# Beginners Guide: WordPress Maintenance - Updating WordPress, Plugins and Themes

Scribe

This beginner's guide provides step-by-step instructions on how to update WordPress, plugins, and themes. It emphasizes the importance of taking backups before updating and provides tips on how to approach updating plugins based on their version numbers. The guide also covers updating themes and translations, as well as updating the WordPress core. It reminds users to clear their cache and review their website after updates. Overall, this guide is a comprehensive resource for beginners who want to learn how to properly maintain their WordPress website.

1 Navigate to your Wordpress website login. Typically it looks something like https://www.yourdomain.co.uk/wp-admin

Log in with your credentials. You must have full access, so be sure to log in as an administrator.
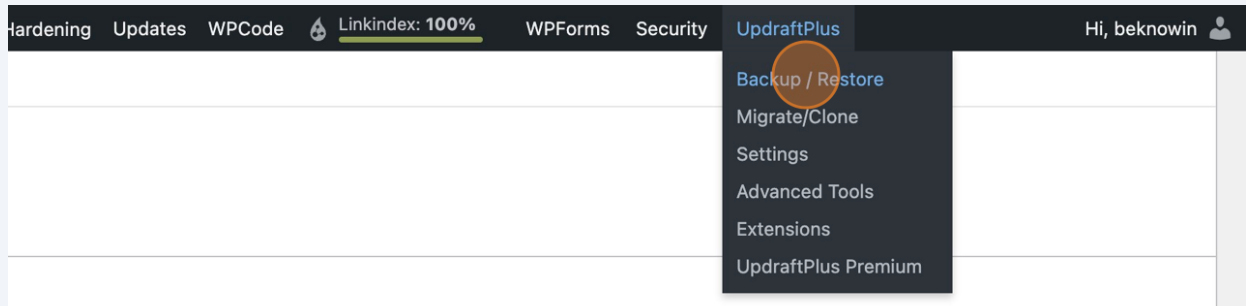
2 Notice the red dot with a number - this shows how many items need updating.
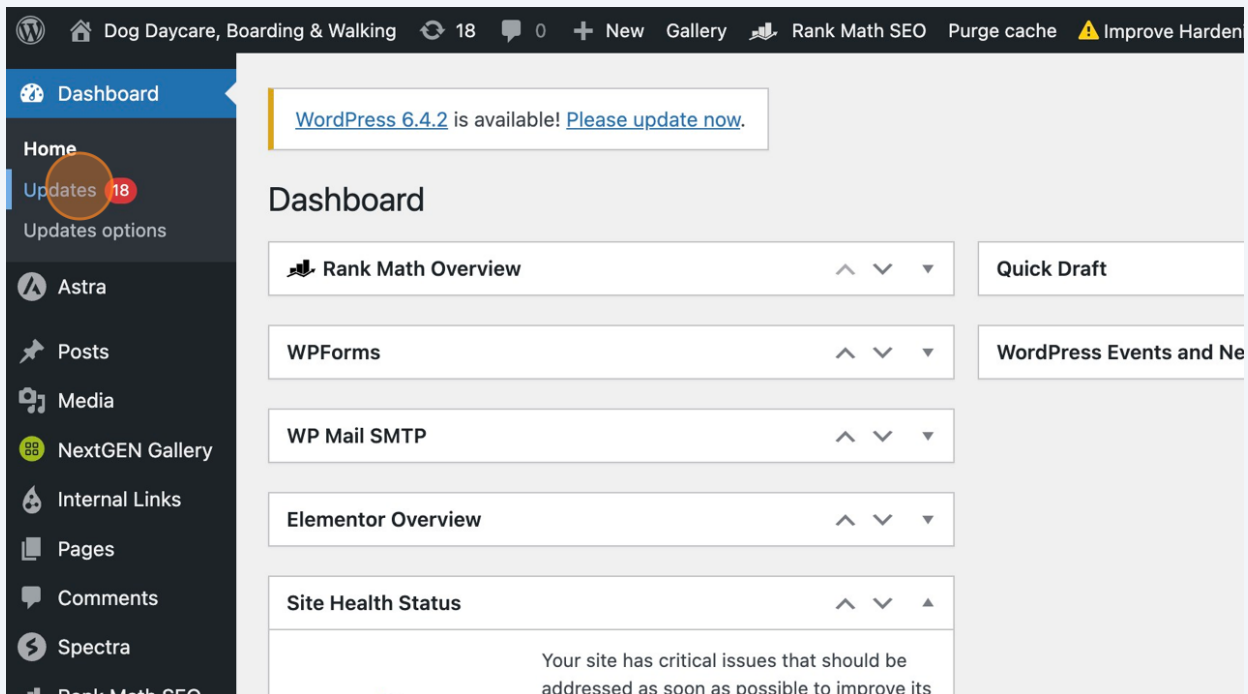
⚠️ But first we ALWAYS ALWAYS ALWAYS take a back-up just in case something goes wrong.

3   Use whichever backup plugin you have installed, in this case, I am using Updraft.

Click "Backup / Restore"

Hardening   Updates   WPCode   Linkindex: **100%**   WPForms   Security   UpdraftPlus   Hi, beknowin

Backup / Restore

Migrate/Clone

Settings

Advanced Tools

Extensions

UpdraftPlus Premium

date Themes".

emes for modifications.

