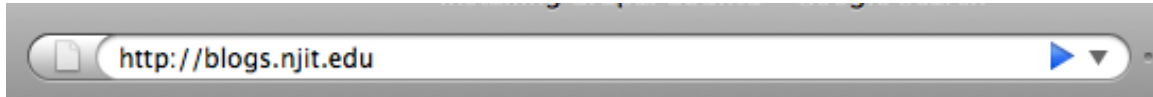


# Adding a Web Page or Picture to a Wordpress Blog

1. Type the following into your web browsers address bar: <http://blogs.njit.edu>



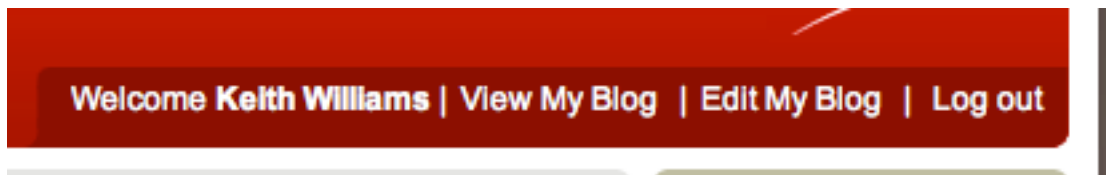
**Figure 1 – Access your blog**

2. Type your UCID and password into the login box in the upper right hand corner of the page



**Figure 2 – Login to your blog**

3. Click on “Edit my Blog” to begin editing your blog, If it is your first time you will be asked to create a blog. After you create the blog, this link will take you to the administrative / management page of your blog. Creating the blog is an automated process and only takes a few seconds to do.



**Figure 3 – Edit your blog**

4. Click on the link “Write a post” to begin writing your first blog entry.



Figure 4 – Write a post

5. Type the title of your blog post, write the text, and add some tags to categorize your blog post. When you're done writing, you can press the publish button to save and send your blog post to the front page of your blog. You can access your blog at <http://blogs.njit.edu/<insert your ucid>> or you can click on the “View My Blog” link that is next to “Edit My Blog” in the upper right hand corner of the page.

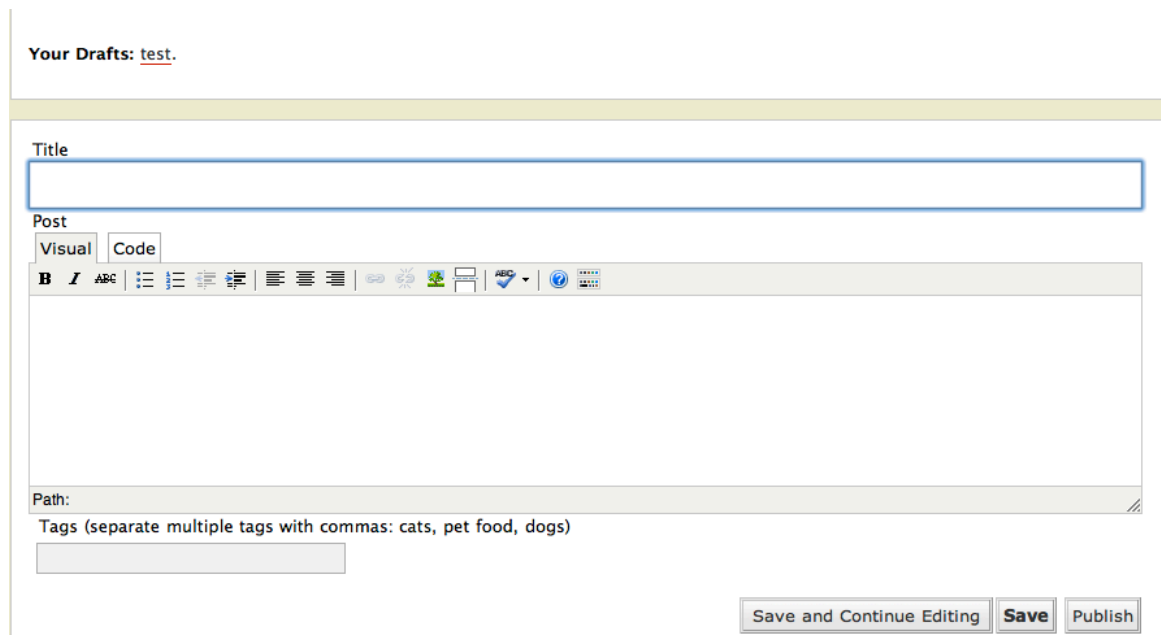
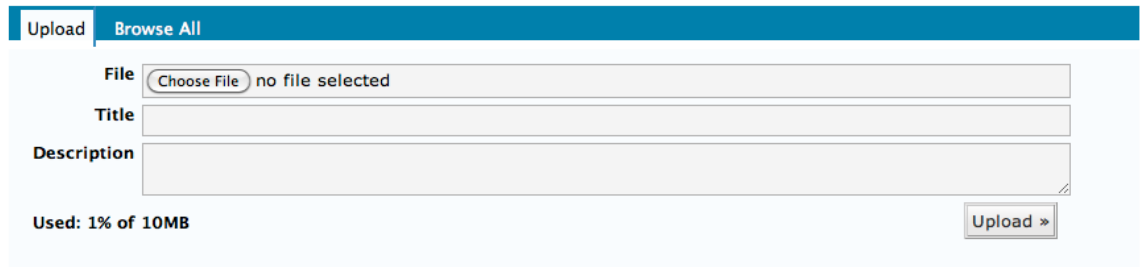


