



Scandinavia
Young
Professionals
Network

Build your website: tips and tutorial for early careers



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Who is GeoNorth?

GeoNorth is the IAG Network of National Geomorphology Groups from Denmark, Finland, Iceland, Norway and Sweden

Find us at geonorthiag.wordpress.com



Content

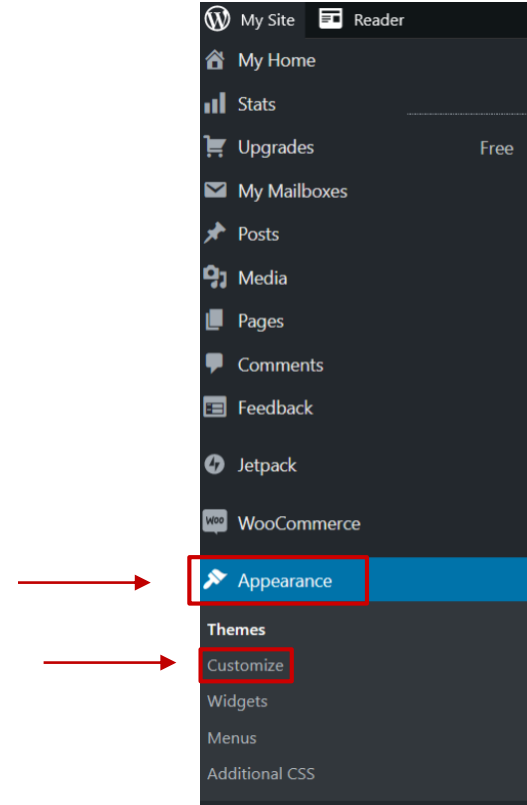
- How to create a menu (example: tabs at top part of page)
- How to edit the pages linked in the menu
- How to add other pages (not included in the menu header) and how to link to them

Customize the structure of your website

❖ The **Appearance** tab allows you to build a structure for your website

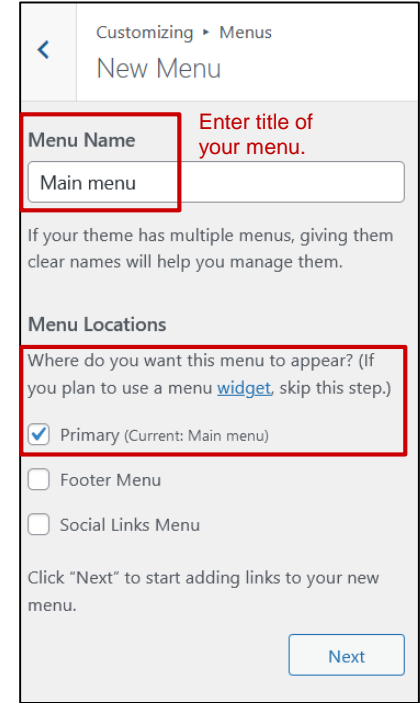
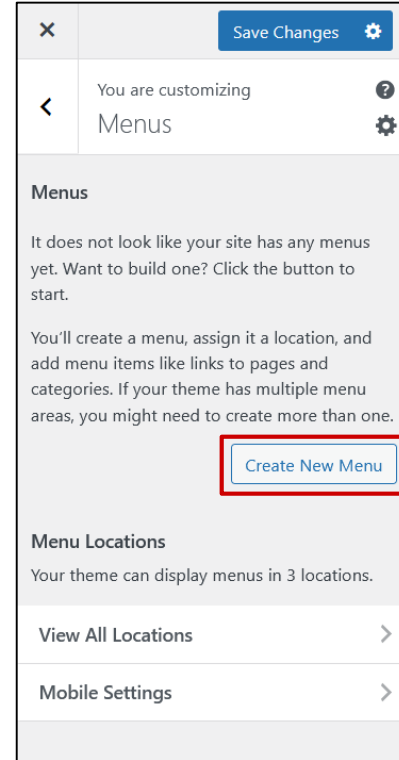
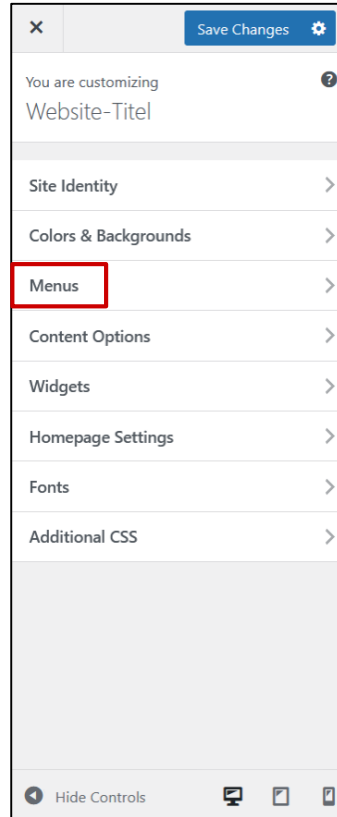
- Create tabs and pages
- Change the colour scheme
- ... and more!

❖ Go to **Customize**



Step 1: Creating a menu

- ❖ Open the **Menu** tab
- ❖ Create a menu by simply clicking the button.
- ❖ Chose a working title for your menu (this name does not appear on the website but helps you to identify your menu – if you have several)
- ❖ Chose the location for your menu: **Primary** will place it as the header of your website



Step 2: Add tabs to the menu

- ❖ Add the tabs that you want in your header
- ❖ Some will be suggested to you, so you may choose predefined ones or create new ones. This process will automatically create **pages** for all the menu entries you make (we will get back to editing pages)

The screenshot shows the WordPress Customizer interface for editing the 'Main menu'. The 'Menu Name' is set to 'Main menu'. The 'Add Items' button is highlighted with a red box. The 'Pages' section shows a list of suggested items: Photo Gallery, Home, Blog, Contact, and About. The 'Add New Page' button is also highlighted with a red box, and a red arrow points to it with the text 'Enter title of the page. This will appear as a tab in your menu.'

