

Websites Step-by-Step

STEP-BY-STEP GUIDES TO:

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*Once you have read the Introduction on page-2, click on the
Section headings above to go straight to the relevant guidance*

Last Updated – 1st October 2026

INTRODUCTION

TECHY STUFF

1. This Guide is aimed at Users of a Desktop or Laptop and with a reasonable ability to use, programmes such as the MS Word programme. If such Users have ever tried “right-clicking” on any website page they will know that underlying what the page shows is the “source code” which generates what they are seeing. There is no requirement for this Guide’s Users to have or develop any of the technical skills needed to write such code; instead the Guide will familiarise them with the essentially “WYSIWYG” software, such as website templates, Wordpress and Bakery Page-maker, which will write the underlying code for them.

PREAMBLE

2. To author your own website, the first step is to purchase an available name of your choice which in turn requires you to contract with a domain-hosting supplier; the approximate costs associated with these is an annual fee of c£10 for a domain name and c£10 per month to host it or more if you wish to host more than one domain and act as a sell-on retailer of both domain names and their hosting.
3. **Section 1** below takes you step-by-step through the process of contracting with a domain-hosting company, the purchasing of the domain name you will use for your website and the functions and features of the “cPanel” which enables you to author a website.
4. If you have no prior experience of the above you may prefer to find out more about the authoring of website pages (ie what appears on the website) before committing to the payments approximated above; you can easily gain that experience by authoring approved “**Posts**” on an already existing website. If you would like to do that, go straight to **Section 3** of this guide, then return to **Section1** later when you are ready to host your own website.

SCOPE & LIMITATIONS

5. Commercial websites come in a range of complexities, depending on their purpose and whether they support e-Commerce.
6. This Guide is intended for ab-initio users and is designed to enable a reasonably competent user of information technology to author their own or a small company’s website, or to make **Posts** on an existing website to which they have access as a **Subscriber**.
7. Websites can be written using any one of a very wide selection of tools; this guide illustrates the use of just two popular versions of these, namely **Wordpress** and **Bakery** page-maker. This is not as great a constraint as it at first sight may appear as the general techniques illustrated in this Guide transfer relatively easily to other similar web-authoring options

ATTRIBUTION & LIABILITY WAIVER

8. This Guide was authored on a non-commercial basis by Terry Nash, with George Robertson providing user feedback on its practical application; others are similarly invited to submit feedback on their user-experience at *mail@lifestories.info*
9. The guidance provided is to be applied entirely at the discretion of users who acknowledge that the Author carries no associated responsibilities.

SECTION 1

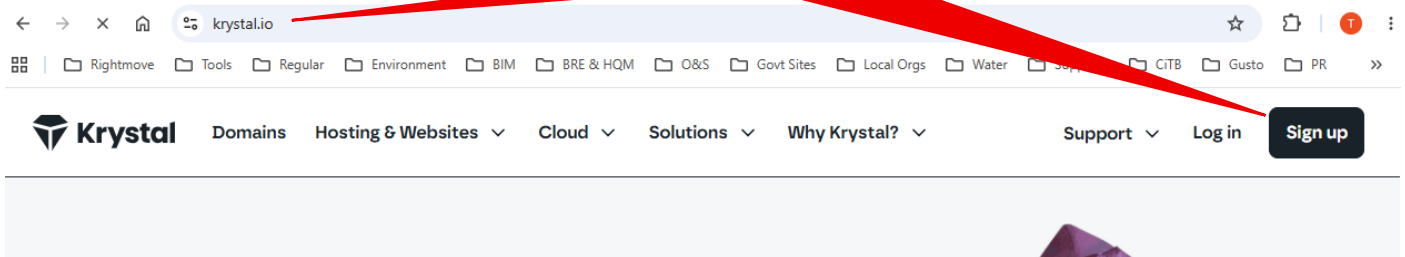
STEP-BY-STEP GUIDE TO PURCHASING AND HOSTING DOMAINS

10. There are companies world-wide that offer domain-hosting and cPanel services that can be found via Google using the search-term “domain hosting UK”. This Guide uses **Krystal** as a typical example which combines a cost-effective service with a prompt “Ticket” response if/when you run into any queries. They will even help with aspects of your own website if needed, although you can usually get any support you need by posing an appropriate question to an AI portal, such as Microsoft Copilot, and letting it know if its first “solution” does not work.
11. For the purposes of this Guide, all images are based on Krystal as the service provider; the “clicks” shown take you to the next Step when selected.

SETTING-UP A KRYSTAL ACCOUNT

Step 1:

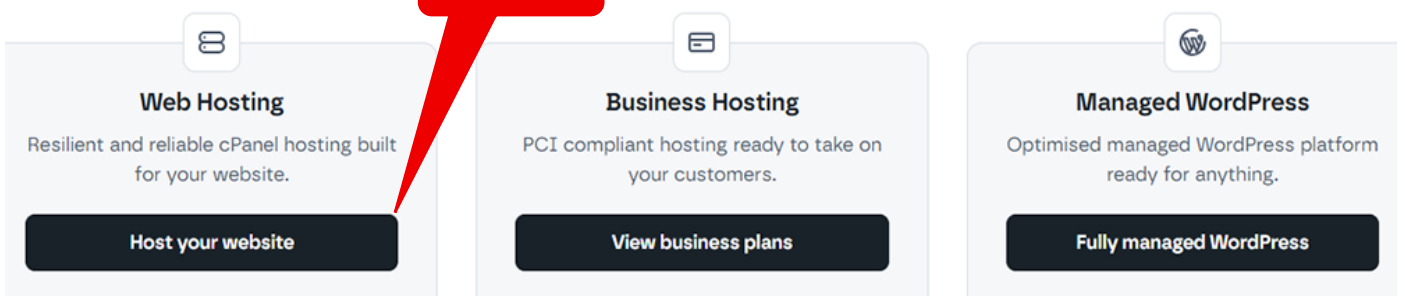
Go to the Krystal website and click here



Step 2:

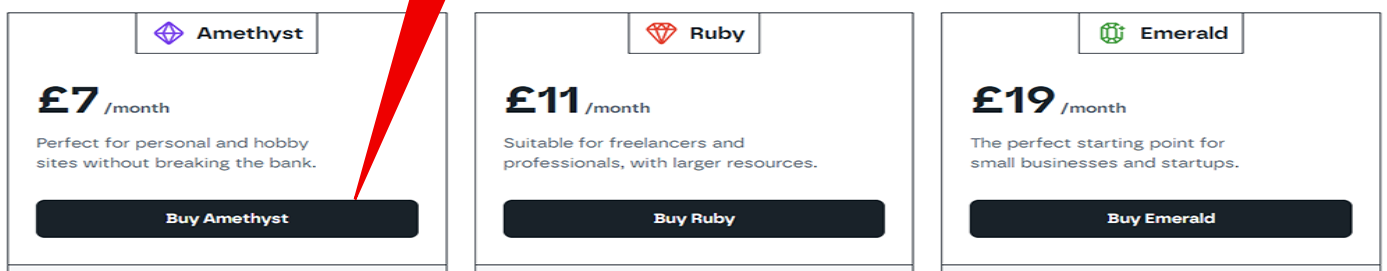
Select a service below to get started

Click here



Step 3:

Click here



Step 4:

Which domain do you wish to use?


New Domain
Register a new domain


Transfer Domain
Transfer a domain to us


Existing Domain
Change your nameservers

Don't know the domain you'd like to use with this project yet? [Skip this step and continue with a temporary hostname.](#)

Click here

Step 5:

Billing

Choose a billing option to suit your needs.

Monthly
£7.00

Annually
£70.00
2 months FREE — Save 16.67%

Biennially
£126.00
6 months FREE — Save 25%

Configurable Options

Choose your desired configuration.

Location

London

Continue

Choose the Billing option wanted then click here

Step 6:

Review & Checkout

Products & Services		Order Summary																			
<table><thead><tr><th>Product/Options</th><th>Price/Cycle</th></tr></thead><tbody><tr><td>Type: Shared Hosting</td><td></td></tr><tr><td>Package: Amethyst</td><td></td></tr><tr><td>Domain: ba12c9c4aae40b56663caef4571afdd5-10988.sites.k-hosting.co.uk</td><td>£7.00</td></tr><tr><td>Options: Location: London</td><td>Monthly</td></tr><tr><td>Actions: Edit Remove</td><td></td></tr></tbody></table>		Product/Options	Price/Cycle	Type: Shared Hosting		Package: Amethyst		Domain: ba12c9c4aae40b56663caef4571afdd5-10988.sites.k-hosting.co.uk	£7.00	Options: Location: London	Monthly	Actions: Edit Remove		<table><tbody><tr><td>Subtotal</td><td>£7.00</td></tr><tr><td>UK VAT @ 20.00%</td><td>£1.40</td></tr><tr><td>Totals</td><td>£8.40</td></tr></tbody></table>		Subtotal	£7.00	UK VAT @ 20.00%	£1.40	Totals	£8.40
Product/Options	Price/Cycle																				
Type: Shared Hosting																					
Package: Amethyst																					
Domain: ba12c9c4aae40b56663caef4571afdd5-10988.sites.k-hosting.co.uk	£7.00																				
Options: Location: London	Monthly																				
Actions: Edit Remove																					
Subtotal	£7.00																				
UK VAT @ 20.00%	£1.40																				
Totals	£8.40																				
Empty Cart		Got a promo / referral code? Checkout																			

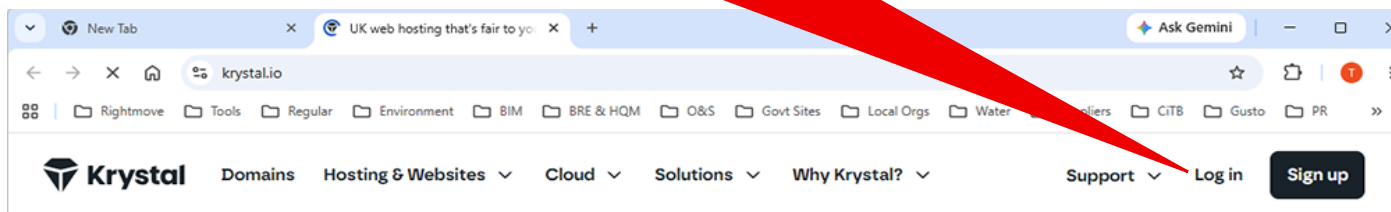
Ensure details are correct then click here

Step 7: Once you have selected Checkout you will go to further forms to fill-in the personal details requested, including choosing your Username and Password. The former can be easily memorable to you but not easily guessed by a third-party.

A TOUR AROUND YOUR KRYSTAL ACCOUNT

Step 1:

Open the Krystal website then click here



Step 2:



Sign in to your account

Email

Password

[Forgot your password?](#)

OR

Enter the email address and password you have registered with Krystal, then click here

Step 3:



Two-factor authentication

☐

Don't ask for additional verification again?

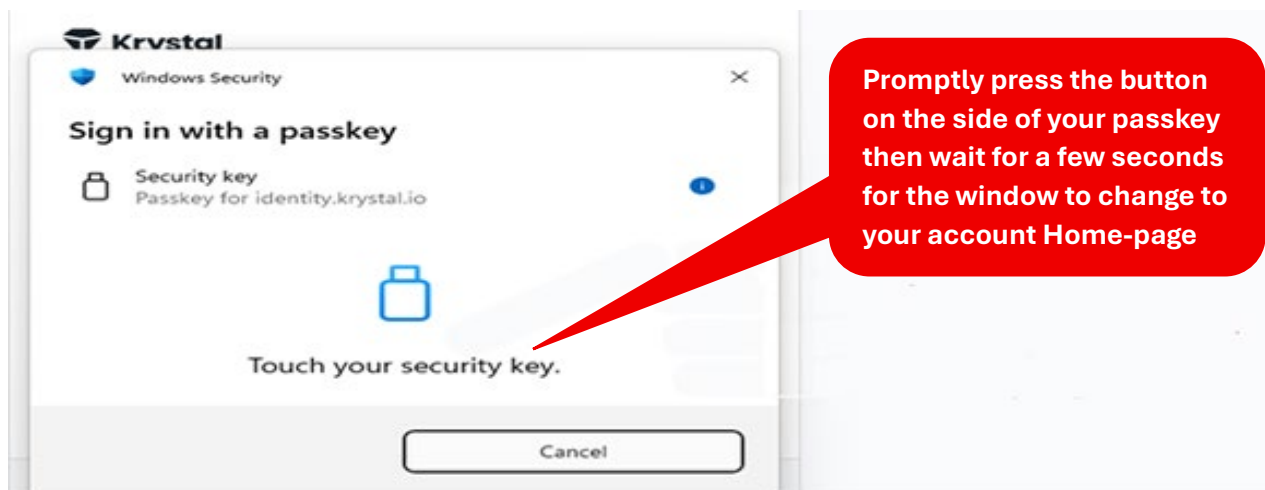
If checked, you won't need to do this again in this browser unless you log out of your account.

