

# WordPress

## Introduction

There are a number of online tools that teachers can use to establish an online web site. Two of the most commonly used tools are WordPress and Blogger. In this tutorial you will be taken through a number of the key features of WordPress.

At the outset I would like to mention that one of the most significant aspects of the WordPress tool is the fact that users can very easily create professional looking web sites and web pages that can display any content that the user desires. The web site can be a sophisticated and worthwhile publication. As a result users can easily create and publish an elegant looking web site with fully functional navigation.

Prior to the development of online tools such as WordPress users had to master web construction tools such as Dreamweaver, Microsoft Frontpage and others in order to develop a web site. Now, all the user needs to do is to put their existing ideas in order, gather together the necessary ideas, resources and images and then publish.

These online tools are forgiving and supported with a variety of features and widgets that together can make the job of professional online publishing both straightforward and rewarding.

## Getting started

Open a web browser on your computer. This can be Internet Explorer, Firefox, Safari, Opera and so on. It does not matter whether you are using a PC with Windows XP, Vista or Windows 7. You could be using a Macintosh. It makes no difference. Concerns regarding operating systems and compatibility are no longer an issue with these online tools. Type in the following Internet URL or web address in the address bar of the browser:

<http://WordPress.com/>

The following page, or one quite similar to this, will appear in your web browser window. WordPress often alters the appearance of its home page.

The screenshot shows the WordPress.com homepage. At the top, there is a navigation bar with a search box, a 'Log In' button, and a 'Remember me' checkbox. Below the navigation bar, the WordPress logo and 'WORDPRESS.COM' are displayed. The main content area is divided into several sections:

- Freshly Pressed:** A section highlighting the best of 255,428 bloggers, 238,618 new posts, 334,995 comments, and 56,001,634 words today on WordPress.com.
- The night the Wall fell down:** A post by Anderson Cooper 360 featuring a photo of the Berlin Wall.
- Top Ten... Lacklustre follow-ups:** A post by Ross v Ross featuring a photo of a person playing a guitar.
- Glorious. Absolutely amazing:** A post by Highland Happenings featuring a photo of a scenic landscape.
- The new mommy uniform according to a celebrity stylist:** A post by suburban mama featuring a photo of a man in a suit.
- It Is What It...Isn't?:** A post featuring a close-up photo of a skull.
- How the new health care bill works – understanding what 2,000 pages actually mean to all of us:** A post by The Blogs at HowStuffWorks featuring a photo of a man in a suit.
- high line:** A post by The Catskill Kiwi featuring a photo of a rooftop garden.
- Water: The Neglected Resource:** A post by Intercon featuring a photo of water droplets.

On the right side of the page, there are several promotional banners:

- Express yourself. Start a blog.** A banner with a 'Sign up now' button and text: 'In seconds, you'll have a blog with amazing free features like...'
- Stats to obsess over:** A banner with a green arrow icon and text: 'Our stats are designed to give you up-to-the-minute data about your visitors: how many there are, where they're coming from, which posts are most popular, and which search engine terms are sending visitors to your blog.'
- Gorgeous themes:** A banner with a 'Vigilance' theme preview and text: 'You can change the look of your blog with over 60 attractive themes ranging from professional to fun to crazy, and you can switch themes with one click.'
- Widgets galore:** A banner with a Twitter bird icon and text: 'It's easy to share Twitter posts, add Flickr photos, aid a SocialVibe cause, and do...'

Take the time to read about the WordPress online tool. Click on the menu items at top to find out more regarding the features of the tool.

## Setting up an account

Are you ready to begin? You need to set up an account. It is free. Click on the orange **Sign Up Now** button. The following page will appear.

The language on this screen is a little too cool for me however that is how it is with the Internet these days. Do not let it annoy you. If I were the designer I would have settled with plain English.

## Get your own WordPress.com account in seconds

Fill out this one-step form and you'll be blogging seconds later!

**Username**

(Must be at least 4 characters, letters and numbers only.)

**Password**

**Confirm**

Use upper and lower case characters, numbers and symbols like !"£\$%^&( in your password.

**Email Address**

(We send important administration notices to this address so **triple-check** it.)

**Legal flotsam**  I have read and agree to the [fascinating terms of service](#).

Gimme a blog! (Like username.wordpress.com)

Just a username, please.

[Next →](#)

You need to complete the following details:

- Username** Choose something that is meaningful and purposeful. It may be a nickname. I actually use a version of my name quite often. I want people to know who I am. Others prefer a username that may be cryptic in order to preserve anonymity.
- Password** Create a good password that is meaningful only to you and that you can *remember*. I personally use a related sequence of passwords for my various Internet accounts. There is one rule that I always follow. I *never* use my bank ATM pin or banking password for any Internet related account. The PIN and password that I use for my bank are very different and totally unrelated to anything that I do on the Internet.
- Email address** You may use a private email address such as a Yahoo or Gmail account. You may use your work email account. That is entirely up to you.

Once you are satisfied with the details that you have entered in the fields on this page check the box that indicates that you agree to the Terms and Conditions and select the “**Gimme a blog!**” option at the foot of the window. Then click on the **Next** button at the foot of the page. The following page will appear.

**Blog Domain**

**Blog Title**   
The blog title can be changed at any time.

**Language** What language will you be primarily blogging in?

**Privacy**  I would like my blog to appear in search engines like Google and Technorati, and in public listings around WordPress.com.

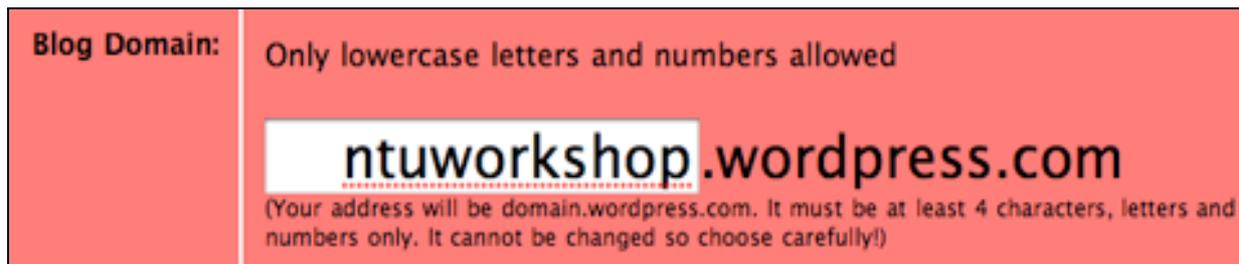
[Create Blog →](#)

On this page you can decide what the web address for your WordPress blog will be. Now, common words and terms will probably not be available. In the example above I have selected “blogworkshop” as the title for my blog domain on the Internet.

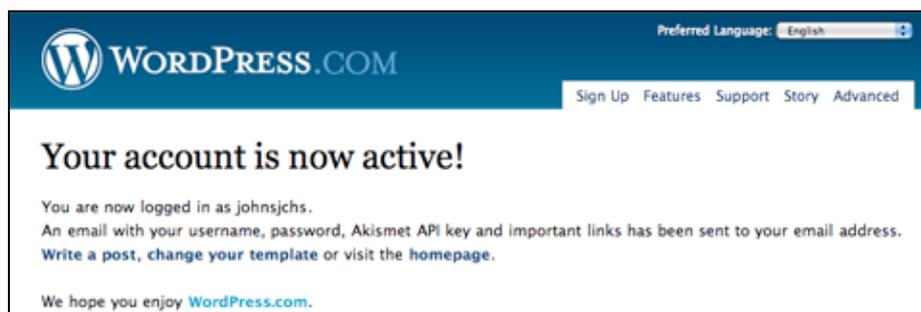
I gave the blog the following title: Web Blog Workshop. I can always change that later. Once I have completed the details I click on the **Signup** button. The following alert appeared.



The domain “**blogworkshop**” was already taken so I decided to delete that and try “ntuworkshop”.

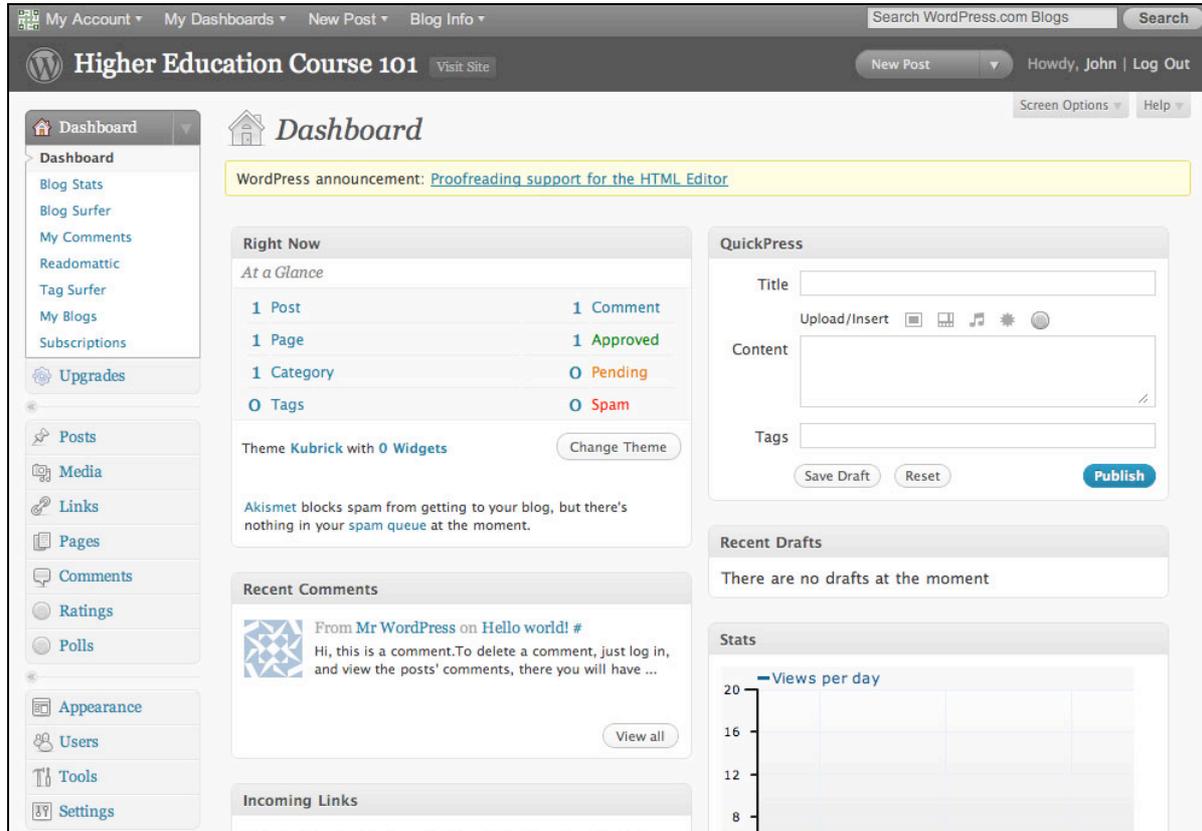


I clicked on the Signup button again after entering “**ntuworkshop**” and this time my choice for a domain name worked. The following page appeared.



## The Dashboard

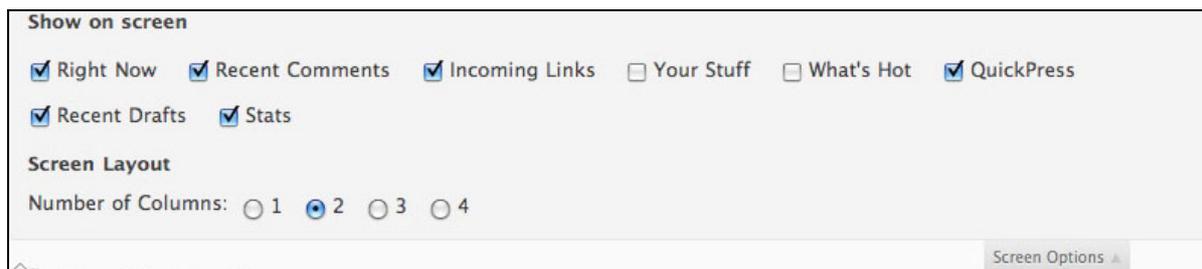
When you sign into WordPress you will always come to the **Dashboard**. It may look similar to example below. The dashboard is main entry point for WordPress.



