



How to become a *book coasters* author

My library

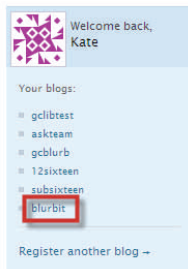
So you want to write articles for *book coasters*

It's easy to contribute to *book coasters*. To get started

- Sign up for a WordPress account at www.wordpress.com
- Click on [Sign up now](#)
- Choose a username
- Choose and confirm a password
- Enter your email address
- Read the terms of service, and, if you agree to them, tick the check box beside [I have read and agree to the fascinating terms of service](#)
- Select [Just a username, please](#)
- Click [Next](#)
- Email us at esl@goldcoast.qld.gov.au to let us know you'd like to write for *book coasters*, and we'll finish your account set up

Log in to WordPress

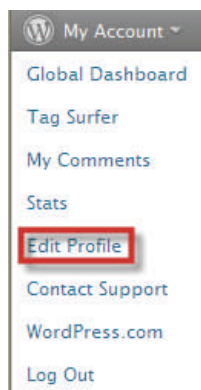
- Go to www.wordpress.com
- Enter your username and password
- Click on [Sign in](#)
- In the [Welcome back](#) panel, click on [gcbooks](#)



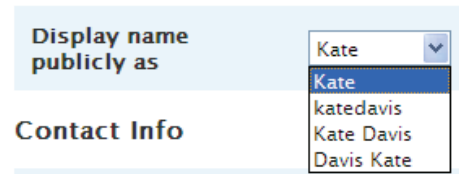
Edit your profile

Please edit your profile before you begin blogging.

- Log in to WordPress using the instructions above
- Under [Welcome back](#), click on [gcbooks](#)
- Under [My Account](#), click on [Edit Profile](#)
- Scroll down to the [Name](#) section, and fill in your [First name](#) and [Last name](#) (note that this will not be visible to the public)

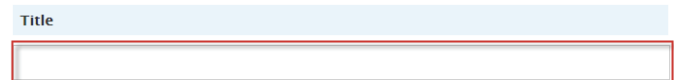


- Add the name you wish to use on your posts in the [Nickname](#) field (we suggest you don't use your surname)
- Scroll to the bottom of the screen and click [Update profile](#)
- Scroll back to the [Name](#) section once the screen refreshes
- From the [Display name publicly as](#) drop down menu, choose the name you wish to be visible to the public
- Scroll to the bottom of the screen and click [Update profile](#)

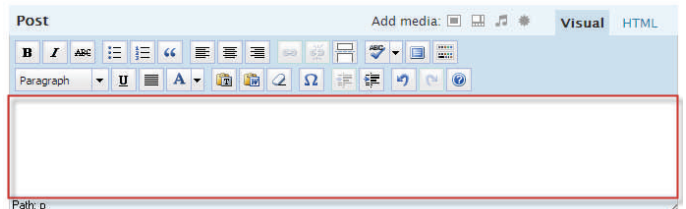


Write a post

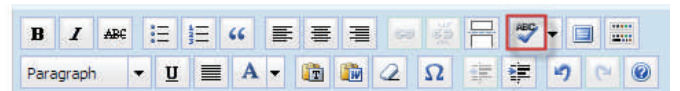
- Click on the [Write](#) tab
- Type a title for your post in the [Title](#) field



- Type your post in the [Post](#) field



- Run a spell check by clicking on the [ABC](#) button



- If you wish to save your post to continue editing it at a later stage, click the [Save](#) button

Name

Username Your username cannot be changed

First name

Last name

Nickname

Display name publicly as

Write Post

Title

Permalink: <http://gcblurb.wordpress.com/2008/08/18/example/> [Edit](#)

Post

Path:

Preview this Post

Publish Status

Save

Submit for Review

Draft Saved at 7:54:56 am. Word count: 0

Related

Manage All Comments

- To preview your post as it will appear on the blog, click the [Preview this Post](#) button

- When you are happy with your post, click the [Submit for Review](#) button

- Send an email to esl@goldcoast.qld.gov.au to let us know your post is ready to publish.

Need some help?

Contact the Electronic Services Librarian:
esl@goldcoast.qld.gov.au

Create a hyperlink within a post

To create a hyperlink within a post

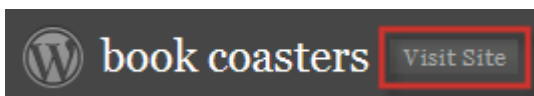
- Highlight the text you wish to link
- Click the hyperlink button
- Paste or type the web address in the [Link URL](#) box
- From the [Target](#) drop down menu, choose [Open in new window](#)
- Click [Insert](#)



Comment on a post

Log in before commenting so your comments appear under your name. Once you've logged in

- Click on [Visit Site](#)



- Locate the post on which you wish to comment
- If somebody else has already commented on the post, you will see a link that says [1 Comment](#) – click this link
- If nobody else has commented on the post, you will see a link that says [No Comments](#)
- Type your comment in the [Leave a Reply](#) box and click [Submit Comment](#)

Leave a Reply

Logged in as [Kate](#). [Logout »](#)