WordPress.com

Day 1:

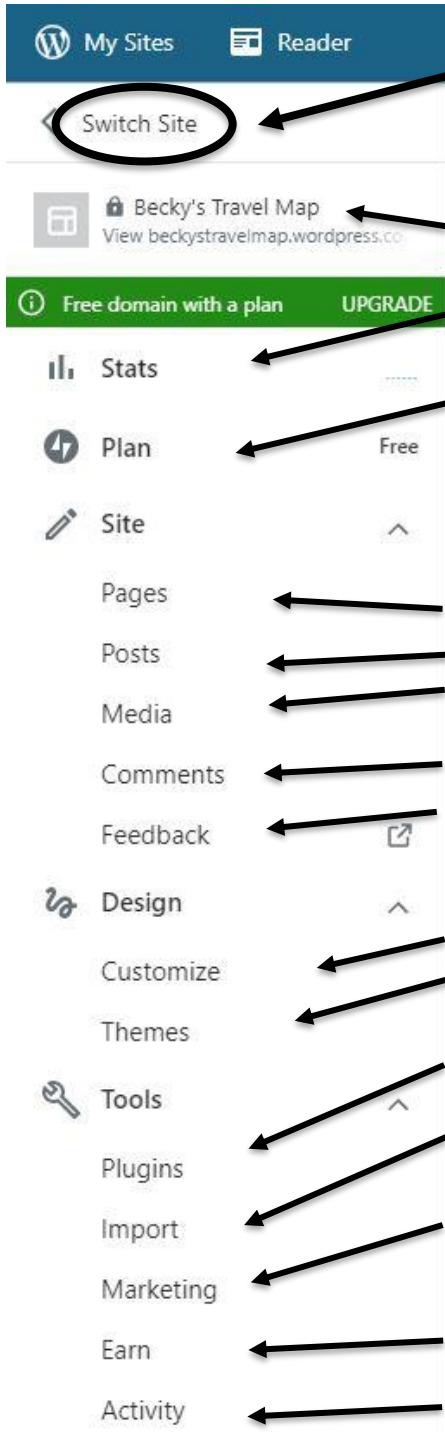|	
Sign Up/Log In via	wordpress.com
Username or an email address	_____
Password	_____
My website (or a blog) is	_____.wordpress.com
An example website is	beckystravelmap.wordpress.com

After The Set Up

What is next? <u>After I log in</u>, I see the "**<u>Reader</u>**" page. Because I chose to follow a handful of WordPress sites, this is where I can see the most recent blog posts made by those sites. Use the search option and type in some keywords in order to find more interesting blogs or sites to follow.

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Dashboard

I logged in. How do I <u>edit my site</u>?
To get to the behind the scenes I would visit my **dashboard.** I would click on "**My Sites**" to get there.

▪ Users can have multiple sites. To switch to a different one, I can click on "Switch Site". **NOTE**: New users would most likely see a plus sign at the bottom of the dashboard allowing them to add an extra site.

▪ This identifies the site I am working on. **NOTE:** Other people might not see the site until I choose to publish it.

▪ Shows the statistics related to my users such as site visits, likes and comments.

▪ I currently have free WordPress account. Paid version offers more features such as extra storage space and a personalized domain name (e.g. beckystravelmap.com)

▪ Site pages shows the pages (the menu items)

▪ If I wanted to make a new blog post

▪ If I wanted to upload a photo or a video to add to my site, I could do it from here;

▪ I can see if visitors left any comments on blog posts.

▪ Feedback form contains contact form submissions, polls and ratings.

▪ If I wanted to customize the current design theme.

