

# **Beginners Guide**

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# **LEARN WORDPRESS**

**for Absolute Beginners**

**First Edition**

**PHPBOOTCAMP.COM**

**EASY TO PRACTISE CODE SAMPLES**

## About this Book

WORDPRESS is a CMS Software that is used to build and configure Website. WORDPRESS is used to develop content rich website. This book will help you understand how to development with WORDPRESS and also learn how to work with Software.

## Audience

This tutorial has been designed to meet the requirements of all those readers who are keen to learn to build website with WordPress.

## Prerequisites

This book assumes you have no prior knowledge on Programming knowledge and assume you are at a beginner level.

## How to use this Book

This book contains WORDPRESS Basics, Exercises and Examples which are part of the PHP Bootcamp Program. This bootcamp has helped many students to become PHP Full Stack Web Developer in Just 30 days.

[>>>Check out more about this program here...](#)

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# 1. WordPress

# 1 WordPress Basics

## 1.1 Welcome to WordPress?

### **Welcome to WordPress!**

This might be the first time you ever heard of this word WordPress or you might have read about WordPress somewhere on Internet or you heard about WordPress from your friend.

Not sure what is your definition about WordPress but I want you to remember this definition about WordPress.

**WordPress is a Software that is used to build website.**

Do you know that there are different types of Website? You know we can arrange Websites into different categories.

Well, first thing you need to know that we cannot build any kind of website with WordPress there are some specific types of website we can build with WordPress.

Is this shocking to you?

You will learn about what kind of website we can build with WordPress in Introduction to WordPress section. So, don't skip that section if you need to know what kind of website you can build with WordPress.

But I have a good news for you!

You can learn WordPress and build website without any prior knowledge on website development.

Maybe this your first baby step in Website development. So the learning curve has just started and it will take lot of time & effort to

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become expert in website building. So, have patience when you are learning this skill or any new skill.

So, What you will be doing using WordPress most of the time?

### **Less coding and more of Configuration!**

You will find yourself writing less code and doing more of configuration when working with WordPress. That's why we say *WordPress is a software* that we will use to configure our website.

Building Website with WordPress is so much faster rather than writing everything from scratch. To start building website first thing you will learn is how to configure things with WordPress and understand the WordPress terminology.

It is like learning Microsoft Word to write a document and understand the terms of that software and the features of it.

So, You will be spending time learning the things you can do with WordPress and most of the time it is configuration of website and using add-ons features.

For simple websites, You won't be writing too much of coding unless it is absolutely required to customized.

Once you learn this skill then you will be building website with WordPress Software and will be publishing content on the site or selling some stuff online.

This topic will take some time to master the skill so spend some time and learn it.

More important practice more than reading. You wont learn Microsoft Word by reading a book rather you learn it by doing it. So, follow the steps and do the exercise.

Welcome To WordPress!

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Let's Learn to Build Website with WordPress!

## 1.2 What is WordPress?

### **What is WordPress?**

**WordPress is a software that can help you build website.**

Visit WordPress Site here -> <https://wordpress.org/>

Imagine you have decided to build a website and trying to find the options. Without the use of the software like WordPress, you might need to build your website using WEB programming language like HTML and CSS.

With WordPress, you can build a powerful website without even writing a single piece of code. Wow right?

WordPress was developed to save our time in building the website. You can actually build a decent website in just 20 minutes.

There are 3 great things about WordPress:

It is **FREE** to use.

**30% of entire website** in internet is build with WordPress.

**60 million people** have used WordPress.

Is it not inspiring to know these facts about WordPress?

WordPress is famous I mean really really famous in the Web Industry. Nothing can beat them in their space.

### **Why WordPress is FREE?**

WordPress is not built by any one company or person. It is not owned by one group. Actually, WordPress is built by the developers

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like us all around the world. Many people have contributed for the development of this software.

This is called as Open Source Project. Project where everybody are contributing for FREE.

So, WordPress is FREE to use software and you don't have to buy the license for using it.

WordPress is a Open Source Project that's why it is FREE.

## 1.3 What is Content Management System

### **WordPress is a Content Management System (CMS)**

You will heard this word **CMS** repeatedly when you are reading about WordPress or talking to your friends about WordPress or in any training videos.

So, before we move on let's understand this word **CMS**. It is Important!

### **What is Content Management System (CMS)?**

If you are a Traveller or Technology expert and you want to write about your travel experience or new learnings you are doing in the technology space.

Typically, you will start writing your experience using Microsoft Word. After a while you get a decent amount of content sitting on your laptop and now you felt like putting all this content in your own website so that it might benefit others.

You want to build a website, write digital content and manage it.

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This is a perfect case for developing your website with WordPress which is a Content Management System.

**The things you write in a computer is called as Digital Content.**

**Content Management System (CMS)** help to **manage your digital content.**

**What can we do we CMS?**

CMS is software using which we can do the following things:

- Create New Content
- Edit Existing Content
- Delete Content
- Manage History and Version of the Content
- Organizing Content based on the Categories

Publish Content to WEB or Any other formats.

CMS is a software that manages digital contents.

**WordPress is one of the famous CMS software** that helps to manage our digital content and publish to Web. So, WordPress can also be called as Web Content Management System (WCMS).

WordPress is not the only WCMS software available.

**Joomla and Drupal** are also the famous WCMS software to manage and publish digital contents.

You will read more about alternative to WordPress in upcoming topic.

So, understand the main purpose of using WordPress.

WordPress helps to manage our content and publish it to Web.

If you want to build a website which does not need to manage any content then WordPress may not be the right choice for you. But you can still use WordPress even if you are not using its CMS features.

You can even build websites with WordPress to sell items and collect payment using third party software which can be used in WordPress.

So, the purpose of using WordPress is to create content on your site and publish it.

Because WordPress helps to manage the content it is called as Content Management System (CMS).

## 1.4 Website vs CMS Website

### **Website vs CMS Website**

Website is a word that is commonly used for anything on the web that is accessed via a domain name or URL Link

Like yahoo.com or google.com or wpfreelancer.com

So, instead of saying the domain name (like yahoo.com) or URL (wpfreelancer.com) you can use the word website to address it.

**Website** are also used to refer to a site which has some pages that do not change much. Like static – things that do change.

A perfect example of Website could be a one page company profile which has only one and all the details of the company. You can call it as **Website**.

Website is a collection of pages that can be accessed with same domain name. It is mostly static pages.

But remember every type of site on the web can also be called as **Website**. Because it is a very generic term and it is used commonly by everyone.

Anyone can say yahoo.com is a website. But there is a type of Website.

Website can be Blogging Website, eCommerce Website or Simple WordPress Website.

So, you see website is a term most commonly used to refer to site with a domain name.

### **CMS Website**

CMS stands for Content Management System and WordPress is a CMS Software which helps to build website that can manage your content on web.

CMS purpose is very straight forward it helps to capture your content, store it and you can edit or delete it later.

WordPress software has all the features to manage your contents.

Some of the core features of managing content will be:

- Revision and Restore of the Content
- Visibility of the Content
- Organizing of the Content
- Styling of the content with lists, bold, headings and underlines.
- Add, Edit and Delete Content.

CMS Software like WordPress can do this task very well.

### **Blog vs eCommerce**

#### **Blog**

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Any Website that is using CMS like WordPress and updating the contents on the website then it generally called as **Blog**.

When someone says I have **Blog** or I read this **blog**. They means it is a website which has some content updated periodically.

A News website is a perfect example of Blogging site where content on that site is updated regularly.

Blog is a website where contents of the sites are regularly updated like news.

If you are planning to building a website, install WordPress on it and manage content on that website then you should start calling it as a **Blog**.

WPFreelancer.com is perfect example of Blog because the contents to this site is regularly added on various web related topics.

## eCommerce

Website where you are buying or selling things or doing a business then that kind of website is called as **eCommerce site**.

Example like Airbnb, Amazon, Alibaba are perfect example of eCommerce site.

So, if you want to build a website, sell fashion designer clothes and collect payments from customers then you should call that website as **eCommerce Site**.

You can still install WordPress on your site and convert that site into eCommerce site easily. It is done by some Add-on that is available for us to use.

You don't need to write coding here there are add-on that will take care of showing the products, collecting payments from your website.

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eCommerce is a website where you buy and sell products.

eCommerce + Blog will make your site more powerful because you can sell clothes and write about some fashion tips to keep customer coming back to your site.

So, having eCommerce on WordPress will give you that advantage.

## 1.5 WordPress.org vs WordPress.com

### **What is WordPress.org?**

WordPress.org is the place where you find the WordPress software and all the free stuff to build website with WordPress.

All the things at WordPress.org is FREE to use because it is community where people share things they developed using WordPress.

WordPress.org is the official site for WordPress Software.

WordPress news, new updates, add-on features can be found here along with plenty of third party software for WordPress.

It is a place where you find WordPress Software and get to know about WordPress.

### **What is WordPress.com?**

WordPress.com is not WordPress.org.

WordPress.com is a **Web hosting platform** like many other goDaddy.com, DreamHost, SiteGround.

You can host your website on WordPress.com with some fees.

You deploy your WordPress software on WordPress.com.

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WordPress.com provides space with some built in options to backup your code, security and other various website options.

The WordPress.com hosting service has 5 plans:

- Free – Very limited.
- Personal – \$36 per year
- Premium – \$99 per year
- Business – \$299 per year
- VIP – starting at \$5000 per month

### **Free Hosting on WordPress.com?**

WordPress.com does provide Free hosting and give free sub domain name which looks something like this.

**yourname.wordpress.com**

With the previous Exercise, you should have already created an account with WordPress.com and deployed your site.

WordPress.com provides limited 3 GB space and restricted environment to work with WordPress software with the FREE hosting.

It is good for educational purpose but not for your business.

## 1.6 Five Types of Website built with WordPress

Do you think you can guess at least 1 thing you can do with WordPress?

If you guessed Blogging – That is 100% correct.

We can do many things on your website with WordPress Software.

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## 1 WordPress Basics

Lets see the 5 things you can with WordPress.

1. Build a Blogging Site and Publish Contents.
2. Sell things on your Website and Collect payments.
3. Create Online Training Website and start collecting money from subscribers.
4. Create One Page website for any Person, Shop or Company.
5. You can even create a Forum Site and build a community for a specific group.

Always remember that WordPress is a Content Management System (CMS) and true power of WordPress is to manage the Digital content and publish it.

With WordPress Software, you build Blogging, eCommerce, Forum and Portfolio site where focus is on the Content.

So, you should also know when to use WordPress for your website design.

Not everything can be solved with WordPress. Because it is less coding and easy to build website does not mean that you should start using WordPress for all your Website.

Never always think WordPress is the starting point to build Website.

You should know why you are using WordPress software.

Because it is easier and faster to build website with WordPress and also with many add-on support you should not be tempted towards WordPress.

Instead you should always understand what is the purpose of using WordPress and is it a perfect fit for your website?

Remember as your business grows you will have different business requirements and not everything can be fit into WordPress.

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In the end, You will end up doing so much of customization to your site that it will become extremely difficult to maintain.

So, be very careful and be aware what is the purpose of your building a website and why you choose WordPress.

Here are some of the questions that help you to choose WordPress:

- Are you going to publish lots of blogs on your website for visitors to read?
- Do you want to sell something online and collect payments?
- Do you want build a Portfolio Website or One Page Website that all information about your profile?
- Do you want to create a Forum or community for people to discuss on specific topic?
- Do you want to share files like music, PDF or code on your Website?

If answer to this question is 'YES', then you can use WordPress Software on your Website.

### **Examples of WordPress Site:**

You can find the Website built with WordPress:

<https://wordpress.org/showcase/>

### **Blogging Sites:**

Blogging site is simple to understand from all. In this type of website, you will write contents about things you are great at or comfortable writing at.

If you like photography then you will build website and start uploading your photos. You also might want to write content about tips & techniques on how to take awesome photos in dim lights.

Examples of Blogging Site:

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- [WPFreelancer.com](#)
- [Beyonce.com](#)
- [Youngadventuress.com](#)

### **News Site:**

News site is also a perfect example for building website with WordPress.

In News Site, you get lots of content that need to be updated, editing and deleted. It is the one perfect case of CMS.

News could be anything like General public news, Technology news, Celebrity or something interesting that anyone will be interested to read about.

Some of the famous news site built with WordPress:

- [Newyorker.com](#)
- [Globalnews.ca](#)
- [Techcrunch.com](#)

### **Forum Site:**

Did I told you before that you install add-ons to your WordPress site?

These add-on are very powerful components and it help to solve a specific needs that we need on our website.

One of the famous add-on that you can install on your website is Forum Support. Once you install this add-on then you get to use all the feature of a standard forum.

Some of the examples of Forum site:

- [Hardwarezone.com.sg](#)
- [Bbpress.org/forums/forum/showcase/](#)

### **Company Profile Site:**

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## 1 WordPress Basics

If you learn this one skill of building company profile with WordPress then I can guarantee that you can go out and start taking orders for Website Development.

This one skill of building company profile with WordPress is the easiest of all and important skill.

Company profile are mostly static and contents on this site does not change regularly.

One Page Company Profile will have only one page and all the links on the page are pointed to the same page. Even About and Contact us page.

You can split those page to individual pages as well.

### 1.7 Five Types of Website cannot built with WordPress

Do you want to guess again...?

I am not sure what you have guessed here but you need to understand when you should not use WordPress.

There will be times you might be building on WordPress using lots of add-on support and customization to your site.

If you are challenged on the support and maintenance of the website then you should take a step back and think is this the right platform that I want to run my business on?

So, here are the 5 website **you should build on WordPress:**

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## 1 WordPress Basics

- Website that required you to perform some transactions at database. Eg. Airbnb where you need to confirm the booking and maintain users activity.
- If you are trying to integrate your website with other sites for any transaction purpose then you should not use WordPress. Eg. Flight booking from your site to actual Flight Company site.
- You want to build a page that does not redirect to another page but does all the transaction on the same page.
- Admin based Website for monitoring systems, showing users activity etc.
- If your site has to much dependency on database operation and need to performs some file reading, call other services or maintain high level of security.

If this list is too much for you to understand then remember that if your **site has to perform some work at the server level** and you need to perform some **serious calculation or transaction** then stay away from WordPress.

You should be looking at other alternative programming language like PHP, Laravel, Ruby on Rails, Angular, ReactJS or NodeJS to build your website.

## 1.8 Alternative to WordPress CMS

There two most famous CMS Alternative to WordPress:

- [Joomla](#)
- [Drupal](#)

Joomla

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## 1 WordPress Basics

The Platform Millions of Websites Are Built On

- Over 50 million downloads and counting
- Thousands of extensions and designs
- User-friendly and mobile-ready

Download Demo Joomla! 3

JOOMLA ANNOUNCEMENTS

Joomla! and Gip Enter Collaboration Partnership

New York, NY - May 30, 2014 Joomla!, one of the world's most popular open source content management systems (CMS), is proud to announce its partnership with Gip—the business messaging app with built-in productivity tools...

Joomla! 3.4.1 Released

The Joomla! Project and the Production Leadership Team are proud to announce the release of Joomla! 3.4.1. This is a maintenance release for the 3.x series of Joomla! and addresses issues introduced in 3.4.0 with...

Joomla! 3.4 is Here

Image Credit: Choice Alota and Invenio De Silva The Joomla! Project and the Production Leadership Team are proud to announce the release of Joomla! 3.4.0 latest member of the 3.x release series. What's in 3.4? The 3.4 release...

## Drupal

Come for the software, stay for the community

Drupal is an open source content management platform powering millions of websites and applications. It's built, used, and supported by an active and diverse community of people around the world.

Why Choose Drupal?

Use Drupal to build everything from personal blogs to enterprise applications. Thousands of add-on modules and designs let you build any site you can imagine. Join us!

Get Started with Drupal

Drupal Distributions

Distributions are a collection of pre-configured themes and modules for feature-rich web sites, giving you a head start on building your site. Build your own online communities, media portal, online store, and more!

Learn about Distributions

Sites Made with Drupal

The Roman Baths

Drupal is used by some of the biggest sites on the Web, like The Economist, Examiner.com and The White House. Read more Drupal case studies.

Develop with Drupal

Drupal 8 is in beta. Get regular updates about the process or volunteer as a developer, designer or tester.

30,217 Modules      This week  
2,126 Themes      2,515 Code commits  
923 Distributions      4,251 Issue comments  
37,469 Developers

Drupal Core      Security info      Developers Docs      API Docs

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## 1.9 Benefits of Using WordPress

### **WordPress Summary:**

Visit WordPress Site: <https://wordpress.org/>

WordPress is a **Content Management System (CMS)** that helps to manage your digital contents and publish it to WEB.

With WordPress, you will be doing more of customization and less of coding. So, you need to learn WordPress software and how to use it.

With WordPress you can build personal blogging site, news site, Forum Site and Company profile.

Many famous companies has used WordPress to build a solid website.

WordPress is **Open Source** and it is **FREE** to use.

### **Benefits of WordPress:**

This is the last topic in this section. So, let's wrap by understanding what are the benefits of using WordPress.

- WordPress is **Open Source** and **FREE** to use.
- WordPress is **easy to learn** and anyone without much programming language can use this software to build website.
- 60 million people and 30% of entire website uses WordPress.
- You will have many blogs, tutorials, discussion and even support from many experts when you run into trouble.
- You can convert your blogging site into eCommerce site by simply installing an Add-on.
- WordPress has **45,000 add-ons** for most of the website needs.

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## 1 WordPress Basics

You can find plenty of Website Design templates for your WordPress site. So, you can focus on content rather than designing of the website.

You will learn all the features of WordPress step by step in the upcoming topic.

You will find yourself doing lots of customization, settings and focusing more on content management.

WordPress Software is designed to manage your Content well.

This is the end of Section 1 – WordPress Basics. Next Section, You will create accounts that will be used in your website.

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## 2. ACCOUNT CREATION

# 2 Accounts Creation

## 2.1 Create an Account with WordPress.com

### Purpose of Account

WordPress.com provides some add-on plugins that you can use on your website.

[JetPack](#) is one of those Add-On that you can install on your website which helps to track your site analytics with some useful features.

In order, for us to use this add-on we need to connect our site with [WordPress.com](#).

You need to have an account with WordPress.com so that you can use all these FREE features on your site.

### Create Account With WordPress.com

#### Prerequisite

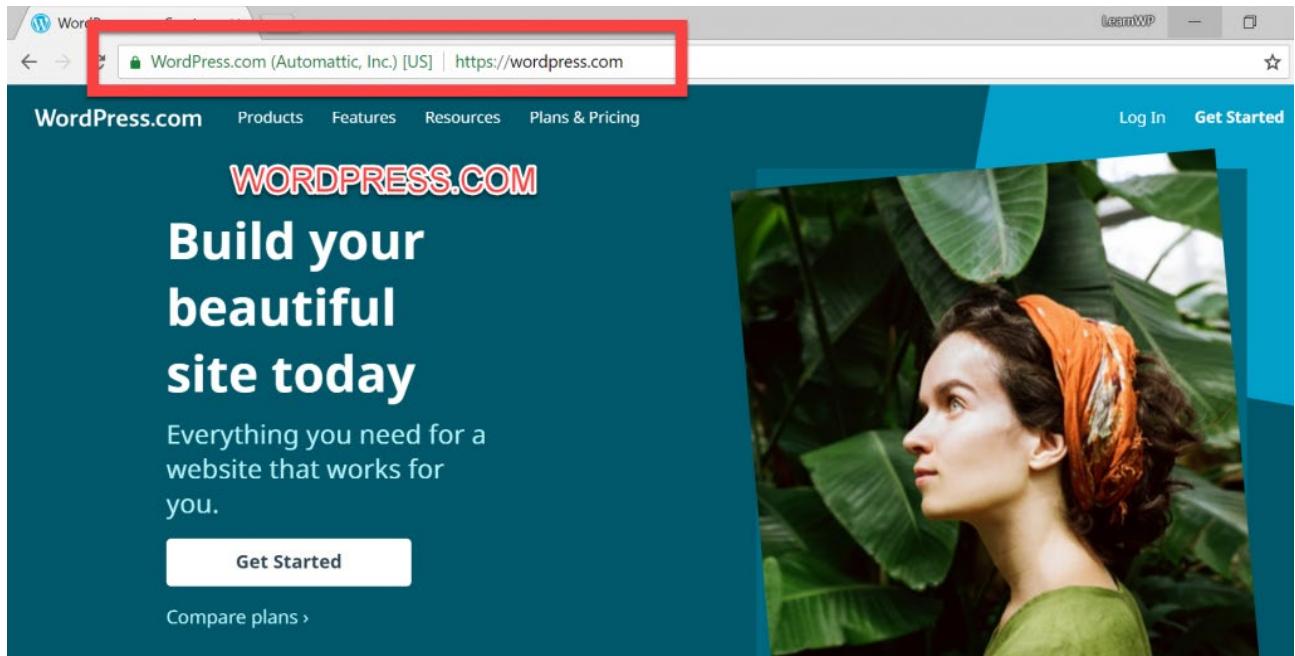
- Valid Email ID

#### Step 1: Visit WordPress Site

Visit WordPress.com Site - > <https://wordpress.com/>

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## 2 Accounts Creation



### Step 2: Register

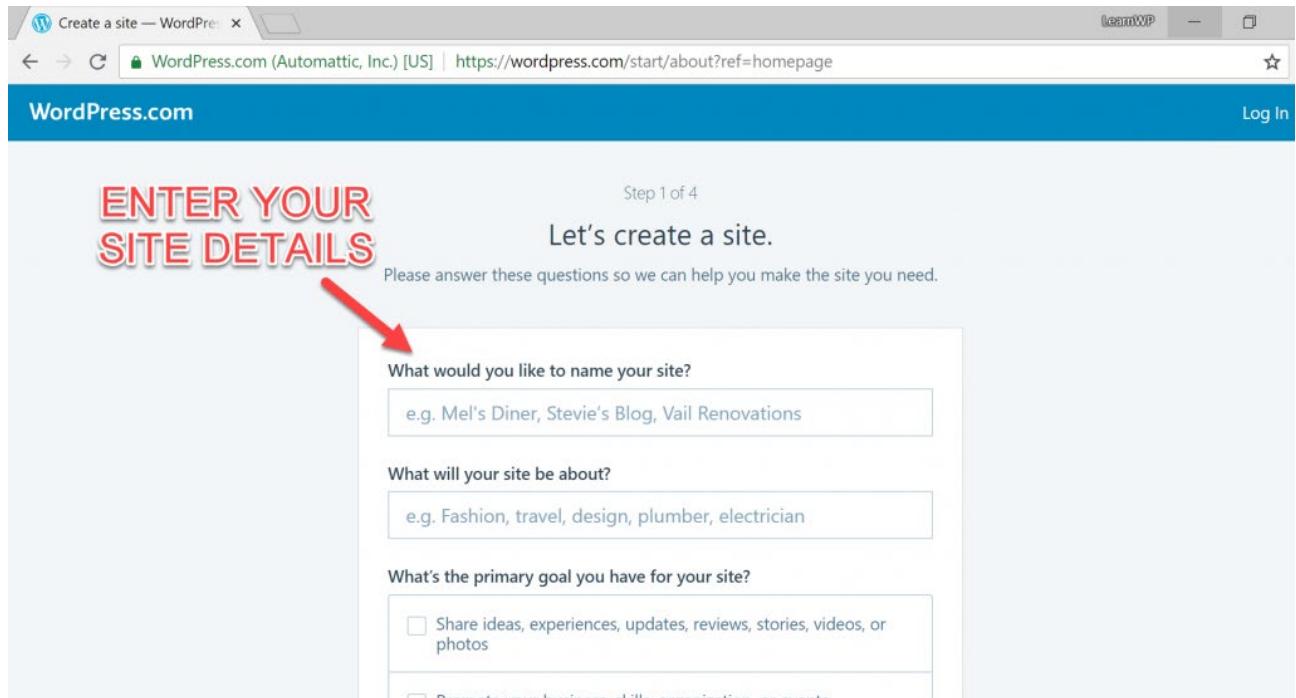
Click on "Getting Started" on Top Right Corner.



Enter your Site Details

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## 2 Accounts Creation



Here are the Details of the Fields:

**Name of your Site:** Learn WordPress

**About Site:** Course to Learn WordPress

**Primary Goals:** Share Ideas

**Comfortable:** 1

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## 2 Accounts Creation

WordPress.com Log In

Step 1 of 4

Let's create a site.

Please answer these questions so we can help you make the site you need.

What would you like to name your site?  
Learn WordPress

What will your site be about?  
Course to Learn WordPress

What's the primary goal you have for your site?

Share ideas, experiences, updates, reviews, stories, videos, or photos

Promote your business, skills, organization, or events

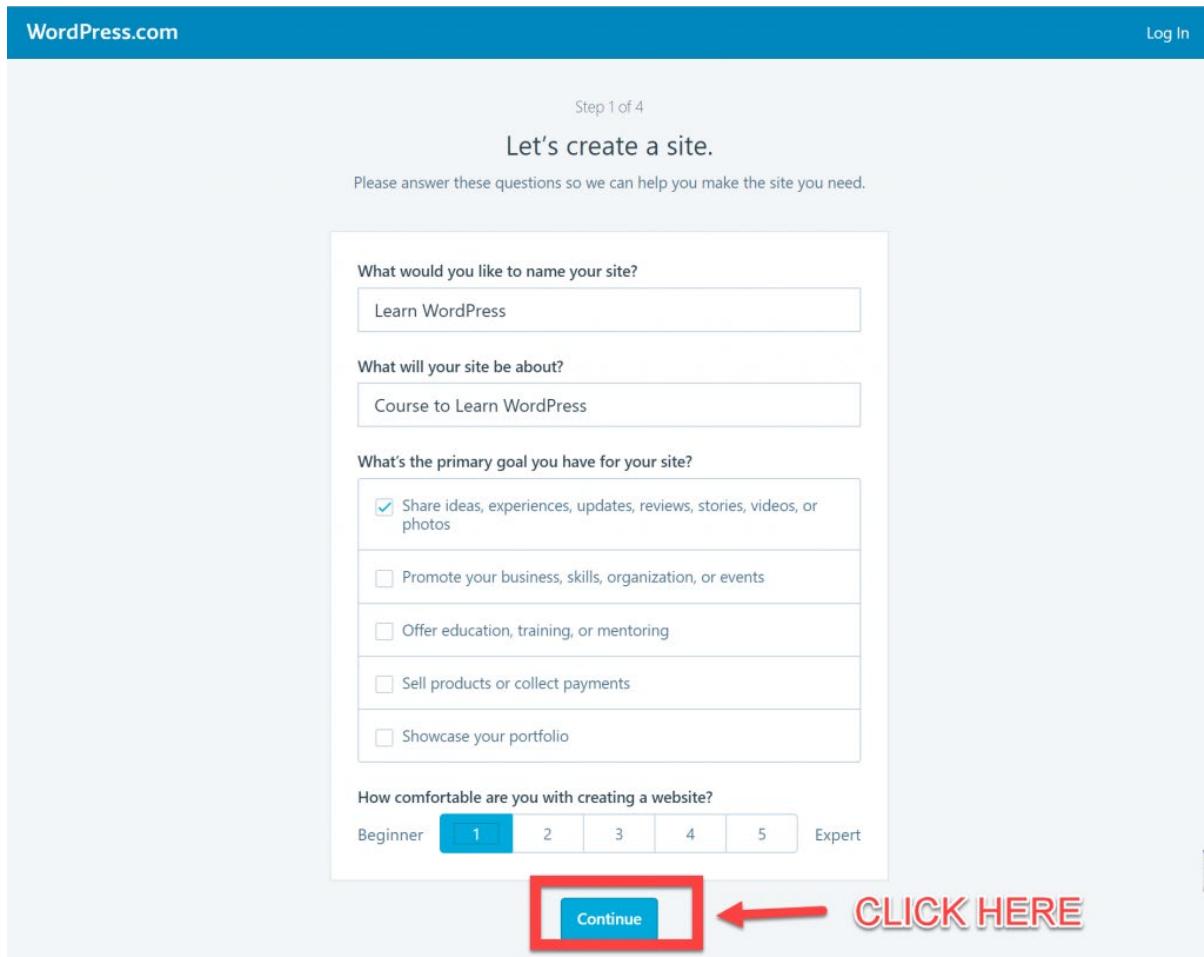
Offer education, training, or mentoring

Sell products or collect payments

Showcase your portfolio

How comfortable are you with creating a website?  
Beginner    1    2    3    4    5    Expert

**Continue** ← **CLICK HERE**



### Enter the Site URL Name:

Name Used: learnwpxyz.wordpress.com

WordPress.com Log In

learnwpxyz

learnwpxyz.wordpress.com → **SITE NAME AVAILABLE** → **CLICK SELECT** → **Select**

learnwpxyz.training      Select      Included in paid plans      Select

learnwpxyz.tips      Select      Included in paid plans      Select



**Select Free from Below**

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## 2 Accounts Creation

The screenshot shows the 'Step 3 of 4' screen for picking a plan. It displays three plans: Personal, Premium (marked as 'POPULAR'), and Business. Each plan has a description, price, and a 'Start with' button. A red arrow points to the 'Start with free →' button under the Personal plan. The Personal plan is highlighted with a red border.

Plan	Description	Price	Action
Personal Best for hobbyists		\$5.00 per month, billed yearly	<a href="#">Start with Personal</a>
Premium Best for professionals		\$11.00 per month, billed yearly	<a href="#">Start with Premium</a>
Business Best for brands		\$35.00 per month, billed yearly	<a href="#">Start with Business</a>

**SELECT FREE** → [Start with free →](#)

**Enter Email ID and User Name**

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Step 4 of 4

## Create your account.

Your email address

learnwp.xyz@gmail.com

Choose a username

learnwpxyz

Choose a password

.....



By creating an account via any of the options below, you agree to our

[Terms of Service](#).

Continue

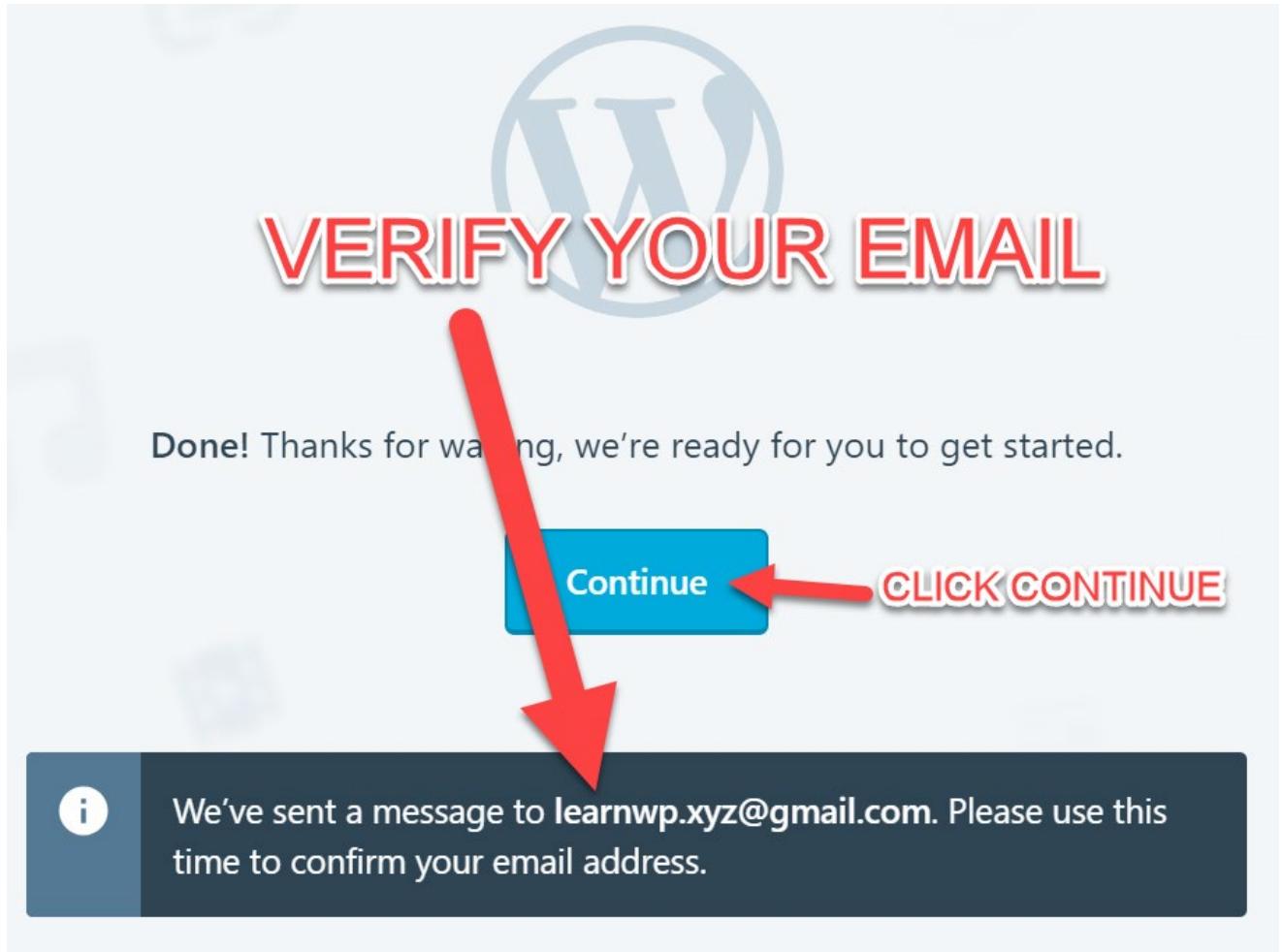
Or connect your existing profile to get started faster.



Continue with Google

**ENTER DETAILS  
& CONTINUE**

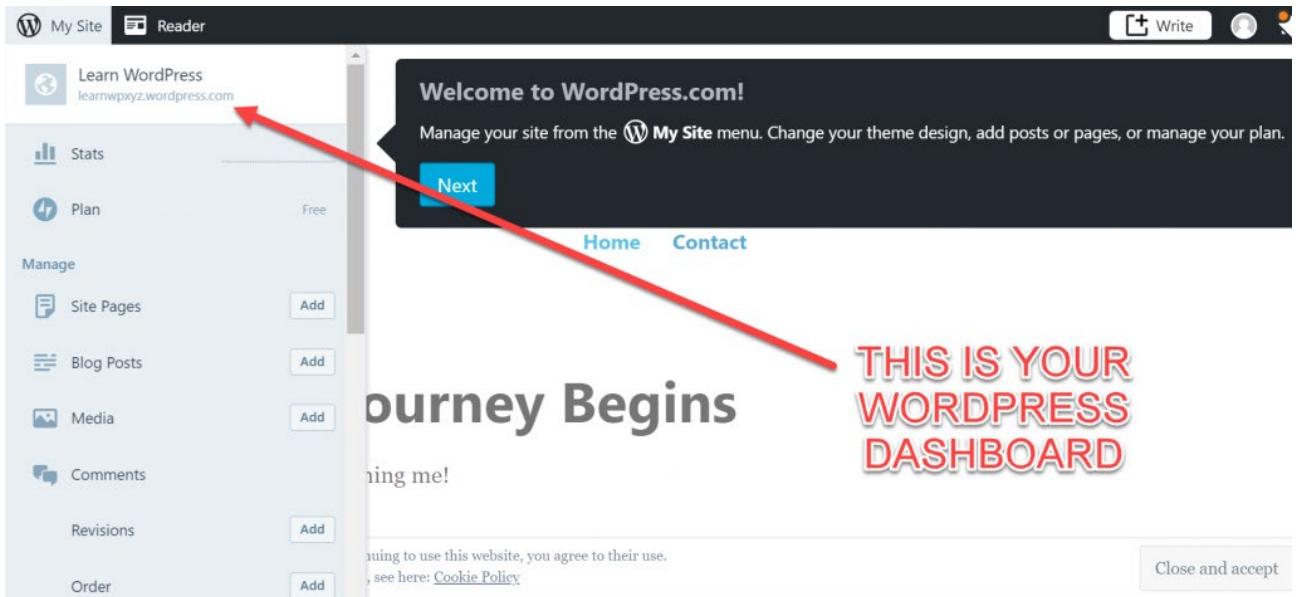
**Click Continue**



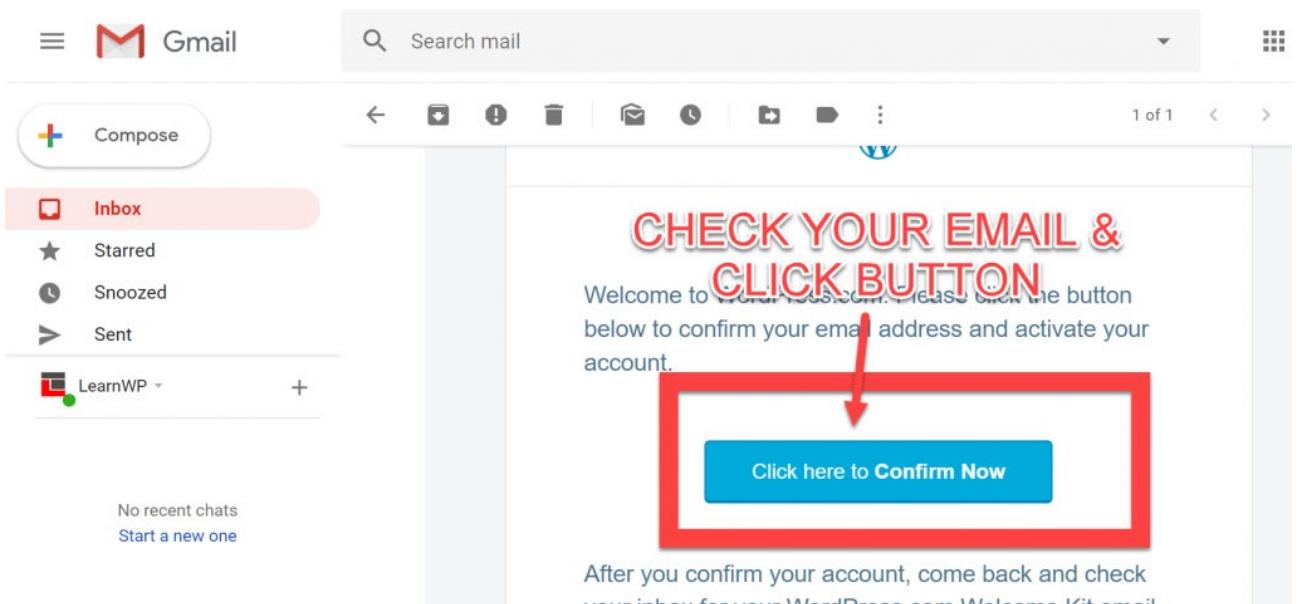
**WordPress Dashboard**

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## 2 Accounts Creation



## Verify the Email from Inbox



## Visit the Site with the URL:

URL: [learnwpxyz.wordpress.com](http://learnwpxyz.wordpress.com)

## Step 3: Final Step

You have successfully created an account with WordPress.com

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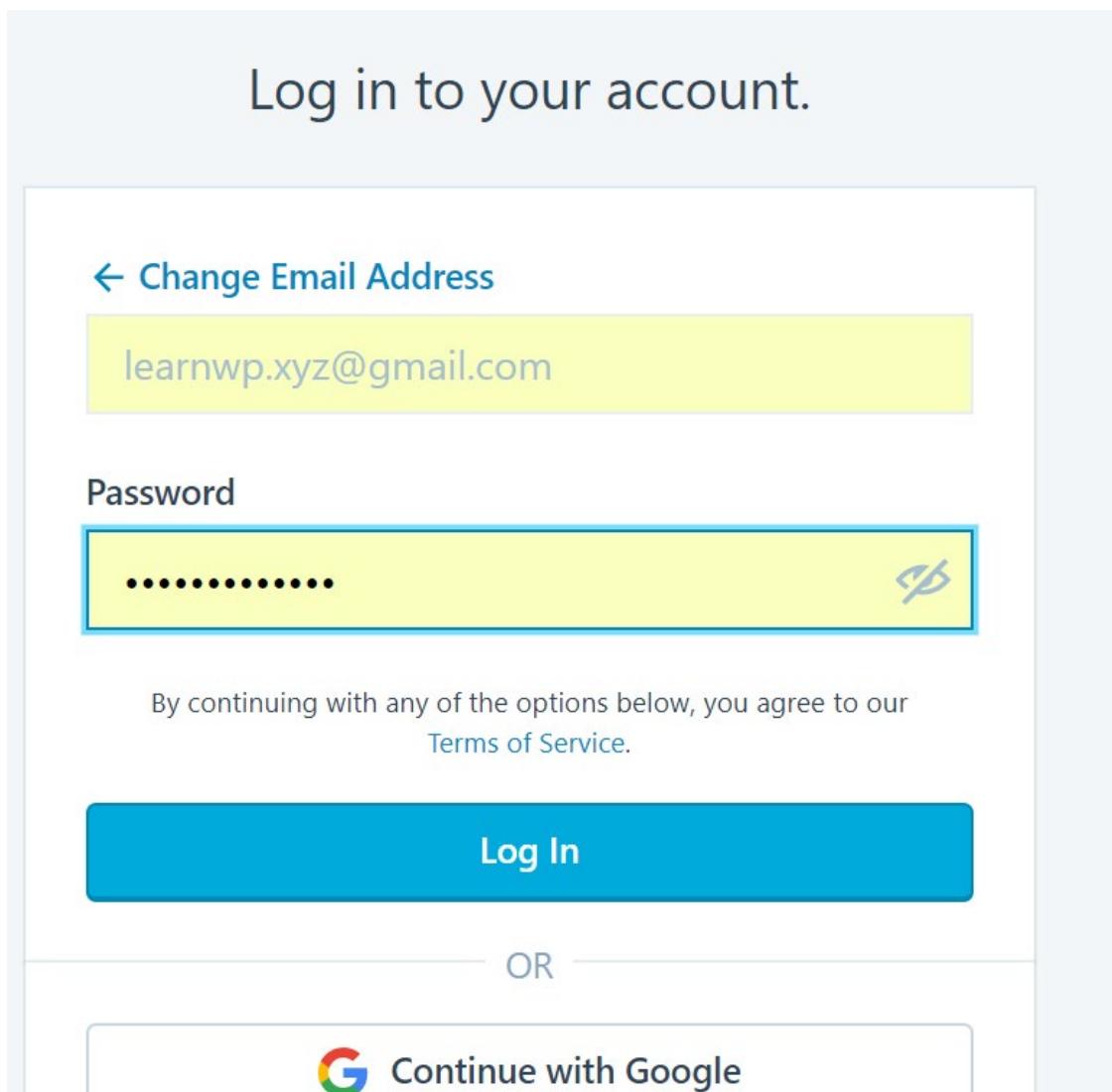
## 2 Accounts Creation

To verify login do the following step:

- Signout from the WordPress.com
- Login again into the WordPress.com
- Verify all the credentials are working fine.

### Verification of Credentials

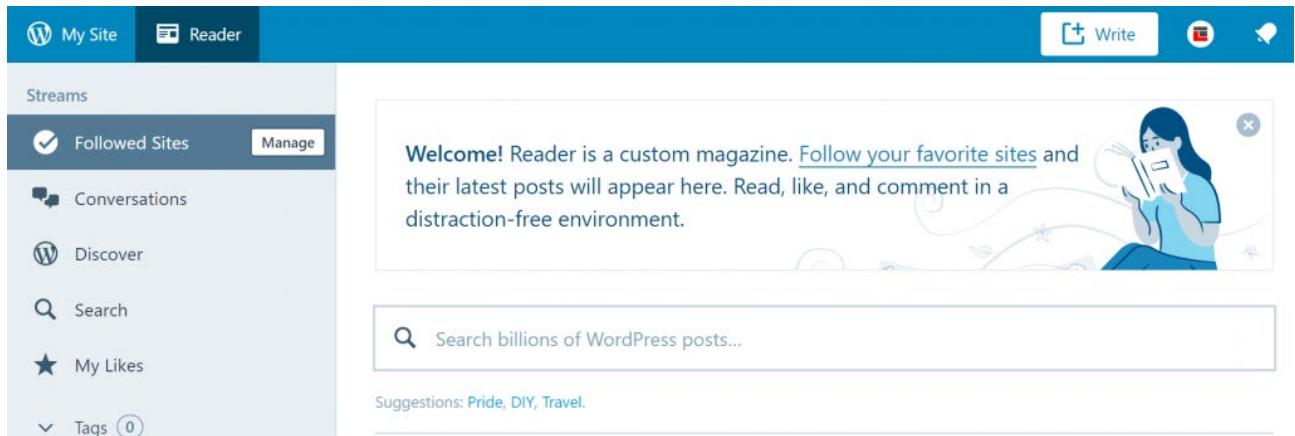
You should able to login and logout from WordPress.com using the credentials.



### WordPress Dashboard

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## 2 Accounts Creation



## References

Visit – [learnwpxyz.wordpress.com](http://learnwpxyz.wordpress.com)

### Exercise:

- Create your Account on WordPress.com
- Verify the WordPress.com Account from your Email.
- Write a Simple Post and Publish It.

## 2.2 Create an Account with Gravatar

### What is Gravatar?

Gravatar is your global profile pic linked with your email id.

This profile pic is called a GRAVATAR.

Gravatar means Globally Recognized Avatar.

It your profile pic that anybody can use to recognize you and display it.

You have to upload your profile pic along with the WordPress.com email ID.

Anyone can pull up your profile pic with your email ID from Gravatar.

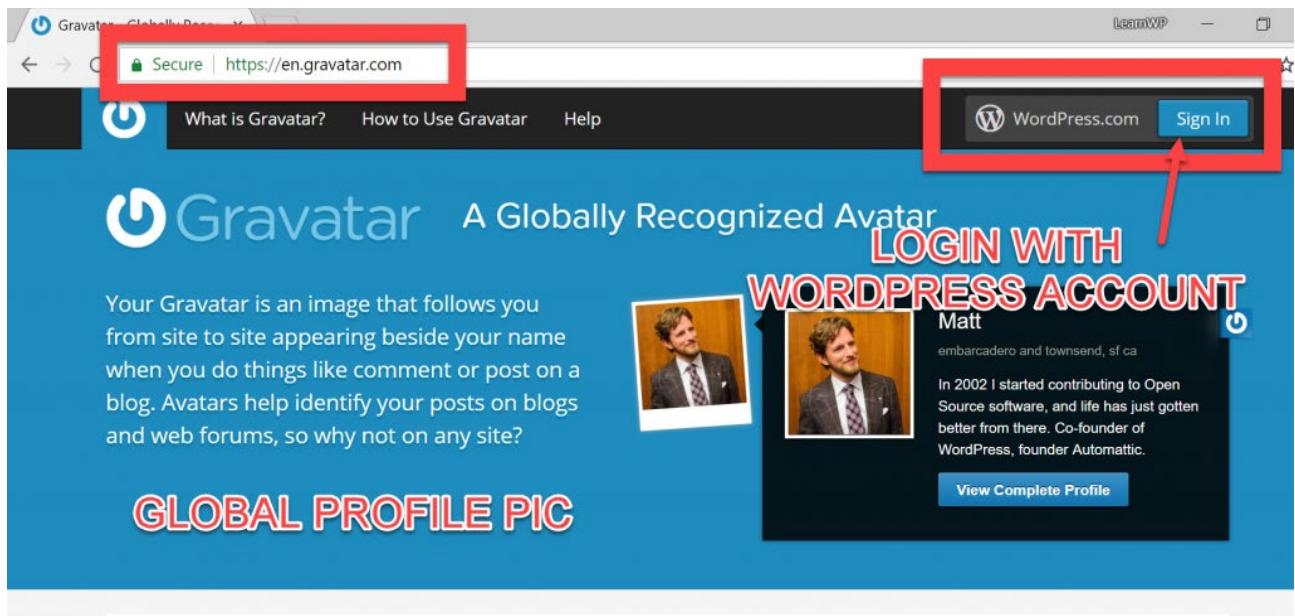
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## 2 Accounts Creation

### Create an Account with Gravatar:

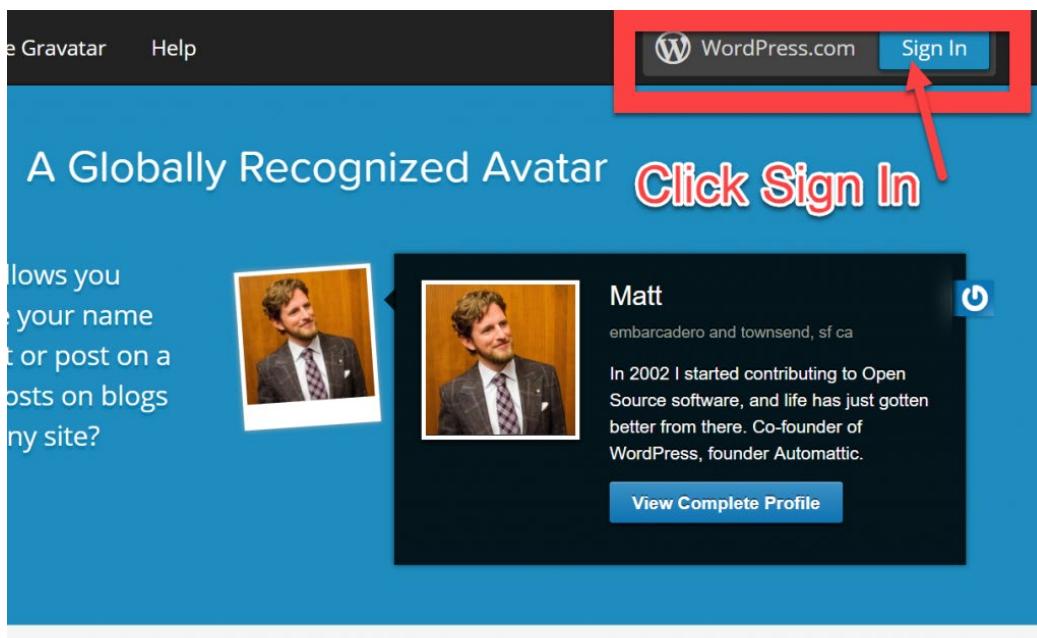
#### Step 1: Visit Gravatar Site

Visit the URL: <https://en.gravatar.com/>



#### Step 2: Sign in with WordPress.com Account

Click on the “Sign In” Link on the Top Right Corner of the page.



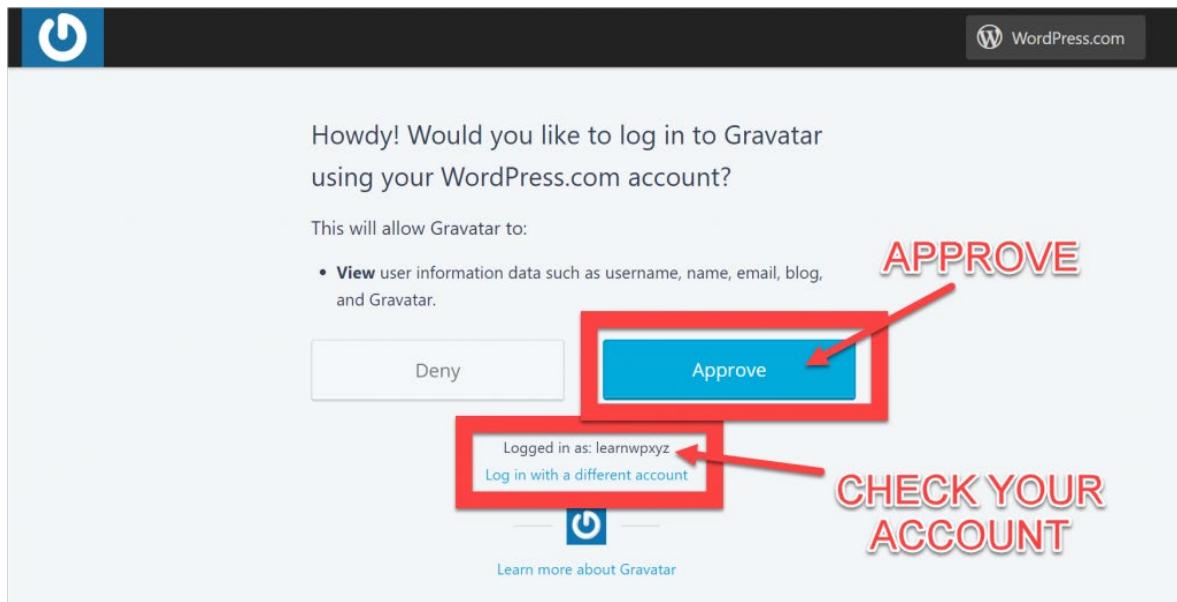
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## 2 Accounts Creation

### Step 3: Link your WordPress.com

Link the WordPress.com account that you created in previous step.

Authorize the Gravatar to access your WordPress.com Account.



### Step 4: Verify the Email on Gravatar Dashboard

Make sure you have the right email ID visible on the Gravatar Dashboard.

The screenshot shows the 'Manage Gravatars' page. It displays an email address 'learnwpxyz@gmail.com' which is highlighted with a red box and a red arrow pointing to it from the text 'VERIFY THE EMAIL IS CORRECT'. Below the email, there are options to 'Remove image' and 'View rating'. A blue bar at the bottom contains the text 'Add email address'. To the right of the email list, the text 'GRAVATAR HOME PAGE' is written in large, stylized red letters.

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## 2 Accounts Creation

### Step 5: Add your Profile Pic

Click on the Right Side Top Icon and Select “Add an Image”

The screenshot shows the Gravatar management interface. At the top, there's a navigation bar with 'My Gravatars', 'My Profile', and 'Help'. On the right, there's a user email 'learnwp.xyz@gmail.com' and a profile icon. A red box highlights the 'Add an Image' button in a dropdown menu that appears when the user icon is clicked. The main area is titled 'Manage Gravata' with a sub-instruction 'Click on the Right Icon and Add an Image'. Below this, it says '1. Pick email to modify' and lists 'learnwp.xyz@gmail.com' as the primary address. It includes options to 'Remove image' and 'View rating'. At the bottom left, there's a link to 'Add email address'.

Upload Your Image:

The screenshot shows the 'Upload image' interface. At the top, there's a navigation bar with 'My Gravatars', 'My Profile', and 'Help'. On the right, there's a user email 'learnwp.xyz@gmail.com' and a profile icon. A red box highlights the 'Upload new' button in a grid of upload options. The grid includes four items: 'Upload new' (with a folder icon), 'From URL' (with a cloud icon), 'Past uploads' (with a photo icon), and 'From webcam' (with a video camera icon). Above the grid, the text 'UPLOAD YOUR IMAGE' is displayed in red capital letters.

Select the Image and Upload it.

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## Upload new image

We will automatically resize large images, but please note that there is a 1MB file size limit.

You will have a chance to crop this image in the next step.



Next Two steps:

- Crop the Image
- Set Rating as 'G' General

### Step 6: Verify the Image

You should now have an profile pic added to your email id successfully on Gravatar.

A screenshot of the Gravatar management interface. At the top, a navigation bar includes links for "My Gravatars", "My Profile", and "Help". On the far right, the email address "learnwp.xyz@gmail.com" is shown with a small profile picture icon. A red arrow points from this area to the "Manage Gravatars" section below. The main section is titled "Manage Gravatars" and contains the following content:

1. Pick email to modify

learnwp.xyz@gmail.com  
Primary address [Edit | Delete]  
[Remove image](#)  
[View rating](#)

You should see your Image

Add email address

2. Pick new image

[Image preview box] [Image preview box]

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**Exercise:**

- Create your own Gravatar Account and Upload your Image.

## 2.3 Create an Account with Akismet

### **What is Akismet?**

Akismet is a add-on that you can install on your website to stop spam comments on your site.

There are many automated bots on the web that will find blogs and post there links on your blogs comments.

If you don't block them you will end up having plenty of unwanted comments on your site.

This is a must to have plugin that should install on every WordPress site.

### **Create an Account with Akismet**

Prerequisite:

- Valid WordPress.com Account

### **Step 1: Visit Akismet Site**

Visit the Akismet Site: <https://akismet.com/>

Click on SignIn Button on the Right Top Corner.

## 2 Accounts Creation

The image shows the Akismet landing page. At the top right, there is a 'Sign In' button with a red box and an arrow pointing to it. To the right of the button, the text 'USE THE WORDPRESS.COM ACCOUNT TO SIGNIN' is displayed in red. Below the button, there is a paragraph of text: 'Used by millions of websites, Akismet filters out hundreds of millions of spam comments from the Web every day. Add Akismet to your site so you don't have to worry about spam again.' Below this text are two buttons: 'SIGN UP FOR AKISMET NOW' and 'LEARN MORE'. Further down, the text 'Get started in 3 simple steps' is visible.

### Step 2: Approve the Account

Next, It will ask you to Authorize the account with WordPress.com account.

Make sure the email ID is same you want to connect.