OR

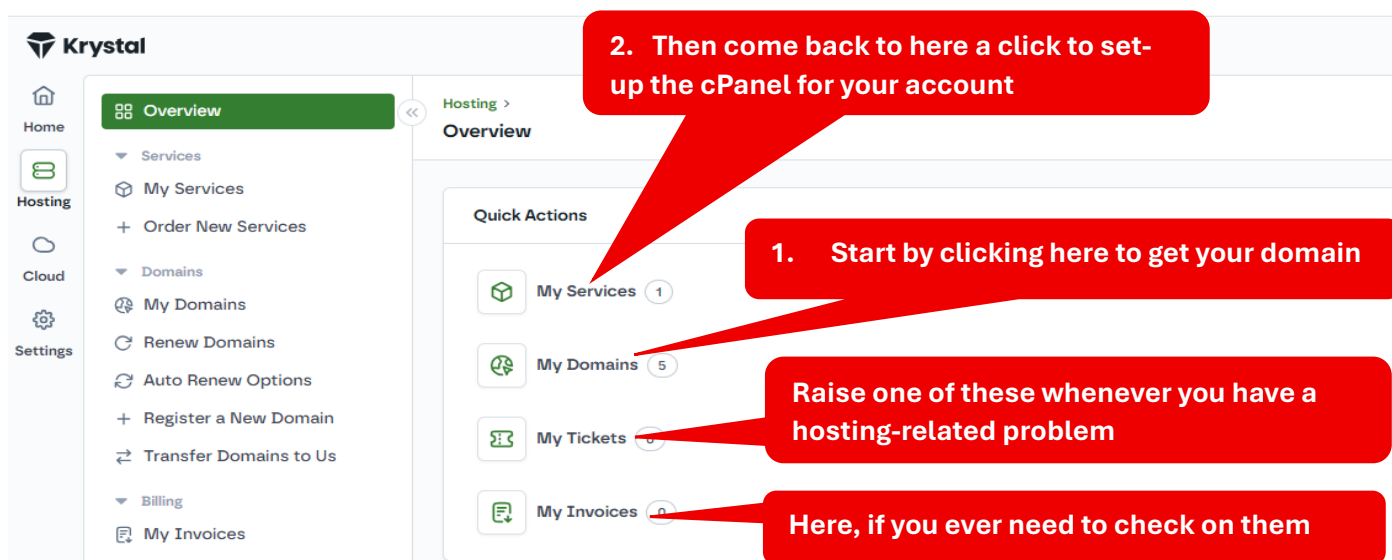
Ideally, use this, rather than a recovery code; to obtain one Google "USB passkey"

Alternatively, you get these from Krystal on request

Step 4:



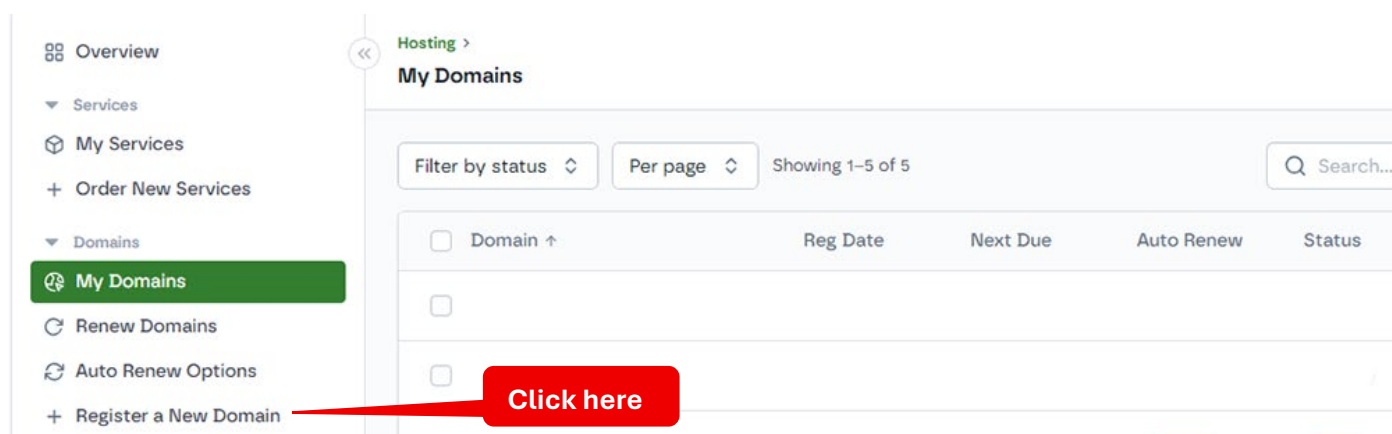
YOUR ACCOUNT HOME-PAGE



BUYING A DOMAIN

Step 1: Select "My Domains" in your account Home-page, as above.

Step 2:



Step 3:

Register Domain

Find your new domain name. Enter your name or keywords below to check availability.

Search for your ideal domain

Domain Name

Find your new domain name

Search

Type-in the domain name you want, lets say "mychosendomain"

Then click here

Step 4:

Register Domain

Find your new domain name. Enter your name or keywords below to check availability.

Search for your ideal domain

Domain Name

mychosendomain

Search

Searching this domain name shows below that some are available, shown green, and some are already taken, shown red; click the green "Register" button for the suffix you prefer

✓	.co.uk mychosendomain.co.uk	Available to register Register today from £7.99	+ Register
✓	.uk mychosendomain.uk	Available to register Register today from £7.99	+ Register
✓	.info mychosendomain.info	Available to register Register today from £19.99	+ Register
✗	.com	Taken, but transferable if you own it	⇄ Transfer

Step 5:

To complete the purchase of the domain you have selected, continue by following the on-screen instructions.

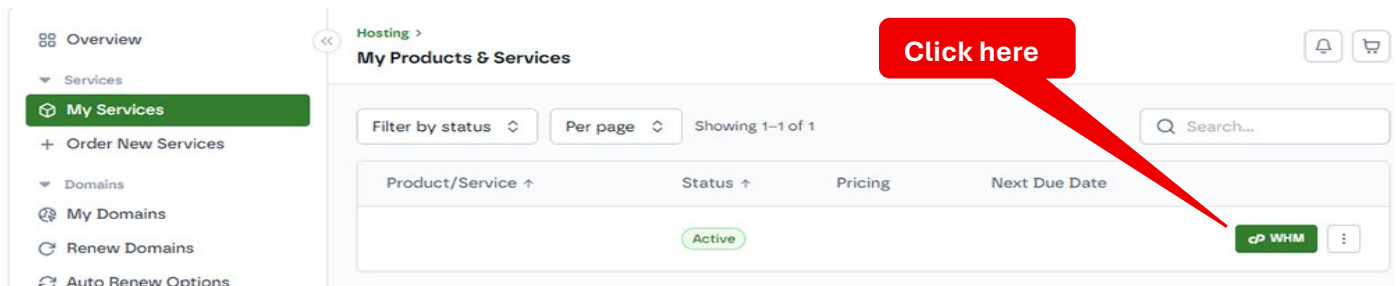
SETTING-UP A cPANEL ACCOUNT FOR YOUR DOMAIN

(Which is where you will set-up your email(s) and website)

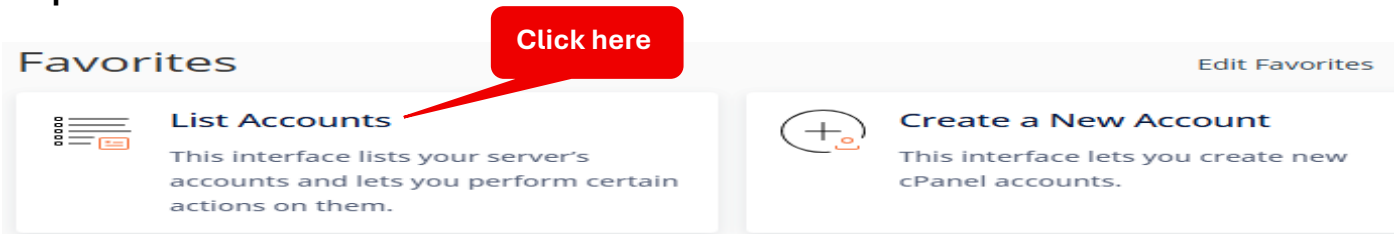
Step 1:

Select “My Services” on the “Your Account Home Page” image on page-6.

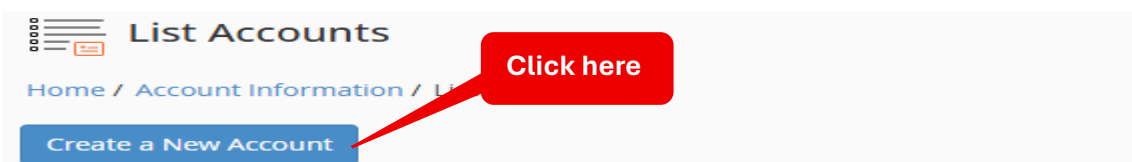
Step 2:



Step 3:



Step 4:



Step 5: Which opens a long form

The screenshot shows the 'Domain Information' form. It has several fields: 'Domain', 'Username', 'Password', 'Re-type Password', 'Strength (Why?)', and 'Email'. Below these is a 'Package' section with a 'Choose a Package' dropdown. Red callout bubbles provide instructions: 'Ignore what is above this section, unless it asks you to set-up a “package”; if so, choose “Unlimited”' points to the top of the form; 'Insert your domain name' points to the 'Domain' field; 'Choose, insert here & record' points to the 'Password' field; 'Insert your email address' points to the 'Email' field; 'Choose the “Unlimited” package you set-up at the top of the form – or you may be asked to set it up here' points to the 'Package' dropdown; and 'Then ignore the the next 2 boxes, “tick “ the 3 squares in the 3rd box and the click “Create”' points to the bottom of the form.

cPANEL SERVICES

You will now be on the screen below; if not, select “List Accounts” on the Step 3 image on page-8.

Page: First 1 Last All Per Page: 30

Select here; the blank cells below will be auto-filled with your details

	Domain	Quick Links	IP	Username	Contact Email	Setup Date	Partition	Quota	D

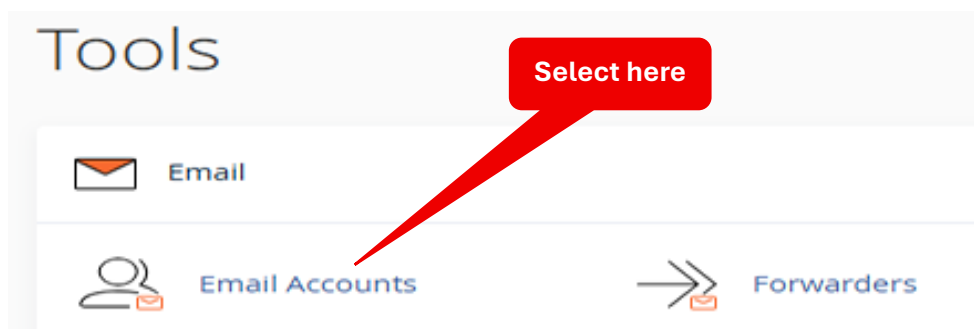
The above selection will take you to a long list of the “**Tools**” used to add features and attributes to your domain, including e-mail addresses (ie yourname@your domain name), turn your “http” domain into a secure “https” domain, and enable you to mount a website on your domain.

We will look at each of these in turn below:

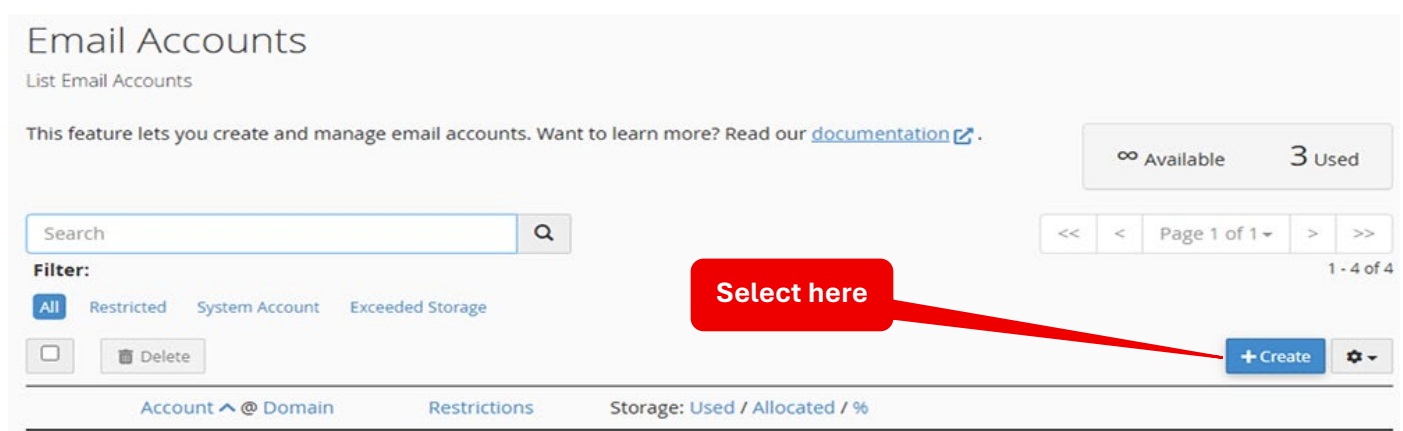
Adding Email Addresses:

“Emails” will appear at the top of the **Tools** list that appears when “**cP**” is selected 1 above, taking you to:

Step 1:



Step 2:



Step 3:

Email Accounts

List Email Accounts / Create an Email Account

Use this page to create new email addresses for any of the domains on your cPanel account. Want to learn more?

