

WordPress User Guide

Table of Contents

GETTING STARTED.....	2
Getting Started.....	2
THE ADMIN BAR.....	3
The Admin Bar.....	3
ADDING AND EDITING CONTENT.....	4
Adding and Editing Content.....	4
FORMATTING TEXT USING THE HTML EDITOR.....	6
Formatting text using the HTML editor.....	6
WRITING A POST.....	6
Writing a post.....	6
ADDING LINKS TO YOUR POSTS.....	7
Adding links to your posts.....	7
ADDING A GALLERY OF IMAGES.....	7
Adding a gallery of images.....	7
ADDING VIDEO CLIPS TO YOUR POSTS.....	7
Adding video clips to your posts.....	7
SETTING POSTING AND PAGE OPTIONS.....	8
Setting posting and page options.....	8
SAVING & PUBLISHING YOUR POST OR PAGE.....	8
Saving & Publishing Your Post Or Page.....	8
CREATING AND MANAGING YOUR CATEGORIES.....	9
Creating and managing your categories.....	9
WRITING PAGES AND STRUCTURING THEM.....	10
Writing Pages and Structuring Them.....	10

Getting Started

Log in into your content management system.

The image shows the WordPress login interface. At the top, there is the WordPress logo (a 'W' in a circle) followed by the word 'WORDPRESS' in a blue, serif font. Below this is a white rectangular box containing the login form. The form has two input fields: 'Username' and 'Password'. Below the 'Password' field is a checkbox labeled 'Remember Me'. To the right of the checkbox is a blue button with the text 'Log In' in white. Below the entire form box is a blue, underlined link that says 'Lost your password?'.

To login, simply add `/wp-admin` to the root address and you will arrive at the login page as above.

Username: Admin
Password: password123

Now you are logged in, you will arrive at the Dashboard – a screen that gives a range of information about your website:

The screenshot shows the WordPress Dashboard for a user named 'admin'. The interface is divided into several sections:

- Left Sidebar:** A vertical menu with icons and labels for: Home, Updates, Posts, Media, Links, Pages, Comments, Appearance, Plugins, Users, Tools, and Settings. A 'Collapse menu' link is at the bottom.
- Header:** 'WordPress Sandbox' and 'Howdy, admin' with 'Screen Options' and 'Help' links.
- Dashboard Title:** 'Dashboard' with a home icon.
- Right Now:** A summary table:

Content	Discussion
6 Posts	1 Comment
0 Pages	1 Approved
4 Categories	0 Pending
0 Tags	0 Spam

 Below this, it shows 'Theme Twenty Eleven with 0 Widgets', 'Search Engines Blocked', and 'You are using WordPress 3.2.1'.
- Recent Comments:** A section for tracking recent comments.
- Plugins:**
 - Most Popular:** 'WordPress Importer (Install)' - Import posts, pages, comments, custom fields, categories, tags and more from a WordPress export file.
 - Newest Plugins:** 'WP Green Cache (Install)' - Requires at least 3.0 Tested up to: 3.0 Description: WP Green Cache plugin is a cache system for WordPress Blogs to improve performance and save the
 - Recently Updated:** 'Drop in Dropbox (Install)' - Upload single files or entire directories with subdirectories to your Dropbox account.
- Incoming Links:** A section for tracking incoming links from other blogs.
- QuickPress:** A section for recent drafts.
- WordPress Blog:** A section for news and updates, including 'State of the Word' (August 19, 2011) and 'WordCamp SF Livestream!' (August 12, 2011).
- Other WordPress News:** A section for various news items, including 'Weblog Tools Collection: WordPress Theme Releases for 8/21', 'WordPress.tv: Nikolay Bachyzki: Unit Testing Will Change Your Life', 'WordPress.tv: Jane Wells: Appearance is Everything: Customizing Your Theme', 'WordPress.tv: Mark Jaquith: Scaling, Servers, and Deploys - Oh My!', and 'Weblog Tools Collection: WordPress Survey Data Made Available'.

At the bottom, there is a footer with 'Thank you for creating with WordPress. • Documentation • Freedoms • Feedback • Credits' and 'Version 3.2.1'.

You will notice here that there's a great deal of information showing here in a series of widgets. You can organise this information to best suit you, moving widgets around and expanding or contracting them in whichever way you find appropriate.

To move a widget, click and drag the bar of the widget around. To roll it up, simply click on the right hand edge of the bar where you will see an arrow appear.

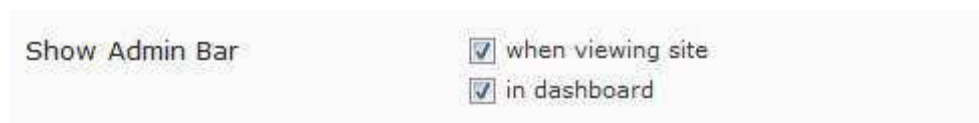
On the left hand side, you will notice that there's a large list of links such as **Posts**, **Media**, **Links** and so on.. What you see here will depend on the user level you have on your blog; Administrators will be able to see everything while subscribers will the minimum.

The image shows a vertical sidebar menu from the WordPress dashboard. Each menu item is highlighted with a grey background and has a red arrow pointing to a descriptive text block on the right. The menu items and their descriptions are as follows:

- Dashboard** (Home icon)
- Home**
- Updates**
- Posts** (Pencil icon) → Create, Edit and Manage Posts and Categories
 - All Posts
 - Add New
 - Categories
 - Post Tags
- Media** (Image icon) → Manage Media
 - Library
 - Add New
- Links** (Link icon) → Manage Links – mostly used if you manage a directory or similar
 - All Links
 - Add New
 - Link Categories
- Pages** (Document icon) → Create, Edit and Manage static Pages
 - All Pages
 - Add New
- Comments** (Speech bubble icon) → Moderate, Manage and Delete Comments
- Appearance** (Grid icon) → Manage the Appearance of the site
 - Themes
 - Widgets
 - Menus
 - Theme Options
 - Background
 - Header
 - Editor
- Plugins** (Puzzle piece icon) → Manage plugins to extend the site's functionality
 - Installed Plugins
 - Add New
 - Editor
- Users** (People icon) → Manage users (including yourself), reset passwords
 - All Users
 - Add New
 - Your Profile
- Tools** (Wrench icon) → Tools to assist in jobs such as exporting content
 - Available Tools
 - Import
 - Export
- Settings** (Gear icon) → Settings that control how the site functions
 - General
 - Writing
 - Reading
 - Discussion
 - Media

The Admin Bar

At the top of your WordPress site you will see the admin bar. By default this is only shown when you are logged in and browsing the website but it can be switched on or off for the administration area and website by visiting your user profile and checking the appropriate boxes shown below.