The image shows an authorization screen. At the top right, there is a 'WordPress.com' logo with a red box and an arrow pointing to it. To the right of the logo, the text 'VERIFY THE EMAIL AND APPROVE THE ACCOUNT' is displayed in red. Below the logo, there is a question: 'Howdy! Would you like to log in to Akismet using your WordPress.com account?'. Underneath the question, it says 'This will allow Akismet to:' followed by a bullet point: 'View user information data such as username, name, email, blog, and Gravatar.' Below this, there are two buttons: 'Deny' and 'Approve'. The 'Approve' button is highlighted with a red box and an arrow pointing to it. At the bottom, there is a message: 'Logged in as: learnwpxyz' and a link 'Log in with a different account'. A small 'A' logo is at the bottom center.

### Step 3: Select the Free Package

Select the Free package to generate an API key that you can use in your WordPress Site.

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## 2 Accounts Creation

A screenshot of the Akismet pricing page. It shows three plans: Personal, Plus, and Enterprise. The Personal plan is highlighted with a red box and an arrow pointing to the 'Add Personal Subscription' button. The Plus plan costs \$59 per year, per site, with features like Spam Protection, Supports commercial sites, Advanced stats, and Priority support. The Enterprise plan costs \$550 per year, with similar features. The top right corner shows the email address learnwp.xyz@gmail.com and a close button.

Plan	Price	Features
Personal	Spam protection for personal sites and blogs.	Add Personal Subscription
Plus	\$59 Per year, per site	Spam Protection Supports commercial sites Advanced stats Priority support
Enterprise	\$550 Per year	Spam Protection Supports commercial sites Advanced stats Priority support

Pull the bar to make it Zero.

A screenshot of the 'Name your price' subscription creation dialog. It asks 'HOW MUCH IS AKISMET WORTH TO YOU?' and shows a slider set at '\$0 / YEAR'. A large red arrow points to the slider. Below the slider, text says 'By clicking 'Create Subscription', I agree with Akismet's terms and Fair Usage Policy.' There are 'Cancel' and 'Create Subscription' buttons, with the latter being redboxed. A neutral face emoji is also present.

Thank You Note!

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# Thanks!

Your **Akismet Personal** subscription has been created.

You can see it in the subscription list in your dashboard.



### Step 3: Verify the API Key

Akismet will generate a API key that you will use it when we add this Add-on to our site in the next section.

The screenshot shows the Akismet account overview. At the top, there's a navigation bar with a green 'A' icon, the email address 'learnwp.xyz@gmail.com', and a user icon. Below the bar, the title 'Account Overview' is displayed. On the right side, there's a box indicating '1 SUBSCRIPTION' with a green checkmark and the word 'Active'. The main content area shows a table for 'SUBSCRIPTIONS'. One row is highlighted with a red box and an arrow pointing to the 'API KEY' field, which contains a placeholder 'XXXXXXXXXX'. Another red box highlights the entire 'Akismet Personal' row, which includes the plan name, price ('Free'), support link ('Support Akismet!'), active sites count ('0 active sites'), and edit/cancel buttons. A blue 'Add Subscription' button is located at the bottom left of the subscriptions table.

Take note of the API key as we need to use it on our site to activate this add-on.

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## 2 Accounts Creation

### **Exercise:**

- Create your own account with Akismet.
- Get the Free API key from Akismet.

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# 1. WORDPRESS INSTALLATION

# 3 WordPress Installation

## 3.1 Install WordPress on Local Machine

### Prerequisite

You need the following software Installed and Working:

- [Install WAMP Server on your local machine](#)
- [Verify the PHP Code with WAMP Server](#)
- [Verify phpMyAdmin is working properly](#)

Before you move on to other steps make sure you are able to run WAMP server, PHP, MySQL and phpMyAdmin properly.

WordPress runs on WebServer and needs PHP and MySQL software. So, make sure they are working fine.

### Download WordPress Software

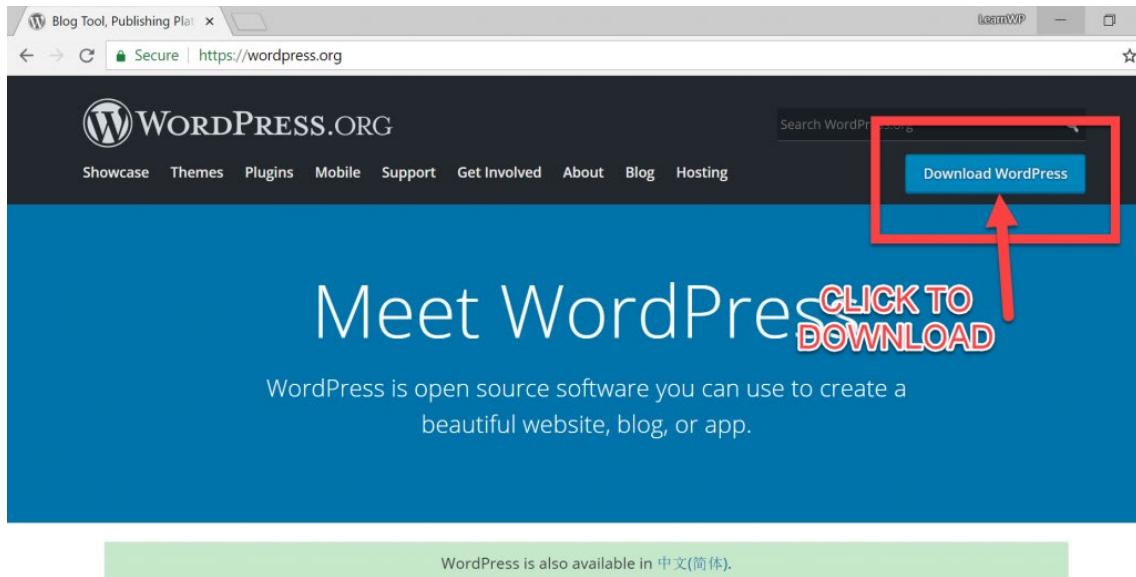
#### Step 1: Visit WordPress Site

Visit WordPress Site: <https://wordpress.org/>

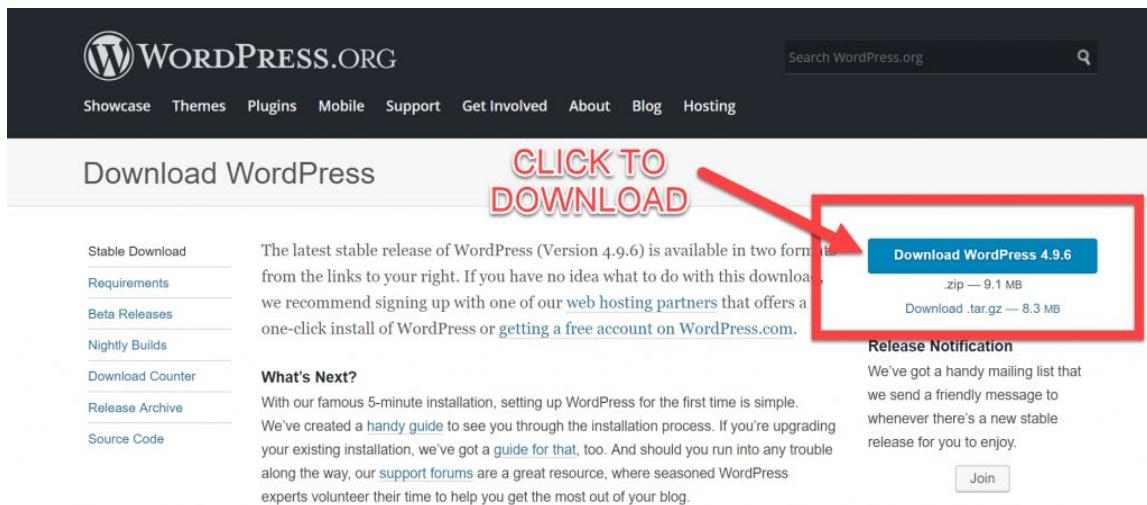
Click on the Download WordPress button on the right top corner of the page.

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### 3 WordPress Installation



This will land in the latest version of WordPress page. Click on the Download Button.



This will start downloading the WordPress<version>.zip file on your local computer.

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### 3 WordPress Installation

#### Download WordPress

Stable Download Requirements Beta Releases Nightly Builds Download Counter Release Archive Source Code

The latest stable release of WordPress (Version 4.9.6) is available in two formats from the links to your right. If you have no idea what to do with this download, we recommend signing up with one of our [web hosting partners](#) that offers a one-click install of WordPress or [getting a free account on WordPress.com](#).

**What's Next?**

With our famous 5-minute installation, setting up WordPress for the first time is simple. We've created a [handy guide](#) to see you through the installation process. If you're upgrading your existing installation, we've got a [guide for that](#), too. And should you run into any trouble along the way, our [support forums](#) are here to help. Experts volunteer their time to help you get the most out of your blog.

**WORDPRESS SOFTWARE DOWNLOADED**

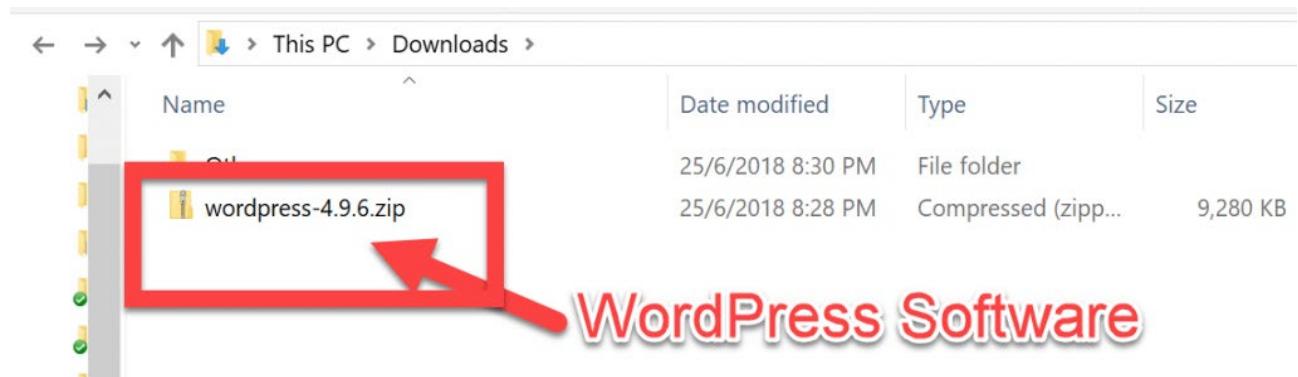
[Download WordPress 4.9.6](#)  
.zip — 9.1 MB  
Download .tar.gz — 8.3 MB

**Release Notification**  
We've got a handy mailing list that we send a friendly message to whenever there's a new stable release for you to enjoy.

[Join](#)

wordpress-4.9.6.zip

Find the WordPress Software on your Local Machine

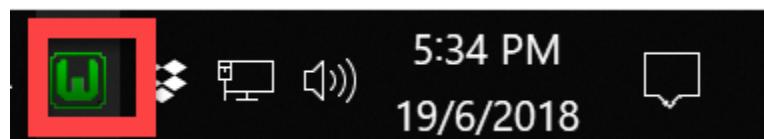


#### Create Database with phpMyAdmin

Now we have the WordPress software. Let's create a database that WordPress will use to create the tables.

#### Step 1: Open phpMyAdmin Dashboard

Make sure the WAMP Server is running and it is GREEN color.

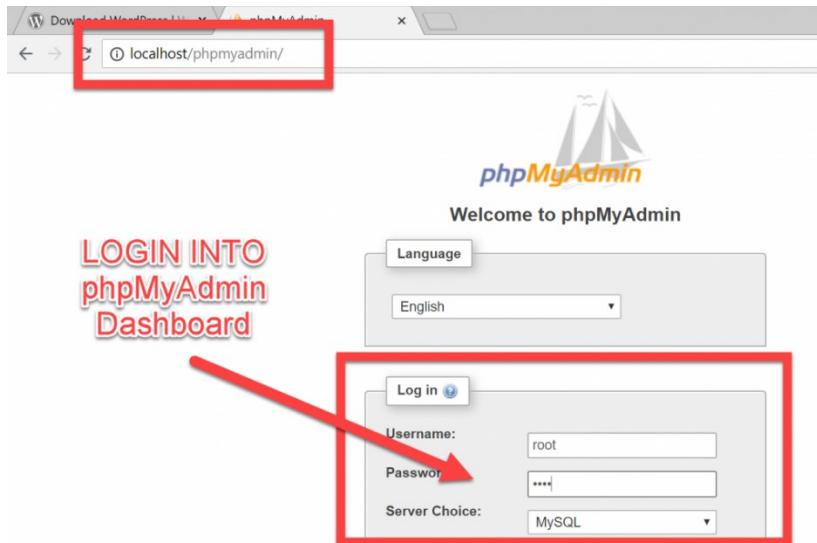


Open the Google Chrome and Type the URL: <http://localhost/phpmyadmin/>

You should see the Login page of phpMyAdmin

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### 3 WordPress Installation



Once you enter the Login and Password. You should be inside the phpMyAdmin Home Dashboard

## Step 2: Create Database for WordPress to use

Create a Database that WordPress will use.

See this guide on [how to create database using phpMyAdmin](#)

Database Name: learnwpdb

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### 3 WordPress Installation

The screenshot shows the 'Databases' page in phpMyAdmin. A red box highlights the 'Create database' button and the input field where 'learnwpdb' has been typed. To the right of the input field is a dropdown for 'Collation' and a 'Create' button. Below this, a table lists existing databases: information\_schema, mysql, performance\_schema, schooldb, and sys. A red arrow points from the 'learnwpdb' entry in the table to a text annotation: "'learnwpdb' is the database name".

This should create the database – 'learnwpdb' and do not create any table inside it.

WordPress will use this database to create the tables.

The screenshot shows the 'Database: learnwpdb' page in phpMyAdmin. A red box highlights the 'learnwpdb' database in the left sidebar. The main area displays a message: 'No tables found in database.' Below this is a 'Create table' form with fields for 'Name:' and 'Number of columns: 4'. A large red box covers the bottom half of the page with the text 'DO NOT CREATE ANY TABLE'.

Verify the Database on the Database Page. Click on Database

The screenshot shows the 'Databases' page in phpMyAdmin. A red box highlights the 'Databases' tab in the top navigation. Another red box highlights the 'learnwpdb' database in the list of databases. The table below lists the databases: information\_schema, learnwpdb, mysql, performance\_schema, schooldb, and sys.

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## Upload WordPress Software to WAMP Server

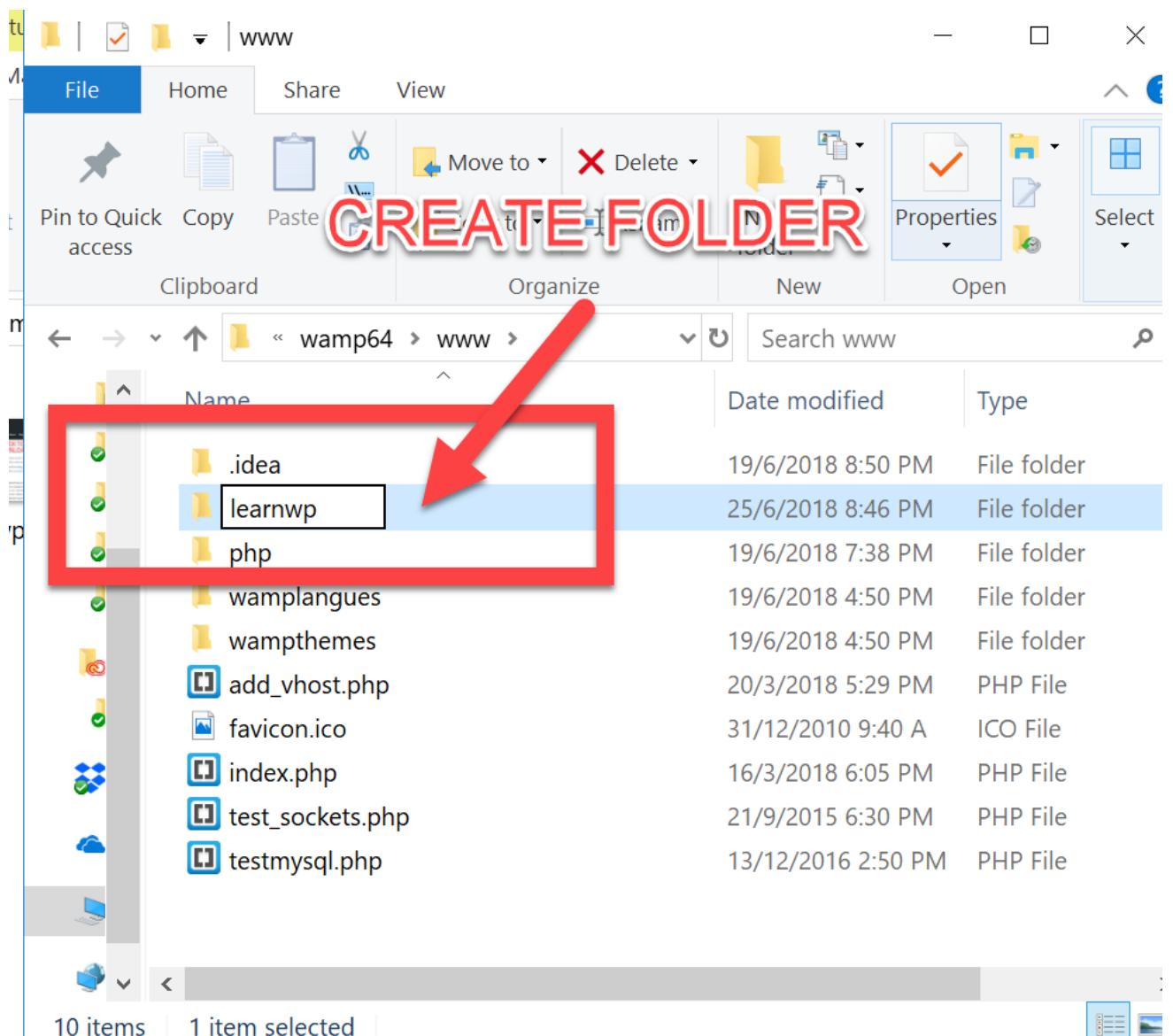
We have downloaded the WordPress software and also we have created 'learnwpdb' database.

Next Step is to install WordPress on WAMP Server.

### Step 1: Open the www folder inside the WAMP Folder

Create Folder 'learnwp' inside the WAMP Server Folder

Folder Path: C:\wamp64\www\learnwp

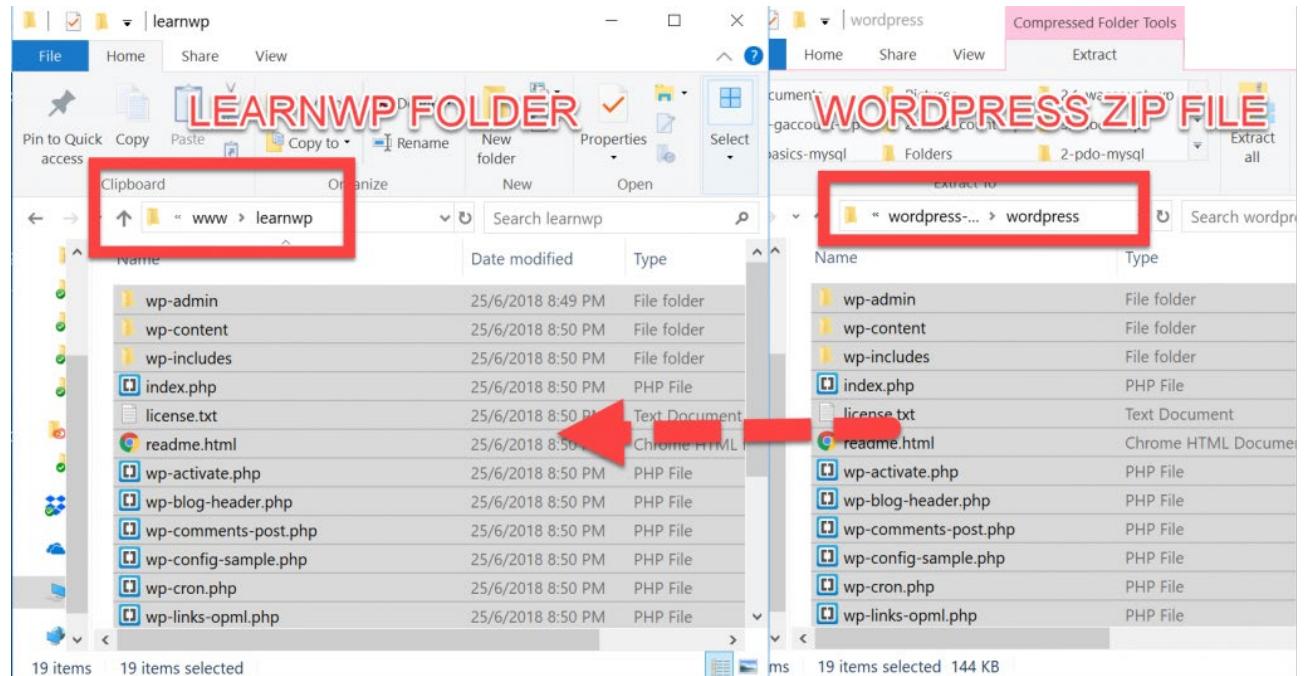


### 3 WordPress Installation

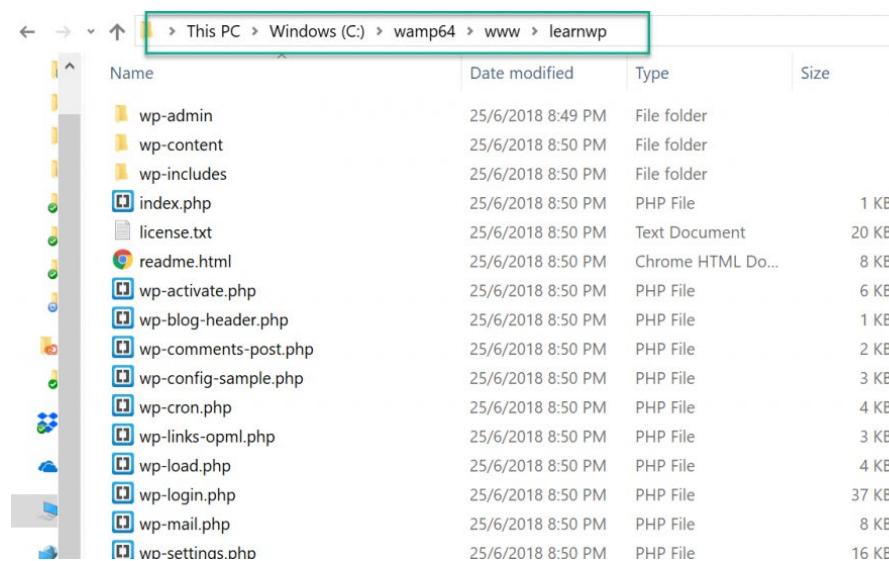
## Step 2: Copy the WordPress Software inside the new Folder

Unzip the WordPress contents inside the learnwp folder.

You can open the WordPress zip file and then drag and drop all the files inside the learnwp folder.



Make sure the files and folders are like this.



## Configure Database in WordPress

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### 3 WordPress Installation

Before we install WordPress lets configure our database setting inside the WordPress configure file.

#### Step 1: Create a copy of wp-config-sample.php

Create a copy of wp-config-sample.php -> wp-config.php

Name	Date modified	Type	Size
wp-includes	25/6/2018 8:50 PM	File folder	
index.php	25/6/2018 8:50 PM	PHP File	1 KB
license.txt	25/6/2018 8:50 PM	Text Document	20 KB
readme.html	25/6/2018 8:50 PM	Chrome HTML Do...	8 KB
wp-activate.php	25/6/2018 8:50 PM	PHP File	6 KB
wp-blog-header.php	25/6/2018 8:50 PM	PHP File	1 KB
wp-comments-post.php	25/6/2018 8:50 PM	PHP File	2 KB
wp-config.php	25/6/2018 8:50 PM	PHP File	KB
wp-config-sample.php	25/6/2018 8:50 PM	PHP File	3 KB
wp-cron.php	25/6/2018 8:50 PM	PHP File	4 KB
wp-links-opml.php	25/6/2018 8:50 PM	PHP File	3 KB
wp-load.php	25/6/2018 8:50 PM	PHP File	4 KB
wp-login.php	25/6/2018 8:50 PM	PHP File	37 KB
wp-mail.php	25/6/2018 8:50 PM	PHP File	8 KB
wp-settings.php	25/6/2018 8:50 PM	PHP File	16 KB
wp-signup.php	25/6/2018 8:50 PM	PHP File	30 KB
wp-trackback.php	25/6/2018 8:50 PM	PHP File	5 KB

Open the wp-config.php and Provide the database details

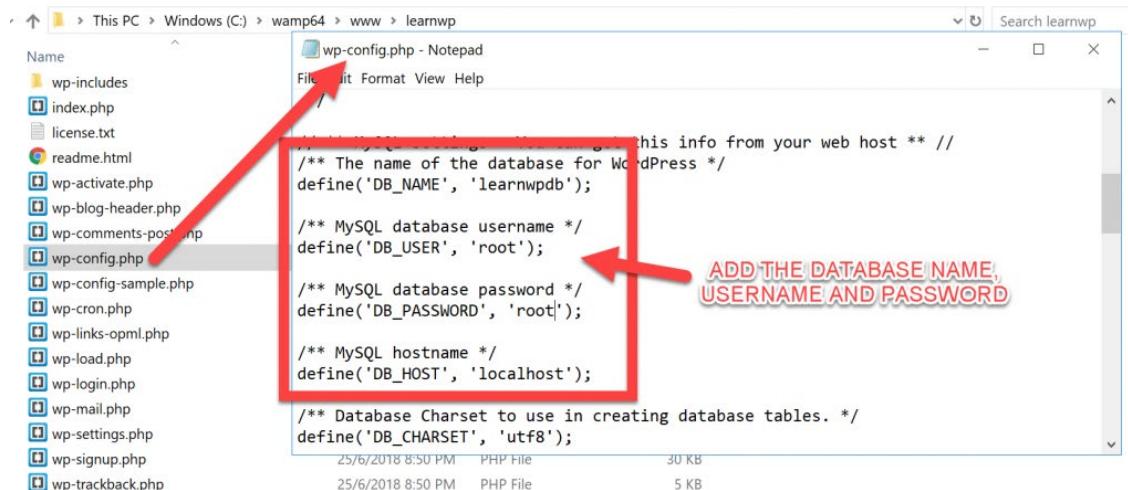
Database Name, Username and Password

```
define('DB_NAME', 'learnwpdb');

/** MySQL database username */
define('DB_USER', 'root');

/** MySQL database password */
define('DB_PASSWORD', 'root');
```

### 3 WordPress Installation



```
wp-config.php - Notepad
File Edit Format View Help

/*
 * This info from your web host */
define('DB_NAME', 'learnwpdb');

/** MySQL database username */
define('DB_USER', 'root');

/** MySQL database password */
define('DB_PASSWORD', 'root');

/** MySQL hostname */
define('DB_HOST', 'localhost');

/** Database Charset to use in creating database tables. */
define('DB_CHARSET', 'utf8');

25/6/2018 8:50 PM PHP File 30 KB
25/6/2018 8:50 PM PHP File 5 KB
```

Save the file and close it.

## Install WordPress

Before we install WordPress.

Lets do a quick recap

- Started the WAMP Server
- Downloaded WordPress Software
- Create Database using phpMyAdmin
- Copied the WordPress Software to a new folder in WAMP/WWW folder.
- Created a WordPress Config File
- Copied the Database details to the Config File.

Lets now run the WordPress Software from the localhost.

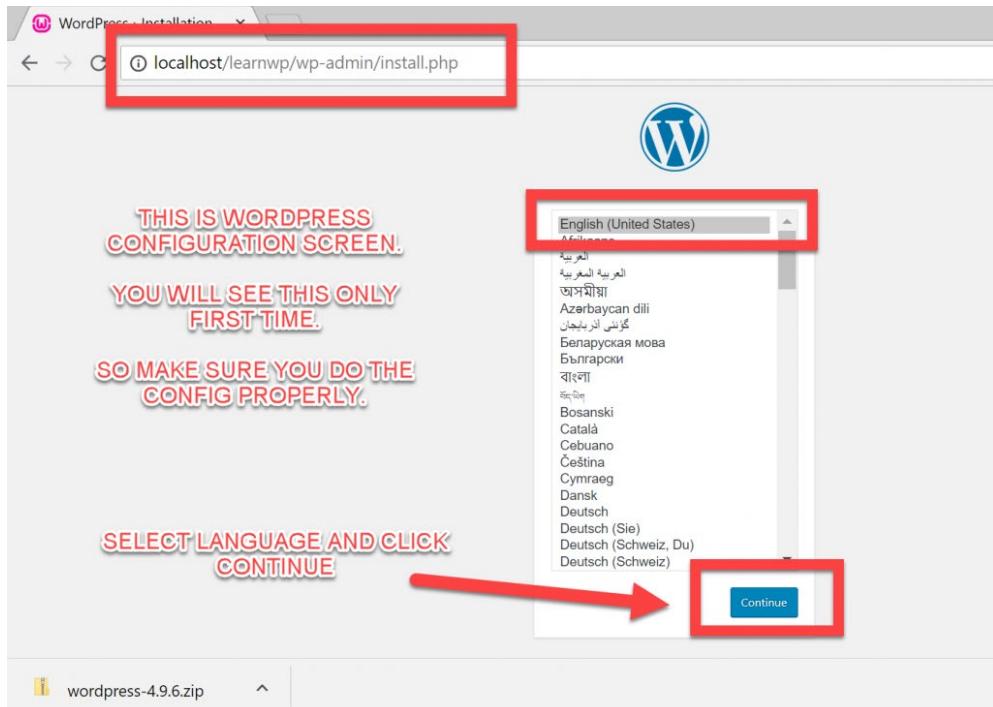
Open the URL: localhost/learnwp/

This will open the WordPress Installation Page.

Make sure you do the configuration properly because you will see this page only one time.

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### 3 WordPress Installation



Click Continue

Provide the Site Title, Username and Password.

Use the same email id we used to create the wordpress.com account.

The screenshot shows the "Install WordPress" step 1 form. The address bar is highlighted with a red box and contains the URL "localhost/learnwp/wp-admin/install.php?step=1".

The form fields are as follows:

- Site Title:** Learn WordPress
- Username:** root
- Password:** root (labeled "Very weak")
- Confirm Password:** (checkbox checked)
- Your Email:** learnwp.xyz@gmail.com
- Search Engine Visibility:** Discourage search engines from indexing this site (checkbox unchecked)

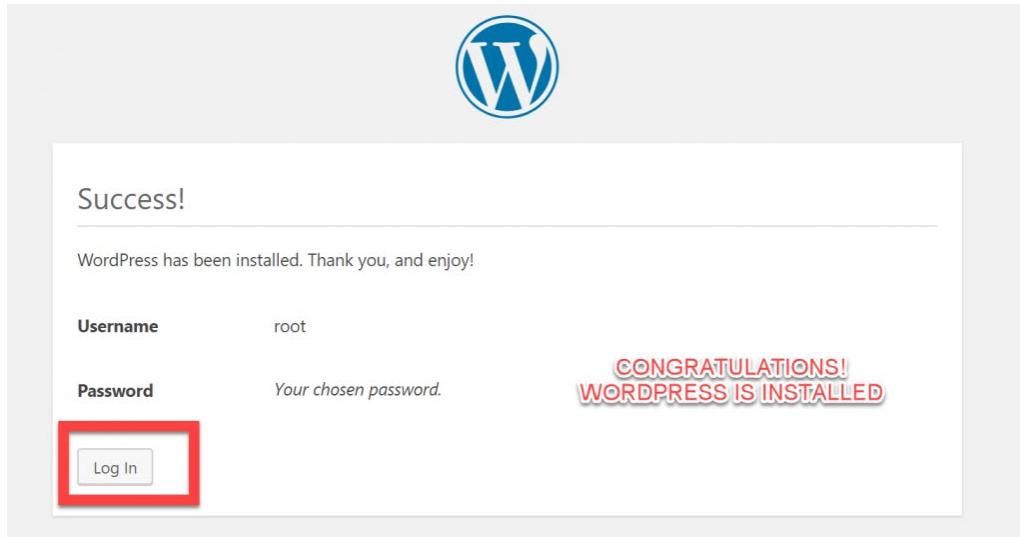
A red box highlights the "Install WordPress" button at the bottom left. Red annotations are present: "TICK THIS BOX TO ACCEPT WEAK PASSWORD" with an arrow pointing to the "Confirm Password" checkbox; "SAME EMAIL WE USED TO CREATE WORDPRESS.COM ACCOUNT" with an arrow pointing to the "Your Email" field; and a red box highlighting the "Install WordPress" button.

Click Install WordPress.

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### 3 WordPress Installation

Congratulations! WordPress is Installed on your local machine.

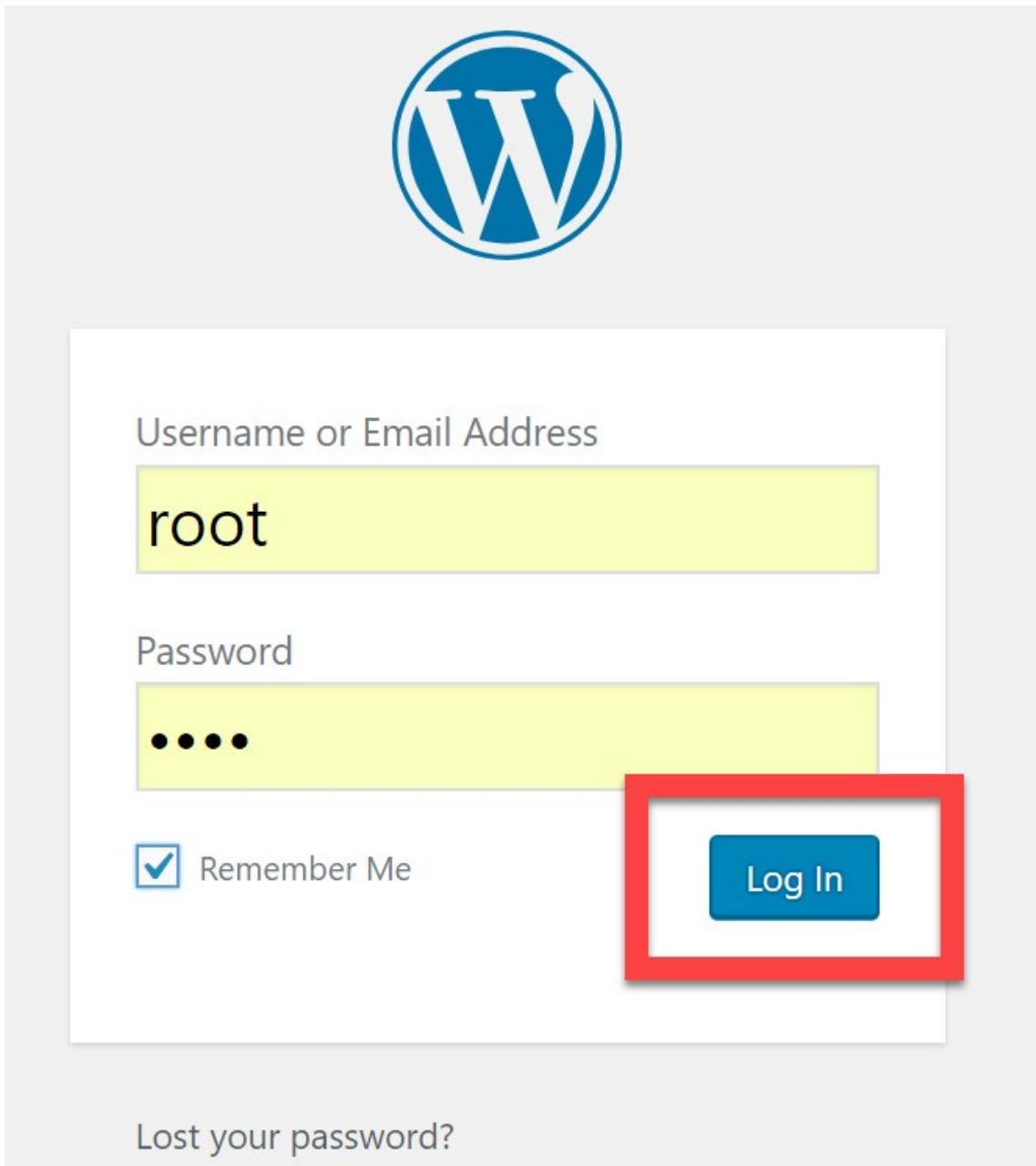


Click on Log In.

Enter the username and password (root/root)

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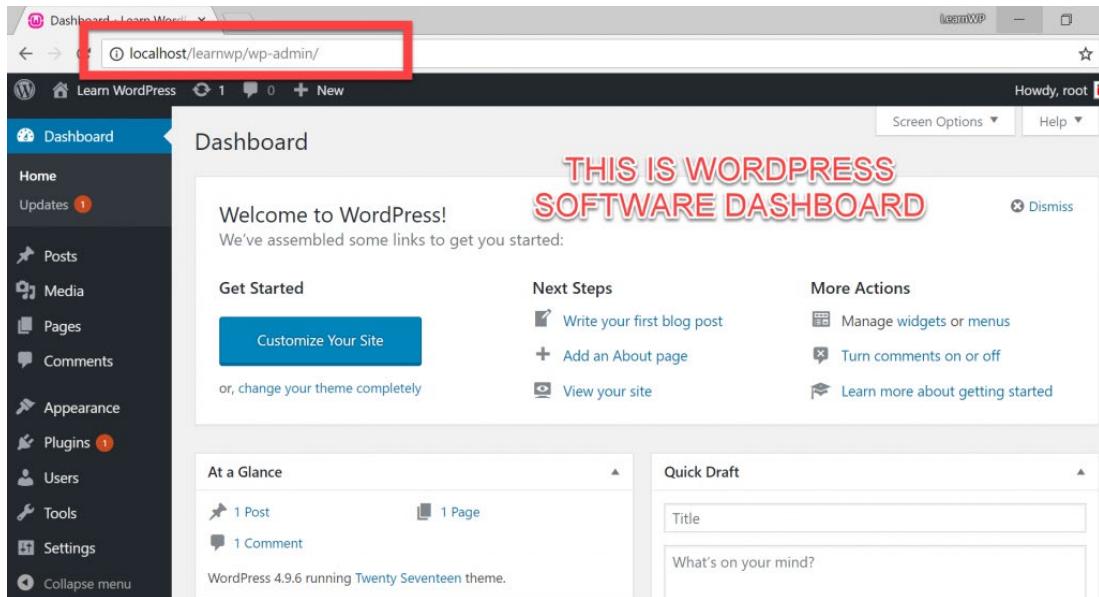
### 3 WordPress Installation



You will now land into WordPress Dashboard Page.

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### 3 WordPress Installation

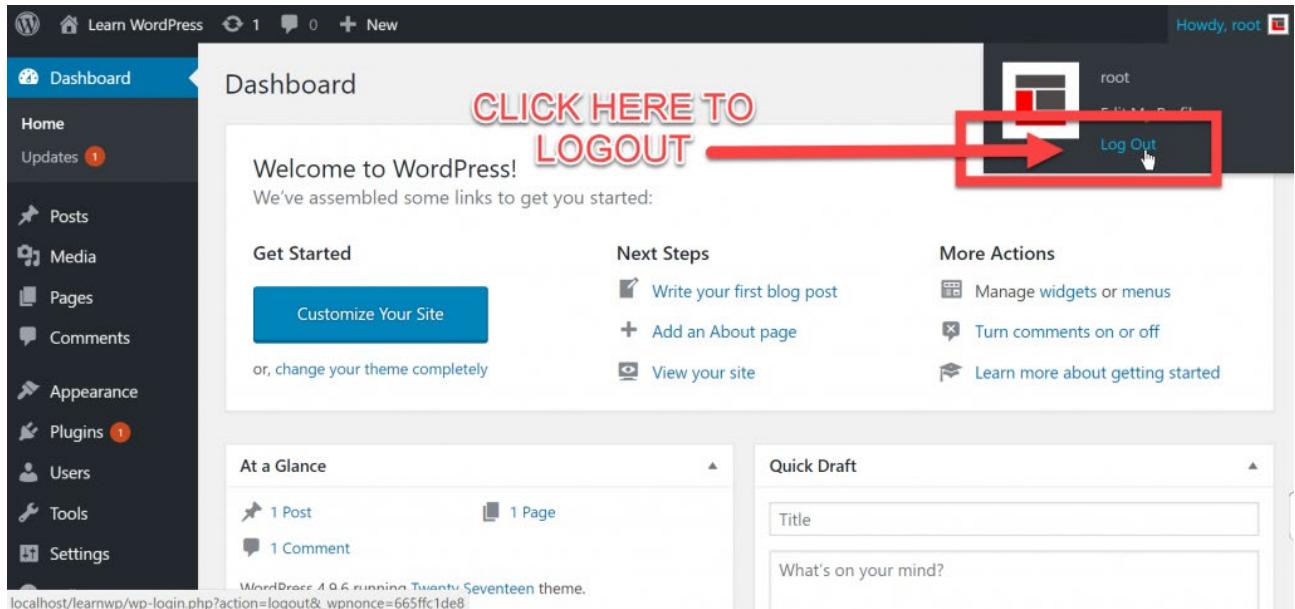


## Verify the Installation

Now, we will try to logout and login again into WordPress Dashboard.

### Step 1: Logout from the WordPress Dashboard

Click on the Top Right Corner and in the drop down menu click on Logout.



This is the logout Screen.

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### 3 WordPress Installation



You are now logged out.

Username or Email Address

A yellow rectangular input field containing the text "root".

Password

A yellow rectangular input field containing four black dots, representing a password.

Remember Me

Log In

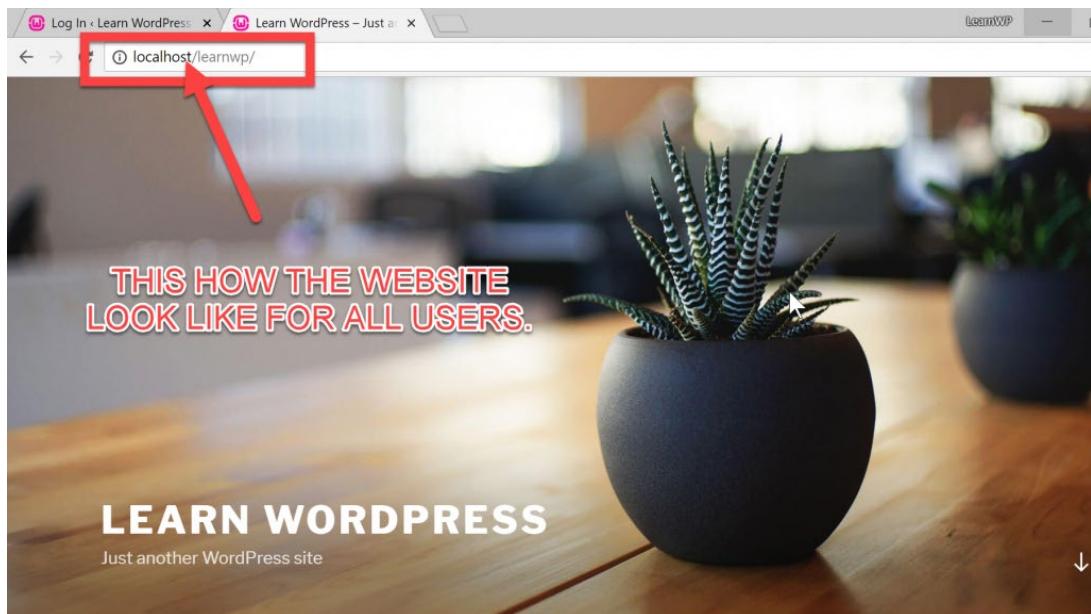
Lost your password?

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## Step 2: Visit the Site

Now Visit the site without login by typing this url in the browser.

<http://localhost/learnwp>



## Step 3: Login into Admin Dashboard

Type this url to login into the Admin Dashboard of your WordPress Site.

<http://localhost/learnwp/wp-admin/>

or

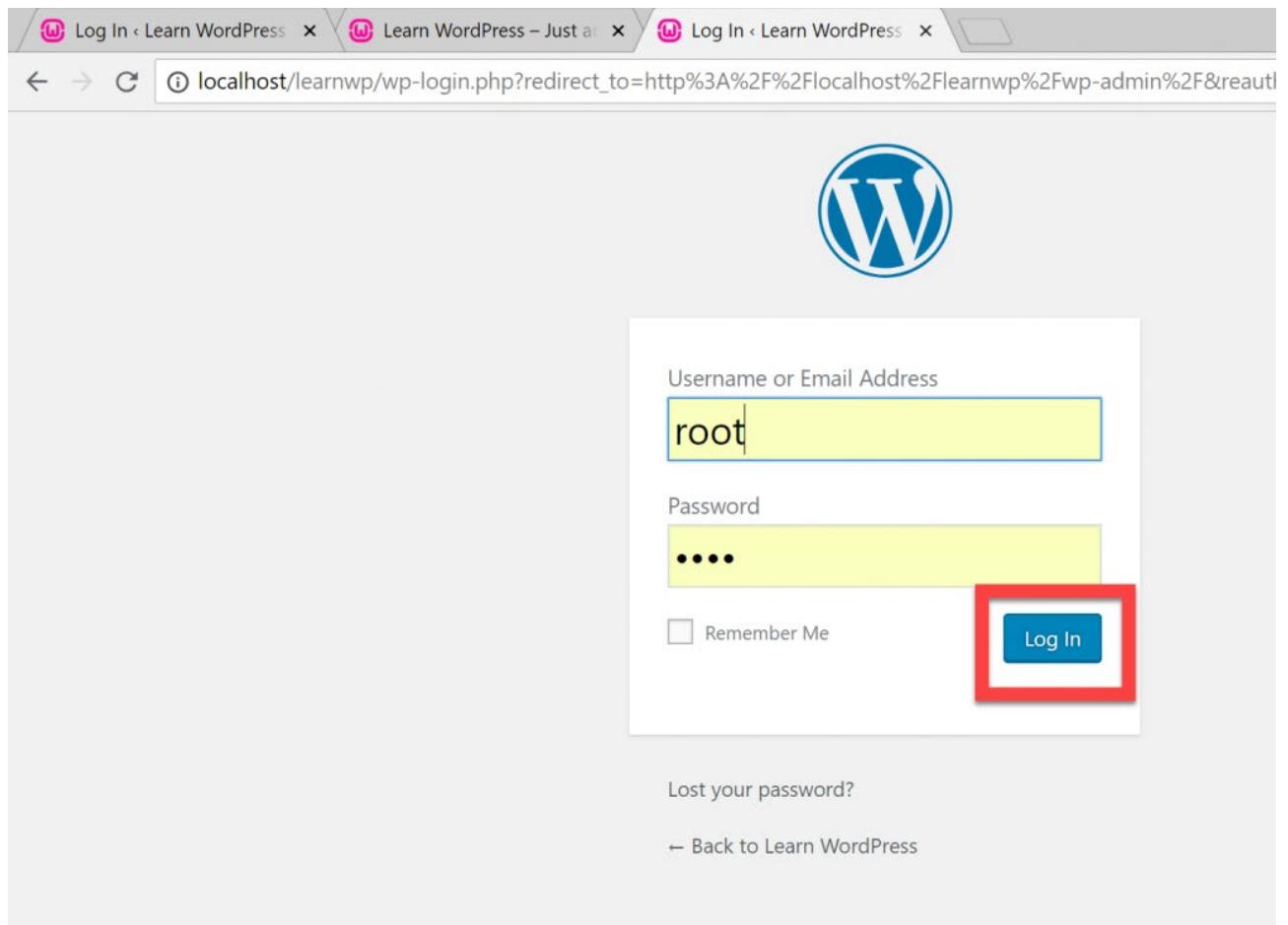
<http://localhost/learnwp/login/>

This will show the login screen.

Enter the Username and Password and enter into the site.

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### 3 WordPress Installation



Here is your WordPress Software installed on your Local Machine.

The screenshot shows the WordPress dashboard. The address bar in the browser highlights the URL: `localhost/learnwp/wp-admin/`. The dashboard header features the text "THIS IS WORDPRESS SOFTWARE DASHBOARD". The left sidebar is a dark navigation menu with links: Home, Updates (1), Posts, Media, Pages, Comments, Appearance, Plugins (1), Users, Tools, Settings, and a "Collapse menu" option. The main content area starts with a "Welcome to WordPress!" message and a "Get Started" section containing a "Customize Your Site" button. Below this is a note: "or, change your theme completely". To the right of these are "Next Steps" (with links to "Write your first blog post", "Add an About page", and "View your site") and "More Actions" (with links to "Manage widgets or menus", "Turn comments on or off", and "Learn more about getting started"). At the bottom of the dashboard, there are two sections: "At a Glance" (showing 1 Post, 1 Page, and 1 Comment) and "Quick Draft" (with fields for "Title" and "What's on your mind?").

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**Exercise:**

- Download and Install WordPress on your local Machine
- Login into the Admin Dashboard of WordPress.

## 3.2 Learnwp.xyz Website

### **learnwp.xyz**

[learnwp.xyz](https://learnwp.xyz) is the site which I use to do this hands-on and once it is done you can then visit that page to see how the page looks like.

For simple exercise I will use the WordPress on localhost and for those which you might need a live demo I will do it on this site – [learnwp.xyz](https://learnwp.xyz).

All the Live Demo will be on – [learnwp.xyz](https://learnwp.xyz)

All the example sample will be from <https://learnwp.xyz/> site. So make you visit them to see more details about the exercise.

## 3.3 Login and Logout WordPress

### **Prerequisite**

You need to have WordPress Installation on local machine to do this exercise.

- [Learn how to install WordPress on Local Machine](#)
- Make sure the WAMP Server is running.

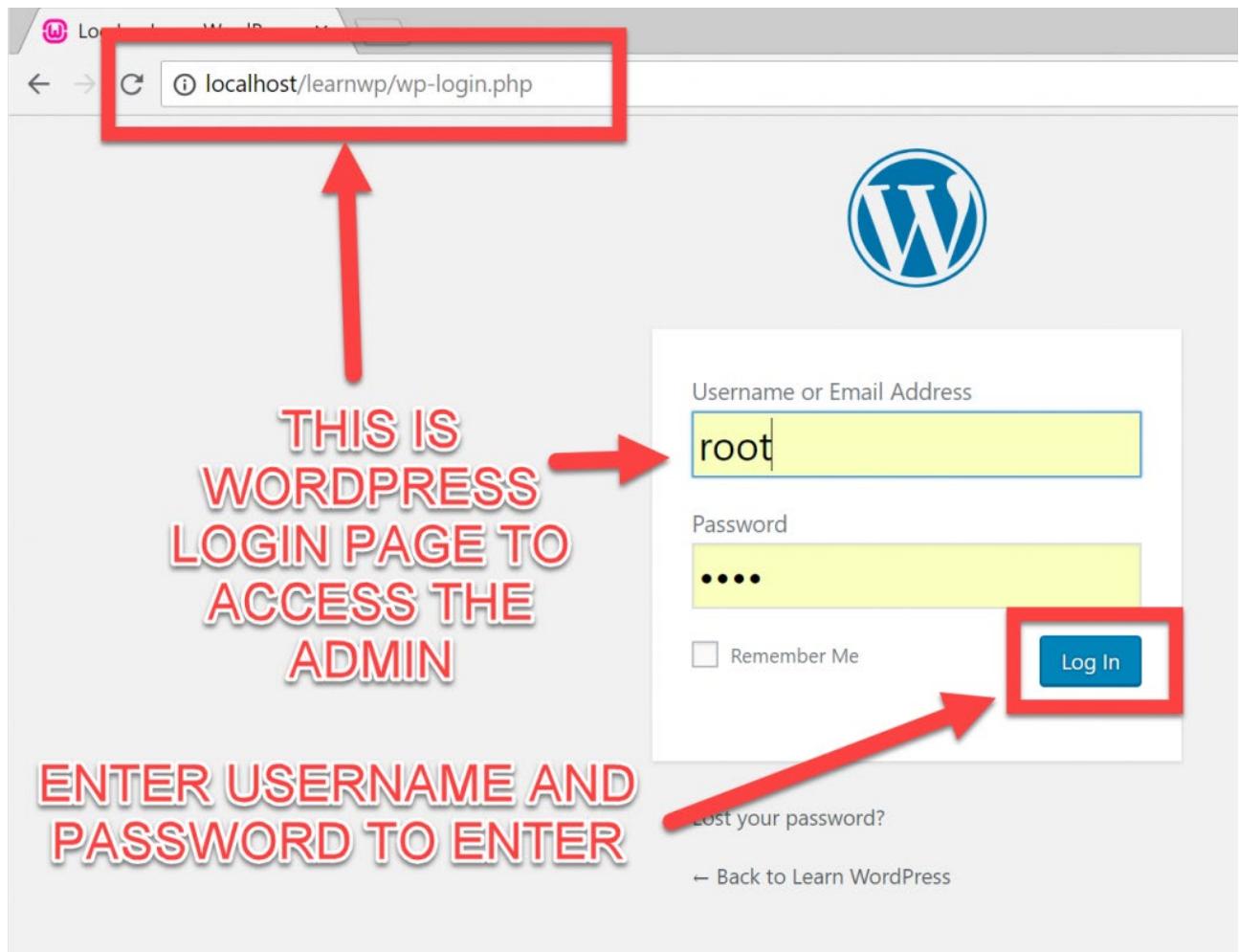
### **Login into WordPress**

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## Step 1: Visit the site on localhost

Open the Chrome Browser and type the url.

Visit: <http://localhost/learnwp/login>



Enter the Username and Password to enter into the WordPress site.

### 3 WordPress Installation

The screenshot shows the WordPress Admin Dashboard. At the top, the address bar displays the URL `localhost/learnwp/wp-admin/`. A red box highlights this URL. The dashboard header says "Howdy, root". The main area is titled "THIS IS ADMIN DASHBOARD". It includes sections for "Welcome to WordPress!", "Get Started" (with a "Customize Your Site" button), "Next Steps" (with links to write a post, add an About page, and view the site), and "More Actions" (with links to manage widgets, turn comments on or off, and learn more about getting started). Below these are "At a Glance" and "Quick Draft" sections.

## Logout from WordPress

### Step 1: Click on the Right side top corner icon

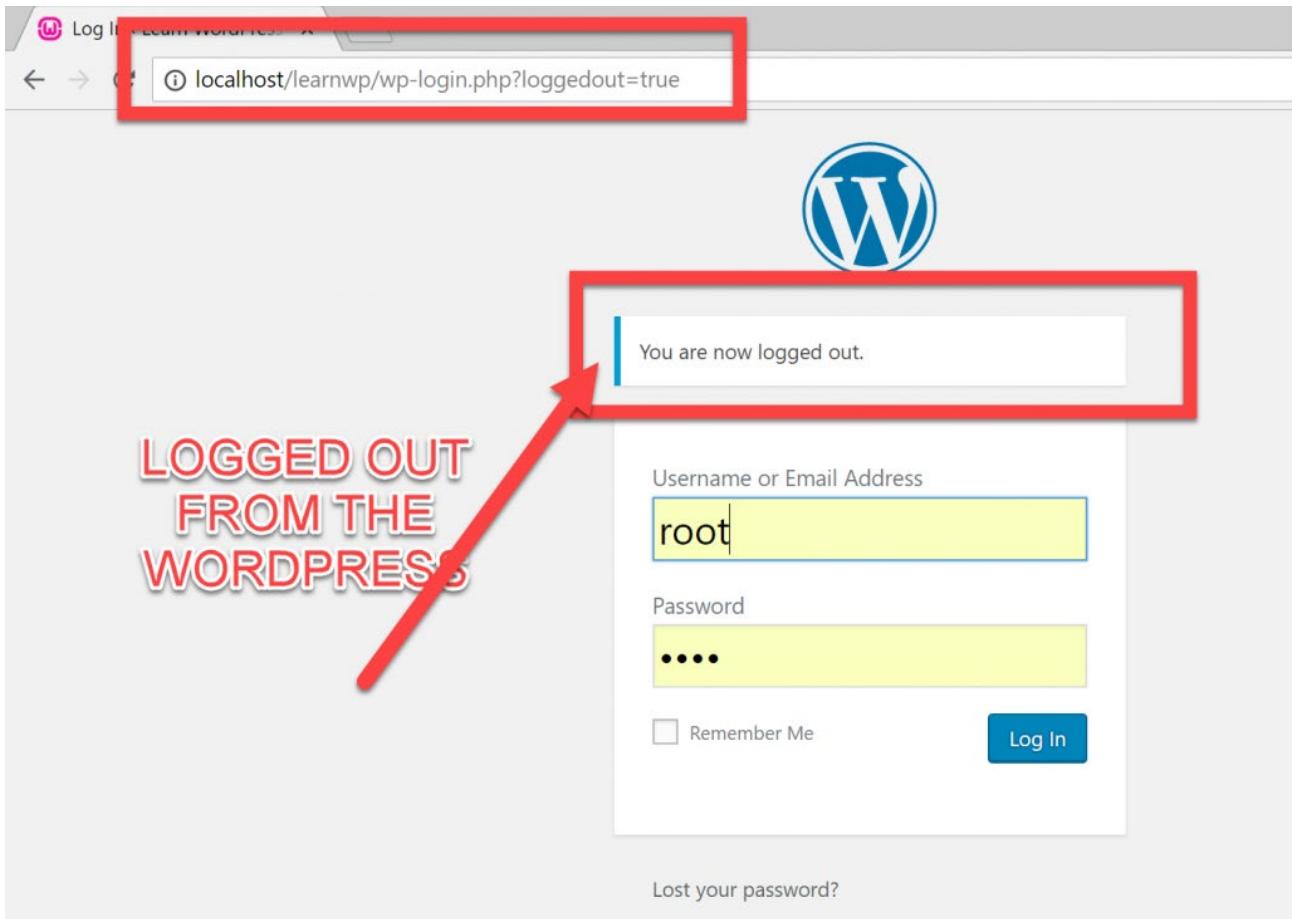
Click on the right top corner to show this menu

The screenshot shows the WordPress Admin Dashboard with the user profile menu open in the top right corner. The menu items are "root", "Edit My Profile", and "Log Out", with "Log Out" highlighted by a red arrow. The rest of the dashboard interface is visible, including the "Dashboard" header, the "Welcome to WordPress!" message, and various administrative sections like "Get Started", "Next Steps", and "More Actions".

