

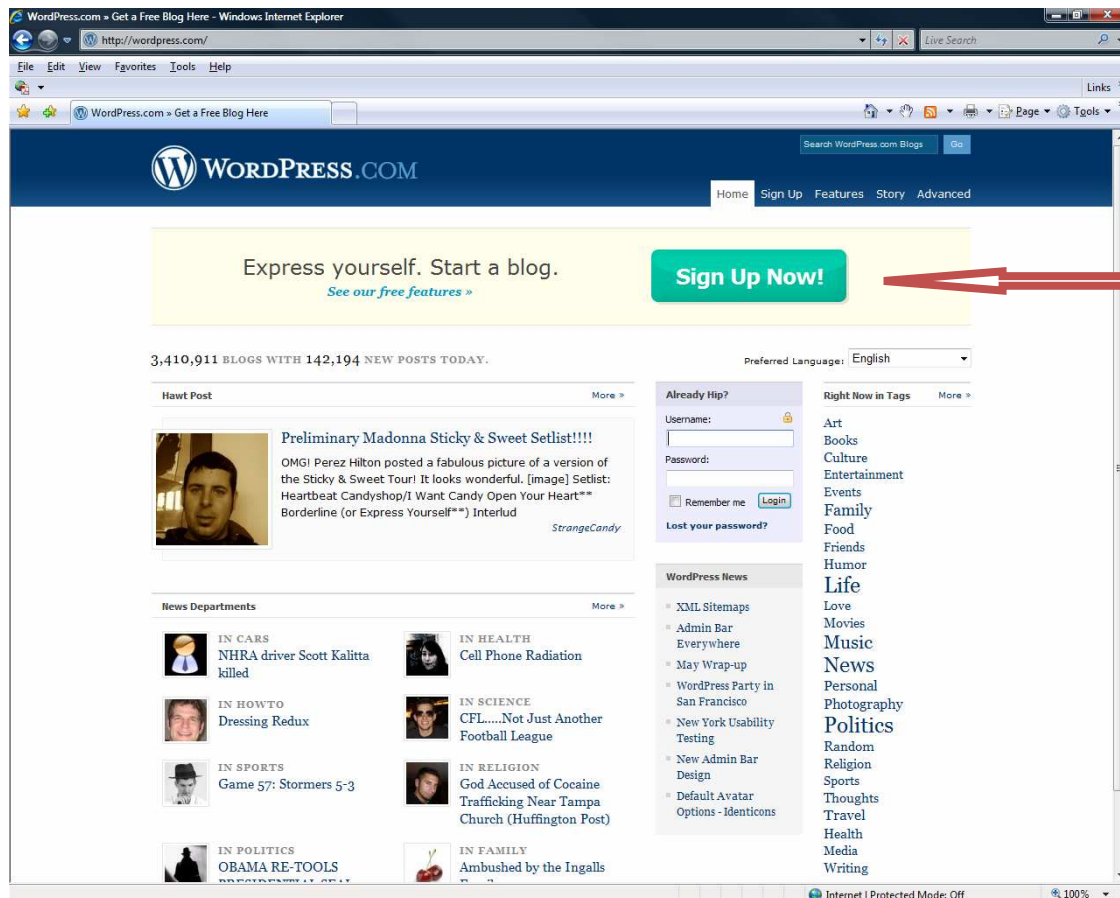
# Creating a Blog Using WordPress.com

Created by Beverly Choltco-Devlin, Reference and Electronic Resources Consultant

1. Before we begin, choose an email account that you would like to have linked to your blog. You will authenticate your blog through this email account. WordPress will also notify you when someone has posted a comment to your blog. Write down your email address here:

\_\_\_\_\_ PW (optional)\_\_\_\_\_

2. Type the following in the address bar of your browser (i.e., Internet Explorer, Firefox, etc.) Or click on the link: <http://wordpress.com>
3. Click on the green/blue button that says "Sign Up Now"



4. On the next page, “Get Your Own WordPress.com account in seconds” think of a UNIQUE “username”. This will be how you will log in and will also be the first part of your blog address. This will also be the default Blog Title but you can change this later.

