

How to Use Wordpress - for VLS Bloggers

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First of all, you need a WordPress account.

If you'd like to be a blogger, email me your name, VLS email address, and program (JD or MSEL). Also, if you already have a WordPress account, let me know that too, and I'll you directly to a VLS blog – you won't need to set up a separate account.

I will set up an account for you, and you'll receive an email from ldubreuil@vermontlaw.edu (that's me) that says: Your Name, Loridaubreuil has invited you to use WordPress.

Open that email and click the link; this will bring you to the WordPress signup page.

Type in a Username (this will appear above your blog posts), and double-check that your email address is correct.

Click the "Legal Flotsam" box and the "Just a username, please" button.

Click Next. Your password will be sent to your email address, and a new screen will appear. Enter your first and last names, and a brief profile, then click Save Profile. For some unknown reason, this page does not go away after you save your profile, so just close the window, or...

Go to WordPress and Log In

Before you log in for the first time, go to your VLS email and look for an email called "Activate YourUserName" from WordPress.com. Open the email and click the link contained therein. Your account will be activated, and you'll see your username and password. (Write them down somewhere super secret, please!)

Now you can click the Login link, where you'll be asked to type in your new username and password.

Next time, you can just go to <http://wordpress.com> and log in. You'll see a small login box, sort of middle, just-to-right of center on the page, with the header "Already Hip?"

Once logged in, you will see, in place of the login box, a "welcome back" message with a list of "Your Blogs" – you will see either "vlsjd" or "vlsmse" or "vlsvy," etc., depending on which blog you are signed up for. Click the name of the blog to go to that blog.

Posting New Articles

Now, finally, you can start writing! Just click the “Write” tab at the top of the window, and you’ll see the “Write Post” screen appear.

Type in a title, then type your article, or copy & paste it from some other document.

Then, click the checkbox next to your name in the “Categories” list. (This keeps all your posts organized under your name, so readers can see all your contributions, if they like your writing.)

Now you just need to click the Publish button to make your new post live. (Or, you can click the “Save and Continue Editing” button if you want to make sure your work doesn’t get lost due to power outages, or click “Save” if you want to come back later and finish your post. (It won’t go live until you click the Publish button.)

Once you have finished, you can log out of WordPress by clicking the “Sign Out” link in the top, right-hand corner of the screen.

If you have questions or concerns, feel free to email me: ldubreuil@vermontlaw.edu. Thank you for blogging!