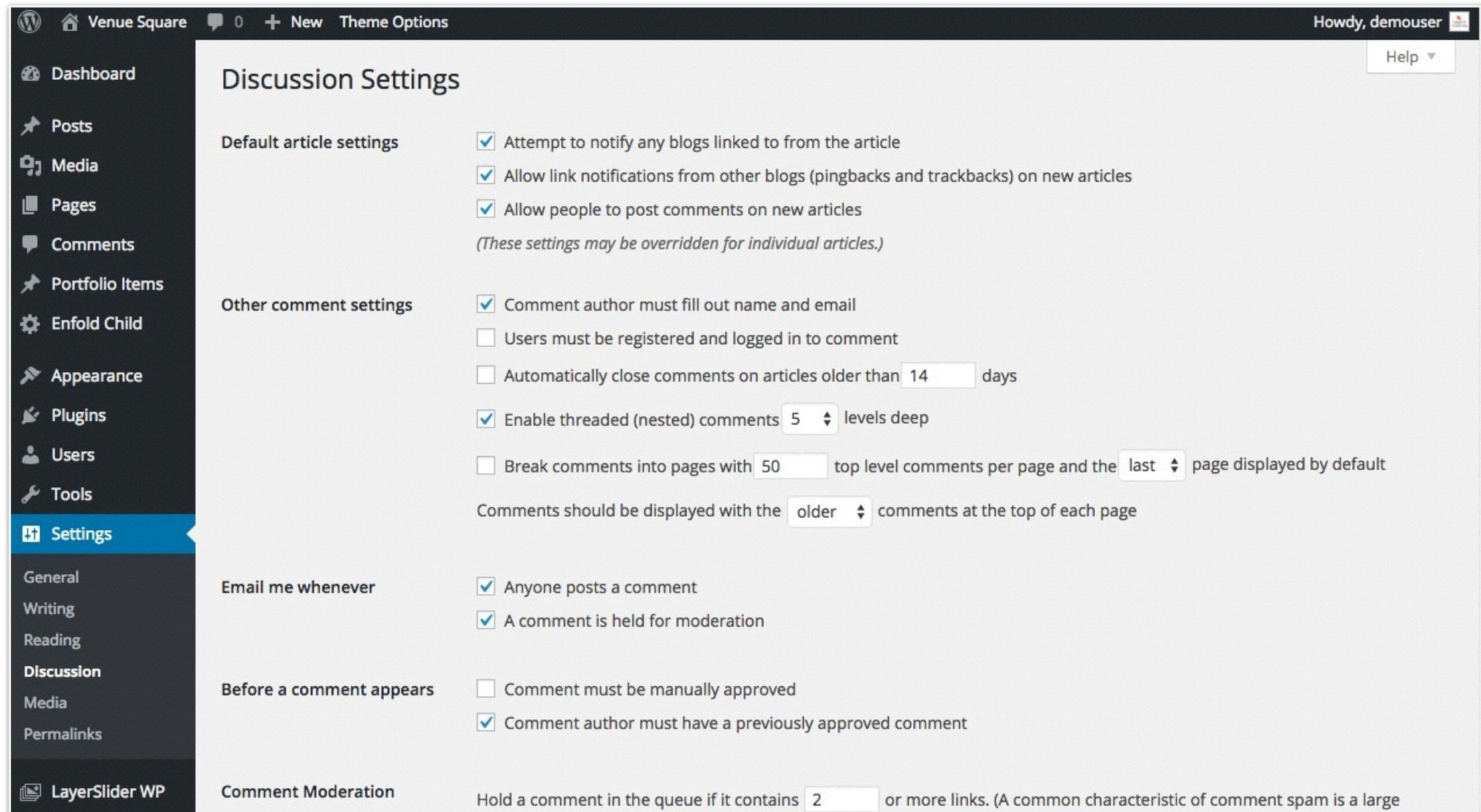
Next, click on “Reading” settings.



By default, WordPress displays your latest posts on your homepage. To change it to display a static page, click on “A static page” and select “Home” page to assign it to your homepage. Similarly, assign a page to display all your blog posts.

Select this option only if you do not want search engines to index your site. Warning: Doing so can reduce your site traffic significantly.

Next, click on “Discussion” settings.



The screenshot shows the WordPress admin dashboard with the 'Discussion Settings' page open. The left sidebar contains navigation links for Dashboard, Posts, Media, Pages, Comments, Portfolio Items, Enfold Child, Appearance, Plugins, Users, Tools, Settings (highlighted), General, Writing, Reading, Discussion, Media, Permalinks, and LayerSlider WP. The main content area is titled 'Discussion Settings' and includes a 'Help' button. The settings are organized into sections: 'Default article settings' (with three checked options), 'Other comment settings' (with five options, some checked and some with input fields), 'Email me whenever' (with two checked options), 'Before a comment appears' (with two options, one checked), and 'Comment Moderation' (with one option and an input field).

Discussion Settings

Default article settings

- Attempt to notify any blogs linked to from the article
- Allow link notifications from other blogs (pingbacks and trackbacks) on new articles
- Allow people to post comments on new articles

(These settings may be overridden for individual articles.)

Other comment settings

- Comment author must fill out name and email
- Users must be registered and logged in to comment
- Automatically close comments on articles older than days
- Enable threaded (nested) comments levels deep
- Break comments into pages with top level comments per page and the page displayed by default

Comments should be displayed with the comments at the top of each page

Email me whenever

- Anyone posts a comment
- A comment is held for moderation

Before a comment appears

- Comment must be manually approved
- Comment author must have a previously approved comment

Comment Moderation

Hold a comment in the queue if it contains or more links. (A common characteristic of comment spam is a large

Here, you can customise your discussion settings such as comment author requirements, comment email notification settings, and more.

Avatars

An avatar is an image that follows you from weblog to weblog appearing beside your name when you comment on avatar enabled sites. Here you can enable the display of avatars for people who comment on your site.

Avatar Display Show Avatars

Maximum Rating

- G — Suitable for all audiences
- PG — Possibly offensive, usually for audiences 13 and above
- R — Intended for adult audiences above 17
- X — Even more mature than above

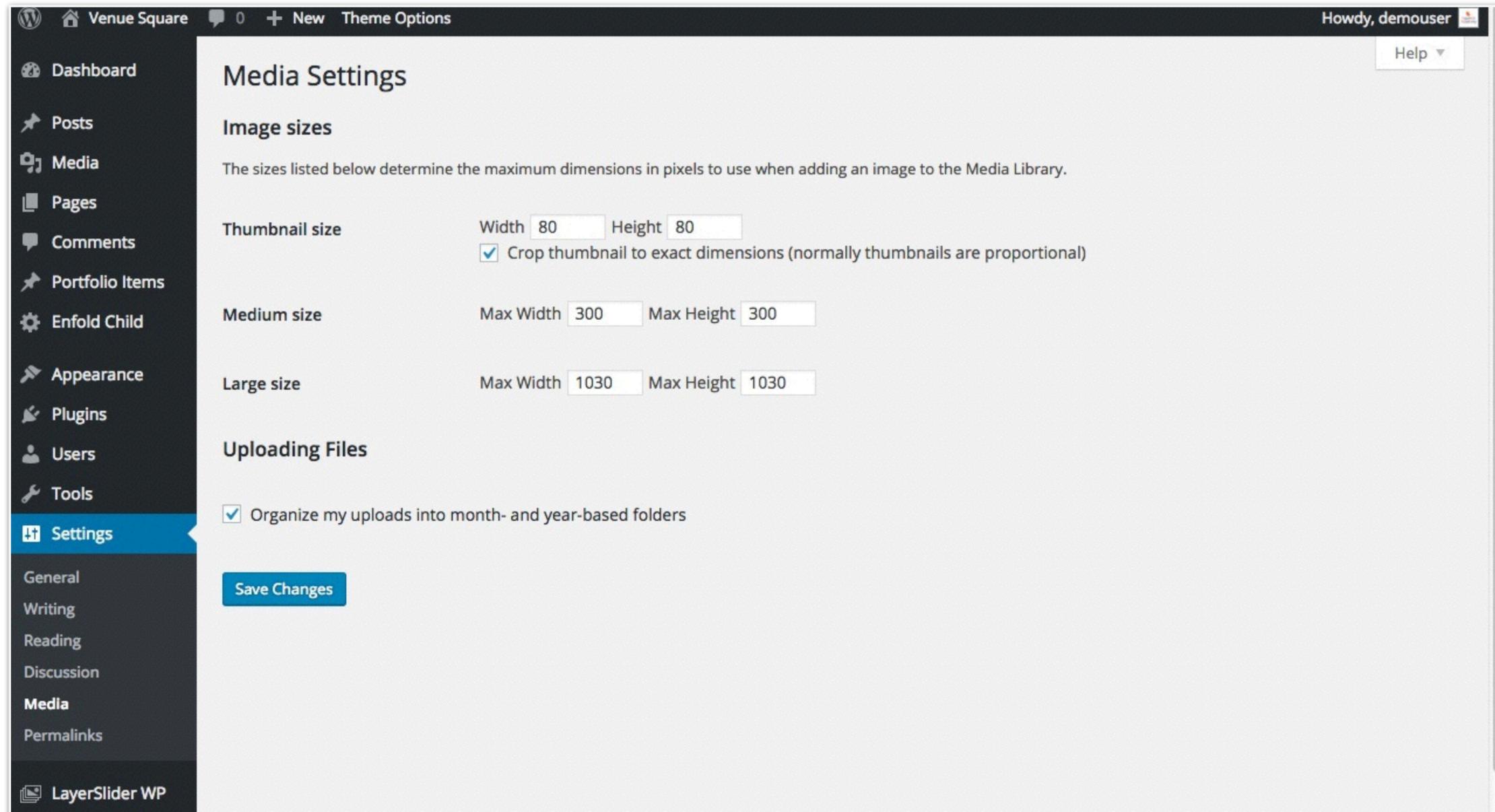
Default Avatar

For users without a custom avatar of their own, you can either display a generic logo or a generated one based on their email address.

- Mystery Person
- Blank
- Gravatar Logo
- Identicon (Generated)
- Wavatar (Generated)
- MonsterID (Generated)
- Retro (Generated)

Scrolling further down, you may choose the default avatar to show for a comment author.

Next, click on “Media” settings.



The screenshot shows the WordPress Media Settings page. The left sidebar contains navigation links: Dashboard, Posts, Media, Pages, Comments, Portfolio Items, Enfold Child, Appearance, Plugins, Users, Tools, Settings (highlighted), General, Writing, Reading, Discussion, Media, and Permalinks. The main content area is titled "Media Settings" and includes a "Help" button. Under "Image sizes", there is a description: "The sizes listed below determine the maximum dimensions in pixels to use when adding an image to the Media Library." The "Thumbnail size" section has input fields for Width (80) and Height (80), and a checked checkbox for "Crop thumbnail to exact dimensions (normally thumbnails are proportional)". The "Medium size" section has input fields for Max Width (300) and Max Height (300). The "Large size" section has input fields for Max Width (1030) and Max Height (1030). Under "Uploading Files", there is a checked checkbox for "Organize my uploads into month- and year-based folders". A "Save Changes" button is located at the bottom of the settings area.

At Media Settings, you can define your auto-generated image sizes and file organisation settings.

Next, click on “Permalink” settings.

WordPress offers you the ability to create a custom URL structure for your permalinks and archives. Custom URL structures can improve the aesthetics, usability, and forward-compatibility of your links. A [number of tags are available](#), and here are some examples to get you started.

Common Settings

- Plain `http://venuesquare.com/?p=123`
- Day and name `http://venuesquare.com/2016/02/18/sample-post/`
- Month and name `http://venuesquare.com/2016/02/sample-post/`
- Numeric `http://venuesquare.com/archives/123`
- Post name `http://venuesquare.com/sample-post/`
- Custom Structure `http://venuesquare.com /%year%/%monthnum%/%day%/%postname%/`

Optional

If you like, you may enter custom structures for your category and tag URLs here. For example, using `topics` as your category base would make your category links like `http://venuesquare.com/topics/uncategorized/`. If you leave these blank the defaults will be used.

Category base

Your Permalink settings gives you the option of creating a custom URL structure for your posts, pages, and archives.

It is recommended to set your permalink settings to “Post Name” for better search engine friendliness.

Next, click on “Users”.

Users [Add New](#)

All (1) | Administrator (1)

Bulk Actions Apply Change role to... Change 1 item

<input type="checkbox"/>	Username	Name	Email	Role	Posts
<input type="checkbox"/>	demouser		equinetsg@gmail.com	Administrator	1

Bulk Actions Apply Change role to... Change 1 item

Thank you for creating with WordPress. Version 4.4.2

To edit an existing user, click on the username.

To add a new user, click “Add New”. Let’s click on that.

The screenshot shows the WordPress 'Add New User' interface. A red box highlights the input fields for Username, Email, First Name, Last Name, and Website, along with the Password field and the 'Show password' button. A dropdown menu is open for the 'Role' field, showing options: Subscriber (checked), Contributor, Author, Editor, and Administrator. A blue 'Add New User' button is visible at the bottom left of the form area.

1. Enter user details.
2. Select user role.
3. Click "Add New User"

Users [Add New](#)

New user created. [Edit user](#)

All (2) | Administrator (1) | Author (1)

Bulk Actions Apply Change role to... Change 2 items

<input type="checkbox"/>	Username	Name	Email	Role	Posts
<input type="checkbox"/>	demouser		equinetsg@gmail.com	Administrator	1
<input type="checkbox"/>	Newuser	Venue Square	alstarrental@gmail.com	Author	0

Bulk Actions Apply Change role to... Change 2 items

Thank you for creating with WordPress. Version 4.4.2

A new user has been created. To add a profile picture, navigate over to [Gravatar](#) and create a new account over there. In order for the profile picture to show, the email address at Gravatar has to be similar as the email address specified in the WordPress user profile.

Plugins

The screenshot shows the WordPress admin dashboard for a site named 'Venue Square'. The top navigation bar includes 'Venue Square', 'New', and 'Theme Options'. The user is logged in as 'Howdy, demouser'. The left sidebar menu is expanded to 'Plugins', which is highlighted in blue. Below the sidebar, the 'Installed Plugins' section is visible, with 'Add New' and 'Editor' options. The main content area is titled 'Plugins' and features a red circle around the 'Add New' button. Below this, there are two sections for installed plugins. The first section shows two items: 'Akismet' and 'Hello Dolly'. Each item has a checkbox, a description, and links for 'Activate', 'Edit', and 'Delete'. The 'Akismet' plugin description reads: 'Used by millions, Akismet is quite possibly the best way in the world to protect your blog from spam. It keeps your site protected even while you sleep. To get started: 1) Click the "Activate" link to the left of this description, 2) Sign up for an Akismet plan to get an API key, and 3) Go to your Akismet configuration page, and save your API key. Version 3.1.7 | By Automattic | View details'. The 'Hello Dolly' plugin description reads: 'This is not just a plugin, it symbolizes the hope and enthusiasm of an entire generation summed up in two words sung most famously by Louis Armstrong: Hello, Dolly. When activated you will randomly see a lyric from Hello, Dolly in the upper right of your admin screen on every page. Version 1.6 | By Matt Mullenweg | View details'. The second section shows a placeholder for another plugin. At the bottom of the page, there is a footer that says 'Thank you for creating with WordPress.' and 'Version 4.4.2'.

Plugins help to extend the functionality of your site.

1. Navigate to Plugins
2. Click "Add New"

Add Plugins [Upload Plugin](#) Help ▾

Search Results [Featured](#) [Popular](#) [Recommended](#) [Favorites](#) Keyword

218 items << < 1 of 8 > >>



TinyMCE Advanced

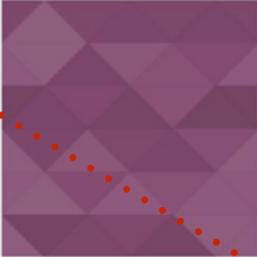
Extends and enhances TinyMCE, the WordPress Visual Editor.

By *Andrew Ozz*

★★★★★ (208) Last Updated: 4 days ago

1+ Million Active Installs ✓ Compatible with your version of WordPress

[Install Now](#) [More Details](#)



R3DF Beaver Builder TinyMCE Advanced Icon Fix

Fixes font icon's not showing in TinyMCE with TinyMCE Advanced and Beaver Builder.

By *R3DF*

★★★★★ (1) Last Updated: 5 months ago

100+ Active Installs Untested with your version of WordPress

[Install Now](#) [More Details](#)



TinyMCE Annotate

Create annotations in your content.

By *xyulex*

[Install Now](#) [More Details](#)



TinyMCE Custom Styles

Improve TinyMCE visual editor by adding custom editor stylesheets and a configurable styles dropdown.

[Install Now](#) [More Details](#)

There are a few ways to install a plugin:

- Installing it directly from the WordPress Plugin Directory
- Uploading the plugin through the WordPress dashboard
- Uploading the plugin through File Transfer Protocol (FTP) such as [FileZilla](#).

We will install the plugin “Tiny MCE Advanced”.

1. Enter “tinymce advanced” in the search box and hit enter on your keyboard.
2. Next, click install, and activate.

All (4) | Active (2) | Inactive (2) Search installed plugins...

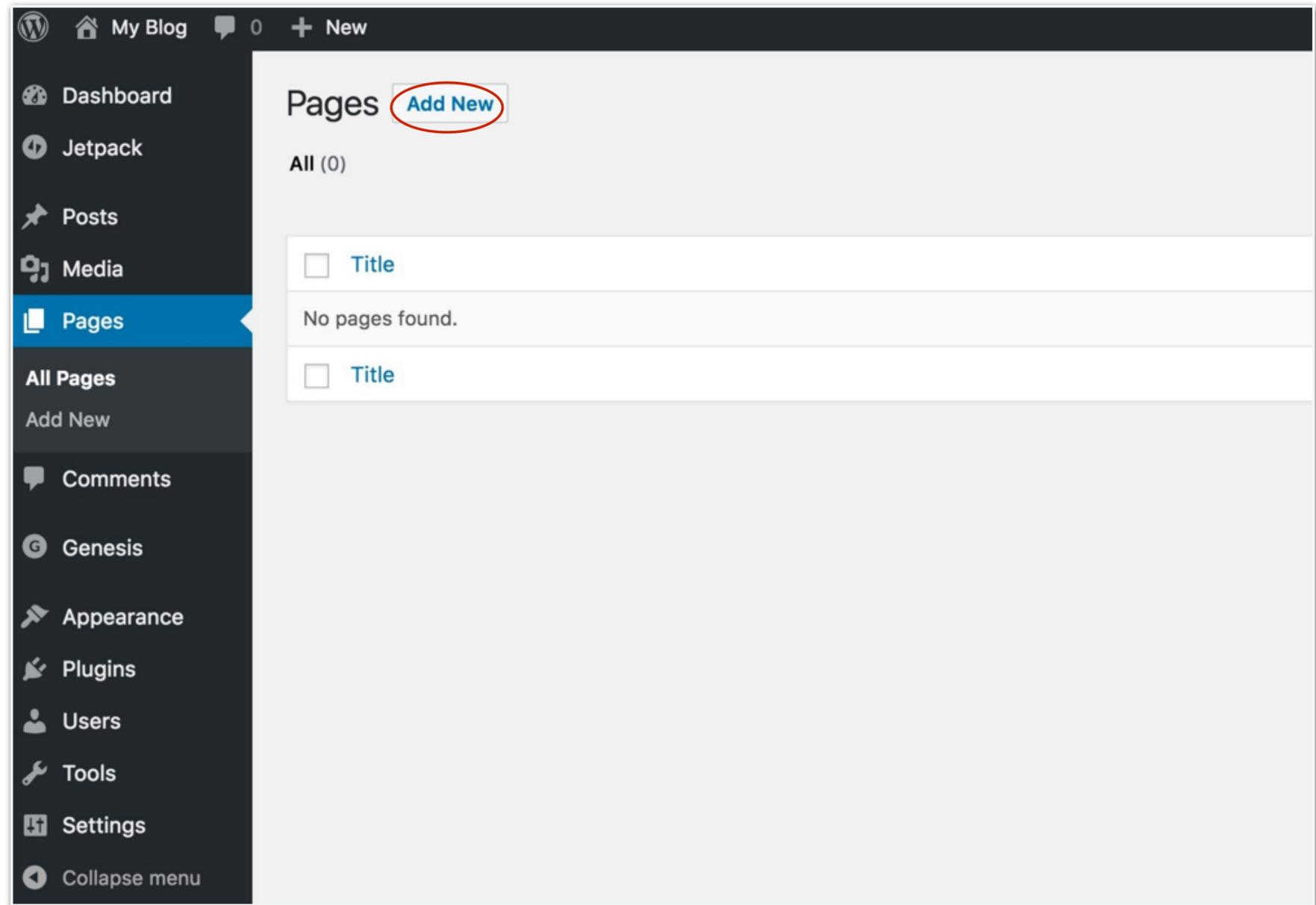
Bulk Actions ▾ Apply

<input type="checkbox"/> Plugin	Description
<input type="checkbox"/> Akismet Activate Edit Delete	<p>Used by millions, Akismet is quite possibly the best way in the world to protect your blog from spam. It keeps your site protected even while you sleep. To get started: 1) Click the "Activate" link to the left of this description, 2) Sign up for an Akismet plan to get an API key, and 3) Go to your Akismet configuration page, and save your API key.</p> <p>Version 3.2 By Automattic View details</p>
<input type="checkbox"/> Hello Dolly Activate Edit Delete	<p>This is not just a plugin, it symbolizes the hope and enthusiasm of an entire generation summed up in two words sung most famously by Louis Armstrong: Hello, Dolly. When activated you will randomly see a lyric from Hello, Dolly in the upper right of admin screen on every page.</p> <p>Version 1.6 By Matt Mullenweg View details</p>
<input type="checkbox"/> Jetpack by WordPress.com Jetpack Deactivate Edit	<p>Bring the power of the WordPress.com cloud to your self-hosted WordPress. Jetpack enables you to connect your blog to a WordPress.com account to use the powerful features normally only available to WordPress.com users.</p> <p>Version 4.4.2 By Automattic View details</p>
<input type="checkbox"/> TinyMCE Advanced Settings Deactivate Edit	<p>Enables advanced features and plugins in TinyMCE, the visual editor in WordPress.</p> <p>Version 4.4.3 By Andrew Ozz View details</p>
<input type="checkbox"/> Plugin	Description

That's it! Your plugin has been installed successfully.

