Blog Sign up Instructions

This document includes instructions for:
- Signing up for a Wordpress blog
- Entering your first post
- Adding categories or tags
- Changing the look and feel of your blog

Signing up for a Wordpress blog

1.	Go to http://wordpress.com
2.	Click the large button labeled **Sign Up Now**.
3.	Under **Username:** type a simple user name that you will remember. This username will also be used to create the URL or domain name for your blog.
4.	Under **Password:** type a password Suggestion for password format *noun+ symbol(s)… i.e. @,#,$,&, etc. + a number* Examples: • dogstar*2996 • &music&43295 • 90%mango@16
5.	Record or write down your password for your reference.
6.	**Confirm** your password by typing it a second time.
7.	Type in your **Email Address**. This should be an address that your access regularly.
8.	Review the "Terms of service" linked under "Legal flotsam."
9.	Once you have reviewed the "Terms of service," click the checkbox to affirm that you have read them.
10.	Make sure that the radio button for **Gimme a blog** is selected.
11.	Click the **Next** button.
12.	Note: Wordpress will automatically set up your domain name (URL for your blog). You can change this name to something that will be easier for you to remember. Change your name under **Blog Domain**.
13.	You can also change the title of your blog under **Blog Title**. This is the title that will appear in the header of your blog page.
14.	IMPORTANT: If you wish to keep your blog private, you must make sure that the check box for Privacy is selected. Note: if you have selected this option, your blog will not be searchable via the Internet. You will have to send your blog URL (domain address) to your

	viewers including your instructor/faciliatator and your classmates.
15.	Click, the **Signup>>** button to get your blog.

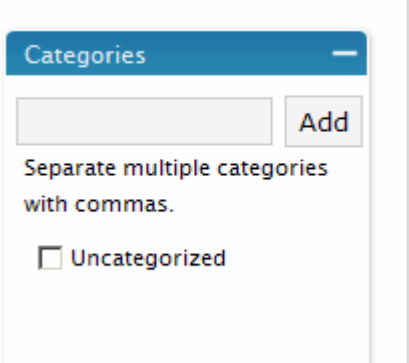## Entering your first post

1.	After you have activated your account you will see a page titled "Your Account is now active."
2.	Click the link **Write a post**. Note: if you want to enter a post from your actual blog page simply click the link labeled "New Post" at the top of the page. You must be logged into your account to post to your blog.
3.	In the **Title** field type in the name or title of your post.
4.	Then type your first post text in the **Post** field. *Suggestion*: You can type a greeting and introduction that allows your readers to know a little about yourself.
5.	Notice that the **Save** and **Publish** buttons are located underneath the Post field. **Save and Continue Editing** - allows you to save while you are working on writing a post. **Save** - allows you to save and quit writing a post. **Publish** - will post your entry so that your readers can view it.
6.	Once you have checked over the text of your post, click **Publish**. Note: you can edit the text or content of any post even after it is published.
7.	To view you post on your blog, click the link at the top of the page labled **View Site>>**.

Adding categories or tags

The "Categories" feature is very helpful for tagging your blog posts with subject or topic titles. As you blog grows, these categories will allow you to organize and search through your blog content.
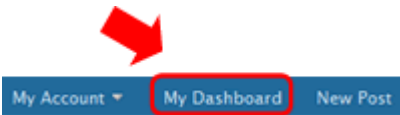
Note: you can add more than one category to a blog post.

1.	To add a category, find the **Categories** feature in the left side of the blog post window.

2.	In the field, add your category name. Note: you can add more than one category at a time. Simply separate each category with a comma.
3.	Click the **Add** button.
4.	When you view your blog you will see that the new categories are added under the navigation of your blog.

Changing the look and feel of your blog

After setting up your blogging account you should explore the features of your blog as well as decide whether you want to change the look and feel of your blog.

1.	If you are on your blog home page click **My Dashboard**. Note: you can access the editing capabilities and the settings of your blog by clicking the "My Dashboard" link.
2.	While in the Dashboard select the Presentation tab.
3.	The Themes page will appear. Note, you can use the number tabs to browse all of the blog themes.
4.	Once you have chosen your them, select it.

5.	You will be shown a preview of your blog in this theme.
6.	To apply the theme click the link in the right corner of the page labeled **Activate…**
7.	Click **View site** to view your new theme.