CREATE AN EMAIL ACCOUNT

Show/Hide Help ?

Username ?

Enter your email address's username here. @yourdomain

Missing a domain?

Password

Enter Password  Generate

Optional Settings  Edit Settings

☐ Stay on this page after I click Create.

+ Create [← Go Back](#)

3 Enter user-name of your choice

1 Generate and save a copy of the password; there is no way to recover it later, but you can change it to another one if you lose it and need it, using the "manage" button shown at Step 4

2 Select

Step 4:

Email Accounts

List Email Accounts

This feature lets you create and manage email accounts. Want to learn more? Read our [documentation](#).

∞ Available 3 Used

<< < Page 1 of 1 > >> 1 - 4 of 4

Search

Filter: All Restricted System Account Exceeded Storage

☐ Delete Show my restricted accounts.

+ Create 

Account @ Domain	Restrictions	Storage: Used / Allocated / %	
☐ >	✓ Unrestricted	80.27 KB / 250 MB / 0.03%	Check Email Manage Connect Devices

Select here

Best practice is to manage the contents of your email folders by deleting unwanted contents; having done so, if you receive a "space" warning you can allocate more space via the above "Manage" button

Step 5:

Secure SSL/TLS Settings (Recommended)

Username:	yourusername@yourdomain
Password:	Use the email account's password.
Incoming Server:	mail.yourdomain IMAP Port: 993 POP3 Port: 995
Outgoing Server:	mail.yourdomain SMTP Port: 465
IMAP, POP3, and SMTP require authentication.	

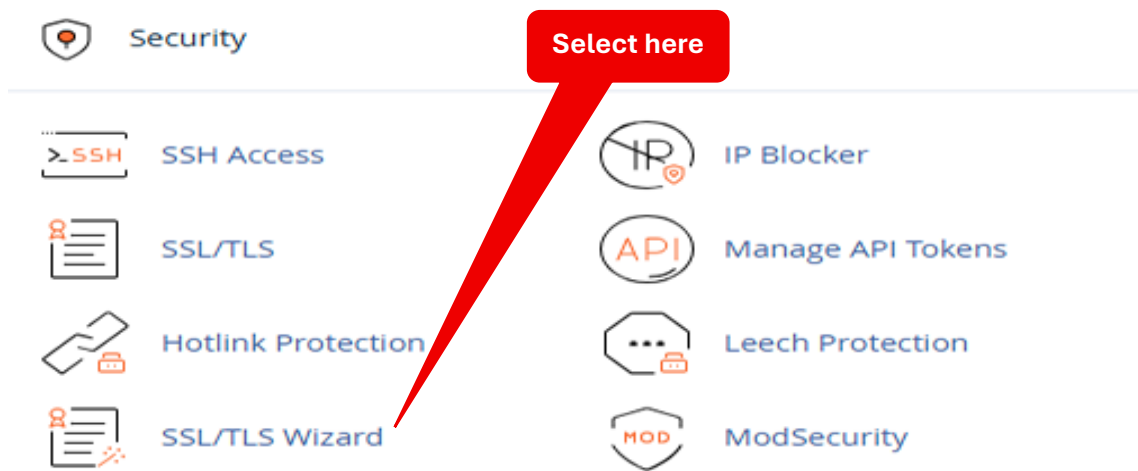
These are the details needed to set-up the email account on your device(s); the password is the one you generated at Step 3 Point 2

Making Your Domain Secure:

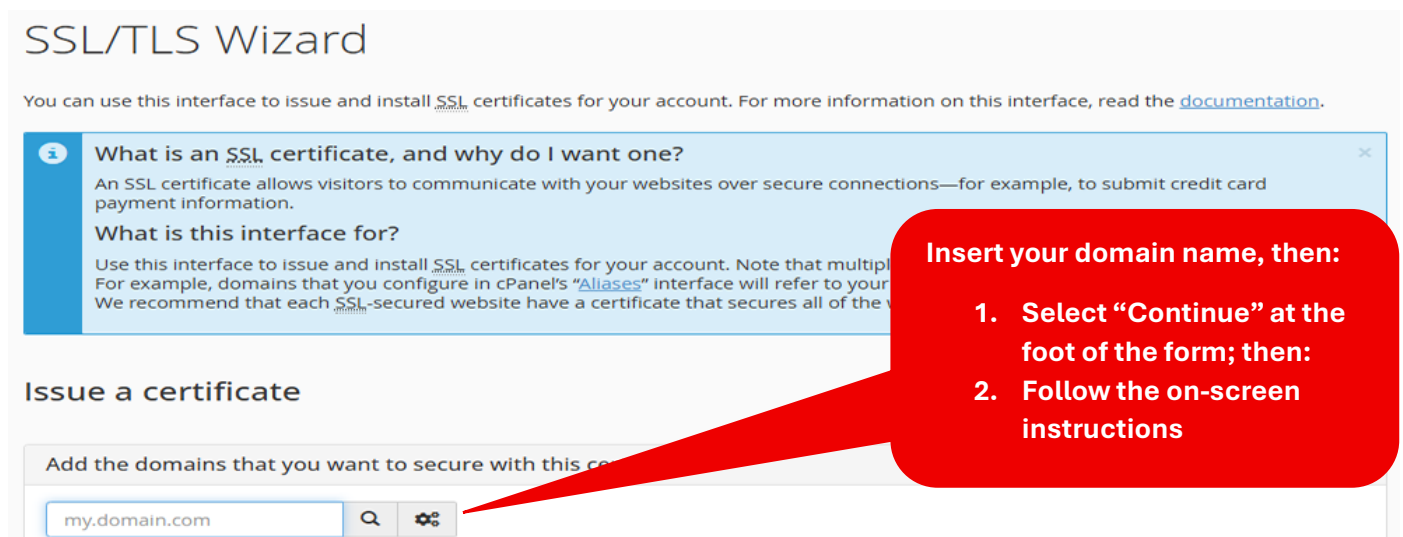
(By changing it from an “http” domain to a “https” domain)

Step 1:

The controls to do this are further down the “**Tools**” list, so scroll until you come to:



Step 2:



Adding Website Authoring Software to Your Domain:

Step 1:

The controls to do this are even further down the “Tools” list, so scroll until you come to:

Step 2:

Software

WordPress Manager by Softaculous

Optimize Website

Setup Node.js App

RubyGems

Softaculous Apps Installer

Select PHP Version

WordPress Management

Install Scan Remote Import Manage Sets Security Measures Featured Plugins

Step 3:

Install Overview Features Screenshots Demo Ratings Reviews Import

Software Setup

Choose Installation URL
Please choose the URL to install the software

Choose Protocol Choose Domain In Directory

Your installation URL:

Choose the version you want to install
Please select the version to install.

7.1

Site Settings

Site Name

Site Description

Enable Multisite (WPMU) ☐

Disable WordPress Cron ☐

Admin Account

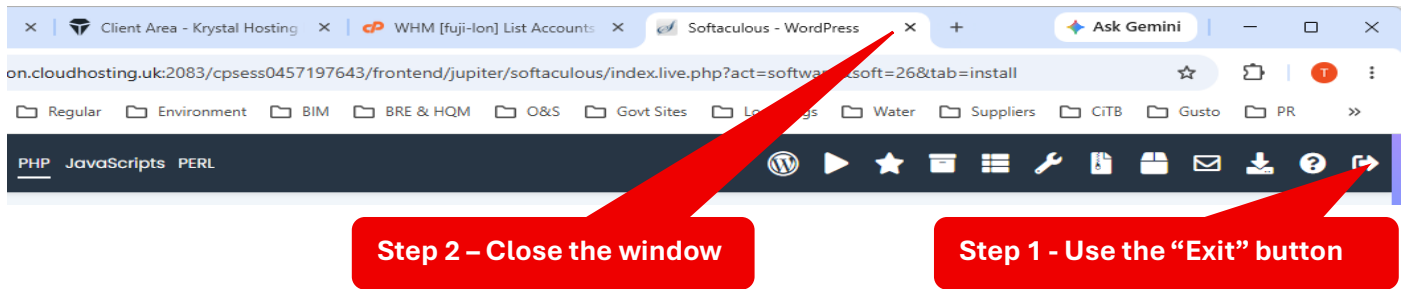
Admin Username

Admin Password

Bad (18/100)

Admin Email

NB: You are now ready to leave Krystal and work directly on your new website; when doing so you will still be interacting with the Krystal server via Wordpress, rather than your own hard-drive. When exiting Krystal, note in the image below that in the course of installing emails etc you have been opening multiple internet tabs. Closing each of the 3 open windows in the image below involves two steps for each window as shown:



SECTION 2

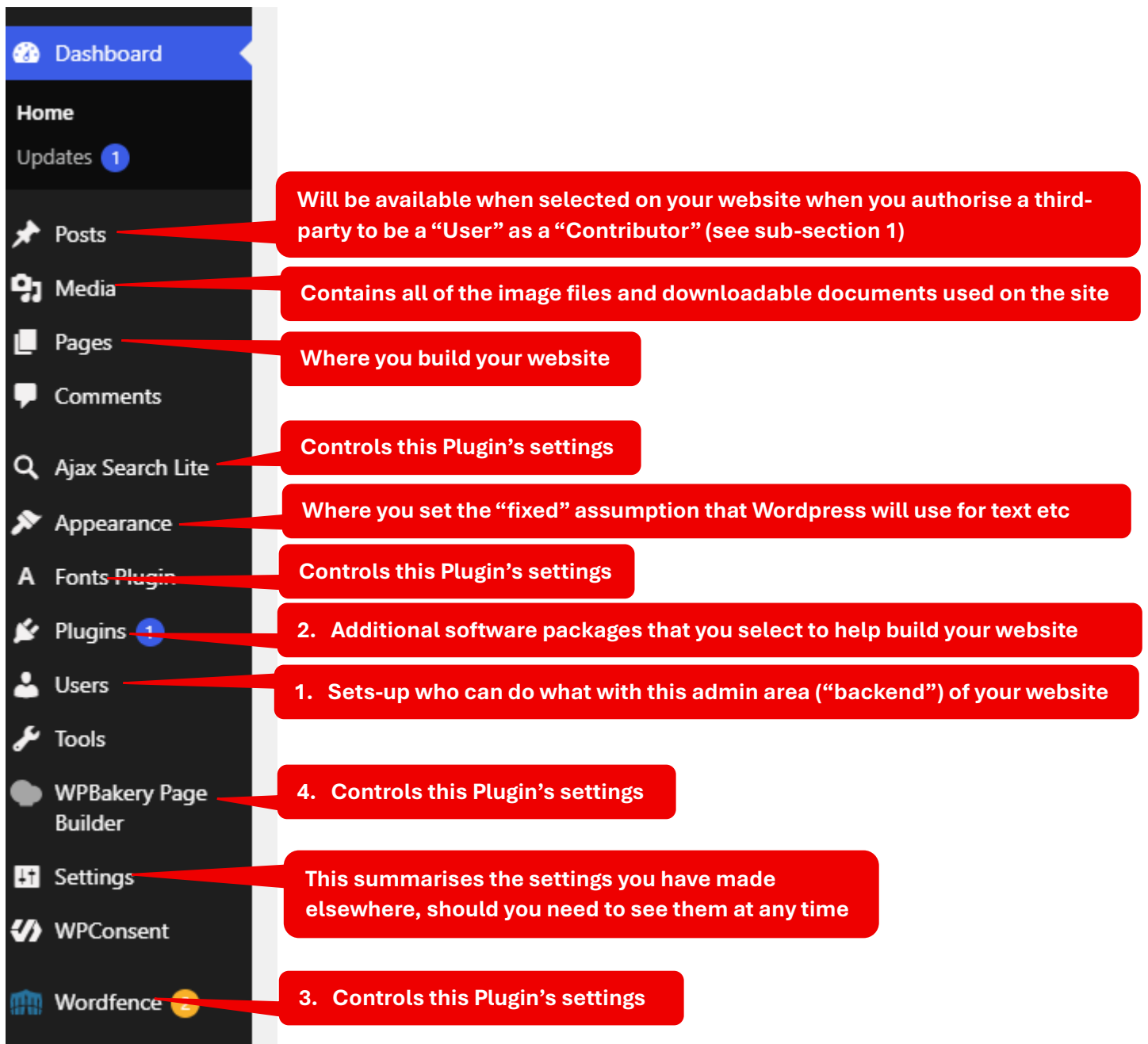
CONFIGURING YOUR WORDPRESS INSTALLATION

Note throughout that your website is on the Krystal computer, so when building your website you will be interacting with Krystal's computer via the internet rather than your own.

For the purposes of illustration and as an example, all the images in this section are taken from the basic website at <https://lifestories.info/>

Go to "https://yourdomain/admin/" to open your Wordpress installation' login dialogue box; login using the username and password chosen and noted at Step 3 on page-12.

This will take you to the Wordpress dashboard with a menu list on the left hand side which covers all the elements that will help you build your website and what it will look like when viewed by Users. Apart from the Wordpress software itself, the elements numbered below are explained sequentially in the sub-sections that follow, with the remainder explained as they become relevant.



"Users"

(Selection 1 on the Dashboard image on page-13)

There can be any number of Users of the "**backend**" of your website, as set-up by you allocating to each a Category which gives them certain permissions; "**Contributors**", for example, are able to draft **Posts** which you (as the Admin User) then approve to go live on the website. Every User you authorise has their own Username and Password which confines them to the features of the website "**backend**" that you have authorised them to use; none of these Users can see or alter anything you have inputted, the effects of which they can only see by visiting the website itself.

