

Basics of WordPress

About the Tutorial

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

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

Table of Contents

PART 1: BASICS	1
1. OVERVIEW	2
2. INSTALLATION	4
3. DASHBOARD	12
PART 2: SETTINGS.....	14
4. GENERAL SETTING	15
5. WRITING SETTING	18
6. READING SETTING	21
7. DISCUSSION SETTING	24
8. MEDIA SETTING	28
9. PERMALINK SETTING	30
10. PLUGIN SETTING	33
PART 3: CATEGORIES	44
11. ADD CATEGORY.....	45
12. EDIT CATEGORY	48
13. DELETE CATEGORY	51
14. ARRANGE CATEGORIES	53
PART 4: POSTS.....	55
15. ADD POSTS.....	56
16. EDIT POSTS.....	59
17. DELETE POSTS	62
18. PREVIEW POSTS	64
19. PUBLISH POSTS	66
PART 5: MEDIA	69
20. MEDIA LIBRARY.....	70

21. ADD MEDIA.....	74
22. INSERT MEDIA.....	76
23. EDIT MEDIA.....	79
PART 6: PAGES.....	82
24. ADD PAGES	83
25. PUBLISH PAGES	90
26. EDIT PAGES	92
27. DELETE PAGES	95
PART 7: TAGS.....	98
28. ADD TAGS	99
29. EDIT TAGS	102
30. DELETE TAGS.....	105
PART 8: LINKS	107
31. ADD LINKS.....	108
32. EDIT LINKS.....	113
33. DELETE LINKS	117
PART 9: COMMENTS.....	120
34. ADD COMMENTS	121
35. EDIT COMMENTS	125
36. MODERATE COMMENTS	127
PART 10: PLUGINS	130
37. VIEW PLUGINS	131
38. INSTALL PLUGINS	133
39. CUSTOMIZE PLUGINS	135
PART 11: USERS	138
40. USER ROLES.....	139

41. ADD USERS.....	140
42. USER PHOTO	143
43. EDIT USERS.....	146
44. DELETE USERS	149
45. PERSONAL PROFILE	152
PART 12: APPEARANCE	155
46. THEME MANAGEMENT	156
47. CUSTOMIZE THEME.....	161
48. WIDGET MANAGEMENT.....	171
49. BACKGROUND.....	174
PART 13: ADVANCED	179
50. HOST TRANSFER.....	180
51. VERSION UPDATE.....	187
52. SPAM PROTECTION.....	190
53. BACKUP & RESTORE	195
54. OPTIMIZATION.....	204
55. RESET PASSWORD.....	206

Part 1: Basics

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

What is Content Management System (CMS)?

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

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

Features

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

Advantages

- It is an open source platform and available for free.
- CSS files can be modified according to the design as per users need.
- There are many plugins and templates available for free. Users can customize the various plugins as per their need.

- It is very easy to edit the content as it uses WYSIWYG editor (What You See Is What You Get is a user interface that allows the user to directly manipulate the layout of document without having a layout command).
- Media files can be uploaded easily and quickly.
- It offers several SEO tools which makes on-site SEO simple.
- Customization is easy according to the user's needs.
- It allows creating different roles for users for website such as admin, author, editor and contributor.

Disadvantages

- Using several plugins can make the website heavy to load and run.
- PHP knowledge is required to make modifications or changes in the WordPress website.
- Sometimes software needs to be updated to keep the WordPress up-to-date with the current browsers and mobile devices. Updating WordPress version leads to loss of data, so it a backup copy of the website is required.
- Modifying and formatting the graphic images and tables is difficult.

2. INSTALLATION

WordPress

System Requirements for WordPress

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

Download WordPress

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

The screenshot shows the official WordPress.org download page. On the left, there's a sidebar with links like 'Stable Download', 'Requirements', 'Beta Releases', 'Nightly Builds', 'Subversion Access', 'Download Counter', 'Release Archive', and 'Source Code'. The main content area has a heading 'Download WordPress' and a paragraph about the latest stable release (Version 4.3). It includes download links for 'zip — 6.8 MB' and 'Download tar.gz — 6.2 MB'. To the right, there's a 'Release Notification' sidebar with a message about a handy mailing list and a 'Join' button.

Download the WordPress zip file from the official site.

Create Store Database

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

Set Up Wizard

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

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

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



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

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



Welcome to WordPress. Before getting started, we need some information on the database. You will need to know the following items before proceeding.

1. Database name
2. Database username
3. Database password
4. Database host
5. Table prefix (if you want to run more than one WordPress in a single database)

We're going to use this information to create a `wp-config.php` file. If for any reason this automatic file creation doesn't work, don't worry. All this does is fill in the database information to a configuration file. You may also simply open `wp-config-sample.php` in a text editor, fill in your information, and save it as `wp-config.php`. Need more help? [We got it.](#)

In all likelihood, these items were supplied to you by your Web Host. If you do not have this information, then you will need to contact them before you can continue. If you're all ready...

Let's go!

Click on **Let's go!**

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

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

Database Name	<input type="text" value="wordpress"/>	The name of the database you want to run WP in.
User Name	<input type="text" value="root"/>	Your MySQL username
Password	<input type="text" value="root"/>	...and your MySQL password.
Database Host	<input type="text" value="localhost"/>	You should be able to get this info from your web host. If <code>localhost</code> does not work,
Table Prefix	<input type="text" value="wp_"/>	If you want to run multiple WordPress installations in a single database, change this.

Submit

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

After filling all information, click on **Submit** button.

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



Click on **Run the install**

Step (6): Enter administrative information.



It contains the following fields:

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

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

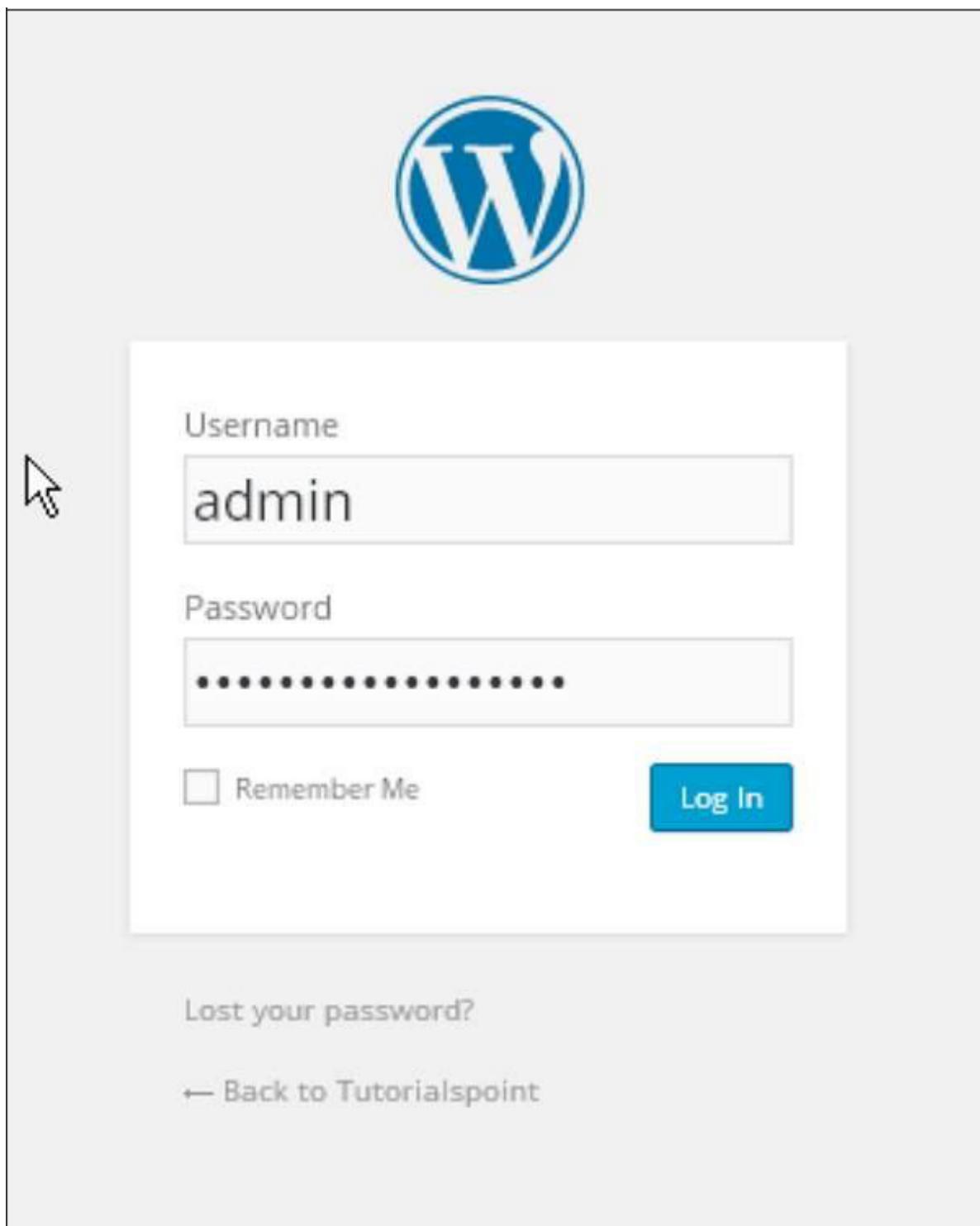
Step (7): After installation being successful, you will get a screen of the stating success as seen in the following screen.



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

Click on **Log In** button.

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



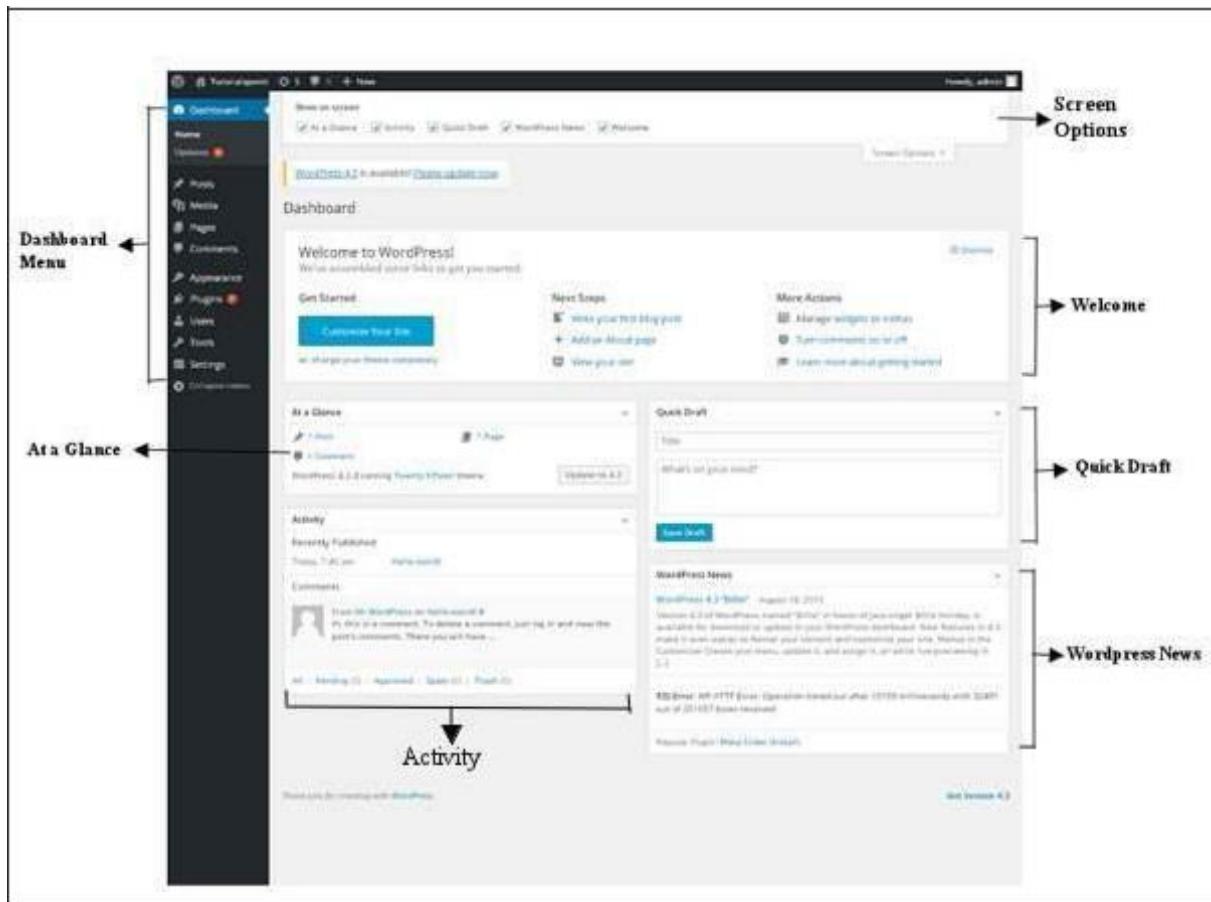
Enter the username and password which you had mentioned during installation as shown in step 6 and click on the **Log In** button.

3. DASHBOARD

WordPress

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

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



Dashboard Menu

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

Screen Options

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

Welcome

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

Quick Draft

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

WordPress News

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

Activity

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

At a Glance

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

Part 2: Settings

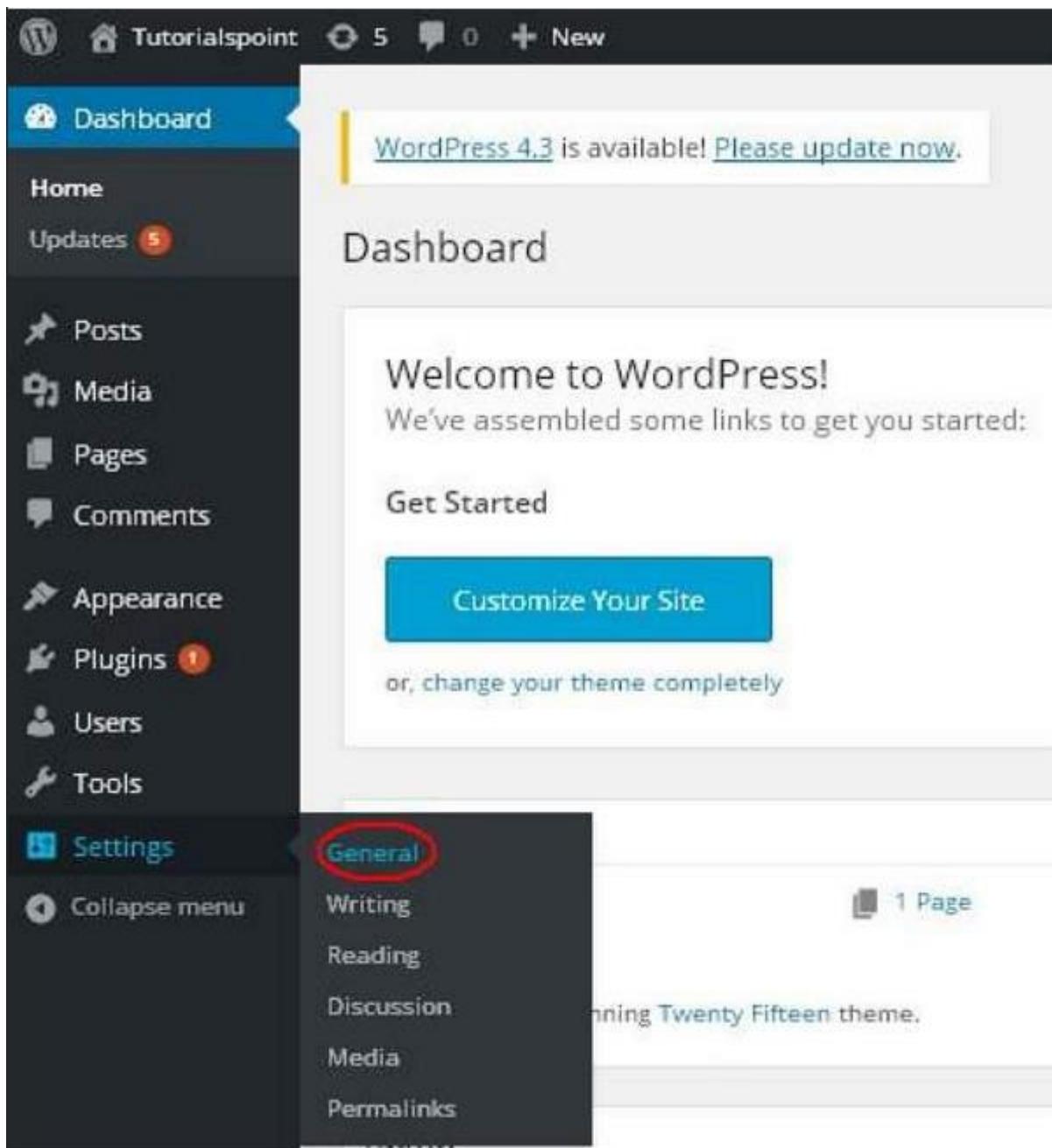
4. GENERAL SETTING

WordPress

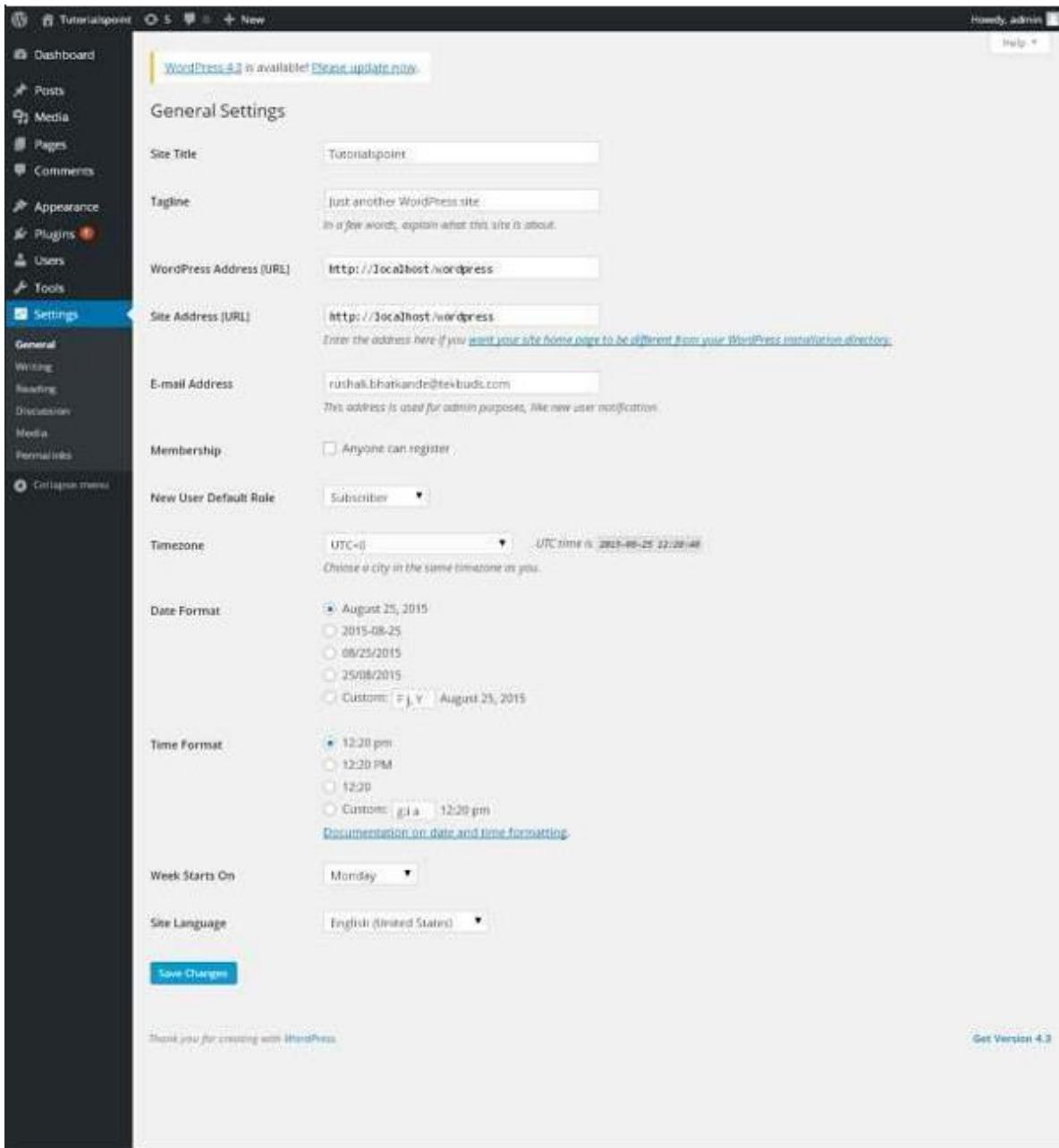
In this chapter, we will study about **General Settings** in WordPress. WordPress general setting is used to set the basic configuration settings for your site. In the setting administration screen, it is a default setting screen.

Following are the steps to access the general settings:

Step (1): Click on **Settings -> General** option in WordPress.



Step (2): The General Setting page is displayed as shown in the following snapshot.



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

- **Site Title:** It displays the name of the site in the template header.
- **Tagline:** Displays a short sentence about your site.
- **WordPress Address (URL):** It is the URL of WordPress directory where your all core application files are present.
- **Site Address (URL):** Enter the site URL which you want your site to display on the browser.

- **E-mail Address:** Enter your e-mail address which helps to recover your password or any update.
- **Membership:** Anyone can register an account on your site after you check this checkbox.
- **New User Default Role:** The default role is set for the newly registered user or members.
- **Timezone:** Sets the time zone based on the particular city.
- **Date Format:** Sets the date format as you need to display on the site.
- **Time Format:** Sets the time format as you need to display on the site.
- **Week Starts On:** Select the week day which you prefer to start for WordPress calendar. By default it is set as Monday.
- **Site Language:** Sets the language for the WordPress dashboard.

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

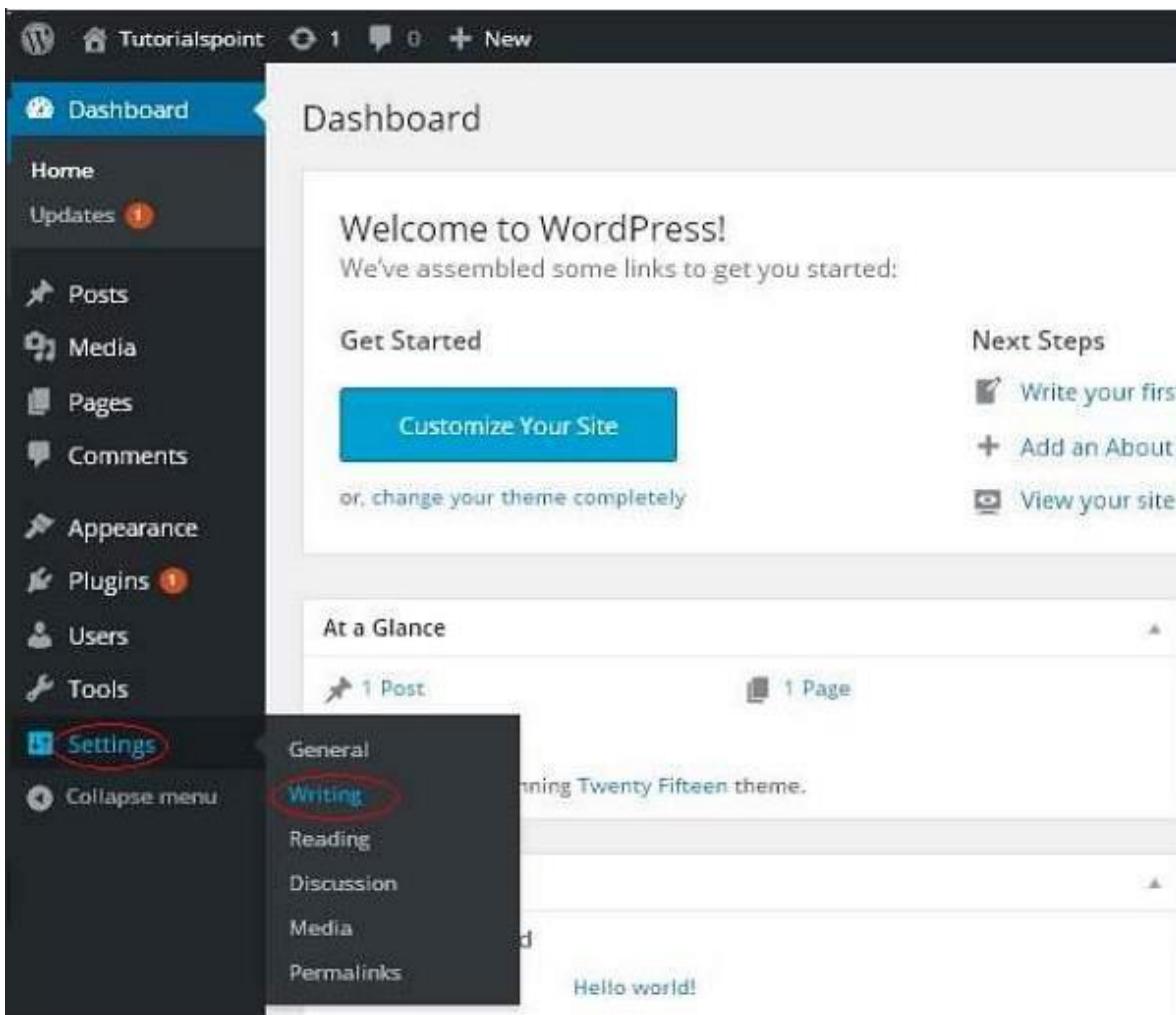
5. WRITING SETTING

WordPress

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

Following are the steps to access the writing settings:

Step 1: To change writing settings, go to **Settings -> Writing** option.



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

The screenshot shows the 'Writing Settings' page in the WordPress admin. It includes sections for Formatting, Default Post Category, Default Post Format, Post via e-mail, and Update Services, each with its own configuration fields.

Formatting: Contains two checkboxes:

- Convert emoticons like :-D and :-P to graphics on display
- WordPress should correct invalidly nested XHTML automatically

Default Post Category: A dropdown menu set to 'Uncategorized'.

Default Post Format: A dropdown menu set to 'Standard'.

Post via e-mail: Instructions for setting up an e-mail account with POP3 access, followed by input fields for Mail Server ('mail.example.com'), Port ('110'), Login Name ('login@example.com'), and Password ('password').

Default Mail Category: A dropdown menu set to 'Uncategorized'.

Update Services: A text input field containing the URL 'http://rpc.pingomatic.com/'.

Save Changes button at the bottom.

Following are the details of the fields on the page.

- **Formatting:** This field defines two sub options for better user experience.
 - The first option *Convert emoticons like :-D and :-P to graphics on display* will turn text-based emoticons into graphic-based emoticons.
 - The second option *WordPress should correct invalidly nested XHTML automatically* corrects the invalid XHTML placed within the posts or pages.

- **Default Post Category:** It is a category to be applied to a post and you can leave it as *Uncategorized*.
- **Default Post Format:** It is used by themes to select post format to be applied to a post or create different styles for different types of posts.
- **Post via e-mail:** This option uses e-mail address to create posts and publishes posts on your blog through e-mail. To use this, you'll need to set up a secret e-mail account with a POP3 access, and any mail received at this address will be posted.
- **Mail Server:** It allows reading the e-mails that you send to WordPress and stores them for retrieval. For this, you need to have POP3 compatible mail server and it will have URI address such as mail.example.com, which you should enter here.
- **Login Name:** To create posts, WordPress will need its own e-mail account. The **Login Name** will use this e-mail address and should be kept as a secret as spammers will post links redirecting to their own websites.
- **Password:** Set password for the above e-mail address.
- **Default Mail Category:** It allows selecting custom category for all the posts that are published via Post by e-mail feature.
- **Update Services:** When you publish a new post, WordPress will automatically notify the site update services in the box. See the **Update Services** on the codex for the long list of possible services.

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

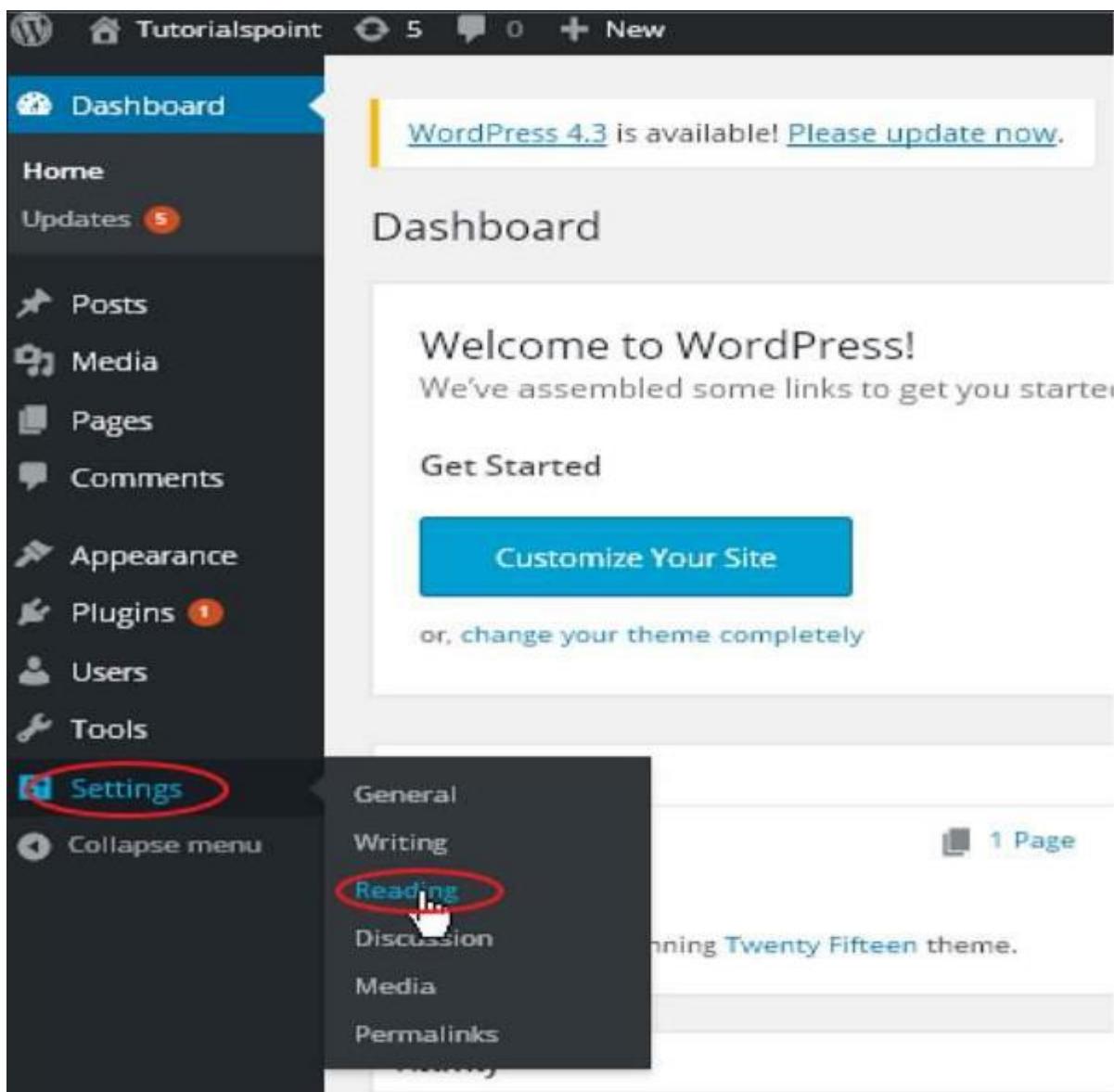
6. READING SETTING

WordPress

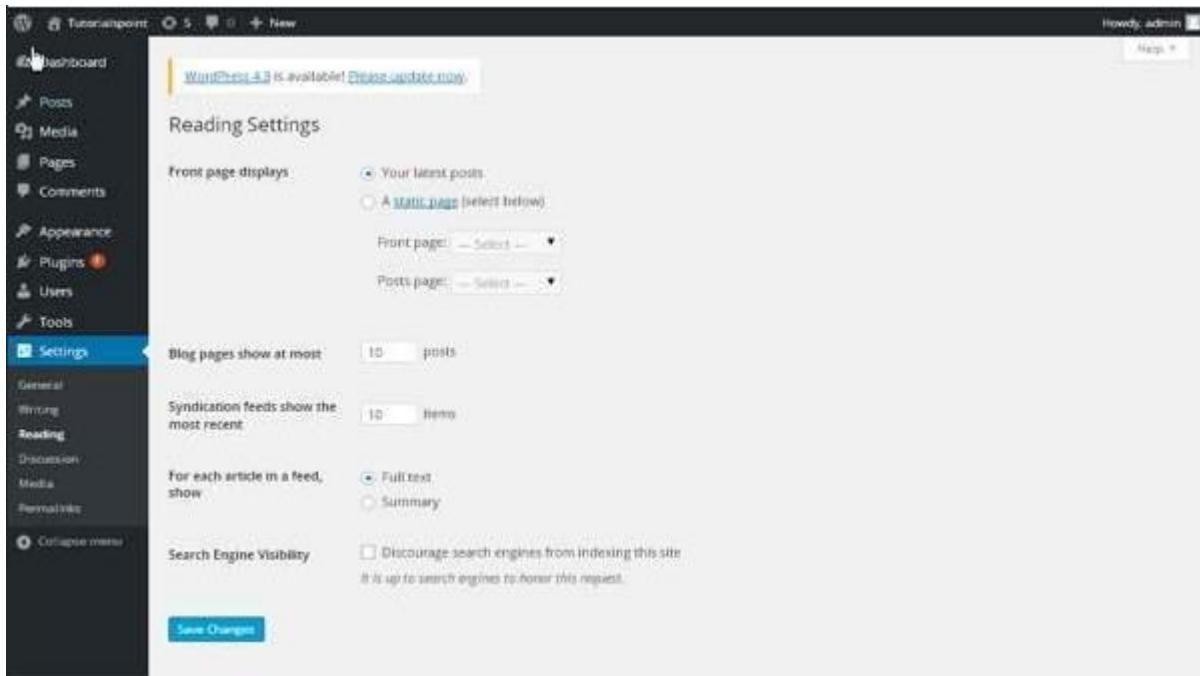
In this chapter, we will study about **Reading Settings** in WordPress. Reading Setting is used to set the content related to the front page. You can set the number of post to be displayed on the main page.

Following are the steps to access the reading settings:

Step (1): Click on **Settings -> Reading** option in WordPress.



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



Following are the details of the fields on reading settings.

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

- **Search Engine Visibility:** After clicking on the checkbox, *Discourage search engines from indexing this site*, your site will be ignored by the search engine.

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

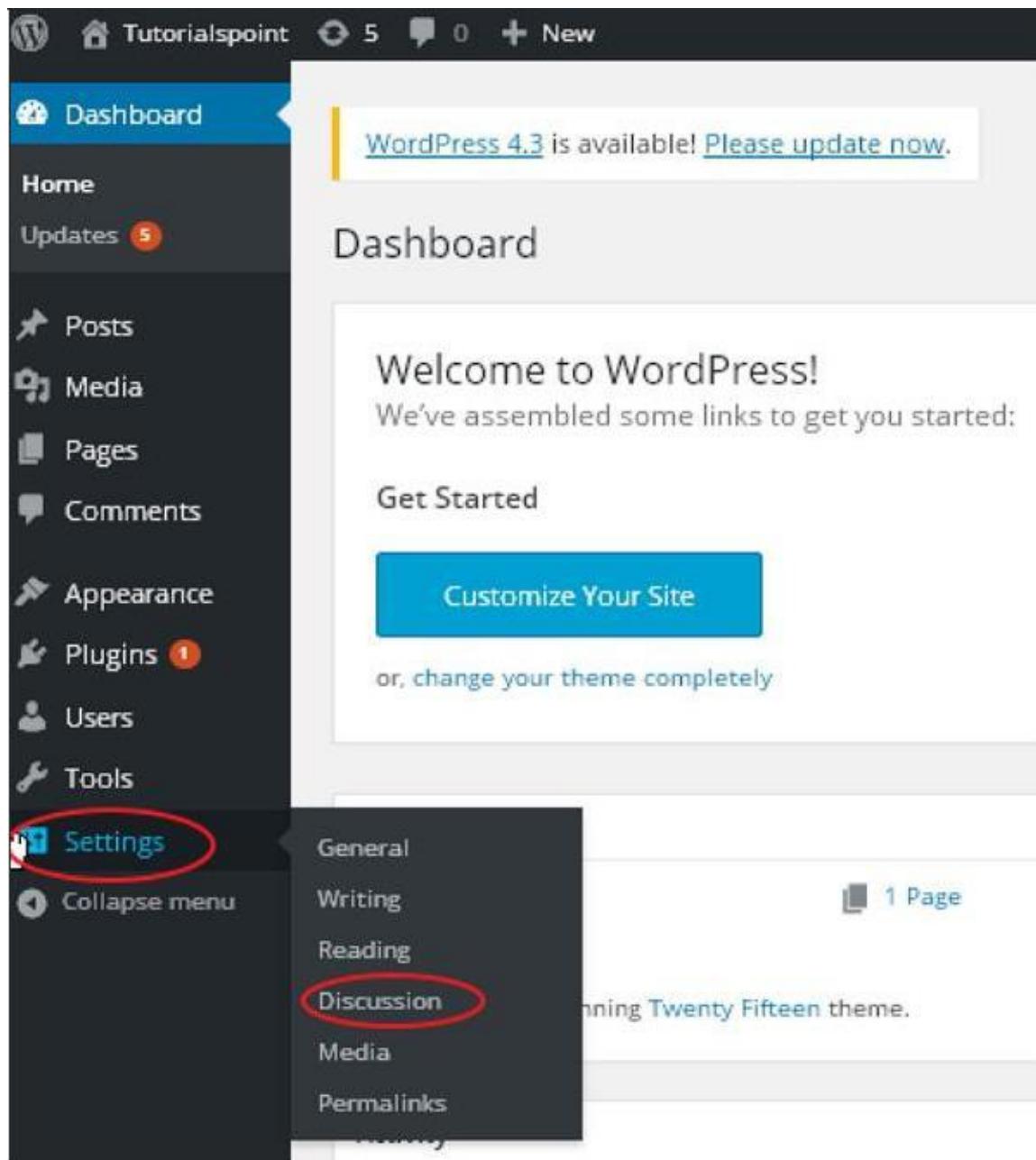
7. DISCUSSION SETTING

WordPress

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

Following are the steps to access the Discussion setting:

Step (1): Click on **Settings -> Discussion** option in WordPress.



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

The screenshot shows the 'Discussion Settings' page in the WordPress admin dashboard. The left sidebar has 'Settings' selected. The main area contains several sections:

- Default article settings:** Includes options like 'Attempt to notify any blogs linked to from the article' (checked), 'Allow link notifications from other blogs (pingbacks and trackbacks)' (checked), and 'Allow people to post comments on new articles' (checked). A note says '(These settings may be overridden for individual articles.)'
- Other comment settings:** Includes 'Comment author must fill out name and e-mail' (checked), 'Users must be registered and logged in to comment' (unchecked), 'Automatically close comments on articles older than: 14 days' (unchecked), 'Enable threaded (nested) comments: 5 levels deep' (checked), and 'Break comments into pages with: 50 top-level comments per page and the last page displayed by default' (unchecked). A note says 'Comments should be displayed with the older comments at the top of each page.'
- E-mail me whenever:** Includes 'Anyone posts a comment' (checked) and 'A comment is held for moderation' (checked).
- Before a comment appears:** Includes 'Comment must be manually approved' (unchecked) and 'Comment author must have a previously approved comment' (checked).
- Comment Moderation:** Includes a note about holding comments in the queue if they contain 2 or more links, and a note about matching words in comments against a moderation queue.
- Comment Blacklist:** Includes a note about marking comments as spam if they contain specific words.
- Avatars:** Includes a note about avatars appearing next to names in comments. It has sections for 'Avatar Display' (checked), 'Maximum Rating' (G selected), and 'Default Avatar' (Mystery Person selected). Other options include Blank, Gravatar Logo, Identicon (Generated), Wavatar (Generated), MonsterID (Generated), and Retro (Generated).

At the bottom are 'Save Changes' and 'Thank you for creating with WordPress.' buttons, and a 'Get Version 4.3' link.

Following fields are seen in Discussion settings.

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

- **Attempt to notify any blogs linked to from the article:** When you publish articles then it sends a notification (sends pings and trackback) to other blogs.
- **Allow link notifications from other blogs (pingbacks and trackbacks):** Accepts pings from other blogs.
- **Allow people to post comments on new articles:** You can allow or disallow other people to comment on your article using this setting.

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

- **Other Comment Settings:** This setting has the following options:

- **Comment author must fill out name and e-mail:** When you check this box, it is mandatory for visitors to fill their name and email address.
- **Users must be registered and logged in to comment:** If you check this box, only those registered visitors can leave comments, if not checked anyone can leave any number of comments.
- **Automatically close comments on articles older than days:** This option allows you to accept comments only for a particular time period as per your wish.
- **Enable threaded (nested) comments:** When you check this option, visitors can reply or have a discussion and get responses.
- **Break comments into pages with top level comments per page and the page displayed by default:** If your pages are getting a lot of comments then you can split them into different pages by checking this box.
- **Comments should be displayed with the comments at the top of each page:** You can arrange the comments in the form of ascending or descending order.

- **Email me whenever:** This setting contains two options, namely:

- **Anyone posts a comment:** When you check into this box, the author gets an e-mail for every single comment that is posted.
- **A comment is held for moderation:** This is used in case you do not want your comment to be updated before it's moderated by the admin.

- **Before a comment appears:** This setting allows how your posts are controlled. There are two more settings as followed:

- **Comment must be manually approved:** If you check this box then only the approved comments by the admin can be displayed on the posts or pages.
- **Comment author must have a previously approved comment:** This can be checked when you want to approve a comment of an author whose has commented and his e-mail address matches the e-mail address of the previous posted comment. Otherwise the comment is held for moderation.

- **Comment Moderation:** Contain only a specific number of links that are allowed into a comment.
- **Comment Blacklist:** You can input your own spam words which you do not want your visitors to enter into the comments, URL, e-mail etc.; later it would filter the comments.
- **Avatars:** Avatar is a small image that displays at the top-right-hand corner of the dashboard screen beside your name. It is like your profile picture. Here you have a few more options where you can set your avatar for WordPress site.
 - **Avatar Display:** It displays your avatar besides your name when it is checked.
 - **Maximum rating:** You have a four other options of avatars you can use. They are G, PG, R and X. This is the age section where you select according to which type of audience you want to display your posts.
 - **Default Avatar:** In this option, there are few more types of avatars with images; you can keep these avatars according to your visitors e-mail address.

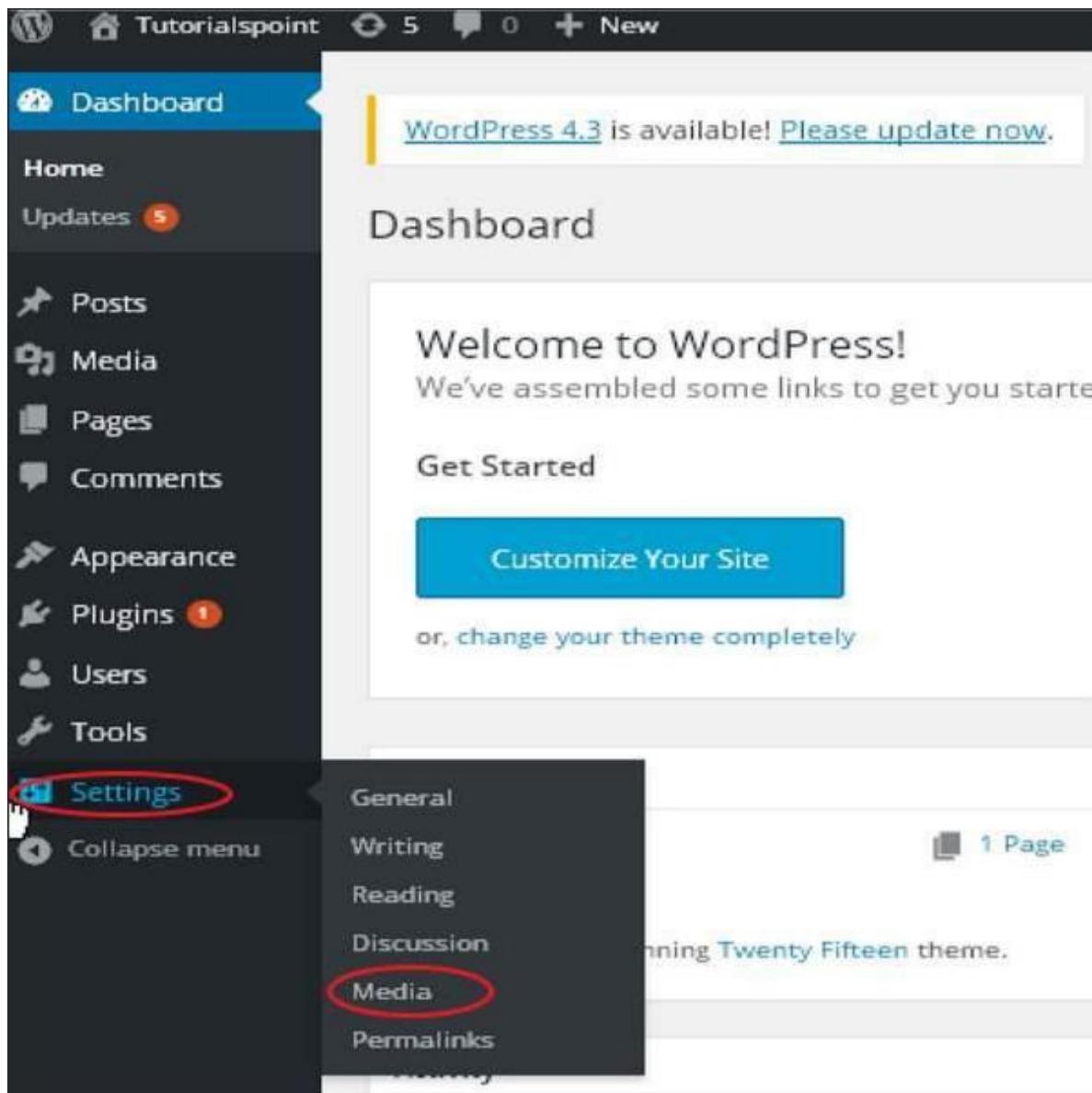
Step (3): Click on **Save Changes** button to save the changes.

8. MEDIA SETTING

WordPress

In this chapter, we will study about **Media Settings** in WordPress. It is used to set the height and width of the images which you're going to use on your website.

Step (1): Click on **Settings->Media** option in WordPress.



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



Following are the details of the fields on Media settings:

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

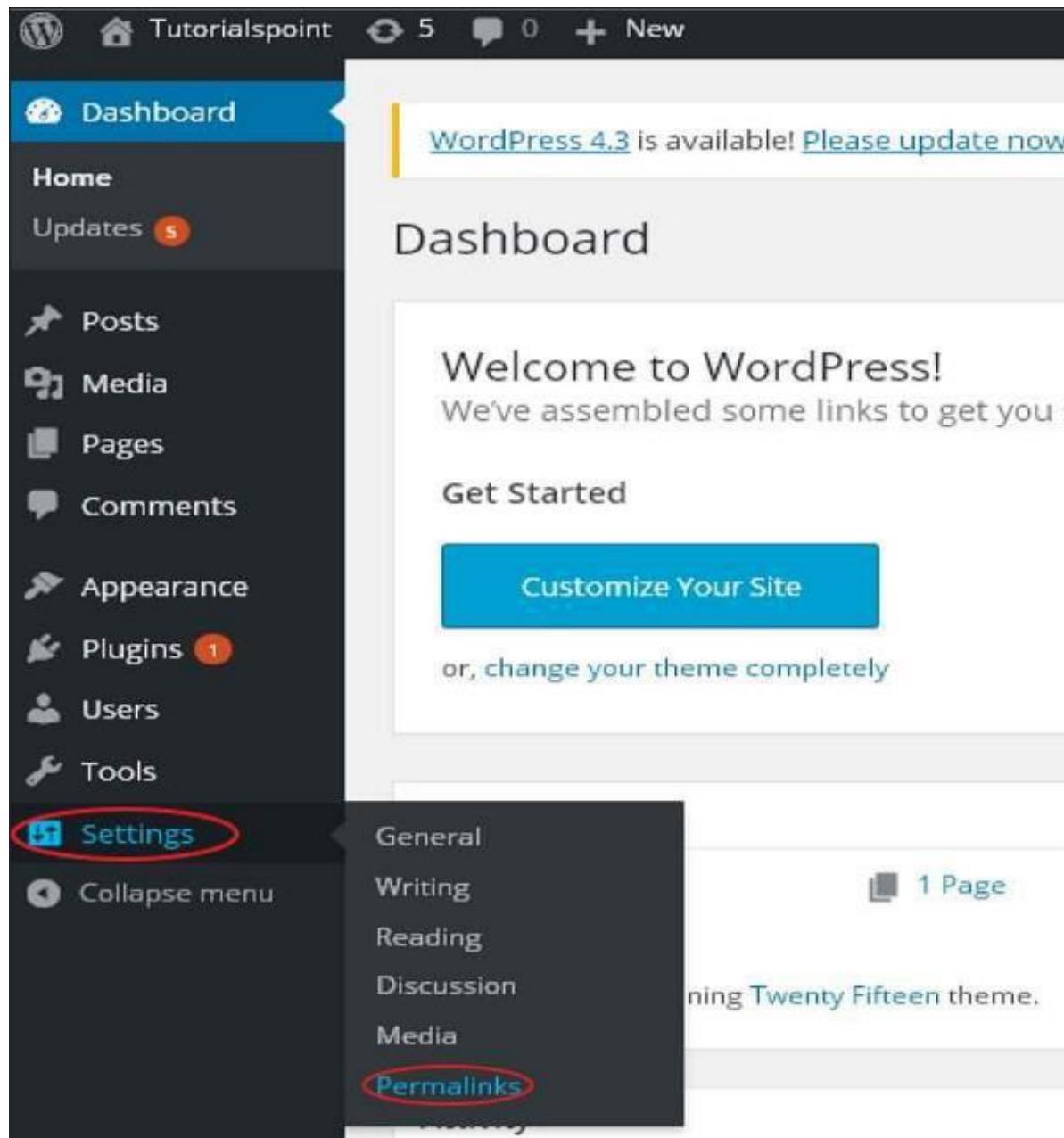
Step (3): After setting the dimension in pixels, click on **Save Changes** button. It saves your media setting information.

9. PERMALINK SETTING

WordPress

In this chapter, we will learn about **Permalink settings** in WordPress. Permalink is a permanent link to a particular blog post or category. It allows setting the default permalink structure. These settings are used to add permalinks to your posts in WordPress. Following are the steps to access permalink settings.

Step (1): Click on **Settings-> Permalinks** option from the left navigation menu.



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

Permalink Settings

By default WordPress uses web URLs which have question marks and lots of numbers in them; however, WordPress offers you the ability to create a custom URL structure for your permalinks and archives. This can improve the aesthetics, usability, and forward-compatibility of your links. A [number of tags are available](#), and here are some examples to get you started.

Common Settings

<input type="radio"/> Default	http://localhost/wordpress/?p=123
<input checked="" type="radio"/> Day and name	http://localhost/wordpress/2015/08/29/sample-post/
<input type="radio"/> Month and name	http://localhost/wordpress/2015/08/sample-post/
<input type="radio"/> Numeric	http://localhost/wordpress/archives/123
<input type="radio"/> Post name	http://localhost/wordpress/sample-post/
<input type="radio"/> Custom Structure	http://localhost/wordpress/%year%/%monthnum%/%day%/%postname%/

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/wordpress/topics/uncategorized/>. If you leave these blank the defaults will be used.

Category base:

Tag base:

Save Changes

Thank you for creating with WordPress. [Get Version 4.3](#)

Here are a few settings you can make:

- **Common settings:**

Check any of the radio buttons to choose your permalink structure for your blogs

- **Default:** It sets the default URL structure in WordPress.
- **Day and name:** It sets URL structure according to the date and name in your posts.
- **Month and name:** It sets the URL structure according to the month and name in your post.

- **Numeric:** It sets numbers in the URL structure in your post.
- **Post name:** It sets post name in the URL structure in your post.
- **Custom Structure:** It sets the URL structure of your choice by writing the desired name in the given text box.

- **Optional**

These are optional. You can add custom structure for main category or tag URL. If your text box is empty then default settings is used. Here you have two options.

- Category Base: Add custom prefix for your category URL.
- Tag Base: Add custom prefix to your Tags URL.

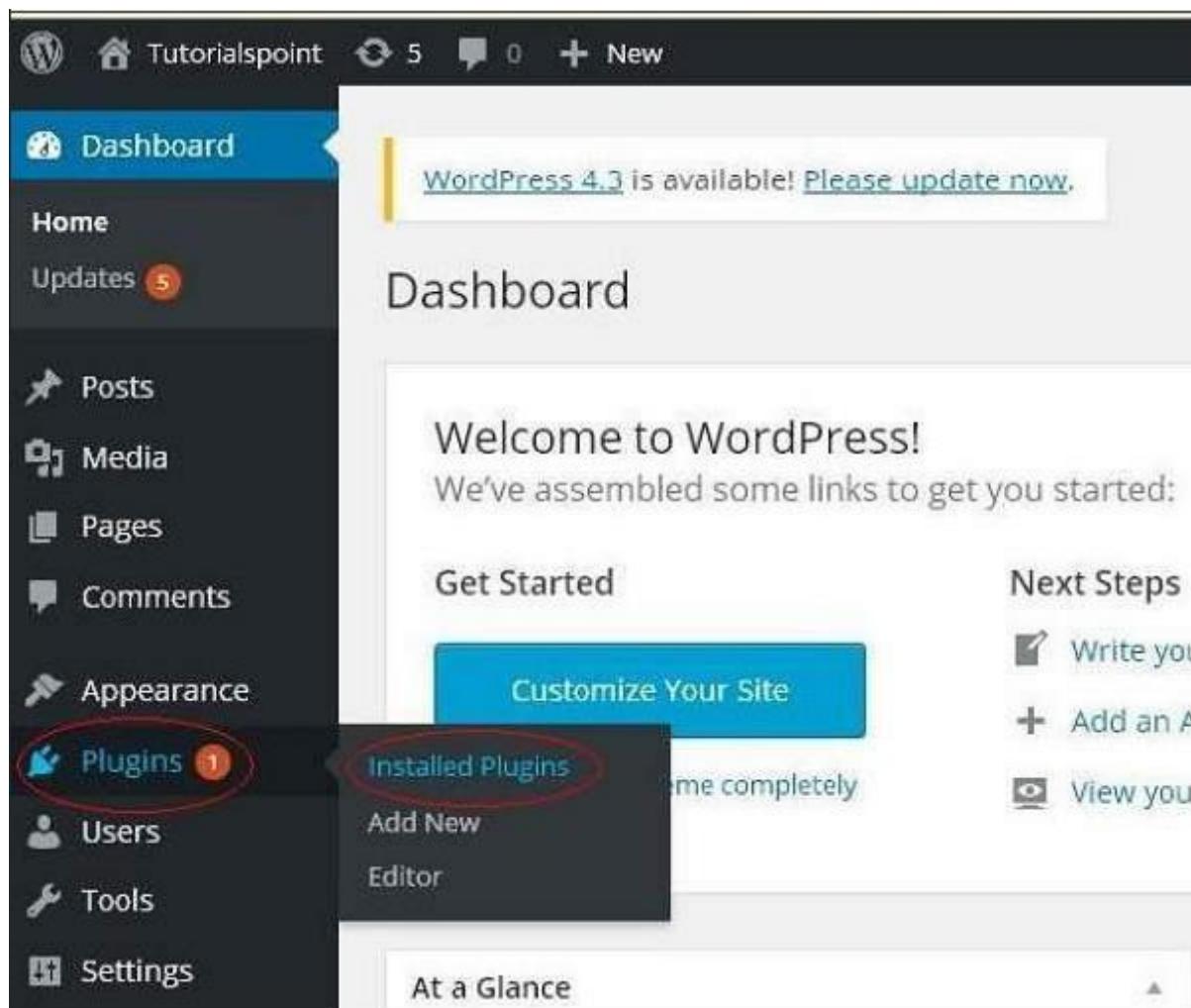
Step (3): Once you are done with changes, click on **Save Changes** button to save the permalink settings.

10.PLUGIN SETTING

WordPress

In this chapter, we will study how to use plugins in your WordPress site. Plugin allows to easily modify, customize or enhance WordPress blog or post. The WordPress Plugin is a software that can be uploaded to expand the functionality of the site. They add services or features to WordPress blog. Plugins are used to make your work easier. Following are the simple steps to add plugins.

Step (1): On the left side bar, Click on **Plugins -> Installed Plugins** as shown in the screen.



Step (2): The following page appears.

