

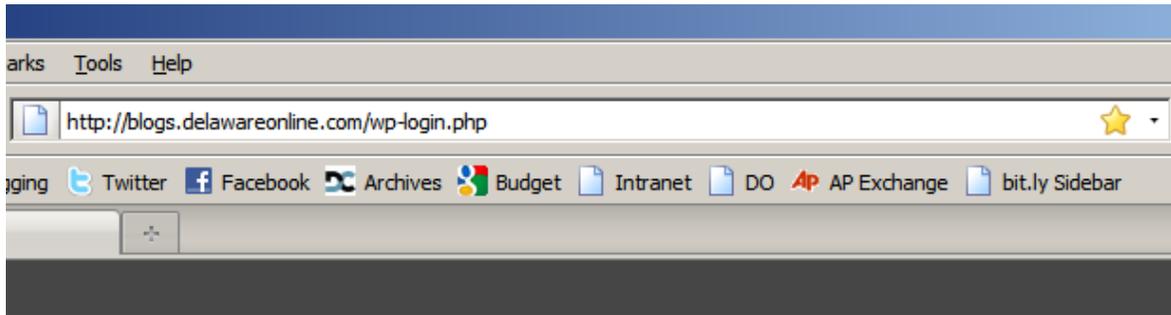
A Guide to Blogging on Wordpress

Below is a written guide with pictures for using the WordPress blogging platform. If you're more of a visual person, there are videos here: <http://wordpress.tv/category/how-to/>

Getting Started:

A login name and password will be provided to you. When you get your name go to the following link and log on.

