

Aesthetics of Design/ Flow Visualization

WordPress Instructions

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Rev.1

Behruz Rashidov (bera7205@colorado.edu)

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First Log-in

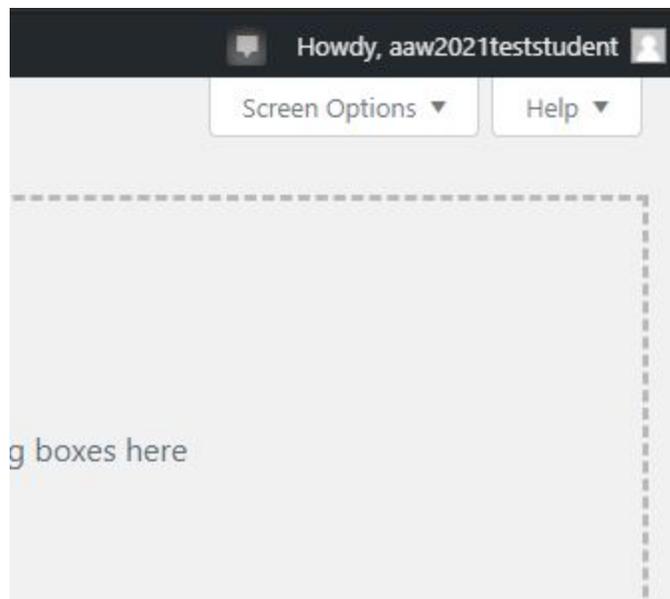
1. Your log-ins will be initialized and you will receive an email to your colorado.edu account with the subject of "Welcome to Aesthetics of Design" from wordpress@aesdes.org.
2. Please, check your spam folder in case you are unable to find it, otherwise contact the TA.
3. The email should look like this:

WordPress wordpress@aesdes.org via dp-b78c92c73e.dreamhostps.com
to me ▾

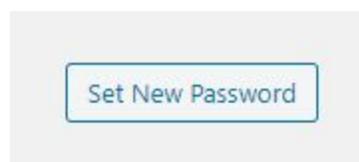
Welcome,
Your data to login in this site is:

- URL to login: <https://www.aesdes.org/wp-login.php>
- Username= aaw2021teststudent
- Password = %cvj2ynHnSLv

4. Click the link <https://www.aesdes.org/wp-login.php>
5. Click *Login with username and password*
6. Type in your username and password from the email
7. Click your name on the top right corner once logged in, under *Howdy, username*



8. Scroll down until you see *Set New Password*, click that



9. Type in a secure password
10. Click *Update Profile* on the bottom of the page

New Password

Set New Password

securepassword

Hide Cancel

Very weak

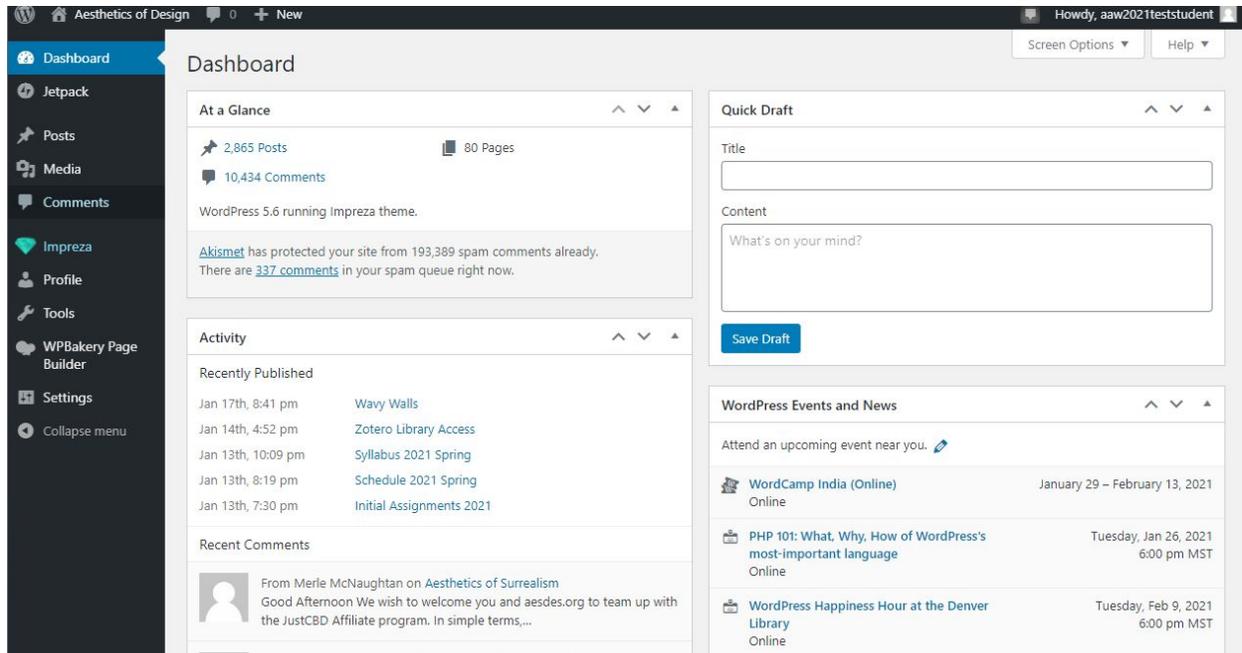
A screenshot of a password strength indicator. The text 'New Password' is on the left. A button labeled 'Set New Password' is at the top. Below it is a text input field containing 'securepassword'. To the right of the input field are two buttons: 'Hide' with an eye icon and 'Cancel'. Below the input field is a red bar with the text 'Very weak' centered inside it.