4   Click the blue "Backup Now" button

anuary   Get Premium

| FAQs | More plugins – Version: 1.23.13

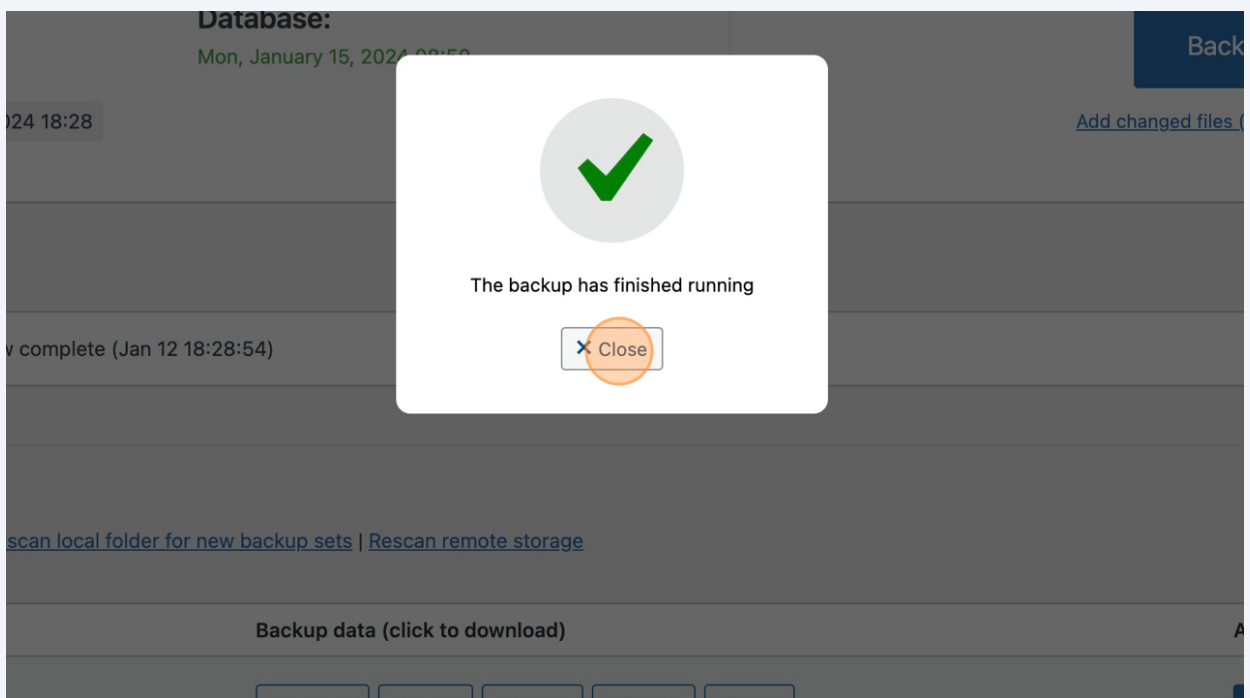Backup Now

Add changed files (incremental backup) ...

Download most recently modified log file

5   Now Click the 2nd "Backup Now" button to start the process

) Only allow this backup to be deleted manually (i.e. keep it even if retention limits are hit).
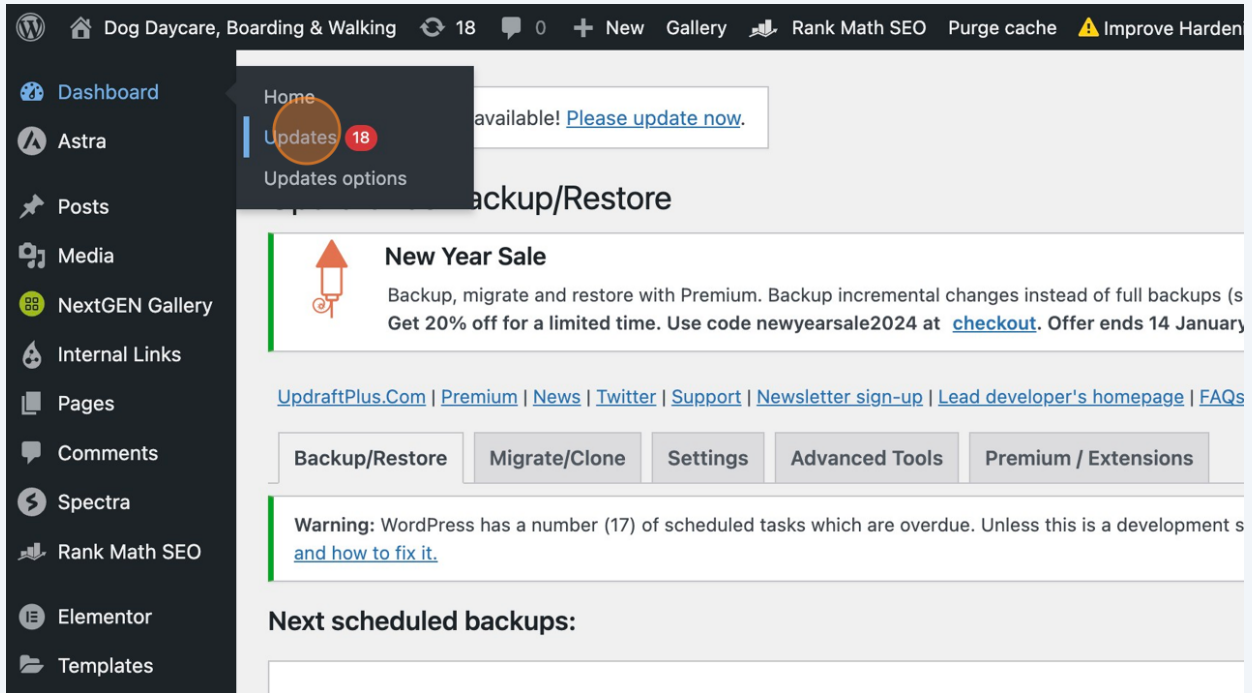
Dow

