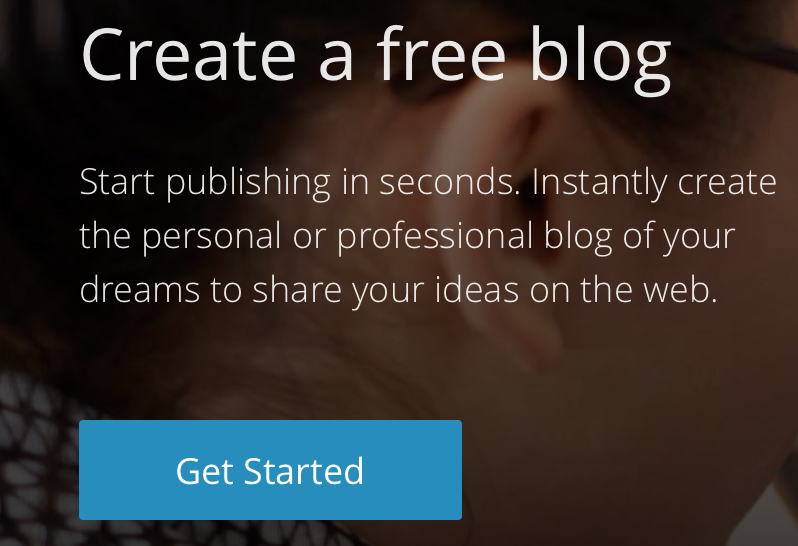
**Creating a blog using Wordpress**

**Tasks:**

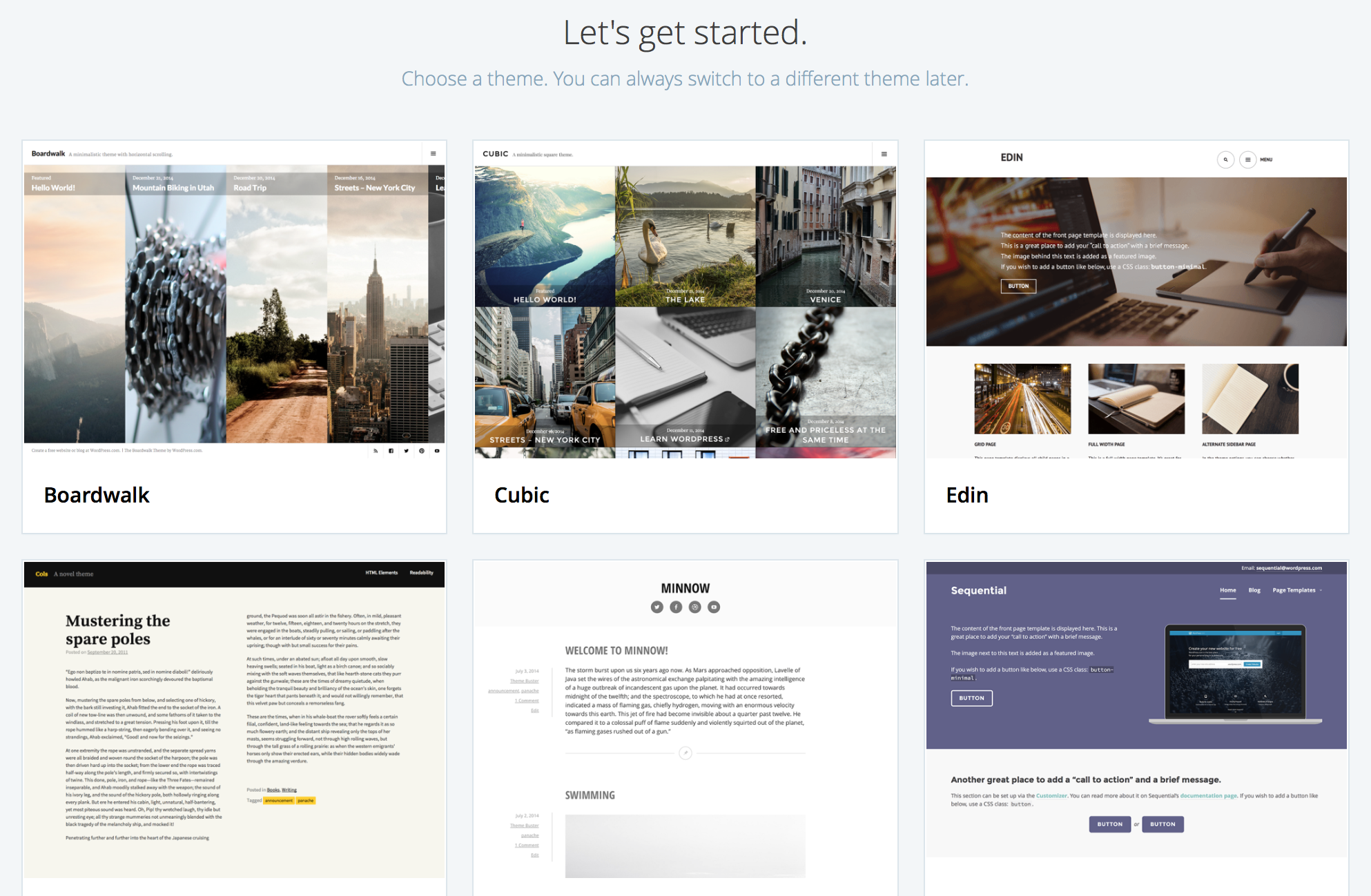
1. Using **Google Chrome**, go to [www.wordpress.com](http://www.wordpress.com)
2. Click on the **Start a Blog** option.



