

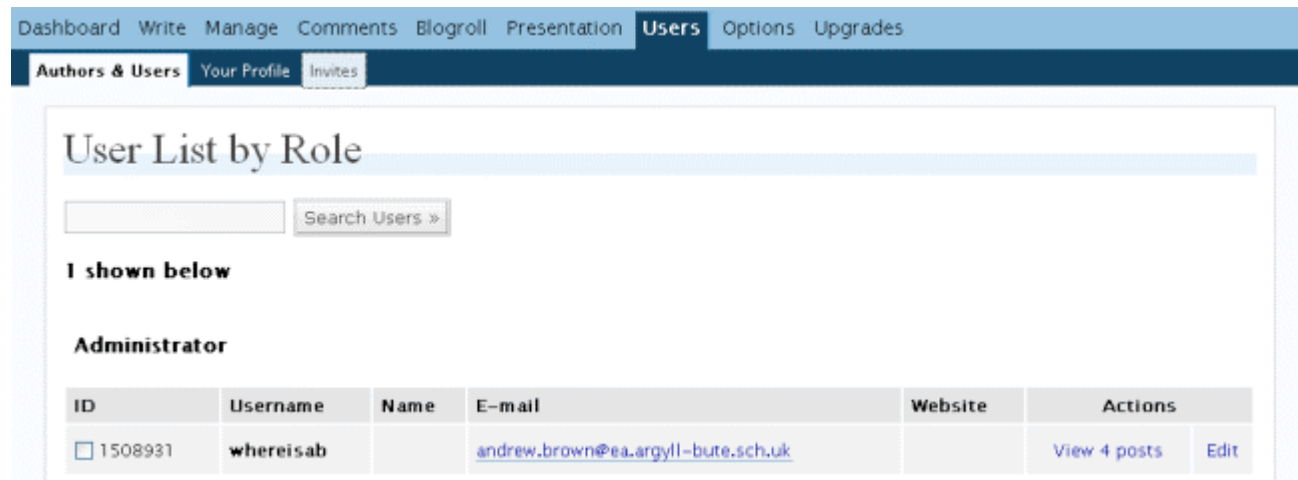
Adding Authors

Although you have set up a blog in which you can post 'til your heart is content, you may wish to add other authors into your blog.

Quite often a personal blog may invite a 'Guest Blogger' whilst the owner is away on holiday, or a blog may wish to have a group of authors.

To have more than one author, you will need to add a user.

On the dashboard, **click** the **'Users'** tab.



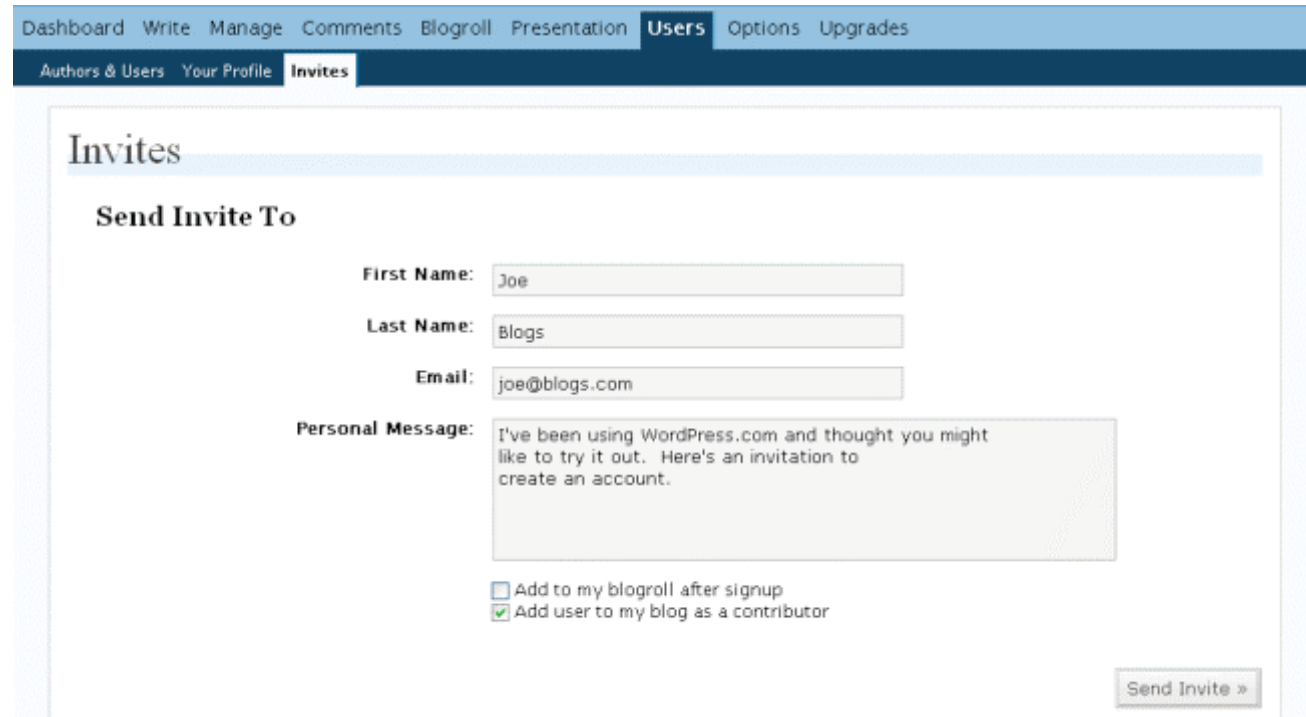
The screenshot shows the WordPress dashboard with the 'Users' tab selected. The 'Users' menu is expanded, showing 'Authors & Users', 'Your Profile', and 'Invites'. The main content area is titled 'User List by Role' and contains a search box labeled 'Search Users >'. Below the search box, it indicates '1 shown below' and lists the role 'Administrator'. A table displays the user details:

ID	Username	Name	E-mail	Website	Actions
<input type="checkbox"/> 1508931	whereisab		andrew.brown@ea.argyll-bute.sch.uk		View 4 posts Edit

Click 'Invites'

Here you can invite someone to be a contributor to your blog. Just fill in their **first name**, **last name** and **email address**.

Decide how you'd like to add them, and click 'send invites'



The screenshot shows the WordPress dashboard navigation menu at the top, with 'Users' selected. Below it, the 'Invites' sub-menu is active. The main content area is titled 'Invites' and contains a 'Send Invite To' form. The form has three input fields: 'First Name' with the value 'Joe', 'Last Name' with the value 'Blogs', and 'Email' with the value 'joe@blogs.com'. Below these is a 'Personal Message' text area containing the text: 'I've been using WordPress.com and thought you might like to try it out. Here's an invitation to create an account.' At the bottom of the form, there are two checkboxes: 'Add to my blogroll after signup' (unchecked) and 'Add user to my blog as a contributor' (checked). A 'Send Invite »' button is located at the bottom right of the form.

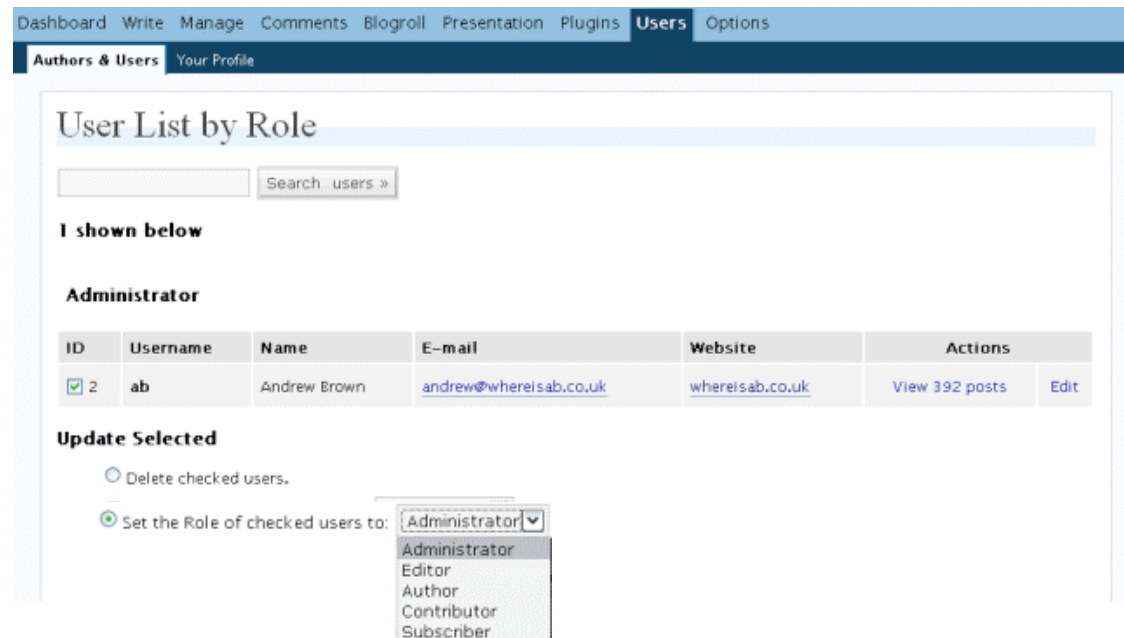
Once they've gone through the process of getting an account with WordPress (they don't need to get their own blog!) they will be visible on your list of users.

Here you can determine the rights they have to your blog.

You can either delete or change their role to whatever level you wish them to have.

Once you've made any changes, **click 'Bulk Update'**.

That's it - your new user can now log in exactly as you do (obviously using their login details!) - depending upon the level of permission you gave them, certain parts of the dashboard may be unavailable to them.



The screenshot shows the WordPress dashboard's 'Users' section. The navigation bar includes 'Dashboard', 'Write', 'Manage', 'Comments', 'Blogroll', 'Presentation', 'Plugins', 'Users', and 'Options'. Below this, there are tabs for 'Authors & Users' and 'Your Profile'. The main content area is titled 'User List by Role' and features a search box labeled 'Search users »'. Underneath, it indicates '1 shown below' and lists the role 'Administrator'. A table displays the user details:

ID	Username	Name	E-mail	Website	Actions
<input checked="" type="checkbox"/> 2	ab	Andrew Brown	andrew@whereisab.co.uk	whereisab.co.uk	View 392 posts Edit

Below the table, the 'Update Selected' section offers two options: 'Delete checked users.' (unselected) and 'Set the Role of checked users to:' (selected). A dropdown menu is open, showing the following roles: Administrator (selected), Editor, Author, Contributor, and Subscriber.