Click on the Logout link.

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### 3 WordPress Installation



#### 3.4 Create Your Profile

##### **Step 1: Login into WordPress Admin Dashboard**

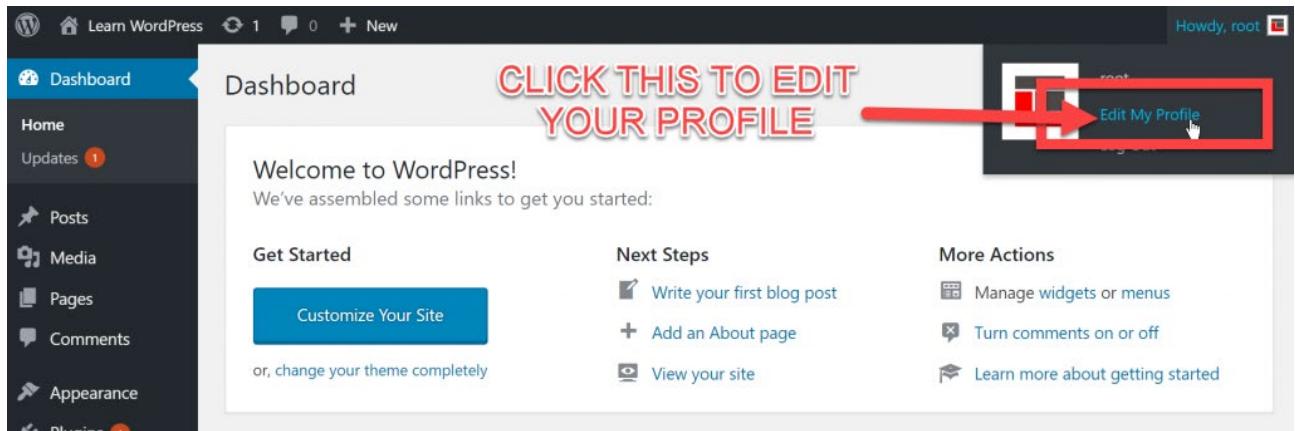
Login into the WordPress Admin Dashboard with this URL.

<http://localhost/learnwp/wp-admin/>

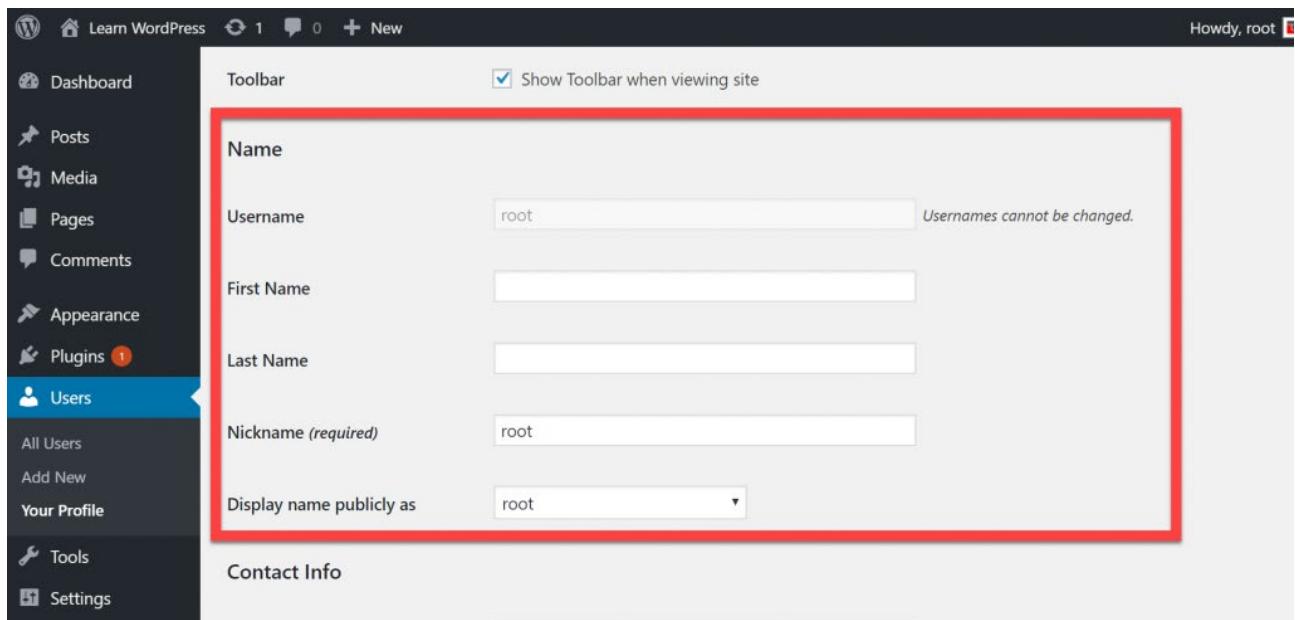
Click on the Right Top Menu and Select -> Edit My Profile

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### 3 WordPress Installation



#### Your Profile Page:



#### Step 3: Modify & Save the Profile Details

Modify the Display name from root to LearnWP

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### 3 WordPress Installation

The screenshot shows the 'Users' settings page in WordPress. A red box highlights the 'Display name publicly as' dropdown menu. The menu contains the following options: root, root, learnwp, LearnWP (highlighted with a blue background and a red arrow), XYZ, LearnWP XYZ, and XYZ LearnWP. To the right of the menu, a red note says 'CHANGE THE USER TO 'LEARNWP''.

Save the settings

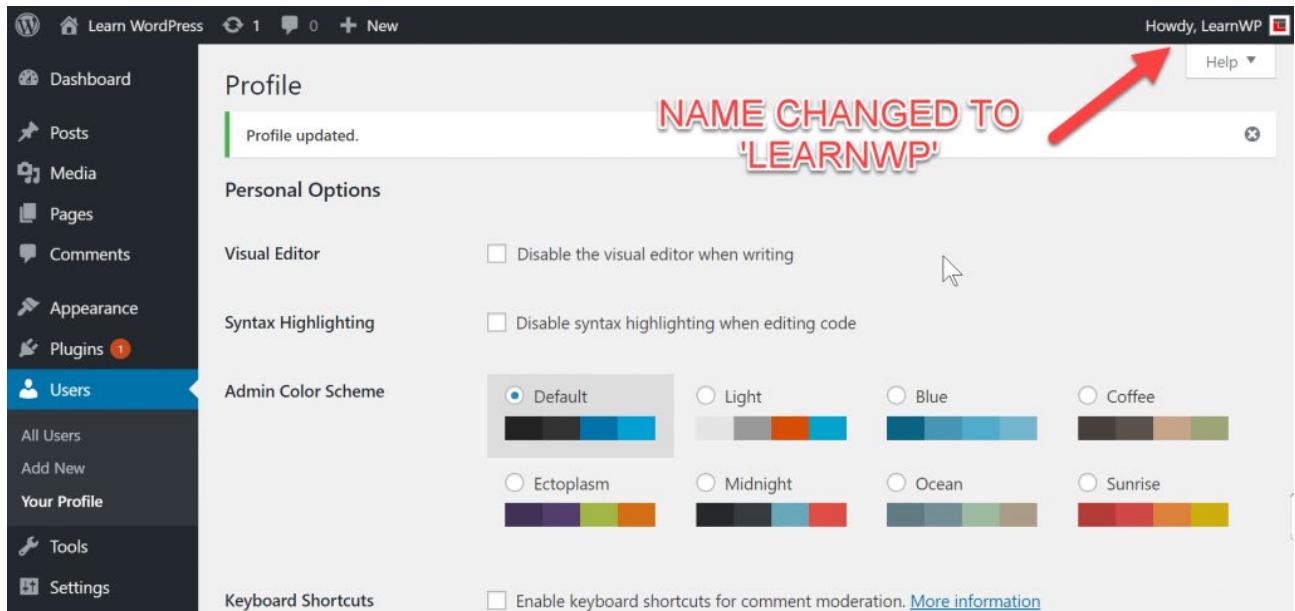
The screenshot shows the 'Your Profile' page in WordPress. A red box highlights the 'Update Profile' button. To the right of the button, a red arrow points to it with the text 'CLICK TO SAVE'.

### Step 4: Verify the Changes

Verify the name changed from root to LearnWP

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### 3 WordPress Installation



## 3.5 Gravatar Settings

In section 2, you have [created an account with Gravatar](#) and uploaded your profile pic there.

Did you notice that when you configured WordPress with your email ID it automatically pulled the logo from Gravatar.

This is because WordPress link with Gravatar to fetch the profile pic that you have uploaded into the Gravatar site.

It is all connected.

### Login Into Gravatar Site

Visit the Gravatar site URL: <https://en.gravatar.com/>

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### 3 WordPress Installation

The screenshot shows the 'Manage Gravatars' page. At the top, there's a navigation bar with links for 'My Gravatars', 'My Profile', and 'Help'. On the right, it shows the email 'learnwp.xyz@gmail.com' and a small profile icon. Below the navigation, the main title is 'Manage Gravatars'. A section titled '1. Pick email to modify' contains an entry for 'learnwp.xyz@gmail.com' with a placeholder image (a red and black 'L' logo). It includes options to 'Remove image' and 'View rating'. Below this, there's a link to 'Add email address'. Another section titled '2. Pick new image' shows two placeholder image boxes.

## Verify the Gravatar Settings in WordPress

Login into the WordPress Site:

localhost/learnwp/login

Goto Your Profile Settings:

The screenshot shows the 'Profile < Learn WordPress' page in the WordPress admin area. The URL in the browser is 'localhost/learnwp/wp-admin/profile.php'. The left sidebar has a 'Users' menu item selected. The main content area shows the 'About Yourself' tab selected under 'Biographical Info'. It features a placeholder for a profile picture with the text 'Share a little biographical information to fill out your profile. This may be shown publicly.' Below it, the 'Profile Picture' section shows the same red and black 'L' logo from the Gravatar manager. A large red arrow points to the text 'You can change your profile picture on [Gravatar](#)'. The right sidebar shows 'Account Management' with 'New Password' and 'Generate Password' buttons.

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### 3 WordPress Installation

Verify the Gravatar settings in your Profile Picture.

If you like to change the Profile Picture then you should change it in Gravatar not in WordPress.

Remember this setting because it is the most important and many people get confused how it is linked.

## 3.6 Create and Delete Users from WordPress

### Create a User for WordPress

You can manually create users for WordPress who can login in the dashboard and access the options based on the roles provided to them.

Lets create an Admin User.

Click on Users -> All Users

The screenshot shows the WordPress Admin Dashboard. The left sidebar has a 'Users' section with 'All Users' selected, indicated by a red box and an arrow. The main area shows a table titled 'USERS LIST' with one item. The table columns are 'Username', 'Name', 'Email', 'Role', and 'Posts'. The single user listed is 'root' with 'LearnWP XYZ' as the name, 'learnwp.xyz@gmail.com' as the email, 'Administrator' as the role, and '1' post. A red box highlights the 'Add New' button at the top left of the user list area, and another red box highlights the table header. A large red arrow points to the 'root' user entry in the list.

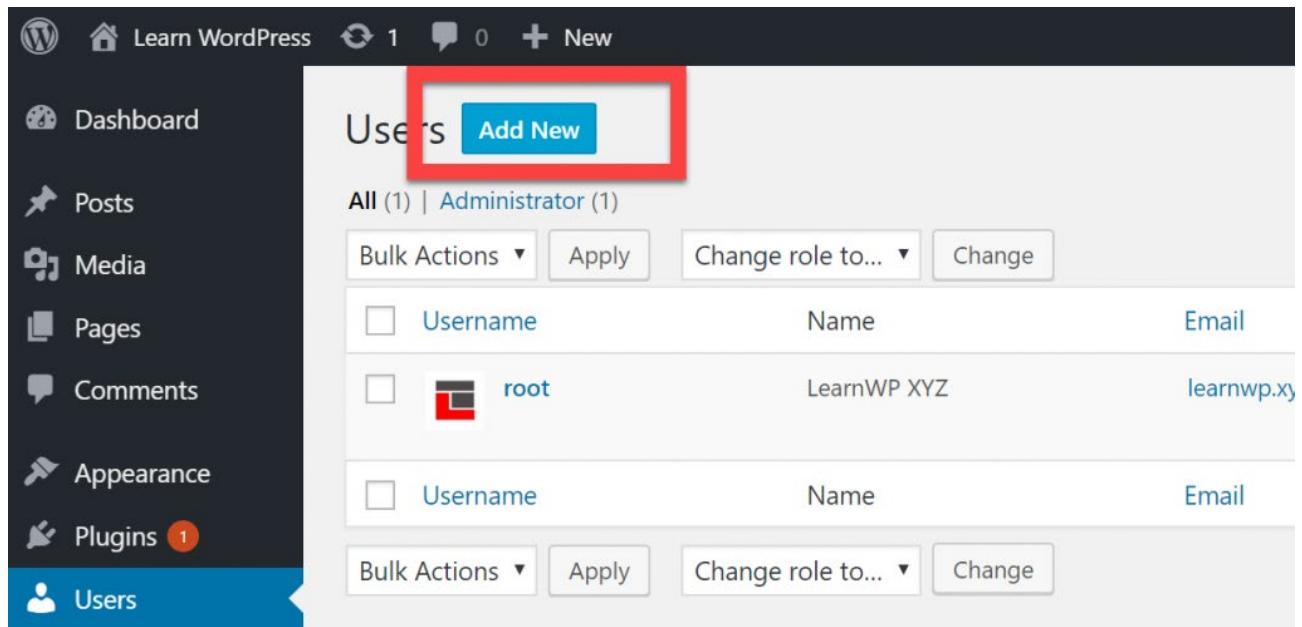
This will show all the users that can access this site dashboard and their roles.

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### 3 WordPress Installation

This users are not users who can access the site but these users can login into the dashboard.

Click on “Add New” to create user



The screenshot shows the WordPress admin dashboard under the 'Users' section. A red box highlights the 'Add New' button in the top right corner of the main content area. Below it, there's a table with two rows of user data. At the bottom of the table, there are 'Bulk Actions' and 'Change role to...' dropdowns, along with 'Apply' and 'Change' buttons.

Username	Name	Email
root	LearnWP XYZ	learnwp.xyz
Username	Name	Email

Enter the user credentials:

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### 3 WordPress Installation

Add New User

Create a brand new user and add them to this site.

Username (required)

Email (required)

First Name

Last Name

Website

Password  Very weak  Hide Cancel

Confirm Password  Confirm use of weak password

Send User Notification  Send the new user an email about their account.

Role

**CREATE NEW USER**

Thank you for creating with [WordPress](#).

New User Created:

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### 3 WordPress Installation

The screenshot shows the WordPress Admin interface under the 'Users' section. A red arrow points to the newly created user 'srini'. The text 'NEW USER CREATED' is overlaid in red at the bottom right of the user list.

Username	Name	Email	Role	Posts
root	LearnWP XYZ	learnwp.xyz@gmail.com	Administrator	1
srini	Srinivas Vanamala	srini@srinivasvanamala.com	Administrator	0

## Change Password for a User

Click on the User Profile and Click Edit

The screenshot shows the WordPress Admin interface under the 'Users' section. A red arrow points to the 'Edit' link next to the user 'srini'. The text 'CLICK EDIT' is overlaid in red at the bottom right of the user list.

Username	Name	Email	Role	Posts
root	LearnWP XYZ	learnwp.xyz@gmail.com	Administrator	1
srini	Srinivas Vanamala	srini@srinivasvanamala.com	Administrator	0

Change the password at the Account Management

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### 3 WordPress Installation

The screenshot shows the WordPress admin dashboard under the 'Users' section. A red box highlights the 'Account Management' section, which includes fields for 'New Password' (containing 'srini') and 'Confirm Password'. A red arrow points from the text 'CHANGE PASSWORD HERE' to the 'New Password' field. The password 'srini' is marked as 'Very weak'. Below the password fields is a checkbox for 'Confirm use of weak password'. At the bottom of the form is a blue 'Update User' button.

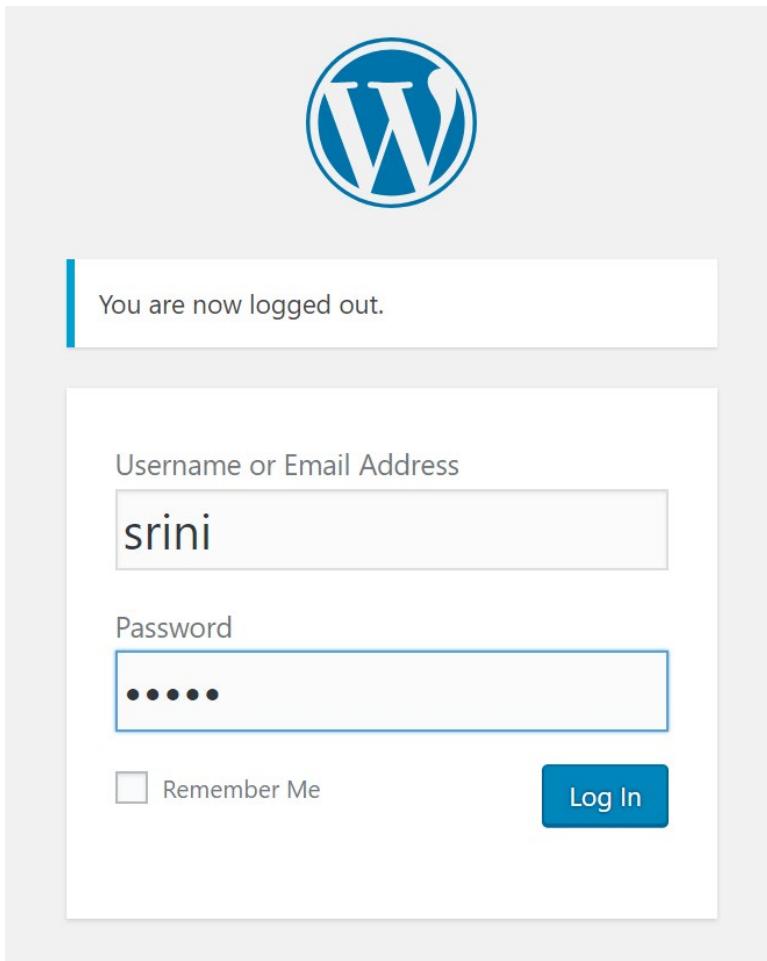
Click on Update User to update the user.

#### Logout and Login with New User

You can test the user credentials by logout and login again with new user.

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### 3 WordPress Installation



Here is the new User Profile

A screenshot of the WordPress dashboard. On the left, there is a dark sidebar with various menu items: Home, Posts, Media, Pages, Comments, Appearance, Plugins (with 1 update), Users, Tools, and Settings. The 'Users' item is currently selected, indicated by a blue background. The main area is titled 'Dashboard' and shows 'At a Glance' statistics: 1 Post, 1 Page, and 1 Comment. A red arrow points from the text 'THIS IS NEW USER PROFILE' to the user profile section on the right. The profile section shows a thumbnail of a person, the name 'Srinivas Vanamala', the username 'srini', a 'Edit My Profile' link, and a 'Log Out' link. Below the profile, there is a text input field for 'Title', a larger text area for 'What's on your mind?', and a 'Save Draft' button. At the bottom, there is a 'WordPress Events and News' section with a search bar for cities and a list for May 2018.

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### 3 WordPress Installation

## Delete User from WordPress

Go to Users and Click on delete to remove the user.

The screenshot shows the WordPress Admin interface under the 'Users' section. There are two users listed: 'root' and 'srini'. The 'Delete' link for 'srini' is highlighted with a red box. A large red arrow points from this highlighted link towards the text 'DELETE THE USER' located below the table. The URL at the bottom of the screen is `localhost/learnwp/wp-admin/users.php?action=delete&user=2&_wpnonce=...`.

Username	Name	Email	Role	Posts
root	LearnWP XYZ	learnwp.xyz@gmail.com	Administrator	1
srini	Srinivas Vanamala	srini@srinivasvanamala.com	Administrator	0

DELETE THE USER

localhost/learnwp/wp-admin/users.php?action=delete&user=2&\_wpnonce=...

Move the content to Admin and Delete the User not the post.

The screenshot shows the 'Delete Users' confirmation dialog. It displays the user ID 'ID #2: srini'. Below it, there is a question: 'What should be done with content owned by this user?'. A dropdown menu is open, showing two options: 'Delete all content...' and 'Attribute all content to: [dropdown]'. The second option is selected, and its dropdown menu is also highlighted with a red box, showing 'LearnWP (root)' as the current choice. At the bottom of the dialog, a blue 'Confirm Deletion' button is highlighted with a red box.

DELETE USERS

You have specified this user for deletion:

ID #2: srini

What should be done with content owned by this user?

Attribute all content to: LearnWP (root)

Confirm Deletion

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### 3 WordPress Installation

User is deleted

The screenshot shows the WordPress Admin Dashboard with the 'Users' page selected. A red box highlights the top message area which says 'User deleted.' A second red box highlights the user list table. Within the table, a specific user named 'root' is highlighted with a red arrow pointing to it from below. The text 'USER DELETED' is overlaid in red at the bottom center of the table area.

Username	Name	Email	Role	Posts
root	LearnWP XYZ	learnwp.xyz@gmail.com	Administrator	1

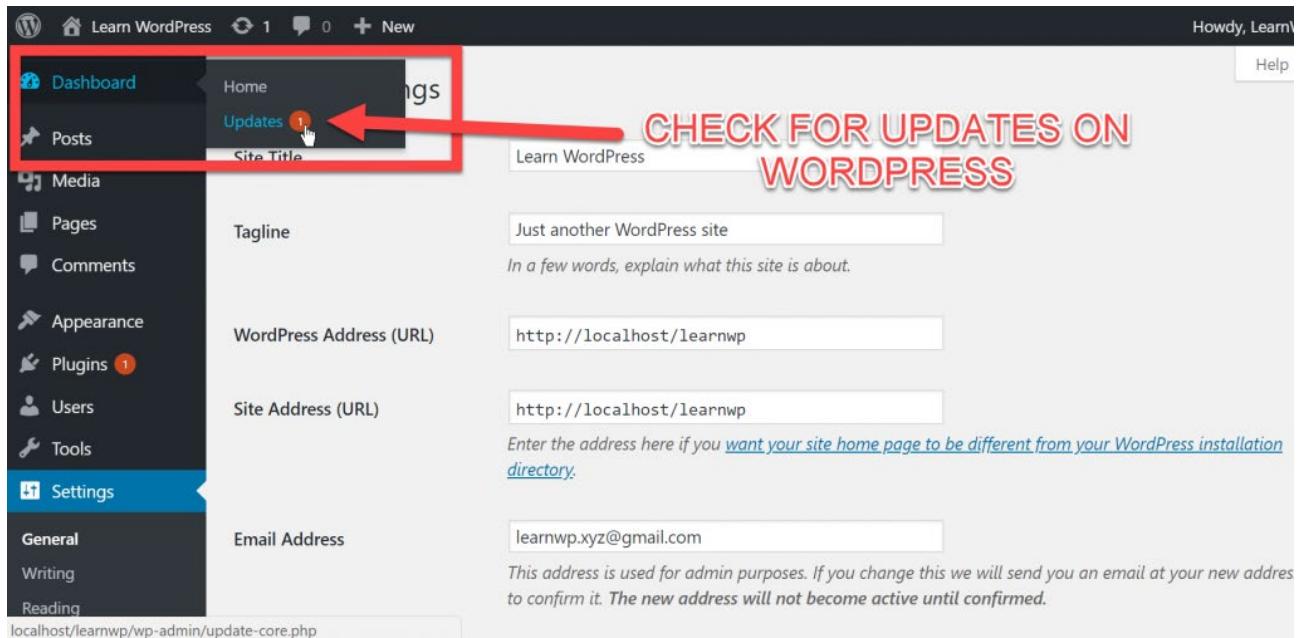
### 3.7 Check the WordPress Version & Upgrade

#### How to Update your WordPress Software

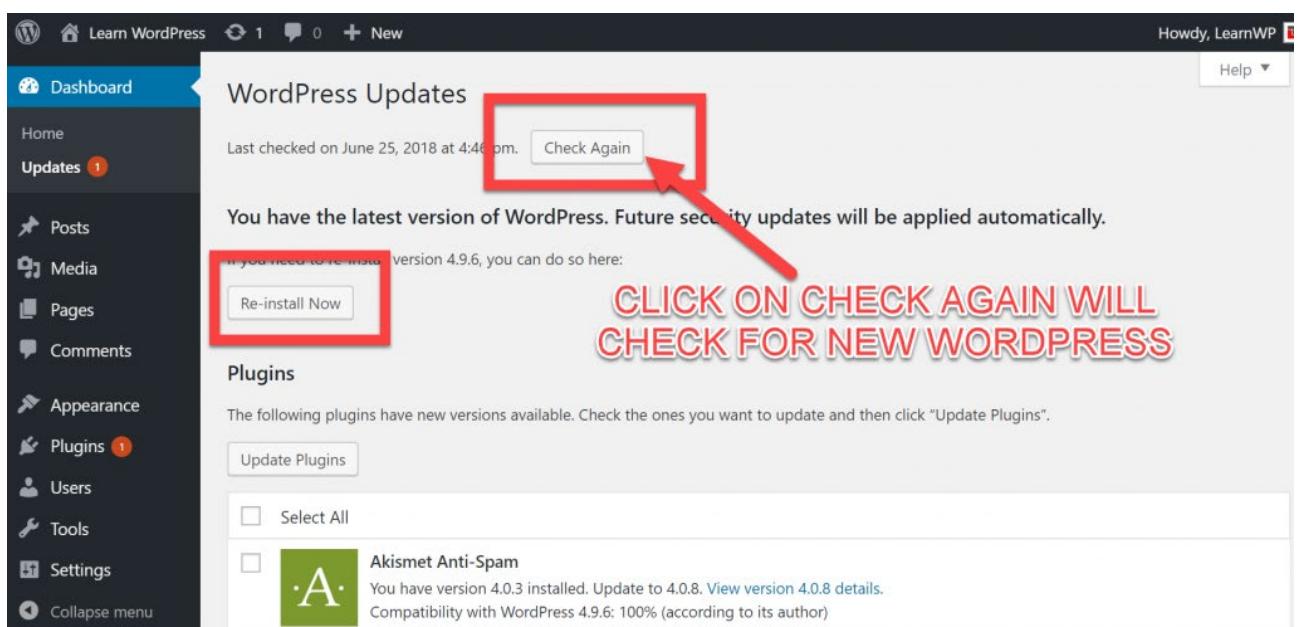
Login into your Admin Dashboard and Click on Dashboard -> Updates

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### 3 WordPress Installation



This will open the Updates Available for your Site.



You can see the current version and also you can check again from WordPress site if any new updates available for WordPress.

If available, it will ask you to install the update.

Because we just installed the WordPress on localhost there is no new update on WordPress.

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## 3.8 Allow or Block Subscribers to your Site

### **Who are Subscribers?**

Subscribers are users who can register onto your site have limited access to your site.

They won't be able to create content or change settings but they are just registered and can change their profile only.

If you like to enable login feature on your WordPress then this setting will help.

With this setting, you can block anyone registering onto your site and you don't need to give access to the WordPress dashboard.

### **Subscribers Settings:**

You can allow or disable subscribers from the Settings -> General

### 3 WordPress Installation

The screenshot shows the WordPress admin dashboard with a dark theme. On the left, a sidebar menu lists various options: Media, Pages, Comments, Appearance, Plugins (with 1 notification), Users, Tools, Available Tools (Import, Export, Export Personal Data), and Settings. The 'Settings' option is highlighted with a red box. The main content area is titled 'Categories and Tags Converter' with a note about converting categories to tags. Below this, a large red box highlights the 'SETTINGS -> GENERAL' section. The 'General' tab is selected, and the sub-sections listed are Writing, Reading, Discussion, Media, Permalinks, and Privacy.

Check or UnCheck the checkbox to control the subscribers registering for your site.

The screenshot shows the 'General' settings page in the WordPress admin. The left sidebar has 'General' selected and highlighted with a red box. The main form has fields for 'Email Address' (set to learnwp.xyz@gmail.com) and 'Site Language' (set to English (United States)). A red box highlights the 'Membership' section, which includes a checkbox labeled 'Anyone can register'. To the right of this box, a red arrow points to the checkbox with the text 'Check and UnCheck this checkbox to allow or disable subscribers'.

#### Exercise 1:

- Select the checkbox and allow subscribers to register for your site.
- Logout out of WordPress

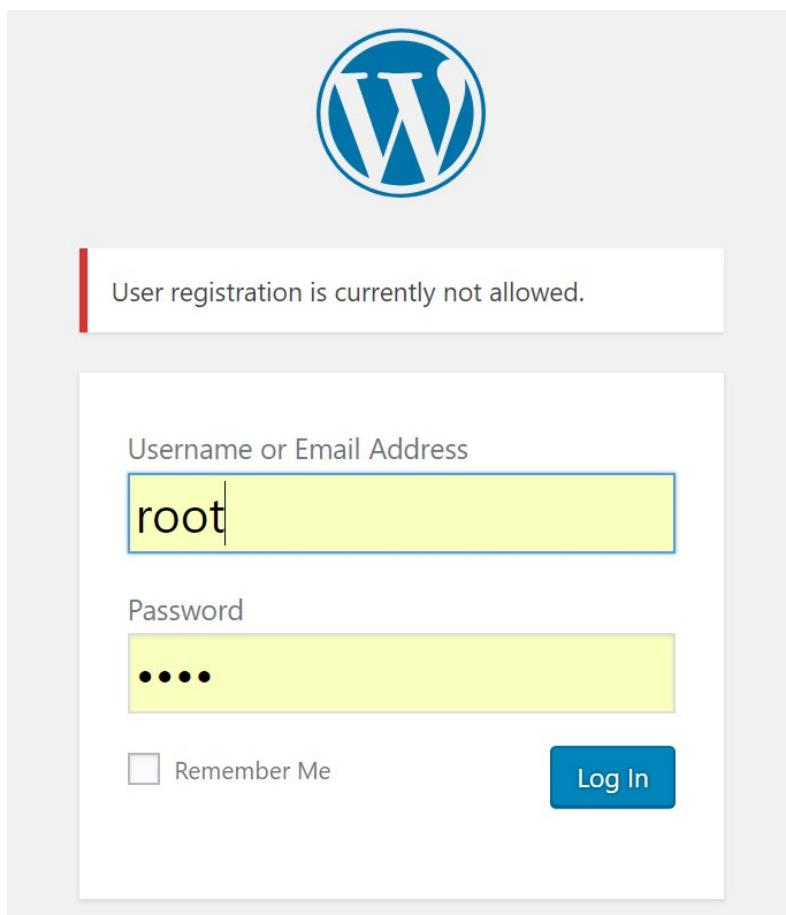
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### 3 WordPress Installation

- Browser this URL -> `http://localhost/learnwp/wp-login.php?action=register`
- You should be redirected to Register Page.

#### Exercise 2:

- Un-Select the checkbox and disable subscribers to register for your site. Do not check the checkbox.
- Logout out of WordPress
- Browser this URL -> `http://localhost/learnwp/wp-login.php?action=register`
- You should be redirected to page that says registration is disabled.



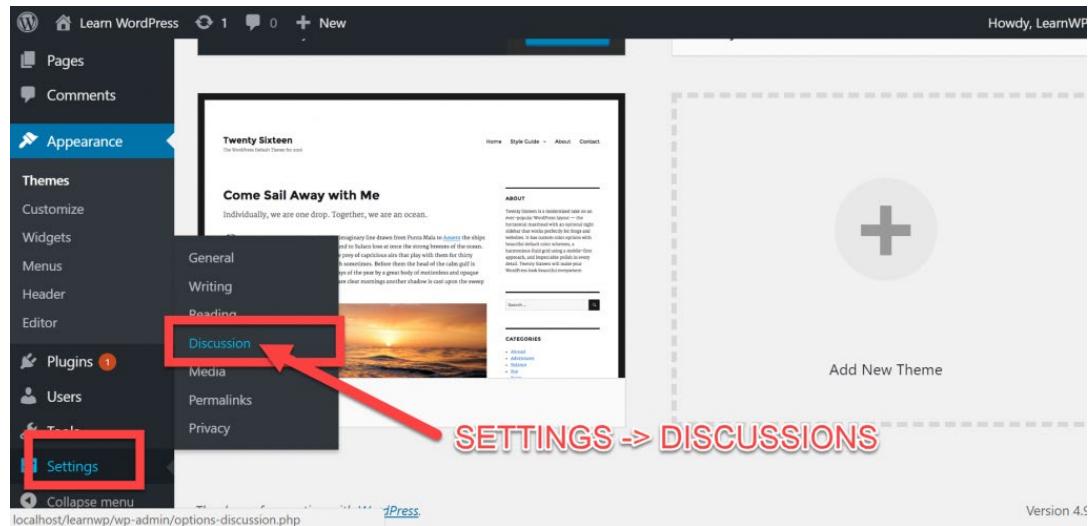
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### 3 WordPress Installation

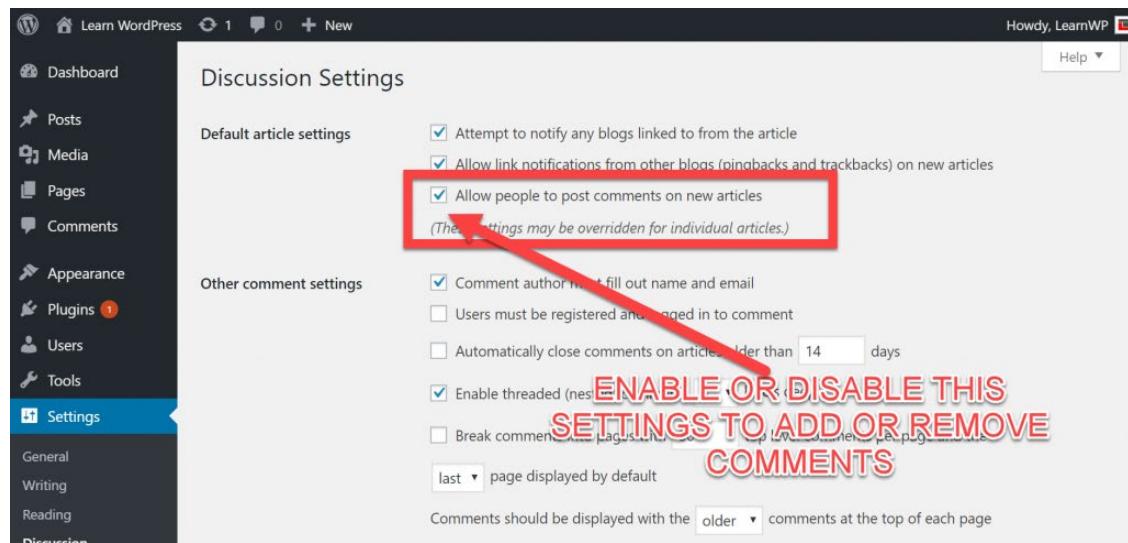
## 3.9 Allow or Block Comments on your Site

You can allow or disable comments on your site from this settings.

Goto Settings -> Discussions



You can change this setting to add or remove the comments from the posts.



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## 3.10 Allow or Block Google to Index your Site

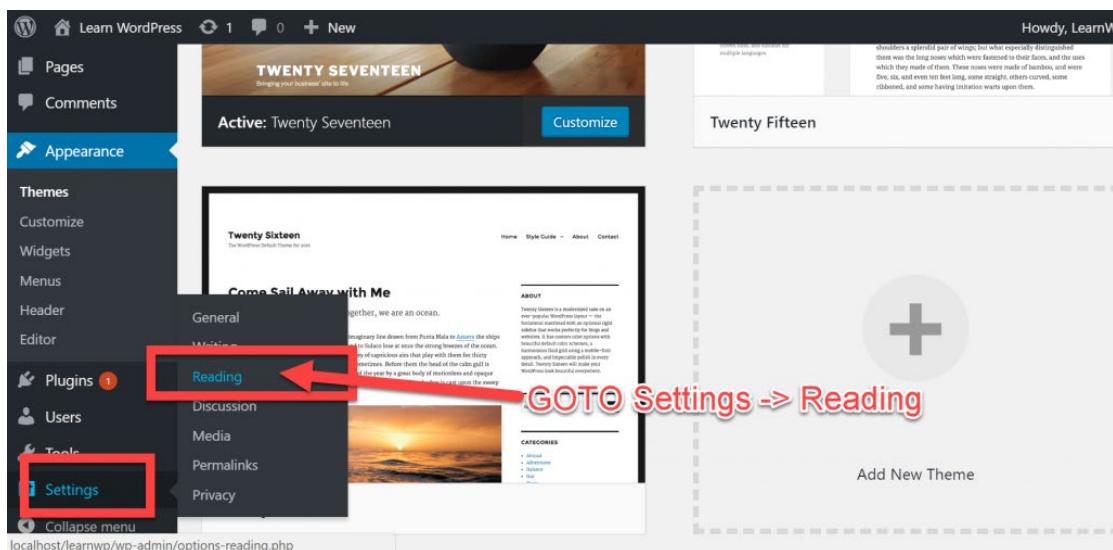
You make setting in WordPress to allow or disable search engine like google to index your page or not.

If you disable this feature then your website will not appear on google search engine.

By default it is turned on means your site will be indexed by google and it will be visible on google search results.

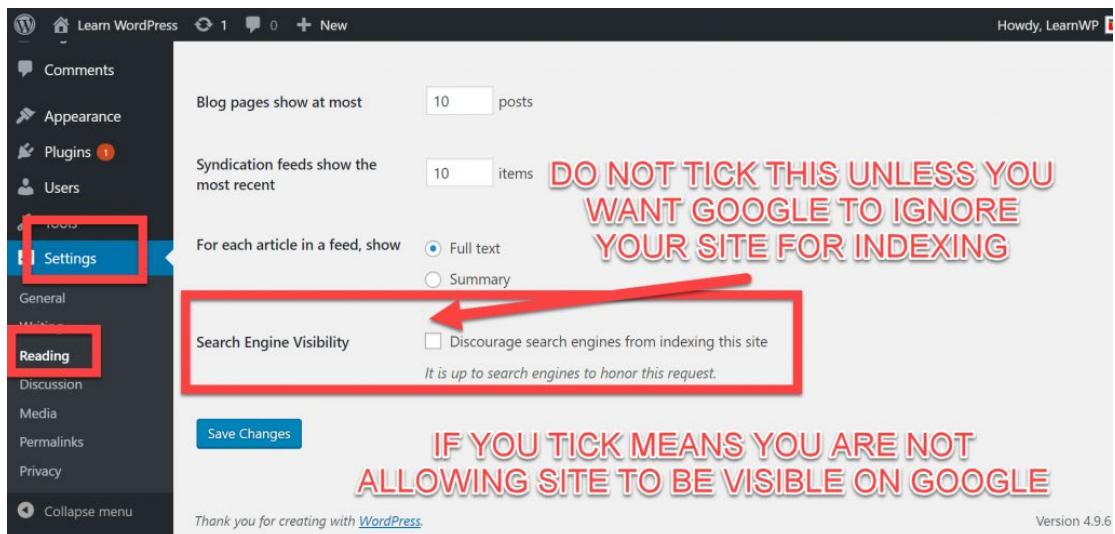
### Settings:

Goto Settings -> Reading



By Default, this is turned off means google can index your site.

### 3 WordPress Installation



You can change this settings to discourage the search engine index your site as well.

# 1. Clean Up

## **4 WordPress Clean Up**

### **4.1 Clean up Themes**

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### What are Themes?

Themes are the add-on design for your site. Themes control the look and feel of your site.

Theme are collection of files like php, css and js which modifies your site design.

You can find many vendors that sell themes based on your requirement this way you can focus on content rather than design of the site.

WordPress also give some Free themes that you can use.

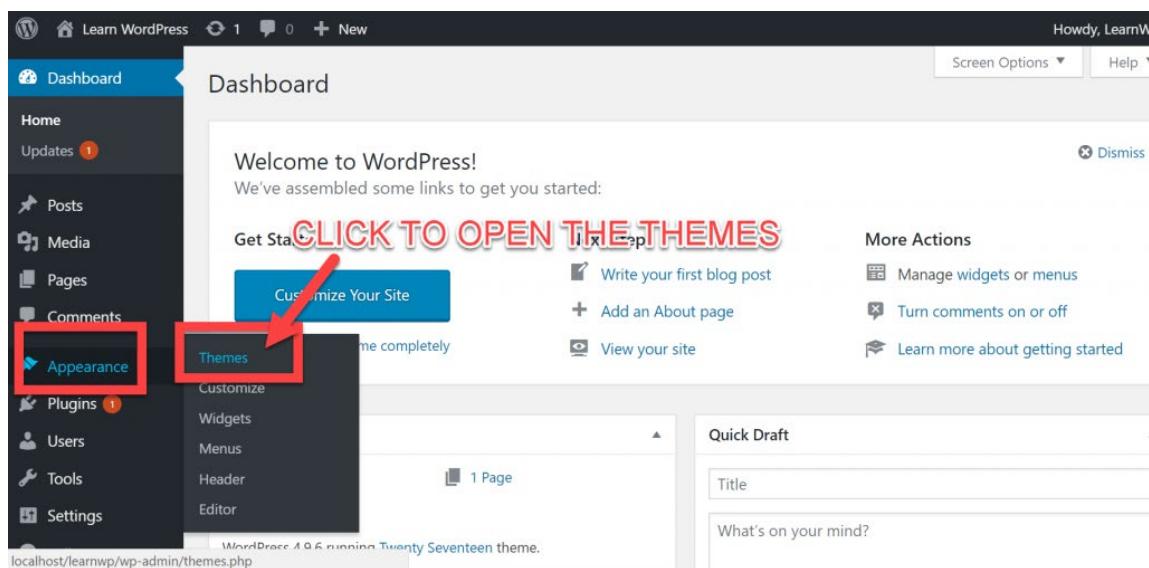
These are some famous Vendors that sells themes.

- [StudioPress](#)
- [ThemeGrill](#)
- [myThemeShop](#)

You need to have at least one theme for your site which manage the site design.

### View the Themes

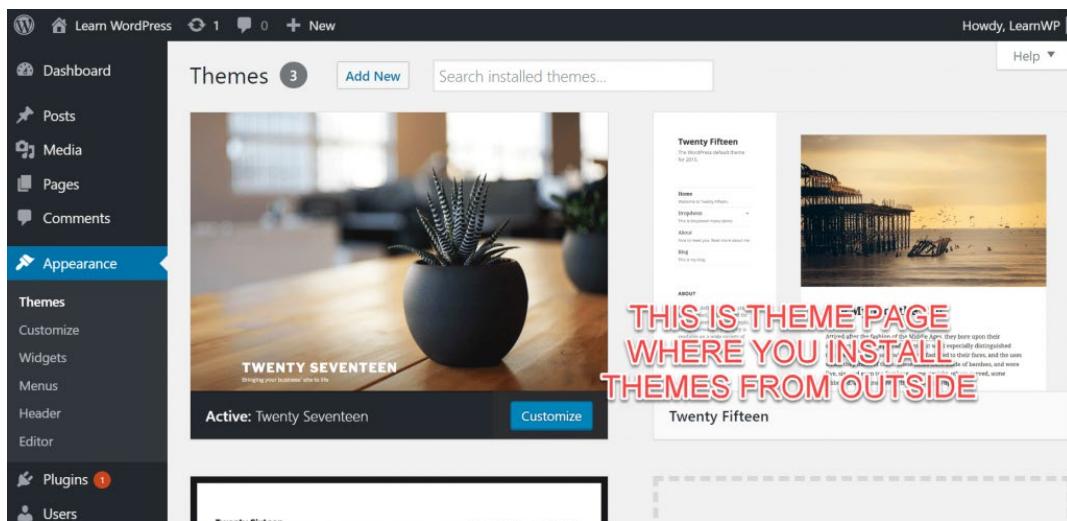
Goto Appearance -> Themes



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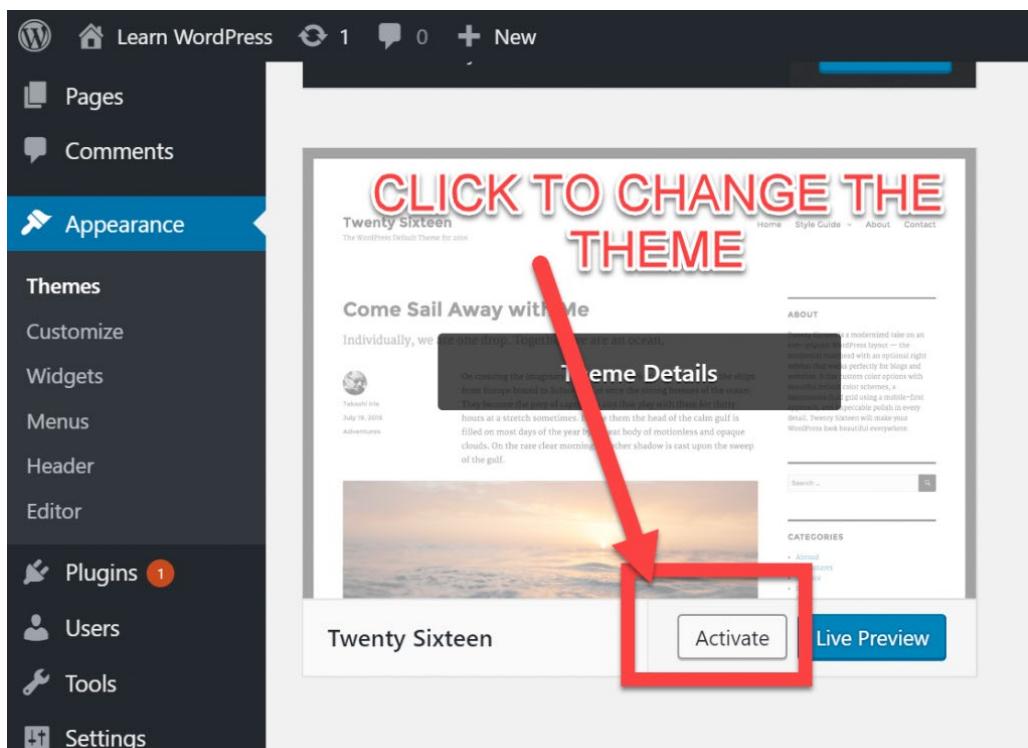
## 4 WordPress Clean Up

This is the Theme Setting page. You can even install theme that you purchased from outside.



## Change Themes

Click on Activate Theme to use the new Theme.

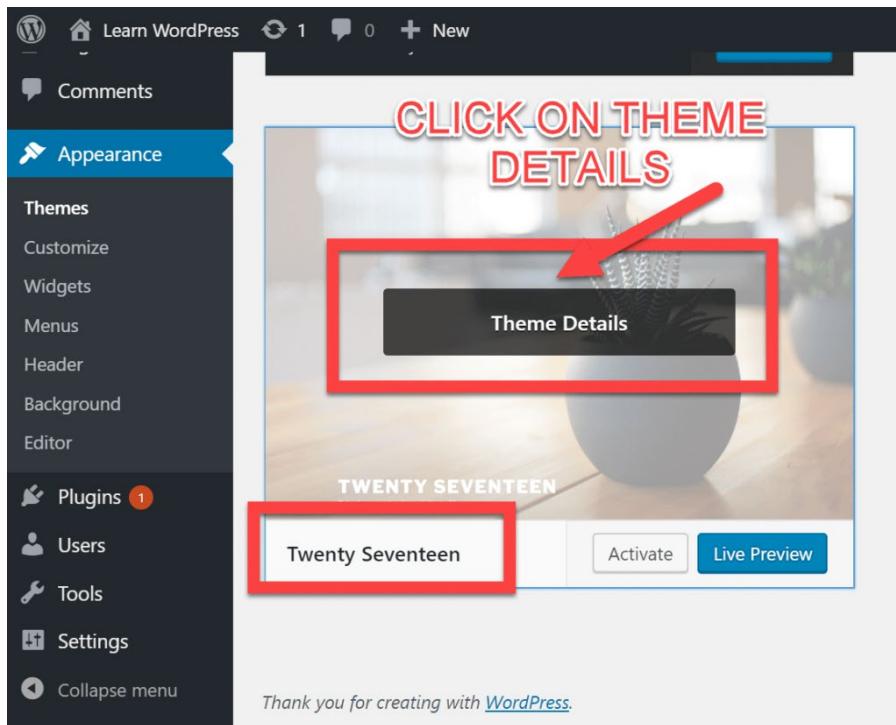


## Delete Unused Themes

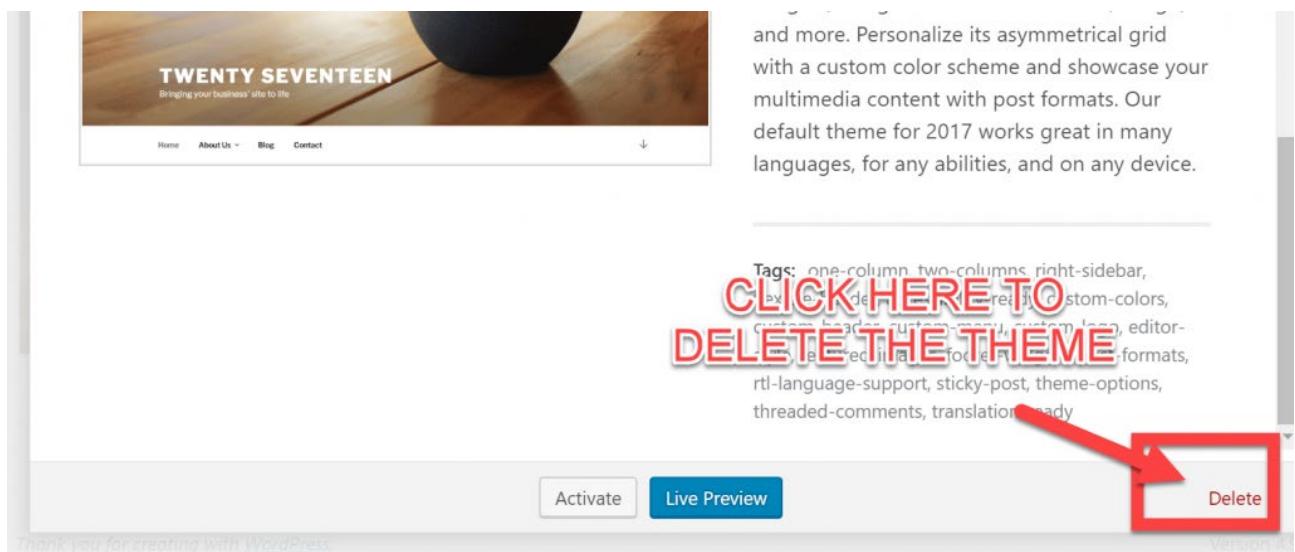
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## 4 WordPress Clean Up

Choose the Twenty Seventeen theme and click on Theme Details to open theme details page.



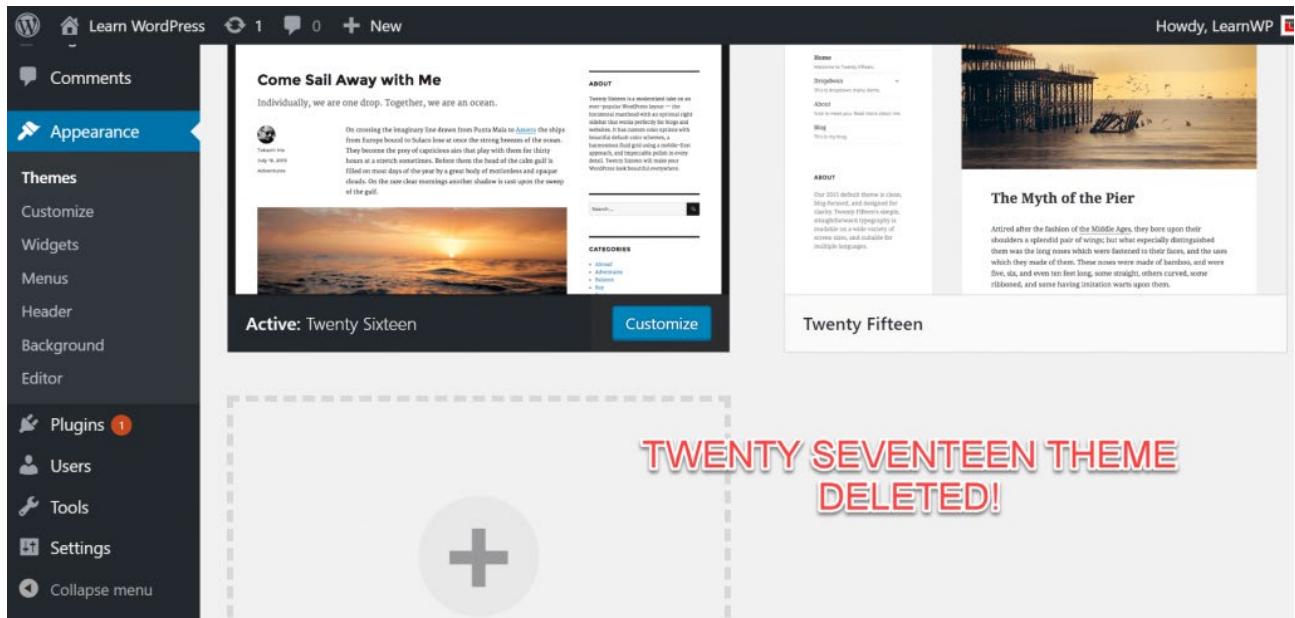
Click on Delete theme and theme will be removed



You can see that Twenty Seventeen theme is deleted now.

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## 4 WordPress Clean Up



## 4.2 Clean up Plugins

### What are Plugins?

Plugins are small piece of add-on that does one specific task.

If you want a notification bar on top of your page then you install notification plugin.

Similarly if want to stop spam comments then you install akismet plugin.