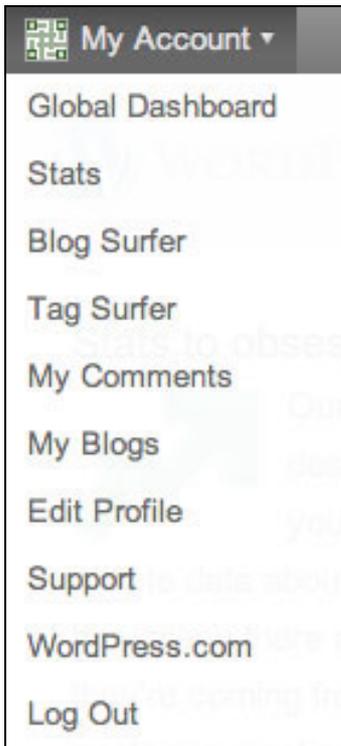
The Dashboard features a number of elements that provide you with an overview of your WordPress site.

- Right Now** This panel provides you with data relating to the number of posts, pages, categories, tags and comments for your WordPress web site. You can also click on each item and go directly to a page that allows you to manage that specific item in your site.
- Quickpress** Quickpress allows you to quickly compose a post without the need to visit the dedicated "Add Post" page in WordPress.
- Recent comments** If you allow commenting on your WordPress site any recent comments will be displayed in this panel.
- Incoming Links** This panel will reveal the Internet URL of any web site that has linked to your WordPress web site.
- Recent Drafts** This panel will list and draft posts or pages that you have been working on and have not yet published.
- Stats** This panel will reveal the views and searches that have been applied by visitors to your WordPress site.

If you click on the Screen Options button located at the upper right of the Dashboard you can alter the layout of the Dashboard. See below.

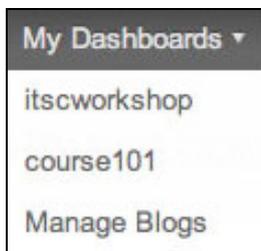


At the top of each WordPress page are a number of menu items. They allow you to navigate to different sections of the WordPress site and your own WordPress account. Each menu item is described below.

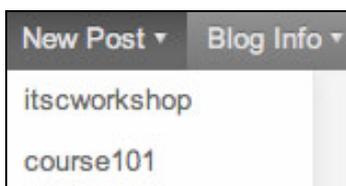


This menu item allows you to visit your Global Dashboard, particularly if you have more than one WordPress site or blog set up.

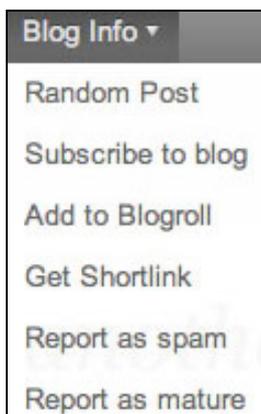
- \* You can also view stats for your account.
- \* You can search other blogs and tags.
- \* You can also review comments that you have written on the WordPress sites of other users of WordPress.
- \* You can see a list of all your WordPress blogs.
- \* You can edit and update your profile.
- \* You can also explore the WordPress support pages as well as the main WordPress site.
- \* Finally you can log out.



This menu items allows you to explore your various WordPress sites. You can also manage your blogs from this menu item. See below.

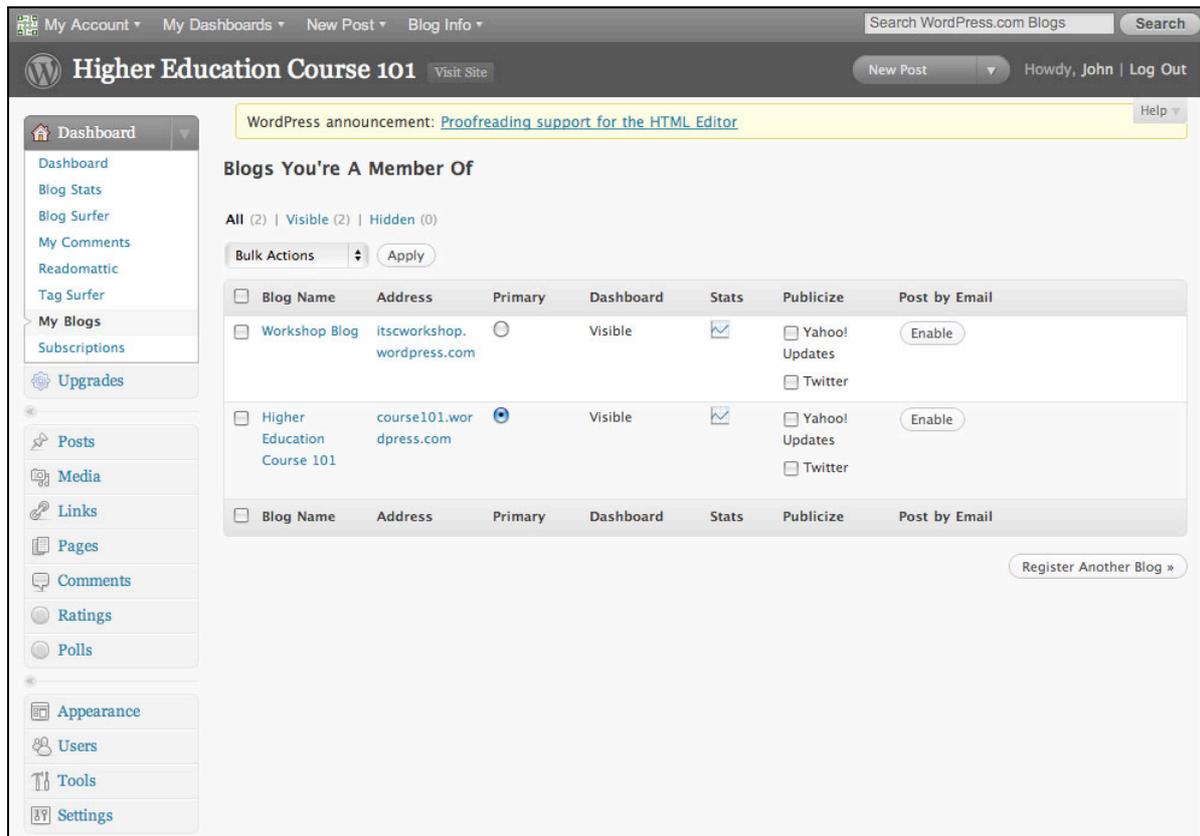


You can use this menu item to create a new post from any of the blogs or WordPress sites that you have created.



This menu items specifically applies to other WordPress blogs that you may be visiting.

If you select My Blogs from the My Account menu or Manage Blogs from the My Dashboards menu you will be taken to the Manage Blogs page in WordPress. It is illustrated below.

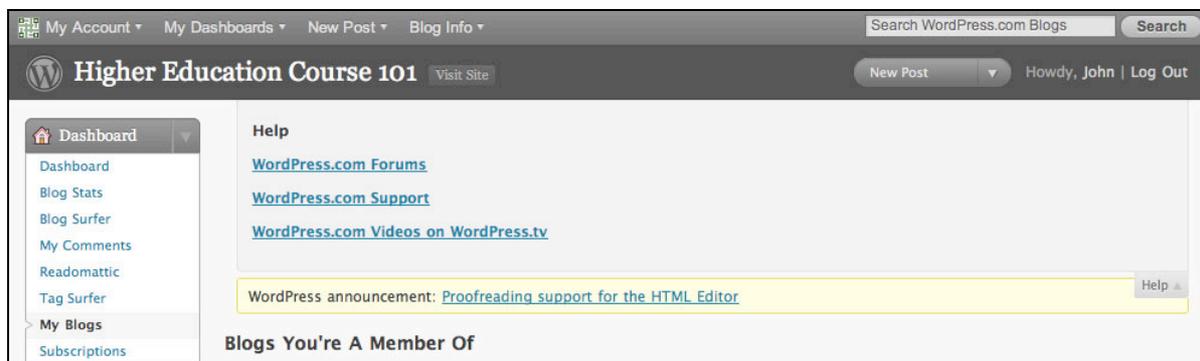


I have two blogs or WordPress sites. One is named *Workshop Blog*. The other is named *Higher Education Course 101*. I can change the priority of each blog, change the visibility of the Dashboard for each blog and set up an email option that allows a user to create a new blog post via email.

The Dashboard also has its own menu panel on the left hand side of the screen. This panel allows you to explore your blogs and other sites that you have subscribed to in WordPress.

## Help and Support in WordPress

If you click on the **Help** tab in the upper right hand corner of each page in WordPress the following panel will appear.



Follow the links to explore the various help and support features in WordPress.

## Writing your first post

The best way to learn about blogging is writing your first post. Do not worry too much about this. You can always delete this first post and write another. You can also go back and edit your post at a later date or time.

Click on the “**New Post**” menu item at the top of the page. You can also click on the Posts link in the left had margin and then click on the “**Add New**” link.

The following window or one just like it will appear. The fields will be blank. It is up to you to fill them in with a suitable **title** and the appropriate words.

**Edit Post**

**Making a start with technology**

Permalink: <http://course101.wordpress.com/2009/11/10/making-a-start-with-technology/> [Edit](#) [Get Shortlink](#)

Upload/Insert Visual HTML

Integrating technology into your teaching and learning curriculum can be a challenge. The key is to look closely at the requirements of your curriculum and determine which objectives could be met through the appropriate use of technology. Then one needs to decide which type of technology to use. Which software or web-based tool should one use?

Essentially, when starting out with technology in the classroom I feel it is useful to keep the following four rules of thumb in mind...

Path:

Word count: 203 Last edited by John on November 10, 2009 at 5:42 am

**Excerpt**

**Send Trackbacks**

**Discussion**

Allow Comments

Allow [trackbacks and pingbacks](#)

**Post Revisions**

[10 November, 2009 @ 5:41](#) by John

**Publish**

[Save Draft](#) [Preview](#)

Status: **Draft** [Edit](#)

Visibility: **Public** [Edit](#)

[Publish immediately](#) [Edit](#)

[Move to Trash](#) [Publish](#)

**Categories**

All Categories **Most Used**

Uncategorized

[+ Add New Category](#)

**Post Tags**

Add new tag [Add](#)

*Separate tags with commas.*

[Choose from the most used tags in Post Tags](#)

Writing a post is similar to working with a word processor.

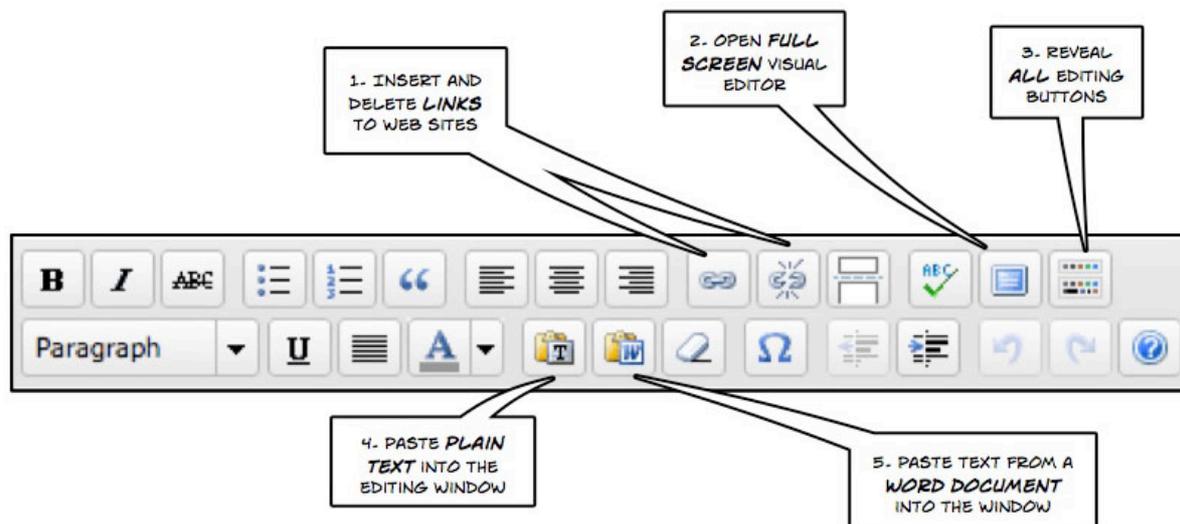
You can choose to use the **Visual Editor** or the **HTML Editor**. If you are familiar with HTML or you need to paste in some code for a link to a YouTube video or other web element for example you can use the HTML editor.

*Normally* you would select the **Visual Editor** to compose your post in WordPress. Click on the **Visual tab** when you wish to write your post.

You are able to alter the font, size, style and colour of the text. You can add links to web sites. You can insert images and audio files.

