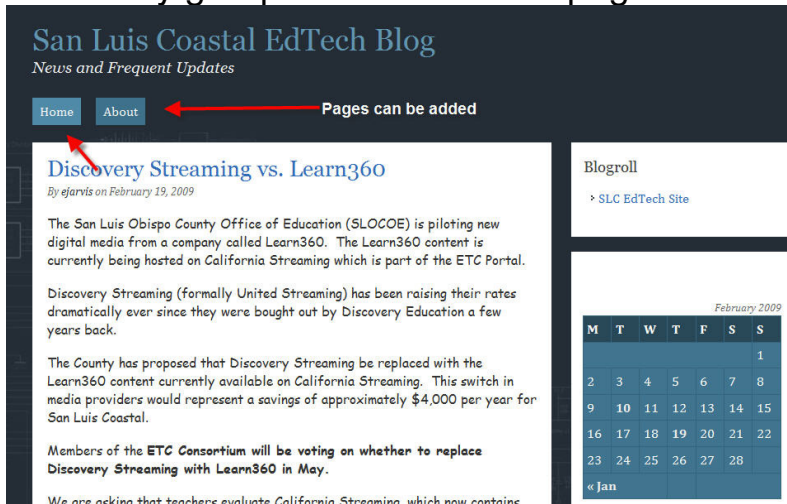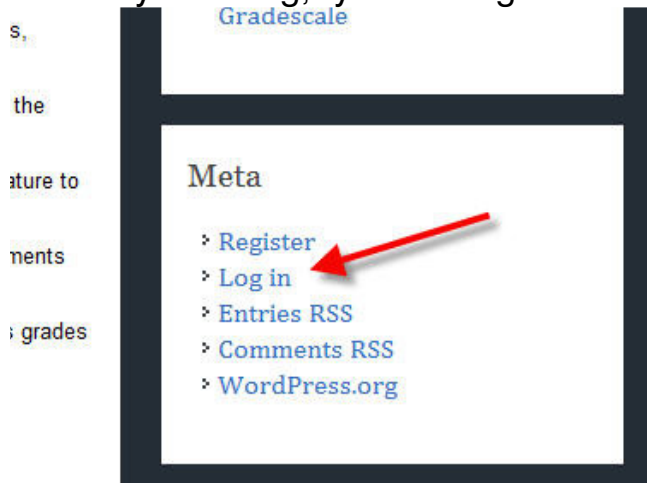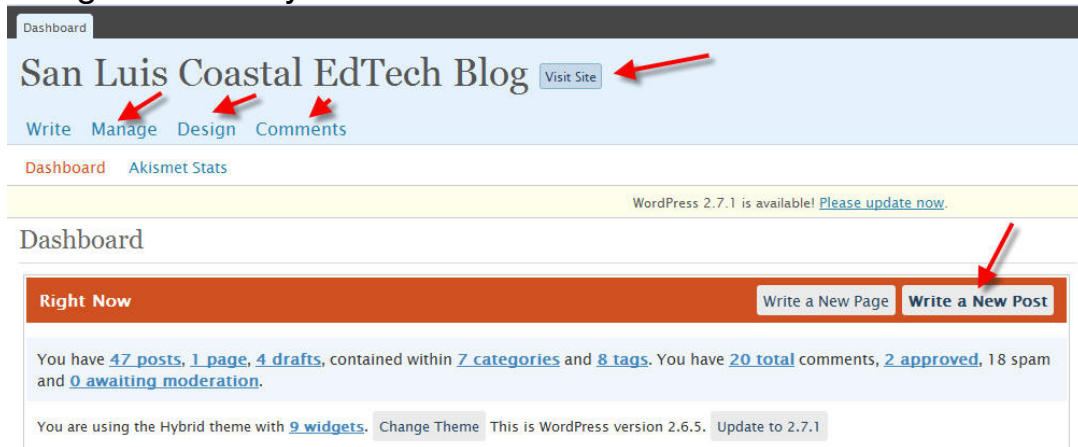# WordPress