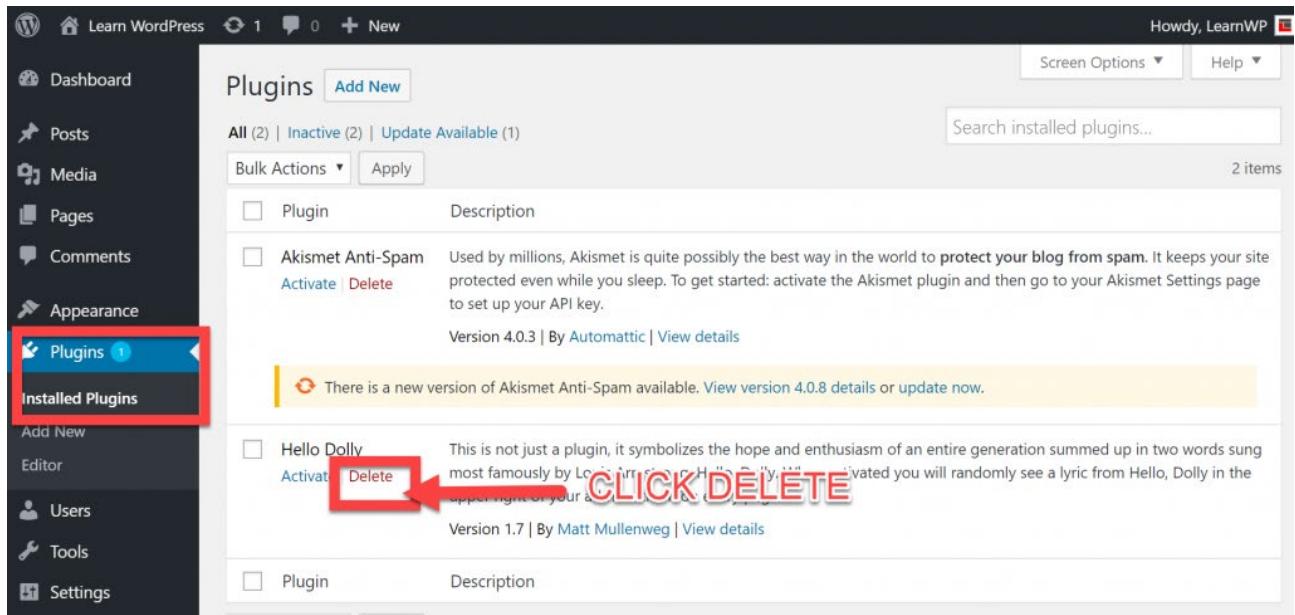
Each plugin perform one specific task so that you don't have to write that feature from scratch.

### Delete the unused Plugin

Goto Plugins -> Installed Plugins

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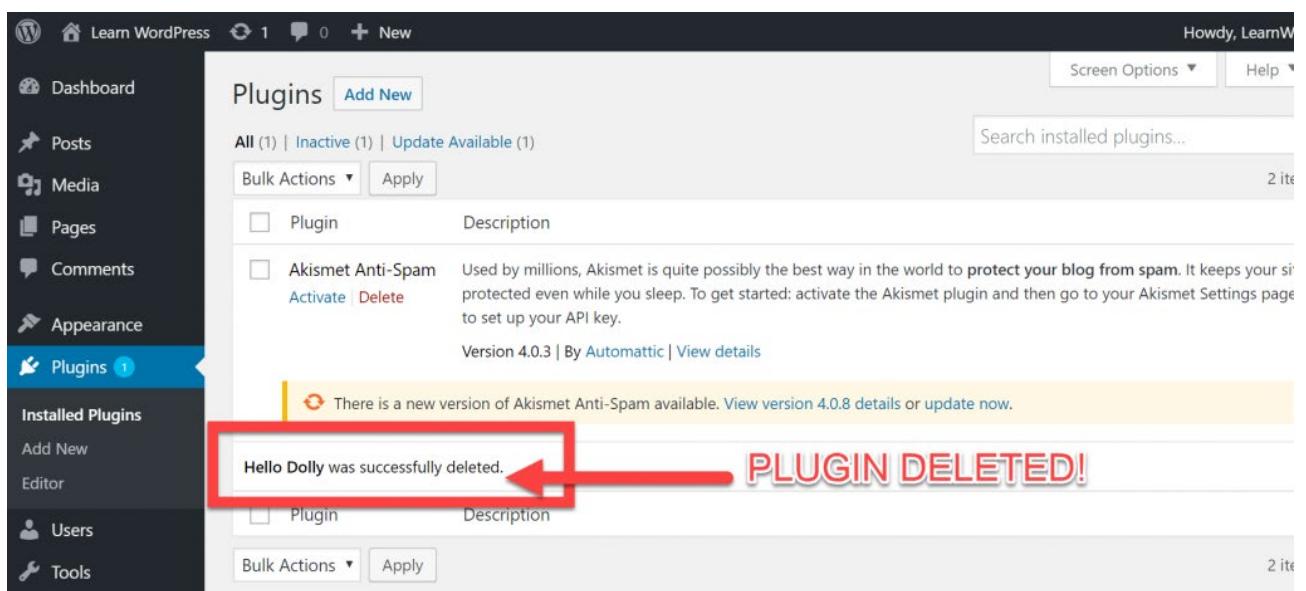
## 4 WordPress Clean Up



The screenshot shows the WordPress admin dashboard under the 'Learn WordPress' theme. The left sidebar has a red box around the 'Plugins' menu item, which is currently selected. The main area displays the 'Plugins' screen with two items: 'Akismet Anti-Spam' and 'Hello Dolly'. The 'Hello Dolly' plugin has a red box around its 'Delete' link. A large red arrow labeled 'CLICK DELETE' points to this link.

Plugin	Description
Akismet Anti-Spam	Used by millions, Akismet is quite possibly the best way in the world to protect your blog from spam. It keeps your site protected even while you sleep. To get started: activate the Akismet plugin and then go to your Akismet Settings page to set up your API key. Version 4.0.3   By Automattic   View details
Hello Dolly	This is not just a plugin, it symbolizes the hope and enthusiasm of an entire generation summed up in two words sung most famously by Looney Tunes' Daffy Duck. When activated you will randomly see a lyric from Hello, Dolly in the upper right of your site. Version 1.7   By Matt Mullenweg   View details

You can find that plugin is deleted.



The screenshot shows the same WordPress admin dashboard and Plugins screen as the previous one, but now the 'Hello Dolly' plugin is missing. A red box highlights the 'Delete' link for the Akismet Anti-Spam plugin. A large red arrow labeled 'PLUGIN DELETED!' points to a success message at the top of the list: 'Hello Dolly was successfully deleted.'

Plugin	Description
Akismet Anti-Spam	Used by millions, Akismet is quite possibly the best way in the world to protect your blog from spam. It keeps your site protected even while you sleep. To get started: activate the Akismet plugin and then go to your Akismet Settings page to set up your API key. Version 4.0.3   By Automattic   View details

### 4.3 Clean up Sample Pages

**What are Pages?**

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## 4 WordPress Clean Up

Pages are like static page that does not change much. Some of the example of pages are:

- Contact Page
- About Page
- Terms and Condition Page

Page are not news or updates but they are contents which does not change.

### Delete the Pages

Click on Pages -> All Pages

The screenshot shows the WordPress admin interface. The left sidebar has links for Dashboard, Posts, Media, **Pages**, Comments, Appearance, Plugins (with 1 update), Installed Plugins, Add New, Editor, Users, Tools, and Settings. The main content area is titled 'Plugins' with a sub-section 'All Pages'. It shows a single item: 'Akismet Anti-Spam' (Version 4.0.3, By Automatic). Below it, a yellow banner says 'There is a new version of Akismet Anti-Spam available. View version 4.0.3'. A large red arrow points from the 'All Pages' link towards the 'Delete' button. The URL in the address bar is 'localhost/learnwp/wp-admin/edit.php?post\_type=page'.

**Click on Trash to delete the page**

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## 4 WordPress Clean Up

Pages Add New

1 page moved to the Trash. [Undo](#)

All (1) | Draft (1) **Trash (1)**

Bulk Actions Apply All dates Filter

Title

Privacy Policy — Draft

Title

Bulk Actions Apply

Delete the Page from the Trash as well:

Pages Add New

All (1) | Draft (1) **Trash (1)**

Bulk Actions Apply All dates Filter Empty Trash

Title

Sample Page **Delete Permanently**

Title

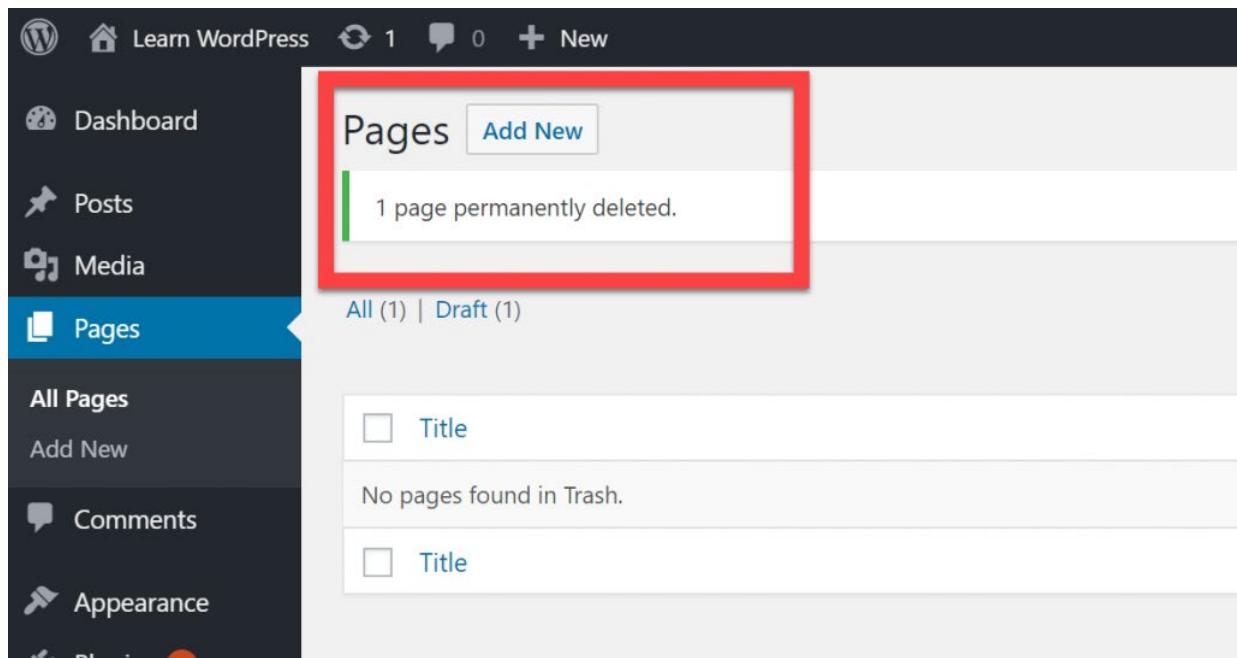
Bulk Actions Apply Empty Trash

**CLICK ON TRASH AND CLICK ON DELETE**

Page will be deleted from the Trash as well.

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## 4 WordPress Clean Up



### 4.4 Clean up Sample Posts

#### What are Posts?

Posts are like content that are published very often.

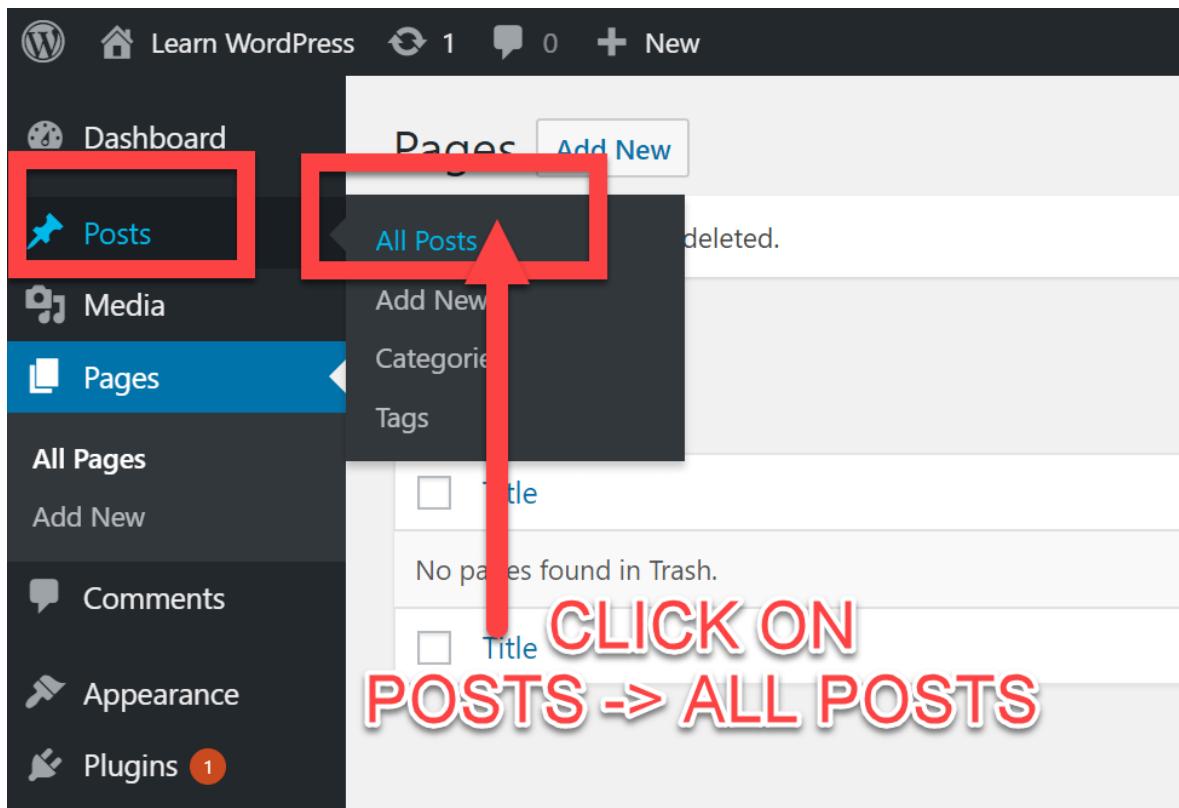
Contents like news, blogs and notifications or updates which change very often are called as posts.

#### Delete Posts

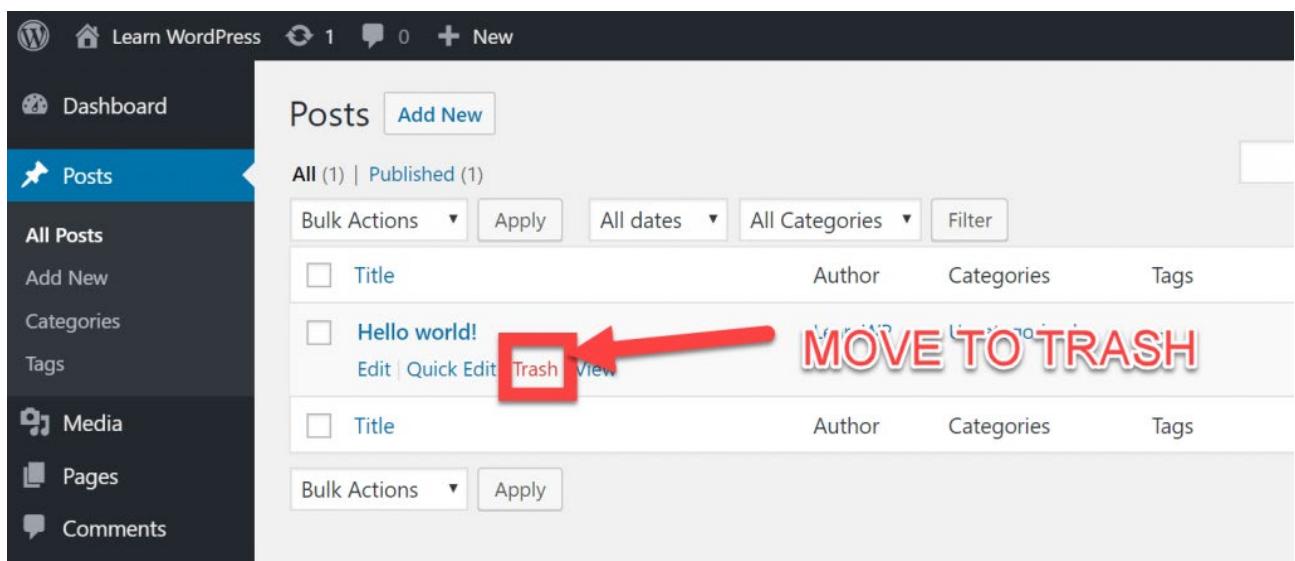
Goto Posts -> All Posts

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#### 4 WordPress Clean Up



Click on Trash to move the file to trash.



#### Exercise:

- Try to delete the file from Trash Permanently as you did for pages.

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## 4 WordPress Clean Up

The screenshot shows the WordPress admin interface under the 'Posts' section. The left sidebar has 'Posts' selected. The main area displays a message: '1 post permanently deleted.' Below this, there are two sections: 'All (0)' and 'Trash (0)'. Each section has columns for 'Title', 'Author', 'Categories', 'Tags', and 'Date'. The 'All (0)' section shows 'No posts found in Trash.'

### 4.5 Clean up Sample Comments

#### Delete the Comments

Comments are small notes that people can type below the posts to show they views on the posts or ask questions on that topic.

You can choose delete them from the comments section

Goto Comments and Click on Trash to delete the comments

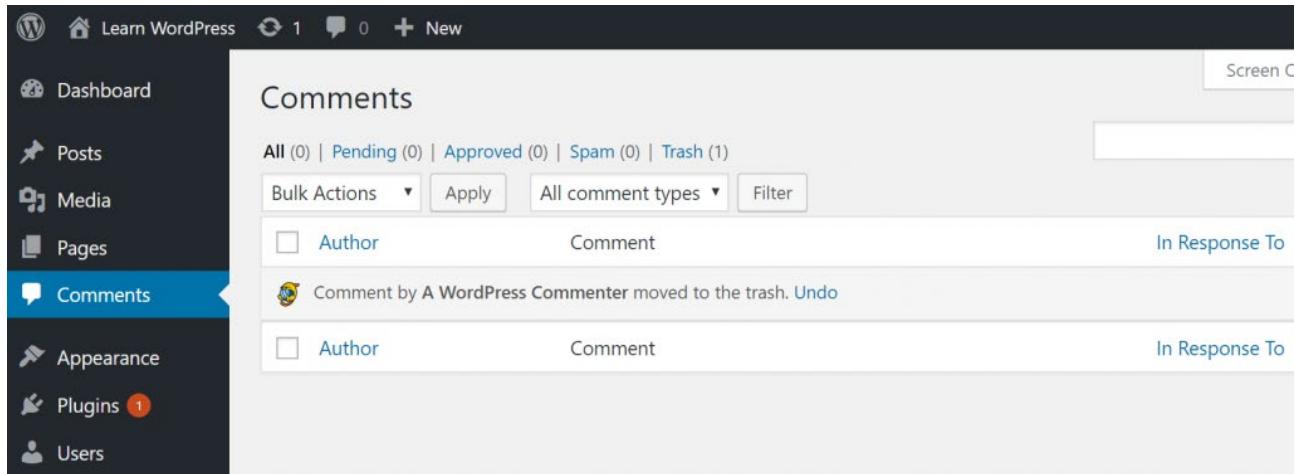
The screenshot shows the WordPress admin interface under the 'Comments' section. The left sidebar has 'Comments' selected, highlighted with a red box. The main area shows a single comment in the 'Trash' category. The comment is from 'A WordPress Commenter' with the URL 'wordpress.org' and email 'wapuu@wordpress.example'. The comment text is: 'Hi, this is a comment. To get started with moderating, editing, and deleting comments, please visit the Comments screen in the dashboard. Commenter avatars come from Gravatar.' Below the comment are links: 'Unapprove', 'Reply', 'Quick Edit', 'Edit', 'Spam', and 'Trash', with 'Trash' also highlighted with a red box. The right side of the comment shows 'Hello world!', 'View Post', and a '1' in a speech bubble.

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## 4 WordPress Clean Up

### Exercise:

- Remove the comments from Trash as you did in the Pages Section.
- Make sure nothing is in Trash Section.



The screenshot shows the WordPress admin interface with the title 'Comments' in the main area. The sidebar on the left has a dark theme with various menu items: Dashboard, Posts, Media, Pages, **Comments** (which is highlighted in blue), Appearance, Plugins (with a red notification dot), and Users. At the top, there are navigation links: Learn WordPress, a refresh icon, a comment count of 0, and a 'New' button. Below the title, there are buttons for 'All (0)', 'Pending (0)', 'Approved (0)', 'Spam (0)', and 'Trash (1)'. There are also 'Bulk Actions' and 'Apply' buttons, along with dropdowns for 'All comment types' and 'Filter'. The main content area lists two comments as trash:

Author	Comment	In Response To
Author	Comment by A WordPress Commenter moved to the trash. <a href="#">Undo</a>	
Author	Comment	<a href="#">In Response To</a>

## 4.6 Change the Permalinks URL

### What are Permalinks?

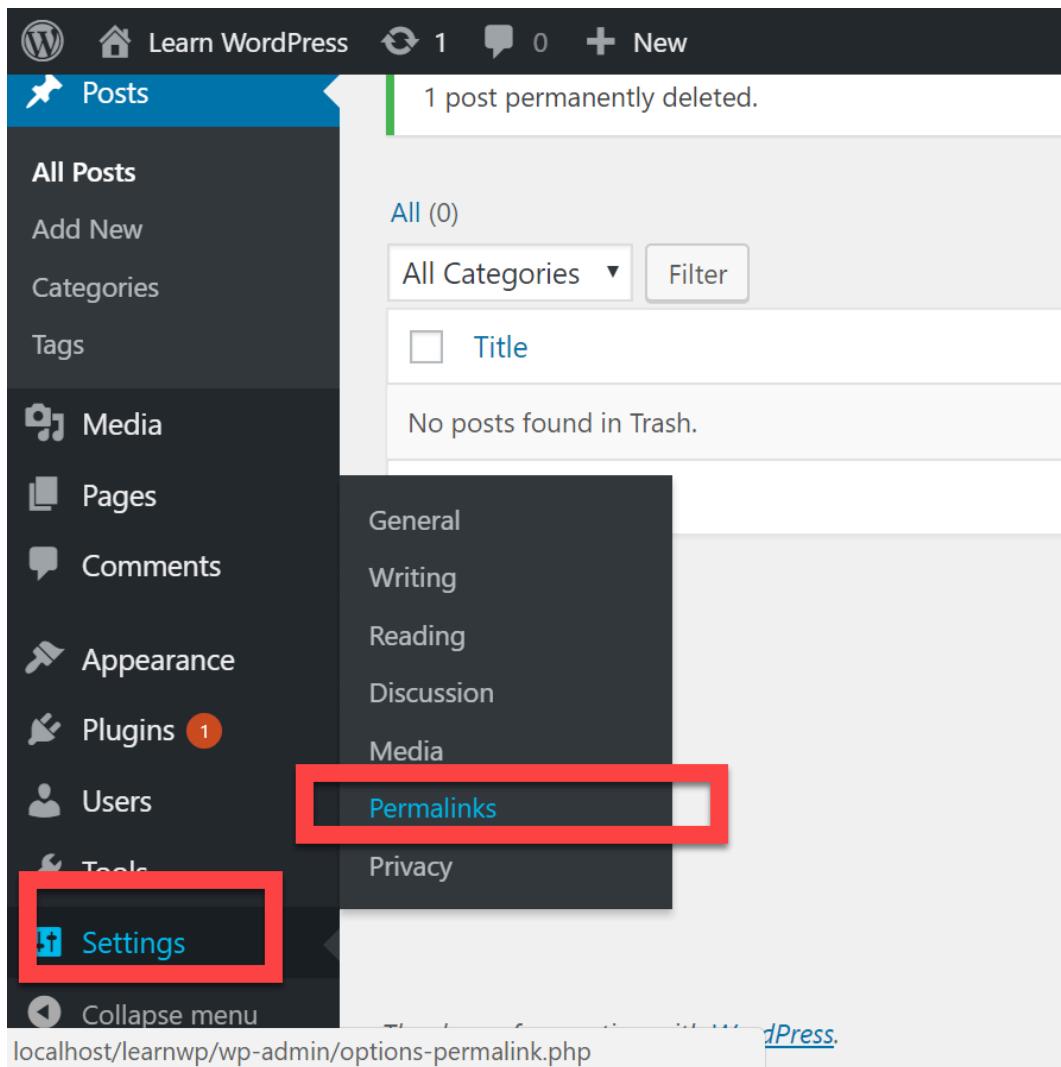
Permalinks are settings that helps to change the URL pattern you want to see in the browser URL.

### Change the Permalinks

Click on Settings -> Permalinks

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## 4 WordPress Clean Up



Change the Settings to Custom Settings  
– /%category%/%postname%/

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## 4 WordPress Clean Up

The screenshot shows the 'Permalink Settings' page in the WordPress admin. The left sidebar has 'Settings' selected. The main area shows several permalink structure options: 'Day and name', 'Month and name', 'Numeric', 'Post name', and 'Custom Structure'. A red box highlights the 'Custom Structure' option, and three red arrows point to the URL path input field, which contains 'http://localhost/learnwp/%category%/%postname%/'. Below the input field is a list of available tags: '%postname%', '%category%', '%author%', '%day%', '%monthnum%', '%year%', '%hour%', '%minute%', '%second%', and '%post\_id%'. The text 'CHANGE THE URL PATH TO' is overlaid in red at the top right of the input field.

Click Save Changes.

The screenshot shows the WordPress dashboard after saving changes. The left sidebar includes 'Dashboard', 'Posts', 'Media', 'Pages', and 'Comments'. The main area displays a success message: 'Permalink structure updated.' in a red-bordered box. Below the message, there is descriptive text about WordPress's permalink features and a link to a related article.

## 4.7 Clean up the Side Bars

### What are Sidebars?

Sidebars are the column on the left or right side of the page.

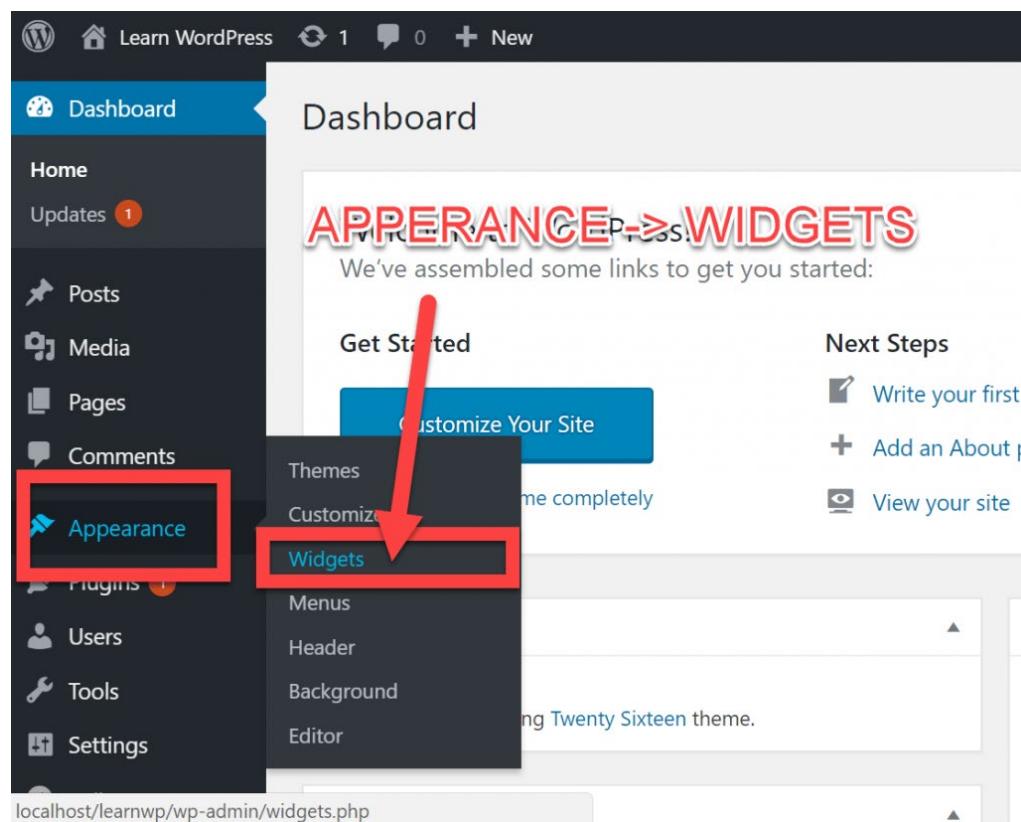
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## 4 WordPress Clean Up



### Delete the things from Sidebars

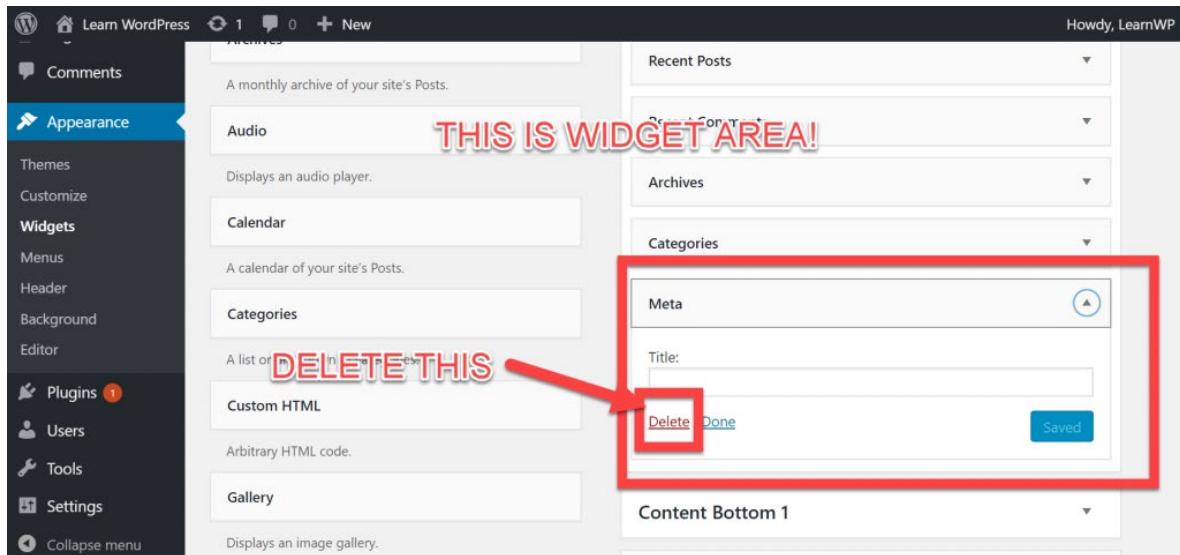
Goto Appearance -> Widgets



Click on Meta -> Delete

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## 4 WordPress Clean Up



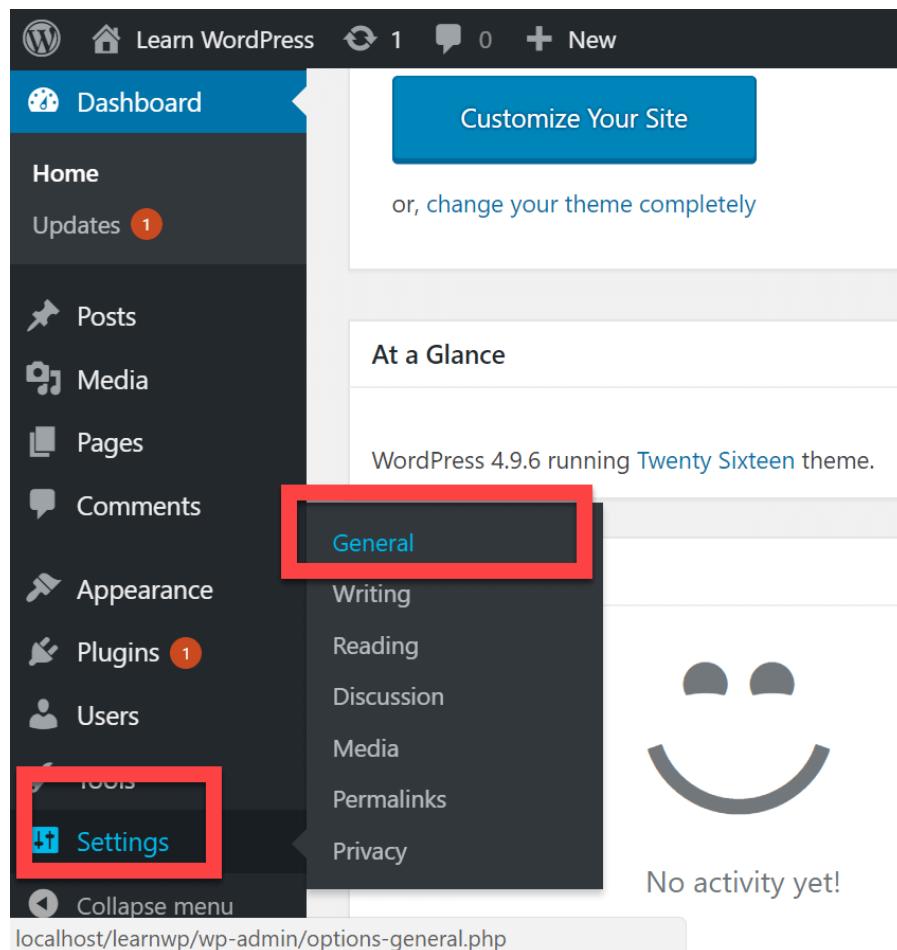
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# 5 WordPress Settings

## 5.1 General

### General Settings:

Goto Settings -> General in the WordPress Dashboard



Things you can do in General Settings:

1. Change Site Title
2. Change Site Tagline
3. Change the Site Address from HTTP to HTTPS

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## 5 WordPress Settings

4. Change the Email Address – This is used for Admin Purpose.
5. Allow Subscribers to register on your site or disable it.
6. Change Site Language
7. Change the Timestamp that is used to show on the articles on the site.
8. Change the Timezone as well.

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## 5 WordPress Settings

General Settings

Site Title

Tagline   
*In a few words, explain what this site is about.*

WordPress Address (URL)

Site Address (URL)   
*Enter the address here if you [want your site home page to be different from your WordPress installation directory.](#)*

Email Address   
*This address is used for admin purposes. If you change this we will send you an email at your new address to confirm it. The new address will not become active until confirmed.*

Membership  Anyone can register

New User Default Role

Site Language

Timezone   
*Choose either a city in the same timezone as you or a UTC timezone offset.*  
Universal time (UTC) is `2018-06-26 09:19:38`.

Date Format  June 26, 2018   
 2018-06-26   
 06/26/2018   
 26/06/2018   
 Custom:   
Preview: June 26, 2018  
[Documentation on date and time formatting.](#)

Time Format  9:19 am   
 9:19 AM   
 09:19   
 Custom:   
Preview: 9:19 am  
[Documentation on date and time formatting.](#)

Week Starts On

[Save Changes](#)

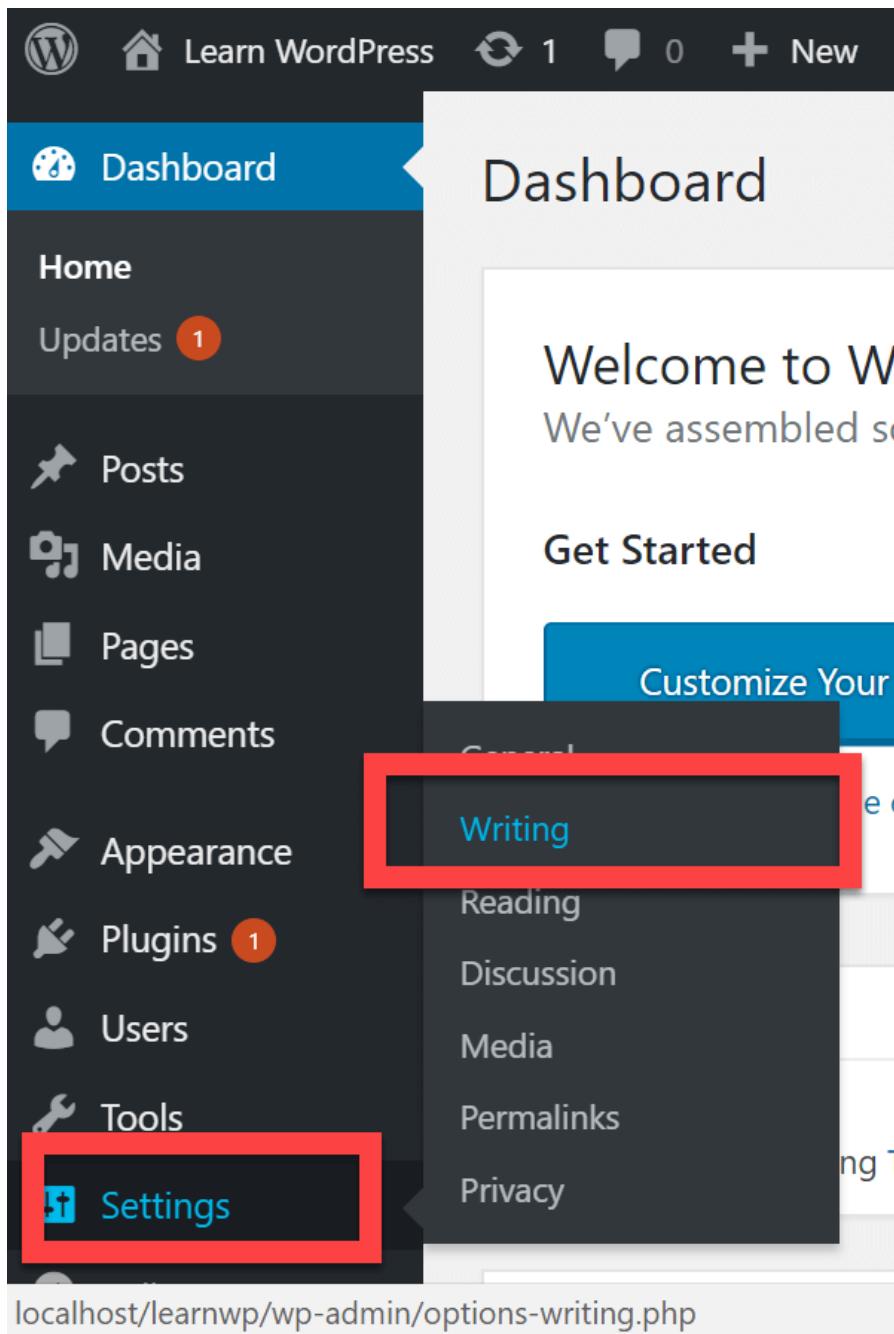
## 5.2 Writing

### Writing Settings:

Goto Settings -> Writing to open the Writing Settings

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## 5 WordPress Settings



### Things you can do under Writing Settings:

1. Set the Default Post Category – This setting will help you to set the category under which you can place your post by default.
2. Post Format is set to Standard.
3. Post via Email Setting helps you send email to given email address and it will create a post in your site.

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## 5 WordPress Settings

The screenshot shows the 'Writing' tab selected in the WordPress settings menu. It includes fields for 'Default Post Category' (Uncategorized), 'Default Post Format' (Standard), and a section for 'Post via email' with fields for 'Mail Server' (mail.example.com), 'Port' (110), 'Login Name' (login@example.com), 'Password', and 'Default Mail Category' (Uncategorized). Below this is a 'Update Services' section with a text area containing 'http://rpc.pingomatic.com/' and a 'Save Changes' button. At the bottom, a message says 'Thank you for creating with [WordPress](#)' and 'Version 4.9.1'.

Writing Settings

Default Post Category: Uncategorized

Default Post Format: Standard

**Post via email**

To post to WordPress by email you must set up a secret email account with POP3 access. Any mail received at this address will be posted, so it's a good idea to keep this address very secret. Here are three random strings you could use: APXdsz05, CnvnJzCb, KtR4Px9o.

Mail Server: mail.example.com      Port: 110

Login Name: login@example.com

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 [Update Services](#) on the Codex. Separate multiple service URLs with line breaks.

http://rpc.pingomatic.com/

**Save Changes**

Thank you for creating with [WordPress](#).

Version 4.9.1

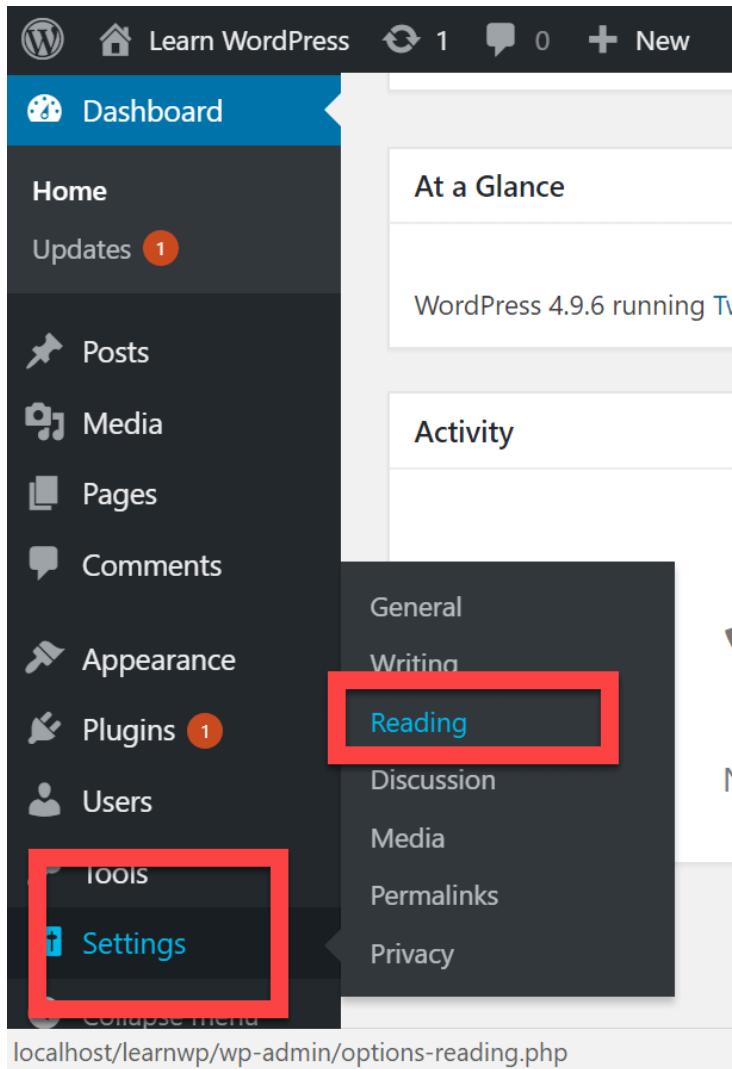
## 5.3 Reading

### Reading Settings:

Goto Settings -> Reading

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## 5 WordPress Settings



### Things you can do with Reading Settings

1. Mostly used to control how many posts to show on the blog browsing page or category page.
2. Show small snippet of your blog or show the complete blog.
3. Discourage the Search Engine from indexing the site.

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## 5 WordPress Settings

### Reading Settings

Blog pages show at most  posts

Syndication feeds show the most recent  items

For each article in a feed, show  Full text  
 Summary

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

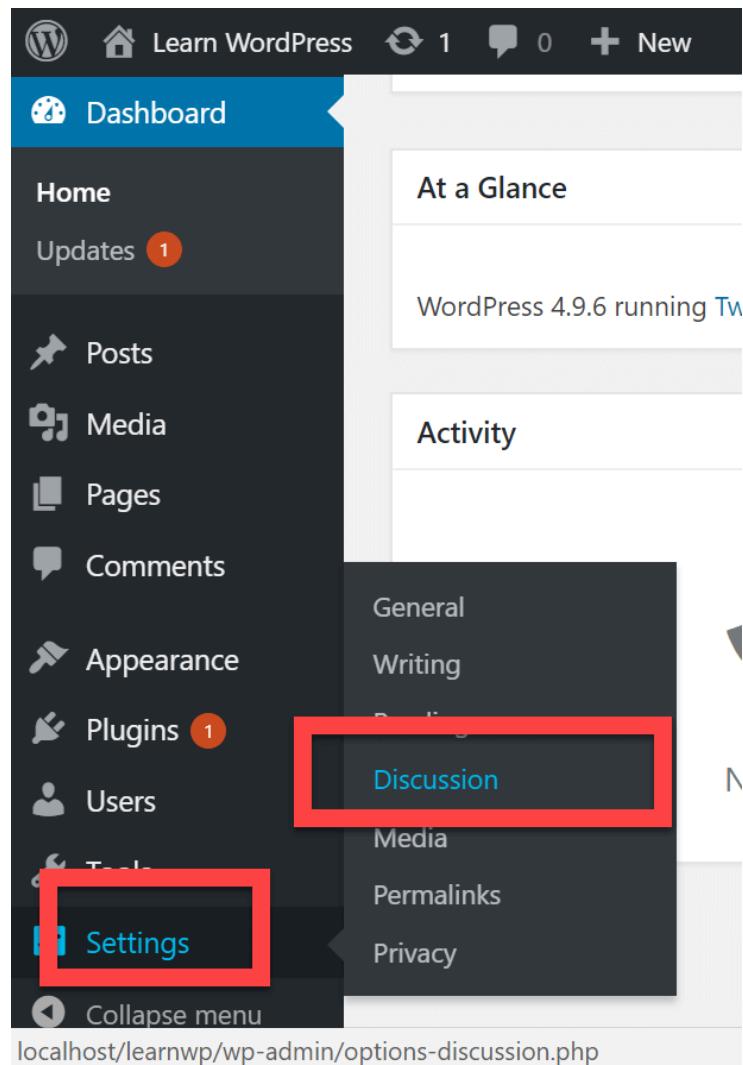
[Save Changes](#)

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## 5.4 Discussions

### Discussion Settings:

Goto Settings -> Discussions



### Things you do in Discussions:

Discussions is the place where you control how the comments should be managed on your site.

Here are some of the settings available:

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## 5 WordPress Settings

1. Enable or Disable comments on each articles
2. Restrict user to enter his emailid and name before adding the comments.
3. Users should be registered or not.
4. Limit the number of comments to be displayed
5. Get Notification when user comments on your blog.
6. Moderate the comments to approve or reject the comments before they appear on below the posts.
7. Blacklist IP who cannot comment.
8. Show the users avatar based on their emailid. This is the same avatar you uploaded into the Gravatar.
9. You can even set default gravatar when that user does not have a gravatar image.

## 5 WordPress Settings

**Discussion Settings**

**Default article settings**

Attempt to notify any blogs linked to from the article  
 Allow link notifications from other blogs (pingbacks and trackbacks) on new articles  
 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 email  
 Users must be registered and logged in to comment  
 Automatically close comments on articles older than  days  
 Enable threaded (nested) comments  levels deep  
 Break comments into pages with  top level comments per page and the  page displayed by default  
Comments should be displayed with the  comments at the top of each page

**Email 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  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, email, or IP address, it will be held in the [moderation queue](#). One word or IP address per line. It will match inside words, so "press" will match "WordPress".

**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 email address.

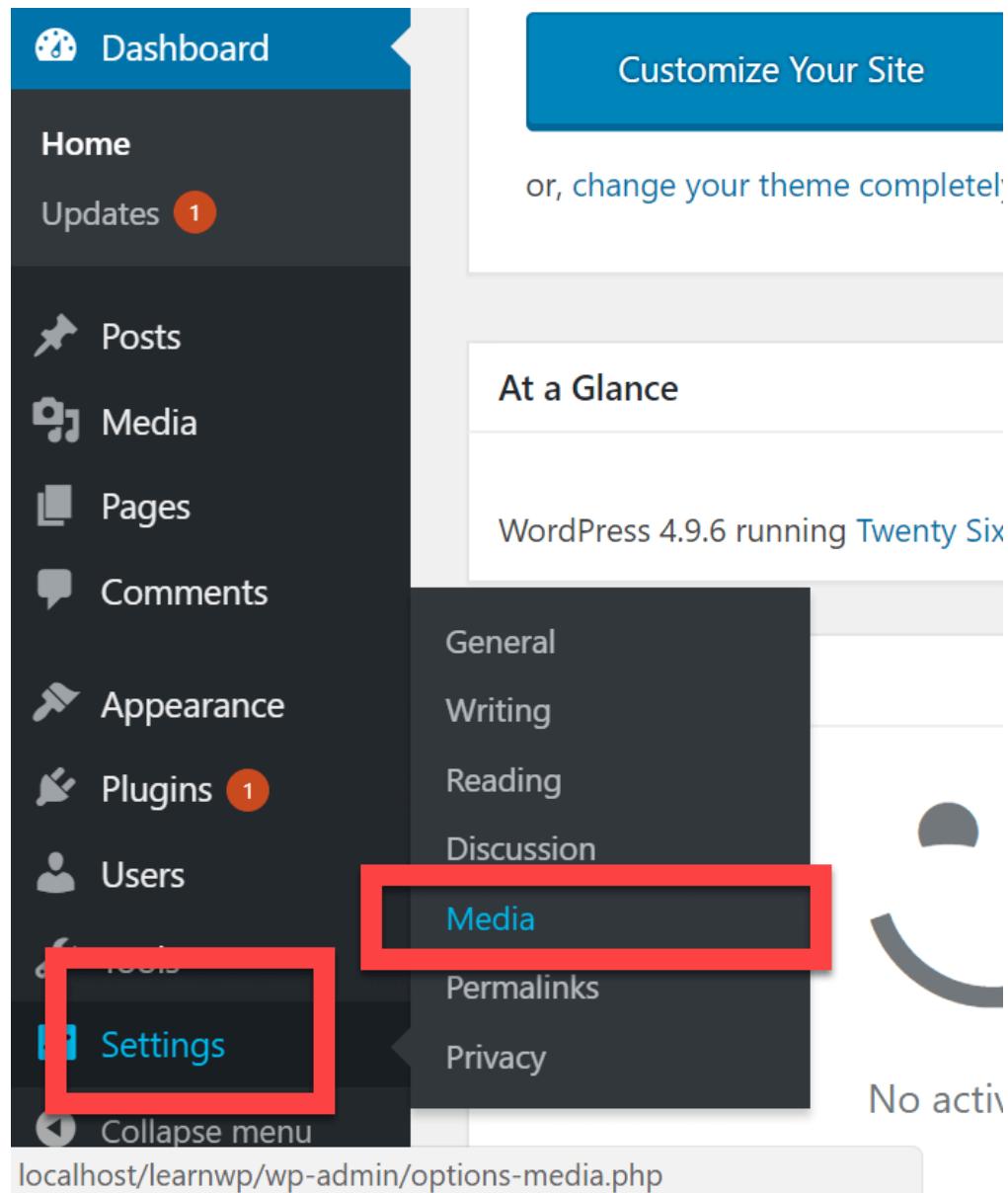
 Mystery Person  
 Blank  
  Gravatar Logo  
  Identicon (Generated)  
  Wavatar (Generated)  
  MonsterID (Generated)  
  Retro (Generated)

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## 5.5 Media

### Media Settings:

Goto Settings -> Media



Things you can do with Media Settings

1. When you upload the media to the WordPress like images, video, audio, pdf or zip file.

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## 5 WordPress Settings

2. Here you can decide what should the size of the image that WordPress can use to compress.
3. Also choose WordPress to organize them into year and month folder.

**Media Settings**

**Image sizes**

The sizes listed below determine the maximum dimensions in pixels to use when adding an image to the Media Library.

Thumbnail size	Width	150
	Height	150
<input checked="" type="checkbox"/> Crop thumbnail to exact dimensions (normally thumbnails are proportional)		
Medium size	Max Width	300
	Max Height	300
Large size	Max Width	1024
	Max Height	1024

**Uploading Files**

Organize my uploads into month- and year-based folders

**Save Changes**

*Thank you for creating with [WordPress](#).*

## 5.6 Permalinks

### **Permalinks Setting:**

Goto Settings -> Permalinks

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## 5 WordPress Settings

The screenshot shows the WordPress dashboard interface. On the left, there's a sidebar with various menu items: Home, Updates (with a '1' notification), Posts, Media, Pages, Comments, Appearance, Plugins (with a '1' notification), Users, Tools, and Settings. The 'Settings' item is highlighted with a red box. To its right, a secondary menu is open, also with a red box around it, showing options: General, Writing, Reading, Discussion, Media, Permalinks (which is highlighted in blue), and Privacy. At the top of the dashboard, there are icons for WordPress, a house (Learn WordPress), refresh (1), comments (0), and a plus sign (New). On the right side, there's a large, stylized smiley face icon and the text "No activity". The URL bar at the bottom shows "localhost/learnwp/wp-admin/options-permalink.php".

Things that can be done with Permalinks

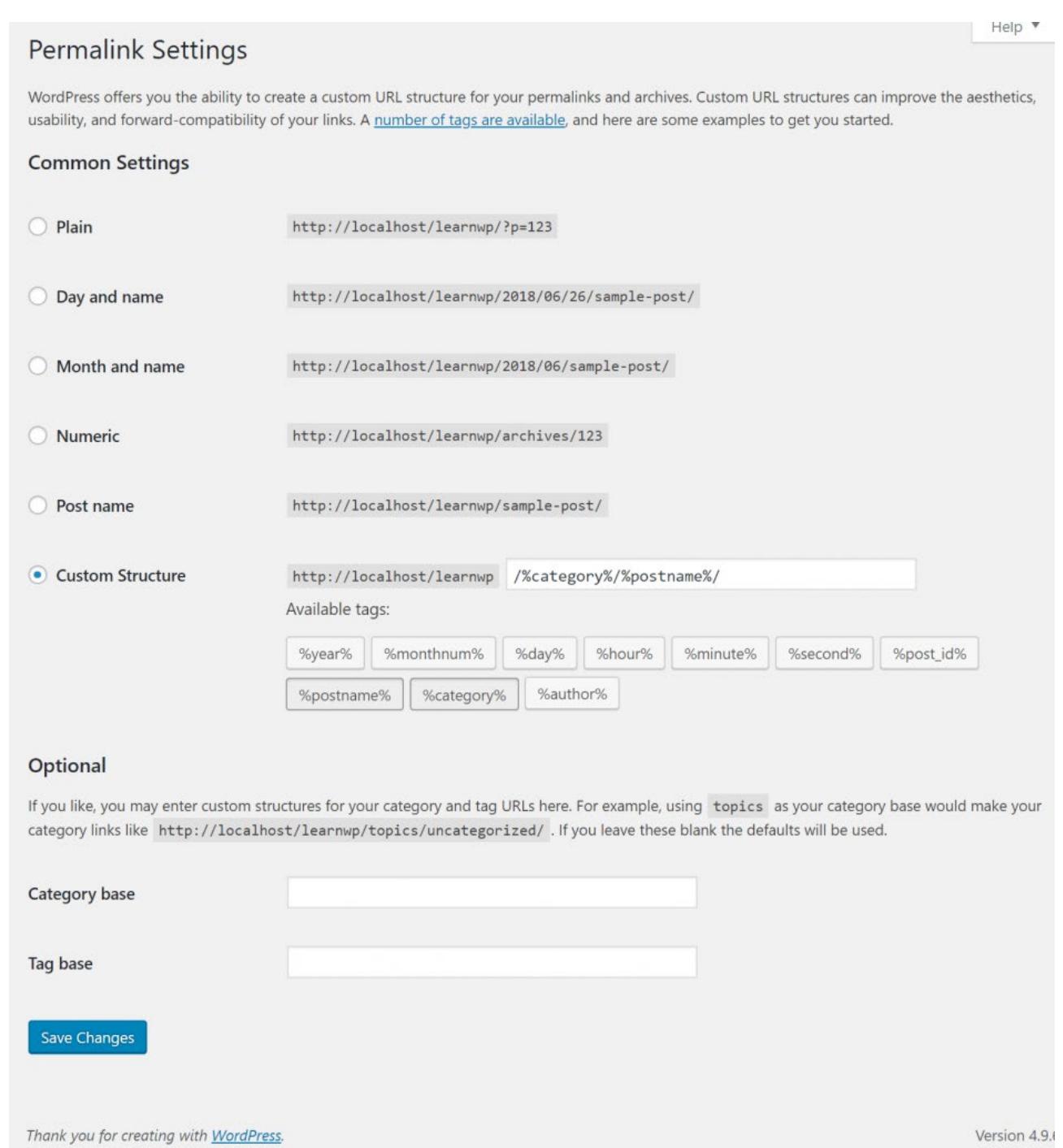
Permalinks are the url format that you see in the URL bar.

You can change the URL format.

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## 5 WordPress Settings

This is the recommended format to have good SEO

- /%category%/%postname%/  


### Permalink Settings

Help ▾

#### Common Settings

- Plain `http://localhost/learnwp/?p=123`
- Day and name `http://localhost/learnwp/2018/06/26/sample-post/`
- Month and name `http://localhost/learnwp/2018/06/sample-post/`
- Numeric `http://localhost/learnwp/archives/123`
- Post name `http://localhost/learnwp/sample-post/`
- Custom Structure `http://localhost/learnwp /%category%/%postname%/`  
Available tags:  
`%year%` `%monthnum%` `%day%` `%hour%` `%minute%` `%second%` `%post_id%`  
`%postname%` `%category%` `%author%`

#### Optional

If you like, you may enter custom structures for your category and tag URLs here. For example, using `topics` as your category base would make your category links like `http://localhost/learnwp/topics/uncategorized/`. If you leave these blank the defaults will be used.

Category base

Tag base

[Save Changes](#)

Thank you for creating with [WordPress](#).