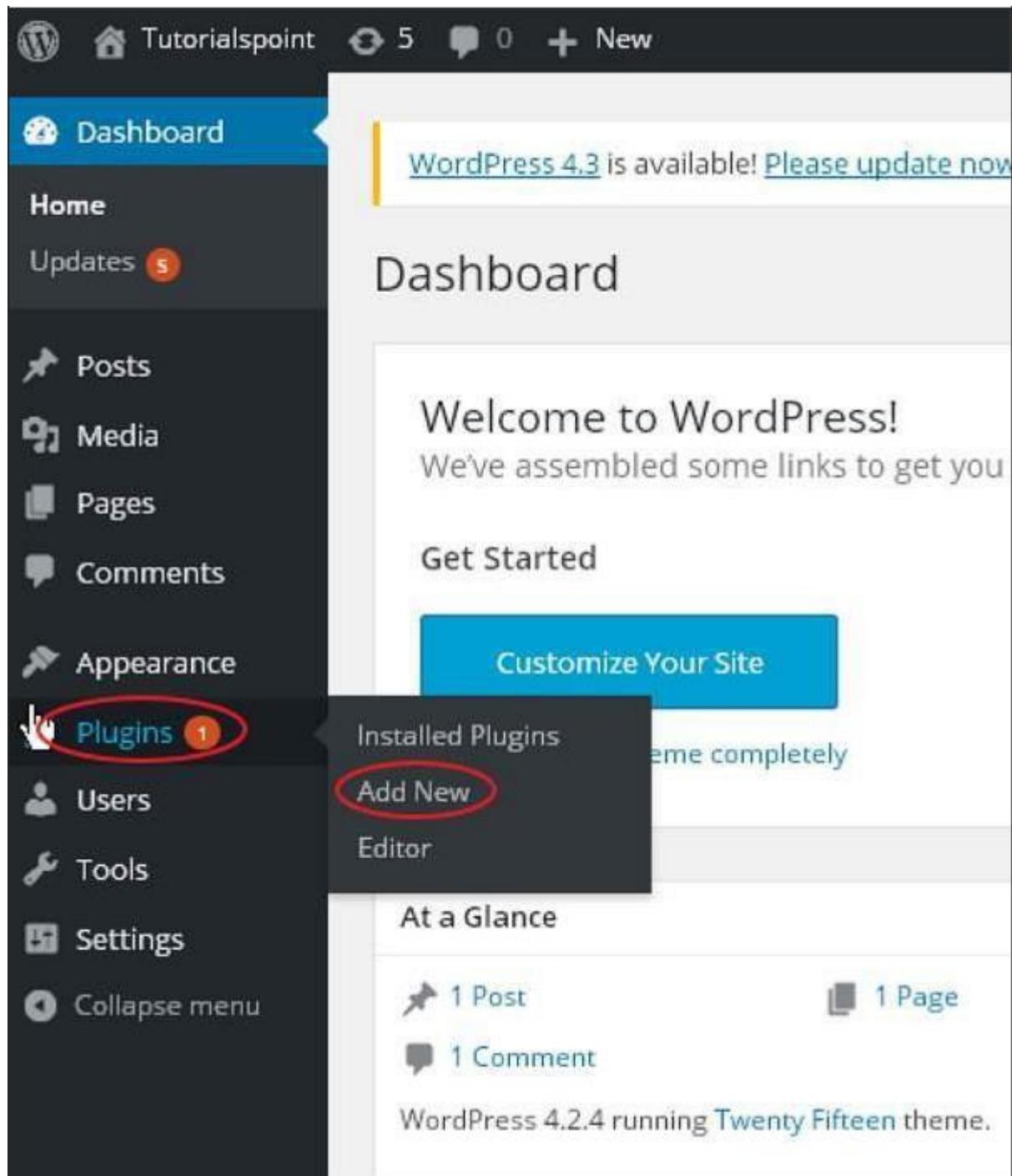
The screenshot shows the WordPress Admin interface under the 'Plugins' section. A message at the top says 'WordPress 4.3 is available! Please update now.' Below it, a notice states 'The selected plugins have been deleted.' A search bar is present. The main list shows two items:

Plugin	Description
Akismet	Used by millions, Akismet is quite possibly the best way in the world to protect your blog from comment and trackback spam. It keeps your site protected from spam even while you sleep. To get started: 1) Click the "Activate" link to the left of this description, 2) Sign up for an Akismet API key, and 3) Go to your Akismet configuration page, and save your API key. Version 3.1.1 By Automatic 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 Louis Armstrong: Hello, Dolly. When activated you will randomly see a lyric from Hello, Dolly in the upper right of your admin screens on every page. Version 1.6 By Matt Mullenweg View details

At the bottom, there are buttons for 'Bulk Actions' and 'Apply', and a note '2 items'. A 'Thank you for creating with WordPress.' message and a 'Get Version 4.3' link are also visible.

In this section, you can view the already installed plugins.

Step (3): Click on --->**Plugins -> Add New** menu as shown in the following screen.



Step (4): A list of plugins appears that are used in WordPress. Here you can directly install plugins from the available list or you can upload it by clicking on **Upload Plugin**.

The screenshot shows the WordPress Plugins page. On the left, a sidebar menu includes Dashboard, Posts, Media, Pages, Comments, Appearance, Plugins (selected), Add New, Editor, Users, Tools, Settings, and Collapse menu. The main content area displays a list of plugins:

- Theme Check**: A simple and easy way to test your theme for all the latest WordPress standards and practices. A great theme development tool! (Install Now)
- BuddyPress**: BuddyPress helps you run any kind of social network on your WordPress, with member profiles, activity streams, user groups, messaging, and more. (Install Now)
- bbPress**: bbPress is forum software, made the WordPress way. (Install Now)
- Jetpack by WordPress.com**: Your WordPress. Streamlined. (Install Now)
- Akismet**: Akismet checks your comments against the Akismet Web service to see if they look like spam or not. (Update Now)
- WP Super Cache**: A very fast caching engine for WordPress that produces static html files. (Install Now)

Below the plugins, there is a section for Popular tags:

- admin
- alias
- business
- comments
- content
- commerce
- email
- Facebook
- gallery
- google
- image
- images
- jquery
- links
- meta
- page
- pages
- post
- posts
- plugin
- Post
- posts
- seo
- shortcode
- sidebar
- social
- twitter
- widget

At the bottom, a message says "Thank you for creating with WordPress." and a link "Get Version 4.3".

When you click on Upload Plugin you'll get the following page.



Click on **Browse**, it goes back to the page where you can select plugins from WordPress site. And if you click on **Choose File**, you can add files from your system. Otherwise, you can directly choose the plugin that you need and click on **Install now** as seen in the following screenshot.

The screenshot shows the 'WP Super Cache' plugin page on the WordPress plugin repository. The page title is 'Add Plugins' and the sub-section is 'Upload Plugin'. There are tabs for 'Featured', 'Popular', 'Recommended', and 'Favorites', with 'Featured' selected. The 'WP Super Cache' plugin card is displayed. It features a thumbnail image of a dark background with white and orange geometric shapes. The plugin name 'WP Super Cache' is displayed in green. Below the name are two buttons: 'Install Now' (which is highlighted with a red circle) and 'More Details'. A description follows: 'A very fast caching engine for WordPress that produces static html files.' Below the description is the developer information: 'By Automattic'. At the bottom of the card, there is a star rating of 4.5 stars from 637 reviews, '1+ Million Active Installs', 'Last Updated: 3 months ago', and a compatibility note: '✓ Compatible with your version of WordPress'.

When you click on **Install Now**, the package starts to download and gets installed. Then, click on **Activate plugin** to active that plugin to use in WordPress as seen in the following screen.



After clicking on **Activate Plugin** you'll get a message as *Plugin activated* and you can also find the installed plugin in the list.

The screenshot shows the WordPress Plugins page. The sidebar menu is visible on the left, with "Plugins" selected. The main area shows a list of installed plugins. The "WP Super Cache" plugin is highlighted with a red box around its row. The status for this plugin is "Plugin activated". Other plugins listed include Akismet, Hello Dolly, and WP Super Cache. A message at the bottom of the page says "WP Super Cache must be configured. Go to the admin page to enable and configure the plugin." There is also a "Get Version 4.3" button.

Below the *plugin activated* message, you can view few options such as **All**, **Active**, **Inactive** and **Update available**.

When you click on **Active** the following page appears. Here you can view all the activated plugins.

The screenshot shows the WordPress Admin Plugins page. The left sidebar is visible with the 'Plugins' option selected. The main area displays a table of installed plugins. At the top of the table, there are filter buttons: 'All (3)', 'Active (1)', 'Inactive (2)', and 'Update Available (1)'. The 'Active (1)' button is highlighted with a red circle. The table has columns for 'Plugin' and 'Description'. One plugin listed is 'WP Super Cache', which is described as a 'Very fast caching plugin for WordPress.' Below the table, a note says 'WP Super Cache must be configured. Go to the admin page to enable and configure the plugin.'

When you click on **Inactive**, the plugins which are available but are not activated gets displayed. You can activate this plugin by clicking on **Activate**.

The screenshot shows the WordPress Admin Plugins page. The left sidebar is visible with the 'Plugins' option selected. The main area displays a table of installed plugins. At the top of the table, there are filter buttons: 'All (3)', 'Active (1)', 'Inactive (2)', and 'Update Available (1)'. The 'Inactive (2)' button is highlighted with a red circle. The table has columns for 'Plugin' and 'Description'. Two plugins listed are 'Akismet' and 'Hello Dolly'. The 'Akismet' plugin is described as being used by millions to protect from comment and trackback spam. The 'Hello Dolly' plugin is described as symbolizing hope and enthusiasm. Both plugins have 'Activate' and 'Edit' links next to their names.

When you click on **Update available**, you'll get a list of plugins that must be updated. Click on **Update** and you get a message as *Updated*.

The screenshot shows the WordPress admin interface under the 'Plugins' section. A notification bar at the top says 'WordPress 4.3 is available! Please update now.' Below it, the 'Plugins' list is shown with the following details:

- Filter:** All (3) | Active (1) | Inactive (2) | **Update Available (1)**
- Bulk Actions:** Plugin | Akismet | Hello Dolly | WP Super Cache | **Apply**
- Akismet** (Active): Description: Used by millions, Akismet is quite possibly the best way in the world to protect your blog from comment and trackback spam. It keeps your site protected from spam even while you sleep. To get started: 1) Click the "Activate" link to the left of this description, 2) Sign up for an Akismet API key, and 3) Go to your Akismet configuration page, and save your API key. Version 3.1.1 | By Automattic | View details.
- Hello Dolly** (Inactive): Description: 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 Louis Armstrong: Hello, Dolly. When activated you will randomly see a lyric from Hello, Dolly in the upper right of your admin screen on every page. Version 1.6 | By Matt Mullenweg | View details.
- WP Super Cache** (Inactive): Description: Very fast caching plugin for WordPress. Version 1.4.4 | By Automattic | View details.

Click on **Bulk Actions** and select any of the options. Click on **Apply** button to **update, delete, activate or deactivate** each of the plugins by checking the boxes.

The screenshot shows the same WordPress admin interface as the previous one, but with the 'Bulk Actions' dropdown menu open over the Akismet plugin row. The menu options are: Activate, Deactivate, Update, and Delete. The 'Update' option is highlighted with a blue background. The rest of the screen remains the same, showing the 'Update Available' status for the Akismet plugin.

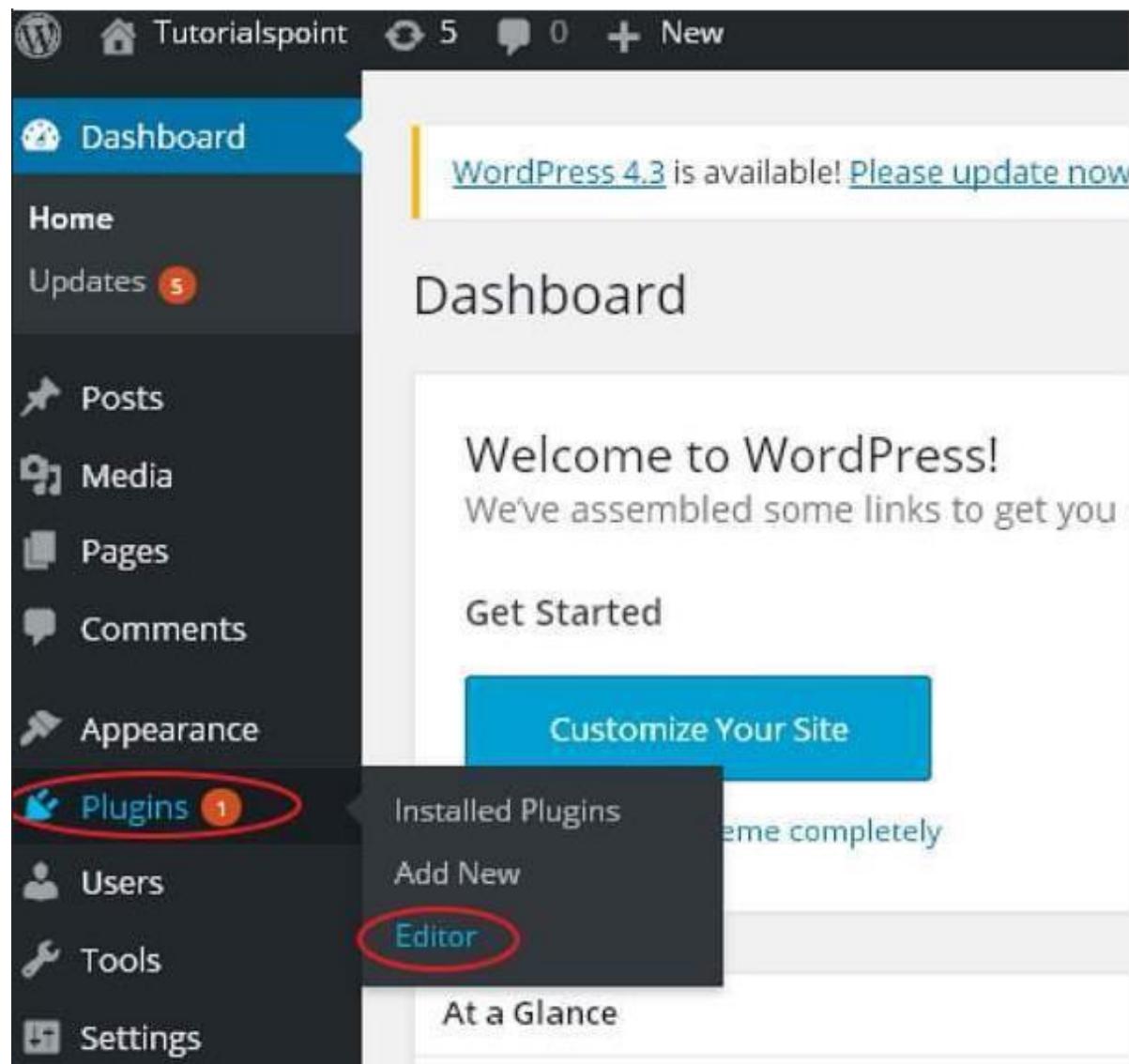
In **Search Installed Plugins** you can just type your plugin name in the text box that is already installed and click on the **Search Installed Plugins** button.

The screenshot shows the WordPress Admin Dashboard with the 'Plugins' screen selected. A message at the top says 'WordPress 4.3 is available! Please update now.' Below it, a notice says 'WP Super Cache is disabled. Please go to the [plugin admin page](#) to enable caching.' The main area lists 'WP Super Cache' as the first plugin. The 'WP Super Cache' entry is highlighted with a red oval. To its right is the 'Search Installed Plugins' button, which is also circled in red. Other plugins listed include 'Akismet'.

When you click on the **Search installed Plugin** button you get the following page with your respective plugin.

The screenshot shows the WordPress Admin Dashboard with the 'Plugins' screen selected. A message at the top says 'WordPress 4.3 is available! Please update now.' Below it, a notice says 'WP Super Cache is disabled. Please go to the [plugin admin page](#) to enable caching.' The search bar contains 'WP Super Cache'. The search results show 'WP Super Cache' as the only result, which is highlighted with a red box. The 'WP Super Cache' entry includes 'Settings', 'Deactivate', and 'Edit' links. Below the search results, a note says 'WP Super Cache must be configured. Go to the [admin page](#) to enable and configure the plugin.'

Step (5): Click on **Plugins -> Editor** from the side bar.



Step (6): The following page gets displayed.

The screenshot shows the WordPress Admin Dashboard with the 'Edit Plugins' page open. The left sidebar has 'Plugins' selected. The main area shows the code for the 'akismet/akismet.php' file, which is inactive. A dropdown menu 'Select plugin to edit:' is open, showing 'Akismet' as the current selection. To the right, a sidebar titled 'Plugin Files' lists various files for the Akismet plugin, including 'akismet/akismet.php', 'akismet/class.akismet-admin.php', and 'akismet/class.akismet-widget.php'. At the bottom, there are buttons for 'Update File' and 'Look Up', and a message 'Thank you for creating with WordPress.' and a link 'Get Version 4.3'.

This page lets you edit your plugins. A few options are explained.

- **Select plugin to edit:** Allows you to select a plugin from the dropdown and edit it.
- **Documentation:** Allows you to select the tools from the dropdown to edit the plugin.
- **Plugin files:** Allows you to select files from the list and edit accordingly.

Finally, after editing the plugin files, click on **Update** file.

Part 3: Categories

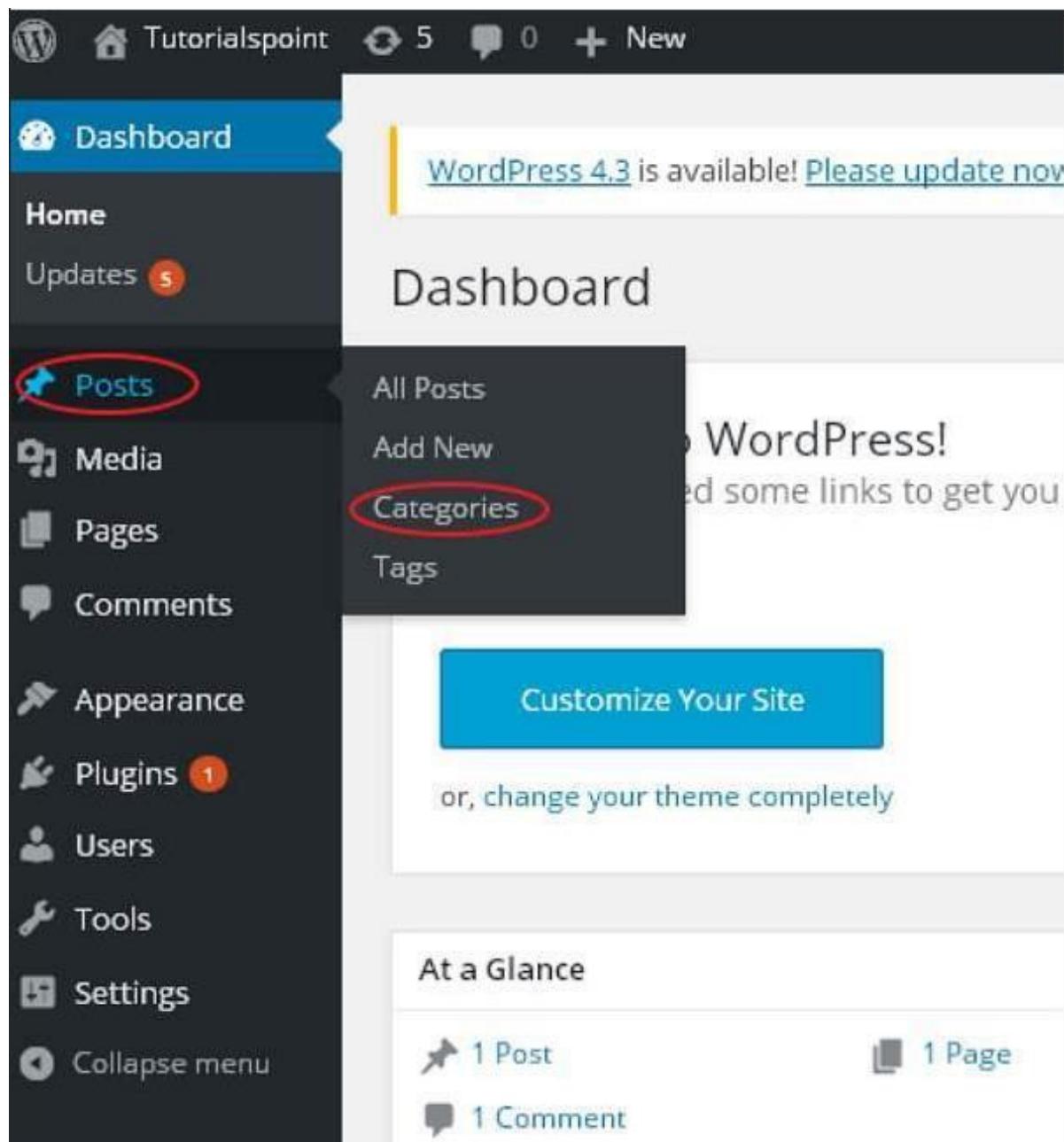
11.ADD CATEGORY

WordPress

In this chapter, we will study about how to **Add Categories** in WordPress. Category is used to indicate sections of your site and group related posts. It sorts the group content into different sections. It is a very convenient way to organize the posts.

To access the Category section, follows the mentioned steps:

Step (1): Click on **Posts -> Categories** option in WordPress.



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

The screenshot shows the WordPress admin interface for managing categories. The left sidebar has a blue-highlighted 'Posts' section, indicating the current page. The main area is titled 'Categories'. On the left, there's a form for 'Add New Category' with fields for 'Name' (set to 'Category'), 'Slug' (set to 'web design'), 'Parent' (set to 'None'), and 'Description' (containing placeholder text about printing and typesetting). To the right, a table lists one category: 'Uncategorized' with slug 'uncategorized' and count 1. A note at the bottom says 'Deleting a category does not delete the posts in that category. Instead, posts that were only assigned to the deleted category are set to the category Uncategorized.' A link 'Get Version 4.3' is visible in the bottom right.

Following are the details of the fields on Categories.

- **Name:** Enter the unique name of categories.
- **Slug:** A word chosen to describe your post. It is specified in the tags URL.
- **Parent:** By selecting the parent category from dropdown, you can set the particular category as sub-category or can keep it as None.
- **Description:** Add brief description of your category. It is optional.

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

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

The screenshot shows the WordPress admin interface under the 'Categories' section. On the left, there's a sidebar with various menu items like Dashboard, Posts, Categories (which is currently selected), Tags, Media, Pages, Comments, Appearance, Plugins (with a red notification dot), Users, and Tools. The main area has a heading 'Categories' and a sub-section 'Add New Category'. It contains fields for 'Name' (set to 'Category1') and 'Slug' (set to 'category1'). Below these fields is a note: 'The "slug" is the URL-friendly version of the name. It is usually all lowercase and contains only letters, numbers, and hyphens.' At the bottom of this section is a 'Create' button. To the right is a table titled 'Categories' with columns: Name, Description, Slug, and Count. A single row is visible, showing 'Category1' with a description of 'Lorem Ipsum is simply dummy text of the printing and typesetting industry.', a slug of 'web-design', and a count of '0'. There are also 'Bulk Actions' and 'Apply' buttons at the top and bottom of the table. A message at the top right says 'Howdy, admin' and 'Screen Options'.

Name	Description	Slug	Count
Category1	Lorem Ipsum is simply dummy text of the printing and typesetting industry.	web-design	0

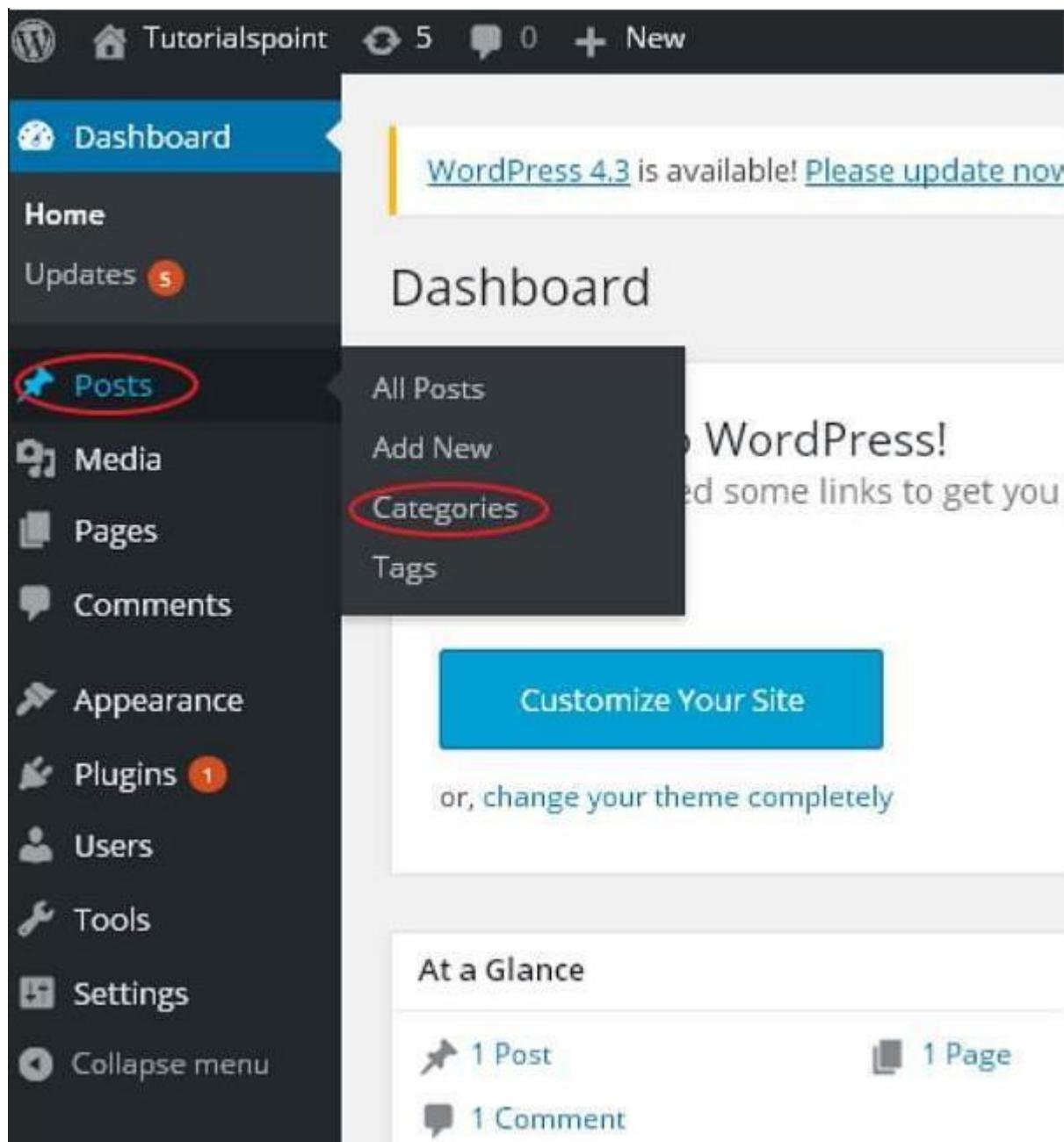
12.EDIT CATEGORY

WordPress

In this chapter, we will study the simple steps to **Edit Categories** in WordPress.

Following are the simple steps to edit categories in WordPress.

Step (1): Click on **Posts -> Categories** in WordPress.



Step (2): You can view Category1 (Category1 was created in the chapter WordPress - Add Category). When the cursor hovers on the Categories, then a few options get displayed below the Category name. There are two ways to edit the categories i.e. **Edit** and **Quick Edit**

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

The screenshot shows the 'Categories' screen in the WordPress admin area. On the left, there's a form to 'Add New Category' with fields for 'Name' (containing 'Category1') and 'Slug' (containing 'web-design'). A note says, 'The name is how it appears on your site.' Below that is a note about slugs: 'The "slug" is the URL-friendly version of the name. It is usually all lowercase and contains only letters, numbers, and hyphens.' Under 'Parent', it says 'None'. On the right, there's a list of categories. 'Category1' is listed with a description: 'Lorem ipsum is simply dummy text of the printing and typesetting industry.' To the right of the category name are 'Edit' and 'Quick Edit' links, with 'Edit' circled in red. Other columns in the list include 'Description' (empty), 'Slug' (containing 'web-design'), and 'Count' (containing '0'). Below the list is another table header for 'Uncategorized' with columns 'Name', 'Description', 'Slug', and 'Count'.

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

The screenshot shows the 'Edit Category' screen for 'Category1'. The 'Name' field contains 'Category1' with the note 'The name is how it appears on your site.'. The 'Slug' field contains 'web-design' with the note 'The "slug" is the URL-friendly version of the name. It is usually all lowercase and contains only letters, numbers, and hyphens.'. Under 'Parent', it says 'None'. A note states: 'Categories, unlike tags, can have a hierarchy. You might have a Jazz category, and under that have children categories for Bebop and Big Band. Totally optional.' The 'Description' field contains 'Lorem ipsum is simply dummy text of the printing and typesetting industry.' with the note 'The description is not prominent by default; however, some themes may show it.' At the bottom left is a blue 'Update' button, which is circled in red.

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

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

The screenshot shows the 'Categories' screen in the WordPress admin area. On the left, there's a form to 'Add New Category' with fields for 'Name' and 'Slug'. Below these fields are descriptive notes about what 'Name' and 'Slug' mean. On the right, a table lists existing categories. One category, 'Category1', has its 'Edit' link highlighted with a red oval. The table columns are 'Name', 'Description', 'Slug', and 'Count'. There are also 'Bulk Actions' and 'Apply' buttons at the top and bottom of the table.

Name	Description	Slug	Count
Category1	Lorem ipsum is simply dummy text of the printing and typesetting industry.	web-design	0
Uncategorized		uncategorized	1

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

This screenshot shows the 'Categories' screen after 'Category1' has been edited. A green bar at the top says 'Category updated.' On the left, the 'Add New Category' form is visible. On the right, the 'QUICK EDIT' form is open for 'Category1', showing the updated 'Name' (Category1) and 'Slug' (web-design). The 'Update Category' button is highlighted with a red oval. The table on the right shows the updated count for 'Category1'.

Name	Description	Slug	Count
Category1		web-design	1
Uncategorized		uncategorized	1

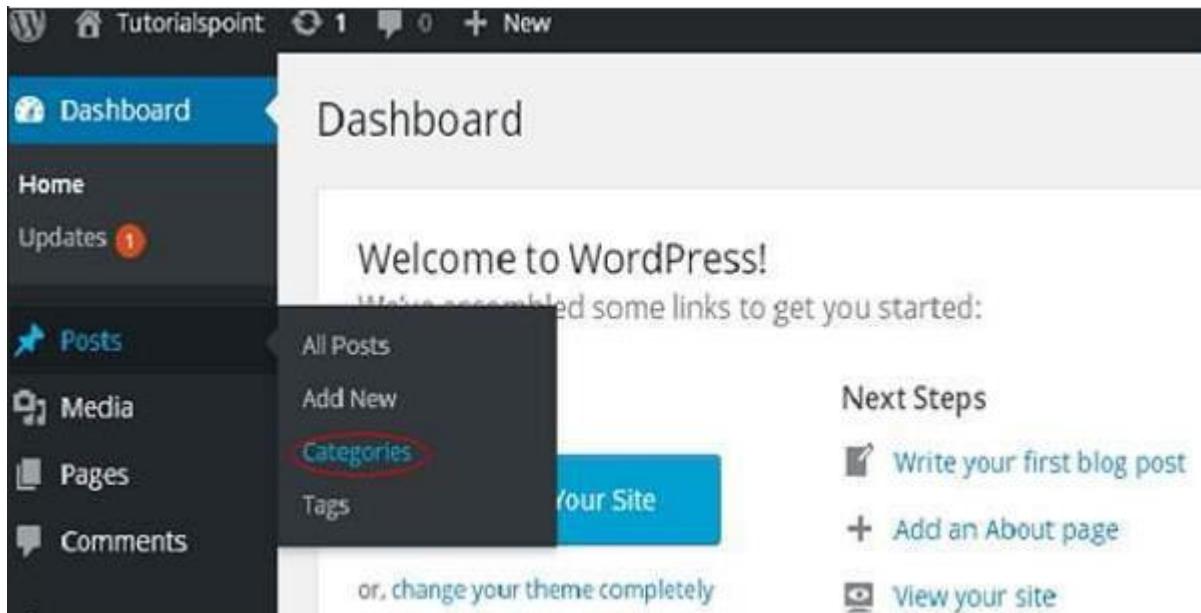
13.DELETE CATEGORY

WordPress

In this chapter, we will study about how to **Delete Categories** in WordPress.

Following are the simple steps to delete categories in WordPress.

Step (1): Click on **Posts -> Categories** in WordPress.



Step (2): You can delete Category1 (Category1 was created in the chapter WordPress - Add Category). When the cursor hovers on the Categories, a few options get displayed below the Category name. Click on **Delete** button as shown in the following screen.

Categories

Add New Category

Name	Description	Slug	Count
<input type="text" value="Category1"/>	Our company offers Website design & development using HTML5, CSS3, AngularJS, JQuery, PHP, Java, JEE, NodeJS. Priced at a very affordable rate.	web-design-and-web-hosting	0
<input type="text" value="Uncategorized"/>		uncategorized	1

Bulk Actions ▾ Apply 2 items

Name Slug Description Count

Category1 web-design-and-web-hosting Our company offers Website design & development using HTML5, CSS3, AngularJS, JQuery, PHP, Java, JEE, NodeJS. Priced at a very affordable rate.

Uncategorized Uncategorized 1

Parent None Categories, unlike tags, can have a hierarchy. You might have a Jazz category, and under that have children categories for Bebop and Big Band. Totally optional.

Search Categories

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

The page at localhost says:

You are about to permanently delete the selected items. 'Cancel' to stop, 'OK' to delete.

OK Cancel

Howdy, admin | Screen Options ▾ Help ▾

Categories Category updated.

Add New Category Bulk Actions ▾ Apply 2 items

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

Name Slug Description Count

Category1 web-design Our company offers Website design & development using HTML5, CSS3, AngularJS, JQuery, PHP, Java, JEE, NodeJS. Priced at a very affordable rate.

Uncategorized Uncategorized 1

Search Categories

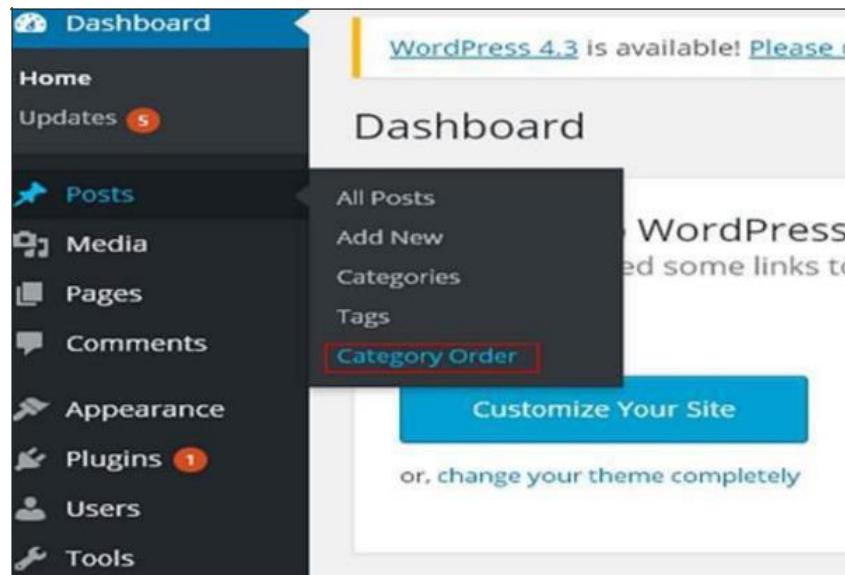
You can click on **OK** button and delete the category permanently.

14.ARRANGE CATEGORIES

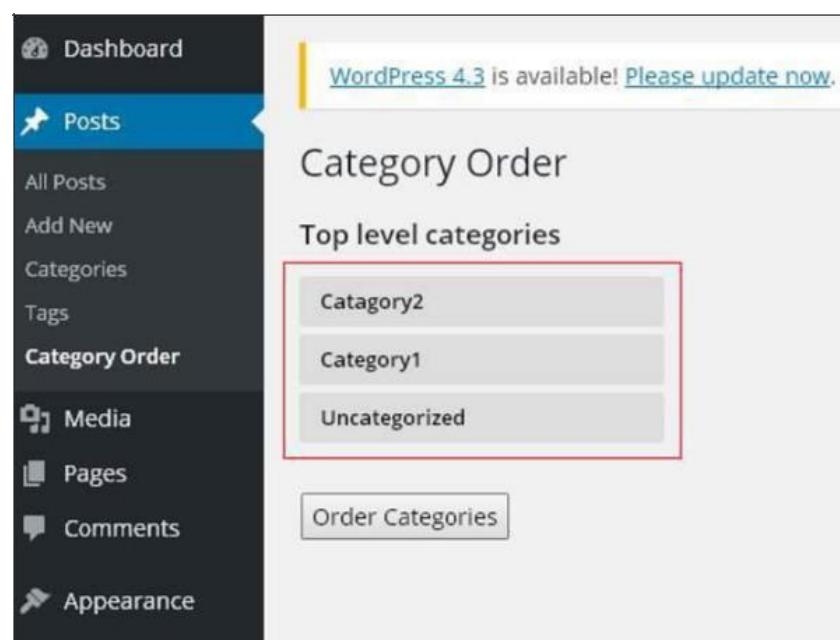
WordPress

In this chapter, we will study how to **Arrange Categories** in WordPress. You can't arrange categories directly in WordPress. Hence, you will need to install **Category Order** plugin to arrange the created categories in a particular way.

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



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



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

The screenshot shows the WordPress dashboard with the 'Posts' menu item selected. On the right, the 'Category Order' page is displayed. It features a header with a notice about WordPress 4.3 and a section titled 'Top level categories' containing three items: 'Category1', 'Catagory2', and 'Uncategorized'. A red box highlights the 'Order Categories' button at the bottom of this section.

WordPress 4.3 is available! [Please update now.](#)

Category Order

Top level categories

- Category1
- Catagory2
- Uncategorized

Order Categories

Part 4: Posts

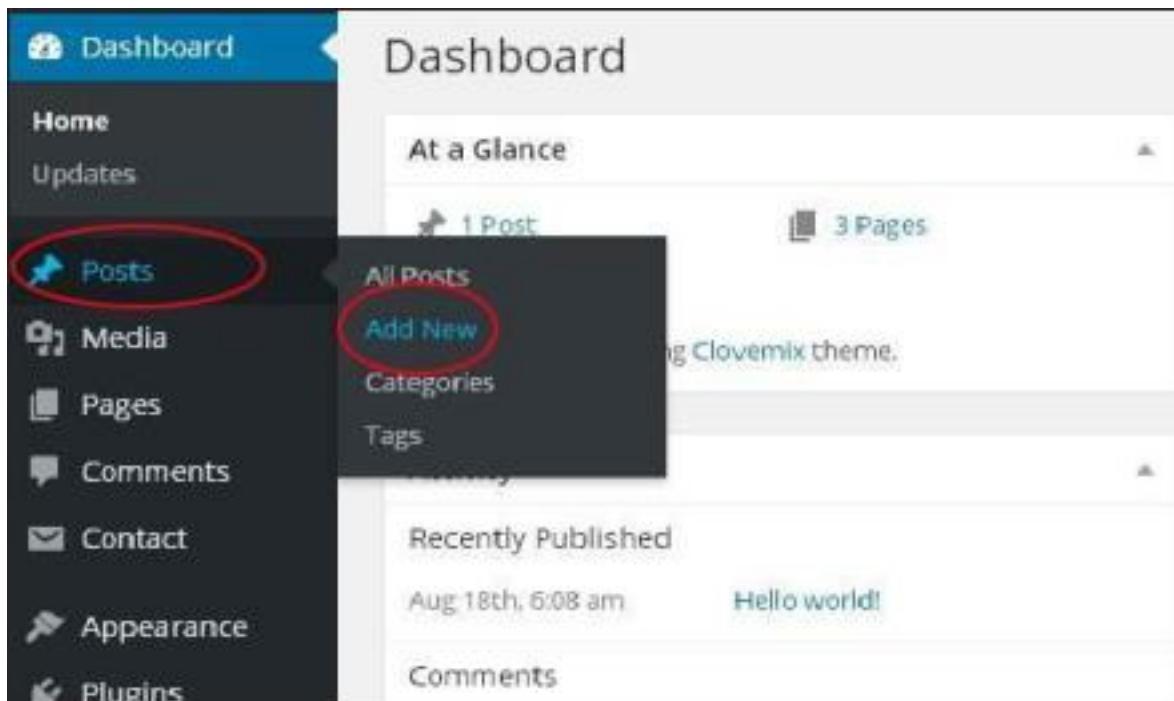
15.ADD POSTS

WordPress

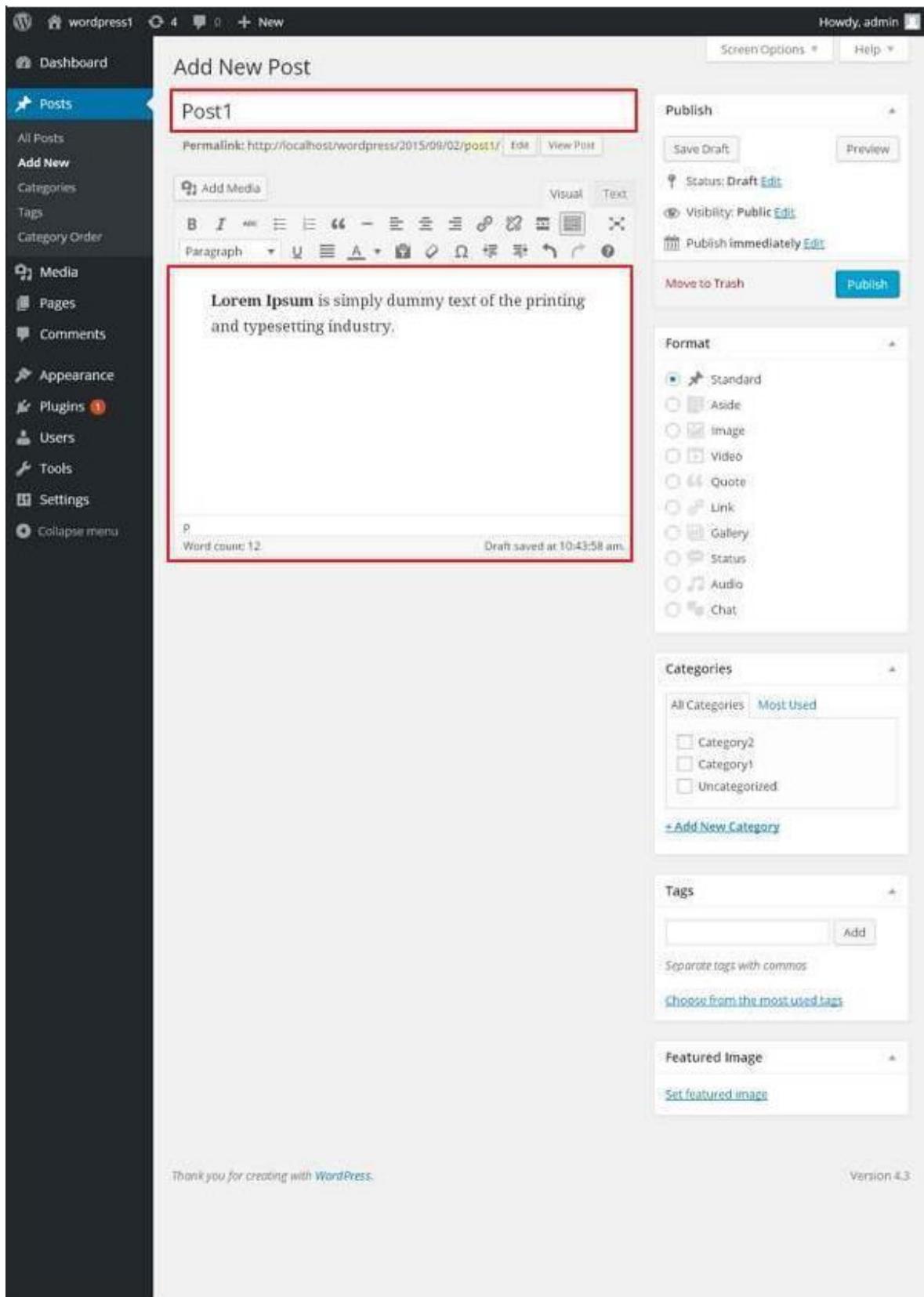
In this chapter, we will study how to **Add Posts** in WordPress. Posts are also known as *articles* and sometimes referred as blogs or blog posts. These are used to popularize your blogs.

Following are the simple steps to Add Posts in WordPress.

Step (1): Click on **Posts ->Add New** in WordPress.



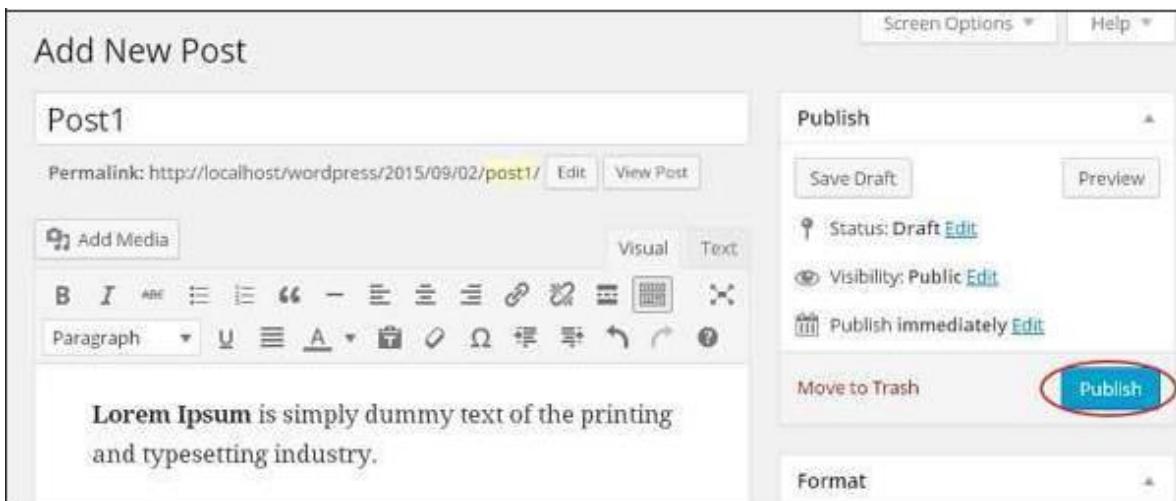
Step (2): You will get the editor page of the Post as shown in the following screen. You can use the WordPress WYSIWYG editor to add the actual content of your post. We will study in detail about WYSIWYG editor in the chapter WordPress - Add Pages.



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

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

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



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

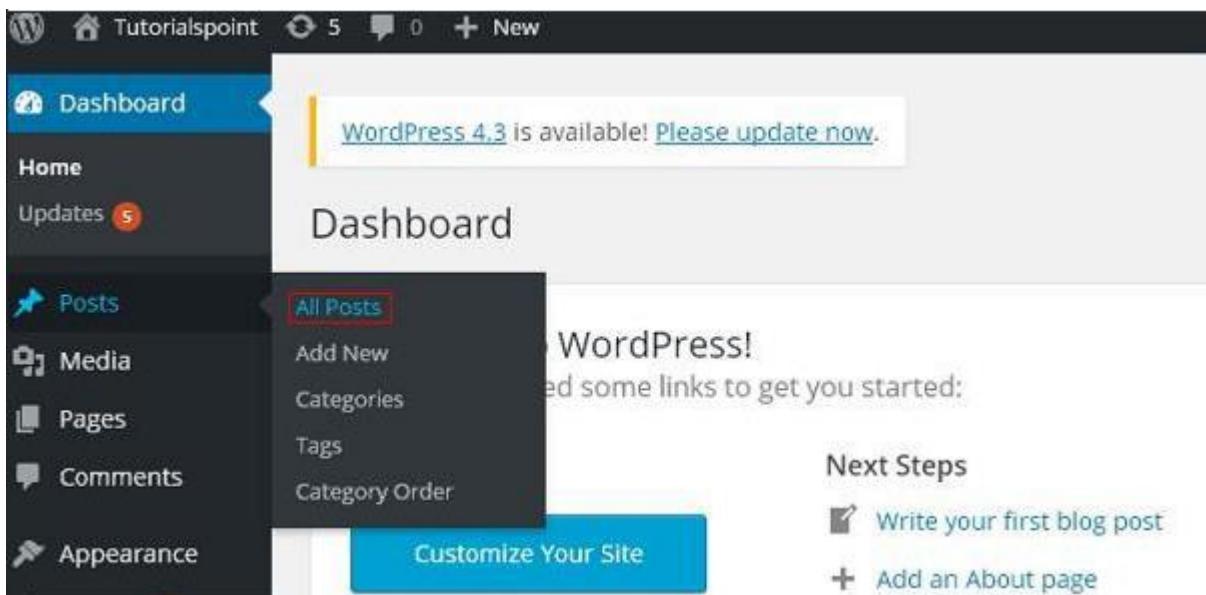
- **Save Draft:** It saves the post as a draft.
- **Preview:** You can preview your post before publishing.
- **Move to Trash:** Deletes the post.
- **Status:** Change the status of your post to *Published*, *Pending*, or *Reviewer Draft*.
- **Visibility:** Change the visibility of the post to *Public*,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

16.EDIT POSTS

WordPress

In this chapter, we will study how to **Edit Posts** on WordPress. Following are the simple steps to Edit Posts in WordPress.

Step (1): Click on **Posts -> All Posts** in WordPress.



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

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

A screenshot of the WordPress Posts list screen. The left sidebar shows 'All Posts' selected under 'Posts'. The main area shows a table of posts. The first post, 'Post1', has its 'Edit' link circled in red. Other columns in the table include 'Title', 'Author', 'Categories', 'Tags', and 'Date'. The status bar at the bottom right shows '2 items'.

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

The screenshot shows the 'Edit Post' screen for a post titled 'Post1'. The content area contains the text: 'Lorem Ipsum is simply dummy text of the printing and typesetting industry.' A red box highlights this text area. The Publish sidebar on the right includes fields for Status (Published), Visibility (Public), and Publish date (Sep 2, 2015 @ 11:18). The 'Update' button is highlighted with a blue oval.

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

The screenshot shows the 'Posts' dashboard. In the list of posts, the first post, 'Post1', has its 'Edit' and 'Quick Edit' buttons circled in red. The 'Quick Edit' button is located below the 'Edit' button in the post preview row.

Title	Author	Categories	Tags	Date
Post1	admin	Uncategorized		40 mins ago Published
Hello world!	admin	Uncategorized		7 hours ago Published
Title				Date

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

The screenshot shows the WordPress 'Posts' screen. At the top, there are buttons for 'Screen Options' and 'Help'. Below that, a search bar labeled 'Search Posts' and a 'Bulk Actions' dropdown with 'Apply' and 'All dates' buttons. On the right, there are icons for '2 items' and a trash bin.

In the main area, there's a table with columns: 'Title', 'Author', 'Categories', 'Tags', and 'Date'. A row for a post titled 'Post1' is selected. The 'QUICK EDIT' panel on the left contains fields for 'Title' (Post1), 'Slug' (post1), 'Date' (09-Sep 02, 2015 @ 11:18), 'Password' (empty), and 'Private' (unchecked). The 'Categories' panel shows 'Category2' and 'Category1' as options, with 'Uncategorized' checked. The 'Tags' panel is empty. Under 'Status', 'Published' is selected. There are checkboxes for 'Allow Comments' and 'Allow Pings', and a checkbox for 'Make this post sticky' which is unchecked. The 'Update' button is highlighted with a red circle.

Below the table, another row for a post titled 'Hello world!' is visible, showing the author as 'admin', category as 'Uncategorized', and status as 'Published' (7 hours ago).

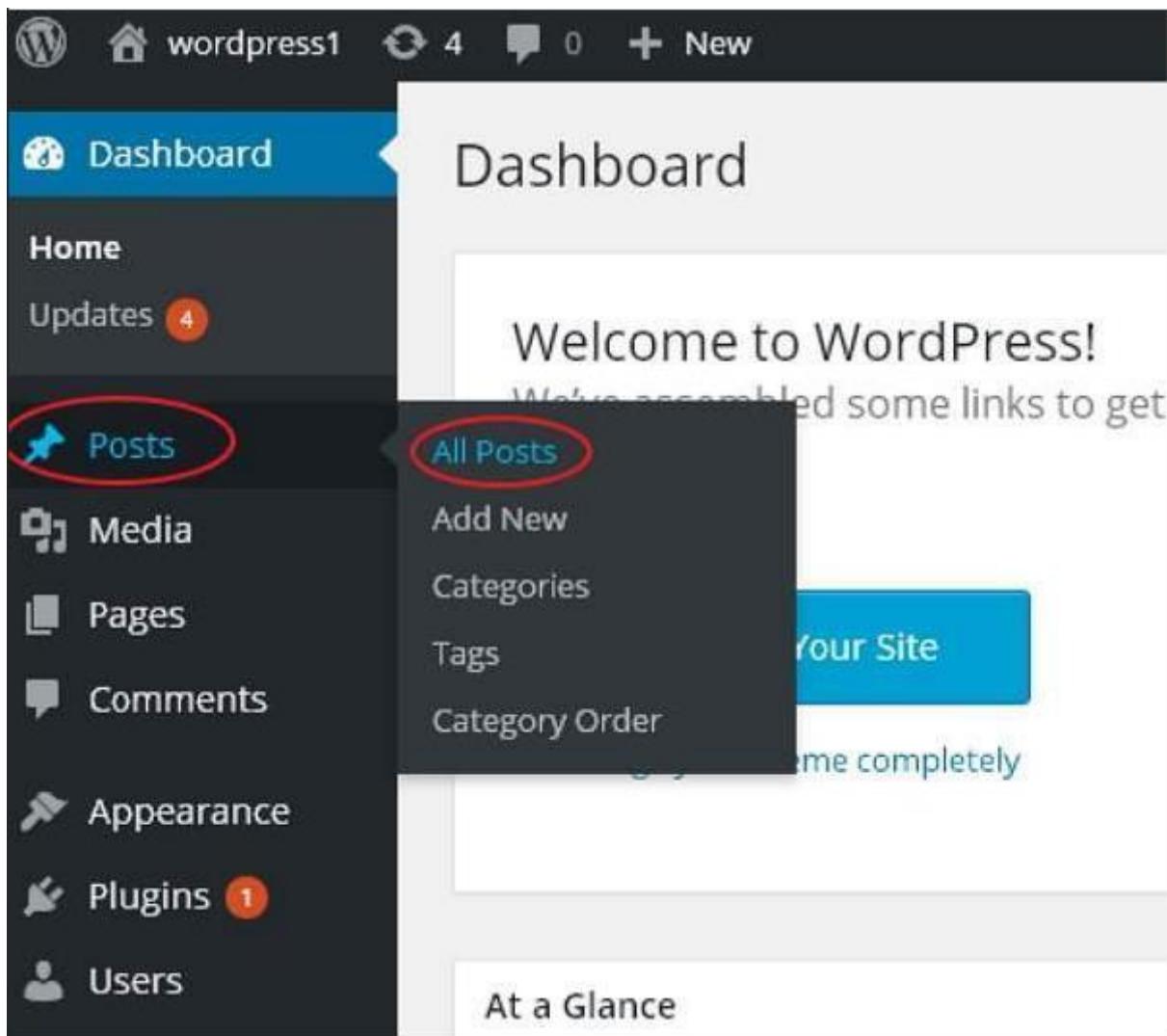
At the bottom, there are 'Bulk Actions' and 'Apply' buttons, and a note indicating '2 items'.

17.DELETE POSTS

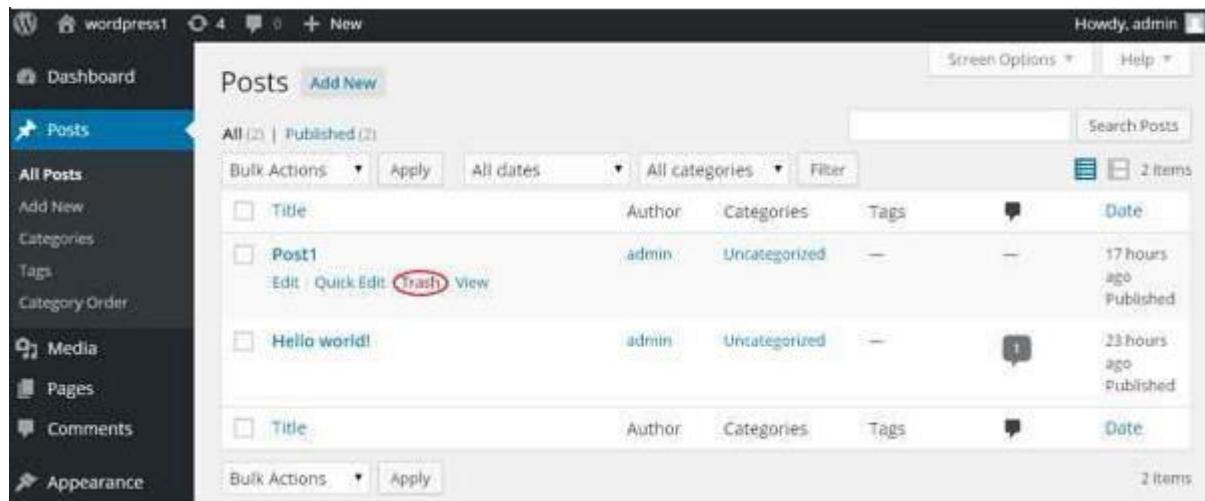
WordPress

In this chapter, we will study how to **Delete Posts** in WordPress. Following are the steps to **Delete Posts** in WordPress.

