

Please add your name to your profile – *it will show up with your posts on our site*

The screenshot shows the WordPress user profile page for 'Prof. Barry Erdeljon'. The 'Name' section is highlighted with a red box and contains the following fields:

- Username: berdeljo (Note: Usernames cannot be changed.)
- 1 First Name: Barry
- 2 Last Name: Erdeljon
- 3 Nickname (required): Prof. Barry Erdeljon
- 4 Display name publicly as: Prof. Barry Erdeljon

The 'Personal Options' section includes the following settings:

- Visual Editor: Disable the visual editor when writing
- Admin Color Scheme: Blue, Gray
- Keyboard Shortcuts: Enable keyboard shortcuts for comment moderation. [More information](#)
- Show Admin Bar: when viewing site, in dashboard

The 'Contact Info' section includes the following fields:

- E-mail (required): Barry.Erdeljon@marymount.edu
- Website: [Empty field]
- AIM: [Empty field]
- Yahoo IM: [Empty field]
- Jabber / Google Talk: [Empty field]

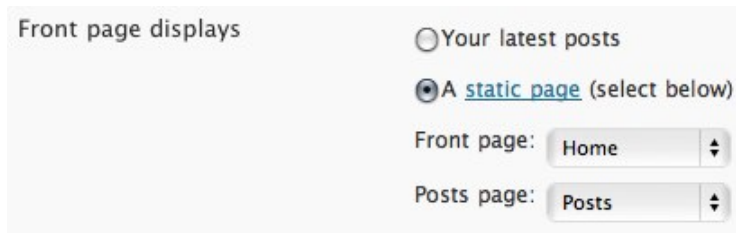
The 'About Yourself' section includes the following field:

- Biographical Info: [Empty text area]

Creating a static front (home) page – *turning your blog into a website*
<http://en.support.wordpress.com/pages/front-page/>

With a default WordPress.com blog setup, the front page (“Home”) of your blog will display the latest posts. You can change this so readers see a static page instead, and see your posts on a different page.

1. Click **Pages->Add New** in your Dashboard.
2. Title this page “Home” (you can, of course, name it whatever you like).
3. Type the content you want displayed on the front page of your blog and publish it.
4. Write another new page.
5. Title this page “Posts.” (Or “blog” if you want sitename.com/blog)
6. You don’t need to type content, because it won’t be displayed. Publish the page.
7. Click **Settings ->Reading** on the left menu in your Dashboard.
8. You will see the following options. Set yours to look like this:

A screenshot of the WordPress 'Reading' settings panel. The title is 'Front page displays'. There are two radio button options: 'Your latest posts' (unselected) and 'A static page (select below)' (selected). Below the radio buttons are two dropdown menus. The first is labeled 'Front page:' and has 'Home' selected. The second is labeled 'Posts page:' and has 'Posts' selected.

Front page displays

Your latest posts

A [static page](#) (select below)

Front page:

Posts page:

After making these changes, posts will no longer show on the front page of your blog. The static page “Home” will show there. Visitors will need to click on the link to “Posts” in your pages list to see your posts.

Note:

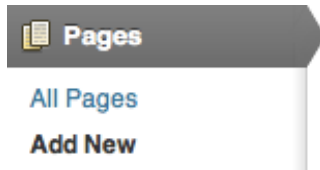
- You can change the names of the pages if you want
- If this gives you two Home links, you can [hide one of the pages](#).
- If your front page disappears, go through the settings above and make sure they are correct.
- The Front Page options at **Settings -> Reading** will not display until you have at least one published post.

How to create Pages

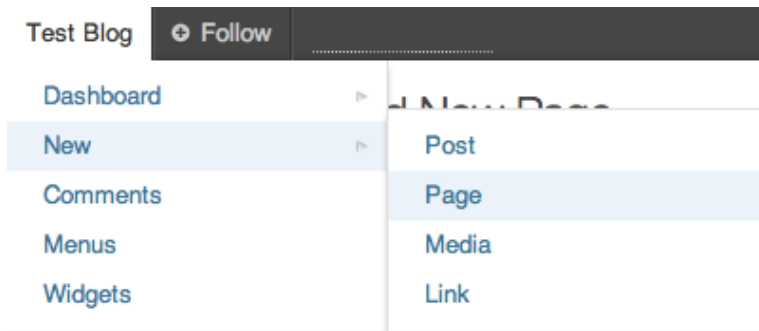
Pages are static. They are a good way to publish information that doesn't change much, like an "About" page. Pages are not associated with a date/time like posts, nor can you tag or categorize a page.