Customizing ▸ Menus
Main menu

Menu Name
Main menu

Time to add some links! Click "Add Items" to start putting pages, categories, and custom links in your menu. Add as many things as you would like.

✕ Add Items

Menu Locations
Here's where this menu appears. If you would like to change that, pick another location.

Primary (Current: Main menu)
 Footer Menu
 Social Links Menu

Menu Options
 Automatically add new top-level pages to this menu

Search menu items...

Custom Links

Pages

- + Photo Gallery Page
- + Home Front Page
- + Blog Posts Page
- + Contact Page
- + About Page

Add New Page **+ Add**

Posts

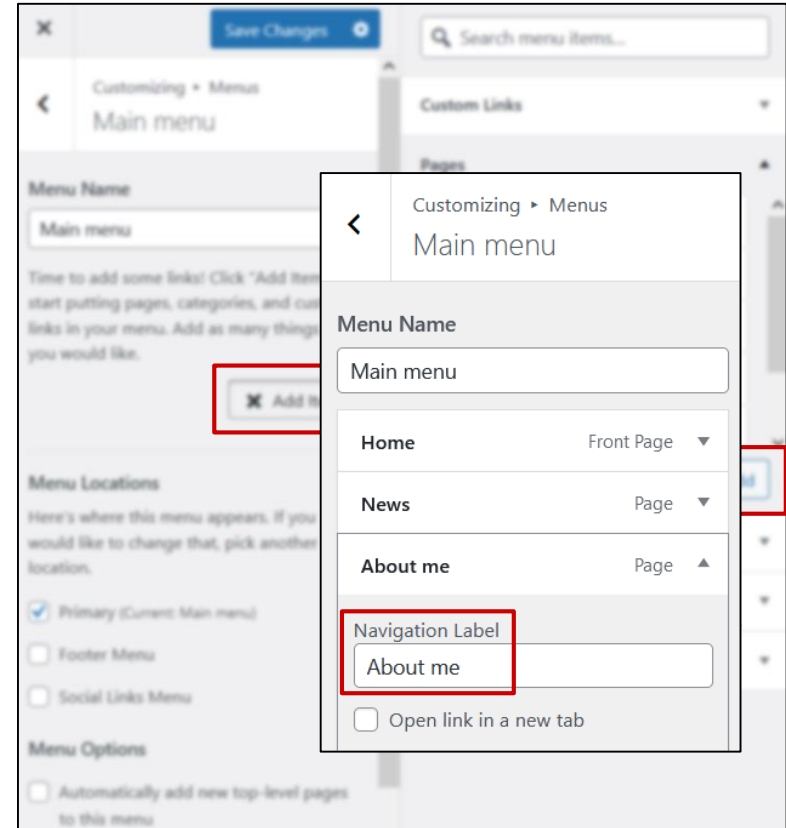
Categories

Tags

Enter title of the page.
This will appear as a tab in your menu.

Step 2: Add tabs to the menu

- ❖ Add the tabs that you want in your header
- ❖ Some will be suggested to you, so you may choose predefined ones or create new ones. This process will automatically create **pages** for all the menu entries you make (we will get back to editing pages)
- ❖ It is also possible to change the name of an existing tab. Just edit the name given in the field named **Navigation label**
- ❖ Here, I simply changed the name of the tab *About* to *About me*



Step 2: Add tabs to the menu

Customizing ▸ Menus
Main menu

Save Changes ⚙

Menu Name
Main menu

Home	Front Page ▼
News	Page ▼
About me	Page ▼
Projects	Page ▼
Photo Gallery	Page ▼
Get in touch!	Page ▼

[Reorder](#) [+ Add Items](#)

