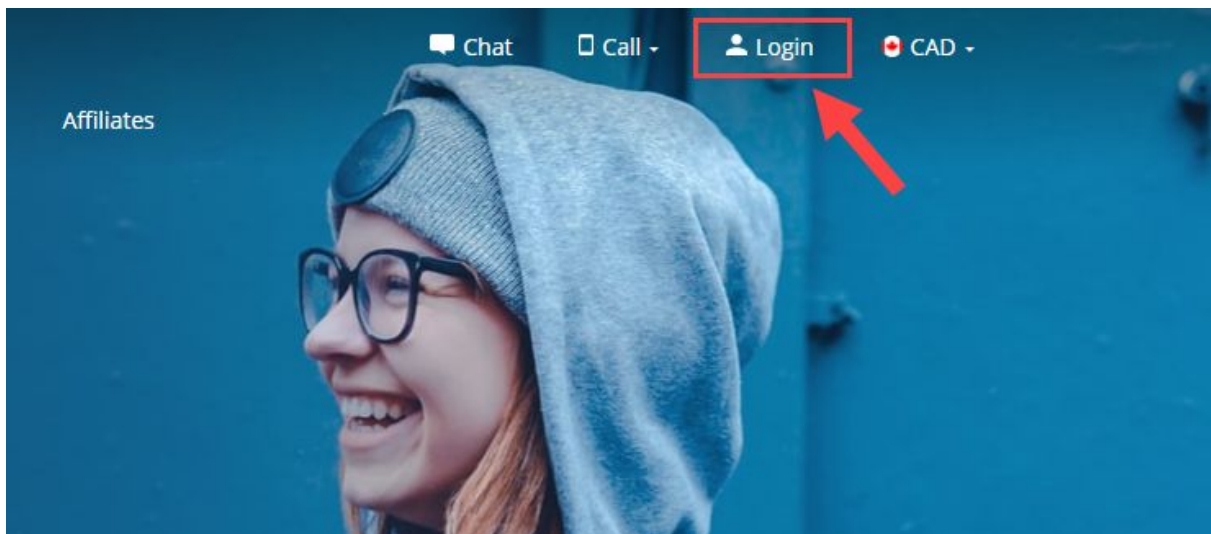


## WordPress Site Settings

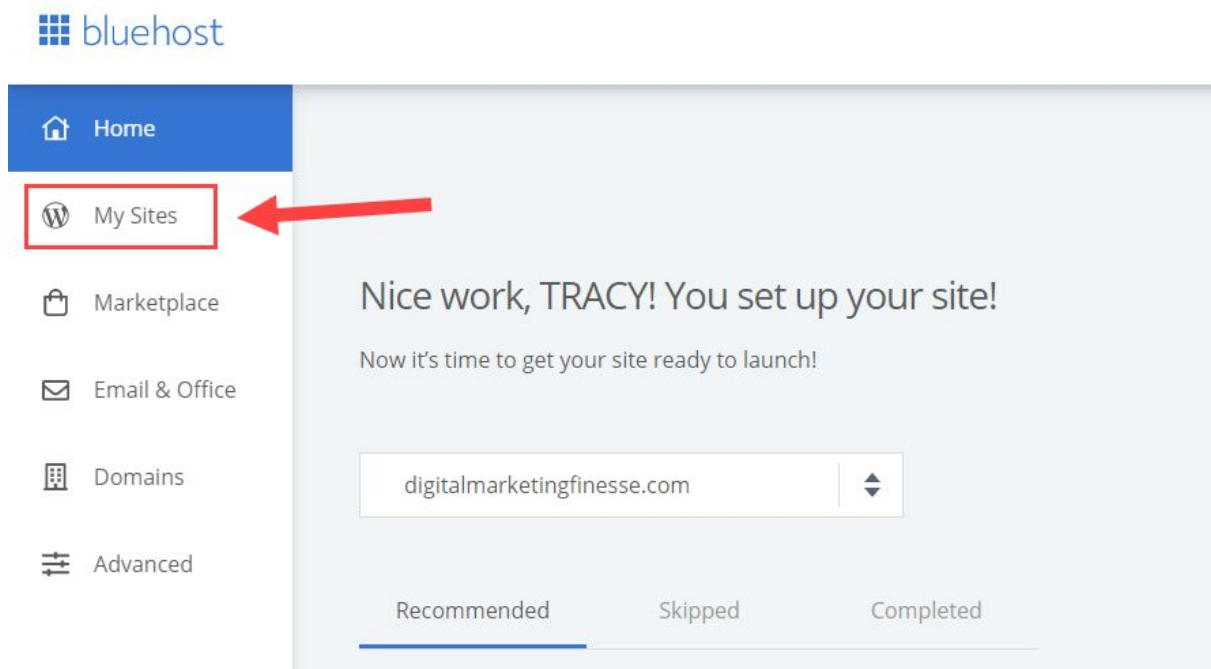
### 1. Wordpress Site

a. Log into Bluehost:

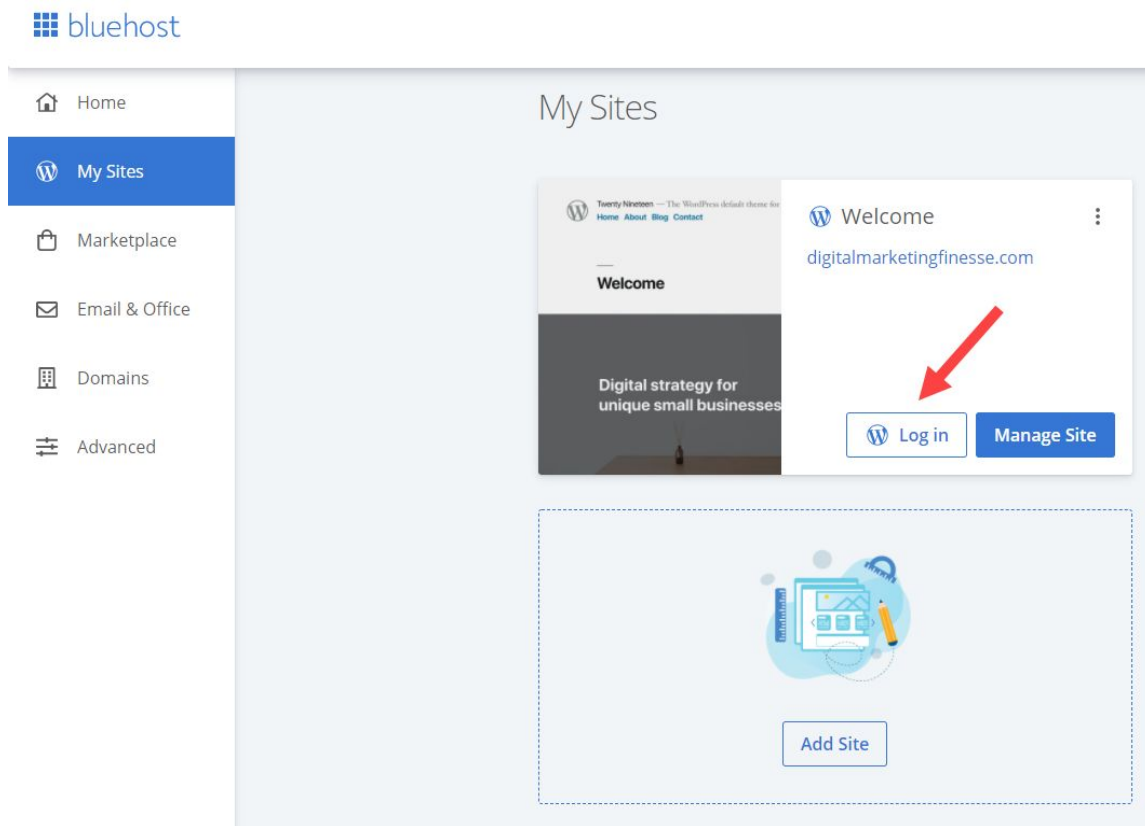
<https://my.bluehost.com/web-hosting/cplogin>



b. Once logged in, from the menu on the left, **click on My Sites**

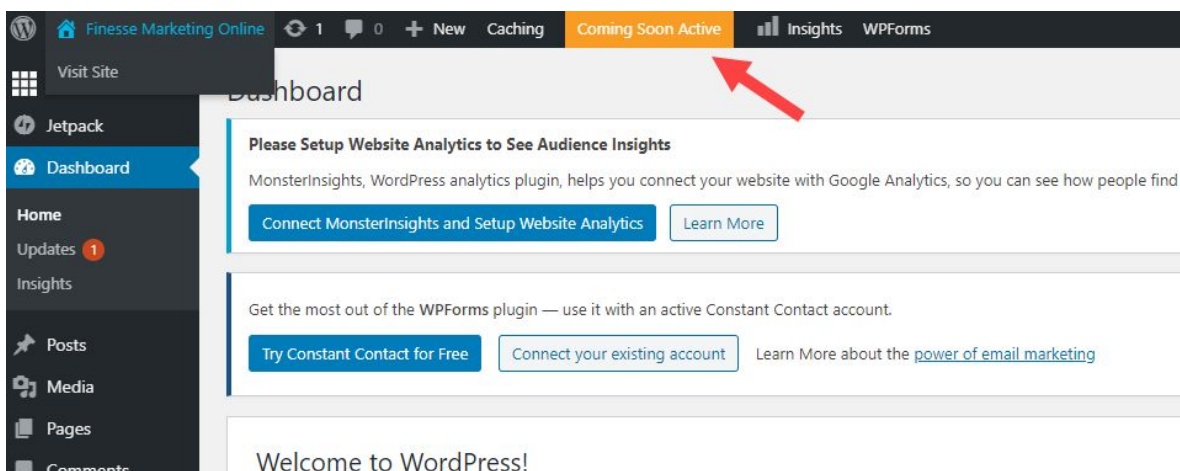


- c. Click on the white **WordPress 'Log in'** button to open your WordPress site.

