

CREATE YOUR OWN WEBSITE (known as your blog)

PART 1 SETTING UP THE BASICS

You need to create your own club generic email address first. Choose a suitable name for the address as this will be duplicated in your wordpress address.

Go to www.wordpress.com and start to create your new account using your new generic address. I have created an account called 'name probus'. You will find that your new website address will come up the same as your generic email address. This will also come up as the default name of your website but you can change this later.

Wordpress will try to get you to upgrade from the free site to a paying one but ignore this and click on the **no thanks I'll use the free address**. Scroll down and click on **Create Blog** under the wordpress.com Beginner column.

WordPress.com

Themes Support News Features Sign Up Log In

Get started with WordPress.com

E-MAIL ADDRESS ✓

USERNAME ✓

PASSWORD Hide
 Your password can be saved. [Generate strong password](#)

BLOG ADDRESS .wordpress.com Free ✓

We'll send you an email to activate your account, so please triple-check that you've typed it correctly.

Your username should be a minimum of four characters and can only include lowercase letters and numbers.

Great passwords use upper and lower case characters, numbers, and symbols like !£\$%&. [Generate strong password](#)

Choose an address for your blog. You can change the WordPress.com address later. If you don't want a blog you can signup for just a username.

Thinking about upgrading?

Choosing to upgrade on signup can save you some cash over buying upgrades at a later date. For more information on each upgrade, hover over the name for an explanation of the feature.

	WordPress.com Beginner	WordPress.com Premium	WordPress.com Business
Free Blog	✓	✓	✓
A Custom Site Address	✗	✓	✓
Space	3 GB	13 GB	Unlimited
No Ads	✗	✓	✓

WordPress.com Themes Support News Features Sign Up Log In

Blog Address: nameprobus .wordpress.com Free

Thinking about upgrading?
Choosing to upgrade on sign up can save you some cash over buying upgrades at a later date. For more information on each upgrade, hover over the name for an explanation of the feature.

	WordPress.com Beginner	WordPress.com Premium	WordPress.com Business
Free Blog	✓	✓	✓
A Custom Site Address	✗	✓	✓
Space	3 GB	13 GB	Unlimited
No Ads	✗	✓	✓
Custom Design	✗	✓	✓
VideoPress	✗	✓	✓
Premium Themes	✗	✗	Unlimited
Support	Community	Direct Email	Live Chat
	Free	AS\$166.00 AS\$99.00 per year	AS\$686.00 AS\$299.00 per year

By creating an account you agree to the fascinating Terms of Service.

Create Blog Start Trial Upgrade Start Trial Upgrade

STEP 1 Set up your blog

You can alter your blog title and add a tag line here. Click on **Next step**

WordPress.com

STEP 1
Set up your blog

Blog Title: nameprobus

Tagline (optional): The greatest WordPress.com site in all the land!
In a few words, explain what your blog is about.

Language: en - English
Which language will you be blogging in?

Posting Goal: Once a week Once a month No goal
How often would you like to post? We'll help you reach your goal with timely email reminders.

Next Step →

STEP 2 Choose a theme

At this stage just click on **Next Step** and Twenty Twelve will become your default theme. I'll show you how to change it later. Don't choose a theme you have to pay for.

STEP 2
Choose a theme

Click on a thumbnail to choose a theme for your blog. No need to over think it; you can always switch to a different theme later.

Twenty Twelve
Portfolio \$79
Gridspace \$75
Snap \$79
Anthem \$79
Trvl
Nurture
Zoren
Espand

← Back to previous step Next Step →

STEP 3 Customise: ignore this step and just click on **Next Step**. You can customise later.

STEP 4 Share your blog. You are unlikely to want to share it on Twitter or Facebook so click on **Next Step**.

STEP 5 Create first post. We'll do this later so click on **Next step**.

At this point Wordpress will ask you to reconfirm your email address. Go back to your generic email address that you used to set up the blog and click on the email that they have sent you. Once it has opened click on **Log On** and another window will automatically open.

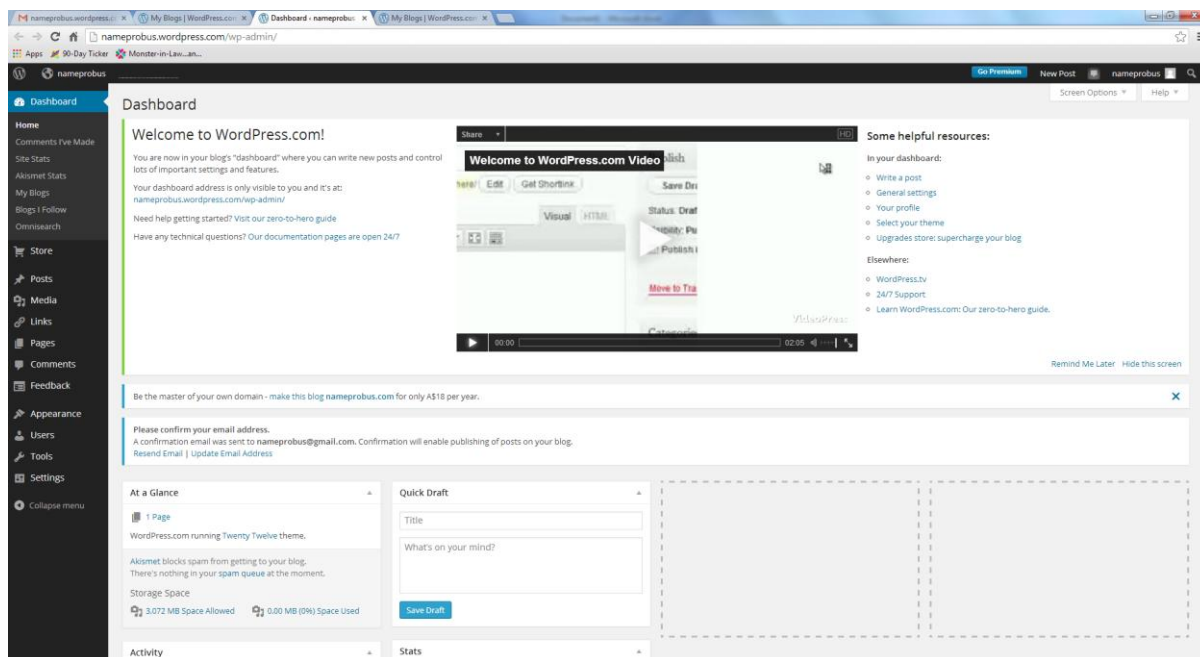
Click on **My Blog** on the top blue menu bar.

The screenshot shows the WordPress 'My Blogs' interface. At the top, there's a blue navigation bar with 'Reader', 'Stats', 'My Blog', and 'Freshly Pressed' tabs. A notification banner at the top reads: 'Please confirm your email address. A confirmation email was sent to nameprobus@gmail.com. Confirmation will enable publishing of posts on your blog. Resend Email | Update Email Address'. Below this, the 'Blogs I Follow' section features a card for 'The Daily Post' with a 'Following' status. The main content area displays a blog post titled 'Community Pool' with a short paragraph: 'The Community Pool is for those of you looking for input, whether on post ideas, writing, blog design and layout, or anything else. If you have a post, page, or idea you want to bounce off someone, leave a comment.' It also shows '144 MORE WORDS', a 'Blogging' tag, and social interaction buttons for 'Reblog', 'Comment' (405), and 'Like' (197). On the right, a 'READER' sidebar contains links for 'Blogs I Follow', 'Comments I Made', 'Posts I Like', 'Freshly Pressed', 'Recommended Blogs', and 'Find Friends'. At the bottom of the sidebar, there's a 'TAGS' section.

Now click on **Dashboard**. You will find this at the bottom of the middle white oblong with your blog name in it and you will be taken to the 'back end' of your blog.

The screenshot shows the WordPress 'Dashboard' for the 'nameprobus' blog. The top navigation bar is identical to the previous screenshot. The notification banner remains at the top. Below it, the 'My Blogs' section provides an overview of the blog and includes a 'Create Another Blog' button. A card for 'nameprobus' (nameprobus.wordpress.com) features an 'Add a New Post' button and a navigation menu: 'Dashboard', 'Posts', 'Pages', 'Stats', 'Sharing', 'Change Theme', 'Customize', and an 'Upgrade' button. The bottom of the dashboard is organized into five columns: 'GET UPGRADED' with a 'Go Premium' button; 'DO MORE' with links for Features, Store, Themes, and Developers; 'COMMUNITY' with links for Support, Forums, WordCamps, and WordPress.org; 'COMPANY' with links for Our Story, Privacy, Terms of Service, and Matt Mullenweg; and 'FROM OUR BLOGS' with links for Community Pool, Daily Prompt: Walking on the Moon, Daily Prompt: Tainted Love, and Planet Automattic: February 2014.

You have now reached your **Dashboard** from where you can make all the changes to your blog.