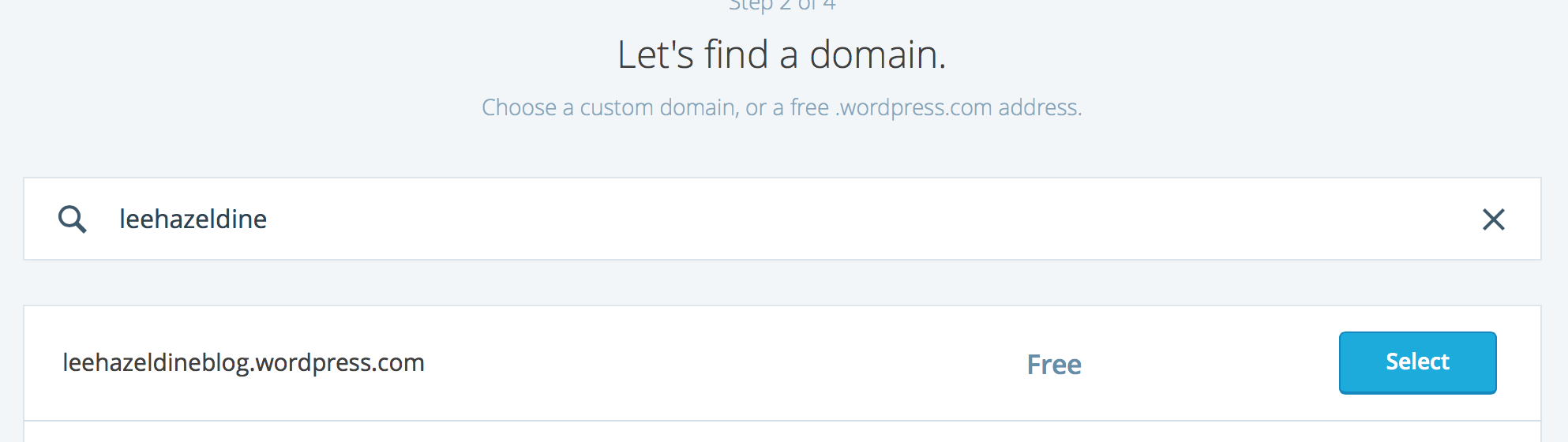
1. Click on the **Get Started** option.



