

1 Setup a user account

Click the sign up now button on the left.

[Sign Up Now!](#)

Enter a username and password (the user name can be the same as your Shen user name the password should be different. Don't worry the username doesn't need to be in the address of your blog.)

Email address: Use your shen email address wordpress doesn't send a lot of messages so you won't be overwhelmed with spam. Ex:bulljohn@shenet.org

✓ I have read and agree to the fascinating terms of service.

Now you must choose whether you want to have a blog of your own (username and blog) or merely contribute to others blogs (just username).

Click **next** to proceed on...

Choose the Blog domain. This is the address you and users will need to type in to get to your blog. The blog need not be related at all to your username from the previous screen. All blog's hosted by WordPress for FREE end with the .wordpress.com

Choose a **title** for your Blog. (This can be changed later and is not directly connected with the domain or username)

Decide whether you want your blog to be listed in search engines or remain somewhat private. Click signup.

2

Accessing your blog and initial setup

Before you can login and access your blog you must click on a link in the confirmation email sent to you by WordPress. It will take 5-30mins for this email to arrive. When you click on the activation link you will see your username and password (you can now close this screen).

To access & edit your blog type in

the following url: <http://shentrac.wordpress.com/wp-login.php>

Please replace shentrac in the above address with your blog domain from step one. Enter your username and password.

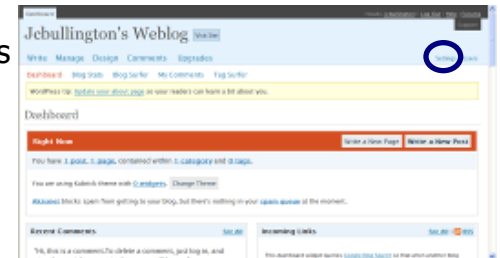
Click the **settings** tab in the upper right.

In the **general** section (upper left) you can change the blog title, the tagline (subtitle) and who can leave comments (membership only).

Skip the **writing** section and go on to the **reading** section. Here you can choose to have the main page be static (no posts or comments here just a message from you) Then have the posts on a secondary page such as Book reviews*. *note this page must be created before you change this setting.

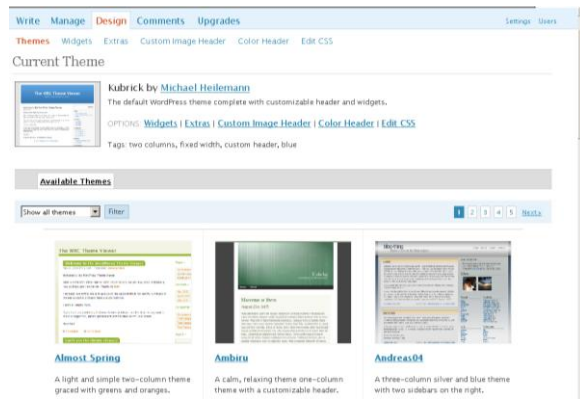
Click on the **discussion** tab; this allows you to choose who can submit comments about your posts and when/how these comments appear on the blog. If you choose the moderated options, you will have to manually sign into the blog dashboard and accept comments before they will appear on the "live" blog.

The **Privacy** tab decides who/how people will be able to access your blog. Your blog can be setup so only users you preselect will be able to access it.



Change your sites Design

Your blog can have a more unique look and feel by choosing one of a plethora of free designs. To do this click on the design tab.



You'll see the currently selected design at the top (The default is Kubrick). Below you'll see 15 choices, with 4 pages of additional ones. Scroll through them all to find one you like (you can always change it later). A good format should include a two column blog with widget support (hint: look at the tags underneath to see what it supports).

When you click on a new design, it brings up a preview screen with your blog sampled. If you like that selection click the activate button in the upper right.

Adding posts

Posts are the lifeblood of your blog, the more frequent and topical your posts the more traffic you'll bring to your blog. Most blogs are organized around a theme or central idea, they fill a niche in the information world. Often blogs collect information from multiple sources together into one repository. To add a post to your blog login to the admin website (on front) and click **write** and then **post**.

Add a title for you post and then begin typing your post in the box below. You can copy and paste from other websites or other documents you have created, into this box and most of the formatting should transfer. Note there is a link button that allows you to highlight text and then create a hyperlink to another website or post.

To edit a previous post or page use the manage tab.

Adding links

Click **write**, then **link**. Type the name as you wish it to appear, the address, and a brief description. The link will appear in the sidebar in the bloggroll widget.

Widgets

Click on **design** then **widgets**, click **add** next to a widget. The best way to see which widgets are right for your blog is to add a few, play with them, then remove the useless ones. **Recommended: meta, categories, links and search.**

My Blog

Users can access your blog by going to...

<http://shentrac.wordpress.com>

Replace shentrac with your blog domain name.

Add other users as bloggers

If you would like to add another WordPress user as a author for your blog, click on the **users** link just to the right of the settings.

The person must have already added themselves as a WordPress user account. To add them you will need to know either their WordPress user name or the email account they used to register with WordPress.

Moderating Comments

If in the discussions tab you chose to moderate comments, they will **NOT** appear on your blog until you go in, read the comment and approve it. To approve comments login to your blog (address on front) and click the comment link. You will now see each comment and next to it you can select approve, unapprove, spam or delete. Click on the appropriate one. Clicking spam instead of delete helps WordPress block comments that are spam from appearing on your blog. Note by clicking the check boxes to the left of each comment and using the big buttons you can mass approve, unapproved, delete or identify the comments as spam.

Adding Pages

Click on write then select page. A new page will not have posts on it. Only the main(default) page will hold posts the other pages are purely for informational pages. (contact info, extra help time, etc)

Tagging & Categories

Tags allow you to classify postings by keywords. Categories allow you to group posts. Both are indexed across the whole WordPress website, so for instance clicking on the tag, books, will result in you seeing posts from any WordPress blog that has the tag books. You can add widgets that show your categories only in the sidebar.