
Wordpress without Stress

Start & Launch your site in 2 days or less!



MODULE 1

[GaliDesigns](#)

MODULE 1

Introduction to the course.....	3
Find your Domain Name.....	4
Sign up for a Hosting Account.....	7
Set Up Nameservers	8
How to Install Wordpress.....	14
How to Login & Explore your Wordpress Dashboard	17

Introduction to the course

I set up this course in the order that you need to follow if you are starting a brand new site from scratch.

But if your site already exists, there are steps obviously that you can skip.

The course is divided into 4 Modules, each a separate ebook and a Table of content is at the beginning of each one.

Hope this Wordpress course will make your life so much easier.

Let's get started, shall we :)

Lise

If at anytime you decide you need my help, just follow this link for more info and fill out the form.

<https://galidesigns.com/>

Lesson 1

Find your Domain Name

Your domain name is your new WordPress web address. I'll be honest with you, unless you are using your own name, it is very hard to find a domain name that is available. So you'll need to do some digging.

Here is what you're looking for

- should be short...like 2 words
- choose a .com extension
- should be memorable
- should NOT have hyphen or numbers
- should NOT be hard to pronounce
- could be misspelled, a friend of mine used catzstuff for hers
- ask friends and family for their feedback on your list of potential names

IMPORTANT: Don't buy your domain with your hosting

Why? Because believe me you would regret it in the future if you have to switch host and yes it will probably happen to you at least

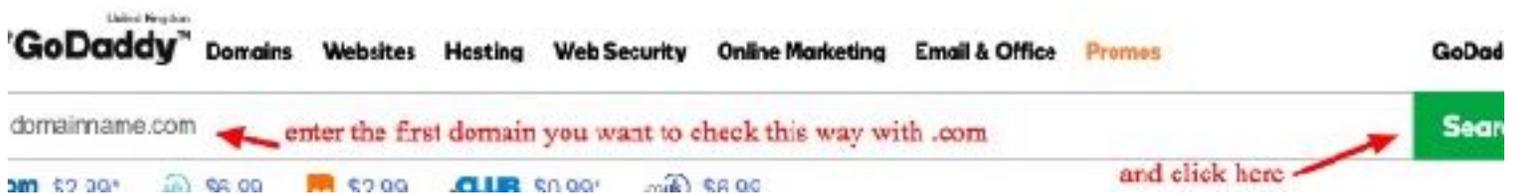
once. And the headaches and process created by the fact that your domain is 'attached' to your host is not worth it.

All hosting companies will offer to include your domain with your hosting for free...don't get fooled by this. It's only for the first year and a domain costs \$15.00 per year and as I'm writing this, at <http://godaddy.com>, there is a special of \$2.99 per year when you register for 2 years or more.

Best Site to buy a domain

So one of the best places to go verify availability of the domains on your list and buy one is <http://godaddy.com> so get on over there now.

Don't pay attention to all the different slides with other services they want to sell you. You don't need them. Here is what to do:



The next window will let you know if the domain is already taken or if it is available. Go through each name on your list and take note of the ones available. From those, decide which one you want to buy. And if by any chance, you love 2 that are available, you might want to buy both.

Something else to consider

You might want to buy your name as a domain to use now or at a later date, you just 'park' it at GoDaddy. Why?

Because it happened to me. A long time ago, I had bought my name **lisegalipeau.com** and I didn't use it for years, so at some point I decided to not renew it.

Big mistake....a year or 2 later, I wanted to use it again but when I went to buy it, it was not available! What the heck? who out there was using my name, unless someone else was also named Lise Galipeau.

Well it turned out some outfits on the internet buy domains that have been expired and use them to just create a page full of ads!

I closely watched the domain and when it became available again I bought it and will never ever let it go again.

Ok back to your domain. Click on '*Continue to cart*' button. On the next window, they have added the '*privacy*' but you don't have to, just select *No Thanks* in the dropdown menu. Continue to cart.

You will see on the next window what's in your cart. Again do not select anything else they suggest, you don't need them. You can change the term to one year instead of 2 here. When you click on *proceed to checkout* you will be ask to set up an account which is free. Don't forget to keep track of the password you have used to set up the account. **Congratulations, you now have your own domain.**

Lesson 2

Sign up for a Hosting Account

You now need a hosting account. Your host is where your website resides. Every site needs a host to live on the internet. Otherwise, nobody would be able to see it.

