

What is WordPress?

- Create custom web pages that combine text, images, video and other media
- Create a blog
- Put a link to your WordPress blog on Showtime (so people can see more about you and your work)

Some Uses:

- Share your work online
In image galleries or slideshows
- Electronic research journal
- Market events or exhibitions
- Document your projects
- Design and display personal web pages
- Store your media files on the web and access them from any computer with Internet
- Online magazine “web-zine”

Sign up

1

<http://www.wordpress.com>

1. Go to <http://www.wordpress.com>
2. Click **Get Started** button

2

Sign up and start publishing now.

Get Started

Watch a video

Share with the world,
your community, or
your closest friends.



NOTE:

There may be slight differences in page appearance if you are using an older version of WordPress (these instructions are up-to-date for current version as of 16 April 2013)

Register

http://www.wordpress.com

WordPress.com

Log In Themes Support

Get started with WordPress.com by filling out this simple form:

1

E-mail Address

Username

Password

Blog Address

Thinking about upgrading?

Free Blog

Domain Name & Mapping

10GB Space Upgrade

No Ads

Custom Design

VideoPress

\$99 instead of \$166 per year

Free

You agree to the fascinating terms of service by submitting this form.

Upgrade

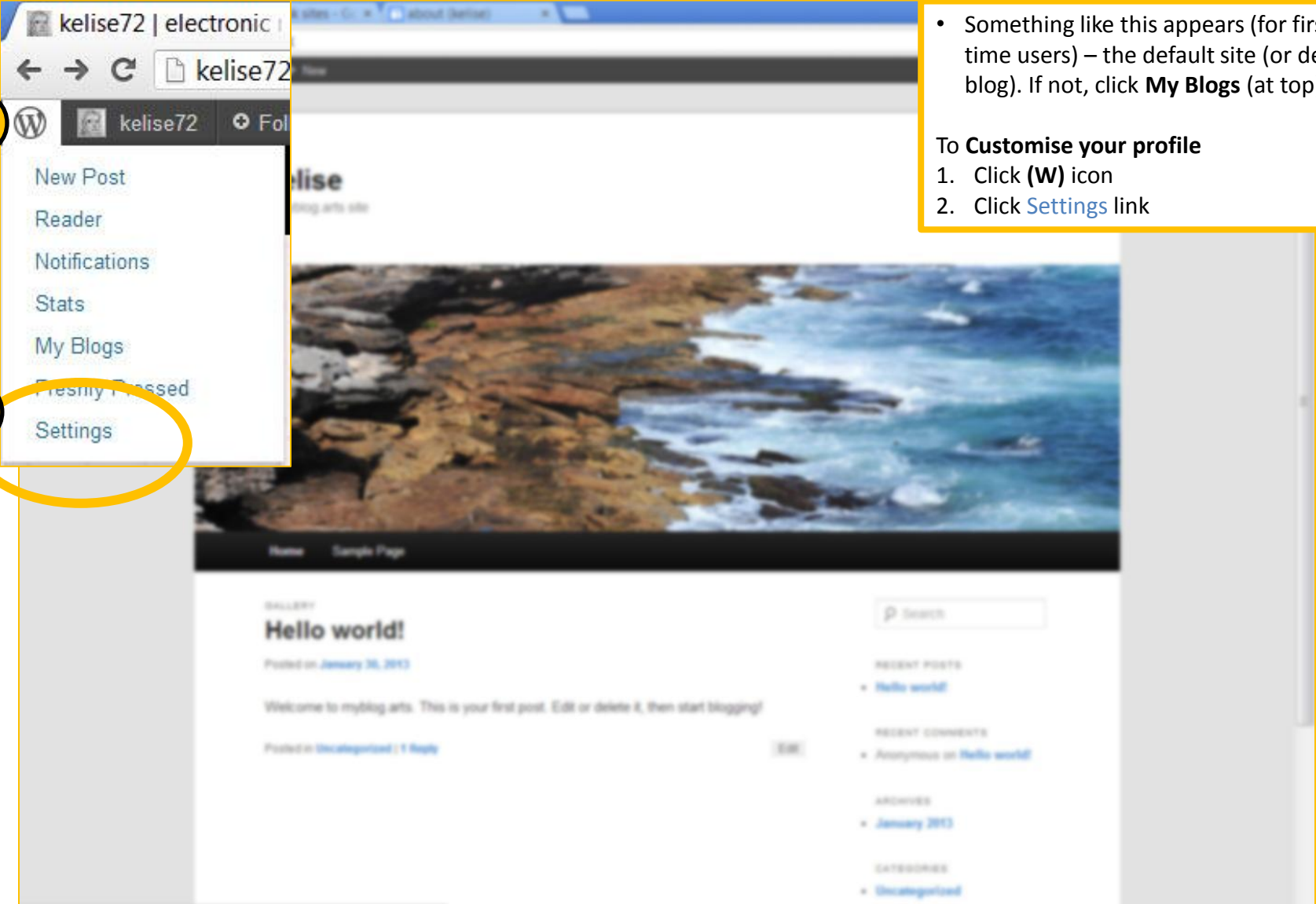
Create Blog

2

1. Fill out the registration form
When all details are complete

2. Click **Create Blog** button

NOTE: Choose the free option to start with!



