

# janedaviesstudios

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You will receive an email invite from Jane that looks like this:

**jdaviesonline** invited you to become an author on **Mark Making Winter 2019** 

 [jdaviesonline](#) has invited you to become an author on [Mark Making Winter 2019](#). As an author you will be able to publish and edit your own posts as well as upload media.

[Accept Invitation](#)

Small print: This message was sent by a [WordPress.com](#) user who entered your email address or username to invite you. You can [unsubscribe](#) if you'd prefer not to receive invitation emails in future. Please do not reply to this message; it was sent from an unmonitored email address. For help with [WordPress.com](#), please visit <http://wordpress.com/support>.

**Trouble clicking?** Copy and paste this URL into your browser:  
<https://wordpress.com/accept-invite/155519206/ecda0bf3c2e41d72a253df975cc10de4>

Thanks for flying with  WordPress.com

Click the blue "Accept Invitation" button and it will take you to a webpage where you can register if you've never had a Wordpress account or log-in if you already have one.

This is the register/sign in page I mentioned above.

 **jdaviesonline** invited you to be an author on:

 **Mark Making Winter 2019**  
markmaking350893175.wordpress.com

Sign up to start writing for **Mark Making Winter 2019**.

As an author, you will be able to publish and edit your own posts as well as upload media.

**Your email address**

**Choose a username**

**Choose a password**

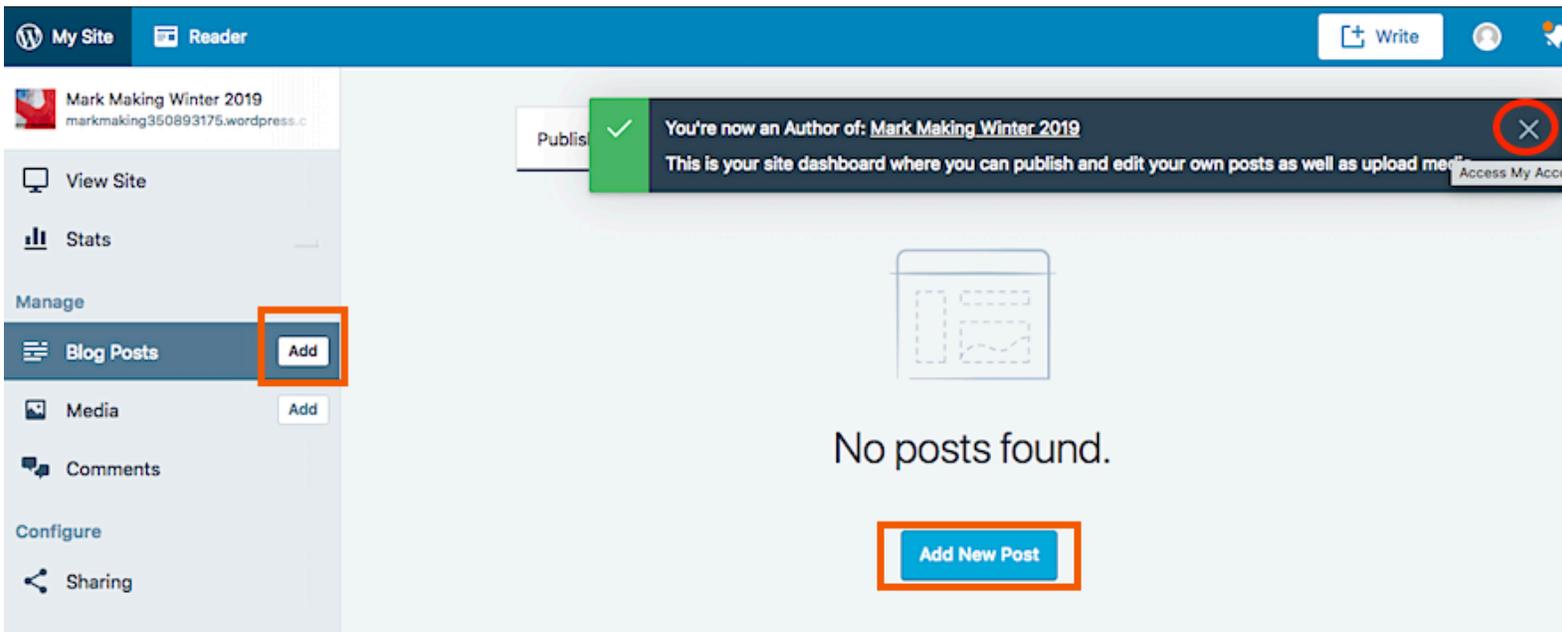
By creating an account you agree to our fascinating [Terms of Service](#).

