



# 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:

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](#)

7

- **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.



WordPress logo

## Welcome

Welcome to the famous five-minute WordPress installation process! Just fill in the information below and you'll be on your way to using the most extendable and powerful personal publishing platform in the world.

### Information needed

Please provide the following information. Don't worry, you can always change these settings later.

Site Title: Tutorialspoint

Username: admin  
 usernames can have only alphanumeric characters, spaces, underscores, hyphens, periods, and the @ symbol.

Password, twice: [masked]  
A password will be automatically generated for you if you leave this blank.  
Strong  
Hint: The password should be at least seven characters long. To make it stronger, use upper and lower case letters, numbers, and symbols like ! " \$ % ' & ;

Your E-mail: admin@tutorials.com  
Double-check your email address before continuing.

Privacy:  Allow search engines to index this site.

Install WordPress

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.

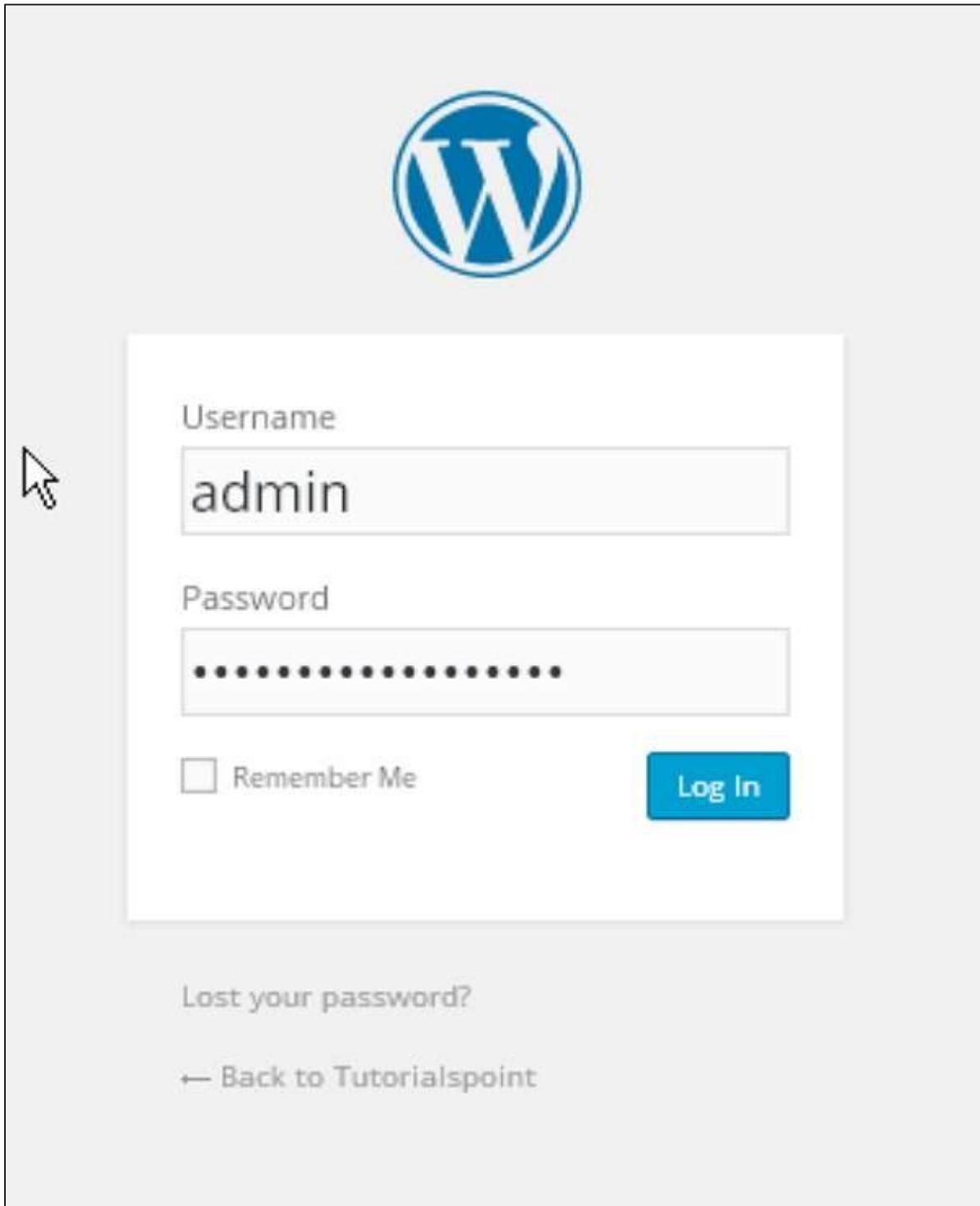
**Step (7):** After installation being successful, you will get a screen of the stating success as seen in the following screen.



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.



Username

admin

Password

Remember Me

Log In

Lost your password?

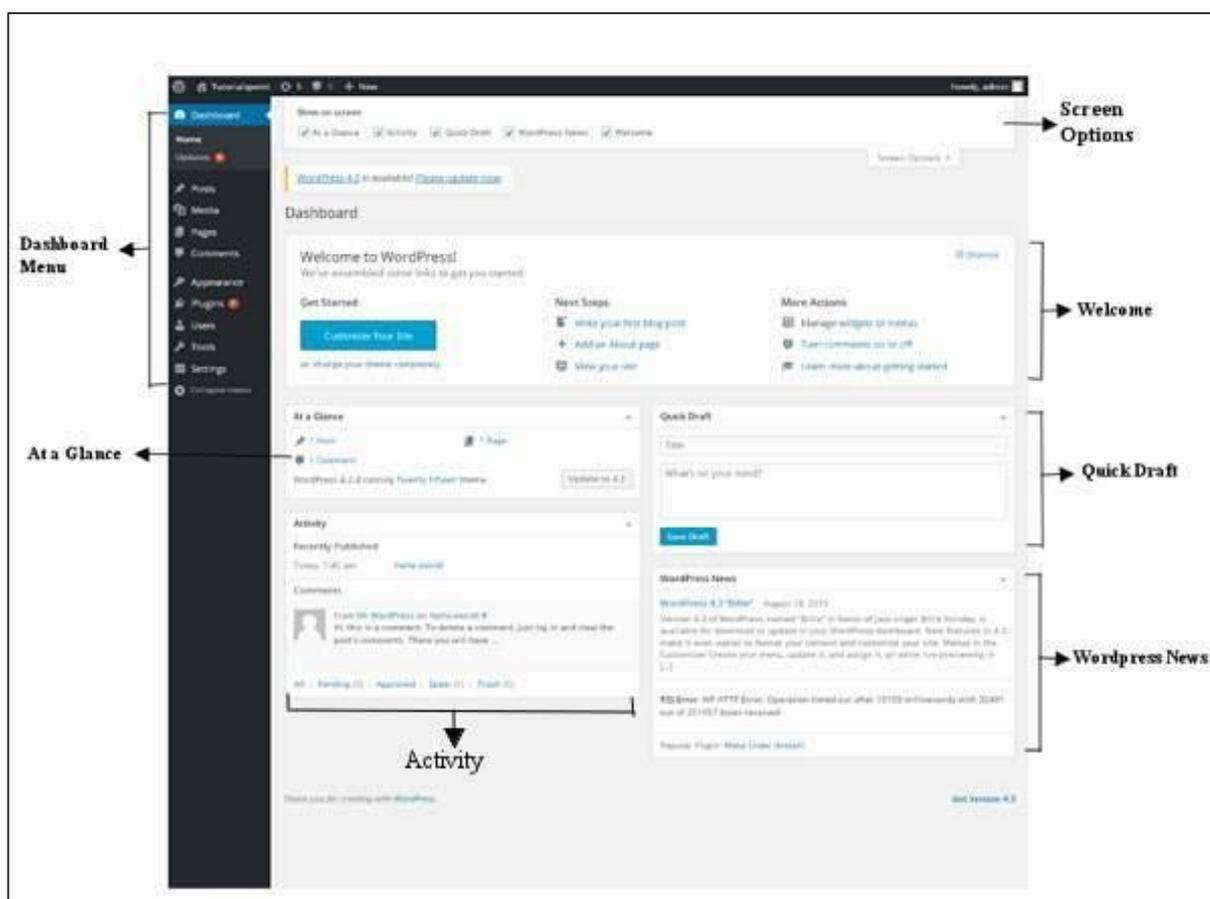
← Back to Tutorialspoint

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.

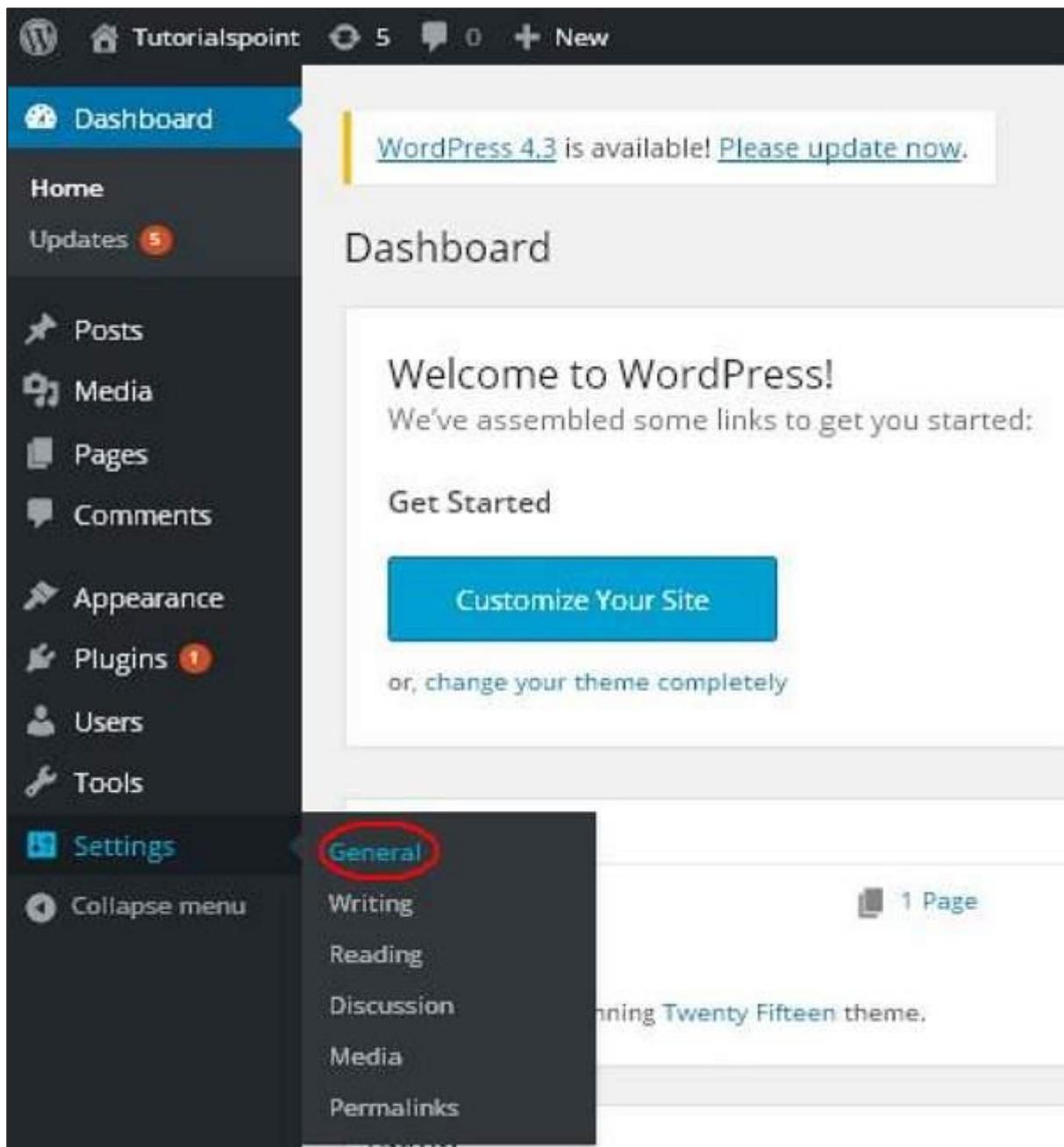
## Part 2: Settings

# 4. GENERAL SETTING

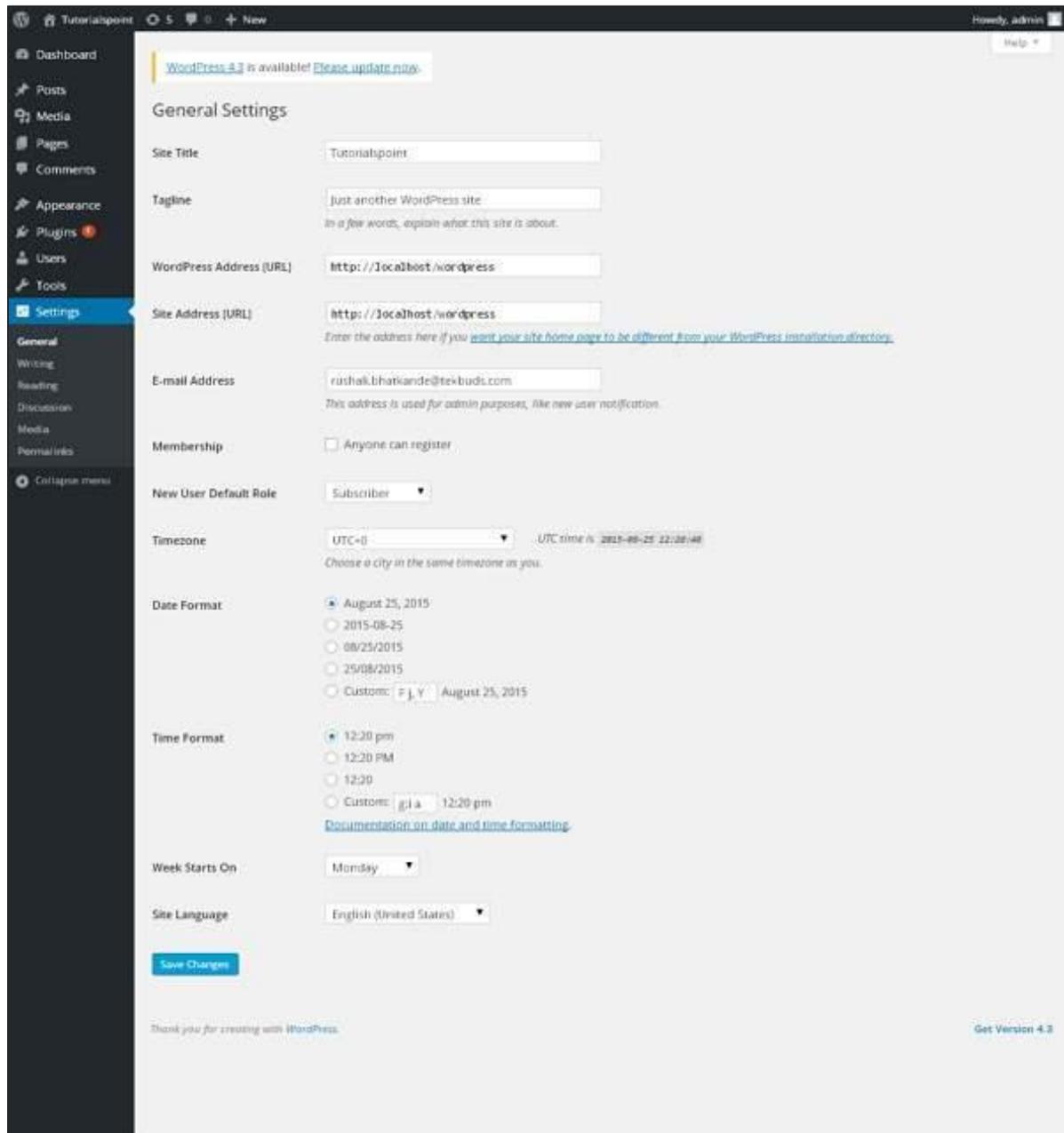
In this chapter, we will study about **General Settings** in WordPress. WordPress general setting is used to set the basic configuration settings for your site. In the setting administration screen, it is a default setting screen.

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.



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.

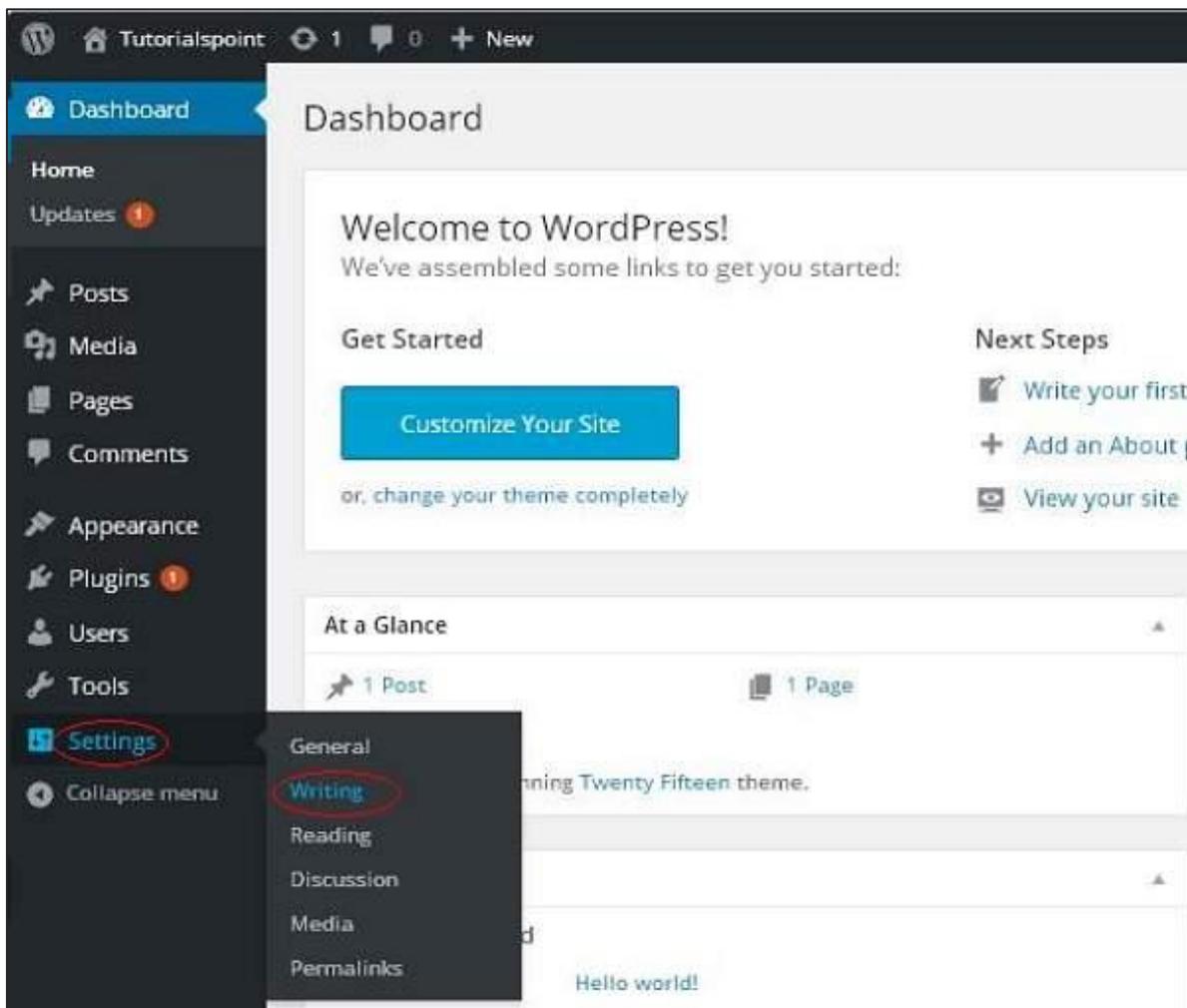
**Step (3):** After filling all the information about general settings, click on **Save Changes** button. It saves all your general setting information.

# 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

**Formatting**

Convert emoticons like :-) and :-P to graphics on display

WordPress should correct invalidly nested XHTML automatically

**Default Post Category** Uncategorized ▼

**Default Post Format** Standard ▼

**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 will be deleted. For more about this feature, see the [WordPress e-mail how-to](#).

**Mail Server** mail.example.com **Port** 110

**Login Name** login@example.com

**Password** password

**Default Mail Category** Uncategorized ▼

**Update Services**

When you publish a new post, WordPress automatically notifies the following site update services. For more about this feature, see the [WordPress update services](#).

http://rpc.pingomatic.com/

[Save Changes](#)

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 :-) 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.

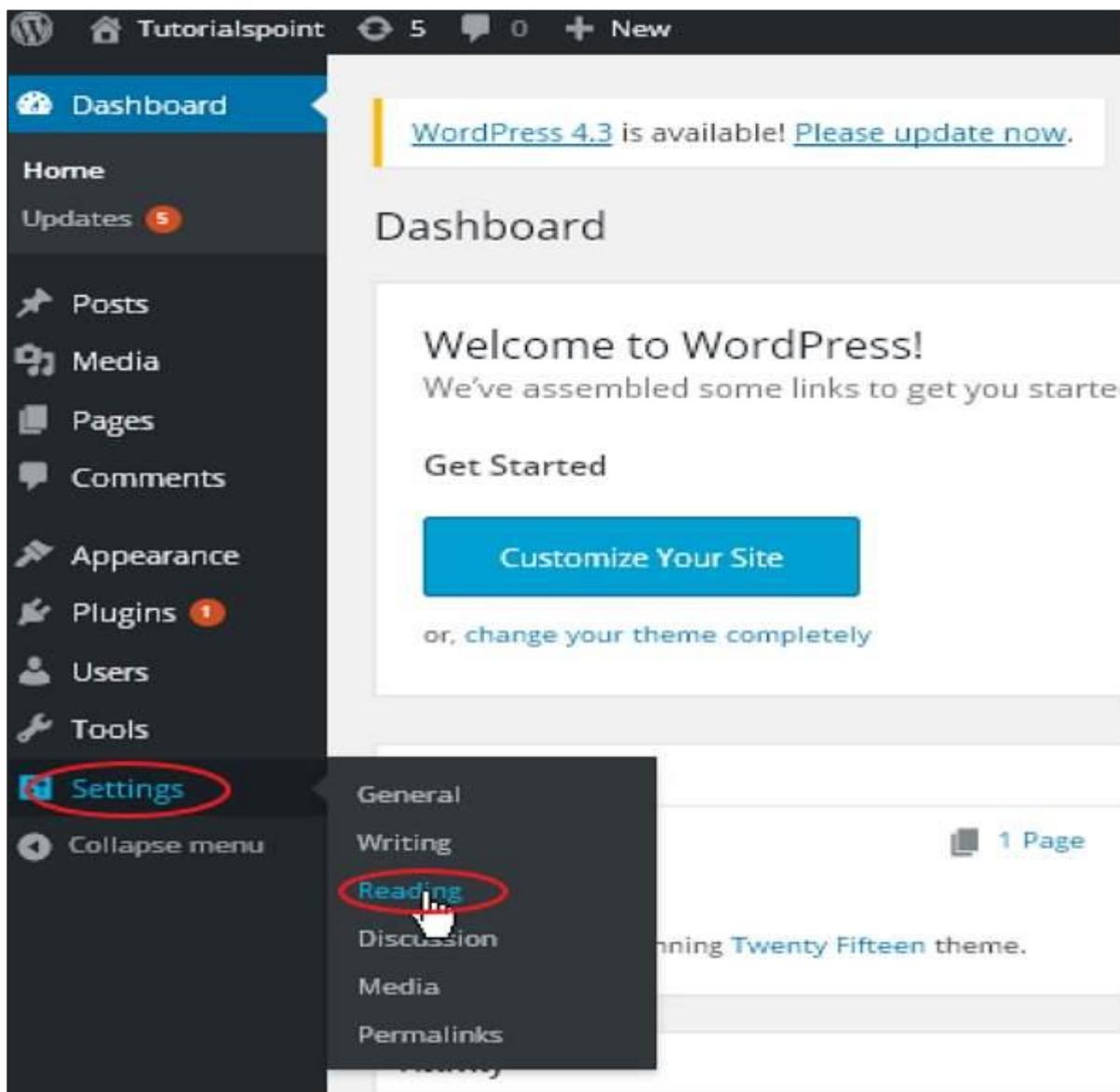
**Step (3):** After filling all the above information, click on **Save Changes** button to save your information.

# 6. READING SETTING

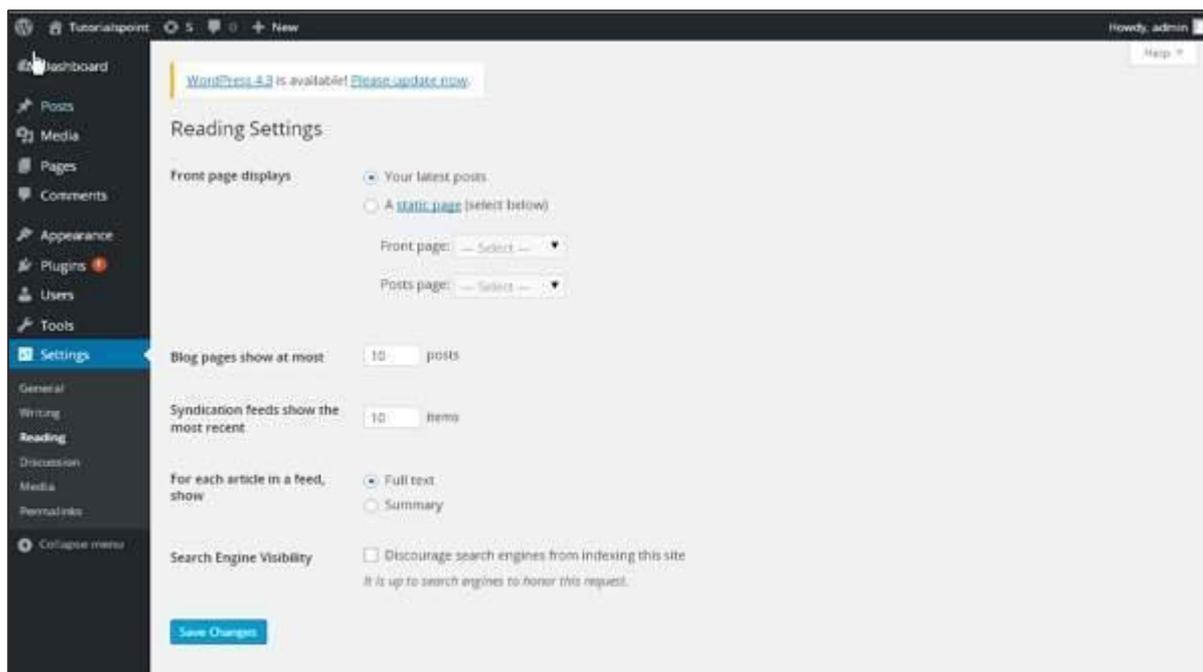
In this chapter, we will study about **Reading Settings** in WordPress. Reading Setting is used to set the content related to the front page. You can set the number of post to be displayed on the main page.

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.

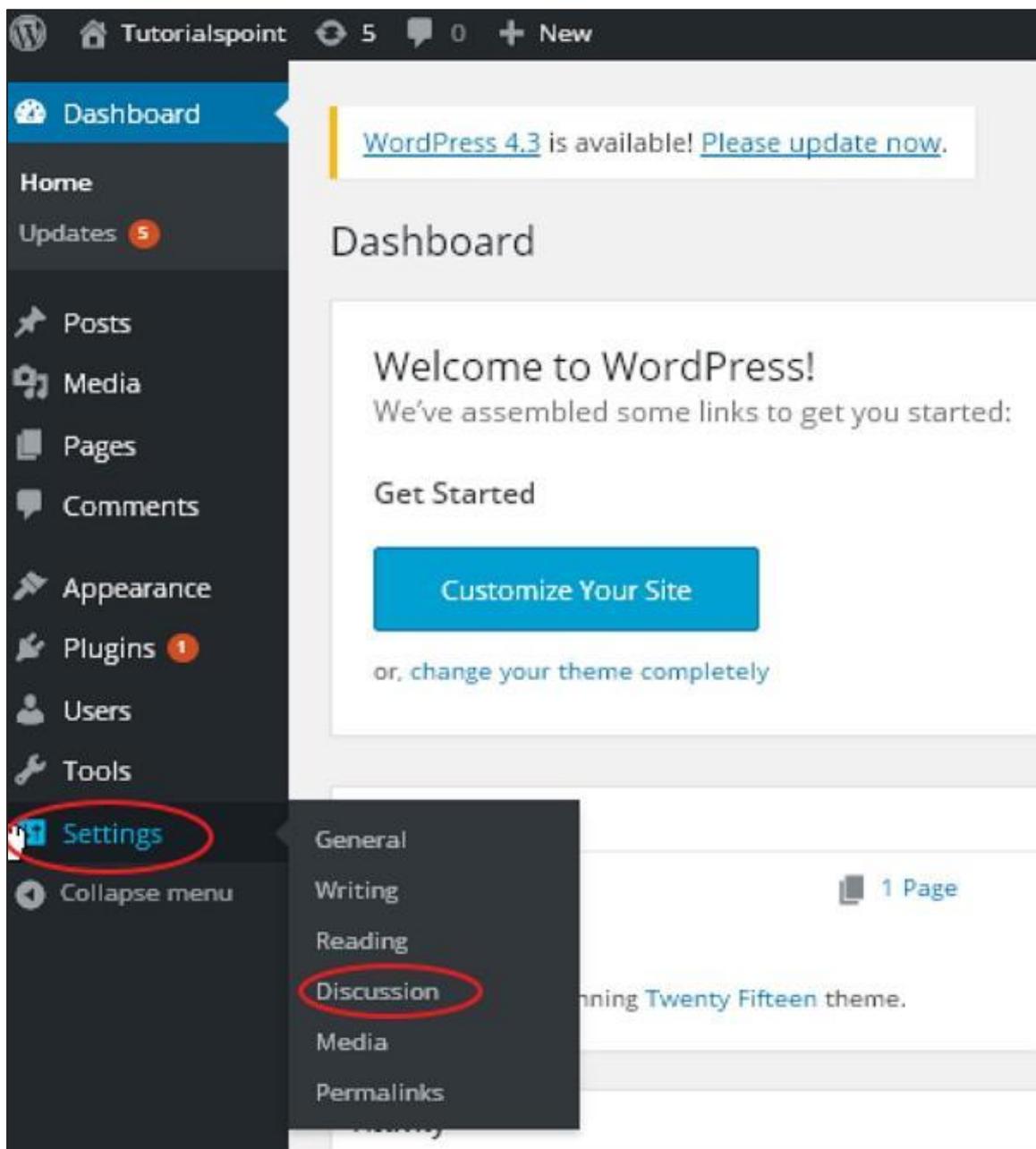
**Step (3):** After filling all the information, click on **Save Changes** button to save your Reading Setting information.

# 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.

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.

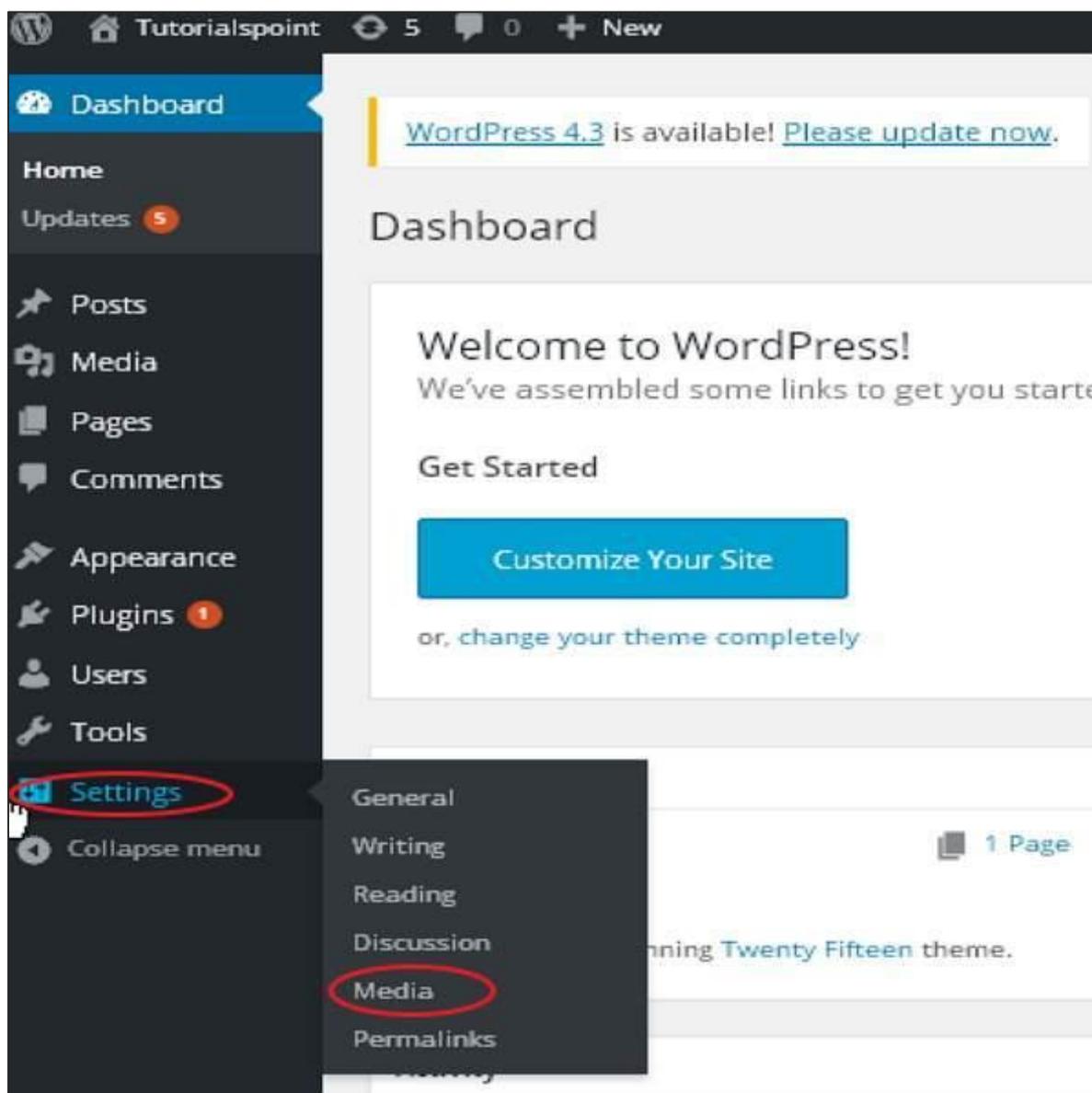
- **Comment Moderation:** Contain only a specific number of links that are allowed into a comment.
- **Comment Blacklist:** You can input your own spam words which you do not want your visitors to enter into the comments, URL, e-mail etc.; later it would filter the comments.
- **Avatars:** Avatar is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

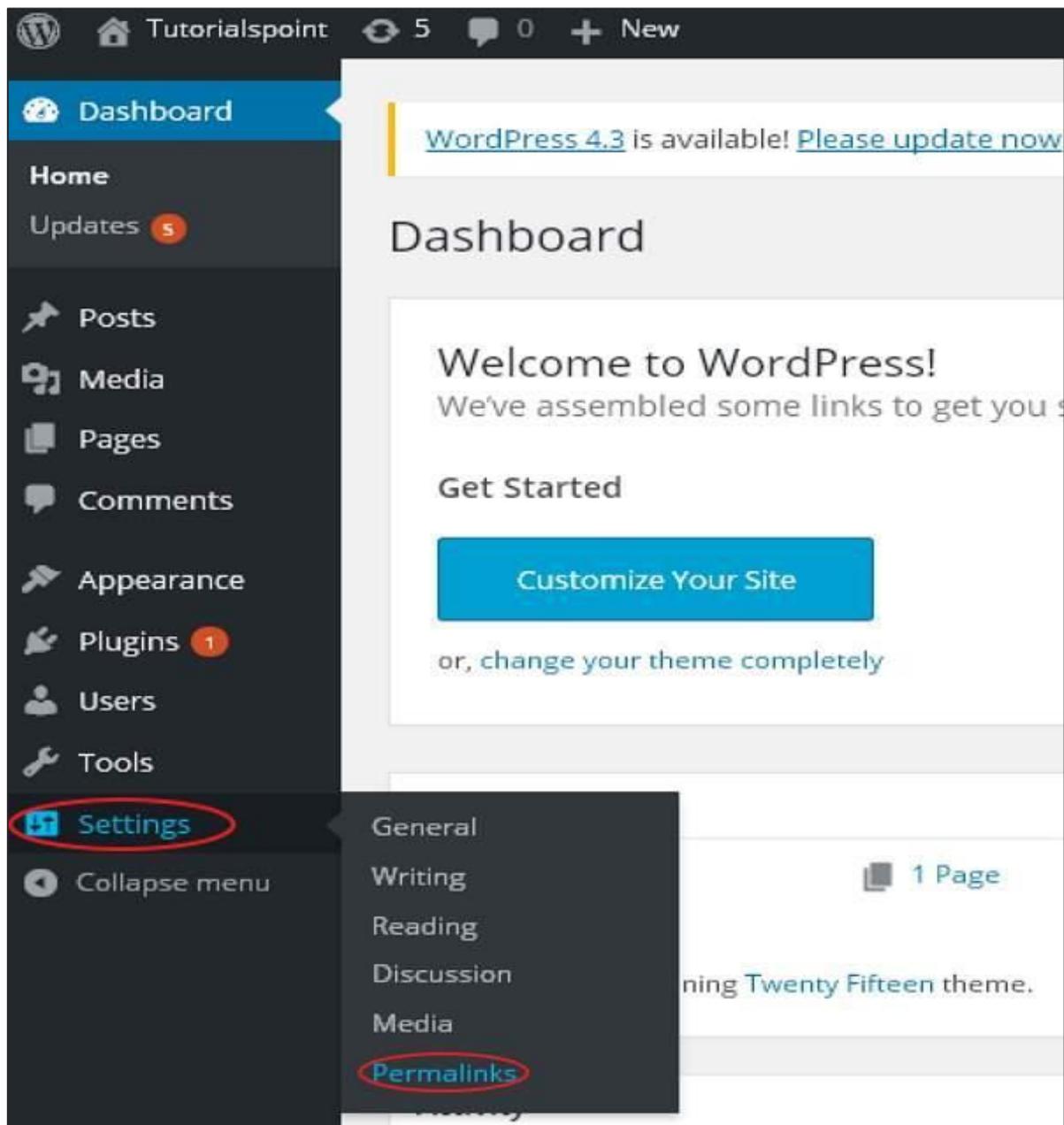
- **Thumbnail size:** Set the size of the thumbnail.
- **Medium size:** Set the height and width of medium size images.
- **Large size:** Set width and height of larger images.
- **Uploading files:** After checking this checkbox, the uploaded image will be arranged into year and month based folder.

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

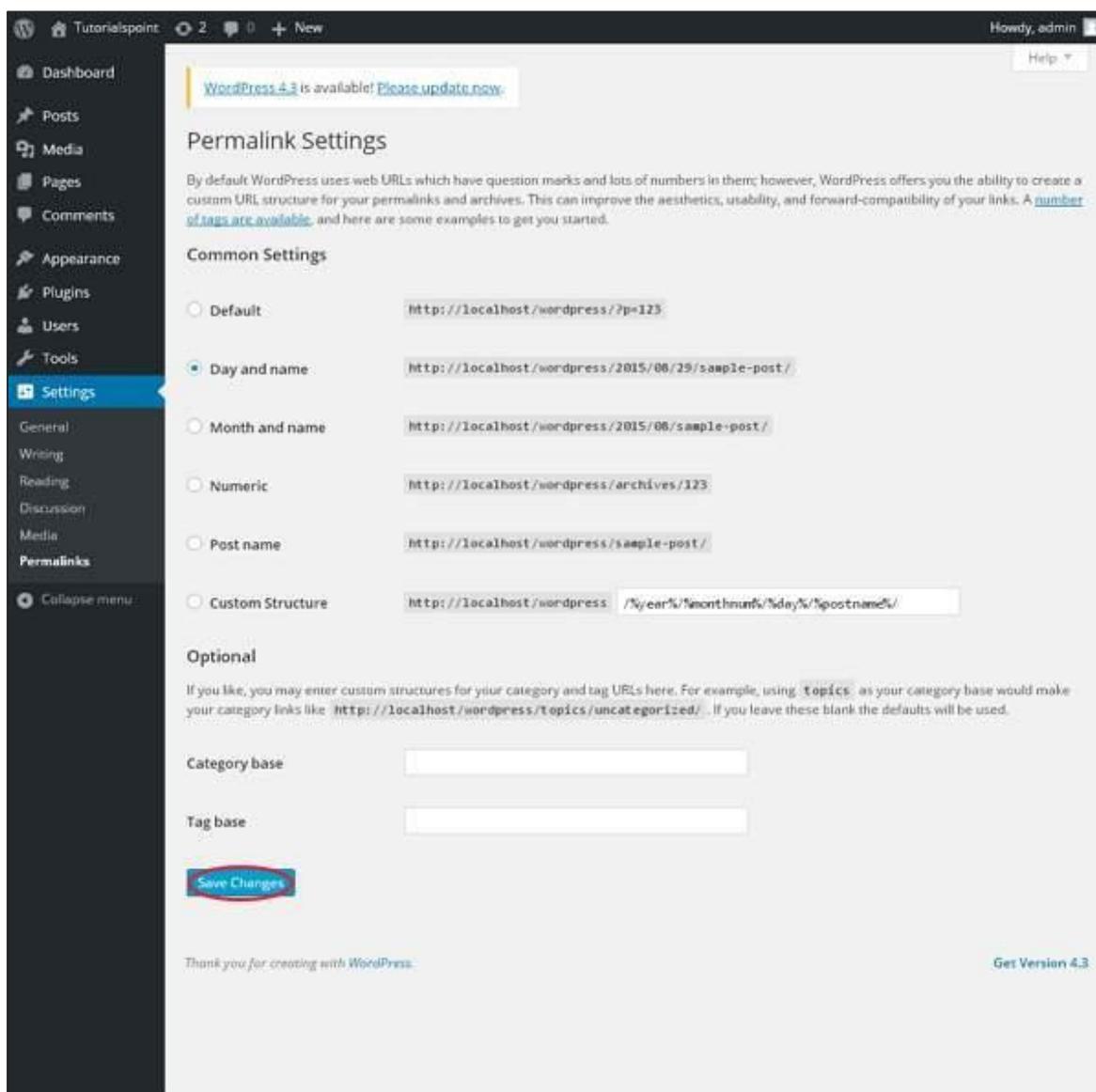
# 9. PERMALINK SETTING

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.



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.

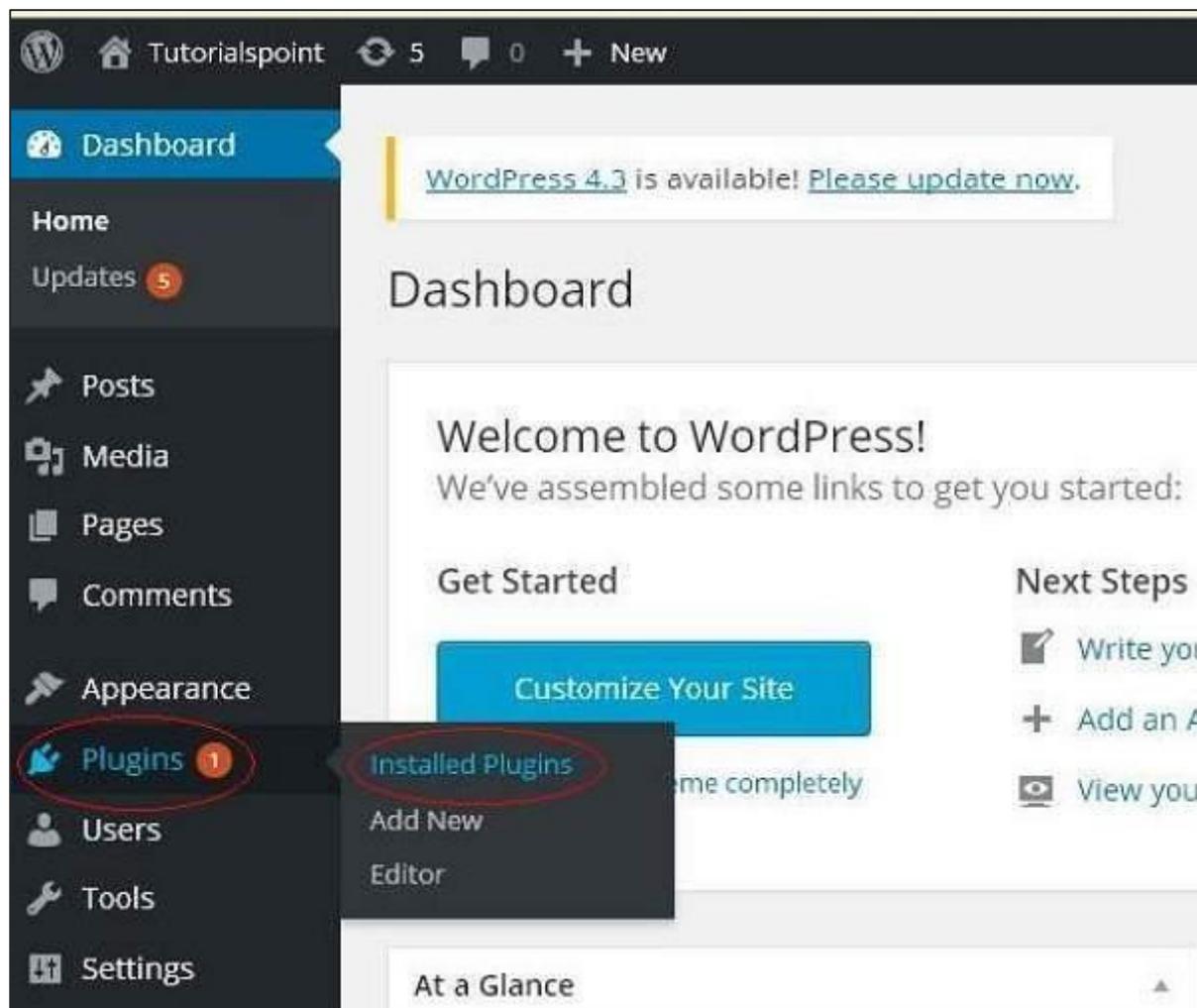
- **Category Base:** Add custom prefix for your category URL.
- **Tag Base:** Add custom prefix to your Tags URL.

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

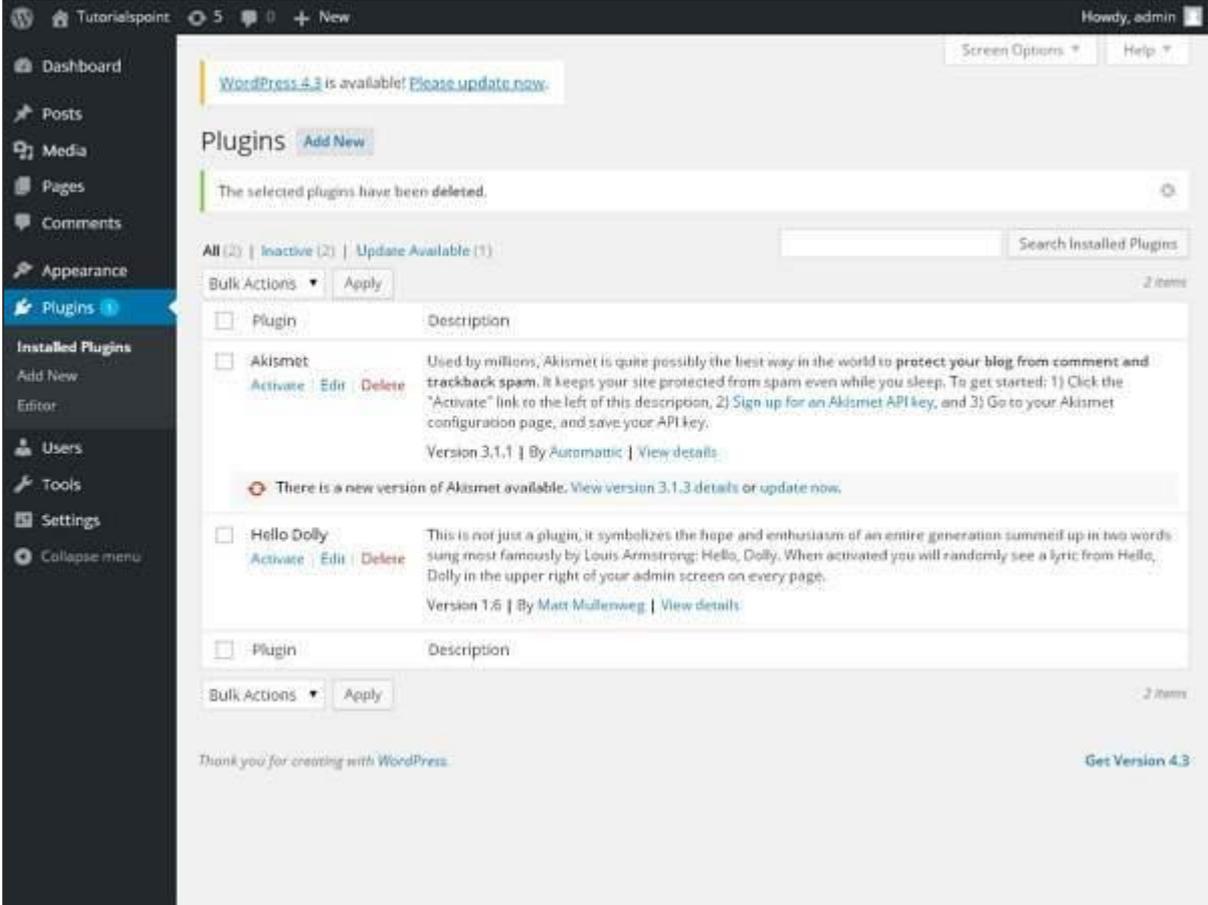
# 10. PLUGIN SETTING

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.



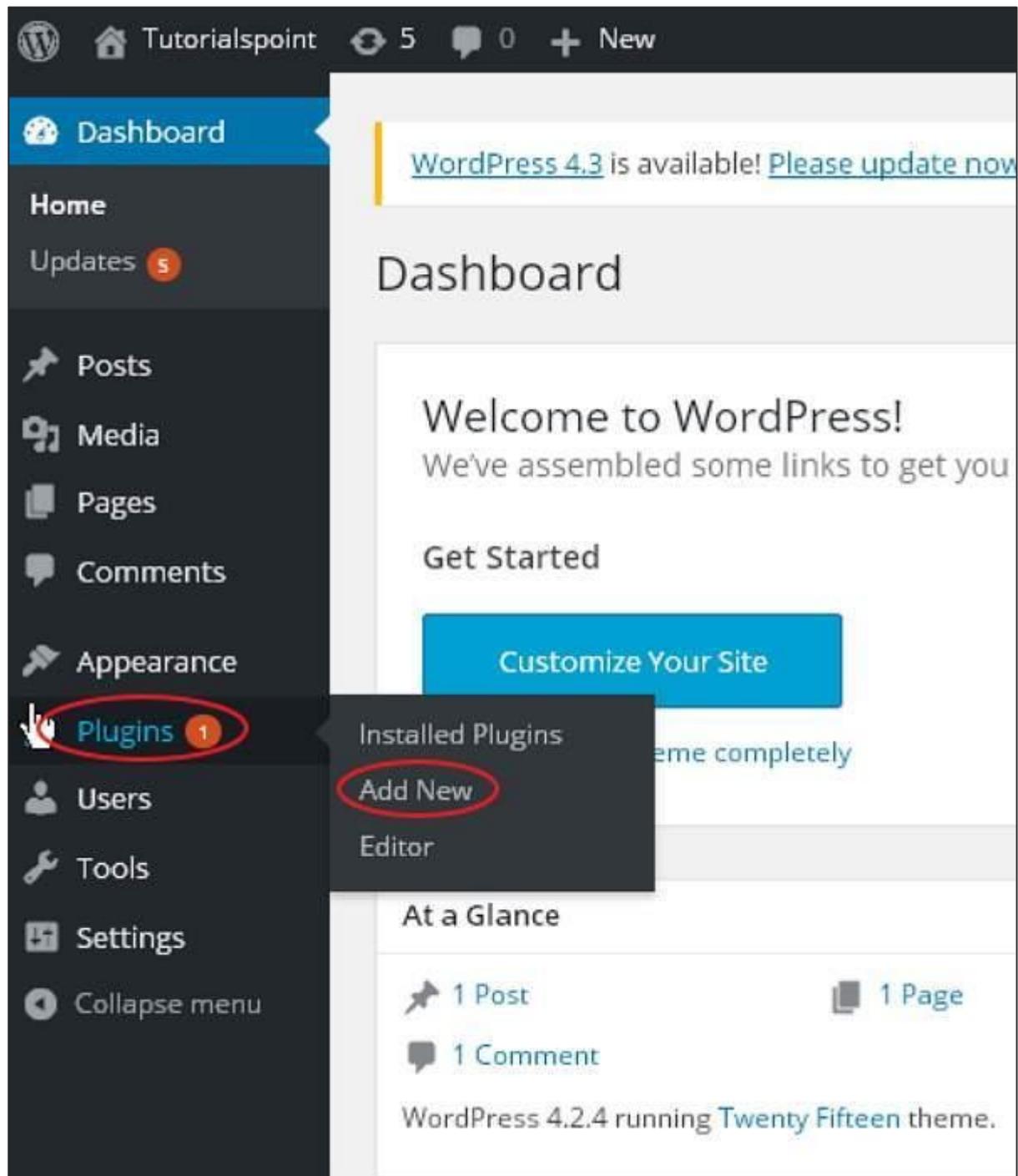
The screenshot shows the WordPress admin dashboard for a user named 'admin' on a site named 'Tutorialspoint'. The 'Plugins' menu is selected in the left sidebar. At the top, a notification states 'WordPress 4.3 is available! Please update now.' Below this, a message indicates 'The selected plugins have been deleted.' The main content area displays a list of installed plugins with the following details:

Plugin	Description
<input type="checkbox"/> Akismet <a href="#">Activate</a>   <a href="#">Edit</a>   <a href="#">Delete</a>	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   <a href="#">View details</a>
There is a new version of Akismet available. <a href="#">View version 3.1.3 details</a> or <a href="#">update now</a> .	
<input type="checkbox"/> Hello Dolly <a href="#">Activate</a>   <a href="#">Edit</a>   <a href="#">Delete</a>	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   <a href="#">View details</a>
<input type="checkbox"/> Plugin	Description

At the bottom of the page, there is a footer 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.



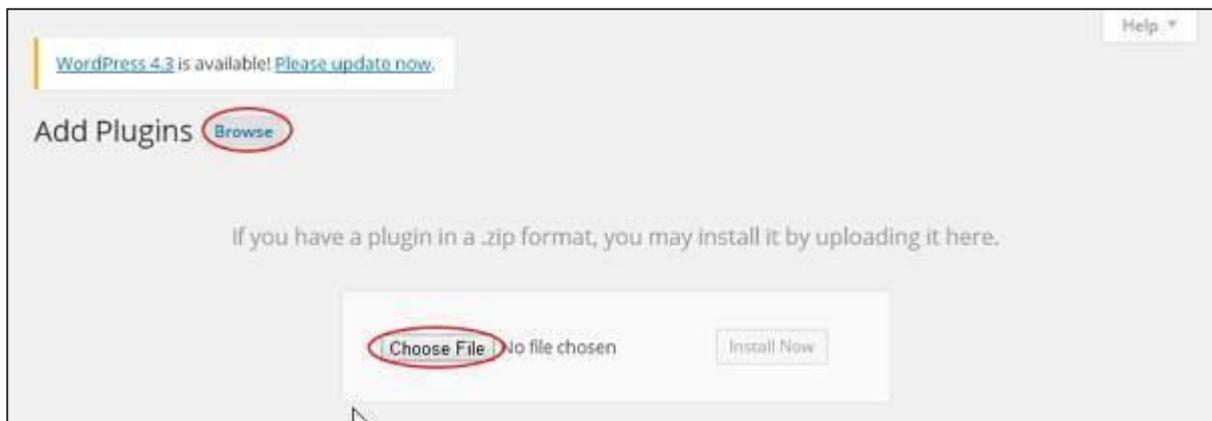
**Step (4):** A list of plugins appears that are used in WordPress. Here you can directly install plugins from the available list or you can upload it by clicking on **Upload Plugin**.

The screenshot shows the WordPress Admin Dashboard for a user named 'Howdy, admin'. The main content area is titled 'Add Plugins' and features a search bar and tabs for 'Featured', 'Popular', 'Recommended', and 'Favorites'. A red circle highlights the 'Upload Plugin' link. Below the search bar, there is a message: 'WordPress 4.3 is available! Please update now.' The dashboard displays a grid of plugin cards, each with a logo, title, description, 'Install Now' button, 'More Details' link, star rating, and active install count. The plugins shown are:

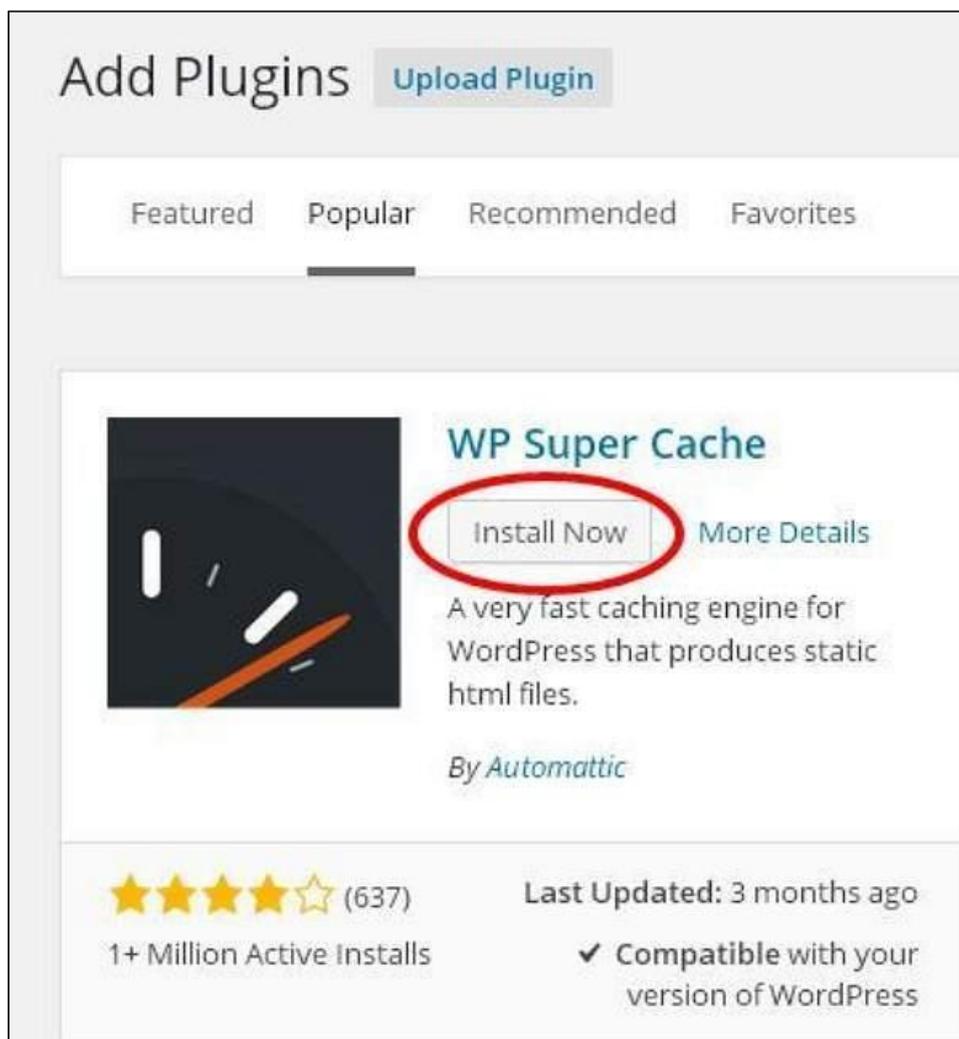
- Theme Check**: A simple and easy way to test your theme for all the latest WordPress standards and practices. A great theme development tool. By Pross, Otto42. 5 stars (102), 90,000+ Active Installs. Last Updated: 5 days ago. Compatible with your version of WordPress.
- BuddyPress**: BuddyPress helps you run any kind of social network on your WordPress, with member profiles, activity streams, user groups, messaging, and more. By The BuddyPress Community. 4.5 stars (184), 100,000+ Active Installs. Last Updated: 2 days ago. Compatible with your version of WordPress.
- bbPress**: bbPress is forum software, made the WordPress way. By The bbPress Community. 4.5 stars (150), 200,000+ Active Installs. Last Updated: 2 weeks ago. Compatible with your version of WordPress.
- Jetpack by WordPress.com**: Your WordPress. Streamlined. By Automattic. 4.5 stars (671), 1+ Million Active Installs. Last Updated: 1 month ago. Compatible with your version of WordPress.
- Akismet**: Akismet checks your comments against the Akismet Web service to see if they look like spam or not. By Automattic. 5 stars (411), 1+ Million Active Installs. Last Updated: 2 months ago. Compatible with your version of WordPress.
- WP Super Cache**: A very fast caching engine for WordPress that produces static html files. By Automattic. 4.5 stars (643), 1+ Million Active Installs. Last Updated: 4 months ago. Compatible with your version of WordPress.

