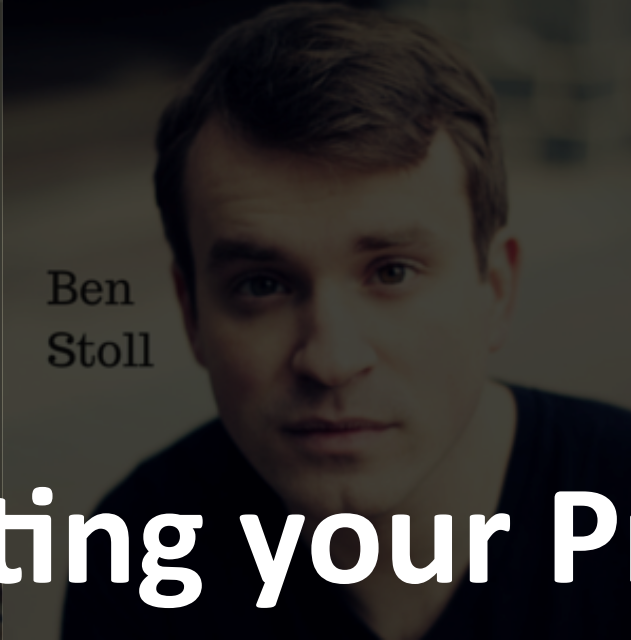




Jack
Needham



Ben
Stoll



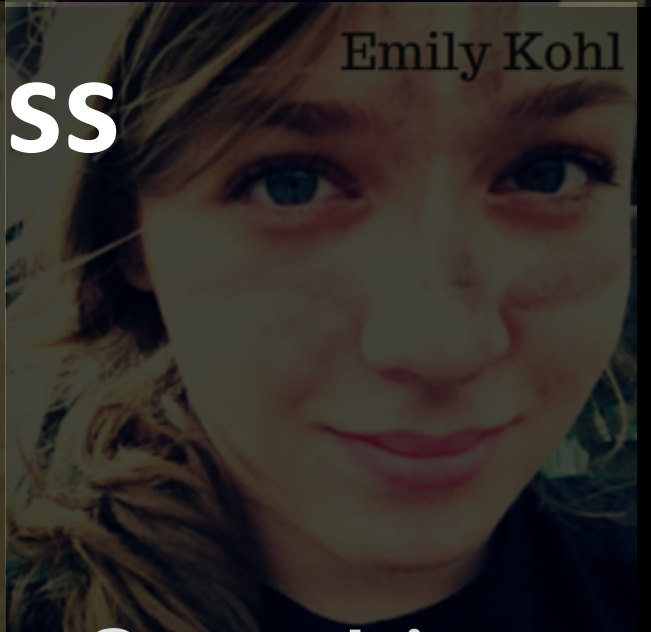
Julianne
Guilfoy



Faith
Pomeroy



Sean
Townsend



Emily Kohl

Creating your Profile On WordPress

Brought to you by:

Digital Communication Consulting



Step 1:

Take a nice picture of yourself!

Something professional and something that allows for some space on at least one side!

Step 2:

Go to canva.com

Step 3:

Set Custom Dimensions: 300 x 300 pixels

Start a new design

[Use custom dimensions ▶](#)



