



http://

**for your
church, ministry,
or personal sharing**

how to create

FREE

Websites & blogs

with

WordPress.com, pt. 1

**yvon
prehn**

Introduction to creating a website/blog with WordPress.com for your church, ministry, or personal sharing of the Gospel

WordPress is an incredible, FREE software that anyone can use to create a website or blog.



What you create is not limited to a small site based on a few tacky templates. With WordPress you can create incredible sites of virtually unlimited size filled with written content, pictures and multi-media and all of it can still be FREE.

It is the perfect system for sharing your testimony, church, or ministry with the world. Finances or lack of skills do not need to hold you back. If you have a computer, access to the internet and can do the most basic word-processing (no matter how slow you or the computer might be) you can create a website or blog.

This brief booklet will get you started—more are coming and they will be released as soon as they are finished, be sure you are signed up to receive our newsletter at

<http://www.effectivechurch.com>.

On this website is also a video series of how to create a website with WordPress.com. The series, along with a PDF of the handouts is free for members at:

<http://www.effectivechurch.com/2010/06/webinar-videoshow-to-create-a-website-with-wordpress-the-basics/>

This e-book was designed for you to print out, place by your computer and work through step-by-step. More are planned that will take you through additional steps.

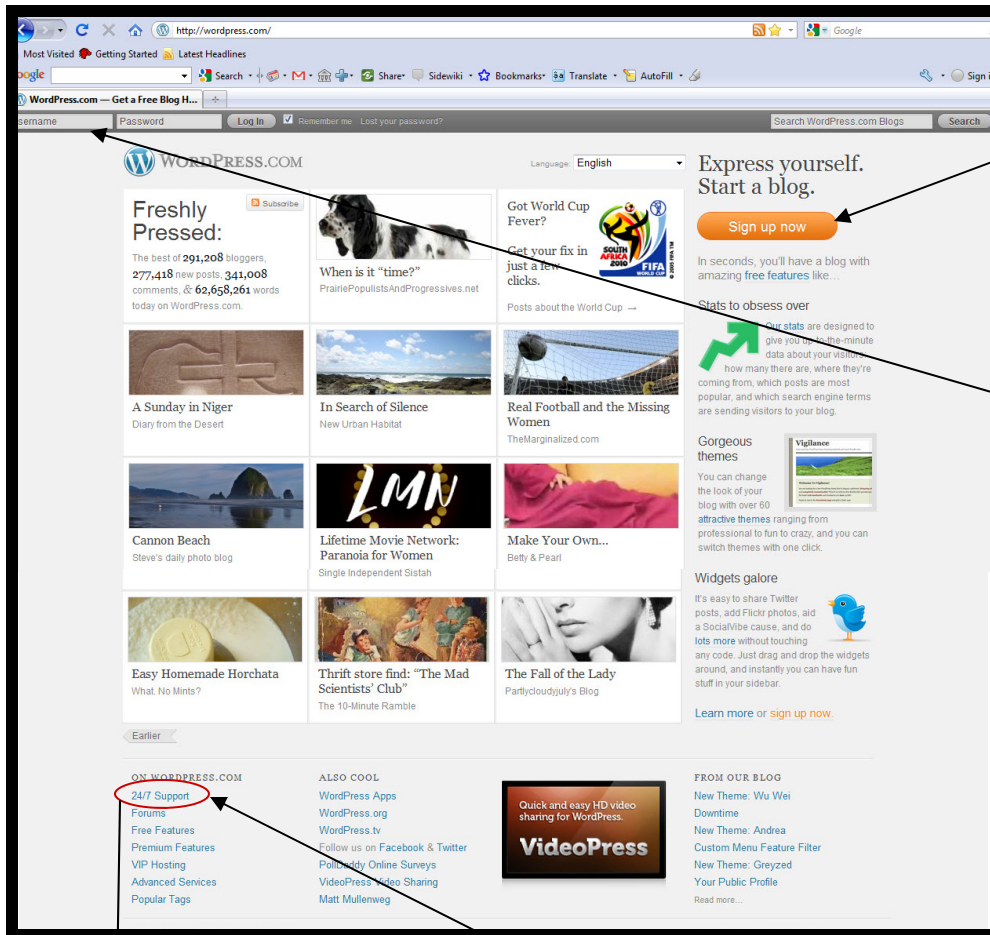


Your feedback on how this worked and what you would like to see more of would be greatly appreciated. Please drop me a note at: yvon@effectivechurch.com.

Many blessings to you as you discover this new way to serve our Lord and be a witness for Jesus!

Yvon Prehn

Let's get started creating a website/blog with WordPress.com



1. Go to:
[http://www. WordPress.com](http://www.WordPress.com)

2. Here is the Sign up now button—but I would recommend that you wait just a few minutes before you do that and.....

3. Familiarize yourself with this page.

4. On the upper left top of the page is where you can log in later, after you sign up for your site.

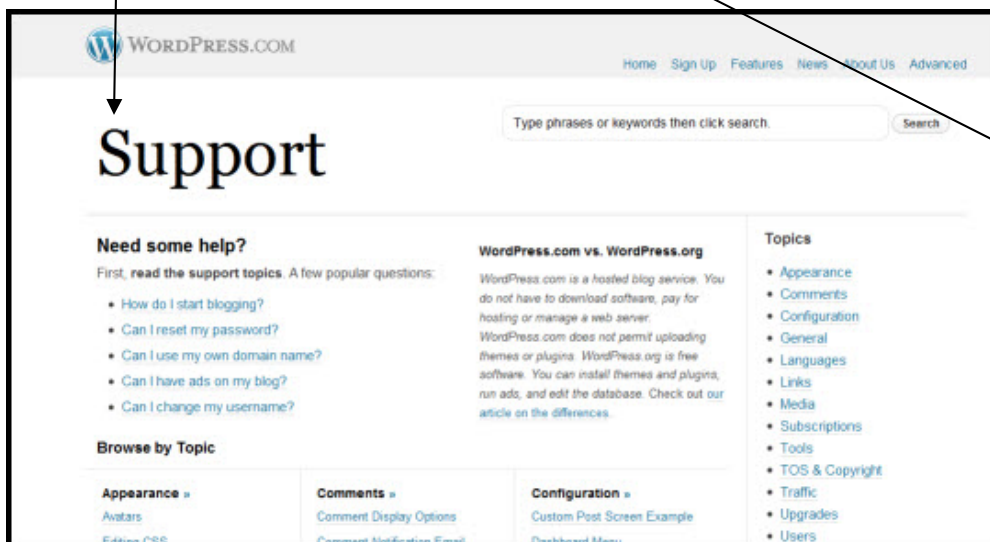
5. Look over some samples of sites, to give yourself some ideas and what to expect with your site.

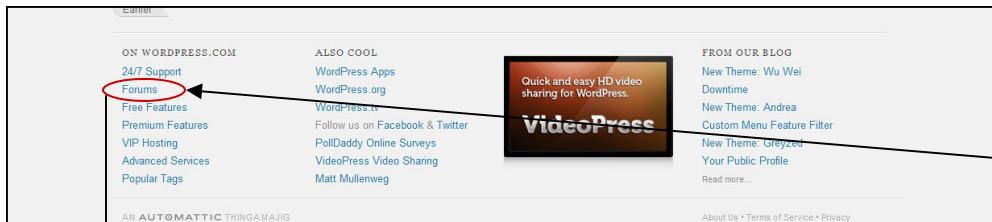
6. **VERY IMPORTANT:** WORDPRESS has Lots of help and resources

***Take time to explore the areas at the bottom of the page, so you'll know where to go for help. You can always go back to this page and the three areas, one here and two on the next page will answer your questions and teach you how to use all the resources available.

WP Support

Lots of articles about all areas of creating a site with WordPress.com. This is a good place to start for help.