Backup Now   Cancel

Backup data (click to download)   Actions

Database	Plugins	Themes	Uploads	Others		Restore	Delete
Database	Plugins	Themes	Uploads	Others		Restore	Delete
Database	Plugins	Themes	Uploads	Others		Restore	Delete
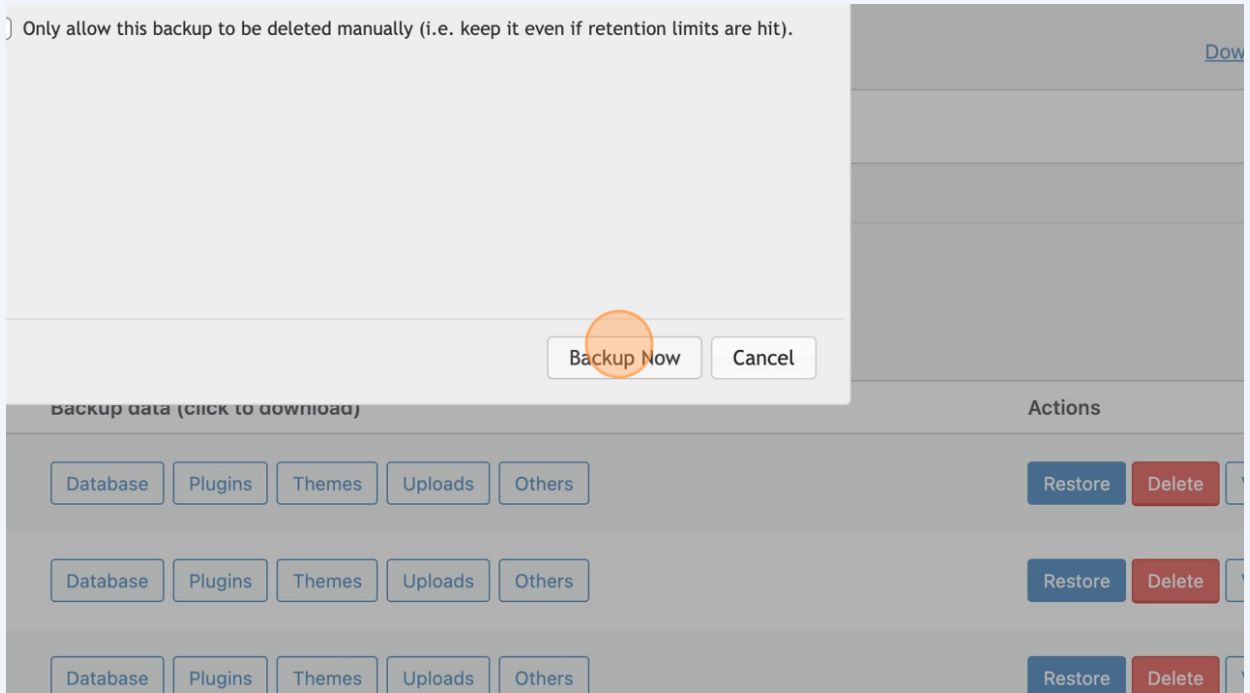
6   Once it's complete, you can click "Close"

Database:
Mon, January 15, 202

Back

024 18:28

Add changed files

✔

The backup has finished running

✕ Close

v complete (Jan 12 18:28:54)

scan local folder for new backup sets | Rescan remote storage

Backup data (click to download)

7 Let's start updating - You can go to Dashboard and select "Updates"

8   If you want to, you can Click the "Select all" field.

This will do a blanket update of all plugins. Since we have so many plugins to update, I prefer to start with a more considered approach.

Have you ever wondered why version numbers have 2 to 3 digits 1.2.11 or 2.3, well generally these denote whether the update is minor or major.
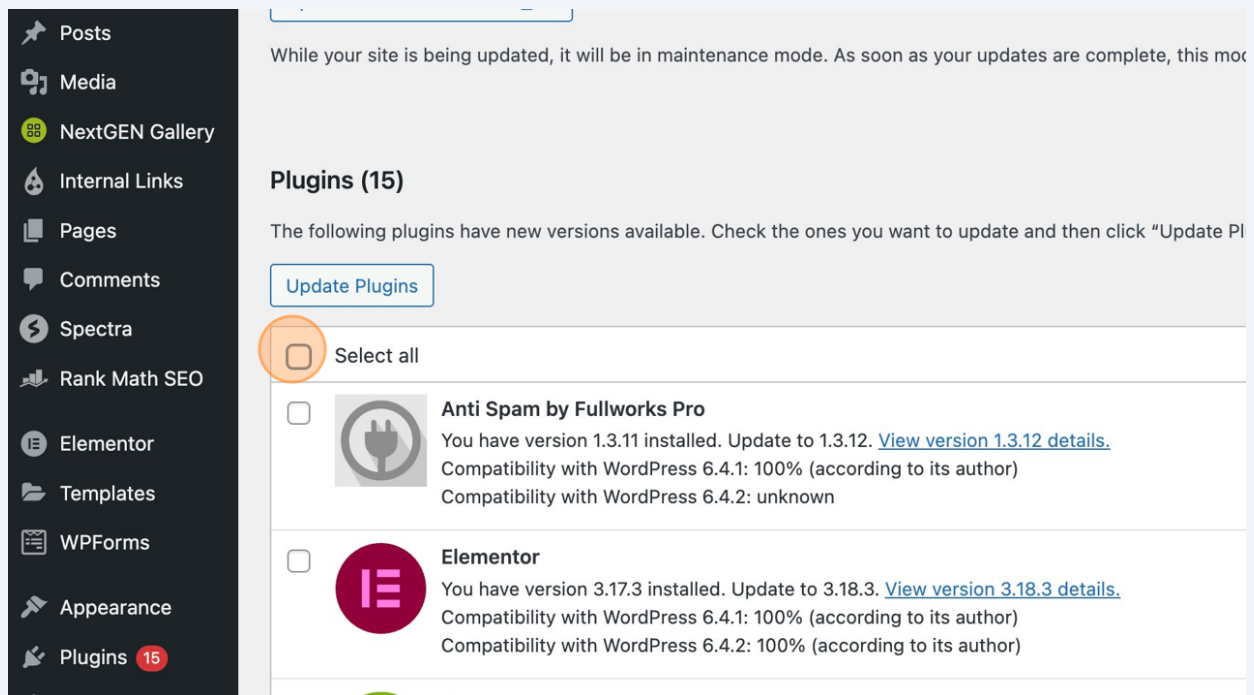
2.3.11 to 2.3.12 suggests a small update has been made, possibly a tweak or quick bug fix (x.x.11 update to x.x.12)

2.3.12 to 2.4 however suggests a more important update but is still relatively minor (2.3.x to 2.4)

When we see updates to the first number, eg 3.4 to 4.0 this is a major update and more fundamental changes to code have been made, which in turn can have bigger impacts to your website (3.x.x to 4.x).