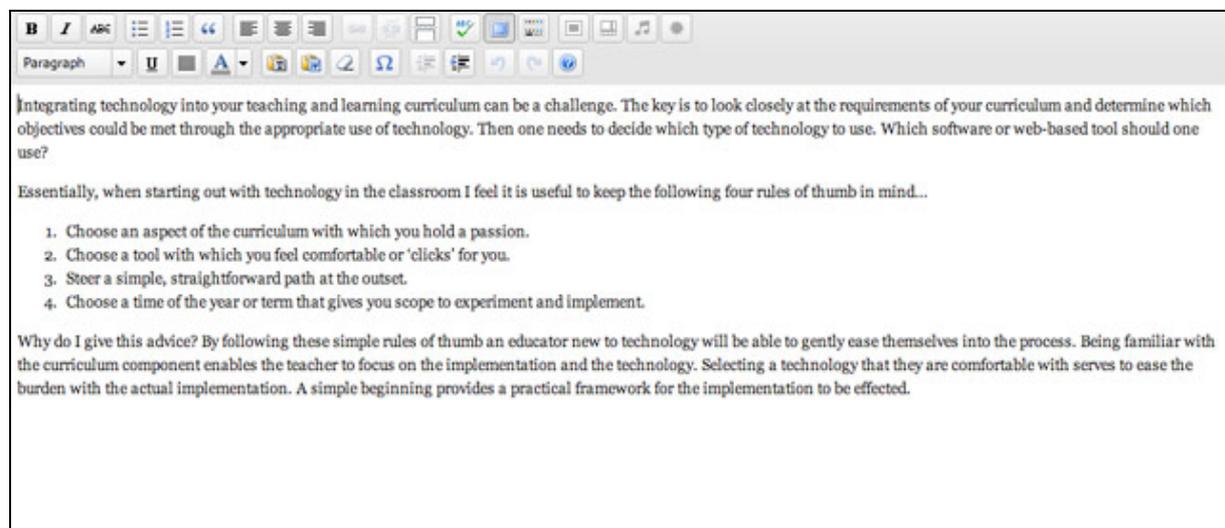
You can also check the spelling of your post. The best way to discover the features of the visual editor is to simply explore each button. You can always use the **Edit > Undo** menu item to correct any errors.

A number of the buttons in the visual editor are worth highlighting. They are indicated below.



1. In order to **insert** an **Internet link** to a web site you must ensure that the text or word that you wish to act as the link has been **selected** otherwise the Insert Link button will not be highlighted. It will be greyed out. The same rule applies to **editing** or **deleting** a link. The text or word must be selected otherwise you cannot insert, edit or delete a link.

2. If you would like to expand the Visual Editor window click on the **Full Screen** button. This will open up a window similar to the one illustrated below. Click on the same button to restore the Add Post screen.



3. Normally only a single row of buttons is visible in the Visual Editor. Clicking on the **reveal all** button will show all of the available buttons for you to explore and use.

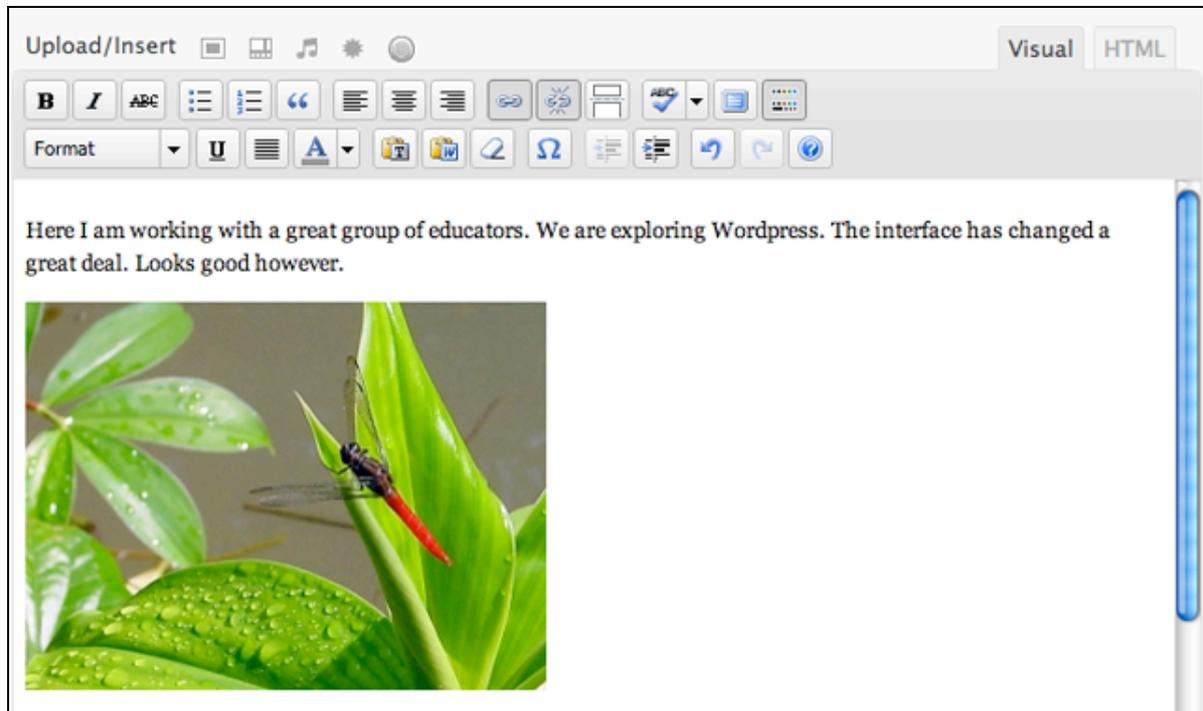
4. You can paste **plain text** directly into the Visual Editor using this button.

5. You can paste **formatted Word text** into the Visual editor using this button.

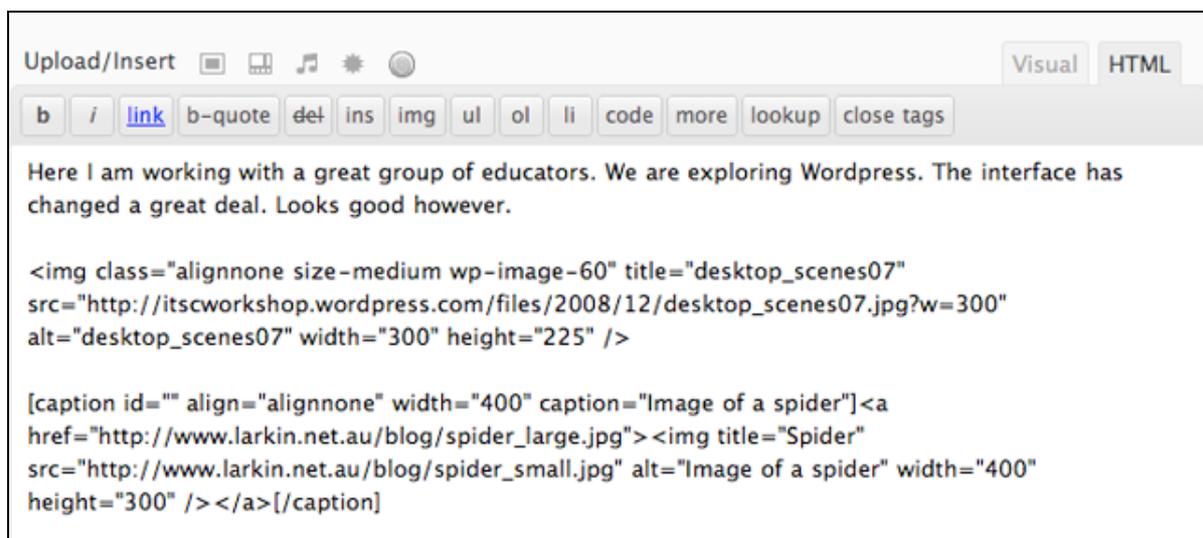
## Visual and HTML Post-Editing Window

As I mentioned earlier you can choose to use the **Visual Editor** or the **HTML Editor**. If you are familiar with HTML or you need to paste in some code for a link to a YouTube video or other web element for example you can use the HTML editor.

This is an example of a post being composed using the **Visual** editor.



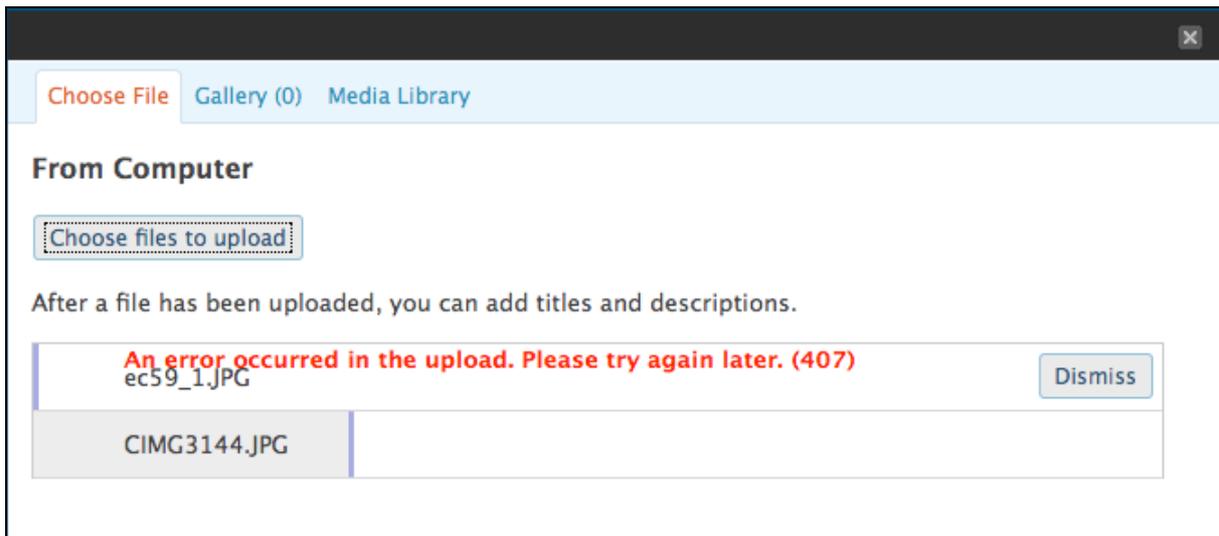
As you edit your post you can use either the **Visual editor** or HTML editor. If you are familiar with HTML you can try the HTML editor by clicking on that tab. You can see the HTML-editing version of the post editor below.



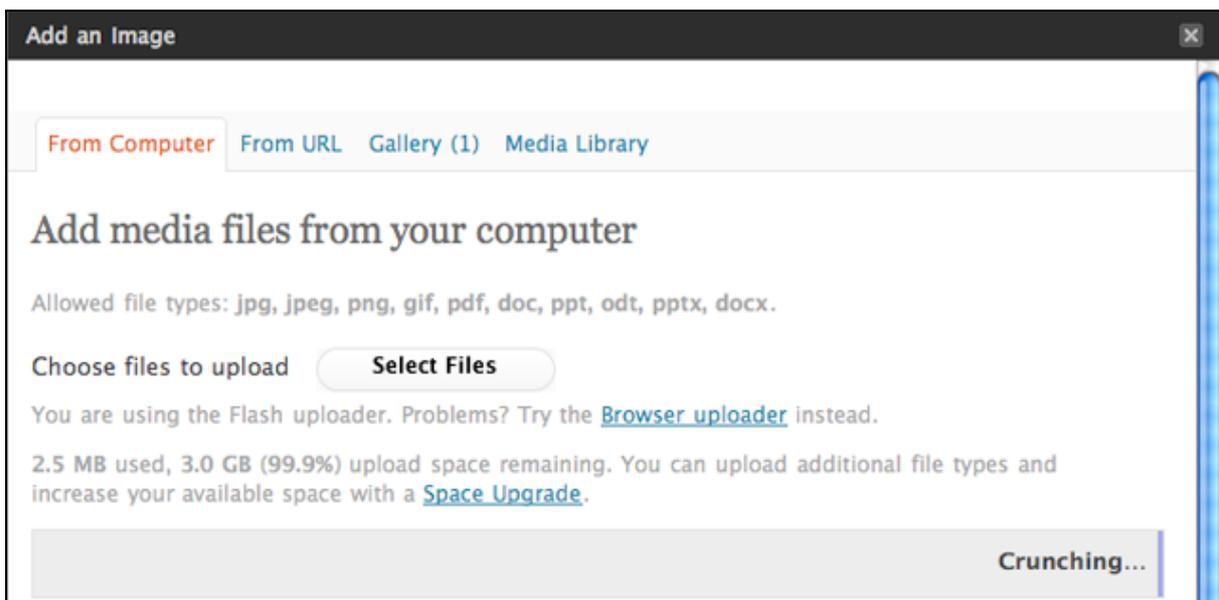
You will mainly use the HTML editor if you need to paste HTML code from another source into your post. You may *never* need to use it at all.