1. Navigate to Settings => TinyMCE Advanced.

Adding Site Content



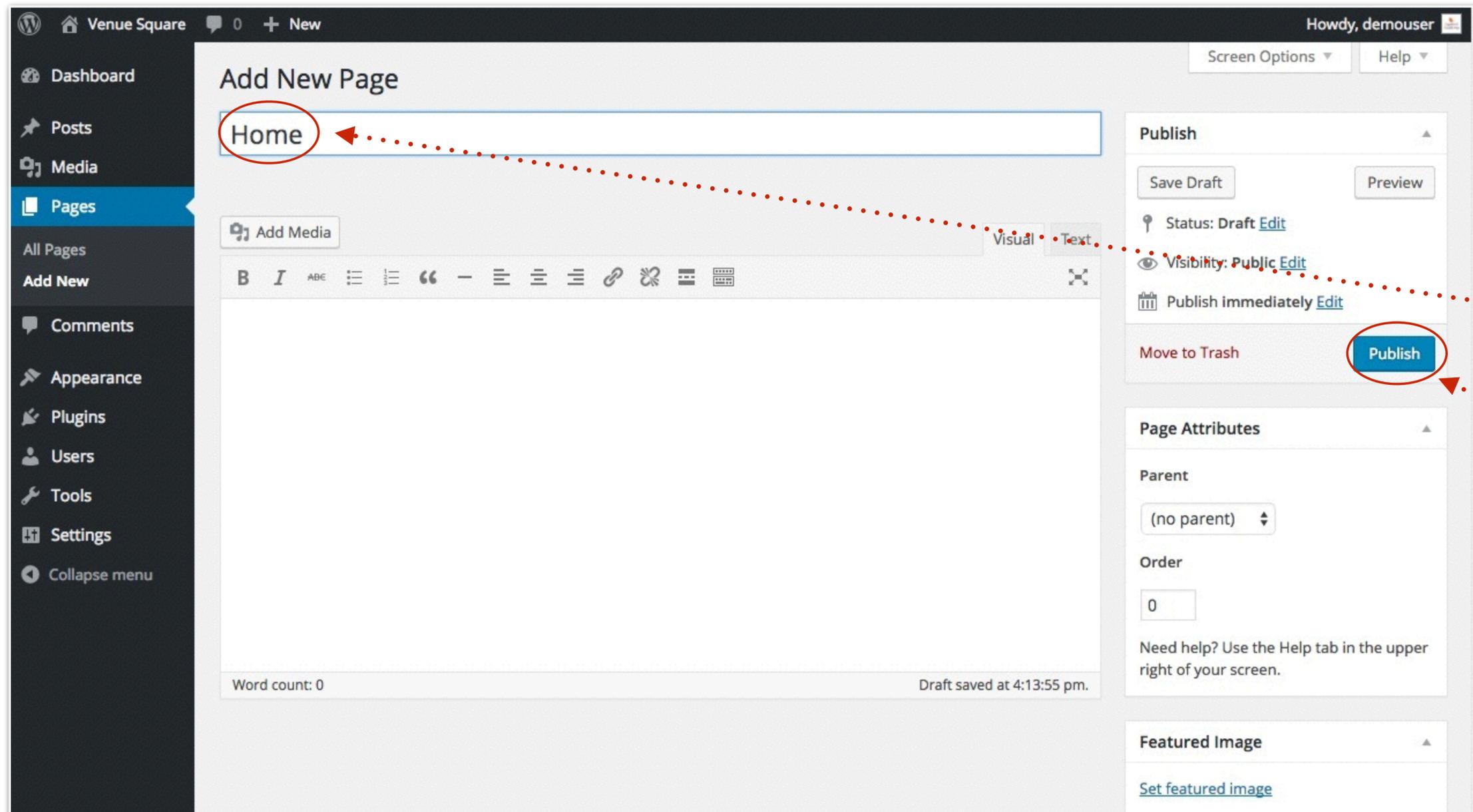
One of the first things you do after installing your theme is creating your site pages and organising the structure of your site.

1. Navigate to “Pages”
2. Click “Add New”

The screenshot shows the WordPress 'Add New Page' editor. The top navigation bar includes 'Venue Square', 'New', and 'Howdy, demouser'. The left sidebar contains menu items: Dashboard, Posts, Media, Pages (highlighted), All Pages, Add New, Comments, Appearance, Plugins, Users, Tools, Settings, and Collapse menu. The main content area has a title field, an 'Add Media' button, and a rich text editor with 'Visual' and 'Text' tabs. The right sidebar contains the 'Publish' section with 'Save Draft', 'Preview', 'Status: Draft', 'Visibility: Public', and 'Publish immediately' options, along with 'Move to Trash' and 'Publish' buttons. Below is the 'Page Attributes' section with 'Parent' set to '(no parent)' and 'Order' set to '0'. At the bottom is the 'Featured Image' section with a 'Set featured image' link. A 'Word count: 0' indicator is visible at the bottom left of the editor area.

Since we will be simulating a training rooms rental niche, add the following pages to your site:

- Home
- All Rooms
 - Meeting Room Rental
 - Training Room Rental
 - Seminar Room Rental
- Rental Rates
- Booking Form
- Blog
- About Us
- Contact Us



1. Type in the title of the page (e.g. "Home")
2. Click "Publish"

My Blog 0 + New View Page Howdy, demouser

Dashboard Jetpack Posts Media Pages

All Pages Add New

Comments Genesis Appearance Plugins Users Tools Settings Collapse menu

Edit Page Add New

Page published. [View page](#)

Home

Permalink: <http://demowebsite56.site/home/> Edit

Add Media Visual Text

File Edit Insert View Format Table Tools

Paragraph B I “ ” List Bulleted List Numbered List Link Unlink Undo Redo

Font Family Font Sizes

Publish

Preview Changes

Status: **Published** [Edit](#)

Visibility: **Public** [Edit](#)

Published on: Dec 12, 2016 @ 02:56 [Edit](#)

[Move to Trash](#) [Update](#)

Page Attributes

Template

Default Template

Order

0

Need help? Use the Help tab above the screen title.

Once the page is published, you will see the green notification icon above.

The permalink is also auto generated and can be edited by clicking on the “Edit” button.

Continue adding the rest of the following pages of your site and publishing them:

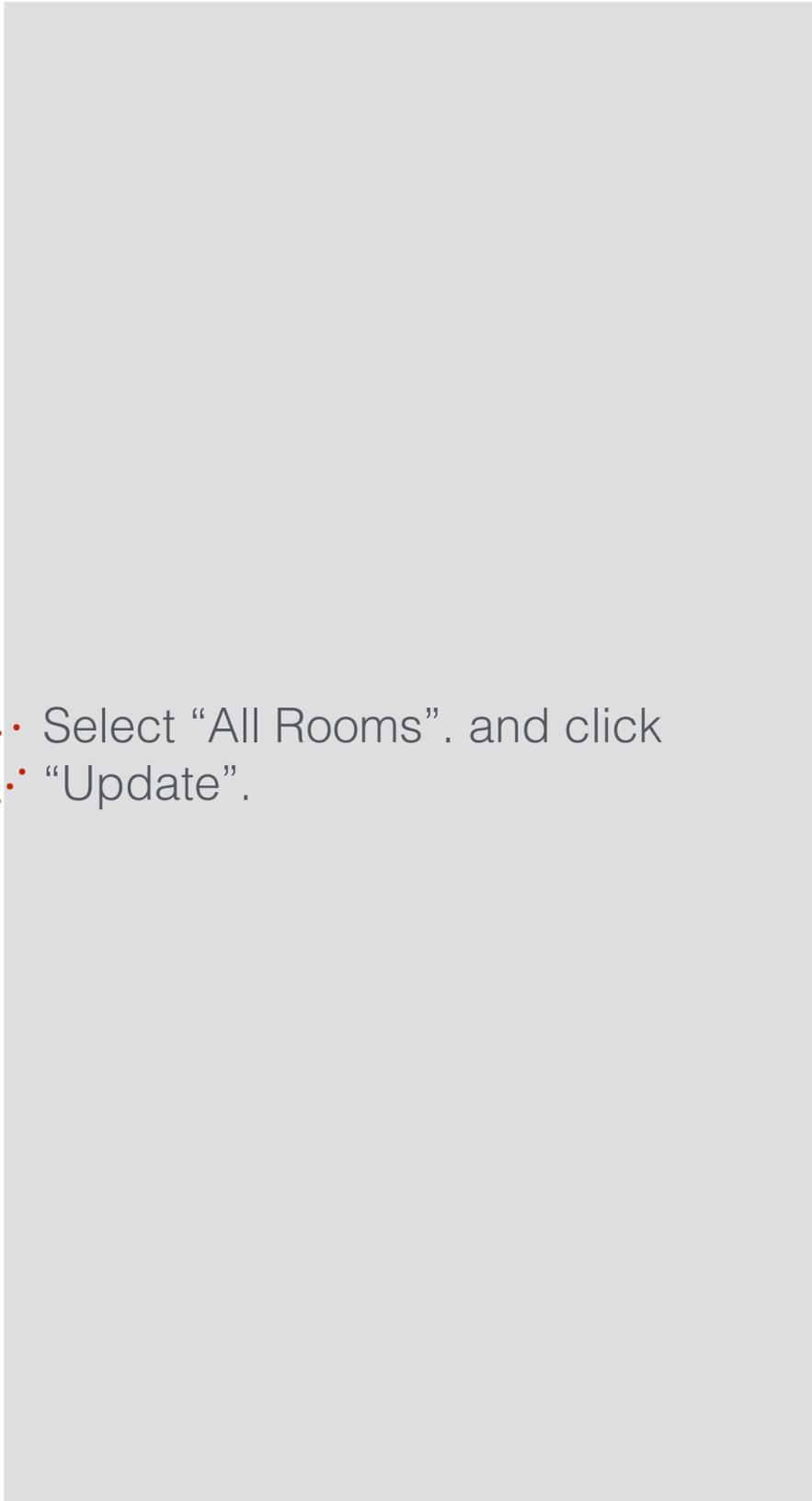
- All Rooms
 - Meeting Room Rental
 - Training Room Rental
 - Seminar Room Rental
- Rental Rates
- Booking Form
- Blog
- About Us
- Contact Us

The screenshot shows the WordPress 'Edit Page' interface for a page titled 'Meeting Room Rental'. The page title is in a text box at the top, with a 'Permalink' below it showing the URL <http://demowebsite56.site/meeting-room-rental/>. Below the title is a rich text editor with a toolbar containing various formatting options like bold, italic, text color, and background color. The right sidebar contains several panels: 'Publish' (with 'Status: Published', 'Visibility: Public', and 'Published on: Dec 12, 2016 @ 02:58'), 'Page Attributes' (with a 'Parent' dropdown menu set to '(no parent)', 'Template' set to 'Default Template', and 'Order' set to '0'), and 'Theme SEO Settings'. A red box highlights the 'Parent' dropdown menu, and a red dotted arrow points from the text on the right to this dropdown.

Navigate to the page “Meeting Room Rental”.

To create a subpage URL navigation structure, under “Page Attributes”, select Parent.

WordPress dashboard interface showing the 'Edit Page' screen for 'Meeting Room Rental'. The page title is 'Meeting Room Rental' and the permalink is 'http://demowebsite56.site/meeting-room-rental/'. The interface includes a left sidebar with navigation options like Dashboard, Posts, Media, Pages, and Settings. The main editing area has a rich text editor with a toolbar. On the right, there are panels for 'Publish' (showing status as Published and a blue 'Update' button) and 'Page Attributes' (showing a dropdown menu with 'All Rooms' selected and highlighted with a red circle). A red dotted arrow points from the 'Update' button to the 'All Rooms' option in the dropdown.



Select "All Rooms". and click "Update".

WordPress admin dashboard showing the 'Pages' section. The left sidebar has 'Appearance' highlighted with a red arrow. A red dotted line connects the 'Appearance' menu item to the 'Blog' page in the list. A red box highlights the search bar, with a red arrow pointing to it from the text on the right.

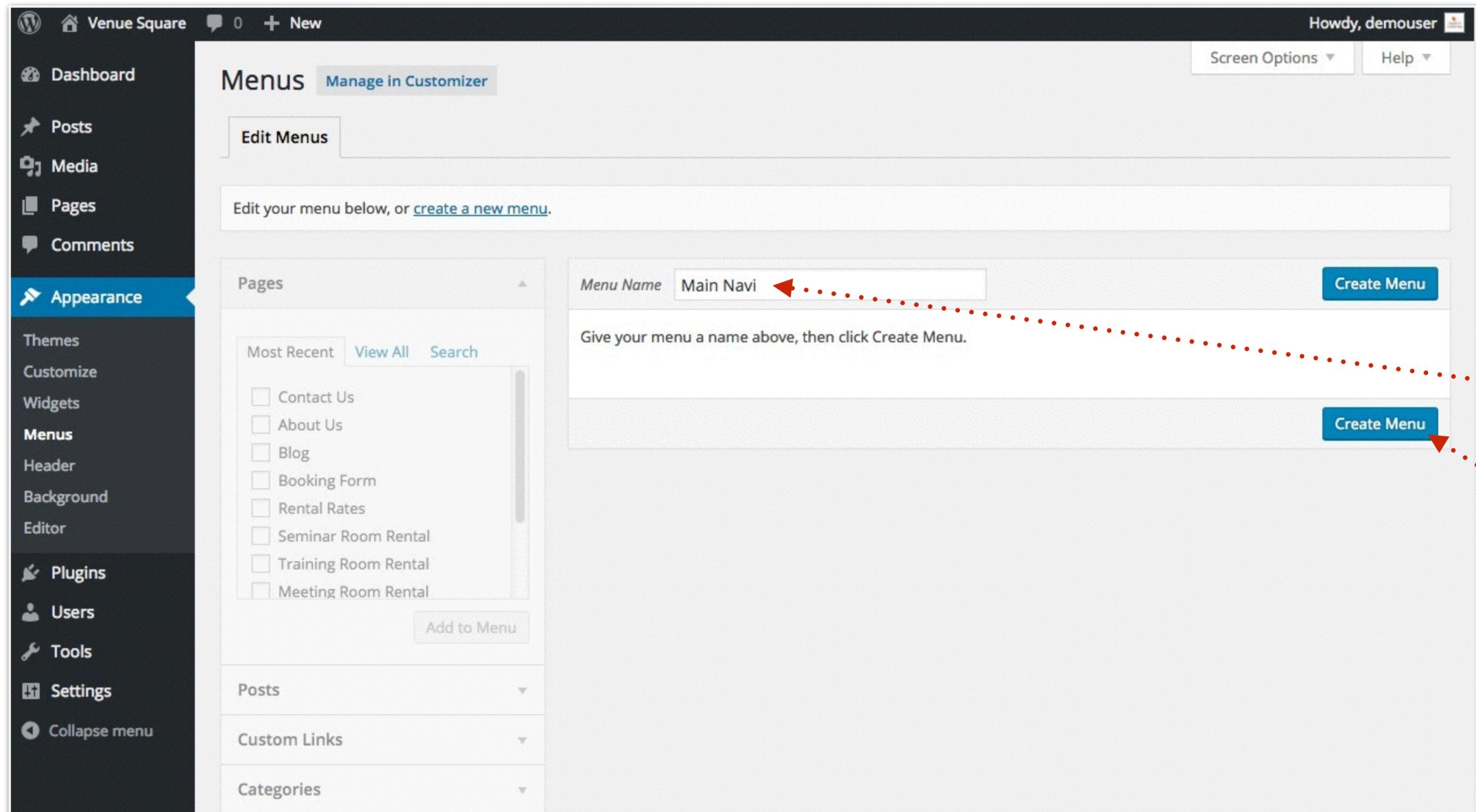
<input type="checkbox"/>	Title	Author	Date
<input type="checkbox"/>	About Us	demouser	Published 1 min ago
<input type="checkbox"/>	All Rooms	demouser	Published 2 mins ago
<input type="checkbox"/>	Blog	demouser	Published 1 min ago
<input type="checkbox"/>	Booking Form	demouser	Published 1 min ago
<input type="checkbox"/>	Contact Us	demouser	Published 1 min ago
<input type="checkbox"/>	Home	demouser	Published 17 mins ago
<input type="checkbox"/>	Meeting Room Rental	demouser	Published 2 mins ago
<input type="checkbox"/>	Rental Rates	demouser	Published 1 min ago
<input type="checkbox"/>	Sample Page	demouser	Published 1 min ago

Upon clicking on “All Pages”, you will be able to see all the pages you have just created.

Should you have any trouble finding a particular page, use the search pages function.

Next, we are going to place your pages up on your main navigation menu.

Navigate to Appearance => Menus



We will be creating a main navigation menu.

1. Start by entering a title for your menu.
2. Click "Create Menu".

Venue Square | Howdy, demouser

Edit Menu | Manage Locations

Edit your menu below, or [create a new menu](#).

Pages

Most Recent | View All | Search

- Contact Us
- About Us
- Blog
- Booking Form
- Rental Rates
- Seminar Room Rental
- Training Room Rental
- Meeting Room Rental

[Select All](#) | [Add to Menu](#)

Menu Name Main Navi [Save Menu](#)

Menu Structure

Add menu items from the column on the left.

Menu Settings

Auto add pages Automatically add new top-level pages to this menu

Theme locations Primary Menu Social Links Menu

[Delete Menu](#) [Save Menu](#)

Thank you for creating with WordPress. | Version 4.4.2

1. Select the pages you wish to add to your main navigation menu.
2. Click "Add to Menu"

The screenshot shows the WordPress Admin Dashboard for a site named 'Venue Square'. The 'Appearance' menu is expanded, and the 'Menus' option is selected. The 'Main Navi' menu is being edited. On the left, a list of pages is shown with checkboxes and an 'Add to Menu' button. On the right, the 'Menu Structure' section shows a list of menu items in a specific order: Contact Us, About Us, Blog, Booking Form, Rental Rates, Seminar Room Rental, Training Room Rental, Meeting Room Rental, All Rooms, and Home. Red dotted arrows indicate the drag-and-drop process: one arrow points from the 'Home' item at the bottom to the top of the list, and another points from the 'Contact Us' item at the top to the bottom of the list.

Drag and drop your menu items in order by left clicking on the menu item, holding on to your left mouse button, and dragging the element to your desired spot (e.g. “Home” first, “All Rooms” second, and so on).

The screenshot shows the WordPress Admin Dashboard for a site named 'Venue Square'. The 'Appearance' menu is expanded, and the 'Menus' sub-menu is selected. The 'Main Navi' menu is being edited. On the left, a list of pages is shown with checkboxes and an 'Add to Menu' button. On the right, the 'Menu Structure' section shows a list of menu items with 'Page' dropdowns and red dotted arrows pointing to the right, indicating where to click to reveal additional configuration options.

Menu Item	Type	Configuration
Home	Page	
All Rooms	Page	
Meeting Room Rental	Page▶
Seminar Room Rental	Page▶
Training Room Rental	Page▶
Rental Rates	Page	
Booking Form	Page	
Blog	Page	
About Us	Page	
Contact Us	Page	

In order to create drop down menu items (secondary menu items), drag the menu items one notch to the right.

The screenshot shows the WordPress Admin Dashboard for 'Alstar Rental'. The left sidebar is expanded to 'Appearance' > 'Menus'. The main content area shows a list of menu items with checkboxes and 'Page' labels. Below the list is the 'Menu Settings' section, which includes 'Auto add pages' and 'Theme locations'. The 'Header Menu' checkbox is checked, and the 'Save Menu' button is circled in red. A red dotted line with arrows points from the 'Save Menu' button to the text on the right.

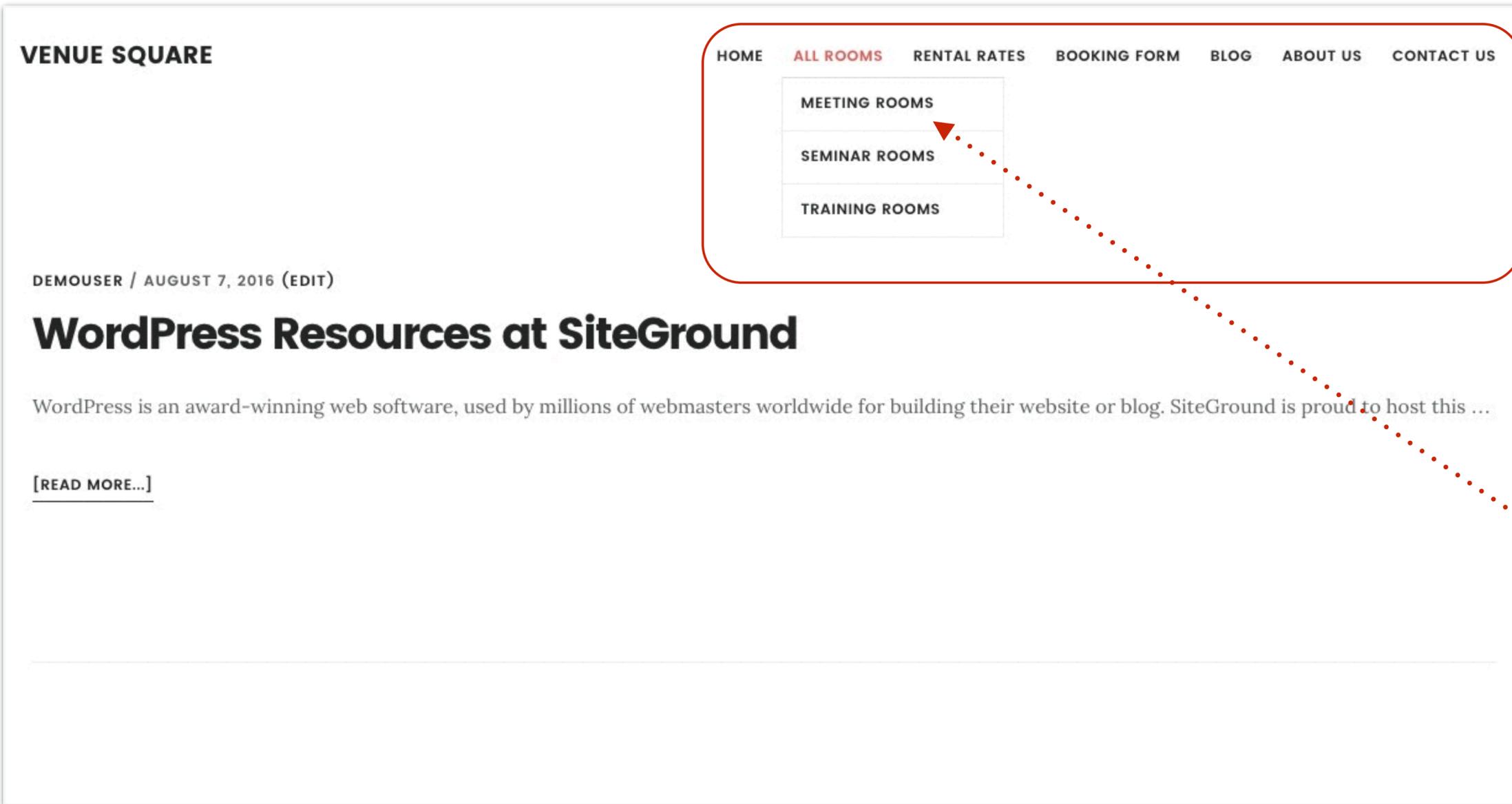
In order for the main navigation menu to be reflected on the front end of your website, you need to set its location.

The exact location of the main navigation menu differs from theme to theme, but you should select “[theme name] Main Menu” or somewhere along those lines, and click “Save Menu”.

WordPress Admin Dashboard - Menus screen. The notification "Main Navi has been updated." is highlighted with a red box. A red dotted line points from the notification to the "Home" menu item in the "Menu Structure" section. The "Save Menu" button is visible in the top right of the "Menu Structure" section.

After clicking “Save Menu”, you should see the green notification alert “Main Navi has been updated”.

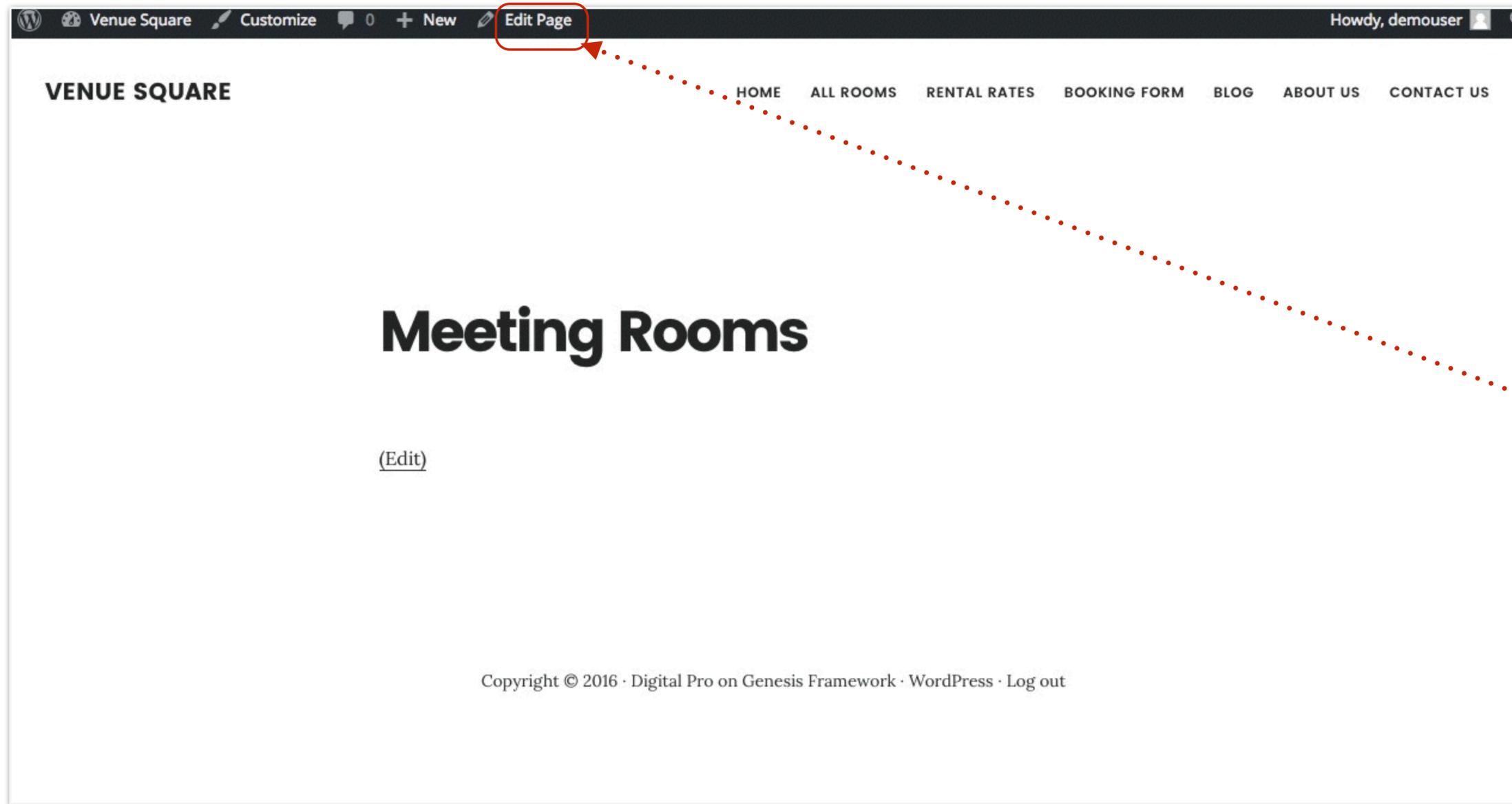
Let’s visit the front end of your site by clicking on the “Home” icon located at the top left hand corner of your dashboard.