Step (1): Click on **Posts -- > All Post** in WordPress.

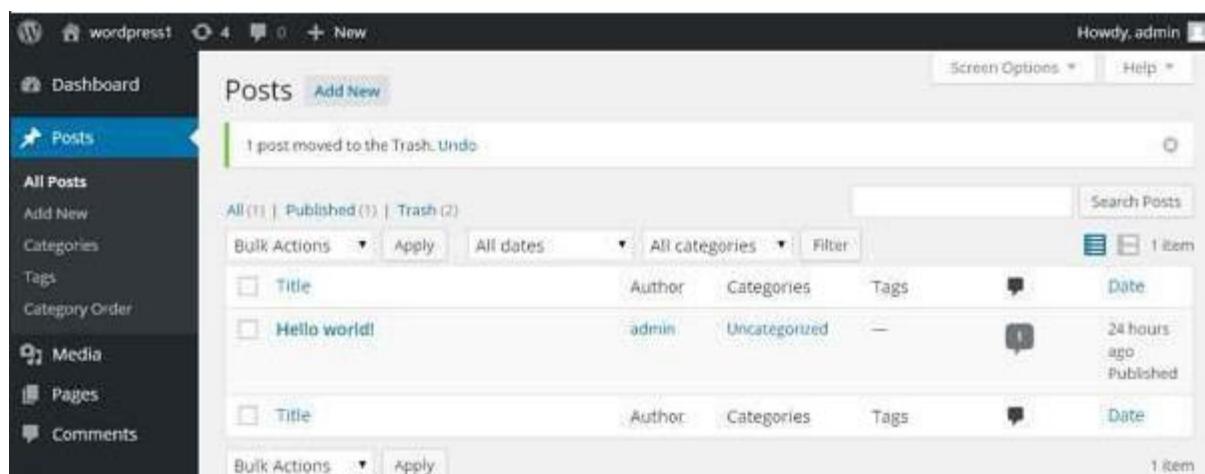


Step (2): You can delete Post1 (Post1 was created in the chapter WordPress - Add Posts). When the cursor hovers on the Post, then a few options get displayed below Post1. Click on **Trash** option to delete the post.



The screenshot shows the WordPress admin interface under the 'Posts' section. There are two posts listed: 'Post1' and 'Hello world!'. The 'Post1' row includes a 'Trash' link which is circled in red. The 'Hello world!' post is shown below it. The sidebar on the left lists other sections like Dashboard, Media, Pages, and Appearance.

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



The screenshot shows the same WordPress admin interface after the deletion of 'Post1'. A message at the top states '1 post moved to the Trash. Undo.' Below this, there is only one post left: 'Hello world!'. The sidebar on the left remains the same.

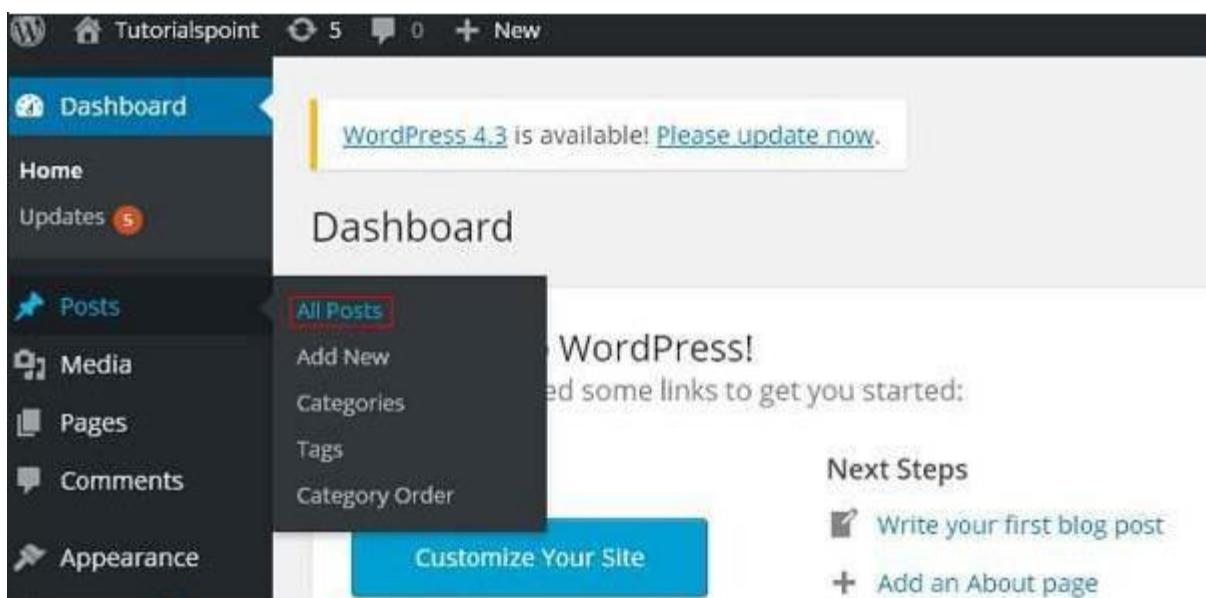
18.PREVIEW POSTS

WordPress

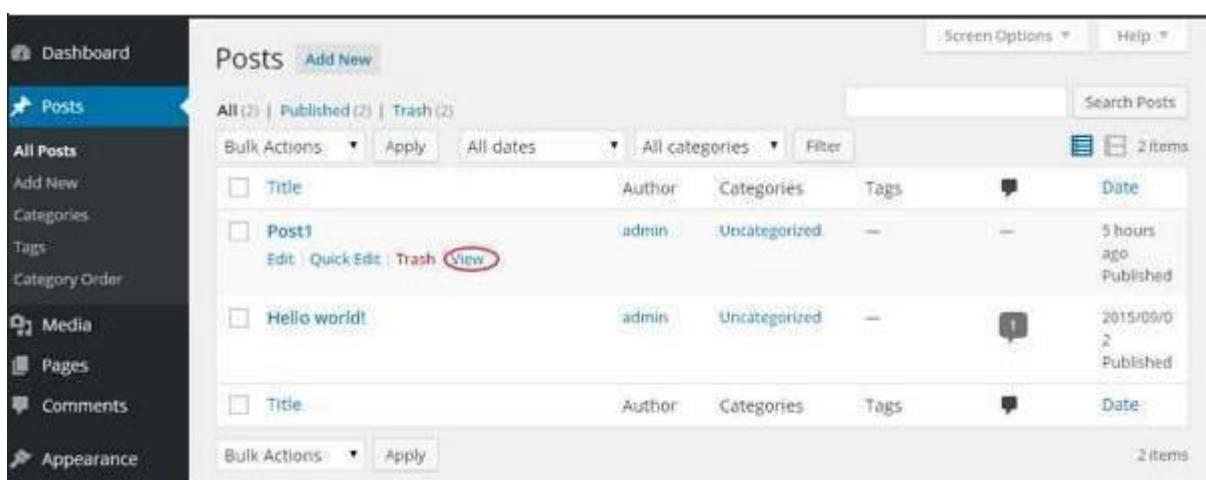
In this chapter, we will study how to **Preview Posts** in WordPress. Preview Post is to view the post before it is published to the user. It is safer to **preview** your post and verify how your post looks on the website. You can edit or change the post as per your need after previewing.

Following are the simple steps to **Preview Posts** in WordPress.

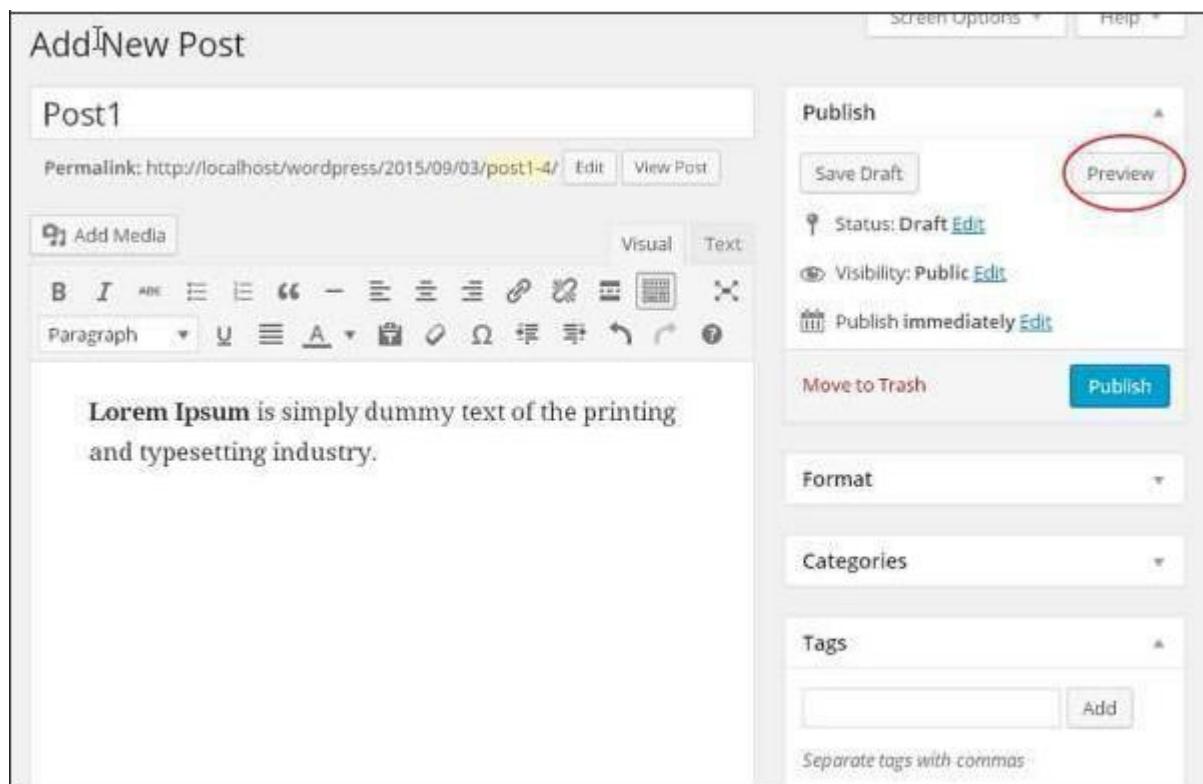
Step (1): Click on **Posts --> All Posts** in WordPress.



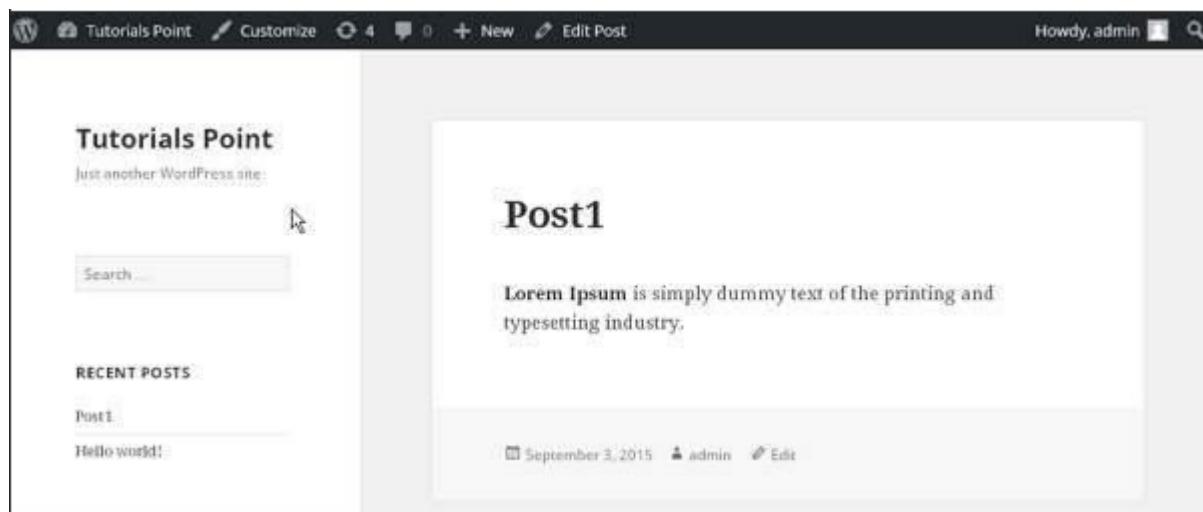
Step (2): You can view Post1 (Post1 was created in the chapter WordPress - Add Posts). When the cursor hovers on the Post, then a few options get displayed below the Post name. Click on the **View** option as shown in the following screenshot.



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



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



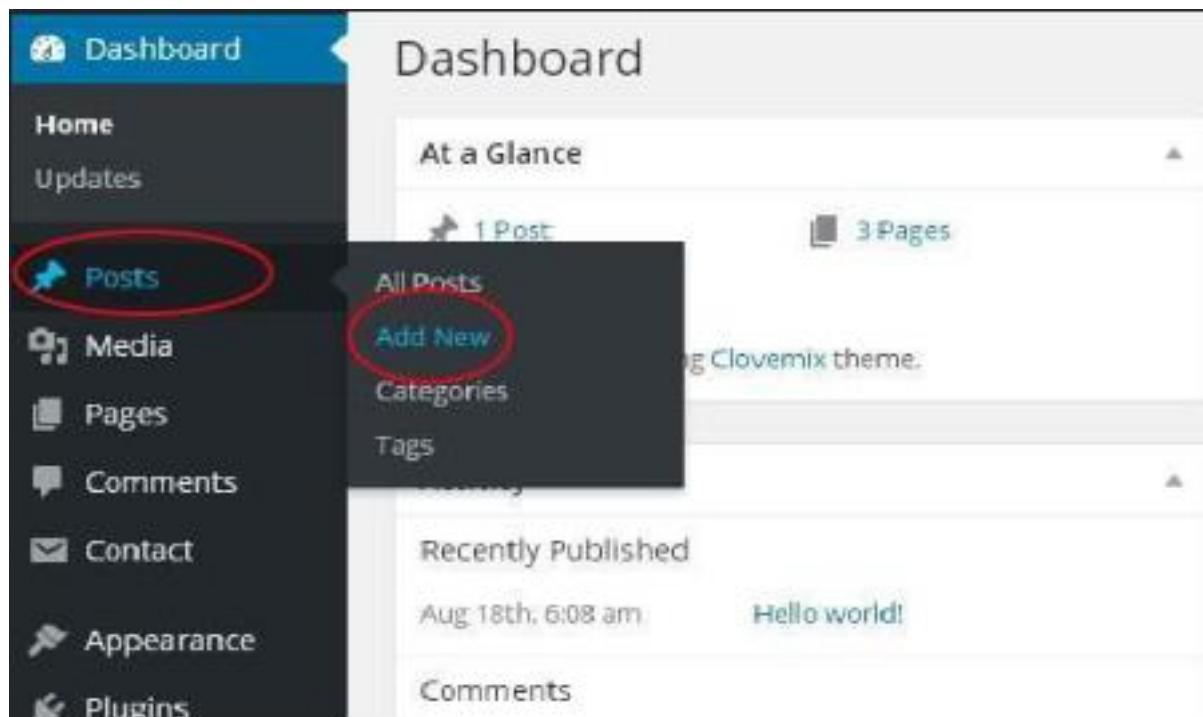
19.PUBLISH POSTS

WordPress

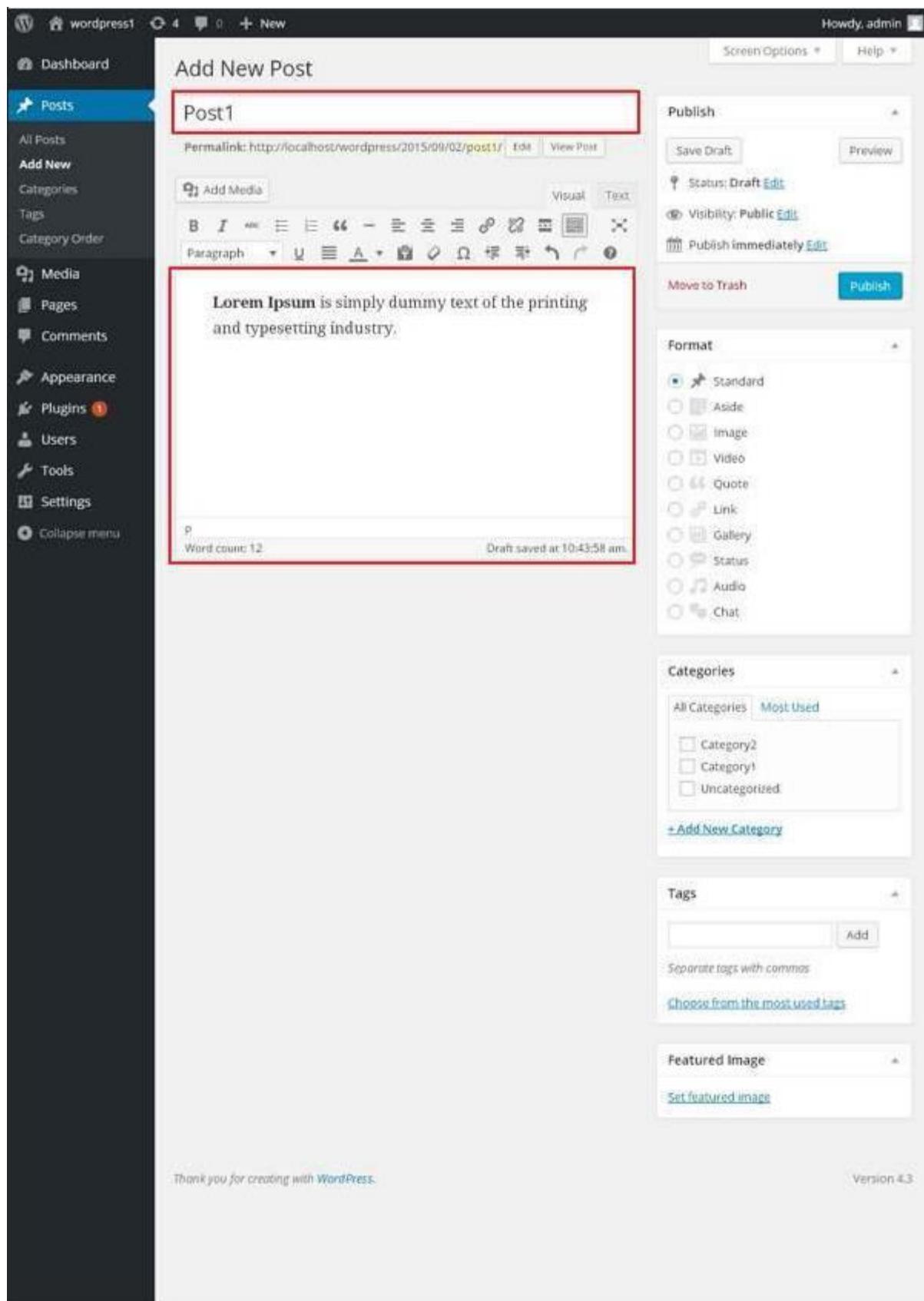
In this chapter, we will study how to **Publish Posts** in WordPress. Publish is used to make the post available to all the users wherein every user can view that particular post. Publishing a new post in WordPress is an easy process.

Following are the steps to **Publish Posts** in WordPress.

Step (1): Click on **Posts ->Add New** in WordPress.



Step (2): You will get the editor page of the Post as shown in the following screenshot. You can use the WordPress WYSIWYG editor to add the actual content of your post.



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

The screenshot shows the WordPress 'Add New Post' interface. In the center, there's a text editor containing the placeholder text 'Lorem Ipsum is simply dummy text of the printing and typesetting industry.' To the right of the editor is a 'Publish' metabox. This metabox includes options like 'Save Draft', 'Preview', and 'Status: Draft'. It also has a section for visibility ('Visibility: Public') and publishing ('Publish immediately'). At the bottom of the metabox is a large blue 'Publish' button, which is circled in red to indicate it as the target for the next step. The top right corner of the screen shows 'Screen Options' and 'Help' buttons.

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

Part 5: Media

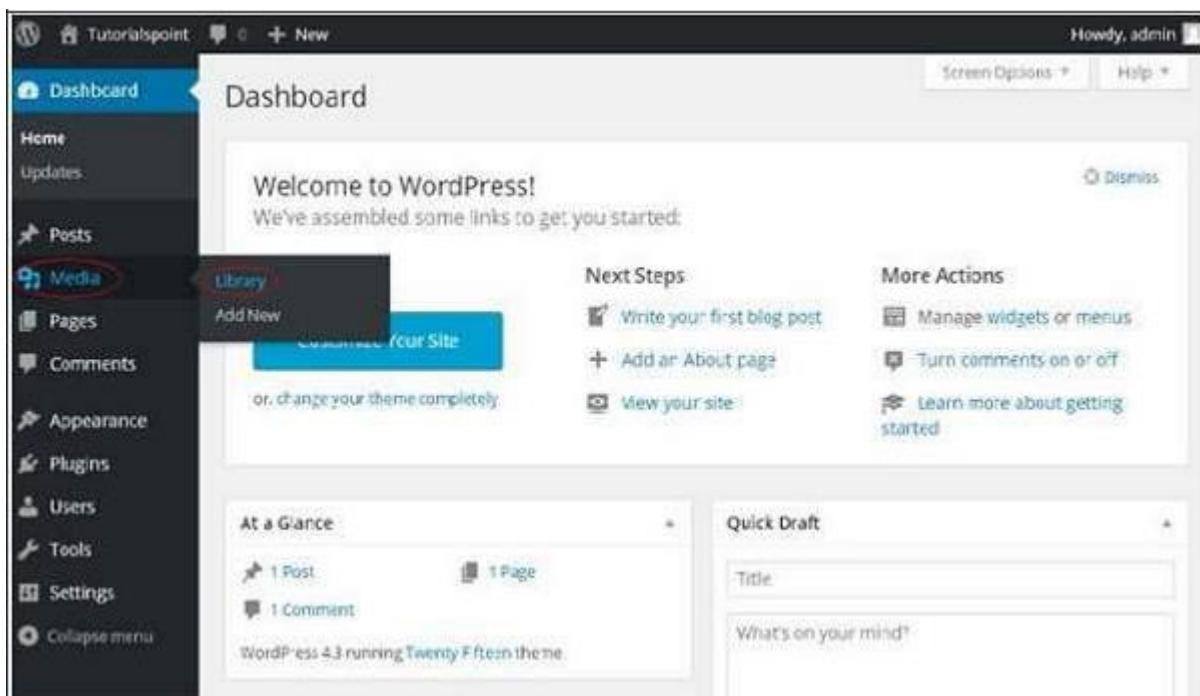
20.MEDIA LIBRARY

WordPress

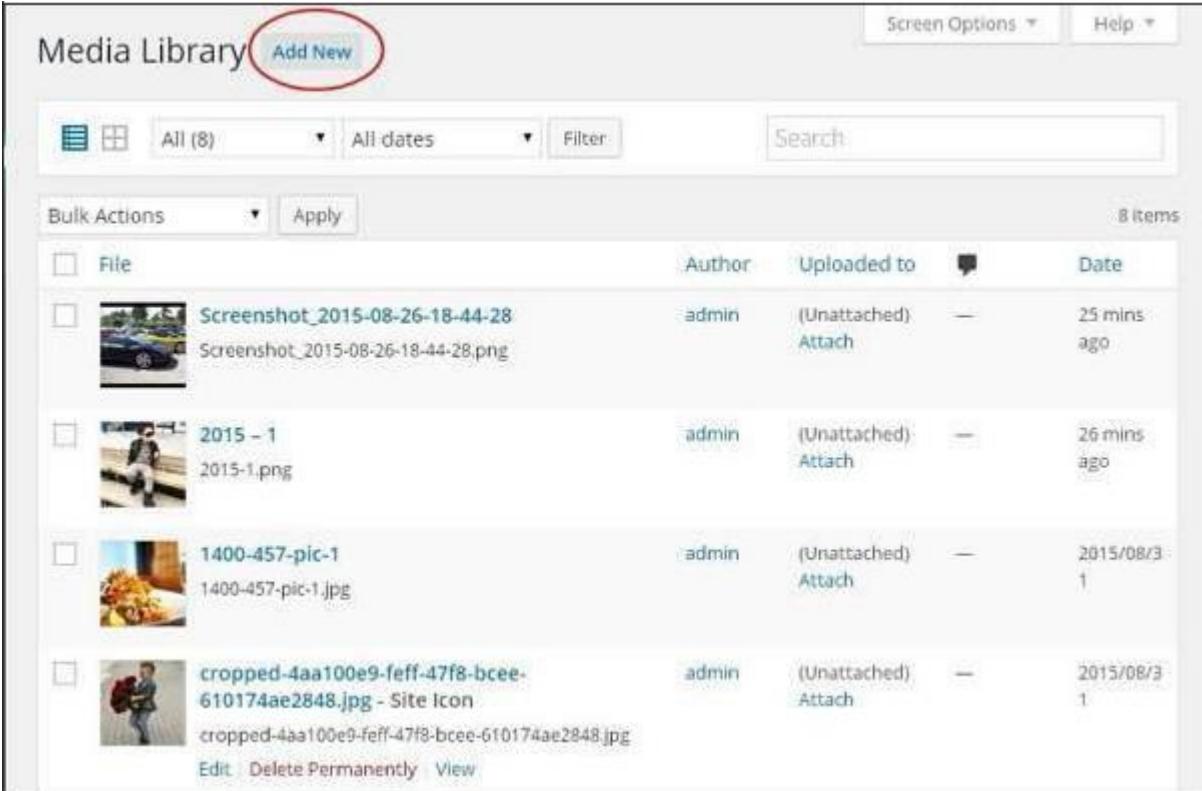
In this chapter, we will learn about **Media Library** in WordPress. **Media Library** consists of the images, audios, videos and files that you can upload and add to the content when writing a Post or Page. Here you can view, add, edit or delete any media related objects if not needed.

Following are the steps to understand about **Media Library**.

Step (1): Click on **Media -> Library** in WordPress.



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



The screenshot shows the WordPress Media Library. At the top left is the title "Media Library". Below it is a toolbar with "Add New" (circled in red), "Screen Options", and "Help". The main area displays a list of media items with columns for "File", "Author", "Uploaded to", and "Date". There are 8 items listed:

File	Author	Uploaded to	Date
Screenshot_2015-08-26-18-44-28 Screenshot_2015-08-26-18-44-28.png	admin	(Unattached) Attach	25 mins ago
2015 - 1 2015-1.png	admin	(Unattached) Attach	26 mins ago
1400-457-pic-1 1400-457-pic-1.jpg	admin	(Unattached) Attach	2015/08/3 1
cropped-4aa100e9-feff-47f8-bcee-610174ae2848.jpg - Site Icon cropped-4aa100e9-feff-47f8-bcee-610174ae2848.jpg	admin	(Unattached) Attach	2015/08/3 1
Edit Delete Permanently View			

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



The screenshot shows the "Upload New Media" page. At the top left is the title "Upload New Media". In the center is a dashed box containing the text "Drop files here" and "OR" below it, with a "Select Files" button (circled in red). At the bottom left, there is a note: "You are using the multi-file uploader. Problems? Try the [browser uploader](#) instead." and "Maximum upload file size: 8 MB."

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



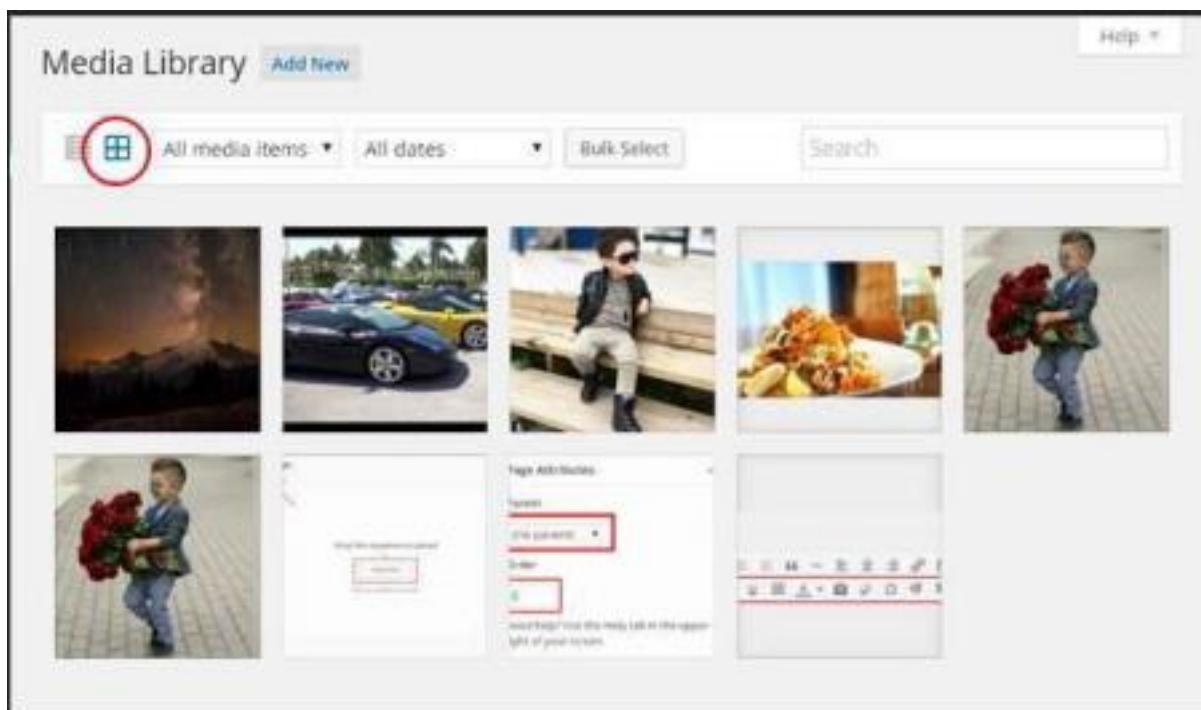
The various tabs that appear have the following functions:

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

A screenshot of the WordPress Media Library interface showing the "List View" tab selected. The interface includes a header with "Media Library" and "Add New" buttons, and "Screen Options" and "Help" dropdowns. Below the header are filters for "Images (9)", "All dates", and a "Filter" button, along with a search bar. A "Bulk Actions" dropdown is open, showing options like "File" and "Select All". The main area displays a table of 9 items, each with a checkbox, a thumbnail preview, the file name, author (admin), upload status (Unattached or Attach), and the date (e.g., 19 hours ago).

		Author	Uploaded to	Date
<input type="checkbox"/>		admin	(Unattached) Attach	19 hours ago
<input type="checkbox"/>		admin	(Unattached) Attach	20 hours ago
<input type="checkbox"/>		admin	(Unattached) Attach	20 hours ago
<input type="checkbox"/>		admin	(Unattached) Attach	2015/08/3 1

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



Filter the images and videos: Filters the images and videos.

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

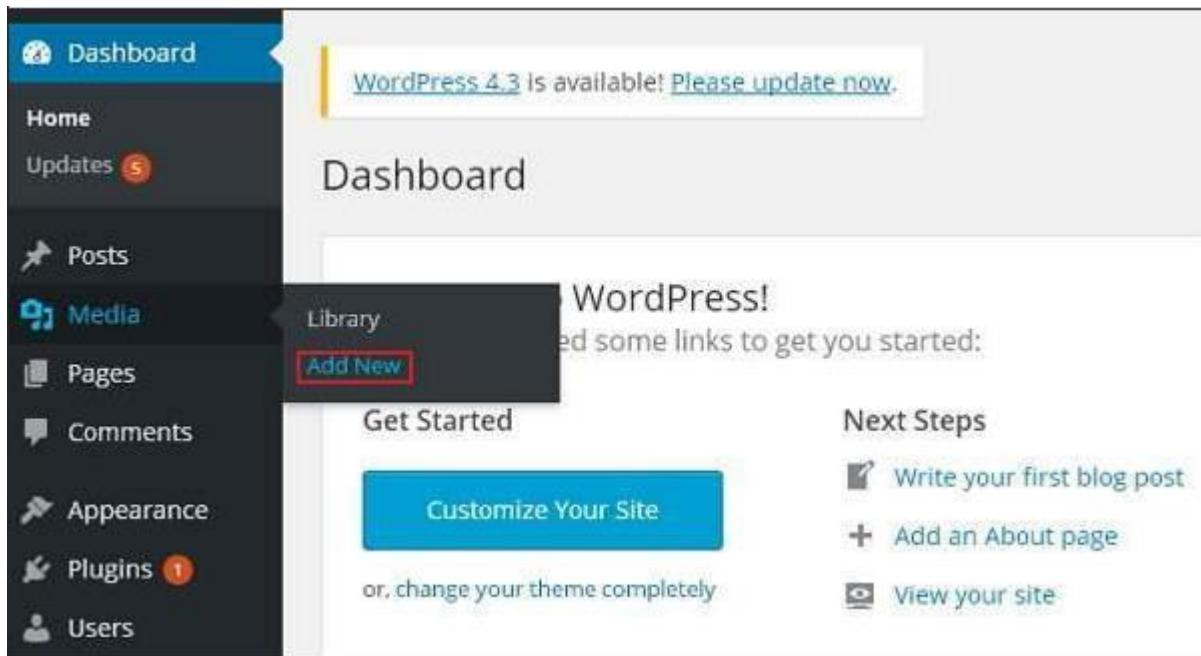
21.ADD MEDIA

WordPress

In this chapter, we will study how to **Add Media files** in WordPress. WordPress allows you to add, all kind of media files like videos, audios and images.

Following are the steps to **Add Media**.

Step (1): Click on **Media -- > Add New** in WordPress.



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



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



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

A screenshot of the WordPress Media library. The left sidebar shows 'Add New' and a list of menu items: Pages, Comments, Appearance, Plugins (1), Users, Tools, Settings, and 'Collapse menu'. The main area displays a list of media files with their corresponding icons, names, and 'Edit' links. The files listed are: 01, 03, 7, 010, 15, 17, 'New Stories (Highway Blues)', and 'Beethoven's Symphony No. 9 (Scherzo)'. Above the list, a message says 'You are using the multi-file uploader. Problems? Try the [browser uploader](#) instead.' and 'Maximum upload file size: 8 MB.'

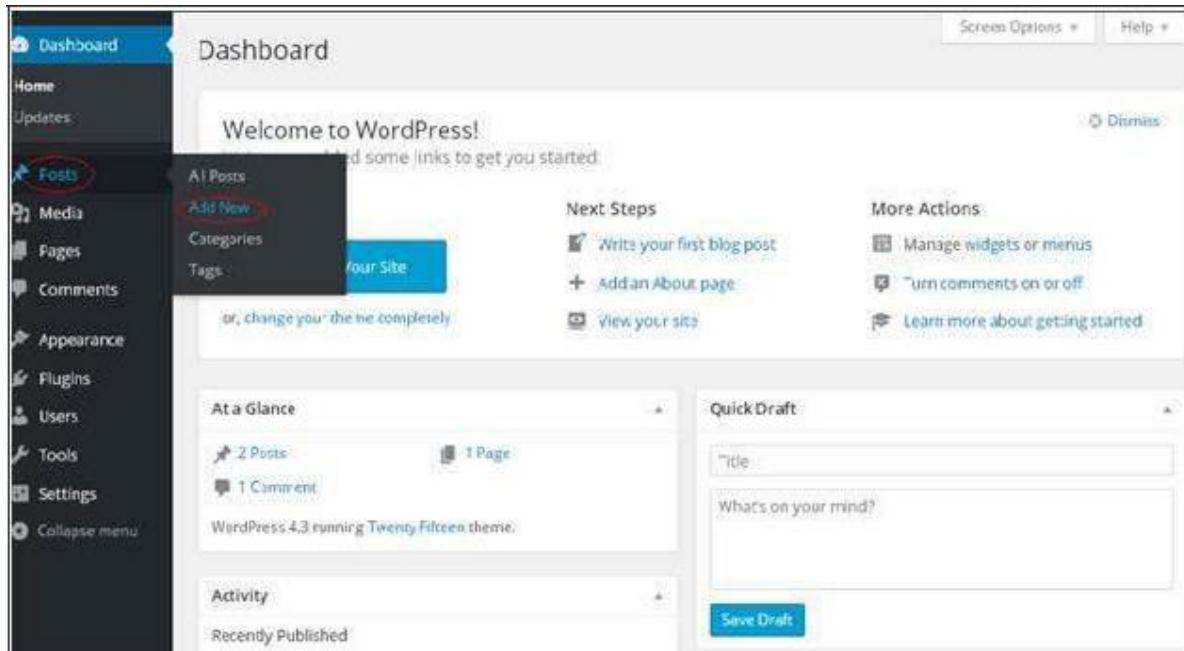
22.INSERT MEDIA

WordPress

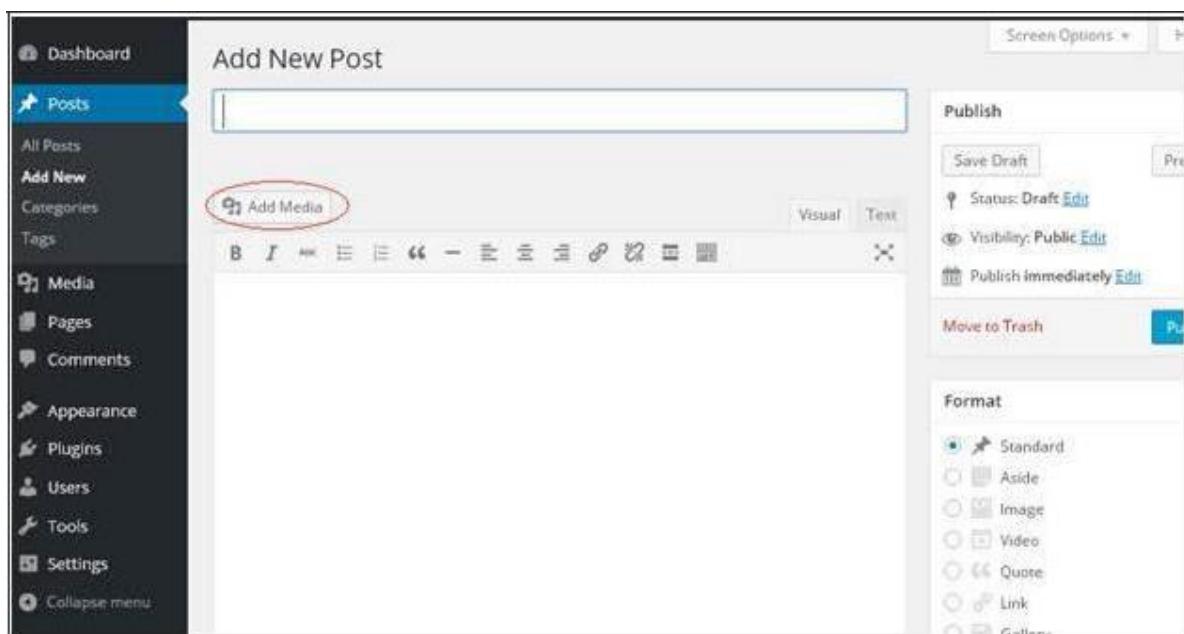
In this chapter, we will study how to **Insert Media** in WordPress. Media files can be inserted to your Pages or Posts from libraries, from local storage or from URLs.

Following are the steps to Insert Media in WordPress.

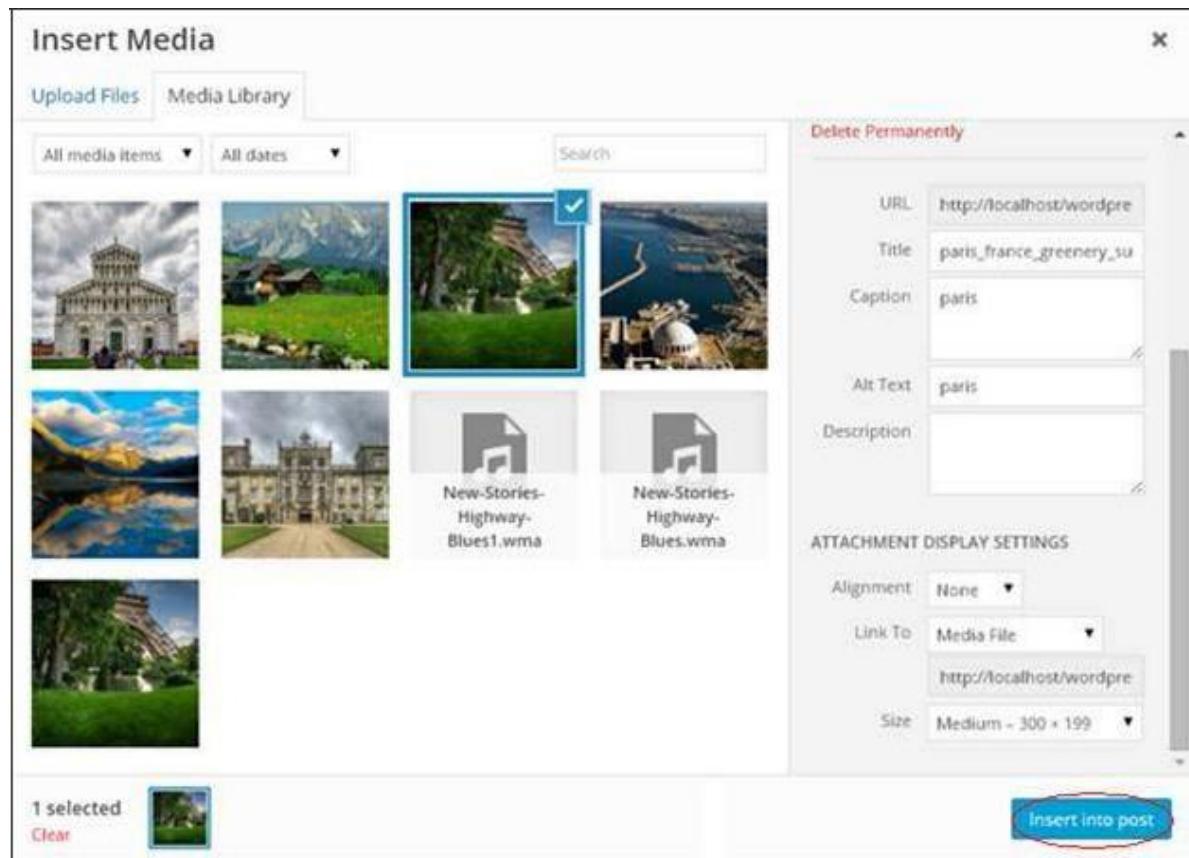
Step (1): Click on **Posts --> Add New** in WordPress.



Step (2): Click on **Add Media**.

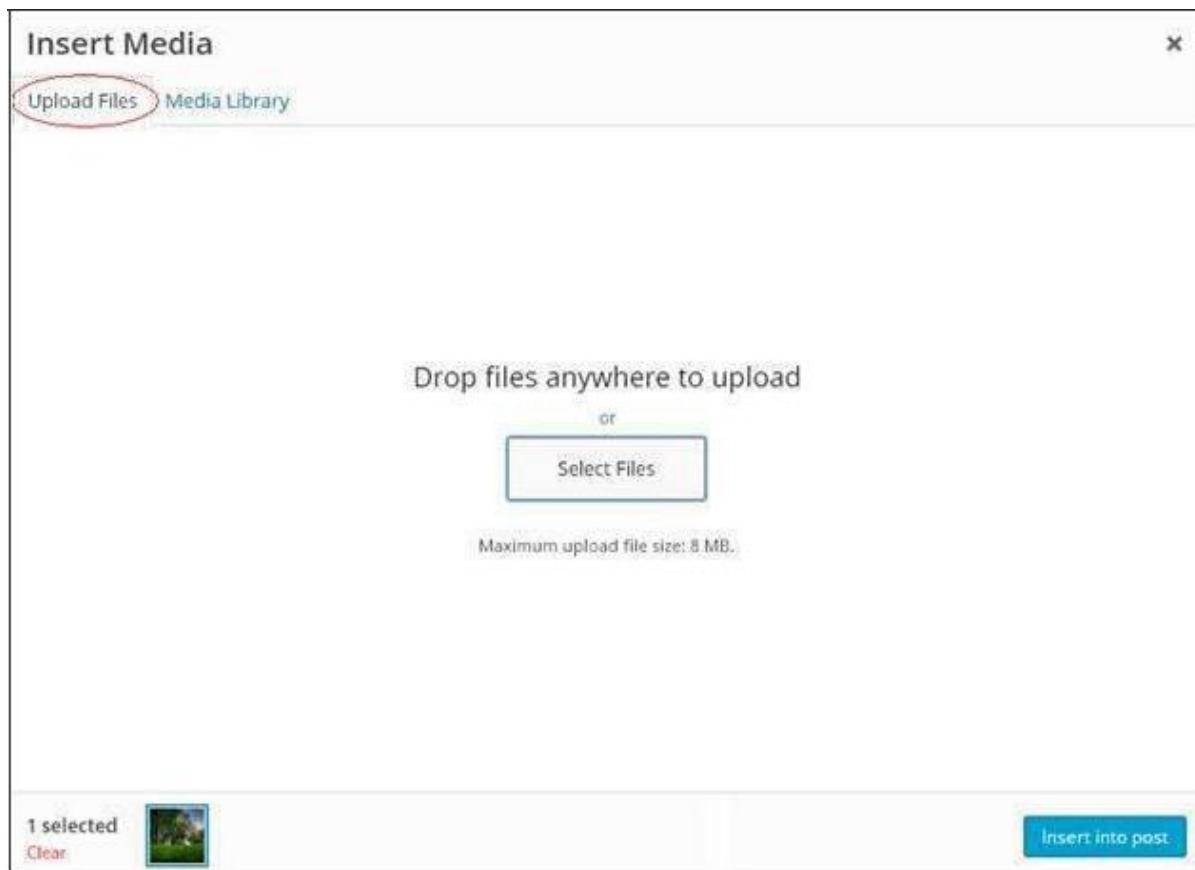


Step (3): You can select the files from the **Media Library** tab as shown in the following screenshot.



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

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



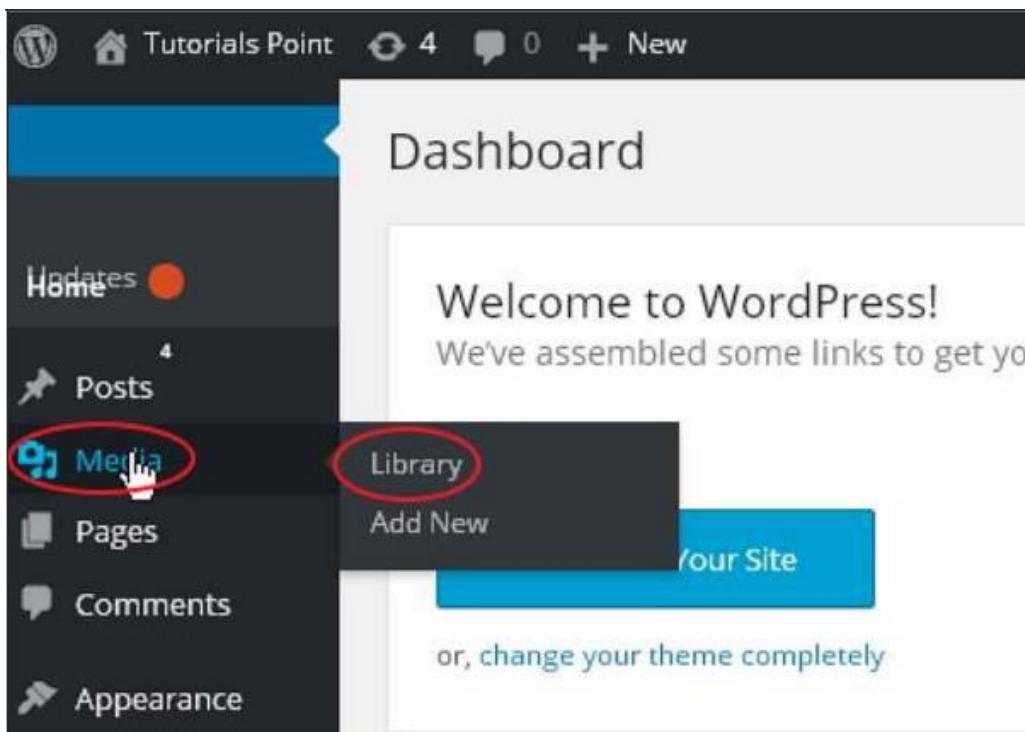
23.EDIT MEDIA

WordPress

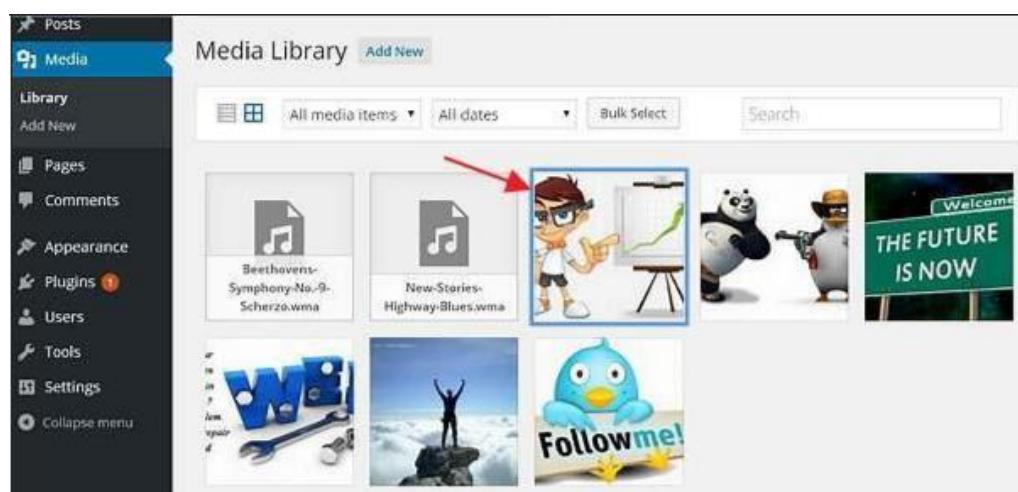
In this chapter, we will study how to **Edit Media** in WordPress. You can manage all the information about your media that is saved in the Media Library.

Following are the steps to Edit Media in WordPress.

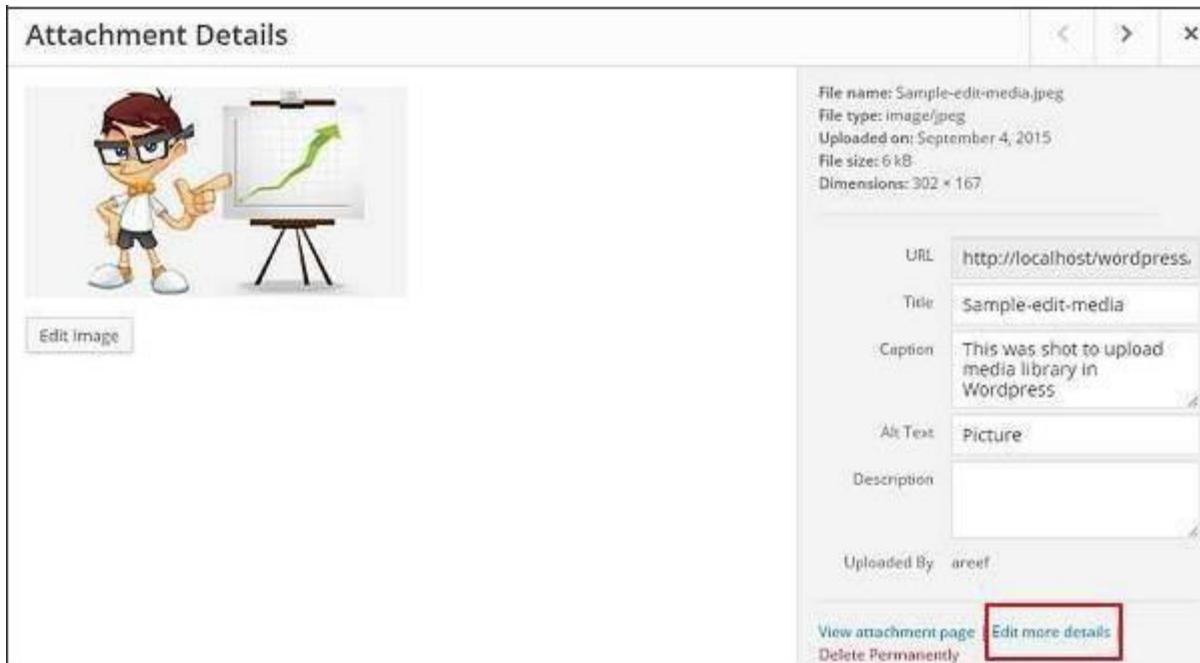
Step (1): Click on **Media -- > Library** and click on the name of the media item or the edit link.



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

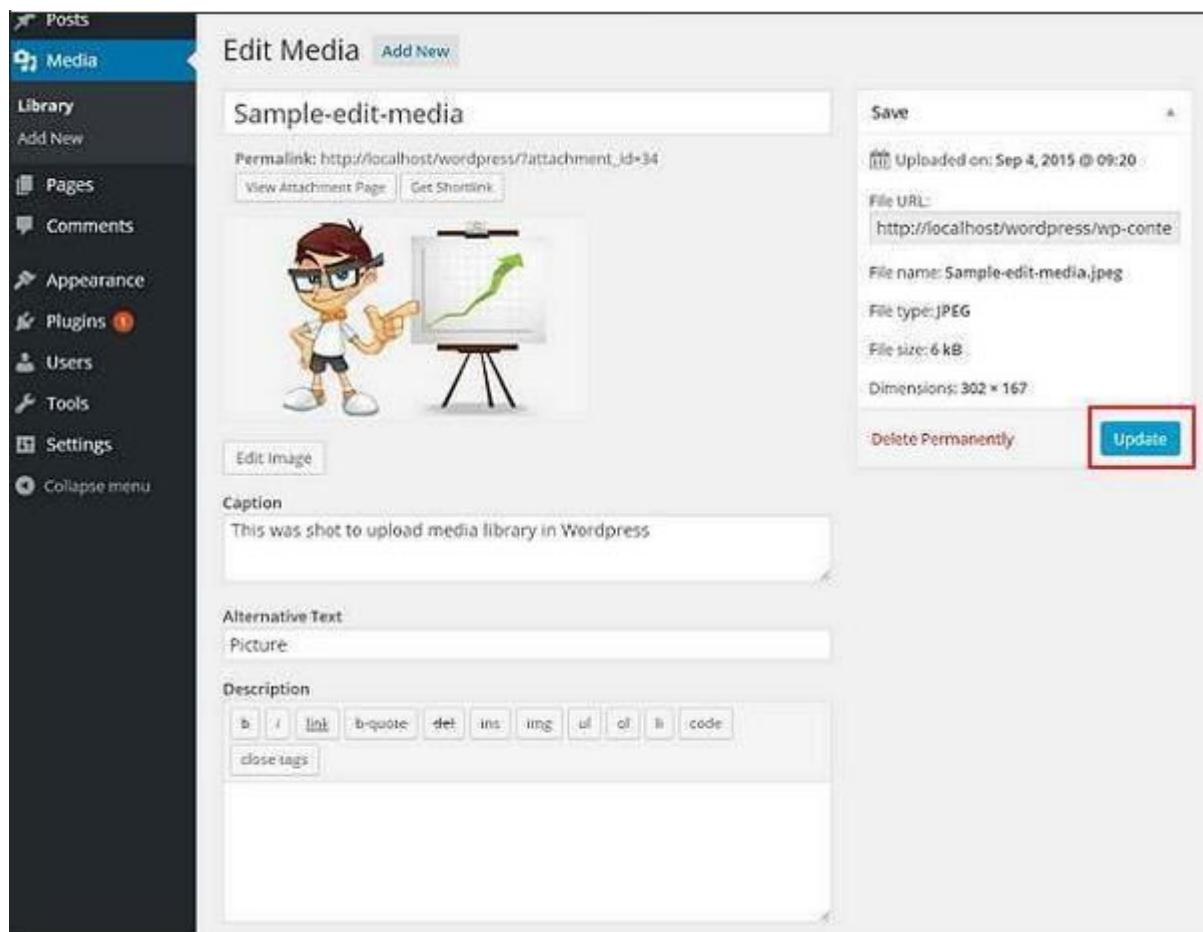


Step (3): You can view the edit media page with few options on the right side.



