

WordPress Walk-Through Part 1

An introduction to WordPress.

Learning Objectives

- Learn WordPress administration fundamentals
- How to access the WordPress back end
- Admin user name best practices
- The difference between WP .com & .org
- Introduce the WordPress Admin dashboard

WordPress TIP #1

- When you're on your WordPress Site, you can always access the WordPress administration panel, by adding “/wp-admin” to the base (or root) URL of your WordPress site.

WordPress TIP #1-A

- Example: If my domain was cms-freelancers.com and my WordPress site was at
<http://cms-freelancers.com/demosite1>
- To go to the WP site administration panel, I add “/wp-admin” to the end of the url
 - <http://cms-freelancers.com/demosite1/wp-admin> [ENTER]

WordPress TIP #2(A)

- Never create a user with the username “Admin”, “admin”, or any case variations of Admin
 - Doing so may break your WordPress site
- Never create a user named “Administrator” or “User”. It’s **too** easy to hack.
 - There are bad scripts on the web that will try to brute force crack your site. The first user name they try is “admin” and “user”.
 - **This is serious!**

WordPress TIP #2 (B)

- Never make a user name equal to your own name.
- If your Webhost supplies password generator, use it.
 - If not use a web based strong password generator, like
<https://strongpasswordgenerator.com/>
- **Make good safe and secure decisions for your CMS site user names and passwords.**

About WordPress Themes

- Use a current theme for your WordPress assignments
- The default theme supplied by SiteGround does not support menu sub-items.
- If your site requires a theme that supports menu sub-items then test your theme and if it doesn't support them select and test a different theme
- Sub menus are not great for Mobile devices, so think about **using flat menus** for your sites

Who Uses WordPress

- To see who uses WordPress, visit
<http://wordpress.com/notable-users/>

What you see supports the following statements:

WordPress is not a one size fits all tool.

There is no such thing as “That’s what a WP site looks like”.

So what is WordPress

WordPress can be anything you want it to be.

Use it to create advanced websites, blogs,
membership sites, event sites with ease.

Question:

What is WordPress

- WordPress is a publishing platform that makes it easy to publish your content on the internet.
- It's a Content Management System
- There are two flavors of WordPress
 - WordPress.com – Free Web hosted Software as a Service (SAS)
 - **WordPress.org – Hosted on your own server**
 - WordPress.org is what we will use for IT320!

Question:

What is WordPress

#1

WordPress is a publishing platform that makes it easy to publish your content on the internet.

Question:

What is WordPress

#2

WordPress is a Content Management System
(CMS)

Question:

What is WordPress

#3

There are two flavors of WordPress

- WordPress.com – Free Web hosted Software as a Service (SAS)
- WordPress.org – Hosted on your own server, or a web host environment
 - We will use WordPress.org in IT320

WordPress.com vs. WordPress.org

Same software with different options.
You can move from one platform to another with ease.

WordPress.com

- Managed by automatic
- Lives in the cloud (on the intranet, distributed server environment)
- Automatic maintenance
- Content restrictions
 - Can't add plugins
- Preconfigured theme library
- Predefined Functionality

WordPress.org

- Owned by you
- Runs on your server or host
- Maintained by you
- No content restrictions
- Install any theme
- Functionality aided with plugins
- Import from WordPress.com

WordPress.com vs. WordPress.org

Same software with different options.

You can move from one platform to another with ease.

WordPress.com

- Zero hassle environment
- Import content from
WordPress self hosting
 - Good import/export
functionality

WordPress.org

A WordPress Site has 2 Parts.