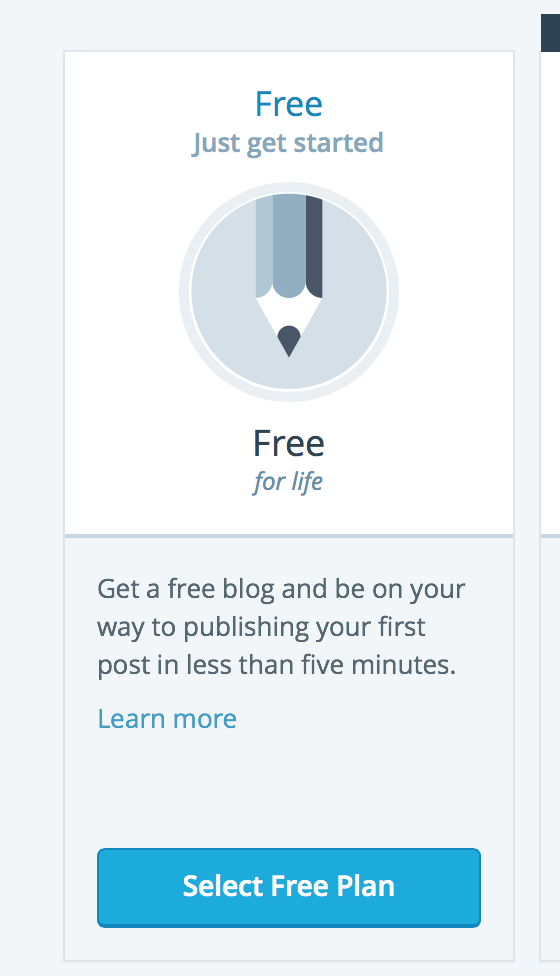
1. Choose the Minnow blog style theme (subject to tutor approval, this might be able to be change at a later stage).



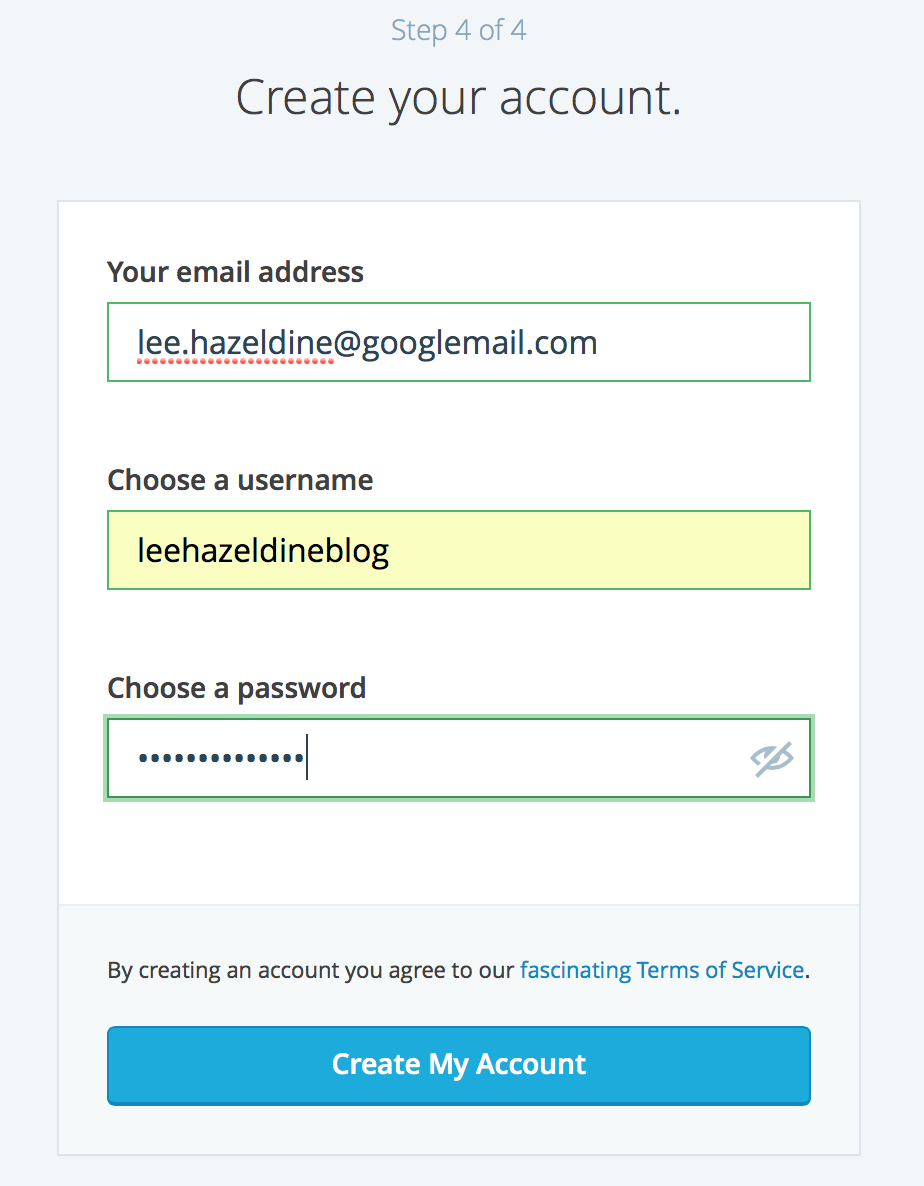
1. After doing this, select a website address for your blog – use your name for your blog address. See below:



1. Select the **Free Plan**.



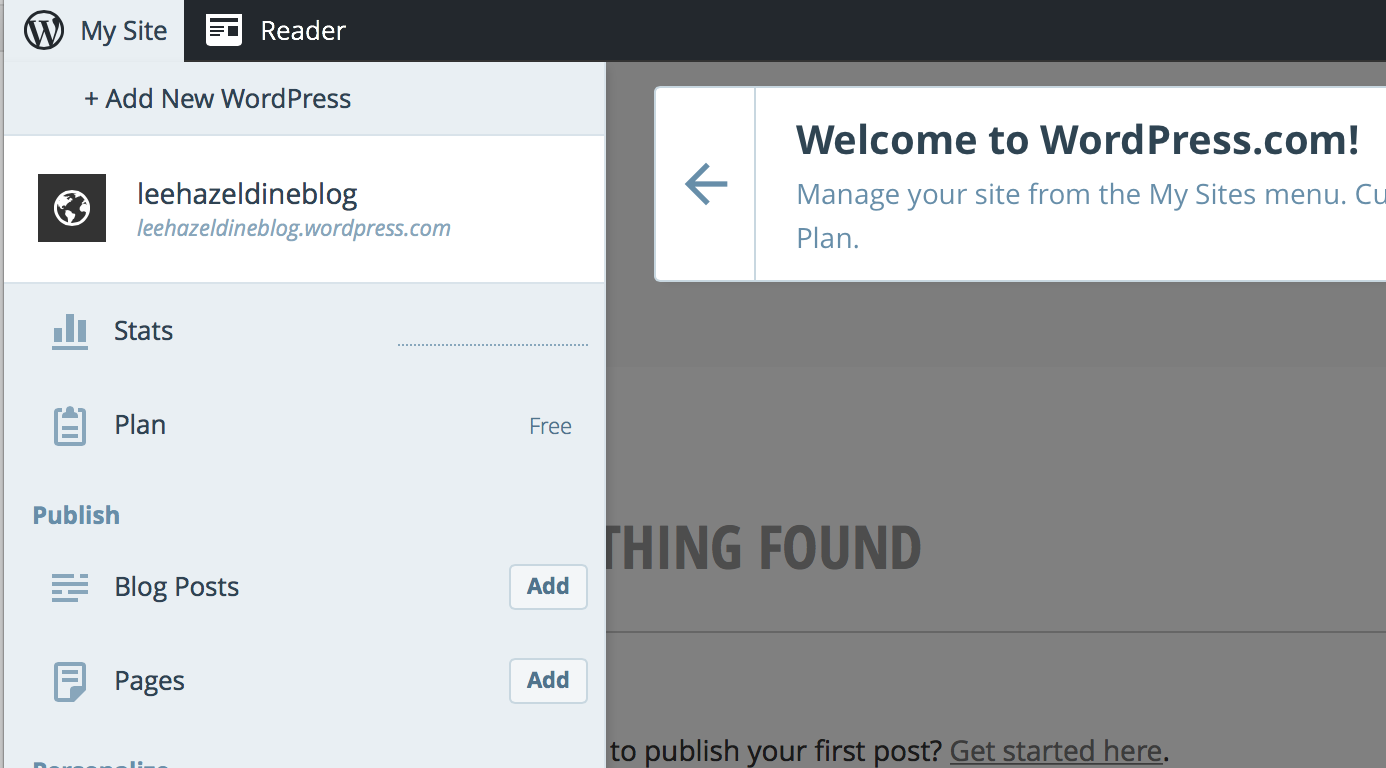
1. Finally, create your blog account by entering your email address. On doing this, choose a username and enter a password (**remember to write down your password somewhere safe so that you will remember it).**



**Adding Blog posts**

We are now ready to add our first blog.