At the bottom, there is a 'Popular tags' section with a list of tags: admin, ajax, bbpress, comments, content, ecommerce, email, Facebook, feed, gallery, google, image, images, javascript, jquery, meta, links, login, media, page, pages, photo, photos, plugin, Post, posts, rss, security, seo, shortcode, sidebar, social, social, twitter, video, widget, widgets, woocommerce, wordpress, youtube. A footer message says 'Thank you for creating with WordPress.' and a link to 'Get Version 4.3' is visible.

When you click on Upload Plugin you'll get the following page.



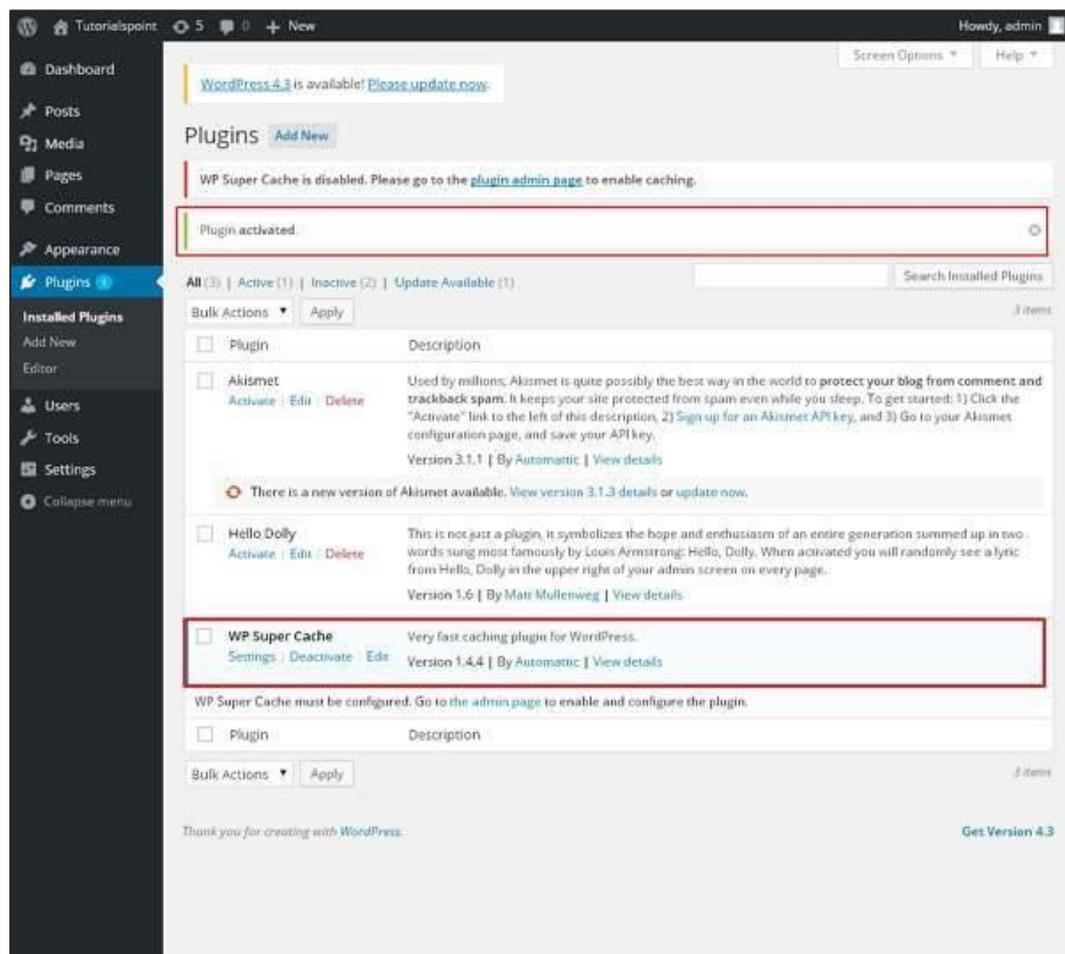
Click on **Browse**, it goes back to the page where you can select plugins from WordPress site. And if you click on **Choose File**, you can add files from your system. Otherwise, you can directly choose the plugin that you need and click on **Install now** as seen in the following screenshot.



When you click on Install Now, the package starts to download and gets installed. Then, click on **Activate plugin** to activate that plugin to use in WordPress as seen in the following screen.

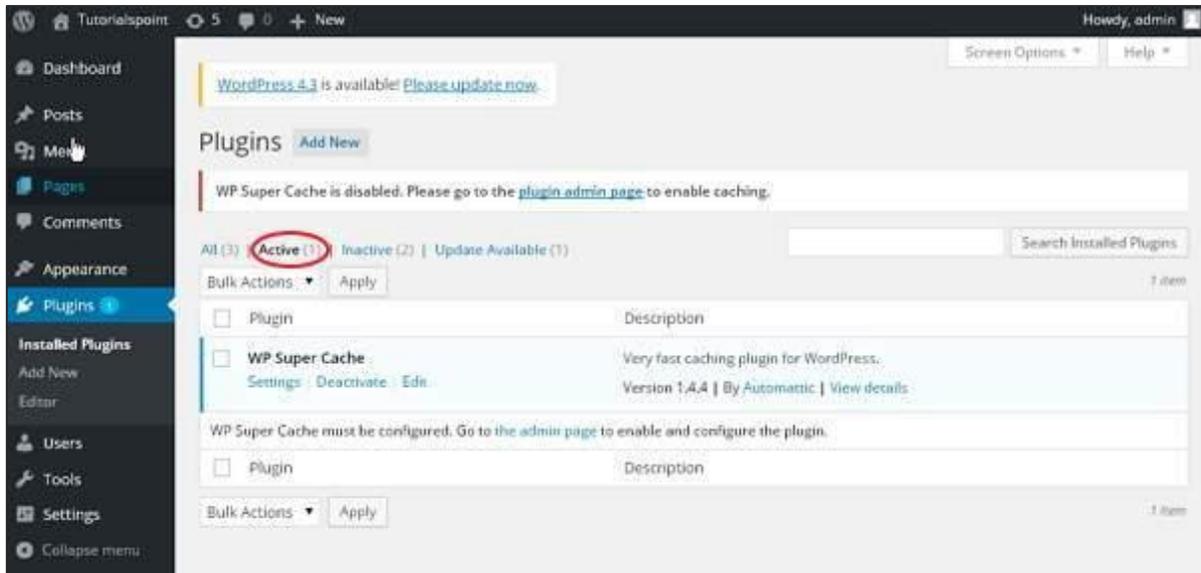


After clicking on Activate Plugin you'll get a message as *Plugin activated* and you can also find the installed plugin in the list.

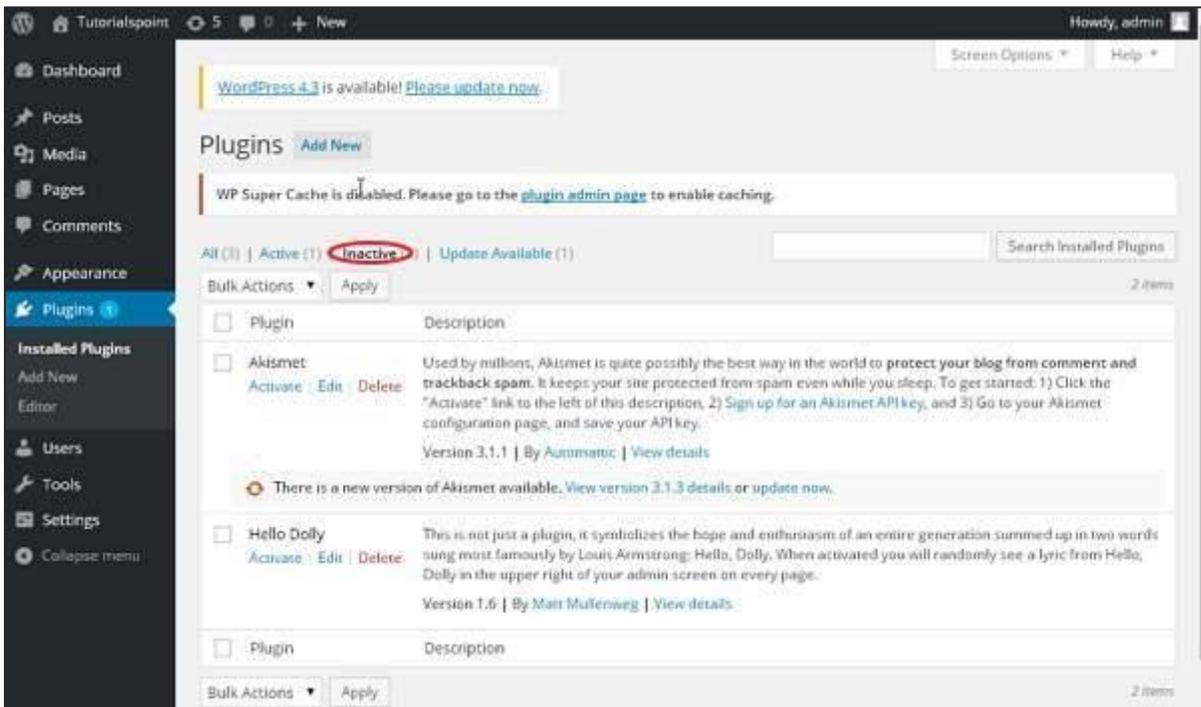


Below the *plugin activated* message, you can view few options such as **All**, **Active**, **Inactive** and **Update available**.

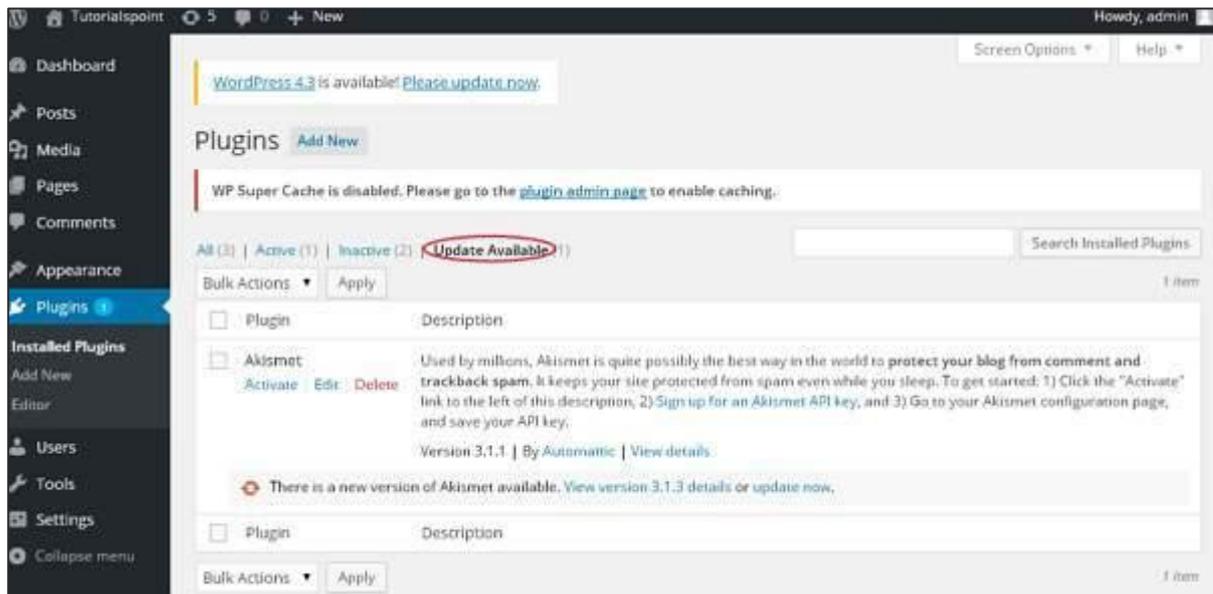
When you click on **Active** the following page appears. Here you can view all the activated plugins.



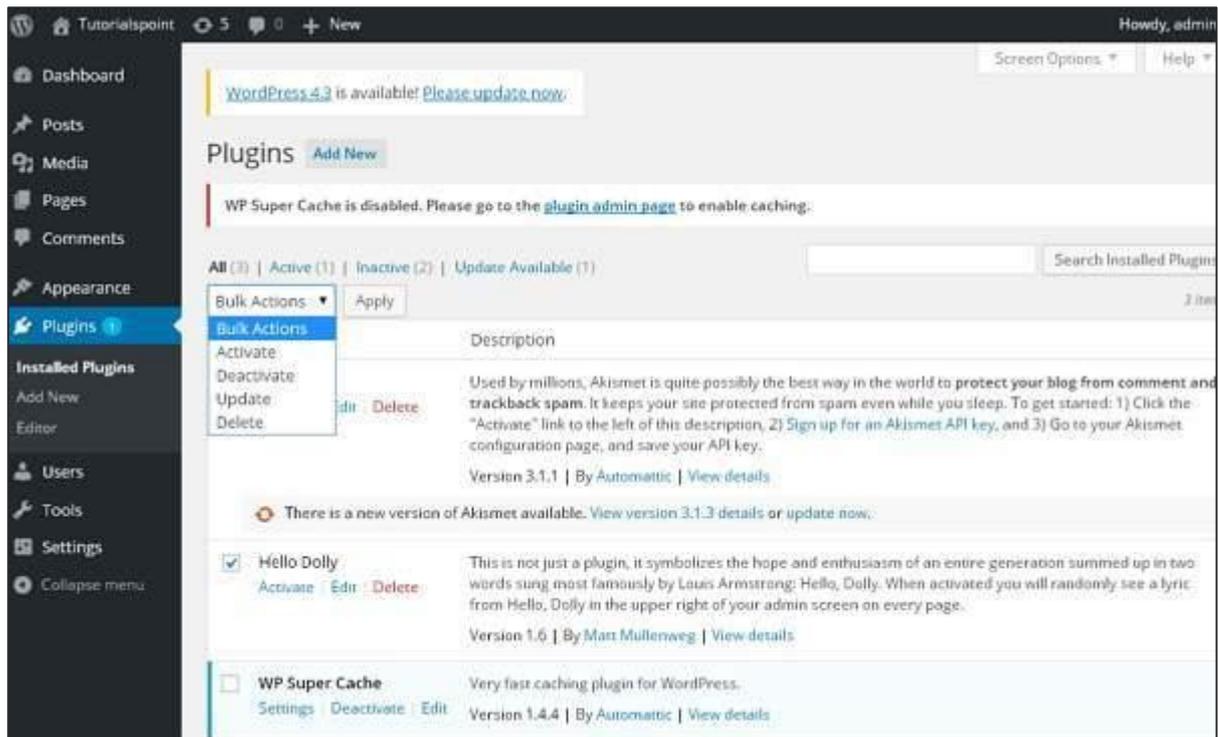
When you click on **Inactive**, the plugins which are available but are not activated gets displayed. You can activate this plugin by clicking on **Activate**.



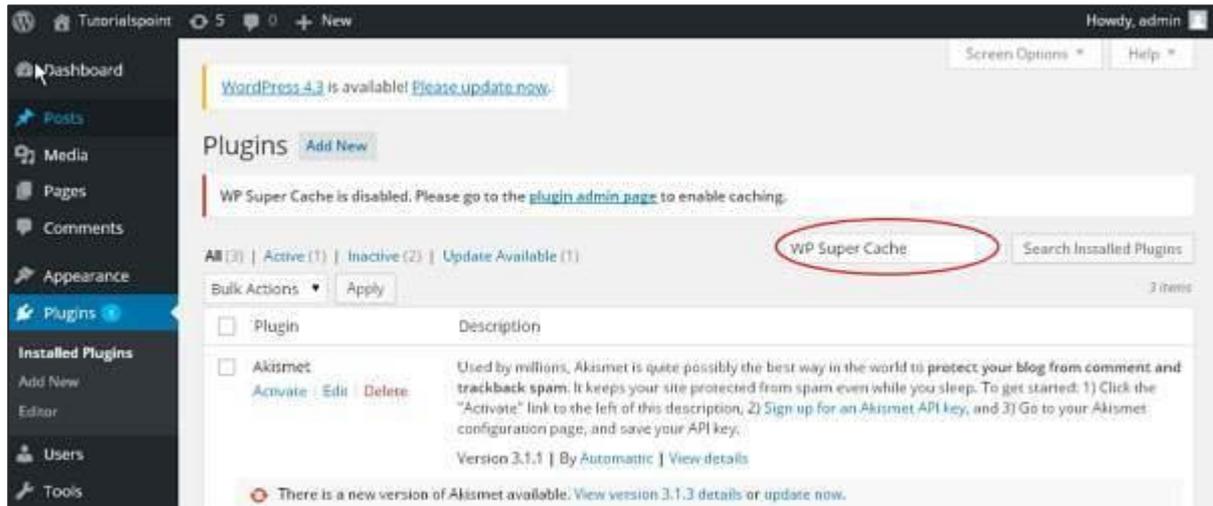
When you click on **Update available**, you'll get a list of plugins that must be updated. Click on **Update** and you get a message as *Updated*.



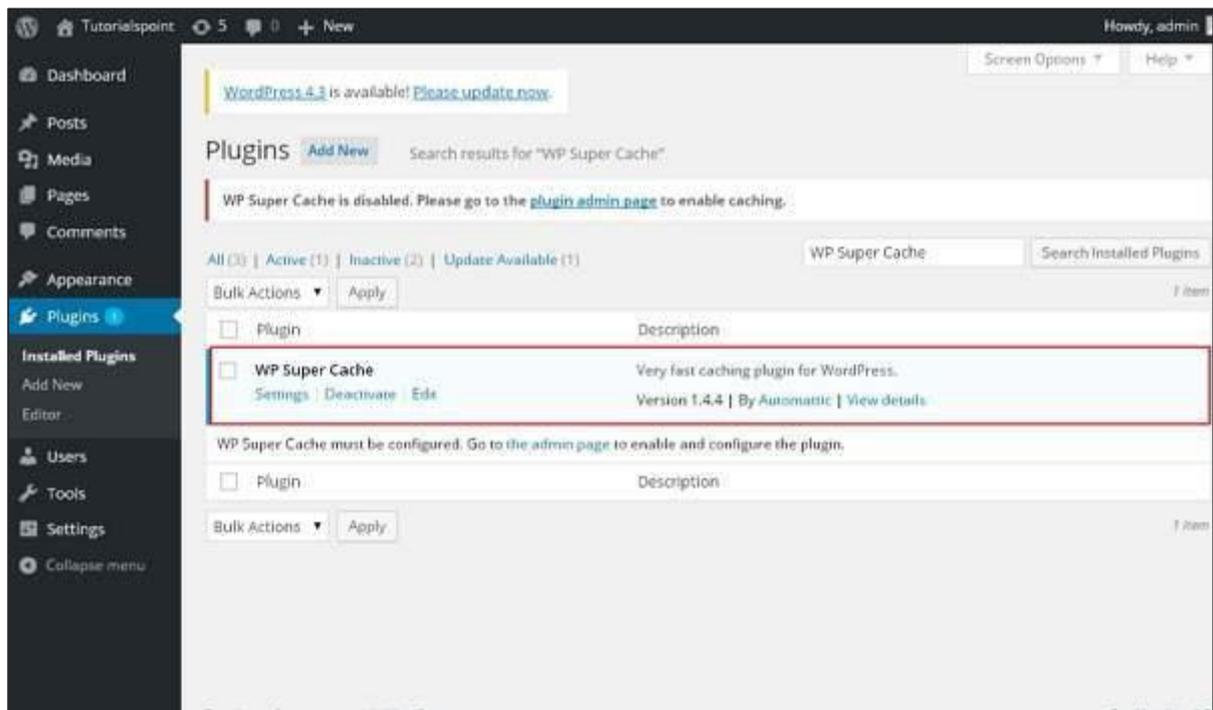
Click on **Bulk Actions** and select any of the options. Click on **Apply** button to **update**, **delete**, **activate** or **deactivate** each of the plugins by checking the boxes.



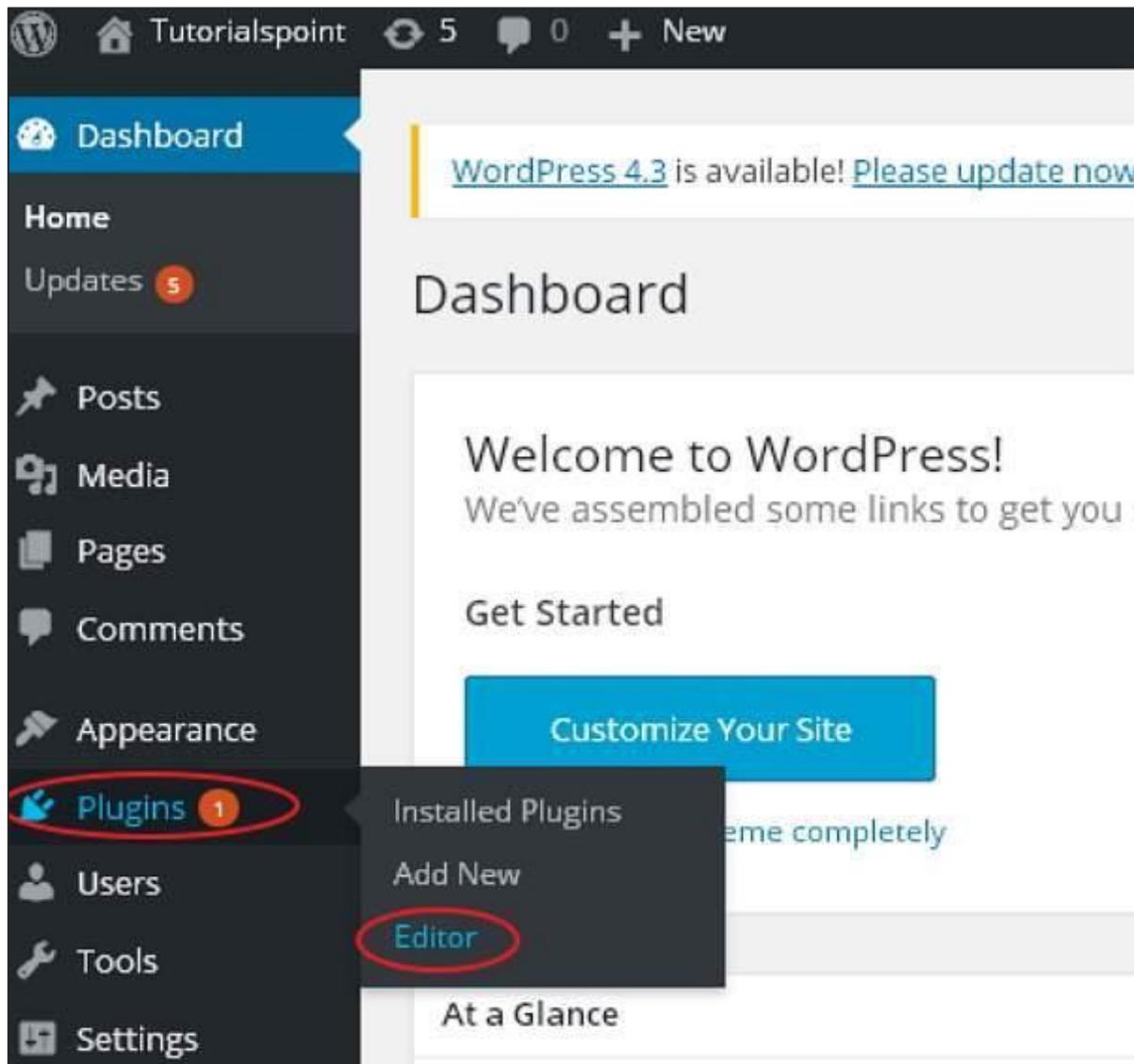
In **Search Installed Plugins** you can just type your plugin name in the text box that is already installed and click on the **Search Installed Plugins** button.



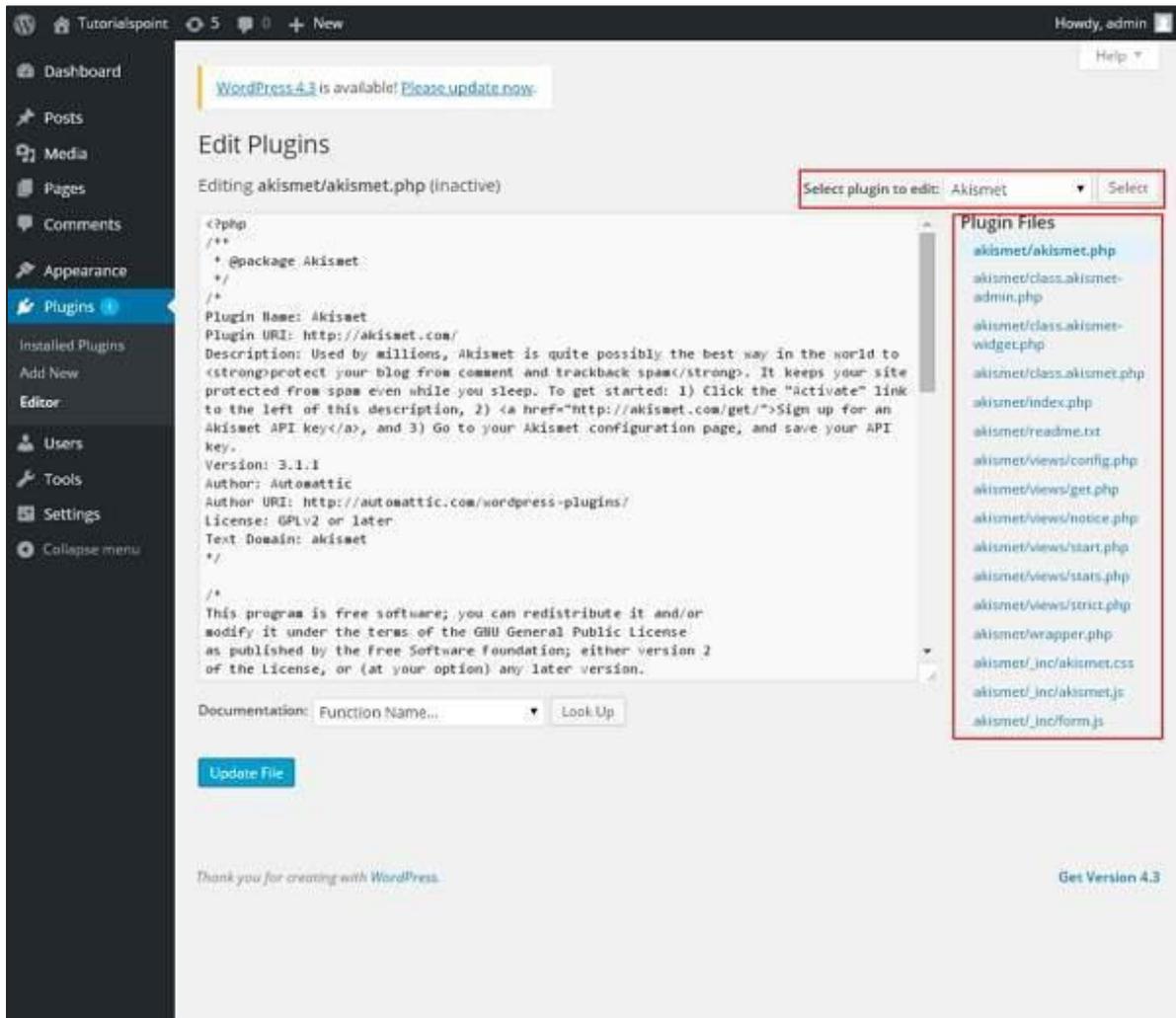
When you click on the **Search installed Plugin** button you get the following page with your respective plugin.



**Step (5):** Click on **Plugins** -> **Editor** from the side bar.



**Step (6):** The following page gets displayed.



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.

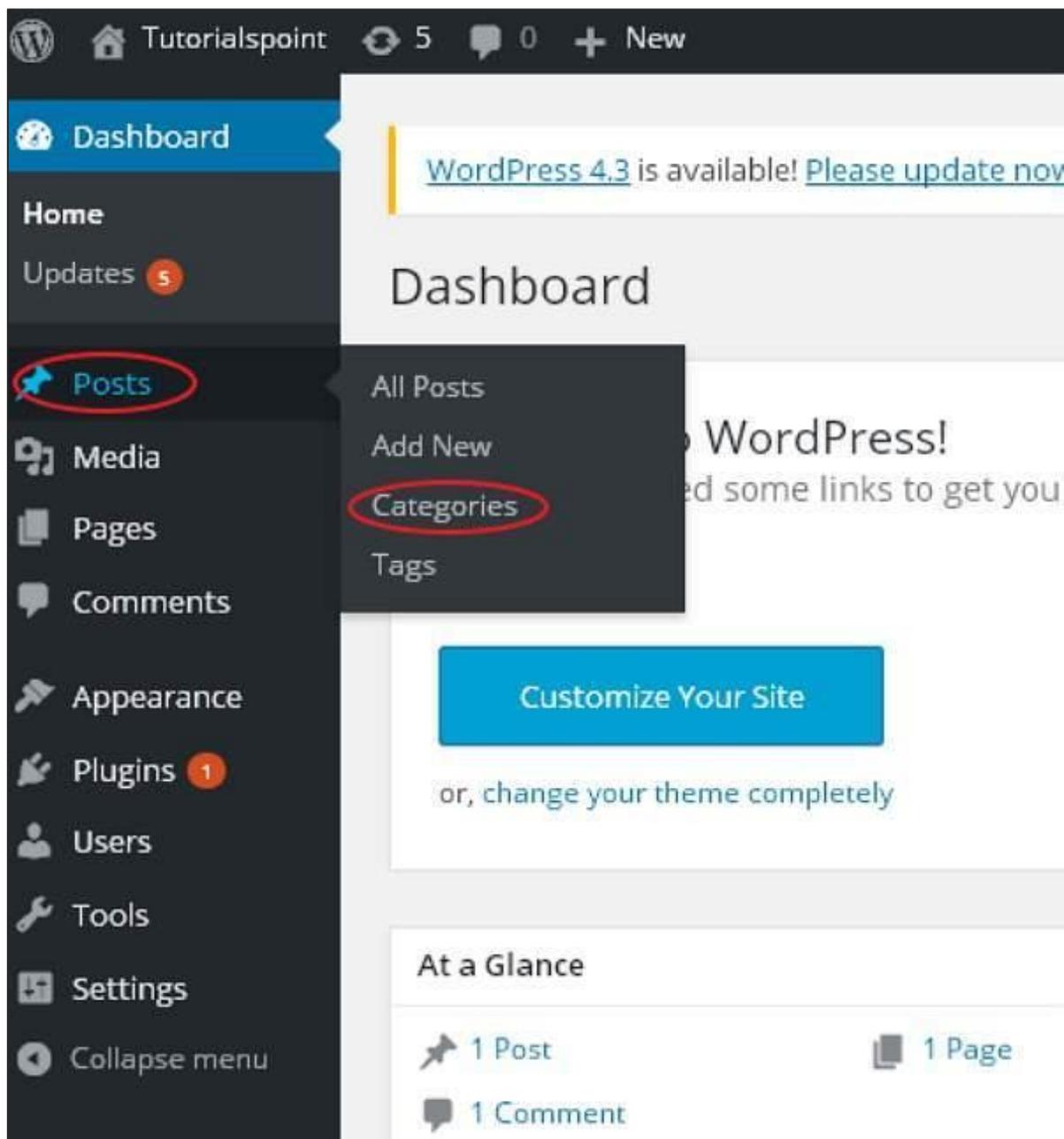
## Part 3: Categories

# 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 displays the WordPress 'Categories' page. On the left is a sidebar with navigation links: Dashboard, Posts, All Posts, Add New, Categories, Tags, Media, Pages, Comments, Appearance, Plugins, Users, Tools, Settings, and Collapse menu. The main content area is titled 'Categories' and features a notification for WordPress 4.3. Below the notification is a search bar and a 'Bulk Actions' dropdown. The 'Add New Category' form includes the following fields:
 

- Name:** A text input field containing 'Category!'. A note below it states: 'The name is how it appears on your site.'
- Slug:** A text input field containing 'web design'. A note below it states: 'The "slug" is the URL-friendly version of the name. It is usually all lowercase and contains only letters, numbers, and hyphens.'
- Parent:** A dropdown menu set to 'None'. A note below it states: '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.'
- Description:** A text area containing 'Lorem ipsum is simply dummy text of the printing and typesetting industry.'. A note below it states: 'The description is not prominent by default; however, some themes may show it.'

 At the bottom of the form is an 'Add New Category' button. To the right of the form is a table with the following data:
 

<input type="checkbox"/>	Name	Description	Slug	Count
<input type="checkbox"/>	Uncategorized		uncategorized	1

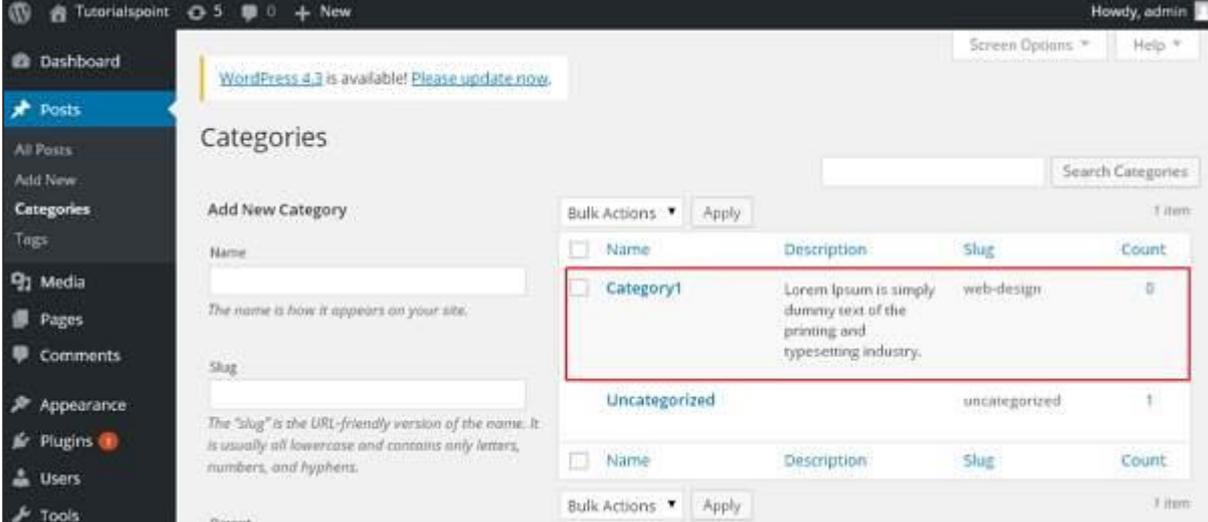
 Below the table is another 'Bulk Actions' dropdown and an 'Apply' button. At the bottom right of the page, there is a 'Get Version 4.3' link.

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 dashboard's 'Categories' page. On the left, there is a sidebar with navigation options: Dashboard, Posts, All Posts, Add New, Categories, Tags, Media, Pages, Comments, Appearance, Plugins, Users, and Tools. The main content area is titled 'Categories' and includes a search bar and a 'Search Categories' button. Below this is the 'Add New Category' form, which has fields for 'Name' and 'Slug'. To the right of the form is a table of existing categories. The table has columns for 'Name', 'Description', 'Slug', and 'Count'. The first row, 'Category1', is highlighted with a red border. Below it is the 'Uncategorized' category. At the bottom of the table, there is another 'Bulk Actions' dropdown and an 'Apply' button.

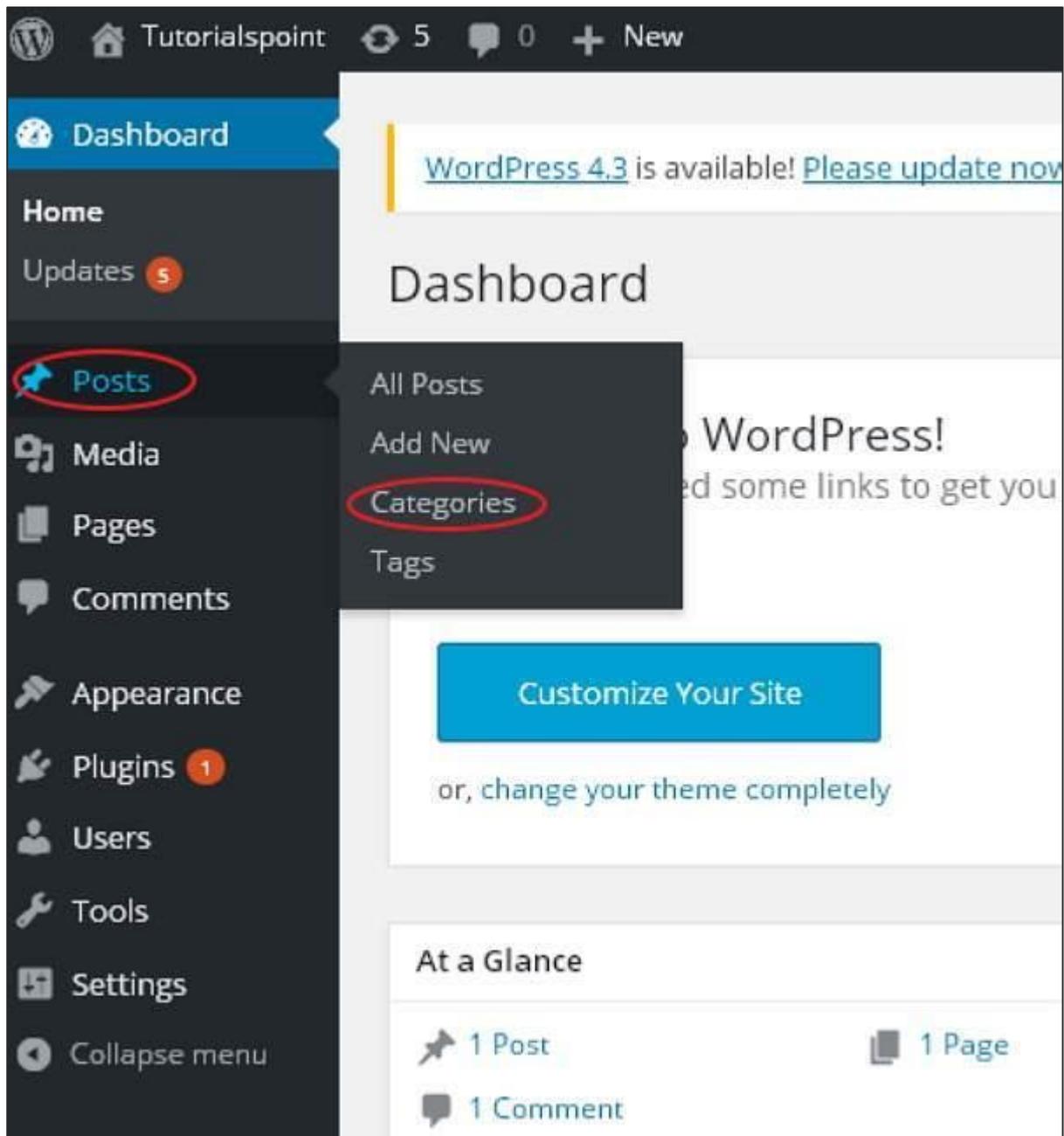
<input type="checkbox"/>	Name	Description	Slug	Count
<input type="checkbox"/>	Category1	Lorem Ipsum is simply dummy text of the printing and typesetting industry.	web-design	0
	Uncategorized		uncategorized	1
<input type="checkbox"/>	Name	Description	Slug	Count

# 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' management interface. On the left, there are fields for 'Add New Category' including Name, Slug, and Parent. On the right, a table lists existing categories. The 'Edit' button for 'Category1' is highlighted with a red circle.

Name	Description	Slug	Count
Category1	Lorem 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' form with the following fields:

- Name:** Category1
- Slug:** web-design
- Parent:** None
- Description:** Lorem ipsum is simply dummy text of the printing and typesetting industry.

The 'Update' button at the bottom left 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 WordPress 'Categories' management interface. On the left, there is a form to 'Add New Category' with fields for Name, Slug, and Parent. The main area displays a table of categories. The first category, 'Category1', has a 'Quick Edit' link circled in red. Below the table, there is an 'Uncategorized' category. The interface includes 'Bulk Actions' and 'Apply' buttons, and a search bar at the top right.

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

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 'Quick Edit' form for the 'Category1' category. The form has fields for Name (pre-filled with 'Category1') and Slug (pre-filled with 'web-design'). There are 'Cancel' and 'Update Category' buttons. The 'Update Category' button is circled in red. The table below the form shows the 'Uncategorized' category. The interface includes 'Bulk Actions' and 'Apply' buttons, and a search bar at the top right.

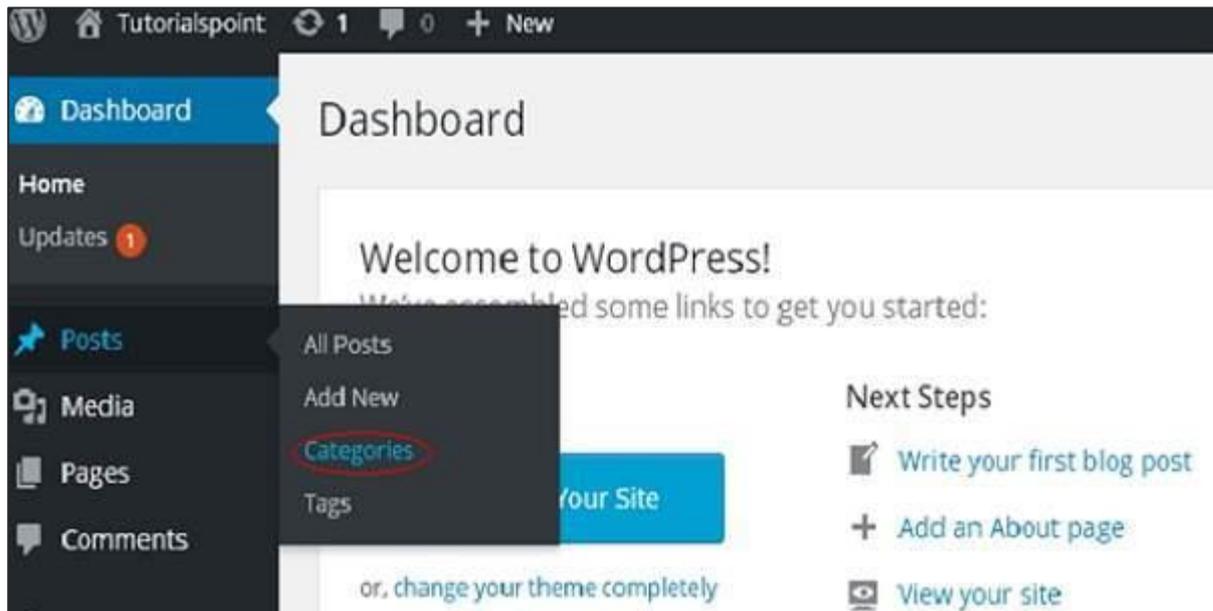
Name	Description	Slug	Count
Uncategorized		uncategorized	1

# 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

Search Categories

**Add New Category**

Name  
  
*The name is how it appears on your site.*

Slug  
  
*The "slug" is the URL-friendly version of the name. It is usually all lowercase and contains only letters, numbers, and hyphens.*

Parent  
 None

*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.*

Bulk Actions  2 items

<input type="checkbox"/>	Name	Description	Slug	Count
<input 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
	Uncategorized		uncategorized	1

Bulk Actions  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.

Howdy, admin

Screen Options Help

Search Categories

Category updated.

**The page at localhost says:**

You are about to permanently delete the selected items.  
 'Cancel' to stop, 'OK' to delete.

**Categories**

**Add New Category**

Name  
  
*The name is how it appears on your site.*

Slug  
  
*The "slug" is the URL-friendly version of the name. It is usually all lowercase and contains only letters, numbers, and hyphens.*

Bulk Actions  2 items

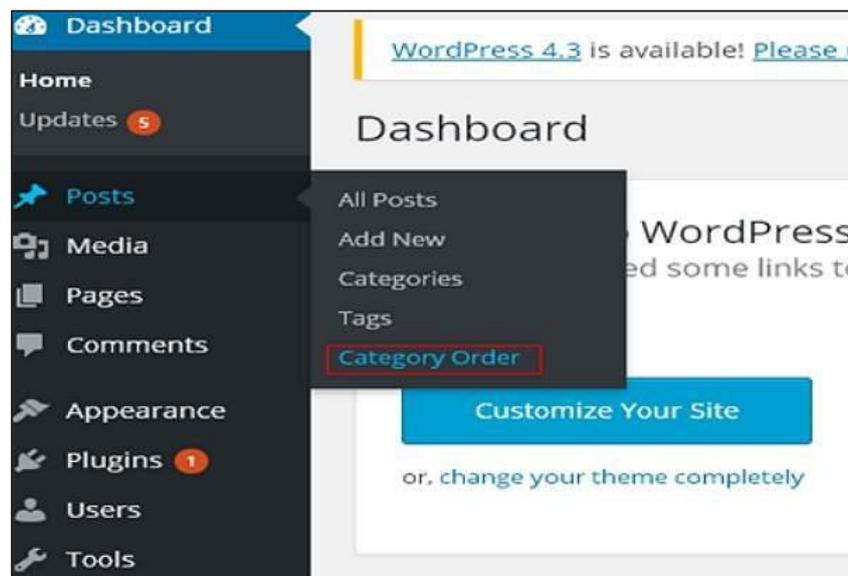
<input type="checkbox"/>	Name	Description	Slug	Count
<input type="checkbox"/>	Category1 <a href="#">Edit</a> <a href="#">Quick Edit</a> <a href="#">Delete</a> <a href="#">View</a>	Lorem Ipsum is simply dummy text of the printing and typesetting industry.	web-design	0
	Uncategorized		uncategorized	1

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

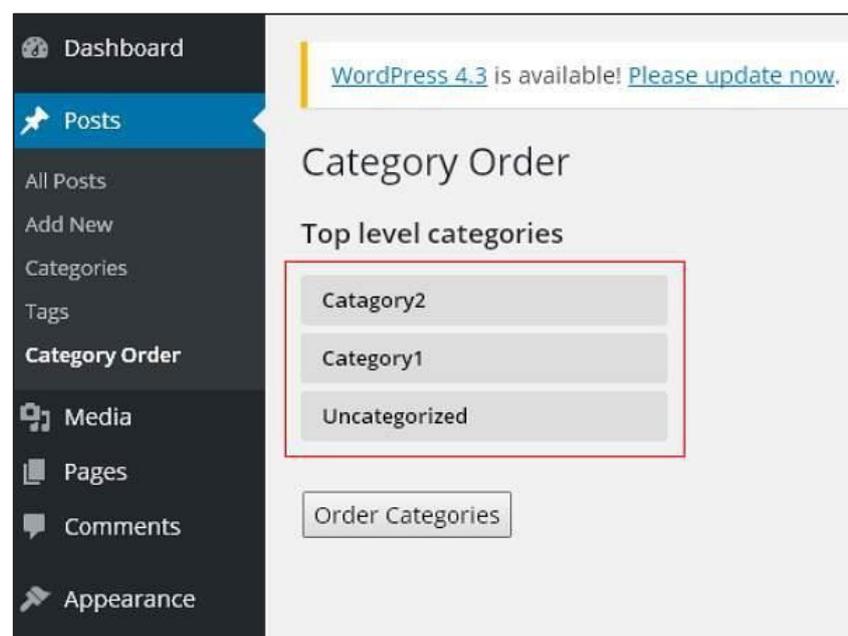
# 14. ARRANGE CATEGORIES

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.

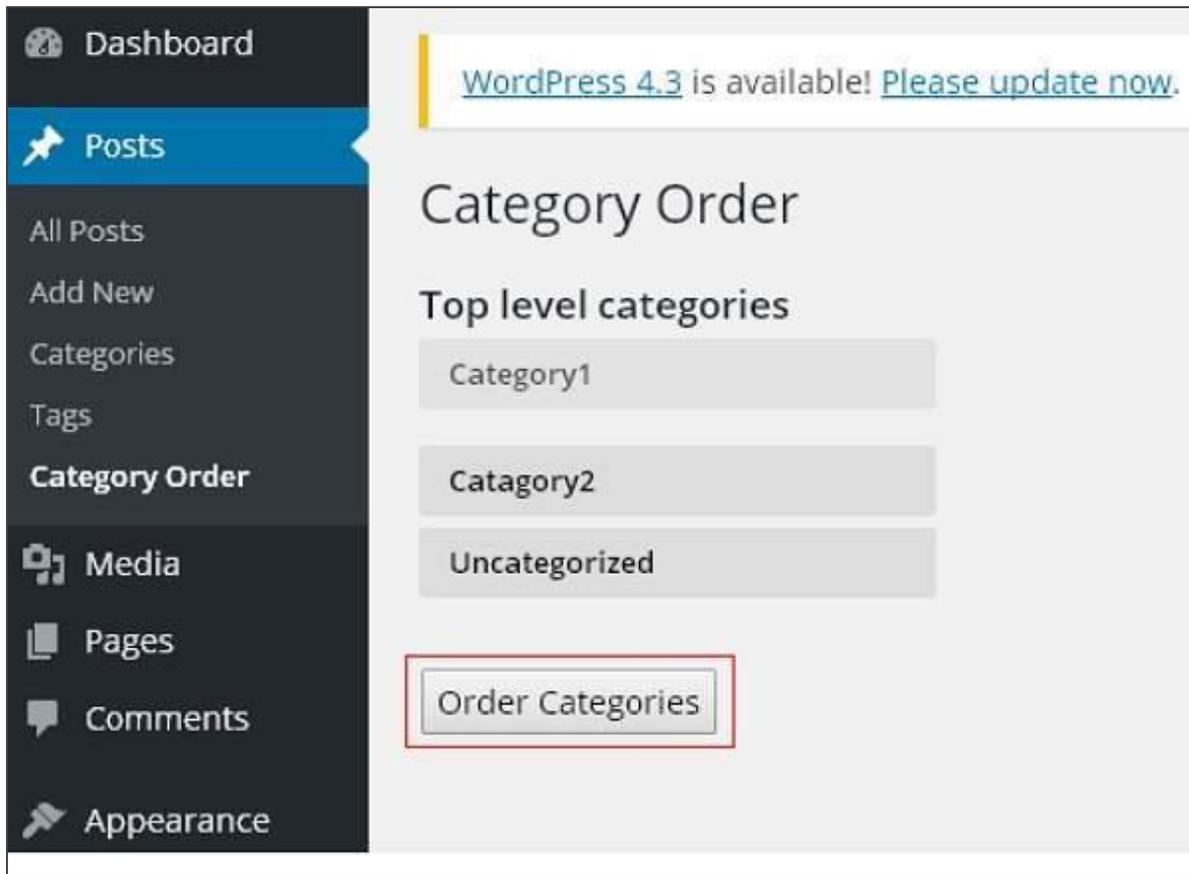
**Step (1):** Click on **Posts -> Category Order** in WordPress. The **Category Order** menu displays after adding the **Category Order** plugin. You can study how to install plugins in the chapter Install Plugins.



**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 interface. On the left is a dark sidebar menu with the following items: Dashboard, Posts (highlighted in blue), All Posts, Add New, Categories, Tags, Category Order, Media, Pages, Comments, and Appearance. The main content area has a notification at the top: "WordPress 4.3 is available! [Please update now.](#)" Below this is the "Category Order" section, titled "Top level categories". It lists three categories: "Category1", "Category2", and "Uncategorized". At the bottom of this section is a button labeled "Order Categories", which is highlighted with a red rectangular border.

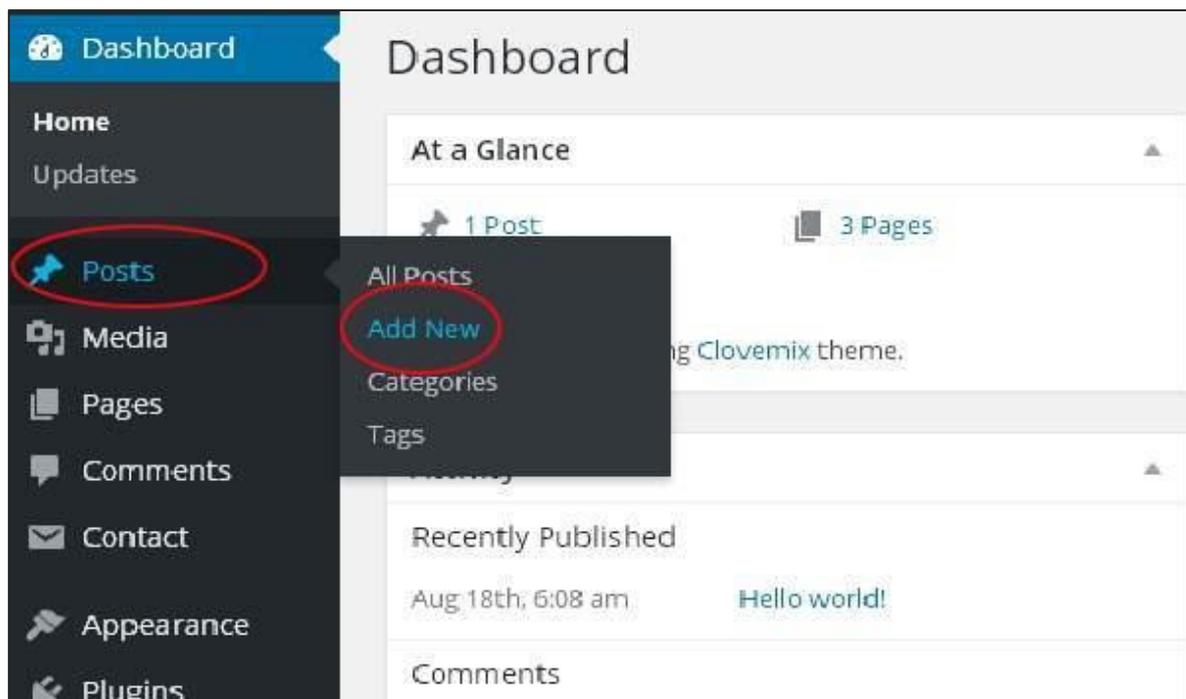
## Part 4: Posts

# 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.



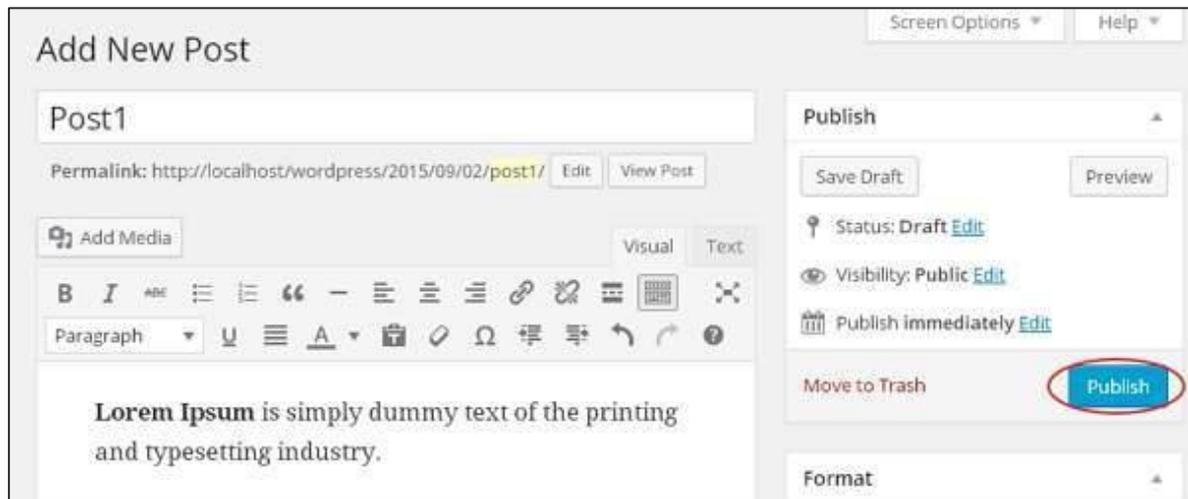
**Step (2):** You will get the editor page of the Post as shown in the following screen. You can use the WordPress WYSIWYG editor to add the actual content of your post. We will study in detail about WYSIWYG editor in the chapter WordPress - Add Pages.

The screenshot displays the WordPress 'Add New Post' editor. The title 'Post1' is entered in the title field. The main content area contains the text 'Lorem Ipsum is simply dummy text of the printing and typesetting industry.' The interface includes a left sidebar with navigation menus, a top navigation bar, and a right sidebar with various settings like Publish, Format, Categories, Tags, and Featured Image. The bottom of the screen shows a thank you message and the version number 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.



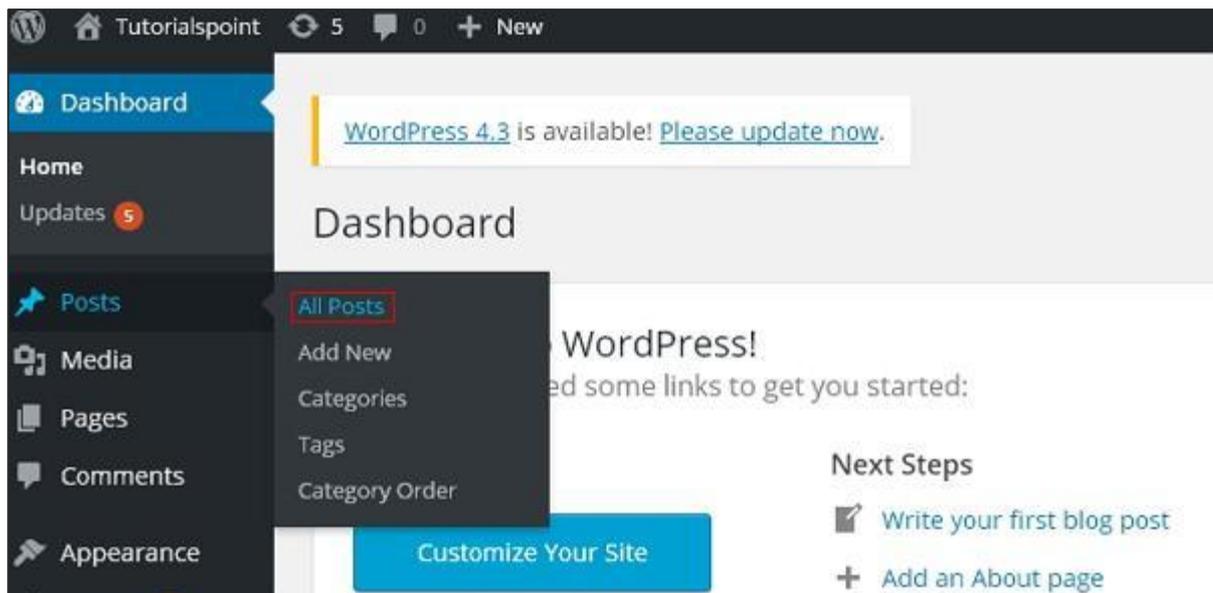
Following are the few other options present in the Publish section.

