WordPress Instructions

1) **Create an account and website in WordPress**
   a. Go to WordPress.com
   b. Click on Get Started in the top right-hand corner.
   c. Create a free account with a unique username and password.
   d. Choose the type of site you wish to create (e.g .blog).
   e. Type in a keyword or subject that describes what your site will be (e.g. higher education).
   f. Choose a title for your website (you can change this later).
   g. Choose a free domain name by typing in the first part of your domain name to see if it's available (this will be the site address for your website, so choose wisely!).
   h. Choose the Free plan.
   i. If you ever need to access your site again, sign in to WordPress and click on My Site in the top left-hand corner.
   j. To edit your account settings, click on the People icon in the top right-hand corner.

2) **Set privacy for blog**
   a. Click on My Site(s) > Settings.
   b. Under General > Privacy, set your privacy level (Public, Hidden, or Private).

3) **Customize your blog theme**
   a. Click on My Site(s) > Themes to change the theme of your website (you can filter the search to only search for free themes).
   b. Click on My Site(s) > Customize to explore additional settings.
      i. Click on Site Identity to add a title and tagline to your website.
      ii. Click on Colors and Backgrounds to change the background color.
      iii. Click on Font to change the website font.
      iv. Click on Header Image to add an image to the header of your website.
      v. Click on Menus to add additional menu items or linked pages to your website. Once there, click on Primary, then Add Items, and add a Page that will become a new tab that will be linked off the homepage (Note: If you haven't created your Pages yet, you can always return to this step after you have).
      vi. Click on Content Options if you want to customize how your blog posts display.
      vii. Click on Widgets if you want to add more sidebar or footer options.
      viii. If you want your site to look more like a website with a static homepage rather than a blog, click on Homepage Settings and choose "A Static Page".
      ix. Click on the device icons at the bottom to preview what your site looks like on different devices.
      x. Click on Publish when you are finished.
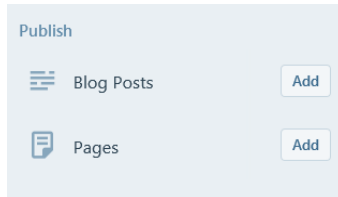
4) **Give others permission to edit your site**
   a. Under My Sites, next to People, click "Add".
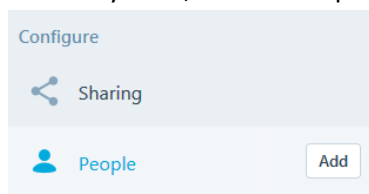
b. Add their email addresses and change the Role to Editor.

c. Click on Email Invitation.

5) How to create a page or blog post

a. Under My Sites, next to Blog Posts or Pages, click "Add".

b. Give the page a title and enter text in the blank text box. Once you start typing, you will see some options appear at the top (e.g. text alignment, bolding text, etc.).
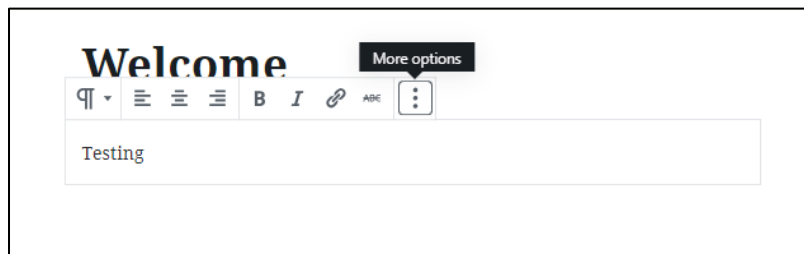
c. When you are finished, click to the side of the block.

d. Hover over the top of the block and click the + icon to add a new block of text or an image.
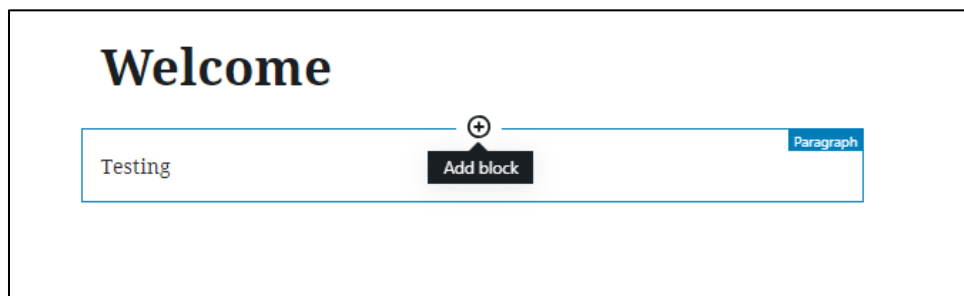
e. Choose the type of block you wish to create (e.g. Image).

f. If you chose an image block, you will be prompted to upload an image from your computer, use an image you've already uploaded to WordPress (found in your media library), or provide the URL to an online image.

g. If you would like to embed an online video, choose the embed or YouTube block, copy the site address of the video you wish to embed, and paste it in the embed field.

h. When you click on any block, a sidebar on the right-hand side will appear, giving you more options.

    i. Click on Page Attributes to choose where the Page will display.

    ii. Click on Public in the Visibility section to customize the privacy settings of that post or page.

i. When you are finished, select Publish in the top right-hand corner, then select it again.