



WORDPRESS

CS-16: Content Management System using WordPress

B.C.A. Semester - 3

Topic-2

Introduction, Installation & Configuration

- What is Content Management System (CMS)?
- Introduction of WordPress
- Features of WordPress
- Advantages & Disadvantages of WordPress
- Installation of WordPress.
- WordPress Directory & file structure.
- Dashboard overview
- How to add, edit and delete page, category, post, tag.
- Add new media file (image, pdf, doc etc.) & attach to post or page.
- User Roles and Capabilities.
- Setting (General, Writing, Reading, Discussion, Media, Permalinks)
- Updating WordPress
 - One-click Update
 - Manual Update
- Database Structure

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What is Content Management System (CMS)?

A content management system (CMS) is a software application or set of related programs that are used to create and manage digital content. CMS's are typically used for Enterprise Content Management (ECM) and Web Content Management (WCM).

An ECM facilitates collaboration in the workplace by integrating document management, digital asset management and records retention functionalities, and providing end users with role-based access to the organization's digital assets.

A WCM facilitates collaborative authoring for websites. ECM software often includes a WCM publishing functionality, but ECM webpages typically remain behind the organization's firewall.

Both enterprise content management and web content management systems have two components: a Content Management Application (CMA) and a Content Delivery Application (CDA). The CMA is a Graphical User Interface (GUI) that allows the user to control the creation, modification and removal of content from a website without needing to know anything about HTML. The CDA component provides the back-end services that support management and delivery of the content once it has been created in the CMA.

Features of CMS's

Features can vary amongst the various CMS offerings, but the core functions are often considered to be indexing, search and retrieval, format management, revision control and publishing.

- Intuitive indexing, search and retrieval features index all data for easy access through search functions and allow users to search by attributes such as publication dates, keywords or author.
- Format management facilitates turn scanned paper documents and legacy electronic documents into HTML or PDF documents.
- Revision features allow content to be updated and edited after initial publication. Revision control also tracks any changes made to files by individuals.
- Publishing functionality allows individuals to use a template or a set of templates approved by the organization, as well as wizards and other tools to create or modify content.

A CMS may also provide tools for one-to-one marketing. One-to-one marketing is the ability of a website to tailor its content and advertising to a user's specific characteristics using information provided by the user or gathered by the site -- for instance, a particular user's page sequence pattern. For example, if the user visited a search engine and searched for digital camera, the advertising banners would feature businesses that sell digital cameras instead of businesses that sell garden products.

Other popular features of CMS's include:

- SEO-friendly URLs
- Integrated and online help, including discussion boards
- Group-based permission systems
- Full template support and customizable templates
- Easy wizard-based install and versioning procedures
- Admin panel with multiple language support
- Content hierarchy with unlimited depth and size
- Minimal server requirements
- Integrated file managers
- Integrated audit logs

Choosing a CMS

There is almost no limit to the factors that must be considered before an organization decides to invest in a CMS. There are a few basic functionalities to always look for, such as an easy-to-use editor interface and intelligent search capabilities. However, for some organizations, the software they use depends on certain requirements.

For example, consider the organization's size and geographic dispersion. The CMS administrator must know how many people will be utilizing the application, whether the CMS will require Multilanguage support and what size support team will be needed to maintain operations. It's also important to consider the level of control both administrators and end users will have when using the CMS. The diversity of the electronic data forms used within an organization must also be considered. All types of digital content should be indexed easily.

CMS software vendors

There is a huge number of both free and subscription-based CMS offerings available for personal and enterprise use. The following are just a few examples of CMS platform providers:

- ☐ SharePoint: A collection of cloud- and web-based technologies that makes it easy to store, share and manage digital information within an organization.
- ☐ Documentum: Provides tools for storing and retrieving content rapidly, and is known for its fine-grained access control.
- ☐ M-Files: Uses a meta-tag-based approach to managing electronic documents.
- ☐ Joomla: A free and open source WCMS built on an MVC framework. Joomla is written in PHP and offers features such as caching, RSS feeds, blogs, search and support for language internationalization.
- ☐ WordPress: Another free and open source WCMS based on PHP and MySQL. WordPress can be utilized as part of an internet hosting service (WordPress.com), or it can be deployed on a local computer to act as its own web server (WordPress.org). It is immensely popular amongst the blogging community.
- ☐ DNN: Provides marketers with the content management tools they need to easily access all of their digital assets regardless of where they are stored, publish content to any online channel, personalize it to each visitor and measure its effectiveness.
- ☐ Oracle WebCenter: Oracle's portfolio of user engagement applications built on their own development framework and offered at a per-CPU licensing cost. Three main products make up the suite: Oracle WebCenter Content, Oracle WebCenter Sites and Oracle WebCenter Portal. One of Oracle's major features is that content can be centrally managed in one location and shared across multiple applications.
- ☐ Pulse CMS: A proprietary software option designed for small websites that enables a web developer to add content to an existing site and manage it easily and quickly. It does not require a database. It uses Apache with PHP 5 and offers user support for paying customers.
- ☐ TERMINALFOUR: This Company's flagship product, Site Manager, is a proprietary software-based CMS that offers extensive multi-platform support. While the on-premises license can be costly, past updates have been reviewed favorably and it supports a broad user community platform for the exchange of ideas and peer-to-peer help.
- ☐ OpenText: OpenText's ECM Suite and Web Experience Management are aimed at the enterprise and are available both on premises and through the cloud. OpenText specializes in the management of large volumes of content, compliance with regulatory requirements, and mobile and online content management for enterprise use.
- ☐ Backdrop CMS: A free and open source CMS that is part of the Drupal project and focused on providing affordable CMS for small and medium-sized organizations. On its own, Backdrop offers just the most basic web content management features, but it can be extended with the help of the various modules available.

WordPress is an open source Content Management System (CMS), which allows the users to build dynamic websites and blogs. WordPress is the most popular blogging system on the web and allows updating, customizing and managing the website from its back-end CMS and components.

What is Content Management System (CMS)?

The Content Management System (CMS) is a software which stores all the data such as text, photos, music, documents, etc. and is made available on your website. It helps in editing, publishing and modifying the content of the website.

WordPress was initially released on 27th May, 2003 by Matt Mullenweg and Mike Little. WordPress was announced as open source in October 2009.

Features

- ✚ User Management: It allows managing the user information such as changing the role of the users to (subscriber, contributor, author, editor or administrator), create or delete the user, change the password and user information. The main role of the user manager is Authentication.
- ✚ Media Management: It is the tool for managing the media files and folder, in which you can easily upload, organize and manage the media files on your website.
- ✚ Theme System: It allows modifying the site view and functionality. It includes images, style sheet, template files and custom pages.
- ✚ Extend with Plugins: Several plugins are available which provides custom functions and features according to the users need.
- ✚ Search Engine Optimization: It provides several search engine optimization (SEO) tools which makes on-site SEO simple.
- ✚ Multilingual: It allows translating the entire content into the language preferred by the user.
- ✚ Importers: It allows importing data in the form of posts. It imports custom files, comments, post pages and tags.

Advantages

- It is an open source platform and available for free.
- CSS files can be modified according to the design as per users need.
- There are many plugins and templates available for free. Users can customize the various plugins as per their need.
- It is very easy to edit the content as it uses WYSIWYG editor (What You See Is What You Get is a user interface that allows the user to directly manipulate the layout of document without having a layout command).
- Media files can be uploaded easily and quickly.
- It offers several SEO tools which makes on-site SEO simple.
- Customization is easy according to the user's needs.
- It allows creating different roles for users for website such as admin, author, editor and contributor.

Disadvantages

- Using several plugins can make the website heavy to load and run.
- PHP knowledge is required to make modifications or changes in the WordPress website.

- Sometimes software needs to be updated to keep the WordPress up-to-date with the current browsers and mobile devices. Updating WordPress version leads to loss of data, so a backup copy of the website is required.
- Modifying and formatting the graphic images and tables is difficult.

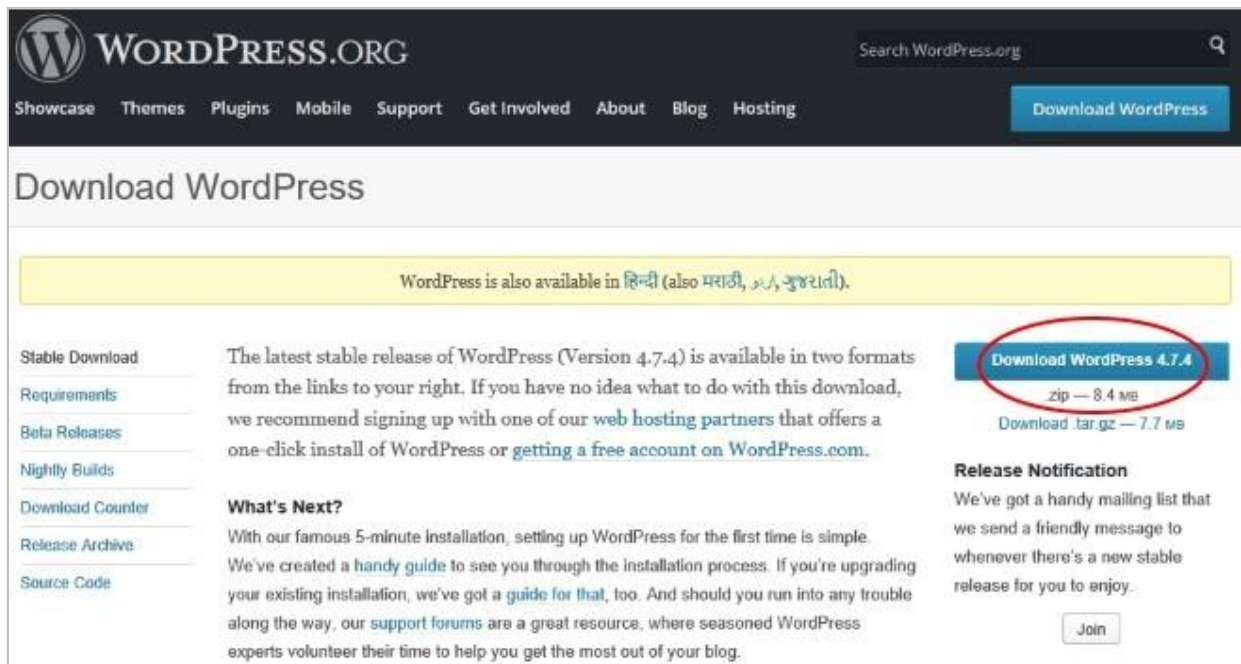
WordPress – Installation

System Requirements for WordPress

- ☐ Database: MySQL 5.0 +
- ☐ Web Server
 - o WAMP (Windows)
 - o LAMP (Linux)
 - o XAMP (Multi-platform)
 - o MAMP (Macintosh)
- ☐ Operating System: Cross-platform
- ☐ Browser Support: IE (Internet Explorer 8+), Firefox, Google chrome, Safari, Opera
- ☐ PHP Compatibility: PHP5.2+

Download WordPress

When you open the link <https://wordpress.org/download/>, you will get to see a screen as the following snapshot –



Create Store Database

- ☐ WordPress requires MySQL database. So create a new empty database with user/password (for example, user as "root" and password as "root" or else you can set as per your convenience).
- ☐ Then, you can continue with the installation process as discussed further.

Set Up Wizard

It's very easy to set up WordPress into your system. The following steps describe how to set up WordPress locally on your system.

Step (1) – Extract the downloaded WordPress zip file (inside the WAMP, XAMP, etc...) and / or upload it into your web server or localhost.

Step (2) – Open your browser and navigate to your WordPress file path, then you will get the first screen of the WordPress installer as shown in the following screen. In our case, the path is localhost/<Your_wordpress_folder >.



Select your language for the WordPress and click on Continue.

Step (3) – In this step, you can view the information needed for the database before proceeding with WordPress installation.



Click on Let's go!

Step (4) – Here, you have to enter the information about the MySQL database as described in the following screen.



Below you should enter your database connection details. If you're not sure about these, contact your host.

Database Name	<input type="text" value="wptest"/>	The name of the database you want to use with WordPress.
Username	<input type="text" value="wproot"/>	Your database username.
Password	<input type="text" value="wproot"/>	Your database password.
Database Host	<input type="text" value="localhost"/>	You should be able to get this info from your web host, if localhost doesn't work.
Table Prefix	<input type="text" value="wp_"/>	If you want to run multiple WordPress installations in a single database, change this.
<input type="button" value="Submit"/>		

- Database Name – Enter the database name which you have created in MySQL database for WordPress.
- Username – Enter the user name of your MySQL database.
- Password – Enter the password which you had set for MySQL database.
- Database Host – Write the host name, by default it will be localhost.
- Table Prefix – It is used to add prefix in the database tables which helps to run multiple sites on the same database. It takes the default value.

After filling all information, click on Submit button.

Step (5) – WordPress checks the database setting and gives you the confirmation screen as shown in the following snapshot.



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...

Click on Run the install

Step (6) – Enter administrative information.



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.

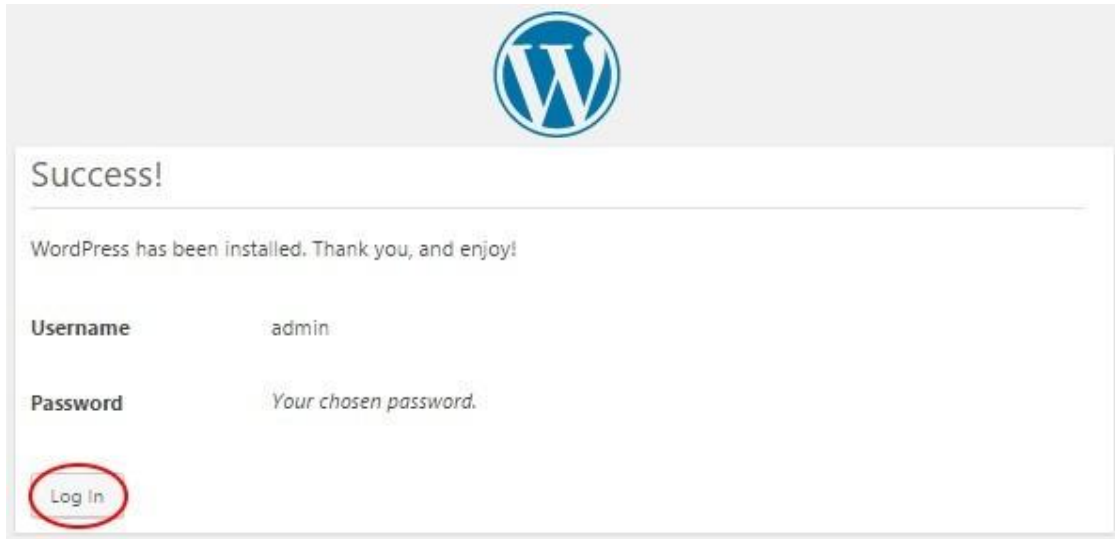
Search Engine Visibility ☒ Discourage search engines from indexing this site
It is up to search engines to honor this request.

It contains the following fields –

- Site Title – Enter the name of the site which you are going to create in WordPress.
- Username – Enter the username as per your choice while logging in the WordPress.
- Password – Enter the strong password to protect your site.
- Your E-mail – Enter your e-mail address which helps to recover the password or any update.
- Privacy – It allows the search engine to index this site after checking the checkbox.

After filling all the information, click on the Install WordPress button.

Step (7) – After installation being successful, you will get a screen of the stating success as seen in the following screen.



You can view your username and password detail added in WordPress.

Click on Log In button.

Step (8) – After clicking on login, you will get a WordPress Admin Panel as depicted in the following screen.

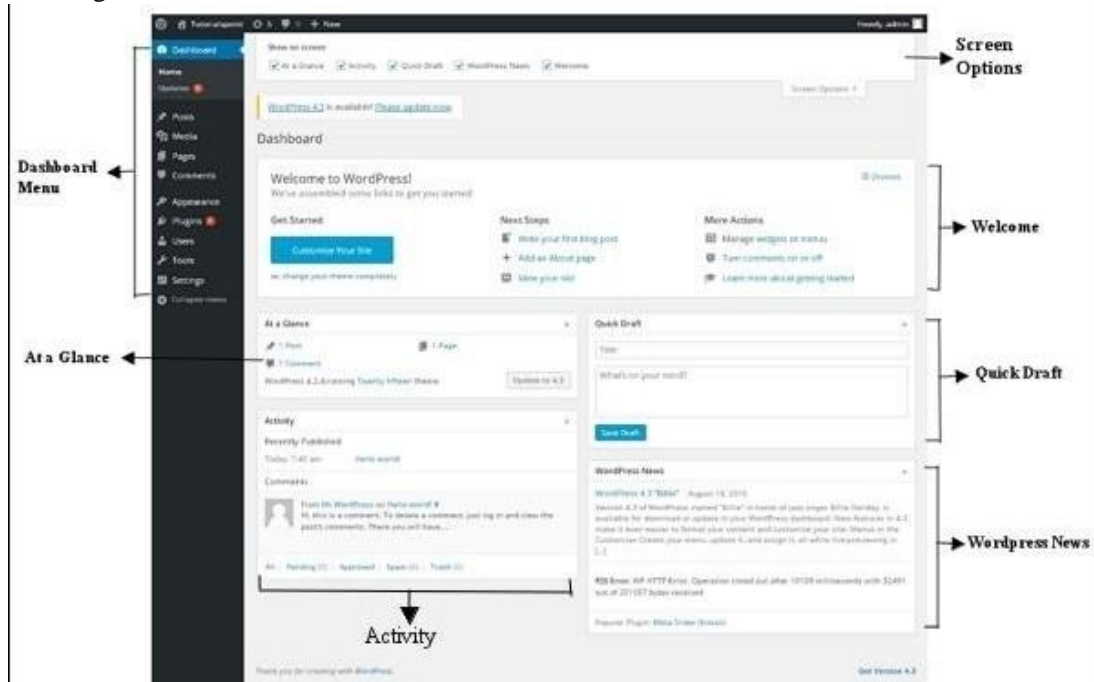


Enter the username and password which you had mentioned during installation as shown in step 6 and click on the Log In button.

WordPress – Dashboard

The WordPress Dashboard is a first screen which will be seen when you log into the administration area of your blog which will display the overview of the website. It is a collection of gadgets that provide information and provide an overview of what's happening with your blog. You can customize your needs by using some quick links such as writing quick draft, replying to latest comment, etc.

Dashboard can be categorized as shown in the following snapshot. Each of these categories are discussed in the following sections –



Dashboard Menu

The WordPress Dashboard provides navigation menu that contains some menu options such as posts, media library, pages, comments, appearance options, plugins, users, tools and settings on the left side.

Screen Options

The dashboard contains different types of widgets which can be shown or hidden on some screens. It contains check boxes to show or hide screen options and also allows us to customize sections on the admin screen.

Welcome

It includes the Customize Your Site button which allows customizing your WordPress theme. The center column provides some of the useful links such as creating a blog post, creating a page and view the front end of your website. Last column contains links to widgets, menus, settings related to comments and also a link to the First Steps with WordPress page in the WordPress codex.

Quick Draft

The Quick Draft is a mini post editor which allows writing, saving and publishing a post from admin dashboard. It includes the title for the draft, some notes about the draft and save it as a Draft.

WordPress News

The WordPress News widget displays the latest news such as latest software version, updates, alerts, news regarding the software etc. from the official WordPress blog.

Activity

The Activity widget includes latest comments on your blog, recent posts and recently published posts. It allows you to approve, disapprove, reply, edit, or delete a comment. It also allows you to move a comment to spam.

At a Glance

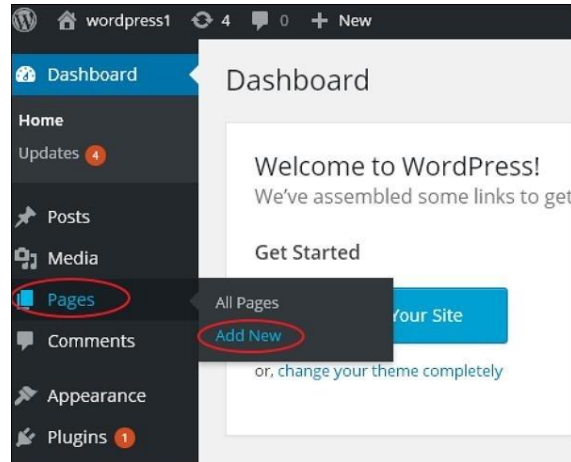
This section gives an overview of your blog's posts, number of published posts and pages, and number of comments. When you click on these links, you will be taken to the respective screen. It displays the current version of running WordPress along with the currently running theme on the site.

WordPress - AddPages

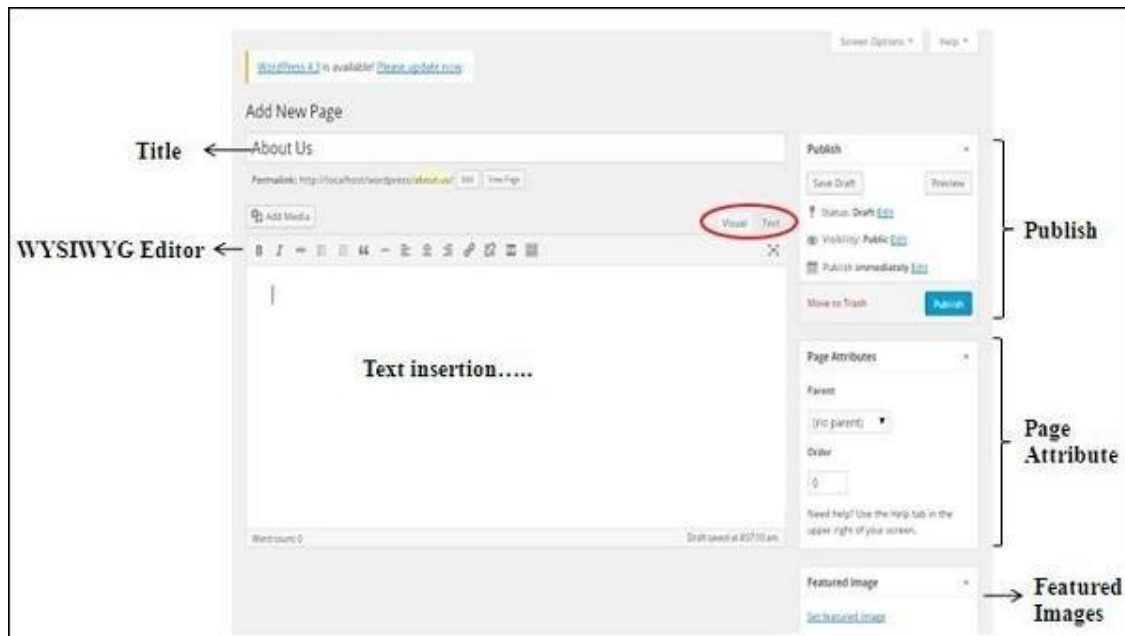
Adding pages is similar to adding posts in WordPress. Pages are static content and often do not change its displayed information.

Following are the simple steps to add pages in WordPress.

Step (1) – Click on Pages → Add New as shown in the following screenshot.



Step (2) – You will get the editor page as seen in the following screenshot. The editor page has two tabs, Visual and Text. You can insert text in either of these. Here, we'll study about inserting text into Visual format.

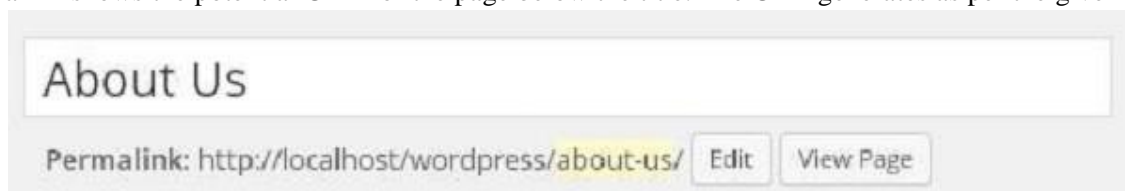


Following are the details of the fields on editor page of the Add New Page.

Title

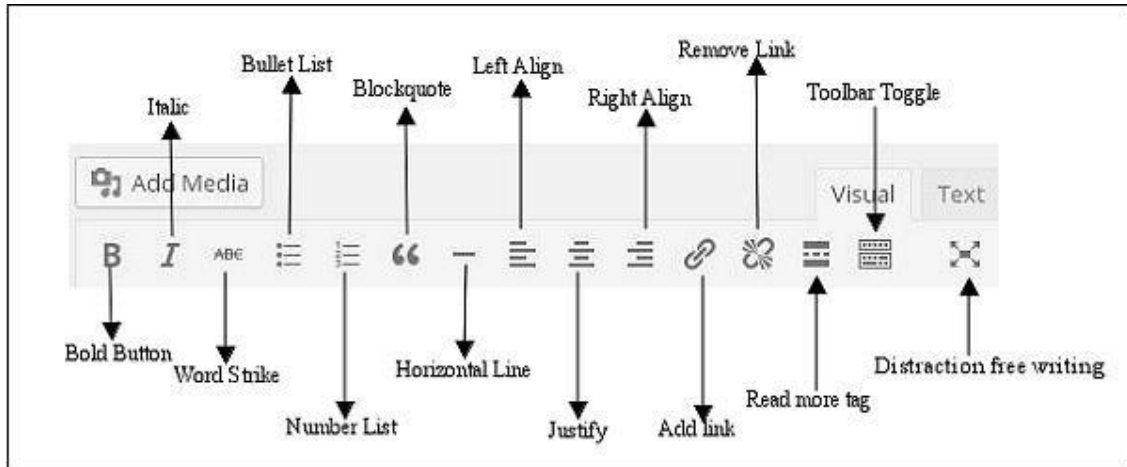
It is used to write the title of the article, which is later displayed on the page.

Permalink shows the potential URL for the page below the title. The URL generates as per the given title.



WYSIWYG Editor

It is a WYSIWYG Editor, which is similar to a word processor interface where you can edit the contents of the article.



Following are the options present of WYSIWYG editor –

- ❑ Bold Button – Used to bold your font.
- ❑ Italic – Used to italicize the font.
- ❑ Word Strike – Strikes through the content.
- ❑ Bullet List – Adds bullets to content.
- ❑ Number List – Adds numbers to the list of the content.
- ❑ Blockquote – Quotes the text.
- ❑ Horizontal Line – Creates a horizontal line between sentences.
- ❑ Left Align – Sets the content on the left side of the page.
- ❑ Right Align – Sets the content to the right side of the page.
- ❑ Justify – Justifies the content of the page.
- ❑ Add Link – Adds a link to your content. When you click on this button, the following page gets displayed.

Insert/edit link

Enter the destination URL

URL

Link Text

☐ Open link in a new window/tab

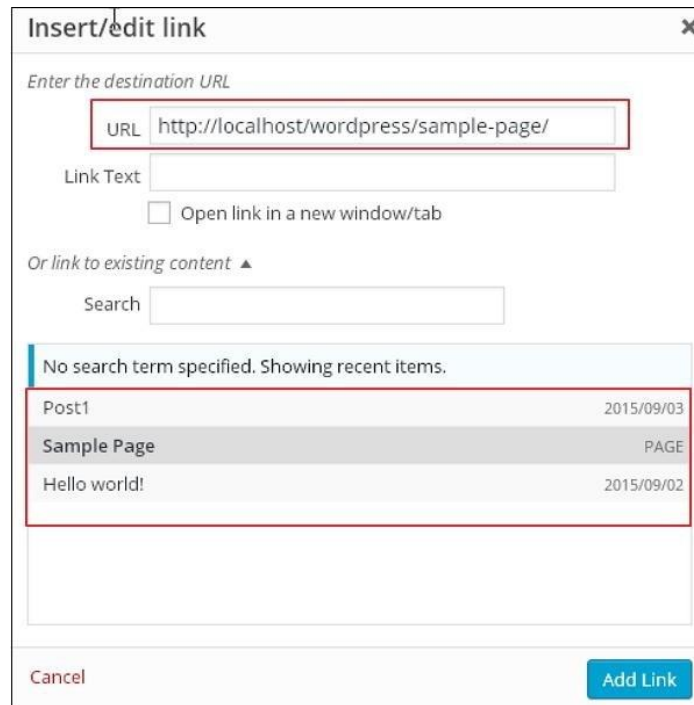
Or link to existing content ▼

Cancel

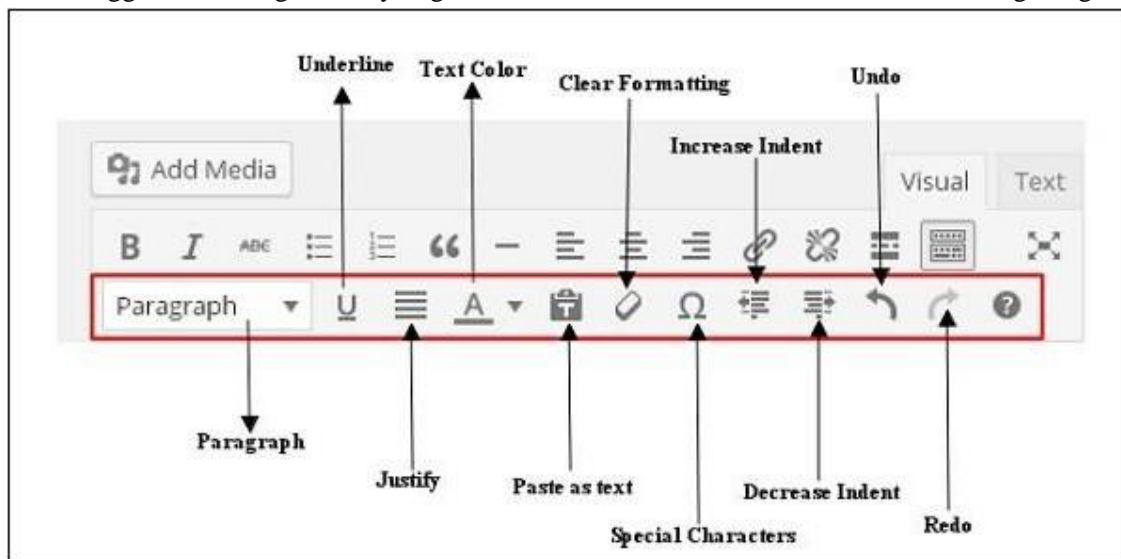
Add Link

Following are the fields present in the Insert/edit link.

