

# WordPress.com

Log in via

[wordpress.com](https://wordpress.com)

Username or an email address

\_\_\_\_\_

Password

\_\_\_\_\_

My website (or a blog) is

\_\_\_\_\_.wordpress.com

An example website is

[italiancookingwithmary.wordpress.com](https://italiancookingwithmary.wordpress.com)

## All set up. What is next?

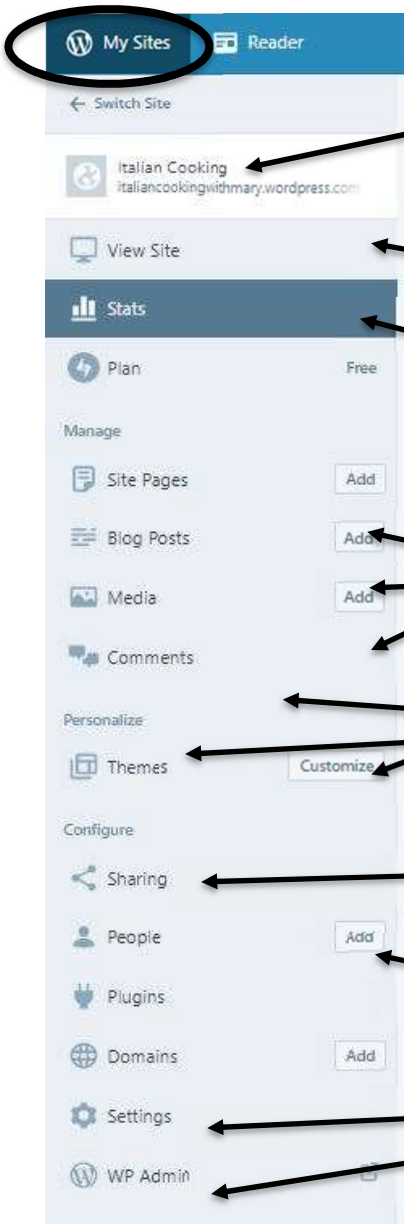
After I log in, I see the “**Reader**” page. Because I chose to follow a handful of WordPress sites, this is where I can see the most recent blog posts made by those sites. I can use the search option and type in some keywords in order to find more interesting blogs to follow. Try it.

The screenshot shows the WordPress.com Reader interface. At the top, there is a blue navigation bar with 'My Sites' and 'Reader' (highlighted with a red box) on the left, and 'Write' and user profile icons on the right. Below the navigation bar is a sidebar with 'Streams' and 'Followed Sites' (with a 'Manage' button). The main content area features a search bar with the text 'Search billions of WordPress.com posts...'. Below the search bar are suggestions: 'library, recipes, food.'. The main content area displays a list of blog posts. The first post is from 'Ben Huberman, The Daily Post' (4h ago) with the title 'Finite' and the text 'Write a new post in response to today's one-word prompt. Not sure how to participate? Here are the steps to get started.' Below the title are buttons for 'Post about Finite', 'Visit', 'Share', '100 Comments', and '153 Likes'. The second post is from 'Millionaire's Digest | Site-Wide Activity' (17h ago) with the title 'Ian Gary changed their profile picture' and a 'Visit' button. The third post is from 'The Daily Post' (2 posts) with the title 'Waiting' and the text 'Editor's note: there will be no photo challenge next week. It will resume the following Wednesday.' Below the title are buttons for 'Visit', 'Cheri Lucas Rowlands, 1d ago', and 'Anticipate'.

# Dashboard

How do I access my site?

To get to the **dashboard** I need to click on **"My Sites"**. Dashboard is where all the things main things are located.



The image shows a screenshot of the WordPress 'My Sites' dashboard. The 'My Sites' tab is circled in black at the top left. Below it, the current site 'Italian Cooking' is identified. The dashboard is divided into sections: 'View Site', 'Stats', 'Plan', 'Manage', 'Personalize', and 'Configure'. Each section has several options with 'Add' or 'Customize' buttons. Arrows point from text explanations to these specific elements.

