



# WordPress

Developed by Alabian Solutions Ltd

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# Chapter one

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## Introduction

### What Is WordPress?

What is WordPress? At its core, **WordPress is the simplest, most popular way to create your own website or blog.** In fact, WordPress powers **over 29%** of all the websites on the Internet. Yes – more than one in four websites that you visit are likely powered by WordPress.

On a slightly more technical level, WordPress is an open-source content management system licensed under GPLv2, which means that anyone can use or modify the WordPress software for free. A content management system is basically a tool that makes it easy to manage important aspects of your website – like content – without needing to know anything about programming.

### What Kinds Of Websites Can WordPress Make?

Many years ago, WordPress was primarily a tool to create a blog, rather than more traditional websites. That hasn't been true for a long time, though. Nowadays, thanks to changes to the core code, as well as WordPress' massive ecosystem of plugins and themes, you can create any type of website with WordPress.

For example, not only does WordPress power a huge number of business sites and blogs, it's also the most popular way to create an eCommerce store as well! With WordPress, you can create:

- Business websites
- eCommerce stores
- Blogs
- Portfolios
- Resumes
- Forums
- Social networks
- Membership sites

... pretty much anything else you can dream up.

## What's The Difference Between WordPress.org and WordPress.com?

- **WordPress.org**, often called self-hosted WordPress, is the free, open-source WordPress software that you can install on your own web host to create a website that's 100% your own.
- **WordPress.com** is a for-profit, paid service that is powered by the WordPress.org software. It's simple to use, but you lose much of the flexibility of the self-hosted WordPress.

### Here are the key differences

**You get a full domain on WordPress.org but only a sub-domain on WordPress.com**

Sub-domain is a part of larger domain. For example, the alabian solutions website domain name is **alabiansolutions.com**. If the sub-domain is academy, then the full domain name will be **academy.alabiansolutions.com**. See the difference?

### **WordPress.com has more limitations than WordPress.org**

WordPress.com has around 100 free themes to choose from, WordPress.org (self-hosted) has around 1500 free themes to choose from.

The same goes for plugins and different add-ons. In short, you'll have some limits which don't allow you to really customize your blog.

### **You own the content on WordPress.org but not on WordPress.com**

You don't own the content nor the blog you're posting on. WordPress owns it, thus they can shut it down whenever they want to. That's the main reason it's free.

On a self-hosted WordPress, you'll own your content and you can even sell it as a website/blog without any permissions.

You can place ads and even monetize your blog – you can't do that on a free WordPress platform.

### **People take you more seriously when you're on WordPress.org rather than WordPress.com**

WordPress.com is perfect for classroom blogs or blogs that won't be used more than 2 months.

But when you want to be a serious blogger (individually or for a company), you need to have your own domain name as well as a solid hosting plan.

## Who Made WordPress And How Long Has It Been Around?

WordPress was created in 2003 by **Matt Mullenweg** and **Mike Little**. Since then, **Matt Mullenweg** has largely become the face of WordPress. And he's also the founder of **Automattic**, which is the company behind the for-profit **WordPress.com** service.

WordPress is open-source software, so nowadays it's made by a huge community of contributors.

## Who Uses WordPress?

- Whitehouse.gov
- Microsoft
- The Rolling Stones
- CNN
- Jobberman

## Why Should You Use WordPress?

Ok, so over 29% of all the websites on the Internet are using WordPress, including well-known entities like the White House, Microsoft, Jobberman and many more.

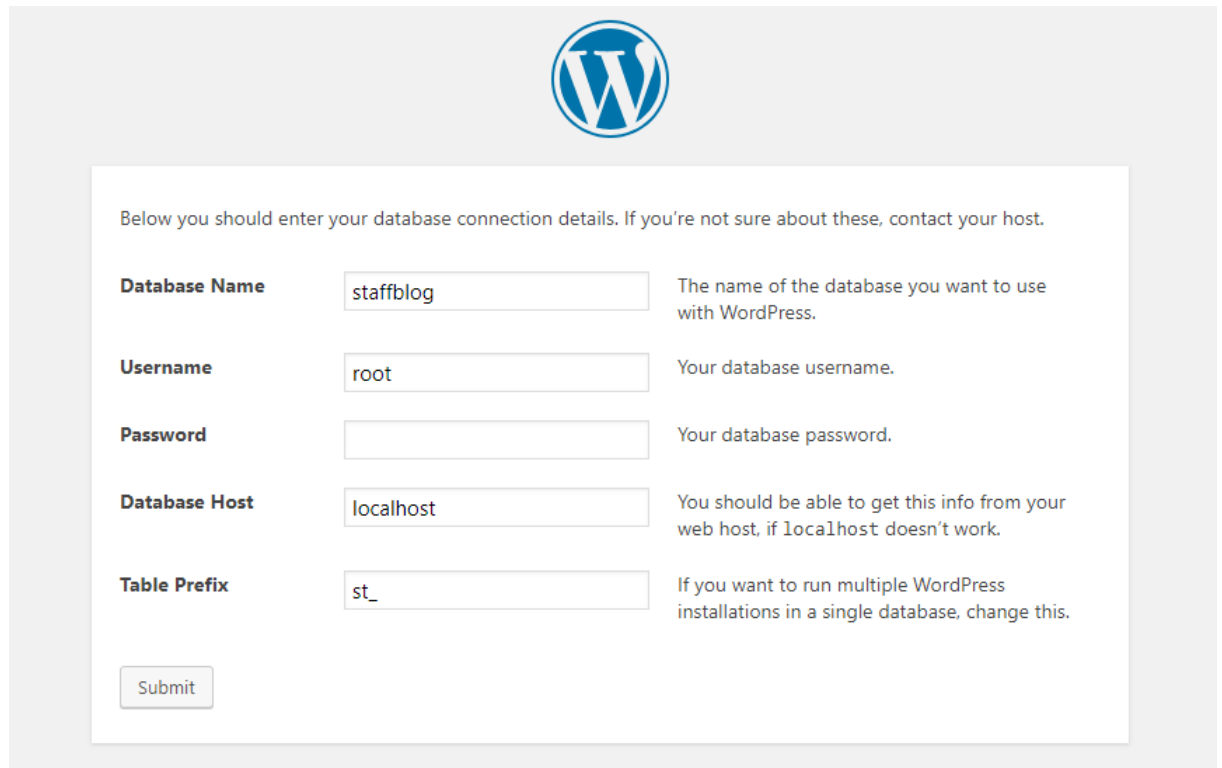
## Installation (installing WordPress)

WordPress is well-known for its ease of installation. Under most circumstances, installing WordPress is a very simple process and takes less than five minutes to complete. Many web hosts now offer tools (e.g. Softaculous, Fantastico) to automatically install WordPress for you. However, if you wish to install WordPress yourself, the following guide will help.

1. Create a database for WordPress in phpMyadmin.
2. Download and unzip the WordPress package if you haven't already.
3. Create a folder and give it a name of your choice on your server
4. Go and copy the WordPress files and sub folders into the folder created on the server.
5. Run the WordPress installation script by accessing the URL in a web browser. This should be the URL where you uploaded the WordPress files.
  - If you installed WordPress in the root directory, you should visit `localhost/foldername`
6. A page that requires you to select language will show up, select your language and click on continue.



- Change the table prefix to something else this step is optional but is advisable to do so for security reasons.



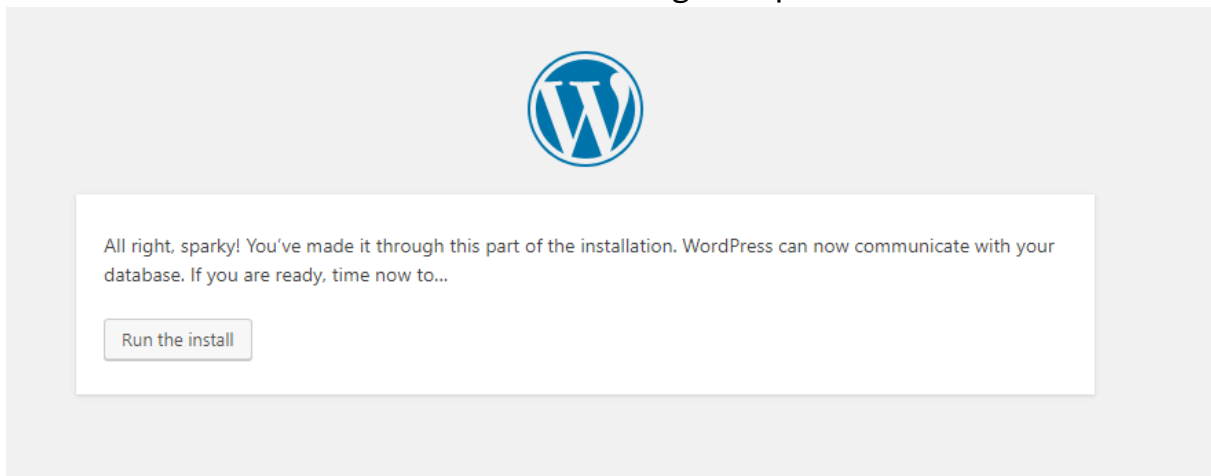
The image shows the WordPress installation screen for database configuration. At the top is the WordPress logo. Below it, a text box says: "Below you should enter your database connection details. If you're not sure about these, contact your host." There are five input fields with labels and descriptions to their right:

Field Label	Value	Description
Database Name	staffblog	The name of the database you want to use with WordPress.
Username	root	Your database username.
Password		Your database password.
Database Host	localhost	You should be able to get this info from your web host, if localhost doesn't work.
Table Prefix	st_	If you want to run multiple WordPress installations in a single database, change this.

At the bottom left is a "Submit" button.

9. Click go submit

10. Click the run install button to start installing wordpress.



The image shows the WordPress installation confirmation screen. At the top is the WordPress logo. Below it, a text box says: "All right, sparky! You've made it through this part of the installation. WordPress can now communicate with your database. If you are ready, time now to..." At the bottom is a "Run the install" button.

11. Enter the site title this could be the fullname of the website or your website slogan.
12. Enter the username for login in to the wordpress website do not choose admin as the admin username is well known and it can easily be exploited by a hacker.

13. On the password field you have the option of auto generating a password or creating your own password. It is recommended that you create a strong password by mixing it with alphabets, numbers and special characters.
14. Enter your email
15. The search engine visibility checkbox is optional. This enables your site to be indexed by search engine.
16. Click the install wordpress button.

**Welcome**

Welcome to the famous five-minute WordPress installation process! Just fill in the information below and you'll be on your way to using the most extendable and powerful personal publishing platform in the world.

**Information needed**

Please provide the following information. Don't worry, you can always change these settings later.

