

Getting Started with WordPress

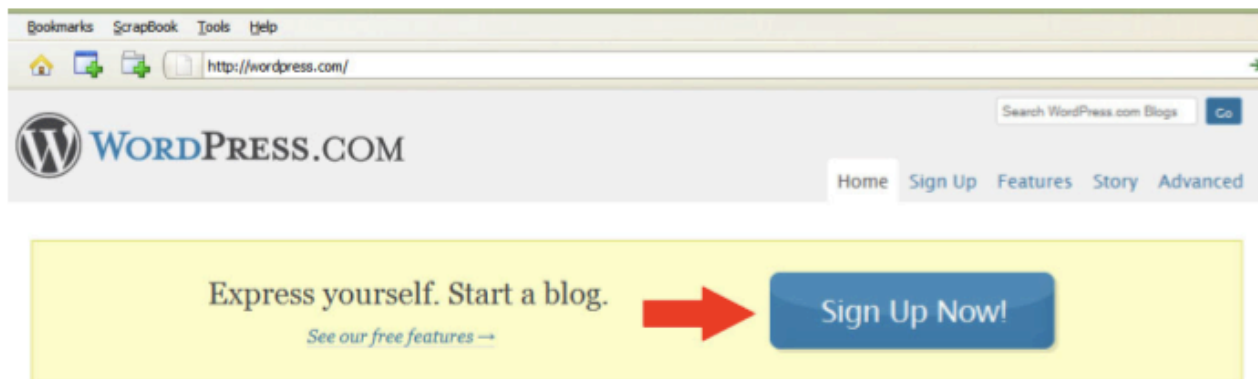
Intro

This is an introductory guide to getting started with using WordPress.com. It walks through the sign up process, how to apply a new design theme to a WordPress site, and how to publish a Blog Post, Static Page, and add Links. This is not intended to be exhaustive, but covers the basic steps need to get a WordPress based site online.

Sign Up

Open a browser and go to <http://wordpress.com/>

Click the “Sign Up Now!” button



On the next screen:

1. Select a Username. This will be the name you login with.
2. Select a password. There's an indicator under the password field to indicate how strong your password is. A secure password will use a combination of both upper- and lower-case letters, numbers, and special characters.
3. Email address. Enter a valid email address. You will need to confirm the email address in order to activate the account.
4. Read the terms of services, then check the box indicating you have read and agree to abide by them. (I have read them, there's nothing particularly interesting in them).
5. Choose the “Gimme a Blog!” Option

Click Next →

Get your own WordPress.com account in seconds

Fill out this one-step form and you'll be blogging seconds later!

Username
(Must be at least 4 characters, letters and numbers only.)

Password

Confirm **Passwords must match!**
Use upper and lower case characters, numbers and symbols like !£\$%^&() in your password.
Password Strength:
Strong

Email Address
(We send important administration notices to this address so **triple-check** it.)

Legal flotsam I have read and agree to the [fascinating terms of service](#).

Gimme a blog! (Like `username.wordpress.com`)
 Just a username, please.

The next screen give you four more options.

1. Blog Domain – the web address for accessing your website. This cannot be changed but you can upgrade to a custom domain later for a small fee.
2. Blog Title – the name of the blog that will show up on your web page header. This can be changed later.
3. Language—the default language the admin menus will display.
4. Privacy – do you want your site indexed by search engines.

Click Signup →

Blog Domain	<input type="text" value="youruserid.wordpress.com"/> <small>(Your address will be domain.wordpress.com. It must be at least 4 characters, letters and numbers only. It cannot be changed so choose carefully!)</small>
Blog Title	<input type="text" value="YourUserID's Weblog"/> <small>The blog title can be changed at any time.</small>
Language	What language will you be primarily blogging in? <input type="text" value="en - English"/>
Privacy	<input checked="" type="checkbox"/> I would like my blog to appear in search engines like Google and Technorati, and in public listings around WordPress.com.

You will then get a page telling you a message has been sent to your email address to confirm your address. Go ahead and fill out the name and about sections on the page and click save profile. Usually by the time you have done this the confirmation email will have been delivered. Login to your email account and check for the email from WordPress. Once you receive the message click the link to activate your blog.

Check Your Email to Complete Registration

An email has been sent to youruserid@emory.edu to activate your account. Check your inbox and click the link in the message. It should arrive within 30 minutes. If you do not activate your account within two days, you will have to sign up again.

Update Your Profile!

If you haven't got your activation email why not update your profile while you wait?

First Name:	<input type="text"/>
Last Name:	<input type="text"/>
About Yourself:	<input type="text"/>

If you don't receive the email within 30 minutes you can scroll down on this page and request it again. Usually, though, the message arrives within just a couple of minutes.

Once you've received the email and clicked the activate link you'll be taken to a page that shows your user name and password.

Your account is now active!

Username:	Password:
<input type="text" value="youruserid"/>	<input type="password" value="PassWOrd!"/>

Your account is now active. [View your site](#) or [Login](#)

[24/7 Support](#) [Free Features](#) [Premium Features](#) [VIP](#) [Terms of Service](#) [Privacy](#) See also: [WordPress.org](#) [Matt](#) [Fan WP on Facebook](#)

AN **AUTOMATTIC** EXPERIMENT

There are two links just below that to View the site you've created and login. Click Login. →

Enter the user name and password you created, and click Log In. Only use the Remember Me option if you are on a private computer.

 **WORDPRESS.COM**

You are now logged out.