11. While you are here, check your first and last name, and other biographical information
12. Your account is now set

How To Make a Post

Login

1. Log-in to your profile by going to <https://www.aesdes.org/wp-login.php>, clicking *Login with username and password* and type in your information from your account set-up (see First Login for more information).
2. You will be greeted with the *Dashboard*.

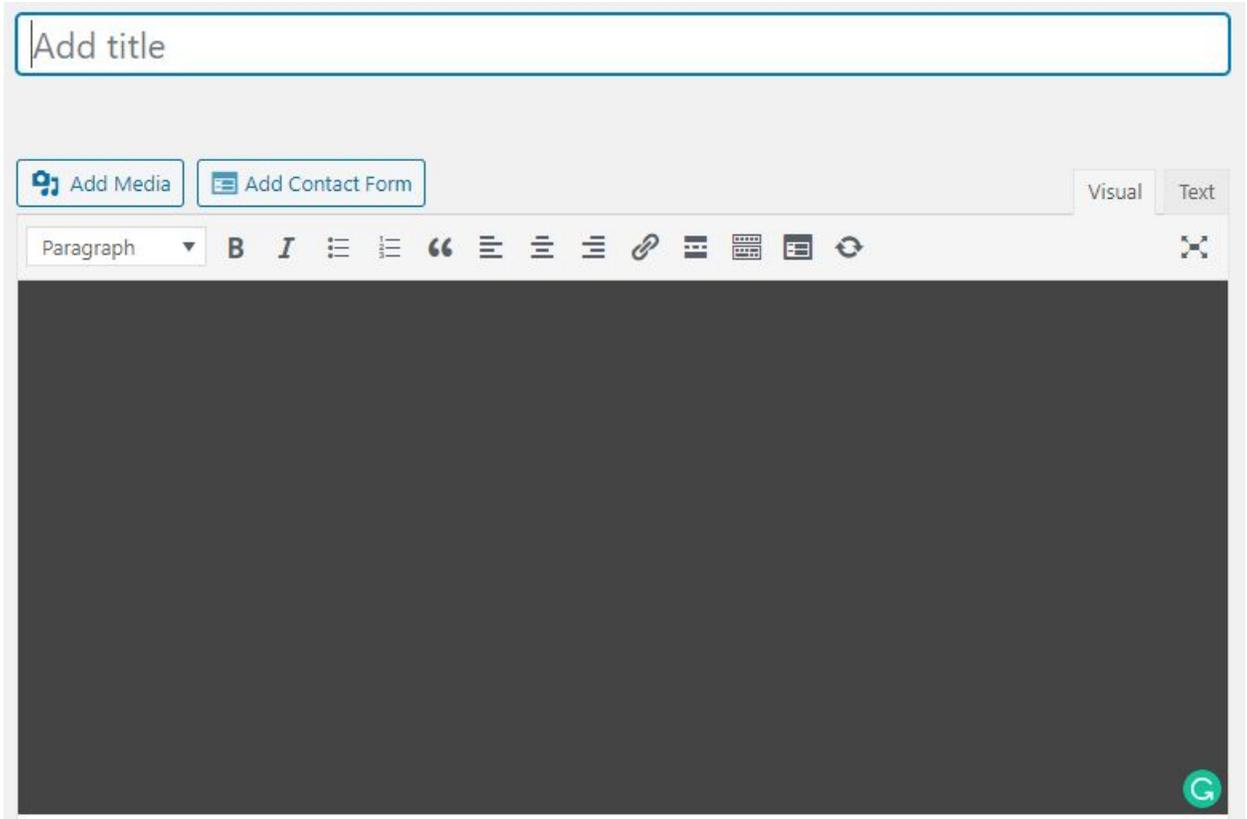


Creating a post

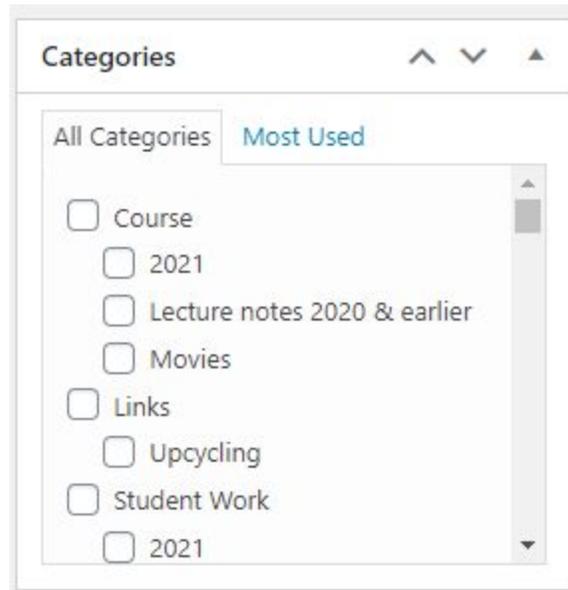
1. Hover over the *Posts* button on the left and click *Add New*



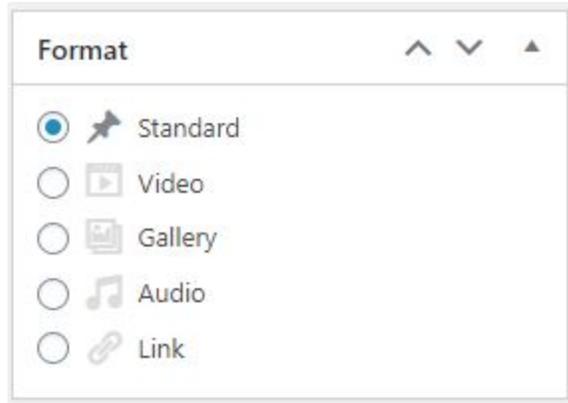
2. Here, you will see the interface to make a post
3. Add a title by clicking the *Add title* space or add to the body text by clicking over the gray blank space



4. On the right hand side, see *Categories* and select the relevant category for your post. This is an **IMPORTANT** step to make sure it ends up on the correct page of the website, and so I can find it to check it off when grading.

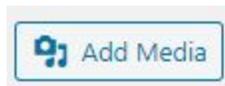


5. Lastly, make sure to select the correct format under *Format*.



Adding Photos

1. Media can be added by clicking *Add Media*



2. If it is a photo you are adding click *Select Files* or drop a file you'd like to upload

Drop files to upload

or



Maximum upload file size: 512 MB.