▪ If I needed to change my design theme.
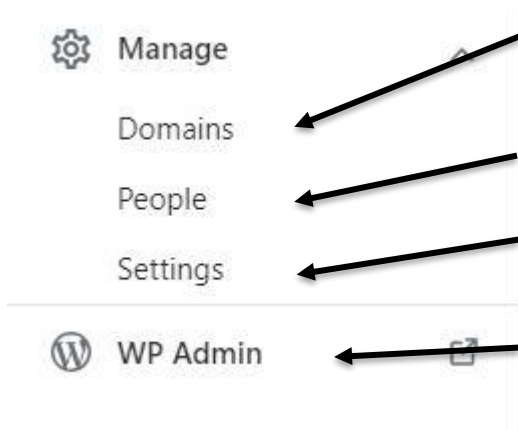
▪ Plugins are extra customization tools for the site. *

▪ Import content from another site such as WordPress, Blogger and Wix.

▪ If I wanted to set up so that my site updates get automatically shared via my Facebook, Twitter and similar social media accounts

▪ It is also possible to monetize my site with WordAds. *

▪ This shows changes to my site – when I modify the theme, pages, posts. Things that are useful to track especially if you have someone else helping you edit the site.

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- I can purchase a custom domain name or forward a currently owned domain to this site* (Paid feature)
- By clicking people, I can see all the current administrators to the site, or add extra people to help edit or contribute content.
- Settings house some of the other behind the scenes stuff;
- WP Admin is the old style WordPress dashboard access. It is also how WordPress.org displays the dashboard.
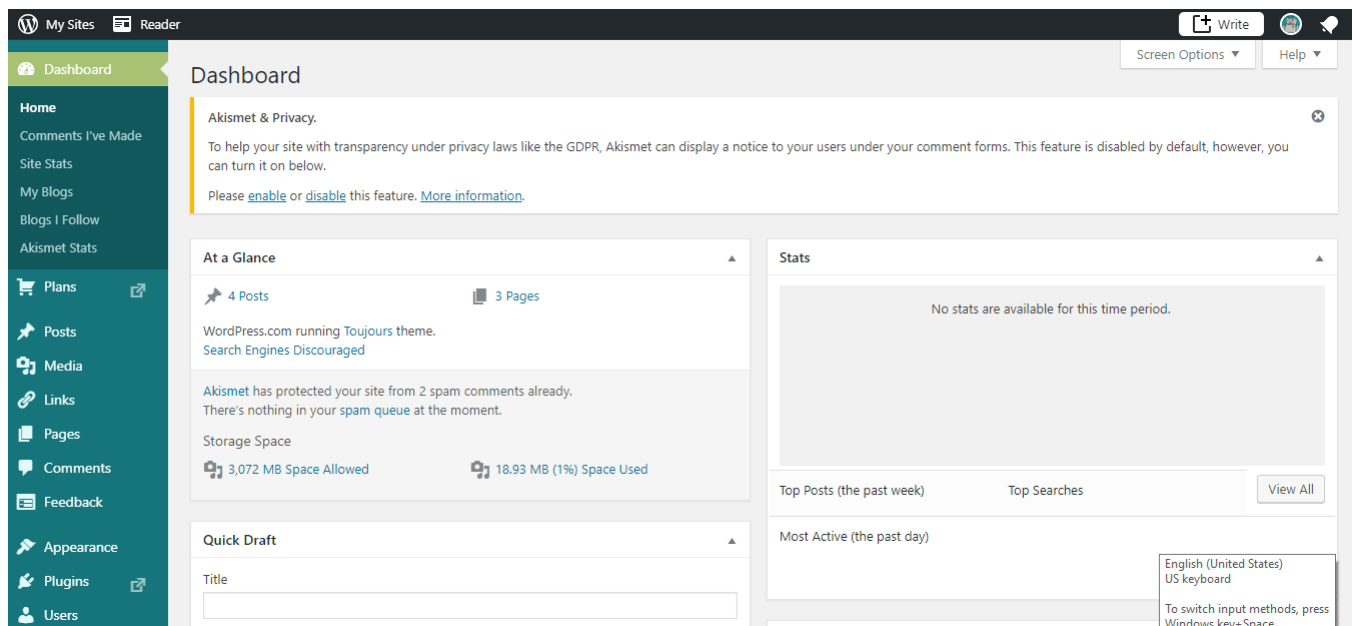
- If you are a new user you will most likely not see this option, however it is still accessible by typing: **yoursitename.wordpress.com/wp-admin**
- NOTE: * Certain items are only accessible with a paid version of WordPress. Such as custom domain name, domain name forwarding, ecommerce, and video hosting.