The screenshot shows a web browser window with the WordPress.com interface. The user is logged in as 'kelise72'. The top navigation bar includes a WordPress logo (W icon) and a 'My Blogs' link. A dropdown menu is open from the W icon, showing options: New Post, Reader, Notifications, Stats, My Blogs, Freshly Pressed, and Settings. The 'Settings' link is circled in yellow. The main content area displays a 'Hello world!' post with a date of January 30, 2013, and a welcome message. The right sidebar contains sections for Recent Posts, Recent Comments, Archives, and Categories.

1. Click (W) icon

2. Click [Settings](#) link

- Something like this appears (for first time users) – the default site (or default blog). If not, click **My Blogs** (at top)

To **Customise your profile**

1. Click **(W)** icon
2. Click [Settings](#) link

Customise

<http://yourname.wordpress.com/wp-admin>

The screenshot shows the WordPress 'Settings' page, specifically the 'Public Profile' section. The browser's address bar shows the URL <https://wordpress.com/?ssl=forced#!/settings/public-profile/>. The page has a blue header with the WordPress logo and links for 'Reader', 'Stats', 'My Blogs', and 'Freshly Pressed'. The 'Public Profile' section includes a sub-header 'Public Profile' and a note: 'This information will be displayed publicly on [your profile](#) and in [Gravatar Hovercards](#).' Below this are input fields for 'First Name', 'Last Name', and 'Public Display Name' (which contains the text 'kelise72'). There is a large text area for 'About You'. At the bottom, there is a 'Current Gravatar' section with a placeholder icon and a link 'Change your Gravatar'. A 'Save Changes' button is at the bottom right. A sidebar on the right contains links: 'Account', 'Password', 'Security', 'Public Profile', and 'My Apps'. Numbered annotations are present: a yellow circle with '1' around the 'Public Profile' link in the sidebar; a yellow circle with '2' around the 'Public Display Name' field; a yellow circle with '3' around the 'Change your Gravatar' link; and another yellow circle with '3' around the 'Save Changes' button.