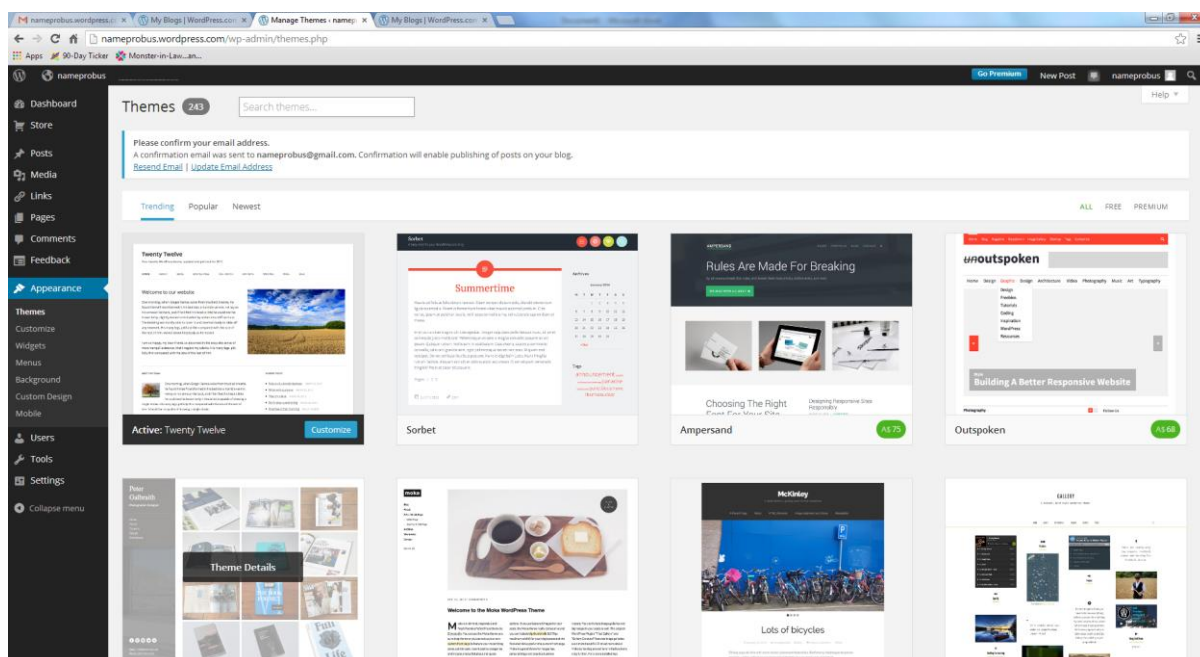


You have successfully completed PART 1 and have set up your blog.

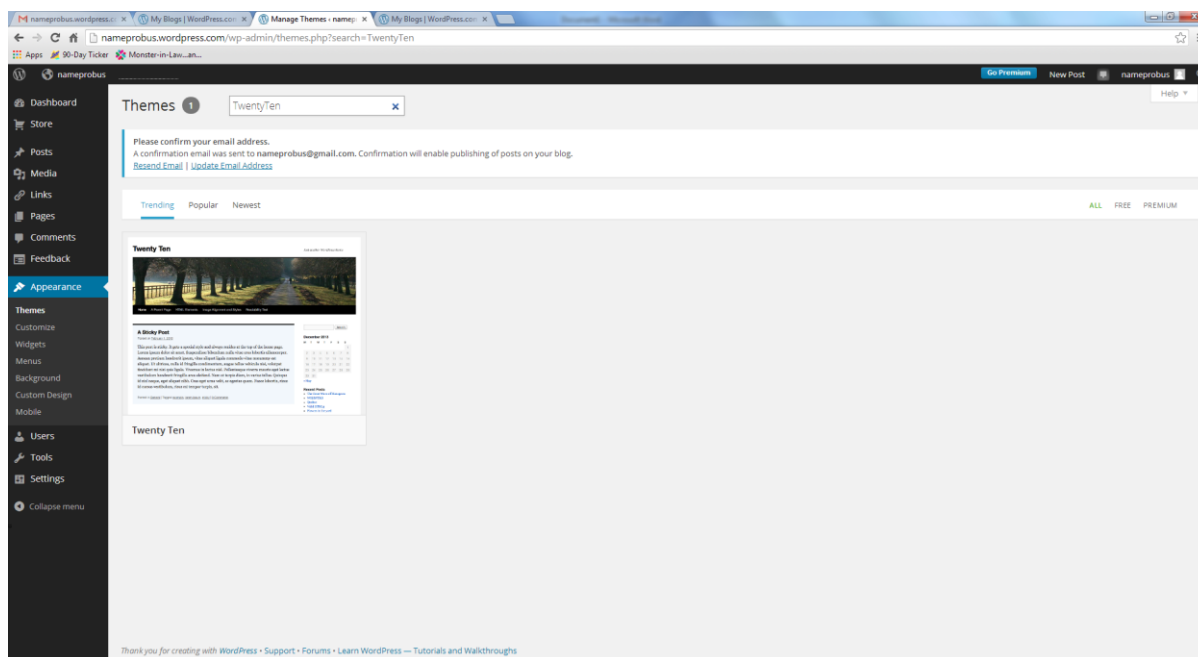
PART 2 EXPLORING YOUR DASHBOARD

HOW TO CHANGE YOUR THEME

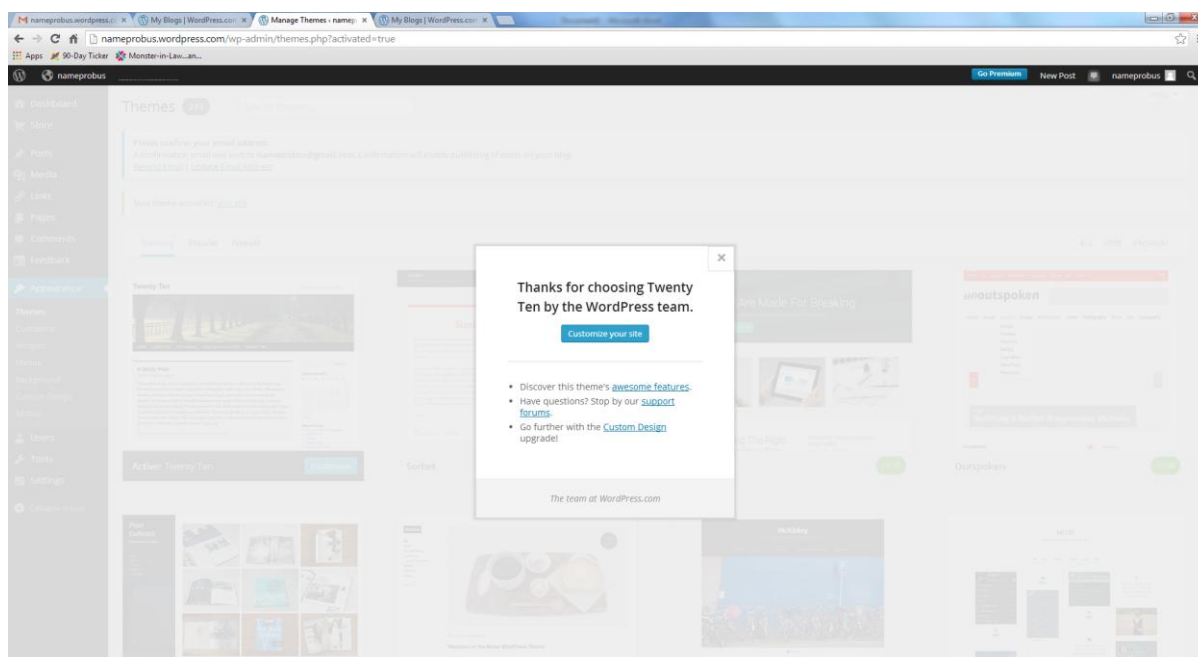
In the left hand black column, look for **Appearance** and hover your cursor over it. A sub menu will appear and click on **Themes**.



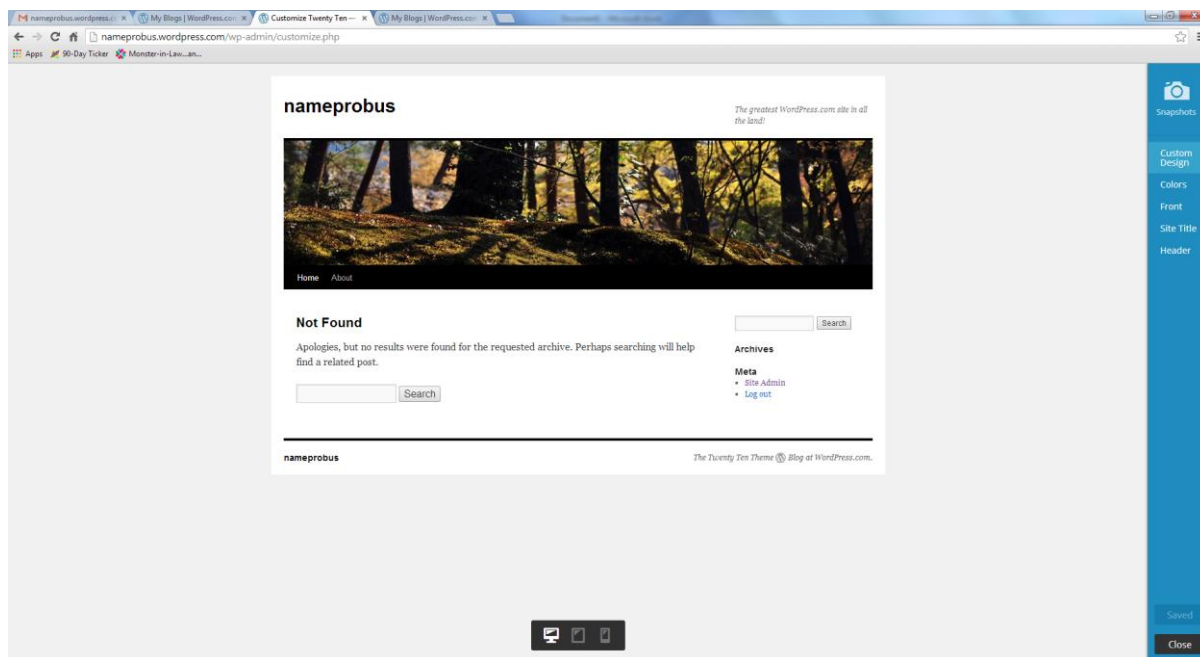
You can stick with Twenty Twelve and customise that, choose a different theme or type **TwentyTen** into the little white box saying 'Search themes' next to the title Themes. I'm going to use Twenty Ten only because I'm familiar with it and it works well for me.



