

# WordPress & Blogging

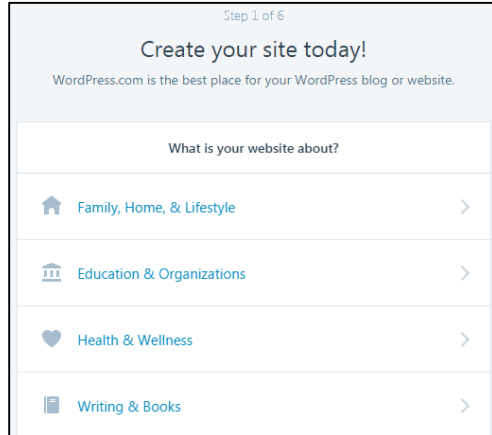
## I. Creating a WordPress Site

### Getting Started

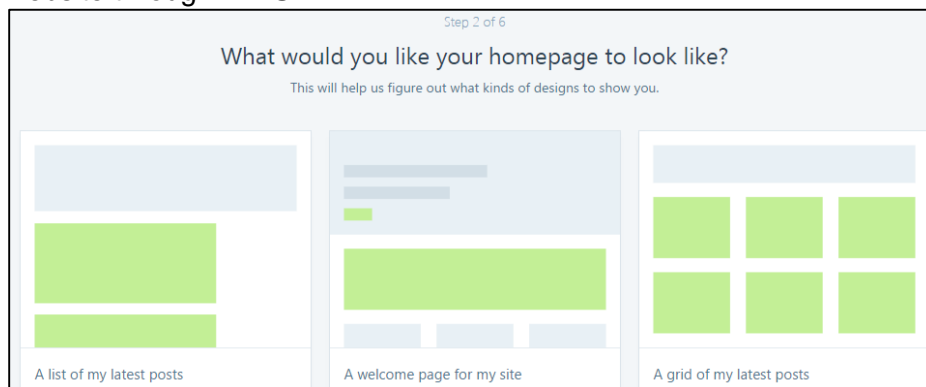
1. Go to [www.wordpress.com](http://www.wordpress.com) and click on **Get Started**.



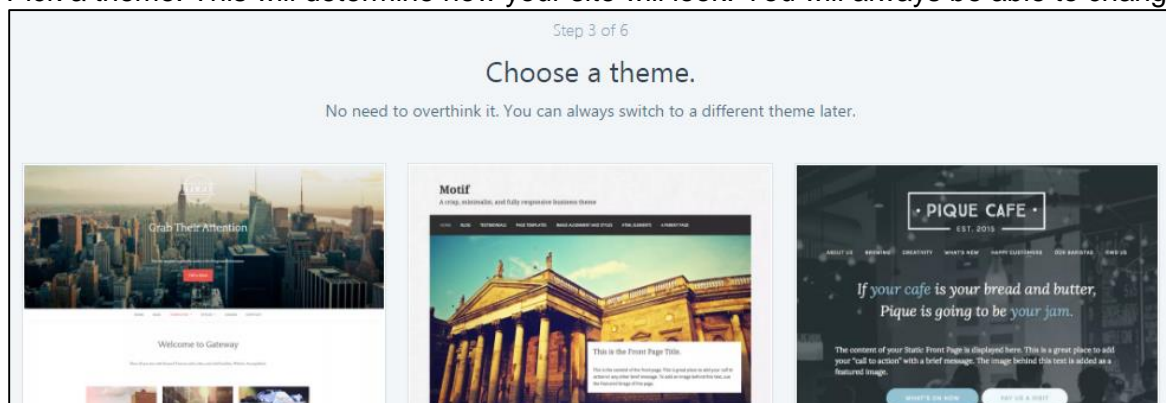
2. Choose the topic of your blog or website.



3. Choose how you want your homepage to look. You are basically choosing between a blog and a static website. If you are choosing to create a static website, contact Eric about hosting your website through FLLS.



4. Pick a theme. This will determine how your site will look. You will always be able to change it later.



5. Choose a name. Type your title in the search field. Select the domain you would like to use. Free WordPress sites will always have “wordpress.com” in their addresses.