1. Click [Public Profile](#) link

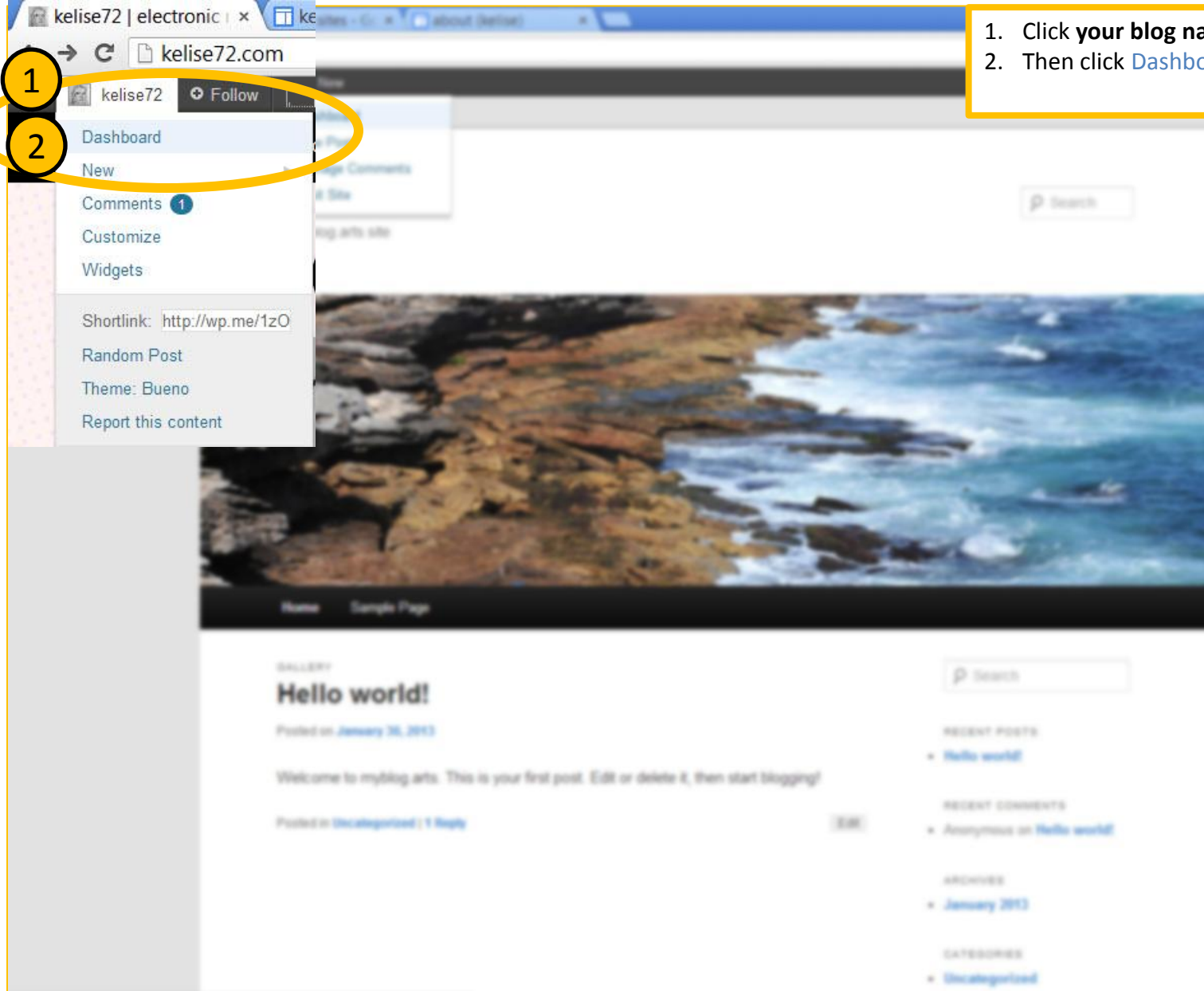
2. Enter Public Profile details

3. [Change your Gravatar](#) (picture) if you wish

4. Click **Save Changes** button

This page is also where you may edit other account details, password, security settings and My Apps

Go to your Dashboard <http://www.wordpress.com>



1. Click **your blog name**
2. Then click [Dashboard](#)

Customise

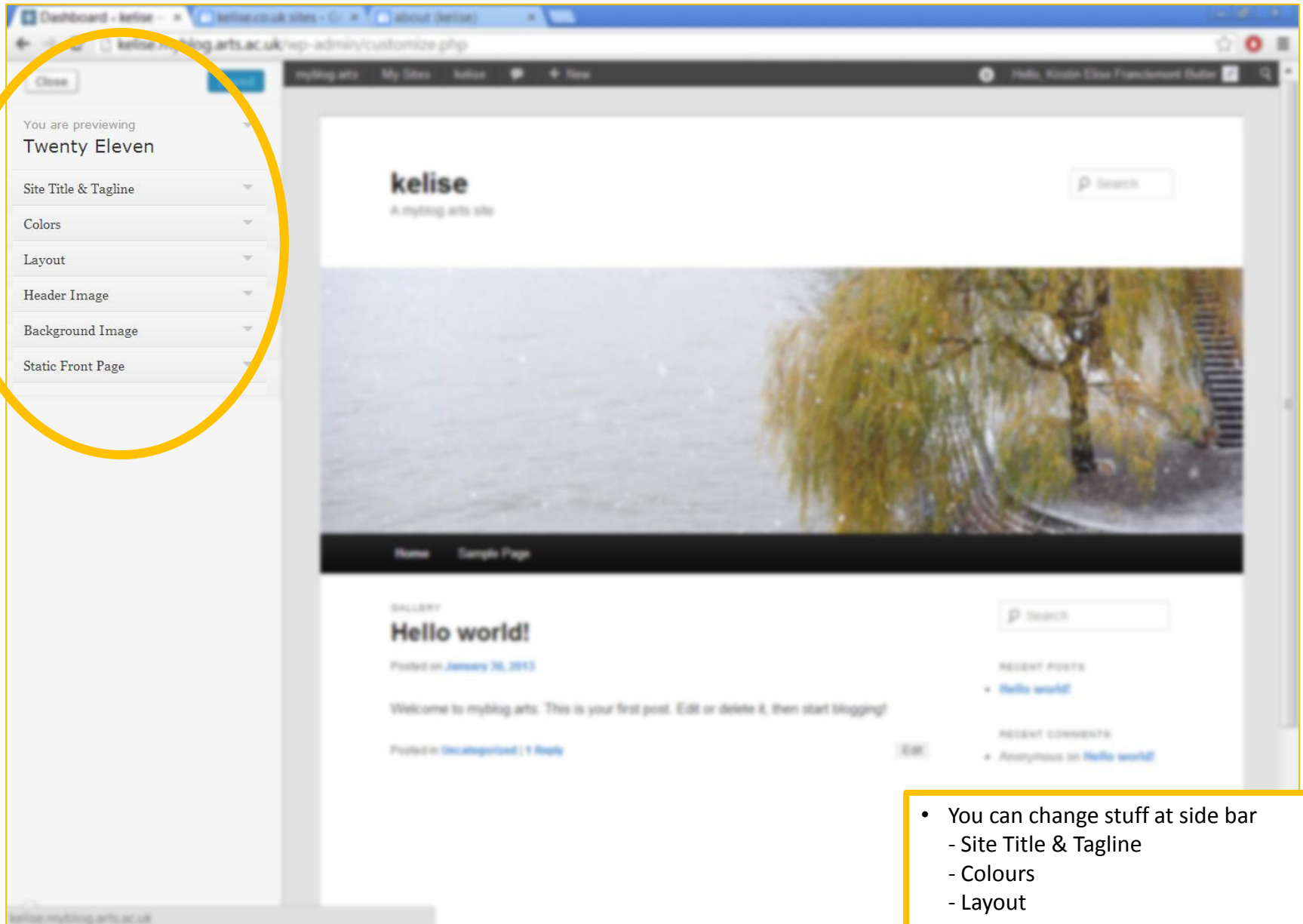
<http://yourname.wordpress.com/wp-admin>