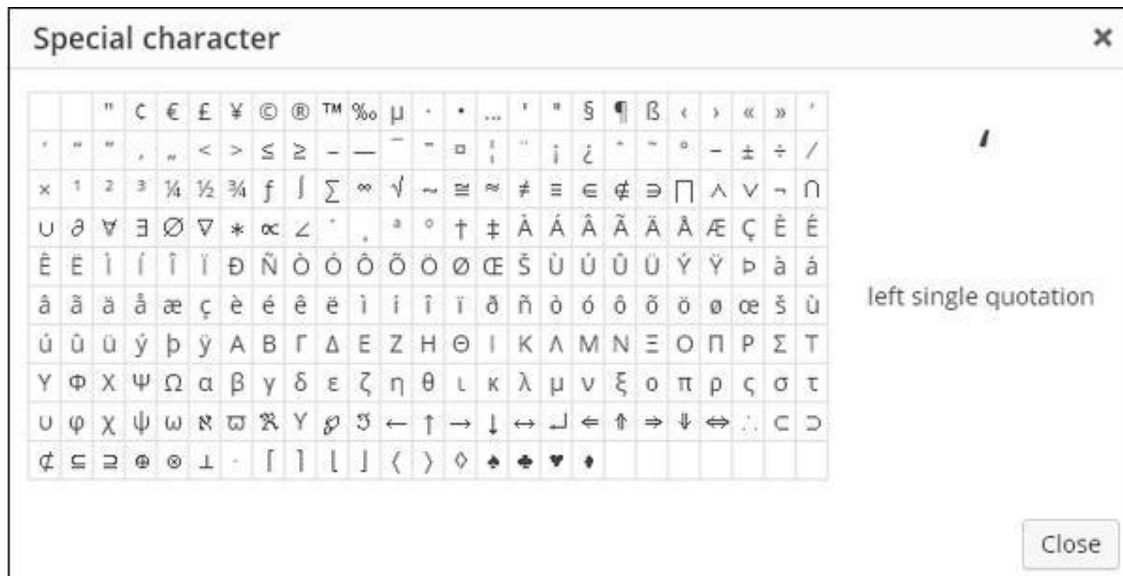
- ❑ URL – Enter URL you want to link.
- ❑ Link text – Insert text you want to enter into the link.
- ❑ Open link in a new window/tab – Open your link page into the new tab or window. Check the box as required.
- ❑ Or link to existing account – Links to an existing content page by selecting the page from the given list. When you click on existing page then you get a link created in the URL section as seen in the following screenshot.



- Remove Link – Deletes the particular link added for text or content.
- Read more tag – Adds Read More tag to your page.
- Toolbar toggle – Clicking on this you get another list of toolbar as shown in the following image.



- Paragraph – Selects the headings as required for the text from the dropdown.
- Underline – Underlines the sentences.
- Justify – Justifies your content.
- Text Color – Sets color for words or sentences.
- Paste as Text – Pastes your text.
- Clear Formatting – Deletes selected content.
- Special character – Inserts special characters needed in your content.



- Increase Indent – Increases the indent of the page.
- Decrease Indent – Decreases the indent of the page.
- Undo – Reverses the most recent editing command.
- Redo – Opposite of undo, restores the most recent editing command.

Text Insertion

For writing the content of an article.

Publish

To publish the page to the user on the website.

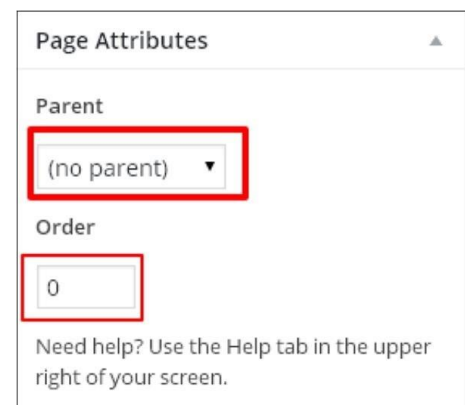
Page Attribute

Page attributes module allows you to select the parents for your particular page. You can also set order of the pages.

- Parent – Allows you to select parent page.
- Order – Sets the order of the page.

Featured Images

Includes the images in the pages.

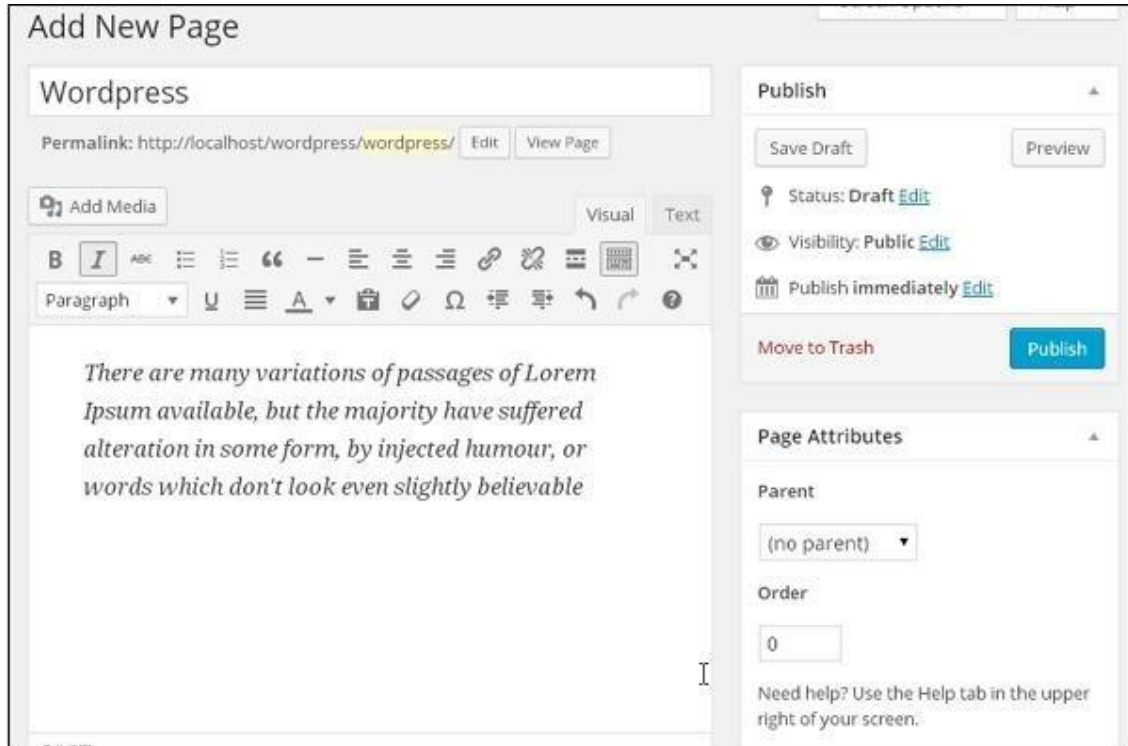


WordPress - Publish Pages

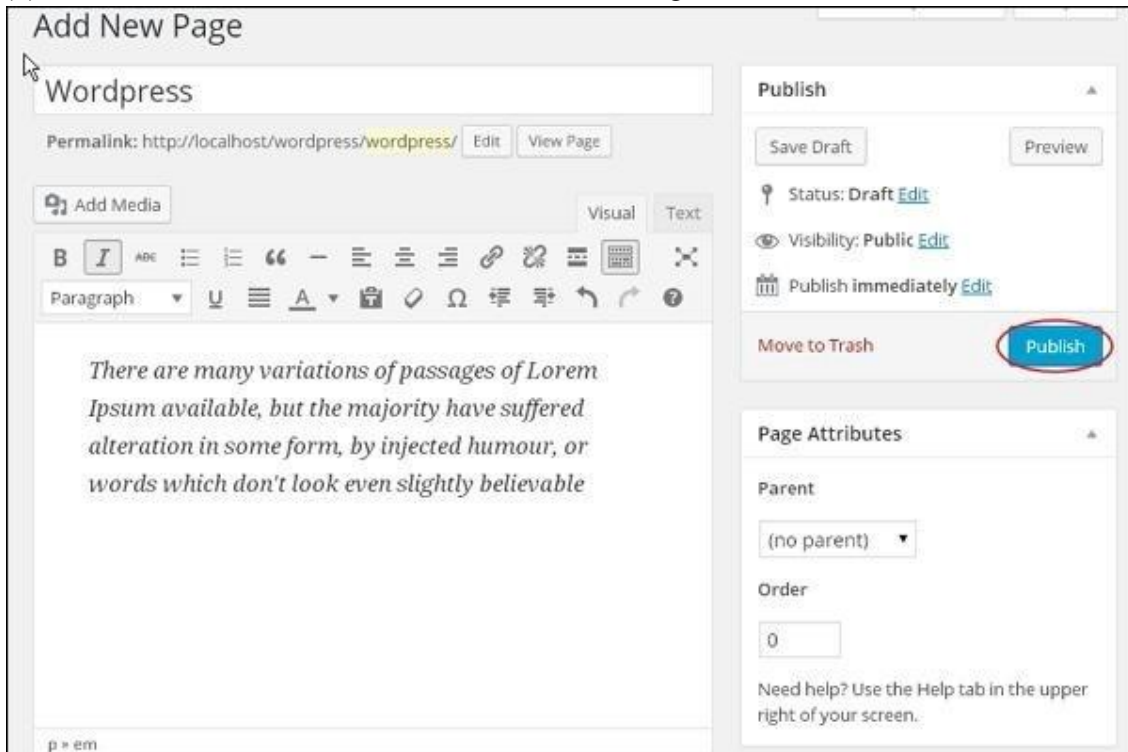
The command, “Publish” is used to make the pages available to all users wherein each user can view that particular page. Publishing a new page in WordPress is an easy process.

Following are the steps to Publish Pages in WordPress.

Step (1) – You will get the editor as shown in the following screenshot. You can use the WordPress WYSIWYG editor to add the actual content of your page.



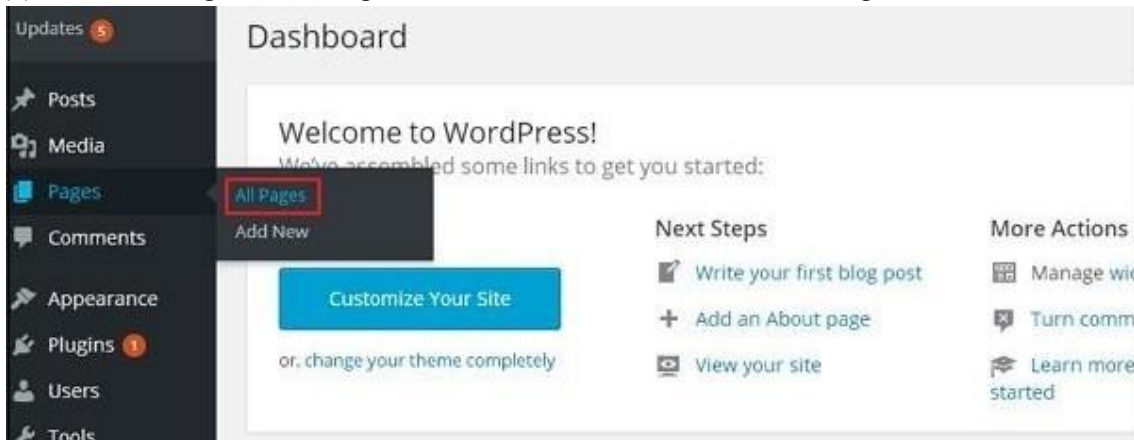
Step (2) – Click on Publish button as shown in the following screen.



After clicking on publish, your posts get published for the user to view it.

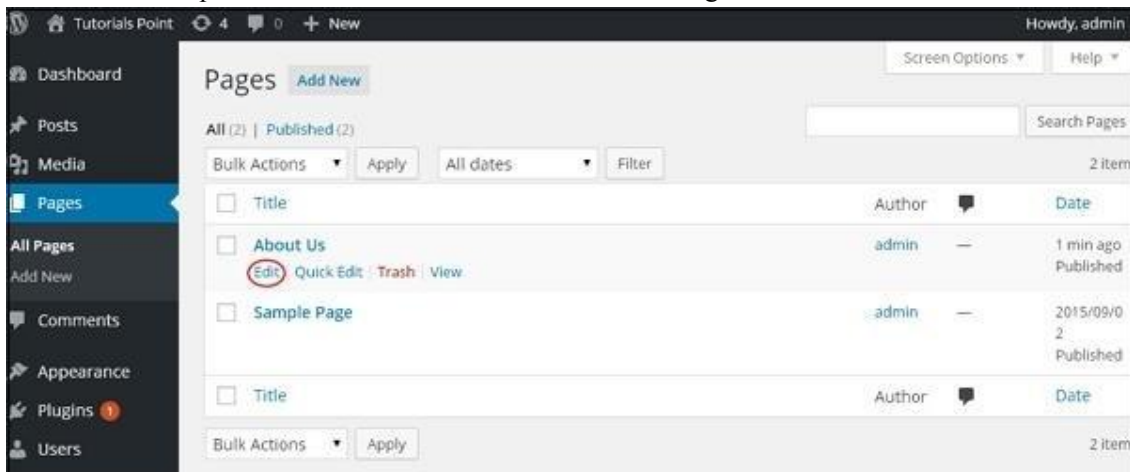
WordPress - Edit Pages

Step (1) – Click on Pages → All Pages in WordPress as shown in the following screen.

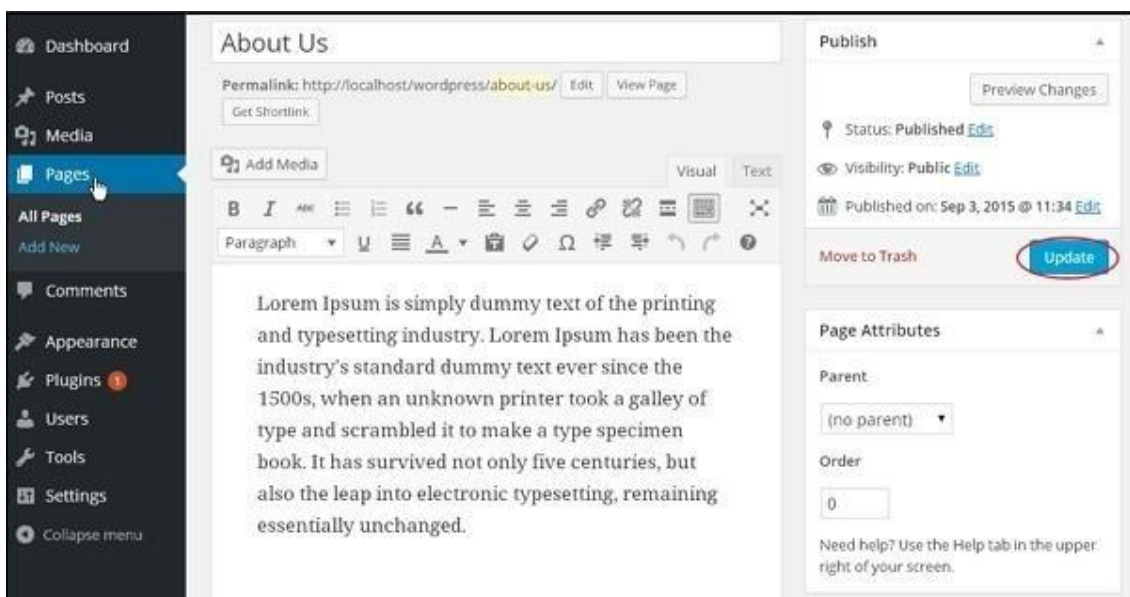


Step (2) – You can view About Us (About Us was created in the chapter WordPress - Add Pages). When the cursor hovers on the pages, then few options get displayed below About Us. There are two ways to edit the Post, i.e., Edit and Quick Edit.

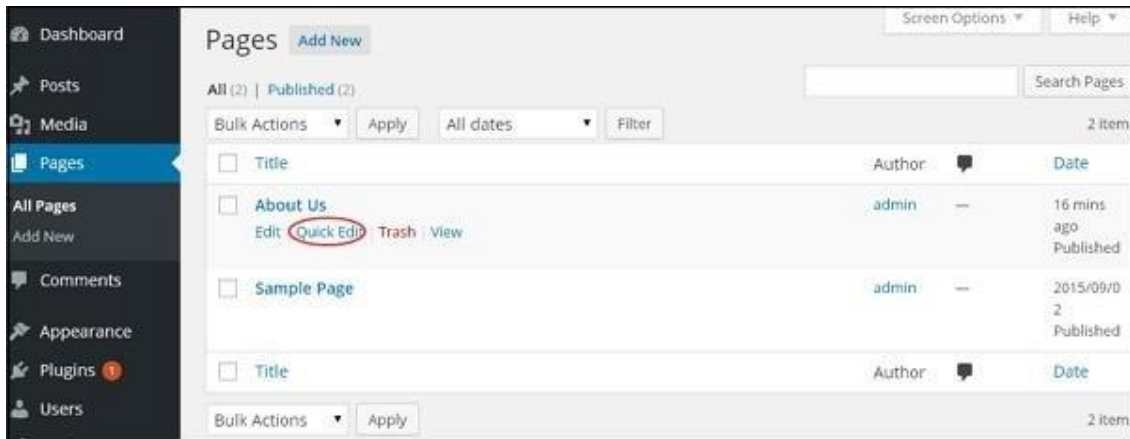
Edit – Click on Edit option in About Us as shown in the following screenshot.



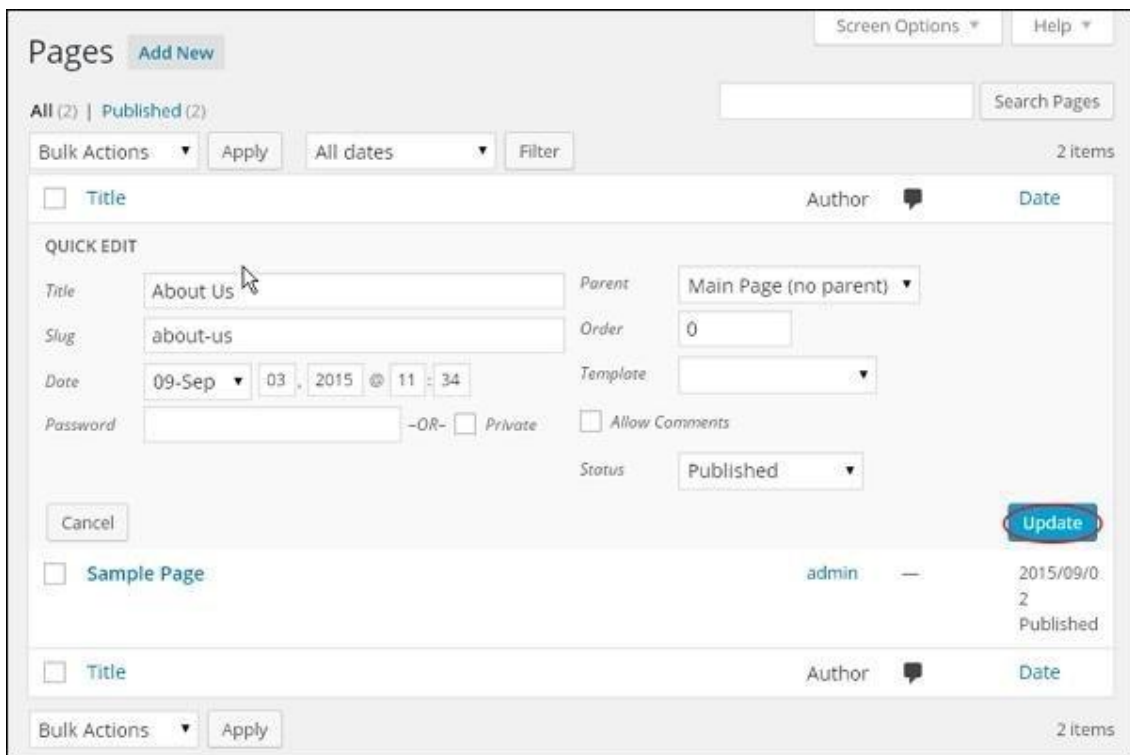
You can edit or change the content or title from the page as per your need, and then click on Update button as shown in the following screen.



Quick Edit – Click on Quick Edit option in About Us as shown in the following screen.



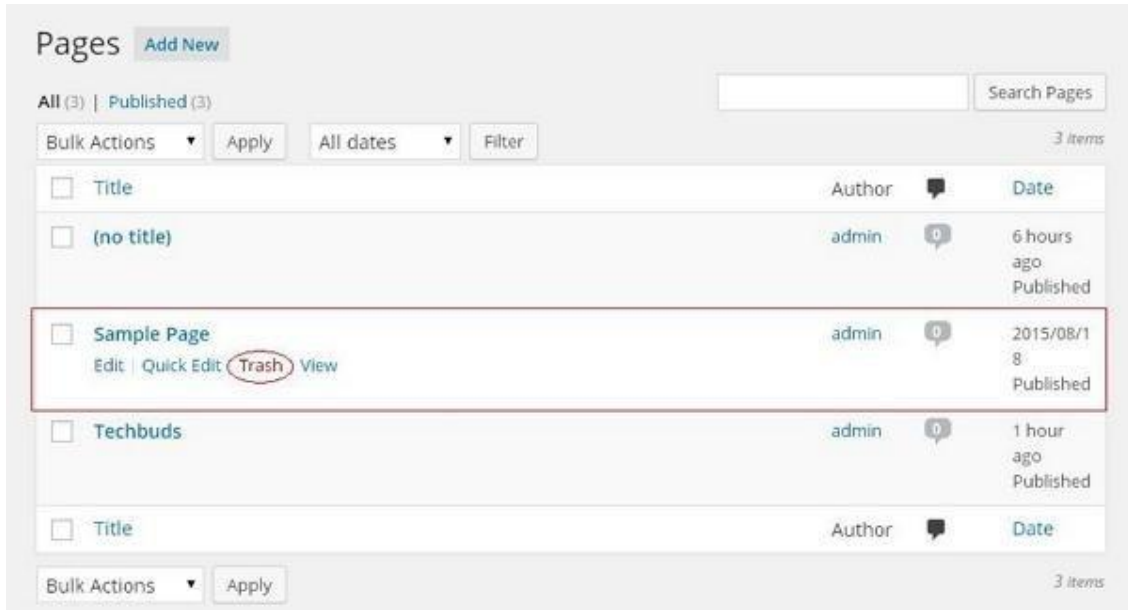
You can edit the Title, Slug and date of the About Us page and can also select the parent for your page as shown in the following shot and then click on Update button.



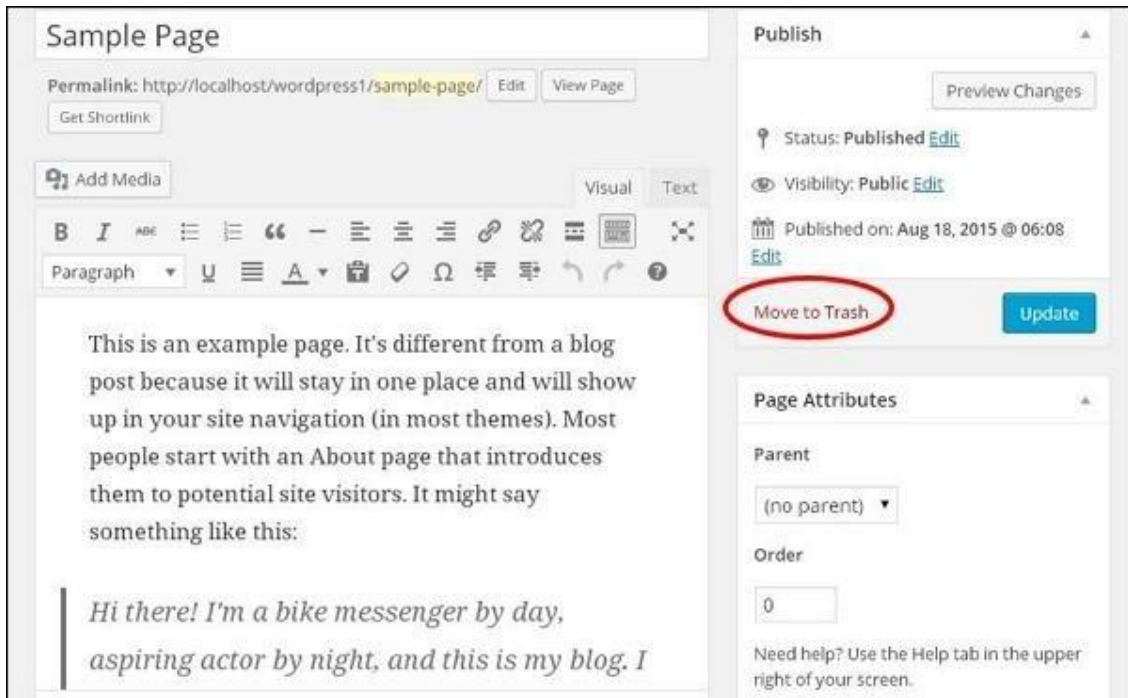
WordPress - Delete Pages

Following are the steps to Delete pages in WordPress.

Step (1) – You can delete Sample Page (Sample Page is created by default in WordPress). When the cursor hovers on the pages, then a few options gets displayed below the Sample Page. Click on Trash option to delete the post.



Or alternatively you can also delete your page directly while editing or adding page by clicking on the Move to Trash button as shown in the following screen.



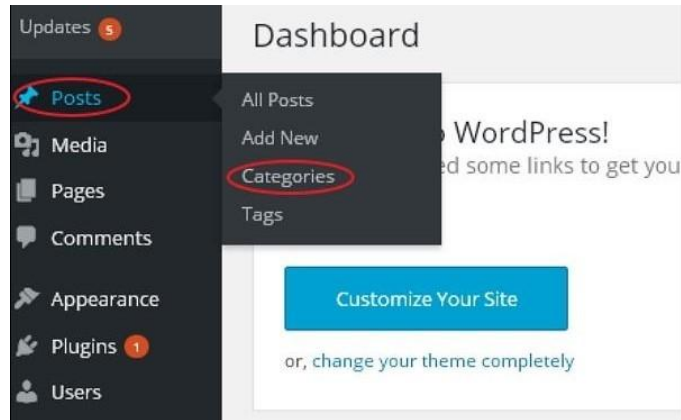
Step (2) – To confirm that you have deleted the page, view your page list.