Create a New Page – There are two ways to create a new page.

You can click **Pages -> Add New** in your dashboard.



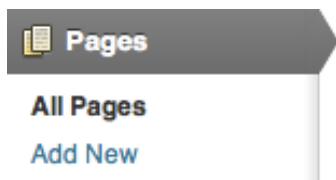
Or you can click on the name of your blog in the upper left corner of the admin bar and select **New -> Page** from the dropdown menu.



See our documentation on the [Page Screen](#) for more details.

Edit a Page

If you would like to edit an existing page, click **Pages -> All Pages** on the left menu. Under the page you'd like to edit, click on the **Edit** link.



See our documentation on the [Edit Pages Screen](#) for more details.

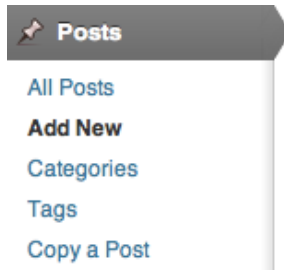
How to create Posts

Posts are entries that display in reverse chronological order on your blog's pages. Posts are included in category lists, archives, and feeds. Posts are always associated with a date, which is included in the URL.

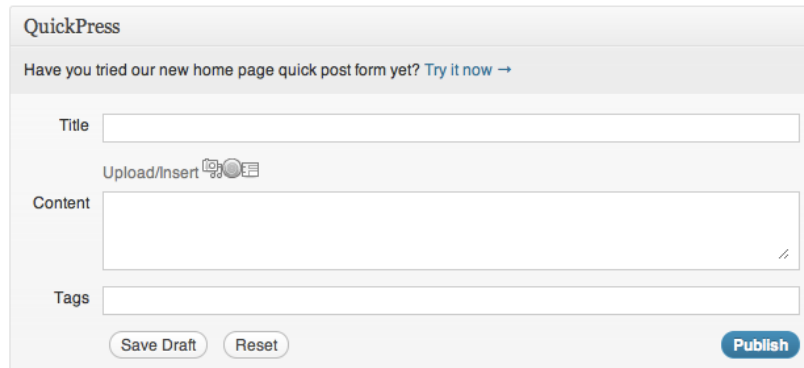
Writing a New Post

There are five ways to start writing a new post.

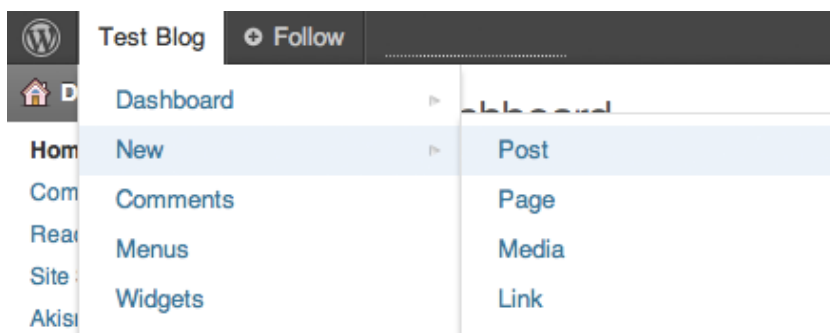
1) **Posts** → **Add New** in the left dashboard menu.



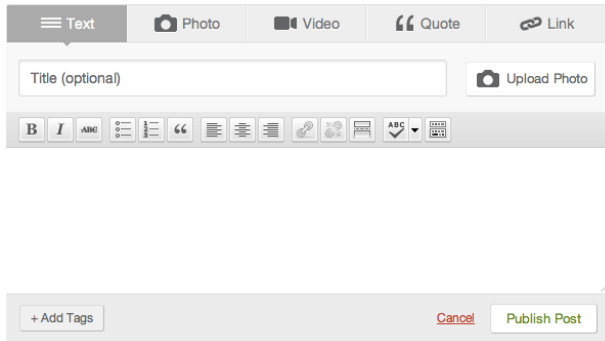
2) The **QuickPress** module on the Dashboard.