Username

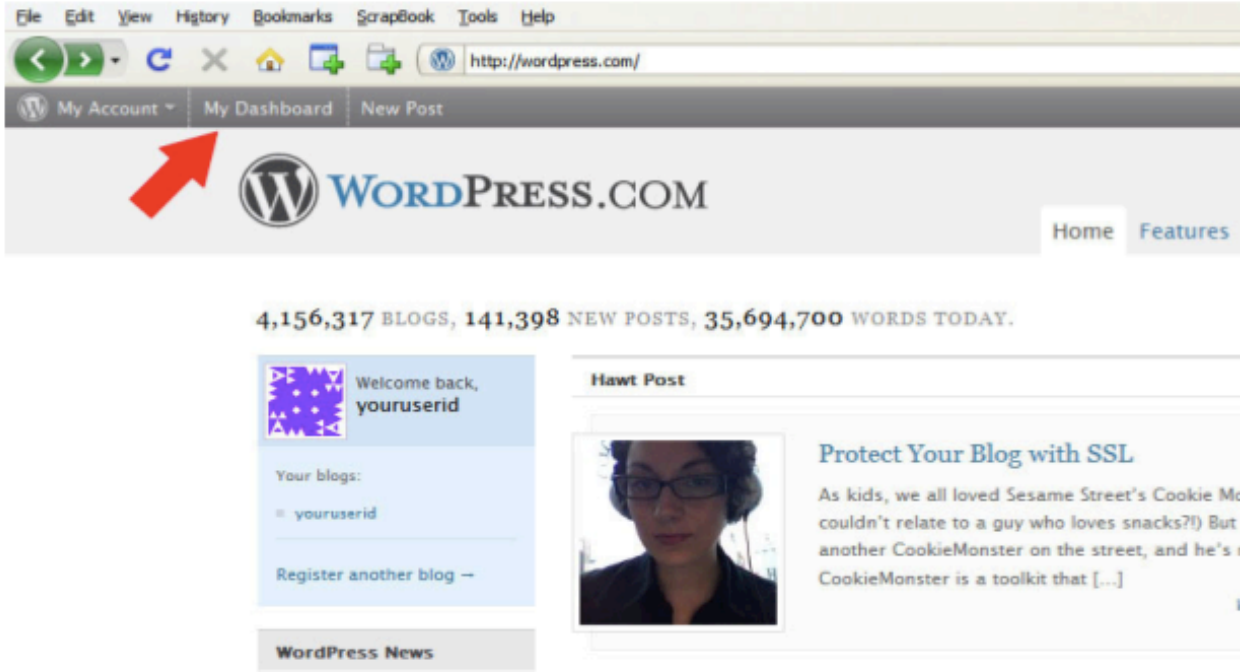
Password

Remember Me

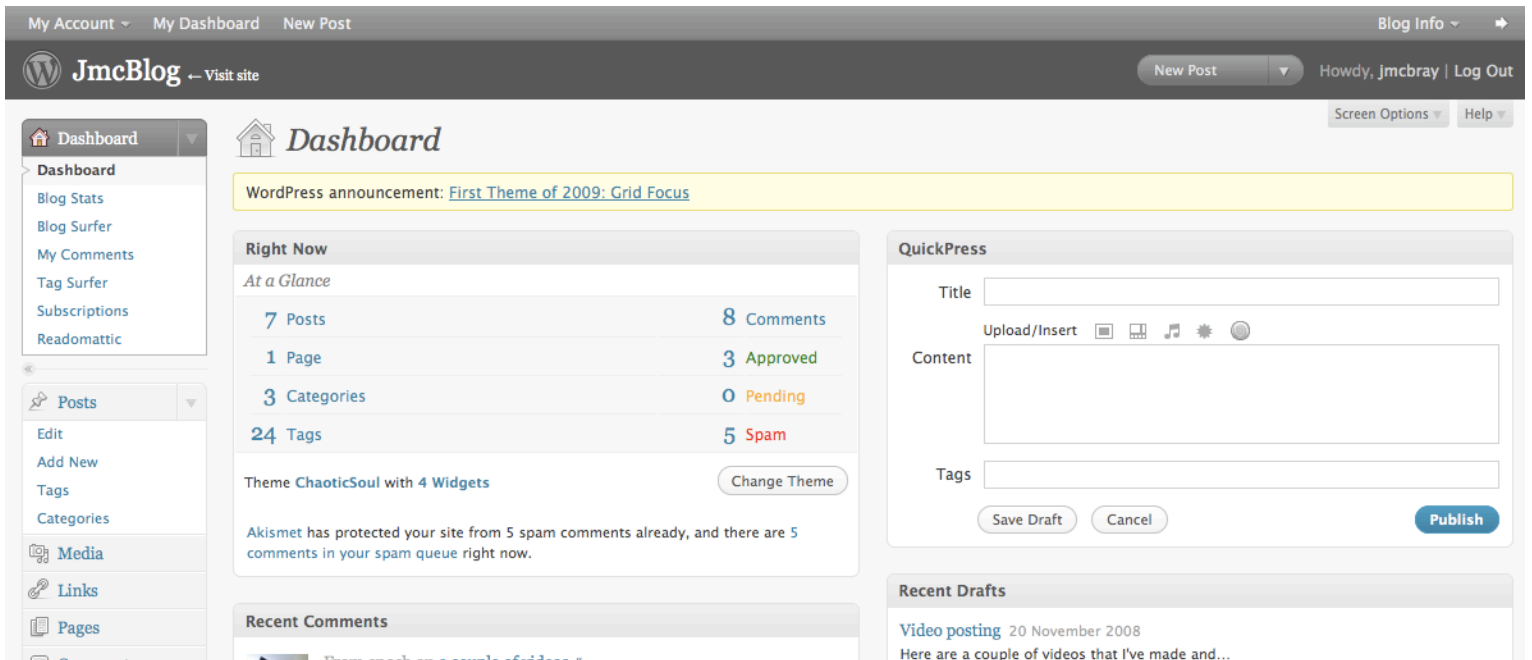
[Get a free WordPress account](#) | [Lost your password?](#)

My Dashboard

The page you see when you log in is a bit of a mess. Just click the My Dashboard link in the menu bar.



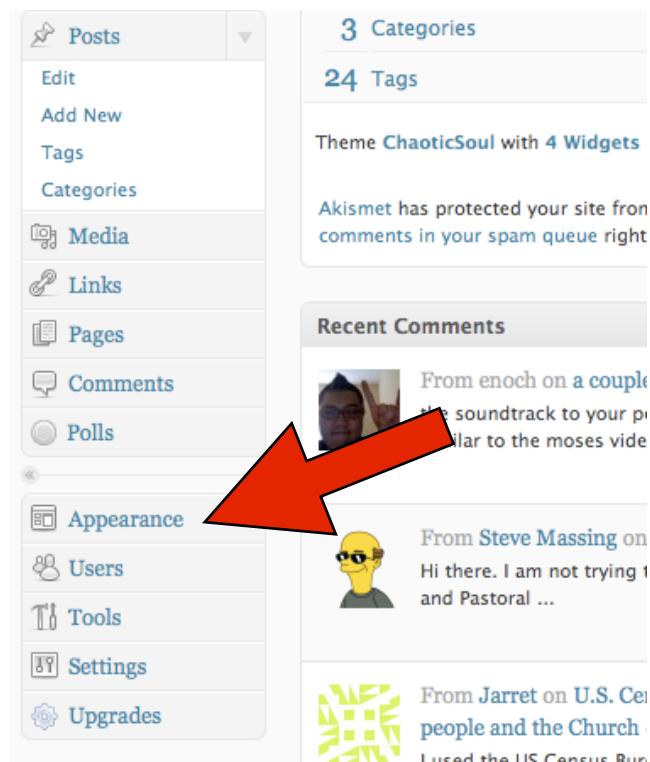
This will take you to the *Dashboard* where you have the option of writing a blog post, creating a new page, changing the layout, and adding widgets to your site.