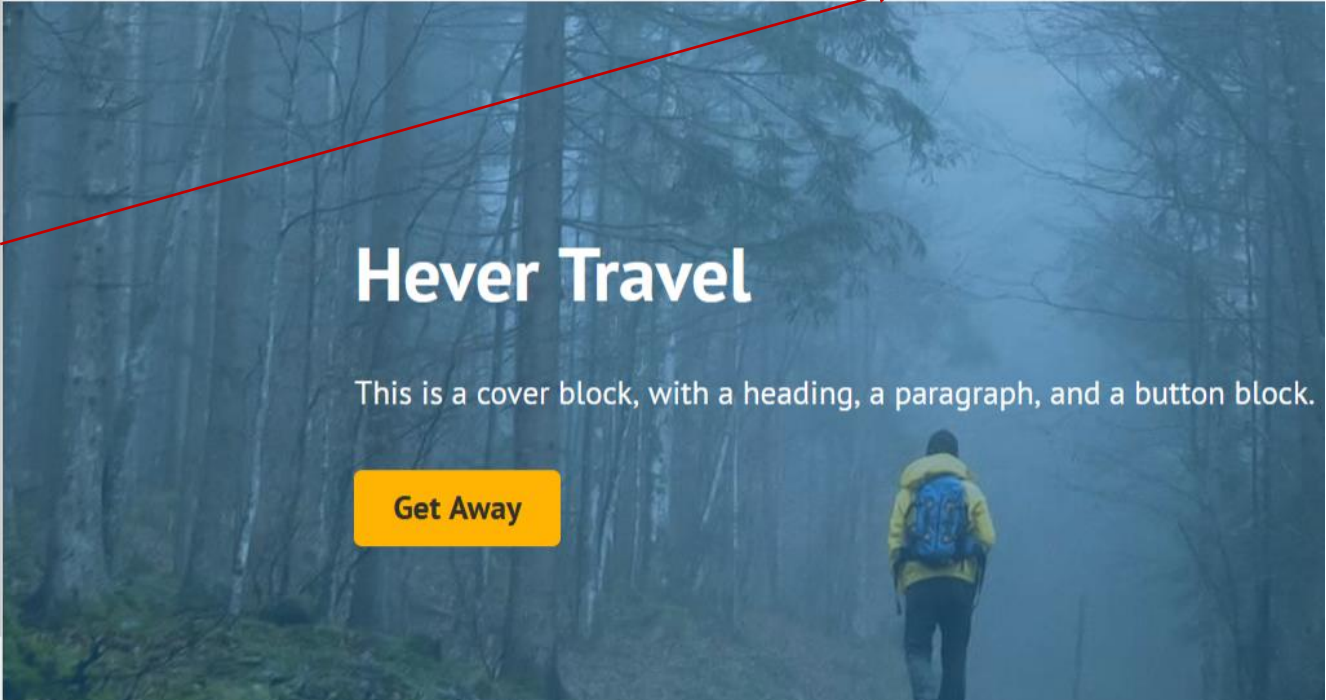
Website-Titel

Home News About me Project

Hever Travel

This is a cover block, with a heading, a paragraph, and a button block.

Get Away



Step 3: Customizing colour scheme

- ❖ The customizing menu also allows you to change the colour scheme of your website
- ❖ You may choose from pre-defined palettes - this allows you to change the colours of individual elements, such as buttons, while still remaining true to a coherent colour scheme
- ❖ You can also design your own colour scheme
- ❖ **Don't forget to save your changes!**

The screenshot displays a website customization interface. On the left, a sidebar menu is open, showing 'Customizing' and 'Colors & Backgrounds' (highlighted with a red box). Below this, there is a 'Save Changes' button, a 'Default' button (highlighted with a red box), and a 'Choose a Palette' section with three options: 'Featured' (red/black/white), 'Featured' (green/black/white), and 'Featured' (blue/black/white) (highlighted with a red box). A text box provides a note: 'In order to ensure people can read your site, try to maintain a strong contrast ratio between the colors you choose here. [Learn more about color contrast.](#)'

The main preview area shows a website header with 'Website-Titel' and navigation links 'Home', 'News', 'About me', and 'Projects'. The main content area features a large image of a person walking in a forest, with the heading 'Hever Travel' and a paragraph: 'This is a cover block, with a heading, a paragraph, and a button block.' Below the paragraph is a 'Get Away' button.

Step 4: Edit your menu

- ❖ Need quick edits to your menu?
Go to the **Menus** button in the **Appearance** tab

The screenshot displays the WordPress admin interface for editing a menu. On the left, the 'Appearance' tab is active, and the 'Menus' option is highlighted with a red box. The main content area is divided into two sections: 'Add menu items' and 'Menu structure'.

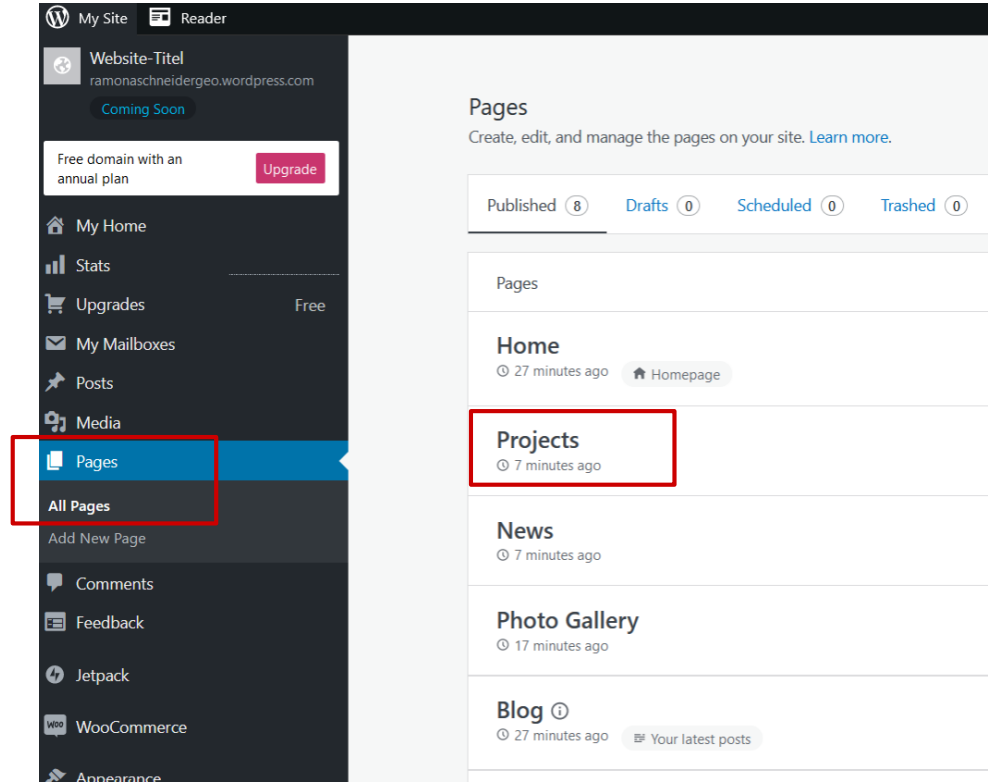
Add menu items: This section allows you to select items to add to the menu. It includes a 'Pages' section with a list of pages (Projects, News, Photo Gallery, Contact, About, Über) and a 'Select All' button. There is also a 'Posts' section, a 'Custom Links' section, and a 'Categories' section. An 'Add to Menu' button is located at the bottom right of the 'Pages' section.

