

Instructions for Work to Do Prior to WordPress Online Portfolio and Resume Building Class

Please perform the following instructions prior to the class to have a WordPress site ready to so we can begin working immediately on your online resume and portfolio. There is lot of work to do and we want to make sure you get through it in the time we've allotted for the class.

In addition, you will be required to attend a 1-hour check-in prior to the class to verify that you've set up your system appropriately so we don't do any setup work during the class.

Required Check in Times

The options to attend the setup sessions are listed below, so make sure to put one of these on your calendar and use the information below to attend one of them.

- Sunday, February 25th, from 5-6 pm
- Saturday, March 3rd from 9-10 am

Use This Info to Attend Either Check in Webinar:

If you want to attend using VOIP, you must sign on early and go through the testing process for your audio and speaker components or else you are guaranteed to have problems. If you miss the test, just use the telephone option and call in.

Join from PC, Mac, Linux, iOS or Android: <https://zoom.us/j/355419188>

Or iPhone one-tap: US: +16468769923, 355419188# or +16699006833, 355419188#

Obtaining a WordPress Site

You can obtain a free WordPress site for the purpose of creating your portfolio and resume in class. We decided to make this a requirement because different themes operate differently from various domain hosts, and even themes are different. So, we are restricting your use to a specific theme as well for the class. After class, we encourage you to take the knowledge you learned and explore additional themes and move your domain to a different domain host with a custom domain such as your name.

1. Go to <https://wordpress.com/#plans> and click the Get Started button to open the wizard.
2. Complete the questions about your site.

What would you like to name your site?

What will your site be about?

What's the primary goal you have for your site?

Share ideas, experiences, updates, reviews, stories, videos, or photos

Promote your business, skills, organization, or events

Offer education, training, or mentoring

Sell products or collect payments

Showcase your portfolio

How comfortable are you with creating a website?

Beginner **1** 2 3 4 5 Expert

[Continue](#)

3. Give your site name your own name, and answer the questions to make it a personal (portfolio) site. For the last question, list yourself as a beginner.
4. Click Continue once you've completed the questionnaire.
5. Begin entering your site name and then select your site an address or part of what will be your URL from the list that appears.

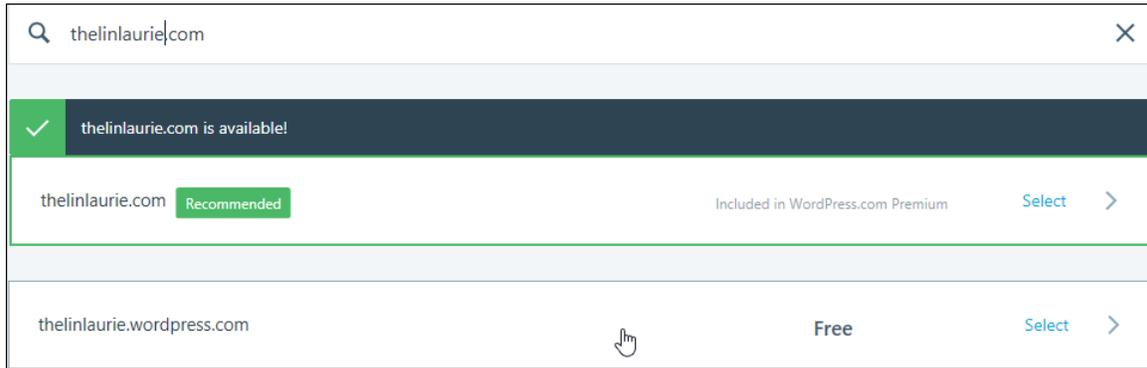
linlaurie.com

linlaurie.com is taken.
If you purchased linlaurie.com elsewhere, you can [map it](#) with WordPress.com Premium.