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

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



Part 6: Pages

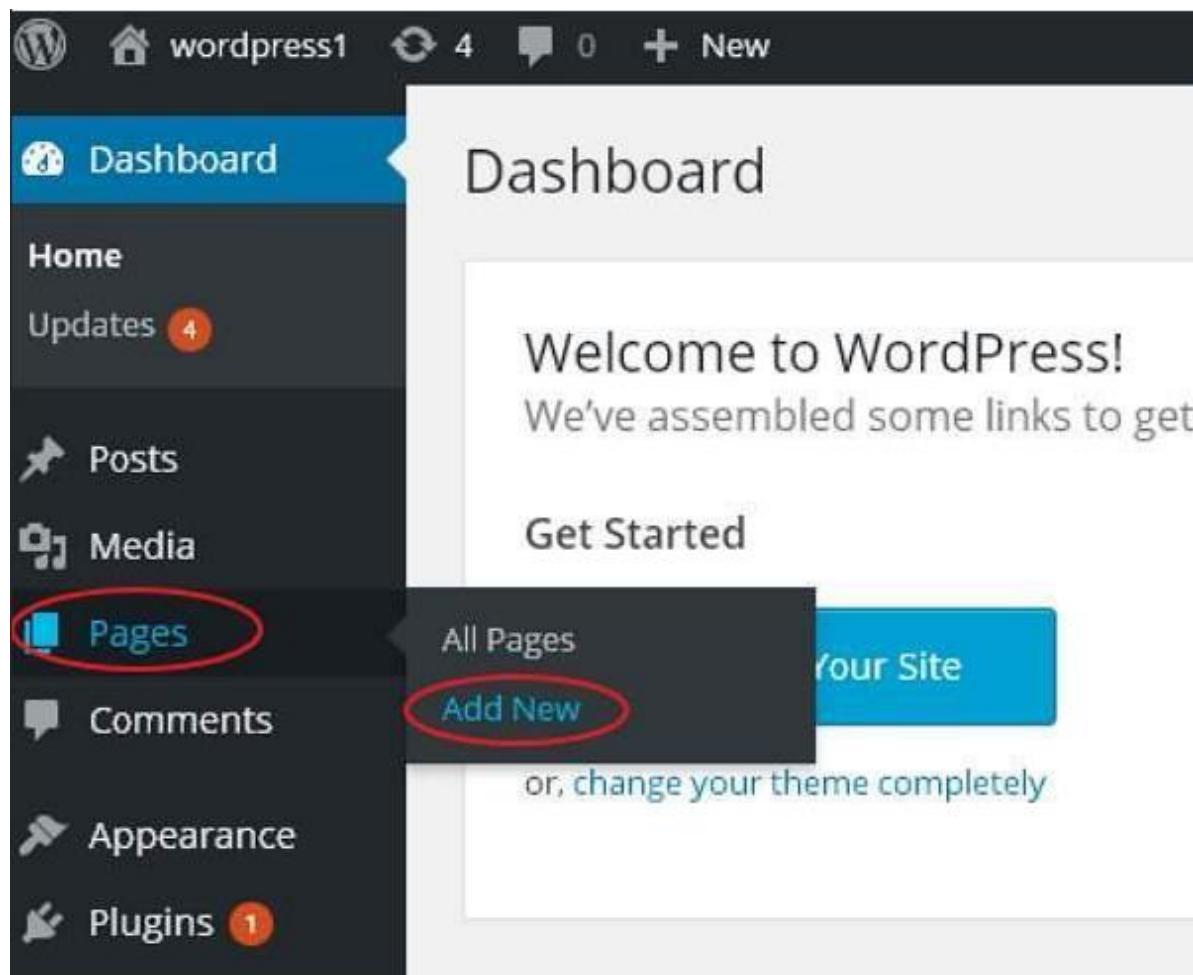
24.ADD PAGES

WordPress

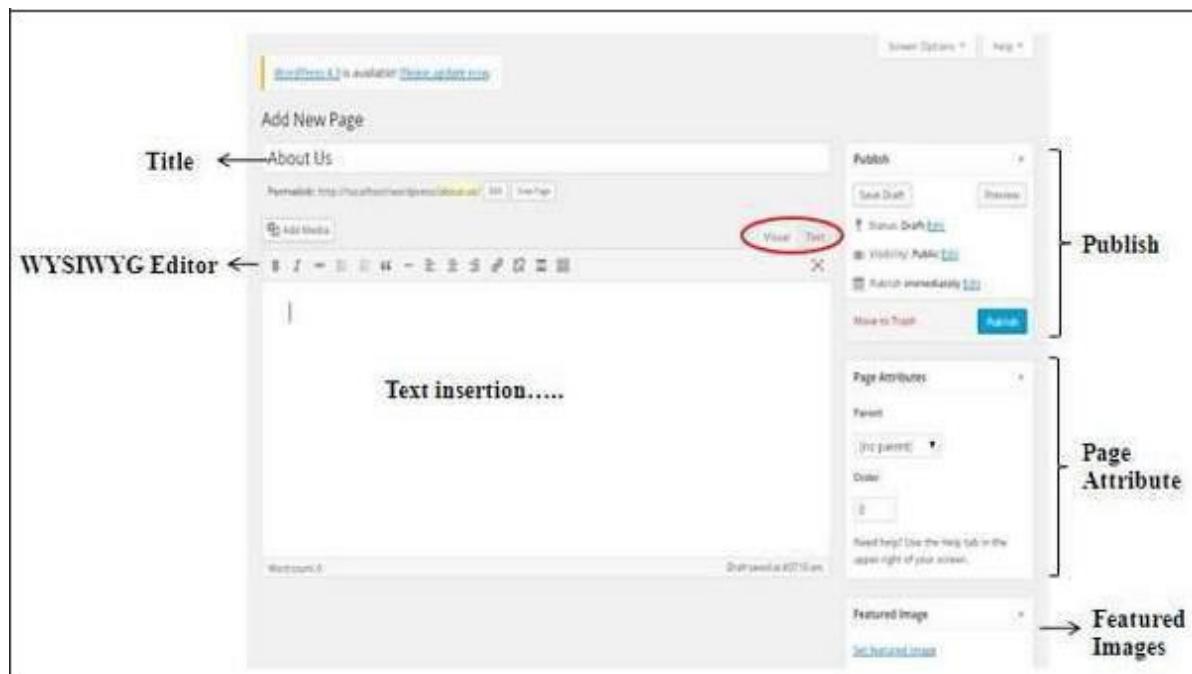
In this chapter, we will study how to **Add Pages** into WordPress. Adding pages is similar to adding posts in WordPress. Pages are static content and often do not change its displayed information.

Following are the simple steps to add pages in WordPress.

Step (1): Click on **Pages --> Add New** as shown in the following screenshot.



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



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

Title

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

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

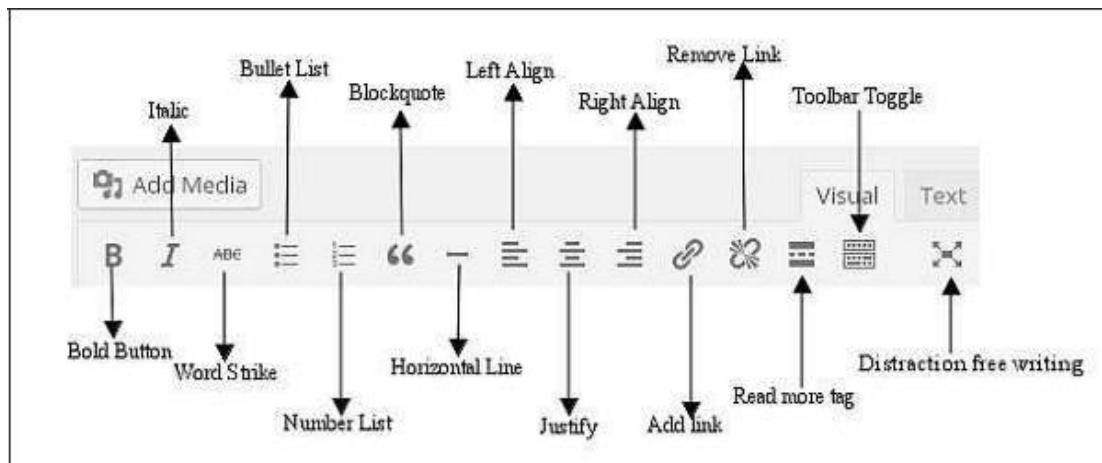
About Us

Permalink: <http://localhost/wordpress/about-us/>

[Edit](#) [View Page](#)

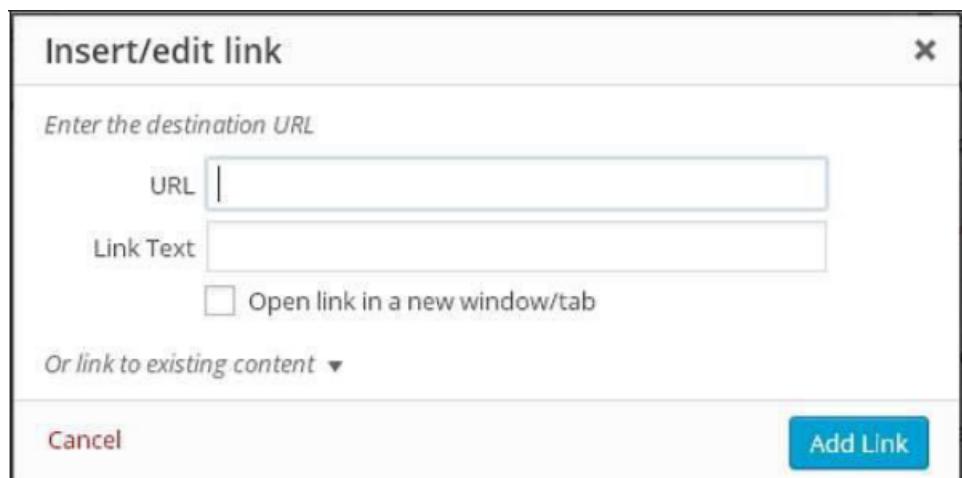
WYSIWYG Editor

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



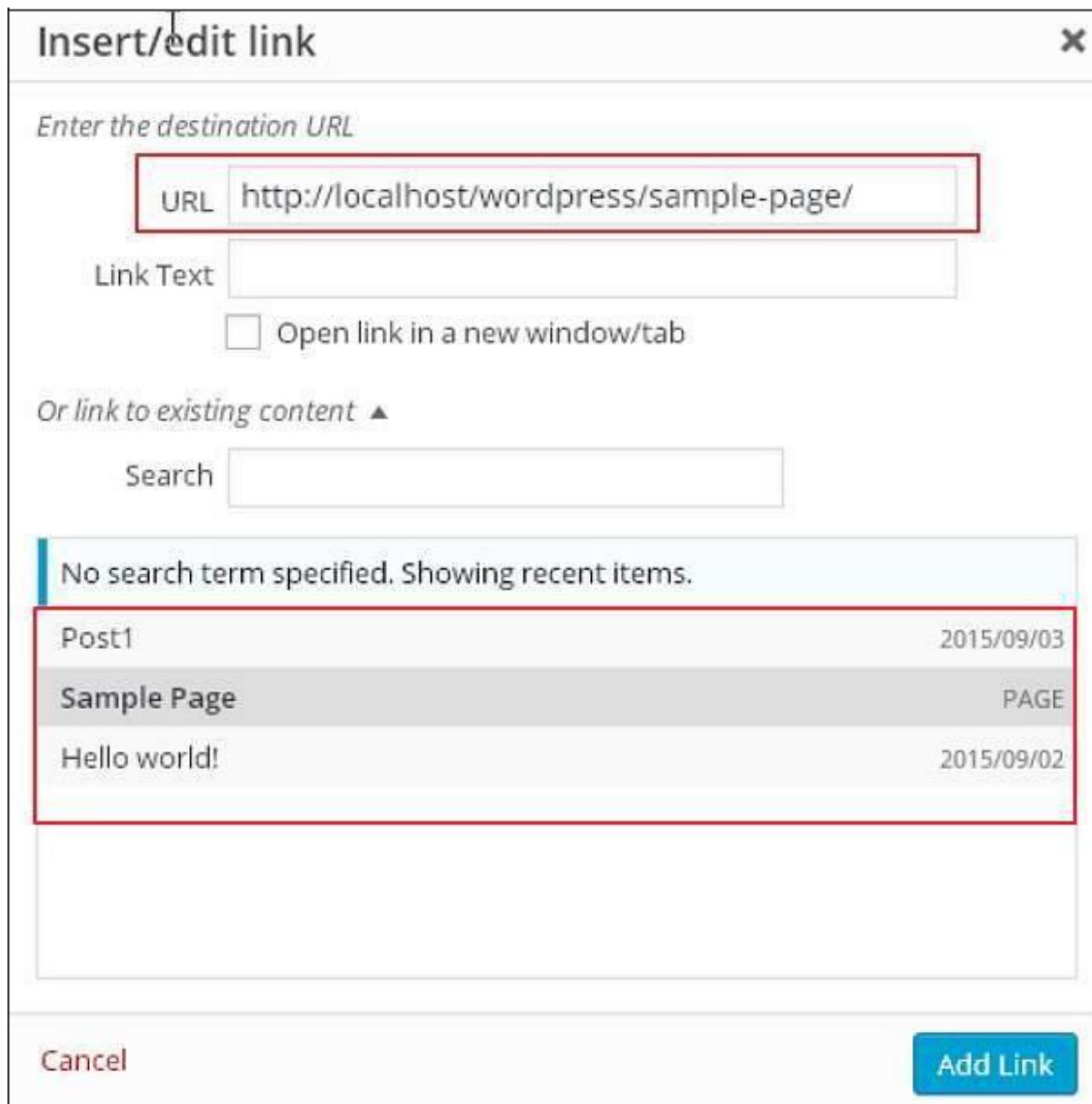
Following are the options present of WYSIWYG editor:

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



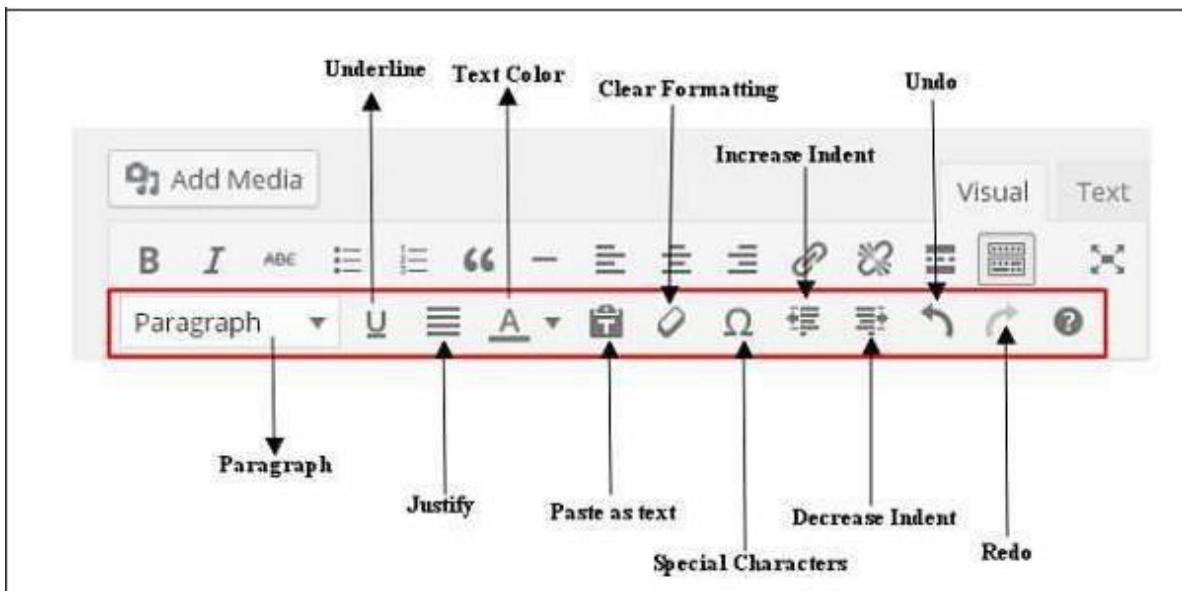
Following are the fields present in the Insert/edit link.

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

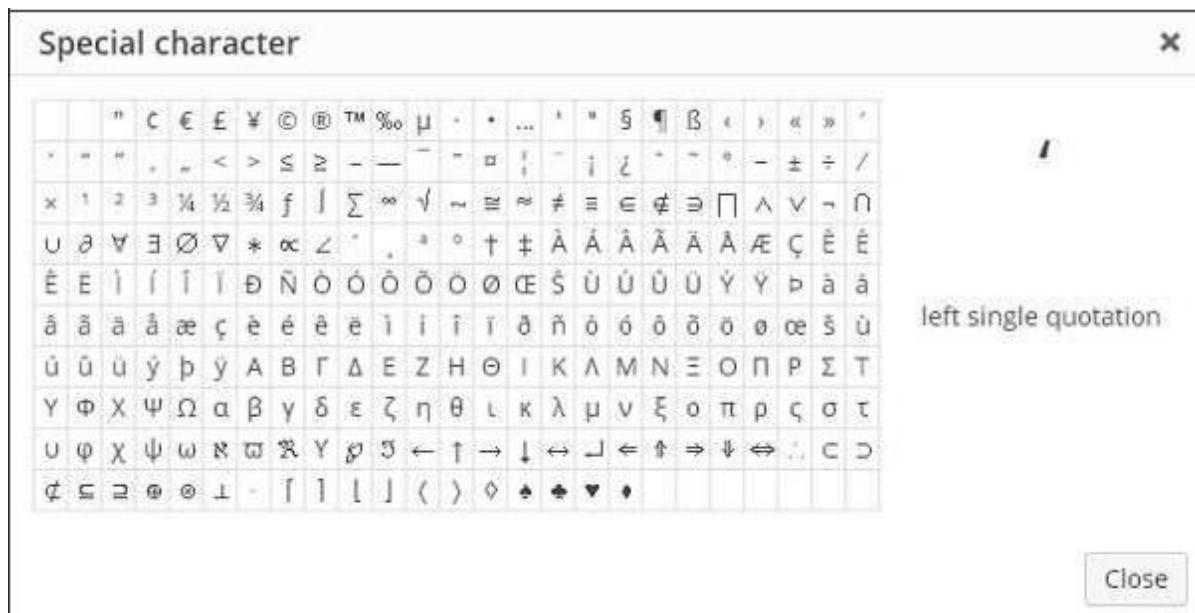


- **Remove Link:** Deletes the particular link added for text or content.
- **Read more tag:** Adds **Read More** tag to your page.

- **Toolbar toggle:** Clicking on this you get another list of toolbar as shown in the following image.



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



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

Text Insertion

For writing the content of an article.

Publish

To publish the page to the user on the website.

Page Attribute

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

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

Page Attributes

Parent

(no parent) ▾

Order

0

Need help? Use the Help tab in the upper right of your screen.



Featured Images

Includes the images in the pages.

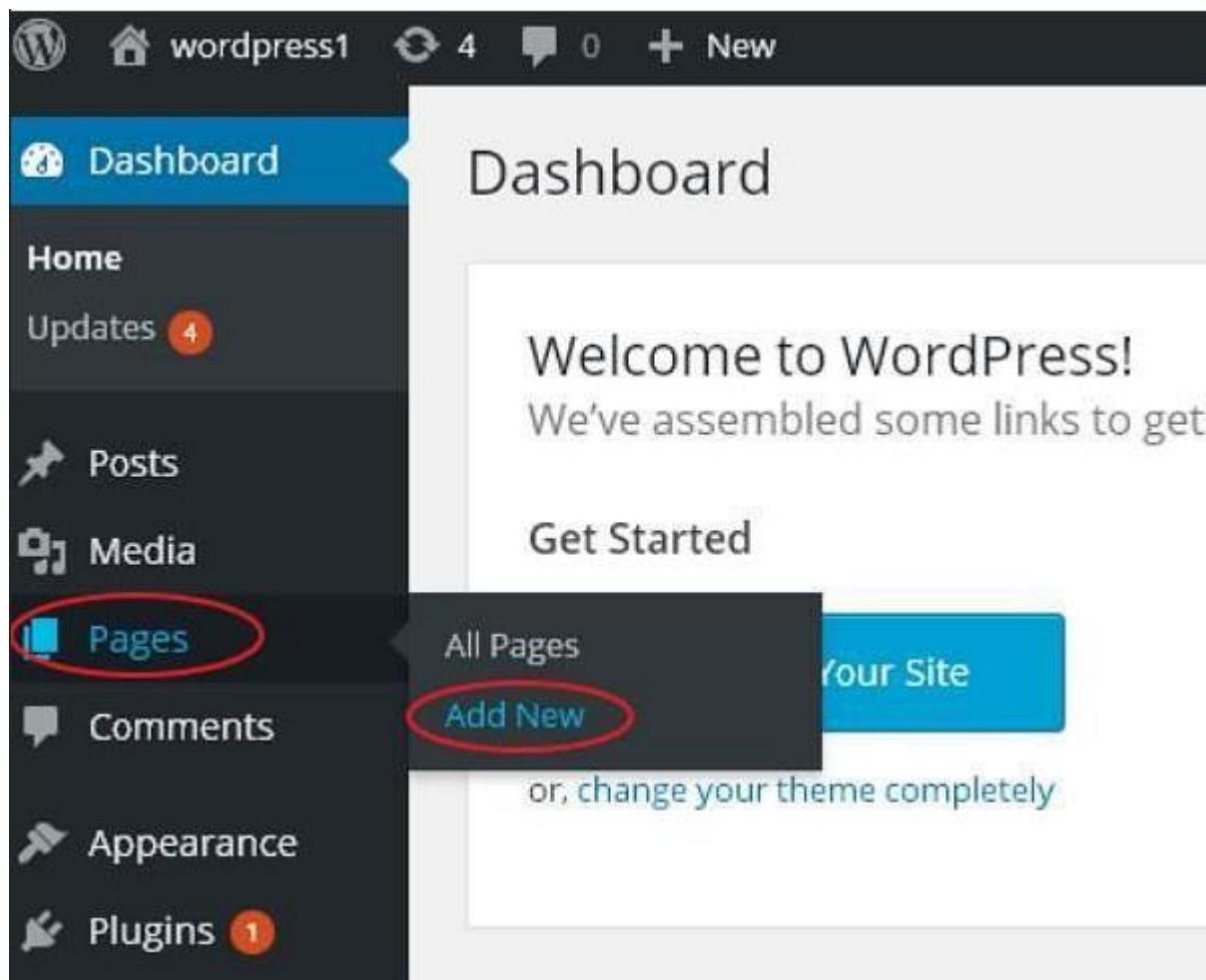
25.PUBLISH PAGES

WordPress

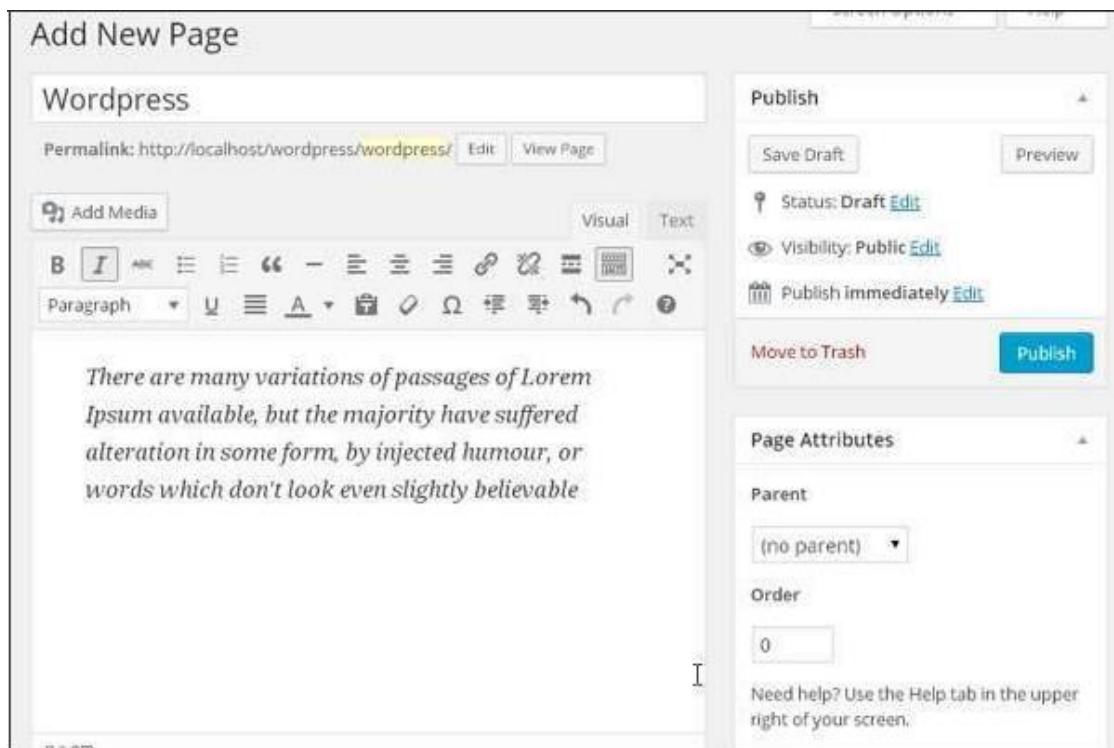
In this chapter, we will study how to **Publish Pages** in WordPress. The command, "Publish" is used to make the pages available to all users wherein each user can view that particular page. Publishing a new page in WordPress is an easy process.

Following are the steps to Publish Pages in WordPress.

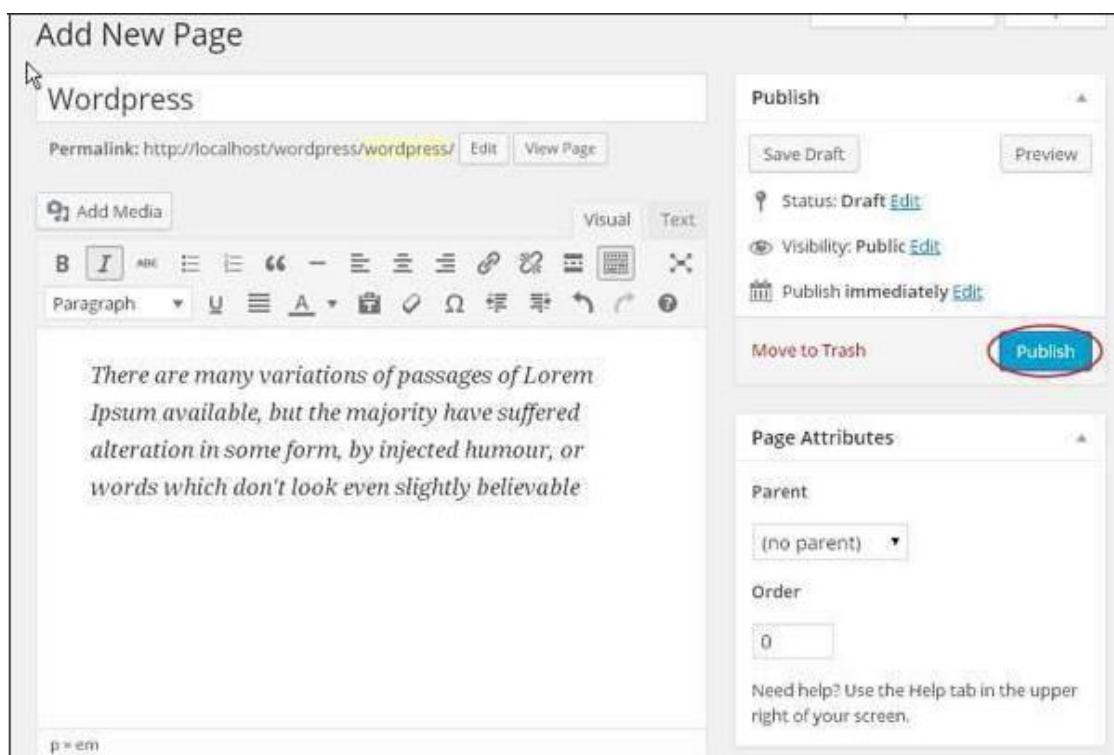
Step (1): Click on **Pages --> Add New** in WordPress.



Step (2): You will get the editor as shown in the following screenshot. You can use the WordPress WYSIWYG editor to add the actual content of your page.



Step (3): Click on **Publish** button as shown in the following screen.

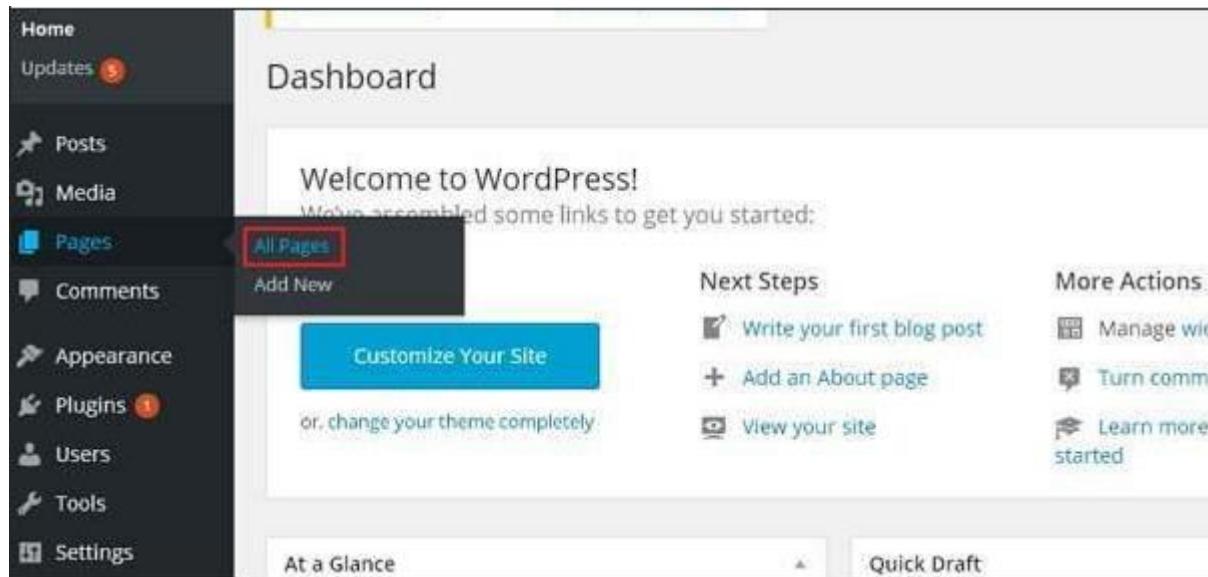


After clicking on publish, your posts get published for the user to view it.

26.EDIT PAGES

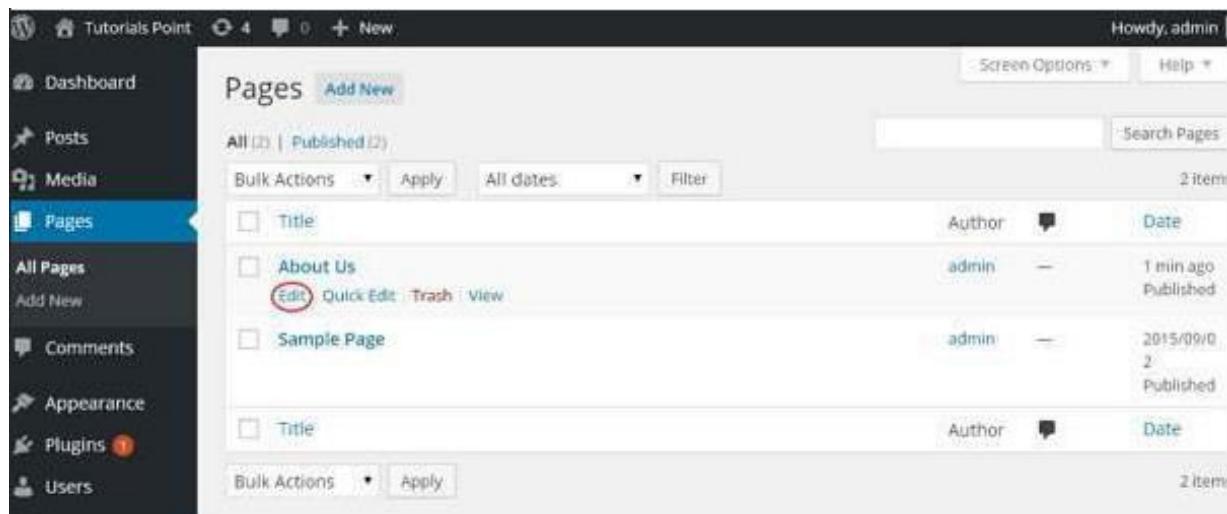
WordPress

In this chapter, we will study how to **Edit pages** in WordPress. **Step (1):** Click on **Pages --> All Pages** in WordPress as shown in the following screen.



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

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



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

The screenshot shows the WordPress dashboard with the 'Pages' menu item selected. On the right, the 'About Us' page editor is open. The content area contains placeholder text: "Lorem Ipsum is simply dummy text of the printing and typesetting industry. Lorem Ipsum has been the industry's standard dummy text ever since the 1500s, when an unknown printer took a galley of type and scrambled it to make a type specimen book. It has survived not only five centuries, but also the leap into electronic typesetting, remaining essentially unchanged." Below the content, there are 'Word count: 60' and 'Last edited by admin on September 3, 2015 at 11:34 am'. To the right, the 'Publish' panel shows the status as 'Published', visibility as 'Public', and the publish date as 'Sep 3, 2015 @ 11:34'. The 'Update' button is circled in red. Other sections like 'Page Attributes' and 'Featured Image' are also visible.

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

The screenshot shows the 'Pages' list table in the WordPress dashboard. The 'About Us' page is listed, and the 'Quick Edit' link next to its title is circled in red. The table includes columns for Title, Author, Date, and a Bulk Actions dropdown. Other pages listed include 'Sample Page' and another unnamed page. The top navigation bar shows 'Screen Options' and 'Help'.

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

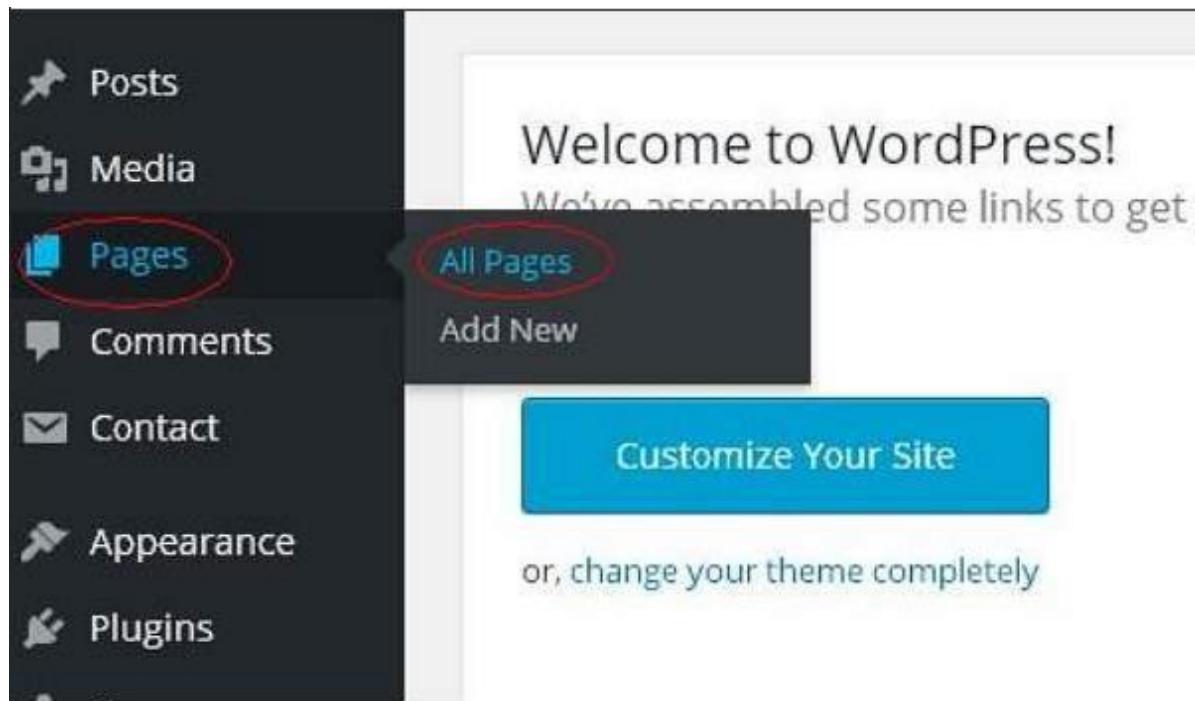
The screenshot shows the WordPress 'Pages' editor interface. At the top, there are buttons for 'Screen Options', 'Help', 'Search Pages', and a '2 items' count. Below this is a toolbar with 'Bulk Actions', 'Apply', 'All dates', and 'Filter' buttons. A search bar is also present. The main area is titled 'QUICK EDIT' and contains fields for 'Title' (About Us), 'Slug' (about-us), 'Date' (09-Sep 2015 11:34), 'Parent' (Main Page (no parent)), 'Order' (0), 'Template' (dropdown menu), 'Password' (input field), 'Allow Comments' (checkbox), and 'Status' (Published). There is a 'Cancel' button and a prominent blue 'Update' button. Below the quick edit form, there is a list of pages: 'Sample Page' by admin (status Published) and 'About Us' by admin (status Published). At the bottom, there are 'Bulk Actions' and 'Apply' buttons.

27.DELETE PAGES

WordPress

In this chapter, we will learn to **Delete Pages** in WordPress. Following are the steps to **Delete pages** in WordPress.

Step (1): Click on **Pages -> All Pages** in WordPress.



Step (2): You can delete Sample Page (Sample Page is created by default in WordPress). When the cursor hovers on the pages, then a few options gets displayed below the Sample Page. Click on **Trash** option to delete the post.

The screenshot shows the WordPress Pages dashboard. At the top, there are buttons for 'Pages' and 'Add New'. Below that, a search bar and a 'Search Pages' button. Underneath, there are filters for 'All (3)' and 'Published (3)'. A 'Bulk Actions' dropdown and an 'Apply' button are on the left. On the right, it says '3 items'. The main area lists three pages:

- (no title) - Author: admin, Date: 6 hours ago, Published. Options: Edit, Quick Edit, Trash (highlighted with a red circle), View.
- Sample Page - Author: admin, Date: 2015/08/18, Published. Options: Edit, Quick Edit, Trash, View.
- Techbuds - Author: admin, Date: 1 hour ago, Published. Options: Edit, Quick Edit, View.

At the bottom, there are 'Bulk Actions' and 'Apply' buttons.

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

The screenshot shows the WordPress editor for a page titled 'Sample Page'. The left side has a toolbar with 'Add Media', 'Visual', and 'Text' buttons. The main content area contains the following text:

This is an example page. It's different from a blog post because it will stay in one place and will show up in your site navigation (in most themes). Most people start with an About page that introduces them to potential site visitors. It might say something like this:

Hi there! I'm a bike messenger by day, aspiring actor by night, and this is my blog. I

The right side shows the 'Publish' sidebar with the following settings:

- Status: Published [Edit](#)
- Visibility: Public [Edit](#)
- Published on: Aug 18, 2015 @ 06:08 [Edit](#)
- Move to Trash** (highlighted with a red circle)
- Update button

Below the sidebar, under 'Page Attributes', it says:

- Parent: (no parent)
- Order: 0

At the bottom, there is a note: 'Need help? Use the Help tab in the upper right of your screen.'

Step (3): To confirm that you have deleted the page, view your page list.

Pages Add New			
1 page moved to the Trash. Undo			
All (2) Published (2) Trash (1)			
Bulk Actions	Apply	All dates	Filter
<input type="checkbox"/> Title		Author	Date
<input type="checkbox"/> About Us		admin	— 20 hours ago Published
<input type="checkbox"/> WordPress		admin	— 35 mins ago Published
<input type="checkbox"/> Title		Author	Date
Bulk Actions	Apply	2 items	

Part 7: Tags

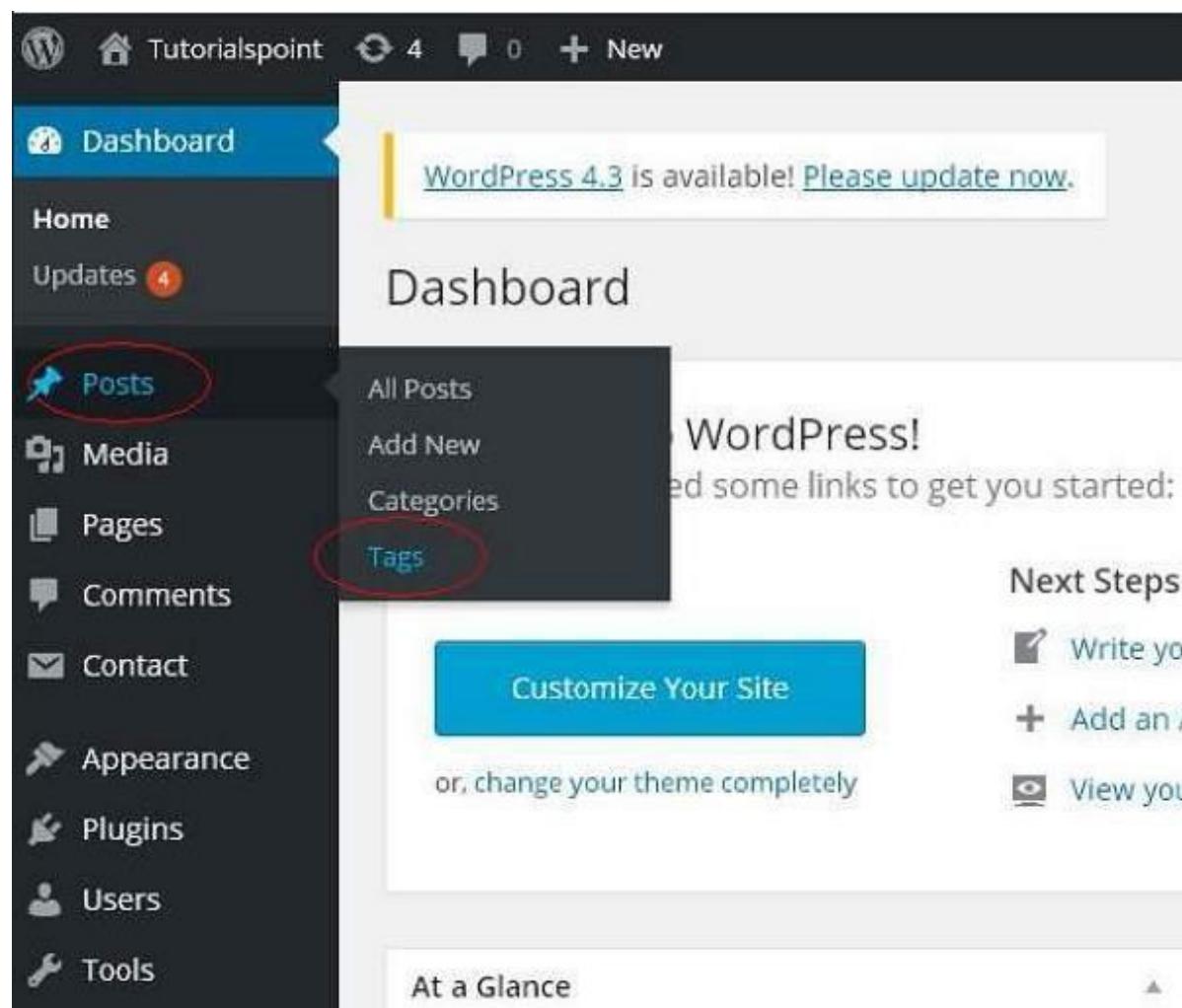
28.ADD TAGS

WordPress

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

Following are the steps to **Add Tags** in WordPress.

Step (1): Click on **Posts -> Tags** in WordPress.



Step (2): The Tags page is displayed.

The screenshot shows the 'Tags' page in the WordPress admin dashboard. On the left, there's a form for 'Add New Tag' with fields for 'Name' (containing 'Food around the world') and 'Slug' (containing 'Food'). Below these are 'Description' and 'HTML' tabs. The 'Description' tab contains a text area with a sample description about Roman cuisine. At the bottom of the form is a blue 'Add New Tag' button, which is circled in red. On the right, there's a list of existing tags with columns for Name, Description, Slug, and Count. A note at the bottom says 'Tags can be selectively converted to categories using the [tag to category converter](#)'.

Following are the details of the fields on Tags.

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

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

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

The screenshot shows the 'Tags' screen in the WordPress admin area. On the left, there's a form for 'Add New Tag' with fields for 'Name' (containing 'Food around the world'), 'Slug' (containing 'Food-around-the-world'), and 'Description' (containing a detailed text about Roman cuisine). On the right, a table lists the tag 'Food around the world' with its details: Description ('Cuisine dates back to the Antiquity, Rome was known for its cuisine, wealthy families would dine in the Triclinium on a variety of dishes, their diet consisted of eggs, cheese, bread, meat and honey.'), Slug ('Food'), and Count ('0'). The entire table row is highlighted with a red border.

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

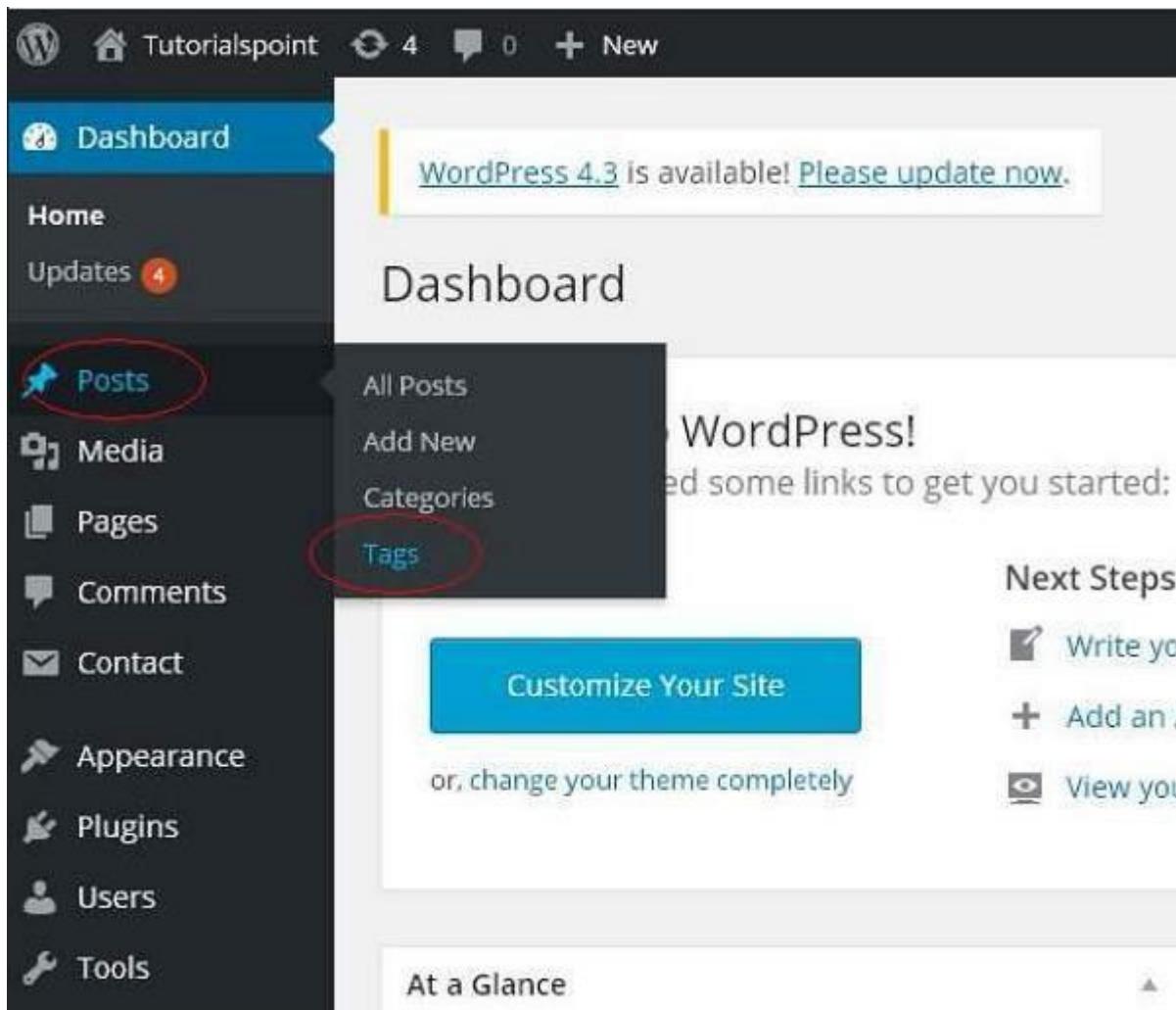
29.EDIT TAGS

WordPress

In this chapter, we will study to **Edit Tags** in WordPress. You can learn how to add tags in the chapter WordPress - Add Tags.

Following are the simple steps to Edit Tags in WordPress.

Step (1): Click on **Posts -> Tags** in WordPress.



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

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

Add New Tag				Bulk Actions • Apply				1 item	
	Name	Description	Slug		Name	Description	Slug	Count	
	<input type="text" value="Food around the world"/>	Cuisine dates back to the Antiquity. Rome was known for its cuisine, wealthy families would dine in the Triclinium on a variety of dishes, their diet consisted of eggs, cheese, bread, meat and honey.	www-food-cnm					0	
	<input type="checkbox"/> Edit Quick Edit Delete View								
<small>The name is how it appears on your site.</small>									
<small>The "slug" is the URL-friendly version of the name. It is usually all lowercase and contains only letters, numbers, and hyphens.</small>									
<small>The description is not prominent by default; however, some themes may show it.</small>									
Add New Tag									

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

Edit Tag		Screen Options •
Name	<input type="text" value="Food around the world"/>	<small>The name is how it appears on your site.</small>
Slug	<input type="text" value="Intercontinental"/>	<small>The "slug" is the URL-friendly version of the name. It is usually all lowercase and contains only letters, numbers, and hyphens.</small>
Description	<small>Cuisine dates back to the Antiquity. Rome was known for its cuisine, wealthy families would dine in the Triclinium on a variety of dishes, their diet consisted of eggs, cheese, bread, meat and honey.</small>	
<small>The description is not prominent by default; however, some themes may show it.</small>		
Update		

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

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

The screenshot shows the 'Tags' screen in the WordPress admin area. On the left, there's a form for 'Add New Tag' with fields for 'Name', 'Slug', and 'Description'. The 'Name' field is empty. On the right, a table lists one tag: 'Food around the world'. The 'Edit' link next to the tag name is highlighted with a red oval. Below the table, a note says 'Tags can be selectively converted to categories using the [tag to category converter](#)'.

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

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

The screenshot shows the 'Tags' screen in 'QUICK EDIT' mode. The 'Name' field contains 'Food around the world' and the 'Slug' field contains 'intercontinental'. The 'Update Tag' button is highlighted with a red oval. The rest of the interface is identical to the previous screenshot.

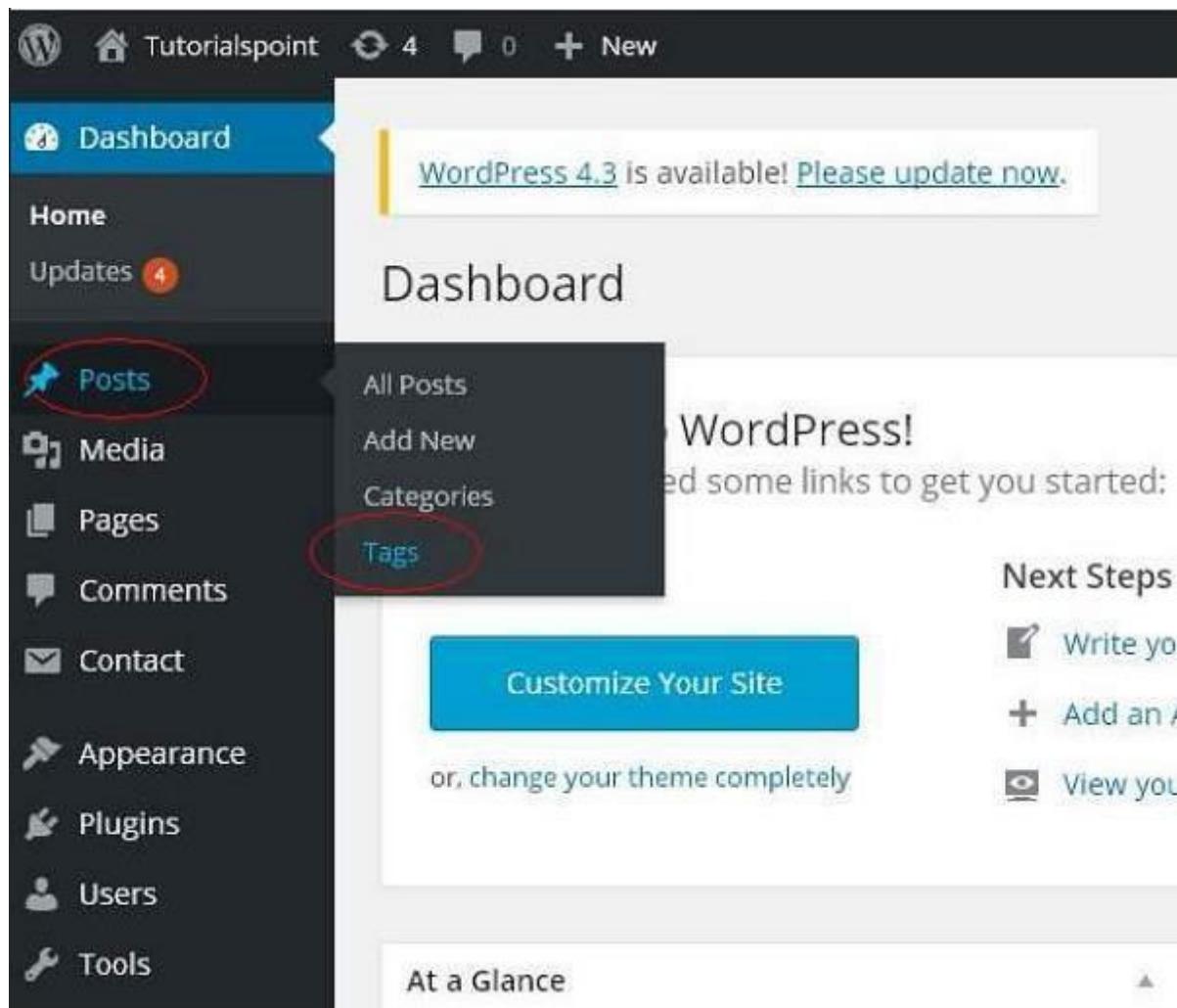
Name	Description	Slug	Count
Food around the world		intercontinental	0

30.DELETE TAGS

WordPress

In this chapter, we will learn to **Delete tags** in WordPress. Following are the steps to delete tags in WordPress.

Step (1): Click on **Posts -> Tags** in WordPress.



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

The screenshot shows the 'Tags' admin screen. On the left, there's a form for 'Add New Tag' with fields for 'Name' (containing 'Food around the world'), 'Slug' (containing 'intercontinental'), and 'Description'. Below the form, a note says: 'The name is how it appears on your site.' and 'The "slug" is the URL-friendly version of the name; it is usually all lowercase and contains only letters, numbers, and hyphens.' To the right, a table lists the tag 'Food around the world' with its details: 'Cuisine dates back to the Antiquity. Rome was known for its cuisine, wealthy families would dine in the Triclinium on a variety of dishes, their diet consisted of eggs, cheese, bread, meat and honey.' Below the table, another table shows a single item with the same details. At the bottom, a note says: 'Tags can be selectively converted to categories using the [tag to category converter](#). However, some themes may show it.'

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

The screenshot shows the 'Tags' admin screen with a confirmation dialog box in the foreground. The dialog box says: 'The page at localhost says: You are about to permanently delete the selected items. 'Cancel' to stop, 'OK' to delete.' The 'OK' button is highlighted with a red circle. In the background, the 'Tags' list table is visible, showing the tag 'Food around the world' with its details.

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

Part 8: Links

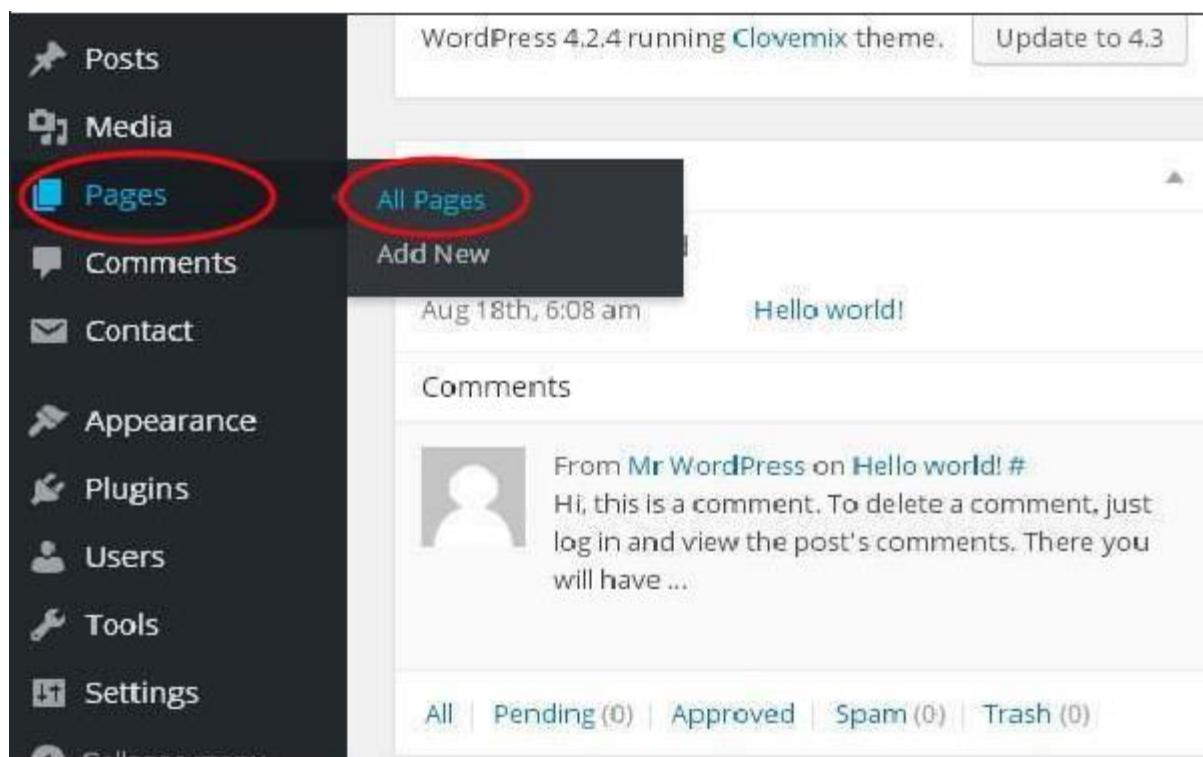
31.ADD LINKS

WordPress

In this chapter, we will learn to **Add Links** in WordPress pages. Link is a connection from one resource to another. Adding links to your pages or blog posts help you to connect to other pages.