WordPress - AddCategory

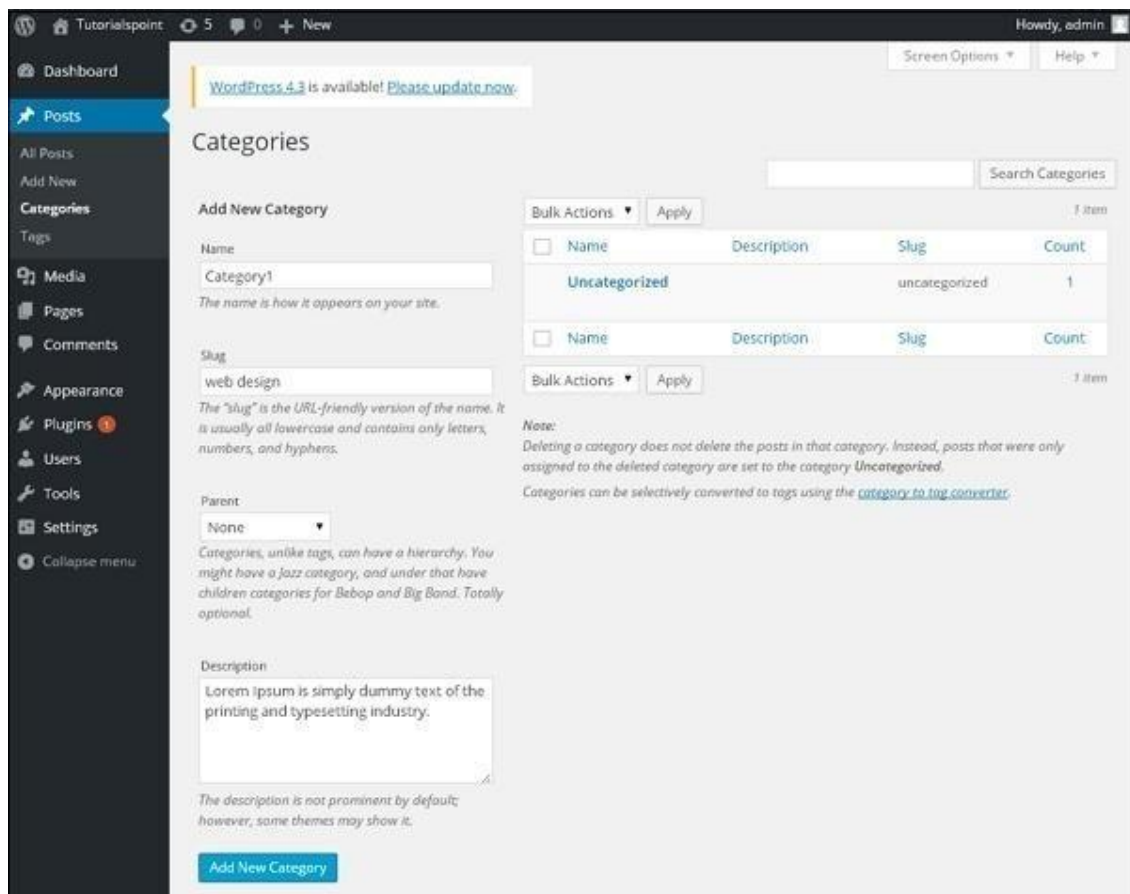
Category is used to indicate sections of your site and group related posts. It sorts the group content into different sections. It is a very convenient way to organize the posts.

To access the Category section, follows the mentioned steps –

Step (1) – Click on Posts → Categories option in WordPress.



Step (2) – The Categories page is displayed as shown in the following screenshot.



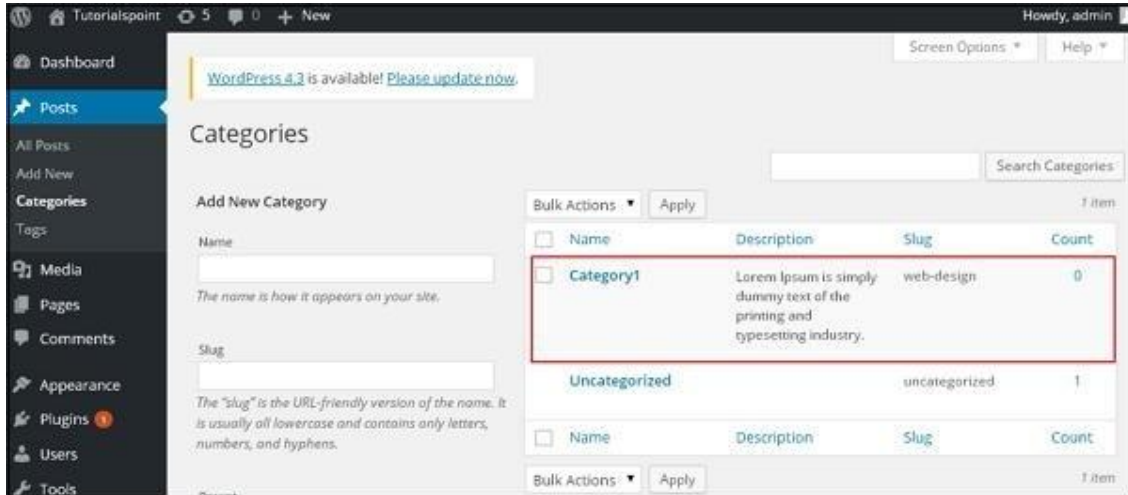
Following are the details of the fields on Categories.

- Name – Enter the unique name of categories.
- Slug – A word chosen to describe your post. It is specified in the tags URL.

- Parent – By selecting the parent category from dropdown, you can set the particular category as sub-category or can keep it as None.
- Description – Add brief description of your category. It is optional.

Step (3) – After filling all the information about Categories, click on Add New Category button.

Step (4) – After clicking on Add New Category, the new created category will get displayed on the right side of the page as shown in the following screen.

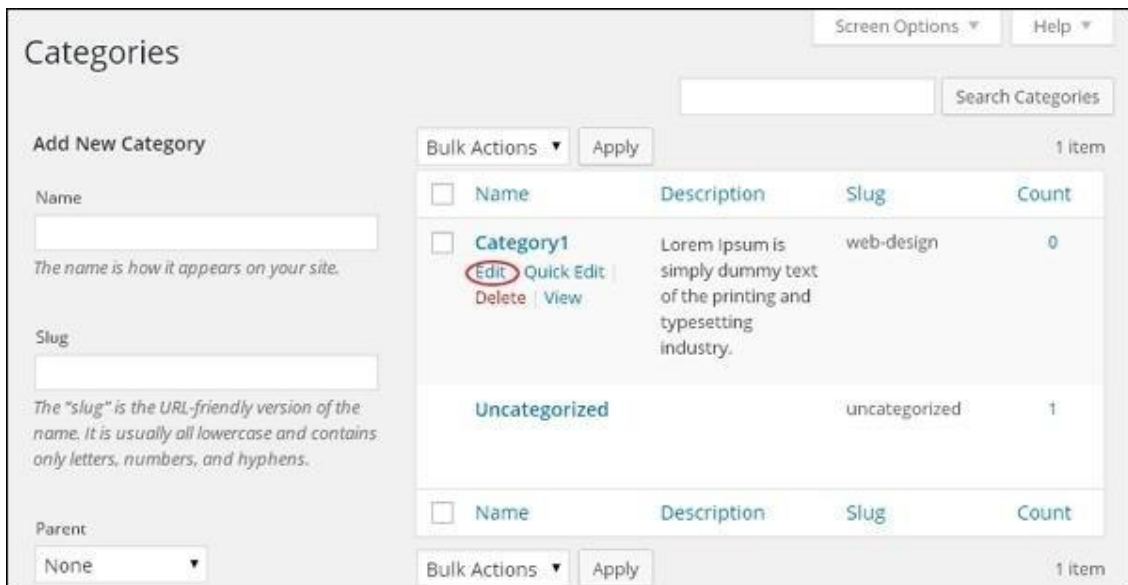


WordPress - EditCategory

Following are the simple steps to edit categories in WordPress.

Step (1) – You can view Category1 (Category1 was created in the chapter WordPress - Add Category). When the cursor hovers on the Categories, then a few options get displayed below the Category name. There are two ways to edit the categories i.e. Edit and Quick Edit

Edit – Click on Edit option in Categories section as seen in the following screenshot.



You can edit any of the required field, and then click Update button as shown in the following screen.

Screen Options ▾

Edit Category

Name

The name is how it appears on your site.

Slug

The "slug" is the URL-friendly version of the name. It is usually all lowercase and contains only letters, numbers, and hyphens.

Parent

None ▾

Categories, unlike tags, can have a hierarchy. You might have a Jazz category, and under that have children categories for Bebop and Big Band. Totally optional.

Description

Lorem ipsum is simply dummy text of the printing and typesetting industry.

The description is not prominent by default; however, some themes may show it.

Update

Category fields are same from the chapter WordPress - Add Category.

Quick Edit – Click on Quick Edit option in Categories section as shown in the following screen.

Screen Options ▾

Help ▾

Categories

Add New Category

Name

The name is how it appears on your site.

Slug

The "slug" is the URL-friendly version of the name. It is usually all lowercase and contains only letters, numbers, and hyphens.

Parent

None ▾

Bulk Actions ▾

Apply

1 item

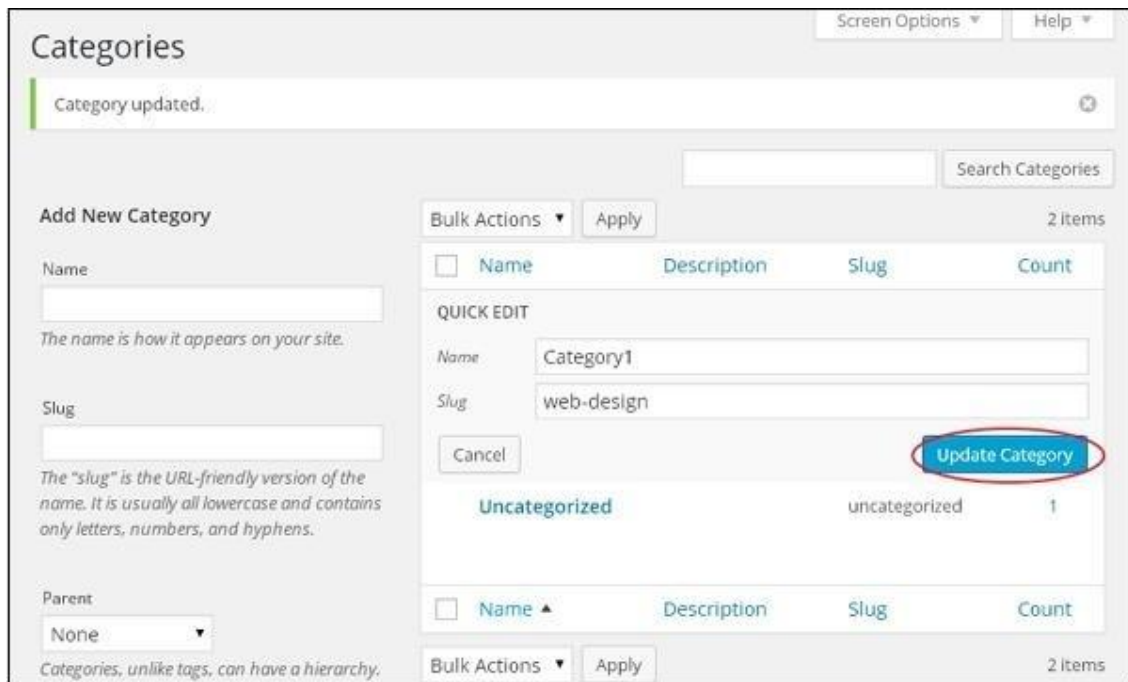
<input type="checkbox"/>	Name	Description	Slug	Count	
<input type="checkbox"/>	Category1	<div> <div>Edit</div> <div>Quick Edit</div> <div>Delete</div> <div>View</div> </div>	<div> <div>Simply dummy text of the printing and typesetting industry.</div> </div>	web-design	0
	Uncategorized		uncategorized	1	

Bulk Actions ▾

Apply

1 item

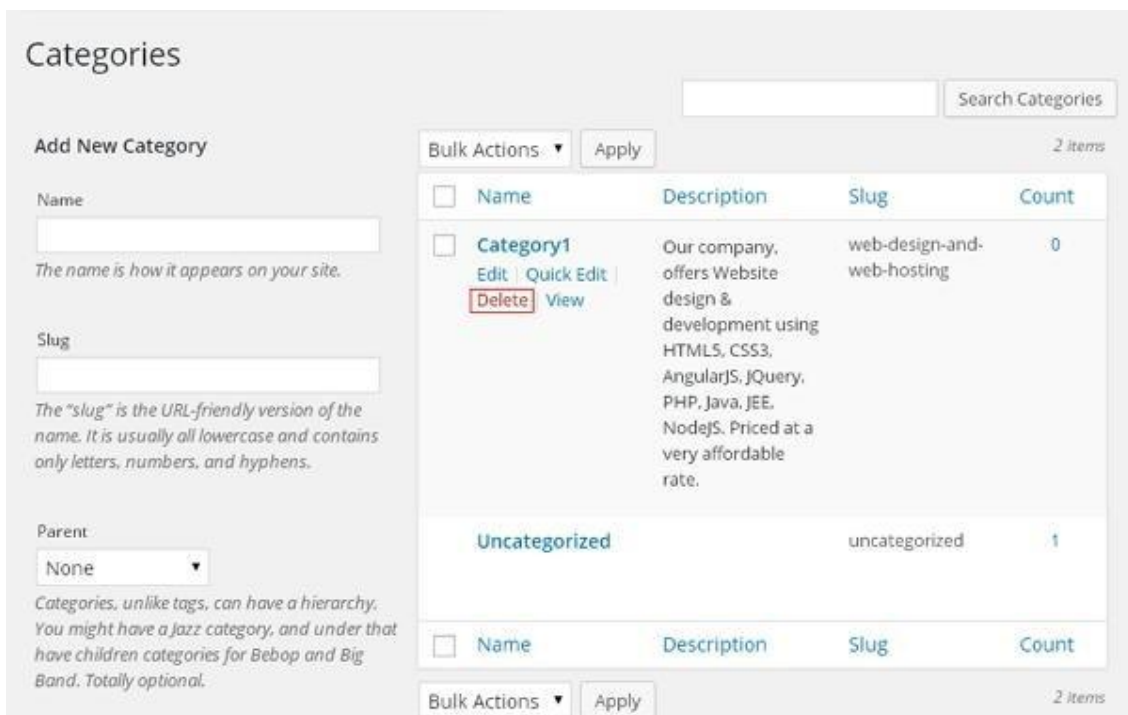
Here, you can only edit the Name and Slug of the category as seen in the following screen and then finally click on Update Category button.



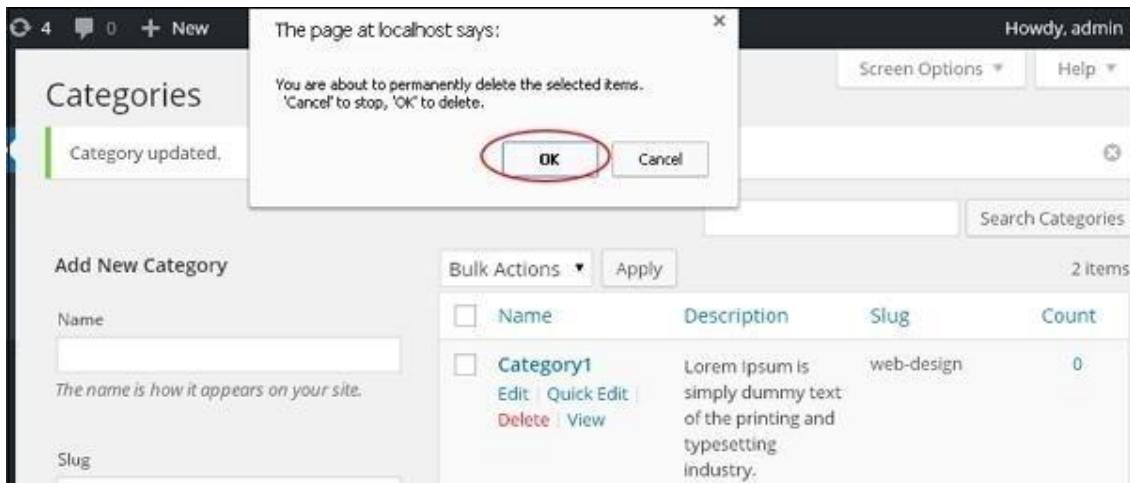
WordPress - DeleteCategory

Following are the simple steps to delete categories in WordPress.

Step (1) – You can delete Category1 (Category1 was created in the chapter Wordpress - Add Category). When the cursor hovers on the Categories, a few options get displayed below the Category name. Click on Delete button as shown in the following screen.



When you click on delete, you will get a pop message asking for confirmation to delete the particular category as shown in the following screenshot.

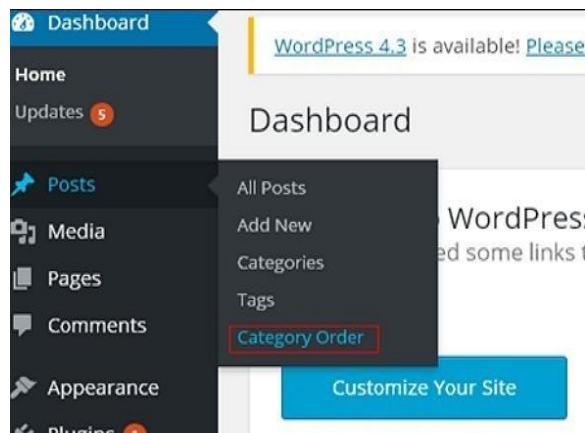


You can click on OK button and delete the category permanently.

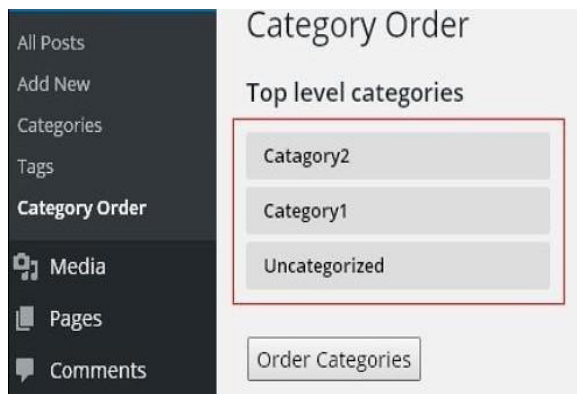
WordPress - Arrange Categories

You can't arrange categories directly in WordPress. Hence, you will need to install Category Order plugin to arrange the created categories in a particular way.

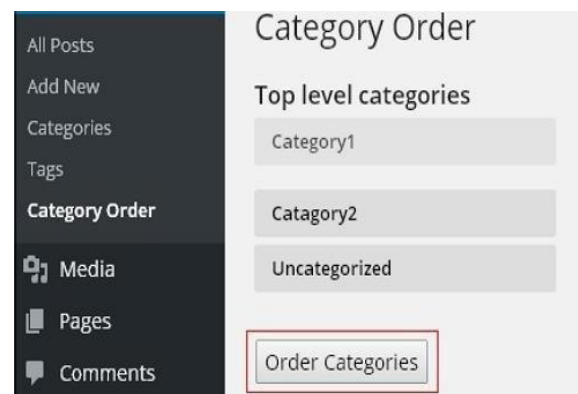
Step (1) – Click on Posts → Category Order in WordPress. The Category Order menu displays after adding the Category Order plugin. You can study how to install plugins in the chapter Install Plugins.



Step (2) – In the following screen, you can see that the create categories section are not in order.



Step (3) – Now, you can rearrange your categories by just dragging the categories as per your choice. Click on Order categories button to save the ordered categories.



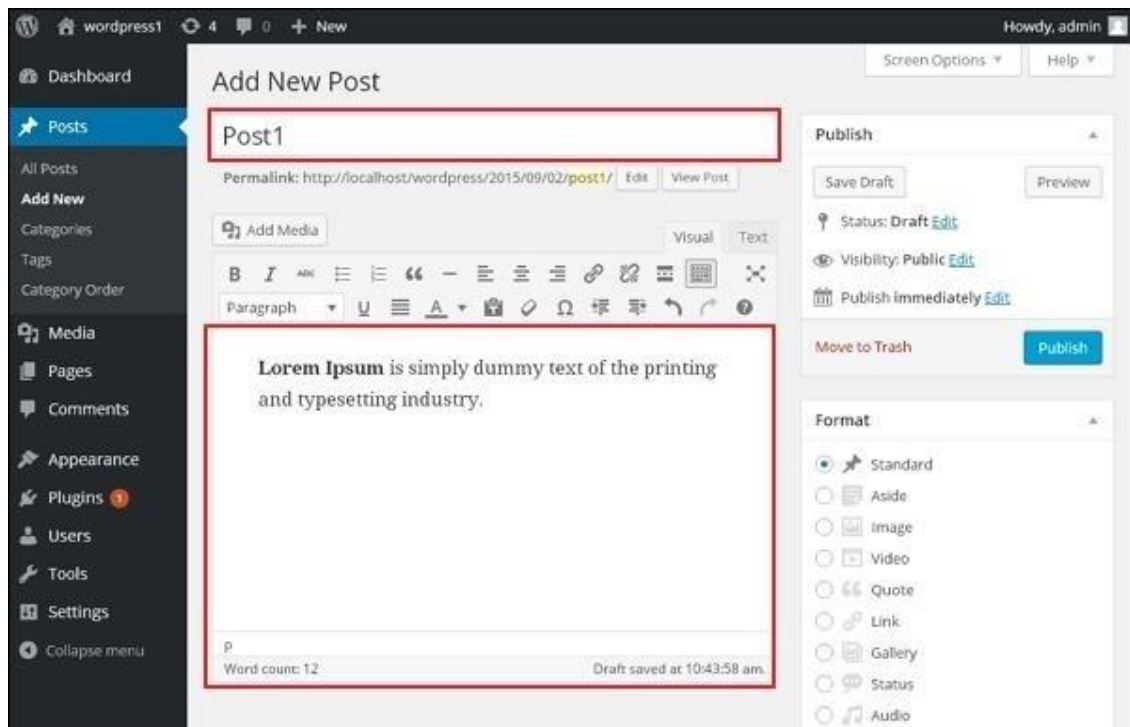
WordPress - Add Posts

Posts are also known as articles and sometimes referred as blogs or blog posts. These are used to popularize your blogs.

Following are the simple steps to Add Posts in WordPress.

Step (1) – Click on Posts → Add New in WordPress.

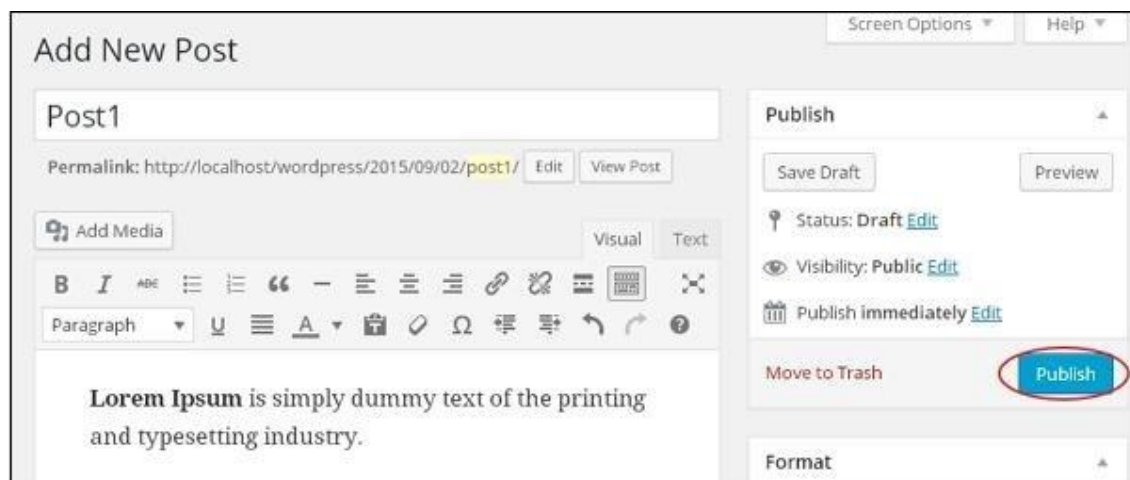
Step (2) – You will get the editor page of the Post as shown in the following screen. You can use the WordPress WYSIWYG editor to add the actual content of your post. We will study in detail about WYSIWYG editor in the chapter WordPress - Add Pages.



Following are the fields on the editor page of the Add Posts Page.

- Post Title – Enter the title of the post, i.e., Post1.
- Post Content – Enter the content of your post.

Step (3) – Click on Publish button to publish your respective post.



Following are the few other options present in the Publish section.

- ❑ Save Draft – It saves the post as a draft.
- ❑ Preview – You can preview your post before publishing.
- ❑ Move to Trash – Deletes the post.
- ❑ Status – Change the status of your post to Published, Pending, or Reviewer Draft.
- ❑ Visibility – Change the visibility of the post to Public, Private or Password protected.
- ❑ Published – Change the published post date and time.

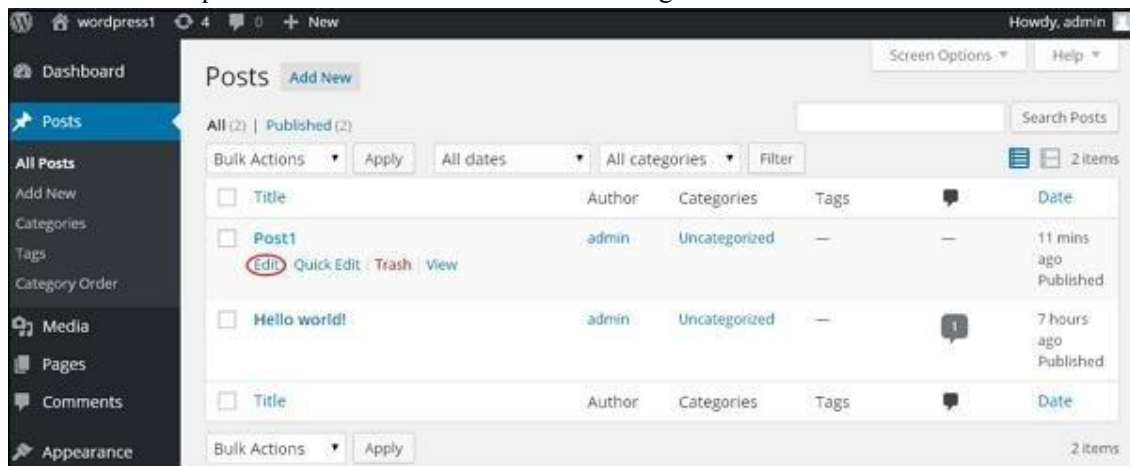
WordPress - Edit Posts

Following are the simple steps to Edit Posts in WordPress.

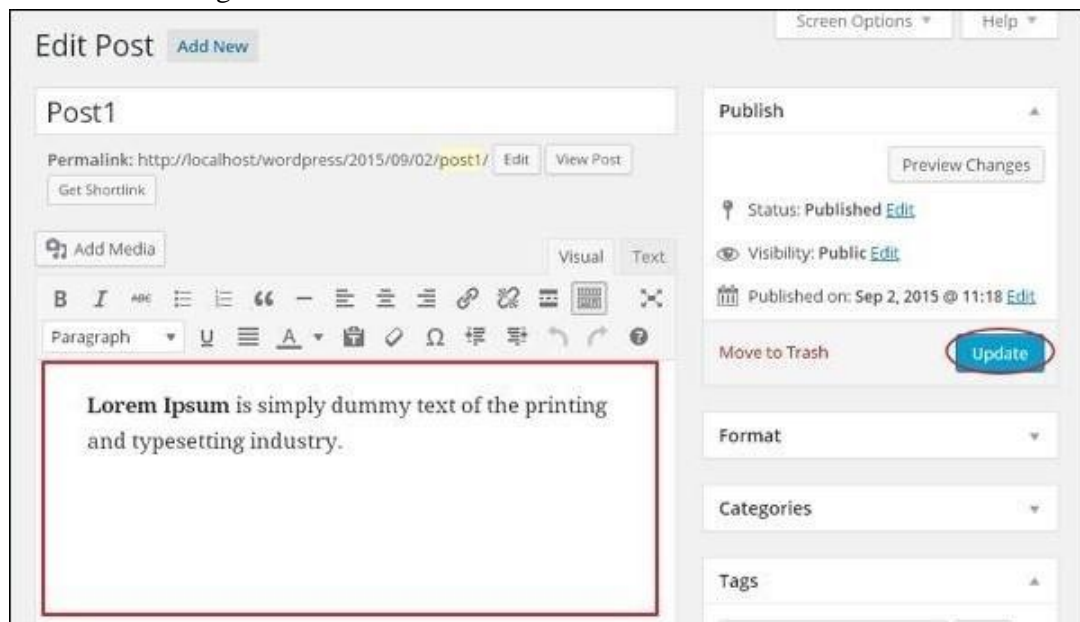
Step (1) – Click on Posts → All Posts in WordPress.

Step (2) – You can view Post1 (Post1 was created in the chapter WordPress - Add Posts). When the cursor hovers on the Post, few options get displayed below the Post name. There are two ways to edit the Post i.e. Edit and Quick Edit.