Email Header

NEW



Social Media



Presentation



Poster



Facebook Cover



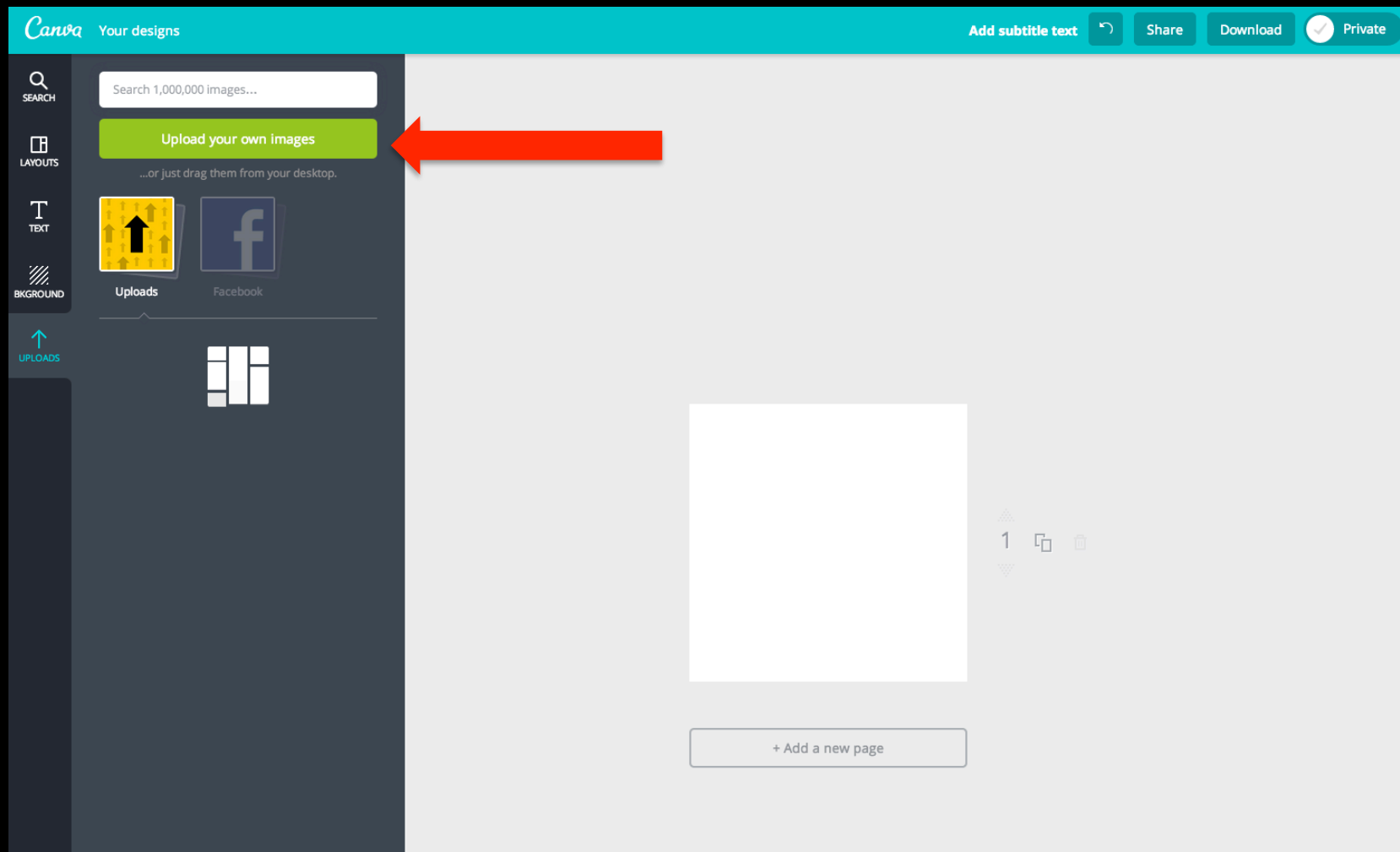
Facebook Post



Instagram



Step 4:
Go to the “uploads” tap and upload your picture
(either drag it in from your desktop
or click on this button)



Step 5: Position it so it fills the square

The screenshot displays the Canva design tool interface. On the left, a sidebar contains navigation options: SEARCH, LAYOUTS, TEXT, BKGROUND, and UPLOADS. The main workspace shows a video element of a woman speaking, which is being positioned within a square frame. A red arrow points to the top-right corner of the frame, where a tooltip reads "Resize this element". Above the video, a control bar includes options for Filter, Copy, Forward, Back, and a trash icon. The top of the interface features the Canva logo, "Your designs", and buttons for "Add subtitle text", "Share", "Download", and "Private".

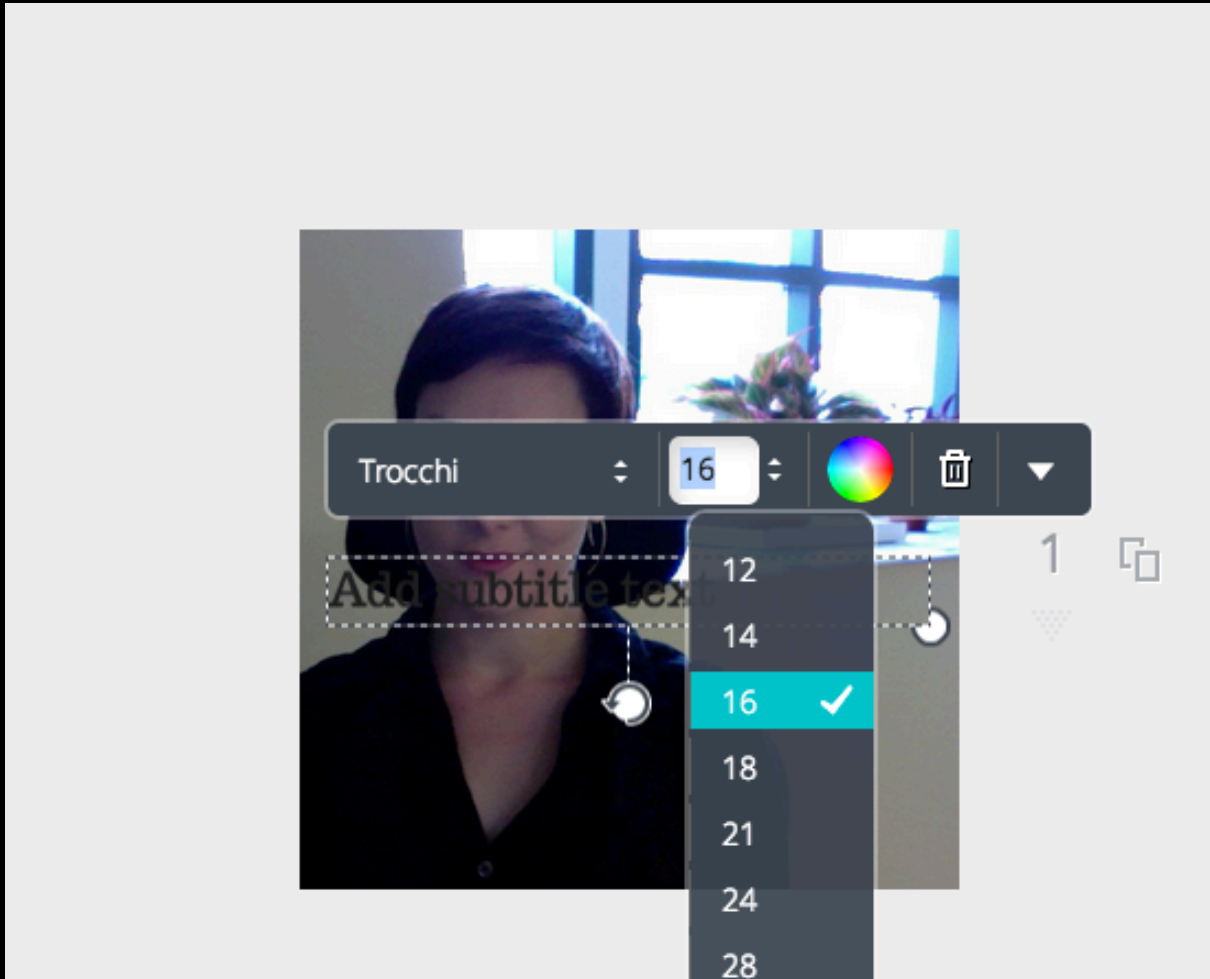
Step 6:

Click on the “text” menu on the left and click on “add subtitle text”

The image shows the Canva design interface. At the top, there is a teal header with the Canva logo, 'Your designs', and buttons for 'Add subtitle text', 'Share', 'Download', and 'Private'. On the left sidebar, the 'TEXT' menu is selected, showing options: 'Add text', 'Add subtitle text', and 'Add a little bit of body text'. A red arrow points to 'Add subtitle text'. Below these are 'Change defaults' and a grid of various design templates. The main workspace displays a video thumbnail of a woman with dark hair, wearing a black top, positioned in front of a window with plants. To the right of the video are icons for zooming and a trash bin.

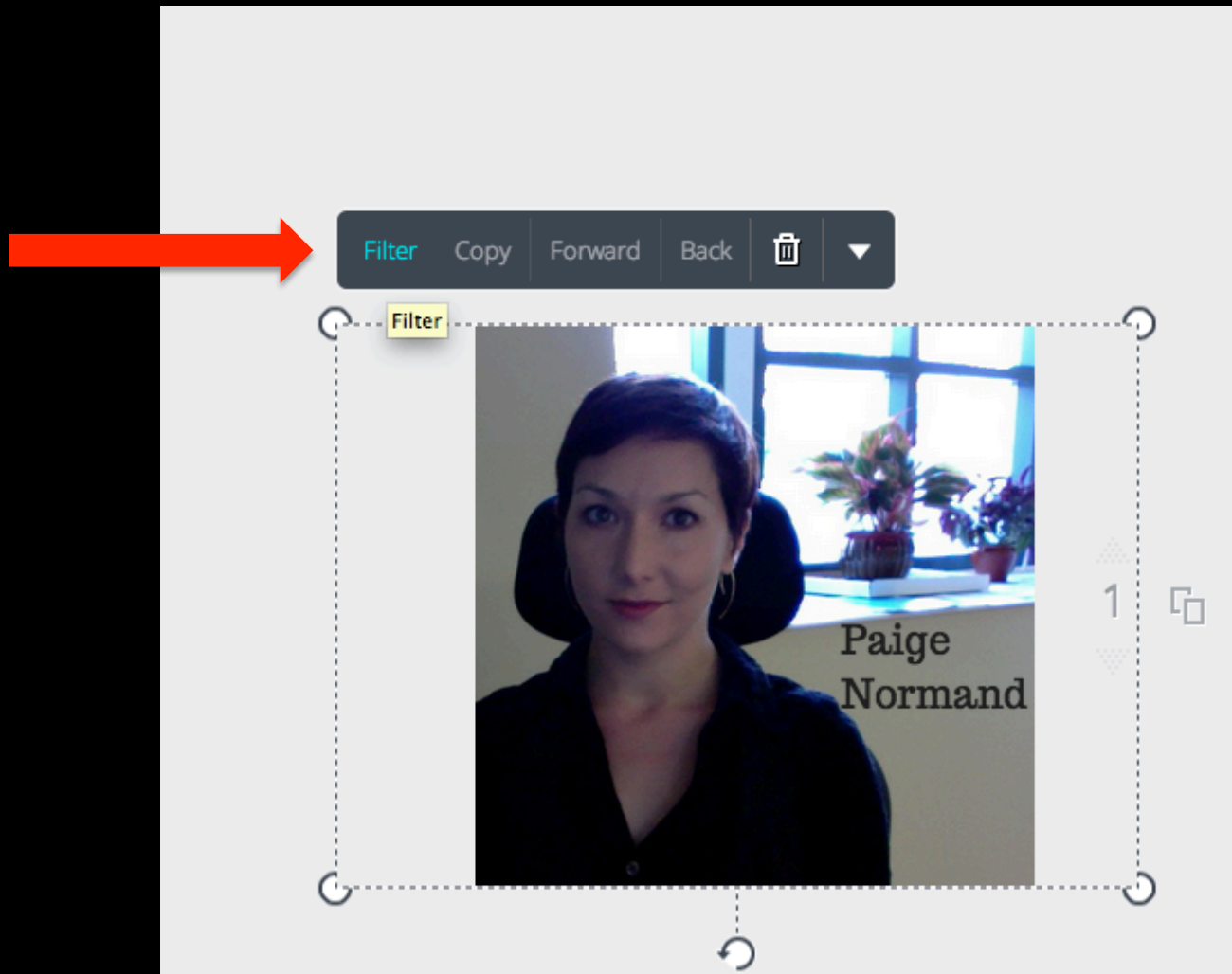
Step 7:

Make sure it's the "trocchi" font and pick a size that works for your image (but isn't smaller than 16)



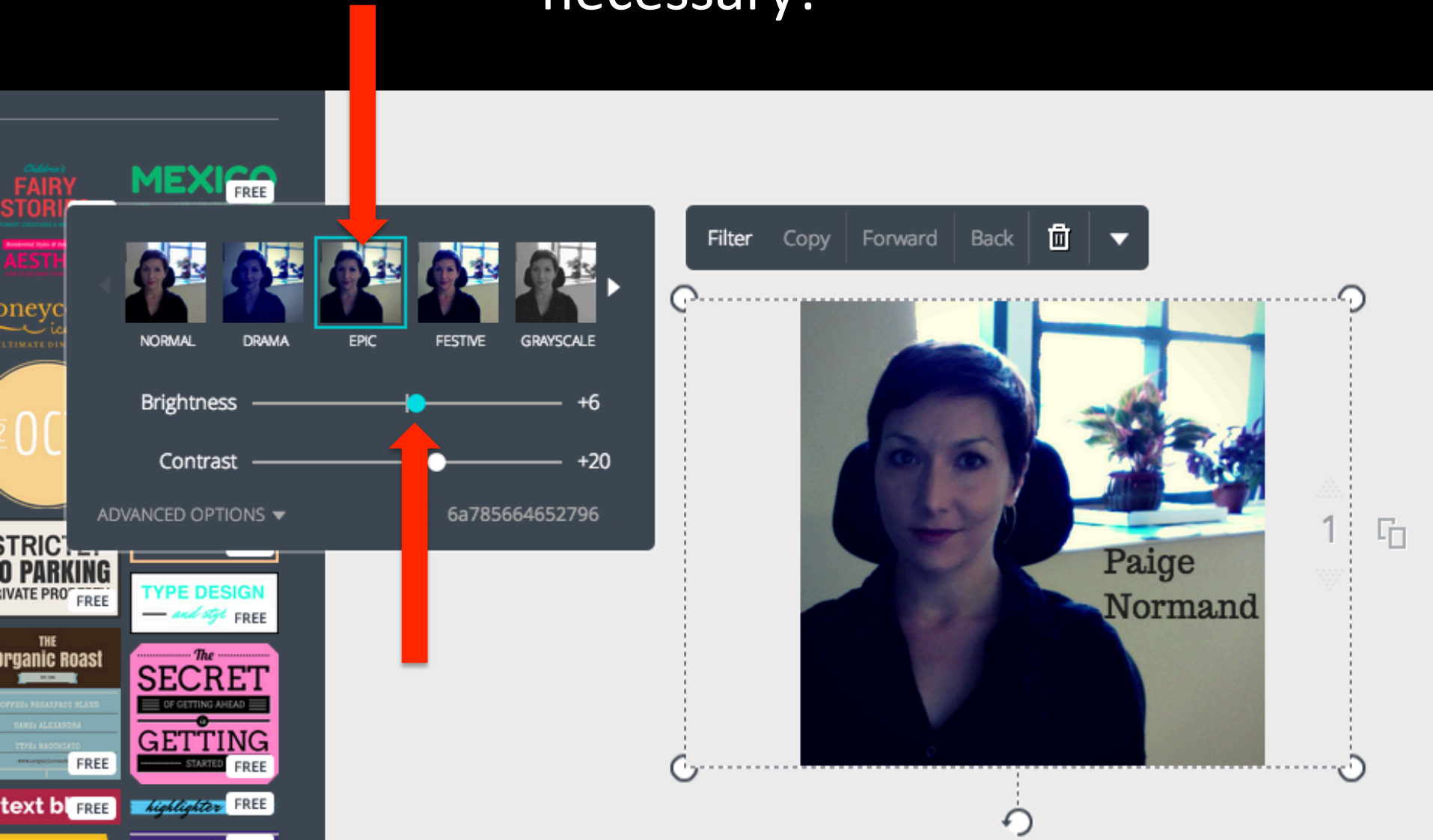
Step 8:

Position text where you want it and then click on the image so options show up:



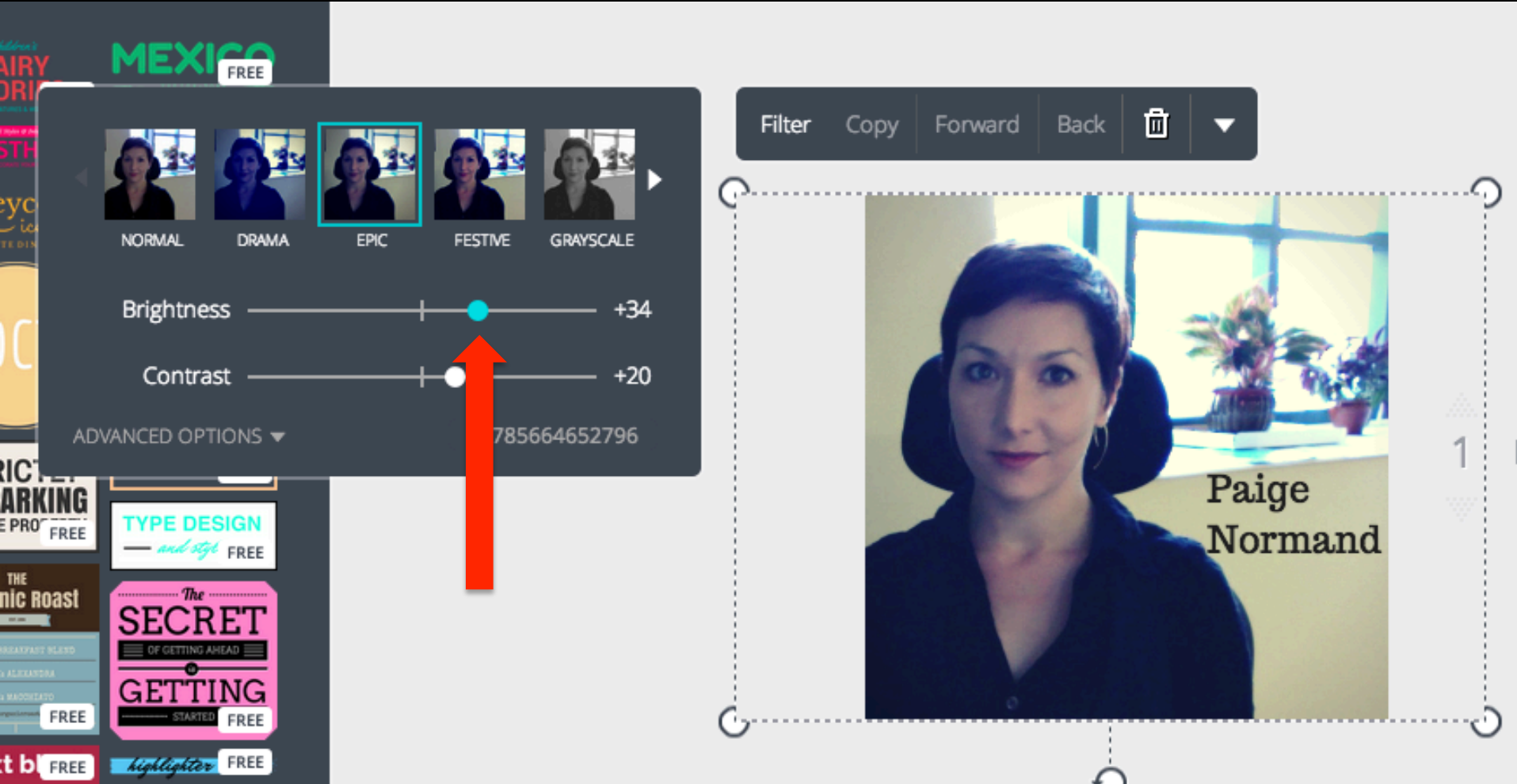
Step 9:

Click on the “EPIC” filter and adjust brightness as necessary!



Step 10:

Looking good 😊 Take a moment to admire your own awesomeness.



Step 11: Sweet! Now to download it!

The screenshot shows the Canva web interface. At the top, the navigation bar includes the Canva logo, 'Your designs', and buttons for 'Add subtitle text', 'Share', 'Download', and 'Saving'. A large red arrow points to the 'Download' button. On the left, a sidebar contains icons for 'SEARCH', 'LAYOUTS', 'TEXT', 'BACKGROUND', and 'UPLOADS'. The main workspace features a search bar with the text 'Search 1,000,000 images...' and a grid of design templates. The central canvas displays a portrait of a woman with the name 'Paige Normand' overlaid. To the right of the canvas, there are icons for zooming, a page number '1', a copy icon, and a trash icon.

Step 12:

Be sure to download it “As an image”!