Version 4.9.1

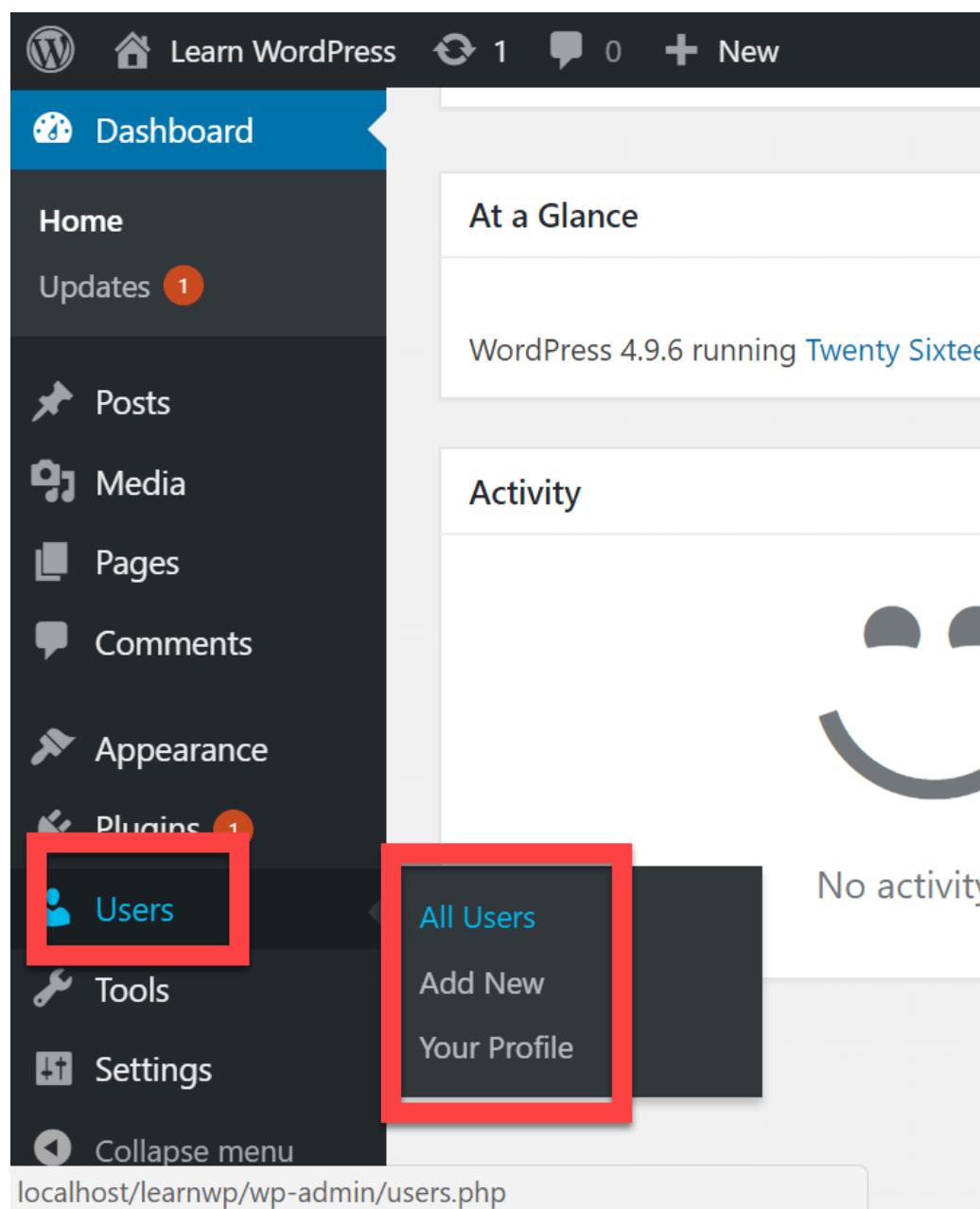
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## 5.7 Managing Users

### Managing Users:

We have already learned [how to create and delete users in WordPress](#).

You can manage the users from the Users Section.



## 5 WordPress Settings

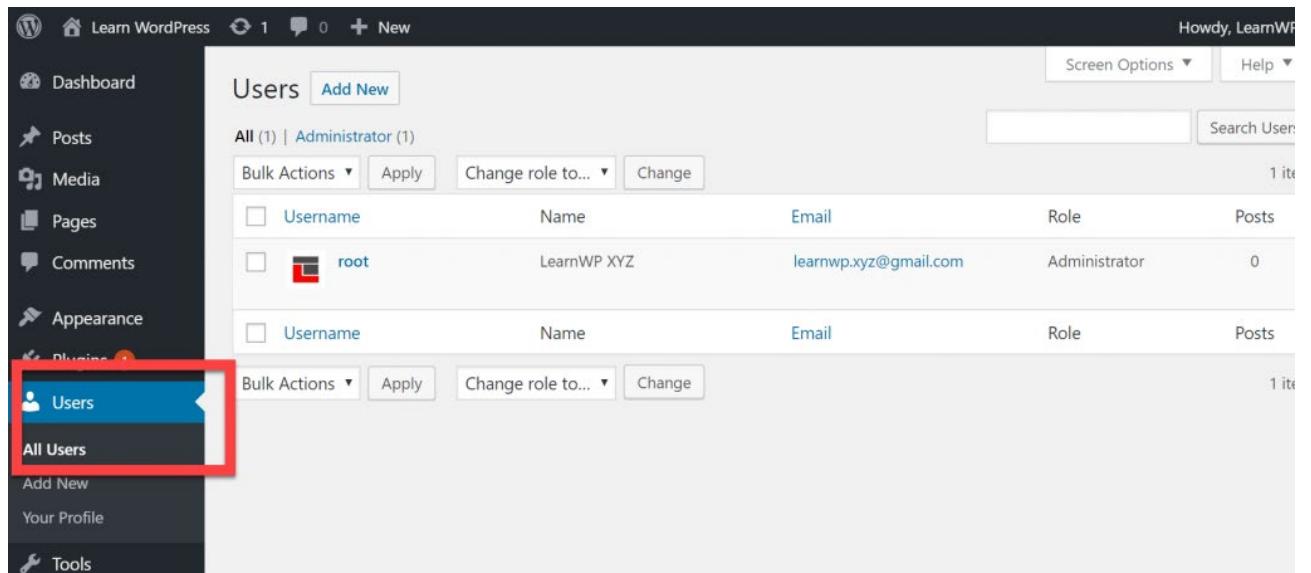
Things you do in Users:

- You can create, edit and delete the users from here.
- Maintain your Profile details from here.

All Users:

Users settings will show the list of all the users who can login into your site. It will also show their email and their role.

If you guest users who write contents on your site then it will show list of the posts they have written.



The screenshot shows the WordPress Admin Dashboard. The left sidebar has a dark theme with white text. The 'Users' menu item is highlighted with a red box. Other menu items include 'Dashboard', 'Posts', 'Media', 'Pages', 'Comments', 'Appearance', 'Plugins', 'All Users', 'Add New', 'Your Profile', and 'Tools'. The main content area is titled 'Users' with a 'Add New' button. It shows a table with one user entry:

Username	Name	Email	Role	Posts
root	LearnWP XYZ	learnwp.xyz@gmail.com	Administrator	0

**Add New:**

Add new users from this settings.

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## 5 WordPress Settings

### Add New User

Create a brand new user and add them to this site.

Username *(required)*

Email *(required)*

First Name

Last Name

Website

Password

Show password

### Your Profile:

This option is available for all the subscribers on your site. This settings is very common and specific to your userid.

Once you change the settings here it will affect only to your profile but does not affect the global site settings.

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## 5 WordPress Settings

**Profile**

**Personal Options**

Visual Editor  Disable the visual editor when writing

Syntax Highlighting  Disable syntax highlighting when editing code

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  Usernames cannot be changed.

First Name

Last Name

Nickname (required)

Display name publicly as

**Contact Info**

Email (required)

Website

**About Yourself**

Biographical Info

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

Profile Picture 

You can change your profile picture on [Gravatar](#).

**Account Management**

New Password

Sessions

You are only logged in at this location.

# 6 Plugins

## 6.1 What are Plugins?

### What are Plugins?

Plugins are small add-on that does a specific job. It is a collection of php files that has some functions.

Plugins are developed and released in the WordPress.org site and with the WordPress software we can search and install those plugins on our site.

Plugins are small piece of program that helps to perform a specific task.

However, plugins are free to use on your site.

If you face any issue with that plugin on your site then it is your responsibility to keep it or remove it.

But If you have purchase premium plugin then developers of that plugin will support and fix the issue.

Once you install the plugin you can update the plugin from the WordPress dashboard.

Only Admin can install or delete a Plugin on your site.

Most famous plugins are used to:

- Increase Site Speed
- Site Analytics
- Stop the SPAM Comments
- Secure your Site from Virus Attacks
- Add Contact Form to your site

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- Reduce Media Size
- Backup your Site

You can find plugin for most common needs you have for your WordPress Site.

Most of the time you will be adding and deleting the plugin instead of writing the feature for yourself.

## 6.2 Install Jetpack Plugin and Link with WordPress.com

### **What is Jetpack Plugin?**

Jetpack is a plugin developed by WordPress.com site and it one of the famous plugin that is installed on more than 1+ million WordPress site.

This plugin is all in one plugin that helps to manage:

- Design
- Marketing
- Security

This plugin provides many features on your site that you activate or deactivate based on your usage.

It also has some FREE features and some features are paid ones.

You can visit the plugin from  
here: <https://wordpress.org/plugins/jetpack/>

### **Purpose of JetPack Plugin**

Most important features of JetPack Plugin:

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## 6 Plugins

- Site Analytics
- Edit Custom CSS
- Connect your site with WordPress.com
- Subscribe Option

There are many other awesome feature that is available with this plugin.

Note

You need to do this exercise on hosting service.

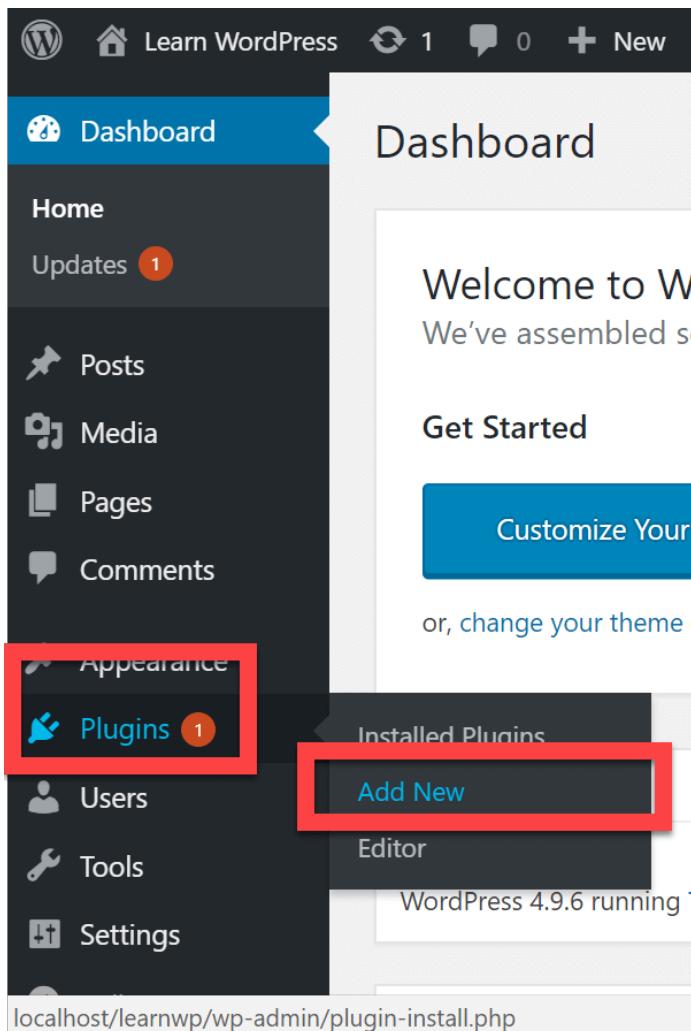
### **How to Install JetPack Plugin**

#### **Step 1: Open the Plugin**

Goto Plugins -> Add New Plugin

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## 6 Plugins



### Step 2: Install the Plugin

Click on Install Button and Click on Activate Button

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## 6 Plugins

The screenshot shows the WordPress dashboard with the 'Plugins' menu item selected. On the right, the 'Add Plugins' screen is displayed. A red box highlights the Jetpack by WordPress.com plugin card. The card features a green lightning bolt icon, the text 'Jetpack by WordPress.com', a 'Install Now' button (which is also highlighted with a red box), and a brief description: 'The ideal plugin for stats, related posts, search engine optimization, social sharing, protection, backups, security, and more.' Below the card, there's a note about it being compatible with the current version of WordPress.

### Step 3: Configure the Plugin

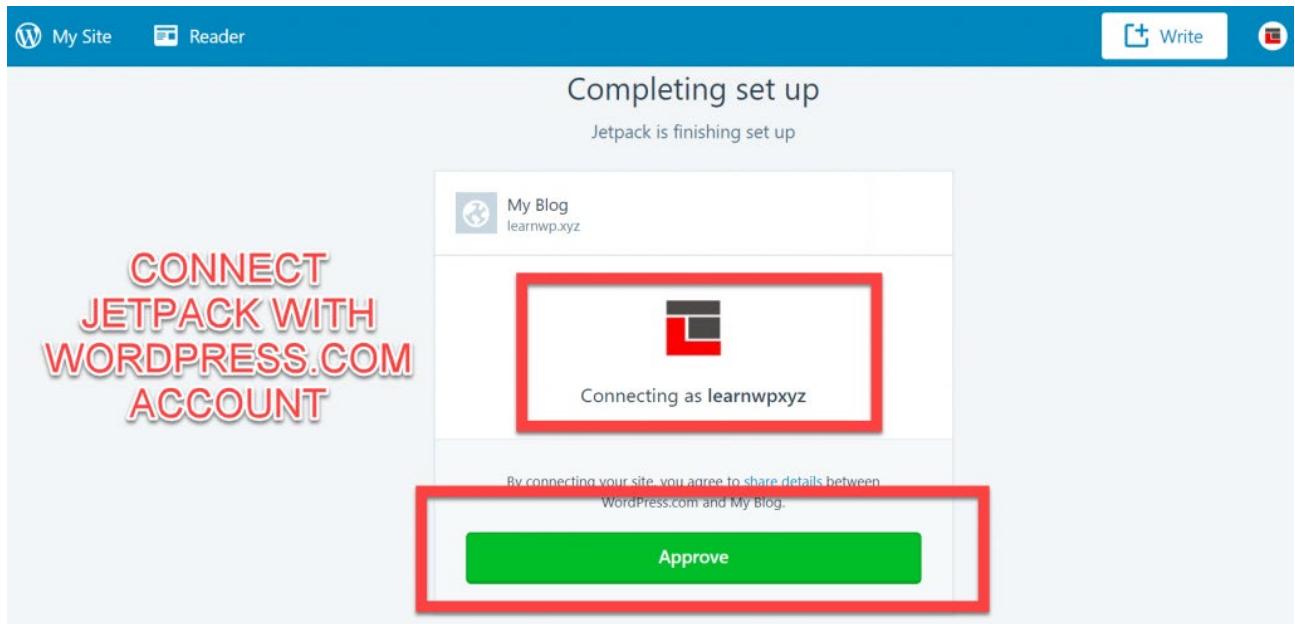
Now you need to configure the Plugin. Click on the 'Setup the JetPack'

The screenshot shows the Jetpack setup screen. On the left, the 'Jetpack' menu item is highlighted with a red box. The main area displays a 'Welcome to Jetpack' message with a large red arrow pointing to the 'Set up Jetpack' button, which is also highlighted with a red box. Below the button, there's a note about agreeing to the terms of service and sharing details with WordPress.com. To the right, there's a sidebar with the text 'Design the perfect website'.

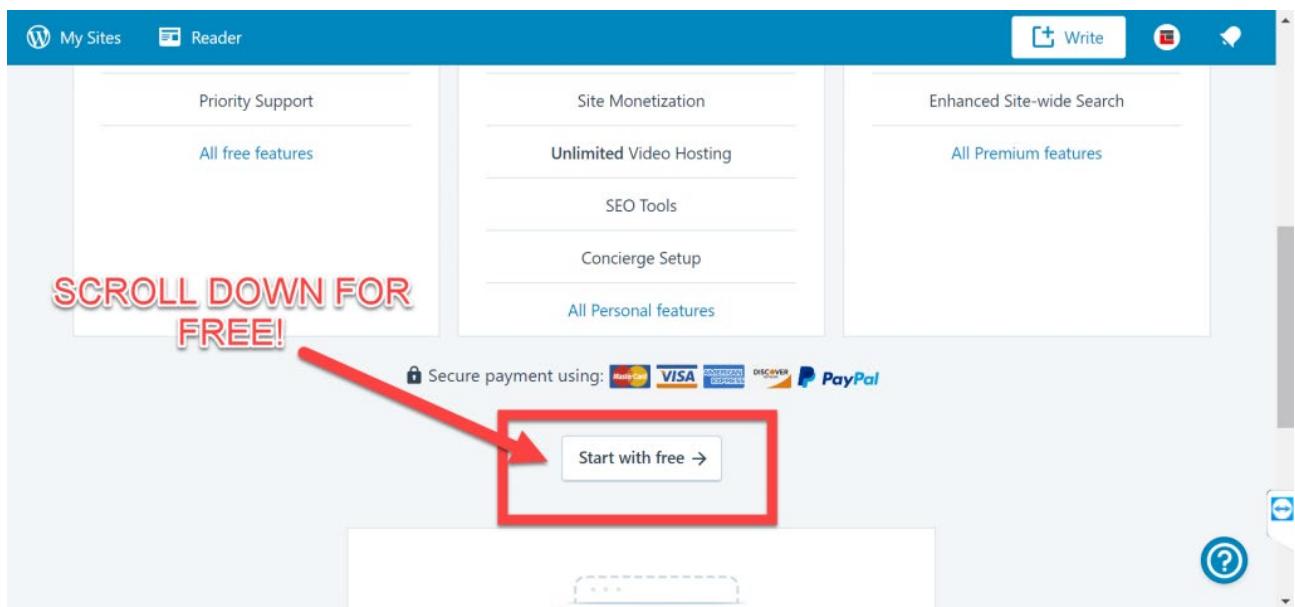
Click on Approve

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## 6 Plugins



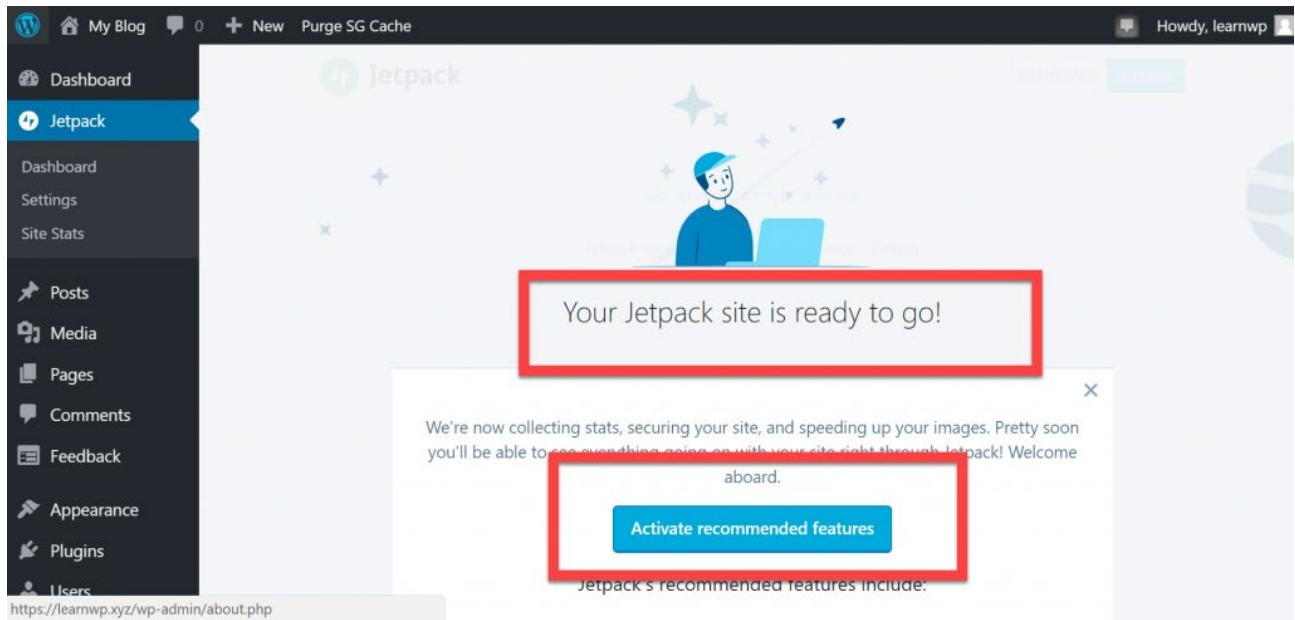
Select the Free Option.



You JetPack is Installed and then Click on Activate the Recommended Features.

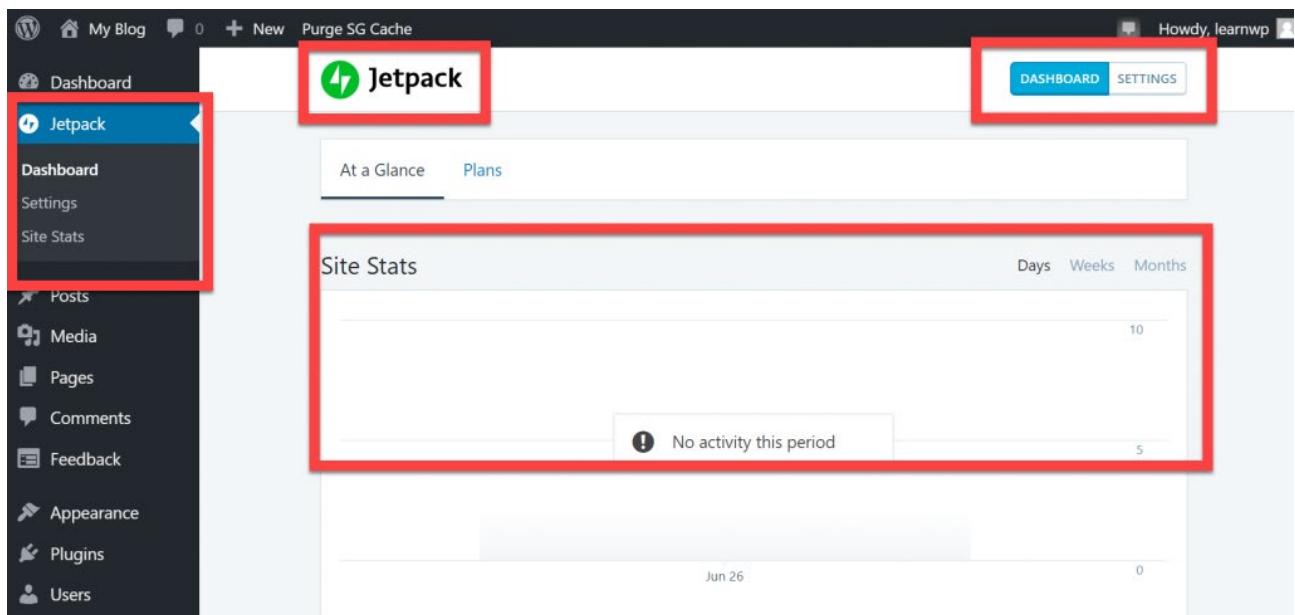
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## 6 Plugins



This is the main screen for JetPack Plugin.

Now JetPack will track your site analytics and you see the visitors using this dashboard.



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## 6.3 Plugins to avoid Spam Comments

### What is Akismet Plugin?

Akismet Plugin helps to identify the SPAM comments and block it.

This plugin will not post those comments directly to your post instead it will ask you to manually approve it.

This way you know which comments are spam and which comments are real.

You can also configure to auto delete the SPAM comments so that you don't have to do this maintenance job.

Plugin Link: <https://wordpress.org/plugins/akismet/>

### Purpose of Akismet Plugin

Akismet helps to identify and remove the spam comments.



### How to Install Akismet Plugin

#### Note

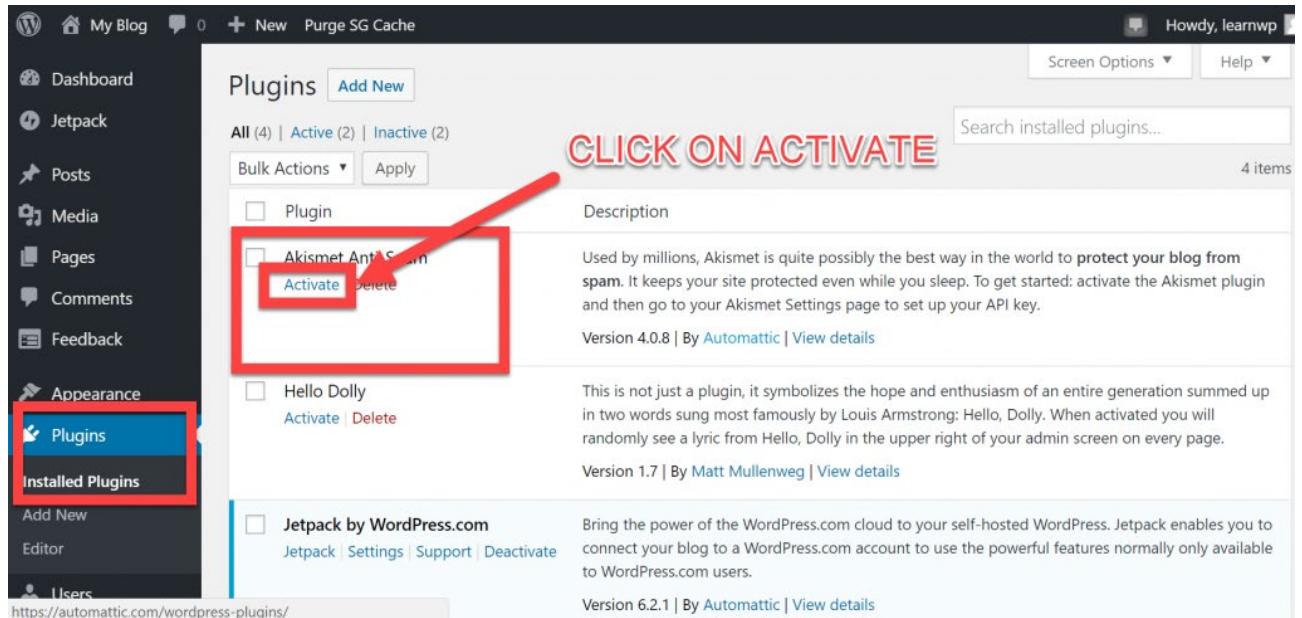
You need to do this exercise on hosting service.

#### Step 1: This plugin is pre installed

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## 6 Plugins

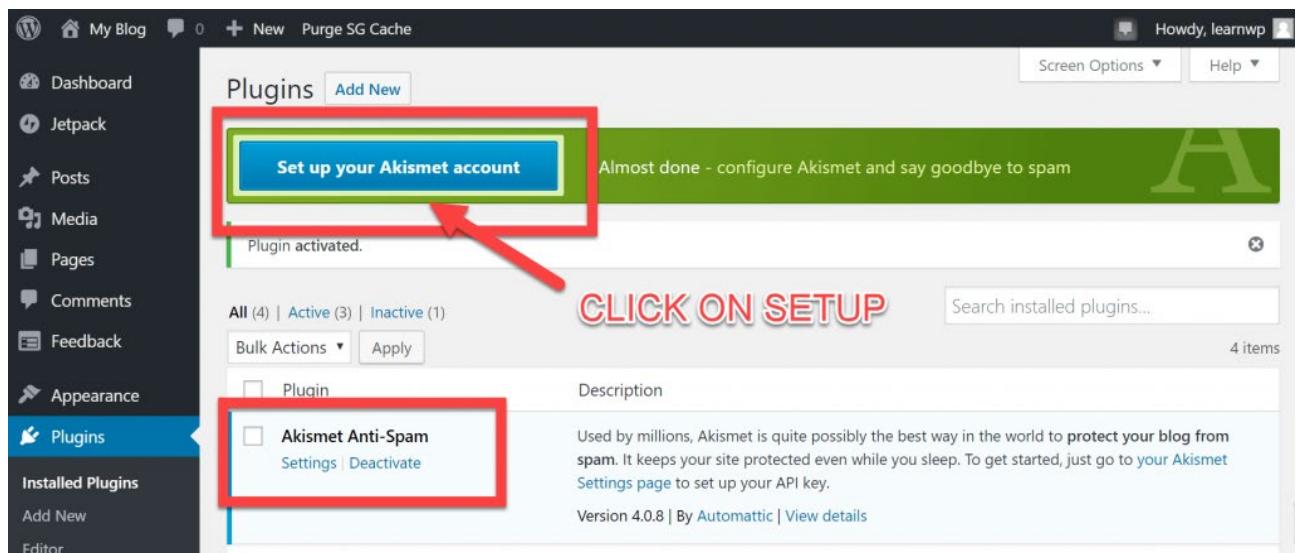
You will find that Akismet is already installed on your WordPress by default.



The screenshot shows the WordPress admin dashboard with the 'Plugins' menu selected. The 'Akismet Anti-Spam' plugin is listed under the 'All' tab. A red box highlights the 'Activate' button next to the plugin name. The text 'CLICK ON ACTIVATE' is overlaid in red at the top right of the list area.

### Step 2: Activate the Plugin

Click on Activate button to activate the plugin.



The screenshot shows the WordPress admin dashboard with the 'Plugins' menu selected. The 'Akismet Anti-Spam' plugin is listed under the 'All' tab. A red box highlights the 'Set up your Akismet account' button, which is part of a green call-to-action bar. The text 'Almost done - configure Akismet and say goodbye to spam' is displayed above the button. A red arrow points to the 'Set up your Akismet account' button. The text 'CLICK ON SETUP' is overlaid in red at the top right of the list area.

### Step 3: Configure the Plugin

Click on Connect with JetPack button.

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## 6 Plugins

The screenshot shows the Akismet Anti-Spam settings page within the Jetpack dashboard. On the left sidebar, 'Jetpack' is selected. The main area has a heading 'Akismet'. A red arrow points to a button labeled 'Connect with Jetpack'.

**CLICK ON CONNECT WITH JETPACK**

**Connect via Jetpack**  
Use your Jetpack connection to activate Akismet.

You are connected as learnwpxyz.  
learnwp.xyz@gmail.com

**Or sign up with a different email address**  
Choose this option to use Akismet independently of your Jetpack connection.

**Sign up with a different email address**

### Save the Changes:

The screenshot shows the Akismet settings page. The 'Save Changes' button is highlighted with a red box and an arrow pointing to it.

**Settings**

**API Key**: 0b6337ae76e7

**Comments**:  Show the number of approved comments beside each comment author

**Strictness**:  Silently discard the worst and most pervasive spam so I never see it.  
 Always put spam in the Spam folder for review.  
Note: Spam in the [spam folder](#) older than 15 days is deleted automatically.

**Privacy**:  Display a privacy notice under your comment forms.  
 Do not display privacy notice.  
To help your site with transparency under privacy laws like the GDPR, Akismet can display a notice to your users under your comment forms. This feature is disabled by default, however, you can turn it on above.

[Disconnect this account](#)

**SAVE CHANGES**

**Save Changes**

You can find the Akismet under the JetPack.

## 6.4 Plugins to increase your site speed

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## 6 Plugins

### Install W3 Total Cache Plugin

W3 Total Cache Plugin will increase your site speed by caching your page and decrease the files of css and js.

Download Link: <https://wordpress.org/plugins/w3-total-cache/>

### Step 1: Goto Plugin and Type 'W3 Total Cache"

Install and Activate this Plugin

The screenshot shows the WordPress admin dashboard with the 'Plugins' menu item highlighted. On the right, the 'Add Plugins' search interface is open, with a red box highlighting the search bar containing 'W3 Total Cache'. Below the search bar, the 'CLICK INSTALL & ACTIVATE' button is visible. A listing for 'W3 Total Cache' is shown, also with a red box around its title and 'Install Now' button. To the right of it is another plugin, 'WPS Hide Login', with a red arrow pointing towards it from the search bar area.

### Step 2: Verify if the Plugin is installed

The screenshot shows the 'Installed Plugins' section of the WordPress admin dashboard. The 'Plugins' menu item is highlighted with a red box. The 'W3 Total Cache' plugin is listed, also with a red box around its title and status indicators. The 'SG Optimizer' plugin is also visible below it.

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## 6.5 Plugins to add Google reCaptcha to Login Page

### Purpose of this Plugin

This plugin will help to add Google reCaptcha at the Login Page like this.

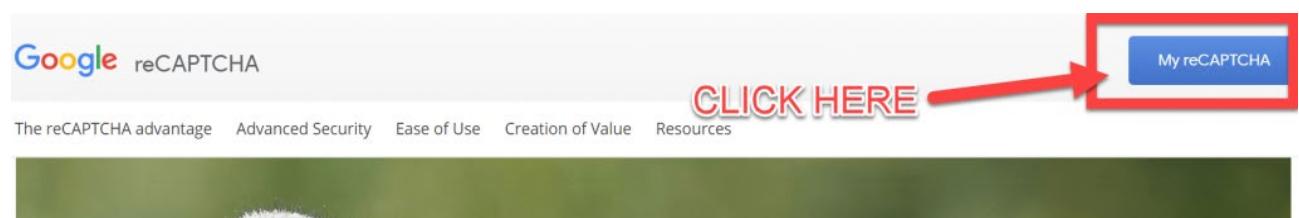
With plugin not automatic program break the password from the login page.

### Get the reCaptcha Keys from Google

#### Step 1: Goto Google reCaptcha

Visit <https://www.google.com/recaptcha/intro/v3beta.html>

Click on the MyreCaptcha



Enter the details of your site and Register

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## 6 Plugins

Register a new site

**Label**

**Choose the type of reCAPTCHA** (?)

reCAPTCHA v2  
Validate requests with the "I'm not a robot" checkbox.

Invisible reCAPTCHA  
Validate requests in the background.

reCAPTCHA Android  
Validate requests in your android app.

**Domains**  
(one per line)

**ADD DOMAIN**

Accept the reCAPTCHA Terms of Service.  
By accessing or using the reCAPTCHA APIs, you agree to the Google APIs [Terms of Use](#), Google [Terms of Use](#), and to the Additional Terms below. Please read and understand all applicable terms and policies before accessing the APIs.  
[► reCAPTCHA Terms of Service](#)

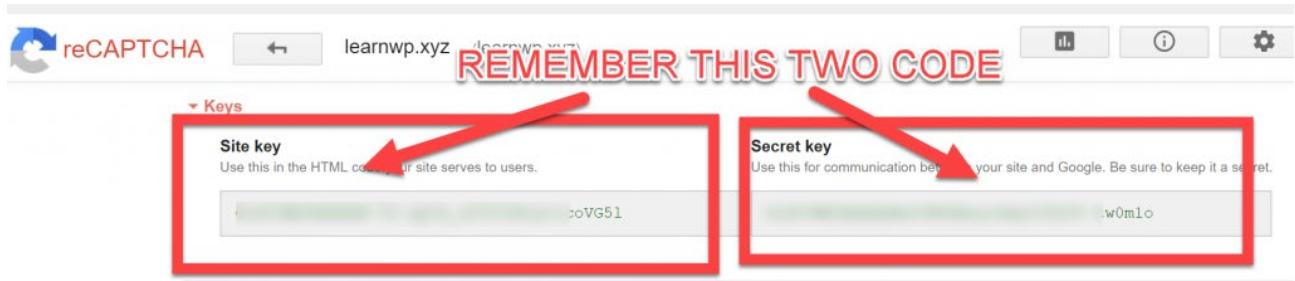
Send alerts to owners (?)

**Register**

It will generate the Site Key and Secret. Remember those as we need to enter in the plugin.

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## 6 Plugins

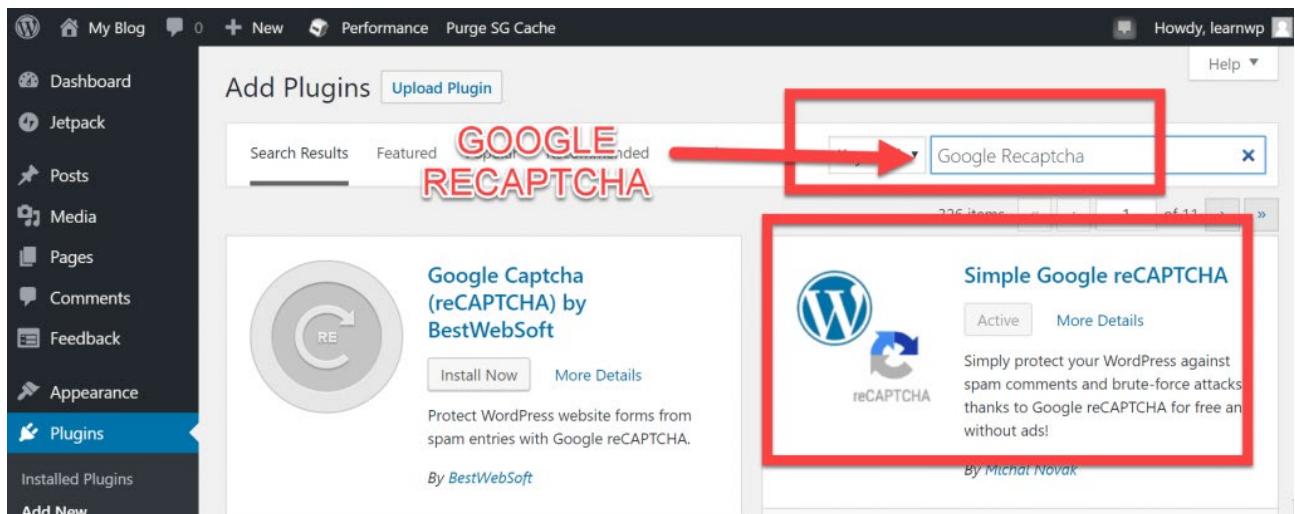


### Install Google reCaptcha Plugin

Goto Plugin and Enter “Google reCaptcha” word

Url for the Plugin: <https://wordpress.org/plugins/simple-google-recaptcha/>

Install and Activate the Plugin



Enter the Site Key and Secret Key and Save it.

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## 6 Plugins

Simple Google reCAPTCHA Options

Settings saved.

What first?

You have to [register your domain](#) first, get required keys (reCAPTCHA V2) from Google and save them below.

Site Key: G5I

Secret Key: n1o

**Save Changes**

Logout from the WordPress and You can see the Google reCaptcha

Secure | <https://learnwp.xyz/wp-login.php?loggedout=true>

You are now logged out.

Username or Email Address  
learnwp

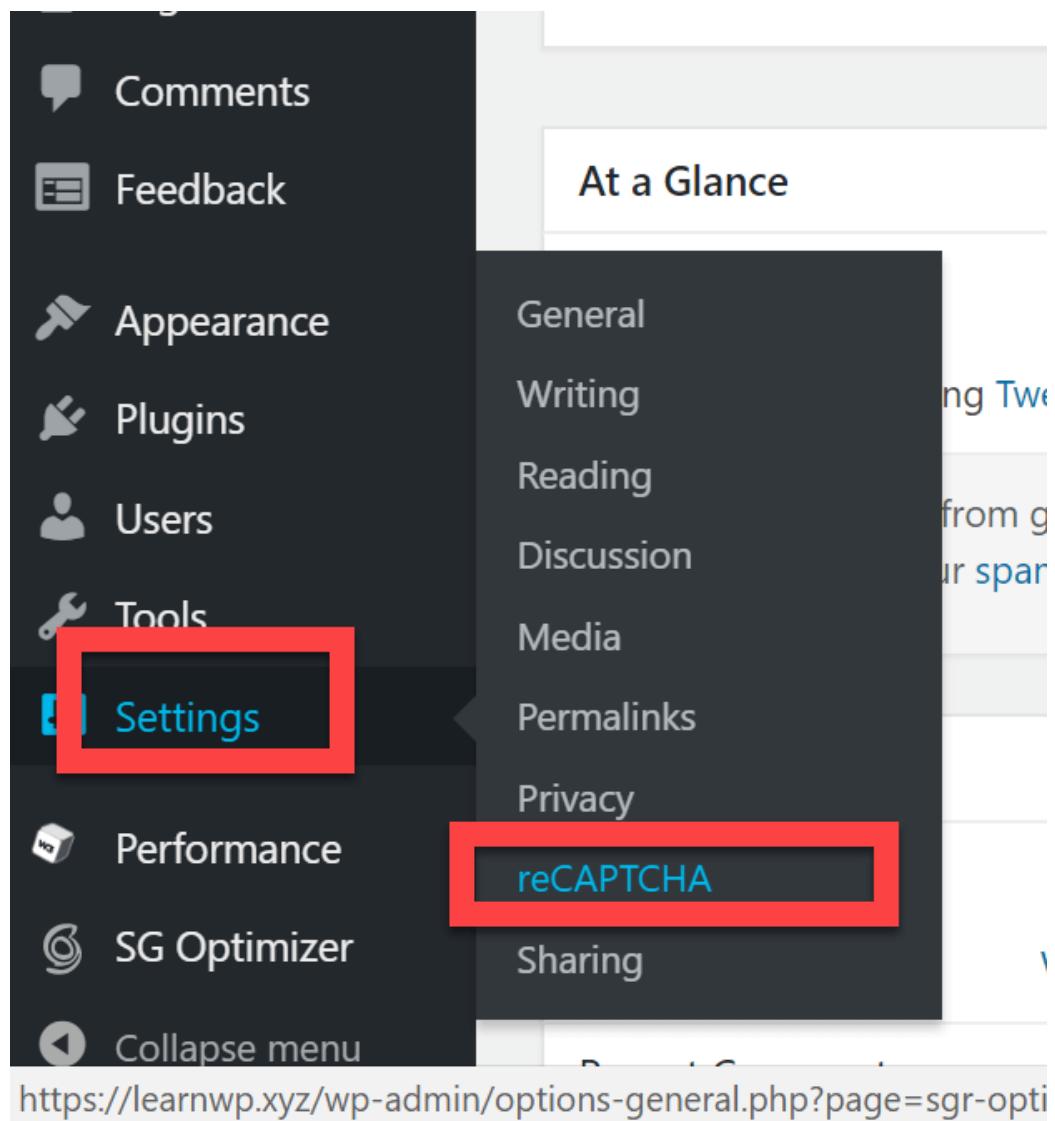
Password  
.....

I'm not a robot   
reCAPTCHA  
Privacy - Terms

Remember Me **Log In**

You can find this Plugin Settings under the  
Settings -> reCaptcha

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## 6.6 Plugin for Site Security

### Purpose of this Plugin:

This plugin will help to keep your site secured by scanning the requests and files regularly.

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## 6 Plugins

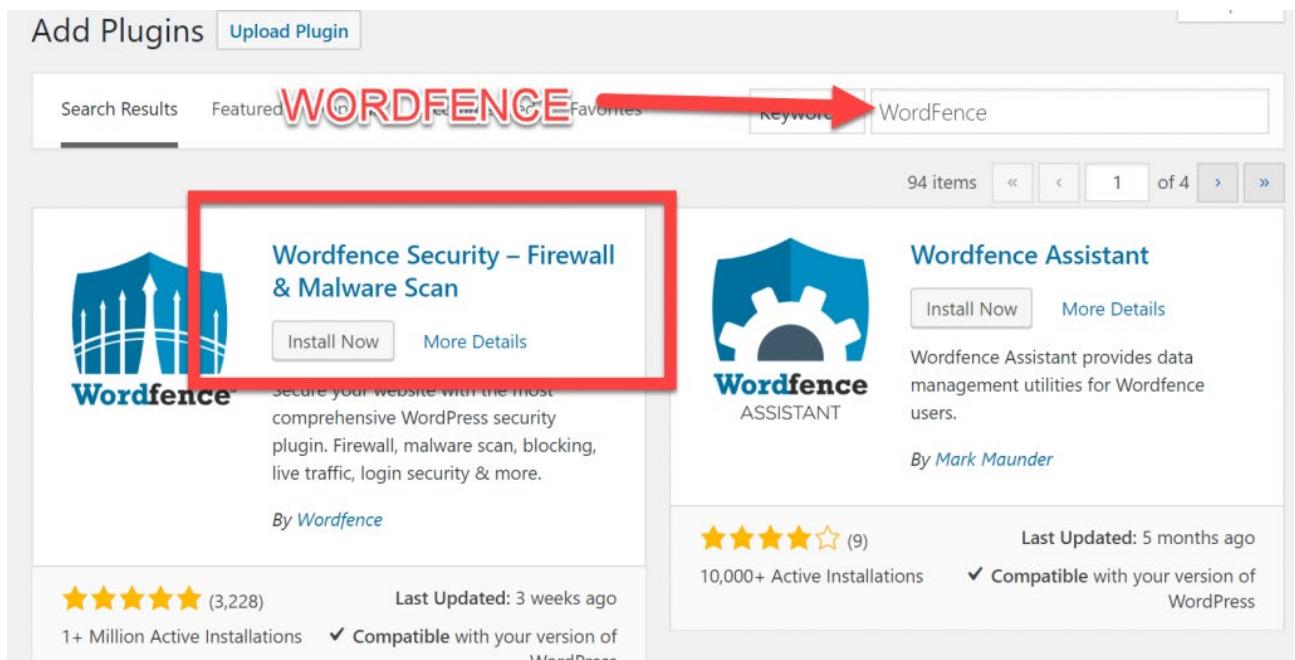
It is like an anti virus software for your computer.

This plugin also acts an Firewall for your site.

### Install the Plugin:

Plugin details: <https://wordpress.org/plugins/wordfence/>

Type the Word "WordFence" in the Plugin and Install it.



## 6.7 Plugin to Change Footer

## 6.8 Plugin for SEO

### Purpose of this Plugin:

This plugin will help to configure the SEO for the posts that you write.

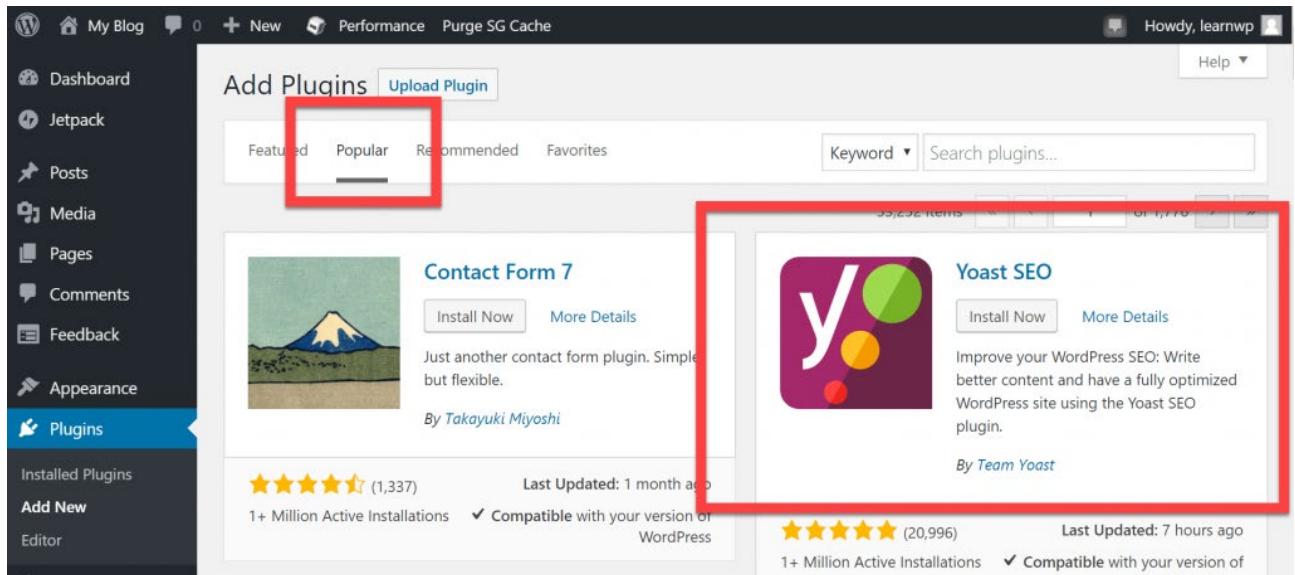
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## 6 Plugins

It will analyse the post and also let you know if the page is good for SEO or not.

### Install Yoast Plugin:

Plugin URL: <https://wordpress.org/plugins/wordpress-seo/>



I hope by now you know how to install and activate the plugins.

## 6.9 Plugin for Contact Forms

### Purpose of Plugin

This plugin will help to create forms on any post or page with a short code.

Simple plugins using which you can create a form with form fields like input box and submit buttons and also configure the email to receive the data.

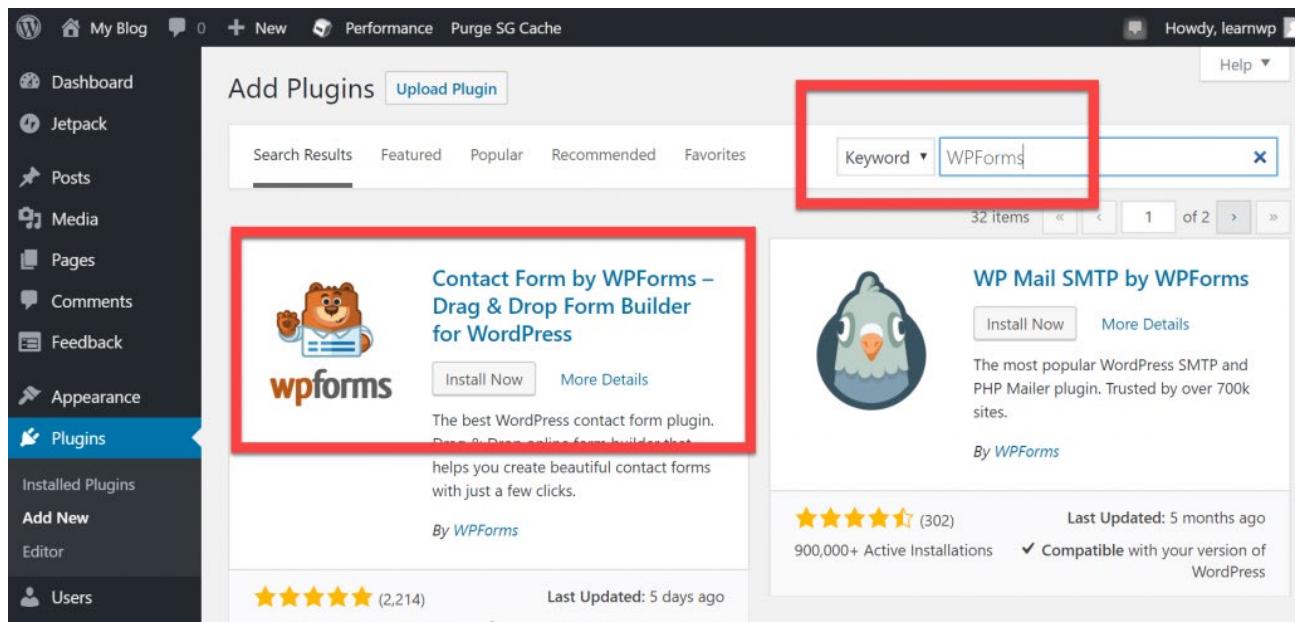
### Install the Plugin

Plugin Page: <https://wordpress.org/plugins/wpforms-lite/>

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## 6 Plugins

Search for “WPForms” and Install the Plugin



In Another topic we will create a form and use it in the Contact Form.

### 6.10 Add Social Share Plugin

#### Purpose of Plugin:

This plugin will help to show social share buttons on every post and help to improve the user engagement on your site.

#### Install Social Share Plugin:

Type the Word: Social Share Warfare

Plugin URL: <https://wordpress.org/plugins/social-warfare/>

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## 6 Plugins

The screenshot shows the WordPress admin dashboard under the 'Plugins' section. A search bar at the top right contains the text 'Social Share Warfare'. Below it, a list of plugins is shown, with the first plugin, 'WordPress Social Sharing Plugin – Social Warfare', highlighted with a red box. This plugin has a 4.5-star rating from 83 reviews and was last updated 3 weeks ago. The second plugin listed is 'Shortlinks by Pretty Links – Best WordPress Link Tracking Plugin', which has a 4.5-star rating from 140 reviews and was last updated 4 months ago.

### 6.11 Image Size Reducer Plugin

#### Purpose of Image Optimizer Plugin:

Image Optimizer plugin will optimize and reduce the size of the image when uploaded into the WordPress Site.

This is an important plugin that helps to reduce the image size once you upload it.

The page speed will increase when the size of the image is small and this plugin will help to reduce it.

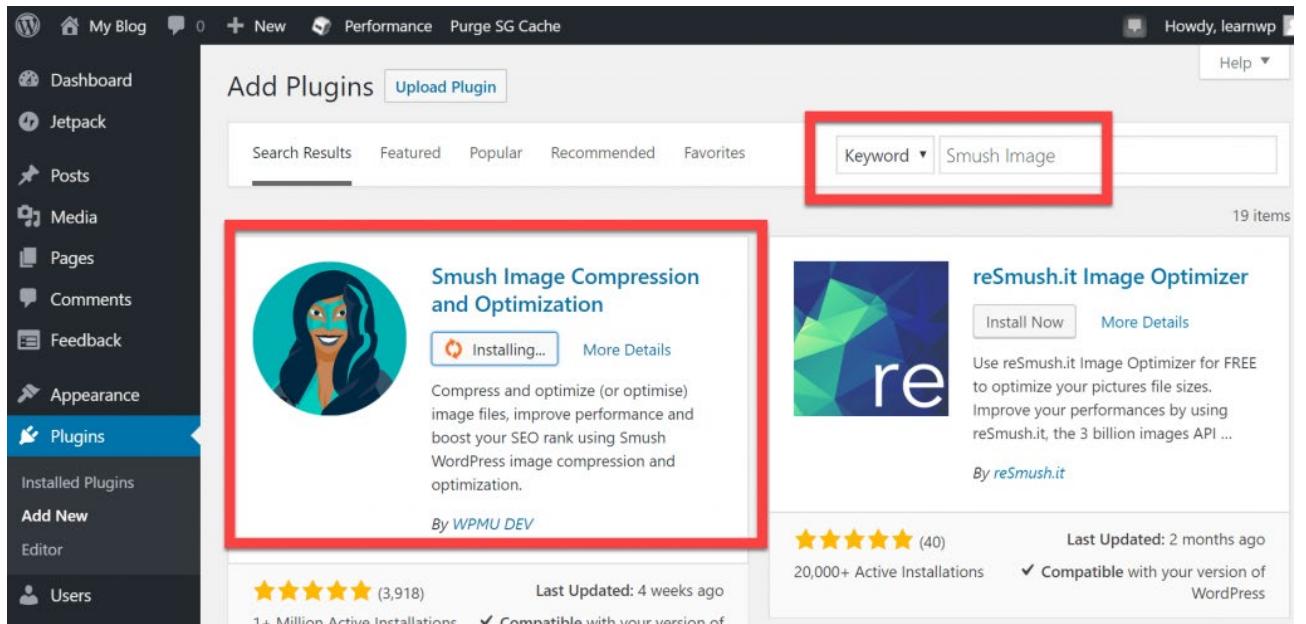
#### Install Image Optimizer Plugin

#### Plugin Name: Smush Image

Plugin URL: <https://wordpress.org/plugins/wp-smushit/>

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## 6 Plugins



## 6.12 Plugin to Backup your Site

### Purpose of the Plugin:

This Plugin helps to take back up of the entire wordpress site incase if your site crash then we can use this back to restore of our site.

You can even upload the site back automatically to your Dropbox account.

### Install the Plugin:

**Plugin Name: "Updraftplus"**

Plugin URL: <https://wordpress.org/plugins/updraftplus/>

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## 6 Plugins

The screenshot shows the WordPress admin dashboard under the 'Plugins' section. A red box highlights the search bar at the top right, which contains the text 'Updraftplus'. Another red box highlights the main plugin listing for 'UpdraftPlus WordPress Backup Plugin', which is also highlighted with a larger red box. To the right, there is a separate listing for 'UpdraftCentral Dashboard'.

**UpdraftPlus WordPress Backup Plugin**  
Activate More Details  
By UpdraftPlus.Com, DavidAnderson  
★★★★★ (2,774) Last Updated: 1 month ago  
1.1 Million Active Installations ✓ Compatibile with version of  
https://learnwp.xyz/wp-admin/plugin-install.php?tab=plugin-information&plugin=updraftplus&TB\_iframe=true&width=600&height=550

**UpdraftCentral Dashboard**  
Install Now More Details  
Remote, single-dashboard management for WordPress/theme/plugin updates and UpdraftPlus backups across all your WP sites  
By David Anderson + Team Updraft  
★★★★★ (15) Last Updated: 1 month ago  
3,000+ Active Installations ✓ Compatibile with your version of WordPress

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# 7.Themes

# 7 Themes

## 7.1 What are Themes?

### What are Themes?

Themes are the design and layout of your site.

