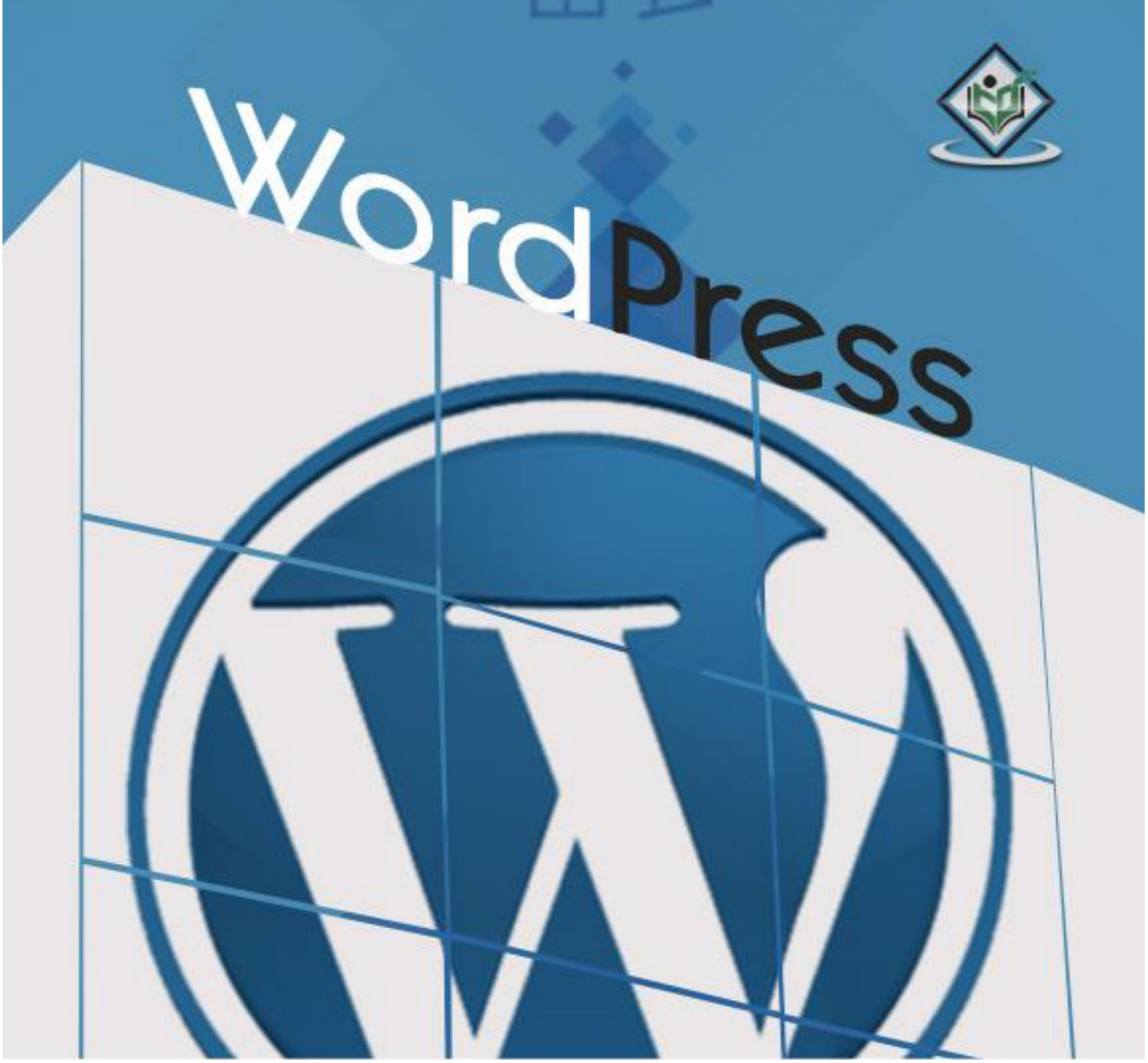
WordPress



About the Tutorial

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

This tutorial will teach you the basics of WordPress using which you can create websites with ease. The tutorial is divided into various sections for convenience. Each of these sections contain related topics with screenshots explaining the WordPress admin screens.

Audience

This tutorial has been prepared for those who have a basic knowledge of HTML and CSS and has an urge to develop websites. After completing this tutorial, you will find yourself at a moderate level of expertise in developing sites or blogs using WordPress.

Prerequisites

Before you start with this tutorial, we are assuming that you are already aware about thebasics of HTML and CSS. If you are not aware of these concepts, then we suggest you gothrough our short tutorial on HTML and CSS.

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Part 1: Basics

1. WordPress – OVERVIEW

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, stylesheet, 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 WhatYou 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 thecurrent browsers and mobile devices. Updating WordPress version leads to loss of data, so it a backup copy of the website is required.
- Modifying and formatting the graphic images and tables is difficult.

2. WordPress – INSTALLATION

System Requirements for WordPress

- **Database:** MySQL 5.0+
- **Web Server:**
    - WAMP (Windows)
    - LAMP (Linux)
    - XAMP (Multi-platform)
    - MAMP (Macintosh)
- **Operating System:** Cross-platform
- **Browser Support:** IE (Internet Explorer 8+), Firefox, Google chrome, Safari, Opera
- **PHP Compatibility:** PHP 5.2+

Download WordPress

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

Download the WordPress zip file from the official site.

CreateStoreDatabase

- 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.

SetUpWizard

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

Step (1): Extract the downloaded WordPress folder and upload it into your web server or localhost.