**Site Title**

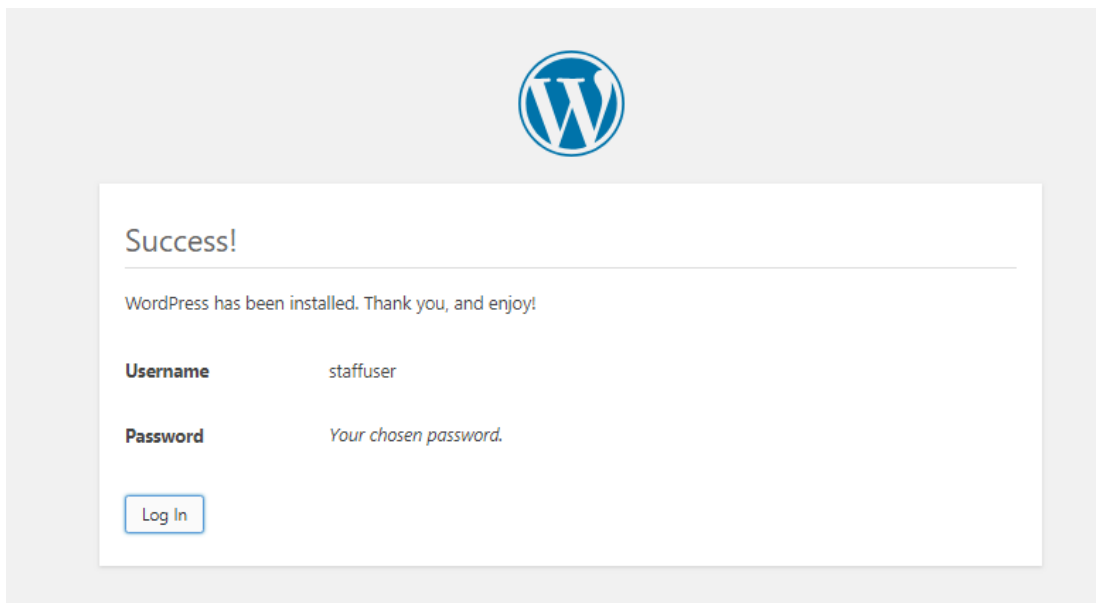
**Username**   
Usernames can have only alphanumeric characters, spaces, underscores, hyphens, periods, and the @ symbol.

**Password**    
**Strong**  
**Important:** You will need this password to log in. Please store it in a secure location.

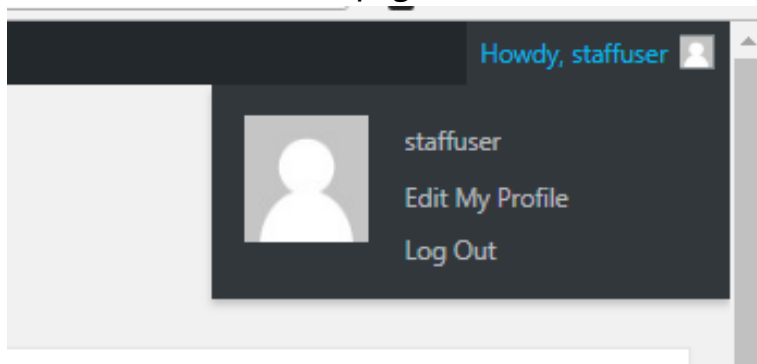
**Your Email**   
Double-check your email address before continuing.

**Search Engine Visibility** ☐ Discourage search engines from indexing this site  
It is up to search engines to honor this request.

17. On the success page click login



18. On the admin page check the screenshot below and log out



## Login

Before you can make any changes to your site, you will need to log in. The login for your site is typically found at the following URL – **localhost/foldername/wp-admin**.

If you are running it on the localhost, if it is online you can enter the url **your-wordpress-site.com/wp-admin** obviously you can replace this with your actual domain name.





Username or Email Address

staffuser

Password

••••••••••••••••

☐ Remember Me

Log In

[Lost your password?](#)

[← Back to My Staff Blog Site](#)

# Chapter two

## The dashboard

### Dashboard Menu options

Down the left hand side of the Dashboard and on every page you will see your main admin navigation menu. This is where you'll find all the options to update and configure your site. Hovering your cursor over each of the main menu options will display a 'fly-out' menu with the various choices for that particular menu option. Once you click each of the main menu options, that particular menu will expand to show all the available options within that section (if there are any).

The main menu options and their usage are:

#### **Dashboard**

This will display your main Dashboard 'homepage'. In the top left of your Dashboard you'll see some brief stats on the number of Posts, Pages, Categories and Tags contained within your site, as well as the total number of comments and approved comments.

#### **Posts**

This is where you can create a new Blog Post. You can also update your Categories and Post Tags.

#### **Media**

This is where all your uploaded images, documents or files are stored. You can browse through your Media library, as well as edit and update the files.

#### **Links**

In WordPress 3.5 the Link Manager is disabled by default, to help simplify the Dashboard interface. When you update to WordPress 3.5, if you are currently using the Links Manager, then it will remain enabled for you. If you're not currently using it or if you're installing WordPress for the first time, and would like to use it, you can download the Link Manager plugin from the WordPress Plugin Directory. Once activated, this will enable the Links option in your Dashboard menu.

The Link Manager is used to add website links on your site. The links added in here are usually displayed in list form using one of the WordPress Widgets (as opposed to links that you simply create within a Post or Page). Links can also be divided into Categories.

#### **Pages**

This is where you create and maintain all your Pages.

## Comments

You can manage all your Comments within this section, including replying to comments or marking them as Spam.

## Appearance

This menu is where you control how your site looks. You can choose a new Theme, manage your site Widgets or Menus and even edit your site theme files.

## Plugins

Plugins extend and expand the functionality of WordPress. You can add or delete plugins within here as well as activate or deactivate them.

## Users

This screen lists all the existing users for your site. Depending on your Role, you can also add new users as well as manage their Roles.

## Tools

This section gives you access to various convenient tools. You can also Import data to your WordPress site or Export all your WordPress data to a file.

## Settings

This is where your site is configured. Among other things, it allows you to configure your site name and URL, where your Posts appear, whether people can leave Post Comments or not and numerous other settings. Most times, once your site is setup, there's no need to change any of the settings within this section. At the bottom of the menu, you'll see a link called Collapse menu. Clicking this will hide the menu and simply display their icons instead. Click the small arrow icon again to expand the menu. Occasionally when you install a Plugin, they will have their own configuration or setup pages. The location of these will be entirely dependent on the individual Plugin but most times these pages will either appear within the Tools section, the Settings section or in a completely new menu section at the bottom of the menu.

## Toolbar

The WordPress Toolbar is a way of easily accessing some of the most common WordPress features. When you are logged into your WordPress dashboard and you visit your website, you will see the Toolbar running across the top of your site. This bar only appears if you are currently logged into your WordPress site, which means that it won't be visible to your everyday site visitors. If you are not logged in, the Toolbar won't be displayed.

The Toolbar allows you to quickly access the following commonly used features.

- Visit the [WordPress.org](http://WordPress.org) website

- Display your site Dashboard and other commonly used menu options that allow you to update your site Themes, Widgets, Menus and depending on your theme, Background and Header
- View or Edit your blog comments
- Add a new Post, Media, Page or User
- Edit the current Page or Post
- Perform a site Search
- View or Edit your Profile and logout from the WordPress Dashboard

# Chapter Three

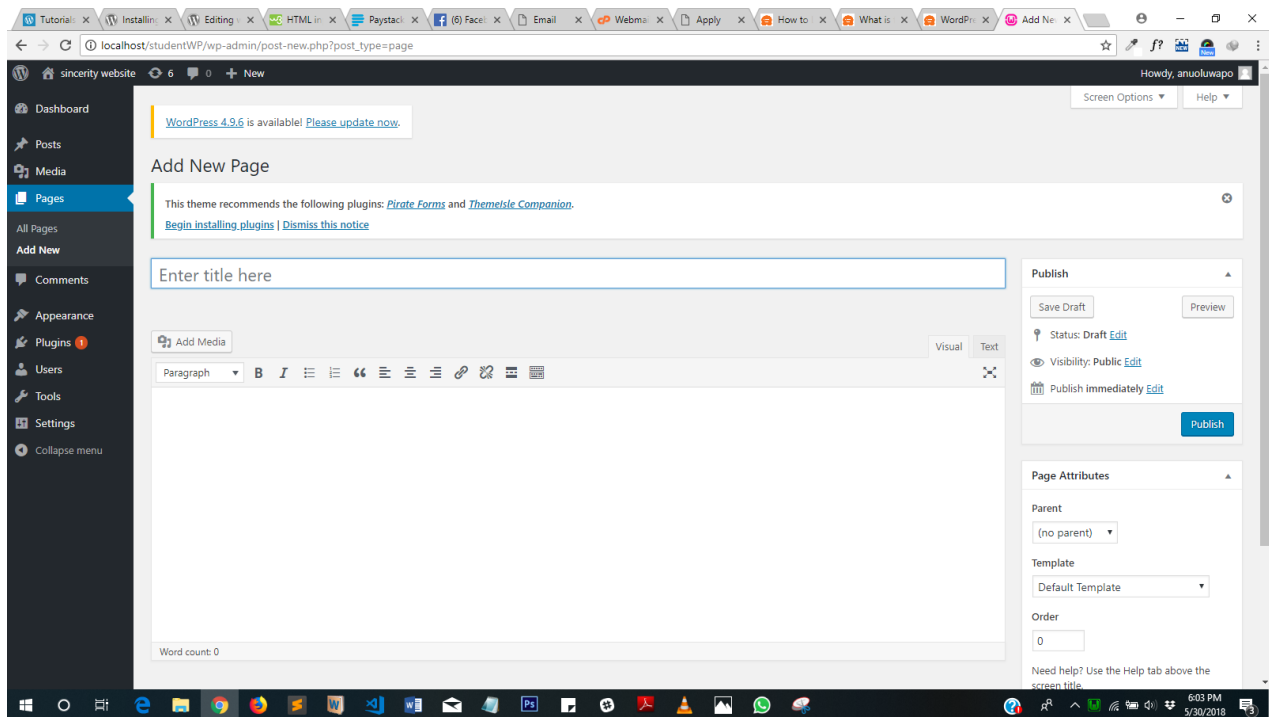
## Adding content to your Site

### Creating webpage using Page

Pages are meant to be static such as your about page, privacy policy, legal disclaimers, etc. While the WordPress database stores the published date of the page, pages are timeless entities. For example, your about page is not suppose to expire.

To add a new Page, hover your cursor over the Pages menu option in the left hand navigation menu and in the fly-out menu, click the Add New link. Alternatively, click the Pages menu option and then click the Add New link underneath, or the Add New button at the top of the pages.

You will be presented with a page similar to the image below.

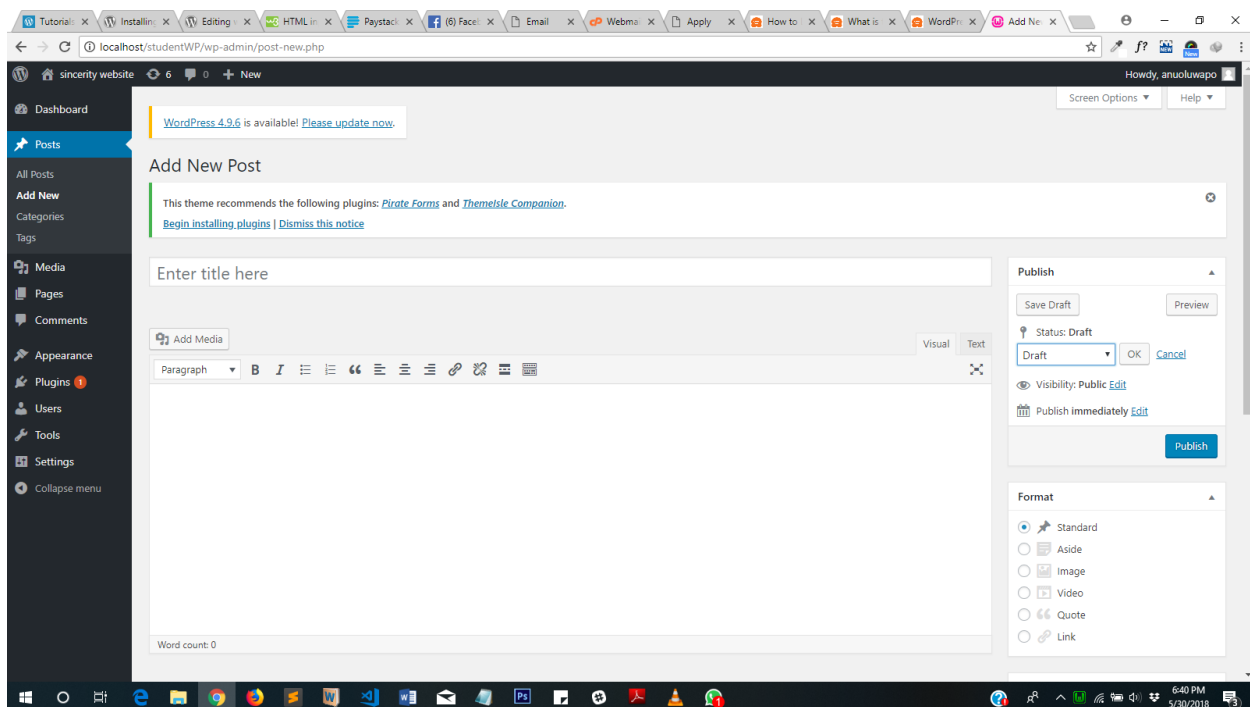


On the right hand side, you will see “publish”, you can either save your content as draft or publish in the status select options. Draft simply means you are still working on the site or page i.e you don’t want to go live, while Publish means you are ready to go live. It shows the status of your page.

