

# PART 1 - GETTING STARTED

This short summary will show you how to log into your account, make blog posts with both text and graphic content and change your password.

To log into your account go to:

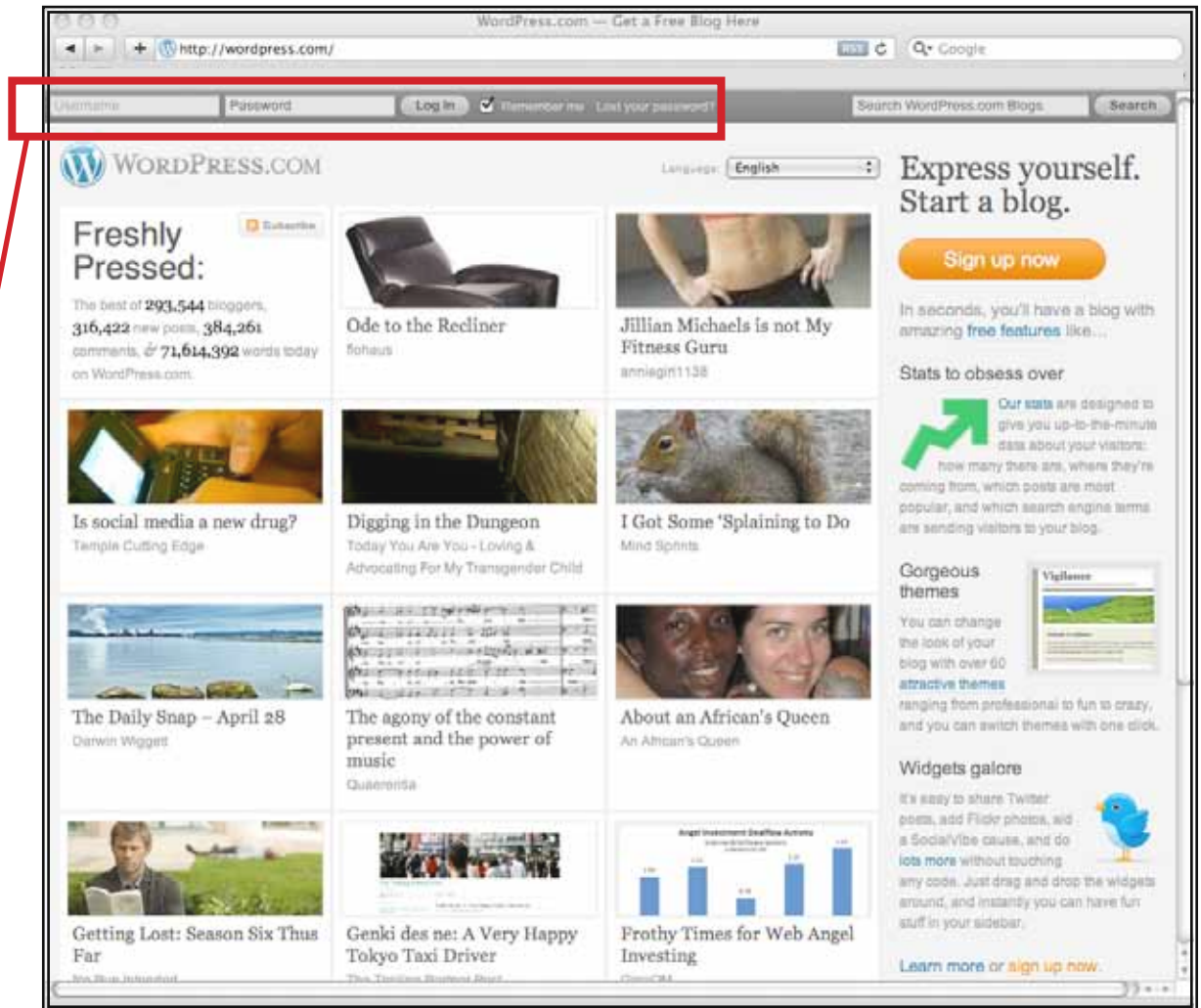
<http://wordpress.com>

At the top of the screen you will be prompted for your user name and password.