This is how your main navigation menu (with drop down menus) should look like.

Next, let's go ahead and add some content to one of your pages -

Click on "Meeting Room Rental"



Once on the “Meeting Room Rental” page, click “Edit Page” found on your admin bar.

Venue Square 0 + New View Page Theme Options Howdy, demouser

Dashboard Posts Media Pages All Pages Add New Comments Portfolio Items Enfold Child Appearance Plugins Users Tools Settings Shortcodes LayerSlider WP Collapse menu

Edit Page [Add New](#)

Meeting Room Rental

Permalink: <http://venuesquare.com/meeting-room-rental/> [Edit](#)

[Advanced Layout Editor](#)

[Add Media](#) [Insert shortcode](#) Visual Text

B *I* ABC

Word count: 0 Last edited by demouser on February 17, 2016 at 4:32 pm

Publish

[Preview Changes](#)

Status: **Published** [Edit](#)

Visibility: **Public** [Edit](#)

Published on: Feb 17, 2016 @ 16:32 [Edit](#)

[Move to Trash](#) [Update](#)

Page Attributes

Parent: (no parent)

Template: Default Template

Order: 0

Need help? Use the Help tab in the upper right of your screen.

Let's set the "Screen Options" before configuring the page.

Click "Screen Options".

The screenshot shows the WordPress admin interface for editing a page titled "Meeting Room Rental". The left sidebar contains navigation menus for Dashboard, Posts, Media, Pages, All Pages, Comments, Portfolio Items, Enfold Child, Appearance, Plugins, Users, Tools, Settings, Shortcodes, LayerSlider WP, and Collapse menu. The main content area is titled "Edit Page" and includes a title field, a permalink field, an "Advanced Layout Editor" button, and a rich text editor. The right sidebar contains "Screen Options", "Publish" (with "Preview Changes" button), "Status: Published", "Visibility: Public", "Published on: Feb 17, 2016 @ 16:32", "Move to Trash", and "Update" buttons. A red box highlights the "Boxes" section in the top right, which includes checkboxes for "Avia Layout Builder", "Featured Image", "Layout" (set to "2 columns"), and "Additional settings" (checked). A red dotted arrow points from the "Page Attributes" checkbox in this section to the "Page Attributes" section in the right sidebar.

You may check the options you want displayed on your page.

Custom Redirect URL [\[?\]](#)

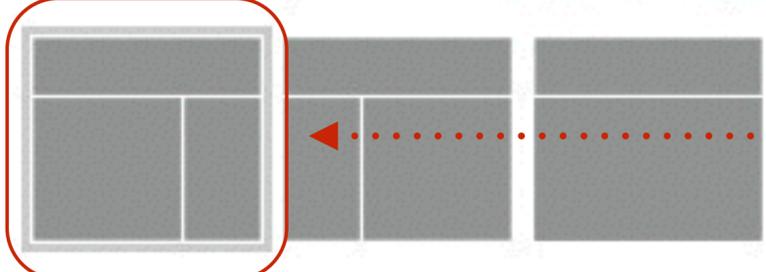
Robots Meta Settings

- Apply `noindex` to this post/page [\[?\]](#)
- Apply `nofollow` to this post/page [\[?\]](#)
- Apply `noarchive` to this post/page [\[?\]](#)

Layout Settings

Select Layout

Default Layout set in [Theme Settings](#)

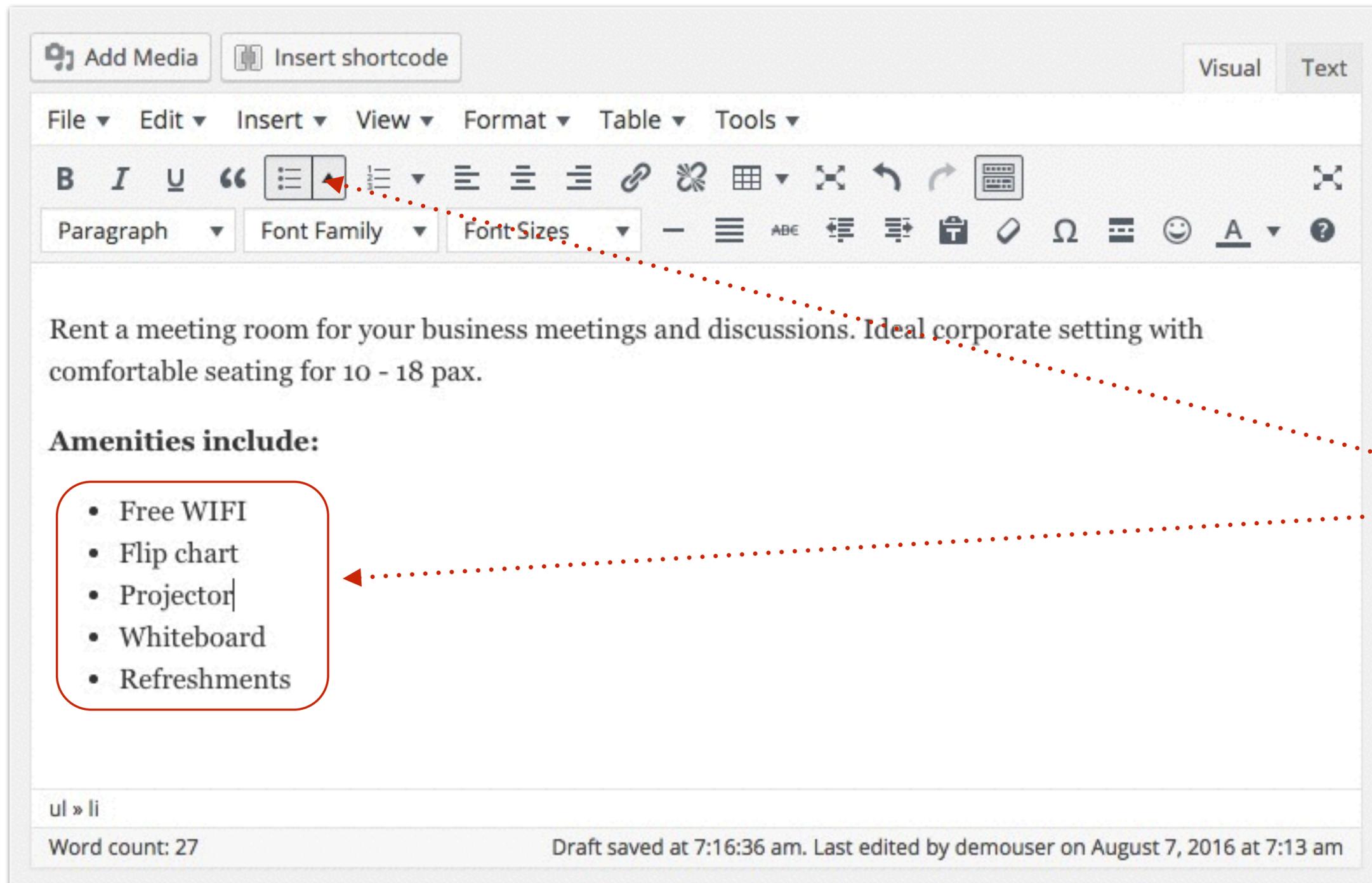


Custom Body Class

Custom Post Class

This shows additional widgets on your page. You may choose to remove them again via the “Screen Options” panel.

For the Genesis Digital Pro theme, we will select the first layout (Content left, sidebar right).



The screenshot shows the WordPress Visual Editor interface. At the top, there are buttons for 'Add Media' and 'Insert shortcode'. Below these are tabs for 'Visual' and 'Text'. A menu bar includes 'File', 'Edit', 'Insert', 'View', 'Format', 'Table', and 'Tools'. The main toolbar contains icons for bold (B), italic (I), underline (U), quote, list (ul), link, unlink, table, columns, undo, redo, and a table icon. Below the toolbar are dropdown menus for 'Paragraph', 'Font Family', and 'Font Sizes', followed by icons for text color, background color, link, unlink, smiley, and help. The main content area contains the text: 'Rent a meeting room for your business meetings and discussions. Ideal corporate setting with comfortable seating for 10 - 18 pax.' Below this is a section titled 'Amenities include:' followed by a bulleted list: 'Free WIFI', 'Flip chart', 'Projector', 'Whiteboard', and 'Refreshments'. A red dotted line highlights the 'Font Sizes' dropdown menu and points to the list of amenities. At the bottom left, it says 'ul » li'. At the bottom right, it says 'Word count: 27' and 'Draft saved at 7:16:36 am. Last edited by demouser on August 7, 2016 at 7:13 am'.

Visual Text

File Edit Insert View Format Table Tools

B I U “ ul » li link unlink table columns undo redo

Paragraph Font Family Font Sizes — ABC ↕ ↔ ☒ Ω ☰ ☺ A ?

Rent a meeting room for your business meetings and discussions. Ideal corporate setting with comfortable seating for 10 - 18 pax.

Amenities include:

- Free WIFI
- Flip chart
- Projector
- Whiteboard
- Refreshments

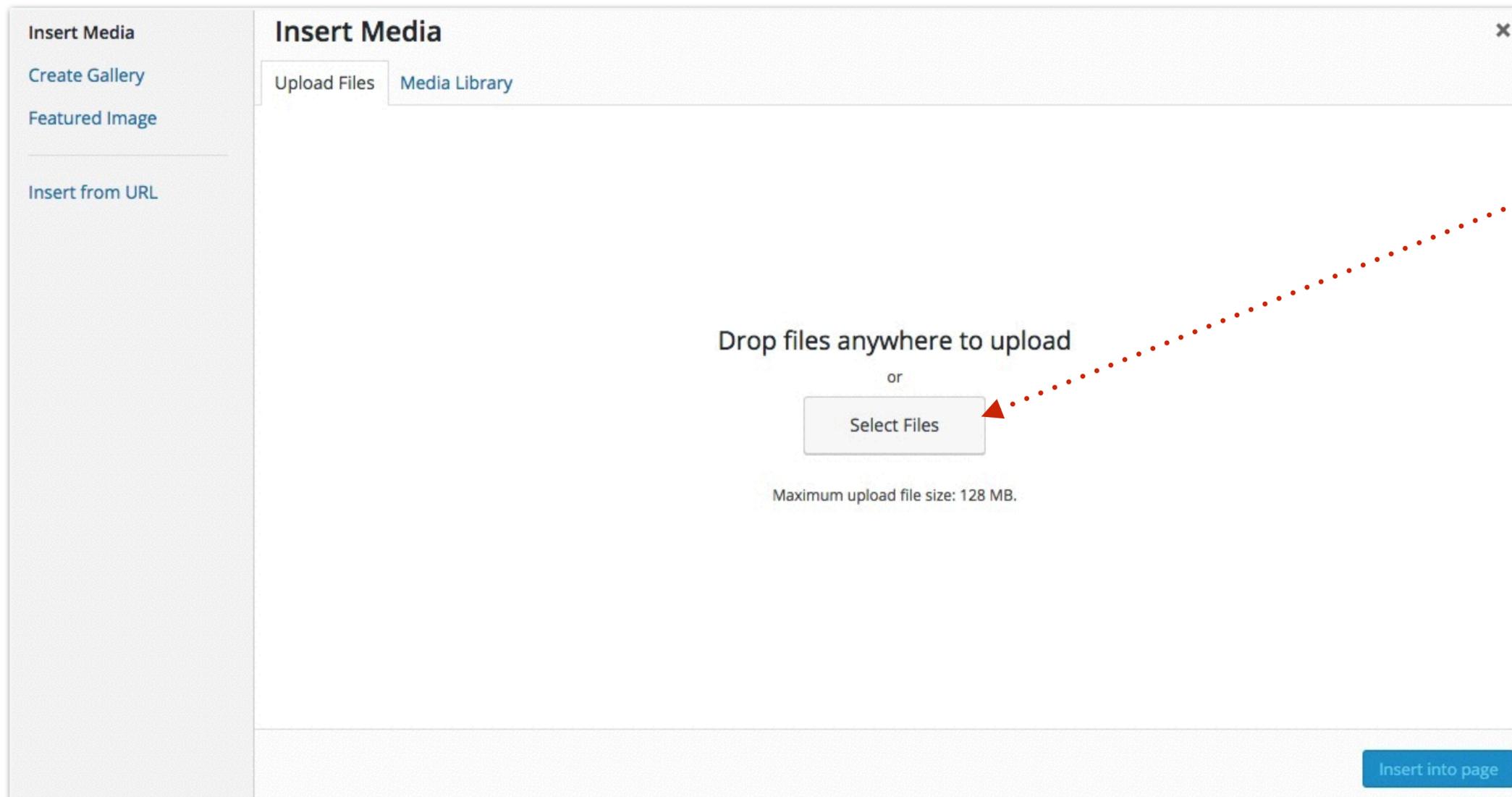
ul » li

Word count: 27 Draft saved at 7:16:36 am. Last edited by demouser on August 7, 2016 at 7:13 am

Let's apply some formatting.

To format your text, highlight your text and select the formatting options.

Next, add a horizontal line.



Click “Select Files” and add a photo.

It is recommended to use your own high quality custom photography.

However if you do not have any, you can find stock images via the following sites:

- freeimages.com
- morguefile.com
- 123rf.com

Take note to also compress your image file sizes if they are too huge. Read this tutorial: <http://www.wpbeginner.com/beginners-guide/speed-wordpress-save-images-optimized-web/>

Select Image display details and click “Insert into page”.

The screenshot shows the WordPress editor interface. At the top, there's a menu bar with 'File', 'Edit', 'Insert', 'View', 'Format', and 'Table'. Below it is a rich text editor toolbar with various icons for text formatting and alignment. The main content area features an image of a meeting around a table with charts and documents. Below the image is a text block: "Book a meeting room today." followed by "Go to booking form →". At the bottom of the editor, it shows "Word count: 36" and "Draft saved at 3:19:50 am. Last edited by demouser on December 12, 2016 at 3:14 am". The right sidebar has two panels: "Publish" and "Page Attributes". The "Publish" panel shows "Status: Published", "Visibility: Public", "Revisions: 3", and "Published on: Dec 12, 2016 @ 02:58". The "Page Attributes" panel shows "Parent: All Rooms", "Template: Default Template", and "Order: 0". A red dotted line with arrows points from the "Update" button in the "Publish" panel to the text "Go to booking form" and from the "All Rooms" dropdown in the "Page Attributes" panel to the text "Book a meeting room today".

We'll add another horizontal line after the image.

Next, let's create a call-to-action.

The screenshot shows the WordPress editor interface. At the top, there's an 'Add Media' button and tabs for 'Visual' and 'Text'. Below is a menu bar with 'File', 'Edit', 'Insert', 'View', 'Format', and 'Table'. The main toolbar includes options for Paragraph, Bold (B), Italic (I), Underline (U), Quote, List, Table, and Link (chain icon). The 'Insert/edit link' icon is highlighted with a red dotted line. The main content area features a large image of a meeting and a text block: 'Book a meeting room today.' Below it is a blue link 'Go to booking form' with a right-pointing arrow, which is highlighted with a red circle. The right sidebar contains the 'Publish' panel with 'Preview Changes', 'Status: Published', 'Visibility: Public', 'Revisions: 3', and 'Published on: Dec 12, 2016 @ 02:58'. Below that is the 'Page Attributes' panel with 'Parent: All Rooms', 'Template: Default Template', and 'Order: 0'. At the bottom, it says 'Need help? Use the Help tab above the screen title.' The status bar at the bottom left shows 'Word count: 36' and 'Draft saved at 3:19:50 am. Last edited by demouser on December 12, 2016 at 3:14 am'.

Now we're going to create a hyperlink.

Highlight the text you would like to make clickable and click on this chain icon.

The screenshot shows the WordPress editor interface. At the top, there's an 'Add Media' button and tabs for 'Visual' and 'Text'. Below that is a menu bar with 'File', 'Edit', 'Insert', 'View', 'Format', and 'Table'. A rich text toolbar follows with various formatting options like bold, italic, underline, and list creation. The main content area features a large image of business professionals in a meeting. Below the image, the title field contains the text 'booking'. A dropdown menu is open below the title field, showing 'Booking Form' as the selected option. A red dotted line originates from the title field and points to the 'Parent' dropdown in the 'Page Attributes' sidebar, which is currently set to 'All Rooms'. The 'Publish' sidebar on the right indicates the post is 'Published', has a 'Public' visibility, and 3 revisions. At the bottom, there's a 'Theme SEO Settings' section.

Enter the title of the page you would like to link to. In this case it would be the booking form page.

Next, click on the suggested dropdown selection, and hit “Enter” on your keyboard.

Meeting Room Rental

Rent a meeting room for your business meetings and discussions. Ideal corporate setting with comfortable seating for 10 – 18 pax.

Amenities include:

- Free WIFI
- Flip chart
- Projector
- Whiteboard
- Refreshments



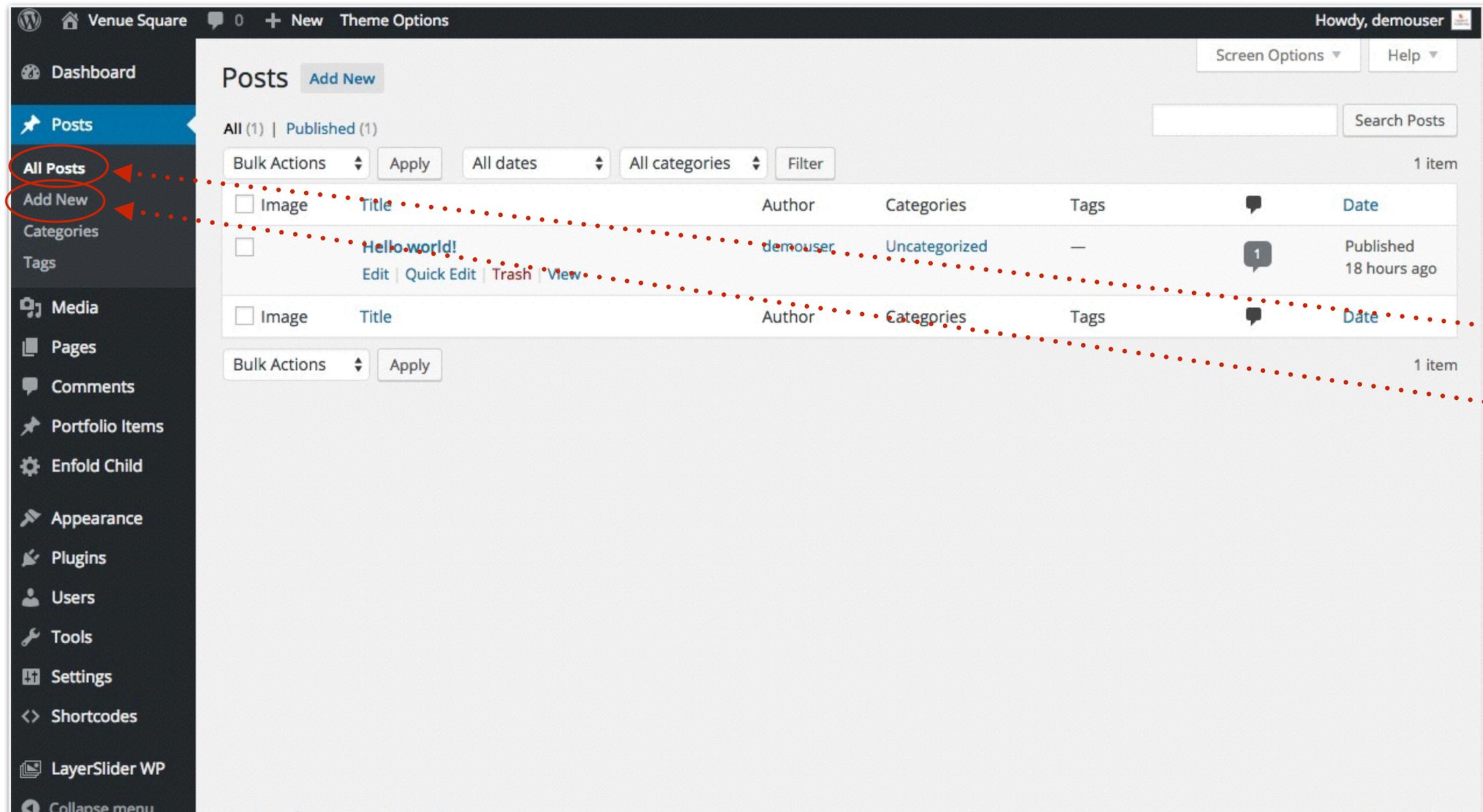
Book a meeting room today.

[Go to booking form →](#)

PRIMARY SIDEBAR WIDGET AREA

This is the Primary Sidebar Widget Area. You can add content to this area by visiting your [Widgets Panel](#) and adding new widgets to this area.

Here's how your page looks on the front end.

