

Work to Do Prior to WordPress Online Portfolio and Resume Building Class

Please perform the following instructions prior to class to have a WordPress site ready to so we can begin working immediately on your online resume and portfolio. There is lot of work to do and we want to make sure you get through it in the time we've allotted for the class.

In addition, you will be required to attend a 1-hour check-in prior to the class to verify that you've set up your laptop appropriately so we don't do any setup work during the class.

The actual time it takes to do a setup check is 10 minutes or less and how long you will be on the call will depend on the number of other people on the call.

Required Check in Dates and Times

The options to attend the setup sessions are listed below, so make sure to put one of these on your calendar and use the information below to attend one of them.

- **Saturday June 16th or 23rd @ 10 am**
- **Or June 27th @ 7 pm**

Use This Info to Attend Either Check in Webinar:

If you want to attend using VOIP, you must sign on early and go through the testing process for your audio and speaker components or else you are guaranteed to have problems. If you miss the test, just use the telephone option and call in.

<https://zoom.us/j/762640402>

To call in: US: +16468769923

Meeting ID: 762640402

Download and Install Chrome

We will need to use Chrome during the class as our browser for best results. Using any other browser can cause WordPress to have odd issues.

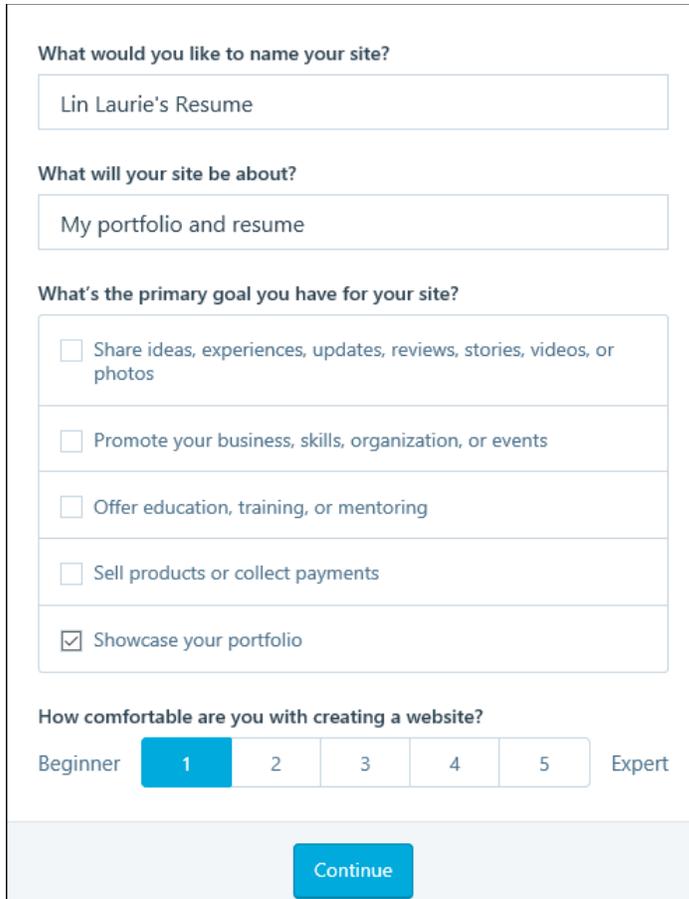
1. Click [here](#) to access the download page for Google Chrome.
2. Click the Download Chrome button to begin the download procedure.
3. Decide whether or not you want to make Google Chrome better and click the check box if you do.
4. Accept the Terms and install by clicking the Accept and Install button
5. Click Run to begin installing the latest version of Chrome.

Obtaining a WordPress Site

You can obtain a free WordPress site for the purpose of creating your portfolio and resume in class. We decided to make this a requirement because different themes operate differently from various domain hosts, and even themes are different. For this reason, we are restricting your use to a specific theme as well for the class. After class, we encourage you to take the

knowledge you learned and explore additional themes and move your domain to a different domain host with a custom domain such as your name.

1. Go to <https://wordpress.com/#plans> and click the Get Started button to open the wizard.
2. Complete the questions about your site.

