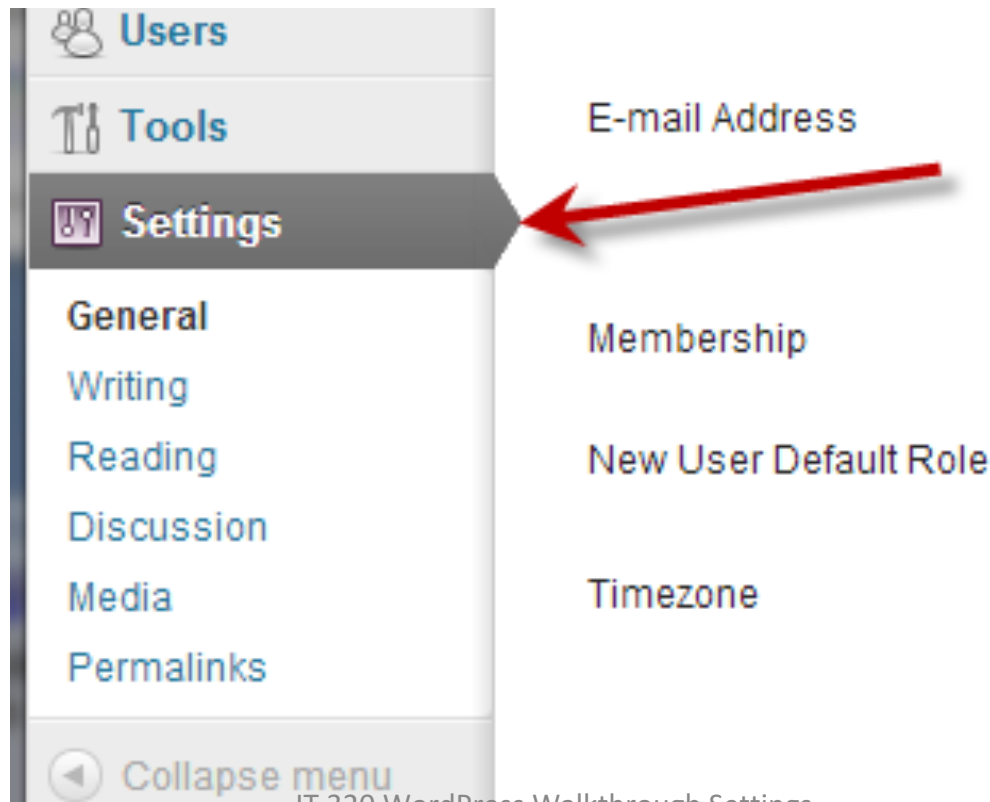


WordPress Settings Introduction

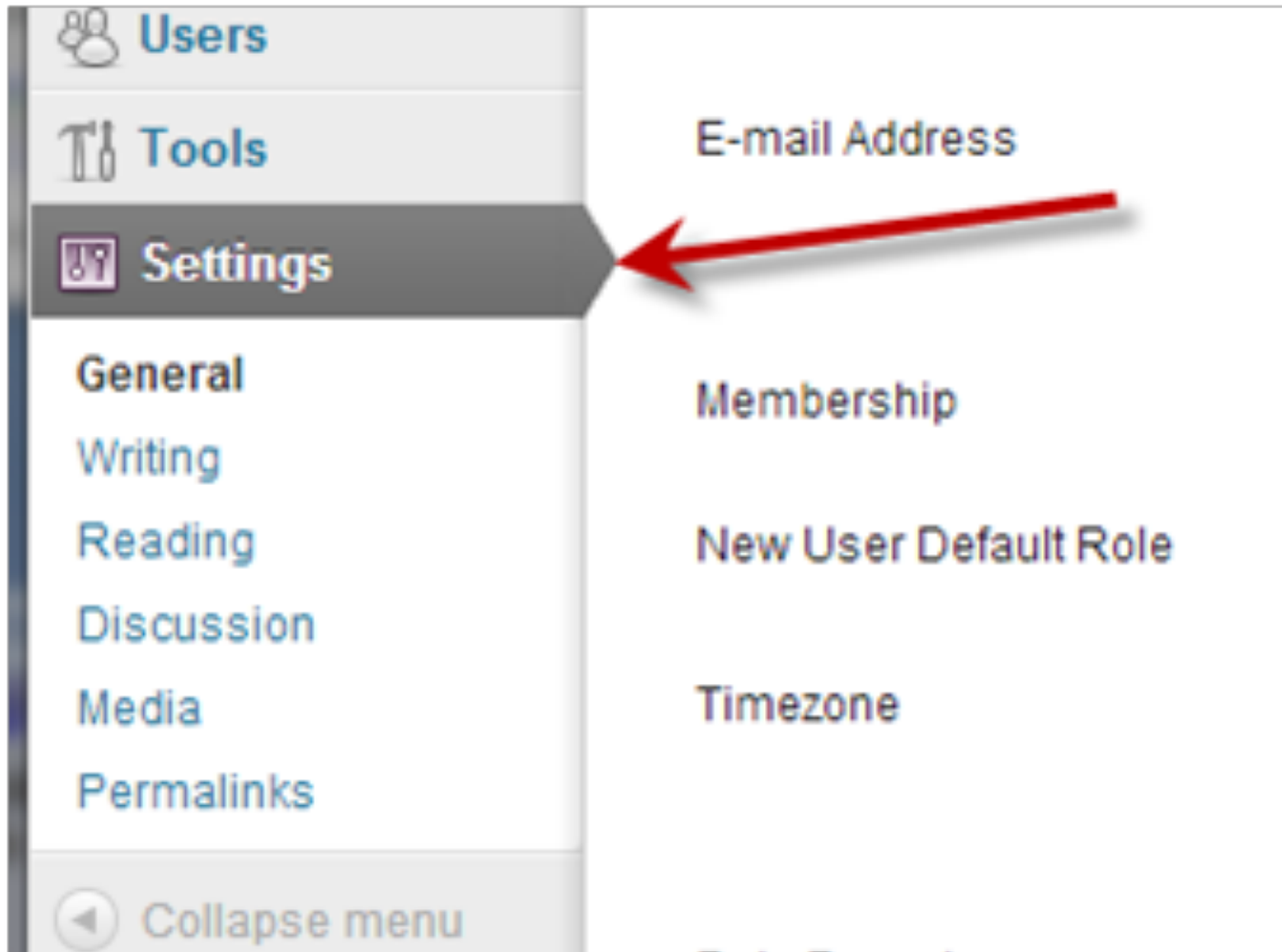
The WordPress Settings
A review with lots of detail

Settings – The WP Control Panel

The control center for your WordPress site is located in the third section of the left side bar, under tools, name Settings.



Settings – The WP Control Panel



We will cover the settings menu options

- General - *need to know when working in teams*
- Writing - *need to know when working in teams*
- Reading- *need to know when working in teams*
- Discussion
- Media
- permalinks

Settings > General Tab

Under general settings you can control

- The site name & tag line
- Site location
- **Who can create content**
- Who can read content
- **How readers can interact with the content through comments.**

General Settings Tab (1)



General Settings

Site Title

My Blog

Tagline

My Wordpress Blog

- DEFAULT TAG LINE

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

WordPress Address (URL)

http://mikehchase54.net

Site Address (URL)

http://mikehchase54.net

Enter the address here if you want your site homepage [to be different from the directory](#)

General Settings Tab (1)

WP FRONT END



General Settings Tab (2)

- The E-mail address listed is the E-mail for the site.
- When you setup your WordPress site, the default site E-mail address gets used.
- This E-mail can be used as a catchall E-mail for the site.
- If you don't want your site email to be used in class assignments, create an additional E-mail for assignment sites.

