

Business Support Guides

Your Business supported in a few Simple Steps

Guide 7: Setting up a business website Part 1



Hull
City Council

Managed Workspace Centres

Setting up a business website PART ONE

In this four part guide, I'll show you how to create and manage a basic WordPress website using the free WordPress.com hosting. The first part will help you set up with an account, domain name, and a template, the second part will show you how to customize your website and make choices about the design & styling, the third part will help you make a start on the website's posts and pages, and the fourth part will take you through the important settings and options.

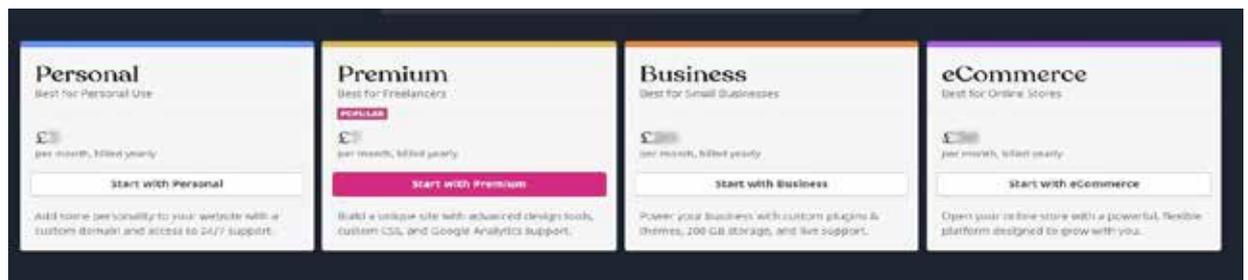
Step One

Go to www.wordpress.com, click on 'See Plans' and then 'Compare Plans'.

Step Two

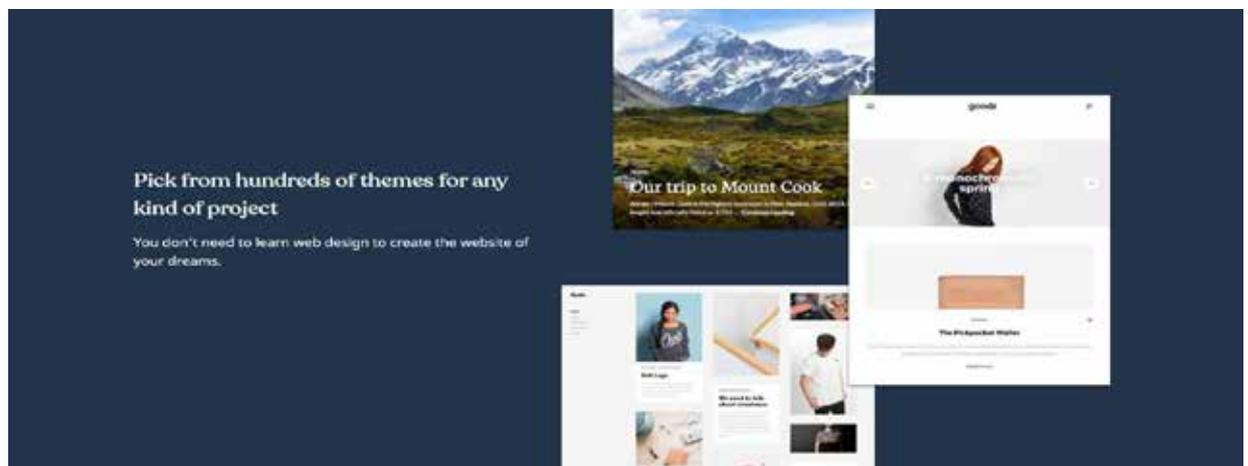
- The Free plan comes with a range of basic features, but if you would like a custom domain name (which won't have wordpress.com in the URL), they're part of the Personal plan which costs £3.00 per month.

WordPress offers four different types of website, but we'll be using the regular website option, so click 'Start with a website'.



Step Three

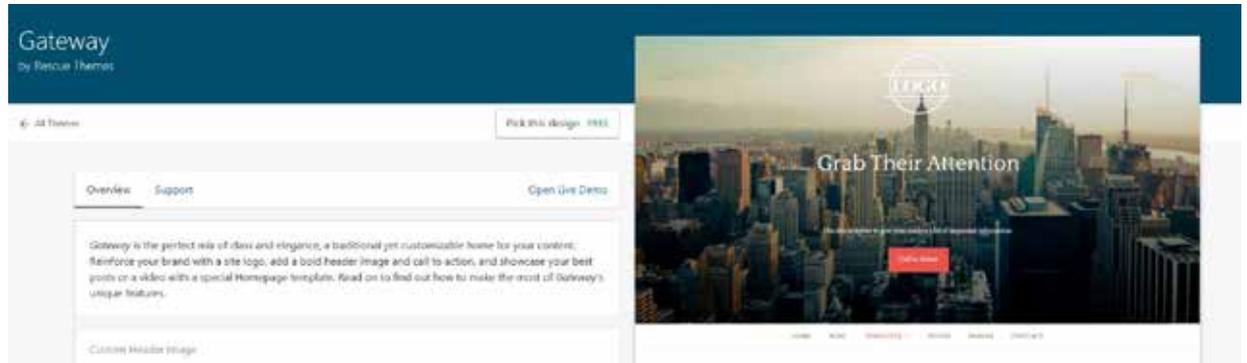
Here you can choose from a wide range of free themes. On WordPress, themes are templates which can be used to build a website. WordPress will give you a random selection of themes – I've used Gateway for this guide. Each theme has a different layout, but they all come with the same features and are all easy to use.



Now it's time to finalise the account by entering your email address, then creating a username and password. You'll receive a confirmation email with a link in it after clicking 'Create My Account'.

Step four

Here you can choose from a wide range of free themes. On WordPress, themes are templates which can be used to build a website. WordPress will give you a random selection of themes – I've used Gateway for this guide. Each theme has a different layout, but they all come with the same features and are all easy to use.



Step five

Type your business name into this box, and then choose from the domain options. You might find that there's limited availability of your preferred domain name, so WordPress might come up with some different variations – like putting numbers into the name or some special characters.

Step six

Now it's time to finalise the account by entering your email address, then creating a username and password. You'll receive a confirmation email with a link in it after clicking 'Create My Account'.

Step seven

Your new WordPress website is now up and running.

In the second part we'll look at the many ways you can customize the design & styling of your website

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