Set Up Your Your WordPress.com Blog

GOAL: Set up a new blog at wordpress.com just for this teleworkshop and make note of the blog's URL.
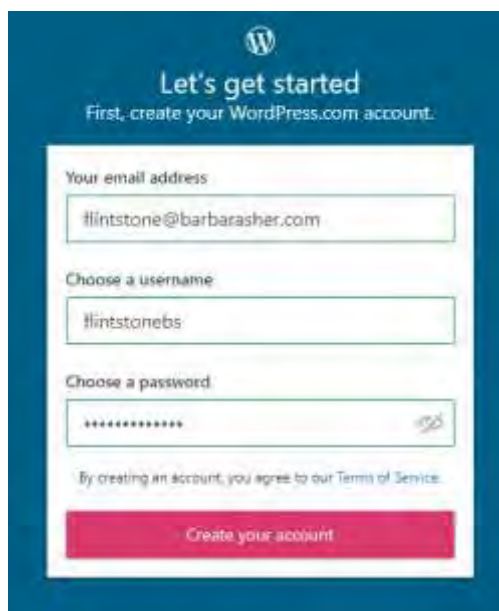
1. Go to https://wordpress.com using any computer or mobile device.

Welcome to the world's most popular website builder.

40% of the web is built on WordPress. More bloggers, small businesses, and Fortune 500 companies use WordPress than all other options combined. Join the millions of people that call WordPress.com home.

Start your website

2. If **you don't already have a** WordPress account on this site, click on that big, blue Start your website button. Now, fill out the form to create your account. And keep a record of your new username and password handy for the teleworkshop.
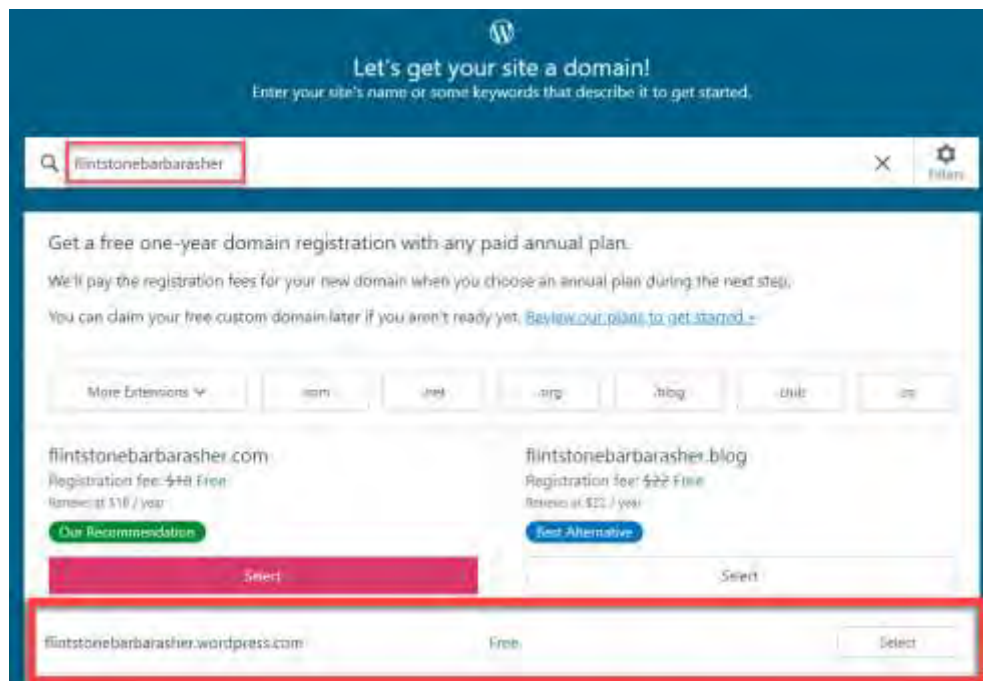
Let's get started
First, create your WordPress.com account.