The screenshot shows the WordPress dashboard interface. A yellow circle highlights the 'Customize Your Site' button in the 'Get Started' section. The button is blue with white text. Below the button, the text 'or, [change your theme completely](#)' is visible. The dashboard includes a sidebar with navigation links, a main content area with 'Welcome to WordPress!' and 'Next Steps', and various widgets like 'Right Now', 'QuickPress', 'Recent Drafts', and 'WordPress Blog'.

1. Click **Customize Your Site** button
(Using Twenty Eleven default theme)

Customise default site

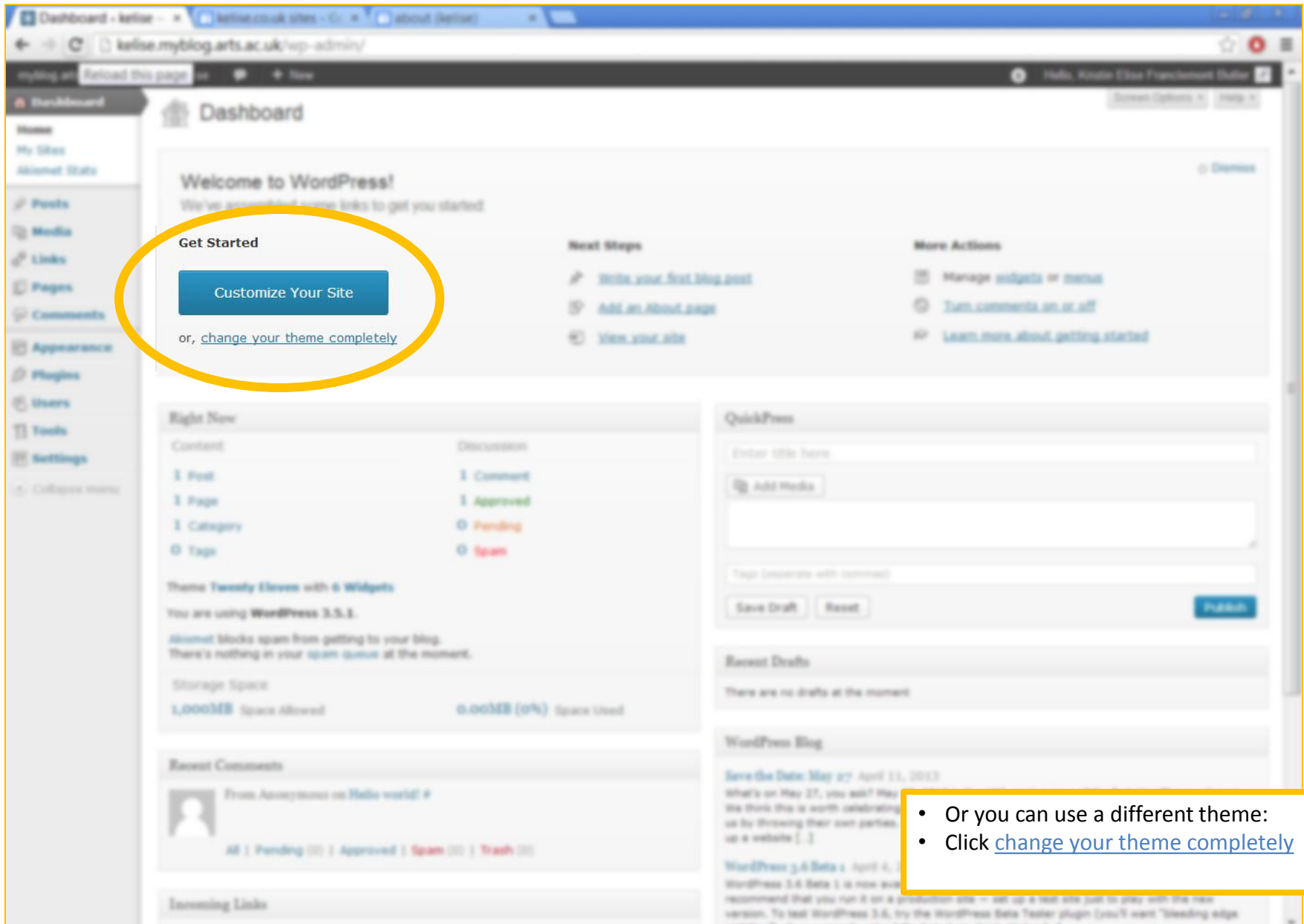
<http://yourname.wordpress.com/wp-admin>



