Basic Site Setup
1. In the left sidebar, click on Settings, then General.
2. Change the Site Title if desired. This is the title that appears at the top of every page and blog entry. For example a teacher might use their name as the title.
3. Change the tagline. The default is “Just another WordPress blog” but you can replace it with something that describes what your site is about. For example “8th grade science at ATA”.

Creating New Posts
1. Go to Posts in the sidebar, then Add New.
2. Type the title of your post.
3. Type or paste the content of your new post.
4. If you do not want your post to appear until a later date, look in the right sidebar and find the section called Publish. Next to the words Publish Immediately, click the Edit button and set the future date that you want it to be published, then click OK.
5. Click the Publish button.

Creating New Pages
1. Go to Pages in the sidebar, then Add New.
2. Type the title of your new page.
3. Type or paste the content of your page.
4. If you want this page to be a sub-section of another page on your site, click then menu beneath Parent in the right sidebar. Select the page beneath which you want it to appear.
5. Click the Publish button.

Editing Pages or Posts
1. Go to the Pages or Posts section of your left sidebar.
2. Click on All Pages or All Posts.
3. Move your mouse over the page or post you want to modify.
4. Click the Edit link beneath the page or post title.
5. Make whatever changes you need.
6. Click the Update button in the right sidebar.

Changing Themes
1. Change the theme by going to Appearance in the sidebar, then Themes.
2. Browse or search the theme list to find one you like.
3. Click the Activate link beneath a theme to apply it to your site.

Other Suggested Settings
• Disable comments (to avoid spam)
  1. Log into your WordPress blog
  2. Go to Settings in the sidebar
  3. Click on Discussion
  4. Uncheck the box labeled Allow people to post comments on new articles
  5. Scroll down and click Save Changes
• Set a static page as your homepage instead of a list of blog posts
  1. Click on Pages in the sidebar
  2. Click Add New
  3. Give your page a title, such as Home, then click the Publish button
  4. Add another page and give it a name such as News or Announcements, then Publish it
  5. Click on Settings in the sidebar
  6. Click on Reading
  7. Next to Front page displays, select a static page
  8. For the Front page selection, choose Home
  9. For the Posts page, choose your news or announcements page
  10. Click Save Changes