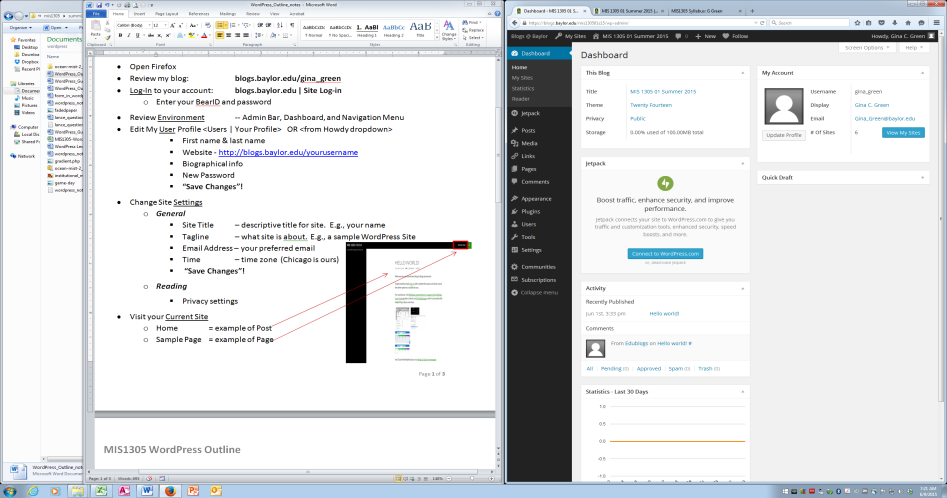
# Introduction

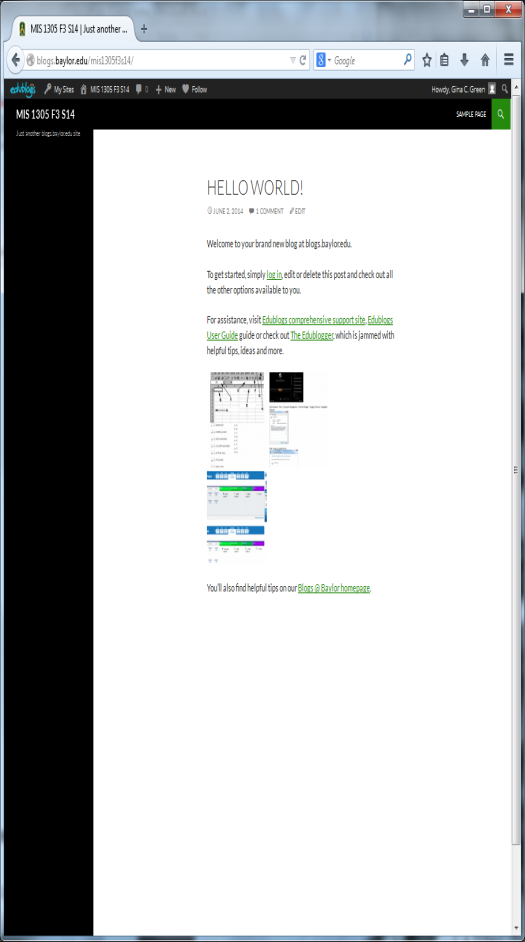
* What is a blog? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* What is Wordpress? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
  + Posts \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
  + Pages \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# Getting Started—Log In and Setup

* Open Firefox
* Review my blog: **blogs.baylor.edu/gina\_green**
* Log-In to your account: **blogs.baylor.edu | Site Log-in**
  + Enter your BearID and password
* Review Environment -- Admin Bar, Dashboard, and Navigation Menu



* Edit My User Profile
  + - First name & last name
    - Website - <http://blogs.baylor.edu/yourusername>
    - Biographical info
    - New Password 🡺 DON’T DO THIS!!!
    - **“Save Changes”!**
* Change Site Settings
* ***General***
  + - Site Title – descriptive title for site. E.g., your name
    - Tagline – what site is about. E.g., a sample WordPress Site
    - Email Address – your preferred email
    - Time – time zone (Chicago is ours)



* + - **“Save Changes”!**
  + ***Reading***
    - Visibility settings
* Visit your Current Site
  + Home = example of Post
  + Sample Page = example of Page

# Appearance

* Theme 🡪 **Twenty Ten |** Activate
  + Can search for theme
* Customize Header Image
  + eg, download <http://business.baylor.edu/gina_green/game-day.jpg>
* Customize Color (Background Color)
  + Eg, Green
* Widgets (visual, interactive tools, can give structure to site & help with navigation)
  + Primary Widget Area (be sure to SAVE changes)
    - Search
    - Text Widget – e.g. enter your favorite verse, quote, …
    - Calendar
    - Categories

# Add Content Items

* Posts
  + Modify default post: “Thoughts on Wordpress”
  + Add New Post:
    - Title e.g., “Share Your Thoughts”
    - Content …content of your post… (include any formatting)
    - Discussion Allow Comments
    - Trackback, Pingback
      * T: notify a website if you reference it
      * P: notify other sites of your entry
  + Add New Categories: “About Wordpress”
    - Categories are like topics or subjects
* Pages
  + Modify default page: “MIS1305 Class Website”
  + Add New Page: “MIS1305 Class Resources”
  + Add New Page: “MIS1305 Blog” (do not put any content on this page)

# Define Static Front Page

* Settings | Reading | Front page displays | Static page
  + Select Front page: e.g., “MIS1305 Class Website”
  + Select Post page: “MIS1305 Blog”

# Create Menu

* Add pages, blog to the Menu
  + Don’t forget to specify the primary menu
* Custom Menu Items
  + e.g., external links as menu items

# More Things

* Media
  + Add individual pictures to a page
  + Create/View the Media Library
  + Add Gallery to a page
  + Add Slideshow to a page (requires Plug-In)
  + Add audio and video to a page
* Links
  + Add Link widget
  + Add a few pertinent external links
* Forms
  + For getting structured user data (e.g., surveys, polls, requests for services, etc…)
  + Can use surveys developed in other applications (e.g., Qualtrics, etc…)
  + Requires Plug-In
* Plug-Ins
  + Can access additional widgets, functionality

Contact Me