Step 4 of 6

Let's find a domain.

Choose a custom domain, or a free .wordpress.com address.

Search bestlibraryever

bestlibraryever.wordpress.com	Free	Select
bestlibraryever.me	Included in WordPress.com Premium	Upgrade




6. Pick a plan. Free is always a possibility with WordPress.

Step 5 of 6

Pick a plan that's right for you.

Not sure which plan to choose? Take a look at our [plan comparison chart](#).

OUR MOST POPULAR PLAN

<p>Free</p> <p>Just get started</p>  <p>Free</p> <p>for life</p>	<p>Premium</p> <p>Supercharge your site</p>  <p>\$8.25</p> <p>per month, billed yearly</p>	<p>Business</p> <p>Take it to the next level</p>  <p>\$24.92</p> <p>per month, billed yearly</p>
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7. The final step is to sign up and finishing creating your account.

Step 6 of 6

Create your account.

Your email address

Choose a username

Choose a password

By creating an account you agree to our fascinating [Terms of Service](#).

Create My Account

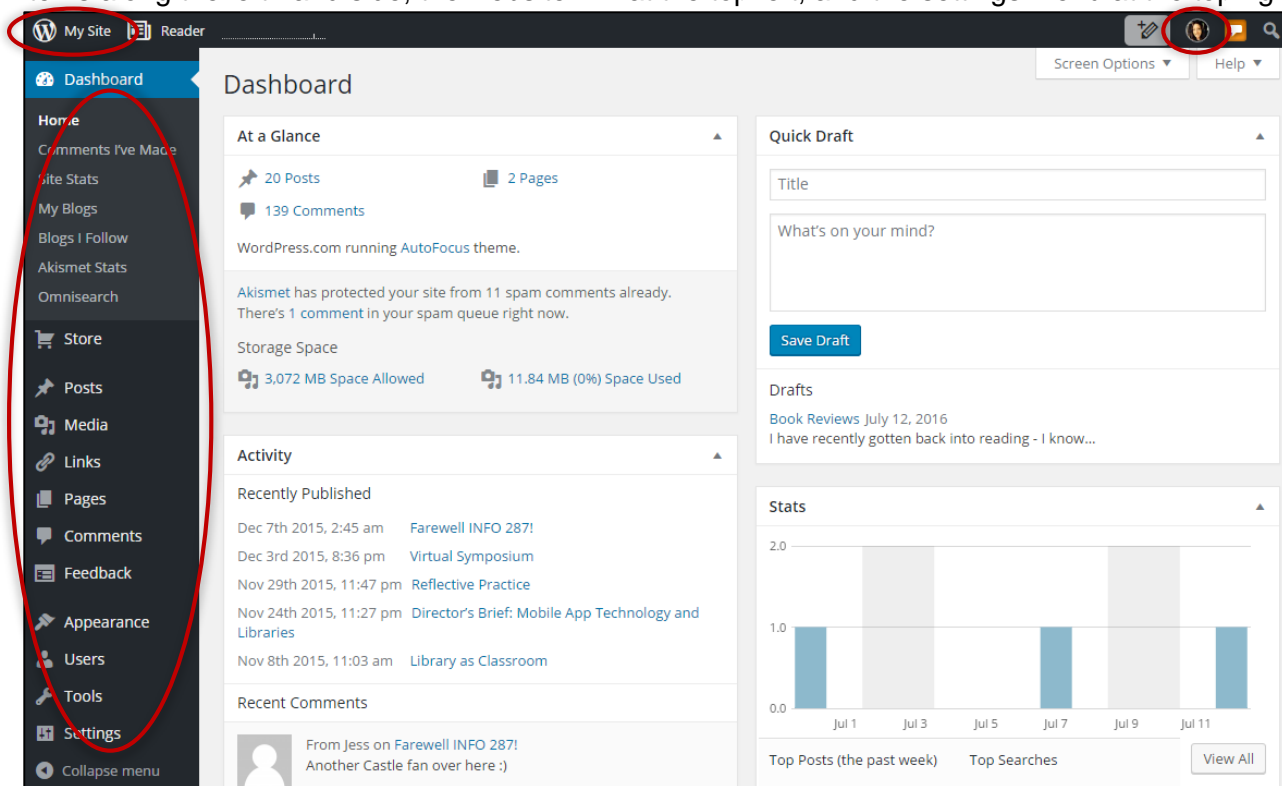
## Home Page



The Blue bar at the top of the page is where you can navigate between your tools in WordPress.