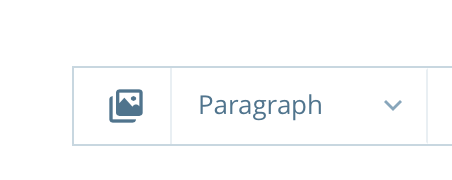
1. Click on the **Add** blog post button.



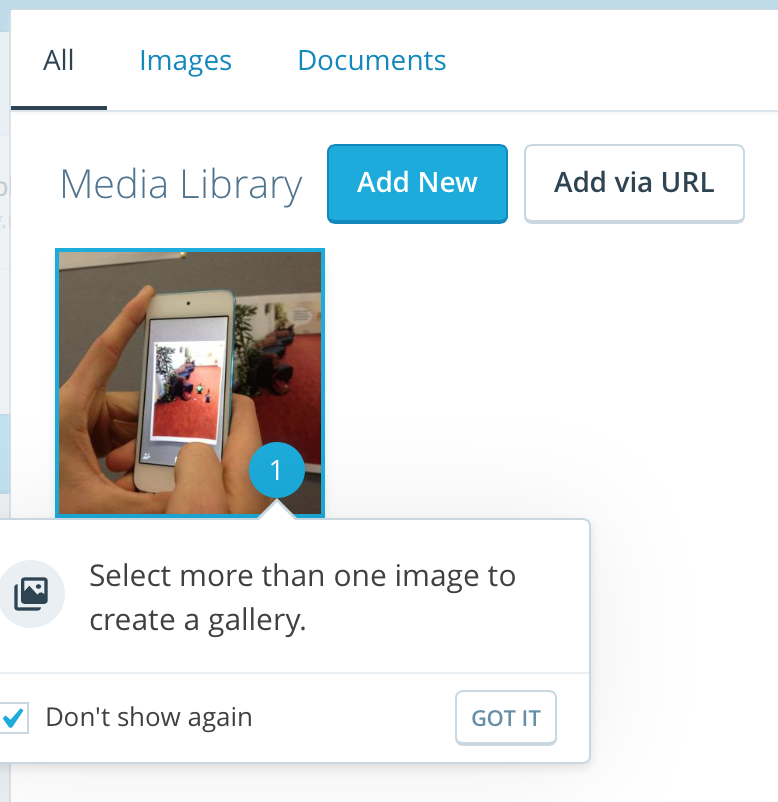
1. We can now add a title to our blog and begin wring the content to our first blog post.