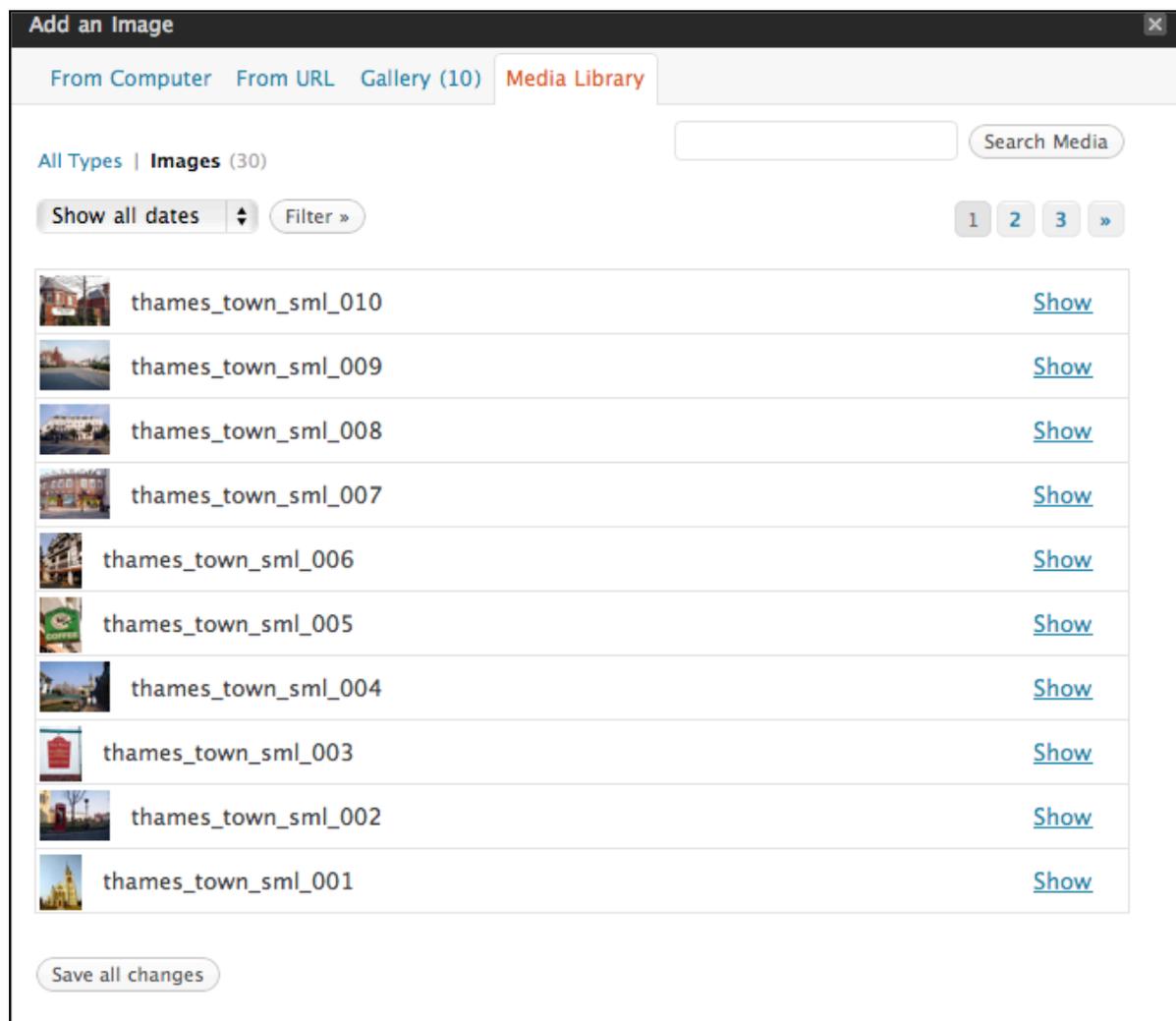
In the example below from an earlier version of WordPress you can actually see that one of the files I chose for upload failed. The file had not saved correctly earlier.



I tried with a different image and the upload worked. There is a progress bar that shows how the upload is proceeding. You can upload multiple images if you wish



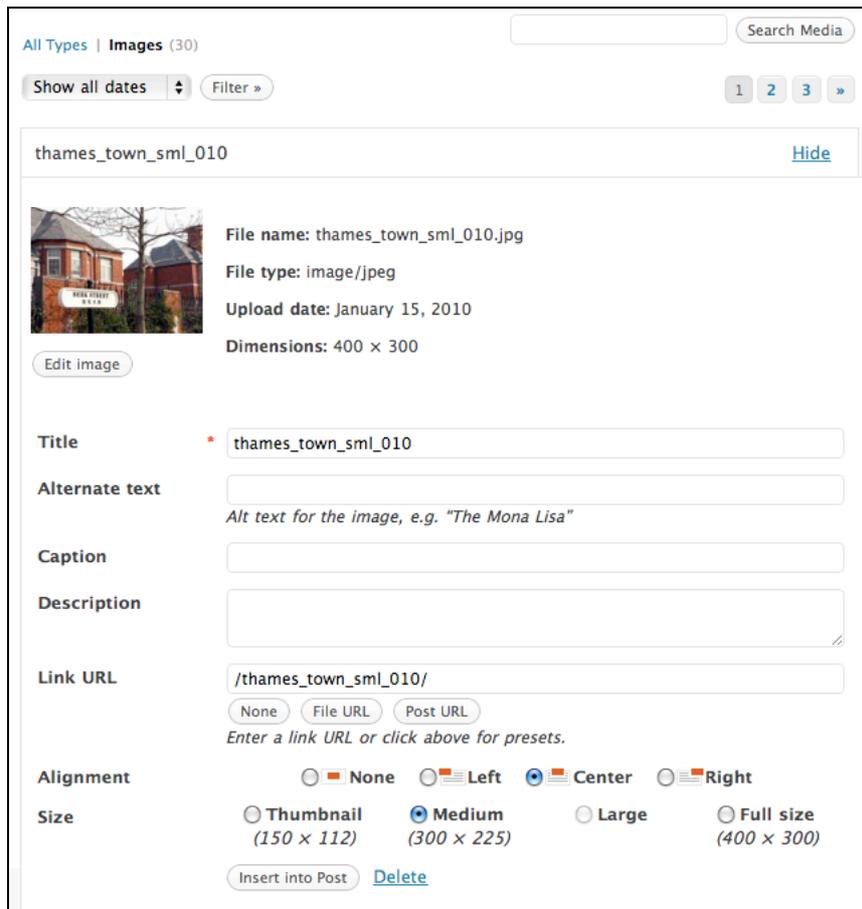
When all your images have been uploaded they will appear in the Gallery as shown below. Click on the **Show** link to view a thumbnail of the image and to alter its details.



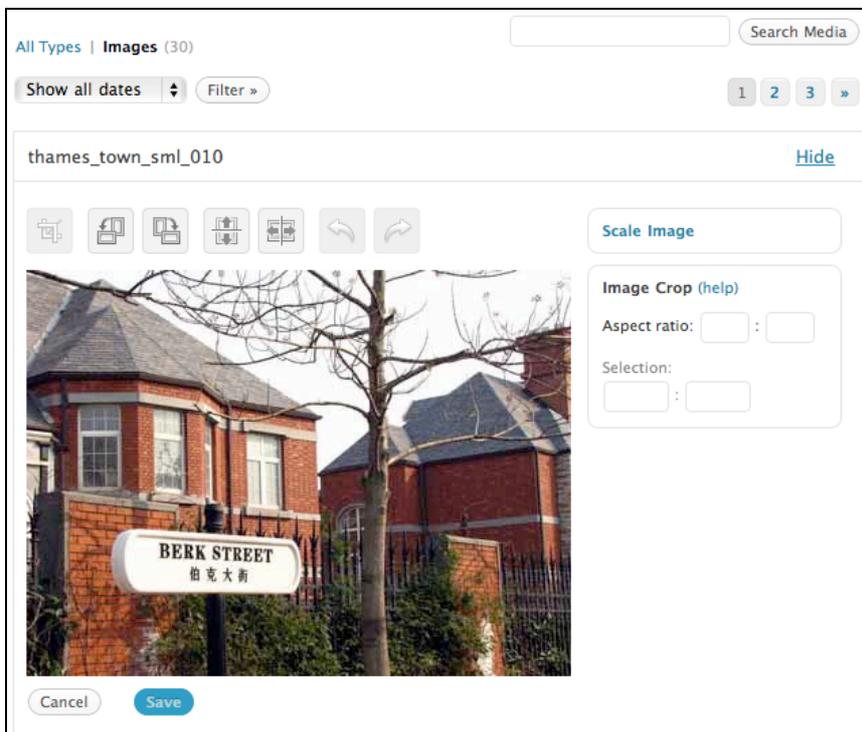
Once uploaded you can alter its title, caption and description. You can also link to other sites via the embedded image:

- You should name the image by giving it a suitable **title**.
- You can write a brief **caption** for the image. This caption will be used by electronic spoken voice readers for visually impaired users of the Internet.
- You can also write a brief description.
- If you wish that the image should link to another site on the Internet if the user clicks on the image then you can type the exact Internet URL into the Link URL field.
- You can set the alignment for the image as well as its relative size in the post or page.

Please see the example on the following page.



You can now also perform basic edits of the image by clicking on the **Edit image** button located beneath the image thumbnail. This simple built-in image editor allows you to crop, edit, rotate, flip, and scale your images. The following editing section will appear in the window once you click on the **Edit image** button.

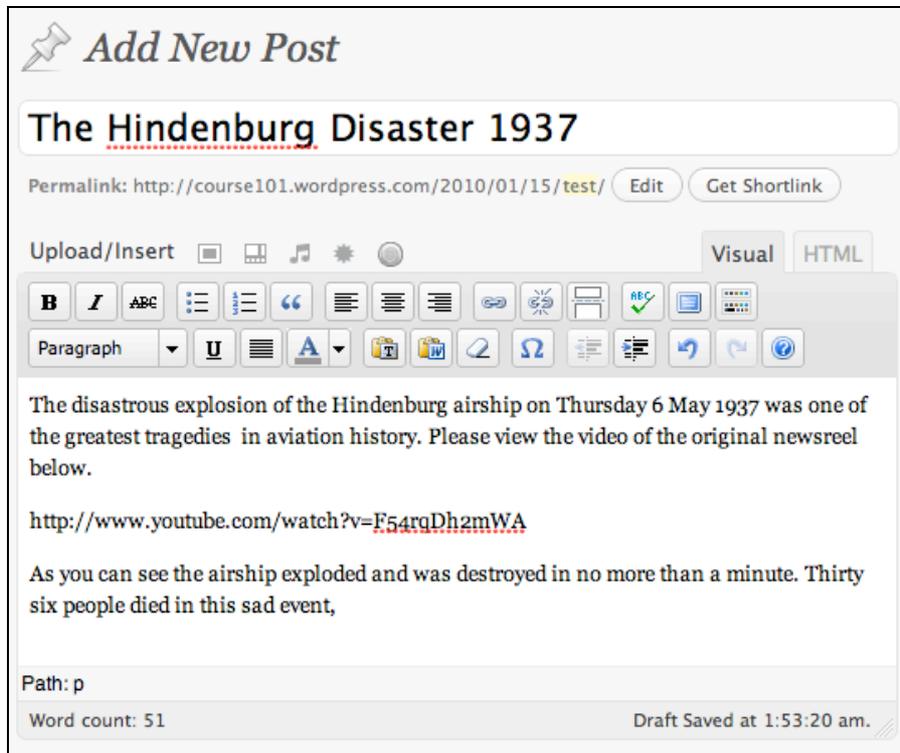


Once you have made all your choices lick on the **Insert Into Post** button and also click on **Save All Changes**.



## Embedding video in a Wordpress Blog

Video can be easily embedded into a Wordpress blog post or static page. All that is required to embed a video into a post or page is to type the URL to it into the content area of your blog post as you compose the blog post. Please ensure sure that the URL is on its own line and not hyperlinked. The URL should **not** be an active link. Look at the example below.



Once you have published or updated the blog post or page it should appear as follows:



WordPress will automatically turn embed the video using the link into a YouTube embed when the post is viewed.

**Note:** Please ensure that you have selected and checked the "Auto-embeds" checkbox in Settings > Media beforehand. See the image below.

**Media Settings** Help ▾

### Image sizes

The sizes listed below determine the maximum dimensions in pixels to use when inserting an image into the body of a post.