WP Admin

Why use the old dashboard?

Well, it has some of the features that were not migrated into the new version. This dashboard is what you would typically encounter if you were working with WordPress.org.
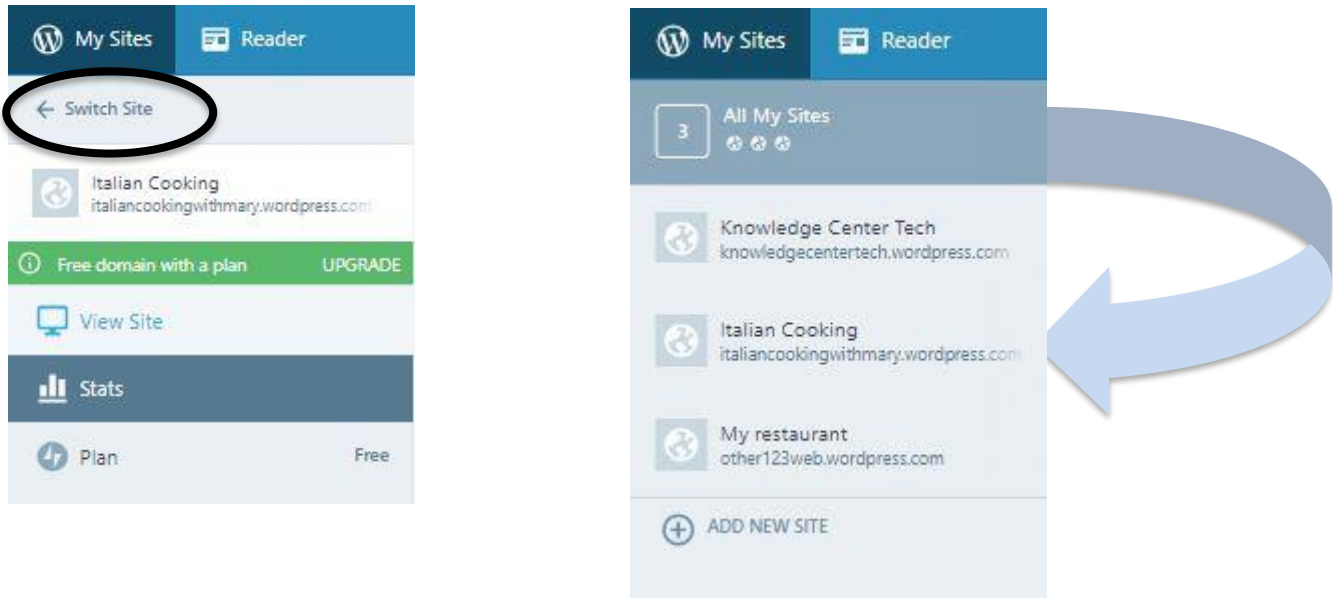
yoursitename.**wordpress.com/wp-admin**

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One Account Multiple Sites

If I wanted to add an extra site to my account, or switch to work on a different site that I already created, I need to click on "**Switch Site**".

I can click on any of these sites in order to access their dashboard.

