Creating A Blog
Using WordPress
at
PSU
The Steps to Setup a Blog

Go to site -- http://blogs.plymouth.edu

1. Login
2. Add Category(s) – name and description
3. Select a Theme
4. Add a Post or Edit existing post
5. Modify “Discussion Settings”

See “screen-shots” on following slides.
GO TO THE SITE http://blogs.plymouth.edu
Select “Login” to Create a New blog
After the initial setup, clicking on “Login” will bring you to this dashboard page. The next step is to Add a Category. Click “Categories.” This will bring you to –
Add a Category Name, a Description and “Add Category”

Next Click Posts
Add a new Post
Enter the information and add formatting and media if desired.

Be sure to select the appropriate Category or the Post will go to "Uncategorized." Then Click "Publish".
Click “Themes” and you’ll get a page like below. Select a Theme, 
A preview will be shown and then click “Preview” or “Activate”
Click Settings and then Discussions to allow certain customizations. See next slides.
Discussion Settings

Default article settings
- Attempt to notify any blogs linked to from the article (slows down posting.)
- Allow link notifications from other blogs (pingbacks and trackbacks.)
- Allow people to post comments on new articles

Other comment settings
- Comment author must fill out name and e-mail
- Users must be registered and logged in to comment
- Automatically close comments on articles older than [14 days]
- Enable threaded (nested) comments [5] levels deep
- Break comments into pages with [50] comments per page and the [last page] displayed by default
- Comments should be displayed with the [older] comments at the top of each page

E-mail me whenever
- Anyone posts a comment
- A comment is held for moderation

Before a comment appears
- An administrator must always approve the comment
- Comment author must have a previously approved comment

Comment Moderation
Hold a comment in the queue if it contains [2] or more links. (A common characteristic of comment spam is a large number of hyperlinks.)

When a comment contains any of these words in its content, name, URL, e-mail, or IP, it will be held in the moderation queue. One word or IP per line. It will match inside words, so “press” will match “WordPress”.

Settings