Your email address

flintstone@barbarasher.com

Choose a username

flintstonebs

Choose a password

••••••••••••

By creating an account, you agree to our Terms of Service

Create your account

If you already have an account on this site, log in, click on the My Site button in the upper left corner, and choose ADD NEW SITE in the lower left corner.
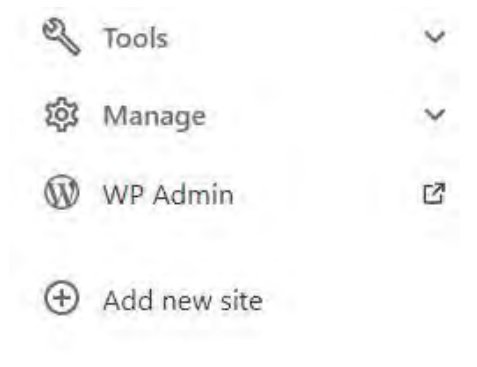
3.   Choose your blog's web address (URL), in the Free format: for *yourblogname.wordpress.com*, type *yourblogname*. Type a word or smooshed-together words or a pen name. No spaces or punctuation. All lower case. WordPress will then give you options. Select the *Free* one. *[Later, you can add a custom domain if you like. Not now, please. An anonymous throwaway name is fine.]*
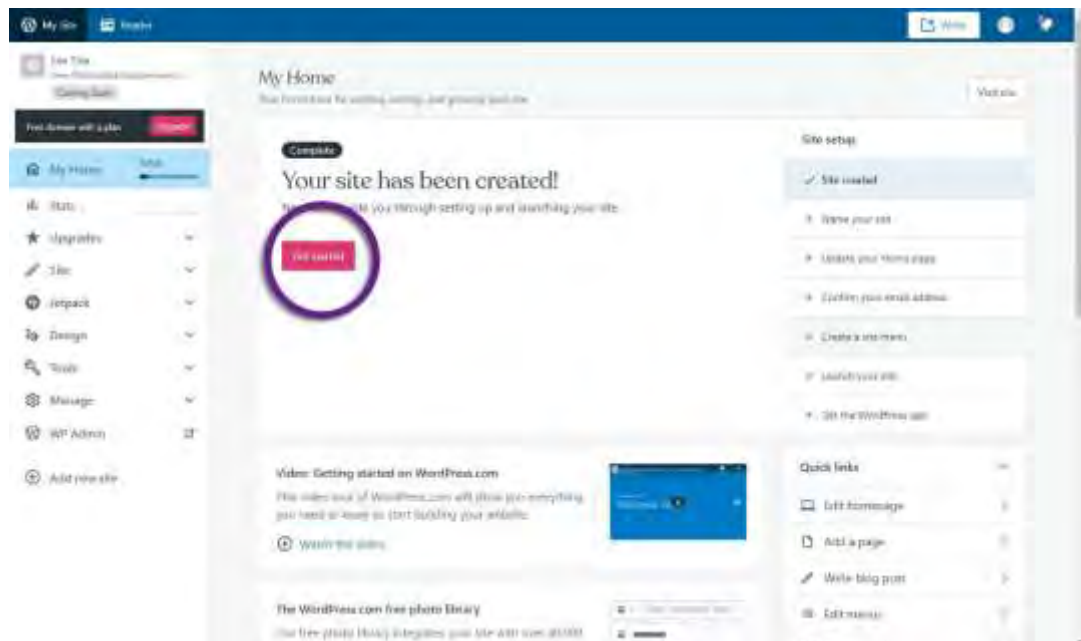
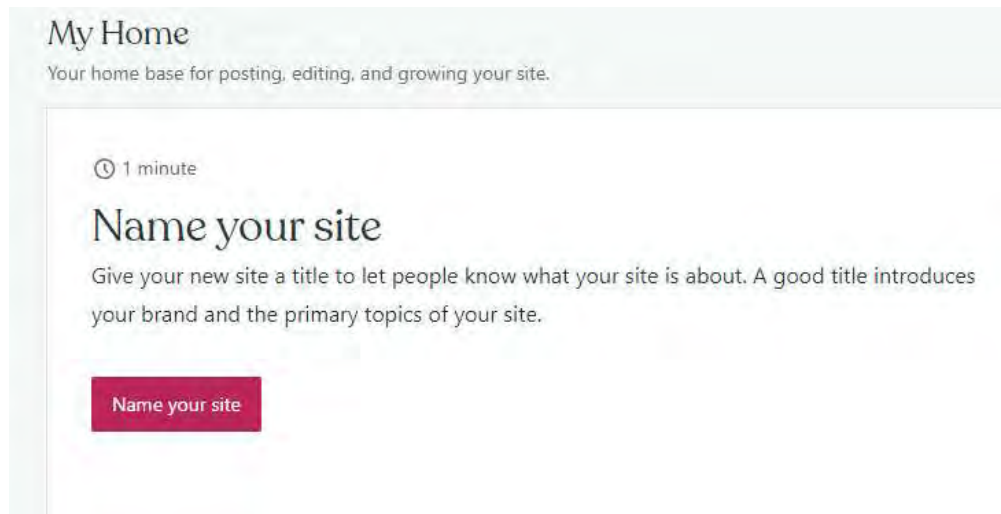4. Choose start with a free site in the next step.