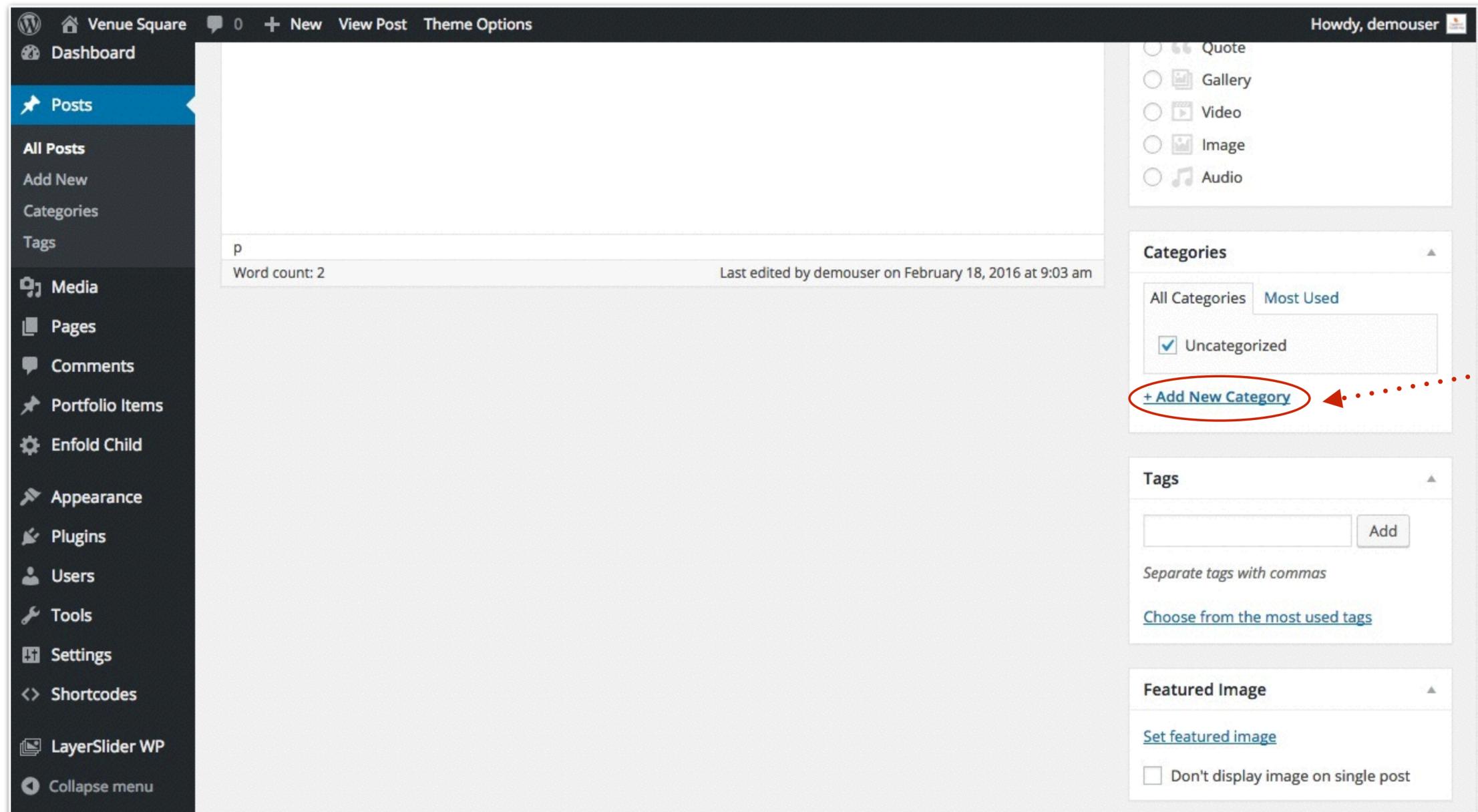


1. Navigate to “All Posts”.
2. Click “Add New”.

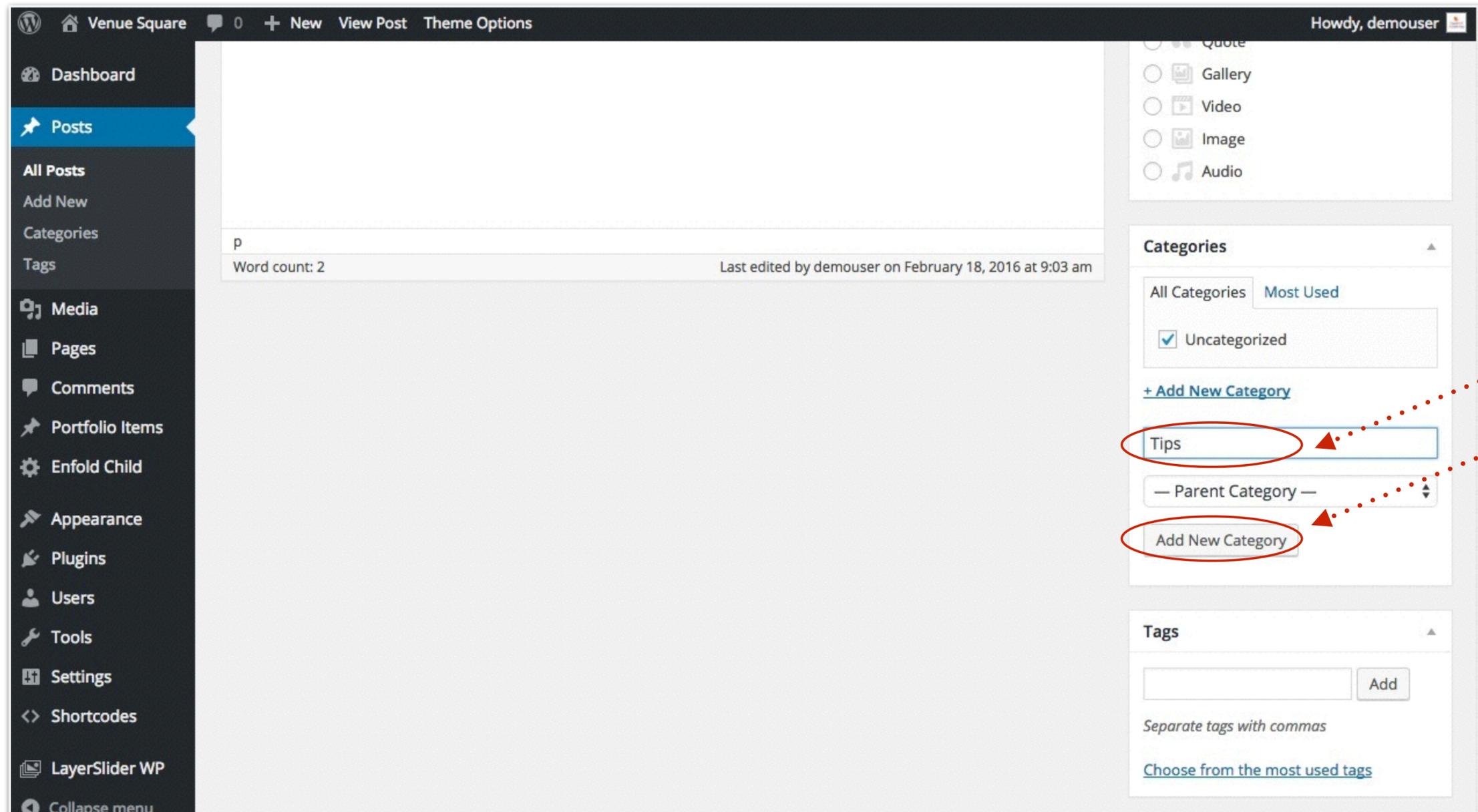
The screenshot shows the WordPress 'Edit Post' screen. At the top, the title field contains the text 'How to Conduct an Convincing Seminar'. Below the title, the permalink is visible. The main content area contains the text 'Lorem ipsum.'. A red dotted line with arrows points from the title field to the content area, indicating the flow of information. The interface includes a sidebar with navigation options like 'Dashboard', 'Posts', 'Media', and 'Pages'. The main area has a rich text editor with various formatting tools. The right sidebar shows 'Publish' settings (Status: Draft, Visibility: Public) and 'Format' options (Standard, Link, Quote, Gallery, Video, Image, Audio).



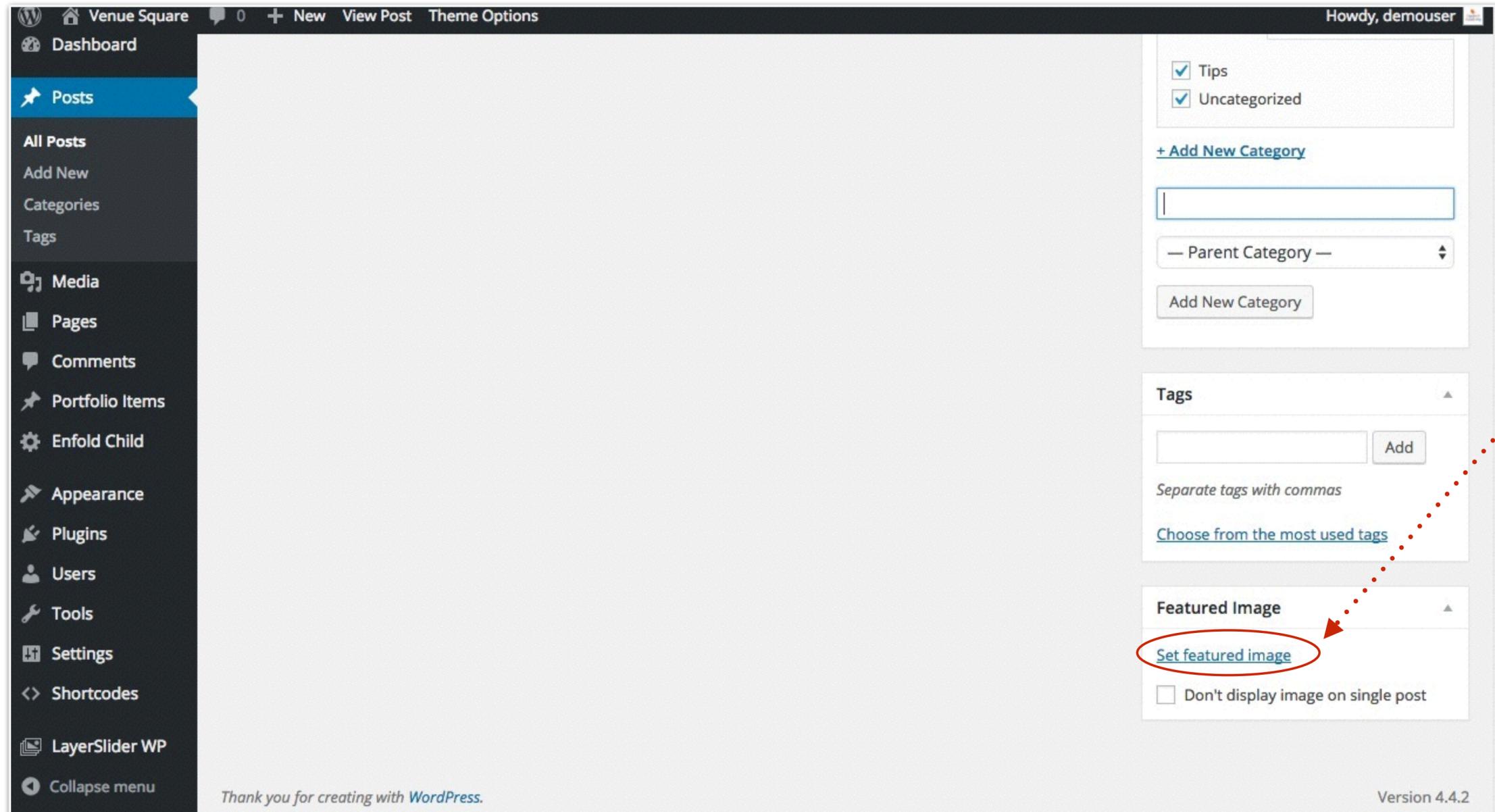
1. Enter the post title.
2. Enter the post content.



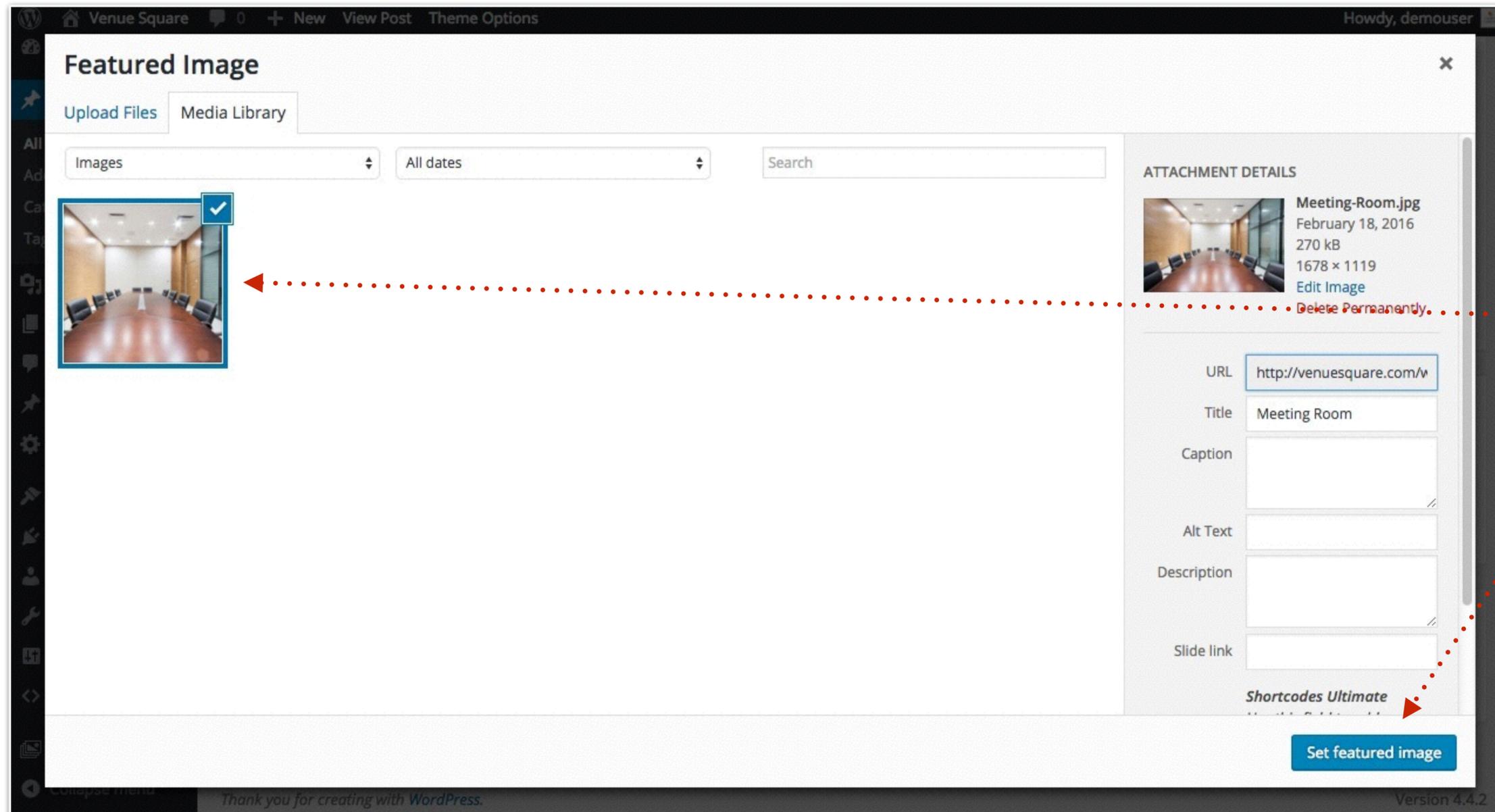
Click "+ Add New Category" to assign this post under a category.



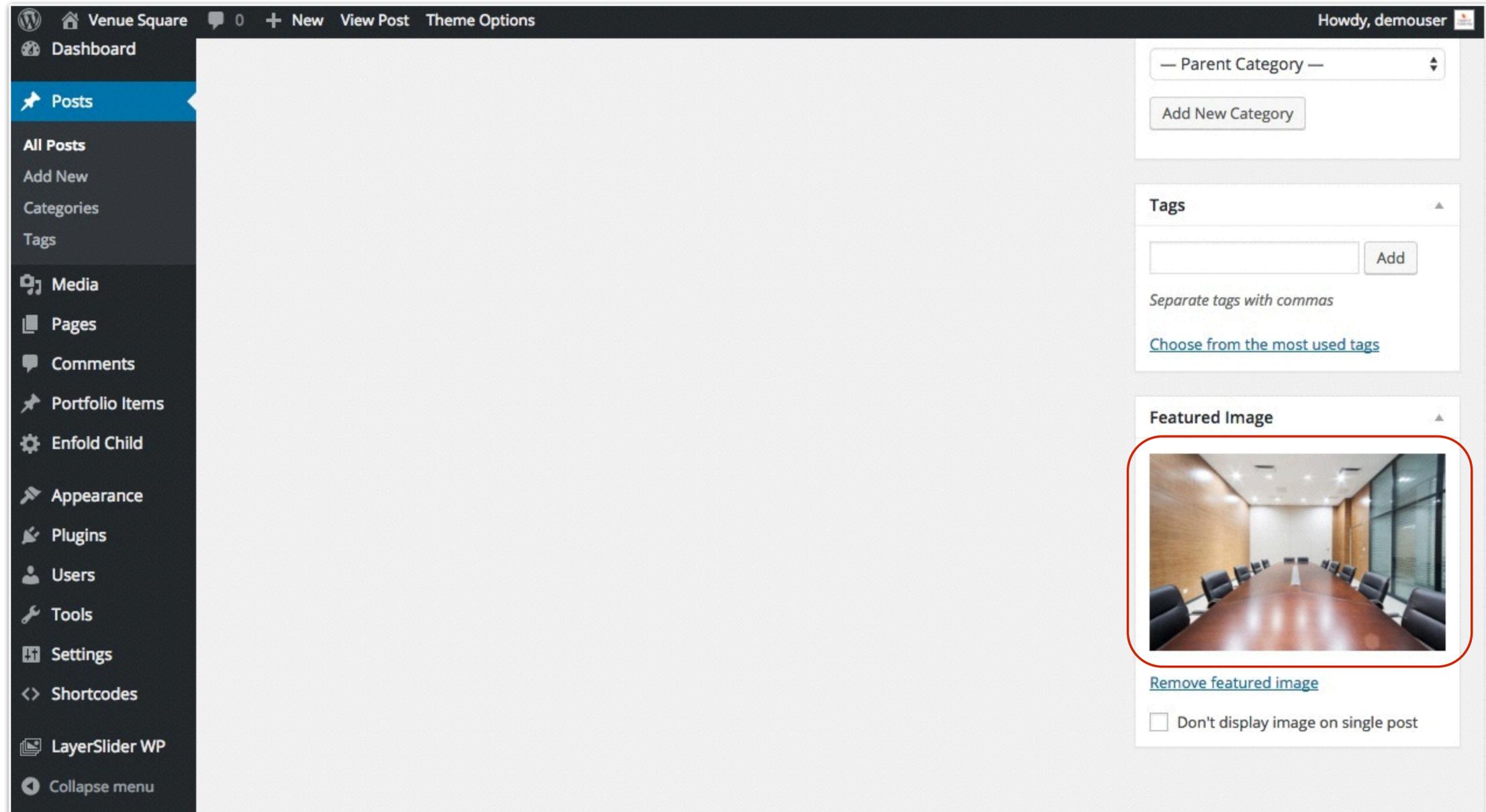
1. Enter the category name.
2. Click "Add New Category".



Click "Set Featured Image". Your feature image will appear in your blog roll.



1. Upload/select a featured image.
2. Click "Set Featured Image".



You have just added a featured image to your post.

The screenshot shows the WordPress 'Edit Post' interface for a post titled 'How to Conduct an Convincing Seminar'. The post is currently published and public. The content area shows the text 'Lorem ipsum.' followed by a YouTube link: 'https://www.youtube.com/watch?v=eIho2S0ZahI'. The 'Format' sidebar on the right shows the 'Video' option selected, indicating that WordPress has automatically detected the link and rendered it as an embedded video. The 'Publish' sidebar shows the status as 'Published' and the visibility as 'Public'. The 'Categories' sidebar is also visible at the bottom.

Inserting a video:

1. WordPress detects youtube links and automatically renders your youtube link into an embedded video.

My Blog 0 + New View Post Howdy, demouser

Dashboard Jetpack Posts

Post draft updated. [Preview post](#)

Edit Post [Add New](#)

How to Create an Awesome Seminar

Permalink: <http://demowebsite56.site/2016/12/12/how-to-create-an-awesome-seminar/> [Edit](#)

[Add Media](#) Visual Text

File Edit Insert View Format Table

Paragraph B I U “ ” List Bulleted List Numbered List Link Unlink Undo Redo

Font Family Font Sizes - +

Lorem ipsum.

How to speak so that people want to listen | Julia... timbre rosod

Save Draft Preview

Status: Draft [Edit](#)

Visibility: Public [Edit](#)

Publish on: Dec 12, 2016 @ 03:55 [Edit](#)

[Move to Trash](#) [Publish](#)

Categories

All Categories Most Used

Select / Deselect All

Tips

Uncategorized

[+ Add New Category](#)

Inserting a video:

1. WordPress detects youtube links and automatically renders your youtube link into an embedded video.
2. Click “Publish” and View Post.

DEMOUSER / DECEMBER 12, 2016 (EDIT)

How to Create an Awesome Seminar

Lorem ipsum.



Your post is now live.

WordPress Dashboard: My Blog | 0 | + New

Reading Settings

Front page displays

Your latest posts

A [static page](#) (select below)

Front page:

Posts page:

Blog pages show at most posts

Syndication feeds show the most recent items

For each article in a feed, show

Full text

Summary

Search Engine Visibility

Discourage search engines from indexing this site

It is up to search engines to honor this request.

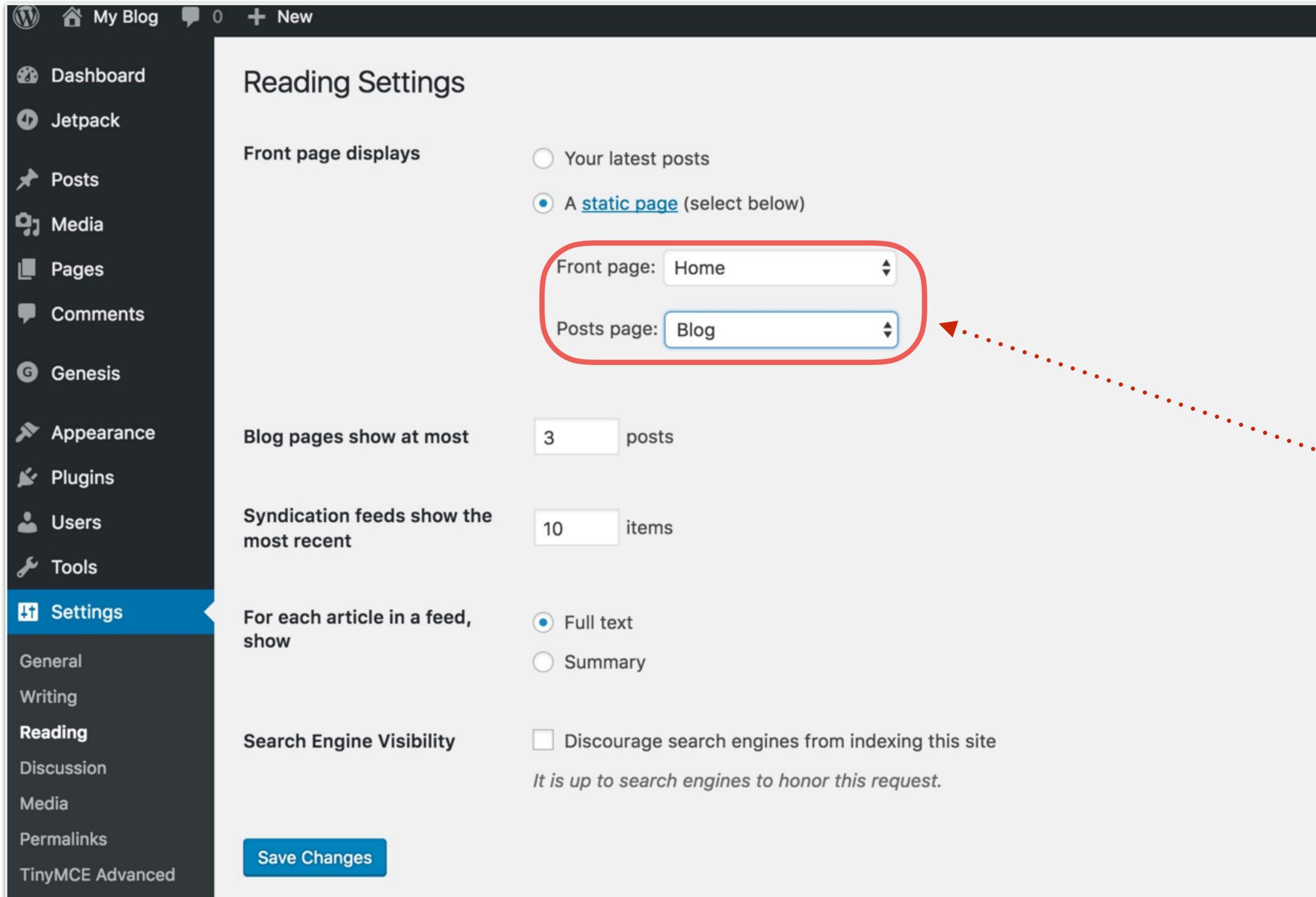
[Save Changes](#)

Settings

- General
- Writing
- Reading**
- Discussion
- Media
- Permalinks
- TinyMCE Advanced

Next, we're going to set up the blog page.

