

Creating a Blog at WordPress.com



What is a Blog? What is WordPress.com?

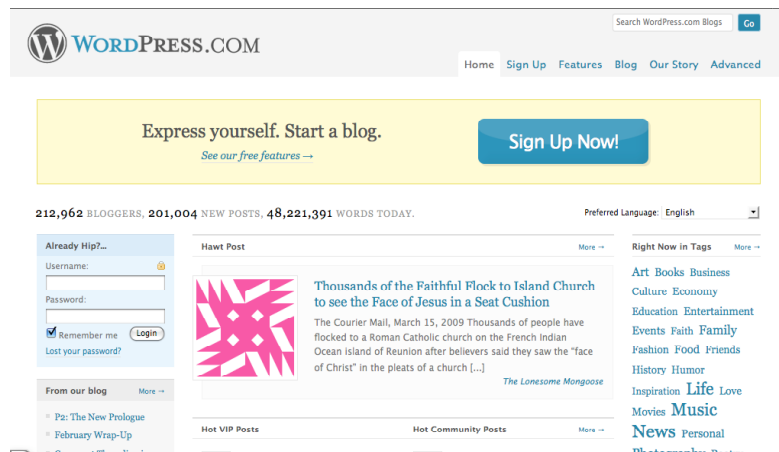
A blog is a particular type of web site, where articles (or “posts” or “entries”) are listed in reverse-chronological order (the most recent articles at the top). Blogs are usually published by individuals as a kind of diary, journal, magazine, or independent journalism. There are many millions of active blogs on the internet, written by millions of people about millions of topics.

Visit <http://support.wordpress.com/> for more information.

Getting Started

You will need a WordPress user account to create and post your blog. To sign up for a user account visit: <http://wordpress.com/>

Click **Sign Up Now**, and follow the on screen instructions.



Logging in

1. **Open your browser** and point your browser to <http://yourusername.wordpress.com/>
2. **Locate “Log in”** under the “Meta” heading. **Click Log in** and **enter your username and password**.
3. If your theme does not have a META heading **point your browser to:** <http://yourusername.wordpress.com/wp-login.php>



Viewing Your Blog

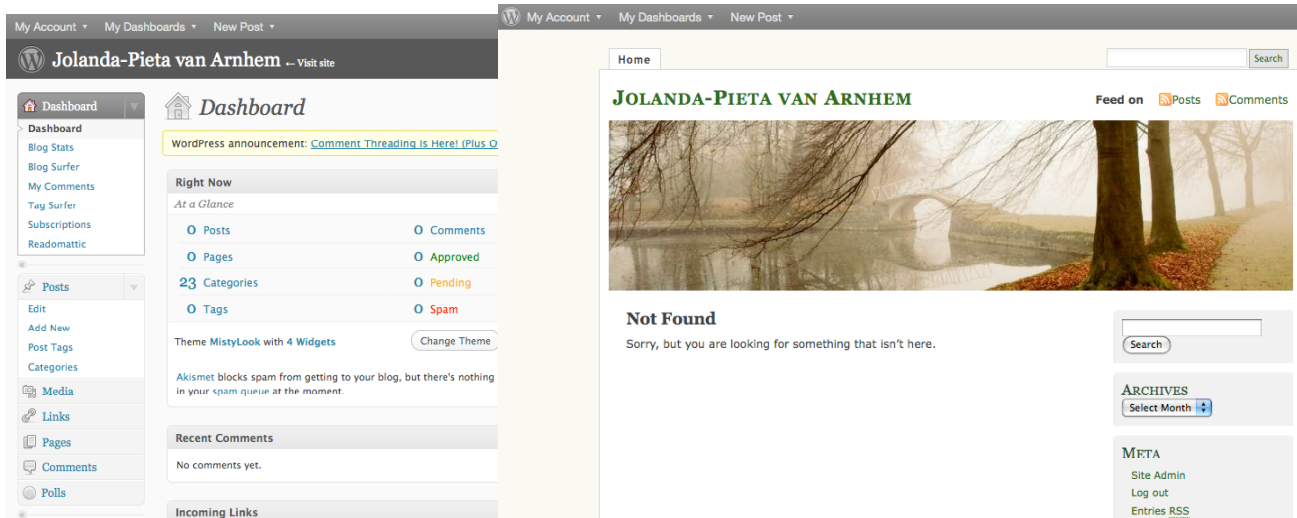
There are two views in a WordPress blog: the *Dashboard*, which is your working area



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and the *View*, which is what visitors to your blog will see. Each time you login, you will initially enter the Dashboard.