Menu structure: This section shows the current menu structure. The menu name is 'Main menu'. Below the name, there is a 'Bulk Select' button and a list of menu items. Each item has a label, a type (e.g., Front Page, Page), and a dropdown arrow. The items listed are: Home (Front Page), News (Page), About me (Page), Projects (Page), Photo Gallery (Page), and Get in touch! (Page). There is another 'Bulk Select' button below the list.

Menu Settings: At the bottom, there are two buttons: 'Save Menu' and 'Delete Menu'.

Step 5: Edit individual pages

- ❖ The **Pages** tab allows you to edit individual pages of your website
- ❖ Let's design an overview page for your research projects that links to individual sites for each project
- ❖ The goal is to be able to create pages for each project that don't show up in the main menu, but can be accessed through the project overview page that we just created
- ❖ Click to enter the *Projects* page



Step 5: Edit individual pages

Page elements are added by clicking on the **Plus** sign. If you select a page element (here: columns) the plus will turn into a menu as shown above where you can choose what to add.

Projects

The screenshot shows the WordPress editor interface. At the top left, there is a navigation bar with a plus sign icon. A red box highlights this plus sign, and a red arrow points from it to a dropdown menu. The dropdown menu contains several options: Image, Columns (highlighted with a red box), Paragraph, Gallery, Heading, and List. At the bottom of the menu is a 'Browse all' button. The main content area displays the word 'Projects' in a large, bold font. On the right side, there is a settings sidebar with tabs for 'Page' and 'Block'. The 'Block' tab is active, showing settings for the 'Columns' block, including a description, a 'Learn more' link, and sections for Color, Typography, and Dimensions.

Step 5: Edit individual pages

The screenshot displays the WordPress Gutenberg editor interface. At the top, the browser address bar shows the URL `ramonaschneidergeo.wordpress.com` and a tab titled "Customize your domain". The editor header includes a "Page" tab and a "Block" tab, with the "Block" tab currently selected. The main content area features a page titled "Projects". A red rectangular box highlights the block selection menu, which contains three icons: a grid icon for columns, a list icon for lists, and a vertical ellipsis icon for more options. Below this menu, a "Columns" block selection panel is open, titled "Columns" with the instruction "Select a variation to start with." This panel displays six grid layout options, each with a corresponding column count: 100, 50 / 50, 33 / 66, 66 / 33, 33 / 33 / 33, and 25 / 50 / 25. A "Skip" link is located at the bottom left of the selection panel. On the right side of the editor, a settings sidebar is visible, showing options for "Color" (Text and Background), "Typography" (SIZE with S, M, L, XL buttons), and "Dimensions" (PADDING with sliders).

Step 5: Edit individual pages

The screenshot shows the WordPress Gutenberg editor interface. At the top, there is a navigation bar with the WordPress logo, a plus sign, and icons for undo, redo, and a menu. The browser address bar shows the URL "ramonaschneidergeo.wordpress.com" and a "Customize your domain" link. The main content area displays the title "Projects" and a "Columns" block. A red box highlights the block's toolbar, which contains three icons: a grid icon, a list icon, and a vertical ellipsis icon. Below the toolbar, the "Columns" block settings panel is open, showing six column layout variations with their respective widths: 100, 50 / 50, 33 / 66, 66 / 33, 33 / 33 / 33, and 25 / 50 / 25. A "Skip" link is also visible. On the right side, a settings sidebar is open, showing the "Page" and "Block" tabs. The "Block" tab is selected, and the settings are categorized into "Columns", "Color", "Typography", and "Dimensions". The "Columns" section includes a description and a "Learn more" link. The "Color" section has radio buttons for "Text" and "Background". The "Typography" section has a "SIZE" dropdown menu with options "S", "M", "L", and "XL". The "Dimensions" section has a "PADDING" section with two sliders.

ramonaschneidergeo.wordpress.com Customize your domain X

Update Aa [Block Icon] [Refresh Icon] [Help Icon] [More Icon]

Projects

Columns

Select a variation to start with.

100 50 / 50 33 / 66 66 / 33 33 / 33 / 33 25 / 50 / 25

[Skip](#)

Page Block X

Columns

Display content in multiple columns, with blocks added to each column.

[Learn more](#)

Color

Text

Background

Typography

SIZE

S M L XL

Dimensions

PADDING

A menu will open that allow you to customize your page element, e.g., text colour.

Step 5: Edit individual pages

The screenshot shows a WordPress page editor for a page titled "Projects". The main content area displays a "Columns" block selection interface. A red box highlights the "Columns" block icon in the top toolbar. Below it, a larger red box highlights the "Columns" block settings panel. Inside this panel, six column layout options are shown, each with a width ratio: 100, 50 / 50, 33 / 66, 66 / 33, 33 / 33 / 33, and 25 / 50 / 25. The "33 / 33 / 33" option is highlighted with a red box. A red text annotation next to it reads: "Here, we choose three equally wide columns." To the right, a sidebar menu is open, showing the "Page" and "Block" tabs. The "Block" tab is active, and the "Columns" block is selected. The sidebar also shows settings for "Color" (Text and Background) and "Typography" (SIZE: S, M, L, XL).