Your user name & password are:

user name:  
password:

[note: WordPress occasionally alters where the login bar is on the page.]

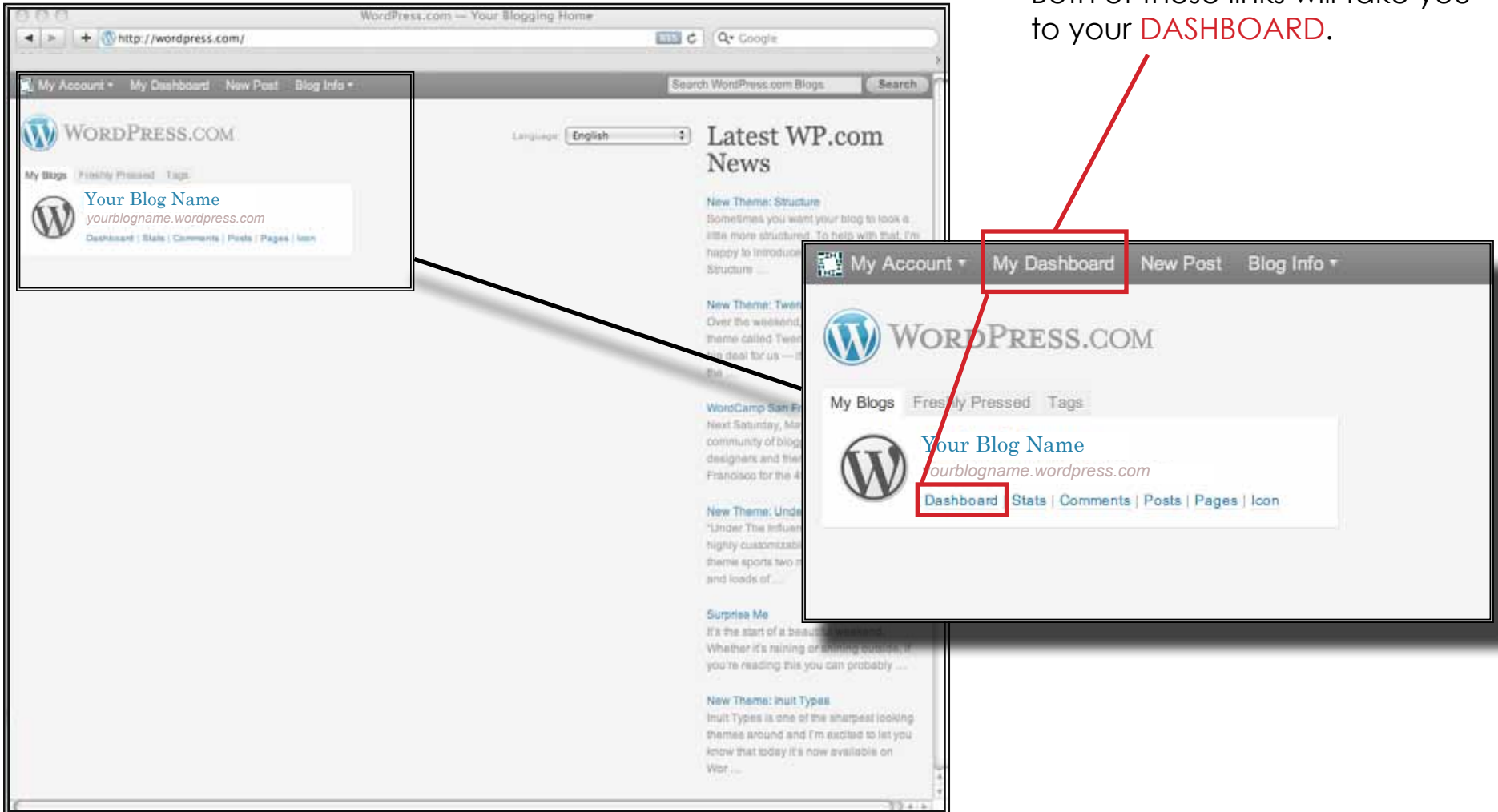


# YOUR ACCOUNT'S HOME PAGE

Logging in will take you to your main account page, from here you can navigate to the major administrative aspects of your blog. The most important link for you is the **DASHBOARD**.

