



# WordPress



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## About the Tutorial

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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.

## Audience

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

## Prerequisites

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

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## Part 1: Basics

# 1. OVERVIEW

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

## What is Content Management System (CMS)?

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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 27<sup>th</sup> May, 2003 by Matt Mullenweg and Mike Little. WordPress was announced as open source in October 2009.

## Features

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- **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

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- 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**

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- 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

### System Requirements for WordPress

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- **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

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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 website. At the top, there's a navigation bar with links like 'Showcase', 'Themes', 'Plugins', 'Mobile', 'Support', 'Get Involved', 'About', 'Blog', and 'Hosting'. A search bar and a 'Download WordPress' button are also present. Below the navigation, the main content area has a heading 'Download WordPress'. On the left, there's a sidebar with links for 'Stable Download', 'Requirements', 'Beta Releases', 'Nightly Builds', 'Subversion Access', 'Download Counter', 'Release Archive', and 'Source Code'. The main content area contains text about the latest stable release (Version 4.3) and links to download it in 'zip' or 'tar.gz' format. There's also a 'Release Notification' section with 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.

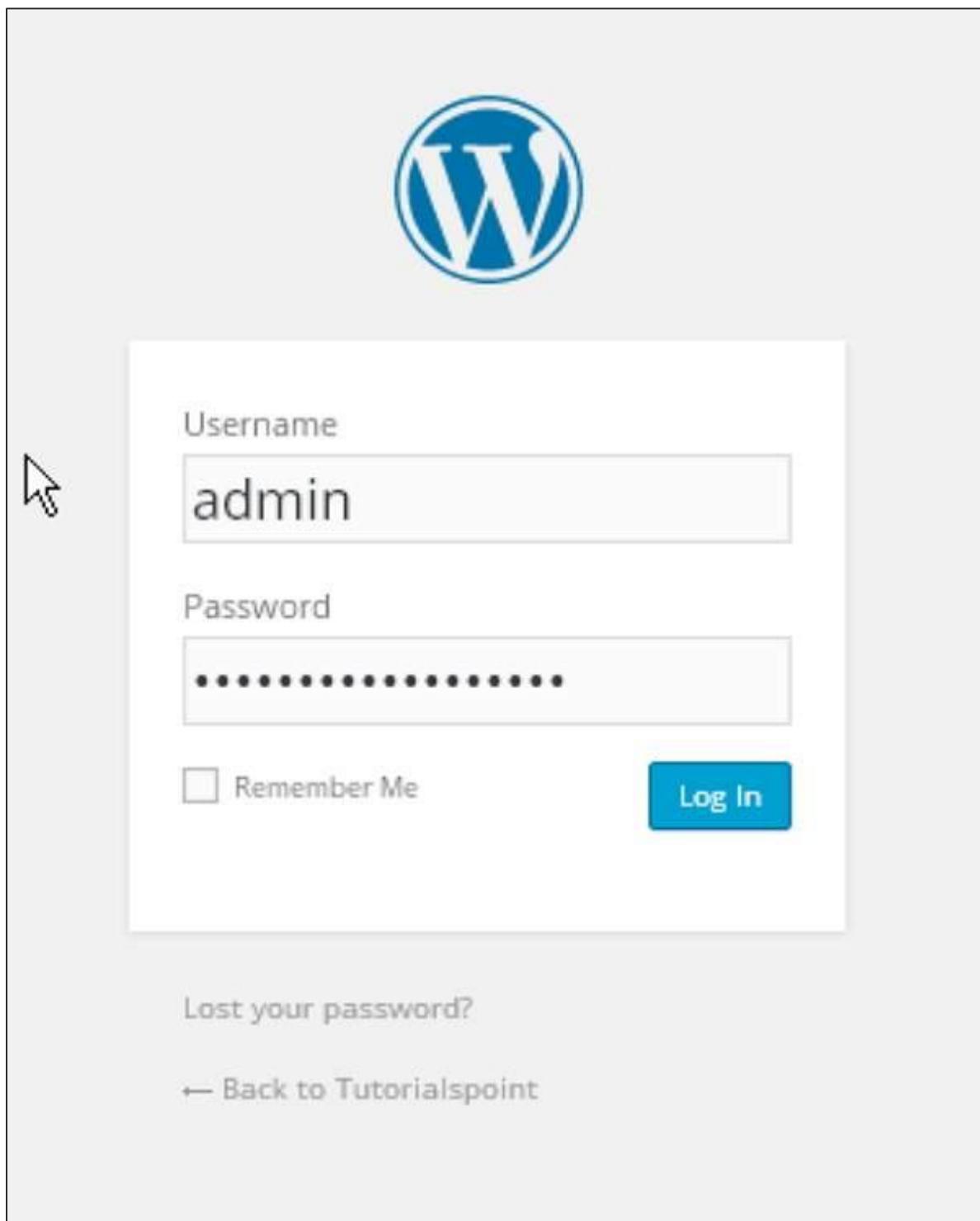
**Step (7):** After installation being successful, you will get a screen of the stating success as seen in the following screen.



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.

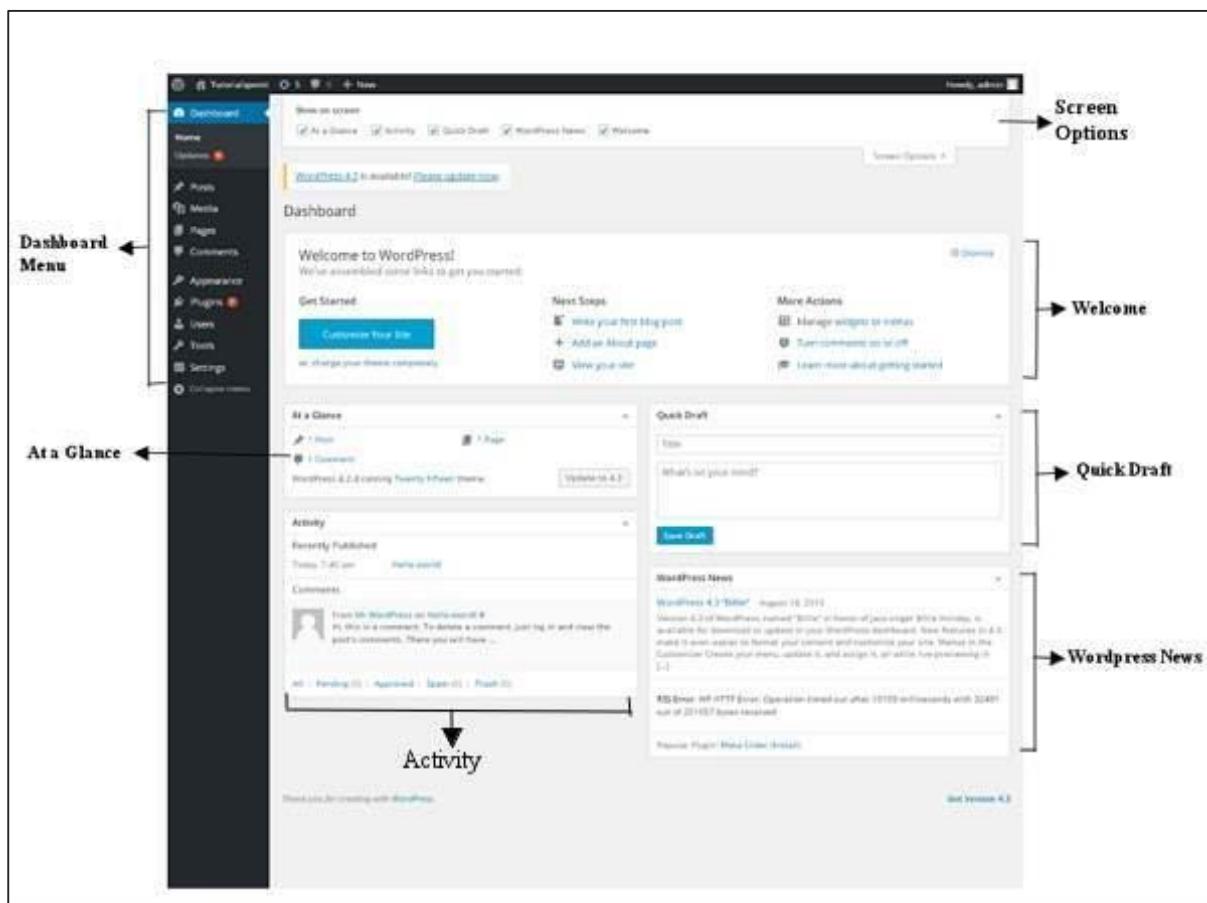


Enter the username and password which you had mentioned during installation as shown in step 6 and click on the **Log In** button.

### 3. DASHBOARD

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

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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

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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

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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

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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

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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.

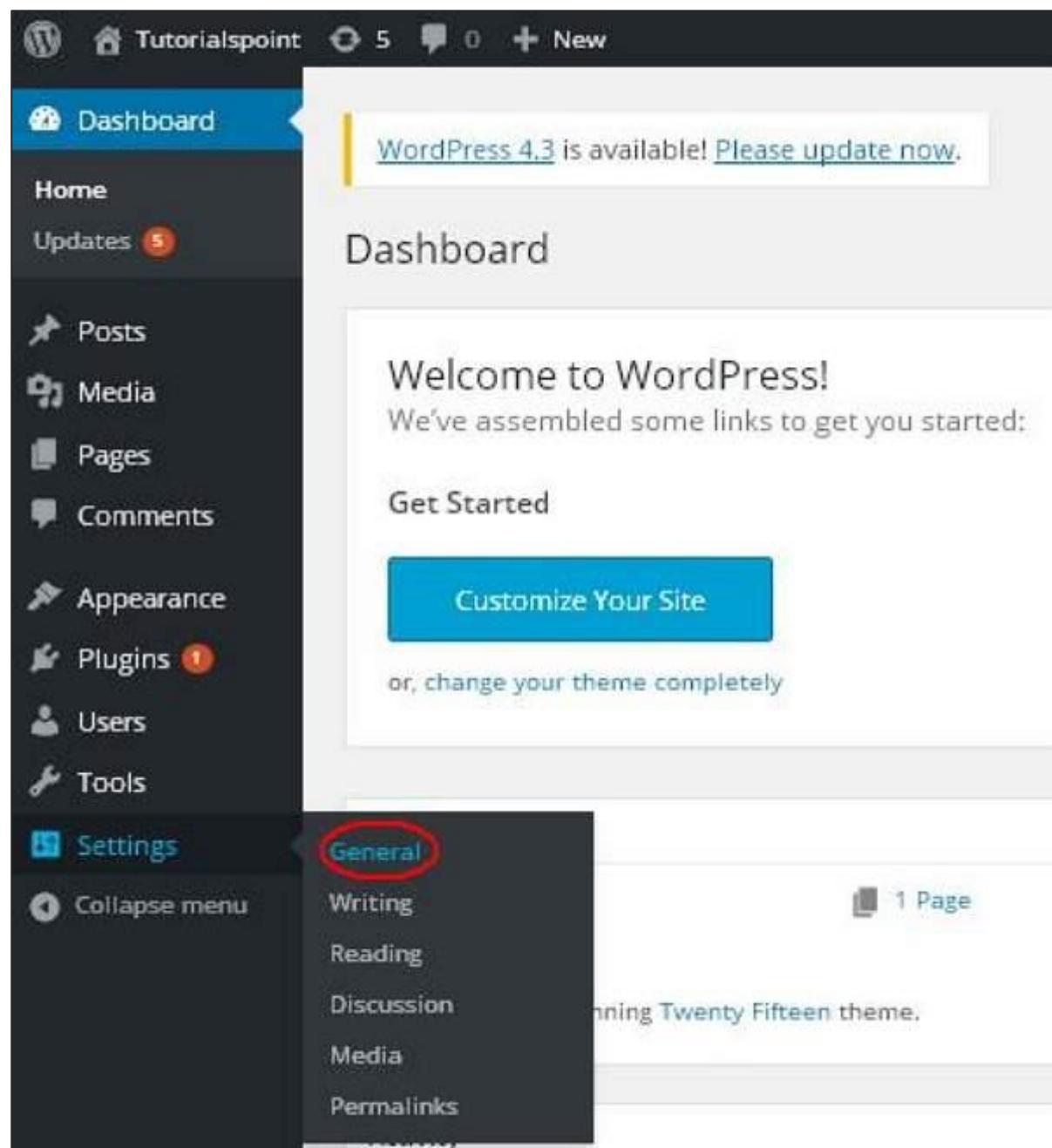
## Part 2: Settings

## 4. GENERAL SETTING

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.

The screenshot shows the 'General Settings' page in the WordPress admin dashboard. The left sidebar has a 'Settings' section selected. The main area contains the following fields:

- Site Title:** Tutorialspoint
- Tagline:** Just another WordPress site
- WordPress Address (URL):** <http://localhost/wordpress>
- Site Address (URL):** <http://localhost/wordpress>
- E-mail Address:** rushali.bhatikande@tekbuds.com
- Membership:**  Anyone can register
- New User Default Role:** Subscriber
- Timezone:** UTC+0 (UTC time is: 2015-08-25 22:28:48)
- Date Format:** ★ August 25, 2015 (radio buttons for 2015-08-25, 08/25/2015, 25/08/2015, Custom: F j, Y August 25, 2015)
- Time Format:** ★ 12:20 pm (radio buttons for 12:20 PM, 12:20, Custom: g:i a 12:20 pm)
- Week Starts On:** Monday
- Site Language:** English (United States)

A 'Save Changes' button is located at the bottom left, and a message 'Thank you for creating with WordPress.' is at the bottom center. A link 'Get Version 4.3' is at the bottom right.

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.

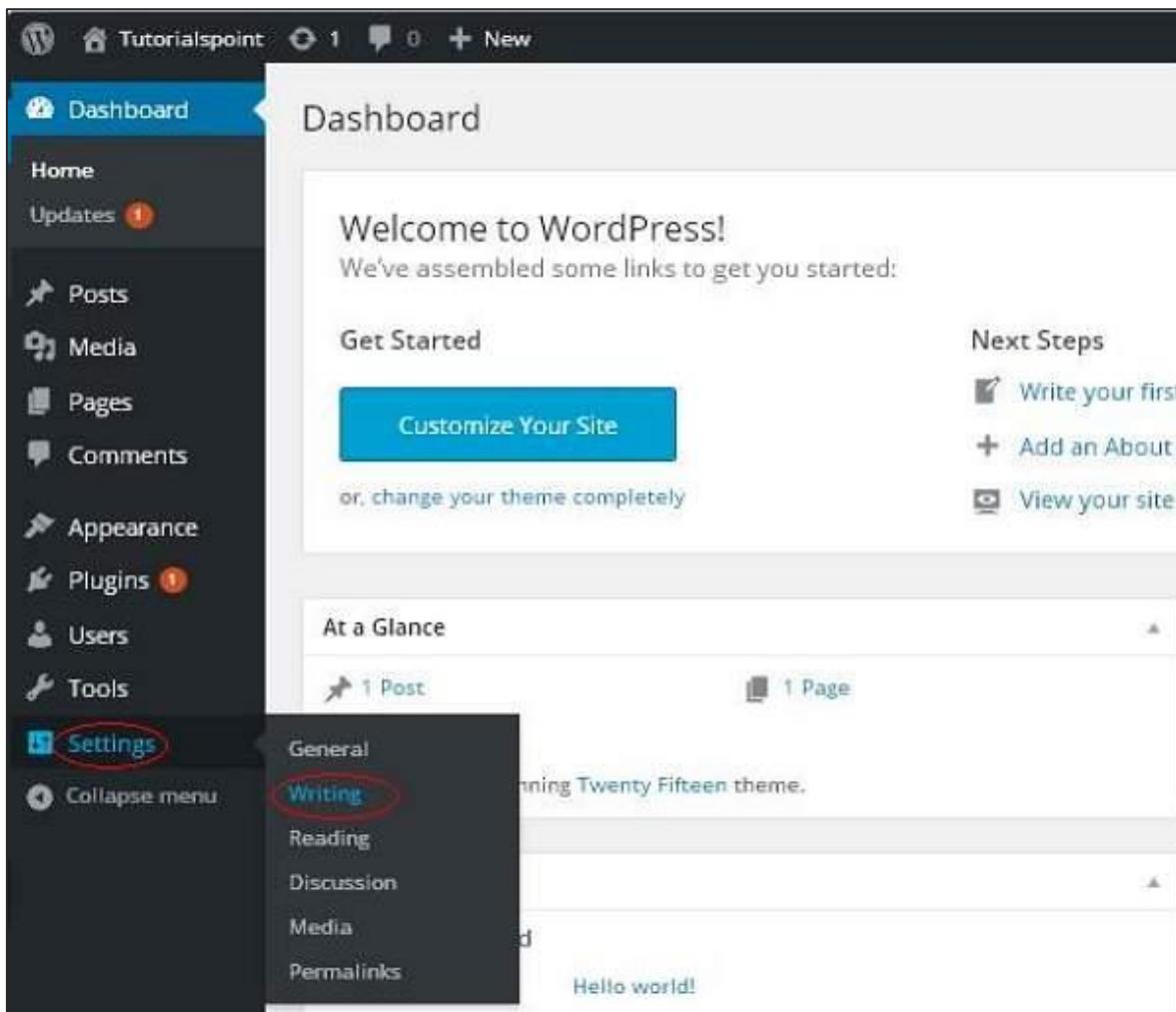
**Step (3):** After filling all the information about general settings, click on **Save Changes** button. It saves all your general setting information.

## 5. WRITING SETTING

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.

## Writing Settings

<b>Formatting</b>	<input checked="" type="checkbox"/> Convert emoticons like :-D and :-P to graphics on display <input type="checkbox"/> WordPress should correct invalidly nested XHTML automatically
<b>Default Post Category</b>	Uncategorized ▾
<b>Default Post Format</b>	Standard ▾
<b>Post via e-mail</b>	
To post to WordPress by e-mail you must set up a secret e-mail account with POP3 access. Any mail received at this address will be converted to posts. random strings you could use: bUGn2bJp , bVl;71rE , fd&Vj00x .	
<b>Mail Server</b>	mail.example.com
<b>Login Name</b>	login@example.com
<b>Password</b>	password
<b>Default Mail Category</b>	Uncategorized ▾
<b>Update Services</b>	
When you publish a new post, WordPress automatically notifies the following site update services. For more about this, see the <a href="#">Documentation</a> .	
http://rpc.pingomatic.com/	
<a href="#" style="background-color: #0070C0; color: white; padding: 5px;">Save Changes</a>	

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.

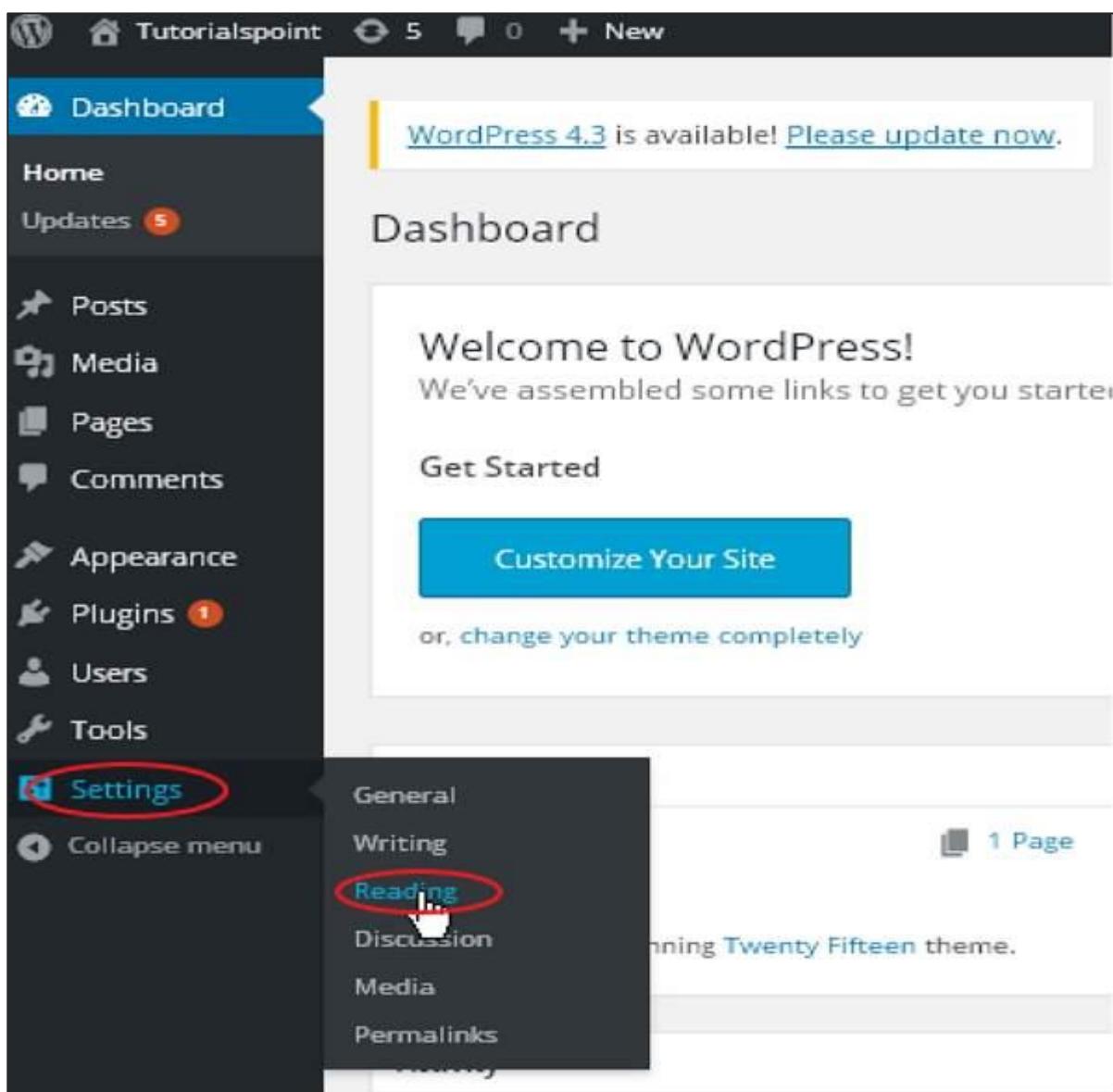
**Step (3):** After filling all the above information, click on **Save Changes** button to save your information.

## 6. READING SETTING

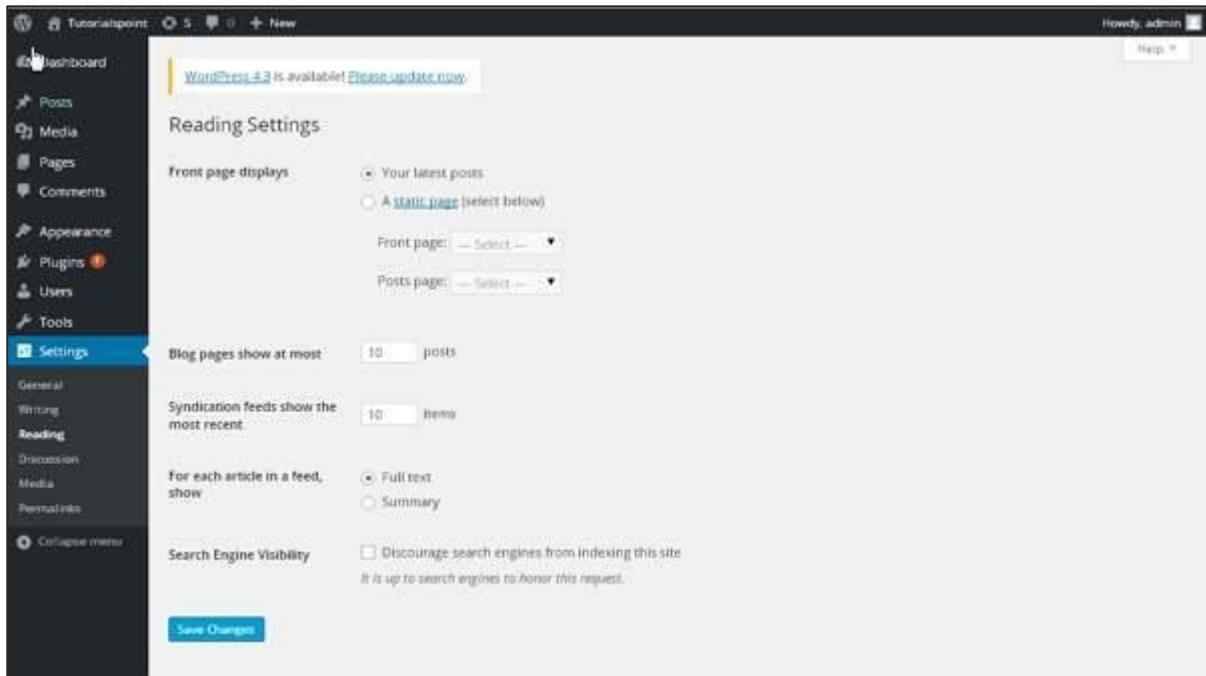
In this chapter, we will study about **Reading Settings** in WordPress. Reading Setting is used to set the content related to the front page. You can set the number of post to be displayed on the main page.

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.

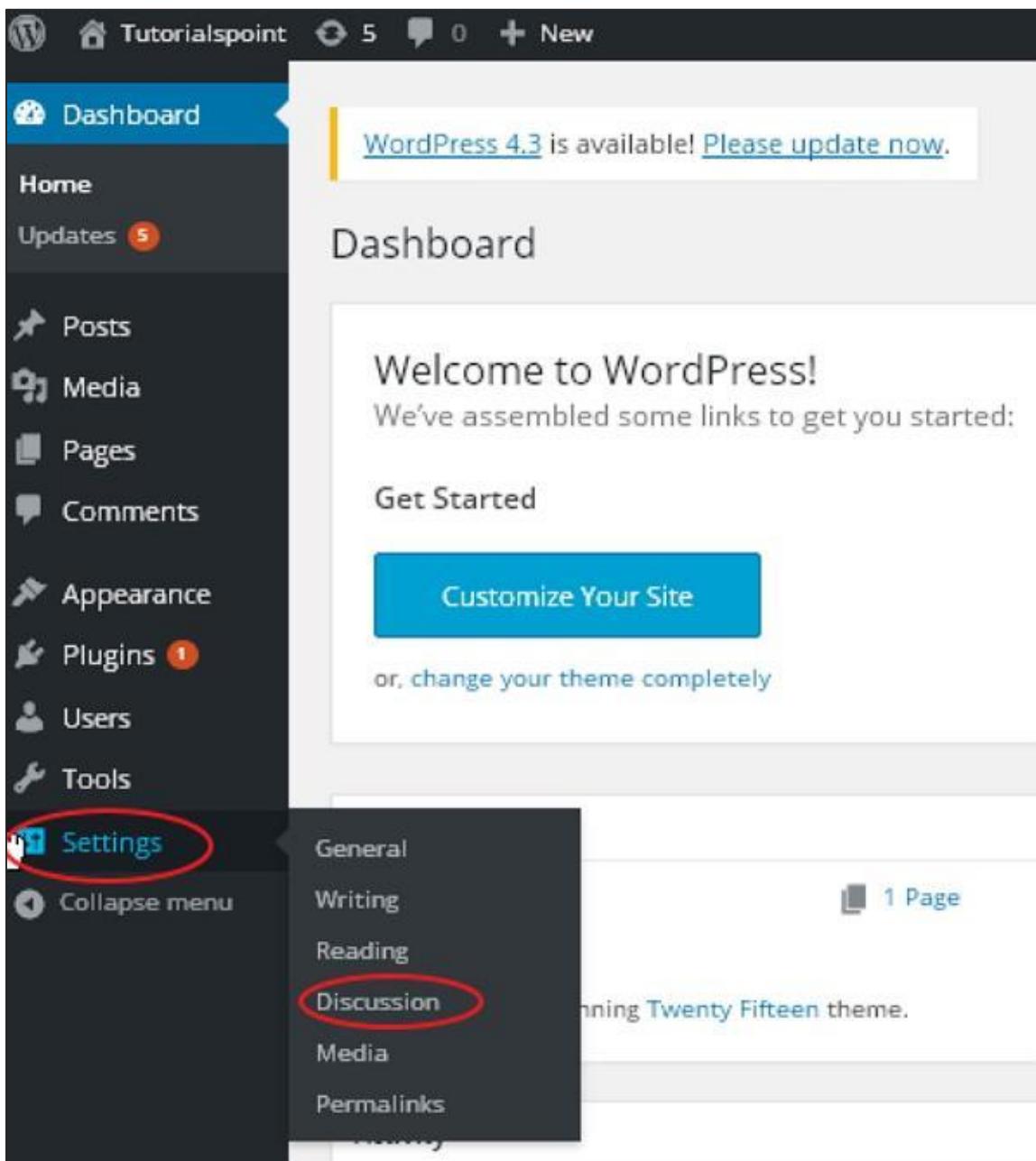
**Step (3):** After filling all the information, click on **Save Changes** button to save your Reading Setting information.

## 7. DISCUSSION SETTING

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 a 'Settings' section selected. The main content area includes:

- Default article settings:** Includes checkboxes for notifying blogs linked to the article, allowing link notifications from other blogs, and allowing people to post comments on new articles.
- Other comment settings:** Includes checkboxes for requiring comment authors to fill out name and email, requiring users to be registered and logged in, automatically closing comments on older posts, enabling threaded comments, and breaking comments into pages.
- E-mail me whenever:** Includes checkboxes for being notified when anyone posts a comment or when a comment is held for moderation.
- Before a comment appears:** Includes checkboxes for manually approving comments and requiring comment authors to have a previously approved comment.
- Comment Moderation:** A text input field for holding comments in the queue if they contain a specified number of links, followed by a note about spam filtering.
- Comment Blacklist:** A text input field for listing words that mark comments as spam.
- Avatars:** A section about displaying user avatars, with a checkbox for 'Show Avatars'.
- Avatar Display:** A section for setting maximum rating levels (G, PG, R, X).
- Default Avatar:** A section for choosing a default avatar for users without their own, with options like 'Mystery Person', 'Blank', 'Gravatar Logo', 'Identicon (Generated)', 'Wavatar (Generated)', 'MonsterID (Generated)', and 'Retro (Generated)'.

At the bottom, there's a 'Save Changes' button, a 'Thank you for creating with WordPress.' message, 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.

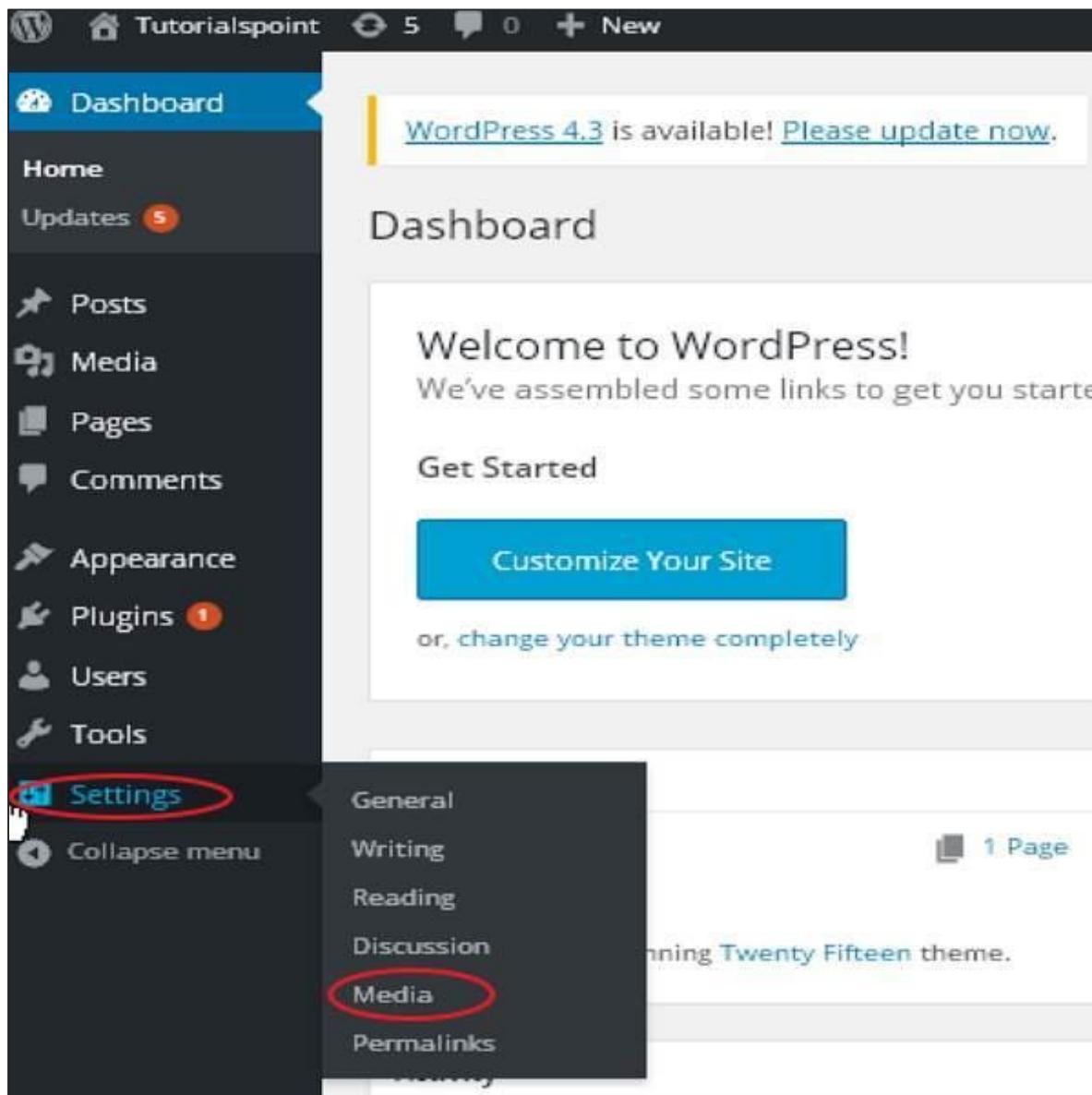
- **Comment Moderation:** Contain only a specific number of links that are allowed into a comment.
- **Comment Blacklist:** You can input your own spam words which you do not want your visitors to enter into the comments, URL, e-mail etc.; later it would filter the comments.
- **Avatars:** Avatar is 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 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.

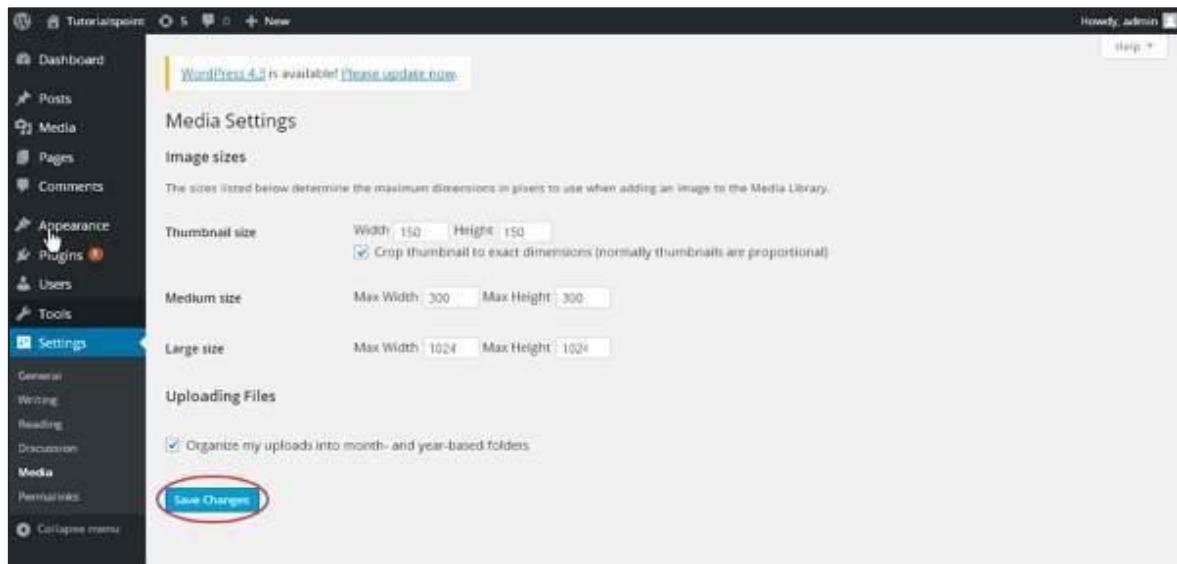
## 8. MEDIA SETTING

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:

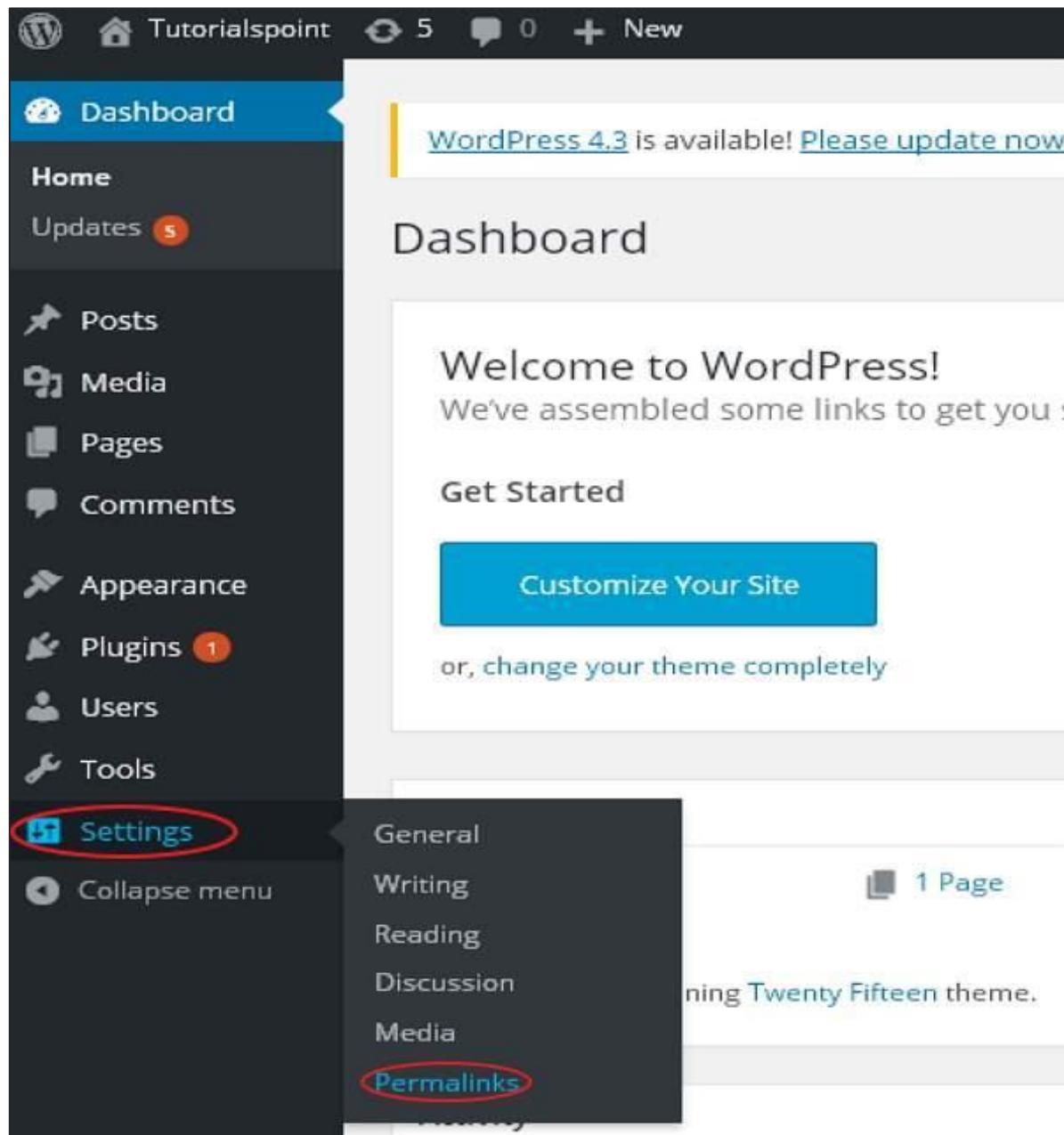
- **Thumbnail size:** Set the size of the thumbnail.
- **Medium size:** Set the height and width of medium size images.
- **Large size:** Set width and height of larger images.
- **Uploading files:** After checking this checkbox, the uploaded image will be arranged into year and month based folder.

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

## 9. PERMALINK SETTING

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.

The screenshot shows the WordPress dashboard with the 'Settings' menu selected. Under 'Settings', the 'Permalinks' option is chosen. A message at the top says 'WordPress 4.3 is available! Please update now.' The main section is titled 'Permalink Settings'. It explains that by default, WordPress uses URLs with question marks and lots of numbers, but offers the ability to create a custom URL structure. Below this, there are several options for permalink structures:

- Default: <http://localhost/wordpress/?p=123>
- Day and name: <http://localhost/wordpress/2015/06/29/sample-post/>
- Month and name: <http://localhost/wordpress/2015/06/sample-post/>
- Numeric: <http://localhost/wordpress/archives/123>
- Post name: <http://localhost/wordpress/sample-post/>
- Custom Structure: <http://localhost/wordpress/%year%/%monthnum%/%day%/%postname%/>

Below these options is an 'Optional' section with fields for 'Category base' and 'Tag base', both currently empty. At the bottom is a blue 'Save Changes' button with a red circle around it. A note at the bottom left says 'Thank you for creating with WordPress.' and a link to 'Get Version 4.3' at the bottom right.

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.

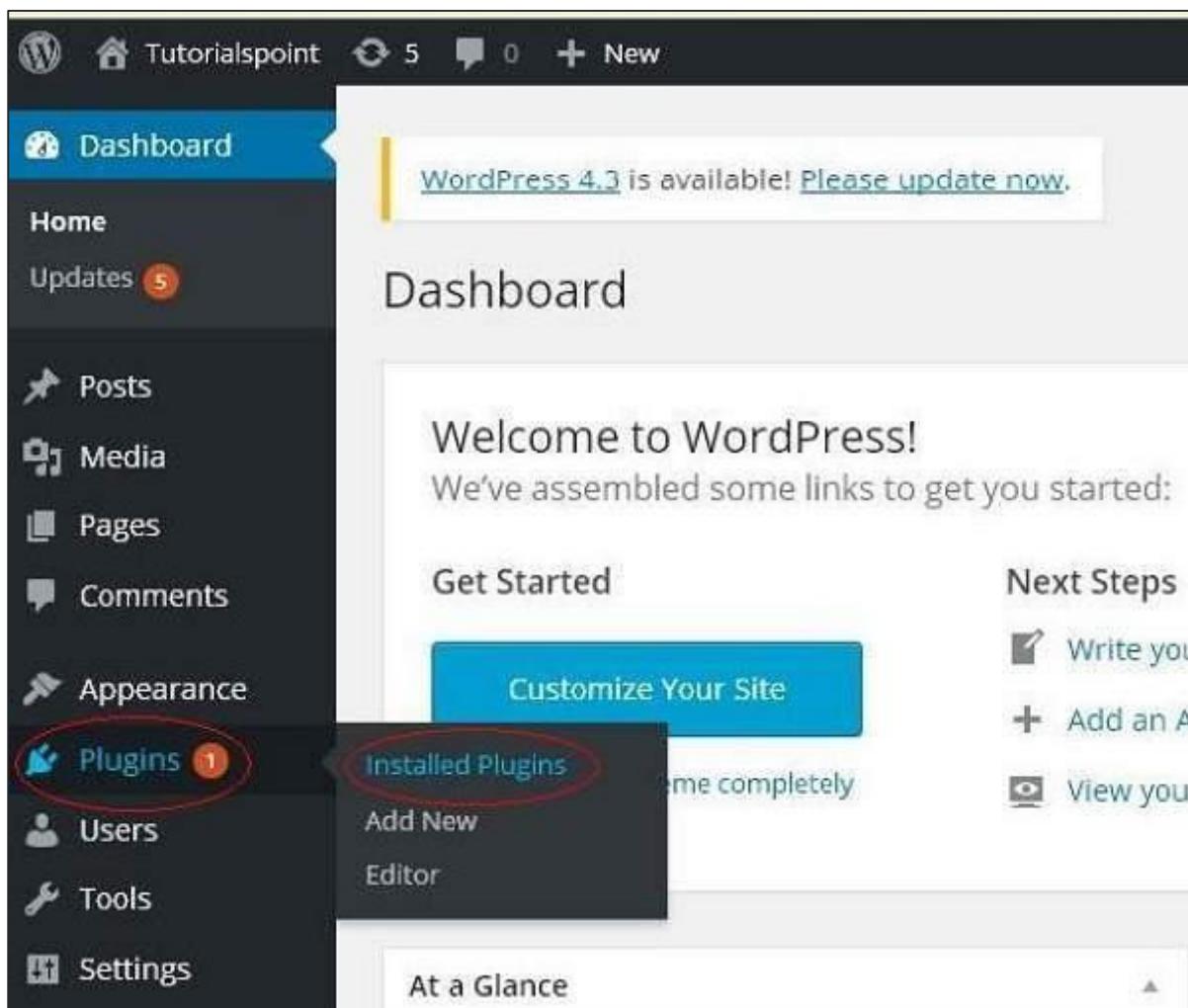
- Category Base: Add custom prefix for your category URL.
- Tag Base: Add custom prefix to your Tags URL.

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

# 10. PLUGIN SETTING

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.

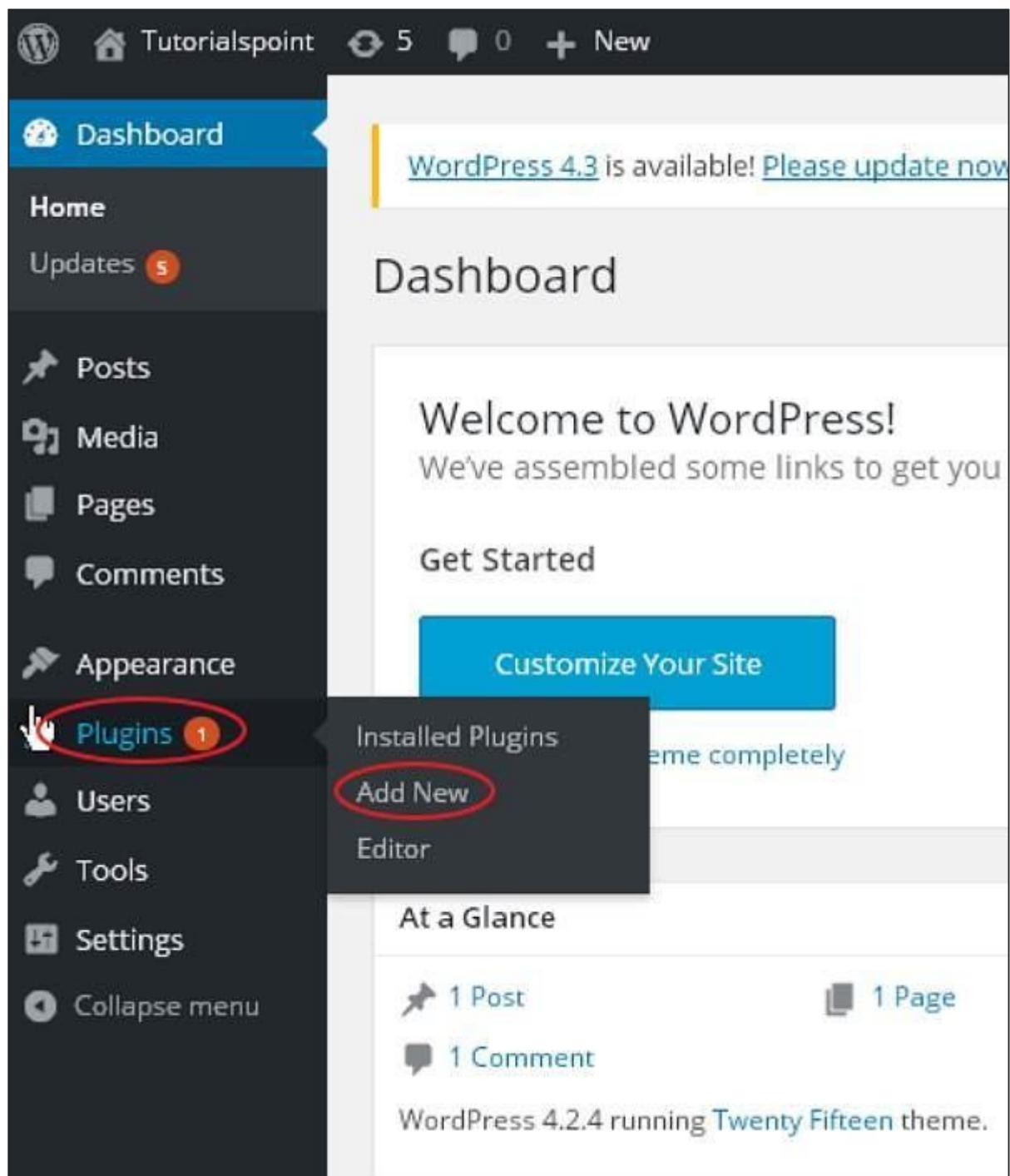


**Step (2):** The following page appears.

The screenshot shows the WordPress admin interface under the 'Plugins' section. A notification at the top left indicates 'WordPress 4.3 is available! Please update now.' On the left sidebar, 'Plugins' is selected. The main area displays two installed plugins: 'Akismet' and 'Hello Dolly'. Both plugins have their status set to 'Inactive'. The 'Akismet' plugin is described as protecting from comment and trackback spam. The 'Hello Dolly' plugin is described as symbolizing hope and enthusiasm. Both plugins have a 'View details' link. At the bottom of the screen, there is a message 'Thank you for creating with WordPress.' and a link to 'Get Version 4.3'.