For that reason, I like to start with updating the plugins with minor updates, then the slightly more important updates and finish with the major ones. Each time clearing my cache and checking how the website appears on the front end to visitors.

You can also update each plugin one by one with a check following each update, just to make sure.

9 Click the "Select all" field.

10 Or select the plugins you want to update

11   Click "Update Plugins"

12   You'll see the number of updates remaining changes, following each update made.

13 Don't forget to check on your website during each update
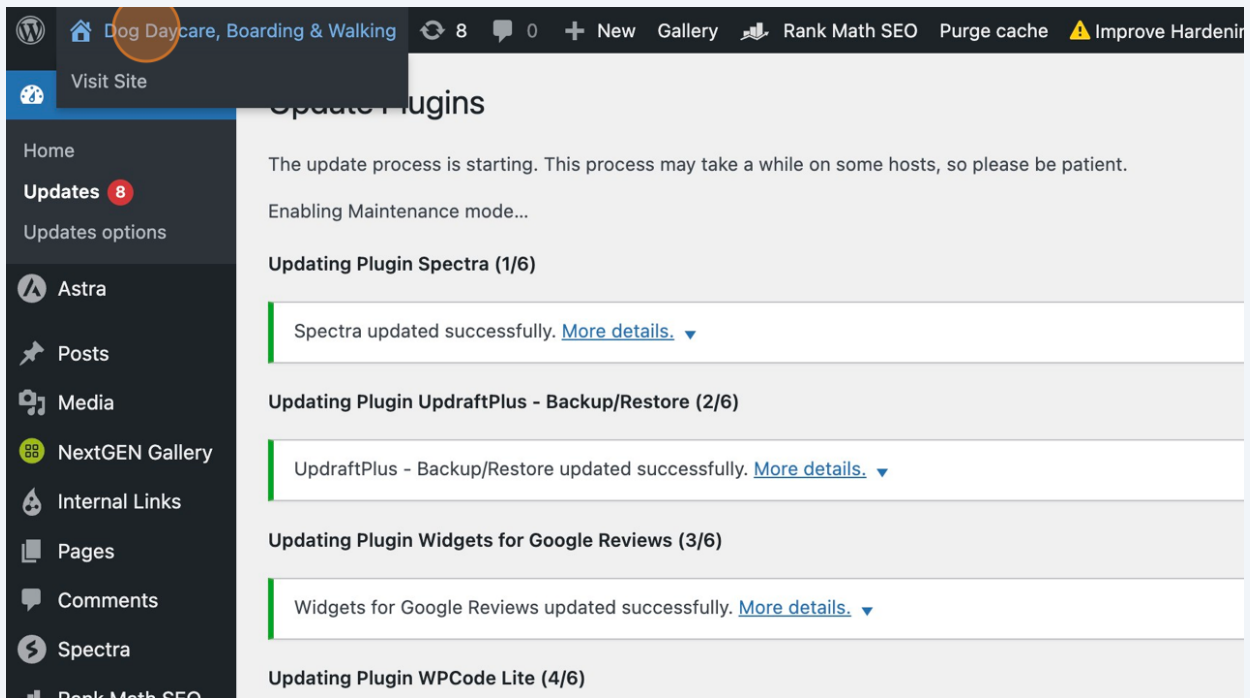
14 You can also click on "Plugins" to make updates
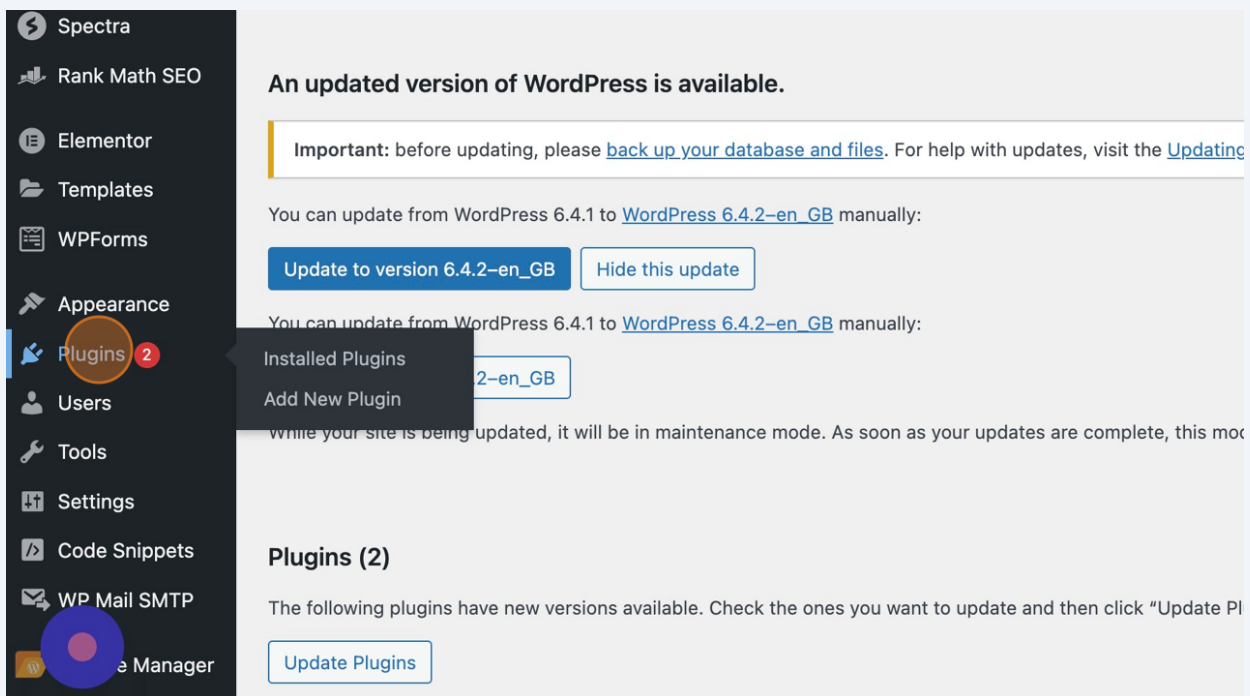
15 Here, you can click on "update now" to individually update your plugin. Note the "view version..." link which tells you more about the changes made.