    [You will probably want to move your WordPress site to a less expensive hosting service when you're ready for bells and whistles.]
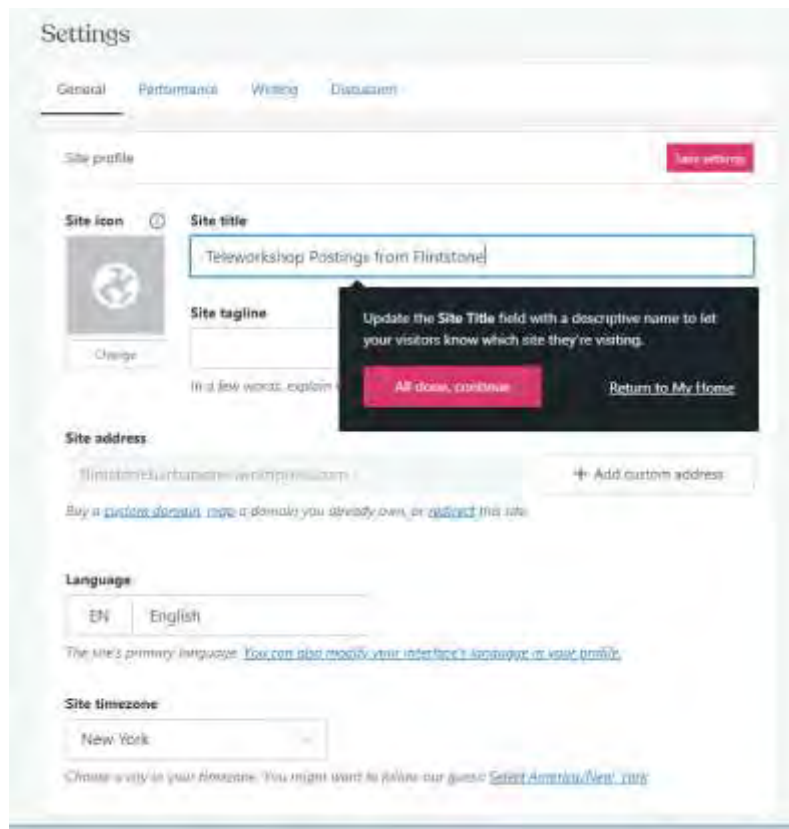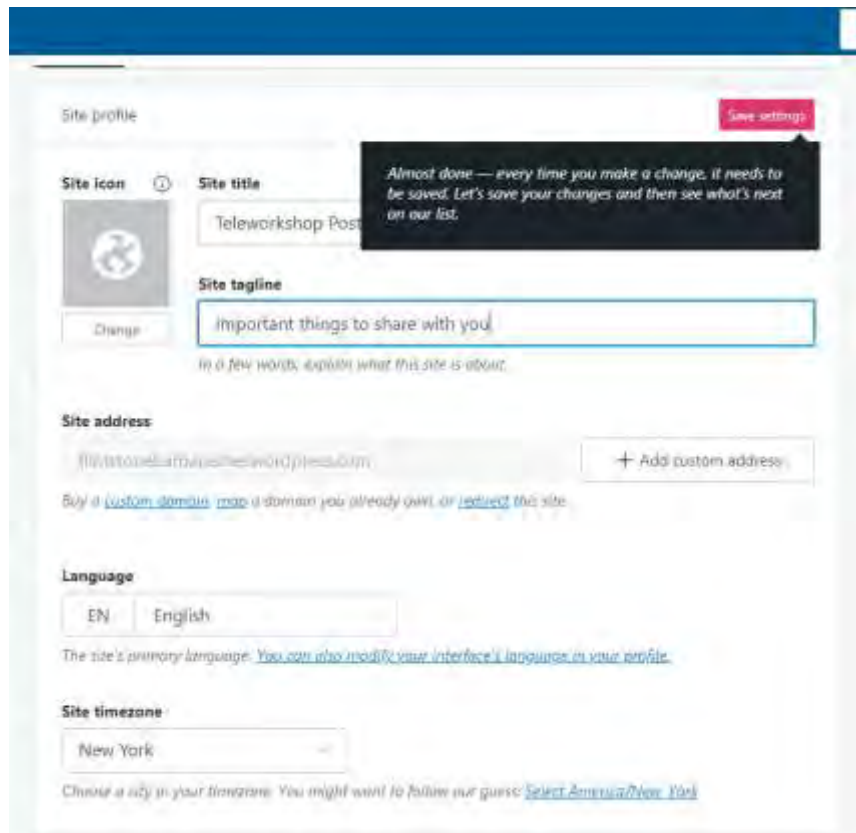