Importantly, only you as the sole **Administrator** has full access to all aspects of your website; use the guide below to setup other Users should you ever wish to do so.

Step 1:

Click on "**Users**" on the Dashboard menu list.

Step 2:

Select

Users [Add User](#)

All (3) | Administrator (1) | Contributor (2) | 2FA Active (0) | 2FA Inactive (3) | Passkey Active (0) | Passkey Inactive (3)

Bulk actions [Apply](#) Change role to... [Change](#) [Grant Roles](#) Add role... [Add role...](#)

☐	Username	Name	Email	Role	Posts	2FA Status
☐	...	...	...	...	...	...

Step 3:

Add User

Username (required)

Email (required)

First Name

Last Name

Website

Password [Generate password](#)

[Hide](#)

Strong

Send User Notification ☒ Send the new user an email about their new account

Role [Administrator](#)

Additional Authentication Grace Period ☐ Allow a grace period for this user

Other Roles [Select additional roles for this user](#)

[Add User](#)

You choose & note

Complete these 3 boxes

Leave blank

Generate & note

Select the Roles that you wish to allocate to any additional Users – but not this one

Essential you have noted Username & Password before selecting this

“Plugins”

(Selection 2 on the Dashboard image on page-13)

So far you have only installed the Wordpress software that will enable you create your website inputting WYSIWYG instructions rather than needing to write code. **“Plugins”** are additional software packages that are compatible/integrated with Wordpress; they enable you to add features to Wordpress, such as provide site security (**“Wordfence”**), make Page creation easier (**Bakery**), increase **Font** options or create **Forms**.

Most basic Plugins are free to download but some need to be purchased, as do Premium versions of the free ones; some you will also find pre-installed with Wordpress which can be deleted if you have no use for them. The image below shows as an example the Plugins used by the **Life Stories** website with, alongside each Plugin, a brief outline of what they are there to achieve.

[Click here to add a Plugin](#)

Enter here a keyword for the type of Plugin you need; a long list will appear at the top of which are the ones most regularly chosen. Make sure to choose one that is compatible and has the most satisfied users

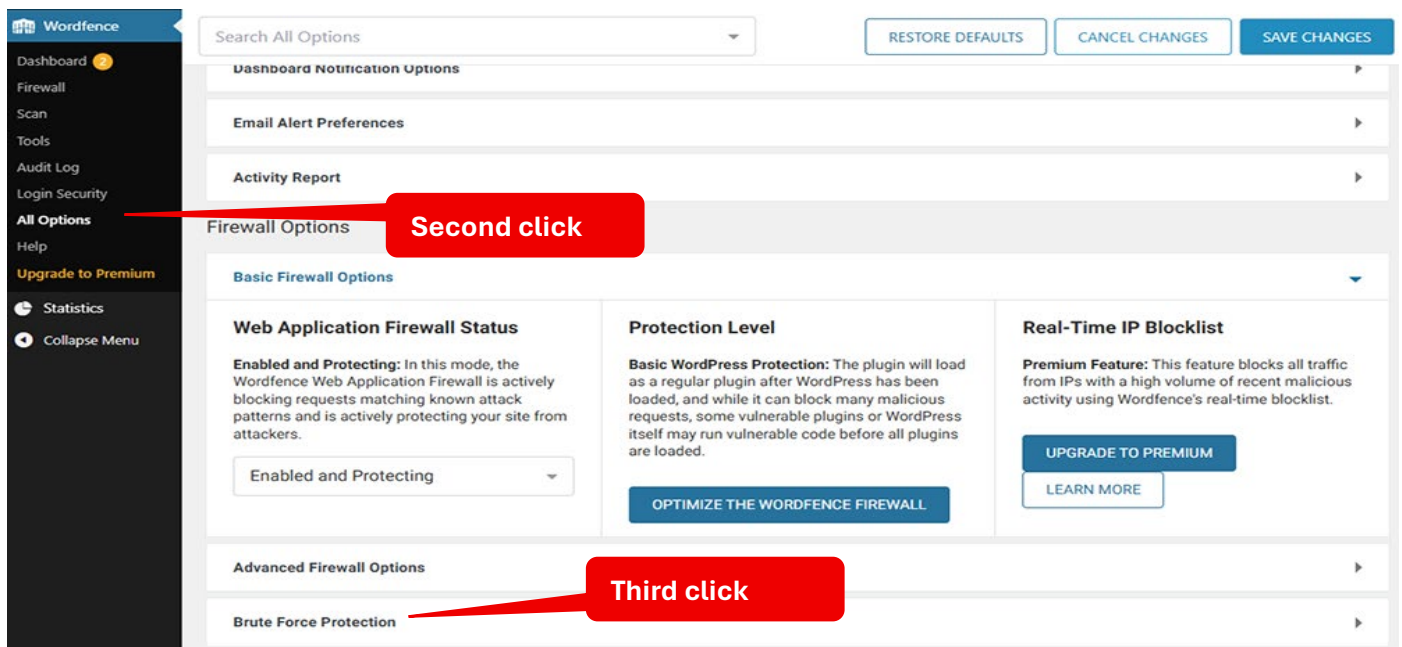
Plugins Add Plugin		
All (8) Active (8) Update Available (1) Auto-updates Enabled (7) Auto-updates Disabled (1)		
Search installed plugins		
Bulk actions ▼ Apply		
☐ Plugin	Description	Automatic Updates
☐ Ajax Search Lite Deactivate	The lite version of the most powerful ajax powered search engine for WordPress. Version 4.14.5 By Ernest Marcinko View details	Disable auto-updates
☐ Fonts Plugin Pro Deactivate License Documentation	Thank you for upgrading to Google Fonts Pro. Version 1.8.7 By FontsPlugin.com View details	Disable auto-updates
☐ Fonts Plugin Use Google Fonts, Adobe Fonts or Upload Fonts Deactivate Settings Documentation	The easiest to customize fonts in WordPress. Optimized for Speed. 1000+ font choices. Supports Google Fonts, Adobe Fonts and Upload Fonts. Version 4.2.2 By Fonts Plugin View details	Disable auto-updates
☐ User Role Editor Settings Deactivate	Change/add/delete WordPress user roles and capabilities. Version 4.66.1 By Vladimir Garagulya View details Changelog	Disable auto-updates
☐ Wordfence Security Upgrade To Premium Deactivate	Wordfence Security - Anti-virus, Firewall and Malware Scan Version 9.0.1 By Wordfence View details	Disable auto-updates
☐ WP Statistics Get Premium Settings Docs Deactivate	Get website traffic insights with GDPR/CCPA compliant, privacy-friendly analytics. Includes visitor data, stunning graphs, and no data sharing. Version 14.16.13 By VeronaLabs View details Visit WordPress.org page Rate this plugin	Disable auto-updates
☐ WPBakery Page Builder Settings Deactivate	Drag and drop page builder for WordPress. Take full control over your WordPress site, build any layout you can imagine – no programming knowledge required. Version 8.7.4 By WPBakery View details Customer Center	Enable auto-updates
 There is a new version of WPBakery Page Builder available. View version 9.0.1 details or update now. To receive automatic updates license activation is required. Please visit settings to activate your WPBakery Page Builder.		
☐ WPConsent Get WPConsent Pro Dashboard Deactivate	Improve your WordPress website privacy compliance. Custom cookie banner, website scanner, automatic script blocking, and easy cookie configuration.	Disable auto-updates

“Wordfence”

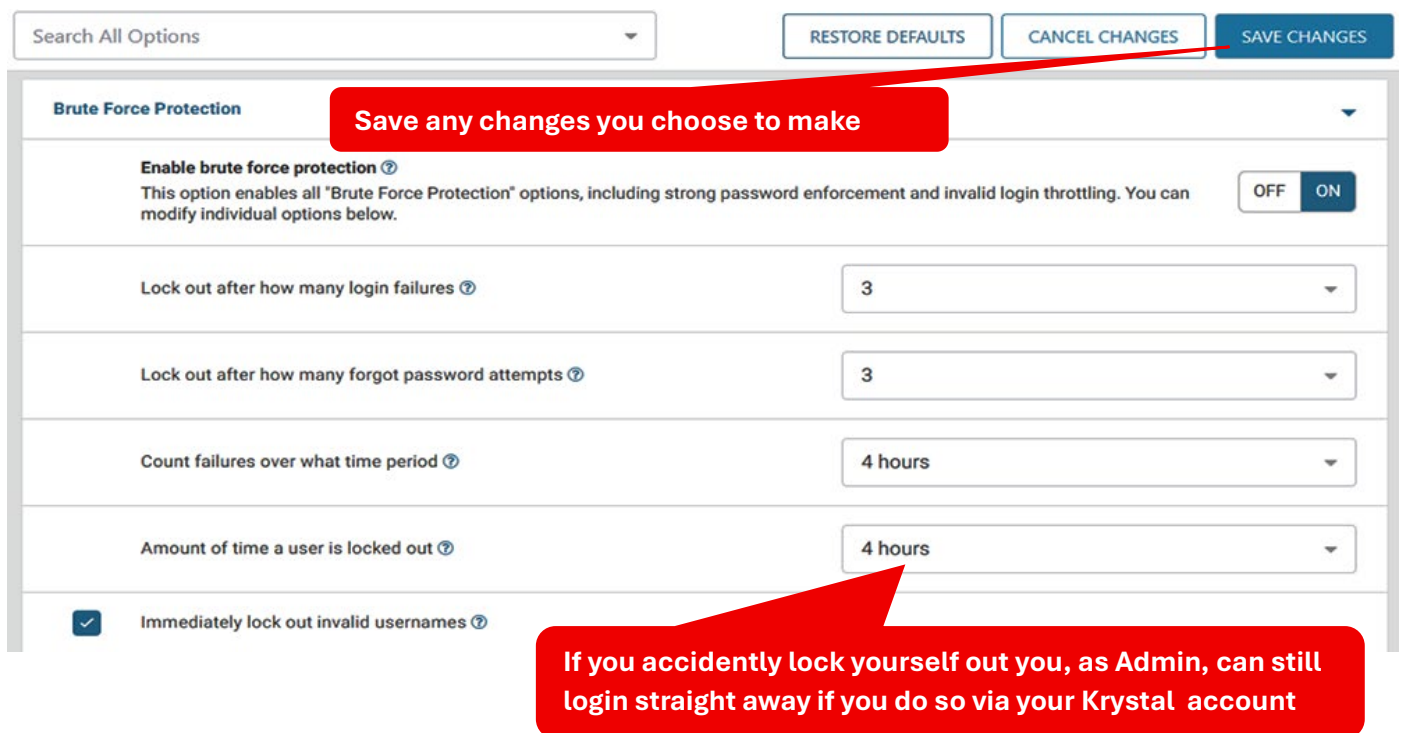
(Selection 3 on the Dashboard image on page-13)

Worldwide, there are many sad souls who like nothing better than hacking into a/your website and effectively destroying it, together with your reputation; apart from choosing your login details with hackers in mind, the Wordfence software substantially improves the security of your site in a variety of ways that you will see when you select its icon on the page-13 Dashboard menu

[First click here](#)



Nearly all of the default settings can remain as they are but, as shown in the next image, tighter “**Brute Force Protection**” settings have been chosen for the **Life Stories** website:



“Appearance”

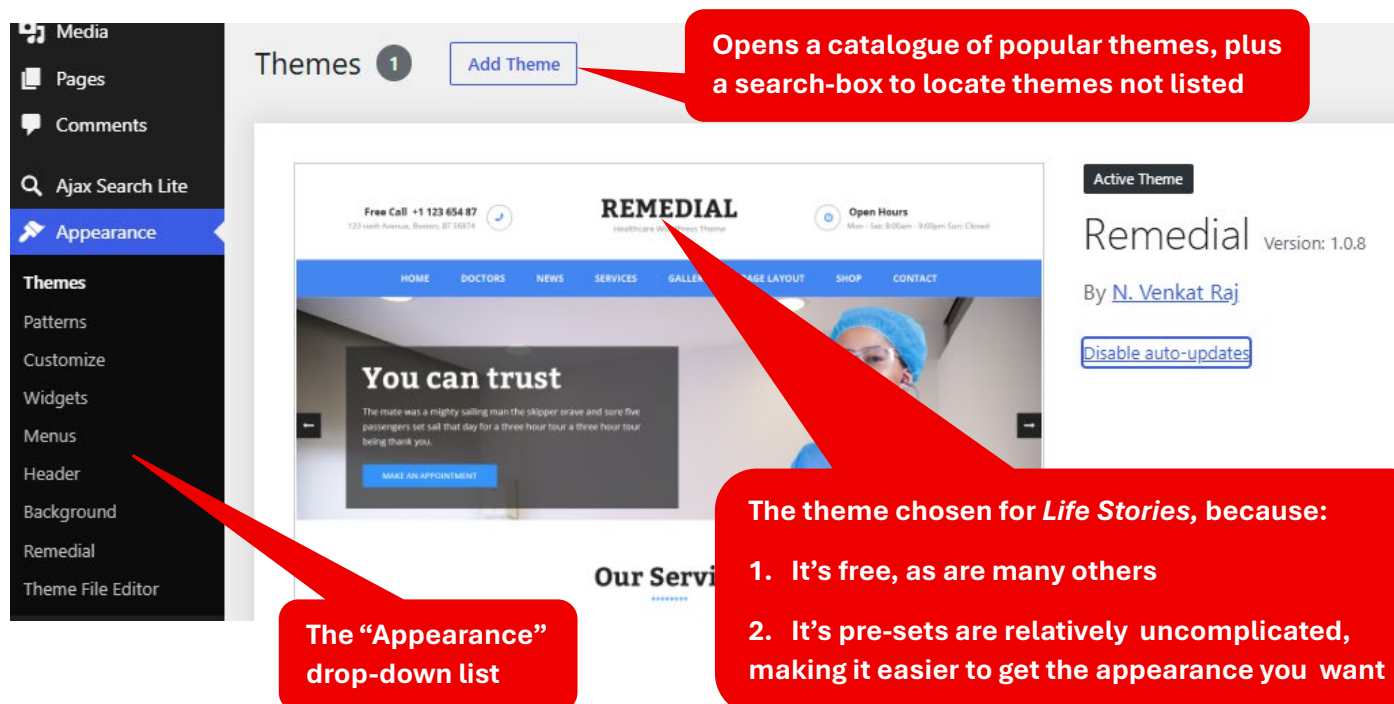
(Selection 4 on the Dashboard image on page-13)

