WordPress

OVERVIEW

WordPress is an online publishing suite that allows you to create and edit a blog.

This tutorial will go over the basic features of WordPress. It will also cover all the essentials that a beginning user will need to know for future references.

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CREATING AN ACCOUNT and LOGGING IN

CREATING AN ACCOUNT

To begin, open your web browser and type http://blogs.bgsu.edu in the url bar

When creating an account in WordPress for the purpose of a BGSU Blog, you use your BG I.D. and password. Just click on the 'Get your BGSU blog' blog link

- Get your BGSU blog
  (use your bgsu username and password)

- Get another blog!

LOGGING IN

Once you have clicked on the link, a login page will then appear, and with your BG I.D. and password, click on the log-in link to access the Dashboard
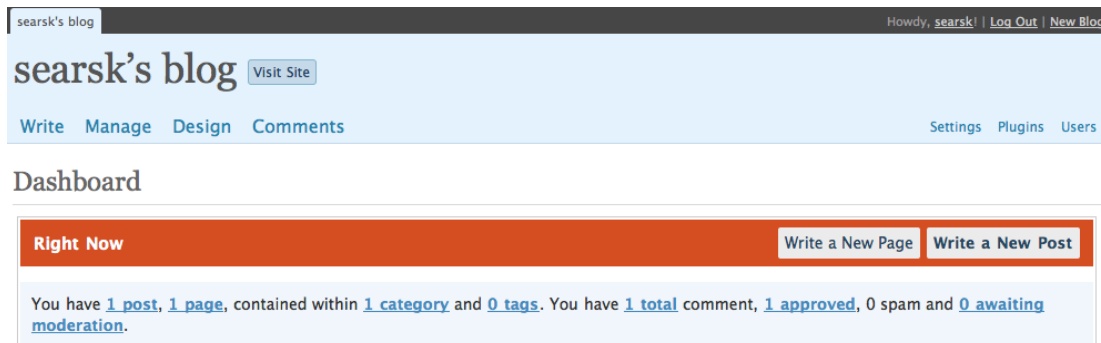
DASHBOARD and MANAGING YOUR PAGE

The Dashboard is where you can make a post, edit the look of your blog and manage comments.

The WordPress Dashboard is where you can control all of the functions of your blog.

- **User Name & Visit Site** – This is where you will see the current name of your blog and a link to visit your blog.
- **Write, Manage, Design, Comments** – These categories allow you to create posts, edit posts, change the style of your blog and moderate comments
- **Settings** – this category allows you to edit the technical information on your blog including the title, subtitle and more.
- **Write a New Page & Write a New Post** – these buttons allow you to either make a post on you blog or create a new page.

TOOLBAR

There is one common toolbar that is used when writing posts and pages, the formatting toolbar.

This initial toolbar contains icons for common formatting actions such as bold, italic, strikeout, numbered list, bulleted list, alignment, spell check, tag addition and full screen mode.

The initial toolbar expands when you click that last tab entitled "Show/Hide Kitchen Sink." Included in this expanded version of the formatting toolbar is the font style, color, paste in plain text, paste from word, remove formatting, insert custom character and indention.
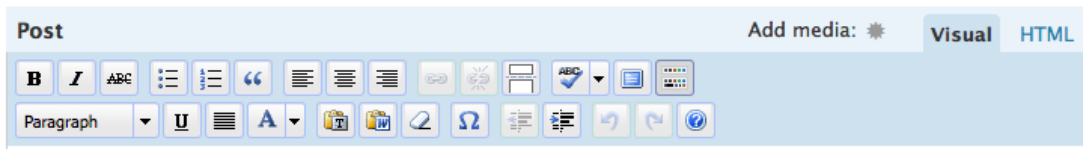
WRITING YOUR FIRST POST