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**.

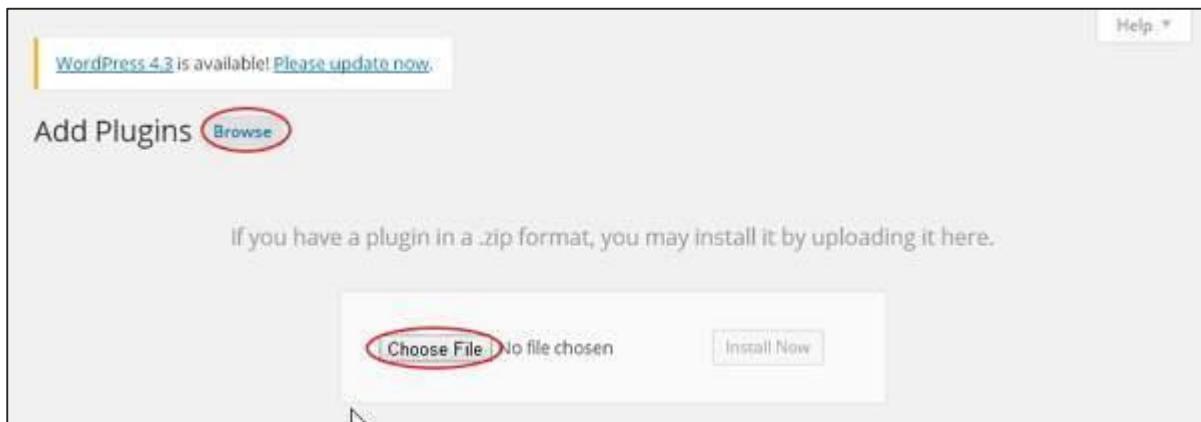
The screenshot shows the WordPress Admin Dashboard with the Plugins page selected. At the top, there's a message about WordPress 4.3 being available for update. Below that, the 'Add Plugins' section has an 'Upload Plugin' button highlighted with a red oval. The main area displays a grid of popular plugins:

- 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 plugin grid, there's a 'Popular tags' section with a list of tags: admin, ajax, business, comments, content, ecommerce, email, Facebook, gallery, google, image, images, javascript, jquery, links, login, media, page, pages, seo, security, seo, shortcode, sidebar, social, seo, twitter, video, plugin, Post, posts, security, seo, shortcode, sidebar, social, seo, twitter, video, widget, widgets, woocommerce, wordpress, youtube.

At the bottom, there's a 'Thank you for creating with WordPress.' message and a 'Get Version 4.3' link.

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 'Add Plugins' screen with the 'Upload Plugin' tab selected. Below the tabs, there are filters: 'Featured' (selected), 'Popular', 'Recommended', and 'Favorites'. A plugin card for 'WP Super Cache' is displayed. The card includes a thumbnail image, the plugin name 'WP Super Cache', an 'Install Now' button (circled in red), a 'More Details' link, a description ('A very fast caching engine for WordPress that produces static html files.'), the developer information ('By Automattic'), and a rating of 5 stars (637 reviews). Below the card, there is a summary: 'Last Updated: 3 months ago', '1+ Million Active Installs', 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.

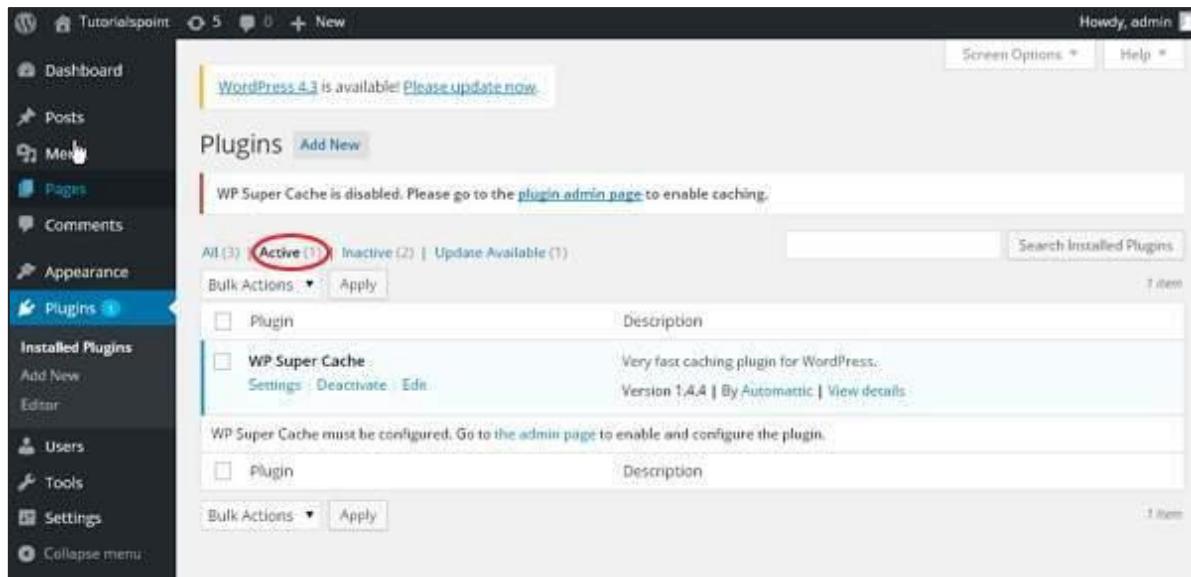


After clicking on **Activate Plugin** you'll get a message as *Plugin activated* and you can also find the installed plugin in the list.

The screenshot shows the WordPress Plugins page. The sidebar menu is visible on the left, with "Plugins" selected. The main area displays a list of installed plugins. The "WP Super Cache" plugin is highlighted with a red border. Its status is shown as "Plugin activated". The description for the plugin states: "Very fast caching plugin for WordPress." and "Version 1.4.4 | By Automatic | View details". Below the plugin list, a message says "WP Super Cache must be configured. Go to the admin page to enable and configure the plugin." At the bottom right, there is a link "Get Version 4.3".

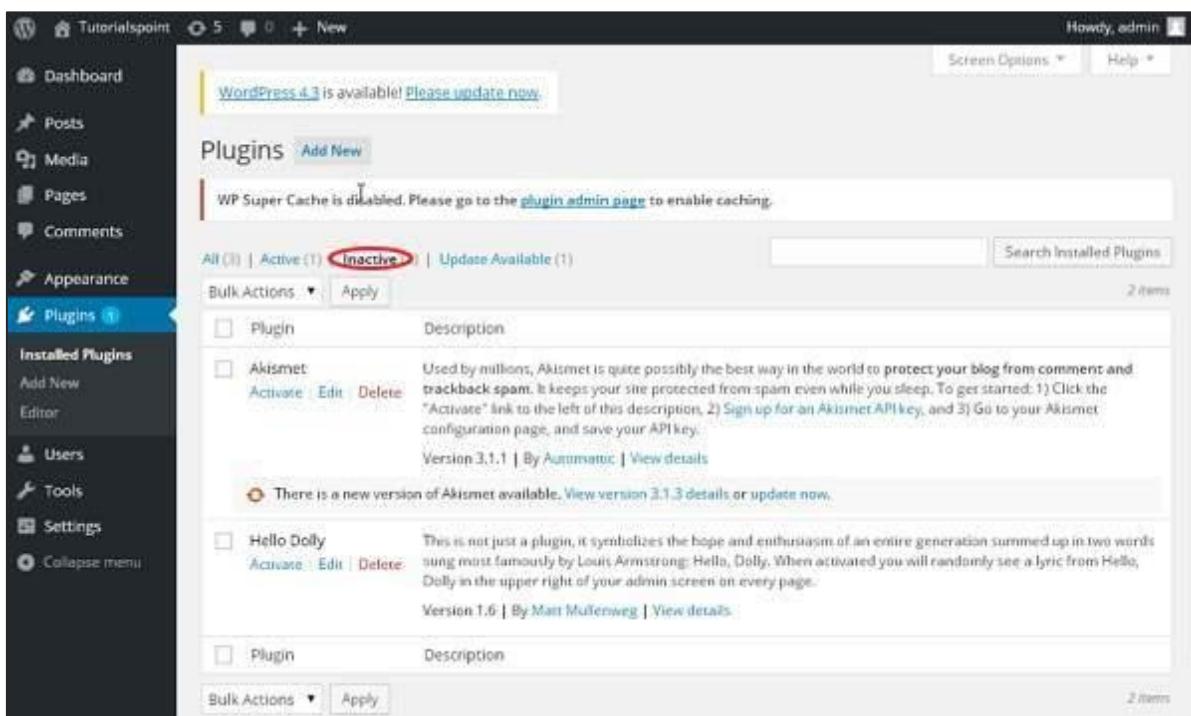
Below the *plugin activated* message, you can view few options such as **All**, **Active**, **Inactive** and **Update available**.

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



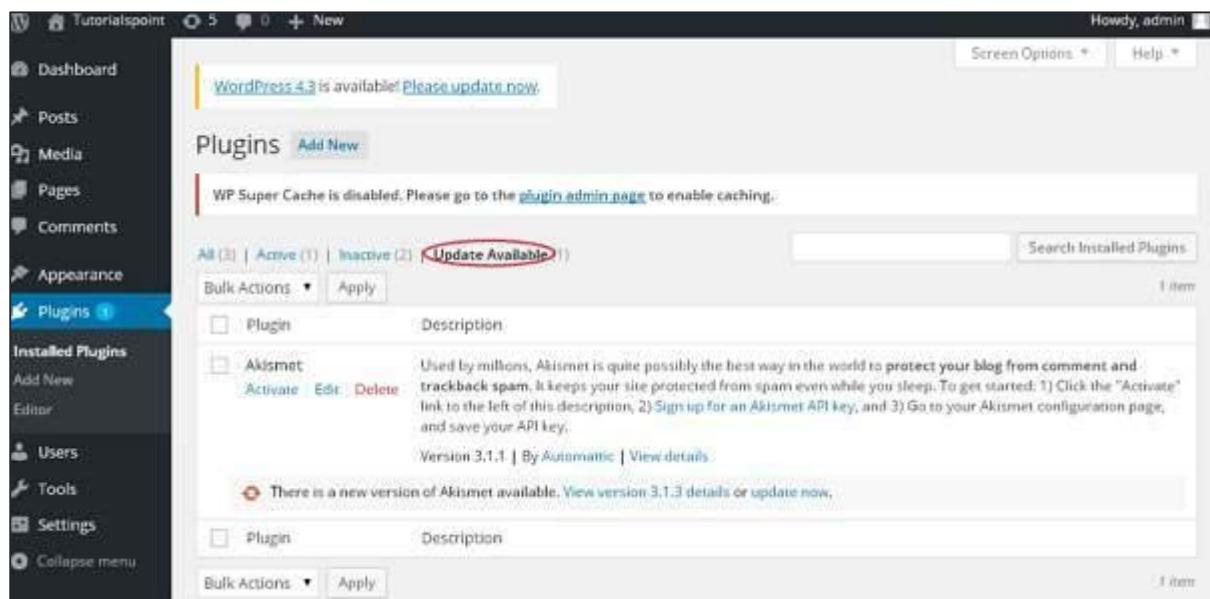
The screenshot shows the WordPress Admin Plugins page. The left sidebar is visible with the 'Plugins' option selected. The main area displays a table of installed plugins. At the top of the table, there are filter buttons: 'All (3)', 'Active (1)', 'Inactive (2)', and 'Update Available (1)'. The 'Active (1)' button is highlighted with a red circle. The table lists one active plugin, '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**.



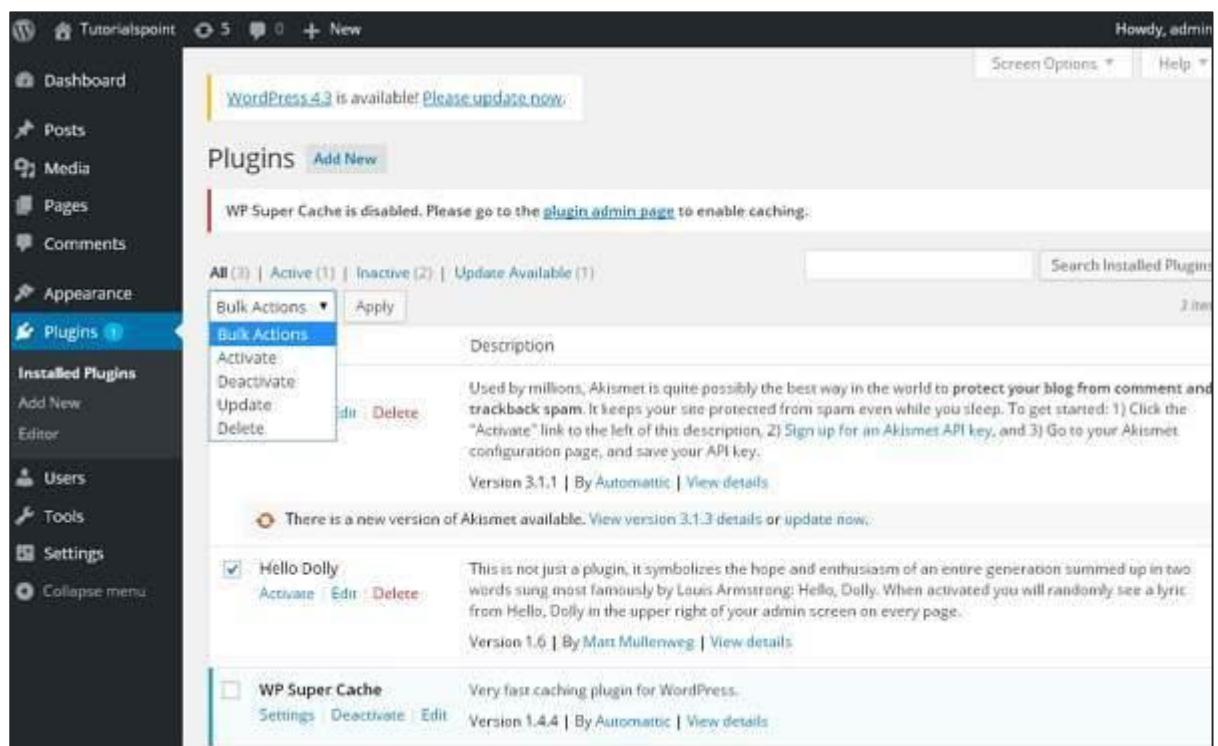
The screenshot shows the WordPress Admin Plugins page. The left sidebar is visible with the 'Plugins' option selected. The main area displays a table of installed plugins. At the top of the table, there are filter buttons: 'All (3)', 'Active (1)', 'Inactive (2)', and 'Update Available (1)'. The 'Inactive (2)' button is highlighted with a red circle. The table lists two inactive plugins: 'Akismet' and 'Hello Dolly'. The 'Akismet' plugin is described as being used by millions and protecting from comment and trackback spam. It has an 'Activate' link. The 'Hello Dolly' plugin is described as symbolizing hope and enthusiasm, with a link to its version 3.1.3 details or update now.

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 message at the top says 'WordPress 4.3 is available! Please update now.' Below it, another message says 'WP Super Cache is disabled. Please go to the [plugin admin page](#) to enable caching.' A red oval highlights the 'Update Available' link in the plugin list header. The list shows one plugin, 'Akismet', which has a new version available (3.1.3). The 'Bulk Actions' dropdown is visible, and the 'Apply' button is at the bottom.

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.



This screenshot shows the same WordPress admin interface as above, but the 'Bulk Actions' dropdown menu is open, revealing options: 'Activate', 'Deactivate', 'Update', and 'Delete'. The 'Update' option is highlighted with a red oval. The list of plugins remains the same, with 'Akismet' having a new version available. The 'Hello Dolly' plugin is selected with a checked checkbox. The 'Bulk Actions' dropdown menu is also visible here.

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.

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

**Plugins** [Add New](#)

WP Super Cache is disabled. Please go to the [plugin admin page](#) to enable caching.

All (3) | Active (1) | Inactive (2) | Update Available (1)

**WP Super Cache** [Search Installed Plugins](#)

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.
WP Super Cache	Very fast caching plugin for WordPress. Version 1.4.4   By Automattic   <a href="#">View details</a>

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.](#)

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

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

**Plugins** [Add New](#) [Search results for "WP Super Cache"](#)

WP Super Cache is disabled. Please go to the [plugin admin page](#) to enable caching.

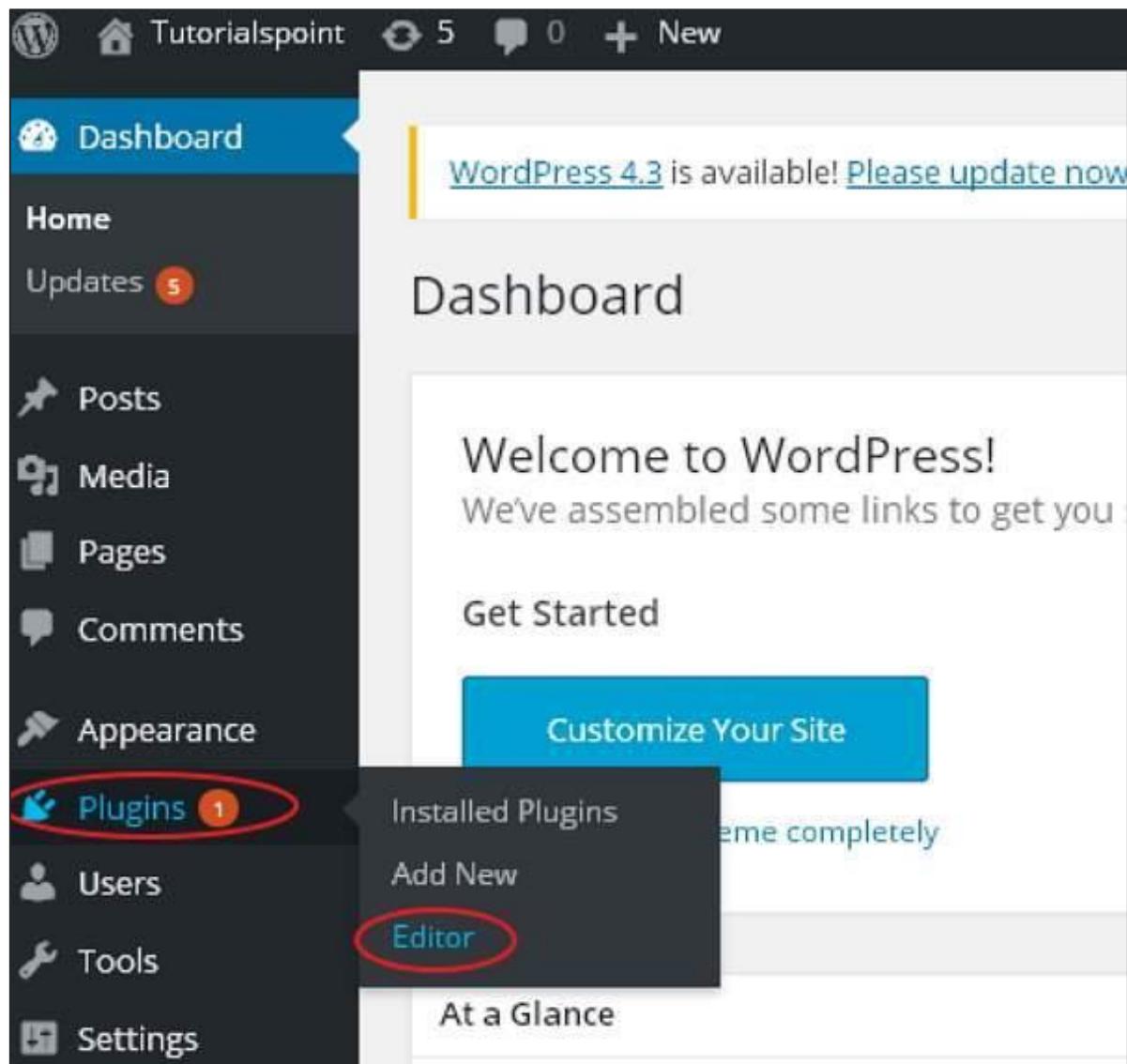
All (3) | Active (1) | Inactive (2) | Update Available (1)

**WP Super Cache** [Search Installed Plugins](#)

Plugin	Description
WP Super Cache	Very fast caching plugin for WordPress. Version 1.4.4   By Automattic   <a href="#">View details</a>

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' screen open. The left sidebar shows the navigation menu with 'Plugins' selected. The main area displays the code for the 'akismet/akismet.php' file, which is inactive. A dropdown menu at the top right says 'Select plugin to edit: Akismet'. To the right of the code editor, there is a sidebar titled 'Plugin Files' listing various files related to the Akismet plugin. At the bottom of the code editor, there is a 'Documentation' dropdown set to 'Function Name...', a 'Look Up' button, and a blue 'Update File' button. Below the code editor, a message says 'Thank you for creating with WordPress.' and a link to '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.

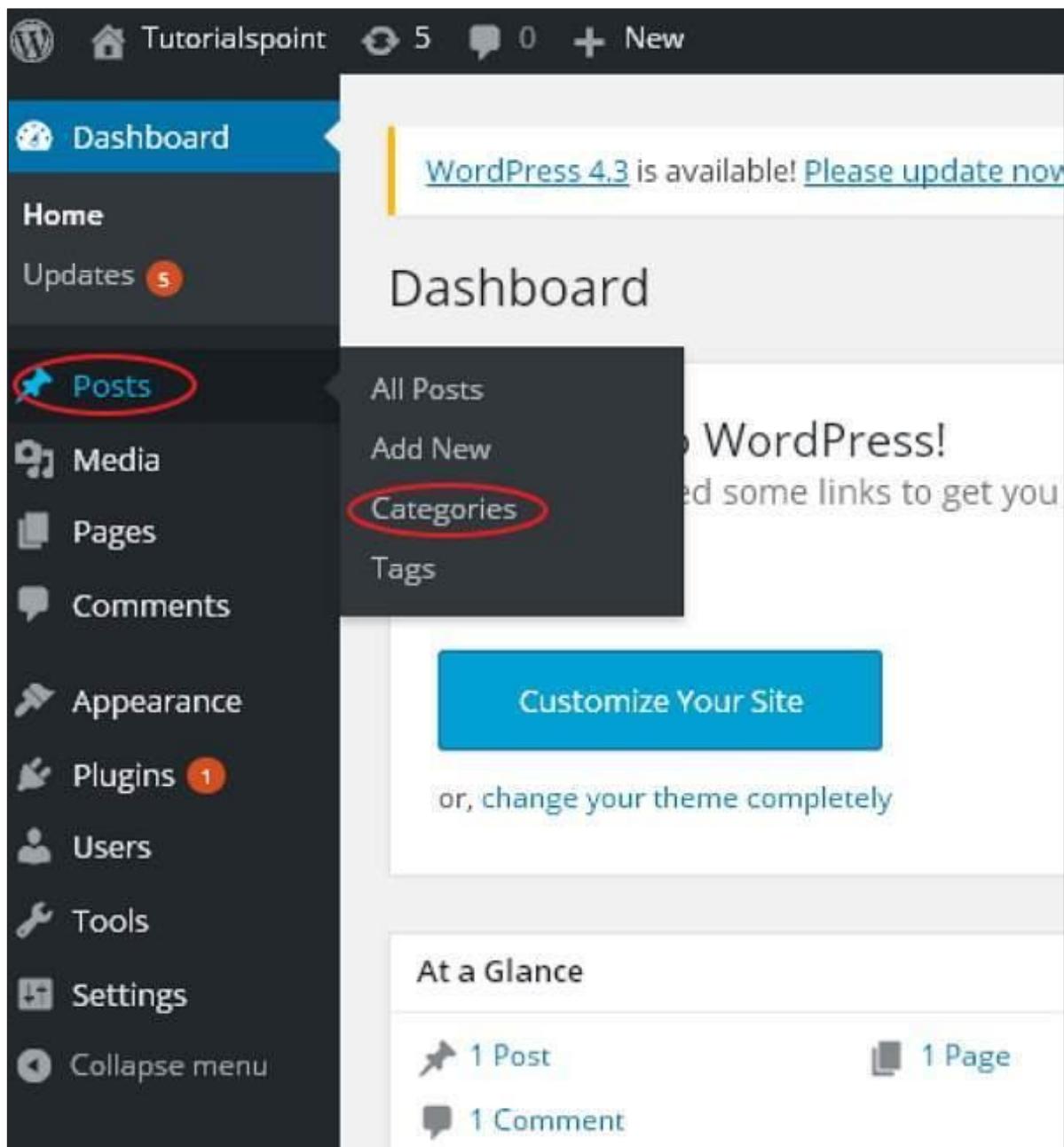
## Part 3: Categories

# 11. ADD CATEGORY

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 'Posts' selected. The main area is titled 'Categories'. On the left, there's a 'Add New Category' form with fields for 'Name' (Category1), 'Slug' (web design), 'Parent' (None), and 'Description' (Lorem ipsum...). To the right is a table of categories:

Name	Description	Slug	Count
Uncategorized		uncategorized	1

Below the table, notes say: '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.' and 'Categories can be selectively converted to tags using the [category to tag converter](#)'.

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

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 links like Dashboard, Posts, Categories (which is 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' with fields for 'Name' and 'Slug'. A note explains that the slug is URL-friendly and contains lowercase letters, numbers, and hyphens. To the right is a table listing categories, with one row highlighted in red: 'Category1' (Name), 'Lorem Ipsum is simply dummy text of the printing and typesetting industry.' (Description), 'web-design' (Slug), and '0' (Count). Below this is another table for 'Uncategorized' posts.

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

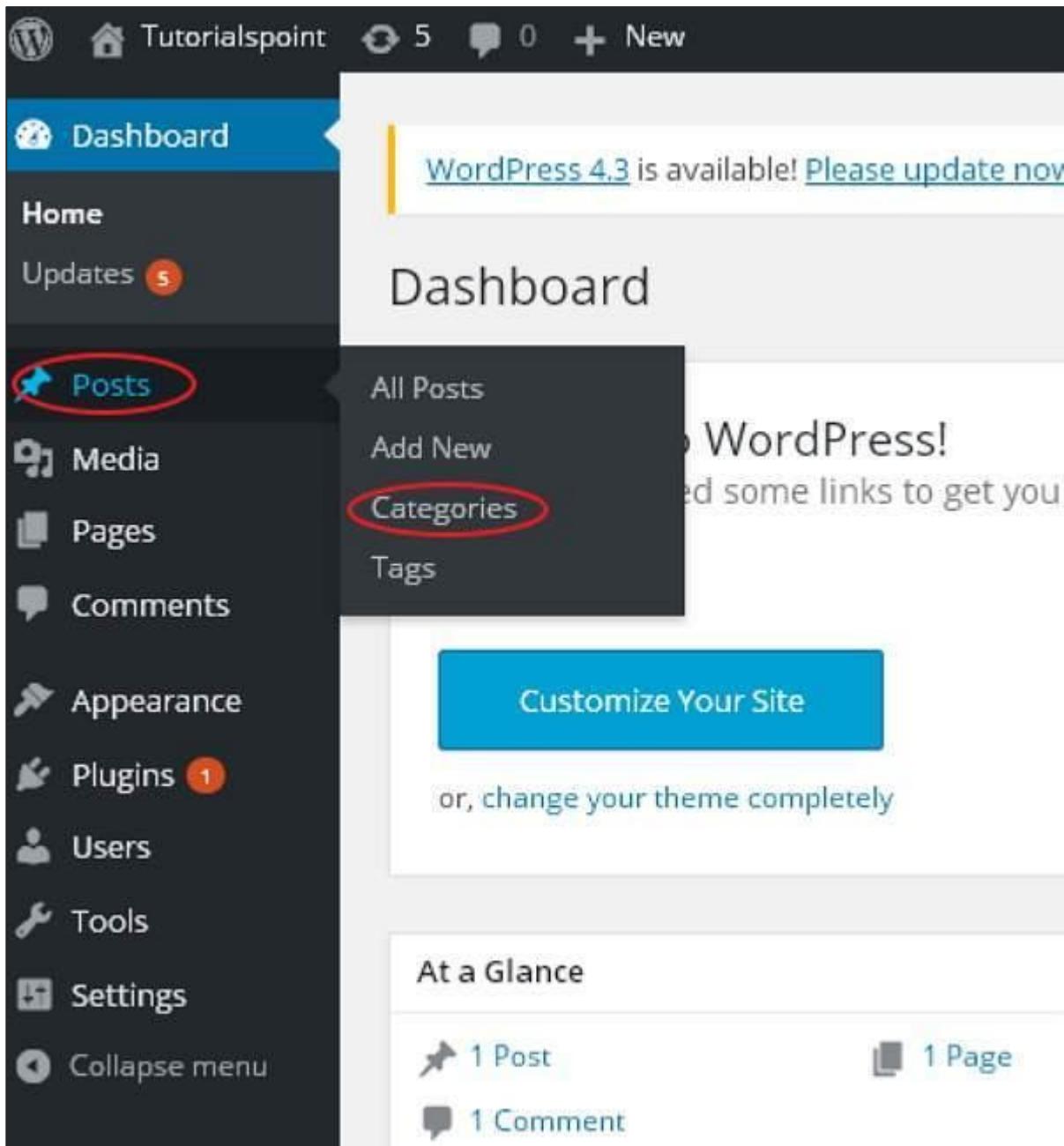
Uncategorized	uncategorized	Count
		1

## 12. EDIT CATEGORY

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 explains that the slug is the URL-friendly version of the name. Below this is a 'Parent' dropdown set to 'None'. On the right, a table lists categories. The first row shows 'Category1' with a note about its description. Below the table are 'Bulk Actions' and 'Apply' buttons. The 'Edit' link in the 'Category1' row is circled in red.

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

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'. It has fields for 'Name' (Category1), 'Slug' (web-design), 'Parent' (None), and 'Description' (Lorum ipsum is simply dummy text of the printing and typesetting industry). Below the description is a note that it's not prominent by default. At the bottom 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 for 'Add New Category' with fields for 'Name' and 'Slug'. Below these fields are descriptive notes about what they represent. On the right, there's a list of categories. One category, 'Category1', has its 'Edit' link highlighted with a red oval. The list includes:

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

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

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.

The screenshot shows the 'Categories' screen after a category has been updated. A green bar at the top says 'Category updated.' On the left, the 'Add New Category' form is shown again. On the right, the category list now shows two items. The 'Category1' row has a 'QUICK EDIT' button. The 'QUICK EDIT' panel shows the updated values: 'Category1' in the 'Name' field and 'web-design' in the 'Slug' field. The 'Update Category' button is highlighted with a red oval. The list includes:

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

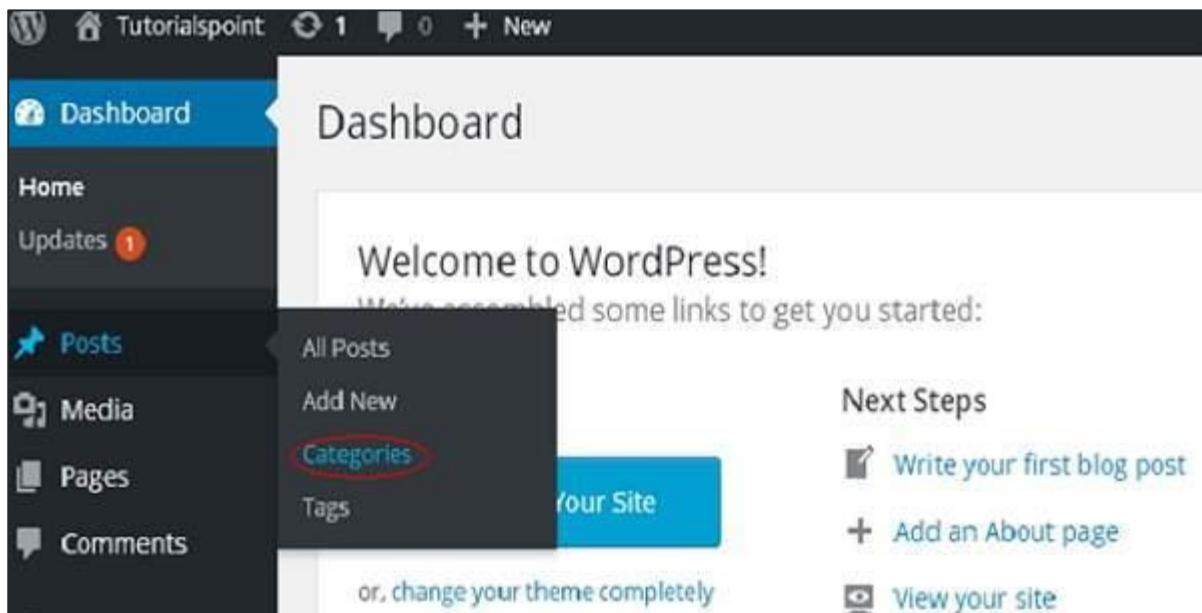
At the bottom, there are 'Bulk Actions' and 'Apply' buttons.

# 13. DELETE CATEGORY

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	<input type="text"/>
<i>The name is how it appears on your site.</i>	
Slug	<input type="text"/>
<i>The "slug" is the URL-friendly version of the name. It is usually all lowercase and contains only letters, numbers, and hyphens.</i>	
Parent	<input type="button" value="None"/>
<i>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.</i>	

**Bulk Actions ▾ Apply** 2 items

<input type="checkbox"/> Name	Description	Slug	Count
<input checked="" type="checkbox"/> Category1 <a href="#">Edit</a>   <a href="#">Quick Edit</a>   <a href="#">Delete</a>   <a href="#">View</a>	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
<b>Uncategorized</b> uncategorized 1			

**Bulk Actions ▾ Apply** 2 items

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**

**Categories**

Category updated.

**Add New Category**

Name	<input type="text"/>
<i>The name is how it appears on your site.</i>	
Slug	<input type="text"/>
<i>The "slug" is the URL-friendly version of the name. It is usually all lowercase and contains only letters, numbers, and hyphens.</i>	

**Bulk Actions ▾ Apply** 2 items

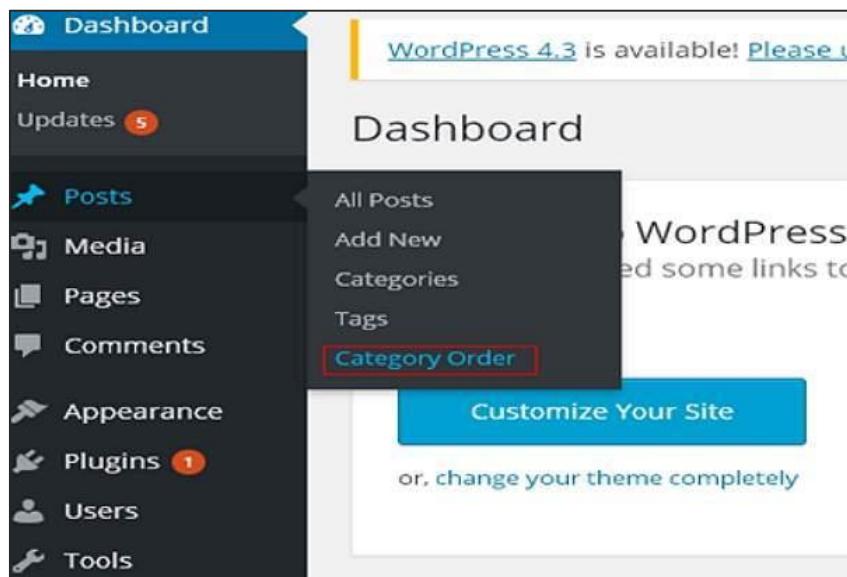
<input type="checkbox"/> Name	Description	Slug	Count
<input checked="" type="checkbox"/> Category1 <a href="#">Edit</a>   <a href="#">Quick Edit</a>   <a href="#">Delete</a>   <a href="#">View</a>	Lorem Ipsum is simply dummy text of the printing and typesetting industry.	web-design	0
<b>Uncategorized</b> uncategorized 1			

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

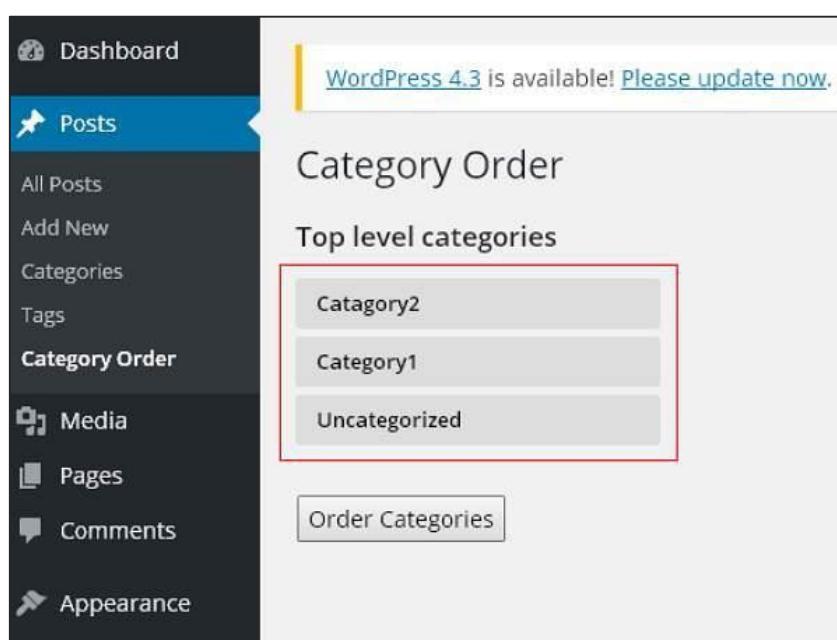
# 14. ARRANGE CATEGORIES

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. A notification bar at the top right says 'WordPress 4.3 is available! Please update now.' Below it, the 'Category Order' page is displayed. It lists 'Top level categories' with three items: 'Category1', 'Catagory2', and 'Uncategorized'. A red box highlights the 'Order Categories' button at the bottom of the list.

Dashboard

Posts

All Posts

Add New

Categories

Tags

**Category Order**

Media

Pages

Comments

Appearance

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

## Category Order

### Top level categories

- Category1
- Catagory2
- Uncategorized

**Order Categories**

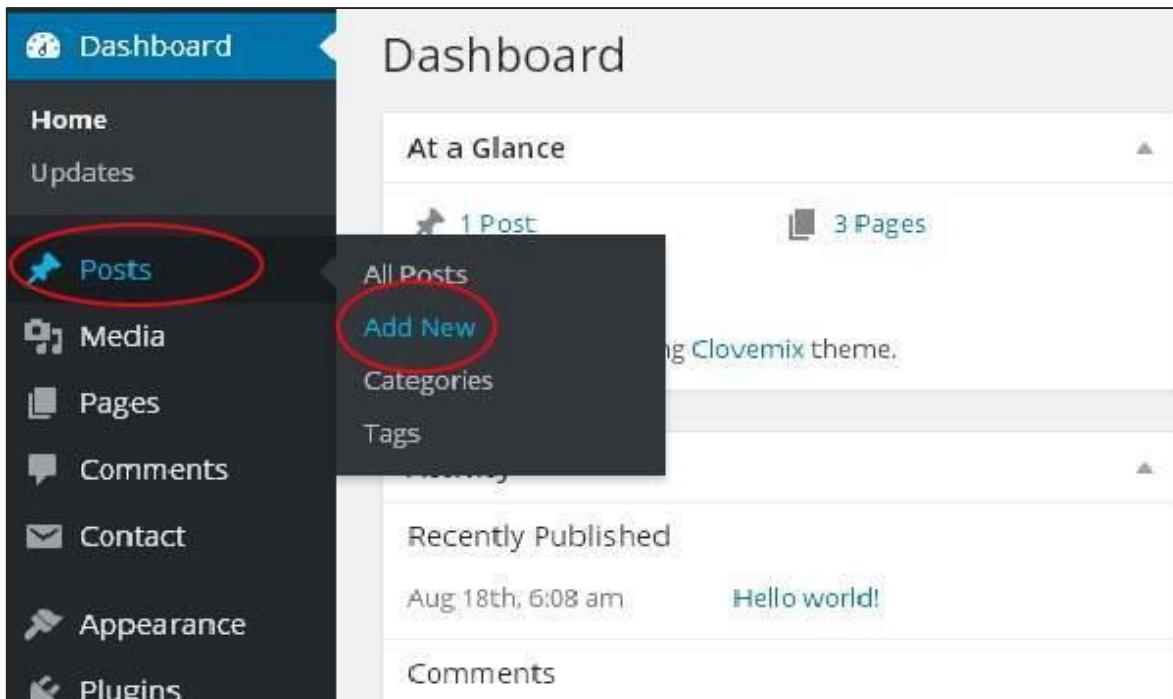
## Part 4: Posts

# 15. ADD POSTS

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.

The screenshot shows the WordPress 'Add New Post' screen. The left sidebar has a dark theme with various menu items like Dashboard, Posts, Media, Appearance, Plugins, Users, Tools, Settings, and Collapse menu. The main area is titled 'Add New Post' with a red box around the title bar. The title field contains 'Post1' with a red box around it. Below the title is a text editor toolbar with icons for Add Media, Visual, Text, Bold, Italic, etc. The main content area contains the text 'Lorem Ipsum is simply dummy text of the printing and typesetting industry.' A red box highlights this text area. At the bottom of the content area, it says 'Word count: 12' and 'Draft saved at 10:43:58 am.'. To the right of the content area are several metaboxes: 'Publish' (Save Draft, Preview, Status: Draft, Visibility: Public, Publish immediately), 'Format' (Standard selected, Aside, Image, Video, Quote, Link, Gallery, Status, Audio, Chat), 'Categories' (All Categories selected, Most Used, Category2, Category1, Uncategorized, +Add New Category), 'Tags' (Add, Separate tags with commas, Choose from the most used tags), and 'Featured Image' (Set featured image). At the bottom of the screen, it says 'Thank you for creating with WordPress.' and 'Version 4.3'.

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.

The screenshot shows the WordPress 'Add New Post' screen. In the main content area, the title 'Post1' is entered, and the content area contains the text 'Lorem Ipsum is simply dummy text of the printing and typesetting industry.' Below the content area is a rich text editor toolbar. To the right of the content area is the 'Publish' metabox. It contains several publishing options: 'Save Draft', 'Preview', 'Status: Draft' (with an edit link), 'Visibility: Public' (with an edit link), 'Publish immediately' (with an edit link), 'Move to Trash', and a prominent blue 'Publish' button, which is circled in red to indicate it as the target for Step (3).

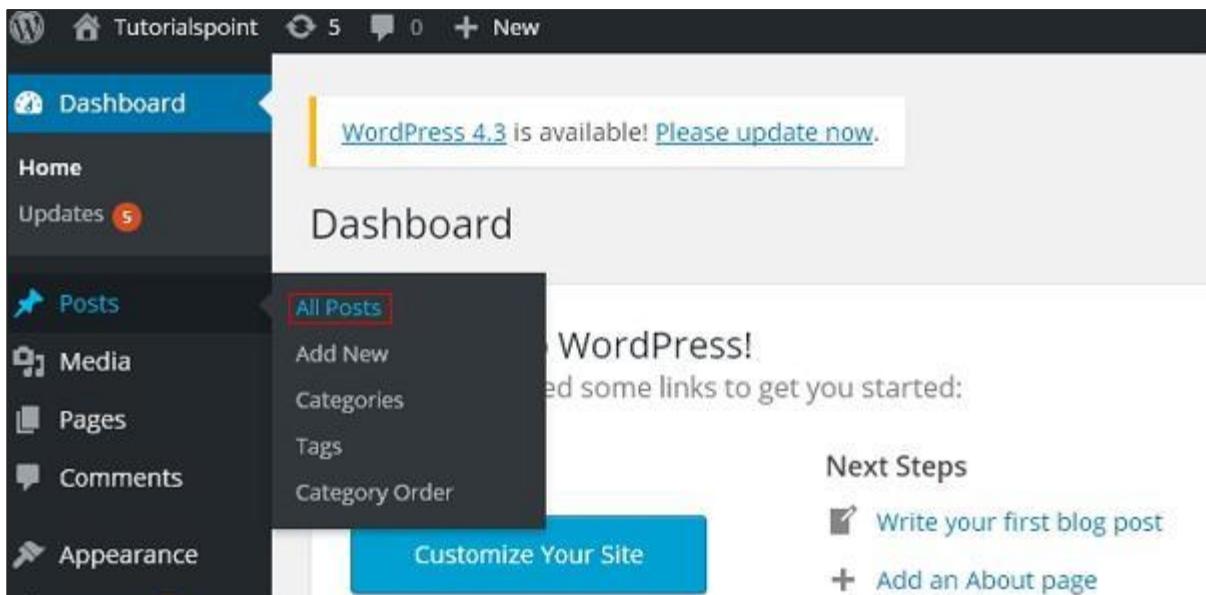
Following are the few other options present in the Publish section.

- **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

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 the 'Posts' menu. The main area displays a table of posts. The first post, 'Post1', has its details row highlighted. Below the row, there are four buttons: 'Edit', 'Quick Edit', 'Trash', and 'View'. The 'Edit' button is circled with a red oval. The table has columns for Title, Author, Categories, Tags, and Date. The first post, 'Post1', was published 11 mins ago and is categorized as Uncategorized. The second post, 'Hello world!', was published 7 hours ago and is also Uncategorized. There are 'Bulk Actions' and 'Apply' buttons at the bottom of the table.

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 main content area contains the text: 'Lorem Ipsum is simply dummy text of the printing and typesetting industry.' This text is highlighted with a red box. In the right sidebar, there are sections for 'Publish' (Status: Published, Visibility: Public, Published on: Sep 2, 2015 @ 11:18), 'Format', 'Categories', and 'Tags'. The 'Update' button is circled in red at the bottom right of the sidebar.

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

The screenshot shows the 'Posts' screen with a list of published posts. The first post, 'Post1', has its 'Quick Edit' option circled in red. Other posts listed are 'Hello world!' and another unnamed post. The left sidebar shows navigation options like Dashboard, Posts, Media, Pages, Comments, and Appearance.

	Title	Author	Categories	Tags	Date
<input type="checkbox"/>	Post1	admin	Uncategorized	—	40 mins ago Published
<input type="checkbox"/>	Hello world!	admin	Uncategorized	—	7 hours ago Published
<input type="checkbox"/>	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 and a 'Search Posts' button are present. A 'Bulk Actions' dropdown, an 'Apply' button, and filters for 'All dates' and 'All categories' are also visible. On the right, there are icons for 'List View' and '2 items'.

