Enter your Username and Password and click on Log In. If you have forgotten your password click on Lost your password?

After you have logged in to your web site you will be at your Dashboard. This is where you create new posts and pages for your web site. You can also change its appearance.

name: Mr Larkin
site: www.larkin.net.au
The Dashboard is shown below. On the left is a sidebar which lists all the tools that you are able to use and manage as you build your web site.

1. Click on **Posts** to view your posts and to add a new post.
2. Click on **Media** to view your uploaded images and to add new images.
3. Click on **Links** to manage links that you add to your web site.
4. Click on **Comments** to manage any comments written by students on your web site.
5. Click on **Appearance** to change the theme of your web site and to add widgets and menus.
6. Click on **Profile** to complete your profile and to add an avatar. You can also change your password.
7. Click on **Collapse menu** to hide the sidebar.
8. Click on the arrow to show it again.

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The **Dashboard** is shown below. On the left is a **sidebar** which lists all the tools that you are able to use and manage as you build your web site.
4. Click on Add New to begin writing a new post.

5. Click on All Posts to view and manage all your posts.
Type in a **title** for your post in the title field.

Click on the **Visual tab** to see all the editing options.

Click on the **HTML tab** to add code for embedded video and audio.

This is the **toolbar** and it has similar text formatting options to any text editing software.

Type your post in the editing field just as you normally type in an email or word document. *Easy!*

Explore the tools to discover what they can do.

Click on this button to see all the available tools.
7. **Select the word or phrase which you wish to act as a hyperlink to another website**

**Paste in the URL or web address of the website that you wish to link to within your blog post**

**Click on the link tool after you have selected the text in your post**

The pop-up **Insert link** window below will appear.

**Click on this button to make the website open in a new window when a reader clicks on the link in your post**

**Click on **Add Link** when you are finished**
8. While you are working on the post, click on **save draft** from time to time.

**Click on preview to review your work.**

Your post will be published when you have finished writing your post.

**Examples from three different themes**

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**Working on the bridge**

I have been working on the bridge for two years now. I work for Dorman, Long & Co. Ltd, the company responsible for building the massive structure.

Each day I hammer in rivets. One rivet, then another, then one more, and so on.

Categories: **Uncategorized** | Leave a comment

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