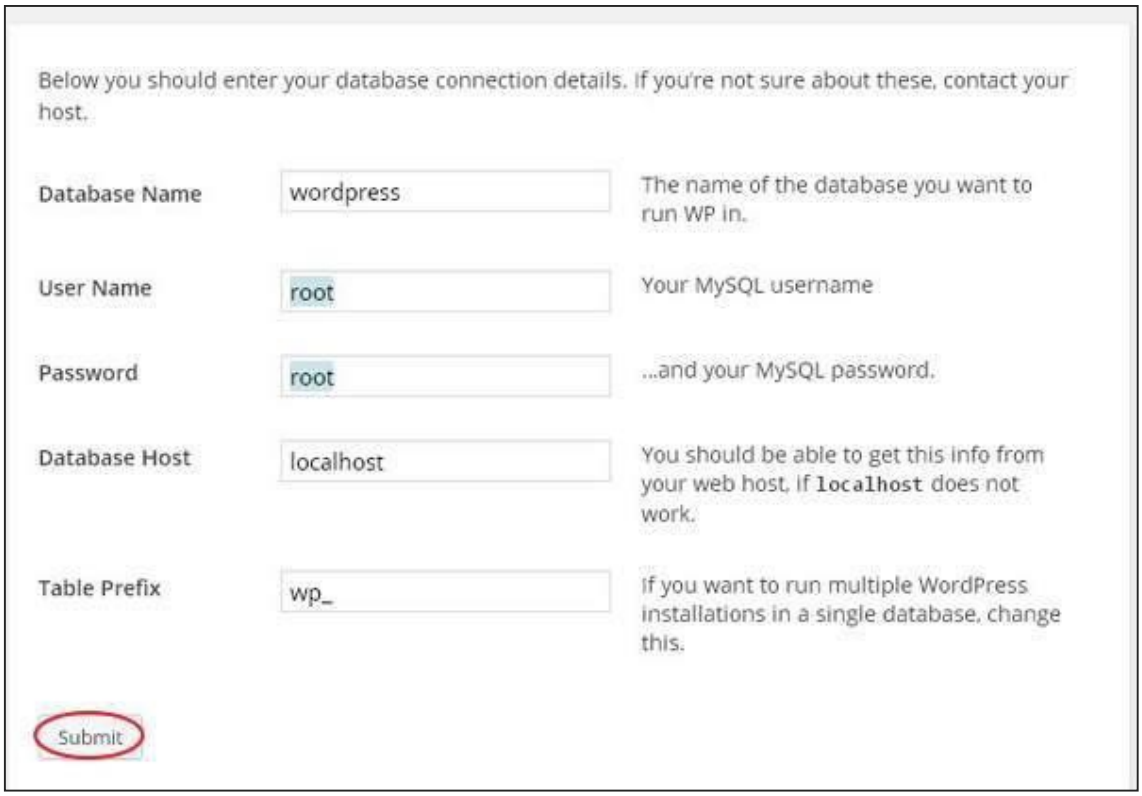
Step (2): Open your browser and navigate to your WordPress file path, then you will get the first screen of the WordPress installer as shown in the following screen. In our case, the pathis **localhost/<Your_WordPress_folder >**.

Select your language for the WordPress and click on **Continue**.

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

Click on **Let's go!**

Step (4): Here, you have to enter the information about the MySQL database as describedin the following screen.



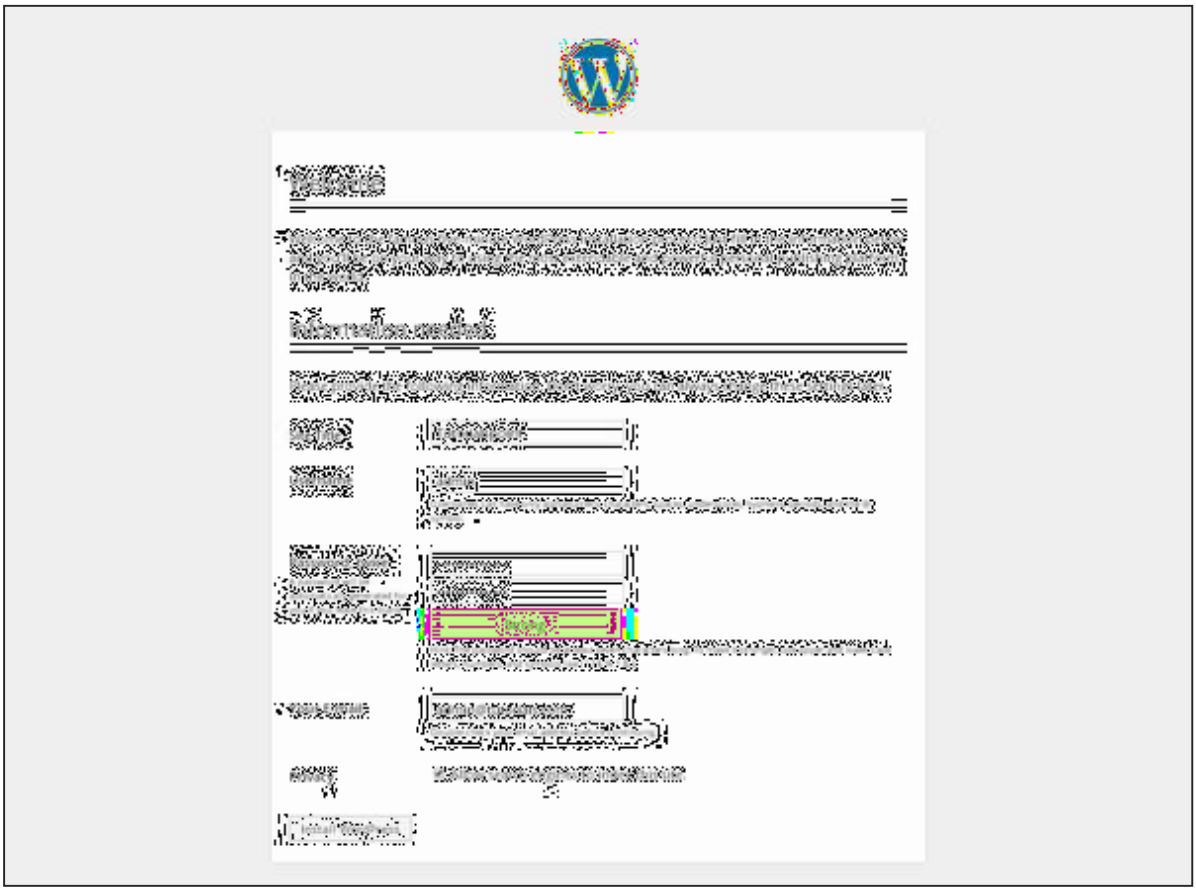
- **Database Name:** Enter the database name which you have created in MySQLdatabase for WordPress.
- **Username:** Enter the user name of your MySQL database.
- **Password:** Enter the password which you had set for MySQL database.
- **Database Host:** Write the host name, by default it will be localhost.
- **Table Prefix:** It is used to add prefix in the database tables which helps to runmultiple 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 asshown in the following snapshot.

Click on **Run the install**

Step (6): Enter administrative information.



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 twice:** Enter password two times to protect your site.
- **Your E-mail:** Enter your e-mail address which helps to recover the password or anyupdate.
- **Privacy:** It allows the search engine to index this site after checking the checkbox.