## Creating webpage using Post

If you are using WordPress as a blog, then you will end up using posts for majority of your site's content. Posts are content entries listed in reverse chronological order on your blog's home page.

To add a new Post, hover over the Posts menu option in the left hand navigation menu and in the fly-out menu, click the Add New link. Alternatively, click the Posts menu option and then click the Add New link underneath, or the Add New button at the top of the page. You will be presented with a page similar to the image below.




















## Creating Category

Category is used to sort and group content into different sections. A website publishing content on a variety of topics can divide their website into sections using categories. If no category is specified for a post then the post is automatically filed into the default category.













You can create a category in WordPress while writing a post. There is a category meta box on the post editor screen with a list of existing categories. You can file your post in existing categories by checking the box next to the category name. You can also add a category directly from the **Posts » Categories** screen.



At the top of the editor where your content is written, there are numerous formatting buttons. This will be explained below in a tabular form.

	Add Media – Used to upload and insert media such as images, audio, video or documents
	Bold – Bold text
	Italic – Italicise text
	Strikethrough – Add a strikethrough to your text
	Unordered List – Create an unordered (bullet point) list
	Ordered List – Create an Ordered (numbered) list
	Blockquote – Used as a way of showing a quote. How this looks will be entirely dependent on the Theme that your site is currently using
	Align Left – Align text to the left
	Align Center – Align text in the center of the page
	Align Right – Align text to the right
	Insert/edit link – Used to create an html link to another page or website. The text or image that you want to link needs to be selected first before the button will become active
	Unlink – Remove the html link from the selected link. Your cursor must be sitting on an active link for the button to be active
	Insert More tag – Inserts the More tag into your Page. Most blogs only display a small excerpt of a Post and you're required to click the Post title or a 'Read more...' link to continue reading the rest of the article. When you insert a 'More' tag into your Post, everything prior to the tag is considered as this excerpt. Most times you'd only use this button when you're creating a blog Post, rather than a Page
	Toggle Spellchecker – Used to toggle the spellchecker on and off. You can also select between a range of different languages
	Toggle fullscreen mode – Clicking this button will enlarge the editor so that it fills the browser window. Clicking the Exit fullscreen link at the top of the screen will reduce it back to its original size
	Show/Hide Kitchen Sink – Used to show or hide the second row of formatting buttons on the editor toolbar
	Style – Used to format the Page text based on the styles used by the current Theme



	Underline – Underline your text
	Align Full – Align text on both the left and right (i.e. justify)
	Select text color – Use to change the color of text
	Paste as Plain Text – Copying and pasting text from other sites or word processors sometimes leaves the text formatted differently to what you were expecting. The reason for this is that quite often the html tags or codes that formatted the original text are pasted along with the text itself. To avoid this, Paste as Plain Text will strip all these formatting and html tags. Checking the keep linebreaks checkbox will preserve all HTML   tags. Unchecking this option will remove them
	Paste from Word – Pasting text from MS Word typically includes a huge amount of extra unrequired HTML tags which usually leaves the text formatted incorrectly. Using the Paste from Word option will remove these additional tags and clean up the HTML
	Remove formatting – Use this to remove all the formatting (e.g. Bold, Underline, text color etc..) from the highlighted text
	Insert custom character – Used to insert special characters not easily accessible via the keyboard (e.g. ¼, ½, ¾, ©, €, ö etc..)
	Outdent – Removes one level of indenting
	Indent – Indents text by one level
	Undo – Undo your last action
	Redo – Redo your last action
	Help – Displays information about the WordPress visual editor along with keyboard shortcuts

## Adding Content with the Text Editor













At the top of the editor there are two tabs, Visual and Text (Visual and Text). These switch the editor view between the Visual editor and the Text editor. The Text view will enable you to view the HTML code that makes up your content. For the more experienced users this can be helpful at times but for those not familiar with HTML tags, it's not recommended.



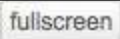
The Text editor is much like the Visual editor, only not as intuitive. The numerous formatting buttons provide you with basic HTML formatting capabilities when editing your Page or Post content.

The buttons work in two ways. Clicking a button without highlighting any text first, will simply insert the opening HTML tag relevant for that button. As an example, clicking

the Bold button will insert the <strong> HTML tag into your text. Clicking the Bold button again will close the tag by inserting the closing </strong> tag. If you highlight some text prior to clicking a button, both the opening and closing tags will be inserted around that highlighted text. For example, highlighting the text, 'bold text', prior to clicking the Bold button will insert '<strong>bold text</strong>'.

The following editor buttons are available whilst in the Text editor:

	Bold – Bold text
	Italic – Italicise text
	Link – Used to insert a website link. When the button is clicked a popup window will appear where you type in the URL that you would like to link to
	Blockquote – Used as a way of showing a quote. How this looks will be entirely dependent on the Theme that your site is currently using
	Delete – Used as a way of showing deleted text. How this looks will be dependent on the Theme but is usually done by showing the text with a strikethrough
	Insert – Used as a way of showing inserted text. How this looks will be dependent on the Theme but is usually done by showing the text with an underline
	Image – Used to insert an image into the text. When the button is clicked a popup window will appear where you type in the URL of the image that you would like inserted
	Unordered List – Used to insert an unordered (bullet point) list
	Ordered List – Used to insert an ordered (numbered) list
	List Item – Used to insert a list item into your ordered or unordered list
	Code –Used for indicating a piece of code
	More – Inserts the More tag into your Page. Most blogs only display a small excerpt of a Post and you're required to click the Post title or a 'Read more...' link to continue reading the rest of the article. When you insert a 'More' tag into your Post, everything prior to the tag is considered as this excerpt. Most times you'd only use this button when you're creating a blog Post, rather than a Page

	Lookup – Will lookup the highlighted (or entered word, if nothing is highlighted) on Answers.com
	Close Tags – Used to close open tags. If for example, you clicked both the Bold and Italic buttons to insert their opening tags, clicking the Close tags button will insert both of the matching closing tags, in the correct order
	Toggle fullscreen mode – Clicking this button will enlarge the editor so that it fills the browser window. Clicking the Exit fullscreen link at the top of the screen will reduce it back to its original size

## Working with multimedia in content editor

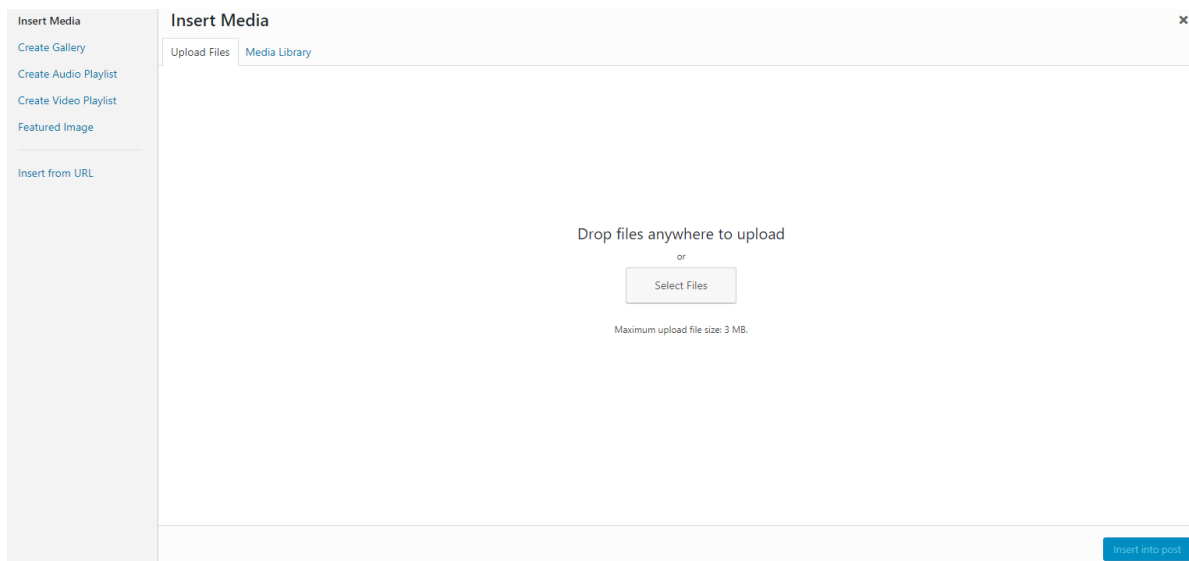
Adding images and other media files such as videos, documents or PDFs is extremely easy within WordPress. All your images and files are stored in the Media Library. Once they're uploaded into the Media Library, it's a very simple matter to insert them into your Page or Post content. In the case of files such as Word Documents or PDFs, if necessary, it's a simple process to create links to those files so that people can then download them.

### Inserting an Image

Adding media to your Pages or Posts has been made even easier in WordPress 3.5. Using a completely updated media manager it's now extremely simple to insert, align and link your individual images and image galleries.

To insert an image into your Page/Post, click the Add Media button and then simply drag your image(s) from wherever they are on your computer, into the browser window. Your file(s) will be automatically uploaded.

Alternatively, click the Select Files button and then select the file(s) that you'd like to upload, using the dialog window that is displayed.