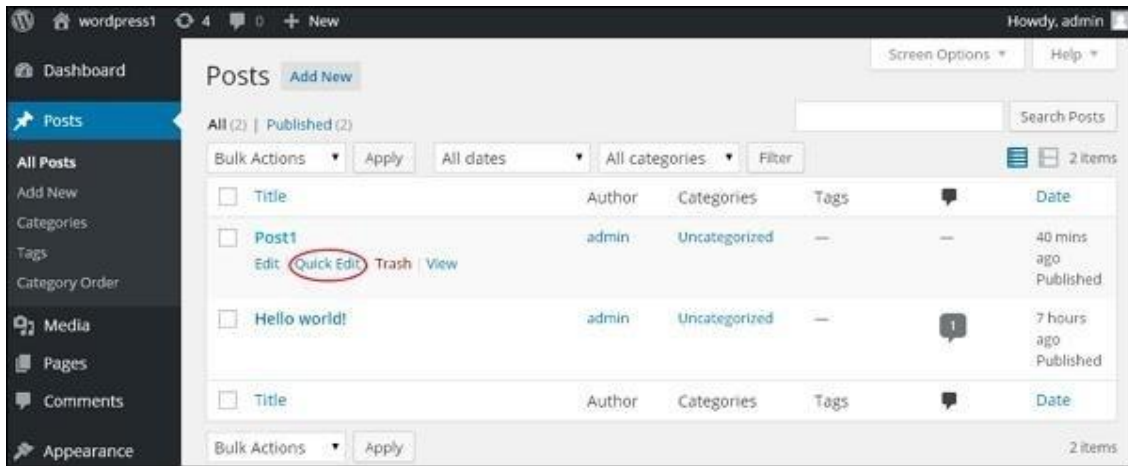
Edit – Click on Edit option in Post1 as shown in the following screen.



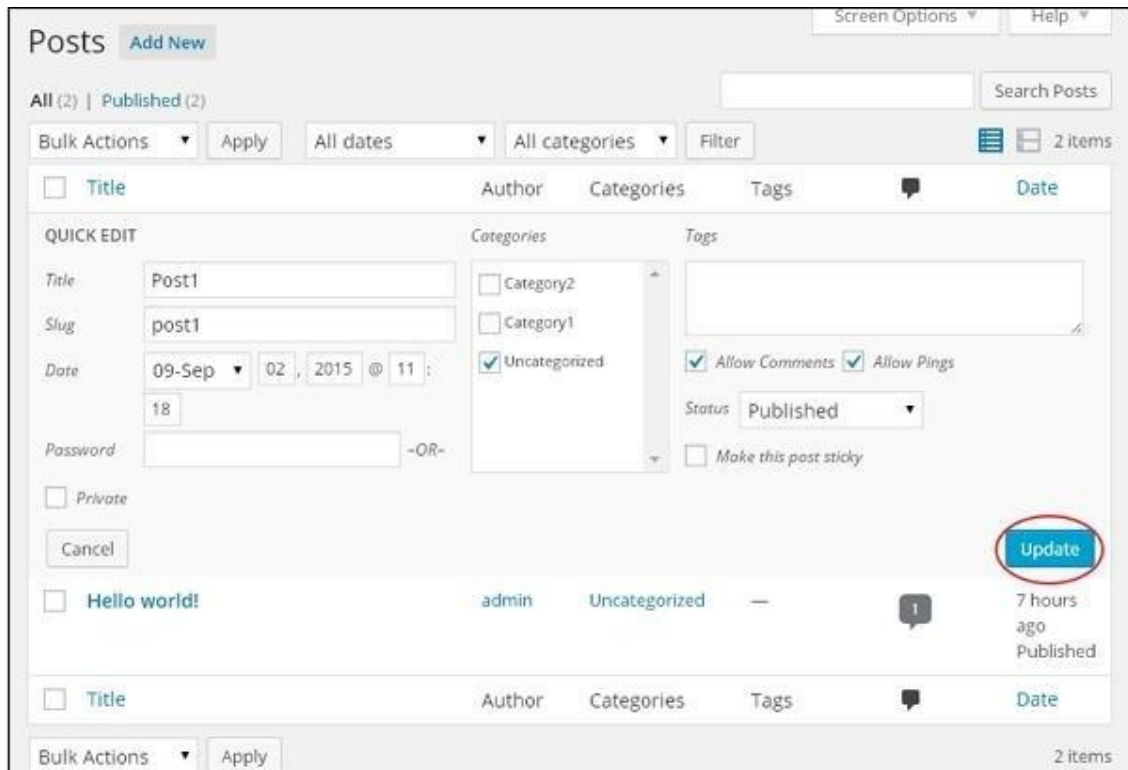
You can edit or change the content or title of the post as per your needs, and then click on Update button as shown in the following screen.



Quick Edit – Click on Quick Edit option in Post1 as shown in the following screenshot.



Here you can edit the Title, Slug and date of the posts and can also select the categories for your post as shown in the following screenshot and then click on Update button to confirm post edits.

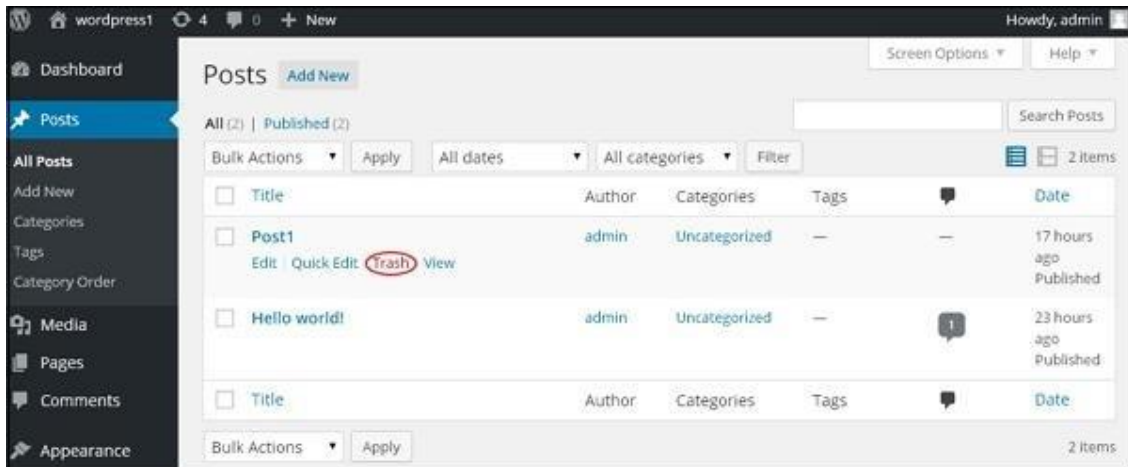


WordPress - Delete Posts

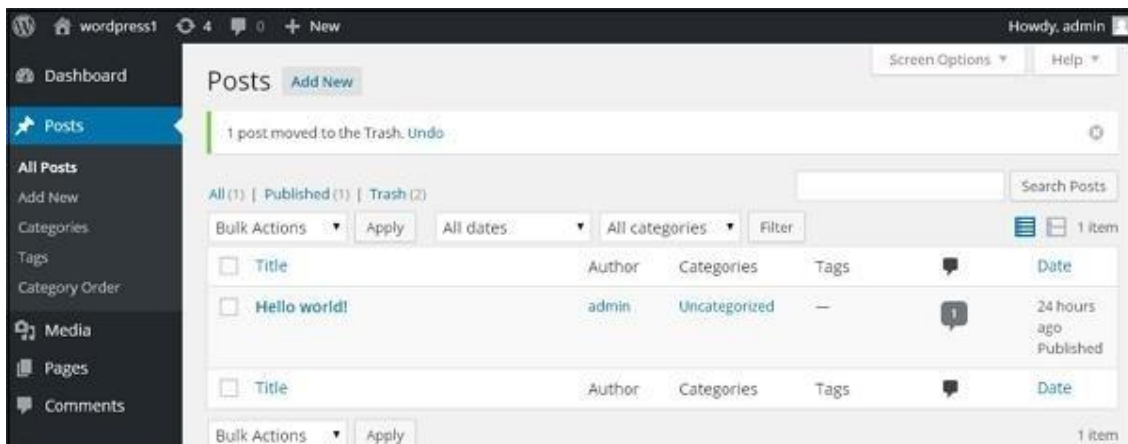
Following are the steps to Delete Posts in WordPress.

Step (1) – Click on Posts → All Post in WordPress.

Step (2) – You can delete Post1 (Post1 was created in the chapter Wordpress - Add Posts). When the cursor hovers on the Post, then a few options get displayed below Post1. Click on Trash option to delete the post.



Step (3) – You can view your post lists to confirm if the above post is deleted.



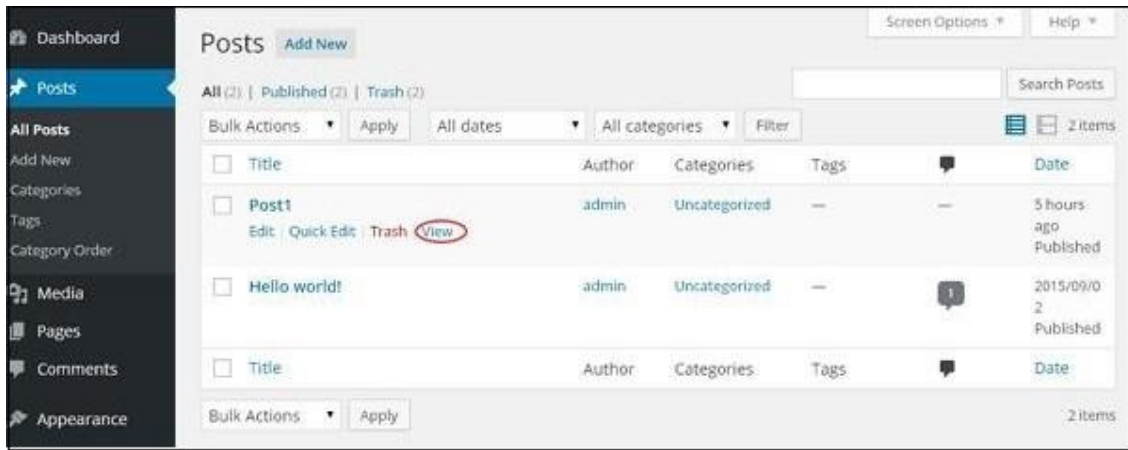
WordPress - Preview Posts

Preview Post is to view the post before it is published to the user. It is safer to preview your post and verify how your post looks on the website. You can edit or change the post as per your need after previewing.

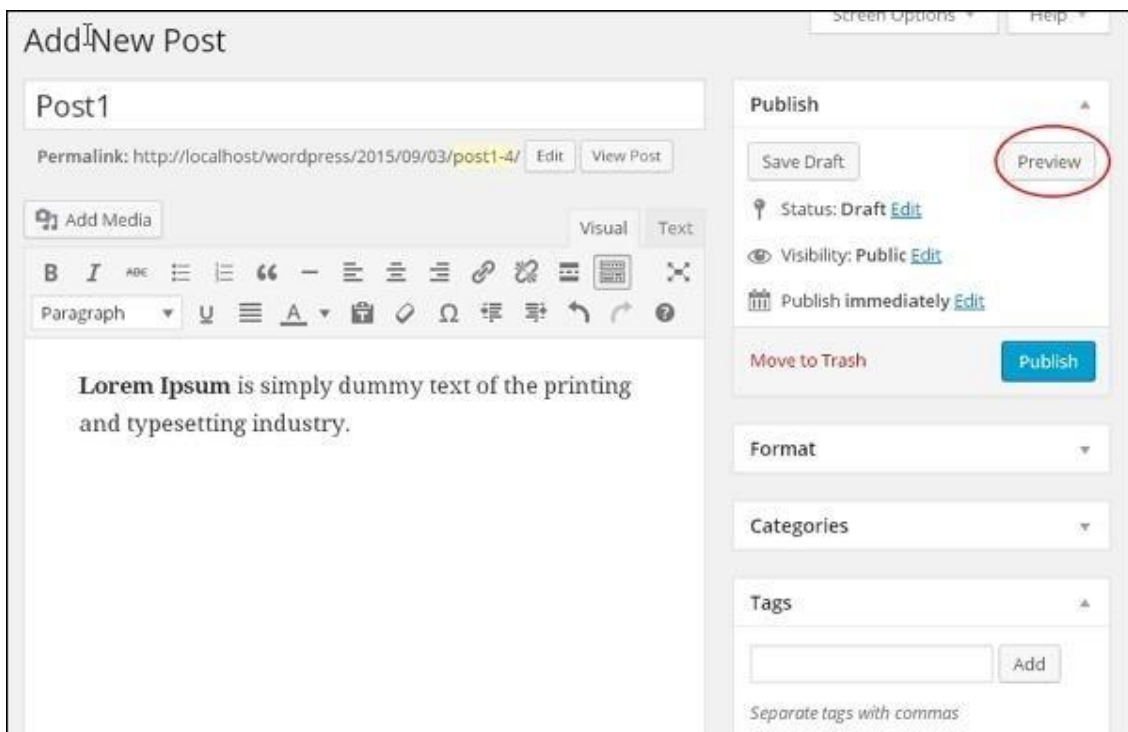
Following are the simple steps to Preview Posts in WordPress.

Step (1) – Click on Posts → All Posts in WordPress.

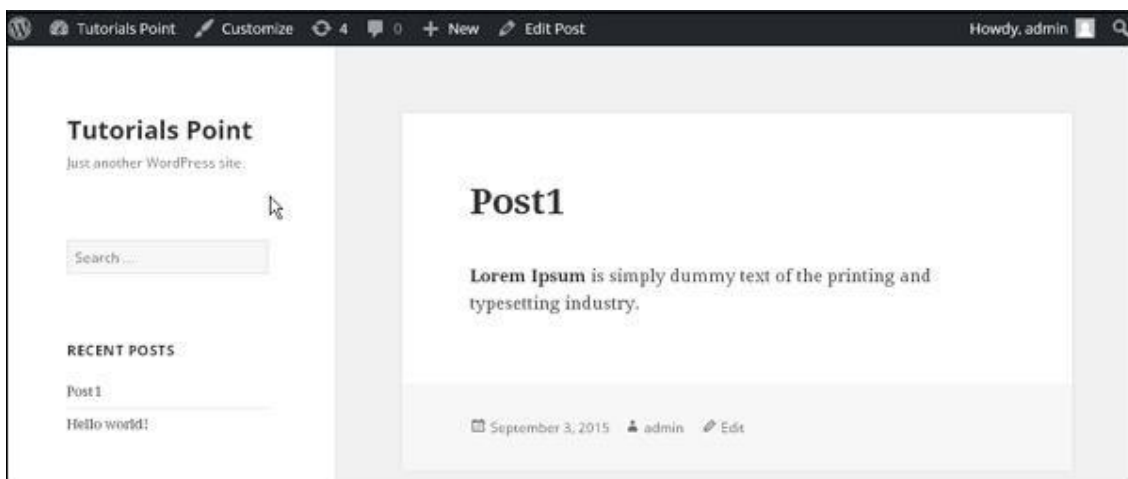
Step (2) – You can view Post1 (Post1 was created in the chapter Wordpress - Add Posts). When the cursor hovers on the Post, then a few options get displayed below the Post name. Click on the View option as shown in the following screenshot.



Or else you can view your post directly while editing or adding post by clicking on the Preview button as shown in the following screen.



Step (3) – You can view your post, when you click on View or Preview.



WordPress - Add Tags

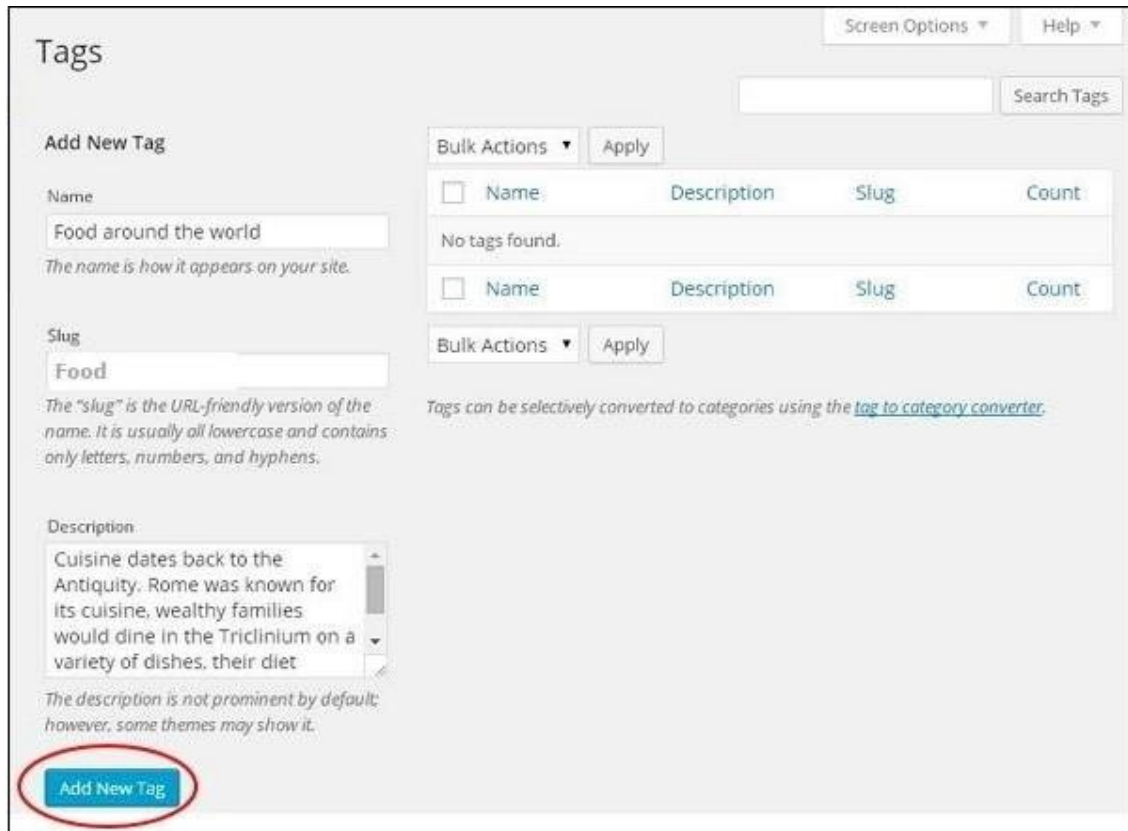
Tag is a small information attached to the main content or post for the purpose of identification. It tells the visitors what actually the post is about. If the tag is mentioned properly then it helps to find the content very easily.

Following are the steps to Add Tags in WordPress.

Step (1) – Click on Posts → Tags in WordPress.



Step (2) – The Tags page is displayed.

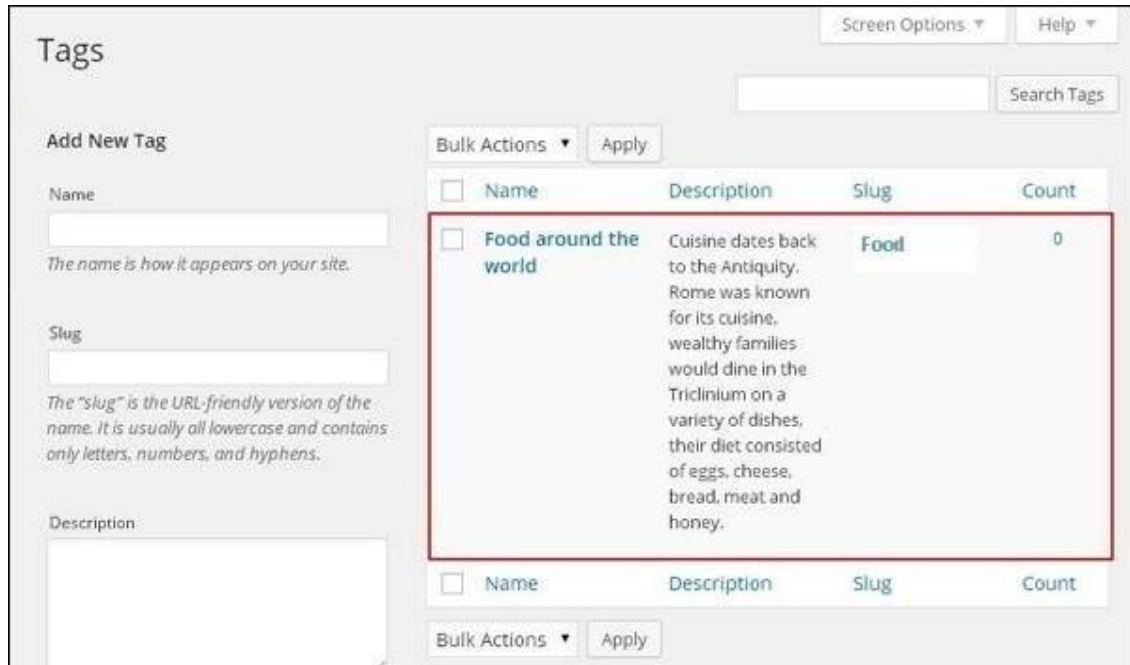


Following are the details of the fields on Tags.

- Name – Enter the name of tags.
- Slug – A word chosen to describe your post. It is specified in the tags URL.
- Description – Add brief description of your tag. It gets displayed when you hover on the tag.

After filling all the information about Tags, click on Add New Tag button.

Step (3) – The new created tags will get displayed on the right side of the page as shown in the following screenshot.



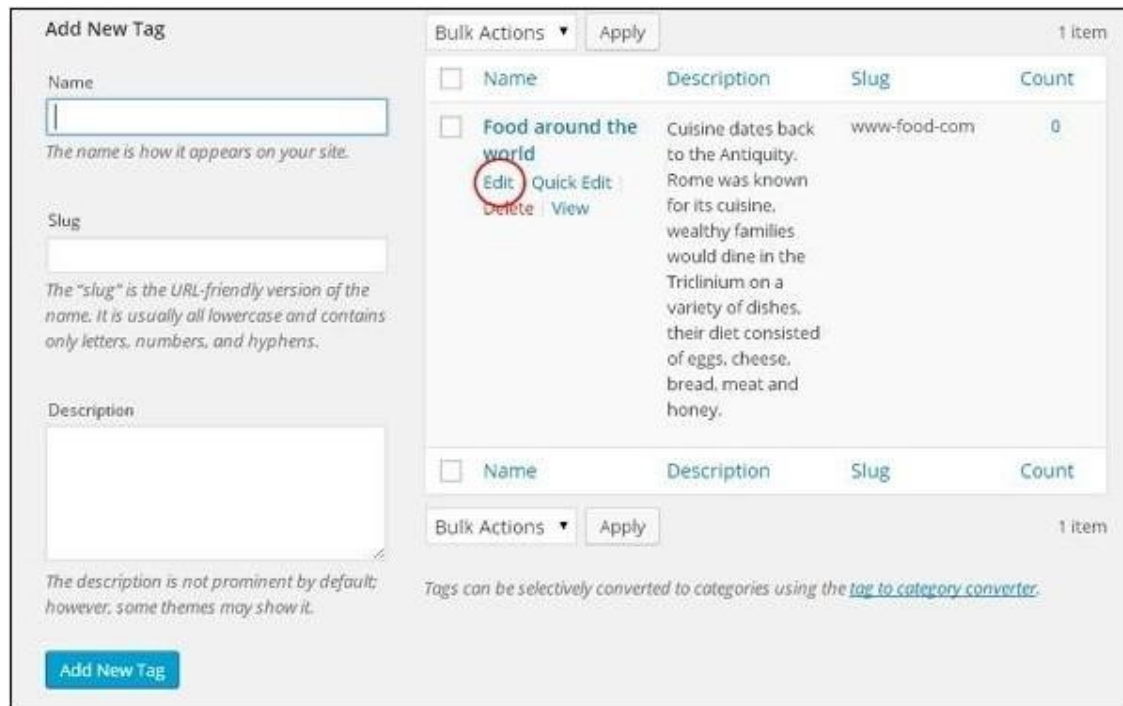
WordPress - Edit Tags

Following are the simple steps to Edit Tags in WordPress.

Step (1) – Click on Posts → Tags in WordPress.

Step (2) – You can view tag Food around the world (Food around the world was created in the chapter Wordpress - Add Tags). When the cursor hovers on the Tags, then a few options get displayed below the Tag name. There are two ways to edit the tags i.e. Edit and Quick Edit

Edit – Click on Edit option in Tags section as shown in the following screen.



You can edit any of the required field, and then click on Update button as shown in the following screen.

Edit Tag

Name
Food around the world
The name is how it appears on your site.

Slug
Intercontinental
The "slug" is the URL-friendly version of the name. It is usually all lowercase and contains only letters, numbers, and hyphens.

Description
Cuisine dates back to the Antiquity. Rome was known for its cuisine. wealthy families would dine in the Triclinium on a variety of dishes, their diet consisted of eggs, cheese, bread, meat and honey.
The description is not prominent by default; however, some themes may show it.

Update

Here tag fields are same from the chapter WordPress - Add Tags.

Quick Edit – Click on Quick Edit option in Tags section as shown in the following screenshot.

Tags

Add New Tag

Name

The name is how it appears on your site.

Slug

The "slug" is the URL-friendly version of the name. It is usually all lowercase and contains only letters, numbers, and hyphens.

Description

The description is not prominent by default; however, some themes may show it.

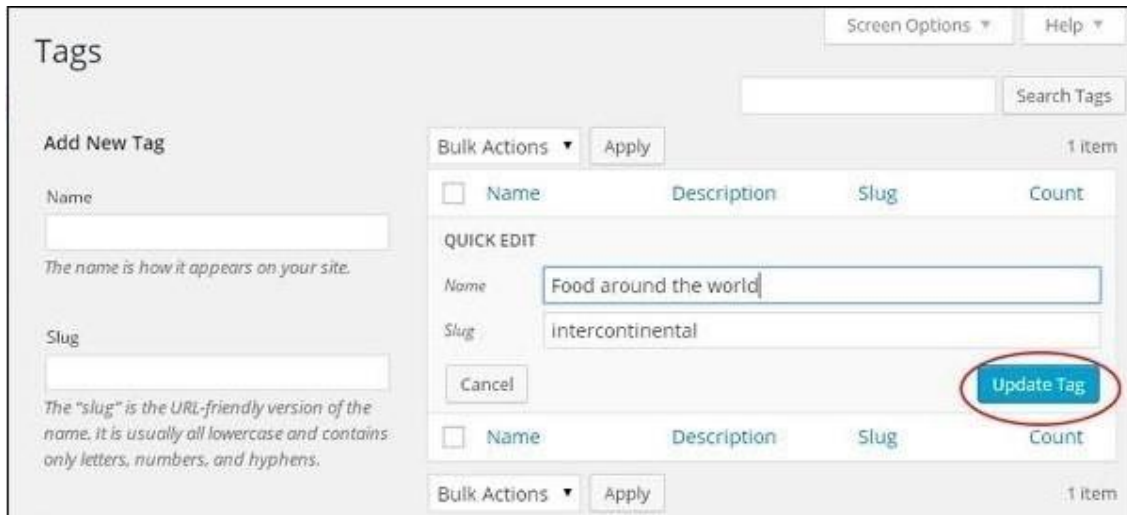
Table of Tags:

<input type="checkbox"/>	Name	Description	Slug	Count
<input type="checkbox"/>	Food around the world	Cuisine dates back to the Antiquity. Rome was known for its cuisine, wealthy families would dine in the Triclinium on a variety of dishes, their diet consisted of eggs, cheese, bread, meat and honey.	Intercontinental	0

Quick Edit

Tags can be selectively converted to categories using the [tag to category converter](#).

Here you can only edit the Name and Slug of the Tags as seen in the following screen and then click on Update Tag button.

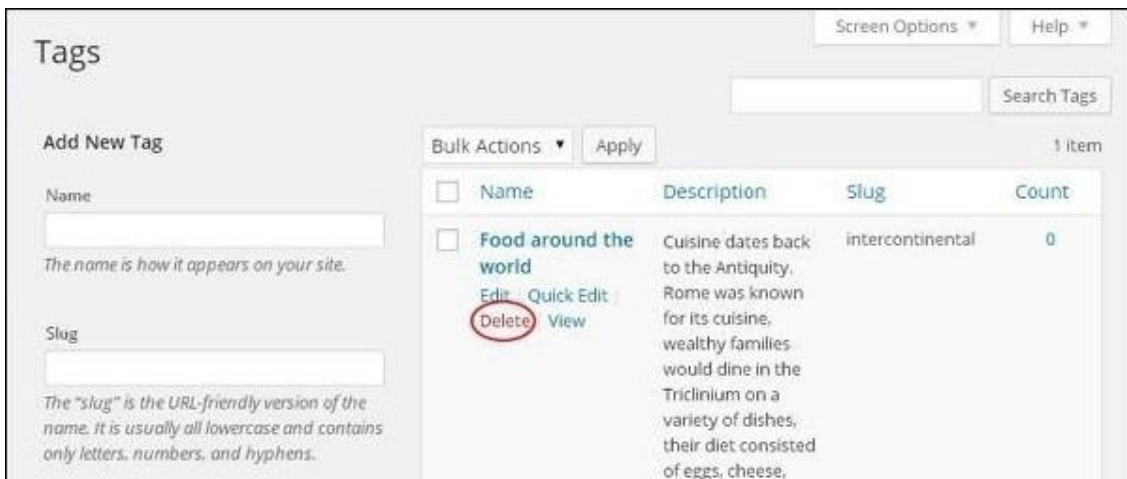


WordPress - Delete Tags

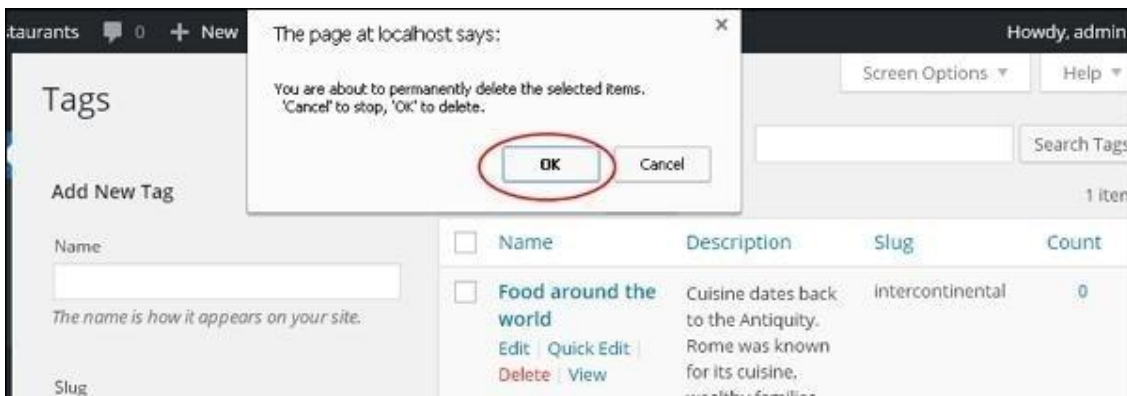
Following are the steps to delete tags in WordPress.

