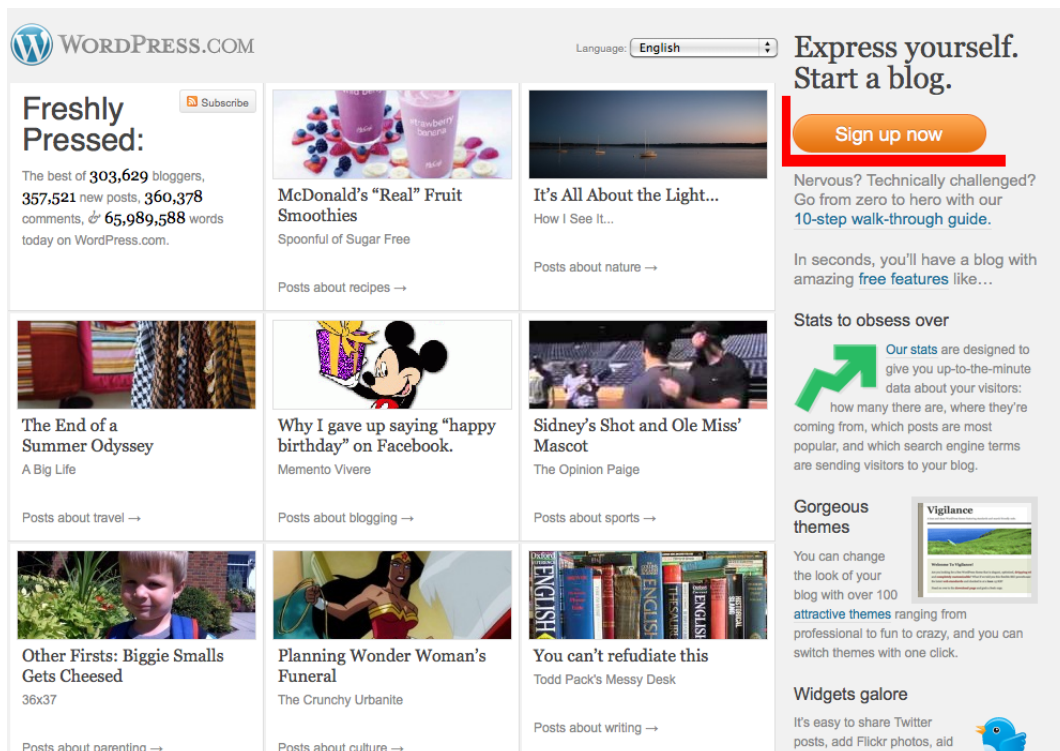


SETTING UP YOUR NEW BLOG

1. In order to set up your blog and populate it with the template provided, you first need to register with www.wordpress.com



The screenshot shows the WordPress.com homepage. At the top left is the WordPress logo and the text "WORDPRESS.COM". To the right, there is a language dropdown menu set to "English". The main content area is a grid of featured blog posts. On the right side, there is a prominent sign-up section with the heading "Express yourself. Start a blog." and a large orange "Sign up now" button. Below this, there are several promotional blocks: "Nervous? Technically challenged? Go from zero to hero with our 10-step walk-through guide.", "In seconds, you'll have a blog with amazing free features like...", "Stats to obsess over" (with a green arrow icon), "Gorgeous themes" (with a thumbnail for the "Vigilance" theme), and "Widgets galore" (with a Twitter bird icon).

2. Choose your username, password and email address. Making sure you choose a username that is appropriate for your blog.

Fill out this one-step form and you'll be blogging seconds later!

Username	<input type="text"/>
	(Must be at least 4 characters, lowercase letters and numbers only.)
Password	<input type="password"/>
Confirm	<input type="password"/>
	Use upper and lower case characters, numbers and symbols like !"£\$%^&() in your password.
E-mail Address	<input type="text"/>
	(We send important administration notices to this address so triple-check it .)
Legal flotsam	<input type="checkbox"/> I have read and agree to the fascinating terms of service .
<input checked="" type="radio"/> Gimme a blog! (Like username.wordpress.com)	
<input type="radio"/> Just a username, please.	
<input type="button" value="Next →"/>	

3. Choosing your blog domain and title are very important, so as before think of an appropriate name

Blog Domain
You may later choose to use your own domain name, such as myblog.com, through our [domain mapping upgrade](#).

Blog Title
The blog title can be changed at any time.

Language What language will you be primarily blogging in?

Privacy

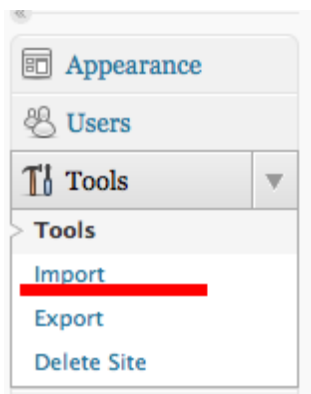
- Public:** My blog should appear in search engines like Google and Bing, and in public listings around WordPress.com.
- Block search engines:** Only allow normal visitors.
- Private:** My blog should be visible only to users I choose.

