

How to Post, Add Pages, Images & Links, and Arrange Your Sidebar on Your Blog

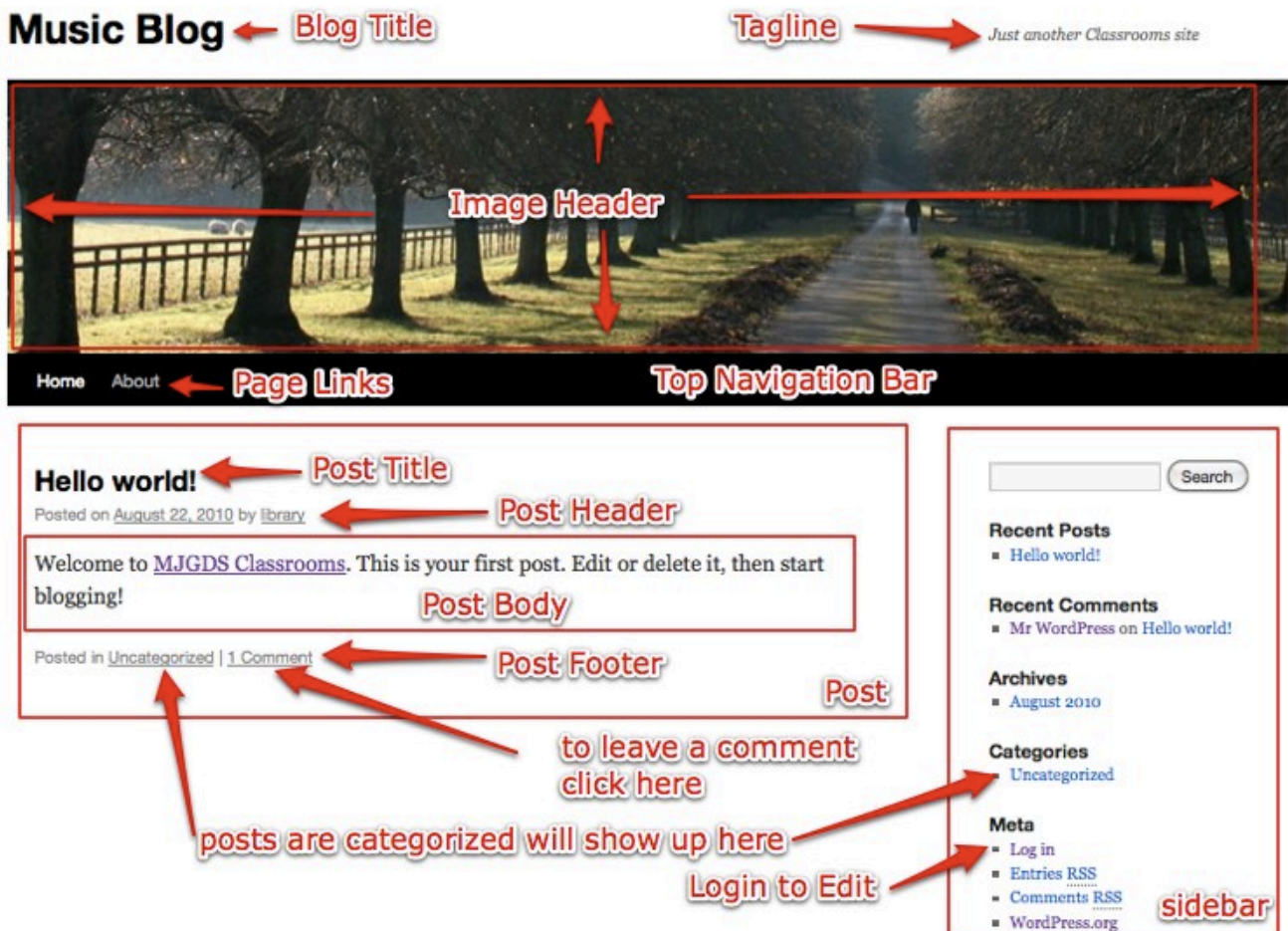
A Step by Step Guide on how to:

- login to your Dashboard
- add a post
- add a page
- edit a post or a page
- add and organize links
- add and arrange widgets on your sidebar
- insert a images

on your Wordpress platform based blog.

