

LOGIN:

- 1) www.wordpress.com
- 2) login with your username and password
- 3) choose the aainter3 blog to go into. there are 2 options to do this:

The screenshot shows the WordPress.com homepage. At the top, there is a navigation bar with 'My Account', 'My Dashboards', and 'New Post'. A red dashed circle highlights the WordPress logo, with a red arrow pointing to it labeled 'Option 2'. Below the logo is the text 'ESS.COM'. To the right of the logo is a search bar for 'WordPress.com Blogs'. The main content area features a welcome message for 'unit5nottingham', a list of 'Your blogs' including 'unit5nottingham', and a 'Register another blog' link. A red dashed arrow points to this link labeled 'Option 1'. The page also displays statistics: '4,426,845 BLOGS, 118,628 NEW POSTS, 29,352,626 WORDS TODAY.' and a 'Preferred Language' dropdown set to 'English'. There are several featured posts, including 'Sarah Palin: Fiscal Conservative?' with a picture of yellow boots, and 'McCain calls 'Joe the Plumber,' invites him on the trail'. A 'Right Now in Tags' section lists various topics like 'Art', 'Barack Obama', 'Books', etc. At the bottom, there is a 'WordPress for iPhone' logo.

HOW TO POST:

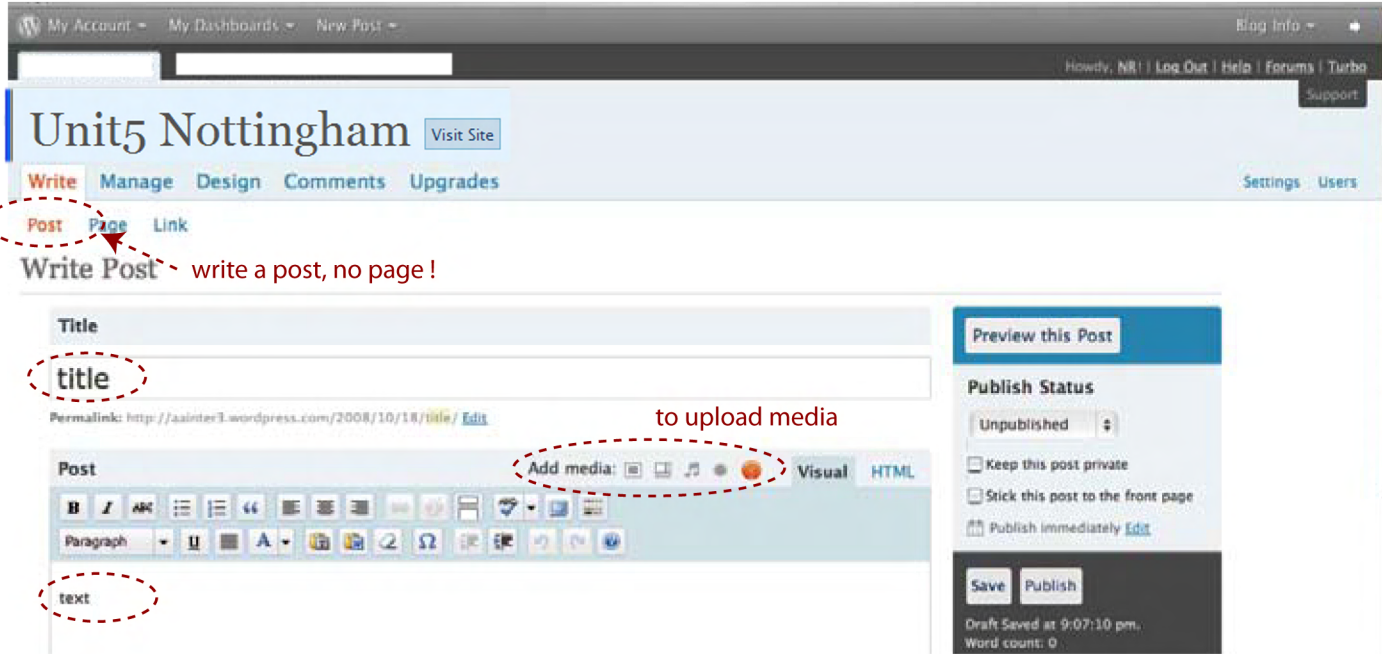
- 4) go to 'write'

The screenshot shows the WordPress.com dashboard for the 'Unit5 Nottingham' blog. The top navigation bar includes 'My Account', 'My Dashboards', and 'New Post'. Below this is the 'Dashboard' title and a 'Visit Site' button. A red dashed circle highlights the 'Write' button in the main navigation bar, with a red arrow pointing to it. Below the navigation bar are several tabs: 'Dashboard', 'Blog Stats', 'Blog Surfer', 'My Comments', and 'Tag Surfer'. A yellow tip box says: 'WordPress tip: Put your picture next to your comments and posts, [upload an avatar.](#)'. The main content area has a 'Right Now' section with buttons for 'Write a New Page' and 'Write a New Post'. Below this, it shows statistics: 'You have 148 posts, 1 page, contained within 42 categories and 8 tags. You have 148 total comments, 121 approved, 27 spam and 0 awaiting moderation.' At the bottom, it says 'You are using the Benevolence theme with 7 widgets. [Change Theme](#)'.