[Create Blog →](#)


4. Once you have created your blog you will be sent an email to validate the account. Once validated you can access you new blog by logging in at www.wordpress.com

The screenshot shows the WordPress dashboard for a blog named 'Cuphot's Blog'. The top navigation bar includes a 'New Post' button, the user name 'Howdy, cuphot', and a 'Log Out' link. A left sidebar contains a menu with categories like 'Dashboard', 'Posts', 'Media', 'Links', 'Pages', 'Comments', 'Ratings', 'Polls', and 'Appearance'. The main content area features several widgets: a 'Right Now' summary showing 1 post, 5 pages, 1 category, and 0 tags; a 'QuickPress' editor with fields for title, content, and tags; 'Recent Comments' and 'Recent Drafts' sections both showing 'No comments yet' and 'There are no drafts at the moment'; an 'Incoming Links' section; and a 'Stats' section with a line graph for 'Views per day'.

5. In order to upload the student template that has been created for you and you should have downloaded as an XML file: click on **TOOLS** and then **IMPORT** (Situating on the left hand side of your dashboard)




6. The import menu will open and from this you should select **WORDPRESS**

 **Import**

If you have posts or comments in another system, WordPress can import those into this site. To get started, choose a system to import from below:

Blogger	Import posts, comments, and users from a Blogger blog.
Blogli	Import posts, pages, comments, custom fields, categories, and tags from a Blogli export file.
Blogroll	Import links in OPML format.
Categories and Tags Converter	Convert existing categories to tags or tags to categories, selectively.
Israblog	Import posts, comments, and attachments from an Israblog backup file
LiveJournal	Import posts from LiveJournal using their API.
Movable Type and TypePad	Import posts and comments from a Movable Type or TypePad blog
Posterous	Import posts, comments, tags, and attachments from a Posterous.com blog.
Vox	Import posts, comments, tags, and attachments from a Vox.com blog.
WordPress	Import posts, pages, comments, custom fields, categories, and tags from a WordPress export file.
Yahoo! 360	Import posts and comments from a Yahoo! 360 blog

7. Once selected you will be asked to locate the XML file that you have downloaded. Click **BROWSE** to locate the file and then click **UPLOAD AND IMPORT**

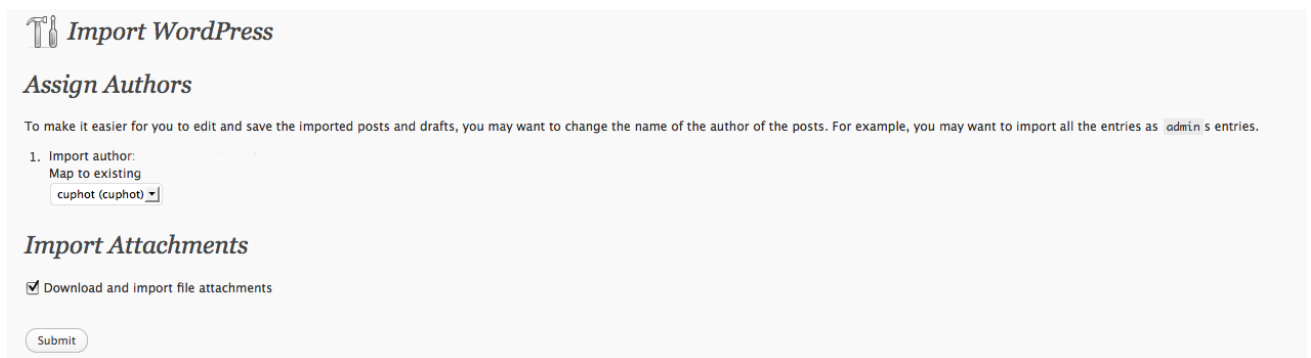
 **Import WordPress**

Howdy! Upload your WordPress eXtended RSS (WXR) file and we'll import the posts, pages, comments, custom fields, categories, and tags into this site.

Choose a WordPress WXR file to upload, then click Upload file and import.

Choose a file from your computer: (Maximum size: 15MB)

8. Make sure you select the import to map to existing author (Your blog name) and check the **DOWNLOAD AND IMPORT FILE ATTACHMENTS** to ensure all images and other media are imported



The screenshot shows the 'Import WordPress' interface. At the top, there is a title 'Import WordPress' with a small icon of a wrench and screwdriver. Below this is the section 'Assign Authors'. A text box explains: 'To make it easier for you to edit and save the imported posts and drafts, you may want to change the name of the author of the posts. For example, you may want to import all the entries as `admin` s entries.' Below this, there is a list item '1. Import author:' with a sub-option 'Map to existing' and a dropdown menu showing 'cuphot (cuphot)'. The next section is 'Import Attachments' with a checked checkbox 'Download and import file attachments'. At the bottom, there is a 'Submit' button.

9. Once you have clicked **SUBMIT** you will receive an email informing you that the upload has been successful and you are free to visit and edit your new blog

Your WordPress import was successful.

<http://cuphot.wordpress.com/>

Happy Blogging!

-- the WordPress.com team

10. You have now successfully imported the XML file to your own Wordpress blog. now, when you visit your blog you will see it has been populated with links and pages. To find out how to proceed from here head to the 'HOW TO' page of your blog which will guide you through the next steps.