

WordPress.com

Sign Up/Log In via

wordpress.com

Username or an email address

Password

My website (or a blog) is

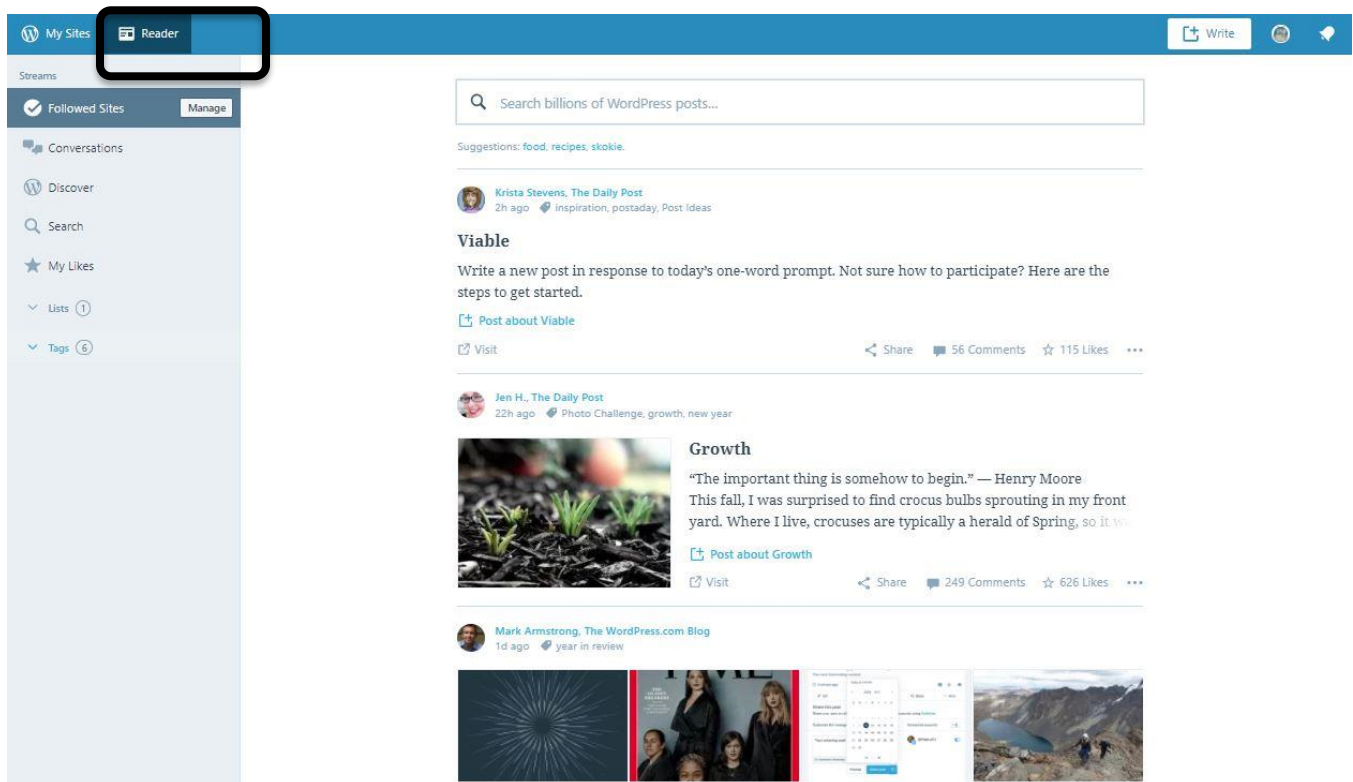
_____.wordpress.com

An example website is

italiancookingwithmary.wordpress.com

After The Set Up.