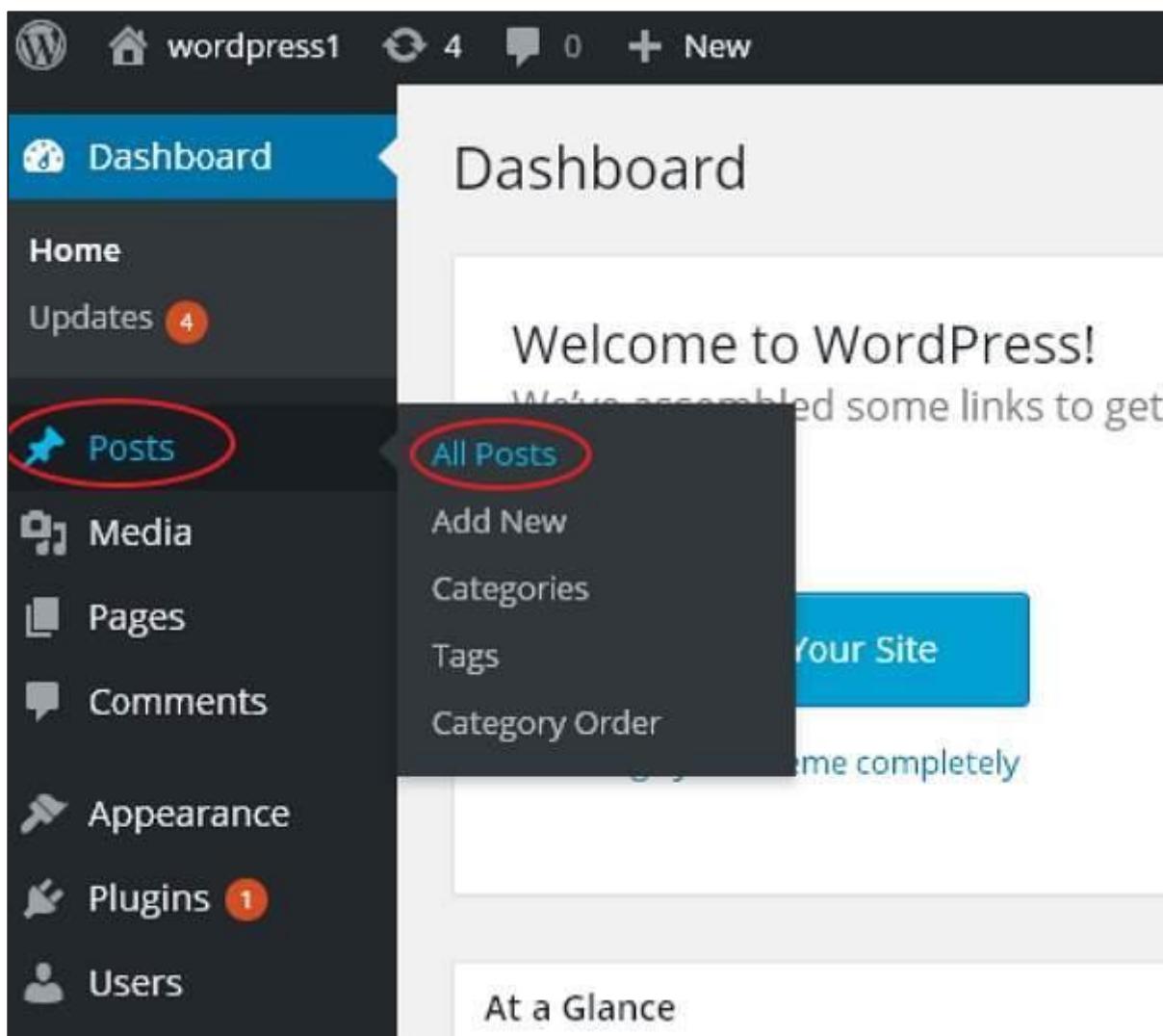
The main area is titled 'QUICK EDIT' and contains fields for 'Title' (Post1), 'Slug' (post1), 'Date' (09-Sep 02, 2015 @ 11:18), 'Password' (empty), and a 'Private' checkbox. To the right of these are 'Categories' (Category2, Category1, Uncategorized) and 'Tags' (empty). Below these are checkboxes for 'Allow Comments' and 'Allow Pings', and a 'Status' dropdown set to 'Published'. There is also a checkbox for 'Make this post sticky'.

On the left, there is a list of posts: 'Hello world!' by admin, Uncategorized, published 7 hours ago. On the right, there is a red circle around the 'Update' button. At the bottom, there are 'Bulk Actions' and 'Apply' buttons, and a note indicating '2 items'.

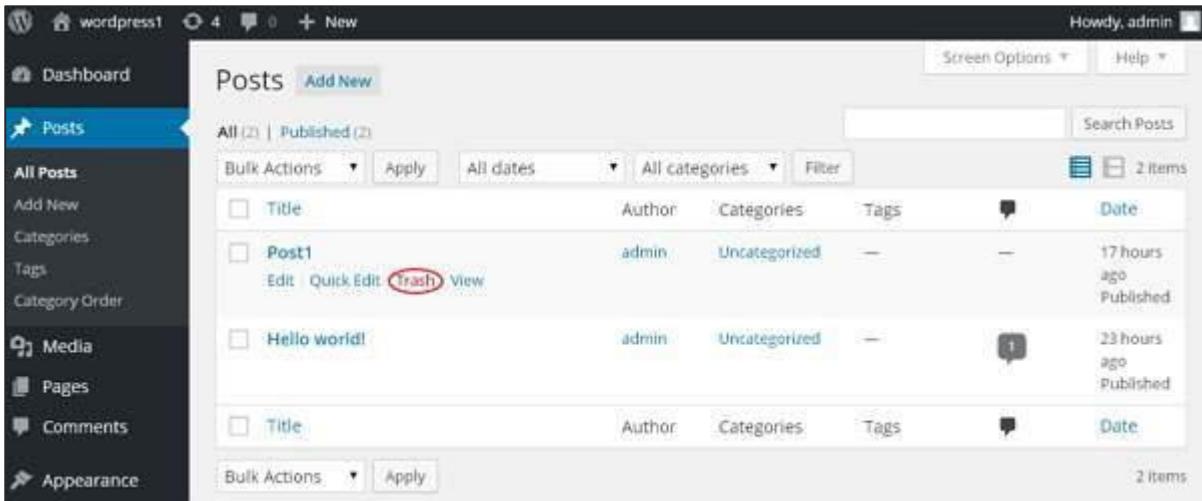
## 17. DELETE POSTS

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.



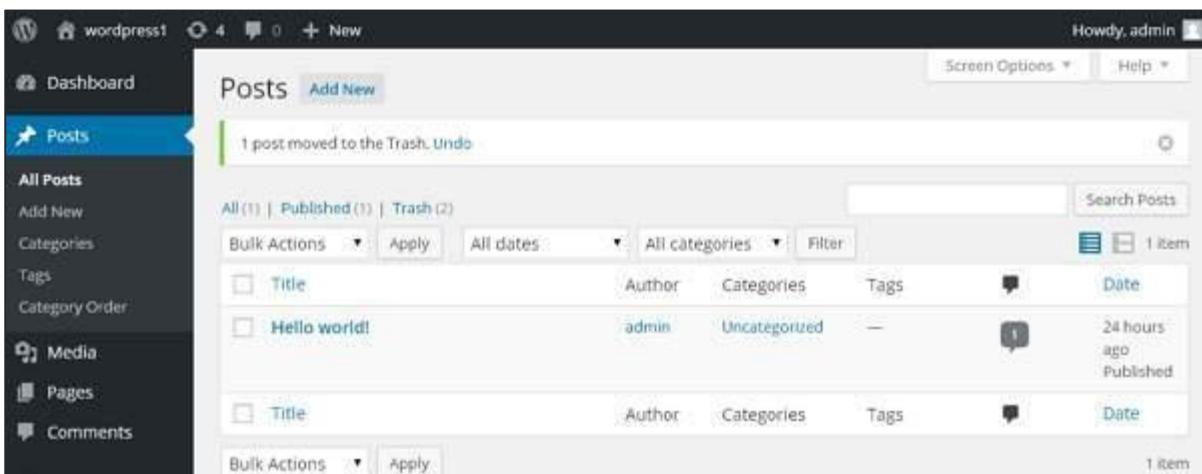
**Step (2):** You can delete Post1 (Post1 was created in the chapter WordPress - Add Posts). When the cursor hovers on the Post, then a few options get displayed below Post1. Click on **Trash** option to delete the post.



The screenshot shows the WordPress admin interface under the 'Posts' section. There are two posts listed:

- Post1**: Published 17 hours ago. The 'Trash' button is circled in red.
- Hello world!**: Published 23 hours ago.

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



The screenshot shows the WordPress admin interface under the 'Posts' section. A message at the top states "1 post moved to the Trash. Undo". There is one post listed:

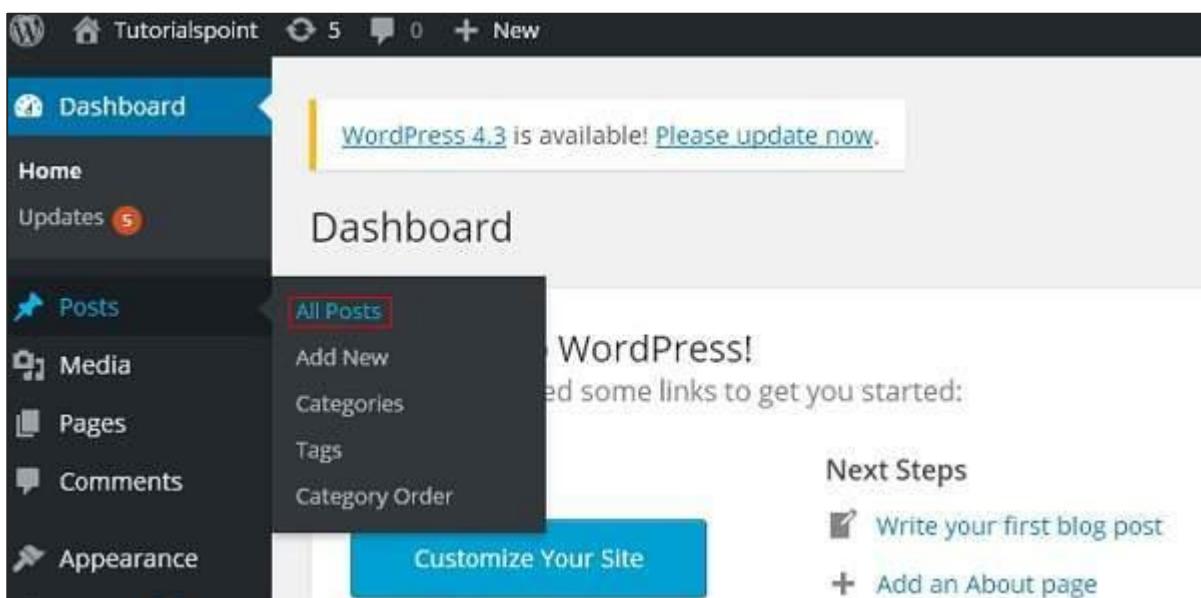
- Hello world!**: Published 24 hours ago.

# 18. PREVIEW POSTS

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.

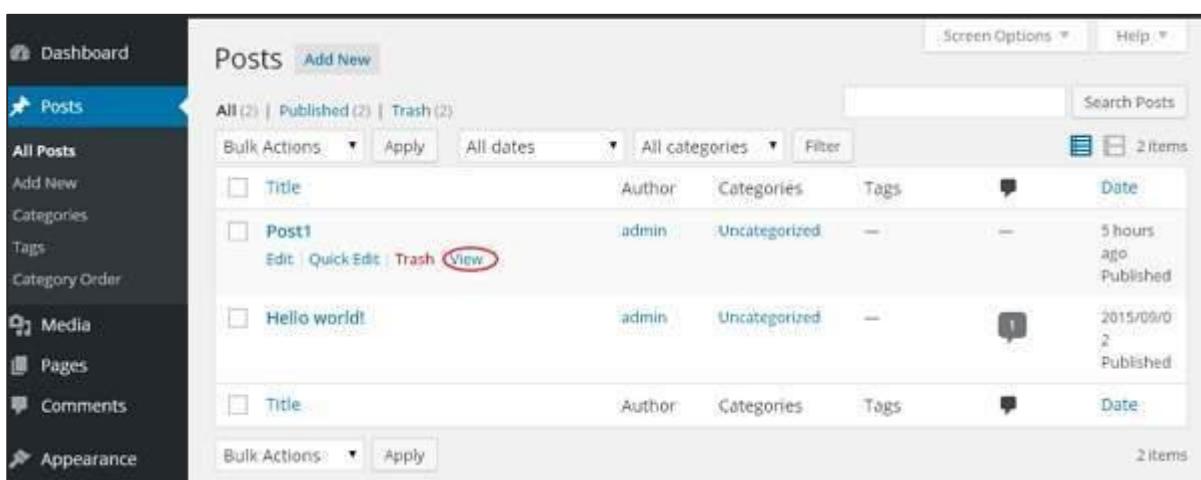
Following are the simple steps to **Preview Posts** in WordPress.

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



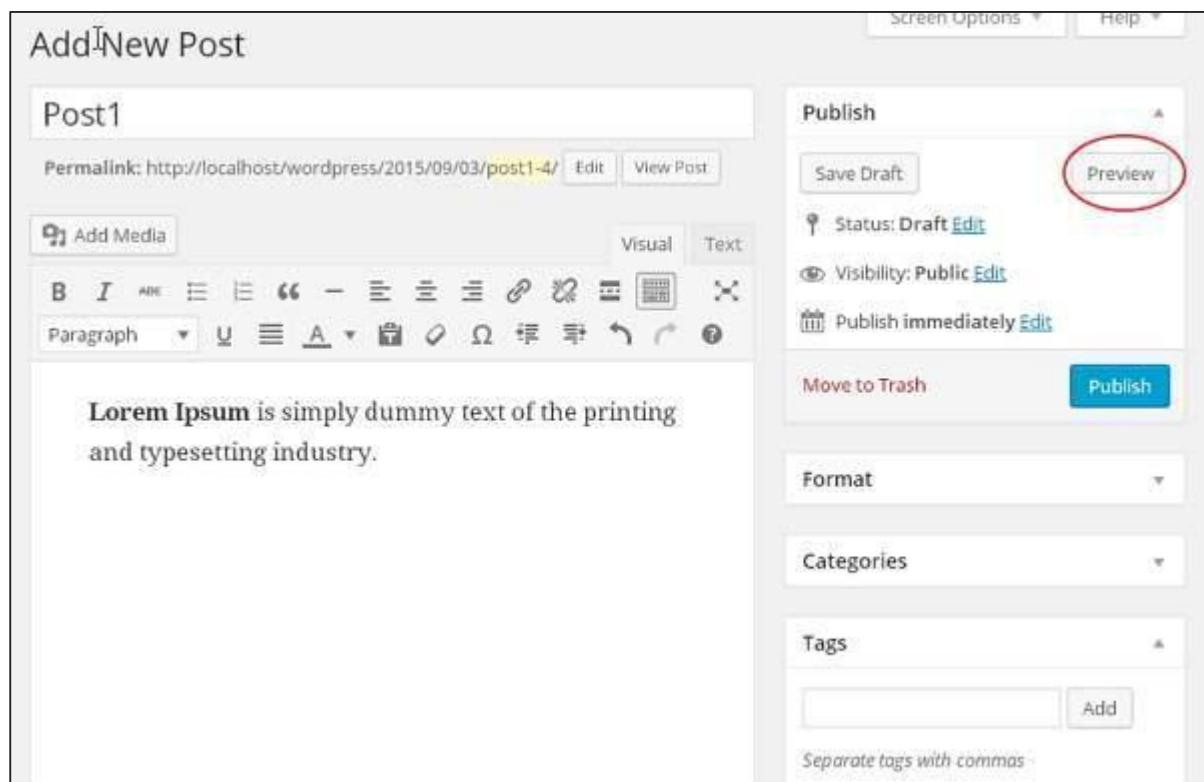
The screenshot shows the WordPress dashboard. On the left, there's a sidebar with links: Home, Updates (5), Posts, Media, Pages, Comments, and Appearance. The 'Posts' link is currently selected, and its sub-menu is open, showing 'All Posts' (which is highlighted with a red box), Add New, Categories, Tags, and Category Order. The main content area has a heading 'Dashboard' and a message 'WordPress 4.3 is available! Please update now.' Below that, it says 'Welcome to WordPress!' and 'Get started some links to get you started:' followed by 'Next Steps' which include 'Write your first blog post' and 'Add an About page'. At the bottom of the sidebar, there's a 'Customize Your Site' button.

**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.

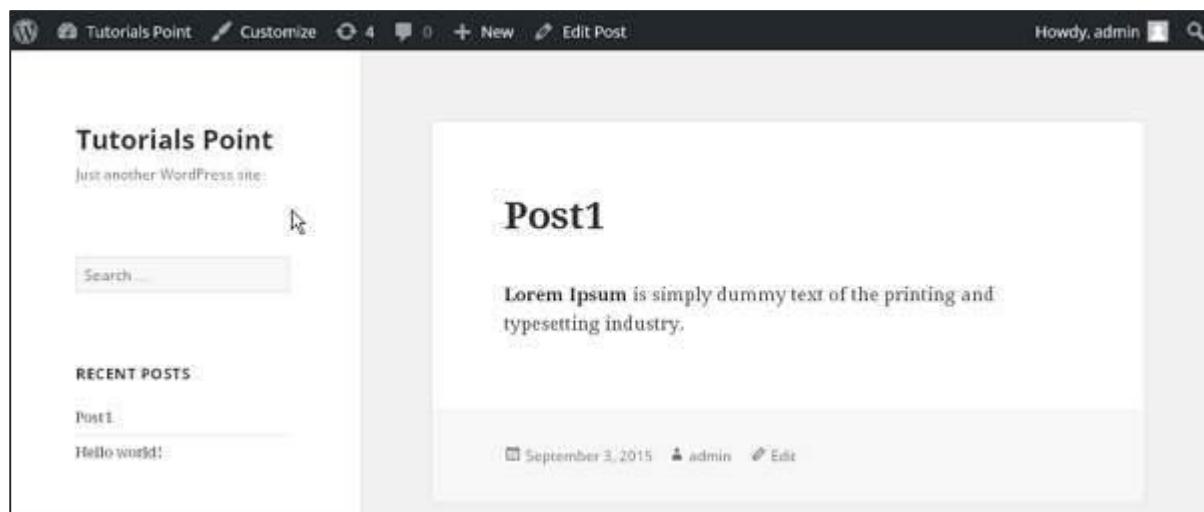


The screenshot shows the 'Posts' list screen. The sidebar on the left is identical to the previous one, with 'Posts' selected. The main area shows a table of posts. The first post, 'Post1', has a row of actions below it: 'Edit', 'Quick Edit', 'Trash', and 'View'. The 'View' option is circled with a red circle. The table columns include 'Title', 'Author', 'Categories', 'Tags', and 'Date'. There are two items listed: 'Post1' (admin, Uncategorized, 5 hours ago, Published) and 'Hello world!' (admin, Uncategorized, 2015/09/02, Published).

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**.

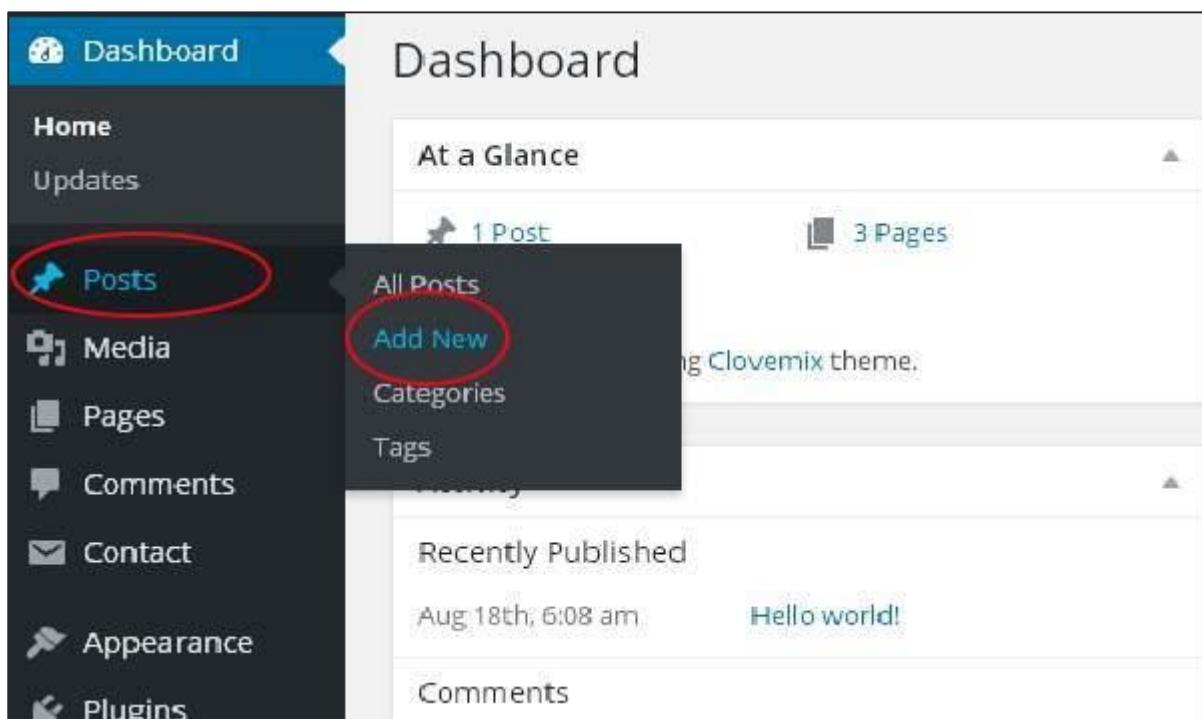


# 19. PUBLISH POSTS

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.

The screenshot shows the WordPress 'Add New Post' screen. The left sidebar contains navigation links: Dashboard, Posts (selected), All Posts, Add New, Categories, Tags, Category Order, Media, Pages, Comments, Appearance, Plugins (with 1 update), Users, Tools, Settings, and Collapse menu. The main content area has a title 'Post1' and a URL 'Permalink: http://localhost/wordpress/2015/09/02/post1/'. The editor toolbar includes 'Add Media', 'Visual' (selected), 'Text', 'B', 'I', 'H1', 'H2', 'H3', 'H4', 'H5', 'H6', 'P', 'U', 'A', 'Image', 'Video', 'Quote', 'Link', 'Gallery', 'Status', 'Audio', and 'Chat'. The post content area contains the text 'Lorem Ipsum is simply dummy text of the printing and typesetting industry.' Below the content are 'Word count: 12' and 'Draft saved at 10:43:58 am.'. To the right are sections for 'Publish' (Save Draft, Preview, Status: Draft, Visibility: Public, Publish immediately), 'Format' (Standard selected, Aside, Image, Video, Quote, Link, Gallery, Status, Audio, Chat), 'Categories' (All Categories, Most Used, Category2, Category1, Uncategorized, + Add New Category), 'Tags' (Add, Separate tags with commas, Choose from the most used tags), and 'Featured Image' (Set featured image). At the bottom are 'Thank you for creating with WordPress.' and 'Version 4.3'.

**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. It contains several buttons: 'Save Draft', 'Preview', 'Status: Draft' (with an 'Edit' link), 'Visibility: Public' (with an 'Edit' link), 'Publish immediately' (with an 'Edit' link), 'Move to Trash', and a prominent blue 'Publish' button, which is circled in red to indicate it as the target action. At the bottom of the metabox is a 'Format' dropdown menu.

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

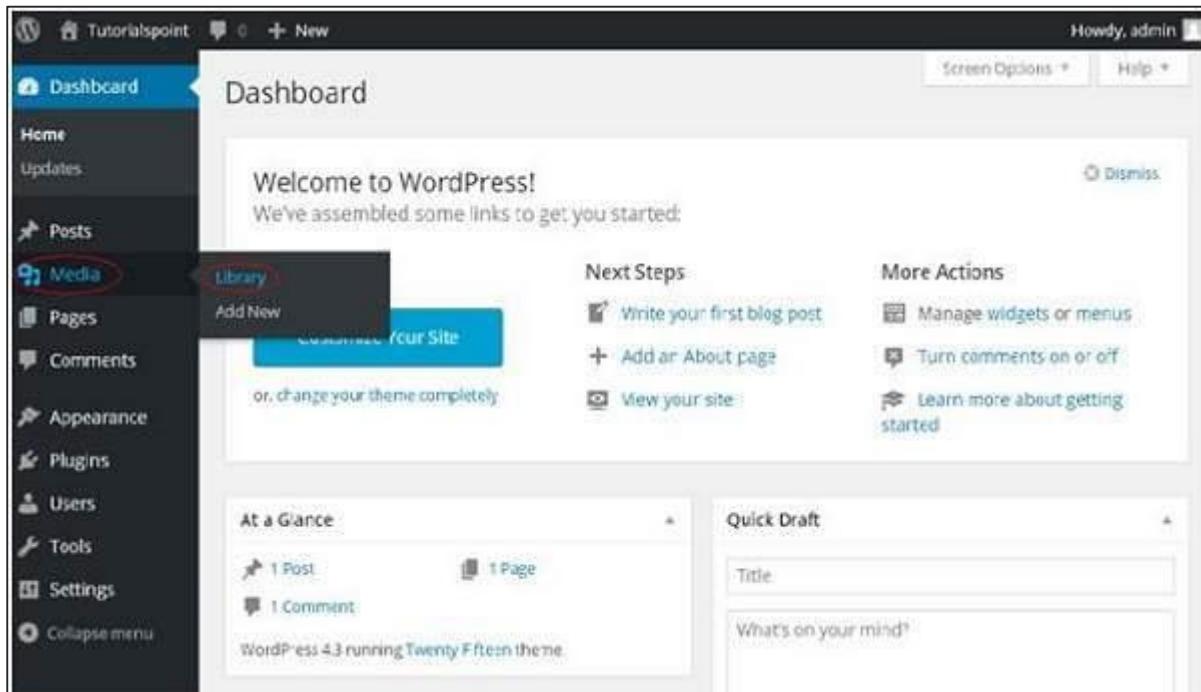
## Part 5: Media

# 20. MEDIA LIBRARY

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.

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

You are using the multi-file uploader. Problems? Try the [browser uploader](#) instead.  
Maximum upload file size: 8 MB.

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



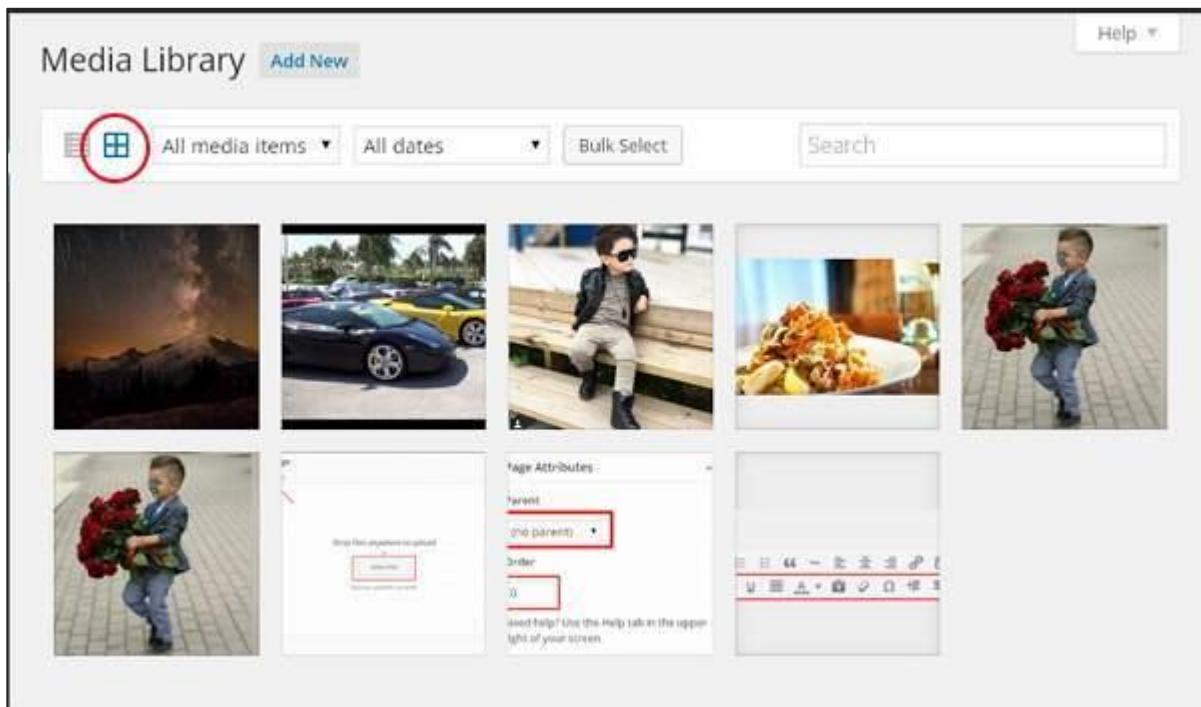
The various tabs that appear have the following functions:

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

The screenshot shows the WordPress Media Library interface with the 'List View' tab selected. The main area displays a list of 9 items, each with a checkbox, a thumbnail preview, the file name, author, upload status, and date. The columns are labeled: 'File', 'Author', 'Uploaded to', and 'Date'. The items listed are:

File	Author	Uploaded to	Date
PerseidsMtRanier_Dieterich_2048 PerseidsMtRanier_Dieterich_2048.jpg	admin	(Unattached) Attach	19 hours ago
Screenshot_2015-08-26-18-44-28 Screenshot_2015-08-26-18-44-28.png	admin	(Unattached) Attach	20 hours ago
2015 - 1 2015-1.png	admin	(Unattached) Attach	20 hours ago
1400-457-pic-1 1400-457-pic-1.jpg	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.

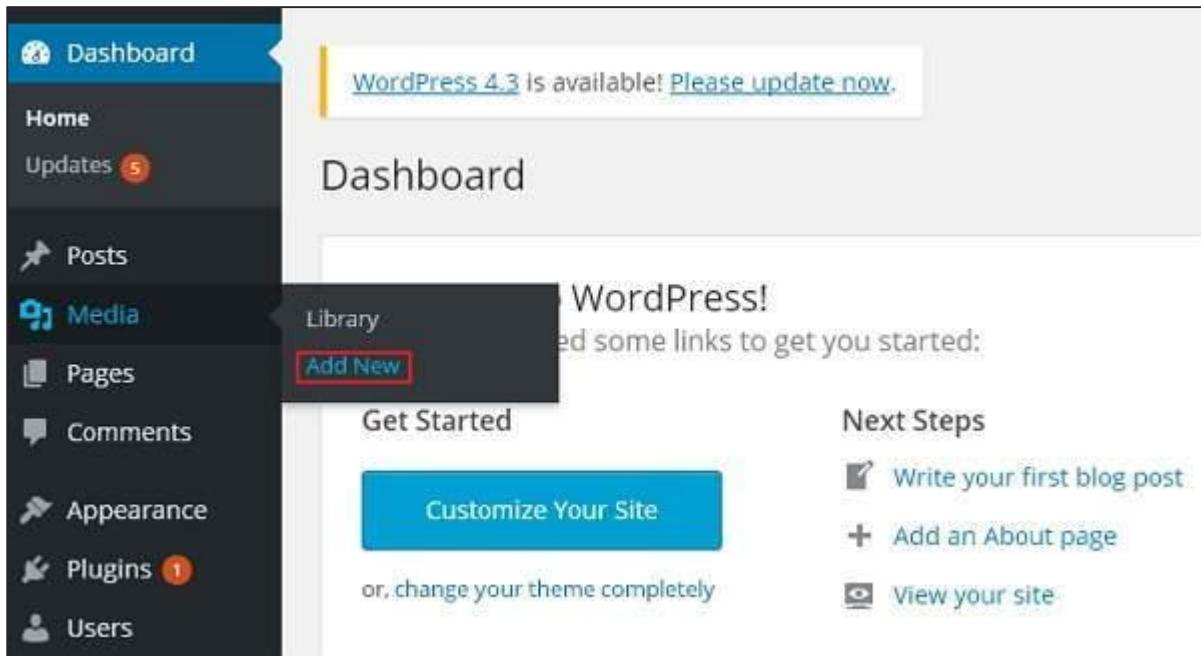
**Search Box:** Helps to search a particular image by inserting the name into the box.

# 21. ADD MEDIA

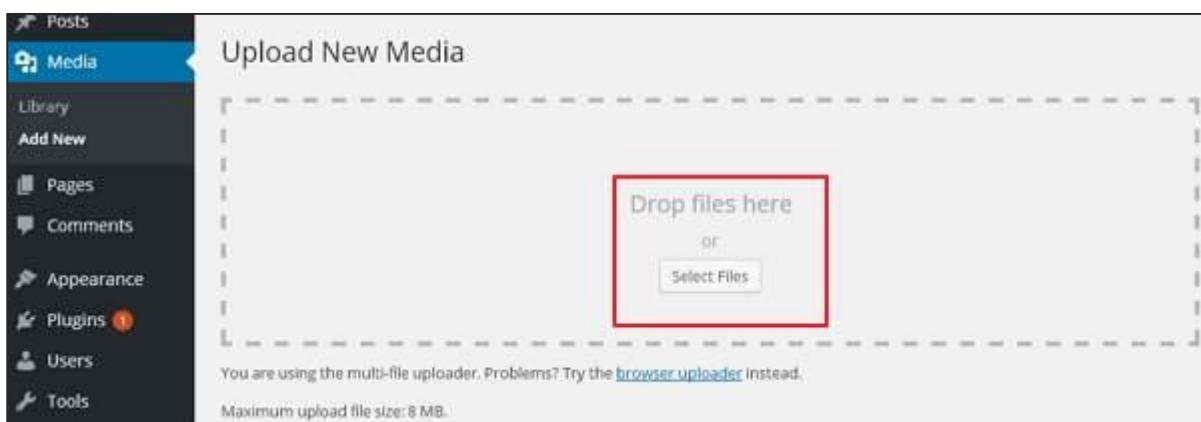
In this chapter, we will study how to **Add Media files** in WordPress. WordPress allows you to add, all kind of media files like videos, audios and images.

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

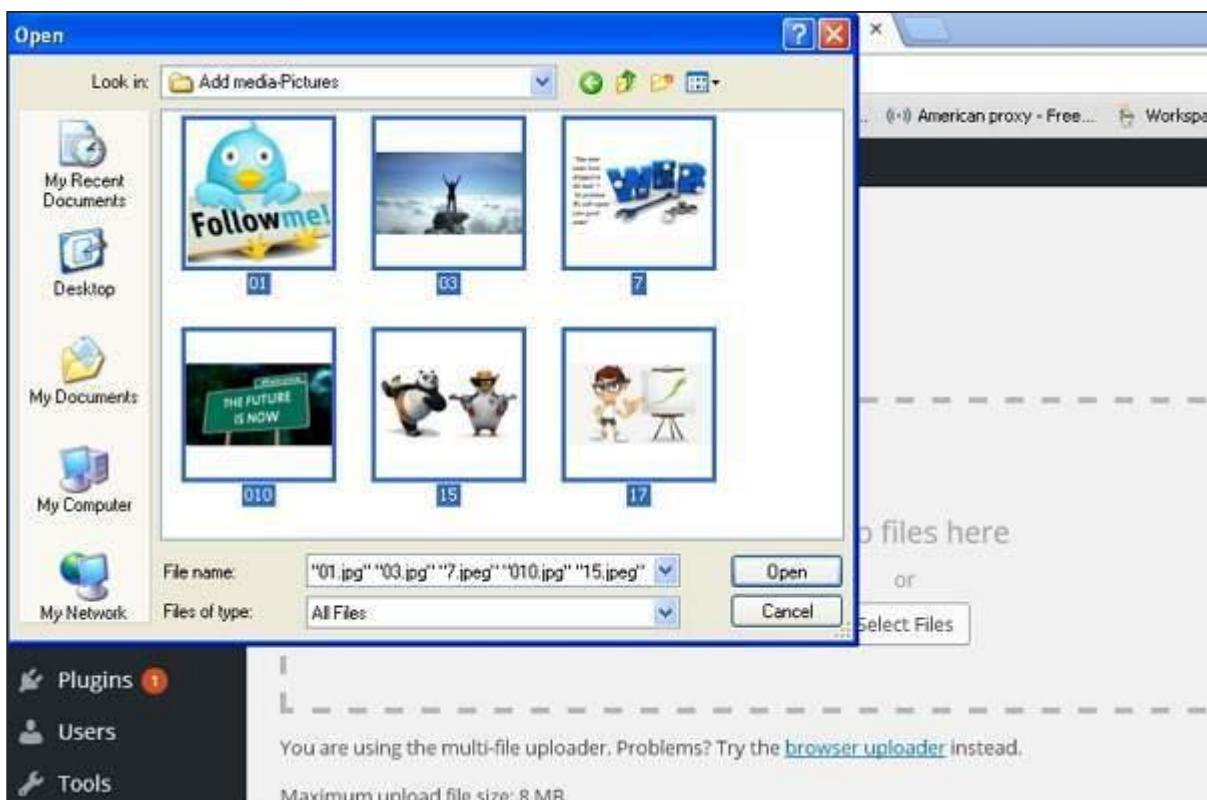
**Step (1):** Click on **Media -- > Add New** in WordPress.



**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.

browser uploader instead.' and 'Maximum upload file size: 8 MB.'"/>

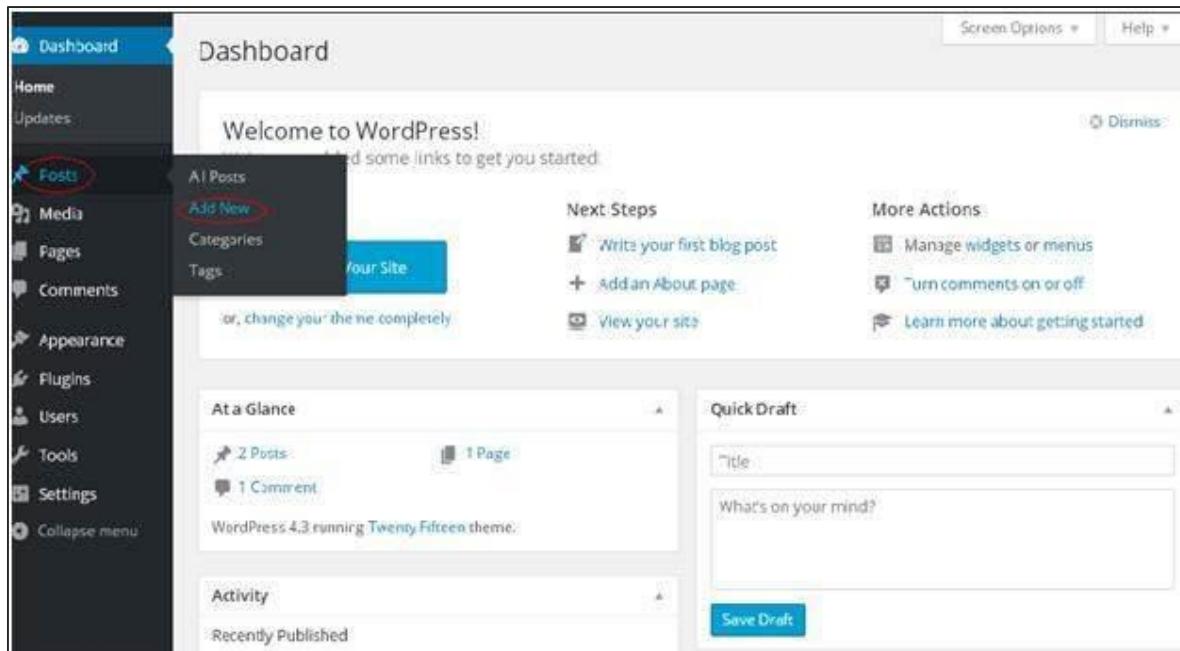
File Name	Action
01	Edit
03	Edit
7	Edit
010	Edit
15	Edit
17	Edit
New Stories (Highway Blues)	Edit
Beethoven's Symphony No. 9 (Scherzo)	Edit

## 22. INSERT MEDIA

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.

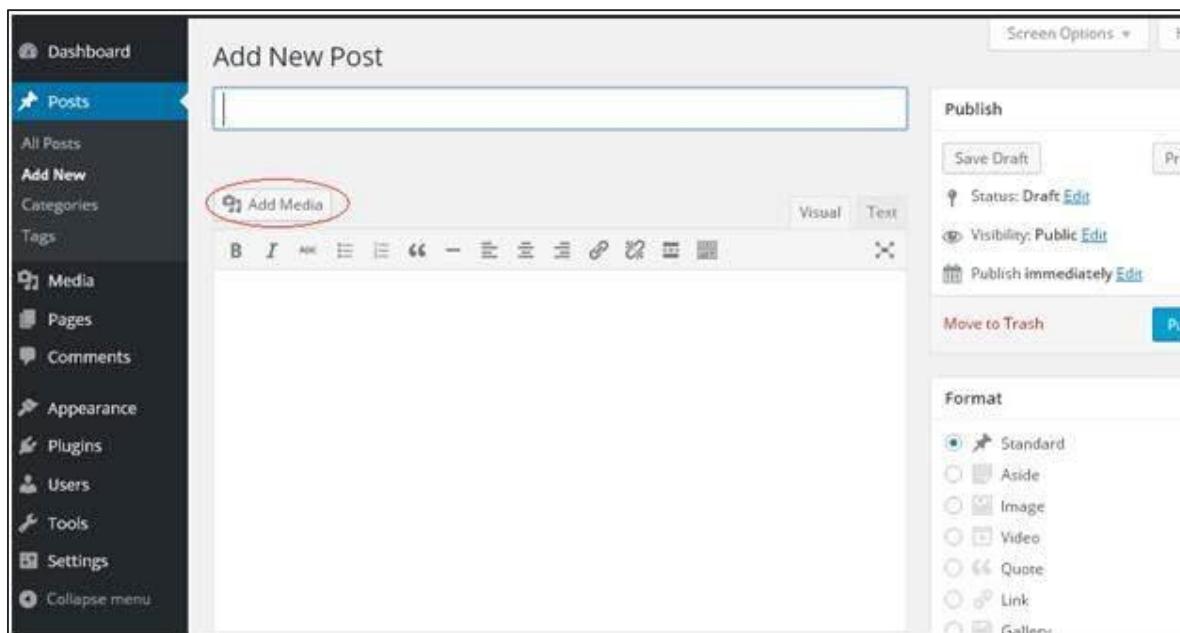
Following are the steps to Insert Media in WordPress.

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



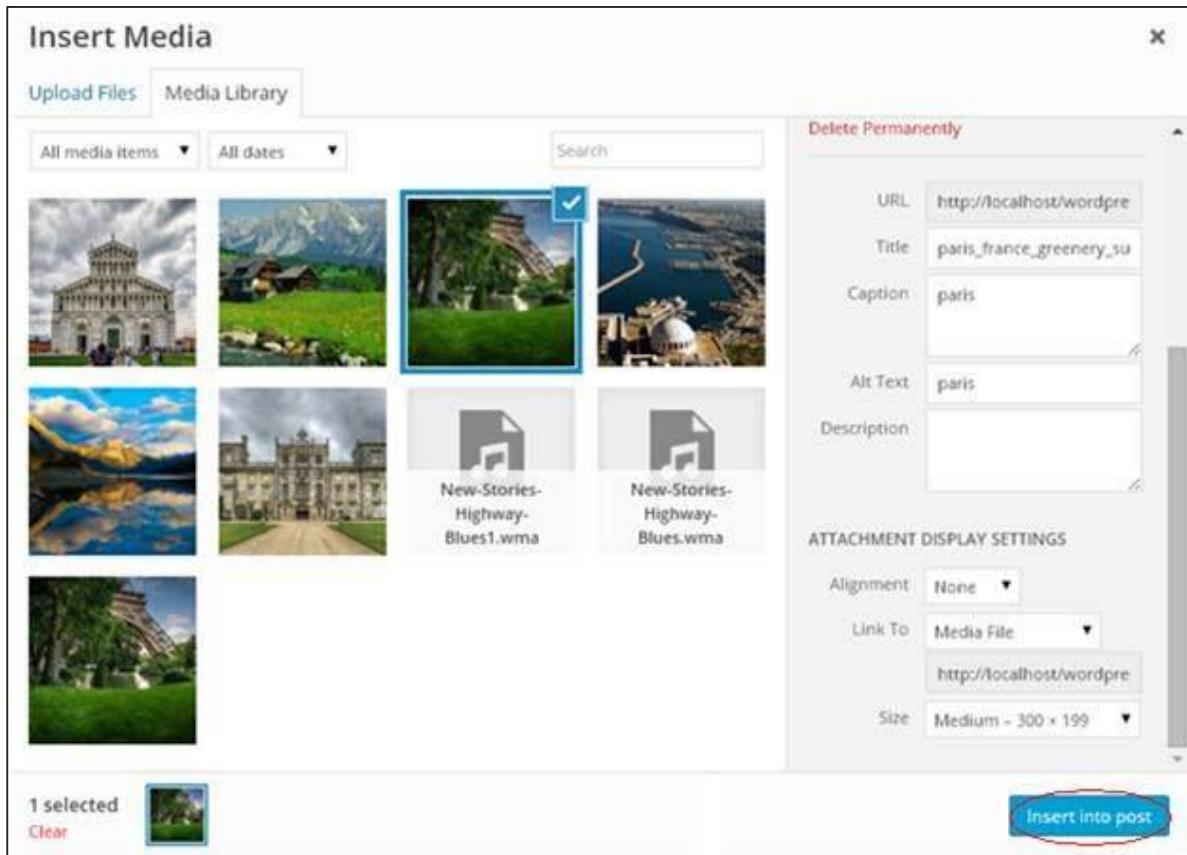
The screenshot shows the WordPress dashboard. On the left, there's a sidebar with various menu items: Home, Updates, Posts (which is circled in red), Media, Pages, Comments, Appearance, Plugins, Users, Tools, Settings, and a 'Collapse menu' option. The main area is titled 'Dashboard' and features a 'Welcome to WordPress!' message. Below it, there are sections for 'All Posts', 'Categories', 'Tags', and 'Next Steps' which include links to write a first blog post, add an About page, and view the site. There are also 'More Actions' like managing widgets, turning comments on or off, and learning more about getting started. At the bottom, there are 'At a Glance' stats (2 Posts, 1 Page, 1 Comment) and a 'Quick Draft' section where you can enter a title and content, and a 'Save Draft' button.

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



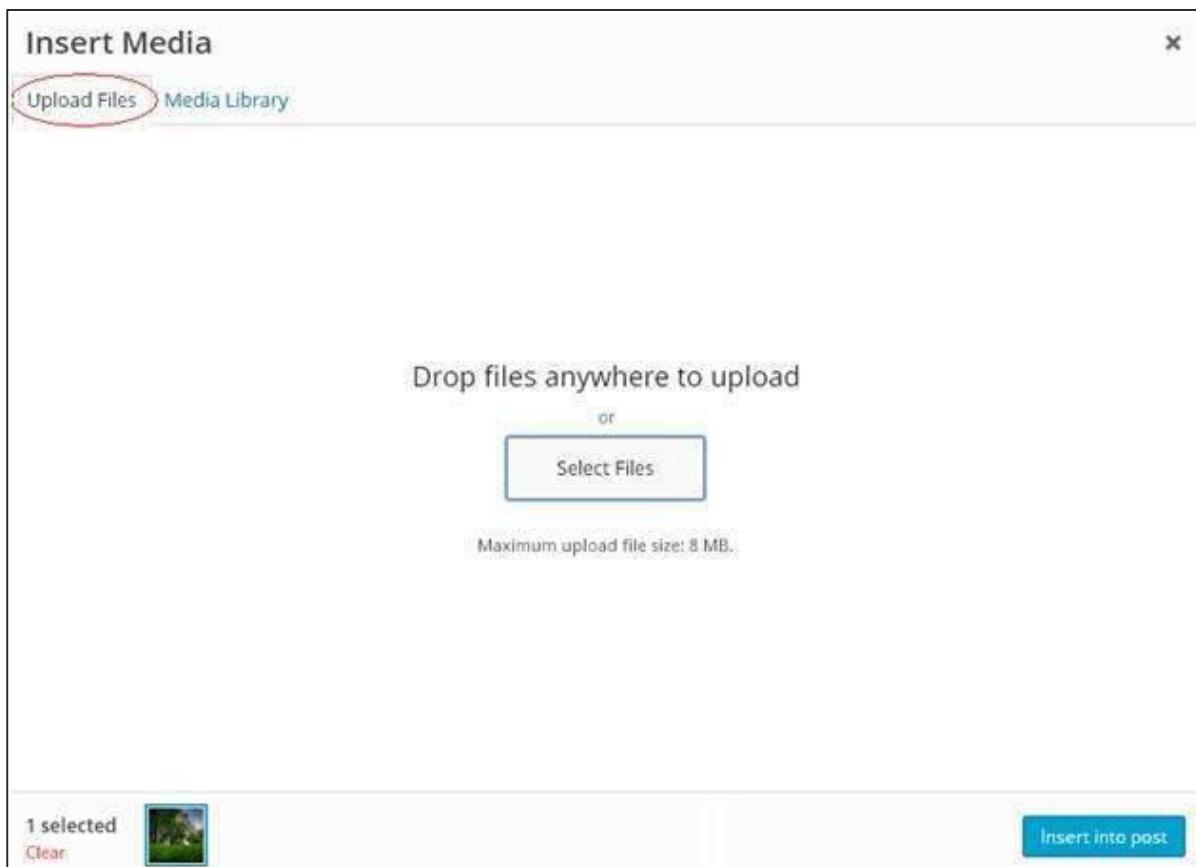
The screenshot shows the 'Add New Post' screen. The left sidebar is identical to the previous one, showing the 'Posts' menu item circled in red. The main area is titled 'Add New Post'. It has a text input field at the top, followed by a toolbar with various editing icons. A button labeled 'Add Media' is circled in red. To the right of the toolbar, there are 'Visual' and 'Text' options. On the far right, there are several publishing and format-related buttons: 'Save Draft', 'Status: Draft' (with an edit link), 'Visibility: Public' (with an edit link), 'Publish immediately' (with an edit link), 'Move to Trash', and a large blue 'Publish' button. Below these are sections for 'Format' (with radio buttons for Standard, Aside, Image, Video, Quote, Link, and Gallery) and other publishing settings.