I've had a website or 2 or 3 for the last 16 years, before Google existed, OMG! and I started using WordPress at the very beginning of its existence. So I've had a few hosts along the way.

Why would someone switch host? Well in my case, with the last one, Bluehost, support got really bad, had to wait sometimes 40 minutes before someone answered the chat, and prices kept going up. I had enough and went on a search for a better host.

I read tons of reviews for different hosting companies and finally I liked what [GreenGeeks](#) had to offer and I have been with them for 2 years now and couldn't be happier.

Their online chat is always answered right away, their support ticket system by email is also very quick and can't beat their prices.

My previous host was charging me \$178.US for one year.

[GreenGeeks](#) has a special for first timer of **\$142.56 for 3 YEARS!**

Which will revert to \$178.US for 3 YEARS after the initial 3 years.

That's why I strongly recommend you go with them. Go [HERE](#) and click on *Web Hosting* in the top menu. On the next page, choose the section: *I want to use an existing domain* and enter your new domain you bought at [Godaddy](#) and continue to finish setting up your account.

You will receive by email all the details of your account, including info you might need at some point in your blogging journey, like your CPanel. But for now, just keep that email safe somewhere.

You are now ready to **connect your domain to your hosting account**.

Lesson 3

Set Up Nameservers

Now that you have signed up for your hosting with your new domain name, you need to connect the two, so that your site is viewed by all. To accomplish that, you need to set up nameservers on your domain at [GoDaddy](#).

If your host is GreenGeeks (same as mine) the nameservers are:

NS1.GREENGEEKS.COM and NS2.GREENGEEKS.COM

If your host is different, you will have to find their nameservers somewhere on their knowledge pages, as each host uses different nameservers, just like an address.

Now equipped with that info, you need to login to your GoDaddy account. If you bought your domain somewhere else, separate from your hosting, you will need to go there to set up the nameservers.

If you got your domain with your hosting, then you don't need to do this.

Once logged in to your GoDaddy account, you will see this page

 DOMAINS	Help icon	Manage
 WEB HOSTING	Help icon	Manage
 WORKSPACE EMAIL	Webmail Login	Manage
 WEBSITE BUILDER / INSTANTPAGE [®]		
 PHOTO ALBUM		

Click on *Manage* button in line with domains. Click on the domain for your new WordPress.

You will see details of your domain here as shown in the picture below.

Settings	DNS Zone File	Contacts
Auto-Renew ⓘ	Standard: On Extended: Off Manage	
Lock ⓘ	On Manage	
Nameservers ⓘ	NS69.DOMAINCONTROL.COM NS70.DOMAINCONTROL.COM Updated 08/12/2016 Manage	

Click on *Manage* in the **Nameservers** section. A new window opens as shown below.

Nameserver Settings

WPWITHOUTSTRESS.COM

Nameservers point your domain to where it is located.

Setup type:

- Standard
Go Daddy hosting, forwarding, and parked domains.
- Custom
Customizable nameserver settings.

Nameservers:

#	Nameserver	Status
You're currently using default nameservers. Enter custom nameservers »		

Add Nameserver

Change the radio button to Custom and the info will change and click on the link **Enter custom nameservers**. A new window opens like the one below.



Add Nameserver

Nameserver	
NS1.GREENGEEKS.COM	
NS2.GREENGEEKS.COM	

Add Nameserver

OK

[Cancel](#)

Just type in your host nameservers in each space, they will usually always be the same except one has NS1 and the other NS2 – so make sure you have both. Click ok.

In the next window, make sure it looks like this image below and hit the save button.

Nameserver Settings

WPWITHOUTSTRESS.COM

Nameservers point your domain to where it is located.

Setup type:

- Standard
Go Daddy hosting, forwarding, and parked domains.
- Custom
Customizable nameserver settings.

Nameservers:

[Edit Nameservers](#)

#	Nameserver	Status
1	NS1.GREENGEEKS.COM	
2	NS2.GREENGEEKS.COM	

[Add Nameserver](#)

[Save](#)

[Cancel](#)

You'll be taken back to the domain settings page with a message in the right top corner telling you "it will take a few minutes for changes to take effect" – so wait 2 or 3 minutes and refresh the page, you should now see your host nameservers listed there.

Now we can go and **install WordPress** on your domain.