<http://wordpress.com>



Username

gingergibson

Password

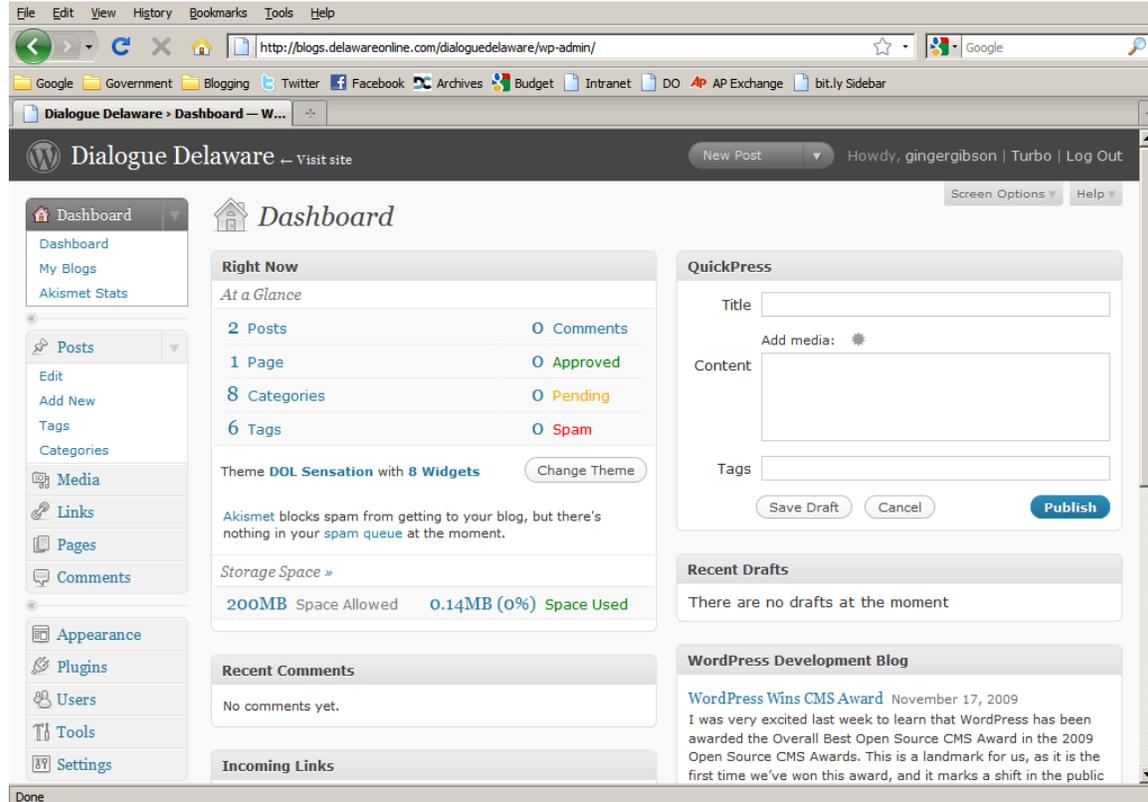


Remember Me

Log In

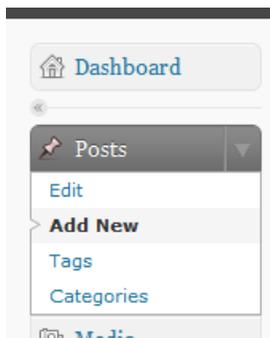
[Lost your password?](#)

You will be taken to your Dashboard, a central location for all of your blogging needs.



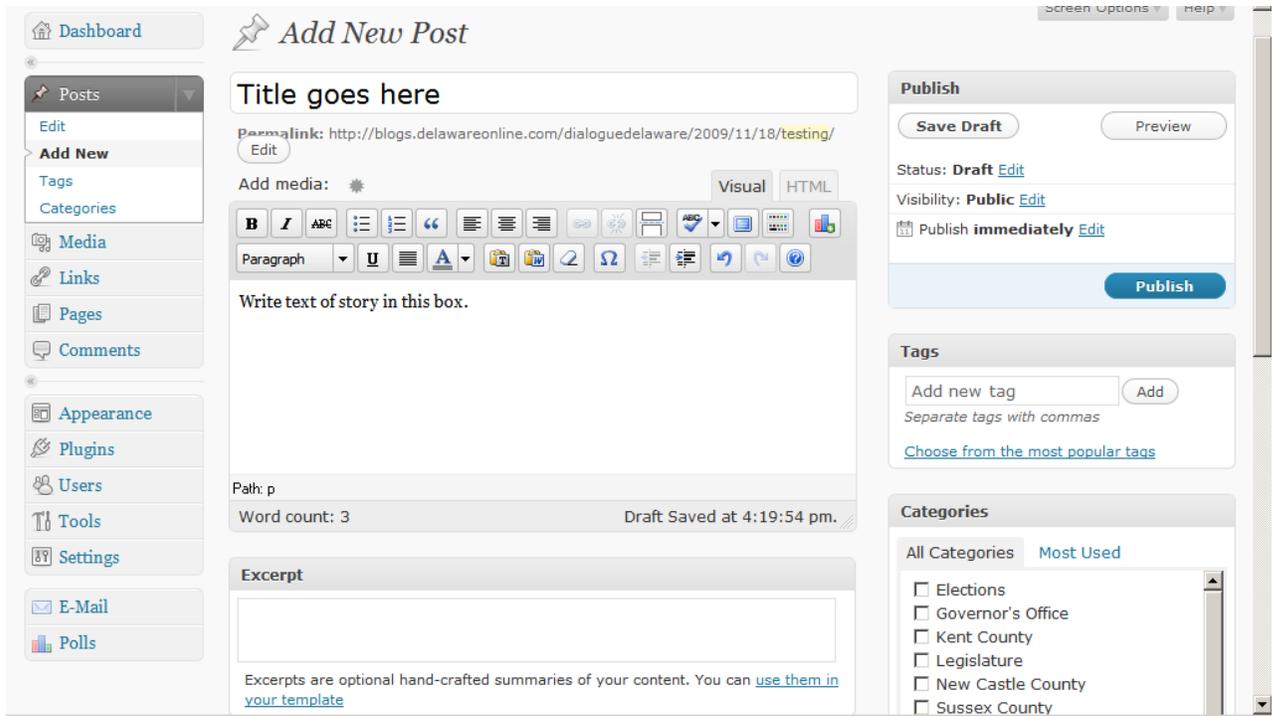
Posting:

From the Dashboard you can use the QuickPress option in the right hand corner to add a simple and basic blog update. Since this option doesn't let you change any of the features and only add media, it's good to know the other uploading options too.