+ New   Gallery   ◢ Rank Math SEO   Purge cache   ⚠ Improve Hardening   Updates   WPCode   🔥 Linkindex: **100%**   WPForms

The Spectra extends the Gutenberg functionality with several unique and feature-rich blocks that help buil

Version 2.11.3 | By Brainstorm Force | View details

Starter Templates is all in one solution for complete starter sites, single page templates, blocks & images.
library of ready templates & provides quick access to beautiful Pixabay images that can be imported in you

Version 3.4.6 | By Brainstorm Force | View details

rsion of Starter Templates available. View version 4.0.1 details or update now.

p/Restore   Backup and restore: take backups locally, or backup to Amazon S3, Dropbox, Google Drive, Rackspace, (S
| Settings | Deactivate | Take   automatic schedules.

Version 1.23.16 | By UpdraftPlus.Com, DavidAnderson | View details

Reviews   Embed Google reviews fast and easily into your WordPress site. Increase SEO, trust and sales using Googl
ettings | Deactivate

Version 11.3 | By Trustindex.io | View details | Rate our plugin

                                                 Manage your WP files.
ctivate
Version 7.2.1 | By mndpsingh287 | View details

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16 If we go back to Dashboard and click "Updates" and scroll down, we can see there are also Themes to update.

🅦   🏠 Dog Daycare, Boarding & Walking   ↻ 3   💬 0   + New   Gallery   ◢ Rank Math SEO   Purge cache   ⚠ Improve Hardenir

🅦 Dashboard   Home   available! Please update now.
Ⓐ Astra   Updates   3
                     Updates options
📌 Posts
◧ᵣ Media   v Plugin
🔵 NextGEN Gallery
🔥 Internal Links   **astra**   We have enabled 18 security fixes to protect your site. Please review them
📄 Pages   Harden WordPress
💬 Comments
Ⓢ Spectra   All (23) | Active (23) | Drop-in (1) | Auto-updates Disabled (23)
◢ Rank Math SEO   Bulk actions   v   Apply
Ⓔ Elementor   ☐ Plugin   Description
📁 Templates
                    ☐ **Anti Spam by Fullworks : Spam Protection Pro**   Anti Spam by Fullworks providing protection 1
                       Settings | Change License | Opt Out | Deactivate   Version 1.3.12 | By Fullworks | View details
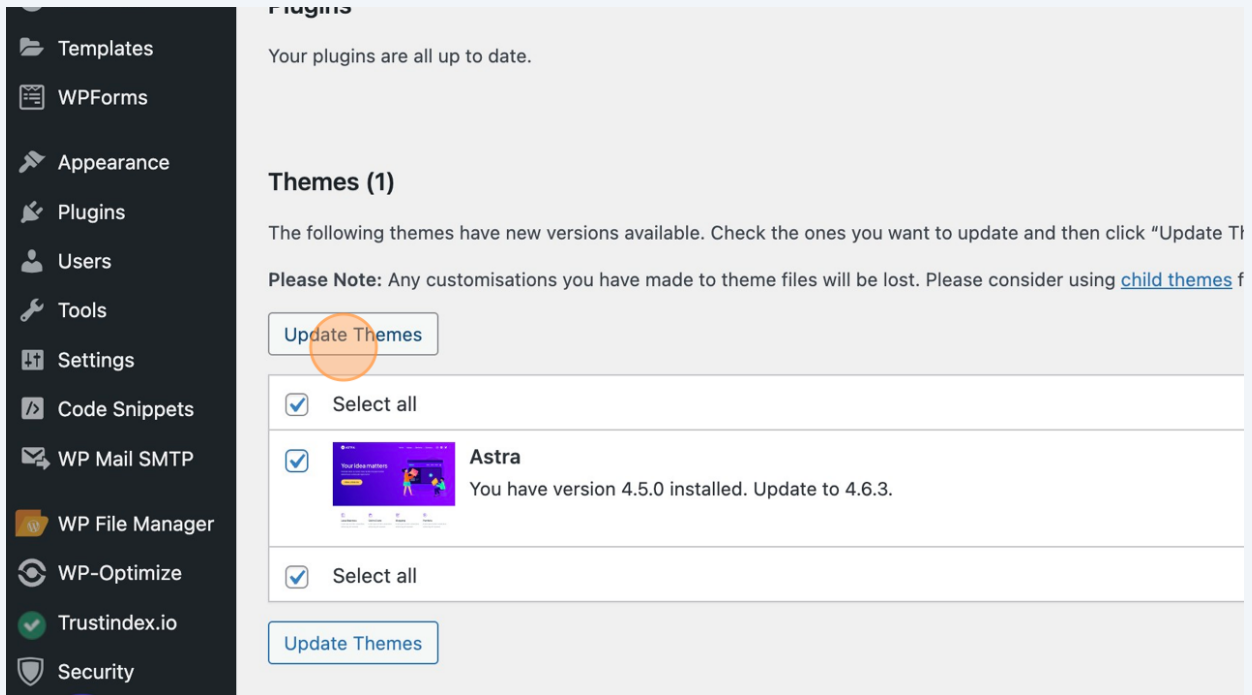
17 Select the theme to update and Click "Update Themes"

Templates
WPForms

Appearance
Plugins
Users
Tools
Settings
Code Snippets
WP Mail SMTP

WP File Manager
WP-Optimize
Trustindex.io
Security

Plugins

Your plugins are all up to date.