- **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

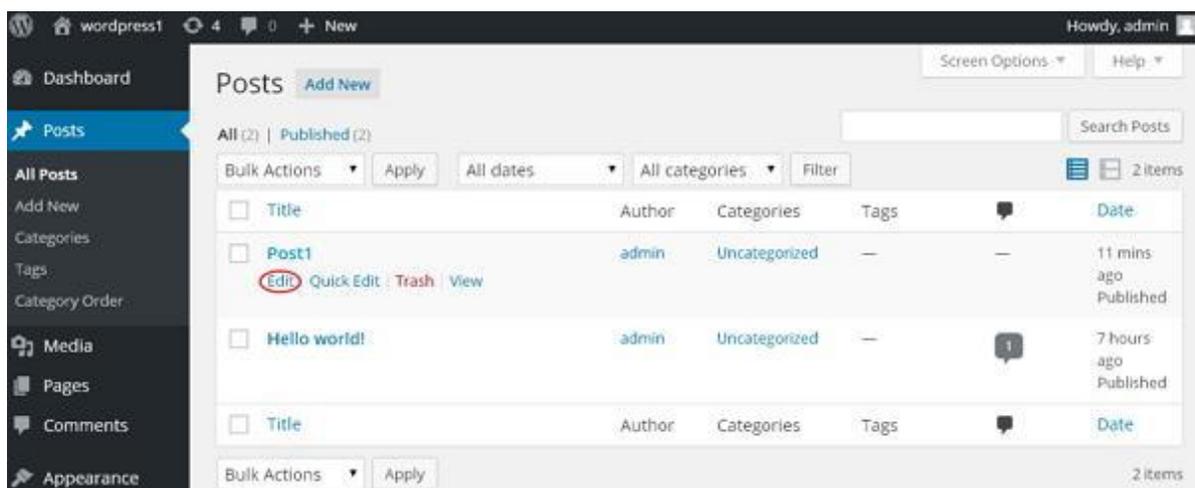
In this chapter, we will study how to **Edit Posts** on WordPress. Following are the simple steps to Edit Posts in WordPress.

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

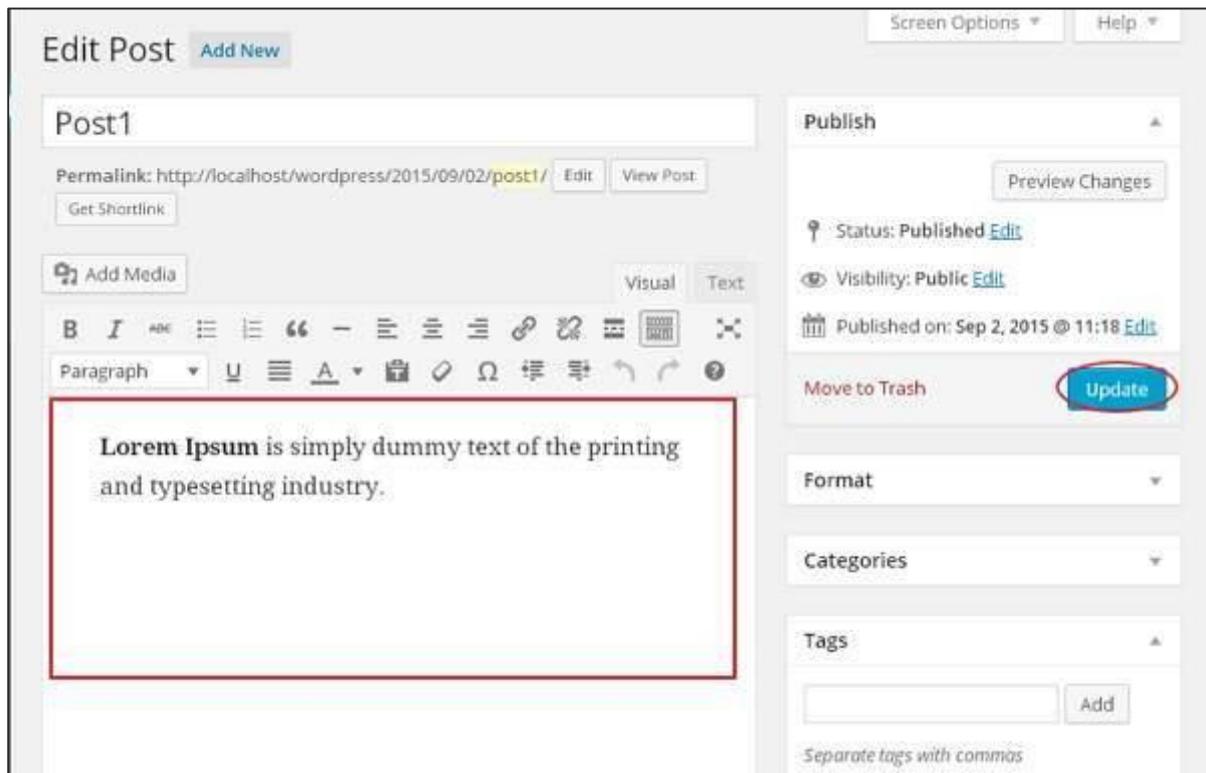


**Step (2):** You can view Post1 (Post1 was created in the chapter WordPress - Add Posts). When the cursor hovers on the Post, few options get displayed below the Post name. There are two ways to edit the Post i.e. **Edit** and **Quick Edit**.

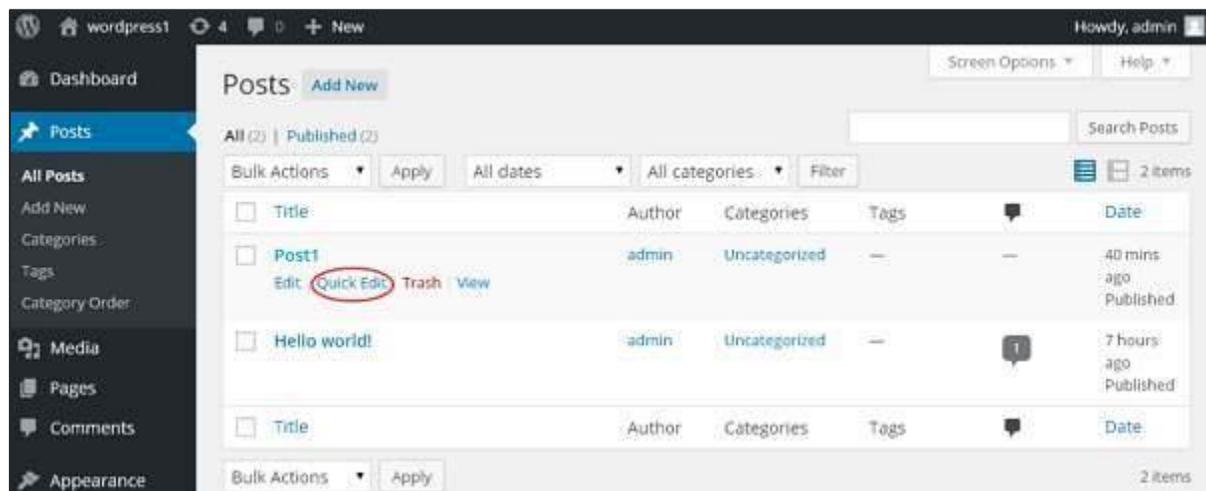
**Edit:** Click on **Edit** option in Post1 as shown in the following screen.



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.



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



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' quick edit interface. At the top, there are 'Screen Options' and 'Help' dropdowns. Below that, the 'Posts' title and 'Add New' button are visible. The main content area is divided into several sections:

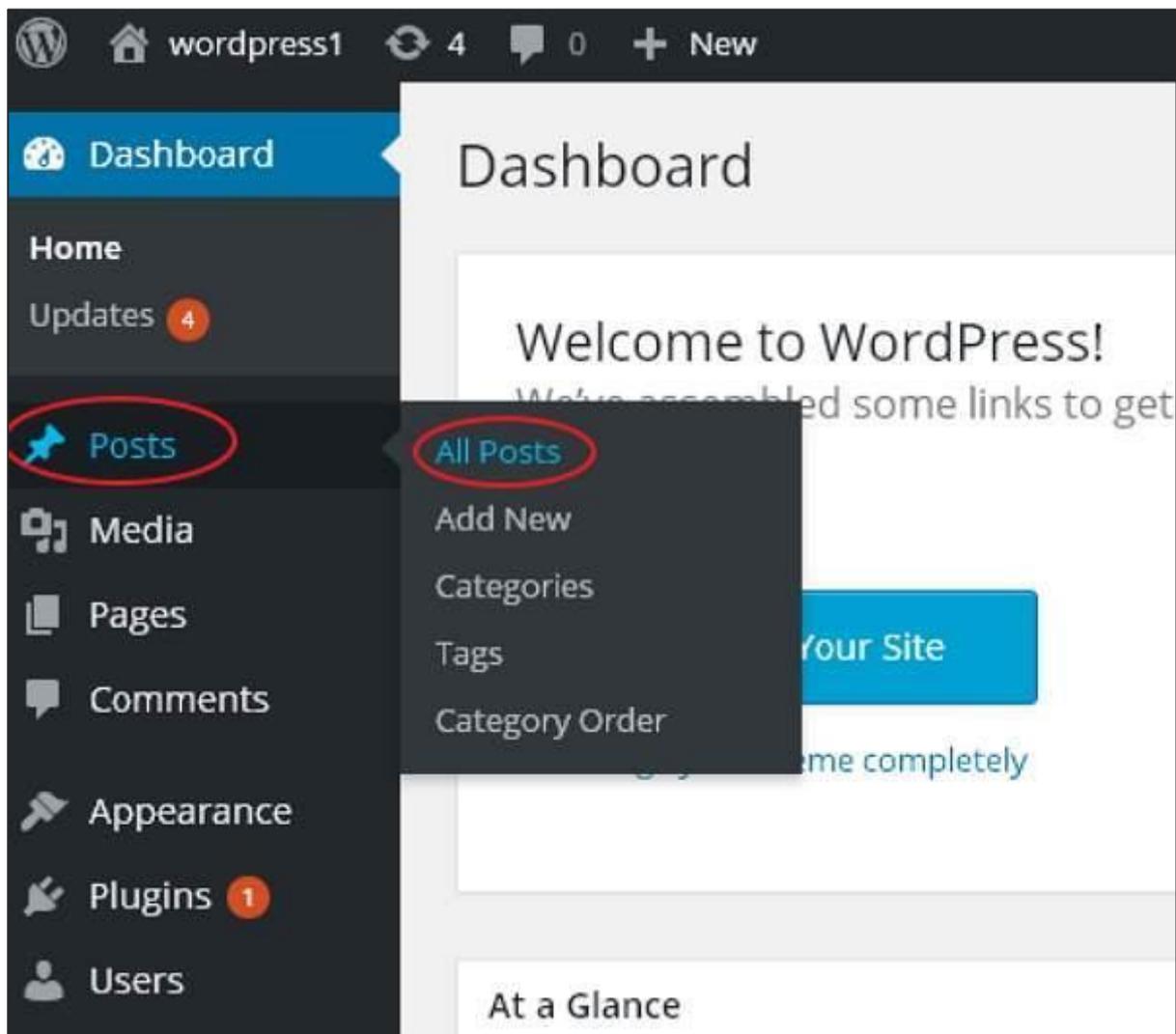
- QUICK EDIT:** Contains fields for 'Title' (Post1), 'Slug' (post1), 'Date' (09-Sep 02, 2015 @ 11:18), and 'Password'.
- Categories:** A list of categories with checkboxes: 'Category2', 'Category1', and 'Uncategorized.' (checked).
- Tags:** A text input field for tags.
- Comments and Pings:** Checkboxes for 'Allow Comments' and 'Allow Pings' (both checked).
- Status:** A dropdown menu set to 'Published'.
- Other options:** A checkbox for 'Private' and a checkbox for 'Make this post sticky'.

At the bottom right of the quick edit section, the 'Update' button is circled in red. Below the quick edit section, a table of posts is visible, with the first row showing 'Hello world!' by 'admin' in the 'Uncategorized' category, published '7 hours ago'.

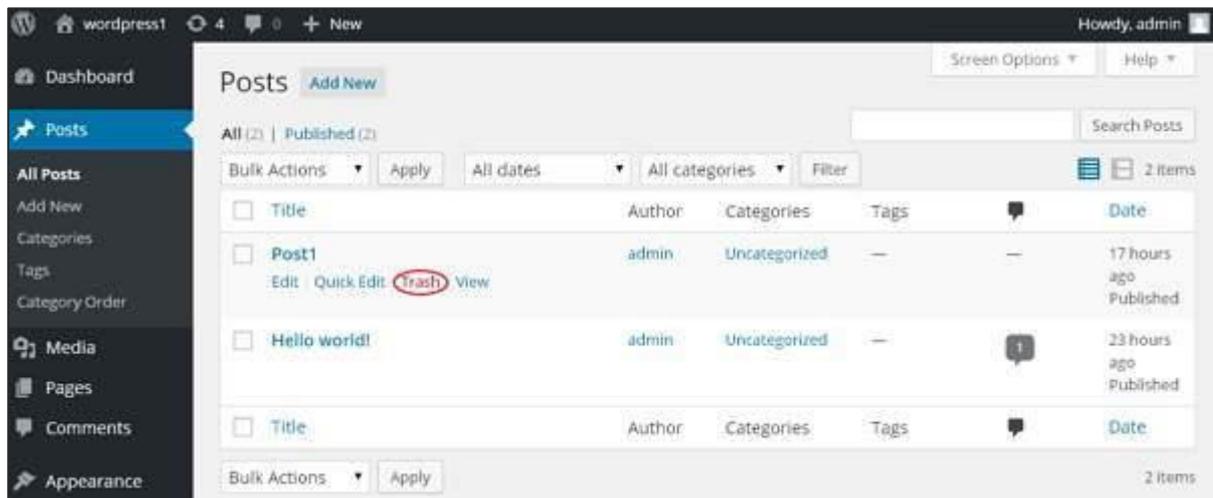
# 17. DELETE POSTS

In this chapter, we will study how to **Delete Posts** in WordPress. Following are the steps to **Delete Posts** in WordPress.

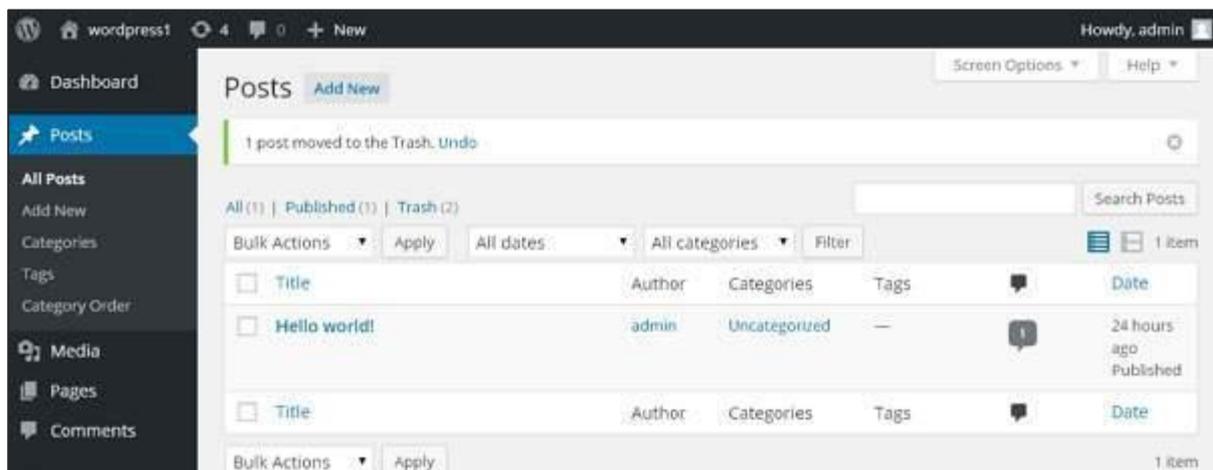
**Step (1):** Click on **Posts** -- > **All Post** in WordPress.



**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.



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

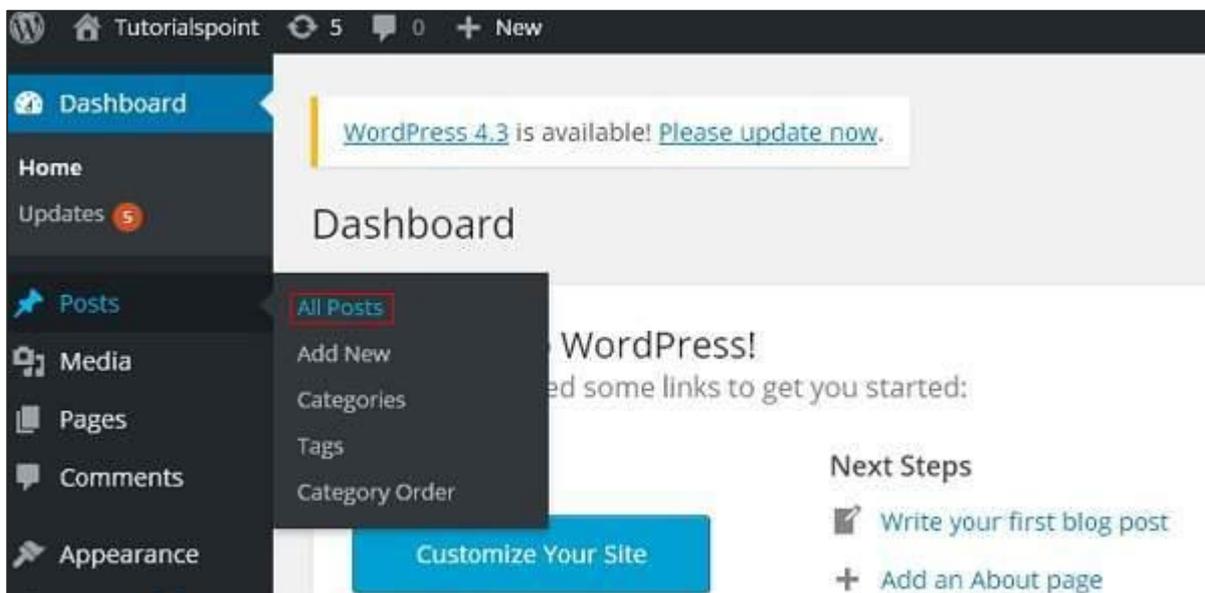


# 18. PREVIEW POSTS

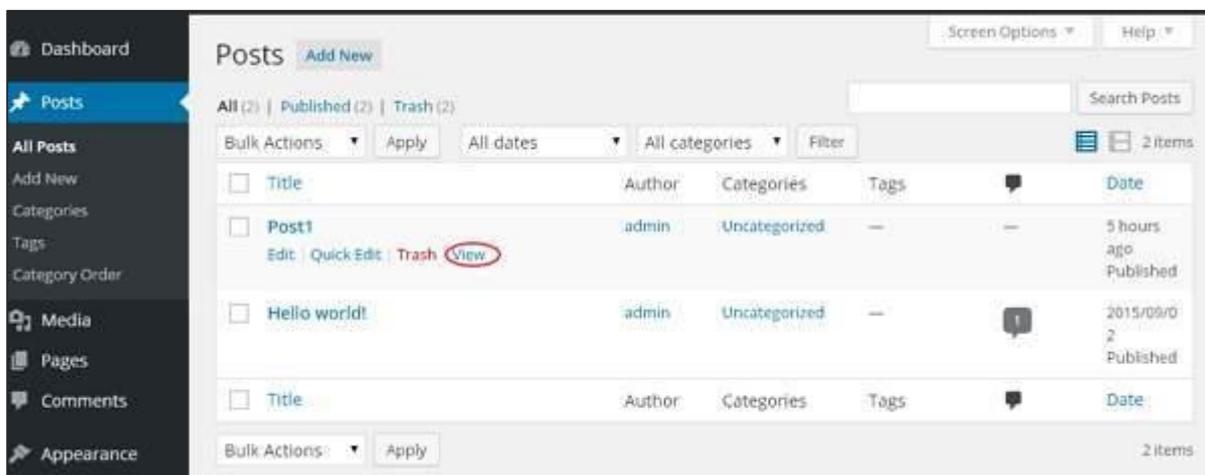
In this chapter, we will study how to **Preview Posts** in WordPress. Preview Post is to view the post before it is published to the user. It is safer to **preview** your post and verify how your post looks on the website. You can edit or change the post as per your need after previewing.

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

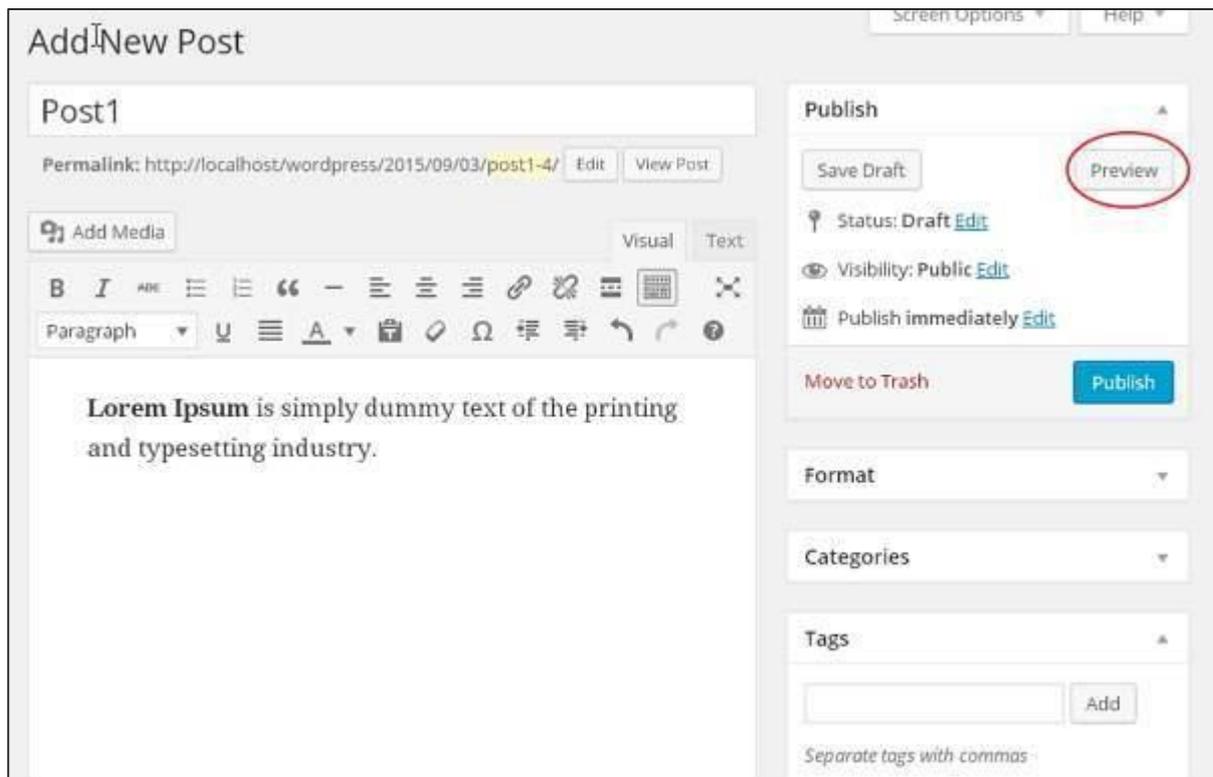
**Step (1):** Click on **Posts --> All Posts** in WordPress.



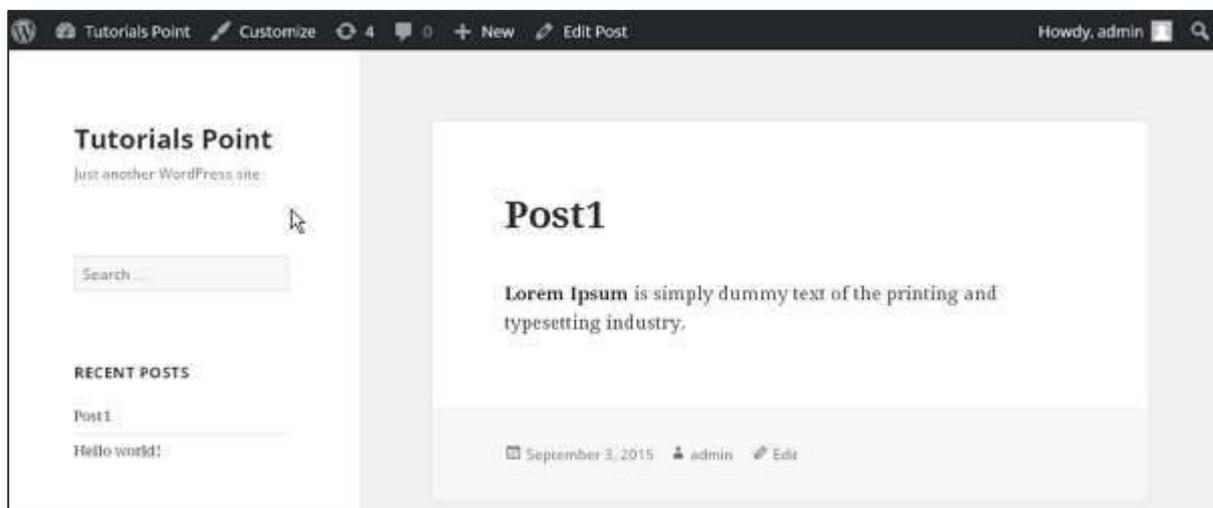
**Step (2):** You can view Post1 (Post1 was created in the chapter WordPress - Add Posts). When the cursor hovers on the Post, then a few options get displayed below the Post name. Click on the **View** option as shown in the following screenshot.



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**.

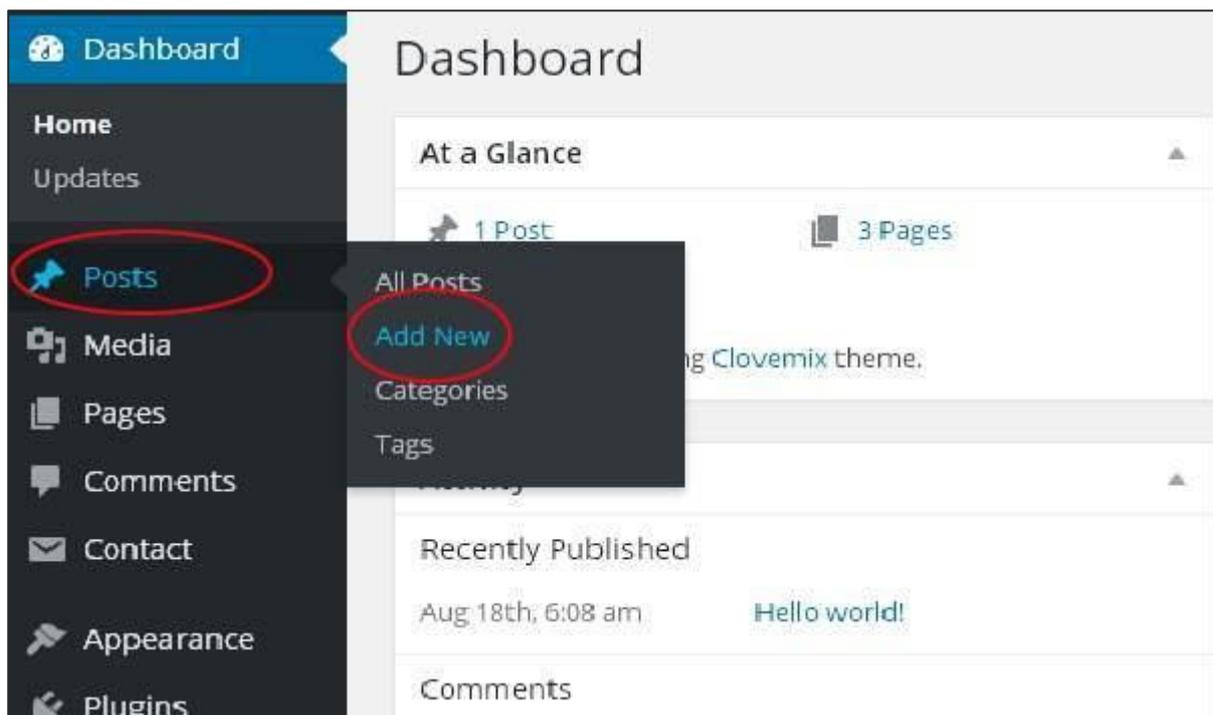


# 19. PUBLISH POSTS

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 displays the WordPress 'Add New Post' editor. The title 'Post1' is highlighted in a red box. The main content area contains the text 'Lorem Ipsum is simply dummy text of the printing and typesetting industry.' The right sidebar shows the 'Publish' section with 'Save Draft' and 'Preview' buttons, and the 'Format' section with 'Standard' selected. The bottom of the page shows 'Thank you for creating with WordPress.' and 'Version 4.3'.

**Step (3):** Click on **Publish** button to publish your respective post.



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

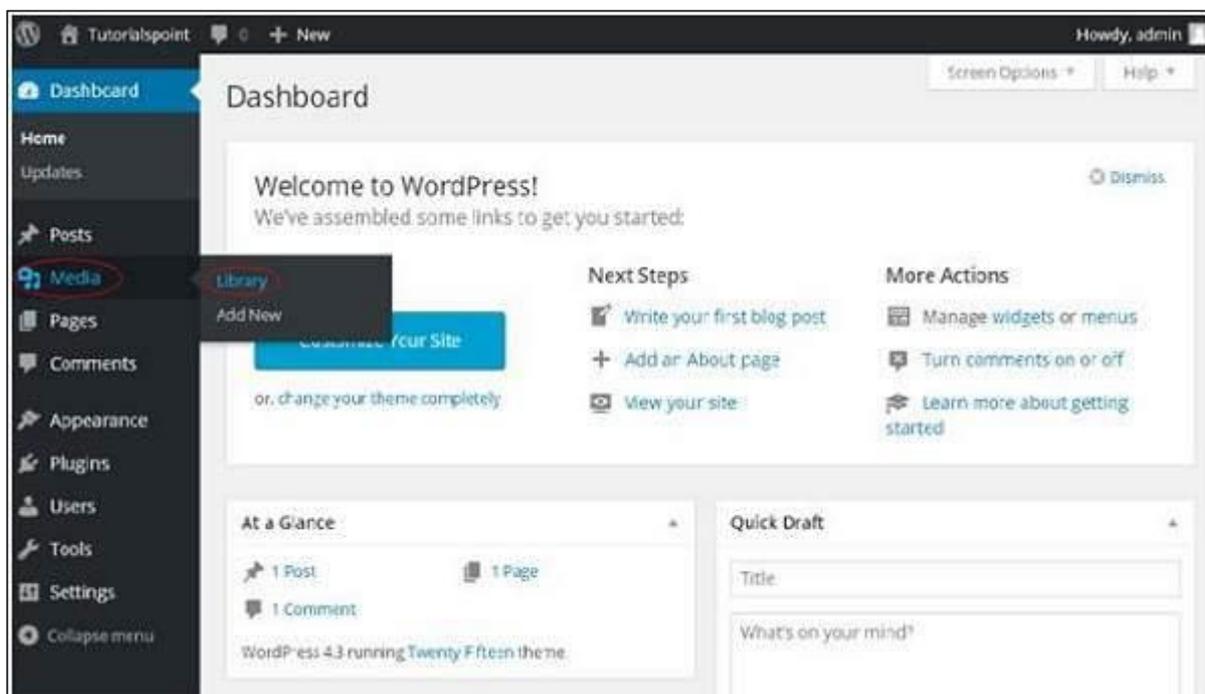
## Part 5: Media

# 20. MEDIA LIBRARY

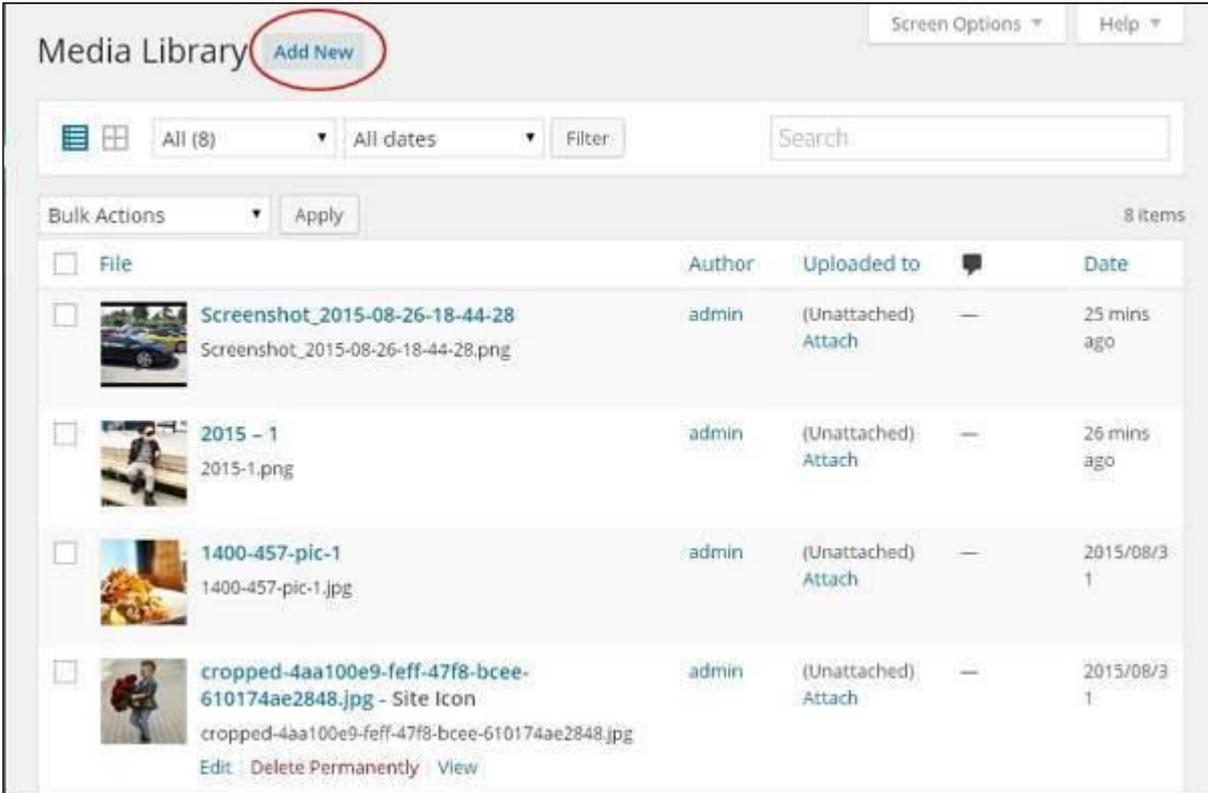
In this chapter, we will learn about **Media Library** in WordPress. **Media Library** consists of the images, audios, videos and files that you can upload and add to the content when writing a Post or Page. Here you can view, add, edit or delete any media related objects if not needed.

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.



Media Library [Add New](#) Screen Options ▾ Help ▾

☰ ☒ All (8) ▾ All dates ▾ Filter:

Bulk Actions ▾  8 items

<input type="checkbox"/>	File	Author	Uploaded to		Date
<input type="checkbox"/>	 <a href="#">Screenshot_2015-08-26-18-44-28</a> Screenshot_2015-08-26-18-44-28.png	admin	(Unattached) Attach	—	25 mins ago
<input type="checkbox"/>	 <a href="#">2015 - 1</a> 2015-1.png	admin	(Unattached) Attach	—	26 mins ago
<input type="checkbox"/>	 <a href="#">1400-457-pic-1</a> 1400-457-pic-1.jpg	admin	(Unattached) Attach	—	2015/08/31
<input type="checkbox"/>	 <a href="#">cropped-4aa100e9-feff-47f8-bcee-610174ae2848 - Site Icon</a> cropped-4aa100e9-feff-47f8-bcee-610174ae2848.jpg <a href="#">Edit</a> <a href="#">Delete Permanently</a> <a href="#">View</a>	admin	(Unattached) Attach	—	2015/08/31

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



Upload New Media Help ▾

Drop files here

OR

You are using the multi-file uploader. Problems? Try the [browser uploader](#) instead.

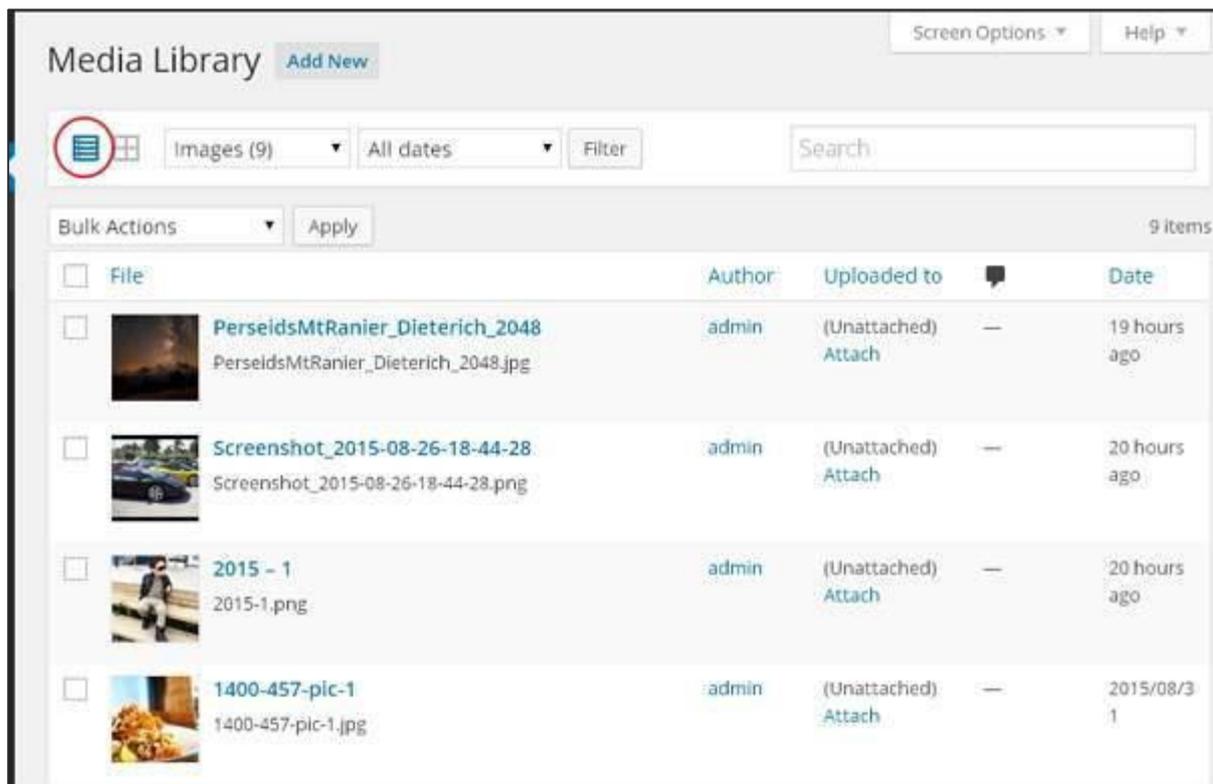
Maximum upload file size: 8 MB.

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

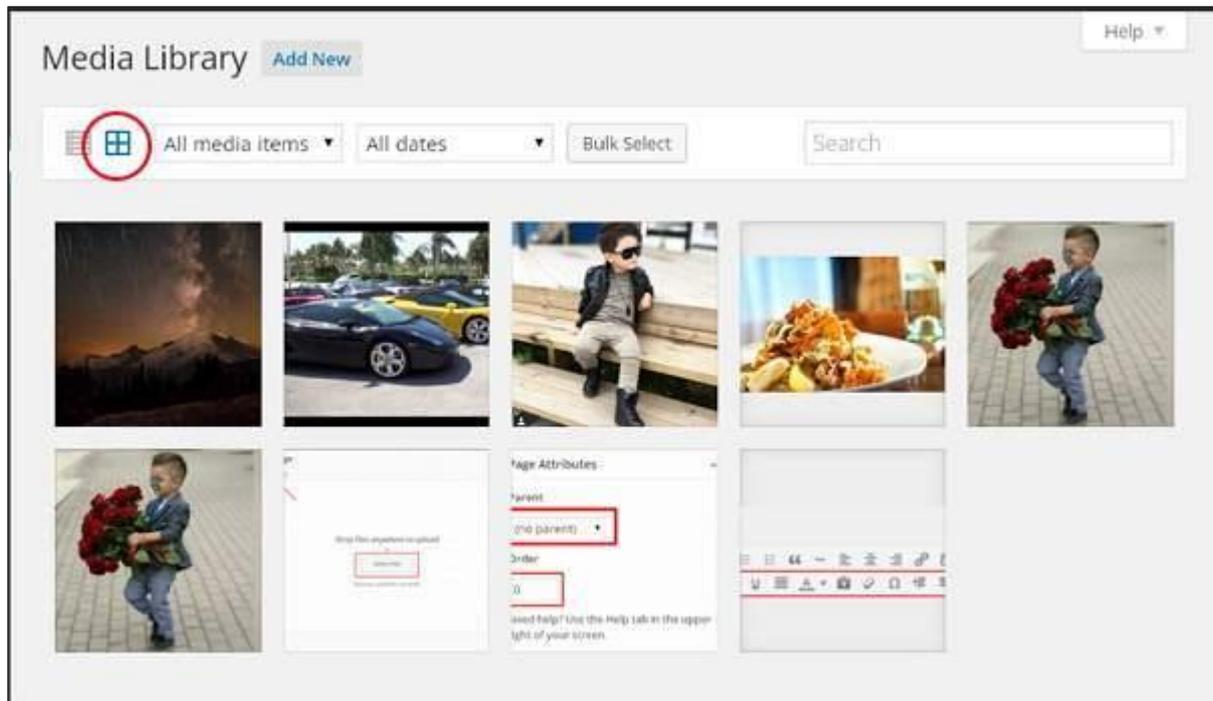


The various tabs that appear have the following functions:

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



**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.

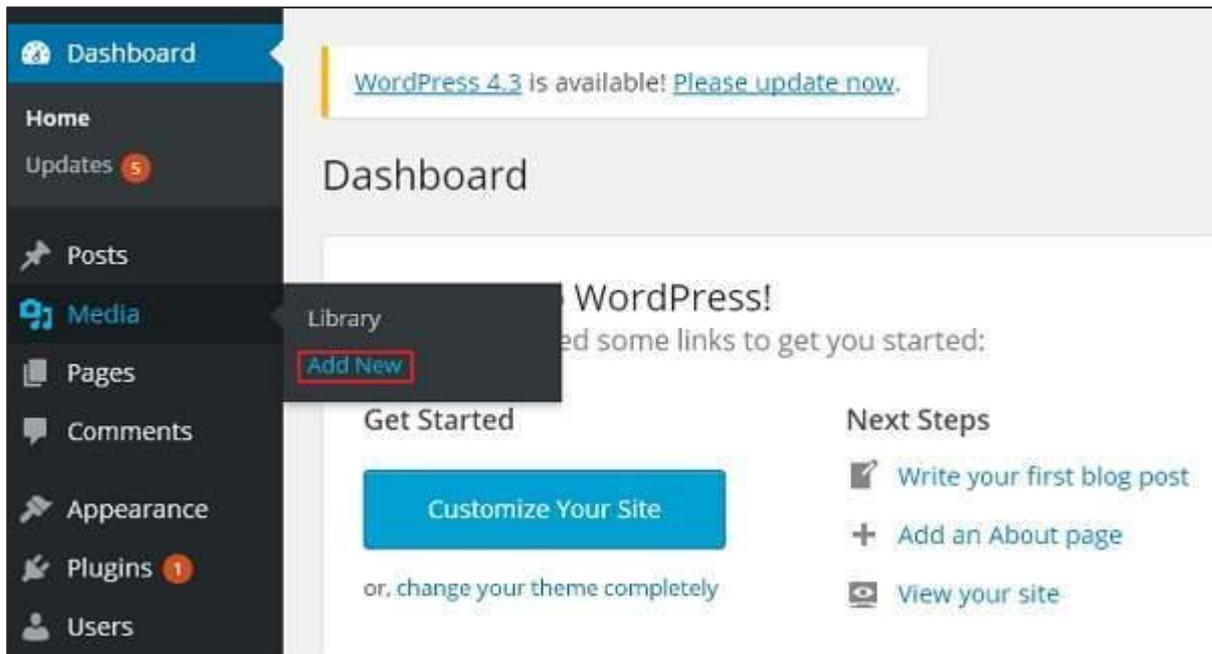
**Search Box:** Helps to search a particular image by inserting the name into the box.

# 21.ADD MEDIA

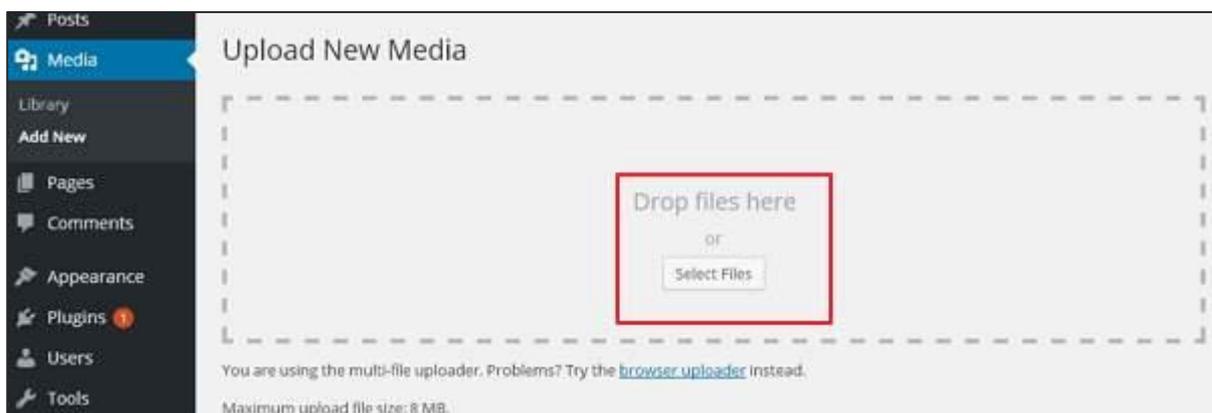
In this chapter, we will study how to **Add Media files** in WordPress. WordPress allows you to add, all kind of media files like videos, audios and images.

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.

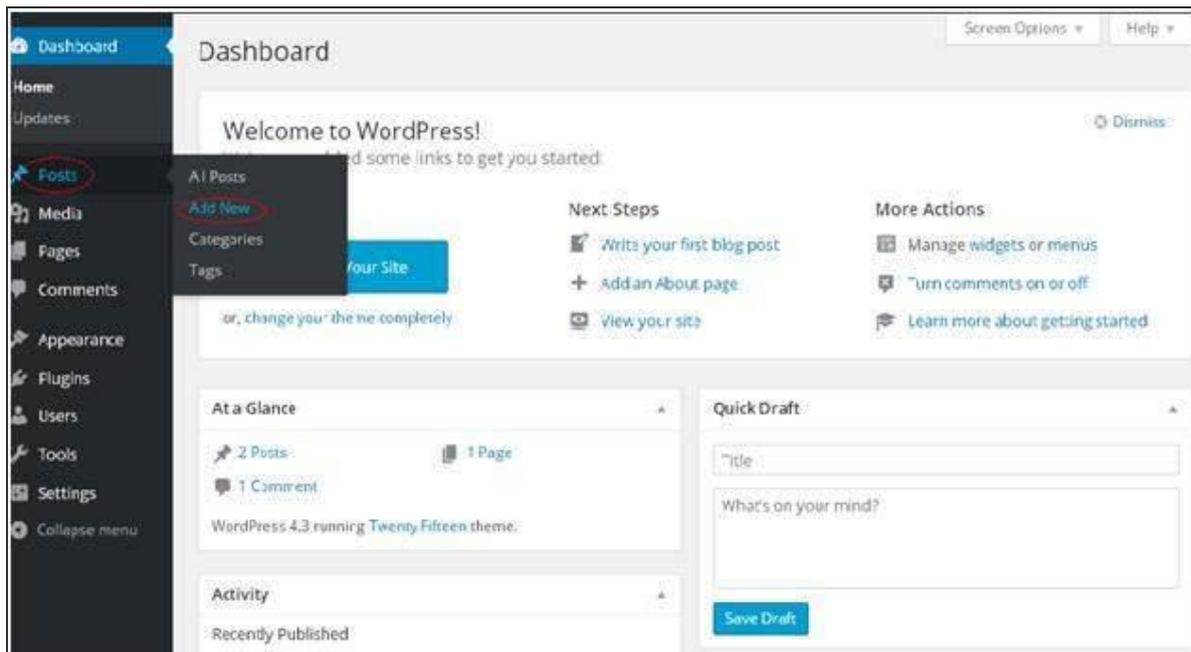


# 22. INSERT MEDIA

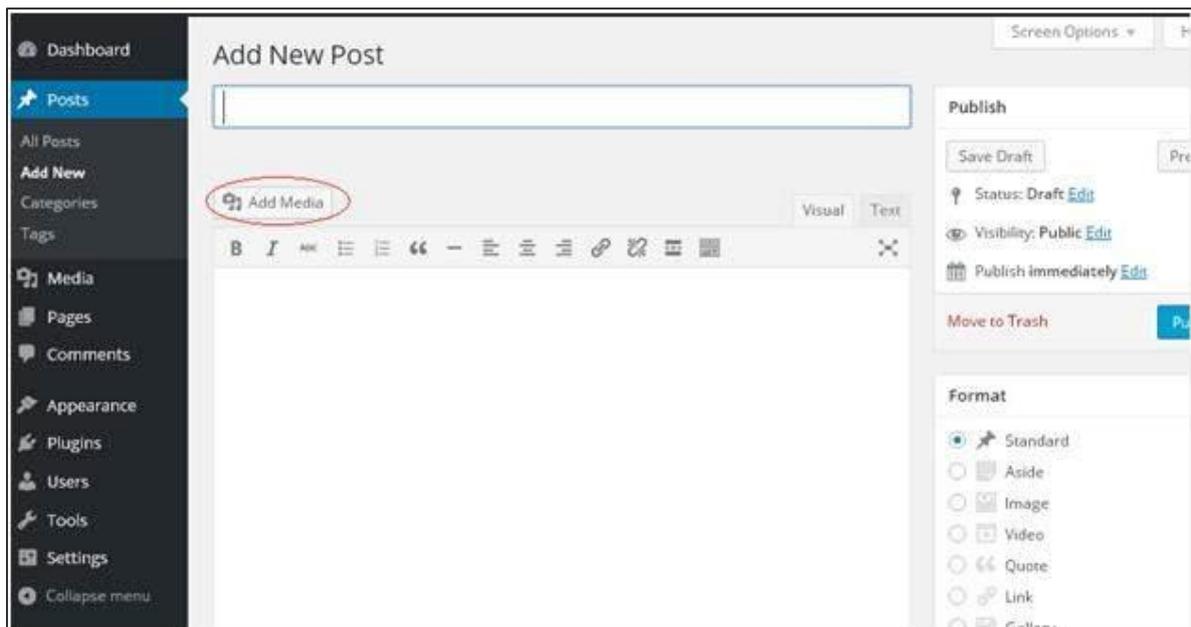
In this chapter, we will study how to **Insert Media** in WordPress. Media files can be inserted to your Pages or Posts from libraries, from local storage or from URLs.

Following are the steps to Insert Media in WordPress.

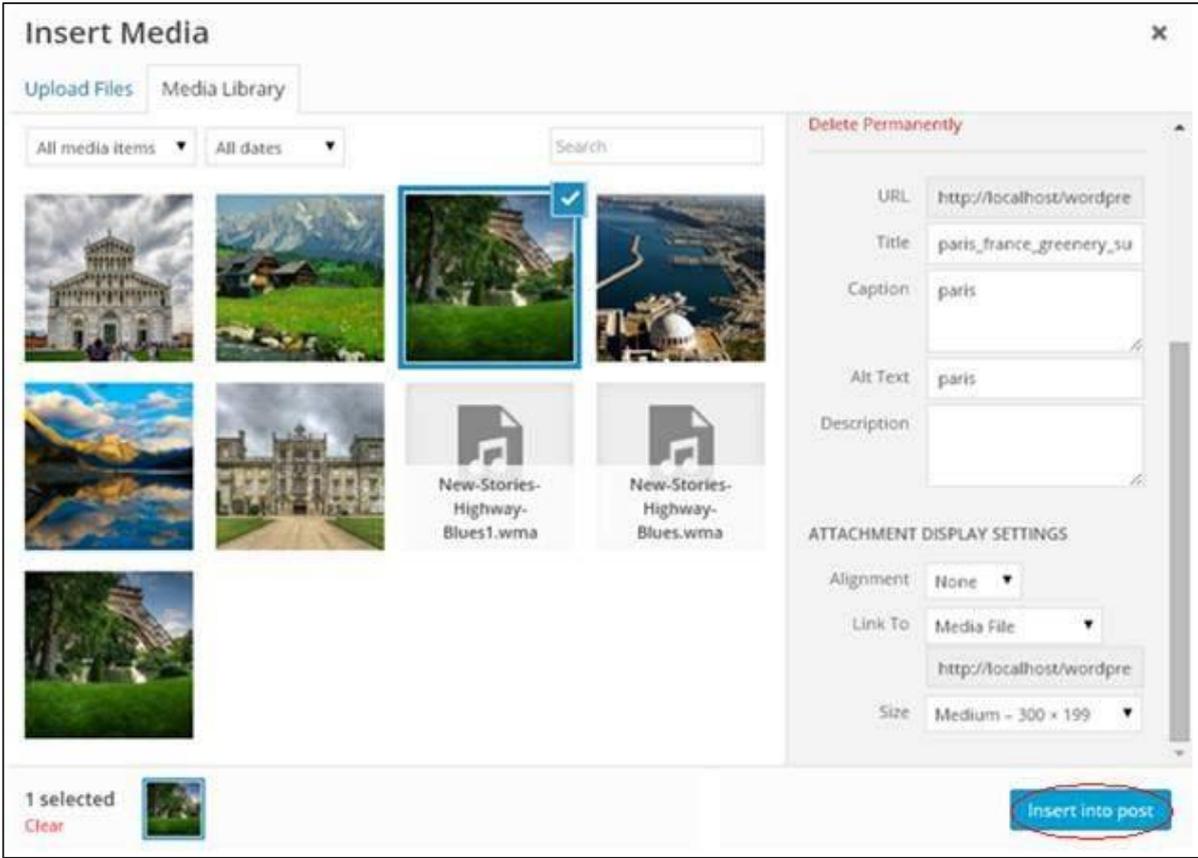
**Step (1):** Click on **Posts --> Add New** in WordPress.



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



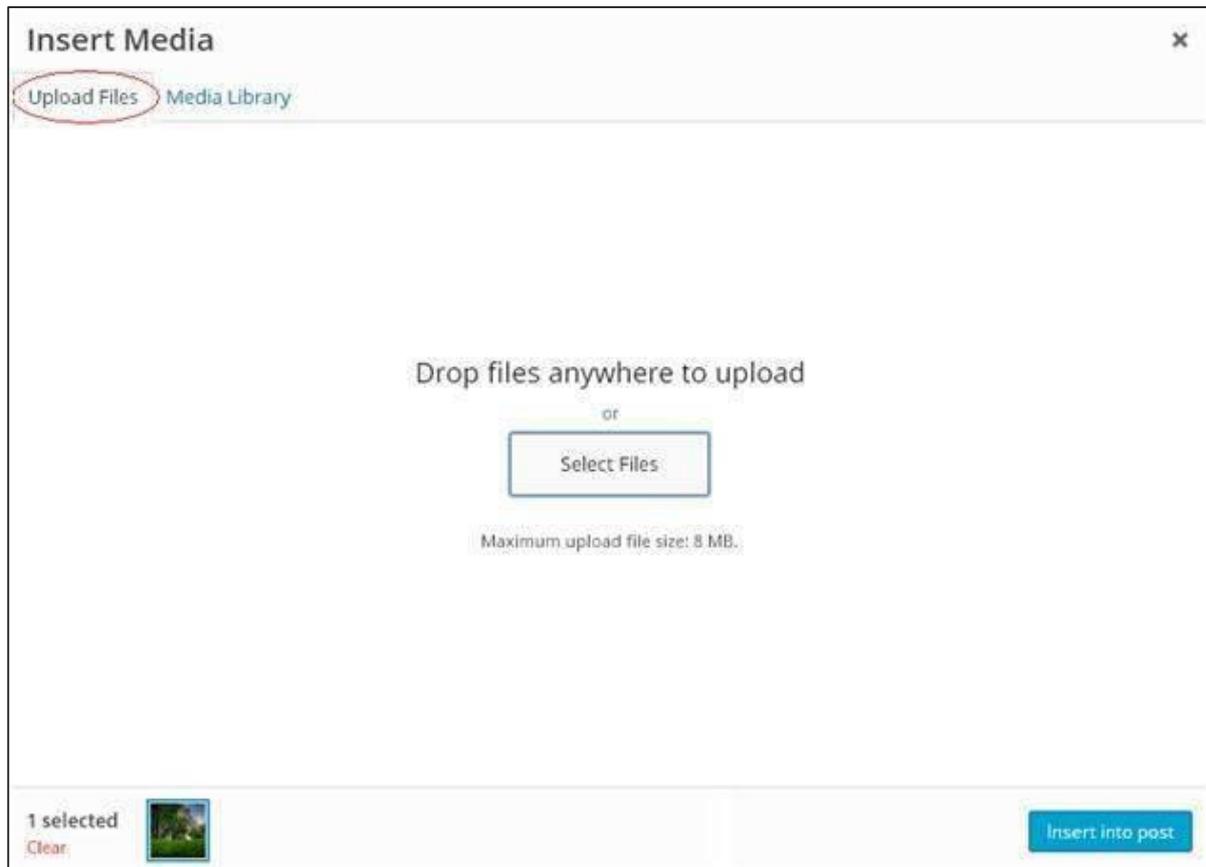
**Step (3):** You can select the files from the **Media Library** tab as shown in the following screenshot.



The screenshot shows the 'Insert Media' dialog box in WordPress. The 'Media Library' tab is active, displaying a grid of media items. One image is selected, and its details are shown in the right sidebar. The 'Attachment Details' section includes fields for URL, Title, Caption, Alt Text, and Description. The 'Attachment Display Settings' section includes fields for Alignment, Link To, and Size. An 'Insert into post' button is highlighted at the bottom right.

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.