- You can change stuff at side bar
 - Site Title & Tagline
 - Colours
 - Layout
 - Etc.

Change your theme

<http://yourname.wordpress.com/wp-admin>



The screenshot shows the WordPress dashboard interface. On the left is a sidebar menu with options like Home, My Sites, Account Status, Posts, Media, Links, Pages, Comments, Appearance, Plugins, Users, Tools, and Settings. The main content area is titled 'Dashboard' and 'Welcome to WordPress!'. A yellow circle highlights the 'Get Started' section, which contains a blue button labeled 'Customize Your Site' and a link that says 'or, [change your theme completely](#)'. Other sections visible include 'Next Steps' with links like 'Write your first blog post', 'Add an About page', and 'View your site'; 'More Actions' with links like 'Manage widgets or menus', 'Turn comments on or off', and 'Learn more about getting started'; 'Right Now' showing content statistics; 'QuickPress' for creating new posts; 'Recent Drafts'; 'Recent Comments'; and 'WordPress Blog' with news updates.

Dashboard

Welcome to WordPress!

We've provided a few links to get you started

Get Started

Customize Your Site

or, [change your theme completely](#)

Next Steps

- Write your first blog post
- Add an About page
- View your site

More Actions

- Manage widgets or menus
- Turn comments on or off
- Learn more about getting started

Right Now

Content	Discussion
1 Post	1 Comment
1 Page	1 Approved
1 Category	0 Pending
0 Tags	0 Spam

Theme Twenty Eleven with 6 Widgets

You are using WordPress 3.5.1.

Account blocks spam from getting to your blog. There's nothing in your spam queue at the moment.

Storage Space

1,000MB Space Allowed 0.00MB (0%) Space Used

Recent Comments

From Anonymous on Hello world! #

All | Pending (0) | Approved | Spam (0) | Trash (0)

Learning Links

QuickPress

Enter title here

Add Media

Page (currently with content)

Save Draft Reset Publish

Recent Drafts

There are no drafts at the moment

WordPress Blog

Save the Date: May 27 April 11, 2013

What's on May 27, you ask? May 27 is the day we think this is worth celebrating as by throwing their own parties, up a website [...]

WordPress 3.6 Beta 1 April 4, 2013

WordPress 3.6 Beta 1 is now available. We recommend that you run it on a production site — set up a new site just to play with the new version. To test WordPress 3.6, try the WordPress Beta Tester plugin (you'll want "bleeding edge" version).

- Or you can use a different theme:
- Click [change your theme completely](#)

Change Themes

<http://yourname.wordpress.com/wp-admin>



1. Click Appearance tab
2. Click Themes link
3. Browse themes and when you find one you like
4. Click Activate link

Categories

<http://yourname.wordpress.com/wp-admin>

Under **Posts** tab

1. Click **Categories** link
2. Enter Name
3. Click **Add New Category** button

The screenshot shows the WordPress 'Add New Category' form. The left sidebar contains a menu with 'Categories' circled in yellow and labeled with a '1'. The main form has a 'Name' field with 'Miscellaneous' entered, labeled with a '2'. Below it is a 'Slug' field with 'Mi1' entered. A 'Parent' dropdown is set to 'None'. A 'Description' field is at the bottom. A blue 'Add New Category' button is at the bottom left, labeled with a '3'. A table on the right lists existing categories: Sketchbook, Prints, Drawings, Paintings, and Uncategorized. A note at the bottom explains that deleting a category does not delete the posts in that category.