Hover your cursor over the TwentyTen theme and click on **Activate**.



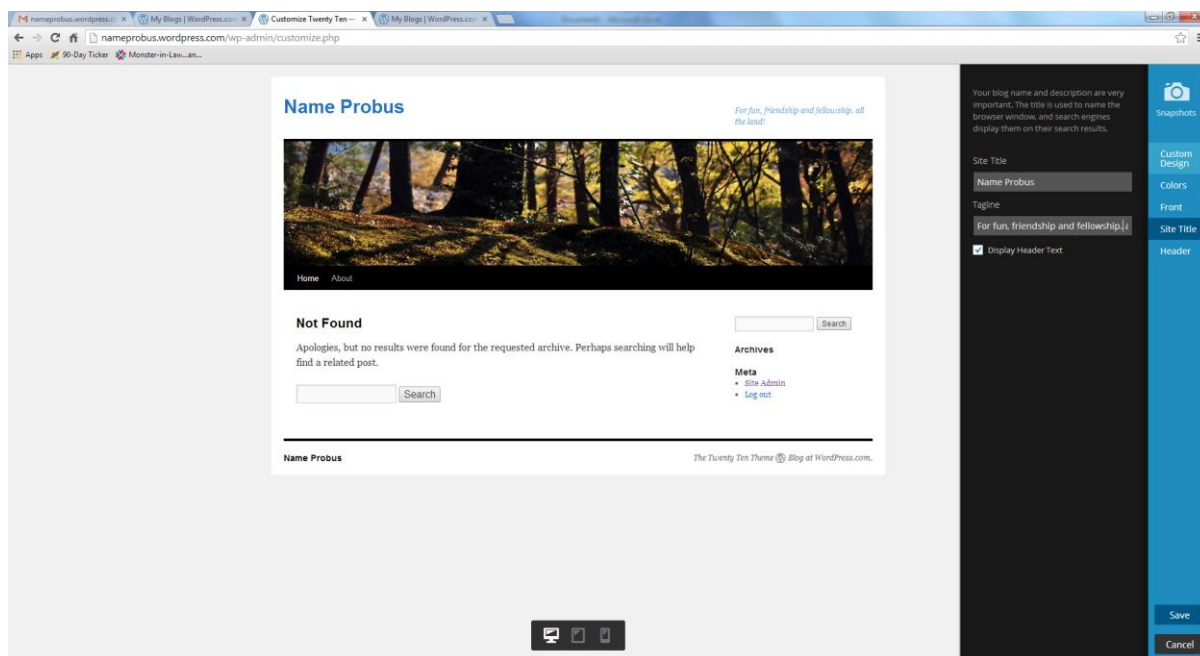
Click on **Customise your site**



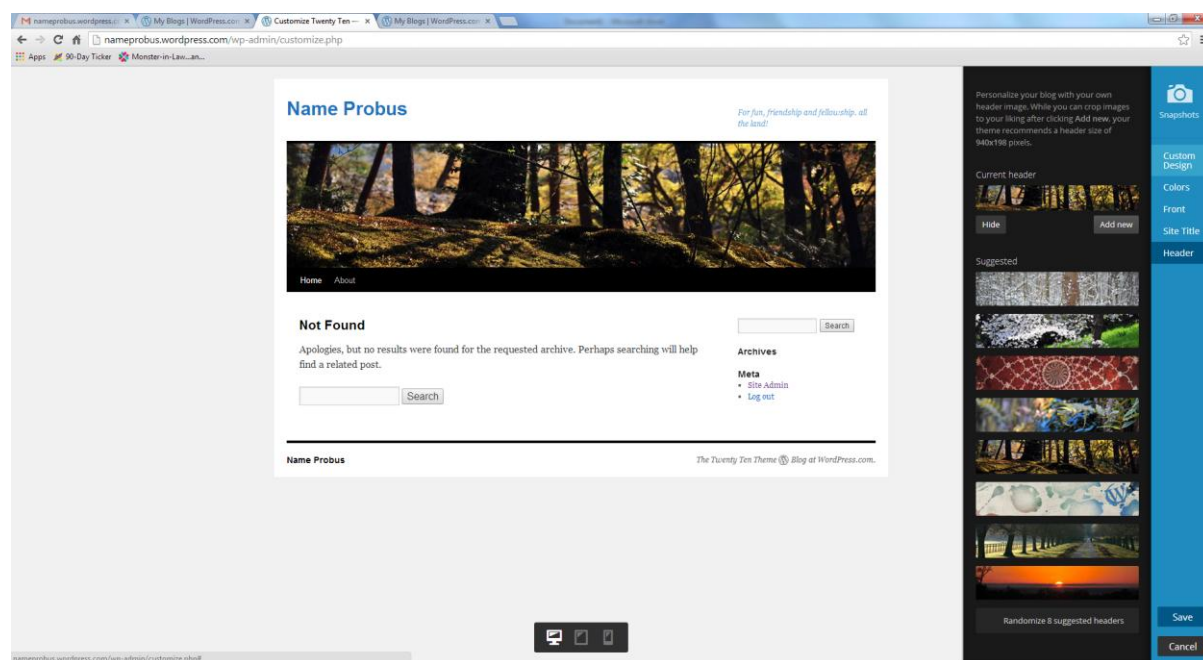
You can customise your site by clicking on the items in the blue right hand column. **Colours** lets you choose a background colour and change the colour of your heading. You can play around here and decide what you like.

Ignore Front at the moment as we are going to do this later.

Site title lets you change the name of your site and add a tagline. Do this if you didn't change it earlier.

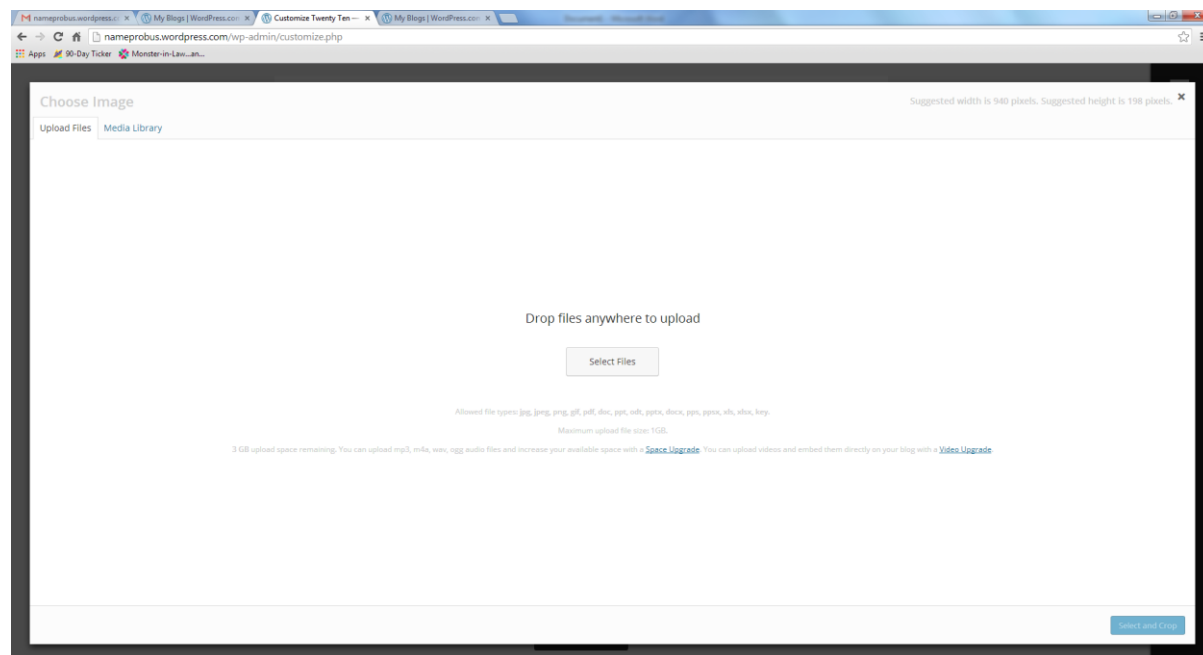


Header lets you add a picture to the top of your site.

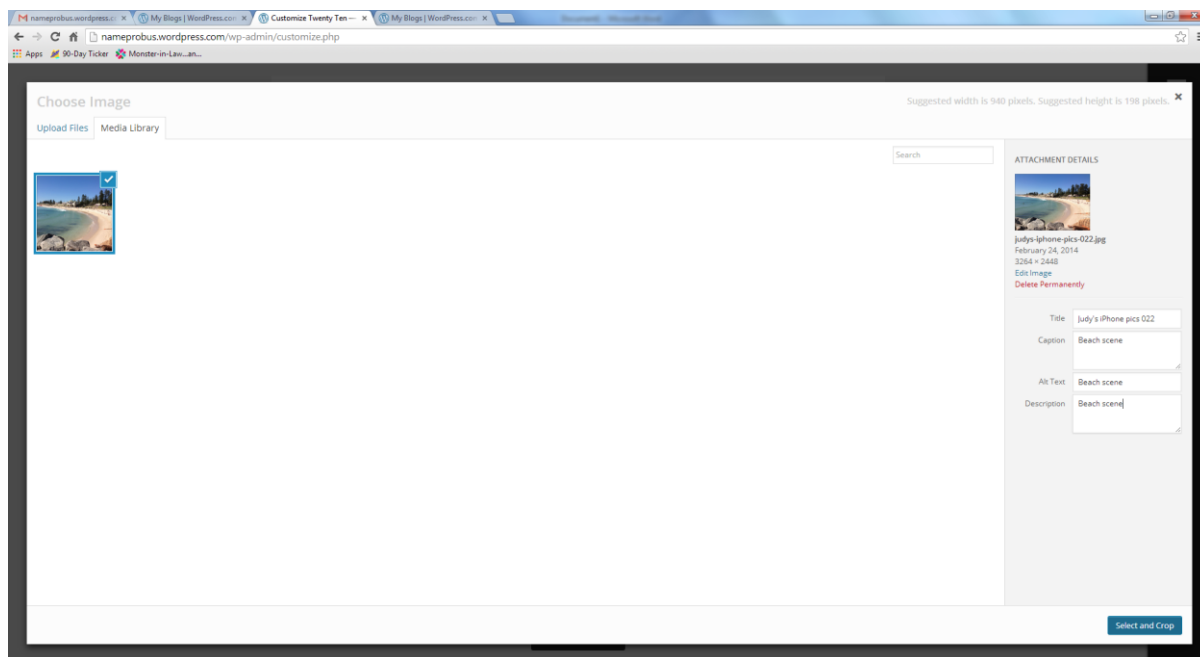


You need to follow the guidelines re the number of pixels. If this is all foreign to you then experiment by loading different photos. Wordpress shows you how much of your photo will become the header. It will be trial and error here!