General Settings Tab (2)

WordPress Address (URL)	<input type="text" value="http://mikehchase54.net"/>
Site Address (URL)	<input type="text" value="http://mikehchase54.net"/>
	<i>Enter the address here if you want your site homepage to be different from</i>
E-mail Address	<input type="text" value="mchase2@edm.depaul.edu"/>
	<i>This address is used for admin purposes, like new user notification.</i>

General Settings 3

- Membership – Makes it possible for anyone to register to your site.
 - **For test sites, it's best to keep this off.**

New User Default Role – sets the default Role when you create a new user.

- . - **In general I don't change this.**
- Time zone – to set, select the box, type in a city name “Chicago”.
 - After changing the UTC, scroll to the bottom of the screen and press the save button

General Settings 3

Membership ☐ Anyone can register

New User Default Role ▼

Timezone ▼ UTC time is 2013-04-05 20:06:28

Choose a city in the same timezone as you.

* After changing the UTC, scroll to the bottom of the screen and press the save button

Writing Tab Part 1 – Writing Settings

- When you add a post to the system, writing settings > **default post category** sets its default category.
 - Categories are overall defining descriptions of content.
 - Examples: “Painting” , “Photography”

Writing Tab Part 1



Writing Settings

Formatting

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

Default Post Category

Uncategorized ▼

Writing Tab Part 2 – Press This

- Press This is a cool tool.
If your web browser supports “bookmarklets” (CHROME DOES), then you can drag the “Press This” button up to the browser toolbar where it sticks.
 - Now visit a website, press the “Press This” button, and you can add content to WP, with a ready made link added into the content.

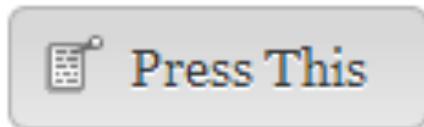
Writing Tab Part 2

Press This

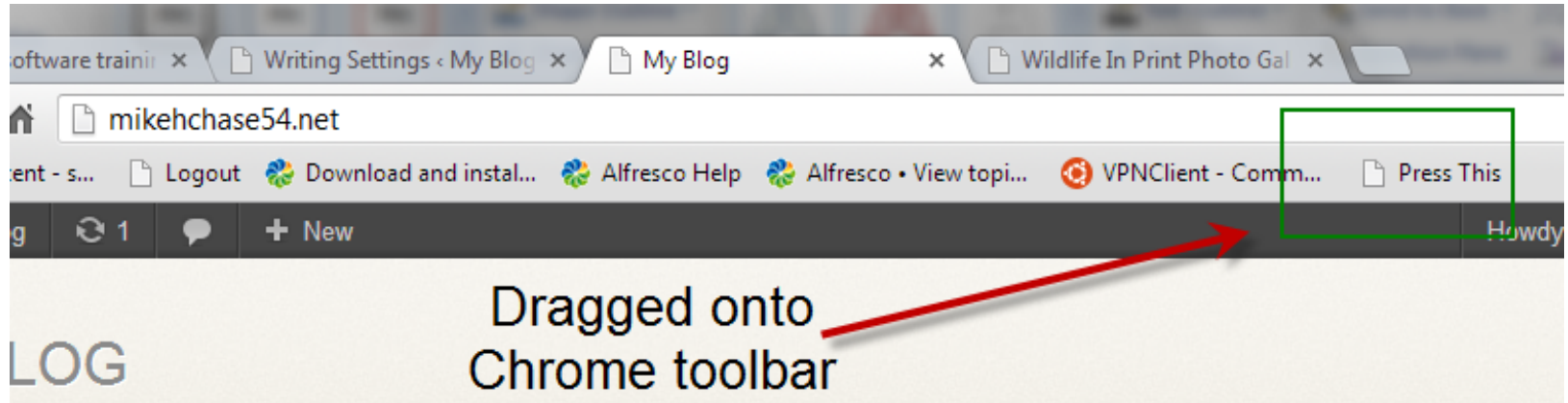
Press This is a bookmarklet: a little app that runs in your browser and lets you

Use Press This to clip text, images and videos from any web page. Then edit at your site.