Projects

Columns

Select a variation to start with.

100 50 / 50 33 / 66 66 / 33 33 / 33 / 33 25 / 50 / 25

Skip

Here, we choose three equally wide columns.

Page Block

Columns

Display content in multiple columns, with blocks added to each column.

[Learn more](#)

Color

Text

Background

Typography

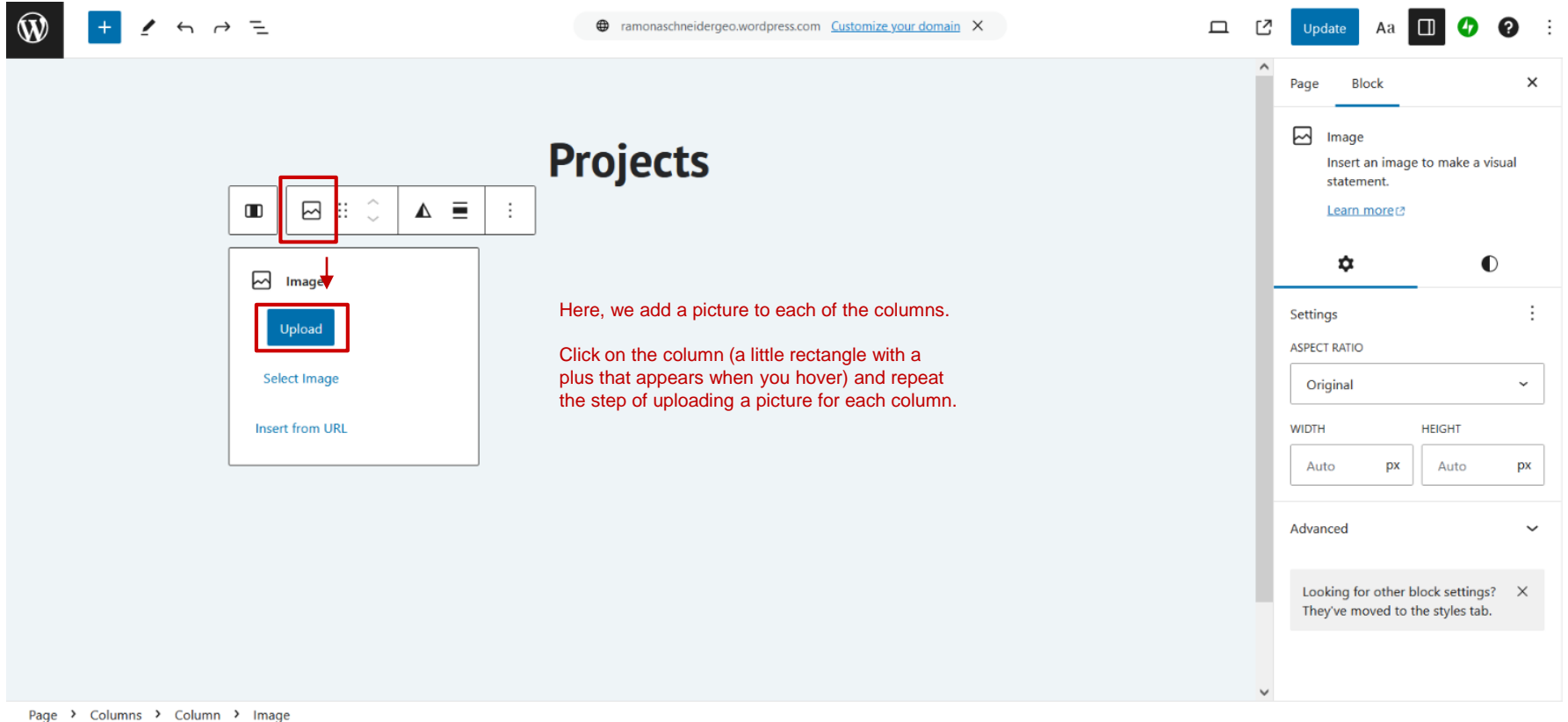
SIZE

S M L XL

Dimensions

PADDING

Step 5: Add images



The screenshot shows the WordPress Gutenberg editor interface. The main content area displays the title "Projects" and a grid of three columns. The middle column is selected, and the "Image" block settings panel is open. The "Image" block settings panel includes an "Image" icon, a description "Insert an image to make a visual statement.", a "Learn more" link, a gear icon for settings, and a moon icon for dark mode. The "Settings" section shows "ASPECT RATIO" set to "Original", "WIDTH" set to "Auto px", and "HEIGHT" set to "Auto px". The "Advanced" section is collapsed. A notification at the bottom right says "Looking for other block settings? They've moved to the styles tab."

Here, we add a picture to each of the columns.

Click on the column (a little rectangle with a plus that appears when you hover) and repeat the step of uploading a picture for each column.