Following are the simple steps to **Add links** in WordPress.

Step (1): Click on **Pages -> All Pages** in WordPress.



Step (2): List of pages created in WordPress will get displayed as shown in the following screen. Select any of the pages to add links inside it. Here, we are going to add links in *About Us* page.

The screenshot shows the WordPress 'Pages' dashboard. At the top, there are buttons for 'Screen Options' and 'Help'. Below that, a search bar labeled 'Search Pages' is present. The main area displays a list of pages with columns for 'Title', 'Author', and 'Date'. There are two items in the list:

- About Us**: Author: admin, Date: 22 hours ago, Published. This row is highlighted with a red border.
- WordPress**: Author: admin, Date: 2 hours ago, Published.

At the bottom of the list, there are 'Bulk Actions' and 'Apply' buttons. A message indicates '2 items'.

Step (3): Select any of the sentence or word where you want to add link. Here, we will add link to the word *Lorem*.

The screenshot shows the 'Edit Page' screen for the 'About Us' page. The title 'About Us' is at the top, along with a 'Permalink' and three action buttons: 'Edit', 'View Page', and 'Get Shortlink'. Below the title is a rich text editor toolbar with various styling options. The main content area contains the text: 'Lorem Ipsum is simply dummy text of the printing and typesetting industry. Lorem Ipsum has been the industry's standard dummy text ever since an unknown printer took a galley of type and scrambled it to make a type specimen book.' Below this text, the word 'Lorem' is selected, indicated by a red circle around the insertion symbol in the toolbar.

On the right side of the screen, there are several panels:

- Publish** panel: Shows 'Status: Published', 'Visibility: Public', and 'Published on: Sep 3, 2015 @ 11:34'.
- Page Attributes** panel: Shows 'Parent: (no parent)' and 'Order: 0'.
- Text** panel: Buttons for 'Preview Changes', 'Move to Trash', and 'Update'.

A message at the bottom right says: 'Need help? Use the Help tab in the upper right of your screen.'

Step (4): When you click on the Insert/Edit link symbol then the following pop window gets displayed.

Insert/edit link

Enter the destination URL

URL

Link Text

Open link in a new window/tab

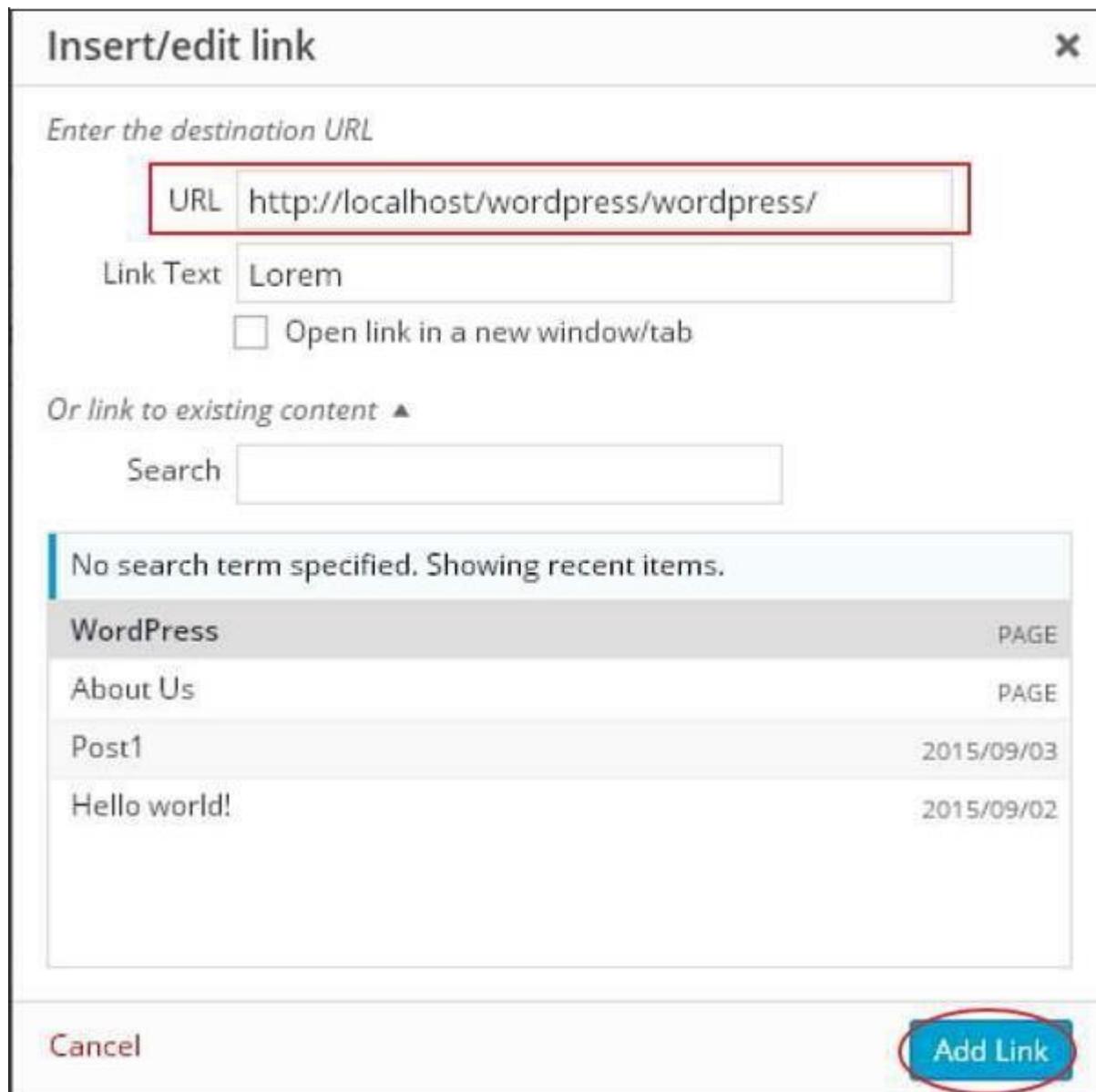
Or link to existing content ▾

[Cancel](#) [Add Link](#)



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

- **URL:** Enter URL you want to link.
- **Link text:** Insert text you want to enter into the link.
- **Open link in a new window/tab:** Open your link page into the new tab or window. Check the box as required.
- **Or link to existing account:** Add links to an existing content page by selecting the page from the given list. Click on **Or link to existing account** and the list of pages and posts gets displayed as shown in the following screen.



After selecting the particular page or post from the list, the links get created in the URL field as seen in the preceding screen. Click on **Add Link**.

Step (5): When you hover on the word *Lorem* then the link tooltip gets displayed as shown in the following screen.

The screenshot shows the 'Edit Page' screen in WordPress. The main area displays the page content in the Visual editor, which includes a paragraph of Lorem Ipsum text and a link to 'localhost/wordpress/wordpress'. A red oval highlights this link. The Publish sidebar on the right shows the page status as 'Published', visibility as 'Public', and a publish date of 'Sep 3, 2015 @ 11:34'. It also includes a 'Move to Trash' button and an 'Update' button.

Click on **Update** button to update the changes in your page or post.

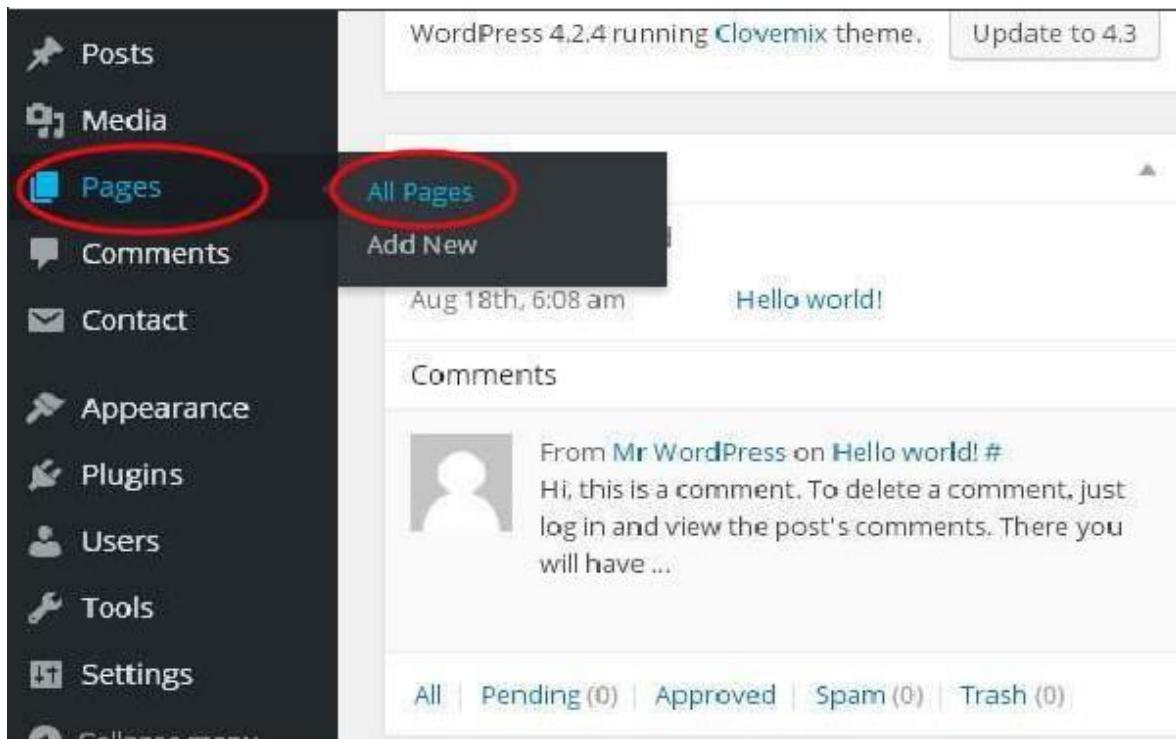
32.EDIT LINKS

WordPress

In this chapter, we will study how to edit link in WordPress.

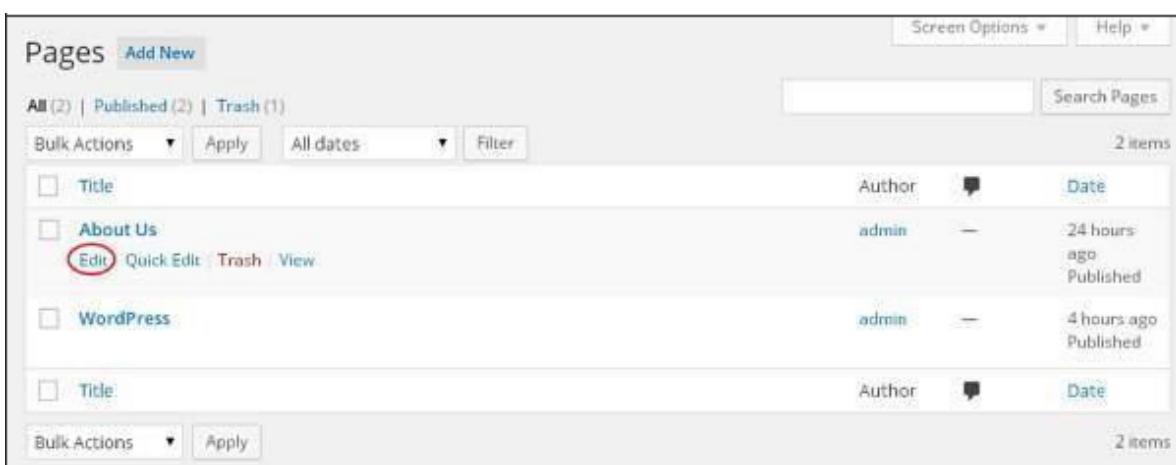
Following are the simple steps to **Edit Links** in WordPress

Step (1): Click on **Pages -> All Pages** as shown in the following screen.



The screenshot shows the WordPress admin dashboard. On the left, there is a sidebar with various menu items: Posts, Media, Pages, Comments, Contact, Appearance, Plugins, Users, Tools, Settings, and a Collapsing menu. The 'Pages' item is highlighted with a red oval. A dropdown menu for 'Pages' is open, showing 'All Pages' and 'Add New'. The 'All Pages' item is also highlighted with a red oval. The main content area displays a post titled 'Hello world!' with the date 'Aug 18th, 6:08 am'. Below the post, there is a section for 'Comments' with one comment from 'Mr WordPress' on the post. At the bottom of the page, there are links for 'All', 'Pending (0)', 'Approved', 'Spam (0)', and 'Trash (0)'.

Step (2): You can view the list of pages. When the cursor hovers on the *About Us* page, then a few options get displayed below *About Us*. Click on **Edit** as shown.

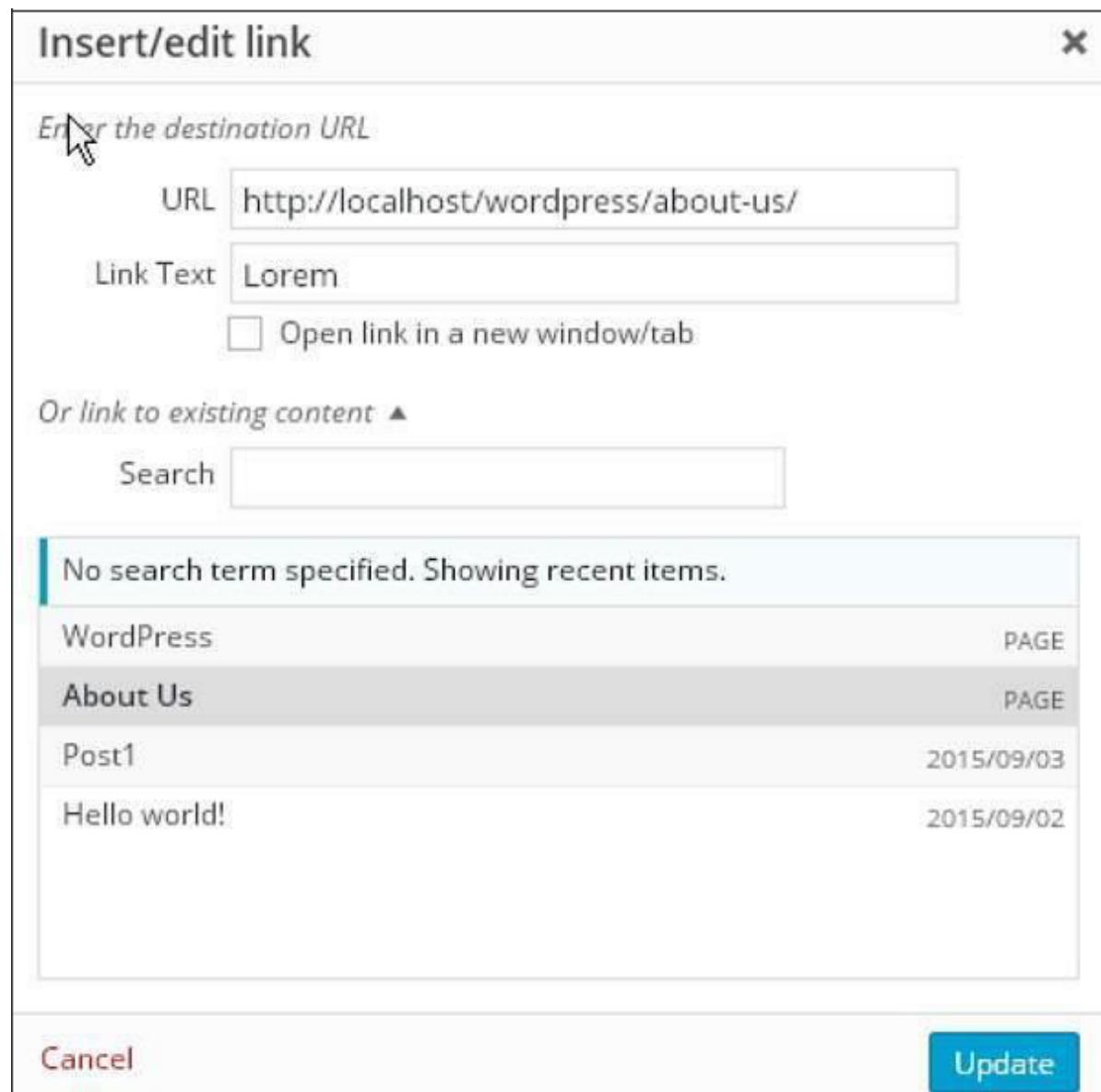


The screenshot shows the 'Pages' list table. The table has columns for Title, Author, and Date. There are two items listed: 'About Us' and 'WordPress'. The 'About Us' row has a 'Title' checkbox, an 'Edit' link (which is circled in red), a 'Quick Edit' link, a 'Trash' link, and a 'View' link. The 'WordPress' row has a 'Title' checkbox and an 'Edit' link. At the bottom of the table, there are 'Bulk Actions' and 'Apply' buttons.

Step (3): Hover on the word *Lorem* (Link for word *Lorem* was created in the chapter WordPress - Add Links), and click on the pencil symbol to edit the link as shown in the following screen.

The screenshot shows the WordPress 'Edit Page' interface for a page titled 'About Us'. The page content contains the text: 'Lorem Ipsum is simply dummy text of the printing and typesetting industry. Lorem Ipsum has been the industry's standard dummy text ever since an unknown printer took a galley of type and scrambled it to make a type specimen book.' Below this, there is a section titled 'Lorem' containing the text 'localhost/wordpress/wordpress ipsum'. A red circle highlights the edit icon (pencil) next to the word 'ipsum'. On the right side of the screen, the 'Publish' metabox is visible, showing the status as 'Published', visibility as 'Public', and a publish date of 'Sep 3, 2015 @ 11:34'. The 'Page Attributes' metabox shows the page has no parent and an order of 0. A note at the bottom right says 'Need help? Use the Help tab in the upper right of your screen.'

Step (4): You can change or edit your link by selecting the page from the existing list. In this case, we have selected the *About Us* page.



After selecting the particular page or post from the list, then click on **Update** button.

Step (5): When you hover on the word *Loem* then the link tooltip get displayed as seen in the following screen.

The screenshot shows the WordPress 'Edit Page' interface. The title 'About Us' is displayed at the top left. Below it is the content area containing the text: 'Lorem Ipsum is simply dummy text of the printing and typesetting industry. Lorem Ipsum has been the industry's standard dummy text ever since an unknown printer took a galley of type and scrambled it to make a type specimen book.' A red oval highlights the URL 'localhost/wordpress/about-us' in the address bar of the browser window shown in the content area.

Publish

- Status: Published [Edit](#)
- Visibility: Public [Edit](#)
- Revisions: 3 [Browse](#)
- Published on: Sep 3, 2015 @ 11:34 [Edit](#)

[Move to Trash](#) [Update](#)

Page Attributes

Parent: (no parent) ▾

Order: 0

Need help? Use the Help tab in the upper right of your screen.

Click on **Update** button to update the changes in your page or post.

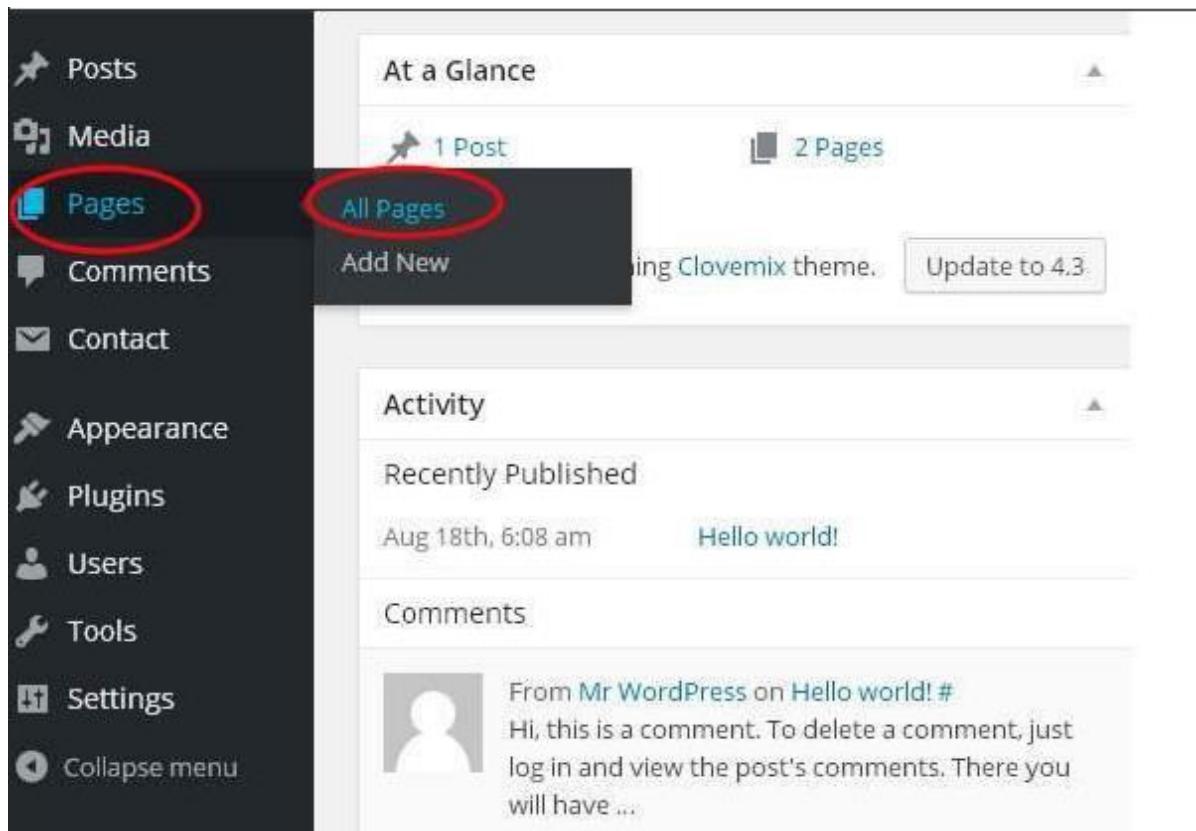
33.DELETE LINKS

WordPress

In this chapter, we will learn to **Delete links** from WordPress. You can remove the unwanted links which you don't need for your website or article.

Following are the steps to **Delete Links** in WordPress

Step 1: Click on **Pages -> All Pages** in WordPress.



Step (2): You can view the list of pages. When the cursor hovers on the *About Us* page, then a few options gets displayed. Click on the **Edit** button as shown in the following screen.

The screenshot shows the WordPress Pages dashboard. At the top, there are buttons for 'Screen Options', 'Help', 'All (2) | Published (2) | Trash (1)', 'Search Pages', 'Bulk Actions', 'Apply', 'All dates', and 'Filter'. Below this is a table with columns for 'Title', 'Author', and 'Date'. There are two items listed: 'About Us' (published 24 hours ago) and 'WordPress' (published 4 hours ago). The 'About Us' row has an 'Edit' link which is circled in red. At the bottom, there are 'Bulk Actions' and 'Apply' buttons.

Step (3): Select the word which you had already linked i.e. *Lorem* (Link for word *Lorem* was created in the chapter WordPress - Add Links), and click on the Remove Link Symbol as seen in the following screen.

The screenshot shows the WordPress editor for the 'About Us' page. The main content area contains the text: "Lorem Ipsum is simply dummy text of the printing and typesetting industry. Lorem Ipsum has been the industry's standard dummy text ever since an unknown printer took a galley of type and scrambled it to make a type specimen book." Below this, the word "Lorem" is underlined, and its link preview shows the URL "localhost/wordpress/about-us". To the right, the Publish sidebar displays "Status: Published", "Visibility: Public", "Revisions: 3", and the date "Published on: Sep 3, 2015 @ 11:34". The Page Attributes sidebar shows "Parent: (no parent)" and "Order: 0".

Step (4): When you hover on the word *Lorem*, there will be no tooltip of the existing URL. The following screenshot shows that the link has been deleted.

The screenshot shows the WordPress 'Edit Page' interface. The title 'About Us' is displayed at the top left. Below it is a text editor with a toolbar for 'Add Media' and various text styles. The main content area contains the text: 'Lorem Ipsum is simply dummy text of the printing and typesetting industry. Lorem Ipsum has been the industry's standard dummy text ever since an unknown printer took a galley of type and scrambled it to make a type specimen book.' A word 'Lorem' is circled in red. The right side of the screen features the 'Publish' metabox, which includes status information (Published), visibility (Public), revisions (3), and a timestamp (Sep 3, 2015 @ 11:34). It also has 'Move to Trash' and 'Update' buttons. Below the metabox is the 'Page Attributes' section, which shows '(no parent)' under 'Parent' and '0' under 'Order'. A note at the bottom right says 'Need help? Use the Help tab in the upper right of your screen.'

Part 9: Comments

120

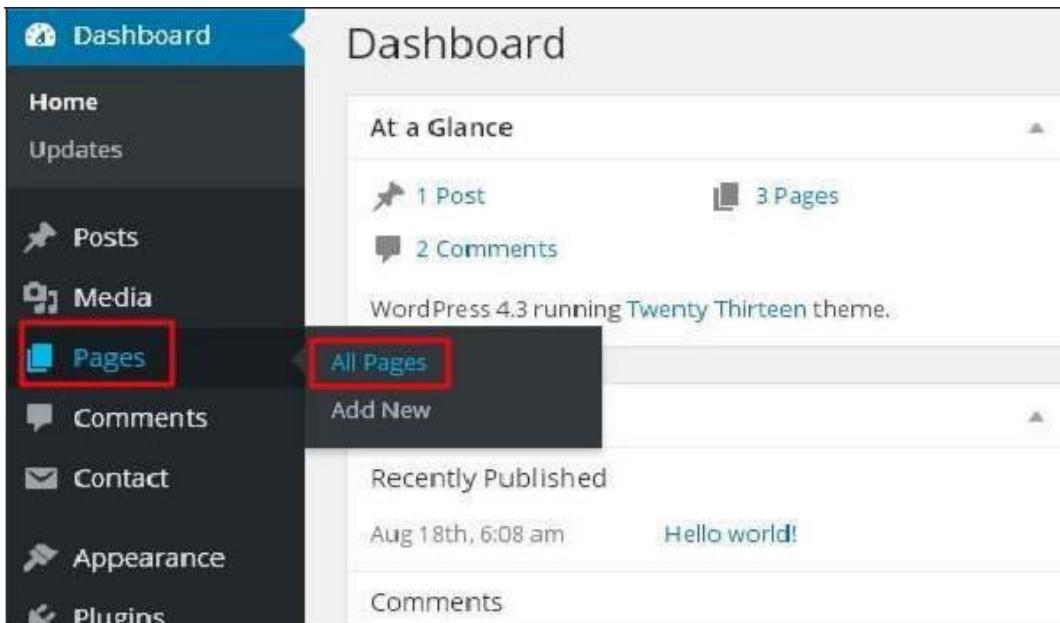
34.ADD COMMENTS

WordPress

In this chapter, we will learn to **Add Comments** in WordPress. Adding comments allows your visitors to have a discussion with you. Comments are approved by the admin and then posted to be discussed further.

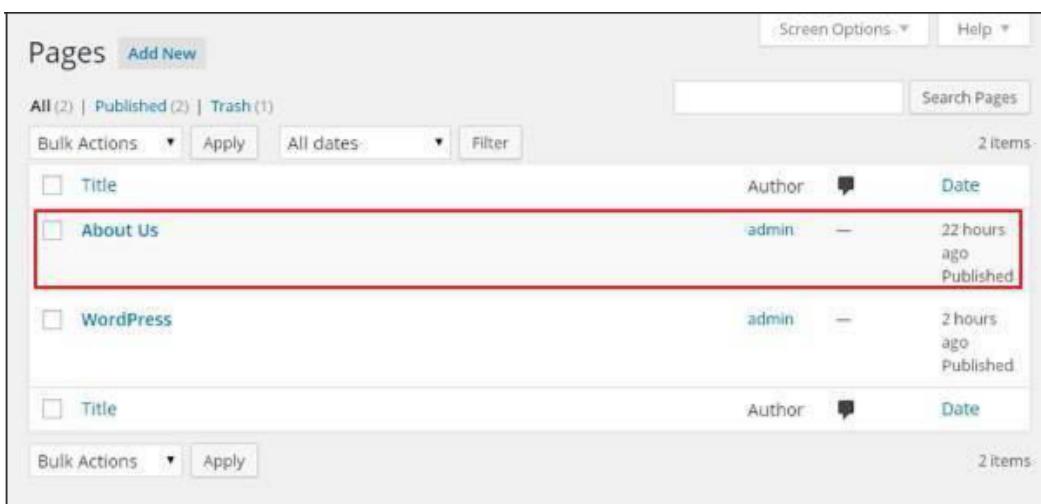
Following are the steps to add comments to your blog posts.

Step (1): Click on **Pages -> All Pages** in WordPress.



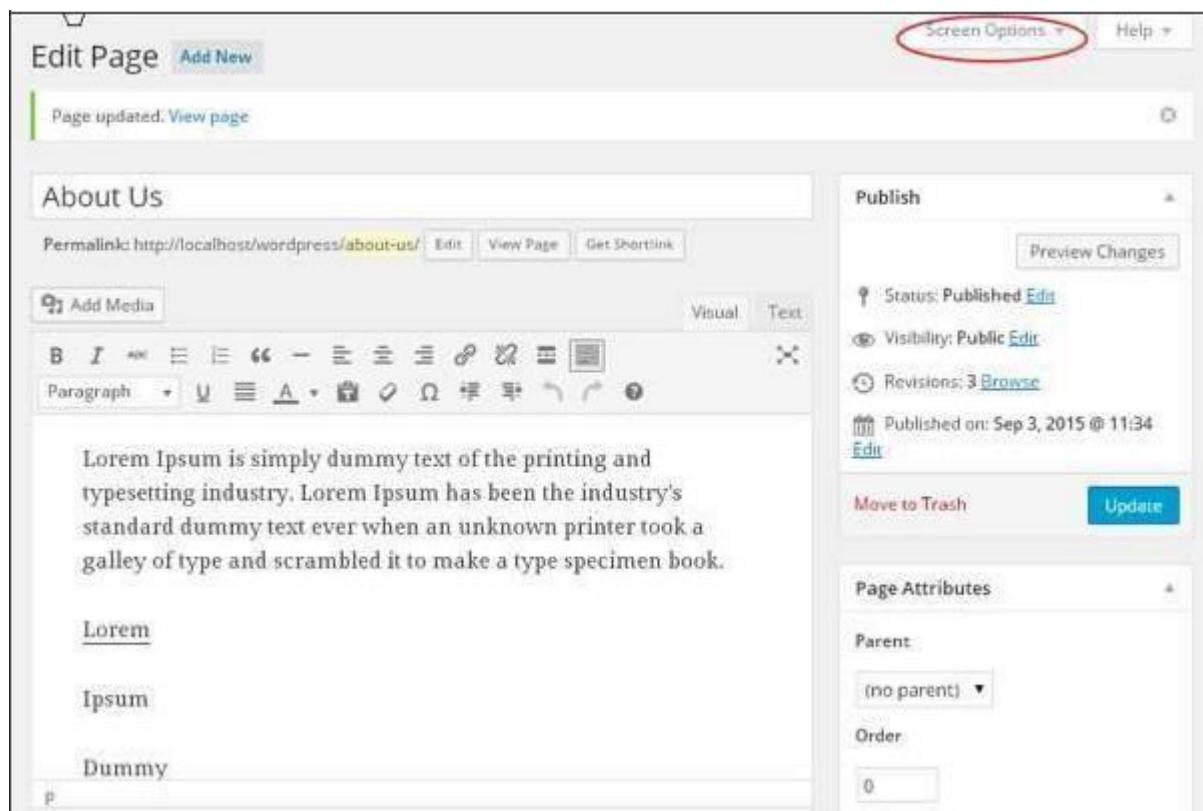
The screenshot shows the WordPress dashboard. On the left, there's a sidebar with various menu items: Home, Updates, Posts, Media, Pages (which is highlighted with a red box), Comments, Contact, Appearance, and Plugins. The main area is titled 'Dashboard' and has a section called 'At a Glance' which shows 1 Post, 3 Pages, and 2 Comments. Below that, it says 'WordPress 4.3 running Twenty Thirteen theme.' There's also a 'Recently Published' section showing a post from Aug 18th, 6:08 am titled 'Hello world!' and a 'Comments' section.

Step (2): The list of pages created in WordPress will get displayed as seen in the following screen. Select any of the pages you want to add comments to. Here, we are going to add comment in *About Us* page. Click on **About Us**.

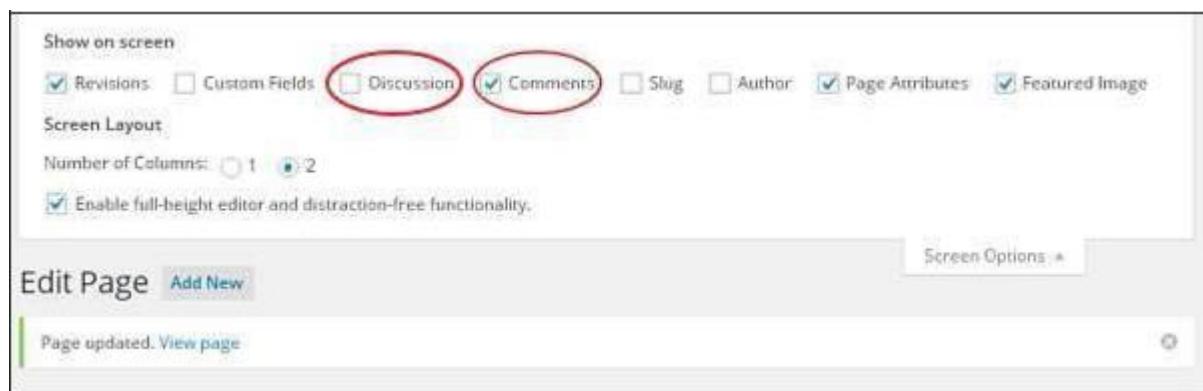


The screenshot shows the 'Pages' list screen. At the top, there are buttons for 'Add New' and 'Screen Options'. Below that, there are filters for 'All (2)', 'Published (2)', and 'Trash (1)'. There are also buttons for 'Search Pages', 'Bulk Actions', 'Apply', 'All dates', and 'Filter'. The main area lists two items: 'About Us' and 'WordPress'. The 'About Us' row is highlighted with a red box. It shows the title 'About Us', author 'admin', date '22 hours ago Published', and a small trash icon. Below the list are buttons for 'Bulk Actions' and 'Apply'.

Step (3): To add a comment on this page, click on **Screen options** present at the top right hand corner.



Step (4): The dropdown list of **Screen Option** gets displayed. Check the **Discussion** and **Comments** box as shown in the following screen.



Step (5): You can now view the Discussion and Comments box at the bottom of your page.

The screenshot shows the WordPress 'Edit Page' screen for a page titled 'About Us'. The page content includes the text: 'Lorem Ipsum is simply dummy text of the printing and typesetting industry. Lorem Ipsum has been the industry's standard dummy text ever since an unknown printer took a galley of type and scattered it across the page. It has survived not only five centuries, but also the leap into electronic typesetting, remaining essentially unchanged. It was popularised in the 1960s with the release of Letraset sheets containing Lorem Ipsum passages, and more recently with desktop publishing software like Aldus PageMaker including versions of Lorem Ipsum.' Below the content, there are two sections: 'Revisions' and 'Discussion'.

Discussion Settings:

- Allow comments:
- Allow trackbacks and pingbacks on this page:

Comments Section:

Add comment

No comments yet.

Right-hand Sidebars:

- Publish:** Status: Published, Visibility: Public, Revisions: 3, Published on: Sep 3, 2015 @ 11:34, Move to Trash, Update button.
- Page Attributes:** Parent: (no parent), Order: 0, Need help? Use the Help tab in the upper right of your screen.
- Featured image:** Set featured image.

In the Discussion section, there are two options present:

- **Allow Comments:** Allows visitors to comment on your blog posts and pages.
- **Allow trackbacks and pingbacks on this page:** Allows visitors to give pings and trackbacks.

In the Comment section, you can add comments by clicking on **Add Comment** button.

Step (6): Click on **Update** button after adding the comment box.

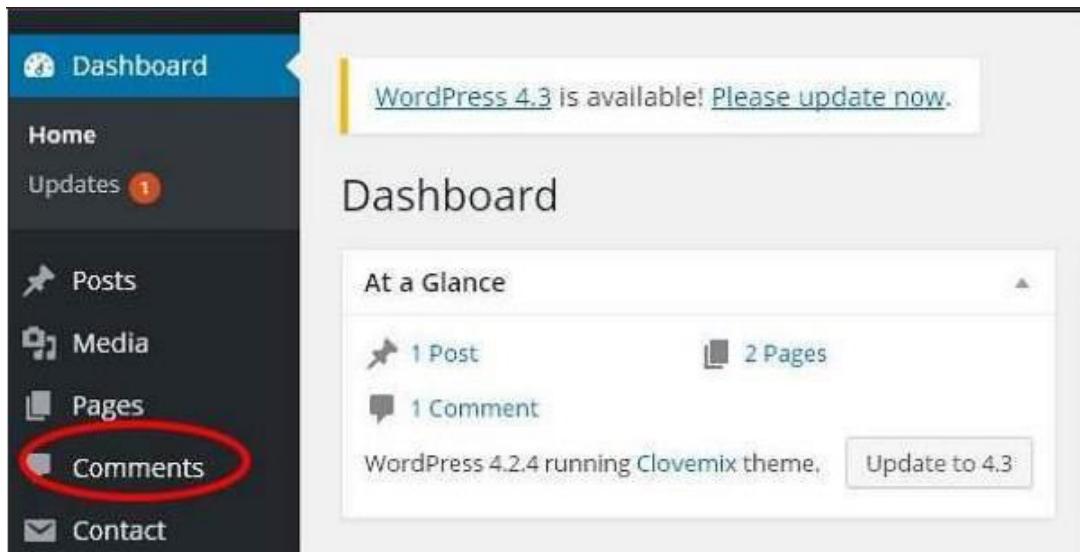
35.EDIT COMMENTS

WordPress

In this chapter, we will learn about how to **Edit comments** in WordPress. Editing comments can be done only by the admin.

Following are the steps to **Edit Comments** in WordPress.

Step (1): Click on **Comments** in WordPress.



Step (2): You can view the comments list for the various pages. Select any comment, you want to edit. Click on **edit**.

Comments			
All Pending (0) Approved Spam (0) Trash (1)		Search Comments	
Bulk Actions ▾ Apply		All comment types ▾ Filter	
<input type="checkbox"/>	Author	Comment	In Response To
<input type="checkbox"/>	admin	Submitted on 2015/09/05 at 4:58 am good post!!!!!!	WordPress View Page
<input type="checkbox"/>	127.0.0.1	Unapprove Reply Quick Edit <input type="button" value="Edit"/> Spam Trash	[comment icon]
<input type="checkbox"/>	admin	Submitted on 2015/09/05 at 4:54 am Hi...	About Us View Page
<input type="checkbox"/>	127.0.0.1		[comment icon]
<input type="checkbox"/>	Mr WordPress https://wordpress.org/	Submitted on 2015/09/02 at 4:49 am Hi, this is a comment. To delete a comment, just log in and view the post's comments. There you will have the option to edit or delete them.	Hello world! View Post
<input type="checkbox"/>	Author	Comment	In Response To
Bulk Actions ▾ Apply		3 items	

Step (3): The Edit comment page gets displayed. You can edit the comment and click on **Update** Button.

The screenshot shows the 'Edit Comment' interface in WordPress. On the left, there's a form for the author's information: Name (admin), E-mail (admin@tutorials.com), and URL. Below this is a rich text editor toolbar with buttons for bold, italic, link, b-quote, del, ins, img, ul, ol, li, code, and close tags. A large text area contains the comment text: "good post!!!!!!". On the right, the 'Status' section shows 'Approved' is selected. It also displays the submission details: 'Submitted on: Sep 5, 2015 @ 04:58' and 'Edit'. Below this, it says 'In response to: WordPress'. At the bottom right are two buttons: 'Move to Trash' and a blue 'Update' button.

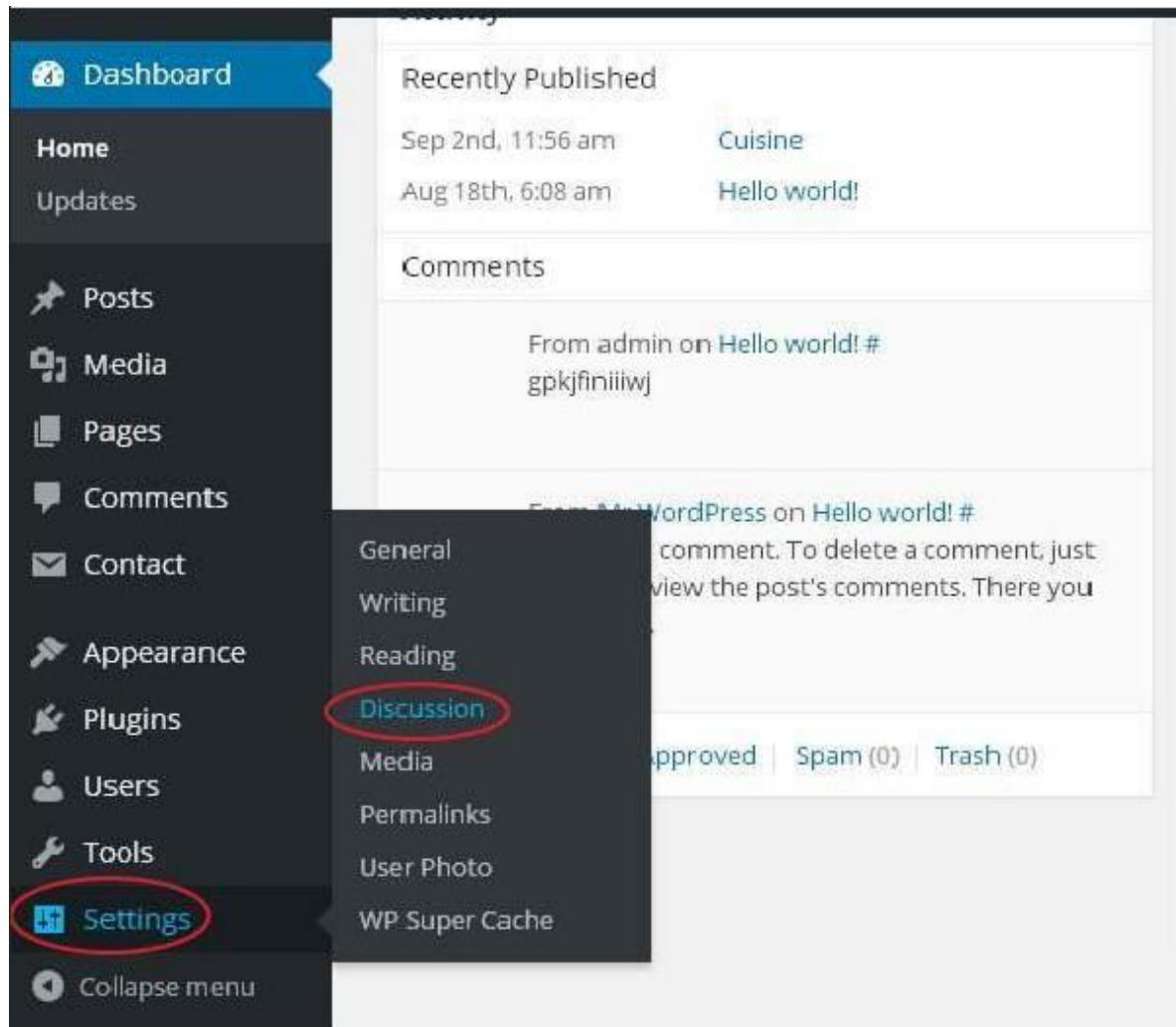
Here you can edit the name, e-mail, URL or the comment from the comment box.

36. MODERATE COMMENTS

WordPress

In this chapter, we will learn to **Moderate Comments** in WordPress. Comment moderation is a process where, when visitors comment on posts, the comment is not published directly until and unless it is approved by the admin to be posted. It manages your comments so that there is no comment spamming.

Step (1): Click on **Settings -> Discussion** in WordPress.



Step (2): The Discussion Setting page gets displayed.

The screenshot shows the 'Discussion Settings' page in the WordPress admin dashboard. The left sidebar shows the navigation menu with 'Settings' selected. The main content area contains several sections:

- Default article settings:** Includes options like 'Attempt to notify any blogs linked to from the article' (checked), 'Allow link notifications from other blogs (pingbacks and trackbacks)' (checked), and 'Allow people to post comments on new articles' (checked). A note states: '(These settings may be overridden for individual articles.)'
- Other comment settings:** Includes 'Comment author must fill out name and e-mail' (checked), 'Users must be registered and logged in to comment' (unchecked), 'Automatically close comments on articles older than: 14 days' (unchecked), 'Enable threaded (nested) comments: 5 levels deep' (checked), and 'Break comments into pages with: 50 top-level comments per page and the last page displayed by default' (unchecked).
- Email me whenever:** Includes 'Anyone posts a comment' (checked) and 'A comment is held for moderation' (checked).
- Before a comment appears:** Includes 'Comment must be manually approved' (unchecked) and 'Comment author must have a previously approved comment' (checked).
- Comment Moderation:** A section with a red border containing instructions: 'Hold a comment in the queue if it contains 2 or more links. (A common characteristic of comment spam is a large number of hyperlinks.)' It also notes: 'When a comment contains any of these words in its content, name, URL, e-mail, or IP, it will be held in the moderation queue. One word or IP per line. It will match inside words, so "press" will match "WordPress".' A text input field is shown below these instructions.
- Comment Blacklist:** A section with a note: 'When a comment contains any of these words in its content, name, URL, e-mail, or IP, it will be marked as spam. One word or IP per line. It will match inside words, so "press" will match "WordPress".' A text input field is shown below this note.
- Avatars:** A section with a note: 'An avatar is an image that follows you from weblog to weblog appearing beside your name when you comment on avatar-enabled sites. Here you can enable the display of avatars for people who comment on your site.' It includes:
 - Avatar Display:** 'Show Avatars' (checked).
 - Maximum Rating:** Radio buttons for 'G — Suitable for all audiences' (selected), 'PG — Possibly offensive, usually for audiences 13 and above', 'R — Intended for adult audiences above 17', and 'X — Even more mature than above'.
 - Default Avatar:** Options for users without a custom avatar: 'Mystery Person' (selected), 'Blank', 'Gravatar Logo', 'Identicon (Generated)', 'Wavatar (Generated)', 'MonsterID (Generated)', and 'Retina (Generated)'.

A blue oval highlights the 'Save Changes' button at the bottom of the page.

In the Comment Moderation field, enter those words or URLs you do not want any visitor to add comments. Whenever a visitor gives any comments it would be moderated by the admin first and then published.

Step (3): Click on **Save Changes**.

Part 10: Plugins

130

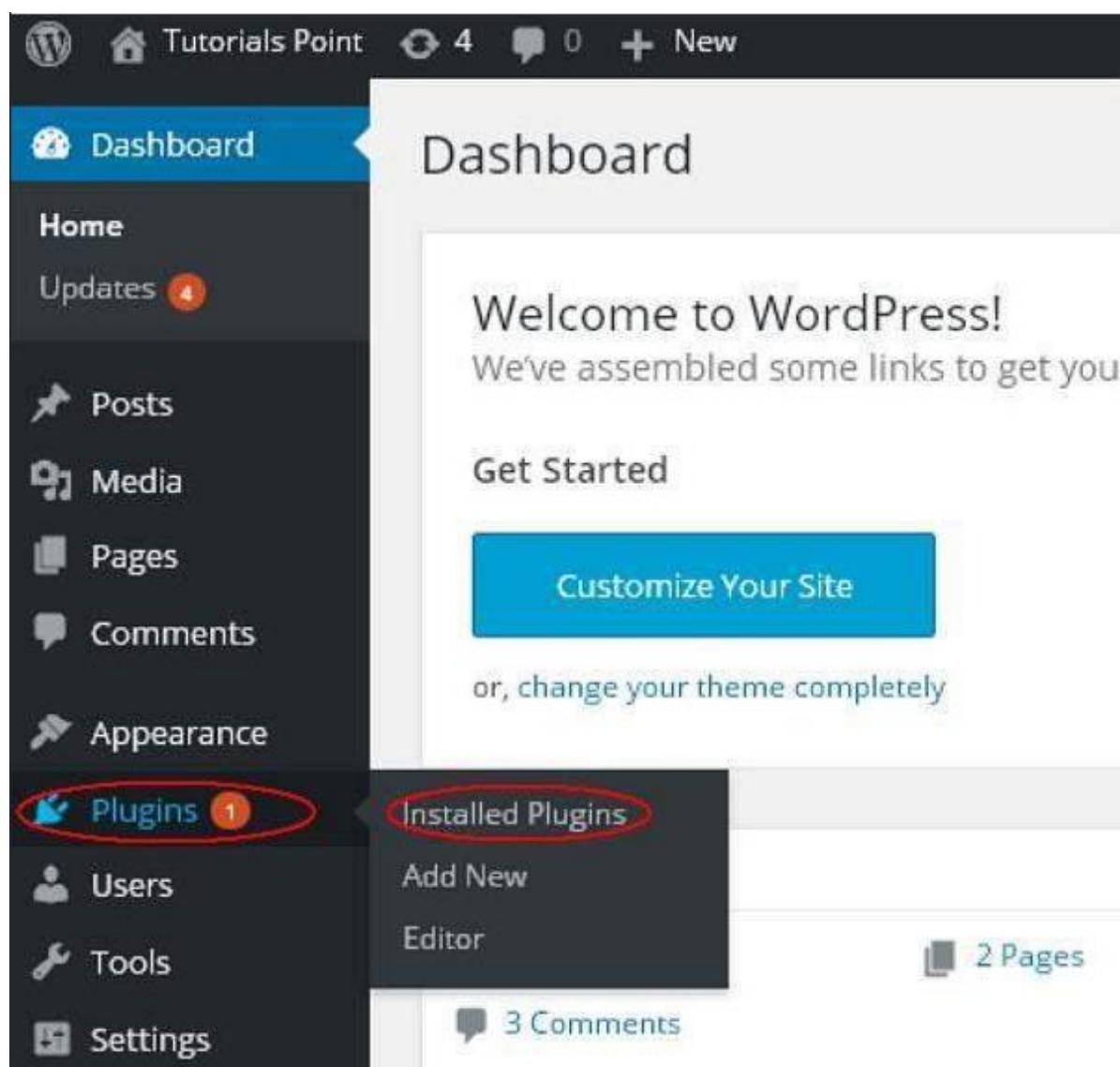
37.VIEW PLUGINS

WordPress

In this chapter, we will study how to **View Plugins** in WordPress. It helps you to enable and disable WordPress Plugins. This adds the unique features to an existing web site. Plugins extend and enlarge the functionality of WordPress.

Following are the simple steps to View Plugins in WordPress.

Step (1): Click on **Plugins --> Installed Plugins** in WordPress administrator.



Step (2): You will see the list of existing **plugins** on your site as seen in the following screen.

The screenshot shows the WordPress admin interface under the 'Plugins' section. A notification at the top says 'WordPress 4.3 is available! Please update now.' Below it, the 'Plugins' list is displayed with the following details:

Plugin	Description
Akismet	Used by millions. Akismet is quite possibly the best way in the world to protect your blog from comment and trackback spam. It keeps your site protected from spam even while you sleep. To get started: 1) Click the "Activate" link to the left of this description. 2) Sign up for an Akismet API key. and 3) Go to your Akismet configuration page, and save your API key. Version 3.1.1 By Automattic View details
Category Order	The Category Order plugin allows you to easily reorder your categories the way you want via drag and drop. Version 1.0.3 By Wessley Roche 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 Louis Armstrong: Hello, Dolly. When activated you will randomly see a lyric from Hello, Dolly in the upper right of your admin screen on every page. Version 1.6 By Matt Mullenweg View details

A table of **Plugin and Description** is displayed. Names of the plugins are defined in Plugin column and a brief description about the plugin is defined under Description column.

Toolbar

Following functions appear as Plugin toolbar options on the page:

- **Active:** Shows the active plugins on the website.
- **Inactive:** Shows the installed but inactive plugins on the website.
- **Update Available:** Shows, if a new version is available or asks to update now.

38.INSTALL PLUGINS

WordPress

In this chapter, we will study how to **install plugins** in WordPress. It is really easy to install plugins. All the plugins are free to download; the only condition is that a plugin must be in the WordPress directory.

Following are the simple steps to Install Plugins in WordPress.

Step (1): Click on **Plugins --> Add New** in WordPress.



Step (2): Enter your required plugin name in the **search box** as shown in the following screen. List of plugins which are relevant to the plugins name will get displayed as seen in the following screen.



Select the required plugin you want to use. Here, we have searched **All in one SEO Pack** plugin, which happens to be the first plugin as shown in the preceding screen. Click on **Install now** button to install the plugin on your website.

Step (3): The plugins automatically start downloading and installing.

The screenshot shows a progress bar for the plugin installation. It includes status messages like "Downloading install package from https://downloads.wordpress.org/plugin/all-in-one-seo-pack.zip...", "Unpacking the package...", "Installing the plugin...", and "Successfully installed the plugin All in One SEO Pack 2.2.7.2.". At the bottom, there are links for "Activate Plugin" and "Return to Plugin Installer".

Click on **Activate Plugin** to activate the plugin on your website, which makes your task much easier using this plugin.

Step (4): Once activated, you will see the installed plugin in the list of plugins as seen in the following screen.

The screenshot shows the "Installed Plugins" section of the WordPress admin dashboard. It lists three plugins: Akismet, All In One SEO Pack, and Category Order. The All In One SEO Pack plugin is highlighted with a red border. A message above it says "There is a new version of Akismet available. View version 3.1.3 details or update now." Below the plugin list, there are links for "Search Installed Plugins" and "4 items".

Plugin	Description
Akismet	Used by millions, Akismet is quite possibly the best way in the world to protect your blog from comment and trackback spam. It keeps your site protected from spam even while you sleep. To get started: 1) Click the "Activate" link to the left of this description, 2) Sign up for an Akismet API key, and 3) Go to your Akismet configuration page, and save your API key. Version 3.1.1 By Automattic View details There is a new version of Akismet available. View version 3.1.3 details or update now.
All In One SEO Pack	Out-of-the-box SEO for your WordPress blog. Options configuration panel Upgrade to Pro Version Donate Support Amazon Wishlist Version 2.2.7.1 By Michael Torbert View details
Category Order	The Category Order plugin allows you to easily reorder your categories the way you want via drag and drop. Version 1.0.3 By Wessley Roche View details

39.CUSTOMIZE PLUGINS

WordPress

In this chapter, we will study how to **Customize Plugins** in WordPress without writing any HTML or CSS. It's usually a large addition for multi-user sites. . This new method allows you to **customize** your login page by using the WordPress theme customizer (no coding skills required).

Following are the simple steps to Customize Plugins in WordPress.

Step (1): Click on Plugins -> Add New.



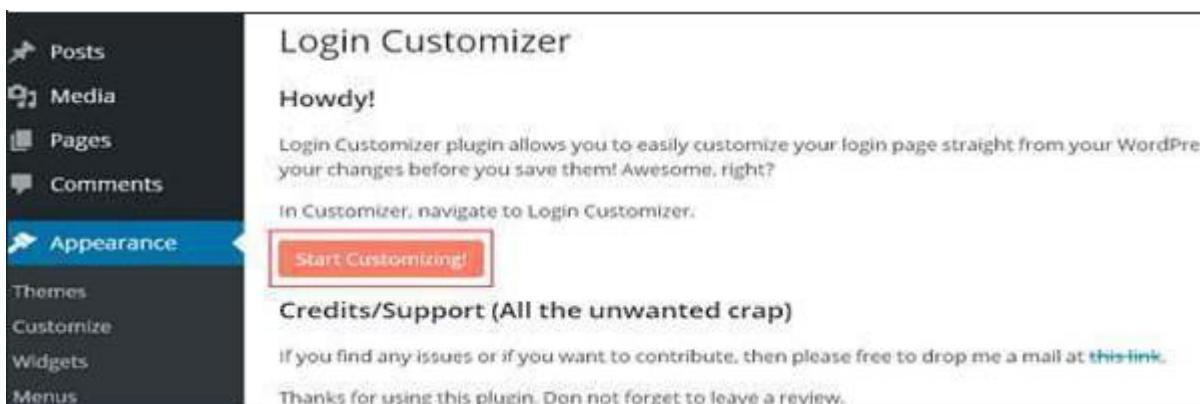
Step (2): Install and activate the Custom Login Page Customizer Plugin.



