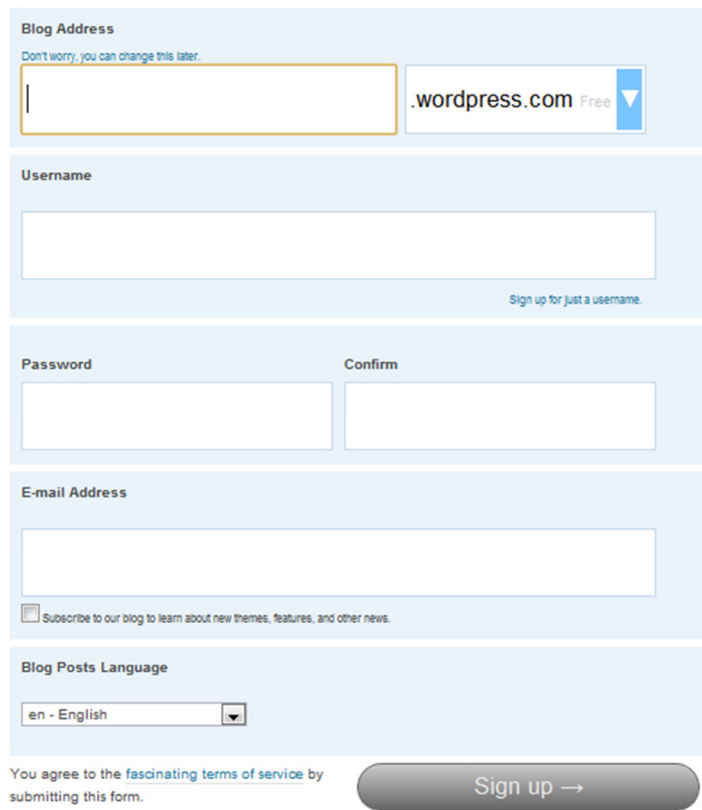


# How-to Guide: Wordpress.com Blog Posting

This term, you will be responsible for three blog postings each week. I'll give you one prompt to consider. You should generate two more posts on your own weekly. One will be a response to something from class you want to think more about or are interested in; and one will be a post on something you think is related to what we are working on. I will post your prompt for the first of these--the assigned reading response--on the class blog. I will NOT remind you each week of your obligation to do the second and third of these.... This process counts as part of your course participation grade, 15% of the final grade. Your first assigned blog post is due Thursday. You'll be responsible for two more during this calendar week. You may set up a blog on any site you like to do this; however, this handout will familiarize you with Wordpress.

## Joining Wordpress & Creating Your Account:



The screenshot shows the Wordpress.com account creation page. It includes the following sections:

- Blog Address:** A text input field with a placeholder, a ".wordpress.com" dropdown menu, and a "Free" label.
- Username:** A text input field with a "Sign up for just a username." link below it.
- Password:** A text input field.
- Confirm:** A text input field.
- E-mail Address:** A text input field with a "Subscribe to our blog to learn about new themes, features, and other news." checkbox below it.
- Blog Posts Language:** A dropdown menu set to "en - English".
- Sign up button:** A grey button with the text "Sign up →".

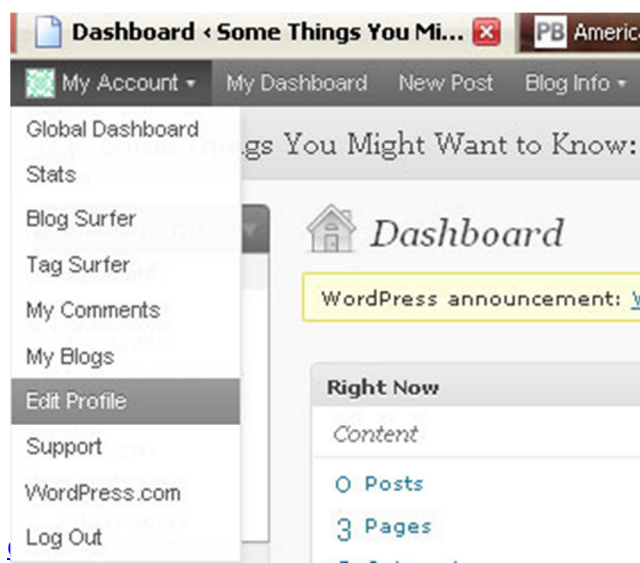
At the bottom left, there is a note: "You agree to the [fascinating terms of service](#) by submitting this form."