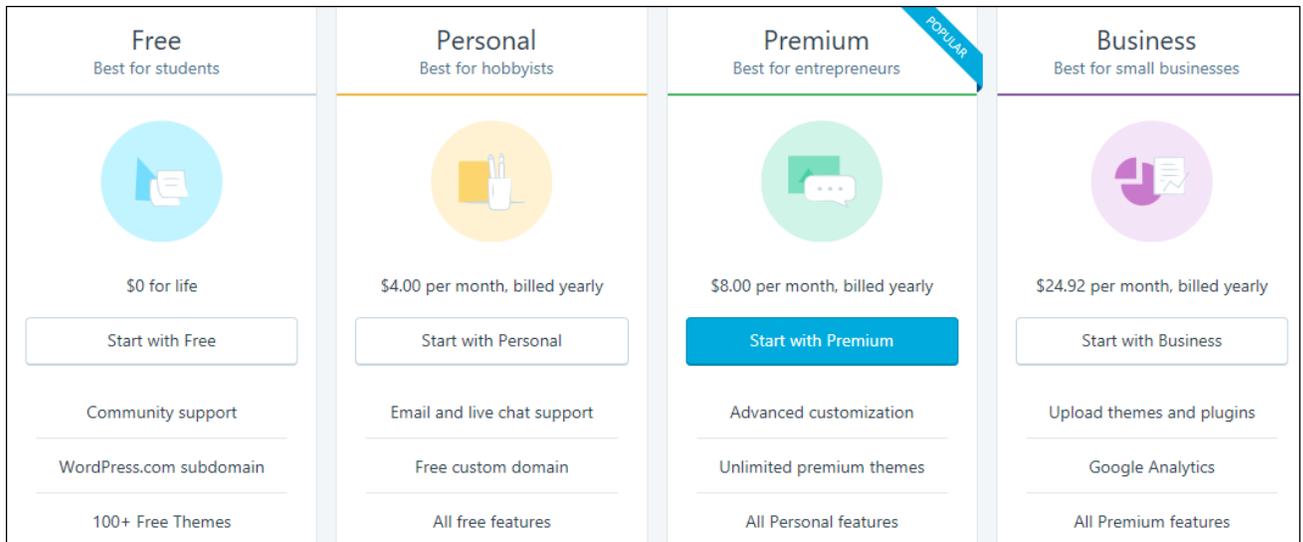
| | | |
|----------------------------|------------------|--|
| linlauriecom.wordpress.com | Free | Select > |
| linlaurie.blog | Recommended | Included in WordPress.com Premium Select > |
| lin-laurie.com | Best Alternative | Included in WordPress.com Premium Select > |
| mylinlaurie.com | | Included in WordPress.com Premium Select > |
| linlaurieonline.com | | Included in WordPress.com Premium Select > |

Notice that not all options are free.

6. Select the free option. If you don't like it, you can go back a step and change the URL that you typed at the top of the page.



7. Once you like how the URLs are created, select the free option by clicking on it to view the plans and pick the one you want.



8. For today, let's select the Free option, so click Start with Free so we will all be on the same page for the class.

Step 4 of 4

Create your account.

Your email address

Choose a username

Choose a password

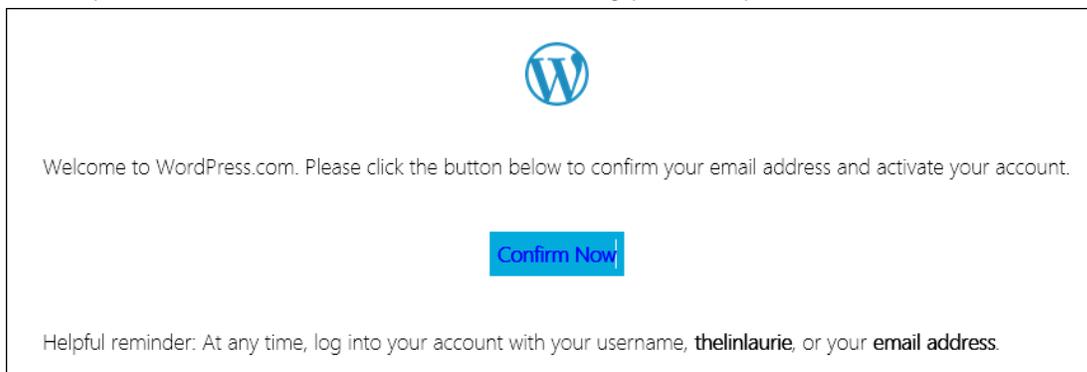
By creating an account via any of the options below, you agree to our [Terms of Service](#).

