

# WordPress Basics

## Creating Your Blog



### Introduction

A **blog** is a publicly available web-based journal.

The entries on a blog (called **posts**) are usually updates on a regular basis and are displayed in reverse chronological order. Blogs generally offer commentary from a personal point of view. The term blog can also be used as a verb; *to blog* means to maintain or update a blog. A person who writes a blog is called a **blogger**. Most blogs have a subscription feature allowing readers to automatically receive updates from the blog without having to visit the blog website.

**WordPress** is a site that allows free hosting for your blog. WordPress allows you to post entries using a text editor similar to a word processor. WordPress offers several privacy settings for your blog. You may also create a group blog with multiple authors on WordPress.

These instructions will take you through the basic steps of setting up a blog and managing a blog on WordPress. You do not have to download or install any software to create your blog. Be aware that WordPress is not supported by OTS. If you have technical difficulties with your WordPress blog, you should contact their support services directly.

#### Summary

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### Registering for a WordPress Account

The first step in setting up your blog is to register for a WordPress account.

1. Go to <http://wordpress.com>. Select the **Sign up now** link.
2. Enter your preferred username, password, and email address.
3. Select the checkbox indicating you agree to the terms of service and select **Gimme a blog!** and click next.

• If you will be using this blog as a class tool with students contributing to the blog, you may want to create a class email account to use for registration for your blog.

• If you are unable to move on to the next step, you may have chosen a username that has already been selected by another WordPress user. Try a variation on the username.

4. Record the URL for your blog. Enter a title and select a language for your blog. Choose whether or not you would like your blog to appear in public listings. Click **Signup**.

• You can modify your blog's privacy settings after setting up your account, if necessary.

5. You should receive a message by email indicating your blog has been created. You can also update your profile on this page.

6. Check your email for the activation message. Click on the activation link to activate your WordPress account. A new window will open taking you to the WordPress login page.

7. Enter your username and password created in (Step 2). Click **Login**.

8. Go to the **My Account** menu, located on the WordPress toolbar, and select **Edit Profile**.

9. Fill in any profile information you like. This information will be displayed in a link from your blog. You may also reset your password here.

10. When you are done, click **Update Profile**.

## Privacy Settings

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1. Click on **My Dashboard**, located on the WordPress toolbar.
2. Select **Settings** from the Dashboard.
3. Select **Privacy**.
4. Choose the 'Blog Visibility' you prefer.
5. Click on the **Save Changes** button.