5. Click on the pink Get started button.

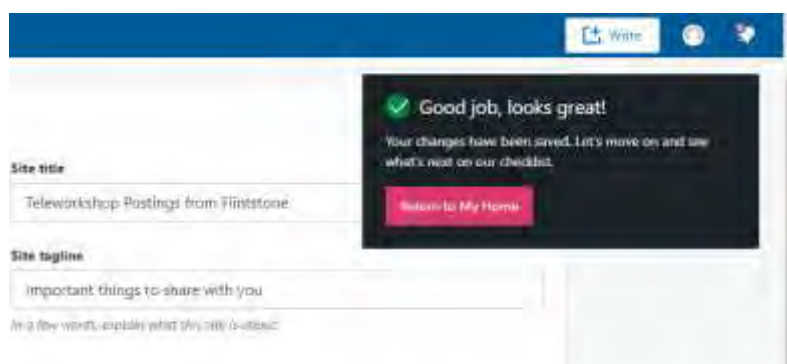6.   Click on the Name your site button next.

7.   Follow the popup instructions to give your site a title and a tagline. Don't spend any time thinking about this, because you can easily change it later, and you will likely want to after the Teleworkshop.
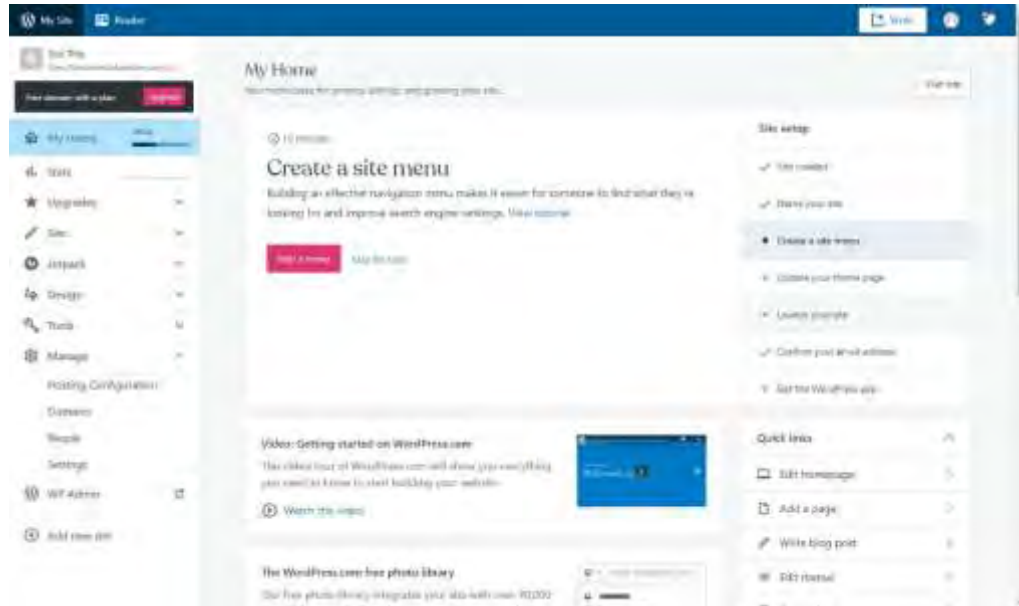
Change the timezone, too, if it's not right for you.