You can use this to practice your skills which you can apply to the actual site that you are putting together. I am not sure how many can be created, but you can delete the practice sites you might not need.
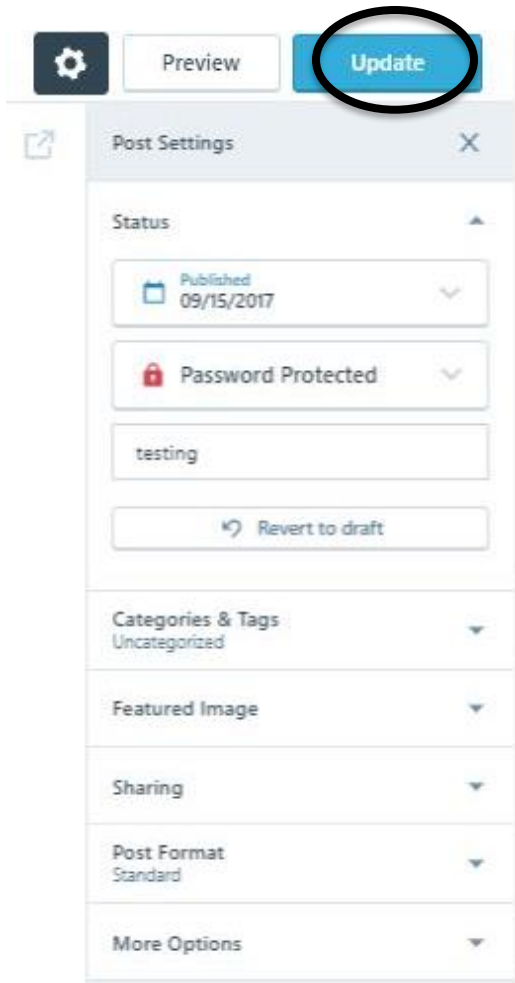
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Content 1:

New blog post:

Save/Saved Indicator

Title of your blog post

Blog post content goes here.

You can include photos and videos into the body of the blog. Press the + sign to insert images (from the computer or from an online location).

To insert a video from YouTube click on the chain link icon and paste the URL.

Once the title and the blog content is completed, the next step is to:

- save it as a draft in order to come back and add more content at a later time (actually the content auto-saves the post as a draft from the get go, so just closing the post would save it);
- publish immediately;
- schedule a post to show up at a later time and date;
- publish a post for administrators and editors to view the content when they are logged in;
- publish privately with a password-protected post so only the people who know the password can access your content.

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Make up a password for this particular post –
and do not forget to click "Publish" or "Update" if you
are updating the post that was previously published.

Sample password

This is how the post ends up looking:

Sample post

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Content 2:

New page:

Save/Saved Indicator

Title of your page

Page content goes here.

You can include photos and videos into the body of the page. Press the + sign to insert images (from the computer or from an online location).

To insert a video from YouTube click on the chain link icon and paste the URL.

Page Settings

Status

Publish Immediately

Public

Pending review

Tags

Featured Image

Page Attributes

Sharing

More Options

Once the title and the page content is completed, the next step is to:

- save it as a draft in order to come back and add more content at a later time;
- publish immediately;
- schedule a page to show up at a later time and date;
- publish a post for administrators and editors to view the content when they are logged in;
- publish privately with a password-protected post so only the people who know the password can access your locked content.

How is the page different from the blog post?