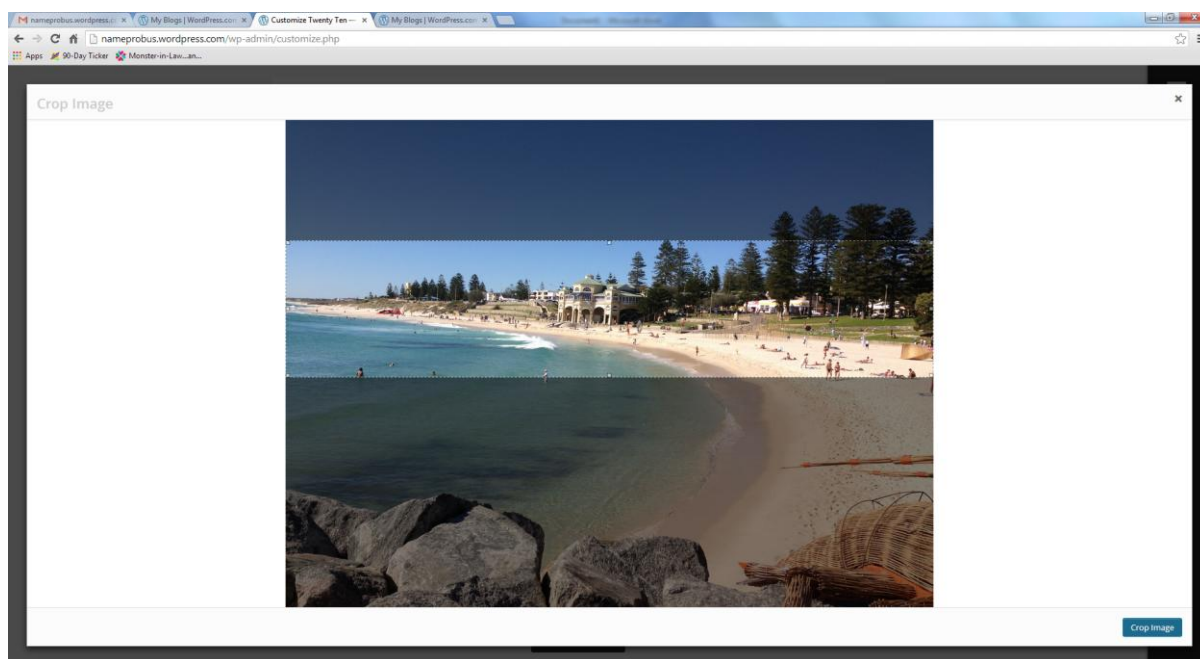
Either stick with the default header or click on **Add New**.



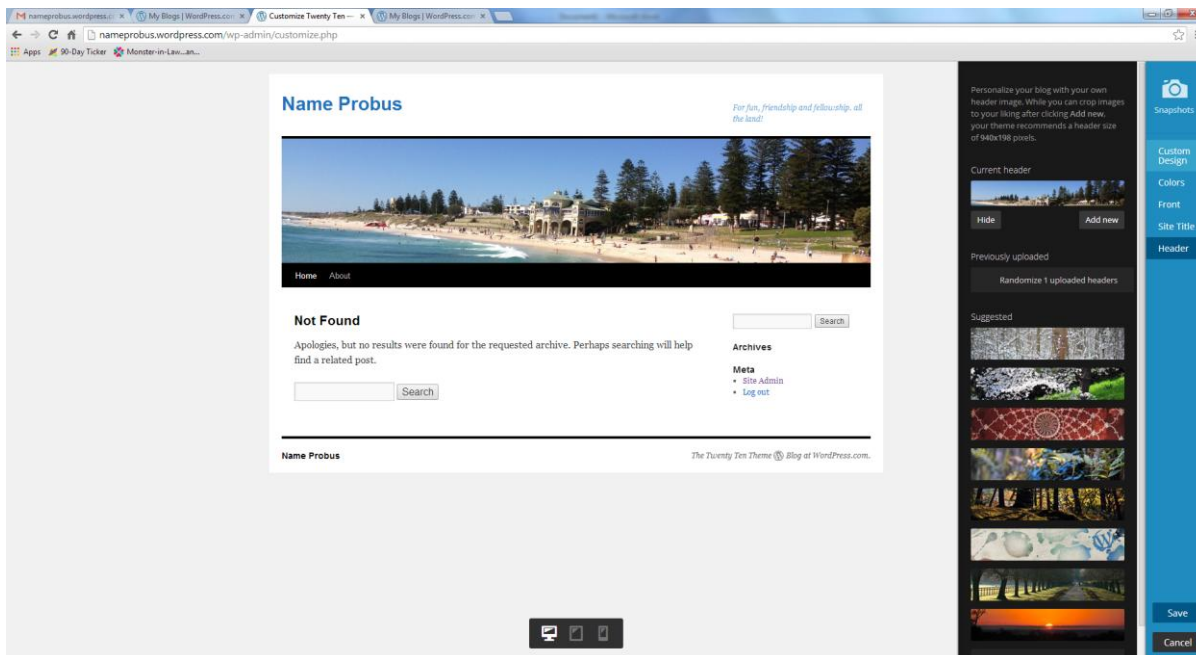
Click on **Select files** to add a picture from those stored on your computer. (This is the same process that you go through to add a photo to a page.)



Once the photo has loaded click on **Select and crop** at the bottom of the right hand column.



You can see that my picture is too big. Wordpress gives you a box which you can move across your photo and select which bit you want to appear as your header. When you are happy click on **Crop image**.

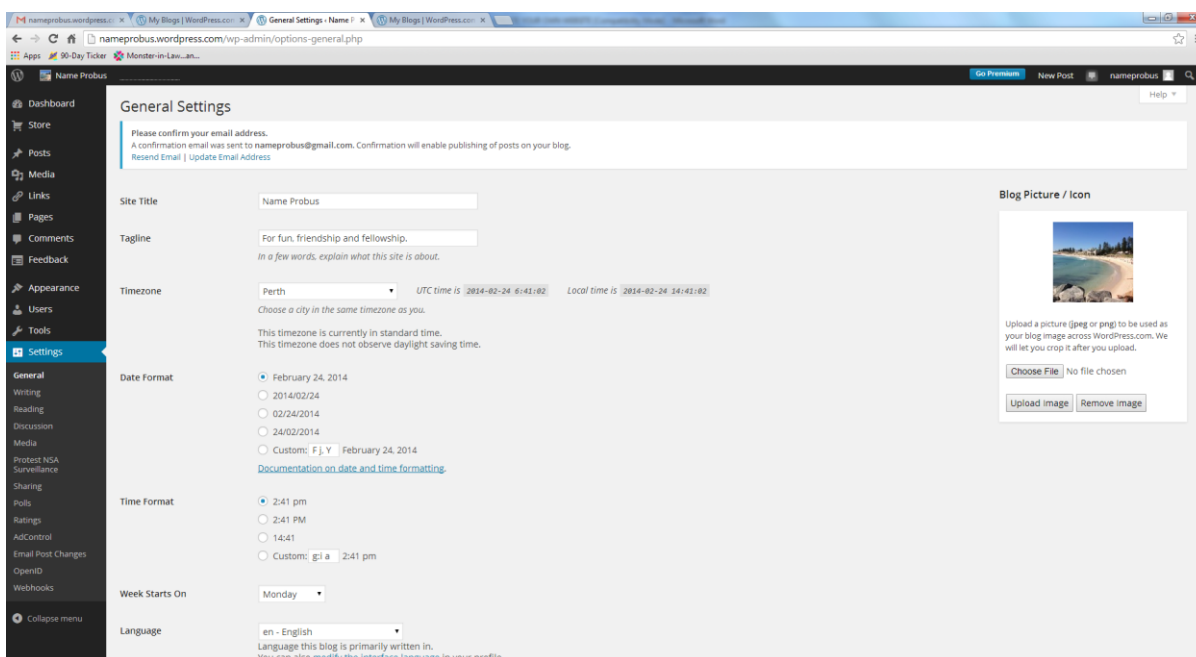


You now have a new header photo. Click on the black right hand Customise column and click on **Save**.

You have now customised your site. If you want to change things at a later date you go back to your **Dashboard**. Click on **Appearance** and then **Customise** or **Background** from the sub-menu. Click on the back arrow right at the very top left to get back to your **dashboard**.