This identifies the site I am working on. (Users can have multiple sites. To switch to a different one I can click on "Switch Site").

If I wanted to preview how my site looks like on a PC, or a tablet or smartphone screen.

Shows the statistics related to my site visits, likes and comments. I currently have free WordPress account. Paid version offers more features such as extra storage space and a personalized domain name (e.g. italiancookingwithmary.com)

Site pages shows the pages (the menu items)

If I wanted to make a new blog post I would click "add"

If I wanted to make a new page I would click "add"

If I wanted to upload a photo to add to my site I could do it from here;

Here I can see if visitors left any comments on blog posts.

If I needed to change my theme or customize the current one, this is where I would click

If I wanted to set up so that my site updates get automatically shared via my Facebook, Twitter and similar social media accounts

Or add extra people to help edit my site or contribute content

Plugins are the things for my sidebar or footer (if the theme allows)

I can add a custom domain name (but that is a paid feature)

Other behind the scenes stuff;

Behind the scenes extra (the old style WordPress) dashboard access. New users may not see this option listed, however it is still accessible by typing: [yoursitename.wordpress.com/wp-admin](https://yoursitename.wordpress.com/wp-admin)

# WP Admin

Why use the old dashboard?

Well, it has some of the features that were not migrated into the new version. This dashboard is what you would typically encounter if you were working with WordPress.org.

[yoursitename.wordpress.com/wp-admin](https://yoursitename.wordpress.com/wp-admin)

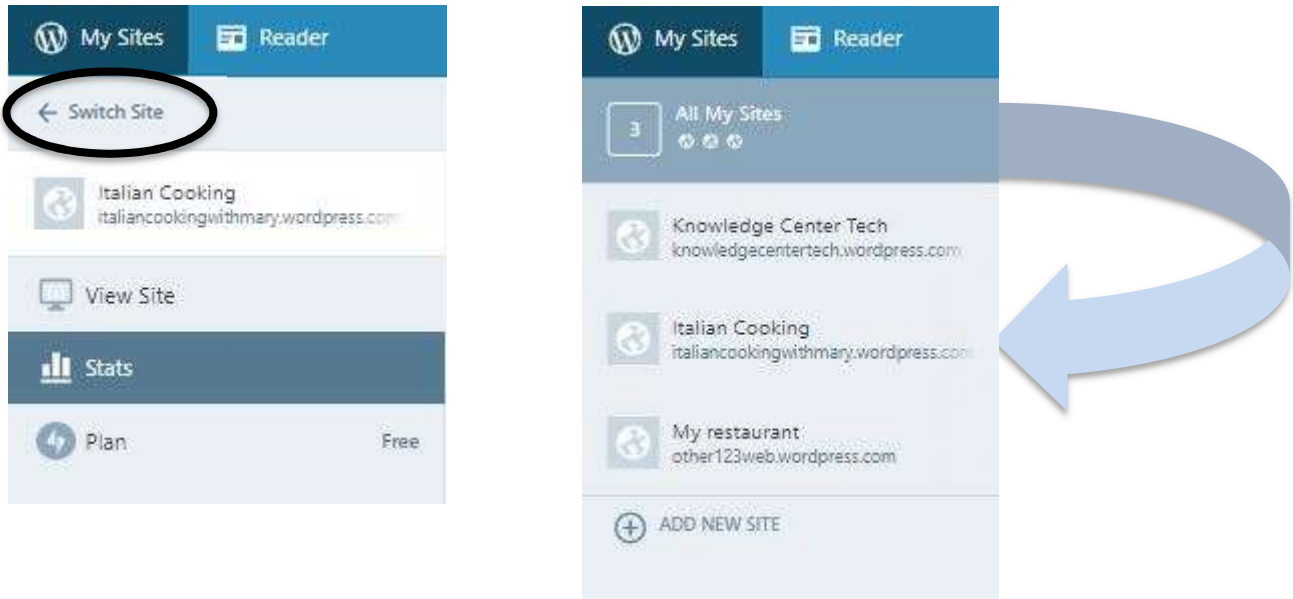
The screenshot shows the WordPress Admin Dashboard. On the left is a dark teal sidebar with navigation links: Home, Comments I've Made, Site Stats, My Blogs, Blogs I Follow, Akismet Stats, Plans, Posts, Media, Links, Pages, Comments, Feedback, Appearance, Plugins, Users, Tools, Settings, and Collapse menu. The main content area is titled 'Dashboard' and contains several widgets:

- At a Glance:** Shows 3 Posts and 3 Pages. It notes that WordPress.com is running the 'Toujours' theme and that search engines are discouraged. It also reports that Akismet has protected the site from 2 spam comments and shows storage usage: 3,072 MB Space Allowed and 18.80 MB (1%) Space Used.
- Activity:** A dropdown menu.
- Your Stuff:** A list of recent updates and new posts, including 'Updated: Food Recipes (other123web) (Edit)', 'Updated: First blog post (other123web) (Edit)', 'You commented on: What are Polaroid Image Transfers?', 'Updated: Test Post Cookies (italiancookingwithmary) (Edit)', 'Updated: Amaretto Biscotti (italiancookingwithmary) (Edit)', 'New post: Peanut Butter Cup Cookies (italiancookingwithmary) (Edit)', 'New post: Technology Info for December (knowledgecentertech) (Edit)', and 'New post: Test Post (knowledgecentertech) (Edit)'.
- Stats:** A section that currently displays 'No stats are available for this time period.' It includes links for 'Top Posts (the past week)', 'Top Searches', and 'Most Active (the past day)', along with a 'View All' button.
- WordPress Events and News:** A section for upcoming events and news, including 'Attend an upcoming event near you.', 'Lightning talks: Show and tell, demo' (Tuesday, Sep 19, 2017, Naperville, IL, USA, 6:00 pm), 'Mobile Templating - It's More Than Responsive!' (Wednesday, Oct 4, 2017, Chicago, IL, USA, 6:00 pm), and 'WordCamp Ann Arbor' (Friday, Oct 13, 2017, Ann Arbor, Michigan, USA). It also lists 'The Month in WordPress: August 2017' and several news items like 'HeroPress: Making My Own Normal', 'WPTavern: WordPress.org Adds New Support Rep Role for Plugin Pages', and 'WPTavern: Gutenberg to Offer New Approach to TinyMCE in WordPress 5.0, a Plugin to Bring Back Old Interface Will be Available'.

## One Account Multiple Sites

If I wanted to add an extra site to my account, or switch to work on a different site that I already created, I need to click on **"Switch Site"**.

I can click on any of these sites in order to access their dashboard.



# Content

New blog post:

Save

Post Settings

Post Settings

Status

May 23, 2017 10:09 PM

Stick to the front page

Pending review

Visibility

CATEGORIES & TAGS

Uncategorized

Featured Image

Sharing

Post Format

Standard

More Options

Title of the blog post

Blog post content goes here.

