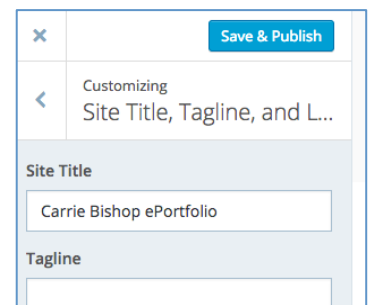
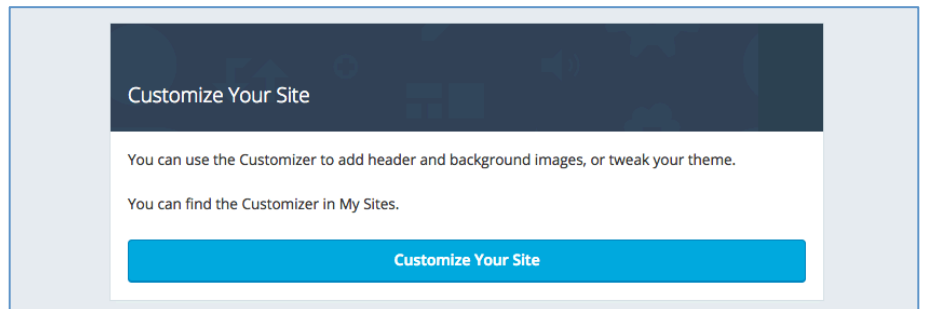
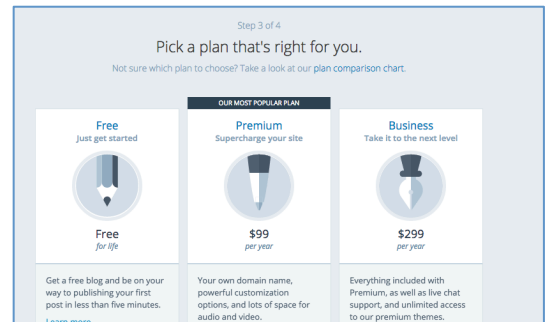
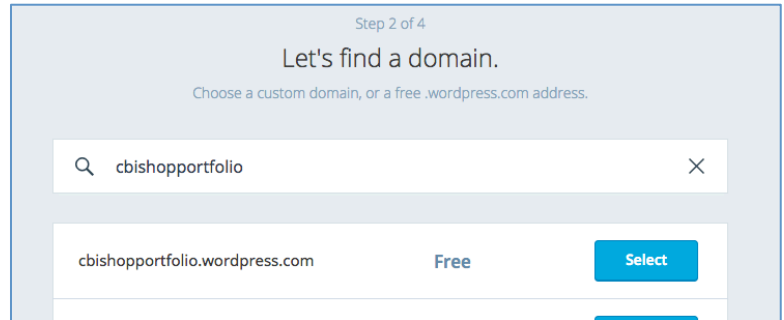


# How to Create a Free WordPress ePortfolio

These instructions will walk you through creating a WordPress site and some initial site configuration.

## Create Your Site

1. Go to <http://wordpress.com>
2. Click Create Website.
3. Choose a theme by clicking on one of the boxes. You can always change this later!
4. Choose a domain for your site. The free option will be YOURDOMAINNAME.wordpress.com. Type the first part of your domain in the box to see if it's available.
5. When you find one that is available, click Select to create the site.
6. Click Select Free Plan to get started with your free site.
7. You'll be prompted to provide your email address, and create a username and password. Enter this information, and click Create My Account.
8. Click on Customize Your Site to add a title to your site.
9. Click on Site Title, Tagline and Logo. Add the name of your site, and a tagline (this is optional). Click Save and Publish to save the change, and click the x to close the customizer.
10. Before you configure your site, you'll need to verify your email address with WordPress.com. Check your email and click the link to verify.



**Please verify your email address**  
To post and keep using WordPress.com you need to validate your email address. Please click the link in the email we sent at aaeblweb@gmail.com.  
[Re-send your activation email](#) or [change the email address on your account](#).

Now you are ready to use your site.