ESTABLISHING SETTINGS

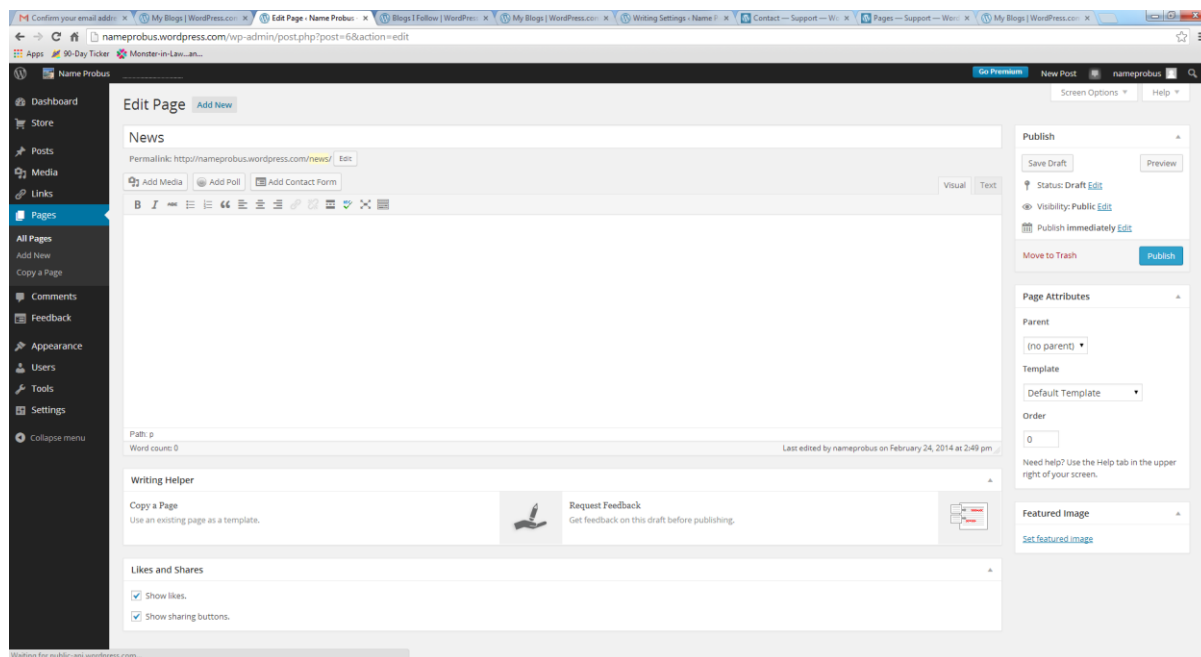
Go back to your **dashboard** and in the left hand column click on **Settings** then **General** from the sub menu. If you find that your customised changes to your site title and tagline haven't changed then you can update them here. Remember to click on **Save changes** at the bottom.



Click on **writing** and **discussion** in the **Settings** sub menu and alter the default settings according to your personal preference.

CREATING PAGES

From the **Dashboard's** black left hand column click on **pages** then **add new**. You are going to create a page called **News**.

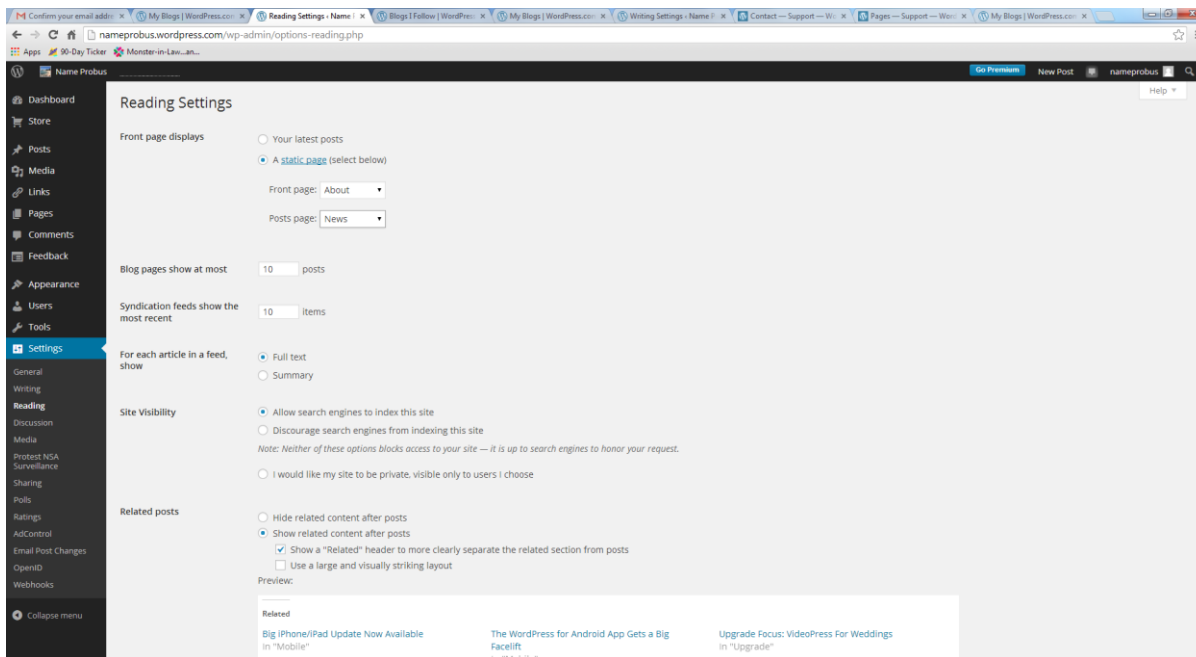


Type the word **News** in the title line and then click on **Publish** in the right hand column. (If **Save draft** appears instead of **Publish** then you need to reconfirm your email address. A message to this effect will show up at the top of the page.)

Look under **Page attributes** in the right hand column. You will see the word **Parent** and then **(no parent)** in the box underneath. You leave this as it is because you are creating main pages that will appear on your menu. If you want to create sub-pages under a Parent then you alter the drop down menu in the box.

Create new pages according to what you want to appear on your site's menu eg **Committee**, **Activities**, **PAWA**. We are not going to add any content to any of the pages yet.

Now click on **Appearance** then **Reading**. Change your page so that it looks like mine below. We are changing things so that the front page that you land on first is a static page called **About** and all our Posts will appear on the page called **News**.

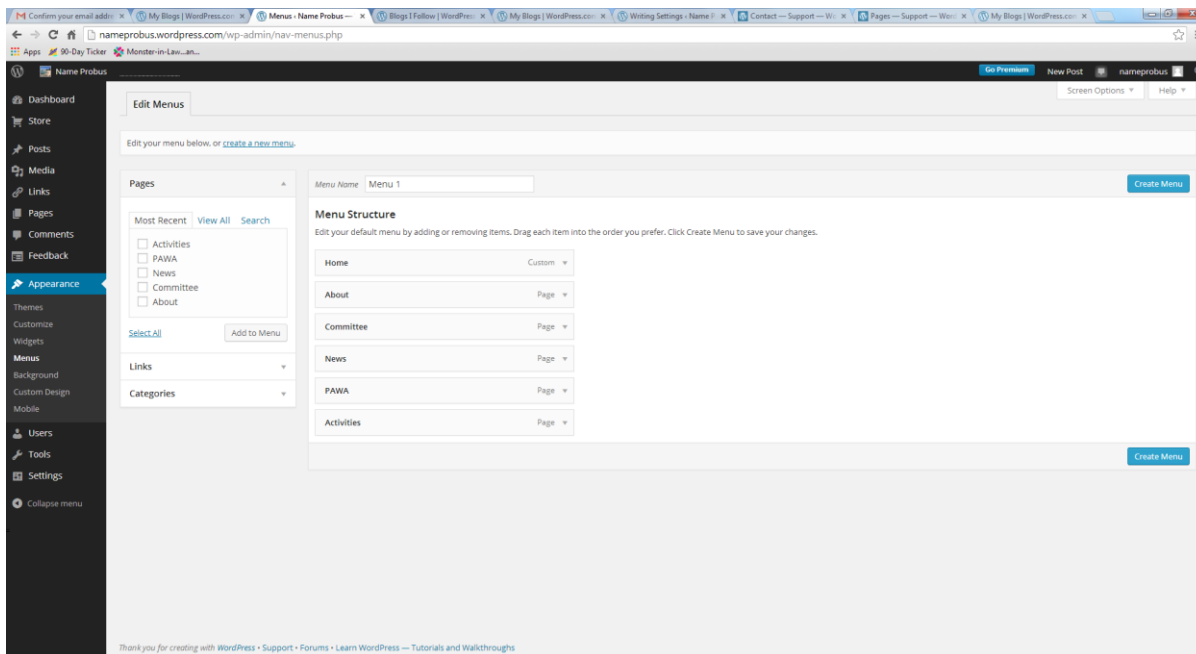


Click on your blog name at the top of the left hand black box to see how your menu is appearing. Remember that you can only have as many parent pages as will fit on to the menu.