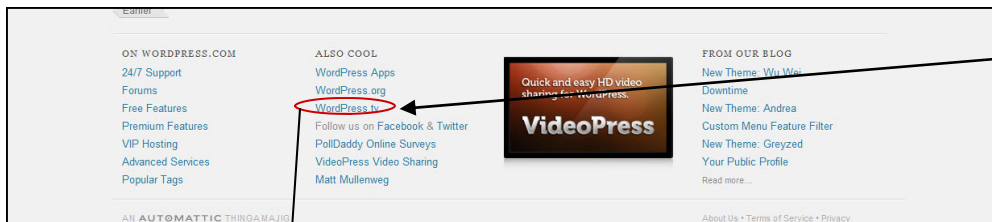
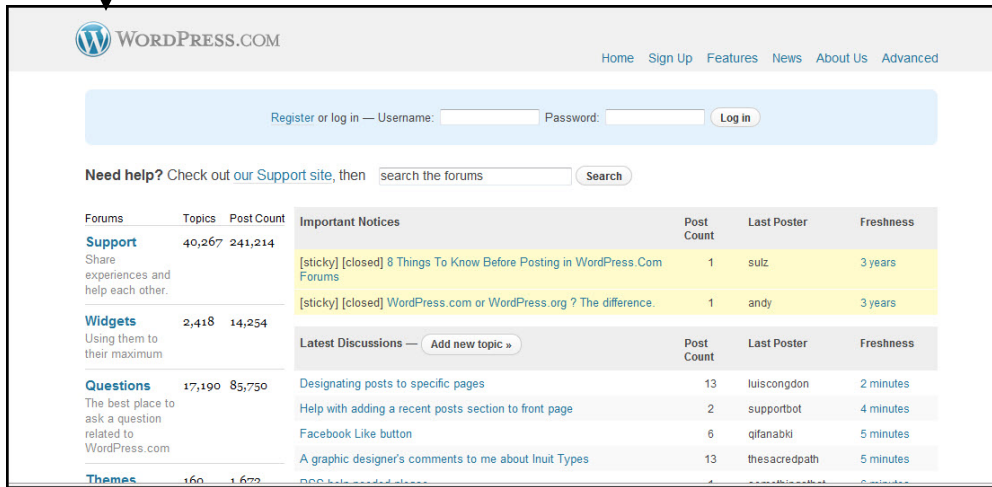




In addition, take time to explore:

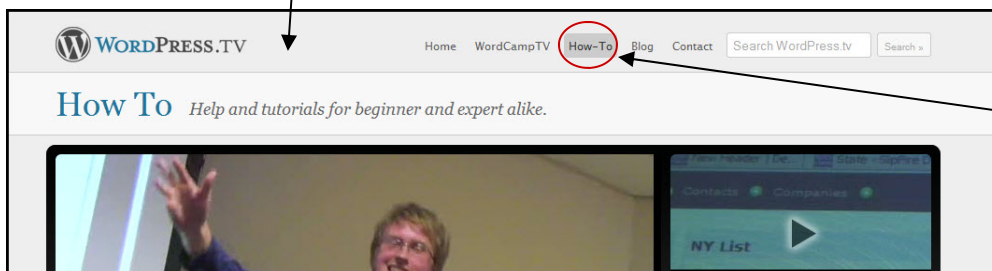
WP Forums

If you haven't used Forums before, take some time to learn about them. They can be extremely interesting and you can learn a lot from them, though they might be a bit confusing at first.



WordPress.tv

This is a fairly new section, if you just go to the WordPress.tv you go to this site. The first page you come to can be a bit confusing.



But if you go to the: **How-To section**, it has more step-by-step videos that will help you build your site.



This is the first page that comes up, and it is interesting, but you probably don't care what happened at WordCamp when you are just getting started. WordCamp is where the uber WordPress Geeks get together and talk about how wonderful WP is—it is wonderful, but that doesn't help when you are just starting out.

You can always check this out later to find out about the great community you are now part of.

After you click on the Sign up now, you'll come to this page:

Get your own WordPress.com account in seconds

Fill out this one-step form and you'll be blogging seconds later!

Username (Must be at least 4 characters, lowercase letters and numbers only.)

Password

Confirm
Use upper and lower case characters, numbers and symbols like !'£\$%^&' in your password.
Password Strength: Good

E-mail Address (We send important administration notices to this address so triple-check it.)

Legal flotsam I have read and agree to the fascinating terms of service.

Gimme a blog! (Like YvonPrehn.wordpress.com)
 Just a username, please.

1. Enter a Username, which can be whatever you want of at least 4 characters, lowercase letter and numbers only. If you've used this username with anything else on WordPress, you'll have to use another one.
2. Then decide on a password and confirm.
3. The email address needs to be one that isn't used with any other WordPress sites.
4. Agree to Terms of Service.
5. Then click Gimme a blog!

BE VERY CAREFUL HERE!!6. **Select Blog Domain:** This is where you put in what you want the name of your website/blog to be.

****THIS CANNOT BE CHANGED! Choose carefully or you have to start all over!**

Don't be surprised if you get the message "Sorry, that name already exists!" It's amazing how many names are already taken. But if you really want or need that name, as we did here, because that is the name of the adult Sunday School Class we are doing, to get the name, just add a location. **Here I added "coastline," the name of our church—and that worked.**

Note: if you want it not have the wordpress.com attached, for example: to go from:
http://
coastlinelifein3d.wordpress.com
to
www.coastlinelifein3d.com

You can change that with an upgrade, called "domain mapping," but it costs and isn't really necessary when learning how to create and building the site. You can always change this later.

WordPress.com

Home Sign Up Features News About Us Advanced

Blog Domain Sorry, that site already exists.

(Your address will be domain.wordpress.com. It must be at least 4 characters, lowercase letters and numbers only. It cannot be changed so choose carefully!) You may later choose to use your own domain name, such as myblog.com, through our domain mapping upgrade.

Blog Title
The blog title can be changed at any time.

Language What language will you be primarily blogging in?
en - English

Privacy I would like my blog to appear in search engines like Google and Technorati, and in public listings around WordPress.com.

WordPress.com

Home Sign Up Features News About Us Advanced

Blog Domain
(Your address will be domain.wordpress.com. It must be at least 4 characters, lowercase letters and numbers only. It cannot be changed so choose carefully!) You may later choose to use your own domain name, such as myblog.com, through our domain mapping upgrade.

Blog Title
The blog title can be changed at any time.

Language What language will you be primarily blogging in?
en - English

Privacy I would like my blog to appear in search engines like Google and Technorati, and in public listings around WordPress.com.

WordPress.COM Home Sign Up Features News About Us Advanced

Blog Domain

(Your address will be domain.wordpress.com. It must be at least 4 characters, lowercase letters and numbers only. It cannot be changed so choose carefully!) You may later choose to use your own domain name, such as myblog.com, through our domain mapping upgrade.

Blog Title

The blog title can be changed at any time.

Language
 What language will you be primarily blogging in?
 en - English

Privacy
 I would like my blog to appear in search engines like Google and Technorati, and in public listings around WordPress.com.

7. Decide on your Blog Title.

***Unlike the Blog Domain, this can be changed. You can also leave this blank, but I recommend you put in something. This is our slogan for the class, so I decided to use this.

Different Themes show the Blog Title in different ways, some look great and some are not so great, but again, you can always change it.

8. Language.

Confirm what language you want to blog in.

9. Privacy

This can also be changed at any time and because of that you may want to uncheck the box and hide your website/blog while you are building it.

***Don't forget to go back and uncheck it when it's ready!

10. Click Signup.

11. Next you get this message that tells you to check your email to confirm your registration.

WordPress.COM Home Sign Up Features News About Us Advanced

Check Your E-mail to Complete Registration

An e-mail has been sent to yvoneffect@gmail.com to activate your account. Check your inbox and click the link in the message. It should arrive within 30 minutes. If you do not activate your account within two days, you will have to sign up again.

Update Your Profile!
 If you haven't got your activation e-mail why not update your profile while you wait?

First Name:

Last Name:

About Yourself:

It also advises you to update your profile while you wait a few minutes. Go ahead and do that if you'd like. You'll then get the message that says.....

12. Check your email to activate your website/blog.

Click the link to activate your blog!

The next step is another one you have to be very careful about—we'll discuss that on the next page.

« Back to Inbox Archive Report spam Delete Move to ▾ Labels ▾ More actions ▾

[WordPress.com] Activate <http://coastlinelifein3d.wordpress.com/> | Inbox | X

★ WordPress.com to me [show details](#) 1:21 PM (3 minutes ago) Reply ▾

Howdy,

Thank you for signing up with WordPress.com.

