WordPress Migration Manual

nunames

Migrating your Instantweb site to Wordpress

In this manual, we'll discuss how to migrate your old site to Wordpress. This manual presumes a number of things:

• You have a site that will be discontinued soon;
• You want to migrate to a blog-like site;
• You want a solution that allows you to manage your posts easily, may be expanded extra options with ease, and allows for powerful management of your data.

If you are interested in a webshop solution, or a free, easier blog, feel free to check out our other guides on this subject.

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This manual discusses the following subjects:

• Introduction to Wordpress, and requirements
• Installing Wordpress, and Wordpress in a nutshell.
• How to make a new post, and migrate an old one
• Layout, themes, and a few commonly used options
• A short FAQ about some common things in Wordpress

If you are looking for something more detailed, or in-depth, take a look at the the Wordpress Codex or the Wordpress forums. Wordpress has an active community which keeps both of these moving – if this guide does not cover it, this is the best place to get your answer.

http://codex.wordpress.org/
http://wordpress.org/support/

Introduction to WordPress

Wordpress is a blogging platform which has been around since 2003. Originally starting as an off-shoot b2/cafelog, Wordpress has evolved to one of the most popular CMS systems on the web, running 18.9% of all websites (October 2013).

Wordpress became popular for a number of reasons:

- Easy way to install and select themes. Advances users may also edit these.
- Multitude of applications, ranging from blog to photo-gallery to webshop.
- Easily made responsive by the installation on plugins.
- Easily handled by search engines (SEO-friendly)
- Updates are tracked by Wordpress itself, and can be updated via the site itself.

To provide room for easy editing, a dashboard is provided behind the site. There are several apps for phones and tablets to provide access.

Wordpress handles requests for the pages by it's internal database. Because of this, lookups and references are handled quickly.

Before you start

- Make sure you back-up your old site. To do this, move to your site, and press CTRL+S to save the page. After you've saved all the pages of your site, check they're working by opening them on your computer. As long as they display the information, they are saved.

- Before starting, verify all your old information is present.

- Wordpress requires at least a database to keep working. For a basic installation, you require at least a Small plan. Wordpress does not work on the new Instantweb plans. You may order this plan in our shop.

- Link your domain to your plan, and wait for 8 hours for the DNS to refresh. You are now ready to start installing.

Installing WordPress

To install Wordpress, log in to your Customer Area via https://nunames.nu/ca .
After logging in, take the following steps:

Preparation

1. Open your Hosting tab.
2. Select the package you wish to install Wordpress on, and open the details.
3. Move to the database tab, and create a new database. If you already have a database, make sure you know the password.
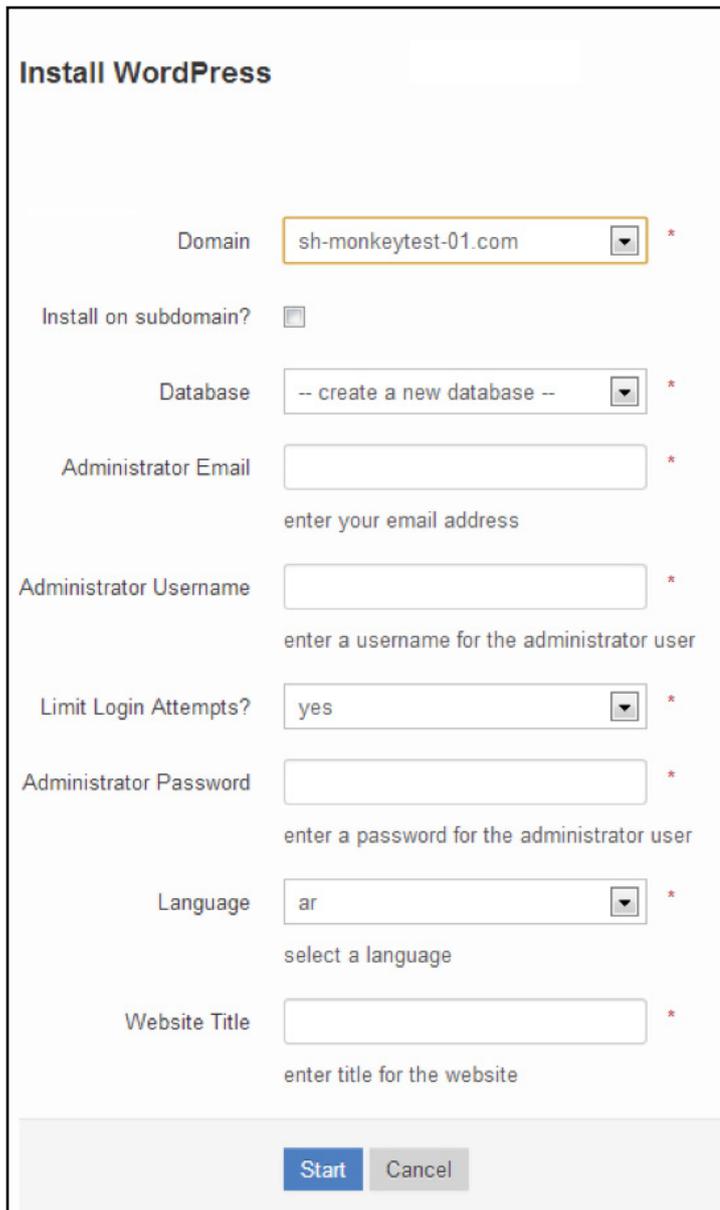
Installation