Optional - Slug is just an abbreviation for the category name, which you can refer to in URL or to post to your blog via email. (Advanced)

Parent - Lets you define subcategories (optional)

Description - Optional field

Note:
Deleting a category does not delete the posts in that category. Instead, posts that were only assigned to the deleted category are set to the category **Uncategorized**.
Categories can be selectively converted to tags using the [category to tag converter](#).

Name	Description	Slug	Posts
<input type="checkbox"/> Sketchbook		sk1	0
<input type="checkbox"/> Prints		pr1	0
<input type="checkbox"/> Drawings		dr1	0
<input type="checkbox"/> Paintings		pa1	0
<input checked="" type="checkbox"/> Uncategorized		uncategorized	1

Think about using categories to organise:

- different media you use
- different themes in your work
- your work by years or time period
- etc.
- You can add more later!

New post

<http://yourname.wordpress.com/wp-admin>

The screenshot shows the WordPress 'Add New Post' interface. On the left, a sidebar contains a menu with items like Dashboard, Posts, Media, Links, Pages, Comments, Appearance, Plugins, Users, Tools, and Settings. A yellow circle with the number '1' highlights the 'Posts' menu item. In the center, a yellow box with the number '2' contains instructions for the main text area. On the right, a yellow box with the number '3' contains instructions for the 'Under Posts tab' section. The main content area has a title field with the placeholder 'Enter title here' and a text editor with a toolbar. The right sidebar contains sections for 'Format' (with options like Standard, Aside, Link, Gallery, Status, Quote, Image), 'Categories' (with a list of categories and an 'Add New Category' button), and 'Tags' (with an 'Add' button and a link to 'Choose from the most used tags').

1 Under **Posts** tab

1. Click **Add New**
2. Enter title, add text, and media (pictures, video, links, etc.)
3. Click **Save Draft** button

2

- Enter title here
- Type in text here
- Select the text and click the buttons above to format (Bold, Italics, etc.)
- You can also **Add Media** here
 - links to other websites/pages
 - YouTube and Vimeo videos
 - images
 - etc.

3

Save Draft Preview

Status: **Draft** [Edit](#)

Visibility: **Public** [Edit](#)

[Publish immediately](#) [Edit](#)

[Move to Trash](#) [Publish](#)

Format

- ☒ Standard
- ☐ Aside
- ☐ Link
- ☐ Gallery
- ☐ Status
- ☐ Quote
- ☐ Image

Categories

All Categories [Most Used](#)

- ☐ Drawings
- ☐ Miscellaneous
- ☐ Paintings
- ☐ Prints
- ☐ Sketchbook
- ☐ Uncategorized

[+ Add New Category](#)

Tags

[Add](#)

Separate tags with commas

[Choose from the most used tags](#)

Add media (images)

<http://yourname.wordpress.com/wp-admin>

The screenshot shows the WordPress 'Add Media' interface. On the left sidebar, the 'Add Media' button is circled with a yellow circle and labeled with a yellow circle containing the number 1. The main area is titled 'Insert Media' and has tabs for 'Upload Files' and 'Media Library'. A yellow circle with the number 3 is placed over the area where images appear as thumbnails, with a text box stating 'Images appear here as thumbnails'. Below this, there is a 'Drop files anywhere to upload' instruction and a 'Select Files' button, which is circled with a yellow circle and labeled with a yellow circle containing the number 2. An arrow points from the 'Select Files' button to a file explorer window showing a folder named 'Digital Portfolio 2013' with subfolders 'MA Wimbledon' and 'Princes'. In the bottom right corner, the 'Insert into post' button is circled with a yellow circle and labeled with a yellow circle containing the number 4.

1. Click **Add Media** button
2. Click button to **Select Files** (from hard drive or other save location)
3. Click to select an uploaded image
4. Click **Insert into post** button

Images appear here as thumbnails

Drop files anywhere to upload

Select Files

Maximum upload size: 19MB.