When you arrive at the Wordpress account creation page:

- 1) Choose a blog address—whatever you like.
- 2) For your username, you may use your real first name, or set up a pseudonym. Remember: this blog is PUBLIC. Guard your privacy accordingly, in your choice of username AND anything else you publish on site this term.
- 3) Use whichever email address you prefer.
- 4) Click signup.

## Setting up your Profile:

You don't HAVE to do this, but if you'd like to, you can set up a profile so your readers can learn a bit more about you.

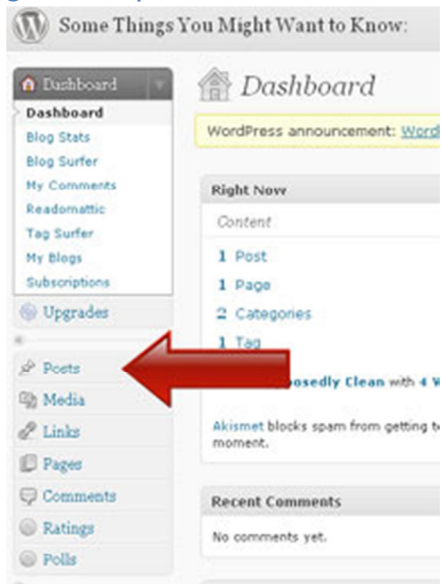


REMEMBER, though: this is a public web site, and anything that goes up on the web can take on a life of its own. Don't put up anything you don't want available to anyone with internet access, forever and always!

Click on "My account" (top left of any screen), then on "edit profile." This will bring you to a new menu where you can change your display name, add a current location, upload a picture, and more.

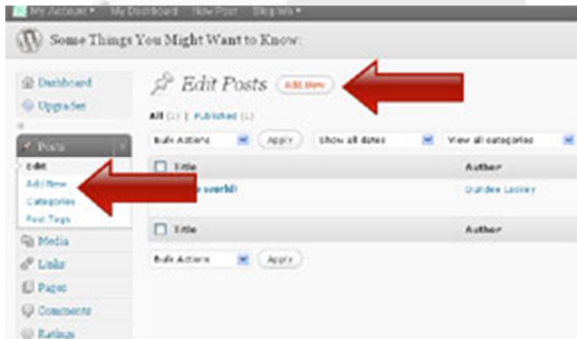
If you want a picture of you to display with your signature on the post, you need to use gravatar to upload it. The gravatar link is a big blue box on the right hand side of the profile screen. You can't miss it.

## Adding a new post:



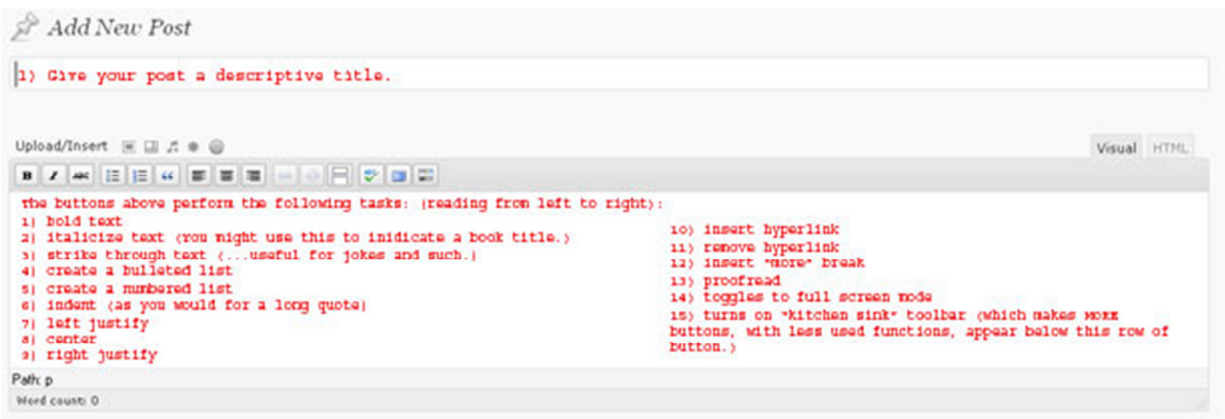
When you log in, you should be taken to a dashboard, from which you'll be able to "drive" our blog. The main thing you'll need to be able to do here is create your post.