- “**My Site**” will present statistics to you and information about your site. Allows you to check on the statistics of your blog. It will show you how many views you have, what countries those views came from, and what sites were used for them to find you.
- “**Reader**” symbol will always take you back to your “home page” that displays all blogs that you choose to follow.
- The pencil symbol is what you click on to write a new post on your blog.
- The circle icon will give you settings.
- The bell is the notifications.

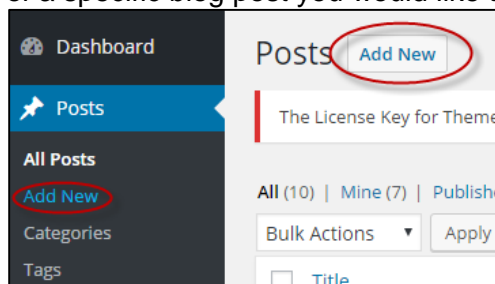
**Dashboard:** This is the page you will see each time you log in. Some important places include the menu items along the left hand side, the website link at the top left, and the settings menu at the top right.



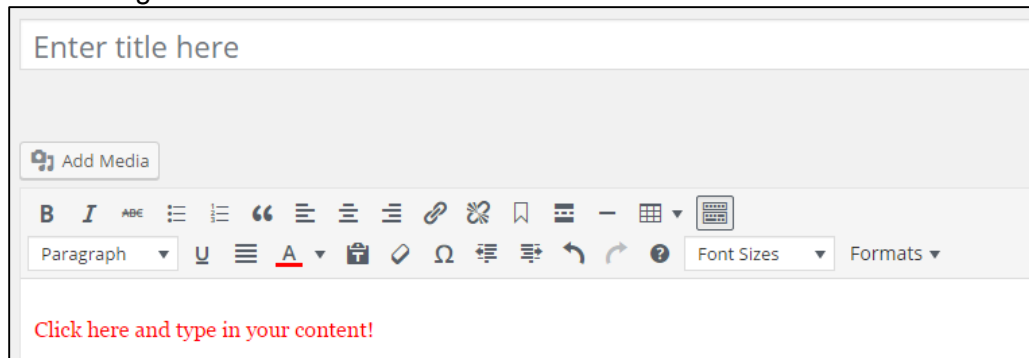
## II. Adding Content

**Posts:** These are blogs posts that appear on your blog page.

1. On your Dashboard, click on **Posts** and then **Add New**. Or click on Posts and then click on the title of a specific blog post you would like to edit or update.



2. Enter your title by clicking where it says, "Enter title here." Click in the text box area to begin typing and adding content.



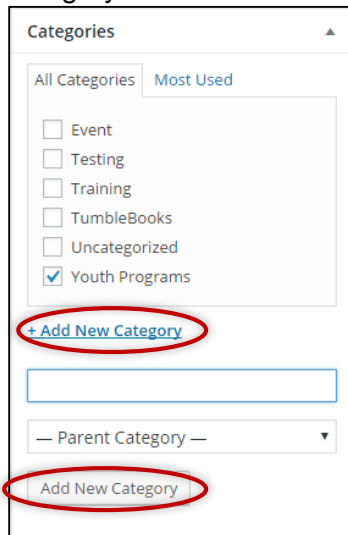
Enter title here

Add Media

Paragraph U **B** *I* ABC [List Icons] [Link Icon] [Unlink Icon] [Image Icon] [Media Icon] [Font Sizes] [Formats]

Click here and type in your content!

3. Scroll down and look at the right hand side of your screen. Add categories to better organize your posts, use general terms like Events or Adult Services. Click on **+Add New Category**, type your category term in the field that appears, then click on the **Add New Category** button.



