# Using Wordpress to Share Pictures and Memories in Australia

**Wordpress:**
Wordpress is a content management program. The campus uses it to create a blog for our teachers to share the adventures of their class at their home-stay in Australia. Parents in Japan enjoy the news and pictures of their children's experience down under. This guide will explain how to use Wordpress to write a post and upload pictures to the campus Australia blog.

## Topics

## A. Accessing the Australia blog administration page

To access the Australia blog, enter the url below into your web browser.

**campuspages.net/australia/wp-admin**

Enter the user id and password for the page.
(If you do not have an id, you must contact the campus computer department.)

## B. Writing a post

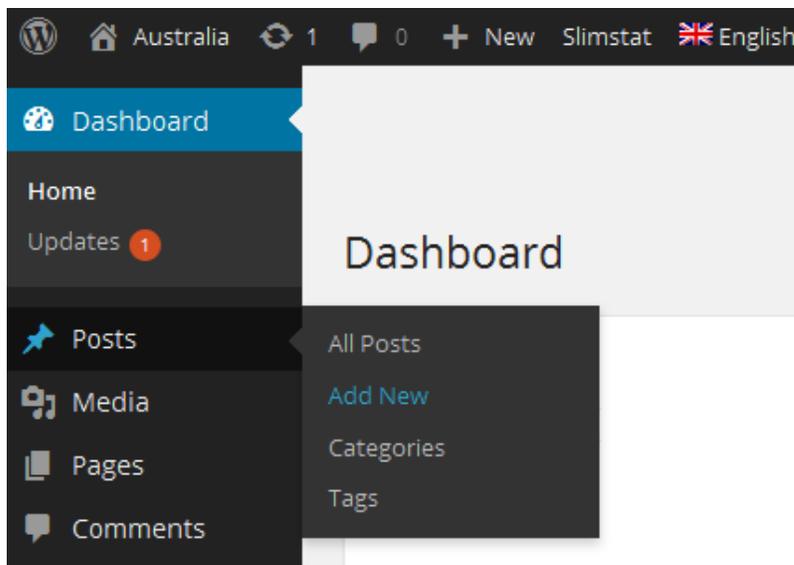You will see the Wordpress dashboard. Click on "Posts" and choose "Add New".



*Figure 1. Adding a new post*
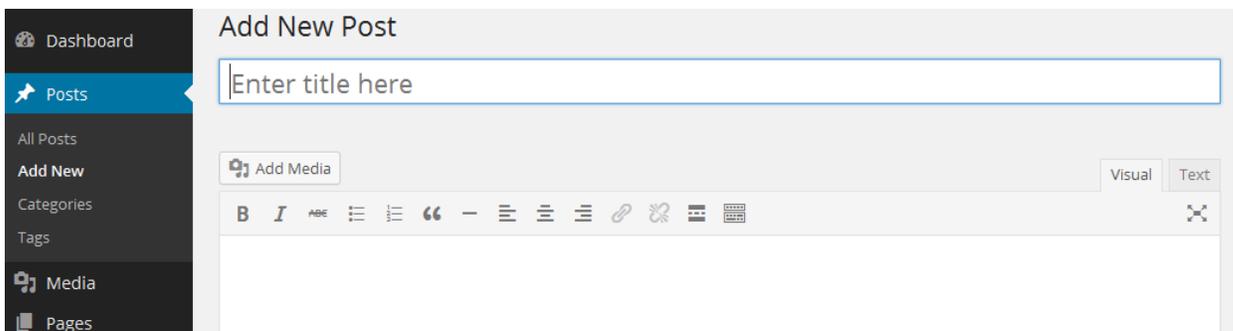
Type your post in the word processor that appears.



*Figure 2. The post window*

## Tips on writing a good post:

Consider the title carefully because the title is what the parents see first.

Save your work often. Click on the "Save Post" button on the right.

Keep paragraphs short. People dislike reading long blocks of text on a computer screen. Remember, many parents will be viewing the page on their mobile devices.

Proofread your post. If you use Japanese, check that it displays correctly.

Do not write the names of students unless you have parental permission.

Keep the tone of your posts upbeat and positive.

## C. Adding pictures to your post

It is easy to add pictures to your post. Wordpress gives you several ways to publish photos.

After you have finished writing your post, click on the gray button under the title that says "Add Media."

The next screen offers a number of options. The easiest and most organized way to upload a large amount of pictures is to use the Gallery, so click on "Upload Files" and then "Create Gallery".
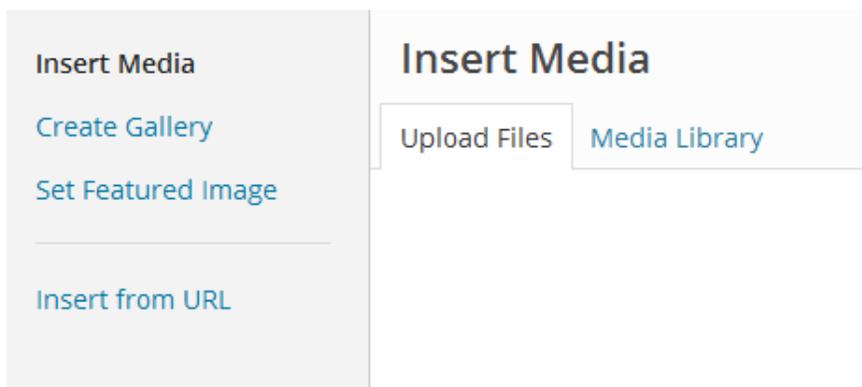