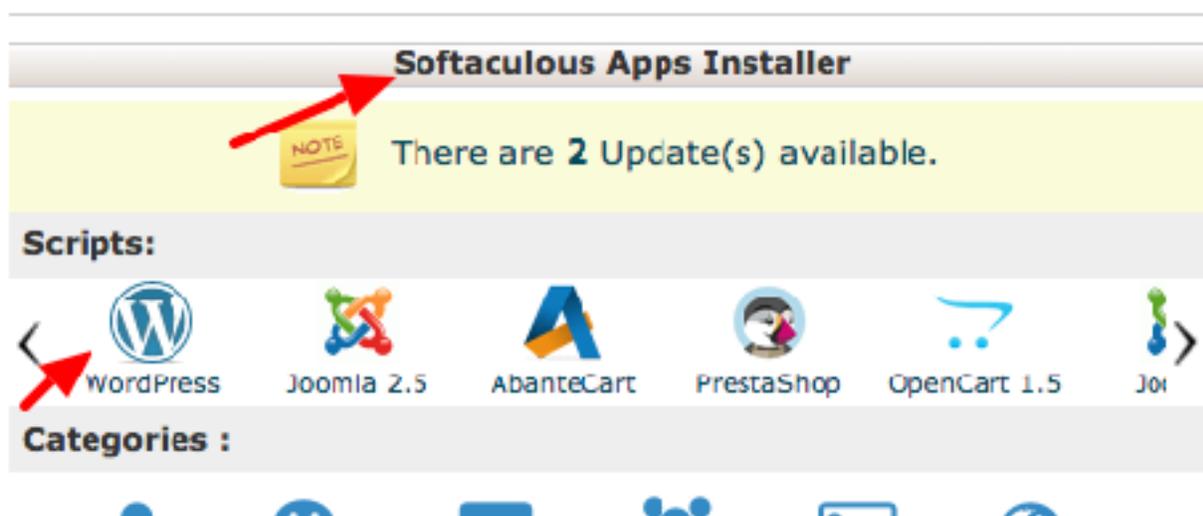
Lesson 4

How to Install Wordpress

Now that we have a host and a domain and they are connected, we can go and install WordPress. Don't panic, it's so very easy....

Go to your host cPanel, you should have the link in the email you received from your hosting after it was set up. On [GreenGeeks](#), once you are logged into your account, and you are on your dashboard, at the bottom you will see your domain listed and a blue button "cPanel login", so click on it.

You're going to see a whole bunch of icons, go to the bottom and find **Softaculous Apps Installer**. If you are on a different host, they might call that section differently, what you're looking for is the installer for the Scripts, and you should see the WordPress Icon.



Click on the WordPress icon and you'll get to the installer section. In the top menu, click on **Install** and this is what you'll see. So fill up the info as per my red arrows and text.

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) ⓘ

The image shows two sections of the WordPress installation process. The first section, 'Software Setup', contains three dropdown menus. The first is labeled 'Choose Protocol' and has 'http://' selected; a red arrow points to it with the text 'choose http:// or http://www.'. The second is labeled 'Choose Domain' and has 'wpwithoutstress.com' selected; a red arrow points to it. The third is labeled 'In Directory' and is empty; a red arrow points to it with the text 'leave empty'. The second section, 'Site Settings', contains three text input fields. The first is labeled 'Site Name' and contains 'WP Without Stress'. The second is labeled 'Site Description' and contains 'Free Training for Wordpress Newbies'. The third is labeled 'Enable Multisite (WPMU) ⓘ' and has an unchecked checkbox; a red arrow points to it with the text 'leave uncheck'.

Then follow these instructions for the next image below.

IMPORTANT: change the username, never never use admin

Change it to something not easy to replicate, doesn't have to be long like a password but should not be a word that makes sense and no space, just one word. I mix it up with capital letters and small letters and some numbers or the signs above the numbers, whatever they are called.

Choose a password, make it a strong one, again mixing big and small letters and signs. And of course, make sure you write these somewhere you will remember.

Do NOT select the plugin and leave the advanced options section closed and close the select theme, because you won't need one. You can also send yourself the installation details to your email, below the install. Now hit the **install** button.

Admin Account

Admin Username

Admin Password Hide

Strong (53/100)

Admin Email

Choose Language

Select Language

Select Plugins

Limit Login Attempts (Loginizer)

Advanced Options *← leave closed*

Select Theme *← close it by clicking the minus*

DO NOT LEAVE THE NEXT PAGE UNTIL IT'S ALL INSTALLED AND IT'S BEEN SUCCESSFUL

It will take a few hours for the domain to propagate through the internet, so we'll wait to go check it out and login. It might take up to 8 hours but I found that it usually takes about 2 hours.

