



WORDPRESS TUTORIAL

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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 a future references.

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In this tutorial, you will learn the following:

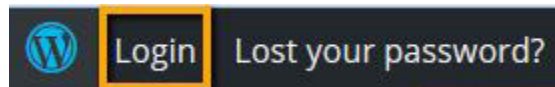
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CREATING AN ACCOUNT and LOGGING IN

Create 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 BGSU username and password. Just click on the **Login** on the top left of the screen.



Once you have clicked on the link, a login page will then appear. Remember to use your BGSU username and password and click the blue Log In button.

A white login form with a light grey border. It features two input fields: "Username" and "Password". Below the "Password" field is a checkbox labeled "Remember Me". To the right of the "Remember Me" checkbox is a blue button with the text "Log In" in white.

WRITING and SAVING YOUR BLOG

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!

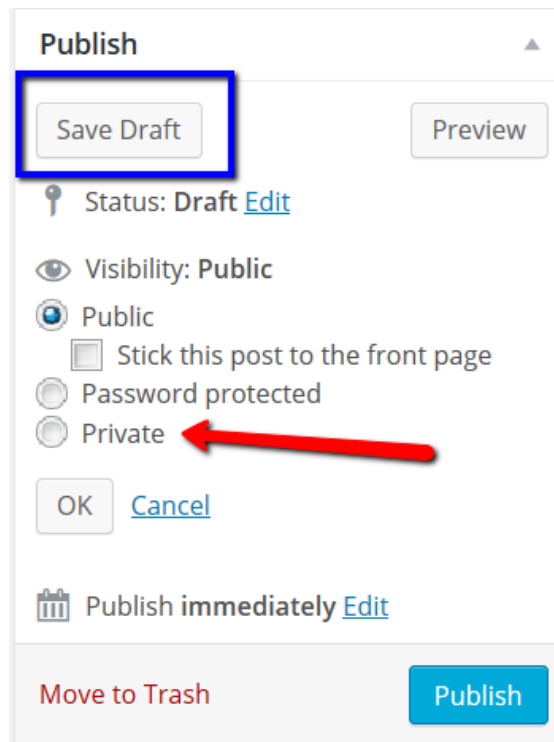
August 29th, 2008 by searsk

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 a post from public view, hover over the name of the post, [Edit](#), [Quick Edit](#), [Trash](#) and [View](#) appear. Click on the [Trash](#) link to delete the post.

At any time when you are writing a post, you can always stop and save your work before you publish it by clicking on the [Save Draft](#) button on the right of the screen. You will then see that your work has remained unpublished, but has been saved for future editing. When you are ready to publish your post, click on the blue [Publish](#) button in the right which will enable your blog to be seen by the public, unless you choose to make it [Private](#).



The image shows the 'Publish' sidebar in WordPress. The 'Save Draft' button is highlighted with a blue box. Below it, the status is 'Draft' with an 'Edit' link. The visibility is set to 'Public'. There are three radio buttons: 'Public' (selected), 'Stick this post to the front page', and 'Private'. A red arrow points to the 'Private' radio button. At the bottom, there are 'OK' and 'Cancel' buttons, and a 'Publish immediately' link. At the very bottom of the sidebar, there are 'Move to Trash' and 'Publish' buttons.

MAKING PAGES

Making pages in WordPress is similar to writing a post, but pages are for content such as “About Me,” “Contact Me.” etc. To create a page, click on the [Pages](#) button from the left hand navigation. Choose [Add New](#). You should now see the Formatting Toolbar discussed on page 5. Enter a title and type the information you choose to share. At the bottom left of the page, you will see a word count listed.

The screenshot shows the WordPress 'Add New Page' editor. At the top, the title 'Add New Page' is displayed. Below it is a notification: 'Twitter Tools relies on the [Social plugin](#), please install this plugin.' A text input field contains the placeholder 'Enter title here'. Below the input field is the 'Add Media' button and a 'Visual' tab. The 'Text' tab is selected, showing a formatting toolbar with icons for bold (B), italic (I), text color (ABC), bulleted list, numbered list, quote, link, unlink, table, and table of contents. At the bottom left, a 'Word count: 0' box is highlighted with a blue border.

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 pertain to your post, click on [Posts](#) then click on [Categories](#). You should now see the screen below.

The screenshot shows the WordPress 'Categories' management interface. At the top, there are 'screen options' and 'help' dropdown menus. Below that is a notification bar: 'Twitter Tools relies on the [Social plugin](#), please install this plugin.' A search bar labeled 'Search Categories' is on the right. The main area is split into two columns. The left column is for 'Add New Category', featuring a 'Name' text input, a 'Parent' dropdown menu (set to 'None'), and a 'Description' text area. The right column displays a table of existing categories. The table has columns for 'Name', 'Description', 'Slug', and 'Count'. One category is listed: 'Uncategorized' with a count of 3. Below the table are 'Bulk Actions' and 'Apply' buttons. A note at the bottom states: 'Deleting a category does not delete the posts in that category. Instead, posts that were only assigned to the deleted category are set to the category **Uncategorized**. Categories can be selectively converted to tags using the [category to tag converter](#).'

You can determine the Name of the Category. For example, if you were writing a post titled “Our Thanksgiving Dinner,” you may create a ‘Dinner’ category or a ‘Holidays’ category. When creating a category do not forget to give a description.