The guide starts out with **Blog Vocabulary** and the **Difference between a Post and a Page in a Blog.**

Blog Vocabulary



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by Silvia Rosenthal Tolisano~ Langwitches Blog~ GloballyConnectedLearning Consultant

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Difference between POSTS & PAGES

(from WordPress Support)

<http://en.support.wordpress.com/post-vs-page/>

Posts

Posts are listed in reverse chronological order on the blog home page or on the posts page if you have set one in [Settings > Reading](#). If you have created any [sticky posts](#), those will appear before the other posts. Posts can be found in the Archives, Categories, Recent Posts, and other widgets. Posts are also displayed in the RSS feed of the blog. You can control how many posts are displayed at a time in the Reading Settings. The URL for a post includes the date the post was published like this: `http://blogname.wordpress.com/2008/11/30/post-title/`

Pages

Pages are static and are not listed by date. Pages do not use tags or categories. An About page is the classic example. Pages are displayed in the sidebar using the Pages widget, and some themes display pages in tabs at the top of the blog. If you have 50 pages and you use the Pages widget, then all pages will be listed all the time. The URL for a page looks like this:
`http://blogname.wordpress.com/page-title/`



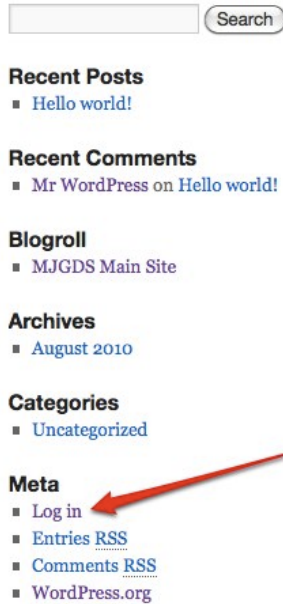
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Login to your Dashboard

After you click “login” on your blog (usually the link is located on the bottom of your SideBar,



you will be directed to the following screen. Enter your Username and Password given to you by your administrator/ webmaster.



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The Dashboard

Once logged in, you will be taken automatically to your Dashboard.
This is where you will make any changes to your blog.

The screenshot shows the WordPress dashboard for a blog titled "Music Blog". The user is logged in as "Jeanine.hoff". The dashboard includes a sidebar with navigation links (Dashboard, My Sites, Akismet Stats, Posts, Media, Links, Pages, Comments, Appearance, Users, Tools, Settings) and a main content area with widgets for "Right Now" (Content and Discussion statistics), "Theme Twenty Ten with 6 Widgets", "Storage Space", and "Recent Comments". A "New Post" button is visible in the top right corner. Red arrows and text annotations highlight key features: "Title of Blog, click link will always take you back to see public view" points to the blog title; "The Dashboard is where you add & edit pages and posts. You have to be logged in to the Dashboard to make changes. Click on 'login' or 'SiteAdmin' in Sidebar to get back to Dashboard" points to the dashboard title; "Click here to create a NEW POST" points to the "New Post" button.



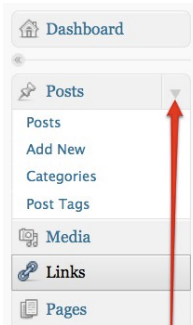
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All About Posts

Take a look at the left sidebar of your Dashboard for “Posts”. Click on the upside down triangle next to “Posts” in order to see more options.



All About POSTS

Dashboard

Dashboard

My Sites

Akismet Stats

Posts

Posts

Add New

Categories

Post Tags

Media

Links

Pages

Pages

Add New

Comments

Appearance

Users

Tools

Right Now

Click "Posts" to see all your written (published & draft-) posts listed

1 Post

Click "Add New" if you want to create a new post

1 Page

1 Category

Click "Categories" if you want to add or edit a post category

0 Tags

1 Comment

1 Approved

0 Pending

Theme Twenty Ten with 6 Widgets

Change Theme

Akismet blocks spam from getting to your blog, but there's nothing in your spam queue at the moment.

