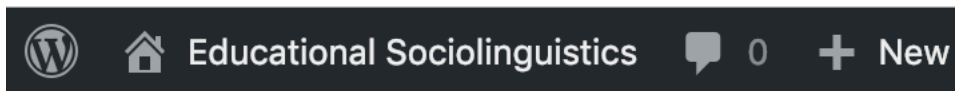


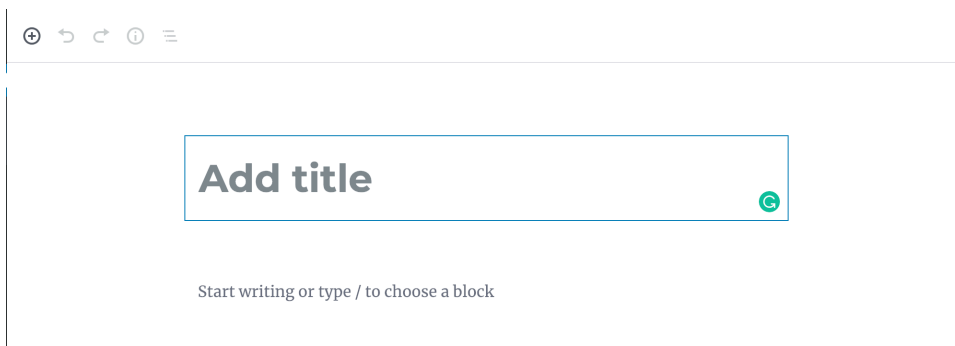
WordPress Tech Tips

Creating a Blog Post

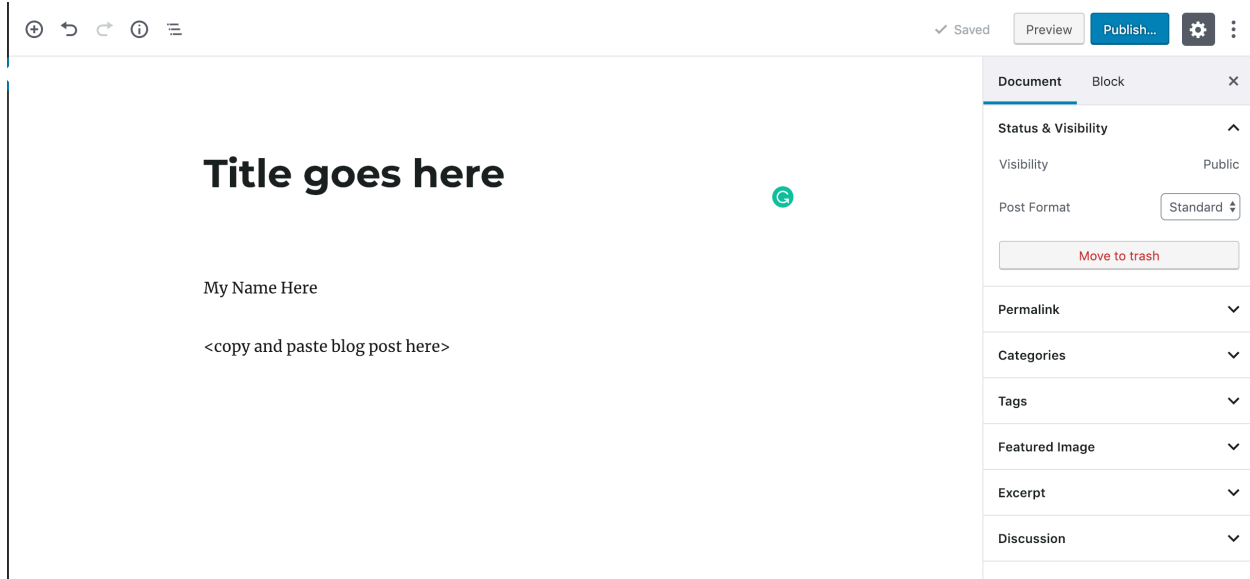
1. Type your blog post on your computer and save the file.
 - a. Type in text only. Don't insert images or media yet. You will be able to add pictures or other media content in WordPress directly.
2. Go to wordpress.com
3. Login
 - a. Common username: e.g., class_code@gmail.com
 - b. Common Password: e.g., class_1234
 - c. * Remember that you will all be sharing this username and password, so don't change them.
4. Click on the "New" in the top left side of your screen.



