

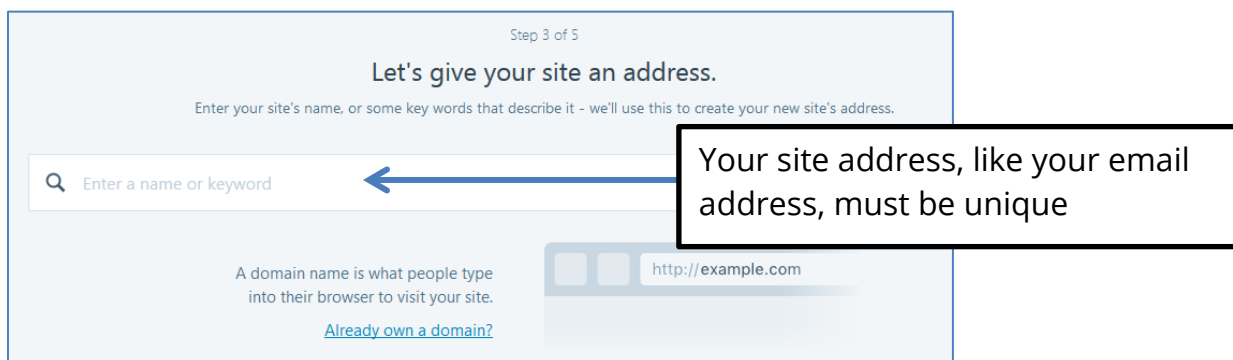
PART I: Introduction to WordPress

What is it?

WordPress is a tool that allows you to easily create blogs and websites. It has two versions: WordPress.com and WordPress.org. WordPress.com is fully hosted and requires less technical knowledge than WordPress.org. Users are required to create an account to use WordPress.

PART II: Sign Up

1. Go to www.wordpress.com, and click **Get Started**.
2. Click **Start with a blog**.
3. Choose a theme by clicking on it. Themes are not permanent, so don't worry about choosing the 'wrong' one. It's easy to change it later if need be.
4. Enter your desired site address, and click **Select**:



Suggested site addresses will pop up. The first domain on the list is the free one. Choose it by clicking **Select**.

5. Click **Start with Free**.
6. Create your account

The screenshot shows the 'Step 4 of 4' account creation page. It has three input fields: 'Your email address', 'Choose a username', and 'Choose a password'. A blue arrow points from the 'Choose a username' callout box to the username field. Another blue arrow points from the 'Choose a password' callout box to the password field. At the bottom is a 'Create My Account' button.

Your username can be any name. It will be visible to the public.

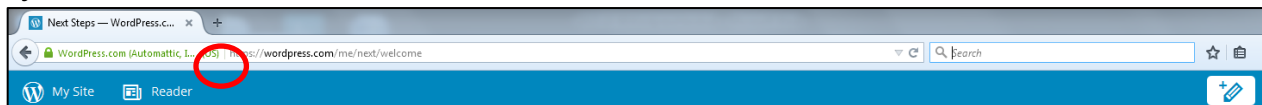
For security, don't use an easy-to-guess password like your pet's name.

Please note: your password and username cannot be the same. When you are finished, click **Create My Account**.

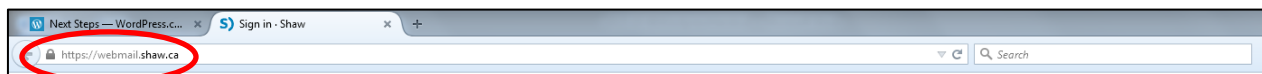
7. Congratulations! Your site has been created. Click **Continue**, and you'll see "Welcome to WordPress.com" at the top of the screen.

Verify Your Email

Before you can publish your first post, you'll need to verify your email. In order to verify your email address, open up a new tab in your browser. You can do this by clicking on the "+" sign at the top of your screen:



From the new tab, enter the address of your email provider. For example, if you use Gmail, type www.gmail.com; if you use Shaw, type <https://webmail.shaw.ca/> and hit enter.