3. You will now see the *Media Library*
4. Click *Insert into post*



5. Go to the section below titled *Setting a Picture Featured Image*

Adding Videos

1. Click *Add Media*



2. Click Insert from URL on the left side of the screen

Insert from URL

3. Paste your URL into the *URL box*

Insert from URL

×

https://www.youtube.com/watch?v=JsW8FSbYF_U



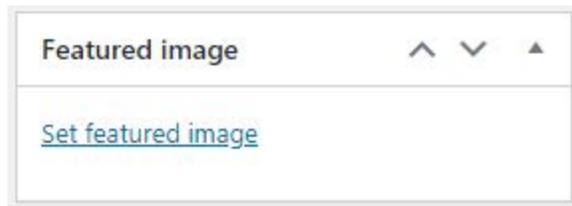
4. Click Insert into post

Insert into post

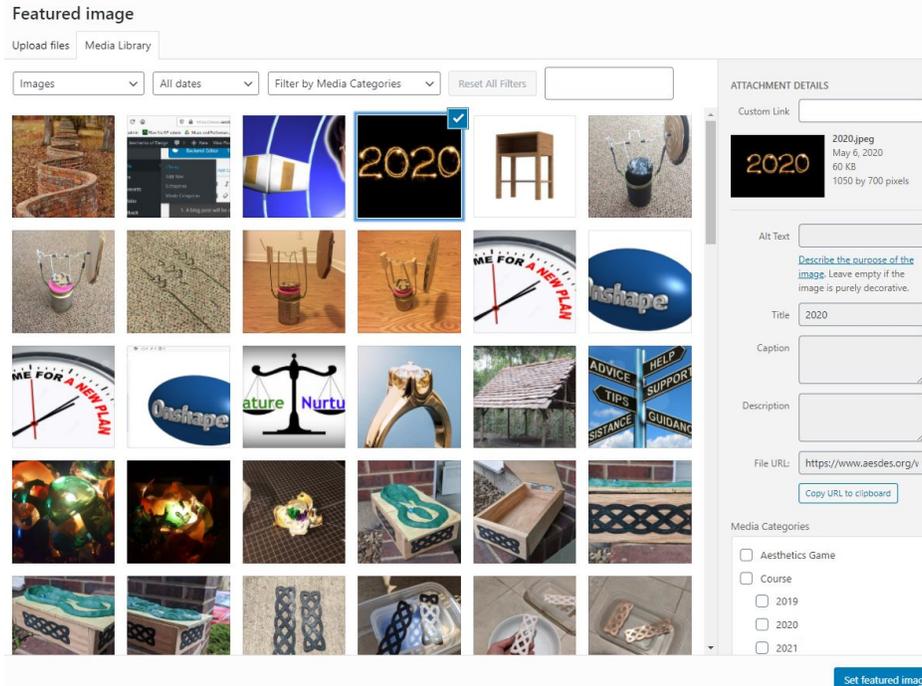
5. Make sure Video is selected under *Format*
6. Go to the section below titled *Setting a Video Featured Image*

Setting a Picture Featured Image

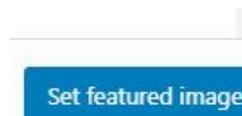
1. Scroll down until you see *Featured image* on the right hand side. Click *Set featured image*



2. Now you will see the previously mentioned *Media Library*, find your image here and click it



3. Click *Set featured image*



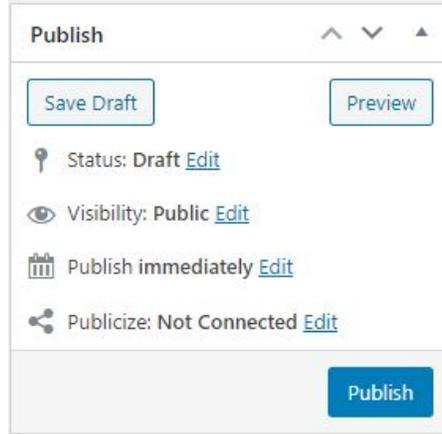
4. Go to the section titled *Publishing and Verifying Your Post*

Setting a Video Featured Image

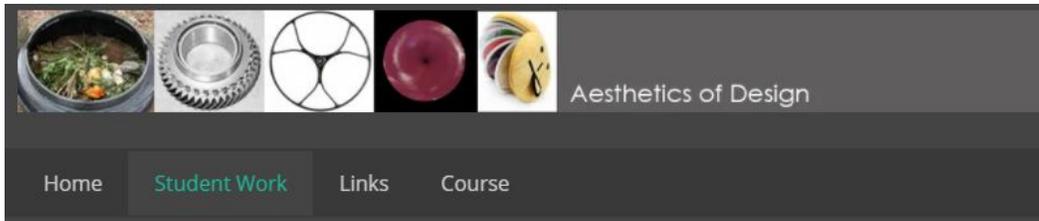
1. If video was selected under *Format*, the featured image should be generated automatically.
2. Go to the section titled *Publishing and Verifying Your Post*