Lesson 5

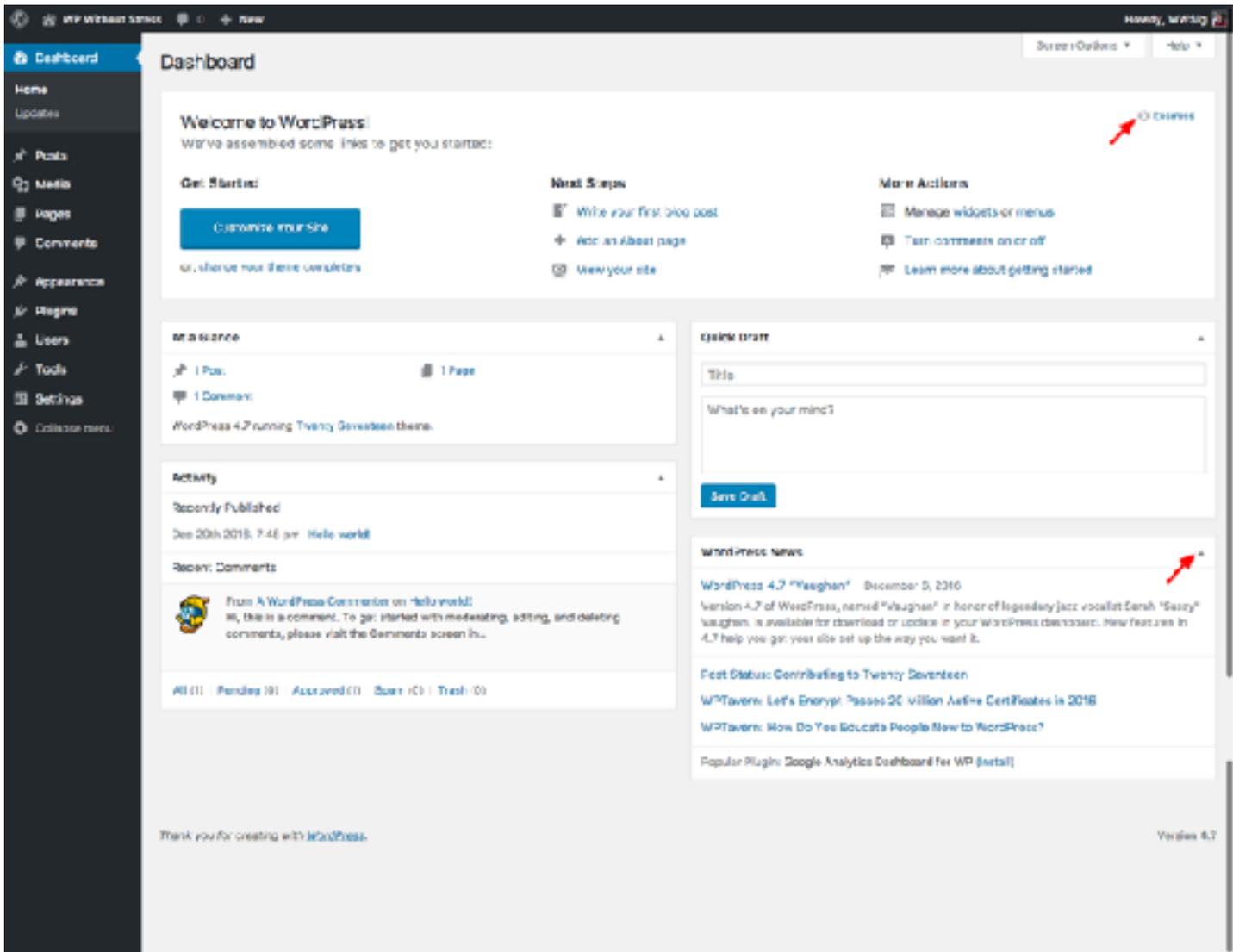
How to Login & Explore your Wordpress Dashboard

Once your domain has propagated through the internet, you can login and explore your WordPress dashboard.

You will always use this url <http://yourdomain.com/wp-login> or [wp-admin](http://yourdomain.com/wp-admin) (which is what I use) to do so. As an example, in the case of this site, my login url is <http://wpwithoutstress.com/wp-admin>.

You will get to the login page where you are asked for your username and password that you set up when doing the WordPress install.

You will next get to your dashboard and it looks like this image below.



