



Blog with WordPress Intermediate: modifying posts and pages

Review:

- 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.

Posts and Pages:

- Posts are journal entries and are often added on a daily basis.
- Pages contain static information and rarely change.

Posts:

- Edit a post as follows.
 - Click on the word “Posts” on the left side of the dashboard.
 - Hover over the post to be edited. Then click on “Edit.”
- Text can be added or changed while editing a post.
- Tags can be added or removed while editing a post.
- Finish editing a post as follows.
 - Click on the blue “Update” button.
 - A message will appear at the top of the screen stating: “Post updated.”

Appearance:

- Widgets can be added to the blog as follows.
 - On the dashboard, click on the word “Appearance.”
 - Click on the word “Widgets.”
 - Choose an appropriate widget from the list displayed and click on it. I recommend adding the Pages widget.
 - 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.
- Widgets can be rearranged as follows.
 - On the dashboard, click on the word “Appearance.”
 - Click on the word “Widgets.”
 - Click on and drag the name of the widget to be moved on the right side of the screen under the word “Sidebar.”
 - Drop the widget where you would like it to appear in relationship to the other widgets.

Pages:

- Edit a page as follows.
 - Click on the word “Pages” on the left side of the dashboard.
 - Hover over the page to be edited. Then click on “Edit.”
- Text can be added or changed while editing a page.
- Pictures can be added to a page as follows.
 - Click on the “Insert Media” button at the top of the page text.
 - Upload a picture.
 - If you have previously uploaded pictures, first tap 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 page.”
- Finish editing a page as follows.
 - Click on the blue “Update” button.
 - A message will appear at the top of the screen stating: “Page updated.”
- Add a new page as follows.
 - Click on the word “Pages” on the left side of the dashboard.
 - Click on “Add New” at the top of the screen.
 - Add a title to the page by clicking in the box at the top and then typing a title.
 - Add text to the page by clicking in the large box in the middle of the screen and then typing.
 - Finish adding a page by clicking on the blue “Publish.”
 - A message will appear at the top of the screen stating: “Page Published.”

Viewing the Site:

- To view the site, hover over “My Site” at the top of the screen, and then click on “View Site.”
- To view a specific page, click on the name of the page in the “Pages” widget on the sidebar.

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.

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.”

- 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” underneath the gray and white image of a person which appears.

Tips:

- Write what matters. Make your blog stand out among the millions of blogs on the Internet by providing your readers with valuable information and insights.
- Use pages and posts appropriately. Remember that pages contain information that rarely changes and posts are often added on a daily basis.
- Add widgets to help your readers navigate around your blog more easily. The “Pages” widget is especially helpful if the blog’s theme does not have a prominently displayed menu.
- Don’t be afraid to ask for help.