Their names: Front End and Back End

Both front and back ends are accessible from a web browser

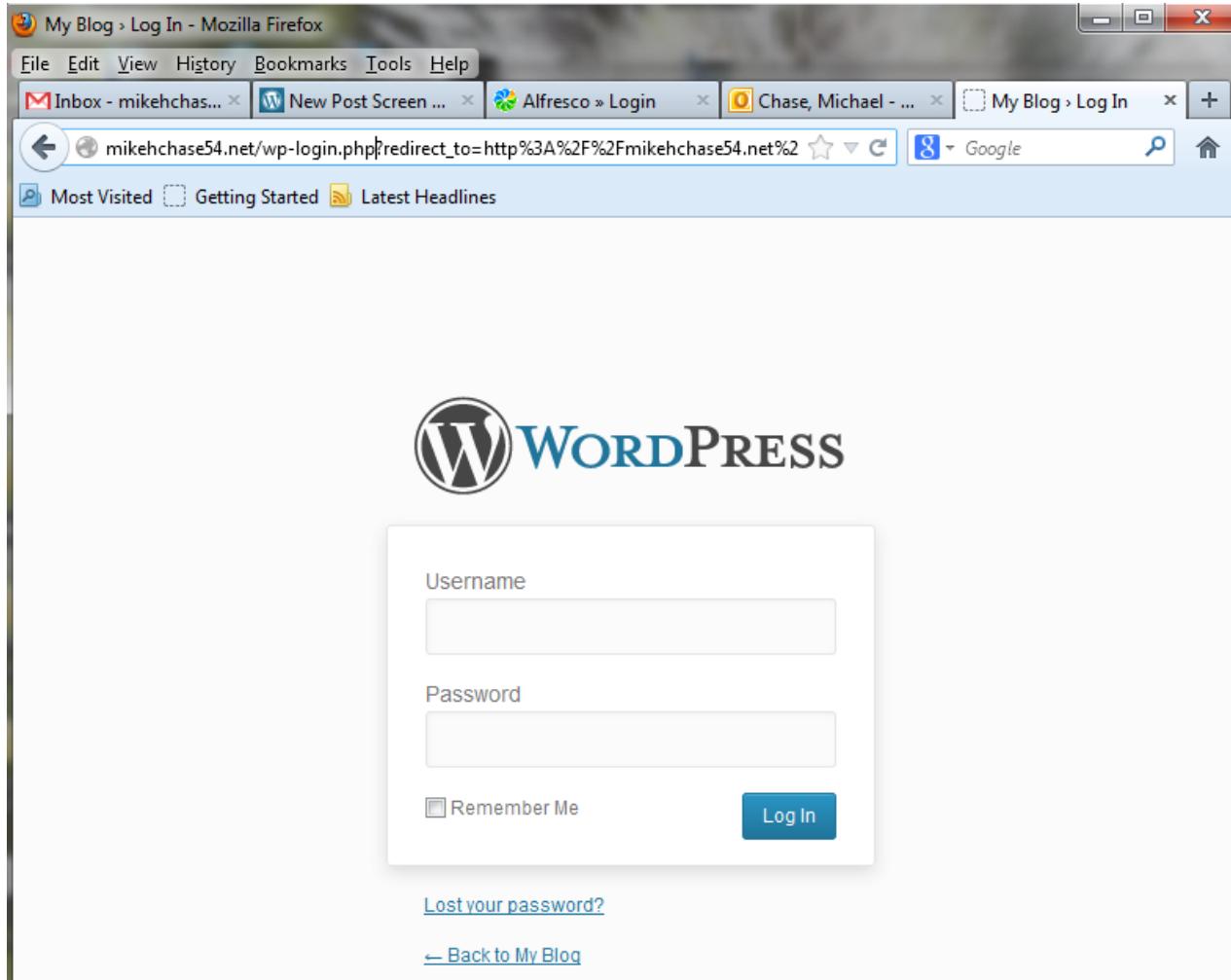
The Front End

- This is what the public sees

The Back End

- This is where you:
 - Write articles
 - Post photos
 - Moderate comments

The Login Page

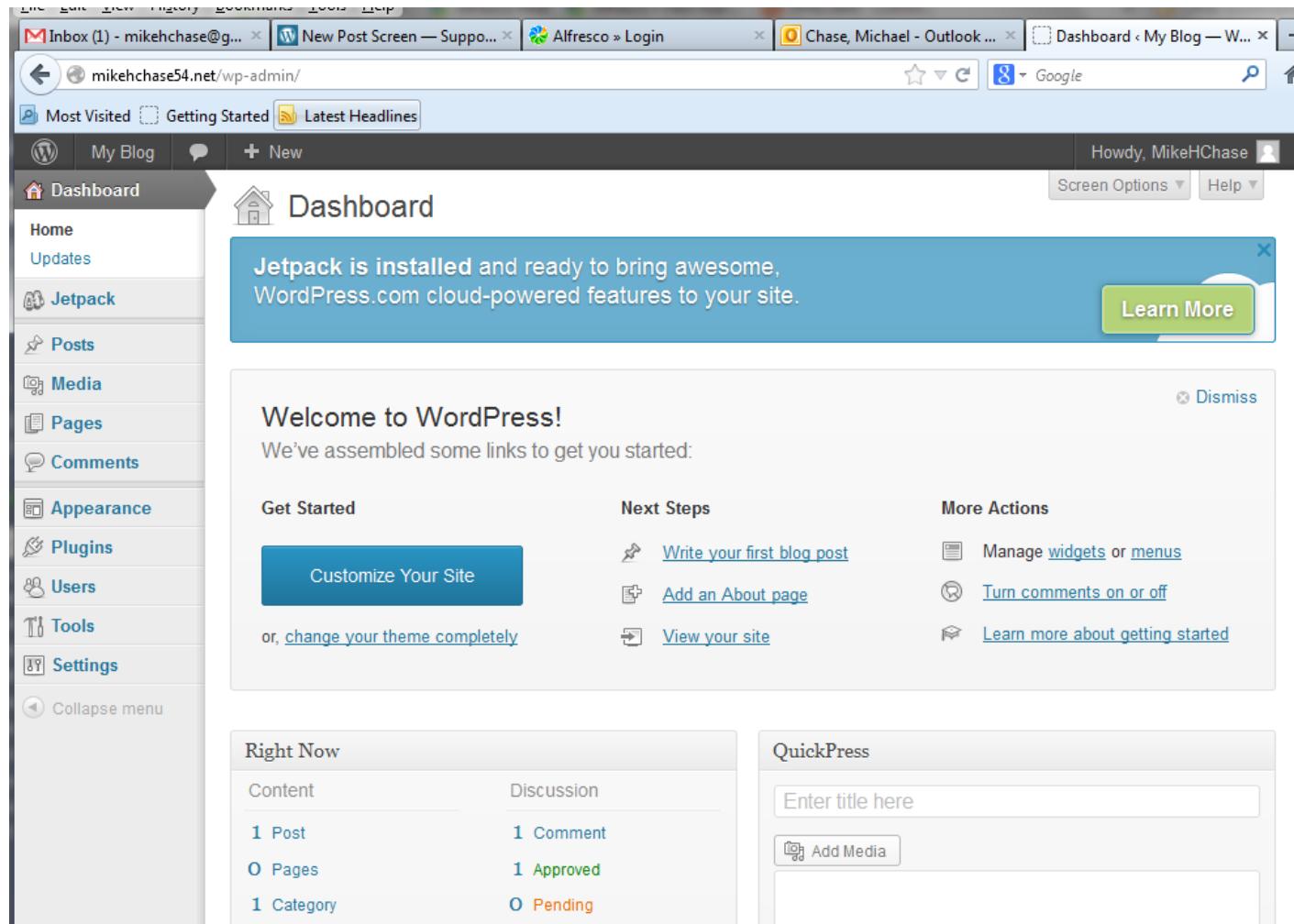


About the login Page

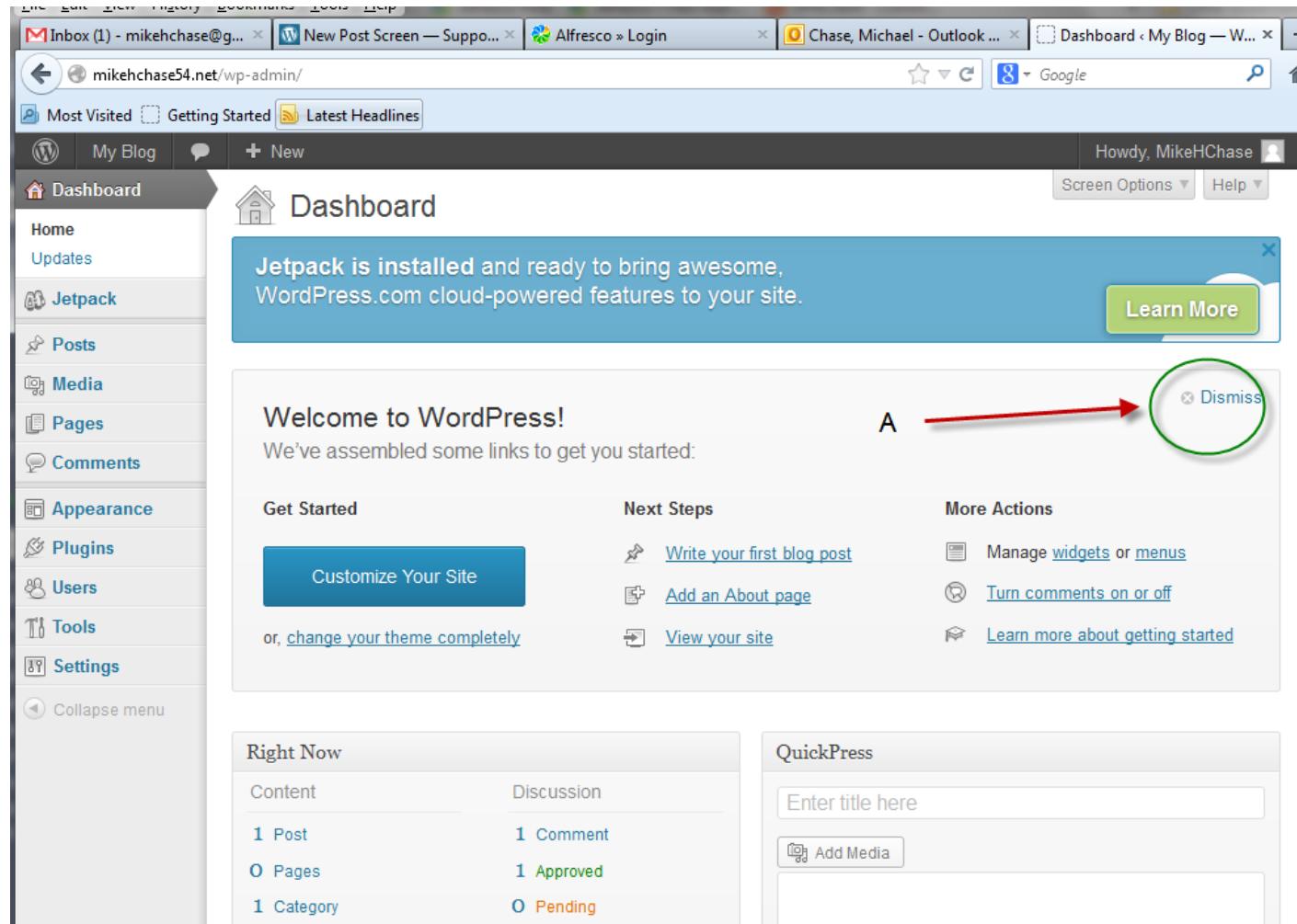
Is this the WordPress front end or the back end?

Hint – is it client facing?

The Admin Dashboard – The backend



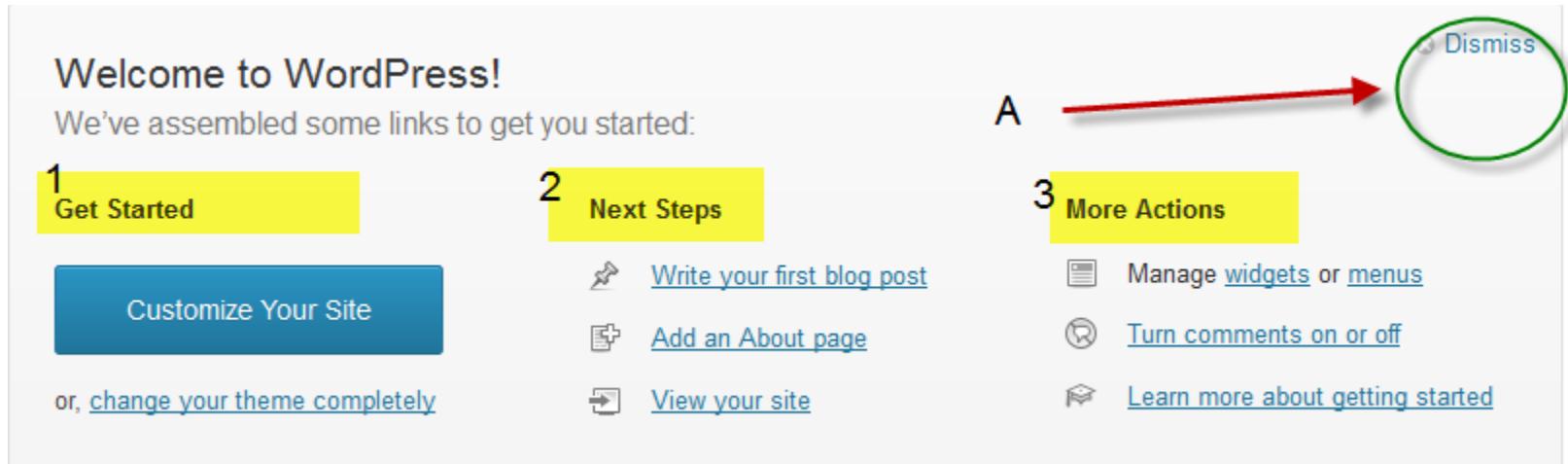
The Admin Dashboard – The backend



Don't be so quick to dismiss the Welcome block! (See A above)

The Admin Dashboard – The backend

- When the dashboard first displays, it shows a welcome message



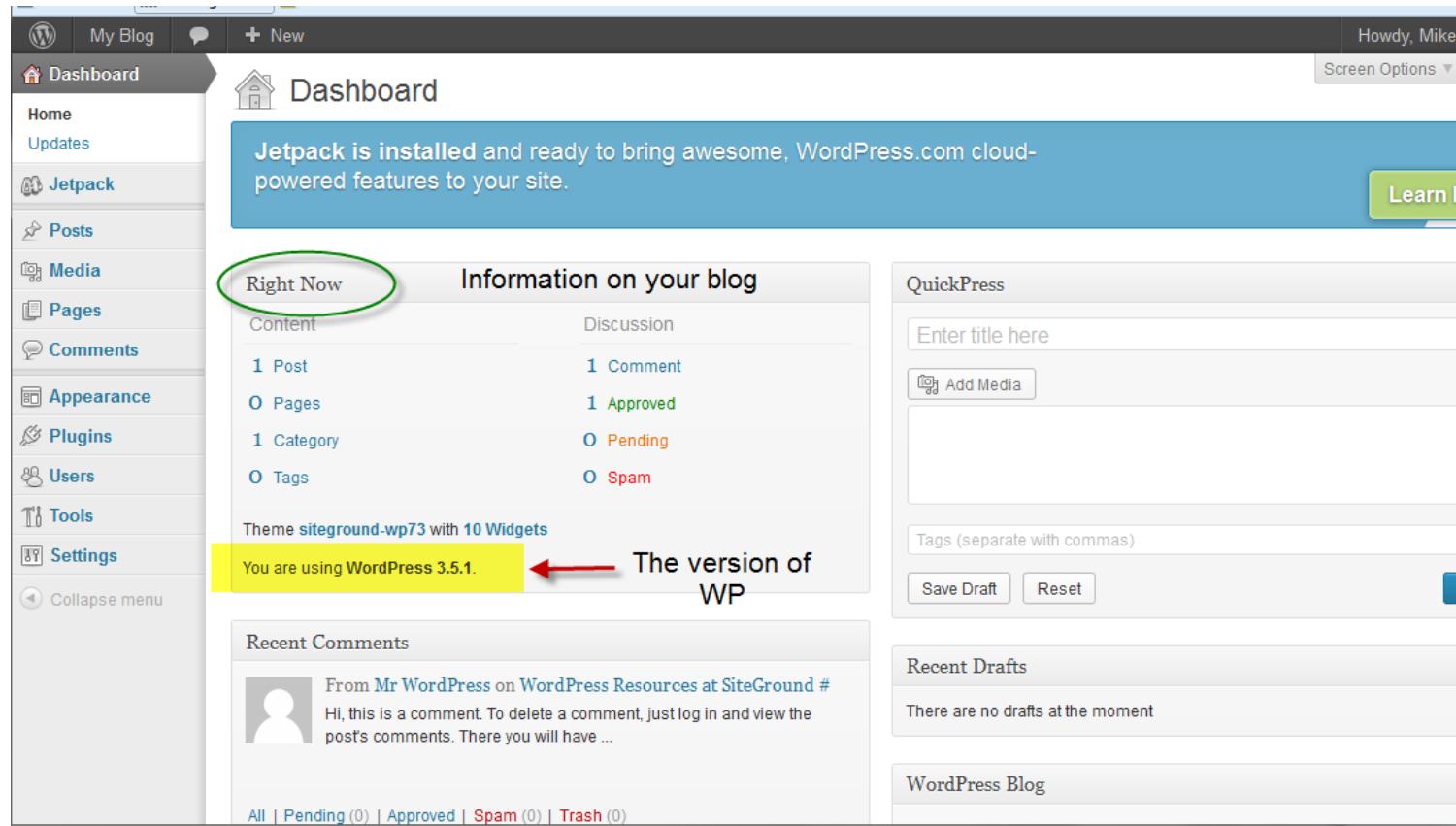
The welcome message gives you information about WordPress , how it works, and has direct links to basic settings, such as how to add new content and how to customize your site. Please read through these and click links.

Once you are done reading the links, dismiss the welcome message by clicking on the Dismiss link (see A above).

Once the welcome message is dismissed, the standard dashboard is visible.

The Admin Dashboard – The backend

- The dashboard (admin panel) is the landing page for everything you do in WordPress



The Admin Dashboard – The backend

- Scroll down and we see more information

Incoming Links

This dashboard widget queries [Google Blog Search](#) so that when another blog links to your site it will show up here. It has found no incoming links... yet. It's okay — there is no rush.

Plugins

Information on Plugins

Most Popular

[Wysija Newsletters](#) ([Install](#))
Send newsletters, post notifications or autoresponders from WordPress easily, and beautifully.

Newest Plugins

[WooCommerce My Account Widget](#) ([Install](#))
This plugin adds a widget with customer account information to your WooCommerce shop.

