

WP-TUTORING.COM'S

WORDPRESS TUTORIAL PDF 2021

UPDATED FOR WORDPRESS 5.7

*Free
Edition*

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WordPress is an amazing platform on which to build or extend your digital presence.

We will be updating this manual periodically as WordPress evolves as a platform. We encourage you to look out for our newsletters which will outline the updates that we've done to the manual.

Additionally, we ask that you share our website purchase link with your friends and family on social media so that we can continue to add to this resource and ultimately empower you to get the most out of WordPress.

Please email us with any errors or omissions. If you're interested in our training, maintenance, or consultation services, you may call us at (844) WP-Tutor (978-8867).

To get the deluxe version of this manual - visit: <https://wp-tutoring.com/deluxe>

Why Choose WordPress?

WordPress is the largest Content Management System in the World

WordPress is the system of choice for millions of businesses across the world. There are countless reasons to choose it, but here are three very compelling ones.

Price

The WordPress software itself is free to download and/or install on any webhost or webserver that you have available with the required specs. Many managed webhosts provide WordPress hosting for under \$10/month. In addition, there are tens of thousands of themes and plugins that allow you to change the look and functionality of your site for free.

Community

WordPress is an open-source project, which means that there are hundreds of talented web designers and developers who are contributing their time and efforts to make sure that WordPress is performant, secure, and great to use for as many users as possible.

Flexibility

WordPress is simple enough to create the smallest blog, but yet powerful enough to run enterprise websites. Here are a few examples:

- <https://whitehouse.gov>
- <https://techcrunch.com>
- <https://vogue.com>
- <https://rollingstone.com>
- <https://disney.com>
- <https://wheatoncollege.edu>

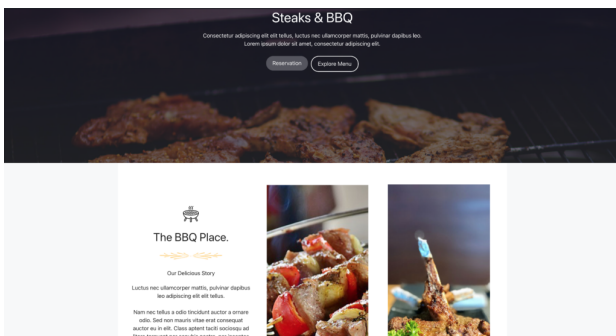
To find a more extensive list visit - <https://wordpress.org/showcase/>

Logging into WordPress

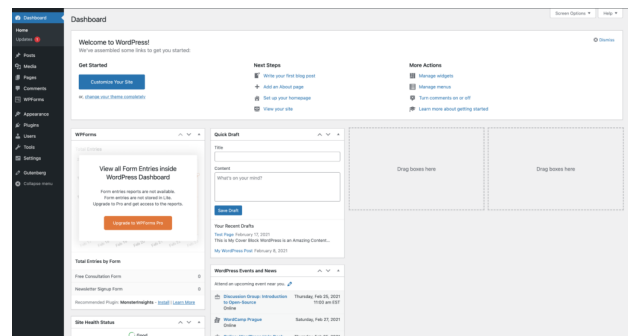
Frontend and Backend of a WordPress Site

There are two main parts to a WordPress website.

- › Frontend, (part of the site that the public sees)
- › Backend (part of the site that allows you to perform administrative functions on your website.)



Front-End (Public Facing) part of a WordPress Site

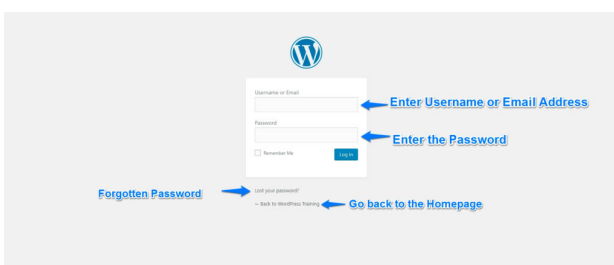


WordPress Backend (Administration Area)

In order to get to the backend or Admin area of a WordPress website you have to log in. There are generally 2 different url's that can take you into your WordPress dashboard.