## Configure Your Site

There are two types of content in WordPress: pages and posts. Here's the difference:

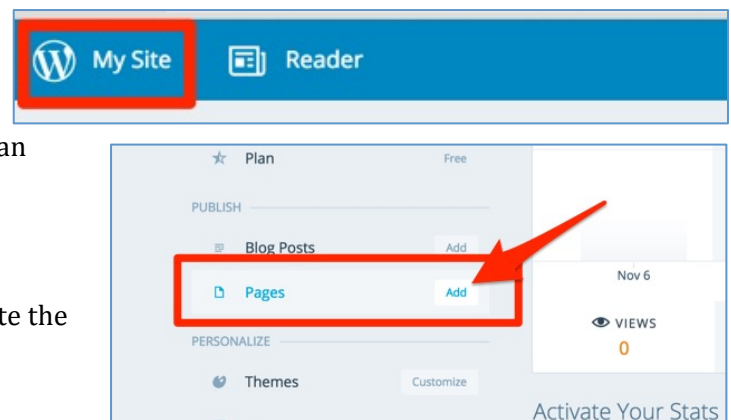
**Pages** are static. They are a place for information you want to share with readers. Pages don't have time stamps so don't show the date they are published, and you can't assign category and tags to.

**Posts** are dynamic information, usually displayed in reverse-chronological order with the most recent post at the top of the page. You can assign categories and tags to posts, which make them easier to find. Posts are what you see on a blog.

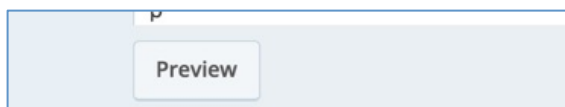
For an eportfolio, you will typically want to create **pages**. In a default free WordPress.com site, the Home page is automatically the blog, where posts are listed. We want our home page to be a **page**, so let's change that setting.

### Make Your Home Page a Static Page

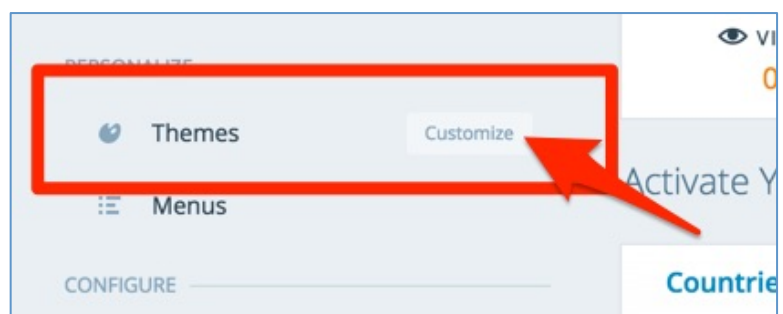
1. First, let's create a Home page. On the blue bar across the top of the page, click "My Site." (You can always click "My Site" to get back to the admin functions.)
2. On your left is a menu with admin options. Locate the sections that says "Pages" and click "Add."



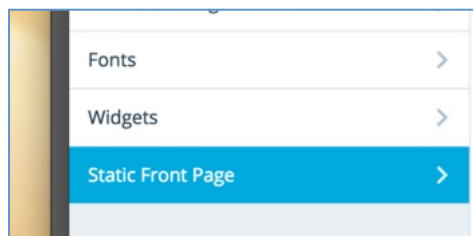
3. Give your home page a title, and click the Publish button at the bottom of the page. You can come back and add content later. (If you only have a button for Save Draft, you still need to verify your email address.)



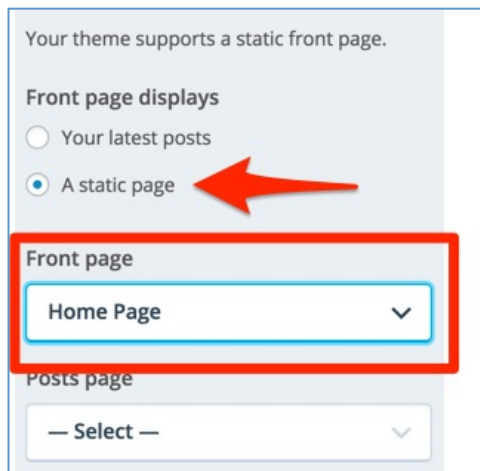
4. Now let's set your newly created Home Page to be the front page of your site. Click on My Site in the blue bar across the top of the page.
5. In the admin menu, locate the section that says "Themes" and click "Customize"



6. Click “Static Front Page”



7. Under “Front page displays,” select “A static page” and under the Front Page drop-down, select the Home Page you created.
8. Click Save and Publish to save the change, and click the x to close the Customizer.