Themes (1)

The following themes have new versions available. Check the ones you want to update and then click "Update Th

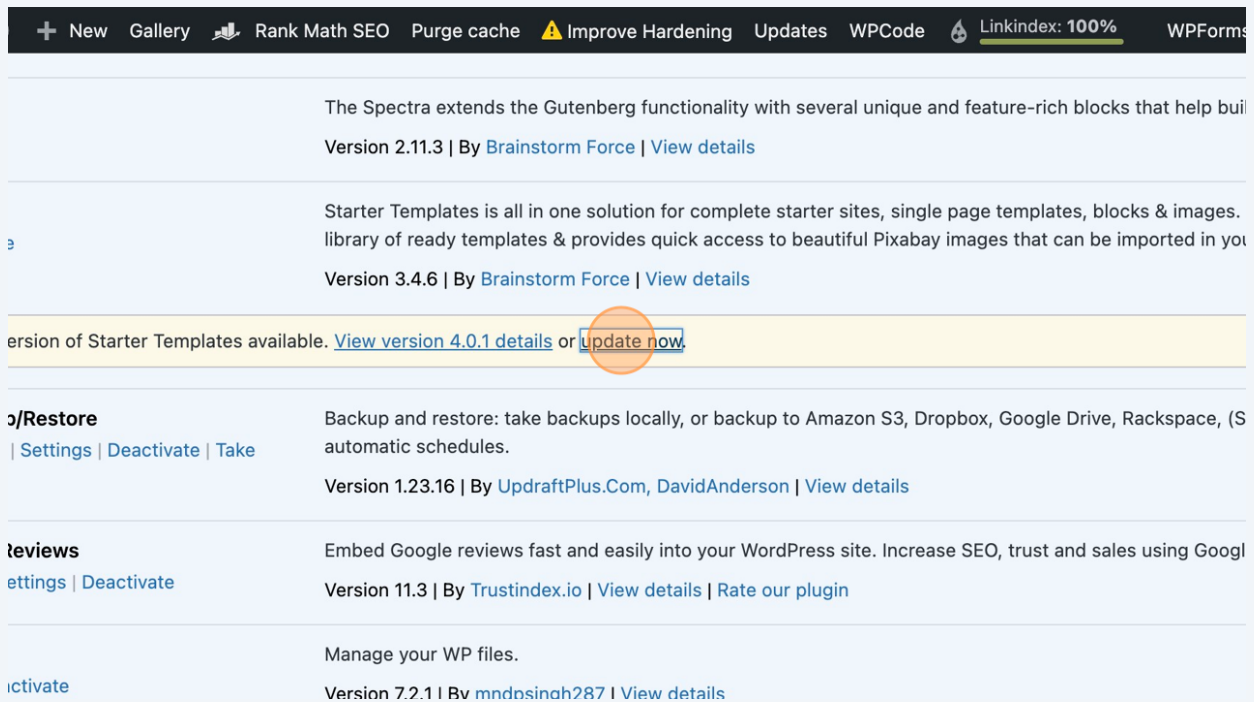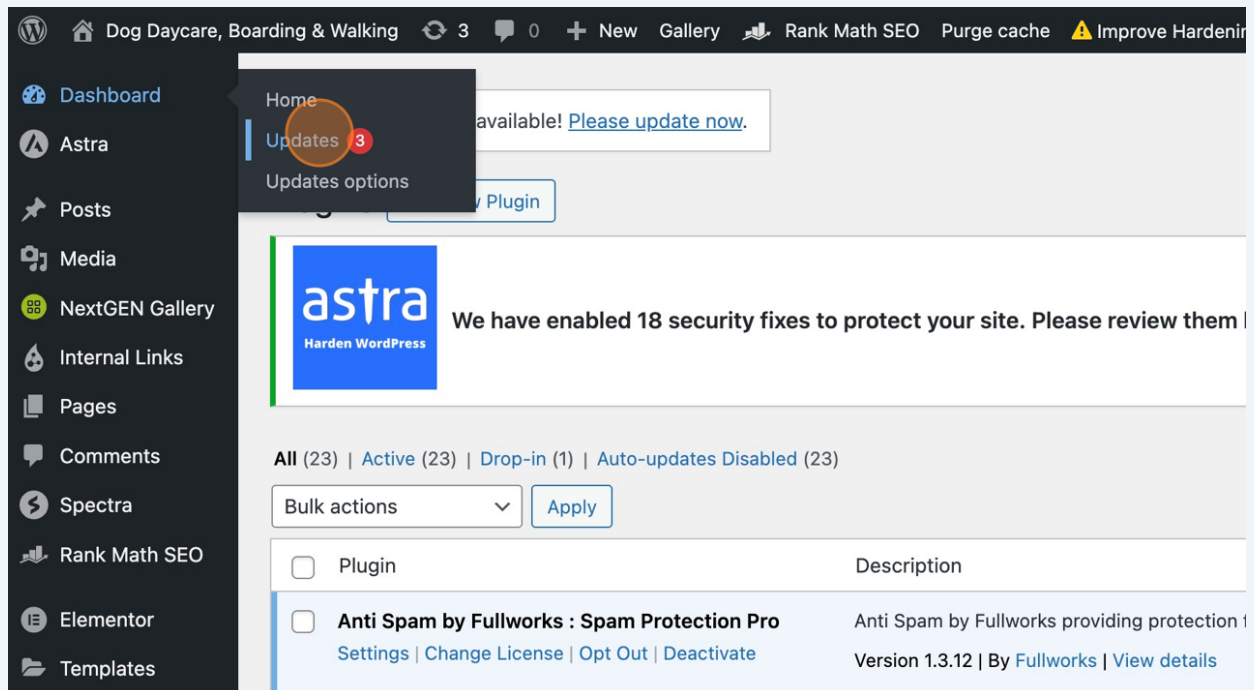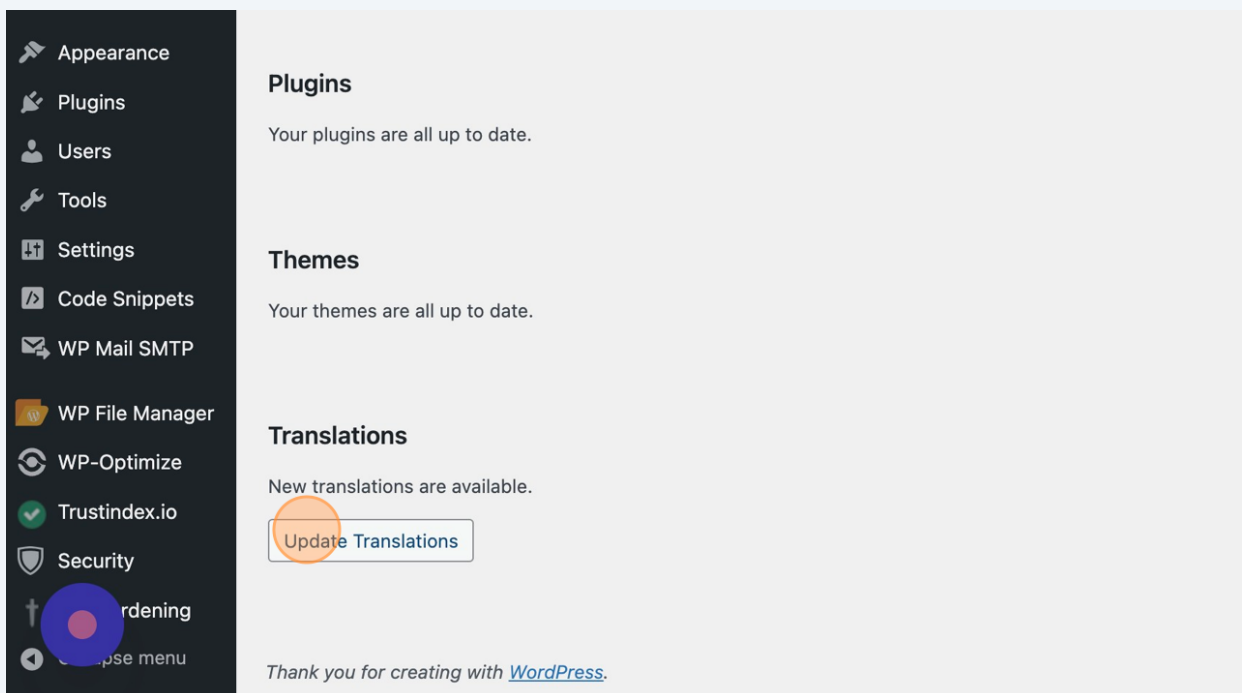**Please Note:** Any customisations you have made to theme files will be lost. Please consider using child themes f