Publishing and Verifying Your Post

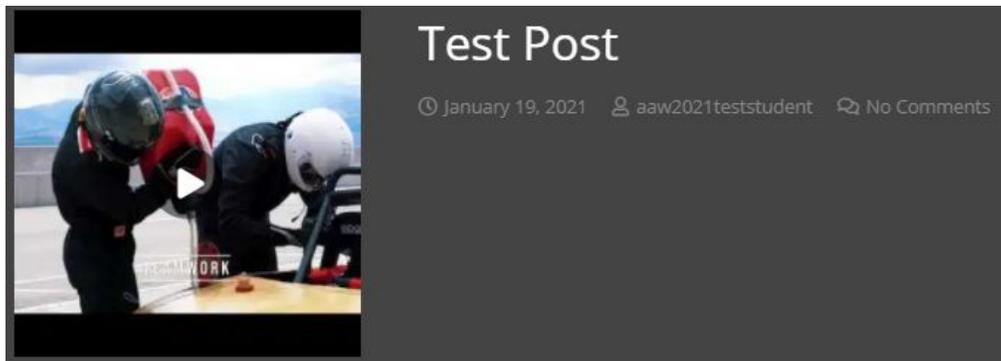
1. On the top of the page, under *Publish* click *Publish* if you are finished making your post or click *Save Draft* if you need to come back to it at a later time. You can also click *Preview* if you want to see how your post looks when finished up.



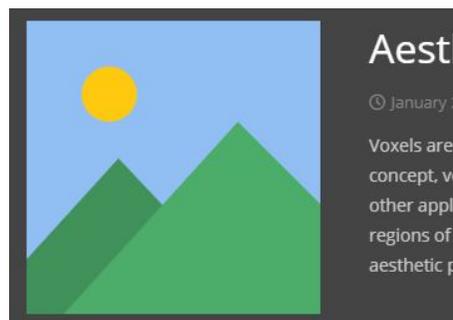
3. To verify your post is complete and correct, go to <https://www.aesdes.org/>
4. Hover over *Student Work*, and click the category you selected under *Creating a Post*



5. Find your post
6. If your post has a featured image, and a correct title. Click it and verify the contents of the post are correct.



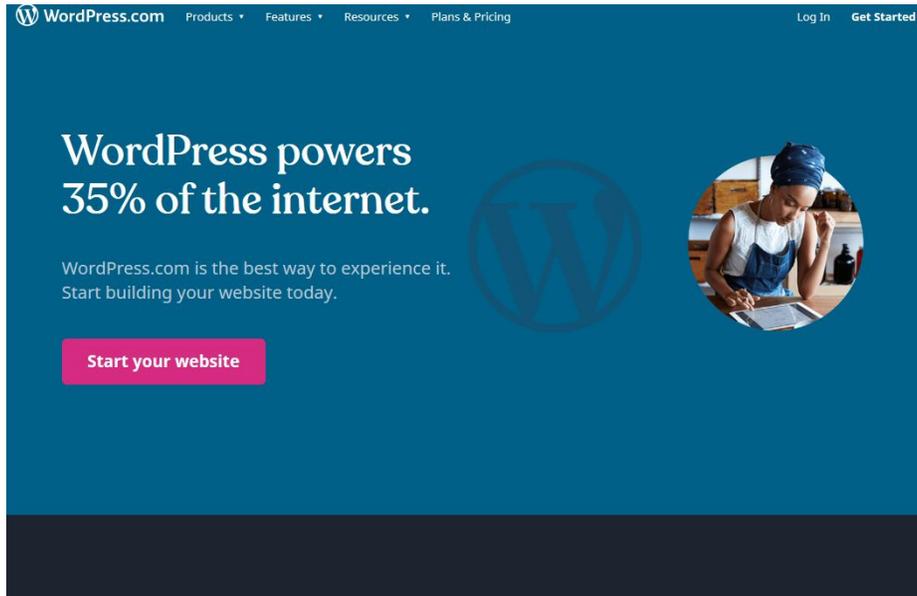
CORRECT



INCORRECT

Setting a Profile Picture

1. Go to wordpress.com



2. Click Log In

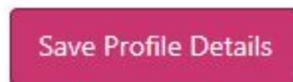
A screenshot of the WordPress.com login form. The title is "Log in to your account". It features a text input field for "Email Address or Username". Below the field is a link to "Terms of Service" and a pink "Continue" button. Below the button is an "OR" separator. There are two buttons for social login: "Continue with Google" and "Continue with Apple". At the bottom, there are links for "Create a new account", "Email me a login link", "Lost your password?", and "Back to WordPress.com".