To create your first post, click on the 'Visit Site' link button at the top of the Dashboard to view your current page and you will notice that WordPress has automatically created your first blog entitled "Hello World!"
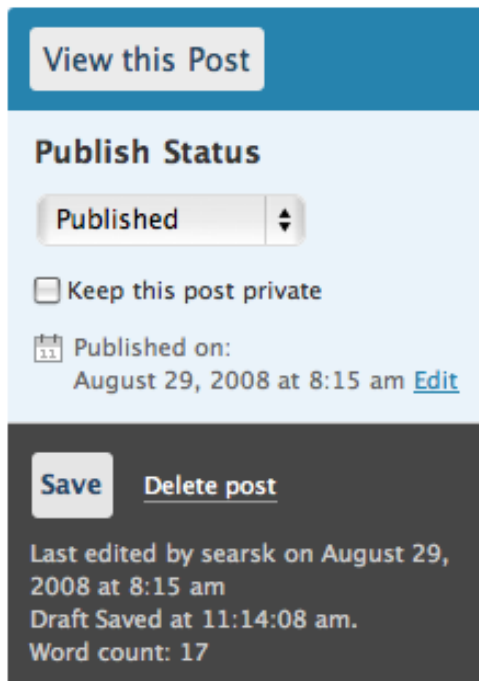
Hello world!

August 29th, 2008 by searsk

Welcome to blogs.bgsu.edu by COBL. This is your first post. Edit or delete it, then start blogging!

Posted in Uncategorized | Edit | 1 Comment »

To delete this post from public view, and begin to post your own blog, click on the 'Edit' link under the "Hello World" post and you will be able to manage and edit the post by deleting the current title and post and begin writing your first blog. Upon completion, click on the 'Save' tab to the right, and your first post will then be posted.

View this Post

Publish Status

Published ▼

☐ Keep this post private

📅 Published on:
August 29, 2008 at 8:15 am Edit

Save   Delete post

Last edited by searsk on August 29, 2008 at 8:15 am
Draft Saved at 11:14:08 am.
Word count: 17

WRITING FOLLOWING BLOGS

After posting your first blog, you can write following blogs by clicking on the 'Write' tab in the Dashboard and follow the instructions that were given when creating your first post, including giving your post a title and a body.
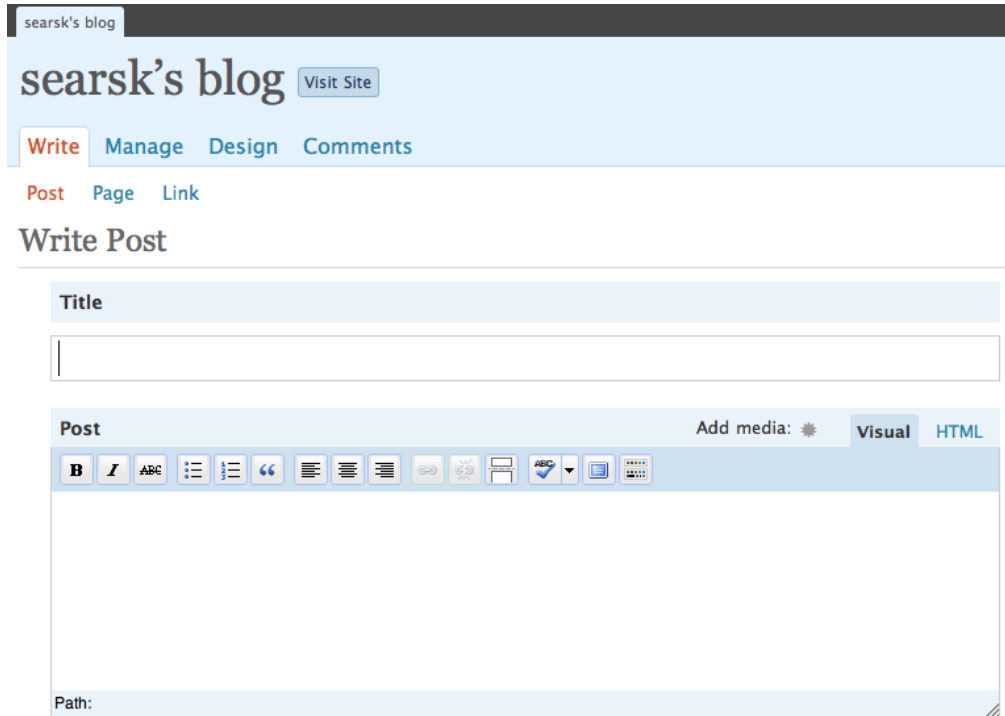