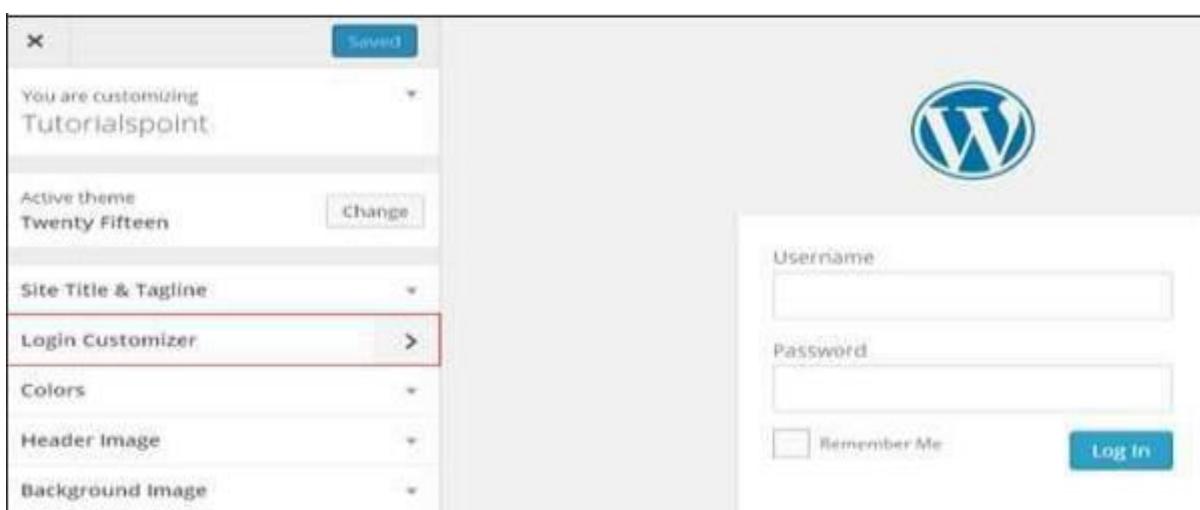
Step (3): Click on **Appearance -> Login Customize** section.



Step (4): Click on **Start Customizing** button to proceed further.

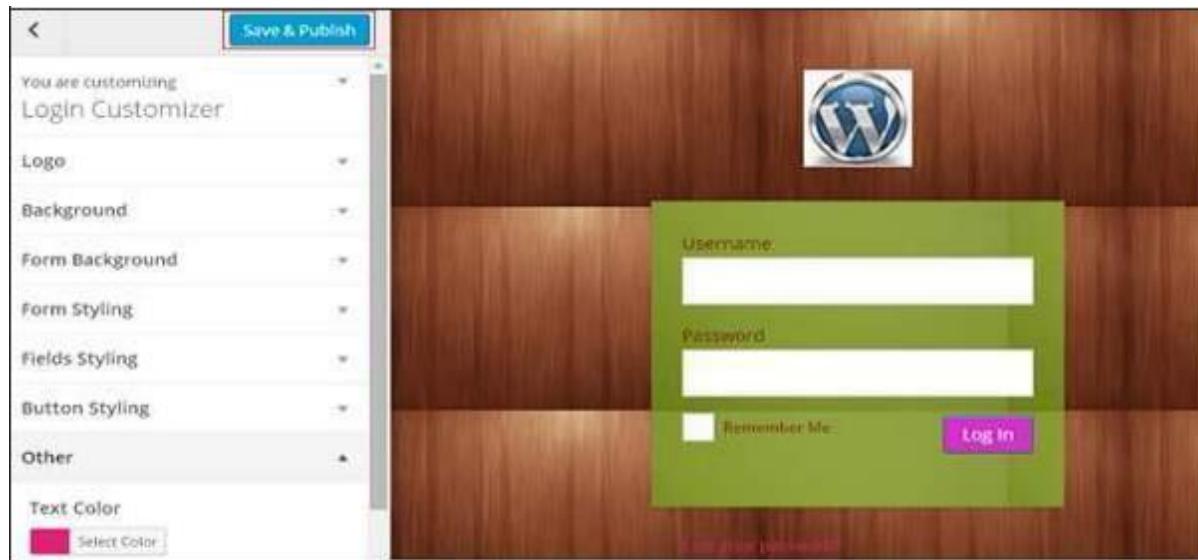


Step (5): It will launch the built-in WordPress theme **customizer**. You can customize the theme and make it look the way you want.



Click on the new **Login Customizer** tab in the side panel. Login customizer page will get displayed. On the login customizer page, you can customize your login page in the same way as you customize your WordPress theme.

Step (6): The customized login page will appear as shown in the following screen.



- **Logo:** Upload logo of your choice to replace the default WordPress logo.
- **Background:** Add background image or you can choose a background color of your choice.
- **Form Background:** Select form background image or color for login form container of your choice.

Most of the selections in the customizer panel are transparent. You can check all the selections in the customizer to adjust the setting as per your requirement of your login page. Click on **Save and Publish** button.

Part 11: Users

In this chapter, we will learn about the roles of users in WordPress. Every user has their own role in WordPress. Roles are like permissions given to a particular user to access the WordPress site. These roles can be allotted only by the Admin.

Here are few pre-defined roles available in WordPress:

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

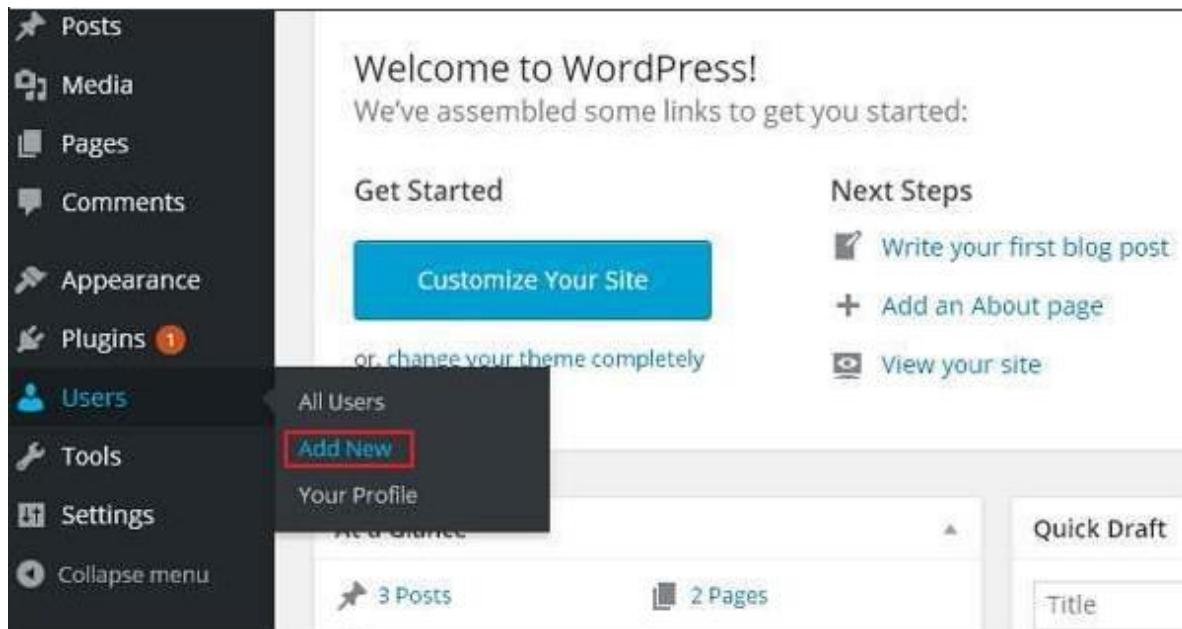
41.ADD USERS

WordPress

In this chapter, we will study how to **Add users** to your WordPress blog or website. When users register on your WordPress blog or website, you get an e-mail notification, so you always know when new users register, and you can then get into your Dashboard and edit the users' role.

Following are the simple steps to Add Users in WordPress.

Step (1): Click on **Users --> Add New** in WordPress.



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

The screenshot shows the 'Add New User' page in the WordPress admin dashboard. The left sidebar has 'Users' selected. The main form fields are:

- Username (required): Tutorials
- E-mail (required): abc@tutorialpoint.com
- First Name: Tutorial
- Last Name: Point
- Website: <http://www.tutorialspoint.com/>
- Password (required): [redacted]
- Repeat Password (required): [redacted]
Hint: The password should be at least seven characters long. To make it stronger, use upper and lower case letters, numbers, and symbols like ! @ # \$ % ^ & .
- Send Password?: Send this password to the new user by email.
- Role: Subscriber

A red box highlights the 'Add New User' button at the bottom left of the form.

- **Username (required):** Enter the unique username, which you want to display on website.
- **E-mail (required):** Enter the valid e-mail address. The user receives notifications from the site at this e-mail address.
- **First Name:** Enter the user's first name.
- **Last Name:** Enter the user's last name.
- **Website:** Enter the URL for the user's website.
- **Password (required):** Enter the password.
- **Repeat Password (required):** Repeat the same password as the previous password for authentication.
- **Send Password:** Send password to the New User by e-mail checkbox. The user will receive an e-mail with the new password.

- **Role:** Select the particular role from the dropdown, i.e., Subscriber, Contributor, Author, Editor, or Administrator.

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

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

The screenshot shows the WordPress Admin interface under the 'Users' section. On the left sidebar, 'Users' is selected. The main area displays a table of users with one entry: 'Tutorials' (Username), 'Tutorial Point' (Name), 'abc@tutorialpoint.com' (E-mail), and 'Subscriber' (Role). Above the table, a green box highlights the message 'New user created. Edit user'. A red arrow points to the user 'Tutorials' in the list.

Username	Name	E-mail	Role
Tutorials	Tutorial Point	abc@tutorialpoint.com	Subscriber

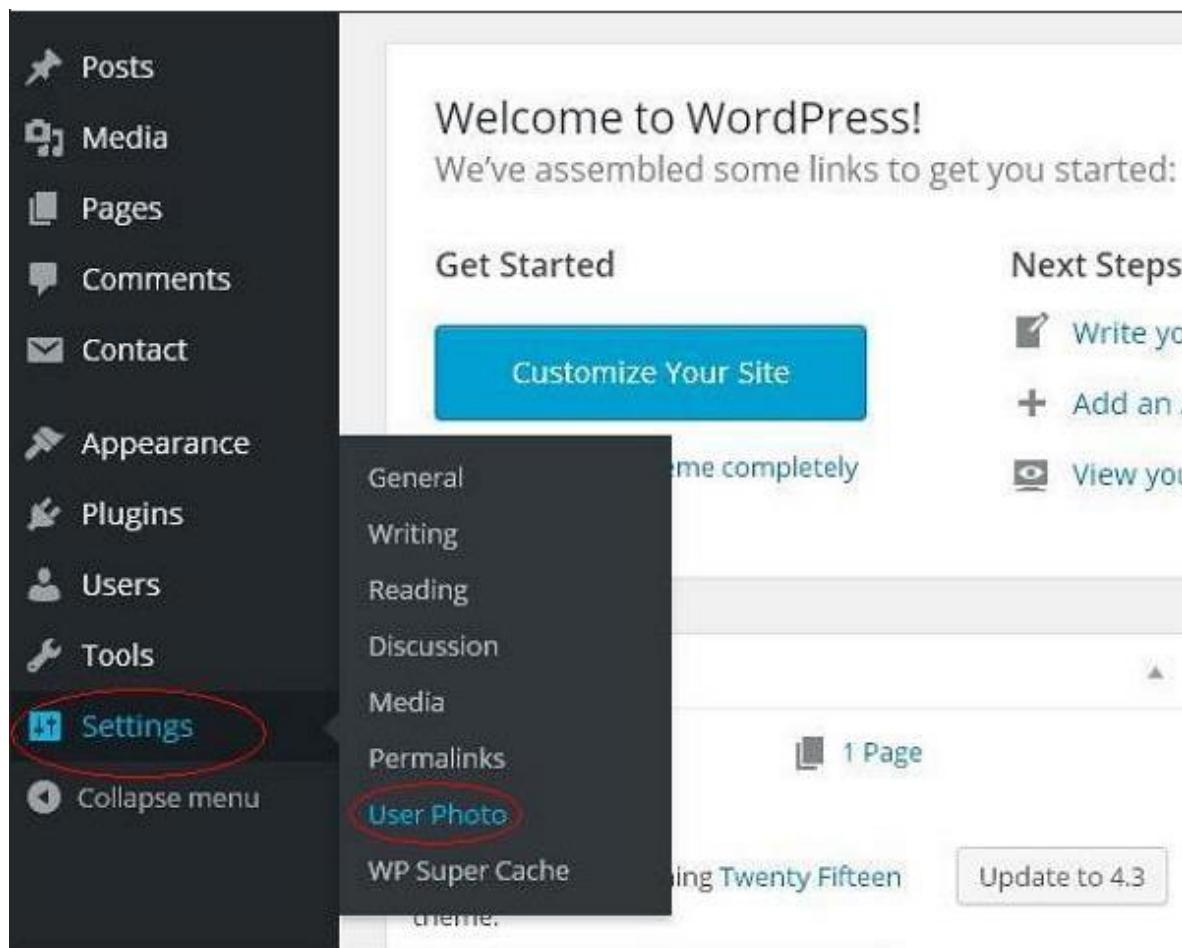
42.USER PHOTO

WordPress

In this chapter, we will study about **User Photo** in WordPress. To add user photo in WordPress, you must install plugin **User Photo** from WordPress plugins. It helps you add a photo of your own to your WordPress profile.

Following are the simple steps to add a **User photo**.

Step (1): Click on Settings -> User Photo.



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

The screenshot shows the 'User Photo Options' page within the WordPress admin settings. The title 'User Photo Options' is highlighted with a red oval. Below it, there are several configuration options:

- Maximum dimension: A text input field containing '150' followed by 'px'.
- Thumbnail dimension: A text input field containing '80' followed by 'px'.
- Serve Avatar as Fallback: A checkbox with a descriptive note below it: "In case the user does not have a photo uploaded or approved, their avatar will be fetched for them. Respects the 'Avatar Display' setting under Discussion."
- Override Avatar with User Photo: Another checkbox with a note: "When making calls to `get_avatar()`, the user's photo will be used instead if it is available. Respects the 'Avatar Display' setting under Discussion."
- JPEG compression: A slider bar set to 96%.
- Notify this administrator by email when user photo needs approval: A dropdown menu set to "(none)".
- Require user photo moderation for all users at or below this level: A dropdown menu set to "Author".

At the bottom left of the form, the 'Update options »' button is also circled in red.

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

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

Profile

Personal Options

Visual Editor Disable the visual editor when writing

Admin Color Scheme

<input checked="" type="radio"/> Default	<input type="radio"/> Light	<input type="radio"/> Blue	<input type="radio"/> Coffee
<input type="radio"/> Ectoplasm	<input type="radio"/> Midnight	<input type="radio"/> Ocean	<input type="radio"/> Sunrise

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

Toolbar Show Toolbar when viewing site

Name

Username admin Usernames cannot be changed.

First Name

Last Name

Nickname (required) admin

Display name publicly as admin

Contact Info

E-mail (required) naila.kittur@tekbuds.com

Website

About Yourself

Biographical Info

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

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

Repeat New Password
Type your new password again.

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

Log Out of All Other Sessions

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

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

Update Profile

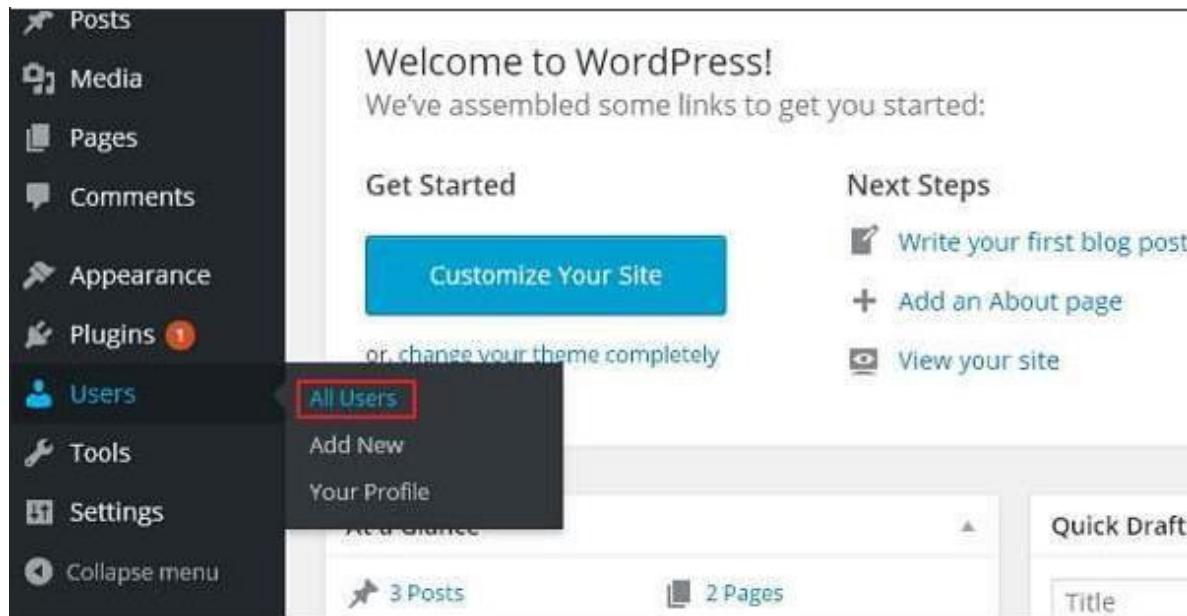
43.EDIT USERS

WordPress

In this chapter, we will study how to **Edit Users** in WordPress.

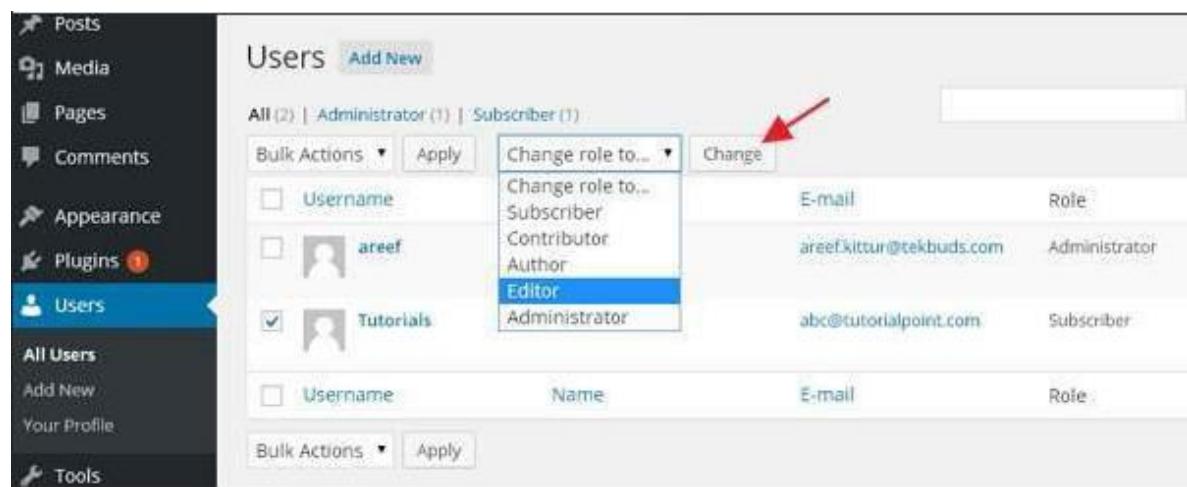
Following are the simple steps to Edit Users in WordPress.

Step (1): Click on **Users --> All Users.**



The screenshot shows the WordPress dashboard. On the left, there's a sidebar with various menu items: Posts, Media, Pages, Comments, Appearance, Plugins (with a red notification dot), Users (highlighted with a red box), Tools, Settings, and a Collapse menu. The main content area has a "Welcome to WordPress!" message and a "Get Started" section with a "Customize Your Site" button. To the right, there's a "Next Steps" section with links to write a blog post, add an About page, and view the site. Below the main content, there are "Quick Draft" and "Title" fields. At the bottom, there are links for "3 Posts" and "2 Pages". A dropdown menu is open over the "All Users" link in the sidebar, showing options: All Users (selected), Add New, and Your Profile.

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



The screenshot shows the "Users" screen. The sidebar is identical to the previous one, with "Users" selected. The main area displays a table of users. At the top right of the user table, there's a "Bulk Actions" dropdown with a red arrow pointing to it, and a "Change" button. A dropdown menu is open, listing roles: Change role to..., Subscriber, Contributor, Author, and Editor (which is highlighted with a blue box). The table lists two users: "areef" (Administrator) and "Tutorials" (Subscriber). Below the table, there are "Bulk Actions" and "Apply" buttons.

There are two more tabs seen on the toolbar:

- **Administrator:** List of administrators will be displayed.
- **Subscriber:** List of subscribers will be displayed.

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

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

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

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

The screenshot shows the WordPress Admin interface under the 'Users' section. On the left sidebar, 'Users' is highlighted. The main area displays a table of users with columns for Username, Name, E-mail, and Role. Two users are listed: 'areef' (Administrator) and 'Tutorials' (Subscriber). An arrow points to the 'Edit' link next to the 'Tutorials' user entry. At the bottom of the table, there are 'Bulk Actions' and 'Apply' buttons.

Username	Name	E-mail	Role
areef		areef.kittur@tekbus.com	Administrator
Tutorials	Tutorial Point	abc@tutorialpoint.com	Subscriber
Username	Name	E-mail	Role

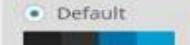
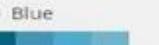
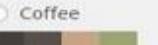
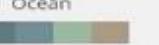
Step (4): The **Edit User** page is displayed. Here you can edit or modify all the fields as per your need and click on **Update User** to save the changes.

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

Personal Options

Visual Editor Disable the visual editor when writing

Admin Color Scheme

Default  Light  Blue  Coffee 
 Ectoplasm  Midnight  Ocean  Sunrise 

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

Toolbar Show Toolbar when viewing site

Name

Username Demo Usernames cannot be changed.

Role Subscriber

First Name Demo

Last Name K

Nickname (required) Demo

Display name publicly as Demo K

Contact Info

E-mail (required) demo@gmail.com

Website

About the user

Biographical Info

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

Account Management

New Password [Generate Password](#)

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

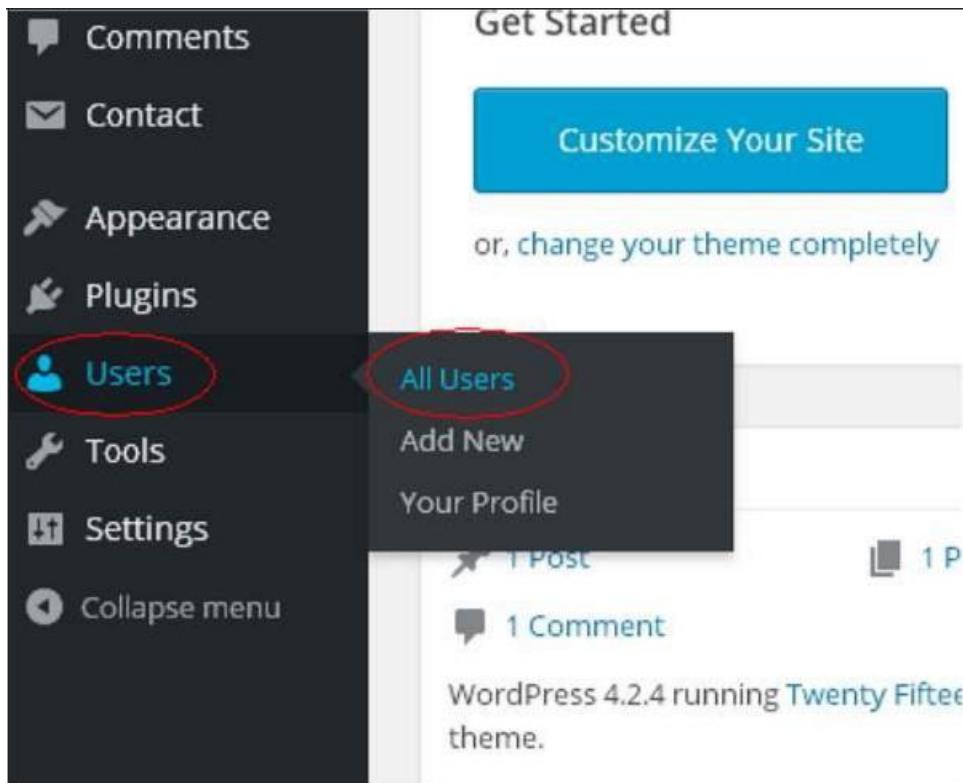
Update User

44.DELETE USERS

WordPress

In this chapter, we will learn how to delete users in WordPress. Following are the steps to Delete Users.

Step (1): Click on **Users -> All Users.**



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

Users Add New					
New user created. Edit user					
All (2) Administrator (1) Author (1)					
Bulk Actions	Apply	Change role to...	Change	2 items	
<input type="checkbox"/> Username	Name	E-mail	Role	Posts	
 admin		rushali.bhatkande@tekbuds.com	Administrator	2	
 user1	Tutorials Point	user@tutorials.com	Author	0	
<input type="checkbox"/> Username	Name	E-mail	Role	Posts	
				2 items	

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

Username	Name	E-mail	Role	Posts
admin			Administrator	1
Demo	Demo		Editor	0
Username	Name	E-mail	Role	Posts

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

Delete Users

You have specified this user for deletion:

ID #2: Demo

What should be done with content owned by this user?

Delete all content.
 Attribute all content to: admin ▾

Confirm Deletion

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

Step (6): We have another method of deleting users. A screen as shown in the following shot appears. Here you can select the users to delete, check the boxes and click on **Delete** from the dropdown list and click on **Apply**.

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

The screenshot shows the 'Users' page in the WordPress admin dashboard. At the top, there's a message 'User deleted.' with a close button. Below it, a search bar shows 'All (1) | Administrator (1)'. There are buttons for 'Bulk Actions', 'Apply', 'Change role to...', and 'Change'. The main area is a table with columns: 'Username', 'Name', 'E-mail', 'Role', and 'Posts'. It lists one user: 'admin' with 'naila.kittur@tekbuds.com' as the E-mail, 'Administrator' as the Role, and '2' Posts. The first row ('admin') is highlighted with a red border. At the bottom, there are 'Bulk Actions' and 'Apply' buttons again, with '1 item' selected.

Username	Name	E-mail	Role	Posts
admin		naila.kittur@tekbuds.com	Administrator	2

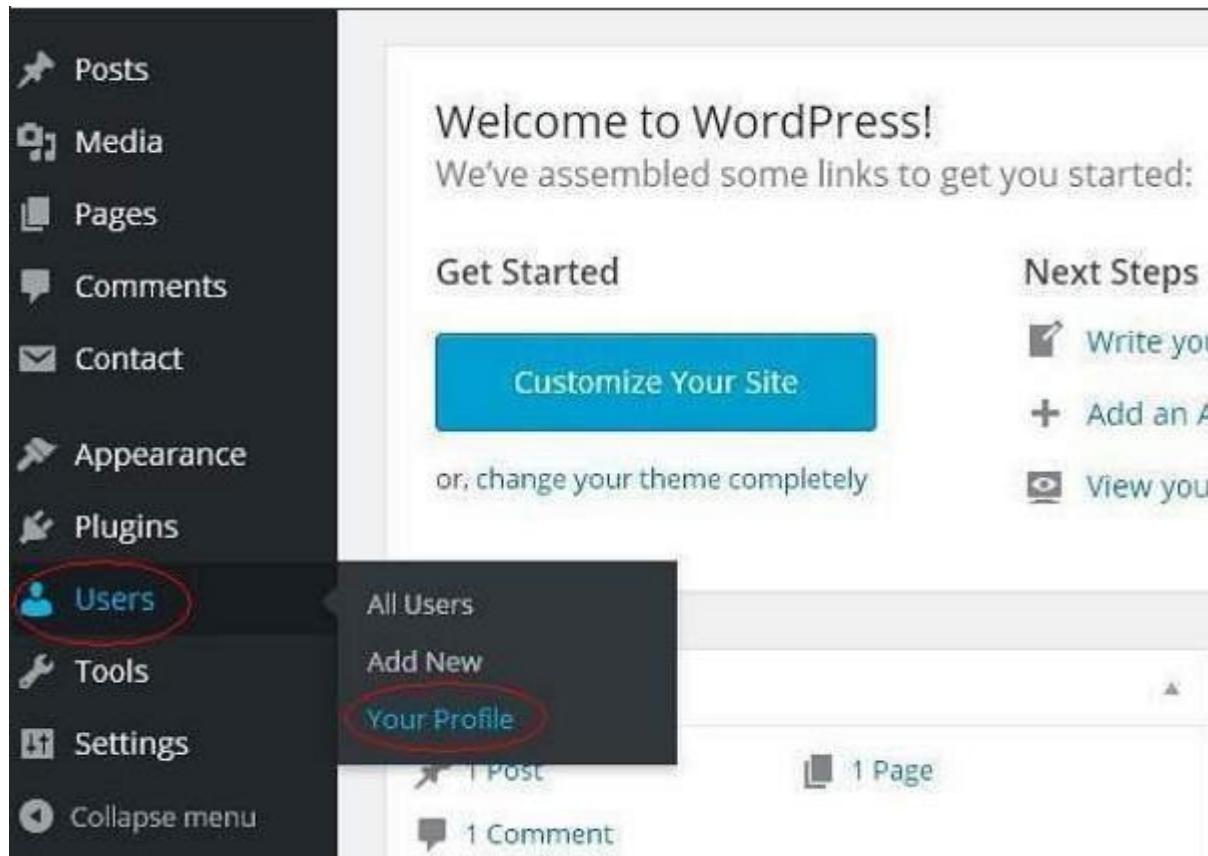
45.PERSONAL PROFILE

WordPress

In this chapter, we will learn how to create a Personal profile in WordPress.

Following are the steps to **Personal Profile**.

Step (1): Click on **Users->Your Profile** from the left navigation bar.



Step (2): When you click on '**Your profile**' the following screen will be displayed.

Profile

Personal Options

Visual Editor Disable the visual editor when writing

Admin Color Scheme

<input checked="" type="radio"/> Default	<input type="radio"/> Light	<input type="radio"/> Blue	<input type="radio"/> Coffee
<input type="radio"/> Ectoplasm	<input type="radio"/> Midnight	<input type="radio"/> Ocean	<input type="radio"/> 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

E-mail (required)

Website

About Yourself

Biographical Info

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

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

Repeat New Password
Type your new password again.

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

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

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

The following **Personal options** appear on the screen:

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

Name

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

Contact Info

- **E-mail:** Enter a valid e-mail address.
- **Website:** Type in your web address.

About yourself

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

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

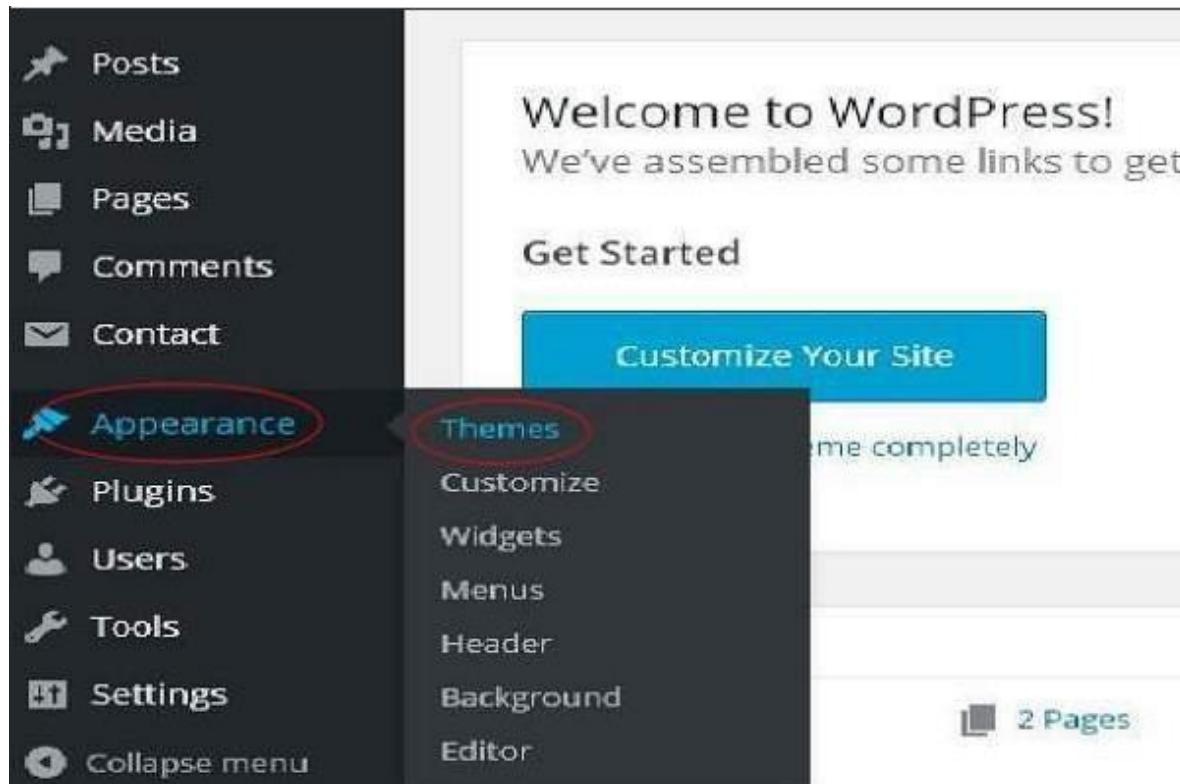
Part 12: Appearance

46.THEME MANAGEMENT

In this chapter, we will learn about **Theme management**. It includes image files, templates, CSS stylesheets, etc. that can help to make your website look great. This chapter discusses how to install, add new, or customize themes in WordPress.

Following are the steps for **Theme Management**.

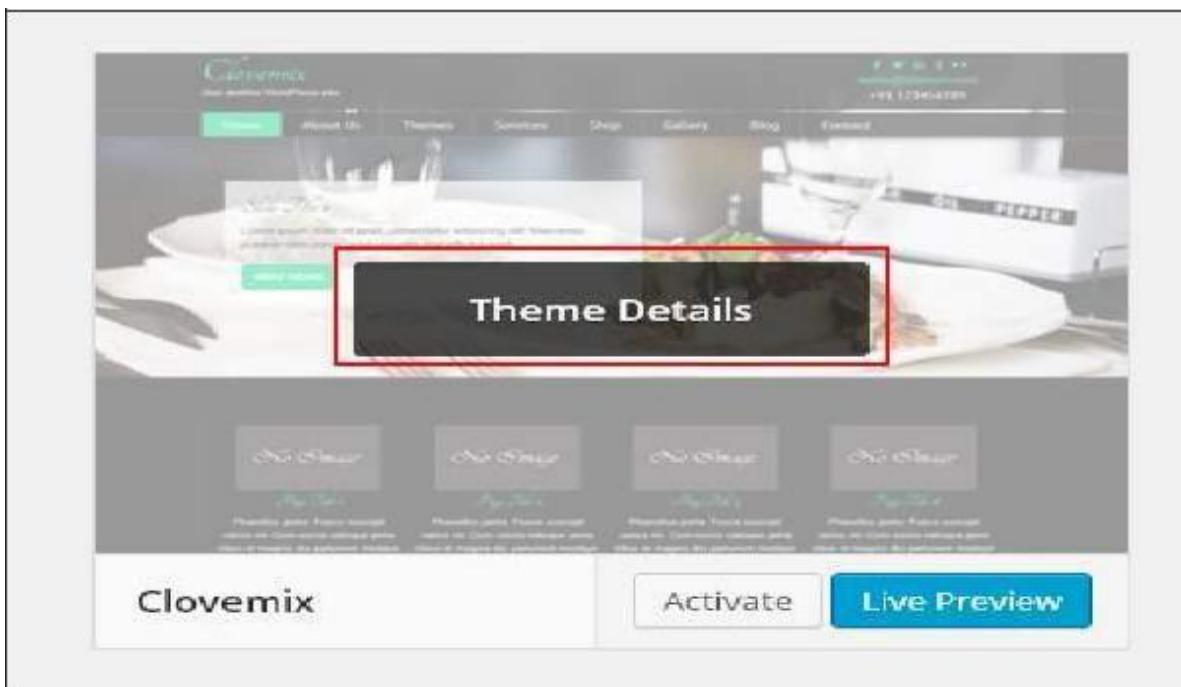
Step 1: Select **Appearance -> Themes** from the dashboard.



Step 2: The following screen will be displayed. Hover over any theme and click on **Theme Details**.

The screenshot shows the WordPress Themes dashboard. At the top, there's a search bar labeled "Search installed themes...". Below it, a button labeled "Add New" and a link to "Theme Details". There are six theme preview cards arranged in two columns of three:

- Twenty Fifteen**: Preview shows a pier at sunset. Status: Active. Buttons: "Customize" and "Theme Details". Description: "The default WordPress theme. It's clean, modern, and flexible. Twenty Fifteen supports image cropping, image attachments, and a variety of post formats, including links, categories, and custom status, and includes the Twenty Sixteen logo".
- Clovemix**: Preview shows a restaurant menu. Buttons: "View Theme Details", "Purchase", "Purchase with Theme Details", "Purchase with Theme Details", and "Purchase with Theme Details". Description: "A modern, clean, and professional theme for restaurants, bars, and food delivery services. It features a dark header with a light background, a hero section with a large image, and a grid-based layout for displaying menu items".
- E-Commerce**: Preview shows a shop page with t-shirts. Buttons: "View Theme Details", "Purchase", "Purchase with Theme Details", and "Purchase with Theme Details". Description: "A clean and modern e-commerce theme designed for WooCommerce. It features a header with a logo and navigation, a hero section with a large image, and a grid-based layout for displaying products".
- Edin**: Preview shows a laptop displaying a website. Buttons: "View Theme Details", "Purchase", "Purchase with Theme Details", and "Purchase with Theme Details". Description: "A clean and modern theme for business websites. It features a header with a logo and navigation, a hero section with a large image, and a grid-based layout for displaying content".
- Goran**: Preview shows a desk with a laptop, notebook, and pen. Buttons: "View Theme Details", "Purchase", "Purchase with Theme Details", and "Purchase with Theme Details". Description: "A clean and modern theme for personal websites. It features a header with a logo and navigation, a hero section with a large image, and a grid-based layout for displaying content".
- Twenty Fourteen**: Preview shows a landscape image. Buttons: "View Theme Details", "Purchase", "Purchase with Theme Details", and "Purchase with Theme Details". Description: "A clean and modern theme for personal websites. It features a header with a logo and navigation, a hero section with a large image, and a grid-based layout for displaying content".



Step 3: When you click on **Theme Detail** the following page appears. It consists of details related to the theme. Details like version, description, tags etc.

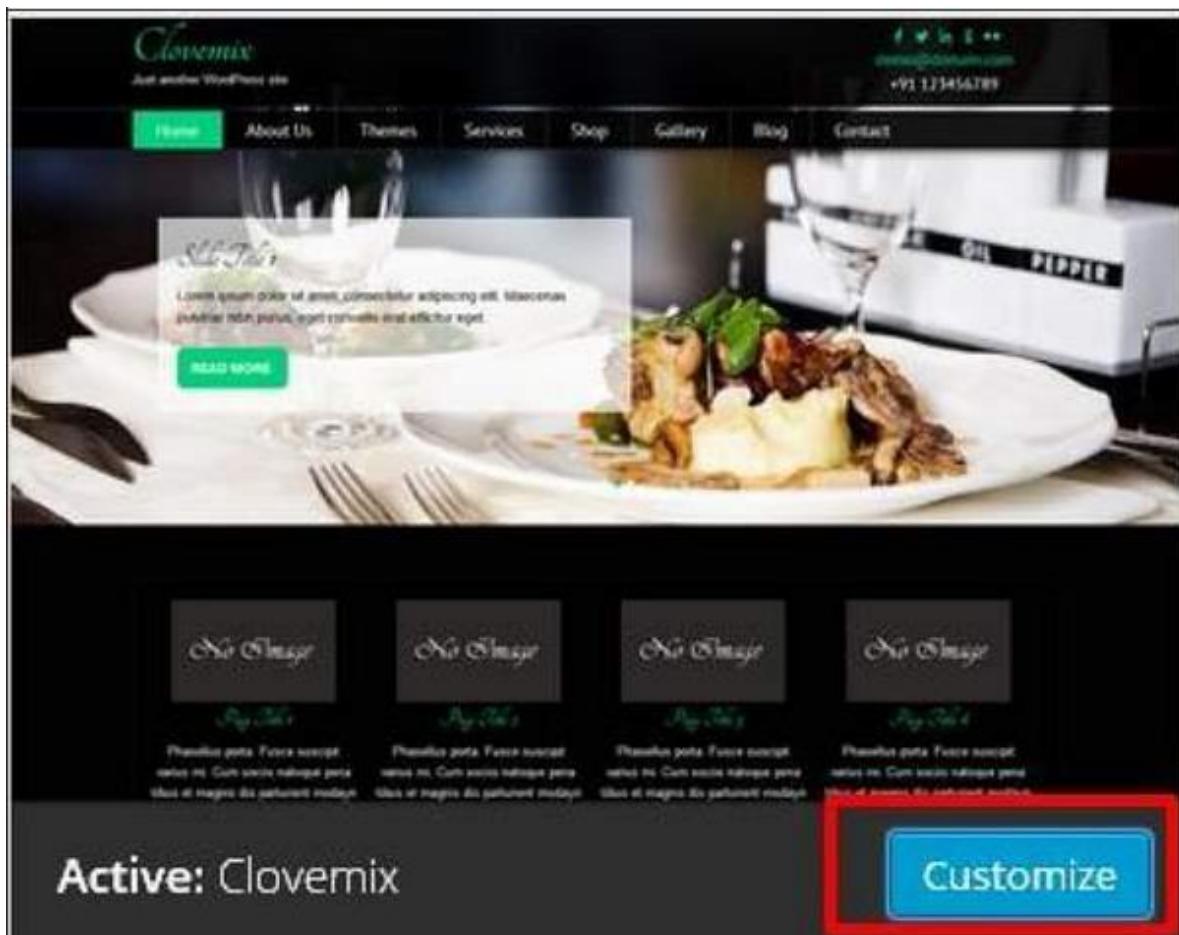
A screenshot of the Clovemix theme detail page. On the left, there's a preview image of the theme's homepage. To the right, the theme's name 'Clovemix' is displayed along with its version 'Version: 1.2.1'. Below this, it says 'By Flythemes'. A large red box highlights the theme's description: 'Clovemix is a multipurpose responsive restaurant WordPress theme also you can cater to all kinds of industries like corporate, business, portfolio, blogging, personal, non-profit or any kind of websites. Google mobile friendly theme comes with a default slider and an easy to use customizer. Documentation of this theme is also available.' At the bottom, there are 'Tags:' followed by a list of tags: 'blue, gray, green, white, silver, light, two-columns, one-column, responsive-layout, right-sidebar, custom-background, custom-menu, editor-style, sticky-post, featured-images, full-'. There are also 'Activate' and 'Live Preview' buttons at the bottom, and a 'Delete' button with a red circle around it on the far right.

If you want to add this theme to your page/website then click on **Activate**, and if you want to just check the theme, then click on **Live preview**.

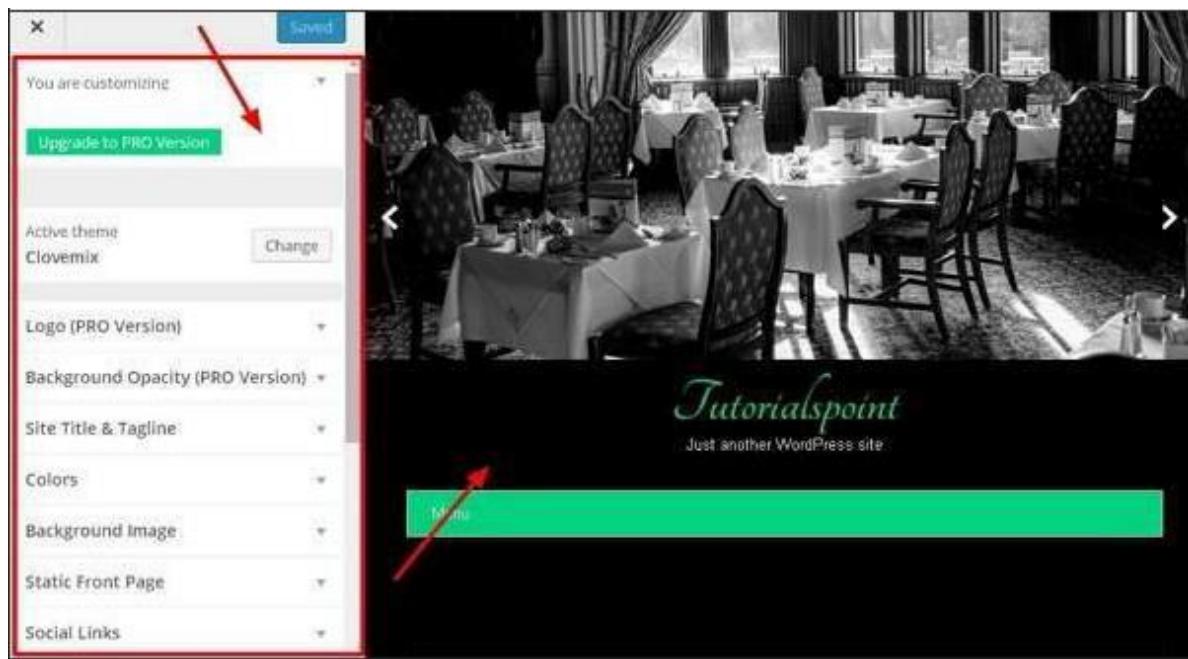
If you click on activate then you get a pop-up message as:

New theme activated. [Visit site](#)

Step 4: Click on **Customize**.



Step 5: On the left side of the page, you can customize your theme. Any changes you make or anything new you add is displayed on the right side of the page.



We will learn about customizing the appearance of the themes in the next chapter i.e.; **WordPress Customize Theme**.

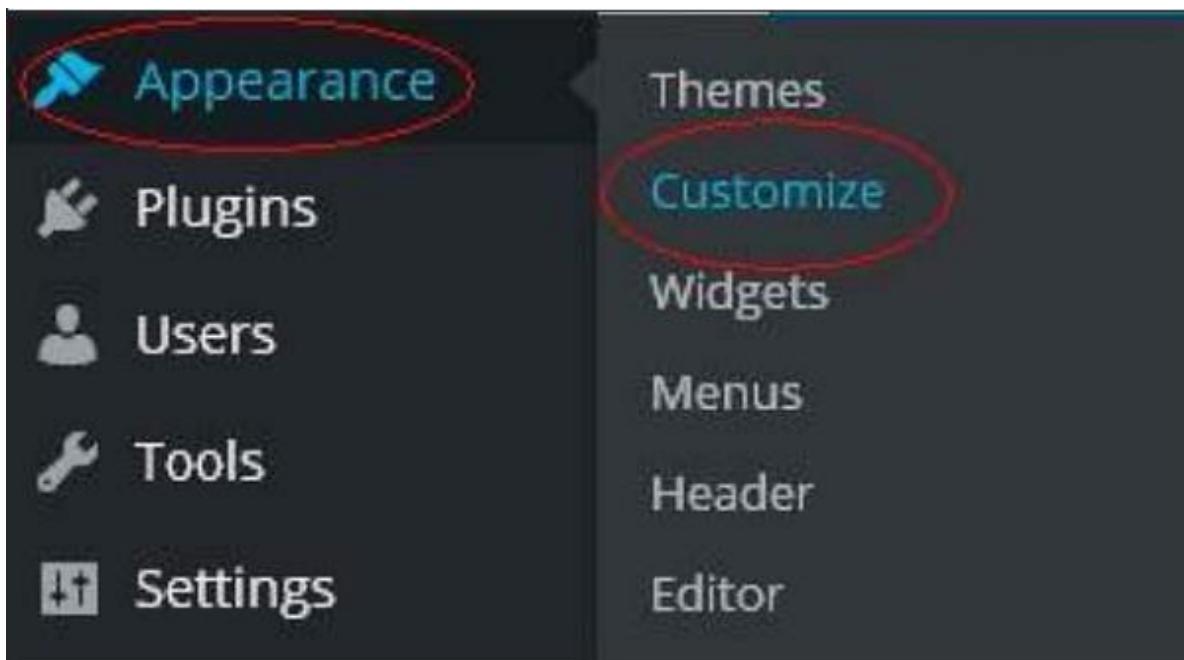
47.CUSTOMIZE THEME

WordPress

In this chapter, we will learn how to customize themes. Customizing themes help you to give a new look to your website. Here you can change background images/colors, add titles, and do much more.

Following are the steps to **Customize theme**.

Step (1): Click on **Appearance->Customize**.



Step (2): The following screen will be displayed.



As can be seen, on the left side we have the customizing section, and on the right side we have the theme you have chosen. So any changes you make on the left side will be displayed on the right side of the page. Here are a few options you must know:

Active theme: In this section, you can change the current theme just by clicking on 'Change'.



When you click on 'Change' you get a list of themes, click on any of the themes, and then click '**Save & Continue**'. Your theme will be saved.

The screenshot shows the 'Themes' dashboard in WordPress. At the top, it says 'Themes 7'. Below that, it shows the 'Active theme' is 'Twenty Thirteen'. There is a 'Customize' button. A red arrow points from the right edge of the screen towards the theme preview area. The theme preview shows a restaurant website with a dark header and a grid of four service icons. Another red arrow points from the bottom right towards the 'Theme Details' section at the bottom of the preview.

Themes 7

Active theme
Twenty Thirteen

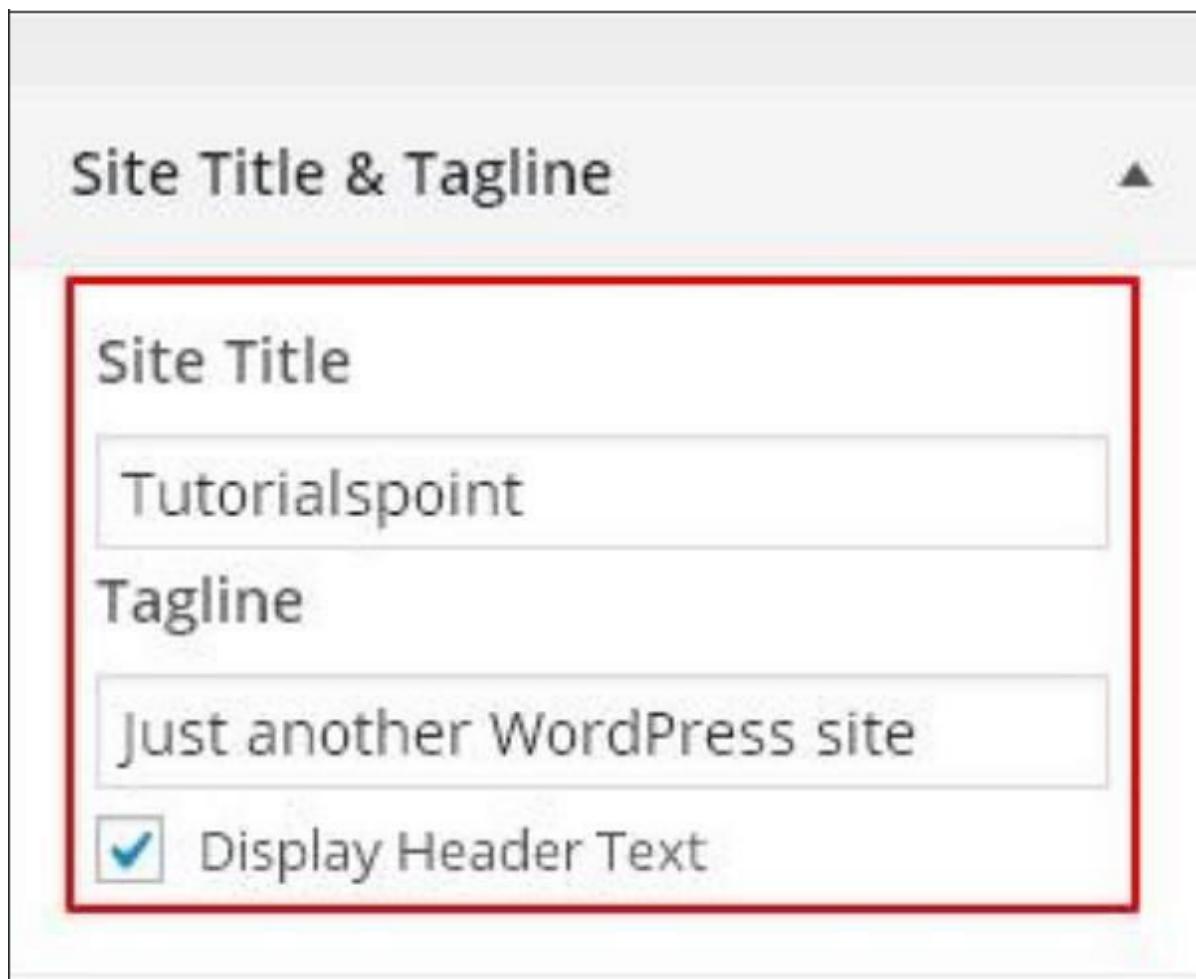
Customize

Search installed themes...

Clovemix

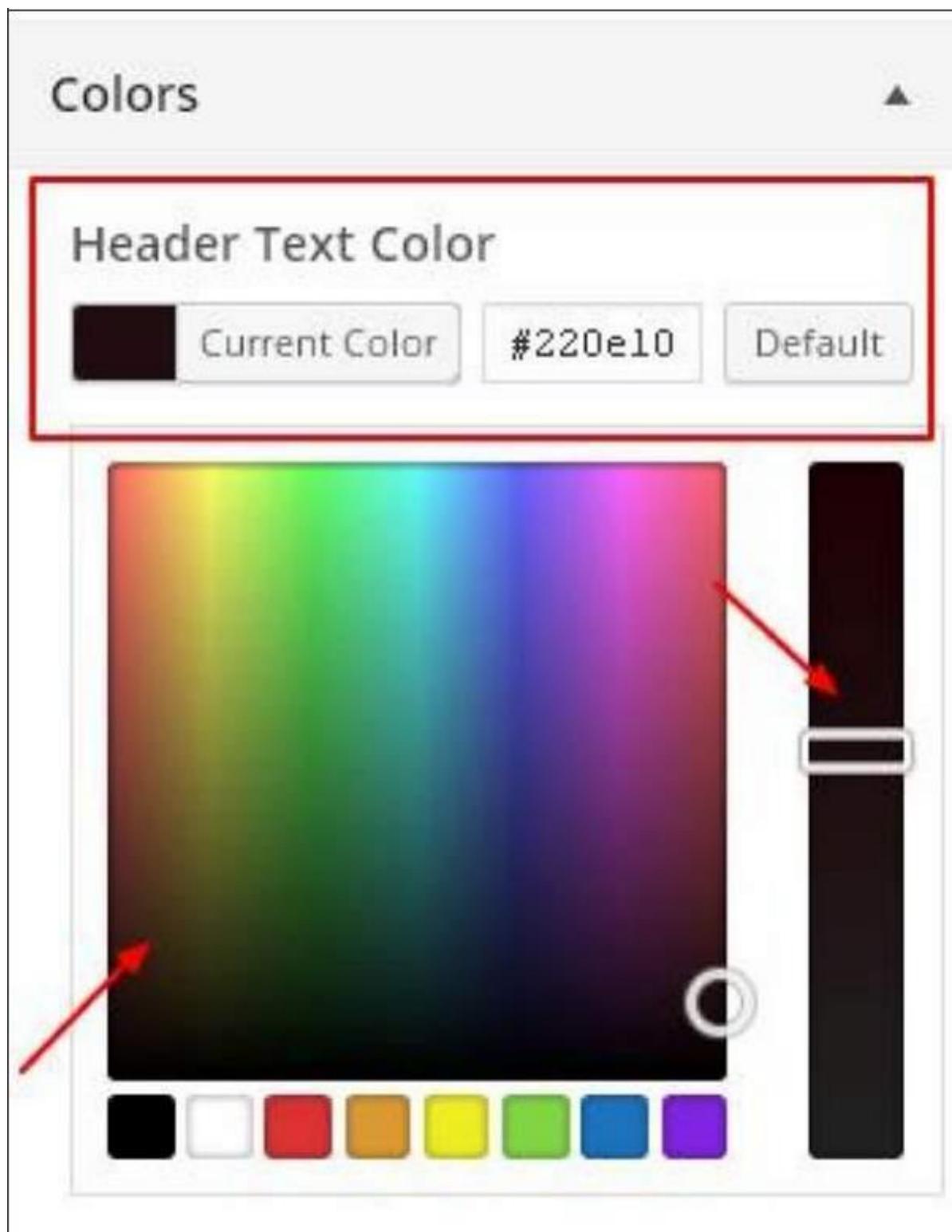
Theme Details

Site Title & Tagline: In this section, you can add the site title and tagline you want to add to your website.