On the left hand toolbar there is an option that says "Posts." If you select the "Edit" link it will take you to a list of all posts on the blog. The "Add new" will take you directly to the editor.

When you get to the editor you can give your post a title and add text in the main box. For basic editing you want the "Visual" option selected instead of the "HTML" tab.



The site will automatically create a web address that ends in the title. It will also auto save as you type, but you can use the “Save Draft” button on the right side.

The text will automatically be the correct font and size to match the blog, but you can use the bold, italics and other style buttons found on the toolbar.

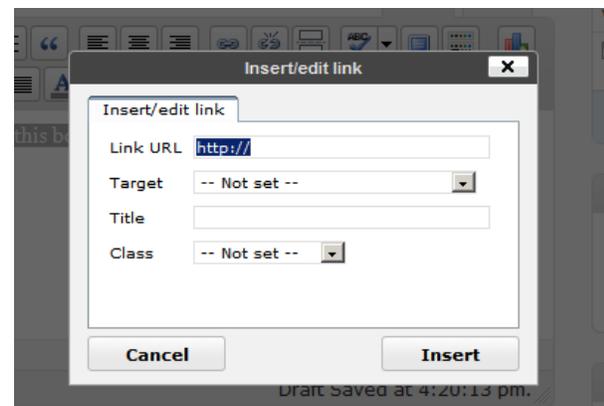
Adding links:



You turn text in your story into a link to another web site by highlighting the words and pressing the button that looks like chain links. It’s the button the left.

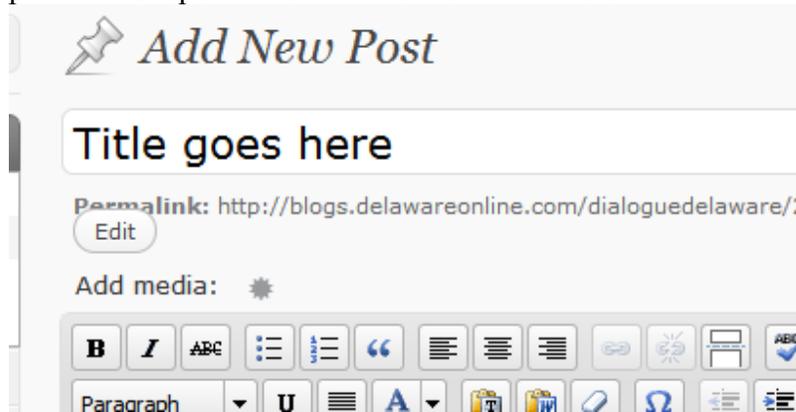
A new window will then pop up that will allow you to add the address of the web site in the “Link URL” field. The “Target” can be set to “Open link in new window” and the title and class left blank. When you’re done, press insert.

If you want to remove a link, highlight the same text and click the broken chain button (on the right in above illustration.)