At any time when you are writing your post, you can always stop and save your work before you publish it by clicking on the 'Save' tab on the right of the screen. You will then see that your work has remained unpublished, but has been saved for future editing. But when you are ready to publish your post, click on the 'Publish' tab on the right and that will enable your blog to be seen by the public, unless you desire to keep your post private. In order to do that, click the 'Keep this post private' check box.
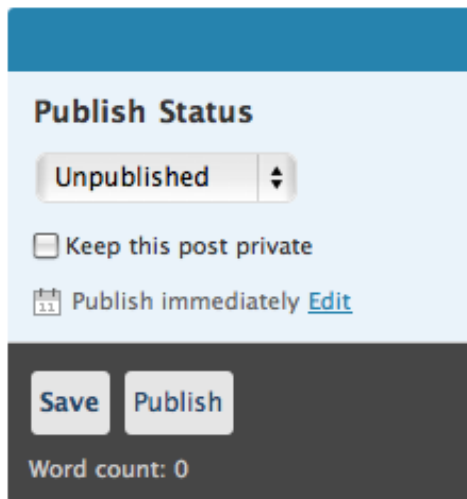
MAKING PAGES

Making pages in WordPress is similar to writing a post, but pages are for content such as "About Me," "Contact Me." Ect. To create a page, open the 'Write' tab from the Dashboard and then choose the 'Page' sub tab.
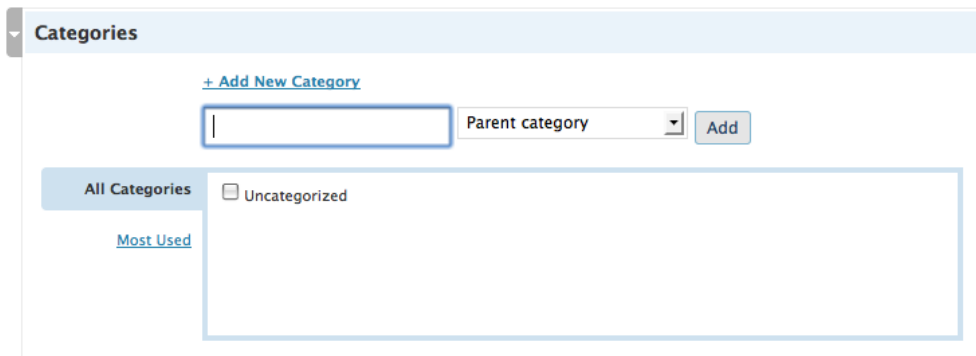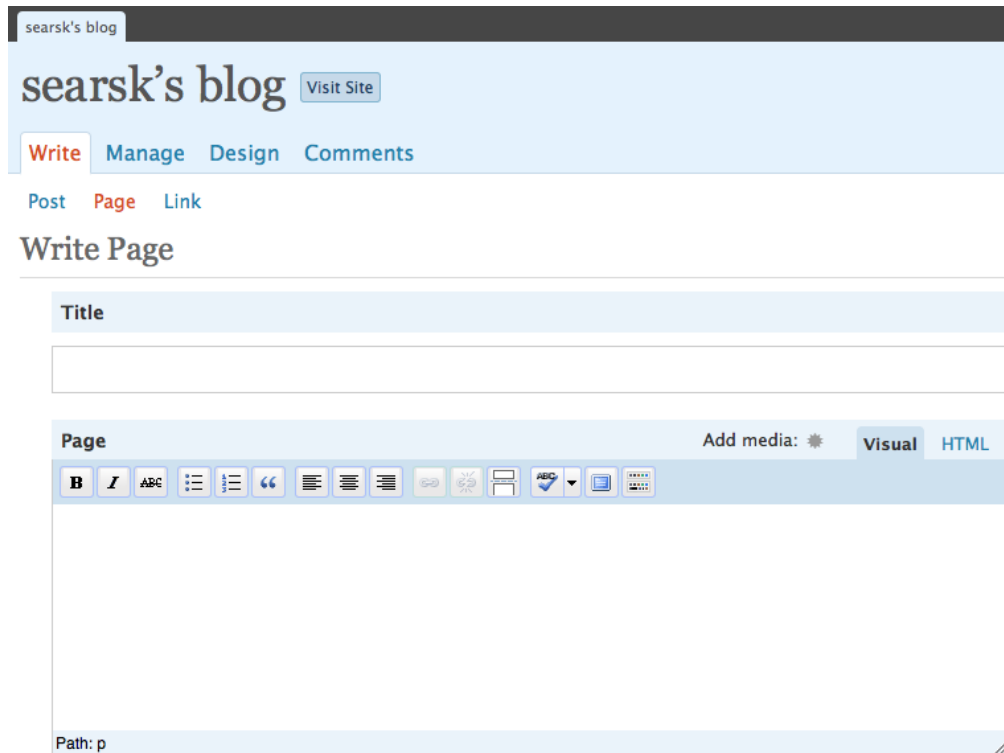
CREATING CATEGORIES and TAGS