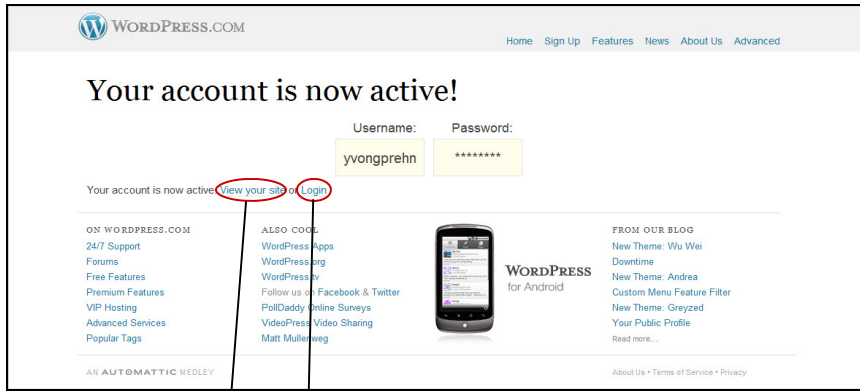
You are one step away from blogging at coastlinelifein3d.wordpress.com. Please click [this link to activate your blog](#).

<http://signup.wordpress.com/activate/9a6818f3bfa54568>

--The WordPress.com Team

(If clicking the link in this message does not work, copy and paste it into the address bar of your browser.)

Reply Forward



13. You will then get a message that says "Your account is now active!"

It will repeat your username and password. BUT THEN BE CAREFUL!!!!

It then says again in little print: Your account is now active. [View your site](#) or [login](#).

You can click on one or the other, but there is nothing to tell you what happens next. Here is why this is a bit tricky:

***To do anything with your site, you need to go to the DASHBOARD. But if you haven't done a website before, you don't even know what a DASHBOARD is or what to do when you get there or how to get to your site one you've gone to the DASHBOARD. So.....take a deep breath, here are the options and then in the next section we'll discuss the DASHBOARD.

If you click "Login" You'll immediately go to the Log In Box. Fill out & Log In

Here is where it may be confusing...if you click "View your site"

You will go here—neat. But what then? **You have to go down to the "Meta" tag (who knew?) and then click "Log in"**

9. That will then take you to the Log In.

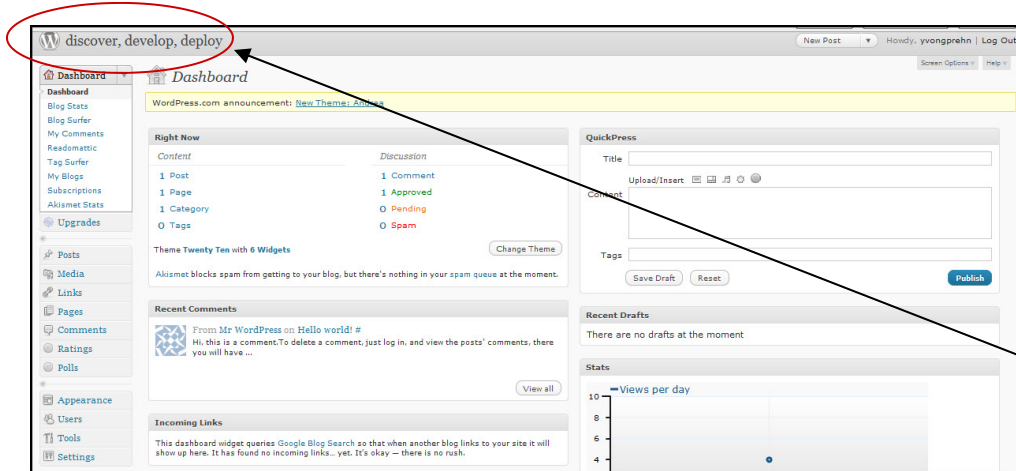
You enter your Username and Password and hit:

Log In

You have to Log In every time you work on your site.



How to work with the Dashboard, the website control center



The Dashboard is where you do all your work on the website.

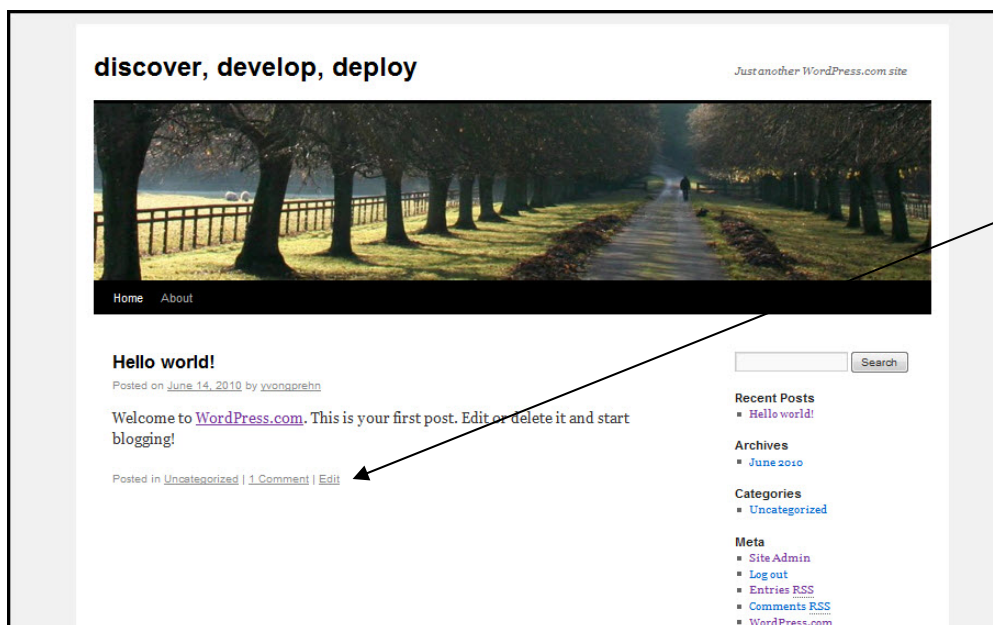
The first thing that you need to learn to do is how to get back and forth from the Dashboard to your website.

There is how you do it:

To go from the Dashboard to the Website, click on the Blog Title.

This will take you to the site. Once you have a page or post entry, you can click on a link above the entry, but clicking on the Blog Title will always work.

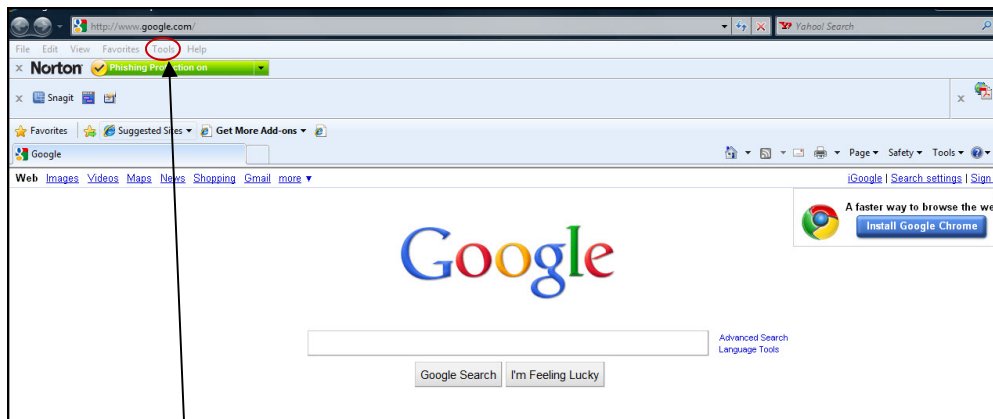
16: To go from the website into the Dashboard, the easiest way to do it is to click on "Edit" on any entry.



ONE MORE Important thing before you go on. How to clear your browser.

If you make changes, but you don't see them, you need to learn to "Clear your browser." This is a very important to learn when you work on anything on your website.

Your "Browser" is the software that allows you to see a website. Internet Explorer is the browser comes with Windows and it is what most people use. Some folks use FireFox or Chrome or Safari—all are fine. But the browser holds website data to make your viewing faster. This is great when you are zipping around the web, but not good when you make a change to a site and it shows you the old site.