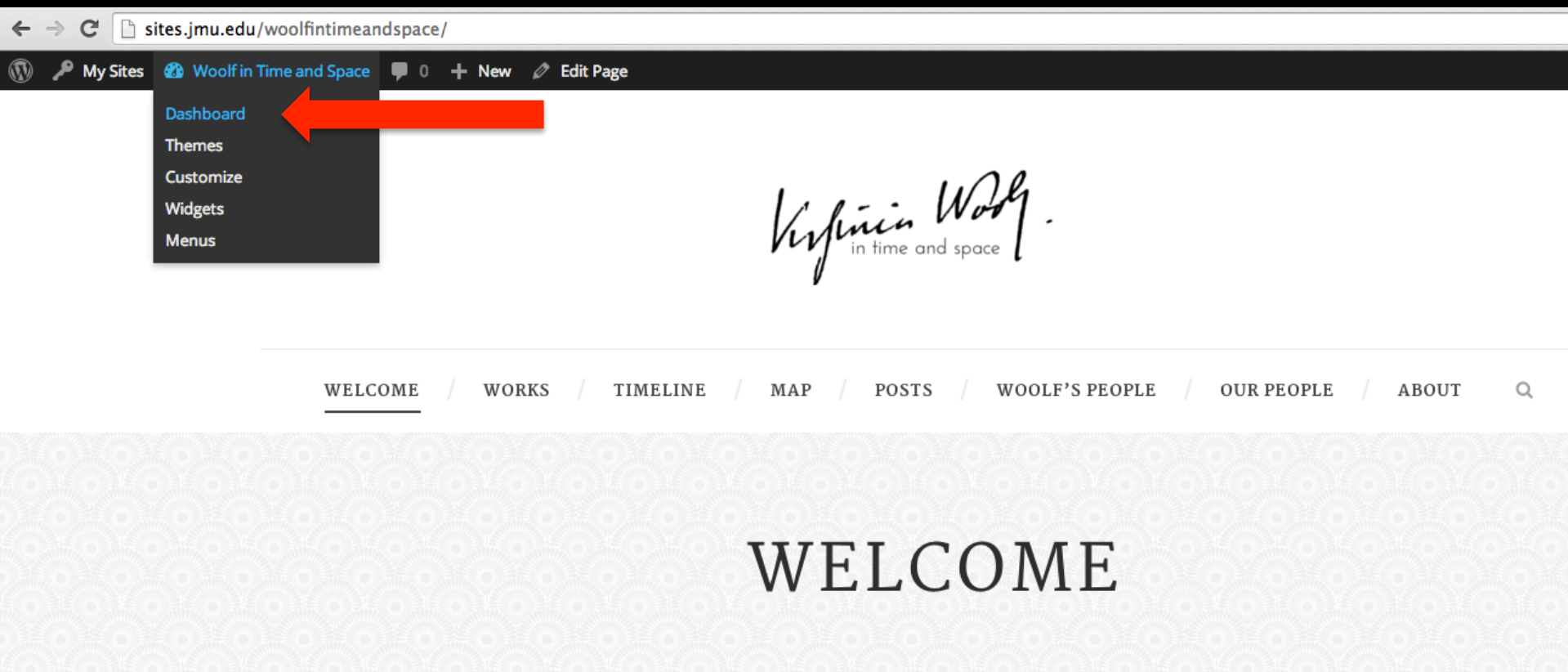
The screenshot displays the Canva web interface. On the left is a dark sidebar with navigation icons for Search, Layouts, Text, Background, and Uploads. The main workspace is light gray and contains a design template featuring a portrait of a woman with the name "Paige Normand" overlaid. At the top right, a teal navigation bar includes buttons for "Add subtitle text", "Share", "Download", and "Private". A white dropdown menu is open over the "Download" button, showing two primary options: "As an image" and "High quality PDF", with an "Options" link below. A red arrow points from the left towards the "As an image" option.

Step 13:

Now over to our wordpress!

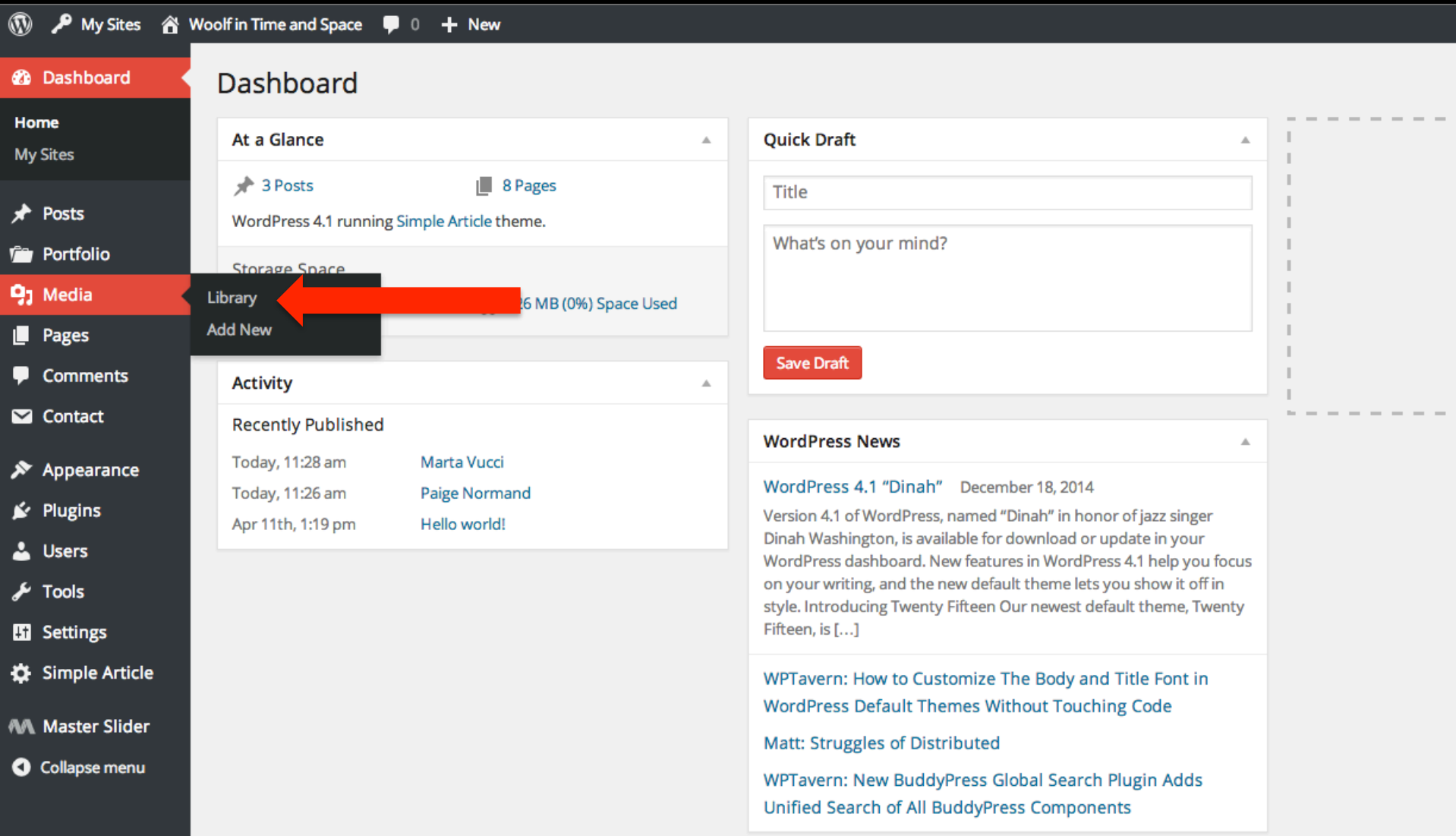
sites.jmu.edu/woolfintimeandspace

Log in with your JMU EID & go to “Dashboard”