1. Navigate to Settings" => "Reading".
2. Select "A static page".



The screenshot shows the WordPress dashboard with the 'Reading Settings' page open. The left sidebar contains navigation links: Dashboard, Jetpack, Posts, Media, Pages, Comments, Genesis, Appearance, Plugins, Users, Tools, Settings (highlighted), General, Writing, Reading, Discussion, Media, Permalinks, and TinyMCE Advanced. The main content area is titled 'Reading Settings' and includes the following sections:

- Front page displays:** Two radio buttons are present. The first is 'Your latest posts'. The second is 'A [static page](#) (select below)', which is selected. Below this, there are two dropdown menus: 'Front page:' with 'Home' selected, and 'Posts page:' with 'Blog' selected. These two dropdowns are circled in red.
- Blog pages show at most:** A text input field containing the number '3' followed by the text 'posts'.
- Syndication feeds show the most recent:** A text input field containing the number '10' followed by the text 'items'.
- For each article in a feed, show:** Two radio buttons: 'Full text' (selected) and 'Summary'.
- Search Engine Visibility:** A checkbox labeled 'Discourage search engines from indexing this site' which is unchecked. Below it is the text: 'It is up to search engines to honor this request.'

At the bottom of the settings area is a blue button labeled 'Save Changes'.

Select Home and Blog.

Blog

DEMOUSER / DECEMBER 12, 2016 (EDIT)

How to Create an Awesome Seminar

Lorem ipsum. [https://www.youtube.com/watch?v=elho2S0Zahl ...](https://www.youtube.com/watch?v=elho2S0Zahl...)

[\[READ MORE...\]](#)



FILED UNDER: [TIPS](#)

DEMOUSER / DECEMBER 12, 2016 (EDIT)

WordPress Resources at SiteGround

WordPress is an award-winning web software, used by millions of webmasters worldwide for building their website or blog. SiteGround is proud to host this ...

Here's how your Blog Page looks like now. It displays all your latest posts in reverse chronological format.

Formidable Forms

The screenshot shows the WordPress 'Add Plugins' interface. The search bar at the top right contains the word 'formidable', which is circled in red. Below the search bar, there are four plugin cards displayed in a grid. The first card is for 'Formidable Forms' by Strategy11, featuring a circular logo with a stylized 'F' and 'f'. The second card is for 'Formidable PRO2PDF' by Alexandre S., showing a 3D rendering of a software box. The third card is for 'Formidable Email Shortcodes' by Thom Stark, with a background of wavy lines. The fourth card is for 'Formidable Honeypot' by Ryan Pilling, with a background of brown hexagons. Each card includes an 'Install Now' button, a 'More Details' link, a star rating, the number of active installs, and the last update date. The left sidebar shows the 'Plugins' menu with 'Add New' highlighted in red. The top navigation bar includes 'Venue Square', 'New', 'Theme Options', and 'Howdy, demouser'.

We'll now proceed to create a contact page.

Let's head over to "Plugins" => "Add New" and search for "Formidable Forms".

Forms [Add New](#)

My Forms (0) | Templates (1)

Bulk Actions

<input type="checkbox"/>	ID	Form Title	Entries	Key	Shortcodes
No Forms Found. Add New					
<input type="checkbox"/>	ID	Form Title	Entries	Key	Shortcodes

Bulk Actions

Once the plugin is installed and activated, navigate over to “Forms”.

Next, click “Add New”.

1. Enter a title here.
2. Start clicking/dragging the fields from the right.

1. Enter the field names.
2. Add the following fields as well:
 - Name
 - Email
 - Phone
 - Message

The screenshot shows the WordPress Form Builder interface for a 'Contact Page'. The form is titled 'Contact Page' and has a 'Form Key' of 'bznqr'. The form includes several required fields, each marked with an asterisk (*):

- * Name
- * Email
- * Phone
- * Message

A red dotted arrow points from the asterisk on the 'Name' field to the 'Create' button in the top right corner of the form editor. The right sidebar shows the 'Form Shortcodes Show' section with 'Status: Draft' and a 'Create' button. Below this is the 'Fields' section with various field types like 'Single Line Text', 'Paragraph Text', 'Checkboxes', 'Radio Buttons', 'Dropdown', 'Email Address', 'Website/URL', 'reCAPTCHA', 'Section', 'Page Break', 'File Upload', 'Rich Text', 'Number', 'Phone Number', 'Date', 'Time', 'Image URL', 'Scale', 'Dynamic Field', 'Embed Form', 'Hidden Field', 'User ID (hidden)', 'Password', and 'HTML'. A 'Pro Tip' box is also visible in the right sidebar, stating: 'Pro Tip: Want a text when this form is submitted or when a payment is received? Use Twilio with this form.'

Once you have completed adding your form fields, click "Create".

You may mark the fields as required by clicking on the asterisks.

Settings

Build Settings Entries Switch Form

Contact Page

Form Settings

- General
- Form Actions**
- Customize HTML

Form Shortcodes Show Preview

Status: Published

Move to Trash Update

Customization

Insert Fields Advanced

Fields from your form:	IDs	Keys
Name	[8]	[8]
Email	[9]	[9]
Phone	[10]	[10]
Message	[11]	[11]

Helpers:

Entry ID Entry Key

User IP Entry created

Entry updated

Site URL Site Name

Default Msg Default HTML

Default Plain

On Submit

Show Message

Show the form with the confirmation message

Do not store entries submitted from this form

AJAX

Load and save form builder page with AJAX

Styling & Buttons

Style Template Always use default

Pro Tip: Have a long form that takes time to complete? Let logged-in users save a draft and return later.

All form entries will be emailed to your admin email set from “Settings” => “General”.

Next, click Form Actions to manage your automated emails,

Contact Form

Status: Published

Move to Trash Update

Form Settings

General

Form Actions

Customize HTML

Pro Tip: Make front-end posting easy. [Upgrade to Pro.](#)

Add New Action

Email Notification

Update

Thank you for creating with [WordPress.](#)

Customization

Insert Fields Advanced

Fields from your form:	IDs	Key
Name	[8]	
Email Address	[9]	
Phone	[10]	
Message	[11]	

Helpers:

Entry ID	Entry Key
User IP	Entry created
Entry updated	
Site URL	Site Name
Default Msg	Default HTML

Click on the mail icon to add a new action (client automated email reply).

Form Settings

General

Form Actions

Customize HTML

Add New Action [Icons: Email, WordPress, User, Print, Facebook, Phone, Lock]

Email Notification [Trash icon]

Email Notification [Trash icon]

Label:

To: [CC] [BCC]

From: [Reply To]

Subject:

Message:

Customization

Insert Fields | **Advanced**

Fields from your form:	IDs	Keys
Name		[8]
Email Address		[9]
Phone		[10]
Message		[11]

Helpers:

Entry ID | Entry Key

User IP | Entry created

Entry updated

Site URL | Site Name

Default Msg | Default HTML

Default Plain

Click on the "To" field.

Click Email Address.

This will send an automated reply to your clients' email addresses.

Venue Square 0 + New View Page Theme Options Howdy, demouser

Screen Options Help

Edit Page [Add New](#)

Contact Us

Permalink: <http://venuesquare.com/contact-us/> [Edit](#)

[Advanced Layout Editor](#)

[Add Media](#) [Forms](#) [Insert shortcode](#) Visual Text

B *I* ABC

Paragraph U

[formidable id=2]

p

Word count: 0

Last edited by demouser on February 17, 2016 at 4:33 pm

Publish

[Preview Changes](#)

Status: **Published** [Edit](#)

Visibility: **Public** [Edit](#)

Published on: Feb 17, 2016 @ 16:33 [Edit](#)

[Move to Trash](#) [Update](#)

Page Attributes

Parent

(no parent)

Template

Default Template

Order

0

Need help? Use the Help tab in the upper right of your screen.

Navigate to your “Contact Us” page and select the form’s shortcode to render the form.

VENUE SQUARE HOME ALL ROOMS RENTAL RATES BOOKING FORM

Contact Us

Name *

Email Address *

Phone *

Message *

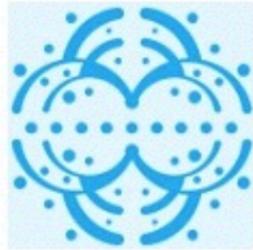
SUBMIT

Voila! Your contact form is now live.

Landing Page Creation

Add Plugins [Upload Plugin](#)

Search Results [Featured](#) [Popular](#) [Recommended](#) [Favorites](#)



Genesis Dambuster

A Genesis only WordPress plugin that makes it easy to set up your pages for edge to edge content. Ideal for full width Beaver Builder templates.

By *Russell Jamieson*

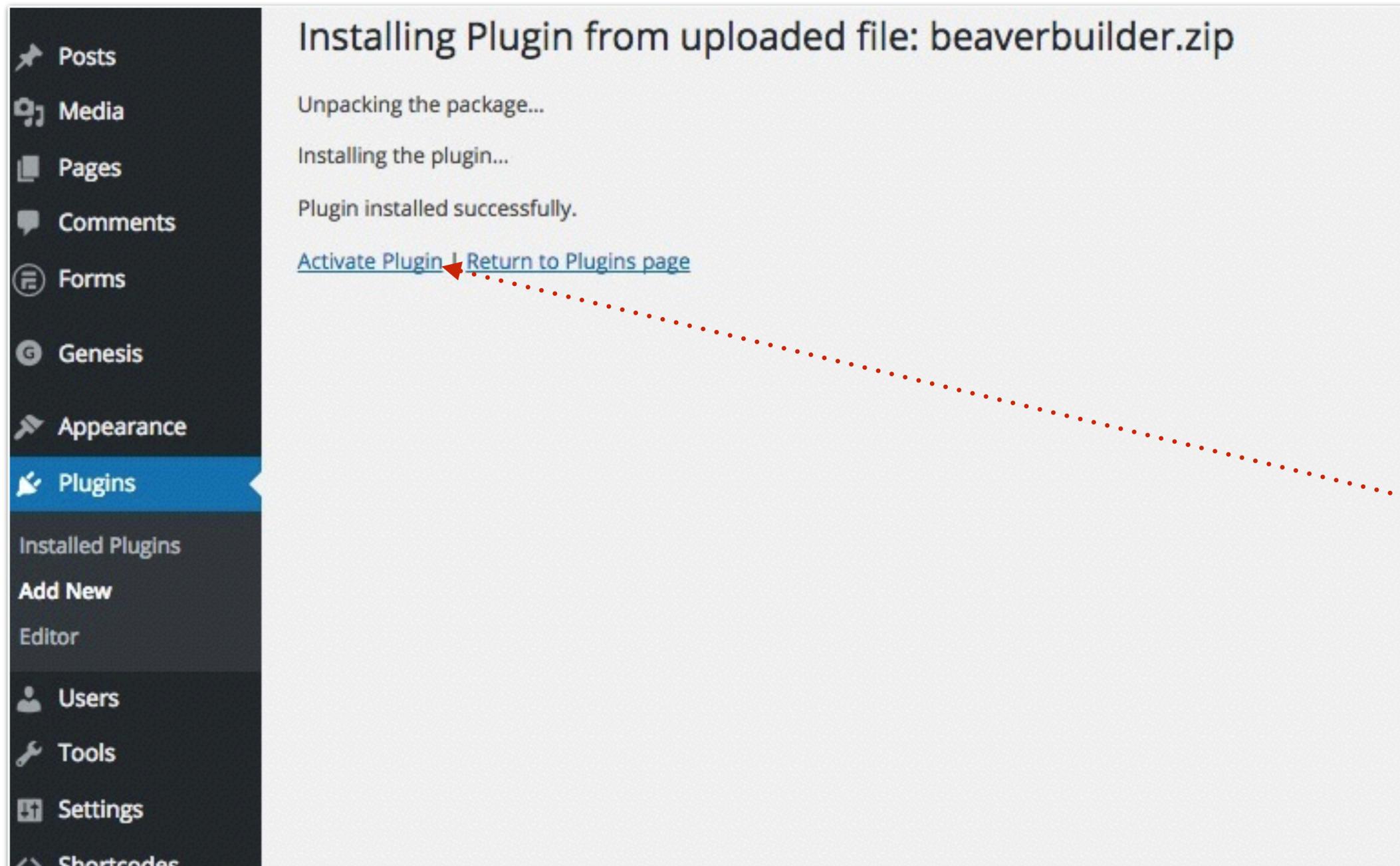
[Install Now](#) [More Details](#)

★★★★★ (18)
4,000+ Active Installs

Last Updated: 2 months ago

✓ Compatible with your version of WordPress

The Beaver Builder plugin is a page builder plugin and requires you to install the [Genesis Dambuster plugin](#) in order to integrate well with Genesis themes.



Install the Beaver Builder plugin via file upload and click Active plugin.

Scripts

Page-specific Scripts

Suitable for custom tracking, conversion or other page-specific script. Must include `script` tags.

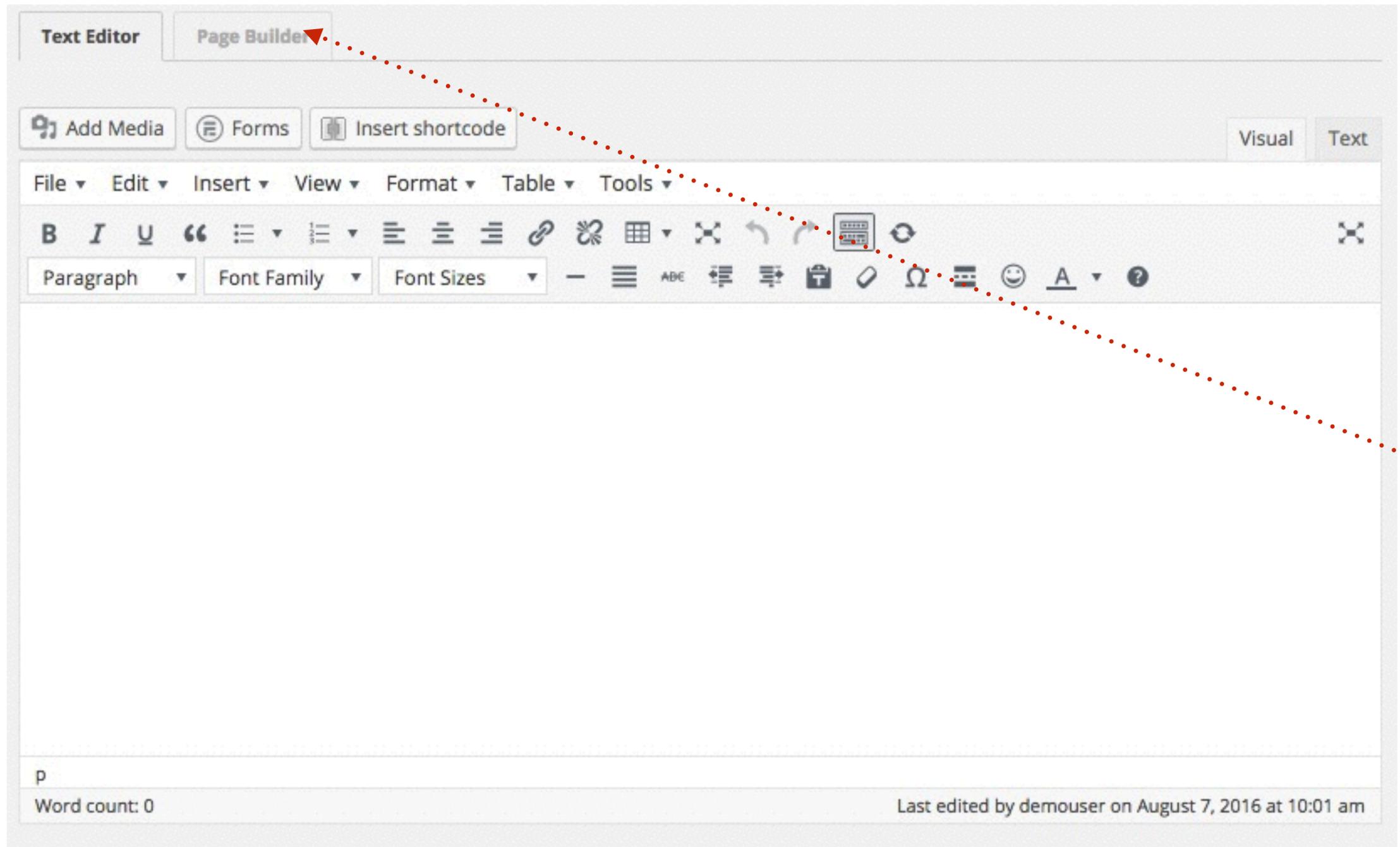
Genesis Dambuster

Enable **Template Width** **Header** **Above Content** **Below Content** **Footer** **Background** **Helper Classes**

Enable Tweaks

We have to set a few things straight first (e.g. making the page full width) before we can use Beaver Builder.

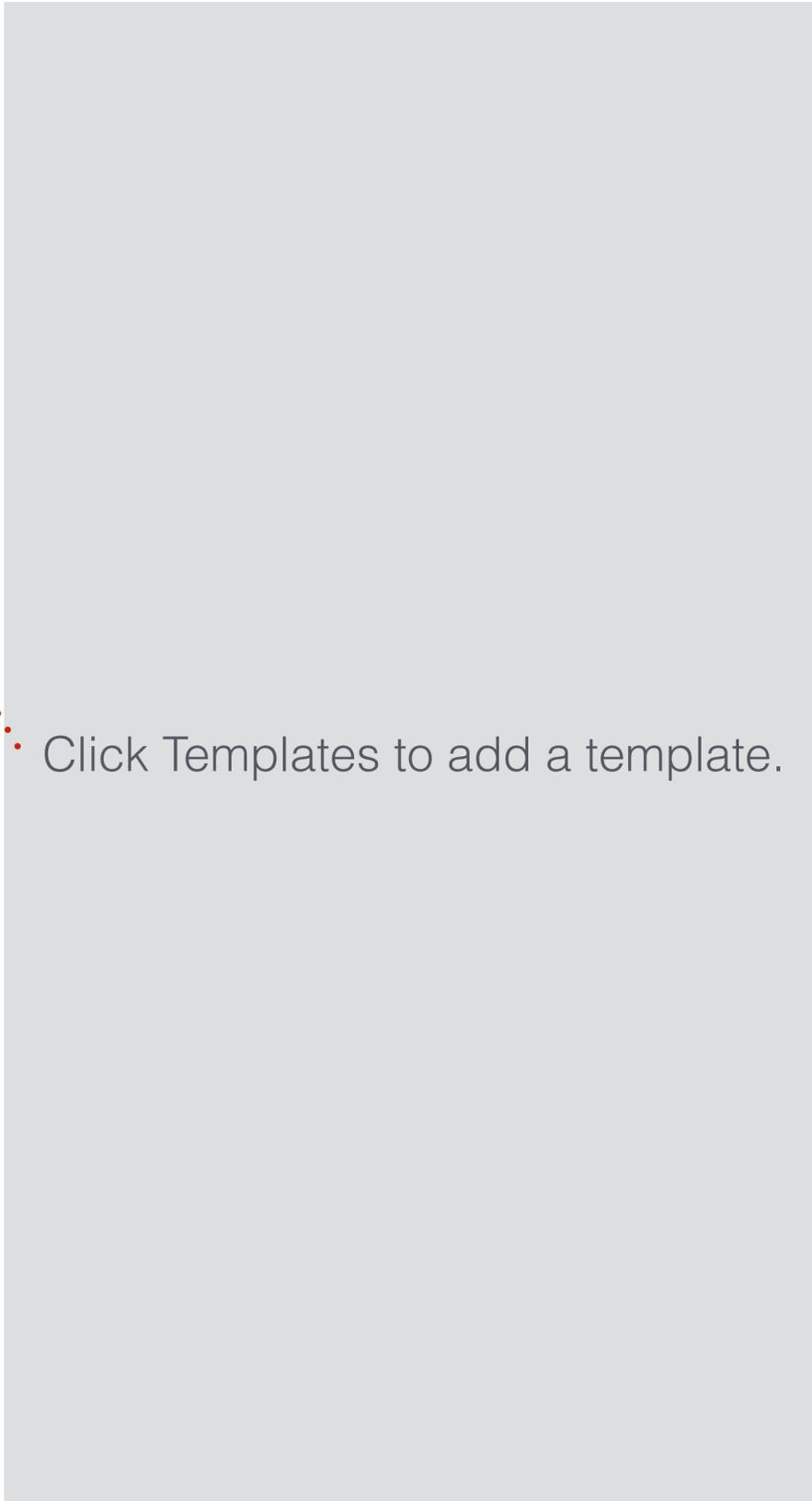
1. Navigate to your home page.
2. Scroll down to Genesis Dambuster fields
3. Make sure all the fields are checked **EXCEPT** the following:
 - Remove Header
 - Remove Prim. Nav
 - Remove Second. Nav
 - Remove Footer
 - Remove Widgets
4. Update the page



Now we can proceed to construct a landing page with Beaver Page Builder.

Click Page Builder.

The screenshot shows the WordPress Page Builder interface for a site named 'VENUE SQUARE'. The top navigation bar includes 'HOME', 'ALL ROOMS', 'RENTAL RATES', and 'BOOKING FORM'. The main content area is a large dashed box with the text 'DROP A ROW LAYOUT OR MODULE TO GET STARTED!'. At the bottom, there is a copyright notice: 'Copyright © 2016 · Digital Pro on Genesis Framework · WordPress · Log out'. On the right side, a sidebar is open, showing a 'Templates' menu. The 'Templates' menu is highlighted with a red arrow. The sidebar lists various options: 'Row Layouts' (with a dropdown arrow), '1 Column', '2 Columns', '3 Columns', '4 Columns', '5 Columns', '6 Columns', 'Left Sidebar', 'Right Sidebar', 'Left & Right Sidebar', 'Basic Modules' (with a dropdown arrow), 'Advanced Modules' (with a dropdown arrow), 'WordPress Widgets' (with a dropdown arrow), 'Saved Rows' (with a dropdown arrow), and 'Saved Modules' (with a dropdown arrow). The 'Templates' button is also highlighted with a red arrow.



Click Templates to add a template.