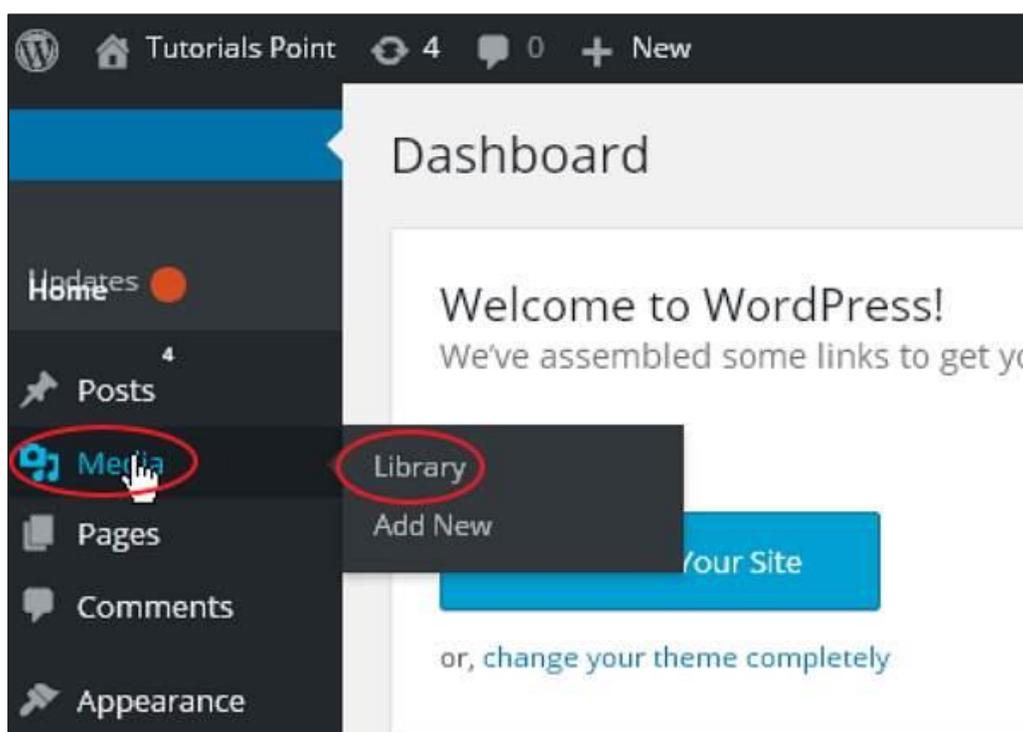


# 23. EDIT MEDIA

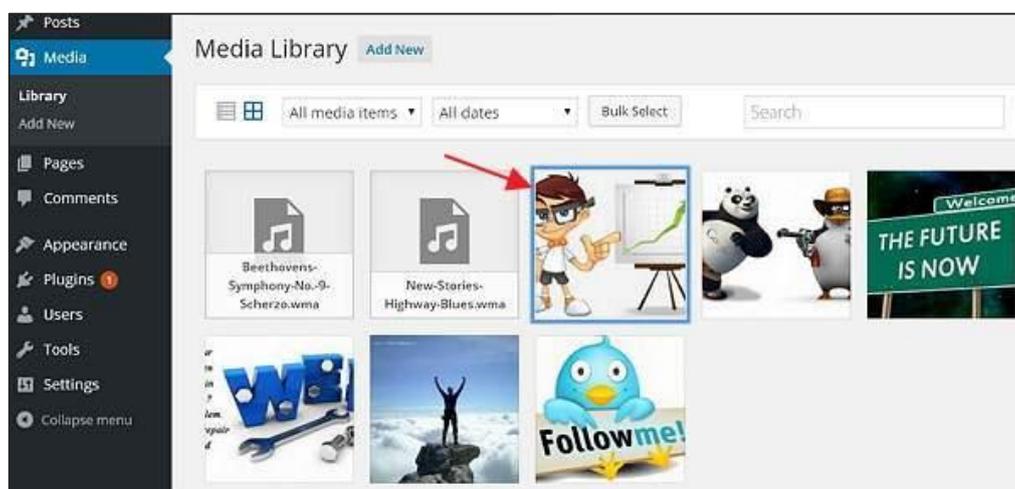
In this chapter, we will study how to **Edit Media** in WordPress. You can manage all the information about your media that is saved in the Media Library.

Following are the steps to Edit Media in WordPress.

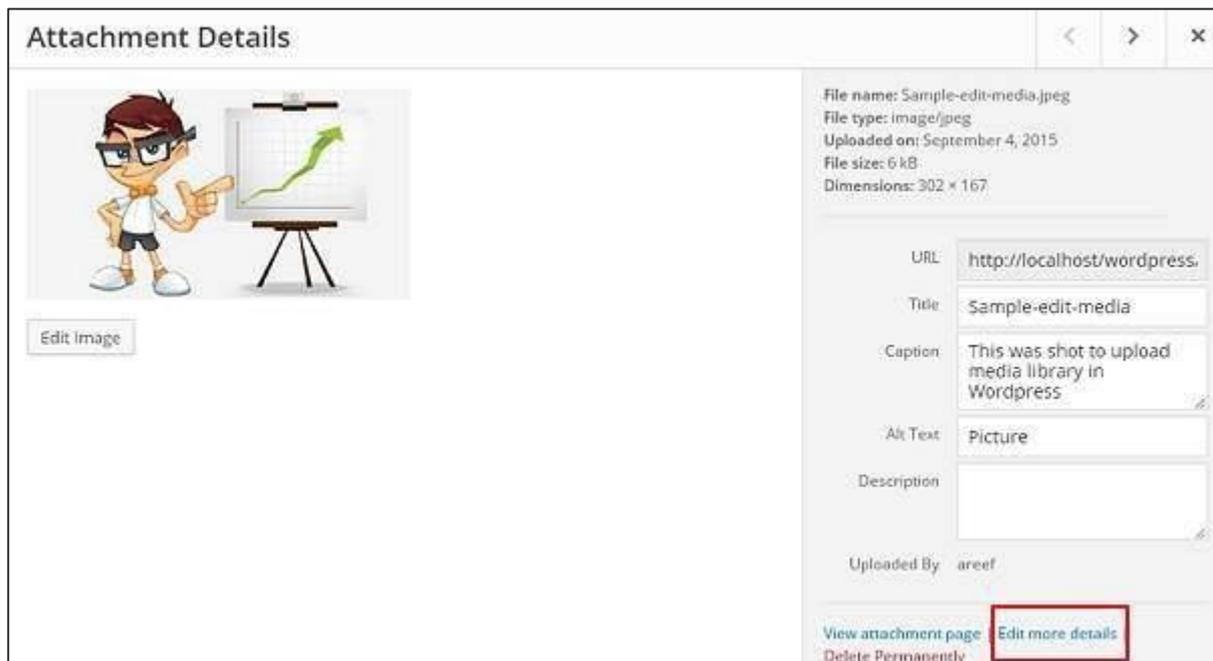
**Step (1):** Click on **Media --> Library** and click on the name of the media item or the edit link.



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

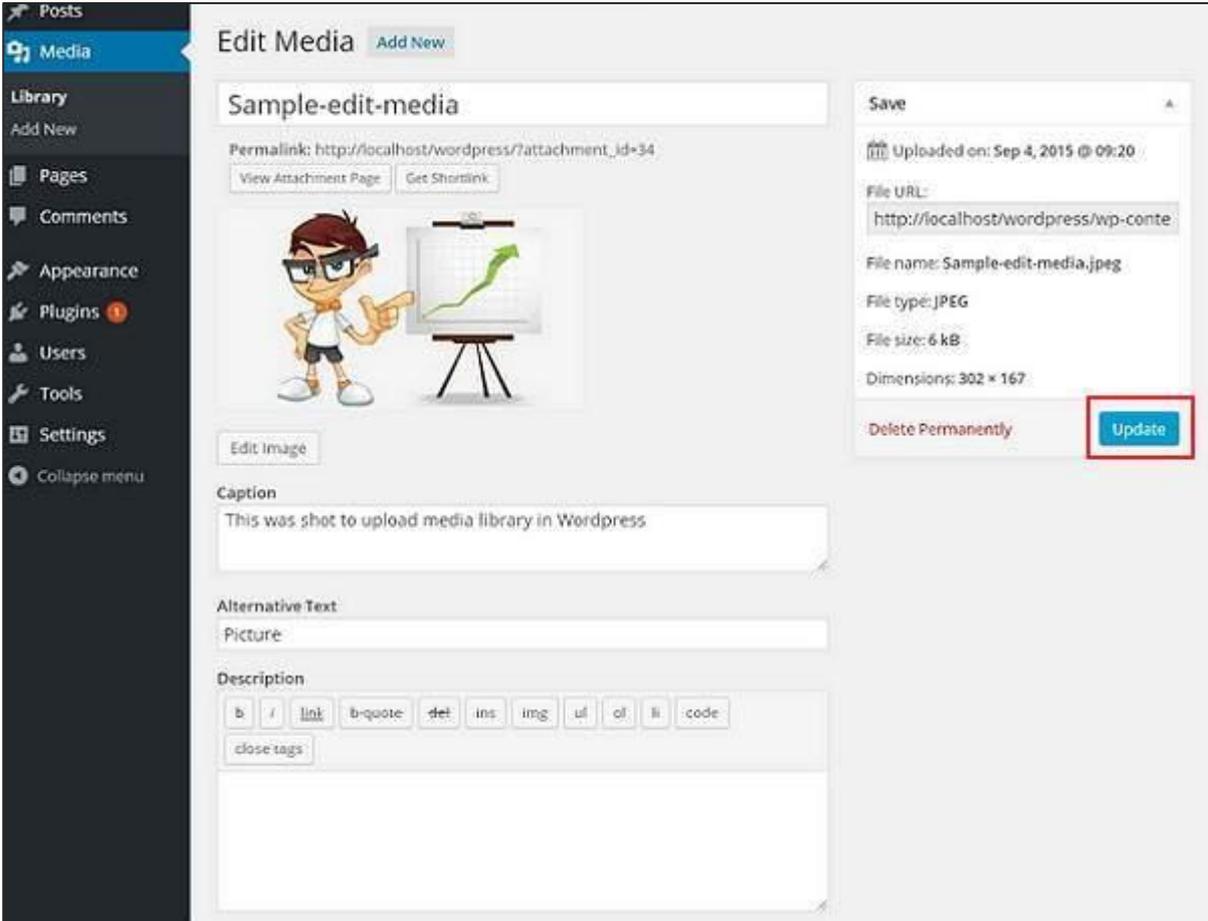


**Step (3):** You can view the edit media page with few options on the right side.



- **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.



The screenshot shows the WordPress 'Edit Media' interface. On the left is a dark sidebar with navigation options: Posts, Media (selected), Library, Add New, Pages, Comments, Appearance, Plugins (1), Users, Tools, Settings, and Collapse menu. The main content area is titled 'Edit Media' with an 'Add New' button. Below the title is the image title 'Sample-edit-media' and its permalink: 'http://localhost/wordpress/?attachment\_id=34'. There are buttons for 'View Attachment Page' and 'Get Shortlink'. The image itself is a cartoon character pointing at a presentation board with a green line graph. Below the image is an 'Edit Image' button. The 'Caption' field contains the text: 'This was shot to upload media library in Wordpress'. The 'Alternative Text' field is labeled 'Picture'. The 'Description' field has a rich text editor with buttons for bold, italic, link, link-removed, quote, insert, image, unlink, list, list-removed, and code, along with a 'close tags' button. On the right side, there is a 'Save' panel with a dropdown arrow. It shows the upload date: 'Uploaded on: Sep 4, 2015 @ 09:20'. Below this are fields for 'File URL' (http://localhost/wordpress/wp-conte...), 'File name: Sample-edit-media.jpeg', 'File type: JPEG', and 'File size: 6 kB'. At the bottom of the 'Save' panel are two buttons: 'Delete Permanently' and 'Update', with the 'Update' button highlighted by a red rectangle.

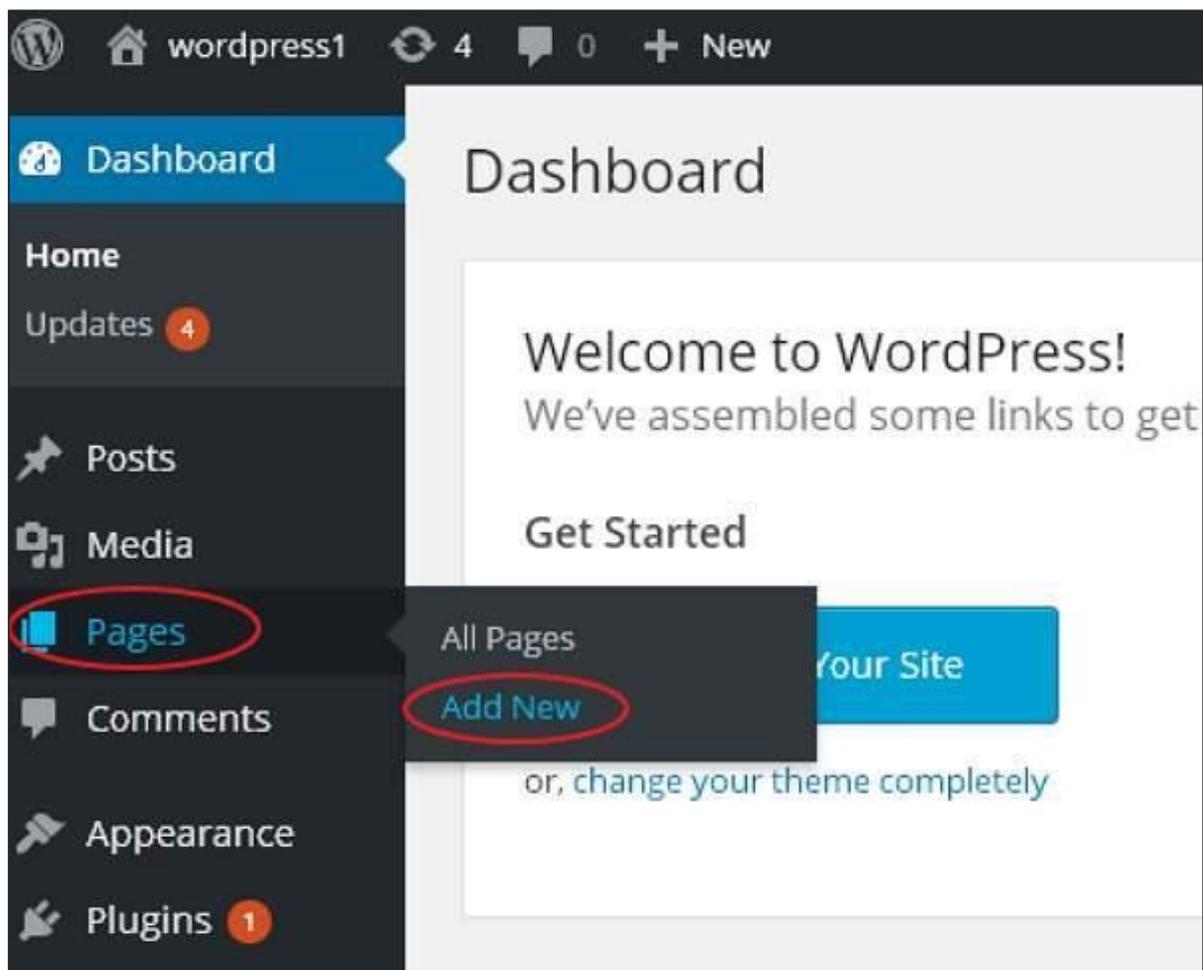
## Part 6: Pages

# 24. ADD PAGES

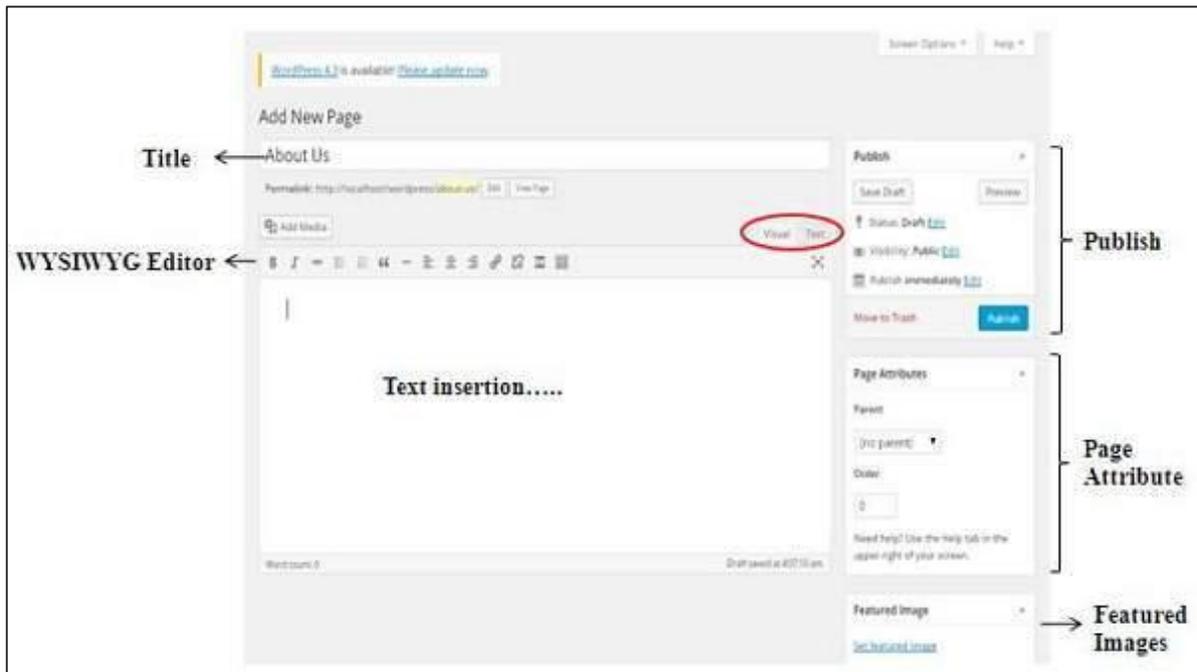
In this chapter, we will study how to **Add Pages** into WordPress. Adding pages is similar to adding posts in WordPress. Pages are static content and often do not change its displayed information.

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

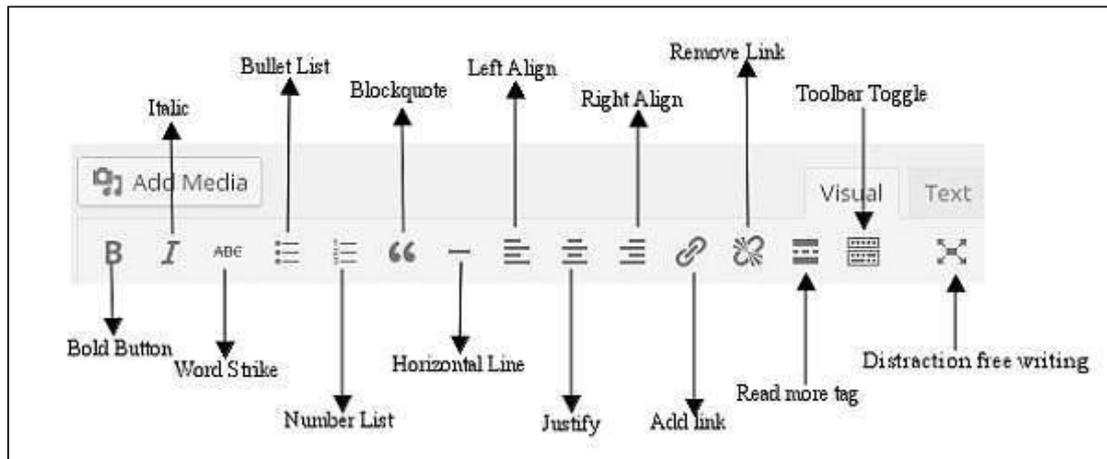
It is used to write the title of the article, which is later displayed on the page.

Permalink shows the potential URL for the page below the title. The URL generates as per the given title.



## 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.

The screenshot shows the 'Insert/edit link' dialog box in WordPress. It has a title bar with a close button (X). The main content area contains the following elements:

- A label 'Enter the destination URL' above a text input field for 'URL'.
- A text input field for 'Link Text'.
- A checkbox labeled 'Open link in a new window/tab'.
- A dropdown menu labeled 'Or link to existing content'.
- A 'Cancel' button on the bottom left.
- An 'Add Link' button on the bottom right.

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

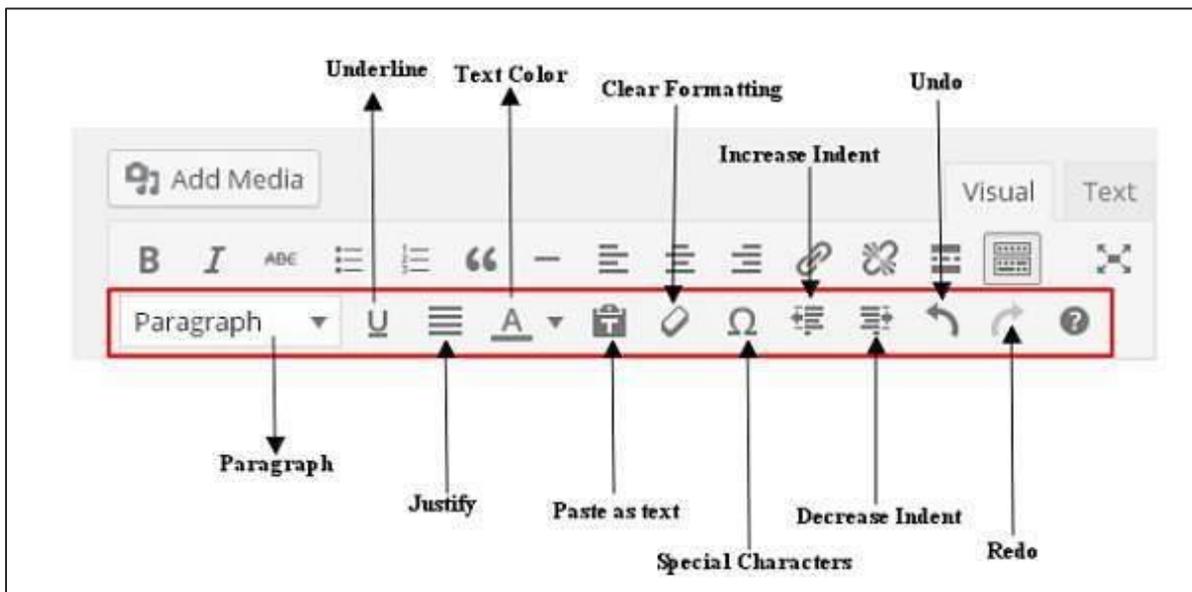
No search term specified. Showing recent items.

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

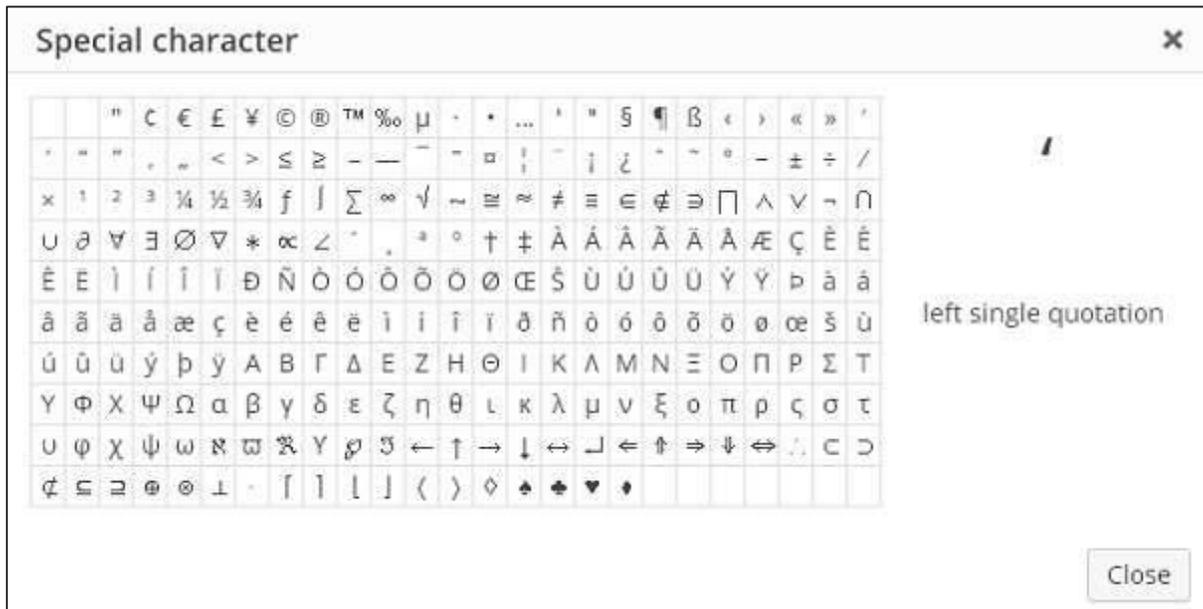
Cancel Add Link

- **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

---

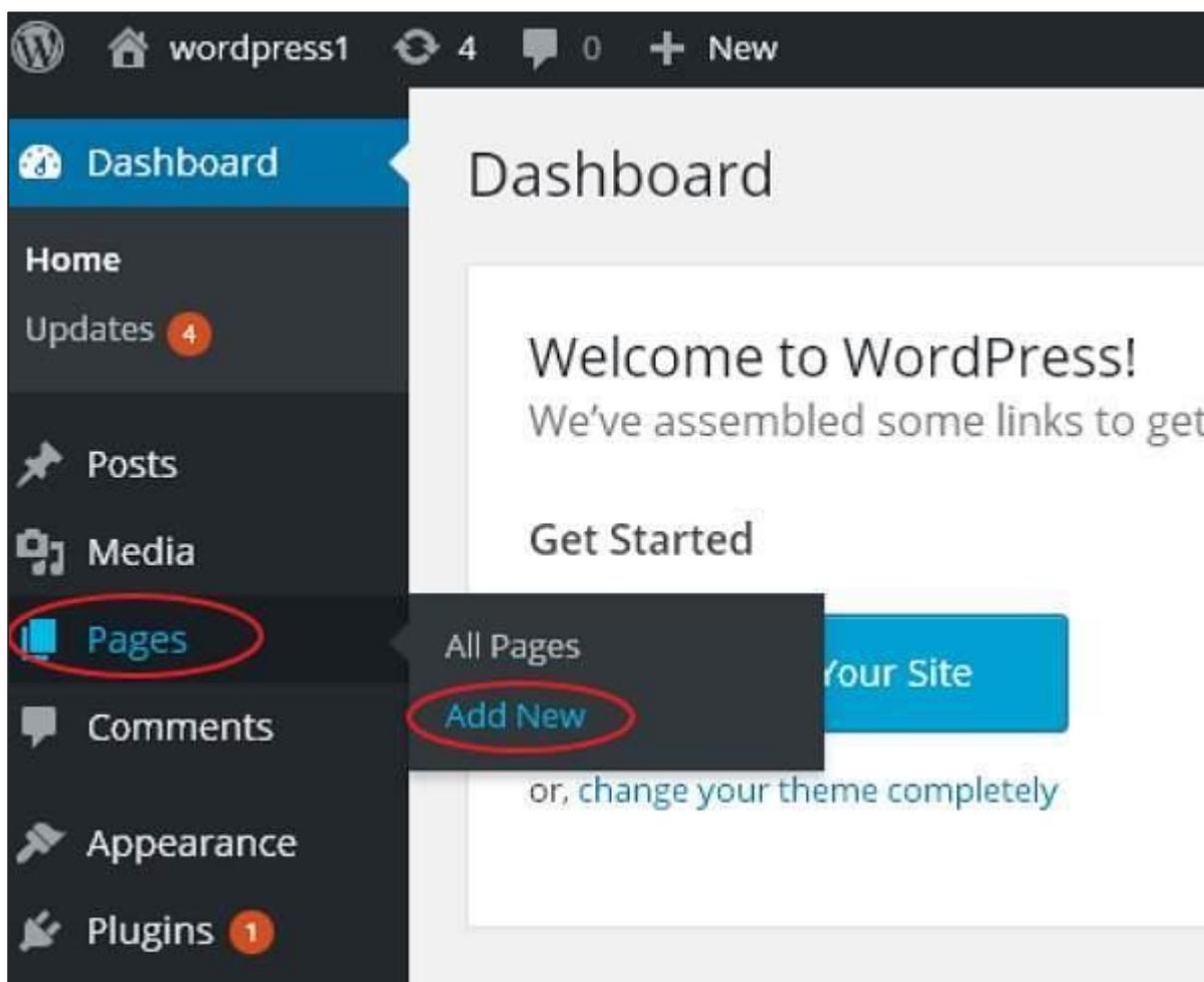
Includes the images in the pages.

# 25. PUBLISH PAGES

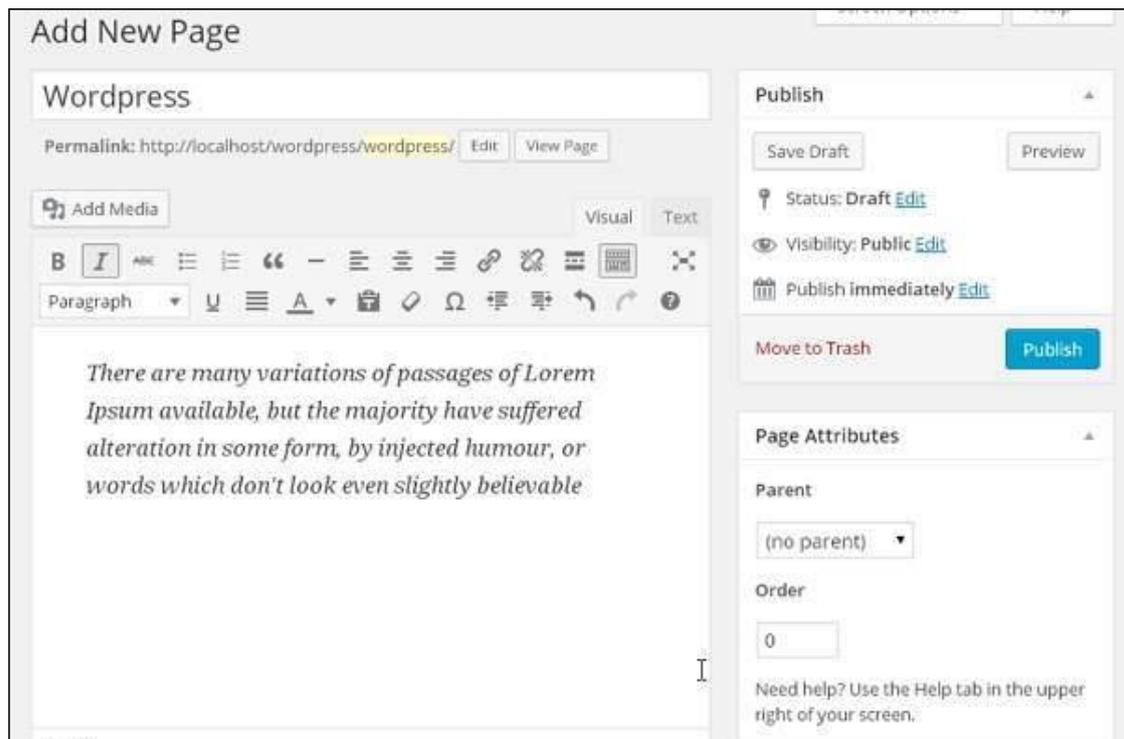
In this chapter, we will study how to **Publish Pages** in WordPress. The command, "Publish" is used to make the pages available to all users wherein each user can view that particular page. Publishing a new page in WordPress is an easy process.

Following are the steps to Publish Pages in WordPress.

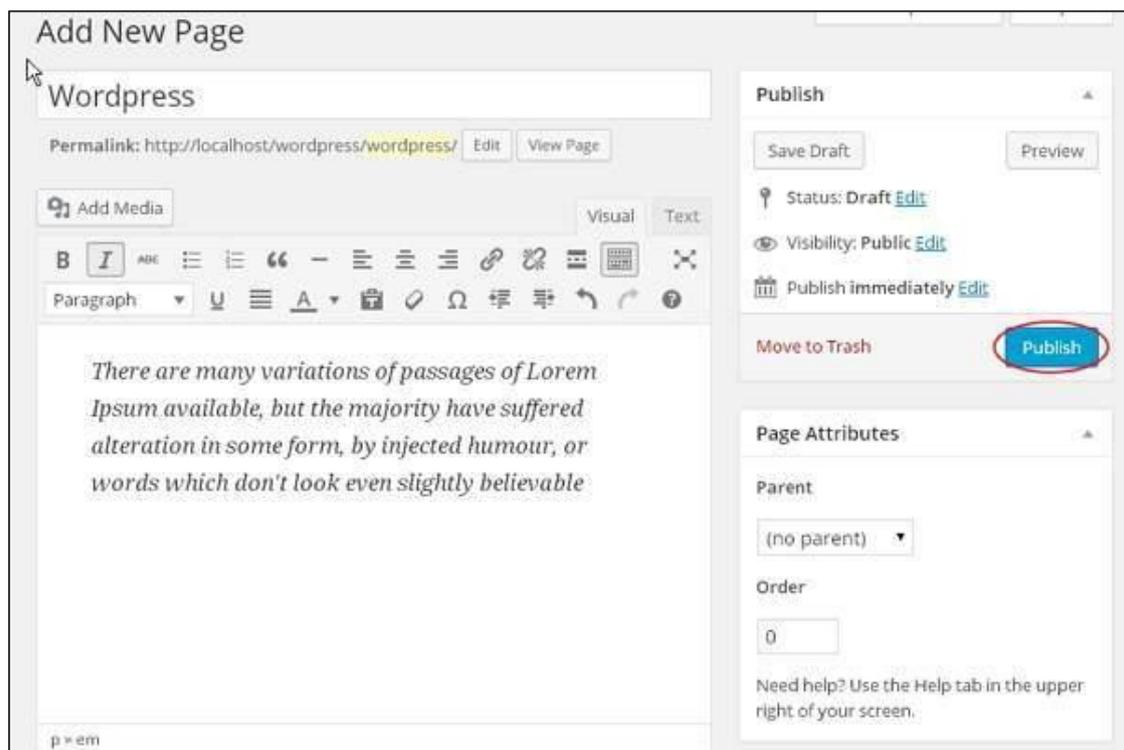
**Step (1):** Click on **Pages --> Add New** in WordPress.



**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.



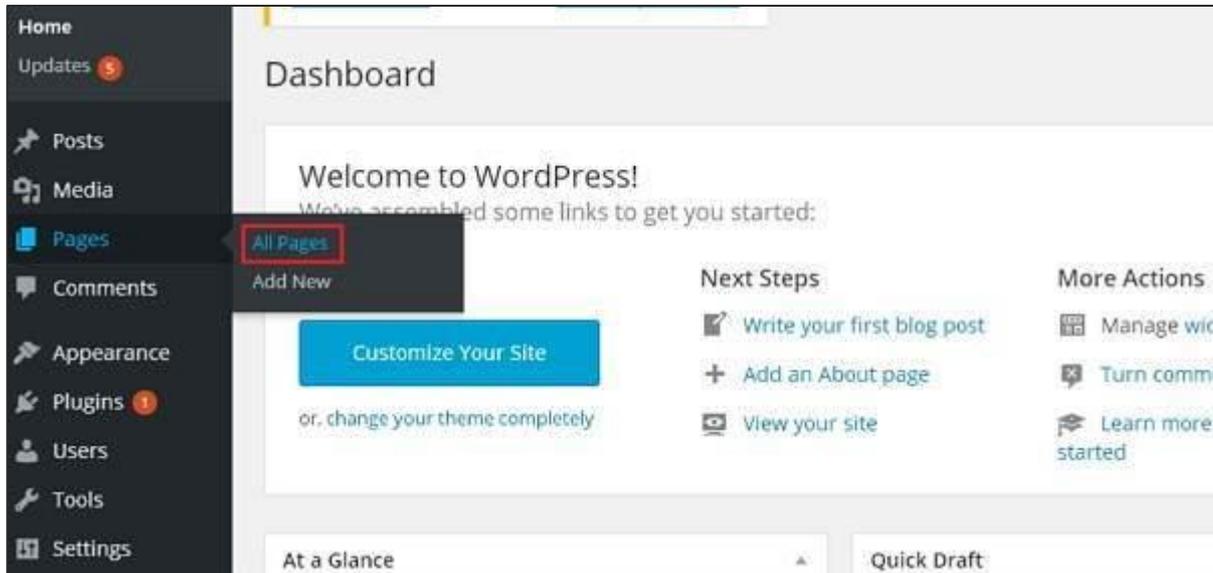
**Step (3):** Click on **Publish** button as shown in the following screen.



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

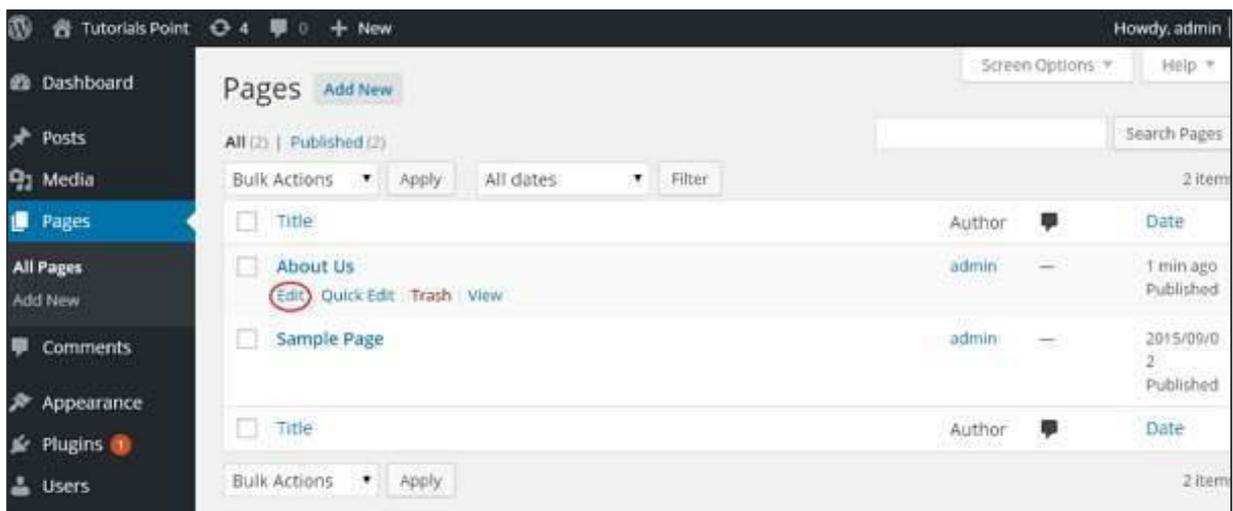
# 26. EDIT PAGES

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.



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.

The screenshot shows the WordPress editor for the 'About Us' page. The left sidebar contains navigation options like Dashboard, Posts, Media, Pages, All Pages, Comments, Appearance, Plugins, Users, Tools, Settings, and Collapse menu. The main content area displays the page title 'About Us', a permalink, 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 the 1500s, when an unknown printer took a galley of type and scrambled it to make a type specimen book. It has survived not only five centuries, but also the leap into electronic typesetting, remaining essentially unchanged.' The right sidebar shows the 'Publish' section with options for Status (Published), Visibility (Public), and Published on (Sep 3, 2015 @ 11:34). The 'Update' button is circled in red.

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

The screenshot shows the WordPress 'Pages' list view. The left sidebar is the same as in the previous image. The main content area shows a list of pages with columns for Title, Author, and Date. The 'About Us' page is highlighted, and the 'Quick Edit' link is circled in red. The table below shows the details of the pages:

Title	Author	Date
About Us	admin	16 mins ago Published
Sample Page	admin	2015/09/02 Published
Title	Author	Date

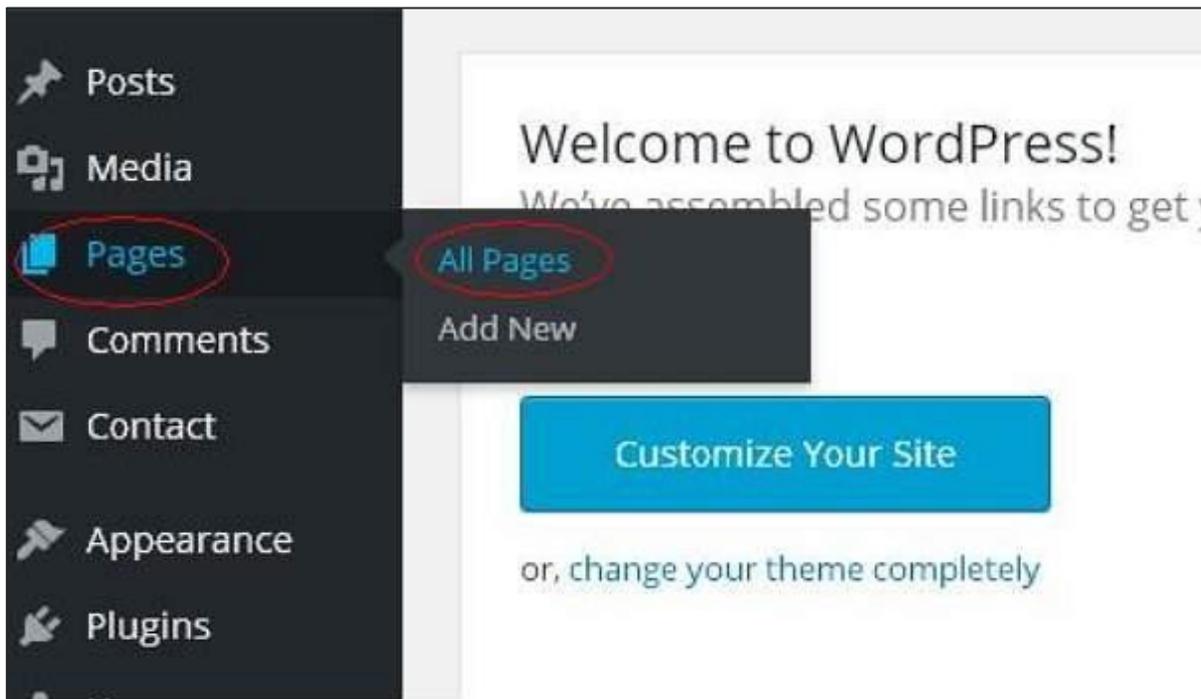
You can edit the **Title**, **Slug** and **date** of the About Us page and can also select the parent for your page as shown in the following shot and then click on **Update** button.

The screenshot shows the WordPress 'Pages' management interface. At the top, there are 'Screen Options' and 'Help' dropdown menus. Below that, the page title 'Pages' is followed by an 'Add New' button. A search bar and 'Search Pages' button are also present. The main content area shows a list of pages with a 'Bulk Actions' dropdown, an 'Apply' button, and a date range selector set to 'All dates'. A 'Filter' button and '2 items' count are also visible. The 'About Us' page is selected, and its 'QUICK EDIT' form is displayed. The form includes fields for 'Title' (set to 'About Us'), 'Slug' (set to 'about-us'), 'Date' (set to '09-Sep 03, 2015 @ 11:34'), 'Parent' (set to 'Main Page (no parent)'), 'Order' (set to '0'), 'Template' (set to a default), 'Password' (with a '-OR-' option and a 'Private' checkbox), 'Allow Comments' (checkbox), and 'Status' (set to 'Published'). A 'Cancel' button is on the left, and a blue 'Update' button is on the right. Below the form, a table shows the page's details: 'Sample Page', author 'admin', and date '2015/09/03 11:34'. The table has columns for 'Title', 'Author', and 'Date'. At the bottom, there are 'Bulk Actions' and 'Apply' buttons, and a '2 items' count.

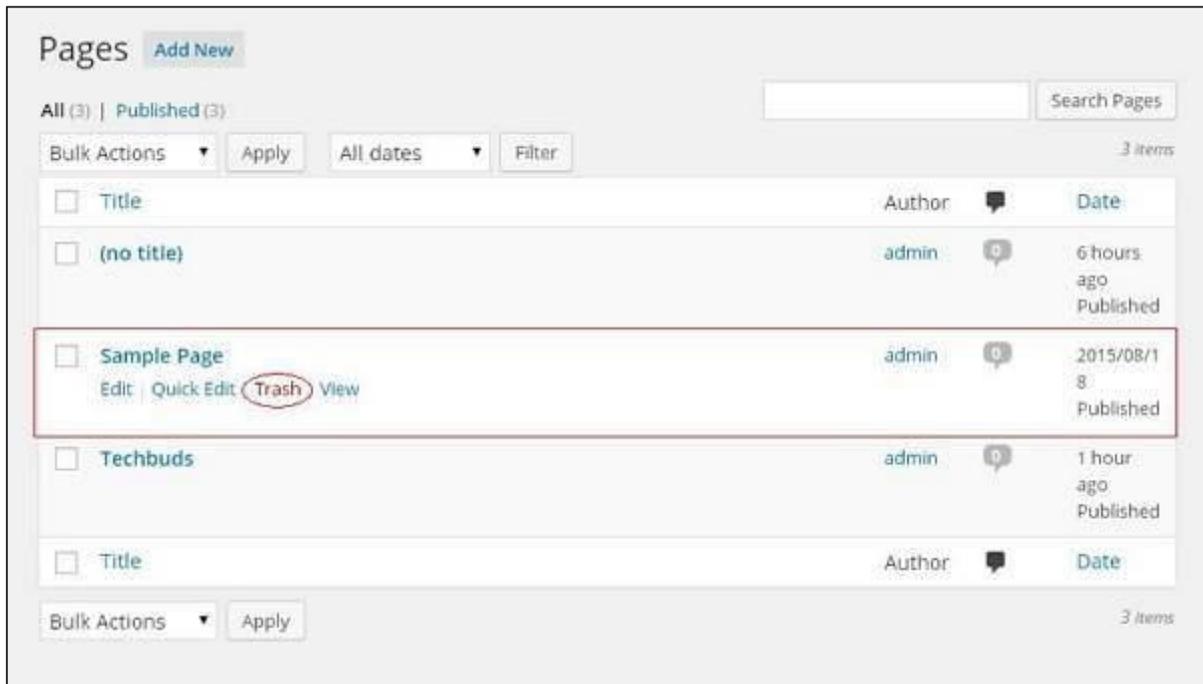
# 27. DELETE PAGES

In this chapter, we will learn to **Delete Pages** in WordPress. Following are the steps to **Delete pages** in WordPress.

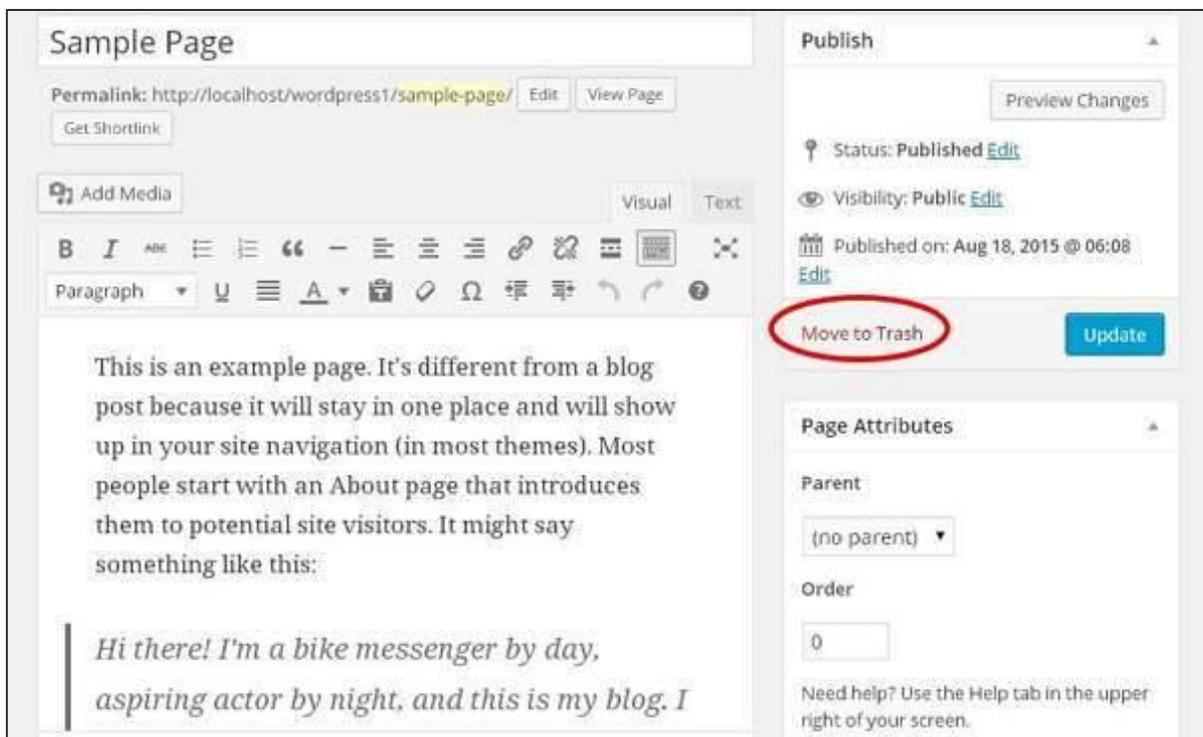
**Step (1):** Click on **Pages -> All Pages** in WordPress.



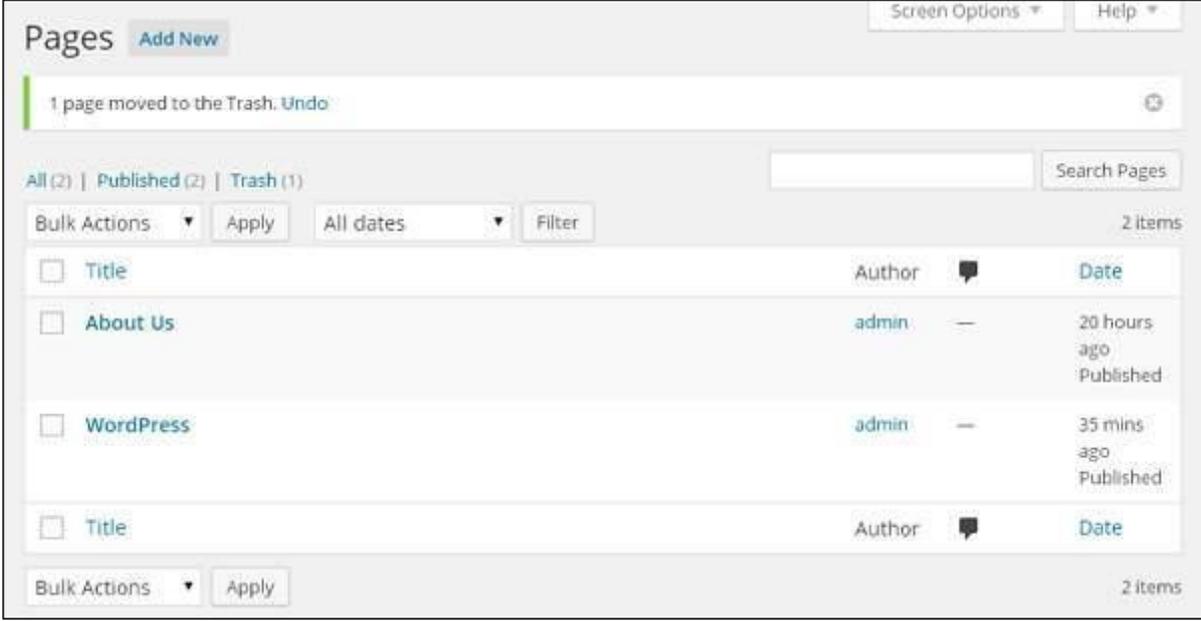
**Step (2):** You can delete Sample Page (Sample Page is created by default in WordPress). When the cursor hovers on the pages, then a few options gets displayed below the Sample Page. Click on **Trash** option to delete the post.



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.



**Step (3):** To confirm that you have deleted the page, view your page list.



The screenshot displays the WordPress 'Pages' management screen. At the top, there is a notification: '1 page moved to the Trash. Undo'. Below this, the page status is set to 'Published (2)'. The page list shows two items:

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

At the bottom of the page list, there is a 'Bulk Actions' dropdown menu and an 'Apply' button. The page count at the bottom right is '2 items'.

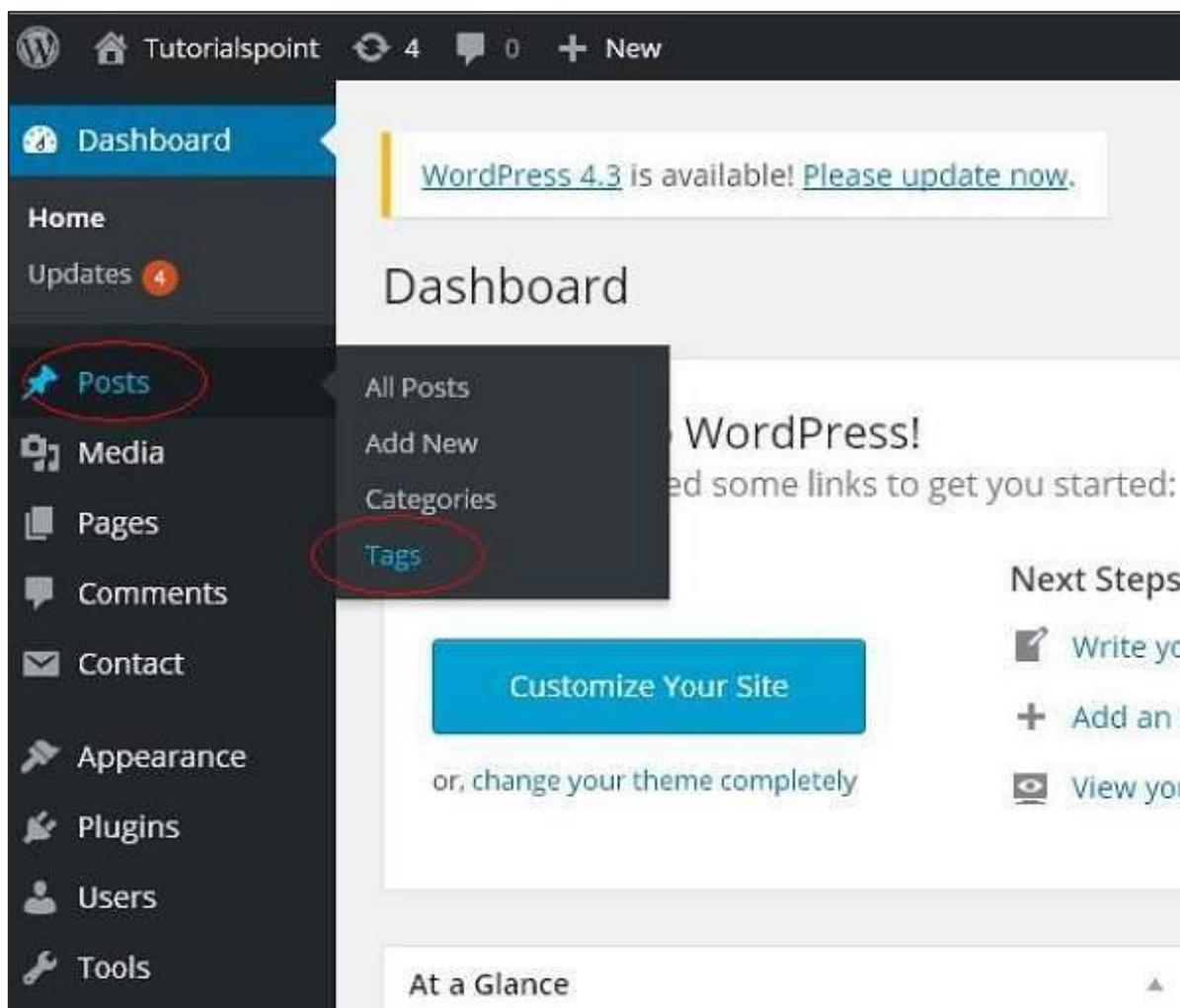
## Part 7: Tags

# 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.

Tags

Screen Options ▾ Help ▾

Search Tags

**Add New Tag**

Name  
Food around the world  
*The name is how it appears on your site.*

Slug  
Food  
*The "slug" is the URL-friendly version of the name. It is usually all lowercase and contains only letters, numbers, and hyphens.*

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...  
*The description is not prominent by default; however, some themes may show it.*

**Add New Tag**

Bulk Actions ▾ Apply

<input type="checkbox"/>	Name	Description	Slug	Count
No tags found:				
<input type="checkbox"/>	Name	Description	Slug	Count

Bulk Actions ▾ Apply

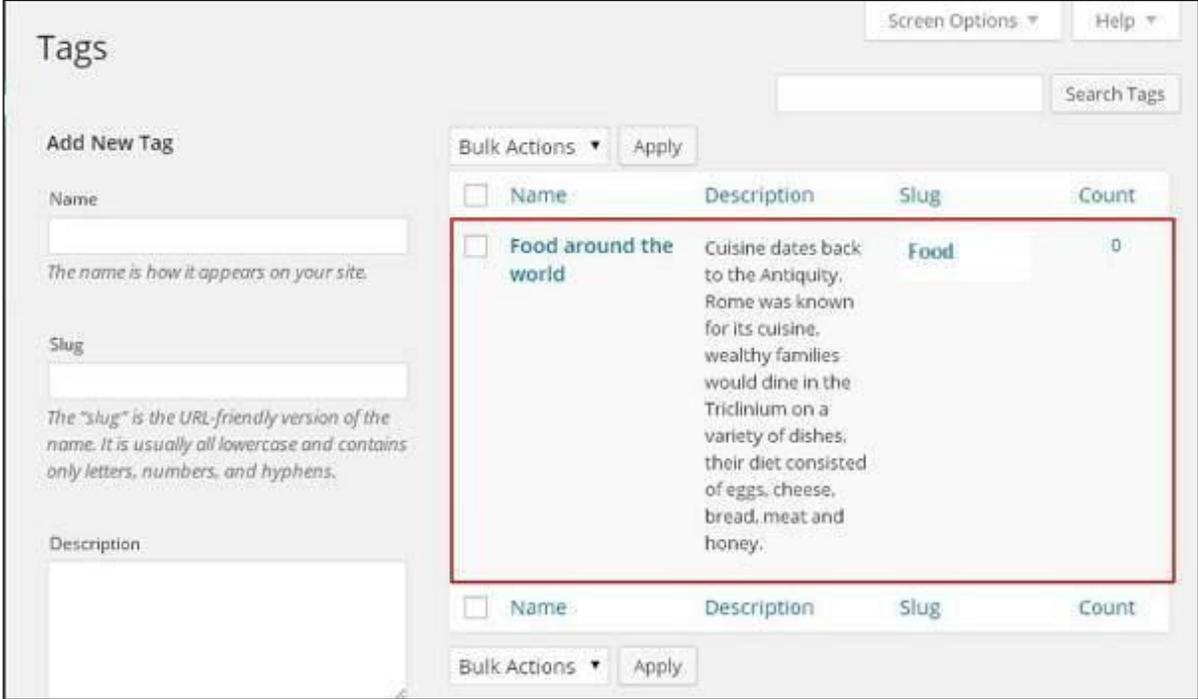
[Tags can be selectively converted to categories using the tag to category converter.](#)

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 WordPress 'Tags' management page. On the left, there is a form to 'Add New Tag' with fields for Name, Slug, and Description. The main area displays a table of existing tags. The table has columns for Name, Description, Slug, and Count. One tag, 'Food around the world', is highlighted in a red box. The table also includes 'Bulk Actions' and 'Apply' buttons above and below the table.