WordPress.com - Windows Internet Explorer  
http://wordpress.com/signup/

WordPress.com

WordPress.COM

Home Sign Up Features

## Get your own WordPress.com account in seconds

Fill out this one-step form and you'll be blogging seconds later!

**Username:**   
(Must be at least 4 characters, letters and numbers only.)

**Password:**

**Confirm:**   
Use upper and lower case characters, numbers and symbols like !"£\$%^&() in your password.

**Email Address:**   
(We send important administration notices to this address so triple-check it.)

**Legal flotsam:**  I have read and agree to the fascinating [terms of service](#).

Gimme a blog! (Like [username.wordpress.com](#))

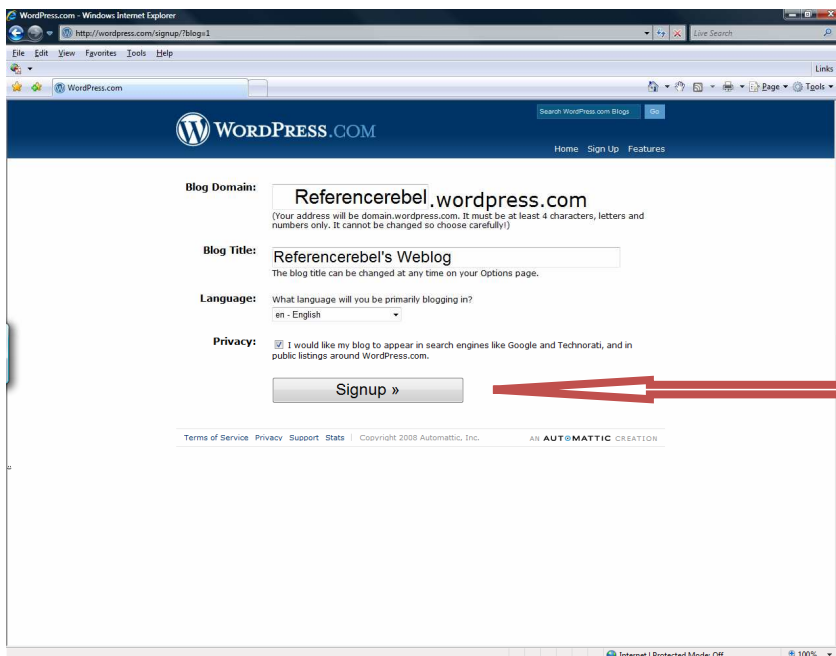
Just a username, please.

Terms of Service Privacy Support Stats Copyright 2008 Automattic, Inc. AUTOMATTIC INVENTOR