Layout Templates

Landing Pages

Blank

Zen Life

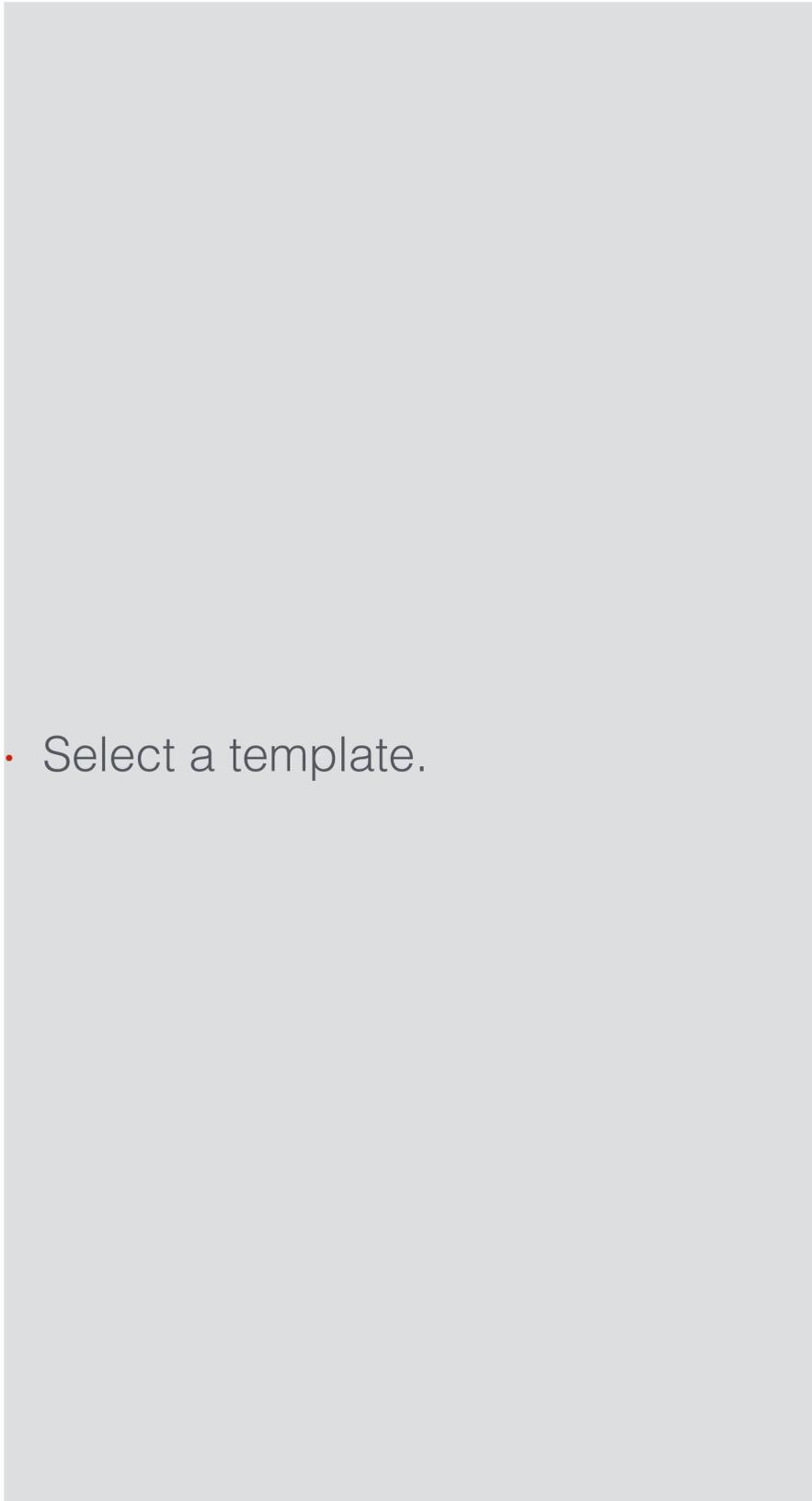
Janelle Awkward

Let's Meat

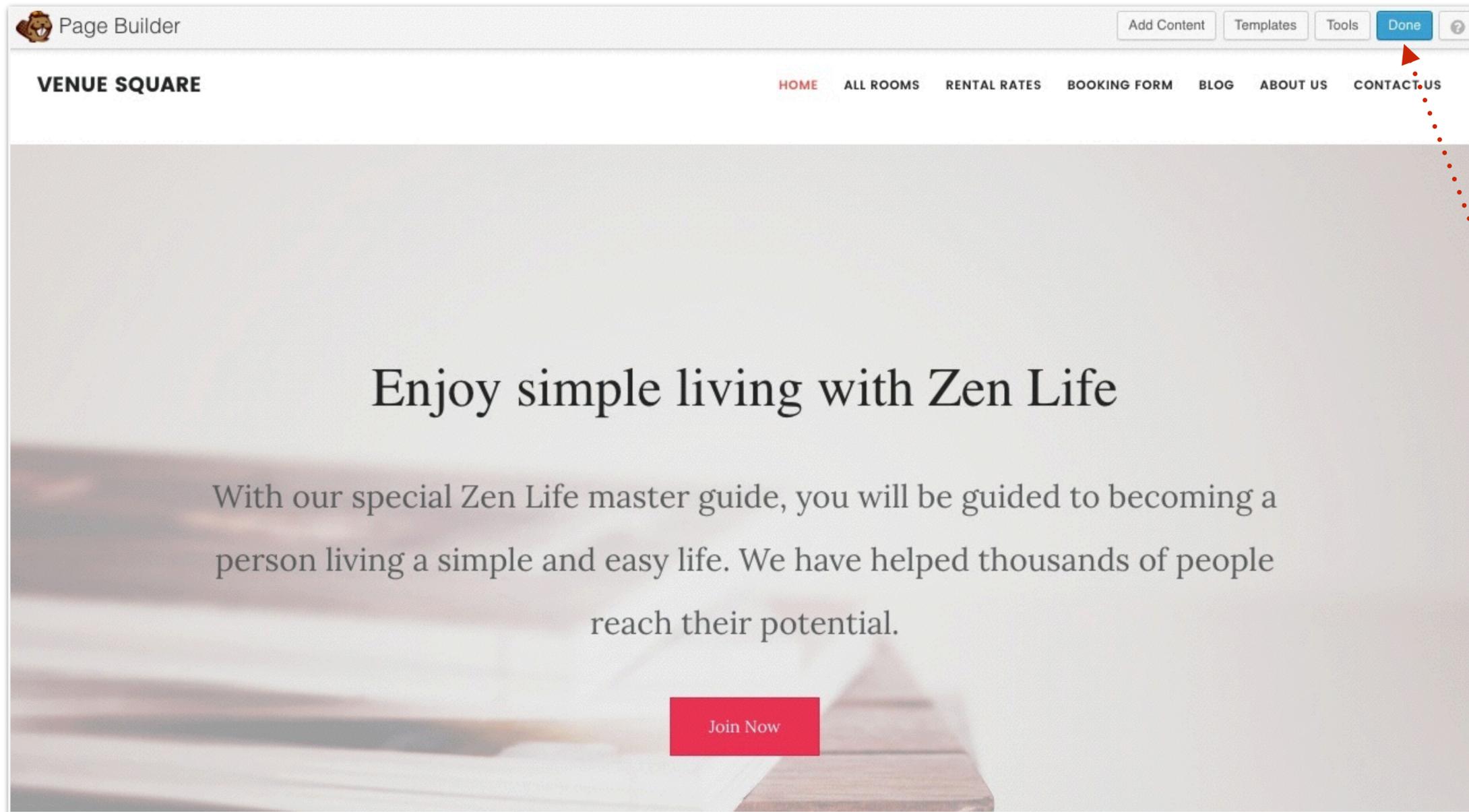
Moon Landing

Agency

Cancel



Select a template.

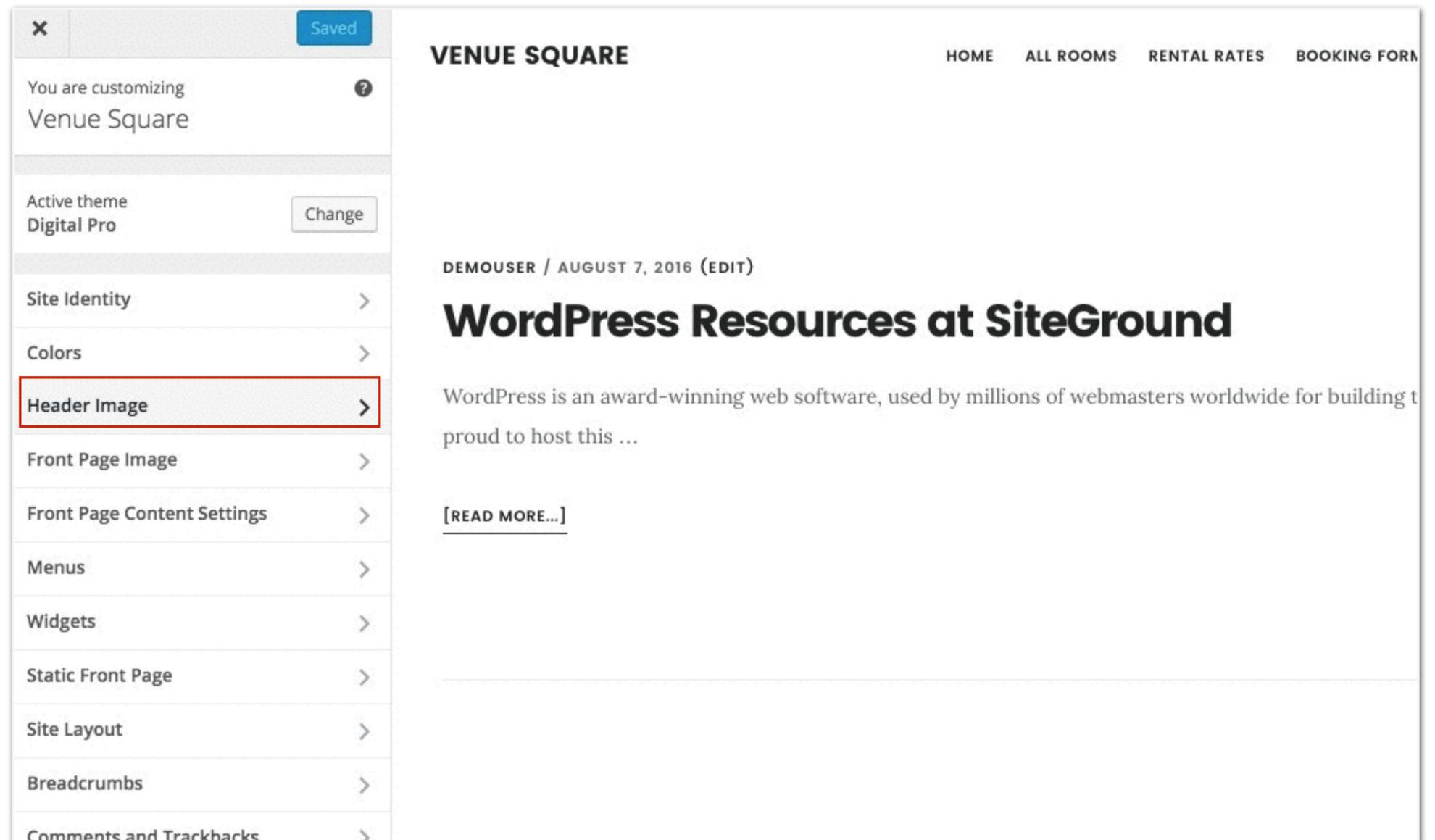


Once you're done customising your template, click Done.

How to Craft Magnetic Landing Pages

-  Think of the user objectives
-  Match the user objectives to your business objectives
-  Study your competitors' website and list down both good and bad points
-  Become the customer. What are you looking for? What are your concerns?
-  Design a wireframe of your landing page before creating it
-  Copy leads design
-  Conduct usability tests (A/B Split Testing)

Customising Website Appearance



Premium WordPress themes usually come with a built-in theme customiser. Otherwise, you will need to possess some coding knowledge if you wish to change the site appearance through the style.css / custom.css file.

Navigate to Appearance => Customizer => Header Image

VENUE SQUARE

HOME ALL ROOMS RENTAL RATES BOOKING FC

DEMOUSER / AUGUST 7, 2016 (EDIT)

WordPress Resources at SiteGround

WordPress is an award-winning web software, used by millions of webmasters worldwide for building... proud to host this ...

[[READ MORE...](#)]



Click Add New Image.

VENUE SQUARE

HOME ALL ROOMS RENTAL RATES BOOKING FORM BLOG

DEMOUSER / AUGUST 7, 2016 (EDIT)

WordPress Resources at SiteGround

WordPress is an award-winning web software, used by millions of webmasters worldwide for building their w proud to host this ...

[\[READ MORE...\]](#)

Your logo is now uploaded.
Click Save.

Widgets [Manage in Customizer](#)

Available Widgets

To activate a widget drag it to a sidebar or click on it. To deactivate a widget and delete its settings, drag it back.

Archives A monthly archive of your site's Posts.	Calendar A calendar of your site's Posts.
Categories A list or dropdown of categories.	Custom Menu Add a custom menu to your sidebar.
Formidable Form Display a Formidable Form	Genesis - Featured Page Displays featured page with thumbnails
Genesis - Featured Posts Displays featured posts with thumbnails	Genesis - User Profile Displays user profile block with Gravatar
Meta Login, RSS, & WordPress.org links.	Pages A list of your site's Pages.

Primary Sidebar

This is the primary sidebar if you are using a two or three column site layout option.

- Front Page 1
- Front Page 2
- Front Page 3

We can add the following web elements to your sidebar:

- Contact form
- Advertisements
- Email opt-in forms
- Internal navigational links
- Related content
- Blog categories and recent posts
- Image gallery
- Videos
- Social media profiles

Let's go ahead and add a contact form. To add a form, simply drag and drop the widget to the allocated sidebar.

VENUE SQUARE HOME ALL ROOMS RENTAL RATES BOOKING FORM BLOG ABOUT US CONTACT

Meeting Rooms

Rent a meeting room for your business meetings and discussions. Ideal corporate setting with comfortable seating for 10 - 18 pax.

Amenities include:

- Free WIFI
- Flip chart
- Projector
- Whiteboard
- Refreshments

CONTACT FORM

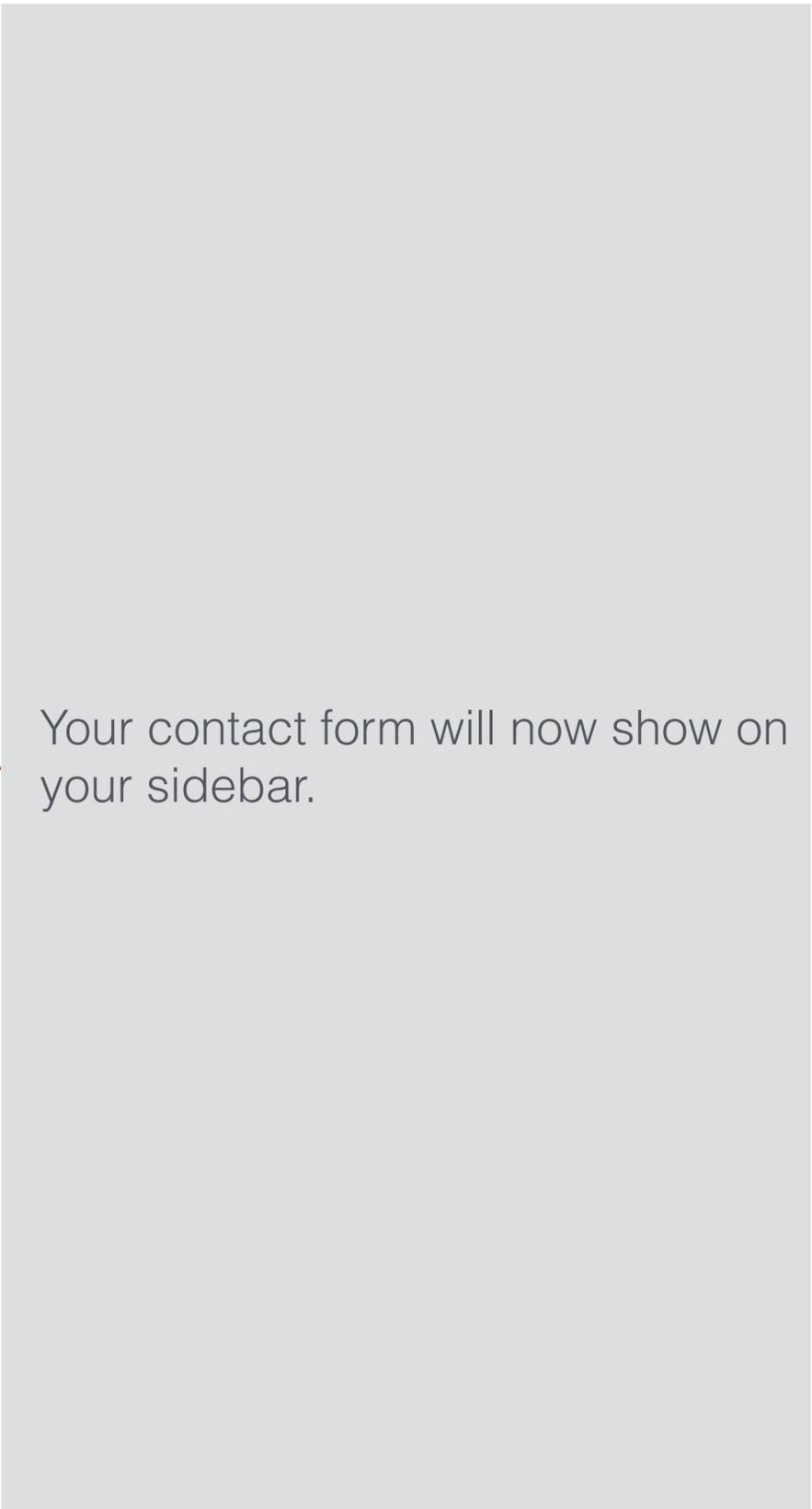
Name *

Email Address *

Phone *

Message *

SUBMIT



Your contact form will now show on your sidebar.

Widgets [Manage in Customizer](#)

Available Widgets ▲

To activate a widget drag it to a sidebar or click on it. To deactivate a widget and delete its settings, drag it back.

Archives A monthly archive of your site's Posts.	Calendar A calendar of your site's Posts.
Categories A list or dropdown of categories.	Custom Menu Add a custom menu to your sidebar.
Formidable Form Display a Formidable Form	Genesis - Featured Page Displays featured page with thumbnails
Genesis - Featured Posts Displays featured posts with thumbnails	Genesis - User Profile Displays user profile block with Gravatar
Meta Login, RSS, & WordPress.org links.	Pages A list of your site's Pages.

Primary Sidebar ▲
This is the primary sidebar if you are using a two or three column site layout option.
Formidable Form ▼

Front Page 1 ▼

Front Page 2 ▼

Front Page 3 ▼

Footer 1 ▲
Footer widget area.
Custom Menu ▲
Title:
Site Links
Select Menu: — Select — ▼
[Delete](#) | [Close](#) [Save](#)

Footer 2

Footer 3

After Ent

Contact I

Let's add a custom menu (e.g. Site Links) to the first footer widget area.

My Blog 0 + New Howdy, demouser

Screen Options Help

Menus Manage with Live Preview

Edit Menus Manage Locations

Edit your menu below, or [create a new menu](#).

Pages

Most Recent View All Search

- Contact Us
- About Us
- Blog
- Booking Form
- Rental Rates
- Seminar Room Rental
- Training Room Rental
- All Rooms

Select All Add to Menu

Posts

Menu Name Main Navi Save Menu

Menu Structure

Drag each item into the order you prefer. Click the arrow on the right of the item to reveal additional configuration options.

- Home Page
- All Rooms Page
- Meeting Room Rental sub item Page
- Seminar Room Rental sub item Page
- Training Room Rental sub item Page

Navigate to Appearance => Menus and click "Create a new menu".

Menus [Manage with Live Preview](#) Screen Options ▾ Help ▾

[Edit Menus](#) [Manage Locations](#)

Edit your menu below, or [create a new menu](#).

Pages ▲

Most Recent [View All](#) [Search](#)

- Contact Us
- About Us
- Blog
- Booking Form
- Rental Rates
- Seminar Room Rental
- Training Room Rental
- All Rooms

[Add to Menu](#)

Menu Name [Create Menu](#)

Give your menu a name, then click Create Menu.

[Create Menu](#)

1. Name the menu "Site Links"
2. Click Create Menu

Menus [Manage with Live Preview](#) Screen Options ▾ Help ▾

[Edit Menus](#) [Manage Locations](#)

Select a menu to edit: [Select](#) or [create a new menu.](#)

Pages ▾

Posts ▾

Custom Links ▲

URL

Link Text

[Add to Menu](#)

Categories ▾

Menu Name [Save Menu](#)

Menu Structure

Add menu items from the column on the left.

Menu Settings

Auto add pages Automatically add new top-level pages to this menu

Display location Header Menu (Currently set to: Main Navi)
 Footer Menu

[Delete Menu](#) [Save Menu](#)

Let's add a custom link, e.g. a link that links to an external partner website.

1. Fill in the URL and Link Text.
2. Click Add to Menu

Edit Menus | **Manage Locations**

Select a menu to edit: or [create a new menu.](#)

Pages ▼

Posts ▼

Custom Links ▲

URL

Link Text

Categories ▼

Menu Name

Menu Structure

Drag each item into the order you prefer. Click the arrow on the right of the item to reveal additional configuration options.

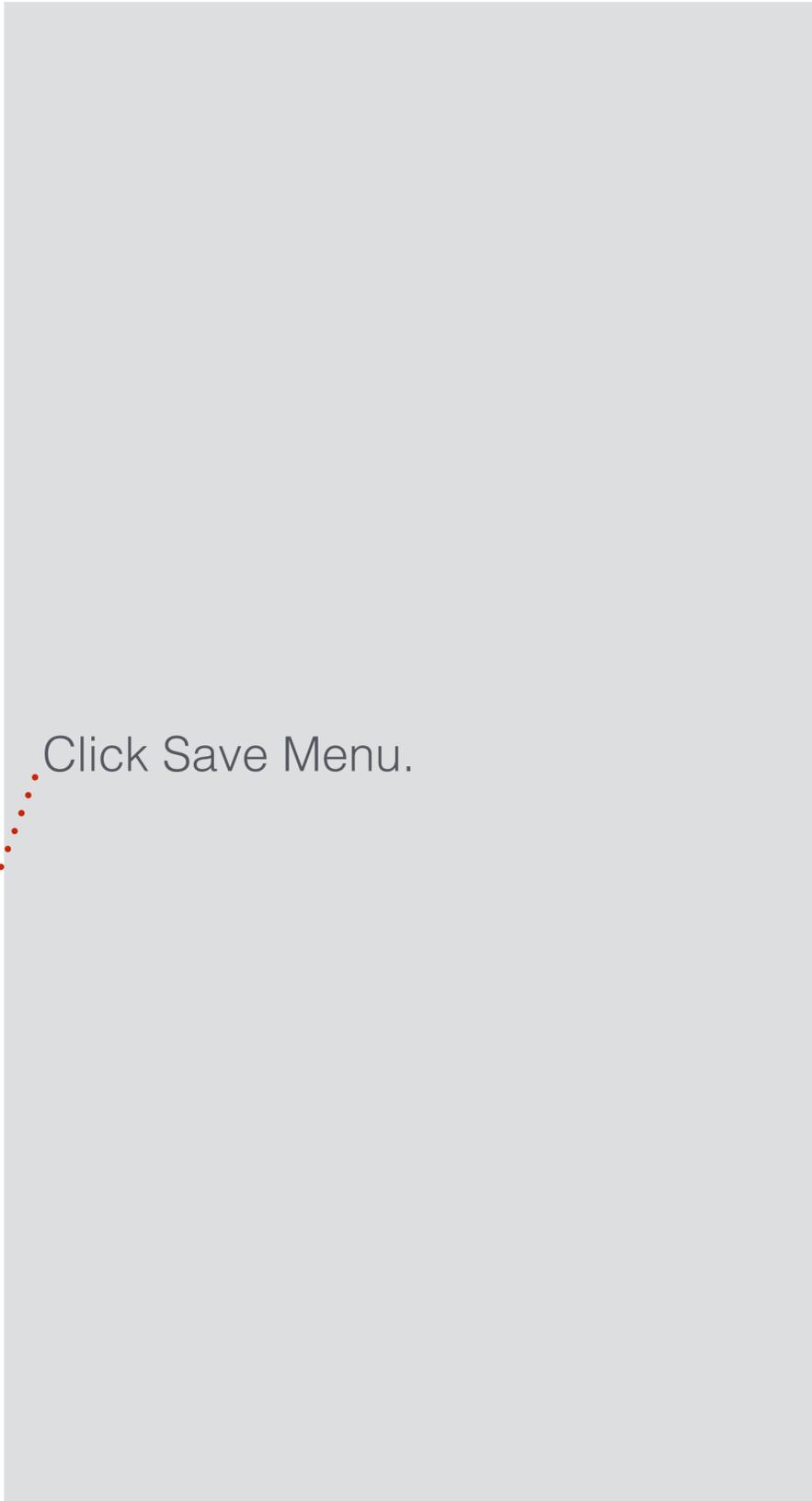
Facebook Custom Link ▼

Menu Settings

Auto add pages Automatically add new top-level pages to this menu

Display location Header Menu (Currently set to: Main Navi)
 Footer Menu

[Delete Menu](#)



Click Save Menu.