**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.

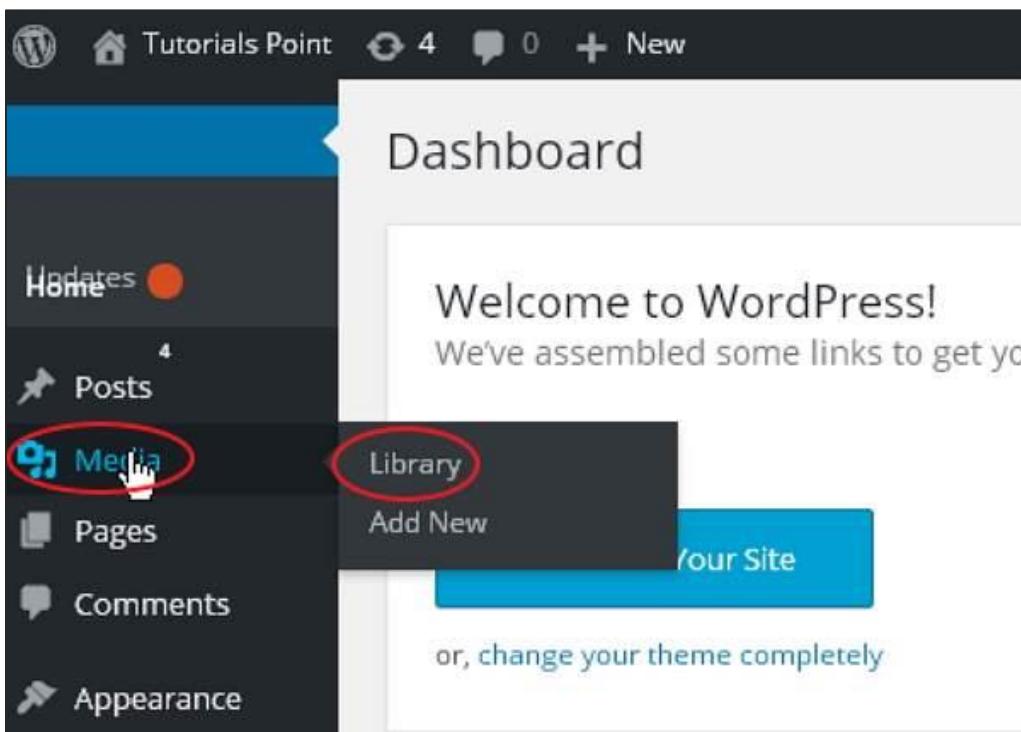


## 23. EDIT MEDIA

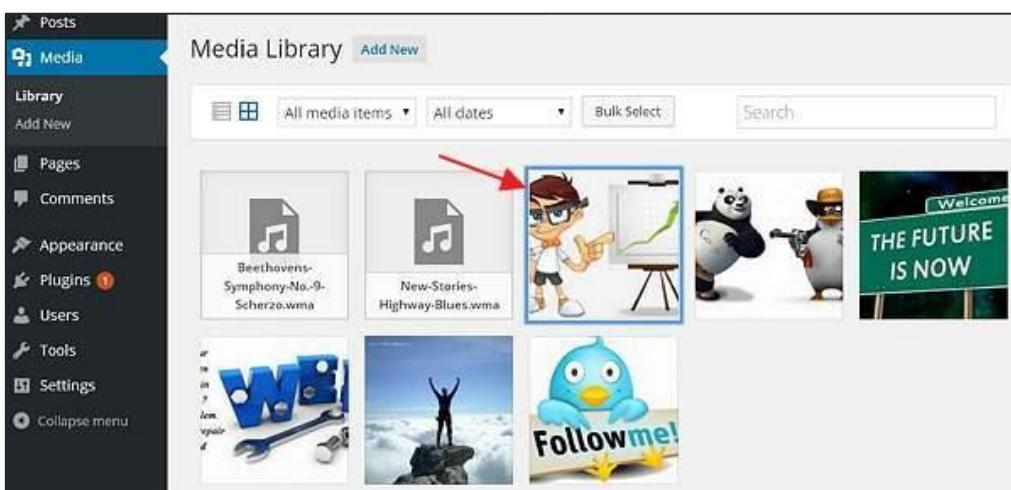
In this chapter, we will study how to **Edit Media** in WordPress. You can manage all the information about your media that is saved in the Media Library.

Following are the steps to Edit Media in WordPress.

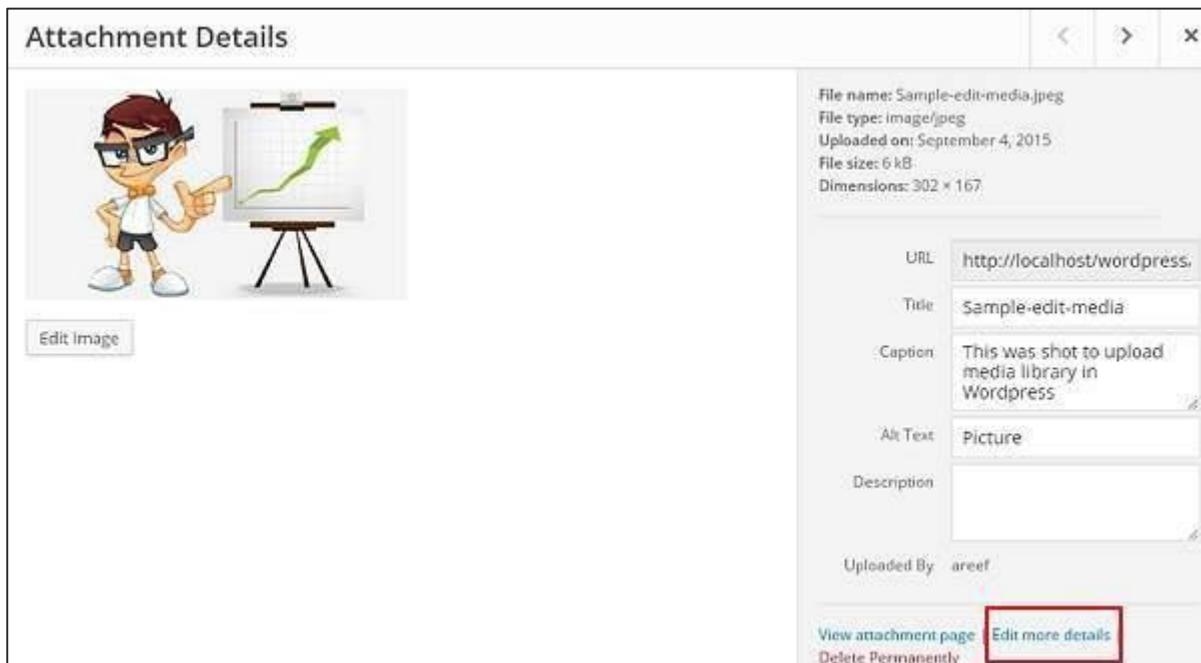
**Step (1):** Click on **Media -- > Library** and click on the name of the media item or the edit link.



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

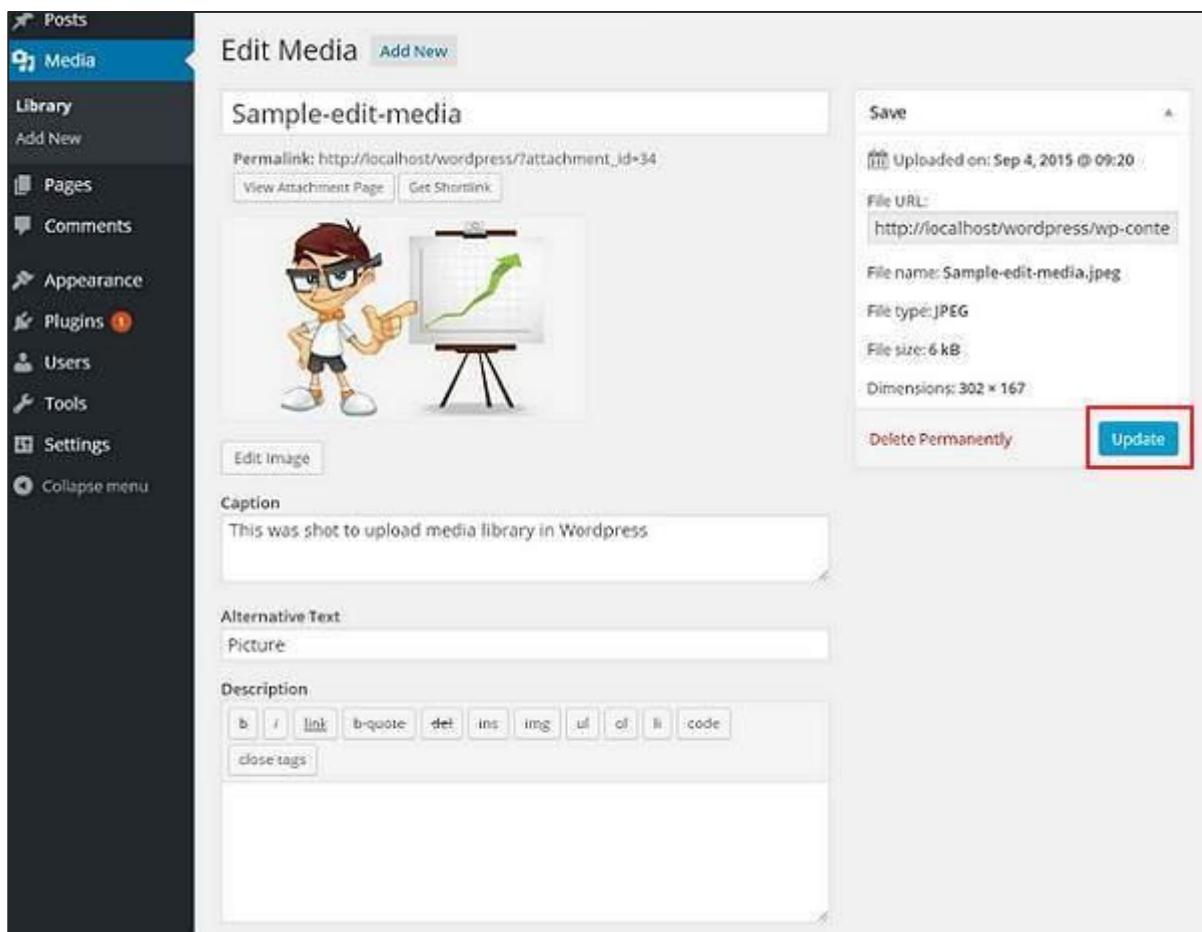


**Step (3):** You can view the edit media page with few options on the right side.



- **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.



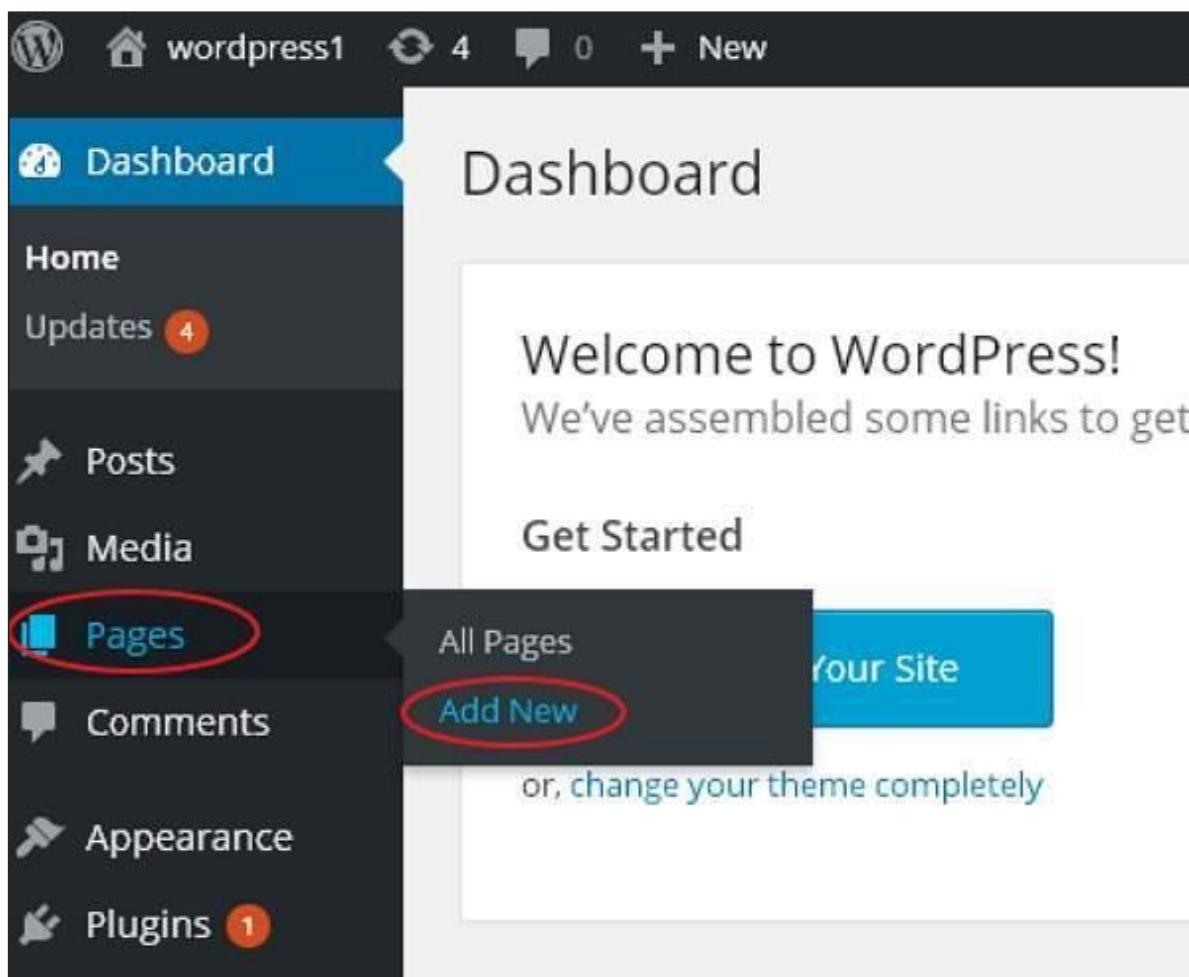
## Part 6: Pages

## 24. ADD PAGES

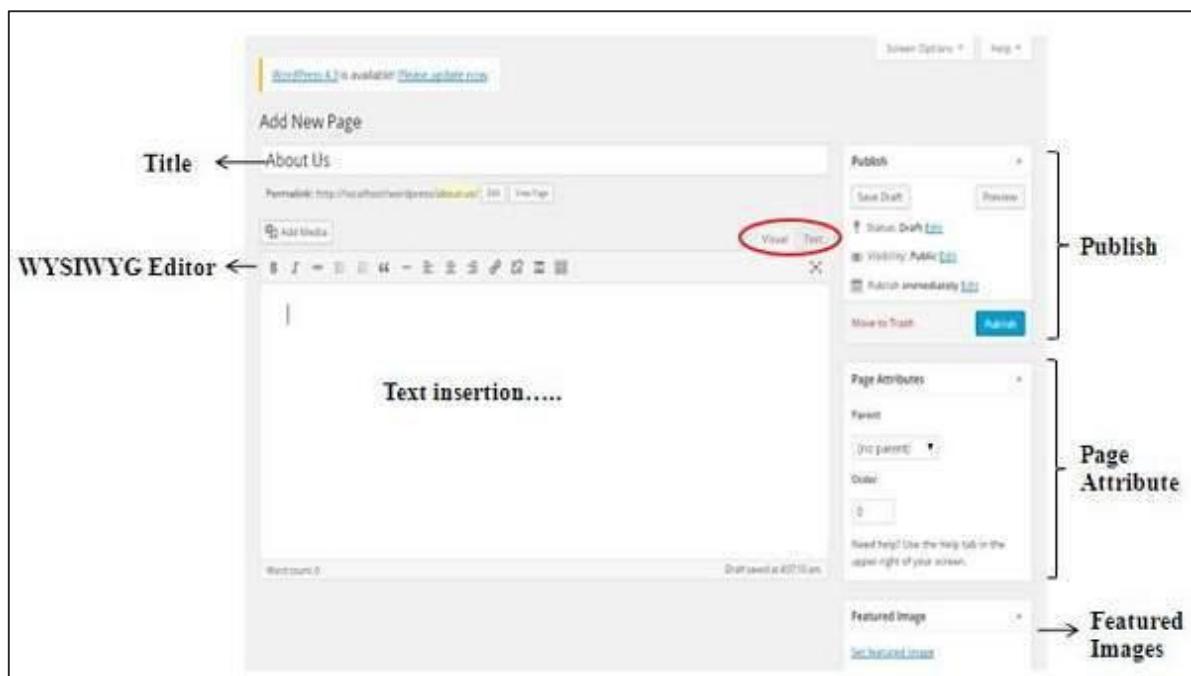
In this chapter, we will study how to **Add Pages** into WordPress. Adding pages is similar to adding posts in WordPress. Pages are static content and often do not change its displayed information.

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.

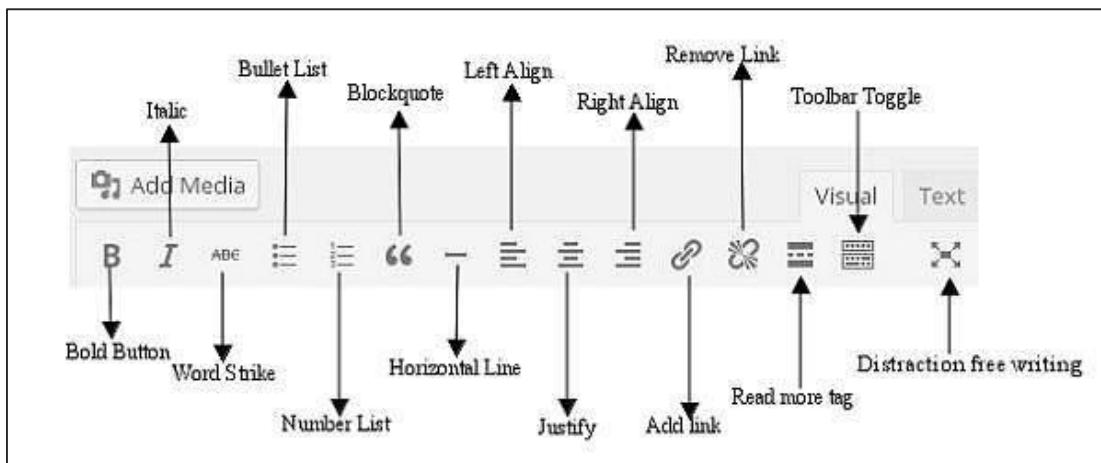
About Us

Permalink: <http://localhost/wordpress/about-us/> Edit View Page

## WYSIWYG Editor

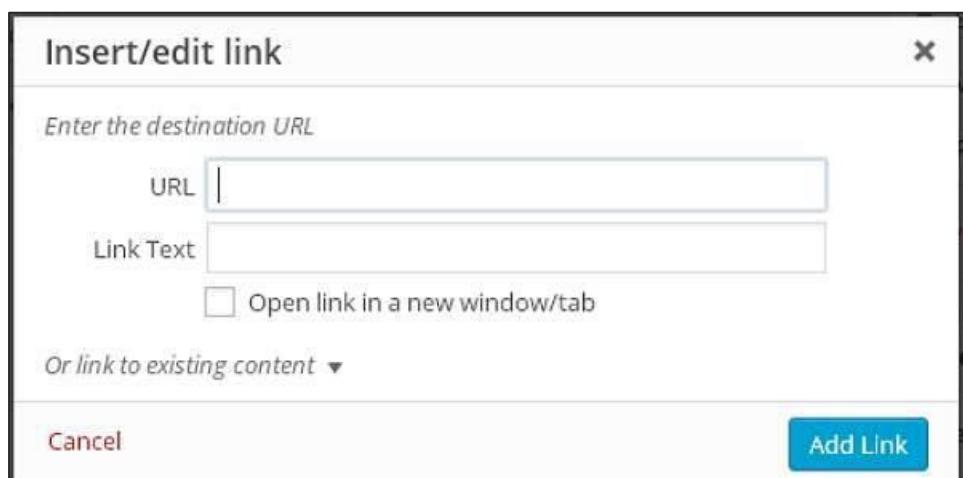
---

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.

**Insert/edit link**

Enter the destination URL

URL

Link Text

Open link in a new window/tab

Or link to existing content ▲

Search

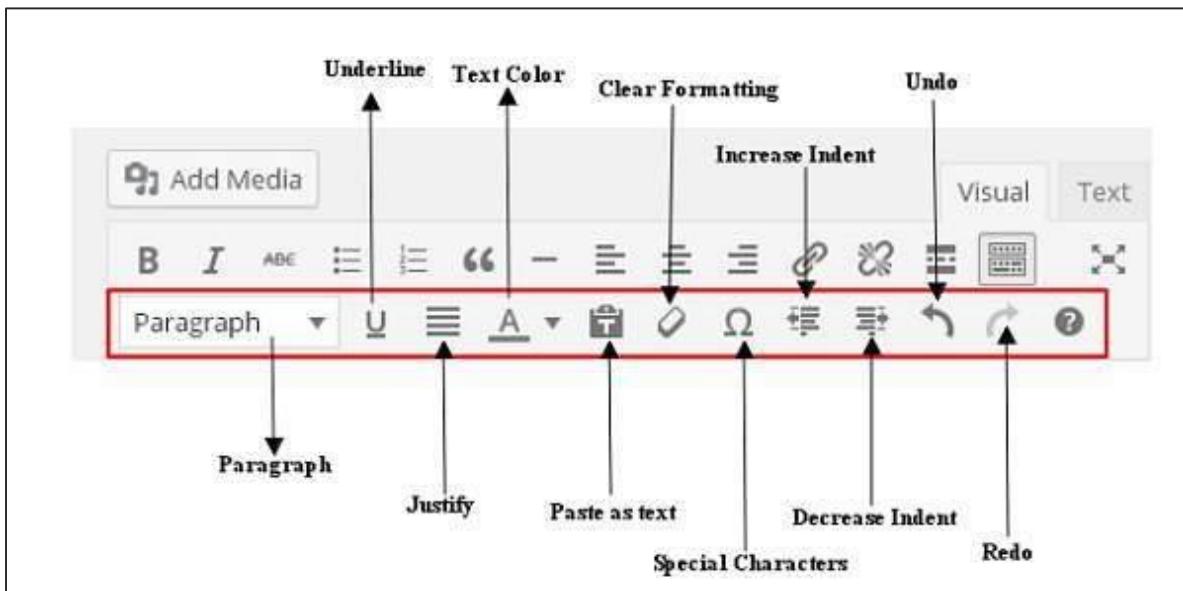
No search term specified. Showing recent items.

Post1	2015/09/03
Sample Page	PAGE
Hello world!	2015/09/02

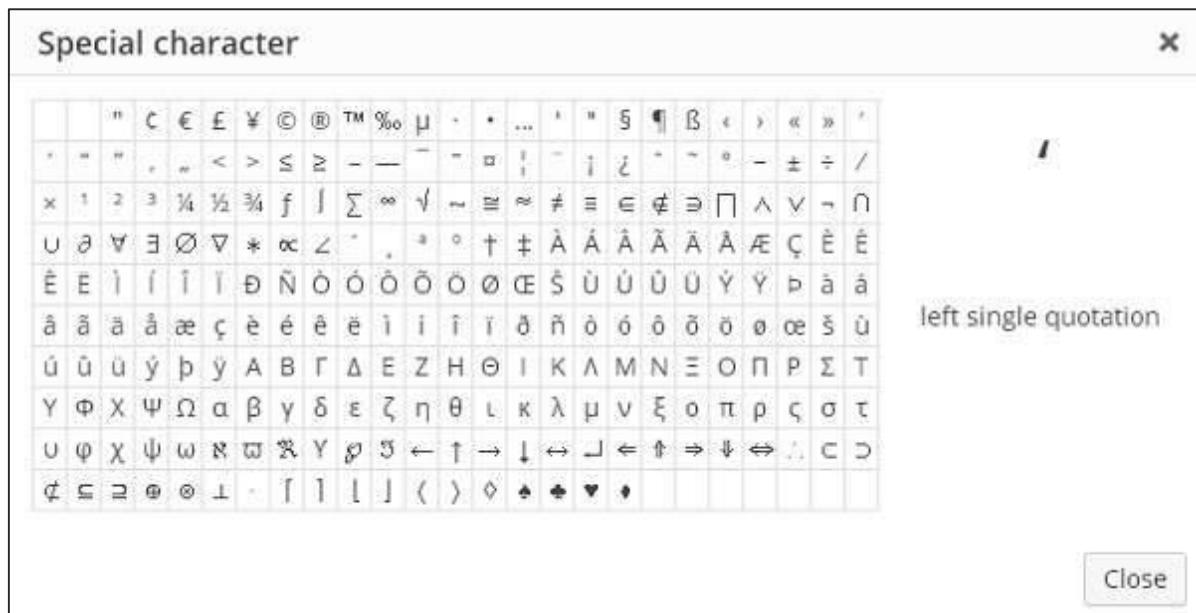
[Cancel](#) [Add Link](#)

- **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

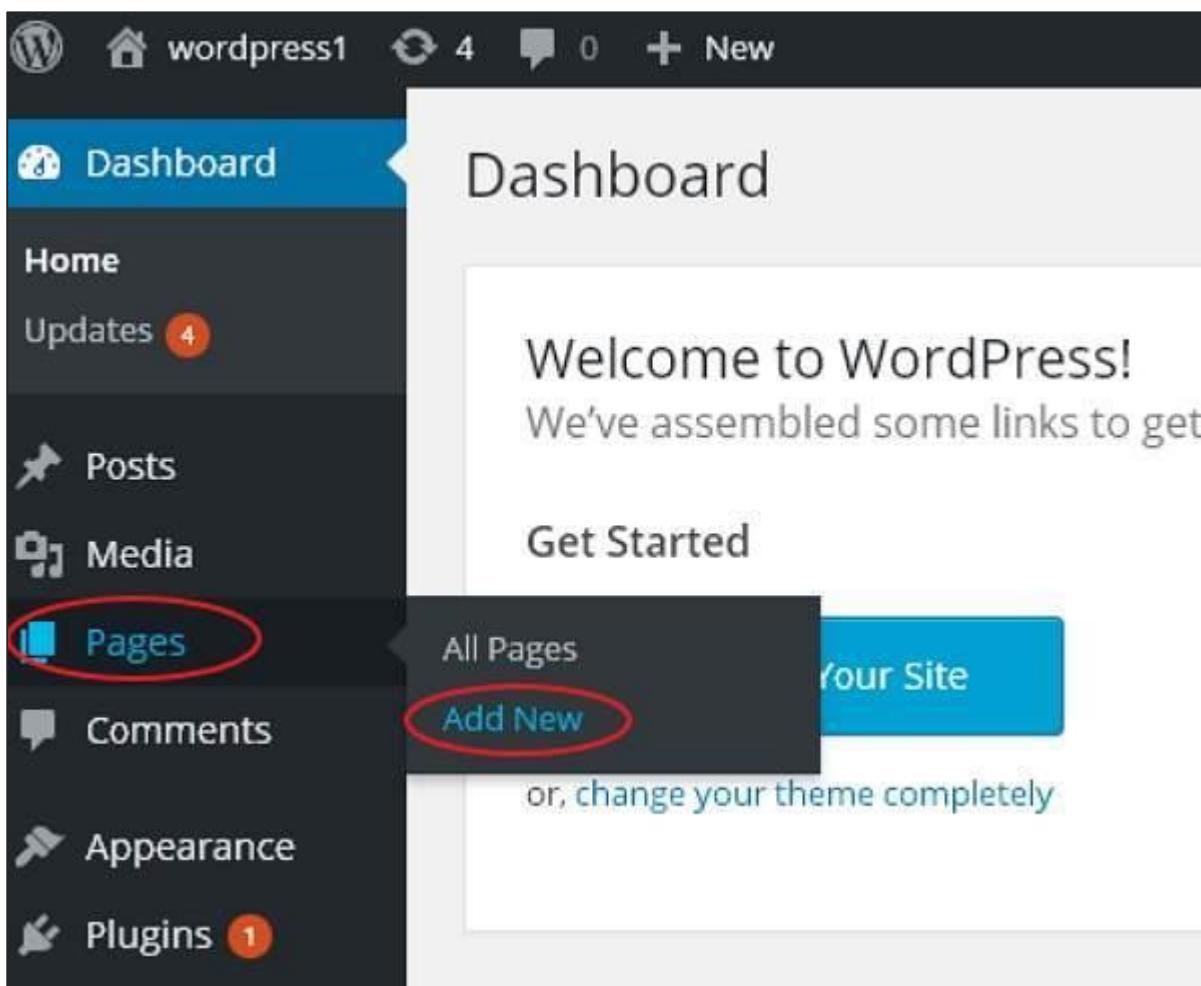
Includes the images in the pages.

## 25. PUBLISH PAGES

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.

The screenshot shows the WordPress 'Add New Page' interface. On the left is the 'Visual' editor area containing placeholder text: 'There are many variations of passages of Lorem Ipsum available, but the majority have suffered alteration in some form, by injected humour, or words which don't look even slightly believable'. Above the editor are buttons for 'Add Media', 'Visual', and 'Text'. To the right is the 'Publish' sidebar with options: 'Save Draft', 'Preview', 'Status: Draft' (with a link to 'Edit'), 'Visibility: Public' (with a link to 'Edit'), 'Publish immediately' (with a link to 'Edit'), 'Move to Trash', and a prominent blue 'Publish' button. Below the publish sidebar is the 'Page Attributes' section with fields for 'Parent' (set to '(no parent)') and 'Order' (set to '0'). A note at the bottom says 'Need help? Use the Help tab in the upper right of your screen.'

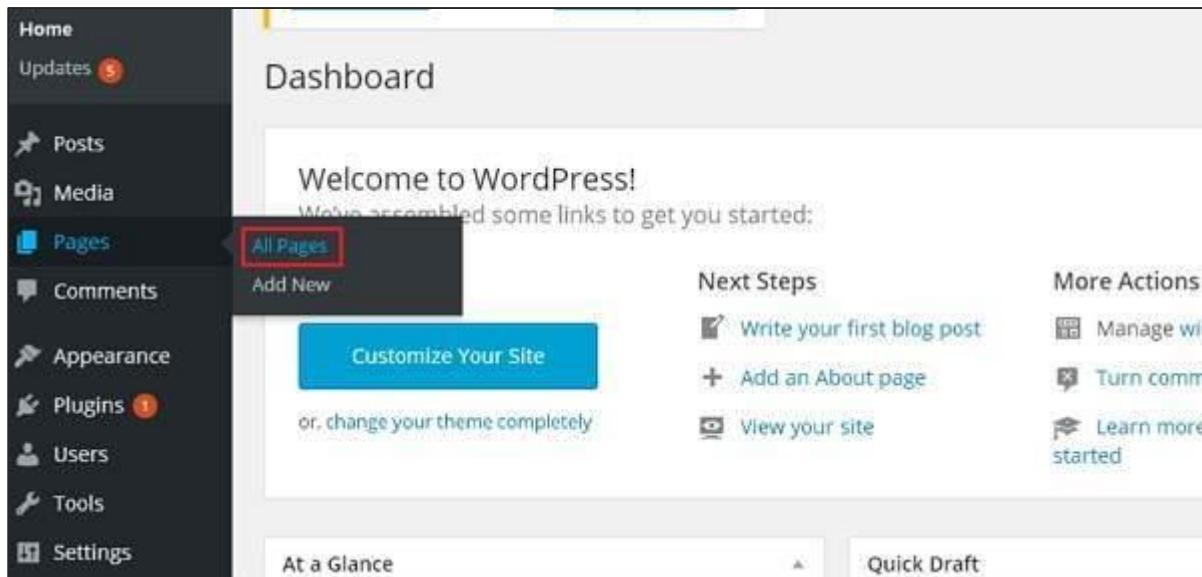
**Step (3):** Click on **Publish** button as shown in the following screen.

This screenshot is identical to the previous one, but the 'Publish' button in the sidebar has been circled in red to indicate it should be clicked. All other elements, including the content in the visual editor and the sidebar settings, remain the same.

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

# 26. EDIT PAGES

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.

A screenshot of the 'Pages' admin list table. The 'Pages' menu item is selected in the sidebar. The table lists two posts: 'About Us' and 'Sample Page'. For the 'About Us' post, there are four options listed below it: 'Edit', 'Quick Edit', 'Trash', and 'View'. The 'Edit' option is circled in red. The table includes columns for Title, Author, and Date. At the bottom, there are 'Bulk Actions' and 'Apply' buttons.

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.

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

	Title	Author	Date	Status
<input type="checkbox"/>	About Us	admin	—	16 mins ago Published
<input type="checkbox"/>	Sample Page	admin	—	2015/09/02 Published

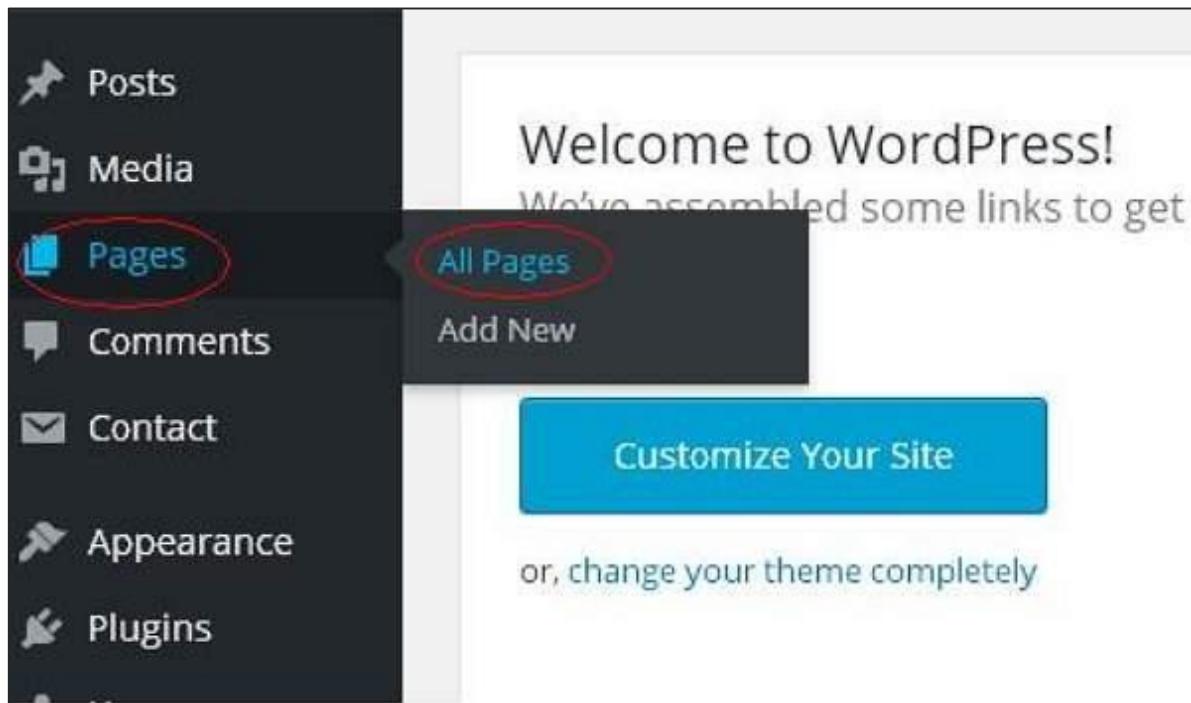
You can edit the **Title**, **Slug** and **date** of the About Us page and can also select the parent for your page as shown in the following shot and then click on **Update** button.

The screenshot shows the WordPress 'Pages' editor interface. At the top, there are buttons for 'Screen Options', 'Help', and a search bar labeled 'Search Pages'. Below the header, it says 'All (2) | Published (2)' and shows '2 items'. There are 'Bulk Actions' and 'Apply' buttons, along with filters for 'All dates' and 'Filter'. A 'QUICK EDIT' section is open for the first page, titled 'About Us'. The 'Parent' dropdown is set to 'Main Page (no parent)'. The 'Order' field contains '0'. The 'Template' dropdown is empty. The 'Status' is set to 'Published'. The 'Update' button is highlighted with a red oval. Below the quick edit, there's a list of pages: 'About Us' by 'admin' (status: Published) and 'Sample Page' by 'admin' (status: Draft). At the bottom, there are 'Bulk Actions' and 'Apply' buttons again.

## 27. DELETE PAGES

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. A filter bar includes 'All (3) | Published (3)', 'Bulk Actions', 'Apply', 'All dates', and 'Filter'. The main area lists three pages: '(no title)' (published 6 hours ago), 'Sample Page' (published 2015/08/18 at 8:00 AM), and 'Techbuds' (published 1 hour ago). The 'Sample Page' row has a red box around it, highlighting the 'Trash' link in the actions column. 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 rich text editor with various tools like bold, italic, and lists. The right side has a 'Publish' sidebar with settings for status (Published), visibility (Public), and publish date (Aug 18, 2015 @ 06:08). Below these are 'Page Attributes' settings for parent and order. A red circle highlights the 'Move to Trash' button in the Publish sidebar.

**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)  Search Pages

Bulk Actions [Apply](#) All dates [Filter](#) 2 items

<input type="checkbox"/> Title	Author	Date
<a href="#">About Us</a>	admin —	20 hours ago Published
<a href="#">WordPress</a>	admin —	35 mins ago Published
<input type="checkbox"/> Title	Author	Date

Bulk Actions [Apply](#) 2 items

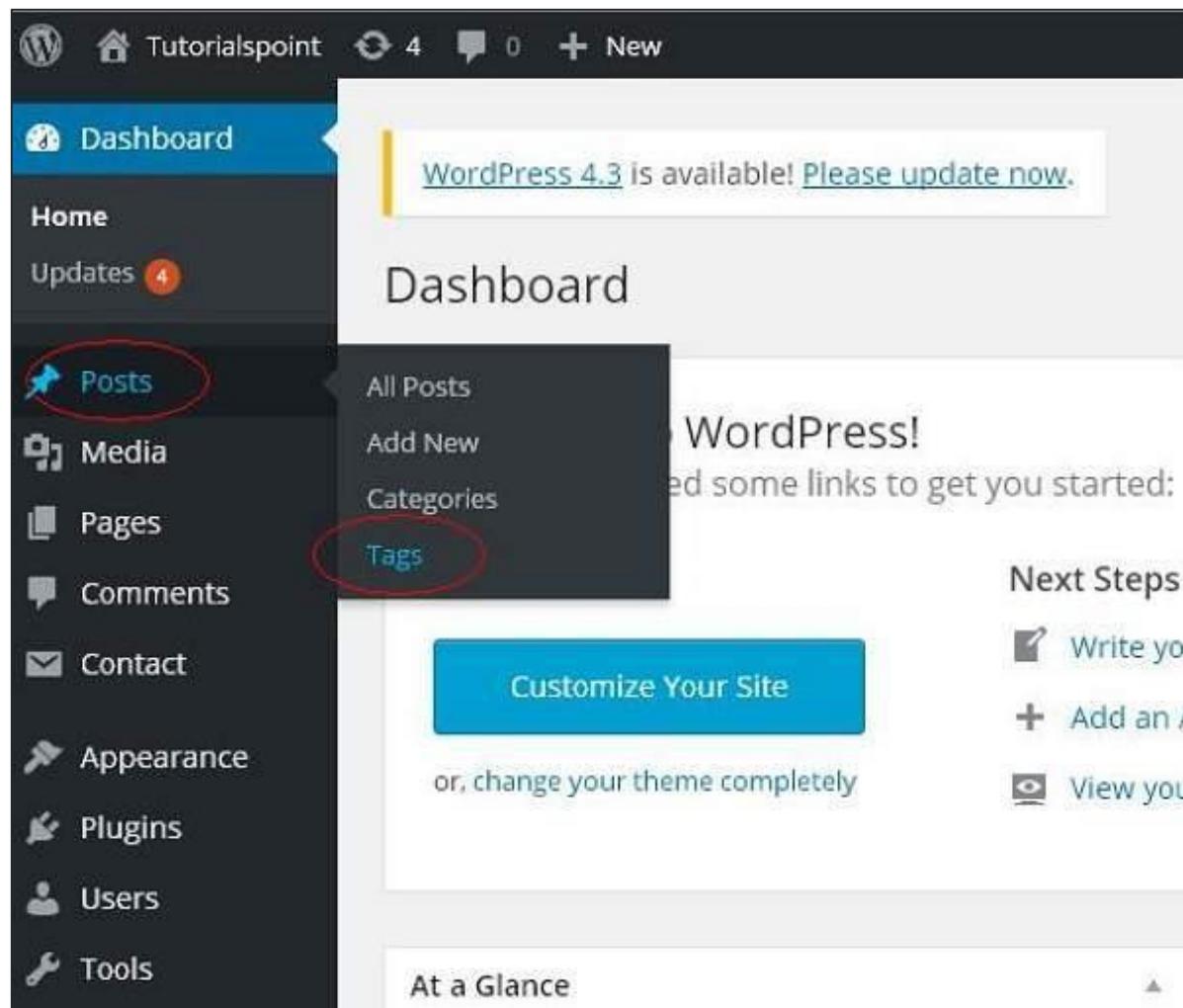
## Part 7: Tags

## 28. ADD TAGS

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 to 'Add New Tag' with fields for 'Name' (containing 'Food around the world') and 'Slug' (containing 'Food'). Below these are descriptive notes about tags. On the right, there are two tables for managing tags, both currently empty. At the bottom, there's a large text area for 'Description' with a note about its visibility and a red circle highlighting the 'Add New Tag' button.

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'), and 'Description' (containing a detailed text about Roman cuisine). On the right, a table lists the tag 'Food around the world' with its details: Name ('Food around the world'), 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). A red box highlights this row in the table.

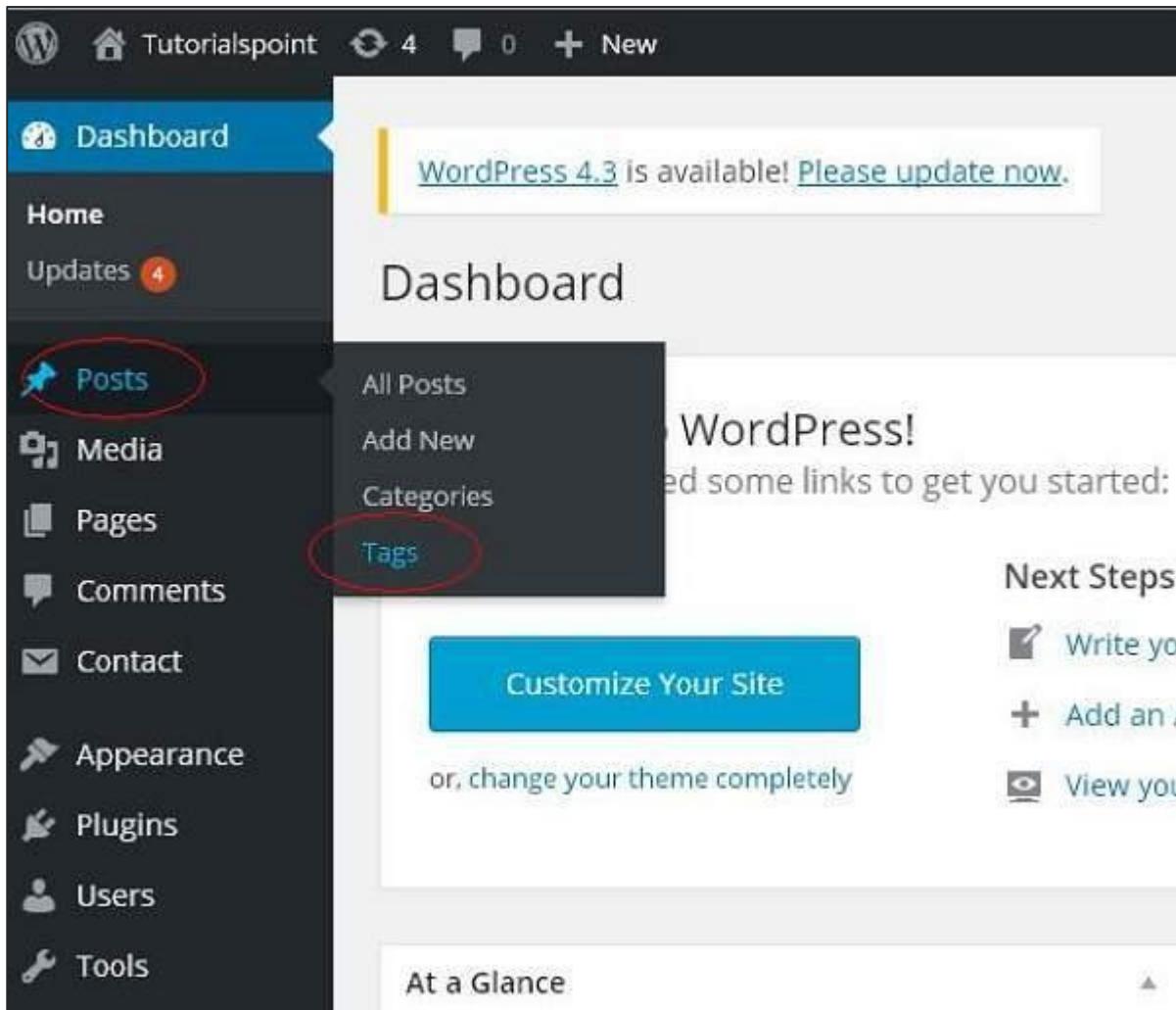
<input type="checkbox"/> Name	Description	Slug	Count
<input type="checkbox"/> Food around the world	Cuisine dates back to the Antiquity, Rome was known for its cuisine, wealthy families would dine in the Triclinium on a variety of dishes, their diet consisted of eggs, cheese, bread, meat and honey.	Food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

## 29. EDIT TAGS

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.

The screenshot shows the 'Add New Tag' screen in the WordPress admin area. On the left, there are fields for 'Name' (with placeholder 'The name is how it appears on your site.'), 'Slug' (with placeholder 'The "slug" is the URL-friendly version of the name. It is usually all lowercase and contains only letters, numbers, and hyphens.'), and 'Description' (with placeholder 'The description is not prominent by default; however, some themes may show it.'). Below these is a blue 'Add New Tag' button. On the right, a list of tags is displayed with a header row containing 'Name', 'Description', 'Slug', and 'Count'. A single tag, 'Food around the world', is listed. The 'Edit' link next to it is circled in red. At the bottom, there are 'Bulk Actions' and 'Apply' buttons.

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

The screenshot shows the 'Edit Tag' screen for the tag 'Food around the world'. The 'Name' field is set to 'Food around the world' (placeholder: 'The name is how it appears on your site.'). The 'Slug' field is set to 'Intercontinental' (placeholder: 'The "slug" is the URL-friendly version of the name. It is usually all lowercase and contains only letters, numbers, and hyphens.'). The 'Description' field contains the text: '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.' (placeholder: 'The description is not prominent by default; however, some themes may show it.'). At the bottom left, a blue 'Update' button is circled in red.

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. The 'Description' field contains placeholder text: 'The description is not prominent by default; however, some themes may show it.' On the right, a list of tags is displayed. One tag, 'Food around the world', has its row highlighted with a red circle around the 'Edit' link. Below the list are two sets of 'Bulk Actions' and 'Apply' buttons.