Storage Space

10MB Space Allowed

0MB (0%) Space Used

Recent Comments

From Mr WordPress on Hello world! #

Hi, this is a comment. To delete a comment, just log in and view the post's comments. There you will have ...



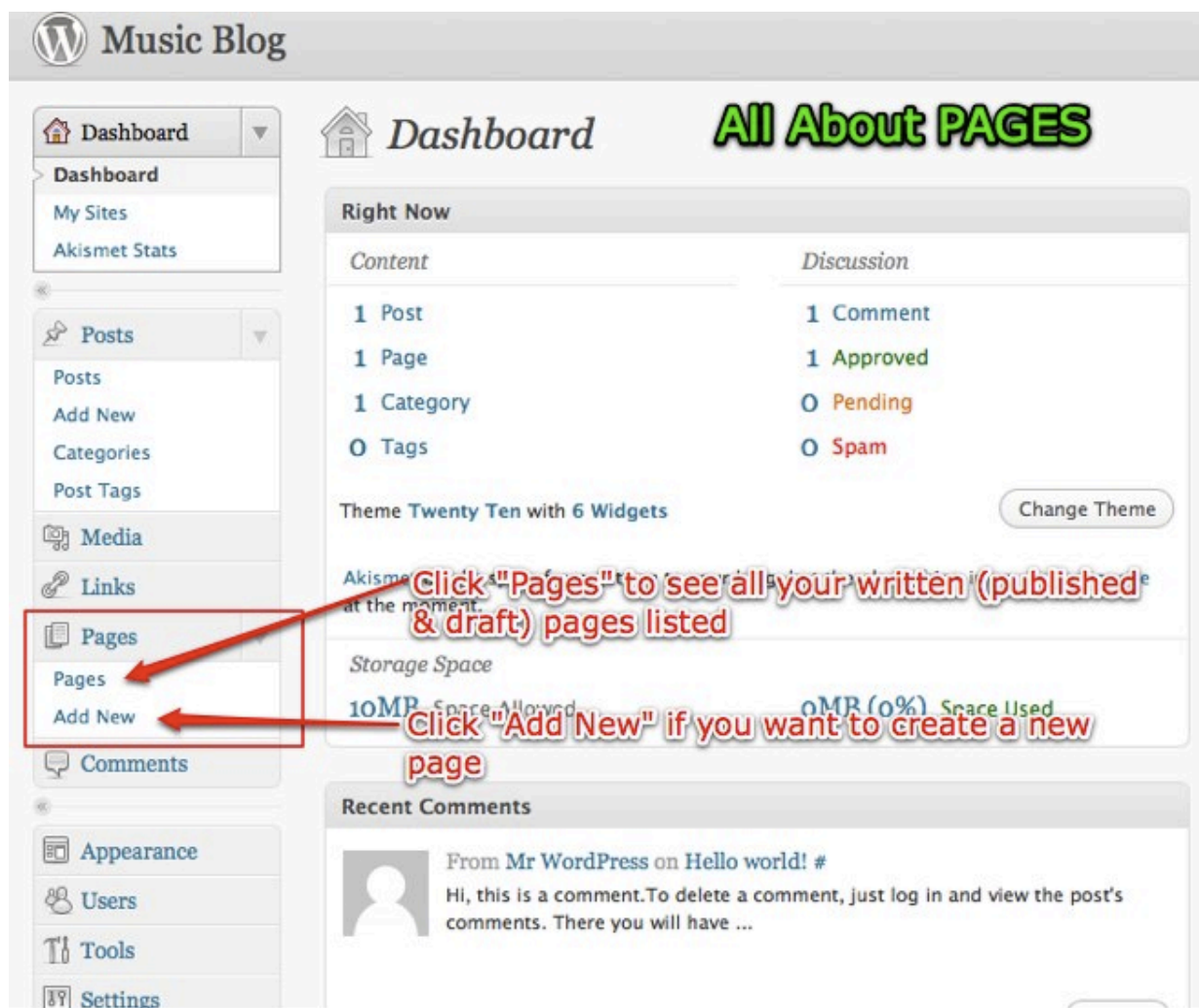
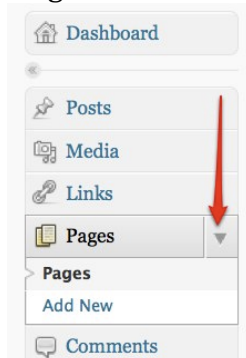
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All About Pages