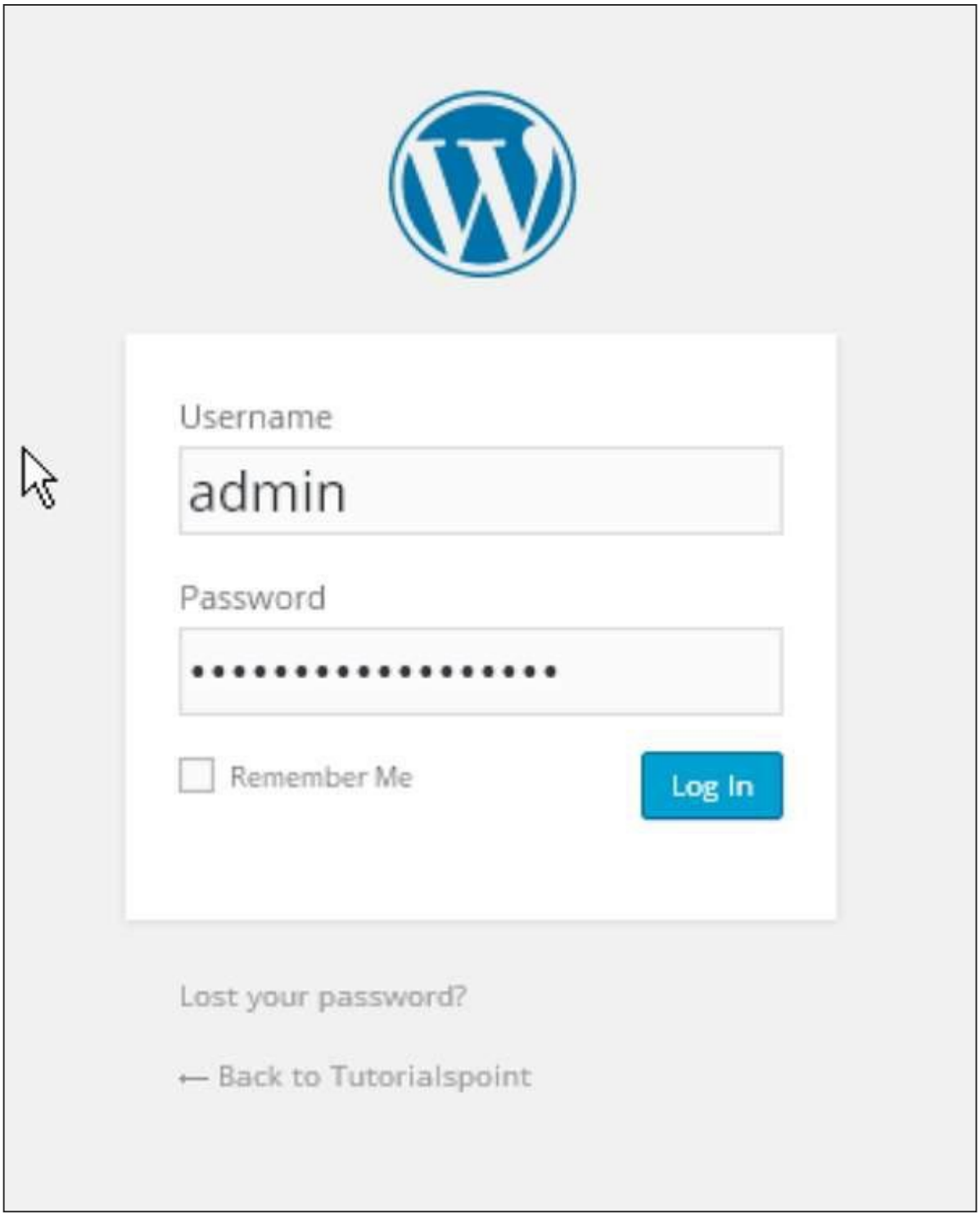
After filling all the information, click on the **Install WordPress** button.

Step (7): After installation being successful, you will get a screen of the stating success asseen 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 thefollowing screen.

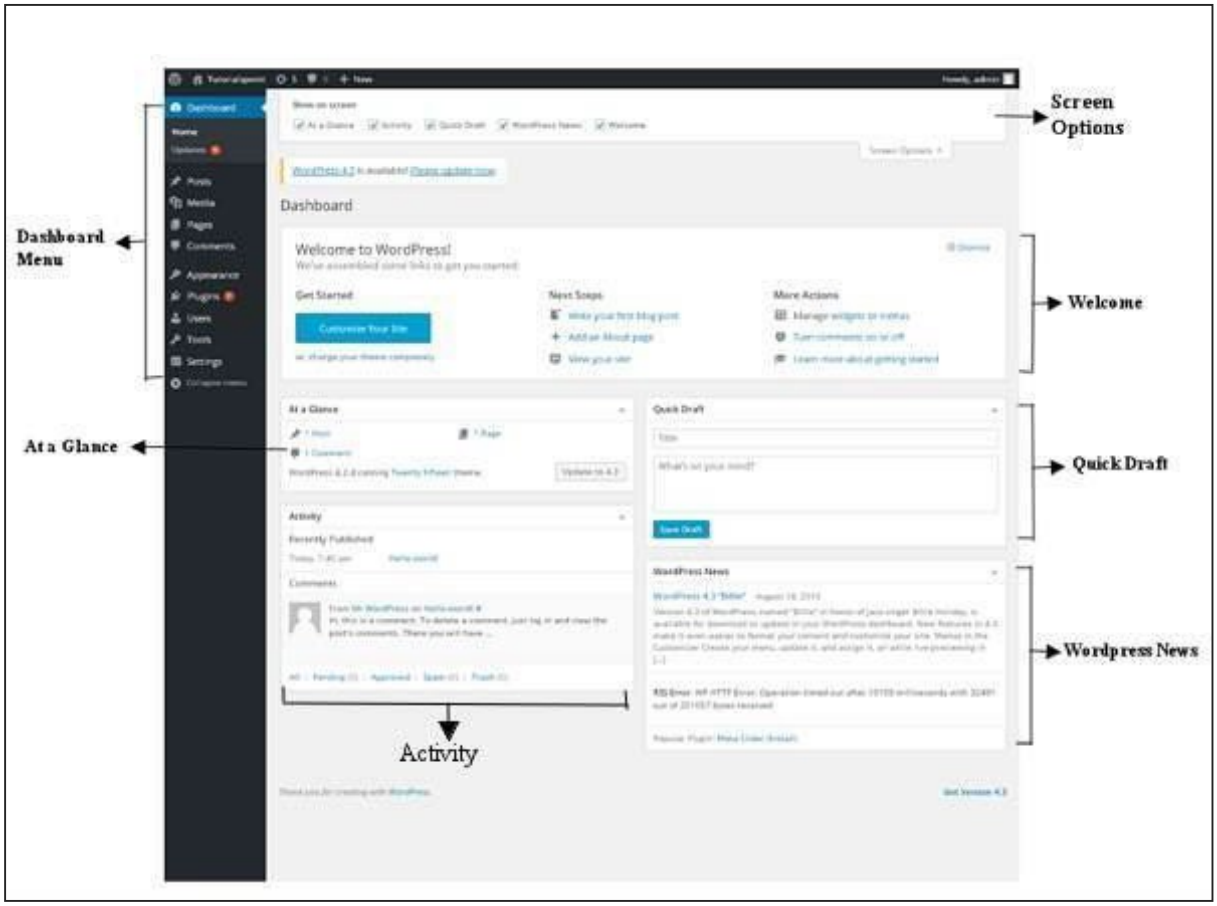


Enter the username and password which you had mentioned during installation as shown instep 6 and click on the **Log In** button.