Thumbnail size	Width	<input type="text" value="150"/>	Height	<input type="text" value="150"/>
Medium size	Max Width	<input type="text" value="300"/>	Max Height	<input type="text" value="300"/>
Large size	Max Width	<input type="text" value="400"/>	Max Height	<input type="text" value="300"/>

### Embeds

Auto-embeds  Attempt to automatically embed all plain text URLs

Maximum embed size

Width	<input type="text"/>	Height	<input type="text" value="600"/>
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If the width value is left blank, embeds will default to the max width of your theme.

**Save Changes**

As the team at Wordpress point out this new video embed feature allows “you to just paste a URL on its own line and have it magically turn it into the proper embed code, with Oembed support for YouTube, Daily Motion, Blip.tv, Flickr, Hulu, Viddler, Qik, Revision3, Scribd, Google Video, Photobucket, PollDaddy, and WordPress.tv” Source: <http://wordpress.org/development/2009/12/wordpress-2-9/>

Video and other media can also be linked to from within your post. Click on the **Videos** or **media** buttons and follow the instructions.

Remember, if you wish to upload larger media files such as video or audio you would need to pay for more space on the WordPress server. You have 3gb of available space on the WordPress server. This web page can also assist you with embedding video from video sharing web sites:

**<http://thedublogger.com/2008/03/27/embedding-videos-from-video-sharing-web-sites/>**

This web page also provides a set of helpful links that apply to embedding links to video from a number of different sources.

**<http://en.support.WordPress.com/videos/>**

This site can assist you with embedding audio from audio sharing web sites or other sources:

**<http://en.support.WordPress.com/audio/>**

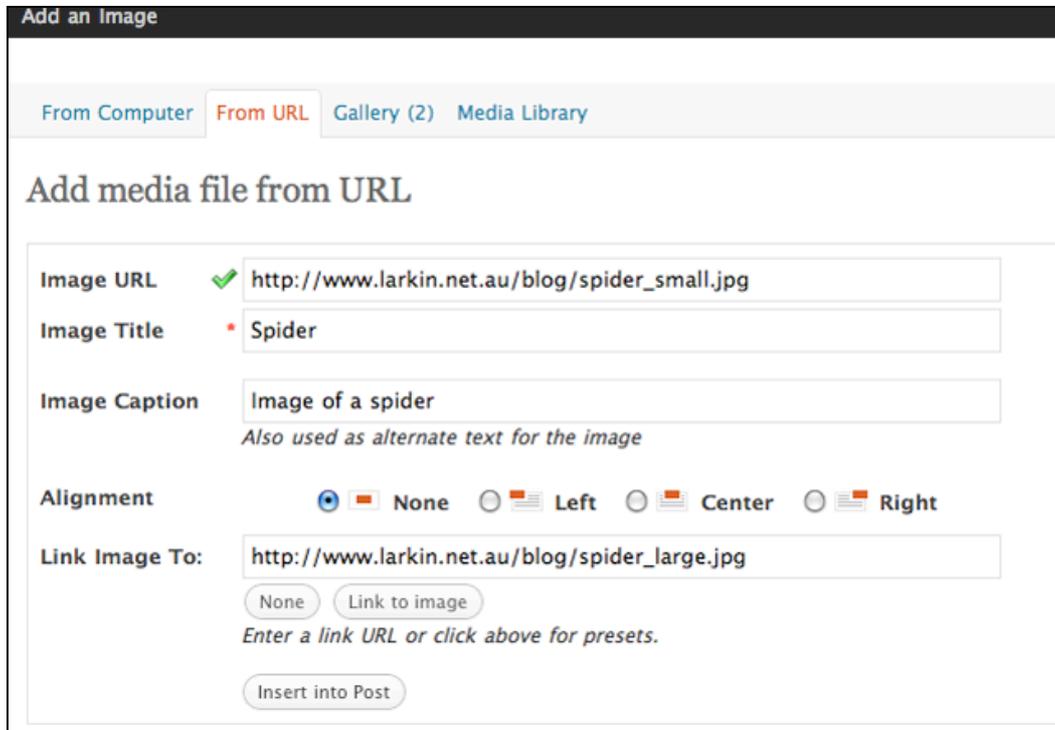
Copy and paste the Internet URLs listed above into a web browser and ‘hit’ the return button to quickly visit those specific sites.



## Linking to images already present on the Internet

I personally prefer to link to images that I have already uploaded to the Internet elsewhere. For example, you may have images uploaded to Flickr, Picasa, Photobucket or WebShots. You can link directly to those images. How to achieve that?

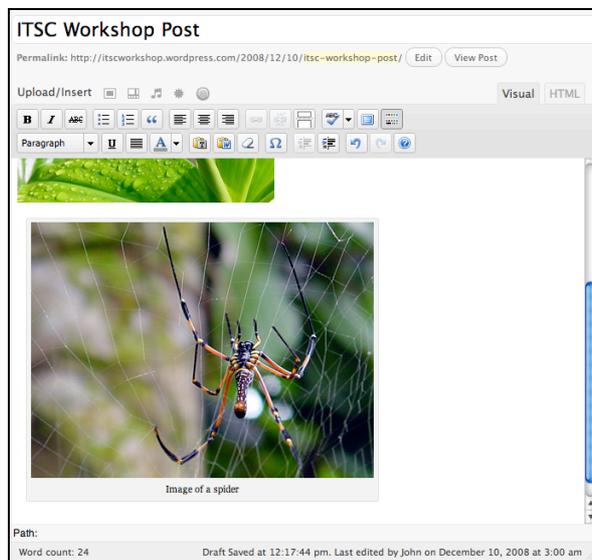
Above the post-editing window there is toolbar located on the right that is labelled **Upload/Insert**. It allows you to import or link to images, video and slideshows. Click on the small image button alongside **Upload/Insert**.



I have linked to an image on the Internet by typing (or copy/paste) the URL (Internet address) of the image in the Image URL field. I have given the image a title as well as a caption for text readers utilised by visually disabled people.

In addition I have linked the embedded image to a larger image by adding the URL of the larger image to the **Link Image To** field.

Once you have finished click on the **Insert Into Post**. The image will appear in the post-editing window.



You can alter the appearance of the embedded image by clicking on the image in the post-editing window. Two buttons will appear in the upper left of the image as shown below.



Click on the small icon of the mountain scene and the window below will appear. You can alter the size, alignment, title, URL, border and other advanced settings

**Edit Image** **Advanced Settings**

**Size**

- 130%
- 120%
- 110%
- 100%**
- 90%
- 80%
- 70%
- 60%



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**Alignment**  None  Left  Center  Right

**Edit Image Title**

**Edit Image Caption**

**Link URL**

Enter a link URL or click above for presets.

You can make additional changes to the image by clicking on the **Advanced Settings** tab.

**Edit Image** **Advanced Settings**

**Size**

- 130%
- 120%
- 110%
- 100%**
- 90%
- 80%
- 70%
- 60%



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### Advanced Image Settings

**Source** \*

**Edit Alternate Text**

**Size** **Width**  **Height**

**CSS Class**

**Styles**

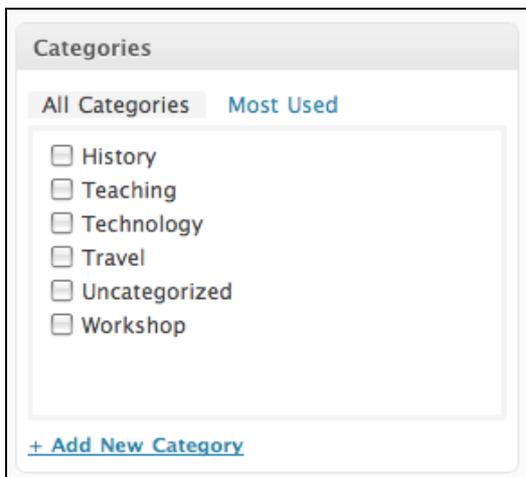
**Image properties** **Border**  **Vertical space**  **Horizontal space**

Once you have made your changes remember to click on the **Update** button to save your changes.

## Categories

One of the most important features of this page is the ability to add **Categories** to your post. If the categories heading does not list the categories below simply click on the Categories heading at right.

*Why are categories important?* Well, your blog may cover a variety of topics. Perhaps you will be blogging about different sports so you may have categories such as swimming, hockey, football and scuba diving. Your readers may only be interested in a specific sport and not all sports. If they just wish to read your posts on football they can simply click on the “Football” category link and they will be able to read just those posts. Look at the two images below.

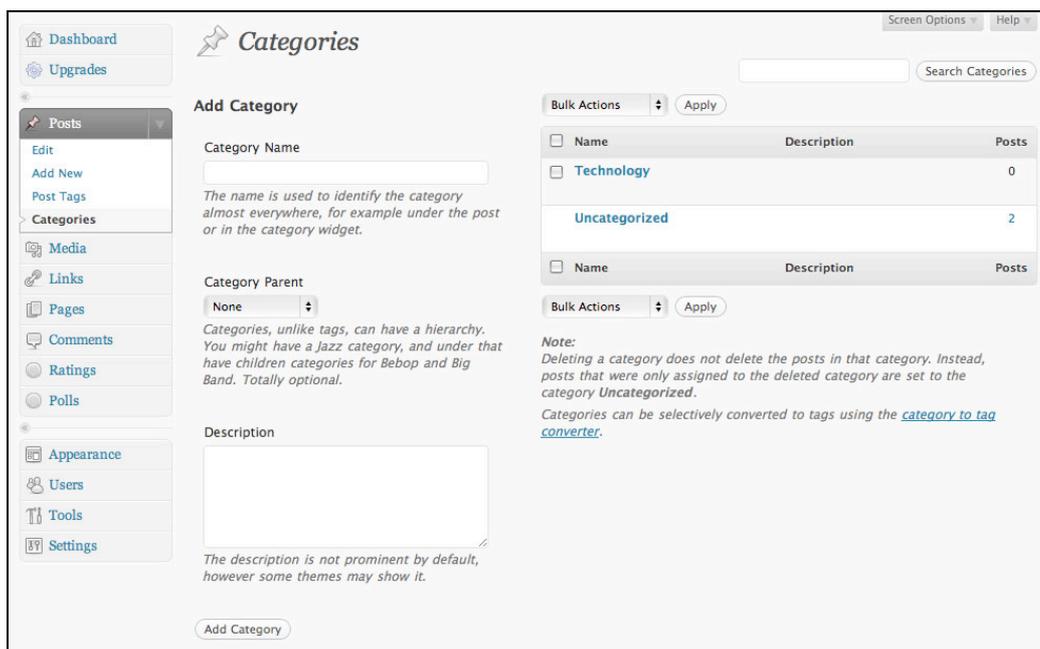


In the first image on the left above you can see that I have added three new categories. I can apply any of those categories as well as combinations of the categories to any post that I write.

In the second image above I have illustrated the categories I have created for my self-hosted WordPress site named *Watershed*. I also write about aspects of my life hence the variety of categories that are listed. A reader simply clicks on one of the relevant categories to read those particular posts. (<http://blog.larkin.net.au/>).

Perhaps you are blogging about a variety of topics related to work and research activities. By setting up categories you will be able to empower your readers who simply click on the category that they wish to read.

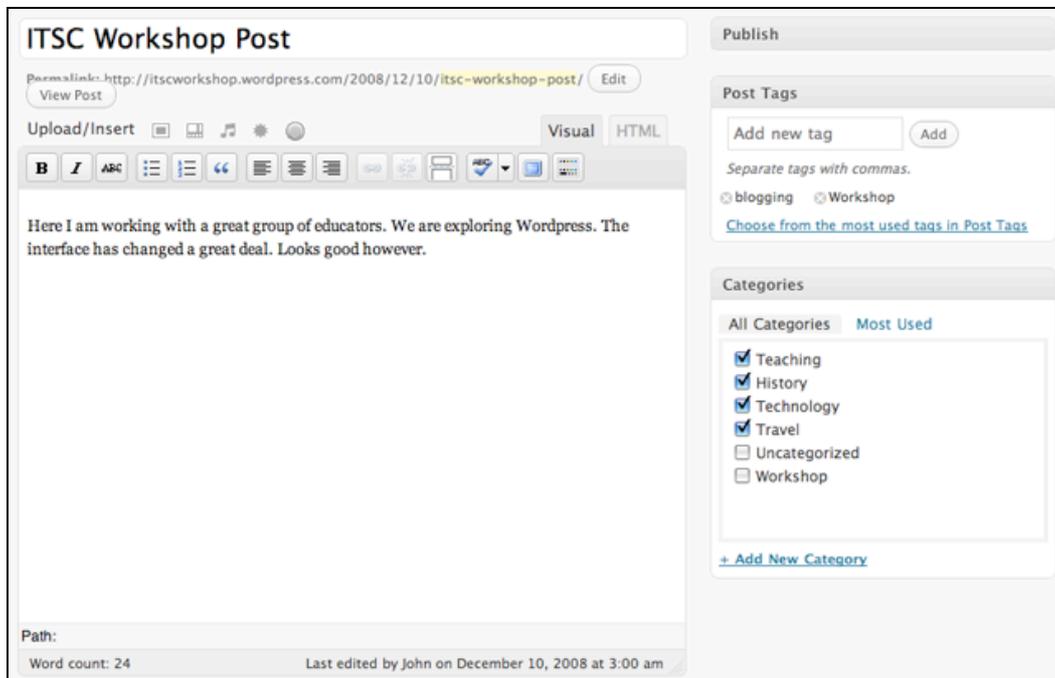
You can also manage your categories by clicking on the **Categories** menu item on the left hand side of the screen. See the example below.



