Tips for Setting Up a WordPress Blog (a Beginner's Brief Guide)

by

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Overview

1. Go to **www.wordpress.com** and click "Get started here".
2. Follow the simple instructions and choose your blog address, user name, password, E-mail address, and English as your language.
3. Unless you want to use the blog professionally, select the "free" option. That's all you really need!!
4. Click "create blog".
5. MAKE SURE YOU RESPOND TO THE CONFIRMING E-MAIL TO ACTIVATE THE BLOG.
6. After you confirm the E-mail, your WordPress dashboard will appear. DO NOT WRITE A POST until you enter data into the other fields in the dashboard (you need to return to the dashboard after each step):
   a. Click on "General settings" and verify the settings. Be sure to include your own tagline (otherwise, "Just another WordPress.com site" appears). You should also upload a blog picture/icon that will appear when a post you write is E-mailed to others or you sign up for other blogs. Save your changes.
   b. Click "Your profile" and enter any data you want (be careful not to give out too much information). Add a Gravator by clicking "Change your Gravatar."
   c. Click "Select your theme" and browse through the list of themes. Preview the themes and see how they look. Activate the one you like. You can always change it if you if you decide later that you don't like it.
7. To make a post, return to the dashboard and highlight "Posts" and then click "Add New."
8. **Remember, your site should be one you can proudly reference on your resume. Be professional!**

Special Topics

1. **Links**
   a. Unlike posts, which appear in chronological order, and disappear from the first blog page after you hit 10 posts, links can be displayed permanently on your first page.
   b. Click "Link Categories" within the "Links" drop down box from the left toolbar in your dashboard. Under the term "Blogroll", select edit and then change the name to any name you want to categorize your links.
   c. Return to the dashboard and click "Add New". For each entry, give the link a name and a URL.
   d. Your links will then appear alphabetically on your blog.
2. **The role of widgets**
   a. Return to the dashboard and scroll the left toolbar to "Appearance" and click "Widgets."

b. You will see a lot of choices here. To activate any of them you do a "drag and drop." At the very least, you want to activate the "Follow the Blog" widget. (You do not need to add the "Links" widget, since you already did this.

3. **Setting up categories for posts**
   a. To make life simpler for your blog followers, you want to categorize your posts.
   b. Return to the dashboard and highlight "Posts." Then click on "Categories." Add as many as you would like.
   c. After you set up your categories, you MUST indicate in each of your posts which category in which to place the post by clicking one or more category boxes under the new post box.

4. **Using pages**
   a. To create top-of-the-page items such as "About," WordPress requires the use of pages.
   b. Return to the dashboard and highlight "Pages" on the left toolbar. Then click "Add New."
   c. Enter a title and then some text. Your blog MUST have at least an "About" section that is your positioning statement.

5. **Hints for posts**
   a. From the dashboard, click "Add New" under "Posts."
   b. Name each new post.
   c. On the top line of the new post toolbar, clicking the last icon activates a second line of tools such as text colors and underlining. (Alt + Shift + z also activates the other tools.)
   d. Always link your posts to categories.
   e. If you want to show photos, charts, etc. with links to Web sites (rather than just showing text links to URLs), do this:
      i. Click on the camera icon where the screen shows "Upload/insert").
      ii. Click "From URL".
      iii. Enter information in the top two lines (URL and title) and the last line ("Link Image To").
      iv. Extra hints: (1) To capture an image URL from a Web site (line one), do this: From the Web page you are linking to, highlight an image, right click the image, select properties, and then copy the URL and place it on line one. This only works if the image file properties show jpg or gif, etc. in the URL). (2) The URL link to the article itself goes on line three.
   f. REMEMBER, be careful and do not abuse copyrighted material by excerpting too much.

6. **Comments**
   a. YOU control whether or not individual comments appear on your blog.
   b. No comments appear without your approval.
   c. From the dashboard, click on "Comments." If any are listed there, you have the option of approving or rejecting them.

7. **WordPress has a lot of other free features, it's up to you if you want to use them**
8. **If you have other questions, ask me in class**