WORDPRESS TUTORIAL
**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.

**TABLE OF CONTENTS**

In this tutorial, you will learn the following:

1. Creating an Account and Logging In  
   Pg. 3

2. Dashboard and Managing Your Page  
   Pg. 4

3. Toolbar  
   Pg. 5

4. Writing and Saving Your Blog  
   Pg. 6

5. Making Pages  
   Pg. 7

6. Creating Categories and Tags  
   Pg. 8

7. Designing Your Blog  
   Pg. 9

8. Managing Comments  
   Pg. 10

9. Add Users  
   Pg. 10
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 orange Login button.
The Dashboard is where you can make a post, edit the look of your blog and manage comments.

- Posts - This is where you will view, add, categorize and tag various posts.
- Media - This section allows you to add or organize audio, video and image files.
- Links - This category allows you to add web links and you can choose to keep them private.
- Pages - This is where you will add new pages, edit current pages, change the page order and delete pages.
- Comments - This category is where you can view peoples comments on your blog. You can choose to accept them or delete them.
There is one common toolbar that is used when writing posts and pages, the Formatting Toolbar. This initial toolbar contains icons for common formatting actions such as bold, italic, strikeout, bulleted list, numbered list, alignment, and full screen mode. These are all accessible from the Visual tab shown on the right.

To check spelling, highlight a word and right click. The Text tab has simple HTML tags available.
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!”

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 your choose to make it Private.
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 work count listed.
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.

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 (separated 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.

ADD USERS

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