As its name implies, this is the Tool where many facets of the appearance of your website are set; by way of an overview of this Tool, it should be noted that the site’s appearance to its Visitors will mainly result from the:

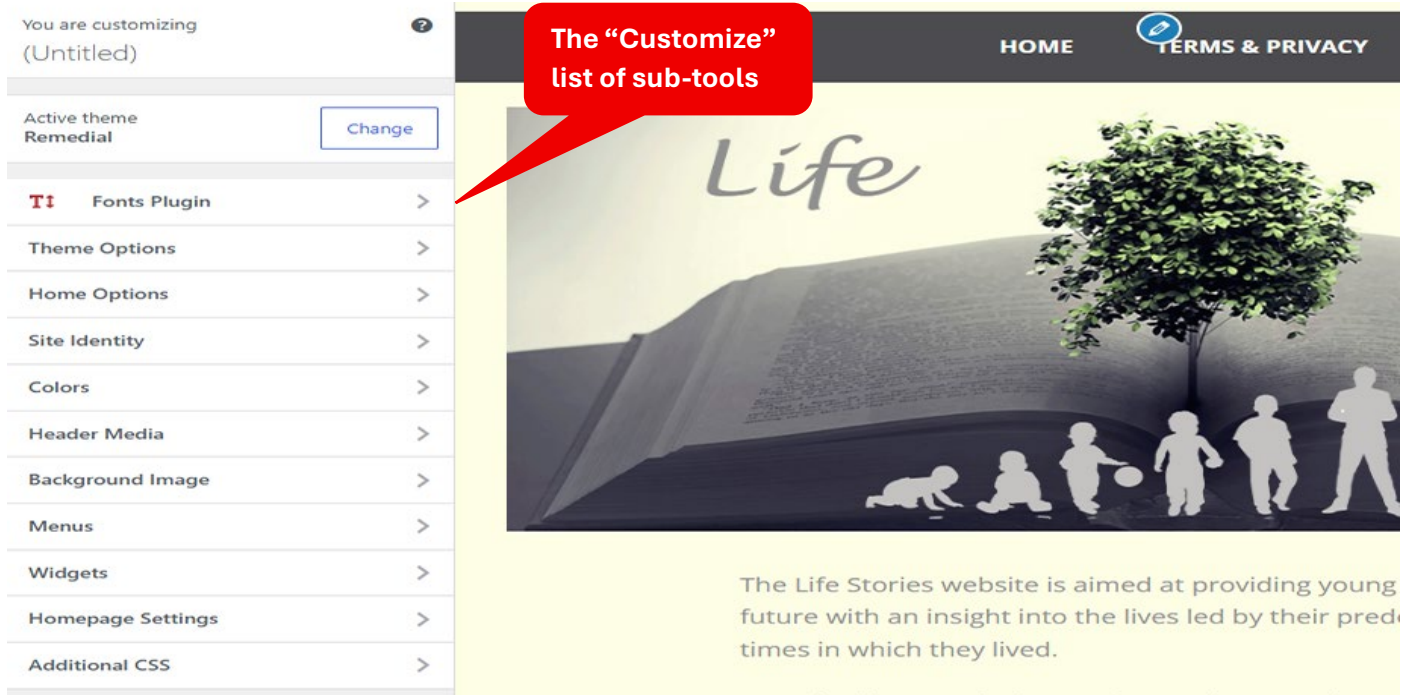
- ⇒ Pre-sets within Wordpress
- ⇒ Website theme you decide to use (see below)

- ⇒ Pre-sets within Bakery Page-maker
- ⇒ Settings you choose within the Appearance tool, which populate or change the Wordpress and template pre-sets (see below)

Selection of the Appearance tool opens-up the drop-down list of individual appearance-setting tools, shown in the image below, each of which will be opened and explored individually:



- ❖ **“Themes”:** As shown above, this section opens automatically on selection of **Appearance**; on a new website a current theme comes pre-loaded and activated, along with one or two other alternatives. On the **Life Stories** website the **Remedial** theme has been installed and activated, for the main reasons given on the image, and all the pre-set alternative options deleted to leave the site uncluttered by unwanted pre-sets.
- ❖ **“Patterns”:** None have been uploaded and used on the *Life Stories* website.
- ❖ **“Customize”:** As its name implies, this is the main Tool that affects the appearance of a website and has its own drop-down of further sub-Tools as shown on the image on the next page; as with the Appearance drop-down list, each of these is covered in turn before returning to the Appearance list on page-20. Alongside the list appears the first page, when you have created it, along with blue icons that can be clicked on if you want to change that element.



- **“Fonts Plugin”**: On a new website this would just be “Fonts”, and be linked to the theme pre-sets which would be customisable here. On the *Life Stories* website, however, a Fonts Plugin has been installed to give different font options which can be customised by selecting the “Fonts Plugin” icon shown on the Dashboard image on page-13.
- **“Theme Options”**: Click here to alter easily some of the pre-sets of your chosen theme
- **“Site Identity”**: Click here to upload the image you would like to see on the internet tab within which your website opens when selected by Users
- **“Colors”**: Click here to choose the colour you would like the Page and header text colours to be. The easiest way to do this, along with all colour choices on your website, is by inserting a “**HEX**” code. If you do not have software that identifies HEX codes, such as Photoshop, one can easily be found by Googling “**colour picker**”.
- **“Header Media”**: Click here if there is an image or video you would like to appear at the top of every page you author; none has been selected for the *Life Stories* website.
- **“Background Image”**: Click here if you want everything you author on your Page to be superimposed over an image.
- **“Menus”**: Click here to choose which of the Pages you author will appear on the site menu and sub-menus; this can be left until you have authored some pages, if wished, but when ready to do so selecting this image opens the dialogue box on the next page.

Add menu items

Pages

Most Recent View All Search

☐ TERMS & PRIVACY

☐ Select All [Add to Menu](#)

Posts

Custom Links

Categories

Menu structure

Menu 1

Drag the items into the menu you prefer. Click the arrow on the right of the item to reveal additional configuration

☐ Bulk Select

HOME

☐ TERMS & PRIVACY

Menu Settings

Auto add pages ☐ Automatically add new top-level pages to this menu

Menu location ☒ Primary Menu

[Save Menu](#) [Delete Menu](#)

Callouts:

- "Pages" appear here as you Author them; tick the box then select "Add to Menu"
- No "Posts" menu on the *Life Stories* website where they are searchable instead
- Pages, when added to menu, will appear here – but not necessarily in the order you want; to re-order them, or indent to be subordinate to a main menu page, move item with the hover-over "grab handles" that appear here
- Select when satisfied

- **"Widgets":** These are pre-set text or image boxes that appear in the locations specified in the drop-down list that appears when Widgets is selected; none have been used on the *Life Stories* website.
- **"Home-page Settings":** Click here to choose which page on your website opens when its URL is selected by a User; as an example, the *Life Stories* website settings are shown below:

Your homepage displays

☐ Your latest posts

☒ A static page

Homepage

HOME

[+ Add Page](#)

Posts page

— Select —

[+ Add Page](#)

The Life Stories website

- **"Additional CSS":** Click here to get your website to act in a way that cannot be achieved by altering the theme or Bakery pre-sets; you do so by entering source code that will achieve what you want. To get that code, pose to an AI engine a query along the lines "*I want my Remedial themed, Bakery page-maker Wordpress website to*". You may find that the AI engine does not get it right first (or second) time and your

website still does not do what you want; if so, let the AI engine know “*that did not work*” until the amended code it then provides does work. As an example, the CSS code set in the *Life Stories* website, and what it does, is shown below:

Customizing
Additional CSS

```

1 .site-info { display: none; }
2
3
4 .nav-wrap {
5     background-color: #4c4c4f;
6     background-image: initial;
7     background-position-x:
8     initial;
9     background-position-y:
10    initial;
11    background-size: initial;
12    background-repeat-x:
13    initial;
14    background-repeat-y:
15    initial;
16    background-attachment:
17    initial;
18    background-origin: initial;
19    background-clip: initial;
20    background-color: #4c4c4f;
21 }
22 .site-footer { display: none; }
23
24 .site-info { display: none; }
25
26 .breadcrumb {
27     font-size: 2px;
28     word-wrap: break-word;
29     display: none;
30 }

```

Removes unwanted info at the top of every page

From here to here, ensures that Posts look the same as Pages on the website

Removes the footer info that would otherwise appear on every page

Reduces blank space at the top of each page

Not needed on this basic site

NOW BACK TO THE MAIN “APPEARANCE” TOOLS MENU SHOWN ON PAGE-17

- ❖ **“Widgets” - “Menus” - “Header” - “Background”:** Are simply one-click shortcuts to the same Tools accessed via two-clicks on the “Customize” Tool drop-down list and have already been explained on pages-18 & 19.
- ❖ **“Remedial”:** Click here to customise the theme pre-sets and/or upgrade to the Pro version.
- ❖ **“Theme File Editor”:** Don’t click here unless you are a website pro and want to meddle with the Remedial source codes!

SECTION 2 CONCLUSION

Congratulations! You have now chosen all the settings that will determine aspects of your website; don’t worry if they do not have the intended effect – you can always go back and change them later as the website itself begins to take shape.

You are now ready to start on the fun bit, building your website using the software you have just finished setting-up; how to do so is explained in **SECTION 3** which starts on the next page.

SECTION 3

BUILDING WORDPRESS PAGES & POSTS

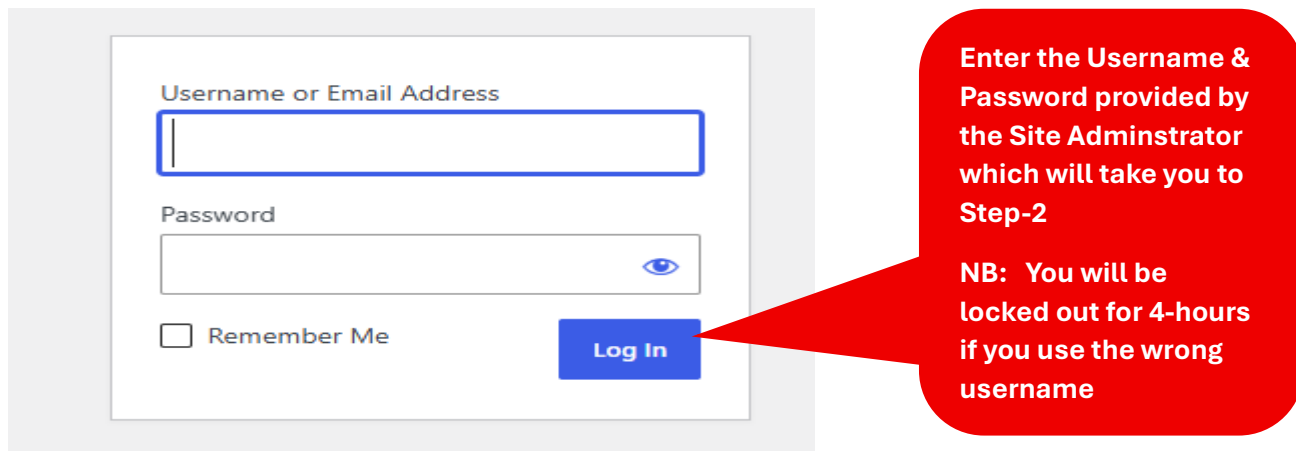
INTRODUCTION

1. This section uses the *Life Stories* website as a simple example which it is advised be kept open in its own screen-tab alongside the Guide for easy cross referencing.
2. Websites built using Wordpress software are made-up of Pages which each cover the topic headlined in the site's menu bar; where the headline topic is complicated it can be further broken down into sub-topics each of which can also appear on the site menu bar as drop-downs when the cursor is hovered over the topic main menu item.
3. All of the Pages that are authored to cover the information to be imparted comprise a series of **rows**, within each of which there can be any number of **columns** between 1 (ie a column which covers the whole width of the row/device screen) and a greater number depending upon the visual impact required when the page is opened by a User.
4. On the **HOME** page of the *Life Stories* website, for example, there are 6 rows comprising:
 - a. **Row-1:** Contains a single column which covers the full width of the screen and into which an image has been inserted
 - b. **Row-2:** Contains 4 columns spread across the full width of the screen in the ratios, left to right across the row, of $1/6+4/6+1/6$; the 2 x $1/6$ columns have been left blank, to allow the central text to "breathe" on the screen.
 - c. **Row-3:** Again contains 4 columns, but in this case broken down $1/6 + 2/6 + 2/6 + 1/6$ with the two outer columns left blank and the two central columns containing header-text
 - d. **Row-4:** As with row-3, but with the central columns containing paragraph text
 - e. **Row-5:** Again as with row-3, but with the two central columns containing "call-out" boxes
 - f. **Row-6:** Again as with row-3, but with the two central columns containing "counting boxes"
5. How to set-up these rows and columns, which you can customise to suit the look you want for your own Page/Post, is explained step-by-step below. However, to make steps as uncomplicated as possible for ab-initio users, design refinements are further explained at **SECTION 4**.
6. Website Pages and Posts involves using the same design tools and using them in the same way; the essential differences between the two are:
 - **Pages** can only be authored by the Site Administrator who can do so by selecting the "**Pages**" option on the site Dashboard pictures on page-13
 - **Posts** can only be authored by individuals who have been appointed as "**Subscribers**" by the Site Administrator as shown at Step-3 on page 14; they then need to follow the login procedure shown next