The screenshot shows the WordPress Appearance widget configuration page. On the left is a sidebar menu with options: Posts, Media, Pages, Comments, Forms, Genesis, Appearance (highlighted), Themes, Customize, Widgets, Menus, Header, Editor, Plugins, Users, Tools, and Settings. The main content area is divided into two columns. The left column contains widget areas: Calendar, Categories, Custom Menu, Formidable Form, Genesis - Featured Page, Genesis - Featured Posts, and Genesis - User Profile. The right column contains widget areas: Front Page 1, Front Page 2, Front Page 3, Footer 1, and Footer 2. The 'Footer 1' widget area is expanded to show a 'Custom Menu: Site Links' widget. This widget has a 'Title' field containing 'Site Links', a 'Select Menu' dropdown with 'Site Links' selected, and a 'Save' button. A red dotted arrow points from the text 'We can now select the footer menu we just created - Site Links.' to the 'Site Links' option in the dropdown. Another red dotted arrow points from the text 'Continue adding widgets to footer 2 and 3.' to the 'Footer 2' widget area.

We can now select the footer menu we just created - Site Links.

Continue adding widgets to footer 2 and 3.



Book a meeting room today.

[Go to booking form →](#)

[\(Edit\)](#)

SITE LINKS

FACEBOOK

CATEGORIES

TIPS

UNCATEGORIZED

ADDRESS

137 Cecil Street

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Here's how your footer looks like now.

The screenshot shows the WordPress Admin Dashboard with the 'Edit Themes' page open for the 'Digital Pro' theme. The main content area displays the theme's stylesheet (style.css) code, which includes the following information:

```

/*
Theme Name: Digital Pro
Theme URI: http://my.studiopress.com/themes/digital/
Description: Put your words and images at the forefront in an uncluttered design that shows them
at their finest.
Author: StudioPress
Author URI: http://www.studiopress.com/

Version: 1.0.3

Tags: black, red, white, one-column, two-columns, left-sidebar, right-sidebar, responsive-
layout, custom-colors, custom-header, custom-menu, featured-images, full-width-template, sticky-post,
theme-options, threaded-comments, translation-ready, accessibility-ready

Template: genesis
Template Version: 2.2

License: GPL-2.0+
License URI: http://www.opensource.org/licenses/gpl-license.php
*/

/* Table of Contents
- Imports
- HTML5 Reset
  - Baseline Normalize
  - Box Sizing
  - Float Clearing
- Defaults
  - Typographical Elements
  - Headings

```

The right-hand sidebar lists various theme files and styles, with 'Stylesheet (style.css)' highlighted. The sidebar also includes a 'Templates' section with links to various theme files like 'Static Front Page', 'Theme Functions', 'customize.php', 'output.php', 'theme-defaults.php', and 'Landing Page Template'.

Any styling element that isn't customisable via an admin panel is usually customisable via code.

Depending on the theme, to style and customise web elements such as the text colour, spacing between header and body, font family, font size, you most probably would have to navigate to **Appearance => Editor** and customise the code.

Here are some helpful articles:

- https://codex.wordpress.org/Finding_Your_CSS_Styles
- <https://codex.wordpress.org/CSS>
- https://codex.wordpress.org/Theme_Development

If coding isn't cut out for you, you may want to outsource them to:

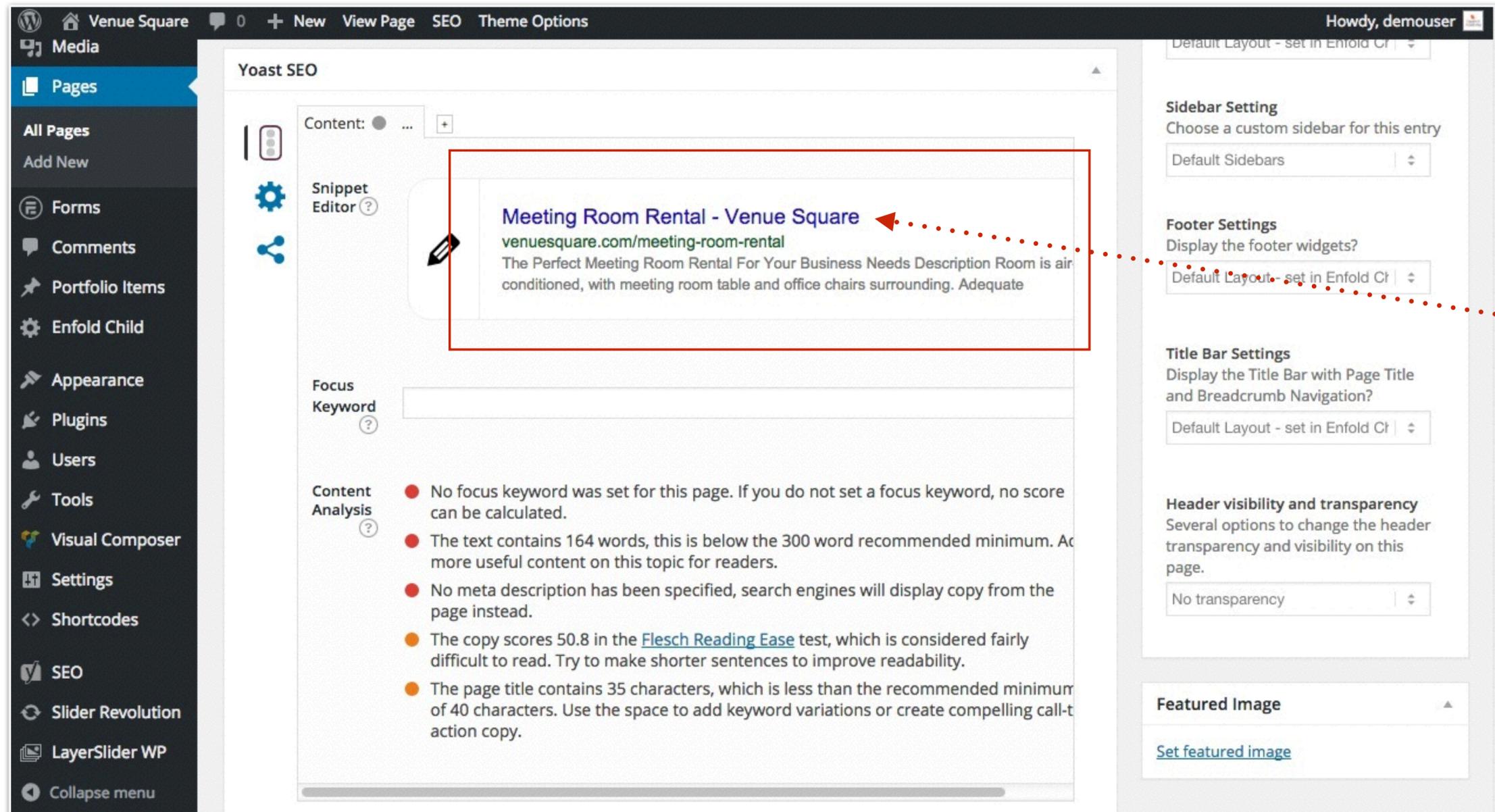
- www.codeable.io
- www.upwork.com

Making Your Site SEO-Friendly

The screenshot shows the WordPress dashboard's 'Add Plugins' section. The search bar contains 'WordPress SEO', resulting in 1,712 items. The 'Yoast SEO' plugin is highlighted with a red box. It has a 4.5-star rating (1,781 reviews), over 1 million active installs, and is compatible with the current version of WordPress. Other plugins shown include 'WordPress SEO Comments Plugin' (4 stars, 4,000+ installs), 'WordPress SEO Nuke Noob Stuff' (no rating, 0 installs), and 'Smart Wordpress SEO' (5 stars, 0 installs).

Out of the box, WordPress is already 80 - 90% SEO-friendly. That means, you only have to take care of the remaining 10 - 20% of on-page ranking factors.

1. Navigate to Plugins => Add New and install "WordPress SEO by Yoast".



You can click on the Title and Meta Description to edit it.

We recommend putting your target keywords in them.

1) Keywords in URL

Url: www.webdesign.com/e-commerce-web-design/

2) Keywords in Meta Description

<head><meta name="description" content="We provide the best and most affordable commerce web design packages in the market."></head>

3) Keywords in Title Tags

<title>E-commerce Web Design Service</title>

<h1>E-commerce Web Design Service</h1>

We provide the best custom **e-commerce web design services**

4) Keywords in Subheadings

<h3>Why We Provide The Best **Website Design Package**</h3>

Designing a site requires...

[Website creation process...](#)

9) Interlink articles with relevant anchor text (Site architecture)

[View our other web design packages ->](#)

5) LSI Keywords in Content Area

6) Quality & Uniqueness of Content

Image

Keyword inserted into Title and/or Alt Text

7) Keywords in Image Title & Alt Tags

10) Design & UX

11) Mobile-friendly

12) Page Loads Fast

13) Page is crawlable/indexable

14) Include social sharing buttons

15) Https Secure

The screenshot shows the 'WP Fastest Cache Options' settings page. The 'Settings' tab is active, and the 'Cache System' is enabled. Other settings include 'Preload' (checked), 'Logged-in Users' (checked), 'Mobile' (checked), 'Mobile Theme' (unchecked), 'New Post' (checked), 'Update Post' (checked), 'Minify HTML' (checked), 'Minify HTML Plus' (unchecked), 'Minify Css' (checked), 'Minify Css Plus' (unchecked), 'Combine Css' (checked), 'Minify Js' (unchecked), 'Combine Js' (checked), 'Combine Js Plus' (unchecked), 'Gzip' (checked), 'Browser Caching' (checked), and 'Render Blocking Js' (unchecked). The language is set to 'English'. A 'Submit' button is located at the bottom right of the settings area.

You can check your site speed via [PageSpeed Insights](#) and get recommendations on how to improve your site speed.

Some common issues include:

- Optimising your image sizes (use [jpeg-optimizer.com](#) , [compressor.io](#) , and/or select “save for web” when saving your images through Photoshop.)
- Leveraging on browser caching
- Minifying code (e.g. CSS)

You may use the following plugins with caution (as the plugins may conflict with your theme or other plugins):

- WP Super Cache
- WP Total Cache
- WP Fastest Cache

WordPress E- Commerce

The screenshot shows the WordPress dashboard's 'Add Plugins' section. The left sidebar is dark with the 'Plugins' menu highlighted. The main content area has a search bar with 'woocommerce' entered. Below the search bar, there are four plugin cards. The first card is for 'WooCommerce' by WooThemes, featuring a blue dolphin icon, a 5-star rating, and 1+ million active installs. The second card is for 'YITH WooCommerce Ajax Product Filter' by yithemes, with a purple funnel icon, a 4.5-star rating, and 70,000+ active installs. The third card is for 'YITH WooCommerce Ajax Search' by YITH, with a purple icon and a 4.5-star rating. The fourth card is for 'WooCommerce Multilingual - run WooCommerce with WPML' by WPML, with a blue and white icon and a 4.5-star rating. Each card includes an 'Install Now' button and a 'More Details' link. At the top of the main area, there are two notification banners: one for a Yoast SEO update to version 3.0.7 and another for an update to the SEO score algorithm.

The WordPress WooCommerce plugin gives you a free out-of-the-box solution to start an e-commerce store and process online orders through your WordPress website.

1. Navigate to Plugins => Add New and install “WooCommerce”.

WooCommerce

Page Setup Store Locale Shipping & Tax Payments Ready!

Welcome to the world of WooCommerce!

Thank you for choosing WooCommerce to power your online store! This quick setup wizard will help you configure the basic settings. **It's completely optional and shouldn't take longer than five minutes.**

No time right now? If you don't want to go through the wizard, you can skip and return to the WordPress dashboard. Come back anytime if you change your mind!

Not right now

Let's Go!

Once WooCommerce is activated, you will be taken to this screen.

Click "Let's Go".

Page Setup

Your store needs a few essential [pages](#). The following will be created automatically (if they do not already exist):

Shop	The shop page will display your products.
Cart	The cart page will be where the customers go to view their cart and begin checkout.
Checkout	The checkout page will be where the customers go to pay for their items.
My Account	Registered customers will be able to manage their account details and view past orders on this page.

Once created, these pages can be managed from your admin dashboard on the [Pages screen](#). You can control which pages are shown on your website via [Appearance > Menus](#).

Skip this step

Continue

Click "Continue".

Store Locale Setup

Where is your store based?

Which currency will your store use?
If your currency is not listed you can [add it later](#).

Currency Position

Thousand Separator

Decimal Separator

Number of Decimals

Which unit should be used for product weights?

Which unit should be used for product dimensions?

Select your options and click "Continue".

Woo **COMMERCE**

Page Setup Store Locale **Shipping & Tax** Payments Ready!

Shipping & Tax Setup

If you will be charging sales tax, or shipping physical goods to customers, you can configure the basic options below. This is optional and can be changed later via [WooCommerce > Settings > Tax](#) and [WooCommerce > Settings > Shipping](#).

Basic Shipping Setup

Will you be shipping products? Yes, I will be shipping physical goods to customers

Basic Tax Setup

Will you be charging sales tax? Yes, I will be charging sales tax

[Skip this step](#) [Continue](#)

Click "Skip this step".

Page Setup Store Locale Shipping & Tax Payments Ready!

Payments

WooCommerce can accept both online and offline payments. [Additional payment methods](#) can be installed later and managed from the [checkout settings](#) screen.

PayPal Standard

To accept payments via PayPal on your store, simply enter your PayPal email address below.

PayPal Email Address:

Offline Payments

Offline gateways require manual processing, but can be useful in certain circumstances or for testing payments.

Cheque Payments	<input type="checkbox"/> Enable payment via Cheques
Cash on Delivery	<input type="checkbox"/> Enable cash on delivery
Bank Transfer (BACS)	<input type="checkbox"/> Enable BACS payments

If you have a PayPal business account, enter your PayPal email address, if not click “Skip this step”.

Woo **COMMERCE**

Page Setup Store Locale Shipping & Tax Payments Ready!

Your Store is Ready!

[Tweet](#)

Want to help make WooCommerce even more awesome? Allow WooThemes to collect non-sensitive diagnostic data and usage information. [Find out more.](#)

[Allow](#) [No thanks](#)

Next Steps

[Create your first product!](#)

Learn More

- [Watch the WC 101 video walkthroughs](#)
- [Get eCommerce advice in your inbox](#)
- [Follow Sidekick interactive walkthroughs](#)
- [Read more about getting started](#)

[Return to the WordPress Dashboard](#)

That's it! You have finished customising the basic settings of WooCommerce. If you wish to customise your settings further, you may do so via "WooCommerce" => "Settings".

Now, let's create your first product.

Venue Square 0 + New SEO Theme Options Howdy, demouser

Add New Product

Meeting Room Rental

Permalink: <http://venuesquare.com/product/meeting-room-rental/> Edit

Advanced Layout Editor

Add Media Forms Insert shortcode Visual Text

Rent our meeting rooms on a per day (full-day) basis.

Word count: 10 Draft saved at 3:05:42 pm.

Publish

Save Draft Preview

Status: Draft Edit

Visibility: Public Edit

Publish immediately Edit

Catalog visibility: Catalog/search Edit

Move to Trash Publish

Product Categories

All Product Categories Most Used

Meeting Rooms

+ Add New Product Category

— Parent Product Category —

Add New Product Category

Enter your product name, description, and product category.

The screenshot shows the WordPress admin interface for editing a product. The left sidebar contains the navigation menu with 'WooCommerce' and 'Products' highlighted. The main content area is divided into two sections:

- Product Data — Simple product:** This section is highlighted with a red border. It includes fields for:
 - SKU: MR001
 - Regular Price (\$): 400
 - Sale Price (\$): (empty)
- Product Short Description:** This section is also highlighted with a red border. It features a rich text editor with the text "1-Day Meeting Room Rental." and a toolbar with various formatting options.

On the right side of the interface, there are several settings panels:

- Header visibility and transparency:** Includes a dropdown menu set to "No transparency".
- Product Hover:** Includes a dropdown menu set to "No hover effect".
- Product Image:** Includes a button labeled "Set product image" which is highlighted with a red box and a red arrow pointing to it.
- Product Gallery:** Includes a button labeled "Add product gallery images".

Scroll down and enter your product data e.g. Stock Keeping Unit (SKU), price, quantity, short description, etc.

Next, set your product image.

Product Image

Upload Files | Media Library

Images | All dates | Search



ATTACHMENT DETAILS

 **Training-Room.jpg**
February 19, 2016
197 kB
1681 x 1117
[Edit Image](#)
[Delete Permanently](#)

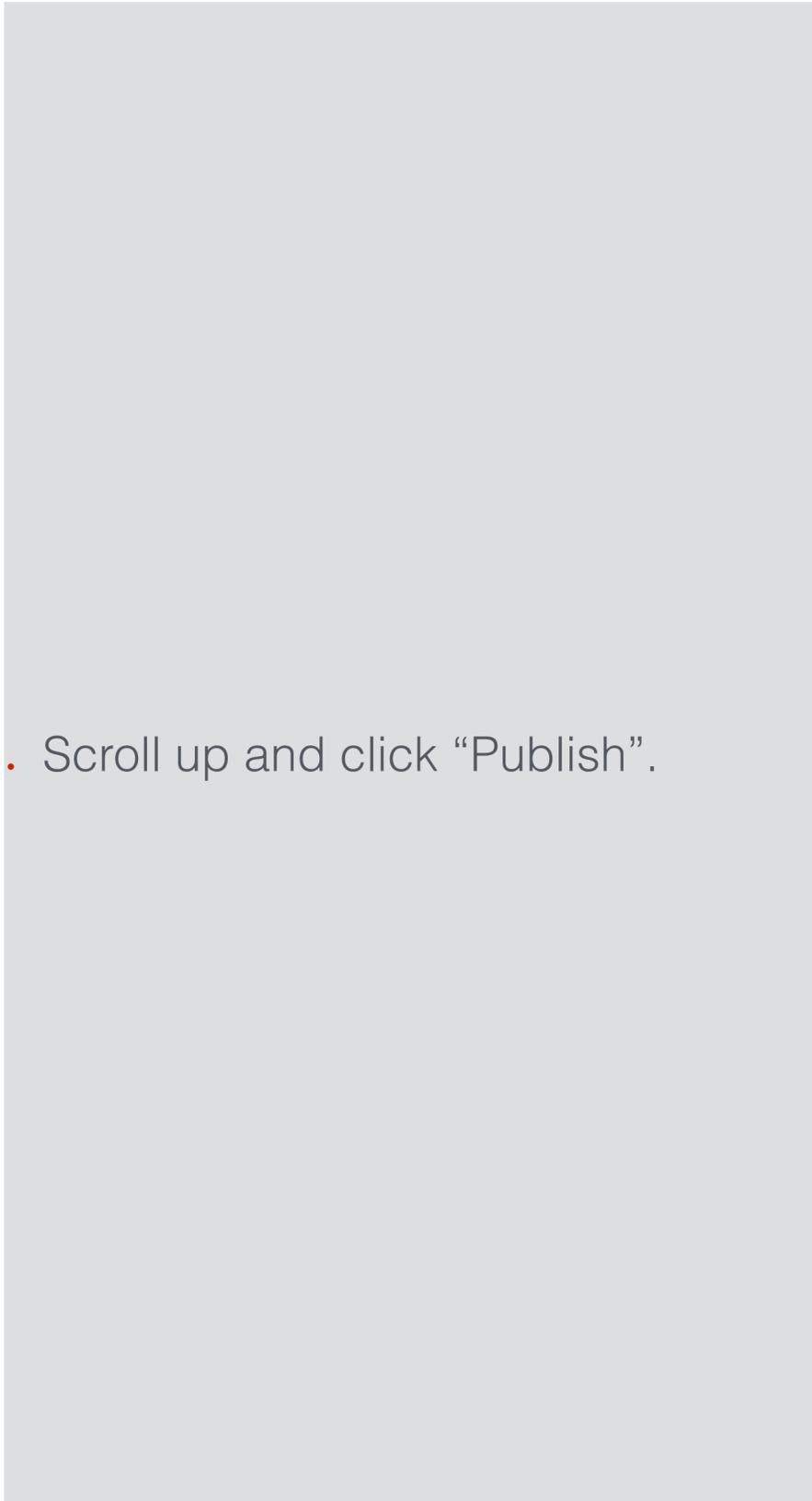
URL:
Title:
Caption:
Alt Text:
Description:
Slide link:

Shortcodes Ultimate

Set product image

Select your product image and click "Set product image".

The screenshot shows the WordPress admin interface for adding a new product. The main heading is "Add New Product" with the product name "Meeting Room Rental" entered in the title field. The permalink is "http://venuesquare.com/product/meeting-room-rental/". The editor is in "Visual" mode, showing the text "Rent our meeting rooms on a per day (full-day) basis." The right sidebar contains the "Publish" section with buttons for "Save Draft", "Preview", and "Publish". Below this is the "Product Categories" section with "Meeting Rooms" selected. The bottom status bar shows "Word count: 10" and "Draft saved at 3:05:42 pm." The user's name "Howdy, demouser" is visible in the top right corner.



Scroll up and click "Publish".

VENUE SQUARE Customize 0 + New Edit Product SEO Theme Options Edit Form Howdy, demouser

ENFOLD Home All Rooms Rental Rates Booking Form Blog About Us Contact Us

Shop You are here: Home / Shop / Meeting Rooms / Meeting Room Rental

Meeting Room Rental

\$400.00

1-Day Meeting Room Rental.

- 1 + **Add to cart**

SKU: MR001 Category: Meeting Rooms

Description Reviews (0)

Product Description

Rent our meeting rooms on a per day (full-day) basis.

CONTACT PAGE

Name

Email

Your product is now in stock.
Let's test out the order process.

Click "Add to cart".

WordPress admin bar: Venue Square, Customize, 0, + New, Edit Product, SEO, Theme Options, Edit Form, Howdy, demouser

ENFOLD logo

Home All Rooms Rental Rates Booking Form Blog About Us Contact Us

Shop You are here: Home / Shop / Meeting Rooms / Meeting Room Rental

"Meeting Room Rental" has been added to your cart. View Cart



Meeting Room Rental

\$400.00

1-Day Meeting Room Rental.

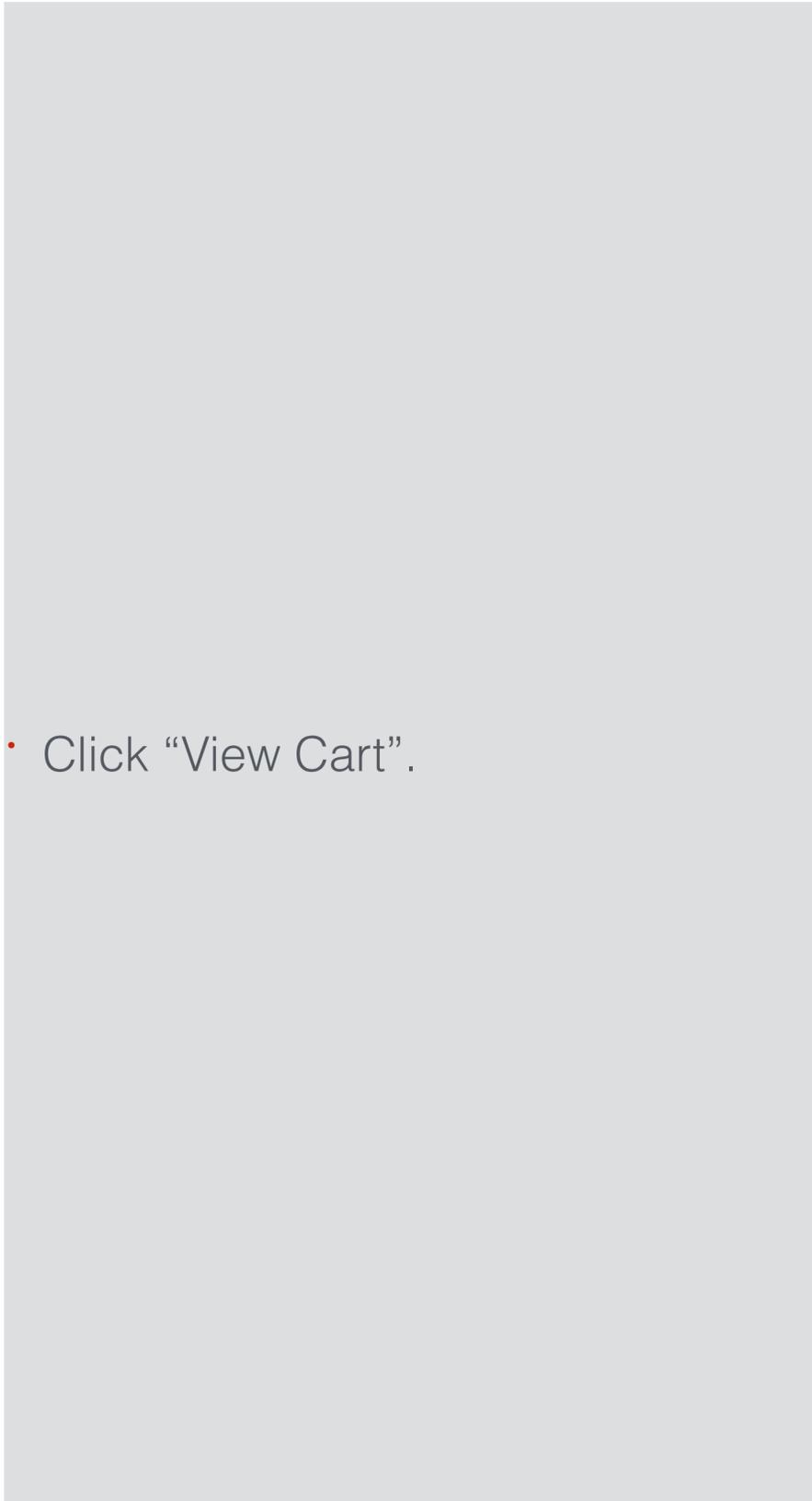
- 1 + Add to cart

SKU: MR001 Category: Meeting Rooms

Description Reviews (0)

Product Description

CONTACT PAGE



Click "View Cart".

