WordPress: Change Your Public Profile Name

By default, your Bucknell username appears as your profile name when using Bucknell's WordPress network. However, you might want your profile name to be something recognizable like your first name, a nickname, or your full name. Or you might want to use something that won't easily be associated with you. To change your public profile name:

- Go to **blogs.bucknell.edu**
- Click on the light blue **Login** button
- On the dark gray bar **Toolbar** at the top of the Dashboard, look to far right and click on **Howdy, [Your Username]**, which will take you to your **Profile**
- On your **Profile** page, you can edit your **First Name**, **Last Name**, and **Nickname**
- **Display name publicly as** gives you several options based on the information you entered for First Name, Last Name, and Nickname; select your preferred **Display name** from the dropdown menu
- Scroll down to the bottom of the page and click the **Update Profile** button

Tags: WordPress, Privacy, Profile, Username

WordPress: Making Content Private (Posts, Pages, Entire Sites)

WordPress lets you determine what content is made public or private and the level of privacy. You can opt to make your posts or pages **Private** so that only the Author and site Administrators can view. You can password protect posts or pages. You can also set site-wide privacy options, limiting site-wide access to the Bucknell community, Registered Users, or site Administrators.

New Posts or Pages

- Create a new **Post** or **Page**
- In the **Publish** box under **Visibility**, click on **Edit**
- Then select **Public**, **Password protected**, or **Private**
  - If you select **Public**, anyone who can access the site can read your Post or Page

- ○ If you select **Password protected**, you will be prompted to input a **Password**, which you can share; anyone who can access the site can only read your Post or Page with the Password (please note that site Administrators can still access your Post or Page via the **Dashboard** > **Posts** or **Dashboard** > **Page**)
  - ○ If you select **Private**, the Post or Page will only be visible to you (the Author) and site Administrators
- ● Click **Ok** and then **Publish**

Update Privacy on Previously Published Posts or Pages

- ● Go to **Dashboard** > **Posts** or **Dashboard** > **Pages**
- ● Select all of the **Posts** or **Pages** that you want to make private by **checking the boxes** next to the **Post Name** or **Page Name**
- ● At the top of the **Posts** or **Pages** list under the **Bulk Actions** drop down menu, select **Edit** and then click the **Apply** button next to the drop down menu
- ● The **Bulk Edit** options will appear at the top of the **Posts** page
- ● On the right side next to *Status* select **Private** from the drop down menu
- ● Click the **Update** button on the far right
- ● **NOTE:** If you want to **Password** protect a **Post** or **Page**, you have to do so individually rather than through a **Bulk Edit**

Privacy Options on Entire Site

- ● Go to **Dashboard** > **Settings** > **Reading**
- ● Under **Site Visibility** you have five options:
  - ○ **Allow search engines to index this site**: the site is public and anyone can access it, plus web crawlers will index the site for internet searches
  - ○ **Discourage search engines from indexing this site**: the site is public and anyone can access it, but you want to block web crawlers from indexing the site for search purposes (not all search engines will honor your request)
  - ○ **Visible only to registered users of this network**: the site is only viewable to people logged in to a Bucknell account
  - ○ **Visible only to registered users of this site:** the site is only viewable to people you have added as **Users** regardless of their assigned role
  - ○ **Visible only to administrators of this site:** the site is only viewable to people you have added as **Users** with the assigned role of **Administrator**
- ● Select the Site Visibility option that best suits your needs and then click on **Save Changes**
- ● **NOTE:** the top two options make the site publicly visible, the bottom three options require a Bucknell login

Tags: WordPress, Privacy, Pages, Posts, Site Visibility

WordPress: Exporting Site Content

You must be an **Administrator** of a site in order to **Export** content. You can opt to **Export Posts**, **Pages**, **Galleries**, **Media**, or **All content**. In order to include **Comments**, **Custom Fields**, **Categories**, and any **Navigation Menus**, with your **Export**, you must opt to **Export All content**. Once the content is exported in an **XML** file format, you can **Import** it to another WordPress site on this network, another network, or a WordPress.com site.

- Go to **Dashboard** > **Tools** > **Export**
- Under **Choose what to export**, select **All content** (or one of the other options, if you prefer)
- Click **Download Export File**
- Move the **.xml** file to your desktop or documents folder; you will need this file to **Import** into the new site
- **NOTE:** For instructions on importing your .**xml** file to a WordPress.com site, [see this tutorial](#)

Tags: WordPress, Exporting Content, Migrating Content

WordPress: Deleting a Site

You may delete a site from the system that you are no longer using. In order to delete a site, you must be the owner not just an Administrator. Check under **Dashboard** > **Settings** > **General** to make sure that your email address is the one listed under **General Settings**. If so, you are the owner and can delete the site.

- Go to **Dashboard** > **Tools** > **Delete Site**
- Check the box next to **I'm sure I want to permanently disable my site, and I am aware I can never get it back or use [the URL of your site] again**
- Click **Delete my site permanently**
- Check your email for a confirmation; you must click on the link in the confirmation email in order for the site to be removed from the system

Tags: WordPress, Deleting a Site, Deleting Content

WordPress: Embedding Video Directly in WordPress

Adding video in WordPress is kind of clunky. Mostly, video works better with an embedded YouTube video or by uploading the video to MediaSpace (Bucknell's video host) and then embedding the video from MediaSpace to WordPress.

But, if you want to upload a video directly to WordPress, here's how:
- When you're editing the post, click on the **Add Media** button
- On the left hand side of the **Insert Media** pop-up window click on **Create Video Playlist**
- Either **upload** your .mov file, or select the video from the **Media Library tab**
- Once the video is selected, click on **Create new video playlist**
- On the **Playlist Settings**, I de-selected **Show Video List** (if you want the title of the video to show, leave it selected)
- Then click **Insert Video Playlist**