LOGGING-IN AS A SUBSCRIBER

STEP-1

Go to <https://www.lifestories.info/admin/> which will take you to the login page shown:



Username or Email Address

Password

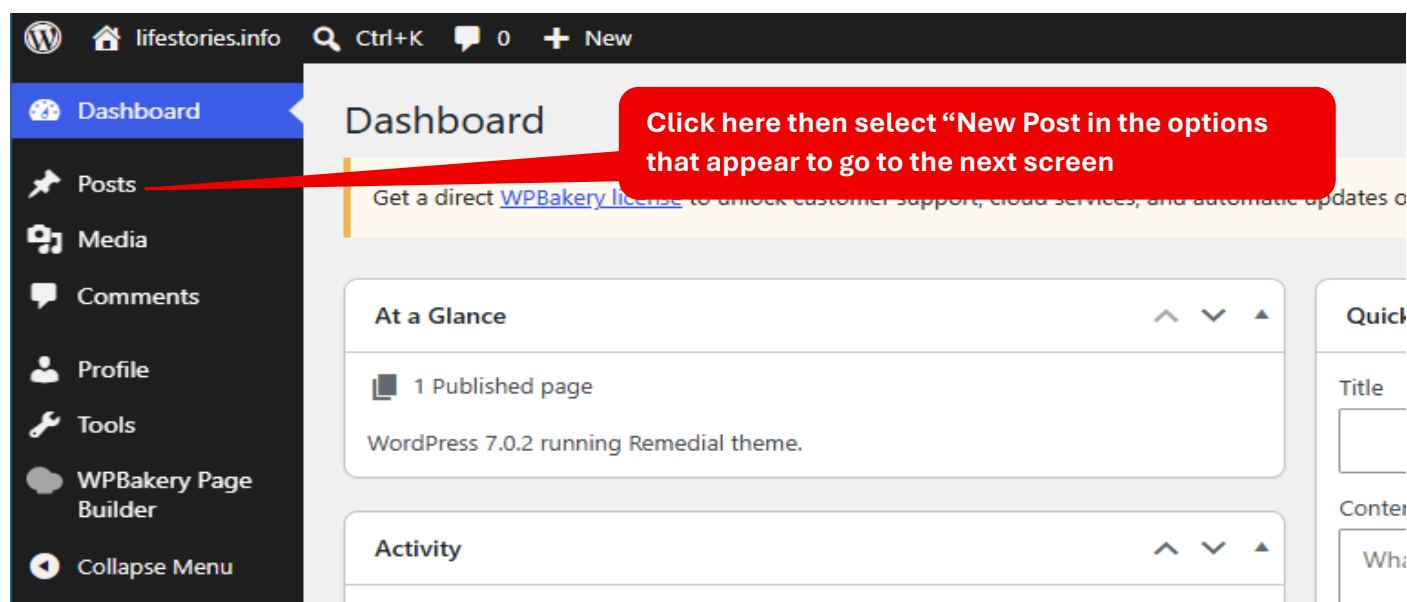
☐ Remember Me

Log In

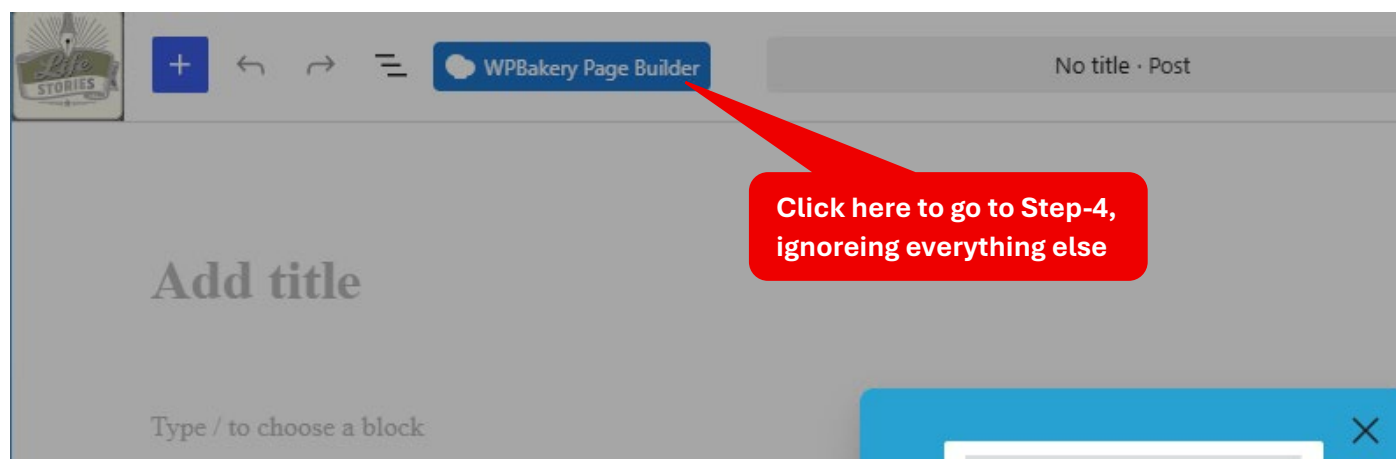
Enter the Username & Password provided by the Site Administrator which will take you to Step-2

NB: You will be locked out for 4-hours if you use the wrong username

STEP-2



STEP-3



AUTHORING PAGES & POSTS

The authoring of **Posts** is used as the example in the remainder of this section, with the only Step-1 differences for Pages being that you will have logged-on as the Site Administrator and have access to a fuller Dashboard list of options from which you will select “**Pages**”.

STEP-1

Note that as a Subscriber you have only this limited Dashboard

WPBakery Page Builder

AN EMPTY PAGE
OUT AND START BUILDING

STEP-2

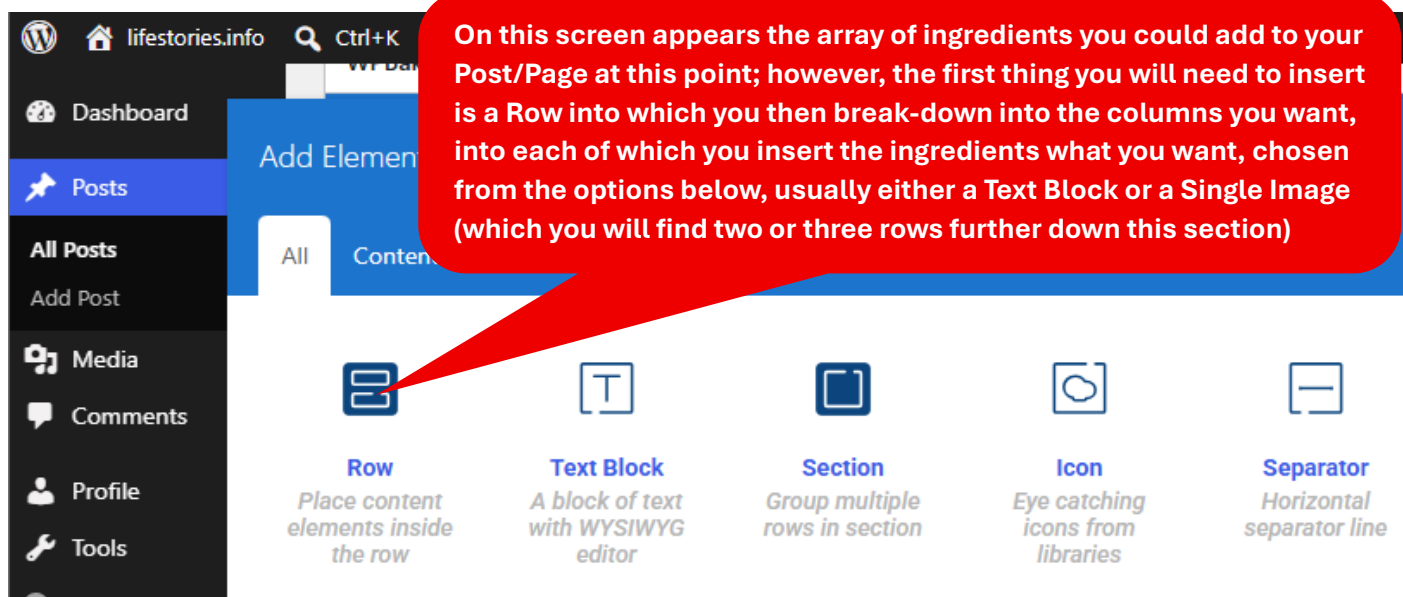
Custom HTML is disabled for your user role. Please contact your site Administrator to change your capabilities.

START BY ADDING ELEMENTS OR TEMPLATES

+ Add Element + Add Template

Don't know where to start? Visit our [knowledge base](#).

STEP-3: Inserting Rows



On this screen appears the array of ingredients you could add to your Post/Page at this point; however, the first thing you will need to insert is a Row into which you then break-down into the columns you want, into each of which you insert the ingredients what you want, chosen from the options below, usually either a Text Block or a Single Image (which you will find two or three rows further down this section)

Row
Place content elements inside the row

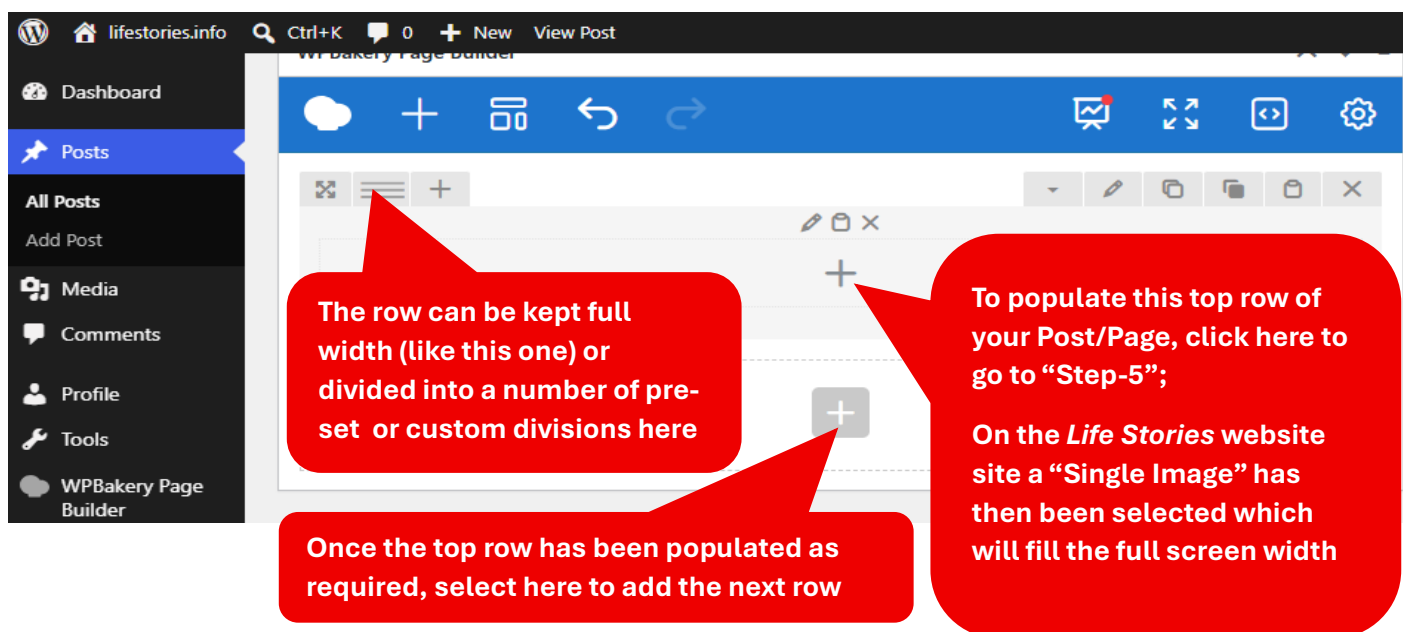
Text Block
A block of text with WYSIWYG editor

Section
Group multiple rows in section

Icon
Eye catching icons from libraries

Separator
Horizontal separator line

STEP-4: Inserting Content into a Column (only 1 column in the row shown below)