Categories

All Categories Most Used

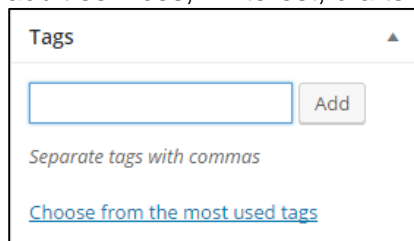
- ☐ Event
- ☐ Testing
- ☐ Training
- ☐ TumblrBooks
- ☐ Uncategorized
- ☒ Youth Programs

[+ Add New Category](#)

— Parent Category —

[Add New Category](#)

4. Add tags to improve keyword searching. Under categories you will see **Tags**. Click in the box and type some keywords to describe your post. Make sure to separate your tags with commas. Ex. adult services, Pinterest, crafts.

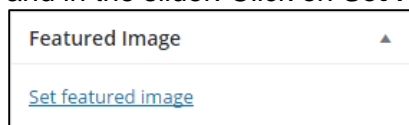


Tags

*Separate tags with commas*

[Choose from the most used tags](#)

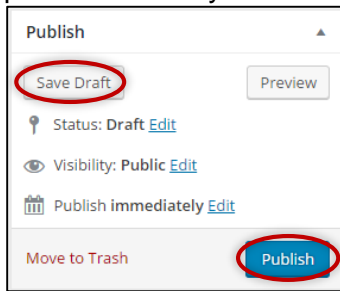
5. Near the bottom you can choose to set a featured image. This image will appear on the blog page and in the slider. Click on **Set featured image** and then follow the steps listed under **MEDIA**.



Featured Image

[Set featured image](#)

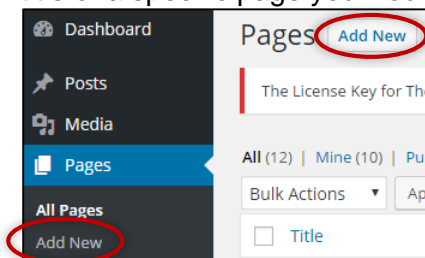
- Before moving on you must save your post or publish to make it live. If you are ready to go, click on **Publish** (or the button will say **Update** if you are editing a post). Click on **Save Draft**, to save your post for later. If you are editing a post, you may click on **Move to Trash** to delete the page.



- Looking for an old page? Click on **Posts** and you will be presented with a list of posts that you have created. Click on any of the titles to access a post. You can also search for a post using the search area located in the upper right. Type in a keyword and click on **Search Posts**.

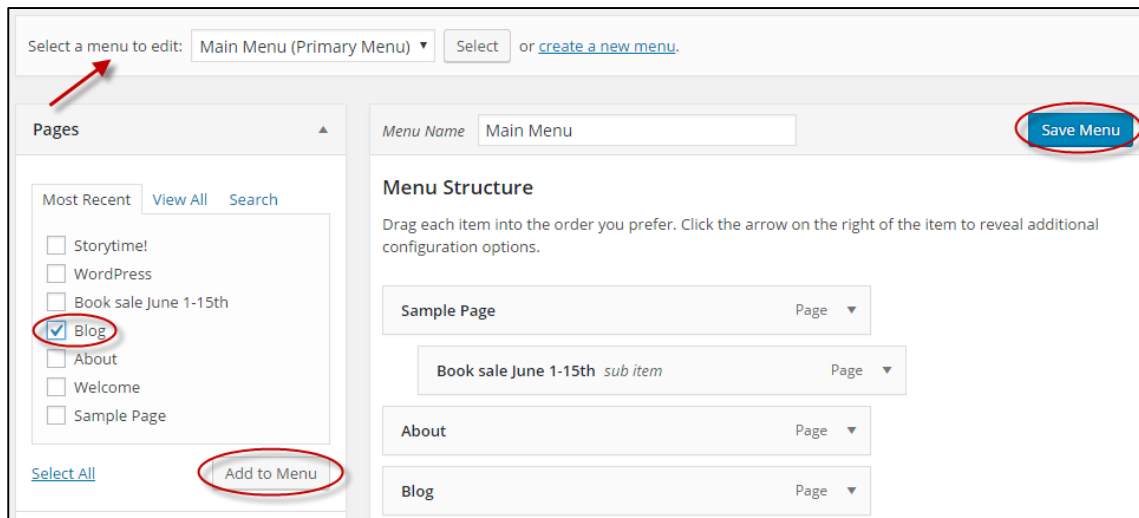
**Pages:** These are static pages like the events calendar or your hours.