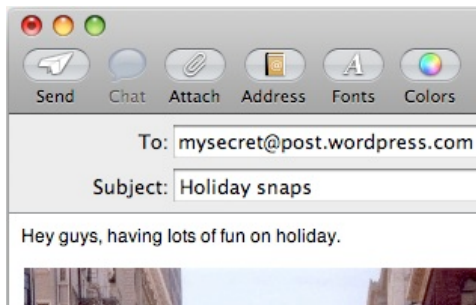
3) The **New** → **Post** link in the admin bar.



4) The **QuickPress** module located on the WordPress.com homepage under the **New Post** tab.



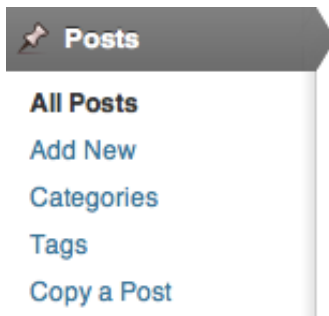
5) Write your post as an email and publish it on your blog via the [Post by Email](#) feature.



See our documentation on the [Post Screen](#) for more details.

Edit a Post

If you would like to edit a draft or a published post, go to the **All Posts** menu in your dashboard.



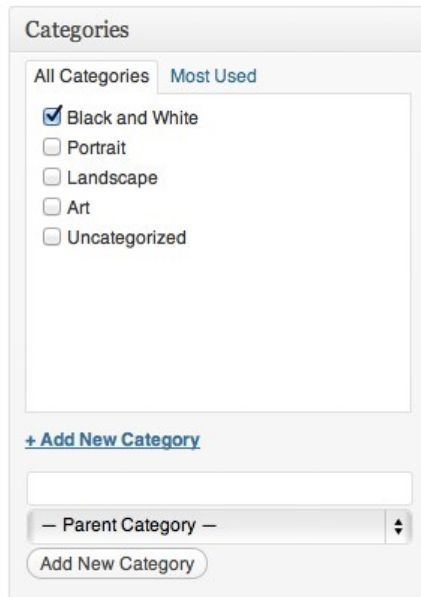
See our documentation on the [Edit Posts Screen](#) for more details.

Watch the “[Writing and publishing a post](#)” video from [WordPress.tv](#).

Post to Pages

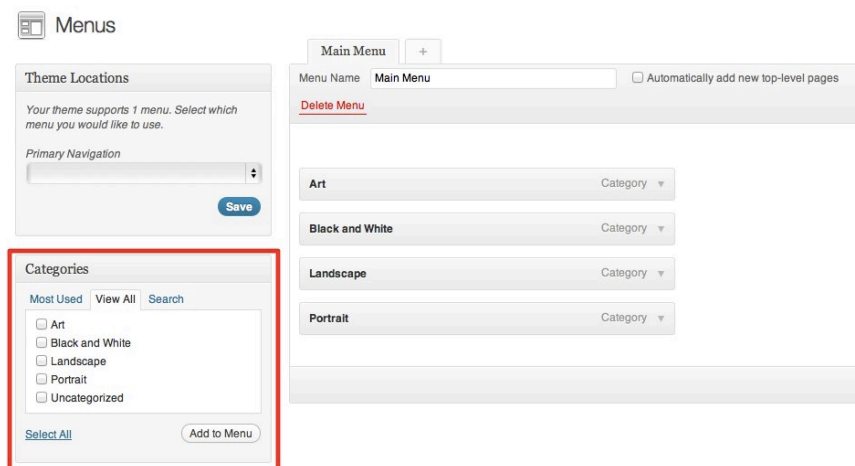
It's not possible to add posts to pages. However, you can use categories to create a similar effect.

To do this on your own blog, you'll want to connect a category to your post by following [this guide](#). For example, if you have a photography blog, you can categorize all black and white galleries as "Black and White."



The screenshot shows the 'Categories' widget in WordPress. It has two tabs: 'All Categories' and 'Most Used'. Under 'Most Used', there is a list of categories with checkboxes: 'Black and White' (checked), 'Portrait', 'Landscape', 'Art', and 'Uncategorized'. Below the list is a '+ Add New Category' link, a text input field, a dropdown menu for 'Parent Category' (set to '- Parent Category -'), and an 'Add New Category' button.