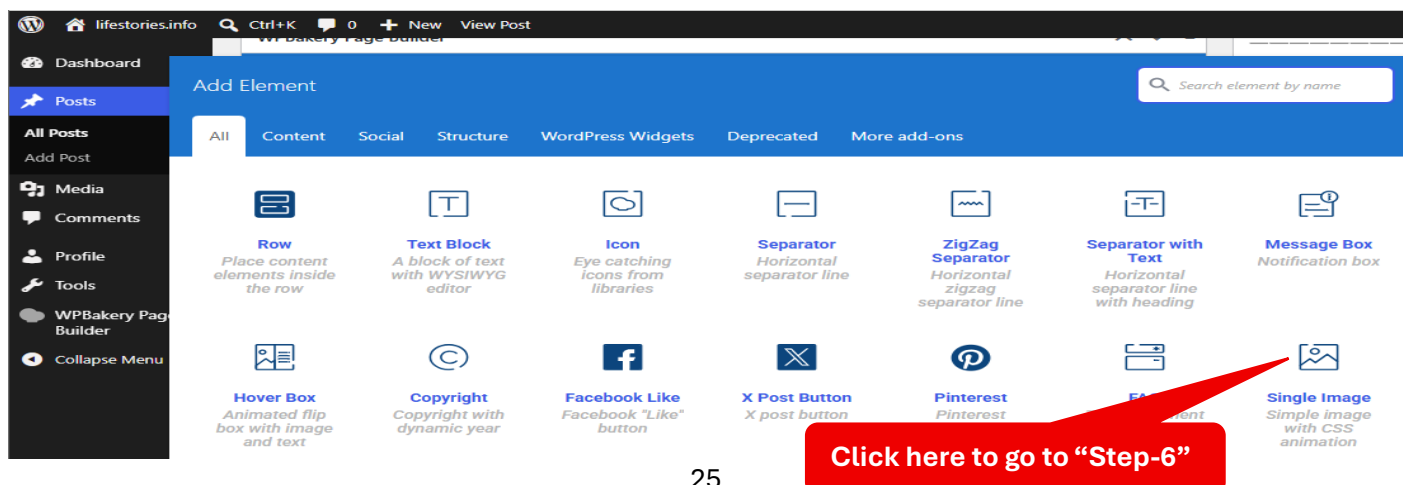
The row can be kept full width (like this one) or divided into a number of pre-set or custom divisions here

Once the top row has been populated as required, select here to add the next row

To populate this top row of your Post/Page, click here to go to "Step-5";

On the *Life Stories* website site a "Single Image" has then been selected which will fill the full screen width

STEP-5: Adding an Image in the above full width row



Click here to go to "Step-6"

Row
Place content elements inside the row

Text Block
A block of text with WYSIWYG editor

Icon
Eye catching icons from libraries

Separator
Horizontal separator line

ZigZag Separator
Horizontal zigzag separator line

Separator with Text
Horizontal separator line with heading

Message Box
Notification box

Hover Box
Animated flip box with image and text

Copyright
Copyright with dynamic year

Facebook Like
Facebook "Like" button

X Post Button
X post button

Pinterest
Pinterest

Single Image
Simple image with CSS animation

STEP-6A: Uploading the Image (Part-1)

Single Image Settings

General Design Options

Can leave blank

Widget title

Leave

Image source

Media library

Image

Click to go to next screen when finished with the other settings

Image size

thumbnail

Type-in "Large"

Add caption?

☐ Yes

Image alignment

Select "Centre"; leave the remainder of the settings below as they are

STEP-6B: Uploading the Image (Part-2)

Set Image

Upload files Media Library

Drop files to upload

or

Select Files

Click here to connect to the images file on your own device, then select the image you want to use; this will upload it to the websites media library, as shown at Step-6B, from where it will be loaded into the row you are working on.

The image you select should be .gif or .jpg format and sized 2000-pixels if being used full width on the website, and pro-rata to full width in narrower columns; this will help to ensure that your pages load quickly for site visitors.

STEP-6C: Uploading the Image (Part-3)

Set Image

Upload files | Media Library

Filter by type: Images | Filter by date: All dates | Search media

Showing 1 of 2 media items

ATTACHMENT DETAILS

Image filter: None

Group Captain Terence John Nash

TJN-Header.gif
July 23, 2026; 938 KB;
2000 by 1352 pixels

[Edit Image](#)

Callout 1: If your image is larger than that specified at Step-6B, select here to go to Step-6C Continued

Callout 2: Otherwise, if the image is already ready for use, or has been scaled for use per Step-6C continued, click "Set Image" at the bottom right corner of the screen to go to Step-6D

STEP-6C continued (only required if the uploaded image needs scaling down)

Edit Media | Add Media File

TJN - Header

Permalink: <https://lifestories.info/2026/07/28/terence-john-nash/tjn-h>

[Crop](#) | [Scale](#) | [Image Resizer](#)

[Undo](#) | [Redo](#) | [Cancel Editing](#) | [Save Edits](#)

Save

Uploaded on: Jul 23, 2026 at 13:33

Uploaded by: [Terence Nash](#)

Uploaded to: [TERENCE JOHN NASH](#)

File URL: <https://lifestories.info/wp-content/upl>

[Copy URL to clipboard](#)

[Delete permanently](#) | [Update](#)

Callout: Adjust to the pixel width needed, then click here

STEP-6D: Uploading an Image (Part-4)

TERENCE JOHN NASH

Permalink: <https://lifestories.info/2026/07/23/terence-john-nash/> | [Edit](#)

[Classic Mode](#) | [Frontend Editor](#) | [Gutenberg Editor](#)

WPBakery Page Builder

[Single Image](#) | Image: 84

Callout 1: This is now the top row of your Post

Callout 2: Click to start your next row which in this example we will divide into 3 columns but only use the centre one which we will be using for a heading text

Callout 3: Click at periodic intervals, to avoid losing the work, and before logging-out

Statistics - Summary

In total, this post by 0 visitors. For visit the [analytics](#)

11 Jul | 16 Jul

Publish

[Save Draft](#)

Status: Draft

Visibility: Public

Revisions: 2 | [View](#)

1. Click here to get the Row Layout dialogue box opposite

2. Click on the preset column layout you want

4. Click here if customising

Best to use 1/6 or 1/12 fractions (for unknown reason!)

3. Or click here to choose your own

Wix Bakery Page Builder

Text Block Settings

General Design Options

Text

Add Media

Paragraph

B I [List Icons] [Quote Icon] [Align Left Icon] [Align Center Icon] [Align Right Icon] [Link Icon] [Table Icon]

I am text block. Click edit button to change this text. Lorem ipsum dolor sit amet, consectetur adipiscing elit. Ut elit tellus, luctus nec ullamcorper mattis, pulvinar dapibus leo.

Change text style to "Heading" here

Centre the Heading here

Replace the example text with your heading then Save the changes ...

... to result in your Row-2

Click here to see what the Post looks like

The hyperlink to your Post

Click here to generate Row-3

STEP-8: Choosing the Column layout for Rows-3 & 4

As in Step-7, but this time using the custom layout 1/6 + 4/6 + 1/6; we will be leaving the two outer columns blank and inserting a text block into the wider centre column.

1. Custom set to 1/6 + 4/6 + 1/6

2. Insert a text-box & select "Heading" font

3. Ditto

4. Select: This will exactly duplicate Row 3, giving you Row-4

5. Dwell mouse inside text box to reveal this dialogue box; select here, choose Paragraph font & replace Row-3 text with Row-4 text

6. Ditto

REMAINDER OF THE POST/PAGE

1. Continue per previous steps above until the Post or Page is complete to your satisfaction

2. For Pages, make sure to "Update" before closing; for Posts save as a draft

3. For Posts only: Select "Submit" when you are ready to go live on the internet; you will be told when it does so.

SECTION 4

DESIGN CONSIDERATIONS

Whilst assembling your Post or Page, consideration needs to be given to what it will look like on devices when it goes live; remember that by keeping the “View Post/View Page open in its own tab you can see that for yourself as you add each Row. For the purposes of this Section the term “Post” will be used throughout but everything will apply equally to “Pages”.

In a typical word-processed created document, such as this Guide for example, the underlying assumption is that the User is already concentrating on its text and images, meaning that they can flow naturally so that they minimise the number of pages to be read; the same assumption cannot be made of website Users whose attention needs to be captured and maintained.

Alongside the essentials of interesting text/images, clarity, conciseness and brevity, this is achieved using design features such as:

1. Varying the number of Columns in Rows to suit their content
2. Separating information/images vertically and horizontally to allow the Post/Page to “breathe”
3. Creative and appropriate use of Fonts
4. Taking into account the various devices on which the website is potentially going to be viewed
5. Avoiding “Appending Columns”
6. Placing attention-grabbing text or image at the top of the page
7. Limiting the number of words in any one text box
8. Placing self-explanatory images alongside the text
9. Arranging for text to fill the same row height as any adjacent image by editing the text accordingly
10. Where there is a sequence of rows containing a combination of text and images, make their row heights the same and alternate, the left/right relationship between text/images on sequential rows

Having previously covered item-1 earlier in this Guide, the remainder of this Section will briefly explain how dimensions of rows and columns is controlled, then explain in more depth **items 2-to-5** on the above list, before closing with **final editing considerations**.

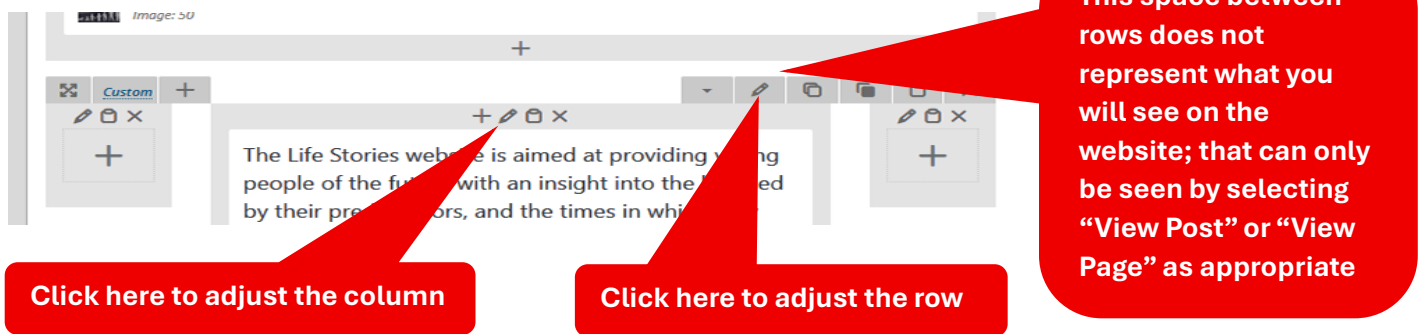
ROW & COLUMNS – CHANGING THEIR PRE-SET BEHAVIOURS

The width of rows and columns is fixed by the dimensions of the device upon which they are being viewed; however, their heights can be scrolled and are therefore variable. This variability is automatically adjusted by the Wordpress software to match the contents entered into them.

Similarly, the Wordpress software already introduces an element of vertical separation but leaving every row at these pre-sets can be boring and might not suit the design look you are aiming for; this means that you may wish to adjust these, and other aspects rows and columns.

The **horizontal control** of “breathing” space is most easily achieved through the selection and dimensions of the number of columns in a row, leaving those blank where you would like “breathing” space at the edges of the screen or between text and images. Leaving a row completely blank will not alter the separation between the adjacent occupied rows so the management of vertical spacing is a little more complicated as explained step-by-step starting on the next page.

