WordPress Cheatsheet

<plugins//when>

When choosing a plugin
- Think about specific use cases you'd like - write them down!
    - Some questions to help you hone in on use cases:
        - Who is going to be using this feature?
        - What are they going to be using it for?
        - What can't they do?
    - This helps your prioritize when you're looking for a plugin
    - Use this as a reference point when you're proceeding w/ next steps
- Decide on your organization budget for desired functionality (see free vs. paid section for pros/cons)

<plugins//which one>

Free plugins can mean no or slow support in setup and less responsiveness to new functionality requests. If a plugin is within your budget it should be considered a viable option, even if there are free ones that supposedly have the same functionality.

When reviewing a plugin with a cost:
- Ensure plugin is actively updated by the organization
- Support/Helpdesk should be included, especially for recurring fees.

Typical Fee Structures:
- **One time fee**: purchase once, use forever. These are more rare, and also may not come with support.
- **Recurring**: Pay monthly or annually, these should include access to some type of help desk.
- **Add-on/"Freemium"**: The base plugin is free, but the functionality that will fulfill your use cases is available as an add on for some amount of money. This may be recurring or one time. When looking for plugins that follow this model, make sure you find every add-on that fulfills all your use cases, then take the sum of all those costs to compare against your budget.

`<plugins//which one>` plugin overview page

Check out these fields on the plugin overview page on the official wordpress.org site

- High number of **Active installations**
- More recent **Last updated**
- **Reviews** - people will usually complain about limitations of plugin here
- **Owner** - individual or organization? Usually organizations will provide more frequent updates
- **Support/FAQ/Screenshots**

`<plugins//which one>` plugin deep dive

Look at the feature list - you don't need to always go with the longest list, it could cause bloat or confusion. Refer back to your use cases and pick one that fulfills those.

Check out the plugin website, where it may have...
- Additional documentation for administering the plugin
- More detailed pricing breakdown
- Gotchas on specific features advertised on the plugin page

Search for plugin tutorials - if there's a lot, good indicator that there's high level of support/use for the plugin. Will usually help you configure specific things about the plugin

Try it out! Install and activate the plugin, see if you can quickly get through your simplest use case. If you're concerned about using your actual site, there are options for creating a test site for free - wordpress.com does free hosting, albeit with a strange url (e.g. my-nonprofit.wordpress.com).

`<backups>`

Which backups will be the best suited really depends on your organization's budget, current hosting provider, and the size of your WordPress site.

Hosted

This means:
- The WordPress hosting provider (e.g. DreamHost or Wordpress.com) offers backups & restorations for free or at affordable cost
- Provider handles configuration and storage of backups
- Support in restoration if the worst does happen

When to use:
- Your current hosting provider offers it and the cost is within your budget
- You have a large site with many photos and plugins

Cons:
- It will likely cost your organization money

<u>Plugins</u>

This means:
- You install a plugin that will create a backup
- You configure location where backup will be sent and how often a backup will be run.
- Storage location is managed by you, either on a hard drive or in a cloud storage (e.g. Dropbox)

When to use:
- You have zero budget for backups
- Smaller site without many photos or plugins

Cons:
- Restorations aren't seamless, especially as the site grows
- Configuration will take a good amount of combing through documentation
- You must provide access to cloud storage, as well as manage the location the backups are stored to
- Same concerns as above with free vs. paid, things being free may mean there's a risk of bugs going unnoticed/unfixed and lack of support

Recommendations:
- [Updraft](): fairly easy to configure and can schedule automatic backups. Updraft connects with many cloud storage providers (such as S3, Dropbox, Google Drive), but its requirement of full access to Dropbox or Google Drive is scary. We'd recommend creating an S3 bucket to prevent the plugin having access to sensitive data.

`<security>`

- Use hard to guess passwords, especially for users with administrator access. There's plenty of [password managers](#) out there where their basic free plan should suffice for your primary computer
- Update regularly - this applies to both installed plugins and WordPress itself. Updates to both prevent security holes. Especially important with WordPress being such a prime target for cybersecurity attacks. As a precaution, should do this one at a time to ensure that updates aren't breaking anything on your site
- Find and install a security plugin. There's lots of choices out there, look for ones with the following features:
    - Limit failed login attempts
    - Warning you when administrators login
    - Option to blacklist computers from trying to login if they fail too many times
    - Warns you about abandoned plugins (super valuable for security holes)
    - Warns you about outdated plugins
    - Maintained by a large team (like we mentioned earlier for best tips for plugins)

Recommendations:
- [Wordfence](#): contains all of the features we've mentioned above including warning administrators about using easy to guess passwords