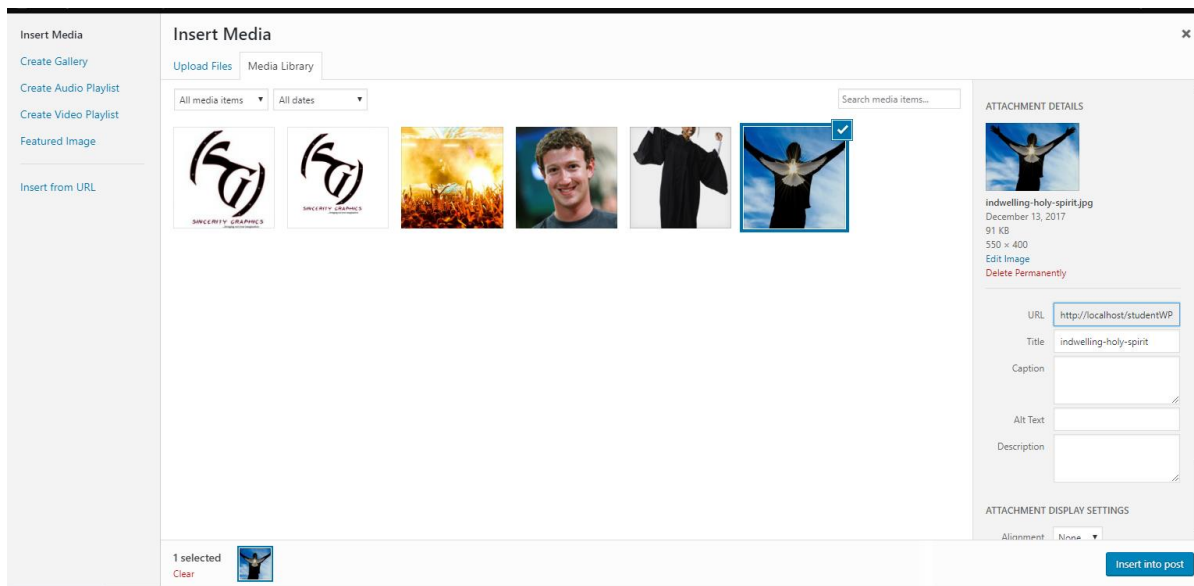


Once your image is uploaded, your Media Library, which contains all your previously uploaded images, is displayed. The image(s) that you've just uploaded will be automatically 'selected' for easy insertion into your Page or Post. Selected images are shown with a 'tick' icon in the top right corner of the image.

The properties of the currently highlighted image (i.e. the image with the blue border) will be shown on the right-hand side of the Insert Media window. These properties include the filename, the date the file was uploaded and the image size. It's at this point you can also change the image Title, Caption, Alt Text and Description for each image, as well as the Alignment, Link and the Size at which the image is inserted.

Title – is displayed as a tooltip when the mouse cursor hovers over the image in the browser

- Caption – is displayed underneath the image as a short description. How this displays will be dependent on the WordPress theme in use at the time. You can also include basic HTML in your captions.
- Alt Text – is displayed when the browser can't render the image. It's also used by screen readers for visually impaired users so it's important to fill out this field with a description of the image. To a small degree, it also plays a part in your website Search Engine Optimisation (SEO). Since search engines can't 'read' images they rely on the Alt Text.
- Description – is usually displayed on the attachment page for the media, however this is entirely up to the theme that is currently in use.



Once you've selected all your images, click the Insert into post button to insert the selected image(s) into your Post at the current cursor position (when editing a Page, this button will say Insert into page).

## Setting a Featured Image

Some themes allow you to specify a Featured Image for your Page and Post. A Featured Image, often called a Post/Page Thumbnail, is usually some sort of image that is representative for that particular Page or Post. How these images are displayed is dependent entirely on the Theme that is currently in use. If your Theme allows you to set a Featured Image, the following Featured Image panel will be displayed when you're editing your Page or Post. If Featured Images can't be set then this panel won't be displayed.

## Inserting Video, Audio or Other File Type

The procedure for inserting any other type of file into your Page/Post is exactly the same as Inserting an Image. Simply click the Add Media button. Once the relevant popup window displays, perform the same steps to upload your file to your site and to insert it into your Page or Post.

# Chapter Four

## How to customize a WordPress website

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### Theme

The overall appearance of a WordPress site is controlled by the Theme. Although there is a default theme that comes installed with WordPress, most people will either download a new theme, purchase one, or have one custom designed and built.

### Where to get theme

There are hundreds of places where themes can be downloaded for free and/or for a small fee. One of the best places to start looking for themes is in the Theme Directory on the WordPress site itself <https://wordpress.org/themes/>, you can also get free themes from <https://themeforest.net/free/wordpress-themes> and other sites. However, free themes have their set backs, which are;

1. Some free themes may not work properly as they do not come with warranty or assurance of working.
2. Update is not as great as that of Premium themes.
3. Not unique and you can find many similar Free themes look like each other.
4. Not well-coded, which may make your site vulnerable or hard to rank high.
5. Spam links: Some free themes may come with spam links. The safest way to download free themes is to download from reputed provider.

### Theme installation

A new WordPress theme can be installed in the following ways:

- **Semi-manual installation:** You have to go to the WP Admin Panel, and use their upload method.
- **Manual installation**

### Semi-manual installation

If you want to upload a theme using this particular method, you have to download the .zip file directly from the source.

**Step 1:** Login into the WordPress dashboard. Open the menu on the left side, and choose 'Appearances' > 'Themes'. You will see a page with different options from which you're supposed to choose 'Install theme' to continue with the process.

**Step 2:** You will see add new button, click on it and upload your desired theme from the folder it is located. Then install it

**Step 3:** Until the theme will be completely installed, you'll get to a specific preview page. You need to click on 'Live preview' to see how the theme would look before you'll confirm your choice. Sure that's the one? Then click on 'Activate' and install it!

**Step 4:** At this point you should install any necessary plugins.

## Manual installation

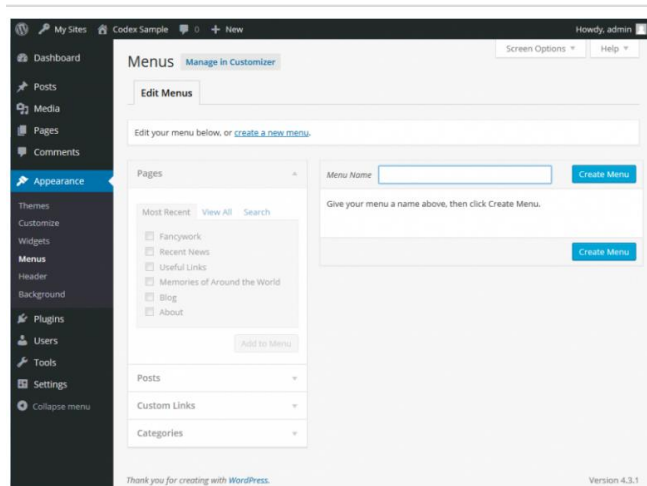
**Step 1:** Start with extracting the theme archive. You should find a folder named after the theme, which contains different files inside it (the style.css and functions.php are a must).

**Step 2:** On your local system, make sure your WAMP server is active, then copy the folder that has the theme and locate the wp-content folder, open it paste it into the theme folder.

**Step 3:** After pasting the theme, login into your WordPress dashboard and select themes by clicking on 'Appearances'. If everything succeeded, then the chosen theme should appear there. You also have the chance for some real-time preview on its looks. That's what you were looking for? Then apply it! It may sound complicated at first, but this is definitely the way to go for installing any theme that you like.

## Creating a Menu

You must define a menu before you can add items to it.

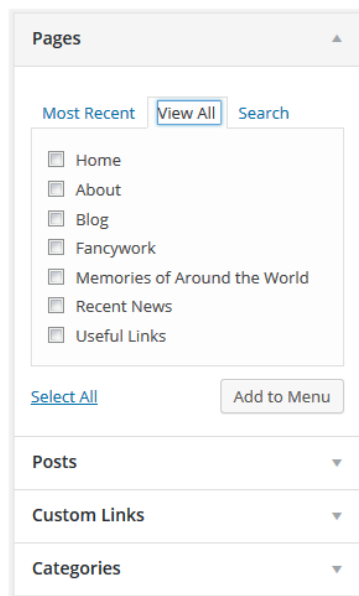


1. Login to the WordPress Dashboard.
2. From the 'Appearance' menu on the left-hand side of the Dashboard, select the 'Menus' option to bring up the Menu Editor.

3. Select Create a new menu at the top of the page
4. Enter a name for your new menu in the Menu Name box
5. Click the Create Menu button.

## Adding Items to a Menu

You can add different link types into your menu, these are split between panes left of the menu you're currently editing.



1. Locate the panel entitled **Pages**.
2. Within this panel, select the **View All** link to bring up a list of all the currently published Pages on your site.
3. Select the Pages that you want to add by clicking the checkbox next to each Page's title.
4. Click the **Add to Menu** button located at the bottom of this pane to add your selection(s) to the menu that you created in the previous step.
5. Click the **Save Menu** button once you've added all the menu items you want.

Note The [Screen Options](#) allow you to choose which items you can use to add to a menu. Certain items, like Tags are hidden by default.

## Deleting a Menu Item

1. Locate the menu item that you want to remove in the menu editor window
2. Click on the arrow icon in the top right-hand corner of the menu item/box to expand it.
3. Click on the Remove link. The menu item/box will be immediately removed.
4. Click the Save Menu button to save your changes.

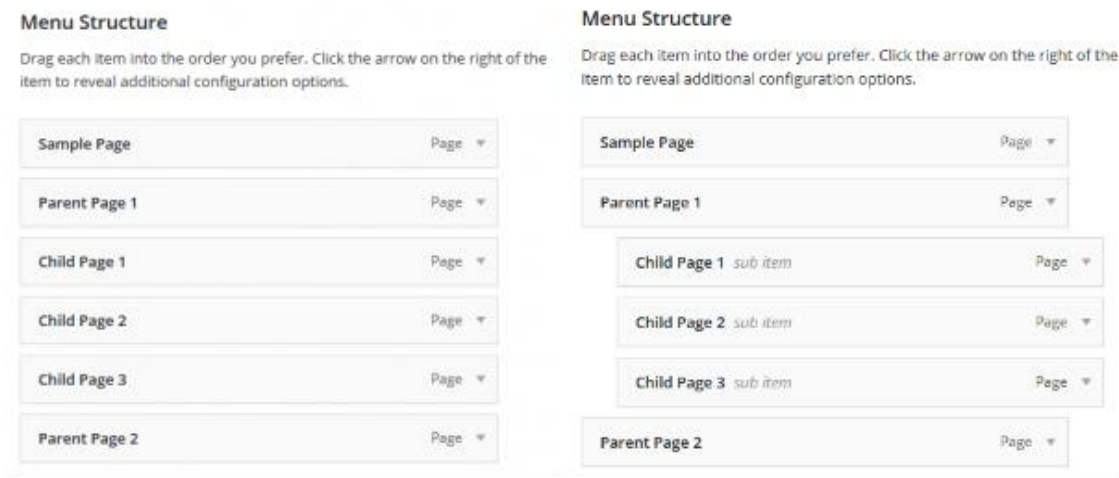


## Creating Multi-level Menus

The WordPress menu editor allows you to create multi-level menus using a simple 'drag and drop' interface. Drag menu items up or down to change their order of appearance in the menu. Drag menu items left or right in order to create sub-levels within your menu.

To make one menu item a subordinate of another, you need to position the 'child' underneath its 'parent' and then drag it slightly to the right.

1. Position the mouse over the 'child' menu item.
2. Whilst holding the left mouse button, drag it to the right.
3. Release the mouse button.
4. Repeat these steps for each sub-menu item.
5. Click the **Save Menu** button in the Menu Editor to save your changes.



## Adding Your Menu to Your Site

If your current theme supports custom menus, you will be able to add your new menu to one of the **Theme Locations**.

1. Scroll to the bottom of the menu editor window.
2. In the section titled *Theme locations*, click the check box for the location where you want your menu to appear.
3. Click **Save menu** once you've made your selection.

---

### Menu Settings

*Auto add pages* ☐ Automatically add new top-level pages to this menu

*Theme locations* ☐ Primary Menu  
☐ Social Links Menu

---

## Child theme

A child theme is a theme that inherits the functionality and styling of another theme, called the parent theme. Child themes are the recommended way of modifying an existing theme.