The admin bar itself provides you with quick access to the administration area in the following ways:



The user section, including quick links to your profile editing screen, dashboard and logout link

- Edit Post: A link to edit the current post or page you are on
- Add New: A dropdown to quickly add a new post or page
- Comments: A link to the comments administration area which will indicate how many comments are awaiting approval if any
- Appearance: Quick links to the theme selection, widgets and menus admin areas
- Updates: A link that shows you if any plugins require updating and takes you to the plugin admin area
- Short link: A short version of the current post or page address that you can copy for use with a service such as Twitter to save space

You can also search your website's content directly from the admin bar using the search box on the right hand side.

Understanding the difference between pages and posts

Before we start working on your site, it's important to have a clear understanding of the difference between pages and posts:

Pages are usually those which have a static purpose in life. For example an about page, resume page or contact forms. They do not usually contain information about news items, for example, which are added to the site on a regular basis. Pages are generally defined so that they are always accessible from the front page. Some people build entire sites with just Pages – this is especially the case for sites with little need for dynamic content and is very popular with small businesses who simply want an online brochure.

Posts usually contain semantically and chronographically arranged information – for example, news reports, event results, and of course blog entries! The semantic structure is defined by categories and tags, and whilst making it easy for people to navigate your site will also help search engines to understand the content of your site and so improve the relevance of search results.

Adding and Editing Content

Rather than drone on about concepts, structure and methods, let's start to get some content into the site right away.

WordPress provides a number of tools – for editing, and for image management. It allows you to easily manage your content with a familiar editing interface. You don't need to learn HTML – just the skills you have already acquired using word processors like Microsoft Word.





Formatting text using the rich editor

You can easily enter format text using the rich editor if you're familiar with any word processing packages.














Let's create a news article – just go to Posts and Add New in the left hand toolbar (if you're writing a static Page, you go to Pages and Add New instead):

Add New Post

Enter title here

Upload/Insert    

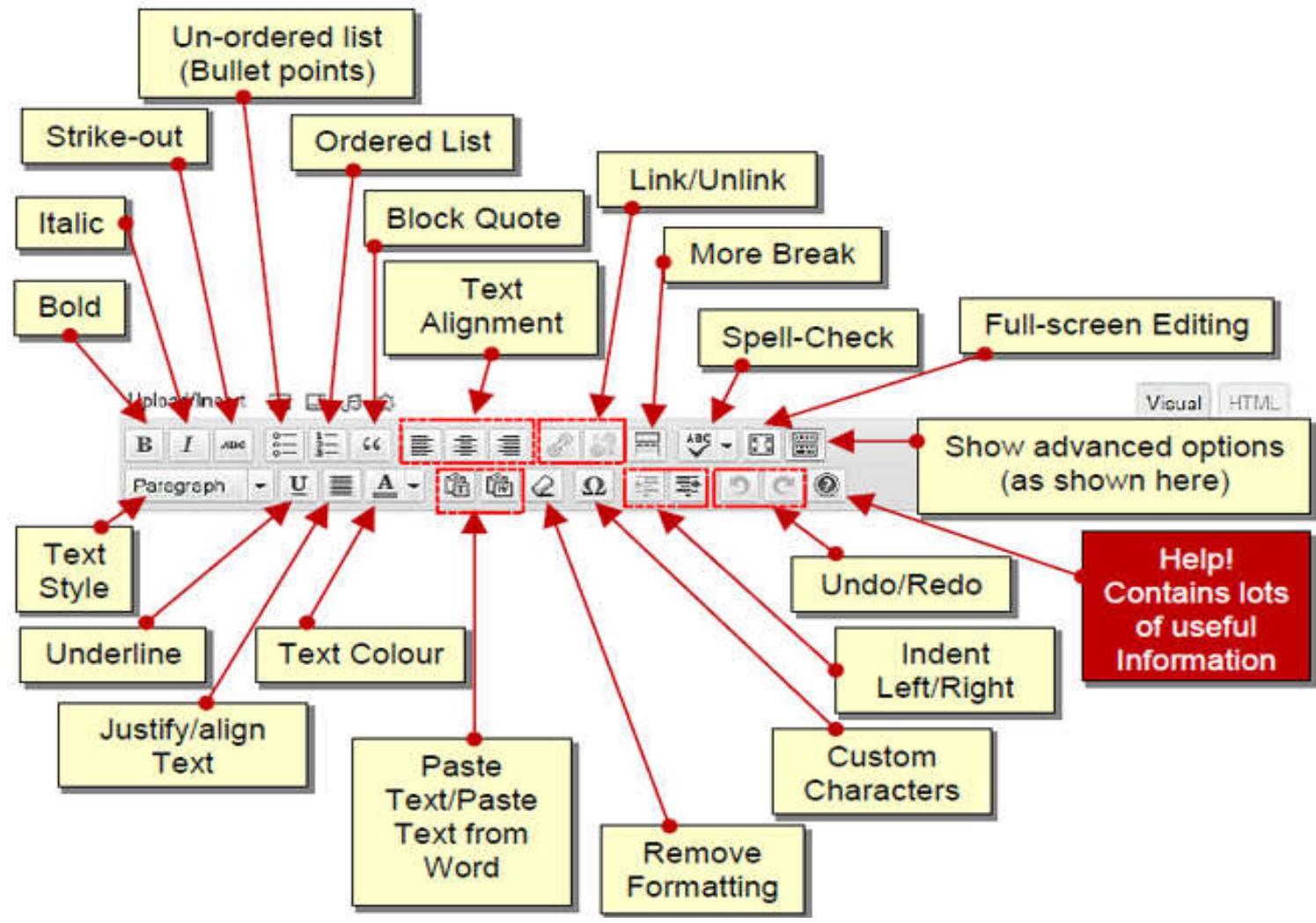
Visual HTML

B **I** **ABC**             

Path: p
Word count: 0

As you can see from the buttons, it's possible to format text in a number of ways using the buttons and they'll be familiar to any user of word processor software. You can also extend the size of the box by dragging on the bottom right of it.

By default you will only see one line of buttons, not the two below – that's because you need to press the Advanced Options button on the far right to see them.



Formatting text using the HTML editor

You can also click on the HTML tab on the editor and input text in HTML – the language that describes web pages. This is for the more technically inclined and does have the advantage of making it easier for you to create more sophisticated designs

IMPORTANT: When using the html editor it's essential that you close all tags, or ask WordPress to do it for you by pressing the 'Close Tags' button. If you don't then your site's layout will be broken whenever that posting or page is displayed.

IMPORTANT (2): If a page or posting has been written using the html editor then any attempt to edit that article using the visual rich editor may result in content or formatting being lost. This isn't the problem it used to be.