As an example, if your WP site is called mycatblog.com, you can login to your site at: <http://www.mycatblog.com/wp-admin> or <http://www.mycatblog.com/wp-login.php>

What is the difference between the two? Essentially nothing – both will get you access to the screen below.



Logging in is a simple process

- › Enter Your Username or Email address in the top field
- › Enter your password in the bottom field
- › Click the blue 'Log In' button

If you are on a private device, (for example your home computer) you can check “Remember Me” and your login info will be saved on the device.

WP *Power Tip*

You should never have the word 'admin', or a variation of it - as your login. Hackers are well aware of that default password and if they find your site has an 'admin' username, they can keep trying to login to your site until they gain access.

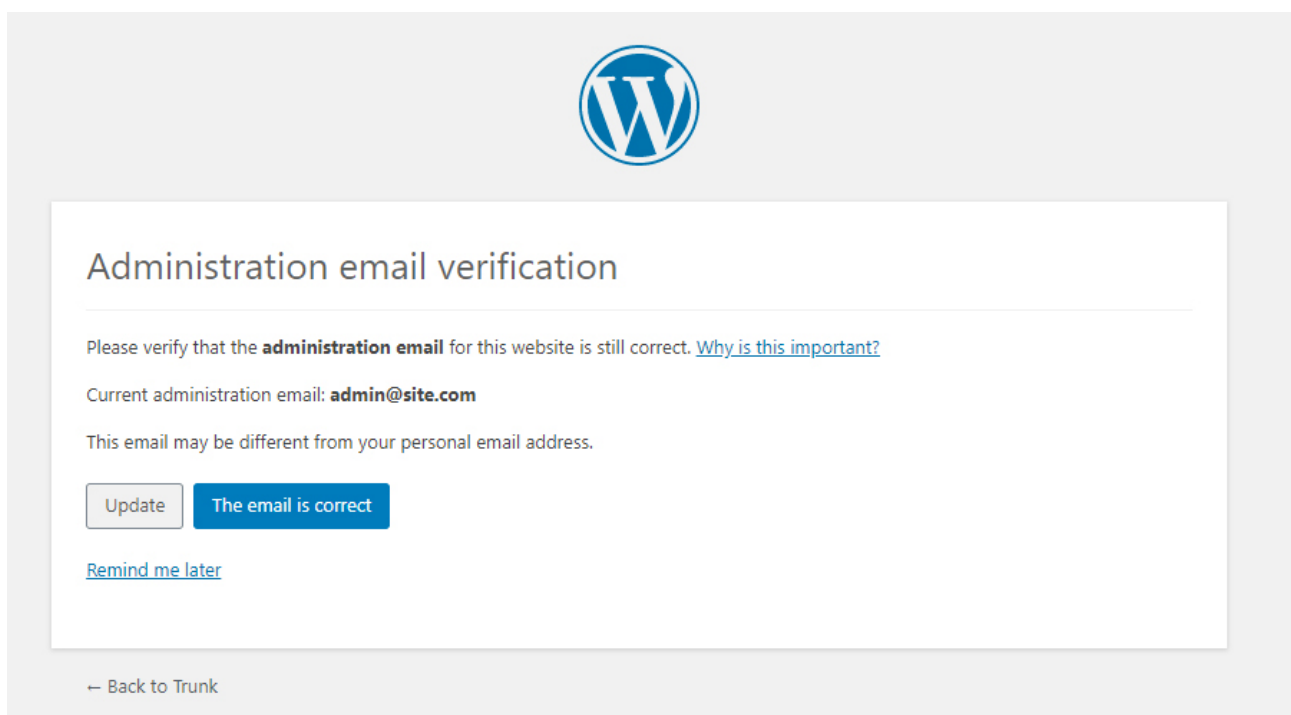
If you need to delete the admin user to secure your site click the tutorial below:

[WordPress Tutorial: Removing the WordPress admin user account](#)

ADMINISTRATION EMAIL VERIFICATION

SETTINGS >> GENERAL

With the release of WordPress 5.3, a new screen appears after a website administrator logs in to the back end of a WordPress website. This will appear once every 6 months.