Drag-and-drop the following link to your bookmarks bar or right click it and add i



Writing Part 2 – Press This



STEP 1 – Drag the “Press This” button onto Chrome toolbar

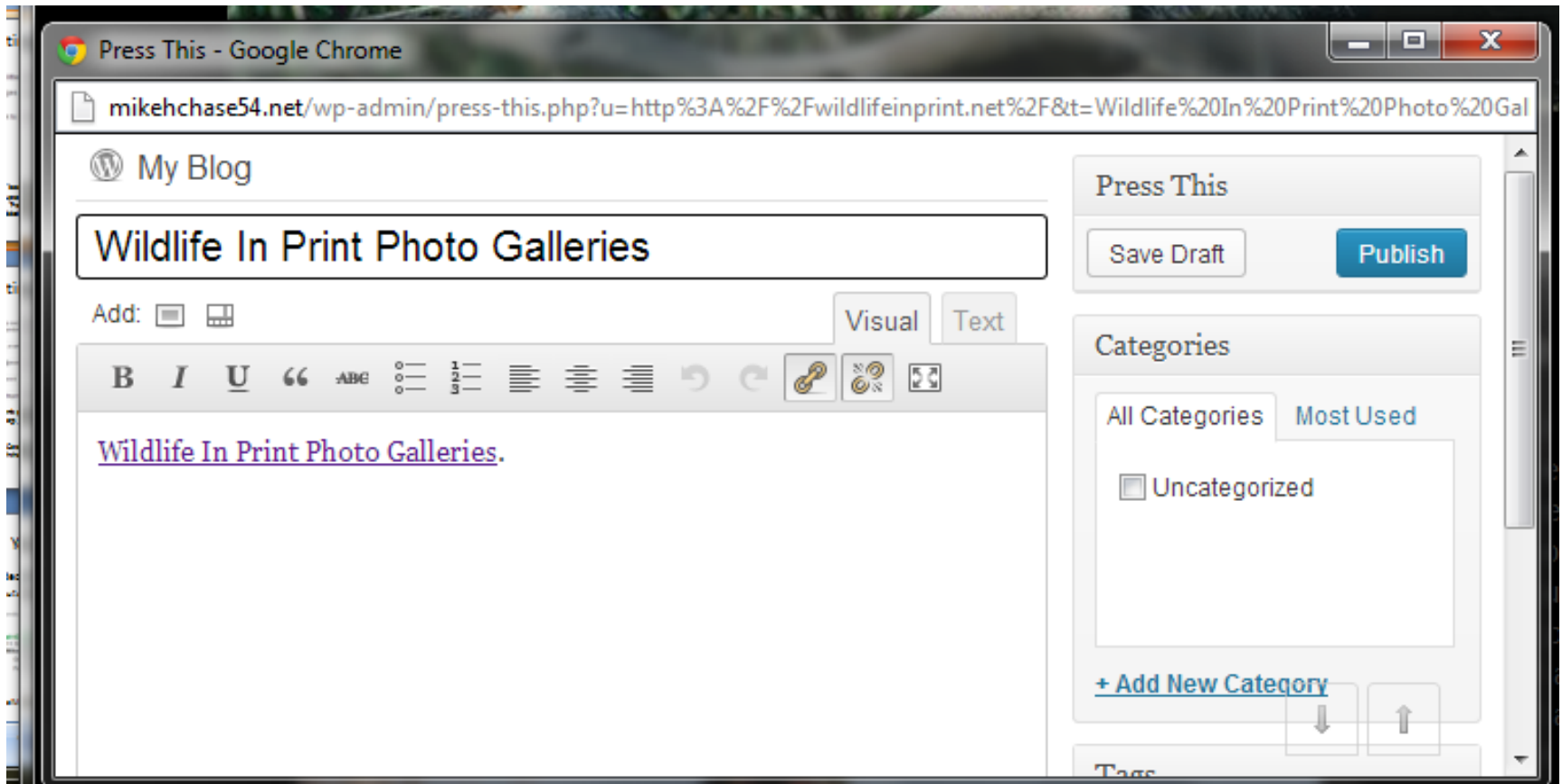
Now Go To another website

- STEP 2 - go to another website (not your website), press the “Press This” and watch what happens.