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4 Steps to Writing a POST

The screenshot shows the WordPress 'Add New Post' interface. The title field contains '4 Steps to Writing a POST'. The main content area is empty. The right sidebar shows the 'Publish' section with 'Save Draft' and 'Publish' buttons. The 'Categories' section is also visible.

1. Enter "Title of Post" here

2. Enter the body of post (text & embedded media) here

3. Create or check off post category here

4. Publish or Update Post

add category title here

4 Steps to Writing a PAGE

The screenshot shows the WordPress 'Add New Page' interface. The title field contains '4 Steps to Write a New PAGE'. The main content area is empty. The right sidebar shows the 'Publish' section and the 'Page Attributes' section.

1. Enter "Page Title" Here

2. Enter Body of Page (text & embedded media) here

3. Choose "Page Attribute" if page is a "Parent Page" (will appear as link in Top Navigation Bar) or a "Child Page" (will appear as drop down menu)

4. Publish or Update Page

If you want page to be "parent" page...leave as (no parent), if you want page to be "child" page... click on triangle and choose under which parent page you want this page to appear.



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Editing a Post or Page

If you are in need of editing an already published post/page or a draft post/page, in the sidebar of your dashboard, click "Posts" or "Pages".

Music Blog **Click on "Posts" in order to see list of ALL your posts**

Dashboard **Posts** Add New

All (1) | Published (1)

Bulk Actions Apply Show all dates View all categories Filter

<input type="checkbox"/>	Title	Author	Categories
<input type="checkbox"/>	Hello world!	library	Uncategorized
	Edit Quick Edit Trash View		
<input type="checkbox"/>	Title	Author	Categories

Bulk Actions Apply

**Move your mouse over post title.
Edit | Quick Edit | Trash | View will appear
Click on "Edit"**



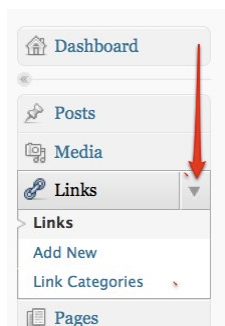
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Add and Organize Links

Take a look at the left sidebar of your Dashboard for “Links”. Click on the upside down triangle next to “Links” in order to see more options.



A screenshot of the WordPress dashboard for a blog titled 'Music Blog'. The dashboard is titled 'Adding & Organizing Links'. The left sidebar shows the 'Links' menu expanded. Three red arrows point from the 'Links', 'Add New', and 'Link Categories' options in the sidebar to corresponding text boxes in the 'Right Now' widget. The 'Right Now' widget displays statistics: 1 Post, 1 Comment, 1 Category, 0 Pending, and 0 Total. Below the statistics, there are sections for 'Theme Twenty Ten with 6 Widgets', 'Akismet blocks spam from getting to your blog, but there's nothing in your spam queue at the moment.', and 'Storage Space' (10MB Space Allowed, 0MB (0%) Space Used). The 'Recent Comments' section shows a comment from 'Mr WordPress' on 'Hello world!'.

