

Introduction: What is blogging?

Blogging which shorthand for web logging refers to sites which may be updated without any coding knowledge; blogs allow authors to publish their thoughts online fairly easily. Content Management systems are similar in that they allow a website to be updated without much in the way of technical ability/knowledge.

Why bother blogging?

The web has changed a lot from the early days, nowadays sites need to be regularly updated or people will assume the website is dead/no longer in use. Additionally blogs & frequent news updates can increase the number of visitors to your website which is a good thing for any business, if the site converts visitors into customers. This is especially true for useful or interesting blogs/websites.

The two stages of blogging

in Wordpress parlance each blog entry is referred to as a post.

A post needs to be published before it is visible on your blog or website

The two stages are as follows

- i) Create draft post
- ii) Publish draft post *the post will be live on the website once published*

I'll now detail these two stages in greater detail

Create Draft post

1. The first thing I personally do when creating a draft post for my own website is write the post down literally, using pen and paper.
2. Then I type it up in a Word processor (this ensures spelling is perfect) then I copy the text onto my clipboard (ctrl+C)
3. log into Wordpress and select create post on the Wordpress dashboard
4. Every post requires a title, category and content (which can be either text or images)
5. Simply Save Draft Post

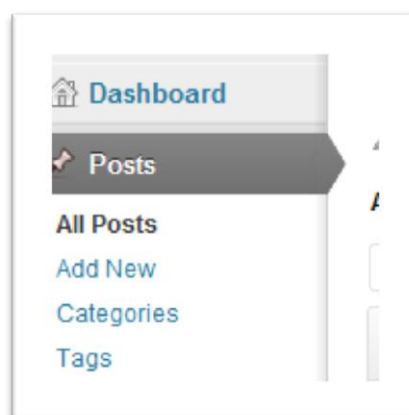


Figure 1: Create New Post

Publish draft post

This is fairly simple; simply publish the draft post, you created in the last stage. I've highlighted the post button located in the top left quadrant of the Wordpress Dashboard.

1. Check your post for spelling mistakes & typos
2. Press the publish button (pictured below)

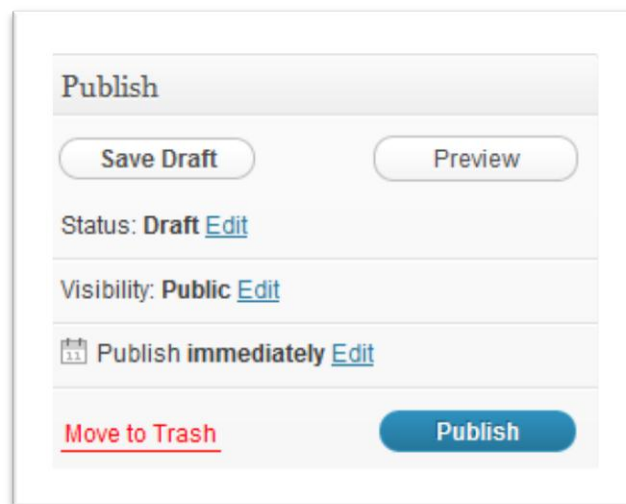


Figure 2: The publish button

Summary

Hopefully you've not found that too difficult. If I created your site login details for the Wordpress dashboard will have been provided by email. If you have any feedback regarding this guide please email me at info@carlpotts.eu .