You can see that the Name and description for each category are listed. You can click on the category headings number to view the posts that have been allocated that category.

You can also edit a category by clicking on its title. You can delete a category. You can also create a new category on this page.

In the **image** below you can see that I have added **four** categories to my first post as a way of illustrating the technique. The categories are Travel, History, Teaching and Technology.

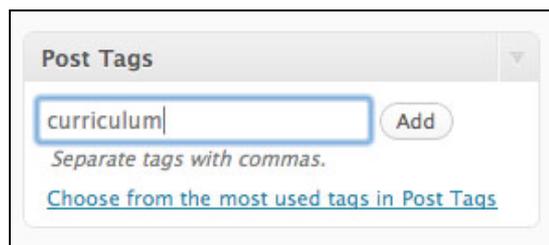


### What are those Tags?

You may have noticed that you can also add **Tags** to your individual posts. Tags allow you to refine your system of categorising or taxonomy even further. Tags allow you to further enhance the highlighting of topics raised in your blog posts. I use tags to emphasize specific themes or concepts in particular blog posts or pages.

Categories in WordPress are exactly like tags and **labels** in other blogging platforms.

The presence of these additional tags in WordPress adds a layer of complexity you could probably do without. If you wish to explore the use of these tags in WordPress I suggest that you read this first:



<http://faq.WordPress.com/2007/09/21/the-difference-between-tags-and-categories/>



## Publishing your post

Have you finished writing your post?

Did you add an image?

Did you apply a category?

As soon as you are happy with your work you can click on the **Publish** button.

It is located to the right of the editing window.

**Note:** If you are re-editing a blog post that you had already published on an earlier occasion the **Publish** button will not be present. Only the **Update Post** and **Preview Changes** buttons will be present. When you have published or updated your post you can click on the **View Post** button that is located above the Visual Editing window. Your first blog post may look like the example below.

# Higher Education Course 101

Just another WordPress.com weblog

## Making a start with technology

November 10, 2009 by John

Integrating technology into your teaching and learning curriculum can be a challenge. The key is to look closely at the requirements of your curriculum and determine which objectives could be met through the appropriate use of technology. Then one needs to decide which type of technology to use. Which software or web-based tool should one use?

Essentially, when starting out with technology in the classroom I feel it is useful to keep the following four rules of thumb in mind...

1. Choose an aspect of the curriculum with which you hold a passion.
2. Choose a tool with which you feel comfortable or 'clicks' for you.
3. Steer a simple, straightforward path at the outset.
4. Choose a time of the year or term that gives you scope to experiment and implement.

Why do I give this advice? By following these simple rules of thumb an educator new to technology will be able to gently ease themselves into the process. Being familiar with the curriculum component enables the teacher to focus on the implementation and the technology. Selecting a technology

**Pages**

- » [About](#)

**Archives**

- » [November 2009](#)

**Categories**

- » [Technology \(1\)](#)
- » [Uncategorized \(1\)](#)

**Blogroll**

- » [WordPress.com](#)
- » [WordPress.org](#)

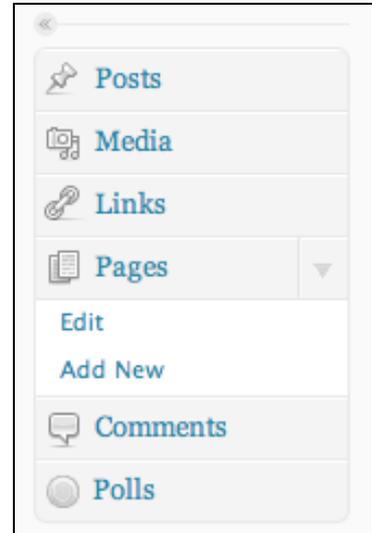
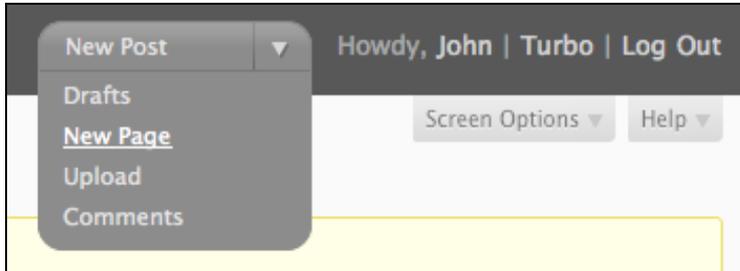
**Meta**

- » [Site Admin](#)
- » [Log out](#)
- » [Valid XHTML](#)
- » [XFN](#)
- » [WordPress](#)

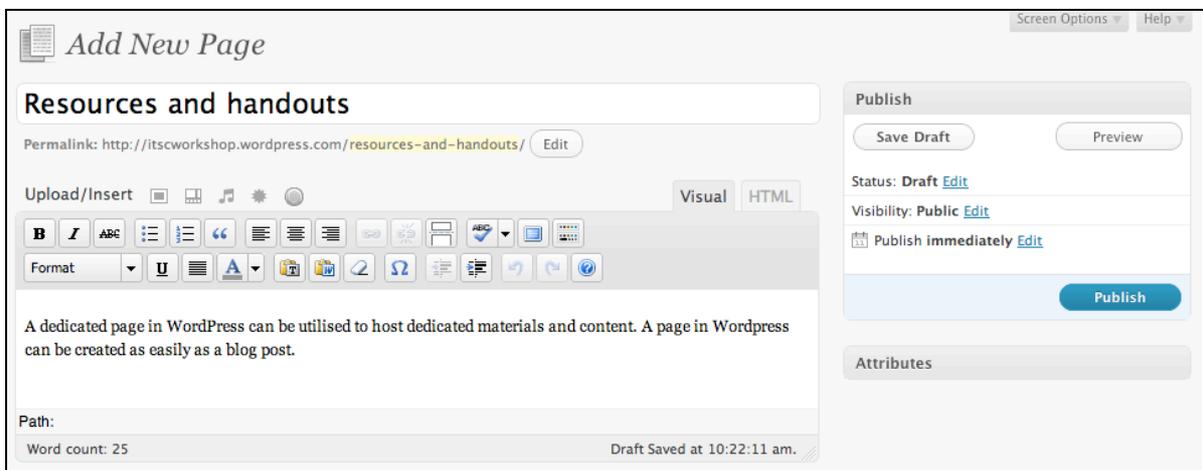
## Creating a Page in WordPress

As mentioned in the introduction it is possible to create dedicated web pages in WordPress. You can use these web pages to share specific information with your readers. You can even set a page to be the opening page for your web site. It is easily one of the best ways to create a professional looking and polished web site.

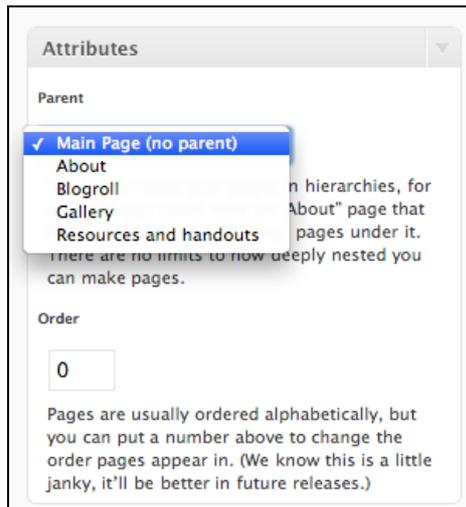
There are two ways to access the page creation area of WordPress. You can select new page from the drop down menu at the top of each page in WordPress or you can also select Add New from the Pages menu on the left hand side of the page.



Once you have selected to create a new page the following screen will appear.



There are a number of attributes or features available for the page. They include:



You can determine which is a **parent** page and you can set up hierarchies ~ pages within pages

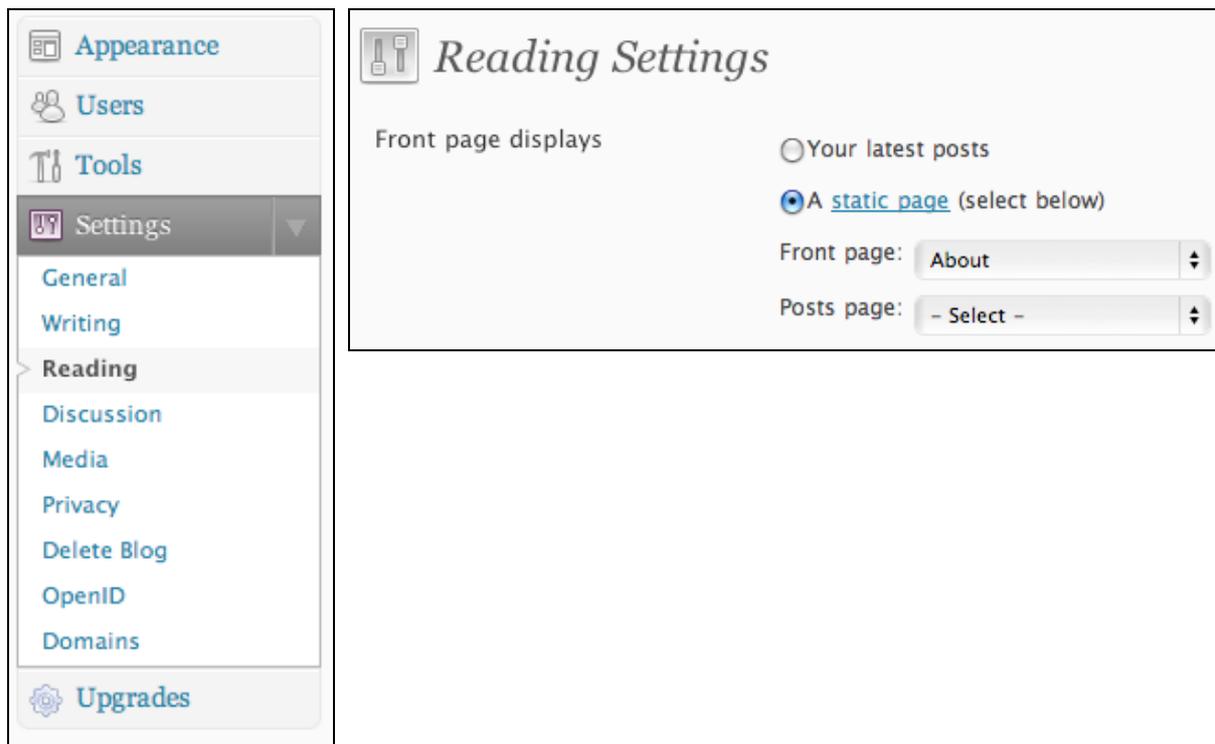
**Order** allows you to specify the order in which the page appears in the menu on your web site sidebar.

You can type up and create your page as you would a blog post with embedded images and video.

### ***How can I make a WordPress page the opening page for my WordPress site?***

First of all you need to select the **Settings** menu item on the left hand side of the screen. Then select the **Reading** menu item. Select a **static page** option for the **Front Page Displays** item.

Do not forget to select a page for **posts** as well.