In a typical web application, you develop everything from scratch HTML, CSS and JS but in WordPress you will install themes which take care of your site design and layout.

Once you have the theme then you can customize the theme by changing some of the features of it.

You can find themes for different purpose like

- Blog Themes
- eCommerce Themes
- Corporate Themes
- News Themes.

You can purchase or use a free theme on your site and you will be ready to start working on the content.

This way you don't have to spend much time on coding and focus more on generating good content.

These are some famous Vendors that sells themes.

- [StudioPress](#)
- [ThemeGrill](#)
- [myThemeShop](#)

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## 7 Themes

Next section, we will install a theme for our site.

### 7.2 Download and Install a Theme

#### Download Premium StudioPress Theme

This is one of my favorite theme and also considered the famous theme for WordPress.

The theme is from [StudioPress](#)

Download the two Zip Files:

1. [StudioPress Framework](#)
2. [StudioPress Eleven40 child Theme](#)

#### Install the StudioPress Themes

##### Step 1: Site before the theme

This is how the site looks like before the theme.

[learnwp.xyz](#)



POSTS

JUNE 24, 2018

WordPress Resources at SiteGround

WordPress is an award-winning web software, used by millions of webmasters worldwide for building their website or blog. SiteGround is proud to host this particular WordPress installation and provide users with multiple resources to facilitate the management of their WP websites:

Search ...



RECENT POSTS

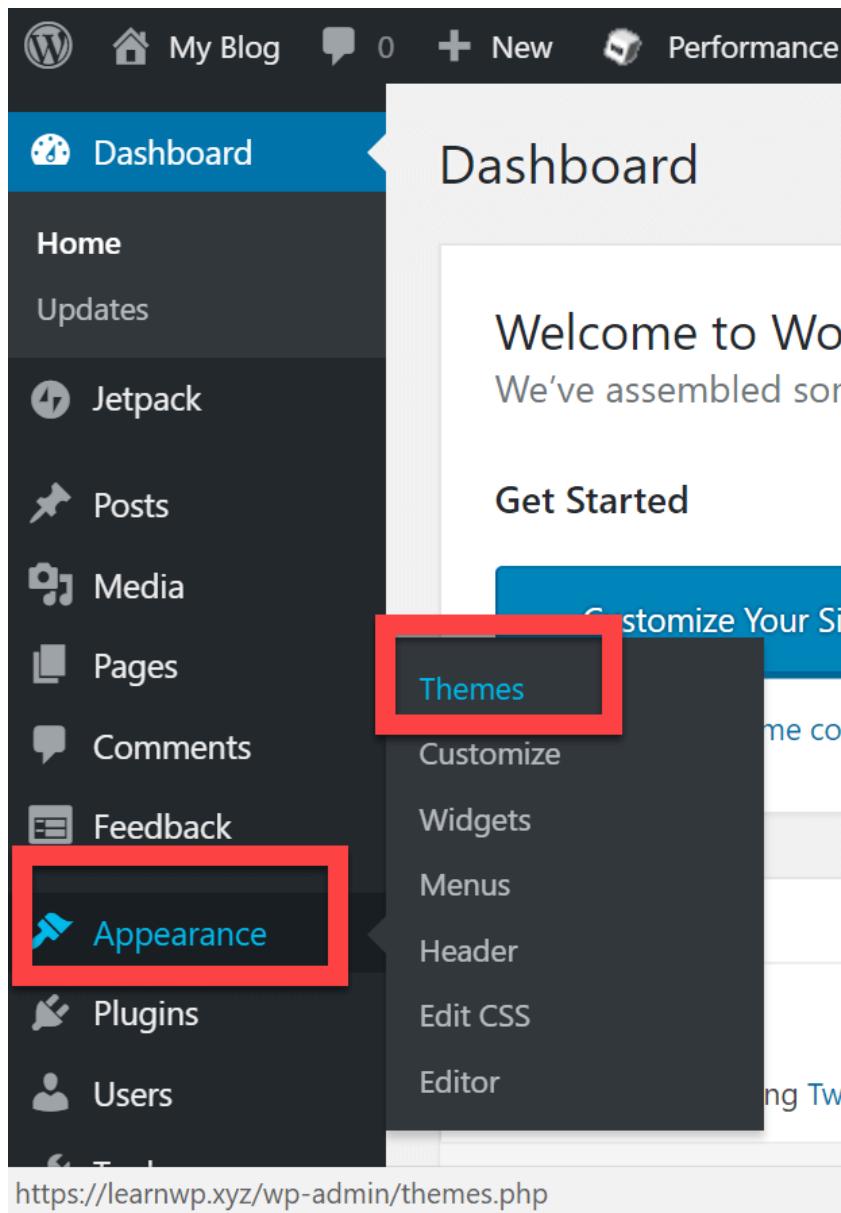
WordPress Resources at SiteGround

RECENT COMMENTS

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## Step 2: Install the StudioPress Framework Theme

Click on Appearance -> Themes

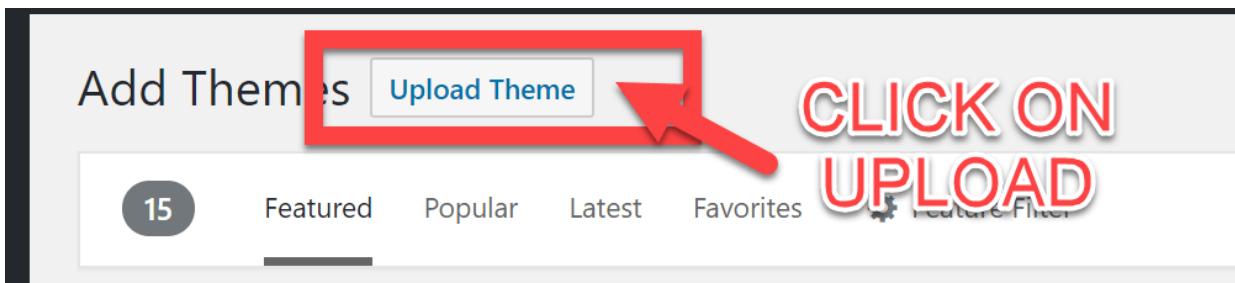


Click on Add -> New

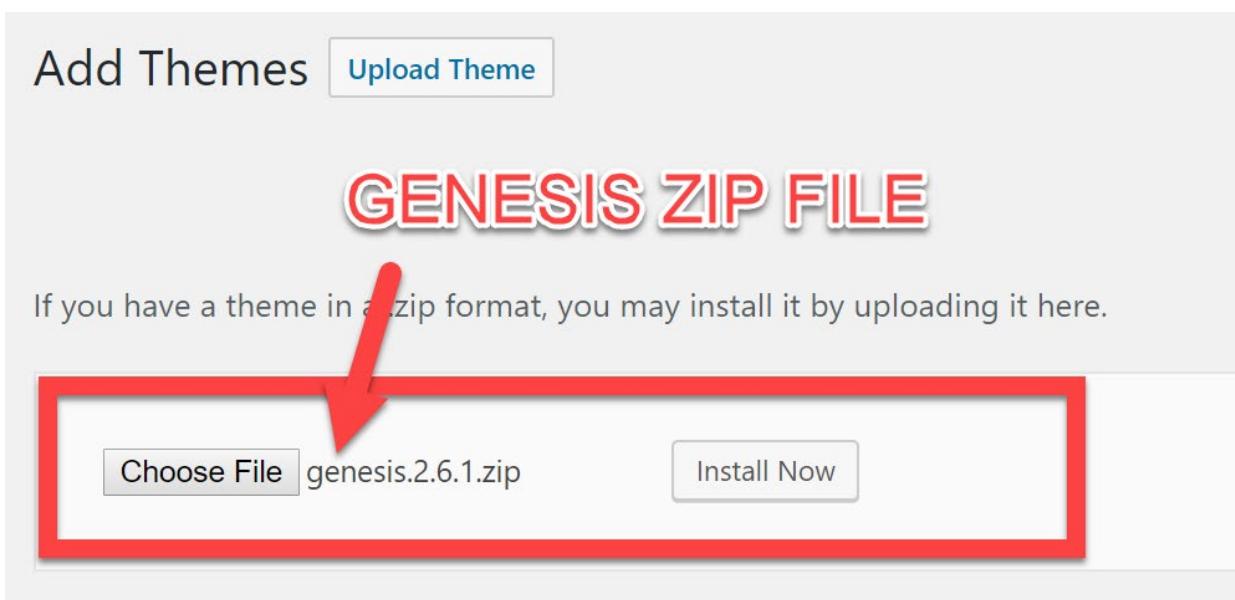


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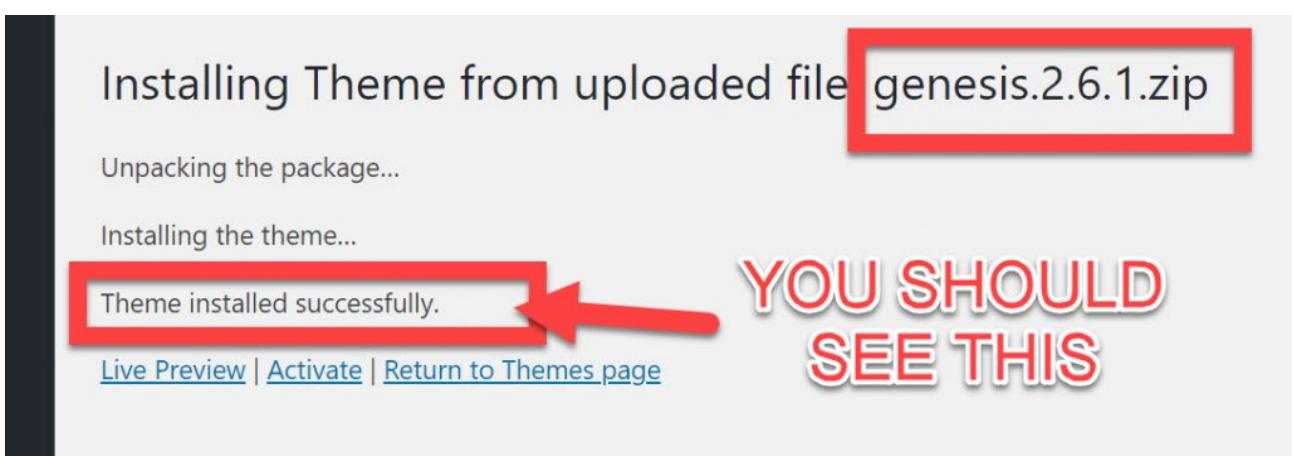
Click on Upload Theme



Add the Genesis Zip File that you downloaded from above



Click on Install Now and you should success message as below.



Do not activate the theme.

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### Step 3: Install the StudioPress Eleven40 Theme

Do the same steps and install the child theme Eleven40 theme.

The screenshot shows the 'Add Themes' interface. At the top, there's a button labeled 'Upload Theme'. Below it, a large red banner with the text 'NOW INSTALL CHILD THEME' in white. Underneath, a note says 'If you have a theme in a .zip format, you may install it by uploading it here.' A red arrow points from the text 'If you have a theme in a .zip format...' to a 'Choose File' button where 'eleven40-pro.zip' is selected. To the right of the file input is an 'Install Now' button.

Activate this Theme

The screenshot shows the theme installation process. It starts with 'Installing Theme from uploaded file eleven40-pro.zip' (with 'eleven40-pro.zip' highlighted in red). Below it, 'Unpacking the package...' and 'Installing the theme...' are shown. A message follows: 'This theme requires a parent theme. Checking if it is installed...'. A red box highlights the message 'The parent theme, Genesis 2.6.1, is currently installed.' Then, 'Theme installed successfully.' is shown. At the bottom, there are 'Live Preview' and 'Activate' buttons, with a red arrow pointing to the 'Activate' button and the text 'CLICK ACTIVATE' written next to it.

### Step 4: Site After the theme

This is how the site looks after the theme

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## 7 Themes

The screenshot shows the WordPress dashboard. At the top, there's a navigation bar with icons for dashboard, my blog, customize, new post, performance, and purge SG cache. To the right, it says "Howdy, learnwp" and has a search icon. Below the bar, the title "MY BLOG" is displayed. The main content area has a header "AFTER THEME INSTALLATION" and a sub-header "My WordPress Blog". On the left, there's a sidebar with the heading "SECONDARY SIDEBAR WIDGET AREA" and some placeholder text. The central content area has a post titled "WordPress Resources at SiteGround" with a date of June 24, 2018, and a link to leave a comment. The right sidebar contains a search bar and sections for recent posts and recent comments.

### 7.3 Site Customization

#### **Site Customization Settings:**

Once you have installed the theme you can customize the theme to your needs.

Every theme gives some options to customize the theme and it is specific to each theme design what they allow you to customize on it.

Customization Option:

Goto Appearance -> Customization

Here you can customize the theme.

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The screenshot shows the WordPress dashboard interface. At the top, there's a navigation bar with icons for WordPress, My Blog, New, and Performance. Below this is a sidebar with various menu items: Home, Updates, Jetpack, Posts, Media, Pages, Comments, Feedback, Genesis, Appearance, and Plugins. The 'Appearance' menu item is highlighted with a red box. A dropdown menu is open under 'Appearance', listing: Themes, Customize, Widgets, Menus, Header, Edit CSS, and Editor. The 'Customize' option is also highlighted with a red box. The main content area is titled 'Dashboard' and features a 'Welcome to WordPress' message and a 'Get Started' button.

https://learnwp.xyz/wp-admin/customize.php?return=%2Fwp-admin%2Fthemes%2Fedit

Here you can customize the theme

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## 7 Themes

The screenshot shows the WordPress theme customization interface. On the left, a sidebar titled 'You are customizing My Blog' lists various customization options: Site Identity, Header Image, Menus, Widgets, Theme Settings, and Theme SEO Settings. A red box highlights this sidebar. At the top right, it says 'Published' and 'MY BLOG'. The main content area features a large red banner with the text 'THIS IS THEME CUSTOMIZATION PAGE WHERE YOU CAN CUSTOMIZE THE THEME'. Below the banner, the post title 'WordPress Resources at SiteGround' is displayed, followed by the date 'June 24, 2018' and author 'learnwp'. A call-to-action button 'Expert WordPress Hosting' is also present.

In the next section, you will start configuring the site.

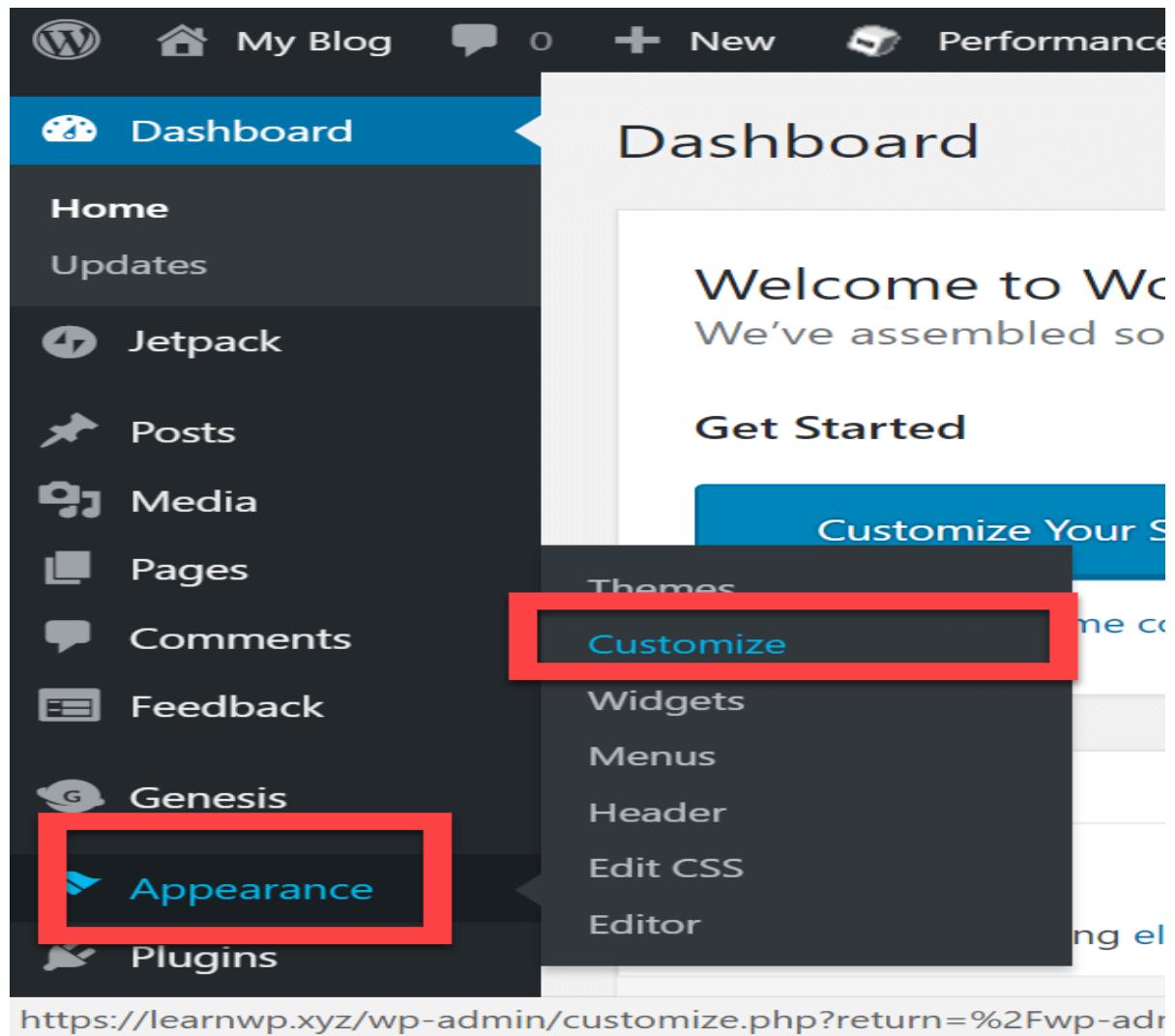
### 7.4 Site Title and Tagline

#### **Change the Site Title and Tagline from Customization Options:**

Goto Appearance -> Customization

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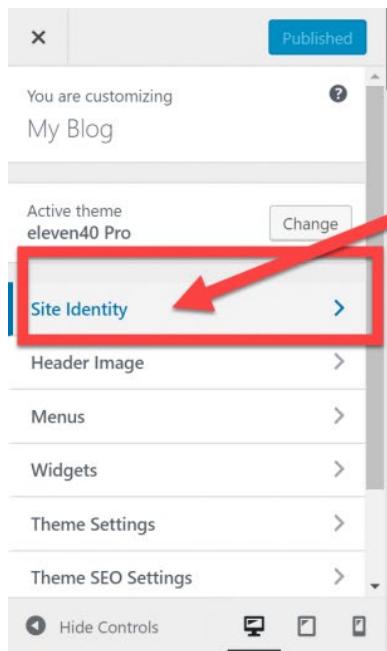
## 7 Themes



Click on Site Identity

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## 7 Themes



The screenshot shows the WordPress Customizer interface. At the top, it says "You are customizing My Blog". Below that, the "Active theme" is listed as "eleven40 Pro" with a "Change" button. A red arrow points to the "Site Identity" option in the sidebar menu, which is also highlighted with a red box. The main content area displays a post titled "CLICK ON SITE IDENTITY TO CHANGE SITE TITLE AND TAGLINE" with the text "MY WordPress Blog".

**CLICK ON SITE IDENTITY TO  
CHANGE SITE TITLE AND TAGLINE**

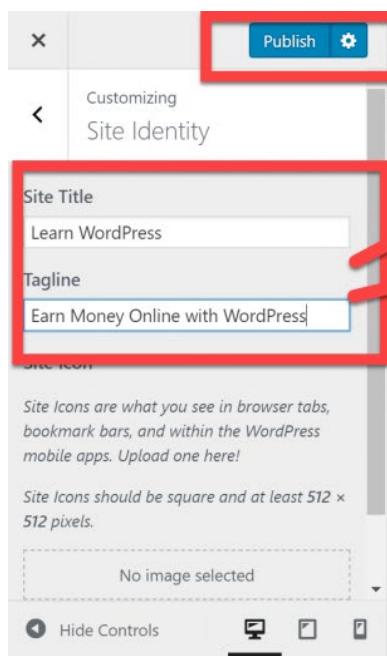
## WordPress Resources at SiteGround

June 24, 2018 by learnwp — Leave a Comment

WordPress is an award-winning web software, used by millions of webmasters worldwide for building their website or blog. SiteGround is proud to host this particular WordPress installation and provide users with multiple resources to facilitate the management of their WP websites:

[Expert WordPress Hosting](#)

Change the Site Title and Identity and Publish it.



The screenshot shows the WordPress Customizer interface after changes have been made. The "Site Title" is now "Learn WordPress" and the "Tagline" is "Earn Money Online with WordPress". Red arrows point from these fields to the "Publish" button at the top of the sidebar and to the updated post title and tagline in the main content area. The post title is now "Earn Money Online with WordPress" and the tagline is "WordPress Resources at SiteGround".

**LEARN WORDPRESS**

**Earn Money Online with WordPress**

## WordPress Resources at SiteGround

June 24, 2018 by learnwp — Leave a Comment

WordPress is an award-winning web software, used by millions of webmasters worldwide for building their website or blog. SiteGround is proud to host this particular WordPress installation and provide users with multiple resources to facilitate the management of their WP websites:

[Expert WordPress Hosting](#)

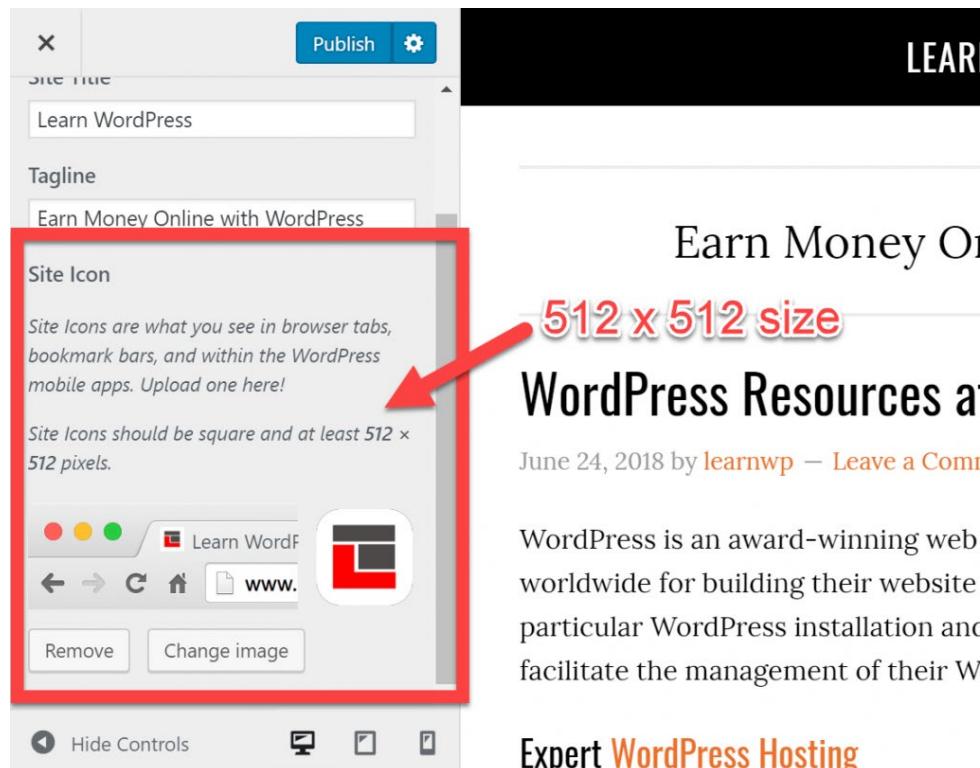
Verify the changes on the Live Site.

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The screenshot shows a WordPress theme page. At the top, there's a black header bar with the text 'LEARN WORDPRESS'. Below it, the main title 'Earn Money Online with WordPress' is displayed. To the left, there's a sidebar with the heading 'SECONDARY SIDEBAR WIDGET AREA' containing text about adding content via the 'Widgets Panel'. The main content area features a post titled 'WordPress Resources at SiteGround' with a date of June 24, 2018, and a link to leave a comment. It also includes a brief description of WordPress and a call-to-action button. To the right, there are search and recent posts/widgets sections.

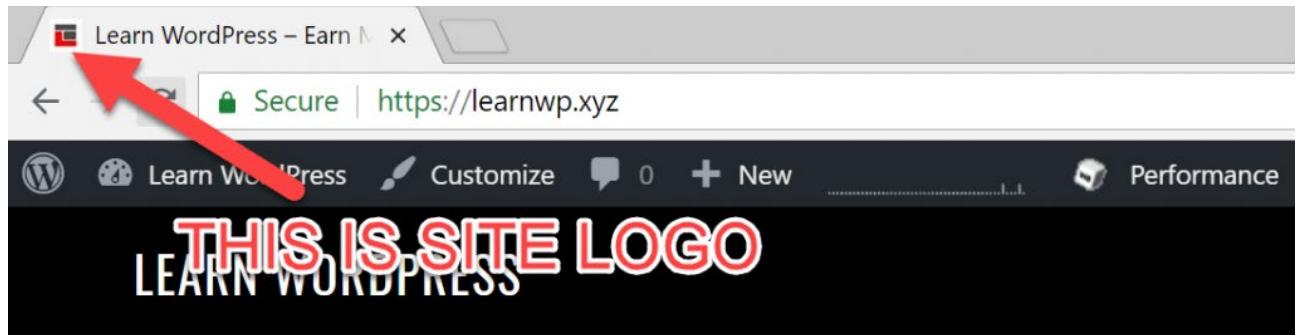
## 7.5 Site Logo

Change the Logo at the Site Identity Page and Publish the changes.



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Verify the Logo of the site.



## 7.6 Create Menu

Create 3 Menu Items:

1. Home
2. About
3. Contact

Link the menu items "#" as of now then later we change it to the actual pages.

### **Create Menu**

Goto Appearance -> Menu

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The screenshot shows the WordPress dashboard. On the left, there's a sidebar with various menu items: Home, Updates, Jetpack, Posts, Media, Pages, Comments, Feedback, Genesis, Appearance, and Plugins. The 'Appearance' item is highlighted with a large red box. A secondary red box highlights the 'Menus' option in a dropdown menu that appears when the 'Appearance' item is selected. The main content area is titled 'Dashboard' and features a 'Welcome to Wo' message and a 'Get Started' button. A 'Customize Your Si' button is also visible.

https://learnwp.xyz/wp-admin/nav-menus.php

Create a new Menu

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## 7 Themes

The screenshot shows the 'Menus' screen in the WordPress admin. On the left, there's a sidebar with dropdowns for 'Pages', 'Posts', 'Custom Links', and 'Categories'. The main area has a heading 'ENTER THE MENU NAME AND CLICK CREATE MENU' with red arrows pointing to the 'Menu Name' input field containing 'HEADER\_MENU' and the 'Create Menu' button. A note below says 'Give your menu a name, then click Create Menu.'

Specify the location of the menu

The screenshot shows the 'Edit Menu' screen for 'HEADER\_MENU'. It includes a 'Menu Structure' section with a note 'Add menu items from the column on the left' and a 'Menu Settings' section. In the 'Display location' field, the 'Header Menu' checkbox is checked and highlighted with a red box and arrow. Other options like 'Footer Menu' are also present. A large red text overlay 'MENTION WHERE YOU WANT TO PLACE THIS' is overlaid on the right side of the screen.

Go to Custom Links -> Add URL as '#' and Name of the Menu

Then click on Add to Menu

Then Save the Menu

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## 7 Themes

ENTER THIS AND CLICK TO ADD MENU

Save Menu

Custom Links

URL #

Link Text CONTACT

Add to Menu

Menu Name HEADER\_MENU

HOME Custom Link

ABOUT Custom Link

Categories

Menu Settings

This how the menu looks like on Home Page.



Earn Money Online with WordPress

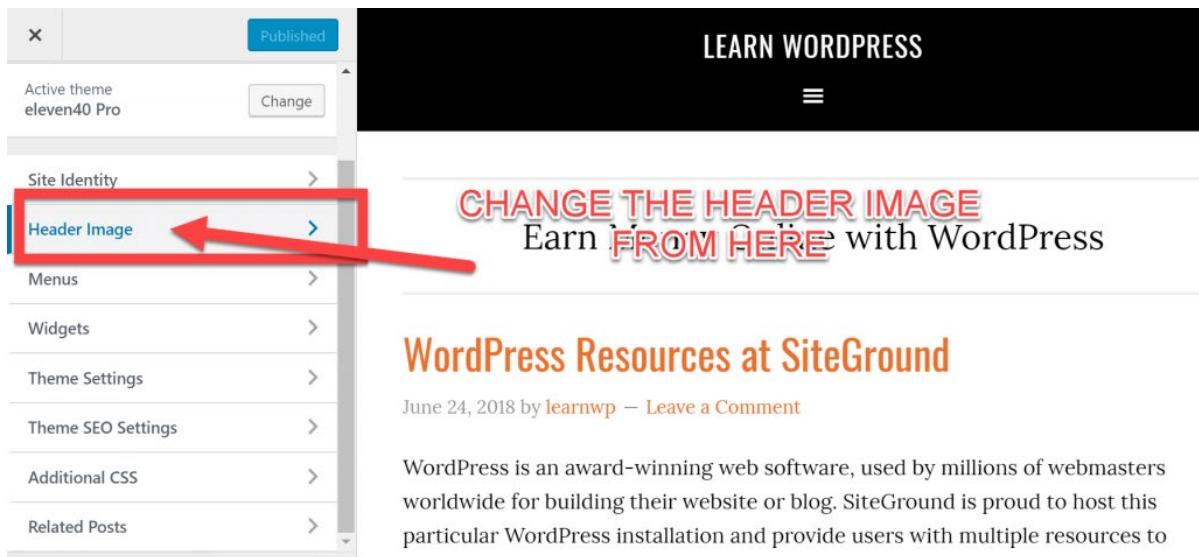
## 7.7 Header Customization

**Change the Header Image from here:**

Goto Customization -> Header Image

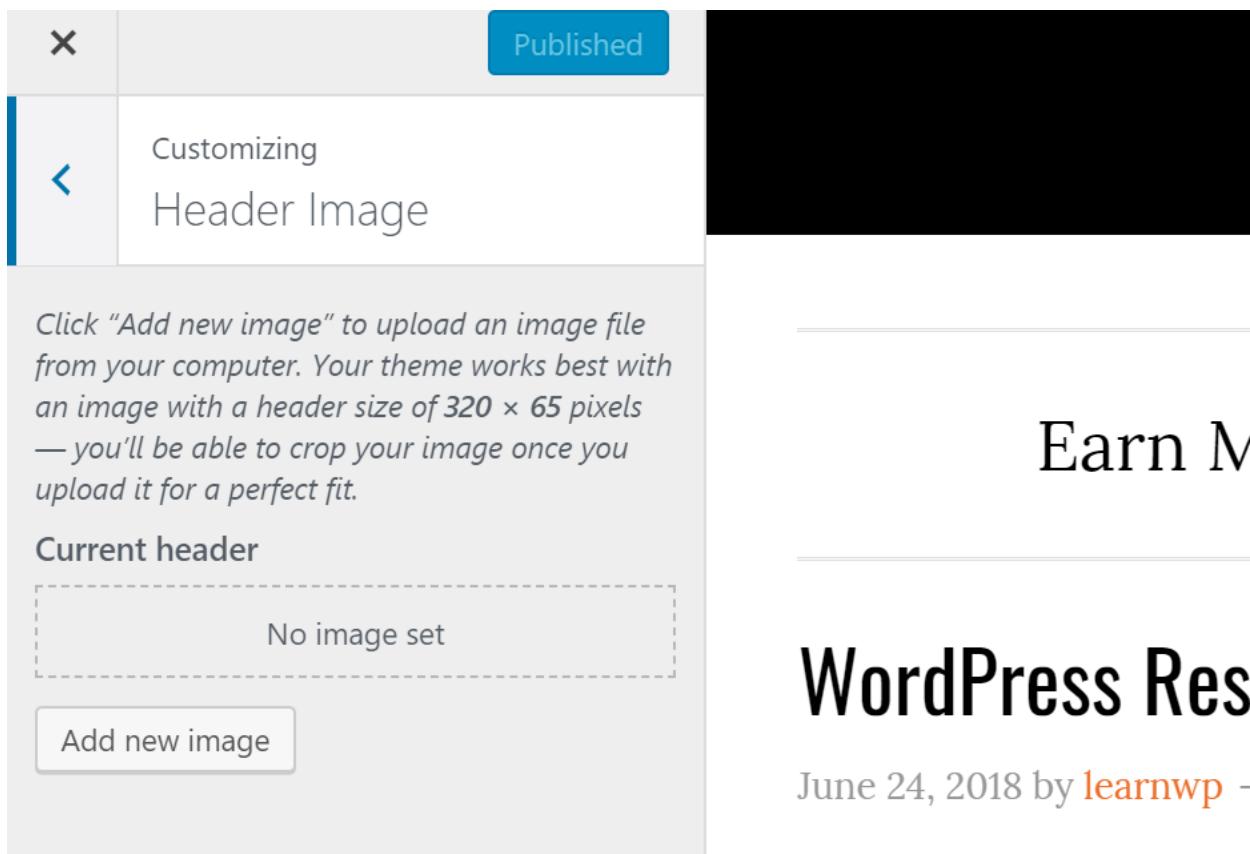
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## 7 Themes



The screenshot shows the WordPress dashboard on the left and a website preview on the right. The dashboard sidebar has a 'Header Image' option highlighted with a red box and a red arrow pointing to it. The website preview shows a black header with the text 'LEARN WORDPRESS' and a menu icon. Below the header, there's a banner with the text 'CHANGE THE HEADER IMAGE' and 'Earn ... with WordPress'. A post titled 'WordPress Resources at SiteGround' is listed, along with its publication date and author.

Choose the image with the exact size image specification and upload it here.



The screenshot shows the 'Header Image' settings page in the WordPress Customizer. It displays instructions for uploading an image, a 'Current header' section showing a placeholder for an image, and a 'Add new image' button. The right side of the screen shows a preview of the website with a black header and a post preview.

Publish the site once you have uploaded the Image.

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## 7.8 Footer Customization

Lets add some contents to the Footer of the Site.

**Footer 1:** We will add some description to the page.

**Footer 2:** Add Featured Posts

**Footer 3:** We add Header Menu



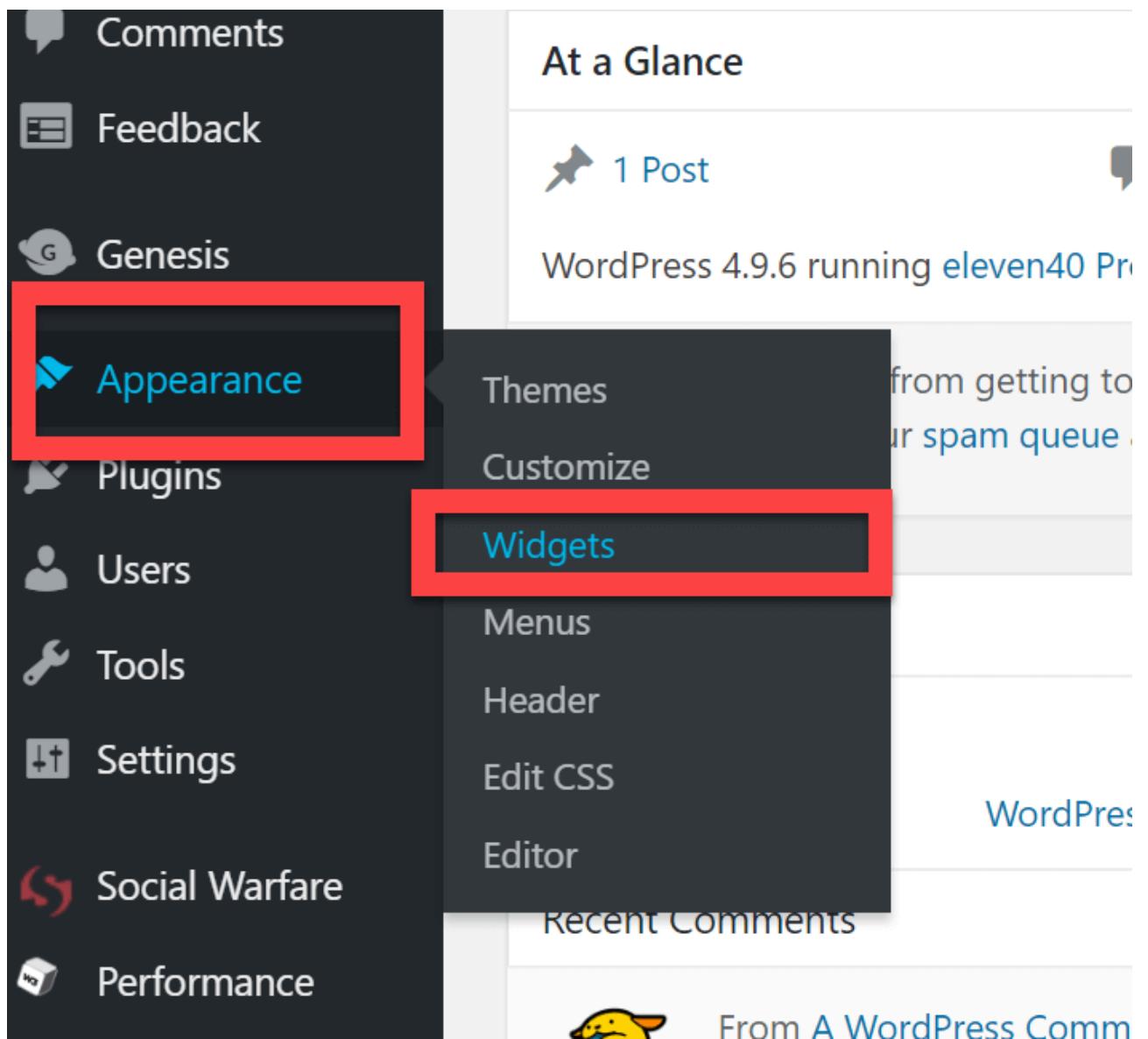
Copyright © 2018 · eleven40 Pro on Genesis Framework · WordPress · Log out

### Steps to Create the Footer

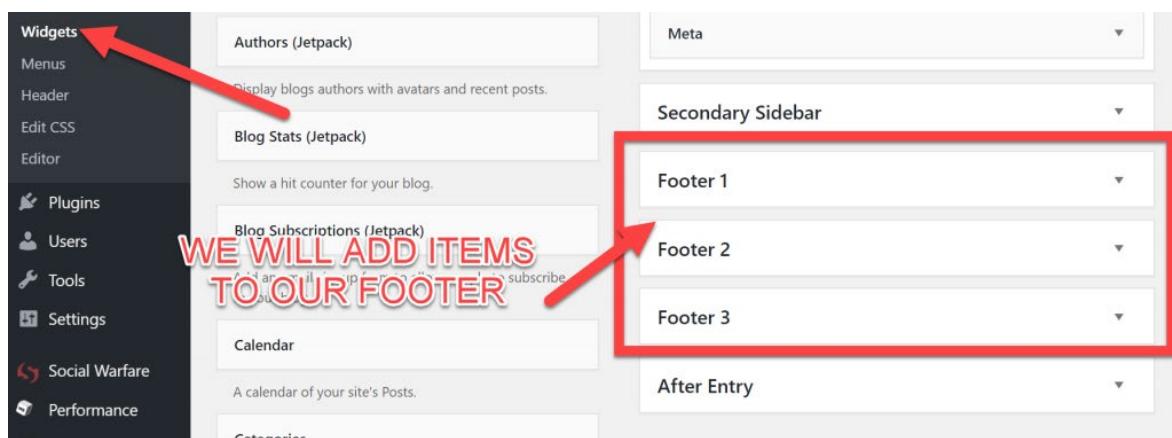
Goto Appearance -> Widgets

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## 7 Themes



You see the 3 Footer Section



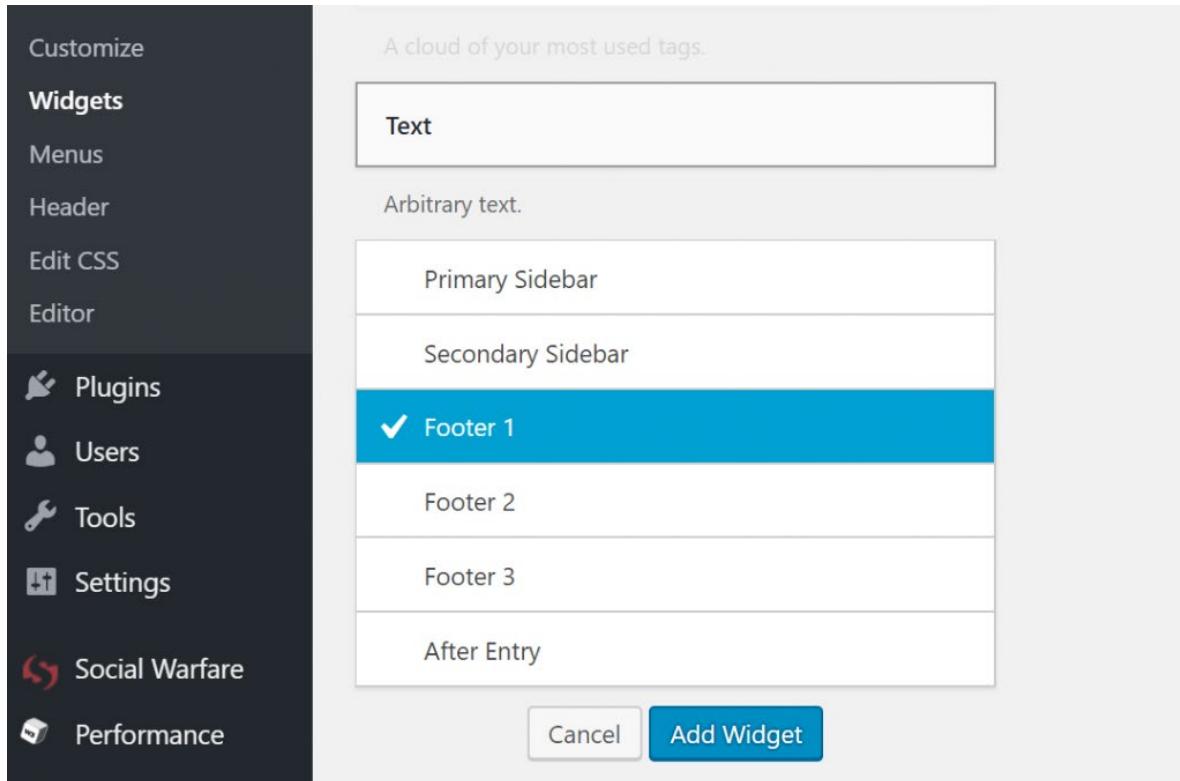
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## 7 Themes

### Footer 1: Drop the Text and Add Some Text

Find text and click to see the sub menu and add it to Footer 1

Click on Add Widget



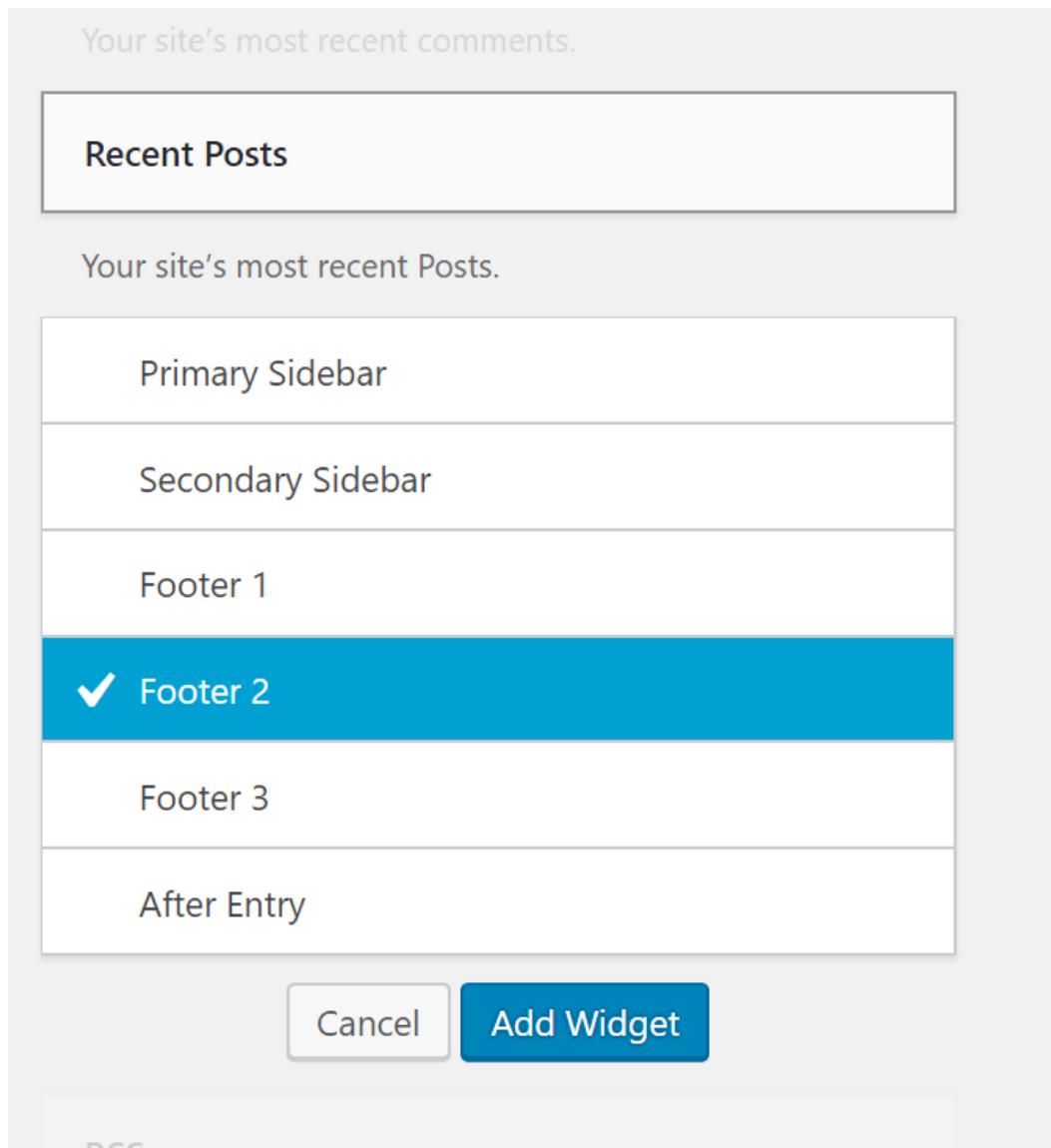
Open the Footer 1 and Add Some Content.

The screenshot shows the WordPress editor interface. A red box highlights the 'Text' content area. Inside, the title is set to 'About LearnWP'. The content area contains the text: 'This is online training that helps you learn how to earn money with WordPress.' A red arrow points from the 'ADD TEXT' button in the sidebar to this content area. The sidebar on the left lists other widgets: Calendar, Categories, Contact Info & Map (Jetpack), Cookies & Consents Banner (Jetpack), and Custom HTML. The bottom right corner of the editor has 'Delete', 'Visibility', and 'Save' buttons, with 'Save' also highlighted by a red box.

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## 7 Themes

Add Featured Post to Footer 2 and Save the menu



This how it looks

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The screenshot shows the WordPress dashboard under the 'Themes' section. A specific theme's footer configuration is displayed. The title 'Footer 2' is at the top. Below it, the text 'Footer 2 widget area.' is followed by a list of widgets. The first widget is titled 'Recent Posts'. Its settings include a title 'Recent Posts' and a number of posts to show '5'. There is also a checkbox for 'Display post date?' which is unchecked. At the bottom right of the widget panel are 'Delete', 'Visibility', and 'Save' buttons.

Add Menu to Footer 3 and Save the Menu

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## 7 Themes

Display members of your site's community.

### Navigation Menu

Add a navigation menu to your sidebar.

- Primary Sidebar
- Secondary Sidebar
- Footer 1
- Footer 2
- Footer 3
- After Entry

This how this looks

**Footer 3**

Footer 3 widget area.

### Navigation Menu

Title:

Select Menu:

[Delete](#)

Finally, all the footers

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## 7 Themes

The screenshot shows the WordPress dashboard with the theme editor open. The left sidebar lists various sections: Header, Plugins, Users, Tools, Settings, and Editor. The main area displays three footer widget areas: Secondary Sidebar, Footer 1, and Footer 2.

- Secondary Sidebar:** Contains a single widget: "Blog Stats (Jetpack)" which shows a hit counter.
- Footer 1:** Contains a single widget: "Text: About LearnWP". The text content is "About LearnWP". It includes a rich text editor toolbar and buttons for "Delete" and "Done".
- Footer 2:** Contains a single widget: "Recent Posts: Recent Posts". The title is "Recent Posts". It includes a dropdown for "Number of posts to show" set to 5, and a checkbox for "Display post date?". It also includes a rich text editor toolbar and buttons for "Delete" and "Done".
- Footer 3:** Contains a single widget: "Navigation Menu". The title is empty. It includes a dropdown for "Select Menu" set to "HEADER\_MENU", and buttons for "Delete" and "Done".

## Visit the site

Once you save the footer, it will look like this on the final site.

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## 7 Themes

### ABOUT LEARNWP

This is online training that helps you learn how to earn money with WordPress.

### RECENT POSTS

[WordPress Resources at SiteGround](#)

[HOME](#)

[ABOUT](#)

[CONTACT](#)

**THIS IS FOOTER**

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# 8.Pages

# **8 Pages**

## **8.1 What are Pages?**

### **What are Pages?**

Pages are like static page that does not change much. Some of the example of pages are:

- Contact Page
- About Page
- Terms and Condition Page

Page are not news or updates but they are contents which does not change.

Static HTML pages and pages in WordPress are exactly same.

To publish the news or notifications or blogs you should NOT use pages.

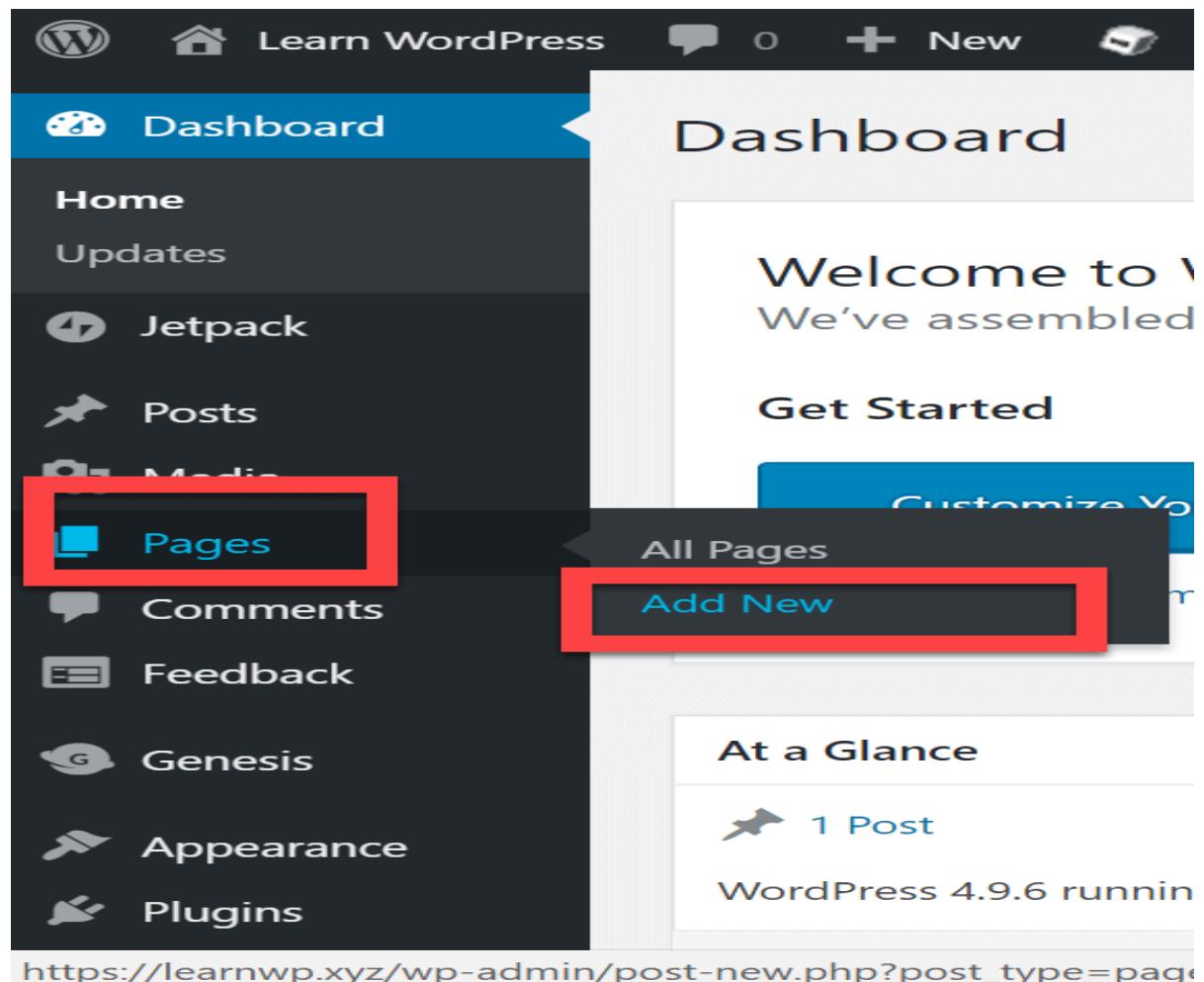
## 8.2 Create About, Contact and Portfolio Pages

### Create 3 Pages:

- About
- Contact
- Portfolio

### Create About Page

Goto Pages -> Add New



Enter the Title and Some Text

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Press "Publish" Button

The screenshot shows the 'Add New Page' screen in the WordPress admin. On the left is a sidebar with various menu items. The main area has a title 'Add New Page' and a sub-section titled 'About'. A red box highlights the 'About' title field. Another red box highlights the 'Permalink' field containing the URL 'https://learnwp.xyz/about/'. Below these are 'Add Media' and 'Add Contact Form' buttons, followed by a rich text editor toolbar. A large red box encloses the 'Text Area' where the text 'LearnWP.xyz is a portal that helps you learn WordPress.' is written. To the right is a 'Publish' panel with buttons for 'Save Draft', 'Preview', 'Status: Draft', 'Visibility: Public', 'Publish immediately', 'Move to Trash', and a prominent blue 'Publish' button. A red box highlights the 'Publish' button. Red text overlays on the right side of the panel say 'CLICK THIS PUBLISH THE PAGE'.

**View the Page:**

The screenshot shows the published 'About' page. At the top, it says 'Edit Page' and 'Add New'. A red box highlights a success message 'Page published. [View page](#)'. A large red arrow points from this message to the text 'CLICK THIS'. Below this is the page content with the title 'About'. At the bottom, it shows the permalink 'Permalink: https://learnwp.xyz/about/' with 'Edit' and 'Get Shortlink' buttons.

Observe the Page URL and Details:

URL: <https://learnwp.xyz/about/>

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## Earn Money Online with WordPress

SECONDARY SIDEBAR  
WIDGET AREA

This is the Secondary Sidebar Widget Area. You can add content to this area by visiting your [Widgets Panel](#) and adding new

### About

LearnWP.xyz is a portal that helps you learn WordPress.

[\(Edit\)](#)

Search this website ...

#### RECENT POSTS

[WordPress Resources at SiteGround](#)

#### RECENT COMMENTS

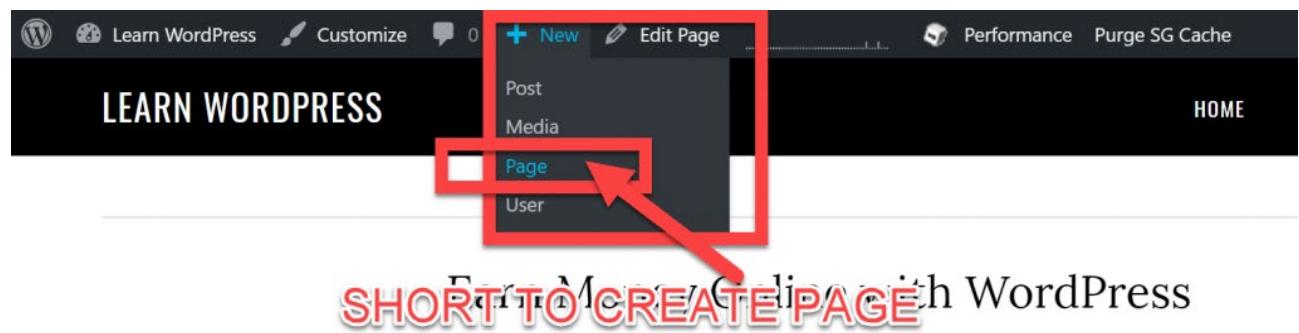
## Create Contact & Portfolio Page

Similarly, Create the Contact and Portfolio Page.