From the left hand menu bar, click on "posts." The main area of your screen will shift.



Now, you'll see the title "Edit posts" and a list of all existing posts. Click on the button that says "Add new." (You can also do this from the left hand menu bar.)

## Familiarizing yourself with the "add new post" workspace:

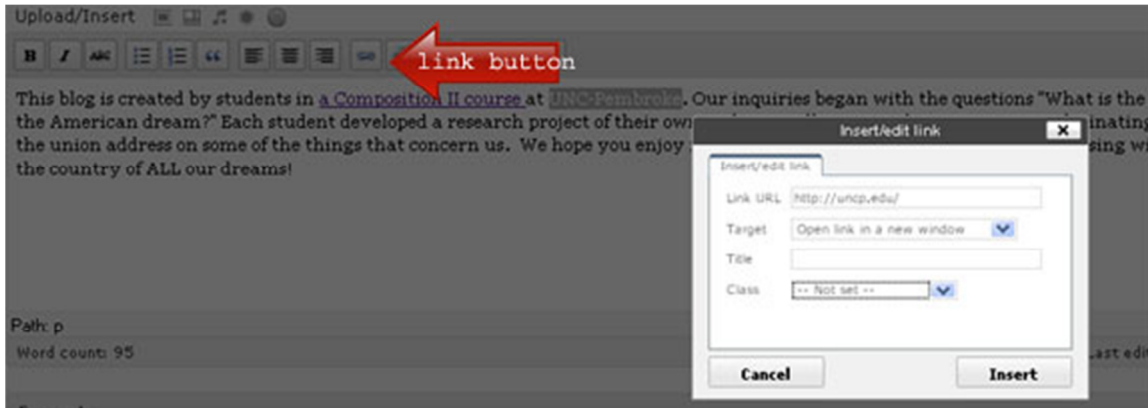


To create the text for your post, you'll simply type it into the box above. The buttons just above that box are for formatting, and they work much like any word processing software. If you mouse over them slowly, labels will pop up to tell you what each is for. I've created a legend, though, telling you what each button does; see the image above. To USE these buttons, you'll highlight the text you want to format and click the appropriate button, just as you do in word.

Note that the rightmost button (called "the kitchen sink") opens up another row of less-used buttons, which will appear below the current row. Here's what those do:



## Inserting Hyperlinks:



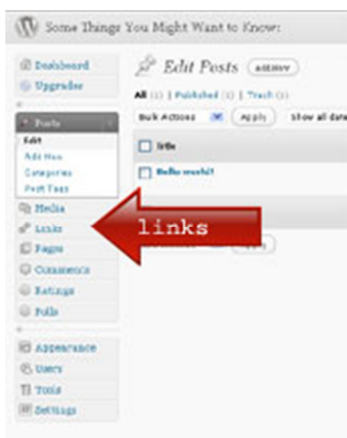
Feel free to embed hyperlinks in your text. It's one of the things that makes digital texts different from paper ones, and can really extend your readers' interaction with the ideas you want to share and promote.

To do this, just highlight the text you want to make a link, then click on the "create link" button. The insert/edit links menu (displayed above) will appear. Paste in the website address in the box labeled "link url." Click on the drop-down arrow next to "target" to choose "open link in new window." This way, people don't lose our blog while exploring links. Don't worry about link title—you are not likely to need it. The last field, "class," will allow you to format links. This might be useful for things like putting links underneath images, and centering them on the image.

## Adding links to the Sidebar:

Another way we can share links with our readers is through the links list on the side bar.

To add a link, first click on the "links" button in the left-hand menu bar (see below).



This will pull up a screen called "Edit Links." Just beside the title is a button labeled "add new." Click on that button. This will bring you to a new screen, containing the following fields. You need to fill each of these fields in!

**NAME:** Type in the name of the page you are sending the reader to. Whatever you input here will be the hyperlink text.

**WEB ADDRESS:** cut and paste this in to minimize errors.

**DESCRIPTION:** Type in a few words about the page you're sending us to. (I often cut and paste from the page I'm linking to, and show I've done so by putting quotes around the description.)

**CATEGORIES:** These categories will become subheadings that show up in the right-hand menu of our blog. You can assign multiple categories to a link (but do this sparingly, as it makes our links list longer.) If you don't see the category

you need, click on “add new category,” type the category name into the box, and click the add button.