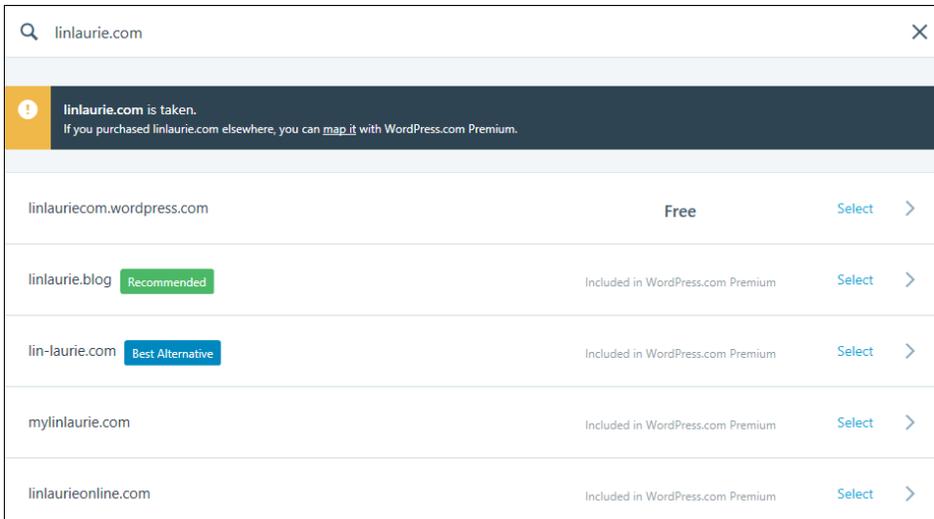


The screenshot shows a questionnaire for creating a WordPress site. It contains the following sections:

- What would you like to name your site?** A text input field containing "Lin Laurie's Resume".
- What will your site be about?** A text input field containing "My portfolio and resume".
- What's the primary goal you have for your site?** A list of five radio button options:
 - Share ideas, experiences, updates, reviews, stories, videos, or photos
 - Promote your business, skills, organization, or events
 - Offer education, training, or mentoring
 - Sell products or collect payments
 - Showcase your portfolio
- How comfortable are you with creating a website?** A scale from 1 to 5. The scale is labeled "Beginner" on the left and "Expert" on the right. The number "1" is highlighted in a blue box.

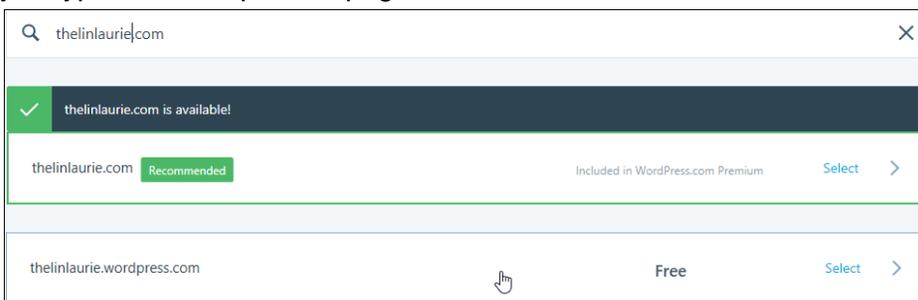
At the bottom of the form is a blue "Continue" button.

3. Give your site name your own name, and answer the questions to make it a personal (portfolio) site. For the last question, list yourself as a beginner.
4. Click Continue once you've completed the questionnaire.
5. Begin entering your site name and then select your site address or part of what will be your URL from the list that appears.