1. Move to the Installations subtab.
2. Select "New installation".
3. Select Blog, and then select "Install" behind it.

4. Fill in the details.

- *Select which domain you wish to install it on.*

- *If you want to install on a subdomain (example: test.domain.com), check "Install on Subdomain" and fill in the subdomain.*

- *Select an existing database, or create a new one. If you chose for an existing database, supply the password.*

- *Fill in the admin e-mail. This will be used for notifications, and password resets.*

- *Fill in the admin username. This will be used for logging in.*

- *Choose whether you want to limit login attempts. This is a setting in Wordpress.*

- *Choose the admin password.*

- *Choose the language. Wordpress supports a large amount of languages natively.*

- *Choose the title for your website. This can be changed later, should you wish.*

5. After filling in all the details, select "Start".

Wordpress will be installed. You will be notified when the installation is complete.

WordPress in a nutshell

Looking at your site, you'll note a few things. Your site title is displayed on top, while a sample post and page have been provided. This gives you an idea of what your site will look like. To start changing things, you'll need to log in.

1. To log in to Wordpress, visit your website, with /wp-admin/ added. For example, if you installed Wordpress on domain.com, your login link would be domain.com/wp-admin/
2. You'll be presented with a login screen. Fill in the admin username you chose earlier, and the password.
3. You are now logged in.

At this page, you'll be presented with several options. We'll go over each briefly.

- **Posts:**
  A post is a short message, like a blog post. This could be simply you sharing your thoughts

- **Media:**
  Media contains your uploaded media, like pictures.

- **Links:**
  Links allow you to make internal links to some pages.

- **Pages:**
  Pages are separate pages on your website, which you can use to organise posts and articles.

- **Comments:**
  Comments are replies on your posts. These are often from visitors.

- **Appearance**
  Appearance details what your sites looks like, and allows you to set and edit themes.

- **Plugins:**
  Plugins are extra programs or software that runs behind your site, like a Facebook plugin.

- **Users:**
  This panel contains the registered users that have made an account on your blog.

- **Tools:**
  Tools are internal functions included in Wordpress.

- **Settings:**
  Settings include the advanced settings of your Wordpress blog.

Wordpress is a very broad platform. The plugins you install determine how these behave, and this guide will not cover them in-depth. To see what the advanced features of each are, the best place to look is the Codex, where most common functions are discussed.

The link to the Codex is given in this FAQ.

Common questions about Pretashop

Migrating posts

To migrate a post, take the following steps:

1. Open your old Instantweb site by opening the file on your computer. You'll see your old posts displayed.
2. Open the dashboard of your new site in parallel, and select "Add Post"
3. Copy the text from your old post into the new post field, and edit if you wish.
4. Publish the post by clicking the button on the right hand side of the page.
5. After publishing, the post will be displayed on your site.
6. Repeat this process for every post you have on your site.

Adding posts

To make a new post, take the following steps:

1. Open your Wordpress dashboard, and select "Add new" under Posts.
2. Fill the in the post you wish to make. If you want to include a picture, upload it at the Media tab.
3. After you're satisfied with your post, feel free to publish it to your site.

Adding a page

A page is an excellent way to organize your site. To add a page, take the following steps:

1. Open your Wordpress dashboard, and select "Add new" under Pages.
2. In this page, fill in the title of your page, and the content you wish to display.
3. On the righthand page, choose whether you wish this to be a sub-page, or a main page.
4. After you're satisfied with the options, publish your page to have it display on your site.

Changing the look and feel of your Wordpress

The look and feel can be set at the Appearance tab. Here, you may also download new themes.

1. Open the Appearance tab in your Wordpress back-end.
2. To select an installed theme, look under Manage Themes. To install a new theme, or browse the available themes, check the Install Themes option.