Then, add a link to your category page to your custom menu by following [these instructions](#). In this example, you could add a link to your "Black and White" category page. Clicking on this link would bring your site visitors to a list of all the posts categorized as "Black and White."



The screenshot shows the 'Menus' widget in WordPress. On the left, there is a 'Theme Locations' section with a 'Primary Navigation' dropdown and a 'Save' button. Below it is a 'Categories' section with tabs for 'Most Used', 'View All', and 'Search'. The 'Most Used' tab is active, showing a list of categories with checkboxes: 'Art', 'Black and White', 'Landscape', 'Portrait', and 'Uncategorized'. There are 'Select All' and 'Add to Menu' buttons at the bottom of this section. On the right, the 'Main Menu' is displayed with a 'Menu Name' dropdown set to 'Main Menu' and an 'Automatically add new top-level pages' checkbox. Below this, there is a 'Delete Menu' link and a list of menu items: 'Art', 'Black and White', 'Landscape', and 'Portrait', each with a 'Category' dropdown.

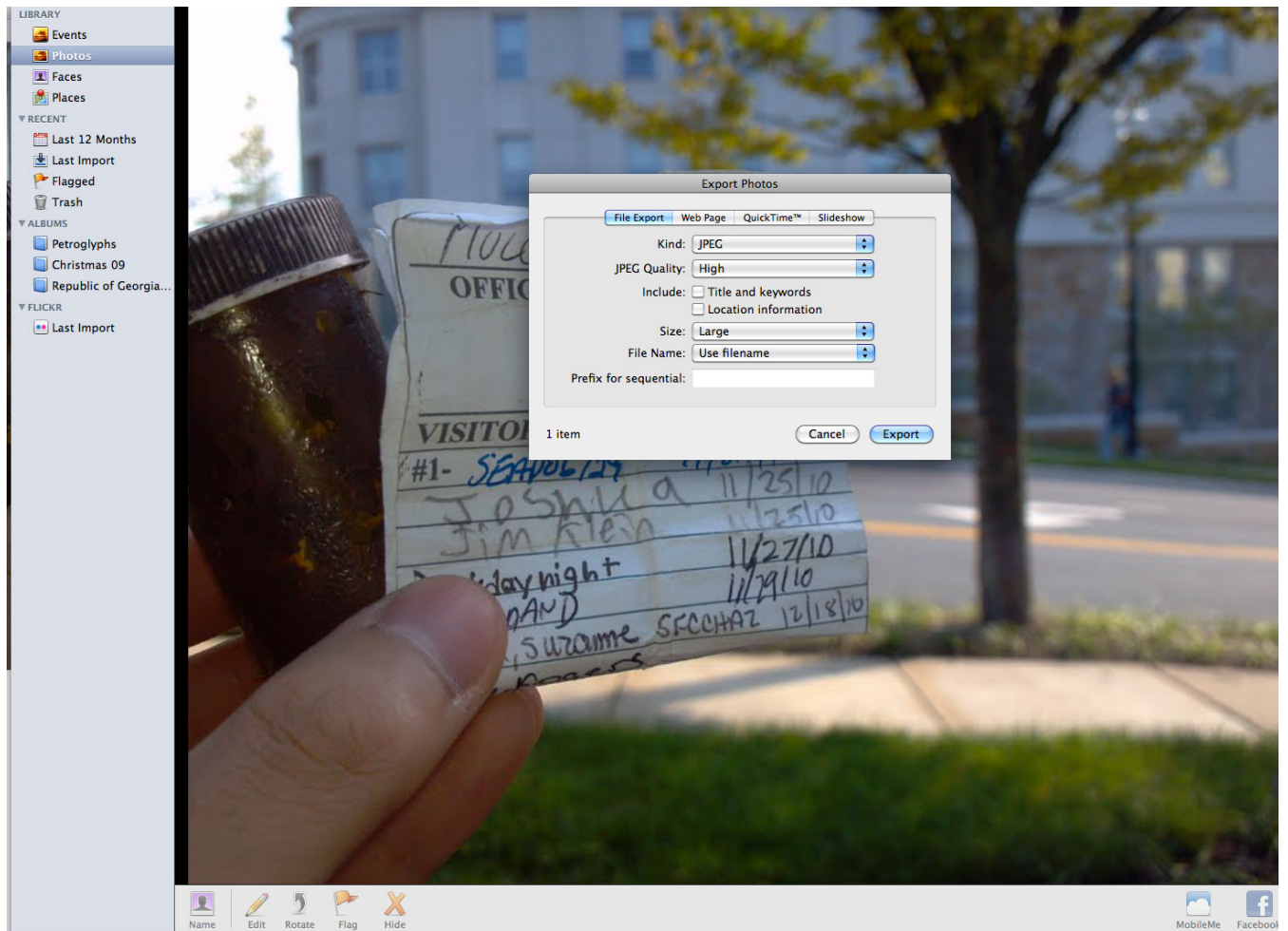
How to turn off comments – avoid unwanted having unwanted comments on your pages