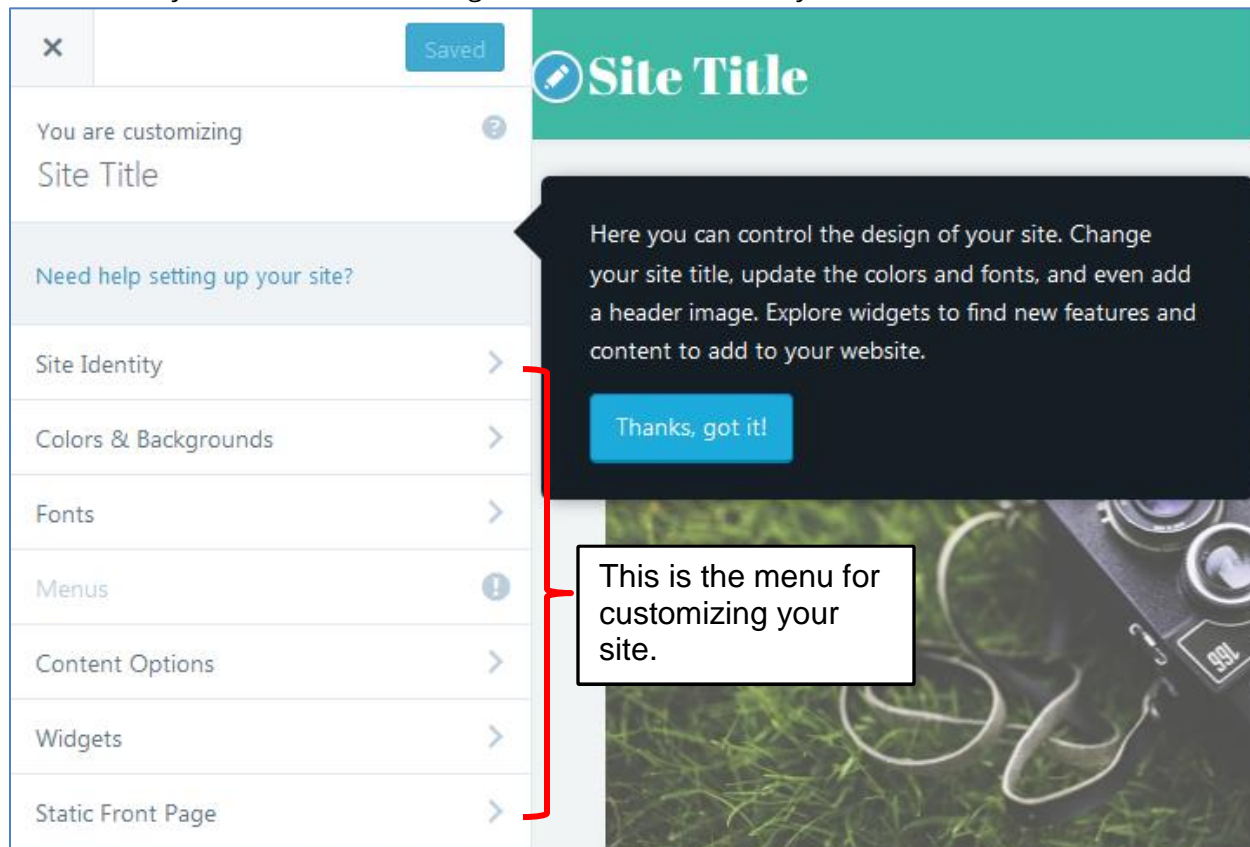


Follow the steps outlined in the email from WordPress.com. You may have to wait a bit for the email to show up in your Inbox. Once you have followed the steps, logout of your email and close the tab. **Do not close the window.** Click the grey **x** beside the tab your email is open in, **not** the red x at the right hand corner of the screen. This should bring you back to the WordPress tab again.



PART III: Customize Your Site

Clicking **Customize** (halfway down the left menu) brings you to the customization menu (pictured), which allows you to make some changes to the look and feel of your site.