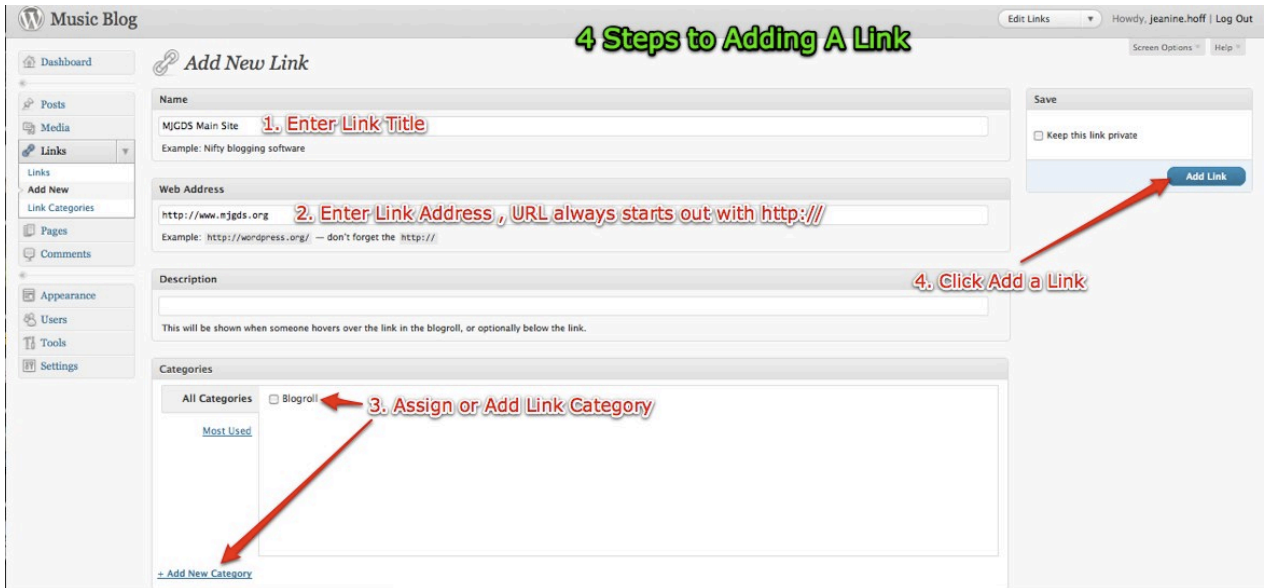


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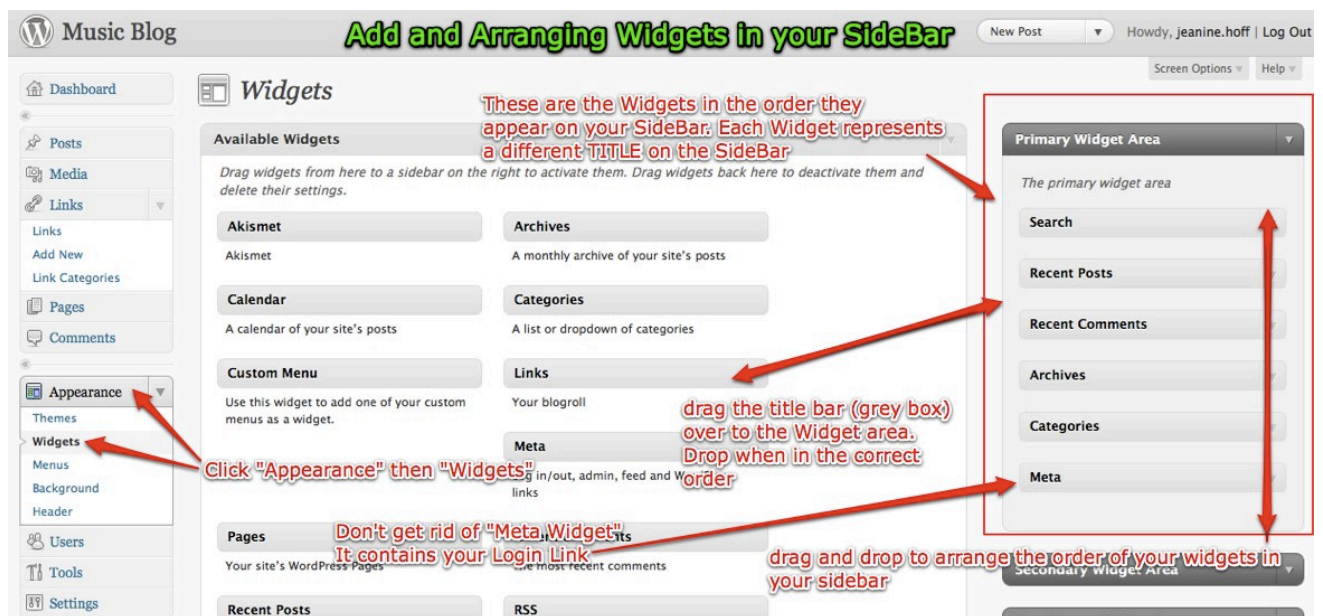
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4 Steps to Adding a Link



Add and Arrange Widgets in your SideBar.