Visit URL for sample:

- <https://learnwp.xyz/contact/>
- <https://learnwp.xyz/portfolio/>

Create Page from Admin Bar:



## Add the Pages to Menu

Goto Appearance -> Menu

Remove the default menu

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## 8 Pages

Menu Name: HEADER\_MENU

Save Menu

Menu Structure

Drag each item into the order you prefer. Click the arrow on the right of the item to reveal additional configuration options.

HOME	Custom Link ▲
URL	#
Navigation Label	HOME
Move <a href="#">Down one</a>	
<a href="#">Remove</a>   <a href="#">Cancel</a>	
ABOUT	Custom Link ▼
-----	

Remove The Menu

## Add the Pages:

Edit your menu below, or [create a new menu](#).

Menu Name: HEADER\_MENU

Save Menu

Pages

Most Recent View All Search

Portfolio  
 Contact  
 About

Select All Add to Menu

Posts

Custom Links

Categories

Menu Structure

Add menu items from the column on the left.

Menu Settings

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

Display location  Header Menu  
 Footer Menu

Delete Menu Save Menu

Reorder the items and Save the Menu.

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## 8 Pages

Edit your menu below, or [create a new menu](#).

Pages

Most Recent View All Search

- Portfolio
- Contact
- About

Select All Add to Menu

Posts

Custom Links

Menu Name: HEADER\_MENU

Menu Structure

REARRANGE THE ORDER

Drag each item to reveal additional configuration options.

About	Page ▾
Contact	Page ▾
Portfolio	Page ▾

Save Menu

### Check the Menu at the Site:

LEARN WORDPRESS

THIS IS OUR CUSTOM MENU LINKED WITH

Earn Money Online with WordPress

SECONDARY SIDEBAR  
WIDGET AREA

This is the Secondary Sidebar Widget Area. You can add content to this area by visiting your [Widgets Panel](#)

Wordpress Resources at SiteGround

June 24, 2018 by learnwp — [Leave a Comment \(Edit\)](#)

WordPress is an award-winning web software, used by millions of

Search this website ...

RECENT POSTS

WordPress Resources at SiteGround

RECENT COMMENTS

### 8.3 Edit the URL of the Page

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## Permalinks

Permalinks are the URL of the page that you can change any text you want.

Once you set the Permalink for a page then that url will be displayed on the Browser URL.

## Permalinks Settings

You can change the format of the Permalinks in the Settings -> Permalinks.

You have learned to [change the Permalinks format from here.](#)

Once you change the format of the Permalinks then for every page you get a defined format that you can edit.

## Page Permalink

Create a new Page – learn-permalinks.

Title : Learn how to change the Permalinks

Permalink: learn-permalink

When you create this page, WordPress automatically create the permalink.

The screenshot shows the WordPress 'Add New Page' interface. At the top, it says 'Add New Page'. On the right, there are 'Screen Options' and 'Help' buttons. The main area has a title 'Learn how to change the Permalinks' and a content editor with a red box highlighting the 'Permalink' field, which contains the URL <https://learnwp.xyz/learn-how-to-change-the-permalinks/>. Below the title, there are buttons for 'Add Media' and 'Add Contact Form'. The content editor has a toolbar with 'Paragraph', 'B', 'I', 'List', 'Text', and other rich text options. A text area below the editor contains the placeholder 'This is page to show the Permalinks.' To the right of the editor is a 'Publish' sidebar with options: 'Save Draft', 'Preview', 'Status: Draft' (with an edit link), 'Visibility: Public' (with an edit link), 'Publish immediately' (with an edit link), 'Move to Trash', and a large blue 'Publish' button. At the bottom right of the sidebar is a 'Page Attributes' section.

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You can click on “Edit” button to change it to learn-permalink and then Publish the page.

The screenshot shows the 'Add New Page' screen in the WordPress admin. The title 'Learn how to change the Permalinks' is displayed. In the top right, there are 'Screen Options' and 'Help' buttons. Below the title, the 'Permalink' field contains 'https://learnwp.xyz/ learn-permalink'. A red box highlights this field and the 'OK' button. On the right, the 'Publish' section shows 'Status: Draft' with an 'Edit' link, 'Visibility: Public' with an 'Edit' link, and a 'Publish immediately' button. A red box highlights the 'Publish' button. Below the title, a text area says 'This is page to show the Permalinks.' A toolbar with various editing icons is visible between the title and the Publish section.

This is the page URL: <https://learnwp.xyz/learn-permalink/>

The screenshot shows the 'Edit Page' screen for the previously created page. The title 'Learn how to change the Permalinks' is displayed. In the top right, there are 'Screen Options' and 'Help' buttons. A message 'Page published. [View page](#)' is shown in a box. Below the title, the 'Permalink' field now shows 'https://learnwp.xyz/learn-permalink/' with 'Edit' and 'Get Shortlink' buttons. A red box highlights this field. On the right, the 'Publish' section shows 'Status: Published' with an 'Edit' link, 'Visibility: Public' with an 'Edit' link, and a 'Published on: Jun 27, 2018 @ 07:37' message. A red box highlights the 'Update' button. Below the title, a text area says 'This is page to show the Permalinks.' A toolbar with various editing icons is visible between the title and the Publish section.

This is how you change the URL of the page. You should never rely on default URL given by WordPress.

Always verify and add your own easy to read URL.

## 8.4 Edit, Revision and Status of Page

### Page Status

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Page status helps to keep the content in three modes:

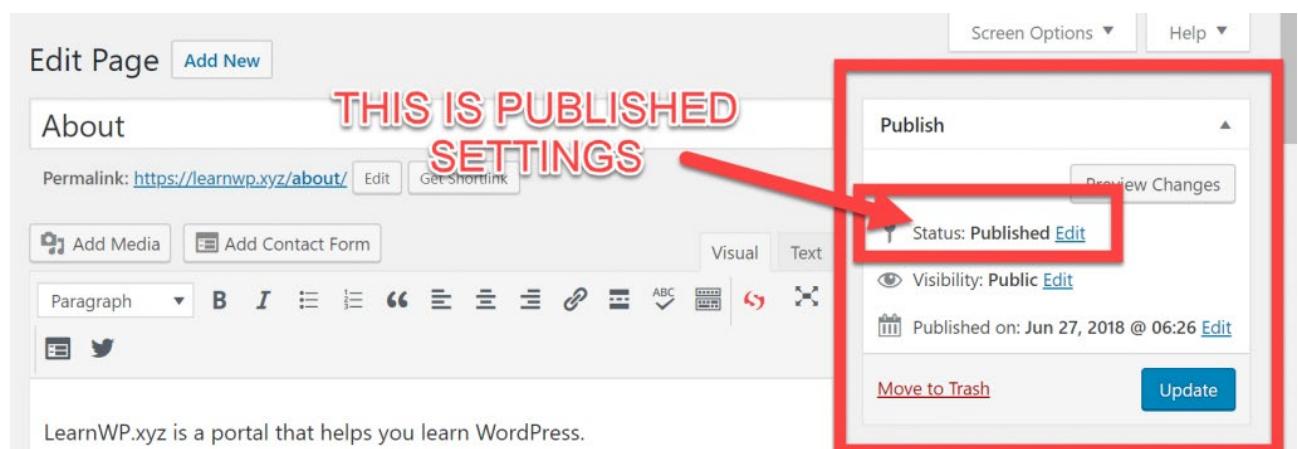
- Published
- Pending Review
- Draft

**Published** means release the article on the live site and it is visible to everyone on the site.

**Pending Review** means the article need to be reviewed before posting it to the live site.

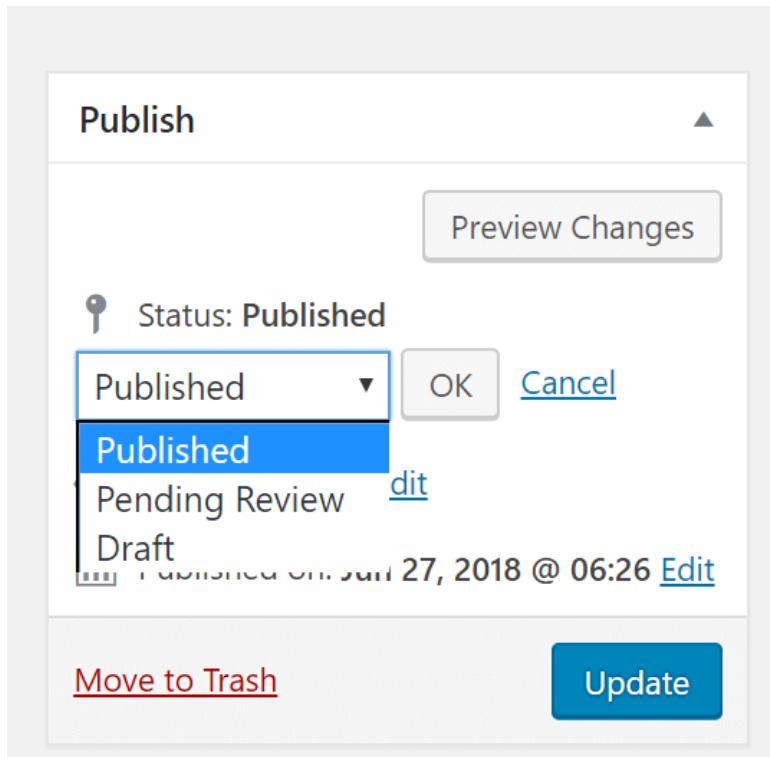
**Draft** means the article is not complete and still need to add contents.

You can change this setting on the right side of the page in the publish box.



It has the 3 options:

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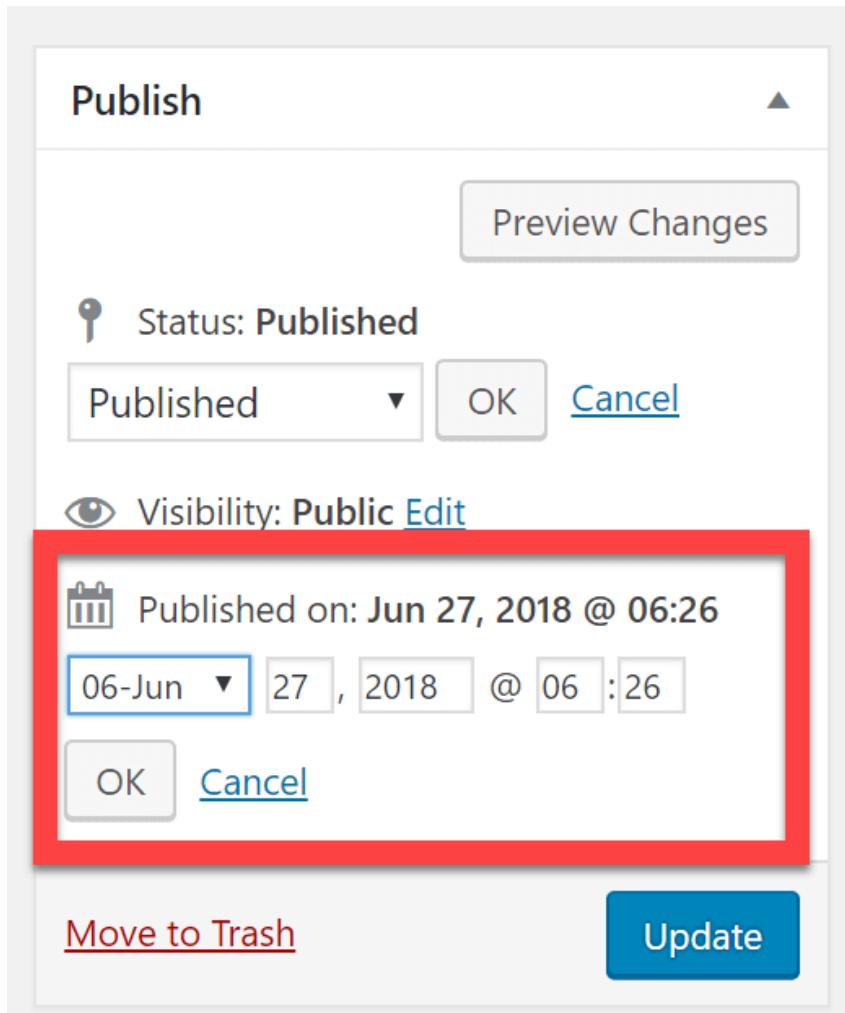


### **Published Date:**

You can even choose when the article to be published on the live site.

It is like a news you want to get published on the site on a specific date.

You can do that by writing the article in advance and set the published date to time when you want to appear on the site.



## 8.5 Public, Private and Password Protect your Page

### **Visibility Settings:**

There are 3 visibility settings you can apply on the page:

- Private
- Public
- Protected

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**Private** is only Visible to the Author

**Public** are visible to everyone on the site.

**Protected** means you can assign a password to the page and user has to enter password to access the page.

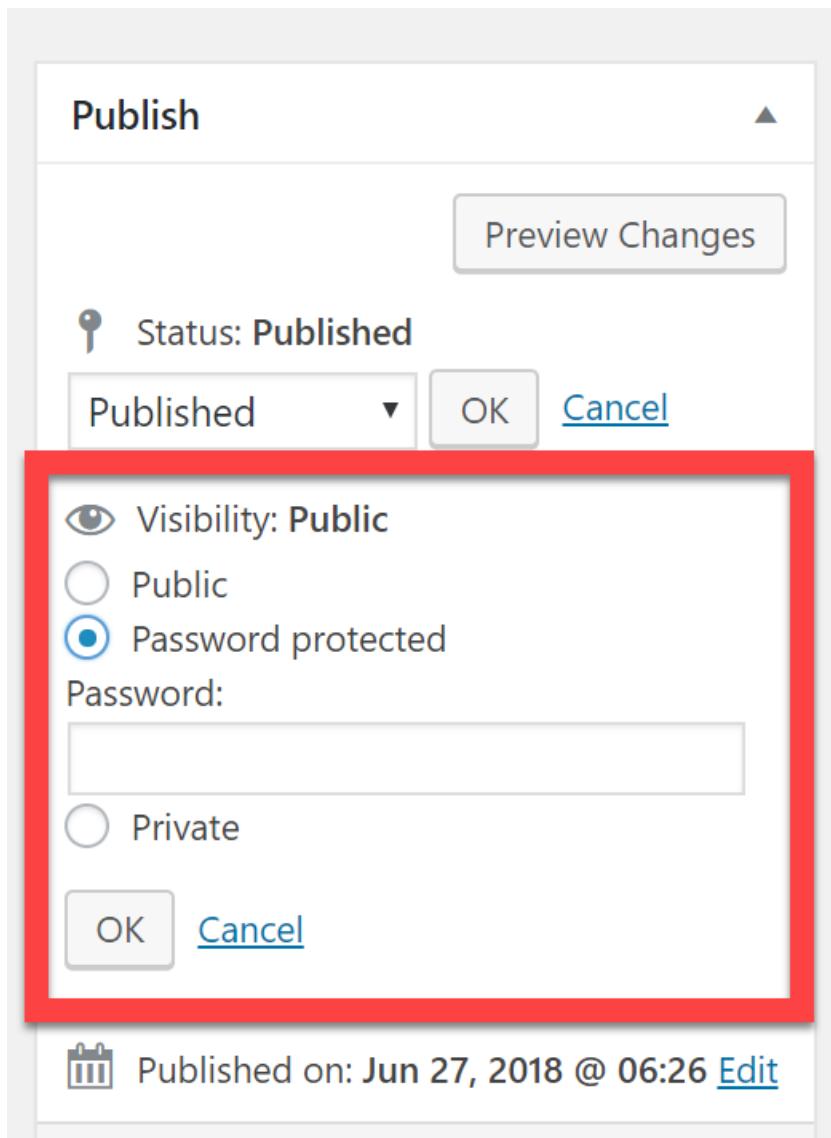
## How to change the Visibility Settings

You can find this visibility option on the right side of the page

The screenshot shows the WordPress 'Edit Page' interface. On the left, there's a text area titled 'About' containing the text 'LearnWP.xyz is a portal that helps you learn WordPress.' Above this text area are buttons for 'Add Media' and 'Add Contact Form'. Below the text area is a rich text editor toolbar. On the right, a 'Publish' metabox is open. Inside the metabox, under 'Status: Published', the 'Visibility' dropdown is set to 'Public'. This dropdown is highlighted with a red rectangle. Below it, there's a timestamp 'Published on: Jun 27, 2018 @ 06:26' and buttons for 'OK' and 'Cancel'. At the bottom of the metabox are buttons for 'Move to Trash' and 'Update'.

Here are 3 options:

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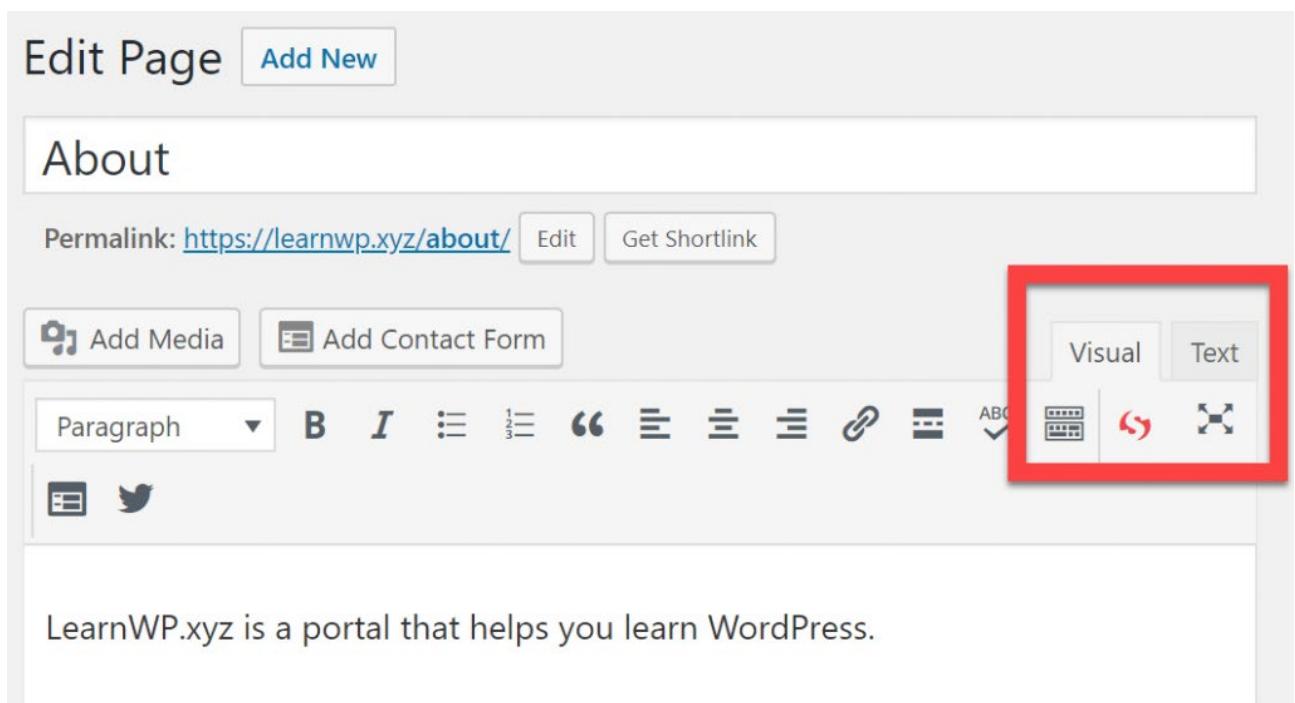


# 9. Text Editor

# 9 Text Editor

## 9.1 Visual Editor vs Text Editor

There are two tabs in the Text Editor :



One is Visual and another one is Text.

### Visual Editor:

In Visual Editor you cannot type HTML elements. If you try to type HTML element then page will display the HTML elements.

It is WYSIWYG editor means what you see is want you get editor.

Visual Editor is like Microsoft Word where you type the text and style the text and drop media in the content.

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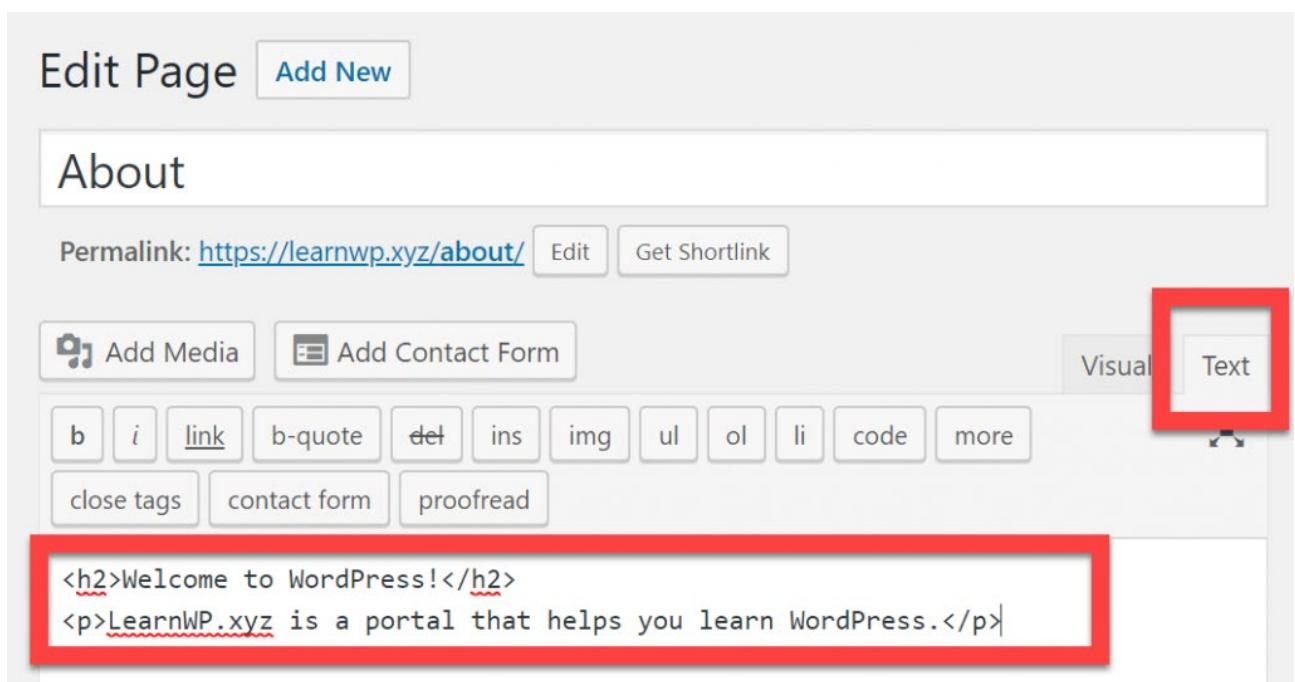
In Visual Editor CSS does not work means if you have CSS rule it won't be displayed in the editor.

CSS will be showed when you publish the page and see the live page.

So, use Visual Editor when you want to write content and format some basic text.

### Text Editor:

Text editor is the background HTML code that gets generated when you write in the Visual Editor.



You can write the HTML code directly in the text editor.

This is the best way to copy paste the HTML code inside your editor.

Do not copy paste any HTML in the visual editor rather do it in Text Editor.

Also, WordPress might add unnecessary tags you can review them in the text editor and delete them.

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## 9.2 Formatting the Text

### Formatting the Text:

If you know Microsoft Word then formatting in Visual editor is similar to the Microsoft Word.



Starting from Left:

1. Bold the text
2. Italics
3. List Bullets
4. List Numbers
5. Quotes
6. Left Align
7. Center
8. Right Align

Here is the example of page that has all this:

URL: <https://learnwp.xyz/text-formatting/>

# Text Formatting

**This is Bold Statement**

You can *Italics* the word within the statements.

- List 1
  - List 2
  - List 3
- 
1. Numbered List 1
  2. Numbered List 2
  3. Numbered List 3

“ This text is in Quotes

This text is Left Indent

This text is Center Indent

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## 9.3 Create Headings

Instead of Writing the HTML tags you can use the Visual Editor to create the Headings.

**Example:**

This is Heading 1 Example

This is Heading 2 Example

This is Heading 3 Example

*This is Heading 4 Example*

This is Heading 5 Example

This is Heading 6 Example

**Text Editor:**

## 9 Text Editor

The screenshot shows the WordPress Visual Editor interface. At the top, there are three buttons: 'Add Media' (with a camera icon), 'Add Gallery' (with a camera icon), and 'Add Form' (with a form icon). To the right of these are 'Visual' and 'Text' tabs, with 'Visual' being the active tab. Below the tabs is a toolbar with various icons: bold ('b'), italic ('i'), link ('link'), b-quote ('b-quote'), del ('del'), ins ('ins'), img ('img'), ul ('ul'), ol ('ol'), li ('li'), code ('code'), and more ('more'). A 'close tags' button is also present. The main content area contains the following text:

```
<strong>Example:</strong>
<h1>This is Heading 1 Example</h1>
<h2>This is Heading 2 Example</h2>
<h3>This is Heading 3 Example</h3>
<h4>This is Heading 4 Example</h4>
<h5>This is Heading 5 Example</h5>
<h6>This is Heading 6 Example</h6>
```

### 9.4 Create List Items

You can create two type of Lists in Visual Editor:

- List with Bullets
- List with Numbers

Example Bullets:

- List Item 1
- List Item 2
- List Item 3

Example Numbers:

1. List Item 1
2. List Item 2
3. List Item 3

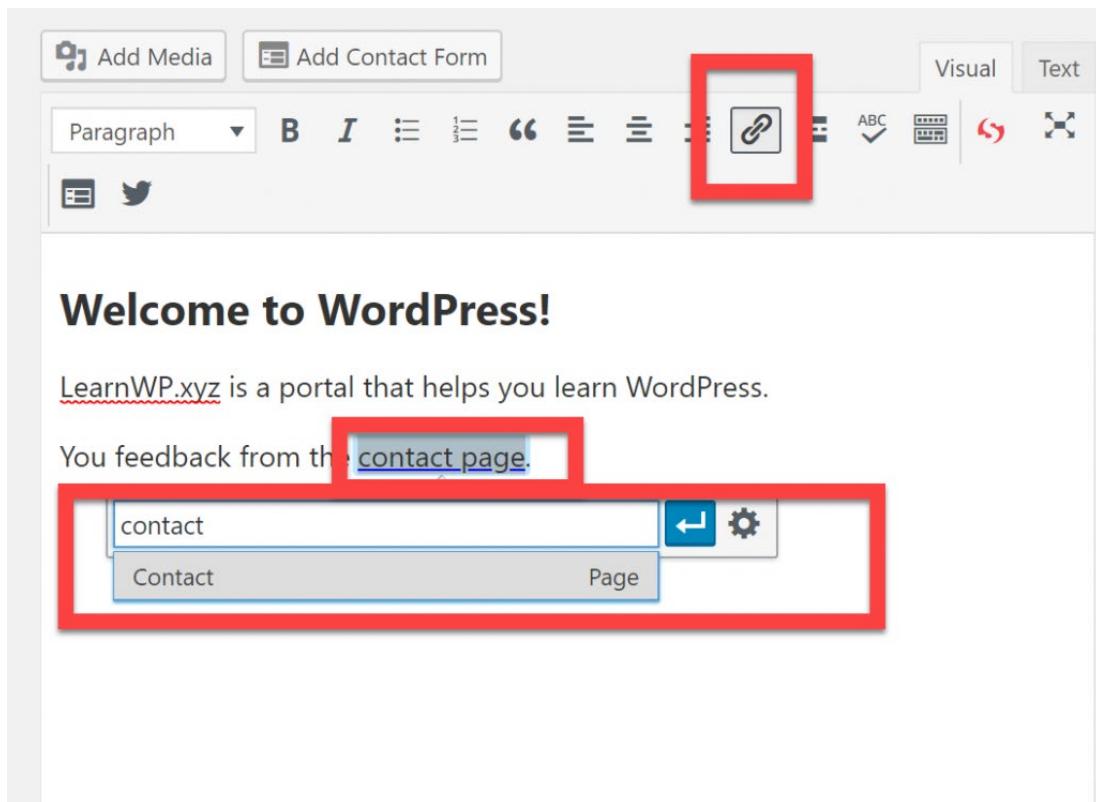
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## 9.5 Link other Pages and Posts

### Creating Links:

You can create links in the Visual Editor by selecting the word and clicking on link icon.

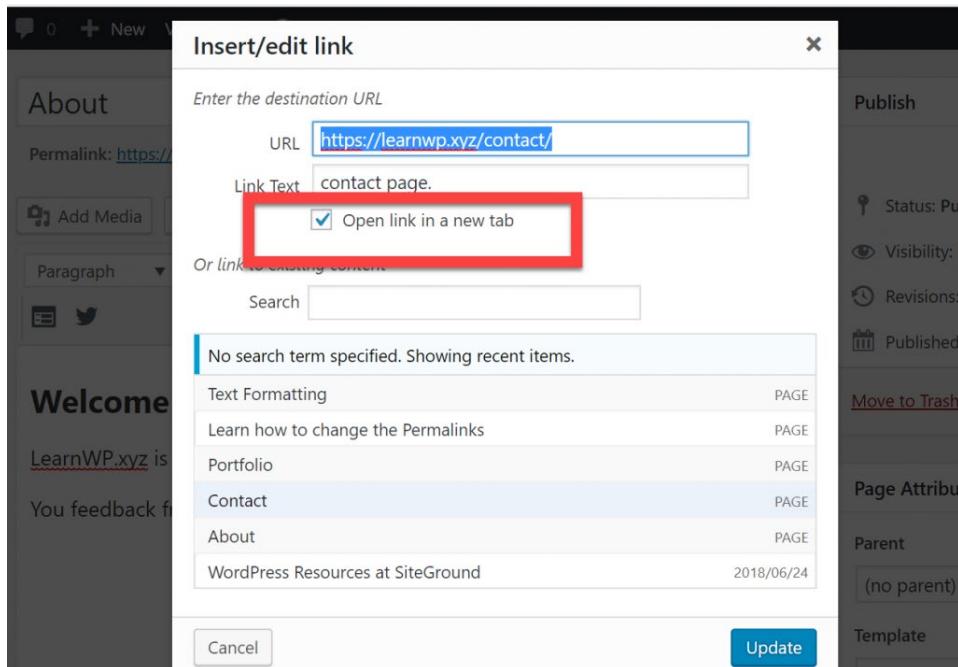
[Start Here – Table of Contents](#)



You can choose the gear icon and more options will open.

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## 9 Text Editor



## 10. Post, Categories & Tags

## 9 Text Editor

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# 10 Posts, Categories & Tags

## 10.1 What are Posts?

### **What are Posts?**

Posts are opposite to Pages.

They are dynamic Pages and pages that keep updating.

Perfect example of posts are news and blogs on new topic that you write everyday or every week.

You can publish continuous post on your site so that readers of your site can come and read the latest posts on your site.

Posts are special type of contents that can be organized into folders, shared on social media and even share with your subscribers whenever it is released.

Contents created as Posts are more to share your views on specific topic or write about an how to do guide.

These articles you are reading are posts not pages.

In the Next section, you will learn to create posts and organize them into folders.

You cannot store pages into folders but you can store posts into categories.

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## 10.2 Posts Vs Pages

### **Posts vs Pages:**

#### **Pages:**

- Does not change regularly.
- Mostly used for Contact, About, Terms and Conditions, Privacy Policy and Support.
- Pages cannot be organized into folders.
- Pages does not sub links a/b/c/page.
- You can create as many pages as you want.
- You can link pages into posts or menu.

#### **Posts:**

- Posts are contents that get updated regularly.
- You sort the latest posts and display them on the sidebars.
- Posts mostly represents news, blogs or support guides.
- Posts are stored in folders called as Categories.
- Every posts must be stored in any one Categories.

## 10.3 Categories vs Tags

### **What are Categories?**

Categories are folders that are used to organize your posts.

Posts must be stored in one of the categories.

Categories are used to differentiate the contents based on the topic it belongs to.

Categories can be made visible in the URL via the permalinks.

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Whatever the name that you give to categories will be visible in the URL.

### **What are Tags?**

Tags are short keywords that you can attach to your posts. These are not SEO keywords but small meta words which are used to identify what is the post about.

You can add duplicate tags or multiple tags to any post you want.

Once you have good collection of posts and tags then you can show which tags are more commonly used on your site.

Tags gives a good indication of what is your site more focused on.

## 10.4 Create Categories

### **Create Categories:**

You have create categories before you choose to write the post.

This way it helps to organize your site into write group and later you can choose to display the categories in the sidebars to show what kind of articles you write on your site.

### **Step to Create Categories:**

Click on Posts -> Categories

## 10 Posts, Categories & Tags

The screenshot shows the WordPress dashboard. On the left sidebar, the 'Posts' menu item is highlighted with a red box. On the main dashboard area, the 'Categories' menu item under the 'All Posts' section is also highlighted with a red box. The URL at the bottom of the screen is <https://learnwp.xyz/wp-admin/edit-tags.php?taxonomy=category>.

This is a Default Category:

The screenshot shows the 'Categories' admin page. A large red arrow points to the 'Uncategorized' category in the list table, which is highlighted with a red box. The text 'THIS IS DEFAULT CATEGORY' is overlaid in large red letters above the table. The table has columns for Name, Description, Slug, and Count. One item is listed: 'Uncategorized' with a count of 1.

Name	Description	Slug	Count
Uncategorized	—	uncategorized	1

Lets create a 'wordpress' category.

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## 10 Posts, Categories & Tags

The screenshot shows the 'Categories' screen in the WordPress admin. On the left, there's a form to 'Add New Category' with fields for Name (containing 'WordPress'), Slug (containing 'wordpress'), and Parent Category (set to 'None'). A note explains that the slug is URL-friendly and contains only lowercase letters, numbers, and hyphens. A red arrow points from this note to the 'slug' field. On the right, a table lists one category: 'Uncategorized' with a count of 1. Below the table, notes explain that deleting a category doesn't delete its posts, and that categories can be converted to tags.

**Enter the NAME AND SLUG.  
Use lowercase for slug**

Click on Add new Category Button

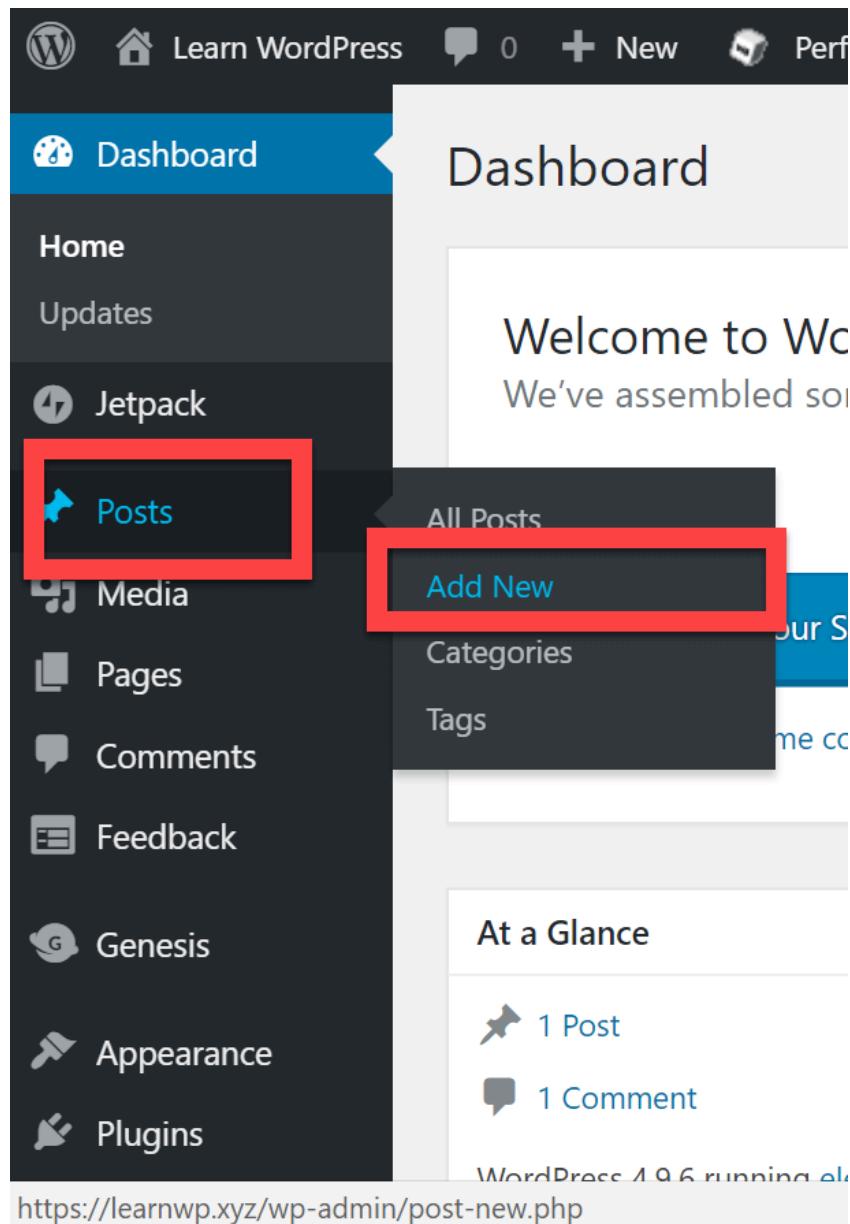
The screenshot shows the 'Categories' screen again. The 'Add New Category' button has been clicked, and a new category 'WordPress' has been added. This new category is highlighted with a red box. The table now shows two categories: 'Uncategorized' (Count 1) and 'WordPress' (Count 0).

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## 10.5 Create Post

### Create Posts and Save in the Category

Click on Posts -> Add New



Observe the below image for following things:

- Add Tags in the tags section

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## 10 Posts, Categories & Tags

- Add Category in the Category Section
- URL has Category

The screenshot shows the WordPress Post Editor interface. A red arrow points from the text "URL has Category and name of the post" to the Permalink field, which displays the URL <https://learnwp.xyz/wordpress/welcome-to-wordpress-course/>. Another red arrow points from "SAVE HERE" to the Publish button. A third red arrow points from "SELECT CATEGORY HERE" to the "Categories" section, where the "WordPress" checkbox is checked. A fourth red arrow points from "ADD TAGS HERE" to the "Tags" section, where the "wordpress", "course", and "freelancer" tags are listed. The left sidebar contains SEO settings like Document Title, Meta Description, and Meta Keywords.

Final Post looks like this:

URL : <https://learnwp.xyz/wordpress/welcome-to-wordpress-course/>

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### Welcome to WordPress Course

June 27, 2018 by learnwp — Leave a Comment (Edit)

### WordPress Freelancer Course

This course is will help you to become WordPress Freelancer within no time and you can start earning with this skill once you finish it.

Share this:



DATE PUBLISHED

TAGS

Filed Under: [WordPress](#)

Tagged With: [course](#), [freelancer](#), [wordpress](#)

Search this website ...

#### RECENT POSTS

[Welcome to WordPress Course](#)

[WordPress Resources at SiteGround](#)

A WordPress Commenter on [WordPress Resources at SiteGround](#)

### DISPLAY CATEGORIES

June 2018

CATEGORIES

## 10.6 Create Tags

### Create Tags:

URL: <https://learnwp.xyz/wordpress/how-to-create-posts/>

### How to Create Posts

June 27, 2018 by learnwp — Leave a Comment (Edit)

Tags are short meta keywords about your posts that can help to identify what is the topic this posts belongs to.

Share this:



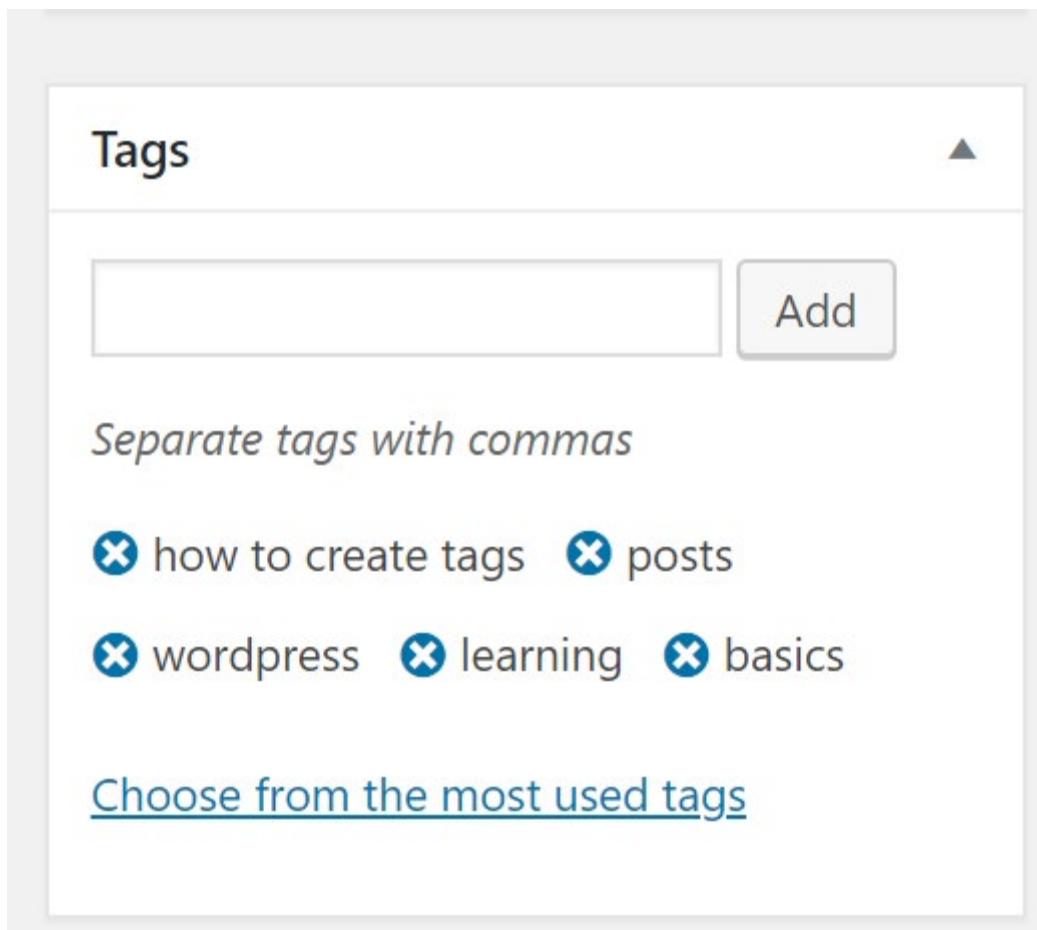
Filed Under: [WordPress](#)

Tagged With: [basics](#), [how to create tags](#), [learning](#), [posts](#), [wordpress](#)

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**Exercise:**

- Create a Post and Name is 'How to Create a Tag'
- Add some content in it.
- Add the following tags
  - how to create tags
  - posts
  - wordpress
  - learning
  - basics
- Save and Publish the page.



# 11.Media

# 11 Media

## 11.1 What are Media Files?

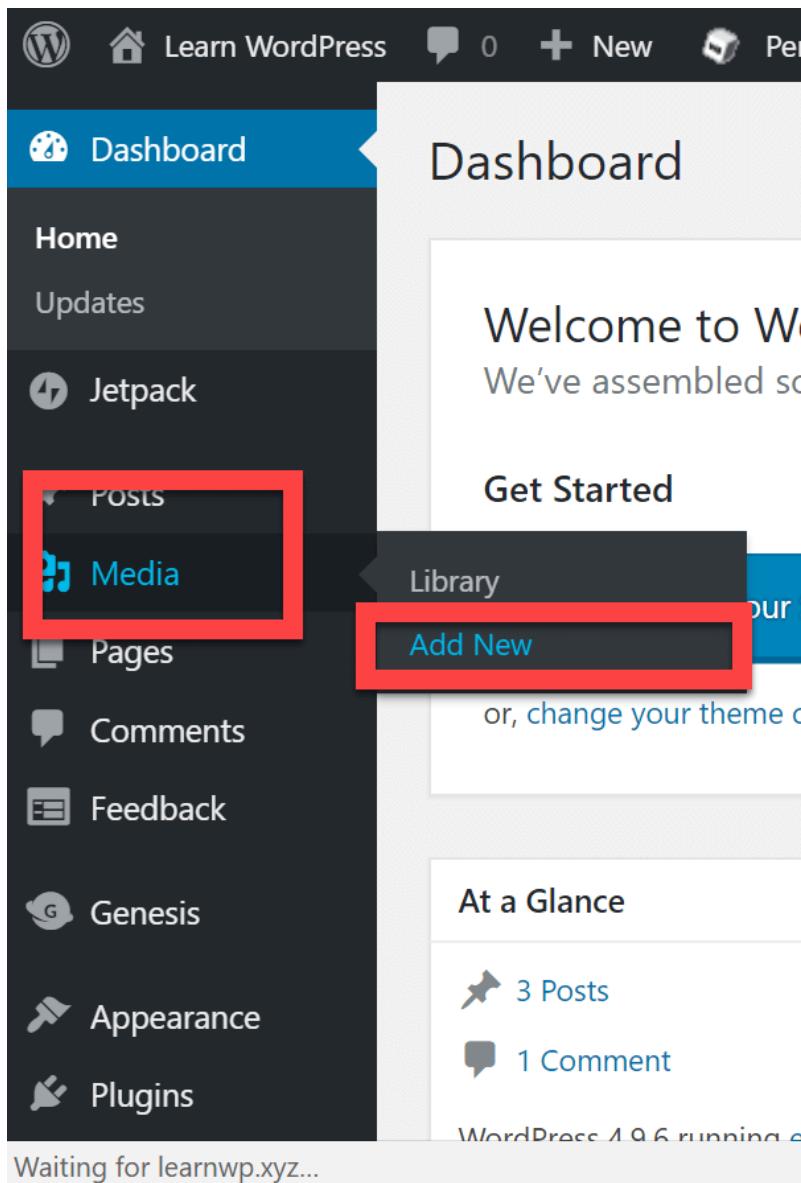
### **Media Files:**

Media files in WordPress are:

- Images
- Audio File
- Video File
- PDF
- Zip File

### **Upload an Image:**

Goto Media -> Add New



In Next Section, we will upload an Image

## 11.2 Upload Media to your Site

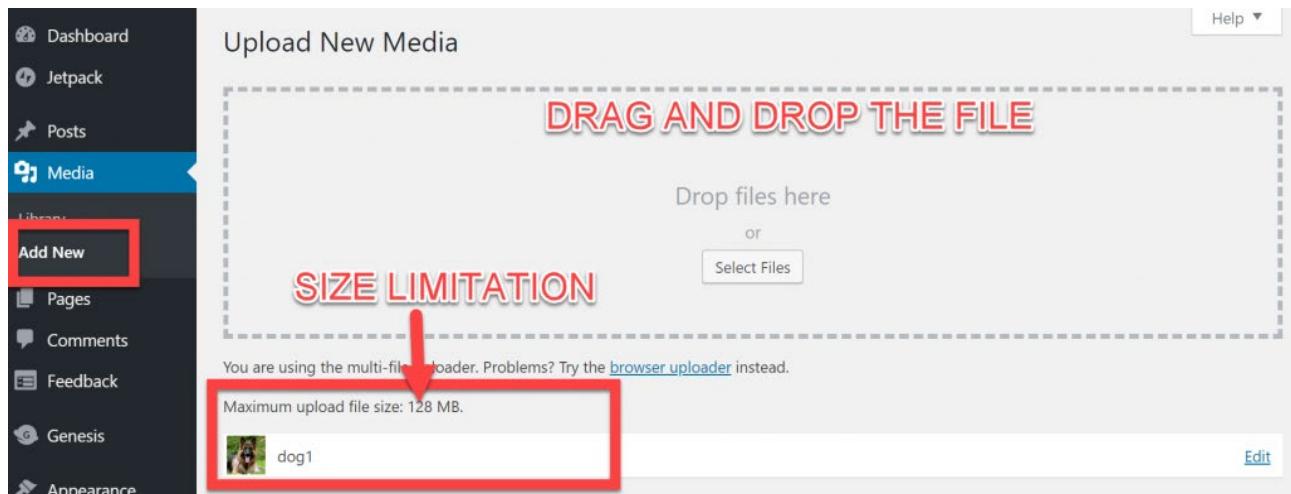
### Upload an Image

Goto Media -> Add New

Upload an Image

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## 11 Media



### Embed the Image in the Post:

URL: <https://learnwp.xyz/wordpress/add-media-to-post/>

Create a Post and Embed a Image in the Post.

The screenshot shows the 'Edit Post' screen. The left sidebar shows 'Add New' and a message 'Post draft updated. [Preview post](#)'. The main area has a 'Add Media to Post' box with a red box around the 'Add Media' button. The right sidebar shows 'Publish' options like 'Save Draft', 'Preview', 'Status: Draft', 'Visibility: Public', 'Publish immediately', 'Publicize: Not Connected', 'Move to Trash', and a large blue 'Publish' button. A red arrow labeled 'CLICK HERE' points to the 'Add Media' button.

Add the Image:

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## 11 Media

**Add Media**

**SELECT THE IMAGE**

**IMAGE SETTINGS & SIZE**

**ATTACHMENT DISPLAY SETTINGS**

The screenshot shows the 'Add Media' screen. A red box highlights the image of a German Shepherd, which is selected as indicated by a checkmark in the top right corner. Another red box highlights the 'Size' dropdown menu in the 'Attachment Display Settings' sidebar, which lists options: Medium – 300 x 225, Thumbnail – 150 x 150, Medium – 300 x 225, and Full Size – 400 x 300. A red arrow points from the text 'IMAGE SETTINGS & SIZE' to the 'Size' dropdown.

### Check the Post:

**Add Media to Post**

**MEDIA IMAGE ADDED TO POST**

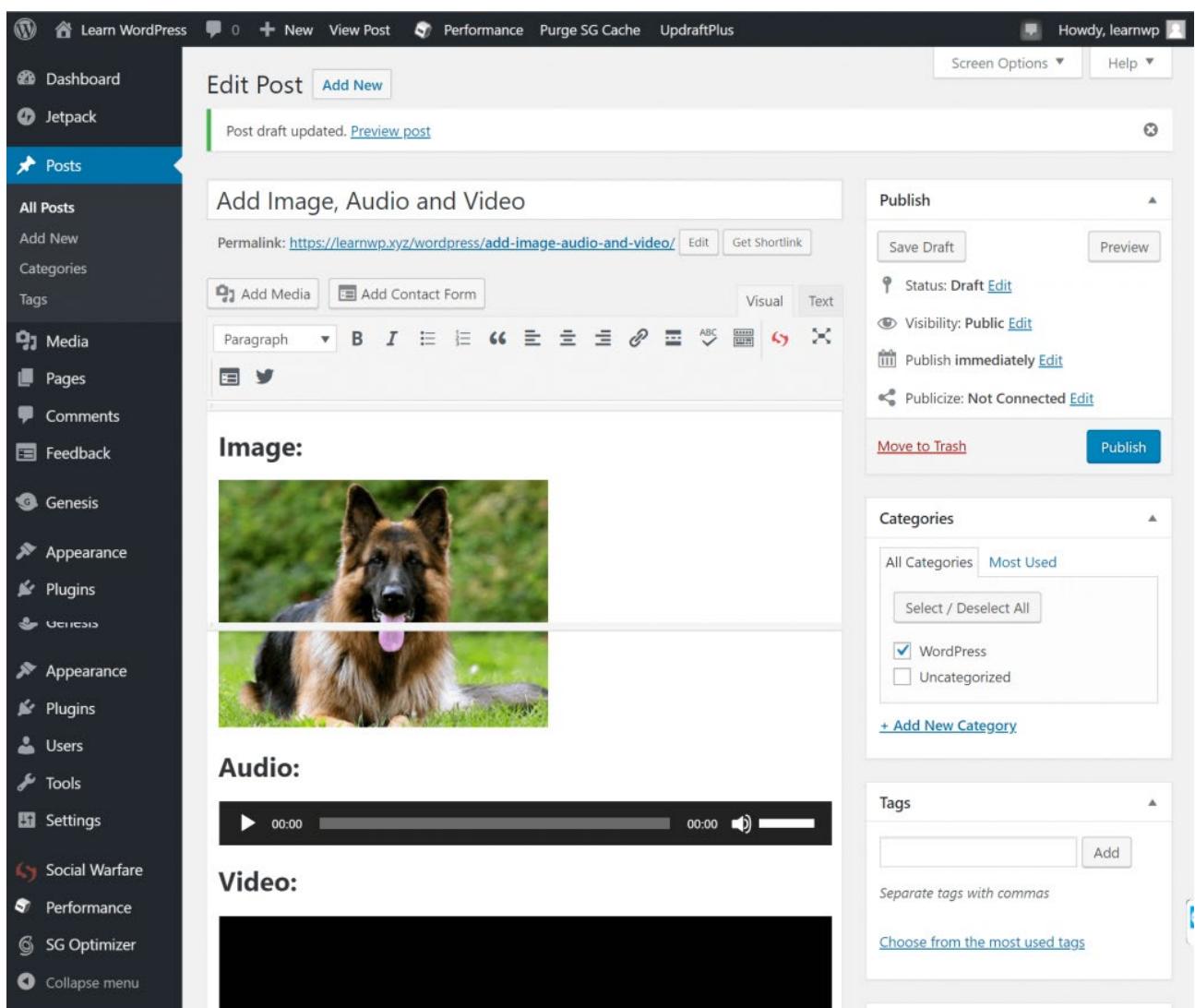
The screenshot shows the 'Add Media to Post' screen. On the left, there's a rich text editor toolbar and a preview of the German Shepherd image. On the right, the 'Publish' sidebar is visible with options like 'Save Draft', 'Preview', and 'Publish'. A red arrow points from the text 'MEDIA IMAGE ADDED TO POST' to the image in the post content area.

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## 11.3 Embed Image, Audio and Video to a Page

You can Add Image, Audio and Video by just dragging and dropping the file.

See this example post: <https://learnwp.xyz/wordpress/add-image-audio-and-video/>



You can even embed Youtube Video, Vimeo Video in the post.

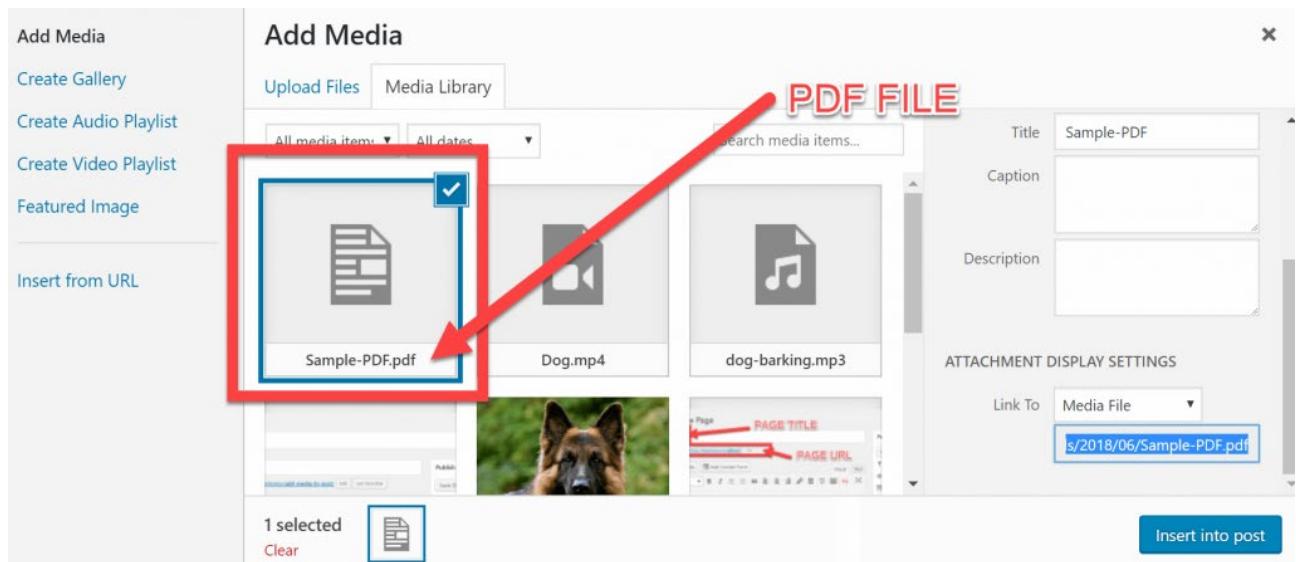
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## 11.4 Add a PDF Download Link

You can Add PDF file to your Post as well.