Credit - Image from the WordPress Codex

Four options will appear

- **The site's email is verified as correct:** After clicking "The email is correct" button, the user is taken to the Dashboard with an admin notice saying "Thank you for verifying". The screen will be hidden for 6 months from all administrators.
- **The site's email needs to be changed:** After clicking the "Update" button, the user is taken to the **Settings > General** page where they can update the site's email address. Administrators will be presented with the verification screen the next time they log in.
- **The user clicks "Remind me later":** the user is taken to the Dashboard. Administrators will see the screen again after 3 days have passed.

➤ **The user clicks “Remind me later”**: the user is taken to the Dashboard. Administrators will see the screen again after 3 days have passed.

General Settings

Thanks! You should receive an activation email for Gutenberg Page Builder - Kioken Blocks to your mailbox at dev-email@flywheel.local. Please make sure you click the activation button in that email to complete the install. [Dismiss](#)

Gutenberg Page Builder - Kioken Blocks

Site Title

Tutorials

Tagline

Just another WordPress site

In a few words, explain what this site is about.

WordPress Address (URL)

http://tutorials.local

Site Address (URL)

http://tutorials.local

Enter the address here if you [want your site home page to be different from your WordPress installation directory](#).

Administration Email Address

dev-email@flywheel.local


This address is used for admin purposes. If you change this we will send you an email at your new address to confirm it. The new address will not become active until confirmed.

Membership

☐ Anyone can register

New User Default Role

Subscriber

Site Language 

English (United States)

Timezone

UTC+0

Choose either a city in the same timezone as you or a UTC (Coordinated Universal Time) time offset.

Universal time is 2020-01-17 06:09:09.

The **Administration Email** Address on the General Settings Page

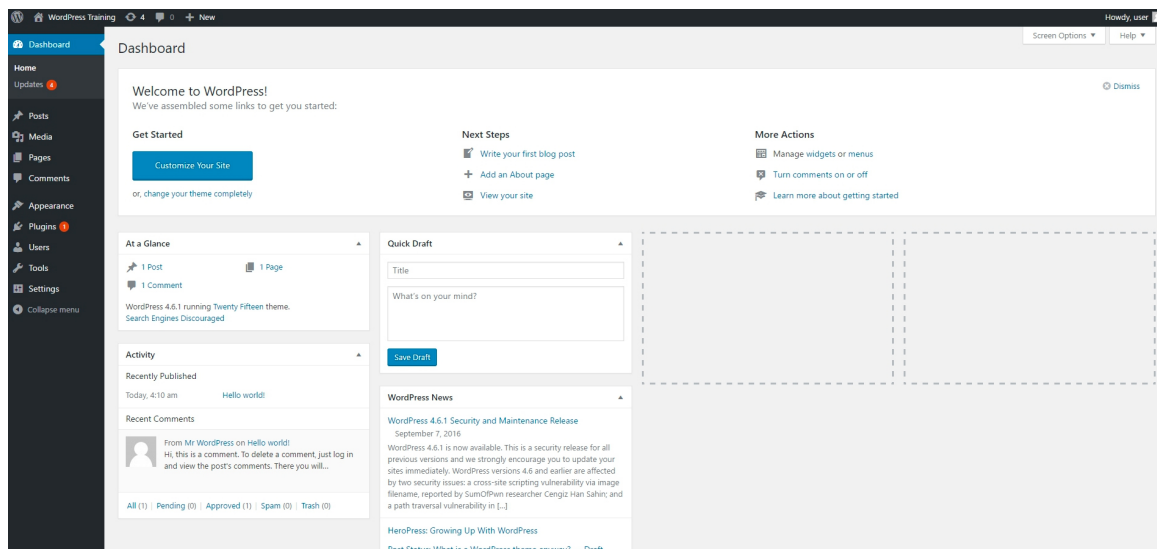
The WordPress Dashboard

What is the Dashboard in WordPress?