WordPress 3.5.1 is now available. Version 3.5.1 is the first maintenance release of 3.5, fixing 37 bugs. It is also a security release for all previous WordPress versions. For a full list of changes, consult the list of tickets and the changelog, which include: Editor: Prevent certain HTML elements from being unexpectedly removed or modified in rare [...]

[2012: A Look Back](#) January 1, 2013

Another year is coming to a close, and it's time to look back and reflect on what we've accomplished in the past twelve months. The WordPress community is stronger than ever, and some of the accomplishments of the past year are definitely worth remembering. Software Releases We had two major releases of the WordPress web [...]

Other WordPress News

Whats going on with WordPress

[WordPress.tv: Understanding the WordPress Add New User Screen](#)
[WordPress.tv: Understanding WordPress Discussion Settings](#)
[WordPress.tv: Phil Erb: WordPress is Installed... Now What?](#)
[Weblog Tools Collection: I am taking my leave of Weblog Tools Collection, and thanks for everything!](#)
[Weblog Tools Collection: Where to Find WordPress News](#)

The Admin Dashboard – The backend

- Left Side Panel – Use it to navigate between admin pages

To navigate between admin pages, use the panel on the left

Dashboard

Jetpack is installed and ready to bring awesome, WordPress.com cloud-powered features to your site.

Right Now

| Content | Discussion |
|------------|------------|
| 1 Post | 1 Comment |
| 0 Pages | 1 Approved |
| 1 Category | 0 Pending |
| 0 Tags | 0 Spam |

Theme [siteground-wp73](#) with 10 Widgets

You are using WordPress 3.5.1.

Recent Comments

From Mr WordPress on [WordPress Resources at SiteGround #](#)
Hi, this is a comment. To delete a comment just log in and view the

QuickPress

Enter title here

Add Media

Tags (separate with commas)

Save Draft Reset

Recent Drafts

There are no drafts at the moment

My Blog

Dashboard

Home

Updates

Jetpack

Posts

Media

Pages

Comments

Appearance

Plugins

Users

Tools

Settings

Collapse menu

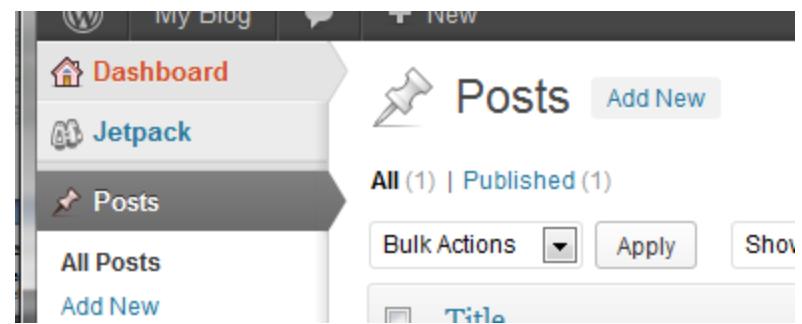
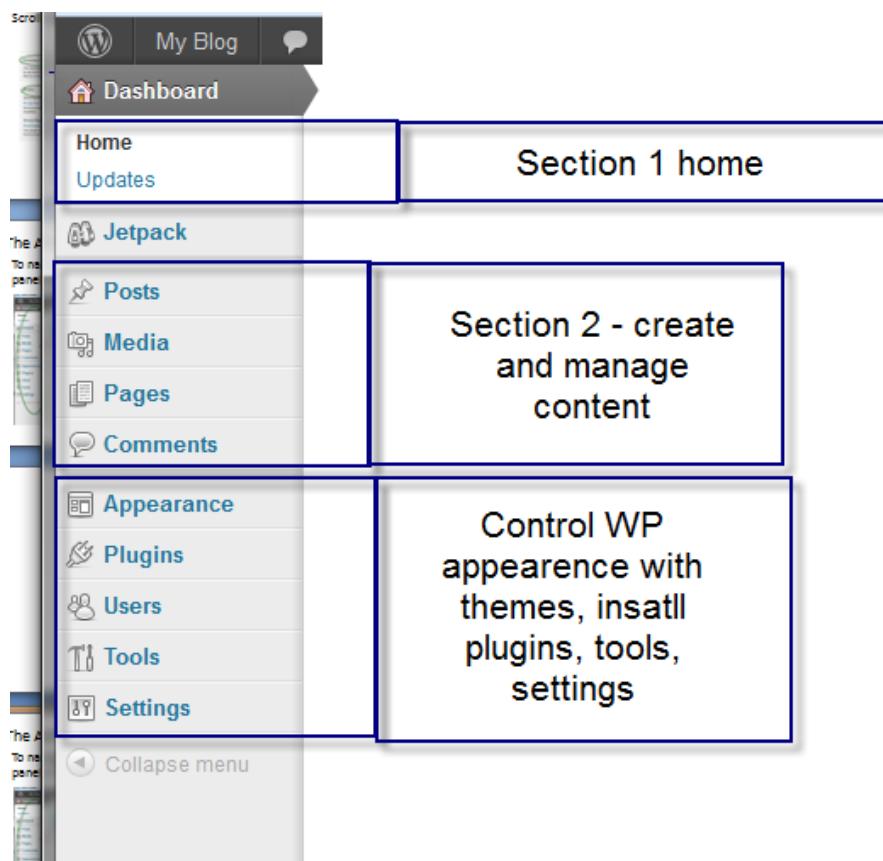
5/26/2016

Left side panel

- Jetpack
- Posts
- Media
- Pages
- Comments
- Appearance
- Plugins
- Users
- Tools
- Settings

The Admin Dashboard – The backend

- Left Side Panel has 3 main sections



When you select a section, the home section name changes to “dashboard”. Select “dashboard” to return the dashboard to its home page (landing page)

Screen Option

- Turn on and off display items using the “Screen Options” tab.

The screenshot shows the WordPress admin dashboard. At the top, there's a dark header bar with 'Blog' and '+ New' buttons. Below it is a sidebar with a 'Post' icon and the word 'Post'. The main content area has a title 'Posts' with an 'Add New' button. On the left, a sidebar titled 'Show on screen' contains checkboxes for 'Author', 'Categories', 'Tags', 'Comments', and 'Date', all of which are checked. Below these checkboxes are two buttons: '20' and 'Posts', followed by an 'Apply' button. At the bottom of the sidebar, there are links for 'All (1)' and 'Published (1)'. The background of the main content area is white.

Screen options change with the page being viewed.

Dashboard widgets are movable

They can be dragged and dropped anywhere on the page, and their location is saved.

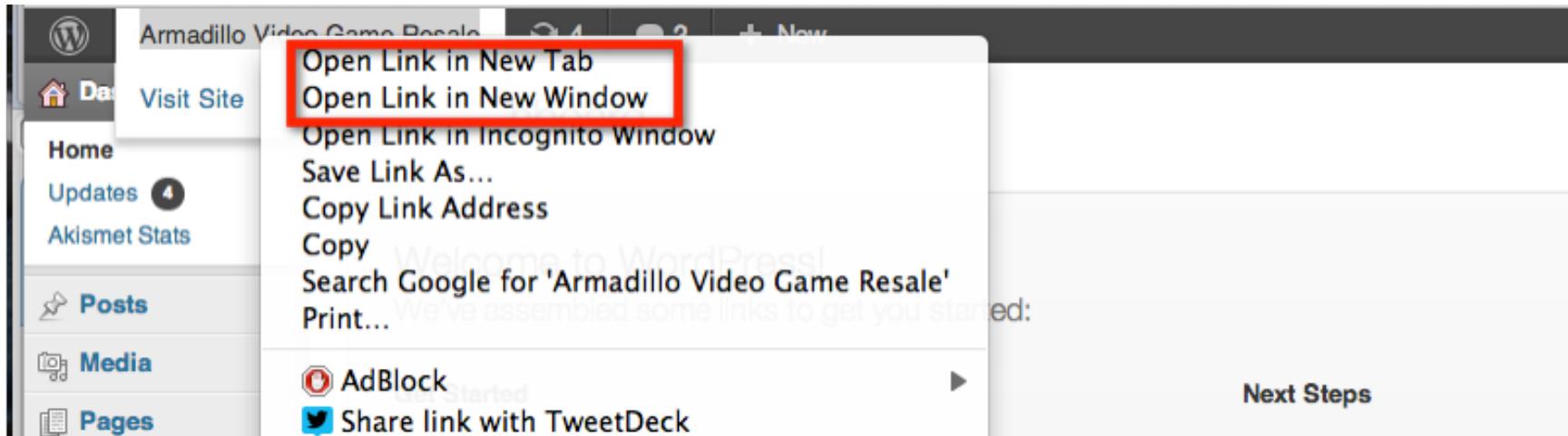
Settings are per account, so you won't change anyone else's settings.

- DEMO on my WordPress site.

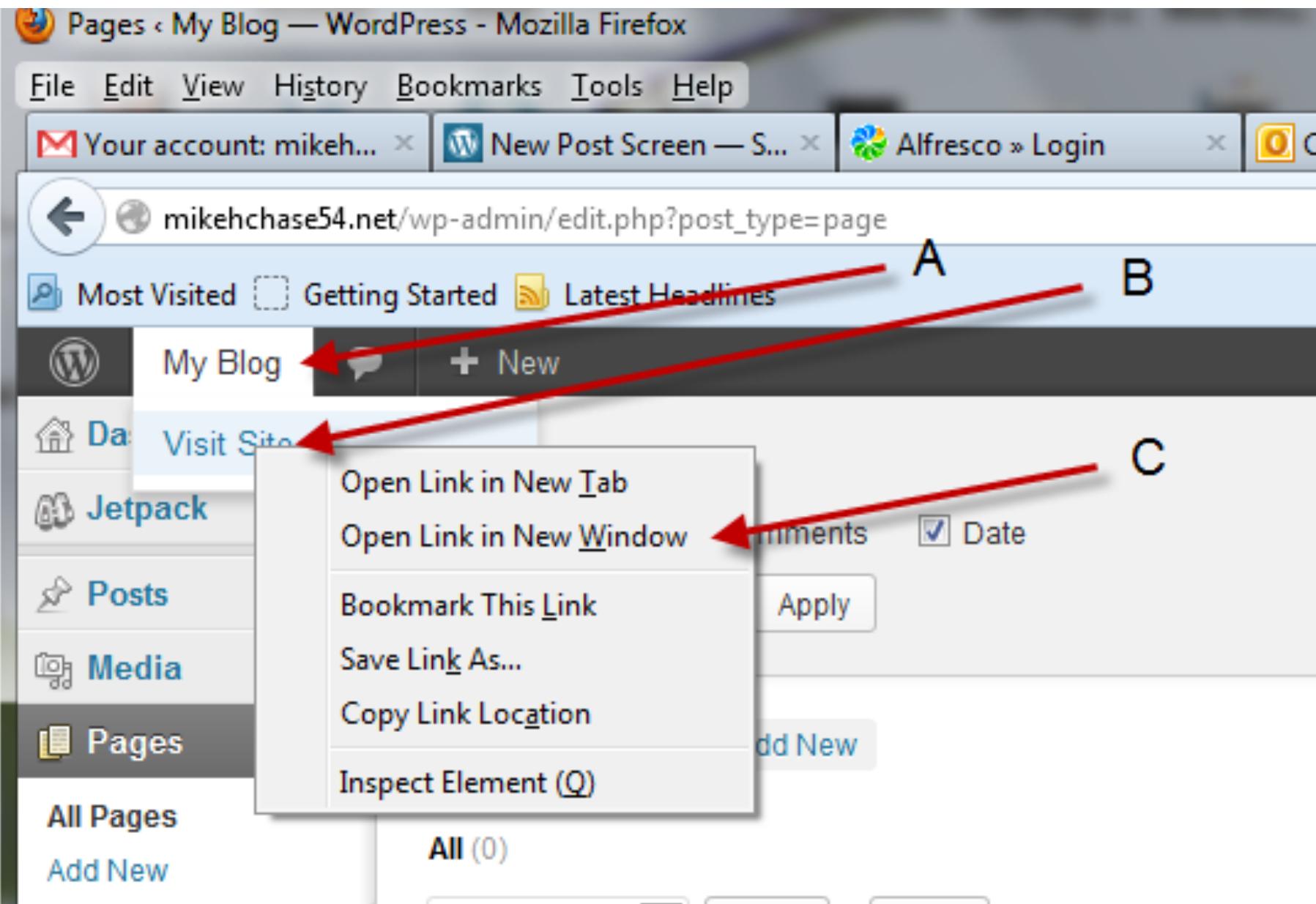
To Switch Views From the WordPress Front End From the Back End

- A. Mouse hover over your site name
- B. Right click on View Site
- C. Select the Open Link in New Window or Tab option.
 - A. Now you have two windows, one WP Admin (backend) the other front end.