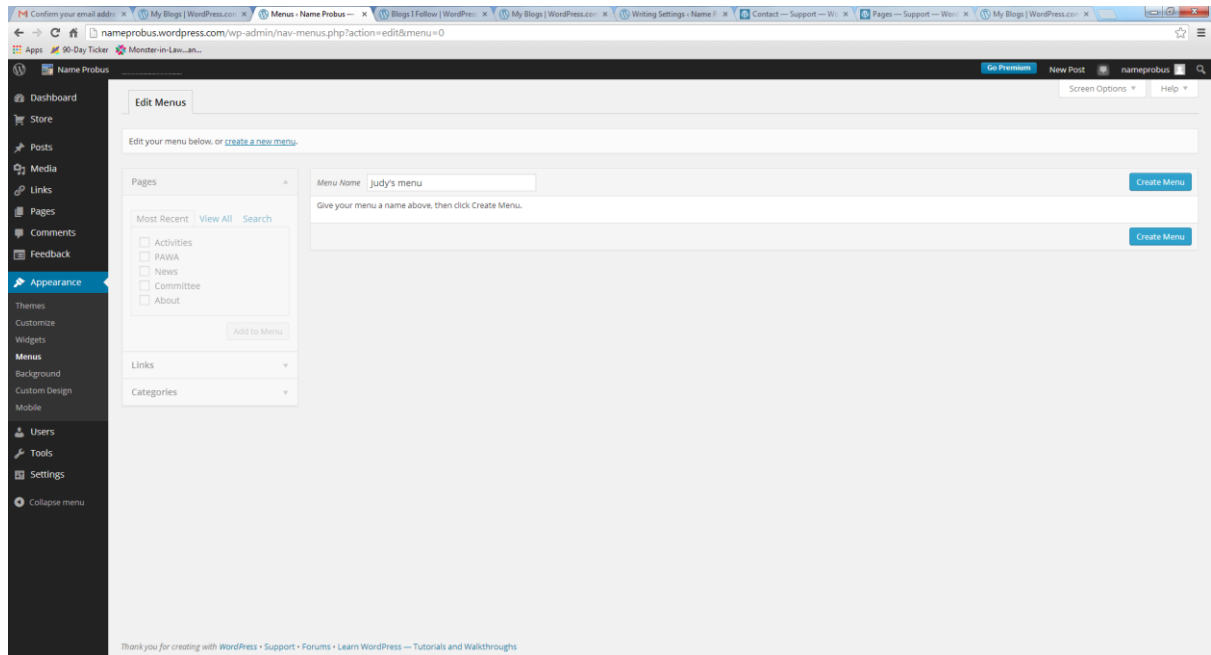
CREATING A CUSTOM MENU

I always find that the menu never appears quite as I like it so I always create a Custom menu.

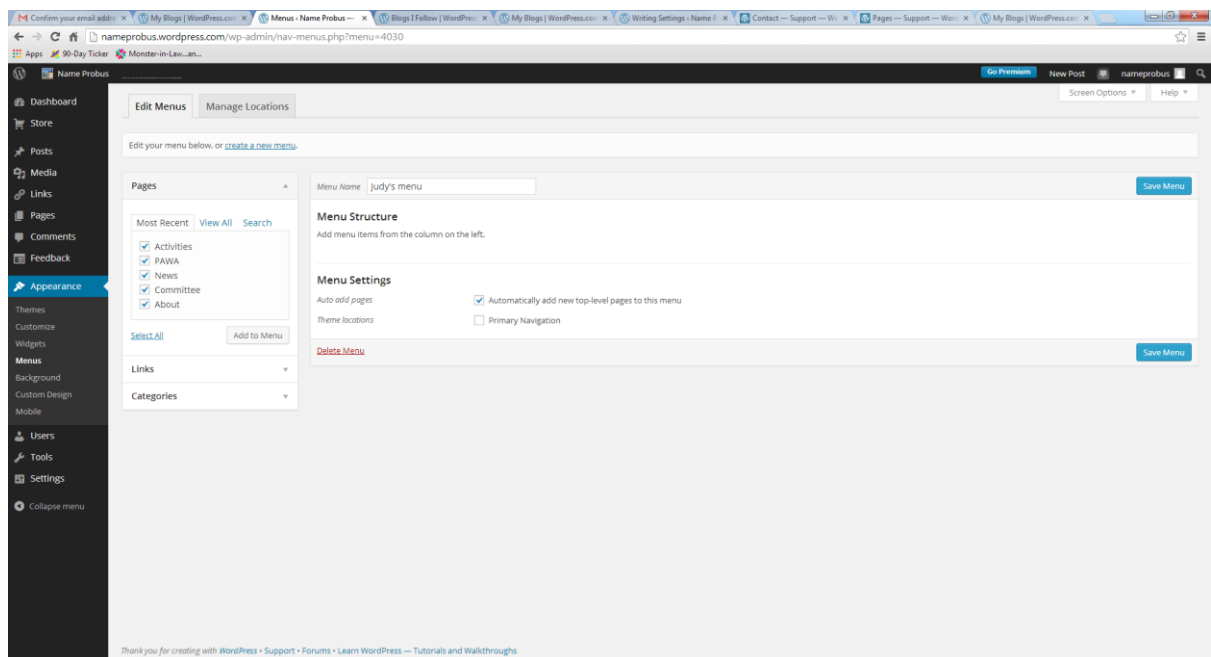
Click on **Appearance** then **Menus**.



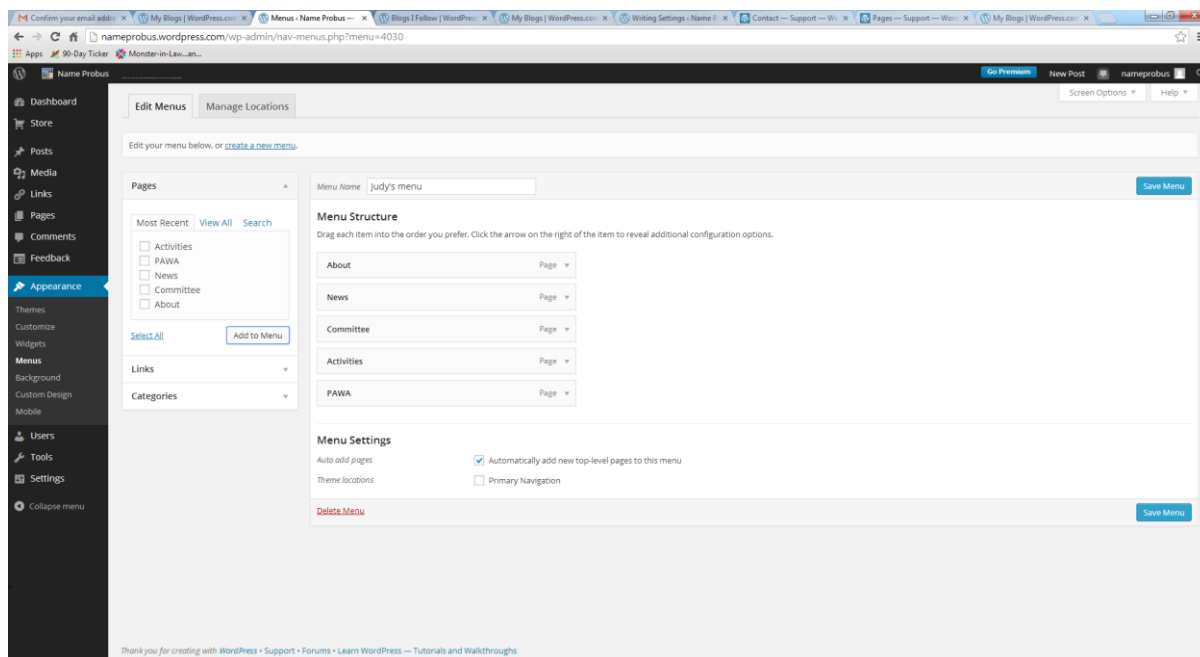
Click on **Create a new menu**



Give your menu a name and then click on **Create menu**.

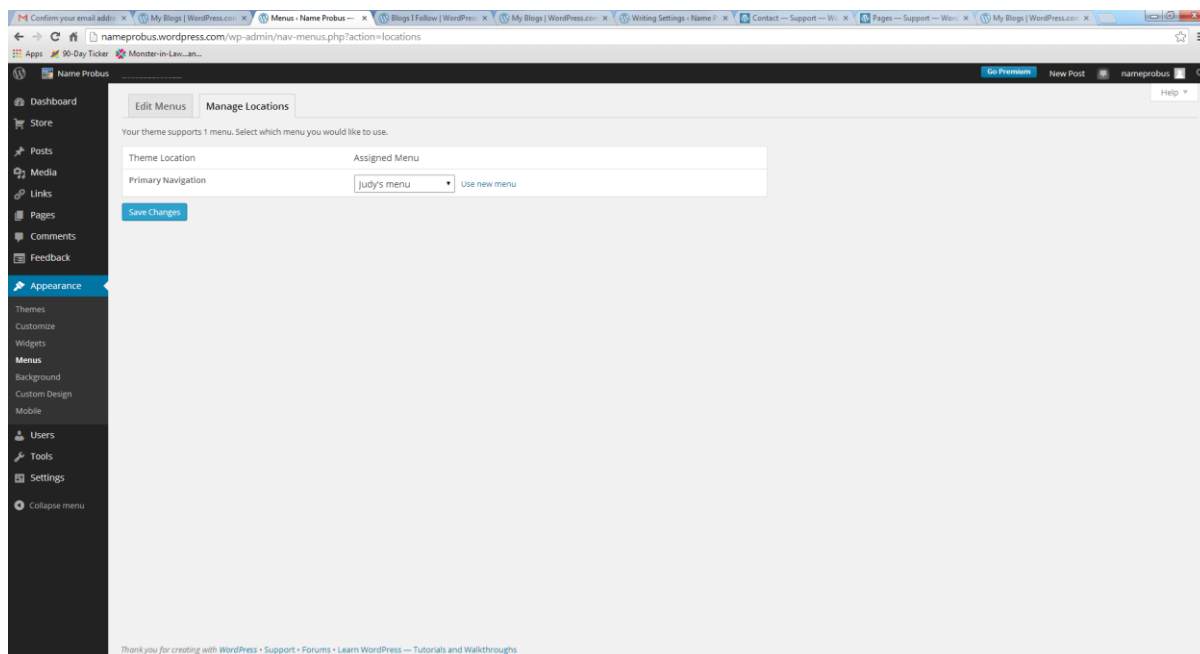


In the **Pages** box click on **Select all** and a tick will appear next to all the pages you've created. Then click **add to menu**