Adding categories and tags to posts and pages is completely optional.

CREATING CATEGORIES

Categories allow the broad grouping of posts topics when you want to describe a post. But when you want to describe a post in more specific terms, you would have to use or add more categories, or you can start adding tags.
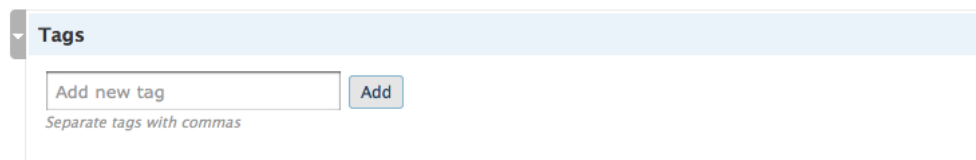
To add categories that pertains to your post, scroll down on the 'Write Post' page and click the 'Add New Category' link under the 'Categories' section which will then introduce a type and drop down box, along with an 'Add' button. From there, start introducing categories for your post. For example, if you were writing a post entitled "Our Thanksgiving Dinner," you may file it under the 'Dinner' category.

Categories

+ Add New Category

Parent category ▼   Add

All Categories   ☐ Uncategorized

Most Used

ADDING TAGS

Tags are similar to categories, but instead of a list of words to choose from, you write them in a list (separated by commas) in a text box below your post. They are free form words and generally describe your post in more detail. For example, like stated earlier, if your post was title "Our Thanksgiving dinner," and you put it under the 'Dinner' category, you could have tags like, 'turkey, mashed potatoes, family, stuffing'.

Tags

Add new tag   Add

Separate tags with commas

CHANGE THEMES

By default, your blog has the 'WordPress mu Default 1.6' theme assigned to it. To change the look of you page, click Design from the Dashboard and the Themes page will show up. From there, you can scroll through and click page numbers for other theme selections. Once you have chosen a theme and want to add it as your new one, click on the example, and click the 'Activate' link in the upper right hand corner of the window.

CHANGE HEADER AND IMAGE COLOR

You can also change the look of your header on your page. To do so, click the 'Design' tab on the Dashboard and then click the 'Header Image and Color' link.
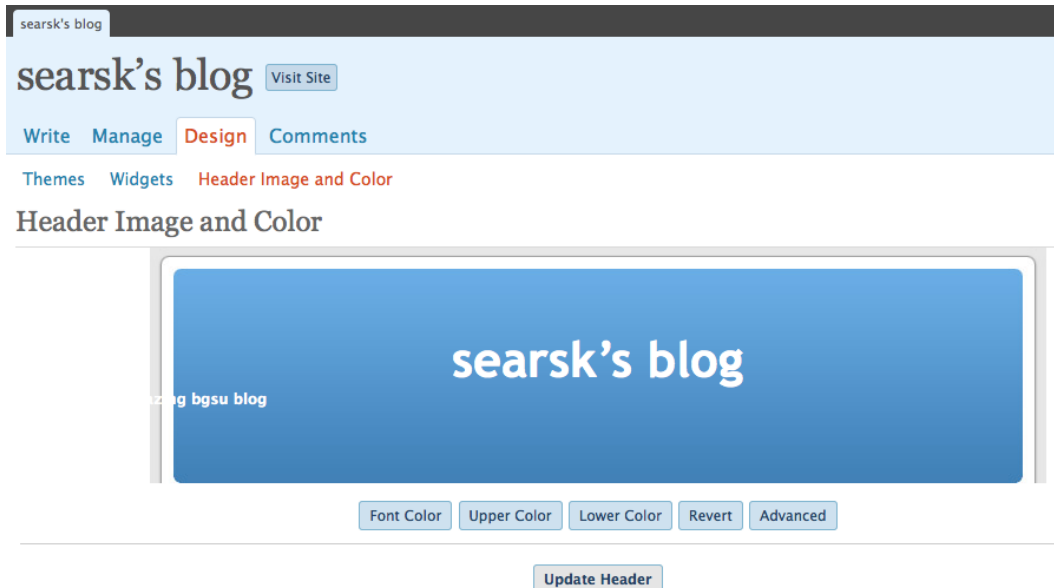
To change the look of your header, you can change your font color, upper color, and lower color from the original white and blue, to look something like the example below. When playing around with your options, you can always go back to the default by clicking the revert button under the example given.