Update Themes

☑ Select all

☑ **Astra**
You have version 4.5.0 installed. Update to 4.6.3.

☑ Select all

Update Themes

18 We may also have Translations available to update. Even if you don't use translations, keep them updated.

Appearance
Plugins
Users
Tools
Settings
Code Snippets
WP Mail SMTP

WP File Manager
WP-Optimize
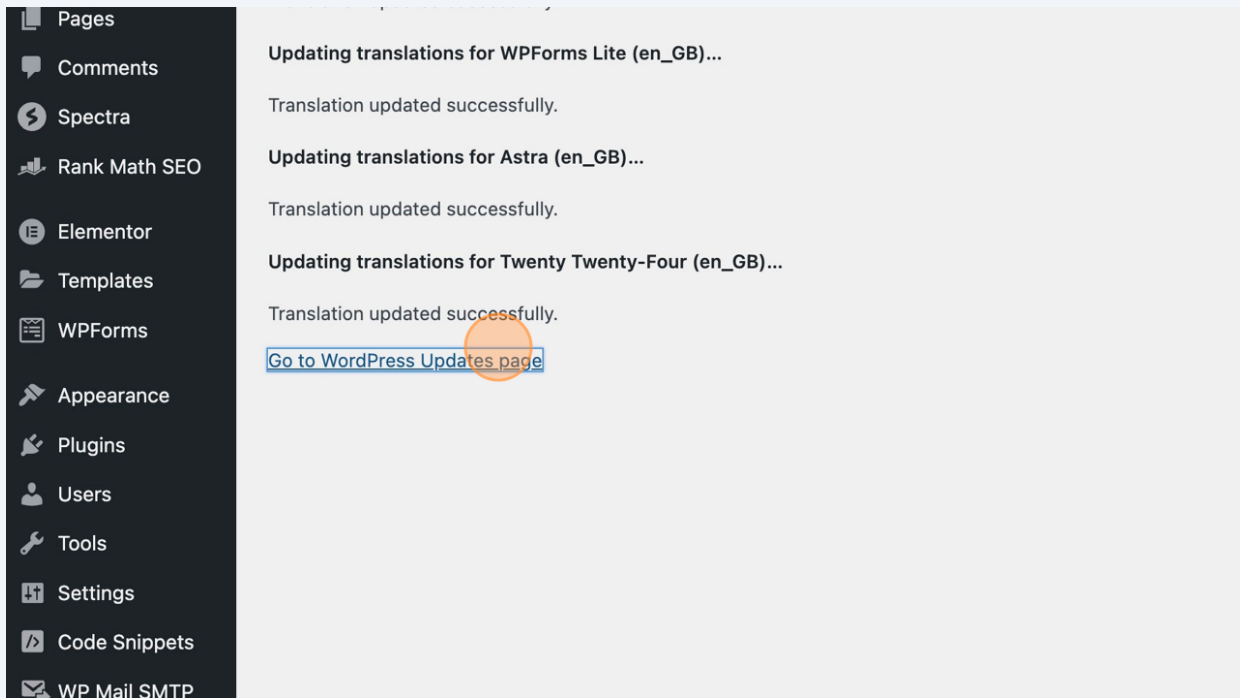Trustindex.io
Security
          rdening
          se menu