TARGET: *ALWAYS* make off-blog links open in a new window. Choose “blank” to accomplish this.

LINK RELATIONSHIP: You can ignore this one, as “none,” the default setting, will usually be the right choice.

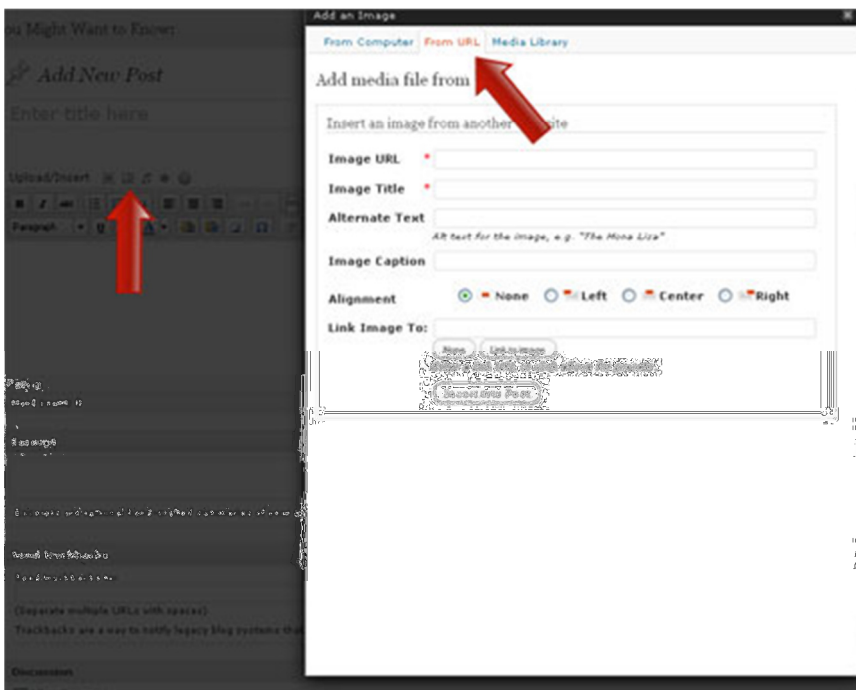
When you’ve filled in all of the above, click the “add link” button, in the right-hand menu. ([If you want to watch a video of this process, click here.](#))



## Upload & Inserting Files

The “upload/insert” menu, located above the main row of formatting buttons, allows you to upload pictures, videos, audio files, other

media files, and polls. Feel free to upload ORIGINAL images (created by you) and to create polls (more on each below); however, YOU ONLY HAVE 3 GB OF SPACE, so DO NOT upload videos or audio files.



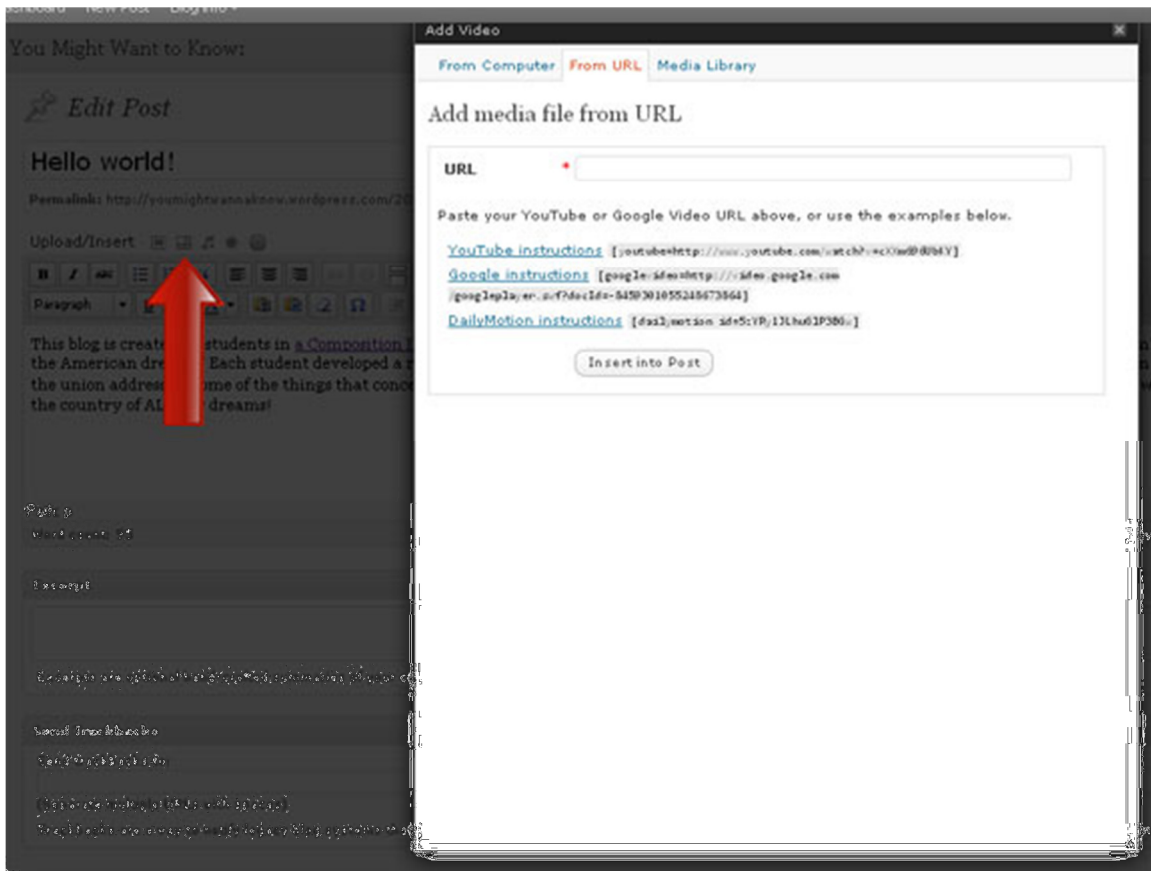
You can also use URLs to show inline photos that exist on other sites.