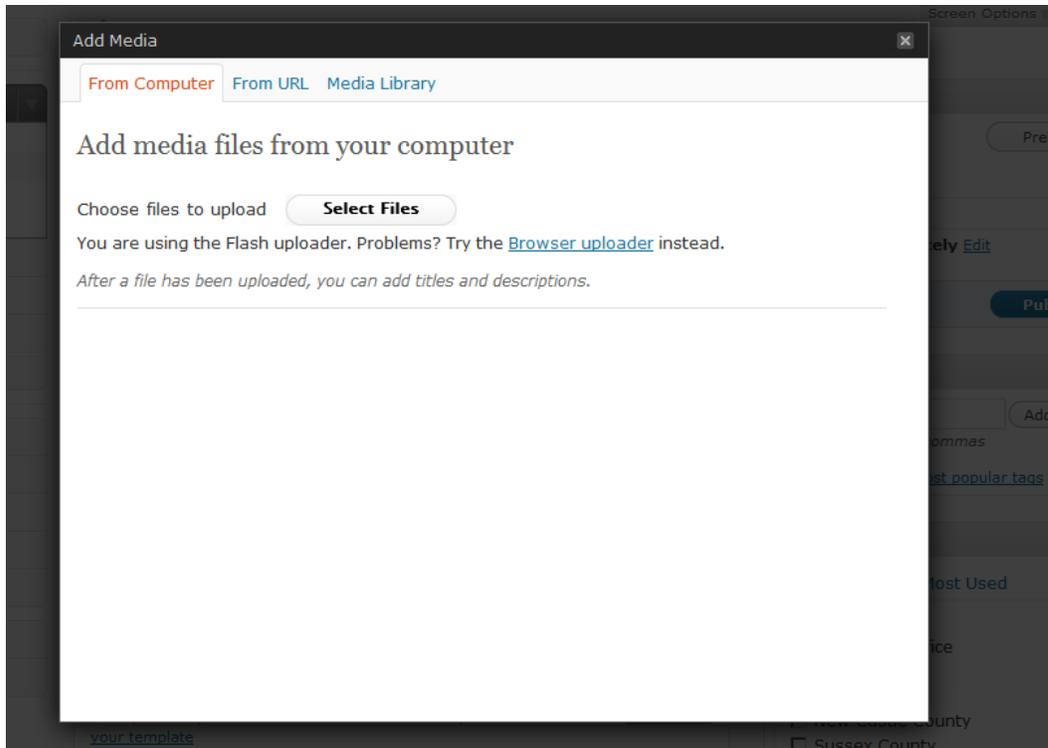


Adding Images:

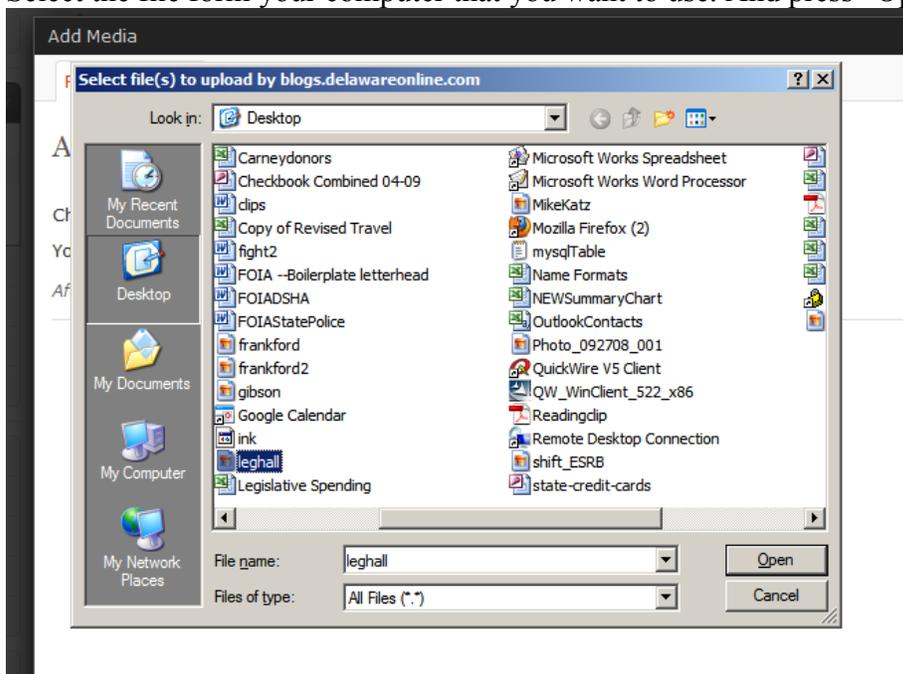
You can add pictures that are saved onto your computer into the post. Click on the multi-point star shaped button next to the “Add media.”



It will open another window. If you want to use an image that has already been uploaded to the blog, click on the “Media Library” option and select the image. If you want to use an image from your computer press the “Select Files” button.