If you want your site to look more like a website than a blog, you may want to turn off the ability for viewers to comment.

1. Login into the admin dashboard of your site
2. Select 'Screen Options' in the upper right corner.
3. From the list of choices that appears, add a check mark next to 'Discussion'
4. Click on 'Screen Options' again to collapse the choices
5. Now, when you edit 'pages' and 'posts', below the window for the main body of text will be a new section called "Discussion". Check or uncheck the 'Allow comments' box to turn the comments feature on or off.

Adding photographs

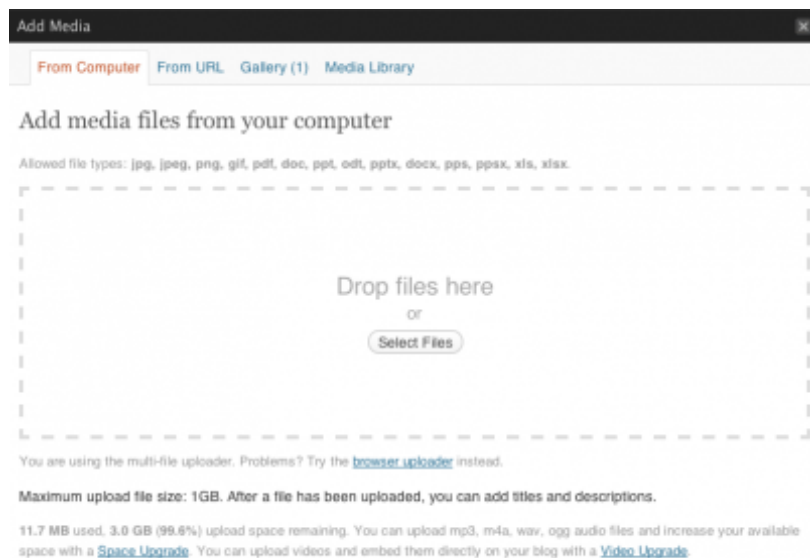
Please remember to resize your photographs – or you will use up all of our server space



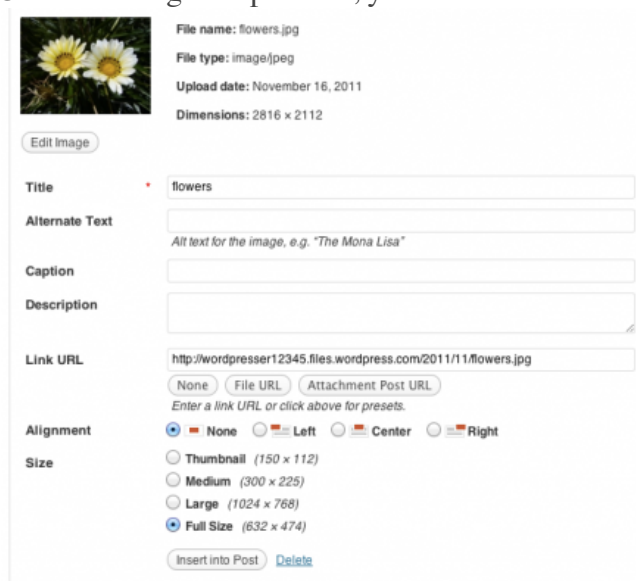
To add your own images to posts or pages, click the media icon in the visual editor:



Simply drag and drop your files into the box that appears, or click **Select Files** to choose a picture from your computer to upload. Or, click the Media Library tab to choose an image that you've already uploaded to your site.