Each widget represents a different TITLE in Your SideBar.



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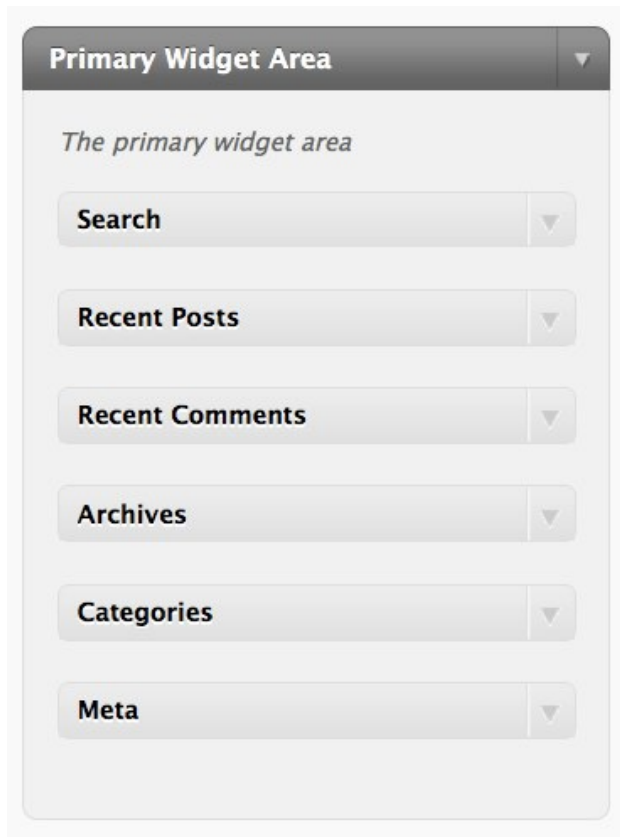
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Widgets in your Dashboard



Widgets in your Blog SideBar



The screenshot shows the 'Primary Widget Area' in the WordPress dashboard. It features a dark header with the text 'Primary Widget Area' and a dropdown arrow. Below the header, the text 'The primary widget area' is displayed. There are six widget slots, each with a title and a dropdown arrow: 'Search', 'Recent Posts', 'Recent Comments', 'Archives', 'Categories', and 'Meta'.



Recent Posts

- [Hello world!](#)

Recent Comments

- [Mr WordPress](#) on [Hello world!](#)

Archives

- [August 2010](#)

Categories

- [Uncategorized](#)

