# Chương 2: Quản trị trong Admin Dashboard

# Nội dung

**FACULTY OF INFORMATION TECHNOLOGY**
**THU DUC COLLEGE OF TECHNOLOGY**

# Dashboard

Displays a summary of the content on your site and identifies which theme and version of WordPress you are using

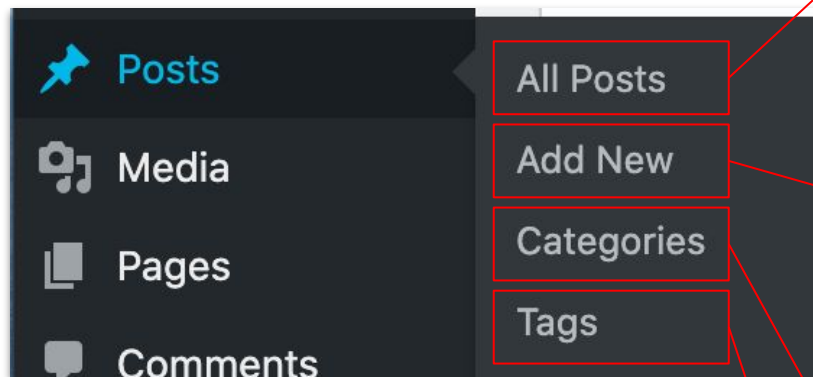Allows you to create a new post and save it as a draft. Also displays links to the 5 most recent draft posts you've started

Latest local events and news from the official WordPress project.

Displays a summary of the content on your site and identifies which theme and version of WordPress you are using
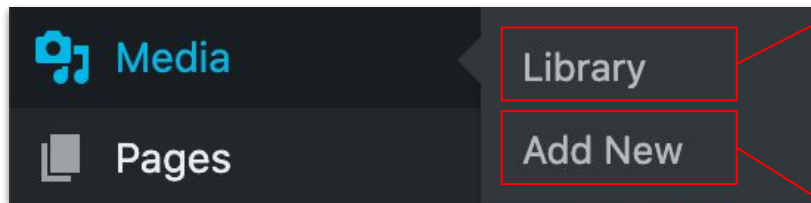
# Post - Make some content

Posts

All Posts — Allow you to edit, delete, or view. Multiple Posts can be selected for deletion and for editing

Add New — Where you write new Posts, you can also create new Categories and new Tags. In addition, any Media (pictures, video, recordings, files) can be uploaded and inserted into the Posts

Categories — Every Post in WordPress is filed under one or more Categories. Categories allow the classification of your Posts into groups and subgroups, thereby aiding viewers in the navigation and use of your site.

Tags — Tags are the keywords you might assign to each post, Tags have no hierarchy
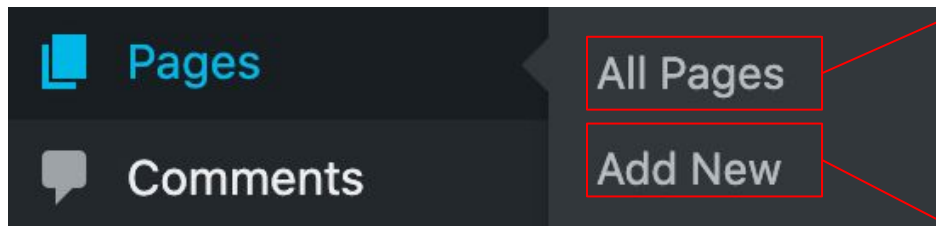
Media
Pages
Comments

# Media - Add pictures and movies to your posts

Allows you add, edit, delete or view Media previously uploaded to your blog

Allows you to upload new media to later use with posts and pages

# Pages - Your static content



Provides the necessary tools to edit, delete or view existing Pages

allows you to create new Pages

# Comments - Reader Feedback

➢ Comments are a feature of blogs which allow readers to respond to Posts.

➢ In the Comments Screen you can edit and delete as well as mark comments as spam

# Appearance - Change the Look of your Blog

| Menu | Description |
|------|-------------|
| Appearance | |
| Plugins 1 | |
| Users | |
| Tools | |
| Settings | |
| Themes | design of a site |
| Customize | customize a specific theme of a site |
| Widgets | add various pieces of information to your Theme's sidebar content |
| Menus | create a navigation menu of pages |
| Header | manage what image is displayed in a Theme's header |
| Background | choose the background color or background image of a site |

# Users - Your Blogging Family

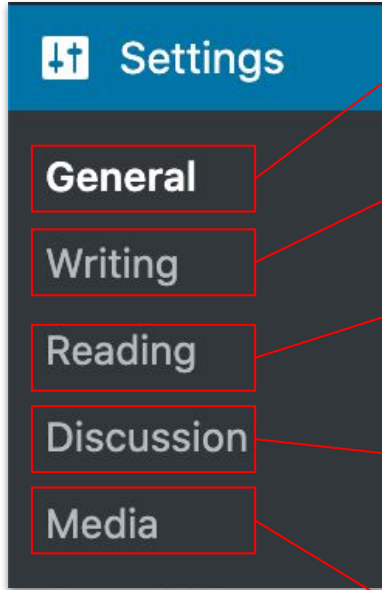| | | |
|---|---|---|
| **Users** | All Users | manage the accounts of all your site's users |
| Tools | Add New | create new users |
| Settings | Profile | change any information related to your user account |

# Tools - Manage your Blog

➢ Available Tools

　　○ There is a link to the **Categories and Tag Converter**. The Available Tools Screen describes the function.

➢ Import

　　○ In many cases, posts, comments, pages, categories, tags, and users, can be imported

➢ Export

　　○ create an XML file for you to save to your computer (contain your posts, comments, custom fields, categories, and tags)

# Settings - Configuration Settings

**Settings**

**General** — controls some of the most basic configuration settings for your site

**Writing** — control the interface with which you write new posts

**Reading** — displayed as your blog's front (main) page

**Discussion** — control settings concerning incoming and outgoing comments

**Media** — allows you to determine how images, documents, and other media files will be organized when uploaded

# Thanks for your attention!

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