8. Then be sure to save these settings with the Save settings button.

9.   You are looking at your site in the My Site tab in your account.
     You will come back here often. Check that upper left corner to see
     that My Site is black (selected) and Reader is blue (not selected).

Feel free to stop the pink button tour here. Take notice of the
menu on the left. There is a lot there, but only two things you
need to know about now.

The My Home option brings you back to the messages and Quick
Links you're looking at now. The Site option, when you open it by
clicking on it, lists everything on your site: Pages (including your
Home page and your Blog page), Posts (your blog posts, which
will appear on both of those Pages), your Media (when you feel
the urge to upload photos, videos, or audios), and your
Comments (the ones left by people reading your blog posts.

If you feel ambitious, you may also click on Design and choose
Customize to change the color scheme or Themes to change the
image, fonts, and layout. But the plain vanilla site is just fine. If
you choose a different theme, please choose one with blog posts
on the Home Page for the Teleworkshop.

10. Let's add your first blog post. Click on the Write button in the upper right corner.

And here you are, with a new blog post to create:

Type a title (maybe "Let's Do This!" or "They call me the Wizard of Wet Wipes"), then click in that Start writing block and type anything you like to introduce yourself and experience writing a blog post. A blog post is like a short newsletter or newspaper article, and the Title is the headline.

At the top are Save draft, Preview, and Publish. When you're done, click on Publish. When it appears, click on the View Post popup button to see what you have created.

11. Now, click on that My Site tab in the upper left corner. We have some final steps to take care of.

12. In the menu on the left, choose Site, then Posts.
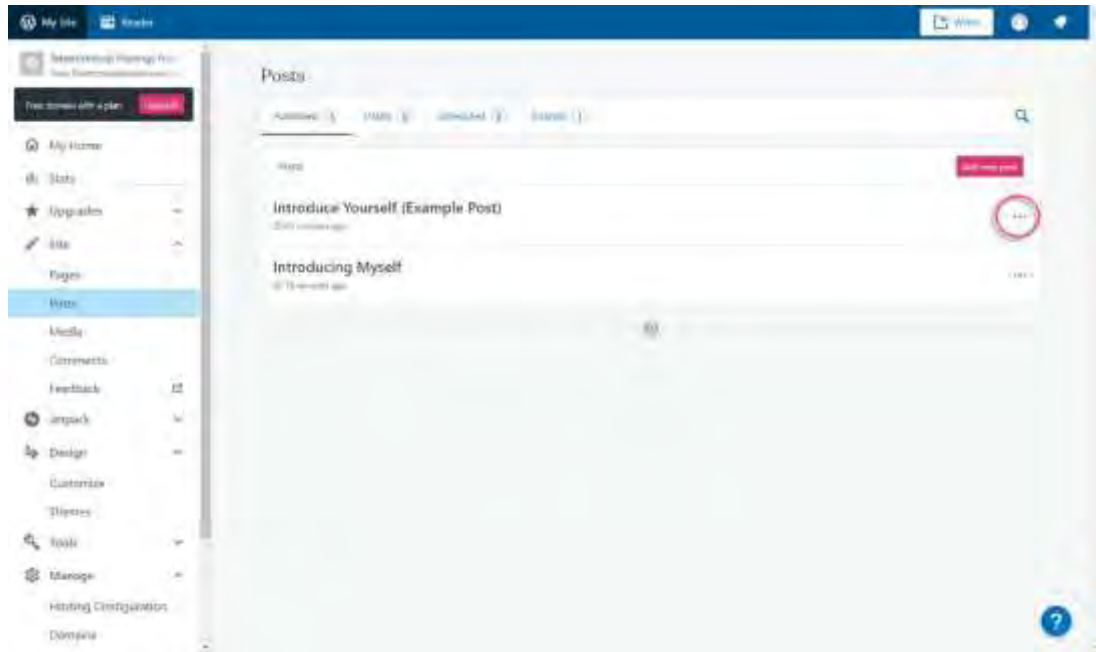
You should see the example Introduce Yourself posts and your own post. Click on the three dots menu to the right of each example post and choose Trash to get rid of them. Keep your first post. Perfect! You will be adding more during the Teleworkshop.