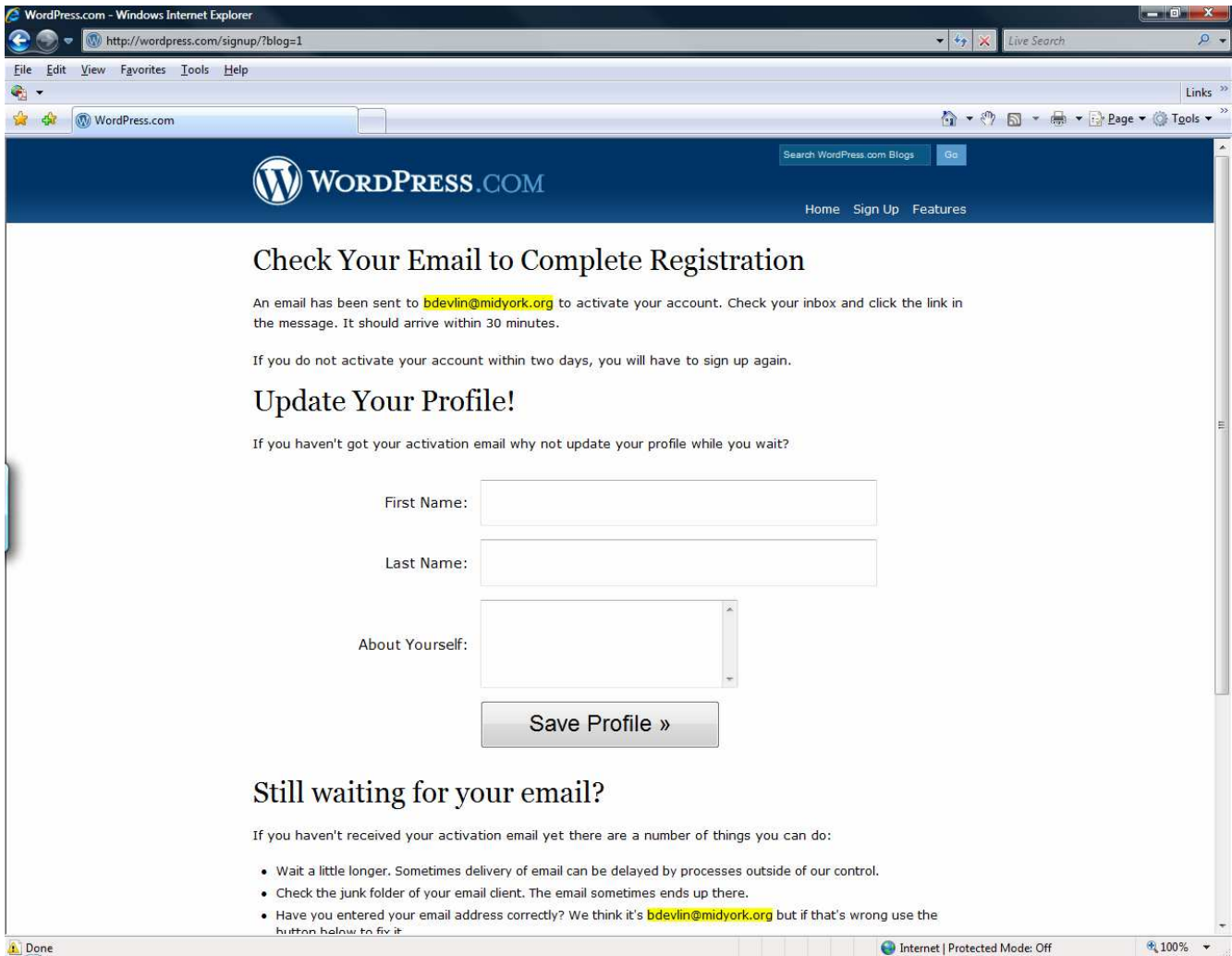
Internet | Protected Mode: Off 100%

5. Enter your username in the first box and write it down here:
6. Enter a password where indicated. Write it down here:
7. Retype (confirm) your password where indicated.

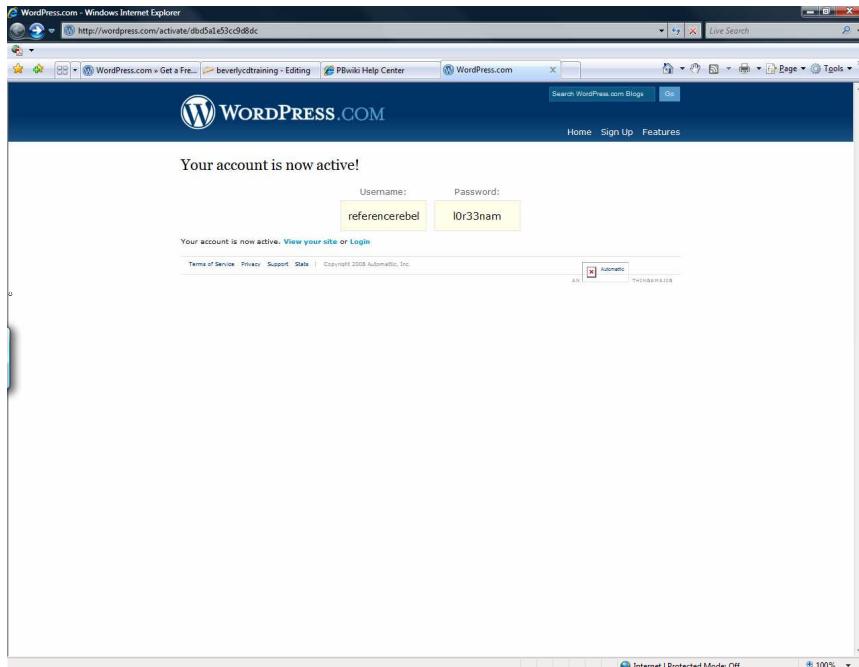
8. Type in your email address from above in the place indicated.
9. Click on the box that says "I have read and agreed to the fascinating terms of service." Please note that if you actually click on the legal info that you will need to re-enter your password. Take my word for it! I have printed you off a copy to keep you from having to do that.
10. Leave the "Gimme a Blog" selection checked as is.
11. Click the NEXT button as indicated above AFTER you have entered all of the other information.
12. You **may** get a message that says your username is already taken. If so, think of something more unique.
13. Once you have successfully completed the previous page you will get a page that looks like the following. It will include your blog address/domain and also your blog title (which you can change later. If you would like people to find your blog in search engines like Google or Technorati, leave the box checked. If you want a more private blog "uncheck" the box by clicking on it. Click the SIGNUP Button