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

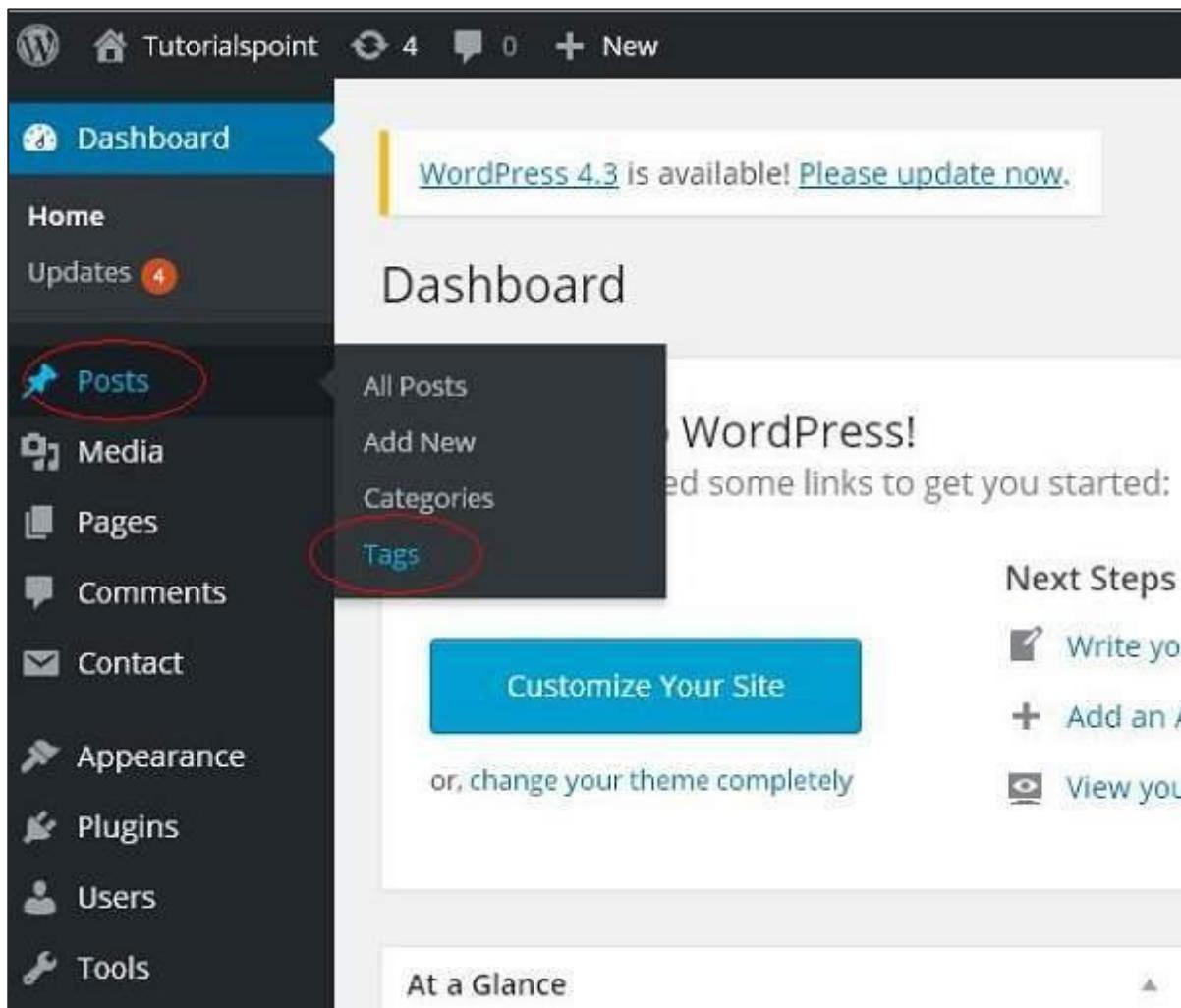
Here you can only edit the Name and Slug of the Tags as seen in the following screen and then click on **Update Tag** button.

This screenshot shows the 'Tags' screen with 'QUICK EDIT' mode activated for the 'Food around the world' tag. The 'Name' field now contains 'Food around the world' and the 'Slug' field contains 'Intercontinental'. A red circle highlights the 'Update Tag' button at the bottom right of the edit form. The rest of the interface is identical to the previous screenshot.

## 30. DELETE TAGS

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, 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' screen in the WordPress admin area. On the left, there's a form to 'Add New Tag' with fields for 'Name' (containing 'Food around the world') and 'Slug' (containing 'intercontinental'). Below these are sections for 'Description' and 'Category'. A note says 'The description is not prominent by default; however, some themes may show it.' To the right is a list of tags. The first tag, 'Food around the world', has a red circle around the 'Delete' link in its context menu. The list table has 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](#)'.

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

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

This screenshot shows the same 'Tags' screen as above, but with a confirmation dialog box overlaid. The dialog box contains the text 'The page at localhost says:' followed by 'You are about to permanently delete the selected items. 'Cancel' to stop, 'OK' to delete.' A red circle highlights the 'OK' button. The background shows the list of tags, with the first tag 'Food around the world' selected.

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

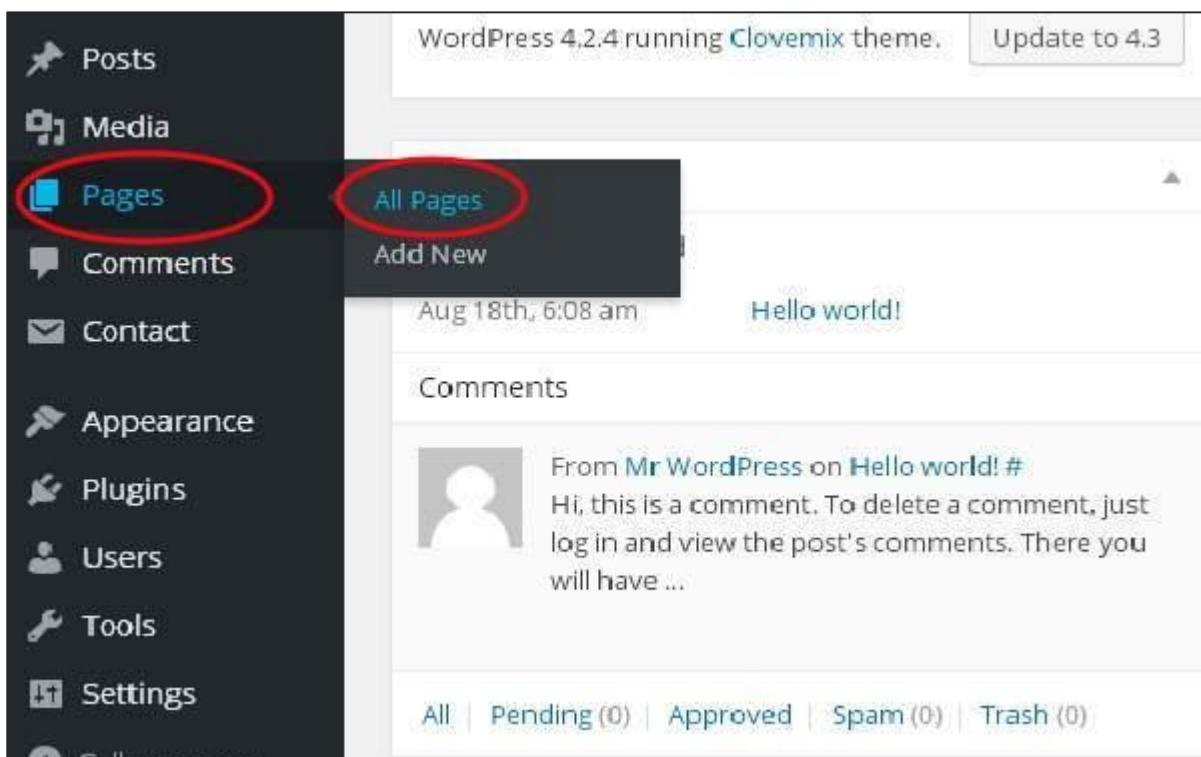
## Part 8: Links

# 31. ADD LINKS

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.

Title	Author	Date
About Us	admin	22 hours ago Published
WordPress	admin	2 hours ago Published

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

Publish

Preview Changes

Status: Published [Edit](#)

Visibility: Public [Edit](#)

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.

**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.

**Insert/edit link**

Enter the destination URL

URL

Link Text

Open link in a new window/tab

Or link to existing content ▲

Search

No search term specified. Showing recent items.

WordPress	PAGE
About Us	PAGE
Post1	2015/09/03
Hello world!	2015/09/02

**Cancel** **Add Link**

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 WordPress 'Edit Page' interface. In the top left, it says 'Edit Page' and 'Add New'. Below that is the page title 'About Us'. Underneath the title is the permalink 'Permalink: http://localhost/wordpress/about-us/' followed by 'Edit', 'View Page', and 'Get Shortlink'. A 'Add Media' button is also present. 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 is a red oval highlighting the URL 'localhost/wordpress/wordpress' which is part of the full URL 'http://localhost/wordpress/about-us/'. To the right of the content area is the 'Publish' metabox, which includes 'Status: Published', 'Visibility: Public', 'Published on: Sep 3, 2015 @ 11:34', and a blue 'Update' button. Below the Publish metabox is the 'Page Attributes' metabox, which shows 'Parent: (no parent)' and 'Order: 0'. At the bottom right of the screen, there is a note: 'Need help? Use the Help tab in the upper right of your screen.'

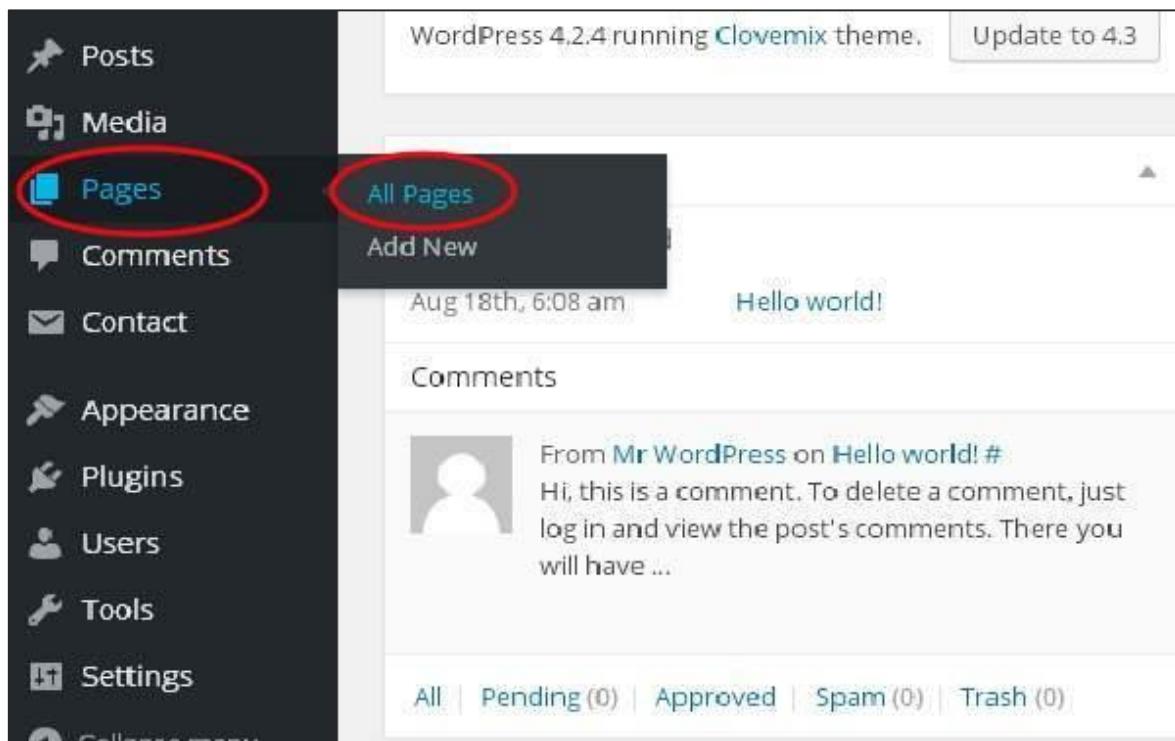
Click on **Update** button to update the changes in your page or post.

## 32. EDIT LINKS

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

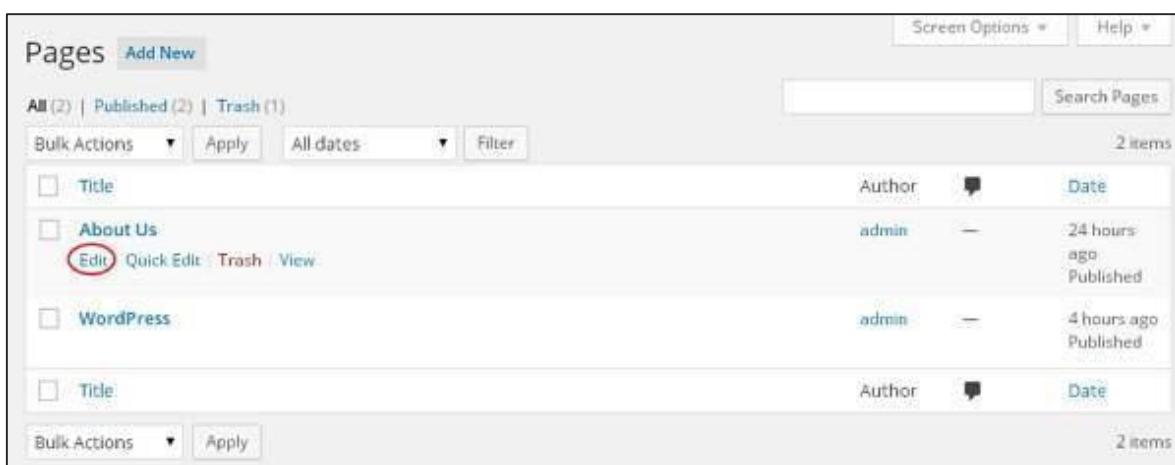
Following are the simple steps to **Edit Links** in WordPress

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



The screenshot shows the WordPress admin sidebar on the left with various menu items: Posts, Media, Pages, Comments, Contact, Appearance, Plugins, Users, Tools, Settings, and Collapse menu. The 'Pages' item is highlighted with a red oval. A dropdown menu is open under 'Pages' with options: All Pages (which is also circled in red), Add New, and a separator line. The main content area displays a post titled 'Hello world!' with the date 'Aug 18th, 6:08 am'. Below the post, there is a comment from 'Mr WordPress' with the text 'From Mr WordPress on Hello world! # Hi, this is a comment. To delete a comment, just log in and view the post's comments. There you will have ...'. At the bottom of the content area, 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.

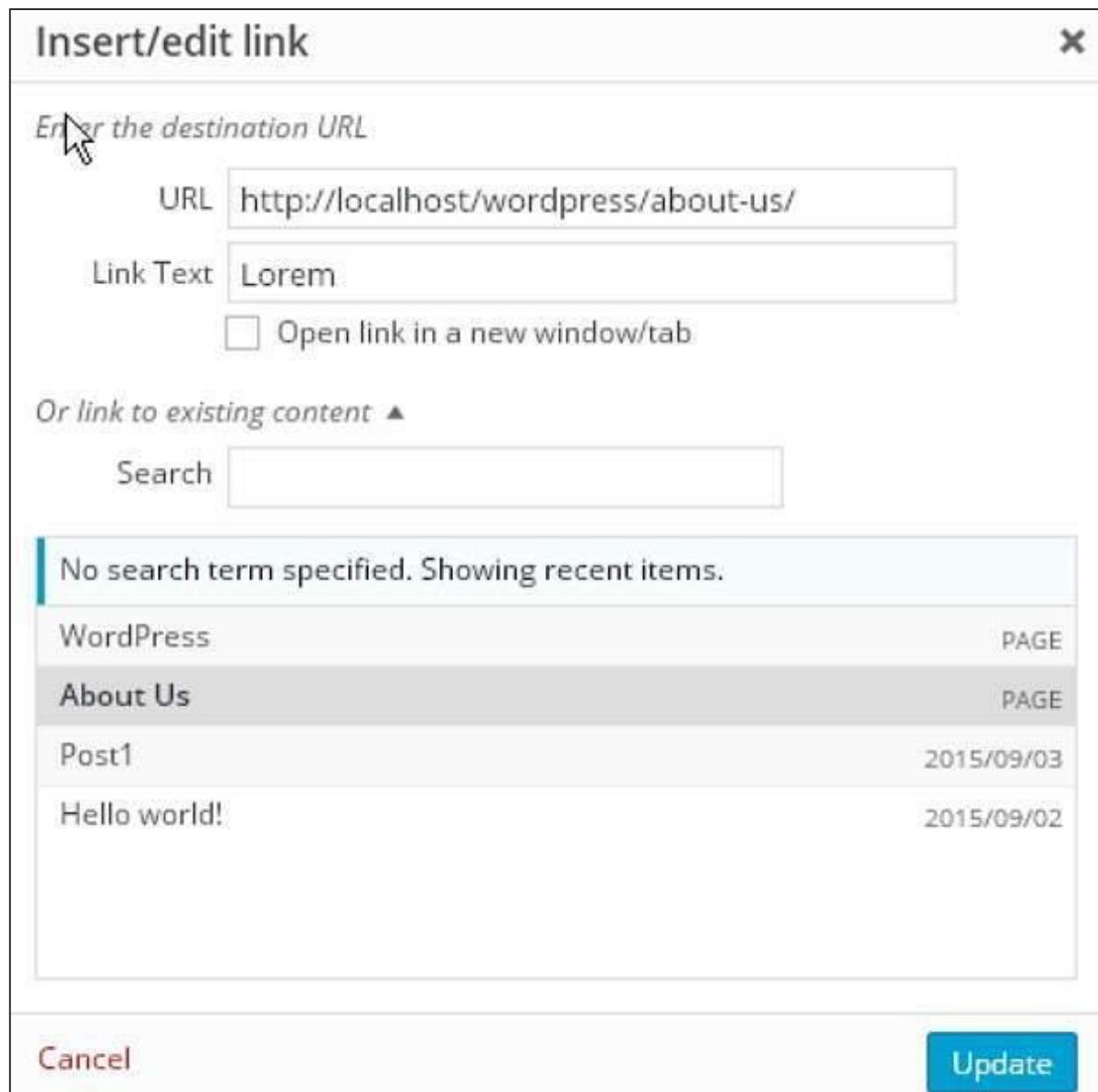


The screenshot shows the 'Pages' list table. The table has columns for Title, Author, and Date. There are two items listed: 'About Us' (author: admin, date: 24 hours ago, status: Published) and 'WordPress' (author: admin, date: 4 hours ago, status: Published). For the 'About Us' row, there are four links: 'Edit' (circled in red), 'Quick Edit', 'Trash', and 'View'. 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. At the top, there's a header with 'Edit Page' and 'Add New' buttons, 'Screen Options', and 'Help'. The main area has a title 'About Us' and a Permalink field. Below is a rich text editor toolbar with various buttons like bold, italic, and lists. The content area contains a paragraph of placeholder text ('Lorem Ipsum') and a link to 'localhost/wordpress/wordpress'. A sidebar on the right is titled 'Publish' and shows status as 'Published', visibility as 'Public', revisions as 3, and a publish date of 'Sep 3, 2015 @ 11:34'. It also includes 'Move to Trash' and 'Update' buttons. Another sidebar titled 'Page Attributes' shows the page has no parent and is in order 0. A note at the bottom 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  *Lorem* then the link tooltip get displayed as seen in the following screen.

The screenshot shows the WordPress 'Edit Page' screen. In the top left, it says 'Edit Page' and 'Add New'. The main area is titled 'About Us' with a permalink 'Permalink: http://localhost/wordpress/about-us/'. Below the title is a rich text editor toolbar with various styling options like bold, italic, underline, and alignment. The 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 red oval highlights a link 'localhost/wordpress/about-us' in the text. To the right is the 'Publish' sidebar, which includes status (Published), visibility (Public), revisions (3), and a timestamp (Published on: Sep 3, 2015 @ 11:34). It also has 'Move to Trash' and 'Update' buttons. Below the Publish sidebar is the 'Page Attributes' sidebar, which shows 'Parent' as '(no parent)' and 'Order' as '0'. A note at the bottom right says 'Need help? Use the Help tab in the upper right of your screen.'

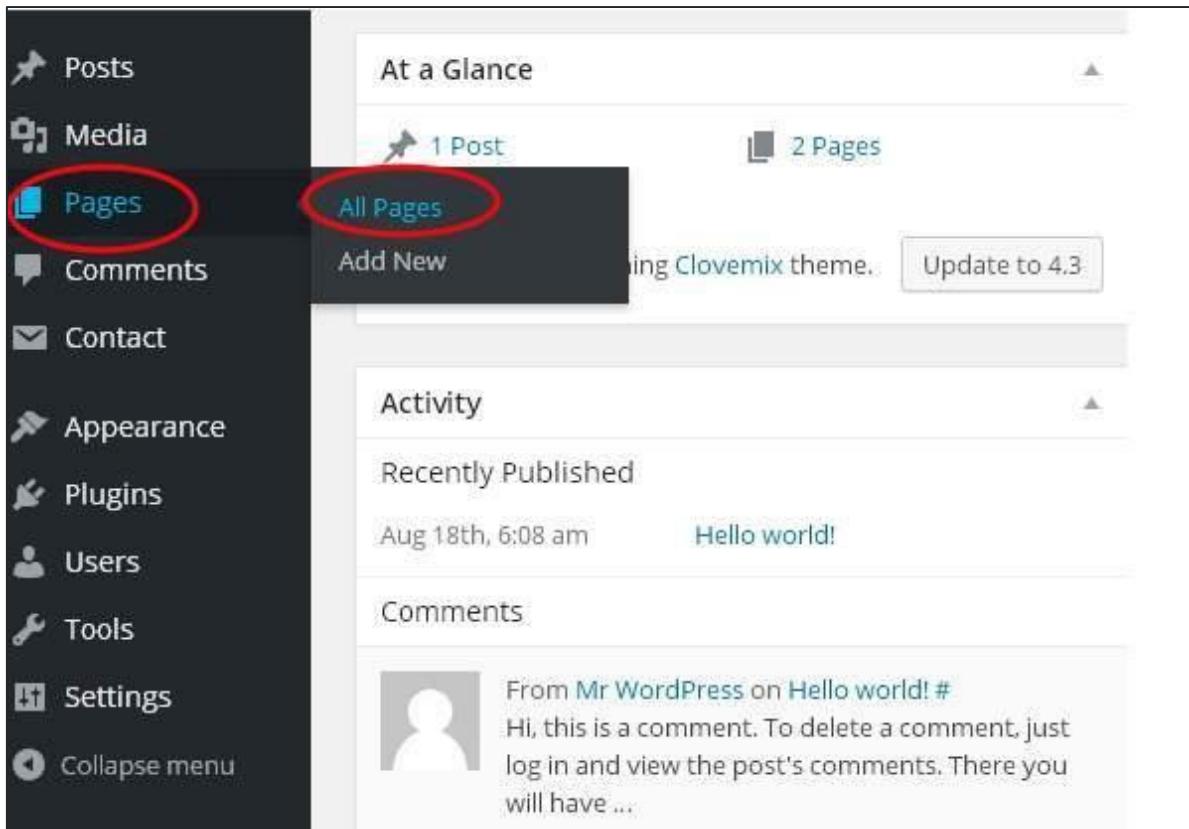
Click on **Update** button to update the changes in your page or post.

### 33. DELETE LINKS

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.

Pages				Screen Options	Help
				Search Pages	
All (2)   Published (2)   Trash (1)					
Bulk Actions	Apply	All dates	Filter		2 items
<input type="checkbox"/> Title				Author	Date
<input type="checkbox"/> About Us				admin	—
	<a href="#">Edit</a> <a href="#">Quick Edit</a> <a href="#">Trash</a> <a href="#">View</a>				24 hours ago Published
<input type="checkbox"/> WordPress				admin	—
<input type="checkbox"/> Title					4 hours ago Published
<input type="checkbox"/> Title				Author	Date

**Step (3):** Select the word which you had already linked i.e. *Loem* (Link for word *Loem* 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 'Edit Page' screen for a page titled 'About Us'. The URL is <http://localhost/wordpress/about-us/>. The editor toolbar includes 'Add Media', 'Visual', and 'Text' tabs. The text 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 an unknown printer took a galley of type and scrambled it to make a type specimen book.' Below the text is a link to the page URL. The right sidebar displays 'Publish' settings: Status: Published, Visibility: Public, Revisions: 3, Published on: Sep 3, 2015 @ 11:34, and buttons for Move to Trash, Update, and Preview Changes.

**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 left panel displays the page content with three paragraphs: 'Lorem Ipsum is simply dummy text of the printing and typesetting industry. Lorem Ipsum has been the industry's standard dummy text ever when an unknown printer took a galley of type and scrambled it to make a type specimen book.', 'Lorem', and 'Ipsum Dummy'. The word 'Lorem' is circled in red. The right panel contains the 'Publish' metabox with status 'Published', visibility 'Public', revisions '3', and publish date 'Sep 3, 2015 @ 11:34'. It also includes 'Move to Trash' and 'Update' buttons. Below the metabox is the 'Page Attributes' section with 'Parent' set to '(no parent)' and 'Order' set to '0'. A note at the bottom says 'Need help? Use the Help tab in the upper right of your screen.'

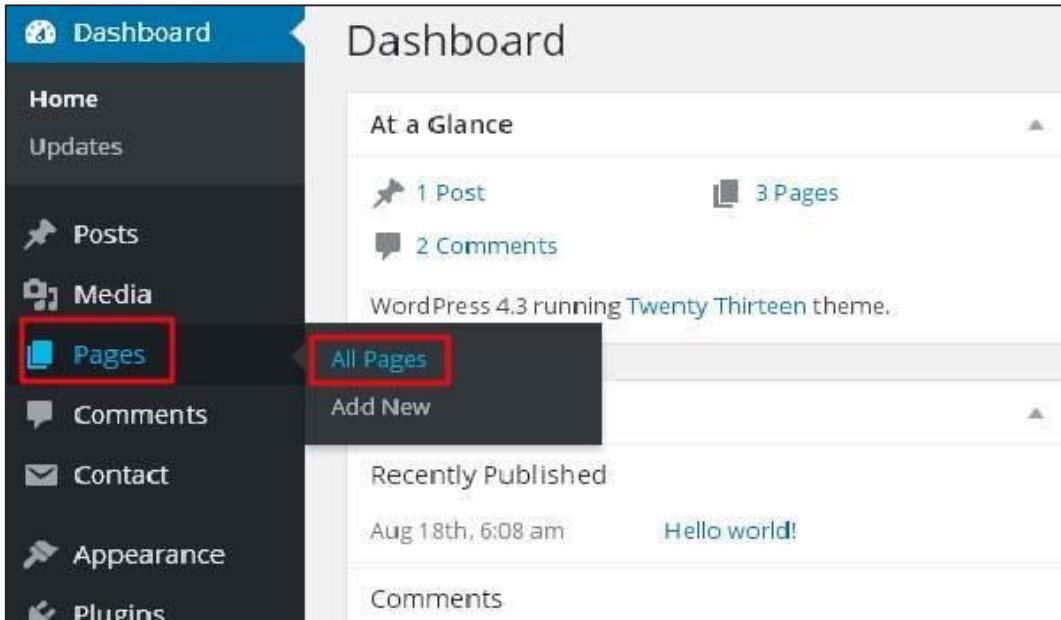
## Part 9: Comments

# 34. ADD COMMENTS

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.

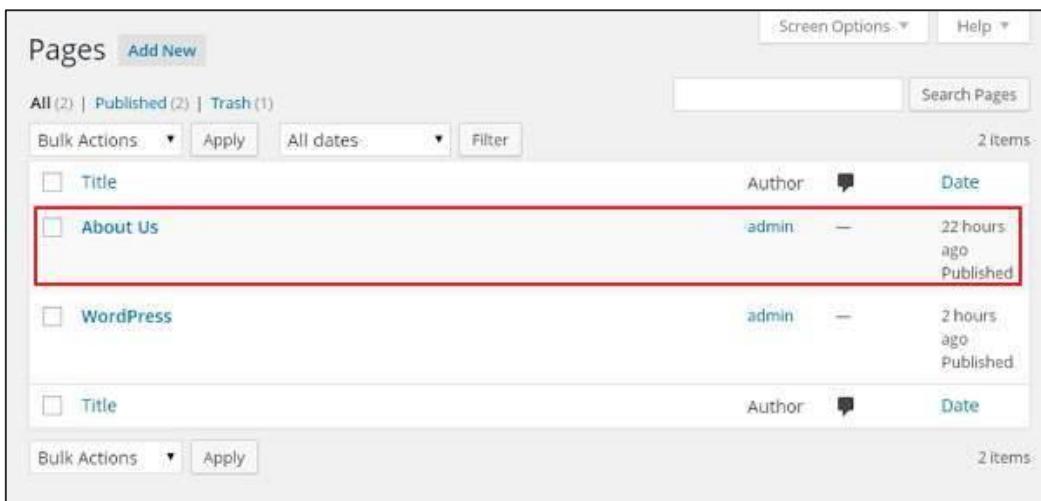
Following are the steps to add comments to your blog posts.

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



The screenshot shows the WordPress dashboard. On the left, there's a sidebar with links: Home, Updates, Posts, Media, **Pages** (which is highlighted with a red box), Comments, Contact, Appearance, and Plugins. Below the sidebar, a dropdown menu is open over the 'Pages' link, showing 'All Pages' (also highlighted with a red box) and 'Add New'. The main area is titled 'Dashboard' and has a section 'At a Glance' showing 1 Post, 3 Pages, and 2 Comments. It also displays the message 'WordPress 4.3 running Twenty Thirteen theme.' and a recent post 'Hello world!' from 'Aug 18th, 6:08 am'.

**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**.



Pages <a href="#">Add New</a>			
<a href="#">All (2)</a>   <a href="#">Published (2)</a>   <a href="#">Trash (1)</a>			
<a href="#">Screen Options</a> <a href="#">Help</a>			
<input type="checkbox"/> Title	Author	Date	
<input checked="" type="checkbox"/> <a href="#">About Us</a>	admin	—	22 hours ago Published
<input type="checkbox"/> <a href="#">WordPress</a>	admin	—	2 hours ago Published
<input type="checkbox"/> Title	Author	Date	

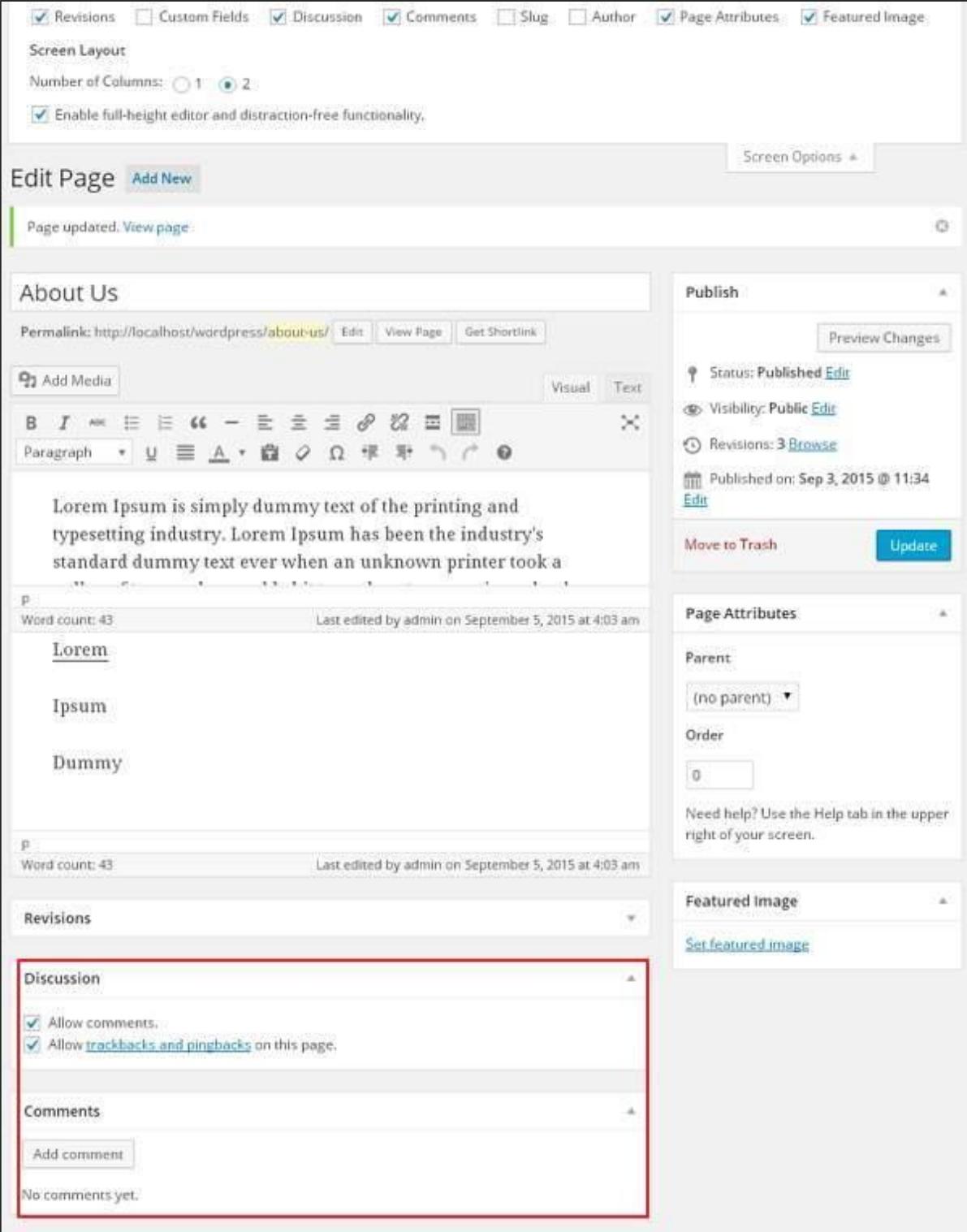
**Step (3):** To add a comment on this page, click on **Screen options** present at the top right hand corner.

The screenshot shows the WordPress 'Edit Page' interface. In the top right corner, there is a 'Screen Options' button with a red oval around it. The main content area contains the title 'About Us' and a rich text editor with 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 the editor, there are three lines of text: 'Lorem', 'Ipsum', and 'Dummy'. On the right side, there is a 'Publish' sidebar with status, visibility, revisions, and publish date information, along with 'Move to Trash' and 'Update' buttons. Below the publish sidebar is a 'Page Attributes' sidebar with 'Parent' and 'Order' settings.

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

This screenshot shows the 'Screen Options' dropdown menu. It includes sections for 'Show on screen' (with checkboxes for Revisions, Custom Fields, Discussion, Comments, Slug, Author, Page Attributes, and Featured Image, where 'Comments' is checked and circled in red), 'Screen Layout' (Number of Columns: 1 or 2, with 2 selected), and a checkbox for 'Enable full-height editor and distraction-free functionality.' At the bottom, it shows the 'Edit Page' header and the 'Screen Options' button.

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



The screenshot shows the WordPress 'Edit Page' interface for a page titled 'About Us'. The top navigation bar includes options like 'Revisions', 'Custom Fields', 'Discussion', 'Comments', 'Slug', 'Author', 'Page Attributes', and 'Featured Image'. Below this is the 'Screen Layout' section with 'Number of Columns' set to 2. A checkbox for 'Enable full-height editor and distraction-free functionality.' is checked. The main 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 an unknown printer took a'. The right sidebar contains sections for 'Publish' (Status: Published, Visibility: Public, Revisions: 3), 'Page Attributes' (Parent: (no parent), Order: 0), and 'Featured image' (Set featured image). The bottom left section, which is highlighted with a red box, contains 'Discussion' settings with checkboxes for 'Allow comments.' and 'Allow trackbacks and pingbacks on this page.', and a 'Comments' section with an 'Add comment' button and the message 'No comments yet.'

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.

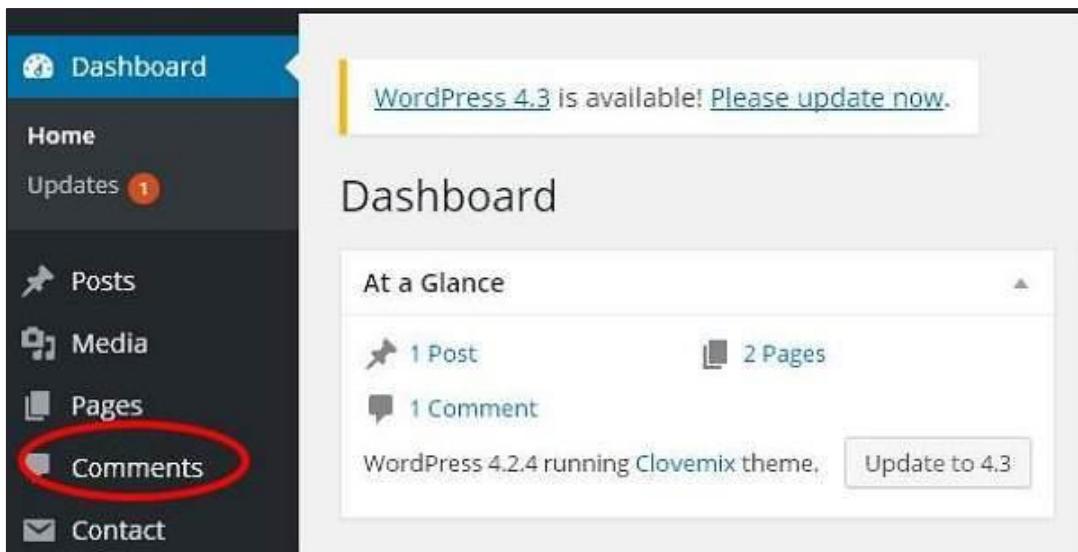
**Step (6):** Click on **Update** button after adding the comment box.

# 35. EDIT COMMENTS

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**.

A screenshot of the 'Comments' screen in WordPress. It shows a list of comments from different authors and IP addresses. One comment from 'admin' is selected, and the 'Edit' link in the row actions is highlighted with a red oval. Other columns include 'Author', 'Comment', 'In Response To', and 'Status'. At the bottom, there are 'Bulk Actions' and 'Apply' buttons.

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

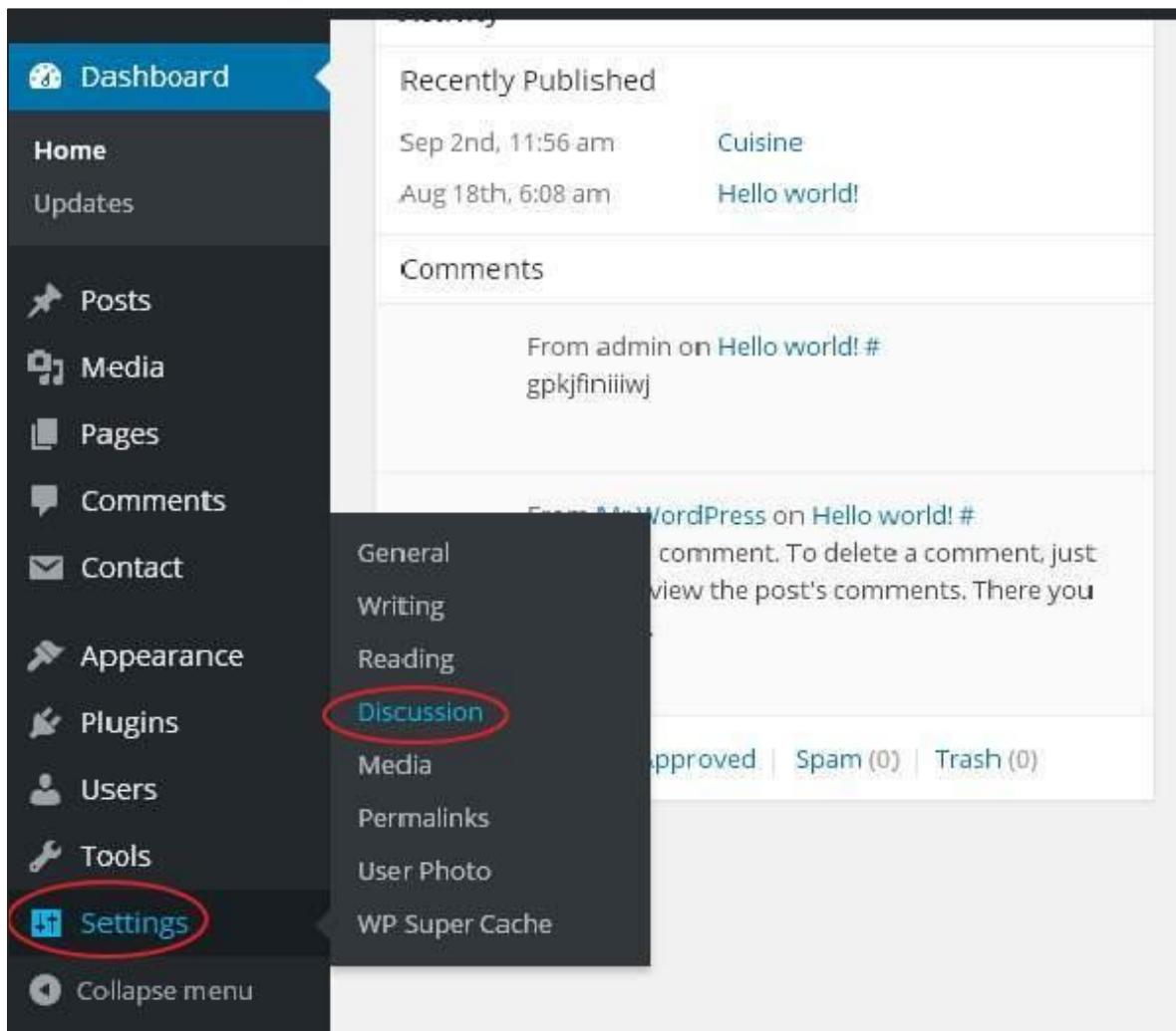
The screenshot shows the 'Edit Comment' interface in WordPress. On the left, there's a form for the 'Author' section with fields for Name (admin), E-mail (admin@tutorials.com), and URL. Below these is a toolbar with various rich-text editing icons. The main area contains the comment text: 'good post!!!!!!'. On the right, there's a 'Status' section with radio buttons for Approved (selected), Pending, and Spam. It also shows the submission date (Sep 5, 2015 @ 04:58) and an 'Edit' link. At the bottom right are 'Move to Trash' and 'Update' buttons.

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

# 36. MODERATE COMMENTS

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 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).
- Other comment settings:** Includes 'Comment author must fill out name and e-mail' (checked), '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).
- 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:** A section with a red border containing instructions about spam detection and a text input field for moderator words.
- Comment Blacklist:** A section with a text input field for spam words.
- Avatars:** Describes avatars as images following you from weblog to weblog. It includes 'Avatar Display' (checked), 'Maximum Rating' (G selected), and 'Default Avatar' options (Mystery Person selected). The 'Save Changes' button is highlighted with a blue oval.

At the bottom, there's a note 'Thank you for creating with WordPress.' and a link 'Get Version 4.3'.

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**.

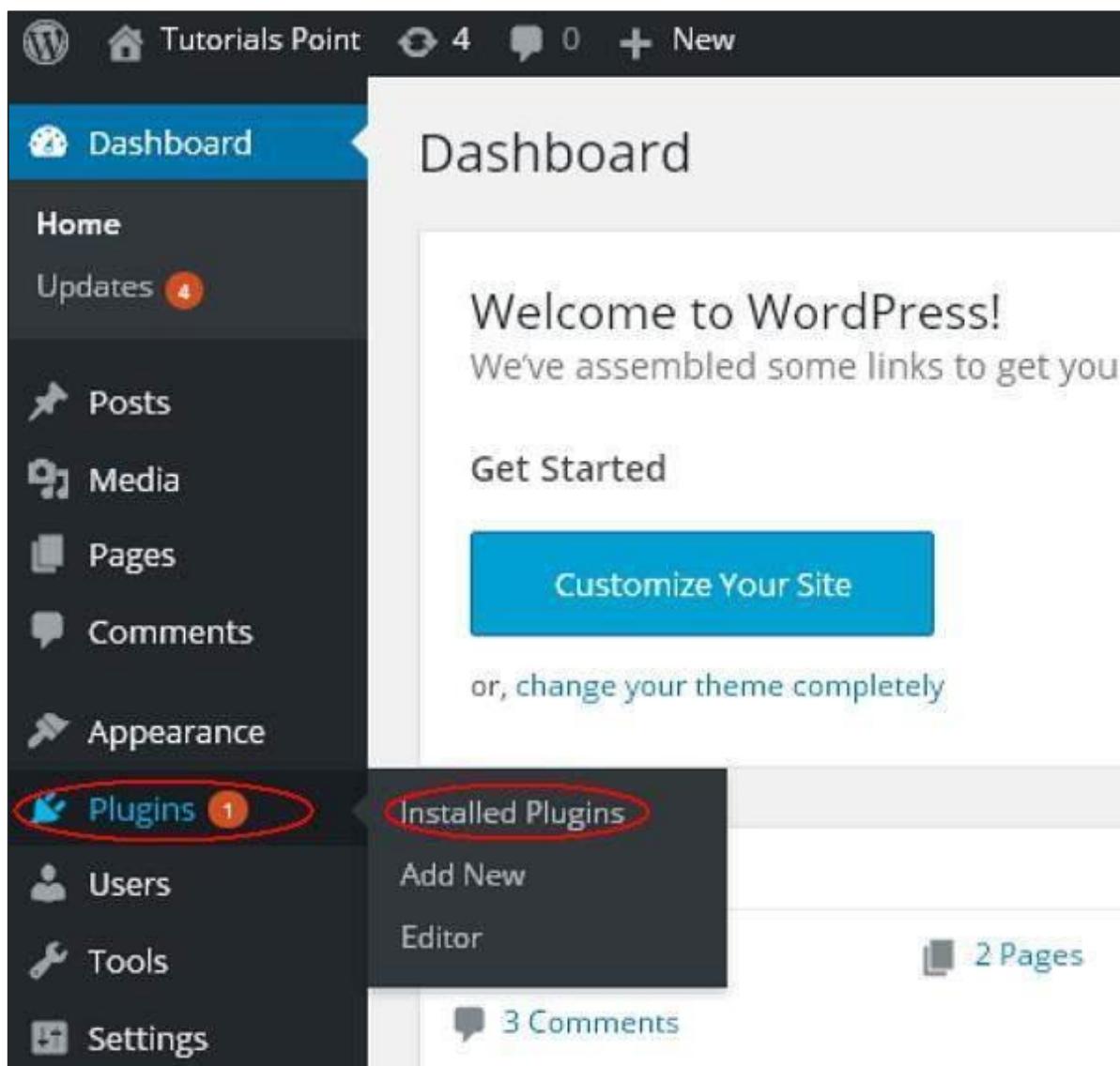
## Part 10: Plugins

## 37. VIEW PLUGINS

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. The sidebar on the left includes links for Dashboard, Posts, Media, Pages, Comments, Appearance, Plugins (which is selected), Installed Plugins, Add New, Editor, Users, Tools, Settings, and Collapse menu. The main content area displays a list of installed plugins:

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:

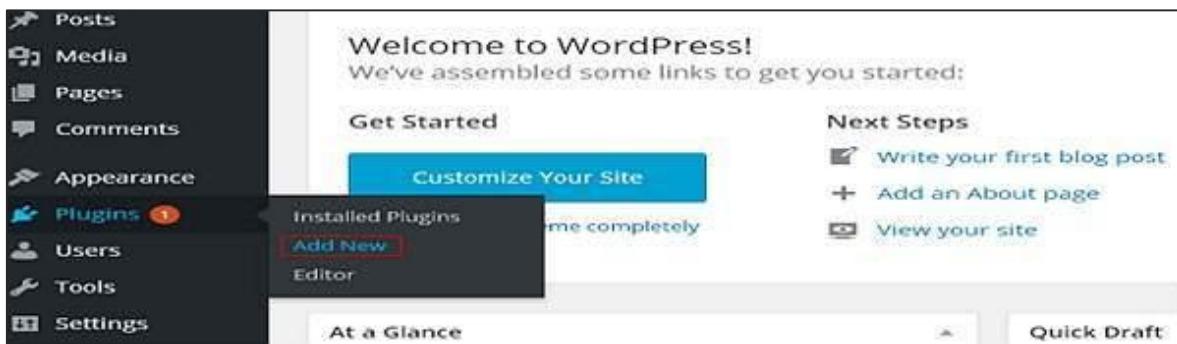
- **Active:** Shows the active plugins on the website.
- **Inactive:** Shows the installed but inactive plugins on the website.
- **Update Available:** Shows, if a new version is available or asks to update now.

# 38. INSTALL PLUGINS

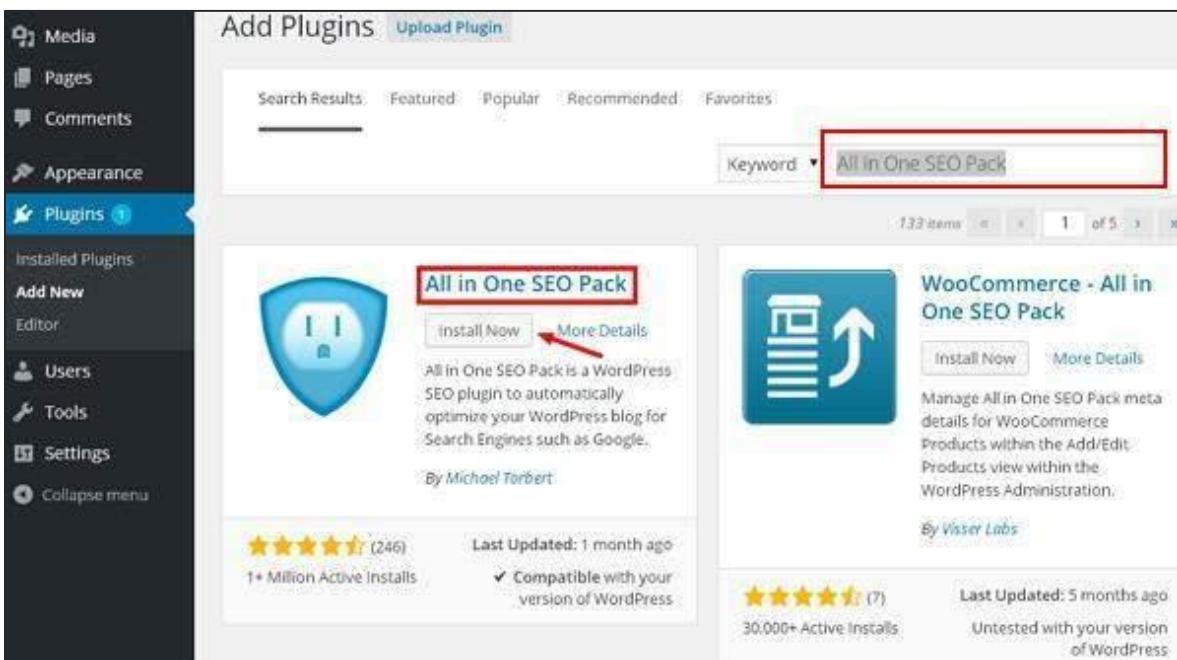
In this chapter, we will study how to **install plugins** in WordPress. It is really easy to install plugins. All the plugins are free to download; the only condition is that a plugin must be in the WordPress directory.