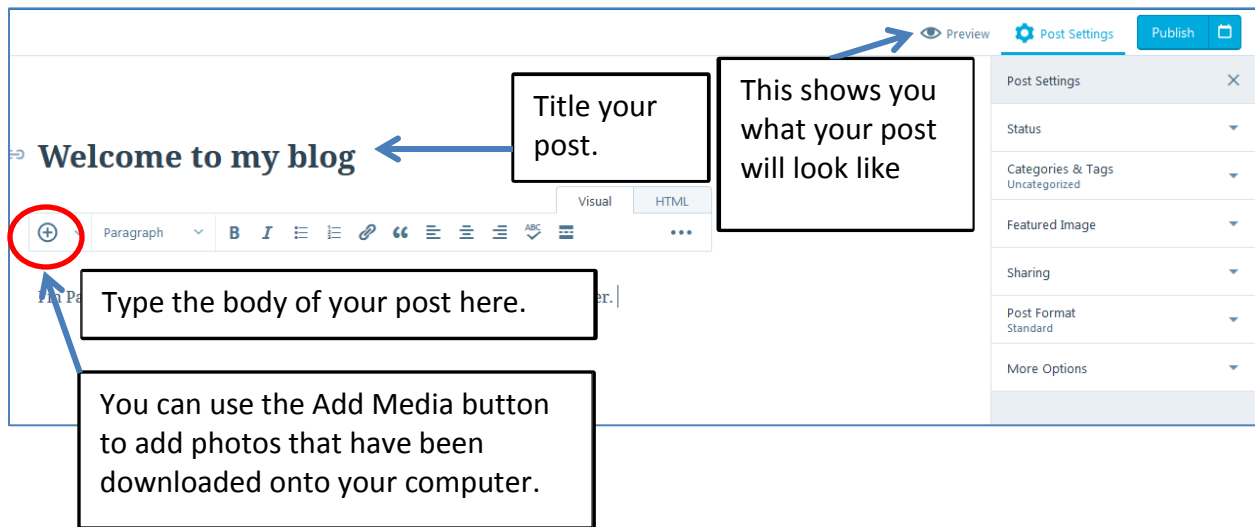
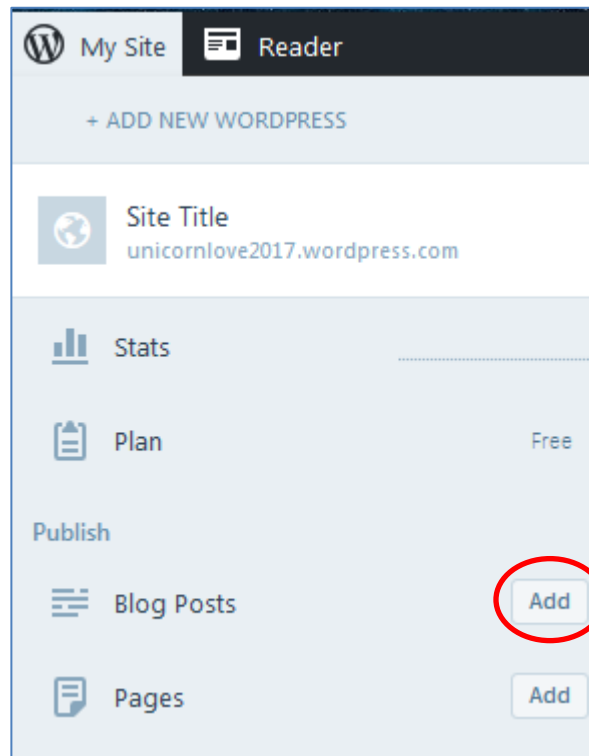
What you can do using the Customization Menu:

- **Site Identity:** allows you to change the title of your site and add a slogan / tagline.
- **Colors & Backgrounds:** allows you to set the colours used in your site from a limited range of pre-set palettes. In the example above, I chose aqua on white.
- **Fonts:** allows you to set the font for your headings and base font. (Your base font is the font your postings are written in.)
- **Header Image:** allows you to add an image to your header. This image is uploaded from the device you are working on. It is not available with all themes.
- **Content Options:** allows you to modify how your content is displayed. It is not available with all themes.
- **Widgets:** allows you to add features to your blog. Note: The Primary Sidebar is on the left of the screen, the Content Sidebar is on the right.
- **Static Front Page:** allows you to choose between a static front page (i.e., one that doesn't change) and a front page which displays your latest posts first.

When you make a change that you are satisfied with, click **Save and Publish**. When you are done making changes, close the customizer by clicking the **x** on the left hand side of the screen.

PART IV: Adding a New Post

Click on **My Site** to bring up a menu of options. Click on the **Add** to the right of **Blog Posts** to start writing a new post.



Publishing a post can be as simple as writing text and clicking **Publish**.

PART V: Learn More

There are lots of resources to explore.

Library Resources

Google [North Vancouver City Library](#), or type [nvcl.ca](#) in the URL bar

- Click on **Research and Learn**, then on **Computer Classes**. Scroll to Intro to WordPress Blogging, then click on **Class Resources**. Explore the options!
- Try a tutorial on Lynda.com, accessible for free on the library website: [www.nvcl.ca/databases](#) > **Lynda.com**. Type "WordPress" into the search bar and try a class.
- **Safari Books Online** (you'll need to input your library card number and password if you're doing this from home): [www.nvcl.ca/databases](#) > Safari Books Online.
- Look for books on the third floor at **Row 26, 006.752**
- Set an appointment with a Tech Connect staff member by emailing techconnect@cnv.org or calling 604 982 3941

Other Resources

- **WordPress' Zero to Hero guide** <http://learn.wordpress.com/>
- **Online Help:** <http://en.support.wordpress.com/>
- **Online Training:** <http://www.gcflearnfree.org/wordpress-resources/wordpress-resources/1/>
- **Online Glossary:** <http://learn.wordpress.com/glossary/>