1. To add images or documents, simply click on the **add** **media** icon:

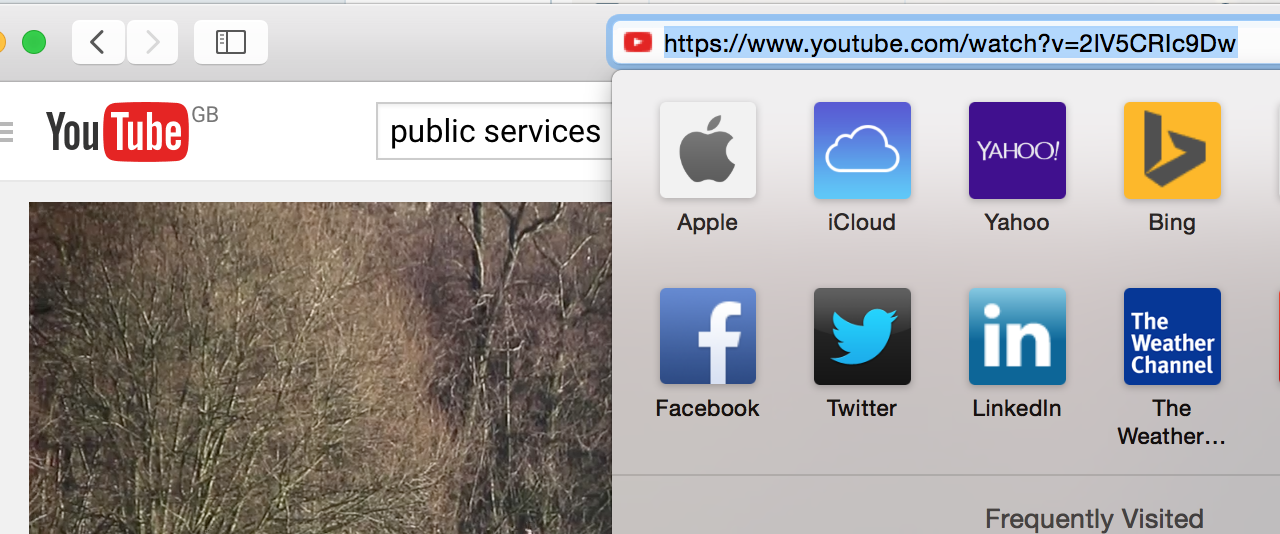


After doing this, select **Add New** to choose either images or documents.