3. 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 quickdraft, 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 suchas 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.

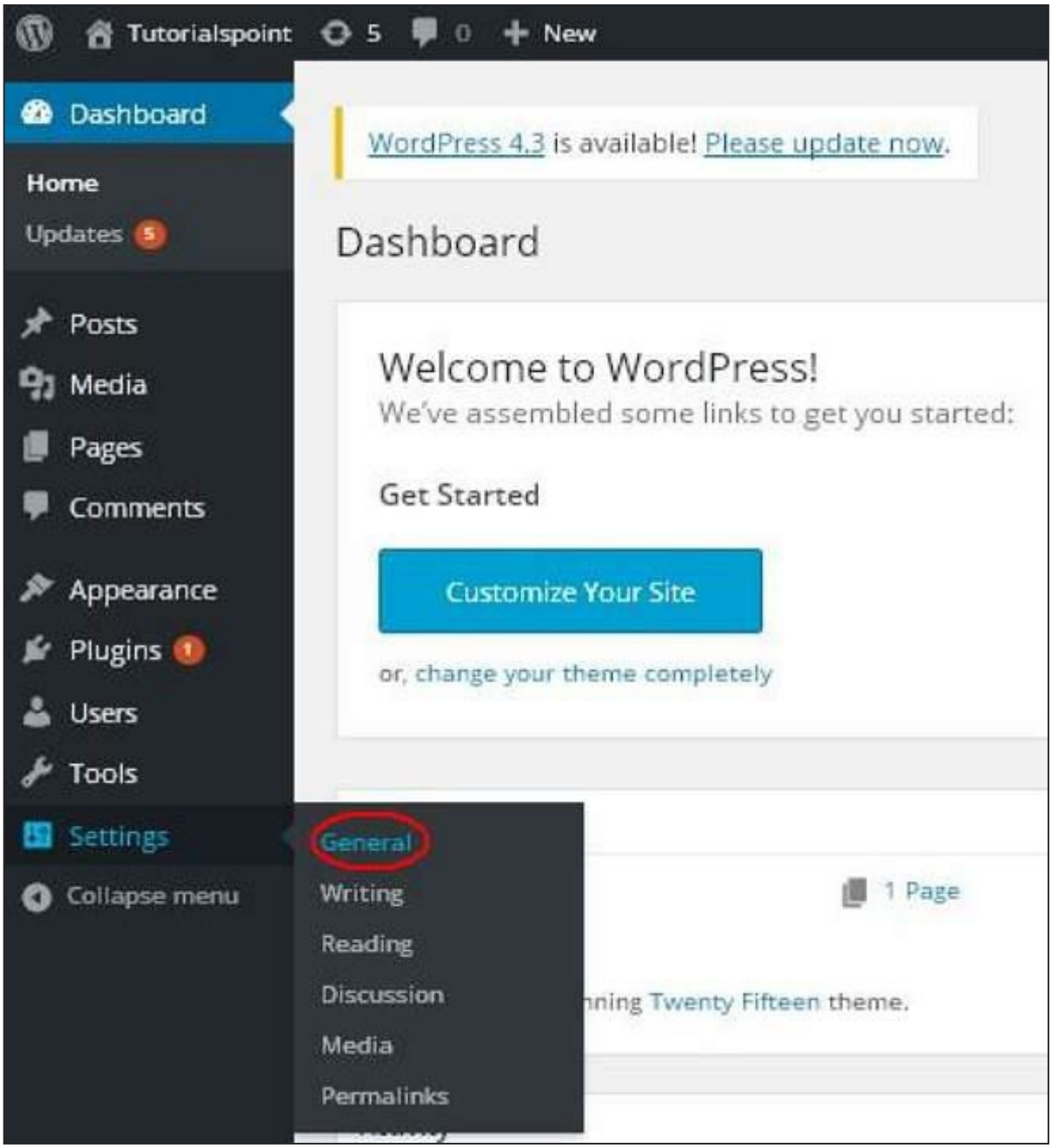
Part 2: Settings

4. WordPress – GENERAL SETTINGS

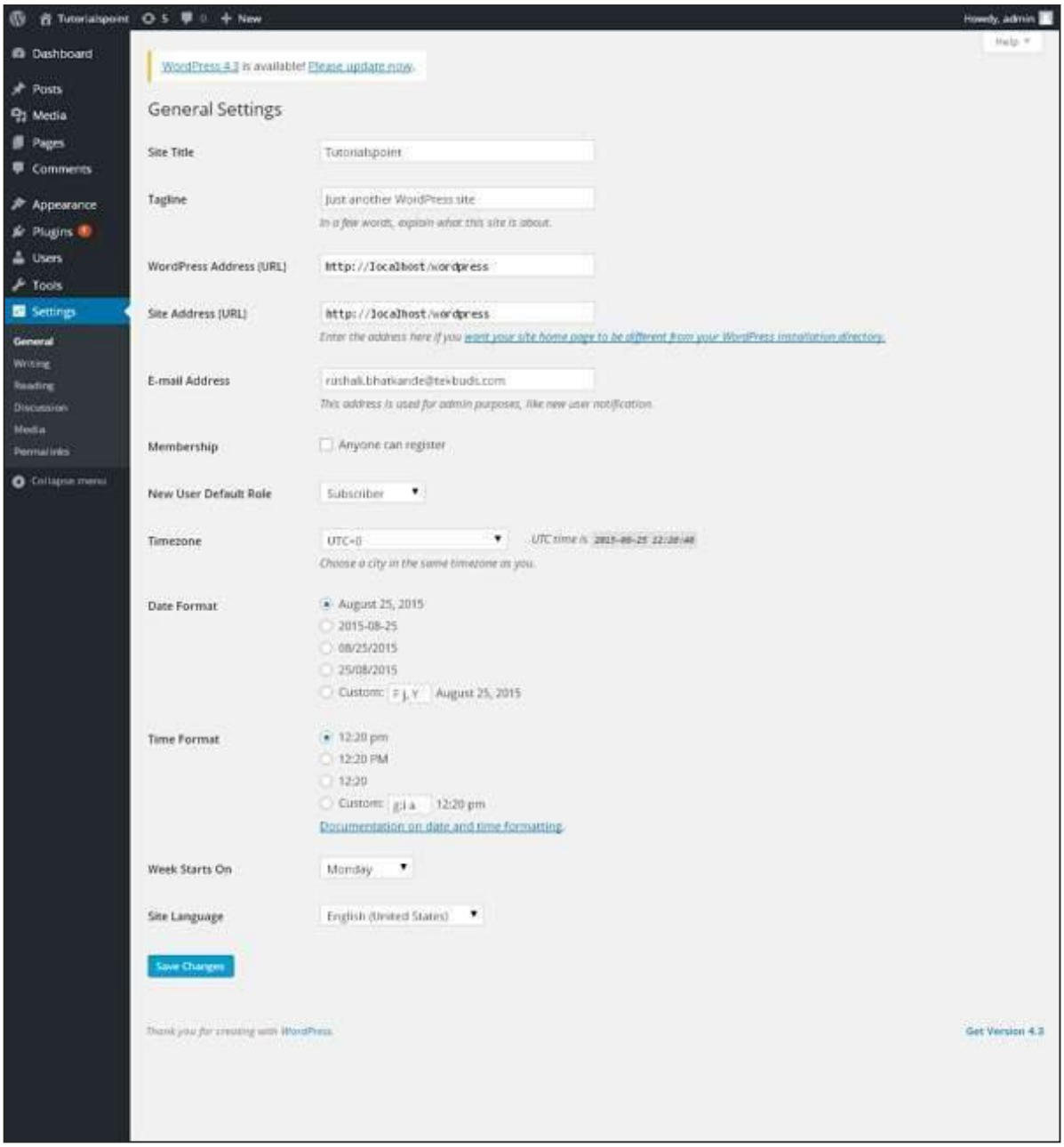
In this chapter, we will study about **General Settings** in WordPress. WordPress general setting is used to set the basic configuration settings for your site. In the setting administration screen, it is a default setting screen.