Blog post contains content that is dated chronologically.
Pages are typically not dated. Page titles and content will vary depending on that your site is about. Is it a company website/blog? Examples of the pages are "About Our Company, Contact, Gallery, Clients, etc.".
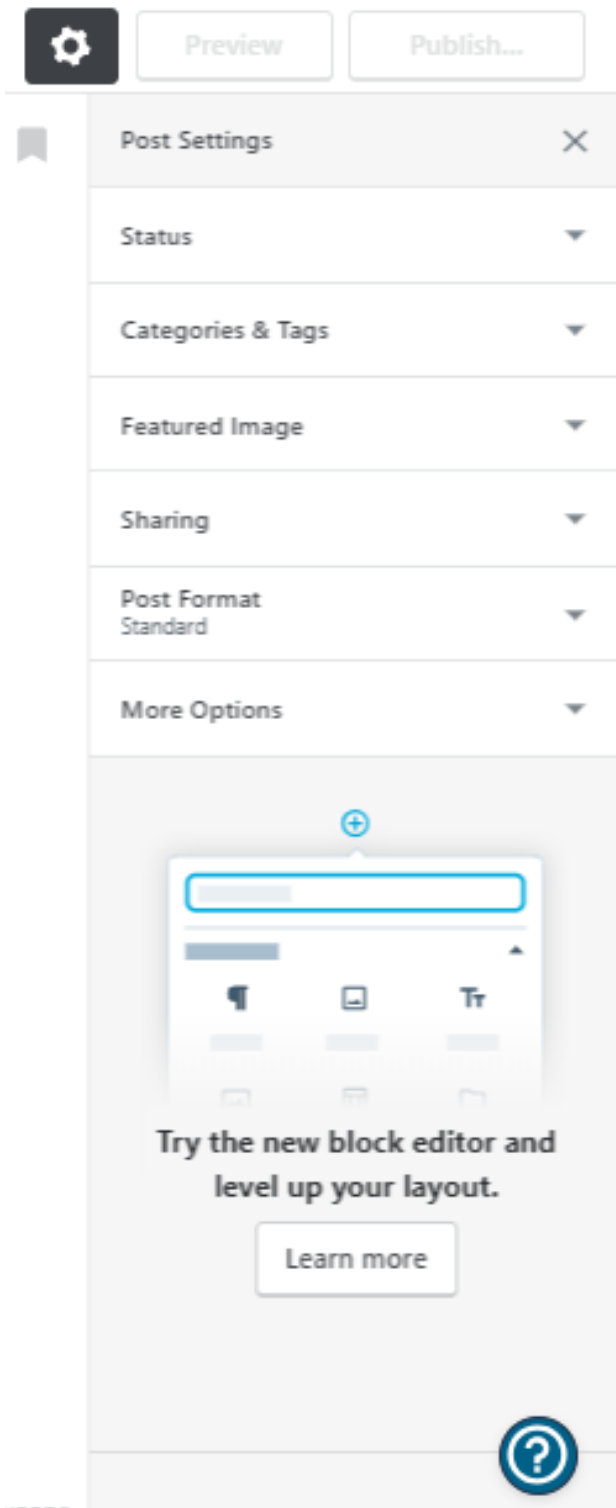If you are creating a personal website/blog then it could just include an "About Me" and "Contact Page". Remember that a blog component is not a requirement and that it can be replaced with a static page such as "About Our Company".