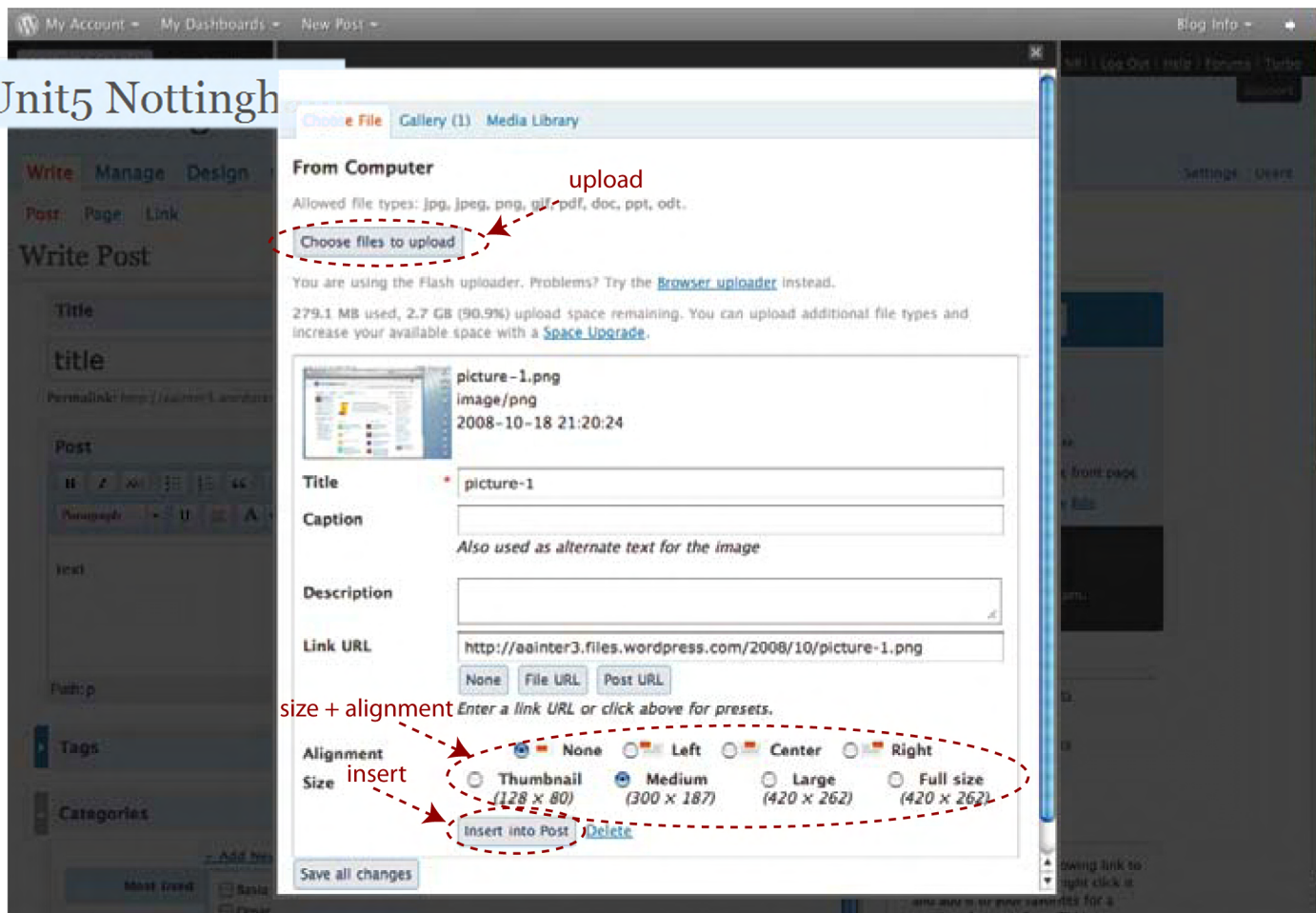
- 5) make sure you write a 'post' (not a page please!)
- 6) give it a title and write some text as you wish...

HOW TO UPLOAD IMAGES ETC:

- 7) above the text field (right hand corner) there are some 'add media' icons, you can choose to add images, videos, audio etc



- 8) upload, please keep file sizes small!
- 9) when uploaded, choose the size you want the image to appear on the blog
- 10) insert into post, please note it will place it where your cursor stands but you can also move it to another place after insertion



11) after you have finished your post, choose your category (your name) in which it should go in (below the text field) this is VERY IMPORTANT!!! otherwise the website can get a bit messy if you can't find it, click on 'all categories' and it should show up You also need to ALWAYS choose (tick) the category all students **VERY IMPORTANT**

12) press the 'save' button if you wish to save your post but still want to edit it later, this post will not show up on the website yet!

13) press the 'publish' button if you have finished writing your post and it is ready to go online

Write Post

Title: title

Permalink: <http://aainter3.wordpress.com/2008/10/18/title/> Edit

Post: Add media: Visual HTML

Categories: **Categories** (circled in red)

- daniel ladyman
- education africa
- edward davidson
- eleni triantafylidi
- elisabeth vincent
- felix moeckel

Save Publish (Save button circled in red)

Draft Saved at 9:36:55 pm. Word count: 1

Related: Manage All Comments, Manage All Posts, Manage All Categories, Manage All Tags, View Drafts

Shortcuts: Drag-and-drop the following link to your bookmarks bar or right click it and add it to your favorites for a posting shortcut. [Press This](#)

HOW TO EDIT AN ALREADY PUBLISHED POST:

note: you are only able to edit or delete your own posts

- 1) go to 'manage' (next to 'write') and then to 'posts'
- 2) choose the post you want to edit (note: here you also have the possibility to 'delete' your post, be careful with what you press!)
- 3) edit as desired and
- 4) save (note: here 'save' will go online immediately as the post is already published)

HOW TO COMMENT ON A POST: (www.unit5nottingham.wordpress.com)

note: everybody can comment! you do not have to be part of the blog and therefore do not need to be logged in

- 1) go to the blog
- 2) click on the 'comments' button below a post and a 'leave a comment' window will show up with a field where you can write your message
- 3) make sure you leave your email and name

enjoy....