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 coreapplication files are present.

- **Site Address (URL):** Enter the site URL which you want your site to display on thebrowser.
- **E-mail Address:** Enter your e-mail address which helps to recover your password orany update.
- **Membership:** Anyone can register an account on your site after you check thischeckbox.
- **New User Default Role:** The default role is set for the newly registered user ormembers.
- **Timezone:** 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 WordPresscalendar. By default it is set as Monday.
- **Site Language:** Sets the language for the WordPress dashboard.

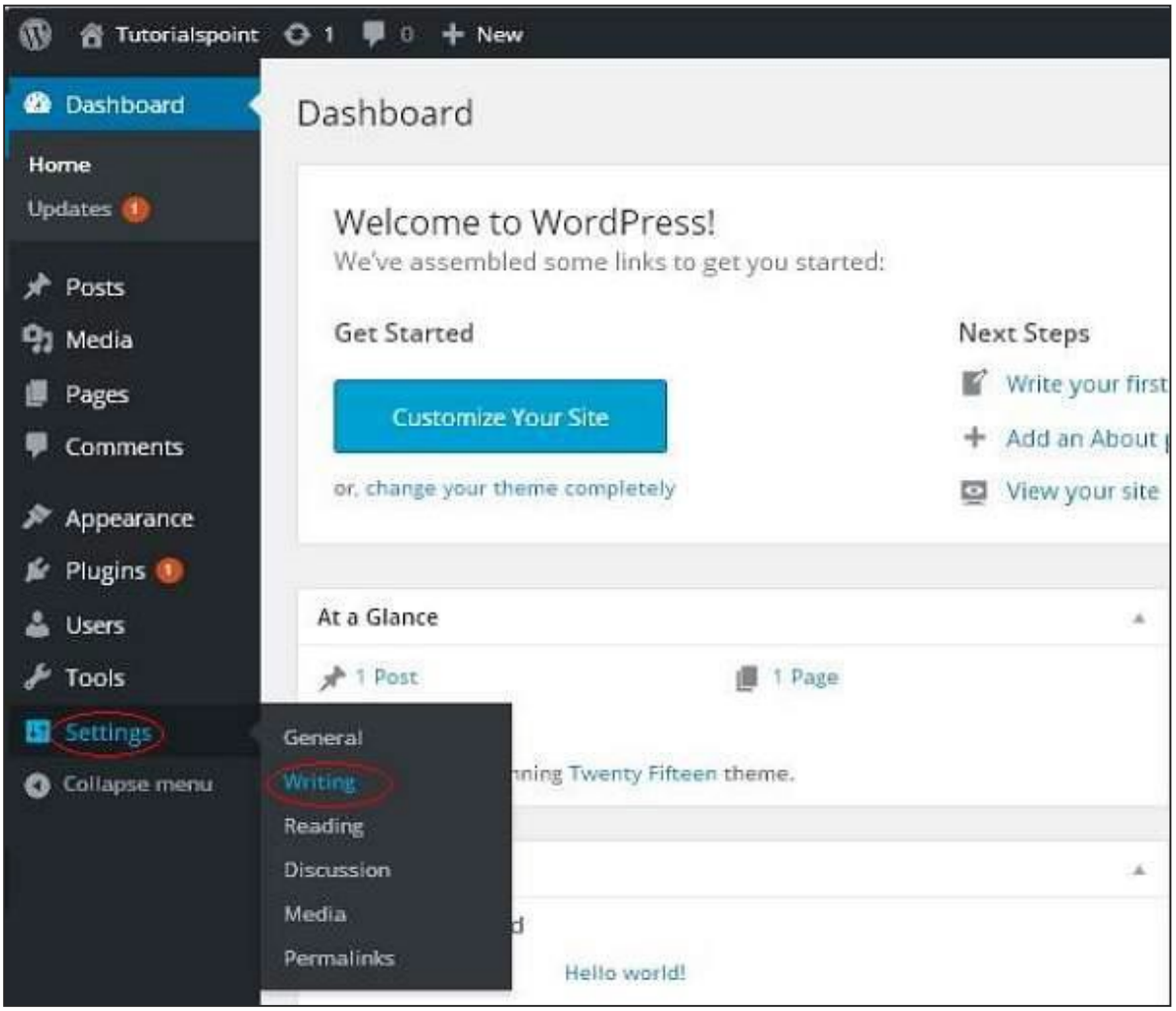
Step (3): After filling all the information about general settings, click on **Save Changes** button. It saves all your general setting information.

