

5 Steps to a TDL Site



The following steps provide a basic path to getting your TDL Site set up. For more details, consult the TDL Wiki and the documentation provided by WordPress.

1. PREPARE.

Before you begin, take the time to do the following preparatory tasks:

- Think about your site's purpose and how to most effectively present your information in terms of web pages, blog posts, and navigational menus.
- Consult the WordPress documentation on the [TDL Wiki](#) and the [WordPress site](#).
- Consider your customization needs: will using one of the supplied website "themes" be sufficient or will you need to create a new theme or logo? (Site owners are responsible for customization beyond the pre-packaged themes supplied by TDL.)
- Consider attending a [TDL training session](#) on using WordPress or contact your institutional librarian to see if WordPress training is offered on your campus.

2. CLAIM A SITE.

Email info@tdl.org with the following information:

- Name of the site.
- URL slug (a short string of text in the web address that will identify your site)
- Name and e-mail address of the site's manager

3. SET UP THE SITE.

- **Log in** to your site.
- **Choose a theme:** The TDL provides many pre-fabricated [themes](#) that alter the look-and-feel for your website. To find the available themes, look under Appearance => Themes on your site Dashboard.
- **Add pages:** To add pages of content (such as "About" or "Contacts"), go to Pages => Add New on your site's Dashboard. Enter a title for the page and the page's main content and click Publish. If it is a nested page, you can select the parent page

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3. SET UP THE SITE, cont.

under Page Attributes.

- **Decide on a homepage:** As the default, your new site's blog posts will appear on the homepage. To change the homepage to a different page that you have created, go to Settings => Reading on your site's Dashboard. Where it says "Front page displays" choose "A static page" and select the desired front page from the dropdown menu. (If you want blog posts to appear on a separate page, you can select where they will appear as well.)

4. EXPLORE AND ACTIVATE PLUGINS.

- Plugins are tools that add custom functionality to your website, such as the ability to include a discussion forum, generate a sitemap, or automatically send your posts to Twitter.
- TDL provides a number of plugins that you can turn off or on, depending on your needs. You can see a list of plugins available with a TDL Site in the [TDL Wiki](#).

5. KEEP BUILDING CONTENT.

- Never let web site content get out-of-date.
- Keep a regular schedule for adding new content and updating existing information.