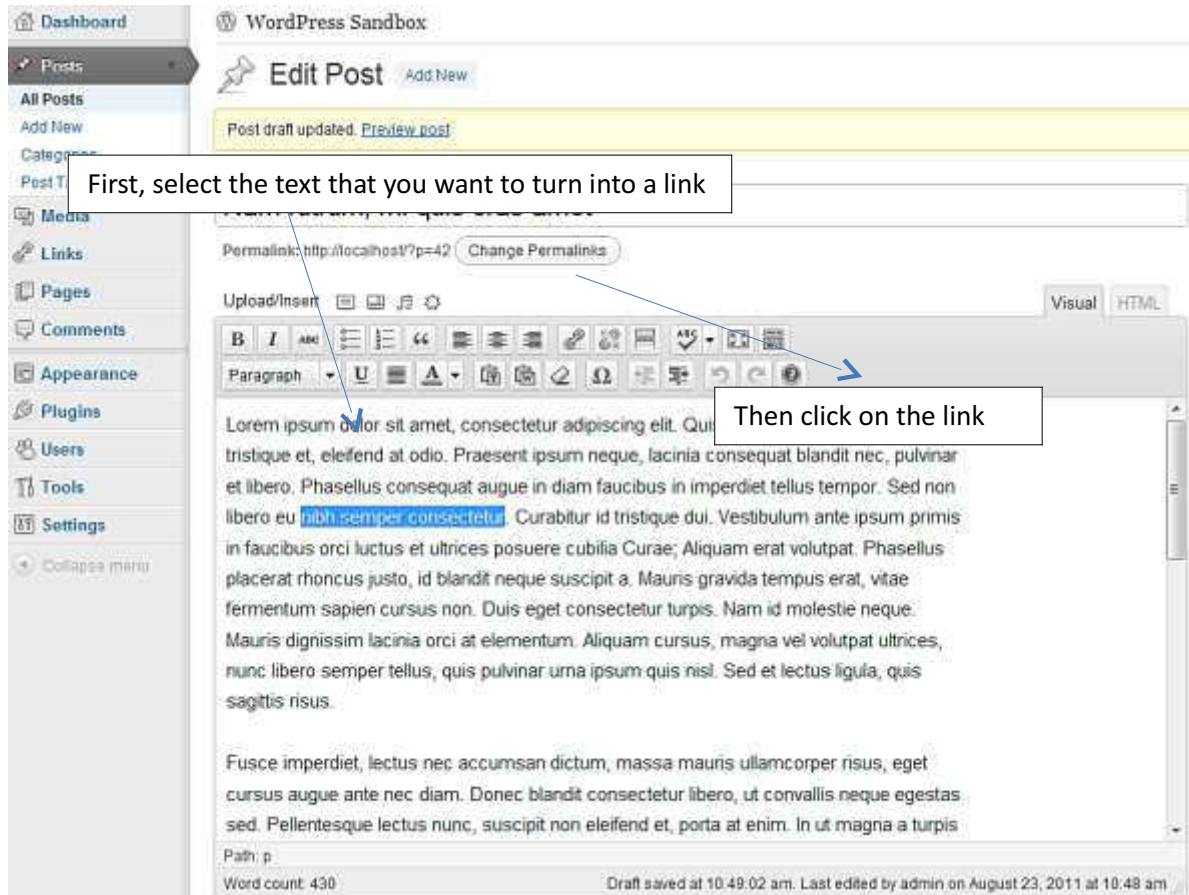
Writing a post

If you are an Editor or Administrator on the site, you have a Publish button. Once pressed the post becomes available on the website. Before the post is ready, however, you can save it and keep it as a draft.

The screenshot displays the WordPress 'Add New Post' editor. On the left is a sidebar with navigation options like 'Dashboard', 'Posts', 'Media', and 'Settings'. The main area features a title input field, a rich text editor with 'Visual' and 'HTML' tabs, and a 'Format' dropdown menu. Below the editor are several meta boxes: 'Path', 'Word count', 'Excerpt', 'Send Trackbacks', 'Custom Fields', 'Discussion', and 'Author'. On the right side, there are additional options: 'Publish' (with 'Save Draft', 'Preview', and 'Publish' buttons), 'Format' (with radio buttons for Standard, Aside, Link, Gallery, Status, Quote, and Image), 'Categories' (with 'All Categories', 'Most Used', and 'Uncategorized' options), 'Post Tags', and 'Featured Image'.

Adding links to your posts

To create a link in text, highlight the text you wish to link, and then click on the link icon in the editor:



Once the link icon is selected, you have a pop-up dialog:

Insert/edit link
✕

Enter the destination URL

URL

Title

Open link in a new window/tab

► *Or link to existing content*

[Cancel](#)
[Add Link](#)

Simply insert the web address you want to link to in URL, a Title to give meaning to the link and which will show on hovering over the link, and choose whether or not to open the link in a new window/tab or stay in the current window/tab.

Once you're done, click Add Link and the link has been created. It's always worth testing links in case a mistake was made.

WordPress also makes it easy to create links internally within your website. Click on the Link to existing content text and use the search box to find a post or page. When you find the one you want click on it. The text you highlighted in the editor will now link to that post or page.

Insert/edit link ✕

Enter the destination URL

URL

Title

Open link in a new window/tab

▼ *Or link to existing content*

Search

Using MySQL Workbench with XAMPP	2011/08/22
WordPress Contractors	2011/08/22
Become a WordPress Contractor	2011/08/22
Job Openings	2011/08/22
WordPress 3.0 Multisite With Multiple Domains Setup	2011/08/22
Hire a WordPress Contractor	2011/08/16

[Cancel](#) [Add Link](#)

Adding images to your posts

You can easily add images using the standard WordPress tools. Again, like so much of WordPress, there have been some dramatic improvements in recent versions – including the automatic sizing of images, thumb nailing and image management.

To add media to your post, you will see a number of tools added. You may find that on a lot of custom installations of WordPress MU you only have the small button that looks like a sun, on the right. If that's the case then for most things you can use that image, but you may be limited with items such as YouTube videos. This is often done for security reasons. If the feature is necessary, speak to your support team.



If you press the **Add Image** button you will be presented with a pop-up window:



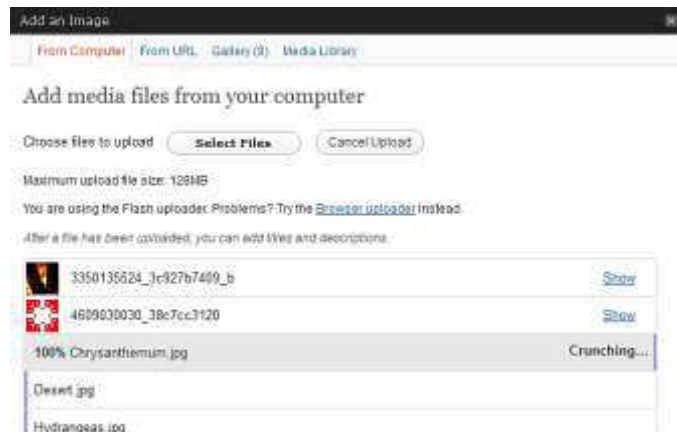
You can close this window with the small **X** in the top-right corner, or by clicking outside of the box.