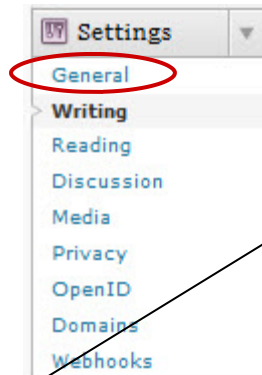


1. Open your browser, turn on the website, here it is Internet Explorer, all are similar.
2. Go to the Tool command, a drop down menu will appear and click "Clear recent history" or a similar command. Wait a few minutes while it does it.
3. You may need to do this a couple of times; you may need to restart your computer; but if you make some changes and you don't see them, this is usually the problem. Not only websites, but email programs and lots of other programs need you do to this to work properly. This is one of those website tasks that can drive you crazy—and it doesn't always make sense, but it's essential to remember to do it.

Here is what you to to clear it out.

How to work on the Settings

This section is at the bottom of the Dashboard page, but it is probably the first one you want to work on because these settings are the foundation for the rest of the site.



The General Settings

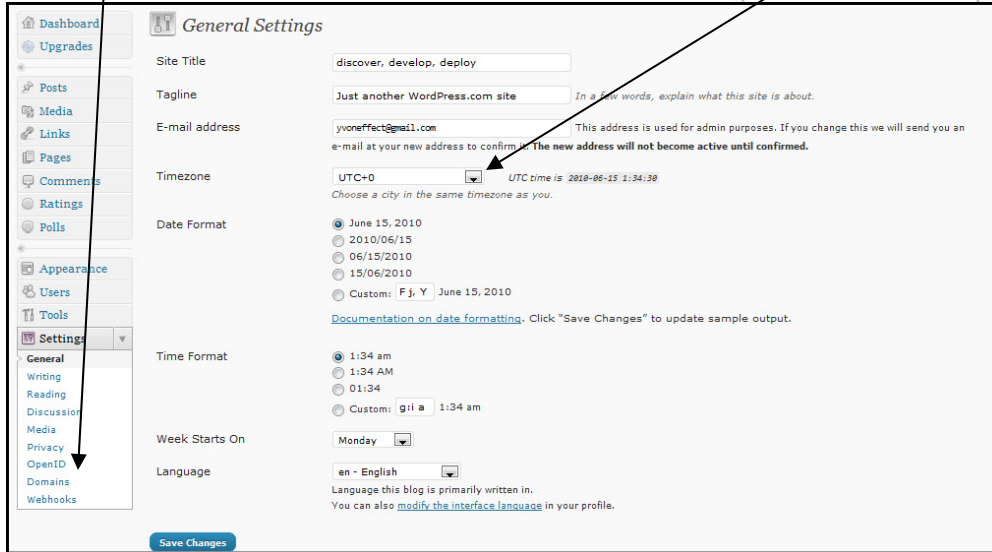
First one little things here and then the most important settings on this section.

1. Timezone: The best way to set time for site is to use the drop down menu to select a city near you and that will automatically set your time correctly. The other settings you can leave as is unless you have a good reason for changing them.

2. Site Title & Tagline

This is a very important part of your site. BOTH of these can be changed at any time and both or either one of them can be left blank.

Different WordPress Themes (you have 75 at present to choose from and they are always adding new ones) show these items differently or not at all.

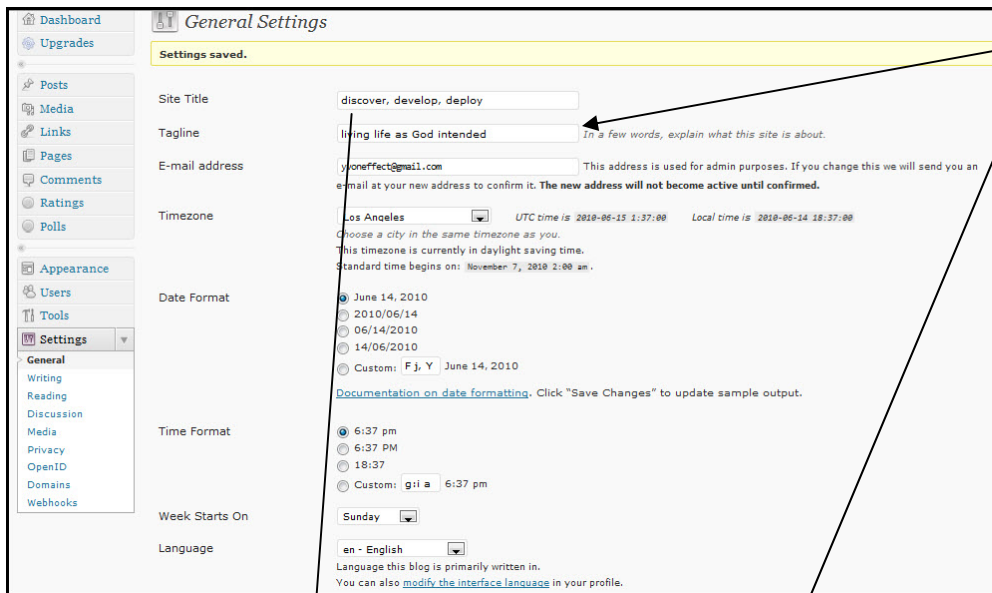


Here is how the I changed the tagline for my site and how it looks in the default WordPress Theme.

For the next few pages I'll illustrate some of the Themes available in WordPress.com and you can see how the Site Title and Tagline are displayed.

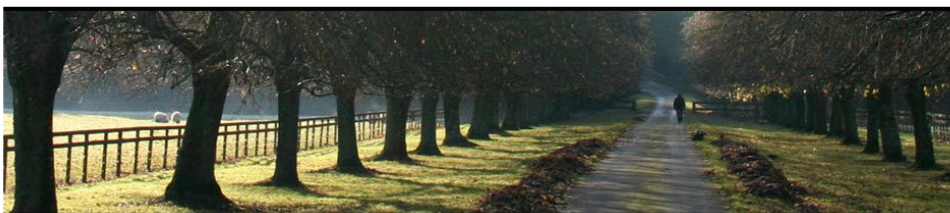
Note on the WordPress.com Themes:

You can have a lot of different looks & styles of your site with the themes and many of them handle everything from how they display headers to how they display columns. For the site to remain free and easy to use, pick a theme you can work with. You may or may not find one that is exactly what you want, but remember your CONTENT is what is most important—not some picky little theme detail only you are concerned with.



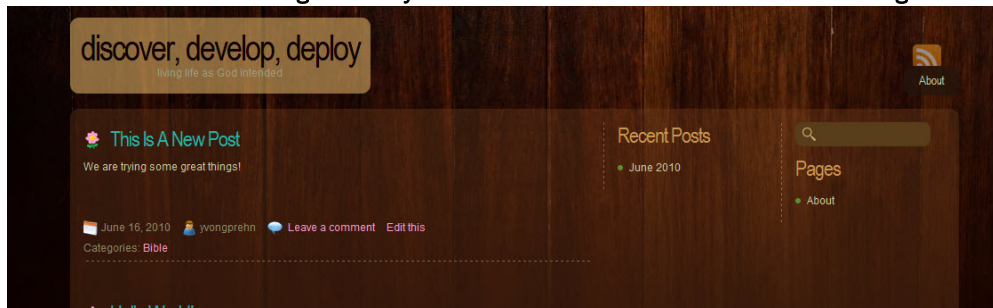
discover, develop, deploy

living life as God intended



Home About

The next book in this series will provide instructions on working with themes, but here is a preview of some of them and how they handle the Site Title and Tagline. Many of these themes are new —WordPress is adding a number of new ones frequently.



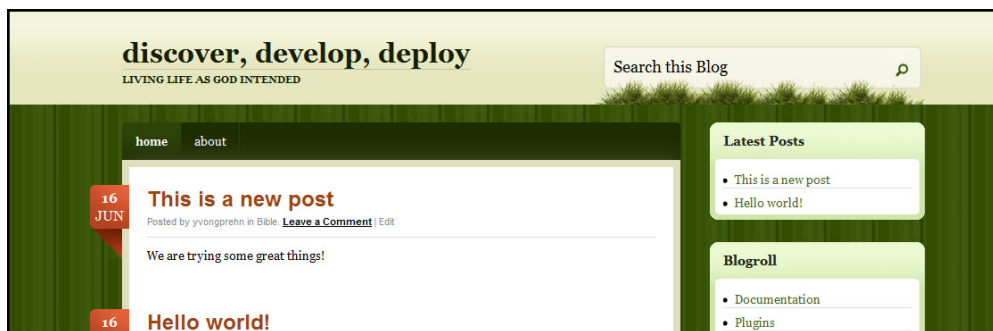
Theme: Dark Wood

A very masculine Theme, would work well for a Men's Ministry perhaps.