5. WordPress – WRITING SETTINGS

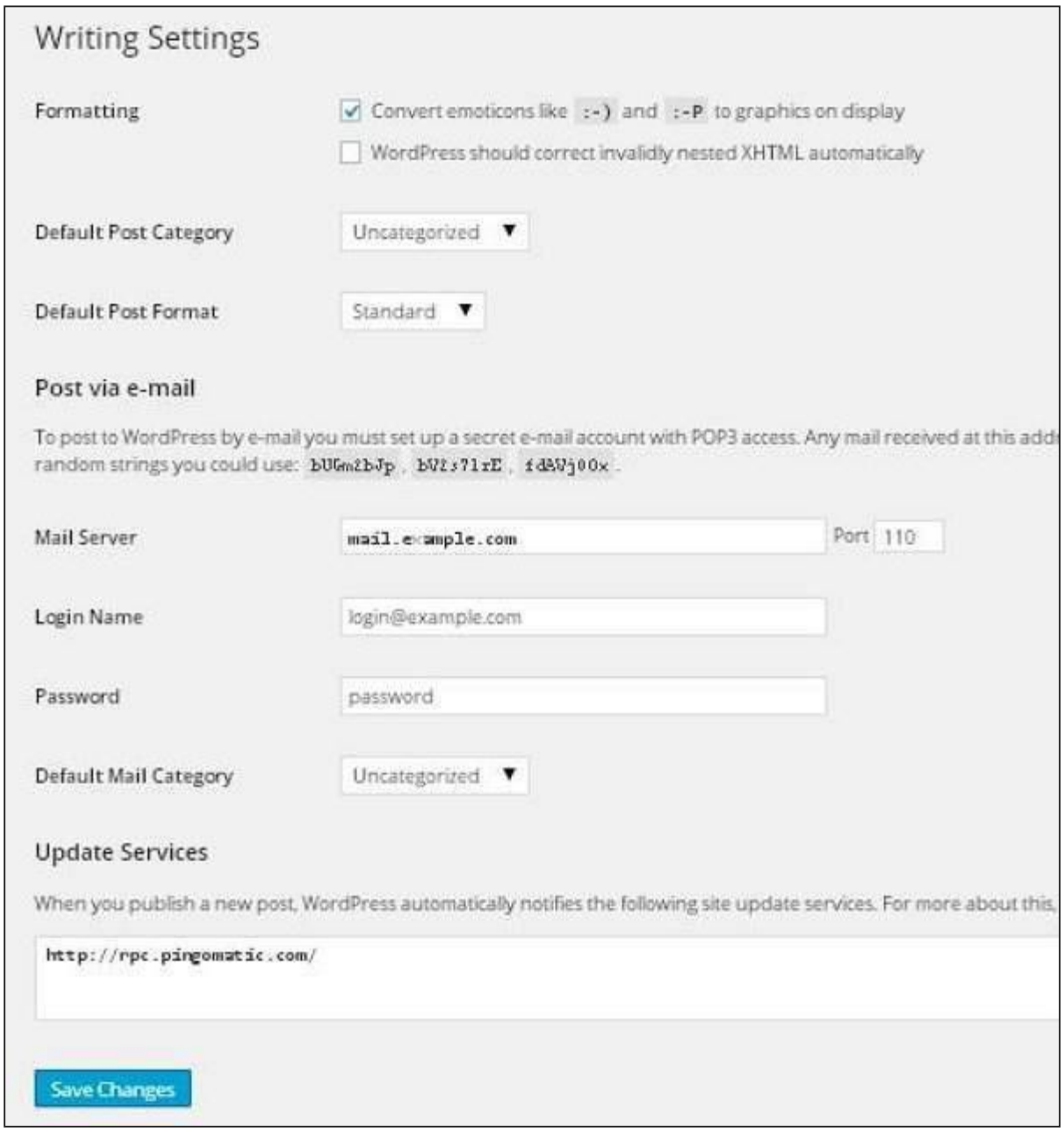
The writing settings controls the writing experience and provides options for customizing WordPress site. These settings control the features in the adding and editing posts, Pages, and Post Types, as well as the optional functions like Remote Publishing, Post via e-mail, andUpdate Services.

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.



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* willturn 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 itas *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 postson your blog through e-mail. To use this, you'll need to set up a secret e-mail accountwith 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 arepublished 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.

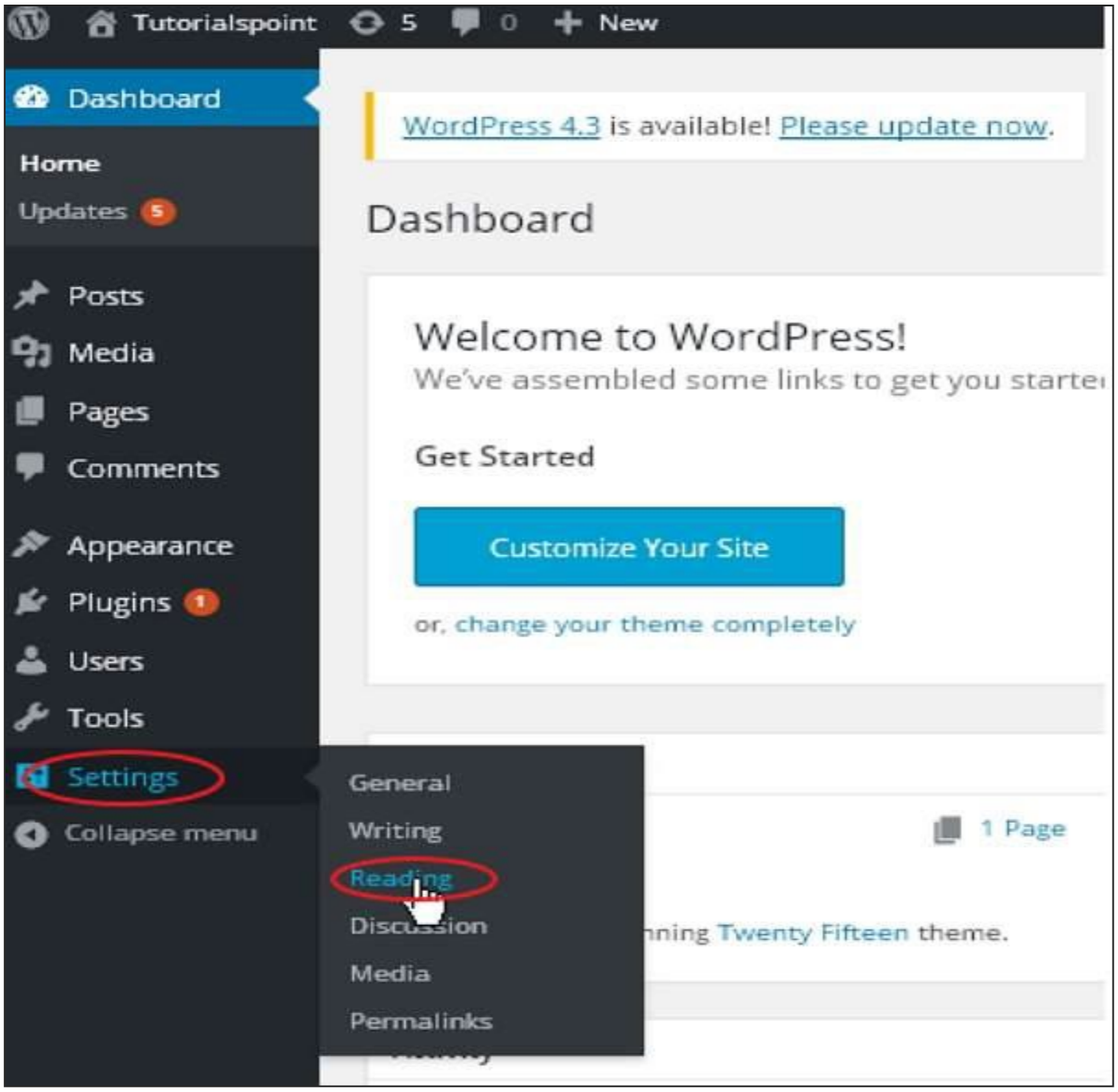
Step (3): After filling all the above information, click on **Save Changes** button to save yourinformation.