The Dashboard is the “Command Center” of WordPress. It allows you to configure all of your options such as what theme to use, which plugins to install, and which pages are on your site. Only persons with a valid login can access the dashboard, site visitors will not have access to it.

Now that you’ve successfully logged in, you should be looking at your WordPress dashboard. Below is a screenshot of an Admin user dashboard.

The WordPress Dashboard is where you’ll administer your site



There are 3 main areas on a WordPress Dashboard – They are shown in the sections below:

- Admin Bar (Toolbar)
- Admin Menu
- Dashboard Meta Boxes

WORDPRESS ADMIN BAR (TOOLBAR)



1 – WORDPRESS LINKS

This link provides shortcuts to the following:

- WordPress.Org
- Documentation
- Support Forum
- Feedback

2 – VIEW SITE LINK

If you click the site title here, you will get a “Visit Site” dropdown that will allow you to go to the frontend of your site.

3 – NUMBER OF UPDATES

This icon shows how many WordPress Core, Theme, and

Plugin updates are available. Clicking it will take you to the updates page.

4 – NUMBER OF COMMENTS

These are the number of comments that you have for moderation (either editing, approving, declining, or deleting.)

5 – QUICK LINKS

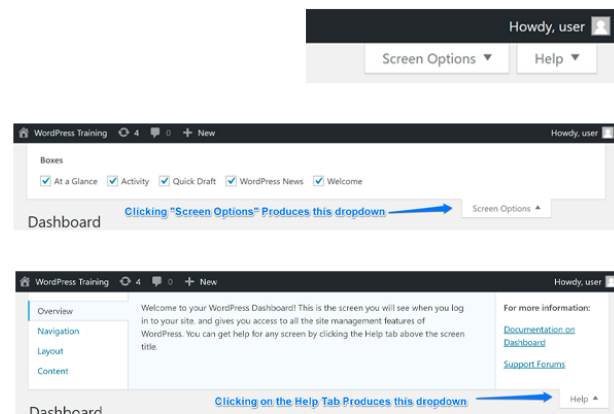
By clicking on “+New” you will get a dropdown showing shortcuts to create a new Post, Media Item, Page, or User

6 & 7 – USER INFORMATION

This is where you can click to view/edit your profile information or Logout. Number 7 is where your gravatar picture is located if you have configured one.

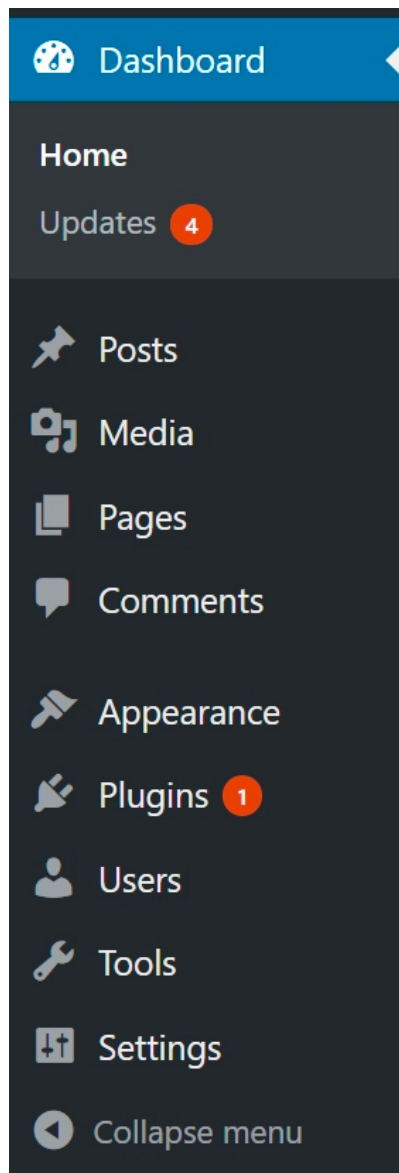
Don't forget the Toolbar Tabs!

The Screen Options and Help tabs underneath the toolbar in the upper right corner are extremely helpful. The content of these tabs changes depending on which screen you're on in the WordPress Admin.