1. Word contains "blog entries." Pages can also be added. These pages can serve as permanent information, as blog entries eventually get "pushed" down the page.
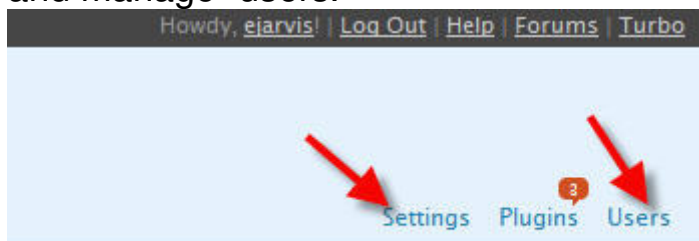

2. To edit your "blog," you will log in on the front end.
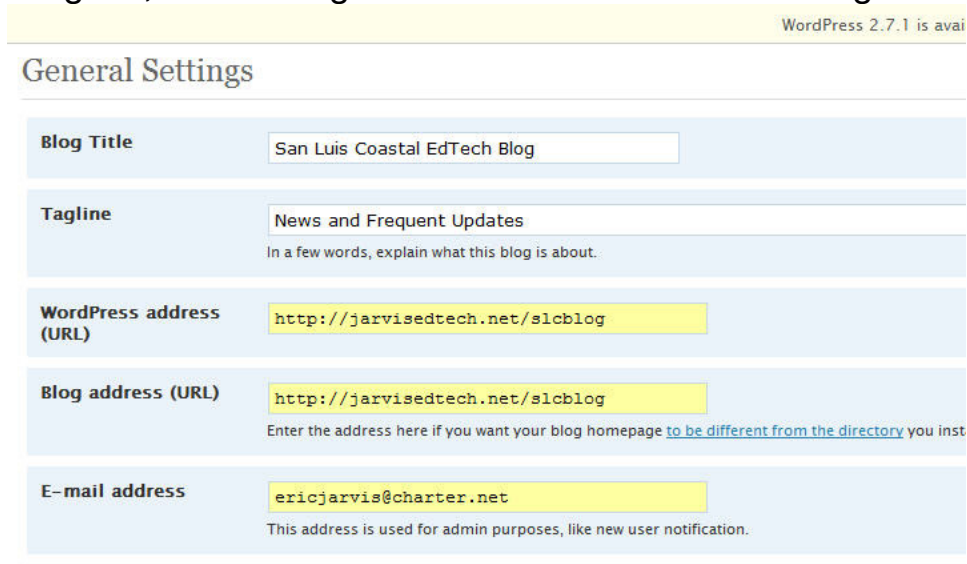
3. Once you log in, you will be taken to the "Dashboard." Here you can write a post, manage posts and comments, and change the design theme of your site.
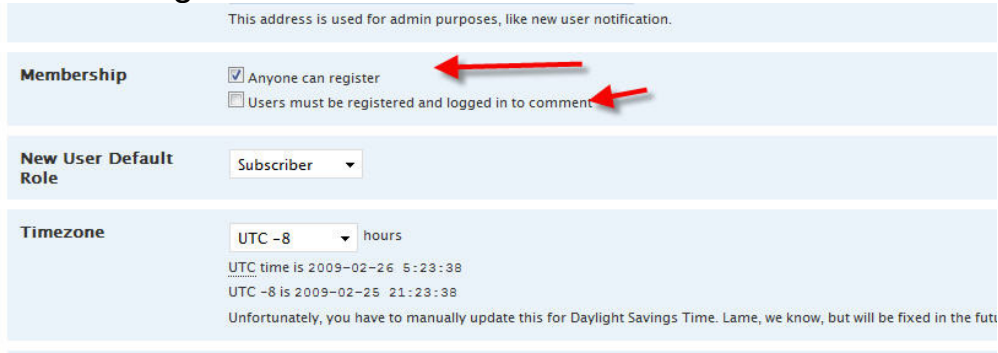