Step (1) – Click on Posts → Tags in WordPress.

Step (2) – You can delete tag Food around the world (Food around the world was created in the chapter WordPress - Add Tags), when the cursor hovers on the Tags, then a few options get displayed below the Tags name. Click on Delete in tags section as shown in the following screen.



When you click on delete, you will get a pop message asking for confirmation to delete.



You can click on OK button and delete the tag permanently.

What is the Difference between Posts vs. Pages in WordPress?

Often WordPress beginners get confused between posts and pages. By default, WordPress comes with two content types, posts and pages. As a beginner, you are probably wondering what the difference between them is. It seems to have similar fields in the dashboard. It seems to look the same on the website. Why do I need both? When should I use posts? When should I use pages? In this article, we will explain the difference between posts vs. pages in WordPress.

Posts

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. Due to their reverse chronological order, your posts are meant to be timely. Older posts are archived based on month and year. As the post gets older, the deeper the user has to dig to find it. You have the option to organize your posts based on categories and tags.

Posts encourage conversation. They have a built-in commenting feature that allows users to comment on a particular topic. You can go to your Settings » Discussion to turn off comments on older posts if you like.

Pages

Pages are meant to be static "one-off" type content such as you're 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 supposed to expire. Sure you can go back and make updates to it, but chances are you will not have about page 2012, about page 2013 etc. Because there is no time and date tied to pages, they are not included in your RSS feeds by default. Pages are not meant to be social in most cases thus does not include social sharing buttons, or comments.

You don't want users to comment on your contact page, or your legal disclaimers page. Just like you probably don't want others to tweet your privacy policy page in most cases.

Unlike posts, pages are hierarchical by nature. For example, you can have a subpages within a page. A key example of this in action would be our Blueprint page. This feature allows you to organize your pages together, and even assign a custom template to them.

WordPress by default comes with a feature that allows you create custom page templates using your theme. This allows developers to customize the look of each page when necessary. In most themes, post and pages look the same. But when you are using your page to create a landing page, or a gallery page, then this custom page templates feature comes in very handy.

Pages also have this archaic feature called Order which lets you customize the order of pages by assigning a number value to it. However this feature is extended by plugins like Simple Page Ordering that allows you to drag & drop the order of pages.

Posts vs. Pages (Key Differences)

The differences we list below definitely have exceptions. You can use plugins or code snippets to extend the functionality of both content types. Below is the list of key differences by default.

- ❑ Posts are timely vs. Pages are timeless.
- ❑ Posts are social vs. Pages are NOT.
- ❑ Posts can be categorized vs. Pages are hierarchical.
- ❑ Posts are included in RSS feed vs. Pages are not.
- ❑ Pages have custom template feature vs. Posts do not.

Frequently Asked Questions

How Many Posts and/or Pages can I have?

You can have as many posts and/or pages that you want. There is no limit on the number of posts or pages that can be created.

Are there any SEO advantages to one or the other?

Search engines like content to be organized. Timeless content is considered to be more important however there is a lot of priority given to latest timely content. In short, there may be a difference, but as a beginner you do not need to worry about it. Focus on making your site organized for the user.

What's the difference between Categories and Tags?



Categories are meant for broad grouping of your posts. Think of these as general topics or the table of contents for your site. Categories are there to help identify what your blog is really about. It is to assist readers finding the right type of content on your site. Categories are hierarchical, so you can sub-categories.

Tags are meant to describe specific details of your posts. Think of these as your site's index words. They are the micro-data that you can use to micro-categorize your content. Tags are not hierarchical.

For example if you have a personal blog where you write about your life. Your categories can be something like: Music, Food, Travel, Rambling, and Books. Now when you write a post about something that you ate, you will add it in the Food category. You can add tags like pizza, pasta, steak etc.

One of the biggest difference between tags and categories is that you **MUST** categorize your post. You are not required to add any tags. If you do not categorize your post, then it will be categorized under the "uncategorized" category. People often rename the uncategorized category to something like other, ramblings etc.

Another difference is the way your category and tags permalinks (urls) look. If you are using a custom permalink (URL) structure, then your base prefix will look different.

Example:

`http://yoursite.com/category/food/`

vs.

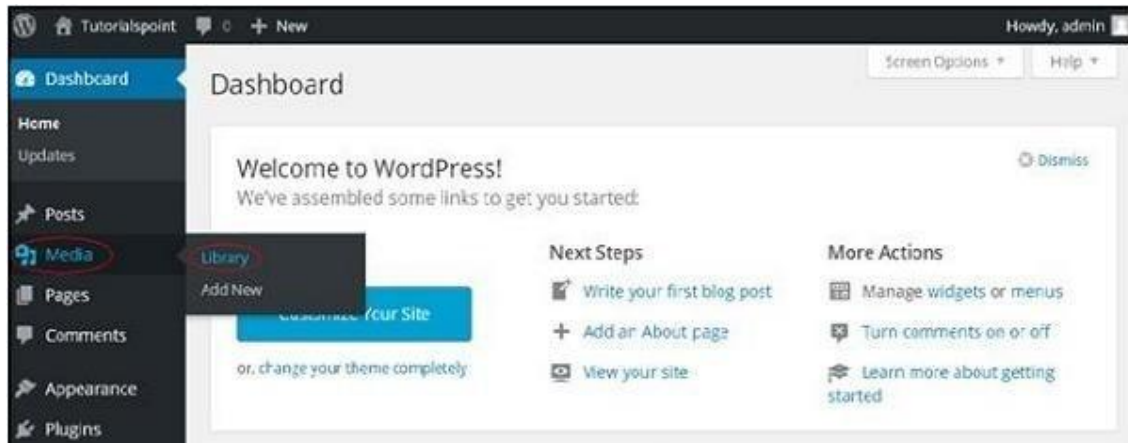
`http://yoursite.com/tag/food/`

WordPress - MediaLibrary

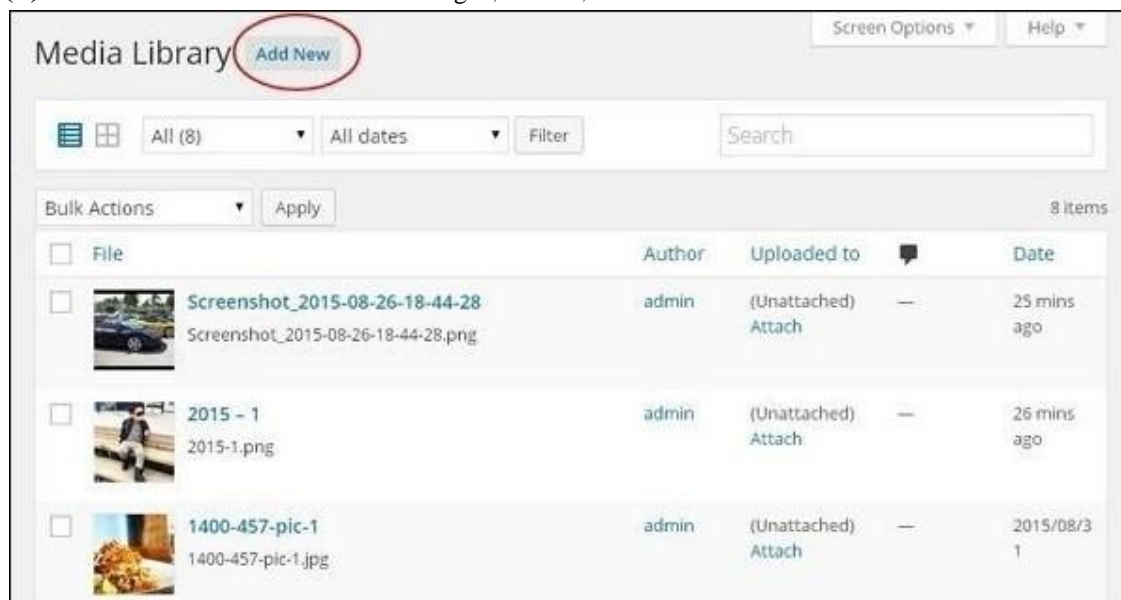
Media Library consists of the images, audios, videos and files that you can upload and add to the content when writing a Post or Page. Here you can view, add, edit or delete any media related objects if not needed.

Following are the steps to understand about Media Library.

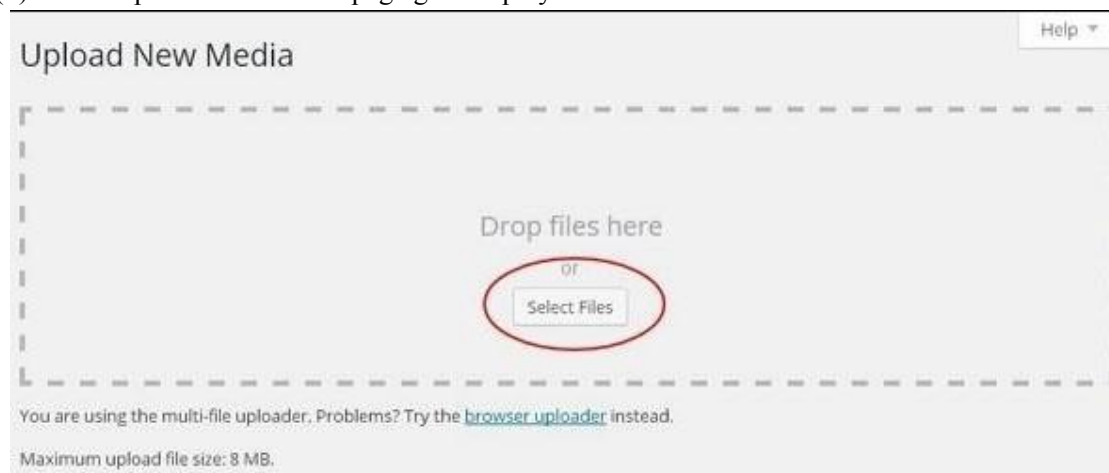
Step (1) – Click on Media → Library in WordPress.



Step (2) – You can view media files like images, audios, videos. Click on Add Media button.



Step (3) – The Upload New Media page gets displayed. You can learn how to Add Media in the next chapter.

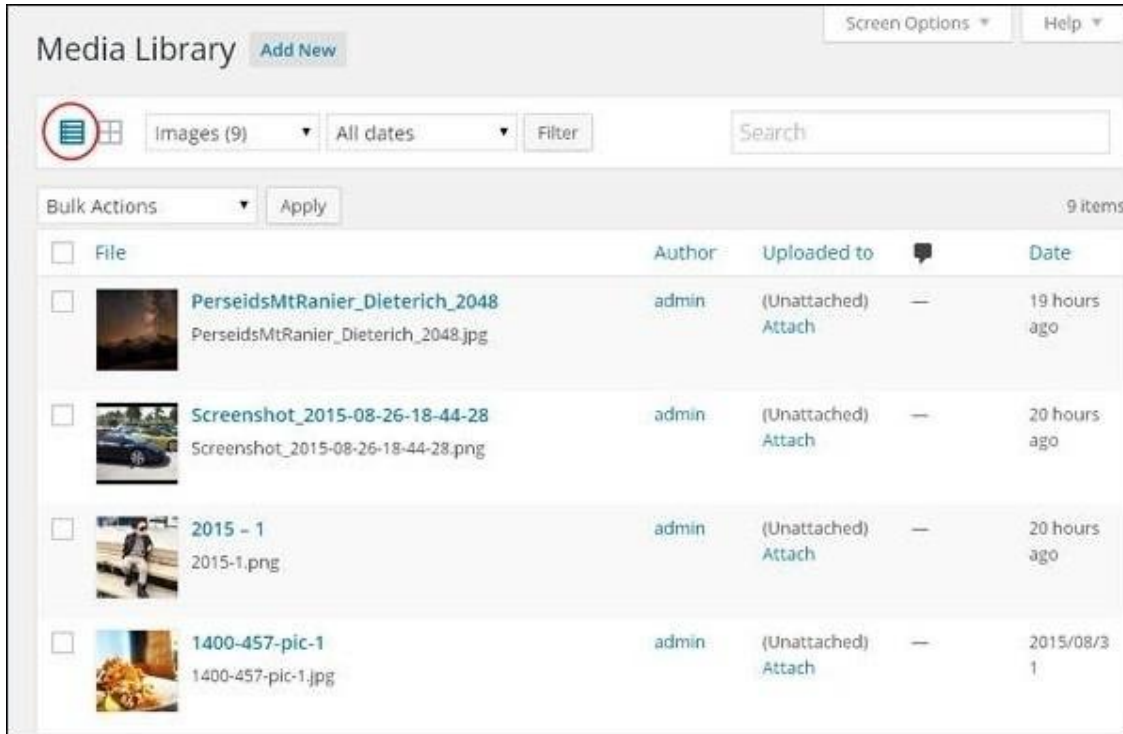


Step (4) – You can view a bar as shown in the following screenshot.

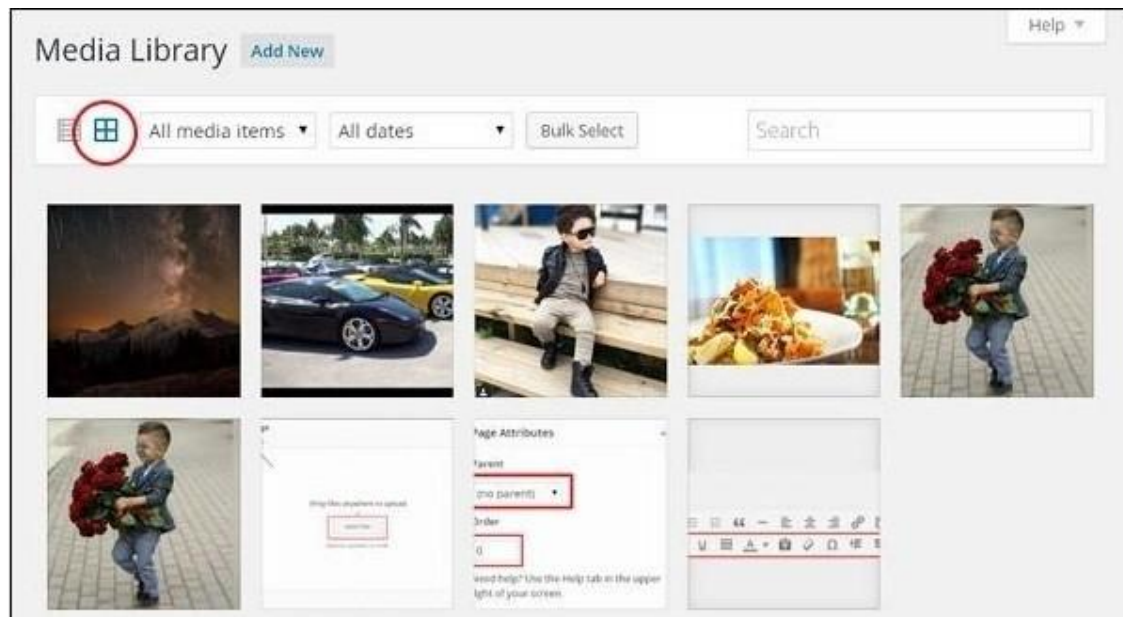


The various tabs that appear have the following functions –

List View – Displays the images and videos in list form.



Grid View – Displays all images in the grid format as shown in the following screen.



Filter the images and videos – Filters the images and videos.

Search Box – Helps to search a particular image by inserting the name into the box.

WordPress - AddMedia

WordPress allows you to add, all kind of media files like videos, audios and images.

Following are the steps to Add Media.

Step (1) – Click on Media → Add New in WordPress.

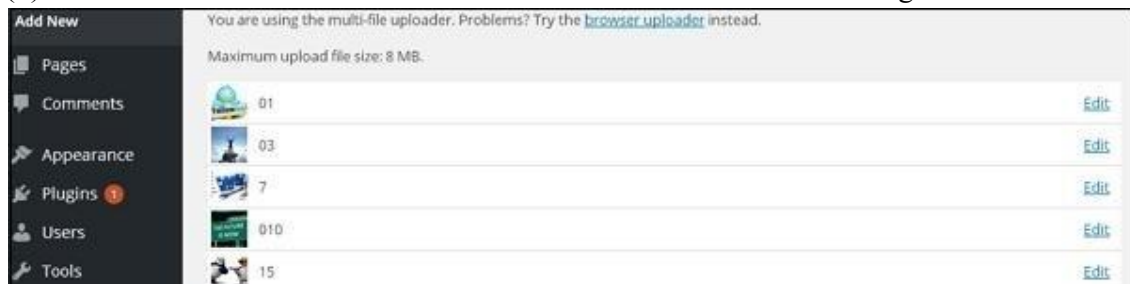
Step (2) – Then, click on Select Files option to select the files from your local storage as shown in the following figure.



Step (3) – Add Media files such as images and audios by selecting them and click open as shown in the following screenshot.



Step (4) – You can view the list of media files added as shown in the following screenshot.

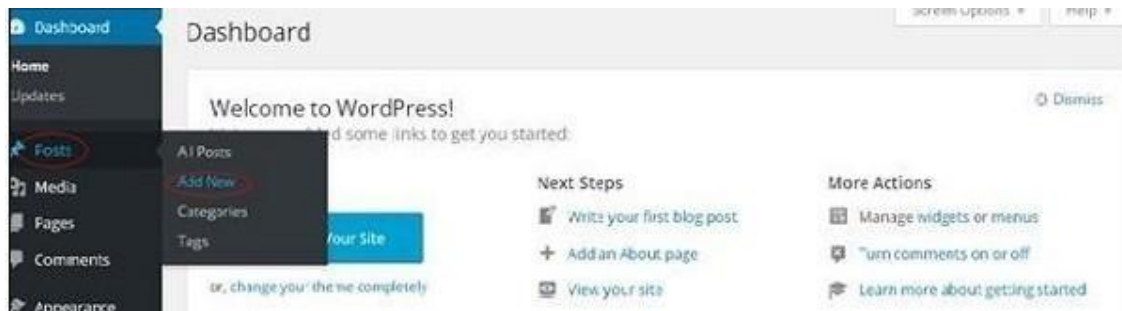


WordPress - InsertMedia

Media files can be inserted to your Pages or Posts from libraries, from local storage or from URLs.

Following are the steps to Insert Media in WordPress.

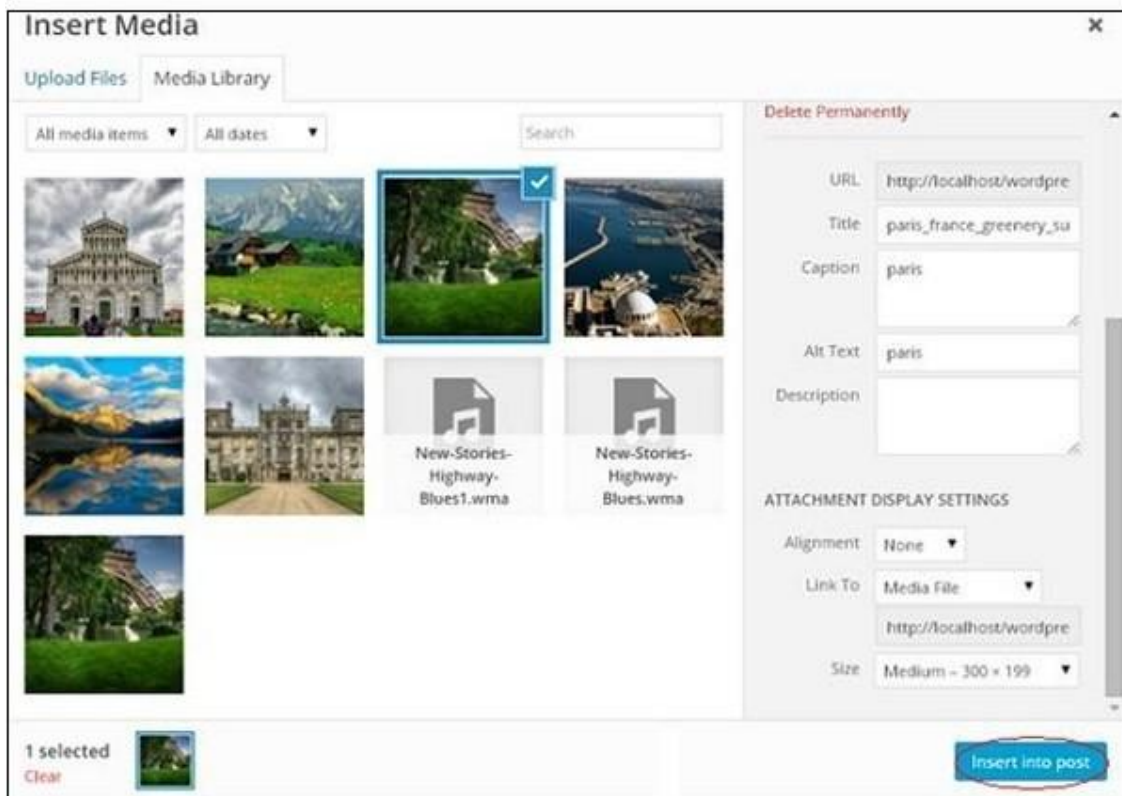
Step (1) – Click on Posts → Add New in WordPress.



Step (2) – Click on Add Media.

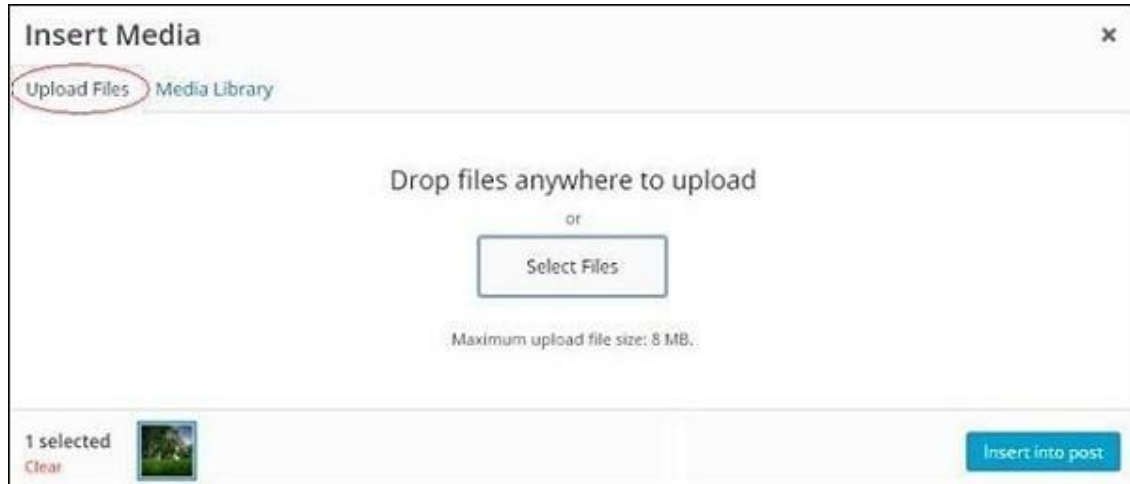


Step (3) – You can select the files from the Media Library tab as shown in the following screenshot.



Information about the selected media file will be displayed on the right side of the screen under the Attachment Details. Click on Insert Post button, the image will be inserted into the post. In Attachment Details section, you will find information about the images such as URL, Title, Caption, Alt Text and Description

You can also insert an image directly from your system by clicking on Upload Files tab. Click on Insert into Post button.



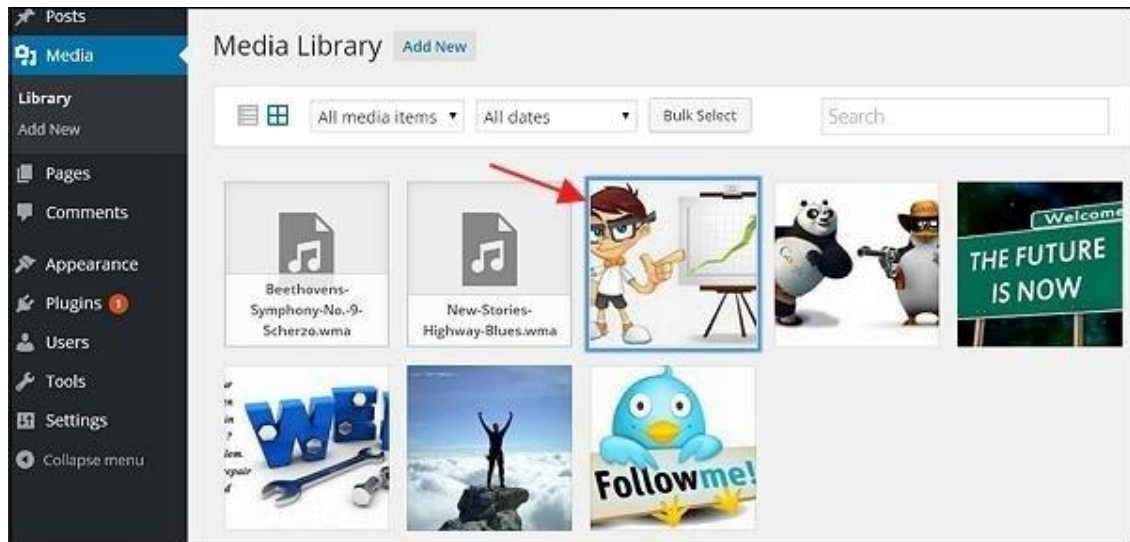
WordPress - Edit Media

You can manage all the information about your media that is saved in the Media Library.

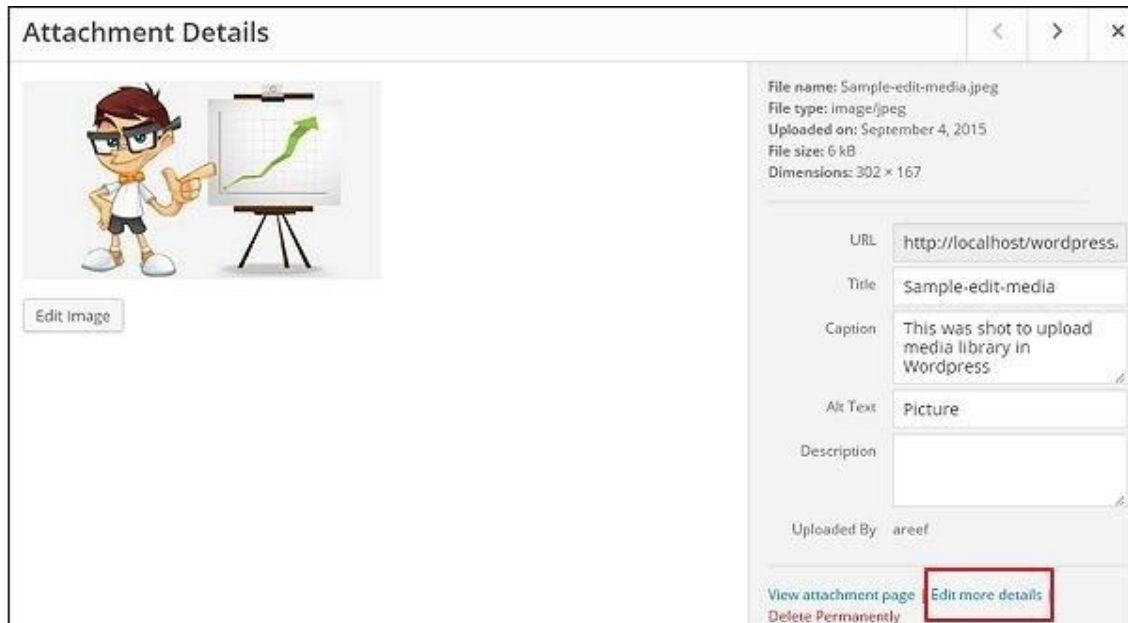
Following are the steps to Edit Media in WordPress.