The admin toolbar tabs

The WordPress Dashboard Menu



DASHBOARD

The Dashboard is the “control center” for your WordPress site. From here you can manage every part of your WordPress site.

POSTS

This is where you can create a new Blog Post. You can also update your Categories and Post Tags.

MEDIA

This is where all your uploaded images, documents or files are stored. You can browse through your Media library, as well as edit and update the files.

PAGES

WordPress pages are used for common content such as “about us”, “contact us”, etc... WordPress pages are what allows WP to act as a website instead of just a blog.

COMMENTS

If you allow comments on your site, you will be able to manage them in this section. You can approve, delete, or modify comments that come into your blog. Of course in the “settings” area, you can disable comments on your site.

APPEARANCE

Appearance is where you make changes to your themes, widgets, etc... You’ll be spending a good amount of time interfacing with this tab when you want to change the way your site looks, or layout changes.

PLUGINS

Plugins are like “apps” for your WordPress site. They are miniature programs that add or extend the functionality of WordPress. An example might be a contact form plugin that allows your visitors to send you an email.

TOOLS

This is essentially the “utilities” area of WordPress – it allows you to import and export various data as well as other site features.

COLLAPSE MENU

The left-facing arrow at the bottom of the menu will “collapse” the menu. Instead of the full wording, you’ll only see the icons. Clicking this again will give you the full menu again.

USERS

This is a list of all of the users, (people who have a login)- on the site. WordPress has various “user roles” that allow permissions for each user.

SETTINGS

This section mainly contains the “global settings” for your site. This area contains things such as your site title, URL, and other important settings.

“ The WordPress Menu will have more entries added as you install plugins. As we’ll learn later, plugins are like “apps” for your WordPress site. Various plugins, such as contact form plugins, will place an additional icon on the dashboard menu for easy access.

WAIT A MINUTE

My Menu doesn't have all of those links.

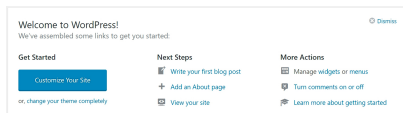
The above menu is for someone who is at an administrator user role within WordPress. If you don't see all of the above menu items, then you are probably logged in as a different user role.

Dashboard Widgets

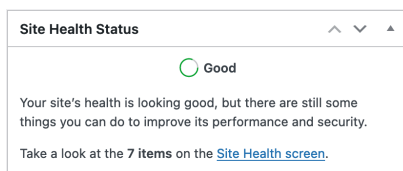
These default widget boxes show various important items about your site.

Welcome to WordPress

This meta box has quick links to take you to various areas in the backend of your site.



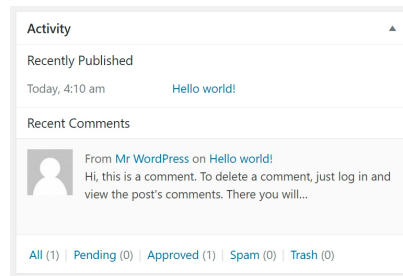
Site Health Status



The site health status widget gives you important information about your web-site. Clicking on the Site Health screen link will give you more in depth diagnostics.

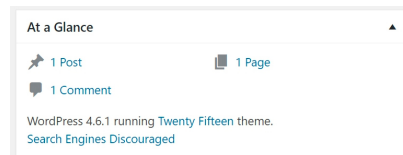
Activity

Shows recent activity such as what was last published, etc...



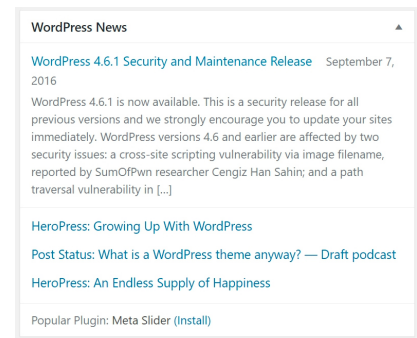
At a Glance

Here you can see the “stats” for your site such as how many posts and pages you have as well as the theme and version of WordPress you are running.