Generally you won't upload images from a URL and will use the button „Choose files to upload“. Here you can upload one or many images. On most servers you will be limited to images of 2MB or less in size, so if you have a high-res digital camera you might need to resize the images before uploading.

You can upload multiple images with the Flash uploader. Simply selected the different images while holding the CTRL key:




Once you have selected the images, simply press the Open button, and you will see the window come back with the following showing in it as it uploads and resizes the images:



Once done, you will see a list of the images you have just attached to the post.

This shows the thumbnails created. If something went wrong at this stage and no thumbnails were created, there may be a problem with your connection or with the server's configuration.

So – click on **Show** for each image and you will get a dialog expanding into place:

Media	Order	Actions
Jellyfish		<input type="checkbox"/> Hide
 <p>File name: Jellyfish2.jpg File type: image/jpeg Upload date: August 23, 2011 Dimensions: 1024 × 768</p> <p>Edit Image</p> <p>Title * <input type="text" value="Jellyfish"/></p> <p>Alternate Text <input type="text"/> <i>Alt text for the image, e.g. "The Mona Lisa"</i></p> <p>Caption <input type="text"/></p> <p>Description <input type="text"/></p> <p>Link URL <input type="text" value="http://localhost/wp-content/uploads/2011/08/Jellyfish2.jpg"/> <input type="button" value="None"/> <input type="button" value="File URL"/> <input type="button" value="Post URL"/> <i>Enter a link URL or click above for presets.</i></p> <p>Alignment <input checked="" type="radio"/> None <input type="radio"/> Left <input type="radio"/> Center <input type="radio"/> Right</p> <p>Size <input checked="" type="radio"/> Thumbnail (150 × 150) <input type="radio"/> Medium (300 × 225) <input type="radio"/> Large <input type="radio"/> Full Size (1024 × 768)</p> <p><input type="button" value="Insert into Post"/> Use as featured image Delete</p>		
<input type="button" value="Save all changes"/>		

This dialogue provides a lot of options and controls – let’s go through them:

Title – this is the title of the image.

Alternative Text - a brief description of the image.

Caption – the caption text for the image.

Description – the description. Not used by all themes, but handy to complete and may be used further in the future. It’s often just seen when you view an image as an attachment.

Link URL – this is the address of the original image you have uploaded, by default, but it also allows you to create a link to another website here – quickly and effectively. You can also press the three buttons – None, meaning the image has no link, File URL, the default, and Post URL which will show your image within the design of the site rather than as an image on its own.

Alignment – This allows you to set how the image is aligned. The small icons show the effect on the text-wrapping.

Size – you will want to choose how big the image is. If it’s not too large, you can use the Full Size image – just make sure it fits into the space available. Otherwise, a Thumbnail, by default is a 150x150px square, and Medium is cropped to fit in a 300x300px space.

Once you have selected your options, you press the Insert into **Post** button to add the image to where your cursor was when you chose to **Add Images**. In this example we’ve gone for a thumbnail with a caption.


Add New Post

Post with Image

Permalink: <http://localhost?p=45> Change Permalinks

Upload/Insert 📁 🖼️ 🎵 ⚙️ Visual HTML

B I ABC ☰ ☲ ☱ ☳ ☴ ☵ ☶ ☷ 1 2 3 “ ” ☰ ☲ ☱ ☳ ☴ ☵ ☶ ☷ 🔗 🔄 📄 ABC 📏 🔍



Jellyfish

Path: p

Word count: 1 Draft saved at 11:45:08 am.

It's worth noting that deleting a captioned image from the post can appear a little tricky if you try and do it the same way as you might in Word. Instead, if you click on the picture you will see two icons appear as shown to the right, one a red circle with a line, and another a little panorama. The red circle is for deleting the image, and the panorama (which is mostly used only by advanced users) allows you to change some settings in the image, but without actually changing the attachment details.



After uploading, if you forgot to add images to a post you can still press the Add Images button and then click on the Gallery tab. In there you can see all images attached to this post, and insert them individually.

Adding a gallery of images

This allows you to present a grid of image thumbnails in a post or page which people can click on to enlarge.

To insert a gallery into a post, you can upload a number of images (which are then attached to this post), click the **Save All Changes** button in the bottom left-hand corner and then click on the Gallery tab:

Add an Image
✕

From Computer
From URL
Gallery (3)
Media Library

All Tabs: [Show](#)
Sort Order: [Ascending](#) | [Descending](#) | [Clear](#)

Media	Order	Actions
Jellyfish		<input type="checkbox"/> Show
Tulips		<input type="checkbox"/> Show
Penguins		<input type="checkbox"/> Show

Save all changes

Gallery Settings

Link thumbnails to: Image File Attachment Page

Order images by: Menu order ▼

Order: Ascending Descending

Gallery columns: 3 ▼

Insert gallery

From here, you can adjust the order by dragging and dropping, insert the individual images into the post or, insert a gallery of attached images.

To insert a gallery, click on **Insert gallery** and the gallery graphic will be inserted into your post:

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

Post with Image

Permalink: <http://localhost/?p=57> [Change Permalinks](#) [View Post](#)

Upload/Insert    

[Visual](#) [HTML](#)

B *I* ~~ABC~~            



Path:

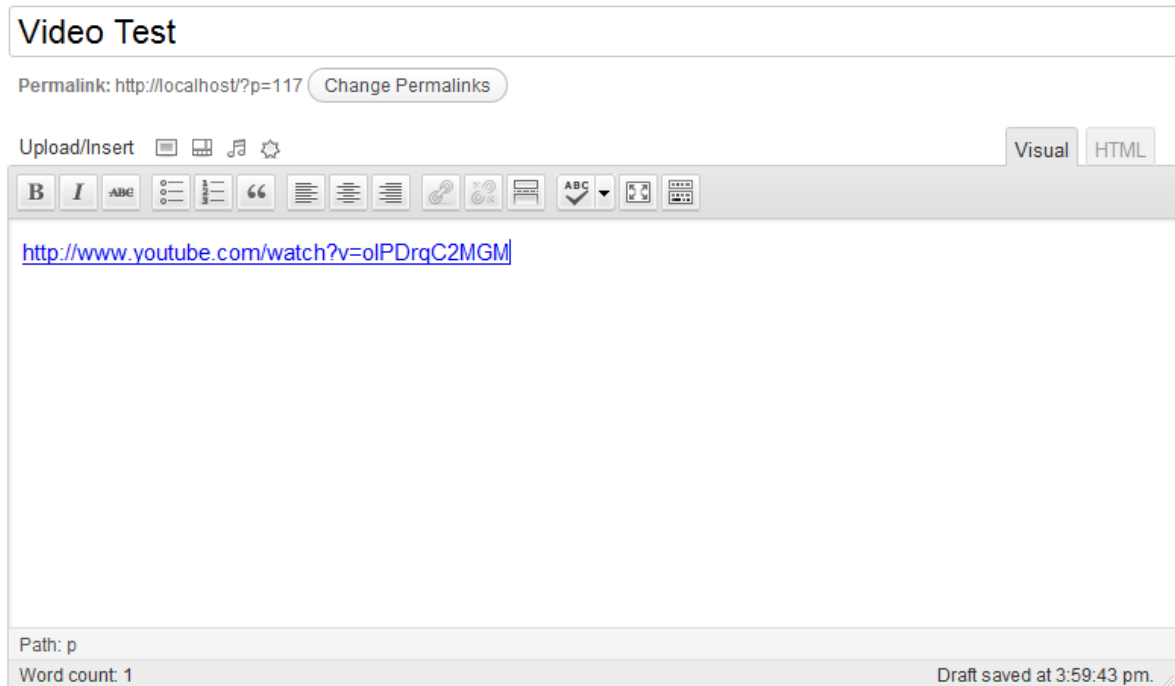
Word count: 6

Draft saved at 2:48:25 pm. Last edited by admin on August 23, 2011 at 2:40 pm

Adding video clips to your posts

Simply put, all you need to do now is get the link for a video on a website and click on the video link button. Let's take the video Dot that was recently released as a way of advertising a new mobile phone. The link is <http://www.youtube.com/watch?v=oIPDrqC2MGM> and to embed it into your WordPress site is really easy.

Simply put, all you need to do is to copy (ctrl+c) the URL from the browser bar, and then paste it into the text editor as so



Now, if you look at the post, it should look something like the following image: However, we've noticed that in some WordPress installations the video doesn't embed correctly and instead WordPress simply displays the URL to the video. This appears to be a bug. To work around this problem click on the HTML tab in the editor and paste the URL in there. Save as a draft and you will see that the video has now embedded correctly!

Setting posting and page options

There is a large range of posting options that are available to you if you look around the writing area and which give you finer control over how your content is presented. The order can change according to user preferences – what's important are the titles.

Excerpt - Use this to create a short introductory text (you can add HTML if you desire) about your post. This is used by some themes and plugins, as well as by your site's RSS feed.

Send Trackbacks - Not often used these days, but this allows trackbacks to be sent to a specific location. You can use it to notify certain sites of your new post. Other WordPress blogs, and sites that support a protocol called XML-RPC are automatically informed if you happen to link to them.

Custom Fields - Custom fields are used by certain themes and plugins. Some will use these fields but you won't ever have to touch them, others will require you to input values. Information on this should be included in your theme or plugin instructions.

Top-of-the-range themes tend to add boxes for you to tick but use custom fields – you may see values added automatically. In some cases being able to edit these values will give you finer control over your posting, or allow you to fix problems that might come up.

Discussion - Allow Comments on This Post. If checked, allows a visitor to add comments to the posting albeit according to rules defined in Settings | Discussion.

Allow Trackbacks and Pingbacks on this post

This means that if someone links to the posting from another website using similar software you will be notified on the Dashboard page and the trackback may show in the comments section if authorised.

Comments - Since WordPress 2.9 you can view, reply to, moderate and edit comments from the edit panel.

Author - Allows you to set a Post Author

If your site has multiple authors, you can change them here if you have a suitable user rights – generally Editor and above although this can change on some configurations.

Revisions - You can revert to an old version of your post or page, and can track the changes made to a post. This option will not normally be visible when you are creating a new post/page.

Roughly the same fields are available in Page writing, with some added and some removed. Some themes and plugins may return some options – such as excerpts for pages which are used by some themes.

The additional options for writing pages are covered in the section Writing Pages.

Post Formats

When you are creating or editing a post you have a choice of post formats. These allow posts to be displayed in different ways. Up to 10 post formats are available. Which ones are in use (if any) depends on the theme being used by your website.

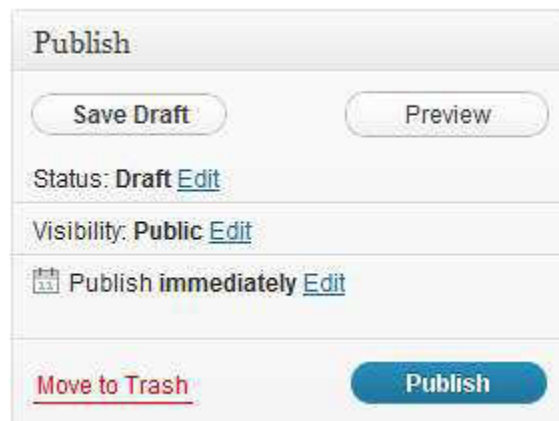
1. **Standard** this is a regular post as has been described above
2. **Aside** this format displays only the post content with no title or link.
3. **Gallery** the gallery format displays a thumbnail of one of the images uploaded to the post and the total number of images associated with the post. You still need to insert the image gallery into the post content as described earlier.



4. **Link** a link to another site. Mainly utilised by theme designers.
5. **Status** a short status update similar to a Twitter update.
6. **Quote** a quotation probably will contain a blockquote holding the quote content. Alternatively, the quote may be just the content, with the source/author being the title.
7. **Image** a single image. The first `` tag in the post could be considered the image. Alternatively, if the post consists only of a URL, that will be the image URL and the title of the post (`post_title`) will be the title attribute for the image.

Saving & Publishing Your Post Or Page

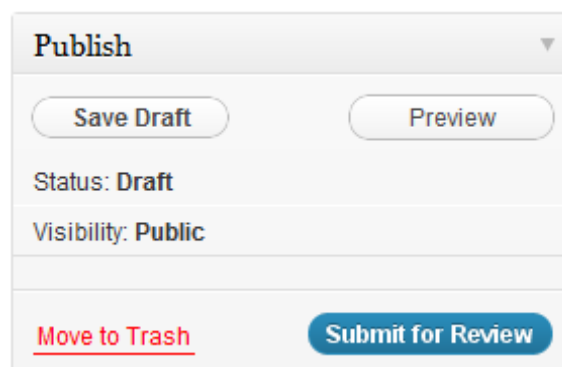
Once you have written your masterpiece you will want to save it... and then publish it (i.e. Make it visible on the site) for the whole world to see – you have probably already pushed that publish button, but we’re returning to it because there are various options that are worth learning:



The **Publish** box above is usually at the top right of the page. By default it looks like the above.

