



## Introduction

Your blog will automatically appear with a default theme and page layout.

You have the ability to modify the appearance and layout of your blog as well as to determine which **widgets** (tools) are available from your blog.

### Summary

#### WordPress Basics

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## Selecting a Theme

1. Go to <http://www.wordpress.com> and login with your username and password.
2. Click on **My Dashboard**, located on the WordPress toolbar, and select your blog.
3. Select **Appearances** from the Dashboard.
4. Select **Themes**.
5. Choose a theme for your blog by clicking on the theme's picture. To preview or activate the theme select the Preview or Activate link under the name of the theme.
6. Depending on the theme you select, you may be able to customize the header images, font color, and other style elements of your blog. These choices will appear under **Appearance**.

## Custom Header

Custom Header allows you to upload your own image to replace the image header in your theme.

The image must meet the size requirements.



1. Select **Appearance**
2. Select **Custom Header** (if applicable)
3. Click the browse button and locate your image
4. Select Upload

## Widgets

This allows you to control which tools, such as a calendar, search function, and a link to an archive, will appear in the sidebar of your blog.



1. Select **Appearance** from the Dashboard.
2. Select **Widgets**.
3. In your sidebar widgets, it is suggested that you should include;
  - **Archives** (automatically creates a link to past posts to your blog, grouped by month)
  - **Pages** (automatically provides links for any pages created for your blog)  
Note: links to your pages may be built into the theme you selected



- **Recent Posts** (provides individual links to each post)
- **RSS** (allows you to display entries from any RSS feed),
- **Search** (allows visitors to search your blog using key terms)
- **Categories** (list of the categories used on your blog and makes it easier to navigate your content)

- **Links** (also known as Blog roll allows you to add useful links to your blog)

## CSS Editor

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CSS Editor lets users with CSS knowledge alter the color and layout of a blog theme.

In order to edit your CSS Code, you must pay for the CSS Upgrade.



1. Select **Appearances** from the Dashboard.
2. Select **CSS**.

NOTE: After making any changes, click on the **Save Change** button.