13. Don**'t forget to activate your account** with the email WordPress sent you. The email subject is Activate [yourusername]. Don't forget to check your junk or spam folder if it's not in your inbox.

When you find the email, click on the big, blue Confirm Email Address button to continue.

14. Bravo! Your account is set up.

15. Click on Manage at the bottom of My Site menu on the left and then Settings. **We're going to make this blog** a bit more private.
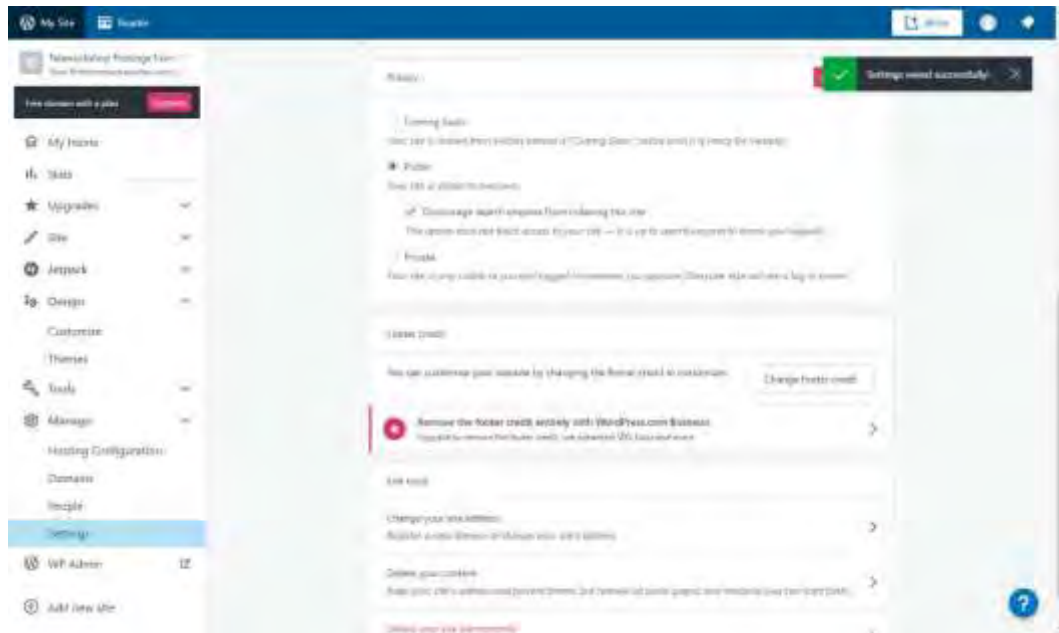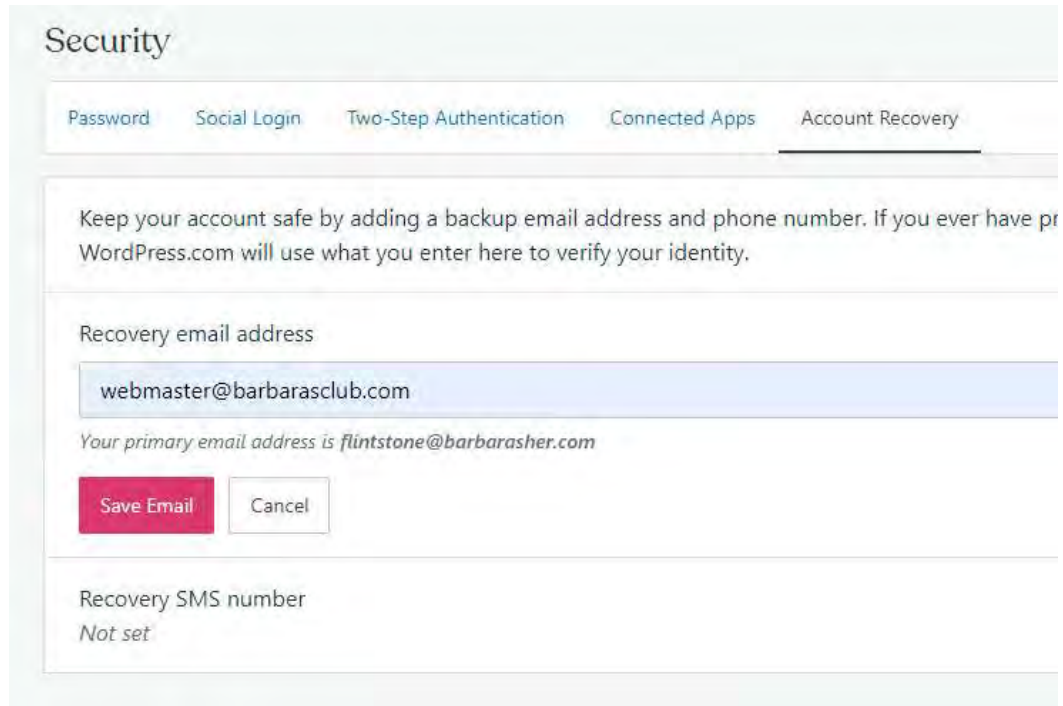