As you can see, the simplest way to publish your content is simply to press that big blue Publish button.

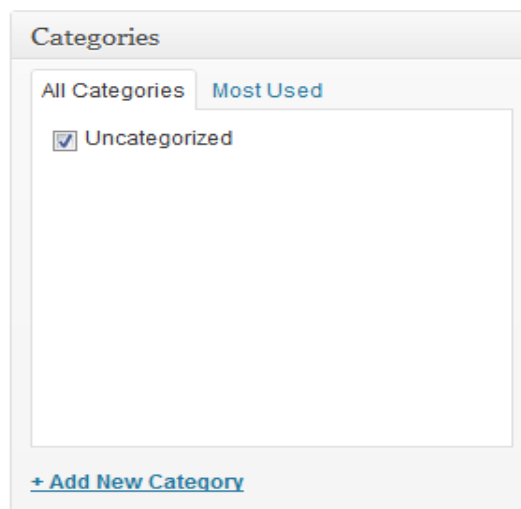
If you’re a contributor, you will have found that you can’t do much in WordPress beyond contribute words, and your Publish box will actually look like this:



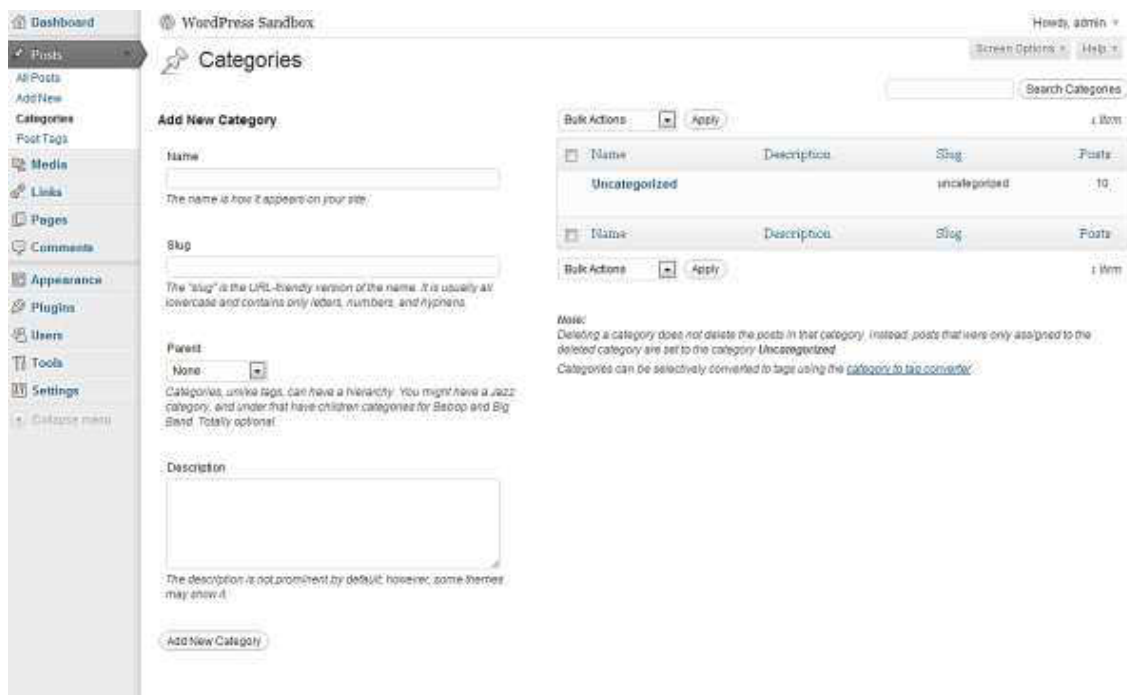
Creating and managing your categories

Organising categories can be one of the greatest influences in how easy it is to navigate your site. It can also be one of the hardest things to get right, and there's many a blog owner who wishes they'd done it differently

You can always reorganise the categories at a later date, but that can be quite a tedious task as you will often need to re-categorise each and every posting that is affected. However, adding a new category is always easy and straightforward and can even be done while you create a post, if you have the appropriate user level:



For the categories we're going to use we need to go to Posts and then Categories in the WordPress administration area. For this site we want to create categories called „News“, „Trivia“, and „WordPress“. To do this, go back to your site **Admin** and click on **Posts**, and then the **Categories** link beneath that. You should see something like the screenshot below:



As you can see, there's already a category called Uncategorized which comes with the standard installation of WordPress.

You now need to add a series of new categories. It's easy – simply go down to the area of the screen marked **Add Category**, and get started. You have the following fields to consider:

Category Name	This is the nice, short name of the category. Try to avoid lengthy descriptions. One or two words are best, and easiest to read on most websites
Category Slug	This is an advanced option – it's automatically populated if you don't put anything in. Until you get to more advanced techniques you can leave this field alone. It describes the permalink path to the category when the permalinks option in WordPress is set. Read the permalinks section of this document to learn more about the subject.
Category Parent	If you're creating a subcategory, this allows you to define which category is a parent.
Description	<i>Optional</i> , but can be helpful – especially if you have multiple contributors to your site. Explain concisely but clearly what the purpose of the category is.

Let's create three categories on this site – called **News**, **Trivia**, and **WordPress**. Your Categories screen should look like this now:

<input type="checkbox"/> Name	Description	Slug	Posts
<input type="checkbox"/> WordPress		wordpress	0
<input type="checkbox"/> Trivia		trivia	0
<input type="checkbox"/> News		news	0
Uncategorized		uncategorized	10
<input type="checkbox"/> Name	Description	Slug	Posts

If you create a category in error, you can also delete it here by selecting the category you want to delete in the box to the left, then clicking the delete button. Be careful – there's no undo function here!

You will notice you can't delete Uncategorized – that's because it's the default category used if you don't assign one to a post. You can change your default category in Settings | Writing.

You also have the possibility of creating a hierarchical tree for your categories – for example, under News you could have Politics and Entertainment.