MANAGING COMMENTS

In WordPress, people have the option to leave comments on your site.
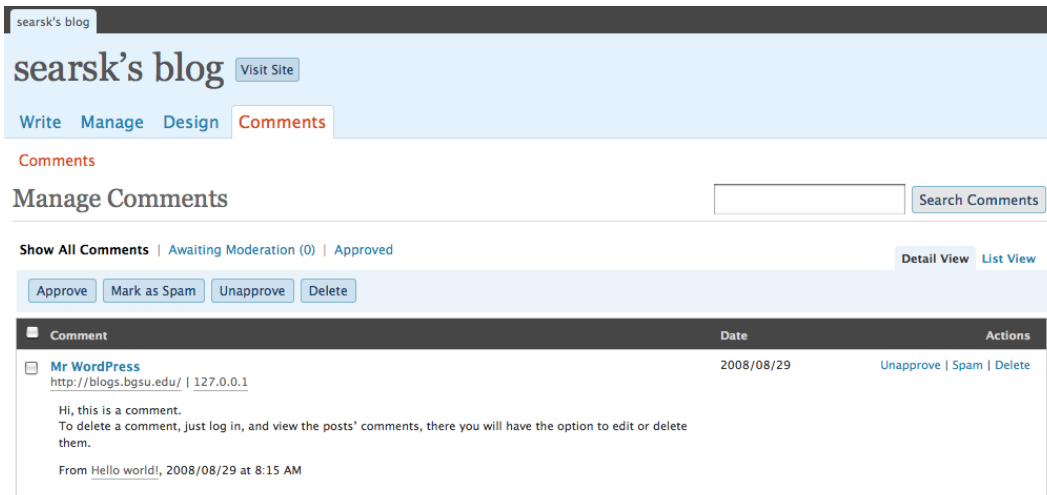
One Response to "Hello world!"

Mr WordPress Says:

August 29th, 2008 at 8:15 am   edit

Hi, this is a comment.
To delete a comment, just log in, and view the posts' comments, there you will have the option to edit or delete them.

To manage comments that have been left for you, click on the 'Comments' tab on the Dashboard and from there you can moderate. Each comment is listed and you can decide if you want to approve the comment, the comment is spam or if you would like to delete it.

To do so, select the comment you would like to manage by putting a check in the checkbox next to the author of the comment, and from there click one of the four available buttons titled 'Approve,' 'Mark as Spam,' 'Unapprove,' or 'Delete.'

searsk's blog

searsk's blog   Visit Site

Write   Manage   Design   Comments

Comments

Manage Comments

Search Comments

Show All Comments | Awaiting Moderation (0) | Approved

Detail View   List View

Approve   Mark as Spam   Unapprove   Delete

☐ Comment	Date	Actions
☐ **Mr WordPress** http://blogs.bgsu.edu/	127.0.0.1 Hi, this is a comment. To delete a comment, just log in, and view the posts' comments, there you will have the option to edit or delete them. From Hello world!, 2008/08/29 at 8:15 AM	2008/08/29	Unapprove	Spam	Delete