Princeton University uses the multi-server, multi-site WordPress network for blogs. To request a blog, fill out the Blog Request form. The Princeton University blog service is run by Web Development Services. During normal business hours, help can be reached via email by emailing wordpress@princeton.edu. After hours, help can be reached via the OIT HelpDesk (609–258-4357 (HELP)).

Logging In
If you are working with a new blog on the blog service, you should find a log in link in the menu of the site. Click this link and then enter your Princeton netID and password on the following page to log in. If the log in link is missing for some reason, the address of the login page is http://blogs.princeton.edu/wp-login. After you successfully log in, you should arrive at the Dashboard for the blog with which you are associated. From the Dashboard, you can add posts or pages, changes themes. If you are associated with more than one blog in the system, look for a link at the top of the page labeled My Sites to select a Dashboard.

Posts and Pages
WordPress allows you to post content to your blog in two very different ways: posts and pages. Posts are what people generally think of as blog publishing. Posts are pieces of content associated with the date on which they were composed. Using posts, the front page of a blog, for example, can display many posts in chronological order. Pages are intended to be more static. An ‘About me’ page is an example of a page. You can go back and edit the page, but in general the content of this page would stay the same. Select either Post or Page from the left hand menu and then click on the Add New link.

After you have created a post or page, click Publish to add it to the site. You can see how your new post or page looks on your site by clicking View Post.

You can also go back and edit an existing post. Click on Posts (or Pages) in the left-hand menu then hover you mouse over the title of the post you would like to edit. Several links should appear directly below the title, including one labeled Edit.

Tags and Categories
Wordpress allows you to attach tags and categories to your posts. Tags and Categories serve similar functions but are slightly different. You can group your posts into Categories
in case you later want to display them as a menu on your blog. Tags can be used to mark or label posts with a specific word so it’s easier to search for them on your blog. To add a Tag or a Category to your blog, you can go to Posts in your Dashboard and choose either Post Tags or Categories. You can also add new tags or categories while creating or editing a post.

**Adding Images, Documents, Video, and Audio**

You can add images, video, audio, and documents to a post in Wordpress. Above the textbox in the post editor, you will see an **Upload/Insert** section of icons. Click the icon of the item you want to add to your post in Wordpress. You will have a choice of adding from a file, a url, or from files you already loaded to previous posts called a Media Library. You can fill in meta data and choose where to position the image or media in the post. For YouTube videos, you can simply copy the url and paste the url text into the post. Make sure the link is not an active link when you paste it into the post. The url should only be text.

**Changing the Theme**

You can the design of your blog by changing the theme. Click on the Appearance link on the top of the Dashboard or on the left side of the Dashboard to choose a theme. You can click on the theme to see a preview of how that design will look with your blog content. Once you have selected a theme, click on the **Activate** link on the top of the preview window or click the **Activate** link at the bottom of the blog description. Depending on the theme, you can also modify the header image and load a new one to give your blog a unique look and feel. You can do this through the Appearance menu dropdown.

**Adding a List of Links**

To add links to your site, select the **Links** menu in your Dashboard. Click the **Add New** button and fill out the name and the url of the link you would like to add. To display a list of links to your blog, you will have to add a **Links widget** to your sidebar. Widgets can be accessed through the Appearance menu in the Dashboard. To activate the Links Widget, drag it to the Primary Widget Area. Click the **Save** button and the links will appear on the sidebar of your blog.

**Moderating Comments**

If you want to see, control, and reply to comments let on your blog, click on the **Comments** menu on the left hand side of the Dashboard. Here you can see all comments (including replies you as the author have made to comments) that are left at each post. Here you can mark certain comments as spam or you can approve the comment and it will be published to the blog post. To set up certain rules for spam, comment moderation, and blacklist certain words
so they never show up on your blog, go to **Settings** and choose **Discussion**. Here you can indicate how comments should be moderated and whether you should be notified when comments are added to the site. Click **Save Changes** at the bottom when you are finished.

### Logging Out

To log out of your Wordpress blog, go to the top left of your screen and click on your username. In the drop down, you will see a menu option for you to logout. Once you logout, you will need to sign in again to make any edits or changes to your blog.

### Additional Help

Additional help can be found at [http://lynda.princeton.edu](http://lynda.princeton.edu) under the following Wordpress courses: **Wordpress 3 Essential Training**, and **Wordpress 2.5 Essential Training**.