

Creating a new WordPress site on the BU network

Also see <http://www.bu.edu/tech/web/departments/wordpress/>

WordPress is a leading website-management product used widely around the world. WordPress launched at BU in September 2008, and today hundreds of departments use WordPress to manage their websites. It replaces both Dreamweaver and Contribute.

There's no software to buy, install, and keep up to date. You manage your site through your web browser. And WordPress is far easier to learn than Dreamweaver or Contribute – no HTML coding skills required.

Key features:

- [Design catalog](#) – built-in, approved designs from [New Media](#) that you can apply to your site
- **Drag-and-drop navigation** – easily add, remove, or rearrange items to manage your site's navigation
- [Forms generator](#) – build forms in minutes, not hours – *without writing any code*
- **News and calendar** – manage your news and events from within WordPress
- **User manager** – add and remove your own site administrators and editors – *you don't have to ask IS&T*
- [Restrict public access](#) – web-based interface lets you restrict access for a single page in your site, your entire site, or anything in between – *without writing any code*
- **Media manager** – upload photos, graphics, PDF files, etc. to your site from within WordPress

Key requirements to get started:

- **Content editor** within the group who is trained in WordPress and can upload, edit, and manage site content on a regular basis. *NOTE: Must have BU credentials*
- **Site map** outlining the main pages of the site and any sub-pages
- **Content document** including the text, images, links, forms and PDFs to appear on each page included in the site map. *NOTE: WordPress sites will not be launched with blank pages or placeholder pages.*
- **A site URL and site name**, for example, Name: "Department of Medicine", URL: <http://www.bumc.bu.edu/medicine>

Getting started:

1. **Appoint a content editor** from within your group who will upload, edit, and manage content on the site. Have that person attend a 2-hour BU WordPress training by signing up here: <http://www.bu.edu/phpbin/training/register/>
2. **Determine your site name and URL**
3. **Request a blank site** from BU IT by completing the form here: <http://www.bu.edu/help/wordpress/>

4. **Create site map and content document** for your content editor to upload to your blank site
5. **Once all content is loaded, review site thoroughly.** It is helpful to gather 4-6 people from within your department to view the site and all its pages and content, test any forms, and eliminate typos and discrepancies.
6. **Request that BU launch the site** by completing the form here: <http://www.bu.edu/help/wordpress/>. Expect one full business week for BU IT to review and launch the site.

Have questions or need help?

BU IT has a WordPress help team accessible via the form at <http://www.bu.edu/help/wordpress/>. They will reply to inquiries via email the same day or next business day, and can direct you to resources to solve problems, including web consultations.

There are also several help and how-to documents posted on the tech team's website at <http://www.bu.edu/tech/web/departments/wordpress/how-to/>