You can now publish content.

The default create content state is “Draft”.

Press This Continued



Writing Tab Part 3 – Post Via Email

- This setting allows you to submit posts to the site via Email.
- I used this for one of my WordPress blogs, so my clients don't have to be near a web browser to submit content.
- Please note, that If you leave the “Default Mail Category” to “uncategorized”, someone will have to review, approve and publish the content.

Writing Tab Part 3 – Post Via Email

Post via e-mail

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 to keep this address very secret. Here are three random strings you could use: `6OQnmTaY`, `LpivOZkO`, `ifuLHWlm`.

Mail Server

Port

Login Name

Password

Default Mail Category

Uncategorized ▼

Reading Tab Part 1

Responsible for setting how visitors see the site.
Not many settings and they are self explanatory.



Reading Settings

Blog pages show at most

10



posts

Syndication feeds show the most recent

10



items

For each article in a feed, show



Full text



Summary

Search Engine Visibility




Discourage search engines from indexing this site

It is up to search engines to honor this request.

Reading Tab (The Details)

- Blog Pages show most – The number of blog posts to show on the front page
- Syndication Feeds – The number of most recent RSS feeds to display.
 - Link to an RSS Article
 - <http://www.brickmarketing.com/define-real-simple-syndication.htm>

Reading Tab Part 1.2

 Summary

Search Engine Visibility

☐ Discourage search engines from indexing this site

It is up to search engines to honor this request.

For our test sites, please check the box to discourage search engines from indexing the site. This will help keep your sites off the radar.

Discussion Tab (1)



Discussion Settings

Default article settings

- ☒ Attempt to notify any blogs linked to from the article
- ☒ Allow link notifications from other blogs (pingbacks and trackbacks)
- ☒ Allow people to post comments on new articles

(These settings may be overridden for individual articles.)

Other comment settings

- ☒ Comment author must fill out name and e-mail
- ☐ Users must be registered and logged in to comment
- ☐ Automatically close comments on articles older than 14 days

The discussion settings manage how visitor comment on your site. The default settings are that they have to register, leave a name and email address, and before they can comment again, they must be approved.

You can relax the security, but you risk getting SPAM.

Discussion Tab (2)

Comment Moderation

Hold a comment in the queue if it contains or more (e.g., spam is a large number of hyperlinks.)

When a comment contains any of these words in its content, moderation queue. One word or IP per line. It will match inside

Comment Moderation is a way to get around relaxed security.

It's a large text box, where you can enter words, phrases, names, URLs, email addresses, IP addresses.

If the content or source of the comment contains or comes from any of the items in the comment moderation list, the comment immediately and automatically goes into moderation, where it must be reviewed and approved to be published.

Discussion Tab (3)

Comment Blacklist

When a comment contains any of these words in its content, name, URL, e-mail, or IP, it will be moderated.
One word or IP per line. It will match inside words, so "press" will match "WordPress".



Comment Blacklist works the along the same lines as moderation.

It's a large text box, where you can enter words, phrases, names, URLs, email addresses, IP addresses.

If the content or source of the comment contains or comes from any of the items in the comment moderation list, the comment **is** immediately deleted.

THIS IS GREAT!

And when we talk about website security, we will learn **how to** determine the bad guys URL and IP addresses.