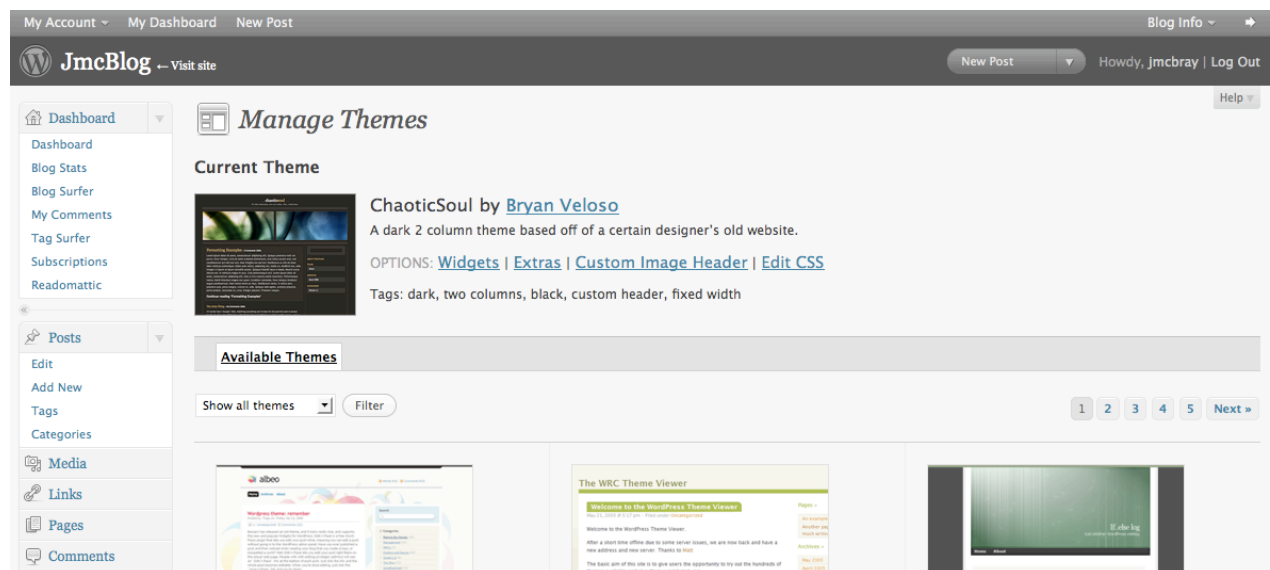
Appearance:

To **change** the appearance/design of your website, click on the

Appearance tab on the left side of your menu bar in the *Dashboard* page.

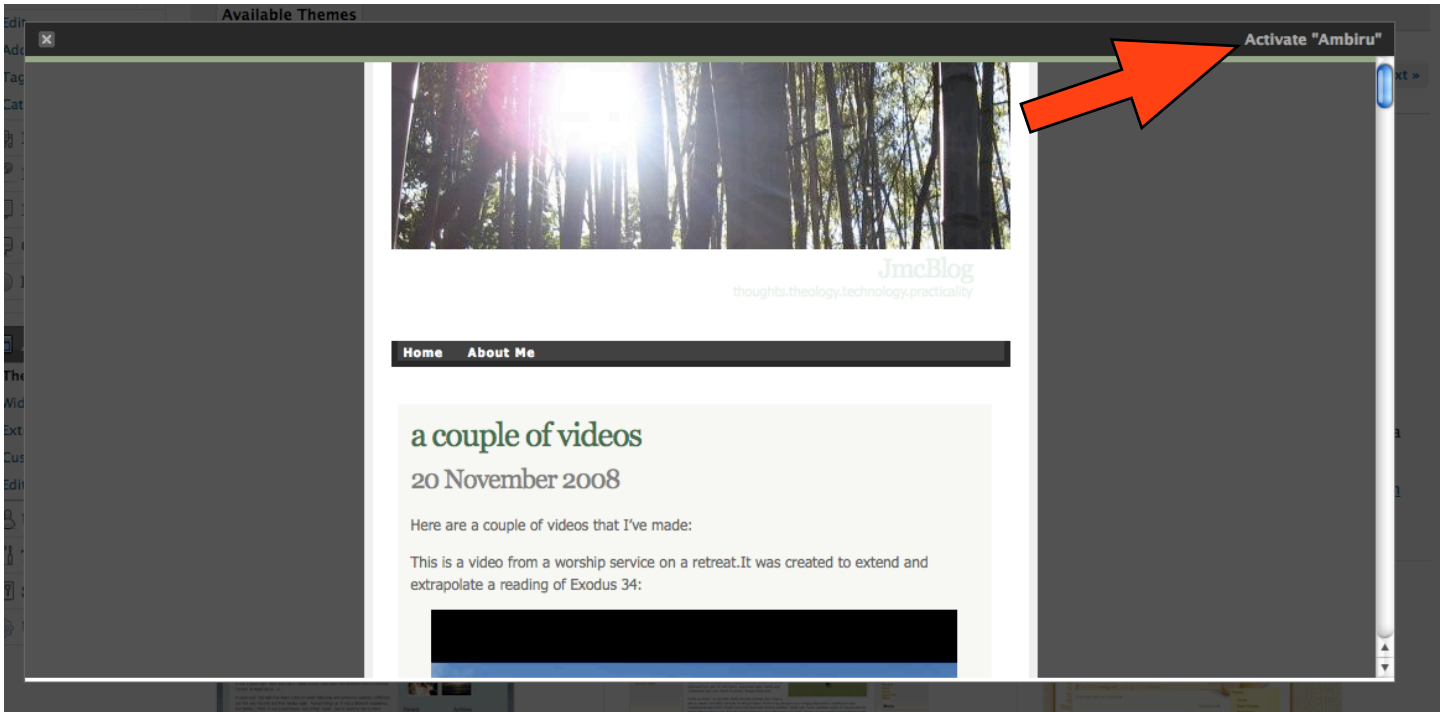


A new page will be displayed showing your current theme, as well as all of the available themes you have to choose from. Clicking any of the design thumbnails or theme names will show you a preview of your site with that theme applied.

