1. Sign up for a wordpress.com (not a wordpress.org) account.
2. Please use your real name (or a derivative of it), or your brand identity.

Your blog address will be “name.wordpress.com”  
For example, mine is http://kimosheateaching.wordpress.com/

4. We will all create a blog post that includes images & links.  
5. We will all create a page post.  
6. We will add a widget.

TO BEGIN:  
7. Move your mouse to near the top-left corner, and click on “My Site”. You should see something like this:

8. This is the new home site layout. You can compose posts and manage the design of your blog here. However, this is a limited interface. To access the full site “Dashboard” we are going to have to manually type it – so into the address bar type your site address with /wp-admin at the end, example: https://kimosheateaching.wordpress.com/wp-admin/

It will look something like this:
This is where you will spend most of your time. You can post from other locations in WordPress, but working from here is the most efficient way to manage your blogging.

9. Scroll down to the bottom of the page. “Support” is the link to all the help you’ll ever need.

10. “Media” is where you can create and permanently store a library of media files, photos, videos etc. While you can load them directly onto your post as you write it, it will be easier to keep track of what you are doing when making a lot of posts if you store and access your media files from here.

11. “Appearance” is for changing & adjusting your themed appearance.
12. Pick a theme. Many are free. Start with those. “Academica” is nicely laid out. Choose one that is appropriate for the task at hand: creating posts and having your work laid out nicely. For example, a photographer may use a more image-heavy theme, but you will be posting written content with embedded links and pictures, so no need to have a visually overwhelming blog.

The image representing the theme reflects what it CAN look like, AFTER you add widgets etc., and more importantly, content. Some themes and options do cost money, but there’s no chance of incurring a charge by mistake, so experiment.

**One important note:** Your chosen theme may or may not support certain widgets & social media icons, and/or limit where they can be placed.
13. Click on “Widgets” in the Appearance sub-menu. What you are looking at now is typical of how Content Management Systems (CMS) like WordPress operate. You select where you want the widget to be and then select the widget from a list.

The layout of your page should be clear in your mind BEFORE you use WordPress to create it. You should try things out now to become familiar with how the interface works.

Once you are familiar with the interface, try out different themes, find existing blogs that you like to help generate some ideas, and build basic pages until it’s quite easy for you. Then sketch your page’s desired layout on paper, the least painful way of progressing, and build your blog.

14. Let’s begin. Select your theme.

(In “Academica”, the banner image is 960x300 pixels. This information is presented on the “Header” page.)

**BLOG POST**

15. To create a post, click on “Add new” under the heading “Posts”.

16. Write something, anything...

You’ll notice that it opens a blank document with a title box already specified. Underneath, there is a plus to add a type of “block” – this is a new feature in wordpress and allows you to choose the type of media / text you are posting. If you are writing a text post you can just start typing next to the plus, and it will automatically select a paragraph block.

17. Click on “Preview” or “Publish” if you’re feeling brave/foolhardy. You can delete posts at any time, so don’t worry too much.

18. Add a link in your blog text. Some experience with Microsoft Word or any other publishing program will help here. Highlight the word/sentence you want to link to an external page, and click the link button that will appear after highlighting. Enter the URL that you want to link to.

19. Add an image. Use the plus to add an “image” block. It gives you three options for adding images – you can either “upload” directly to the post, select an image from your “media library” or “insert from URL”. Today use the upload option to add a screenshot of anything – you can edit this post later. To remove a block, click the three vertically aligned dots, and at the bottom of the menu select “remove block”.

**PAGE POST**

20. We will now produce an “About Me” page.

Your chosen theme may include an “About Me” page by default. If so, skip Step 21.

21. Click on Pages > Add New.

Pages, as opposed to blog, are for information that won’t change regularly.
22. Write something about yourself. You should include a picture and relevant info for a portfolio when you get the chance, but for now just create a new page with a line about you.

23. Now, we’ll need to add the new About Me page to the main menu. Some themes may do it automatically, but if not we will have to do it manually.

24. Go back to the “Dashboard”. Halfway down the menu is “Customize”. Click on it.

25. On the left-hand side of the screen, click on “Menus”. The default menu should be “primary”. Click “primary”. You should see something like this:

26. On the right hand menu click the plus next to the ones you want to share on this blog. This will add the page to the main menu of your home screen.

**WIDGETS**

If you want to add a Twitter widget...


29. Go to “Appearance”, then to “widgets”.

30. You will see a list of available widgets on the left side of the screen, and the locations that they can be placed on the right side of the screen.
32. Drag and drop the widget that you want into the area that you want it, and click done.

33. These do not have to be ‘saved’ unless you make changes to the visibility, etc. To remove a widget click the dropdown arrow of the widget and delete.

EMBEDDING A GOOGLE MAP
For your blog entry regarding your video project, you must embed a video in one of your blog posts.

I will demonstrate embedding a google map first, as it is more complicated than videos. I will then demonstrate a video.

For this Google map example, I will use ‘The Treaty Stone’ as a location.

2. Type in any street address or geographic location and click the Search button.
3. Once your map is fully loaded, click on the Menu icon found in the top-left corner of your browser window.
4. Select Share and a popup will appear, then go to embed map as illustrated below.
5. Ensure that the **Embed** tab is active, as above, and copy the code from the box. The code will begin with `<iframe` and end with `</iframe>`

For the Treaty Stone, the embed code is this:

```html
<iframe src="https://www.google.com/maps/embed?pb=!1m14!1m8!1m3!1d302.4321430746457512d8.6284045!3d52.6697822!3m2!1i1024!2i768!4f13.1!3m3!1m2!1s0x485b5c5d1bf721f%3A0x557ee6e50a8c9b01!2sTreaty+Stone!5e0!3m2!1sen!2sie!4v1539339148184" width="600" height="450" frameborder="0" style="border:0" allowfullscreen></iframe>
```

6. In your WordPress.com dashboard open an existing post/page in **CLASSIC EDITOR** editing mode. Paste the code directly into your post or page. The new editing mode (block editing) does not support this, which is why you must use the classic editor.
7. Click **Save Draft**, **Update**, or **Publish** depending on the status of your post or page.

**EMBEDDING A VIDEO**

1. You can use the block editor for embedding a video. Refer to this page when embedding in Wordpress, as their rules and guidelines have recently changed: [https://wordpress.org/support/article/embeds/#okay-so-what-sites-can-i-embed-from](https://wordpress.org/support/article/embeds/#okay-so-what-sites-can-i-embed-from)

2. Using Youtube choose a video to embed. And copy the URL of the video – NOT the embed code, the URL from the address bar.

3. In the block editor, go to the top left of the screen to the plus for add a new block. Scroll to the bottom through the options and click embed. This will give you various options for embedding. Choose Youtube.

4. Paste the URL into the dialogue box. It will embed the video.

5. To upload your own video, you will either have to have it on youtube and embed as per the above, or if you have it as an MP4 (etc) you can upload it to your media library in the dashboard and then in your post choose the ‘video’ embed block.