Step (1) – Click on Media → Library and click on the name of the media item or the edit link.

Step (2) – You will view a list of media files. Select any one image to edit.

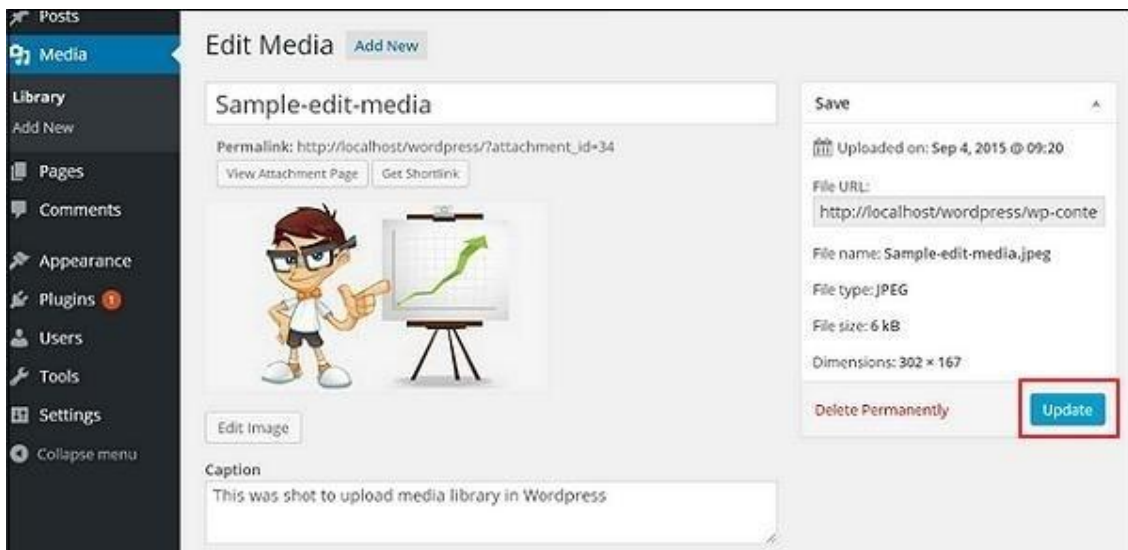


Step (3) – You can view the edit media page with few options on the right side.



- URL – You can read only a link from media file.
- Title – This displays the name of the media. Title is often shown in galleries and attachment pages, if themes or plugins are designed to display it.
- Permalink – Permalink is the URL of the media attachment page. This is also a link to view the attachment page.
- Edit image button – This allows you to edit the image position, such as rotate counter-clockwise, rotate clockwise, scale, crop, flip vertically, and flip horizontally.
- Caption – A brief explanation of the media.
- Alternate Text – The alt text for the image, which is used to describe media. Used for availability.
- Description – An explanation of your media file.
- Delete Permanently – Delete your media file permanently.

Step (4) – Once you complete editing the required fields, click on Update button to save the changes made to an image.



User Roles & Capabilities

WordPress - UserRoles

Every user has their own role in WordPress. Roles are like permissions given to a particular user to access the WordPress site. These roles can be allotted only by the Admin.

Here are few pre-defined roles available in WordPress –

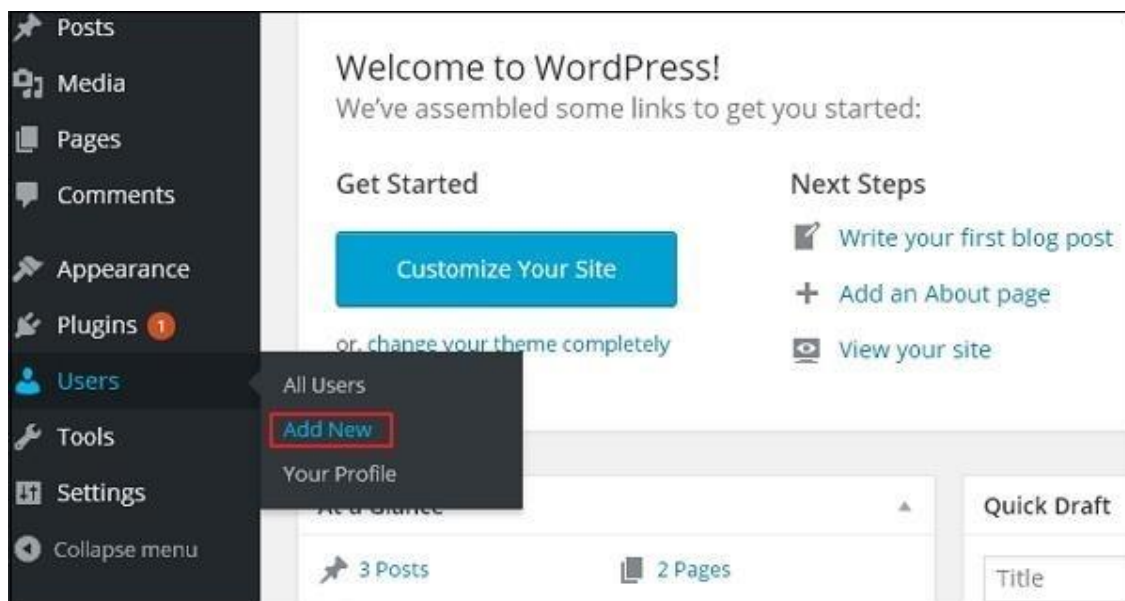
- ☐ Administrator – The Administrator has all the rights. An Admin can do anything and everything on the WordPress site such as creating more admins, inviting more users and also removing them.
- ☐ Editor – The Editor has access to all the posts, pages, comments, categories, tags, and links. They can create, publish, edit or delete any posts or pages.
- ☐ Author – The Author can only write posts, upload pictures, edit, and publish their own posts.
- ☐ Contributor – The Contributor can only write and edit their posts until published. They can create their own posts and pages but cannot publish them. They cannot upload images or files but can see your site's status. When they want to publish any post, it must be first notified personally to the administrator for review. When the post is approved, the contributor cannot make any changes once published.
- ☐ Follower – The Follower can only read and comment on the posts. Followers are the ones who have signed in to your account to receive updates.
- ☐ Viewer – Viewers can only view your posts; they cannot edit but can only comment on the posts.

WordPress - AddUsers

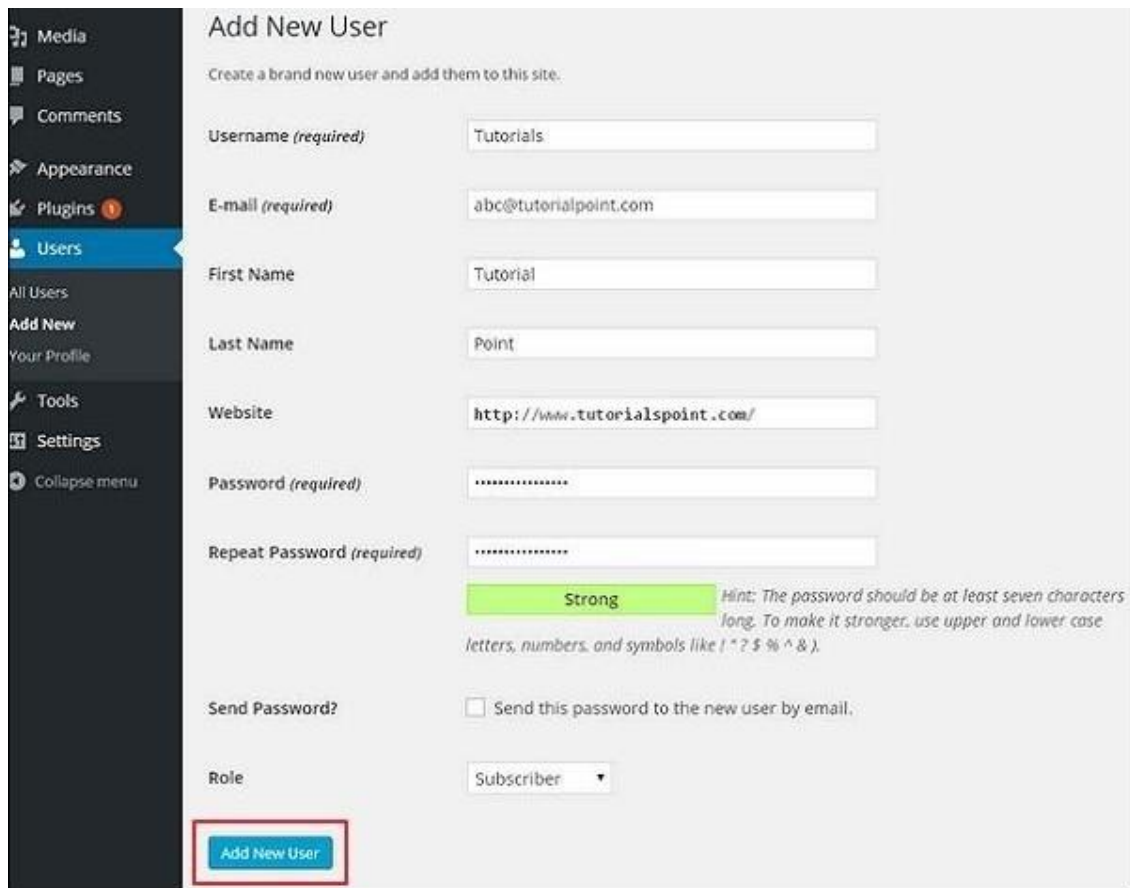
When users register on your WordPress blog or website, you get an e-mail notification, so you always know when new users register, and you can then get into your Dashboard and edit the users' role.

Following are the simple steps to Add Users in WordPress.

Step (1) – Click on Users → Add New in WordPress.



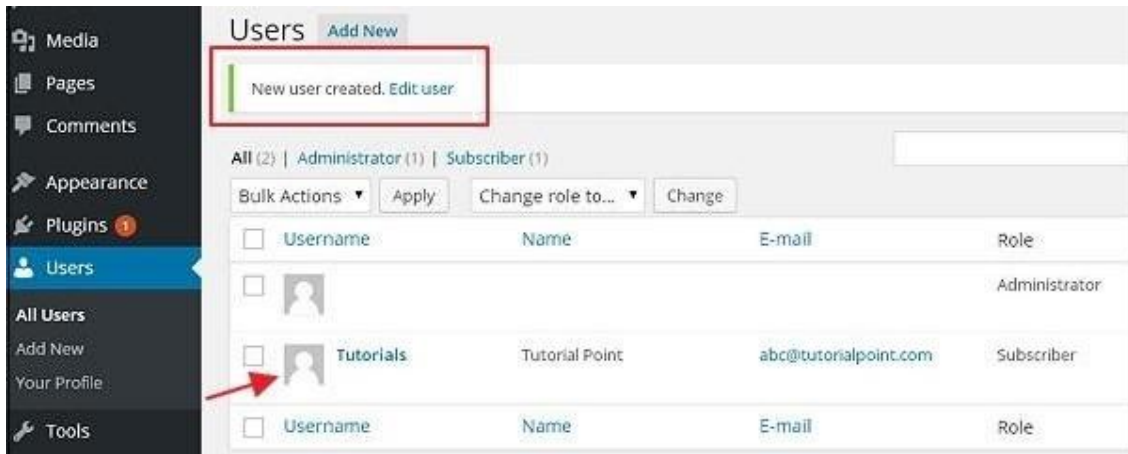
Step (2) – You can fill the user detail on the Add New User page. Fill in all the required fields (as seen in the following screen) to proceed further.



- Username (required) – Enter the unique username, which you want to display on website.
- E-mail (required) – Enter the valid e-mail address. The user receives notifications from the site at this e-mail address.
- First Name – Enter the user's first name.
- Last Name – Enter the user's last name.
- Website – Enter the URL for the user's website.
- Password (required) – Enter the password.
- Repeat Password (required) – Repeat the same password as the previous password for authentication.
- Send Password – Send password to the New User by e-mail checkbox. The user will receive an e-mail with the new password.
- Role – Select the particular role from the dropdown, i.e., Subscriber, Contributor, Author, Editor, or Administrator.

Click on Add New User button to add user to your users list.

Step (3) – You can view the user list to see whether the users have been added. A message will be displayed as New User Created as seen in the following screen.

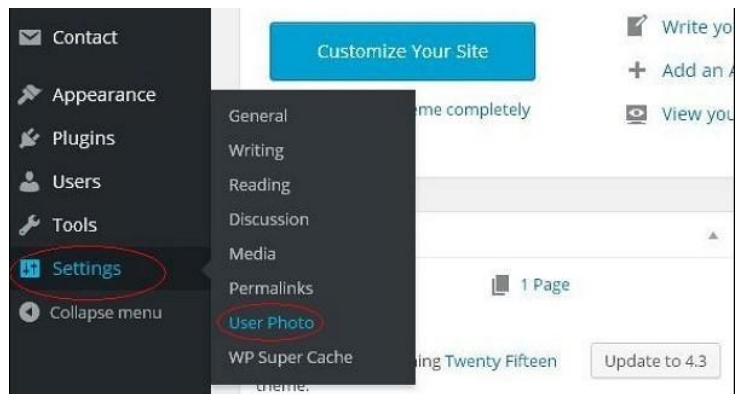


WordPress - User Photo

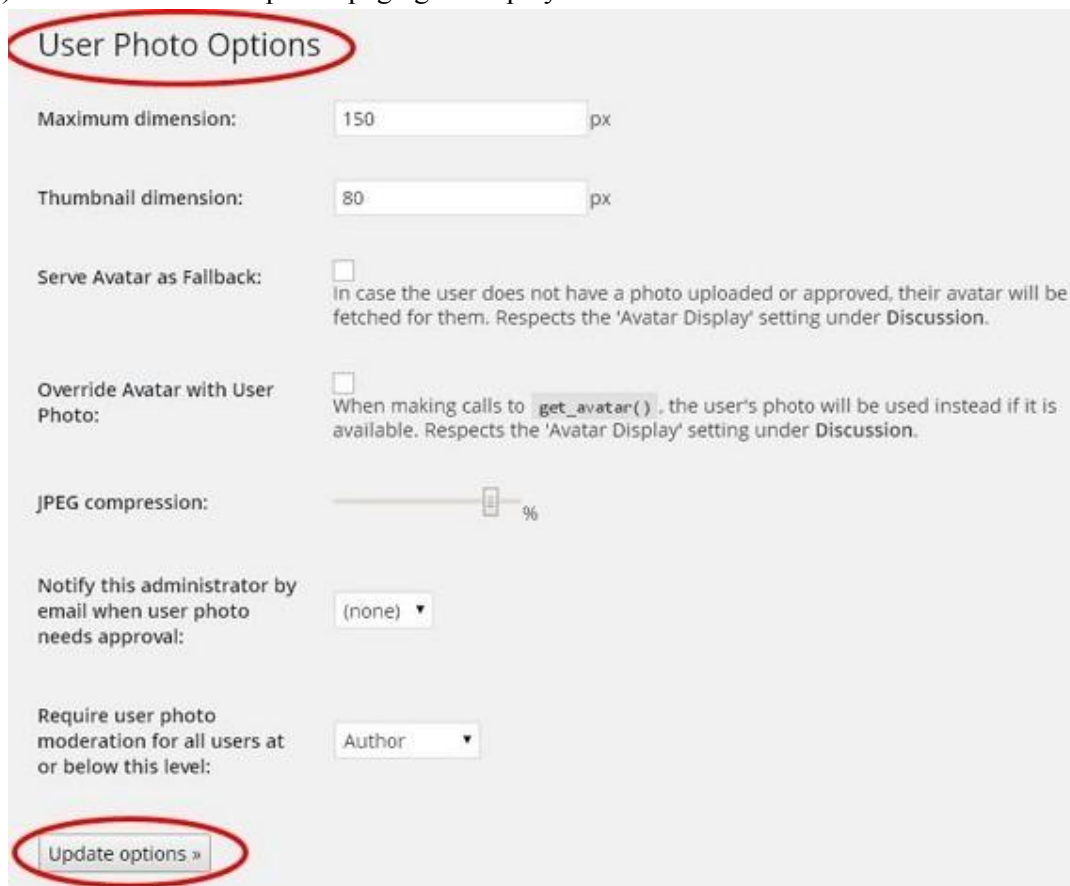
To add user photo in WordPress, you must install plugin User Photo from WordPress plugins. It helps you add a photo of your own to your WordPress profile.

Following are the simple steps to add a User photo.

Step (1) – Click on Settings → User Photo.



Step (2) – The User Photo Options page gets displayed.



Set the dimension for your thumbnails and make the required changes and then click on Update Options button.

Step (3) – To view the plugin User Photo is activated, go to Users → Your Profile. In your Profile page you can see Your Photo section is added. Here you can upload your photo to display as profile image.

Profile

Personal Options

Visual Editor
☐ Disable the visual editor when writing

Admin Color Scheme

☒ Default
☐ Light
☐ Blue
☐ Coffee

☐ Ectoplasm
☐ Midnight
☐ Ocean
☐ Sunrise

Keyboard Shortcuts
☐ Enable keyboard shortcuts for comment moderation. [More information](#)

Toolbar
☒ Show Toolbar when viewing site

Name

Username
Username cannot be changed.

First Name

Last Name

Nickname (required)

Display name publicly as

Contact Info

E-mail (required)

Website

About Yourself

Biographical Info

Share a little biographical information to fill out your profile. This may be shown publicly.

New Password
If you would like to change the password type a new one. Otherwise leave this blank.

Repeat New Password
Type your new password again.

Strength indicator

Hint: The password should be at least seven characters long. To make it stronger, use upper and lower case letters, numbers, and symbols like ! " ? \$ % ^ &).

Log Out of All Other Sessions
Left your account logged in at a public computer? Lost your phone? This will log you out everywhere except your current browser.

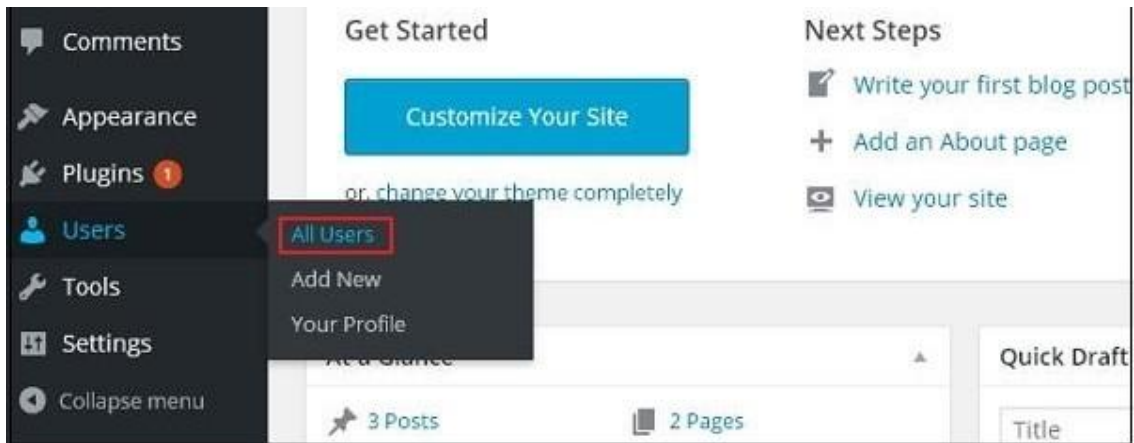
Your Photo

Upload image file:
No file chosen
(max upload size 32M)

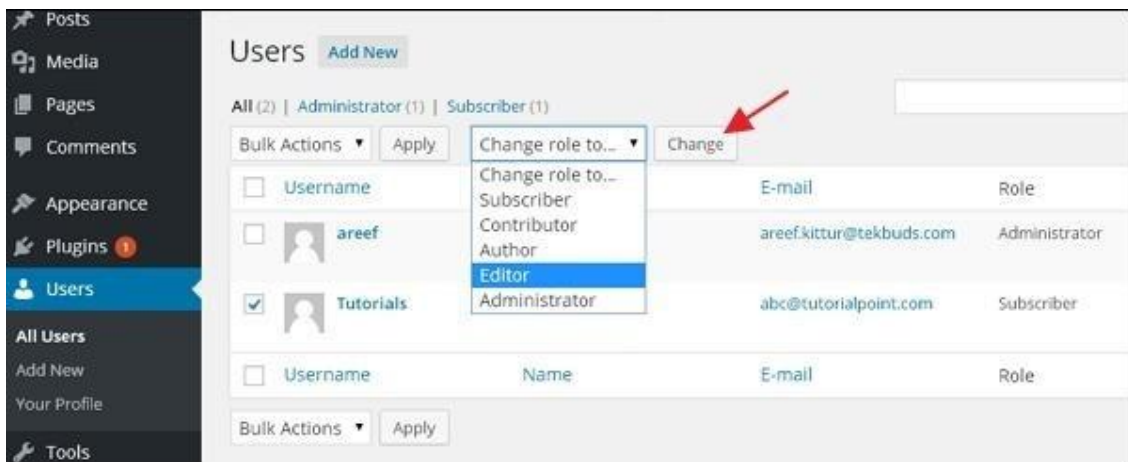
WordPress - Edit Users

Following are the simple steps to Edit Users in WordPress.

Step (1) – Click on Users → All Users.



Step (2) – You will see a list of users.



There are two more tabs seen on the toolbar –

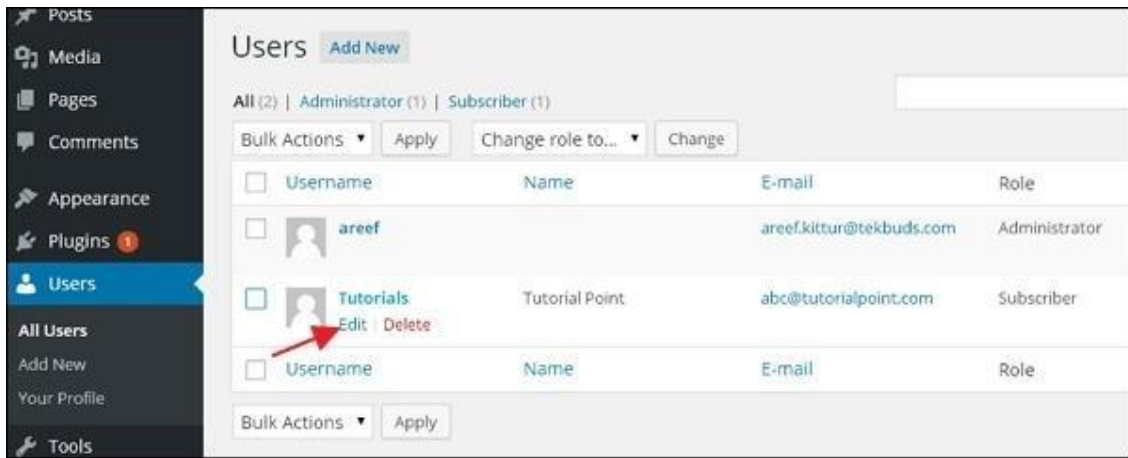
- Administrator – List of administrators will be displayed.
- Subscriber – List of subscribers will be displayed.

When we click on the Change role to box, a dropdown list appears as seen in the preceding screenshot.

- Subscriber – A person who can only manage his profile.
- Contributor – A person who can write and supervise own posts, but cannot publish them.
- Author – A person who can publish and manage his own posts.
- Editor – A person who can publish and manage posts, including the posts of other users.
- Administrator – A person who has access to all the administration features within a single website.

Click on the check box of the user name to change the role of the user. Then, click on change button and the user's role will be changed accordingly.

Step (3) – Click on Edit option as shown in the following screen to edit the user.



Step (4) – The Edit User page is displayed. Here you can edit or modify all the fields as per your need and click on Update User to save the changes.

Edit User [Add New](#) [Help](#)

Personal Options

Visual Editor: ☐ Disable the visual editor when writing

Admin Color Scheme: ☒ Default ☐ Light ☐ Blue ☐ Coffee ☐ Ectoplasm ☐ Midnight ☐ Ocean ☐ Sunrise

Keyboard Shortcuts: ☐ Enable keyboard shortcuts for comment moderation. [More information](#)

Toolbar: ☒ Show Toolbar when viewing site

Name

Username: Username cannot be changed.

Role:

First Name:

Last Name:

Nickname (required):

Display name publicly as:

Contact Info

E-mail (required):

Website:

About the user

Biographical Info:

Share a little biographical information to fill out your profile. This may be shown publicly.

Account Management

New Password:

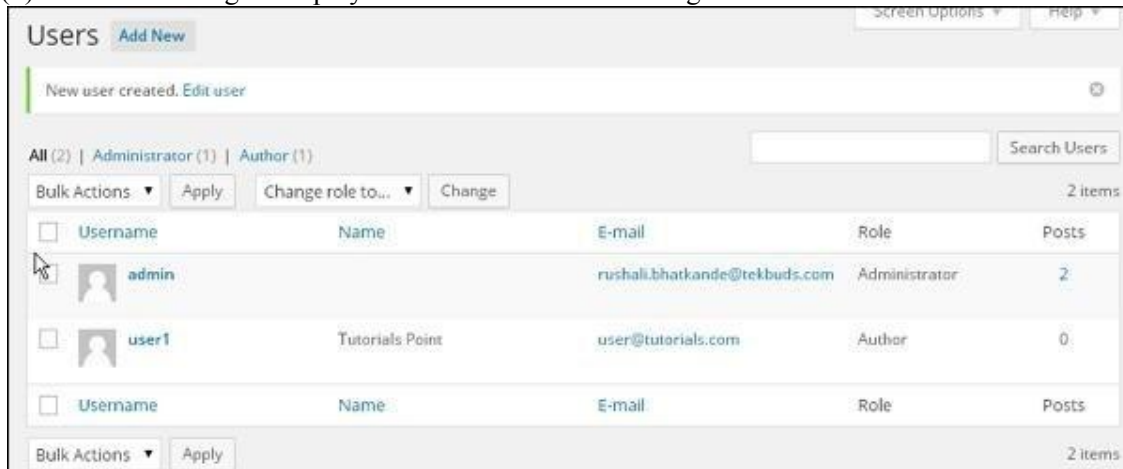
User Photo: Upload image file: No file chosen (max upload size 32M)

WordPress - Delete Users

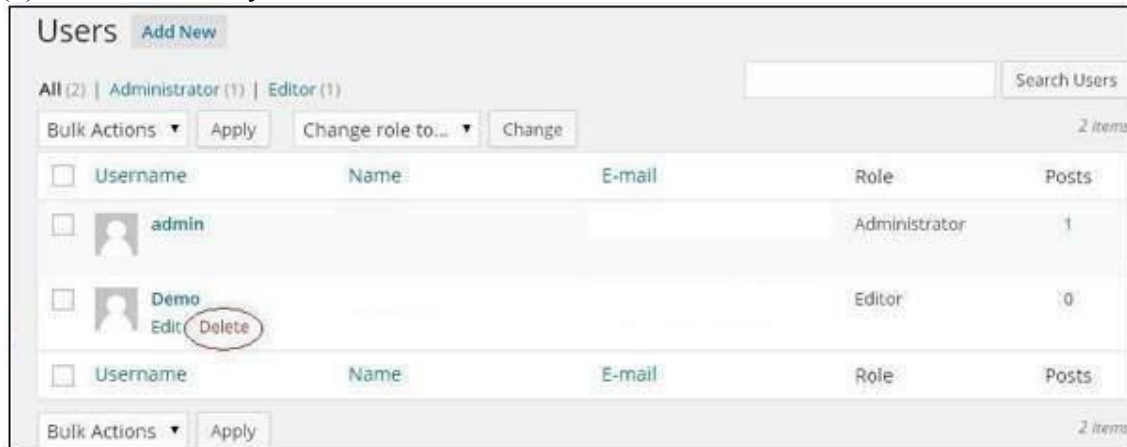
Following are the steps to Delete Users.

Step (1) – Click on Users → All Users.

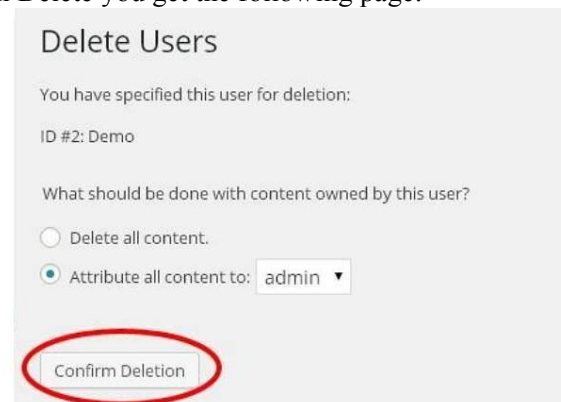
Step (2) – List of Users gets displayed as shown in the following screen.