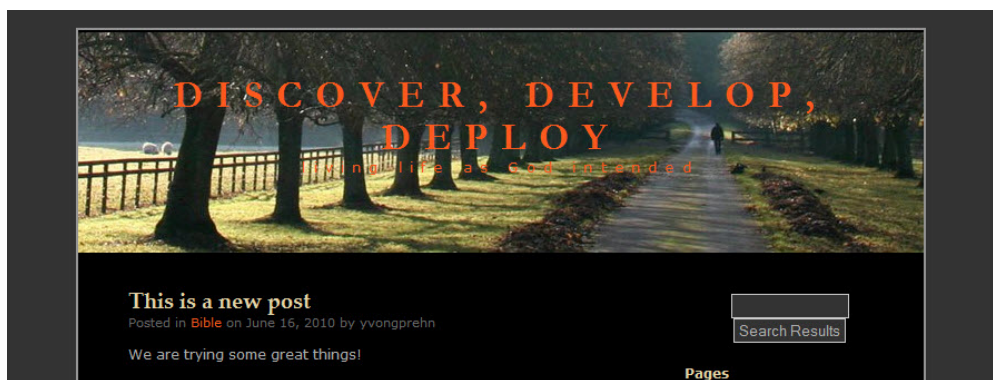
Theme: Greyzed

This is a contemporary Theme in the Grunge style. I just love this theme and was very tempted to use it, for the church site I am creating, but though I like it, it probably would not appeal to the mature, conservative audience the site is for. We need to remember to ultimately choose designs for our audience, not simply personal preference.



Theme: Spring Loaded

A cheery Theme that might work well for a discipleship or Christian growth site.



Theme: Black Letter Head

This one and the next one are the same Theme. In this first one, the new theme was selected, but the header image left in and it doesn't look good at all.

In the second one, the header image was removed (more on how to specifics coming in another publication) and it looks much better.



Reversed print sites (dark background, lighter print) are always harder to read, but may be just right for short-entry blogs or blogs for a younger audience.



The themes on this page only display the Site Title, they do not show the Tag Line.

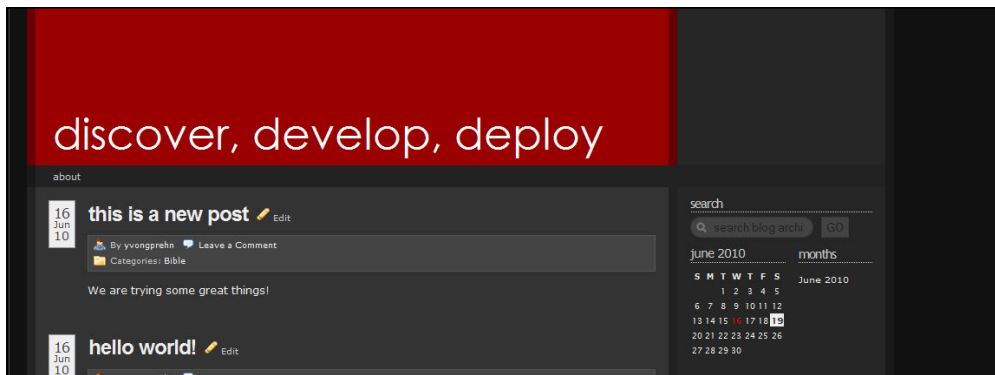
Theme: Flower Power

A cheery Theme that might work well for a Ladies Ministry.



Theme: Blix

This is a very simple theme in its layout, but quite sharp, crisp and attractive. A theme like this does not distract from the content. Some themes have a very strong look and personality, like the one below. One or the other isn't right or wrong, what is important is that the theme be appropriate for your audience and message.



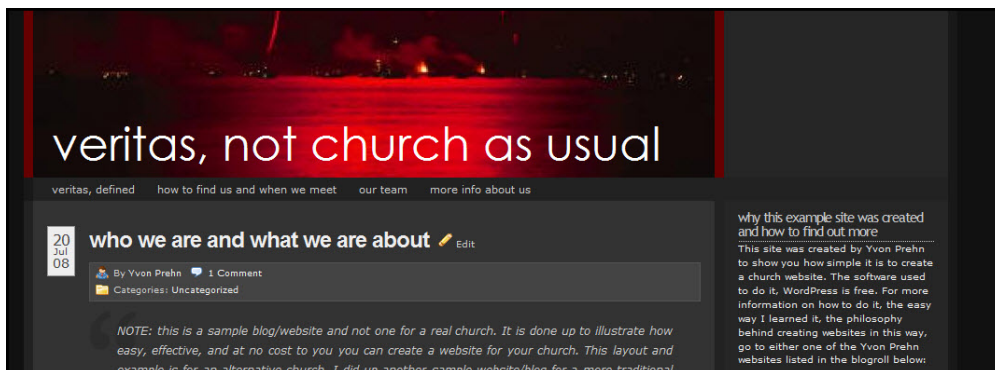
Theme: Redoable Lite

Another reversed content theme.

In the next one, I used this Theme to illustrate how you could create a contemporary church website using WordPress.com. This site has pages and content mocked up to show how it can be done.

The website is at:

<http://samplenotchurchasusual.wordpress.com>



This theme would not be appropriate for every church, I did another example for a more traditional church at:

<http://samplechurchventura.wordpress.com/>

Writing Settings

Size of the post box: 10 lines

Formatting:

- Convert emoticons like :-) and :-P to gra
- WordPress should correct invalidly nested X

Default Post Category: Uncategorized

Default Link Category: Blogroll

Press This

Press This is a bookmarklet: a little app that runs in your browser and lets you grab bits of the web. Use Press This to clip text, images and videos from any web page. Then edit and add more straight to your blog. Drag-and-drop the following link to your bookmarks bar or right click it and add it to your favorites.

[Press This](#)

Post by Email

You can publish posts using emails with the [Post by Email](#) feature. To enable this visit your [My Blog](#).

[Save Changes](#)

Settings menu (Writing is circled):

- General
- Writing**
- Reading
- Discussion
- Media
- Privacy
- OpenID
- Domains
- Webhooks

Note about the rest of the settings: WordPress has so many options available and quite a few of them you don't need to worry about as you start your site, or maybe ever. I'll point out the things I have found important in the next few pages, but I won't cover what I consider non-essentials. You can always go to the **Support** pages to look up any area you want to find out more about.

Writing Settings

The only thing I bother with on this page is to change the Size of the post box to 20-25. You can always change this, but this is the size of where you create your content and 10 lines is a bit tight for me.

Reading Settings

Front page displays:

- Your latest posts
- A [static page](#) (select below)
 - Front page: -- Select --
 - Posts page: -- Select --

Blog pages show at most: 10 posts

Syndication feeds show the most recent: 10 items

For each article in a feed, show:

- Full text
- Summary

For each article in an enhanced feed, show:

- Categories
- Tags
- Comment count
- Add to Stumbleupon
- Add to Del.icio.us
- Add to Digg.com
- Add to Reddit

Changes may not appear until you create a new post or your news reader refreshes.

Encoding for pages and feeds: UTF-8 The [character encoding](#) of your site (UTF-8 is recommended, if available).

