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Choosing how you are displayed as a user

Workbook

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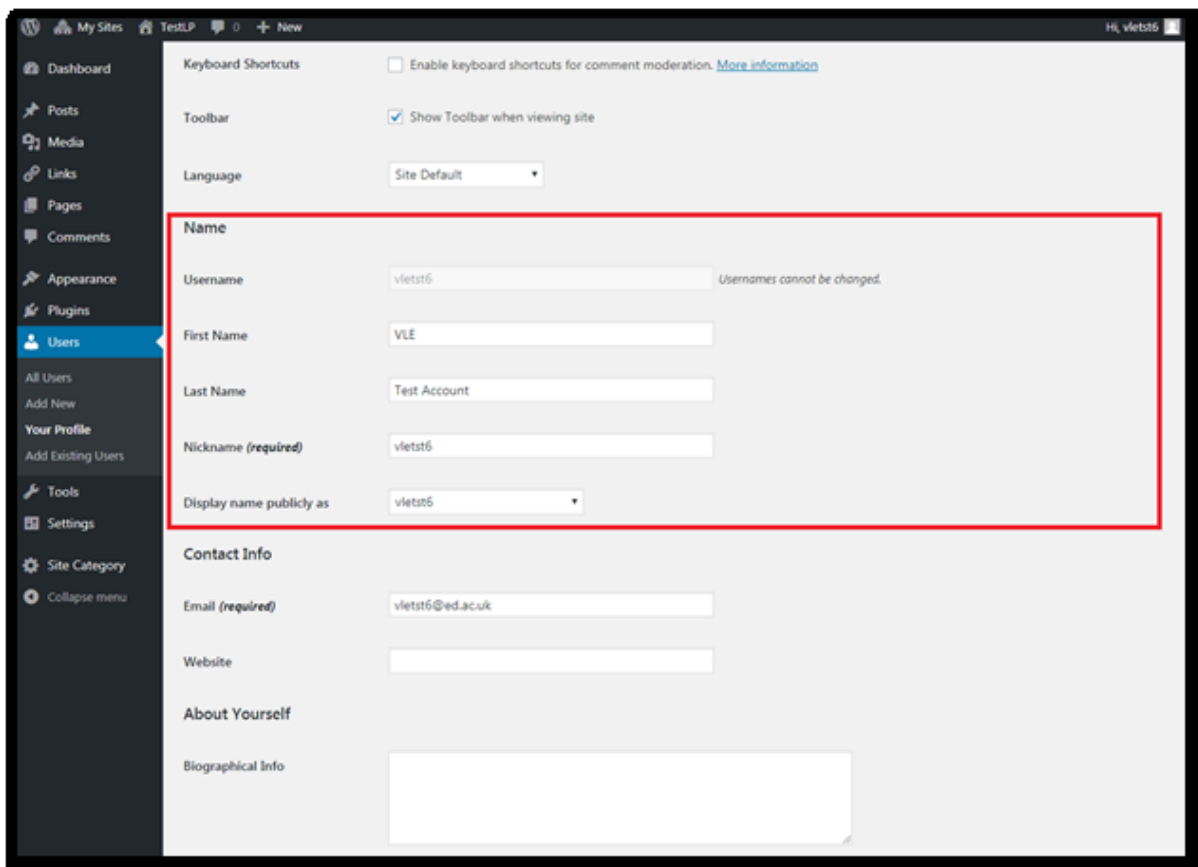
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1. How to change how you are displayed publicly

You can decide how people see you as they browse through your blog. You have the choice to display your name, your nickname or stay anonymous. Follow these simple instructions to learn how to do this.

- 1) Log into your blog via EASE from <https://blogs.ed.ac.uk>.
- 2) Hover down the side bar over **Users**. A menu will appear to the right. Click on **Your Profile**.
- 3) A **Profile** page will appear, allowing you to add information about yourself and manage your account. If you scroll down, a **Name** section will appear. This is where you can alter your preferences for display.

A screenshot of the WordPress user profile settings page. The page is titled 'My Sites' and 'TESTLP'. The left sidebar shows navigation options: Dashboard, Posts, Media, Links, Pages, Comments, Appearance, Plugins, Users (highlighted), All Users, Add New, Your Profile, Add Existing Users, Tools, Settings, Site Category, and Collapse menu. The main content area shows settings for 'Keyboard Shortcuts', 'Toolbar', and 'Language'. Below these is the 'Name' section, which is highlighted with a red box. It contains fields for 'Username' (vletst6), 'First Name' (VLE), 'Last Name' (Test Account), 'Nickname (required)' (vletst6), and 'Display name publicly as' (vletst6). Below the 'Name' section are sections for 'Contact Info' (Email, Website) and 'About Yourself' (Biographical Info).

4) Here, you can change your name and nickname. Below, you can pick how your name appears when the blog is being read by clicking on the '**Display name publicly as**'. Readers will see you displayed either by your first name, last name, both or your nickname.

5) Additionally, this profile page also allows you to change your contact info, profile picture and add a short biography about yourself. These are optional features which can potentially add a personal layer to your blog profile.