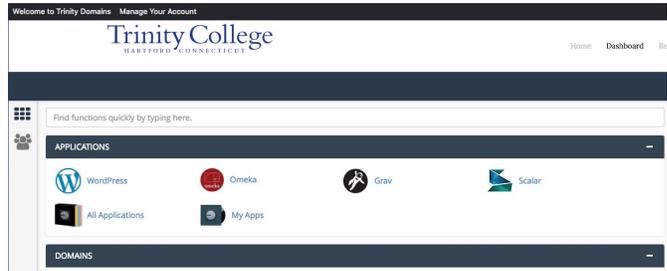


## WordPress Portfolios through Trinity Domains

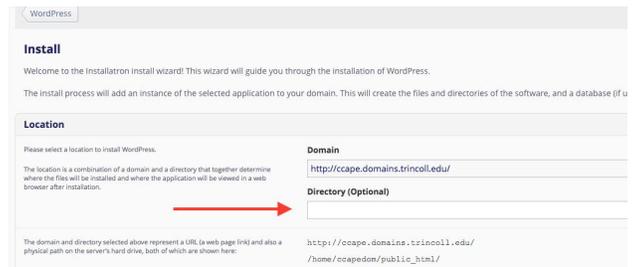
Creating your portfolio site in Trinity Domains (this only needs to be done once):

1. Go to <https://domains.trincoll.edu> and click either of the Get Started buttons
2. You'll be presented with a login screen: use your normal Trinity username and password.
3. If it's your first time doing this, you will be invited to choose your subdomain. [Hint: If you envision future employers looking at your site, you might choose a subdomain that is a professional version of your name.]
4. You will then see the Trinity Domains dashboard (as shown on the right).



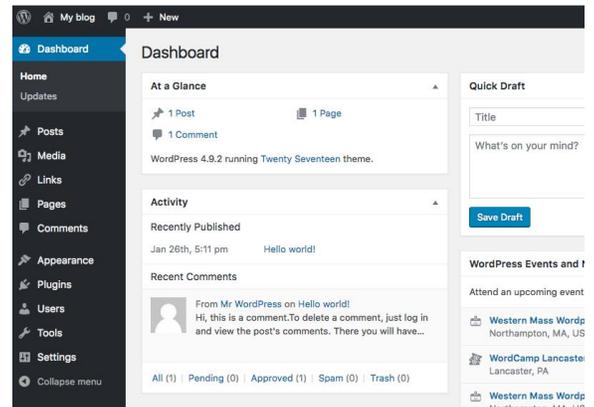
Installing WordPress (this only needs to be done once):

1. On the Trinity Domains dashboard, click on WordPress under Applications. Select 'Install this Application.'
2. Leave the Domain as <http://yourname.domains.trincoll.edu>, but we recommend that you add a directory for your portfolio, called 'portfolio.' [You might want to have more than one site under your domain, so easiest to keep them separate in directories.]
3. Leave everything else as a default, and then click on +Install at the bottom right of the page.



To access the WordPress dashboard of your portfolio site:

1. Go to the Trinity Domains dashboard, and click on 'My Apps,' and then click on 'yourname.domains.trincoll.edu/portfolio/wp-admin.' This will take you to the WordPress dashboard (shown on the right).
2. Note that there are TWO dashboards in this discussion, your Trinity Domains dashboard, and your portfolio WordPress dashboard. Make sure you understand that they are not the same thing!
3. The WordPress dashboard is where you will modify the look of the site using themes and plugins, enter posts, etc.



### Setting a theme for your portfolio site:

1. The 'theme' for your WordPress site is what controls the graphical interface of your site, but not the content (i.e. posts). There are literally hundreds of themes available, which can be overwhelming, but we recommend starting with one of the following: [you can preview what these look like in the slider at <https://portfolios.trincoll.edu/blog/typography-color-options-available-for-themes/>]
  - a. Fukasawa
  - b. Garfunkel
  - c. Simon
  - d. Hemingway
  - e. Lovecraft
  - f. Radcliffe
  - g. Rams
  - h. Any of the 'Twenty' themes
2. To install a theme, go to your WordPress dashboard, and select Appearance/Themes. At the top, click on 'Add New.' In the search box, type the theme name. Once it has loaded, click on the box, and select Install.
3. Once the theme has been installed, it needs to be activated for your site. Go to Appearance/Themes again, select the theme that you want, and then click Activate.
4. Note that you can easily change the appearance of your site at any time by previewing and activating a new theme. This will not affect the actual content of the site.

### Adding a post:

1. Click on Posts in the WordPress dashboard left navigation bar to view a listing of all existing posts. To add a new entry, click on 'Add New' at the top of the page. Enter the title, and then enter your content in the editor box.
2. Note that the editor box can be switched using the tabs on the upper right to either a visual or a text (HTML coding) editor format.
3. To add media, such as images or pdf files, use the "Add Media" button in the upper left.
4. Categories (or groupings) of posts can be created under Posts/Categories. You can then select the appropriate category (or categories) for your post.

### Turning off comments (highly recommended):

1. Go the WordPress dashboard.
2. Go to Settings/Discussion, and then uncheck the box in front of 'Allow people to post comments on new articles.'