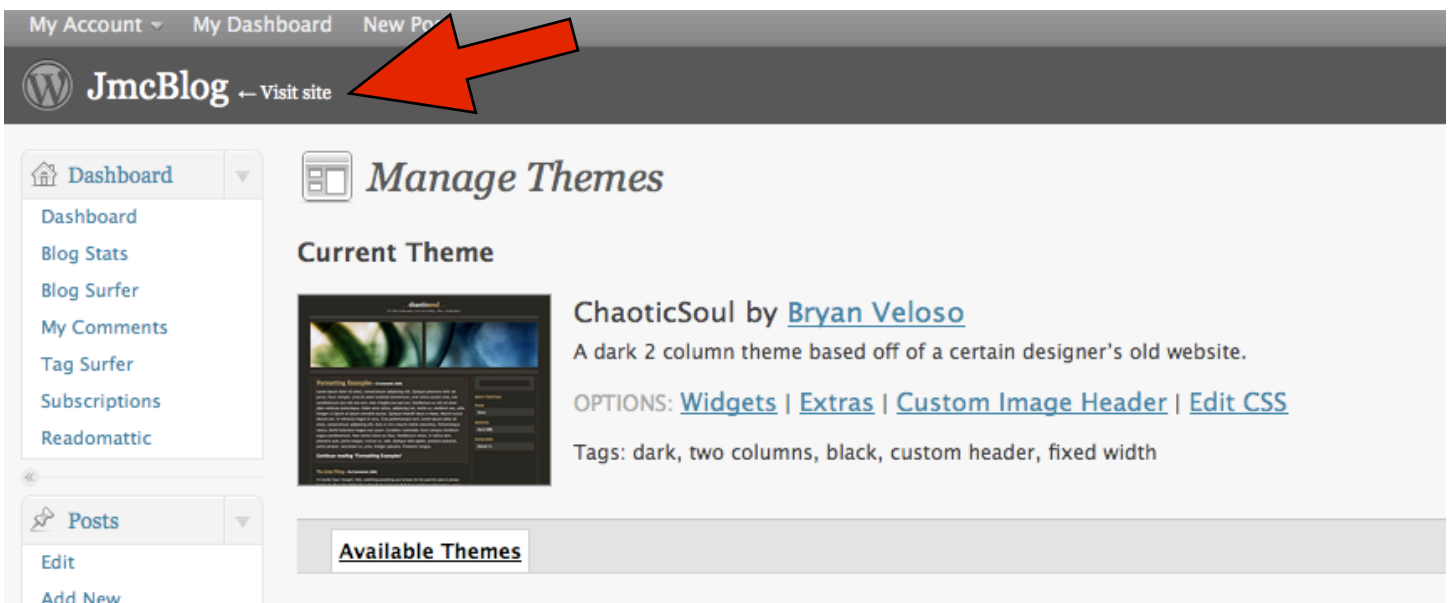


To apply the theme to your blog click the “Activate ‘Theme Name’” link at the top right of the preview screen.

To cancel, without applying the theme, click the X on the top left.



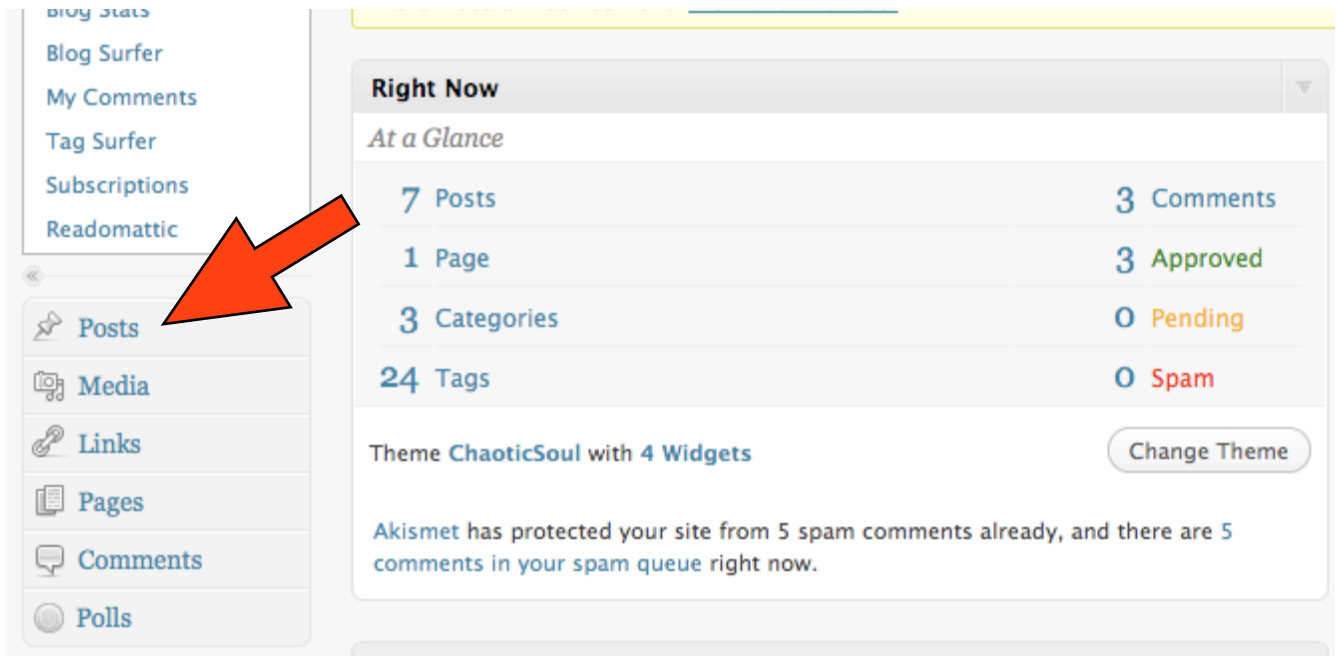
At any point you can click the view site link at the top of the screen to check your site to view the design and content.



