Wordpress Features to be used:

1. Theme System – provides the extensibility to create themes as simple or as complex as per the user’s needs and wants.

2. Customizing through Panel – all editing and customization tools, and settings are available on the panel for easy access in customizing the website.

3. Media Management with Image Optimization– to be able to quickly and easily upload images and media to WordPress. Drag and drop Medias into the uploader to add it to the website or for future reference and use. Add alt text, captions, and titles, and insert images and galleries into the content.

4. Publishing Tools – also for easier management of the content. Create drafts and schedule publication.

5. Multi-user capability – when relying on multiple people to keep your site up and running. WordPress has a feature that assigns and let you have a variety of contributors to the website. Here is a summary of these roles from WordPress User Management:

Administrator – somebody who has access to all the administration features within a single site.

Editor – somebody who can publish and manage posts including the posts of other users.

Author – somebody who can publish and manage their own posts.

Contributor – somebody who can write and manage their own posts but cannot publish them.

Subscriber – somebody who can only manage their profile.