Step (3) – Select the one you want to delete. And click on Delete.



Step (4) – When you click on Delete you get the following page.



Step (5) – Select options as required and click on Confirm Deletion. Your user will be deleted.

Step (6) – We have another method of deleting users. A screen as shown in the following shot appears.

Here you can select the users to delete, check the boxes and click on Delete from the dropdown list and click on Apply.

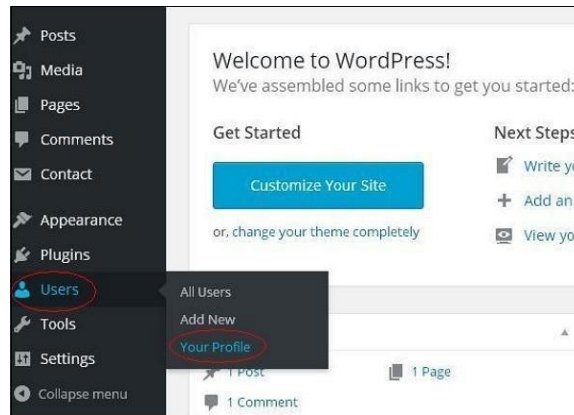
Step (7) – Once you click on Apply, the users selected will be deleted.

WordPress - Personal Profile

create a Personal profile in WordPress.

Following are the steps to Personal Profile.

Step(1) – Click on Users → Your Profile from the left navigation bar.



Step (2) – When you click on ‘Your profile’ the following screen will be displayed.

Profile
Personal Options

Visual Editor
☐ Disable the visual editor when writing

Admin Color Scheme

☒ Default
☐ Light
☐ Blue
☐ Coffee

☐ Ectoplasm
☐ Midnight
☐ Ocean
☐ Sunrise

Keyboard Shortcuts
☐ Enable keyboard shortcuts for comment moderation. [More information](#)

Toolbar
☒ Show Toolbar when viewing site

Name

Username
Username cannot be changed.

First Name

Last Name

Nickname (required)

Display name publicly as

Contact Info

E-mail (required)

Website

About Yourself

Biographical Info

Share a little biographical information to fill out your profile. This may be shown publicly.

New Password
If you would like to change the password type a new one. Otherwise leave this blank.

Repeat New Password
Type your new password again.

Strength Indicator

Hint: The password should be at least seven characters long. To make it stronger, use upper and lower case letters, numbers, and symbols like ! " ? \$ % ^ & *.

Log Out of All Other Sessions

Left your account logged in at a public computer? Lost your phone? This will log you out everywhere except your current browser.

Your Photo

Upload Image file: No file chosen

(max upload size 32M)

The following Personal options appear on the screen –

- ❑ Visual editor – While you are adding posts/pages to your site you can enable this setting if you wish to create, format, or edit your post. If you disable this setting, you won't be able to use this option.
- ❑ Admin color scheme – You can change the color of your WordPress site by selecting any of the following.
- ❑ Keyboard Shortcuts – If you are too fast at getting your work done and need keyboard shortcuts then you can check this box.
- ❑ Toolbar – If you check this box, you can view the toolbar while using WordPress.

Name

- ❑ Username – Enter your user name.
- ❑ First Name/ Last Name – Enter your first name and last name.
- ❑ Nick name – Enter nick names if any.
- ❑ Display name publicly as – Check the box if you want your name to be displayed publicly.

Contact Info

- ❑ E-mail – Enter a valid e-mail address.
- ❑ Website – Type in your web address.

About yourself

- ❑ Biographical Info – Some details about you.
- ❑ New password – Enter a password of your choice.
- ❑ Repeat password – Re-enter the password for authentication. Password must contain 7 characters.
- ❑ Your photo – You can upload an image of your own from your computer. This will be your profile picture.

Step (3) – After you have updated all the changes, click on Update Profile.

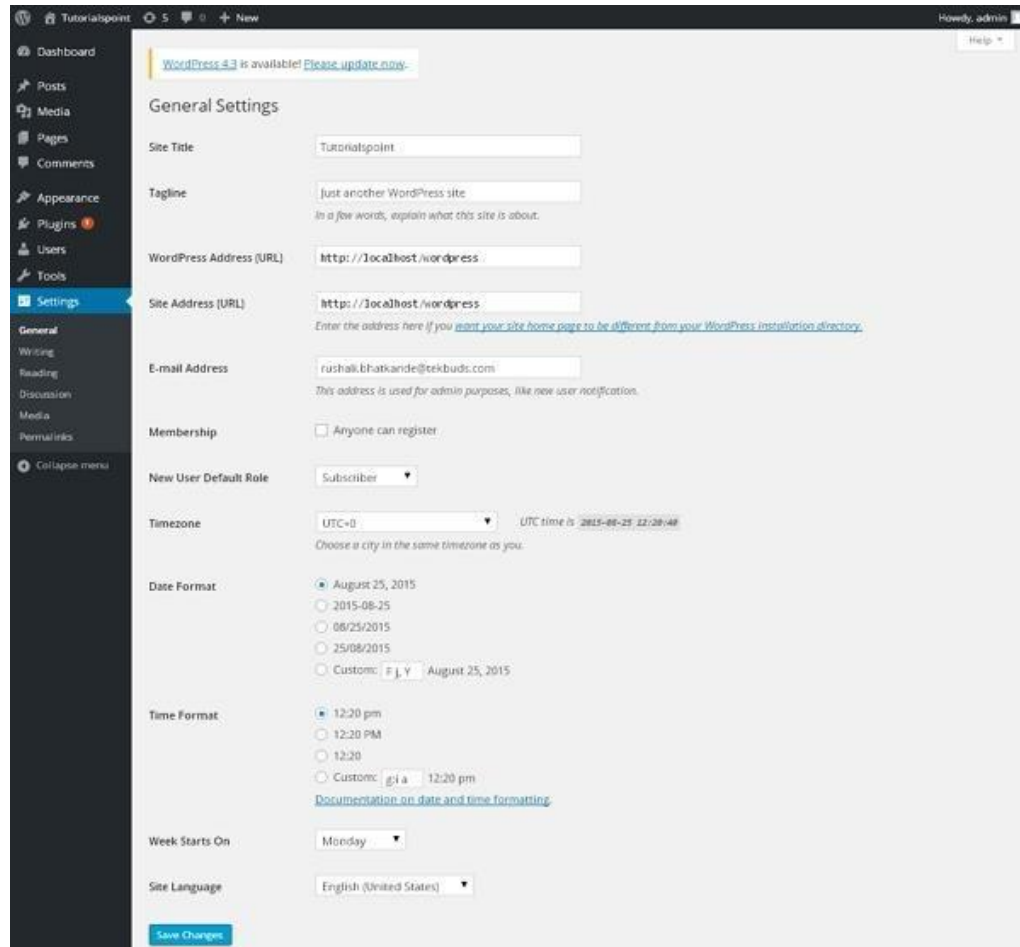
WordPress - General Setting

WordPress general setting is used to set the basic configuration settings for your site. In the setting administration screen, it is a default setting screen.

Following are the steps to access the general settings –

Step 1 – Click on Settings → General option in WordPress.

Step 2 – The General Setting page is displayed as shown in the following snapshot.



Following are the details of the fields on general settings page.

- Site Title – It displays the name of the site in the template header.
- Tagline – Displays a short sentence about your site.
- WordPress Address (URL) – It is the URL of WordPress directory where your all core application files are present.
- Site Address (URL) – Enter the site URL which you want your site to display on the browser.
- E-mail Address – Enter your e-mail address which helps to recover your password or any update.
- Membership – Anyone can register an account on your site after you check this checkbox.
- New User Default Role – The default role is set for the newly registered user or members.
- Time zone – Sets the time zone based on the particular city.
- Date Format – Sets the date format as you need to display on the site.

- Time Format – Sets the time format as you need to display on the site.
- Week Starts On – Select the week day which you prefer to start for WordPress calendar. By default it is set as Monday.
- Site Language – Sets the language for the WordPress dashboard.

Step3 – After filling all the information about general settings, click on Save Changes button. It saves all your general setting information.

WordPress - Writing Setting

The writing settings controls the writing experience and provides options for customizing WordPress site. These settings control the features in the adding and editing posts, Pages, and Post Types, as well as the optional functions like Remote Publishing, Post via e-mail, and Update Services.

Following are the steps to access the writing settings –

Step (1) – To change writing settings, go to Settings → Writing option.

Step (2) – The Writing Setting page is displayed as shown in the following screen.

Writing Settings

Formatting

☒ Convert emoticons like :-) and :-P to graphics on display

☐ WordPress should correct invalidly nested XHTML automatically

Default Post Category

Uncategorized ▼

Default Post Format

Standard ▼

Post via e-mail

To post to WordPress by e-mail you must set up a secret e-mail account with POP3 access. Any mail received at this address will be posted to WordPress. For more about this, see the [WordPress e-mail how-to](#).

random strings you could use: bU6m2b7p , bU2s71xE , fd8Uj00x .

Mail Server

mail.example.com

Port 110

Login Name

login@example.com

Password

password

Default Mail Category

Uncategorized ▼

Update Services

When you publish a new post, WordPress automatically notifies the following site update services. For more about this, see the [WordPress update services](#).

http://rpc.pingomatic.com/

Save Changes

Following are the details of the fields on the page.

- **Formatting** – This field defines two sub options for better user experience.
 - The first option Convert emoticons like :-) and :-P to graphics on display will turn text-based emoticons into graphic-based emoticons.
 - The second option WordPress should correct invalidly nested XHTML automatically corrects the invalid XHTML placed within the posts or pages.
- **Default Post Category** – It is a category to be applied to a post and you can leave it as Uncategorized.
- **Default Post Format** – It is used by themes to select post format to be applied to a post or create different styles for different types of posts.
- **Post via e-mail** – This option uses e-mail address to create posts and publishes posts on your blog through e-mail. To use this, you'll need to set up a secret e-mail account with a POP3 access, and any mail received at this address will be posted.
- **Mail Server** – It allows reading the e-mails that you send to WordPress and stores them for retrieval. For this, you need to have POP3 compatible mail server and it will have URI address such as mail.example.com, which you should enter here.
- **Login Name** – To create posts, WordPress will need its own e-mail account. The Login Name will use this e-mail address and should be kept as a secret as spammers will post links redirecting to their own websites.
- **Password** – Set password for the above e-mail address.
- **Default Mail Category** – It allows selecting custom category for all the posts that are published via Post by e-mail feature.
- **Update Services** – When you publish a new post, WordPress will automatically notify the site update services in the box. See the Update Services on the codex for the long list of possible services.

Step (3) – After filling all the above information, click on Save Changes button to save your information.

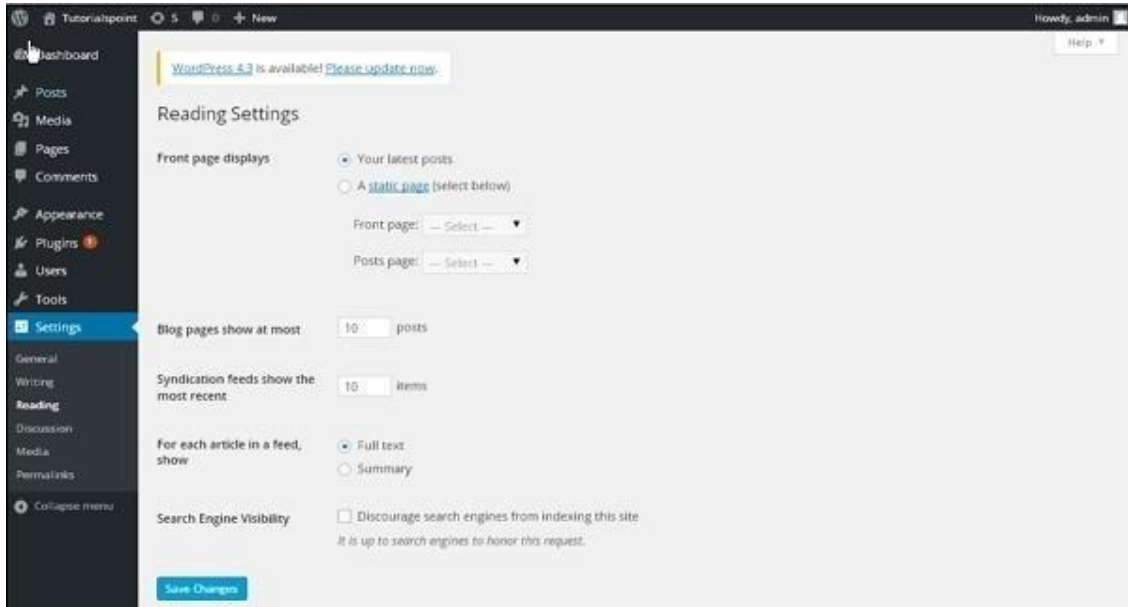
WordPress - Reading Setting

Reading Setting is used to set the content related to the front page. You can set the number of post to be displayed on the main page.

Following are the steps to access the reading settings –

Step (1) – Click on Settings → Reading option in WordPress.

Step(2) – The Reading Settings page is displayed as shown in the following screen.



Following are the details of the fields on reading settings.

- Front page displays – This section is used to display the front page in any of the following format –
 - Your latest posts – It displays latest posts on the front page.
 - A static page – It displays the static pages on the front page.
 - Front Page – You can select the actual page you want to display on front page from the drop down.
 - Posts Page – You can select the page from the drop down which contains posts.
- Blog pages show at most – The number of posts to be displayed per page or site. By default, it is set as 10.
- Syndication feeds show the most recent – The user can view the number of posts when they download one of the site feeds. By default, it is set as 10.
- For each article in a feed, show – This section is used to display the post by selecting any of the following formats –
 - Full Text – It displays the complete post. It is set as default.
 - Summary – It displays the summary of the post.
- Search Engine Visibility – After clicking on the checkbox, Discourage search engines from indexing this site, your site will be ignored by the search engine.

Step(3) – After filling all the information, click on Save Changes button to save your Reading Setting information.

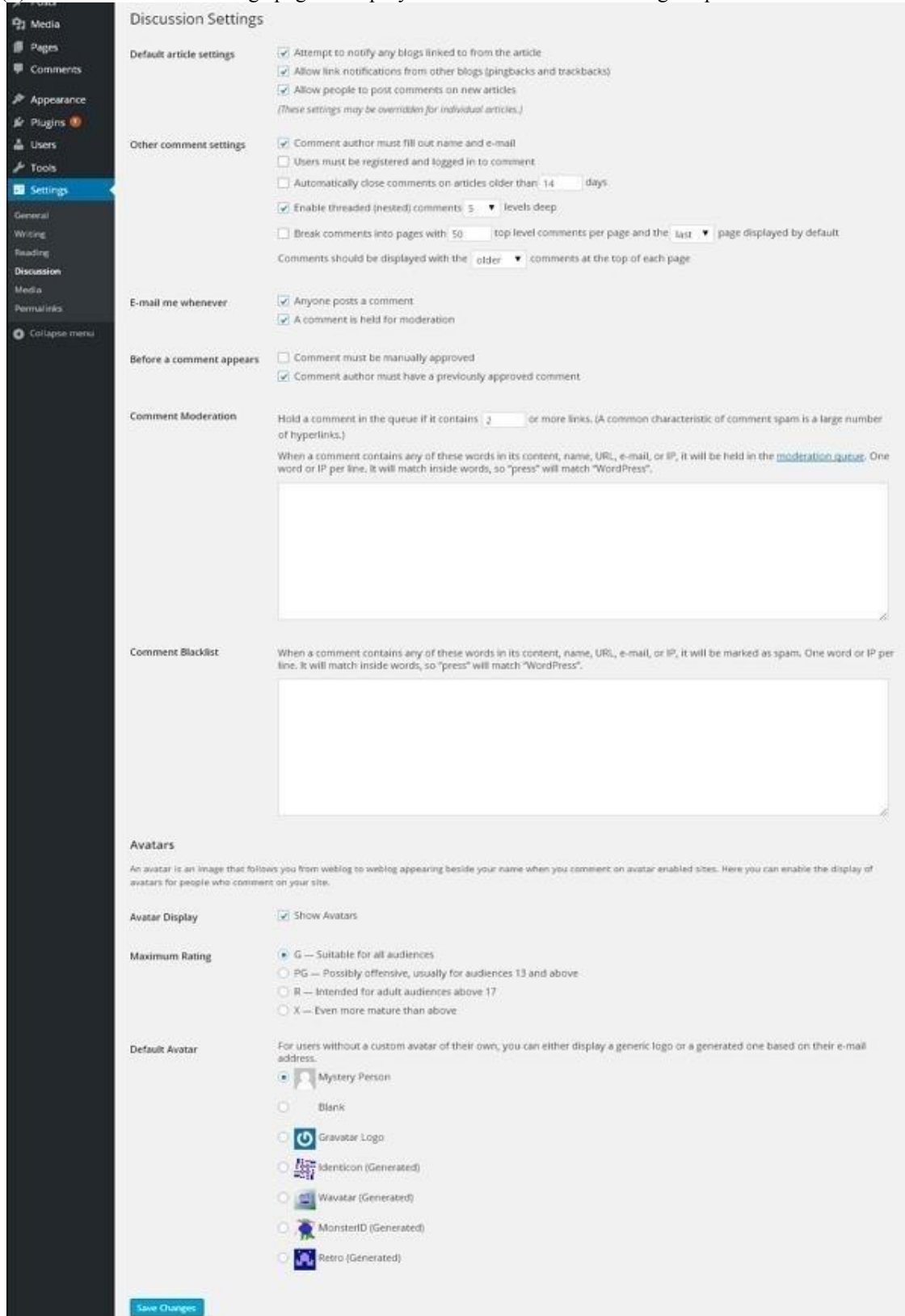
WordPress - DiscussionSetting

WordPress discussion setting can be defined as the interaction between the blogger and the visitors. These settings are done by the admin to have a control over the posts/pages that come in through users.

Following are the steps to access the Discussion setting –

Step (1) – Click on Settings → Discussion option in WordPress.

Step (2) – The Discussion Settings page is displayed as shown in the following snapshot.



The screenshot shows the WordPress Discussion Settings page. On the left is a sidebar menu with options: Media, Pages, Comments, Appearance, Plugins, Users, Tools, and Settings (highlighted). Below Settings are sub-options: General, Writing, Reading, Discussion, Media, and Permalinks. A 'Collapse menu' button is at the bottom of the sidebar.

The main content area is titled 'Discussion Settings' and contains several sections:

- Default article settings:**
 - ☒ Attempt to notify any blogs linked to from the article
 - ☒ Allow link notifications from other blogs (pingbacks and trackbacks)
 - ☒ Allow people to post comments on new articles
 - (These settings may be overridden for individual articles.)
- Other comment settings:**
 - ☒ Comment author must fill out name and e-mail
 - ☐ Users must be registered and logged in to comment
 - ☐ Automatically close comments on articles older than: 14 days
 - ☒ Enable threaded (nested) comments: 5 levels deep
 - ☐ Break comments into pages with: 50 top level comments per page and the: last page displayed by default
 - Comments should be displayed with the: older comments at the top of each page
- E-mail me whenever:**
 - ☒ Anyone posts a comment
 - ☒ A comment is held for moderation
- Before a comment appears:**
 - ☐ Comment must be manually approved
 - ☒ Comment author must have a previously approved comment
- Comment Moderation:**

Hold a comment in the queue if it contains: 2 or more links. (A common characteristic of comment spam is a large number of hyperlinks.)

When a comment contains any of these words in its content, name, URL, e-mail, or IP, it will be held in the [moderation queue](#). One word or IP per line. It will match inside words, so "press" will match "WordPress".
- Comment Blacklist:**

When a comment contains any of these words in its content, name, URL, e-mail, or IP, it will be marked as spam. One word or IP per line. It will match inside words, so "press" will match "WordPress".
- Avatars:**

An avatar is an image that follows you from weblog to weblog appearing beside your name when you comment on avatar enabled sites. Here you can enable the display of avatars for people who comment on your site.

 - Avatar Display:** ☒ Show Avatars
 - Maximum Rating:**
 - ☒ G — Suitable for all audiences
 - ☐ PG — Possibly offensive, usually for audiences 13 and above
 - ☐ R — Intended for adult audiences above 17
 - ☐ X — Even more mature than above
 - Default Avatar:**

For users without a custom avatar of their own, you can either display a generic logo or a generated one based on their e-mail address.

 - ☒ Mystery Person
 - ☐ Blank
 - ☐ Gravatar Logo
 - ☐ Identicon (Generated)
 - ☐ Wavatar (Generated)
 - ☐ MonsterID (Generated)
 - ☐ Retro (Generated)

A 'Save Changes' button is located at the bottom left of the settings area.

Following fields are seen in Discussion settings.

- Default article settings – These settings are default to the new pages you create or new posts. This contains three more settings. They are –
 - Attempt to notify any blogs linked to from the article – When you publish articles then it sends a notification (sends pings and trackback) to other blogs.
 - Allow link notifications from other blogs (pingbacks and trackbacks) – Accepts pings from other blogs.
 - Allow people to post comments on new articles – You can allow or disallow other people to comment on your article using this setting.

You can change the settings as per your will for individual articles.

- Other Comment Settings – This setting has the following options –
 - Comment author must fill out name and e-mail – When you check this box, it is mandatory for visitors to fill their name and email address.
 - Users must be registered and logged in to comment – If you check this box, only those registered visitors can leave comments, if not checked anyone can leave any number of comments.
 - Automatically close comments on articles older than days – This option allows you to accept comments only for a particular time period as per your wish.
 - Enable threaded (nested) comments – When you check this option, visitors can reply or have a discussion and get responses.
 - Break comments into pages with top level comments per page and the page displayed by default – If your pages are getting a lot of comments then you can split them into different pages by checking this box.
 - Comments should be displayed with the comments at the top of each page – You can arrange the comments in the form of ascending or descending order.
- Email me whenever – This setting contains two options, namely –
 - Anyone posts a comment – When you check into this box, the author gets an e-mail for every single comment that is posted.
 - A comment is held for moderation – This is used in case you do not want your comment to be updated before it's moderated by the admin.
- Before a comment appears – This setting allows how your posts are controlled. There are two more settings as followed –
 - Comment must be manually approved – If you check this box then only the approved comments by the admin can be displayed on the posts or pages.
 - Comment author must have a previously approved comment – This can be checked when you want to approve a comment of an author whose has commented and his e-mail address matches the e-mail address of the previous posted comment. Otherwise the comment is held for moderation.
- Comment Moderation – Contain only a specific number of links that are allowed into a comment.
- Comment Blacklist – You can input your own spam words which you do not want your visitors to enter into the comments, URL, e-mail etc.; later it would filter the comments.

- Avatars – Avatar is a small image that displays at the top-right-hand corner of the dashboard screen beside your name. It is like your profile picture. Here you have a few more options where you can set your avatar for WordPress site.
 - Avatar Display – It displays your avatar besides your name when it is checked.
 - Maximum rating – You have a four other options of avatars you can use. They are G, PG, R and X. This is the age section where you select according to which type of audience you want to display your posts.
 - Default Avatar – In this option, there are few more types of avatars with images; you can keep these avatars according to your visitors e-mail address.

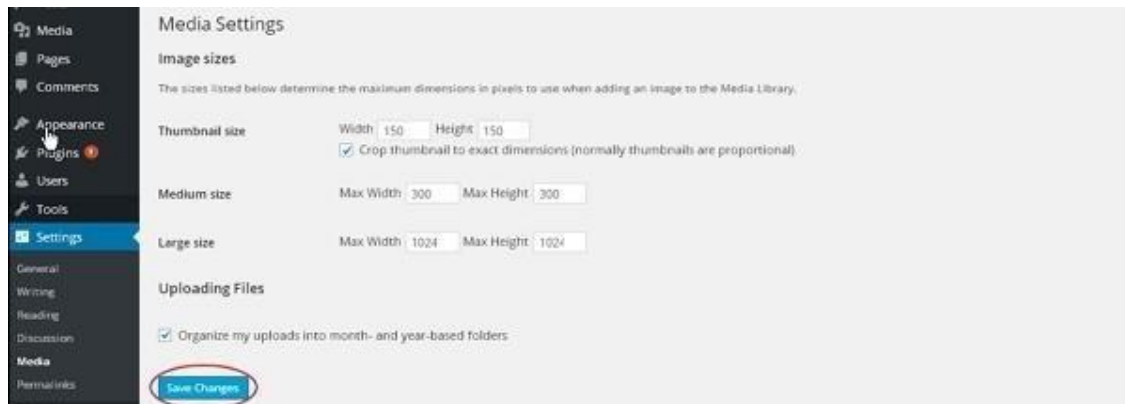
Step (3) – Click on Save Changes button to save the changes.

WordPress - MediaSetting

It is used to set the height and width of the images which you're going to use on your website.

Step (1) – Click on Settings → Media option in WordPress.

Step (2) – The Media Settings page is displayed as seen in the following screenshot.



Following are the details of the fields on Media settings –

- Thumbnail size – Set the size of the thumbnail.
- Medium size – Set the height and width of medium size images.
- Large size – Set width and height of larger images.
- Uploading files – After checking this checkbox, the uploaded image will be arranged into year and month based folder.

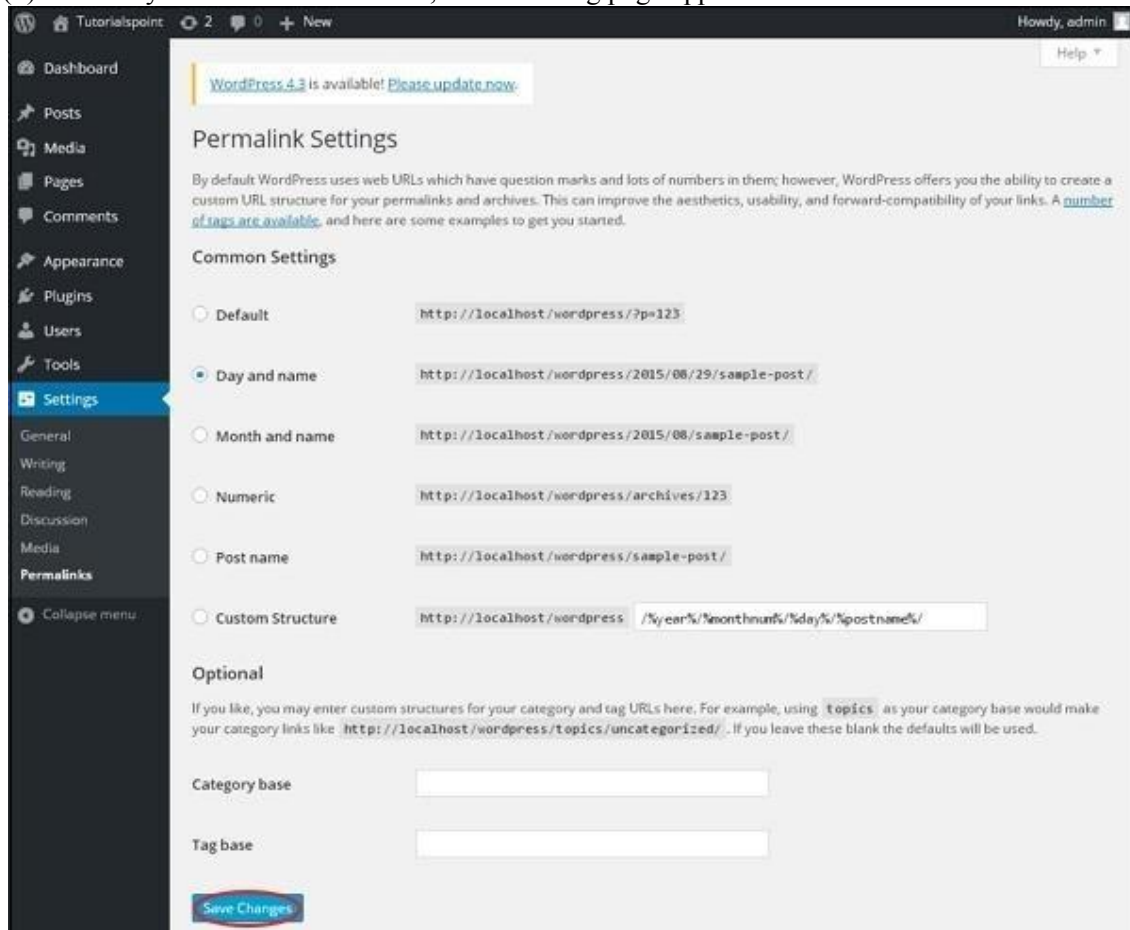
Step (3) – After setting the dimension in pixels, click on Save Changes button. It saves your media setting information.

WordPress - Permalink Setting

Permalink is a permanent link to a particular blog post or category. It allows setting the default permalink structure. These settings are used to add permalinks to your posts in WordPress. Following are the steps to access permalink settings.

Step (1) – Click on Settings → Permalinks option from the left navigation menu.

Step (2) – When you click on Permalinks, the following page appears on the screen.



