

## Creation of a personal website – Tutorial

- The sites will have [www.chimie.ens.fr/nom](http://www.chimie.ens.fr/nom) for address. “name” can be your last name or your group’s name
- Once your site is created, and after you logged in ([ww.chimie.ens.fr/nom/wp-login](http://ww.chimie.ens.fr/nom/wp-login), with the same login and password that you received to manage your standardized personal page), you can click on the upper left corner ( on the black bar) to access your site’s administration.
- The default theme is not really optimal (it is called Twenty Nineteen). Go to Appearances/Themes and activate the Twenty Twelve theme (or Author) by pointing your mouse on the theme’s name under its frame. This is only a suggestion if you don’t know what to choose. There are other themes available, with the menu on the left or at the top (Twenty Fifteen for example). There exist multiple other themes for WordPress and if you notice one that you like but that you cannot install yourself, contact [webmaster.chimie@ens.psl.eu](mailto:webmaster.chimie@ens.psl.eu)
- A vocabular point : “Article” refers to what we would call a vlog. For the personal sites, we will use “Pages”. To create a page, either point your mouse on “+ create” on the black band on top and choose “Page”, or in the administration go to Pages/Add. In both cases you will reach the same point. You can choose the page title and write in a bloc. Sources Cop/Paste with links or bold police work. To create a new bloc, click on the “+” on the upper left corner. To put an image on top of the page, choose one in “highlighted images If your page has a parent page (for example you have an “Academics” page and you’re creating a “third year” page), you can choose it on the menu on the right (it will change the URL of the page). When done, click on “Publish” (big blue button on the right) then on “See the page” (horizontal menu on the top).
- It is useful to create a Home page, then to go in Settings/Lecture to chose a static page and select it.
- The menu that displays on top can me modified via Appearances/Menu. You can choose the pages you want to add via the bloc on the left ( you can also put personalized links), then change the order with your mouse. Don’t forget to click on “Save the menu”. You can also create new menus to make them appear at different places (lateral bar for example).
- The lateral bar is managed via Appearance/Widgets. This is called “Principal column”. By clicking on modify for one of the elements, you can delete it. You can also simply delete the lateral bar, or put what you want to with all the offered widgets (for example external links, your contact address, an image, etc.).
- When you click on certain parts of the menu (Appearance/Personalize for example), this leads to other ways to modify the pages. Certain options of modification are redundant with others of the “normal” administration of the site. We encourage you to search the options to see what can be done. Don’t forget to click on “Publish” on top to confirm. It is also possible to see the render on phones/tablets/laptops by clicking on the little items on the menu on the left.