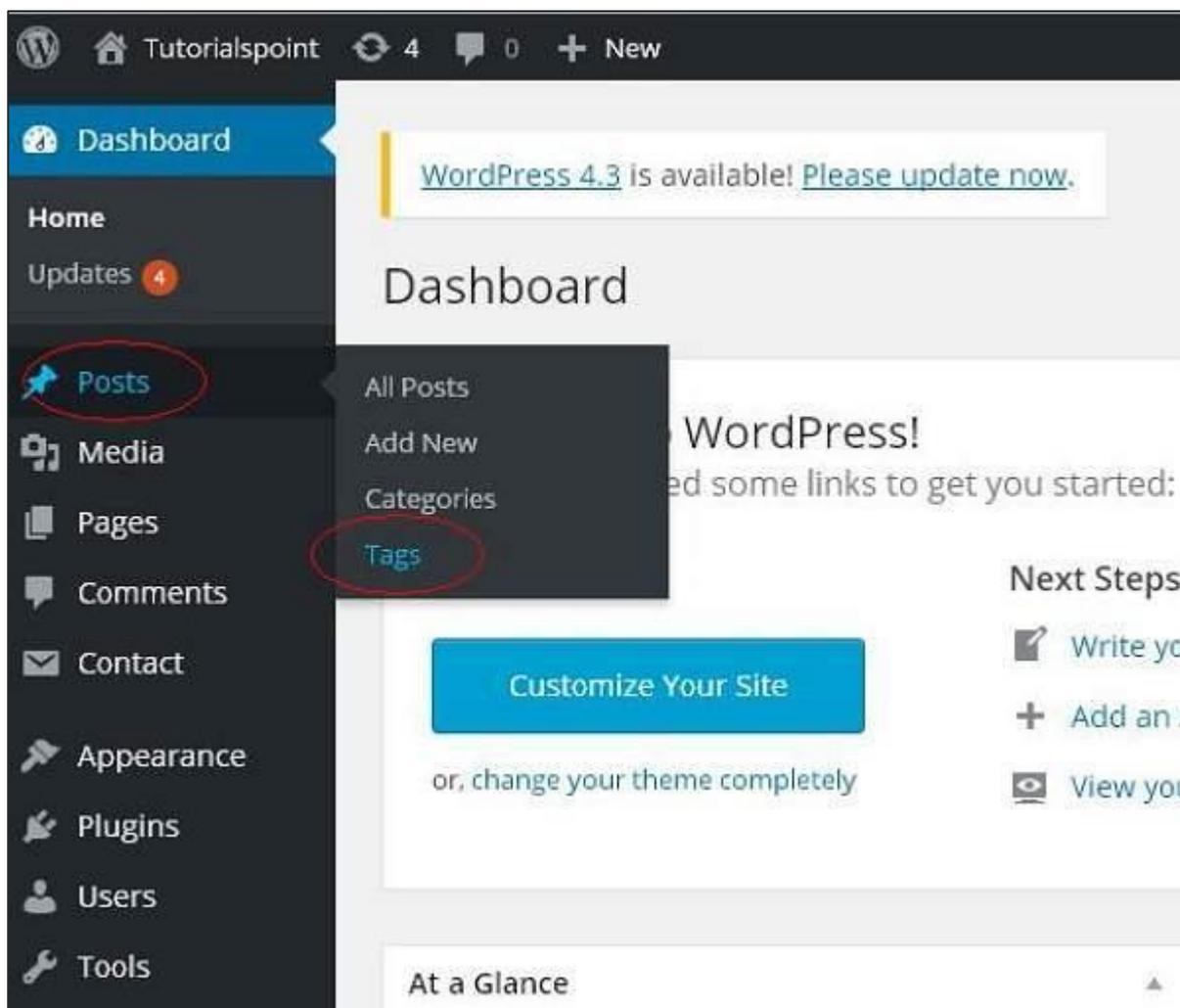
<input type="checkbox"/>	Name	Description	Slug	Count
<input type="checkbox"/>	Food around the world	Cuisine dates back to the Antiquity. Rome was known for its cuisine, wealthy families would dine in the Triclinium on a variety of dishes; their diet consisted of eggs, cheese, bread, meat and honey.	Food	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 WordPress 'Add New Tag' interface. On the left, there is a form with fields for 'Name', 'Slug', and 'Description'. The 'Name' field is empty, and the 'Slug' field is empty. The 'Description' field is empty. Below the form is a blue 'Add New Tag' button. On the right, there is a table of existing tags. The table has columns for 'Name', 'Description', 'Slug', and 'Count'. The first row shows a tag named 'Food around the world' with a description, slug 'www-food-com', and a count of 0. The 'Edit' link for this tag is circled in red. Below the table is another 'Bulk Actions' dropdown and an 'Apply' button.

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

The screenshot shows the WordPress 'Edit Tag' interface. The form has three main sections: 'Name', 'Slug', and 'Description'. The 'Name' field contains 'Food around the world'. The 'Slug' field contains 'intercontinental'. The 'Description' field contains '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.'. At the bottom left, there is a blue 'Update' button circled in red. At the top right, there is a 'Screen Options' dropdown menu.

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 WordPress 'Tags' management screen. On the left, there is a 'Add New Tag' section with input fields for Name, Slug, and Description. On the right, there is a table of existing tags. The first tag is 'Food around the world' with a description and a slug 'intercontinental'. The 'Quick Edit' link for this tag is circled in red. Below the table, there is a note: 'Tags can be selectively converted to categories using the [tag to category converter](#)'.

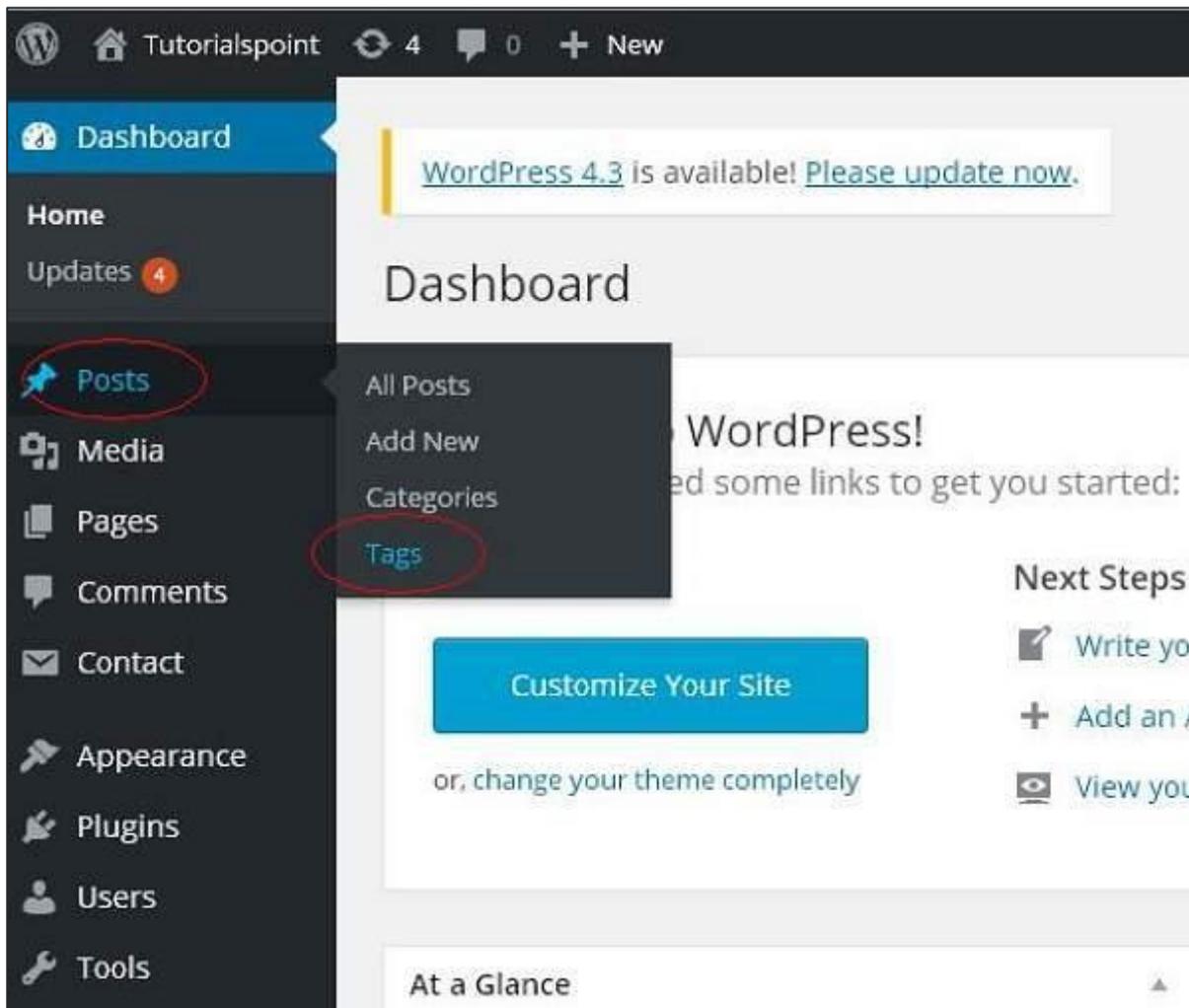
Here you can only edit the Name and Slug of the Tags as seen in the following screen and then click on **Update Tag** button.

This screenshot shows the 'Quick Edit' form for the tag 'Food around the world'. The form has input fields for 'Name' (containing 'Food around the world') and 'Slug' (containing 'intercontinental'). There are 'Cancel' and 'Update Tag' buttons. The 'Update Tag' button is circled in red. The rest of the interface, including the 'Add New Tag' section and the table of tags, is visible in the background.

# 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 WordPress 'Tags' management page. On the left, there is a form to 'Add New Tag' with fields for Name, Slug, and Description. On the right, there is a table of existing tags. The table has columns for Name, Description, Slug, and Count. One tag, 'Food around the world', is selected, and its 'Delete' button is circled in red. Below the table, there is a note: 'Tags can be selectively converted to categories using the [tag to category converter](#).'

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

The screenshot shows the same WordPress 'Tags' management page as above, but with a confirmation dialog box overlaid. The dialog box contains the text: 'The page at localhost says: You are about to permanently delete the selected items. 'Cancel' to stop, 'OK' to delete.' The 'OK' button is circled in red.

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

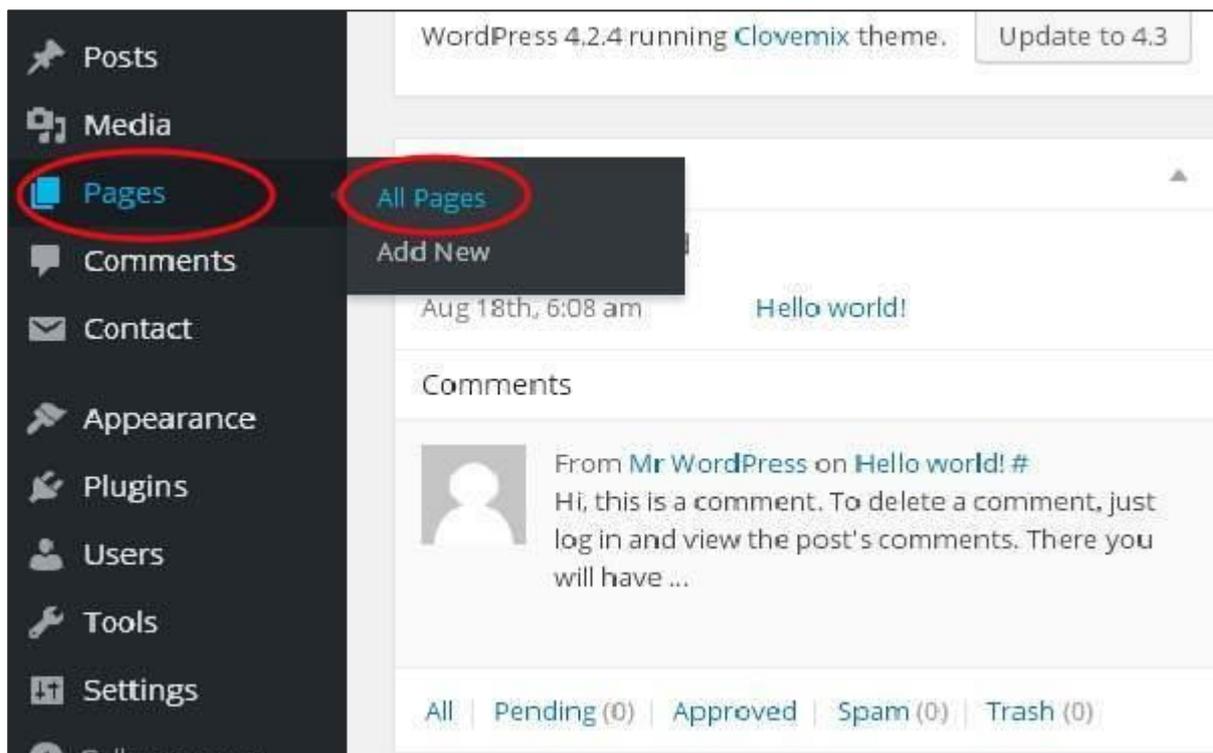
## Part 8: Links

# 31. ADD LINKS

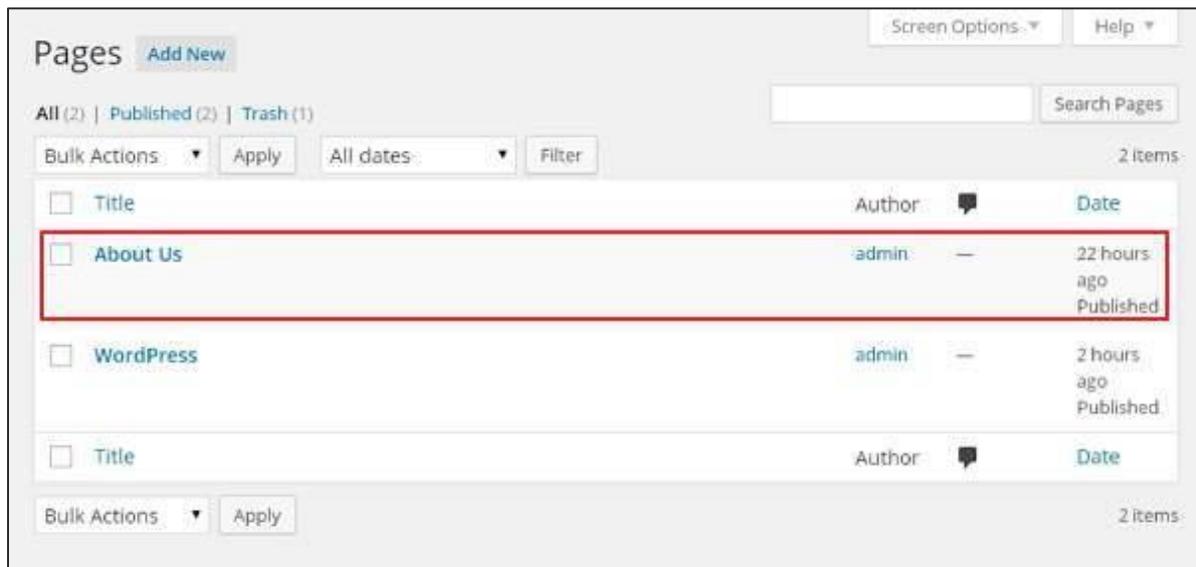
In this chapter, we will learn to **Add Links** in WordPress pages. Link is a connection from one resource to another. Adding links to your pages or blog posts help you to connect to other pages.

Following are the simple steps to **Add links** in WordPress.

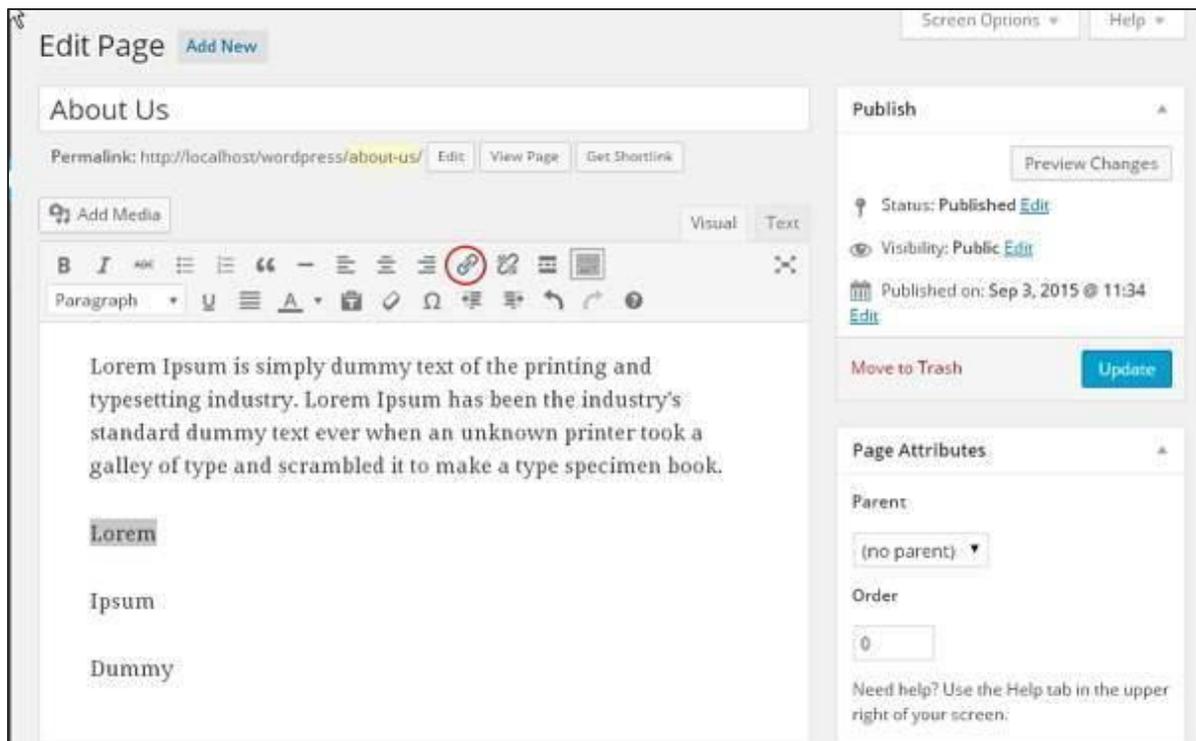
**Step (1):** Click on **Pages -> All Pages** in WordPress.



**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.



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



**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.

WordPress interface showing the 'Edit Page' screen for a page titled 'About Us'. The page content includes a paragraph of Lorem Ipsum text. A red oval highlights a link in the text: 'localhost/wordpress/wordpress'. The right sidebar contains the 'Publish' section with 'Status: Published' and 'Visibility: Public', and the 'Page Attributes' section with 'Parent: (no parent)' and 'Order: 0'. An 'Update' button is visible in the Publish section.

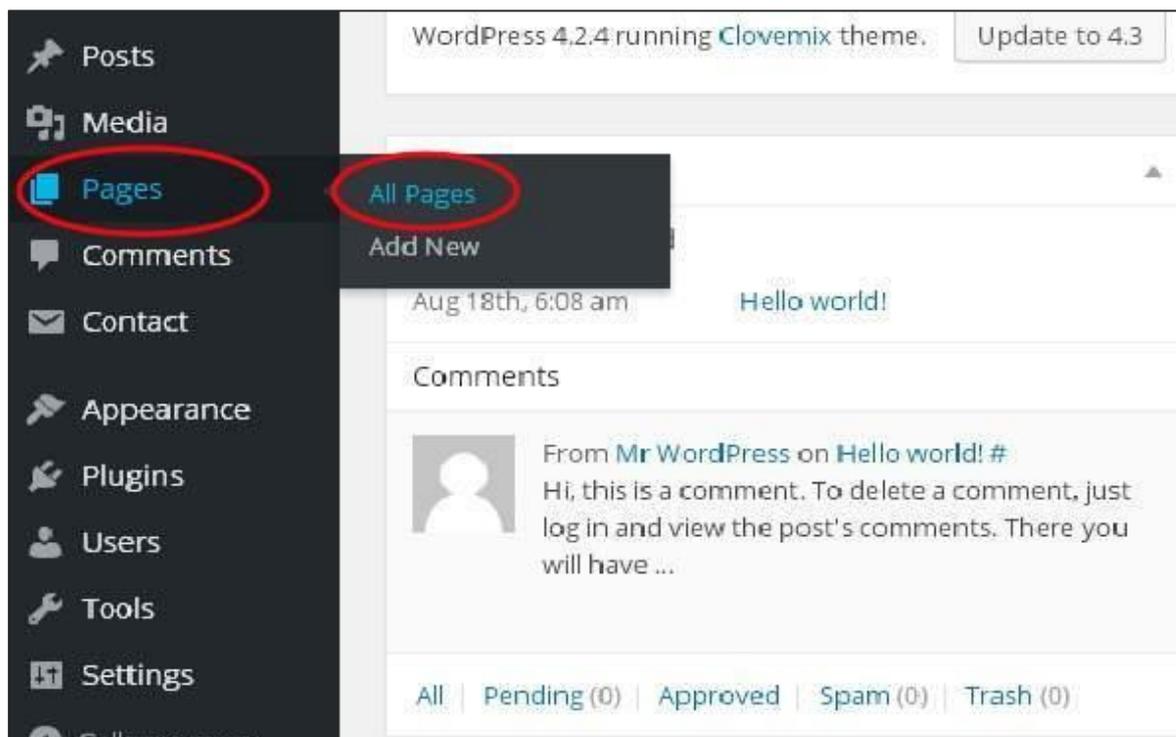
Click on **Update** button to update the changes in your page or post.

# 32. EDIT LINKS

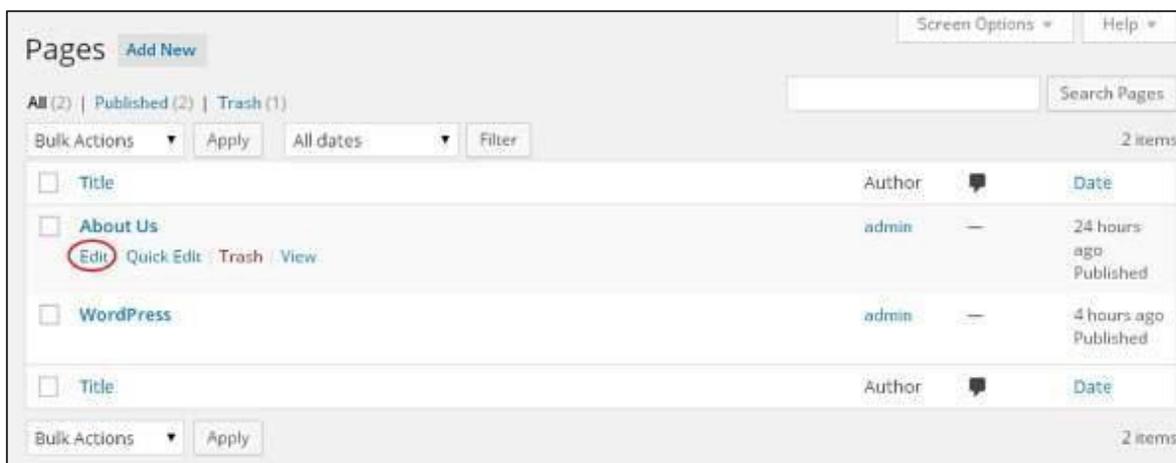
In this chapter, we will study how to edit link in WordPress.

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

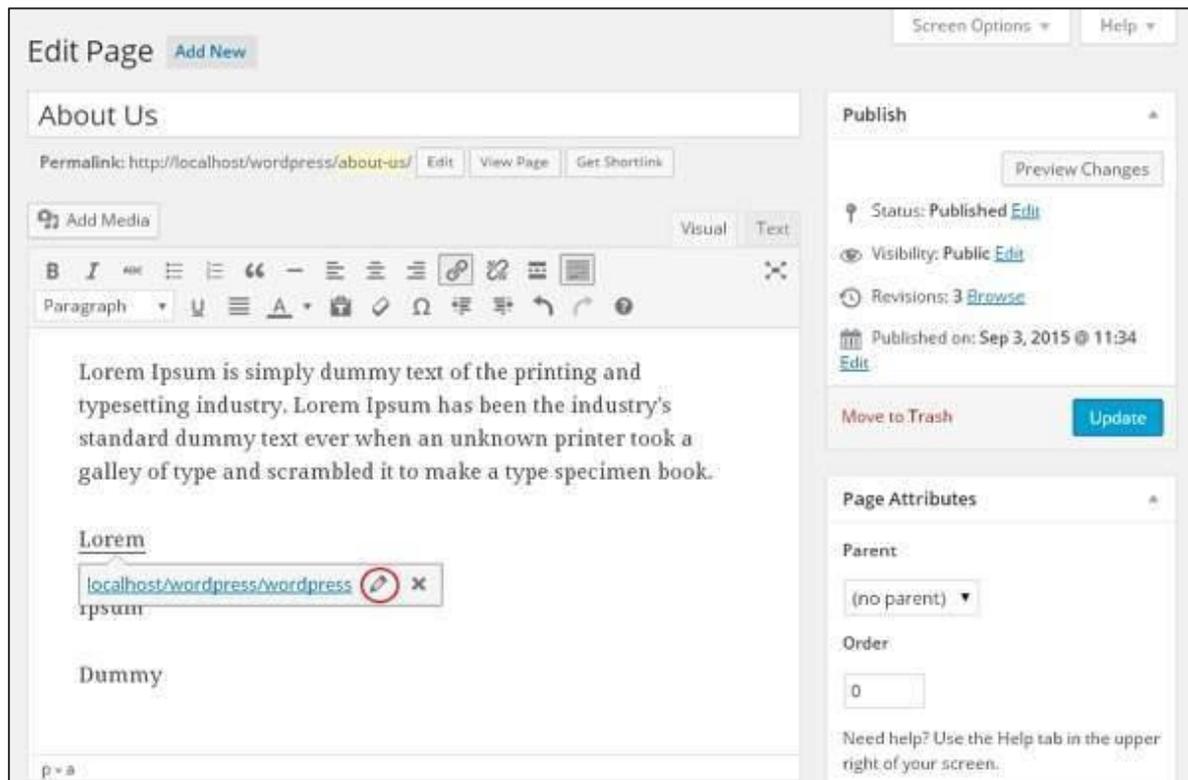
**Step (1):** Click on **Pages -> All Pages** as shown in the following screen.



**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.



**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 displays the WordPress 'Edit Page' interface for a page titled 'About Us'. The page content includes a paragraph of Lorem Ipsum text and a link labeled 'Lorem' with a pencil icon next to it, indicating it is being edited. The link text is 'localhost/wordpress/wordpress' and the URL is 'localhost/wordpress/wordpress'. The interface also shows the 'Publish' sidebar with options like 'Status: Published', 'Visibility: Public', and 'Revisions: 3'. The 'Page Attributes' sidebar shows 'Parent: (no parent)' and 'Order: 0'. The top right corner has 'Screen Options' and 'Help' tabs.

**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.

### 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
<b>About Us</b>	<b>PAGE</b>
Post1	2015/09/03
Hello world!	2015/09/02

[Cancel](#) [Update](#)

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.

Edit Page [Add New](#)

About Us

Permalink: <http://localhost/wordpress/about-us/> [Edit](#) [View Page](#) [Get Shortlink](#)

[Add Media](#) Visual Text

Paragraph

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

localhost/wordpress/about-us [✎](#) [✕](#)

Ipsum

Dummy

p 4

Screen Options [Help](#)

**Publish**

[Preview Changes](#)

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

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

Revisions: **3** [Browse](#)

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.

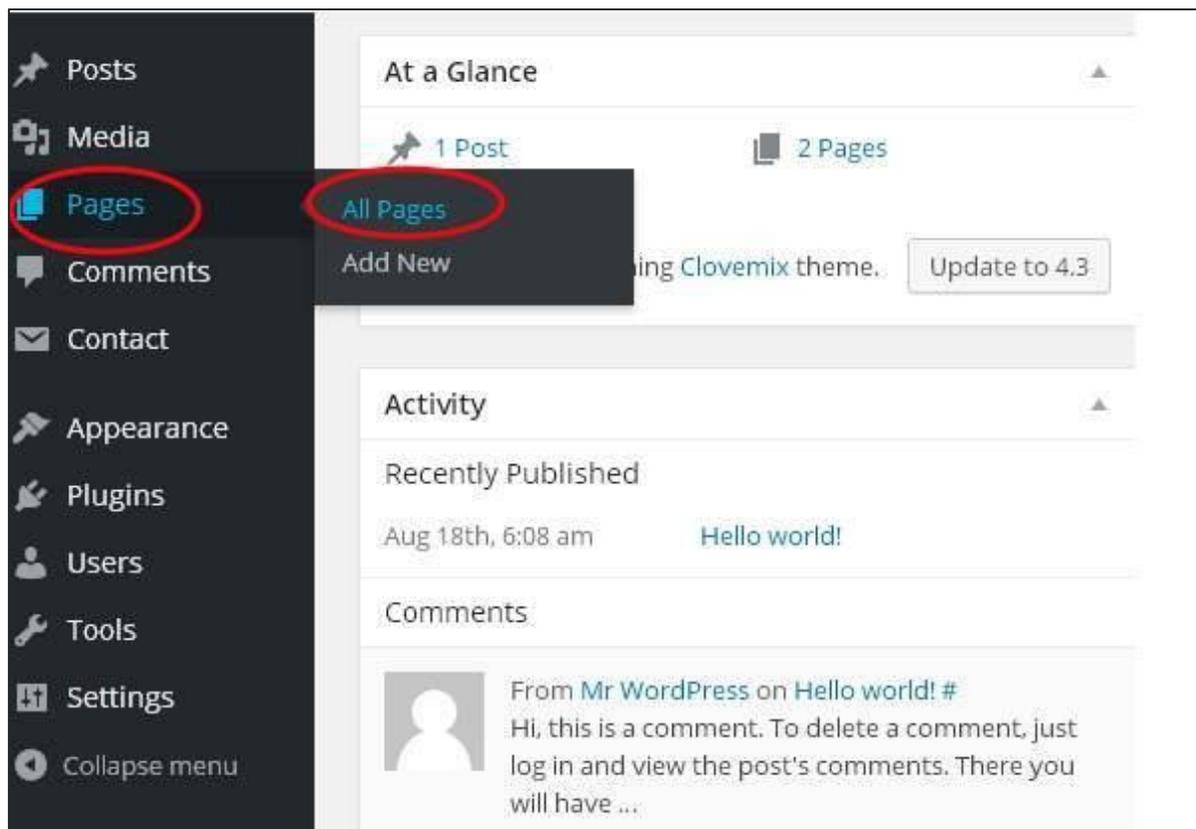
Click on **Update** button to update the changes in your page or post.

# 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.

The screenshot shows the WordPress 'Pages' management interface. At the top, there are 'Screen Options' and 'Help' buttons. Below that, a search bar and 'Search Pages' button are visible. The main content area shows a list of pages with columns for 'Title', 'Author', and 'Date'. The 'About Us' page is highlighted, and the 'Edit' link in its row is circled in red. Other pages listed include 'WordPress' and a 'Title' row. Bulk actions and 'Apply' buttons are present at the bottom of the list.

**Step (3):** Select the word which you had already linked i.e. *Lorem* (Link for word *Lorem* 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 'Edit Page' interface for the 'About Us' page. The title 'About Us' is at the top, along with a 'Permalink' field and 'Edit', 'View Page', and 'Get Shortlink' buttons. Below the title is the 'Add Media' button and a rich text editor toolbar. The toolbar contains various icons, with the 'Remove Link' icon (a crossed-out link) circled in red. The main content area shows a paragraph of Lorem Ipsum text and a link to 'localhost/wordpress/about-us'. The right sidebar contains 'Publish' settings (Status: Published, Visibility: Public, Revisions: 3, Published on: Sep 3, 2015 @ 11:34) and 'Page Attributes' (Parent: (no parent), Order: 0). A 'Move to Trash' button and an 'Update' button are also visible.

**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 for a page titled 'About Us'. The page content is a paragraph of Lorem Ipsum text. The word 'Lorem' is circled in red, indicating it is the focus of the step. The interface includes a top navigation bar with 'Edit Page' and 'Add New' buttons, a 'Publish' section with 'Preview Changes', 'Move to Trash', and 'Update' buttons, and a 'Page Attributes' section with 'Parent' and 'Order' dropdowns. The text in the main content area is: '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.' Below this, the words 'Lorem', 'Ipsum', and 'Dummy' are listed on separate lines. The 'Parent' dropdown is set to '(no parent)' and the 'Order' field is set to '0'.

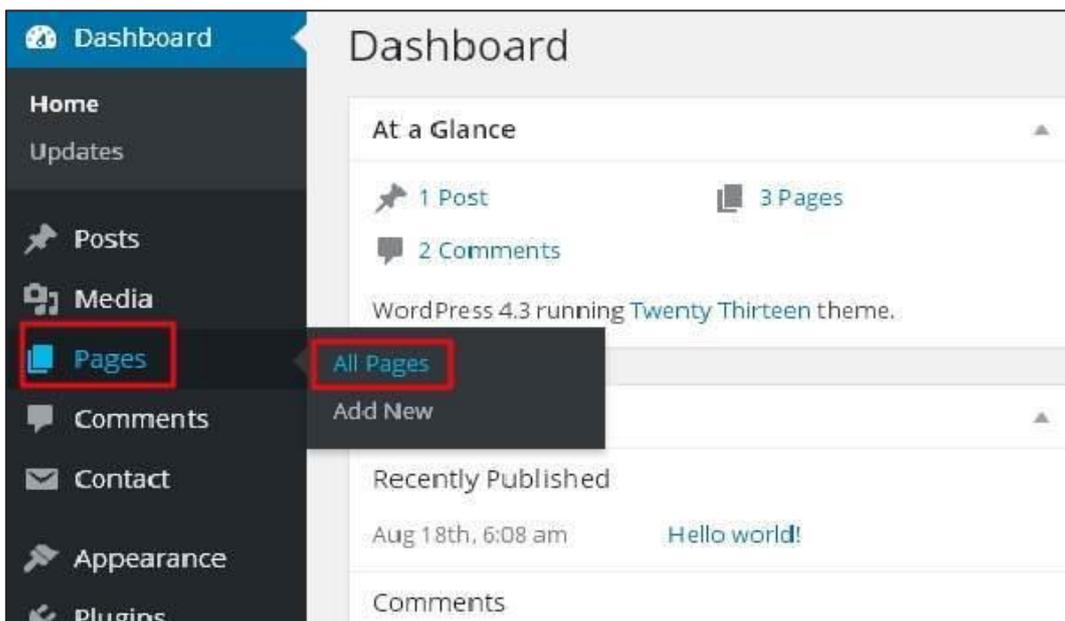
## Part 9: Comments

# 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.



**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**.



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

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

**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'. At the top, there are checkboxes for 'Revisions', 'Custom Fields', 'Discussion', 'Comments', 'Slug', 'Author', 'Page Attributes', and 'Featured Image'. Below these, the 'Screen Layout' section shows 'Number of Columns' set to 2 and 'Enable full-height editor and distraction-free functionality' checked. The main content area contains the title 'About Us', a permalink, 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 when an unknown printer took a...'. To the right, the 'Publish' section shows the status as 'Published', visibility as 'Public', and a 'Update' button. Below the main content, there are sections for 'Revisions', 'Discussion', and 'Comments'. The 'Discussion' section is highlighted with a red box and contains two checked options: 'Allow comments.' and 'Allow trackbacks and pingbacks on this page.' The 'Comments' section shows an 'Add comment' button and the text '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.

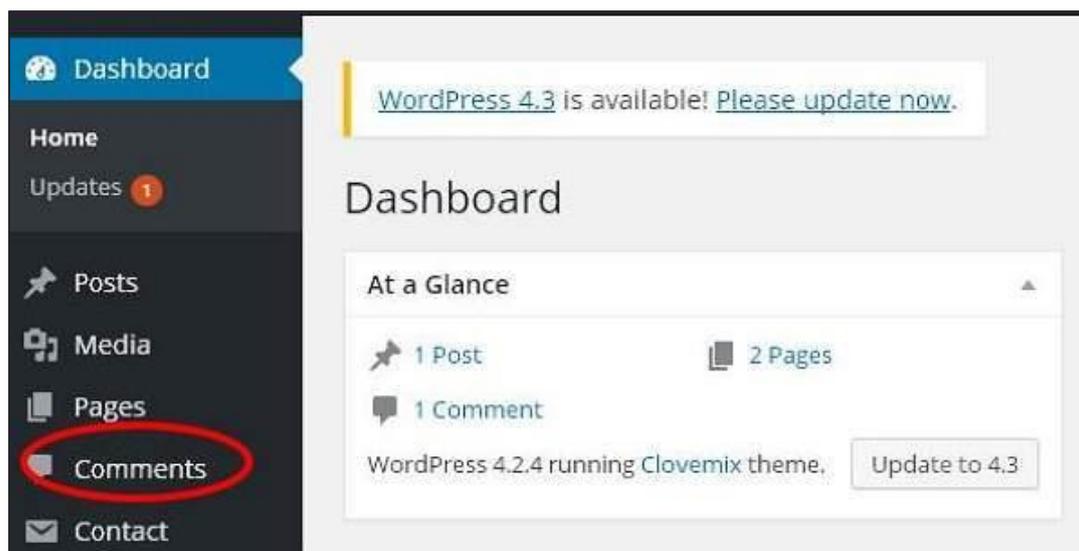
**Step (6):** Click on **Update** button after adding the comment box.

# 35. EDIT COMMENTS

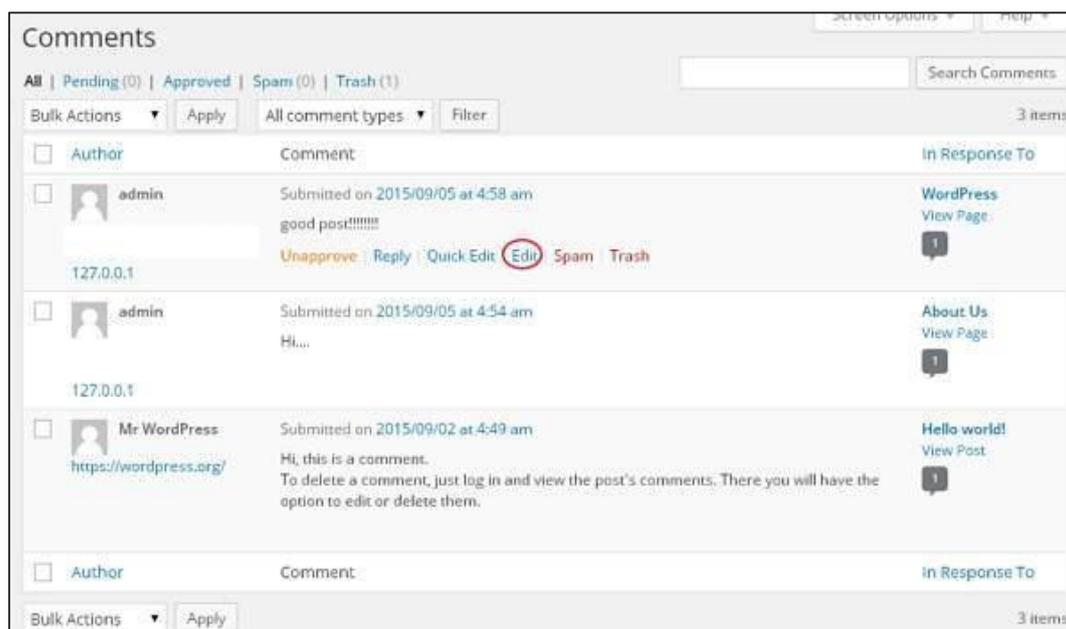
In this chapter, we will learn about how to **Edit comments** in WordPress. Editing comments can be done only by the admin.

Following are the steps to **Edit Comments** in WordPress.

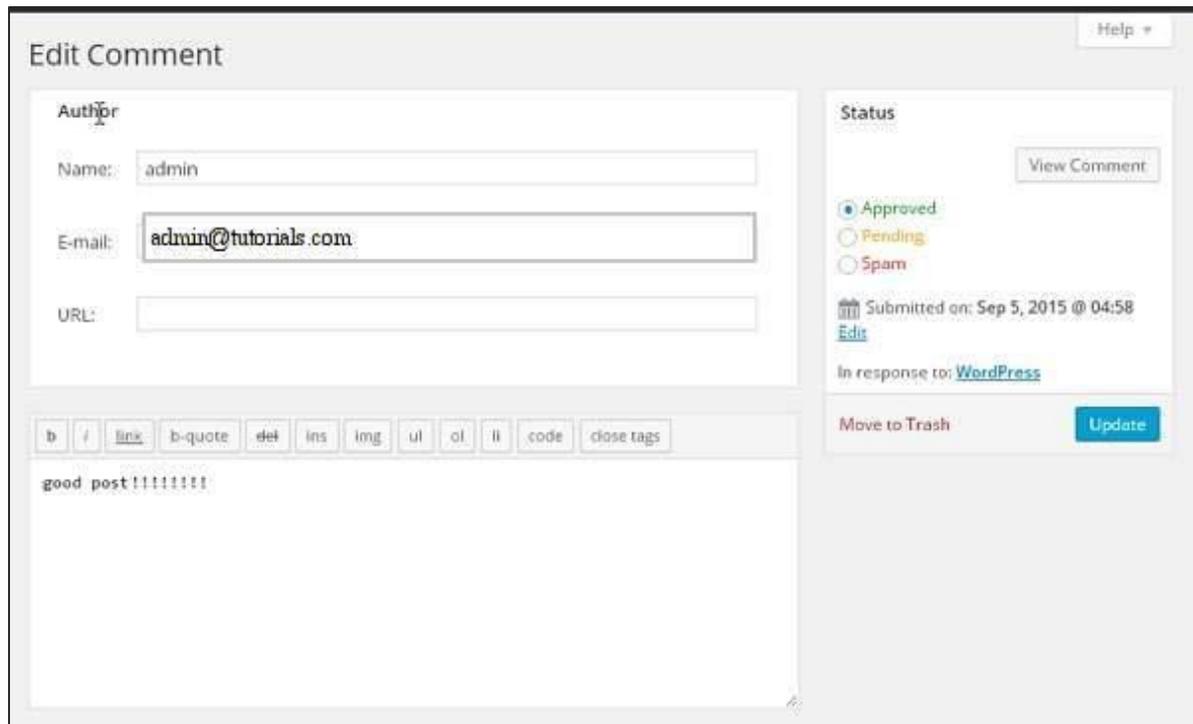
**Step (1):** Click on **Comments** in WordPress.



**Step (2):** You can view the comments list for the various pages. Select any comment, you want to edit. Click on **edit**.



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



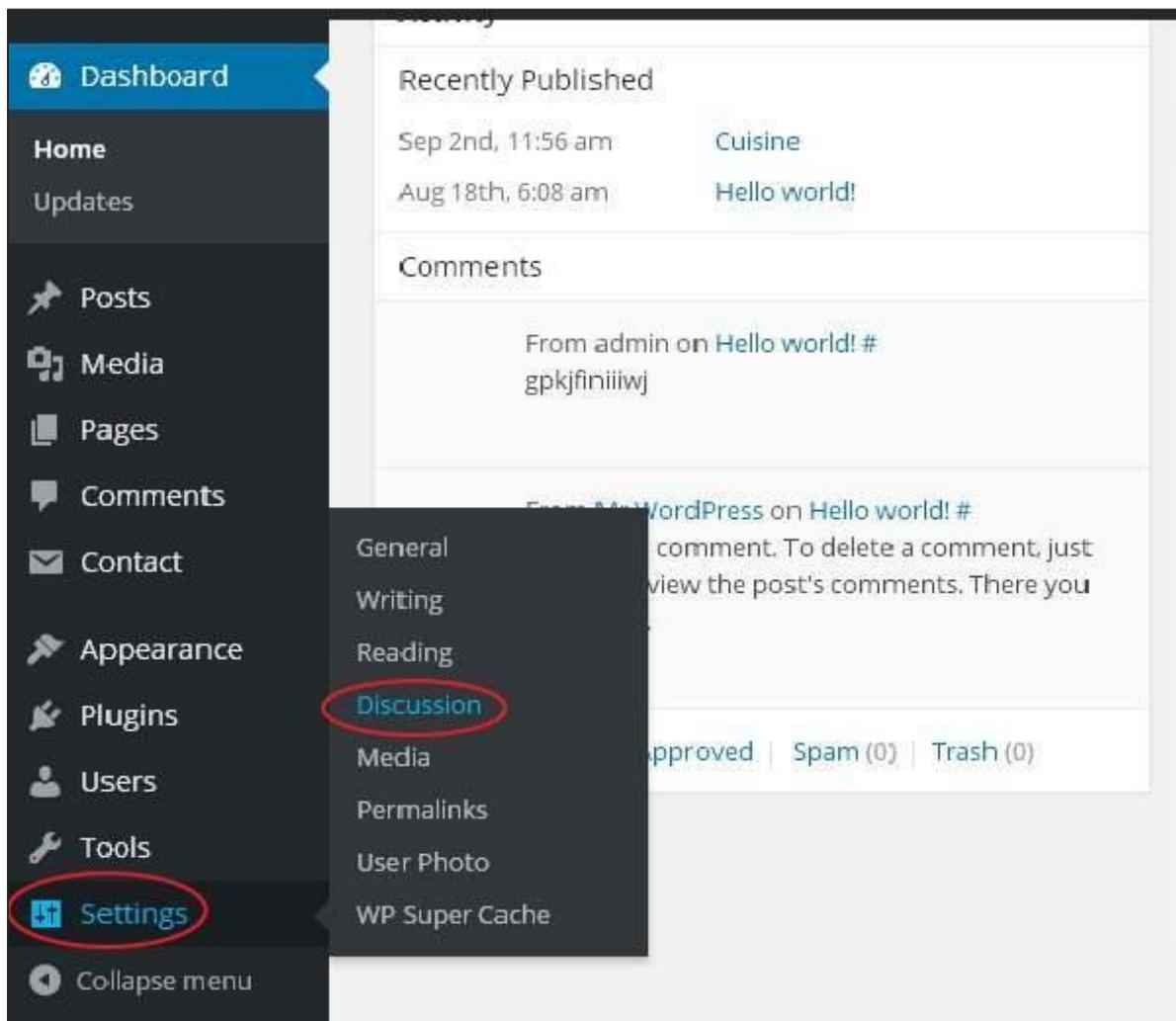
The screenshot shows the 'Edit Comment' page in WordPress. The page title is 'Edit Comment' with a 'Help' link in the top right corner. On the left, there is a form for author information with fields for 'Name' (containing 'admin'), 'E-mail' (containing 'admin@tutorials.com'), and 'URL'. Below this is a rich text editor with a toolbar containing buttons for bold, italic, link, quote, delete, insert, image, list, ordered list, code, and close tags. The comment text area contains 'good post!!!!!!!!!!'. On the right side, there is a 'Status' section with radio buttons for 'Approved' (selected), 'Pending', and 'Spam', and a 'View Comment' button. Below the status is the submission date 'Submitted on: Sep 5, 2015 @ 04:58' and an 'Edit' link. At the bottom right, there is a 'Move to Trash' link and a blue 'Update' button.

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.

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

## 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
- Enable threaded (nested) comments: 5 levels deep
- Break comments into pages with 50 top level comments per page and the last page displayed by default

Comments should be displayed with the older comments at the top of each page.

**E-mail me whenever**

- Anyone posts a comment
- A comment is held for moderation

**Before a comment appears**

- Comment must be manually approved
- Comment author must have a previously approved comment

**Comment Moderation**

Hold a comment in the queue if it contains 2 or more links. (A common characteristic of comment spam is a large number of hyperlinks.)

When a comment contains any of these words in its content, name, URL, e-mail, or IP, it will be held in the [moderation queue](#). One word or IP per line. It will match inside words, so "press" will match "WordPress".

**Comment Blacklist**

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

**Avatars**

An avatar is an image that follows you from weblog to weblog appearing beside your name when you comment on avatar enabled sites. Here you can enable 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 above
- R — Intended for adult audiences above 17
- X — Even more mature than above

**Default Avatar**

For users without a custom avatar of their own, you can either display a generic logo or a generated one based on their e-mail address.

- Mystery Person
- Blank
- Gravatar Logo
- Identicon (Generated)
- Wavatar (Generated)
- MonsterID (Generated)
- Retro (Generated)

[Save Changes](#)

Thank you for creating with WordPress. 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**.

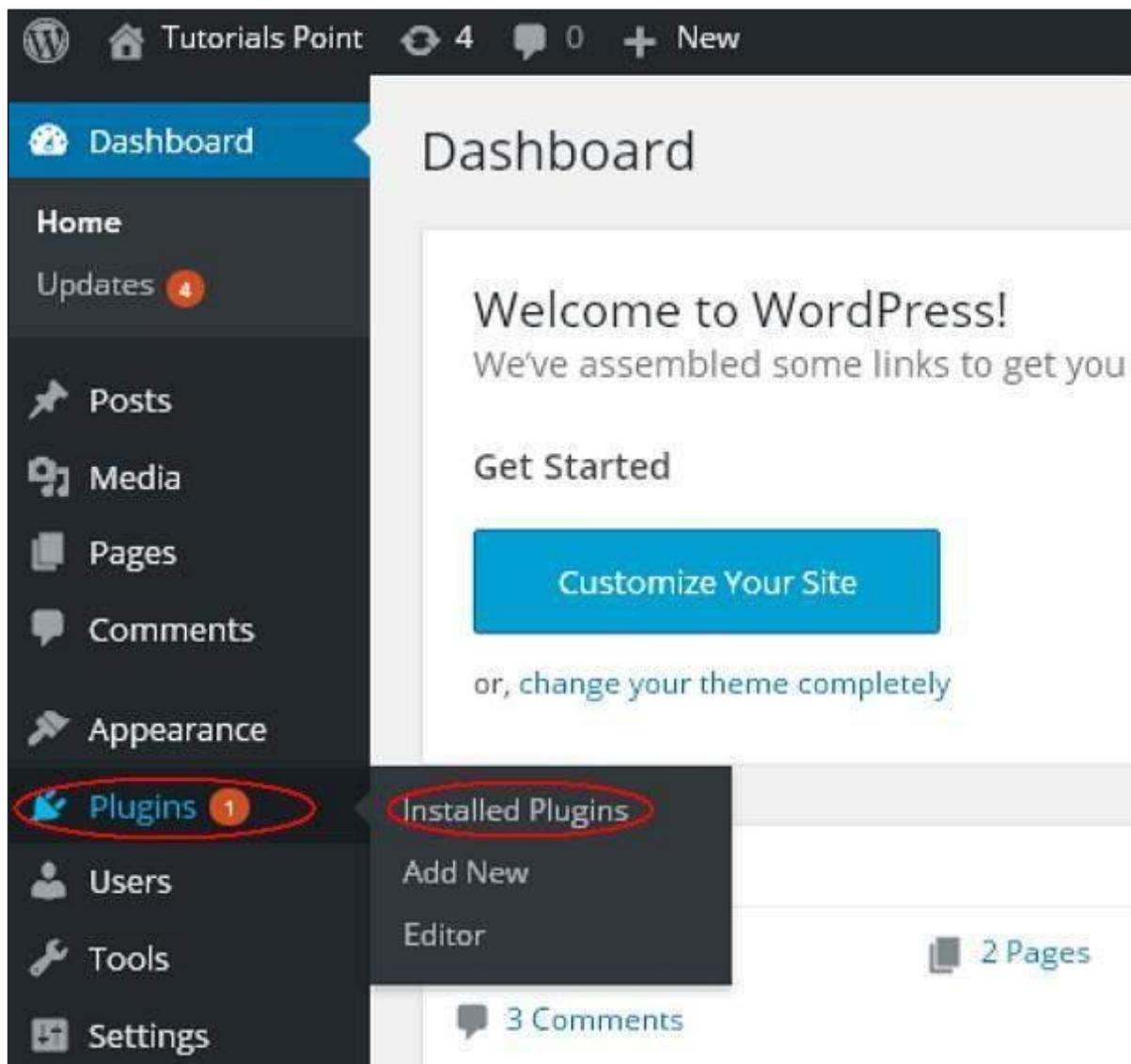
## Part 10: Plugins

# 37. VIEW PLUGINS

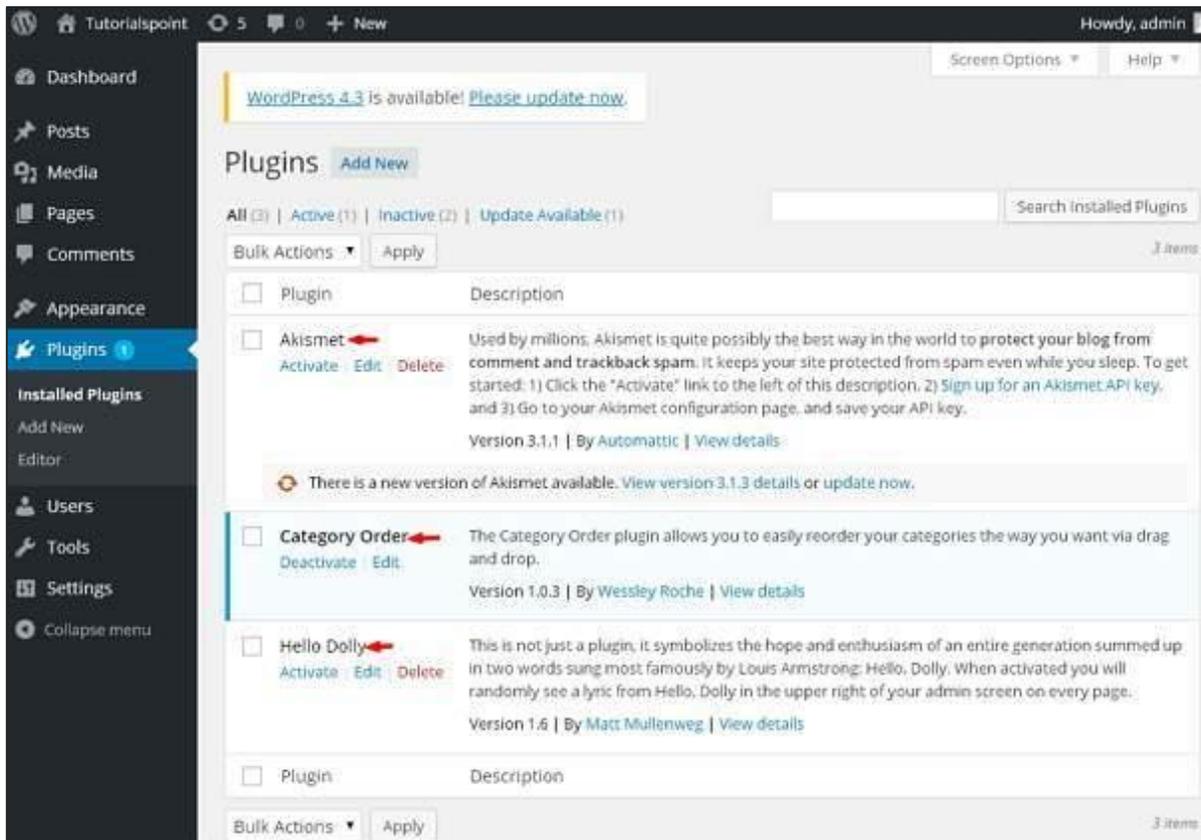
In this chapter, we will study how to **View Plugins** in WordPress. It helps you to enable and disable WordPress Plugins. This adds the unique features to an existing web site. Plugins extend and enlarge the functionality of WordPress.

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.



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:

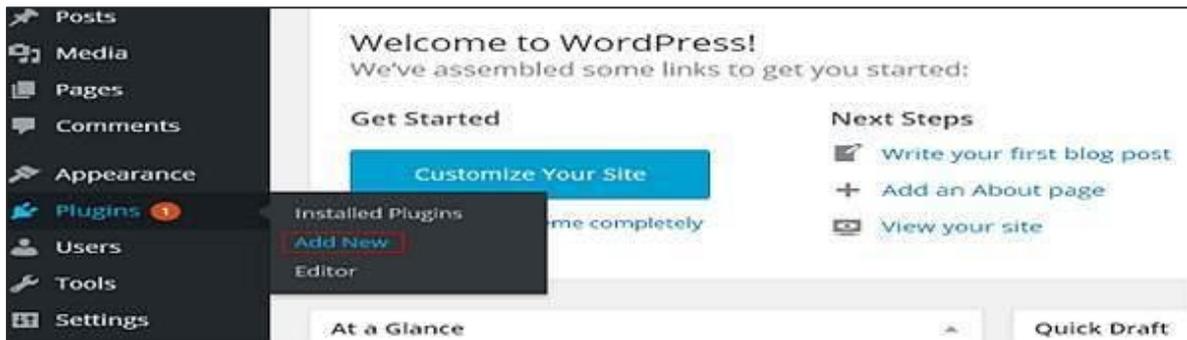
- **Active:** Shows the active plugins on the website.
- **Inactive:** Shows the installed but inactive plugins on the website.
- **Update Available:** Shows, if a new version is available or asks to update now.

# 38. INSTALL PLUGINS

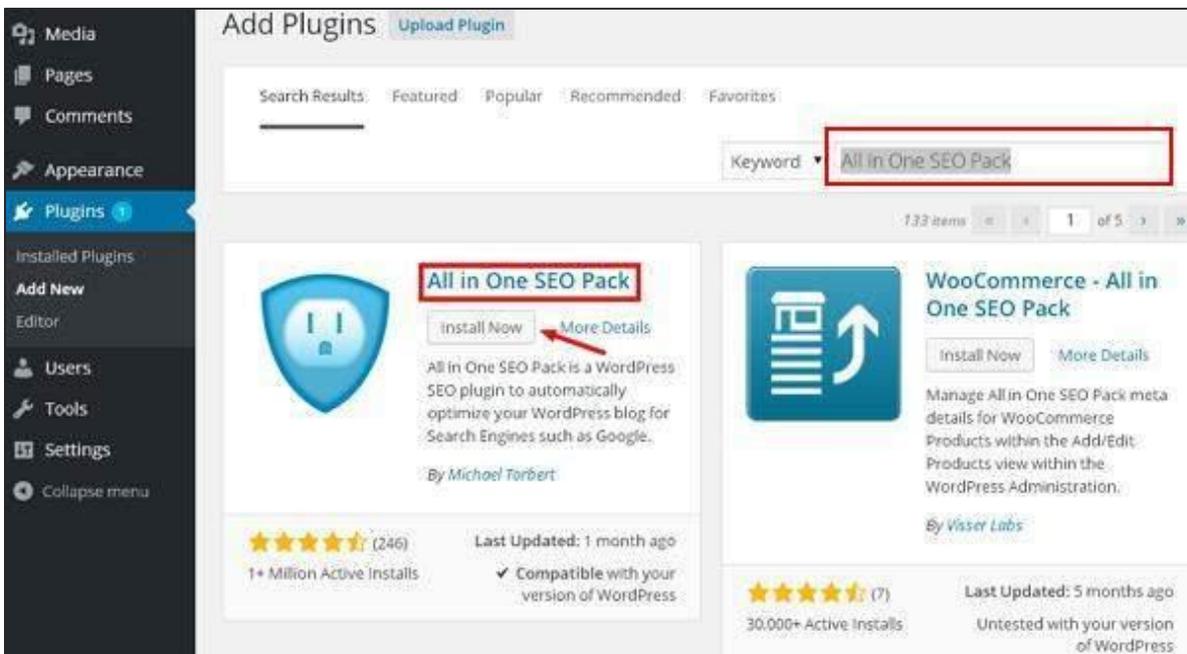
In this chapter, we will study how to **install plugins** in WordPress. It is really easy to install plugins. All the plugins are free to download; the only condition is that a plugin must be in the WordPress directory.

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.



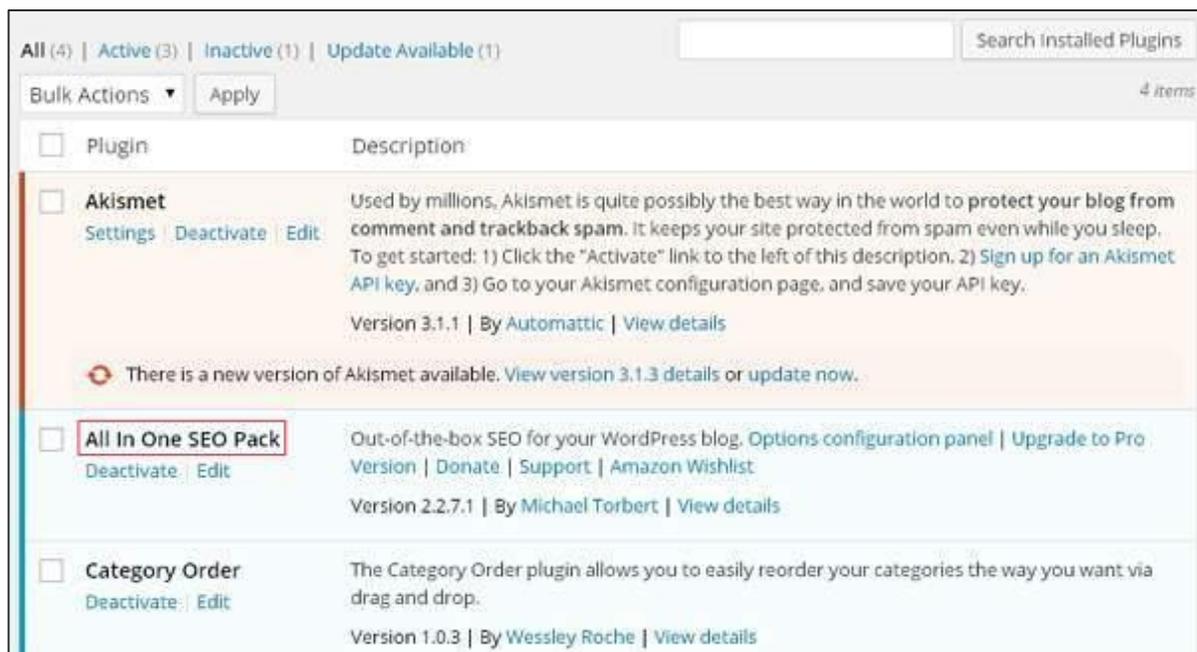
Select the required plugin you want to use. Here, we have searched **All in one SEO Pack** plugin, which happens to be the first plugin as shown in the preceding screen. Click on **install now** button to install the plugin on your website.