Here are a few settings you can make –

- Common settings – Check any of the radio buttons to choose your permalink structure for your blogs
 - Default – It sets the default URL structure in Wordpress.
 - Day and name – It sets URL structure according to the date and name in your posts.
 - Month and name – It sets the URL structure according to the month and name in your post.
 - Numeric – It sets numbers in the URL structure in your post.
 - Post name – It sets post name in the URL structure in your post.
 - Custom Structure – It sets the URL structure of your choice by writing the desired name in the given text box.
- Optional – These are optional. You can add custom structure for main category or tag URL. If your text box is empty then default settings is used. Here you have two options.
 - Category Base – Add custom prefix for your category URL.
 - Tag Base – Add custom prefix to your Tags URL.

Step (3) – Once you are done with changes, click on Save Changes button to save the permalink settings.

Updating WordPress

You should always update WordPress to the latest version. When a new version of WordPress is available you will receive an update message in your WordPress Admin Screens. To update WordPress, click the link in this message.

There are two methods for updating - the easiest is the one-click update, which will work for most people. If it doesn't work, or you just prefer to be more hands-on, you can follow the manual update process.

Back up WordPress

Before you get started, it's a good idea to back up your website. This means if there are any issues you can restore your website.

☐ One-click Update

Modern versions of WordPress let you update with the click of a button. (This feature was added in 2.7, so if you are using an older version, you will need to follow the steps to update manually.) You can launch the update by clicking the link in the new version banner (if it's there) or by going to the Dashboard > Updates screen. Once you are on the "Update WordPress" page, click the button "Update Now" to start the process off. You shouldn't need to do anything else and, once it's finished, you will be up-to-date.

One-click updates work on most servers. If you have any problems, it is probably related to permissions issues on the file system.

☐ Update WordPress manually

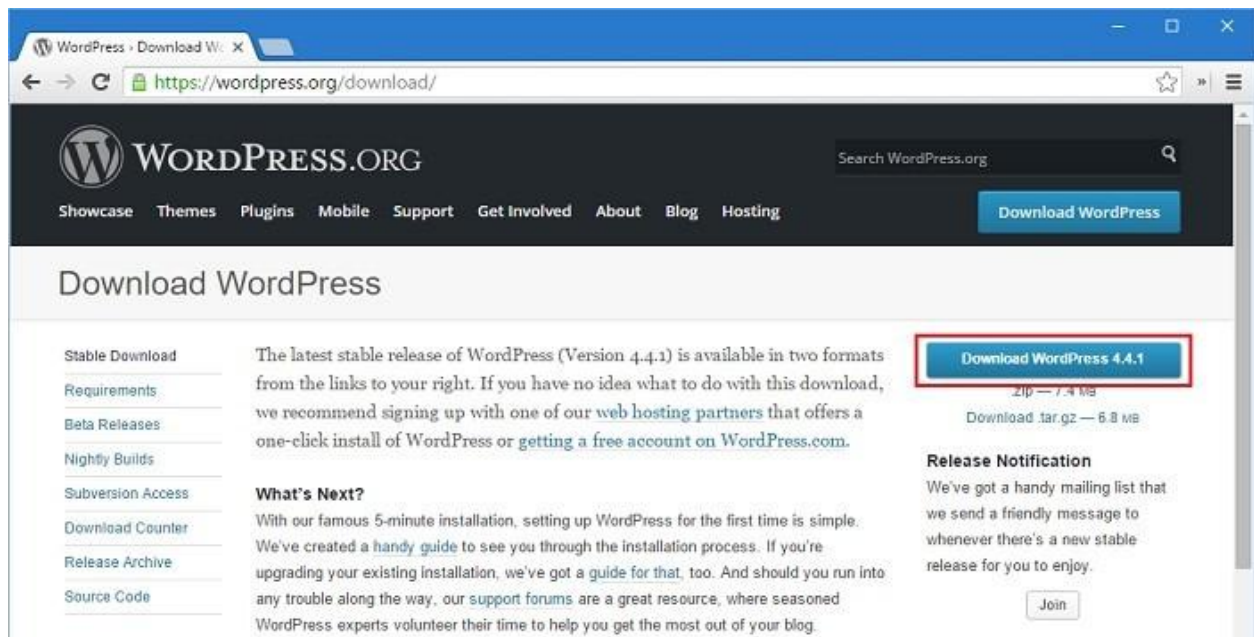
Normally you can update WordPress with one click from the WordPress dashboard. Minor updates are even done automatically. It may happen that you cannot access the WordPress dashboard. In that case you can update manually via FTP.

In this guide we use an FTP client. There are several clients you can use to connect to FTP, however we recommend using FileZilla. Download the latest version from the FileZilla website <https://filezilla-project.org/download.php>.

Note: Before you continue we recommend that you make a backup of your site and disable active plugins. Check out our guides below if you are unsure how to do this.

Step 1 - Download WordPress

Download the newest WordPress installation files from the WordPress website to your computer.

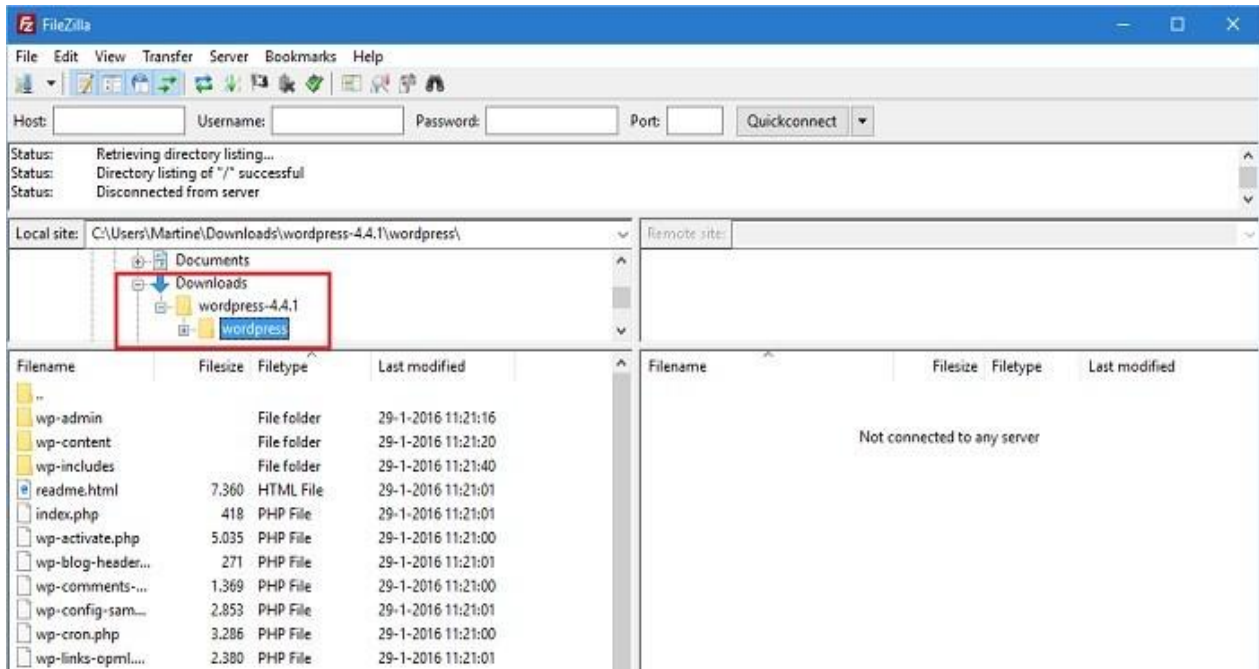


Step 2 - Extract WordPress files

Extract the zip file that you just downloaded to a location on your computer.

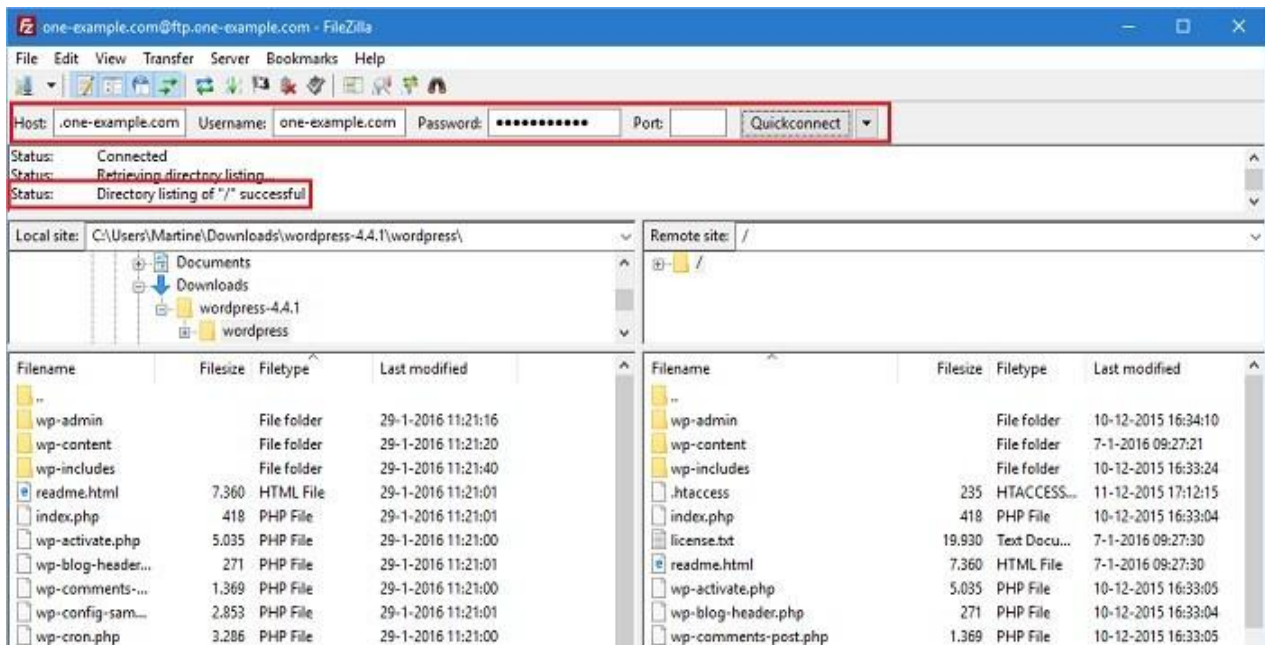
Step 3 - Locate the files in your FTP client

Open FileZilla, or another FTP client of your choice and locate the folder where you saved the WordPress files.



Step 4 - Log in via FTP

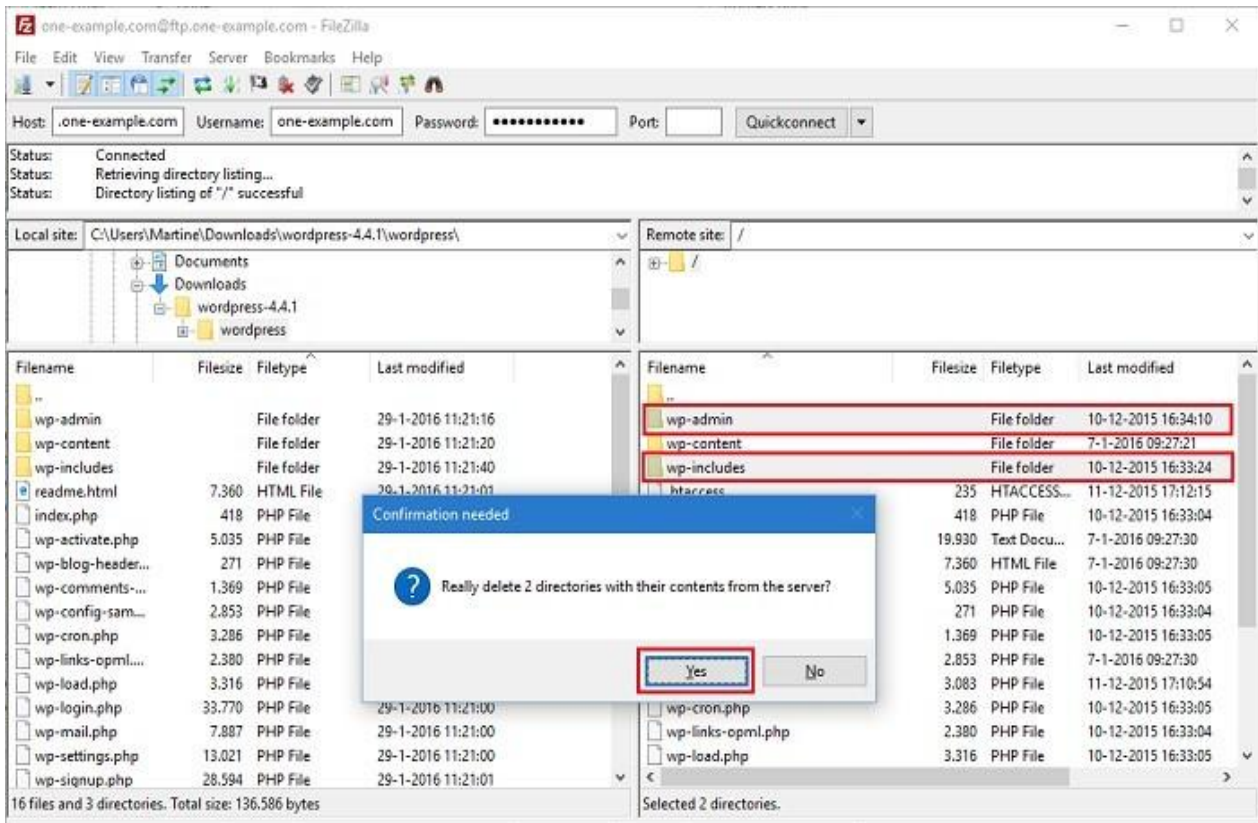
Log in to your web space via FTP.



Step 5 - Delete two folders

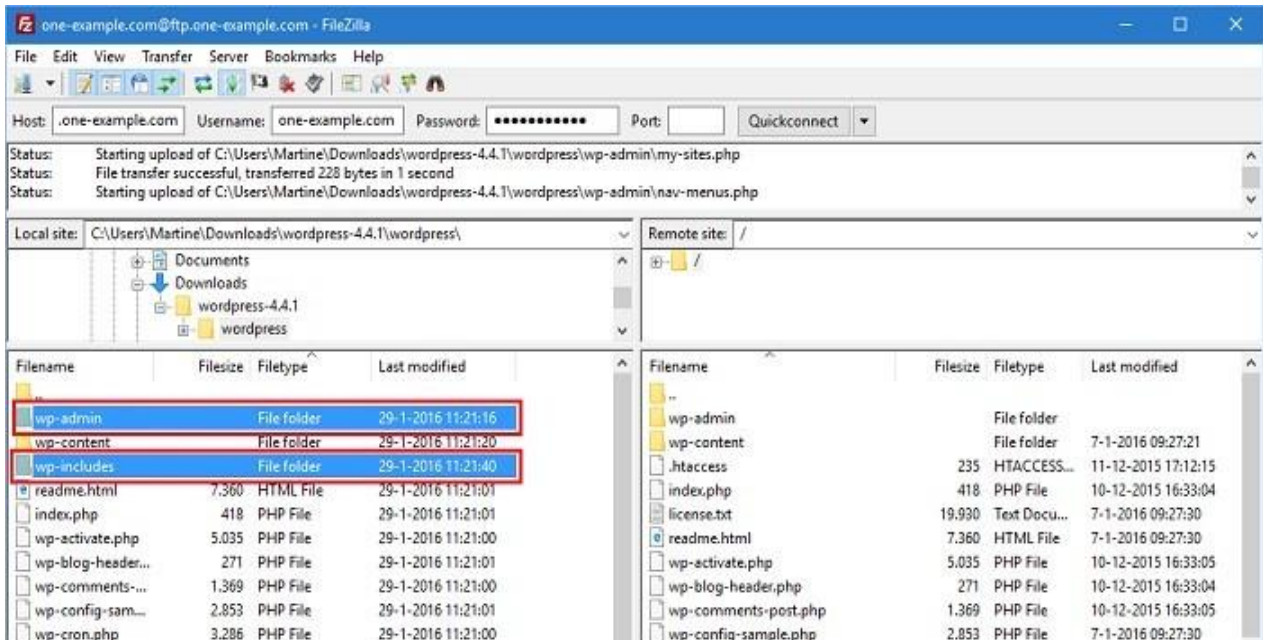
Delete the following folders from your web space:

- ☐ wp-includes
- ☐ wp-admin



Step 6 - Upload folders

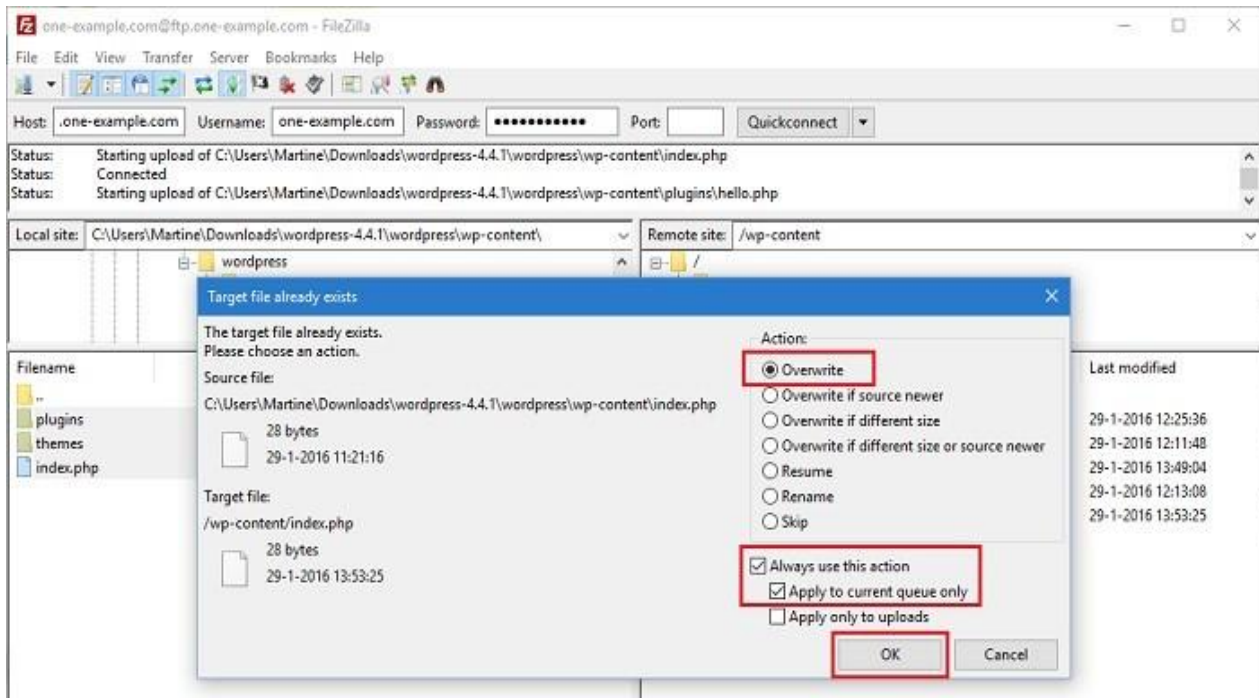
Upload the folders wp-includes and wp-admin from your computer to your web space, replacing the ones you just deleted.



Step 7 - Overwrite files in wp-content

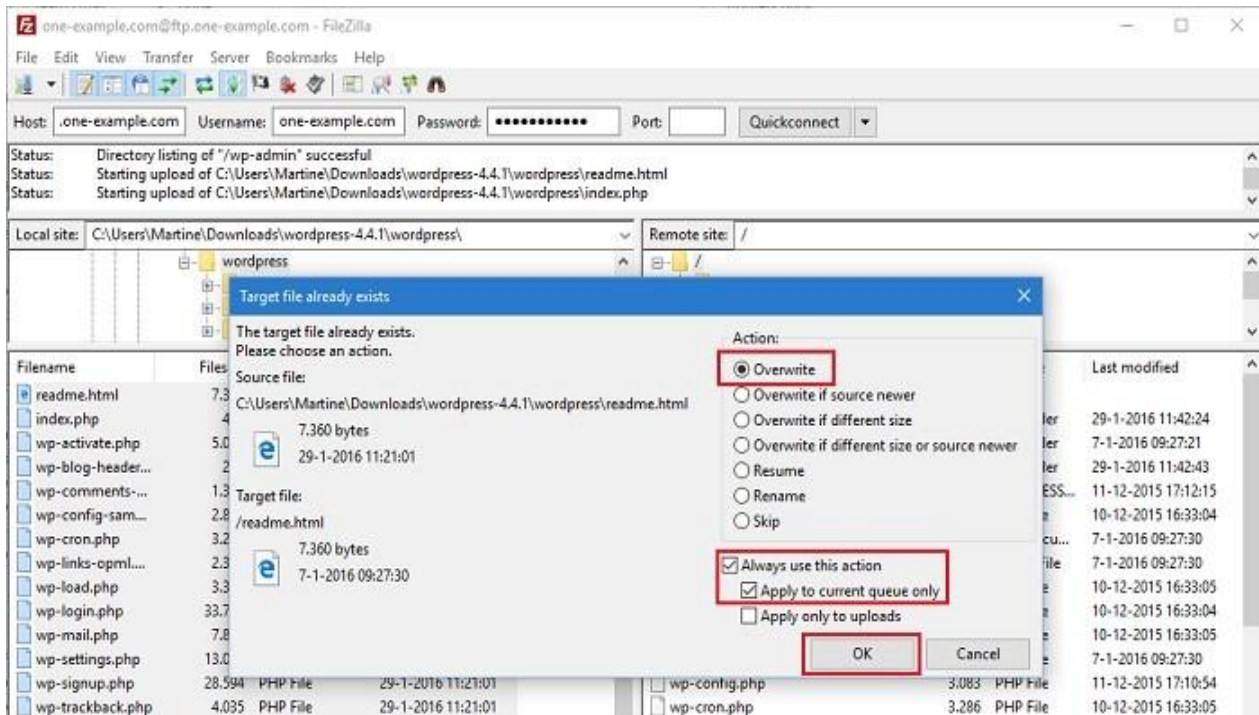
Open wp-content and upload the files and folders in this folder from your computer to the corresponding folder on your web space. You overwrite the existing files, but keep any other files and folders that are there.

Note: The wp-content folder contains your plugins and themes so make sure not to delete any files and folders that are already there!



Step 8 - Upload individual files

Upload all individual installation files that are not in a folder from your computer to your web space, replacing the existing files.



Step 9 - Congratulations!

You have now done a manual update of WordPress.

If you have updated to a newer WordPress version you might need to update your database. If this is the case, you will be prompted to do so when you log in to WordPress for the first time.

Tip: Check for updates for your plugins and themes and remember to reactivate all plugins once you are logged in.

Database Structure

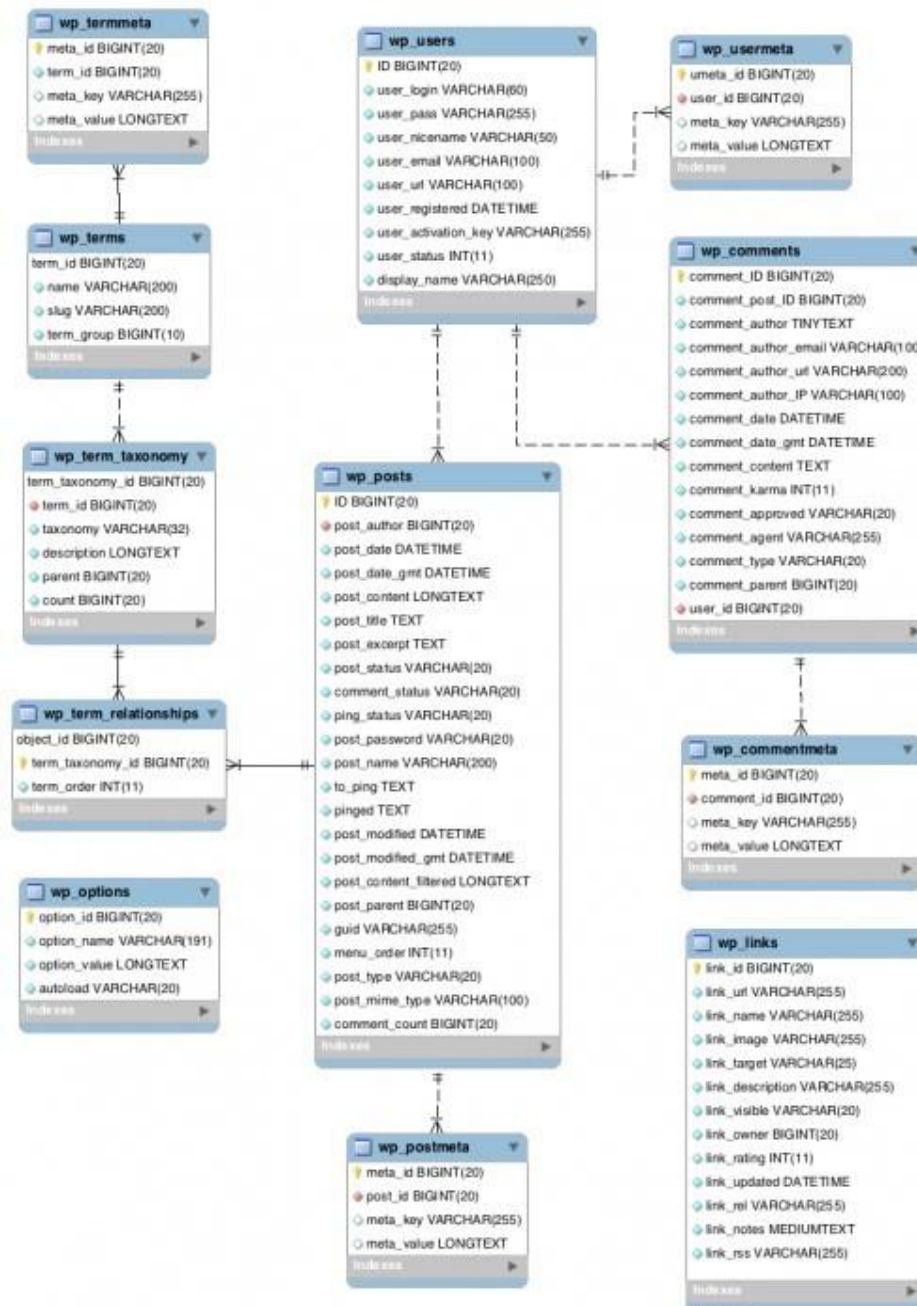
The following is an outline and description of the database tables created during the standard installation of WordPress. The database structure and the diagram below were last updated in version 4.4.

The only database supported by WordPress is MySQL version 5.0.15 or greater, or any version of MariaDB.

Because WordPress interfaces with this database by itself, you as an end user, shouldn't have to worry much about its structure. If you're writing a Plugin however, you may be interested in learning how WordPress stores its data and relationships. If you have already attempted to use the existing WordPress API to access the data you need but have determined it's not possible without accessing the database directly, WordPress provides the wpdb class to make this task easy.

Database Diagram

The diagram below provides a visual overview of the WordPress database and the relations between the tables created during the WordPress standard installation. The Table Overview below includes additional details on the tables and columns.



Please note that within the standard installation of WordPress no integrity between the tables is enforced e.g. between posts and comments. If you are creating a plugin or extension that manipulates the WordPress database, your code should do the housekeeping so that no orphan records remain in the tables e.g. by removing records in other tables with a set of SQL commands when foreign keys are deleted (Don't forget to remind users to backup before such operations).

Table Overview

This section is the overview of all the tables created during the WordPress standard installation. It is followed by specific information of what is in each table.

WordPress Tables (12)	
Table Name	Description
wp_commentmeta	Each comment features information called the meta data and it is stored in the wp_commentmeta.
wp_comments	The comments within WordPress are stored in the wp_comments table.
wp_links	The wp_links holds information related to the links entered into the Links feature of WordPress. (This feature has been deprecated, but can be re-enabled with the Links Manager plugin.)
wp_options	The Options set under the Administration > Settings panel are stored in the wp_options table. See Option Reference for option_name and default values.
wp_postmeta	Each post features information called the meta data and it is stored in the wp_postmeta. Some plugins may add their own information to this table.
wp_posts	The core of the WordPress data is the posts. It is stored in the wp_posts table. Also Pages and navigation menu items are stored in this table.
wp_terms	The categories for both posts and links and the tags for posts are found within the wp_termstable.
wp_termmeta	Each term features information called the meta data and it is stored in wp_termmeta.
wp_term_relationships	Posts are associated with categories and tags from the wp_terms table and this association is maintained in the wp_term_relationships table. The association of links to their respective categories are also kept in this table.
wp_term_taxonomy	This table describes the taxonomy (category, link, or tag) for the entries in the wp_terms table.
wp_usermeta	Each user features information called the meta data and it is stored in wp_usermeta.
wp_users	The list of users is maintained in table wp_users.