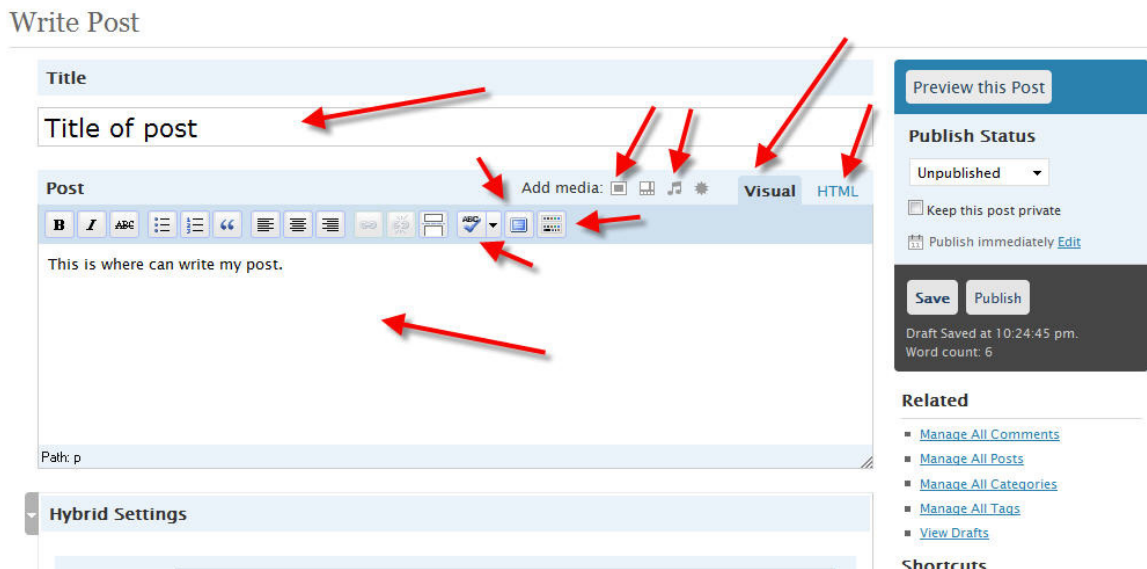4. On the right side of the Dashboard, you may adjust the settings and manage "users."

5. The Settings allow you to change the name of you blog, add a "Tagline," and change the e-mail address of the blog's owner.
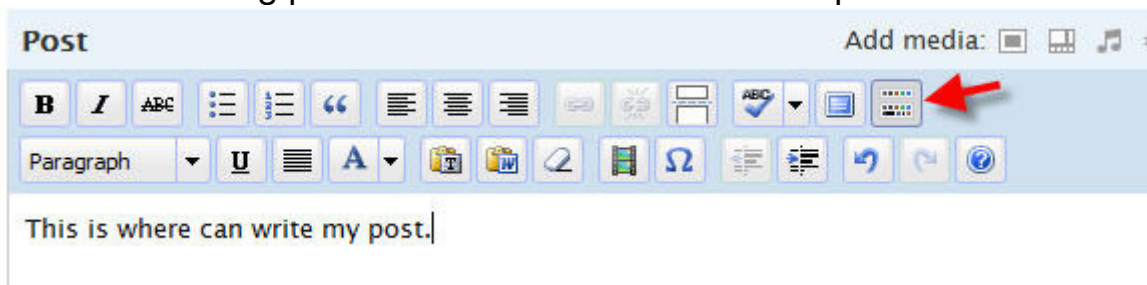
6. You can allow people to register as subscribers. You can also enable anybody to comment on your blog entries. Uncheck "Anyone can register," and check "Users must be registered and logged on to comment," if you want to prevent people from commenting.

This address is used for admin purposes, like new user notification.

| Membership | ☑ Anyone can register |
| | ☐ Users must be registered and logged in to comment |

| New User Default Role | Subscriber ▾ |

| Timezone | UTC -8 ▾ hours |
	UTC time is 2009-02-26 5:23:38
	UTC -8 is 2009-02-25 21:23:38
	Unfortunately, you have to manually update this for Daylight Savings Time. Lame, we know, but will be fixed in the fut...

7. When you click on the Write a post button (see illustration on step 3), you will get a WYSIWYG editor. You may add images, movies, audio, etc.

Write Post

Title

Title of post

Post   Add media: ▣ ▦ ♫ ✳   Visual HTML

B *I* ABC ☰ ☰ 66 ☰ ☰ ☰ ∞ ✂ ▤ ✓ ▾ ▣ ▥

This is where can write my post.

Path: p

Hybrid Settings

Preview this Post

Publish Status

Unpublished ▾

☐ Keep this post private

📅 Publish immediately Edit

Save Publish

Draft Saved at 10:24:45 pm.
Word count: 6

Related

■ Manage All Comments
■ Manage All Posts
■ Manage All Categories
■ Manage All Tags
■ View Drafts

Shortcuts

8. The button being pointed out will show additional options.

Post   Add media: ▣ ▦ ♫ ✳

B *I* ABC ☰ ☰ 66 ☰ ☰ ☰ ∞ ✂ ▤ ✓ ▾ ▣ ▥

Paragraph ▾ **U** ☰ **A** ▾ 🔖 📋 ⊘ ▦ Ω ⧉ ⧉ ↶ ↷ ⊙

This is where can write my post.