Once the image is uploaded, you'll see a screen like this:



Save all changes

You'll have the option to edit settings like the image's size and caption if you like.

Click the **Edit Image** button beneath the image preview to rotate, flip, scale, or crop the image.

When you're ready, click **Insert into Post**.

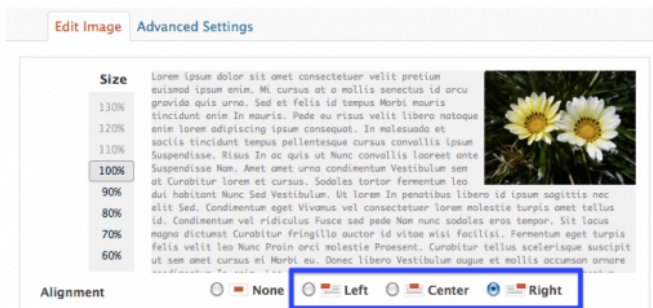
Adjusting image placement and size

You can move images around by dragging and dropping them in different parts of your post.

To align an image so that the text of your post wraps around it, click the image, then click the blue image icon that appears:



Then select either left, center, or right alignment. You can also adjust the image's size on this screen, using the **Size** options on the left. When you're done, click **Update**.

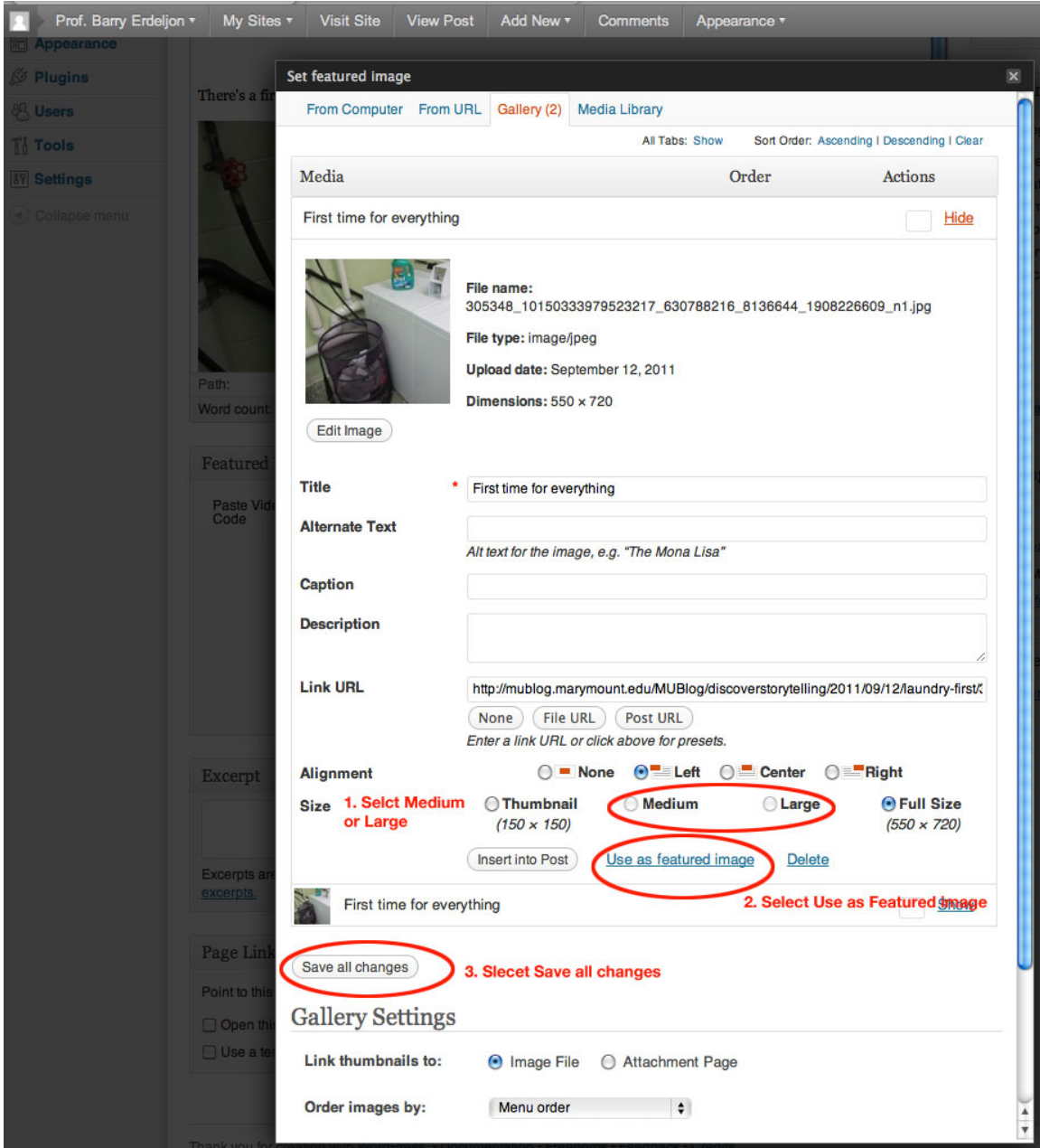
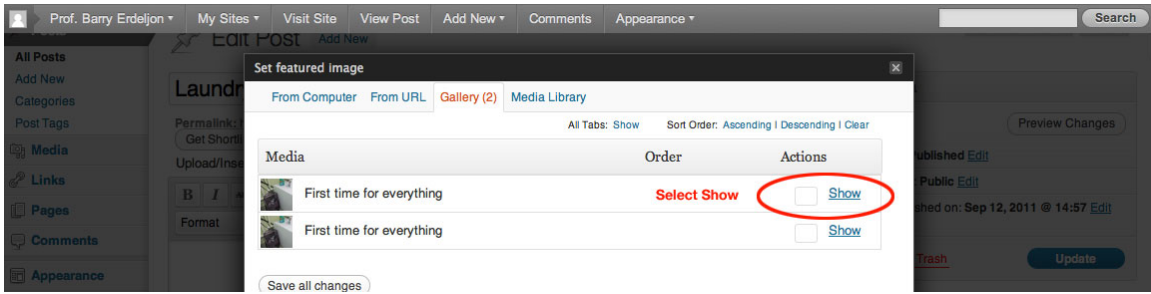