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.

### Installing Plugin: All in One SEO Pack 2.2.7.2

Downloading install package from <https://downloads.wordpress.org/plugin/all-in-one-seo-pack.zip>...

Unpacking the package...

Installing the plugin...

Successfully installed the plugin All in One SEO Pack 2.2.7.2.

[Activate Plugin](#) | [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.

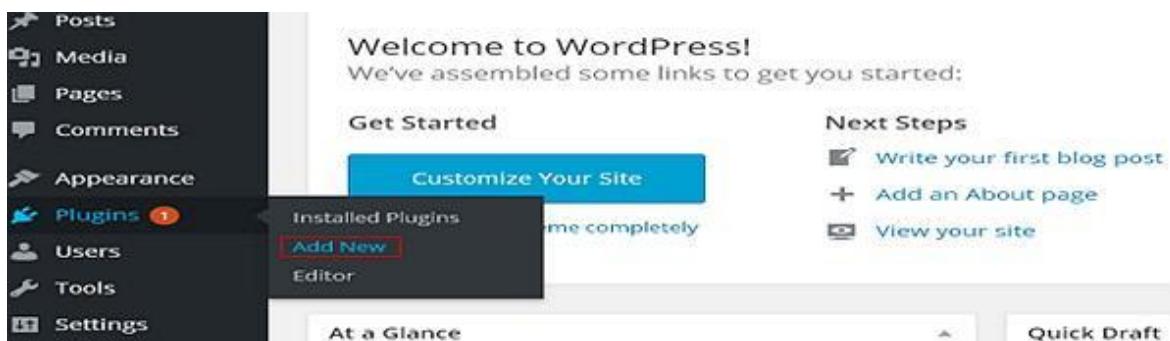
All (4)   Active (3)   Inactive (1)   Update Available (1)		Search Installed Plugins
Bulk Actions <span style="font-size: small;">▼</span> <span style="border: 1px solid #ccc; padding: 2px 5px;">Apply</span> <span style="float: right; font-size: small;">4 items</span>		
<input type="checkbox"/> <a href="#">Plugin</a>	Description	
<div style="border-bottom: 1px solid #ccc; padding-bottom: 5px;"> <span style="font-size: small;">Akismet</span>   <a href="#">Settings</a>   <a href="#">Deactivate</a>   <a href="#">Edit</a> </div> <p>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.</p> <p style="margin-top: 5px;"><a href="#">Version 3.1.1</a>   By <a href="#">Automatic</a>   <a href="#">View details</a></p> <p style="margin-top: 10px;">🕒 There is a new version of Akismet available. <a href="#">View version 3.1.3 details</a> or update now.</p>		
<div style="border-bottom: 1px solid #ccc; padding-bottom: 5px;"> <span style="font-size: small;">All In One SEO Pack</span>   <a href="#">Deactivate</a>   <a href="#">Edit</a> </div> <p>Out-of-the-box SEO for your WordPress blog. <a href="#">Options configuration panel</a>   <a href="#">Upgrade to Pro</a></p> <p><a href="#">Version</a>   <a href="#">Donate</a>   <a href="#">Support</a>   <a href="#">Amazon Wishlist</a></p> <p style="margin-top: 5px;"><a href="#">Version 2.2.7.1</a>   By <a href="#">Michael Torbert</a>   <a href="#">View details</a></p>		
<div style="border-bottom: 1px solid #ccc; padding-bottom: 5px;"> <span style="font-size: small;">Category Order</span>   <a href="#">Deactivate</a>   <a href="#">Edit</a> </div> <p>The Category Order plugin allows you to easily reorder your categories the way you want via drag and drop.</p> <p style="margin-top: 5px;"><a href="#">Version 1.0.3</a>   By <a href="#">Wessley Roche</a>   <a href="#">View details</a></p>		

# 39. CUSTOMIZE PLUGINS

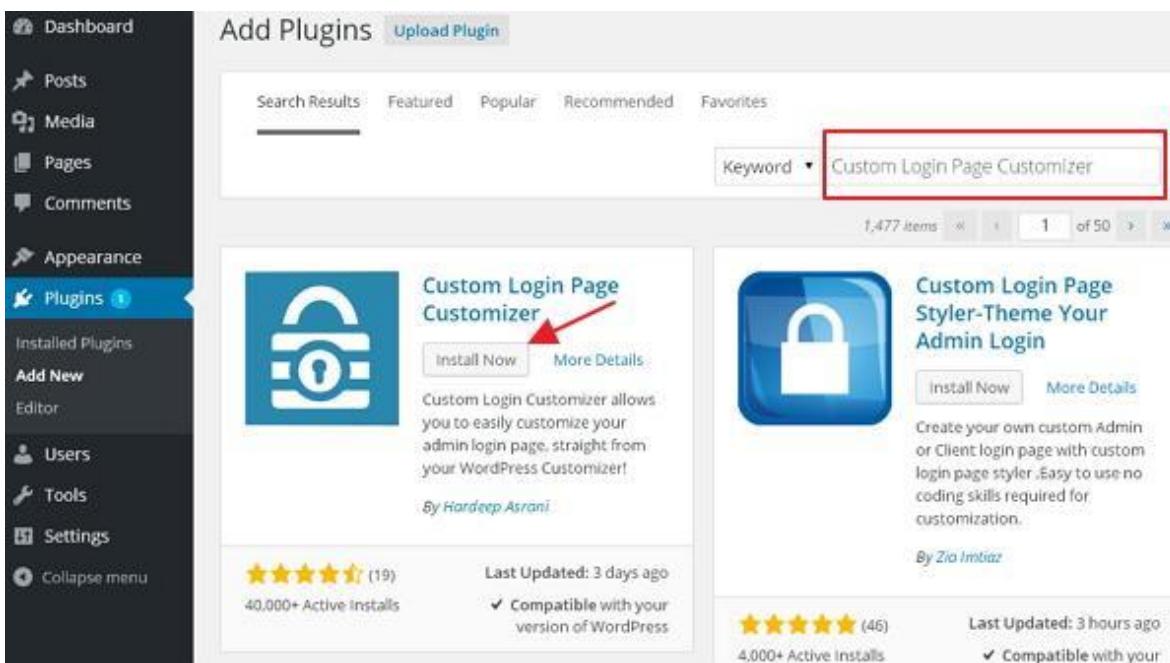
In this chapter, we will study how to **Customize Plugins** in WordPress without writing any HTML or CSS. It's usually a large addition for multi-user sites. . This new method allows you to **customize** your login page by using the WordPress theme customizer (no coding skills required).

Following are the simple steps to Customize Plugins in WordPress.

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



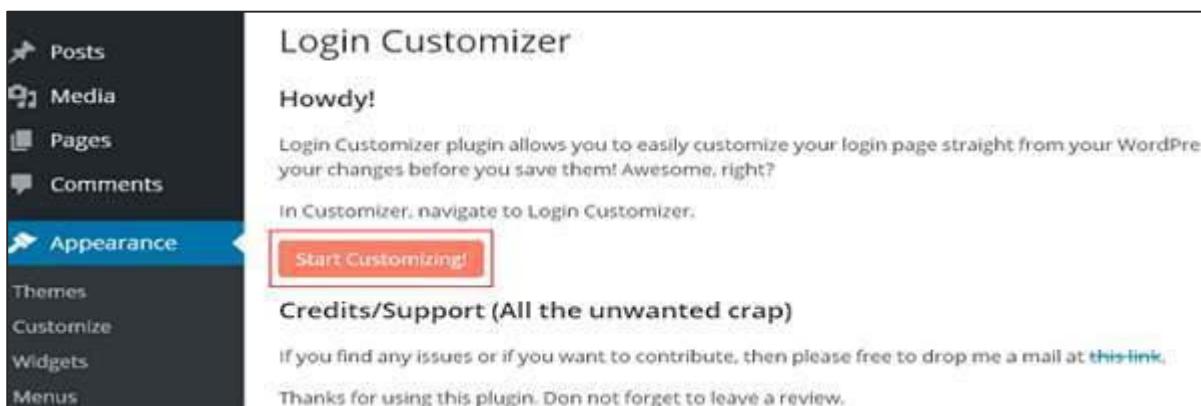
**Step (2): Install and activate the **Custom Login Page Customizer** Plugin.**



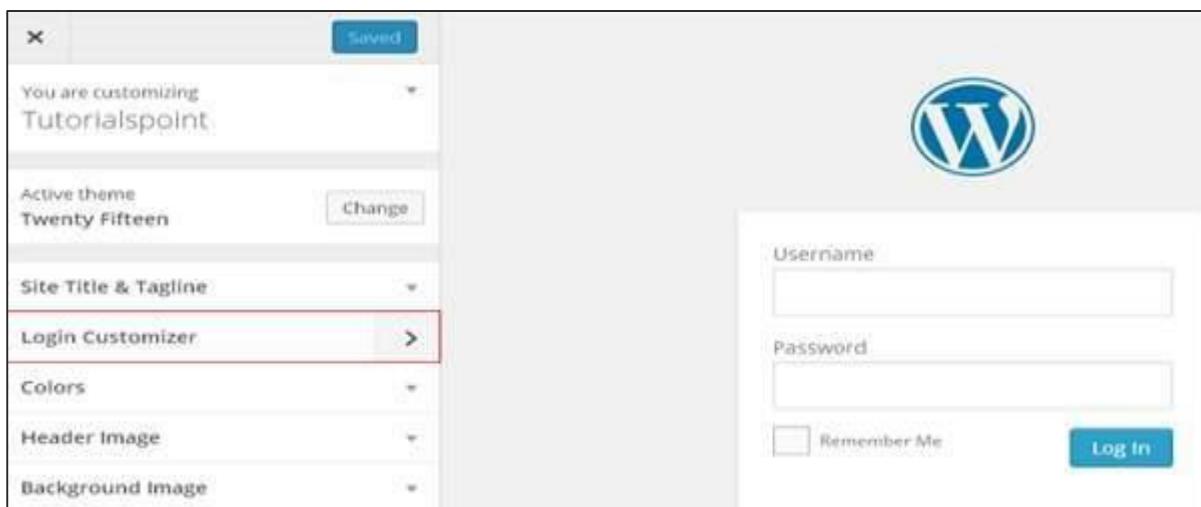
**Step (3):** Click on **Appearance -> Login Customize** section.



**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

# 40. USER ROLES

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:

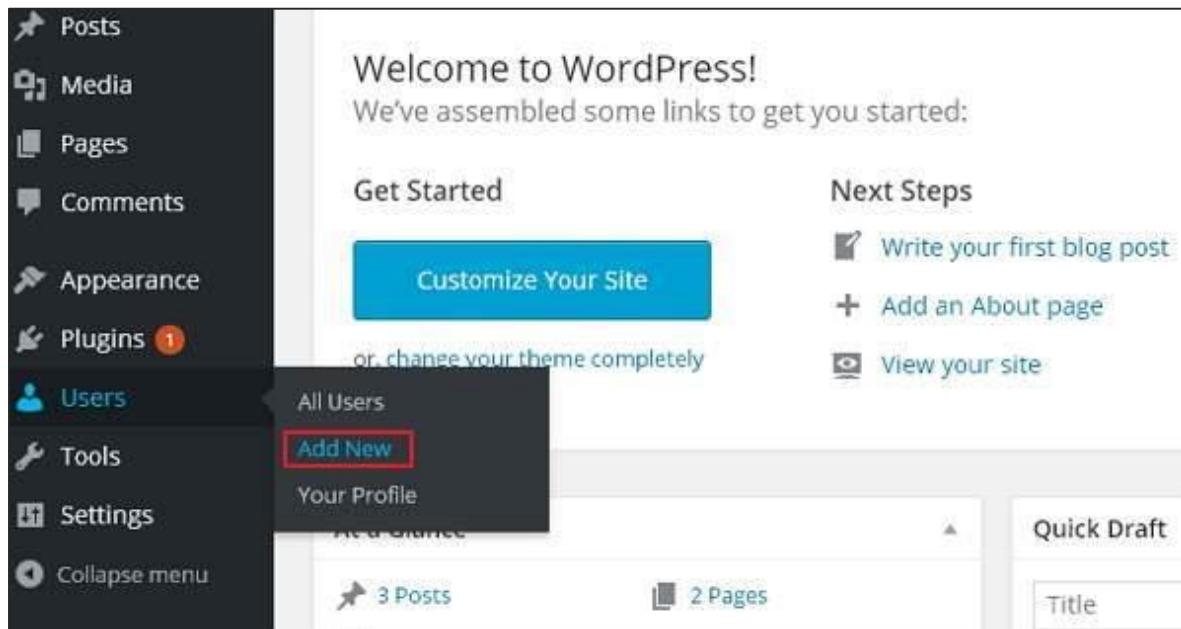
- **Administrator:** The Administrator has all the rights. An Admin can do anything and everything on the WordPress site such as creating more admins, inviting more users and also removing them.
- **Editor:** The Editor has access to all the posts, pages, comments, categories, tags, and links. They can 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

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 WordPress admin interface for adding a new user. The left sidebar has a dark theme with various menu items: Posts, Media, Pages, Comments, Appearance, Plugins (with one notification), Users (selected), All Users, Add New, Your Profile, Tools, Settings, and Collapse menu. The main content area is titled 'Add New User' and contains a form for creating a new user. The fields are as follows:

- Username (required): Tutorials
- E-mail (required): abc@tutorialpoint.com
- First Name: Tutorial
- Last Name: Point
- Website: <http://tutorials.tutorialspoint.com/>
- Password (required): [redacted]
- Repeat Password (required): [redacted]
- Send Password?  Send this password to the new user by email.
- Role: Subscriber

A green box labeled 'Strong' provides a hint: "Hint: The password should be at least seven characters long. To make it stronger, use upper and lower case letters, numbers, and symbols like ! @ ? \$ % ^ & )."

- **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 dashboard with the 'Users' menu item selected. The main content area displays a table of users. At the top, a green box highlights the message 'New user created. Edit user'. Below this, the user list shows two entries:

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

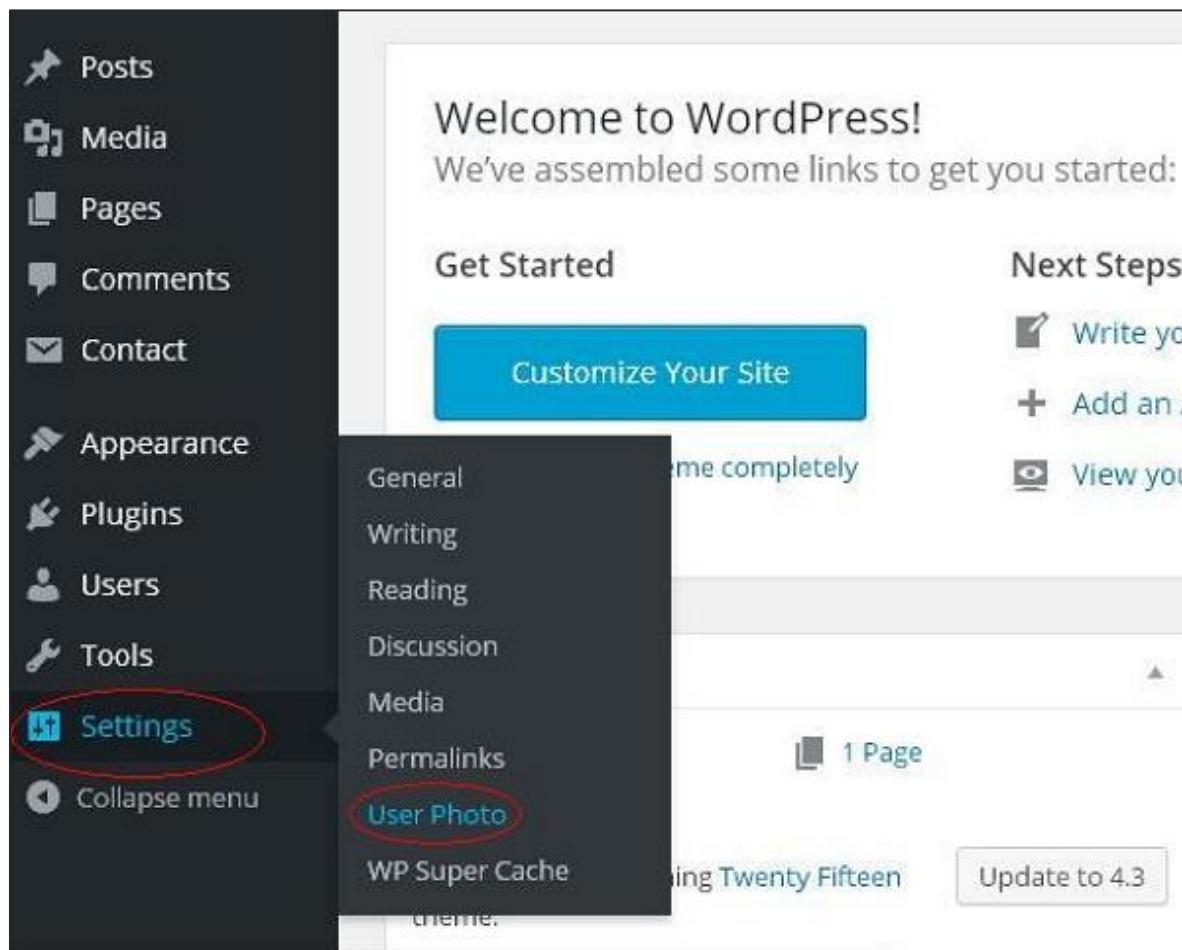
A red arrow points to the user entry for 'Tutorials'.

## 42. USER PHOTO

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.

**User Photo Options**

Maximum dimension:  px

Thumbnail dimension:  px

Serve Avatar as Fallback:  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:  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:

Notify this administrator by email when user photo needs approval:

Require user photo moderation for all users at or below this level:

**Update options »**

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 ! \* ? \$ % ^ & ).

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

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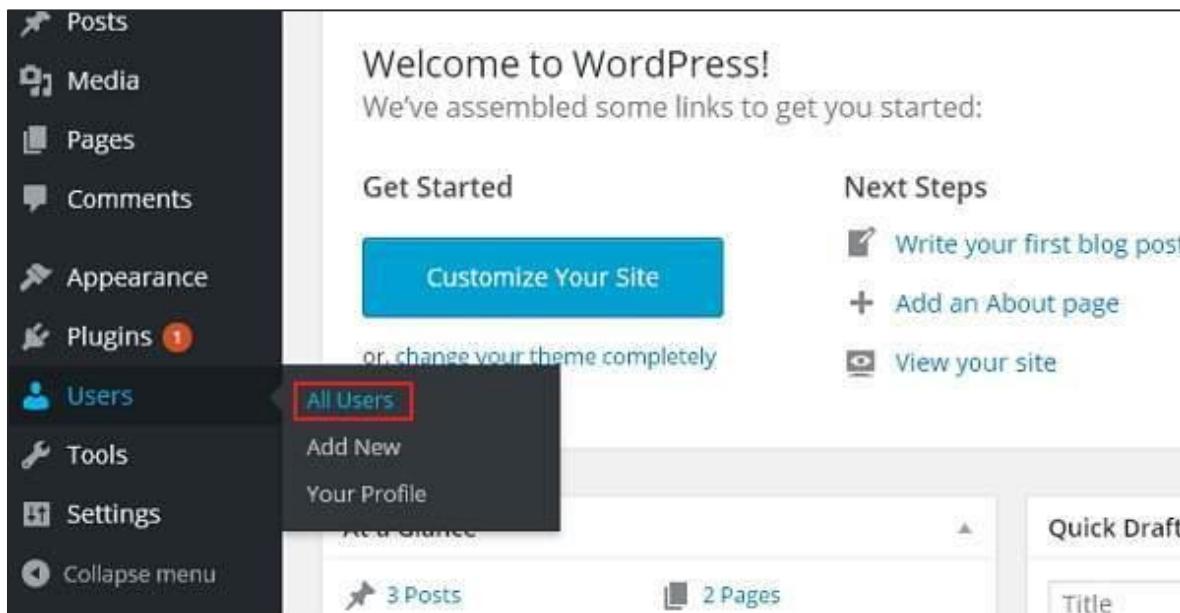
**Your Photo** Upload image file:  Choose File No file chosen (max upload size 32M)

# 43. EDIT USERS

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

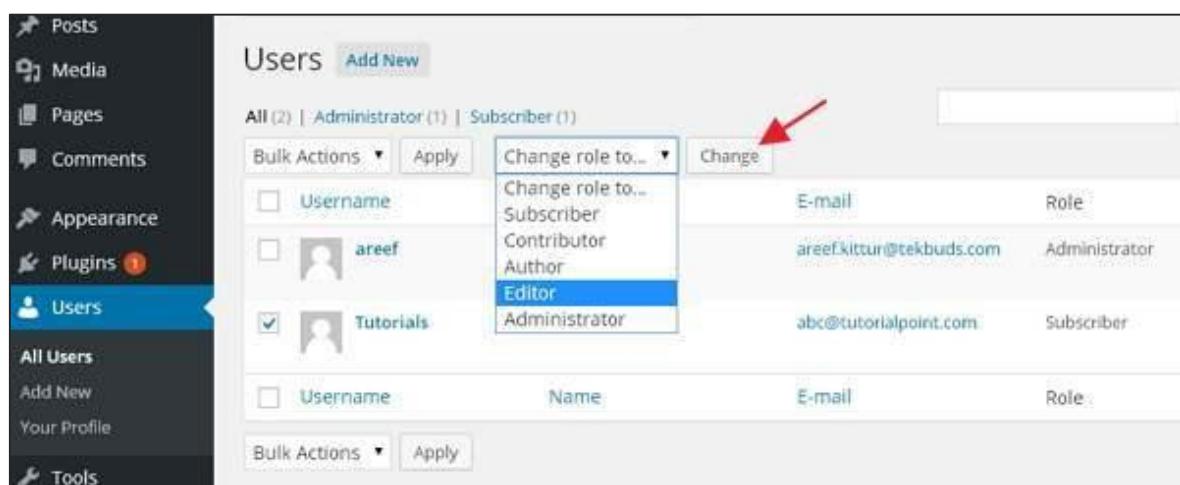
Following are the simple steps to Edit Users in WordPress.

**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, Tools, Settings, and a Collapse menu. The 'Users' item is currently selected. A dropdown menu appears under 'Users' with options: All Users (highlighted with a red box), Add New, and Your Profile. 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 three items: 'Write your first blog post', 'Add an About page', and 'View your site'. At the bottom, there are links for '3 Posts', '2 Pages', and 'Quick Draft'.

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



The screenshot shows the 'Users' page. The sidebar still has the 'Users' item selected. The main area displays a table of users. One row for a user named 'Tutorials' has a checked checkbox next to it. A dropdown menu is open over this row, with the 'Change role to...' option highlighted. An arrow points from the text above to this dropdown menu. The table columns are 'E-mail' and 'Role'. The data in the table is as follows:

E-mail	Role
areefkittur@tekbuds.com	Administrator
abc@tutorialpoint.com	Subscriber

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 dashboard with the 'Users' menu item selected. The main content area displays a table of users. One user, 'Tutorials', is highlighted with a red arrow pointing to the 'Edit' link in the row actions column. The table columns are 'Username', 'Name', 'E-mail', and 'Role'. The user 'Tutorials' has a role of 'Subscriber'.

Username	Name	E-mail	Role
areef	areef.kittur@tekbuds.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**

<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** 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**

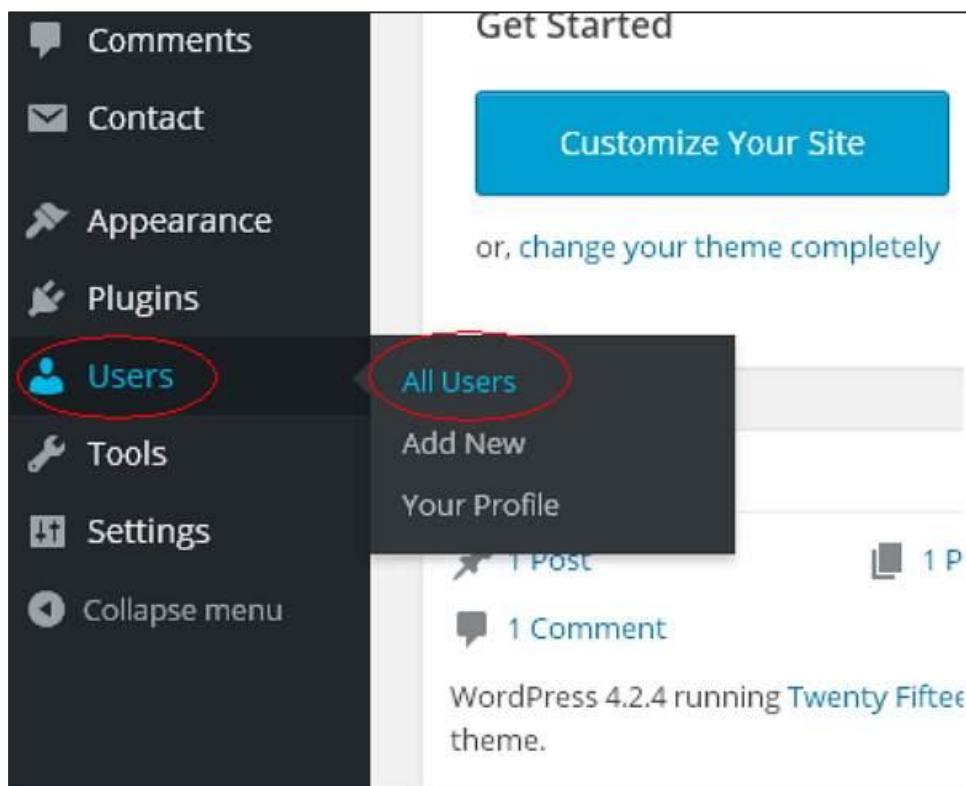
**New Password**

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

# 44. DELETE USERS

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

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

The screenshot shows the 'Users' screen in the WordPress admin dashboard. There are two users listed:

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

A red oval highlights the 'Delete' link next to the 'Demo' user entry.

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

The screenshot shows the 'Delete Users' confirmation page. It displays the following information:

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 ▾

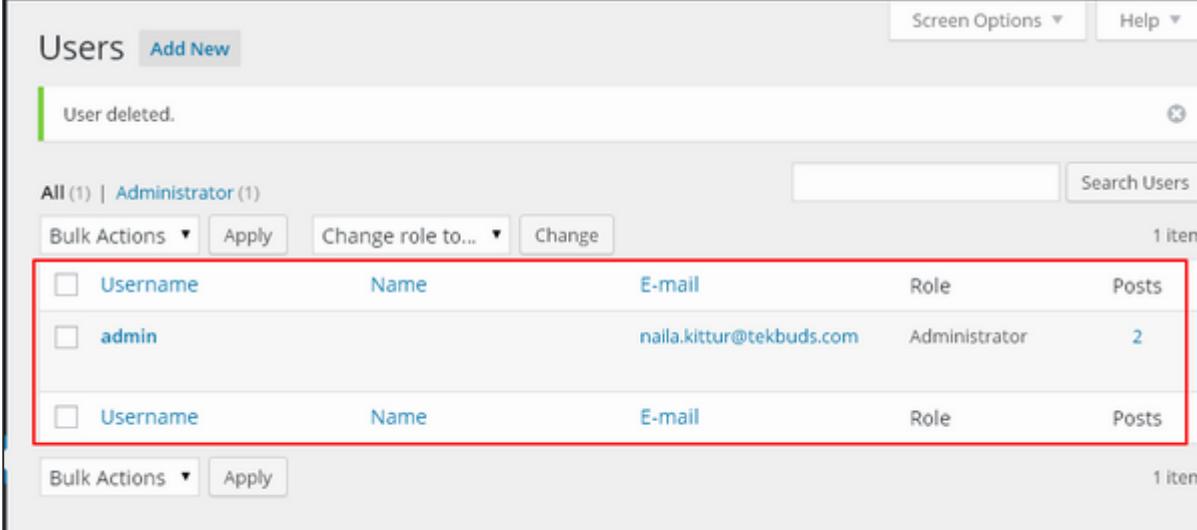
**Confirm Deletion**

A large red oval surrounds the 'Confirm Deletion' button.

**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 WordPress 'Users' page. At the top, there's a green message box containing the text 'User deleted.' with a close button. Below the message, the title bar says 'Users' and 'Add New'. On the right, there are 'Screen Options' and 'Help' buttons. The main area shows a table of users. The first user, 'admin', has a red box drawn around its entire row. The table columns are 'Username', 'Name', 'E-mail', 'Role', and 'Posts'. The 'admin' row contains the values: 'admin', 'naila.kittur@tekbuds.com', 'Administrator', and '2'. At the bottom of the table, there are 'Bulk Actions' and 'Apply' buttons. The status bar at the bottom right indicates '1 item'.

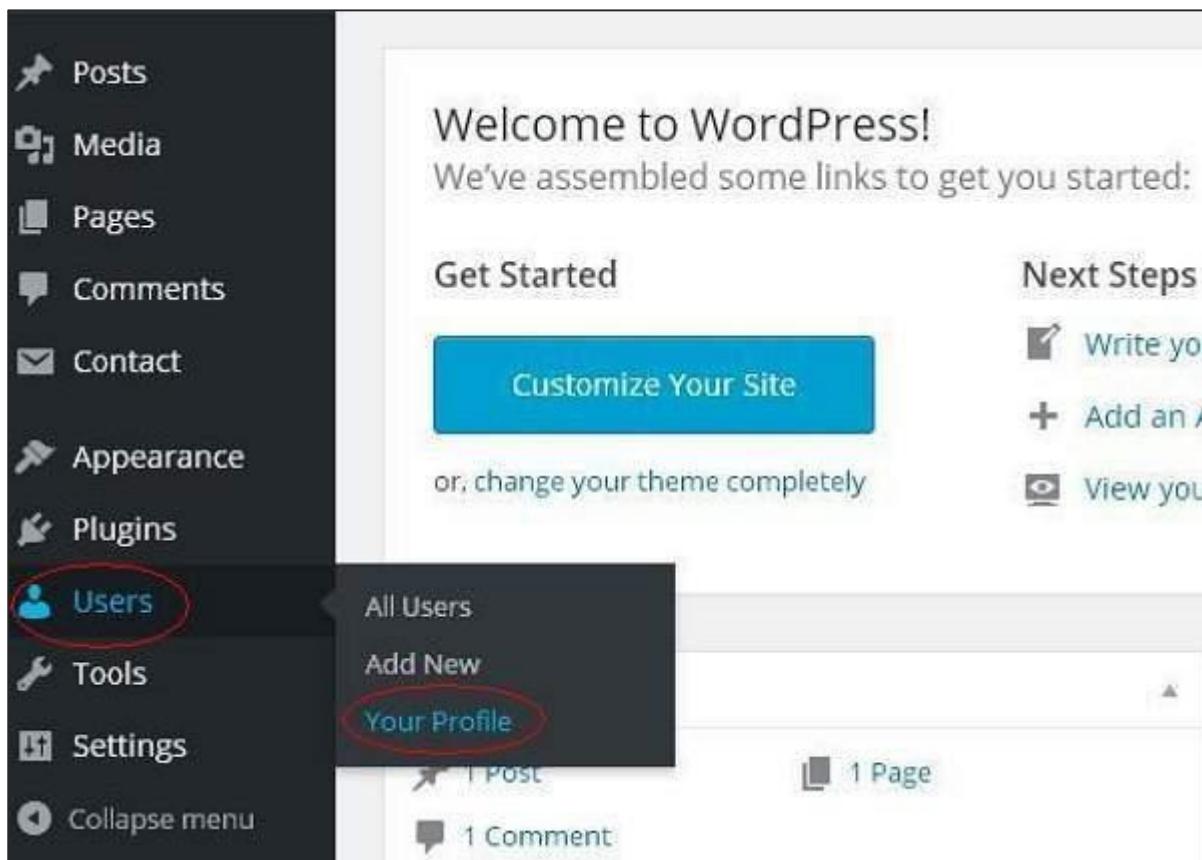
Username	Name	E-mail	Role	Posts
admin		naila.kittur@tekbuds.com	Administrator	2
Username	Name	E-mail	Role	Posts

# 45. PERSONAL PROFILE

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  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**.

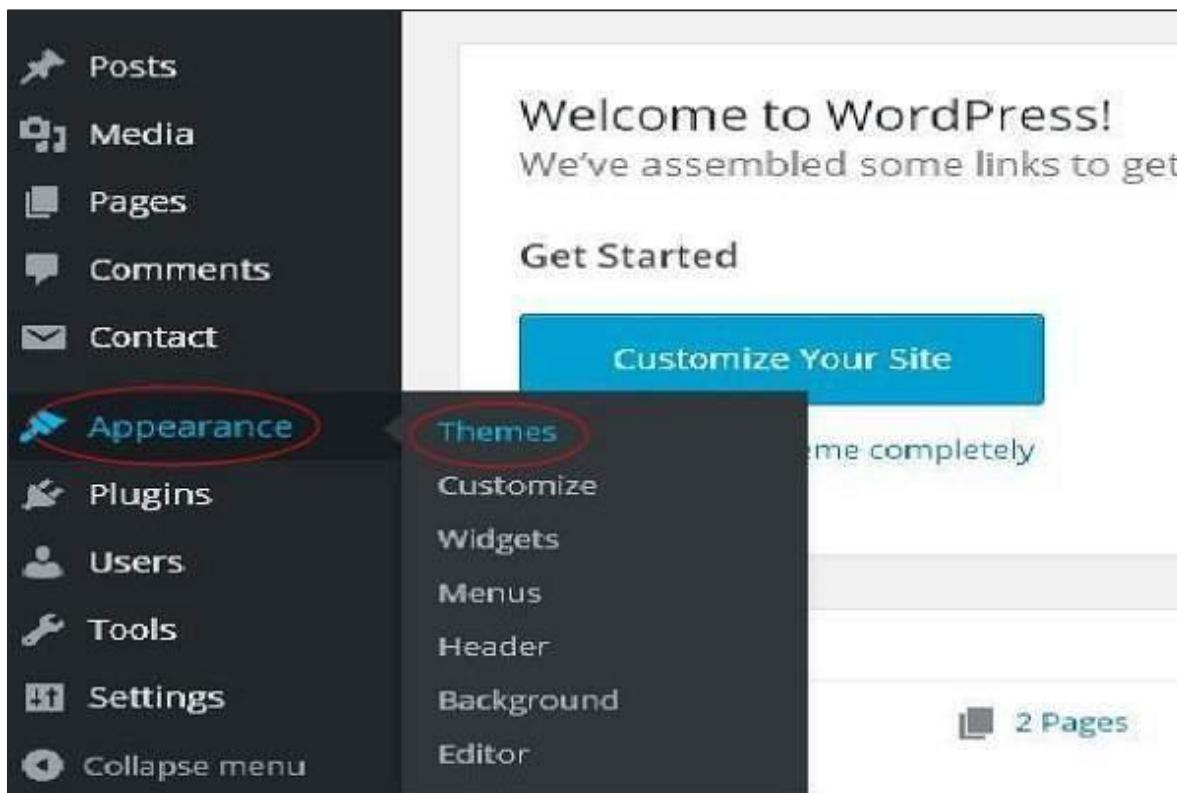
## Part 12: Appearance

# 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**.

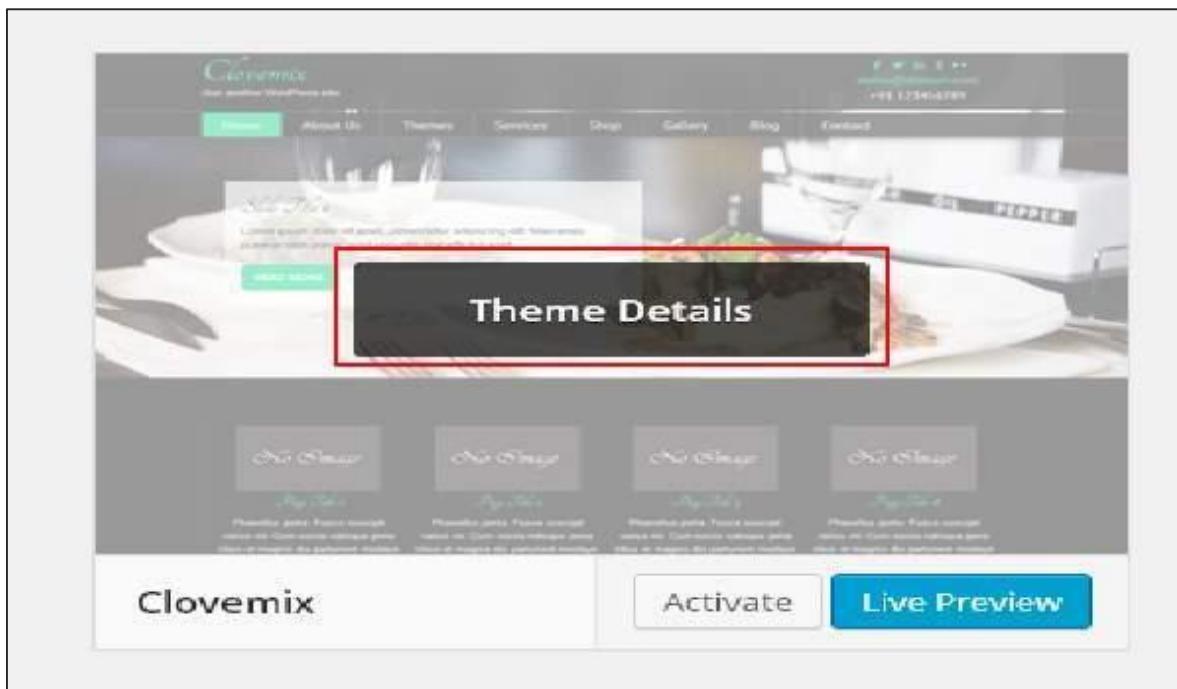
**Step 1:** Select **Appearance -> Themes** from the dashboard.



**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 list of themes is displayed in a grid format. Each theme card includes a thumbnail image, the theme name, a brief description, and a "Customize" button.

- Twenty Fifteen**: Description: The most popular theme. Active: Twenty Fifteen. Customize button.
- Clovemix**: Description: A restaurant theme.
- EDIN**: Description: An e-commerce theme.
- E-Commerce**: Description: An e-commerce theme.
- Goran**: Description: A professional theme.
- Twenty Fourteen**: Description: A photography theme.



**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.

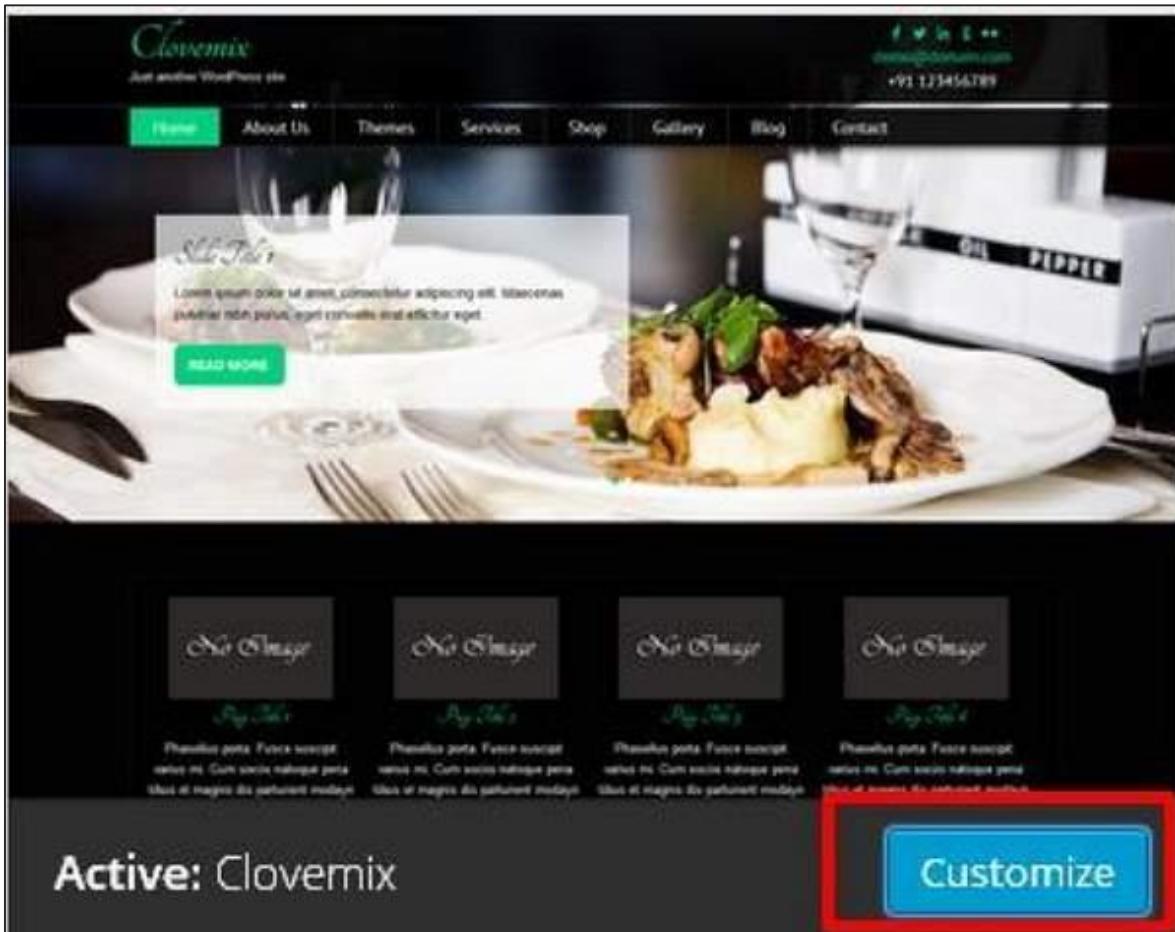
The screenshot shows the detailed view of the Clovemix theme. On the left is a preview of the theme's homepage with a restaurant theme. To the right, the theme's name "Clovemix" is displayed with its version "Version: 1.2.1" highlighted by a red box. Below that, it says "By Flythemes". A large red box encloses 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 "Activate" and "Live Preview" buttons, and a "Delete" button which has a red circle around it.

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**.

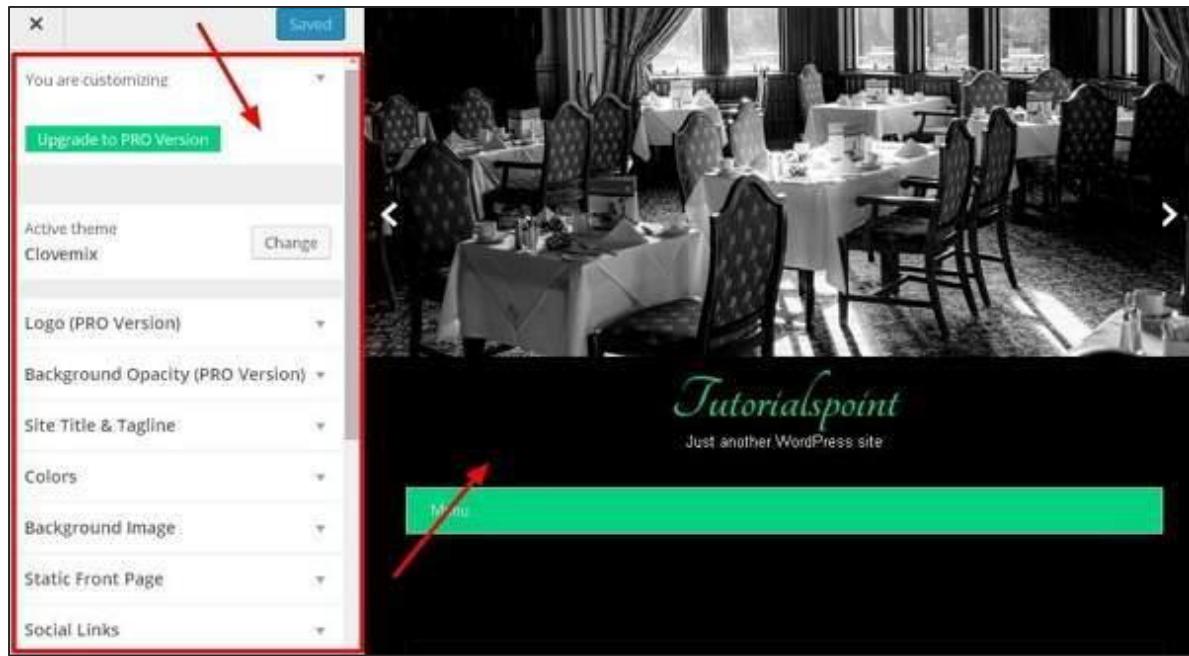
If you click on activate then you get a pop-up message as:

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.



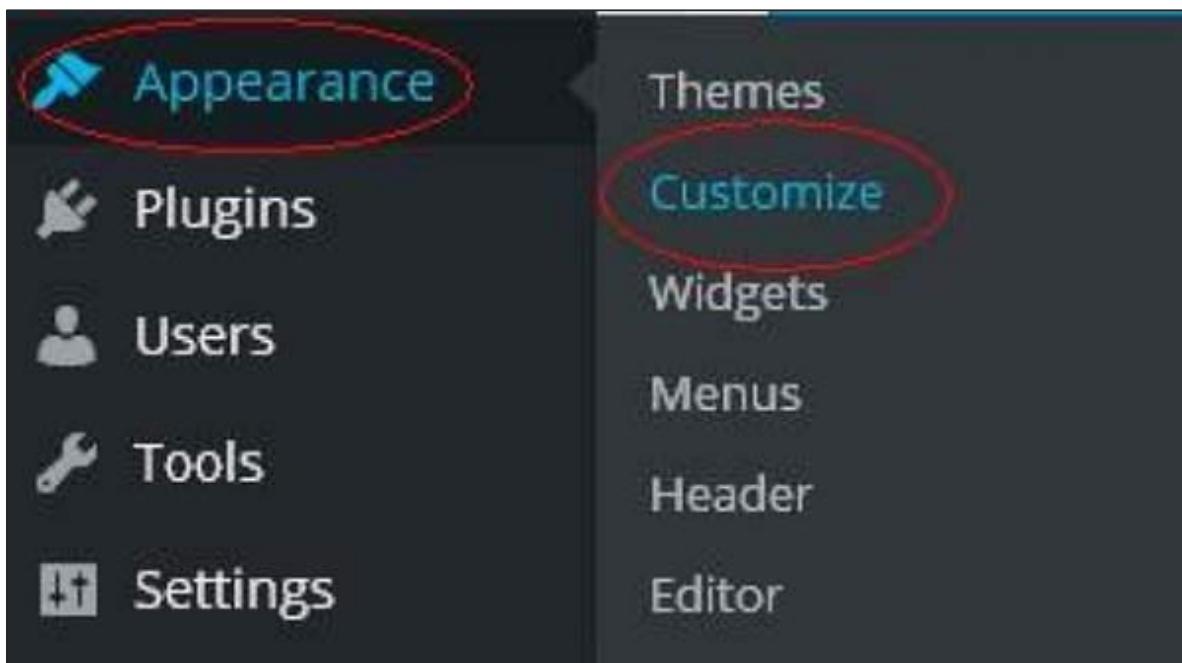
We will learn about customizing the appearance of the themes in the next chapter i.e.; **WordPress Customize Theme**.

# 47. CUSTOMIZE THEME

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.

A screenshot showing the WordPress customization interface on the left and a live preview of the website on the right. The customization panel shows sections for Site Title &amp; Tagline, Colors, Header Image, Widgets, and Static Front Page. A red arrow points from the 'Active theme' section to the live preview area. The live preview shows a post titled 'Hello world!' with a date of August 18, 2015, and a comment section.

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.