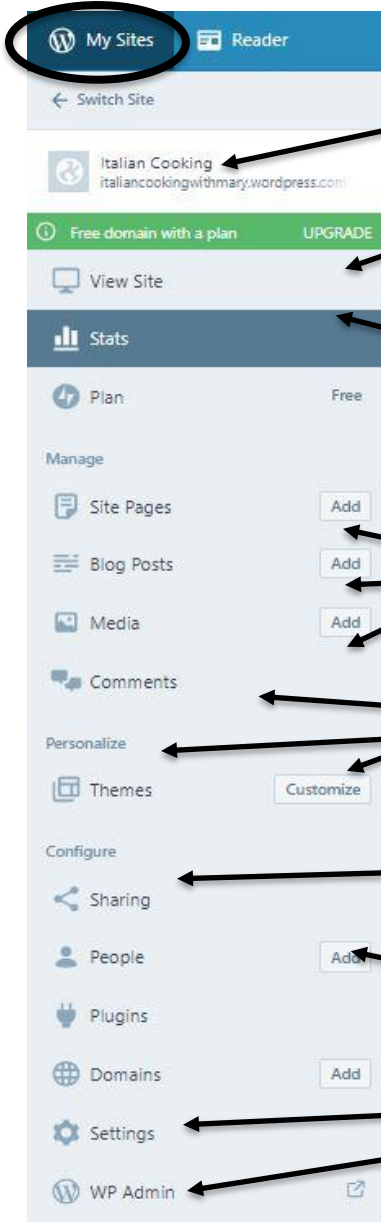
What is next? After I log in, I see the **“Reader”** page. Because I chose to follow a handful of WordPress sites, this is where I can see the most recent blog posts made by those sites. Use the search option and type in some keywords in order to find more interesting blogs to follow. Try it.



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.



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**.

* If you are a first time user you will most likely not see this option. To add more sites I believe there should be a plus sign at the bottom of the dashboard allowing you to add an extra site.

** New users may not see this option listed, however it is still accessible by typing: 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

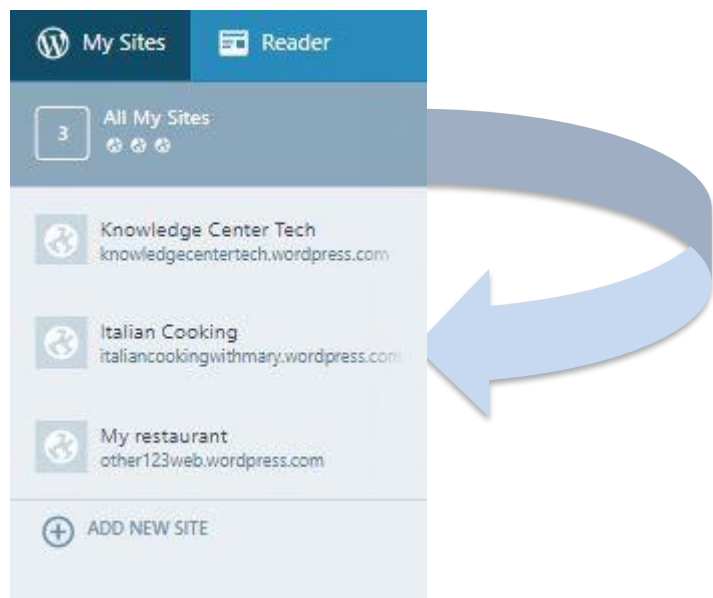
The screenshot shows the WordPress Admin Dashboard. At the top, there are navigation links for 'My Sites' and 'Reader', and a 'Write' button. The main header includes 'Screen Options' and 'Help'. The left sidebar contains a menu with categories: Home, Comments I've Made, Site Stats, My Blogs, Blogs I Follow, Akismet Stats, Plans, Posts, Media, Links, Pages, Comments, Feedback, Appearance, Plugins, Users, Tools, and Settings. The main content area is titled 'Dashboard' and is divided into several sections:

- 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. Storage space is shown as 3,072 MB allowed and 18.80 MB (1%) used.
- Stats:** A message states 'No stats are available for this time period.' Below this are sections for 'Top Posts (the past week)', 'Top Searches', and 'Most Active (the past day)', with a 'View All' button.
- Activity:** A dropdown menu.
- Your Stuff:** A list of recent updates and new posts, including 'Food Recipes', 'First blog post', 'What are Polaroid Image Transfers?', 'Test Post Cookies', 'Amaretto Biscotti', 'Peanut Butter Cup Cookies', 'Technology Info for December', and 'Test Post'.
- WordPress Events and News:** A section for attending upcoming events, listing 'Lightning talks: Show and tell. demo' (Sep 19, 2017), 'Mobile Templating - It's More Than Responsive!' (Oct 4, 2017), and 'WordCamp Ann Arbor' (Oct 13, 2017). It also includes a 'The Month in WordPress: August 2017' section with links to '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.



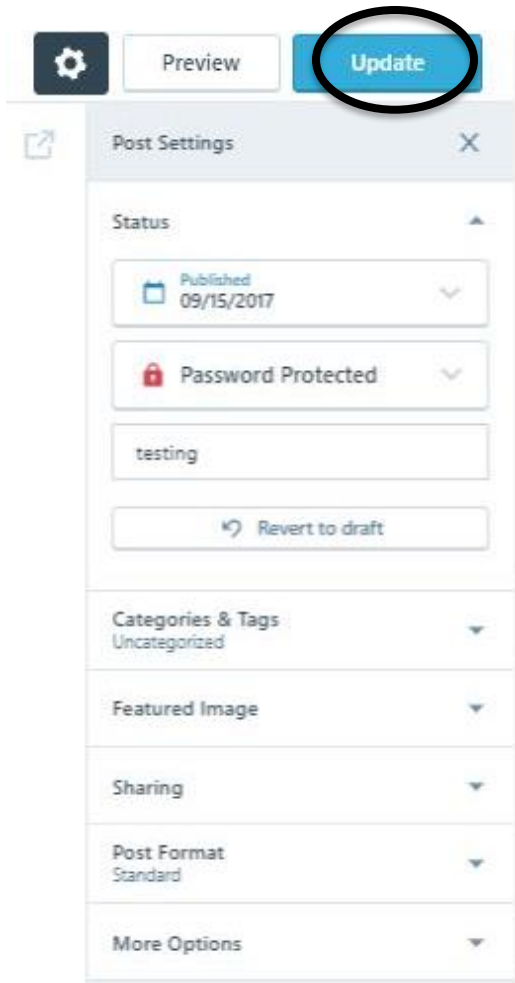
Content

New blog post:

The image shows a screenshot of the WordPress post editor interface. The browser address bar displays "WordPress.com (Automattic, Inc.) [US] | https://wordpress.com/post/italiancookingwithmary.wordpress.com/103". The editor includes a "Save/Saved Indicator" box at the top, a "Title of your blog post" box below it, and a large central box for "Blog post content goes here." This content box contains instructions: "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." On the right side, a "Post Settings" sidebar is visible, featuring a "Publish..." button and options for "Status" (set to "Publish Immediately"), "Public" visibility, "Stick to the front page", "Pending review", "Categories & Tags" (Uncategorized), "Featured Image", "Sharing", "Post Format" (Standard), and "More Options". A large grey arrow points from the content box to the "Publish..." button, and a black arrow points from the "Publish..." button back to the content box.

Once the title and the blog content is completed, the next step is 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, so just closing the post would save it);
- publish immediately;
- schedule a post to show up at a later date and time;
- publish a post for administrators and editors to view the content when they are logged in;
- publish privately with a password-protected post 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.

← Sample password

This is how the post ends up looking:

← Sample post



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://skokieplibrary.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://skokieplibrary.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

Safari Books online (via library login)

<https://skokielibrary.info/resources/research/technology-training/>