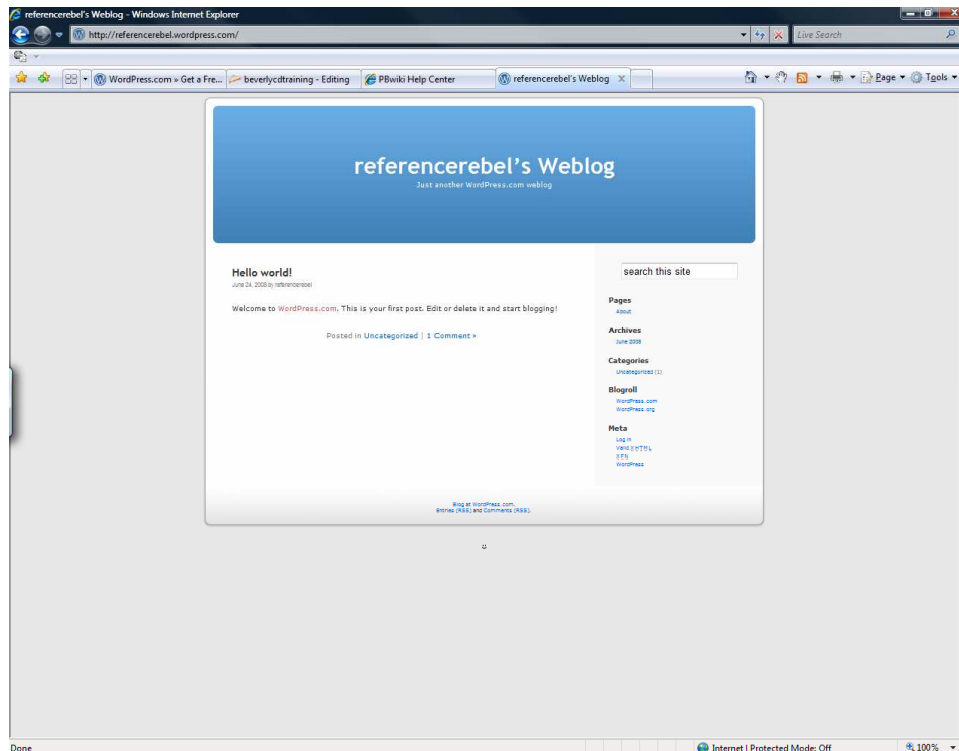
14. Now you will need to go to your Email Account to validate and activate your account.