It'll look something like this:



Please make sure you set your “Weekly Photos” photographs to be “Featured”

The screenshot shows the WordPress 'Edit Post' interface. At the top, a yellow notification bar states 'Post updated. [View post](#)'. The main content area features a title 'My First...', a permalink, and a rich text editor with a photo of two white front-loading washing machines. To the right, the 'Publish' box shows the post is 'Published' and 'Public'. Below this, the 'Categories' section is visible, with 'Featured' and 'Weekly 1000' selected. The 'Featured Image' section at the bottom right contains a smaller version of the washing machine photo, circled in red. A red text annotation reads: 'If Weekly 1000 phot is set as "Featured image" it will appear here'. The left sidebar contains navigation links for Posts, Media, Links, Pages, Comments, Appearance, Plugins, Users, Tools, and Settings.



Prof. Barry Erdeljon My Sites Visit Site View Post Add New Comments Appearance Search

Posts Edit Post Add New


Post updated. [View post](#)

My First..

Permalink: <http://mublog.marymount.edu/MUBlog/discoverstorytelling/2011/09/10/my-first/> Edit View Post
Get Shortlink

Upload/Insert Visual HTML

B I **Format** **U**




Path:
Word count: 7 Draft saved at 11:19:35 am. Last edited by Prof. Barry Erdeljon on September 13, 2011 at 11:18 am

Featured Video

Paste Video Embed Code

Enter Vimeo, YouTube or other embed code to display a featured video. (600px by 340px Featured Slider)

Featured Image



Categories

All Categories Most Used

- Featured
- Weekly 1000
- Home page teasers
- Inspiration
- Storytelling
- Uncategorized

[+ Add New Category](#)

Post Tags

Add

Separate tags with commas

MU 1st

[Choose from the most used tags](#)

Publish

Preview Changes

Status: **Published** Edit

Visibility: **Public** Edit

Published on: **Sep 10, 2011 @ 17:13** Edit

[Move to Trash](#) [Update](#)

Excerpt

If Weekly 1000 phot is set as 'Featured image' it will appear here