To Switch Views From the WordPress Front End From the Back End



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The WordPress Toolbar

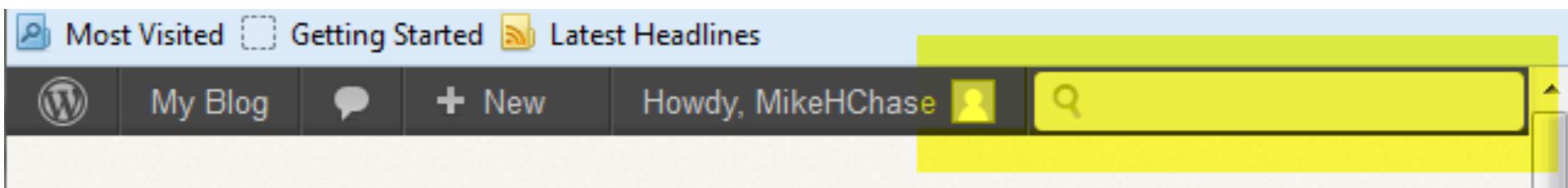
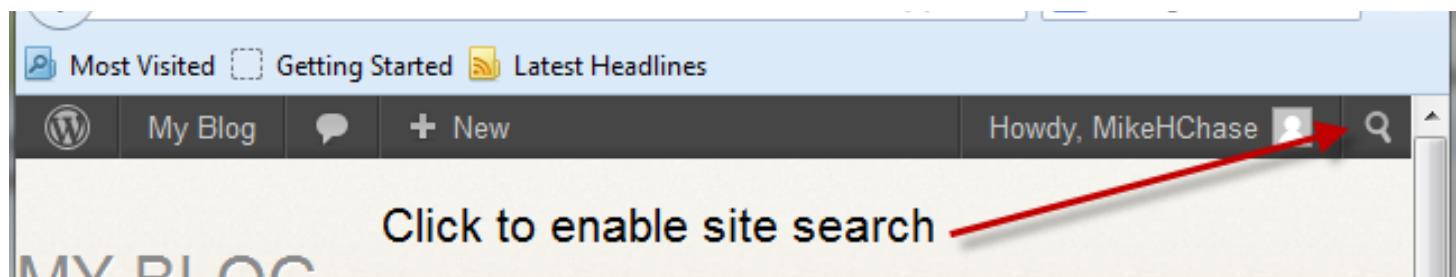
The WordPress toolbar is at the top of screen.
You can use it to access front end to back end and vice versa.
It has common actions (Add new user, post content).
The toolbar changes based on where you are (frontend or backend)
and what site page you viewing
The toolbar exists so you can perform actions quickly, without typing URLs.

The WordPress Toolbar

The screenshot shows the WordPress admin toolbar interface. At the top, there's a standard browser-style toolbar with links for 'Your account...', 'New Post Scre...', 'Chase, Michael...', 'Pages < My ...', 'My Blog', 'cPanel X', and a '+' button. Below that is a search bar with 'mikehchase54.net/wp-admin/edit.php?post_type=page' and a Google search link. Underneath the search bar are links for 'Most Visited', 'Getting Started', and 'Latest Headlines'. The main toolbar has icons for 'My Blog' and a speech bubble. A dropdown menu labeled '+ New' is open, showing options: 'Post' (with 'Add New' button), 'Media', 'Page', and 'User'. To the left, a sidebar shows 'Show on screen' with 'Author' checked and a 'Pages' section with '20' and 'Add New' buttons. On the right, it says 'Howdy, MikeHChase' with a user icon. A vertical sidebar on the far right has icons for Home, Media, Posts, and Screen Options.

The WordPress Toolbar

Front End Toolbar – And Toolbar with site search



The WordPress Toolbar

The toolbar can be disabled on the front end.

1. While on the front end site, hover the mouse over the name on right side of the toolbar.
2. Select “Edit My Profile” and toggle off the toolbar

The screenshot shows the WordPress Profile settings page. On the left, there is a vertical sidebar with various icons. The 'User' icon is highlighted with a red arrow. The main area has a title 'Profile' with a user icon. Below it is a section titled 'Personal Options'. The 'Toolbar' option is highlighted with a yellow box. The 'Name' field is also visible at the bottom.

Profile

Personal Options

Visual Editor Disable the visual editor when writing

Admin Color Scheme

Blue Gray

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

Toolbar Show Toolbar when viewing site

Name

5/26/2016

IT 320

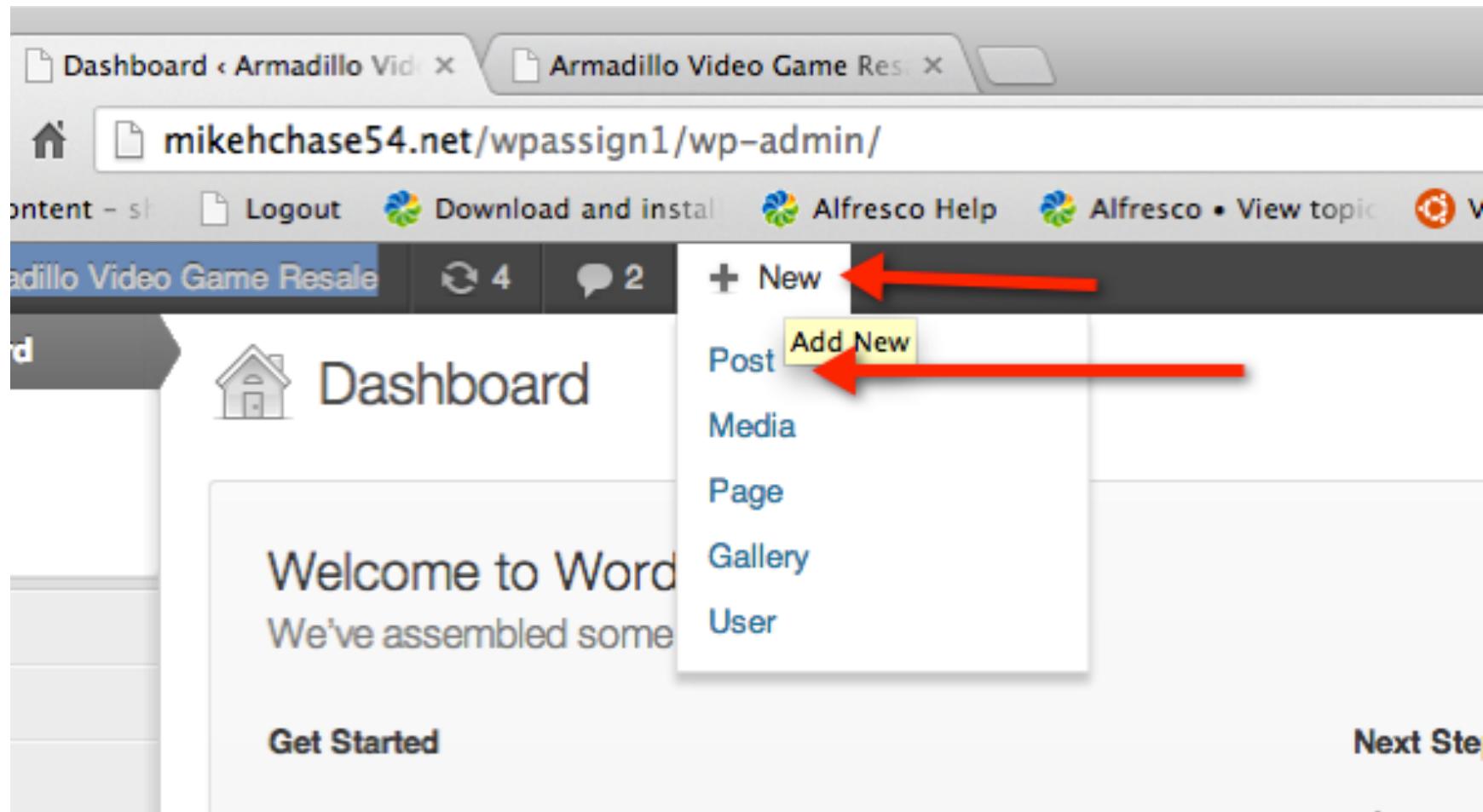
Testing Your Site

Once you have installed WordPress (as an In Directory site) you should test it to make sure everything is working.

Perform the following simple tests:

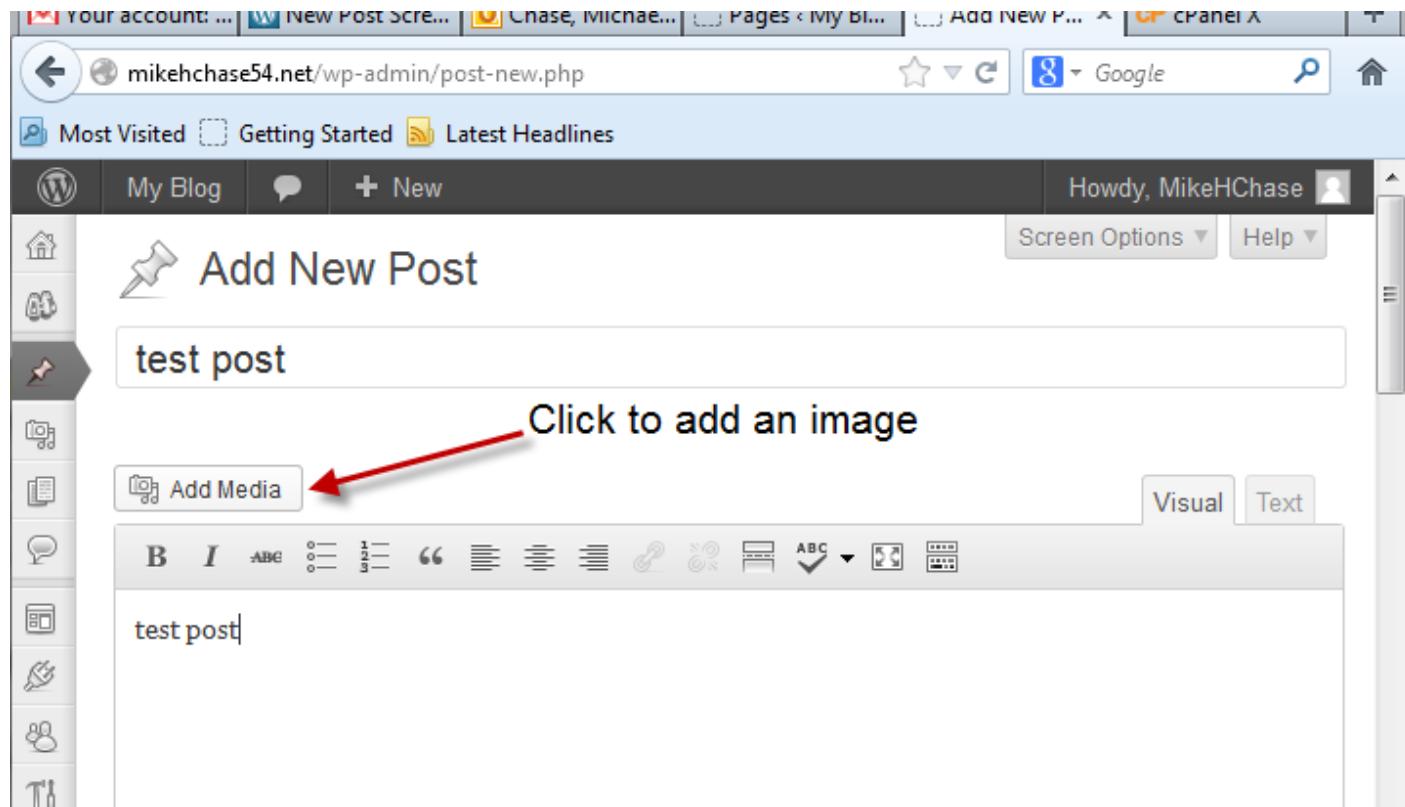
- Create a post “test post”
- Upload an image and add image to post
- publish the post
- View the post, check that image is on post.
- If any of these tasks failed or you get an error message, something is wrong with your WordPress install, contact your site host help desk.

+ New > Post



Create New Post

Toolbar → + New > Post



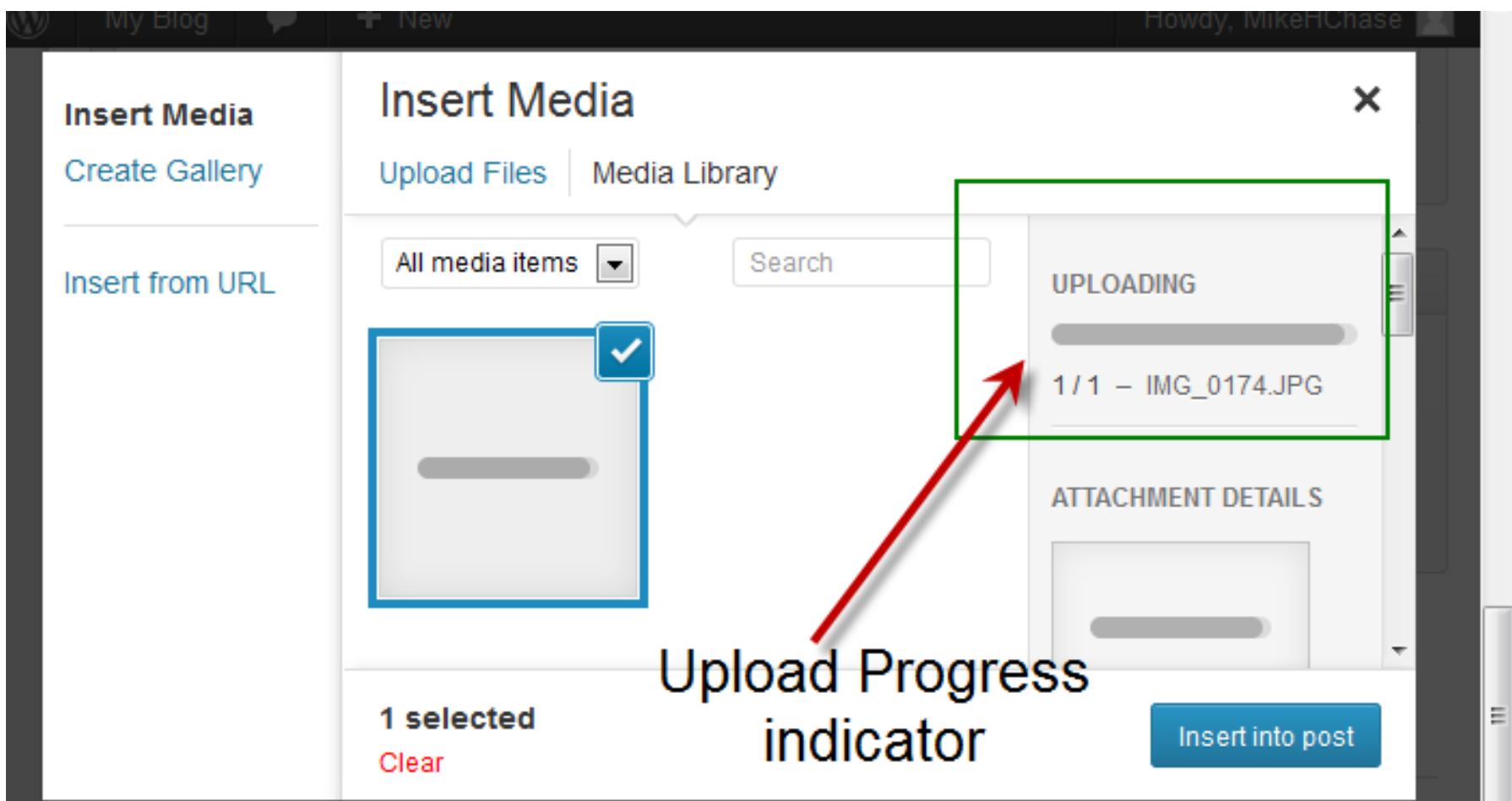
Post Part 2 – Add an image

I'm going to drag and drop an image, right where it says "Drop files anywhere to upload"

The image shows a screenshot of the WordPress 'Insert Media' modal window. The window has a title bar with 'Most Visited', 'Getting Started', and 'Latest Headlines'. Below the title bar, there's a navigation bar with 'My Blog', '+ New', and 'Howdy, MikeHChase'. On the left side of the modal, there's a sidebar with 'Insert Media' (selected), 'Create Gallery', and 'Insert from URL'. The main content area is titled 'Insert Media' and has tabs for 'Upload Files' and 'Media Library'. In the center, there's a large green-bordered box containing the text 'TO DO: Add an image' at the top, followed by 'Drop files anywhere to upload' in the middle. A red arrow points to the left of the text 'Drop files anywhere to upload', and another red arrow points to the right of it, both pointing towards the text. At the bottom of the modal, there's a 'Select Files' button and a blue 'Insert into post' button. The footer of the modal window says 'Thank you for creating with WordPress.' and 'Version 3.5.1'.

Test Post Step 3

- Image is uploading...



Test Post Step 4

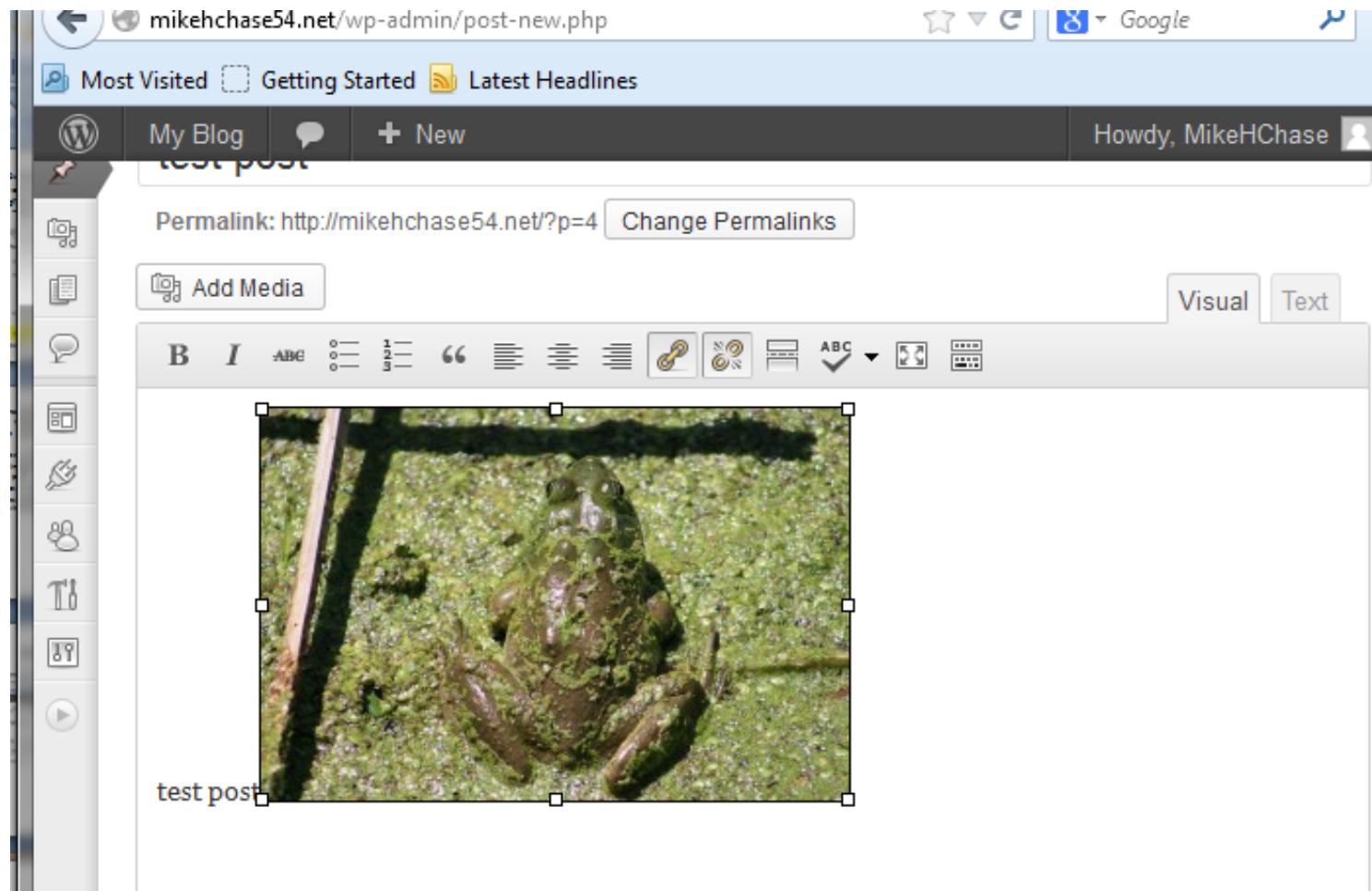
Image has uploaded, and is now visible in Media library.

Click the “Insert into post button”.