Settings menu (Reading is circled):

- General
- Writing
- Reading**
- Discussion
- Media
- Privacy
- OpenID
- Domains
- Webhooks

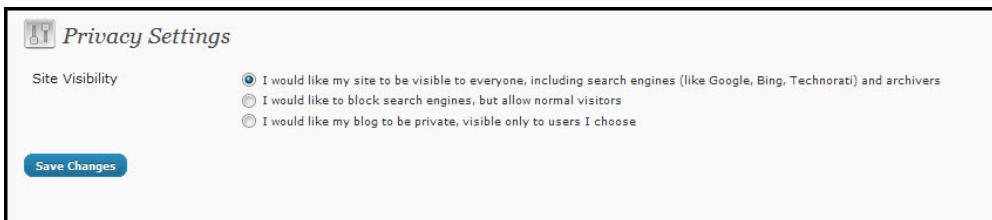
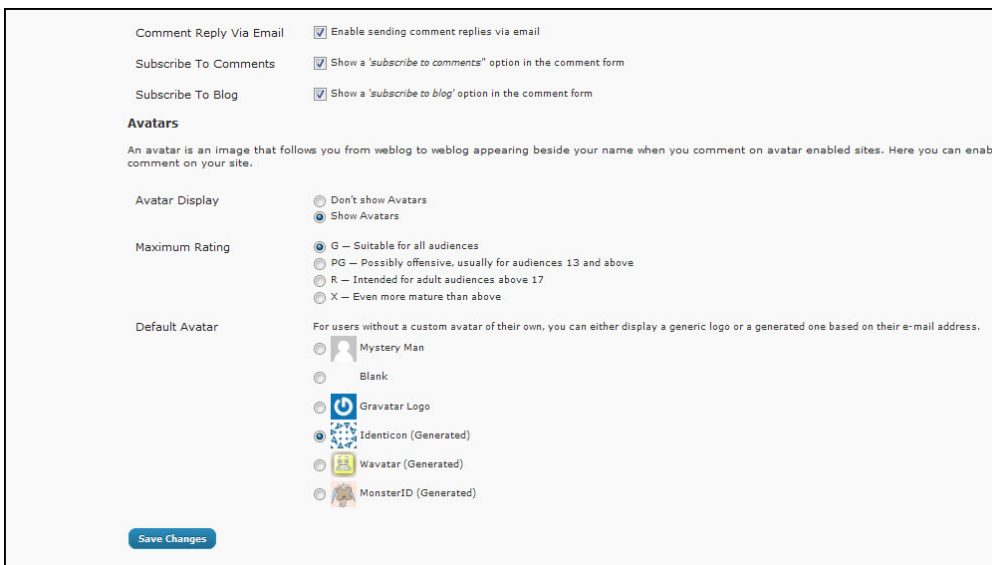
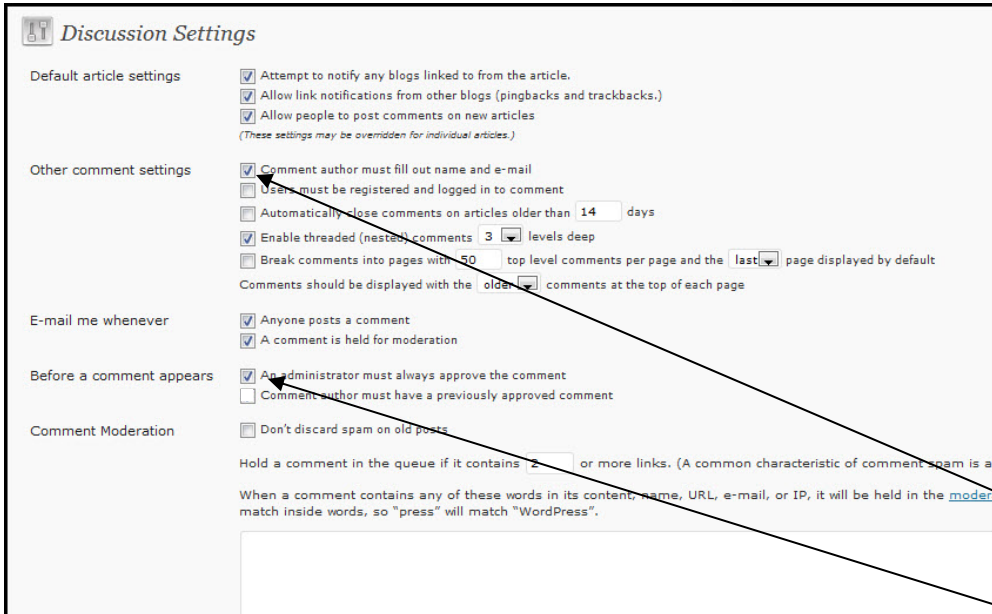
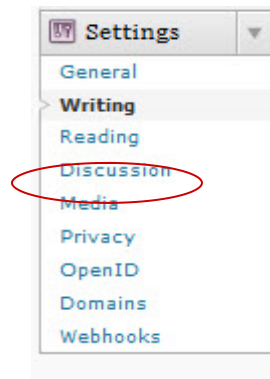
Reading Settings

I don't usually change anything here and I wouldn't bother unless I had a very good reason to.

Guidelines for Christian Website Comments:

Live a life worthy of the calling you have received. . . . Do not let any unwholesome talk come out of your mouths, but only what is helpful for building others up according to their needs, that it may benefit those who listen. Eph. 4:1, 29

But among you there must not be even a hint of . . . any kind of impurity. . . because these are improper for God's holy people. Nor should there be obscenity, foolish talk or coarse joking, which are out of place, but rather thanksgiving. Eph. 5:3,4



Discussion Settings **very important

This is the section where you control the Comments on your site. Comments can be a great asset to your website where people can add additional ideas and comments, plus provide feedback and resources.

Comments can also be a snaky, nasty, profane nightmare. Though WordPress catches the worst ones in its spam filter for you, I recommend that in addition, you monitor your comments carefully. It is your site and if you are doing it for Christian purposes you do not need to allow unworthy comments.

The two most important areas for control are:

1. Make sure comment authors fill out name & email.
2. Check that you must approve the comment.

3. Leave the other boxes as is.

Avatars

This are not some strange sci-fi thing. They are neat little pictures of you that can go on your comments.

This is my avatar/ gravatar

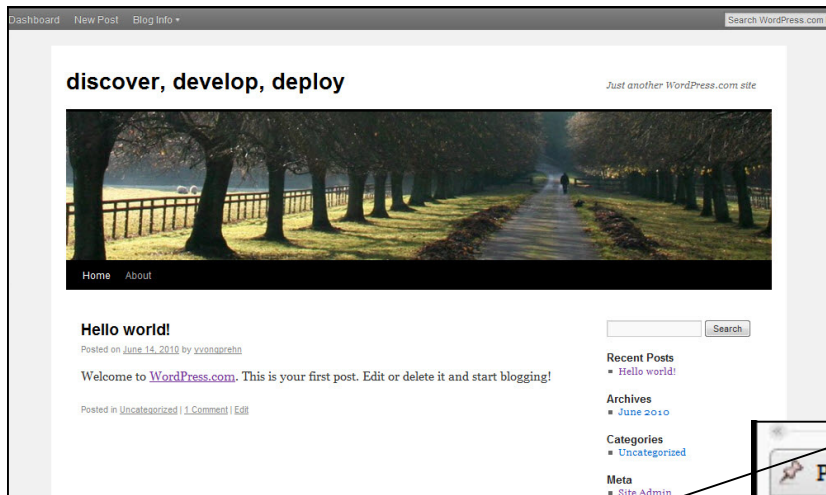


(different places and programs call them different things). On my website: www.effectivechurchcom.com I show you how to create them.

Privacy Settings

You may want to change this to visible only to the users I choose while you are building it, but you want it open to everyone when it is done, so be sure to change it back.

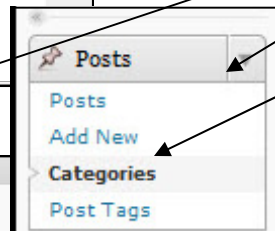
Adding Content: Posts, the heart of your site



Adding content: Posts

Let's assume for now that you are Ok with the basic look of your site, I'll show you how to change it later, but for now let's look at how to add CONTENT, which is the most important part of your site.

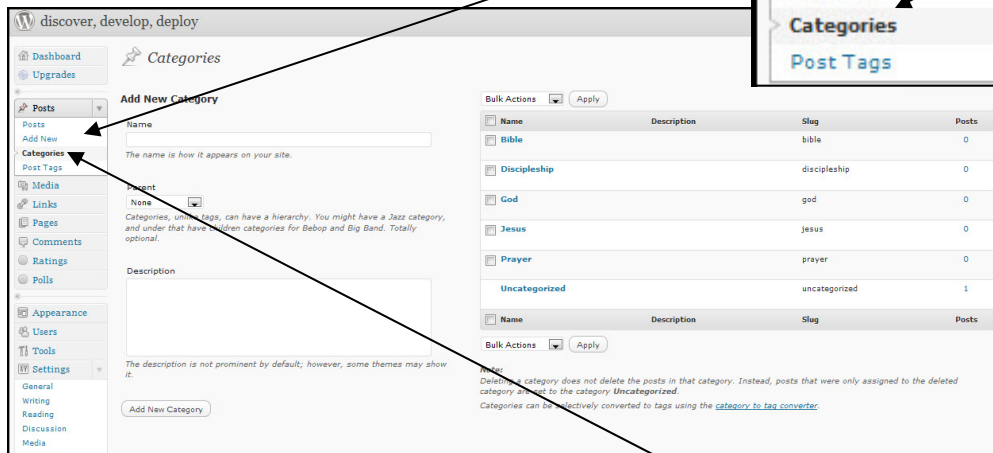
The main content area of your site is called "Posts" It is near the top of the entries on the left of your dashboard.