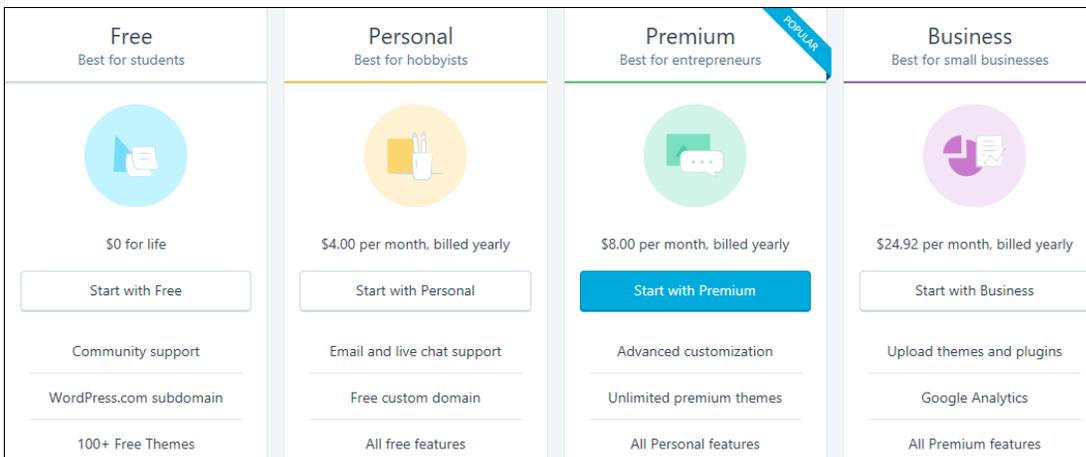


Note: Not all site options are free.

6. Select the free option. If you don't like it, you can go back a step and change the URL that you typed at the top of the page.



7. Once you like how the URLs are generated or how you modified them, select the option by clicking on it to view the plans and pick the one you want.



8. For our class, let's select the Free option, so click Start with Free so we will all be on the same page for the class.

Step 4 of 4

Create your account.

Your email address

Choose a username

Choose a password

By creating an account via any of the options below, you agree to our [Terms of Service](#).

[Continue](#)

Or connect your existing profile to get started faster.

 [Continue with Google](#)

9. Enter the information needed to create your free WordPress account, and click Continue.
10. Check your email for a confirmation email telling you that your account has been set up.

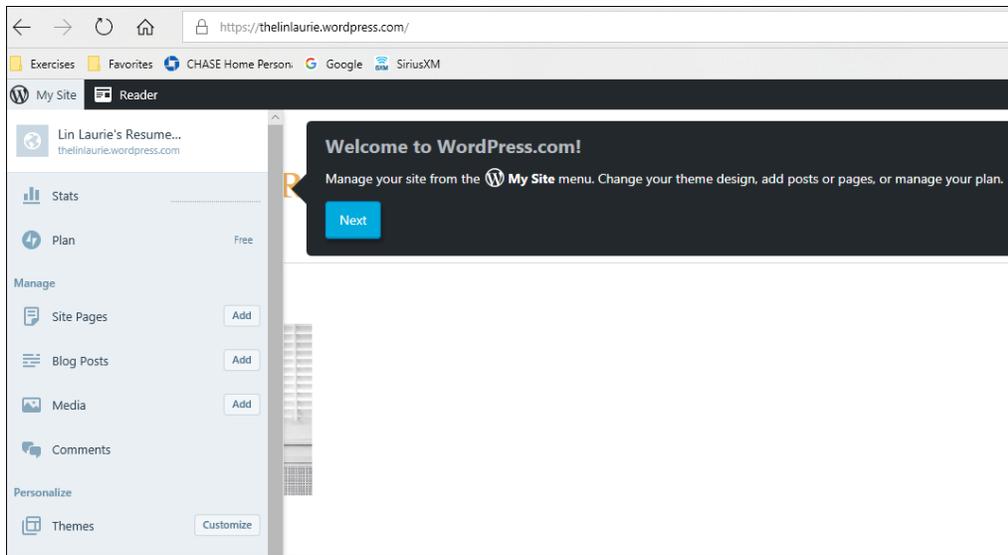


Welcome to WordPress.com. Please click the button below to confirm your email address and activate your account.

[Confirm Now!](#)

Helpful reminder: At any time, log into your account with your username, **thelinlaurie**, or your **email address**.

11. Click Confirm in the email body to confirm that you want to set up a WordPress account.
12. Click Confirm in WordPress to open your account and view the WordPress interface.

