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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Difference between POSTS & PAGES
(from WordPress Support)
http://en.support.wordpress.com/post-vs-page/

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**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/

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**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 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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by Silvia Rosenthal Tolisano~ Langwitches Blog~ GloballyConnectedLearning Consultant
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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.
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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.
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All About Pages

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

4 Steps to Writing a POST

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

4 Steps to Writing a PAGE

4 Steps to Write a New PAGE

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

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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”.

![WordPress Posts Dashboard]

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

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.
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4 Steps to Adding a Link

1. Enter Link Title
2. Enter Link Address (URL always starts out with http://)
3. Assign or Add Link Category
4. Click Add a Link

Add and Arrange Widgets in your SideBar.

Each widget represents a different TITLE in Your SideBar.
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Widgets in your Dashboard → Widgets in your Blog Sidebar

**Primary Widget Area**

- Search
- Recent Posts
- Recent Comments
- Archives
- Categories
- 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

In order to insert an image into a blog post or page, add or edit a post (or page). Make sure you insert your cursor at the point in your post (or page) you want the image to appear.

[Image of Add New Post interface]

[Image of Add an Image interface]

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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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