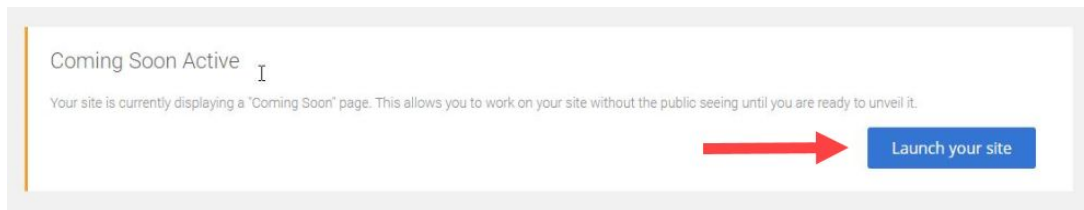


## 2. Wordpress Plugins and Settings

- a. Activate Site (if applicable)
- i. Click on the orange Coming Soon Active button from the top menu



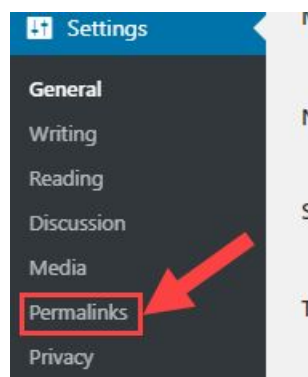
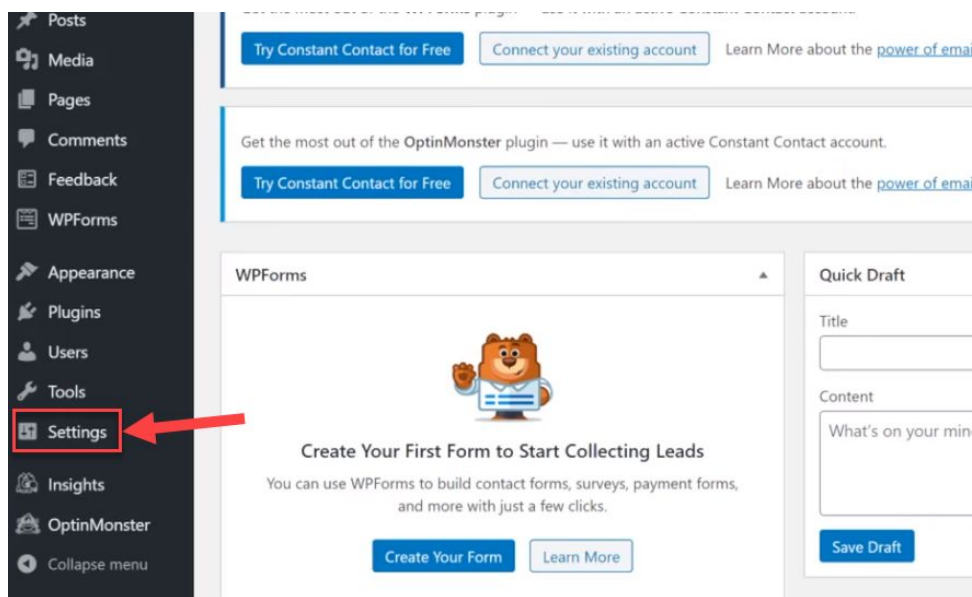
- ii. A new screen will open. Click on Launch your site. (You may need to scroll down the page to see the blue 'Launch your site' button.)



- iii. Now you have a live site. Congratulations!

b. Update Permalink Setting

- i. From the left hand side menu, select Settings/ Permalinks



- ii. On the Permalink Settings screen, select **Post Name** and click the **Save** button at the bottom of the screen.

Permalink Settings

WordPress offers you the ability to create a custom permalink structure.

### Common Settings

☐ Plain https://example.com/

☐ Day and name https://example.com/2012/

☐ Month and name https://example.com/2012/01/

☐ Numeric https://example.com/1234567890/

☒ **Post name** https://example.com/sample-post-name/

☐ Custom Structure https://example.com/%year%/%monthnum%/%day%/%postname%/%postfix%/

Available tags: %year%, %monthnum%, %day%, %postname%, %postfix%, %pagename%, %category%, %tag%

### Optional

If you like, you may enter custom structures for:

Category base

Tag base

**Save Changes**