Post vs. Pages – Which One Do I Want?

Posts:

- Are entries that display in reverse chronological order on your blog's front page.
- Are included in category lists, archives, and feeds.
- Are always associated with a date, which is included in the URL.

The URL for a post includes the date the post was published like this:

<http://blogname.wordpress.com/2008/11/30/post-title/>

Pages:

- Are static and are not listed by date.
- Do not use tags or categories (an 'About' page is the classic example).
- Are displayed in the sidebar using the Pages widget, and some themes display pages in tabs at the top of the blog.

The URL for a page looks like this: <http://blogname.wordpress.com/page-title/>

Creating a Post

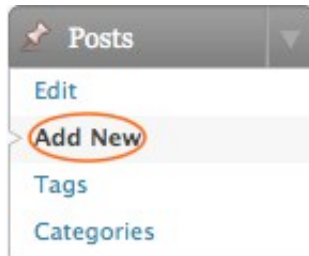
There are four ways to start writing a new post.

1. **Posts > Add New** in the left menu.

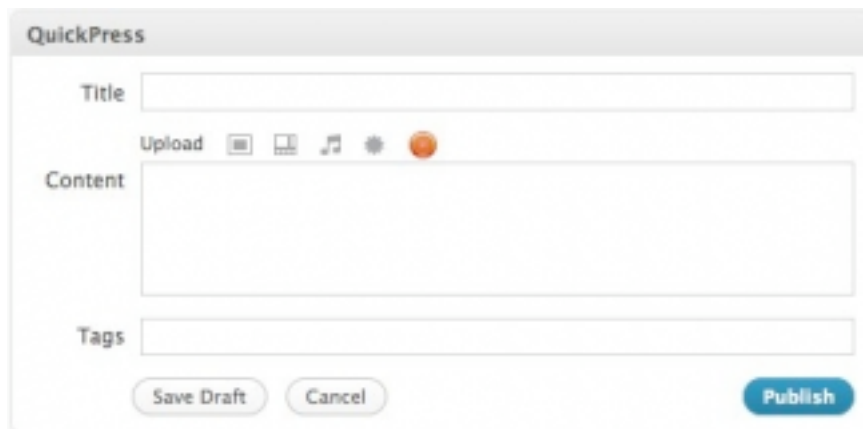


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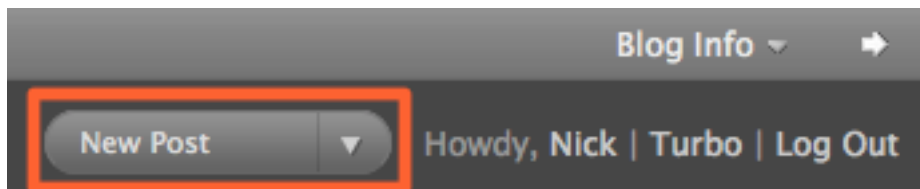
Creating a Blog at WordPress.com



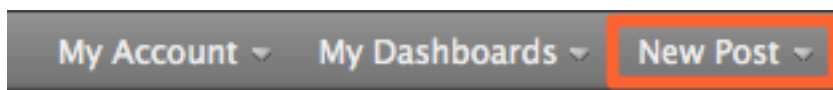
2. The **QuickPress** module on the Dashboard.



3. **New Post button** in the upper corner of your blog's admin screens.



4. **New Post link** in the admin bar.