The screenshot shows the 'Insert Media' modal window from WordPress. On the left sidebar, there are links for 'Insert Media', 'Create Gallery', and 'Insert from URL'. The main area is titled 'Insert Media' with tabs for 'Upload Files' (selected) and 'Media Library'. A search bar and a dropdown menu for 'All media items' are also present. In the center, a thumbnail image of a green frog sitting on grass is selected, indicated by a blue border and a checked checkbox in the top right corner of the thumbnail. Below the thumbnail, the text '1 selected' is displayed. To the right, under 'ATTACHMENT DISPLAY SETTINGS', there are options for 'Alignment' (set to 'None'), 'Link To' (set to 'Media File'), and a URL field containing 'http://mikehchase54.net'. At the bottom, there is a red annotation with the text 'Add image to post' and a red arrow pointing to the 'Insert into post' button, which is highlighted in blue. The footer of the modal window says 'Thank you for creating with WordPress.' and 'Version 3.5.1'.

Post Test Step 5

Back at the post, scroll down until you see the publish button.



Test Post Step 7 – PUBLISH POST

Click the “Publish” button to publish the post.

Publish

[Save Draft](#) [Preview](#)

Status: **Draft** [Edit](#)

Visibility: **Public** [Edit](#)

Publish immediately [Edit](#)

[Move to Trash](#)

Publish



Categories

[All Categories](#) [Most Used](#)

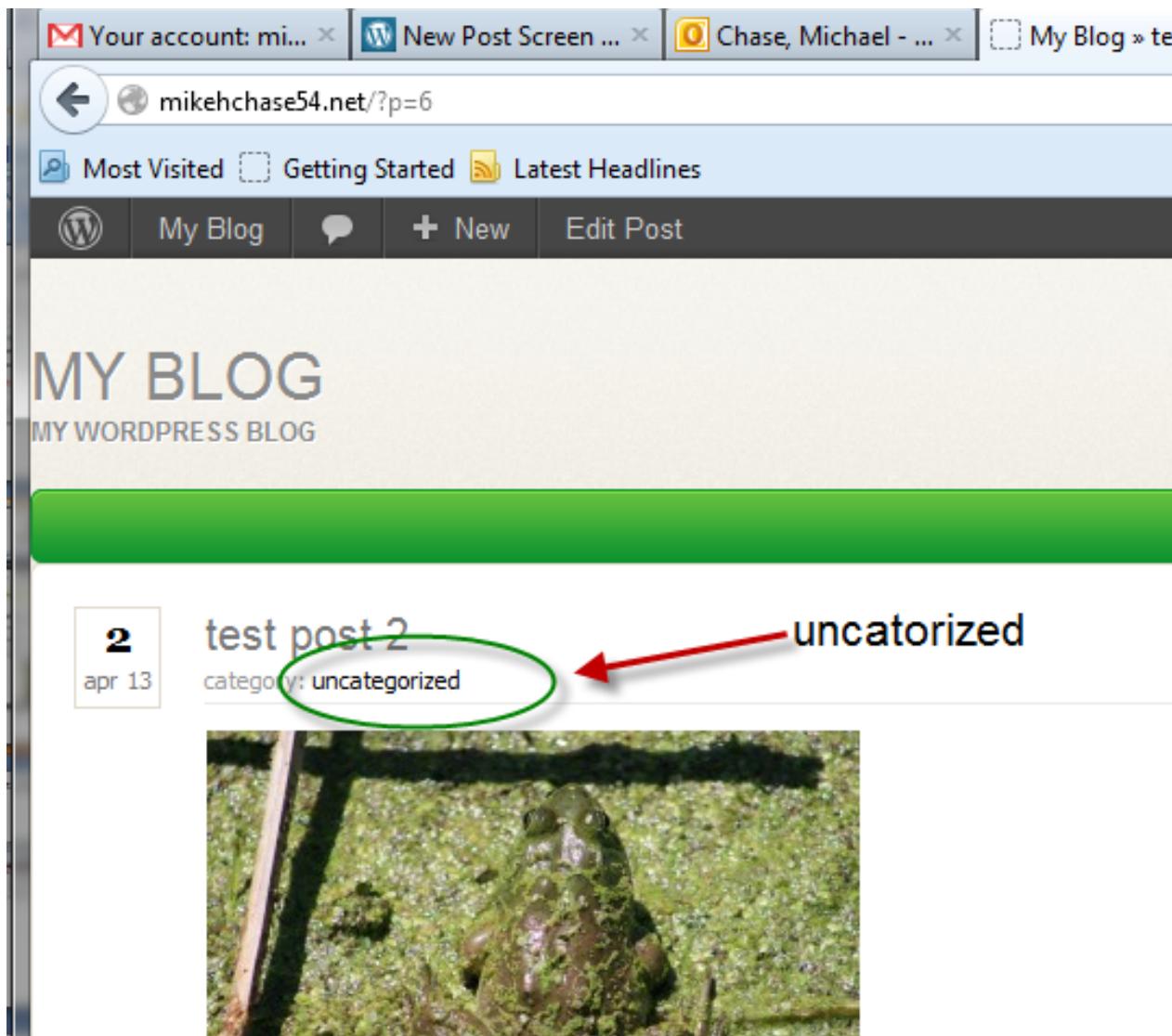
Test Post Step 8 – VIEW THE POST

Click the “Publish” button to publish the post.

The screenshot shows the WordPress 'Edit Post' screen. At the top, there's a navigation bar with links for 'Most Visited', 'Getting Started', and 'Latest Headlines'. Below that is a toolbar with icons for 'My Blog', 'New', and 'View Post'. On the left, a sidebar contains various icons for managing posts. The main area shows a post titled 'test post 2'. A message 'Post published. View post' is displayed with a red arrow pointing to it. To the right of the message, another red arrow points to a 'View Post' button. The right side of the screen features a 'Publish' sidebar with fields for 'Status', 'Visibility', and 'Publish' date, along with a 'Move to Tr' link. Below the sidebar is a 'Categories' section. The central content area contains a rich text editor toolbar and a preview of a small image of a green, textured object.

Test Post Step 8 – Verify the post on the front end

- Notice the category is “uncategorized”



A Word About Gravatars

- WordPress (maintained by Automatic) uses GRAVITARS, Globally Recognized Avatars.
- They are [a profile with a picture maintained by Automatic on http://en.gravatar.com](#)
- You don't have to make one, **but please do**, especially for your project site clients, who may not already have one.
 - Please go to gravatar.com and read up on what they are and how they work. Thanks.

PLUGINS - INTRODUCTION

- For a future assignment you will install a few WordPress plugins
- Let practice with a WordPress plugin named “Bulk Delete”.
- So let's review the basic plugin installation steps

Steps to Install & Activate WP Plugins

- Login to the WP Site Backend
 - (site URL/wp-admin)
- Determine your WP version
- Select Admin menu Plugins
- Search for plugin
 - in this case search for “Bulk”
- Scroll down the search results list to find “Bulk Delete”
- Select the “Details” link
- On the details page, verify the plugin is compatible with your version of WP
- If plugin is compatible, Install it
- Activate the installed plugin
- **Plugin is now ready to use.**

How do I use the Plugin?

- Each plugin is different
- Some install a menu item (like Bulk Delete) on the WordPress sidebar
- Others add new blocks on the Page or Post admin pages
- Some add sidebar sub-menu items under an existing sidebar menu option
- **I recommend reading the plugin documentation, especially the section that reviews how to use it.**

Access your website

The screenshot shows a web browser window with three tabs open:

- Softaculous – Softaculous
- Mike Chase – LAB2
- Dashboard < Mike Chase

The main content area displays a WordPress blog post titled "WordPress Resources at SiteGround". The post is dated "3 Mar" and has "no comments". It discusses the use of WordPress for building websites and mentions SiteGround's hosting services. Below the post, there is a link to "Expert WordPress Hosting".

Mike Chase – LAB2
First WordPress CMS in IT320

Home

3 Mar [WordPress Resources at SiteGround](#)

Author: mchase | Category: Uncategorized [no comments](#)

WordPress is an award-winning web software, used by millions of webmasters worldwide for building their website or blog. SiteGround is proud to host this particular WordPress installation and provide users with multiple resources to facilitate the management of their WP websites:

Expert WordPress Hosting

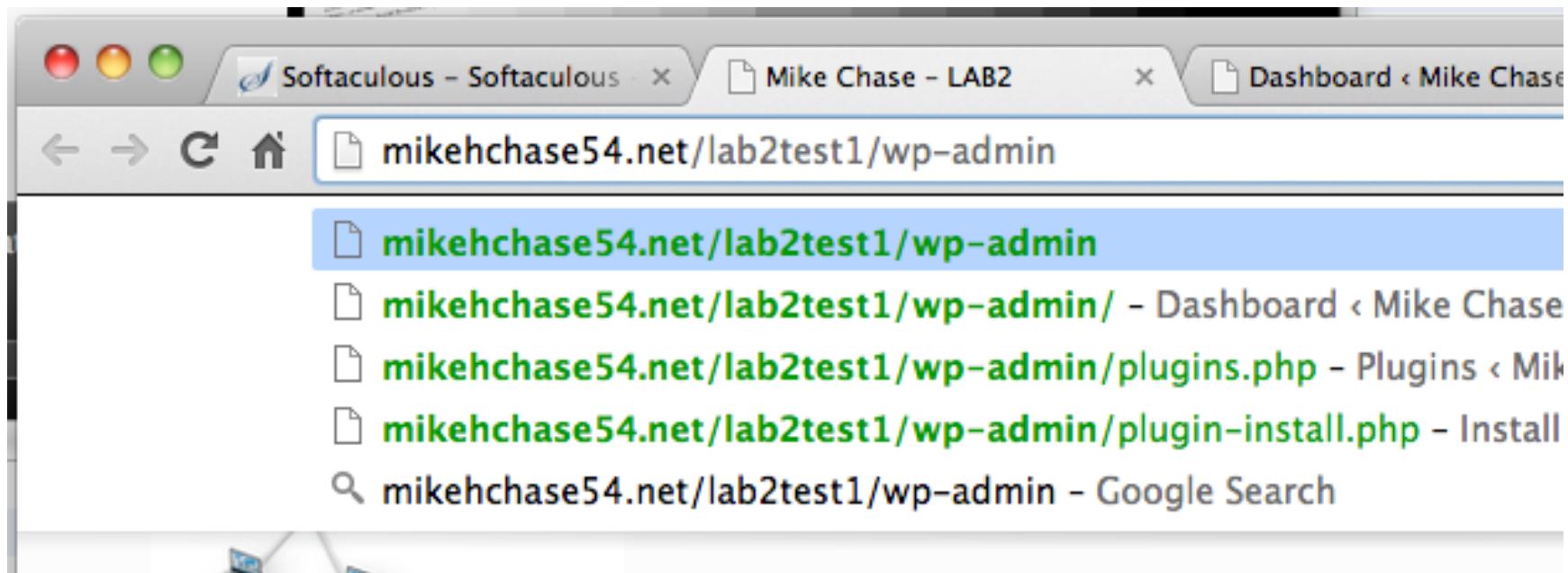
Recent Posts

- ▶ WordPress Resources at SiteGr

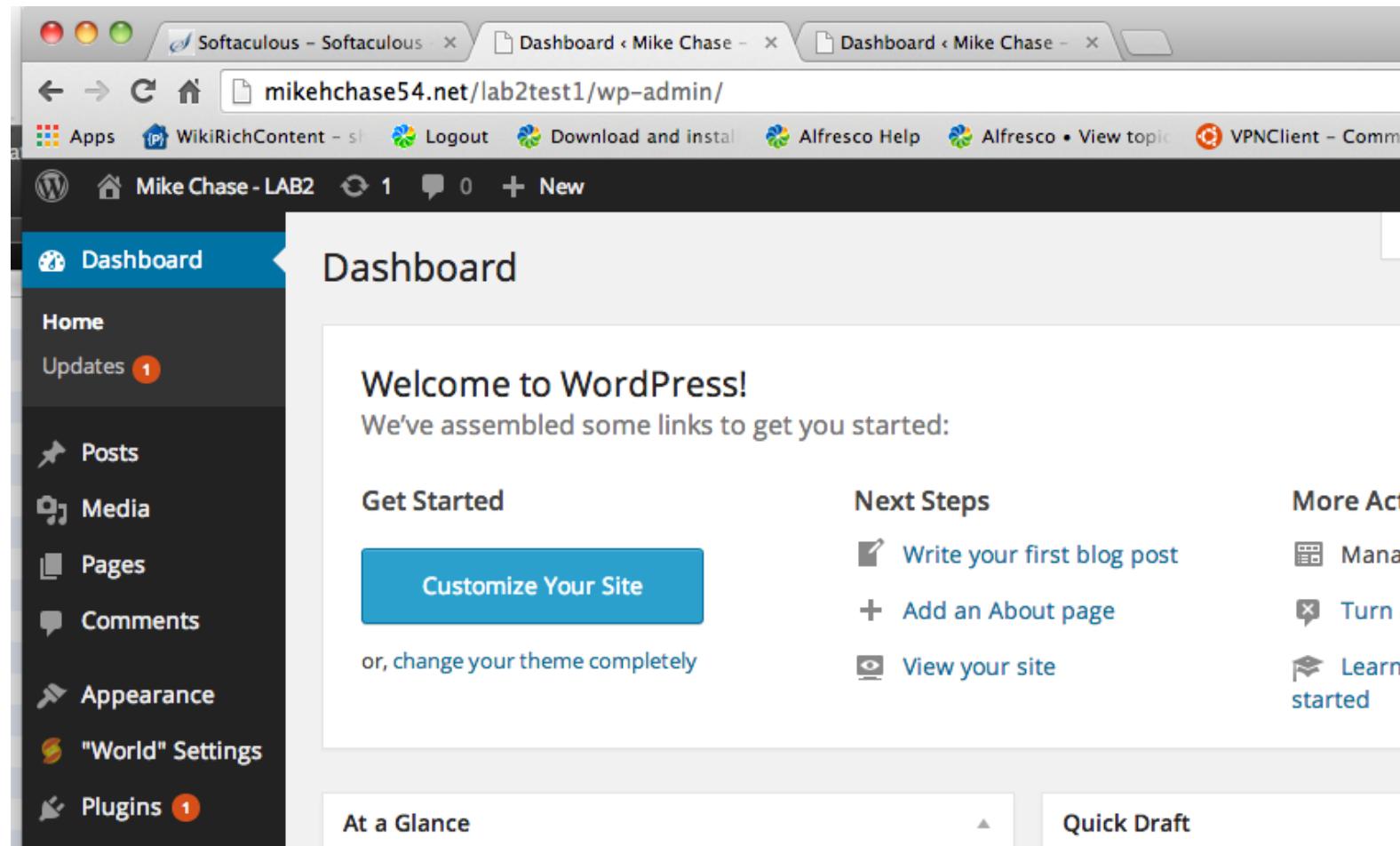
Recent Comments

- ▶ Mr WordPress on WordPress Resources at SiteGr

Logon to the Backend



Your Now On The Backend



Get WP Version – This is an old site, version 3.8.1

A screenshot of a web browser window. The address bar shows the URL mikehchase54.net/lab2test1/wp-admin/about.php. The title bar of the browser window says "Dashboard < Mike Chase - LAB2". The main content area displays the "Welcome to WordPress 3.8.1" page. On the left, there is a sidebar with links: "About WordPress" (highlighted with a red arrow), "WordPress.org", "Documentation", "Support Forums", "Feedback", "Comments", "Appearance", "'World' Settings", and "Plugins" (with a red notification dot). In the center, the text "Welcome to WordPress 3.8.1" is displayed. Below it, a message says "Thank you for updating to WordPress 3.8.1, the most beautiful WordPress yet." At the bottom, there are buttons for "What's New", "Credits", and "Freedoms". To the right, there is a blue box with the "W" logo and the text "Version 3.8.1". The top of the browser window has standard OS X-style window controls (red, yellow, green) and a toolbar with various icons.

Select the Admin Sidebar “Plugins” then “Add New”

The screenshot shows the WordPress admin dashboard at mikehchase54.net/lab2test1/wp-admin/plugins.php. A red arrow points to the "Plugins" link in the left sidebar. Another red arrow points to the "Add New" button in the top right corner of the Plugins page. The Plugins page lists two active plugins: "Akismet" and "Hello Dolly".

mikehchase54.net/lab2test1/wp-admin/plugins.php

Mike Chase - LAB2

Dashboard Posts Media Pages Comments Appearance "World" settings Plugins 1

Installed Plugins Add New Editor

Plugins Add New

All (4) | Active (2) | Inactive (2) | Update Available (1) | Drop-ins (1)

Bulk Actions Apply

| <input type="checkbox"/> Plugin | Description |
|--------------------------------------|---|
| <input type="checkbox"/> Akismet | Used by millions, Akismet is quite possibly the best way in the world to protect your site from spam even while you sleep. To get started: 1) Click Sign up for an Akismet API key , and 3) Go to your Akismet configuration page, and activate the plugin. |
| <input type="checkbox"/> Hello Dolly | This is not just a plugin, it symbolizes the hope and enthusiasm of an entire generation. It was famously sung by Louis Armstrong: Hello, Dolly . When activated you will randomly see the "Hello Dolly" admin screen on every page. |

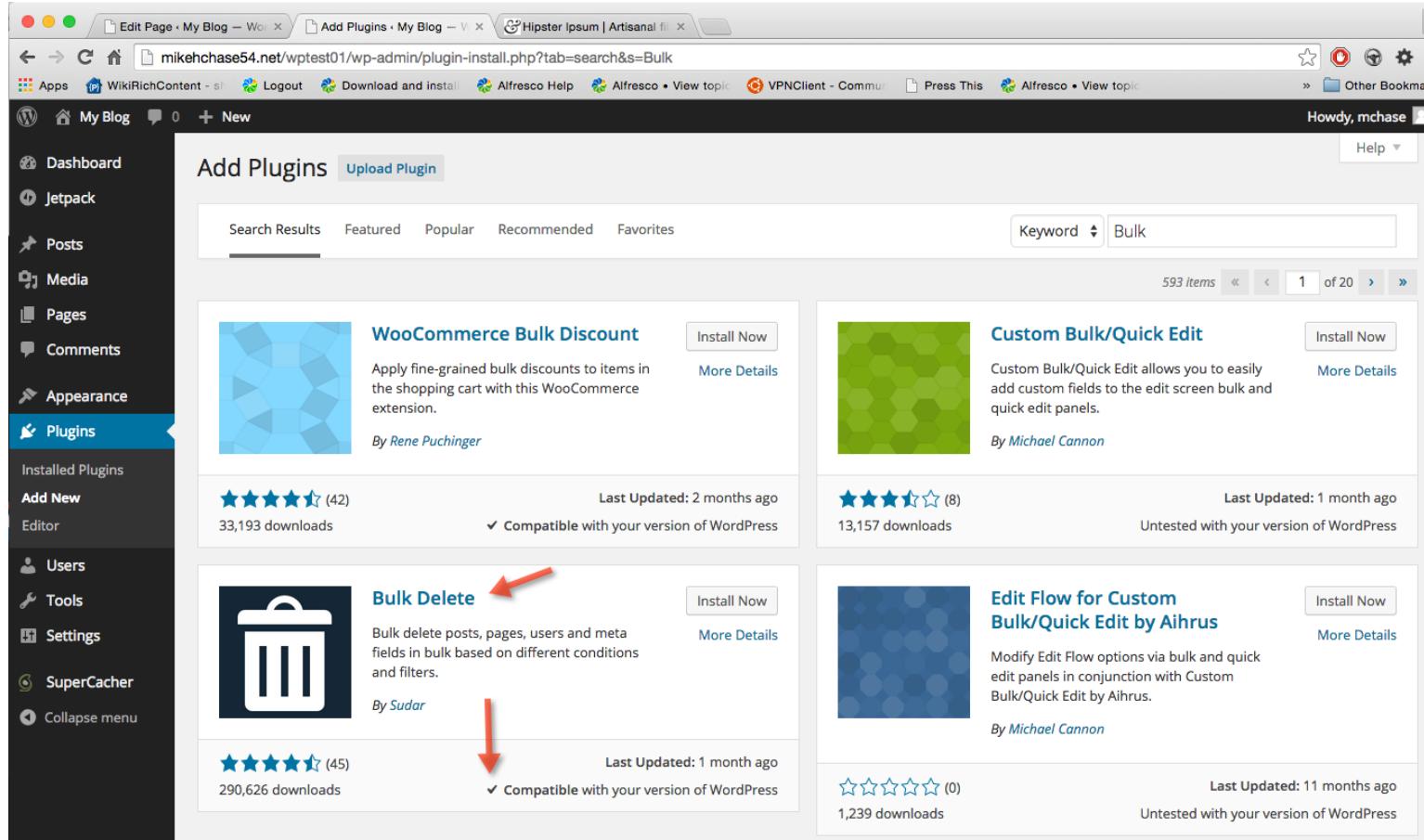
There is a new version of Akismet available. [View version 2.6.0 details or update now.](#)

Enter Search Term & Hit Enter

A screenshot of a web browser showing the WordPress plugin search interface. The URL in the address bar is `mikehchase54.net/wptest01/wp-admin/plugin-install.php?tab=search&type=term&s=`. A red arrow points to the search input field, which contains the text "Keyword". The sidebar on the left shows the navigation menu with "Plugins" selected. The main content area displays a grid of four plugin cards:

- Optima Express IDX Plugin** by iHomefinder: 5 stars, 28,730 downloads, last updated 5 mins ago, compatible.
- Embed Articles** by gprialde: 5 stars, 7,103 downloads, last updated 7 mins ago, compatible.
- Custom Contact Forms** by Taylor Lovett: 5 stars, last updated 15 mins ago, compatible.
- My Calendar** by Joseph C Dolson: 5 stars, last updated 25 mins ago, compatible.

Scroll through search results, find “Bulk Delete”, Check if Compatible



Verify Compatibility

Select the More Details to be Sure

Bulk Delete

Description Installation Screenshots Changelog FAQ Other Notes Reviews

Bulk Delete is a WordPress Plugin that allows you to delete posts, pages, users and meta fields in bulk based on different conditions and filters.

The following conditions and filters are supported.