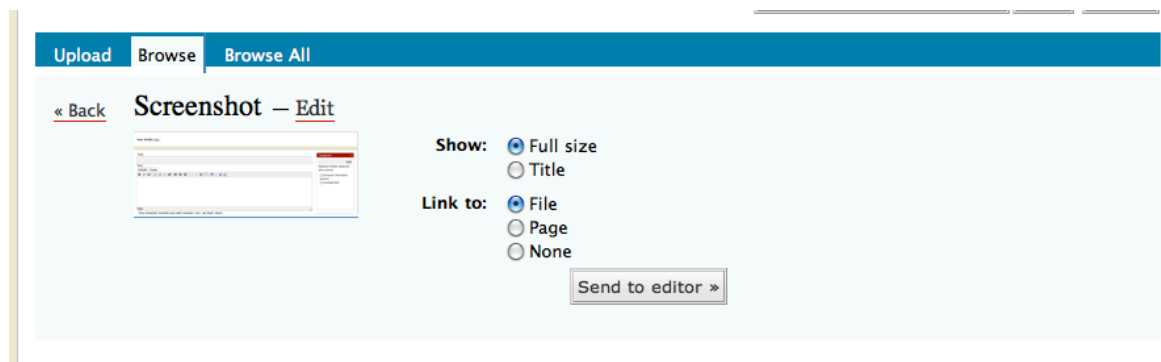
Figure 5 – Add text and categorize your post

6. You can add a picture to your blog post by uploading a file. You can find this link below the area that you edit the your blog text. Click the “Choose File” button to select a file to upload from your computer.

The screenshot shows a file upload interface. At the top, there are two tabs: "Upload" and "Browse All". Below the tabs, there is a "File" section with a "Choose File" button and the text "no file selected". Below that are input fields for "Title" and "Description". At the bottom left, it says "Used: 1% of 10MB". At the bottom right, there is an "Upload »" button.

**Figure 6 – Add an image or other file to your blog post**

7. You can select how you would like to display the file that you uploaded. Once you select the way you would like it displayed, click on “Send to editor” to have the picture or link to the file sent to the page editor. The page editor is where you edit the text for your blog in step 5.

The screenshot shows the file display options interface. At the top, there are three tabs: "Upload", "Browse", and "Browse All". Below the tabs, there is a "« Back" link and the text "Screenshot – Edit". On the left, there is a small thumbnail of the uploaded file. On the right, there are two sections: "Show:" with radio buttons for "Full size" (selected), "Title", and "None"; and "Link to:" with radio buttons for "File" (selected), "Page", and "None". At the bottom right, there is a "Send to editor »" button.

**Figure 7 – Select how you want to display the picture**

8. Once you are satisfied with your blog post, you can click the publish button to save your work and send it to the front page of your blog.