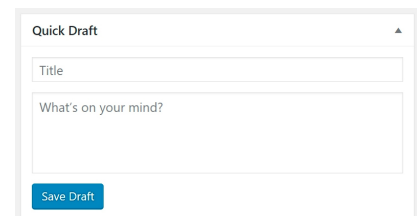
WordPress Events and News

News about the WordPress Community



Quick Draft

A meta box that allows you to quickly type up a draft post, which is a good way to jot down quick ideas.

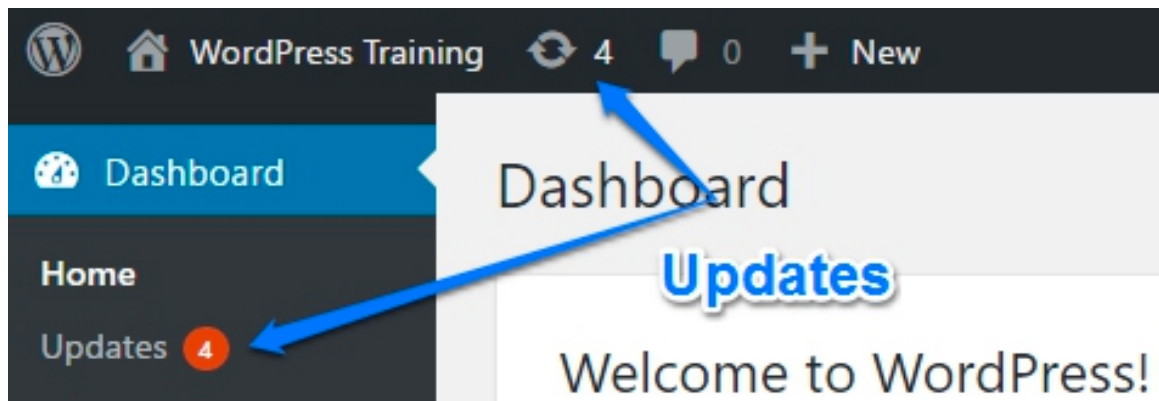


Dashboard Widgets can be:

- Moved around by clicking and dragging them to a different position
- Collapsed by clicking the arrow on the top right of the meta box
- Or removed from the dashboard by unchecking the checkbox found in the screen options tab.

The WordPress Updates Screen

There are 3 areas in WordPress that need to be updated on a regular basis:



How do I know when I need to update WordPress?

There are two places to see if you have WP updates. One is in the top admin toolbar with a number, and the other is in the dashboard menu with a number in an orange circle. If you hover over the toolbar number, you'll see a description showing how many plugins, themes, or if WordPress core needs updating. If you see an orange number in the left menu, it also lets you know that WordPress needs updating.

Important!

Before performing WordPress updates, you should always have a reliable backup in place. Updating any of these 3 components can cause your site to crash. WordPress has improved significantly on detecting whether

or not a plugin or theme update will

“break” your site, but it is still wise to have a backup and a restore procedure in place. If you don't feel comfortable doing it, speak to a WordPress expert.

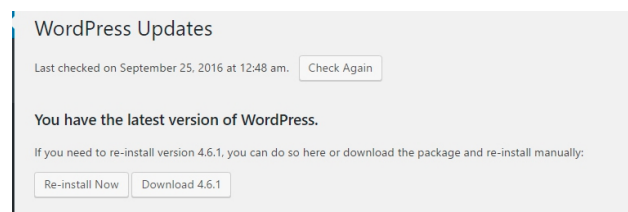
Do you need a staging site?

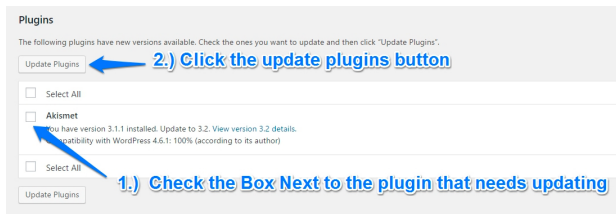
If your web host offers it, you might want to look into a “staging site”. A staging site is an exact copy of your site that is hidden from the “outside world”. This site can be used to test WordPress core, plugin, and theme updates without causing harm to your live site. Once you have had a successful update on staging, you can more confidently update your “live” site.

