*Beloved* As You Read Blog  
How to set up a WordPress Blog  
See blogging schedule for due dates.

1. Create a blog on WordPress ([www.wordpress.com/create-blog](http://www.wordpress.com/create-blog)).
2. You may choose a template or skip for now.
3. YOUR SITE ADDRESS MUST BE your FIRST AND LAST NAME.
   1. When you get to the search box, type your first and last name with no spaces or punctuation.
   2. If your first and last name are taken already, add a 1 to the end of your last name.
   3. Choose the domain.
   4. **Your site address will be your first and last name at wordpress.com**
      1. Example: Mine is margaretlivingston.wordpress.com.
   5. Choose your plan. Scroll and click “start with free”.
   6. Create your account with your email address, the one you will remember to use.
      1. Your username will be your first and last name with NO spaces.
         1. Example: My username is margaretlivingston; my email address is [mdlivingston@jmcss.org](mailto:mdlivingston@jmcss.org).
         2. BE SURE TO WRITE DOWN YOUR PASSWORD! I WILL NOT HAVE ACCESS TO YOUR PASSWORD!
   7. You will then have to log in to your email account to confirm your email.
   8. Take some time to look over the blog. The site will tell you features, etc.
4. Customize- IF YOU CHANGE ANYTHING, INCLUDING TITLE, PICTURES, ETC., YOU MUST CLICK THE “PUBLISH” BUTTON FOR YOUR CHANGES TO SAVE!
   1. Customize your theme, profile picture, layout, etc. Be sure to choose a free theme. It might be helpful to choose a beginner free theme if you are not technologically savvy.
   2. The website will guide you! Just explore and play around for a while.
5. Blog requirements- AGAIN, DON’T FORGET TO PRESS THE “PUBLISH” BUTTON. If it has not saved, you probably skipped this step and will need to do it again.
   1. You must personalize the following on your blog. Other than these, you are welcome to personalize as you wish, such as by adding a site icon, changing colors and fonts, adding a header image
      1. Site title
      2. Tagline—Your tagline MUST be your first and last name!
      3. Theme
      4. Posts
   2. You must DELETE “The Journey Begins” blog post.
      1. Click “edit” (blue button).
      2. Click the down arrow beside “post”.
      3. Click “remove”.
      4. Click “edit” (the grey button that is part of the post).
      5. Scroll to the bottom, and click “move to trash”.
6. Create or edit a post
   1. From My Site, click “write” on the top right of the page.
   2. Add a title.
   3. Write. You can also add media, images, etc.
   4. PRESS THE PUBLISH BUTTON!
      1. You must press the publish button! Keep the default settings of “publish immediately” and “public”.
7. Download the app on your phone.
   1. From the app, you can write and publish your blogs. This will likely be useful for you.