*Figure 3. Creating a photo gallery*

## D. Uploading your pictures

To upload the pictures, drag and drop your pictures onto the gray box or click the "Select Files" button.
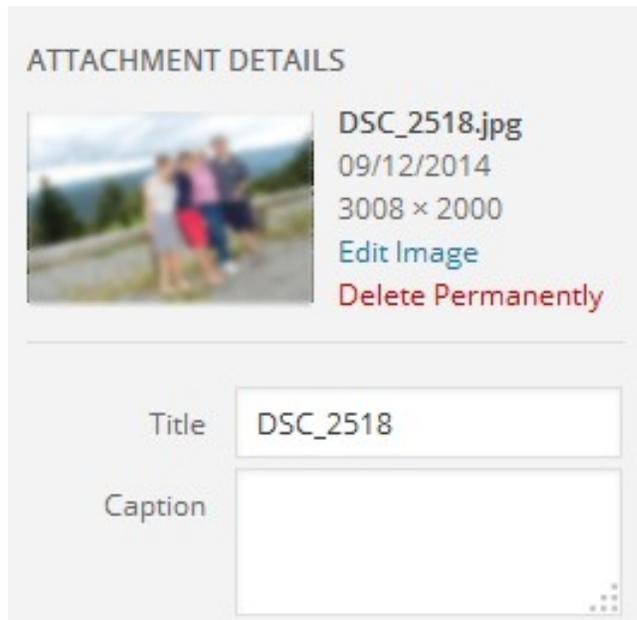


*Figure 4. The tool to upload pictures*

Choose your photos and upload them. They will appear in your media library.

## E. Writing captions

You can add captions to each of your photos. Click on a photo in your media library and you will see a space for captions.

There are also links to delete a photo from your media library here, and you can also do some light editing, such as turning the photo.



*Figure 5. Adding captions to your pictures*

## Publishing your pictures

To publish your pictures, choose the ones you want from the media library by clicking on them. To choose more than one, hold down the shift key as you click. When you have chosen them all, click on "Insert into post" on the bottom right.
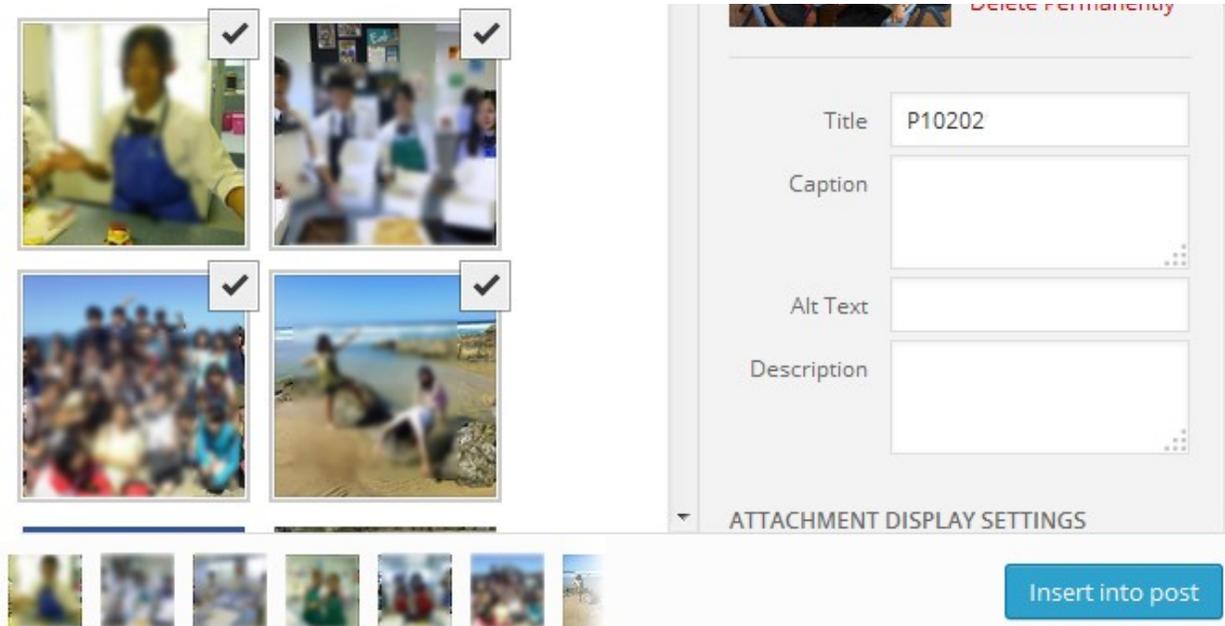


*Figure 5. Choosing the pictures to put in your post*

Your pictures will be added to the post. If you like how they look, click the "Publish" button. They are now on the blog and can be seen by parents.



*Figure 6. Completed post with photos.*