

WORDPRESS FOR WESTERN

*Wordpress is a free open source, web-based publishing tool you can maintain from anywhere with an Internet connection. Wordpress supports Web 2.0 standard CSS and HTML. You can use their built-in templates or supply your own code.

SETUP A WORDPRESS ACCOUNT

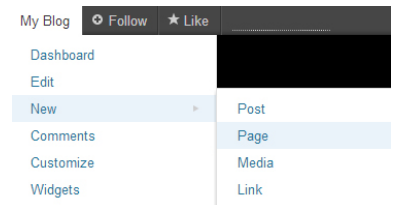
Type `http://wp.wwu.edu/` into your web browser.
Then on the homepage click

Create your Blog here

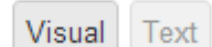
*Tip: Right-click **My Blog** to open your blog in a new window and view your changes*

ADD PAGES

Select **New Page** from the **My Blog** drop-down menu, underneath **New**.



Select **Visual** or **Text** viewing options



Title your page and add text

My Blog


Permalink: <http://practicestc.wordpress.cc>

Upload/Insert



If you really want to learn about tech

Edit text with the tool panel

Tip: Select  for more editing options



INSERT AN IMAGE

Click 

To insert an image from your computer drop the image or click

Drop files here

or

Select Files

Select an image from **My Documents**

Type a title under **Title**

Stephanie and Patty

Add Alternate Text, Caption, and Description if desired

Select an **Alignment**

Press the create blog button after reviewing the page again.

Create Blog

Sign into the email account that you registered with and click on the link to activate your account

Click **Log In**

Type in your username, password, and click

LOG IN

None Left Center Right

Select an image **Size**

- Thumbnail (150 × 112)
- Medium (300 × 225)
- Large (1024 × 768)
- Full Size (580 × 434)



Click

Insert into Post

Select a document from [My Documents](#) (.jpg, jpeg, png, gif, pdf, doc, ppt, odt, pptx, docx.)

Click

Open

Note: Wordpress automatically inserts the document title and this will be the name of the hyperlink, too

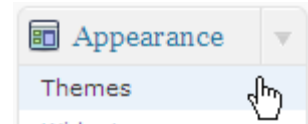
Click

Insert into Post

CHANGE PAGE THEME*

*Themes customize the look of your page

Select Themes from the [Appearance](#) drop-down menu



Select [From URL](#) to insert an image from the Internet

Note: Uploaded images appear in the

[Gallery](#)

INSERT A VIDEO

Click

Select a video either from [My Documents](#) or copy and paste a URL

Note: The video won't appear in Edit Page so click [Preview page](#) to view your video



Select Random, A-Z, or Popular under

[Browse Themes](#) [Available Themes](#) [Trending](#) | [A-Z](#) | [Popular](#) |

Select a theme

Note: Some themes don't support multiple pages and are less customizable than others, so preview by selecting [Preview](#)

PUBLISH YOUR PAGE

Click

Publish

Click

[View page](#)

At the bottom of your blog, you can choose to receive e-mail notifications about comments

Notify me of new posts via email.

INSERT A MEDIA FILE*

*A media file refers to content, such as a picture, Word document, PDF document, or PowerPoint presentation

Place cursor in blog where you want the document hyperlink to appear

Click

Click

Select Files

OK

Click on the link in the blog and select to open the document



Note: Blogs post in reverse chronology (most recent, first)

EDIT PAGE OVERVIEW*

*In Edit Page you write or insert page content, edit your page visuals, control comments, and publish your page to your webpage

The image shows a screenshot of the WordPress 'Edit Page' interface. Red lines and boxes highlight specific features, with labels and arrows pointing to them:

- Return to Dashboard:** A red box highlights the 'Dashboard' link in the top left navigation bar.
- Page title:** A red box highlights the 'Enter title here' text field at the top of the editor.
- Word count:** A red box highlights the 'Word count: 0' text at the bottom left of the editor.
- Delete your post:** A red box highlights the 'Move to Trash' button in the right-hand sidebar.
- Save your post:** A red box highlights the 'Save' button in the top right corner of the editor.
- Change screen layout:** A red box highlights the 'Visual' and 'Text' tabs in the top right corner of the editor.
- Publish your post:** A red box highlights the 'Publish' button in the right-hand sidebar.

The interface includes a top navigation bar with 'Log Out', 'My Sites', 'Testing', '+ New', and 'Follow'. The left sidebar contains navigation options like 'Dashboard', 'Jetpack', 'Posts', 'Media', 'Links', 'Pages', 'Formidable', 'Comments', 'Wikis', 'Events', 'Genesis', 'Appearance', 'Plugins', 'Users', 'Tools', 'Settings', 'Calendar', 'Inbox', 'Zotpress', 'Edit Flow', 'Subscriptions', and 'Collapse menu'. The main editor area has a title field, a character count ('65 characters left'), and a rich text editor with various formatting tools. The right sidebar contains sections for 'Publish', 'Categories', 'Tags', 'Zotpress Reference', and 'Editorial Metadata'.

DASHBOARD OVERVIEW*

*Dashboard is your main control center that contains an overview of your activities on Wordpress and the activities of your readers, allows you to publish quick posts, and highlights trending discussion topics in Wordpress

Media library

Add a post

Visit your site

This Blog: Updates on Ttitle, Theme, Privacy, and Storage

Log Out

Change settings for privacy, discussion, etc.

Edit page appearance