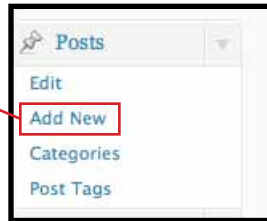
Click the **DASHBOARD** link and proceed to the next page.

Both of these links will take you to your **DASHBOARD**.

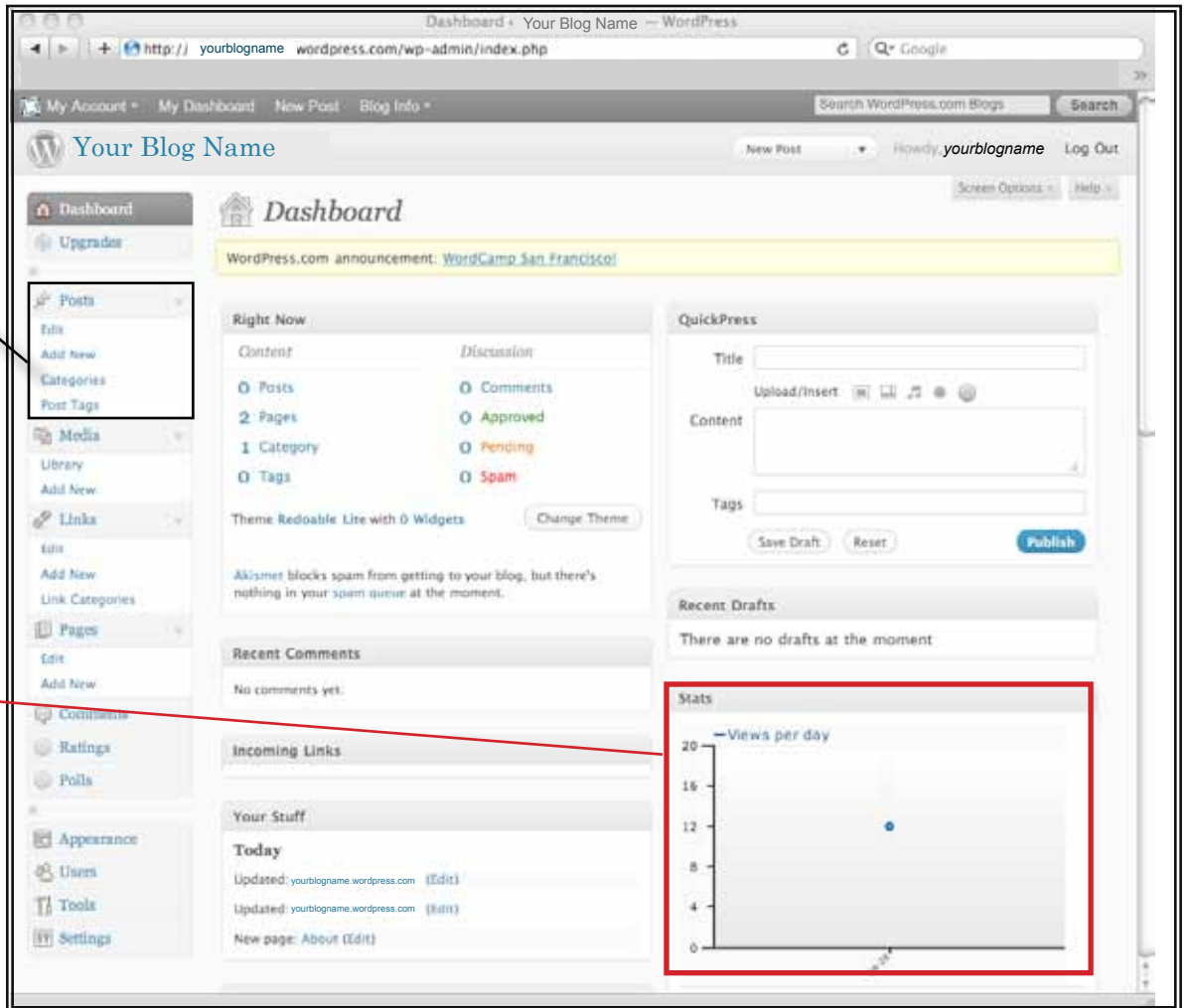


# YOUR DASHBOARD

Click on the **ADD NEW** link to start your first blog post.



In the **STATS** box you can see how many people have been visiting your blog.