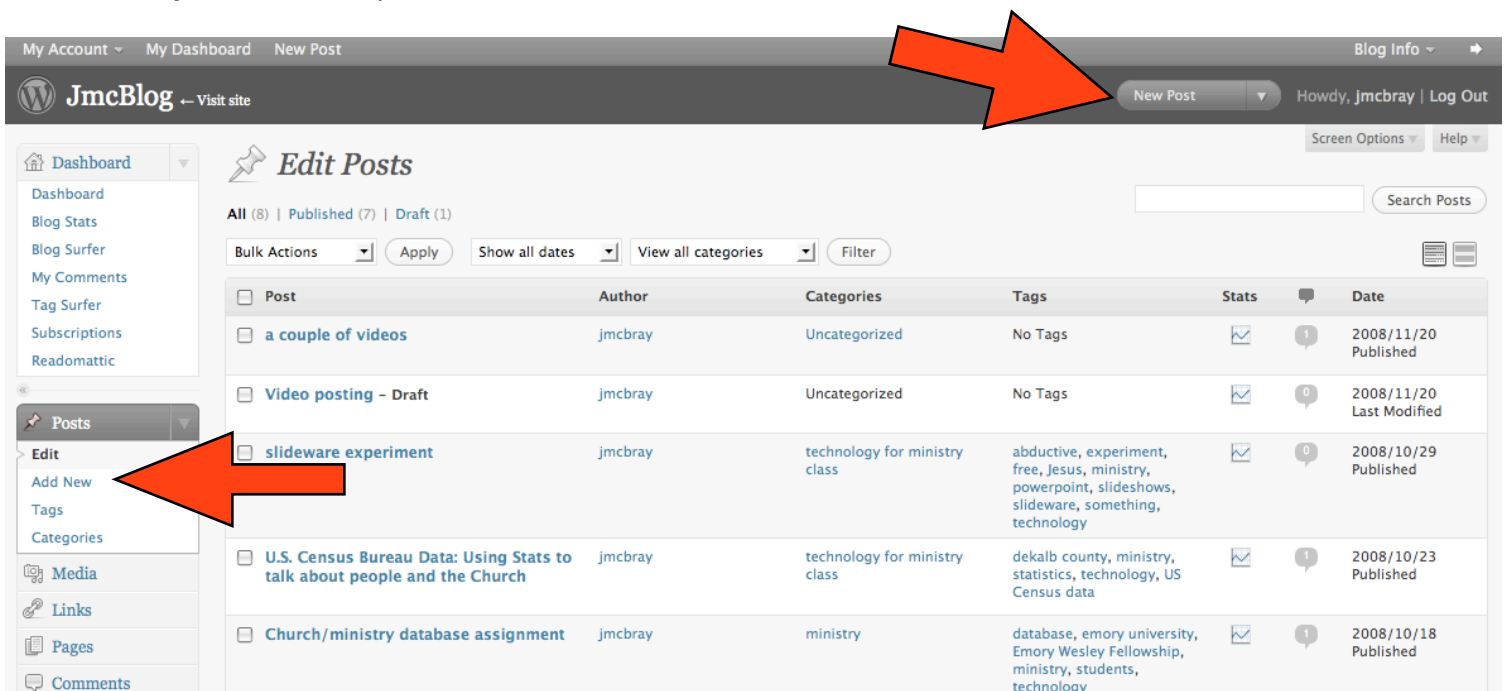
Writing/editing Posts:

(Navigate back on your *Dashboard*.)

To write or edit a post click the *Posts* tab on the left.

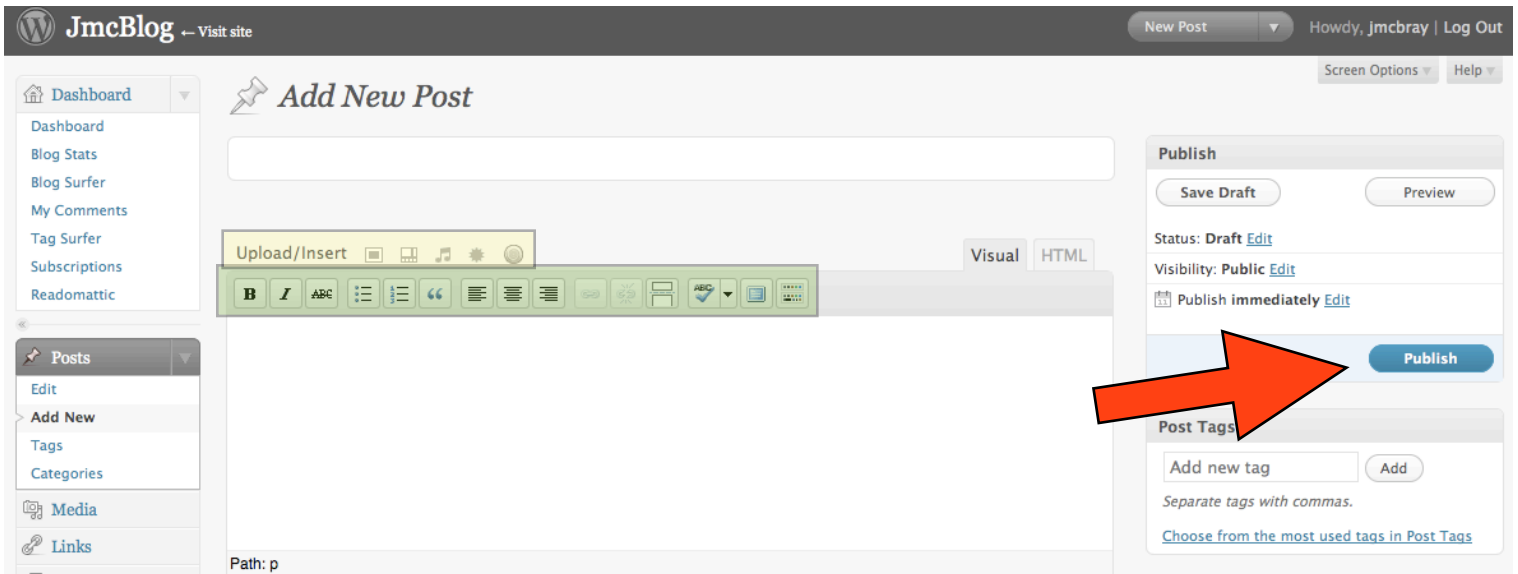


This will take you to a page where you can edit your posts or create a new post by clicking either *New Post* buttons (on the left menu or at the top right of your screen.)