**Sign Up & Join**

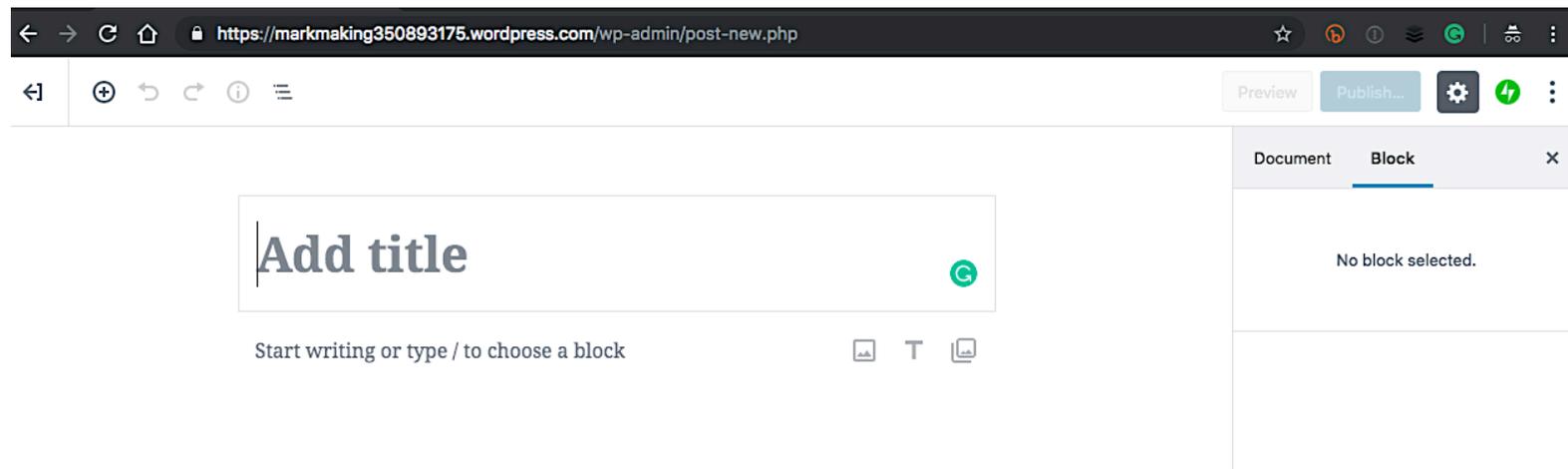
Already have a WordPress.com account? [Log in now](#).

Fill in your email address, choose a user name, and type in a password you'll remember. Then click the rectangular blue button that says "Sign Up & Join."

Now you're on the blog. You can close the box that says "You're now an Author of..." by **clicking the red circle below**. Click either of the boxes **outlined in orange below to start a post**.



The image below is what you'll see once you click either of the "Add" buttons. Add your post title where it says "Add title." So type in: Introduction - Susan (put your name obviously).



You can see I typed "Introduction - Susan."

Save Draft Preview Publish... ⚙️ ⚡ ⋮

Document Block X

# Introduction - Susan

Start writing or type / to choose a block

🖼️ T 🖼️

No block selected.

Then type in the next box that says "Start writing or..." to start your first paragraph. Next I'm going to add an image block. click the + sign **circled in red below.**

⬅️ + ↩️ ↶ ⓘ ☰

✓ Saved Preview Publish... ⚙️ ⚡ ⋮

# Introduction - Susan

So I moved down to where is said "Start writing or type...." and I've started my first paragraph. It's easiest if you put each new paragraph, image, or list in a new block. So now I want to add an image so I'll add an image block.

Document Block X

No block selected.

That opens up a drop down box where you can choose what you'd like to add. From the box, choose image. **Which is circled in red below.**

⬅️ + ↩️ ↶ ⓘ ☰

Save Draft Preview Publish... ⚙️ ⚡ ⋮

Search for a block

Most Used

- Paragraph
- Image**
- Heading
- Gallery
- List
- Quote
- Audio
- Cover
- File

# - Susan

"Start writing or type...." and I've started ou put each new paragraph, image, or list dd an image so I'll add an image block.

Document Block X

¶ Paragraph  
Start with the building block of all narrative.

Text Settings

Font Size  
Normal ▾ [ ] Reset

Drop Cap  
Toggle to show a large initial letter.