# ADDING A POST

Adding a post is super easy, it's basically like writing an e-mail to the entire web community. Below are a few simple steps to publishing your first blog entry.

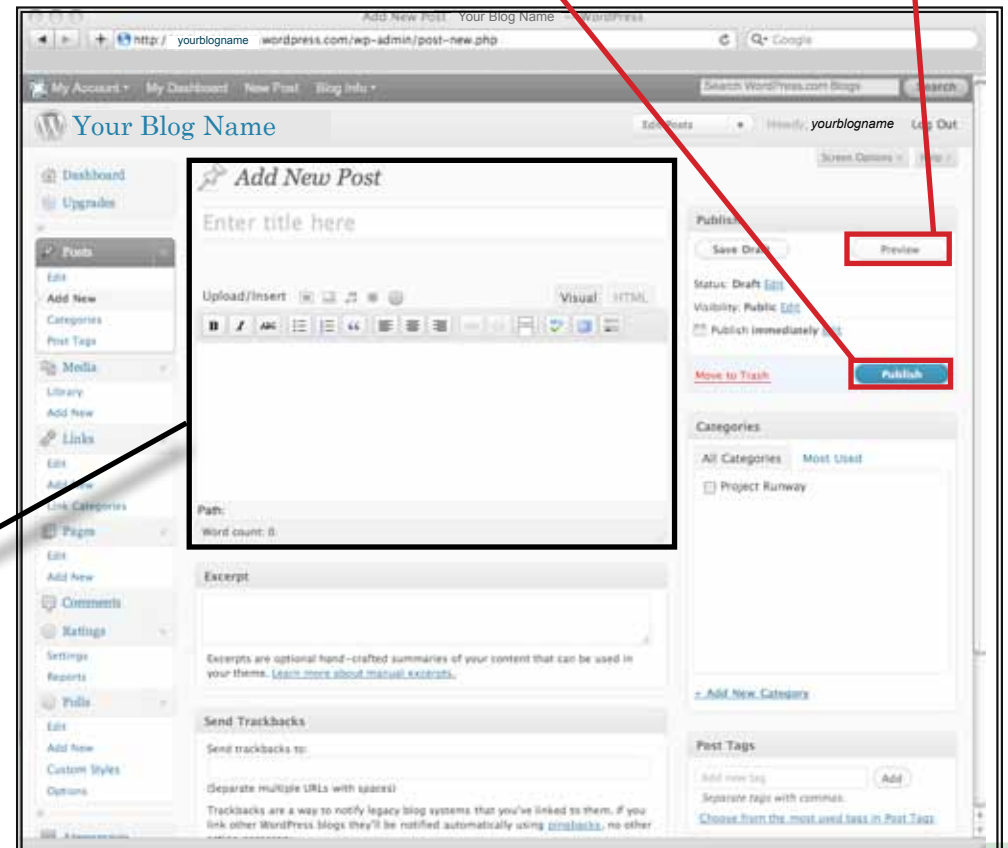
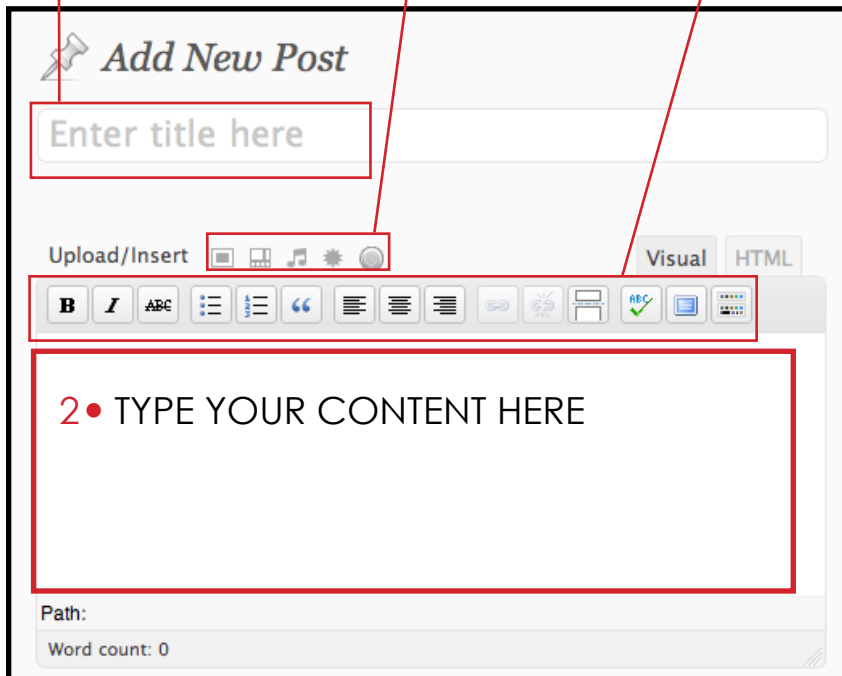
1• Enter the title of this blog entry