The screenshot shows a web browser window with the address bar displaying `sites.jmu.edu/woolfintimeandspace/`. The WordPress dashboard navigation menu is open, with a red arrow pointing to the 'Dashboard' option. The menu items are: Dashboard, Themes, Customize, Widgets, and Menus. The main content area features the 'Virginia Woolf' logo in a cursive font, with 'in time and space' written below it. A navigation bar at the bottom contains the following links: [WELCOME](#) / [WORKS](#) / [TIMELINE](#) / [MAP](#) / [POSTS](#) / [WOOLF'S PEOPLE](#) / [OUR PEOPLE](#) / [ABOUT](#) and a search icon. Below the navigation bar, the word 'WELCOME' is displayed in a large, serif font against a background with a repeating circular pattern.

Step 14: Go to “Media”



The screenshot shows the WordPress dashboard for a site named "Woolf in Time and Space". The left sidebar contains a menu with the following items: Dashboard, Home, My Sites, Posts, Portfolio, Media, Pages, Comments, Contact, Appearance, Plugins, Users, Tools, Settings, Simple Article, Master Slider, and Collapse menu. The "Media" item is highlighted in red. A sub-menu is open for "Media", showing "Library" and "Add New". A red arrow points from the "Media" menu item to the "Library" link. The main dashboard area displays the "At a Glance" widget with 3 Posts and 8 Pages, the "Quick Draft" widget with a "Save Draft" button, and the "WordPress News" widget with several news items.

WordPress Dashboard for "Woolf in Time and Space".

Media (highlighted in sidebar)

- Library
- Add New

At a Glance

- 3 Posts
- 8 Pages
- WordPress 4.1 running Simple Article theme.
- Storage Space: 6 MB (0%) Space Used

Quick Draft

Title

What's on your mind?