6. WordPress – READING SETTINGS

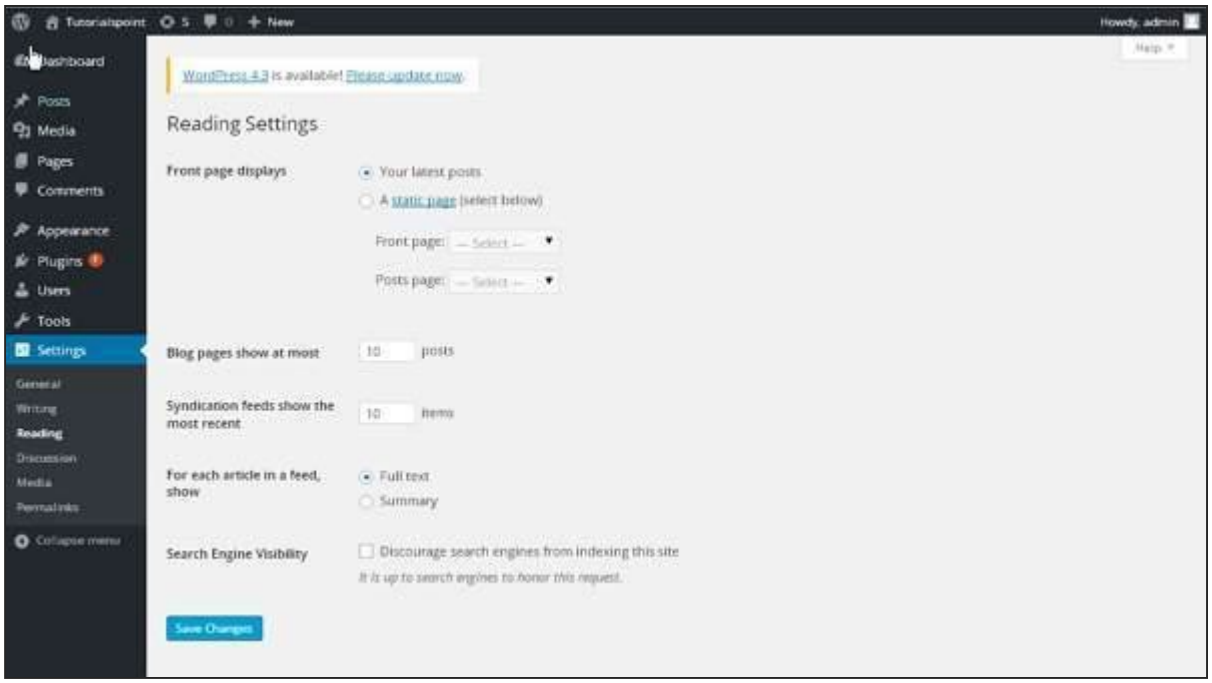
In this chapter, we will study about **Reading Settings** in WordPress. Reading Setting is usedto set the content related to the front page. You can set the number of post to be displayedon the main page.

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 thefollowing 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 onfront page from the drop down.
        - **Posts Page**: You can select the page from the drop down whichcontains 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 postswhen 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 byselecting 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 enginesfrom indexing this site*, your site will be ignored by the search engine.

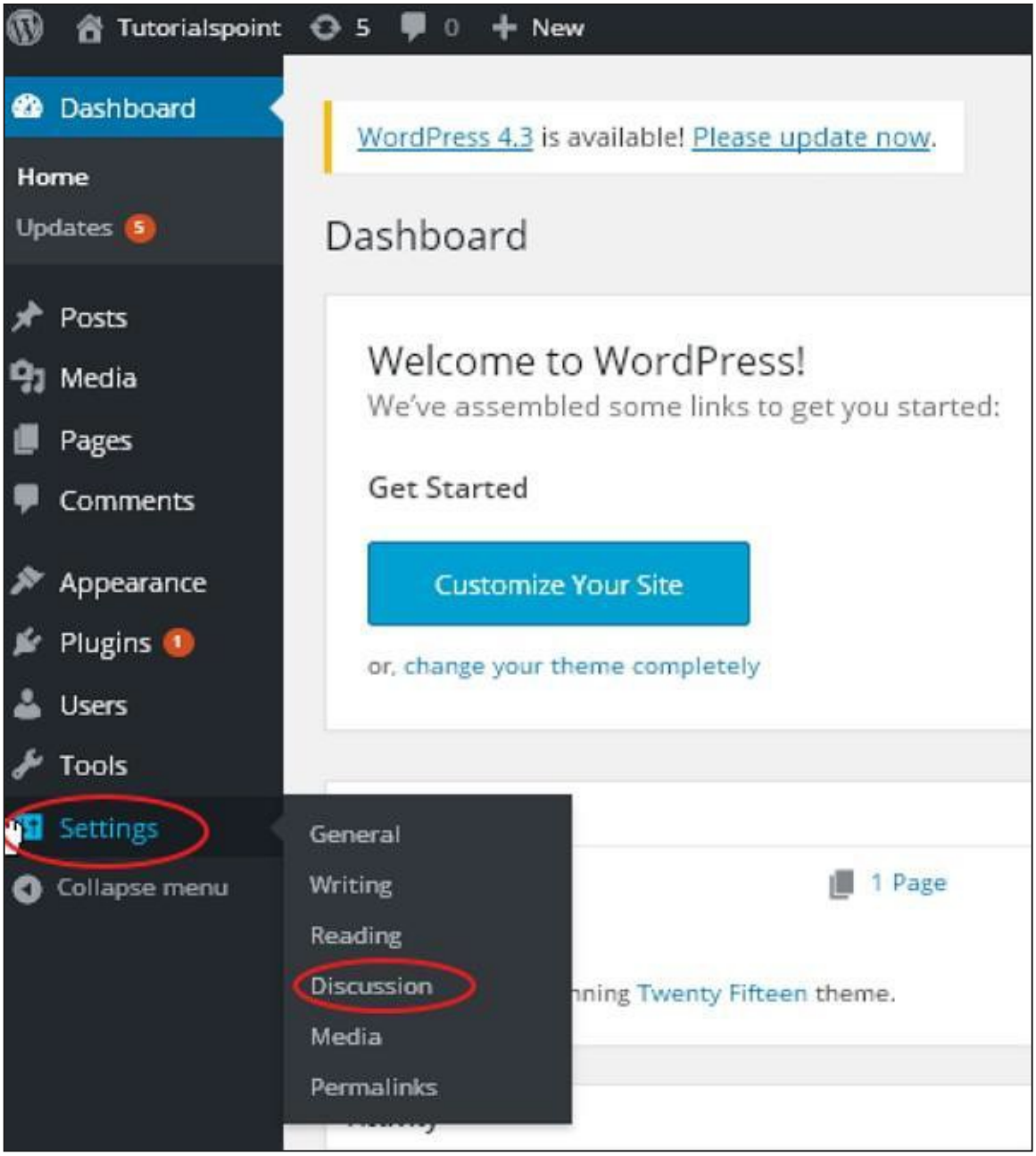
Step (3): After filling all the information, click on **Save Changes** button to save yourReading Setting information.