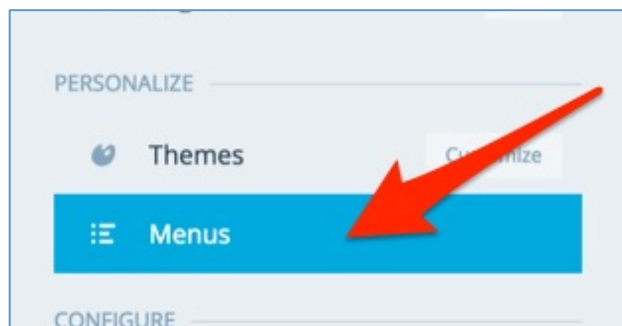
### Create your ePortfolio Pages

1. To create the other pages for your eportfolio, click “Pages” and click “Add” (just like you did to create your Home page.)
2. Give your page a title, and click Publish. You can come back and add content later.
3. Repeat these steps for each page in your ePortfolio.

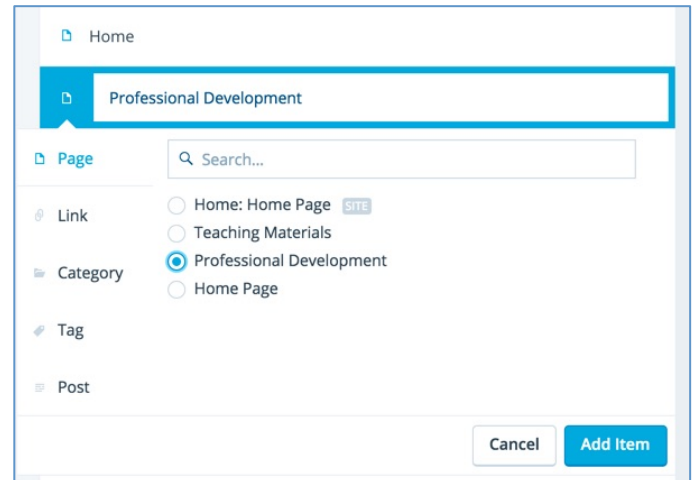
### Set Up Your Menu

By default, WordPress will automatically add any pages you’ve created to a default menu.. If you want to change the order of the pages or create drop down menus for certain sections, you’ll need to customize the navigation. To do this:

1. In the left admin menu, click on Menus.
2. Now you are on the menu editing screen. By default the **Primary Menu** area for your theme is selected for you, and **Default Menu** has been started by adding any existing pages to
3. To change the name of your **Default Menu**, click on the pencil icon and give it a new name like “Main Menu.”
4. To re-order your menu, you can drop and drop menu items to a new location on the menu.



5. To add new links to the menu:
  - Click on the + icon next to an existing item and choose whether the new item should go above or below it. (You can always move it again after you create it.) If your menu supports drop-downs, you can select “Add menu item to children.”
  - Choose the menu item type from the list that appears at the left.
  - Select from the options displayed for that type.
  - Give the menu item a name in the New Item field — this is what will actually appear in your menu.
  - Click the Add Item button.
6. Click the Save button to save your menu.



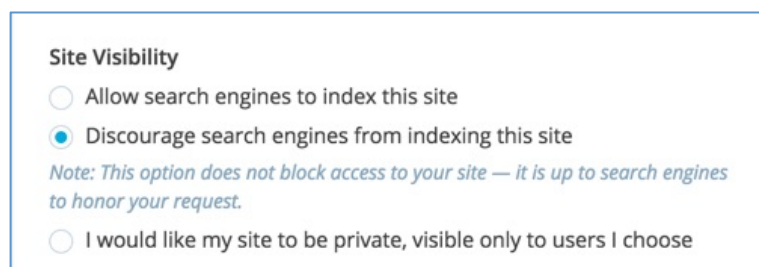
### ***Set Privacy and Commenting Options***

The default settings on a WordPress.com site:

- Allow your site to be publicly accessible and indexed by search engines
- Allow comments on all pages, with e-mail and name required
- Require you to approve comments if the commenter doesn’t have a previously approved comment