Add your title name in the '**Site Title**' section. And your tagline in the '**Tagline**' box.

Colors: You can change your header text color using this section. As you scroll through the colors you find changes happening on the right side of your page. You can even add a color of your own into the box that is situated in between '**Current color**' and '**Default**'.



Header Image: Add a header image either by selecting from the suggestions or you can add an image of your own by clicking on '**Add new image**'.

Header Image

While you can crop images to your liking after clicking Add new image, your theme recommends a header size of 1600 × 230 pixels.

Current header

Hide image Add new image

Suggested

Randomize suggested headers

Widgets: Add widgets to your site from here.

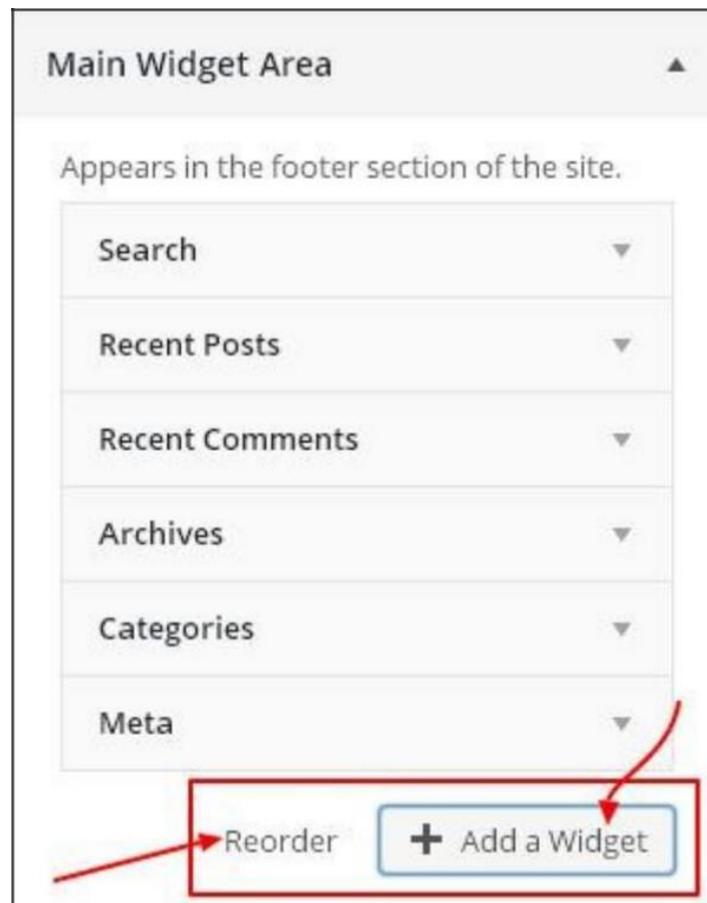


When you click on the arrow mark the following image appears.

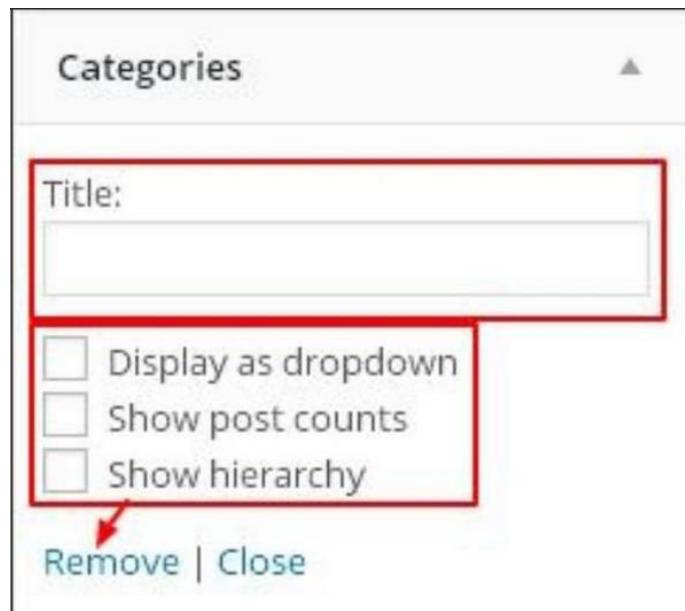


Here, there are two options:

First is the '**Main Widget Area**', when you click on this you get another list of widgets that are to be displayed in the footer area.

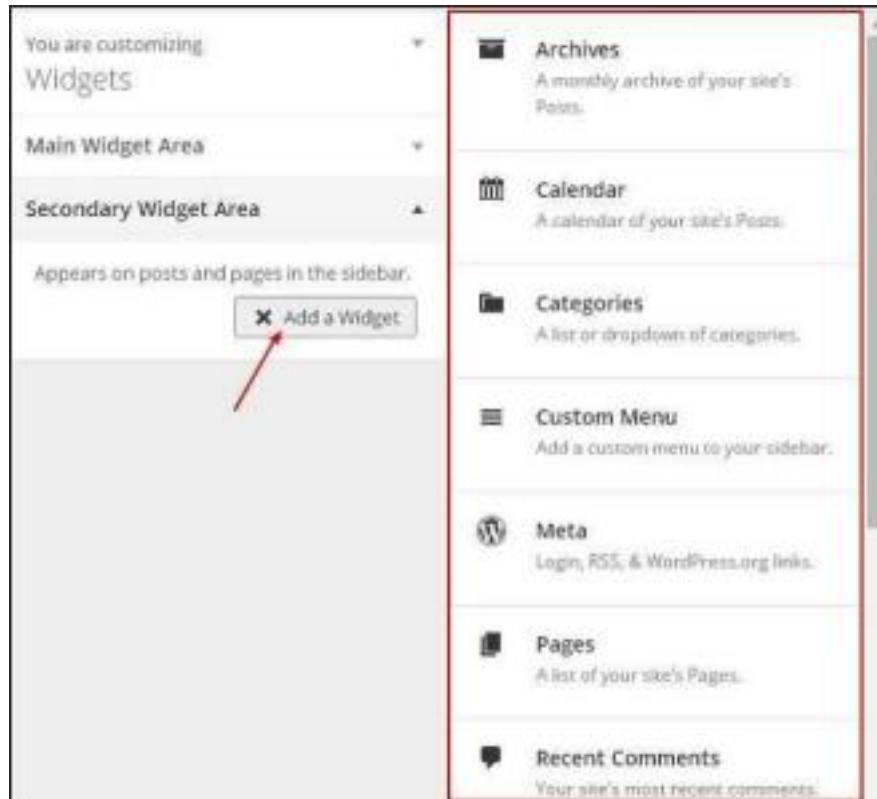


When you click on any of the widgets a dropdown appears where you can edit more or add more. For example: If you want to add categories then the following image appears.

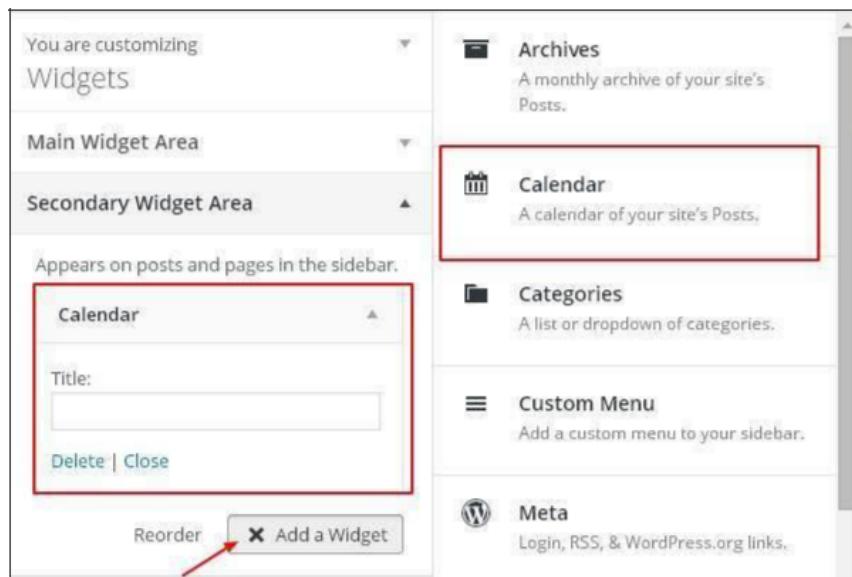


In this image, as you can see, you can add your category in the '**Title**' section. Check any of the required boxes. If you do not want to add any, then say '**Remove**'. Same goes for other widgets too.

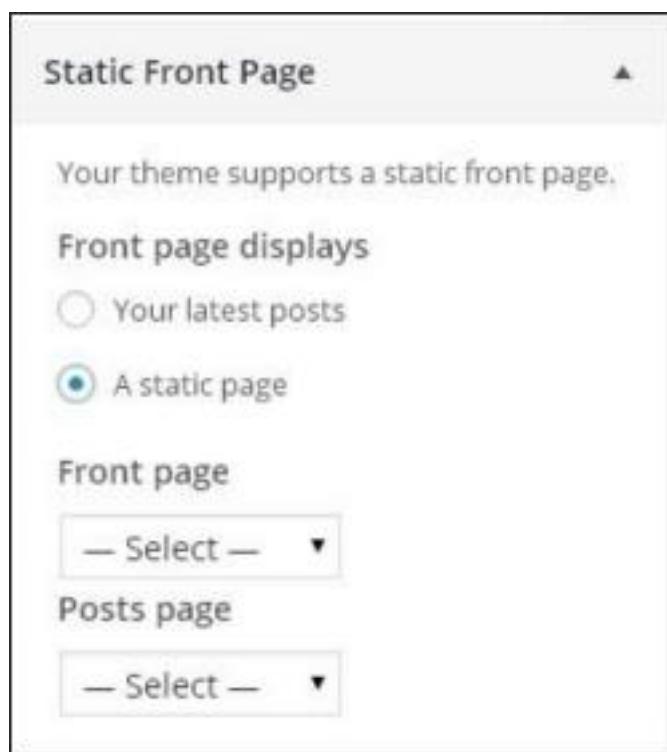
Secondary Widget: Here you must click on '**Add a widget**' and you get a side bar with a list of different widgets. Click on any and it adds up to your widget list.



If you want to add more widgets then click on '**Add a widget**' again and you can add as many widgets as you want.



Static Front: Select either latest posts or static front page for your site.



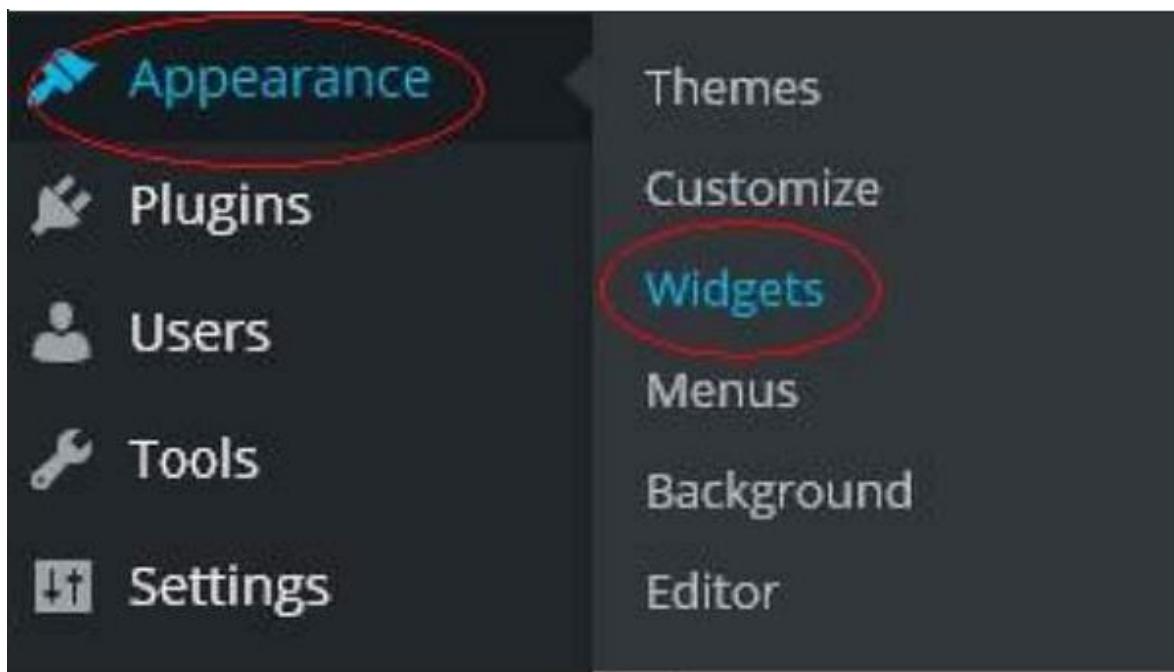
48. WIDGET MANAGEMENT

WordPress

In this chapter, we will study about **Widget Management**. Widgets are small blocks that perform specific functions. These give design and structure control to the WordPress theme. Some specific features of a widget are:

- They help you add content and features.
- They can be easily dragged and dropped in widget area.
- They vary from theme to theme. They are not same for every theme.

Step (1): Click on **Appearance --> Widgets**.



Step (2): The following screen showing available widgets appear.

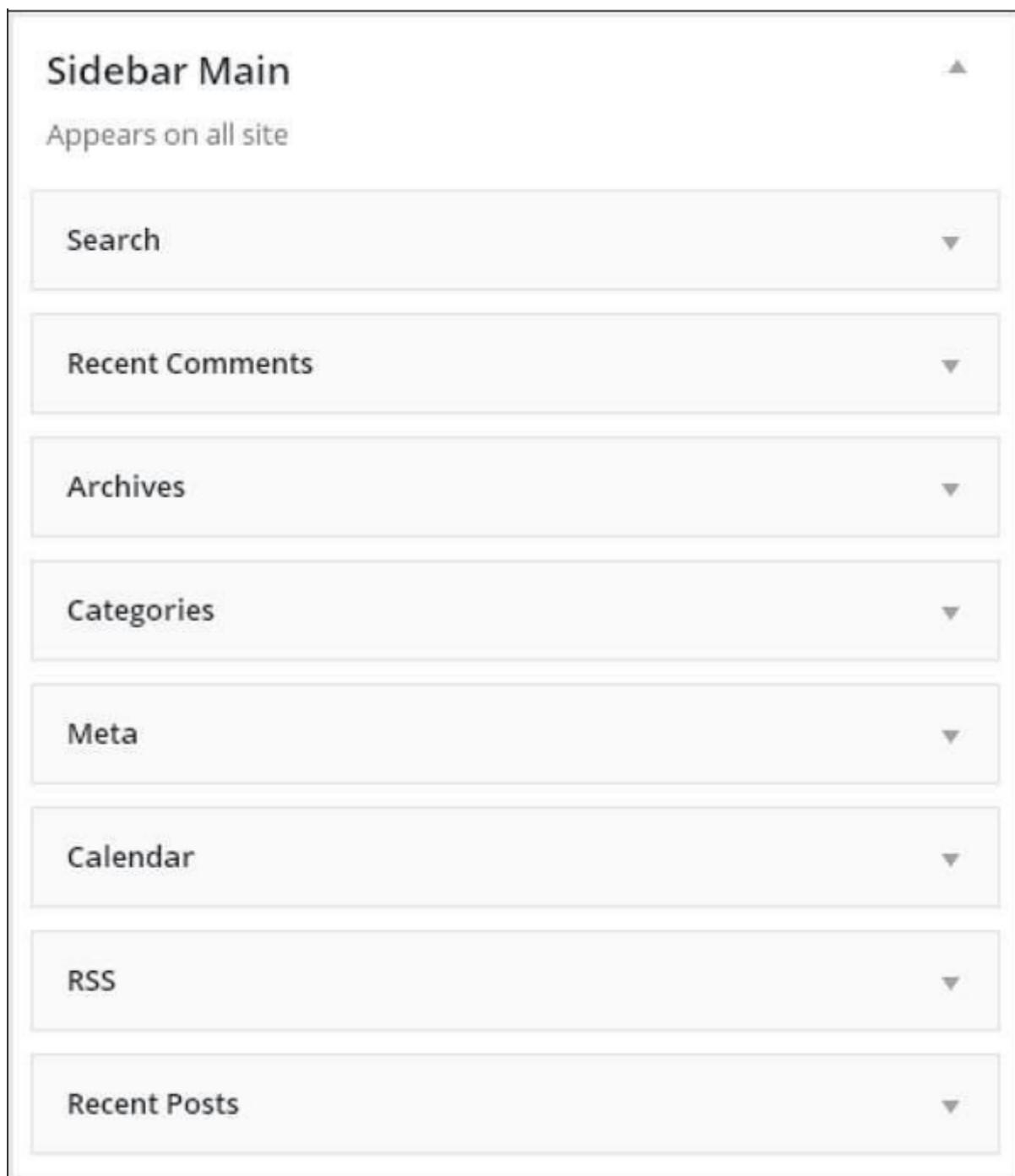
A screenshot of the 'Widgets' screen in the WordPress admin. At the top left, it says 'Widgets' and has a 'Manage in Customizer' button, which is highlighted with a red box. Below that, there are three dropdown menus: 'Available Widgets', 'Inactive Sidebar (not used)', and 'Inactive Widgets'. To the right, there is a dropdown menu for selecting a sidebar location, currently set to 'Sidebar Main'.

The following functions appear on the page:

- **Available Widgets:** You can use these to add into your sidebar main.
- **Inactive Sidebar (not used):** These are not used and can be removed permanently from the widget list.
- **Inactive Widgets:** Removes the widgets from sidebar but keep it in the settings.
- **Sidebar Main:** Any widget you add here will appear on your site.
- **Manage in Customizer:** Takes you back to customization page.

Available Widgets To activate a widget drag it to a sidebar or click on it. To deactivate a widget and delete its settings, drag it back. Archives A monthly archive of your site's Posts. Calendar A calendar of your site's Posts. Categories A list or dropdown of categories. Custom Menu Add a custom menu to your sidebar. Meta Login, RSS, & WordPress.org links.	Pages A list of your site's Pages. Recent Comments Your site's most recent comments. Recent Posts Your site's most recent Posts. RSS Entries from any RSS or Atom feed. Search A search form for your site. Tag Cloud A cloud of your most used tags. Text
---	---

Step (3): Drag and drop in the **Sidebar Main**. Any widget you add here, shows up on your site.

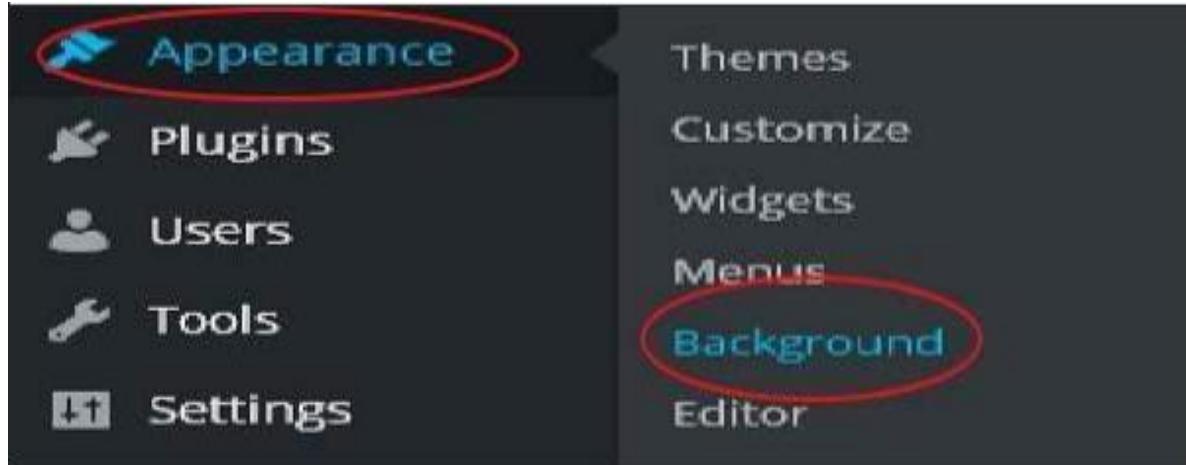


49.BACKGROUND

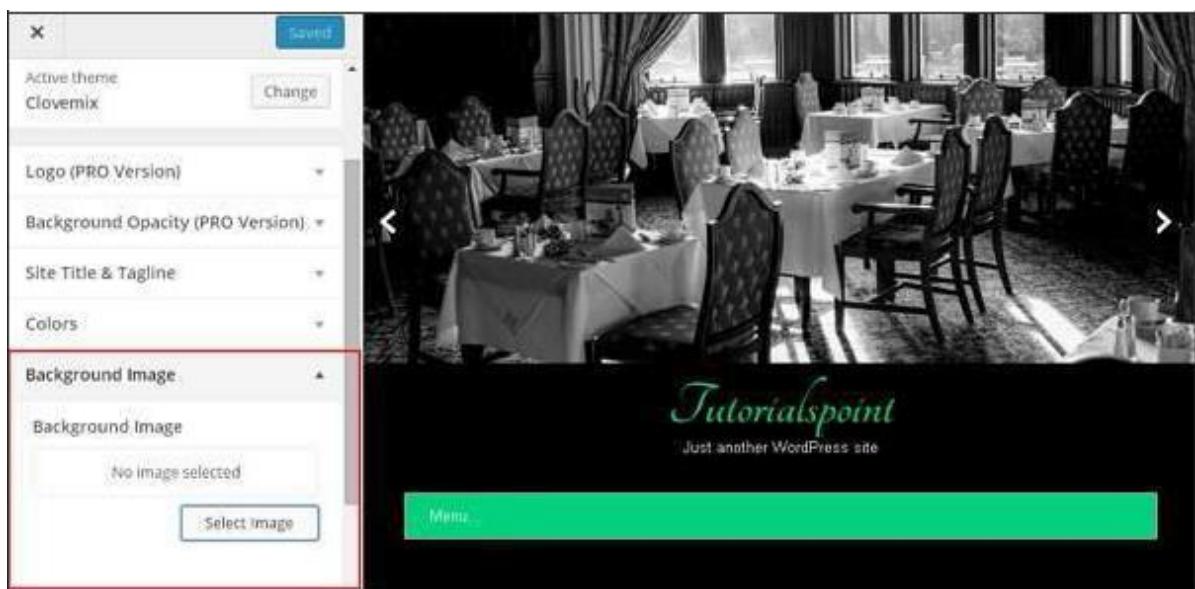
WordPress

In this chapter, we will study about background images, background colors and background opacity.

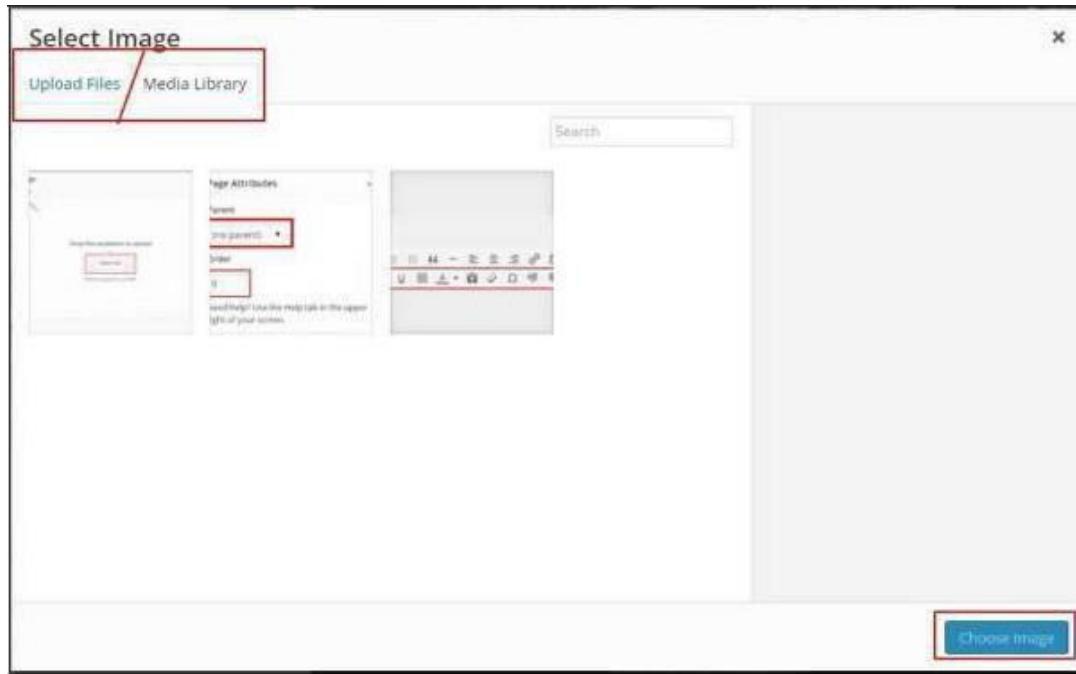
Step (1): Click on **Appearance -> Background**.



Step (2): The following page appears where the **Background Image** section shows up.



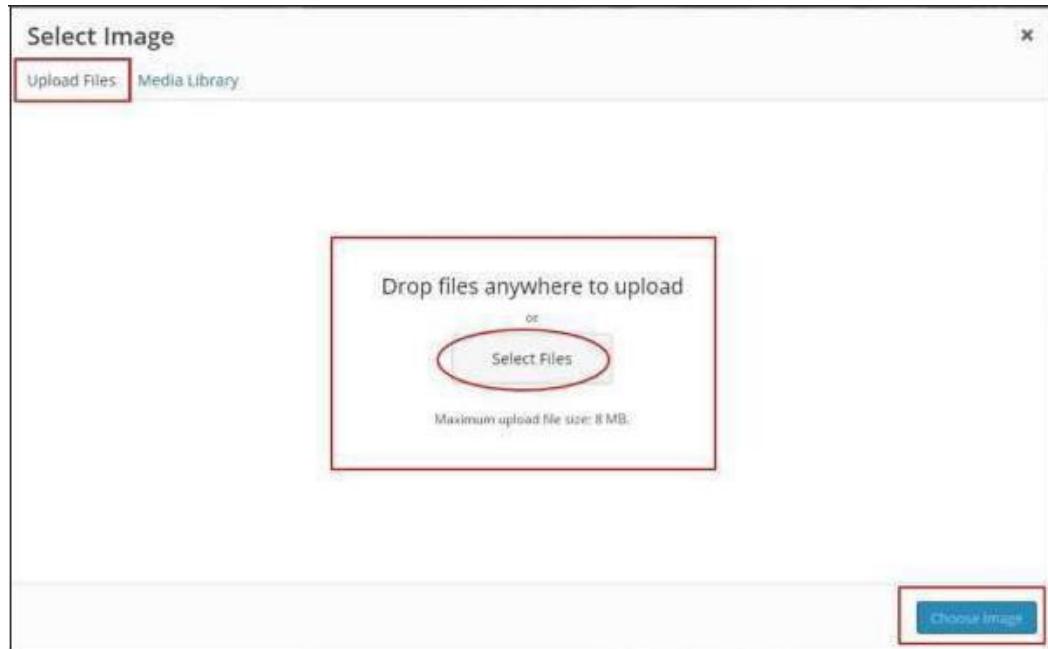
Step (3): There's no image selected for background. If you want to do so, then click on **Select Image**. You get the following page.



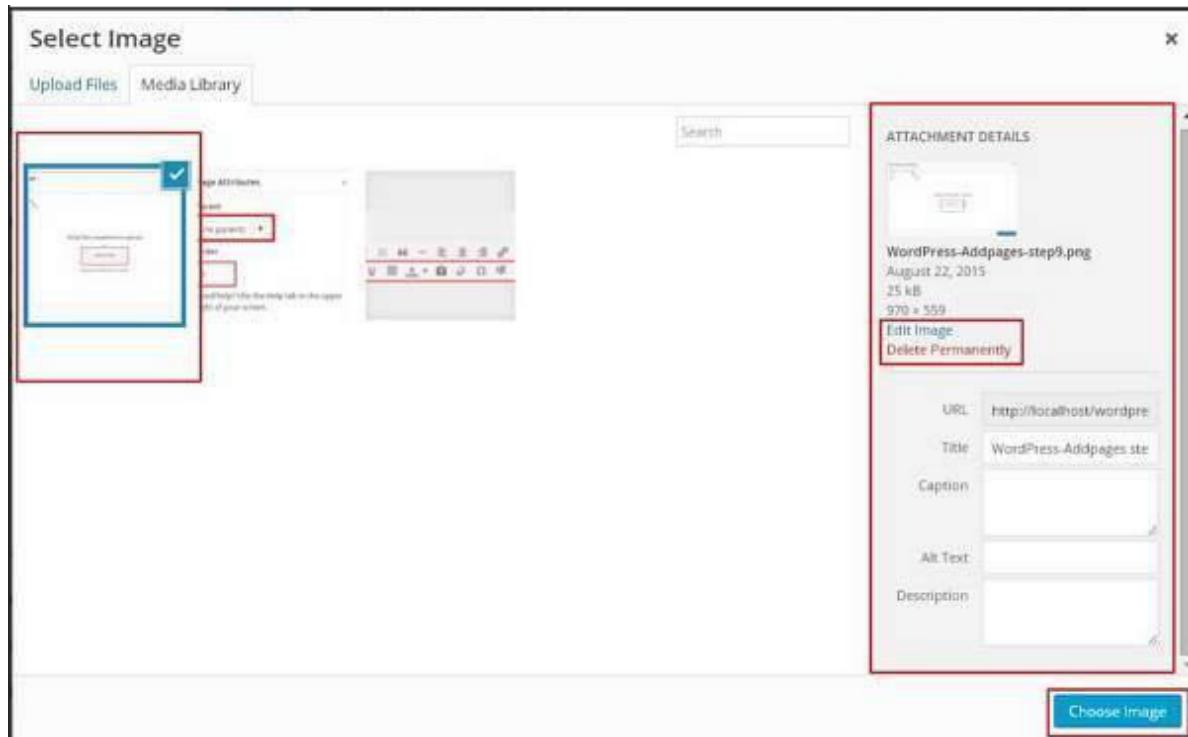
Here you can upload images using two options.

- Upload Files
- Media Library

Step (4): Upload Files: When you click on Upload files the following screen is displayed. Select files from your desktop and then click on **Choose Image** if satisfied with the image.

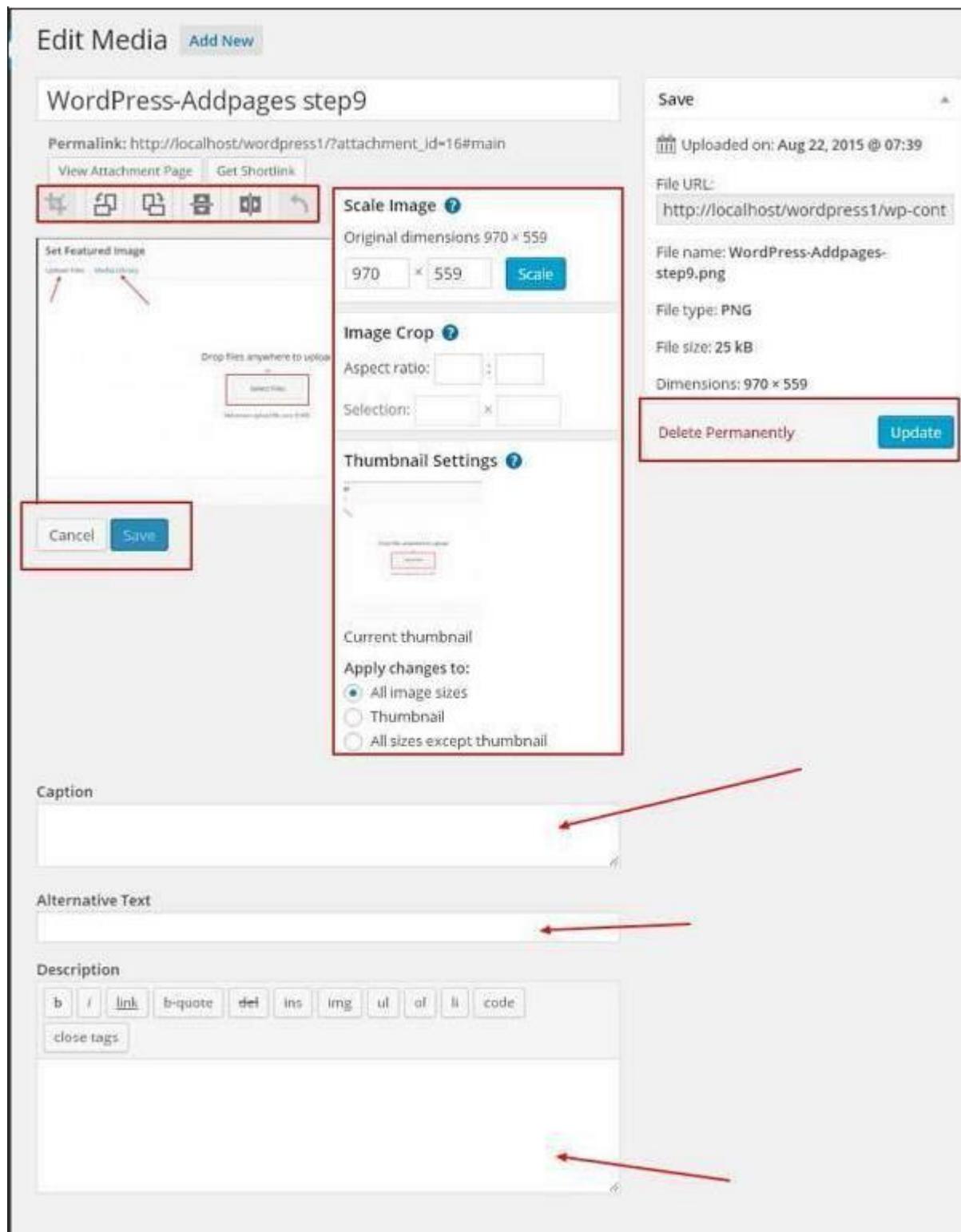


Step (5): Media Library: When you click on Media Library the following page appears. Select files from the WordPress media library, which means, if you already have images updated then you can select any of them directly.



After selecting an image, on the right side you will get a few options:

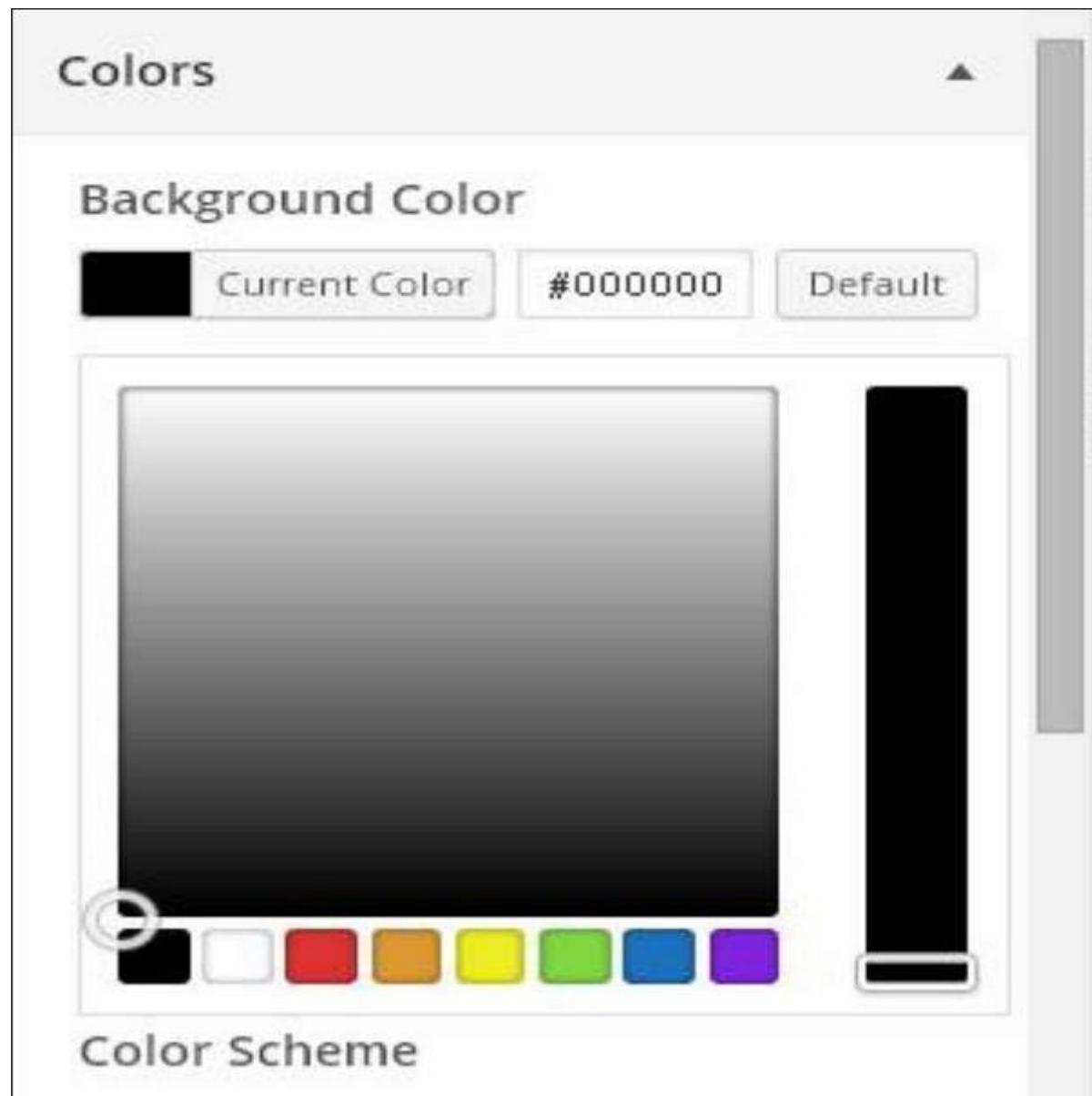
- **Edit Image:** When you click on this you are taken to another page where you can edit the scale image, dimensions, crop image, and thumbnail settings, etc. As shown in the following image, make the required changes, click on **Save** and then click on **Update**.



- **Delete Permanently:** If you want your image off the library then click on this button.
- **URL:** Enter your image URL into this box.

- **Title:** If you want to make any changes in the title of the image you can do it right here.
- **Caption:** You can explain briefly about your image in this section.
- **Alt text:** Give an alternative text to your image so that it is easily available for the users during search.
- **Description:** A little description about your image.

Step (6): Click on **Colors->Background Color** on the same page. Change your background color accordingly. **Background Opacity** not used for all themes. Theme customization is not same for every theme we use. It changes from theme to theme.



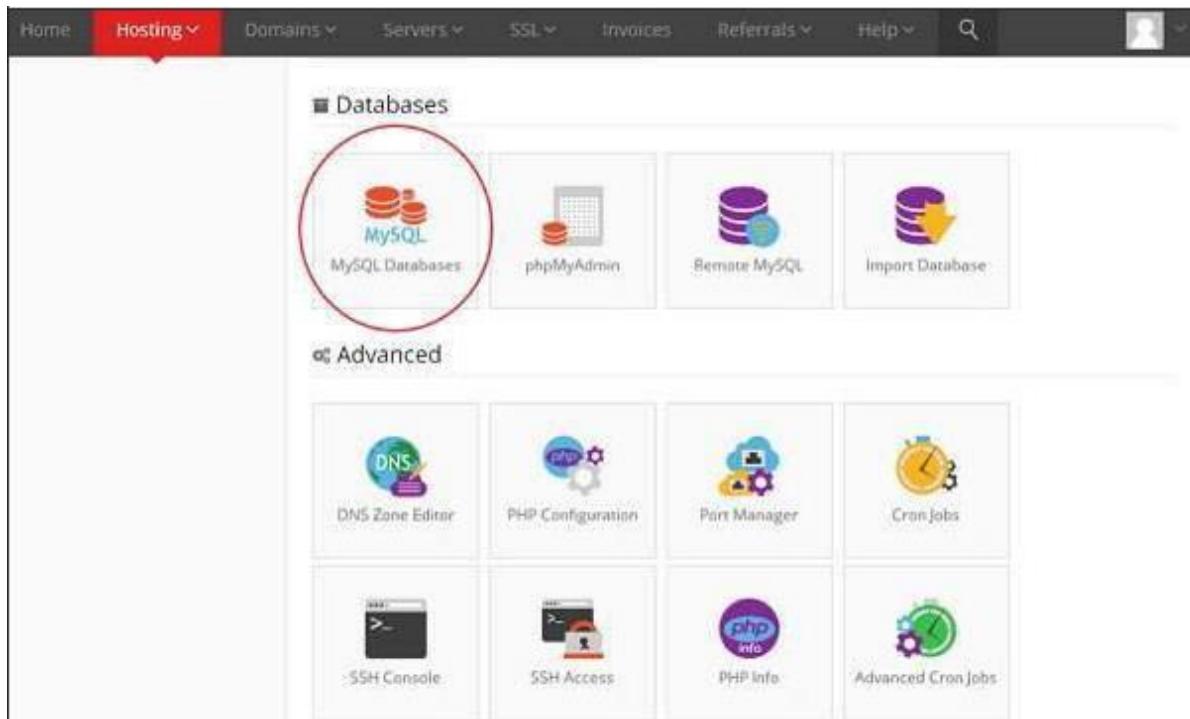
Part 13: Advanced

In this chapter, we will study how to transfer WordPress to a new hosting platform. Here, we have used Hostinger web hosting to transfer the WordPress site to another host.

Just follow the simple steps given below to transfer your WordPress site to another host.

Step (1): Keep the backup of WordPress files and export the database. We will study about this in detail in the chapter WordPress - Backup & Restore

Step (2): Login to your cPanel and click on **MySQL Databases** as shown in the following screen.



Step (3): Create a new database and MySQL user as shown in the following screen. The page has the following fields:

The screenshot shows the Hostinger hosting control panel. The left sidebar has a green 'Databases' section selected. The main area is titled 'MySQL Databases' with a sub-section 'Create a New MySQL Database And Database User'. The form fields are: 'MySQL database name' (u848706769_word), 'MySQL username' (u848706769_admin), 'Password' (hidden), 'Generate' button, 'Password again' (hidden), and a 'Create' button which is circled in red.

- **MySQL Database Name:** Enter your database name.
- **MySQL Username:** Enter your username.
- **Password:** Set password for your database.
- **Password again:** Once again set the same password as previous for authentication.

After filling all the fields, Click on **Create** button.

Step (4): You can view your created **MySQL database, User** and **Host** as shown in the following screen.

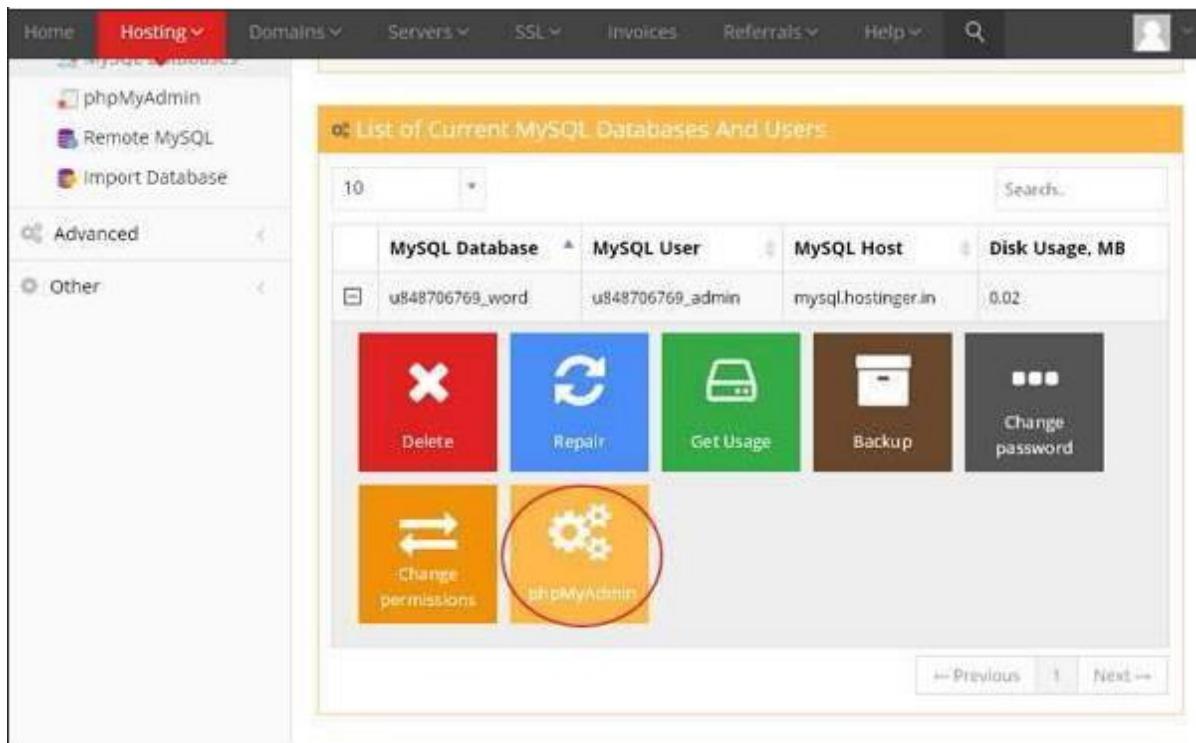
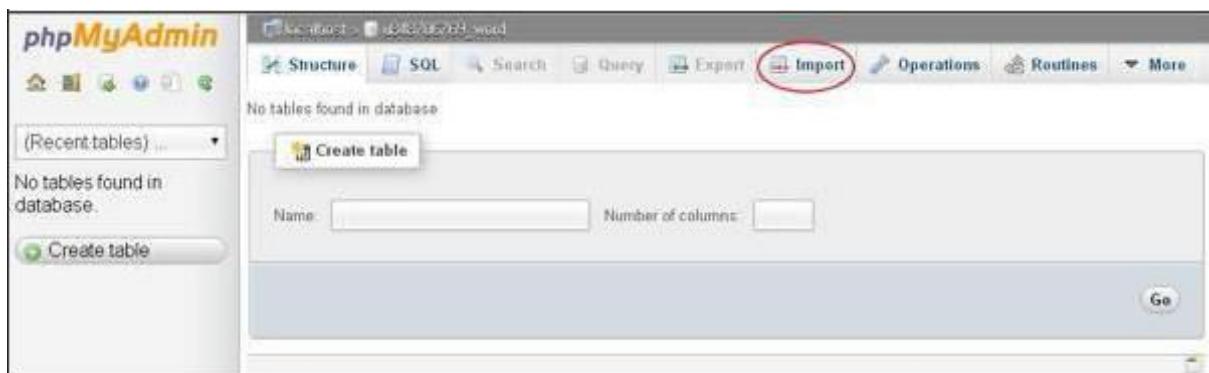
The screenshot shows a web-based hosting control panel. On the left, there's a sidebar with various options like Home, Hosting, Domains, Servers, Invoices, Referrals, Help, and a search bar. The 'Hosting' option is currently selected.

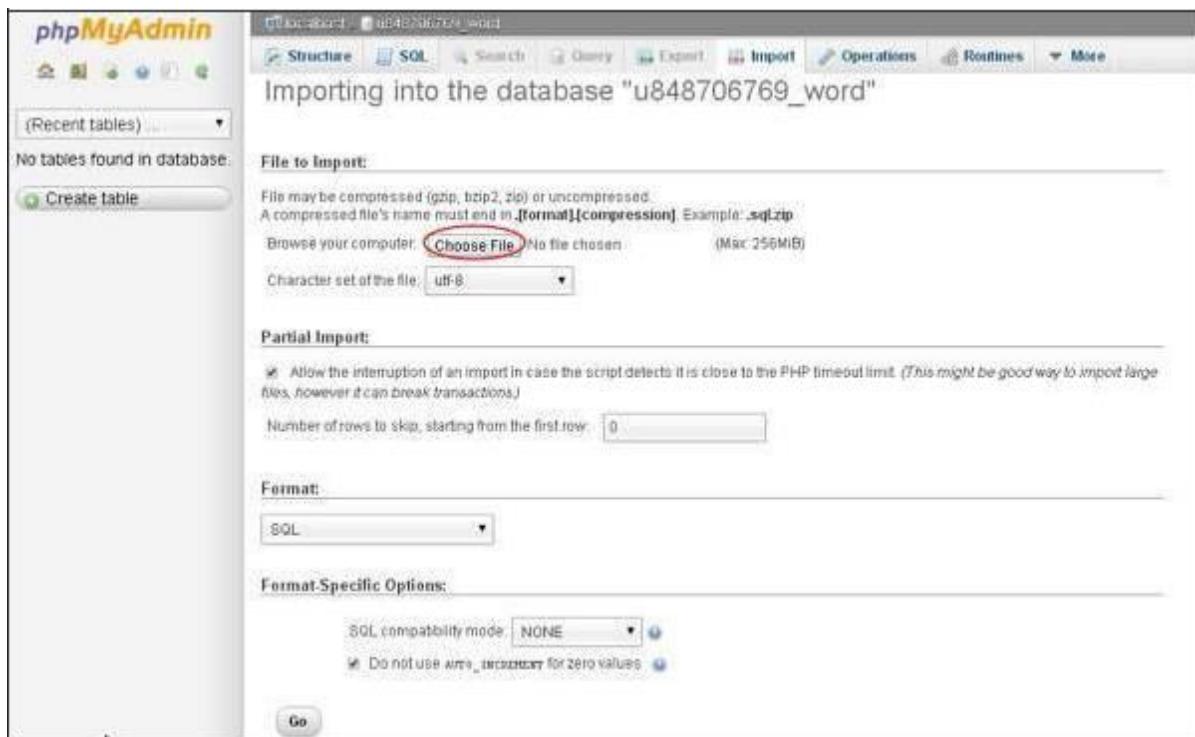
The main area has two sections:

- Create a New MySQL Database And Database User:** This section contains fields for MySQL database name ('u848706769_database'), MySQL username ('u848706769_user'), Password ('password'), and Password again ('password'). A 'Generate' button is available for the password. A blue 'Create' button is at the bottom.
- List of Current MySQL Databases And Users:** This section displays a table with columns: MySQL Database, MySQL User, MySQL Host, and Disk Usage, MB. One row is highlighted with a red border: 'u848706769_word' (MySQL Database), 'u848706769_admin' (MySQL User), 'mysql.hostinger.in' (MySQL Host), and '0.02' (Disk Usage, MB).

Step (5): Click on + symbol.

This screenshot is similar to the previous one but includes a visual cue: a red circle highlights the '+' icon in the first column of the 'List of Current MySQL Databases And Users' table, next to the database name 'u848706769_word'.

Step (6): Click on phpMyAdmin.**Step (7): Click on Import tab on the phpMyAdmin page.****Step (8): Click on Choose File button to select the backup file from your system and click on Go button.**



Step (9): You can view the tables of database uploaded as shown in the following screen.

Table	Action	Rows	Type	Collation	Size
wp_commentmeta	Browse Structure Search Insert Empty Drop	2	MyISAM	utf8mb4_unicode_ci	10.1 KB
wp_comments	Browse Structure Search Insert Empty Drop	4	MyISAM	utf8mb4_unicode_ci	7.9 KB
wp_links	Browse Structure Search Insert Empty Drop	0	MyISAM	utf8mb4_unicode_ci	1 KB
wp_options	Browse Structure Search Insert Empty Drop	139	MyISAM	utf8mb4_unicode_ci	100.4 KB
wp_postmeta	Browse Structure Search Insert Empty Drop	22	MyISAM	utf8mb4_unicode_ci	24 KB
wp_posts	Browse Structure Search Insert Empty Drop	22	MyISAM	utf8mb4_unicode_ci	19.2 KB
wp_terms	Browse Structure Search Insert Empty Drop	2	MyISAM	utf8mb4_unicode_ci	1.1 KB
wp_term_relationships	Browse Structure Search Insert Empty Drop	2	MyISAM	utf8mb4_unicode_ci	1 KB
wp_term_taxonomy	Browse Structure Search Insert Empty Drop	2	MyISAM	utf8mb4_unicode_ci	4.0 KB
wp_usermeta	Browse Structure Search Insert Empty Drop	24	MyISAM	utf8mb4_unicode_ci	22.4 KB
wp_users	Browse Structure Search Insert Empty Drop	2	MyISAM	utf8mb4_unicode_ci	1.2 KB
11 tables	Sum		243	MyISAM	479.0 KB

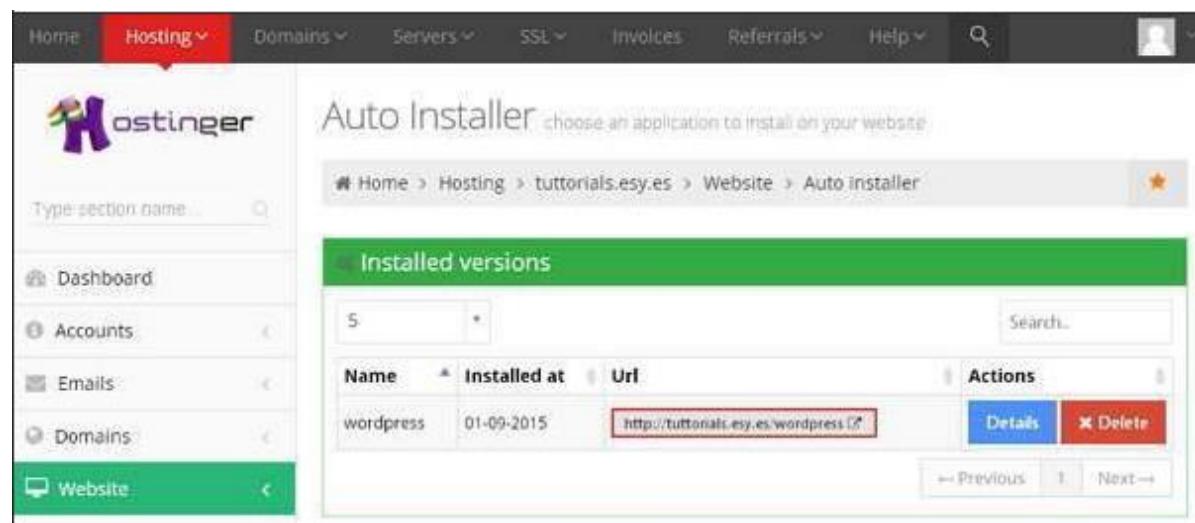
Step (10): Upload your WordPress files by using file transfer protocol (FileZilla) as shown in the chapter WordPress - Backup & Restore in **Restoring WordPress Files** section.

Step (11): Edit wp-config.php file as mentioned in the Restoring WordPress Files section in chapter WordPress - Backup & Restore.

Step (12): Inside the Website section of hostinger, Click on **Auto Installer**.



Step (13): You can view the uploaded file of the WordPress. Click on the URL link as shown in the following screen.



Step (14): You can view the login page of WordPress.



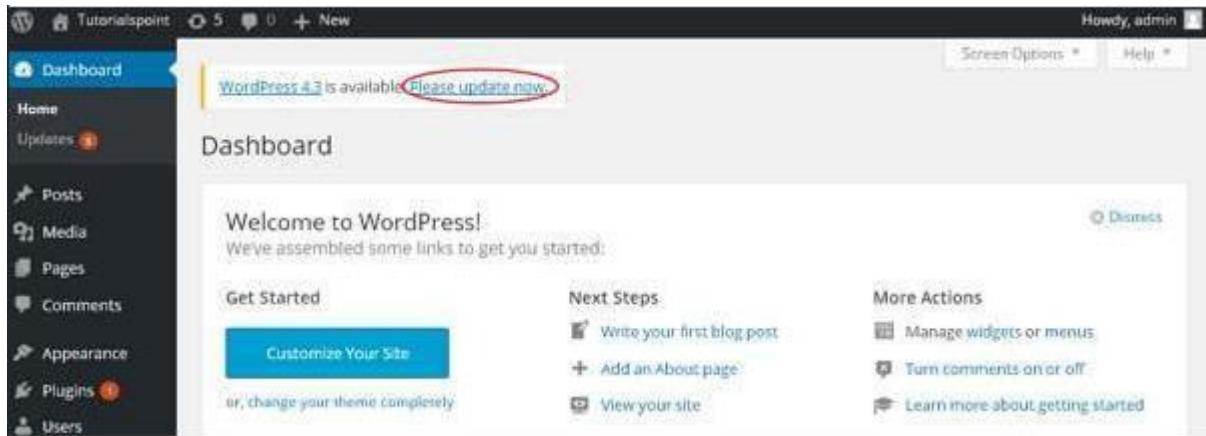
51.VERSION UPDATE

WordPress

In this chapter, we will study how to update version in WordPress. Here, we will upgrade WordPress to the latest version through the admin panel.

Following are a few simple steps to update the version in WordPress.

Step (1): Click on **Please Update Now** as shown in the following screen.



You will get notifications in WordPress admin panel when there is a newer version available for WordPress. Before updating, it is advised to keep WordPress backup.

Step (2): After clicking on the update link, the following page gets displayed. Click on **Update Now** button.