### Why use a child theme

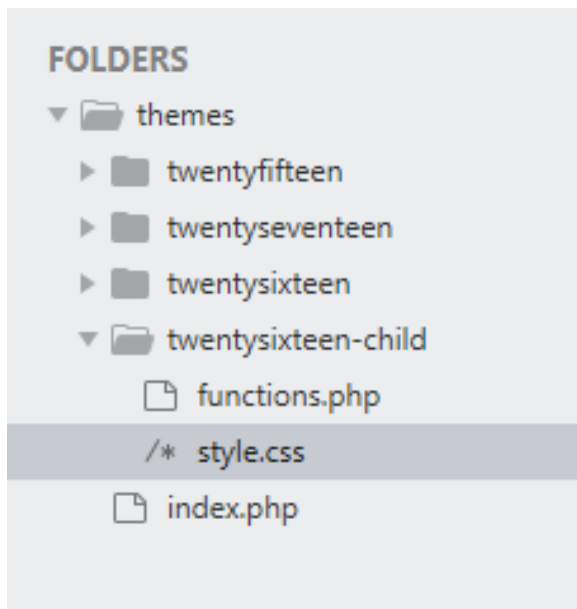
There are a few reasons why you would want to use a child theme:

- If you modify a theme directly and it is updated, then your modifications may be lost. By using a child theme you will ensure that your modifications are preserved.
- Using a child theme can speed up development time.
- Using a child theme is a great way to learn about WordPress theme development.

### Creating a child theme

A child theme consists of at least one directory (the child theme directory) and two files (style.css and functions.php), which you will need to create:

- The child theme directory
- style.css
- functions.php



### Step 1

The first step in creating a child theme is to create the child theme directory, which will be placed in `wp-content/themes`. It is recommended (though not required, especially if you're creating a theme for public use) that the name of your child theme directory is appended with '-child'. You will also want to make sure that there are no spaces in your child theme directory name, which may result in errors. In the screenshot above we have called our child theme 'twentysixteen-child', indicating that the parent theme is the Twenty Sixteen theme.

The next step is to create your child theme's stylesheet (`style.css`). The stylesheet must begin with the following (the [stylesheet header](#)):

```
/*
Theme Name:      Twenty Sixteen Child
Theme URI:       http://example.com/twenty-fifteen-child/
Description:     Twenty Fifteen Child Theme
Author:          John Doe
Author URI:      http://example.com
Template:        twentysixteen
Version:         1.0.0
License:         GNU General Public License v2 or later
License URI:     http://www.gnu.org/licenses/gpl-2.0.html
Tags:            light, dark, two-columns, right-sidebar, responsive-
layout, accessibility-ready
Text Domain:     twentysixteen-child
*/
```

A couple of things to note:

- You will need to replace the example text with the details relevant to your theme.
- The Template line corresponds to the directory name of the parent theme. The parent theme in our example is the Twenty Sixteen theme, so the Template will be `twenty-sixteen`. You may be working with a different theme, so adjust accordingly.

## Step 2

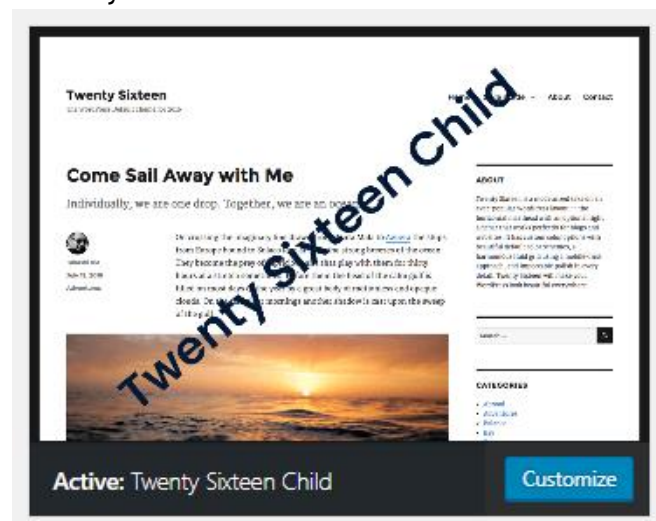
The second step is to copy the code below into our `functions.php` file what the code does is to import our parent theme style rules into our child theme `css`.

```
<?php
    add_action('wp_enqueue_scripts','my_theme_enqueue_style
s' );
    function my_theme_enqueue_styles() {
        wp_enqueue_style(                                'parent-style',
get_template_directory_uri() . '/style.css' );

    }
?>
```

## Step 3 (optional)

The last step is copy the `screenshot.png` file in the parent theme into the child theme and edit the image file with the name `Twenty Sixteen Child`. This is so you can easily identify the child theme in the admin area.



## Widgets

WordPress Widgets add content and features to your **Sidebars**. Examples are the default widgets that come with WordPress; for Categories, Tag cloud, Search, etc. Plugins will often add their own widgets.

They can be added, removed, and rearranged on the Theme Customizer or Appearance > Widgets in the WordPress Administration Screens.

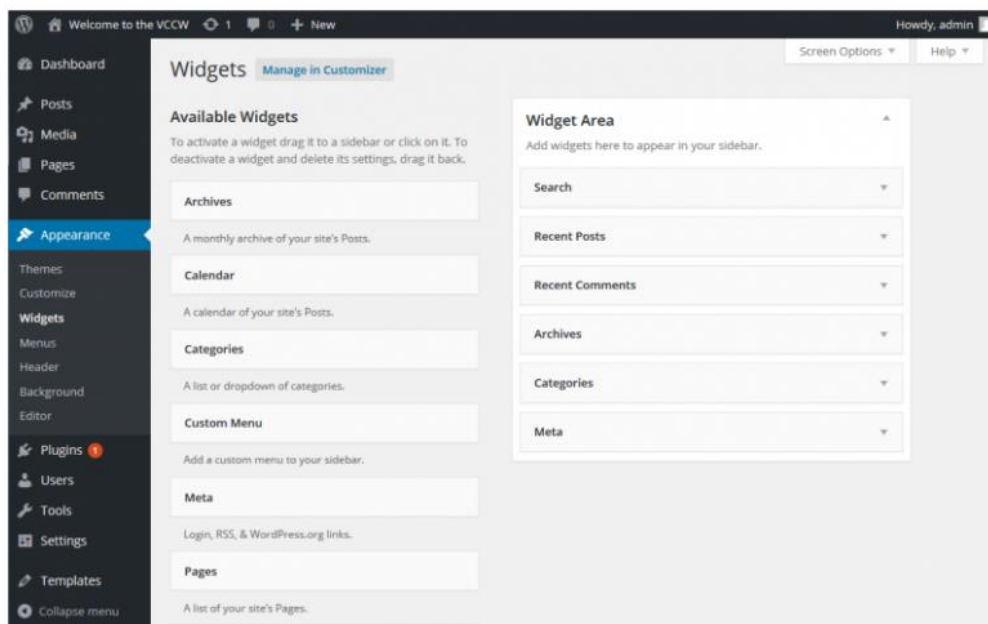
### Installing Widgets

WordPress comes pre-packaged with a variety of **Widgets**. If those are insufficient for your needs you can install new ones by searching the **WordPress Plugin Directory** which is accessible from the WordPress Administration Plugins > Add New Screen.

### Displaying Widgets

#### Existing Widgets in Existing Widget Areas

Before you can add a Widget you must verify that the Theme you're using supports Widgets (more specifically: **Widget Areas**). You can do so by simply navigating to the Appearance menu and looking for a sub menu titled "Widgets".



1. Go to **Appearance > Widgets** in the WordPress Administration Screens.
2. Choose a Widget and either drag it to the sidebar where you wish it to appear, or click the widget, (select a destination sidebar if your theme has more than one) and click the Add Widget button. There might be more than one sidebar

option, so begin with the first one. Once in place, WordPress automatically updates the Theme.

3. Preview the site. You should find that the "default" sidebar elements are now gone and only the new addition is visible.
4. Return to the Widgets Screen to continue adding Widgets.
5. To arrange the Widgets within the sidebar or Widget area, click and drag it into place.
6. To customize the Widget features, click the down arrow in the upper right corner to expand the Widget's interface.
7. To save the Widget's customization, click Save.
8. To remove the Widget, click Delete.

## Editor

The Editor menu allows you to edit the individual CSS and PHP files which make up your Theme. Normally once a theme is installed and configured on your site, there's no need to make any changes within here. Extreme care should be taken with this option to avoid making changes to files that will affect how your site is displayed. Incorrectly modifying any files within this section can cause your site to display incorrectly or at worst, not at all. Extra caution must be taken if you intend to make any changes here.

## Plugins

### What are plugins?

A plugin is a piece of software containing a group of functions that can be added to a WordPress website. They can extend functionality or add new features to your WordPress websites. WordPress plugins are written in the PHP programming language and integrate seamlessly with WordPress'

### Where to get plugins and Install them?

There are thousands of plugins available that provide a huge range of functionality. The easiest place to find them is within the official WordPress Plugin Directory. You can search and install new plugins by clicking on the Add New button at the top of the page or the Add New link in the left hand navigation menu.

Once a plugin has been added to your site, it needs to be 'turned on'. To do this, click the Activate link to activate it. Depending on the plugin, you might also find that there are settings that need to be configured.

### **Manually installing Plugins:**

Similar to the way we manually installed the theme on our local system.

**Step 1:** Start with extracting the Pugin zipped folder. You should find a folder named after the Plugin

**Step 2:** On your local system, make sure your WAMP server is active, then copy the folder that has the Plugin and locate the wp-content folder, open it paste it into the Plugin folder.

**Step 3:** After Pasting the Plugin, login into your WordPress dashboard and select Plugin clicking on 'Plugins'. You will see your plugin successfully installed on the plugins page.

### **Some popular Plugins**

**Contact Form 7:** Contact Form 7 can manage multiple contact forms, plus you can customize the form and the mail contents flexibly with simple markup. The form supports Ajax-powered submitting, CAPTCHA, Akismet spam filtering and so on.

**WordFence:** The Most Popular Wordpress Firewall & Security Scanner. Wordfence includes an endpoint firewall and malware scanner that were built from the ground up to protect WordPress. Our Threat Defense Feed arms Wordfence with the newest firewall rules, malware signatures and malicious IP addresses it needs to keep your website safe. Rounded out by a suite of additional features, Wordfence is the most comprehensive WordPress security solution available.

**King Composer:** King Composer plugin is a mega powerful shortcodes/addons collection for King Composer page builder. New shortcode will be add day by day with Responsive feature and lots of customizable Option.

# Chapter Five

## Users

This lists all the existing users for your site. Users with roles other than Administrator will see fewer options when they are logged in. Depending on your Role, you can also add new users as well as manage their Roles. At the top of the screen there are links that allow you to filter the list of Users based on the User Roles. The number in brackets will advise how many there are for that particular type.

When hovering your cursor over each row in the list of Users, links will appear beneath the user name.

- **Edit** – Allows you to edit the user profile
- **Delete** – Allows the User to be deleted. This link won't be available for your own profile.

A User can have one of five defined roles as set by the site admin: Site Administrator, Editor, Author, Contributor, or Subscriber.

- **Super Admin** – (Only relevant when running multiple sites from one WordPress installation). Someone with access to the blog network administration features controlling the entire network.
- **Administrator** – Somebody who has access to all the administration features
- **Editor** – Somebody who can publish and manage posts and pages as well as manage other users' posts, etc.
- **Author** – Somebody who can publish and manage their own posts
- **Contributor** – Somebody who can write and manage their posts but not publish them
- **Subscriber** – Somebody who can only manage their profile

### Adding a New User

To add a new user, click on the Add New link in the left hand navigation menu or the Add New button at the top of the page. A page will come up and the following fields will be required to be filled.

