

## Handout - Steps in Blogging

- ❖ **Go to <http://wordpress.com>**
  - Click get started here>fill out one step form give blog address, username, password > Check your email activate your blog
- ❖ **Set Appearance**
  - Click My blog Tab> select Dashboard >Click appearance on left menu>select themes>select one theme for your blog> activate theme
  - To see the blog click my blog
- ❖ **Create a new post**
  - click on new post from dashboard/add new tab> select post > Type the title followed the post insert pict/video/or document files > preview > publish
- ❖ **To add links**
  - Select write a new post give title > type link name > select the name > click insert/edit link > type url > select open link in new window/tab > click add link
- ❖ **To Add widgets**
  - Calendar > click appearance > select widgets > select calendar > drag calendar and put in widget area > type title > save
  - To upload files to share > select Box.net file sharing(secure file storage) > click go get html code > browse select file > give email and password > click upload > copy the html code and paste it in the box provided > click save
  - Now loading of other files can be done directly from the blog by logging in to Box.net( These files need to be downloaded to be viewed).
- ❖ **Comments**
  - To leave a comment > when the blog is viewed click on leave a comment for a particular post > type in your comments
  - To manage comments insert comment widget or use my blog > manage comments
- ❖ **To add new page**
  - Click on add new tab > page > give details(it will appear based on the theme chosen which could be altered)

[Note : Widget are small applications that can be installed and used in webpages]

**Enjoy making your autobiography blog with the sample book!!!!**