5. Write your title in the "Add Title" box.



6. Copy and paste your blog post into the text box.
 - a. * Be sure to include your name/ pseudonym at the start of your post. Your post will be saved automatically.



7. Format your blog post using the menu above each block or from the controls on the right. To learn more about using WordPress, please visit this support page:
 - a. <https://en.support.wordpress.com/wordpress-editor/>
8. If you want to add media, the media must be uploaded to the cloud and have a URL. Here's how to do this:
 - a. If you have media on a Flickr, YouTube, or SoundCloud account, copy the shareable link (NOT the link in the address bar, but use the "share" button to get a public link) and paste it into the text box of your blog post. The media will now be embedded in the post.
 - b. If you do not have an account on any of those, or similar, services, you can use Dropbox to save your files to the cloud.
 - i. Create an account on Dropbox (it's free)
 - ii. Upload your file(s)
 - iii. Click the "Share" button beside your file
 - iv. Choose "Create a link"
 - v. Click "Copy link"
 - vi. Paste the link into the WordPress text box.
 - vii. Readers can click the link to view your media.
 - c. Re-order your photos using the up and down arrow on the left of the photo.

9. To add a hyperlink:

- a. Type the text you want to turn into a link
- b. Highlight the text



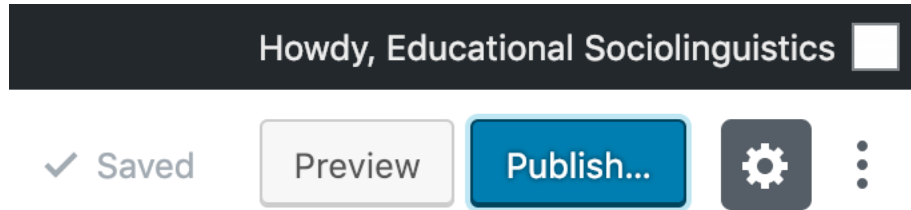
- c. Click the link tool : _____
- d. Copy and paste the address to the website into the URL box
- e. Select “Open link in a new window/tab”
- f. Click “Add Link”

10. Add 2-4 tags for you post. These are keywords that help other people find your blog post.

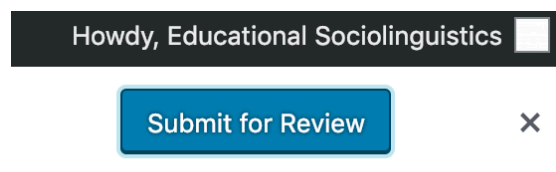
- a. Type a word in the tag field and press Enter.

The image shows a screenshot of the WordPress post editor sidebar. At the top, it says "Howdy, Educational Sociolinguistics" with a profile picture icon. Below that are buttons for "Saved", "Preview", "Publish...", a settings gear icon, and a three-dot menu icon. The sidebar is divided into sections: "Document" (Block), "Status & Visibility" (Visibility: Public, Post Format: Standard, Move to trash button), "Permalink", "Categories", "Tags" (Add New Tag input field), "Featured Image", "Excerpt", and "Discussion". A blue arrow points to the "Add New Tag" input field.

11. Click Publish



12. Click "Submit for Review"



Are you ready to submit for review?

When you're ready, submit your work for review, and an Editor will be able to approve it for you.

13. Your teacher will receive a notification and publish your post.

Commenting on a Blog Post

1. Be sure to include your name or pseudonym in all your comments.
2. If you already have a WordPress account and are logged in on your computer, your name and picture will be added to your comment.