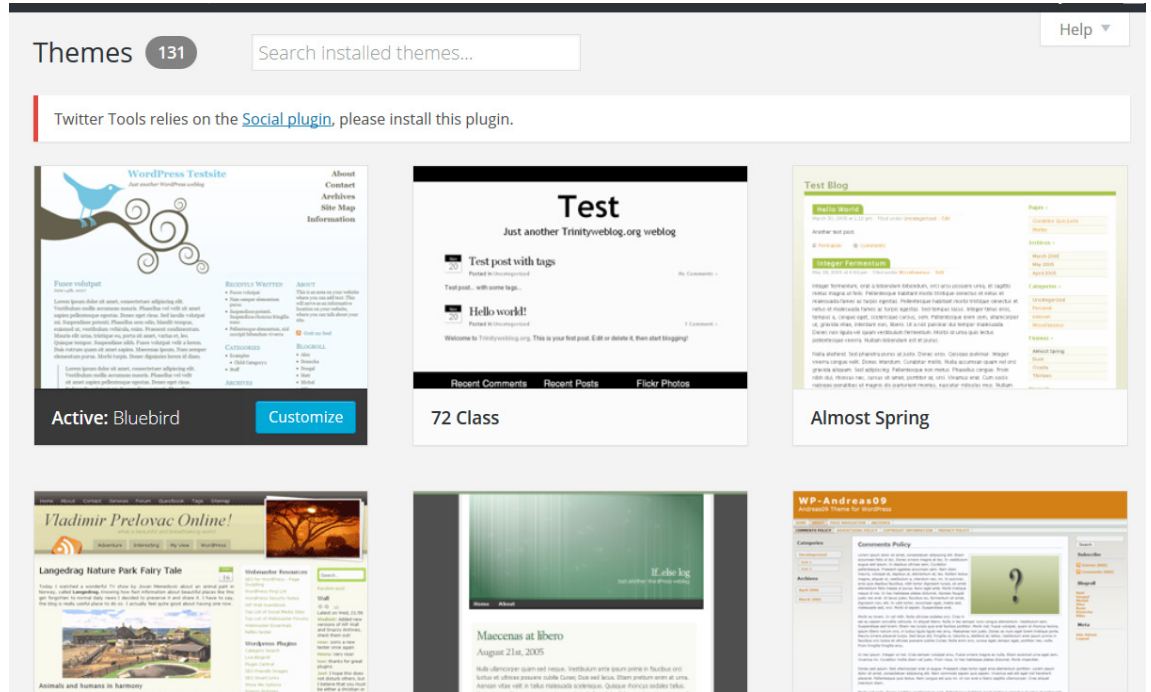
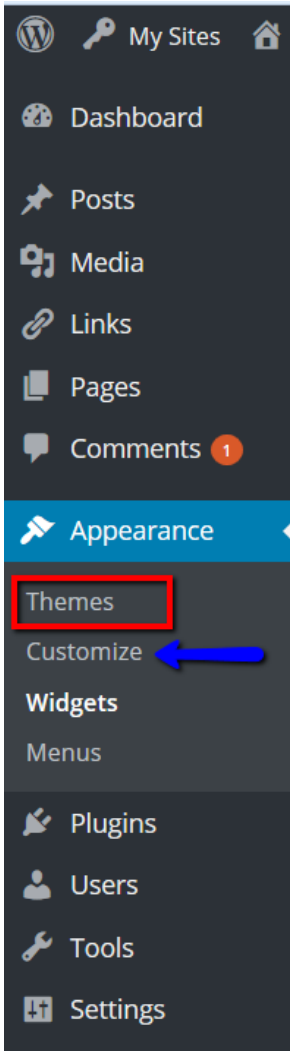
Adding Tags

Tags are similar to categories, but instead of a list of words to choose from, you write them in a list (seperated 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 titled “Our Thanksgiving Dinner,” and you put it under the ‘Dinner’ category, you could have tags like, ‘turkey, mashed potatoes, family, stuffing’.

DESIGNING YOUR BLOG

To change the appearance of your blog click on **Appearance > Themes**. There are several to choose from. Hover over the theme you like and click **Activate**.

You can customize the theme you have chosen. To do this click on **Customize** in the left hand navigation.



Widgets are small software applications like a calendar, a clock or the weather for example. To add a widget to your blog page, click on **Appearance > Widgets**.

MANAGING COMMENTS

To manage comments that have been left for you, click on the **Comments** button in the navigation on the left. 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 **Trash** it.

The screenshot shows the WordPress 'Comments' management screen. At the top, there are 'Screen Options' and 'Help' dropdown menus. Below that is a notification bar. The main area has tabs for 'All', 'Pending (1)', 'Approved', 'Spam (0)', and 'Trash (0)'. The 'Approved' tab is selected and highlighted with a red box. A blue arrow points to the 'Approved' tab. Below the tabs are 'Bulk Actions' and 'Apply' buttons, and a 'Filter' dropdown menu. The comment list shows one item with the following details:

Author	Comment	In Response To
<input type="checkbox"/> Mr WordPress blogs.bgsu.edu/ 127.0.0.1	Submitted on 2008/08/27 at 11:11 am 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.	Hello world! View Post

ADD USERS

You can add BGSU users and make them a **Subscriber**, **Administrator**, **Editor**, **Author** or **Contributor**.

The screenshot shows the 'Add User' form in WordPress. It includes a notification bar at the top. Below that, it states 'Local User Creation Enabled' and provides instructions on how to search for LDAP users. The form has two main fields:

Username: [Text input field]

Role: [Dropdown menu with 'Editor' selected] (A blue arrow points to the dropdown arrow.)

At the bottom left, there is an 'Add User' button.