***Instructions for a self-hosted (Wordpress.org) site***

**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: Logging in to WordPress**

1. Go to [your class site’s full URL, e.g. http://digitally.doinghistory.com/wp-admin]

2. Enter your username (see list on page 2)

3. Enter the password given out in class.

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

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 canyou’re 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 she 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. Change your password to something more secure. 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. Digital Humanist Interview).

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.

**Usernames**

[list the usernames you have created for students here]