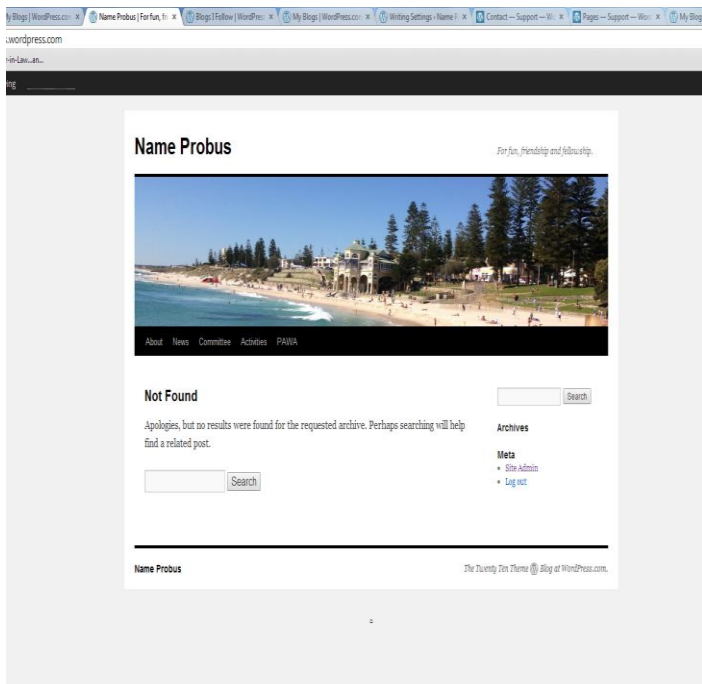


You can then move your pages into the correct order that you want them to appear on your menu by clicking and dragging. Click on **Save menu** when you are happy with the order.

Click on the **Manage Locations** tab at the top of the page. Alter the **Primary navigation** to your menu. Click **Save changes**.

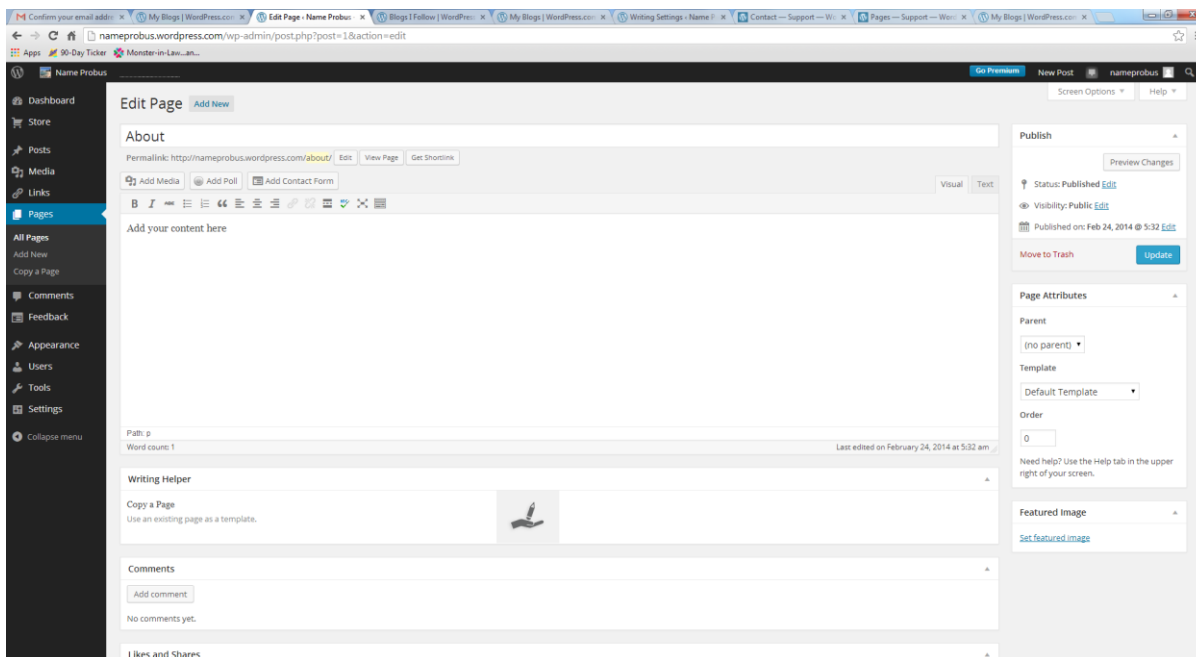


Click on the name of your site on the top black line to see what your site looks like so far and check that the menu is displaying properly. Use the back arrow to get back to your dashboard.



ADDING CONTENT TO A PAGE

Click on **Pages** then **All pages** then find your front page, mine is **About**.

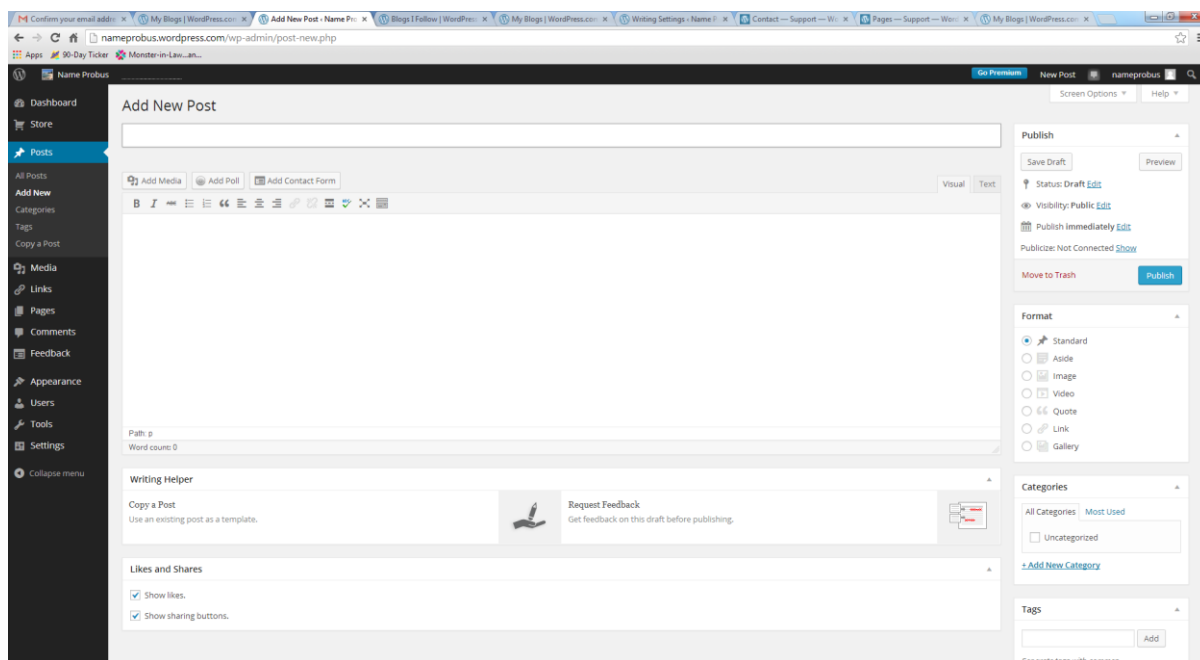


Click in the main text box. You can type whatever you want to appear on the front page or you can copy and paste from a Word document. You can customise the font and alter the size much the same way you would if using Word. Click on **Publish** when first creating the page or **Update** when altering it to save your changes.

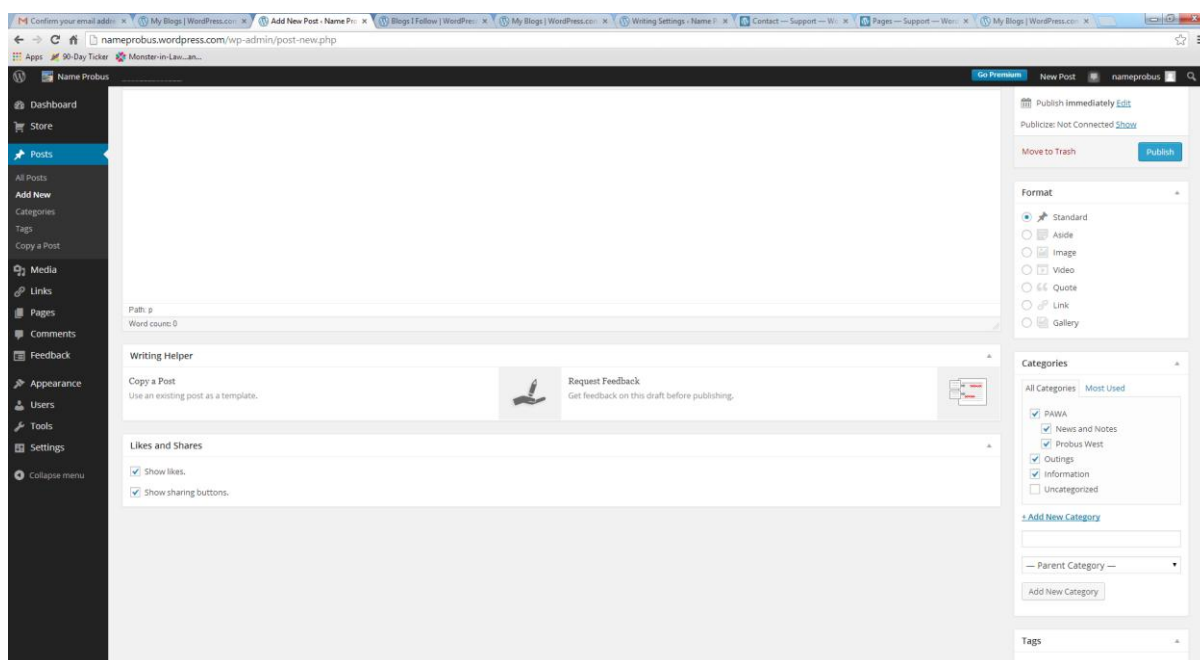
If you want to add a picture then make sure your cursor is where you want to add the picture and then click on **Add media** and follow the instructions, which are the same as when you added your header.