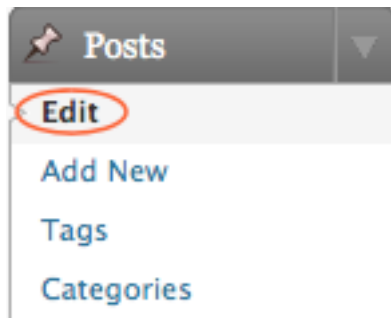


Editing a Post

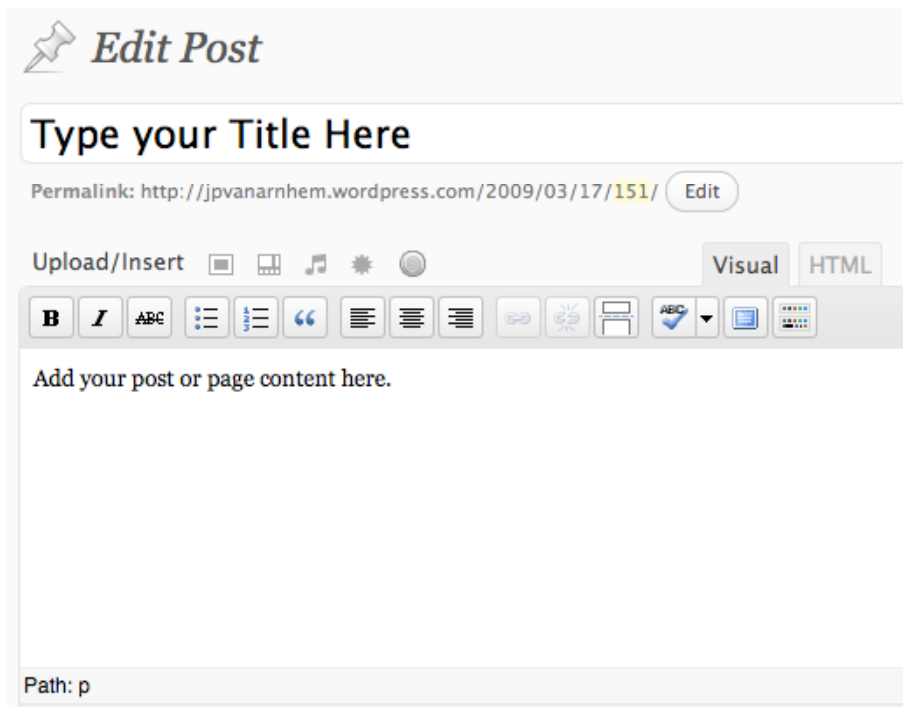
If you would like to edit a draft or a published post, click **Posts->Edit** on the left menu.




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1. Click on the **post title** in the **Title** column for the post you want to edit.
2. Give your post a **title**, add your **content**, and click **Publish** button.
3. You have a number of options available in the formatting bar, such as bold, italic, and create a bulleted list.



Adding Hyperlinks to a Post or a Page

1. Select the word or phrase you wish to turn into a link. From the formatting bar, click on the chain link icon. 
2. In the Insert/edit link web dialog box **type (or paste) the URL**.




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3. Select **Open link in the same or a new window** from the drop down box.
4. Add a **title** for your link in the Title box (optional).
5. Type or copy and paste the **URL** and add the **Link Name** (*this is what your readers will see when they view your navigation bar rather than the actual web address*).
6. Click on the **Save** button.

Adding Files to your Blog (Documents, Images, Audio)

Uploading Office Documents, Images, Audio Files

1. To upload an image or document from your computer click **Add Media**. 
2. Click the **Select Files** button and **navigate/browse** to wherever you have saved the file(s) you wish to upload.
3. Put a **title** for your file.
4. Click on the **Upload** button, the image appears in the image bin.
5. Once file is uploaded choose **Show Title** and select **Link to File**.
6. Click on **Send to Editor**.
7. Click **Publish**.
8. Your file is now linked in your post or page.



Linking to Images Shared Media Websites (Flickr)

1. To **link** to an image on Flickr or other images on the web, click **From URL**.
2. Type (or paste) the **Image URL** (select image > right / command click > copy image location).
3. Type the **Image Description**.
4. Click **Insert into Post**.





Embedding Images Shared Media Websites (Flickr)

1. Select the **HTML** tab.
2. Type ``
3. Select the **VIEW** tab to see your embedded image.

Formatting Images

1. To **re-position** your picture, click on the **image** and select an **alignment option**.
2. The typical alignment is either left or right. If you need to re-size the image, **select it and drag** on one of the corner handles or use the **edit image icon**.

Embedding Movies and Audio Files on the Web on Shared Media Websites (YouTube, DailyMotion, Google Video)

1. To add video to your blog click **add video**.  You can upload a file from your computer or link to a, mov, Google, YouTube, iFilm, or other video file.
2. To add audio to your blog click the **add audio** button. 

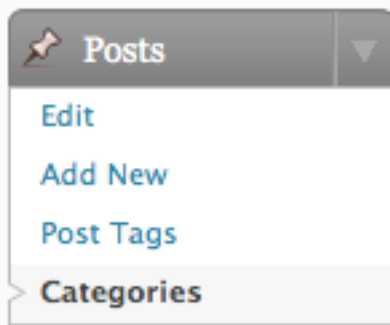
Categories

Categories make it possible, at the click of the mouse, to reorganize your chronological postings according to themes or subjects.