# Themes 7

Active theme  
Twenty Thirteen

Customize

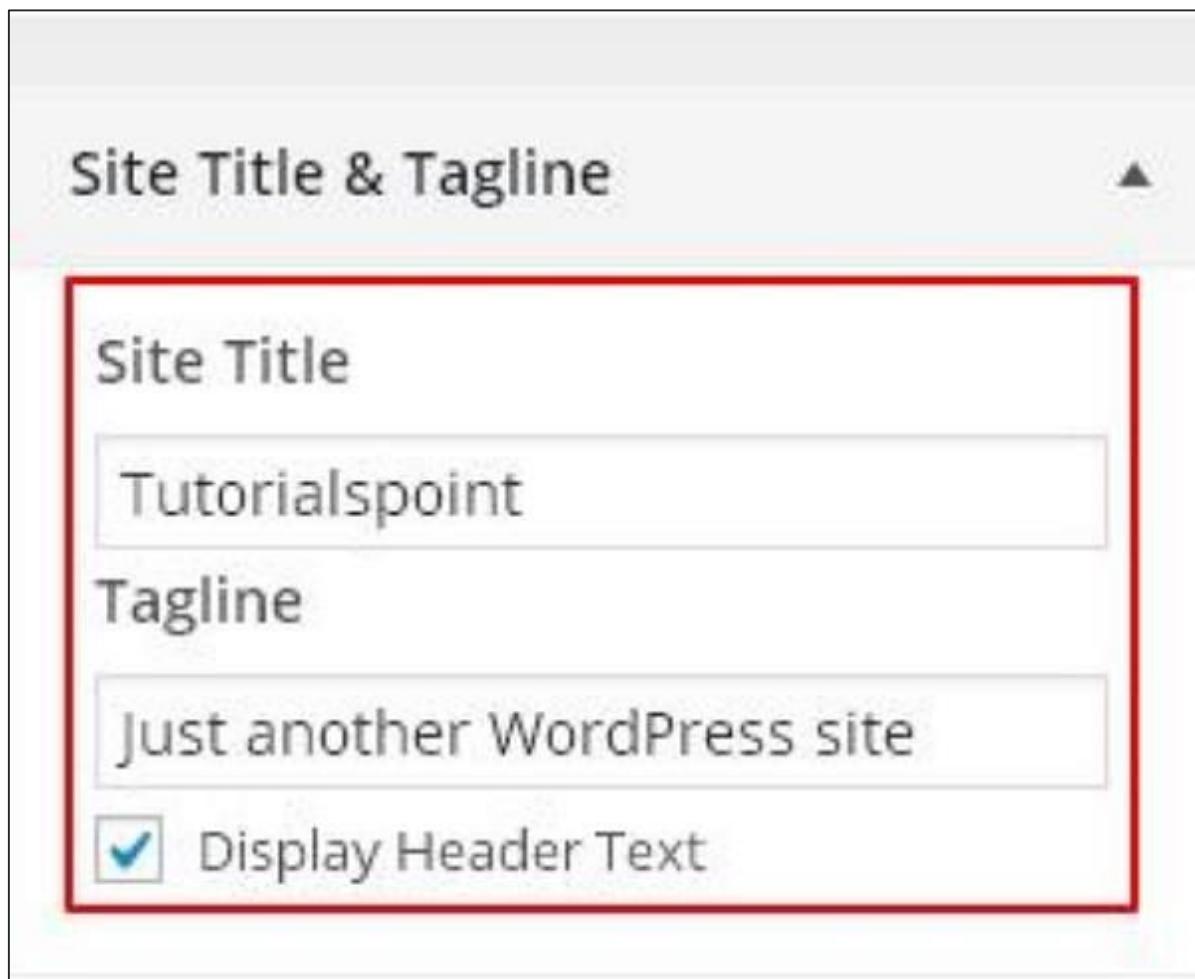
Search installed themes...

A screenshot of the WordPress Themes screen. At the top, it says "Themes 7". Below that, it shows "Active theme Twenty Thirteen". To the right is a "Customize" button. A red arrow points from the top right towards the "Customize" button. Below this, there's a search bar with the placeholder "Search installed themes...". Underneath the search bar is a preview of a theme called "Clovemix". The preview shows a restaurant website with a dark header, a hero section featuring a dish, and a footer with social media links. A red arrow points from the top right towards the preview area. At the bottom of the preview, it says "Clovemix" and "Theme Details". Another red arrow points from the top right towards the "Theme Details" button. The entire interface has a light gray background.

Clovemix

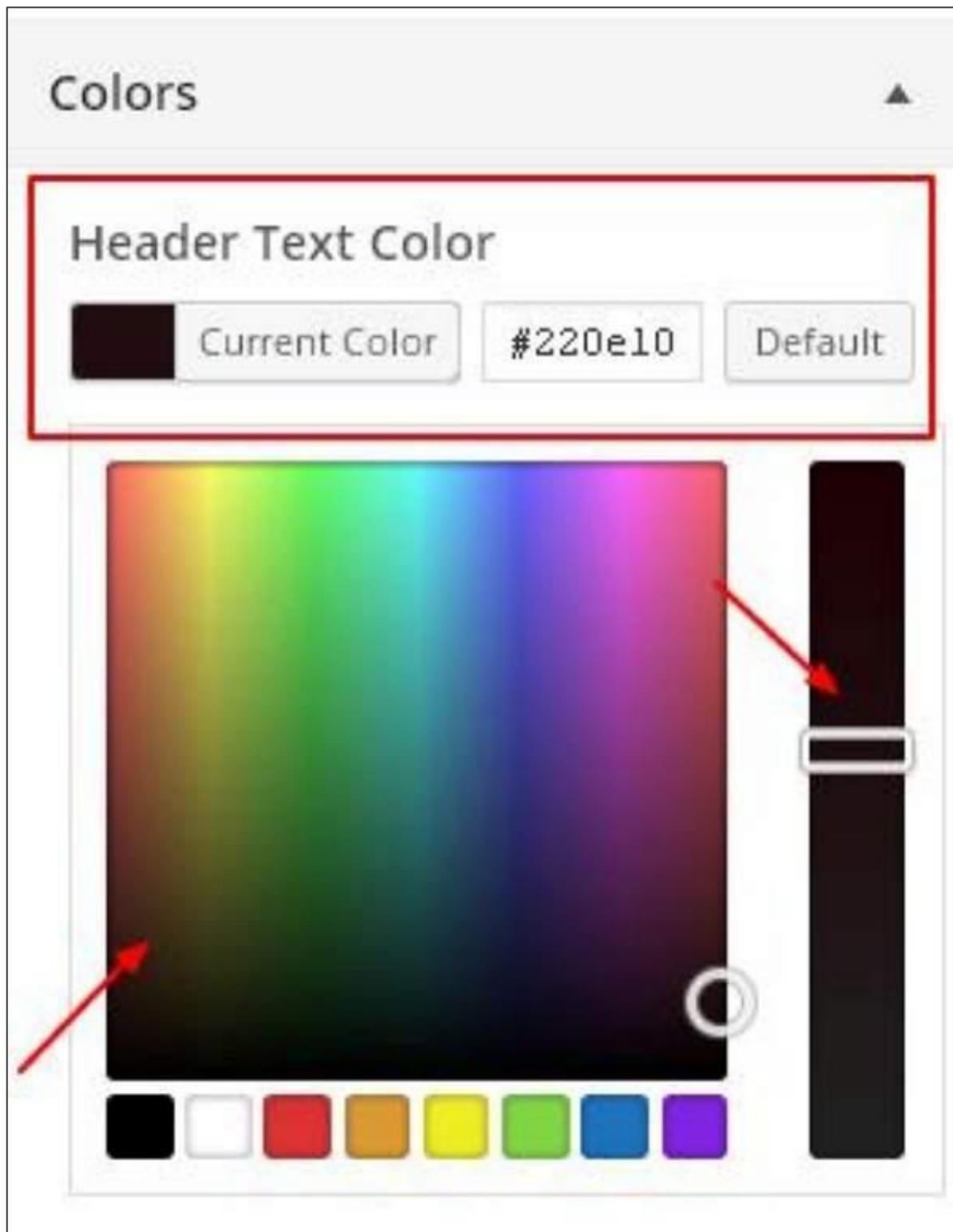
Theme Details

**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  $1600 \times 230$  pixels.

**Current header**

The screenshot shows the 'Header Image' settings in the WordPress dashboard. It features a large preview image of a colorful abstract pattern at the top. Below it are two buttons: 'Hide image' and 'Add new image', both enclosed in a red rectangular border. Red arrows point from the text above to these buttons. Below this section is a heading 'Suggested' followed by three smaller preview images of different abstract patterns. At the bottom is a button labeled 'Randomize suggested headers' with a shuffle icon.

**Suggested**

Hide image    Add new image

Randomize suggested headers

**Widgets:** Add widgets to your site from here.

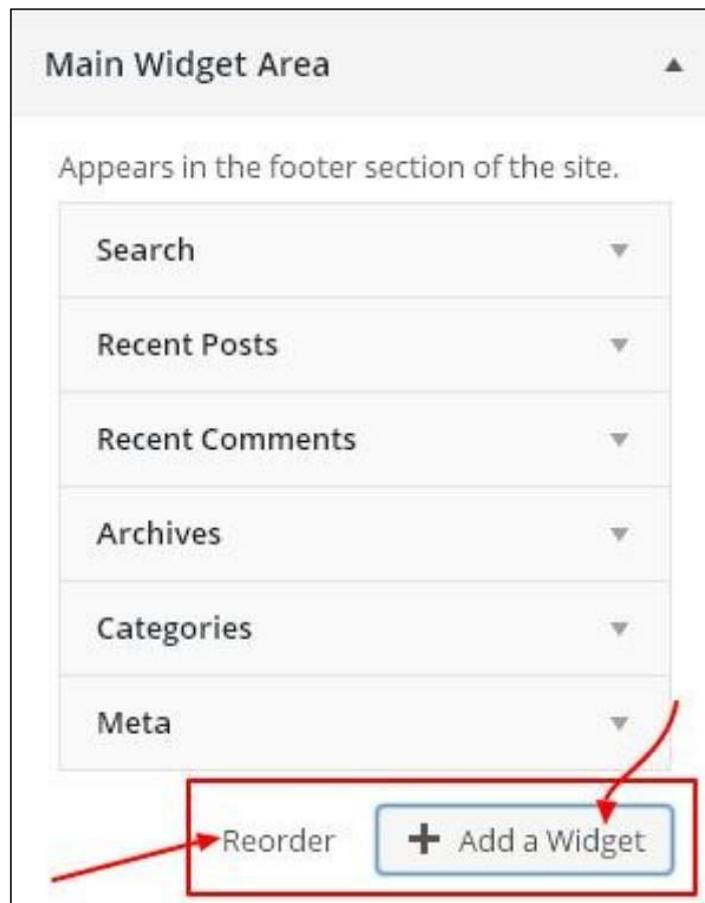


When you click on the arrow mark the following image appears.

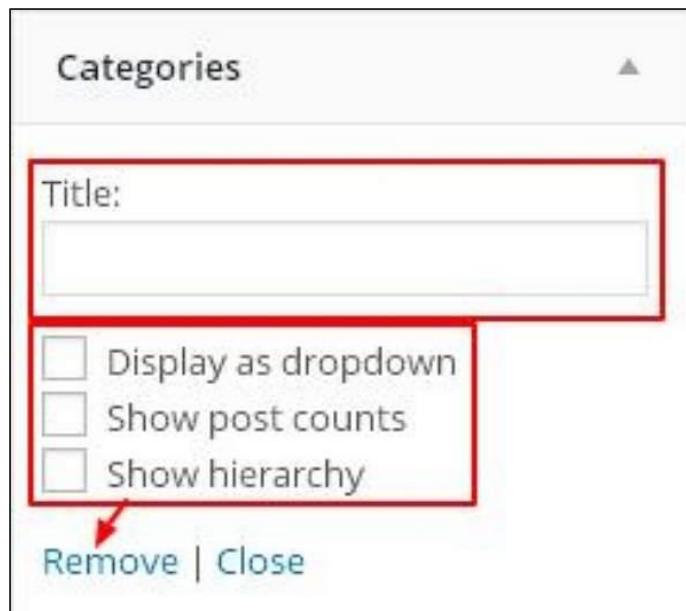
A screenshot of the expanded 'Widgets' screen. It shows three sections: 'You are customizing Widgets' (which is collapsed), 'Main Widget Area' (which is expanded, showing a list of available widgets like 'Text', 'Image', etc.), and 'Secondary Widget Area' (which is collapsed). Each section has a small downward-pointing arrow to its right.

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.

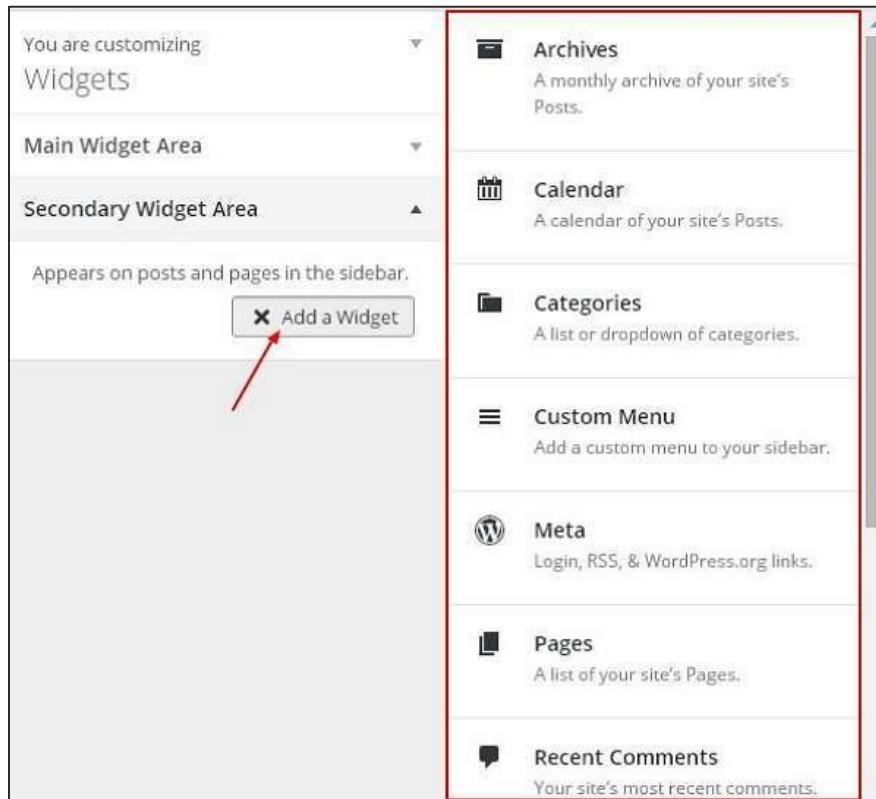


When you click on any of the widgets a dropdown appears where you can edit more or add more. For example: If you want to add categories then the following image appears.

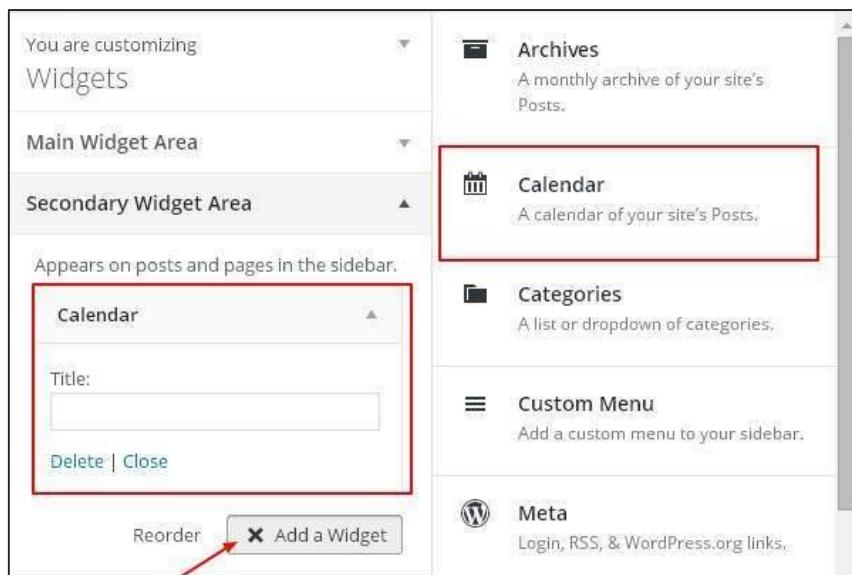


In this image, as you can see, you can add your category in the '**Title**' section. Check any of the required boxes. If you do not want to add any, then say '**Remove**'. Same goes for other widgets too.

**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.

Static Front Page ▲

Your theme supports a static front page.

Front page displays

Your latest posts

A static page

Front page

— Select — ▼

Posts page

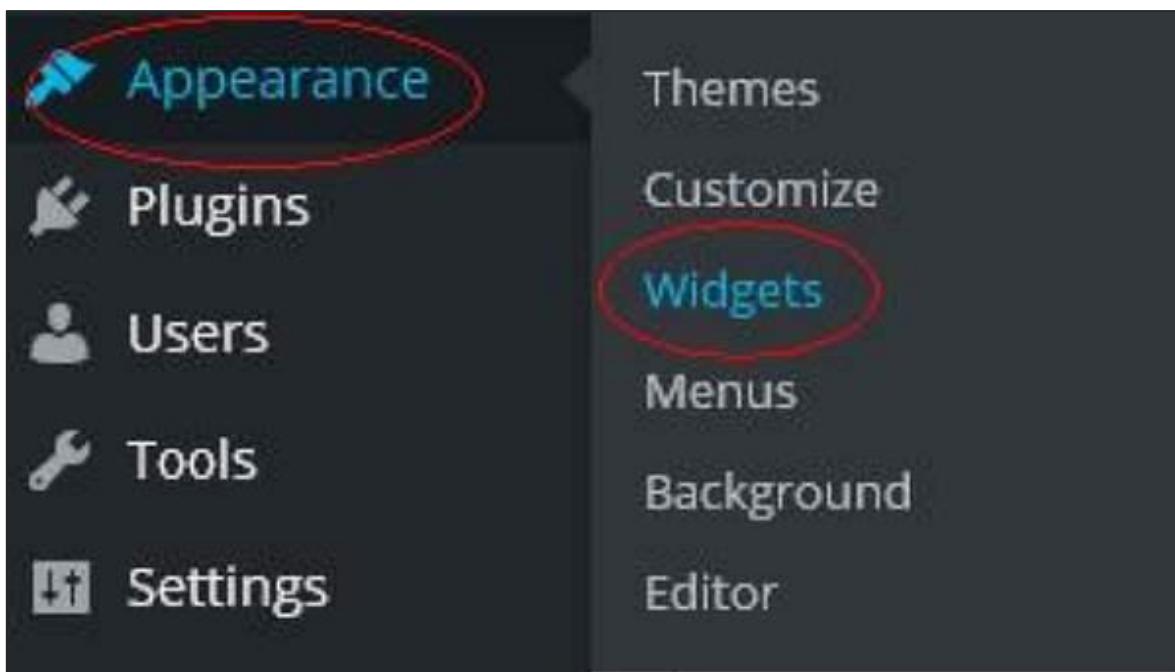
— Select — ▼

# 48. WIDGET MANAGEMENT

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, there's a 'Widgets' title and a 'Manage in Customizer' button, which is highlighted with a red box. Below this, there are four dropdown menus: 'Available Widgets', 'Inactive Sidebar (not used)', 'Sidebar Main' (which is currently selected and highlighted with a red box), and 'Inactive Widgets'. Each dropdown has a small downward arrow icon.

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.

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

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

**Sidebar Main**

Appears on all site

Search

Recent Comments

Archives

Categories

Meta

Calendar

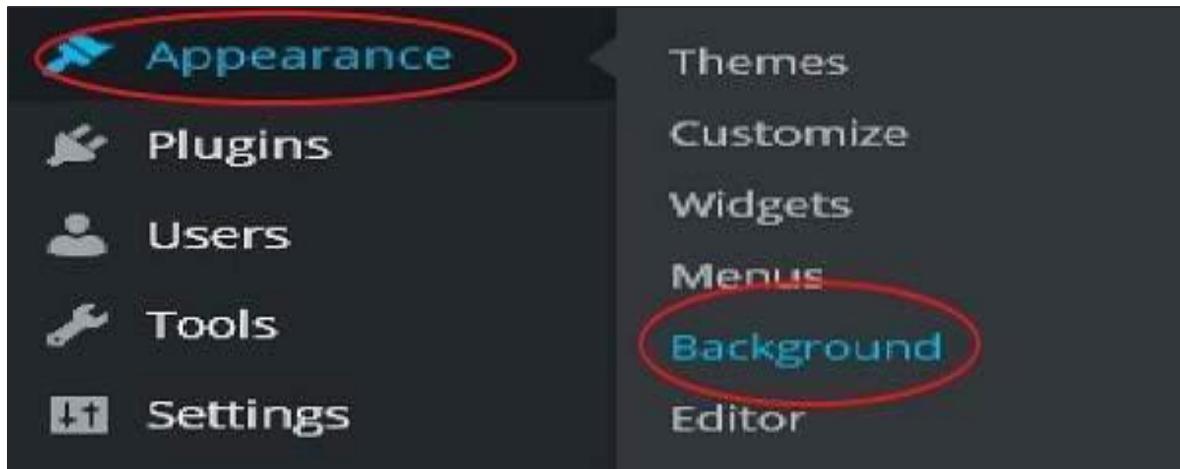
RSS

Recent Posts

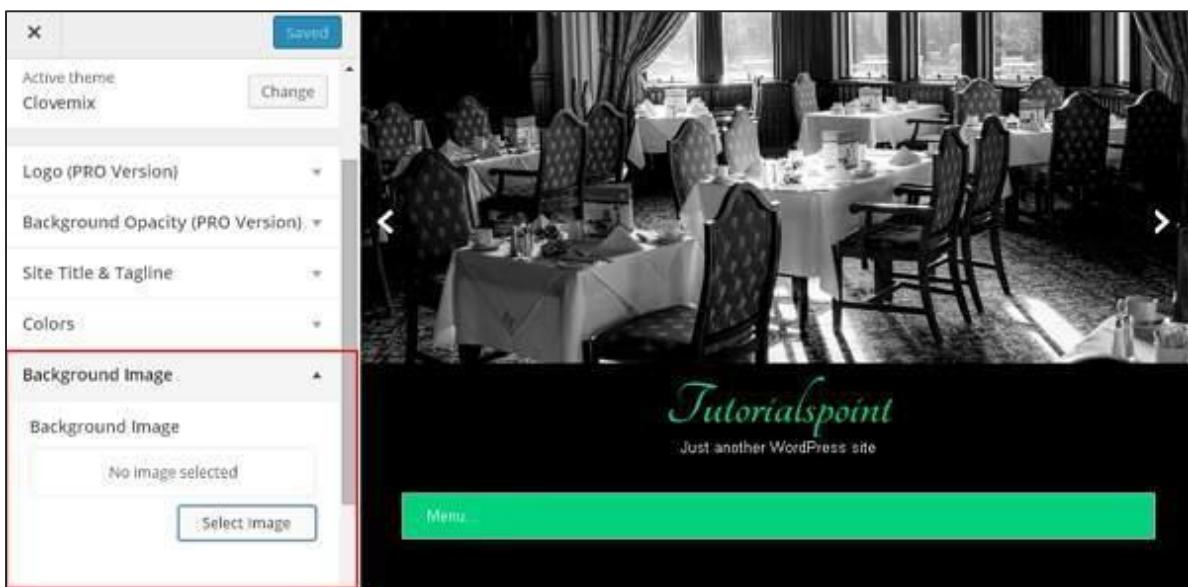
# 49. BACKGROUND

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

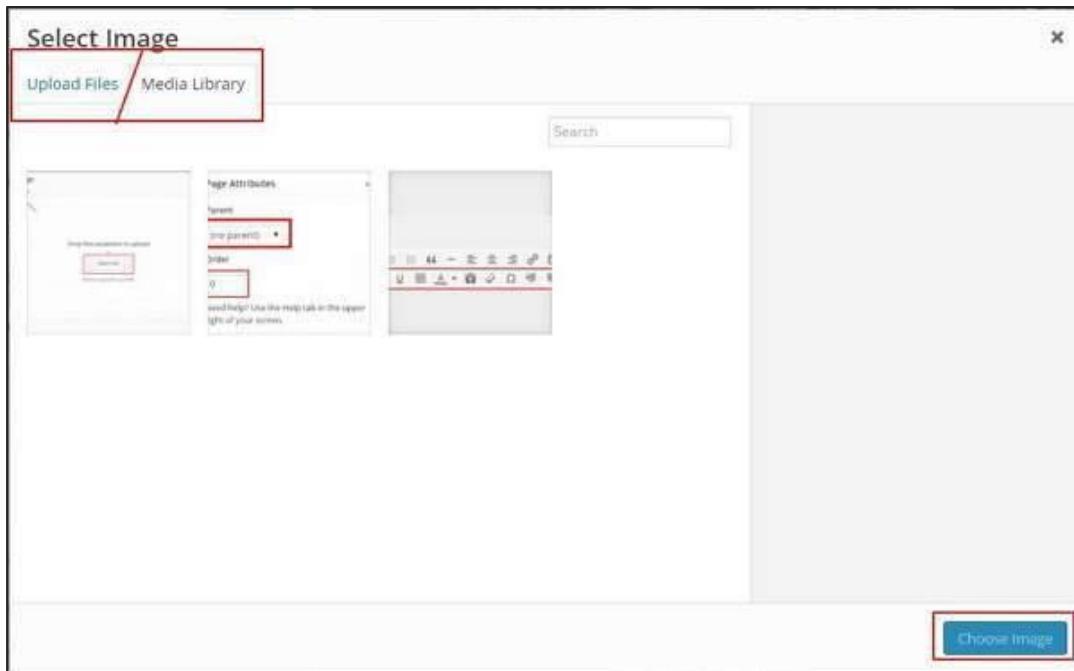
**Step (1):** Click on **Appearance -> Background**.



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



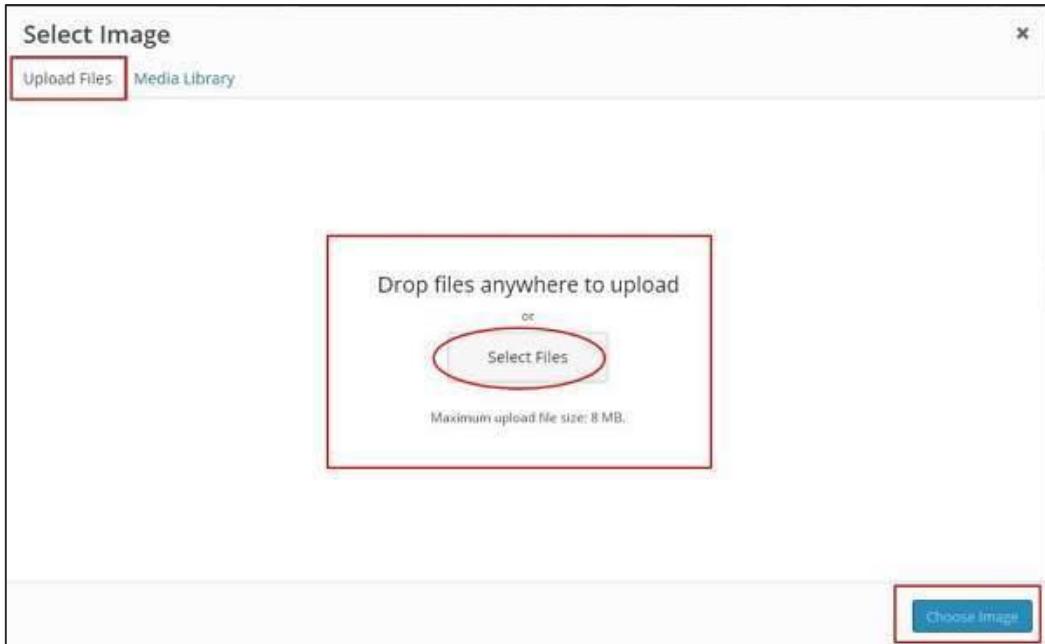
**Step (3):** There's no image selected for background. If you want to do so, then click on **Select Image**. You get the following page.



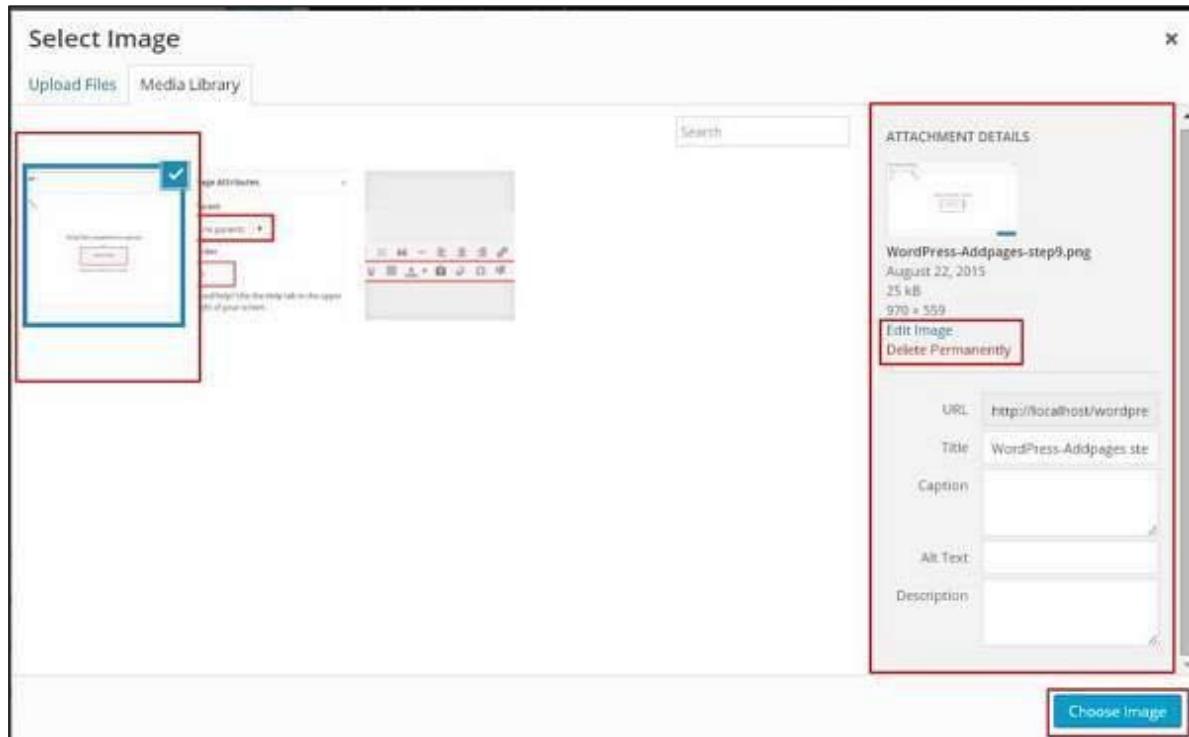
Here you can upload images using two options.

- 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**.

The screenshot shows the 'Edit Media' screen in the WordPress admin area. At the top, there's a title bar with 'Edit Media' and 'Add New' buttons. Below the title, the file name 'WordPress-Addpages step9' is displayed along with its permalink. A toolbar above the main content includes icons for crop, rotate, flip, and other actions.

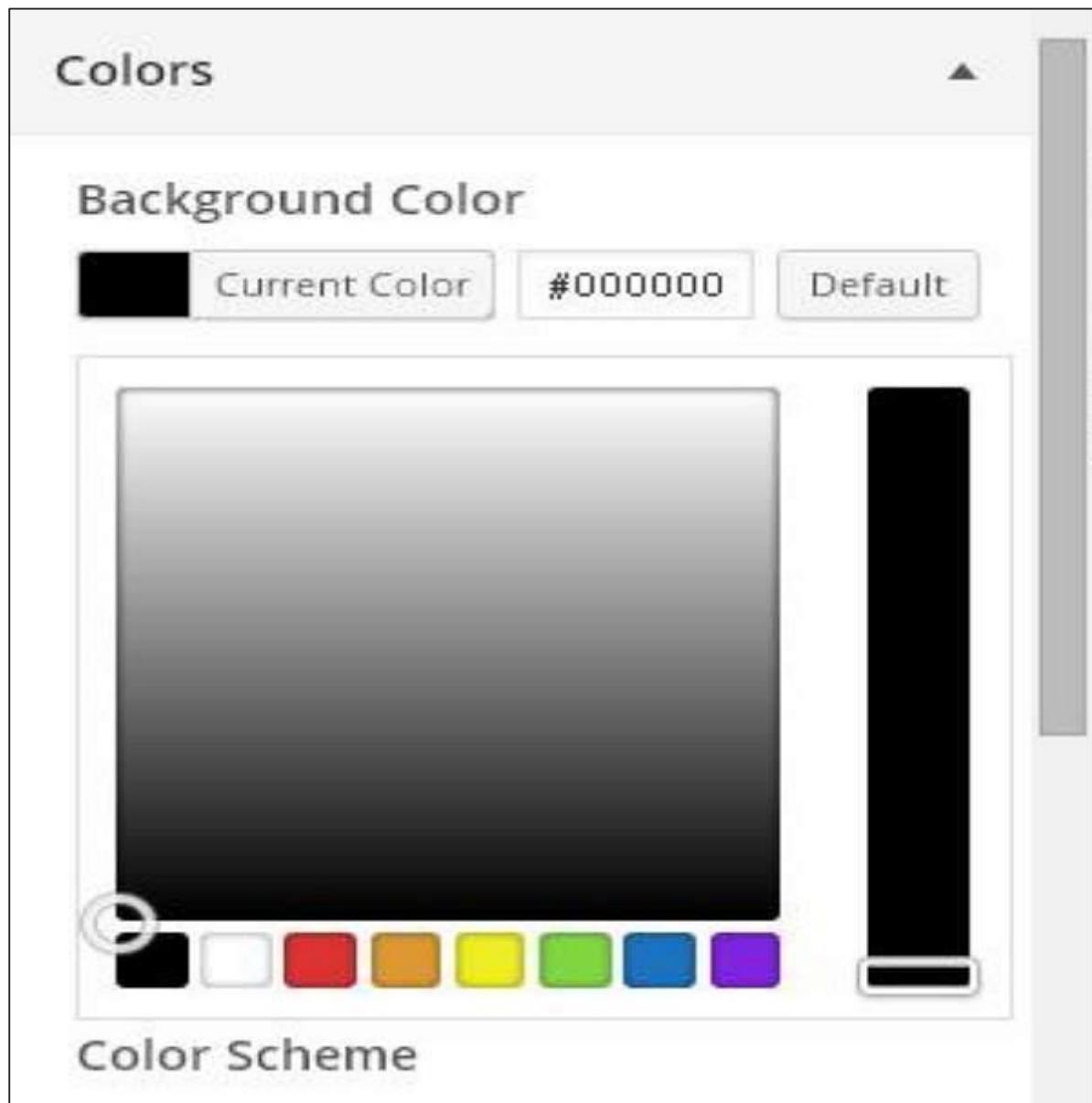
The main area contains several sections:

- Scale Image:** Shows original dimensions of 970 x 559 and a 'Scale' button.
- Image Crop:** Includes 'Aspect ratio' and 'Selection' fields.
- Thumbnail Settings:** Shows a preview area and options to apply changes to 'All image sizes' (which is selected), 'Thumbnail', or 'All sizes except thumbnail'.
- Save:** Buttons for 'Cancel' and 'Save'.
- File Details:** Shows the file was uploaded on Aug 22, 2015, at 07:39, with a URL of <http://localhost/wordpress1/wp-cont>, file name 'WordPress-Addpages-step9.png', file type 'PNG', file size '25 kB', and dimensions '970 x 559'. It also includes 'Delete Permanently' and 'Update' buttons.
- Caption, Alternative Text, and Description:** Fields for entering descriptive text, each with a red arrow pointing to it from below.

- **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** is not used for all themes. Theme customization is not same for every theme we use. It changes from theme to theme.



## Part 13: Advanced

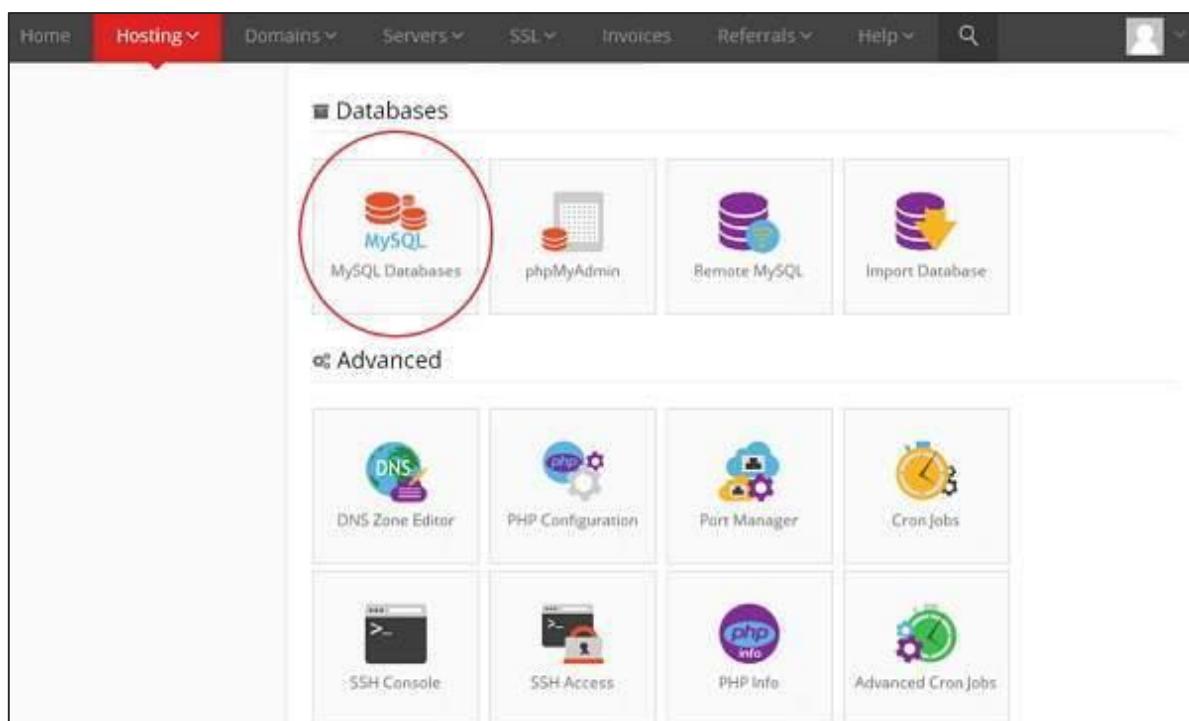
# 50. HOST TRANSFER

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.

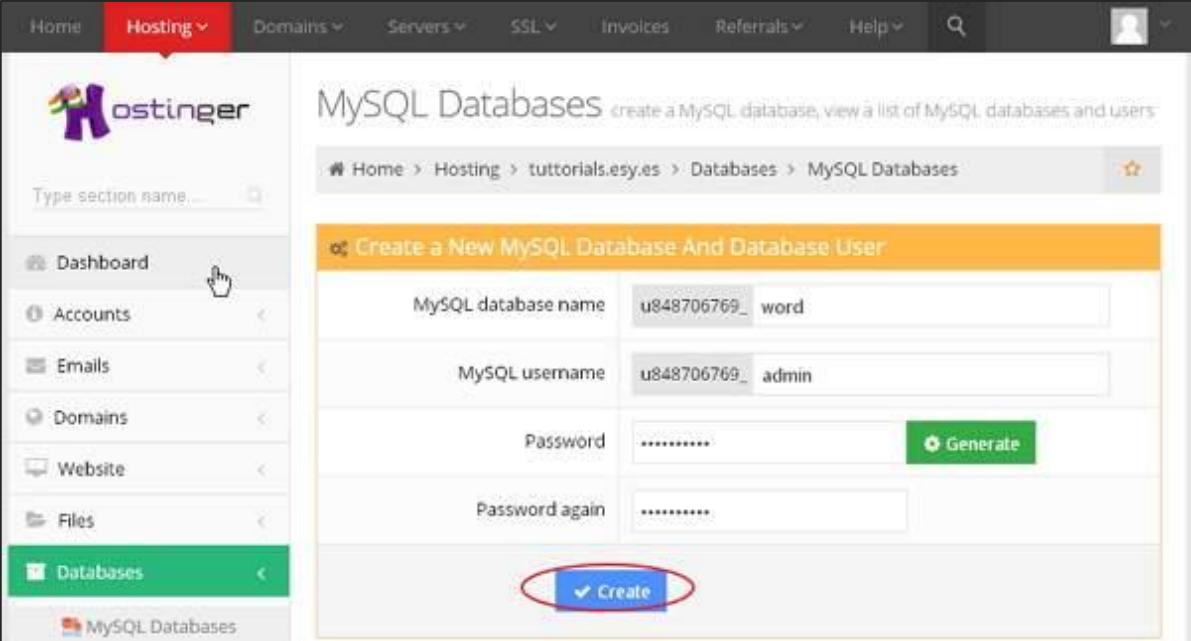
Just follow the simple steps given below to transfer your WordPress site to another host.

**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 control panel interface. The left sidebar is visible with various menu items like Dashboard, Accounts, Emails, Domains, Website, Files, Databases (which is selected and highlighted in green), and MySQL Databases. The main content area is titled "MySQL Databases" with a sub-instruction "create a MySQL database, view a list of MySQL databases and users". Below this is a breadcrumb navigation: Home > Hosting > tutorials.esy.es > Databases > MySQL Databases. A central form titled "Create a New MySQL Database And Database User" contains four input fields: "MySQL database name" (u848706769\_word), "MySQL username" (u848706769\_admin), "Password" (a series of dots), and "Password again" (a series of dots). A "Generate" button is located next to the password field. At the bottom of the form is a blue "Create" button, which is circled with a red oval.

- **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 the Hostinger control panel interface. The left sidebar has a green-highlighted 'Databases' section containing 'MySQL Databases', 'phpMyAdmin', 'Remote MySQL', and 'Import Database'. The main area has a yellow header 'Create a New MySQL Database And Database User'. It contains fields for 'MySQL database name' (u848706769\_database), 'MySQL username' (u848706769\_user), 'Password' (password), and 'Password again' (password). A 'Generate' button is next to the password fields. Below is a 'Create' button. The bottom section shows a table titled 'List of Current MySQL Databases And Users' with one entry: u848706769\_word, u848706769\_admin, mysql.hostinger.in, 0.02. The 'MySQL Database' column has a plus sign icon.

MySQL Database	MySQL User	MySQL Host	Disk Usage, MB
u848706769_word	u848706769_admin	mysql.hostinger.in	0.02

**Step (5):** Click on + symbol.

This screenshot is identical to the previous one, showing the 'Create a New MySQL Database And Database User' form and the 'List of Current MySQL Databases And Users' table. However, the plus sign icon in the 'MySQL Database' column of the table is now highlighted with a red circle, indicating it is the target for the next step.

MySQL Database	MySQL User	MySQL Host	Disk Usage, MB	
(+)	u848706769_word	u848706769_admin	mysql.hostinger.in	0.02

**Step (6):** Click on **phpMyAdmin**.

The screenshot shows the Hostinger control panel interface. In the top navigation bar, the 'Hosting' tab is selected. On the left sidebar, under the 'MySQL Databases' section, there are links for 'phpMyAdmin', 'Remote MySQL', and 'Import Database'. Below these, there are sections for 'Advanced' and 'Other'. The main content area displays a table titled 'List of Current MySQL Databases And Users'. A single row is present for the database 'u848706769\_word', which belongs to the user 'u848706769\_admin' on the host 'mysql.hostinger.in' with 0.02 MB disk usage. Below the table are five large, rounded rectangular buttons: 'Delete' (red), 'Repair' (blue), 'Get Usage' (green), 'Backup' (dark grey), and 'Change password' (dark grey). To the left of these buttons is another button labeled 'Change permissions' with a double-headed arrow icon. This 'Change permissions' button is circled in red.

**Step (7):** Click on **Import** tab on the phpMyAdmin page.

The screenshot shows the phpMyAdmin interface for the database 'u848706769\_word'. At the top, there is a toolbar with tabs: Structure, SQL, Search, Query, Export, Import (which is circled in red), Operations, Routines, More, and a dropdown menu. Below the toolbar, a message states 'No tables found in database'. Underneath, there is a 'Create table' form with fields for 'Name' and 'Number of columns'. A 'Go' button is located at the bottom right of the form.

**Step (8):** Click on **Choose File** button to select the backup file from your system and click on **Go** button.

Importing into the database "u848706769\_word"

**File to Import:**

File may be compressed (gzip, bzip2, zip) or uncompressed.  
A compressed file's name must end in **[format][compression]**. Example: `_sql.zip`

Browse your computer:  No file chosen (Max 256MB)

Character set of the file: `utf-8`

**Partial Import:**

Allow the interruption of an import in case the script detects it is close to the PHP timeout limit. (This might be good way to import large files, however it can break transactions.)

Number of rows to skip, starting from the first row: `0`

**Format:**

`SQL`

**Format-Specific Options:**

SQL compatibility mode: `NONE`

Do not use `auto_increment` for zero values

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

Table	Action	Rows	Type	Collation	Size
wp_commentmeta	<input type="button" value="Browse"/> <input type="button" value="Structure"/> <input type="button" value="Search"/> <input type="button" value="Insert"/> <input type="button" value="Empty"/> <input type="button" value="Drop"/>	2	MyISAM	utf8mb4_unicode_ci	10.1 Kib
wp_comments	<input type="button" value="Browse"/> <input type="button" value="Structure"/> <input type="button" value="Search"/> <input type="button" value="Insert"/> <input type="button" value="Empty"/> <input type="button" value="Drop"/>	4	MyISAM	utf8mb4_unicode_ci	7.9 Kib
wp_links	<input type="button" value="Browse"/> <input type="button" value="Structure"/> <input type="button" value="Search"/> <input type="button" value="Insert"/> <input type="button" value="Empty"/> <input type="button" value="Drop"/>	0	MyISAM	utf8mb4_unicode_ci	1.1 Kib
wp_options	<input type="button" value="Browse"/> <input type="button" value="Structure"/> <input type="button" value="Search"/> <input type="button" value="Insert"/> <input type="button" value="Empty"/> <input type="button" value="Drop"/>	129	MyISAM	utf8mb4_unicode_ci	209.4 Kib
wp_postmeta	<input type="button" value="Browse"/> <input type="button" value="Structure"/> <input type="button" value="Search"/> <input type="button" value="Insert"/> <input type="button" value="Empty"/> <input type="button" value="Drop"/>	29	MyISAM	utf8mb4_unicode_ci	24 Kib
wp_posts	<input type="button" value="Browse"/> <input type="button" value="Structure"/> <input type="button" value="Search"/> <input type="button" value="Insert"/> <input type="button" value="Empty"/> <input type="button" value="Drop"/>	22	MyISAM	utf8mb4_unicode_ci	19.2 Kib
wp_terms	<input type="button" value="Browse"/> <input type="button" value="Structure"/> <input type="button" value="Search"/> <input type="button" value="Insert"/> <input type="button" value="Empty"/> <input type="button" value="Drop"/>	2	MyISAM	utf8mb4_unicode_ci	1.1 Kib
wp_term_relationships	<input type="button" value="Browse"/> <input type="button" value="Structure"/> <input type="button" value="Search"/> <input type="button" value="Insert"/> <input type="button" value="Empty"/> <input type="button" value="Drop"/>	2	MyISAM	utf8mb4_unicode_ci	0.1 Kib
wp_term_taxonomy	<input type="button" value="Browse"/> <input type="button" value="Structure"/> <input type="button" value="Search"/> <input type="button" value="Insert"/> <input type="button" value="Empty"/> <input type="button" value="Drop"/>	2	MyISAM	utf8mb4_unicode_ci	4.0 Kib
wp_usermeta	<input type="button" value="Browse"/> <input type="button" value="Structure"/> <input type="button" value="Search"/> <input type="button" value="Insert"/> <input type="button" value="Empty"/> <input type="button" value="Drop"/>	24	MyISAM	utf8mb4_unicode_ci	22.4 Kib
wp_users	<input type="button" value="Browse"/> <input type="button" value="Structure"/> <input type="button" value="Search"/> <input type="button" value="Insert"/> <input type="button" value="Empty"/> <input type="button" value="Drop"/>	2	MyISAM	utf8mb4_unicode_ci	0.2 Kib
<b>11 tables</b>	<b>Sum</b>		<b>243</b>	<b>MyISAM</b>	<b>479.6 Kib</b>

**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**.

The screenshot shows the Hostinger control panel interface. On the left, there's a sidebar with various server statistics: SERVER IP (31.170.164.16), SERVER LOAD (5.76), MYSQL SERVER LOAD (2.2), APACHE VERSION (Apache/2.4.10), PHP VERSION (5.5.27), and MYSQL VERSION (5.1.61). Below these is a 'REFRESH STATS' button. The main area is titled 'Website' and contains a grid of icons. The 'Auto Installer' icon, which features a gear and a checkmark, is circled in red and highlighted with a tooltip above it. Other icons include 'Website Builder', 'Import Website', 'Statistics', 'Latest Visitors', 'Error Pages', 'Website Templates', 'Analyze Website', 'Earn Money', 'Promote Website', and 'Latest Requests'.