9. You may save your entry as a draft. When you are ready to post it online, simply click publish. You may go back and edit your post later, and the changes will appear online simply by clicking Save.
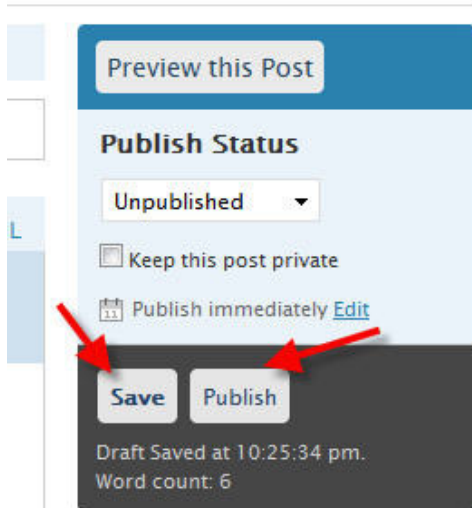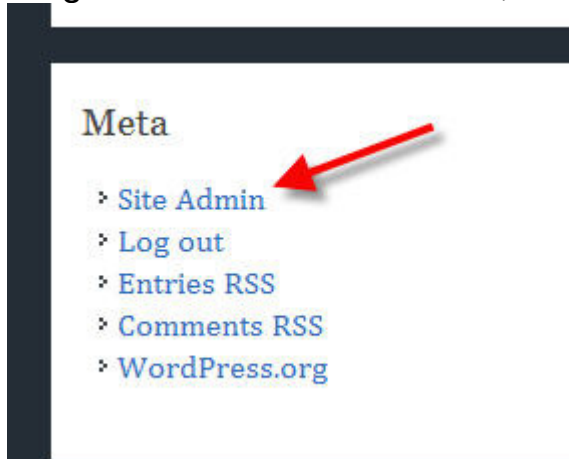

10. Click Manage and select Post to view your block entries. Click a blog title to edit. Click the check box next to the blog entry and click delete to remove that entry.
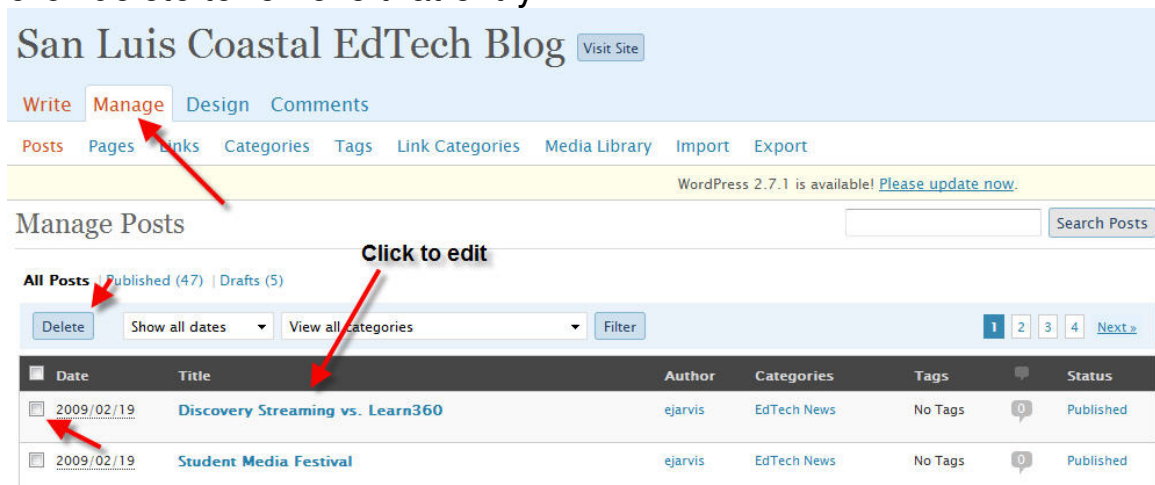
11. If you view you site while logged in, you will see an Edit button on top of or below each post.

12. To get back to the Dashboard, click Site Admin.

13. Clicking Design, will allow you to change your blog's theme.