SAMPLE URL : <https://learnwp.xyz/wordpress/add-pdf-to-post/>

View the Sample Post from here:



**Post:**

[Become PHP Full Stack Web Developer in Just 30 Days](https://learnwp.xyz/wordpress/add-pdf-to-post/)



## Add PDF to Post

June 27, 2018 by learnwp — Leave a Comment (Edit)

PDF File



Share this:



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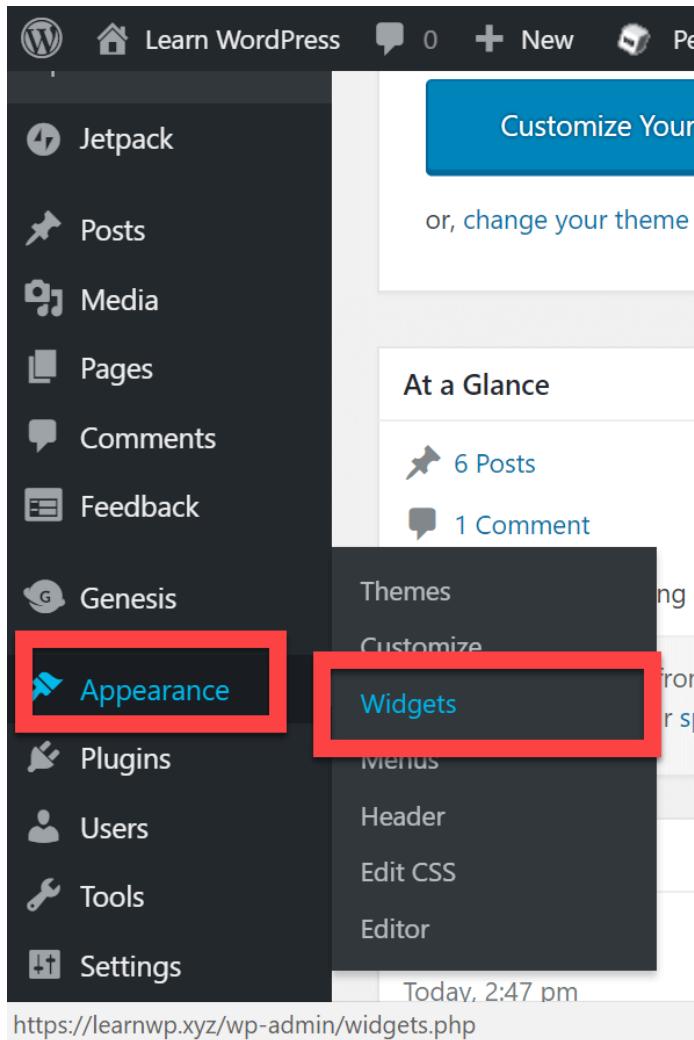
## 12. Sidebar &

# 12 Sidebar and Widgets

## 12.1 Add Search Bar to Side Bar

### Step to Add Search Bar to Sidebar:

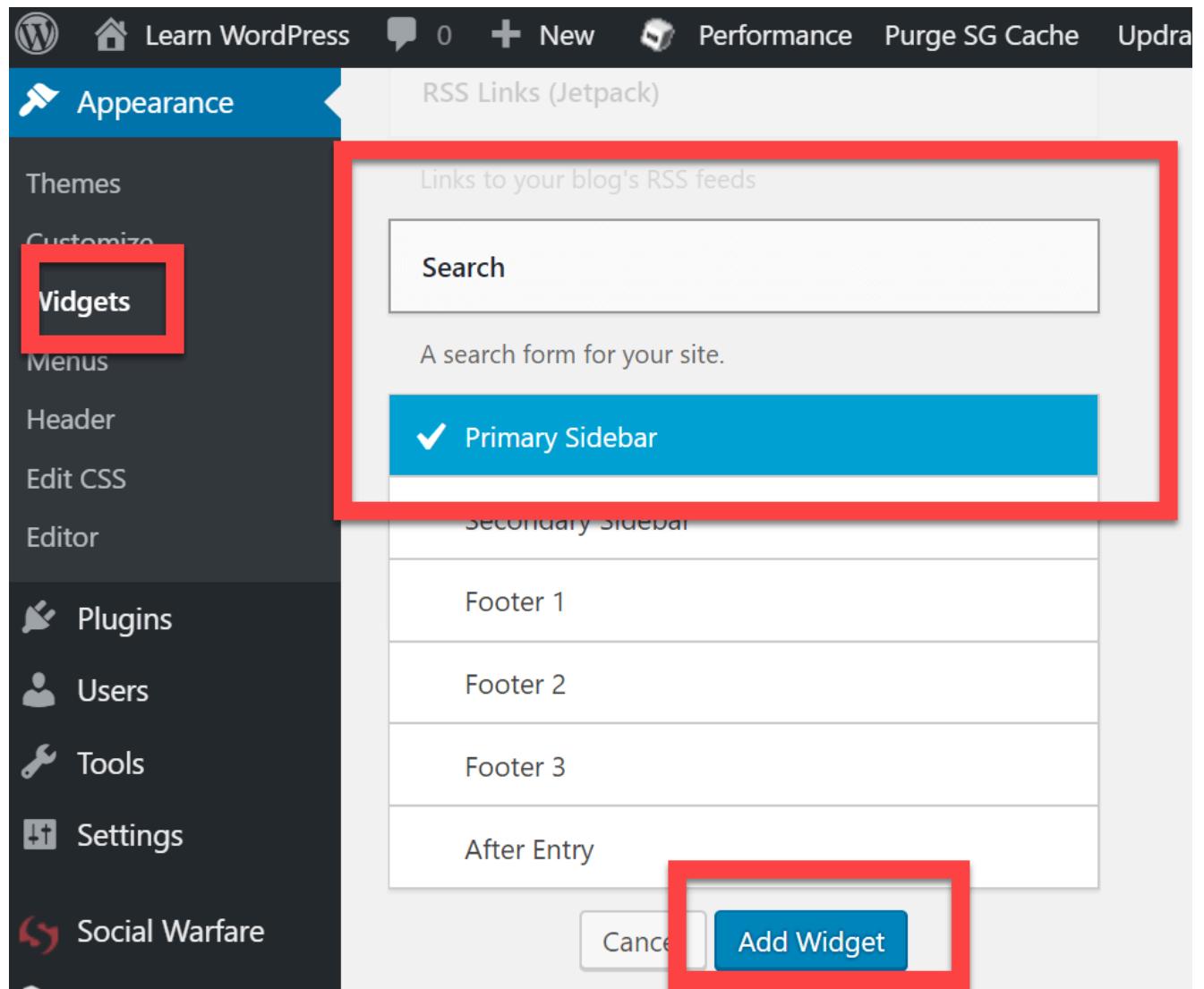
Goto Appearance -> Widgets



Find the Search Widget and add to Primary Sidebar

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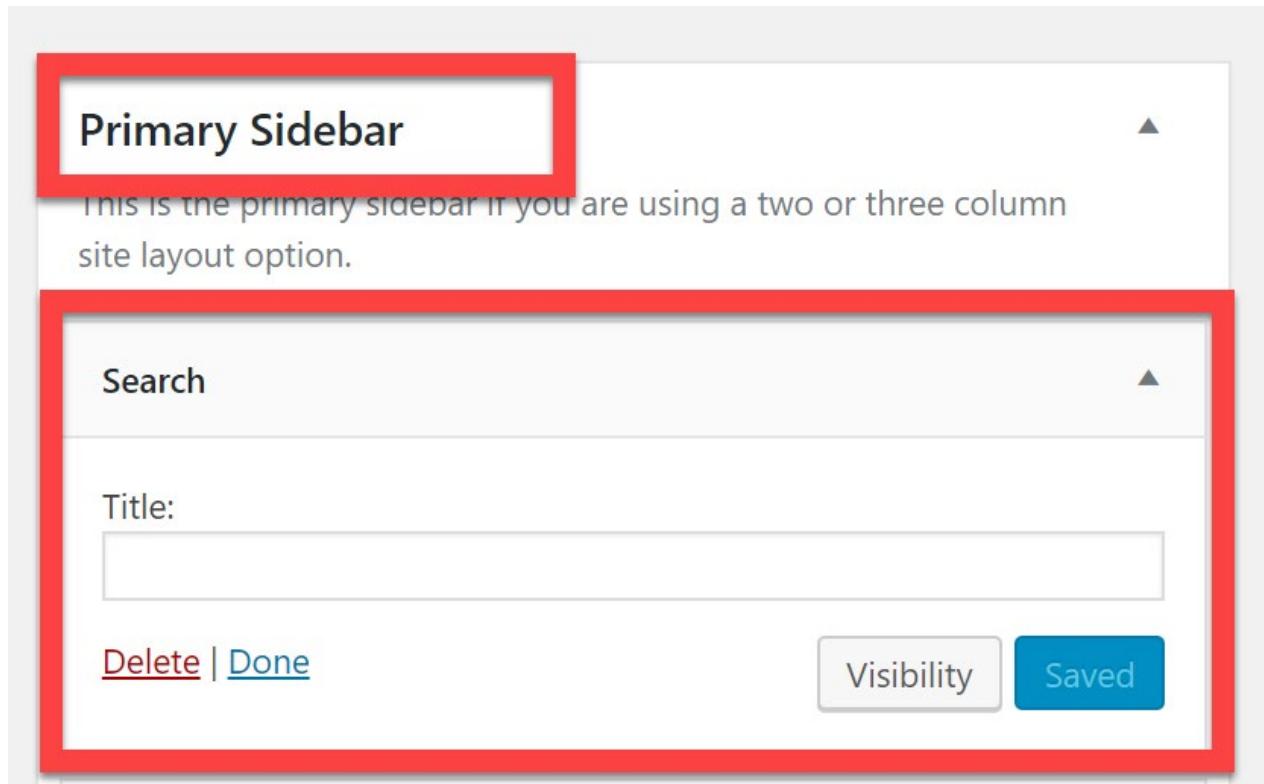
## 12 Sidebar and Widgets



Check the Search in the Widget

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## 12 Sidebar and Widgets



Check on the Live site:



Earn Money Online with WordPress

### Add PDF to Post

June 27, 2018 by learnwpx — [Leave a Comment](#) ([Edit](#))

PDF File

Search this website ...

RECENT POSTS

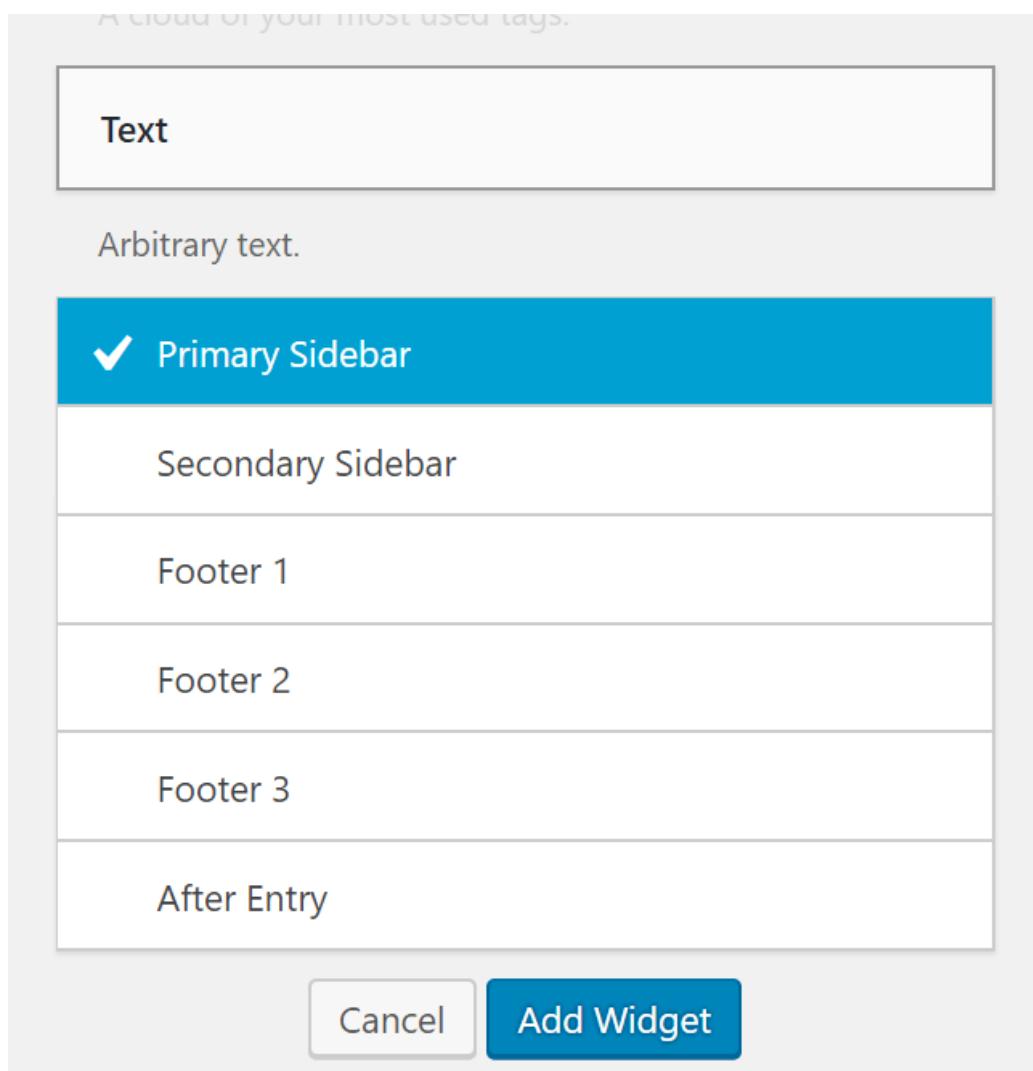
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## 12.2 Add Text Widgets to Side Bar

### Step to Add Text Widget

Goto Widgets.

Add the Text Widget to Side bar



Move it to Up and Add Welcome Text.

## 12 Sidebar and Widgets

**Text**

Title:  
Welcome to LearnWP

Add Media      Visual      Text

B   I   ≡   ½≡   🔗

This site helps you learn how to build website with  
WordPress and teach skills to become WordPress  
Freelancer.

Delete      Visibility      Save

Verify the Text on the Page:

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### Add PDF to Post

June 27, 2018 by learnwp — [Leave a Comment \(Edit\)](#)

PDF File

[Sample-PDF](#)

Filed Under: [WordPress](#)

Search this website ...

#### WELCOME TO LEARNWP

This site helps you learn how to build website with WordPress and teach skills to become WordPress Freelancer.

### 12.3 Add Subscribe Box to Side Bar

#### **Subscribe Box Widget:**

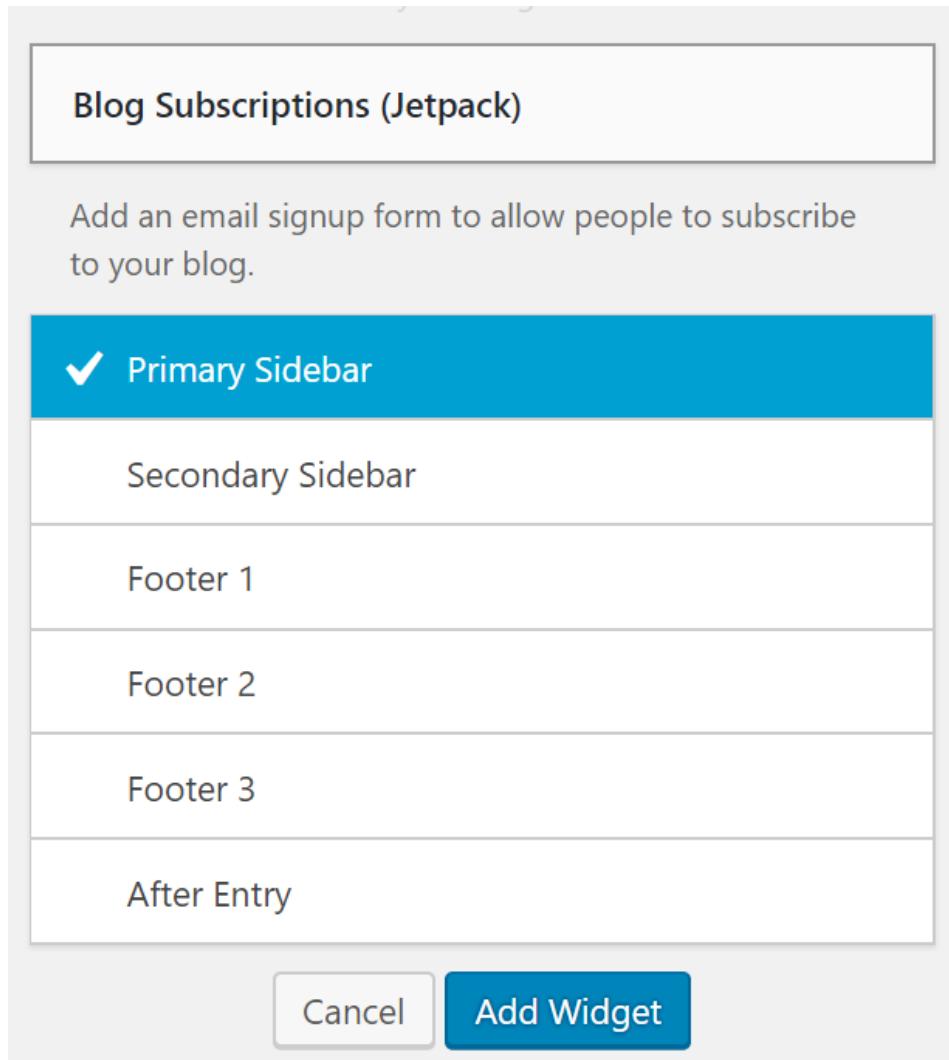
This Widget helps to accept the email ID of the user and you can send regular emails about your post to the user email ID.

You can even schedule to send email when a new Post is created and published on your site.

#### **Add this Widget to sidebar:**

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## 12 Sidebar and Widgets



**Check the Widget Name and Position**

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## 12 Sidebar and Widgets

### Primary Sidebar

This is the primary sidebar if you are using a two or three column site layout option.

Search

Text: Welcome to LearnWP

Blog Subscriptions (Jetpack)

Recent Posts

A red box highlights the "Blog Subscriptions (Jetpack)" widget.

### Verify the Site

[ABOUT](#)   [CONTACT](#)   [PORTFOLIO](#)

This site helps you learn how to build website with WordPress and teach skills to become WordPress Freelancer.

---

**Post**

learnwp — Leave a



SUBSCRIBE TO BLOG VIA EMAIL

Enter your email address to subscribe to this blog and receive notifications of new posts by email.

**SUBSCRIBE**

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## 12.4 Add Site Categories and Featured Post to Side Bar

### Add Site Categories and Features Post:

#### Site Categories:

A calendar of your site's Posts.

**Categories**

A list or dropdown of categories.

Primary Sidebar

Secondary Sidebar

Footer 1

Footer 2

Footer 3

After Entry

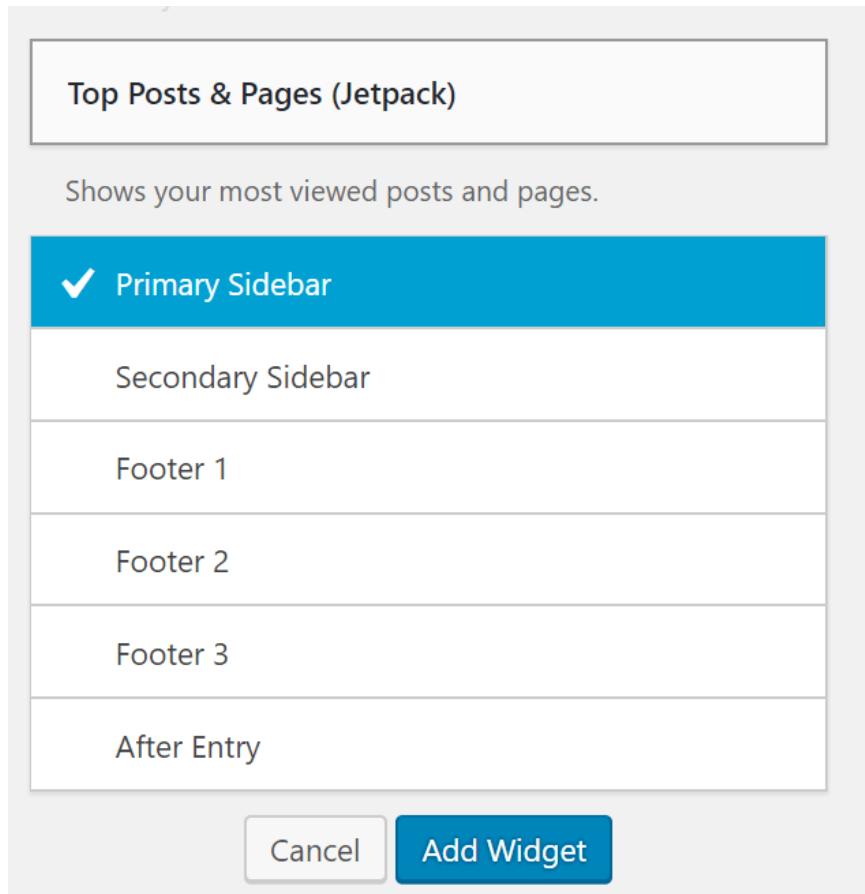
Cancel

Add Widget

#### Top Post Categories:

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## 12 Sidebar and Widgets



## Site Categories and Featured Posts

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## 12 Sidebar and Widgets

The screenshot shows the WordPress dashboard's 'Widgets' panel. A red box highlights the 'Top Posts & Pages (Jetpack)' section, which contains two dropdown menus: 'Categories' and 'Top Posts & Pages (Jetpack)'. Other visible sections include 'Text: Welcome to LearnWP', 'Blog Subscriptions (Jetpack): Subscribe to Blog via Email', 'Recent Posts', and 'Recent Comments'.

### Verify on the site:

The screenshot shows a website sidebar. A red box highlights the 'TOP POSTS & PAGES' section, which displays the title 'Welcome to WordPress Course'. Other visible sections include 'CATEGORIES' (listing 'Uncategorized' and 'WordPress'), 'RECENT POSTS', and a 'SUBSCRIBE' button.

### WordPress Course

Leave a

Course This

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# 13.wordpress

# 13 WordPress Customization

## 13.1 Add Custom CSS file to your Site

High Level Steps to add Custom CSS:

1. Create custom.css file on your local machine
2. Upload the custom.css file to Hosting Server
3. Edit the functions.php file to add the custom.css stylesheet for every page.
4. Verify the custom.css file loaded.

Step 1: Create custom.css file:

```
1 ▼ .site-header{  
2     background-color: red;  
3 }
```

Here is the custom.css file:

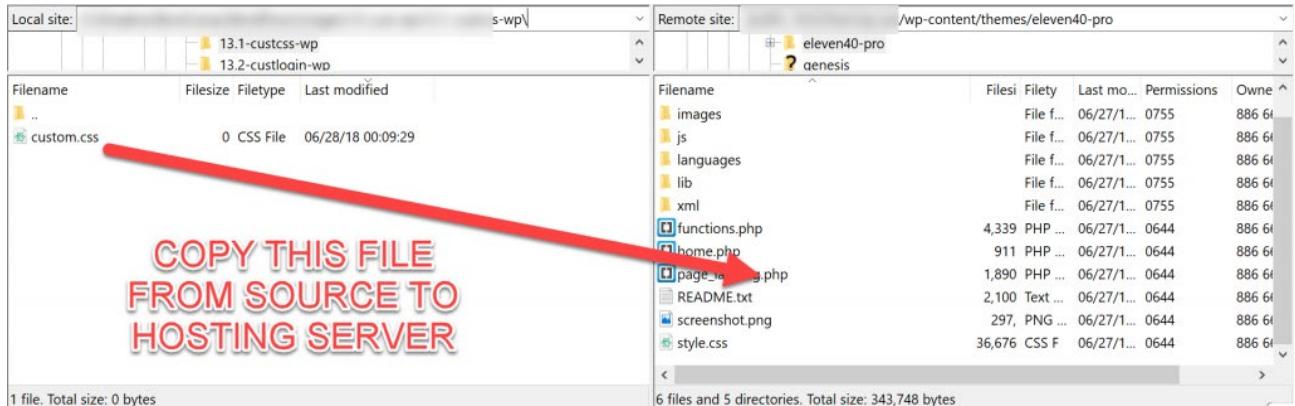
```
.site-header{  
background-color: red;  
}
```

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## 13 WordPress Customization

This custom css should change the menu bar color to red when this is included in HTML page.

### Step 2: Copy the custom.css to Hosting Server



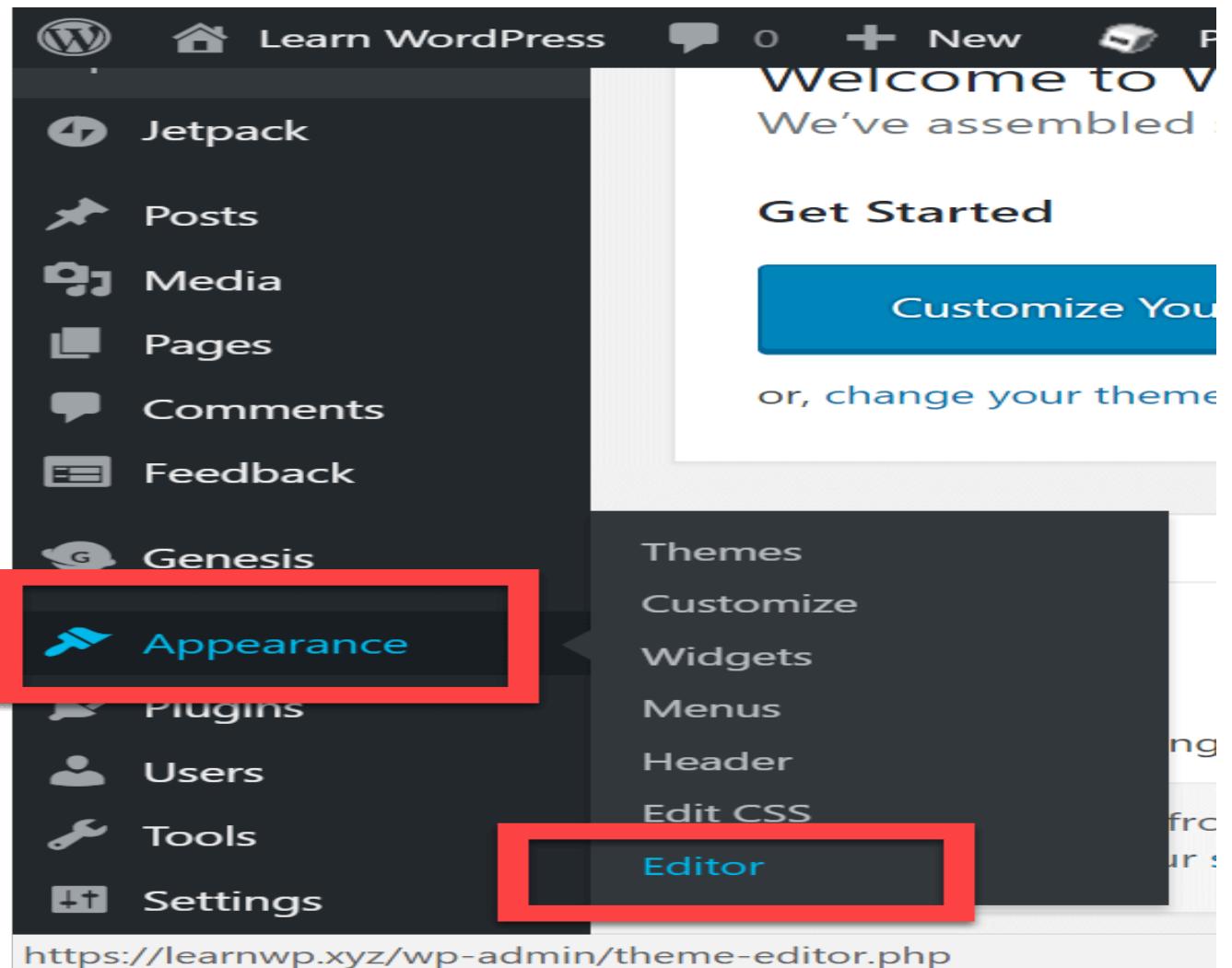
### Step 3: Edit the functions.php code

Code to add the custom.css to HTML page.

Goto Appearance -> Editor

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## 13 WordPress Customization



Add the below code:

```
add_action('wp_enqueue_scripts', 'custom_style_sheet', 99);

function custom_style_sheet() {
    wp_enqueue_style( 'custom-styling', get_stylesheet_directory_uri() .
    '/custom.css', array(), '1.0.3');
}
```

Copy the code at the last and save the file.

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## 13 WordPress Customization

Edit Themes

eleven40 Pro: Theme Functions (functions.php)

Select theme to edit: eleven40 Pro ▾ Select

Selected file content:

**COPY PASTE THE CODE AND  
SAVE IT IN functions.php FILE.**

```
115 }  
116 // Add support for 3-column footer widgets.  
117 add_theme_support( 'genesis-footer-widgets', 3 );  
118  
119 // Add support for after entry widget.  
120 add_theme_support( 'genesis-after-entry-widget-area' );  
121  
122 // Relocate after entry widget.  
123 remove_action( 'genesis_after_entry', 'genesis_after_entry_widget_area' );  
124 add_action( 'genesis_after_entry', 'genesis_after_entry_widget_area', 5 );  
125  
126 add_action('wp_enqueue_scripts', 'custom_style_sheet', 99);  
127 function custom_style_sheet() {  
128 wp_enqueue_style( 'custom-styling', get_stylesheet_directory_uri() . '/custom.css',  
array(), '1.0.0');  
129 }  
130 }
```

Theme Files

This child theme inherits templates from a parent theme, Genesis.

Stylesheet

**Theme Functions**  
(functions.php)

custom.css

js ▶

Posts Page  
(home.php)

lib ▶

Landing Page Template



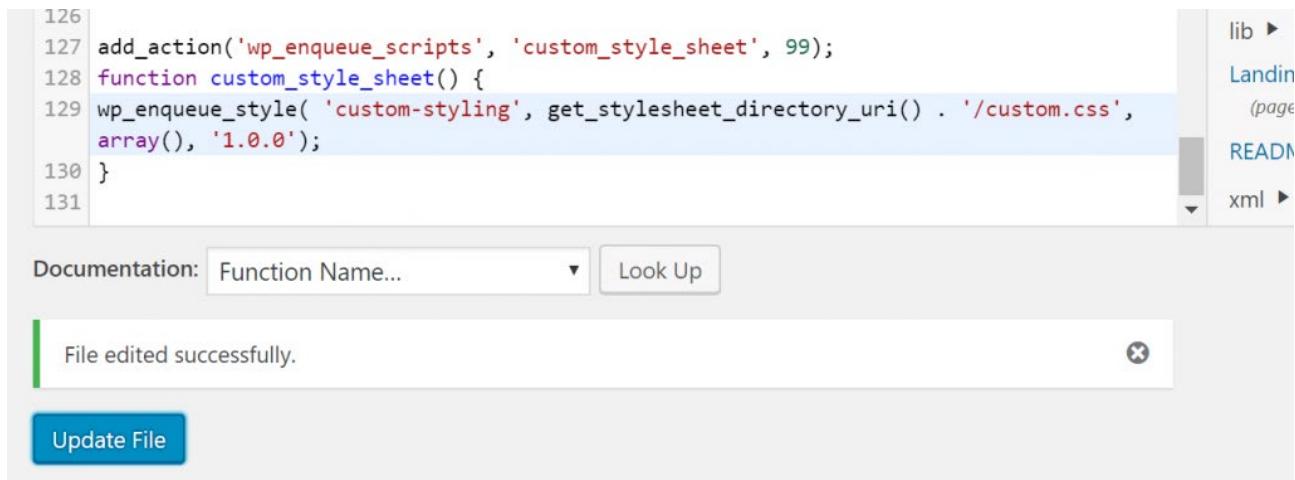
File Updated.

```
126  
127 add_action('wp_enqueue_scripts', 'custom_style_sheet', 99);  
128 function custom_style_sheet() {  
129 wp_enqueue_style( 'custom-styling', get_stylesheet_directory_uri() . '/custom.css',  
array(), '1.0.0');  
130 }  
131
```

Documentation: Function Name... ▾ Look Up

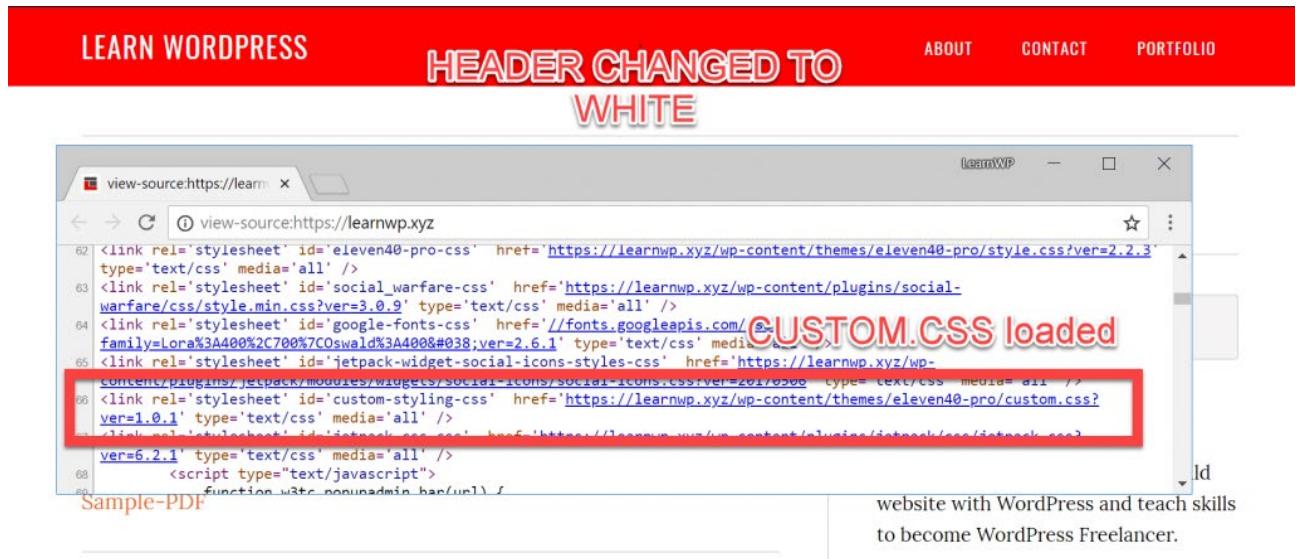
File edited successfully. ✖

[Update File](#)



Verify the update in the Website Source Code:

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### 13.2 Add your Own Logo to the Login Page

High Level Steps to Add Logo:

- Copy the logo file to the Hosting server
- Change the functions.php to load the custom logo
- Verify the login page.

Step 1: Copy the logo to Hosting Server

Download this [login.zip](#) and replace the image file with yours.

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## 13 WordPress Customization

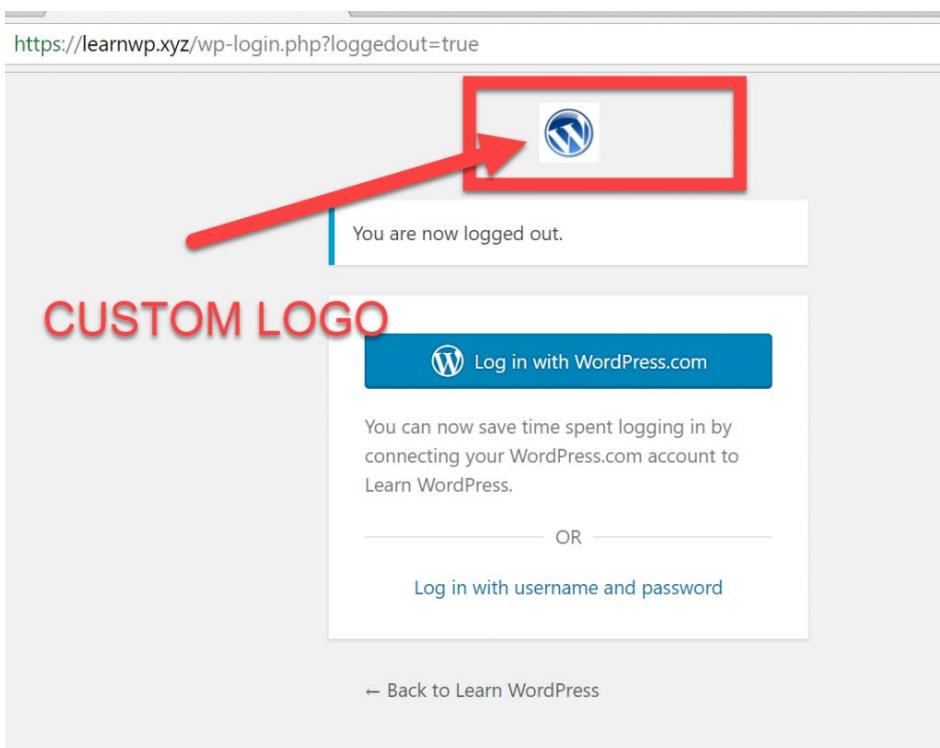
Local site		Remote site:	
Filename	Filesize	Filetype	Last modified
..			
login1.zip	60,175	Compre...	06/28/18 00:32:54
login		File fold	06/28/18 00:32:33
in-wp\		/wp-content/themes/eleven40-pro	
Filename	Filesize	Filetype	Last modified
..			
images		File f...	06/27/1...
js		File f...	06/27/1...
languages		File f...	06/27/1...
lib		File f...	06/27/1...
login		File f...	06/28/1...
xml		File f...	06/27/1...
custom.css	42	CSS F	06/28/1...
functions.php	4,537	PHP ...	06/28/1...
home.php	911	PHP ...	06/27/1...
genesis		Permissions	
Owner			

### Step 2: Change Functions.php

Add the following code to functions.php file

Goto Appearance -> Editor

```
// Login CSS
add_action('login_enqueue_scripts', 'login_style_sheet');
function login_style_sheet() {
wp_enqueue_style( 'login-styling', get_stylesheet_directory_uri() .
'/login/loginstyles.css', array(), '1.0.2');
}
```



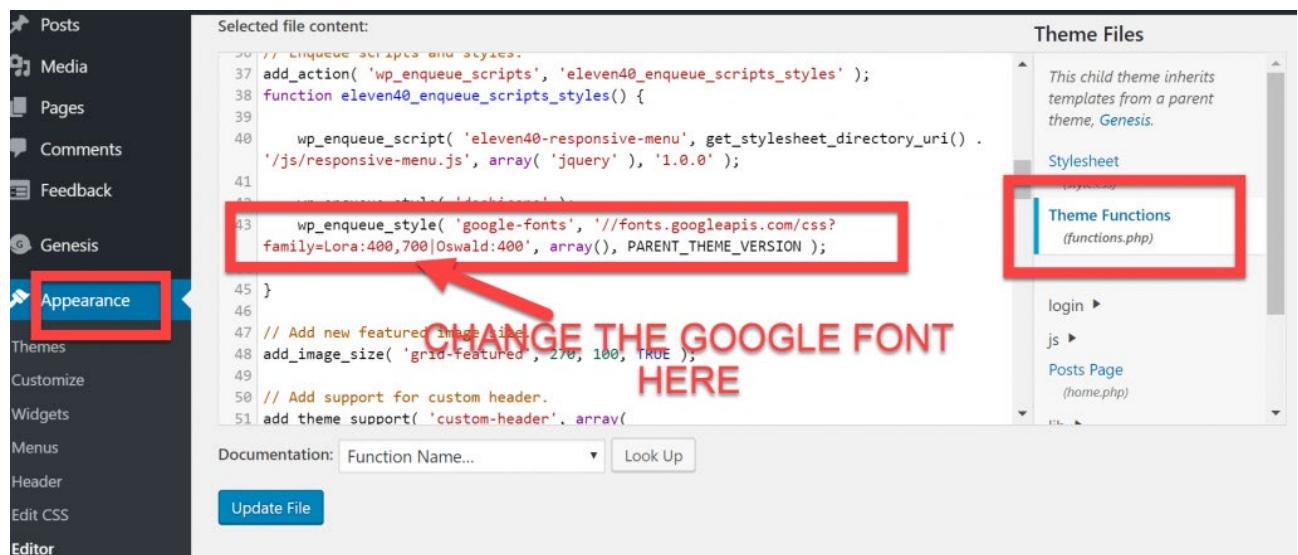
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## 13.3 Add Google Custom Fonts to your Site

### High Level Steps:

1. Select the Google Font and Size
2. Add the Google Font code to functions.php

### Step 2: Open Functions.php and Modify the google fonts



The screenshot shows the WordPress admin interface with the 'Appearance' menu selected. In the editor, the functions.php file is open, displaying PHP code. A specific line of code is highlighted with a red box and an arrow pointing to it from the text 'CHANGE THE GOOGLE FONT HERE'. This line enqueue's a Google font style sheet. To the right, a sidebar titled 'Theme Files' shows the theme inheritance and a list of files, with 'Theme Functions (functions.php)' also highlighted with a red box.

```

30 // Enqueue scripts and styles.
31 add_action( 'wp_enqueue_scripts', 'eleven40_enqueue_scripts_styles' );
32 function eleven40_enqueue_scripts_styles() {
33
34     wp_enqueue_script( 'eleven40-responsive-menu', get_stylesheet_directory_uri() . .
35         '/js/responsive-menu.js', array( 'jquery' ), '1.0.0' );
36
37     wp_enqueue_style( 'google-fonts', '//fonts.googleapis.com/css?
38         family=Lora:400,700|Oswald:400', array(), PARENT_THEME_VERSION );
39
40 }
41
42 // Add new featured image size.
43 wp_enqueue_style( 'google-fonts', '//fonts.googleapis.com/css?
44         family=Lora:400,700|Oswald:400', array(), PARENT_THEME_VERSION );
45 }
46
47 // Add new featured image size.
48 add_image_size( 'grid-featured', 270, 100, TRUE );
49
50 // Add support for custom header.
51 add_theme_support( 'custom-header', array(

```

Change in StyleSheet styles.css file also.

Google Fonts are just loaded from functions.php file but it is referenced in the CSS file.

If you change the fonts in functions.php then you should also change the new font name in the css file.

**styles.css file content fonts reference example:**

THIS FONT NAME SHOULD ALIGN WITH FONTS LOADED IN FUNCTIONS.PHP

```
141 /* Chrome fix */
142 body > div {
143     font-size: 1.8rem;
144 }
145
146 body {
147     background-color: #fff;
148     font-family: 'Lora', serif;
149     font-size: 1.8rem;
150     line-height: 1.625;
151     -webkit-font-smoothing: antialiased;
152 }
153
154 body.eleven40-landing {
155 }
```

Update File

This child theme inherits templates from a parent theme, Genesis.

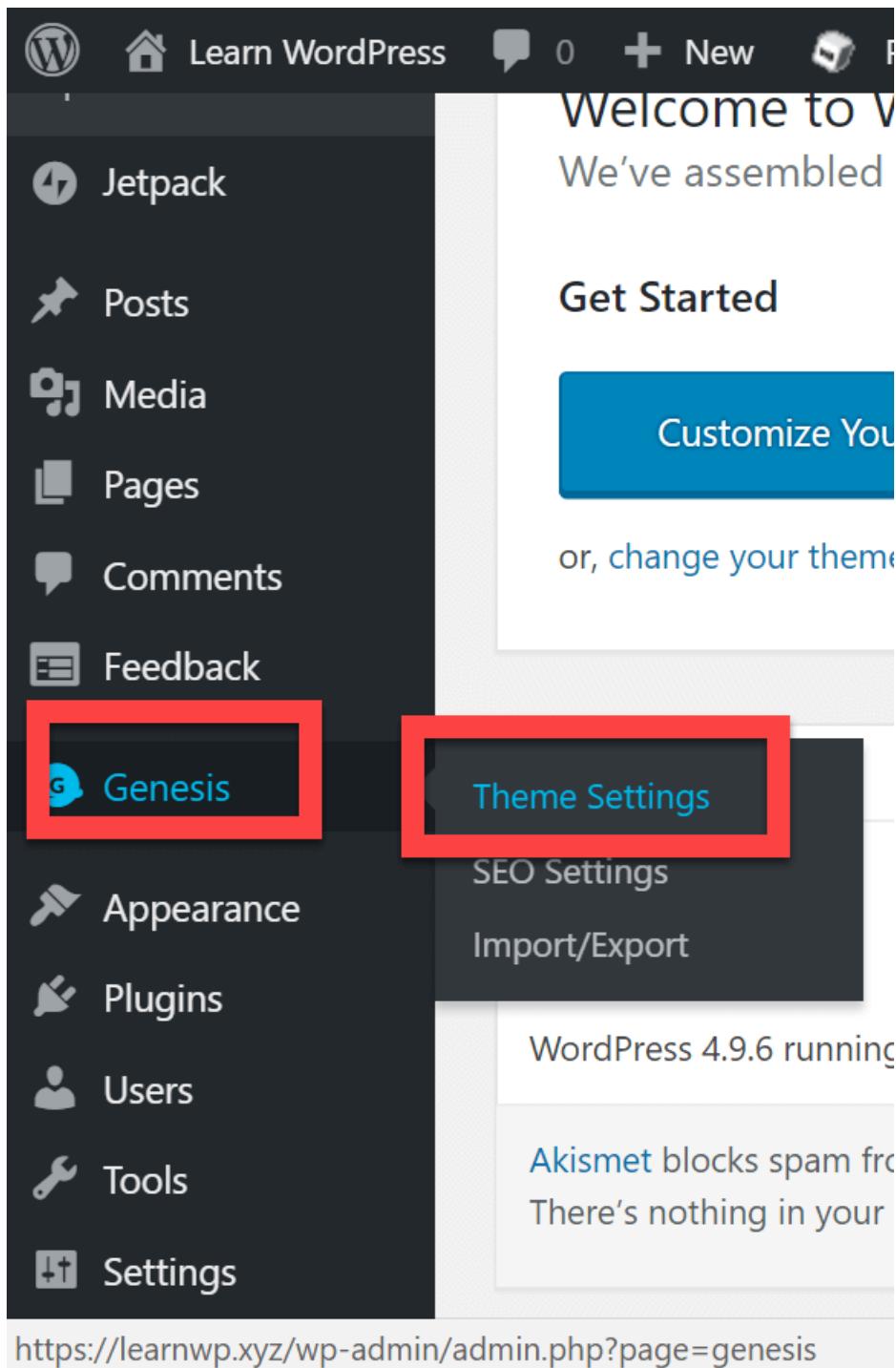
- Stylesheet (style.css)
- Theme Functions (functions.php)
- custom.css
- login ▾
- js ▾
- Posts Page (home.php)

## 13.4 Add Google Analytics Custom Code

There is a detailed step by step guide on how to configure Google Analytics to your site. Refer to that guide in the next section.

Here I will show you where you can upload the Google Analytics code that is provided by the google to add your site.

**Goto Genesis -> Theme Settings**



Copy the Google Analytics code here:

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## 13 WordPress Customization



### 13.5 Remove Emoji unwanted js file from your site

You will find this emoji code for every new wordpress installation.

```
17 <!-- wp_head --> type="text/javascript" src="https://learnwp.xyz/wp-includes/js/wp-emoji-release.min.js?ver=4.9.6" />
18 <link rel="canonical" href="https://learnwp.xyz/" />
19     <script type="text/javascript">
20         window._wpemojiSettings =
21             {baseUrl:"https://s.w.org/images/core/emoji/2.4/72x72/", "ext": ".png", "svgUrl": "https://s.w.org/images/core/emoji/2.4/svg/", "svgExt": ".svg", "source": {"concatemoji": "https://learnwp.xyz/wp-includes/js/wp-emoji-release.min.js?ver=4.9.6"}};
22             !function(a,b){var c=String.fromCharCode;l.clearRect(0,0,k.width,k.height),l.fillText(c.apply(this,a),0,0);var
23 d=k.toDataURL();l.clearRect(0,0,k.width,k.height),l.fillText(c.apply(this,b),0,0);var e=k.toDataURL();return d==e}function e(a){var
b;if(!1||!1.fillText) return !1;switch(l.textBaseline="top",l.font="600 32px Arial",a){case"flag":return !(b([55356,56826,55356,56819],
[55356,56826,8203,55356,56819])&&(b([55356,57332,56128,56423,56128,56418,56128,56423,56128,56447],!
b);case"emoji":return
b==([55357,56692,8205,9792,65039],[55357,56692,8203,9792,65039]),!b})return !1}function f(a){var
c=b.createElement("script");c.src=a,c.defer=c.type="text/javascript",b.getElementsByTagName("head")[0].appendChild(c)}var
g,h,i,j,k=b.createElement("canvas"),l=k.getContext&&k.getContext("2d");for(j=Array("flag","emoji"),c.supports=
{everything:!0,everythingExceptFlag:!0},i=0;i<j.length;i++)c.supports[j[i]]=e(j[i]),c.supports.everything=c.supports.everything&c.supports.everything&c.supports[j[i]]
,"flag"!=j[i]&&
(c.supports.everythingExceptFlag=c.supports.everythingExceptFlag&c.supports[i[i]]):c.supports.everythingExceptFlag=c.supports.everythingExceptFl
ag&&!c.supports.flag,c.DOMReady=!1,c.readyState||(D=0,ad=document.createElement("div"),u=ad.appendChild(l),f(ad),i+=1,
{c.readyCallback:()},b.addEventListener("DOMContentLoaded",i,!1),a.addEventListener("load",j,!1)),c.documentElement.className="avada my! x");
(a.attachEvent("onload",h),b.attachEvent("onreadystatechange",k),b.attachEvent("onbeforeunload",l)),g=c.source||
{},g.concatenate?f(g.concatenateemoji):g.wpemoji&&g.twemoji&&(f(g.concatenateemoji),l=g,c.settings=iSettings);
24     </script>
25     <style type="text/css">
26 img.wp-smiley,
27 img.emoji {
28     display: inline !important;
29     border: none !important;
30     box-shadow: none !important;
31 }
```

Add this code in functions.php to remove the emoji

```
remove_action( 'wp_head', 'print_emoji_detection_script', 7 );
remove_action( 'admin_print_scripts', 'print_emoji_detection_script' );
remove_action( 'wp_print_styles', 'print_emoji_styles' );
remove_action( 'admin_print_styles', 'print_emoji_styles' );
```

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## 13 WordPress Customization

### Functions.php file

```
127 add_action('wp_enqueue_scripts', 'custom_style_sheet', 99);
128 function custom_style_sheet() {
129 wp_enqueue_style( 'custom-styling', get_stylesheet_directory_uri() . '/custom.css',
array(), '1.0.1');
130 }
131
132 // Login CSS
133 add_action('login_enqueue_scripts', 'login_style_sheet');
134 function login_style_sheet() {
135     wp_enqueue_style( 'login-styling', get_stylesheet_directory_uri() .
'/login/loginstyles.css', array(), '1.0.2');
136 }
137
138 remove_action( 'wp_head', 'print_emoji_detection_script', 7 );
139 remove_action( 'admin_print_scripts', 'print_emoji_detection_script' );
140 remove_action( 'wp_print_styles', 'print_emoji_styles' );
141 remove_action( 'admin_print_styles', 'print_emoji_styles' );
```

After the code applied in functions.php

```
12 <!-- Social Warfare v3.0.9 https://warfareplugins.com -->
13
14 <link rel='dns-prefetch' href='//s0.wp.com' />
15 <link rel='dns-prefetch' href='//secure.gravatar.com' />
16 <link rel='dns-prefetch' href='//fonts.googleapis.com' />
17 <link rel='dns-prefetch' href='//s.w.org' />
18 <link rel="alternate" type="application/rss+xml" title="Learn WordPress &raquo; Feed" href="https://learnwp.xyz/feed/" />
19 <link rel="alternate" type="application/rss+xml" title="Learn WordPress &raquo; Comments Feed" href="https://learnwp.xyz/comments/feed/" />
20 <link rel="canonical" href="https://learnwp.xyz/" />
21 <link rel="stylesheet" id="dashicons-css" href='https://learnwp.xyz/wp-includes/css/dashicons.min.css?ver=4.9.6' type='text/css' media='all' />
22 <link rel="stylesheet" id="admin-bar-css" href='https://learnwp.xyz/wp-includes/css/admin-bar.min.css?ver=4.9.6' type='text/css' media='all' />
23 <style id="admin-bar-inline-css" type='text/css'>
24
25     .admin-bar {
26         position: inherit !important;
27         top: auto !important;
28     }
29     .admin-bar .goog-te-banner-frame {
```

**EMOJI REMOVED**

### 13.6 Add Fonts Awesome to your Site

FontAwesome library is a very famous styles that has very good collection of fonts that can be used in your content writing.

Font Awesome Site: <https://fontawesome.com/>

**How to include fonts awesome from functions.php**

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## 13 WordPress Customization

```
// Load Font Awesome
add_action( 'wp_enqueue_scripts', 'enqueue_font_awesome' );
function enqueue_font_awesome() {

    wp_enqueue_style( 'font-awesome', '//maxcdn.bootstrapcdn.com/font-
    awesome/latest/css/font-awesome.min.css' );
}
```

### Functions.php

The screenshot shows the WordPress theme editor interface. On the left, the code for `functions.php` is displayed, with a red box highlighting the font enqueueing code. On the right, the theme hierarchy is shown: "This child theme inherits templates from a parent theme, Genesis." Below it, a sidebar lists files: "Theme Functions (functions.php)", "custom.css", "login ▶", "js ▶", and "Posts Page (home.php)".

```
133 add_action('login_enqueue_scripts', 'login_style_sheet');
134 function login_style_sheet() {
135     wp_enqueue_style( 'login-styling', get_stylesheet_directory_uri() .
136 '/login/loginstyles.css', array(), '1.0.2' );
137 }
138 remove_action( 'wp_head', 'print_emoji_detection_script', 7 );
139 remove_action( 'admin_print_scripts', 'print_emoji_detection_script' );
140 remove_action( 'wp_print_styles', 'print_emoji_styles' );
141 remove_action( 'admin_print_styles', 'print_emoji_styles' );
142
143 // Load Font Awesome
144 add_action( 'wp_enqueue_scripts', 'enqueue_font_awesome' );
145 function enqueue_font_awesome() {
146     wp_enqueue_style( 'font-awesome', '//maxcdn.bootstrapcdn.com/font-
147 awesome/latest/css/font-awesome.min.css' );
148 }
```

### Fonts Awesome added to the file

```
</style>
<link rel='stylesheet' id='eleven40-pro-css' href='https://learnwp.xyz/wp-content/themes/eleven40-pro/style.css?ver=2.2.3' type='text/css'
media='all' />
<link rel='stylesheet' id='social_warfare-css' href='https://learnwp.xyz/wp-content/plugins/social-warfare/css/style.min.css?ver=3.0.9'
type='text/css' media='all' />
<link rel='stylesheet' id='google-fonts-css' href='//fonts.googleapis.com/css?family=Lora%3A400%2C700%7COswald%3A400&#38;ver=2.6.1'
type='text/css' media='all' />
<link rel='stylesheet' id='font-awesome-css' href='//maxcdn.bootstrapcdn.com/font-awesome/latest/css/font-awesome.min.css?ver=4.9.6'
type='text/css' media='all' />
<link rel='stylesheet' id='jetpack-social-icons-css' href='https://learnwp.xyz/wp-content/plugins/jetpack/modules/social-
icons/social-icons.css?ver=20170506' type='text/css' media='all' />
<link rel='stylesheet' id='custom-styling-css' href='https://learnwp.xyz/wp-content/themes/eleven40-pro/custom.css?ver=1.0.1' type='text/css'
media='all' />
<link rel='stylesheet' id='jetpack_css-css' href='https://learnwp.xyz/wp-content/plugins/jetpack/css/jetpack.css?ver=6.2.1' type='text/css'
media='all' />
<script type="text/javascript">
    function w3tc_popupadmin_bar(url) { ... }
```

### Sample Post to use the fonts-awesome:

URL: <https://learnwp.xyz/wordpress/show-fonts-awesome-icon/>

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# 14.Exercise

## 14 Do this Exercises

- 14.1 Restore a page from Revision
- 14.2 Add, Approve and Delete Comments
- 14.3 Change Logo of your Site
- 14.4 Change the H1 fonts size from Custom CSS
- 14.5 Create Page and Add to the Menu
- 14.6 Create Post and Display it on the Side Bar
- 14.7 Display a Welcome Note on Side Bar Menu