16. In the Privacy section, choose Public and check the check box for Discourage search engines from indexing the site. Once again, select the blue Save Settings button to save the change. Do not choose Coming Soon or Private here, or you will find yourself spinning your wheels and screaming like a chimp during the Teleworkshop.

17. **You'll see** the green checkmark message if your click worked. Click on the X to close the message.

18. Right above where you just closed that message, click on the Profile button, the circular one in between Write and the bell. Something like this should open:
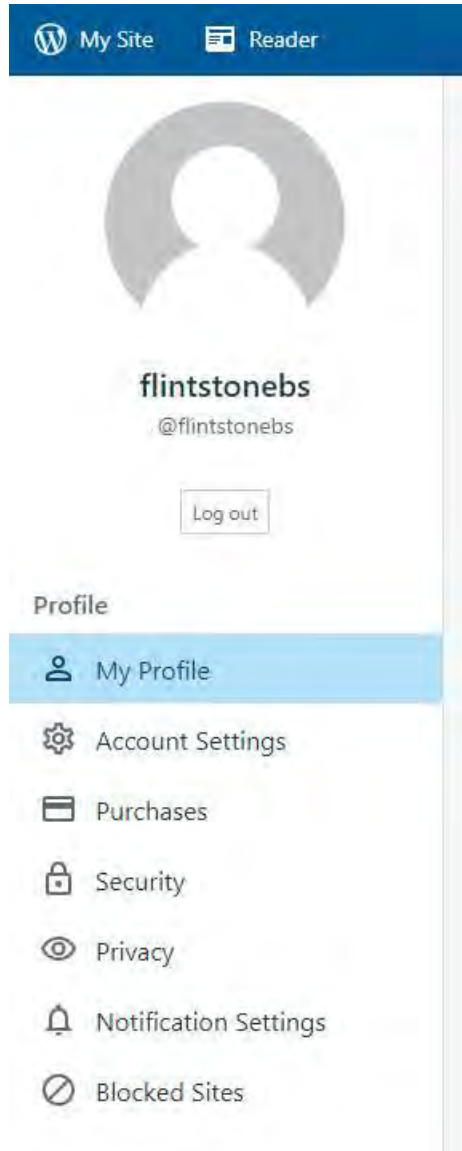
19. Click on Security in the **menu that appears. There's a lock next to** it.

20. On the right side of the screen, click on Account Recovery. If you forget how to log in, or someone messes with your email **account, you'll be glad you took this step.** Use the Add button to add either a second email address (if you have one) or an SMS number (a phone number where you can receive text messages) or both. *If you don't have either of these, don't sweat it. Just go to the next step.*

21. *Optional:* **If you'd** like to log into WordPress.com with a social media **account that's attached to the email address you used for** your WordPress account, choose Social Login here. Then click on the Connect **button for each one you'd like to use.**

22. One more important step. When you publish your new posts to your blog at first**, you probably don't want your fellow** WriteSpeakers sharing them **outside the group, so let's turn off** social media sharing. Click on the My Site tab (upper left). Scroll down that menu on the left to click on WP Admin.