Writing Pages and Structuring Them

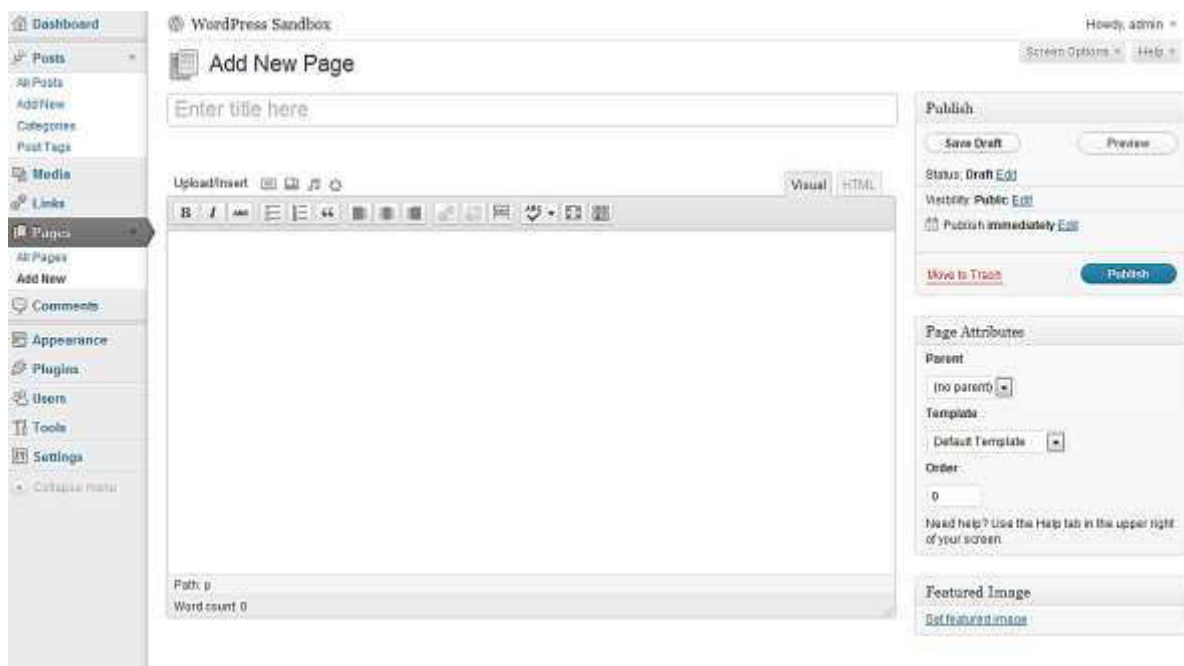
Pages are essentially similar to Posts, but as explained in Understanding the difference between pages and posts they differ in that they contain information that is by and large static – your resume, your contact details, your terms and conditions – that kind of thing.

Writing Pages

Writing a page is essentially the same as writing a post, so there's little to learn, but we'll go through some things again.

Already on the site there is a page called Sample Page – every default WordPress install has such a page. You can leave that page for the moment – let us, instead, create an „About“ page.

Click on **Pages** and then Add New:



If you need help with the editor and advanced options read the section Adding and Editing Content for more information.

You now just need to add a Title, put in some content and you're building the static content.

Type in the title of your page (in this case, „About“) and a little content about your website and why it's there. For now don't worry too much about getting clever with your text formatting, adding images and files and so on – we'll cover the editor in much more depth later on.

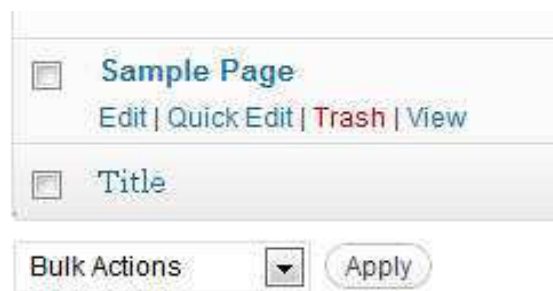
Once you have completed your About page, press the Publish button to the right but while you're writing and before you press Publish you can always click on Preview this Page to see how it's looking.

You can save at any point without publishing, and that will create a draft of the page if it hasn't yet been



When you remove a page, or indeed a post, in the way this guide will show you, the page or post itself is not permanently deleted but retained in WordPress "Trash" area. A page or Post only becomes lost forever when you delete it from the "Trash" area.

There are two ways you can do this: The first way is to place the mouse pointer over the page entry you want to remove (which will result in the options in the screenshot below being displayed) then click the Trash option.



This method is fine for removing a single post or page at a time, but what if we wanted to remove many posts or pages quickly? To do this, select the check box next to the post(s) or page(s) you want to remove, select the **Move to Trash** option, and then press the **Apply** button next to it.

Be sure to empty the "Trash" area if you're sure you no longer want the pages/posts moved there. You can use the same approach for doing this as you did for the previous step.

Page Attributes

We'll now create the first subordinate page to „About“ – called Interconnect IT. In there you can put some information about us, the providers of this guide. You will also need to set the page hierarchy accordingly, so...

First things first, you need to create your „Interconnect IT“ page if you haven't already done so before continuing.

In the dashboard, select Pages from the Pages menu and hover over the mouse pointer over the page entry titled "Interconnect IT" to bring up the menu (As you did when removing posts.)

From the menu, click the **Quick Edit** option. A number of options should now appear, as shown the screenshot below:

The screenshot shows a 'QUICK EDIT' form with the following fields and values:

- Title: interconnectedIT
- Slug: interconnected-it
- Date: Aug 24, 2011 @ 12:01
- Author: admin
- Password: (empty) -OR- Private
- Parent: Main Page (no parent)
- Order: 0
- Template: Default Template
- Allow Comments:
- Status: Published

Buttons for 'Cancel' and 'Update' are visible. A table header at the bottom shows 'Title', 'Author', and 'Date'.

The three options we need to concern ourselves with here are Parent, Template and Order. The Parent option lets you select the hierarchical level of your page. The Template option allows you to choose a design for your site and the Order option selects the order in which your page appears (more of that later).

To set the parent option for a page, you need to click on the corresponding drop down box and change its value from Main Page to the page you want to be the parent. In this case, the about page is going to be our parent here, so we can just select the about option from the drop down box then click the Update button in the bottom right-hand corner to save the changes.

Explanation of Page Attributes

Page Parent	This allows you to set a parent page that introduces a navigational hierarchy. Most themes will display subpages either in drop-down menus, on alternative pages, or indented in lists of pages.
Page Template	Your website's theme design may include templates – for example with contact forms. Other forms – for example application forms and similar, can be designed in this way.
Page Order	By assigning numbers to pages in this field, you can set the order of pages. We suggest you use increments of 10 when setting page orders. That way if you wish to insert a page between one identified as 10 and another identified as 20 you can just use the number 15, rather than finding yourself changing all the page numbers.

Publishing Content Created by Other Contributors

If you're an Administrator or Editor you can publish the work created by Contributors. Authors can publish their own work but cannot publish the work of other users.

As an Editor you will need to be aware of drafts that are awaiting publication. Usually the contributor should inform you that they've completed a document and, when you select **Posts** and **Edit** in the administration panel you will see a list of **Other's Drafts** as pending:



When you select a draft you will be taken to page where you can review the contribution, see the preview, edit it if necessary, add media and publish – just like it was your own post.

You can also change the post author if you have multiple users defined who have the facility to create posts, should you require it, and any other details, including post-dating the article so it appears after an embargo, for example

Moderating Comments

One of the tasks an Editor or Administrator may do, so long as the 'moderate comments' option is switched is to check that comments that have been made against posts are suitable for publication. We recommend you always opt to moderate comments as otherwise you may find problems with people using the facility to advertise their companies – 'comment spam' as it's known. You may also wish to implement some anti-spam filtering.