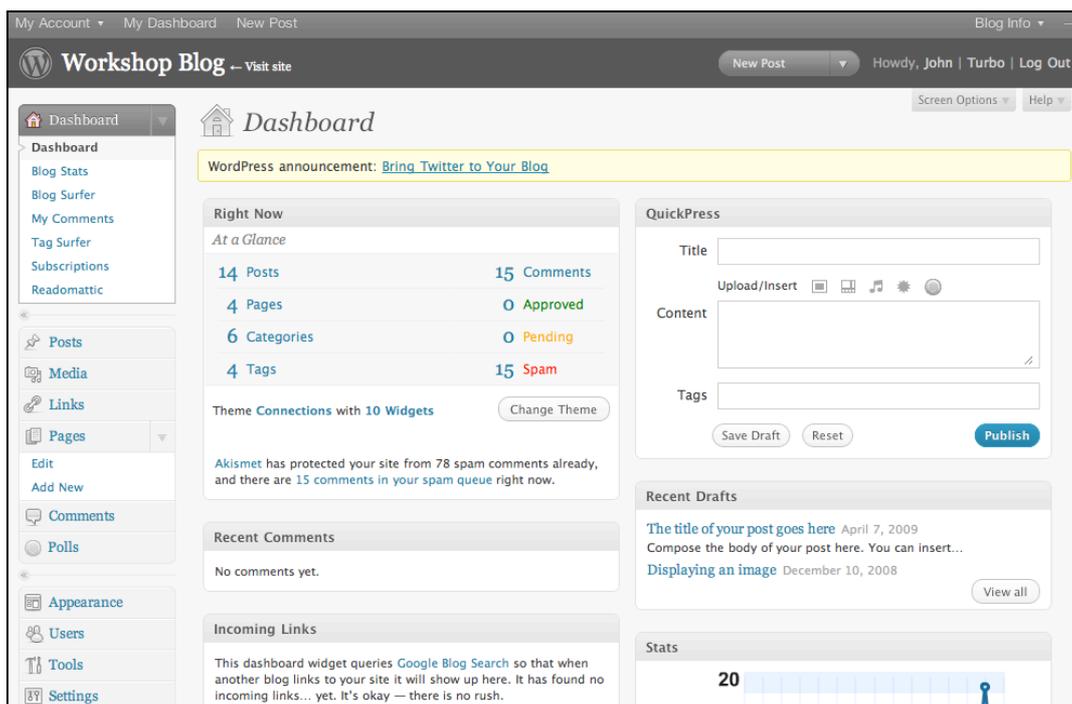
## Features in WordPress

**WordPress** has a host of features and options. It is not possible to cover them all in a single workshop. The essential features will be covered here. The best way to explore WordPress is to click on each tab at the top of the page and see what each option can offer you.

### The Dashboard

The dashboard is like the front end for your WordPress account. This is where your blogs are listed. You can see links to recent posts, recent comments, tips and your profile page. The best feature of the dashboard is the fact you can utilise the **QuickPress** panel to rapidly publish a new post.

Your Dashboard may look like the example below.



All of the features and options are available to you from the various menu items set out on the left hand column. You can also view your blog by simply clicking on the **View site** link.

### Managing your blog

You can manage key areas of your blog by accessing the following menu items on the left.

**Posts:** Here you can manage your posts. You can view, edit and even delete posts. You can also manage categories and tags in this section.

**Media:** You can upload images that can be utilised in blog posts and pages. Here you can view all of the images, documents and videos that you have uploaded to WordPress.

**Links.** Here you can manage the links that are included in your blogroll pages. This neat little tool allows you to add links to a widget in your sidebar. I think this is a misnomer. A blogroll is a list of blogs that you like to read or you would wish to recommend. You can add links to other blogs and also to any web site you wish. In my case I have linked to a web page full of Blog links as well as pages of items that I have shared via Google Reader. They are not blogs specifically. It still works fine.

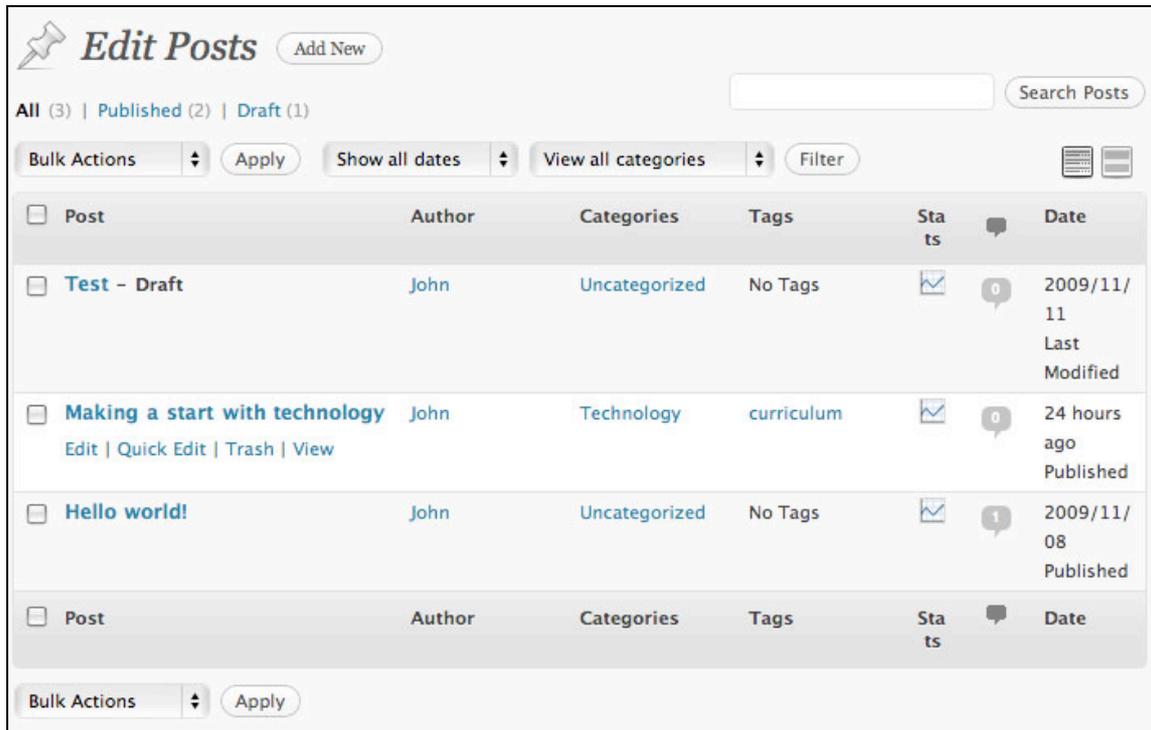
**Pages.** Here you can manage your pages. You can view, edit and delete pages. You can search for content in pages. You can also create a new page.

**Comments:** You can utilise this section to edit and/or delete comments.

**Polls:** You can add a poll to your blog if you wish. You will need to open a Poll Daddy account.

### Edit Posts

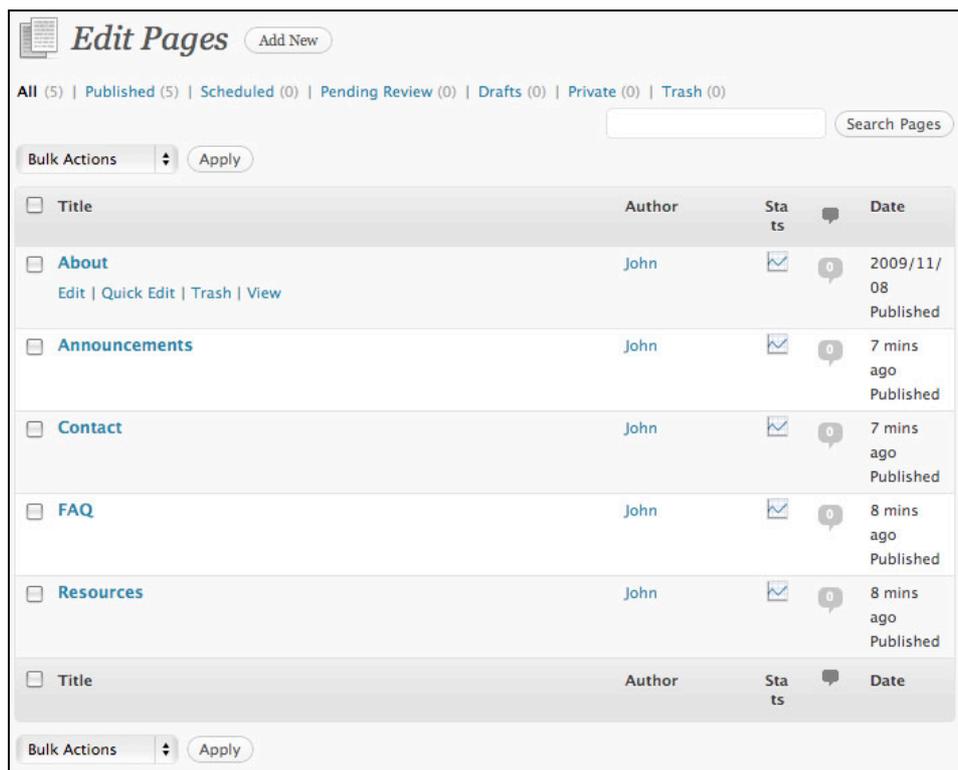
An example of the **Edit Posts** page is illustrated below. The Quick Edit link appears when you roll your mouse over a Post title.



You can see that the title, date, author, categories, tags, status and stats for each post are listed. The search is quite useful if you are looking for a particular post. If you click on a Categories link you will be taken to your blog and all of the posts with that category will be visible. Click on the post title in order to edit or amend a post.

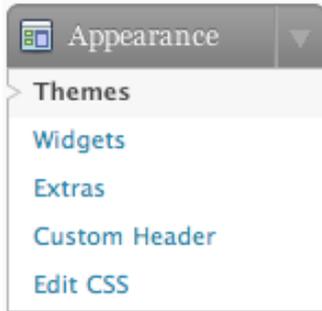
### Edit Pages

An example of the **Edit Pages** window is illustrated below. It is similar to the **Edit Posts** window



### Appearance

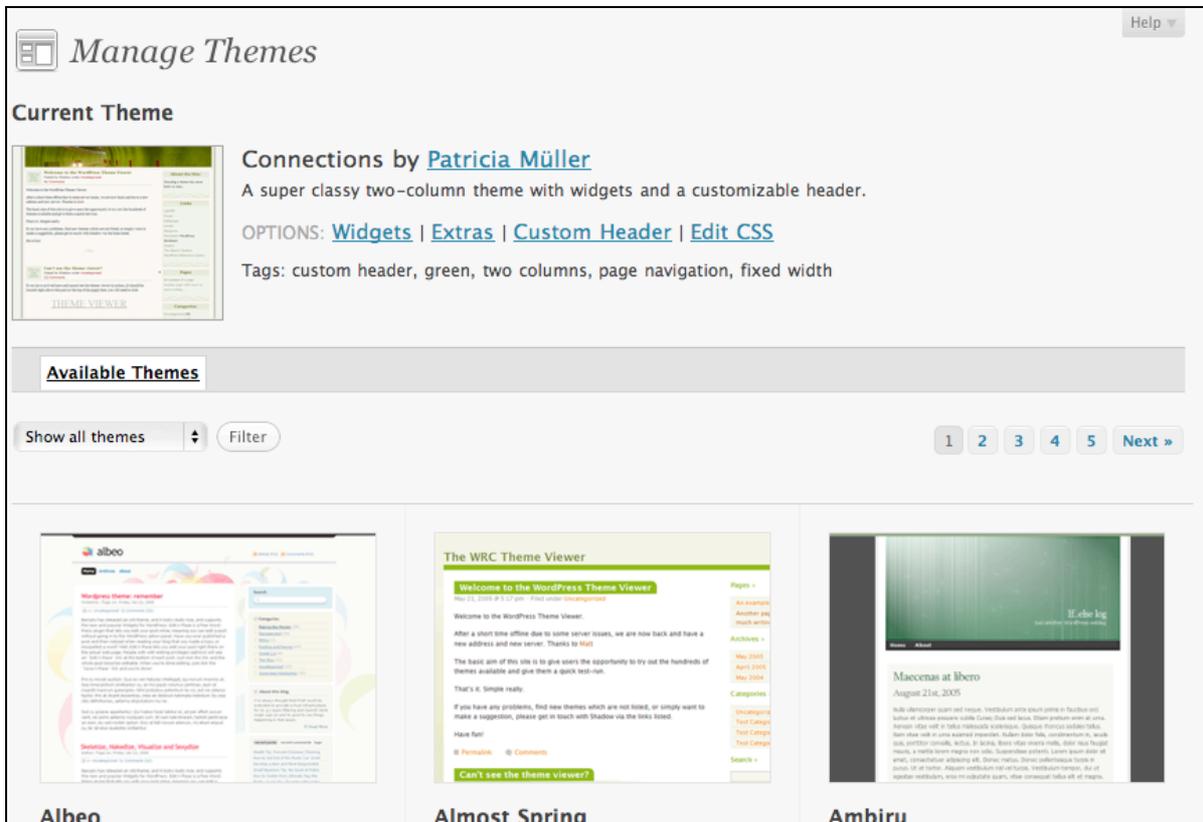
The Appearance menu item provides a series of features that allows you to customise the look and feel of your blog. The features include:



- Themes** This feature allows you to completely change the look and feel of your entire blog. New themes are constantly being created.
- Widgets** Widgets add functionality to your sidebar. You can add additional features to your sidebar with search fields, links to other blog feeds, statistics, archives, a calendar and many others.
- Extras** Additional functionality for your blog will be provided here. The current Extra known as **Snap Shots** allows users to obtain a sneak preview of any site that you have linked to by simply hovering over the link to that site. *Turn it off!*
- Custom Image Header** You can replace the Image that is at the top of your blog.
- Edit CSS** You can edit the code of your blog here. Not recommended for users who have no code editing experience.