Step-1:



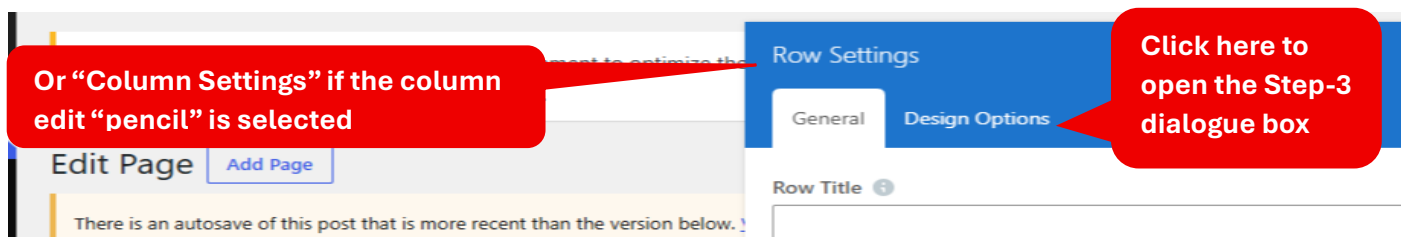
Click here to adjust the column

Click here to adjust the row

This space between rows does not represent what you will see on the website; that can only be seen by selecting “View Post” or “View Page” as appropriate

Step-2:

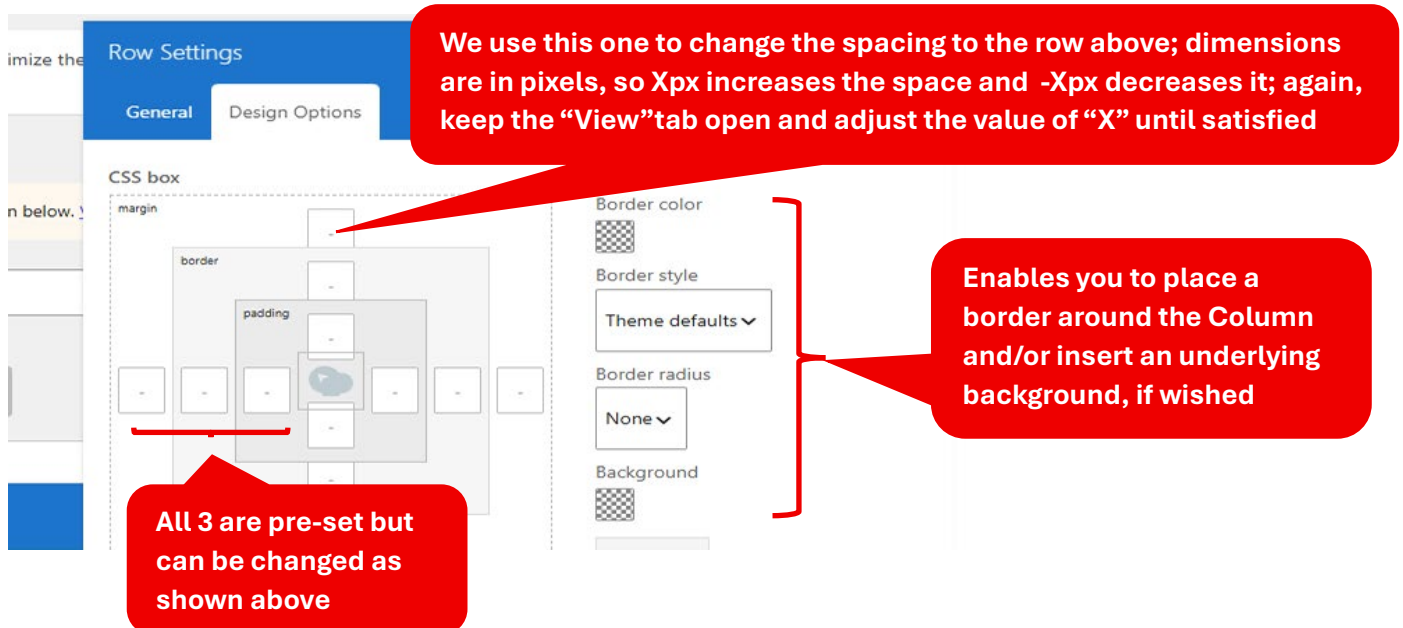
Clicking on either of the “edit” icons shown above will open this dialogue box:



Or “Column Settings” if the column edit “pencil” is selected

Click here to open the Step-3 dialogue box

Step-3:



We use this one to change the spacing to the row above; dimensions are in pixels, so Xpx increases the space and -Xpx decreases it; again, keep the “View” tab open and adjust the value of “X” until satisfied

Enables you to place a border around the Column and/or insert an underlying background, if wished

All 3 are pre-set but can be changed as shown above

USE OF “ONE-OFF” FONTS

The Font family for the whole site has been pre-set by in “Appearances” by Admin when configuring the Wordpress installation prior to authoring Pages or Posts, so the only font variations immediately available are those provided by the Text dialogue box used earlier, ie Paragraph or various Headings, bold & italic and alignment. However, you may wish to incorporate other font families and colours to enliven the appearance of your Post as explained on the next page.

Step-1:

Ask your AI engine of choice for the source code of the font you want say, for example:

“What is the Wordpress text box source code for capital letters in Comic Font coloured red, in centrally aligned italics”

It will respond:

```
<div style="text-align:center;">
  <span style="font-family:'Comic Sans MS', 'Comic Sans', cursive;
    color:red;
    font-style:italic;
    text-transform:uppercase;">
```

Your Text Here

You insert the text you want here

```
</span>
```

```
</div>
```

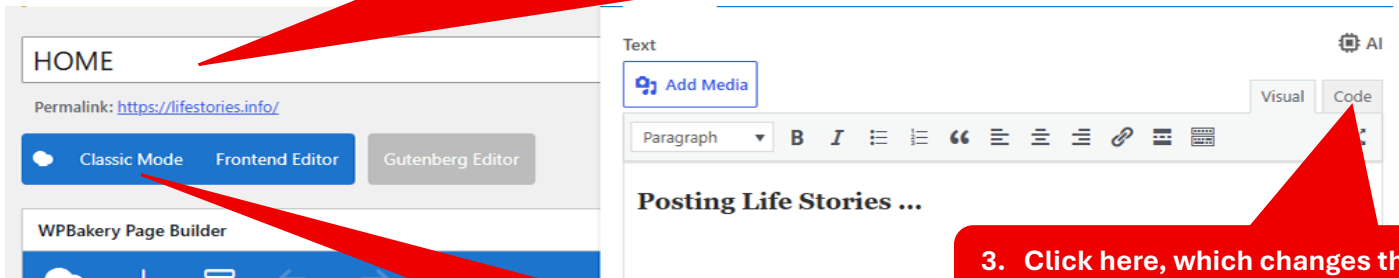
Step-2:

Click on the edit icon for the text you want to change to open its dialogue box



Step-3:

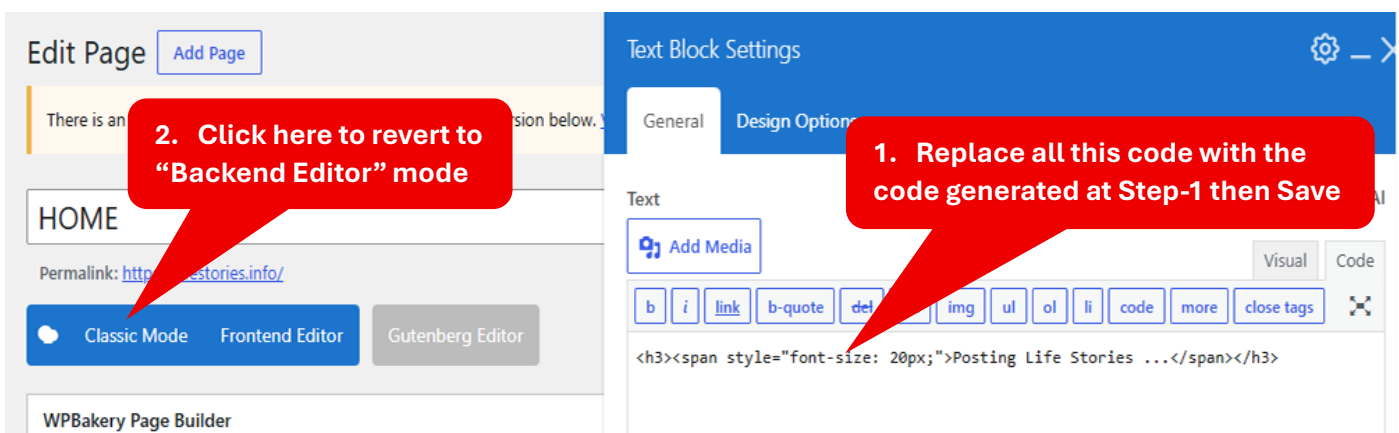
1. With the dialogue box open, scroll to the top of the Post you are working on



2. Click into “Classic Mode” here

3. Click here, which changes the dialogue box view to Step-4

Step-4:



2. Click here to revert to “Backend Editor” mode

1. Replace all this code with the code generated at Step-1 then Save

SETTINGS CHANGES TO MAKE WEBSITE MOBILE COMPATIBLE

Taking as an example two adjacent rows that you have set-up to show:

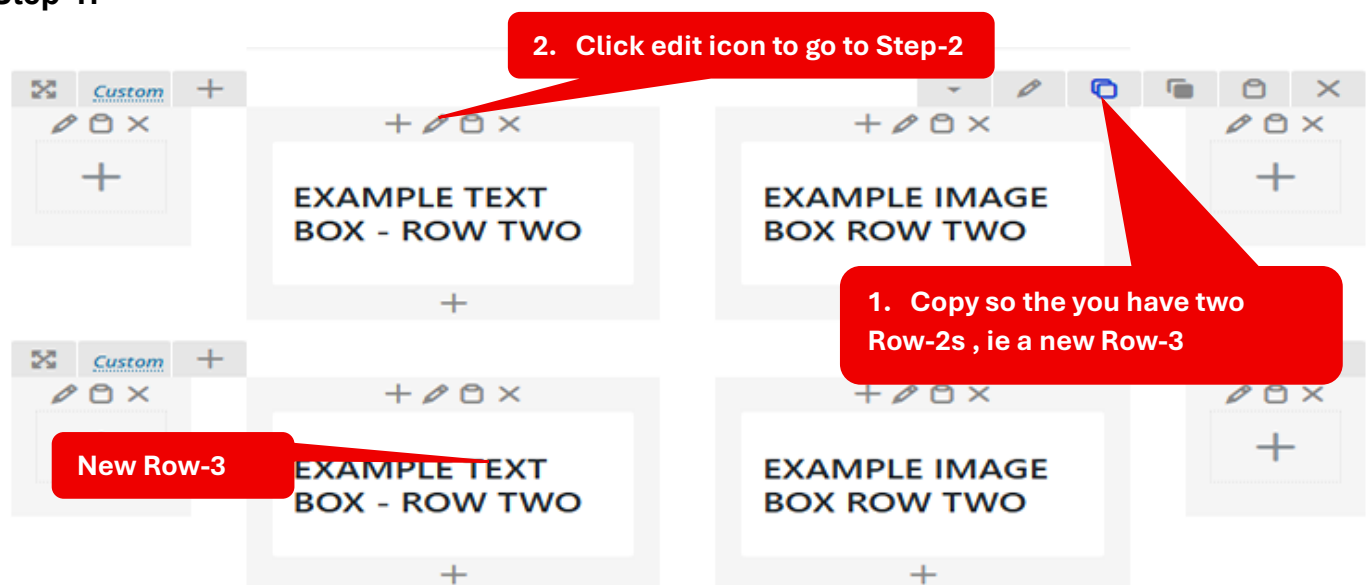
- Row-1: Text with a relevant image alongside it to the right
- Row-2: An image with relevant text to its right

These boxes would sequence on an iPhone thusly:

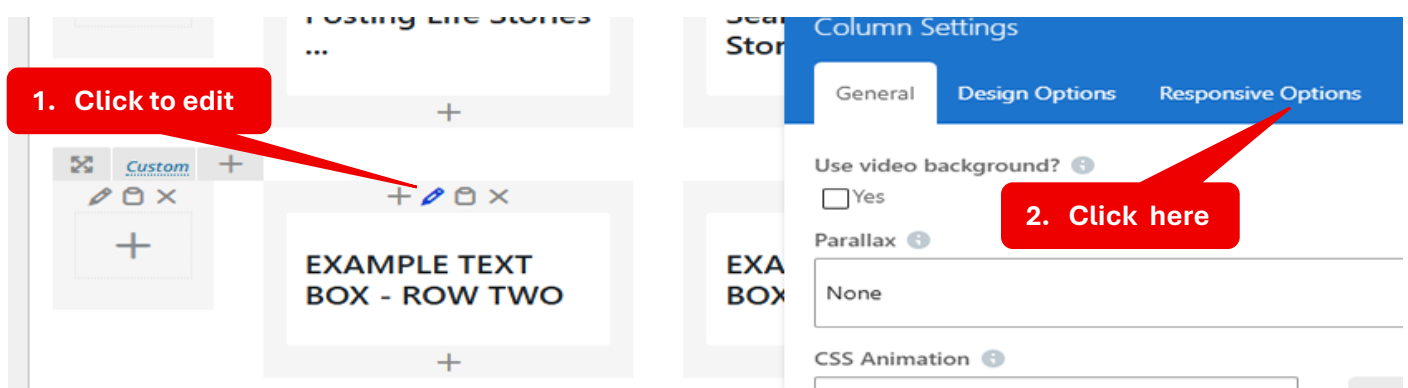
Row-1>Text > Relevant Image > Row-2 >Irrelevant Image > Text which refers to the previous image

This means that to show in the intended sequence Rows 2 needs to be made “invisible” to mobiles and another row inserted sequenced, like Row-1, Text > Image that is only “visible” to iPhones as shown below:

Step-1:



Step-2:



/Step-3:

Step-3:

grandparent's lives than is likely to o
personal contact or future ancestry r

Column Settings

General Design Options Responsive Options

Width 1/12 - 1 column

Responsiveness

Device Offset Width

Device	Offset	Width	Show on mobile?
Desktop	Inherit from smaller	Inherit from smaller	☐
Tablet	Inherit from smaller	Inherit from smaller	☐
Mobile	Inherit from smaller	Default value from width attribute	☐

Posting Life Stories ...

EXAMPLE TEXT BOX - ROW TWO

EXAMPLE IMAGE

Step-4:

Repeat Steps 1 & 2 for the second Row-2 column

Step-5:

EXAMPLE TEXT BOX NEW ROW 3

EXAMPLE IMAGE

THREE

Edit Text Block

Step-6:

Repeat Steps 2 & 3 above for the two columns in "new" Row-3, except this time "tick" the top two boxes in each case (and Saving!) which will mean that they will only show on mobiles.

"APPENDING COLUMNS" (do not!)

Posting Life Stories ...

Append to this column

If you are a grandparent you are invited to participate in

This website is populated with the