3• This formatting works just like e-mail. You can make things bold, align your text and run spell check among other basic formatting techniques.

4• Here you can upload images and other multimedia into your blog post. Simply hit the appropriate icon and navigate to the file you would like to upload.

6• The **PUBLISH** button is your final step to becoming a world famous blogger, just push it & release your content to the world.

5• The **PREVIEW** button allows you to view how your post will look on your blog before publishing.

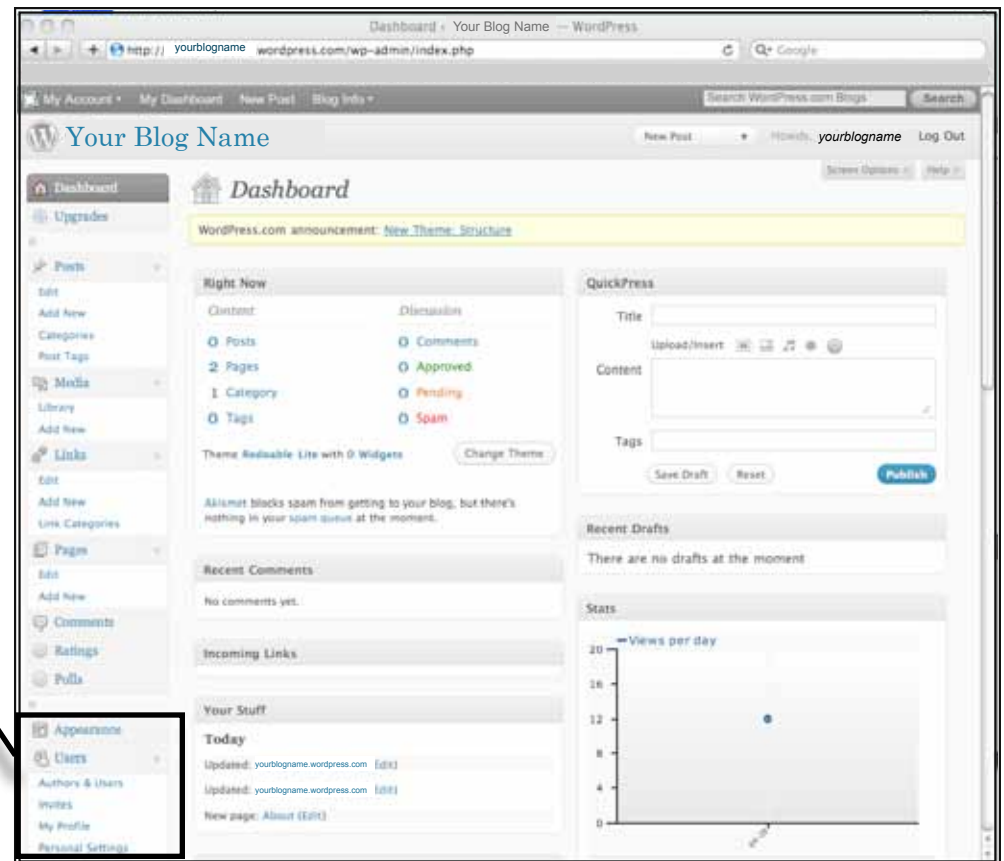


# CHANGING YOUR PASSWORD

Now that you've published your first blog post let's change that password. We're going back to the **DASHBOARD** to do this.



At the bottom of the **DASHBOARD**'s side navigation there is a link called **USERS**, in the drop down menu for this link is another link called **PERSONAL SETTINGS**... click this link!



# CHANGING YOUR PASSWORD

**PERSONAL SETTINGS** brings up a big laundry list of options. The only thing we're concerned with right now is all the way at bottom under the heading of **ACCOUNT DETAILS**.

Enter a **NEW PASSWORD**, confirm it, and you're all done!

You can also change your e-mail here.