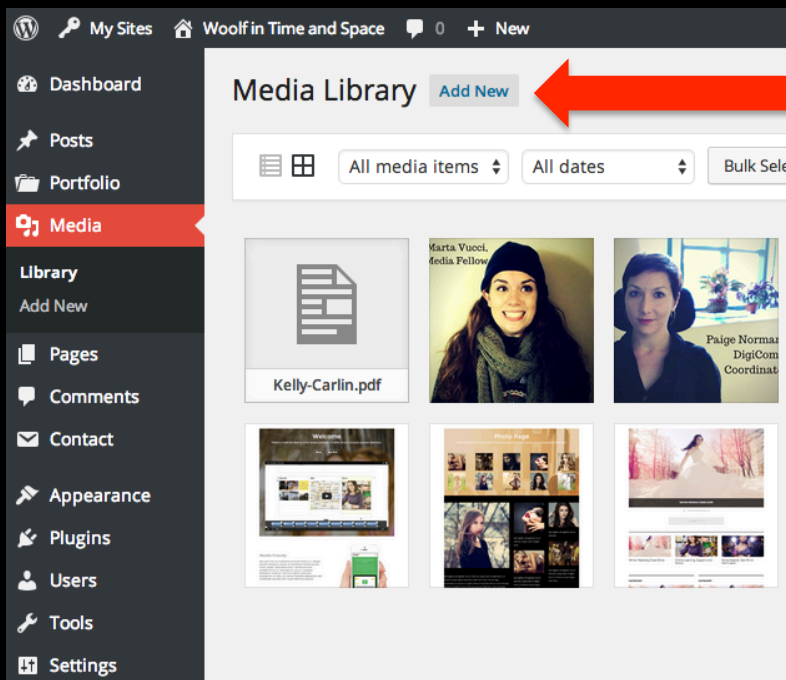
Save Draft

WordPress News

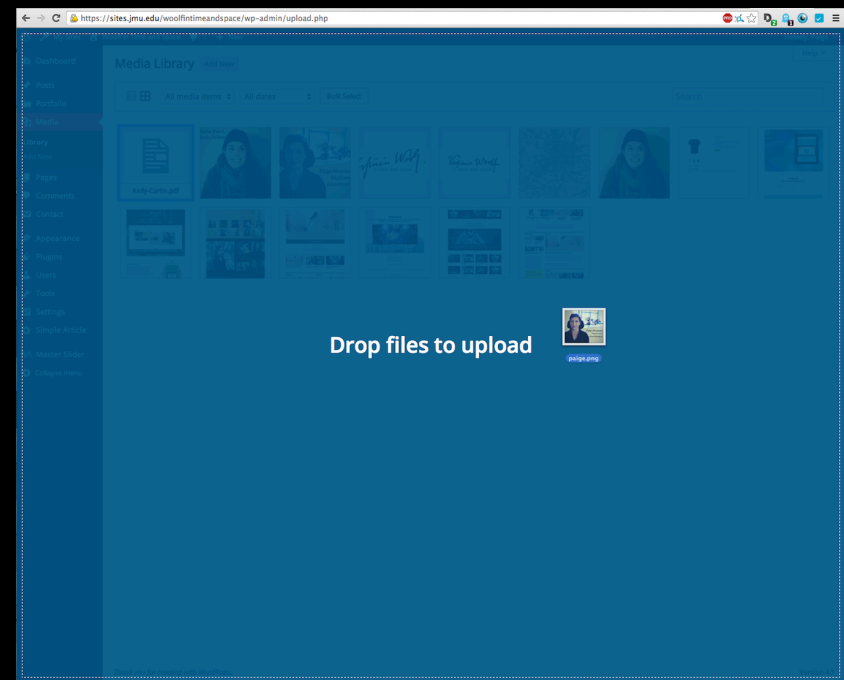
- [WordPress 4.1 "Dinah"](#) December 18, 2014
Version 4.1 of WordPress, named "Dinah" in honor of jazz singer Dinah Washington, is available for download or update in your WordPress dashboard. New features in WordPress 4.1 help you focus on your writing, and the new default theme lets you show it off in style. Introducing Twenty Fifteen Our newest default theme, Twenty Fifteen, is [...]
- [WPTavern: How to Customize The Body and Title Font in WordPress Default Themes Without Touching Code](#)
- [Matt: Struggles of Distributed](#)
- [WPTavern: New BuddyPress Global Search Plugin Adds Unified Search of All BuddyPress Components](#)

Step 15:

Upload your image either with the “upload” or just drag and drop image onto the page



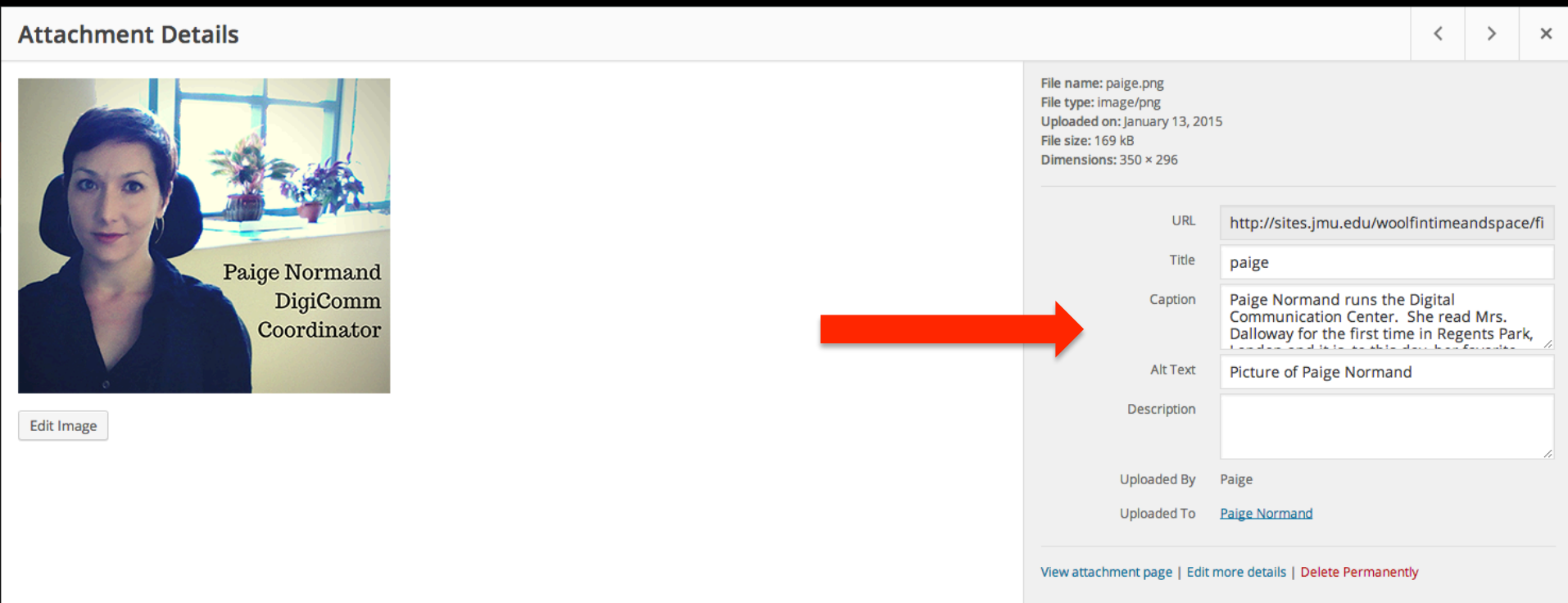
File Upload Option



Drag & Drop Option

Step 16: Add your Title, Caption, and Alt Text!

Attachment Details



File name: paige.png
File type: image/png
Uploaded on: January 13, 2015
File size: 169 kB
Dimensions: 350 × 296

URL: <http://sites.jmu.edu/woolfintimeandspace/fi>

Title: paige

Caption: Paige Normand runs the Digital Communication Center. She read Mrs. Dalloway for the first time in Regents Park, and she said it is to this day her favorite

Alt Text: Picture of Paige Normand

Description:

Uploaded By: Paige

Uploaded To: [Paige Normand](#)

[View attachment page](#) | [Edit more details](#) | [Delete Permanently](#)

You're Done!
Whoo-hoo!