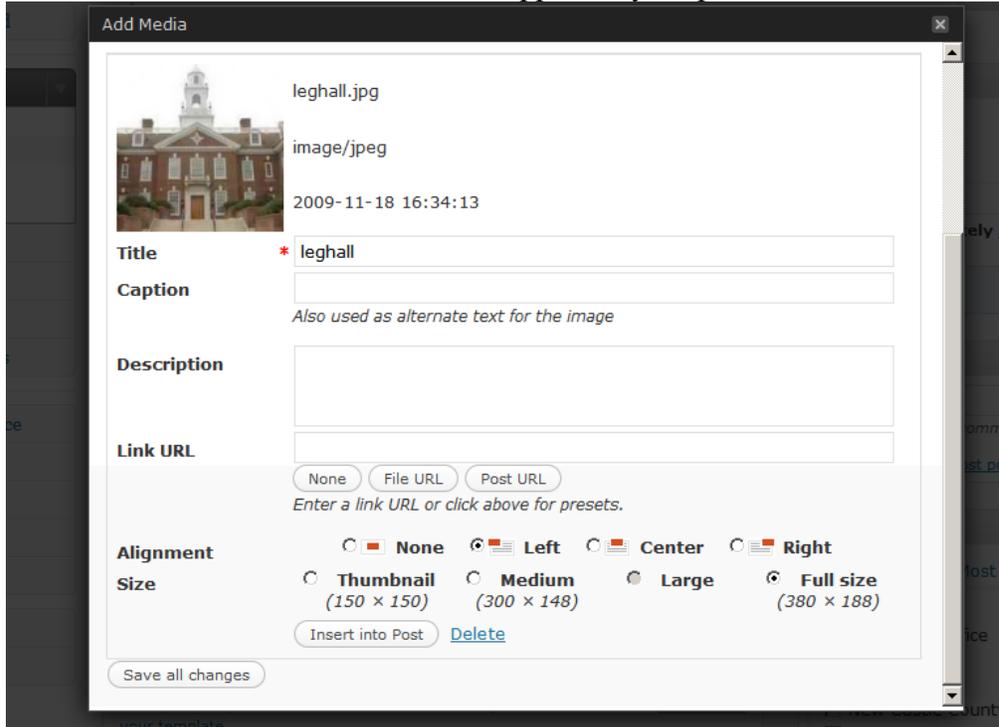


Select the file from your computer that you want to use. And press “Open.”

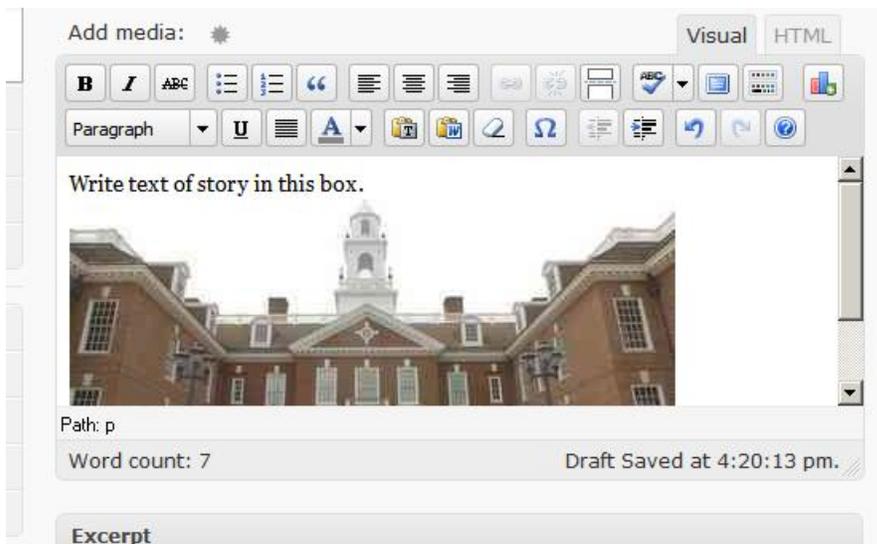


The system will then upload your photo and save it onto their server. You have the option to rename the image, add a caption description or turn the image into a link by adding a URL. Select which side of the post you want your image to appear by changing the