And this is the web address where you blog is being displayed.

**Account Details**

Username **yourblogname** *Your username cannot be changed.*

**E-mail (required)** Your e-mail address (ex: yourblogname@gmail.com)  
*Used for notifications, not published.*

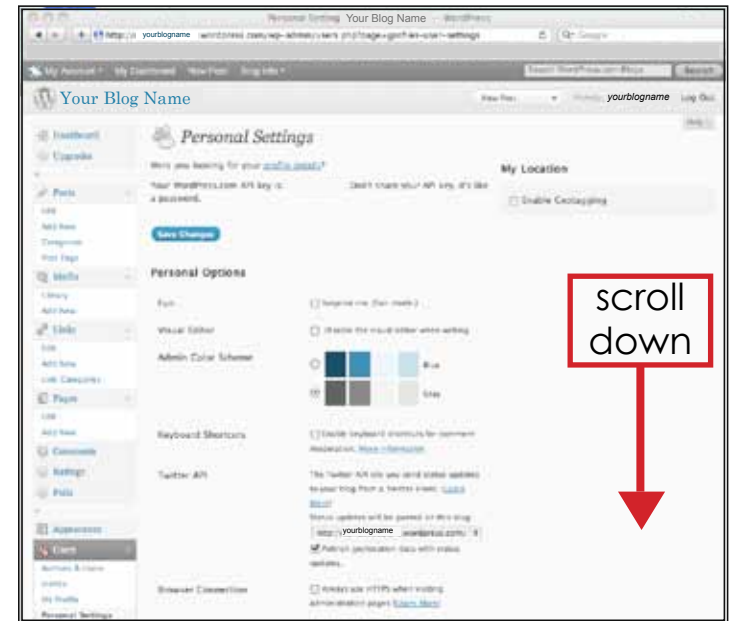
**Website** **http://yourblogname.wordpress.com**  
*Automatically linked when you make comments.*

**New Password**  *If you would like to change the password type a new one. Otherwise leave this blank.*

*Type your new password again.*

Strength indicator *Hint: The password should be at least seven characters long. To make it stronger, use upper and lower case letters, numbers and symbols like ! " ? \$ % ^ & ).*

**Save Changes**



And those are the super basics!

WordPress has many other great features which, thanks to its intuitive interface, are pretty easy to navigate.

Explore the interesting ways you can create **CATEGORIES** for your posts and try out the **LINKS** and **MEDIA** sections found in your **DASHBOARD**. Adding different types of content (images, links to other sites, movie clips, etc.) and updating often keeps the user interested and coming back for more!