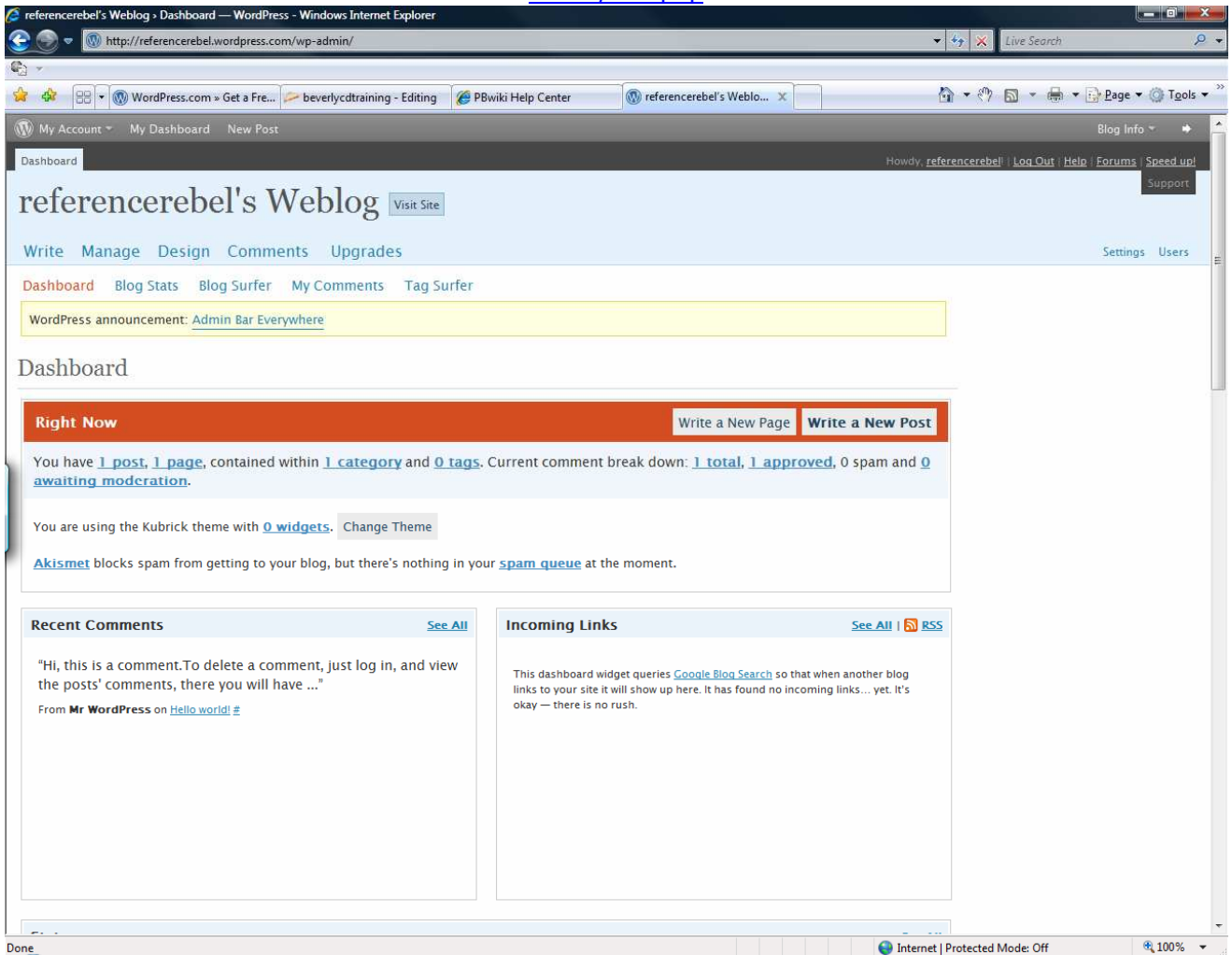
15. Once you have activated your account you should get a screen that looks like this:



16. **IMPORTANT NOTE:** After you get the email that has you activate your account, you will also receive another email that it is critical that you save. This email will tell you where you need to go to create new posts, how to change your settings, etc. It is a good idea to save this email and also to print it off. Additionally, it is a good idea to bookmark or add the links included to your favorites list. This is the only thing I do not like about WordPress. It is a little convoluted to get to your site to create new posts.
17. You are given the option in Number 15 above to **View Your Site** or to **Login**.
18. If you **View Your Site** you will get a page like the following which shows you what your first post looks like.