1. First set up come Categories.

Categories are the overall topics of your site. One of the wonderful things about WordPress is that after you write your Post, you will click on a Category and WP will link it to the Category and you don't have to do a thing to make that happen.

When someone clicks on a Category on your front page in the future, WP will take them to a page that has all the Posts/articles you've done about that Category, again without you having to do any work to make that happen.

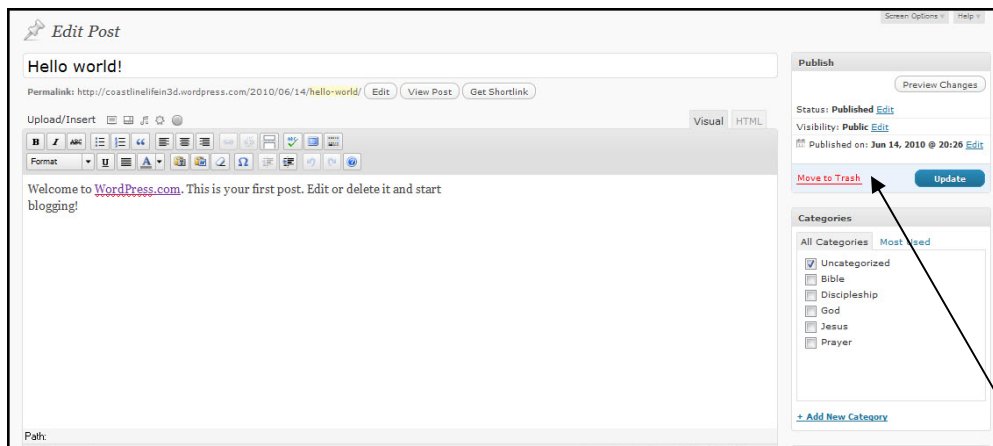


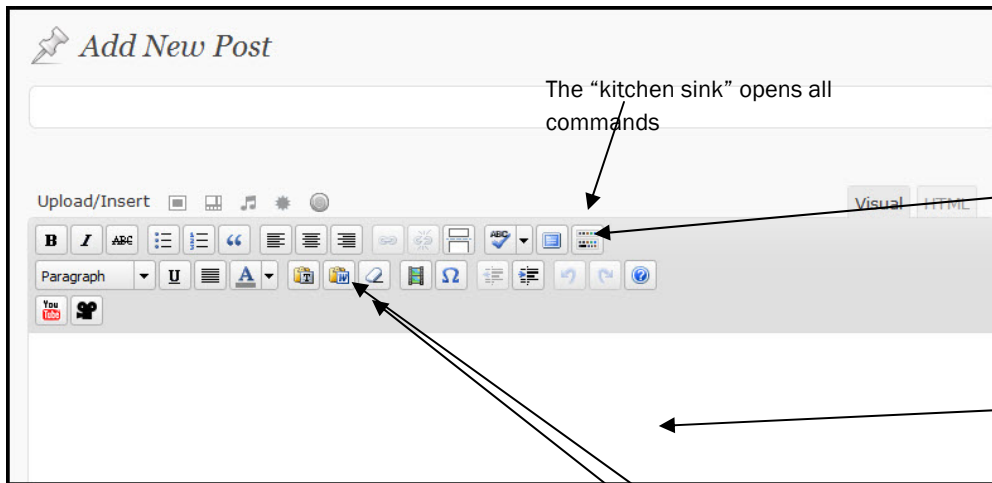
It is very simple to set up Categories:

1. Click on the name and this page will open up
2. Add a Category name
3. Click Add New Category
4. The list of them forms to the Right.

Delete "Hello world!"

Now you are ready to create your own Posts, when you go into the list of posts, the one that is there is "Hello World" the example put in by WP. DELETE IT by clicking Move to Trash and then hit UPDATE. It looks tacky if you leave it there once you launch your site.





You are now ready to add your own content.

Working with the Post Box

1. First be sure that the "kitchen sink" is open. This is the second line of commands. You open and close it by clicking here.

2. You can either just start typing content in the box here just like you would for any other word-processing entry or you can import text from something you created previously in MS Word or other word-processing programs.

3. If you import something from WORD or other word-processing programs, you need to insert it into this box first.

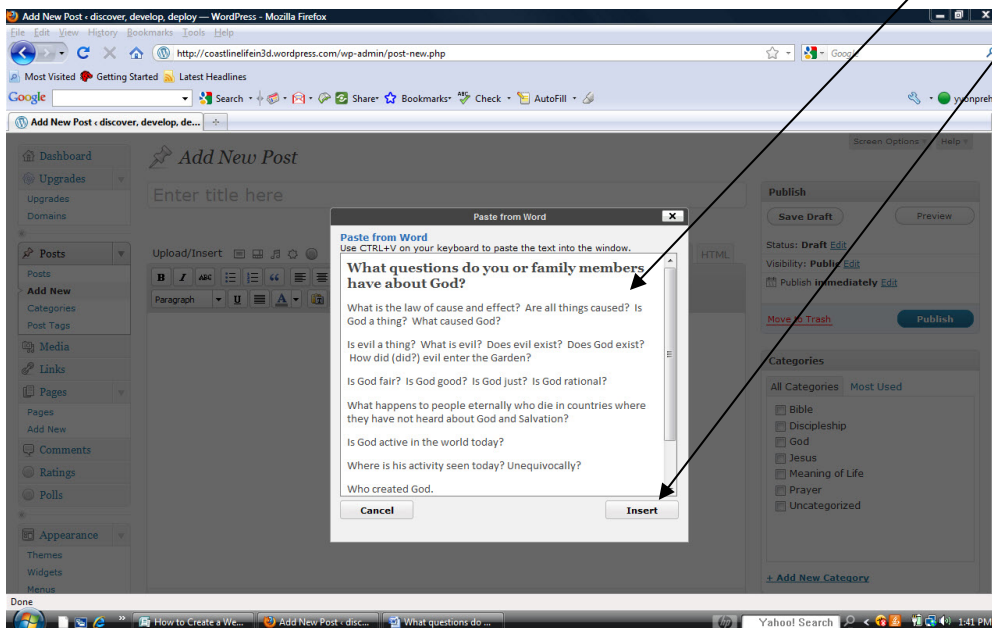
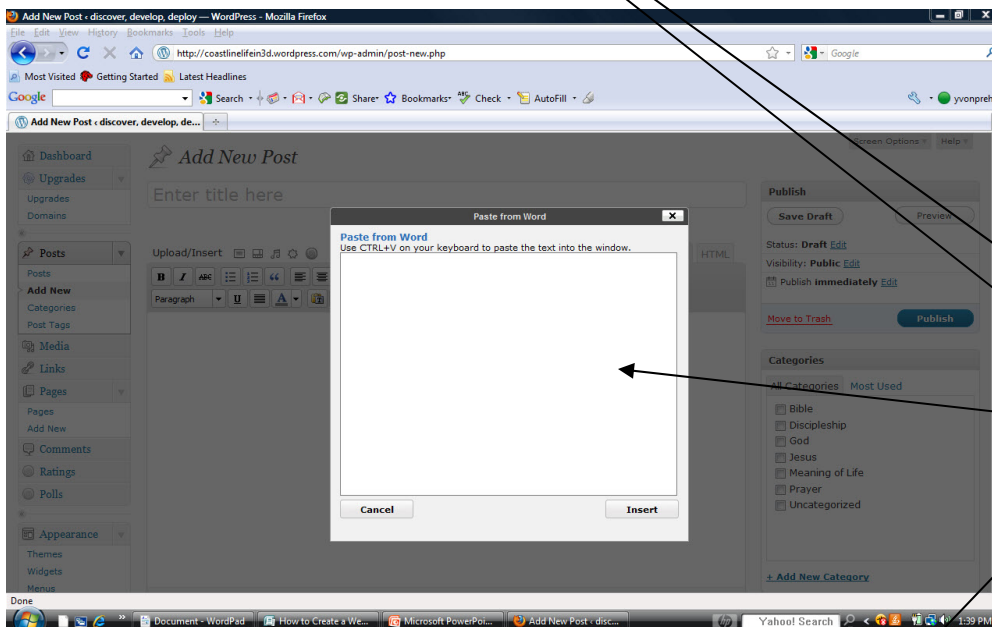
4. Click here to open it.