THE 3 TYPES OF WORDPRESS UPDATES

WORDPRESS CORE

Think of WordPress Core Updates like updating the operating system on your computer, (Microsoft Windows or OSX for example). WordPress core files are what makes WordPress “run” behind the scenes. Generally, you'll have to do a WordPress core update 3-4 times per year. These updates are extremely important and should be performed as soon as possible because generally there are security and performance updates involved.



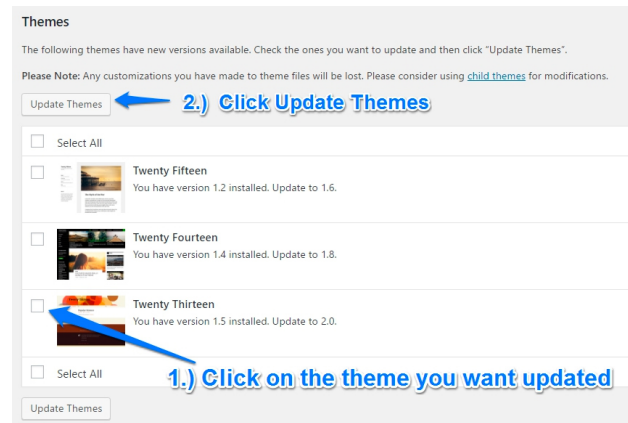


WORDPRESS THEMES

Themes should be updated with caution also – they of course can change the look of your site, but can also change functionality as well. It is suggested that you use a child theme if there are a lot of customizations to your site that have been made.

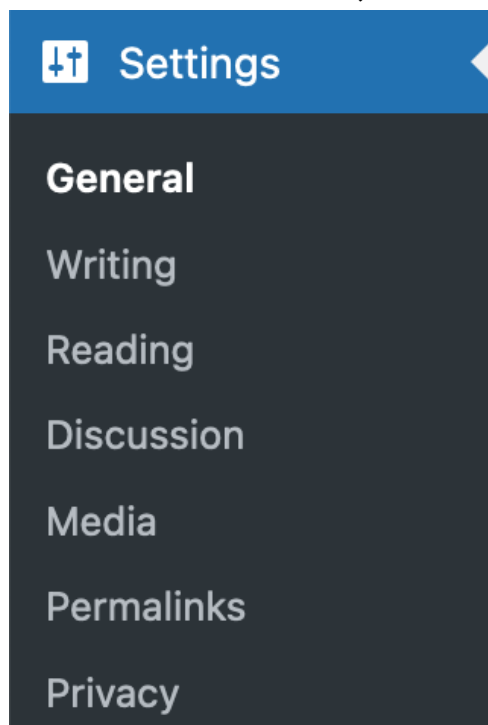
WORDPRESS PLUGINS

You can compare updating WordPress plugins to updating an application on your computer, (Microsoft Word, Outlook, Chrome, etc..) Almost every WordPress site has at least a few plugins that expand the functionality of their website. Depending on the types of plugins you have installed and your hosting environment, you will want to make sure your site is backed up before you update your plugins.



WordPress Settings

Now that we're in, let's adjust basic settings



What does the Settings Menu do?

The WordPress Settings menu option is where you configure important items for your WordPress site – Things such as site title, whether or not people can register for your site, permalinks, etc... are configured here.

Notes about WordPress Settings:

SETTINGS ARE GENERALLY GLOBAL

Things that you configure here are “global” in scope, which just means that it affects the whole site. For example the site title that is set in the general tab applies to the site as a whole.

SETTINGS CAN BE EXTENDED BY PLUGINS

Plugins can add, (or take away) settings on the WordPress site. Many plugins actually add functionality to this settings tab in order to keep everything in one area for the user.

SOME EXAMPLES OF SETTINGS THAT ARE CONFIGURED HERE:

- › Language that your WordPress blog/website uses.
- › Whether or not visitors can leave comments on blog posts or pages
- › The default sizes of images on your site.