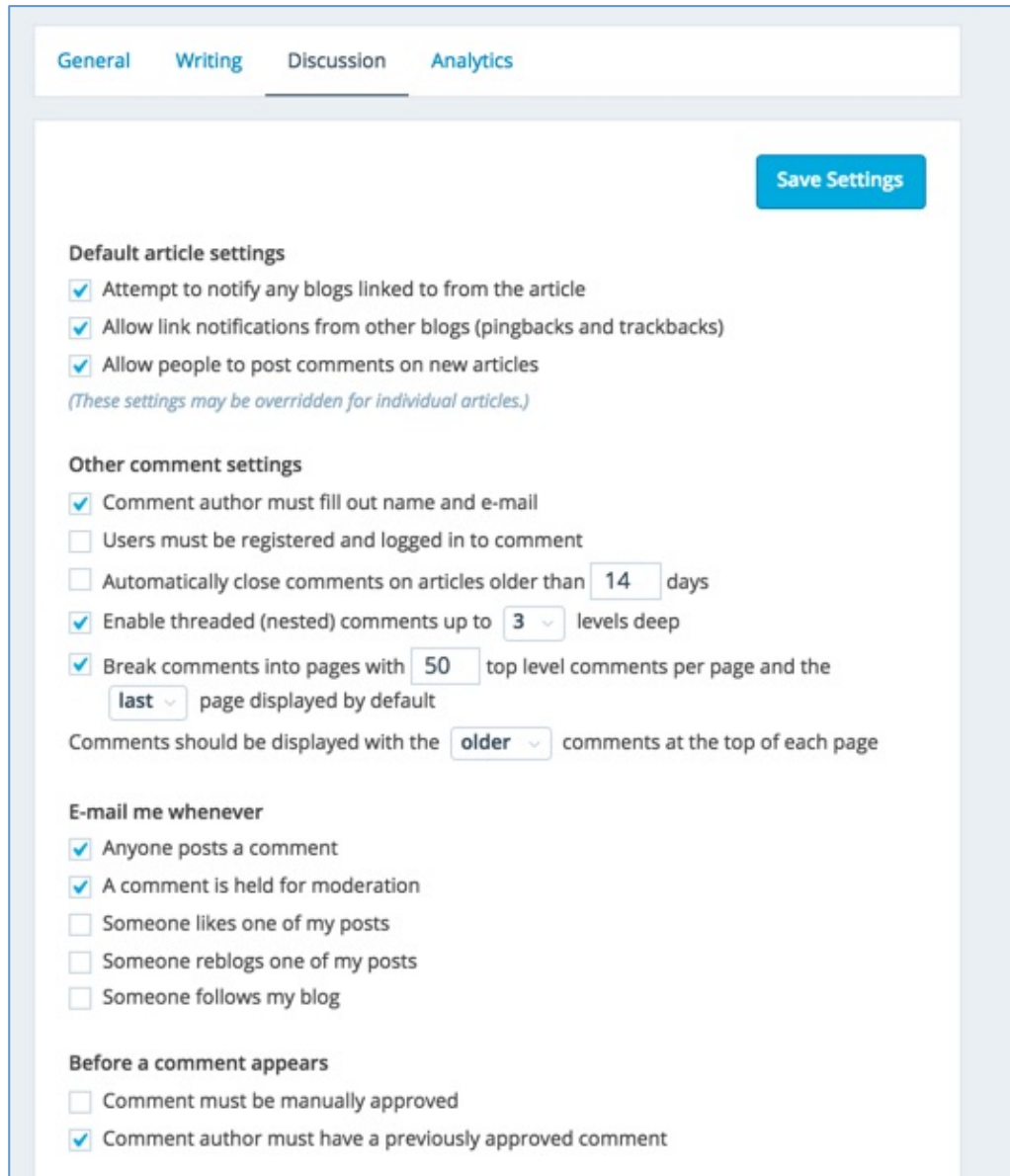
### ***To change the privacy of your entire site:***

1. In the left admin menu, click “Settings”
2. Under Site Visibility, choose the setting that you want for your site.



### To change your commenting options:

1. In the left admin menu, click “Settings” and click “Discussions.”
2. Select the appropriate settings for your site. If you don’t want comments on your site, uncheck “Allow people to post comments on new articles.” This will remove comments from all pages and posts on your site. (You can also remove comments on individual pages.)



The screenshot shows the 'Discussions' settings page in the WordPress admin interface. At the top, there are four tabs: 'General', 'Writing', 'Discussion' (which is active), and 'Analytics'. A blue 'Save Settings' button is located in the top right corner. The settings are organized into several sections:

- Default article settings**
  - ☒ Attempt to notify any blogs linked to from the article
  - ☒ Allow link notifications from other blogs (pingbacks and trackbacks)
  - ☒ 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 e-mail
  - ☐ Users must be registered and logged in to comment
  - ☐ Automatically close comments on articles older than  days
  - ☒ Enable threaded (nested) comments up to  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
- E-mail me whenever**
  - ☒ Anyone posts a comment
  - ☒ A comment is held for moderation
  - ☐ Someone likes one of my posts
  - ☐ Someone reblogs one of my posts
  - ☐ Someone follows my blog
- Before a comment appears**
  - ☐ Comment must be manually approved
  - ☒ Comment author must have a previously approved comment