- **Username** – (mandatory) Enter the username of the new user here. This will also be used as the Login name for the user. Once saved, the Username can't be changed



- E-mail – (mandatory) Enter a valid email address of the new user here. The email address must be unique for each user. If a published Post or Page is authored by this user and approved comments are made to that post or page, a notification email is sent to this email address
- First Name - Enter the first name of the new user here
- Last Name – Enter the last name of the new user in this text box
- Website – You may enter the new user's website URL in this text box
- Password – (mandatory, twice) Enter a password for the new user twice here, once in each text box.
- Strength indicator – This indicates if the password you entered is Very Weak, Weak, Medium, or Strong (displayed in green). The stronger the password the more secure the login. Hint: The password should be at least seven characters long. To make it stronger, use upper and lower case letters, numbers and symbols like ! " ? \$ % ^ & )
- Send Password? – Check the box to send this password to the new user by email
- Role – Select the desired Role for this user from the dropdown list

## Deleting a User

To delete a user, click on the Delete link that appears beneath the user name when hovering your cursor over each row. The Delete link wont appear for the user that is currently logged in.

Along with deleting the user you will be given the choice of what to do with all the content currently assigned to that User. The available choices are:

- **Delete all posts** – This will delete all the content which this user created.
- **Attribute all posts to** – This will assign all the content currently linked to this User, to another User of your choosing. Simply select the User from the dropdown list After making your selection, click the Confirm Deletion button to remove the User.

# Chapter six

## Converting a WordPress site into an eCommerce site

### Installing WooCommerce

There are really 3 components that make a “regular” website an “ecommerce” website – product pages, shopping cart, and a checkout process.

You can add the ecommerce functionality to WordPress with a plugin. Plugins are separate pieces of software that you install and activate into WordPress that basically adds to what it can do.

In this case, we need a plugin that will create custom product pages, that will have a shopping cart functionality allowing individual visitors to add products to a cart throughout the time they are on the site, and that will sync up with a payments system to accept payments, and match those payments up with the visitors’ products purchased.

There are a lot of plugin options to turn your WordPress site into an ecommerce site, but by far and away the leader is **WooCommerce** by Automattic (the people behind WordPress.com and JetPack).

To get started with WooCommerce, navigate to your WordPress Dashboard and Add New Plugin. Search for WooCommerce, and simply install and activate WooCommerce by WooThemes.

To install WooCommerce manually:

1. Download the plugin as .zip
2. Unzip the .zip file
3. Copy the plugin files to the plugins folder of Wordpress
4. Open your Wordpress website and activate the plugin

The screenshot shows the WordPress dashboard's left sidebar with the 'Plugins' menu highlighted. The main content area displays the search results for 'WooCommerce'. At the top, there are tabs for 'Search Results', 'Featured', 'Popular', 'Recommended', and 'Favorites'. The 'WooCommerce' plugin card is shown with its logo, a description: 'WooCommerce is a powerful, extendable eCommerce plugin that helps you sell anything. Beautifully.', and the text 'By Automattic'. There is an 'Install Now' button and a link to 'More Details'. Below the card, it shows a 5-star rating with 2,554 reviews, '1+ Million Active Installs', and 'Last Updated: 2 months ago'. A compatibility checkmark indicates it is 'Compatible with your version of WordPress'.

After activating your plugin, you'll be prompted to Install WooCommerce with a wizard to take care of the initial settings.

The screenshot shows the 'Store setup' wizard in the WooCommerce installation process. A progress bar at the top indicates the current step is 'Store setup', followed by 'Payment', 'Shipping', 'Recommended', 'Activate', and 'Ready!'. The main content area contains the following fields and options:

- Where is your store based?**: A dropdown menu with 'Nigeria' selected.
- Address**: A text input field with 'No 12 Oluakerle'.
- Address line 2**: An empty text input field.
- City**: A text input field with 'Lagos'.
- State**: A dropdown menu with 'Lagos' selected.
- Postcode / ZIP**: A text input field with '10001'.
- What currency do you accept payments in?**: A dropdown menu with 'Nigerian naira (₦ / NGN)' selected.
- What type of products do you plan to sell?**: A dropdown menu with 'I plan to sell both physical and digital products' selected.
- ☒ **I will also be selling products or services in person.**

At the bottom of the form is a purple button labeled 'Let's go!'. Below the form, there is a link that says 'Not right now'.

- Fill out the necessary forms and click the “Let’s go!” button.

Additional payment methods can be installed later.' There are two main sections: 'PayPal' and 'Offline Payments'. The 'PayPal' section has a toggle switch that is turned on and a checkbox for 'Accept payments without linking a PayPal account'. The 'Offline Payments' section has a dropdown arrow. At the bottom, it says 'The following plugins will be installed and activated for you: [WooCommerce PayPal Express Checkout Gateway](#)' and a 'Continue' button."/>

- On the payment page you have different payment methods paypal and offline payment.
  - We don’t need to activate the paypal button since, we have a payment gateway we going to install later which is paystack.

WooCommerce PayPal Express Checkout Gateway' and a 'Continue' button."/>

- The Offline Payment allows you to use several offline payment options, these options can be changed later.
  - Check payments

- Bank transfer (BACS) payments
- Cash on delivery
- Click continue button

**Shipping**

You can choose which countries you'll be shipping to and with which methods. To get started, we've set you up with shipping inside and outside of Nigeria.

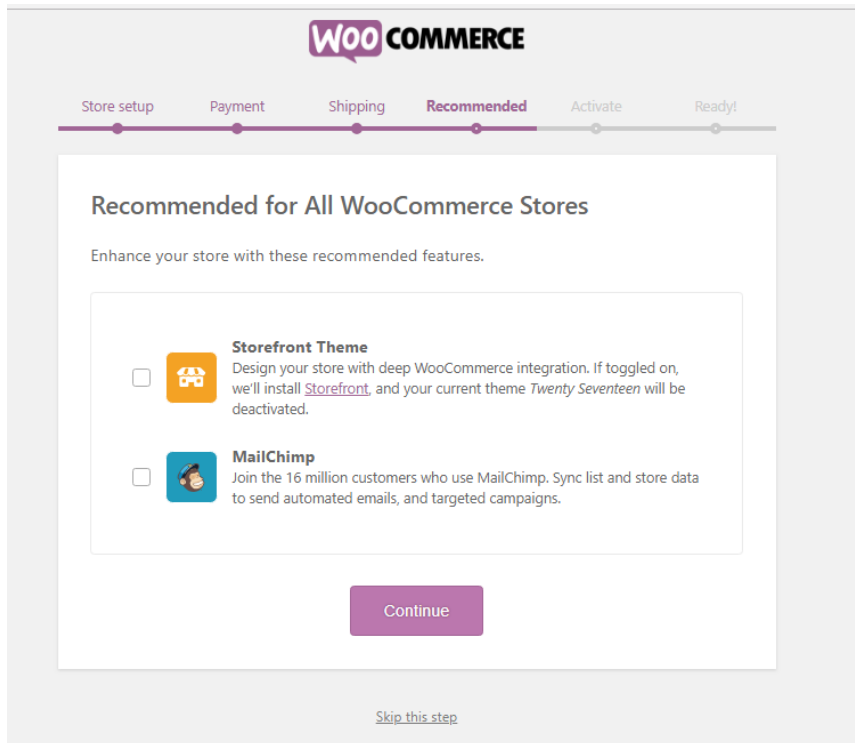
Shipping Zone	Shipping Method
Nigeria	Flat Rate <input type="text" value="Cost"/> Set a fixed price to cover shipping costs. <input checked="" type="checkbox"/> What would you like to charge for flat rate shipping?
Locations not covered by your other zones	Flat Rate <input type="text" value="Cost"/> Set a fixed price to cover shipping costs. <input type="checkbox"/> What would you like to charge for flat rate shipping?

Weight unit—used to calculate shipping rates, and more.  
kg

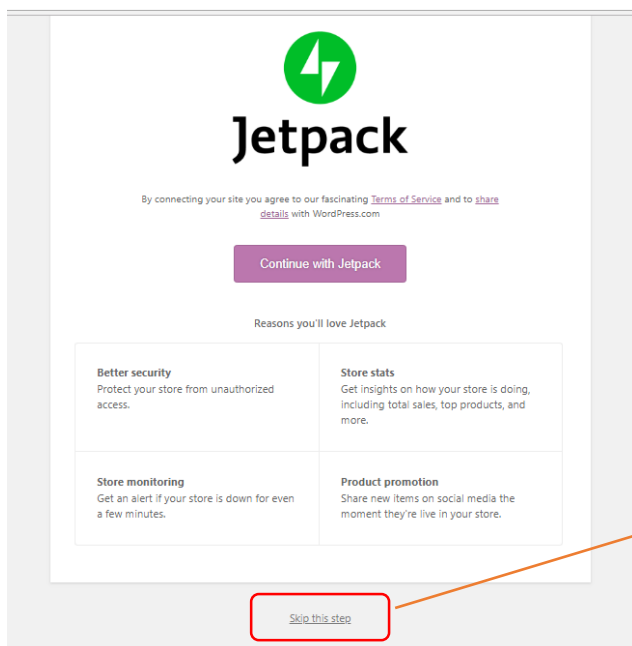
Dimension unit—helps for accurate package selection.  
cm

Continue

- On the shipping page you can set a price to cover the shipping cost, if you want to charge for shipping.
  - If you don't want to charge for shipping you can click on the dropdown to select "Free Shipping"
- Locations not covered by your other zones is used for customers who do not match any of the custom zones you add. Adding methods to this zone is completely optional, depending on your needs.
- You can enter the weight and dimension unit of the items you are selling.



- This page allows you to install a theme for your ecommerce site and also a pluggin for sending mass email, let's uncheck them for now and click "Continue"



You can click the link to skip this step

Then you'll need to enter Payments. You can explore other options in the settings as needed.

**You're ready to start selling!**

We're here for you — get tips, product updates, and inspiration straight to your mailbox.

nonwaz78@gmail.com **Yes please!**

**NEXT STEP**

**Create some products**  
You're ready to add products to your store. **Create a product**

**HAVE AN EXISTING STORE?**

**Import products**  
Transfer existing products to your new store — just import a CSV file. **Import products**

**YOU CAN ALSO:**

**Visit Dashboard** **Review Settings** **View & Customize**

Watch our [guided tour videos](#) to learn more about WooCommerce, and visit [WooCommerce.com](#) to learn more about [getting started](#).

- You can click on “Create a product” button but let’s click on Visit Dashboard button so we can create product categories, create products and assign a product to a category.

## Adding the Paystack payment gateway

To install paystack for example, you need to download and install the plugin.