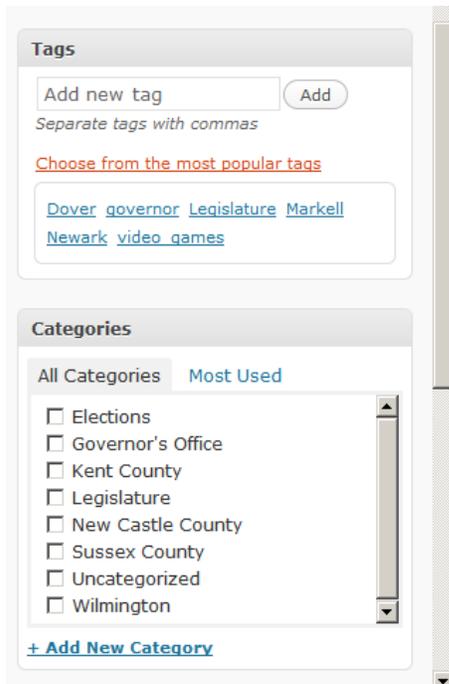
alignment and the size by choosing a size option. When done changing the settings, press the “Insert into Post” button to make it appear in your post.



It will now appear with your text. You can move it around by clicking and dragging.



Adding tags and categories:



Tags and categories are great ways to organize posts and to help more readers find our blog when they search for words related to our posts on Google. We should try to have a category and tags on every post.

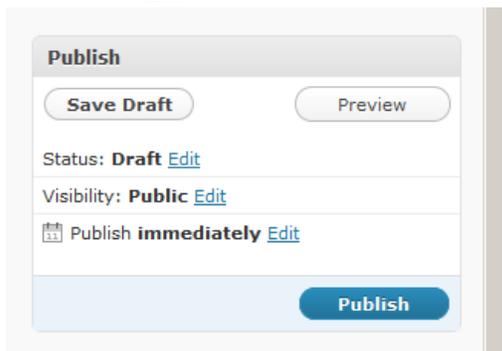
Tags can be any word that comes to mind when you think of your blog post. There is a link to see “most popular tags” that will change the more we use the tags. Clicking on the words will add them as tags to the post.

If you click in the “Add new tag field” you can type any word you want. If you want to add several tags, you can type them all with commas in between then press the “Add” button. (i.e. Coons, budget, impasse, County Council)

Categories are broader subject areas and help keep our blog organized and easily searched. I added several categories that are basic, but as time goes on

we can add more categories, like “Budget” or “Taxes” or “This is place is a circus.” Feel free to add. And posts can be in more than one category, like if lawmakers and the governor do things together.

Publishing posts:



When you’re all done you’re reading to hit the print button and send the post out into the world.

As you’re working, you can use the “Save Draft” button to keep from losing your work.

The “Preview” button will do exactly that, open your post in another window to let you see it before you hit the publish button.

Don’t worry about the “Status” and “Visibility” buttons.

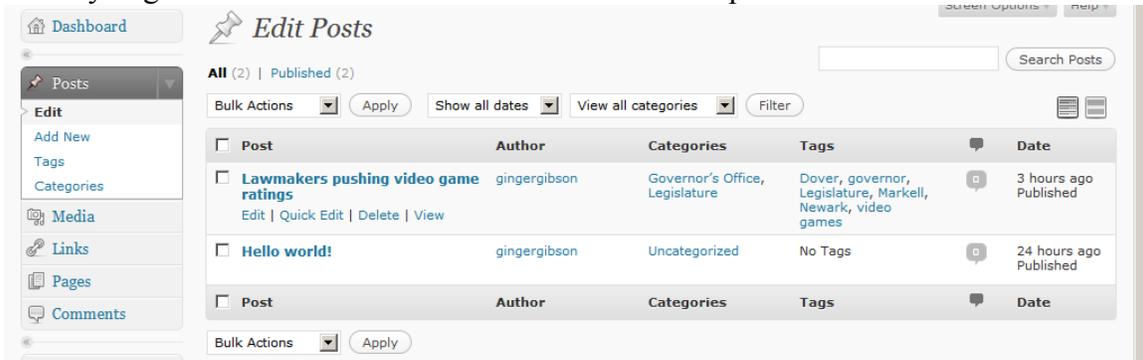
You can use the “Publish” options to delay when the post is actually put online. Click the “Edit” button and select another date and time. When you’ve got your time selected, press “OK.”