Writing a post:

To write a post, simply fill in the title, add content, and click “publish.”



The screenshot displays the WordPress 'Add New Post' interface. At the top, there's a navigation bar with 'JmcBlog' and 'Visit site'. Below that, a sidebar on the left contains navigation links like 'Dashboard', 'Blog Stats', and 'Posts'. The main content area features a title field, a content editor with a toolbar (highlighted in green), and a 'Publish' sidebar on the right. The 'Publish' sidebar includes buttons for 'Save Draft', 'Preview', and 'Publish', along with status and visibility options. A red arrow points to the 'Publish' button.

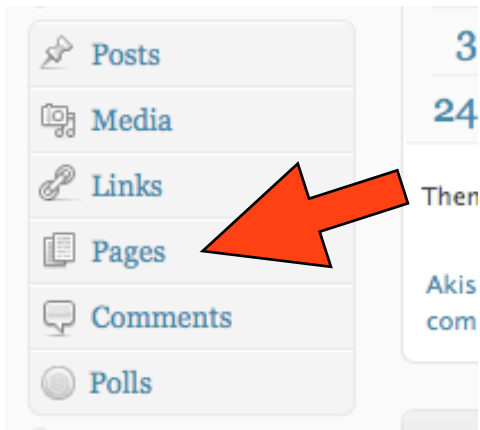
There are content formatting options for the post area, that should be pretty familiar to you if you have used a word processing application such MS Word. They include bold, italics, lists, text alignment, hyperlinks etc. (outlined in **green above**).

Above the formatting options (**outlined in yellow**) are the media options that allow you to insert pictures, audio, and movies into your posts. Free accounts only allow you to upload photo, all other media must be linked from another site.

You may also assign tags and categories to each post, save the post as a draft to finish later, or set the post to be published at a future date. When you are ready to make the post visible on your website click the publish button.

Writing/Creating Pages:

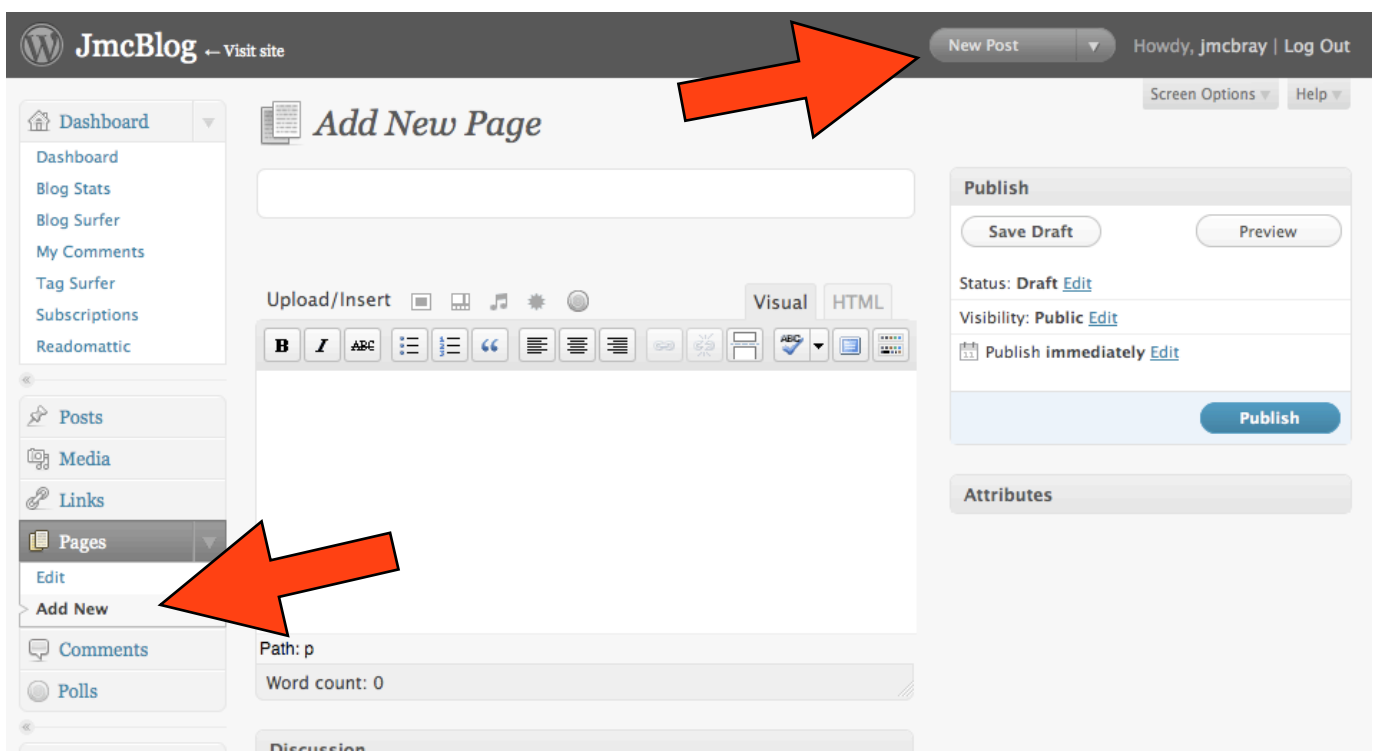
WordPress also gives you the option of creating static pages. Pages are static content that doesn't change very often, and would remain separate from the chronology of blog postings. These pages are added to your website navigation automatically.



Simply click on the “Pages” tab on your *Dashboard*.

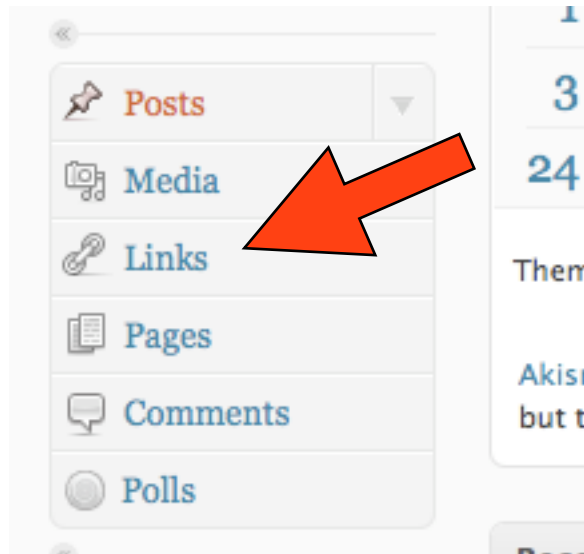
This will take you a page very similar (nearly identical to the *Posts* page) where you can edit and create new Pages. To create a new page, click “add new” under the Pages tab in the left column or use the drop down menu box on the New Post tab on the top right and select “new page.”