The screenshot shows a WooCommerce cart page for 'Meeting Room Rental'. The cart contains one item with a price of \$400.00 and a quantity of 1. The total amount is \$400.00. A 'Proceed to Checkout' button is visible at the bottom left of the cart area. To the right of the cart is a 'CONTACT PAGE' form with fields for Name, Email, Phone, and Message, and a 'Submit' button. A red dotted arrow points from the 'Proceed to Checkout' button to the 'Submit' button in the contact form.

ENFOLD

Home All Rooms Rental Rates Booking Form Blog About Us Contact Us

Cart You are here: Home / Cart

	PRODUCT	PRICE	QUANTITY	TOTAL
	Meeting Room Rental	\$400.00	- 1 +	\$400.00

Coupon code

CART TOTALS

SUBTOTAL	\$400.00
TOTAL	\$400.00

CONTACT PAGE

Name

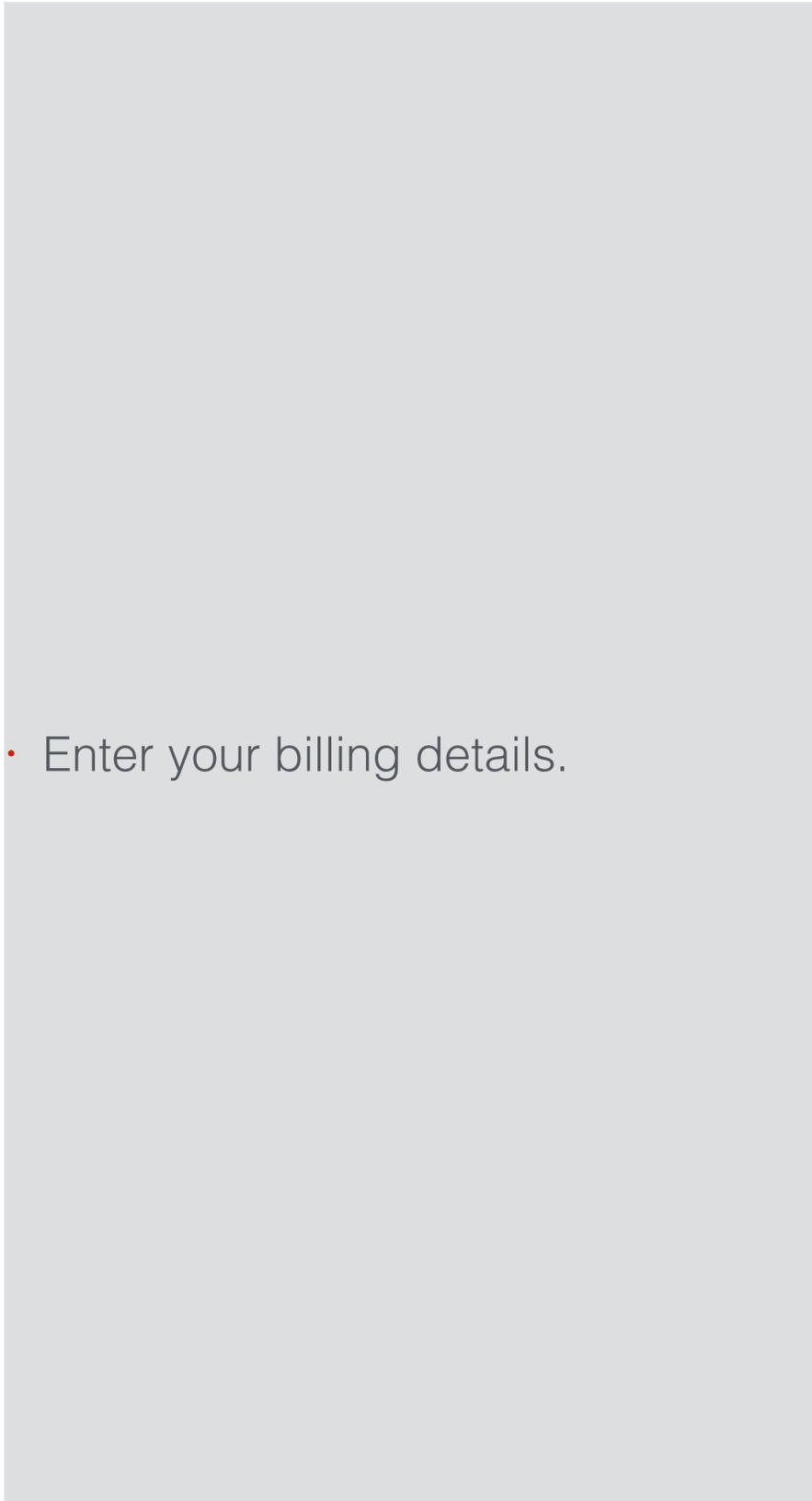
Email

Phone

Message

Coupons can be created via
"WooCommerce" => "Coupons".
Click "Proceed to Checkout".

The screenshot shows a WordPress checkout page for 'ENFOLD'. The top navigation bar includes links for Home, All Rooms, Rental Rates, Booking Form, Blog, About Us, and Contact Us. The page title is 'Checkout' and the breadcrumb trail is 'You are here: Home / Checkout'. A coupon code entry field is at the top left. The main content area is divided into three columns: Billing Details, Additional Information, and CONTACT PAGE. The Billing Details section is highlighted with a red border and contains fields for First Name, Last Name, Company Name, Email Address (pre-filled with 'equinetsg@gmail.com'), Phone, Country (pre-filled with 'Singapore'), and Address (pre-filled with 'Street address'). The Additional Information section has an 'Order Notes' field with a placeholder text 'Notes about your order, e.g. special notes for delivery.' The CONTACT PAGE section includes fields for Name, Email, Phone, and a Message field, with a 'Submit' button at the bottom. A red dotted arrow points from the text 'Enter your billing details.' on the right towards the Billing Details section.



Enter your billing details.

VENUE SQUARE Customize 0 + New Edit Page SEO Theme Options Edit with Visual Composer Edit Form Howdy, demouser

ENFOLD Home All Rooms Rental Rates Booking Form Blog About Us Contact Us

Your order

PRODUCT	TOTAL
Meeting Room Rental x 1	\$400.00
SUBTOTAL	\$400.00
TOTAL	\$400.00

Cheque Payment
Please send your cheque to Store Name, Store Street, Store Town, Store State / County, Store Postcode.

PayPal  [What is PayPal?](#)

How to Conduct an Convincing Seminar

Hello world!

RECENT COMMENTS

Mr WordPress on Hello world!

ARCHIVES

February 2016

CATEGORIES

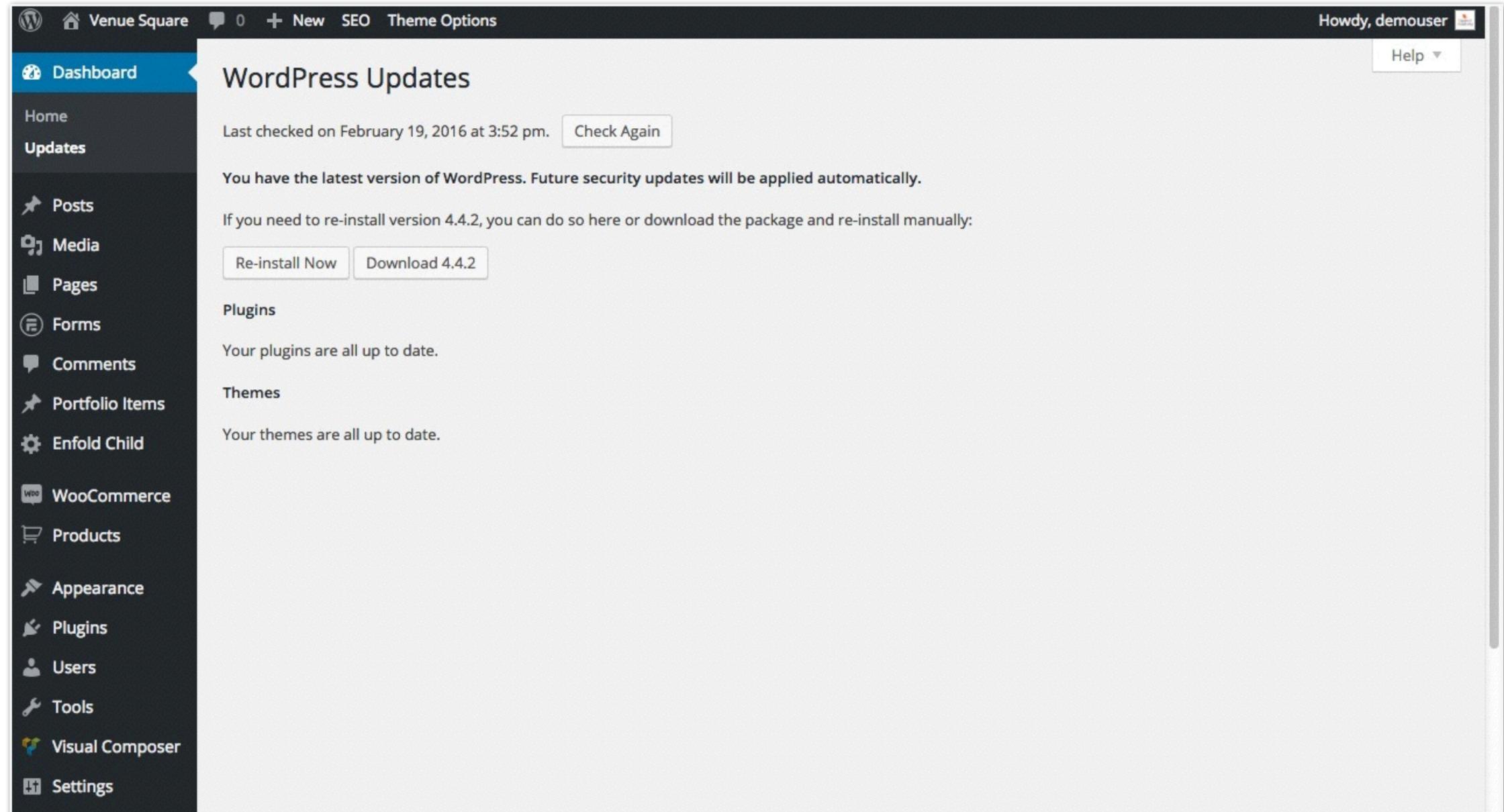
Tips
Uncategorized

META

Site Admin
Log out
Entries RSS
Comments RSS
WordPress.org

Upon selecting PayPal and clicking "Place order", your customers will be taken to the PayPal checkout page (offsite) where they will make payment. The funds will then go directly into your PayPal account.

Website Backup & Maintenance



WordPress Updates

Last checked on February 19, 2016 at 3:52 pm. [Check Again](#)

You have the latest version of WordPress. Future security updates will be applied automatically.

If you need to re-install version 4.4.2, you can do so here or download the package and re-install manually:

[Re-install Now](#) [Download 4.4.2](#)

Plugins

Your plugins are all up to date.

Themes

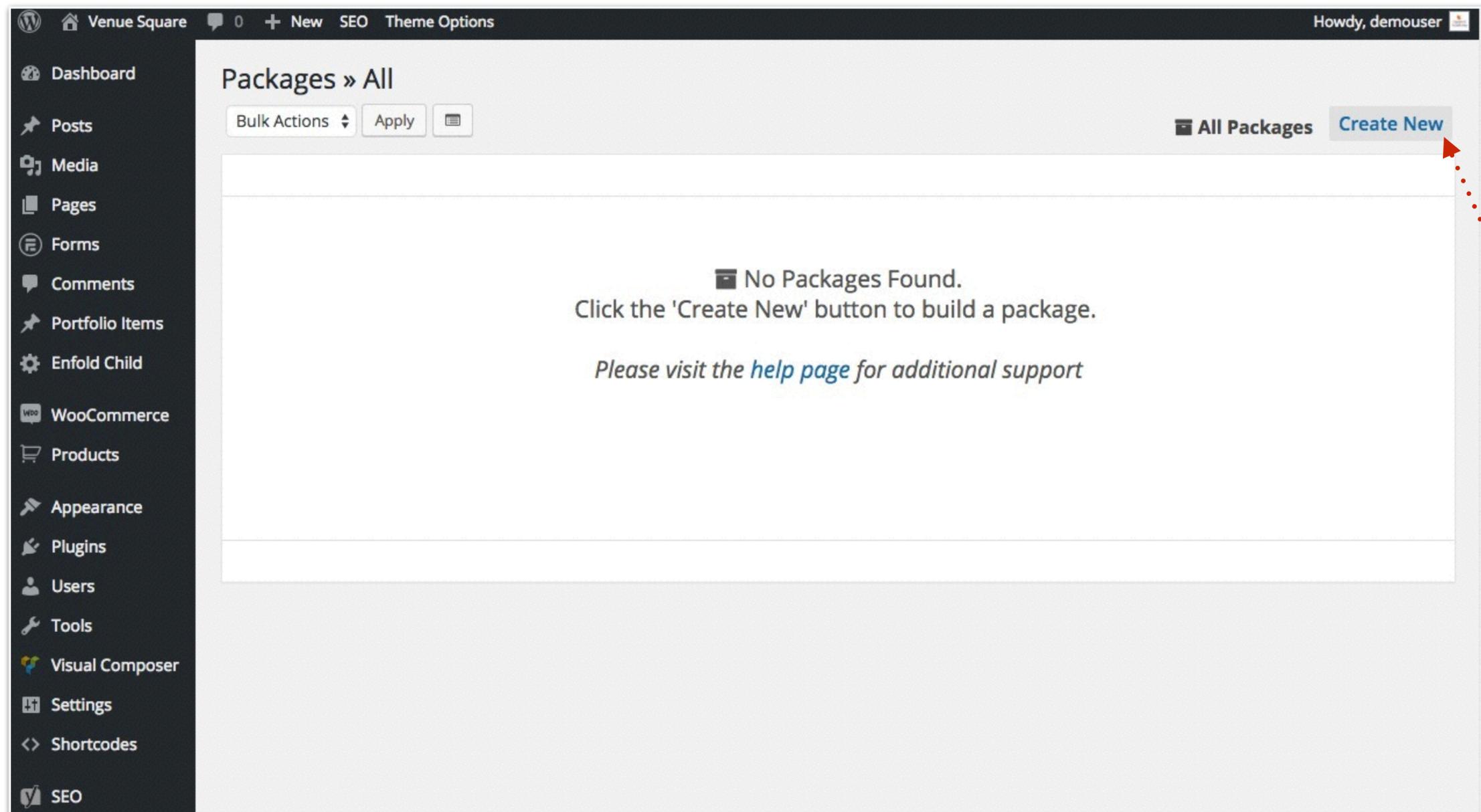
Your themes are all up to date.

It is important to keep your WordPress version, themes, and plugins updated to avoid any malicious attacks. We will also go through measures to take to secure your site as much as possible.

The screenshot shows the WordPress dashboard's 'Add Plugins' section. The search bar contains the keyword 'duplicator', and 1,226 items are found. Four plugins are displayed in a grid:

- Duplicator** (By LifeInTheGrid): 5 stars (982 reviews), 600,000+ Active Installs, last updated 1 week ago. Description: Duplicate, clone, backup, move and transfer an entire site from one location to another.
- Duplicator / Cloner / Migrator *** PRO features for FREE ***** (By www.wpadm.com): 4 stars (21 reviews), 2,000+ Active Installs, last updated 2 days ago. Description: Duplicator clone plugin can duplicate, backup website, clone website or migrate WordPress website from one hosting place to another for FREE!
- Trash Duplicate and 301 Redirect** (By Solwin Infotech): Description: Find and delete duplicates posts, pages, custom post and 301 redirect to the new or old URL.
- Cleanup Duplicate Meta** (By WP Developers Club and Tonya): Description: Cleanup Duplicate Meta gives you a tool to check for and delete duplicate Post and/or User Meta entries in the database tables.

Navigate to “Plugins” => “Add New” and install the “Duplicator” plugin.



Once installed and activated, click "Create New".

WP Venue Square 0 + New SEO Theme Options Howdy, demouser

Packages » New

1 Setup 2 Scan 3 Build Step 1: Package Setup All Packages Create New

✓ Requirements: Pass

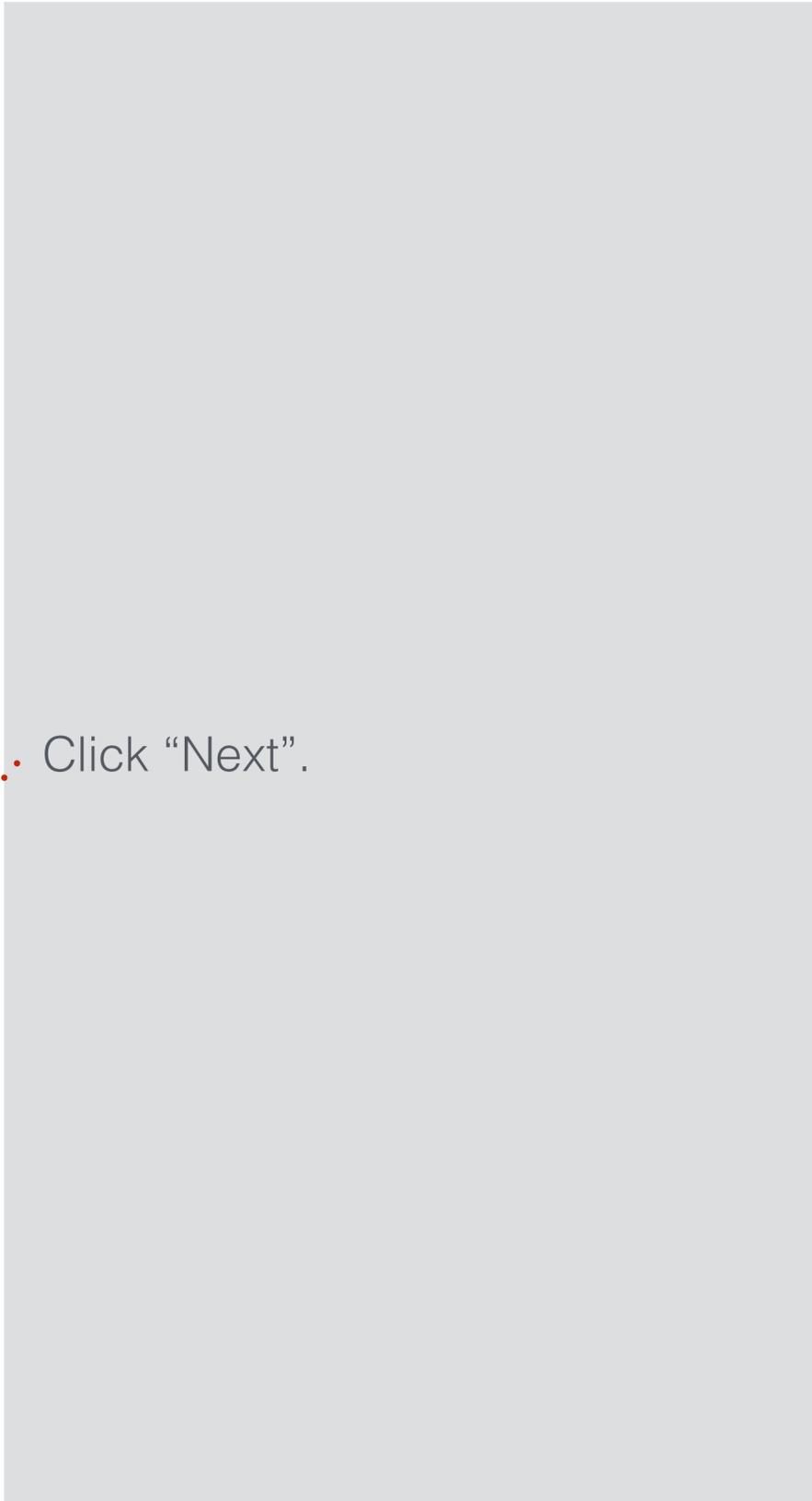
Name: Notes

Storage

Archive

Installer

Reset Next ▶



Click "Next".

The screenshot shows the Duplicator plugin interface in a WordPress dashboard. The left sidebar contains various menu items, with 'Duplicator' highlighted. The main content area displays a 'Server' section with a 'Diagnostics' link. Under 'Server', there are three items: 'Web Server' (Good), 'PHP Setup' (Good), and 'WordPress' (Warn). Below this is an 'Archive' section with a 'Files' sub-section (126.18MB) containing 'Total Size' (Good), 'Name Checks' (Good), and 'Large Files' (Good). The 'Database' section (2.39MB) contains 'Total Size' (Good) and 'Table Details' (Good). At the bottom, there is a warning message: 'A warning status was detected, are you sure you want to continue?'. Below the message are three buttons: 'Back', 'Rescan', and 'Build'. A red dotted line with arrows points from the 'Build' button to the text on the right.

Click on the check box and click "Build".

The screenshot shows the WordPress Duplicator interface. The top navigation bar includes 'Venue Square', 'New', 'SEO', and 'Theme Options'. The user is logged in as 'Howdy, demouser'. The main heading is 'Packages » New'. Below this, there are three steps: '1 Setup', '2 Scan', and '3 Build', with 'Step 3: Build Package' being the active step. There are buttons for 'All Packages' and 'Create New'. The central area displays a 'Build Status' box with a green checkmark and the text 'Package Completed'. Below this, it shows the package name '20160219_venuesquare_56c73a9d795ea9219160219155405' and the process time '29.07 sec.'. Two buttons are visible: 'Installer' and 'Archive (51.88MB)'. A red dotted arrow points from the 'Archive' button to the text on the right. Below the buttons, it says 'click buttons to download' and there is a link for '[All Packages]'. The left sidebar contains various WordPress menu items: Dashboard, Posts, Media, Pages, Forms, Comments, Portfolio Items, Enfold Child, WooCommerce, Products, Appearance, Plugins, Users, Tools, Visual Composer, Settings, Shortcodes, and SEO.

That's it! Your entire site is now backed up. Be sure to download the two files to your computer.

We've included a free step-by-step tutorial on how to restore a Duplicator backup file here:
<https://www.equinetacademy.com/wordpress-backup-migration-tutorial-duplicator/>

Hardening Your Website Security



- Get a reliable hosting provider that keeps server software updated and recent.
- Keep regular backups of your database and site files.
- Free your computers of virus, spyware, and malware.
- Ensure you have the latest CMS software version.
- Use strong passwords and login through HTTPS.
- Install security plugins such as WordFence.