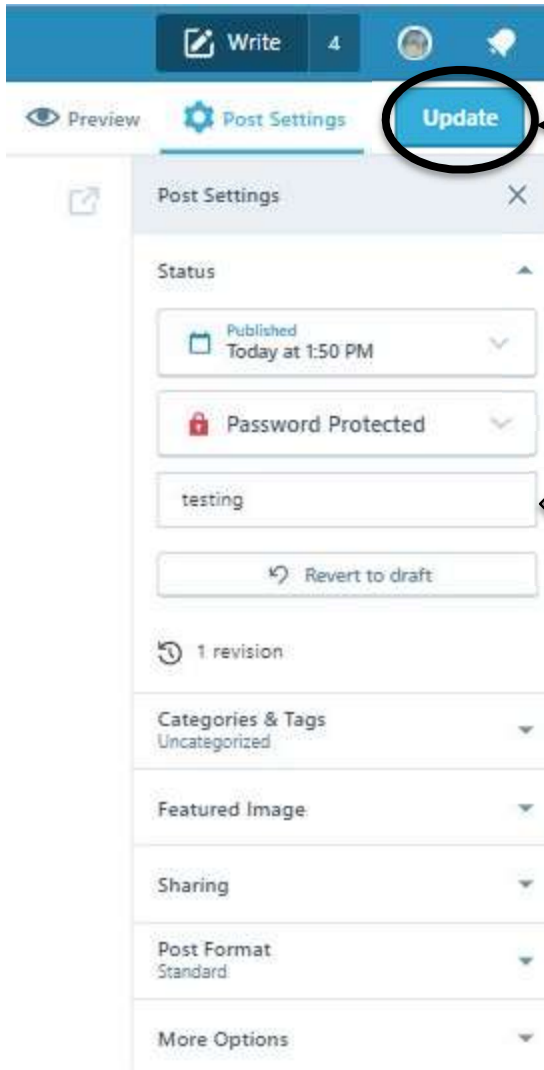
You can include photos and videos into the body of the blog. Press the + sign to insert images (from the computer or from an online location).

To insert a video from YouTube click on the chain link icon and paste the URL.

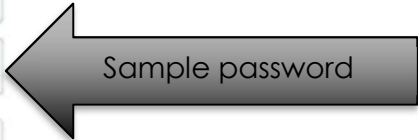
Once the title and the blog content is completed, the next step is:

- deciding to save it as a draft in order to come back and add more content at a later time (actually the content auto-saves the post as a draft from the get go),
- to publish immediately
- or to schedule a post to go at a later date and time.

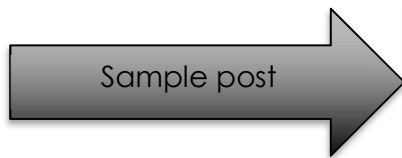
Posts can also be password protected, so only the people who know the password can access your content.



Make up a password for this particular post -- and do not forget to click "Publish" or "Update" if you are updating the post that was previously published.



This is how the post ends up looking:



## Ready to learn more?

### Online:

WordPress.com support:

<https://en.support.wordpress.com/>

WordPress tips (general):

<https://learn.wordpress.com/>

WordPress (different topics):

<http://wordpress.tv/>

Lynda.com (via library login): <https://skokielibrary.info/resources/online-training-tutorials/>

Search: "WordPress.com Essential Training"

Gale Courses (via library login: <https://education.gale.com/-skokiepl/SearchResults.aspx?SearchTerms=wordpress>

This service offers a variety of other topics you can explore. Instruction takes form of online classes. You have to register ahead of time in order to participate.

Coursera:

<https://www.coursera.org/learn/how-to-create-a-website>

Udemy:

<https://www.udemy.com/courses/search/?q=wordpress&price=price-free>

Treehouse.com (via library login – advanced learners – request access):

<https://skokielibrary.info/resources/online-training-tutorials/>

Are you interested in the technical aspect of web development? Request access and check out "WordPress Development" section.

WordPress blogging tips:

<https://dailypost.wordpress.com/blogging-university/>

Hongkiat's (HKDC) WordPress tips (general):

<http://www.hongkiat.com/blog/category/wordpress/>

WPBeginner on Youtube:

<https://www.youtube.com/user/wpbeginner>

**Books:**

**(Paper books)**

“WordPress Web design for dummies” by Lisa Sabin-Wilson

“WordPress in easy steps” by Darryl Barlett

“Teach yourself visually WordPress” by George Plumley

“WordPress: the missing manual: the book that should have been in the box” by Matthew MacDonald

**(ebooks)**

“Professional WordPress design and development” by Brad Williams, David Damstra, Hal Stern

“WordPress for beginners: How to create and set up your own website or blog using WordPress” by Joseph Joyner

“Practical Web Design for Absolute Beginners” by Adrian W. West