23. In that menu on the left, click on Settings, then Sharing. Uncheck all of the choices in Show buttons on. Change the WordPress.com Reblog Button option to Don't show. And remember to click on Save Changes.

Congratulations! You are ready to go for the teleworkshop. We will need your blog's address. It is https://*yourblogname*.wordpress.com You chose the yourblogname part back in Step 3.

You must enter this and your FreeConferencing.com information on your Barbara's Club teleworkshop page by 5 pm NY time on the evening before your teleworkshop.

The rest of this is optional. You can stop right here but let me show you a few more things if **you're at all worried about being able to** change things after you publish them.

How to Edit or Delete a Blog Post:

In the menu on the left, choose Site, then Posts.
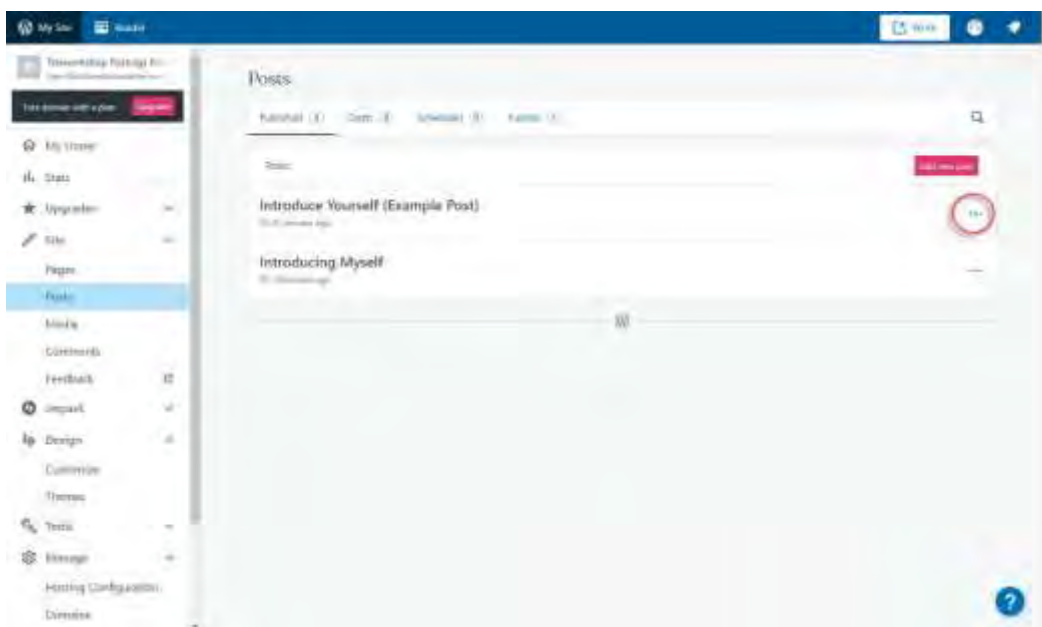
Once you're there, choose Blog Posts to see a list of your blog posts. **Each one will have 3 dots over on the right side, where you'll find a** menu for that specific blog post. Click on the three dots menu to the right of any post and choose Edit or Trash.

To add things other than plain text while you are editing, hit Enter and click on the + sign.

Before the Teleworkshop

Feel free to experiment with all the WordPress features if you like. In a blog post, hit Enter to reveal the + that lets you add all sorts of blocks to your post, including images, quotes, calendars, and lots more. But do not do this if it is not fun!

During the Teleworkshop

To visit your blog, just type or paste its URL (its web address ending in wordpress.com) in your web browser's address bar.

To add new posts during the teleworkshop, you must be logged in. If you see the black bar across the top with My Site at the left and the Write button on the right, you're logged in.

If you do not see My Site in the top left, go to https://wordpress.com and click on Sign in.

To add new posts during the teleworkshop, click on the Write button.

After the Teleworkshop

Many people want to make their teleworkshop blog private after the teleworkshop. First, print the posts or copy them into Word.

Then be sure you are logged in and…

To make a post private: open it for editing, click on Visibility, change the Status to Private. **You're the only Admin or Editor, so** only you will be able to see it after you do this and okay the change.

To delete all your posts: go to the My Site tab and choose Manage, then Settings. At the bottom of the Settings page, choose Delete Your Content or Delete Your Site Permanently.