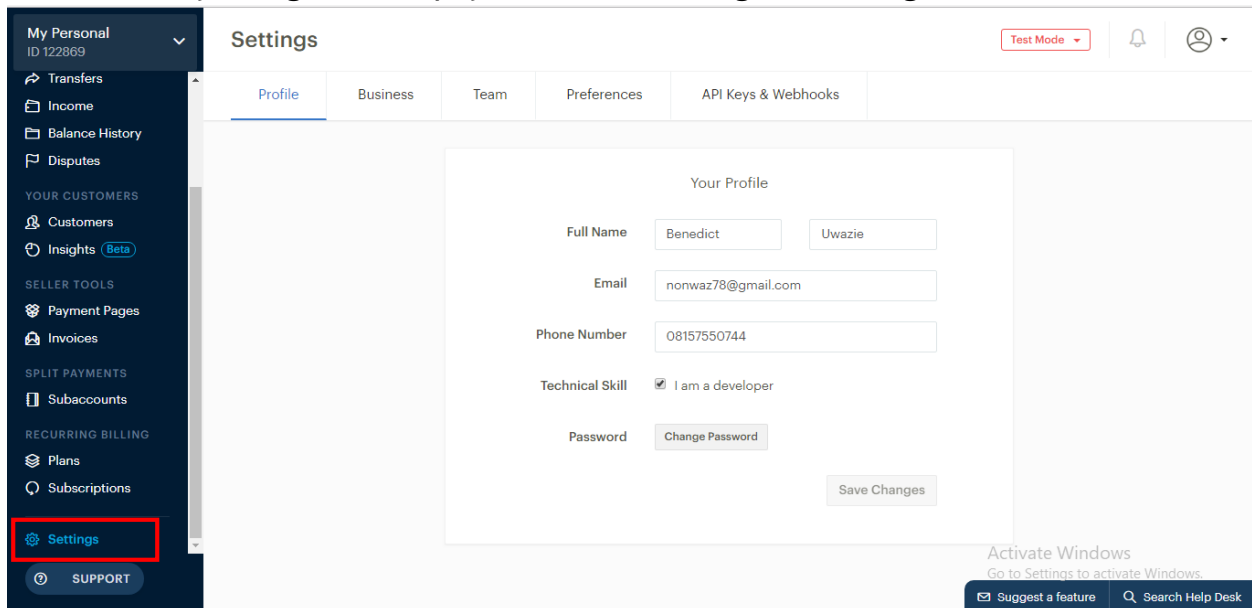
How to download and install?

- Login to your WordPress Admin area
- Go to “Plugins > Add New” from the left hand menu
- In the search box type **Payment forms for Paystack**
- From the search result you will see **Payment forms for Paystack** click on **Install Now** to install the plugin
- A popup window will ask you to confirm your wish to install the Plugin.
- After installation, activate the plugin.

After you have installed the plugin, you need to go to the **WooCommerce Plugin Settings** on the menu tab of your WordPress site and click the **Payment** tab. This will show you a page containing a list payment options you can use. Click on the Paystack button to enable it and click on save.

## Adding the paystack Test Secret Key and Test Public Key to the paystack plugin

- Visit the paystack website <https://paystack.com/> and click on login, if don't have an account with paystack click "Create free account"
- When you login to the paystack dashboard go to settings



My Personal ID 122869

Settings

Test Mode

Profile Business Team Preferences API Keys & Webhooks

Your Profile

Full Name Benedict Uwazie

Email nonwaz78@gmail.com

Phone Number 08157550744

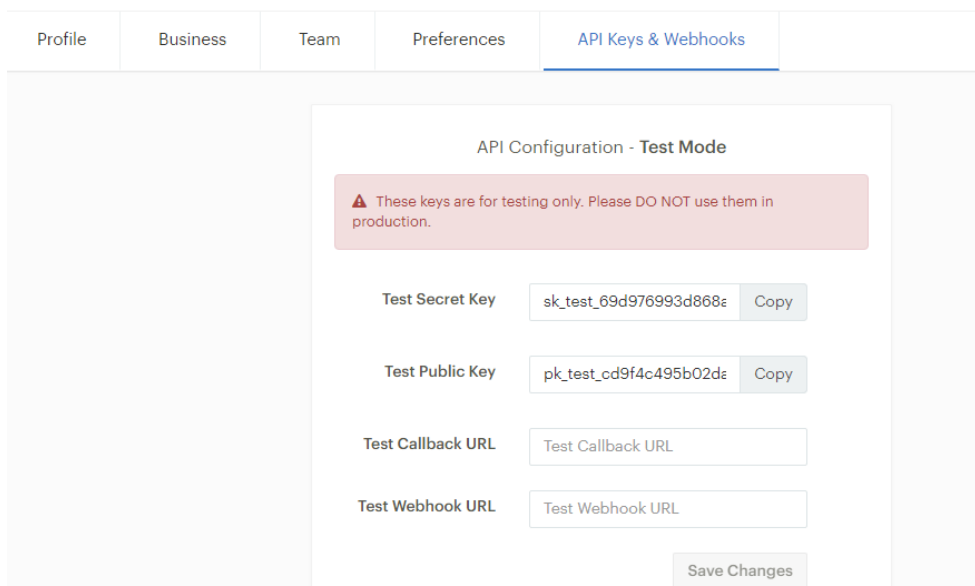
Technical Skill ☒ I am a developer

Password Change Password

Save Changes

Activate Windows  
Go to Settings to activate Windows.  
Suggest a feature Search Help Desk

- Click on "API & Webhooks" and copy the Test Secret Key and Test public Key and paste it in a safe place we will use it later.



Profile Business Team Preferences API Keys & Webhooks

API Configuration - Test Mode

⚠ These keys are for testing only. Please DO NOT use them in production.

Test Secret Key sk\_test\_69d976993d868e Copy

Test Public Key pk\_test\_cd9f4c495b02de Copy

Test Callback URL Test Callback URL

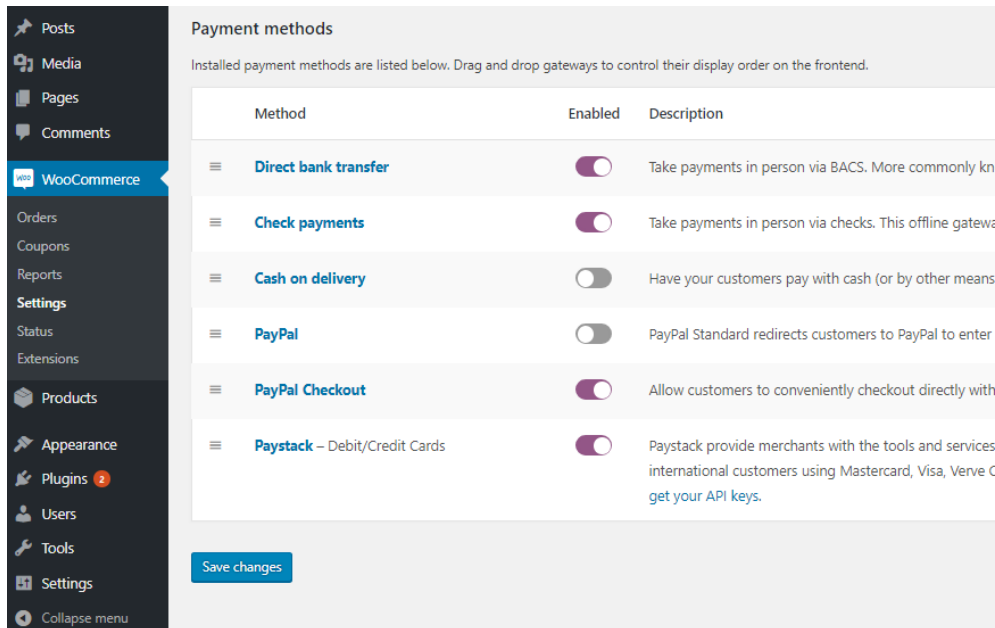
Test Webhook URL Test Webhook URL

Save Changes

- Go to your wordpress dashboard click on woocommerce and choose settings
- Copy the Test Secret Key and paste it o the Test Secret Key field



- Copy the Test Public Key and paste it on the Test Public key field
- Click save changes



If all the settings above are done right, you should find Paystack in the list of enabled payment options on your checkout page.

If you do not find Paystack on the Payment method options, please go through the settings again and make sure that:

- You checked Enable Paystack
- You entered the API Keys correctly

## Adding Product

### Types of product

- Simple – covers the vast majority of any products you may sell. Simple products are shipped and have no options. For example, a book.
- Grouped – a collection of related products that can be purchased individually and only consist of simple products. For example, a set of six drinking glasses.

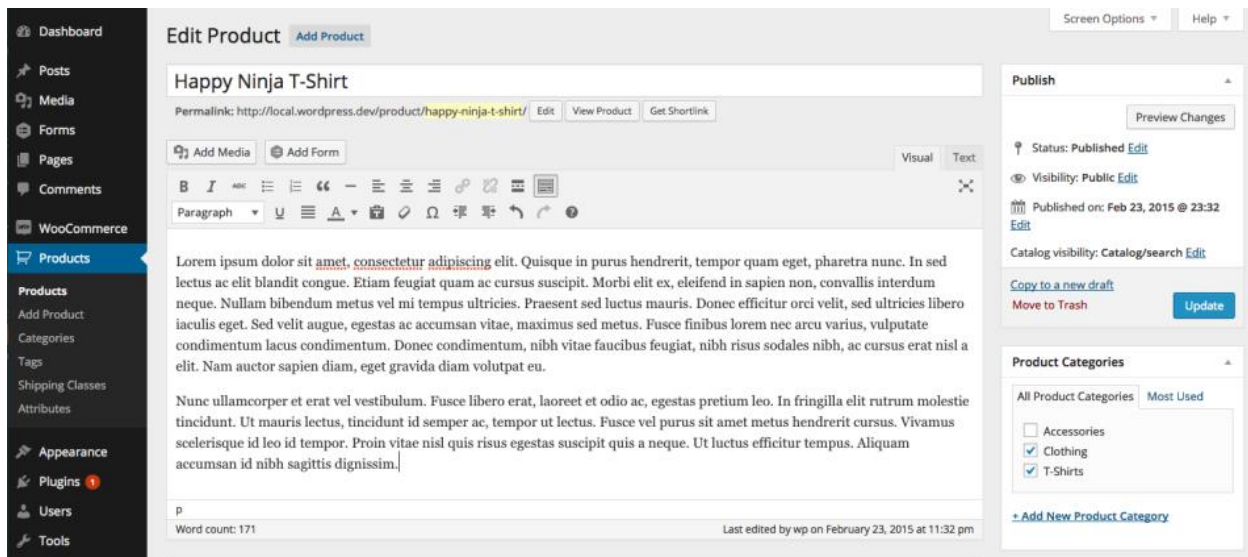
- Virtual – one that doesn't require shipping. For example, a service. Enabling this, disables all shipping related fields such as shipping dimensions. A virtual product will also not trigger the shipping calculator in cart and checkout.
- Downloadable – activates additional fields where you can provide a downloadable file. After a successful purchase, customers are given a downloadable file as a link in the order notification email. This is suitable for example for a digital album, PDF magazine, or photo.
- External or Affiliate – one that you list and describe on your website but is sold elsewhere.
- Variable – a product with variations, each of which may have a different SKU, price, stock option, etc. For example, a t-shirt available in different colors and/or sizes.
- Other types are often added by extensions. For example, [WooCommerce Subscriptions](#) adds new product types as does [WooCommerce Bookings](#).

## Adding a simple product

Adding a Simple product is similar to writing a post in WordPress.

1. Go to **WooCommerce > Products > Add Product**. You then have a familiar interface.
2. Enter a product **Title** and **Description**.
3. Go to the **Product Data** panel, and select **downloadable** (digital) or **virtual** (service) if applicable.

Note: Virtual products don't require shipping — an order with virtual products won't calculate shipping costs.



**Product data:** The Product Data meta box is where the majority of important data is added for your products.

### General section:

- **SKU** – Stock keep unit (SKU) tracks products. Must be unique and should be formatted so it does not match any post IDs. For example, post IDs are numbers so a SKU could be WS01. That could stand for WooShirt 01.
- **Price**
  - **Regular Price** – Item’s normal/regular price.
  - **Sale Price** – Item’s discounted price that can then be scheduled for certain date ranges. The sale expires at 11:59pm of the specified end date.

### Inventory section

The inventory section allows you to manage stock for the product individually and define whether to allow back orders and more. It enables you to sell products and allow customers to add them to the cart to buy. **Enable Stock Management** must be selected in [Products Inventory Settings](#); otherwise, only the ‘Manage stock?’ option is visible in the Product Data Inventory box.

Options when stock management at product level is disabled. You are responsible for updating the **Stock Status**.

