***Instructions for Wordpress.org***

**Using WordPress**

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| WordPress is relatively simple to use, but if you tend to have anxiety around technology, please feel free to contact [teacher’s name] with any questions.  And no worries—the blog has been set up so that no one member of the class can totally mess up the entire site. ☺ |

**FIRST THING: You will receive an invitation to the course blog.**

1. Follow the link in the e-mail from [name of blog, the part before .wordpress.com in the URL]to sign up for a WordPress.com account. (If you already have a WordPress.com account, simply click “Accept Invitation” in the e-mail and log in using your current account.)

2. If you are creating a new account, return to your e-mail and activate your account by clicking on the link WordPress sends you.

3. Return to the e-mail from [name of blog] and accept the invitation to the blog. This will take you to the dashboard for the course blog.

**SECOND THING: Changing your user information and password**

If you want to change how your name is displayed, or you’d like to change your password, follow these instructions:

1. In the left-hand sidebar on the WordPress dashboard, click on “Profile.”

2. In the main window, fill in the “First Name” and/or “Last Name” fields. You can use your first name only, first name last initial, first name last name, whatever. If you change it to a pseudonym, be sure to tell [teacher’s name] what name you’re blogging under so that s/he can give you credit for your blog posts and comments.

3. Use the drop-down menu to decide how you want your name to appear on the blog posts you write.

4. If you wish, change your password. To protect the security of the blog, please choose something that the little WordPress password-meter rates as “Medium” or stronger. (Thanks!)

5. Click “Update Profile.”

**THIRD THING: Your first post**

1. At the top of the left-hand sidebar, click on “Posts” and then “Add New.”

2. Enter a title for your post.

3. Enter your blog post text in the larger box.

Tip #1: If you need more space to see what you’re writing, grab the lower right corner of that box and pull down to expand it.

Tip #2: Unless you prefer to write in HTML (and hey—who doesn’t?), be sure that you’ve clicked on the “Visual” tab at the top right of box where you’ll be writing your blog post.

Tip #3: To see more editing tools, click on this little icon in the WordPress toolbar: kitchensink.png

Tip #4: If you’ve copied and pasted your post from a text-editing program like Microsoft Word, scroll back up to the top of you post to be sure it didn’t paste some junky code at the beginning. If it did, simply delete it.

4. In the right-hand sidebar, check the appropriate category for your blog post (e.g. Martyrs).

5. Click the blue “Publish” button.

Yay! You’re done. If you make a mistake, you can edit your post anytime by returning to the “Posts” page (link at the top of the left-hand sidebar). If you hover your cursor over your post title, an “Edit” link magically appears underneath it. Just be sure to click the blue “Update” button when you’re finished with your revision.

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| **Logging in to WordPress**  Next time you want to post. . .  1. Go to http://YourURLhere.wordpress.com/wp-admin/  2. Enter your username.  3. Enter your password.  You will be taken to the course dashboard.  (Note: If you forget this URL, you can also log in via WordPress.com, follow the link at top to “My Blogs,” and under “[blog name],” click on the “Blog Admin” link.) |