Adding Categories

1. To set up or manage categories for your blog, click on **Categories** from your **Dashboard**.
2. In the **Add New Category** box, enter your new category, and click on the **Add Categories** button.
3. To edit existing categories, click on the **category title** you want to edit.





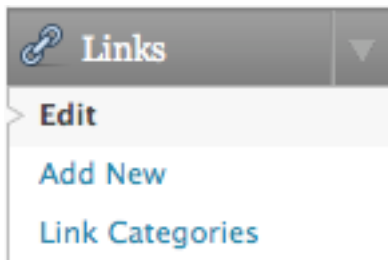
Assigning Categories

1. The default category for any post is **Uncategorized**. To assign a different category, de-select Uncategorized when writing/editing your post and click on your **new category**. You can assign a post to multiple categories, if you wish.

Adding Links to Your Blogroll

The default category for navigation bar links is **Blogroll**.

1. To setup or manage links, click on **Links** from your **Dashboard**.
2. Choose the **Add New** option.
3. Type or copy and paste the **URL** and add the **Link Name** (*this is what your readers will see when they view your navigation bar rather than the actual web address*).
4. Click on the **Save** button.



Changing the Presentation Theme

1. From your Dashboard, click on **Themes**.
2. **Click** on any of the **themes** to preview them in your blog.
3. If you wish to **keep** the **theme**, click **Activate** on the top right of the screen.
4. If you **do not** wish to **keep** the theme, click the **"x"** on the top left of the screen.
Note: The location of your navigation bar and Site Admin link varies according to theme design.



Changing Information in the Users Panel

1. On your Dashboard, click on the **Users >Your Profile** menu.
2. Change your nickname. This is the name that is displayed by any posts that you create. **Type your new nickname** in the **Nickname box** and click the **Update Profile** button.
3. **Select your new display name** from the drop-down menu. Press **Update Profile**.



Monitoring Your Blog

You have complete control of what is actually published to your blog. For maximum control, make sure all three options for *before a comment appears* box is checked.

Moderating Comments

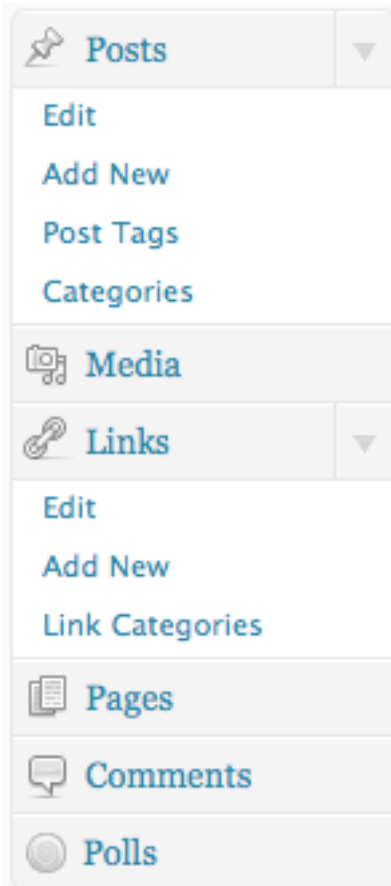
1. To moderate comments, go to your **Dashboard**, click **Comments**.

Approving Comments

1. To approve a comment, click on the radio button **Approve** and click on the **Bulk Moderate Comments** button.
2. If you click on the **View site** link, you will see that the approved comment now appears under the **Comments** link of that particular post.



Creating a Blog at WordPress.com



Common Questions

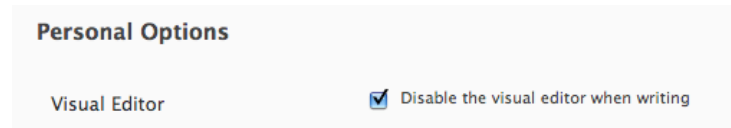
[I lost my WYSIWYG editor. How do I get it back?](#)

From your **Dashboard**, click **Users**

Select **Profile** from the drop down menu

Uncheck Disable the visual editor when writing

Click **OK**



[The theme I used does not have a Meta Widget and I Can't Login](#)

If your theme does not have a META heading **point your browser to:**

<http://yourusername.wordpress.com/wp-login.php>