- There are at least two advantages to this: 1) you don’t take up limited space on our blog by uploading. 2) If you embed a link to the site hosting the image, it saves you citing it AND makes it a bit “fairer” use.)
- To do this: click on the first icon in the Upload/Insert menu. The menu shown at left will pop up. From here, click on the tab reading “From URL.” Fill in the boxes!

## Linking to a YouTube video:

If you want to post a link to a YouTube video, or other content on other websites, follow these steps:

- 1) From your Wordpress post, and click on upload/insert video (indicated by the red arrow in the image below.) A new menu will pop up: click on the tab labeled “from url.” Paste the video URL (web address) in the appropriate box.
- 2) Click the button labeled “insert into post.” This will close the menu, and take you back to your blog posting. If the link to your video isn’t where you’d like it to be, just cut and paste it into the “right” spot. Save your post.



## Creating Polls:



Wordpress allows you to display polls as part of your post.

To do this, look for the poll button, the last on the right in the upload/insert menu (indicated in image at left.) This will bring up a new menu prompting you to create an account on the Polldaddy site. Do so.

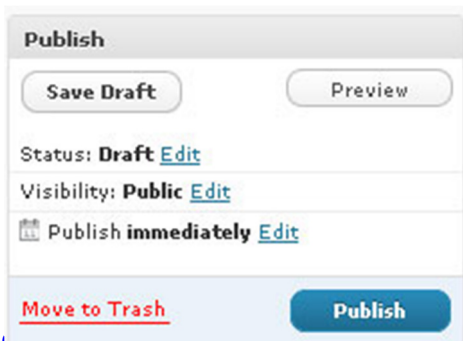
To do this, look for the poll button, the last on the right in the upload/insert menu (indicated in image at left.) This will bring up a new menu prompting you to create an account on the Polldaddy site. Do so.



This brings up ANOTHER menu, allowing you to write and design your poll.

A bit of advice: I recommend blocking users from repeat votes by cookie and IP address , but it's your choice. To keep our blog uniform, please use design choice 3, basic black.

When you're done, click "save poll" then "send to editor." You'll be taken back to your blog post. Complete the rest of your blog posting and save the post itself (as a draft or a final version, depending where you are with things.)



## Saving Drafts of your Post/Publishing your Post:

You can draft on Wordpress, if you like, and save drafts to come back to later, publishing only when you are ready. The save draft or publish tools are located to the right of the editing box when you are creating or editing a post.

If you need to come back to your contribution and change something, save it as a draft. You can find this again by logging on and clicking on “posts” in the left hand menu. Click on the post you want to edit. (Mousing over a post will show a menu of other options, including “trash,” in case you want to start all over.) When you are all done, click on publish.