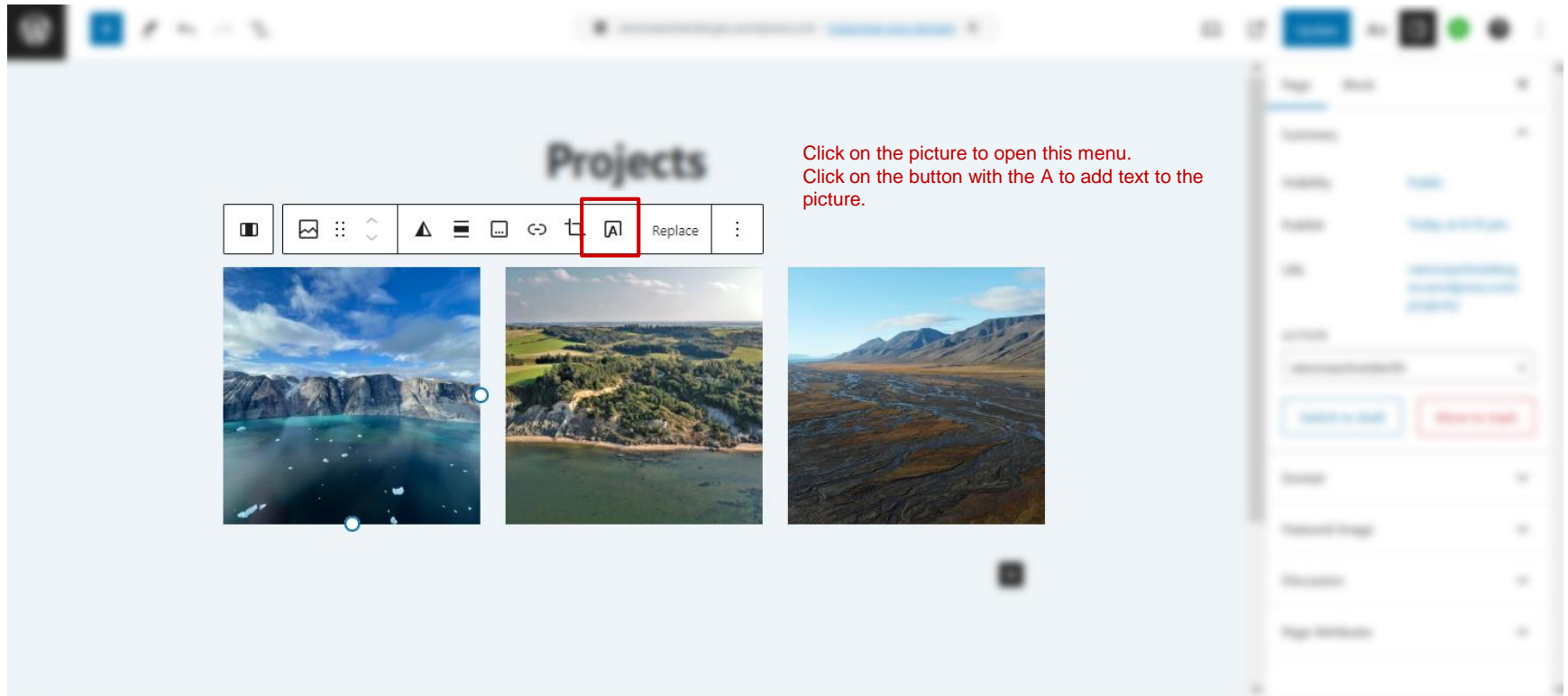
Page > Columns > Column > Image

Step 5: Add images

The screenshot shows the WordPress page editor interface. At the top, the browser address bar displays 'ramonaschneidergeo.wordpress.com' with a 'Customize your domain' link. The page title 'Projects' is centered at the top of the content area. Below the title, three landscape images are displayed in a row: a fjord with icebergs, a green valley with a river, and a wide river valley with mountains. A small '+' icon is visible below the images. The right-hand sidebar is open, showing page settings:

- Page: Block
- Summary: ^
- Visibility: Public
- Publish: Today at 6:10 pm
- URL: ramonaschneidergeo.wordpress.com/projects/
- AUTHOR: ramonaschneider93
- Buttons: Switch to draft, Move to trash
- Excerpt: v
- Featured image: v
- Discussion: v
- Page Attributes: v

