

How to build an actor/actress/film industry professional resume website, for free, using the default Wordpress Twenty-Twelve theme - by VERONA BLUE (veronablue.com / codebloo.com)

Using the default Wordpress Theme TWENTY TWELVE to make an actor website without spending any money except for domain and hosting. It won't be the fanciest but it will look great, clean, and be easy to use.

1. Install Wordpress
2. Install the following plugins
 - a. Contact Form 7
 - b. Next Gen Gallery
 - c. Cool Video Gallery
 - d. Websimon Tables
3. Do these things
 - a. Click the grey SCREEN OPTIONS tab at the top right, a panel will slide down > Uncheck everything. You don't need any of these default dashboard things. More will appear when you install plugins but these ones are useless.
 - b. Click Settings > Permalinks > Click the circle next to postPost Name.
If you are going to have a blog click Custom Structure and paste in
`/%category%//%postname%/`
> Save Changes
 - c. Settings > Discussion > Uncheck "Allow people to post comments on new articles" for now so you don't get spammed to death
 - d. Click Pages > Delete Sample Page by hovering over and click Trash > Click Trash at the top > Hover over Sample Page again and click Delete Permanently
 - e. Click Posts > Delete Hello Word by hovering over and click Trash > Click Trash at the top > Hover over Hello World again and click Delete Permanently
 - f. Click Plugins > Delete Hello Dolly. It's a stupid plugin that comes with the WP install.
4. Create your pages
 - a. Click PAGES > ADD NEW (for each)
 - i. About
 - ii. Resume
 - iii. Photos
 - iv. Videos
 - v. Contact
5. Click Pages > About
 - a. Type or paste in your short, interesting about blurb.
6. Click Video Gallery
 - a. Click Add Gallery/Videos and create a new gallery
 - b. Click Add Gallery/Videos

- c. Click the YOUTUBE tab to add youtube videos (recommended)
 - d. Click the upload tab to upload videos from your computer
 - e. Click Manage Gallery and browse the videos to make sure that the titles and descriptions are short, and accurate
7. Click Pages > Videos
 - a. Click the video reel icon that appears along the top of the text box area with all the other icons. Choose your new gallery from the pop up and click ok.
 - b. Click Update
 - c. View the page - you should have a shiny video gallery
8. Click Gallery
 - a. Click Add Gallery/Images and create a new gallery
 - b. Click Add Gallery/Images and add images, check the box to resize them to 800x600 so you don't have ginormous, unusable photos on the site.
 - c. Click Manage Gallery and browse the images, re-arrange their order with SORT GALLERY and delete anyones you don't want.
 - d. Click Options > Gallery and uncheck the "Integrate Slideshow" box, 4 items down > Click Save Changes
9. Click Pages > Gallery
 - a. Click the little postcard/image icons that appears along the top of the text box area with all the other icons. Choose your new gallery from the pop up and click OK.
 - b. Click Update
 - c. View the page - you should have a shiny new video gallery
10. Click Contact
 - a. See the demo form already in place "Contact form 1" - Click it
 - b. Copy the shortcode at the top in the brown line (something like [contact-form-7 id="12" title="Contact form 1"])
11. Click Pages > Contact
 - a. Click the little tab that says "TEXT in the corner for the text box (next to visual)
 - b. Paste in the shortcode
 - c. Click Update
 - d. View your page - edit the page if you want some text around it like "I'd love to hear from you, please fill out this form to get in touch"
12. Click Tools > Websimon Tables
 - a. Name your table Film
 - b. Enter the number of rows required for your credits
 - c. Enter 3 columns (production name, role, director/company)
 - d. Click Add Table
 - e. REPEAT FOR EACH TYPE OF CREDITS YOU HAVE (eg. Film, Television, Internet, Industrial, also create one for your training!)
 - f. On each table click EDIT TABLE CONTENT and fill in the boxes
 - g. Click Save Table Content
 - h. Click the Edit Structure and Style tab at the top > Uncheck Show Table Footer, Check Remove Header, Change Horizontal text align body to Left > Click Save

Table Settings

- i. Copy the shortcode at the top of the page (something like [ws_table id="1"])
 - j. Click Pages > Resume
 - k. Click the TEXT tab on the top right of the text box (next to VISUAL)
 - l. Type <h2>Film</h2> and then paste in the shortcode for the table Do this for each part of your resume
 - m. Click Update
 - n. View the page
13. Click Appearance > Menus
- a. Enter the word Global at the top next to Menu Name
 - b. Click Create Menu
 - c. Select the View All tab in the pages box on the left
 - d. Select all your site pages
 - e. Click Add to menu
 - f. Drag and drop the pages into the right order
 - g. Click Save menu
 - h. Choose the menu from the THEME LOCATIONS drop town on the top left
 - i. Click Save
 - j. View your site. Menu!
14. Click Media > Add New
- a. Upload your "Hi" headshot. If you can PRESIZE this to about 300pixels wide before you upload, go you!
 - b. Upload your ZIPFILE of your resume and headshot for easy download
 - c. Open the Edit on both in new tabs
15. Click Appearance > Widgets
- a. Expand and Delete all the widgets in the main MAIN SIDEBAR, except search. You can also drag them back into the "available widgets" box on the left and just release and they will vanish from the widget area
 - b. Drag in 2 text widgets, Name one "Hi, I'm namegoeshere", name the other Downloads, click the "Automatically add paragraphs" box and click save
 - c. In the Hi box type/copy+paste
 - d. Go back to the edit tab for your headshot. Copy the URL on the right
 - e. Go back to the "Hi" widget tab and paste the url in between the "" so the result is something like
 - f. Click Save
 - g. In the Downloads box type/copy+paste Download my headshot and resume
 - h. Go to the edit tab for your zip file. Copy the URL on the right
 - i. Go back to the Downloads widget tab and paste the url between the "" so the result is something like Download my headshot and resume

- j. Click Save
- 16. Click Settings > Reading
 - a. Change “Front Page Displays” to “A static page” from the default “Your latest posts”
 - b. Choose which page you want to be your home page (I chose resume)
- 17. Click Settings > General
 - a. Update your site title and tagline as needed (you could put in SAG-AFTRA and your email too if you want)
- 18. **BONUS STEPS - Change the background color and upload a logo/header**
 - a. Click Appearance > Background
 - b. Upload a background image (try and find something subtle, that tiles!) or choose a background colour.
 - c. Click Save Changes
 - d. Click Appearance > Header
 - e. Upload a header image (recommended size is 960px by 250px), uncheck “show header text with your image”
 - f. Click Save Changes