The options for Pages are nearly identical to the blog Posts: Type the title, content, and click publish when you're ready to activate the page on your website.

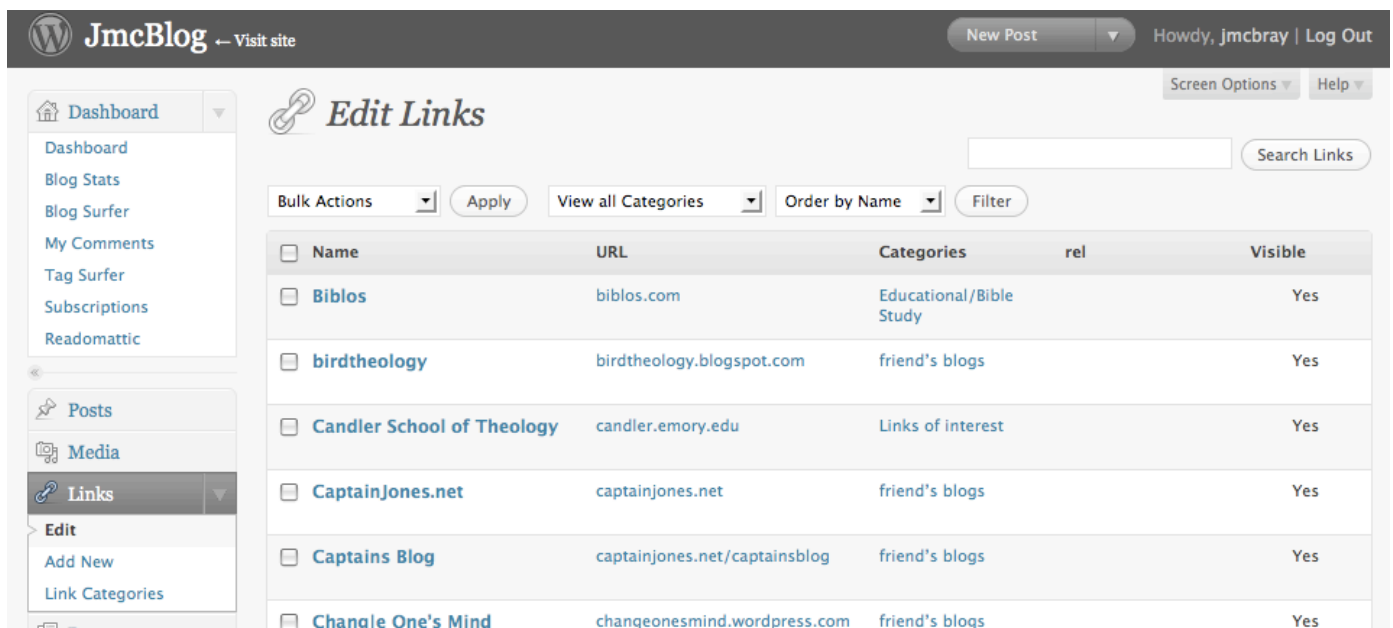


Creating Links:

Links are very useful and allow your website to be connected to other websites. To create a link go to your *Dashboard*. Once there, click on the “Links” tab on the left.



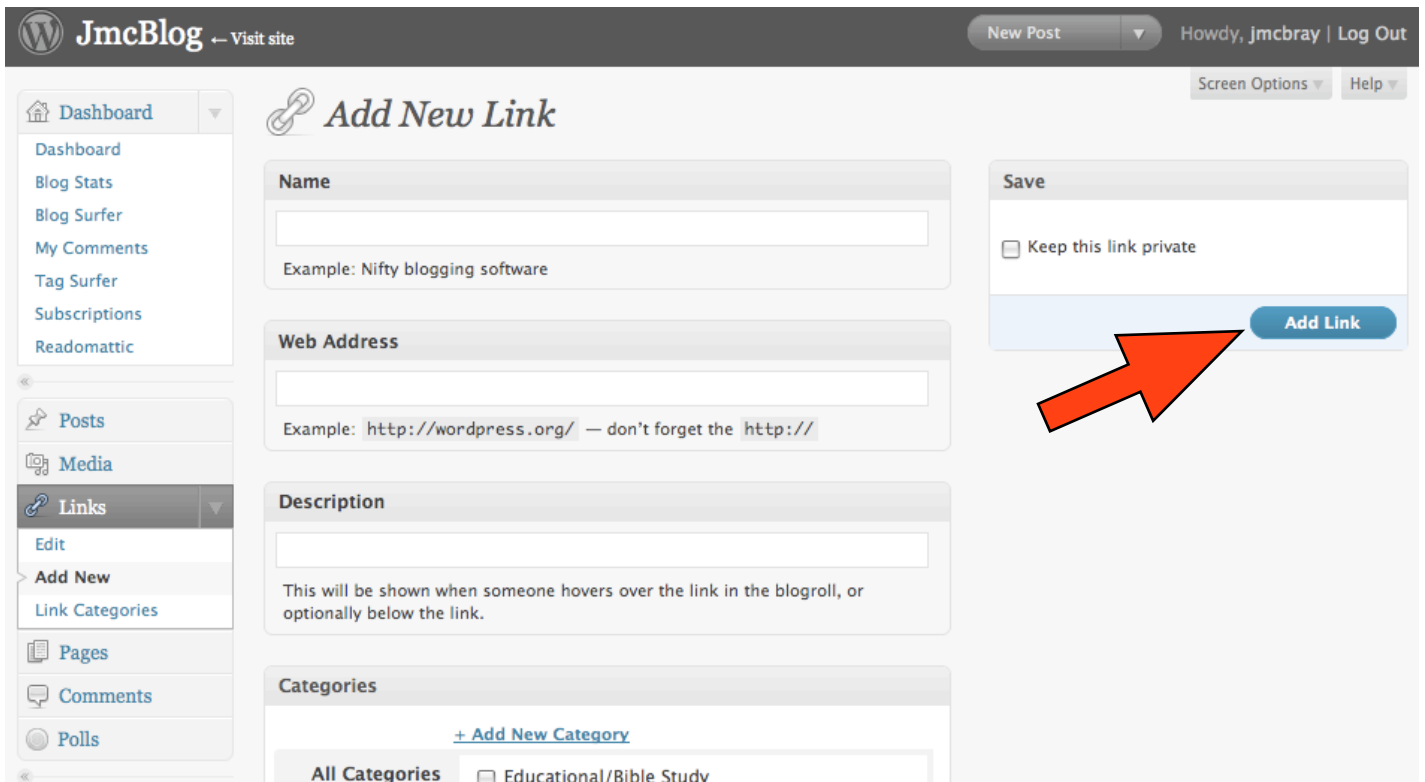
This will take you to your links page where you can edit and create new links. The process to create a new link is very much like creating a new page or post as mentioned earlier: Click “add new” on the “Links” menu.