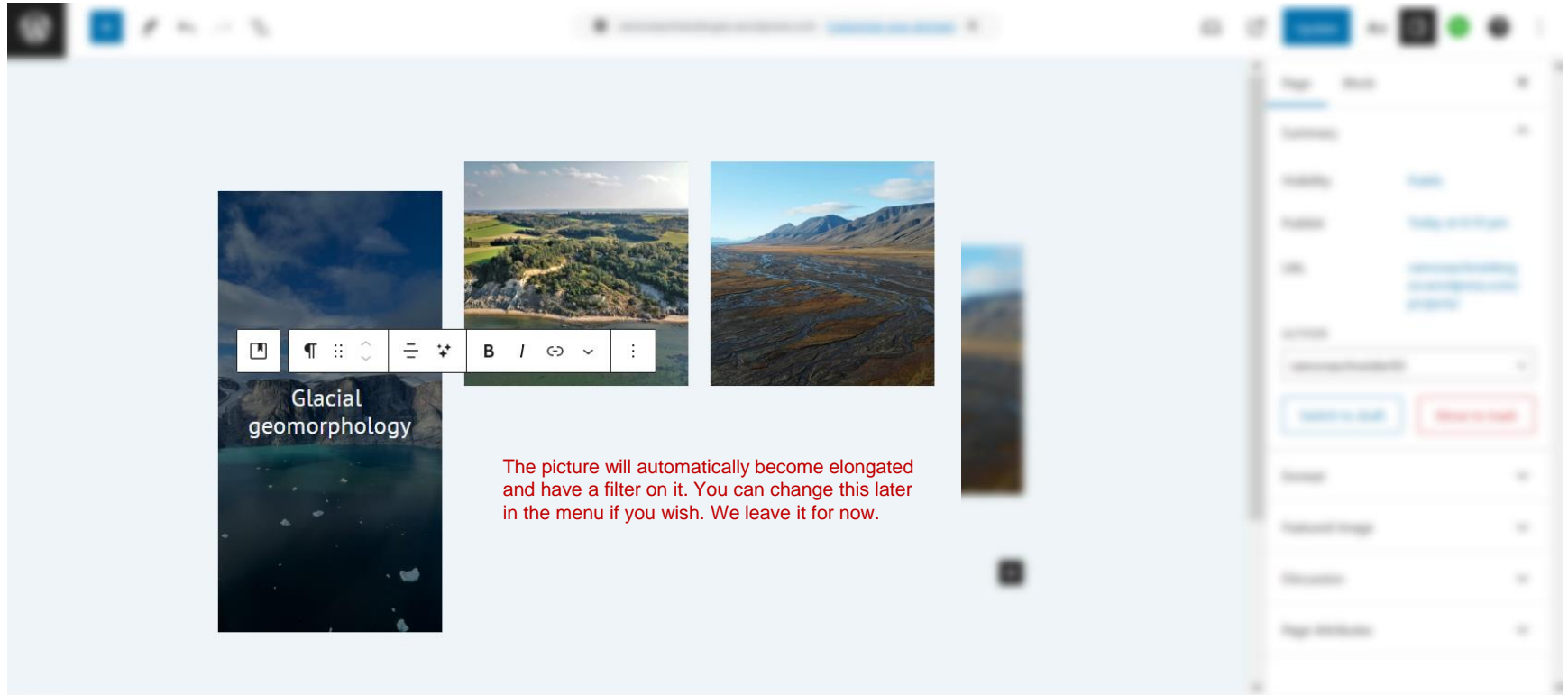
Step 6: Add text to a picture



The screenshot shows a photo editing application interface. At the top, the word "Projects" is displayed. Below it is a toolbar with various editing tools. The text tool, represented by a white 'A' on a black background, is highlighted with a red square. To the right of the text tool is a "Replace" button and a vertical ellipsis menu icon. A context menu is open over the middle photo, showing options like "Copy", "Paste", "Share", "Print", "Delete", "Undo", "Redo", "Zoom In", "Zoom Out", "Reset", "Close", and "Done". The "Done" button is highlighted with a red rectangle. The background of the application is light blue.

Click on the picture to open this menu.
Click on the button with the A to add text to the picture.

Step 6: Add text to a picture

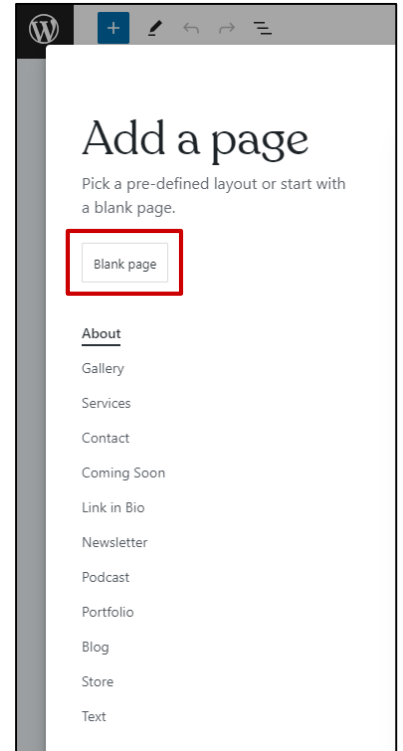
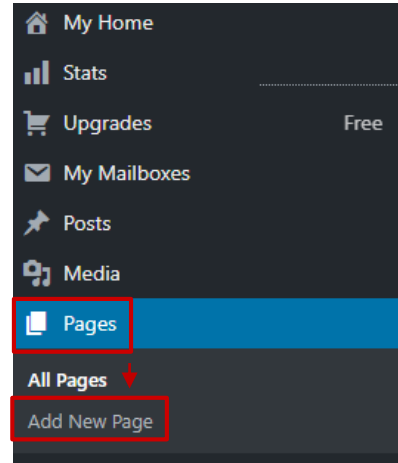
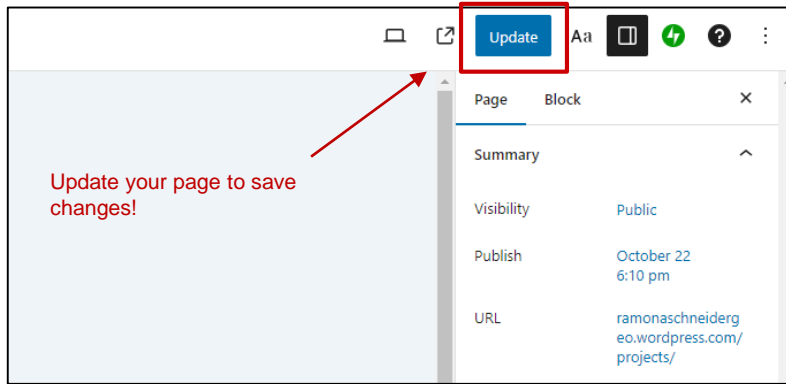


The screenshot shows a photo editing interface. A landscape image of a river valley is selected. A menu is open over the image, displaying various editing options. The text "Glacial geomorphology" is added to the image. A red text box provides instructions: "The picture will automatically become elongated and have a filter on it. You can change this later in the menu if you wish. We leave it for now." The right sidebar shows a list of editing options, including "Crop", "Filter", "Adjust", "Effects", "Background", "Stickers", and "Page Numbers".

