

## Logging In to WordPress

1. Go to [www.yoursite.com/wp-admin/](http://www.yoursite.com/wp-admin/)
2. If you have a saved session, you will be taken to the **WordPress Dashboard**. This is the main screen of the Administration area in WordPress.
3. If you do not have a saved session, you will be asked to enter your **username** and **password**.
4. **Forgot your password?** Click “Forgot Password” to have your password sent to you via email.

## General Settings

- The **Site Title** is the name of your site or blog. It should be short, unique, and descriptive.
- The **Tagline** is a short description of your website. Depending on the theme that you use, this tagline may appear as part of your website’s header, or even as your site’s description in search engine results.
- The **WordPress URL** is where WordPress is installed.
- The **Site URL** is the address of your main website. It’s often the same as your WordPress URL.
- You will rarely, if ever, need to change either URL.
- **Membership** allows visitors to register on your website. In most cases you will not need to enable this.
- **New User Default Role** is the level of access that new users receive after registering.
- **Timezone, Date Format, and Time Format** allow you to customize the time and display settings on your site.
- Lastly, you can change the **Week Starts On** date.

## Writing Settings

- **Formatting:** You can replace emoticons like :-) with equivalent graphics, and automatically correct any incorrectly nested HTML code in posts/pages.
- The **Default Post Category** is how posts are categorized if no category is chosen.
- The **Default Post Format** only appears if the theme that you’re using supports post formats.
- Drag **Press This** to your Bookmarks bar. Clicking “Press This” will let you post snippets of text or media directly from whatever page you’re on.

Click **Save Changes** to update your settings.

## Edit your Profile

- From the **WordPress Dashboard**, mouse over **Users** and click **Your Profile**.
- Your **Personal Options** do *not* affect other users.
- Your **Name** is how WordPress identifies you. Your **Display Name** is what’s shown on the site. Plugins and themes may use different parts of your name.
- Your **Contact Information** is used in different ways. Be sure to provide a **valid email address** – this is where password reminders and notifications are sent!
- For many themes, your **Biographical Info** will be used in an “About the Author” box on blog posts.

## Change Your Password

- You can change your password on the **Your Profile** screen in the **About Yourself** section.

Click **Update Profile** to save your changes.

## Reading Settings

- Your **Front Page** can display either your latest blog posts or a static page. To display a static page, you must create a page to be used for the Front Page, and a page to be used to display your blog posts.
- **Syndication feeds** refers to your site’s RSS feeds. You can change the number of posts that appear in your feeds, and you can display either the full text of each post or only the summary/excerpt.
- You can ask search engines to **not** list your site by checking the “**Search Engine Visibility**” checkbox.

Click **Save Changes** to update your settings.

## Other Settings

### » Discussion Settings

- Customize **blog comment rules** & display settings.
- Modify your **comment blacklist** to control what types of comments are held for moderation.

### » Media Settings

- Change the maximum dimensions of images uploaded to your **Media Library**. By default there are three options: **Thumbnail, Medium, and Large**.
- Sort uploads into monthly- and yearly-based folders.

Click **Save Changes** to update the settings in each case.

## Add a User

- From the **WordPress Dashboard**, mouse over **Users** and click **Add New**.
- Fill in each field. Note that the **username** cannot be changed once the user is created. Provide a **valid email** as this is where notifications of post or page comments and password reset emails will be sent. The email address must be unique.
- Make sure you check the **Send Password** checkbox, unless you've provided the password to your user in a different way.
- Select a **Role** for this new user.

Click **Add New User** to add the user to your site.

### » User Roles in WordPress

There are six pre-defined roles, five of which are common to most WordPress sites:

1. **Administrator**: Full access to all features.
2. **Editor**: Can publish and manage posts, including posts made by other users.
3. **Author**: Can publish and manage their own posts.
4. **Contributor**: Can write and manage their own posts, but cannot publish posts.
5. **Subscriber**: Can only manage their own profile.

## Post Categories

- **Categories are used to organize your posts.** You can think of categories as sections in a newspaper.
- Categories can have **sub-categories**.
- **Category Archives** are special pages that are automatically created by WordPress, listing all posts within the corresponding category.

### » Add a Category

- From the **WordPress Dashboard**, mouse over **Posts** and click **Categories**.
- On the left side of the screen is the **Add New Category** form. Only **Name** is a required field.
- You can also add categories directly from the Add/Edit Post screen.

## Page Templates

- Page Templates are a way for theme developers to create unique layouts or functionality for specific pages or groups of pages on your website.
- The Page Templates that are available to you in the Add/Edit Page screen are dependent on your theme.

## Permalinks

- Your **Permalinks** are the individual URLs (addresses) associated with each post and page.
- Dated permalinks are good for news sites.
- Post Name permalinks are good for most other sites.
- You can create your own structure as well.


Click **Save Changes** to update your settings.


## Working with Posts

- From the **WordPress Dashboard**, click **Posts**. The Posts screen shows all posts on your site.

### » Add a Post

- Click **Add New**
- Enter a **post title**.
- Add and format content with the **Visual Editor**.

Click the  icon to show/hide more toolbar options.

- In the **Categories** box, check the box for which category the post should belong to.
- In the **Tag** box, enter a tag, and click **Add**.
- In the **Publish** box, click **Save Draft** to save the work you've done, but *not* publish to the site. When you're ready to put the post on your site, click **Publish**, or...
- To schedule the post, click **Edit** next to , choose a future date, and then click **Schedule**.

### » Edit a Post

- Click the post title, then make changes as necessary.
- In the **Publish** box, click **Update**.

## Working with Pages

From the **WordPress Dashboard**, click **Pages**. The Pages screen shows all pages on your site.

### » Add a Page

- Click **Add New**
- Enter a **page title**.
- In the **Page Attributes** box, you can select a **parent page** or choose a **page template**.
- In the **Publish** box, click **Save Draft** to save your page without publishing. Click **Publish** to add the page to your site, or alternatively **schedule** the page to be added to your site at a future date.

### » Edit a Page

- Click the page title, make changes as necessary.
- In the **Publish** box, click **Update**.

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