We are going to clean it up a bit.

the top section: Welcome to WordPress, you will not need, so click on the “dismiss’ in the top right corner.

the Quick Draft section: I never used it, so I hide it, just click on the little arrow on the right. If you ever want to use it, just click on the arrow again and it will reappear.

the WordPress News: I do the same, I don’t need all this in my face every time I login, so do the same as above.

I keep **At a glance** and **Activity** sections open.

Let's examine what we see

The top black bar

- Starting from left, you see the WordPress logo and if you click on it, a dropdown menu opens up and if you click the About WordPress link, it will take you to a page telling you which version you have. The other links might be useful at some point to get to the forums or documentation. For now, let's ignore those.
- Then a house icon and site name which is also a link to your site home page. Whenever you use this link, let's say to see the changes or customization you did, use right click on your mouse and choose open link in new tab.
- Next 2 icons are to edit comments and add a new page or new post, you have the same links in the sidebar, so I never use those either. You can of course use them but I find that always going one place (the sidebar) for all the links I need is best.
- All the way on the right of the top bar is your username and your gravatar (explained in Module 3).

The Sidebar

Let's go down the sidebar to see what is there.

home: which is the link for the dashboard.

updates: which will have little numbers beside it when you have updates to do.

posts:

- all posts – you will see here all your posts listed and this is where you would go to edit one.
- add new – this is where you will write a new post, this takes you to the editor (will show you how later).
- categories and tags – you set up different categories and tags here (will show you how later).

media:

- library – where all your images will be listed.
- add new – this is where you add a new image (will show you how later).

pages:

- all pages are listed here and this is where you would go to edit one.
- add new – this is where you will write a new page, this takes you to the editor (will show you how later).

comments: - if you have comments to approve, a number will appear beside it and you click it to see a list of all the comments.

appearance:

- themes – this is where you will upload a theme and you also see all the themes loaded but not activated.

- customize – this is where you will go to customize a few things on your themes.
- widgets – the sections you can add to your home page and sidebar.
- menus – where you will create menus and edit them.
- header – where you can upload your logo.
- editor – where your css codes and functions for your blog exist. Do not touch anything here.

plugins:

- installed – a list of your installed plugins.
- add new – to find and add new plugins.
- editor – do not touch.

Users:

- all users – a list of users, for now you are the only user and are the admin.
- add new – if you decide to add users, you will assign them a role. There are four roles that can be assigned:

Administrator . Editor . Author . Contributor

and each have a limited tasks they can do

1. Editor – An editor can view, edit, publish, and delete any posts/pages, moderate comments, manage categories, manage tags, manage links and upload files/images
2. Author – An author can edit, publish and delete their posts, as well as upload files/images
3. Contributor – A contributor can edit their posts but cannot publish them. When a contributor creates a post, it will need to be submitted to an administrator for review. Once a contributor’s post is approved by an administrator and published, however, it may no longer be edited by the contributor. A contributor does not have the ability to upload files/images
4. Subscriber – In your comment settings, if you’ve selected “Users must be registered and logged in to comment”, once they have created an account, they will be given subscriber role. Subscribers only have the ability to leave comments. NOTE: subscribers are more likely nowadays to be subscribed through an email list, using a 3rd party, such as mailerlite.com

– your profile – click on your Profile and on that page, change the Nickname to your first name and then under display name publicly as, choose that nickname and go all the way to end of page and click on the button Update profile. Now your first name will appear beside your gravatar at the top right of black top bar and when you respond to comments, this name will appear instead of your username, which should not be visible to anyone.

tools: available tools (I never used ever), import & export are used when you move your blog to another domain.

settings:

– general – You should fill out the following if they have not been done during installation:

1. site title, i.e. WP Without Stress
2. tagline, i.e. Free Training for WordPress Newbies
3. email address, for admin purposes
4. membership, do not check it
5. adjust the time zone according to where you live, find a city that is in the same time zone

SAVE

– writing – leave it as is

– reading:

1. front page displays: select Your latest posts
2. blog pages show at most, change to 5 posts
3. search engine visibility, check it until you have your blog all set up and have a few posts, you will come back later to uncheck

SAVE

– discussion – leave everything as is except check Comment must be manually approved

SAVE

– media – leave as is

– permalink – **IMPORTANT**, select Post name and the custom structure should now read `/%postname%/` then **SAVE**

Next, we are moving right along to **MODULE 2** where we will go find the **perfect theme** for your site.

Want me to take over?

Just fill out the form [here and scroll to the middle](#)