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

This screenshot shows the 'Auto Installer' section of the Hostinger control panel. The left sidebar has a green 'Website' tab selected. The main content area is titled 'Auto Installer' with the sub-instruction 'choose an application to install on your website'. A breadcrumb navigation bar shows the path: Home > Hosting > tutorials.esy.es > Website > Auto Installer. Below this is a green header bar labeled 'Installed versions'. A table lists one entry: 'Name' (wordpress), 'Installed at' (01-09-2015), and 'Url' (http://tutorials-esy.es/wordpress). To the right of the table are 'Actions' buttons for 'Details' (blue) and 'Delete' (red). Navigation buttons for 'Previous' and 'Next' are also present.

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

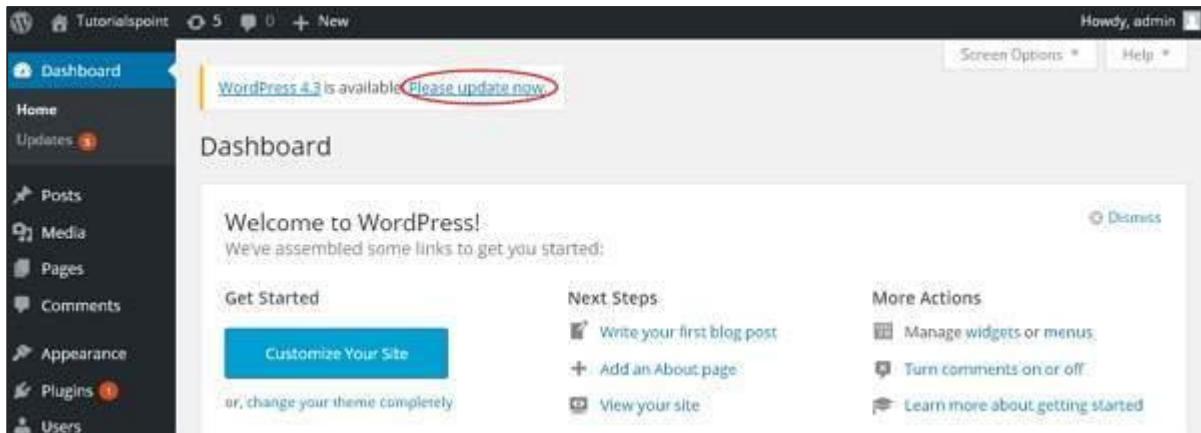


# 51. VERSION UPDATE

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.

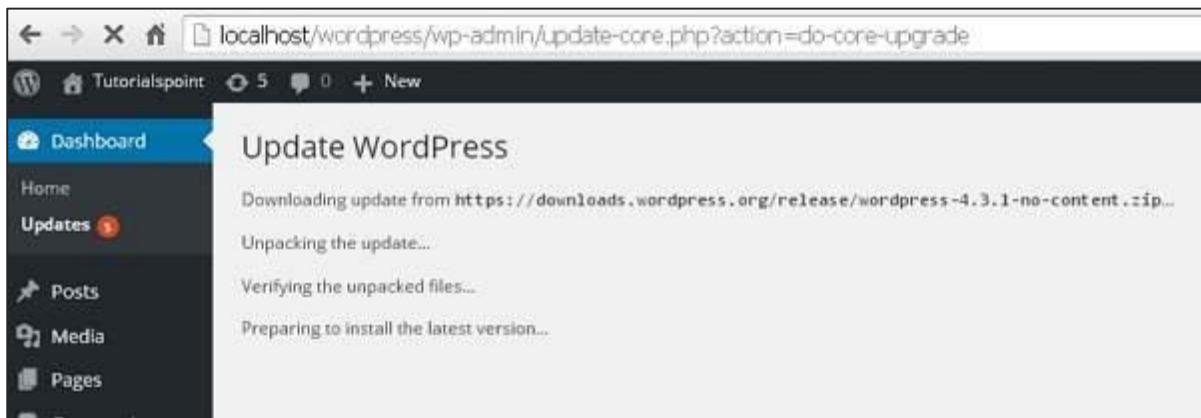


You will get notifications in WordPress admin panel when there is a newer version available for WordPress. Before updating, it is advised to keep WordPress backup.

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

The screenshot shows the WordPress dashboard under the 'Updates' section. At the top, it says 'Last checked on August 31, 2015 at 5:49 am.' with a 'Check Again' button. Below that is an important message: 'Important: before updating, please back up your database and files. For help with updates, visit the Updating WordPress Codex page.' A large 'Update Now' button is highlighted with a red circle. There is also a 'Download 4.3' link. A note below states: '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.' The 'Plugins' section lists 'Akismet' with a compatibility note: 'Compatibility with WordPress 4.2.4: 100% (according to its author)' and 'Compatibility with WordPress 4.3: Unknown'. The 'Themes' section lists 'Twenty Fifteen', 'Twenty Fourteen', and 'Twenty Thirteen' with their respective compatibility notes. Both sections have 'Select All' checkboxes and 'Update Plugins' or 'Update Themes' buttons.

**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

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**.

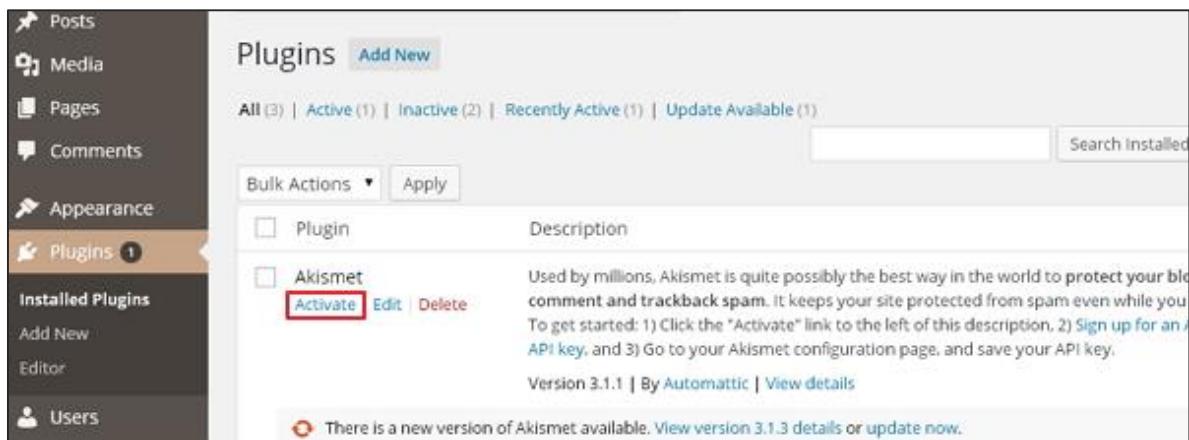
You can activate Akismet, for which you should have a WordPress API key. You have to register at the official WordPress website. The key will be sent to your mail box.

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.

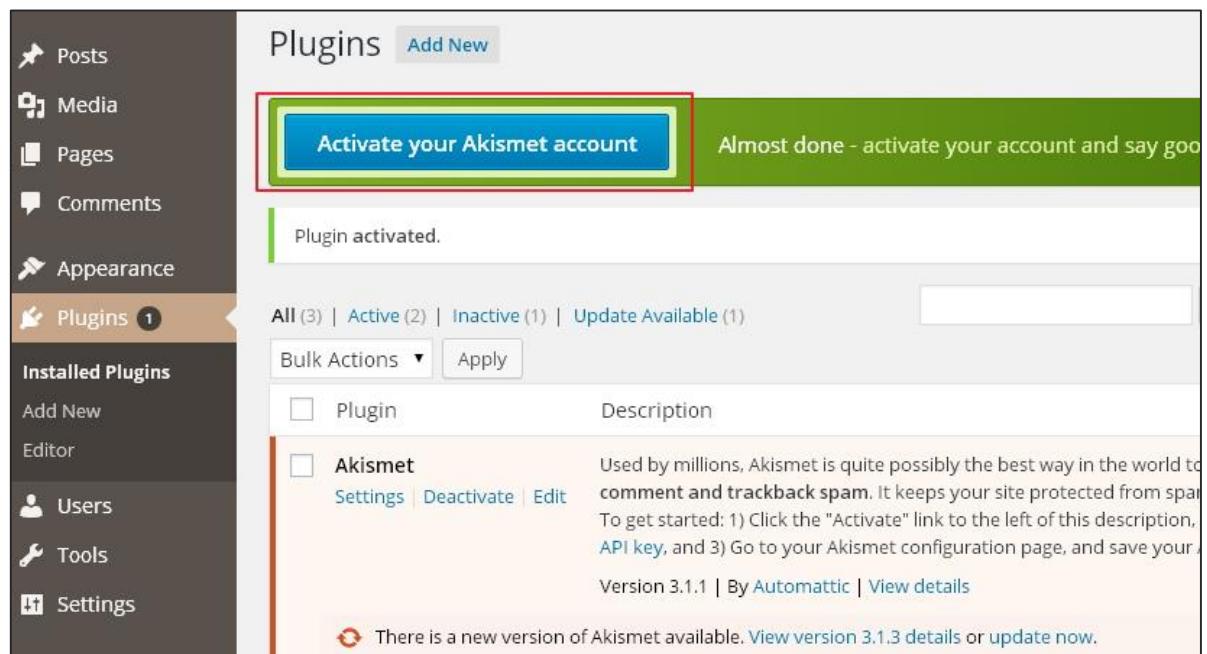
The screenshot shows the WordPress Admin Dashboard. On the left, there's a vertical menu with icons: Posts, Media, Pages, Comments, Appearance, Plugins (with a red notification badge '1'), Users, Tools, and Settings. The 'Plugins' menu item is currently selected and highlighted with a red box around its sub-menu. The sub-menu lists 'Installed Plugins' (which is also highlighted with a red box), 'Add New', and 'Editor'. To the right of the menu, there's an 'At a Glance' summary box showing '3 Posts', '6 Pages', and '1 Comment'. Below that, it says 'WordPress 4.2.4 running vantage theme.' and has a 'Update to 4.3' button. The main content area displays three plugin entries: 'Technique: Off-Page SEO' (Aug 14th, 10:59 am), 'Technique: On-Page SEO' (Aug 14th, 10:48 am), and 'Hello world!'.

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



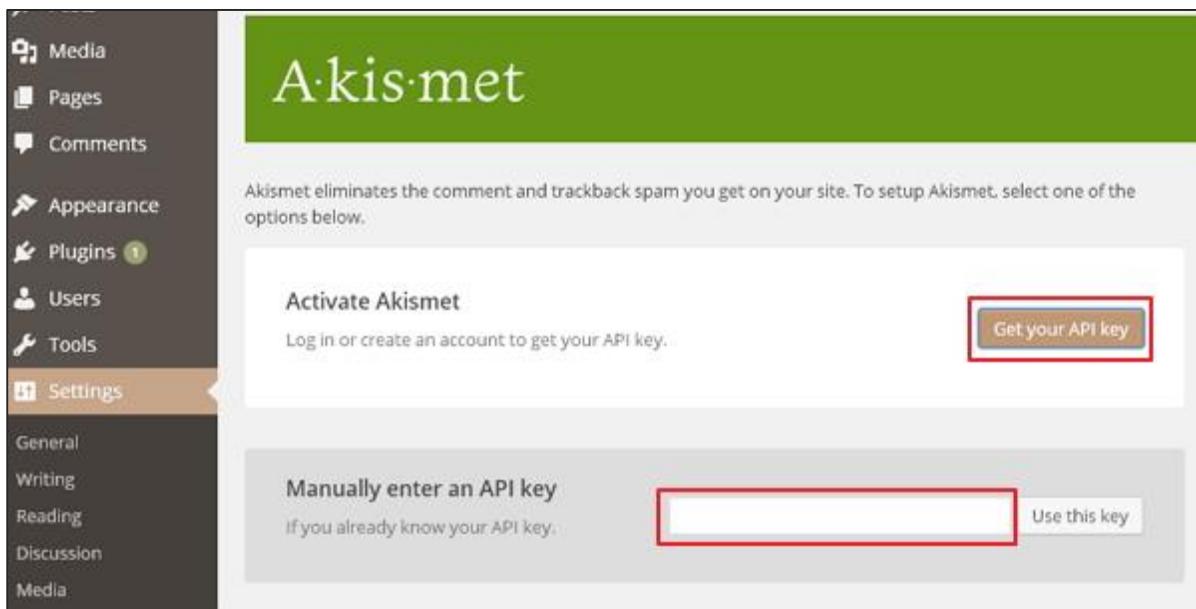
The screenshot shows the WordPress admin dashboard with the 'Plugins' menu selected. The 'Akismet' plugin is listed, and the 'Activate' button next to its description is highlighted with a red box. Other buttons for 'Edit' and 'Delete' are also visible. The description text explains that Akismet protects against comment and trackback spam. A note at the bottom indicates a new version is available.

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

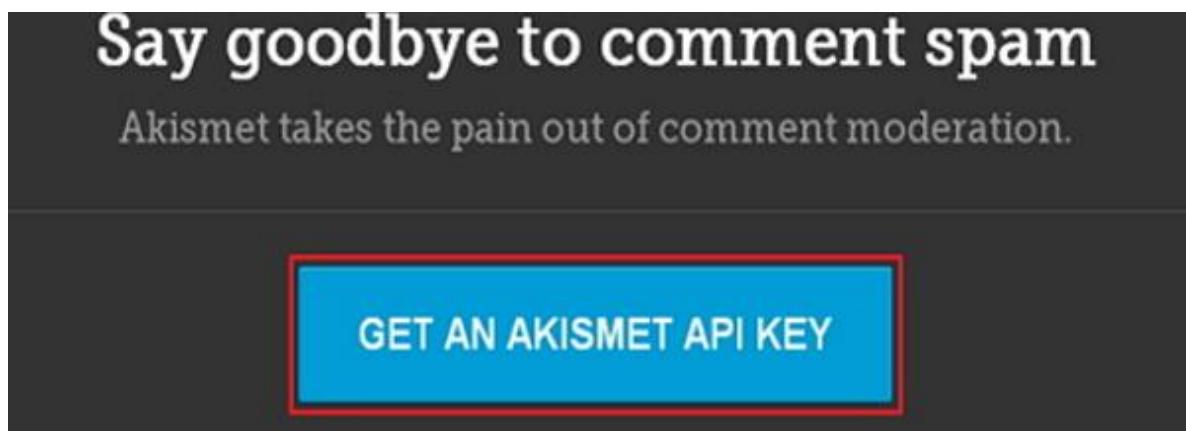


The screenshot shows the same WordPress admin dashboard after activating the Akismet plugin. A green success message 'Almost done - activate your account and say goo...' is displayed above the plugin list. Below it, a green box highlights the 'Activate your Akismet account' button. The plugin list shows 'Plugin activated.' next to Akismet. The description text remains the same, and the note at the bottom is still present.

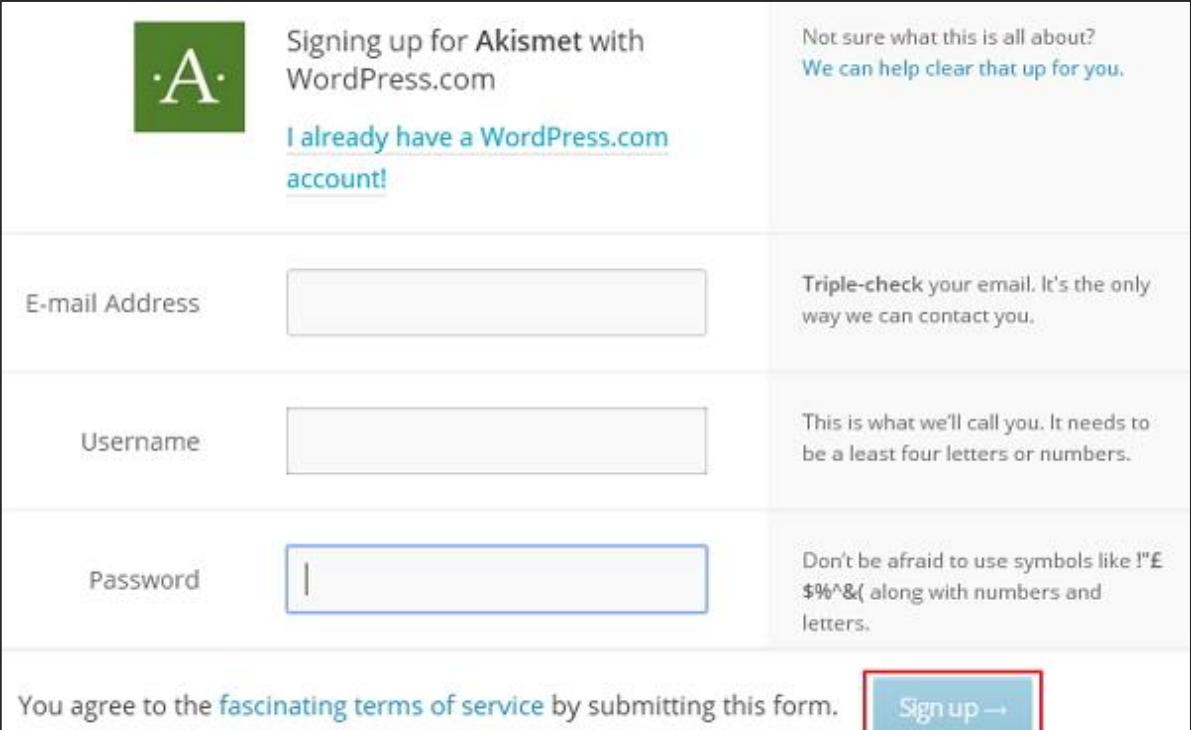
**Step (4):** Click on **Get your API key** as seen in the following screen to get a new key or enter manually, if you already have API key.



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



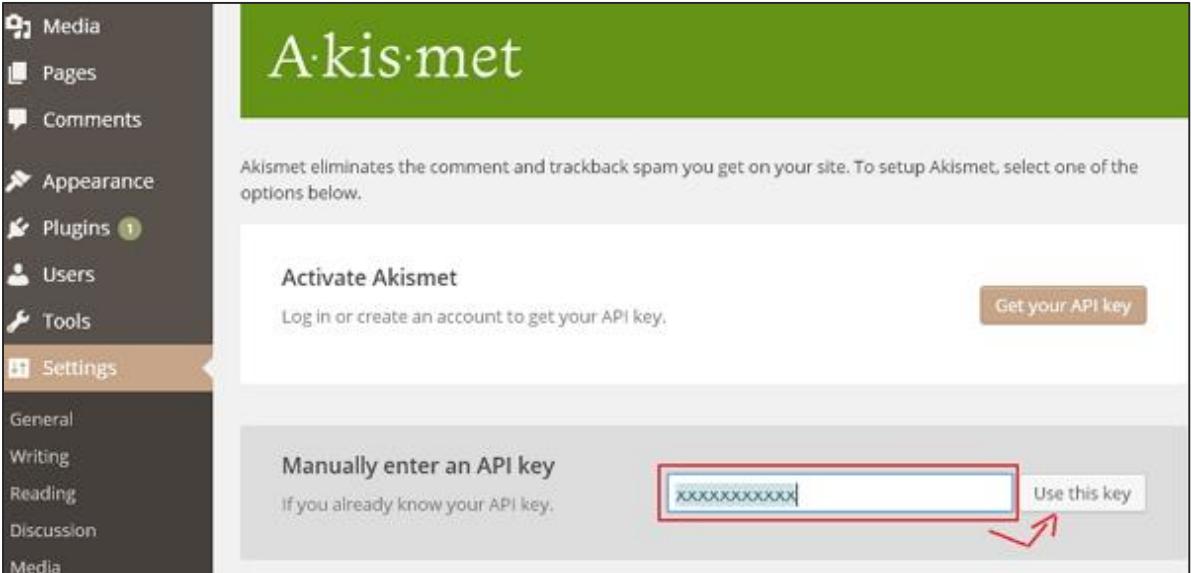
**Step (6):** Fill up the required fields and click on **Sign up** button as shown in the following screen.



The screenshot shows the 'Signing up for Akismet with WordPress.com' page. It includes fields for E-mail Address, Username, and Password, each with descriptive placeholder text. A note at the bottom states you agree to the terms of service, and a red box highlights the 'Sign up →' button.

Signing up for Akismet with WordPress.com		Not sure what this is all about? We can help clear that up for you.
<a href="#">I already have a WordPress.com account!</a>		
E-mail Address	<input type="text"/>	Triple-check your email. It's the only way we can contact you.
Username	<input type="text"/>	This is what we'll call you. It needs to be at least four letters or numbers.
Password	<input type="password"/>	Don't be afraid to use symbols like !%"\$%^& along with numbers and letters.
You agree to the <a href="#">fascinating terms of service</a> by submitting this form.		<b>Sign up →</b>

**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 'Activate Akismet' section of the Akismet settings page. It features a sidebar with various WordPress menu items. The main area has sections for activating Akismet and manually entering an API key. A red box highlights the input field for the API key, and a red arrow points to the 'Use this key' button.

Akismet

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](#)

### Manually enter an API key

If you already know your API key,  [Use this key](#)

**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.

**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**.

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

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:

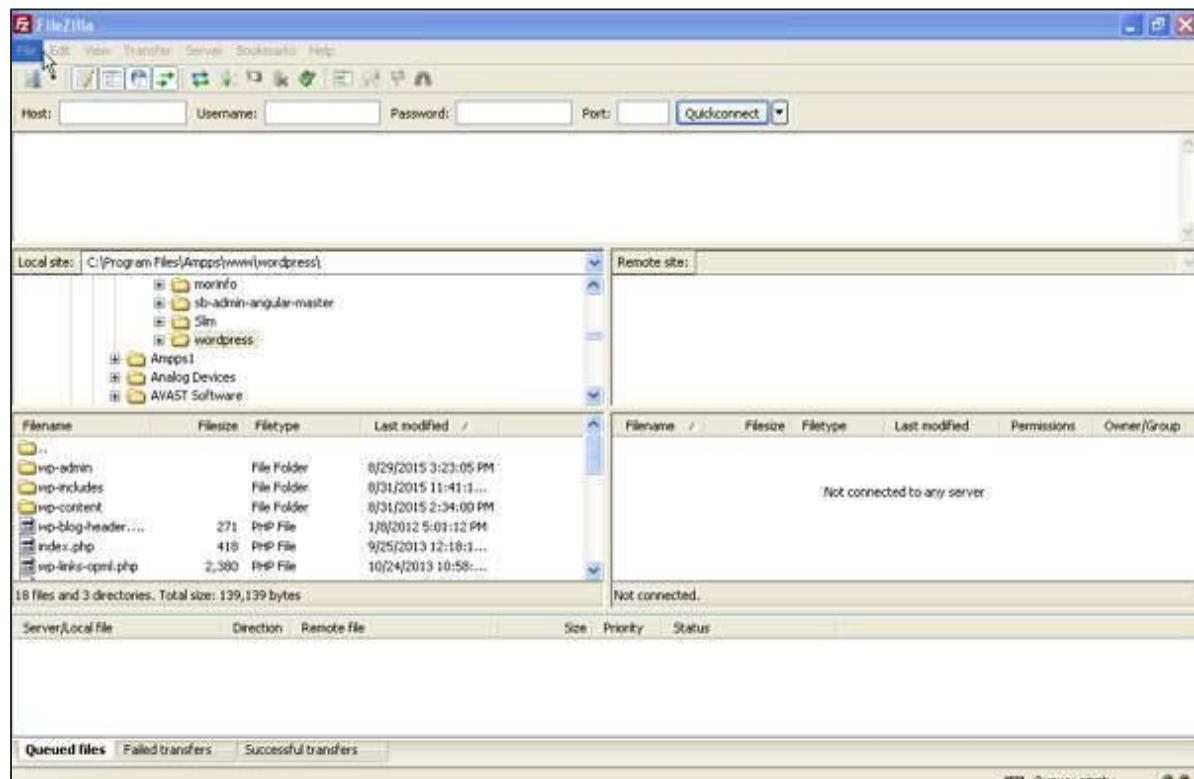
- WordPress Files Backup
- WordPress Database Backup
- WordPress Files Restore
- WordPress Database Restore

## WordPress Files Backup

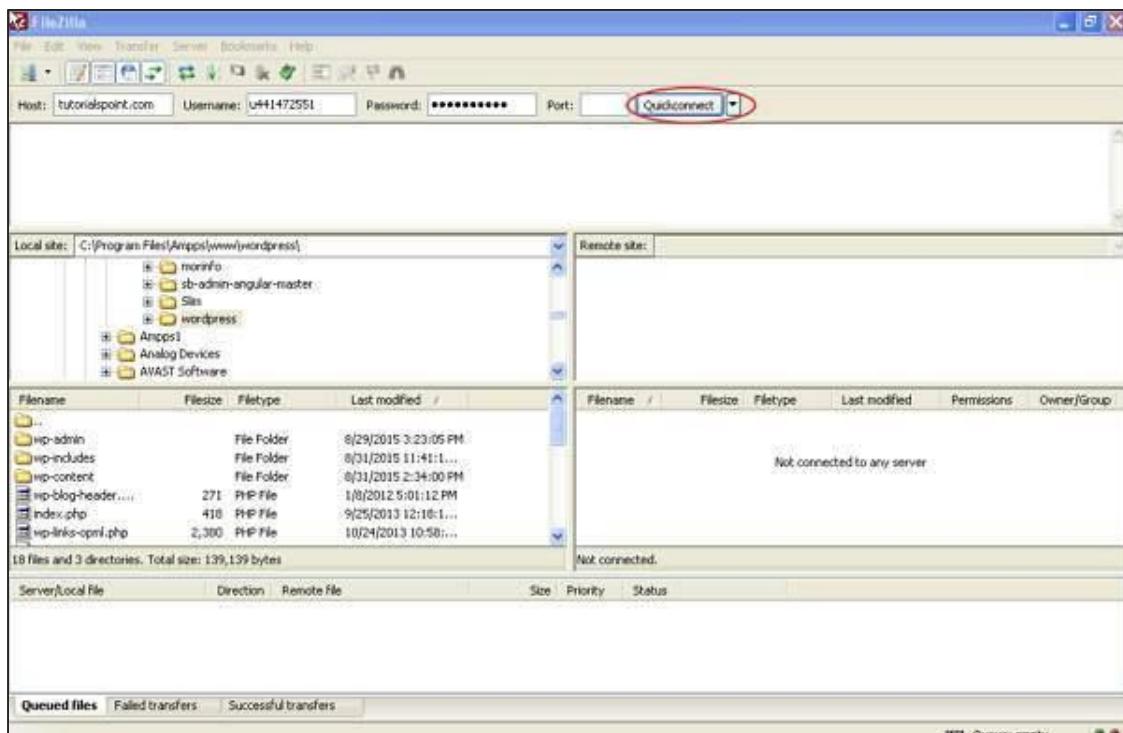
To get the backup files of WordPress, you need to install FileZilla Client on your system.

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

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

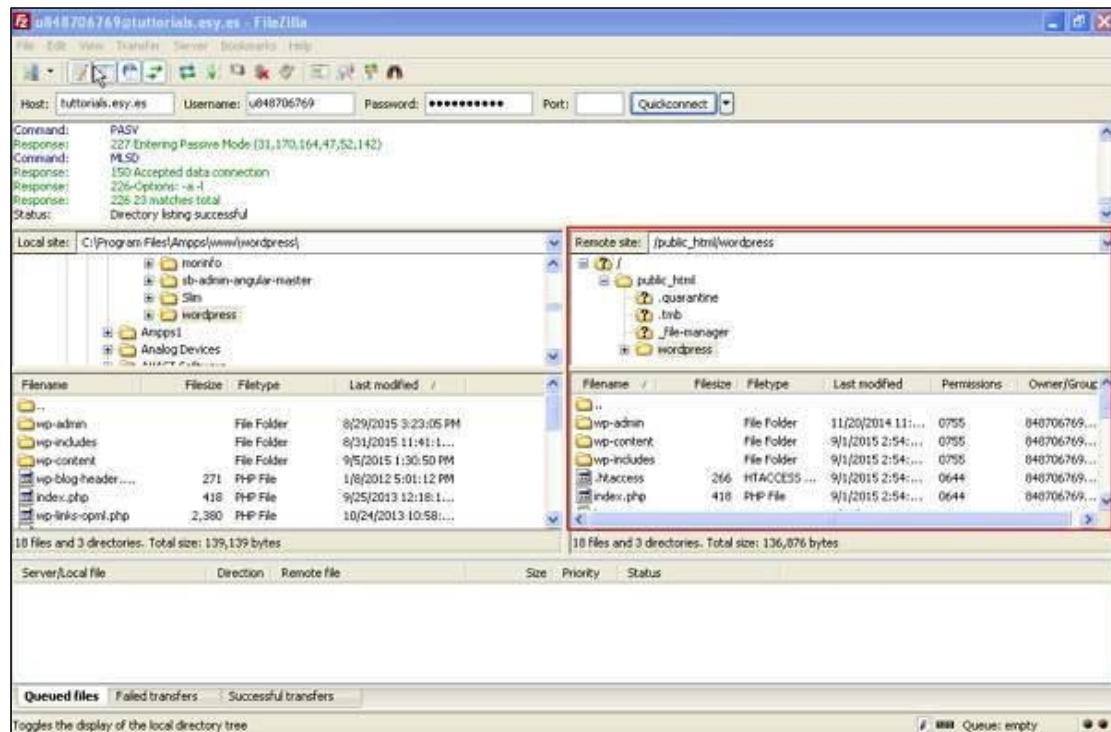


**Step (2):** Enter the **Host, Username, Password** and **Port** like you have used to log-in to your cPanel.

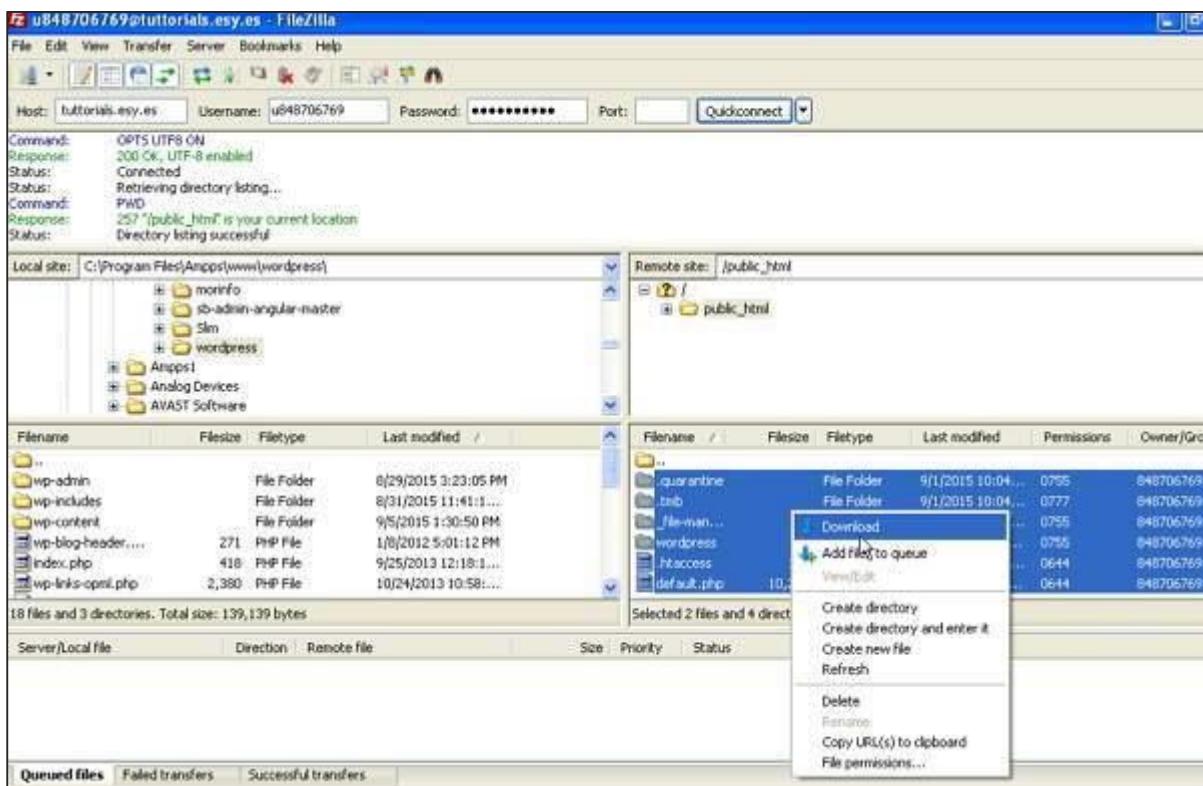


After filling all the fields, click on **Quickconnect** button.

**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 phpMyAdmin interface with the 'Databases' tab selected. On the left, there's a tree view of databases: 'New', 'airtaxi', 'airtaxi1', 'bookstore', 'test', and 'wordpress'. The 'wordpress' database is highlighted with a red box. 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

**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' screen in phpMyAdmin. The 'wordpress' database is now circled with a red marker. The rest of the interface is identical to the first screenshot, including the list of databases and the note about enabling statistics.

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

The screenshot shows the phpMyAdmin interface with the 'wordpress' database selected. The 'Export' tab is highlighted with a red circle. Below it, a table lists 11 tables: 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. Each table has columns for Action, Rows, Type, Collation, and Size. The 'wp\_posts' table is selected. At the bottom, there are buttons for 'Check All' and 'With selected:' followed by 'Print view' and 'Data Dictionary' links.

**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.

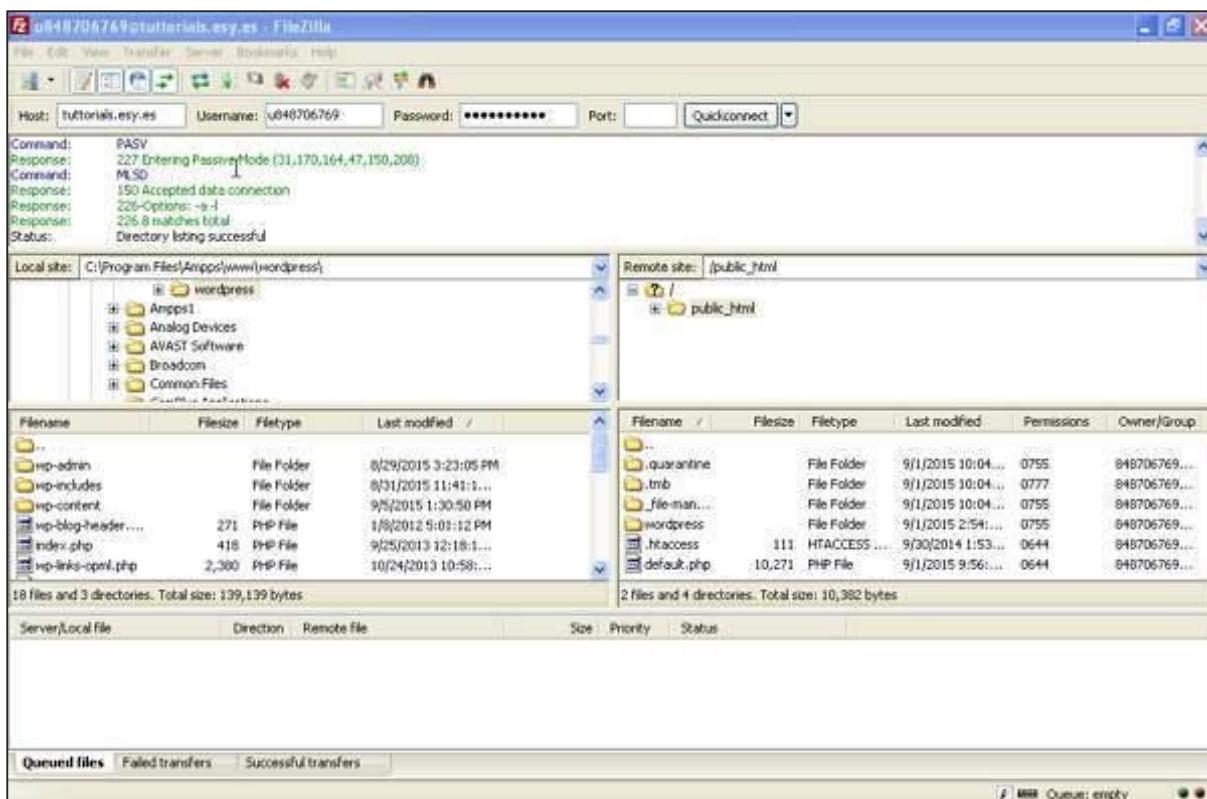
The screenshot shows the 'Export' dialog for the 'wordpress' database. It displays the message 'Exporting tables from "wordpress" database'. Under 'Export Method', the 'Quick' radio button is selected. In the 'Format' dropdown, 'SQL' is chosen. A 'Go' button is highlighted with a red circle at the bottom left.

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

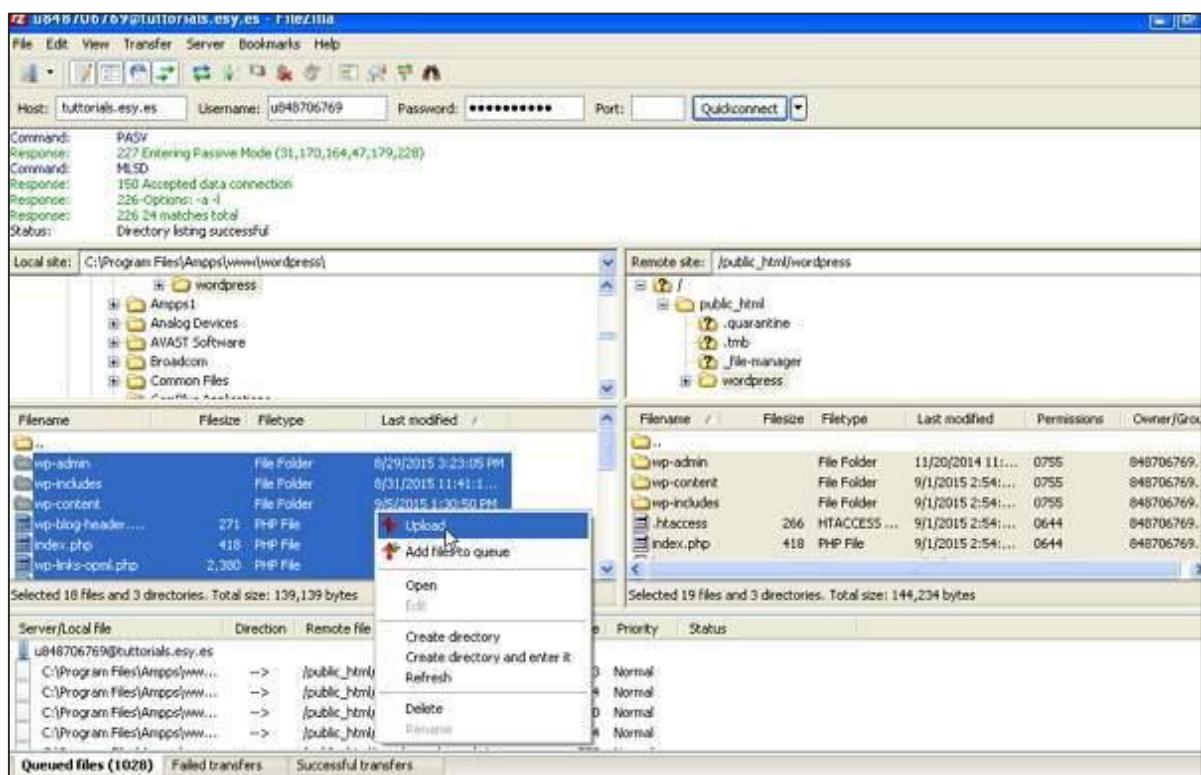
## Restoring WordPress Files

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');
```

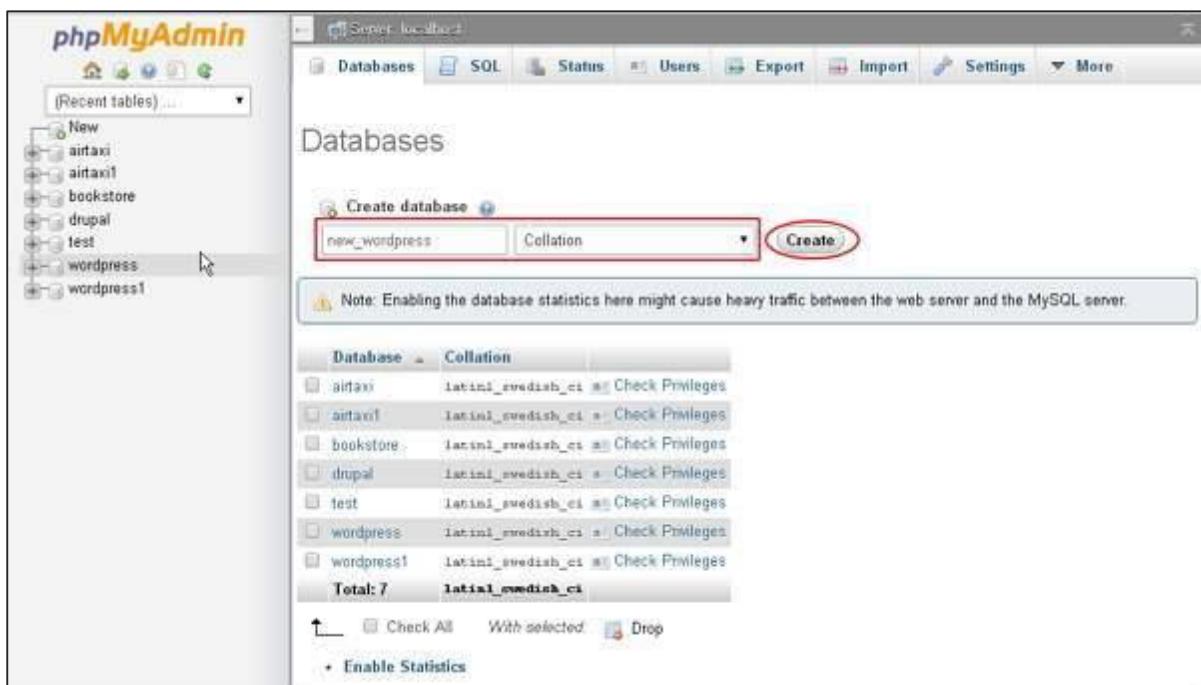
Replace the db\_password with your password of MySql.

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

201

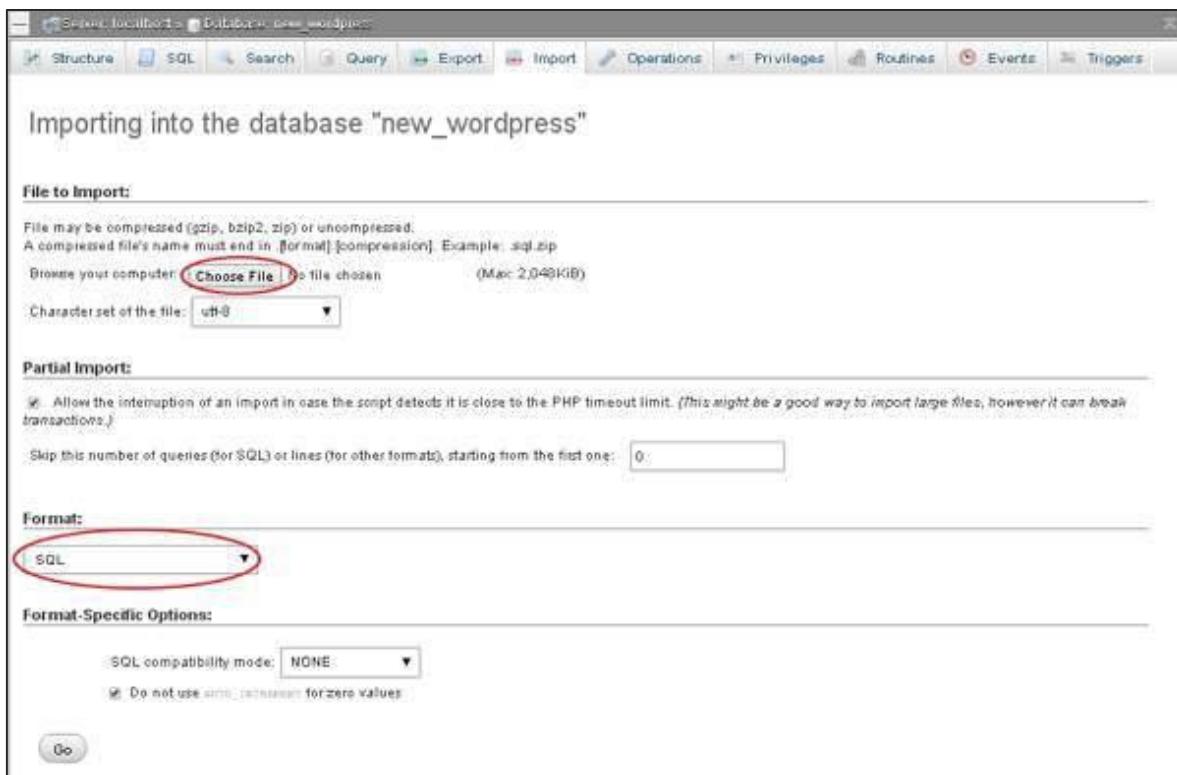
**Step (2):** You can view your created database as shown in the following screen. Click on the database name **new\_wordpress**.

The screenshot shows the 'Databases' section of phpMyAdmin. On the left, a tree view lists databases: New, database, database1, bookstore, drupal, new\_wordpress (highlighted with a red box), test, wordpress, and wordpress1. The main area displays a table of databases with columns 'Database' and 'Collation'. The 'new\_wordpress' database is also highlighted with a red box in this table. A note at the top right 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'.

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

The screenshot shows the 'Import' tab for the 'new\_wordpress' database in phpMyAdmin. The tab bar includes Structure, SQL, Search, Query, Export, Import (circled with a red box), Operations, and More. Below the tabs, it says 'No tables found in database.' A 'Create table' button is visible. There are input fields for 'Name:' and 'Number of columns:', and a 'Go' button at the bottom right.

**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.



# 54. OPTIMIZATION

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.

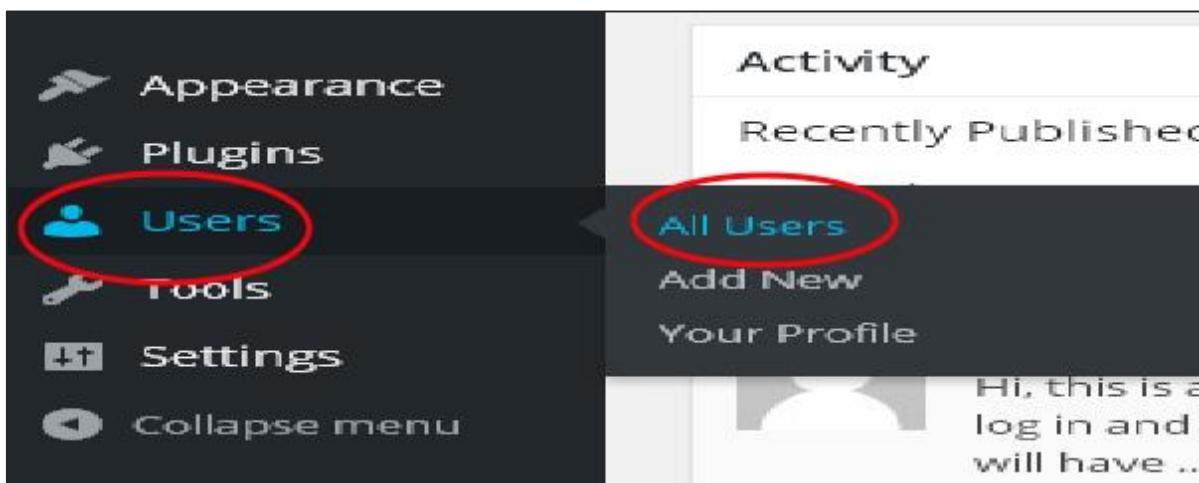
# 55. RESET PASSWORD

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 <a href="#">Add New</a>				
All (1)   Administrator (1)				
Bulk Actions <input type="button" value="Apply"/> Change role to... <input type="button" value="Change"/> 1 item				
Username	Name	E-mail	Role	Posts
<input type="checkbox"/>  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:  No file chosen (max upload size 32M)

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.

The image shows a WordPress login screen. At the top is the classic blue 'W' logo. Below it, a red-bordered box contains an error message: "ERROR: The password you entered for the username admin is incorrect. [Lost your password?](#)". A red arrow points from the text "Lost your password?" to the corresponding link in the message. The main login form below has fields for "Username" (empty) and "Password" (filled with dots). There are "Remember Me" and "Log In" buttons. At the bottom, there's a link "Lost your password?" which is circled in red, and a "← Back to Tutorialspoint" link.

ERROR: The password you entered for the username admin is incorrect. [Lost your password?](#)

Username

Password

Remember Me

Log In

Lost your password?

← Back to Tutorialspoint

**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**.