

Setting Up a WordPress Blog

Getting started:

Load the WordPress website, and then register as a new user. Follow these instructions:

1. Create a user name
2. Create a password
3. Enter a URL for your blog
4. Enter a name for your blog
5. Log in to WordPress to begin modifying the blog's layout

Order of modifications:

1. Go to MANAGE: POSTS
 - a. Delete sample post
2. Go to SETTINGS: GENERAL
 - a. Finalize blog title
 - b. Write tagline describing your blog's focus
 - c. Enter email address (for comments/updates)
 - d. Set time zone to UTC -5
 - e. Set date format to l, F j, Y
 - f. Set time format to g:i a
3. Go to SETTINGS: WRITING
 - a. Uncheck both formatting boxes
 - b. (You can come back to edit the default posting category in a little while)
4. Go to SETTINGS: DISCUSSION
 - a. Check ALL boxes except:
 - i. Other comment settings: Automatically close comments
 - ii. Comment moderation: Don't discard spam on old posts
 - b. Set Avatar Display to "Show Avatars" (you will select one, if you like, in a moment)
 - c. Set Maximum Rating to PG
 - d. Select a default avatar at the bottom (you can create a custom avatar later)
5. Go to SETTINGS: PRIVACY
 - a. Select the FIRST CHOICE under visibility; we are going to allow your work to be searchable, but we will keep it anonymous
6. Go to DESIGN: THEMES
 - a. You may choose any template here, as long as it adheres to the following requirements:
 - i. Tags must be a selectable widget that is viewable on the main page
 - ii. Categories must be a selectable widget that is viewable on the main page
 - iii. Pages must be a selectable widget that is viewable on the main page
7. Pick your template and ACTIVATE it
 - a. Click the ACTIVATE link in the upper right corner of the template when it loads
8. Go to DESIGN: WIDGETS
 - a. Add PAGES
 - b. Add CALENDAR
 - c. Add ARCHIVE
 - d. Add LINKS
 - e. Add TAG CLOUD
 - f. Add CATEGORIES

Before posting:

Be sure to follow the blogging rules posted to our class blog. Be sure above all else that you have kept the following information invisible and/or entirely absent from your blog:

1. Your last name (which cannot be given at any point in any way)
2. Your town and state
3. Your school's name

You may use an alias or your first name, but any and all identifying information beyond that must be kept secret. Failure to follow these guidelines – and all other guidelines posted online or given in class – will result in failure for the blogging unit and disciplinary action, including the forced removal of your blog.