When you’re all ready, press the blue “Publish” button and send the post out into cyberspace.

If you come back to edit the post, this area will allow you to delete posts or make them drafts again.

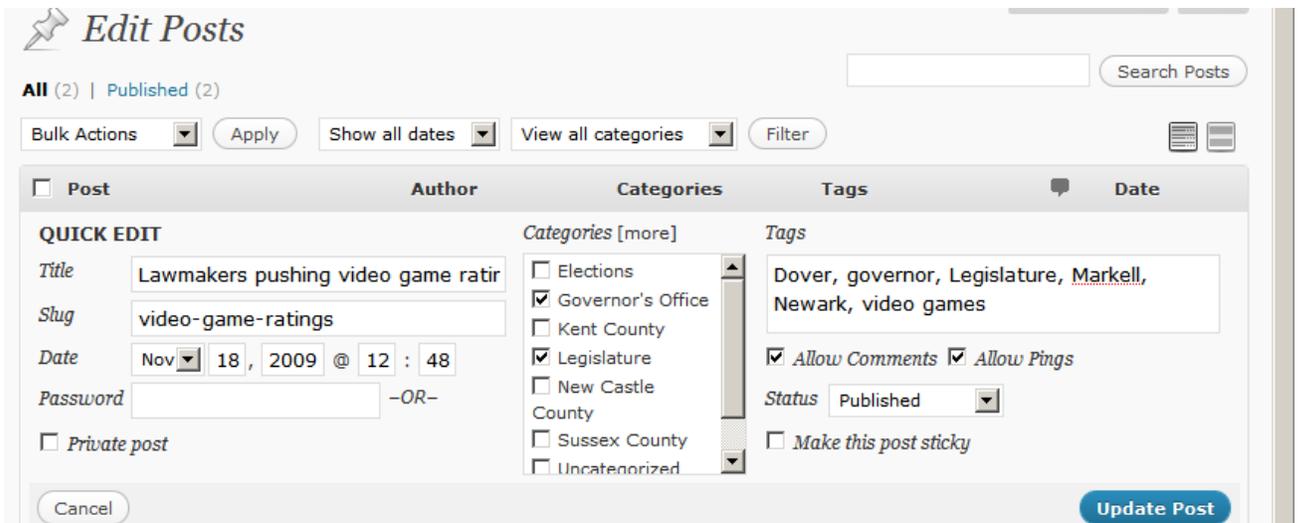
Editing Posts:

When you get to the “Edit” screen there will be several options:



When you hold your mouse over the name of a post, as demonstrated above with the post titled “Lawmakers pushing video game ratings,” another menu will appear. Clicking the “Edit” button will take you to full editor. You will be able to change any options that you accessed in the posting feature.

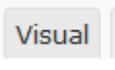
Clicking “Quick Edit” will allow you to make basic changes to the post in that window. You can change the title, slug, category and tags in this option. When you finish making changes press the blue “Update Post” button.



A button reference guide:



 -- allows you to upload photos and video to add to your post

 -- switches to a basic editing option, like using Word. It is light blue when selected.

 -- switches to HTML and requires using code to add entries.

 -- makes text **Bold**

 -- makes text *italic*

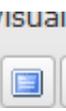
 -- adds bullets or numbers for a list.

 -- sets off quotes

 -- changes alignment of text

 -- create or disable links

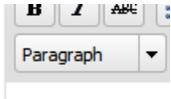
 -- spell check

 -- open editor in full screen

 --- hide the row of buttons below this one



--- create a poll within the post



-- Change the text format, create headings



-- makes text underlined



--- spreads the letters out to make fill line



-- change font color



-- allows you to paste text in that is either unformatted (button on left) or originally written in Word.



-- Gets rid of any formatted, like bolds, italics, colors or size



-- Allows you to add special characters



--- Change the indentation of the paragraphs that are highlighted



--- undo and redo buttons