# Helpsheet – Using Wordpress

## Logging in

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| 1. Visit <http://lncn.eu/digiedblog> |  |
| 1. Click Log in with username and password |  |
| 1. Use your University username and password.   E.g. dwakefield  **Remember**: Click the box stating you are not a robot for security. You might be asked to click on several pictures to confirm your identity |  |
| 1. Click Login |  |
| You will now be taken to the Dashboard where you can get information about your webpage. | |

## Posting a blog/adding media

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| 1. Click Posts on the left-hand side menu |  | |
| 1. Click ‘Add New’ to create a new post |  | |
| 1. Click Enter Title here to add a name for your blog post   **Tip: Blog post titles should be short**   1. Type some text in the box below. The icons above the text are formatting tools. Very similar to that found in Microsoft Word |  | |
| 1. If you would like to add media, such as a picture,   Click ‘Add Media’. |  | |
| 1. To add a picture/file   Click ‘Upload files’ |  | |
| 1. Drop files anywhere in that window or select files to upload |  | |
| 1. Click Insert into Post to add your media. |  | |
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| 1. Categories help you organise your posts. Plus they help other users find your posts. You can either use a pre-populated | 1. Tags help users search for key words. I.e. if you have tagged your article as ‘engagement’ users who search for this phrase will be pointed towards your post. | 1. Once you have completed your post you can click preview to see what your blog post looks like.   You can also click publish to make your blog live. |
| Commenting on someone’s blog post  |  |  | | --- | --- | | 1. Click the home button in the top left hand corner. Then click visit site. |  | | 1. Find a blog post you would like to comment on. Then click on the title/picture to load the blog post. |  | | 1. Scroll to the bottom of the post and you will see a section which says leave a reply   (this has to be turned on in your setting to allow feedback) | This is a representational image. All blog sites are themed differently. | | 1. Type your comment and click ‘post comment’. |  | | | |