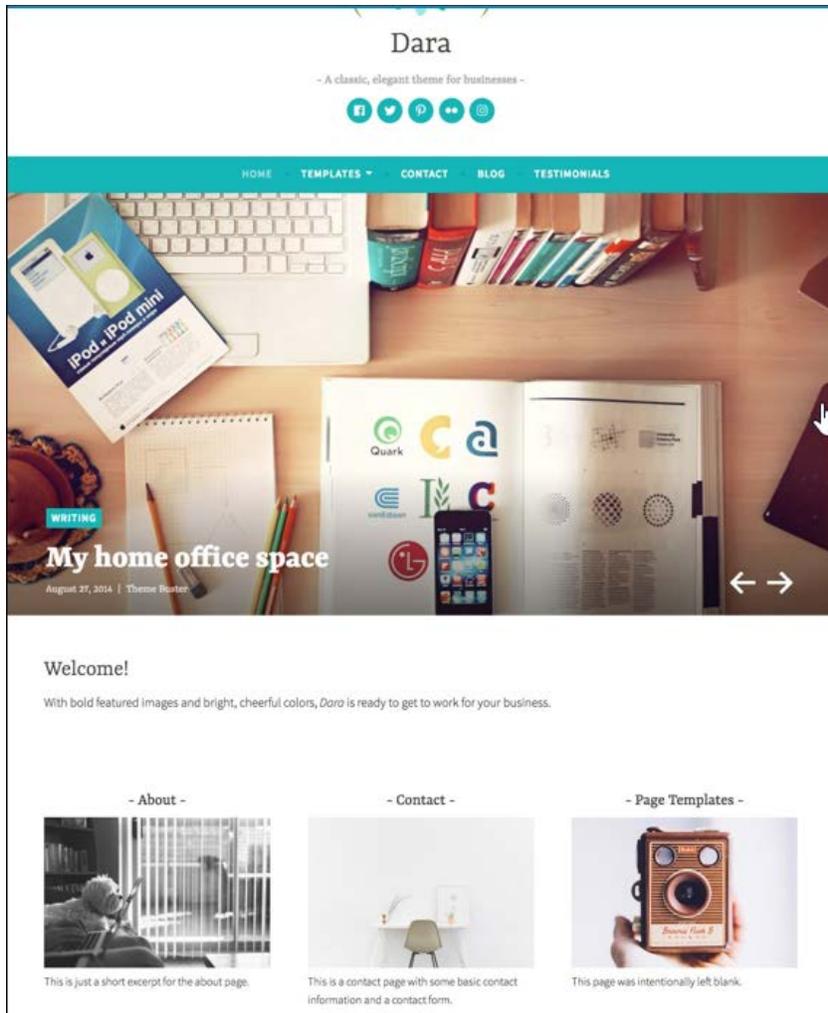


Loading Your Theme

While WordPress (free version) comes with 100 free themes and these are the templates that allow you to change the look of your page, we are sticking with one theme for this course. There are too many variables between themes as they are built by multiple people, so we made the decision to keep as many inconsistencies out of the class as possible. We'll be using the xxx theme for our class.

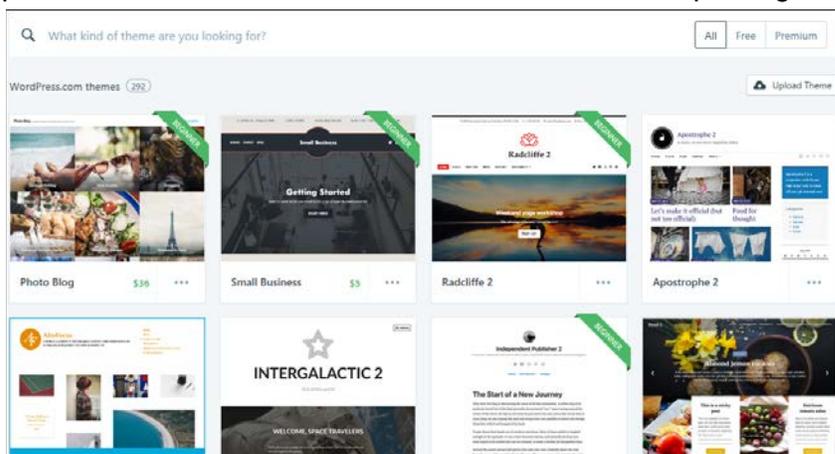
You might not like the colors or the images in the theme but that's OK. We can fix those things. We will be including a list of the type of images we suggest you have available for the class so you'll be ready to make those changes immediately.

And, after the class, you can change to another them, once you have the basics down on how to use the theme we've chosen for the class for some very specific reasons.



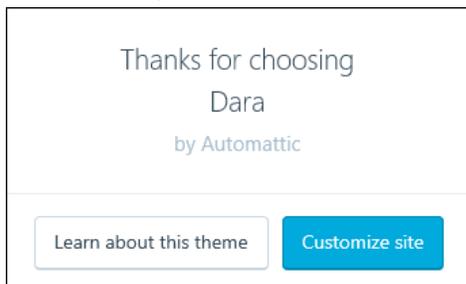
To obtain the theme:

1. On the left side of your screen, you will see the Master bar. Scroll down and locate the personalize section, and click on the Themes link to open a grid view of all available themes.