- On your Dashboard, click on **Pages** and then **Add New**. Or click on **Pages** and then click on the title of a specific page you would like to edit or update.



- Enter your title by clicking where it says, "Enter title here." Similar to **POSTS** directions above.
- Click in the text box area to begin typing and adding content. Similar to **POSTS** directions above.
- Publish or update. Similar to **POSTS** directions above.

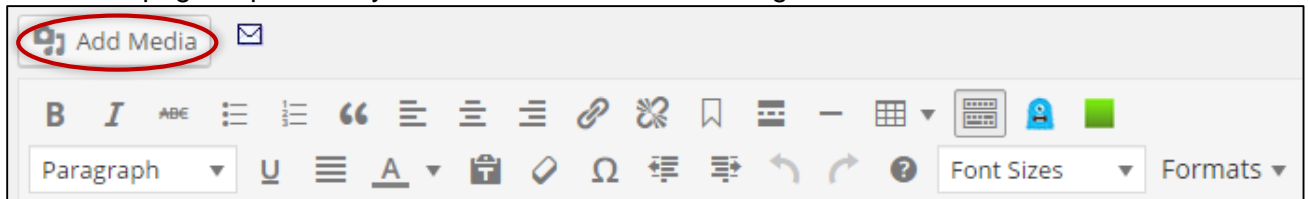
To have your page show up on your live website there is one more step to complete. You must edit the menu.



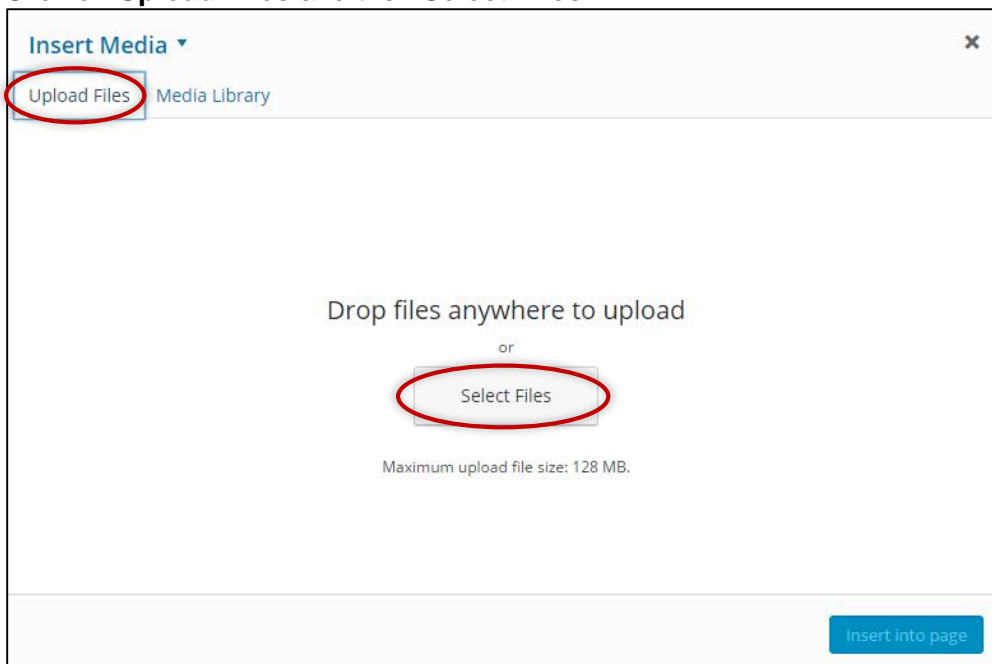
1. Move your mouse to **Appearance** and then click on **Menus**.
2. Where it says, "Select a menu to edit.", make sure it says **Main Menu (Primary Menu)**.
3. Under pages you will list a list of recently created pages. Click in the box next to the page you want to make live.
4. Click **Add to Menu**.
5. Under **Menu Structure**, you can change the order of the pages by clicking, holding down, and dragging them to the desired location.
6. Click on **Save menu**.