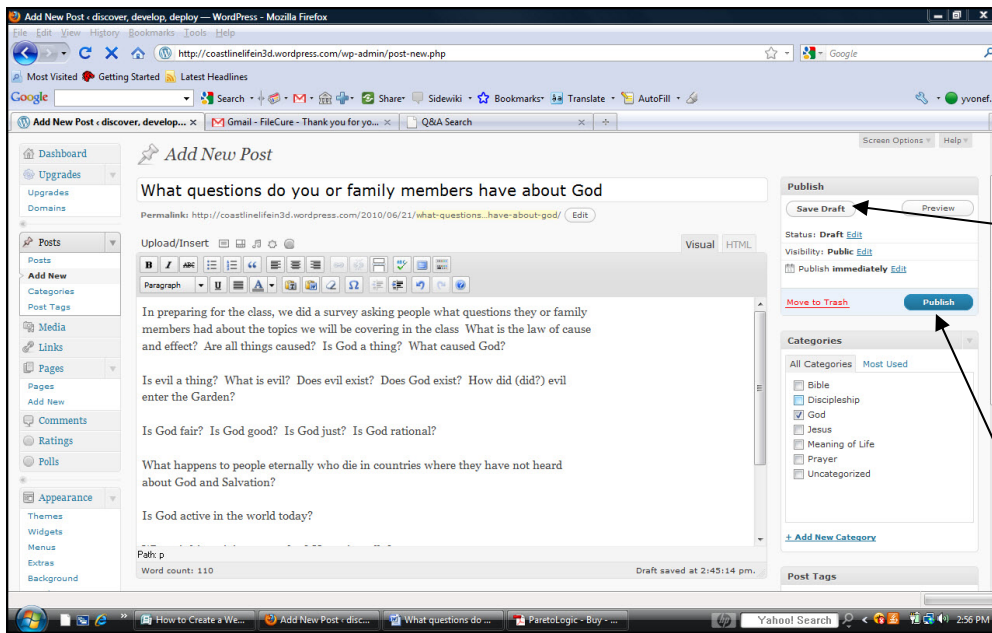
5. A box like this will open up.

6. Copy and paste your content from WORD or another program into the box.

7. the text will appear in the box.

8. Click insert.



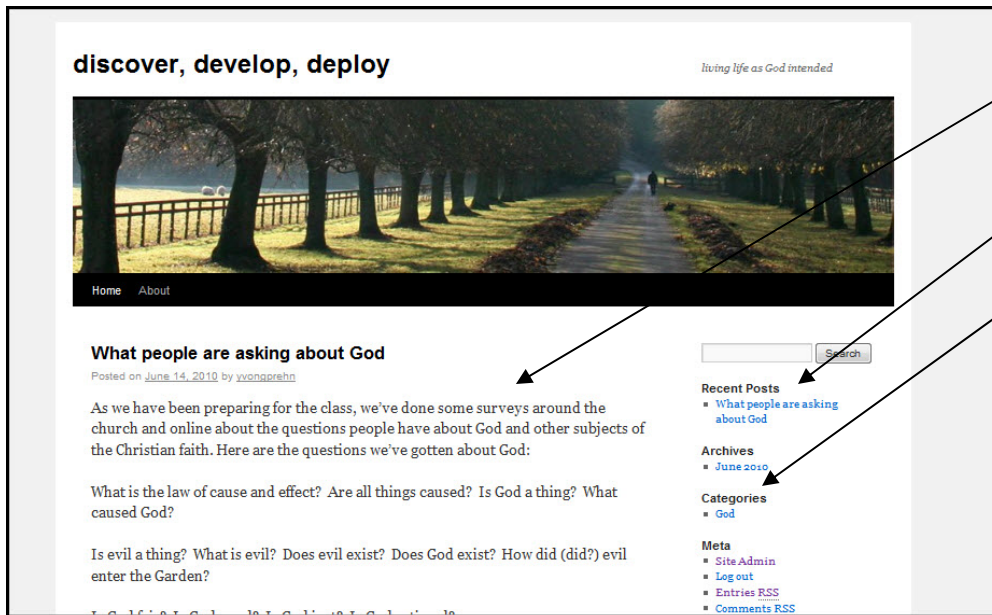


9. Once your text is in the box, you can add a headline and you can edit the text, rewrite it, do whatever you want with it just like you would a word-processing document. Click "Save Draft" if you want to continue working on it another time.

10. Check a category you want the article in. This one, obviously, is about "God."

11. When you have it the way you want, click "Publish."

12. Go to the home page of your site and ***Ta Dah! You are now a website creator/ blogger!***



You wrote a post/article and it has also been entered under "Recent Posts," and the Category "God."

You can stop right here if you want in the learning process and you can build a very nice website/blog with your brilliant content. Many people stick with standard Themes and do that and it is perfectly OK to do this.

However, there is lots more you can do to:

- Change the look
- Personalize the template
- Add content in other ways
- Format content
- Add additional media, movies, images, PDFs
- All this and more will be available in Part Two on Modifying a Basic Website in WordPress.com.

Coming SOON: Part Two, Modifying the Basic Website in WordPress.com

*****Be sure you are on the www.effectivechurch.com mailing list to get notification of it.**



About Effective Church Communications

Effective Church Communications is a ministry that provides training, resources, and inspiration to help church communicators fully fulfill the Great Commission. The hub of our ministry is the website:

www.effectivechurchcom.com. We define effective church communication as communication that helps people come to know Jesus as Savior and grow to maturity as His disciples.

Our approach to church communications includes more than design and communication construction how-tos, though we have lots of them. It includes foundational, biblical teaching related to communications, communication leadership, and church communication teams. We constantly remind church communicators that we have been entrusted with the words of eternal life and the eternal destinies of people depend on how well we communicate the gospel of Jesus Christ.

Though we work hard to stay current with technology (our training is web-based and we tweet, podcast, and are moderate tech junkies), we value and teach timeless communication skills and principles.

We believe churches of every size, from tiny house churches to mega-churches benefit from clear, effective communication and we strongly emphasize that churches be who they are in their communications to their unique congregation and the community they are called to reach rather than copy the latest mega-church or marketing trend.

We do not allow, encourage, link to, or promote, in any way, irreverent, profane language or snarky, cynical approaches to church communication or in the discussion of it. We serve a holy God and we seek in all we do to walk worthy and communicate a worthy message.

We strongly believe church communicators, from any size church, who use any software, with any skill level, can help and encourage each other and can create in their churches, by their people all the communications in print and online they need to create.

Though we encourage church communicators to pour their hearts, minds and souls into the hard work of communicating the words of eternal life, we are constantly aware that our words will only accomplish eternal results because of the blessing of them and His working through them, by our eternal God.



About Yvon Prehn

Yvon Prehn is the founder and director of the training site for church communicators, www.effectivechurchcom.com.

She has worked in communication ministry for over 25 years. She was a free-lance newspaper reporter and religion writer for the *Colorado Springs SUN*. Yvon was a top-rated, national trainer in desktop publishing for Padgett/Thompson, the nation's largest one-day seminar company when desktop publishing was first invented. She worked as a communications consultant and trainer for many of the ministries headquartered in Colorado Springs and was senior editor at both Compassion International and Young Life International. For fourteen years she traveled full-time all over North America teaching seminars on church communications.

Yvon has written for many of the major Christian magazines. Her most recent books include: *Church Bulletins, how to create and use them to touch and change lives*, *Church Connection Cards*, and *The Five Steps of Effective Church Communications & Marketing*, available at www.lulu.com/yvonprehn. Yvon writes extensively and creates the majority of the teaching materials for www.effectivechurchcom.com.

Yvon has a master's degree in Church History and has done additional extensive graduate work in theology and communications. She has taught high school English and was an adjunct professor in church history at Regis University.

Yvon and her husband Paul, a bi-vocational pastor, live in Ventura, California.