When a user posts a comment, they will be able to see their own comment and a line telling them that their comment is awaiting moderation. By default, you will receive an e-mail to the administrator's e-mail account advising you that a comment is waiting to be approved (this e-mail can be turned off) and you can click directly on a link within the email in order to approve the comment. Once signed in you will be asked for confirmation – click yes and the comment will now be visible to all site visitors.

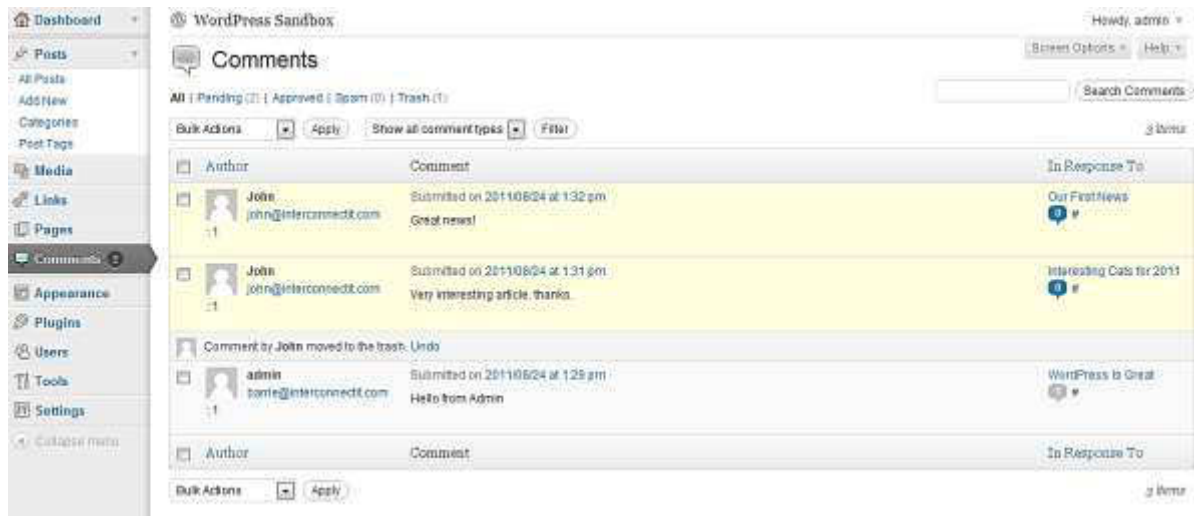
You can also carry out bulk moderation by going to the Comments link.

If you have comments to moderate the tab will show the number of comments waiting. Click it and you will see a list of comments awaiting moderation in the queue.

Here you will have a set of options for each comment ('Approve', 'Reply', 'Quick Edit', 'Edit', 'Spam' and 'Trash') which you can also access by placing the mouse pointer over each comment. You can also edit comments to remove unsuitable words or information, and you can delete individual comments.

You can mark all comments in one block as well – that's useful when you get some spam bots that cheerfully comment a load of marketing nonsense all over your site and needs to be deleted quickly. Just press the links at the bottom of the screen.

Once you have set all the options for each comment, press the Moderate Comments button and the changes will be saved.



Administering and creating users

This section describes the range of tasks that usually carried out only by Administrators.

Managing Users

WordPress has the incredibly useful ability to define different levels of users. It doesn't have the level of power that you get with full content management systems where tens of pages of content are being created daily. However, managing users in a complex system can quickly become a full time job and the level of control in WordPress is usually perfect for the smaller organisation.

You have five levels (roles) of user:

Administrator - The very highest level of user – the Administrator can do anything other users can do, as well as the following:

- Change all settings
- Switch themes
- Activate & edit plugins
- Edit users
- Edit files
- Manage options
- Import

Editor - We recommend that the highest level that someone is assigned is Editor – even the administrator will find that the Editor level is adequate for most tasks while preventing the possibility of inadvertently making a critical change to the site. An Editor can do anything a lower level of user can do as well as:

- Moderate comments
- Manage categories
- Manage links
- Enter unfiltered html (as in html with any content at all – a potentially dangerous facility!)
- Edit published posts
- Edit other contributor's posts
- Edit pages

Author - Most people creating content through posts on the website will be Authors. An Author can do anything a lower level of user can do as well as:

- Upload files
- Publish posts

Contributor - A contributor really doesn't have a great deal of power. Contributors can create and edit their own posts, but they can't upload images. They can still insert images that have already been uploaded.

Subscriber - A subscriber can read content on the website and make comments. Although depending on your settings for your site, it's possible for non-subscribers to make comments also.

There are a number of tasks around users that you may wish to carry out:

1. Update your own details
2. Add new users
3. Remove users
4. Edit the details of a user
5. Manage the content created by a user

You can manage and set up users by clicking on the Users link in the menu:



Adding users - It's very simple to add a new user to WordPress, simply select Add New (as for Posts, Pages, etc.) and then fill in the user's details, making sure you get the correct user level. You will also need to set a password here – make sure it's a strong one!

Remove users - To remove a user selects the „Users“ link from the Users menu in the dashboard.

On this page you will see a list of users and the roles which they have. Select the check box on the left of the Username. Further down you will see the Bulk Actions Drop Down. Select delete then press apply.

You will then be asked for confirmation, as well as a request as to whether to delete all the posts and links belonging to the user, or to transfer the users“ posts and links to another user. Be careful! Delete all posts and all the content by that author will be removed from your website. It's usually better, unless that user was filling your site with nonsense, to attribute their posts to another user:

Delete Users

You have specified this user for deletion:

ID #3: Guest


What should be done with posts and links owned by this user?

- Delete all posts and links.
- Attribute all posts and links to:

[Confirm Deletion](#)

Edit the details of a user - You may wish to change details and settings relating to a user, in which case when you hover over a user's details you will see the „edit“ link pop into existence. Click Edit and you should then see the Edit User screen. From here, you can see and edit the user details.

From this page you can set various options which are generally self-explanatory, such as name, whether that user is using the visual editor, what colour scheme they use in the administration panels and so on.


Edit User

[Add New](#)

[Help](#)

Personal Options

Visual Editor: Disable the visual editor when writing

Admin Color Scheme: Blue classic Gray

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

Show Admin Bar: when viewing site in dashboard

Name

Username: Username cannot be changed.

Role:

First Name:

Last Name:

Nickname (required):

Display name publicly as:

Contact Info

E-mail (required):

Website:

AIM:

Yahoo IM:

Jabber / Google Talk:

About the user

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.

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 ! " ? \$ % ^ & .

[Update User](#)