**Step (3):** The plugins automatically start downloading and installing.



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.



# 39. CUSTOMIZE PLUGINS

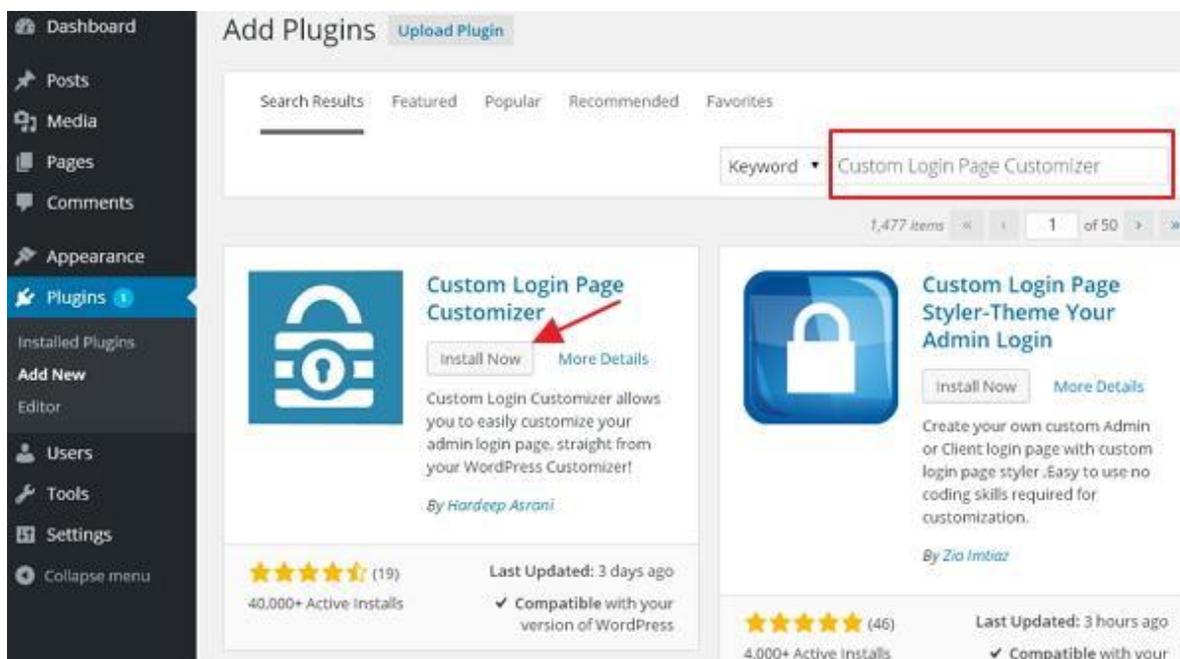
In this chapter, we will study how to **Customize Plugins** in WordPress without writing any HTML or CSS. It's usually a large addition for multi-user sites. . This new method allows you to **customize** your login page by using the WordPress theme customizer (no coding skills required).

Following are the simple steps to Customize Plugins in WordPress.

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



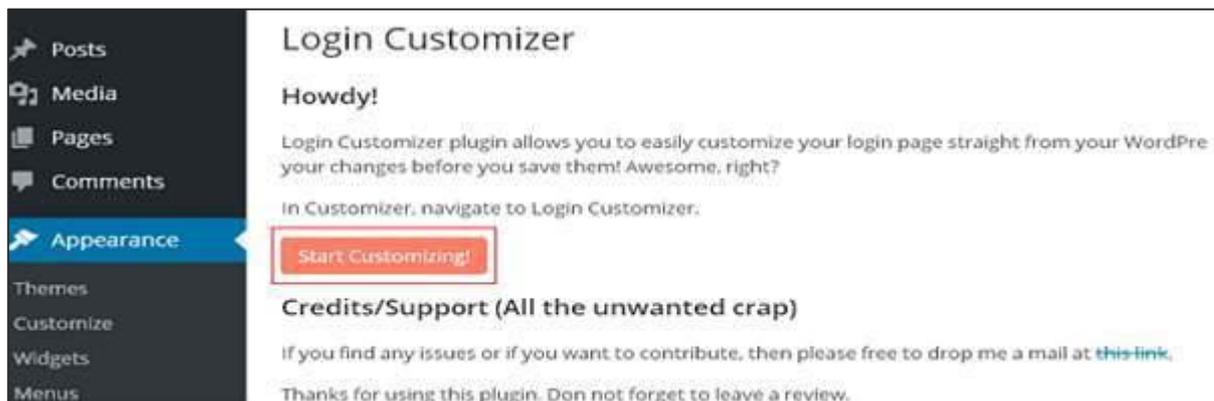
**Step (2):** Install and activate the **Custom Login Page Customizer** Plugin.



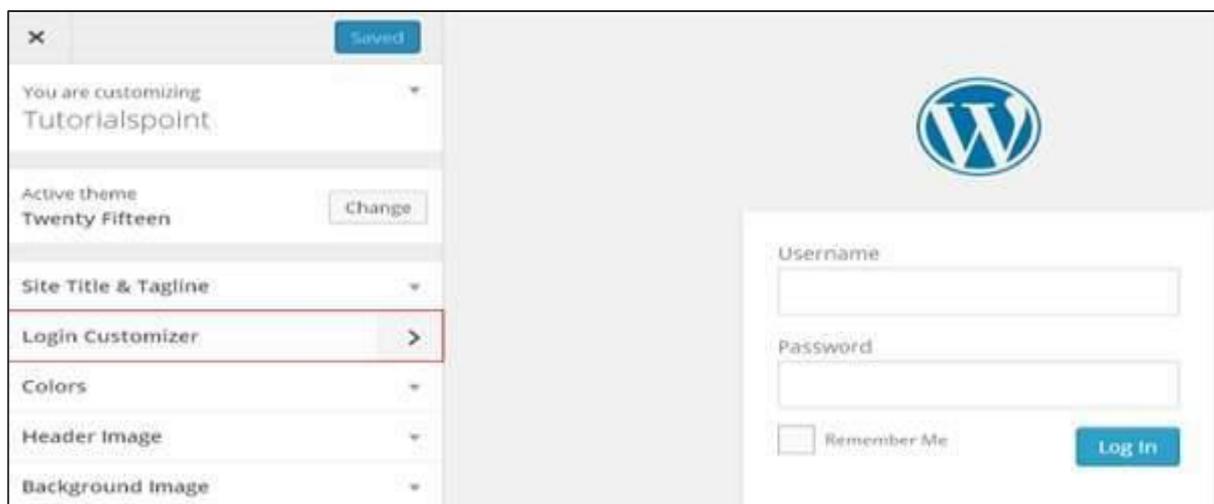
**Step (3):** Click on **Appearance -> Login Customize** section.



**Step (4):** Click on **Start Customizing** button to proceed further.

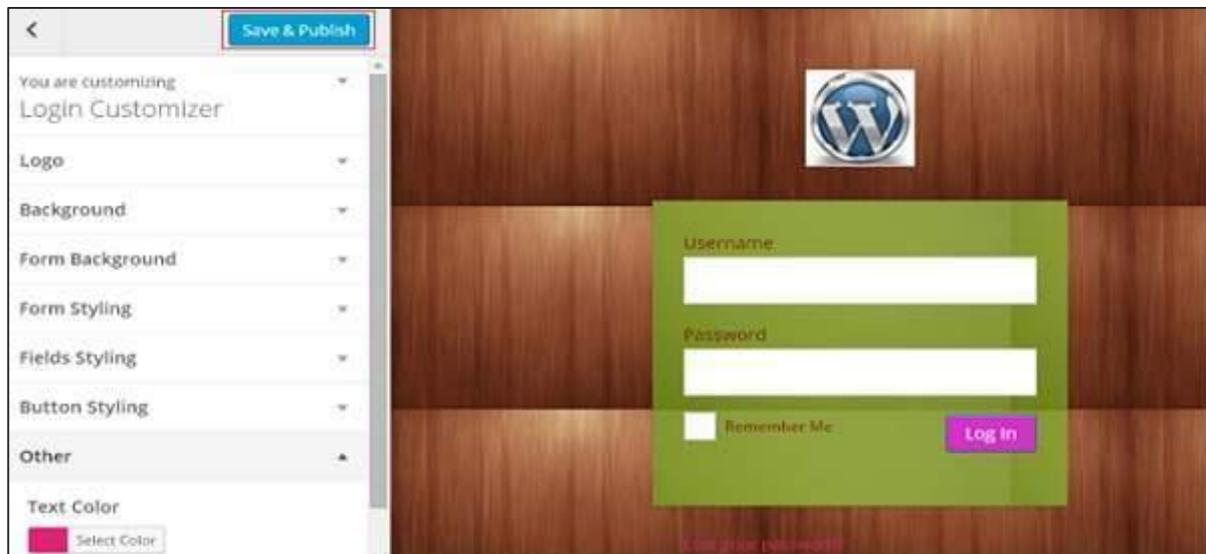


**Step (5):** It will launch the built-in WordPress theme **customizer**. You can customize the theme and make it look the way you want.



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:

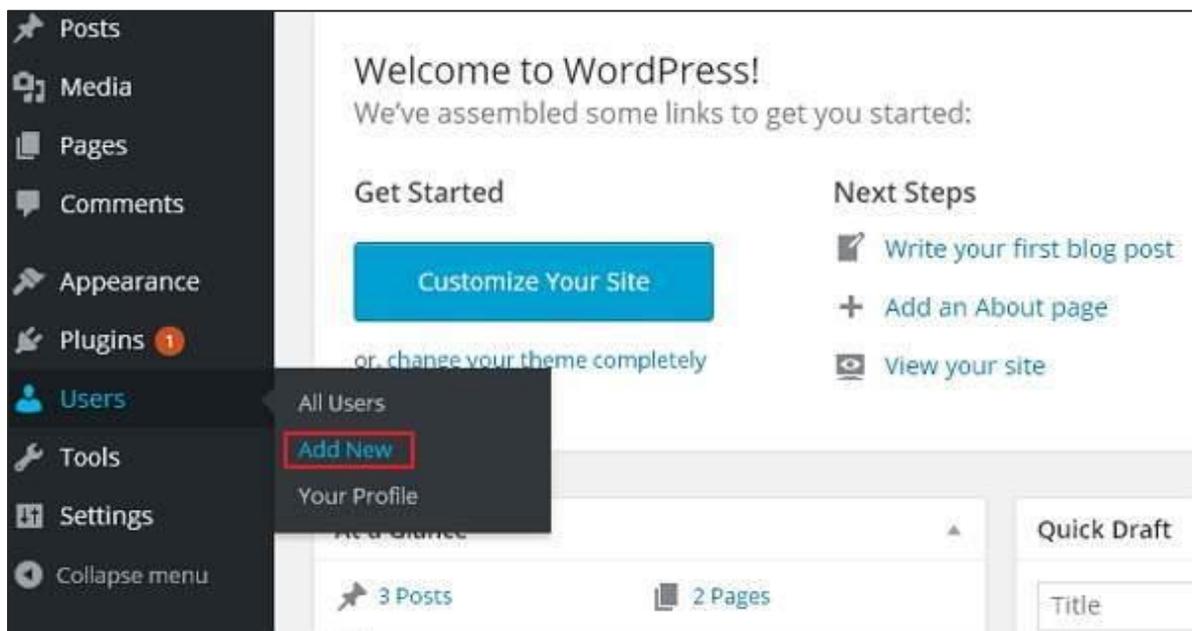
- **Administrator:** The Administrator has all the rights. An Admin can do anything and everything on the WordPress site such as creating more admins, inviting more users and also removing them.
- **Editor:** The Editor has access to all the posts, pages, comments, categories, tags, and links. They can 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 displays the 'Add New User' interface in WordPress. The left sidebar is dark with white text for navigation. The main area is light gray. The form includes the following fields and options:

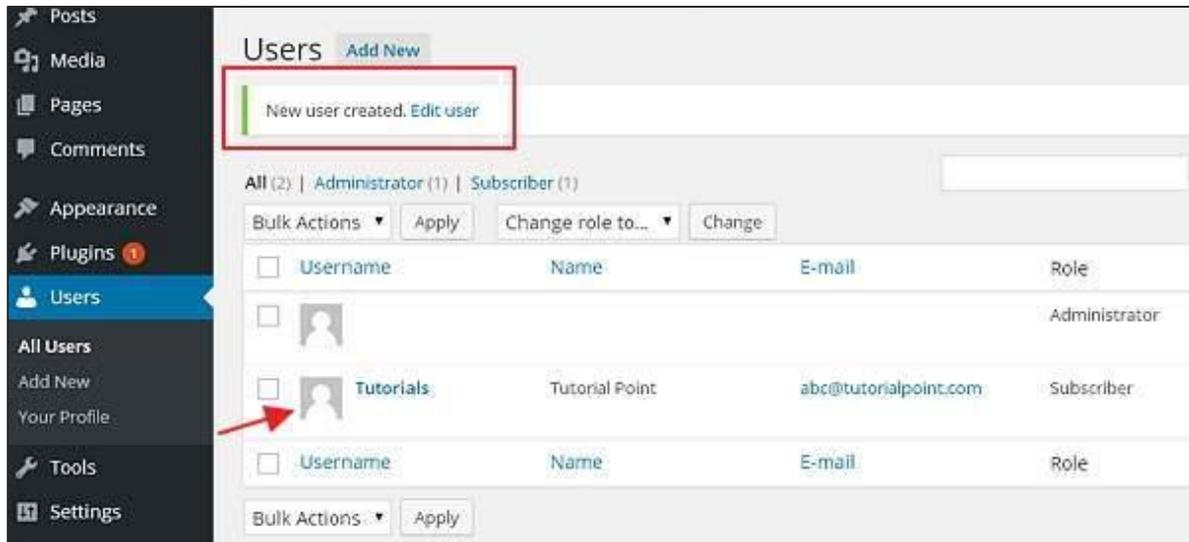
- Username (required):** Tutorialist
- E-mail (required):** abc@tutorialpoint.com
- First Name:** Tutorial
- Last Name:** Point
- Website:** http://www.tutorialspoint.com/
- Password (required):** [masked]
- Repeat Password (required):** [masked]
- Password Strength:** Strong (highlighted in green)
- Hint:** The password should be at least seven characters long. To make it stronger, use upper and lower case letters, numbers, and symbols like ! \* ? \$ % ^ & .
- Send Password?:**  Send this password to the new user by email.
- Role:** Subscriber (dropdown menu)
- Submit Button:** Add New User (highlighted with a red box)

- **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 displays the WordPress 'Users' management interface. A notification box at the top states 'New user created. Edit user'. Below this, the user list is shown with columns for Username, Name, E-mail, and Role. The user 'Tutorials' is highlighted with a red arrow. The interface includes a sidebar with navigation options like Posts, Media, Pages, Comments, Appearance, Plugins, Users, All Users, Add New, Your Profile, Tools, and Settings. The main content area has a search bar and bulk action controls.

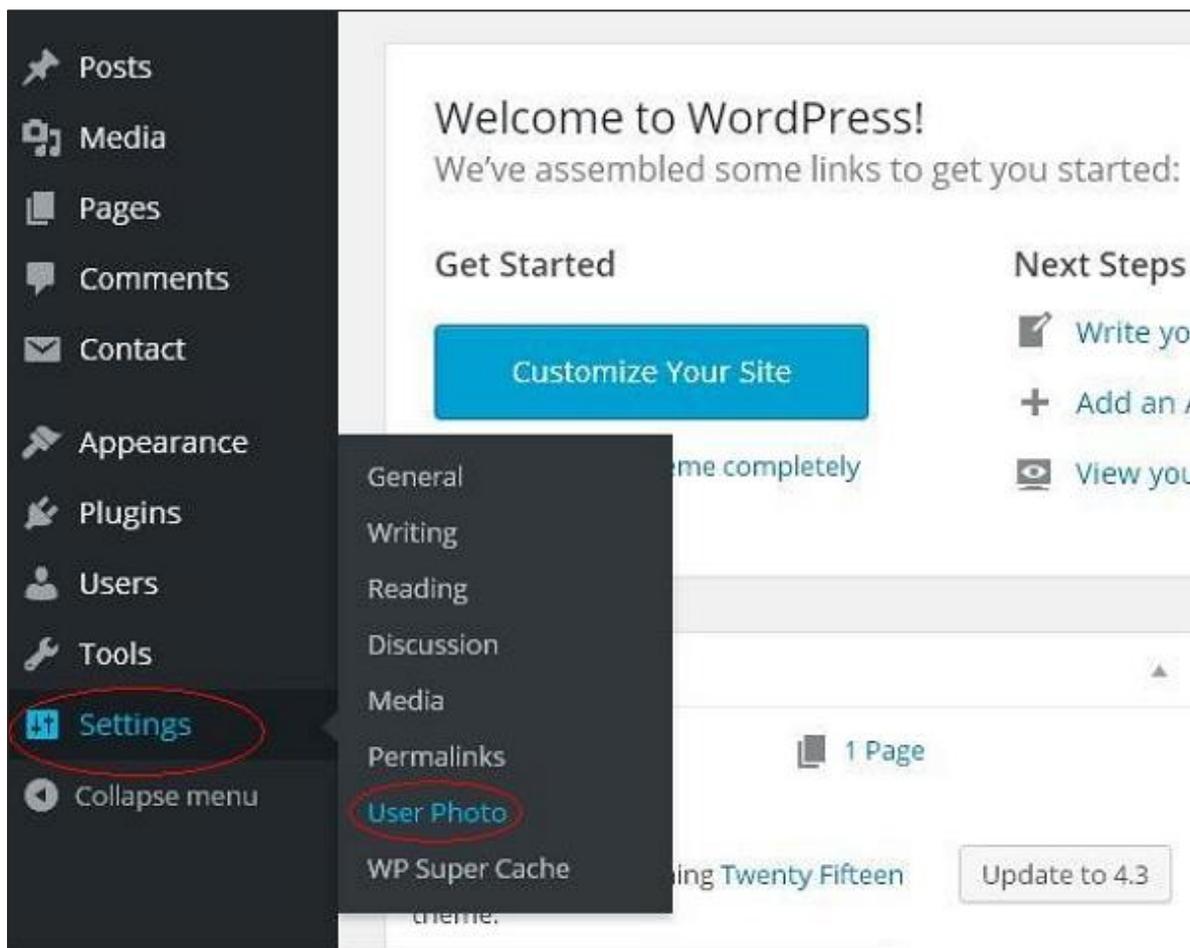
Username	Name	E-mail	Role
<input type="checkbox"/>			Administrator
<input type="checkbox"/>	Tutorials	abc@tutorialpoint.com	Subscriber
Username	Name	E-mail	Role

# 42. USER PHOTO

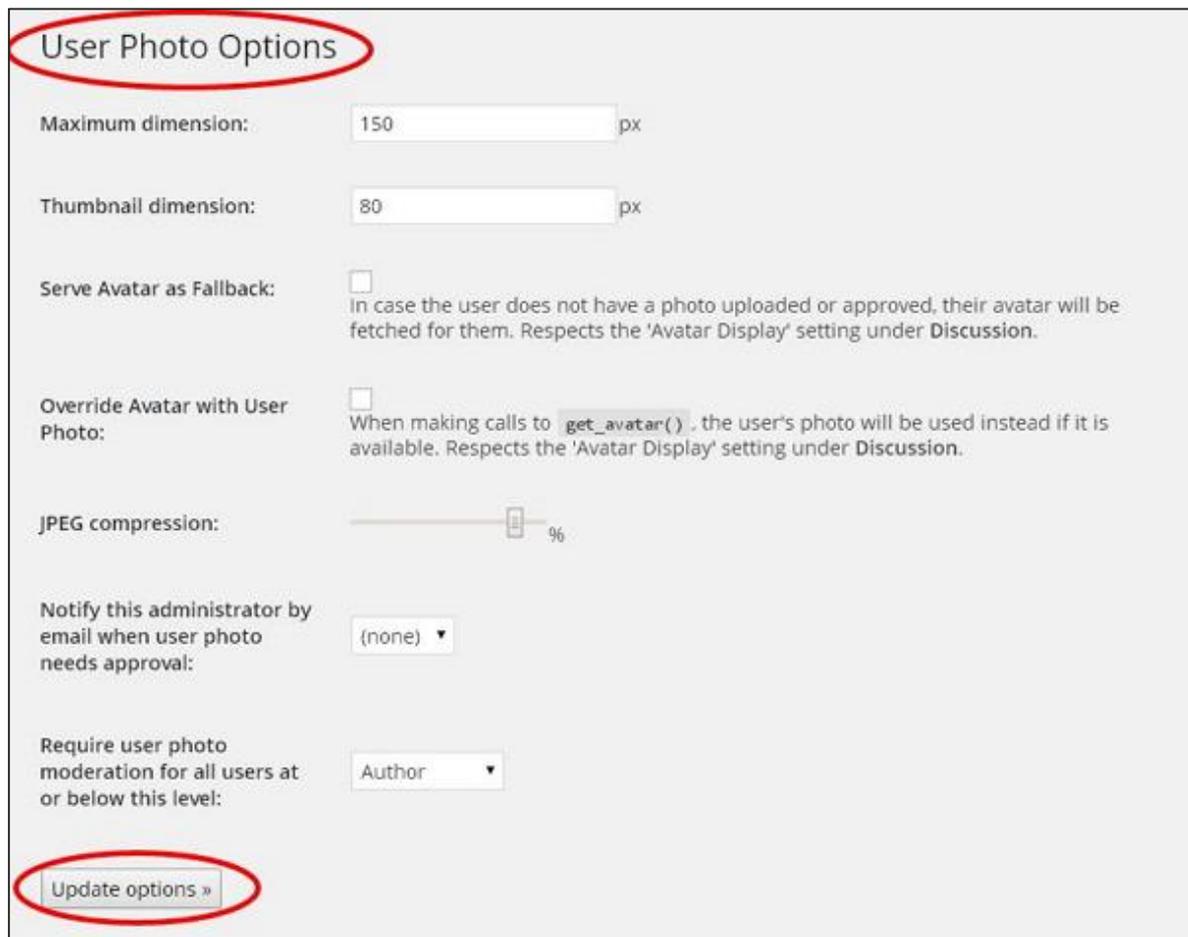
In this chapter, we will study about **User Photo** in WordPress. To add user photo in WordPress, you must install plugin **User Photo** from WordPress plugins. It helps you add a photo of your own to your WordPress profile.

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

Default  Light  Blue  Coffee

Ectoplasm  Midnight  Ocean  Sunrise

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

Toolbar  Show Toolbar when viewing site

### Name

Username  Username 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 ! \* ? \$ % ^ & .

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.

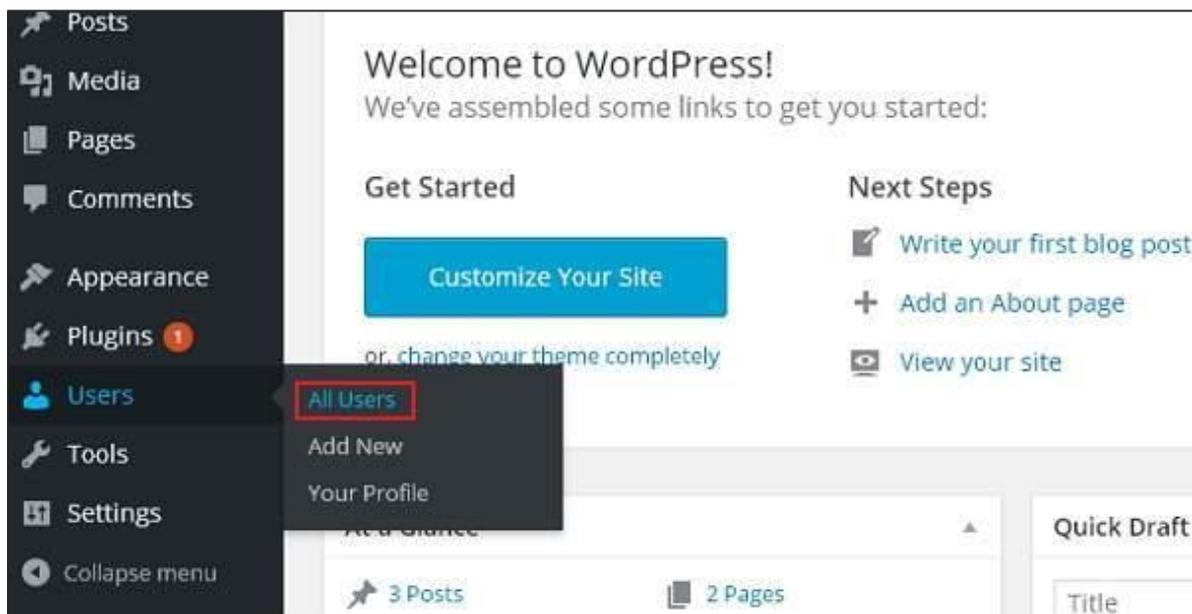
Your Photo  (max upload size 32M)

# 43. EDIT USERS

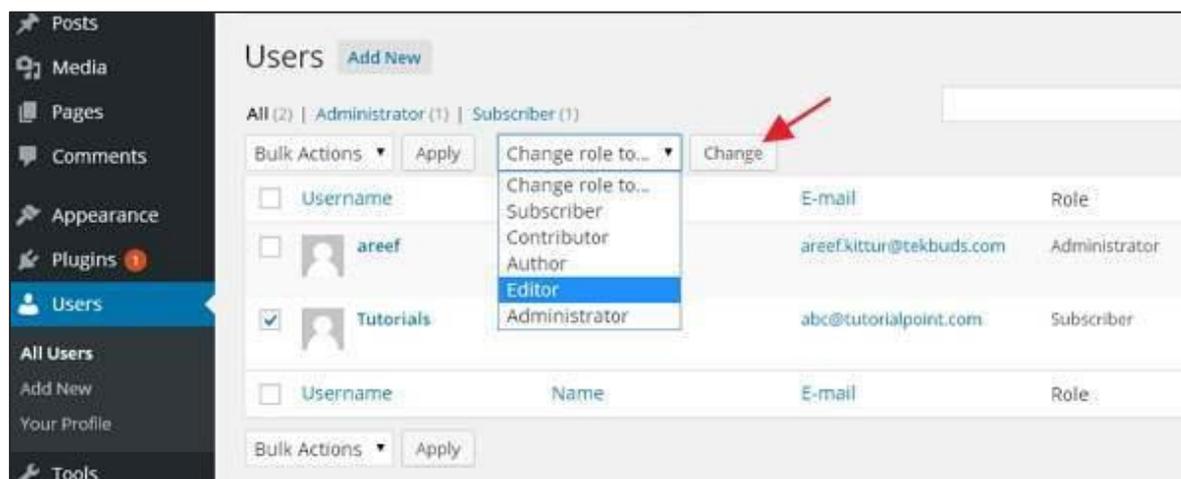
In this chapter, we will study how to **Edit Users** in WordPress.

Following are the simple steps to Edit Users in WordPress.

**Step (1):** Click on **Users --> All Users**.



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



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 Users management interface. On the left is a sidebar with navigation options: Posts, Media, Pages, Comments, Appearance, Plugins, Users (selected), All Users, Add New, Your Profile, and Tools. The main area is titled 'Users' and includes an 'Add New' button. Below the title, there are filters for 'All (2)', 'Administrator (1)', and 'Subscriber (1)'. A toolbar contains 'Bulk Actions', 'Apply', 'Change role to...', and 'Change'. A table lists users with columns for Username, Name, E-mail, and Role. The user 'Tutorial Point' is selected, and the 'Edit' button is highlighted with a red arrow. Below the table, there are 'Bulk Actions' and 'Apply' buttons.

Username	Name	E-mail	Role
<input type="checkbox"/>	areef	areefkittur@tekbuđs.com	Administrator
<input checked="" type="checkbox"/>	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**

Default  Light  Blue  Coffee

Ectoplasm  Midnight  Ocean  Sunrise

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

**Toolbar**  Show Toolbar when viewing site

### Name

**Username**  Username cannot be changed.

**Role**

**First Name**

**Last Name**

**Nickname (required)**

**Display name publicly as**

### Contact Info

**E-mail (required)**

**Website**

### About the user

**Biographical Info**

Share a little biographical information to fill out your profile. This may be shown publicly.

### Account Management

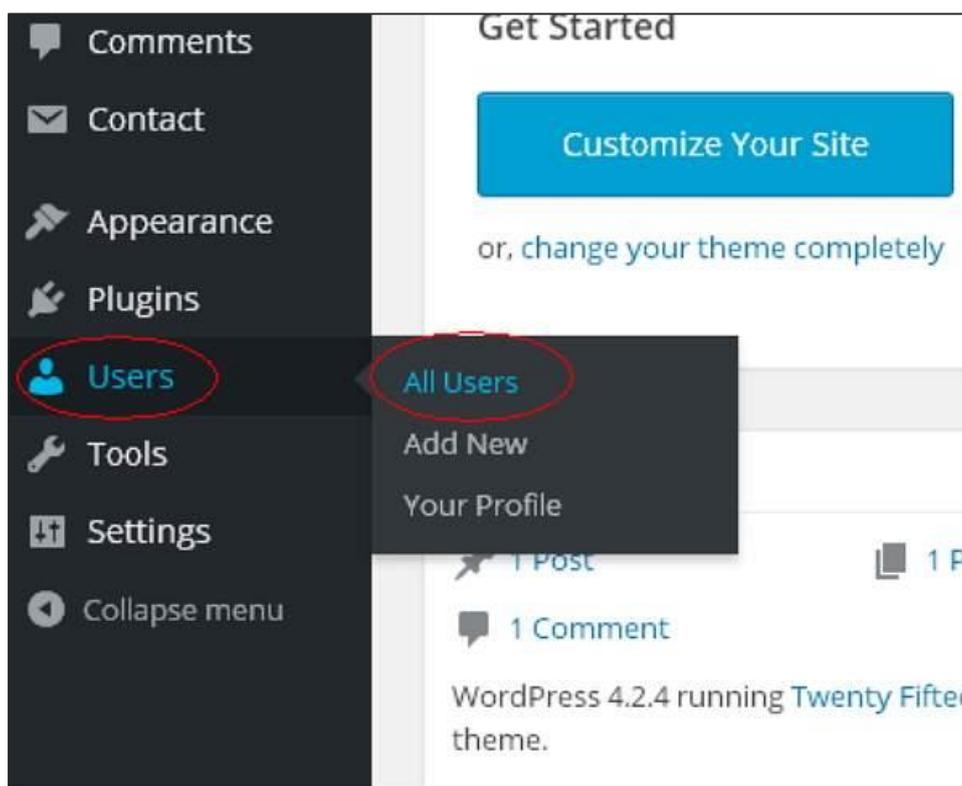
**New Password**

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

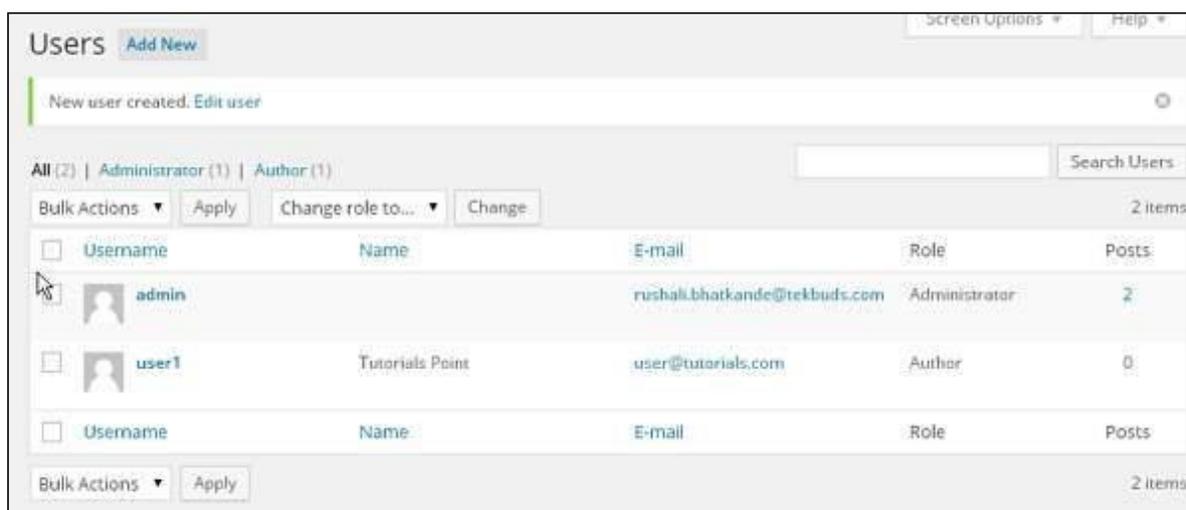
# 44. DELETE USERS

In this chapter, we will learn how to delete users in WordPress. Following are the steps to Delete Users.

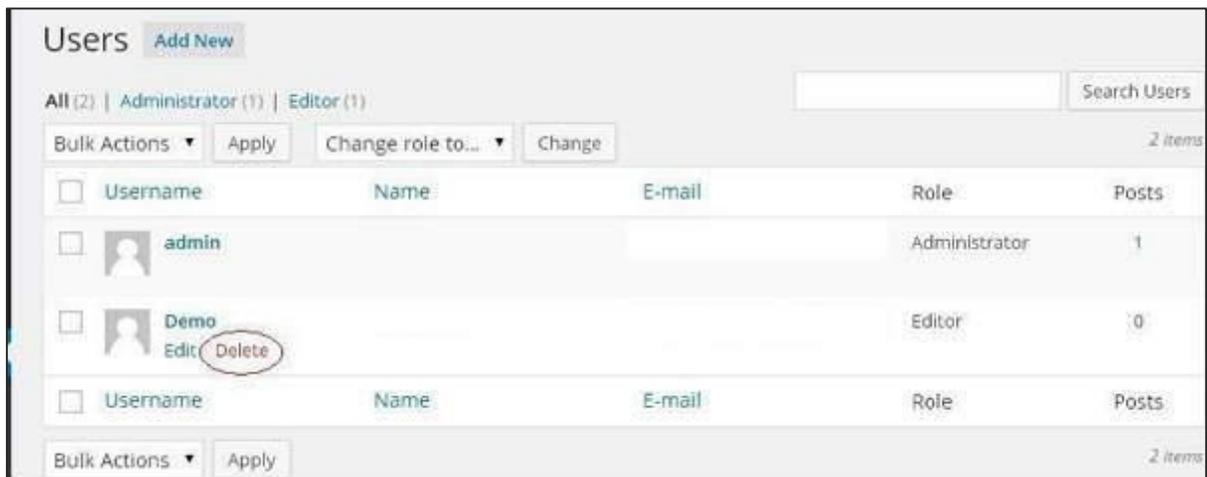
**Step (1):** Click on **Users -> All Users**.



**Step (2):** List of Users gets displayed as shown in the following screen.



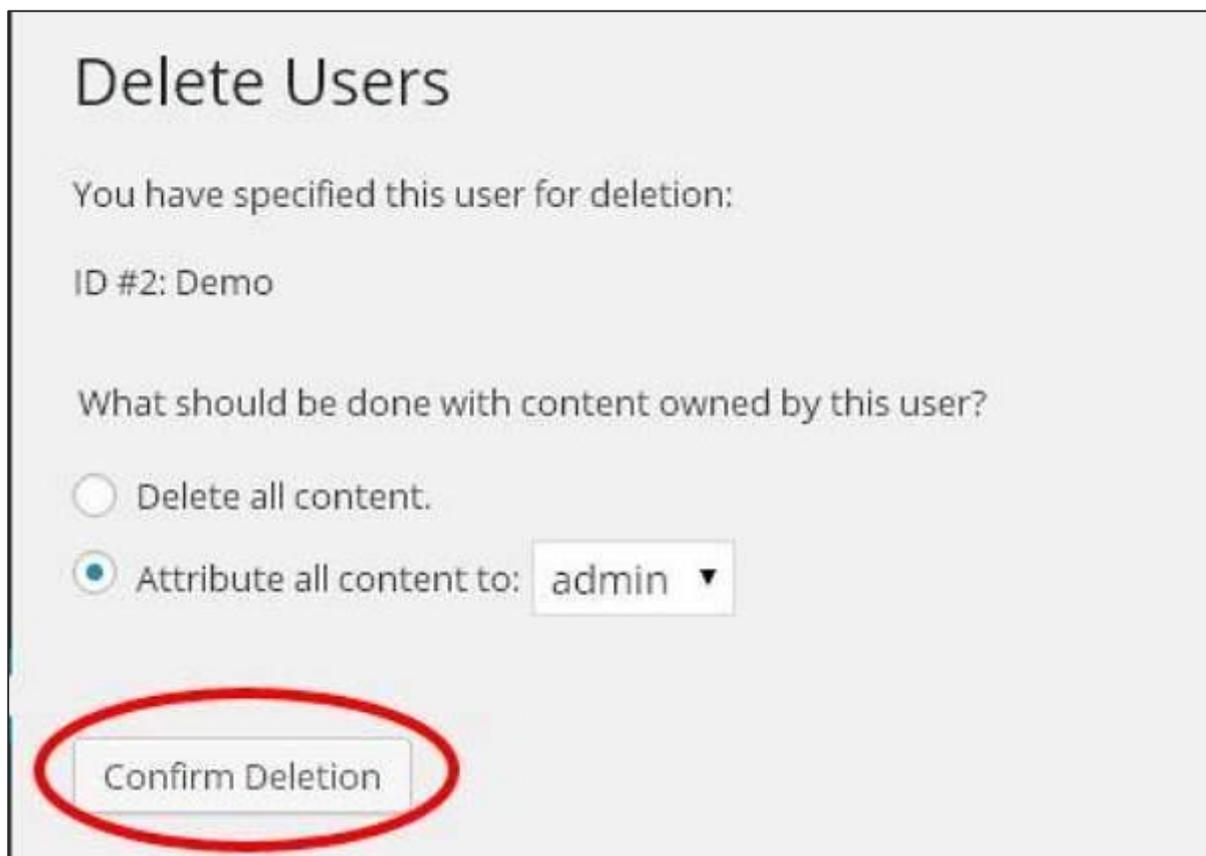
**Step (3):** Select the one you want to delete. And click on **Delete**.



The screenshot shows the WordPress 'Users' management interface. At the top, there are filters for 'All (2)', 'Administrator (1)', and 'Editor (1)'. Below the filters, there are bulk action buttons: 'Bulk Actions', 'Apply', 'Change role to...', and 'Change'. A search bar is also present. The main content is a table with columns: 'Username', 'Name', 'E-mail', 'Role', and 'Posts'. Two users are listed: 'admin' (Administrator, 1 post) and 'Demo' (Editor, 0 posts). The 'Demo' user's 'Delete' button is circled in red.

<input type="checkbox"/>	Username	Name	E-mail	Role	Posts
<input type="checkbox"/>	admin			Administrator	1
<input type="checkbox"/>	Demo			Editor	0

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

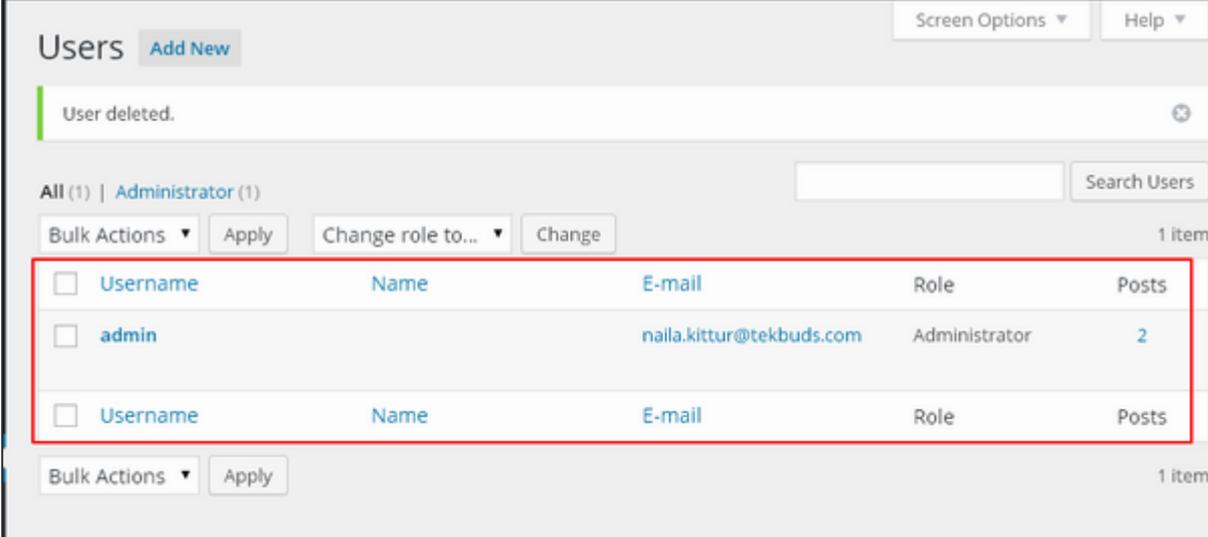


The screenshot shows the 'Delete Users' confirmation page. The title is 'Delete Users'. Below the title, it says 'You have specified this user for deletion:'. Underneath, it shows 'ID #2: Demo'. The question is 'What should be done with content owned by this user?'. There are two radio button options: 'Delete all content.' and 'Attribute all content to: admin'. The 'Attribute all content to: admin' option is selected. At the bottom, there is a 'Confirm Deletion' button, which is circled in red.

**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 displays the WordPress 'Users' management interface. At the top, there is a 'Users' header with an 'Add New' button and 'Screen Options' and 'Help' dropdown menus. A notification bar at the top left shows 'User deleted.' with a close button. Below the notification, there is a filter section showing 'All (1) | Administrator (1)' and a search bar labeled 'Search Users'. The main area contains a table of users with the following columns: Username, Name, E-mail, Role, and Posts. The user 'admin' is highlighted in a red box. The table has a 'Bulk Actions' dropdown and an 'Apply' button at the bottom left. The text '1 item' is visible at the bottom right of the table area.

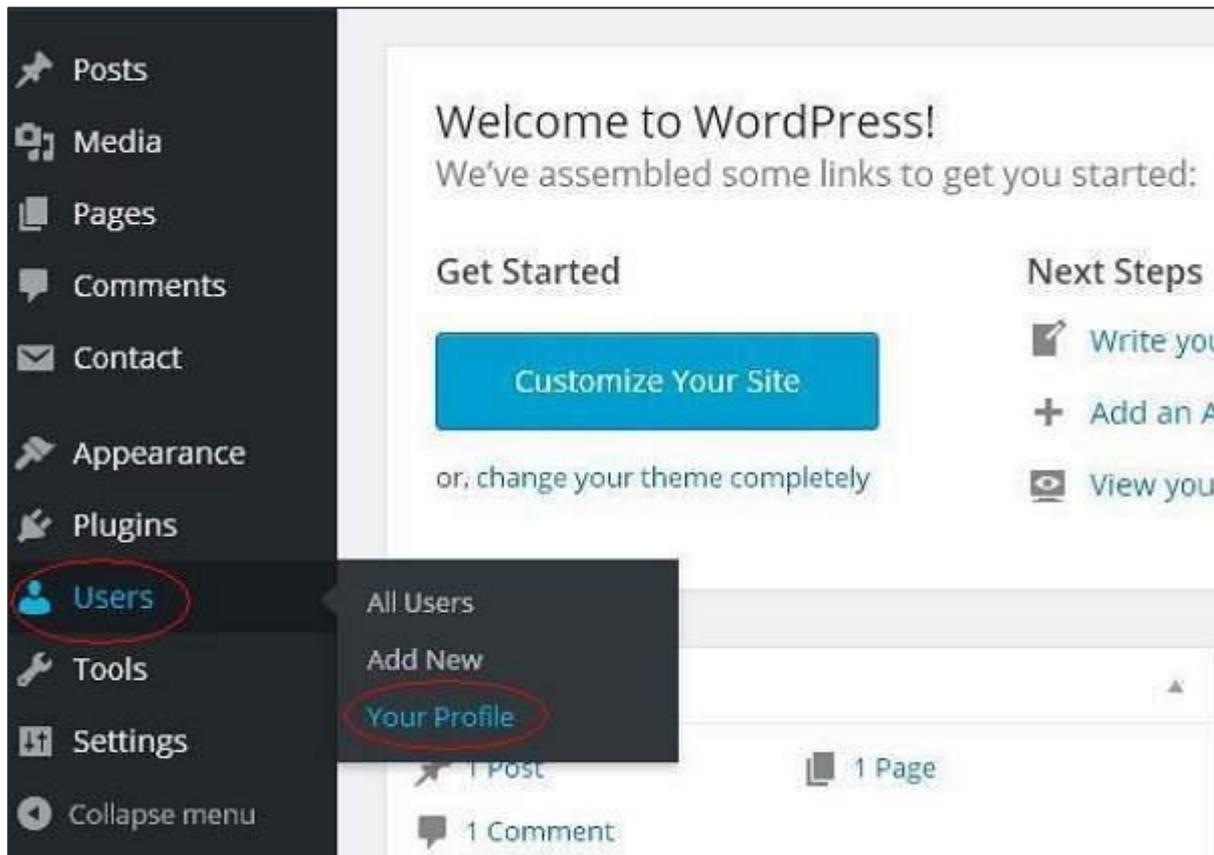
<input type="checkbox"/>	Username	Name	E-mail	Role	Posts
<input type="checkbox"/>	admin		naila.kittur@tekbuds.com	Administrator	2
<input type="checkbox"/>	Username	Name	E-mail	Role	Posts

# 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

Default  Light  Blue  Coffee

Ectoplasm  Midnight  Ocean  Sunrise

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

Toolbar  Show Toolbar when viewing site

### Name

Username  Username 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

Upload image file:  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**.

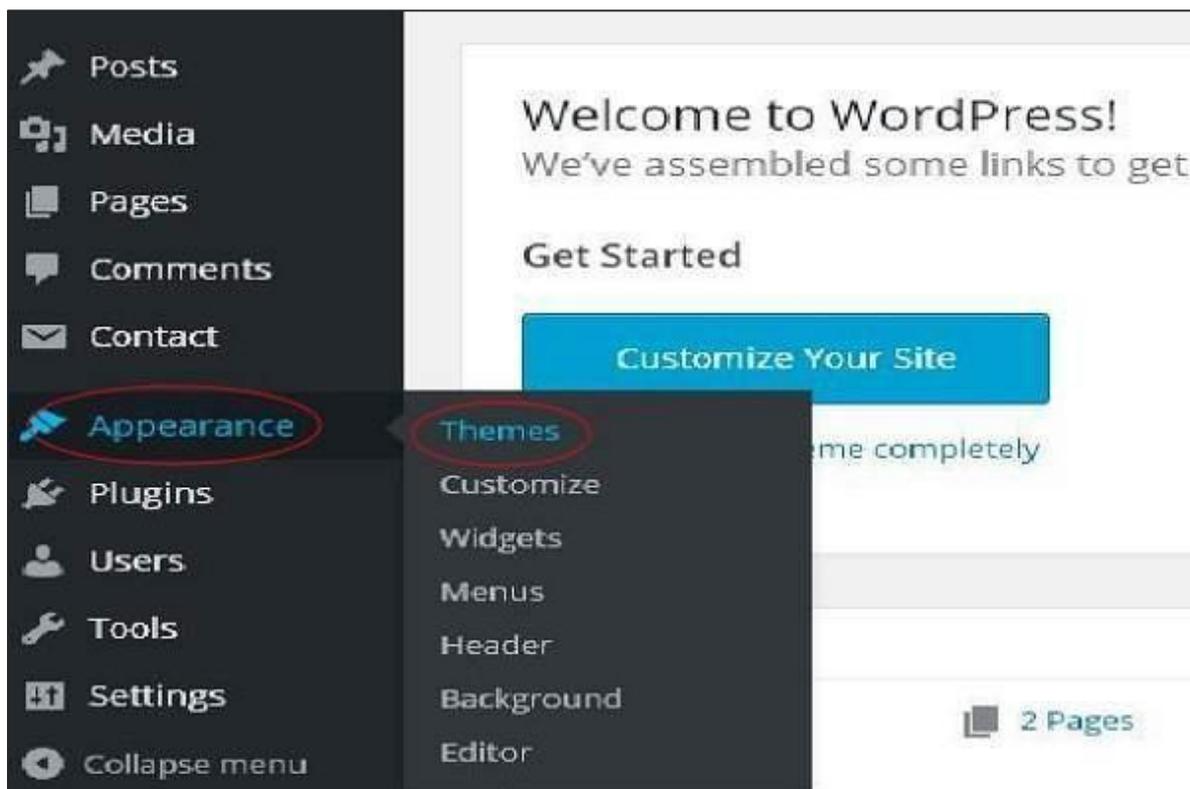
## Part 12: Appearance

# 46. THEME MANAGEMENT

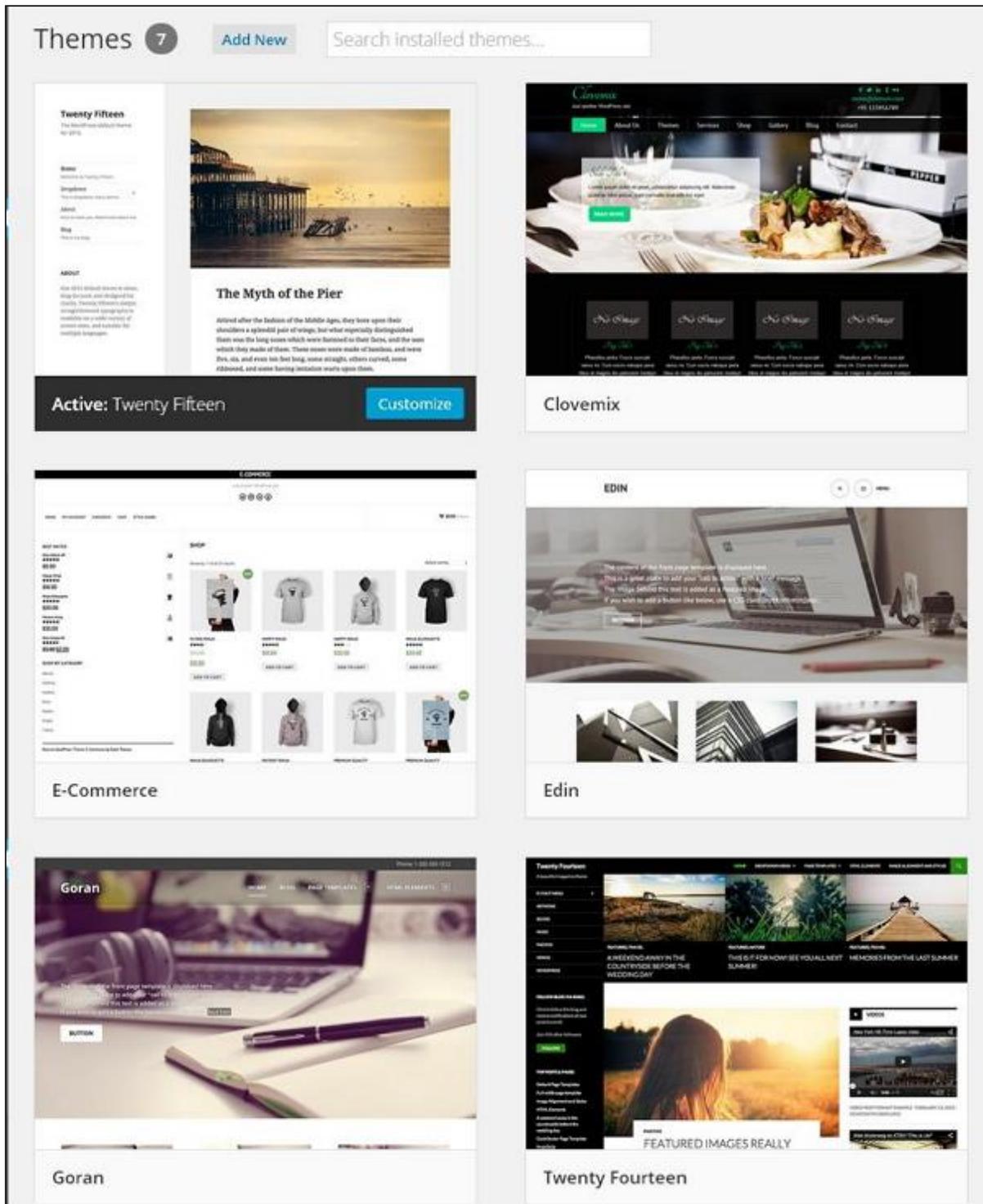
In this chapter, we will learn about **Theme management**. It includes image files, templates, CSS stylesheets, etc. that can help to make your website look great. This chapter discusses how to install, add new, or customize themes in WordPress.

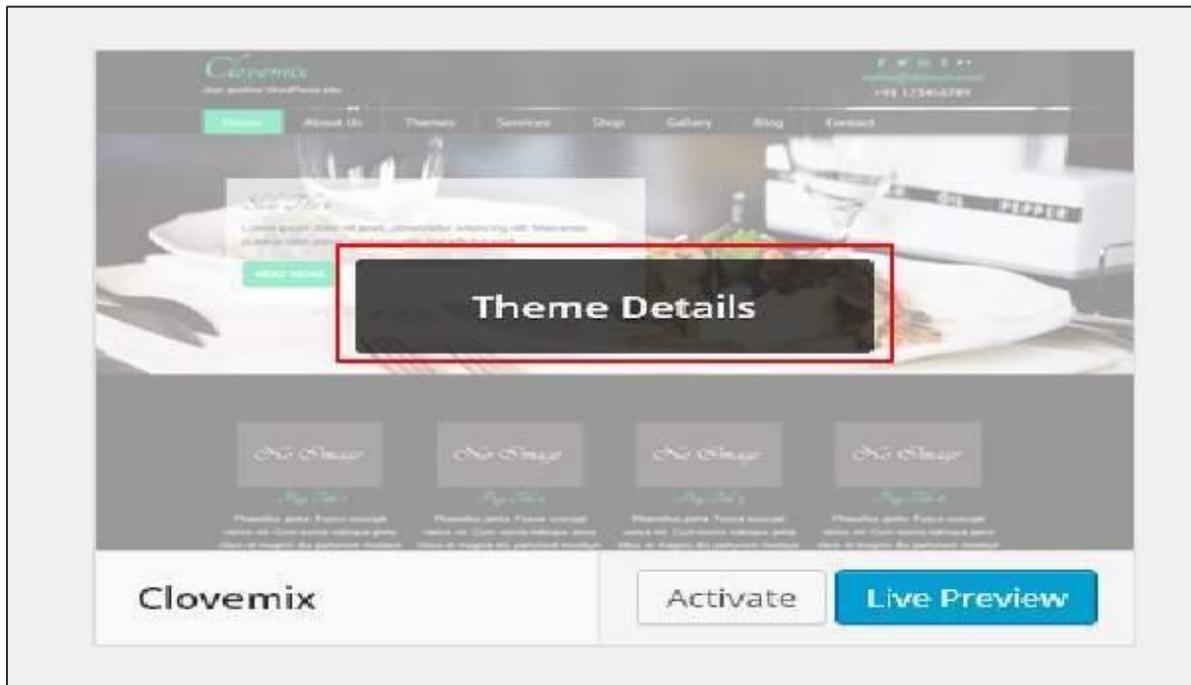
Following are the steps for **Theme Management**.

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

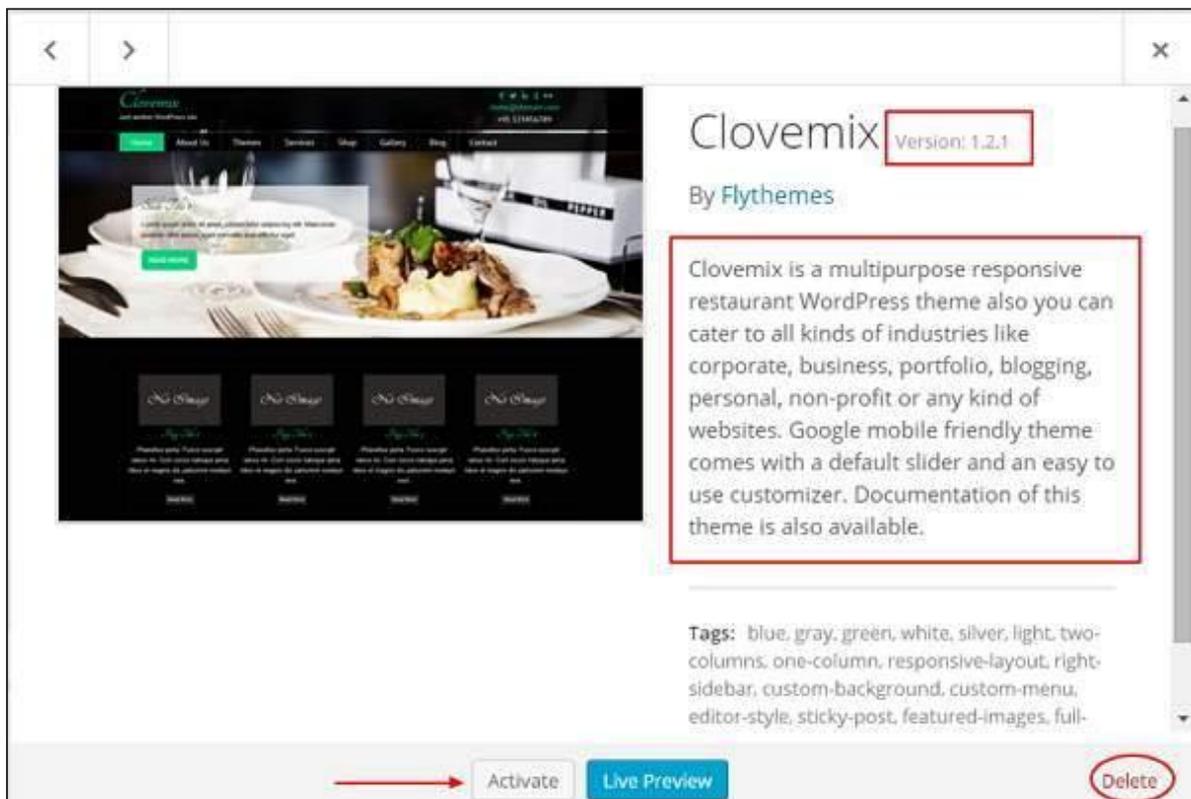


**Step 2:** The following screen will be displayed. Hover over any theme and click on **Theme Details**.





**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.



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.