For more inspiration go and discover other sites for a while:
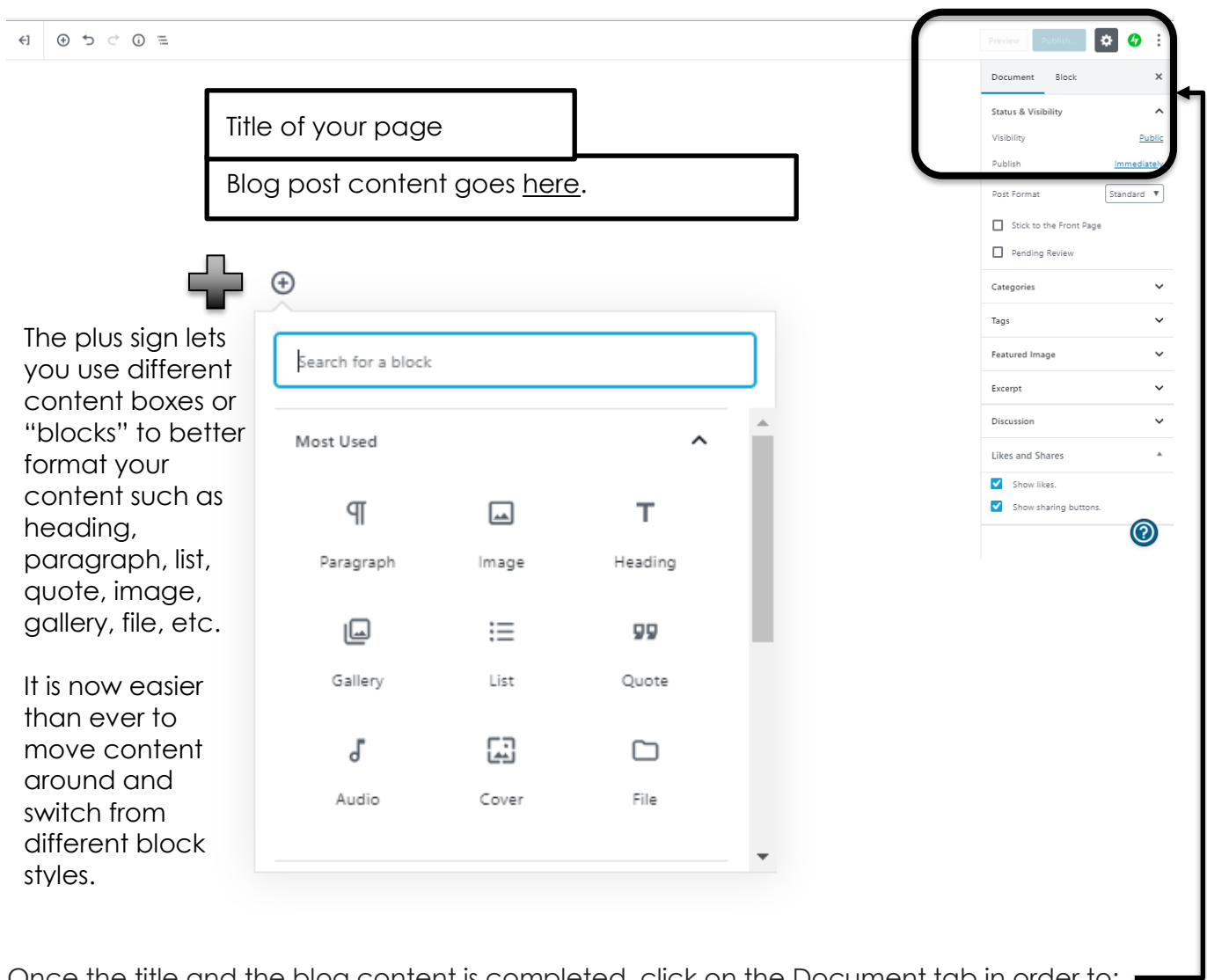**https://wordpress.com/discover**

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New Blocks:

If you already have an account, you might also notice these prompts to update to the block editor layout.

Post Settings ✕

Status ▾

Categories & Tags ▾

Featured Image ▾

Sharing ▾

Post Format
Standard ▾

More Options ▾

Try the new block editor and level up your layout.

Learn more

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Blocks: Content 1:

Title of your page

Blog post content goes here.

The plus sign lets you use different content boxes or "blocks" to better format your content such as heading, paragraph, list, quote, image, gallery, file, etc.

It is now easier than ever to move content around and switch from different block styles.

Search for a block

Most Used

¶
Paragraph

🖾
Image

T
Heading

🖼
Gallery

☰
List

99
Quote

♪
Audio

🖾
Cover

📁
File

Preview Publish ⚙ ✅ ⋮

Document   Block   ✕

Status & Visibility ⌃

Visibility   Public

Publish   Immediately

Post Format   Standard ▼

☐ Stick to the Front Page

☐ Pending Review

Categories ⌄

Tags ⌄

Featured Image ⌄

Excerpt ⌄

Discussion ⌄

Likes and Shares ⌃

☑ Show likes.

☑ Show sharing buttons.

Once the title and the blog content is completed, click on the Document tab in order to:

- save it as a draft in order to come back and add more content at a later time (actually the content auto-saves the post as a draft from the get go, so just closing the post would save it);
- publish immediately;
- schedule a post to show up at a later time and date;
- publish a post for administrators and editors to view the content when they are logged in;
- publish privately with a password-protected post so only the people who know the password can access your content.

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