The screenshot shows the WordPress Dashboard with the 'Updates' menu item selected. A red circle highlights the 'Update Now' button. The page displays information about available updates, including a note to backup the database and files before updating. It lists available updates for WordPress itself (version 4.3) and several plugins (Akismet). The 'Themes' section shows available updates for Twenty Fifteen, Twenty Fourteen, and Twenty Thirteen themes. At the bottom, there is a message of thanks for using WordPress and a link to get version 4.3.

Last checked on August 31, 2015 at 5:49 am. [Check Again](#)

Important: before updating, please back up your database and files. For help with updates, visit the [Updating WordPress Codex page](#).

An updated version of WordPress is available.

You can update to [WordPress 4.3](#) automatically or download the package and install it manually.

[Update Now](#) [Download 4.3](#)

While your site is being updated, it will be in maintenance mode. As soon as your updates are complete, your site will return to normal.

Plugins

The following plugins have new versions available. Check the ones you want to update and then click "Update Plugins".

[Update Plugins](#)

Select All

Akismet
You have version 3.1.1 installed. Update to 3.1.3. [View version 3.1.3 details](#).
Compatibility with WordPress 4.2.4: 100% (according to its author)
Compatibility with WordPress 4.3: Unknown

Select All

[Update Plugins](#)

Themes

The following themes have new versions available. Check the ones you want to update and then click "Update Themes".

Please Note: Any customizations you have made to theme files will be lost. Please consider using [child themes](#) for modifications.

[Update Themes](#)

Select All

Twenty Fifteen
 You have version 1.2 installed. Update to 1.3.

Twenty Fourteen
 You have version 1.4 installed. Update to 1.5.

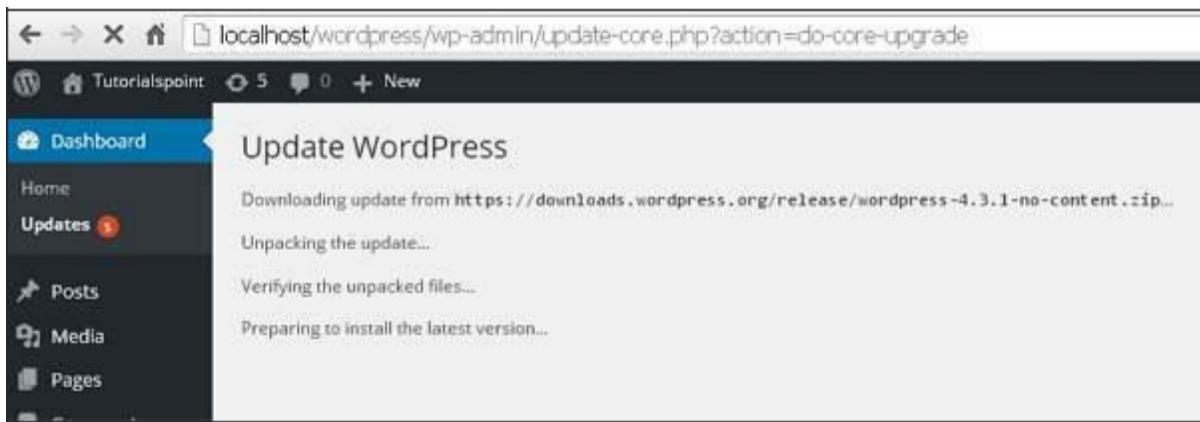
Twenty Thirteen
 You have version 1.5 installed. Update to 1.6.

Select All

[Update Themes](#)

Thank you for creating with WordPress. [Get Version 4.3](#)

Step (3): The following message gets displayed during the upgradation of WordPress.



Note: While updating the version, if you get an error as

Fatal error: Maximum execution time of 30 seconds exceeded in C:\your wordpress folder\wp-includes\class-http.php on line 1597

then you need to take the following actions:

- Open your **WordPress folder -> wp-includes folder**
- Open *class-http.php* file and add the following line at the beginning:
set_time_limit(0);
- Save the file.

Now your WordPress is successfully upgraded.

52.SPAM PROTECTION

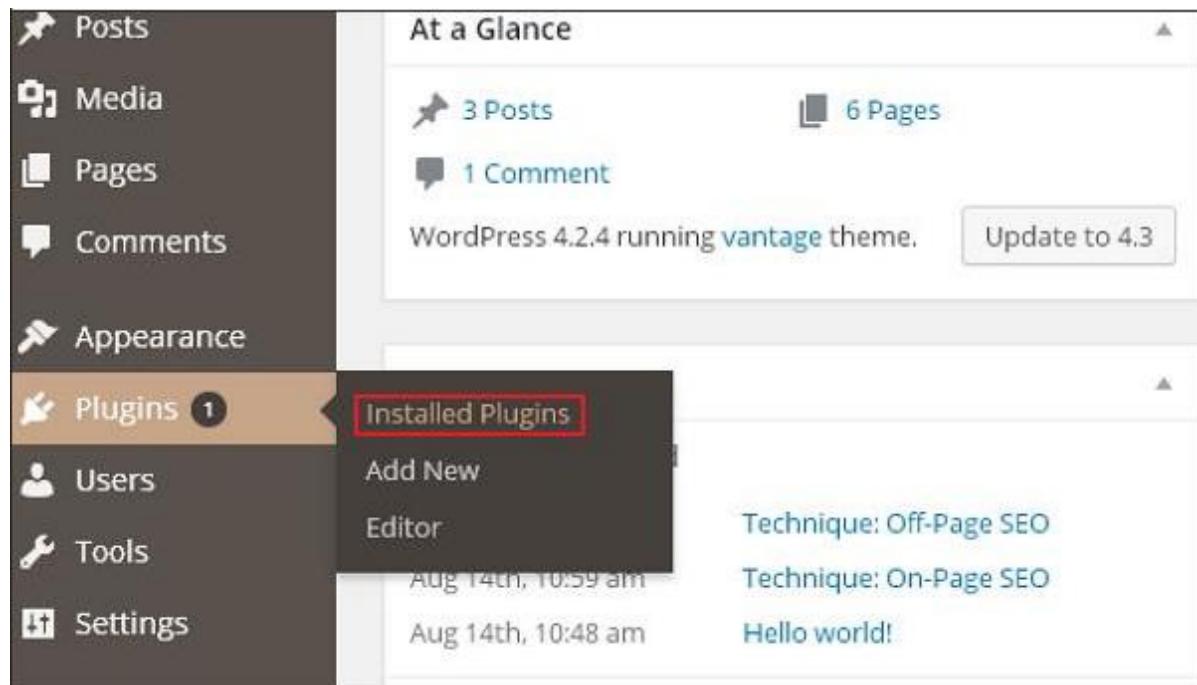
WordPress

In this chapter, we will learn how to protect your WordPress blog or website from **spam**. Make sure that your WordPress script is updated to the latest stable version. WordPress comes with a preinstalled **antispam solution - Akismet**.

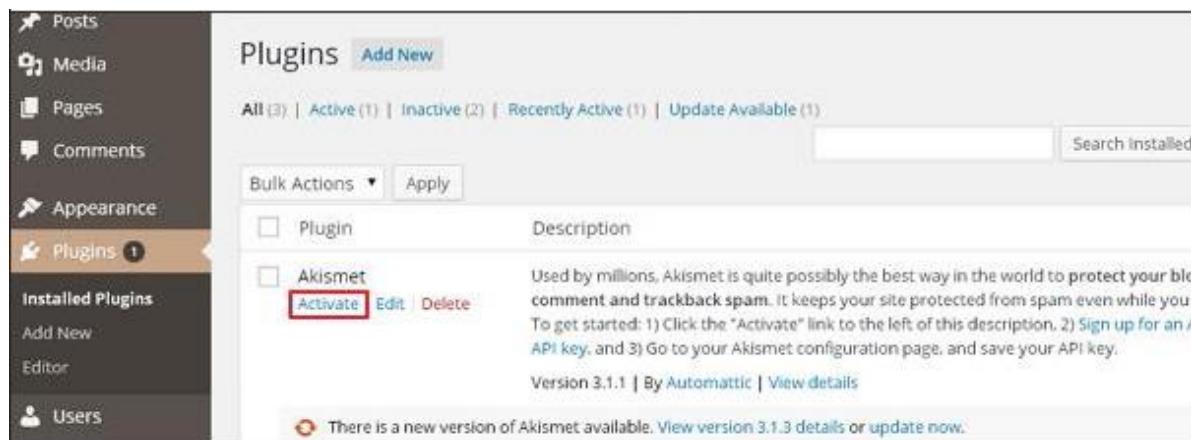
You can activate Akismet, for which you should have a WordPress API key. You have to register at the official WordPress website. The key will be sent to your mail box.

Following are the steps to follow to enable **Akismet Spam Protection** plugin for your website or blog.

Step (1): Go to your WordPress **admin area --> Plugins --> Installed**. The following screen will be displayed.

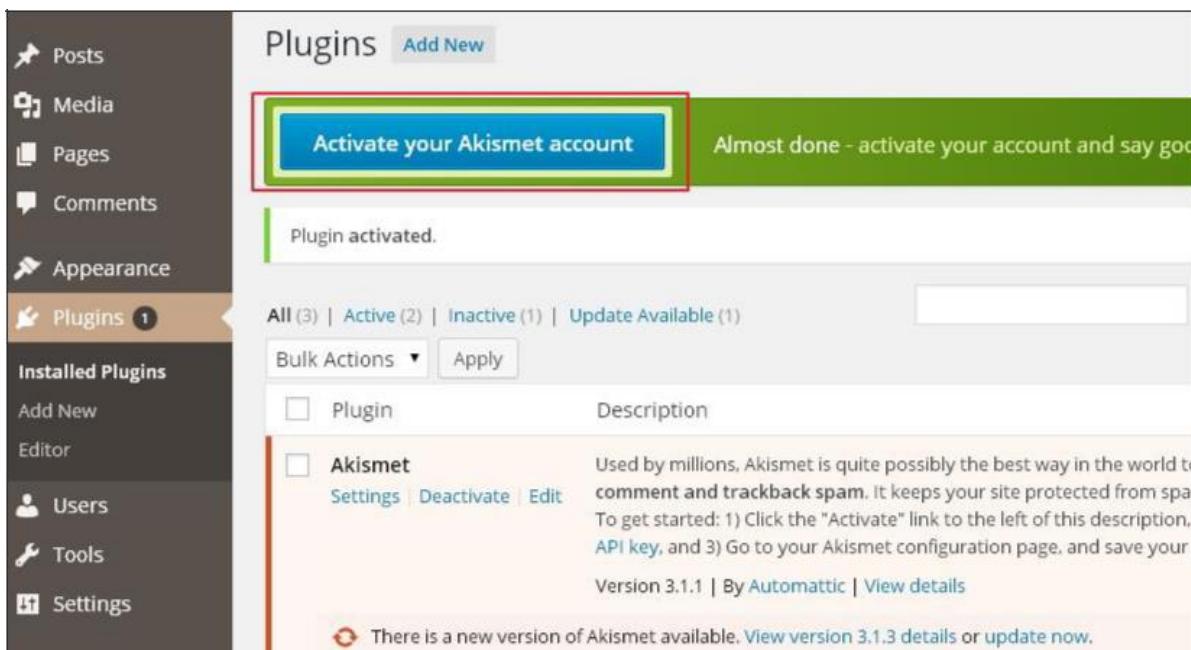


Step (2): Click on **Activate** button as shown in the following screen.



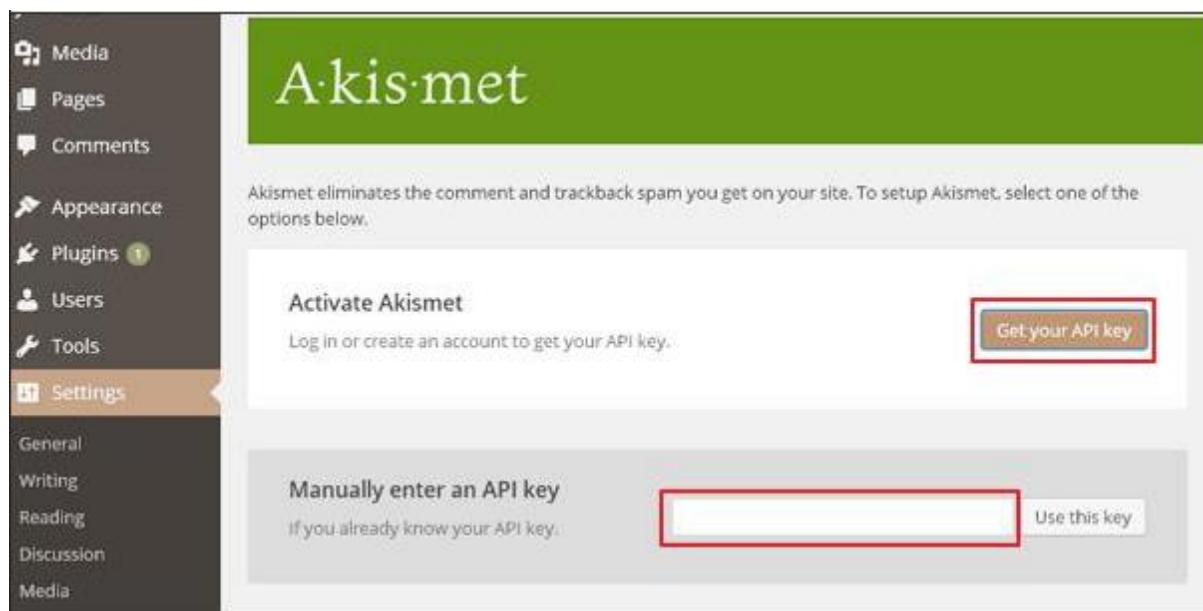
The screenshot shows the WordPress admin dashboard under the 'Plugins' section. The 'Akismet' plugin is listed. The 'Activate' button next to it is highlighted with a red box. Other buttons for 'Edit' and 'Delete' are also visible. The right side of the screen displays a brief description of the Akismet plugin and its version information.

Step (3): The **Akismet** plugin will be activated and then Click on **Activate your Akismet account** button as shown in the following screen.

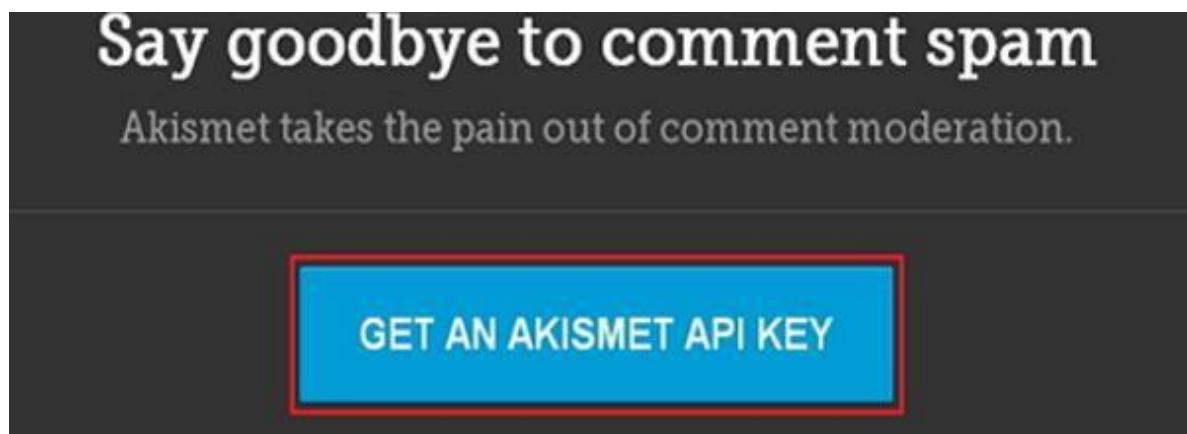


The screenshot shows the same WordPress admin dashboard after the Akismet plugin has been activated. A prominent green banner at the top says 'Almost done - activate your account and say goo...'. Below this, a message 'Plugin activated.' is displayed. The 'Activate your Akismet account' button is highlighted with a red box. The rest of the interface is similar to the previous screenshot, showing the Akismet plugin details and update information.

Step (4): Click on **Get your API key** as seen in the following screen to get a new key or enter manually, if you already have API key.



Step (5): If you don't have API key then, click on **GET AN AKISMET API KEY** tab to move further.



Step (6): Fill up the required fields and click on **Sign up** button as shown in the following screen.

The screenshot shows the WordPress.com sign-up form for Akismet. At the top, there's a large green 'A' logo. The main heading is "Signing up for Akismet with WordPress.com". Below it, a link says "I already have a WordPress.com account!". The form has three input fields: "E-mail Address", "Username", and "Password". To the right of each field is a descriptive note. The "E-mail Address" note says "Triple-check your email. It's the only way we can contact you.". The "Username" note says "This is what we'll call you. It needs to be at least four letters or numbers.". The "Password" note says "Don't be afraid to use symbols like !%\$%^& along with numbers and letters.". At the bottom, a note states "You agree to the [fascinating terms of service](#) by submitting this form." followed by a "Sign up →" button, which is highlighted with a red box.

Step (7): Once you complete with **signup process**. You will get an **API key** in your registered e-mail id. Enter API key manually and click on **Use this key** button as seen in the following screen.

The screenshot shows the Akismet settings page in the WordPress admin area. The left sidebar has a "Settings" tab selected. The main content area has a green header "Akismet". Below it, a note says "Akismet eliminates the comment and trackback spam you get on your site. To setup Akismet, select one of the options below.". There are two main sections: "Activate Akismet" and "Manually enter an API key". The "Activate Akismet" section has a "Log in or create an account to get your API key." link and a "Get your API key" button. The "Manually enter an API key" section has a text input field containing "XXXXXXXXXXXX" and a "Use this key" button. A red arrow points from the text input field towards the "Use this key" button.

Step (8): If you have entered a correct **API key**, it will be verified and you will get a confirmation message as reflected in the following screen.

Your Akismet account has been successfully set up and activated. Happy blogging!

Akismet eliminates the comment and trackback spam you get on your site. To setup Akismet, select one of the options below.

Activate Akismet

Log in or create an account to get your API key.

[Get your API key](#)

Step (9): Now your blog will be protected from spam by Akismet. You will be able to check the comments in your blog for spam, as well as manually mark comments as spam from the blog **admin area--> Comments**.

WordPress 4.3 is available! [Please update now.](#)

Comments

All | Pending (0) | Approved | Spam (0) | Trash (0)

Bulk Actions	Author	Comment
<input type="checkbox"/>	Mr WordPress https://wordpress.org/	Submitted on 2015/08/14 at 10:48 am Hi, this is a comment. To delete a comment, just log in and view the post's comments. There you will have the option to edit or delete them.
<input type="checkbox"/>	Author	Comment

[Unapprove](#) | [Reply](#) | [Quick Edit](#) | [Edit](#) | [Spam](#) | [Trash](#)

[Bulk Actions](#) | [Apply](#) | [Check for Spam](#)

You can keep a track of how many **spam** posts have been stopped by Akismet and you can secure your posts, blogs, comments, etc. Furthermore, you can prevent your website from spammers, who can harm your site.

53.BACKUP & RESTORE

WordPress

In this chapter, we will study how to **Backup & Restore** files and database in WordPress. In WordPress there are two parts of backing up such as:

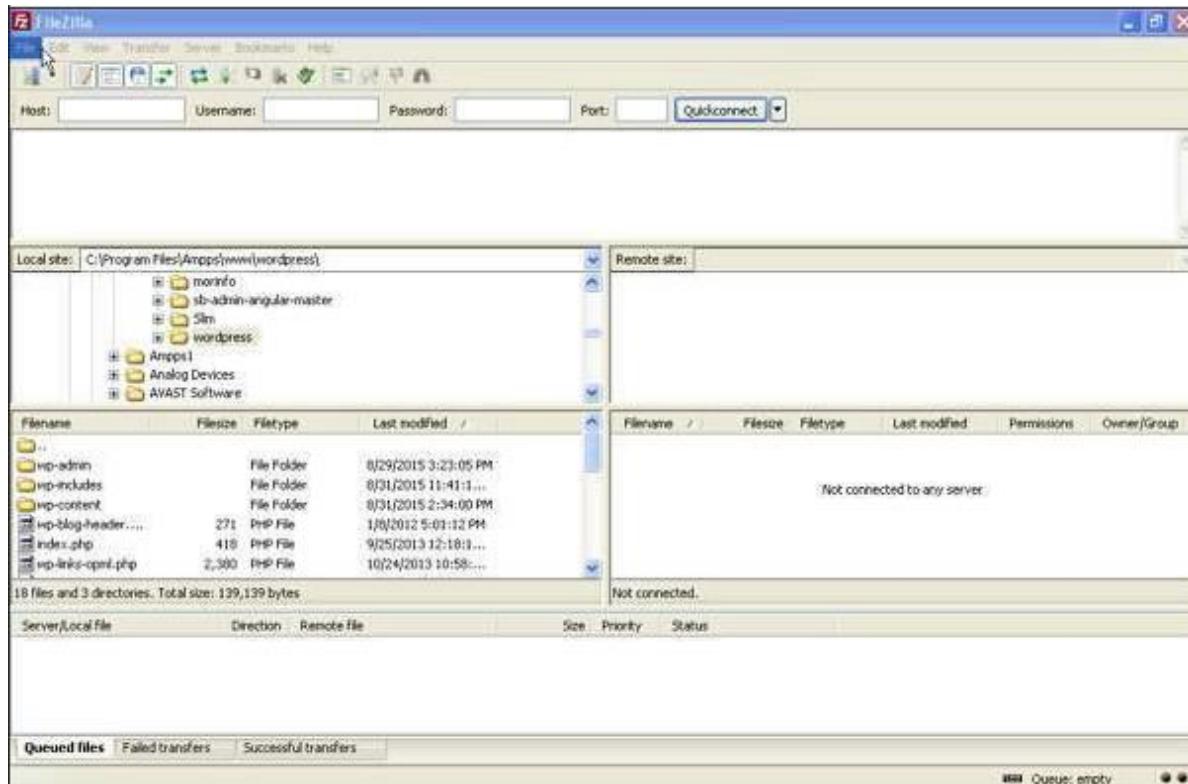
- WordPress Files Backup
- WordPress Database Backup
- WordPress Files Restore
- WordPress Database Restore

WordPress Files Backup

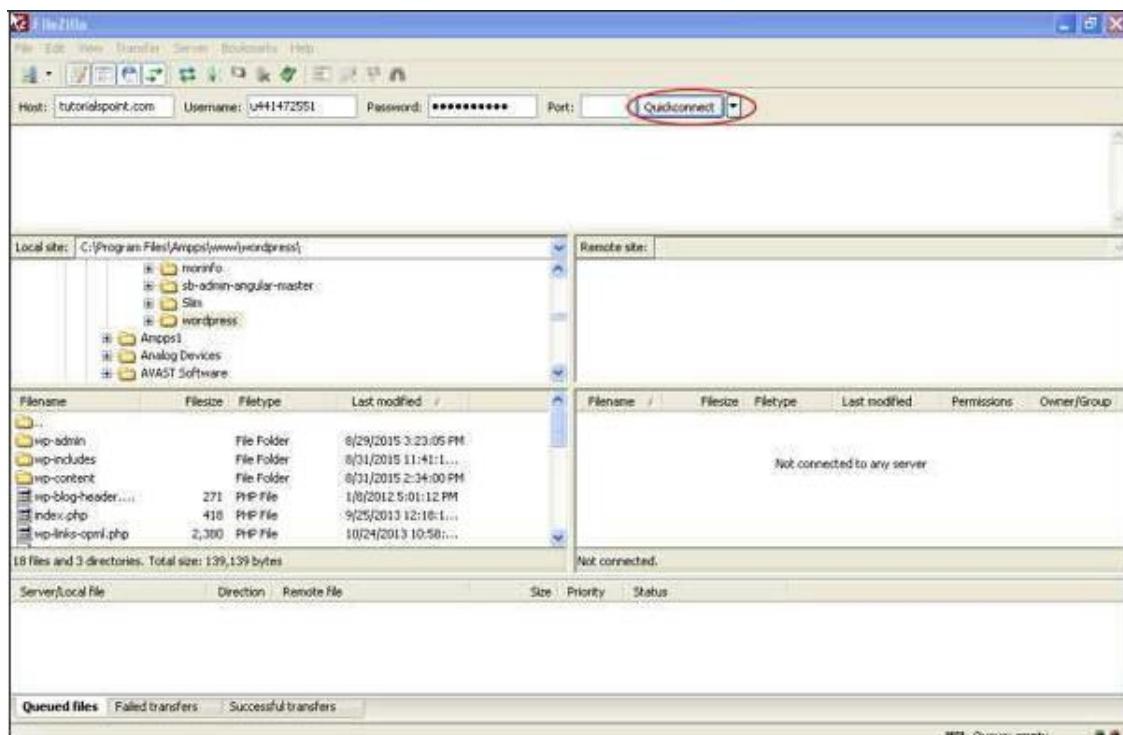
To get the backup files of WordPress, you need to install FileZilla Client on your system.

Following are the simple steps used for files backup operation in WordPress:

Step (1): Open the FileZilla Client as shown in the following screenshot.

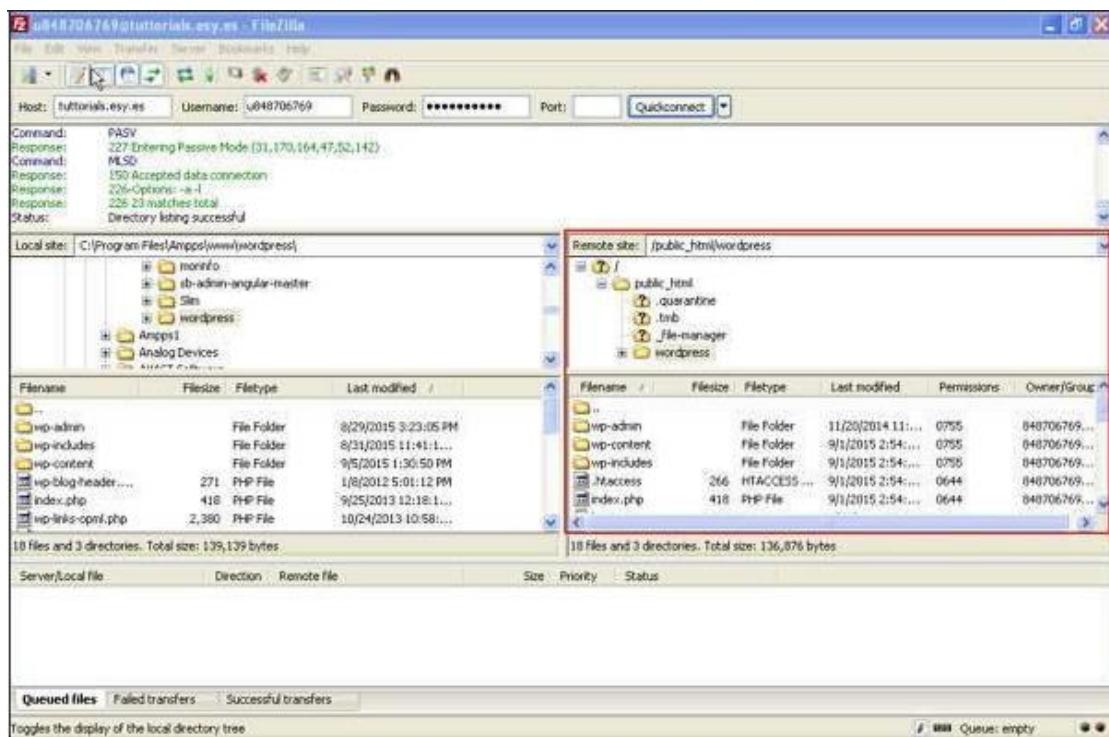


Step (2): Enter the Host, Username, Password and Port like you have used to log-in to your cPanel.

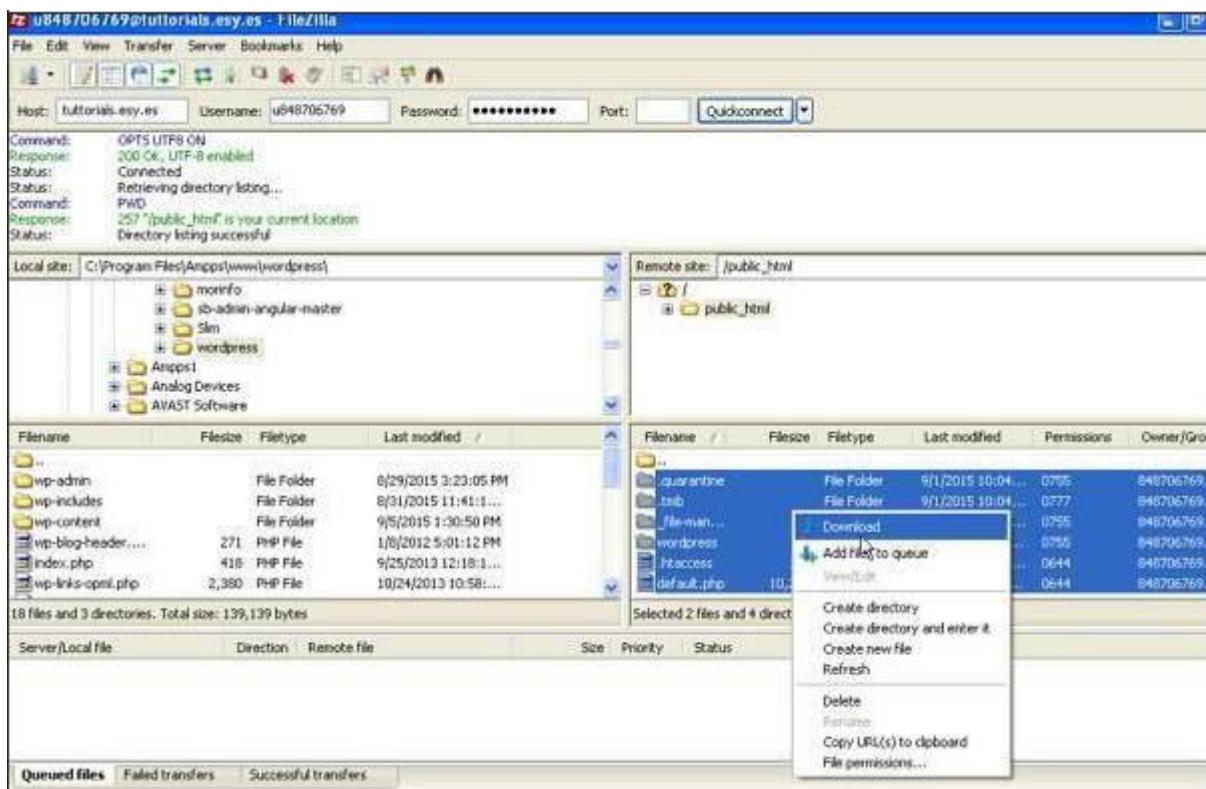


After filling all the fields, click on **Quickconnect** button.

Step (3): You will get all files and folders of your WordPress site on the right side as seen in the following screen.



Step (4): Select all the files and folders and right click on the mouse and click on **Download**.



After downloading the WordPress files from cPanel, it will be saved on your system.

WordPress Database Backup

Following are the simple steps for database backup in WordPress:

Step (1): Type the path <http://localhost/phpmyadmin> in your browser. You will get the following screen.

The screenshot shows the 'Databases' section of the phpMyAdmin interface. On the left, there's a sidebar with a tree view of databases: 'New', 'airtaxi', 'airtaxi1', 'bookstore', 'test', and 'wordpress'. The 'wordpress' database is currently selected, indicated by a red box around its name. The main panel displays a table of databases with their names and collations. A note at the top says: 'Note: Enabling the database statistics here might cause heavy traffic between the web server and the MySQL server.' Below the table are buttons for 'Check All', 'With selected', 'Drop', and 'Enable Statistics'.

Database	Collation
airtaxi	latin1_swedish_ci = Check Privileges
airtaxi1	latin1_swedish_ci = Check Privileges
bookstore	latin1_swedish_ci = Check Privileges
test	latin1_swedish_ci = Check Privileges
wordpress	latin1_swedish_ci = Check Privileges

Total: 5 latin1_swedish_ci

Step (2): Click on the database name 'wordpress' which you have created for WordPress.

This screenshot is similar to the previous one, showing the 'Databases' page in phpMyAdmin. The 'wordpress' database is selected and highlighted with a red circle. The table of databases and the note at the top are identical to the first screenshot.

Database	Collation
airtaxi	latin1_swedish_ci = Check Privileges
airtaxi1	latin1_swedish_ci = Check Privileges
bookstore	latin1_swedish_ci = Check Privileges
test	latin1_swedish_ci = Check Privileges
wordpress	latin1_swedish_ci = Check Privileges

Total: 5 latin1_swedish_ci

Step (3): After clicking on database *wordpress*, it will open the following page. Click on **Export** tab.

The screenshot shows the phpMyAdmin interface for the 'wordpress' database. The 'Export' tab is highlighted with a red circle. Below it, the table structure is listed with various actions like Browse, Structure, Search, Insert, Empty, Drop, etc., for each table. The tables listed are wp_commentmeta, wp_comments, wp_links, wp_options, wp_postmeta, wp_posts, wp_terms, wp_term_relationships, wp_term_taxonomy, wp_usermeta, and wp_users. At the bottom, there are buttons for 'Check All' and 'With selected...', and links for 'Print view' and 'Data Dictionary'.

Step (4): You will get two methods to export the database i.e. **Quick** and **Custom**. Select any one of the methods and click on **Go** button.

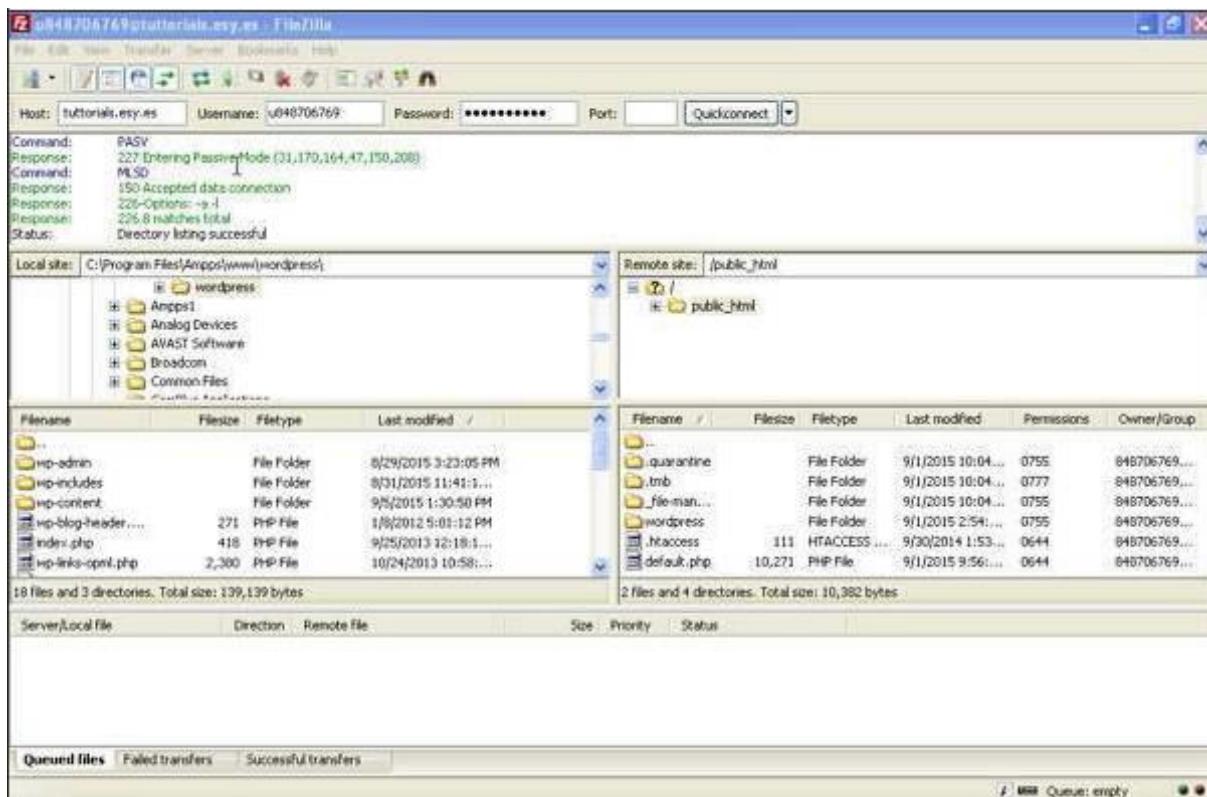
The screenshot shows the 'Export' dialog for the 'wordpress' database. It displays the title 'Exporting tables from "wordpress" database'. Under 'Export Method', the 'Quick' option is selected. In the 'Format' section, 'SQL' is chosen. A large red circle highlights the 'Go' button at the bottom of the dialog.

After exporting the database file, it will get saved on your system.

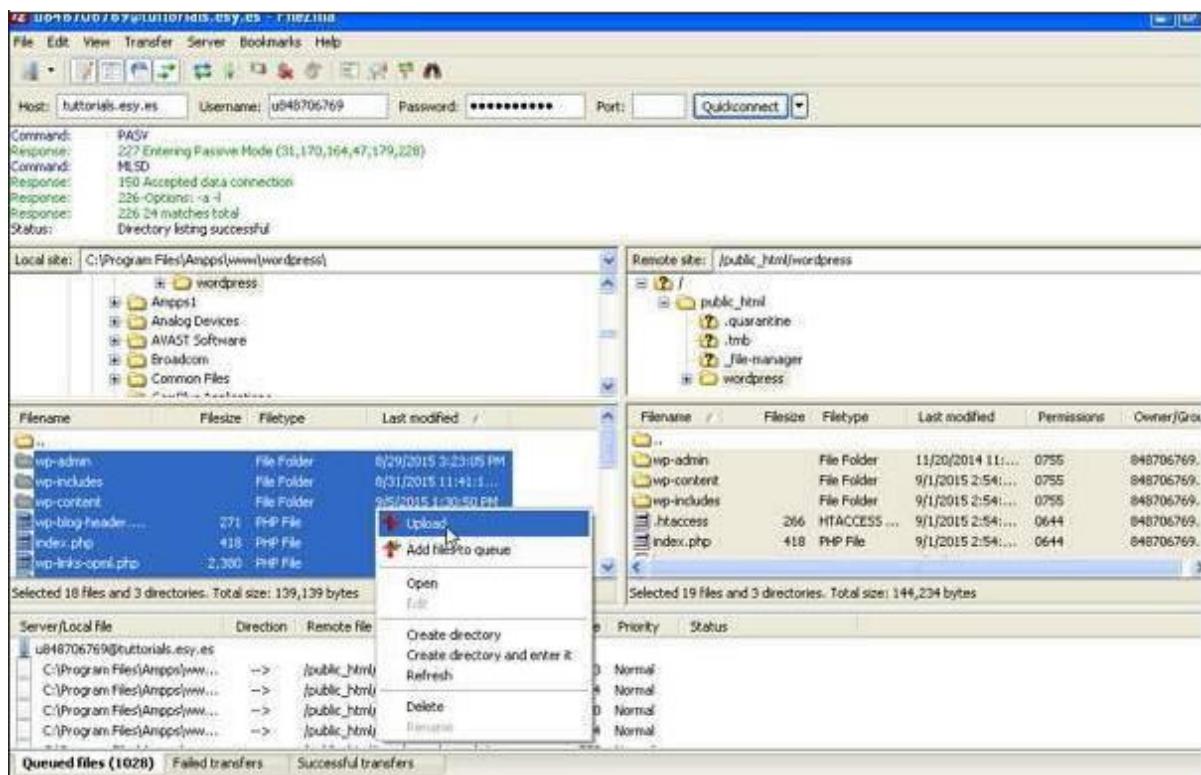
Restoring WordPress Files

Following are the simple steps used to restore the files in WordPress using ftp:

Step (1): Open the FileZilla Client and login to your site using ftp as shown in the following screen.



Step (2): Open the local directory in ftp and upload all WordPress files to your website as shown in the following screen.



Step (3): Then, go to **your wordpress folder --> wp-config.php** file. Copy and rename **wp-config.php** file before editing, in case of some mistake you can restore this file back.

Open the **wp-config.php** file and locate the following code.

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

Replace the db_name with your database name which you have created.

```
define('DB_USER', 'db_user');
```

Replace the db_user with your username of MySql.

```
define('DB_PASSWORD', 'db_password');
```

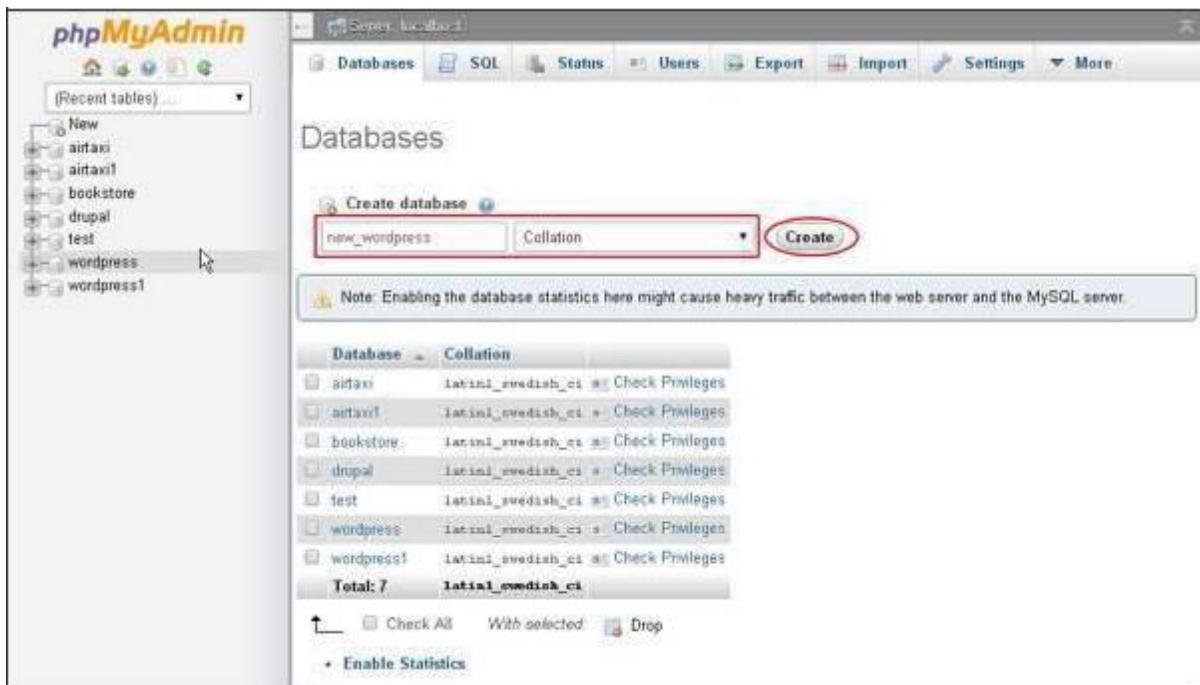
Replace the db_password with your password of MySql.

Save your wp-config file after editing and upload it to your WordPress site through ftp.

Restoring WordPress Database

Following are the steps used to restore the database in WordPress:

Step (1): Type the path <http://localhost/phpmyadmin> in the browser. The following screen will pop up.



You can create a new database or import your backup in the existing database. Here we'll create a new database name, i.e., **new_wordpress** and click on **Create** button

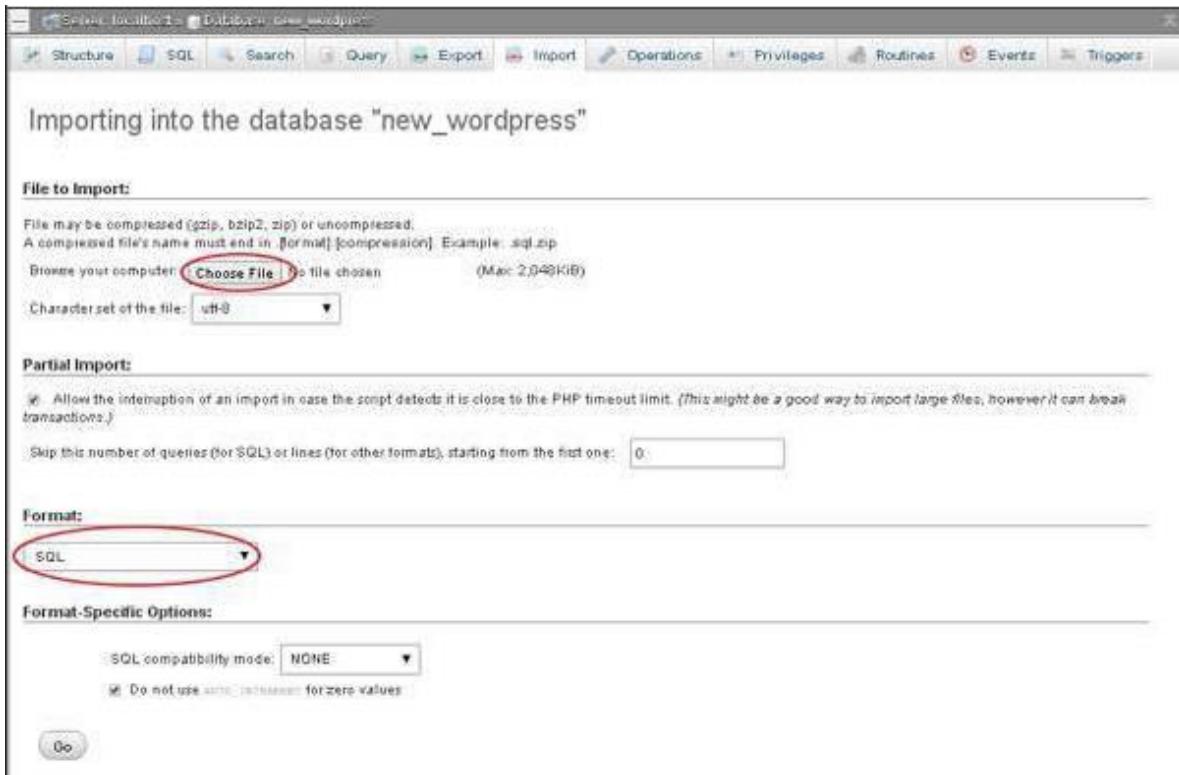
Step (2): You can view your created database as shown in the following screen. Click on the database name **new_wordpress**.

The screenshot shows the 'Databases' section of phpMyAdmin. On the left, there's a tree view of databases: New, database, database1, bookstore, drupal, new_wordpress (which is selected and highlighted with a red box), test, wordpress, and wordpress1. At the top, there are tabs for Databases, SQL, Status, Users, Export, Import, Settings, and More. Below the tabs, there's a 'Create database' form with fields for 'Database name' and 'Collation', and a 'Create' button. A note below the form says: 'Note: Enabling the database statistics here might cause heavy traffic between the web server and the MySQL server.' The main area lists databases with their collation settings: database (latin1_swedish_ci), database1 (latin1_swedish_ci), bookstore (latin1_swedish_ci), drupal (latin1_swedish_ci), new_wordpress (latin1_swedish_ci), test (latin1_swedish_ci), wordpress (latin1_swedish_ci), and wordpress1 (latin1_swedish_ci). A 'Total: 8' summary is shown at the bottom.

Step (3): Click on **Import**.

The screenshot shows the 'Import' tab selected in the top navigation bar of phpMyAdmin. The tab bar includes Structure, SQL, Search, Query, Export, Import (which is circled in red), Operations, and More. Below the tabs, it says 'Server: localhost > Database: new_wordpress'. It displays a message 'No tables found in database.' and a 'Create table' form with fields for 'Name:' and 'Number of columns:'. A 'Go' button is at the bottom right of the form.

Step (4): Click on **Choose File** button to select the backup file from your system. After uploading the sql file, select format as **SQL** as shown in the following screen.



Click on **Go** button.

Step (5): Once you click on Go, you will get a message after the sql file is uploaded successfully.



In this chapter, we will study how to **Optimize** WordPress site.

Here are a few simple tips to optimize your WordPress site.

- Ensure high quality and meaningful content.
- Have the right names for images.
- Use short permalinks that contain keywords.
- Have optimized themes.
- Sitemap should be in XML format.
- Connect posts to social networks.
- Beware of black hat techniques.
- Delete your trash box.
- Keep checking your site statistics.
- Keep checking your plugins.
- Use CSS and JavaScript effectively.

Ensure High Quality and Meaningful Content

Any page you create, the most important thing that matters is the content. You must have good content with keywords that can be helpful for users, not for the search engines. Content should be understandable and not complicated or difficult to read.

Have the right names for images

The names you choose for your images must be unique; consider choosing images keeping the user in mind. Use keywords that might be helpful for the users. Have some specific names for your images and don't forget to add your alt tags and title tags to your images.

For example: If your image is about Chocolate sundae Ice-cream then do not mention the name as DSC12346, instead put it as 'Chocolate-sundae-High-street-restaurant-new-york.jpg'. This would be much easier to search.

Use short permalinks that contain keywords

The permalinks you use must be understandable. For example:

Use <http://www.mywebsite.com/tutorialspoint/telangana/>

instead of <http://www.mywebsite.com/page-id?5631456325>

Have optimized themes

Use those themes that are fast and are optimized for WordPress so that when applied to a website, it must not have low speed.

Sitemap should be in XML format

Google has many tools that can be useful. Tools like Website Optimizer, Webmaster Central, and Google XML sitemaps are very easy to use.

Connect posts to social media

Social media is a very important aspect today. So have them connected to your blog posts, pages, etc., to have good ranks and popularity. Help promote others posts and pages too and they will do the same in return.

Beware of black hat techniques

Don't trick Google as it finds you in no time. Don't put yourself in trouble and create problems for your site by using black hat techniques. Be sure to use genuine SEO techniques.

Delete your trash box

Always consider clearing your trash for more speed and to have a good flow with your website.

Keep checking your site statistics

Size of page matters a lot. The more images, flash, videos or media related posts on your page, the more it would be slower to load. *YSlow* module plugin is recommended to help you get a faster page browsing.

Check plugins

Having many plugins in WordPress may also be the reason for your page to slow load. So keep a check on your plugins which you're working on. Consider checking your plugins before you add them.

Use CSS and JavaScript effectively

Always keep your CSS at the upper side of the page and JavaScript at the bottom. Let CSS load first and then JavaScript. Here is a plugin that will help you get your JavaScript's at the bottom of the page. It is Footer JavaScript.

55.RESET PASSWORD

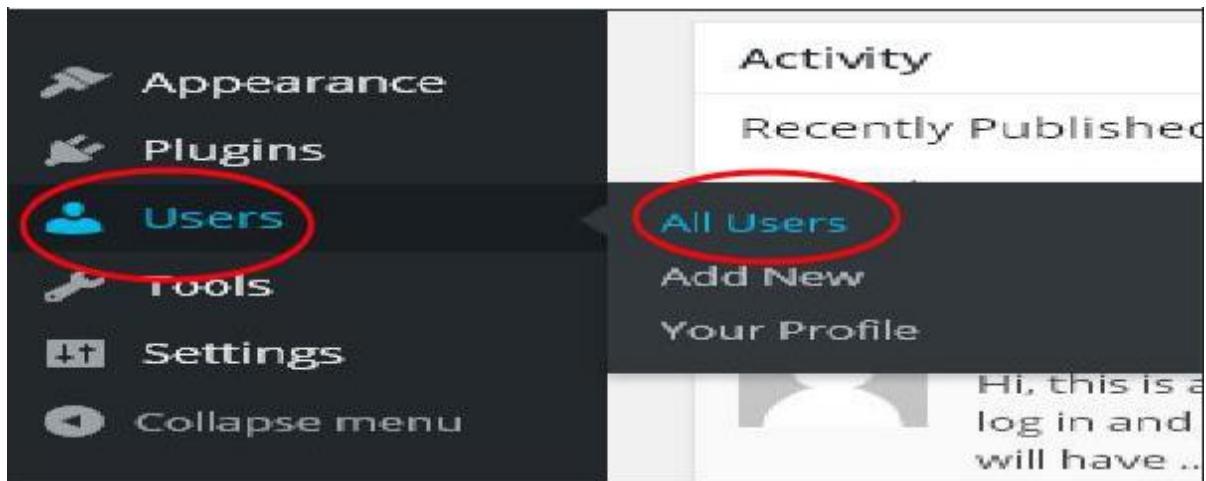
WordPress

In this chapter, we will learn how to reset your passwords in WordPress. We have two methods of resetting passwords in WordPress:

- **User**
- **Lost your password**

Let's look how to set password through the **User** section.

Step (1): Login to your WordPress admin panel and click on **Users-> All Users** from the dashboard.



Step (2): When you click on **All Users** you get a page with a list of users. From this select the one you want to reset password of and click on edit.

Users Add New				
All (1) Administrator (1)				
Bulk Actions Apply Change role to... Change 1 item				
Username	Name	E-mail	Role	Posts
admin			Administrator	1

When you click on edit, the following page gets displayed.

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

Repeat New Password
Type your new password again.

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

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

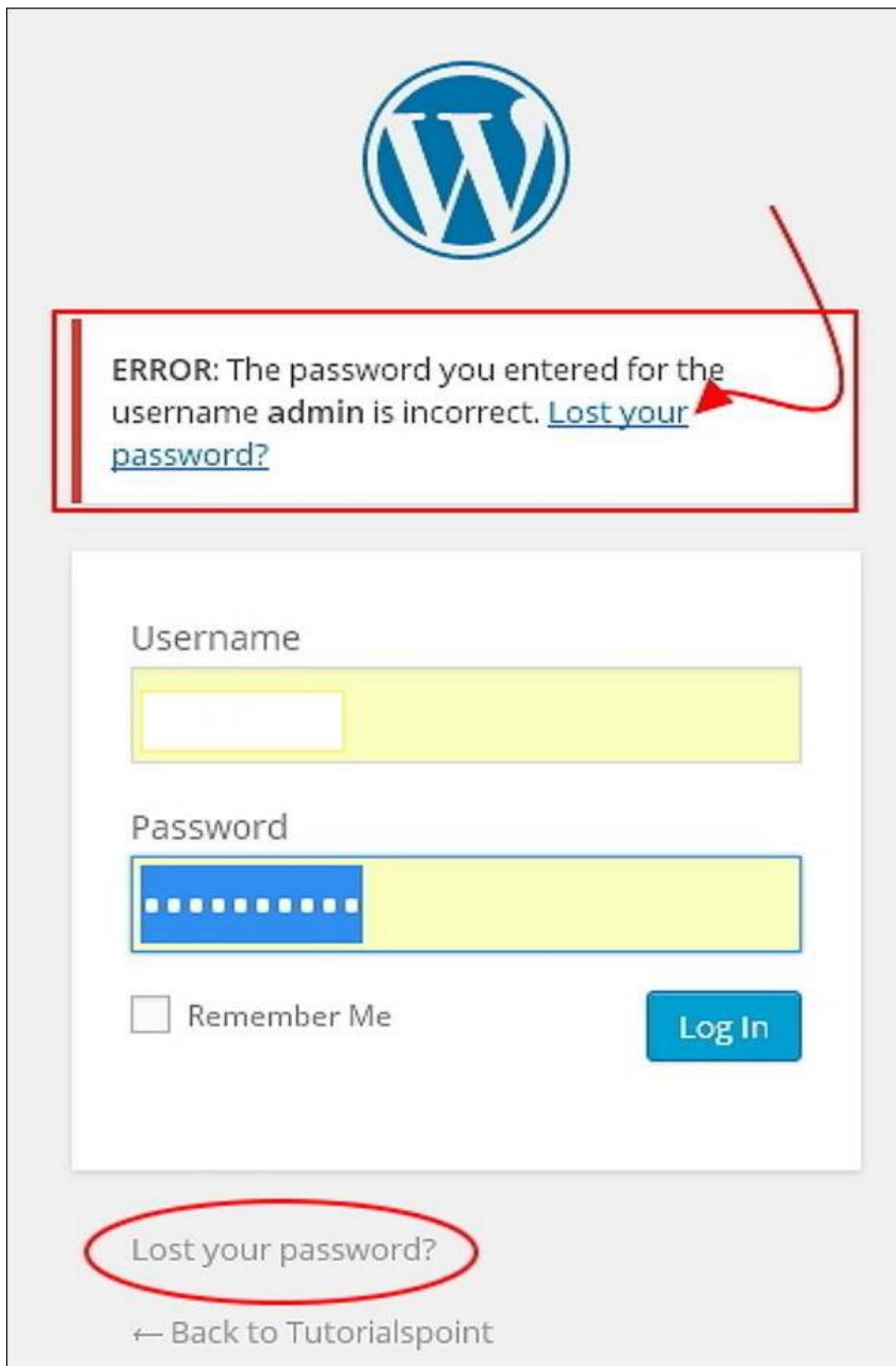
Your Photo Upload image file: Choose File No file chosen (max upload size 32M)

Update Profile

Now let's look into resetting your password using **Lost your password** section.

Step (3): In this page you can type in your new password that must contain 7 characters. Once you are done with setting your new password click on **Update Profile**.

Step (3.1): When you try logging into your WordPress admin panel, you forget your password and need to reset it, you get the following message on the page.



Step (3.2): Click on **Lost your password?** The following page appears. Update your e-mail and say **Get New Password**.



Step (3.3): After you click, you get a message saying a **Link has been sent to the e-mail address you provided.**

Step (3.4): Go to your e-mail and open the **(WordPress Site) Password Reset** mail and click on the link that is provided.

Step (3.5): Type your new password, confirm again if required and then click on **Reset Password**.