

MDLAB 2018

Creating a WordPress Blog



WordPress is an online publishing platform that helps in creating professional Internet websites. It could also be used to create a free personal blog.

You will use WordPress as a primary platform to post all your assignments during the MDLAB 2018. This document will help you set up your blog on WordPress.

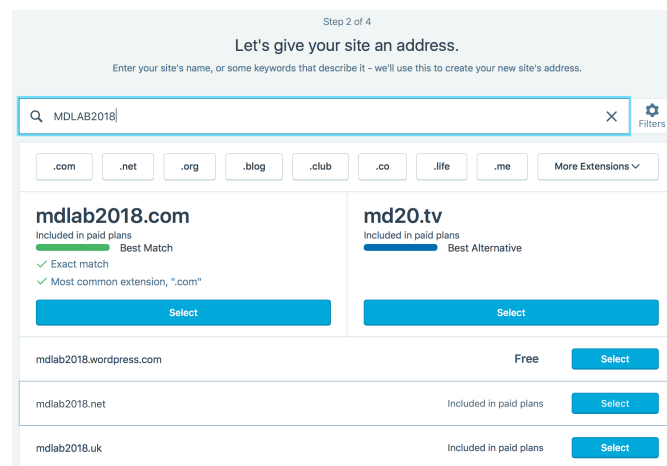
Please create a new WordPress blog for MDLAB, even if you have an existing one, following these instructions.

Setting up your blog:

- 1) To start your blog, visit this link: <https://wordpress.com/create-blog/>
- 2) Select “Create your blog” as illustrated below:

Create your blog

- Step one: Answer the questions set that appear under the title “Let’s create a site.”
- Step two: Let's give your site an address. Write a blog name and wait to see its availability. WordPress will offer you several options. Select the free domain or try another name. Remember, you cannot change this name later.




- Step three: Choose a plan. It is recommended you select the free option.



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- Step four: You will be directed to “Create your account.” Write your email and choose a password, and press “Continue.”
- Step five: Check your email to activate your blog.

Task 1: Adjust the blog

- 1) When you start your blog, WordPress will give you some instructions.
- 2) Then, your first blog post “The Journey Begins” will appear on your home page. To edit this post, you will find the edit button in the left bottom corner of this post.
- 3) First, edit the image. Select the edit tool in the left bottom corner of the image: 
- 4) Select “Add New” to add a photo from your gallery. Most likely, you have captured some photos in your workplace on your phone. Choose one of them and send it to yourself from your phone via email. Then, open your email from the computer you use and download it. Finally, you will be able to add it to the blog.
- 5) The photo you just uploaded will appear in your images’ gallery. Select it, then, press “Set Featured Image.”
- 6) Click on “The Journey Begins” to edit the title. Write a title related to your image.
- 7) Delete the post’s body and write a short caption to describe the image.
- 8) Finally, from the right top corner, press “Update.”

Task 2: Change the site title

It is essential to have a title that reflects your site’s content. The site title is different than the blog domain that you have selected before. The site title could be changed anytime later.

- 1) From the top left corner, select “My Site.”



- 2) Then, from the left menu, select “Settings.”
- 3) Change the site title, and press “Save Settings.”


Task 3: Delete or Edit a page

- 1) From the top left corner, select “My Site.”
- 2) From the left menu, press “Pages.”



- 3) All available pages will appear on this page. Click on the three dots ... on the right side of the “Contact” page.

If you want to receive messages and comments from other people, you might need to keep this page. In this case, you need to edit its image only:

- 1) Edit the image as explained before.
- 2) Select the edit tool in the left bottom corner of the image: 
- 3) Add any picture you find appropriate. Make sure that you have the image’s copyright.

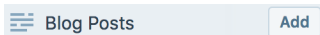
If you do not want to receive messages or comments, delete the page:


- 1) Click on the three dots ... on the right side of the “Contact” page.
- 2) Then select “Trash” to delete it.

Task 4: Add a new blog post

Your blog is now for your first post.

- 1) From the top left corner, select “My Site.”
- 2) From the left menu, and on the right side of the “Blog Posts” button, press “Add” button.



- 3) Write your first post about your pre-academy assignment.
- 4) If you want, add a picture: you can download it from the Internet, but remember to save its URL to add it to your post.
- 5) To add a picture, press the plus sign from the post toolbar . Next, select “Add New” to upload the picture from the computer. Then, Select it and press “Insert.”
- 6) Do not forget to copy and paste the image URL at the end of your post after writing “Image source:”
- 7) Finally, press the “Publish” button from the top right corner.

Important information:

1) Differentiating between a web page and a blog:

Websites consist of pages and a blog: whereas the content of pages is static, blogs' content is dynamic, allowing posts to appear on the same blog page. As such, it is important to remove unnecessary pages from your blog or edit them to reflect your identity.

2) Posting a video or audio:

To post a video or audio URL, copy the URL and paste it into the body of a new blog post. Next, wait a few seconds until the video or the audio appears. Finally, write a description or caption under the video/audio, and add an appropriate title.

3) Sending your blog link:

Sending your blog URL is as not direct as you might think. Copying and pasting the link that appears in your browser is not correct! To send the URL, follow these steps:

1. From the top left corner, select "My Site."



2. Press on the word "Domains," NOT "Add."



3. You will find a list of your domains. Copy the correct one and send it.