Meta

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



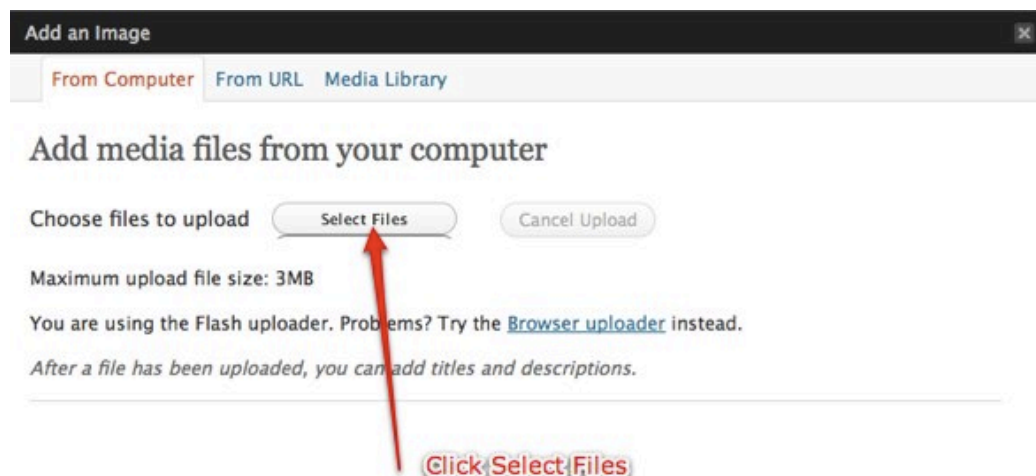
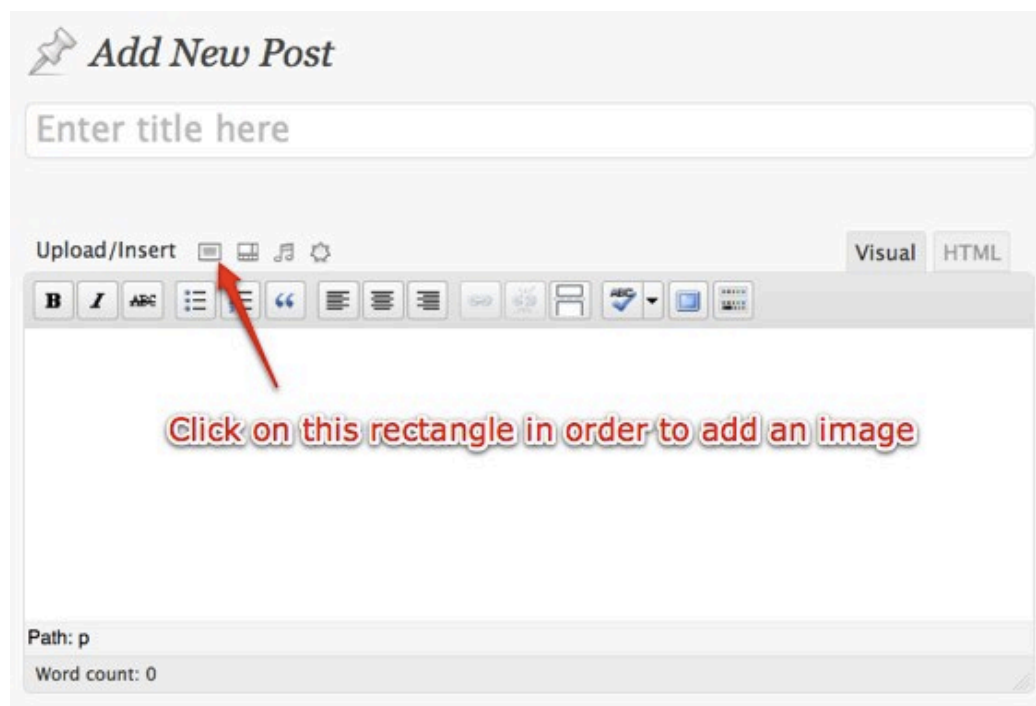
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Inserting an Image