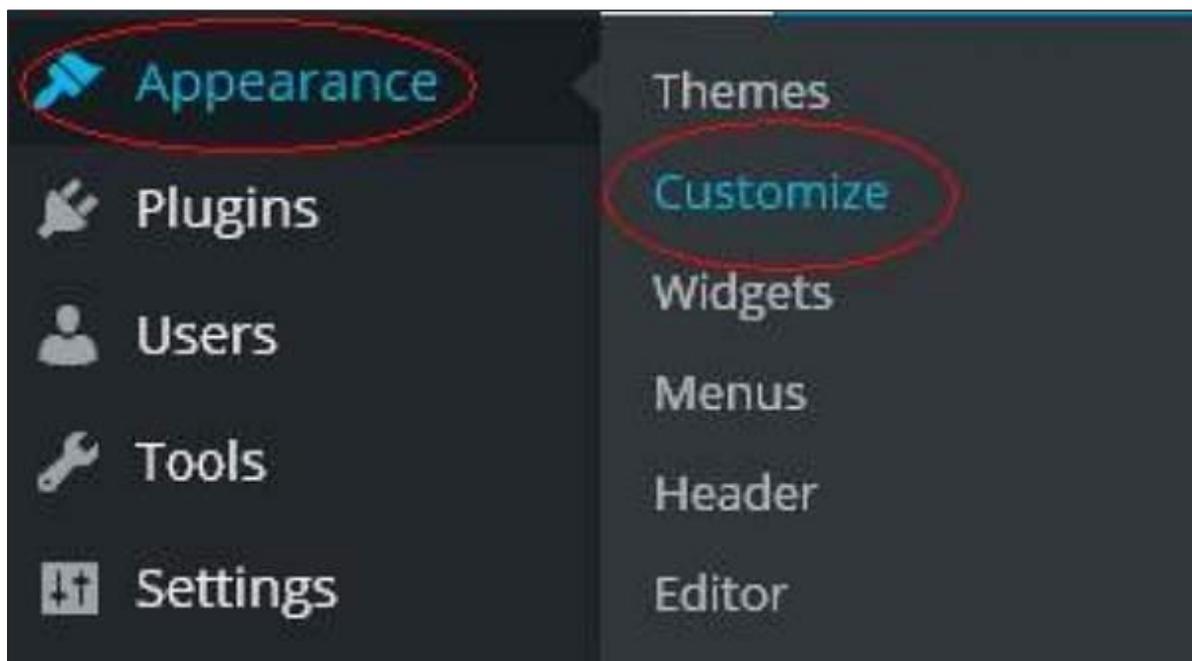
We will learn about customizing the appearance of the themes in the next chapter i.e.; **WordPress Customize Theme.**

# 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.



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:

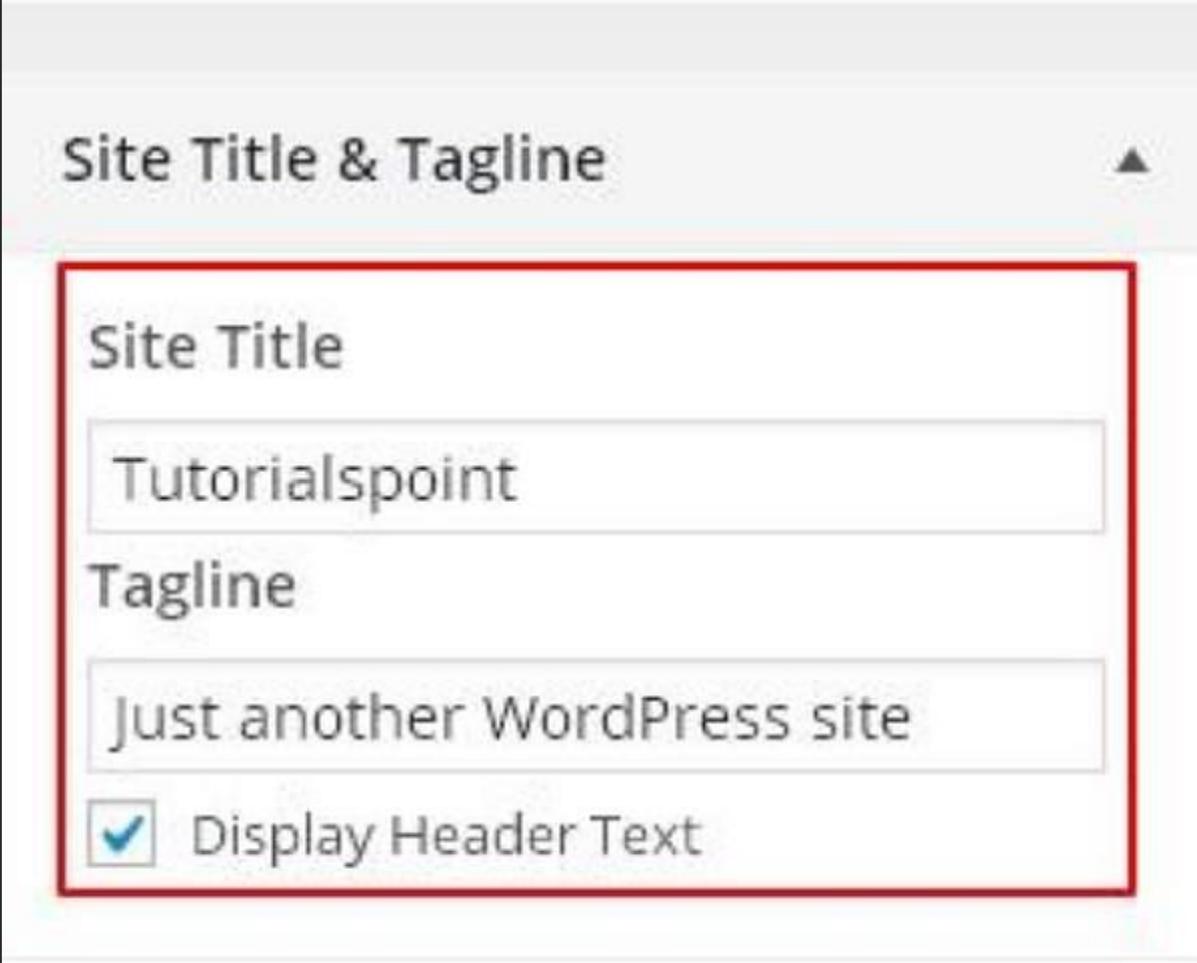
**Active theme:** In this section, you can change the current theme just by clicking on **'Change'**.



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.

The screenshot displays the WordPress 'Themes' management interface. At the top, the word 'Themes' is followed by a circular badge containing the number '7'. Below this, the 'Active theme' is identified as 'Twenty Thirteen', with a 'Customize' button to its right. A search bar is labeled 'Search installed themes...'. The main content area features a preview of the 'Clovemix' theme, which is an e-commerce theme. The preview shows a restaurant website with a navigation menu, a hero image of a plate of food, and a grid of menu items. Below the preview, the name 'Clovemix' and a 'Theme Details' button are visible. A vertical scrollbar is on the right side of the interface. Three red arrows are overlaid on the image: one points to the scrollbar, another points to the 'Clovemix' theme preview, and a third points to the 'Theme Details' button.

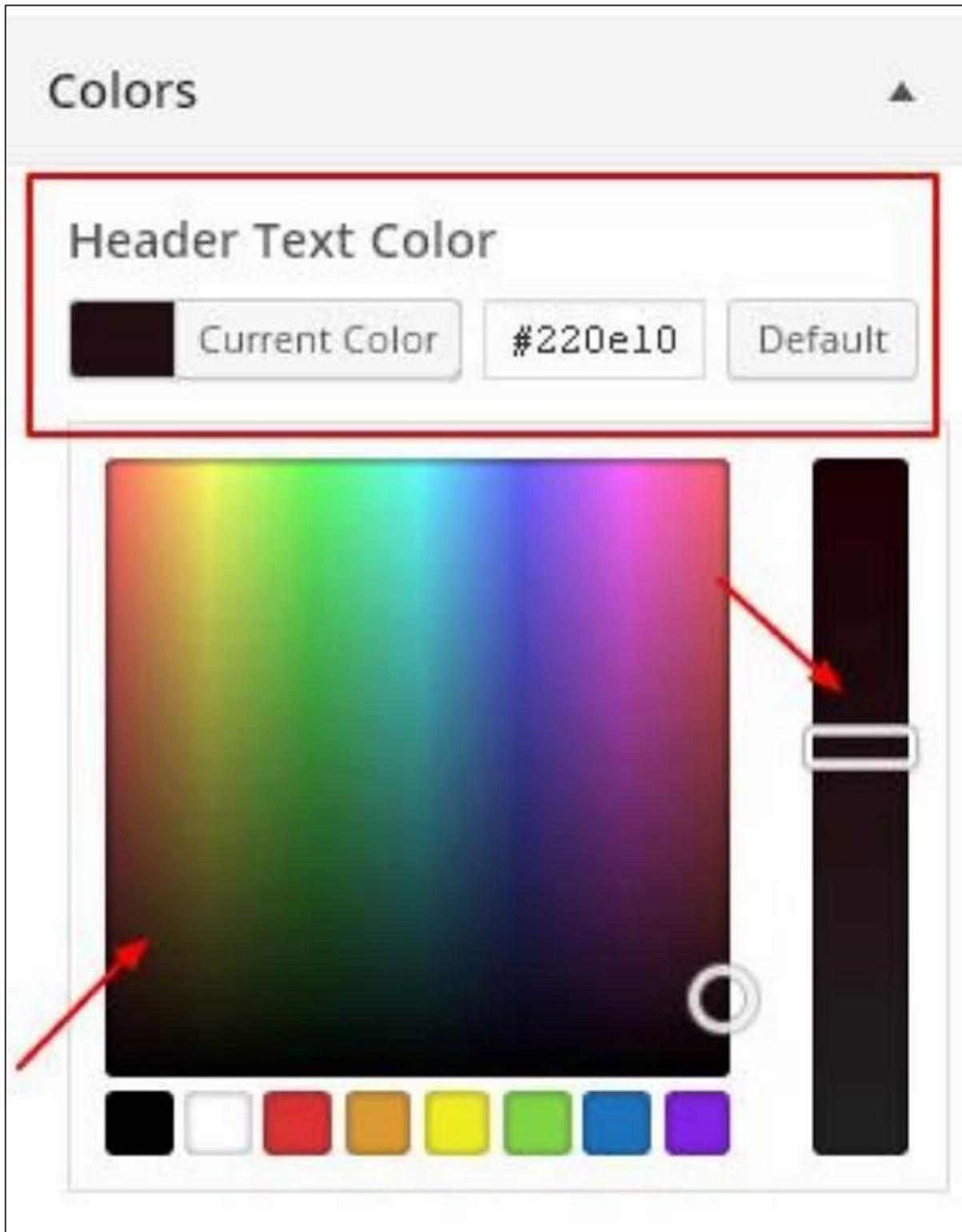
**Site Title & Tagline:** In this section, you can add the site title and tagline you want to add to your website.



The screenshot shows the 'Site Title & Tagline' settings panel in WordPress. The panel has a title bar with the text 'Site Title & Tagline' and a small upward-pointing triangle icon on the right. Below the title bar, there are three main sections: 'Site Title' with a text input field containing 'Tutorialspoint', 'Tagline' with a text input field containing 'Just another WordPress site', and a checkbox labeled 'Display Header Text' which is checked.

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 × 230 pixels.

### Current header



[Hide image](#) [Add new image](#)

### Suggested



[↻ Randomize suggested headers](#)

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

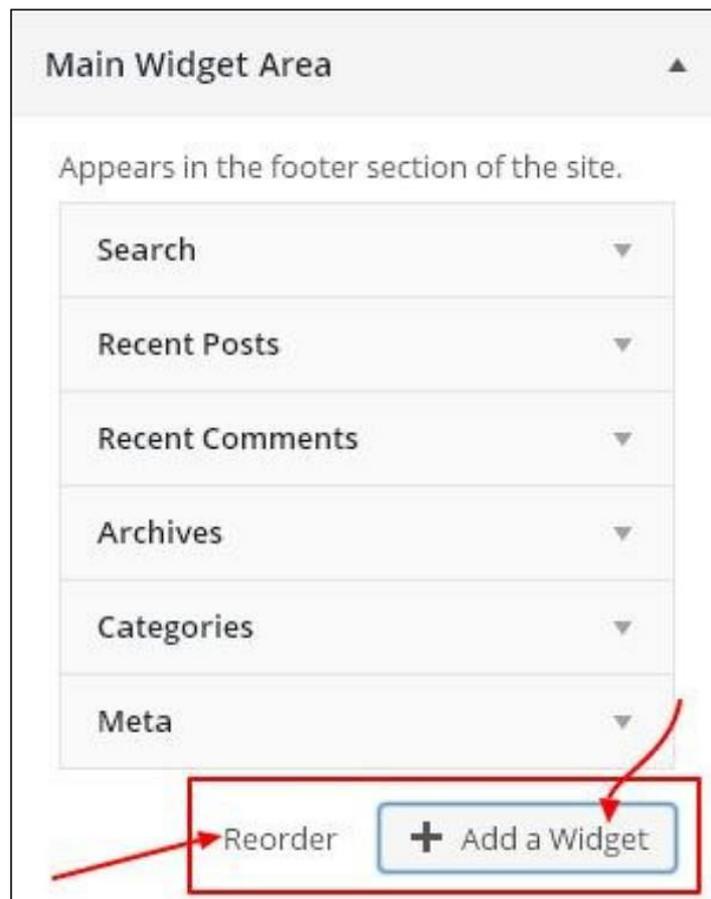


When you click on the arrow mark the following image appears.

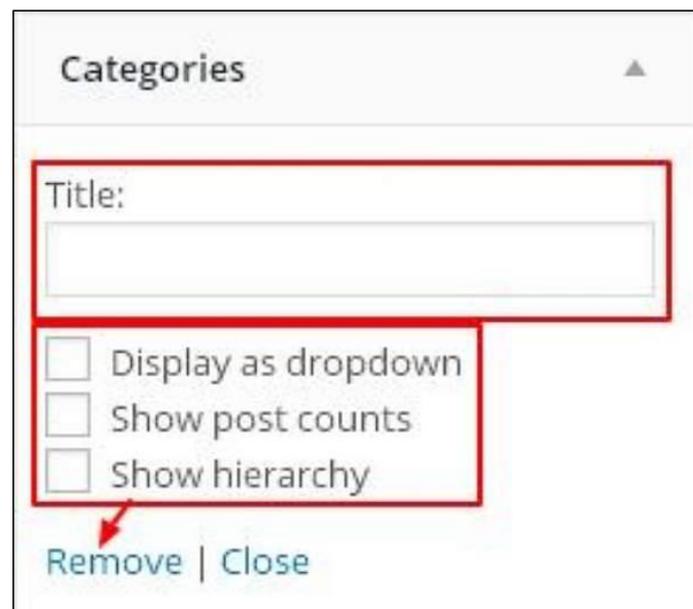


Here, there are two options:

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.

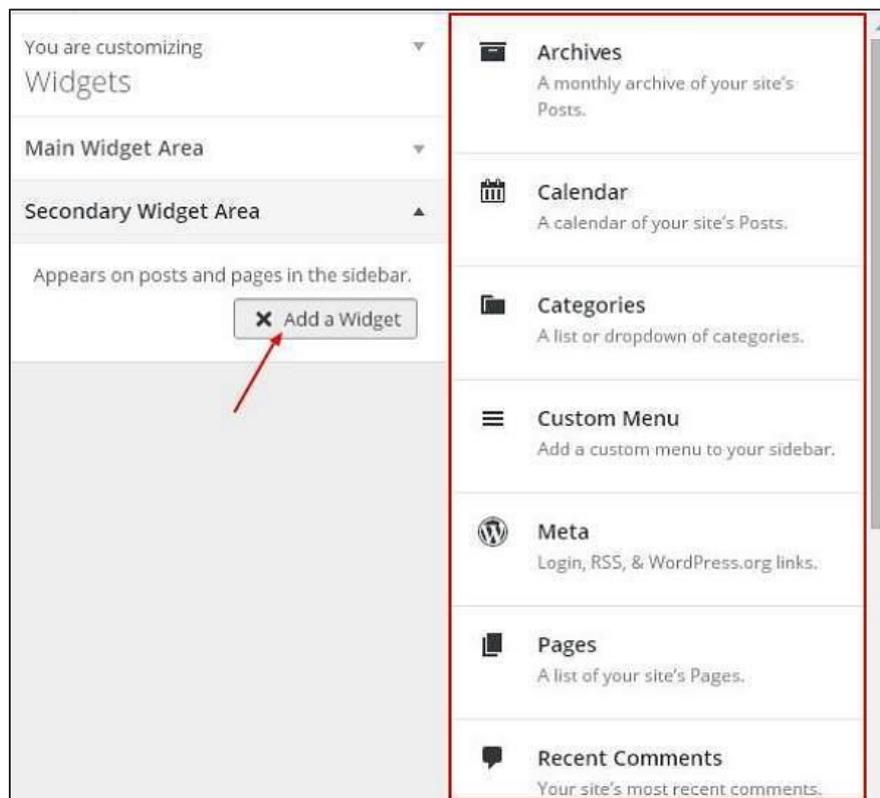


When you click on any of the widgets a dropdown appears where you can edit more or add more. For example: If you want to add categories then the following image appears.

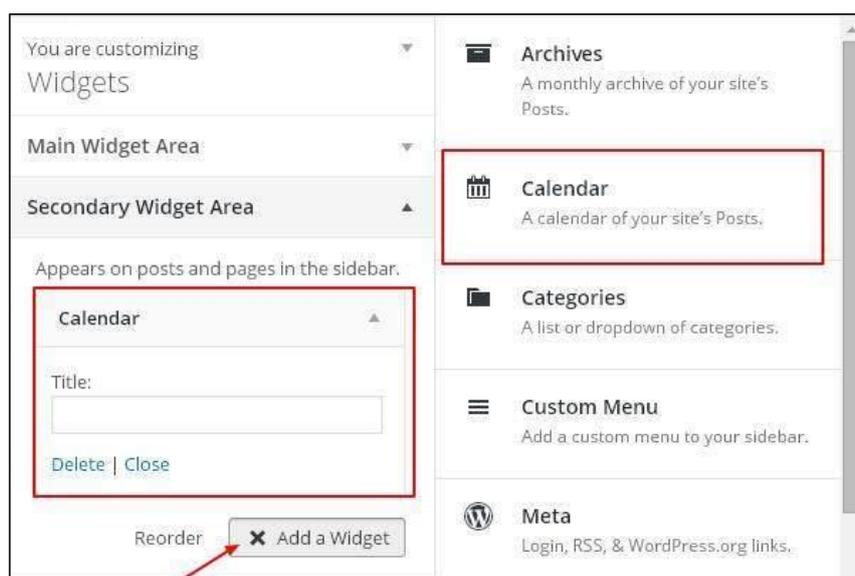


In this image, as you can see, you can add your category in the **'Title'** section. Check any of the required boxes. If you do not want to add any, then say **'Remove'**. Same goes for other widgets too.

**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

▼

#### Posts page

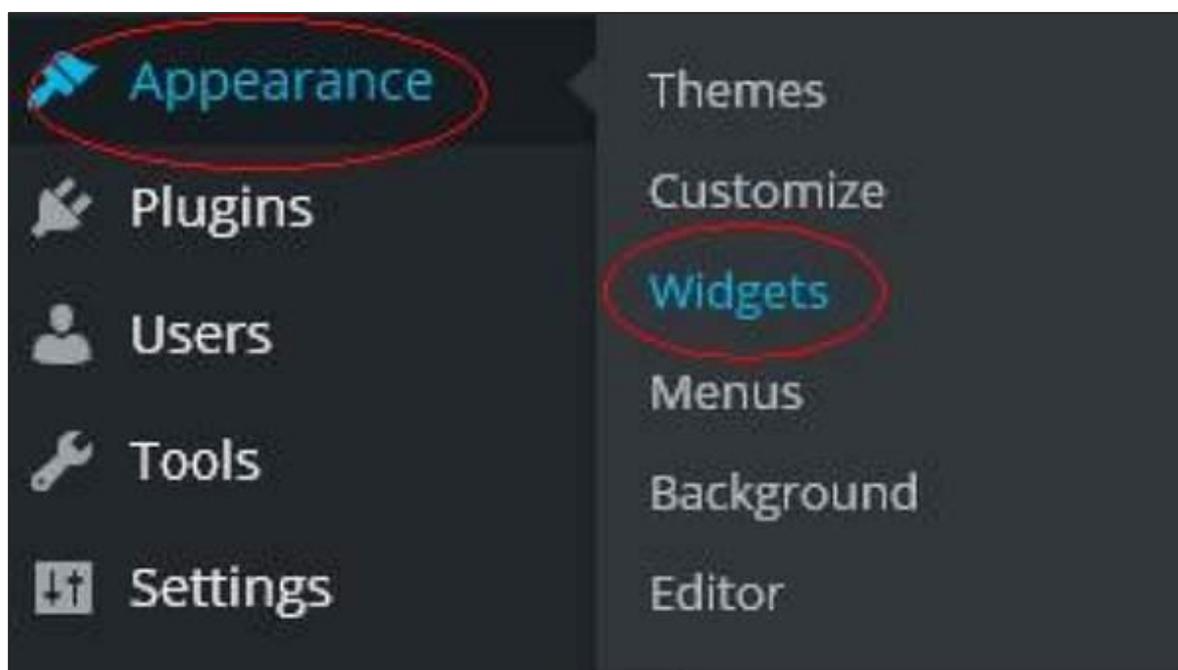
▼

# 48. WIDGET MANAGEMENT

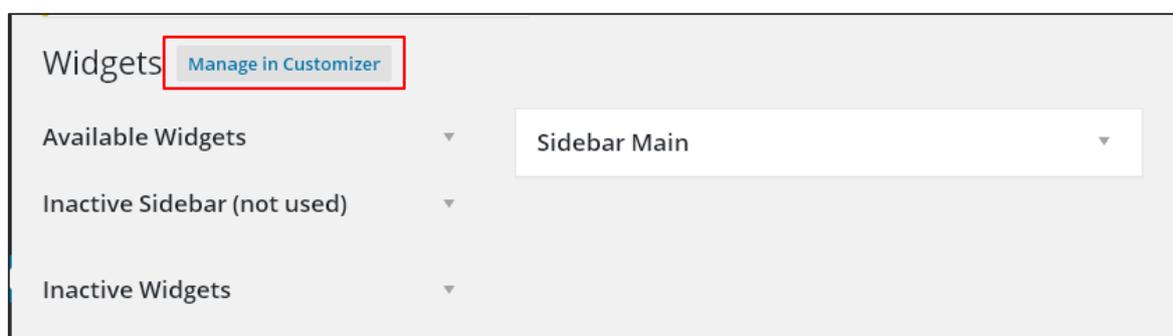
In this chapter, we will study about **Widget Management**. Widgets are small blocks that perform specific functions. These give design and structure control to the WordPress theme. Some specific features of a widget are:

- 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.



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.

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

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

## Sidebar Main ▲

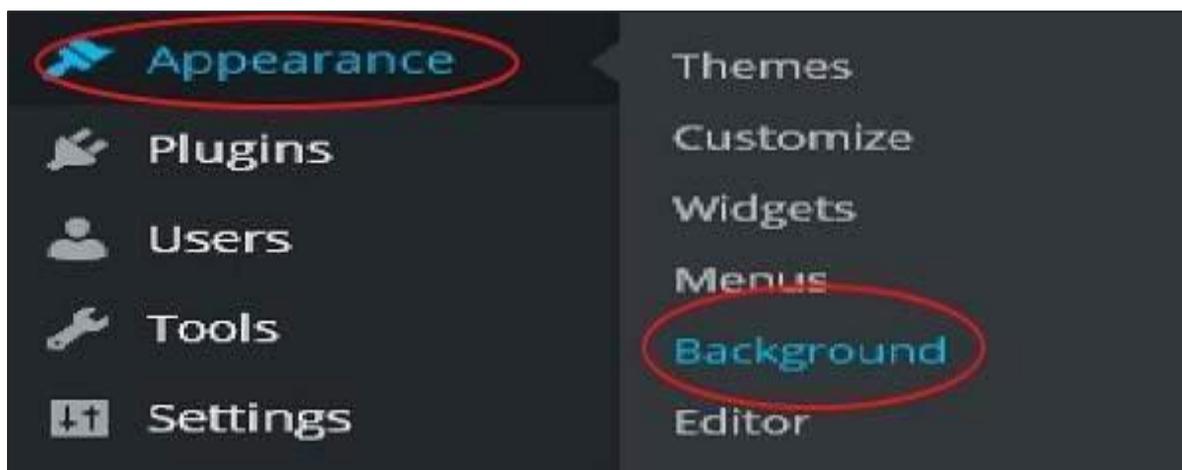
Appears on all site

- Search ▼
- Recent Comments ▼
- Archives ▼
- Categories ▼
- Meta ▼
- Calendar ▼
- RSS ▼
- Recent Posts ▼

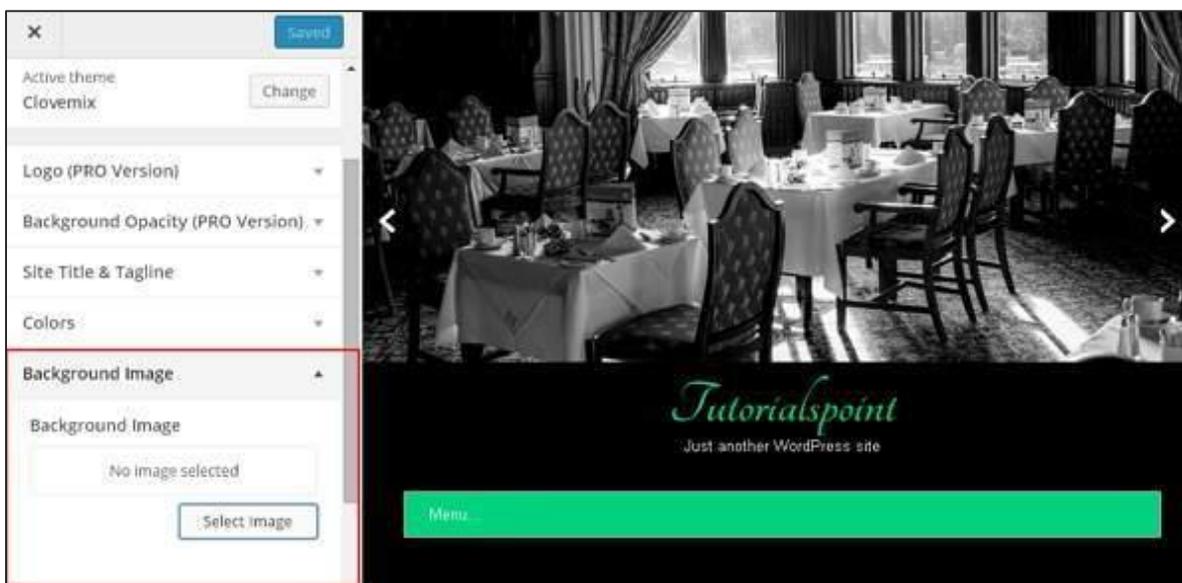
# 49. BACKGROUND

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

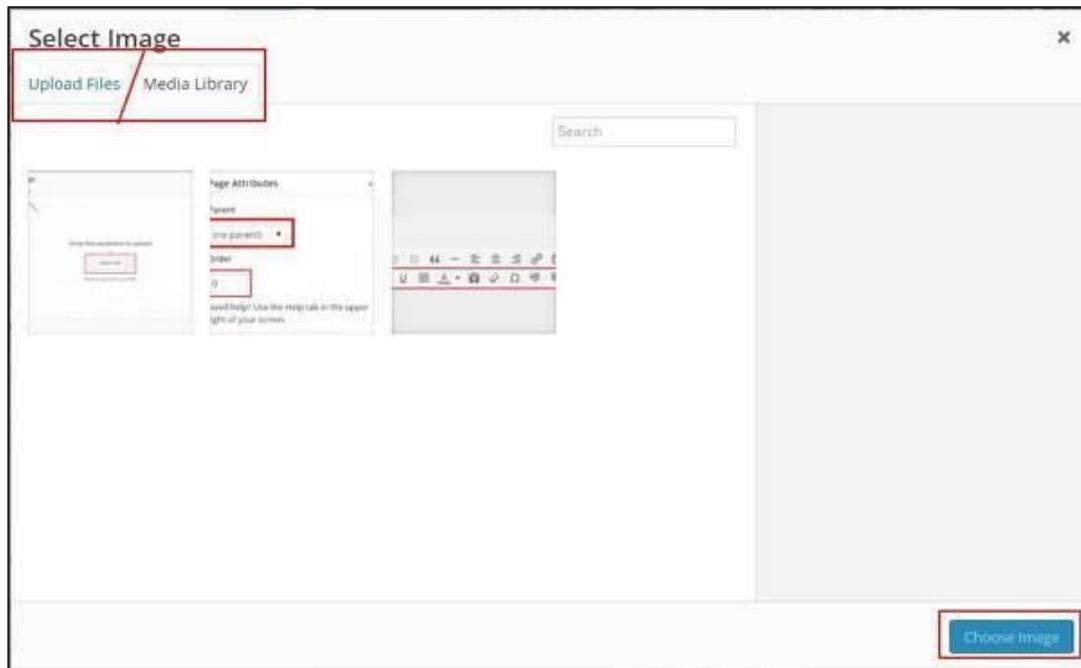
**Step (1):** Click on **Appearance -> Background**.



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



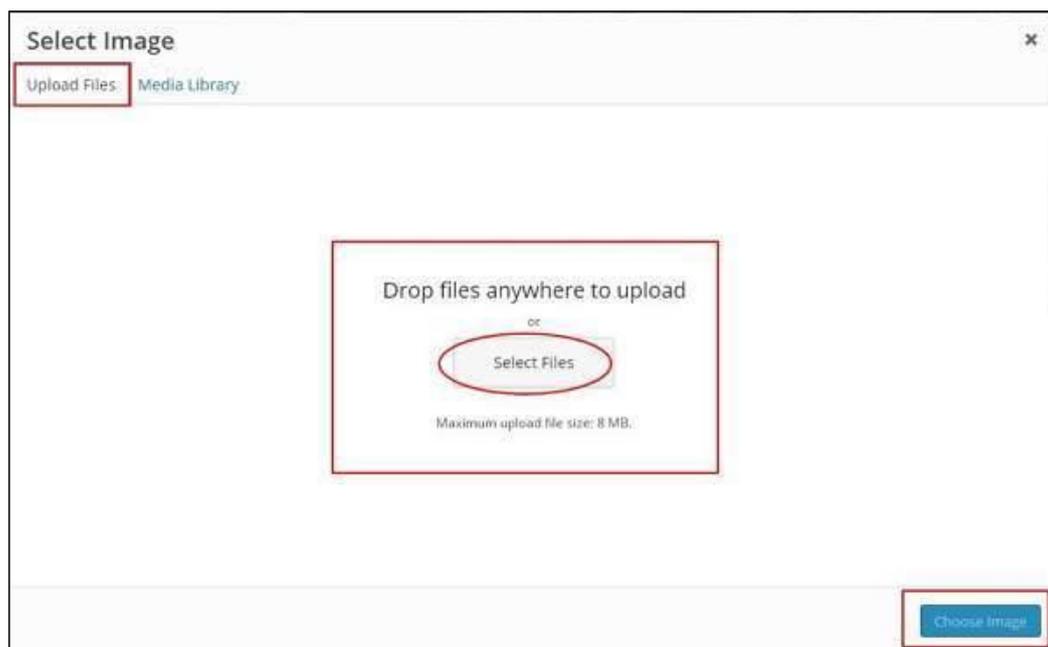
**Step (3):** There's no image selected for background. If you want to do so, then click on **Select Image**. You get the following page.



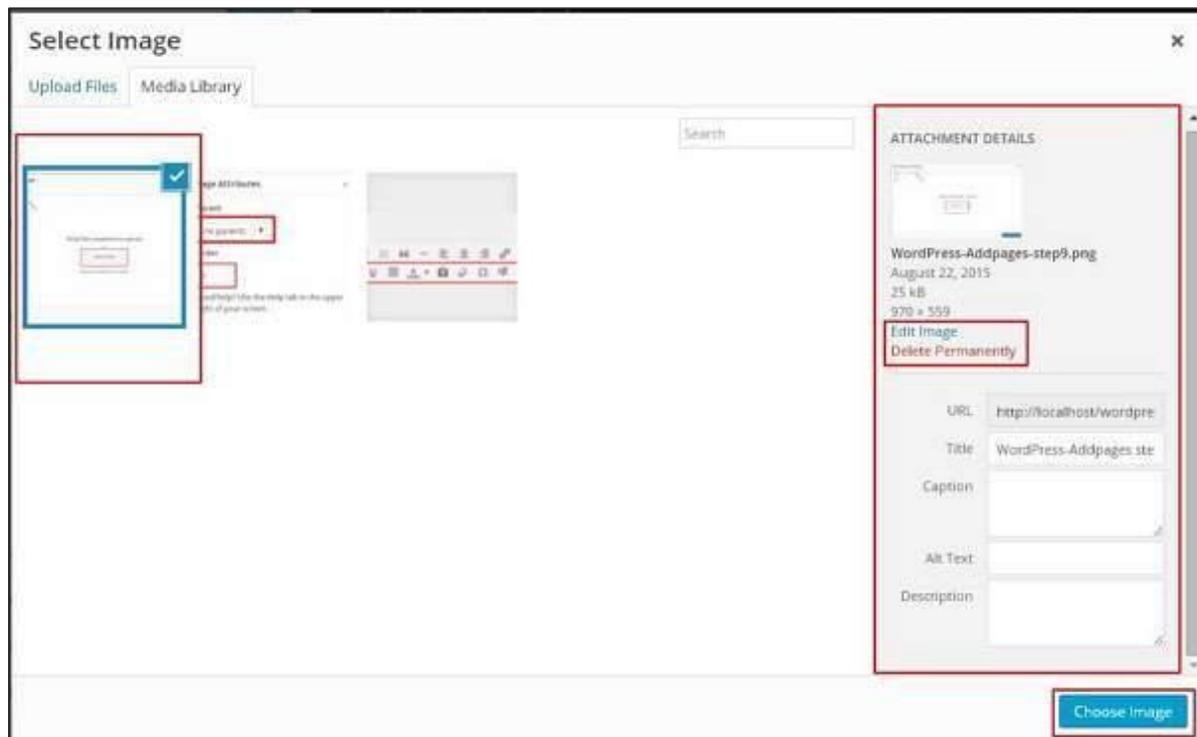
Here you can upload images using two options.

- 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**.

**Edit Media** [Add New](#)

WordPress-Addpages step9

Permalink: [http://localhost/wordpress1/?attachment\\_id=16#main](http://localhost/wordpress1/?attachment_id=16#main)

[View Attachment Page](#) [Get Shortlink](#)

**Scale Image** [?](#)  
Original dimensions 970 × 559  
970 × 559 [Scale](#)

**Image Crop** [?](#)  
Aspect ratio:  :   
Selection:  ×

**Thumbnail Settings** [?](#)  
Current thumbnail  
Apply changes to:  
 All image sizes  
 Thumbnail  
 All sizes except thumbnail

**Save**

Uploaded on: Aug 22, 2015 @ 07:39

File URL:  
<http://localhost/wordpress1/wp-cont>

File name: WordPress-Addpages-step9.png

File type: PNG

File size: 25 kB

Dimensions: 970 × 559

[Delete Permanently](#) [Update](#)

**Cancel** [Save](#)

**Caption**

**Alternative Text**

**Description**

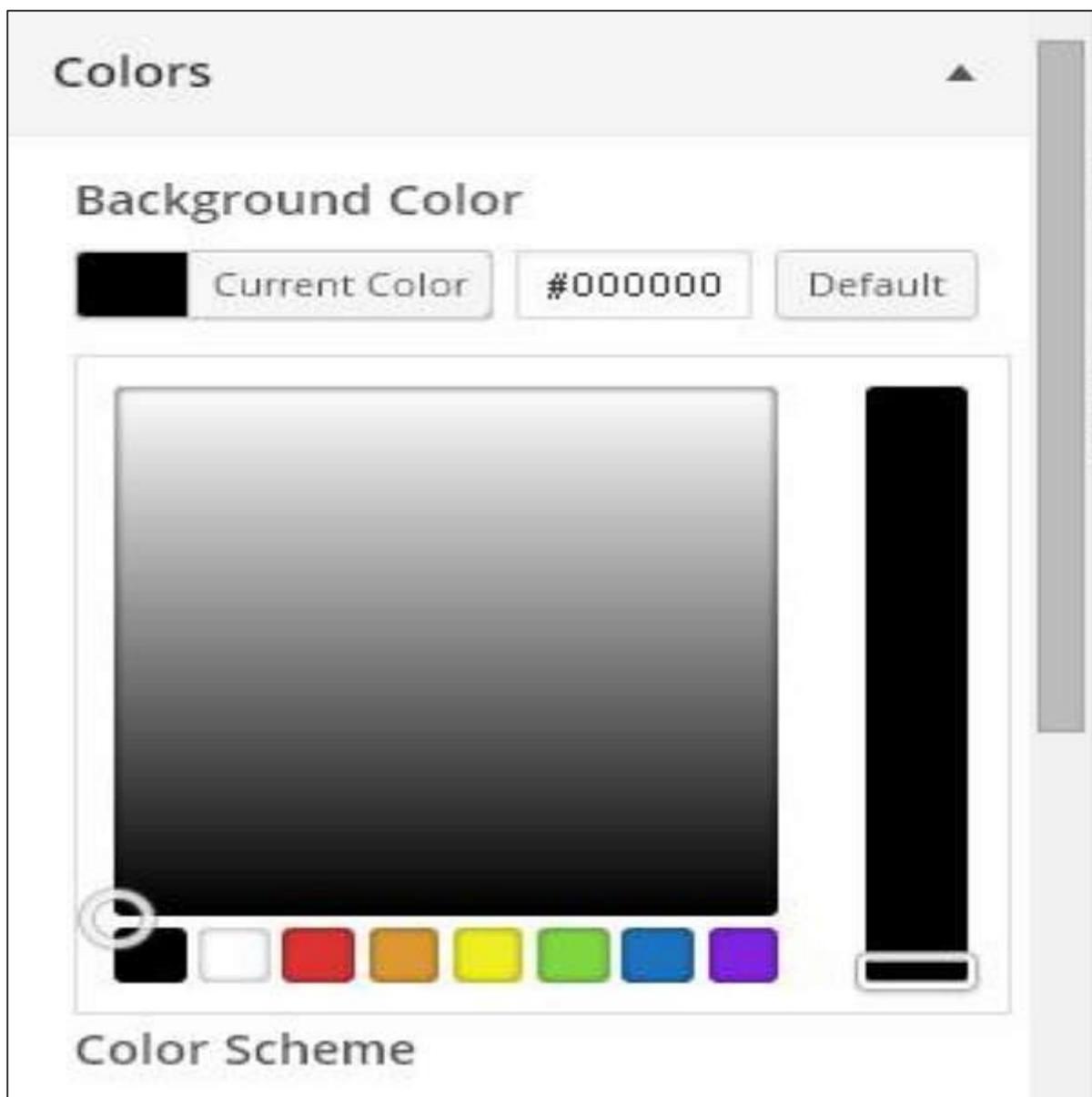
**b** **/** [link](#) **b-quote** **del** **ins** **img** **ul** **ol** **li** **code**

[close tags](#)

- **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

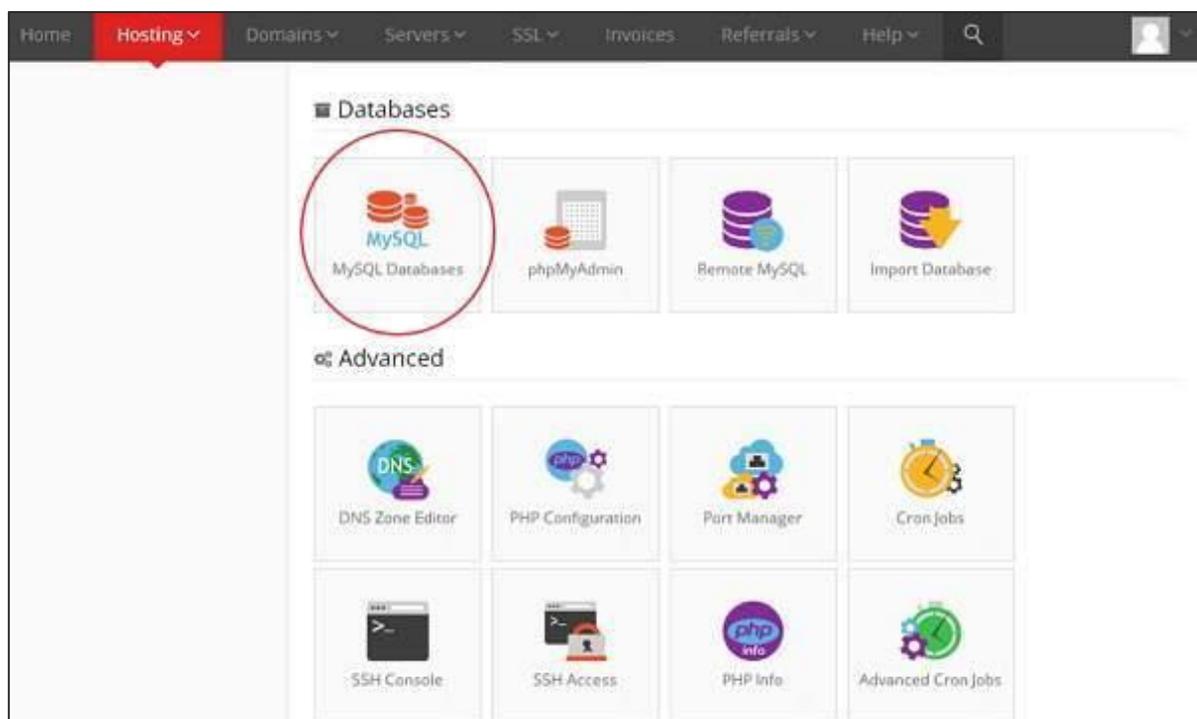
# 50. HOST TRANSFER

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:

- **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.

Home **Hosting** Domains Servers SSL Invoices Referrals Help

Dashboard Accounts Emails Domains Website Files **Databases** Advanced Other

MySQL Databases phpMyAdmin Remote MySQL Import Database

### Create a New MySQL Database And Database User

MySQL database name: u848706769\_database

MySQL username: u848706769\_user

Password: password **Generate**

Password again: password

**Create**

### List of Current MySQL Databases And Users

10 Search..

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

← Previous 1 Next →

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

Home **Hosting** Domains Servers SSL Invoices Referrals Help

Emails Domains Website Files **Databases** Advanced Other

MySQL Databases phpMyAdmin Remote MySQL Import Database

### Create a New MySQL Database And Database User

MySQL username: u848706769\_user

Password: password **Generate**

Password again: password

**Create**

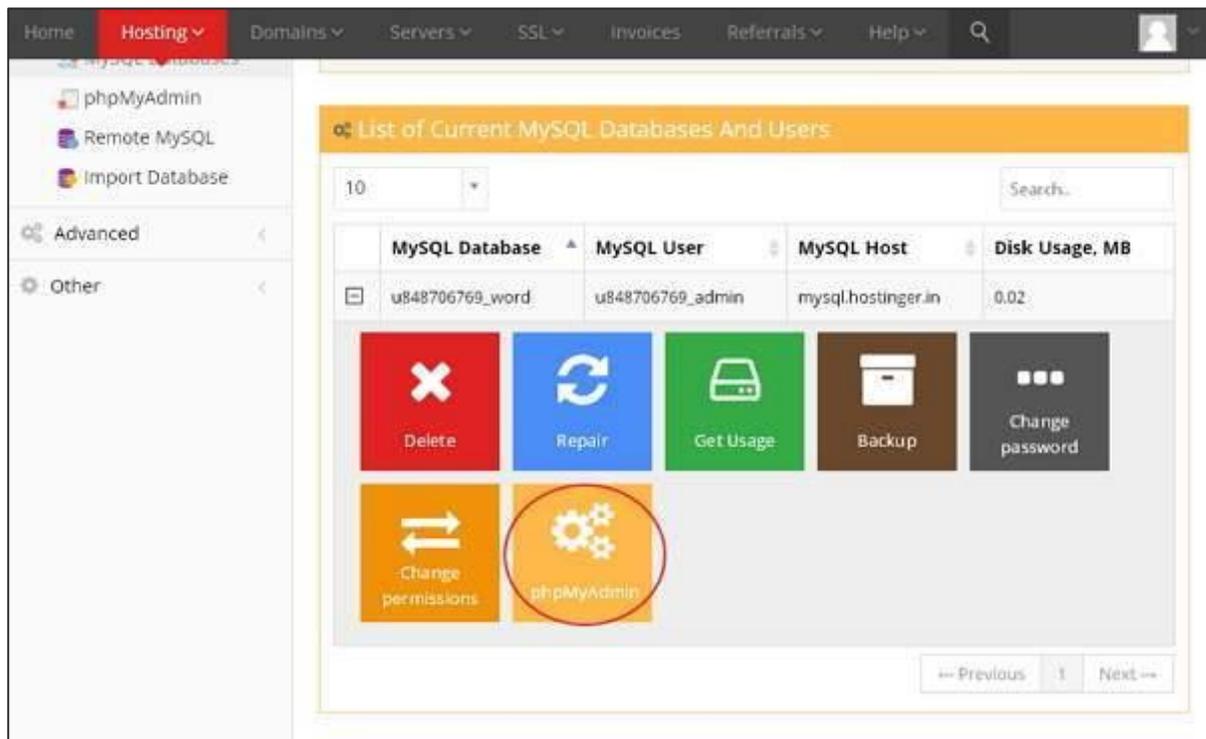
### List of Current MySQL Databases And Users

10 Search..

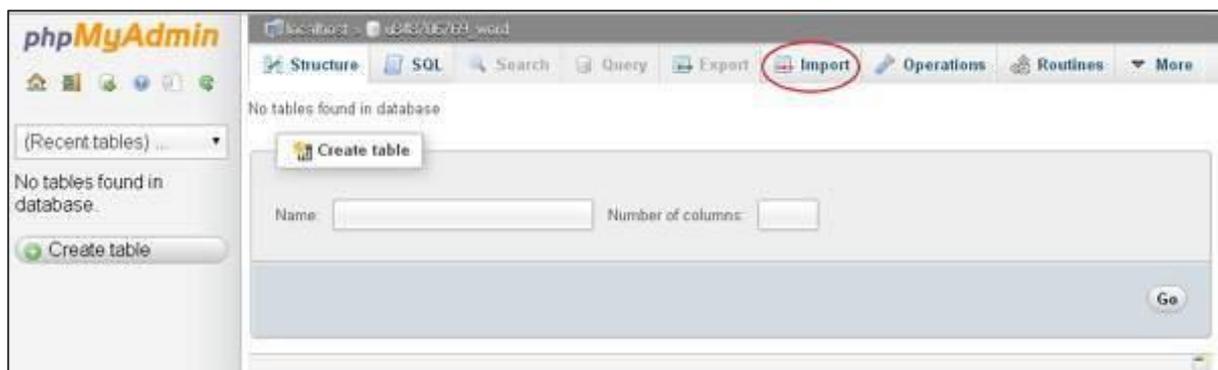
MySQL Database	MySQL User	MySQL Host	Disk Usage, MB
u848706769_word	u848706769_admin	mysql.hostinger.in	0.02

← Previous 1 Next →

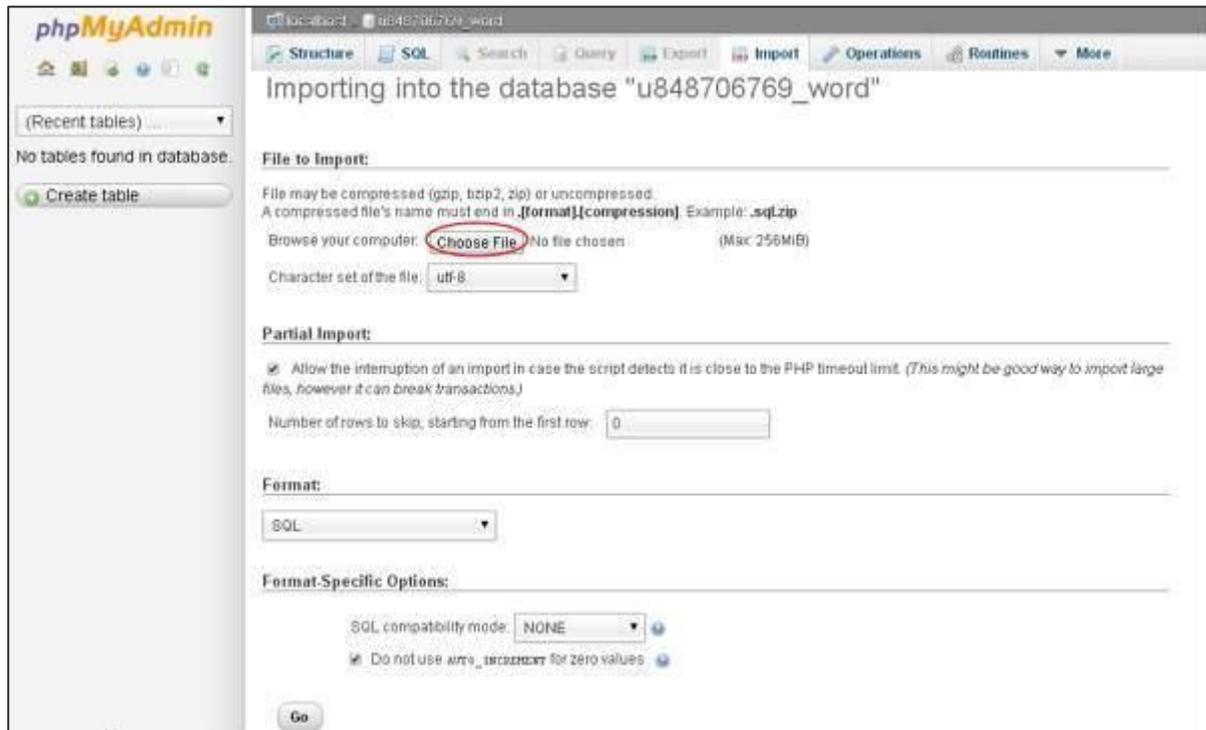
**Step (6):** Click on **phpMyAdmin**.



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



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



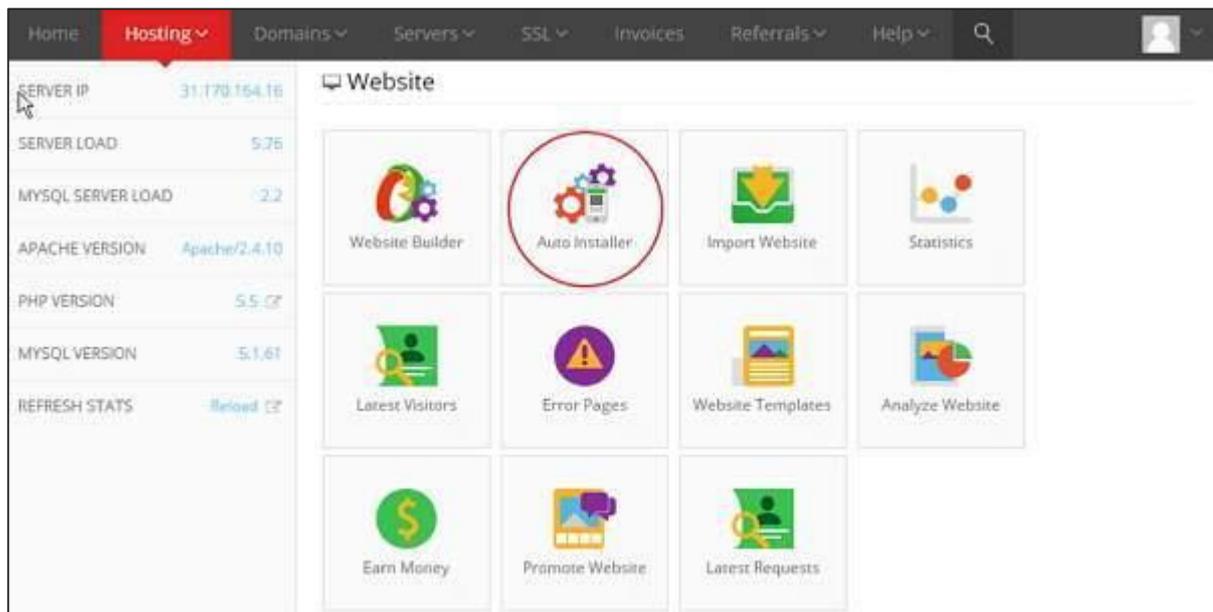
**Step (9):** You can view the tables of database uploaded as shown in the following screen.

Table	Action	Rows	Type	Collation	Size
wp_commentmeta	Browse Structure Search Insert Empty Drop	2	MyISAM	utf8mb4_unicode_ci	10.1 KiB
wp_comments	Browse Structure Search Insert Empty Drop	4	MyISAM	utf8mb4_unicode_ci	7.9 KiB
wp_links	Browse Structure Search Insert Empty Drop	0	MyISAM	utf8mb4_unicode_ci	2 KiB
wp_options	Browse Structure Search Insert Empty Drop	139	MyISAM	utf8mb4_unicode_ci	108.4 KiB
wp_postmeta	Browse Structure Search Insert Empty Drop	29	MyISAM	utf8mb4_unicode_ci	24 KiB
wp_posts	Browse Structure Search Insert Empty Drop	22	MyISAM	utf8mb4_unicode_ci	19.2 KiB
wp_terms	Browse Structure Search Insert Empty Drop	2	MyISAM	utf8mb4_unicode_ci	12.1 KiB
wp_term_relationships	Browse Structure Search Insert Empty Drop	2	MyISAM	utf8mb4_unicode_ci	2.1 KiB
wp_term_taxonomy	Browse Structure Search Insert Empty Drop	2	MyISAM	utf8mb4_unicode_ci	4.0 KiB
wp_usermeta	Browse Structure Search Insert Empty Drop	24	MyISAM	utf8mb4_unicode_ci	22.4 KiB
wp_users	Browse Structure Search Insert Empty Drop	2	MyISAM	utf8mb4_unicode_ci	6.2 KiB
<b>11 tables</b>	<b>Sum</b>	<b>243</b>	<b>MyISAM</b>	<b>utf8_unicode_ci</b>	<b>479.6 KiB</b>

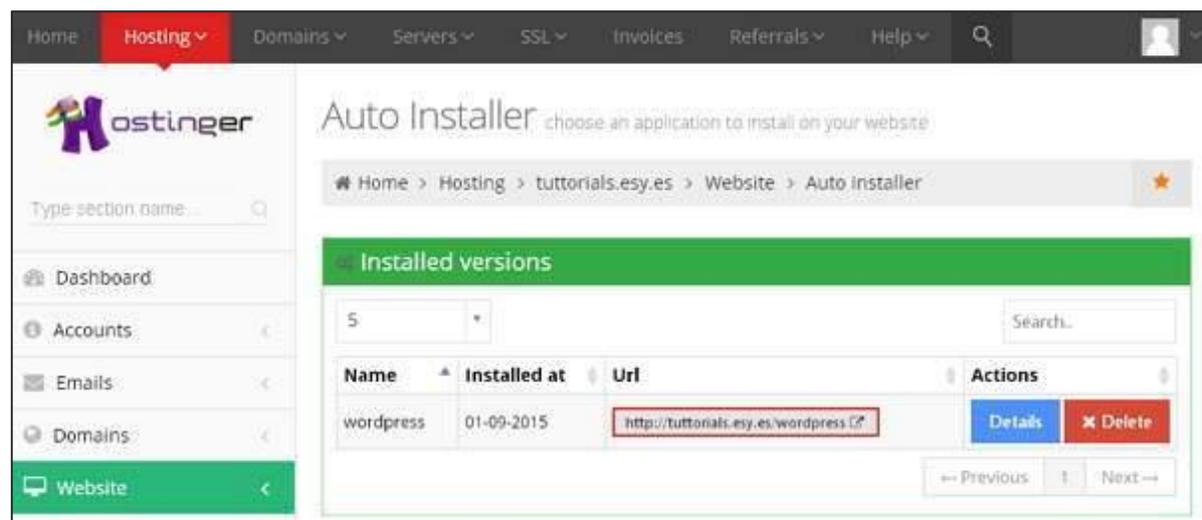
**Step (10):** Upload your WordPress files by using file transfer protocol (FileZilla) as shown in the chapter WordPress - Backup & Restore in **Restoring WordPress Files** section.

**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**.



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



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

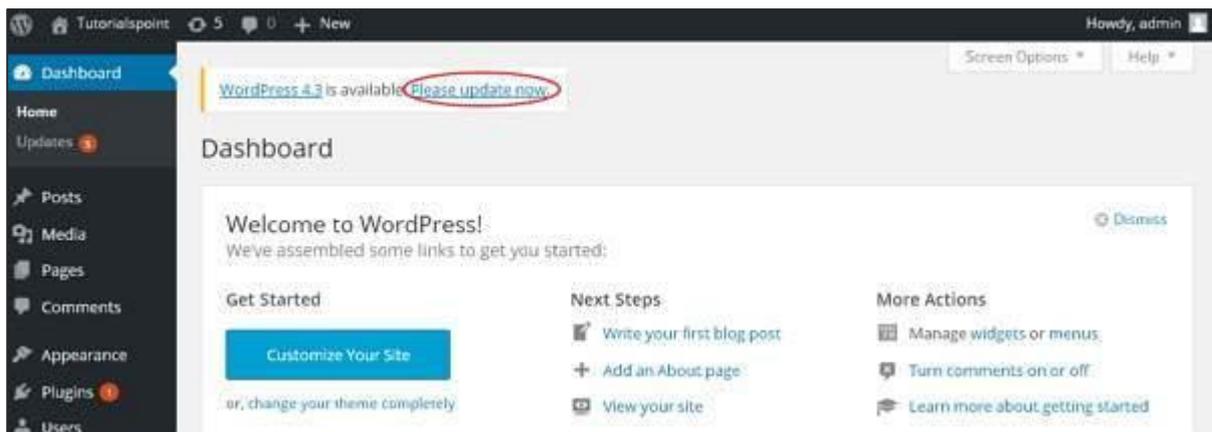


# 51. VERSION UPDATE

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.

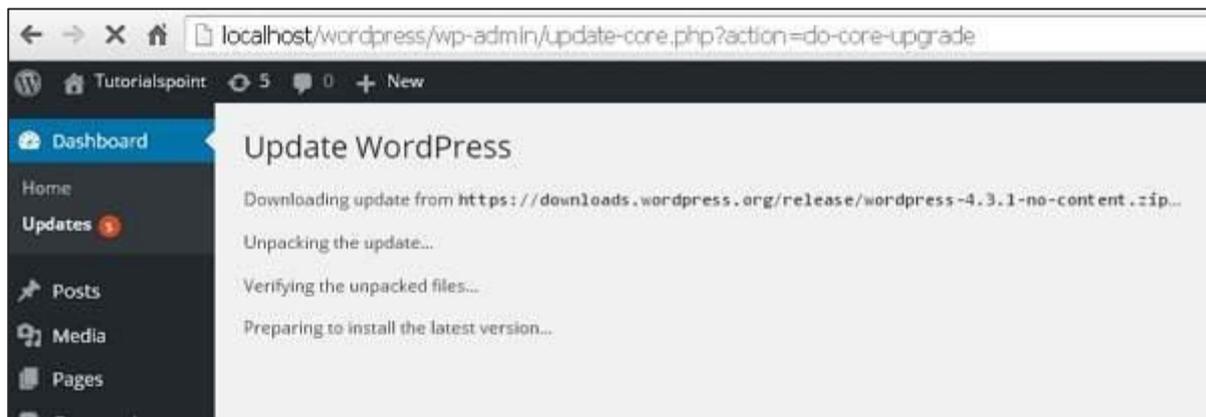


You will get notifications in WordPress admin panel when there is a newer version available for WordPress. Before updating, it is advised to keep WordPress backup.