7. WordPress – DISCUSSION SETTINGS

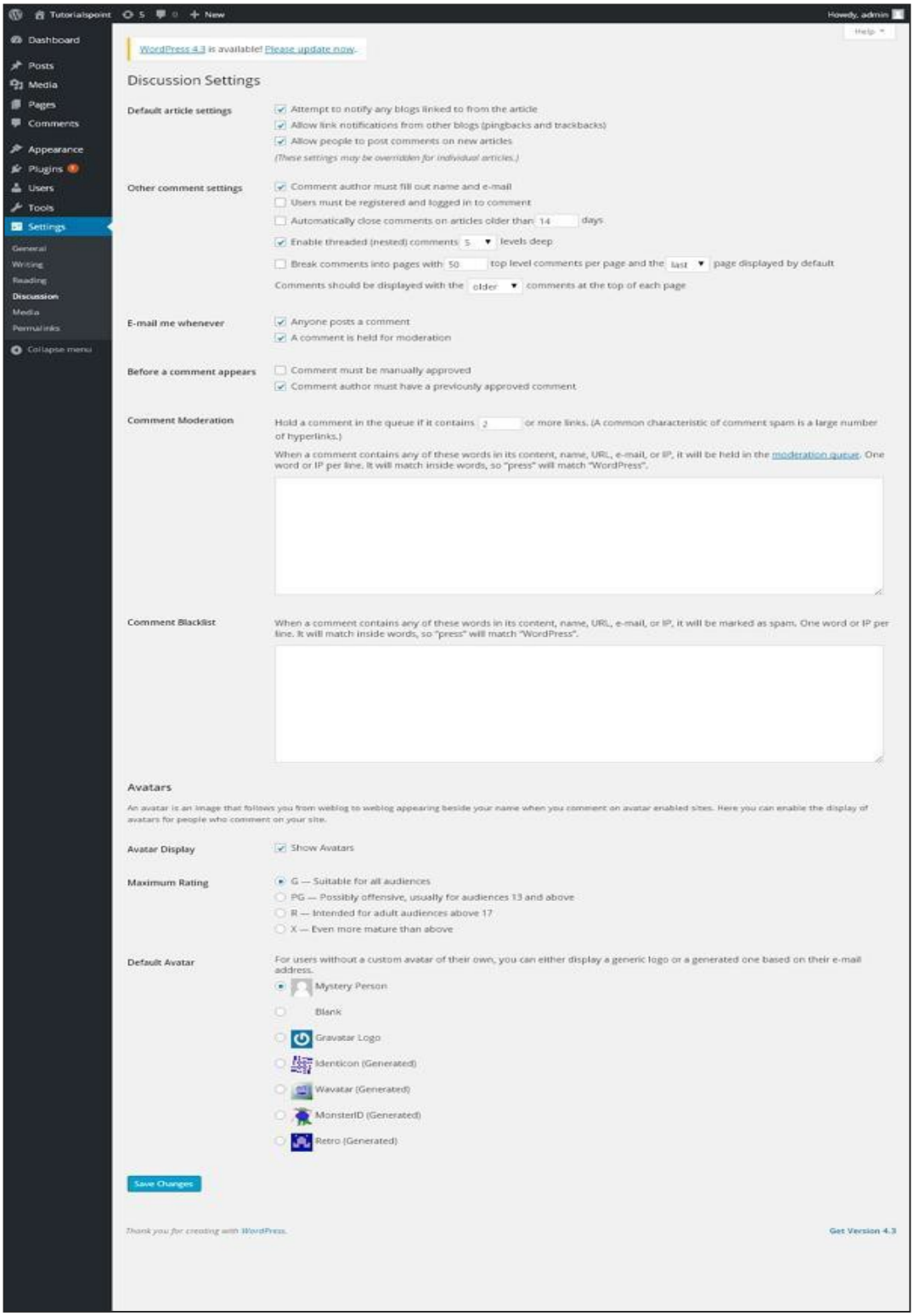
In this chapter, we will study about **Discussion settings** in WordPress. WordPress discussionsetting can be defined as the interaction between the blogger and the visitors. These settingsare done by the admin to have a control over the posts/pages that come in through users.

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.



Following fields are seen in Discussion settings.

- **Default article settings:** These settings are default to the new pages you create ornew posts. This contains three more settings. They are:

    - **Attempt to notify any blogs linked to from the article:** When you publisharticles 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 anyonecan 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 thenyou can split them into different pages by checking this box.

    - **Comments should be displayed with the comments at the top of eachpage:** You can arrange the comments in the form of ascending or descendingorder.

- **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 theapproved comments by the admin can be displayed on the posts or pages.

- **Comment author must have a previously approved comment:** This canbe 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 intoa 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 ischecked.

    - **Maximum rating:** You have a four other options of avatars you can use. Theyare G, PG, R and X. This is the age section where you select according to whichtype 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 chang

Thanks!