**Media:** This includes images and PDF documents that you need to insert into your webpages. You can add media any time by clicking on **Media** on the **Dashboard**, clicking on **Add New**, and then following steps 3-5 below. Or you can add media as needed in your posts and pages. *This section does not cover adding galleries of images.*

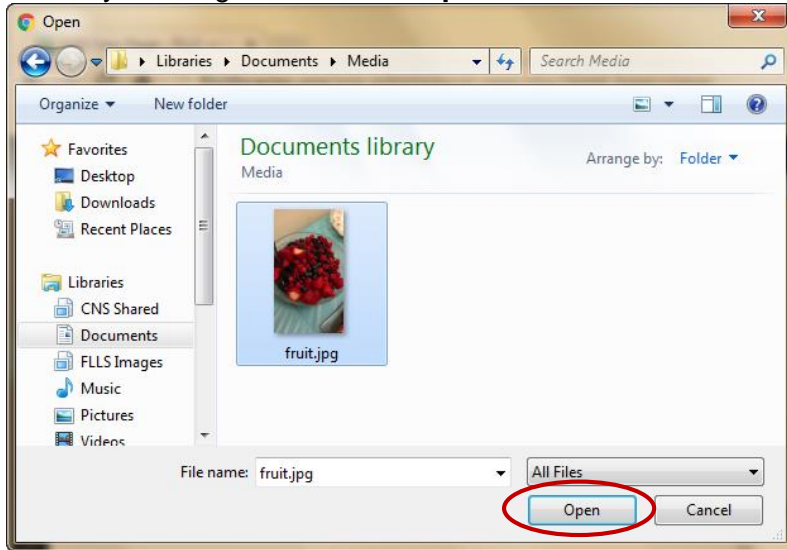
1. Find an image on the internet and save it to a safe place or locate your desired image. On page 7 of the original WordPress handout, there are several resources listed for free images. Or locate an image that you have taken.
2. Select the page or post that you would like to insert the image into. Click on **Add Media**.



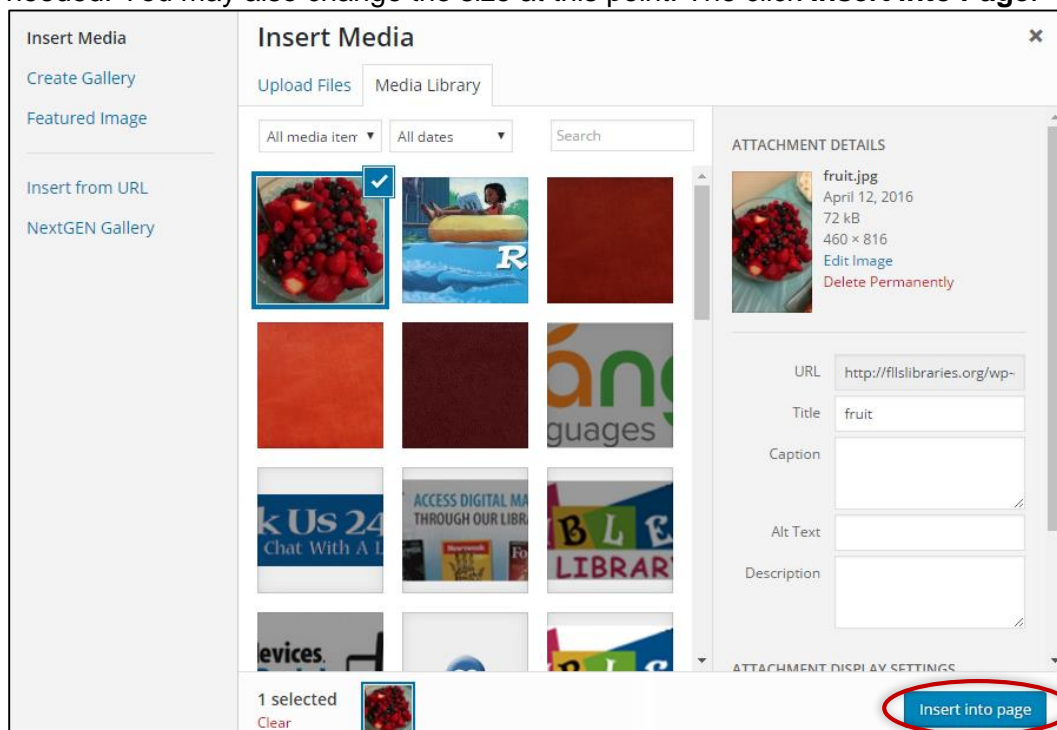
3. Click on **Upload Files** and then **Select Files**.



