Creating a Wordpress Account

- Sign up for your account at wordpress.com, and click “Get Started” in the top, right-hand corner.
- After you choose and theme and a layout (which you can customize later), pick a domain name that includes your first/last name, “3414,” or a combination of the two, depending on what domains are available. Your domain name will create the URL for your blog. If you choose “richardson3414” for your domain name, your URL will be: http://richardson3414.wordpress.com
- Verify your account by checking your email to confirm your information.
- Follow the next 4 steps to create your Course Page.

Customizing your Account

- After you create your account, Wordpress will allow you to customize the colors, fonts, pictures, layouts, (etc!) in your account. The screen will look something like this:

![Customizing Account Screen]

- This is one way to customize your site, but the easier way to customize is to use your domain name’s URL with /wp-admin to get to the Dashboard. That page looks like this:

![Dashboard Screen]
Creating Pages and Posts

- You’ll need to create three pages for your Wordpress Account.
  - A Home page (or landing page). This is what we will see when we go to your URL. It should let users know where they have just landed. Something about you—an image, your favorite quote/book, or a description of the blog—should welcome visitors.
  - A portfolio page. This is where you’ll showcase the assignments for your portfolio toward the end of the semester. You’ll receive more information on this later. For now, this can be blank.
  - A Blog Posts page. This is where your required (and voluntary!) posts will show up.
- Other pages that come with templates, such as “About,” “Contact,” or other, can be deleted.
- **To add or delete pages:**
  - Click on Pages on the left of the Dashboard.
  - Click the “Add New” button at the top of the page.
  - Create the Page title, and fill in the relevant content, if necessary. (Note: For blog posts, you will not add your posts here. To create the blog page, just add the Page title. You will fill in the content for blog posts in the Posts option. More on this below!)
  - Click “Publish” to make the page public. (Note: You have to verify your email address before you can do this!)
  - Click the “Update” button on the right to save additional changes.

Creating Blog Posts

- Once you have created the shell for each of your pages, you can add blog posts!
  - Click Posts on the dashboard.
  - Click “Add New” at the top of the page.
  - Create a post the same way you created pages, except all blog posts will be added and edited under Posts.
Creating Menus for Your Pages

- Once you have some content, you can create menu buttons that will help your visitors navigate to the different locations on your page. Here’s how you do this:
  - Click “Menus” on the Appearance option in the Dashboard.
  - You will see the pages you’ve created appear under Most Recent. Click the check boxes next to the 3 pages you just created (Blog, Home, Portfolio), and click the “Add to Menu Button.” They will appear in the Menu Structure on the right:

- Then you will need to designate two of your pages! This will connect your Posts to the Blog page, and your Home page content to your URL. Wordpress is a blogging site, so it automatically designates your posts to be the first thing visitors see, leaving your Home page content unnoticed! This way, when visitors go to your page, they’ll see your Home page content, and when they click on “Blog” in the menu, they’ll see your posts.
  - Under Appearance, click Customize.
  - At the bottom of the customize page, click Static Front Page.
  - Click the radio button next to “a static page,” and select “Home” as your front page and “Blog” as your posts page:
Still Have Questions?

- Here’s a sample page for you to look at (though your page will undoubtedly look better than this one): richardson3414.wordpress.com/
- Call (662-325-2838), stop by, or email me (hrichardson@library.msstate.edu) for help!