Glacial geomorphology

The picture will automatically become elongated and have a filter on it. You can change this later in the menu if you wish. We leave it for now.

Step 7: Create a new page



Step 7: Create a new page

The screenshot shows the WordPress page editor interface. The main content area has a title "Glacial geomorphology" in a large, bold, black font, enclosed in a red rectangular box. Below the title is the text "Add a project description or other content here." To the right of the title, the text "Type your page title" is written in red. Below the main content area, there is a plus sign icon. To the right of the plus sign, the text "Right-click on the URL to copy the link to this new page!" is written in red, with a red arrow pointing to the URL field in the right-hand sidebar. The right-hand sidebar is open, showing the "Page" tab. The "URL" field is highlighted with a red rectangular box and contains the text "ramonaschneidergeo.wordpress.com/glacial-geomorphology/". Other fields in the sidebar include "Summary", "Visibility" (Public), "Publish" (Immediately), "Pending review" (unchecked), "AUTHOR" (ramonaschneider93), "Switch to draft", "Move to trash", "Excerpt", "Featured image", and "Discussion".

Glacial geomorphology

Type your page title

Add a project description or other content here.

Right-click on the URL to copy the link to this new page!

URL ramonaschneidergeo.wordpress.com/glacial-geomorphology/

Pending review

AUTHOR ramonaschneider93

Switch to draft Move to trash

Excerpt

Featured image

Discussion

Step 8: Add link to a new page

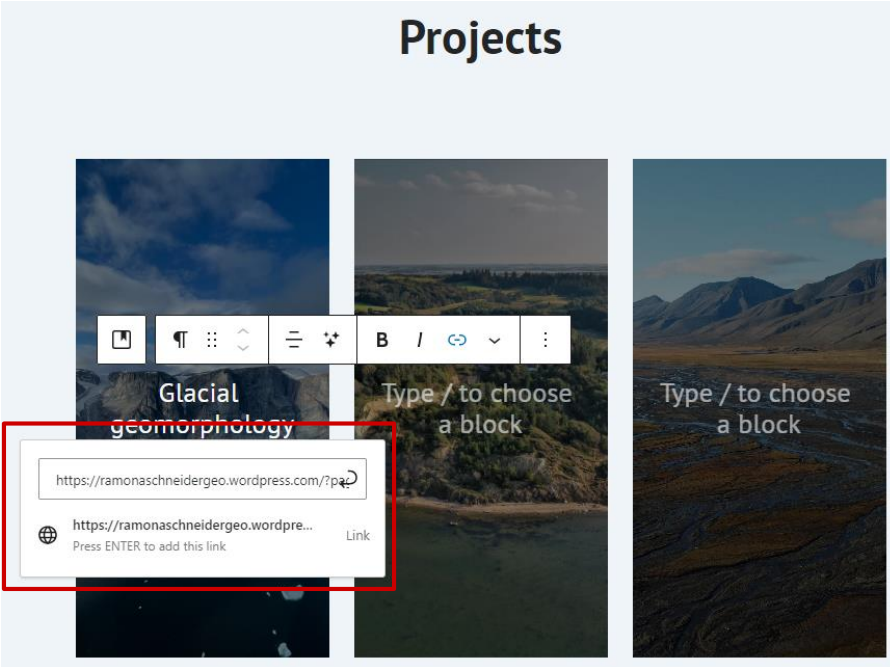
Go back to your projects overview page

The screenshot shows the WordPress Gutenberg editor interface. At the top, there's a navigation bar with the WordPress logo, a plus sign, and several icons. The browser address bar shows the URL 'ramonaschneidergeo.wordpress.com' and a tab titled 'Customize your domain'. The main editing area contains three columns. The first column has a paragraph block with the text 'Glacial geomorphology' highlighted in red. A red box around the text is labeled 'Mark your text ...'. The second column has a paragraph block with the text 'Type / to choose a block'. A red box around the link icon in the toolbar is labeled '... and click on the link-symbol to open the link menu'. The third column has a paragraph block with the text 'Type / to choose a block'. On the right side, the block settings panel is open, showing the 'Paragraph' block type and various settings like Color, Typography, and Dimensions.

Page > Columns > Column > Cover > Paragraph

Step 8: Add link to a new page

Projects



Glacial geomorphology

Type / to choose a block

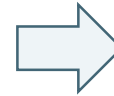
Type / to choose a block

<https://ramonaschneidergeo.wordpress.com/?p=2>

<https://ramonaschneidergeo.wordpress.com/?p=2> Link

Press ENTER to add this link

Paste the URL in the window that opens to add the link!



Step 8: Add link to a new page

The screenshot shows the WordPress page editor interface. At the top, the WordPress logo and navigation icons are visible. The browser address bar shows the URL `ramonaschneidergeo.wordpress.com` and a `Customize your domain` link. The main content area displays a page titled "Projects" with three vertical image blocks. The first block has the text "Glacial geomorphology" overlaid. The second and third blocks have the text "Type / to choose a block" overlaid. On the right side, the sidebar is open, showing page settings. The "Update" button at the top of the sidebar is highlighted with a red box, and a red arrow points to it from the text "Update your page to save changes!". Below the "Update" button are "Switch to draft" and "Move to trash" buttons. The sidebar also shows fields for "Visibility" (Public), "Publish" (October 22 6:10 pm), "URL" (`ramonaschneidergeo.wordpress.com/projects/`), "AUTHOR" (ramonaschneider93), "Excerpt", "14 Revisions", "Featured image", "Discussion", and "Page Attributes".

Update your page to save changes!