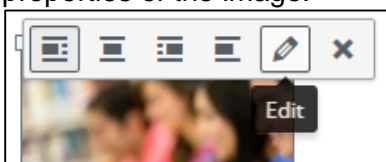
4. Locate your image and click on **Open**.



5. When uploaded, change your Title, Caption, Alt Text (for ADA compliance), or Description as needed. You may also change the size at this point. The click **Insert into Page**.

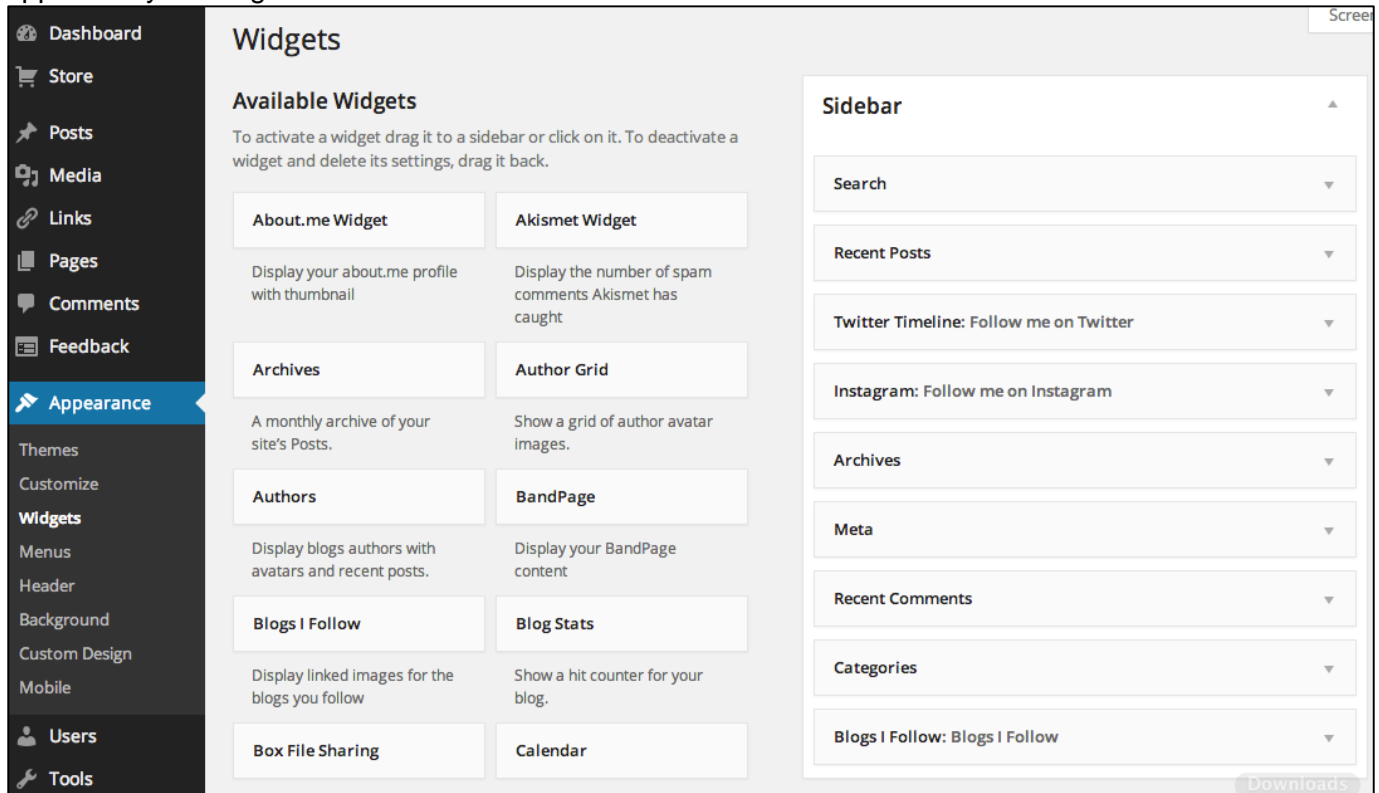


6. Your image will now appear in your post or page. Click and hold on the image and drag it to the appropriate location in the post or page.
7. You can also change the size of the image by first clicking on the image and then clicking and holding on to the bottom right white squares at the corner of the picture. Drag the square to the lower right to increase size or reverse to decrease size. You can also click on the pencil to edit the properties of the image.



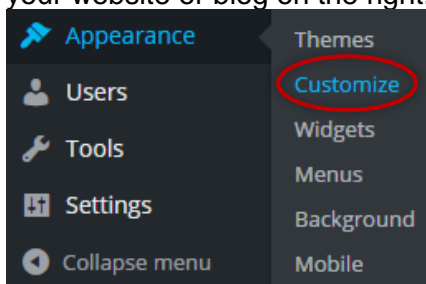
### III. Customization

**Widgets:** There can be apps, programs, and social media sites that you can add to your blog. Twitter updates, Facebook info, Instagram, Tumblr, a search field, Calendar events, links, and recent posts are all ways of promoting your blog and reaching out to more viewers. You simply add your personal information to a widget and then drag and drop it to a specific area in the order that you would like to see the widget appear on your blog.



#### Theme Customization

- Go to **Appearance** → **Customize**. You will see the customization menu on the left and a preview of your website or blog on the right.



- In the customization menu, you may choose to change the colors and backgrounds, select a custom design if applicable, change fonts, change menus, change widgets, etc. There will be different options depending on the theme that you use.