2. Use the right scroll bar to scroll through the available themes, and find the theme called Dara.

3. Click on it once to view the details. You can click on the Open Live Demon button to view it in action if you want to.
4. At the top right corner of the details section, click Activate this design.



5. Once you see the message, you've successfully installed the theme, so click Customize the site.

This is all the work you need to do in WordPress to be ready for the class. Then just attend one of the check in meetings and let me view your screen, showing the Resume screen for your site, and I will check you off the list and you'll be ready for the class.

The next part of this document is a list of graphics and other materials that you will need to have ready for the class.

Items Needed for the Class (Pre-Class Homework)

You will need the following items for the class:

- An electronic version of your resume (I suggest you save it in a PDF format). See Appendix A regarding a discussion of PDF documents and why you should use them in your Portfolio.
- Electronic copies of the portfolio pieces you want to display online, depending on what you plan to display.
- A screen shot tool such as SnagIt to use in creating graphic images (under \$50)
- We will also need 150x150 pixel images (thumbprints) of each of your portfolio pieces plus a larger image for each portfolio piece of 350x350. It is easier to size down than to stretch out to a larger size.
- Banner image for the front page of 1180x360 pixels
- Bring the link addresses to Facebook, LinkedIn, Twitter, and any other social media that you want to connect to your online resume. If you remember looking at the Dara theme, there were social media icons at the top of the theme. We'll be adding them back, using your information so people can click on them and be connected directly to your social media sites.



- Have a writeup of each portfolio piece that contains information about each portfolio piece. How did you develop it? Was it a team project or a solo piece that you worked on alone? What tools did you use to create it? Why did you select it if you had lots of other work samples? The story about each portfolio piece is almost as important as the sample itself.

Some Things to Consider with Portfolio Pieces

Here are some things to think about prior to the class is getting your portfolio pieces ready:

- Plan to have at least a screenshot of the best parts of a web-based portfolio piece. Do not plan to link to a live site for the following reasons:
 - Web sites are constantly maintained and one day your work could be written over.
 - Entire sites can disappear and then you have nothing to show for your work.
 - Show the parts that you did and not the entire sites.
- A sample of your work is nothing without the story behind it. Make sure to answer these questions in the story you tell about each portfolio piece:
 - What parts did you do?
 - What tools did you use?
 - How long did it take?
 - What obstacles did you overcome to create it?
 - What were the constraints?
 - Was it an internal document?
 - For instance, was it revised daily in a War Room environment and delivered nightly to another site so people could continue working 24/7?
 - Make the story interesting and compelling to show yourself in your best light.
 - Make yourself the hero of your own story. If you don't toot your own horn here, who will?
- When using pieces that are marked as confidential, proprietary, etc., here is a work around. I worked for a medical lab where much of the material was proprietary. However, I was using an online help design and navigation system that I owned and there were pages on the site that didn't give away any confidential information. Here's the solution I came up with:
 - I was able to take screenshots of those pages.
 - I showcased my work without compromising any confidentiality agreements.
 - I created a short story about each page and called attention to the information I wanted my viewer to see.

You can see a sample of how I did that at www.linlaurie.com/portfolio1/ and click on the image showing [Genoptix Medical Laboratory](#).

- Supply lots of samples of your work. You never know what will appeal to the person reviewing your portfolio. I got my first writing job because I happened to bring editing proofs from a SDK review where I'd marked Gerund and circled each heading that needed to be changed. The interviewer, whom I originally thought was just not that into me, perked up when he saw my editing work and said, "Well I guess since you know what a gerund is, we'll give you a try."

Look at other people's sites for ideas. Here are the two sites we're using in the class and I encourage you to explore and come to our course ready to build something special that shows who you are and the type of work you do.

If you must play...

Set up a new email address and another version of the site. Save one for the class and leave it in the state mentioned above. Open the second site and play to your hearts content. However, anything you do in your play environment, will not likely be covered in class and we don't want to encourage you to lead the class in a different direction by asking questions outside the scope of the class. After the class, you can take the site you built in your class and modify it to your hearts content.

<https://wordpress.com/customize/thelinlaurie.wordpress.com>