[Continue](#)

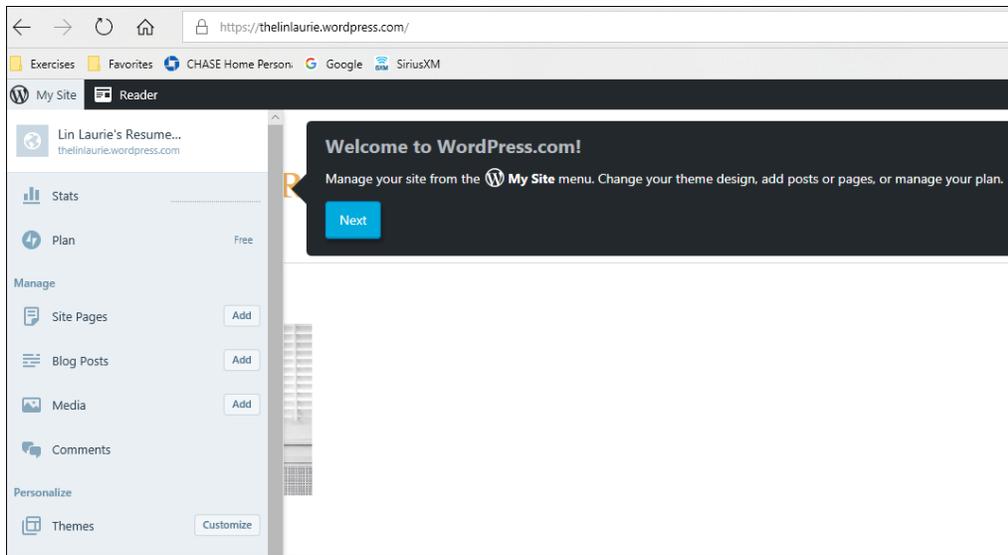
Or connect your existing profile to get started faster.

 [Continue with Google](#)

9. Enter the information needed to create your free WordPress account, and click Continue.
10. Check your email for a confirmation email telling you that your account has been set up.



11. Click Confirm in the email body to confirm that you wanted to set up a WordPress account.
12. Click Confirm in WordPress to open your account and view the WordPress interface.



Loading Your Theme

While WordPress (free version) comes with 100 free themes and these are the templates that allow you to change the look of your page, we are sticking with one theme for this course. There are too many variables between themes as they are built by multiple people, so we made the decision to keep as many inconsistencies out of the class as possible. We'll be using the Dara theme for our class.

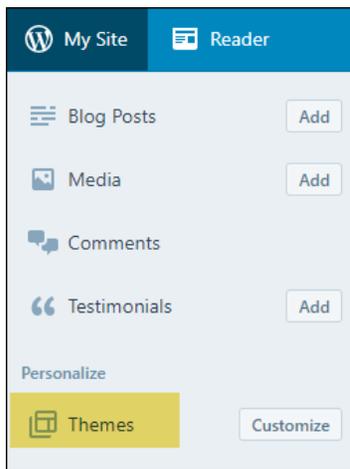
You might not like the colors or the images in the theme but that's OK. We can fix those things in the class. We will be including a list of the type of images we suggest you have available for the class so you'll be ready to make those changes immediately.

And, after the class, you can change to another them, once you have the basics down on how to use the theme we've chosen for the class for some very specific reasons.

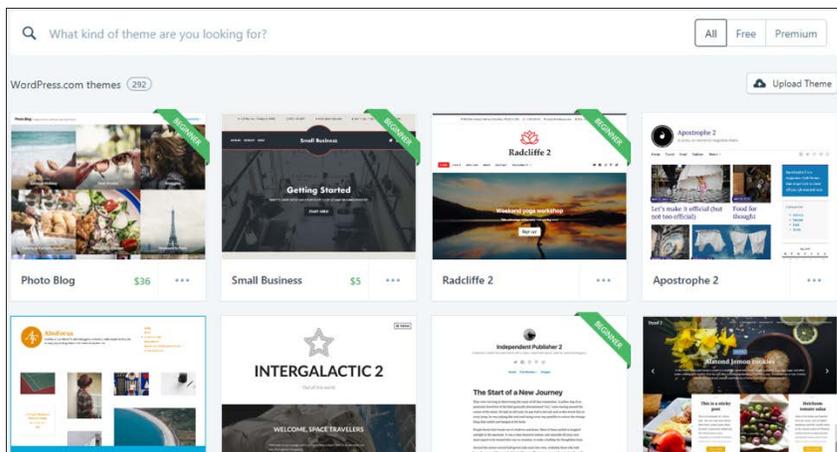


To obtain the theme:

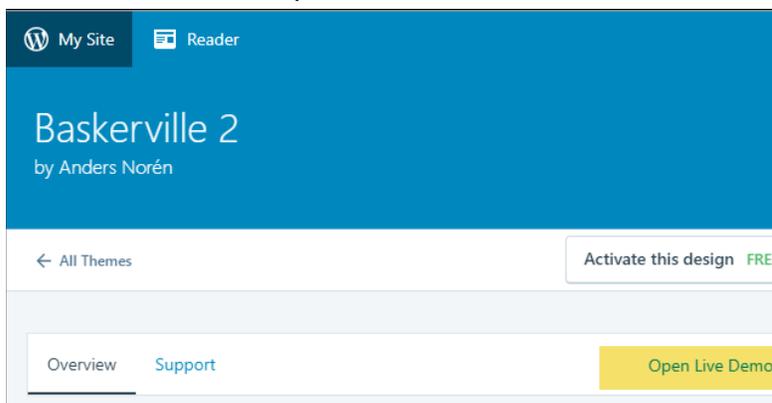
1. On the left side of your screen, you will see the Master bar. Scroll down and locate the personalize section, and click on the Themes link to open a grid view of all available themes.



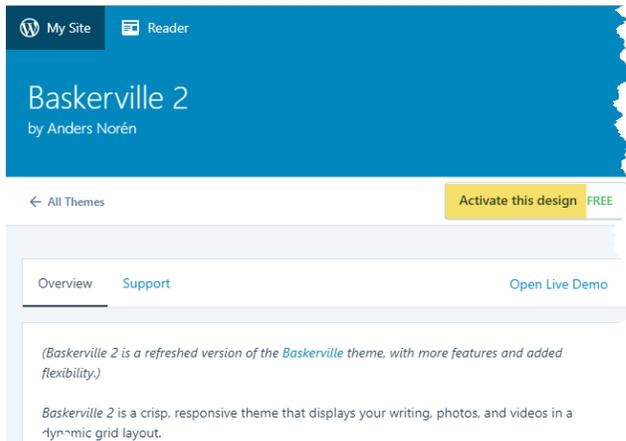
2. Use the right scroll bar to scroll through the available themes, and find the theme called Daria.
3. Click on a theme once to view the details.



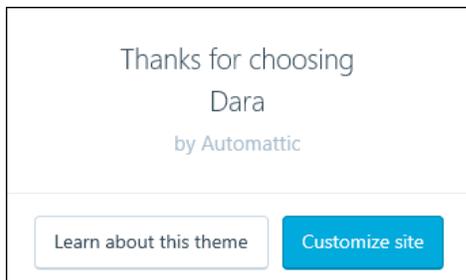
4. You can click on the Open Live Demon button to view it in action if you want to.



5. At the top right corner of the details section, click Activate this design.



6. Once you see the message, you've successfully installed the theme, so click Customize the site.



7. If you see an email message asking you to confirm your site, click Confirm Site.

This is all the work you need to do in WordPress to be ready for the class. Then just attend one of the check in meetings and let me view your screen, showing the Resume screen for your site, and I will check you off the list and you'll be ready for the class.

The next part of this document is a list of graphics and other materials that you will need to have ready for the class.

Items Needed for the Class (Pre-Class Homework)

You will need the following items for the class:

- An electronic version of your resume
- Electronic copies of the portfolio pieces you want to display online
- A screen shot tool such as SnagIt to use in creating graphic images (under \$50)
- We will also need 350x150 pixel images (thumbprints) of each of your portfolio pieces plus a larger image for each portfolio piece. The size of this image will depend on how large you want your portfolio example to be.
- Banner image for the front page of 1180 × 360 pixels.
- Bring the link addresses to Facebook, LinkedIn, Twitter, and any other social media that you want to connect to your online resume. If you remember looking at the Dara theme, there were social media icons at the top of the theme. We'll be adding them back, using

your information so people can click on them and be connected directly to your social media sites.



- Have a writeup of each portfolio piece that contains the story about each portfolio piece. How did you develop it? Was it a team project or a solo piece that you worked on alone? What tools did you use to create it? Why did you select it if you had lots of other work samples? The story about each portfolio piece is almost as important as the sample itself.

Warning

You should now be ready for the class. Do not do any prework on your portfolio. You will likely find that you will have to undo it or you might get lost in the class as we'll be setting up the pages in a particular way. If you cannot wait to get started, create some blank pages and set them up the way you think you might like your new site to look like and then after the class you can change them out for the ones we created in the class. But don't do any work on the front page or you will likely end up confused by the in-class instructions and we won't have time to help you resolve large issues that haven't got anything to do with issues that aren't caused by following in-class instructions.