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

The screenshot displays the WordPress dashboard's 'WordPress Updates' section. At the top, it indicates the last check time and provides a 'Check Again' button. A prominent message states: 'Important: before updating, please back up your database and files. For help with updates, visit the Updating WordPress Codex page.' Below this, a notification says 'An updated version of WordPress is available.' and offers two options: 'Update Now' (highlighted with a red circle) and 'Download 4.3'. A note explains that the site will be in maintenance mode during the update. The 'Plugins' section lists 'Akismet' with its current version (3.1.1) and the available update (3.1.3), along with compatibility information. The 'Themes' section lists 'Twenty Fifteen', 'Twenty Fourteen', and 'Twenty Thirteen' with their current and available versions. At the bottom, there is a 'Thank you for creating with WordPress' message and a 'Get Version 4.3' link.

**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.

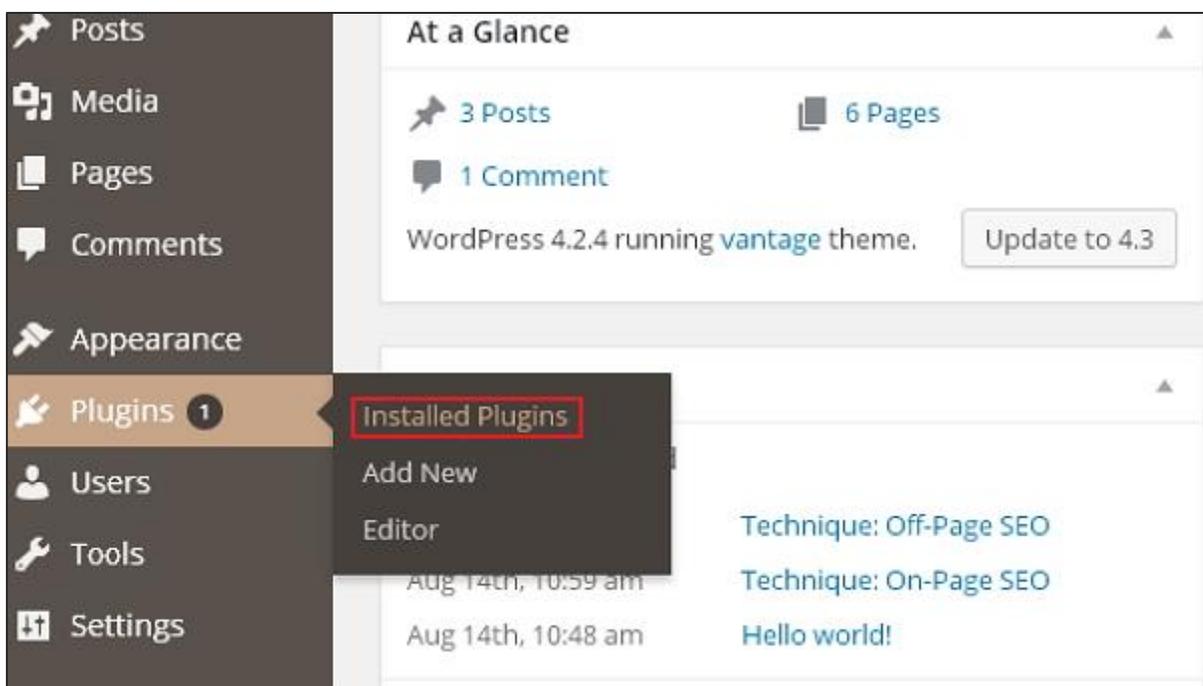
# 52. SPAM PROTECTION

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 **antis spam solution - Akismet**.

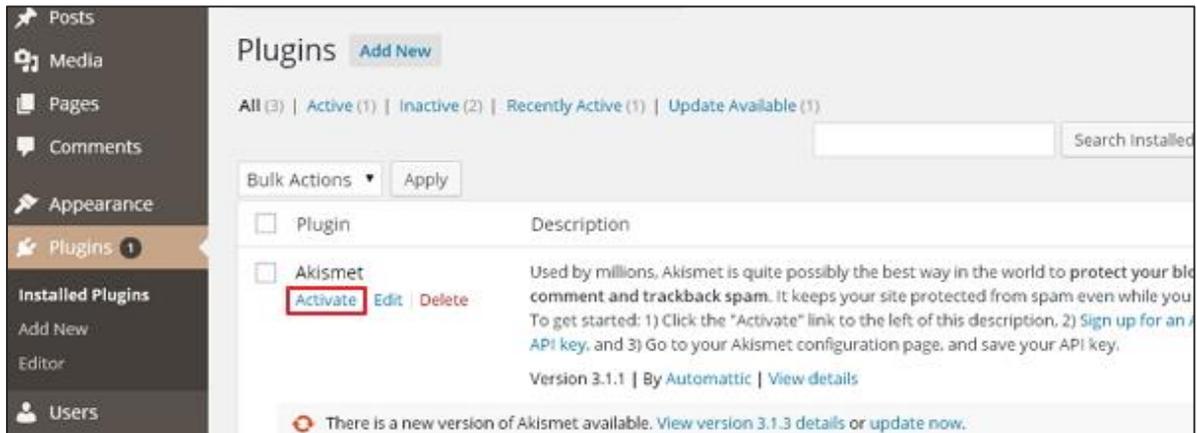
You can activate Akismet, for which you should have a WordPress API key. You have to register at the official WordPress website. The key will be sent to your mail box.

Following are the steps to follow to enable **Akismet Spam Protection** plugin for your website or blog.

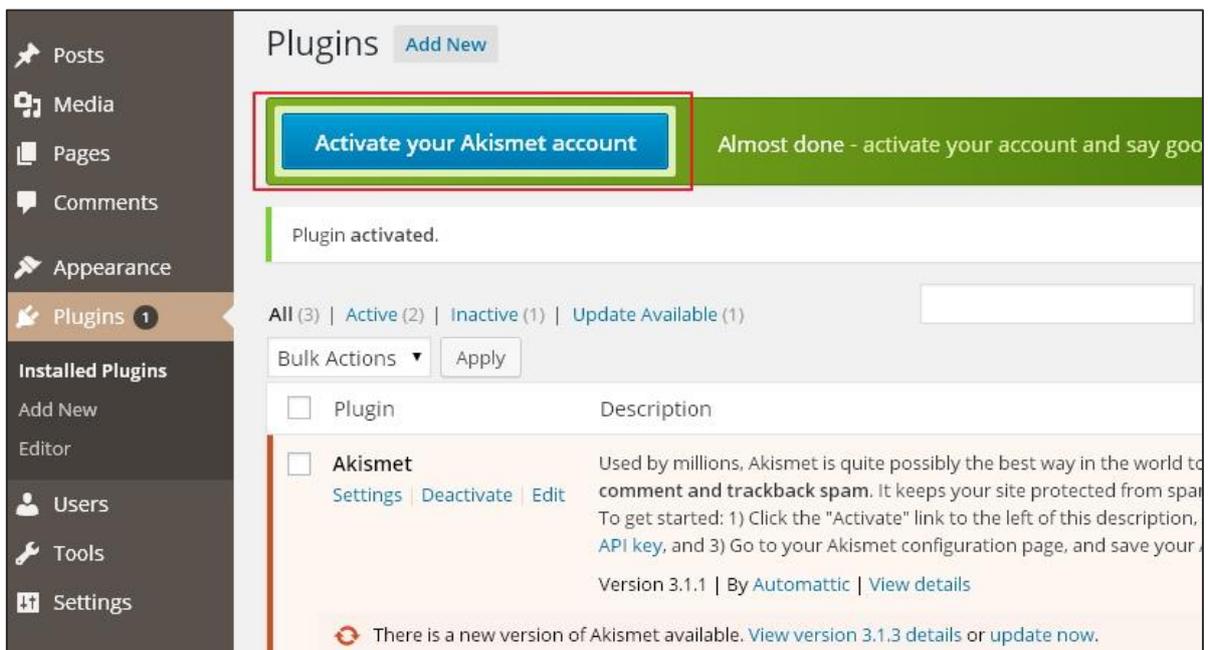
**Step (1):** Go to your WordPress **admin area --> Plugins --> Installed**. The following screen will be displayed.



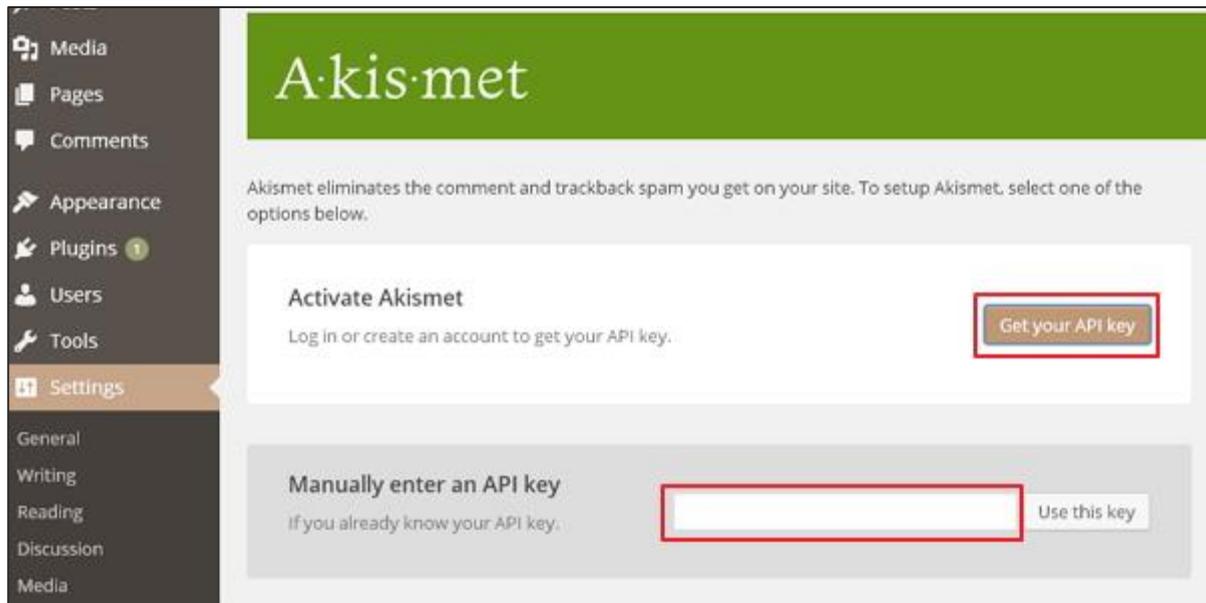
**Step (2):** Click on **Activate** button as shown in the following screen.



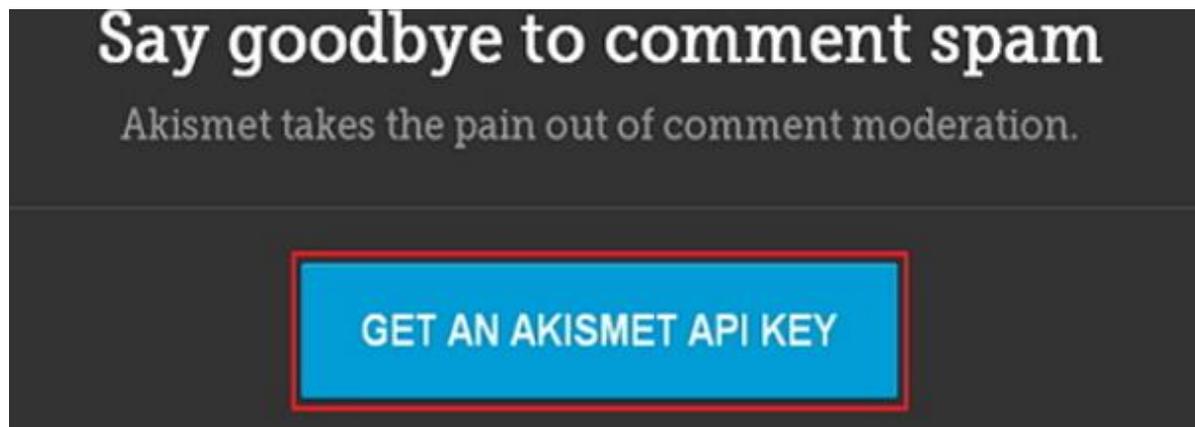
**Step (3):** The **Akismet** plugin will be activated and then Click on **Activate your Akismet account** button as shown in the following screen.



**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.



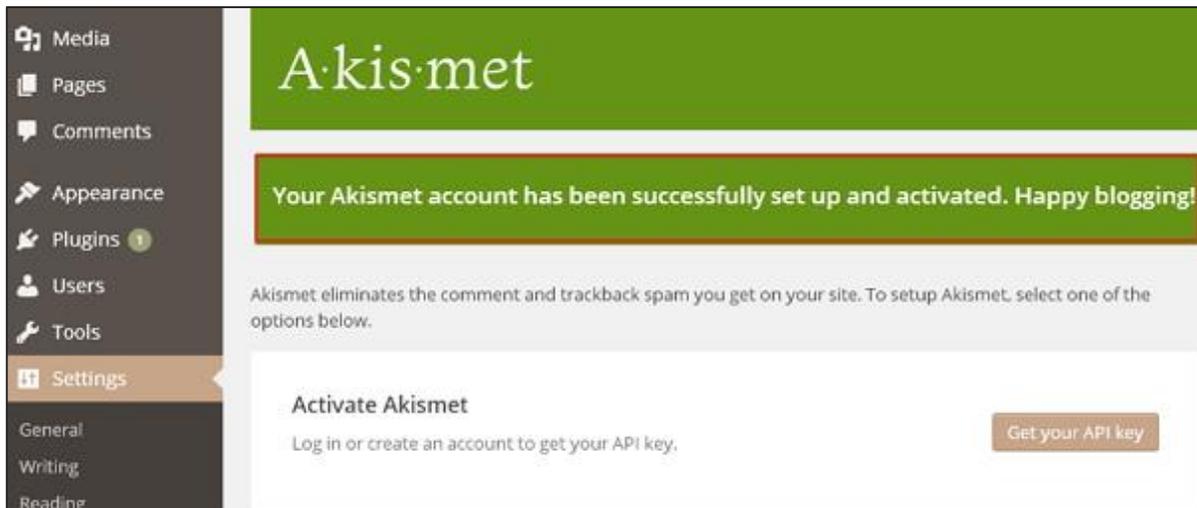
**Step (6):** Fill up the required fields and click on **Sign up** button as shown in the following screen.

 Signing up for Akismet with WordPress.com <a href="#">I already have a WordPress.com account!</a>		Not sure what this is all about? <a href="#">We can help clear that up for you.</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 a 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.		<input type="button" value="Sign up →"/>

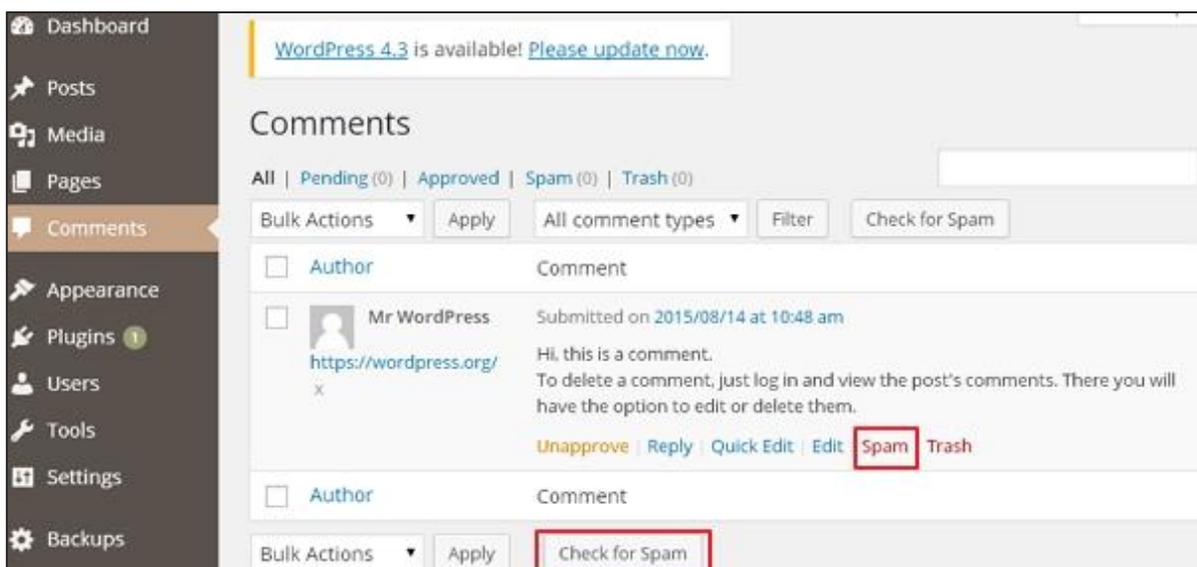
**Step (7):** Once you complete with **signup process**. You will get an **API key** in your registered e-mail id. Enter API key manually and click on **Use this key** button as seen in the following screen.

<ul style="list-style-type: none"> <li>Media</li> <li>Pages</li> <li>Comments</li> <li>Appearance</li> <li>Plugins 1</li> <li>Users</li> <li>Tools</li> <li>Settings</li> <li>General</li> <li>Writing</li> <li>Reading</li> <li>Discussion</li> <li>Media</li> </ul>	<h1>A·kis·met</h1> <p>Akismet eliminates the comment and trackback spam you get on your site. To setup Akismet, select one of the options below.</p>	
	<p><b>Activate Akismet</b></p> <p>Log in or create an account to get your API key.</p> <input type="button" value="Get your API key"/>	<p><b>Manually enter an API key</b></p> <p>If you already know your API key.</p> <input type="text" value="xxxxxxxxxxxx"/> <input type="button" value="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:

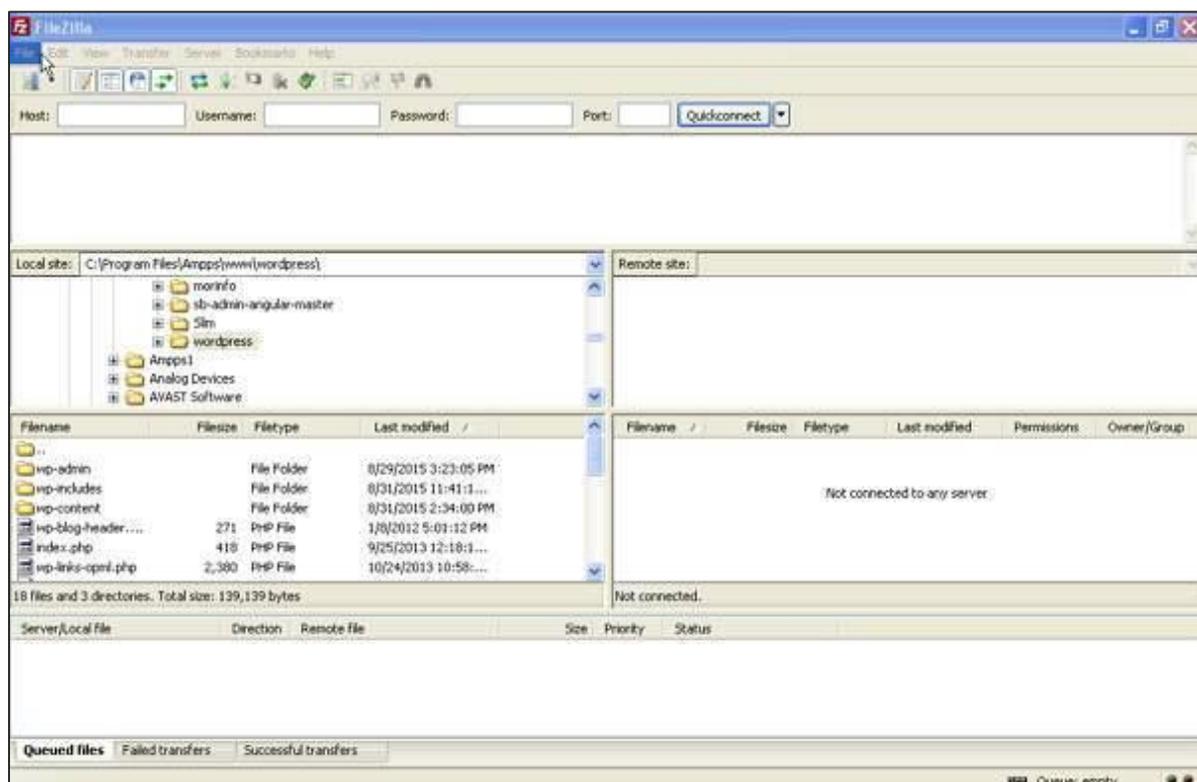
- WordPress Files Backup
- WordPress Database Backup
- WordPress Files Restore
- WordPress Database Restore

## WordPress Files Backup

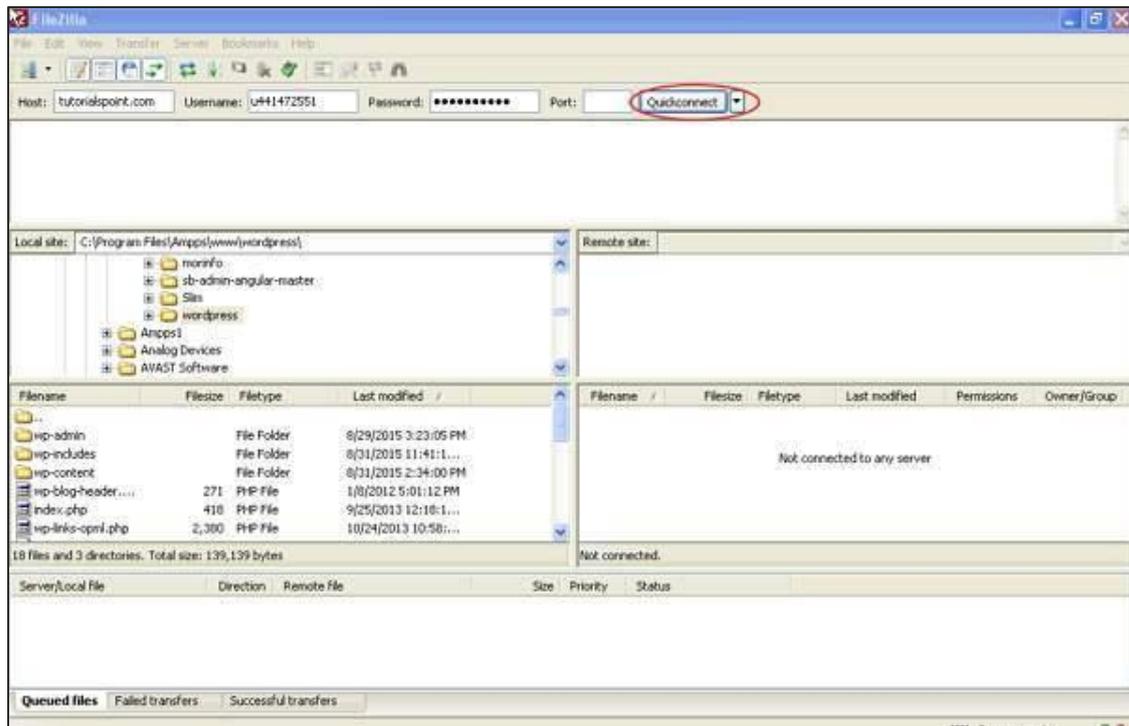
To get the backup files of WordPress, you need to install FileZilla Client on your system.

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

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

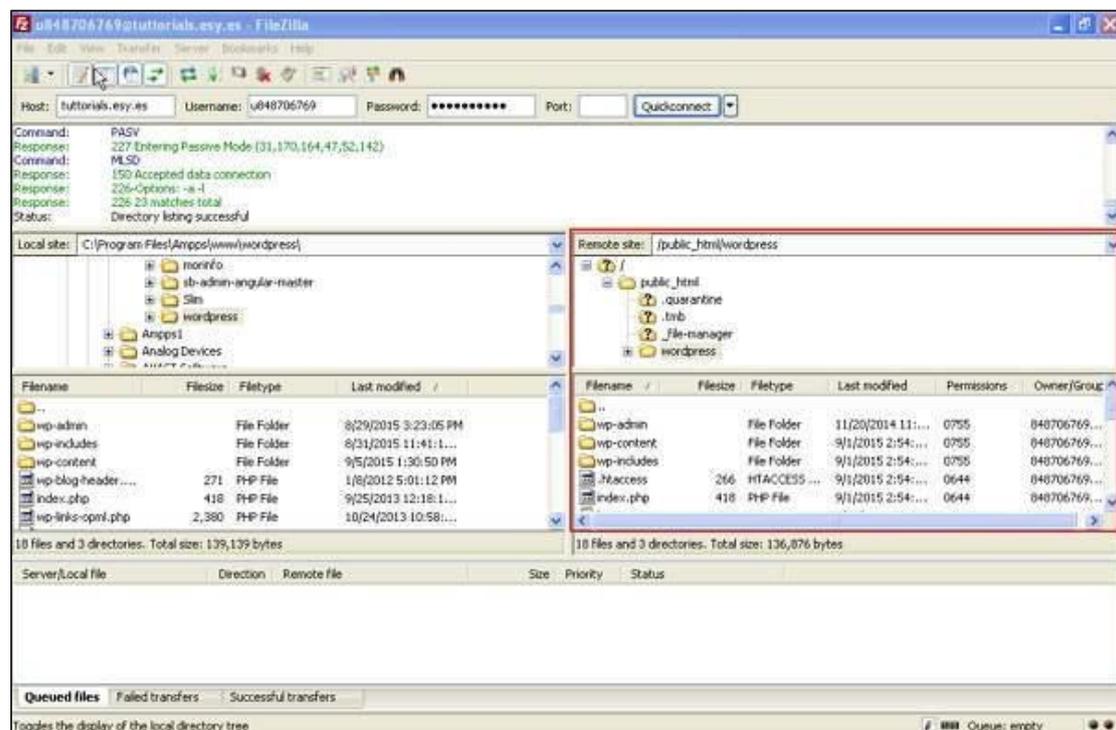


**Step (2):** Enter the **Host, Username, Password** and **Port** like you have used to log-in to your cPanel.

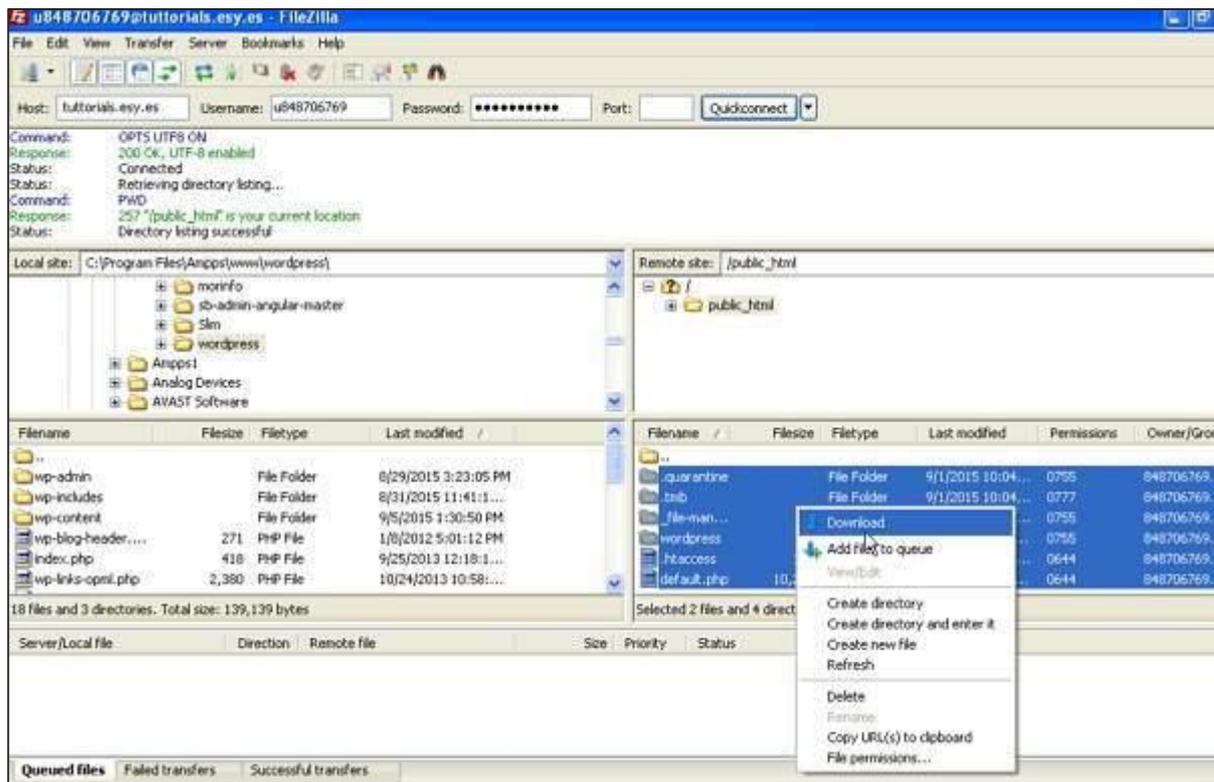


After filling all the fields, click on **Quickconnect** button.

**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**.

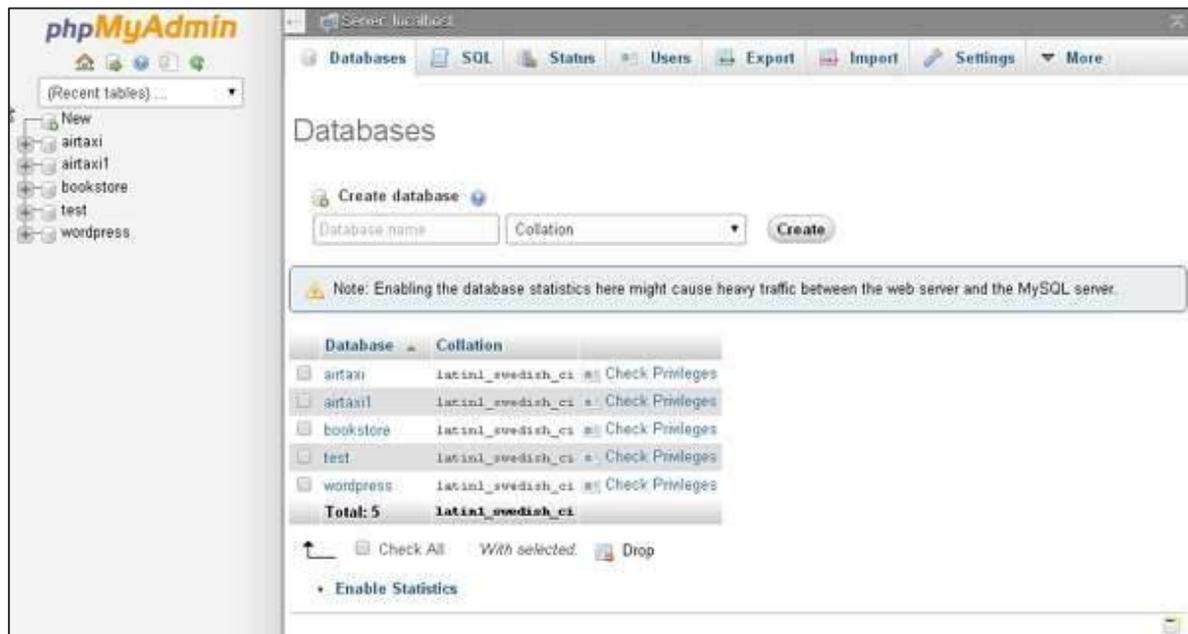


After downloading the WordPress files from cPanel, it will be saved on your system.

## WordPress Database Backup

Following are the simple steps for database backup in WordPress:

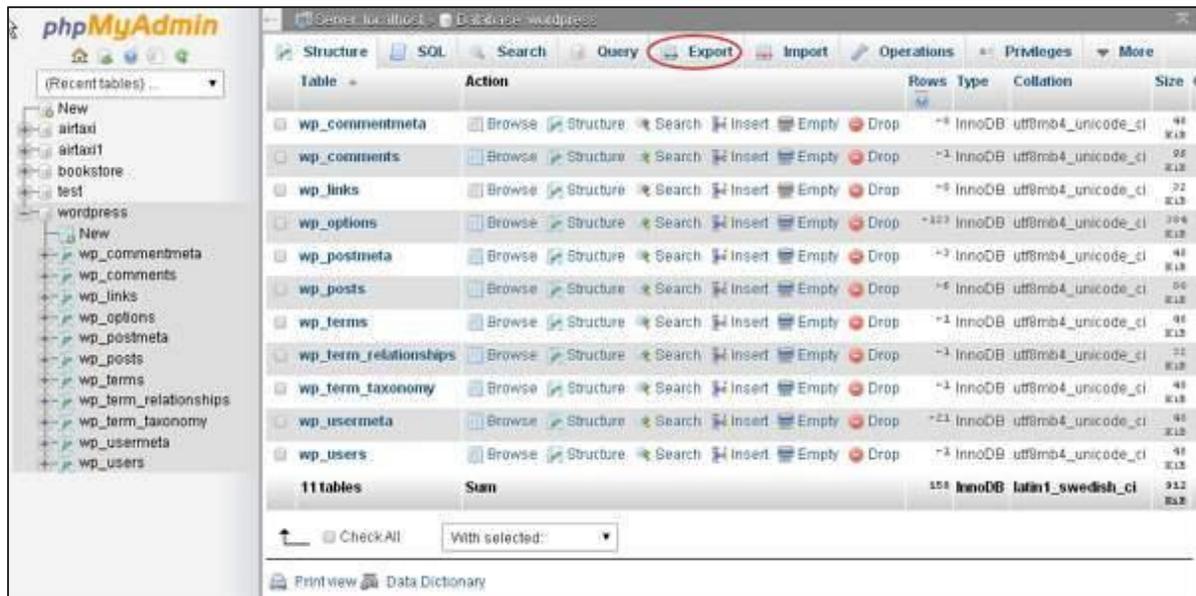
**Step (1):** Type the path `http://localhost/phpmyadmin` in your browser. You will get the following screen.



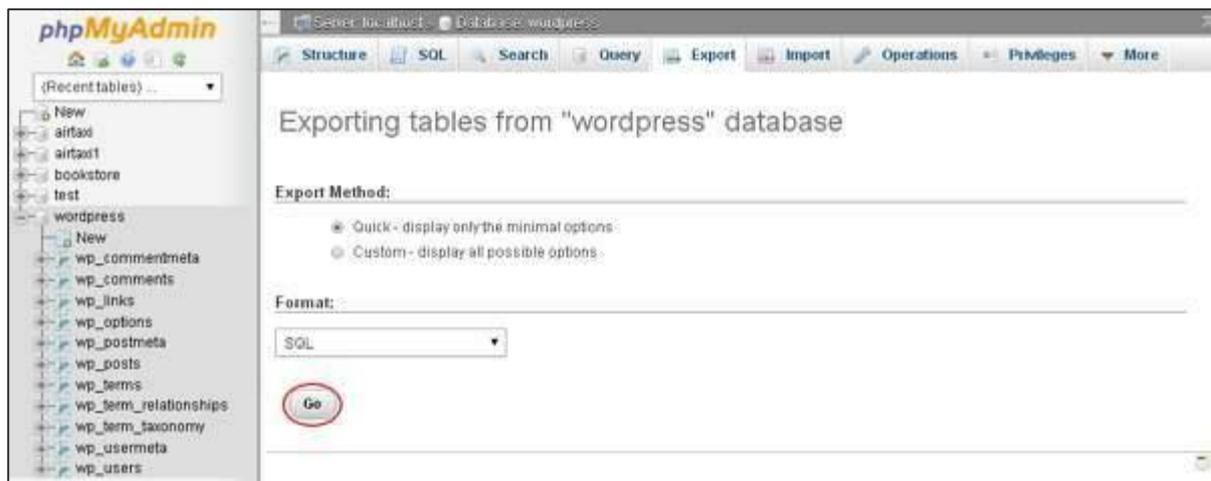
**Step (2):** Click on the database name 'wordpress' which you have created for WordPress.



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



**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.

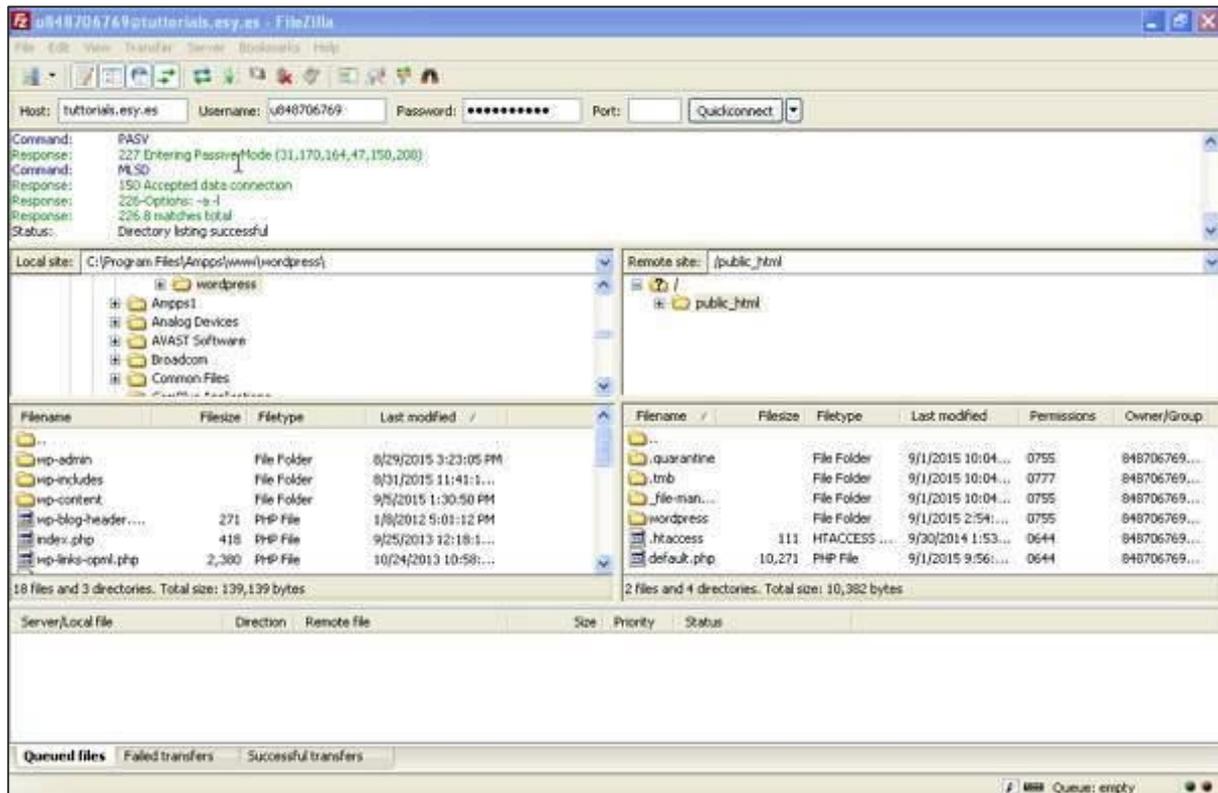


After exporting the database file, it will get saved on your system.

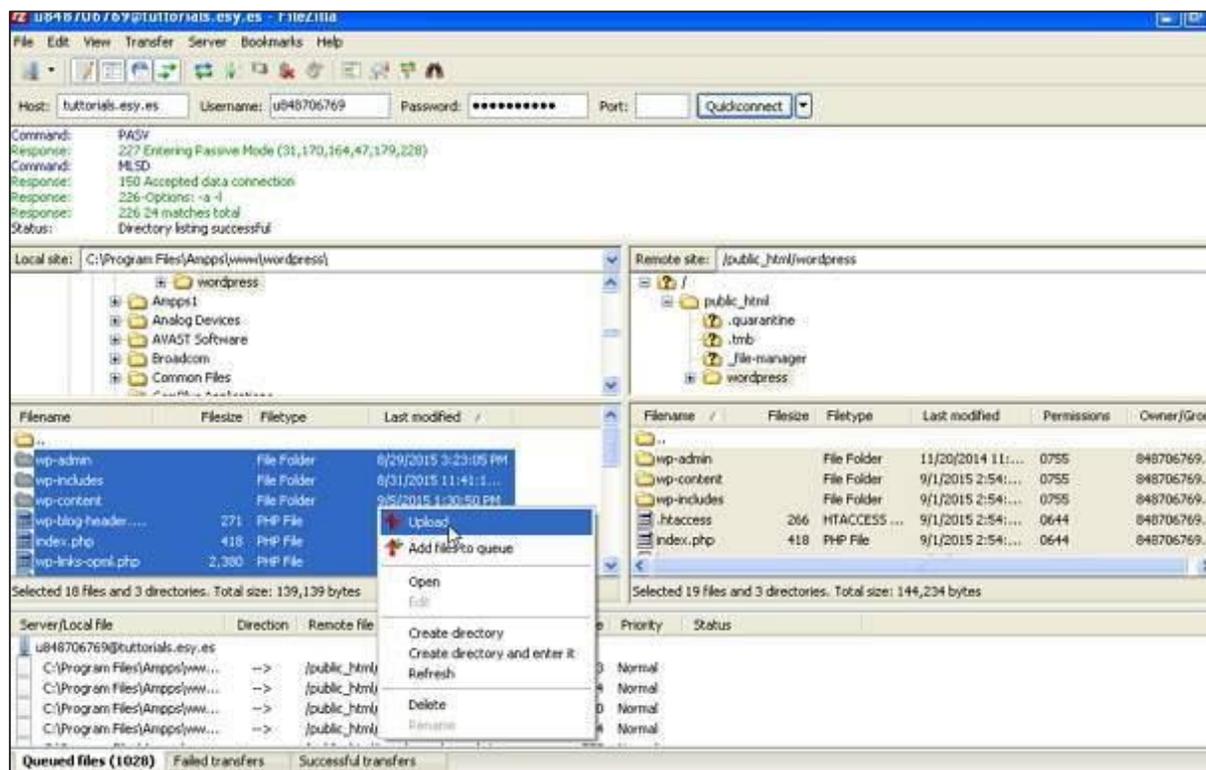
## Restoring WordPress Files

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');
```

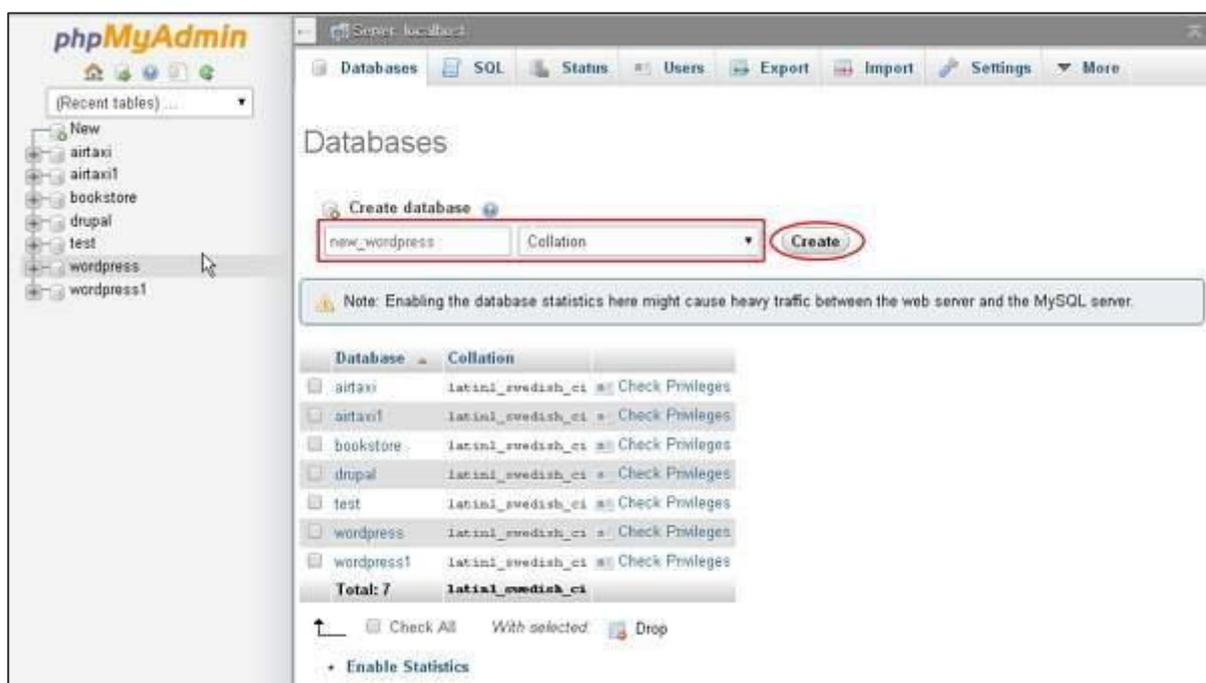
Replace the db\_password with your password of MySQL.

Save your wp-config file after editing and upload it to your WordPress site through ftp.

## Restoring WordPress Database

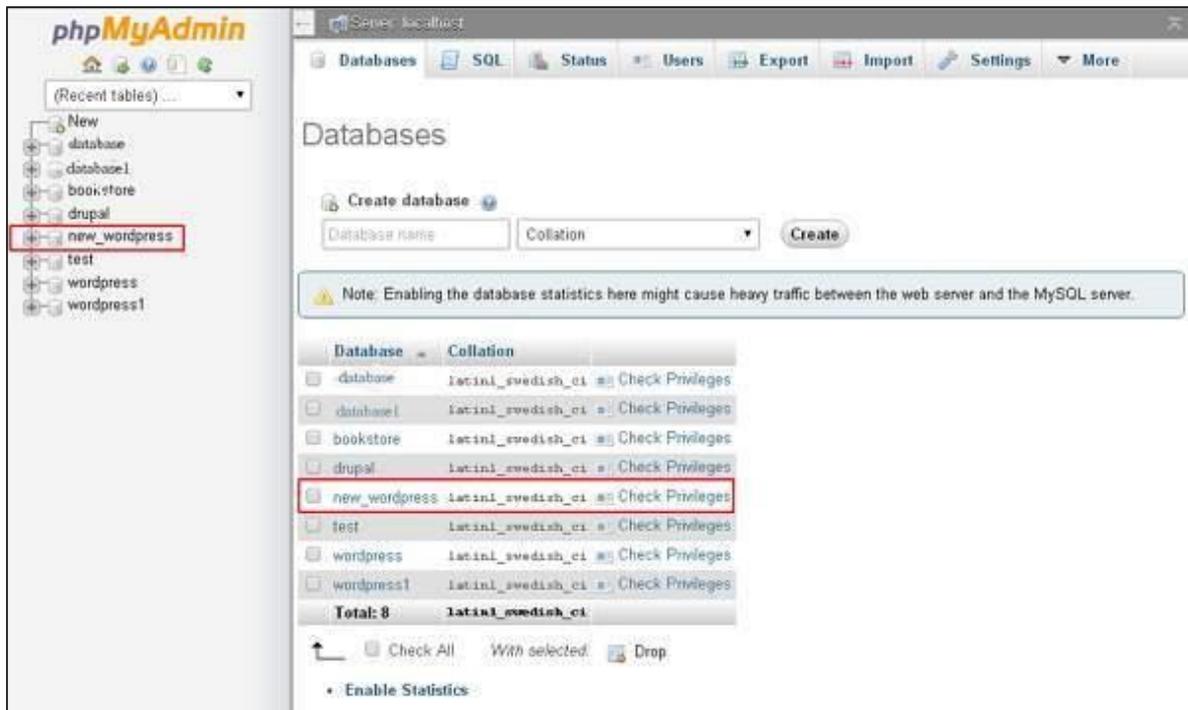
Following are the steps used to restore the database in WordPress:

**Step (1):** Type the path *http://localhost/phpmyadmin* in the browser. The following screen will pop up.

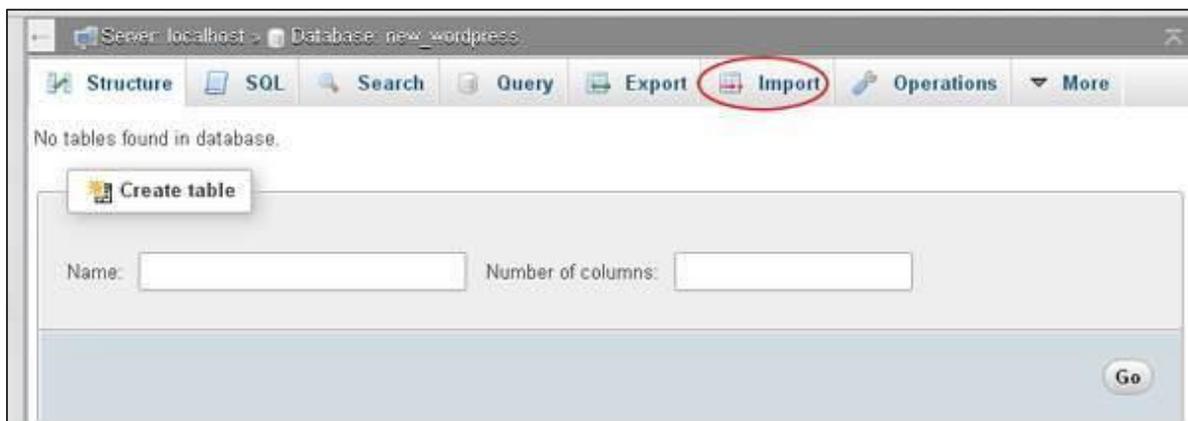


You can create a new database or import your backup in the existing database. Here we'll create a new database name, i.e., **new\_wordpress** and click on **Create** button

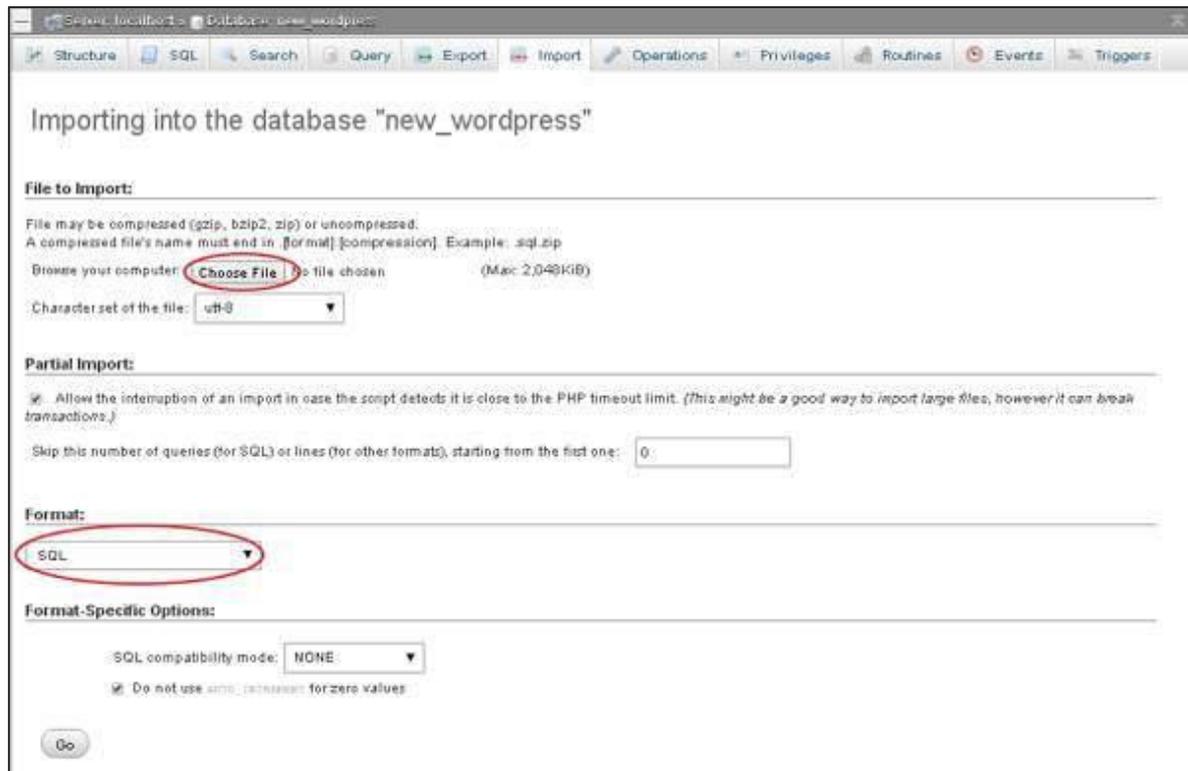
**Step (2):** You can view your created database as shown in the following screen. Click on the database name **new\_wordpress**.



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



**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.



The screenshot shows the MySQL Import wizard interface. The title is "Importing into the database 'new\_wordpress'". The "File to Import:" section includes a "Choose File" button (circled in red) and a "Go" button at the bottom. The "Format:" section has a dropdown menu set to "SQL" (circled in red). The "Format-Specific Options:" section includes "SQL compatibility mode: NONE" and a checked option "Do not use INTO...OUTFILE for zero values".

Click on **Go** button.

**Step (5):** Once you click on Go, you will get a message after the sql file is uploaded successfully.



The screenshot shows the MySQL Import wizard interface after the import is complete. A green message box at the top states: "Import has been successfully finished, 31 queries executed. (wordpress.sql)".

# 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. *Yslovi* 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.

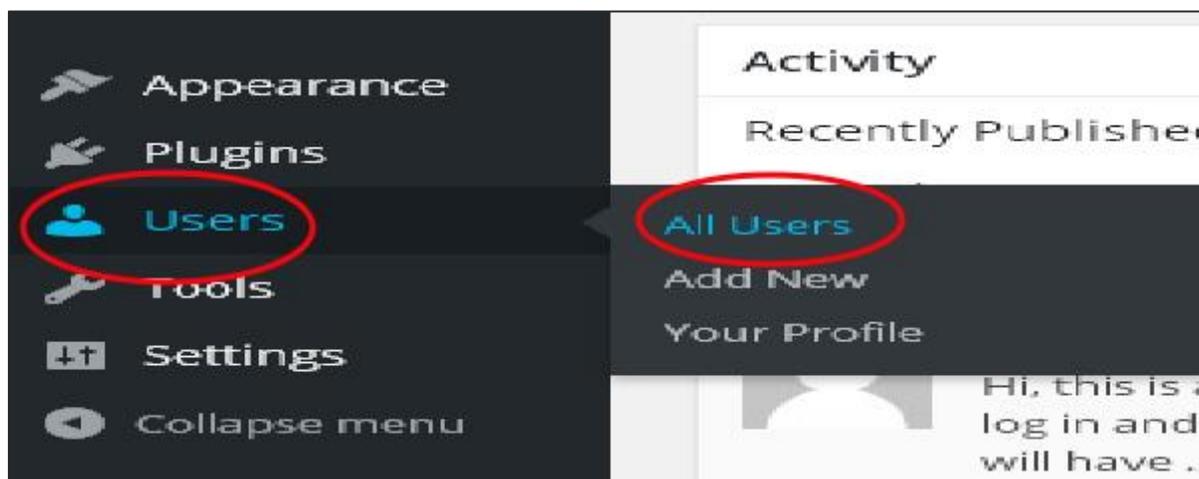
# 55. RESET PASSWORD

In this chapter, we will learn how to reset your passwords in WordPress. We have two methods of resetting passwords in WordPress:

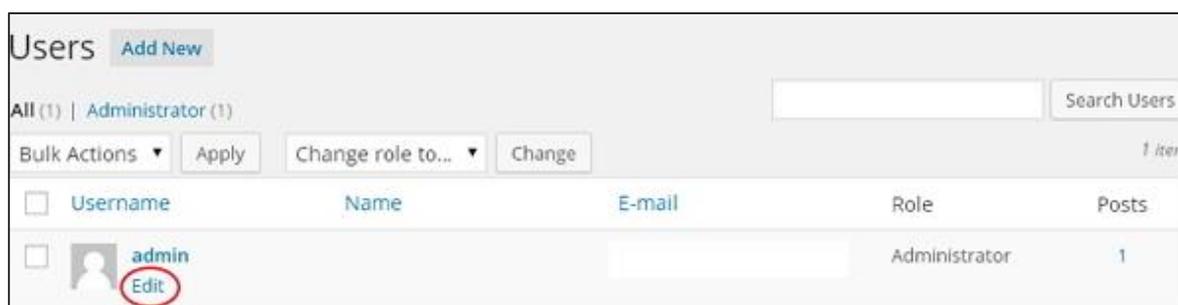
- **User**
- **Lost your password**

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.



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.



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

Username

Password

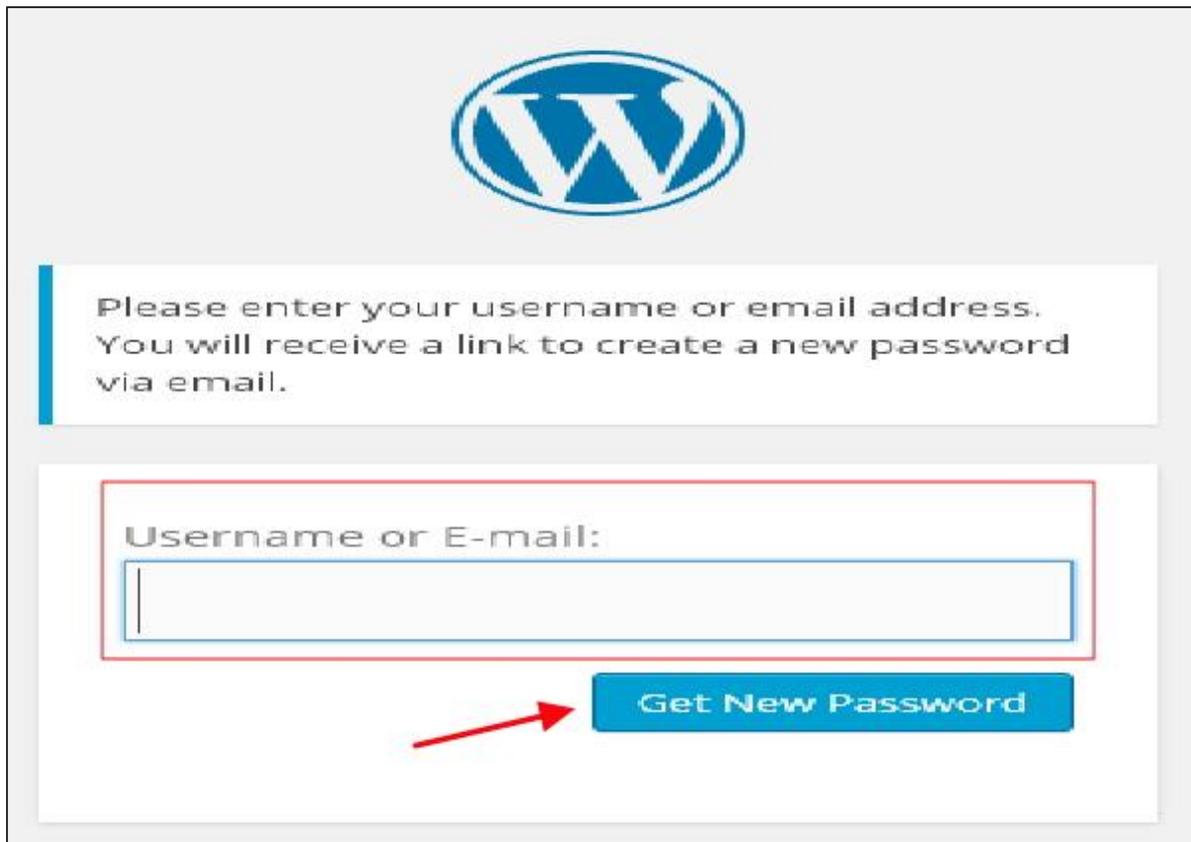
Remember Me

Log In

[Lost your password?](#)

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**Step (3.2):** Click on **Lost your password?** The following page appears. Update your e-mail and say **Get New Password**.



The screenshot shows the WordPress password reset interface. At the top center is the WordPress logo. Below it, a white box contains the text: "Please enter your username or email address. You will receive a link to create a new password via email." Underneath this is a text input field with the placeholder text "Username or E-mail:". To the right of the input field is a blue button labeled "Get New Password". A red arrow points to the button.

**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**.