### Themes

Clicking on the Themes menu item reveals a number of themes that you can select in order to change the look and feel of your blog.



### Custom Image Header

You can replace the Image that is at the top of your blog. It is wise to resize the image to the necessary size beforehand although you can edit the image in WordPress.

 *Your Header Image* Help

This is your header image. You can change the text color or upload and crop a new image.



### Upload New Header Image

Here you can upload a custom header image to be shown at the top of your blog instead of the default one. On the next screen you will be able to crop the image.

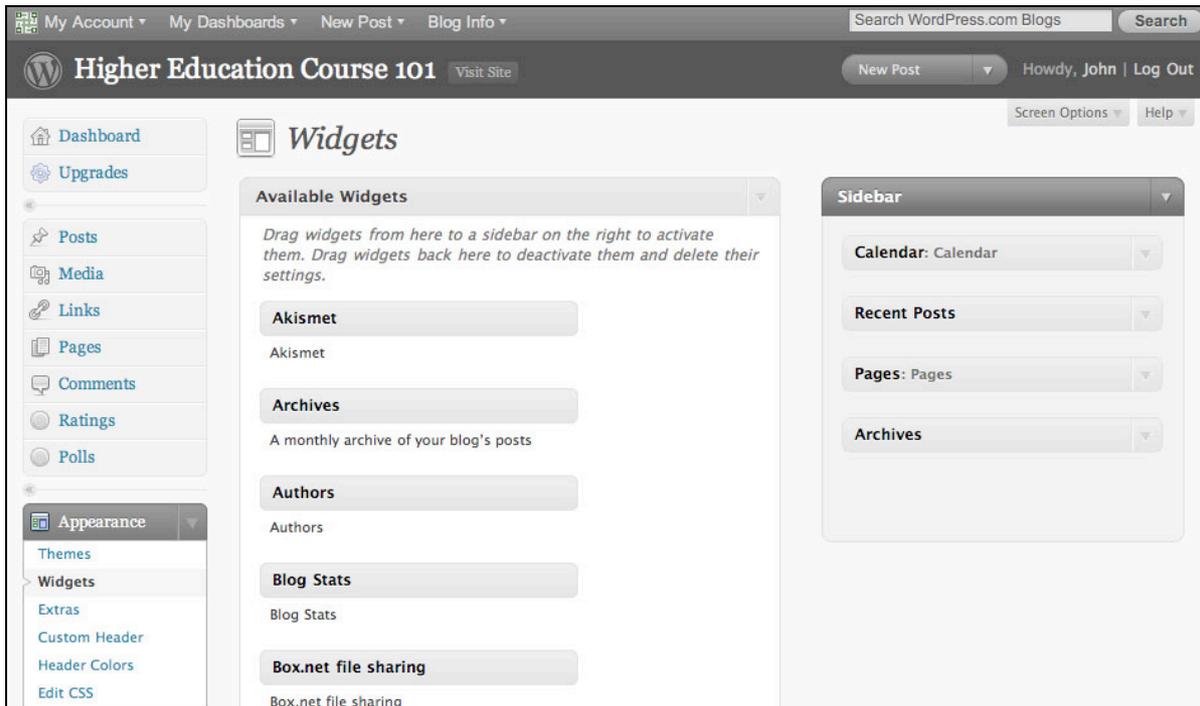
Images of exactly 741 x 142 pixels will be used as-is.

Choose an image from your computer:

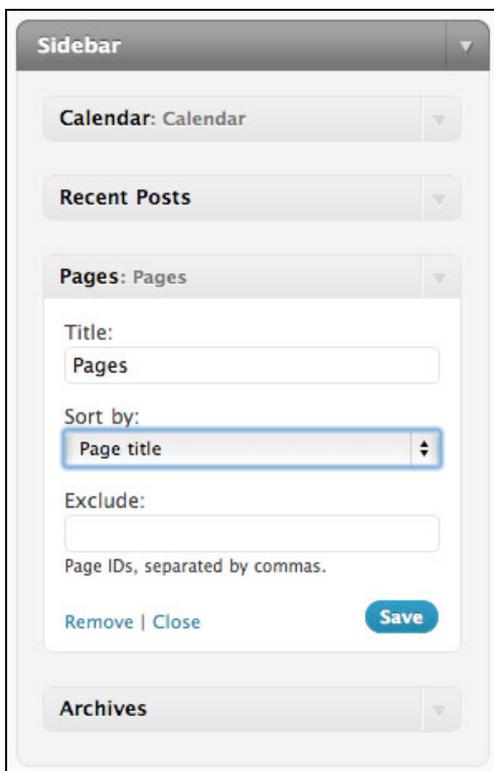
no file selected

## Widgets

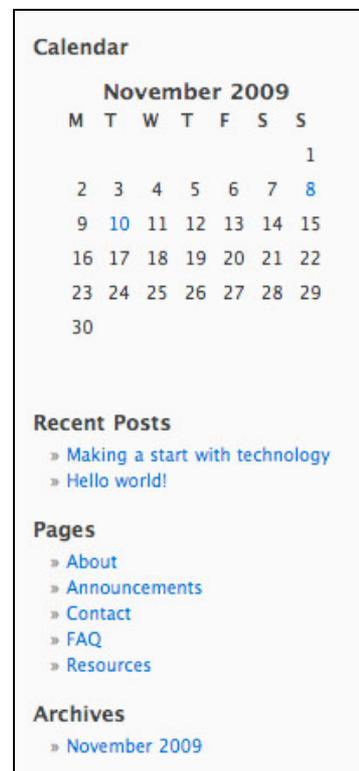
Widgets add functionality to your sidebar. You can add additional features to your sidebar with search fields, links to other blog feeds, statistics, archives, a calendar and many others. A range of widgets are visible below.



Simply **click and drag** the widget into the sidebar panel on the right hand side of the Widget page. You can alter the position of a widget in the sidebar by dragging the widget listed at right from one position, up and down, to the next. **Save your changes**. The widget will now appear on your WordPress site. You can change the characteristics of many widgets. See the example below.



Sidebar panel on the Widgets setting page



Sidebar as it appears on your WordPress site

## Setting Options for your Blog: Tools

**Import:** If you already have an existing blog you can use this tool to import its blog posts into your WordPress blog.

**Export:** This section allows you to export your entire blog as a XML file that can then be imported into another WordPress blog.

You can also install **Gears** to speed up publishing as well as the new **Bookmarklet** to easily grab resources from the Internet for embedding in a post.

 **Tools** Help

### Turbo: Speed up WordPress

WordPress now has support for Gears, which adds new features to your web browser.  
[More information...](#)

After you install and enable Gears, most of WordPress' images, scripts, and CSS files will be stored locally on your computer. This speeds up page load time.

**Don't install on a public or shared computer.**

[Install Now](#)

### Press This

Press This is a bookmarklet: a little app that runs in your browser and lets you grab bits of the web.

Use Press This to clip text, images and videos from any web page. Then edit and add more straight from Press This before you save or publish it in a post on your blog.

Drag-and-drop the following link to your bookmarks bar or right click it and add it to your favorites for a posting shortcut.

[Press This](#)

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## Important Settings in WordPress

There are a number of important Settings that you should consider and set for your blog. First of all, select the **Settings button on the left hand side of the window**. There are a number of features associated with settings. They include:

- General** You can alter the title of your blog as well as the tagline. You can set your email address and the language for the blog. In addition you can specify the date and time for the blog.
- Writing** You can set the default size for the post writing box and you can also set the default category for each post if you wish.
- Reading** This feature allows you to set the opening page for your WordPress site. The most important feature for some will be the ability to set a static page as the opening page.
- You can also set the number of blog posts per page in your blog. If you embed a large number of images in your blog it may be wise to limit the number of posts per blog page in order to speed up page download time.
- Some readers will access your blog in a news reader. You can determine how many blog posts appear in the news reader as well.
- Discussion** The most important settings on this page relate to safeguarding the content on your published blog.
- You should ensure that you are emailed whenever anyone posts a comment and I strongly recommend that you utilise comment moderation by selecting that option. Make sure you check the box that states “An administrator must always approve the comment”. You can also protect yourself from spam comments as well.
- Privacy** You can choose how “visible” your blog is on the Internet. You can make your blog quite private.
- Delete Blog** You can delete the blog. You will lose the domain name forever if you do this. It cannot be transferred to another blog.
- Media** You can set the dimensions for thumbnails.
- OpenID** This standard allows you to access other web sites that share this standard. It allows you to have a common password across different sites in a secure setting.
- Domains** The main part of your blog web address is its **domain**. An example of a domain is "WordPress.com". You can have your blog at any domain you control, such as example.com, or set up a domain to automatically redirect visitors to your blog URL with this feature.

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## Setting Options for your Blog: Privacy

You are able to manage the privacy levels of your WordPress site as well. You can have a totally private site or one that is available only to those users that you invite. Of course the site can be public.



### Privacy Settings

Blog Visibility

I would like my blog to be visible to everyone, including search engines (like Google, Bing, Technorati) and archivers

I would like to block search engines, but allow normal visitors

I would like my blog to be visible only to users I choose

[Save Changes](#)

## Setting Options for your Blog: Users

You are able to add additional users for your blog. You can add and delete users. They can be allocated one of the following roles.

There are **four** roles: Administrator, Editor, Author, and Contributor.

**Administrator:** An administrator can do everything. Complete power over posts/pages, comments, settings, theme choice, import and users. Nothing is off-limits, including deleting the entire blog.

**Editor:** An editor can publish, edit, and delete any posts/pages, moderate comments, manage categories, manage tags, manage links and upload files.

**Author:** An author can edit, publish and delete their posts and they can upload files.

**Contributor:** A contributor can edit their posts but cannot publish. Once a contributor's post is approved by an administrator and published, however, it may no longer be edited by the contributor.



# Users

Screen Options ▾
Help ▾

All (1) | Administrator (1)

Search Users

Bulk Actions ▾

Apply

Change role to... ▾

Change

<input type="checkbox"/>	Username	Name	E-mail	Role	Posts
<input type="checkbox"/>	 johnlarkin		john@larkin.net.au	Administrator	14
<input type="checkbox"/>	Username	Name	E-mail	Role	Posts

Bulk Actions ▾

Apply

## Add User From Community

Type the e-mail address of another WordPress.com user to add them to your blog.

User E-Mail:

Role: Author ▾

Add User

## Setting Options for your Blog: Discussion

You are able to manage the persons that comment on your blog and you can also intercept, edit and delete comments before they can be published. This is called **moderation**. This is an **important** and **significant** feature in WordPress.

I strongly recommend that you ensure that the following Settings are selected:

**E-mail me whenever *Anyone posts a comment.***

**E-mail me whenever *Anyone posts a comment.***

**Before a comment appears *An administrator must always approve the comment.***

In this way you will be informed beforehand when anyone attempts to post a comment to your blog before it is published. You will be informed by email.

You will have the opportunity to approve and disapprove the comment. See the settings below.



### Discussion Settings

**Default article settings**

- Attempt to notify any blogs linked to from the article (slows down posting.)
- Allow link notifications from other blogs (pingbacks and trackbacks.)
- Allow people to post comments on new articles  
(These settings may be overridden for individual articles.)

**Other comment settings**

- Comment author must fill out name and e-mail
- Users must be registered and logged in to comment
- Automatically close comments on articles older than  days
- Enable threaded (nested) comments  levels deep
- Break comments into pages with  top level comments per page and the  page displayed by default
- Comments should be displayed with the  comments at the top of each page

**E-mail me whenever**

- Anyone posts a comment
- A comment is held for moderation

**Before a comment appears**

- An administrator must always approve the comment
- Comment author must have a previously approved comment

**Comment Moderation**

- Don't discard spam on old posts

Hold a comment in the queue if it contains  or more links. (A common characteristic of comment spam is a large number of hyperlinks.)

When a comment contains any of these words in its content, name, URL, e-mail, or IP, it will be held in the [moderation queue](#). One word or IP per line. It will match inside words, so "press" will match "WordPress".