Open

« Kelise Art » Digital Portfolio 2013

Organize New folder

4b0c3f8d43af8546c60814f4

Downloads

Dropbox

Firefox

kelise72

My Documents

1. Goodsync (shared)

Breese Little

Graduate Programs research

HP_Old_Files_(sort)

MA Wimbledon

Princes

Insert into post

Edit media (image)

<http://yourname.wordpress.com/wp-admin>

The screenshot shows the WordPress 'Add New Post' interface. A yellow circle with the number 1 highlights the image of a goat in the post content. A yellow circle with the number 2 highlights the 'picture' icon in the media toolbar. A yellow circle with the number 3 highlights the 'Edit Image' button. A yellow circle with the number 4 highlights the 'Caption' field, which contains the text 'Study of The Goat' by William H. Hunt, as seen in Tate Britain. Image courtesy www.kelise.co.uk. A yellow circle with the number 5 highlights the 'Update' button. The 'Edit Image' modal also shows options for Size (100%), Alignment (None), Title, Alternative Text (8), and Link URL (http://kelise.myblog.arts.ac.uk/files/2013/04/8.png).

In the Edit view of your post

1. Click on the image you want to edit (turns blue)
2. Click the tiny "picture" icon
3. Edit Image box appears
4. Enter Image details
 - Alignment
 - Caption
5. Click **Update** button

Format text

<http://yourname.wordpress.com/wp-admin>

The screenshot shows the WordPress 'Add New Post' editor. The left sidebar contains navigation links: Dashboard, Posts, Media, Links, Pages, Comments, Appearance, Plugins, Users, Tools, and Settings. The main content area has a title field, a permalink, and a rich text editor. The rich text editor has a 'Visual' tab selected, showing a toolbar with various formatting options. A yellow box highlights the toolbar with the text 'This is your tool bar'. Another yellow box highlights the 'kitchen sink' button (a button with a grid of icons) with the text 'NOTE: if you don't see 2 tool bars, click the "kitchen sink" button to make it appear'. A third yellow box highlights the 'Heading 1' button in the 'Format' dropdown menu with the text 'Highlight and format text like you would in Word or an email (highlight, click button in tool bar)'. The right sidebar contains meta-information: Save Draft, Preview, Status: Draft, Visibility: Public, Publish, Move to Trash, and Publish buttons. Below this are sections for Format (Standard, Aside, Link, Gallery, Status, Quote, Image) and Categories (All Categories, Most Used, Drawings, Miscellaneous, Paintings, Prints, Sketchbook, Uncategorized, Add New Category). The bottom of the page shows the 'Page Links To' section with options for 'Its normal WordPress URL' and 'An alternate URL'.

In your edit tools (tool bar), you can:

- Bold, Italicize, Underline, strike out text
- Insert bullets/numbering
- Align text
- Etc.

This is your tool bar

NOTE: if you don't see 2 tool bars, click the "kitchen sink" button to make it appear

Highlight and format text like you would in Word or an email (highlight, click button in tool bar)

javascript;

Add videos – hard drive

<http://yourname.wordpress.com/wp-admin>

1. Click **Add Media** button

2. Click to select **Video**

3. Click button to **Select Files** (from hard drive or other save location)

4. Click to select an uploaded image

5. Click **Insert into post** button

Drop files anywhere to upload

Maximum upload file size: 19MB.

The steps are pretty similar to adding images

Add YouTube or Vimeo

<http://yourname.wordpress.com/wp-admin>

The image shows a screenshot of the WordPress 'Add New Post' interface. A yellow circle highlights the 'Add Media' button in the top left. An arrow points from this button to a larger, detailed view of the 'Insert from URL' dialog. In this dialog, a yellow circle highlights the 'Insert from URL' option in the left sidebar. Another yellow circle highlights the URL input field, which contains 'http://www.youtube.com/watch?v=wpkz8caqHSM'. A third yellow circle highlights the 'Title' input field, which contains 'Title Here'. A blue button labeled 'Insert into post' is highlighted with a yellow circle. A text box at the bottom left states 'A little different than adding images'.

1. Click **Add Media** button
2. Click **Insert from URL**
3. Copy-and-paste URL from YouTube or Vimeo
4. Enter a title if you like (otherwise just the URL will appear)
5. Click **Insert into Post** button (bottom right)

Insert Media
Create Gallery
Set Featured Image

Insert from URL
Playlist Editor

Title
Title Here

Insert into post

Page Link To
Point the content to:
☒ Its normal WordPress URL.
☐ An alternate URL.