Color Settings ▾

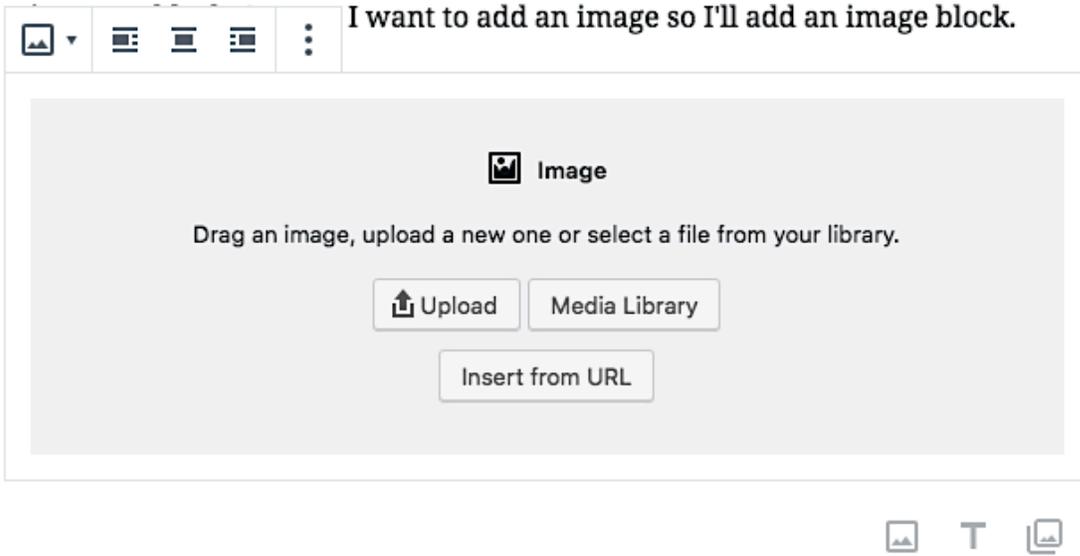
Advanced ▾

That opens the image box and you can just drag and drop an image into it from your computer. **Try and keep your images 1500 px or smaller.**

# Introduction - Susan

So I moved down to where is said "Start writing or type...." and I've started my first paragraph. It's easiest if you put each new paragraph, image, or list

I want to add an image so I'll add an image block.



Once you drag your image to the gray area, it will upload to your blog post. You can use the blue dots (**circled in red below**) to make your image larger or smaller. You can change centering of your picture by using one of the buttons **outlined in green below**.



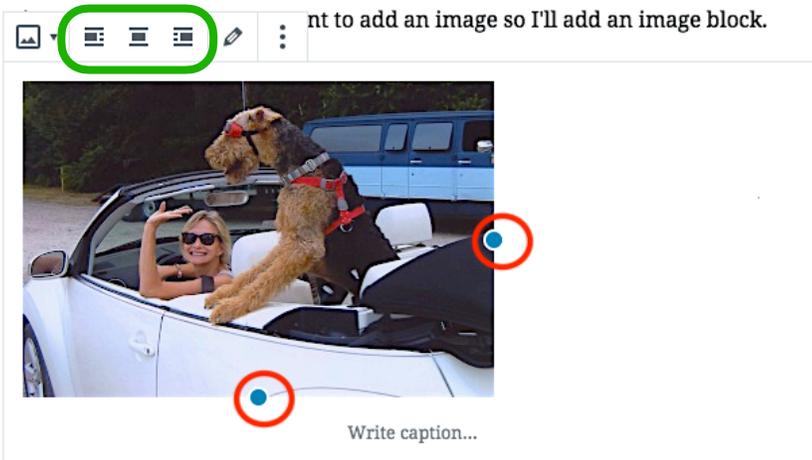
Save Draft

# Introduction - Susan



So I moved down to where is said "Start writing or type...." and I've started my first paragraph. It's easiest if you put each new paragraph, image, or list

nt to add an image so I'll add an image block.



Add a new paragraph or another image but clicking the + ***circled in red below***. For each new paragraph or image you'll have to add a new block by clicking the red circle.



## Introduction - Susan



So I moved down to where is said "Start writing or type...." and I've started my first paragraph. It's easiest if you put each new paragraph, image, or list in a new block. So now I want to add an image so I'll add an image block.



I've just added a paragraph block so I can type again. I know you'll get the hang of this quickly. You can change the order of the blocks by moving your mouse to the left side of the block and you'll see an arrow that will move the block up or down.