The screenshot shows the 'Product data' form for a 'Simple product'. The 'Inventory' section is active, showing options for 'Manage stock?' (disabled), 'Stock status' (set to 'In stock'), and 'Sold individually' (disabled). The 'General' section shows the 'SKU' field. The 'Virtual' and 'Downloadable' checkboxes are unchecked.

Product data — Simple product		Virtual: <input type="checkbox"/>	Downloadable: <input type="checkbox"/>
General	SKU	<input type="text"/>	?
Inventory	Manage stock?	<input type="checkbox"/> Enable stock management at product level	
Shipping	Stock status	<input type="text" value="In stock"/> ?	
Linked Products			
Attributes			
Advanced			
	Sold individually	<input type="checkbox"/> Enable this to only allow one of this item to be bought in a single order	

### Shipping section

- **Weight** – Weight of the item.
- **Dimensions** – Length, width and height for the item.
- **Shipping Class** – Shipping classes are used by certain shipping methods to group similar products.

The screenshot shows the 'Product data' form for a 'Simple product'. The 'Shipping' section is active, showing fields for 'Weight (lbs)' (0), 'Dimensions (in)' (Length, Width, Height), and 'Shipping class' (No shipping class). The 'General' section shows the 'SKU' field. The 'Virtual' and 'Downloadable' checkboxes are unchecked.

Product data — Simple product		Virtual: <input type="checkbox"/>	Downloadable: <input type="checkbox"/>
General	Weight (lbs)	<input type="text" value="0"/>	?
Inventory	Dimensions (in)	<input type="text" value="Length"/>	<input type="text" value="Width"/>
Shipping		<input type="text" value="Height"/>	?
Linked Products	Shipping class	<input type="text" value="No shipping class"/> ?	
Attributes			
Advanced			

### Linked Products section

Using up-sells and cross-sells, you can cross promote your products. They can be added by searching for a particular product and selecting the product from the dropdown list:

Product Data — Simple product Virtual: ☐ Downloadable: ☐

General	Up-Sells	silh #21 - Ninja Silhouette T-Shirt
Inventory	Cross-Sells	
Shipping	Grouping	Choose a grouped product...
Linked Products		
Attributes		
Advanced		

**Up-sells** are displayed on the product details page. These are products that you may wish to encourage users to upgrade, based on the product they are currently viewing. For example, if the user is viewing the coffee product listing page, you may want to display tea kettles on that same page as an up-sell.

**Cross-sells** are products that are displayed with the cart and related to the user's cart contents. As an example, if the user adds a phones to their cart, you may want to suggest they purchase a spare phone cover when they arrive at the cart page.

**Grouping:** Used to make a product part of a grouped product

## Product short description

Add an excerpt. This typically appears next to product imagery on the listing page, and the long description appears in the Product Description tab.

Product short description

Add Media

Visual Text

Paragraph B I [List Icons] [Link Icon] [Unlink Icon] [Table Icon] [Media Icon]

ABC [Text Color Icon] [Background Color Icon] [Link Icon] [Unlink Icon] [Table Icon] [Media Icon]

Pellentesque habitant morbi tristique senectus et netus et malesuada fames ac turpis egestas. Vestibulum tortor quam, feugiat vitae, ultricies eget, tempor sit amet, ante. Donec eu libero sit amet quam egestas semper. Aenean ultricies mi vitae est. Mauris placerat eleifend leo.

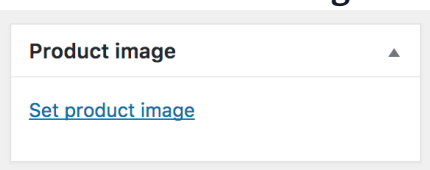
## Adding images to a Product

Adding product images and galleries are options available on the right-hand side when adding or editing a product in your store from **WooCommerce > Products**.

The screenshot shows the 'Edit product' interface for a product named 'Ship Your Idea'. The main content area contains a rich text editor with placeholder text. On the right sidebar, the 'Publish' section shows the product is published and visible. Below this, the 'Product categories' and 'Product tags' sections are visible. The 'Product data' section is expanded, showing 'General' settings with 'Taxable' status and 'Standard' tax class. The 'Product short description' section is also visible. A blue box highlights the 'Product image' and 'Product gallery' sections on the right sidebar. The 'Product image' section shows a main image of a black t-shirt with a skull and crossbones design, with a link to 'Click the image to edit or update' and a 'Remove product image' link. The 'Product gallery' section shows a grid of four smaller images of the same t-shirt in different colors (green, black, white, and black with skull), with a link to 'Add product gallery images'.

The **Product Image** is the main image for your product and is reused in different sizes across your store.

Select **Set Product Image**.



Select an existing image in your Media Library or Upload a new one.



**Remove and Edit** the product image if you'd like to change it, as needed.

Adding, removing and editing a product image is done in the same way as featured images for posts and pages.

## Processing Orders

Orders are created when a customer completes the checkout process, and they are visible by Admin and Shop Manager users only. Each order is given a unique **Order ID**. An order also has a **Status**. Order statuses let you know how far along the order is, starting with **Pending** and ending with Complete. The following order statuses are used:

- **Pending payment** – Order received (unpaid)
- **Failed** – Payment failed or was declined (unpaid). Note that this status may not show immediately and instead show as Pending until verified (i.e., PayPal)
- **Processing** – Payment received and stock has been reduced – the order is awaiting fulfillment. All product orders require processing, except those that are Digital and Downloadable.
- **Completed** – Order fulfilled and complete – requires no further action

- **On-Hold** – Awaiting payment – stock is reduced, but you need to confirm payment
- **Cancelled** – Cancelled by an admin or the customer – no further action required (Cancelling an order does not affect stock quantity by default)
- **Refunded** – Refunded by an admin – no further action required

## Viewing an order

When you start taking orders, the Orders management page begins to fill up. View these at: **WooCommerce > Orders**.

Orders

Add order

Screen Options

Help

All (5) | Trash (1) | Pending payment (1) | Processing (1) | On hold (1) | Completed (2)

Search orders

Bulk Actions

▼

Apply

All dates

▼

Search for a customer...

▼

Filter

<input type="checkbox"/>	Order		Date	Status	Ship to	Total	Actions
<input type="checkbox"/>	#268 Cy Snowman		22 hours ago	Completed	Cy Snowman, 1000 Arctic Circle, Minneapolis, MN 55111	\$9.00	
<input type="checkbox"/>	#176 Froggy Greenfield		Jan 28, 2018	Pending payment	Froggy Greenfield, 313 Lily Pad, Pond, TN 37027 via Free Shipping	\$53.00	<div>...</div> <div>✓</div>
<input type="checkbox"/>	#191 Sunny Aviator		Jan 27, 2018	Completed	Sunny Aviator, 1946 Blue Angels Ave, Pensacola, FL 32503 via Free Shipping	\$55.00	
<input type="checkbox"/>	#229 Dan TheMan		Jan 20, 2018	Processing	Dan TheMan, 123 Rodeo Drive, Beverly Hills, CA 90210 via Local pickup	\$0.00	<div>✓</div>
<input type="checkbox"/>	#175 Lana Frosun		Jan 10, 2018	On hold	Lana Frosun, 555 Windy City Drive, Chicago, IL 60620 via Free Shipping	\$15.00	<div>...</div> <div>✓</div>
<input type="checkbox"/>	Order		Date	Status	Ship to	Total	Actions

Bulk Actions

▼

Apply

Should you need more or less information on the Orders page, you can open Screen Options at the top right corner. A panel opens.

Select which Columns and how many Items you want displayed on each page, then Apply.

Columns

☒ Order
 ☒ Date
 ☒ Status
 ☐ Billing
 ☒ Ship to
 ☒ Total
 ☒ Actions

Pagination

Number of items per page:

[Apply](#)



You can Filter orders by Date (month/year) or Search for a (registered) Customer.

The screenshot shows the 'Orders' management interface. At the top, there's a header with 'Orders' and an 'Add order' button. Below this, a status filter bar shows 'All (5) | Trash (1) | Pending payment (1) | Processing (1) | On hold (1) | Completed (2)'. A blue box highlights the filtering controls: a 'Bulk Actions' dropdown, an 'Apply' button, an 'All dates' dropdown, a 'Search for a customer...' input field, and a 'Filter' button.

Click the order number and customer name to see the Single Order page, where you can also Edit order details, Update Status Add Notes

The screenshot shows the 'Single Order' page for Order #268. The page is titled 'Order #268 details' with a sub-header 'Payment via other'. It features three main sections: 'General', 'Billing', and 'Shipping'. The 'General' section includes 'Date created' (2018-01-31 @ 21:11), 'Status' (Completed), and 'Customer' (Guest). The 'Billing' section includes 'Cy Snowman', '1000 Arctic Circle', 'Minneapolis, MN 55111', 'Email address' (snowguy@cold.com), and 'Phone'. The 'Shipping' section includes 'Cy Snowman', '1000 Arctic Circle', and 'Minneapolis, MN 55111'. Below these sections is a table of items ordered, showing 'Woo Album #2' with a cost of \$8.41 and a total of \$9.00. A 'Refund' button is at the bottom left. On the right side, there are 'Order actions' (Choose an action..., Move to trash, Update) and 'Order notes' (Order details manually sent to customer, added on January 31, 2018 at 21:17 by onekoolkat, Order status changed from Pending payment to Completed, added on January 31, 2018 at 21:17 by onekoolkat). A note field is also present with a 'Private note' dropdown and an 'Add' button. A footer note states 'This order is no longer editable.'

Order rows have a **Preview** 'eye'.

☐ #176 Froggy Greenfield  Jan 28, 2018 Pending payment

Clicking Preview opens a Modal, containing order number, order status, billing/shipping details, items ordered, payment method, and the option to change/edit order status.

Order #176

Pending payment

**Billing details**

Froggy Greenfield  
313 Lily Pad  
Pond, TN 37027

Email  
[frogster@nomail.com](mailto:frogster@nomail.com)

Phone  
[6154445555](tel:6154445555)

Payment via  
Test Payment Method

**Shipping details**

[Froggy Greenfield](#)  
[313 Lily Pad](#)  
[Pond, TN 37027](#)

**Shipping method**  
Free Shipping

Product	Quantity	Tax	Total
Happy Ninja	1	\$0.00	\$18.00
Happy Ninja	1	\$0.00	\$35.00

**Change status:** On-hold Processing Completed [Edit order](#)

**Order Statuses** are color-coded and descriptive.

- Canceled – Grey
- Completed – Blue
- Failed – Red
- On Hold – Orange
- Pending Payment – Grey
- Processing – Green
- Refunded – Grey

## **ECommerce made easy using WooCommerce enabled Theme**

There are some themes that comes in with woocommerce plugin enabled, therefore you don't need to configure those pages in the woocommerce.

# Chapter 7

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## Uploading your WordPress to the webserver

- Export Database on your local host
- zip your wordpress files
- login to your web server
- Create a database on your webserver
  - Create a Database name
  - Create Username
  - Create Password
  - Add the Database Username to database
  - Grant all privileges
- Upload the exported database on your local host onto the phpmyadmin on the server
- Upload the wordpress zipped file on the **public\_html** on the web server
- on **public\_html** on the server extract the zipped file
- Update the wp-config.php file with the new database configuration details such as Database Name, Database User, Database Password
- on phpmyadmin select your website database and locate table\_option table look for option\_value column change the localhost url to your website url
- Clear your browser cache (CTRL SHIFT DEL)
- Enter the url of your website on the browser and click on the links on the site, if the links are breaking
  - login to the dashboard go to settings, click on permalinks and change permalinks.