Plugins

Your plugins are all up to date.

Themes

Your themes are all up to date.

Translations

New translations are available.

Update Translations

Thank you for creating with WordPress.

19   Click "Go to WordPress Updates page"

Pages	
Comments	**Updating translations for WPForms Lite (en_GB)...**
Spectra	Translation updated successfully.
Rank Math SEO	**Updating translations for Astra (en_GB)...**
Elementor	Translation updated successfully.
Templates	**Updating translations for Twenty Twenty-Four (en_GB)...**
WPForms	Translation updated successfully.
Appearance	Go to WordPress Updates page
Plugins	
Users	
Tools	
Settings	
Code Snippets	
WP Mail SMTP	
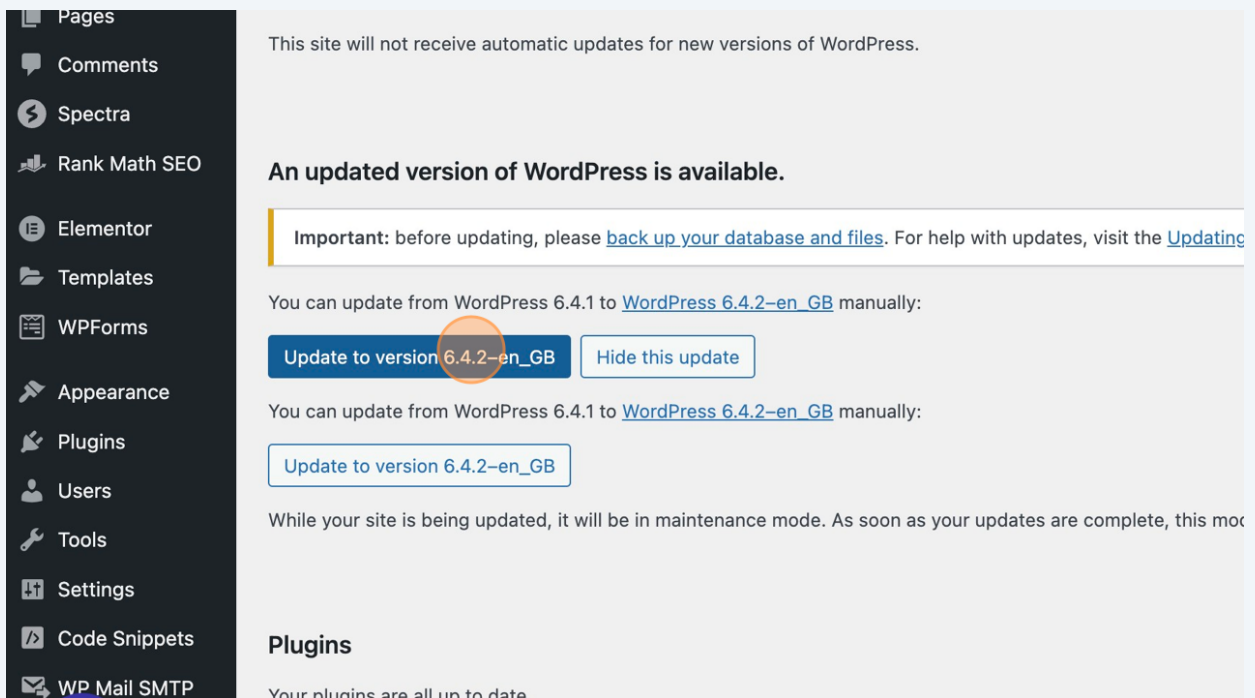
20   WordPress is the core code that runs your website. It's important to keep this updated. All of your plugins have to work flawlessly with WordPress so keep in mind that when plugins are updated and WordPress is updated, there's always room for incompatibility and there may be a few more iterations to come!

Click "Update to version xx" to update WordPress

Pages	This site will not receive automatic updates for new versions of WordPress.
Comments	
Spectra	
Rank Math SEO	**An updated version of WordPress is available.**
Elementor	**Important:** before updating, please back up your database and files. For help with updates, visit the Updating
Templates	You can update from WordPress 6.4.1 to WordPress 6.4.2–en_GB manually:
WPForms	
Appearance	Update to version 6.4.2–en_GB Hide this update
Plugins	You can update from WordPress 6.4.1 to WordPress 6.4.2–en_GB manually:
Users	Update to version 6.4.2–en_GB
Tools	While your site is being updated, it will be in maintenance mode. As soon as your updates are complete, this mod
Settings	
Code Snippets	**Plugins**
WP Mail SMTP	Your plugins are all up to date.

21 If you have a caching plugin, don't forget to purge the cache to ensure the changes filter through to your website. In this case we hit, "Purge cache for all pages"

22 Now perform a last review of your website to make sure everything looks AND operates as it should.

23   Congratulations you've updated your website!