Paintings
Prints
Sketchbook
Uncategorized
[Add New Category](#)

Tags

Add

Separate tags with commas
[Choose from the most used tags](#)

A little different than adding images

Add hyperlinks

http://yourname.wordpress.com/wp-admin

In your post,

1. select the text you want to link to another URL
2. Click the link button (looks like a chain)
3. Enter URL you want to link to
4. Click **Add Link** button

NOTES:

- You can leave Title blank – it will default to the text selected for the hyperlink
- If you want to keep users on your page – un-tick [] “Open link in a new window/tab”

Publish your post

<http://yourname.wordpress.com/wp-admin>

The screenshot shows the WordPress 'Add New Post' interface. The left sidebar contains navigation links: Dashboard, Posts, Add New, Categories, Tags, Media, Links, Pages, Comments, Appearance, Plugins, Users, Tools, and Settings. The main content area has a title field 'Title of post here', a permalink, and a rich text editor. The right sidebar contains the 'Publish' section, 'Format' section, 'Categories' section, and 'Tags' section. Annotations include: 1. A yellow box with the text '1. Click **Save Draft** (to review later) OR 2. Click **Publish** button to finish (it can still be edited later)'. 2. A yellow circle around the 'Publish' button in the right sidebar, with a '1' in a circle next to the 'Save Draft' button and a '2' in a circle next to the 'Publish' button. 3. A yellow box with the text 'BEFORE YOU PUBLISH:' followed by a list of instructions. 4. A yellow box with the text 'Tags are words or short phrases that help search engines find your website or post, e.g., the name of an author you cite, the title of a painting you refer to, or a well-known phrase that could be searched on. Examples:' followed by a list of examples. 5. A yellow arrow pointing from the 'Tags' section in the right sidebar to the 'Tags' box.

1. Click **Save Draft** (to review later)

OR

2. Click **Publish** button to finish (it can still be edited later)

BEFORE YOU PUBLISH:

- Proof-read (spelling, grammar, and other errors)
- Select a **Category** (at right)
- Add **Tags** (at right)
- Format your text so it's easy to read
- Include hyperlinks to other posts (in your own site) or other websites (outside your site) – this helps search engines find your site, too!

Tags are words or short phrases that help search engines find your website or post, e.g., the name of an author you cite, the title of a painting you refer to, or a well-known phrase that could be searched on. Examples:

- "contemporary European artist"
- "Damien Hirst"
- "YBA"
- "stuffed shark"
- "installation art"

1

2

Categories

Tags

Your finished post

<http://yourname.wordpress.com/wp-admin>

Dashboard - kelise - x kelise.co.uk sites - G x gallery - kelise x kelise | e-portfolio x

kelise.myblog.arts.ac.uk

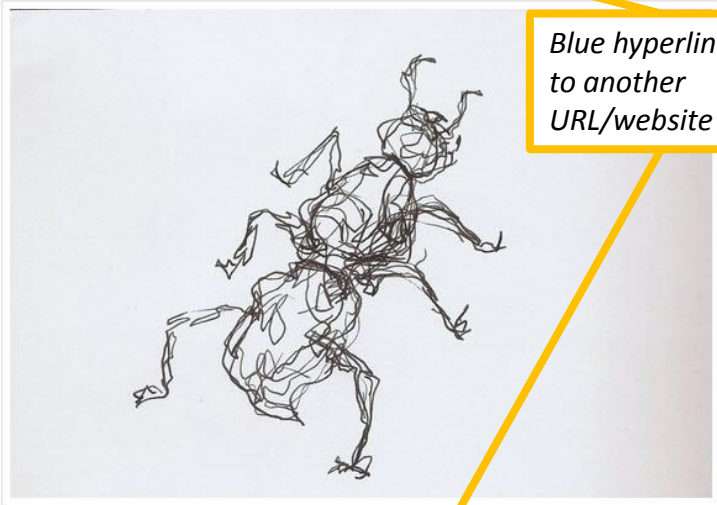
myblog.arts My Sites kelise + New Hello, Kristin Elise Franclemont Butler

Home Search

Post title → **More information about Kelise below...**

Posted on [April 16, 2013](#)

Click image to go to Kelise's official website

Body of post → 

Blue hyperlinks to another URL/website → www.kelise.co.uk

Categories selected in any post will appear in this list →

CATEGORIES

- [Drawings](#)
- [Miscellaneous](#)
- [Paintings](#)
- [Prints](#)
- [Sketchbook](#)

RECENT POSTS

- [More information about Kelise below...](#)

RECENT COMMENTS

ARCHIVES

- [April 2013](#)

META

- [Site Admin](#)
- [Log out](#)
- [Entries RSS](#)
- [Comments RSS](#)
- [WordPress.org](#)

Posted in [Drawings](#), [Miscellaneous](#), [Paintings](#), [Prints](#), [Sketchbook](#) | Tagged [contemporary drawing practice](#), [drawing practice](#), [Kelise artist](#), [Kelise Franclemont](#) | [Leave a reply](#) [Edit](#)

Tags on this post →

Proudly powered by WordPress

• After you have published your post,
• Click [View Post](#)

MORE QUESTIONS?

<http://yourname.wordpress.com/wp-admin>

Stop by again or
Make an appointment or
Email me:

k.franclemontbutler1@arts.ac.uk