3. Create a new account if you do not have a current account, or log in to an existing account.
4. Follow prompts to create a new account or type in your credentials to an existing account
5. Click on your user logo on the top right corner

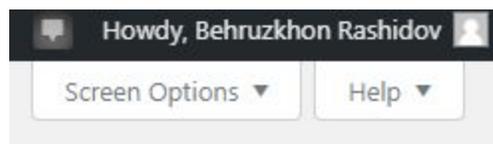


6. Click "Click to change photo"

7. Select your new user image and click open
8. Click "Save Profile Details"

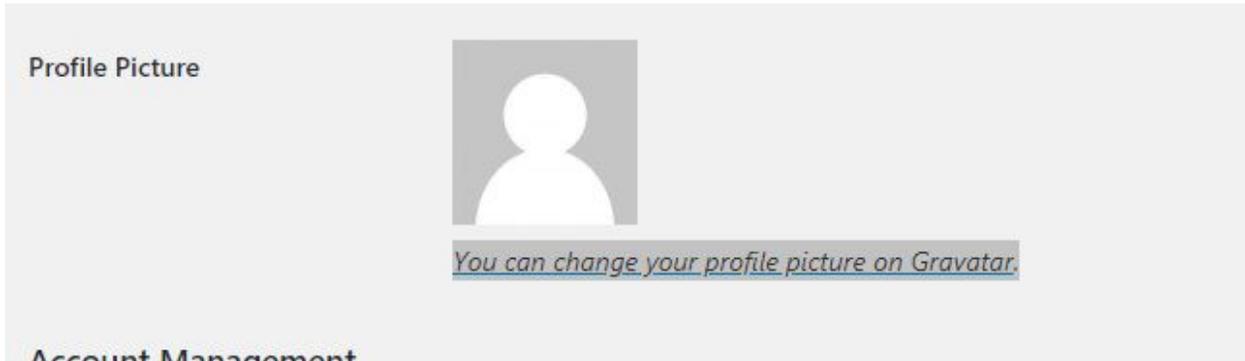


9. Go to aesdes.org/wp-admin
10. Log in to the site
11. Hover over "Howdy, FirstName Last Name" and click "Edit My Profile" (top right corner)

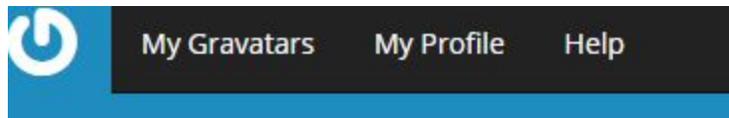


12. Click link with wordpress.com log-ins and follow the prompts to accept the connection
13. Go back to <http://www.aesdes.org/wp-admin/profile.php>

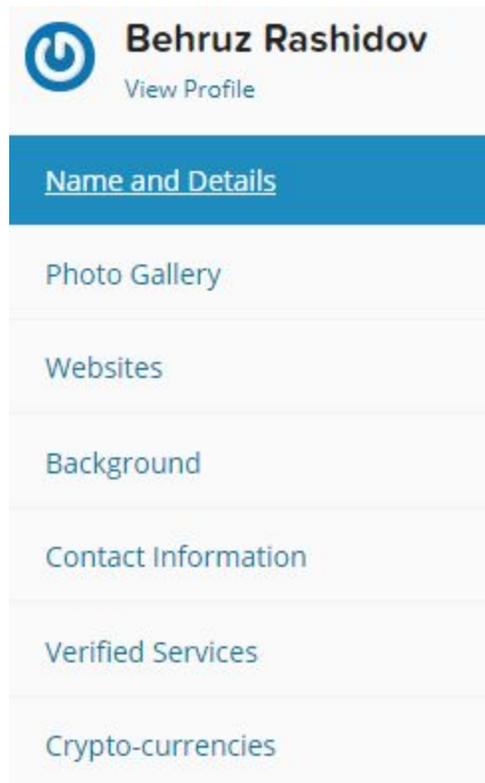
14. Scroll down to "Profile picture" and click "[You can change your profile picture on Gravatar.](#)"



15. Click "My Profile" on the top



16. Click "Websites" on the right



17. "Add WordPress.com Site"
18. Select "Aesthetics of Design" and click "Add Checked"
19. Now, click "My Gravatars" on the top and "Add a new image"

20. You can upload a new photo or capture from your webcam
21. Once you have added a photo, confirm your selection and go back to <http://www.aesdes.org/wp-admin/profile.php>
22. Scroll down and click "Update Profile"
23. You should now have your previously selected photo under profile picture

Profile Picture



[You can change your profile picture on Gravatar.](#)

Account Management

New Password

Sessions

Did you lose your phone or leave your account logged in at a public computer? You can log out everywhere else, and stay logged in here.

NOTE: make sure the email that is shown on Gravatar matches your wordpress.com/ aesdes.org email.