Features

Deleting posts

This Plugin supports the following bulk delete options for deleting posts

- Delete posts by category
- Delete posts by tag
- Delete posts by custom taxonomy
- Delete posts by custom post type
- Delete posts by url
- Delete posts by custom field (Available as a [Pro addon](#))
- Delete posts by title (Available as a [Pro addon](#))
- Delete posts by duplicate title (Available as a [Pro addon](#))
- Delete posts by user role (Available as a [Pro addon](#))
- Delete all draft posts
- Delete all pending posts
- Delete all private posts
- Delete all scheduled posts

Version: 5.4.2
Author: [Sudar](#)
Last Updated: 1 month ago
Requires WordPress Version: 3.9 or higher
Compatible up to: 4.1.1
Downloaded: 290,627 times
[WordPress.org Plugin Page »](#)
[Plugin Homepage »](#)

AVERAGE RATING
 5 stars (based on 45 ratings)

| | |
|---------|----|
| 5 stars | 40 |
| 4 stars | 1 |
| 3 stars | 0 |
| 2 stars | 1 |
| 1 star | 3 |

CONTRIBUTORS
 [sudar](#)
[Donate to this plugin »](#)

Install Now

Press “Install Now”

Bulk Delete

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AVERAGE RATING

★★★★★ (based on 45 ratings)

| | | |
|---------|---|----|
| 5 stars | <div style="width: 80%; background-color: #ffd700;"> </div> | 40 |
| 4 stars | <div style="width: 10%; background-color: #ffd700;"> </div> | 1 |
| 3 stars | <div style="width: 0%; background-color: #ffd700;"> </div> | 0 |
| 2 stars | <div style="width: 0%; background-color: #ffd700;"> </div> | 1 |
| 1 star | <div style="width: 0%; background-color: #ffd700;"> </div> | 3 |

CONTRIBUTORS

 [sudar](#)
[Donate to this plugin »](#)



Install Now

Activate the Plugin

My Blog 0 + New

Dashboard Jetpack Posts Media Pages Comments Appearance

Installing Plugin: Bulk Delete 5.4.2

Downloading install package from <https://downloads.wordpress.org/plugin/bulk-delete.zip>...

Unpacking the package...

Installing the plugin...

Successfully installed the plugin Bulk Delete 5.4.2.

[Activate Plugin](#) | [Return to Plugin Installer](#)

Plugin is now listed under Plugins (Active link changed to Deactivate)

The screenshot shows the WordPress dashboard with the "Plugins" page selected. The sidebar on the left includes links for Bulk Delete, Appearance, "World" Settings, Plugins (with 1 update), Installed Plugins, Users, Tools, Settings, and SuperCacher. The main content area displays a table of installed plugins:

| Plugin | Description |
|-------------|---|
| Akismet | Used by millions, Akismet is quite possibly the best way to protect your blog from comment and trackback spam even while you sleep. To activate this plugin, click the "Activate" link to the left of this description, 2) Save changes, and 3) Go to your Akismet configuration page, available at Version 2.5.9 By Automattic Visit plugin site . |
| Bulk Delete | Bulk delete users and posts from selected categories, custom taxonomies or by post status like draft etc. Version 4.4.3 By Sudar Visit plugin site Buy now |
| Hello Dolly | This is not just a plugin, it symbolizes the hope and generation summed up in two words sung most famously by Bruce Springsteen: Hello, Dolly. When activated you will see a "Hello, Dolly" message in the upper right of your admin screen. |

A notification at the bottom of the list states: "There is a new version of Akismet available. [View version 2.6.0 details](#) or [update now](#)".

Bulk Delete Now has a Sidebar Menu item

The screenshot shows a WordPress dashboard with a sidebar menu. The sidebar includes links for Dashboard, Jetpack, Posts, Media, Pages, Comments, and a 'Bulk WP' option, which is highlighted with a red arrow pointing to it. The main content area is titled 'Bulk Delete Posts' and contains a warning message: 'WARNING: Posts deleted once cannot be retrieved back. Use with caution.' Below this, there's a section titled 'By Post Status' with a heading 'Select the posts which you want to delete' and a list of checkboxes for different post statuses: All publish posts (1 Posts), All Draft Posts (0 Drafts), All Pending posts (0 Posts), All scheduled posts (0 Posts), All private posts (0 Posts), and All Sticky posts (0 Posts). There's also a 'Choose your filtering options' section with a note: 'Note: The date filter will not work for sticky posts'. It includes a checkbox for 'Only restrict to posts which are older than' followed by a dropdown menu set to '0 days', and two radio button options: 'Move to Trash' (selected) and 'Delete permanently'.

Bulk Delete Menu Option

By Post Status

Select the posts which you want to delete

All publish posts (1 Posts)
 All Draft Posts (0 Drafts)
 All Pending posts (0 Posts)
 All scheduled posts (0 Posts)
 All private posts (0 Posts)
 All Sticky posts (0 Posts)

Choose your filtering options

Note: The date filter will not work for sticky posts

Only restrict to posts which are older than days

Move to Trash Delete permanently

Bulk Delete Options

The screenshot shows the WordPress dashboard with a dark theme. The left sidebar has a menu with the following items:

- Dashboard
- Jetpack
- Posts
- Media
- Pages
- Comments
- Bulk WP** (highlighted in blue)
- Bulk Delete Posts** (highlighted in blue)
- Bulk Delete Pages
- Bulk Delete Users
- Bulk Delete Meta Fields
- Bulk Delete Misc
- Scheduled Jobs
- Addon Licenses
- System Info

The main content area is titled "Bulk Delete Posts". It contains a warning message: "WARNING: Posts deleted once cannot be retrieved back. Use with caution." Below this, there is a section titled "By Post Status" with the sub-instruction "Select the posts which you want to delete". A list of checkboxes allows selecting posts by status: All publish posts (1 Posts), All Draft Posts (0 Drafts), All Pending posts (0 Posts), All scheduled posts (0 Posts), All private posts (0 Posts), and All Sticky posts (0 Posts). There is also a section titled "Choose your filtering options" with a note: "Note: The date filter will not work for sticky posts". A checkbox labeled "Only restrict to posts which are older than" has a dropdown menu set to "0 days". Below this, there are two radio button options: "Move to Trash" (selected) and "Delete permanently".

So Why Bulk Delete?

- For the last few years, webhost companies have been updating their Create WordPress site scripts
- The create scripts are what runs when you select the Install link on the WordPress Page on SiteGround
- The most recent versions of the create scripts do a lot more than just create an empty WordPress Site

What Additional Stuff Do The Create Scripts do?

- Sets the default theme to “World Version 1.1 by SiteGround”
 - This theme does not support sub-menu items
 - It’s a funky theme. I don’t like it. Sorry, I just don’t.
- Adds Plugins Akismet, Hello Dolly, SG CachePress
- Adds a post named “WordPress Resources at SiteGround”
- Adds SuperChacher

So is this Create Script Evil?

- No, it's not evil, although the road to Hell is paved with good intentions.
- If I wanted all that extra stuff, I would add it myself, and I would add it when I was good and ready.

After you create your WP Site

1. Install Bulk Delete Plugin, and delete the extra Stuff SiteGround thinks you should have
 - Leave Askimet – that's a good thing to have
 - Leave SuperCacher – its also good
2. Change the theme to a more modern or current theme

Change Theme

(1) Select Appearance

(2) Scroll Down, Find 2013

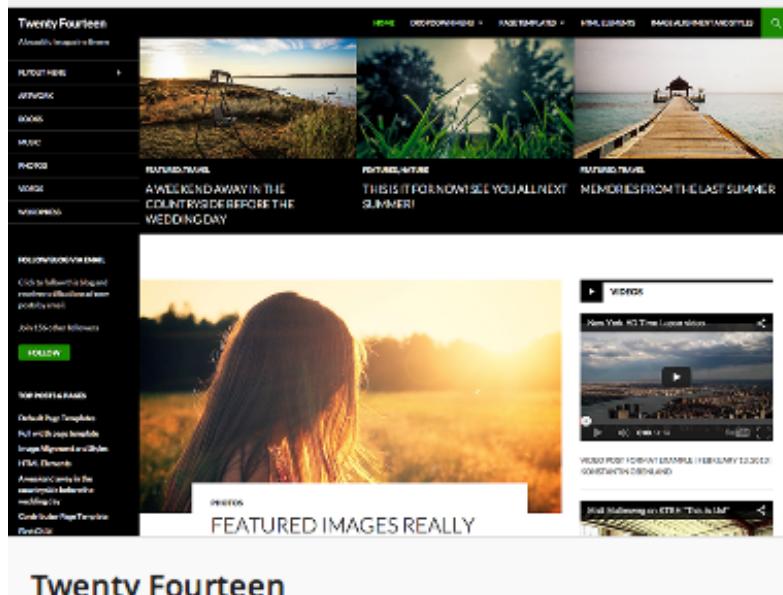
SCROLL DOWN LOOK FOR THEME 2013

SELECT APPEARANCE

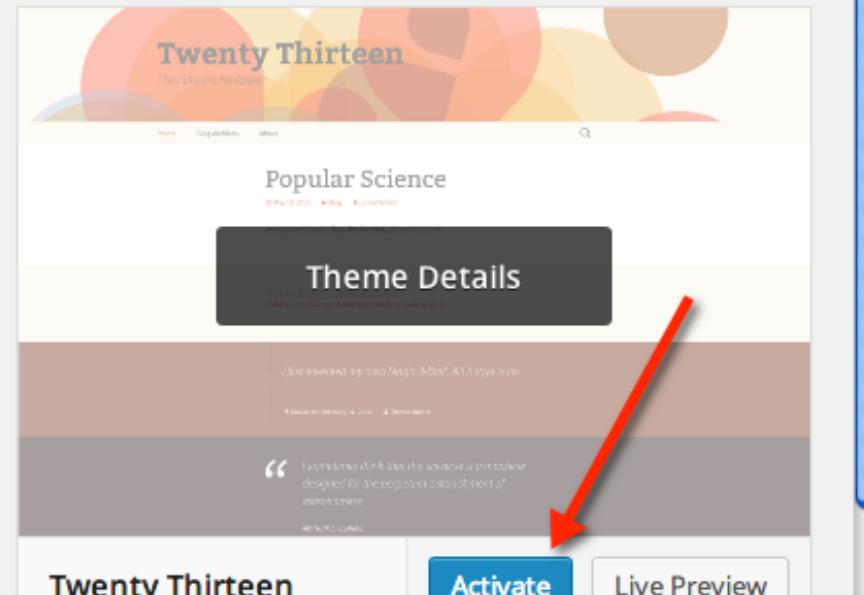
The screenshot shows the WordPress Admin interface under the 'Themes' section. On the left, the 'Appearance' menu item is highlighted with a blue bar and a red arrow pointing to it. The main area displays a grid of theme preview cards. One card for 'Cohen' is visible, showing a meal on a plate. Another card for 'Paige' shows two lions. Below these, three 'Siteground' theme variants are listed: 'siteground-wp23', 'siteground-wp63', and 'siteground-wp73'. A large red arrow points downwards from the top of the theme list towards these bottom themes.

Activating a Theme

Example: Twenty Thirteen



Twenty Fourteen



Twenty Thirteen

Select Customize to Change the Theme (Images...)

The screenshot shows the WordPress dashboard with the 'Appearance' menu selected. On the right, the 'Themes' screen displays a list of installed themes. A red arrow points from the 'Customize' button for the 'Twenty Thirteen' theme to the text 'To Customize'.

New theme activated. [Visit site](#)

Themes 13 Add New Search installed themes...

Twenty Thirteen

Popular Science

Cohen

To Customize

Active: Twenty Thirteen

Customize

HOME ABOUT STORE ACCOUNT LAYOUTS CONTACT

Cohen

A RESPONSIVE BUILDER THEME

About

ABOUT

2016-07-20

WordPress Walkthrough Part 1

An introduction to WordPress
THE END