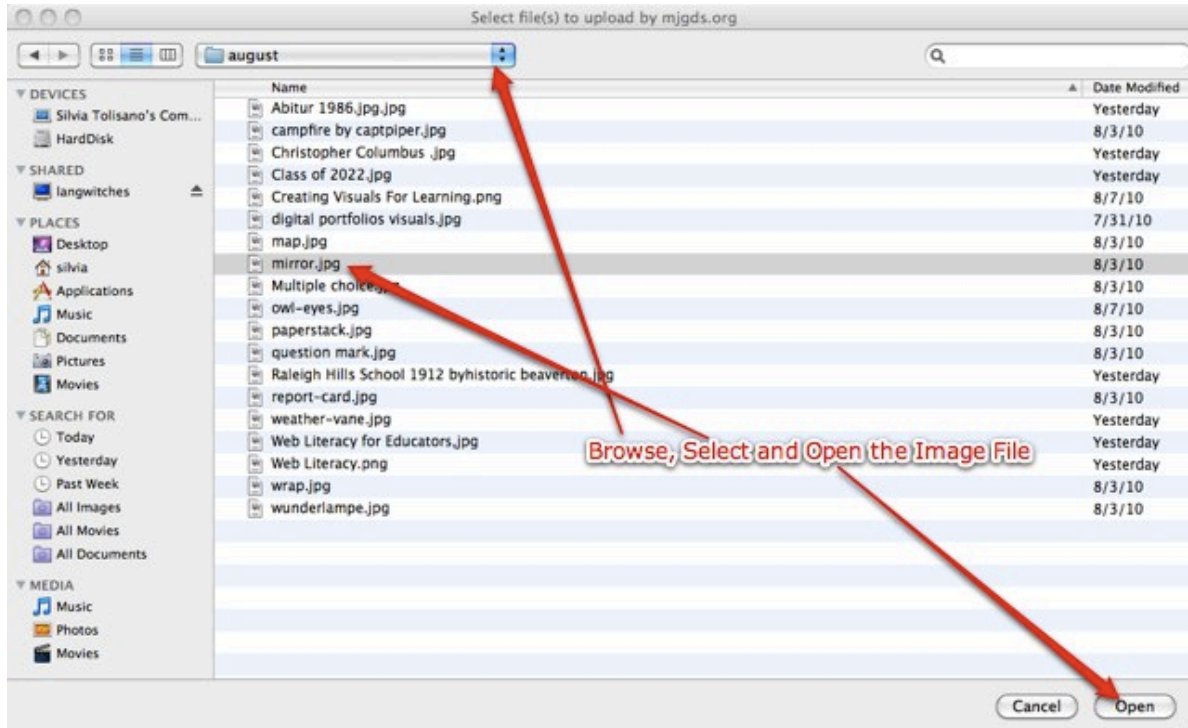
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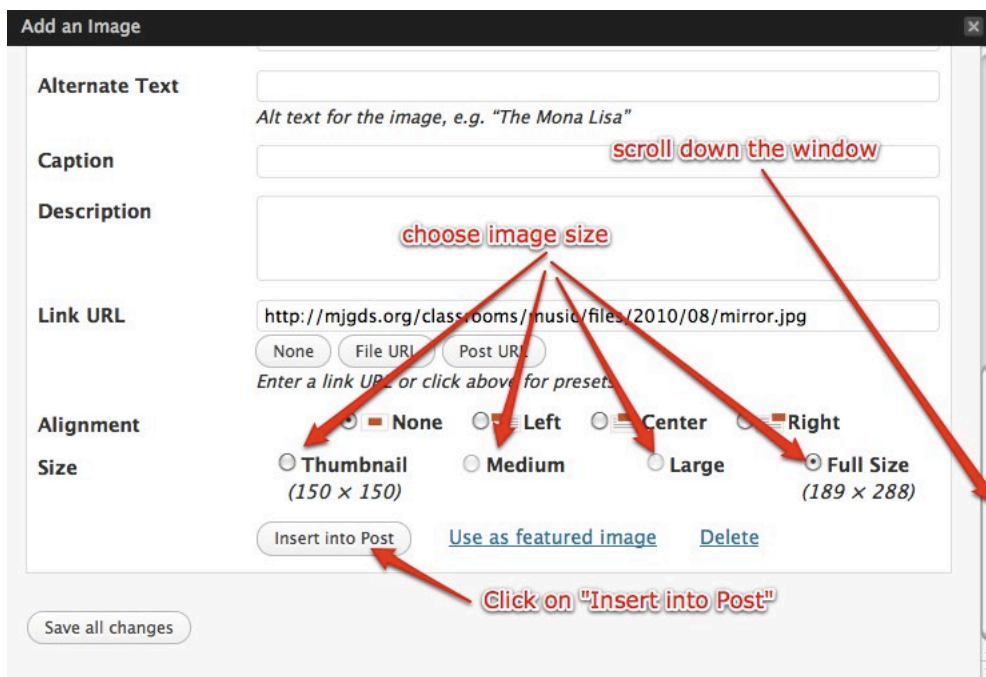
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The image will be uploaded to the Media Library of your blog. Make sure that the image is not too large. It is a good idea to resize larger images (that came directly from your digital camera) BEFORE you upload them to your blog.



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