



Blog with WordPress for Beginners: creating an online journal

Overview:

- The word “blog” is short for “web log.”
- A blog is an online journal.
- A blog is used as a traditional journal as well as an online forum for sharing insights into personal and professional events.

WordPress:

- WordPress is an online publishing platform that provides a hosted service for blogs and websites.
- WordPress is a good place to start a blog because it is free and relatively easy to use.

Getting Started

- To start a blog with WordPress, create an account at WordPress.com.
- Choose a URL for the site and fill in all of the requested information.
- Choose a theme for the blog. This can easily be changed later.

Blogging:

- Add a post to the blog by clicking on Posts on the left side of the dashboard. Then click on Add New.
- Add a title and the content of the post.
- Pictures can be added to a post as follows.
 - Click on the Insert Media button at the top of the new post.
 - Upload a picture.
 - If you have previously uploaded pictures, first click on the “Upload files” tab.
 - Click on “Select Files.”
 - Locate the picture to upload.
 - Click on “Open” to upload the picture.
 - In the bottom right of the box, select an alignment for the picture (left, center, right, or none).
 - Click on “Insert into post.”
 - Drag the picture to place it in the desired location within the post.
- Tags can be added before publishing a post.
 - Tags briefly describe what a post is about.
 - They help group posts together by topic.
 - They also help readers locate posts on a specific topic.
 - Add tags while writing a post as follows.
 - Scroll down below the text of the post.
 - On the right side of the screen, type tags in the box under the word “Tags.”
 - Separate tags with commas within this box.
 - Click on “Add” to add the tags to the post.
- To publish a post, click on the blue “Publish” button near the top right of the screen.

- To view the blog, hover over “My Site” at the top left of the screen then click on “View Site.”
- To return to the dashboard, hover over “My Site” at the top left of the screen then click on “WP Admin.”

Appearance:

- Widgets can be added to the blog.
 - These tools allow readers to navigate around the blog more easily and allow you to display information prominently on each page of the blog.
 - Add widgets to the blog as follows.
 - From the dashboard, click on the word “Appearance.”
 - Click on the word “Widgets.”
 - Choose an appropriate widget from the list displayed and click on it.
 - Click on the blue “Add Widget” button that appears below the name of the widget.
 - The widget’s name and attributes are now displayed on the right side of the screen under the word “Sidebar.”
 - Click on the blue “Save” button to add the widget to your blog.
 - I recommend adding two specific widgets to your blog which allow the reader to navigate through your posts more easily.
 - The “Archives” widget creates a menu organizing your posts by month.
 - The “Tag Cloud” widget creates a web of the tags used in your posts.
- The theme of your blog can be changed.
 - Change your blog’s theme as follows.
 - Hover over “My Site” at the top left of the screen.
 - Click on “Themes.”
 - Browse the themes available.
 - Click on the theme in which you are interested. A preview the theme appears.
 - Click on the blue “Try & Customize” button at the top right.
 - Click on the blue “Save & Activate” button at the top left.
 - Close the tab and then click on “Back to themes” to return to the theme selection page.
 - Note that changing the theme of your blog sometimes removes any widgets you had added to the blog.

Logging In and Signing Out

- Log in to your blog as follows.
 - Go to WordPress.com.
 - Click on “Log In” at the top right of the screen.
 - Enter your e-mail and WordPress password and click on the blue “Log In” button.
 - If you have not activated your blog via your e-mail, which is done by opening your e-mail and clicking on the activation link provided, this will be noted at the top of the screen.
- Navigate to your blog as follows.
 - Click on “My Site” in the top left of the screen.
 - Click on “WP Admin” at the bottom left side of the screen.
 - You should now be viewing the dashboard of your blog.

- Sign out of your blog as follows.
 - Hover over the gray and white image of a person in a circle in the top right of the screen.
 - Click on “Sign Out.”

Finding Blogs:

- The blog samples that were viewed in class are listed below.
 - Umpiring: <https://amateurumpire.wordpress.com/>
 - Starting a Business: <http://www.danmartell.com/blog/>
 - Marketing: <http://www.quicksprout.com/blog/>
 - Sharing Experiences: <https://jennsaysholler.wordpress.com/>
- Locate blogs of interest as follows.
 - Navigate to a search engine such as Google.
 - Type keywords for a topic of interest and the word “blog” in the search box.
 - When the search is completed, think about the results before going to any of the websites.

Tips

- Post things that matter.
- Make your blog visually appealing by using themes.
- Add widgets to help your readers navigate around your blog more easily.
- Don’t be afraid to ask for help.