CREATING POSTS

Remember that posts are different to pages. **Posts** will appear on your News page and each new post will automatically appear at the top of the page. **Pages** are for information that's going to remain the same for a while eg this year's committee. **Posts** are for things that are constantly changing. You might put up your outing information as a post or the News and Notes from PAWA. Posts are created in the same way as pages. On your dashboard click on **Posts** then **add new**.



You add the post title and its content in the same way as you add a page title and content.



The right hand column is slightly different for a post. You have a section called **Categories**. To add a new category click on **Add New Category** then give the category a name eg Outings then click

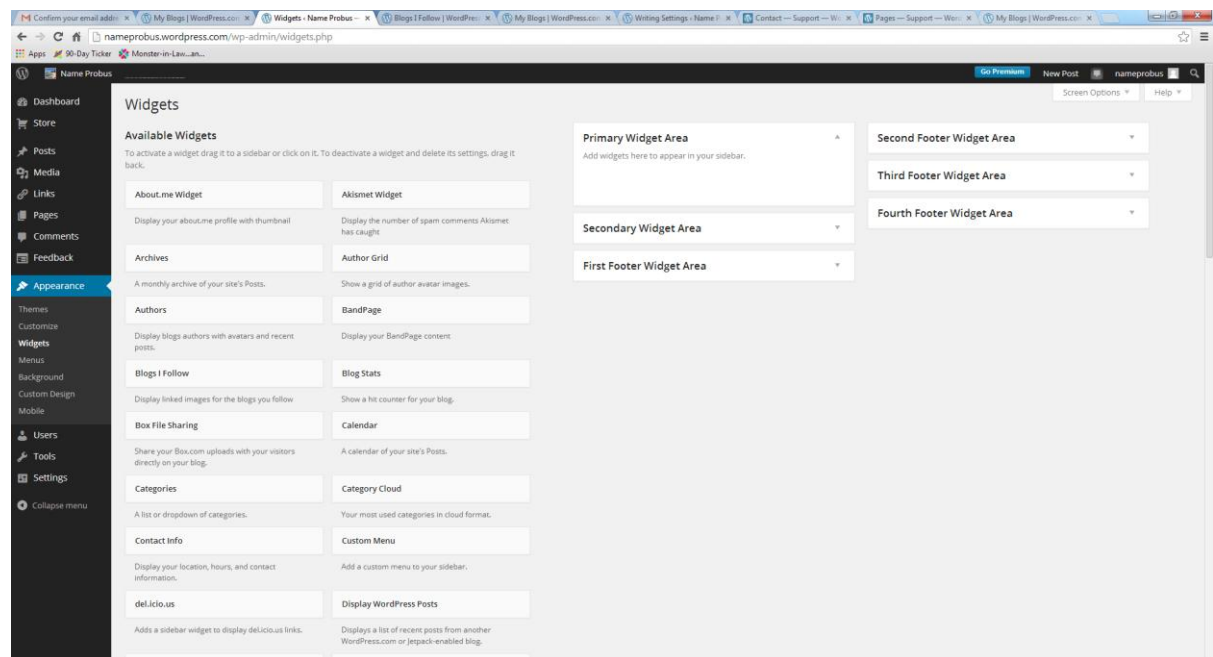
on **Add New Category**. You can have Parent categories and then sub categories under a Parent. You might have PAWA as a Parent category and then News and Notes and Probus West as sub categories under that parent.

Each post should be put into a category by checking the appropriate box. Categories are searchable so folk can pull up all the posts under a particular category.

When you have finished adding a post click on **Publish**.

ADDING SOME WIDGETS

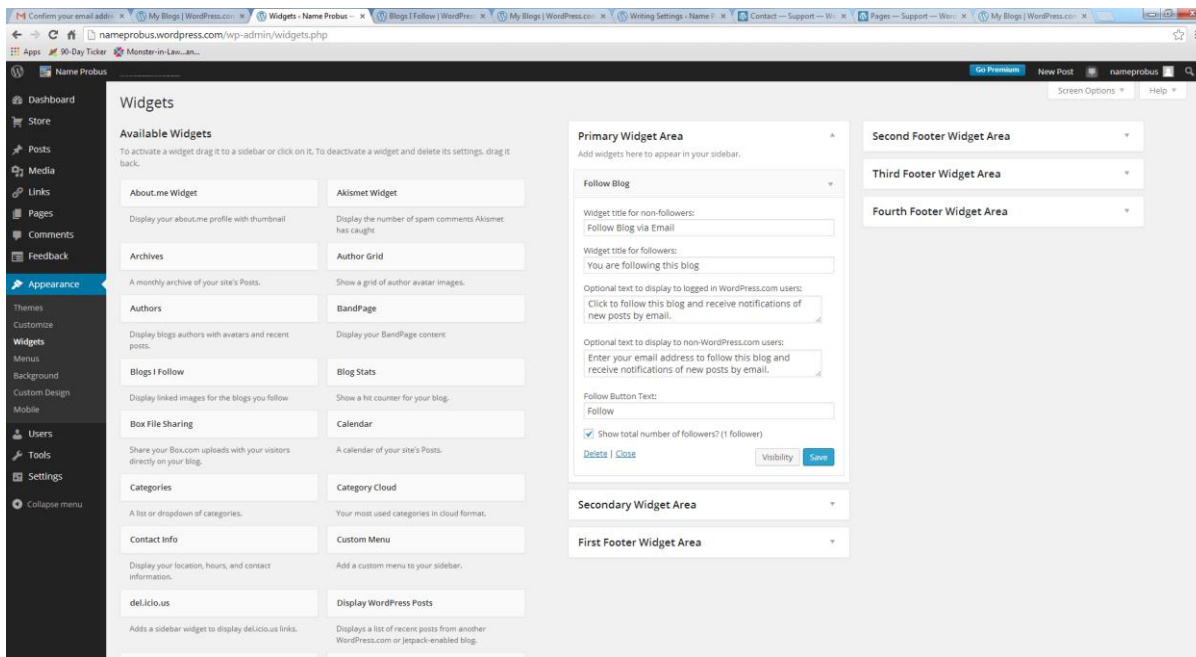
Go to Appearance and then Widgets. Widgets will appear on your front page in the side bar and are really useful to have. You select the widgets you want and then click and drag them from the left into the widget area on the right.



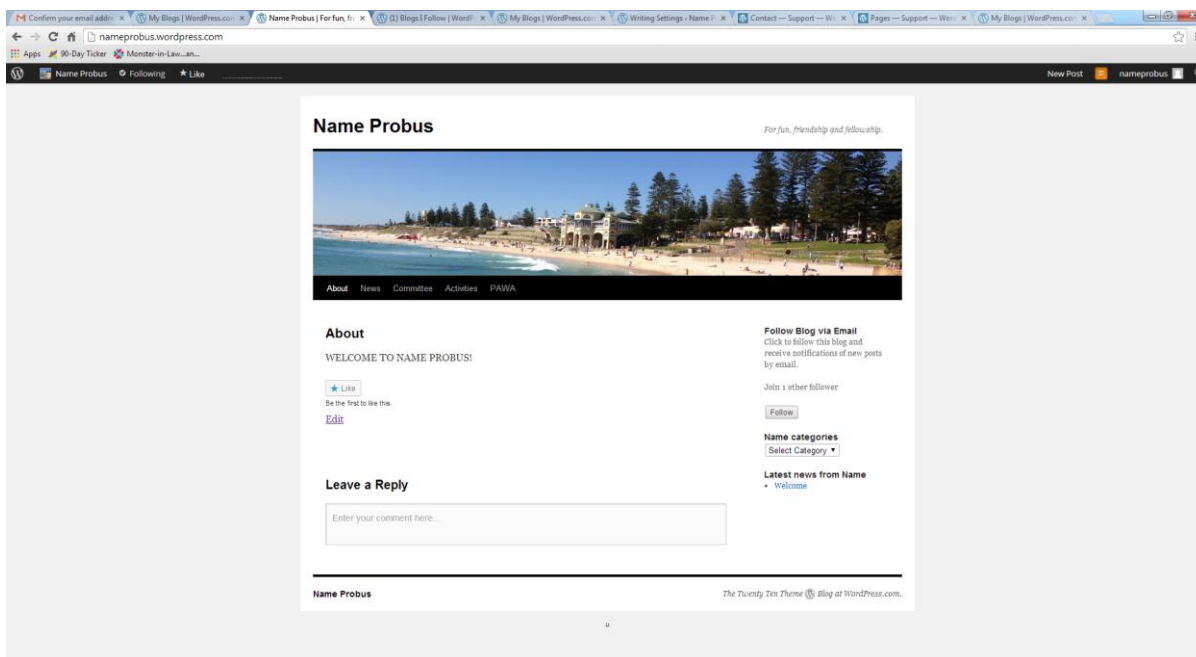
The 3 most useful widgets are **Follow Blog**: this allows your club members to sign up to the site and receive all your posts directly into their own mailbox; and **Recent Posts**: which shows your latest posts; **Categories**: which lets visitors search your posts.

Click and drag these three widgets into the widget area and customise them to suit. Remember to click on **Save**.

You could also add a **Calendar** or **Contact** information.



This is how the widgets show up on your site in the right hand column.



Remember to log out once you have finished. Go to your site name on the black line at the top right hand corner, click on it and a drop down menu will appear. Click on **sign out**. To get into your site again type in <http://nameprobust.wordpress.com/wp-admin>

You now know enough to really get started on your site. Good luck!