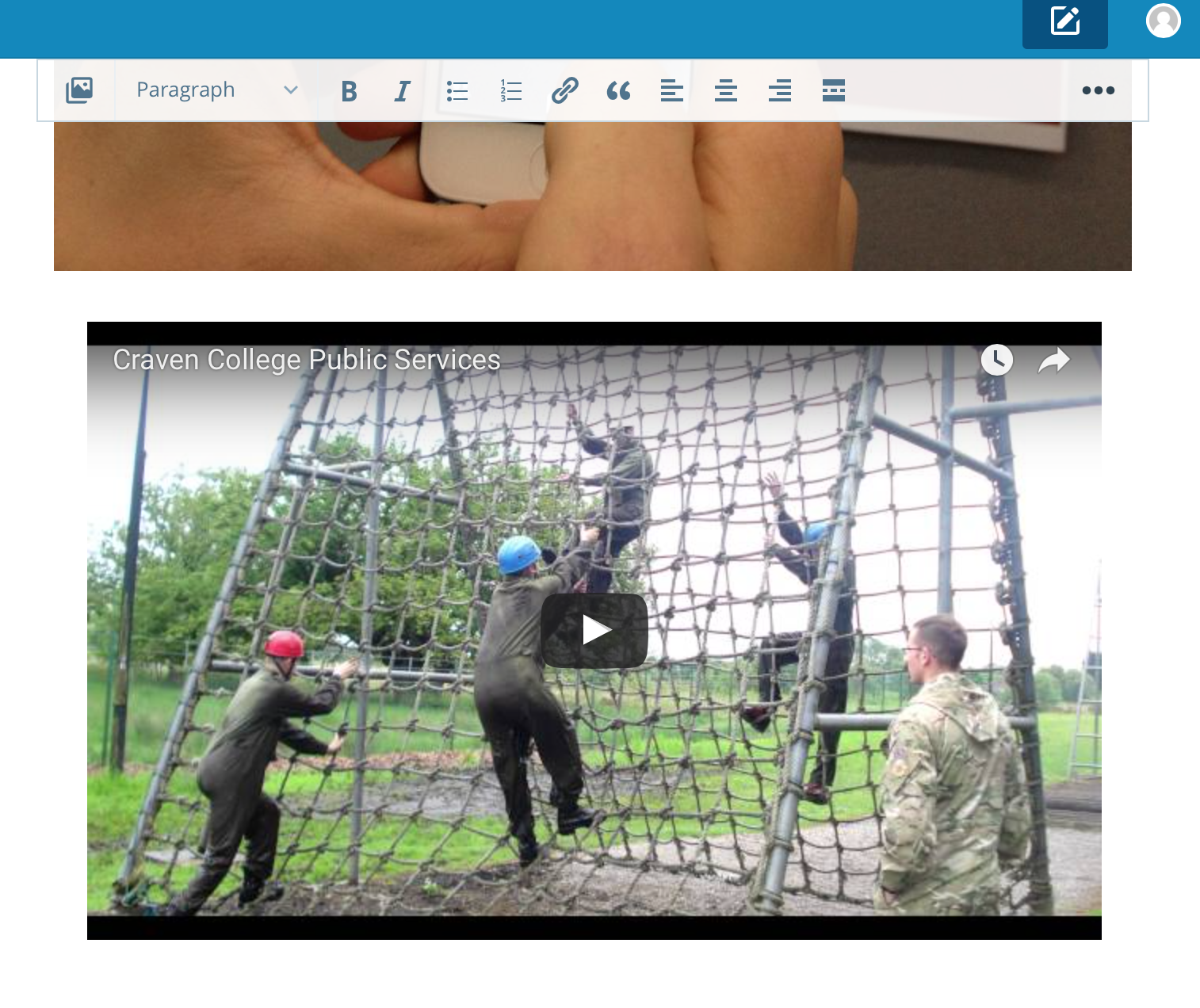


**Adding video**

1. Go to [www.youtube.com](http://www.youtube.com). Identify a relevant video (this will often be a video you have uploaded yourself). Copy the web address of the relevant video and paste it into your blog.

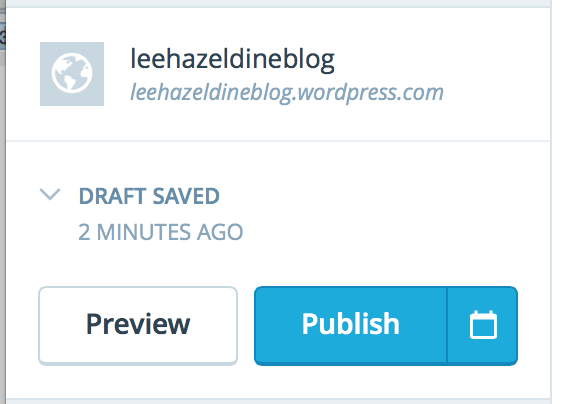


The video will now automatically appear within your blog space:



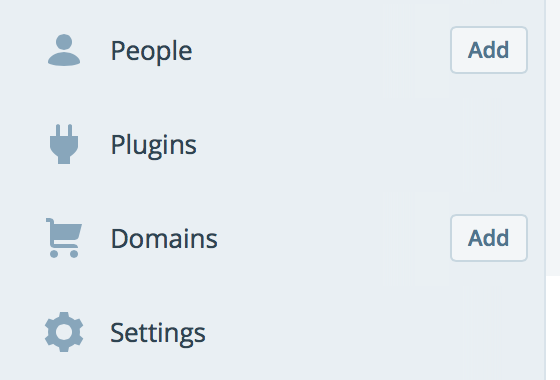
**Publishing your blog**

1. To publish your blog, simply click on the Publish button.

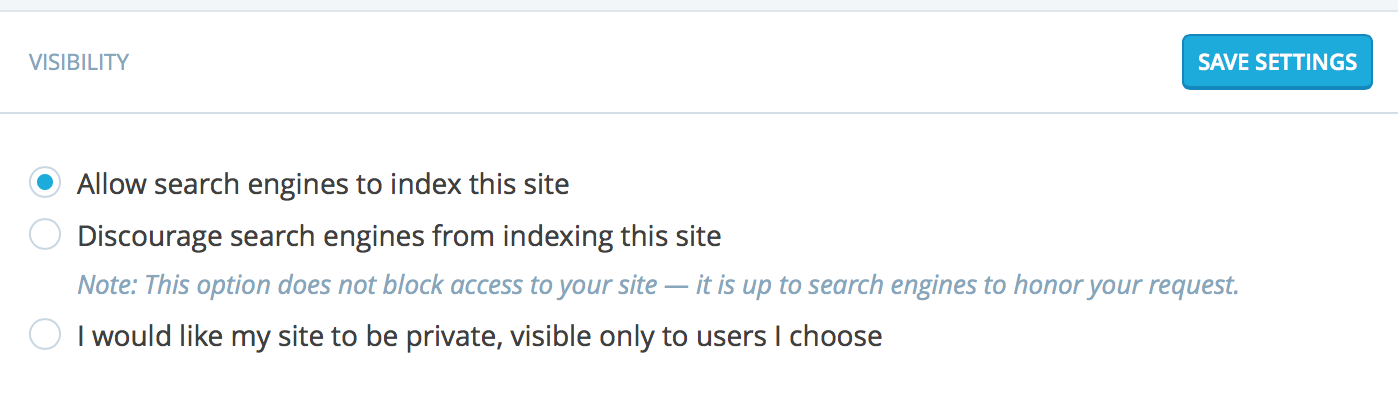


**Setting the Privacy settings**

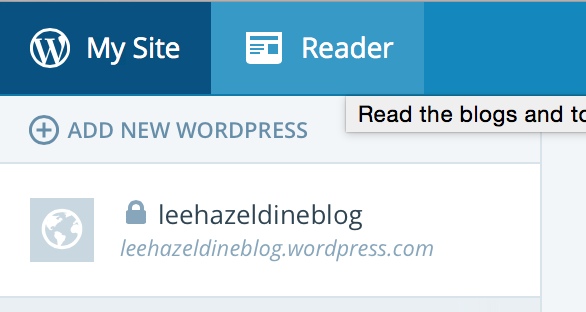
1. Click on Settings.



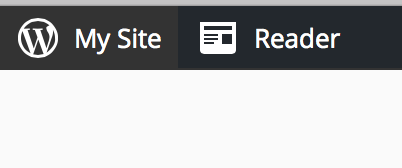
1. Go to the Visibility section and select the **‘I would like my site to be private, visible only to users I choose’**. On doing this, choose the **Save Settings** option.



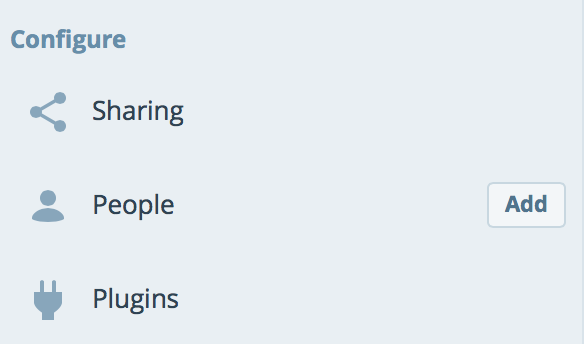
1. Click on the name of your blog.



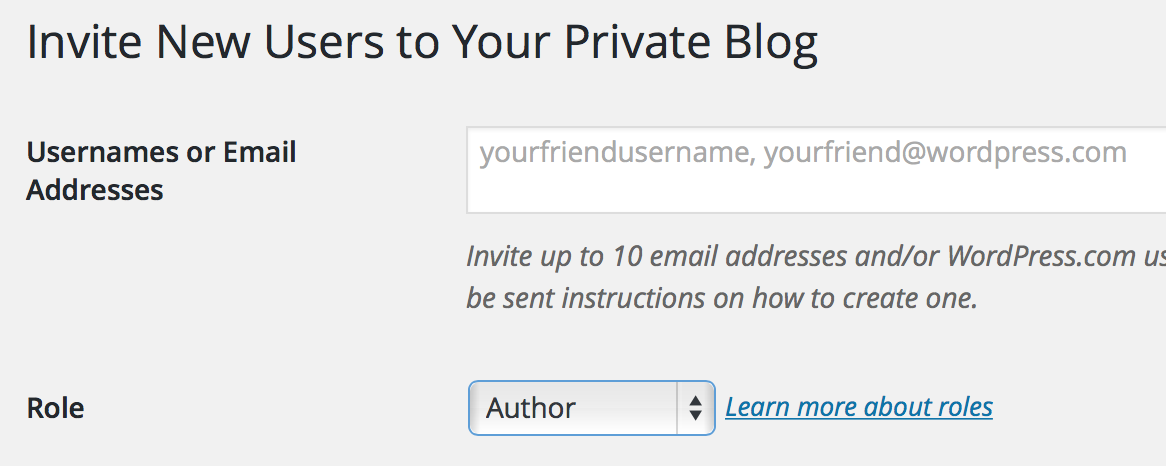
On doing this, click on the **My Site** option.



Go to the **Configure** section within the left hand column. Select the **Add** People option.



Enter your tutor’s email address and choose **Author** as the Role.



Finally, click upon the **Send Invitation** option.