URL AND IP ADDRESSES

URL = Webpage Name Address

- **Definition: URL** stands for **Uniform Resource Locator**. A URL is a formatted text string used by Web browsers, email clients and other software to identify a *network resource* on the Internet. Network resources are files that can be plain Web pages, other text documents, graphics, or programs. URL strings consist of three parts (*substrings*):
 1. network protocol
 2. host name or address

Source:

- <http://compnetworking.about.com/od/internetaccessbestuses/g/bldef-url.htm>

IP Address

- “IP” stands for Internet Protocol, so an IP address is an Internet Protocol address.
- An IP address consists of four numbers, each of which contains one to three digits, with a single dot (.) separating each number or set of digits. Each of the four numbers can range from 0 to 255. Here's an example of what an IP address might look like: 78.125.0.209.

Source:

<http://whatismyipaddress.com/ip-address>

Discussion Tab (4)

Avatars

An avatar is an image that follows you from weblog to weblog appearing beside your name; the display of avatars for people who comment on your site.

Avatar Display


☒ Show Avatars

Maximum Rating

- ☒ G — Suitable for all audiences
- ☐ PG — Possibly offensive, usually for audiences 13 and older
- ☐ R — Intended for adult audiences above 17
- ☐ X — Even more mature than above

Default Avatar

For users without a custom avatar of their own, use the following default avatar on their e-mail address.

☒  Mystery Man

Discussion Tab (4)

- By default, WordPress shows an Avatar next to comments, if Avatar are enabled.
- if the visitor has a register avatar, it will be used, if they don't, WP has a list of avatars to use.
- The default Avatar is Mysteryman.
- You can also define the types of avatars you will show on your site (G, PG, R , X)

Media Settings Tab



Media Settings

Image sizes

The sizes listed below determine the maximum dimensions in pixels to use when inserting an

Thumbnail size

Width
 Height

☒ Crop thumbnail to exact dimensions (normally th

Medium size

Max Width
 Max Height

Large size

Max Width
 Max Height

Uploading Files

☒ Organize my uploads into month- and year-based folders

[Save Changes](#)

Permalinks

- Permalink settings are very important

Permalinks Section



Permalink Settings

By default WordPress uses web URLs which have question marks and lots of numbers in them, however you can change the URL structure for your permalinks and archives. This can improve the aesthetics, usability, and forward compatibility of your site, and here are some examples to get you started.

Common Settings

☒ Default

`http://mikehchase54.net/?p=123`

☐ Day and name

`http://mikehchase54.net/2013/04/05/sample-post/`

☐ Month and name

`http://mikehchase54.net/2013/04/sample-post/`

☐ Numeric

`http://mikehchase54.net/archives/123`

☐ Post name

`http://mikehchase54.net/sample-post/`

☐ Custom Structure

`http://mikehchase54.net`

Permalinks

- The default settings is very SEO un-friendly
 - Bots and crawlers do not like this (?p=123) URL format
- The post name setting is very SEO friendly

Permalink Settings

<input checked="" type="radio"/> Default	<code>http://mikehchase54.net/?p=123</code>
<input type="radio"/> Day and name	<code>http://mikehchase54.net/2013/04/05/sample-post/</code>
<input type="radio"/> Month and name	<code>http://mikehchase54.net/2013/04/sample-post/</code>
<input type="radio"/> Numeric	<code>http://mikehchase54.net/archives/123</code>
<input type="radio"/> Post name	<code>http://mikehchase54.net/sample-post/</code>
<input type="radio"/> Custom Structure	<code>http://mikehchase54.net</code> <input type="text"/>

***SEO**

What Are Permalinks?

- The word permalink is a port·man·teau – a word that's the combination of two or more words.
- What permalinks do is allow you to change how the web page URL is presented on a web browser.
- When we talk about SEO we will go into more details.
- You don't have to change this setting for your test sites, but you do have to know how they work.

WordPress Walkthrough Part2

WordPress Settings Review

THE END