- Site Identity** allows you to change the title of your blog/website, tagline, and logo.
- Static Front Page** allows you to change your blog to a website and vice versa.
- The opportunities are endless and really depend on what theme you choose to use.*



## IV. Blogging Resources

- NYLA Blogs We're Reading  
[https://www.nyla.org/max/4DCGI/cms/review.html?Action=CMS\\_Document&DocID=1322&MenuKey=nomenucms](https://www.nyla.org/max/4DCGI/cms/review.html?Action=CMS_Document&DocID=1322&MenuKey=nomenucms)
- Strategies for Successful Blogging  
<http://www.toledolibrary.org/blog/strategies-for-success-top-5-blogging-tips>
- Social Media Marketing Tips for Libraries  
<http://oedb.org/ilibrarian/10-social-media-marketing-tips-for-libraries/>
- Daring Librarian's Blog Tips  
<http://www.thedaringlibrarian.com/2011/07/just-blog-it-blogging-tips-ideas.html>
- Copyright Free Images
  - [Freedigitalphotos.net](http://freedigitalphotos.net)
  - Pixabay – [pixabay.com](http://pixabay.com)
  - Wikimedia Commons – [commons.wikimedia.org](http://commons.wikimedia.org)
  - Morgue File – [morguefile.com](http://morguefile.com)
  - Iconfinder – [iconfinder.com](http://iconfinder.com)
  - Flickr: The Commons (note Creative Commons rules and follow them) - [flickr.com/commons](http://flickr.com/commons)
  - TinyEye Labs (search by color, also often Creative Commons) - [labs.tineye.com](http://labs.tineye.com)
  - World Images – World Images - [worldimages.sjsu.edu](http://worldimages.sjsu.edu)
  - Unsplash – [unsplash.com](http://unsplash.com)

**To learn more about WordPress,  
visit: <https://codex.wordpress.org/>**



### **Questions? Comments? Contact:**

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