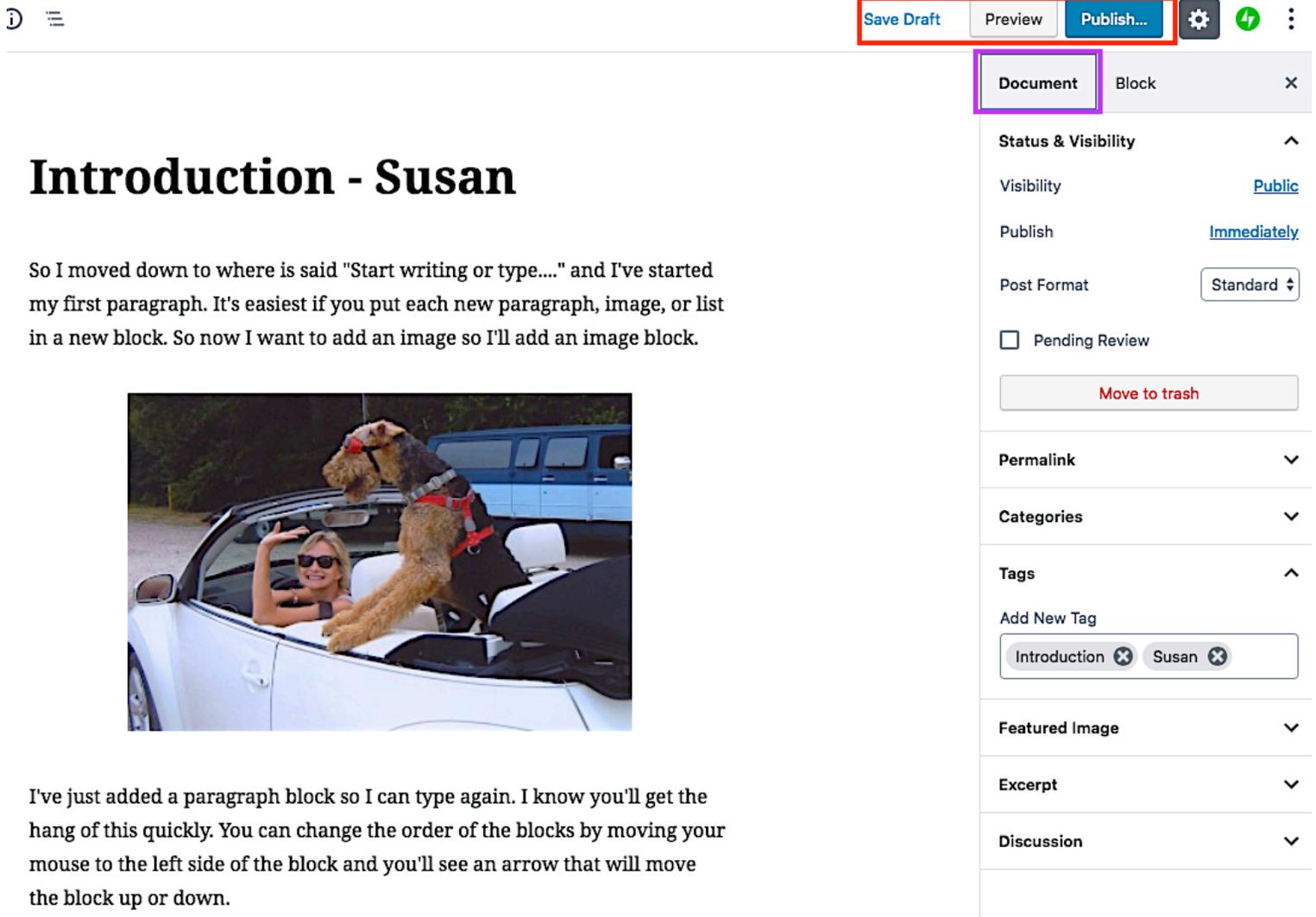


So lets say I'm done typing and I'm almost ready to publish my work.

When you finish your post, there are a few final steps. Let's add tags (optional). Be sure you are on "Document" **outlined in purple below**.

Then go down to "Tags" and put in what the post is for (Introduction or Lesson1...) and hit the enter key on your keyboard. Then put your name in as the second tag and click the enter key on your keyboard. Now your tags are set.

Now you can save your post as a draft, preview what it will look like when published, and/or publish it! (**all of those options are outline in red below**)



**Introduction - Susan**

So I moved down to where is said "Start writing or type...." and I've started my first paragraph. It's easiest if you put each new paragraph, image, or list in a new block. So now I want to add an image so I'll add an image block.



I've just added a paragraph block so I can type again. I know you'll get the hang of this quickly. You can change the order of the blocks by moving your mouse to the left side of the block and you'll see an arrow that will move the block up or down.

Now you are done with your first post! Yay!