The screenshot shows the WordPress 'Edit Links' page. The top navigation bar includes 'JmcBlog', 'Visit site', 'New Post', and 'Howdy, Jmcbray | Log Out'. The left sidebar shows the dashboard menu with 'Links' selected. The main content area is titled 'Edit Links' and features a search bar and several filters: 'Bulk Actions', 'Apply', 'View all Categories', 'Order by Name', and 'Filter'. Below these filters is a table of links with the following data:

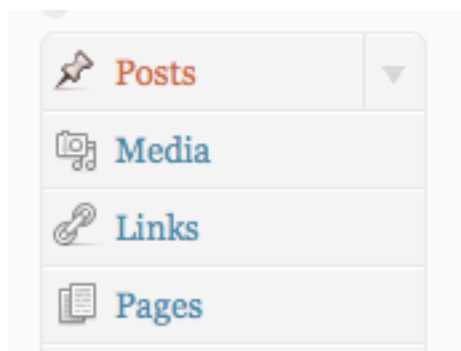
<input type="checkbox"/>	Name	URL	Categories	rel	Visible
<input type="checkbox"/>	Biblos	biblos.com	Educational/Bible Study		Yes
<input type="checkbox"/>	birdtheology	birdtheology.blogspot.com	friend's blogs		Yes
<input type="checkbox"/>	Candler School of Theology	candler.emory.edu	Links of interest		Yes
<input type="checkbox"/>	CaptainJones.net	captainjones.net	friend's blogs		Yes
<input type="checkbox"/>	Captains Blog	captainjones.net/captainsblog	friend's blogs		Yes
<input type="checkbox"/>	Change One's Mind	changeonesmind.wordpress.com	friend's blogs		Yes

On the “add new” link page, you will need to fill in the correct information for the Name, the web address (be sure to include “http://”), and the description (which will show a short description when your cursor hovers over the link). To finish, you’ll need to click “add link.”

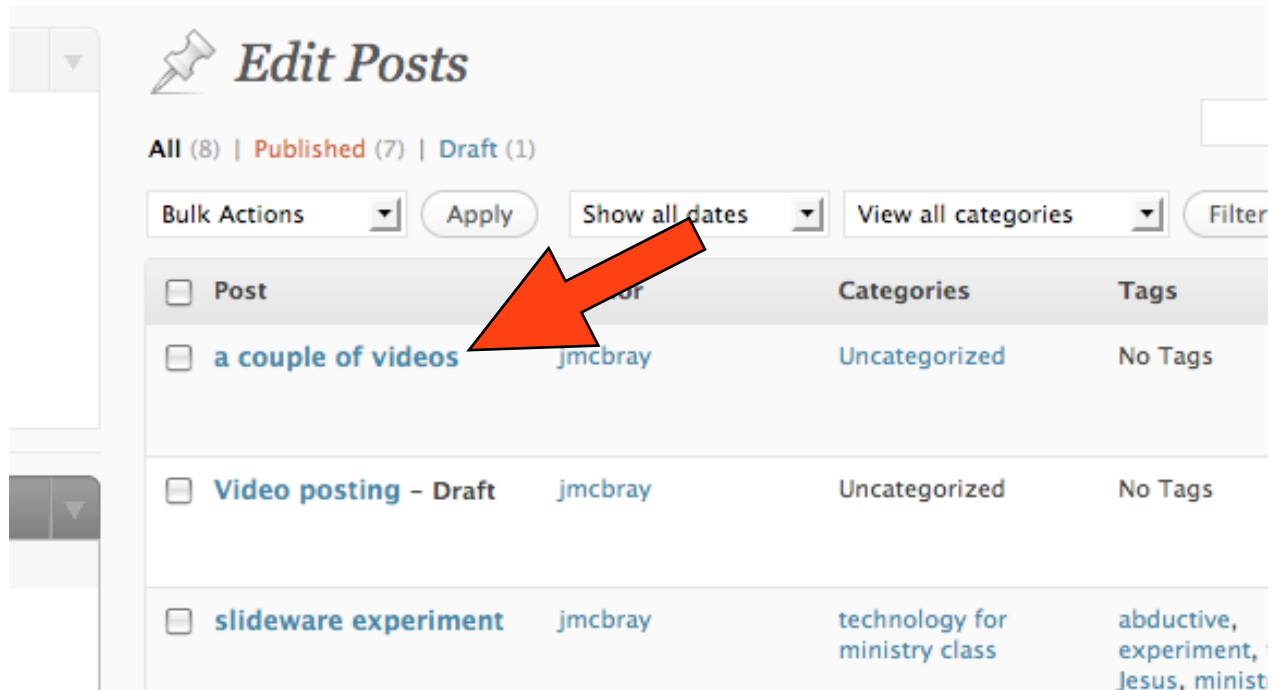


Managing:

You can manage your posts, pages, links, and a whole host of other WordPress items from your *Dashboard*. In order to edit any post, page, or link, click on the appropriate menu from the left column of your dashboard.



Then click on the post, page, or link that you would like to edit and it will take you to a page where you can edit the existing post, page, or link (just like when you created a post, page, or link).



Other:

The categories, tags, and link categories menus allow you to add descriptors that can be assigned to posts, pages, or links. Once you create a new category or tag, you will need to edit the item you want to assign to that category.

The Media tab allows you to manage any of the items that you have uploaded to your website.

Conclusion

There are many other features in WordPress, but these are the basics to get you started. If you have further questions there are plenty of resources online, and I would start with the [WordPress.com FAQ](http://faq.wordpress.com/FAQ/) (<http://faq.wordpress.com/FAQ/>).

Happy Blogging!