19. If you **Login**, you will get a page that asks you to Login with your Username and Password. Enter your Username and Password and click enter.
20. You will be taken to your **DASHBOARD** which is where you will manage your blog and create new posts.  
The Dashboard looks like the following page:

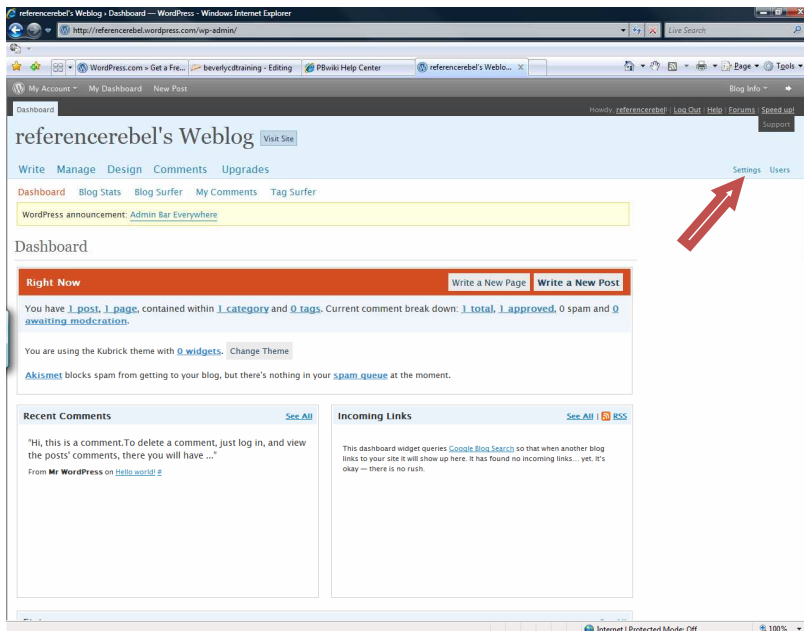


21. The tabs at the top of this page are where you will customize your blog. These include:
  - a. Write - Create posts here - also set advanced parameters for allowing comments, etc.
  - b. Manage – Keep track of posts and comments
  - c. Design – Select a graphical design theme for your blog and other fun stuff
  - d. Comments – Manage comments made to your blog
  - e. Upgrade – This is where you can pay for more stuff and space.
22. Click in the upper left hand corner next to the W where it says “**My Account**”
23. Click on **Edit Profile**.
24. This is where you can edit and add information about yourself. This is also where you can change your password. You can also upload a picture of yourself here if you choose.
25. So, go ahead and post your own first blog post, by clicking on the **Write** tab.
26. Select a title for your blog post.
27. Type the content of your blog post

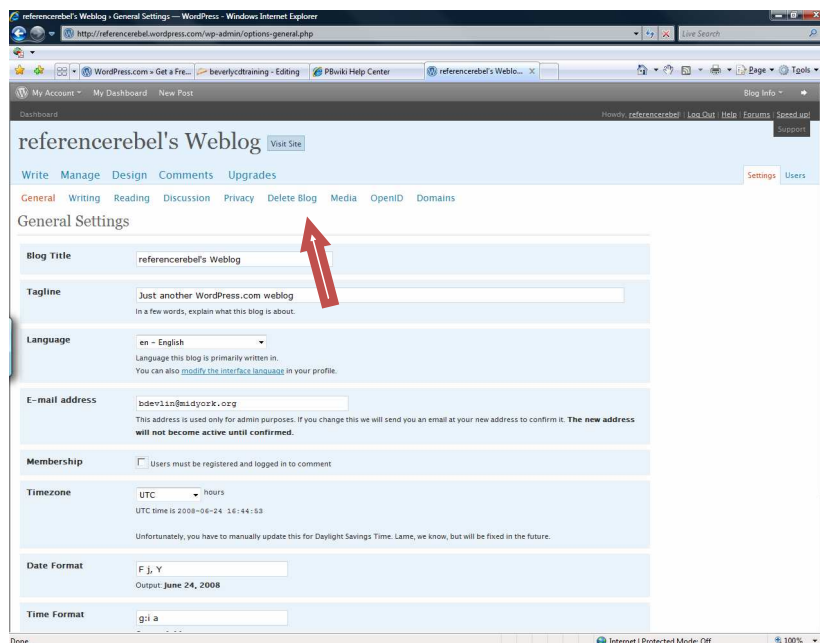
- 28. Add tags if you like (one or two words that describe the content of this particular blog post).
- 29. Click either **Save** or **Publish**. I generally recommend **Save**, so I can think about it.
- 30. If you change your mind after you publish a post, you can click on the **Manage** tab at the top, select the post you want to edit by clicking on it and then making your changes.
- 31. Here are a couple of other important things to remember:

- a. Deleting your blog

- i. To **DELETE** your blog entirely, in the Dashboard, click on the **EXTREMELY SMALL** link in the upper right hand tab that says **SETTINGS**.



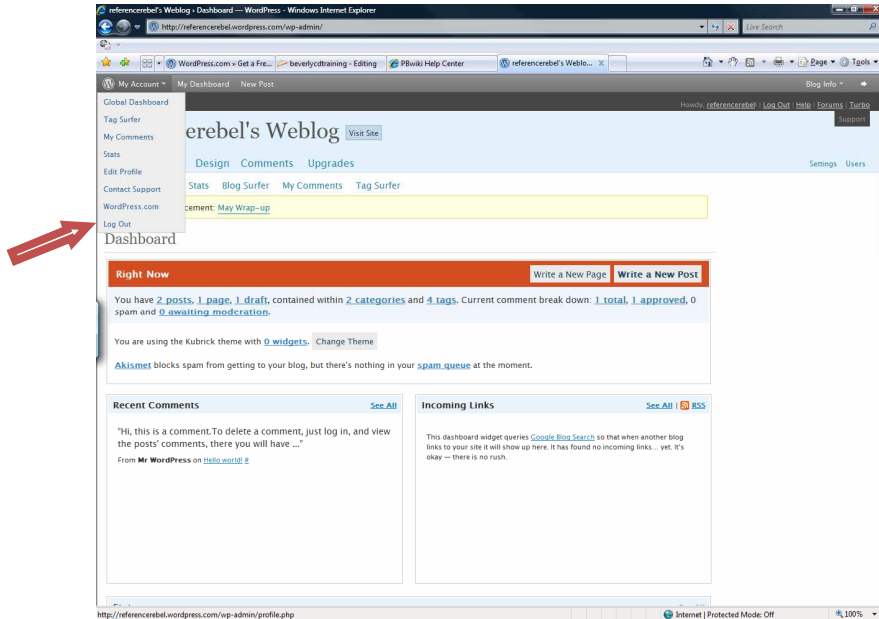
- ii. Click the **Delete Blog** tab:



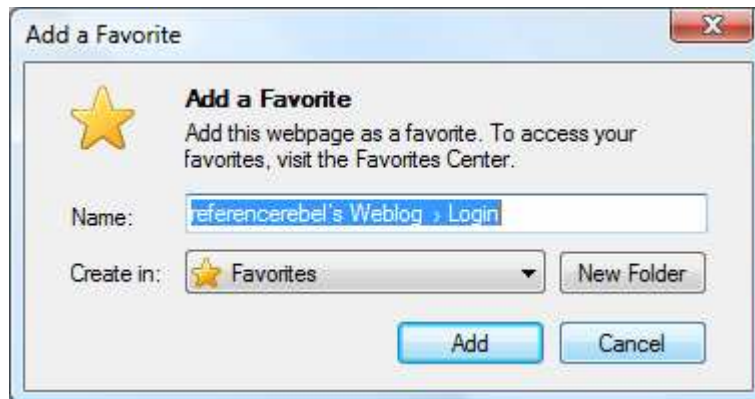


b. Setting the date and time settings look like a foreign language and are not intuitive at all.

32. Make sure you **Log Out** when you are through. Click on the My Account menu item in the extreme upper left corner. Then click. **Log Out**.



33. Once you have logged out, you will get a new Login Screen. It is a good idea to add this page to your **Links, Bookmarks, or Favorites** in your browser.



34. Have fun and happy blogging.