General Settings Page

DASHBOARD >> SETTINGS >> GENERAL

General Settings

Site Title

WordPress Training

Tagline

Just another WordPress site

In a few words, explain what this site is about.

WordPress Address (URL)

http://wordpress-training.local

Site Address (URL)

http://wordpress-training.local

Enter the address here if you [want your site home page to be different from your WordPress installation directory](#).

Administration Email Address

siteuser@wp-tutoring.com

This address is used for admin purposes. If you change this, we will send you an email at your new address to confirm it.

Membership

☐ Anyone can register

New User Default Role

Subscriber

Site Language 

English (United States)

Timezone

UTC+0

Choose either a city in the same timezone as you or a UTC (Coordinated Universal Time) time offset.

Universal time is 2021-03-09 16:47:02 .

Date Format

☒ March 9, 2021

F j, Y

☐ 2021-03-09

Y-m-d

☐ 03/09/2021

m/d/Y

☐ 09/03/2021

d/m/Y

☐ Custom:

F j, Y

Preview: March 9, 2021

Time Format

☒ 4:47 pm

g:i a

☐ 4:47 PM

g:i A

☐ 16:47

H:i

☐ Custom:

g:i a

Preview: 4:47 pm

[Documentation on date and time formatting.](#)

Week Starts On

Monday

Save Changes

Site Title

Pretty self-explanatory – The title of your site goes here

Tagline

This is a subheading for your site. Based on your theme, this may or may not show up on the front of your site

WordPress Address (URL)

This is the directory that WordPress' core files are installed. In most cases, it is the root directory of your site, (example: mysite.com)

Site Address (URL)

This is the url of the site, it should only be different than the WP address if the directories are different, (generally this setting and the WordPress Address are the same)

Sometimes the WordPress files are installed in a different directory. For example, the website might be www.mysite.com, but the WordPress core files may be located at www.mysite.com/wp – This is perfectly fine, and in some cases enhances security, because hackers won't necessarily know which directory WordPress is installed in. For the vast majority of WP sites, having the WordPress and Site Address URL's the same is perfectly fine

Administration Email Address

This is the default administrative email address and it will be used by the site to notify you of important things happening with the site, such as new user signups, or password changes. This email is also used as a default by many plugins when an alternate email address is not available.

Membership

Checking this box allows visitors to register on your site. For instance, if you have content that you want users to sign up for, you'll have to check this button to allow registration access.

New User Default Role

If membership is enabled, this is the user role that will be set for a new site member by default.

Site Language

You can choose to make the administration section display one of over 65 languages. This dropdown will allow you to choose the language of your choice.

Timezone

Choose a city that is in your timezone to set WordPress time locally. If this is not set, the blog time will be based on the server WordPress is hosted on- For instance, if your server is hosted in California, and you are in New York, any admin emails sent from WordPress will have California time, this could be very confusing.

Date Format

You can change how dates are displayed on the front end of your website. There are 4 built in options and there is the ability to create a custom option.

Time Format

Similar to Date, you can also have times display differently on your website.

Week Starts On

You can choose the day that any calendar plugins you have installed use as the first day of the week.

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Writing Settings Page

DASHBOARD >> SETTINGS >> WRITING

Writing Settings

Help ▾

Default Post Category

Uncategorized ▾

Default Post Format

Standard ▾

Post via email

To post to WordPress by email, you must set up a secret email account with POP3 access. Any mail received at this address will be posted, so it's a good idea to keep this address very secret. Here are three random strings you could use: `xy6Oe9gh`, `vmiqYGd1`, `M6t1PD7x`.

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, see [Update Services](#) on the Codex. Separate multiple service URLs with line breaks.

http://rpc.pingomatic.com/

Default Post Category

WordPress has categories that posts are placed into. When you create a new site, there is only one category named “uncategorized”. All of the new posts on your site will be placed in the default category listed here. You will have to add a new category in order to change this default category.

Default Post Format

There are multiple formats that WordPress has built in for posts. They can be described further on [WordPress.Org](#).

Post via Email

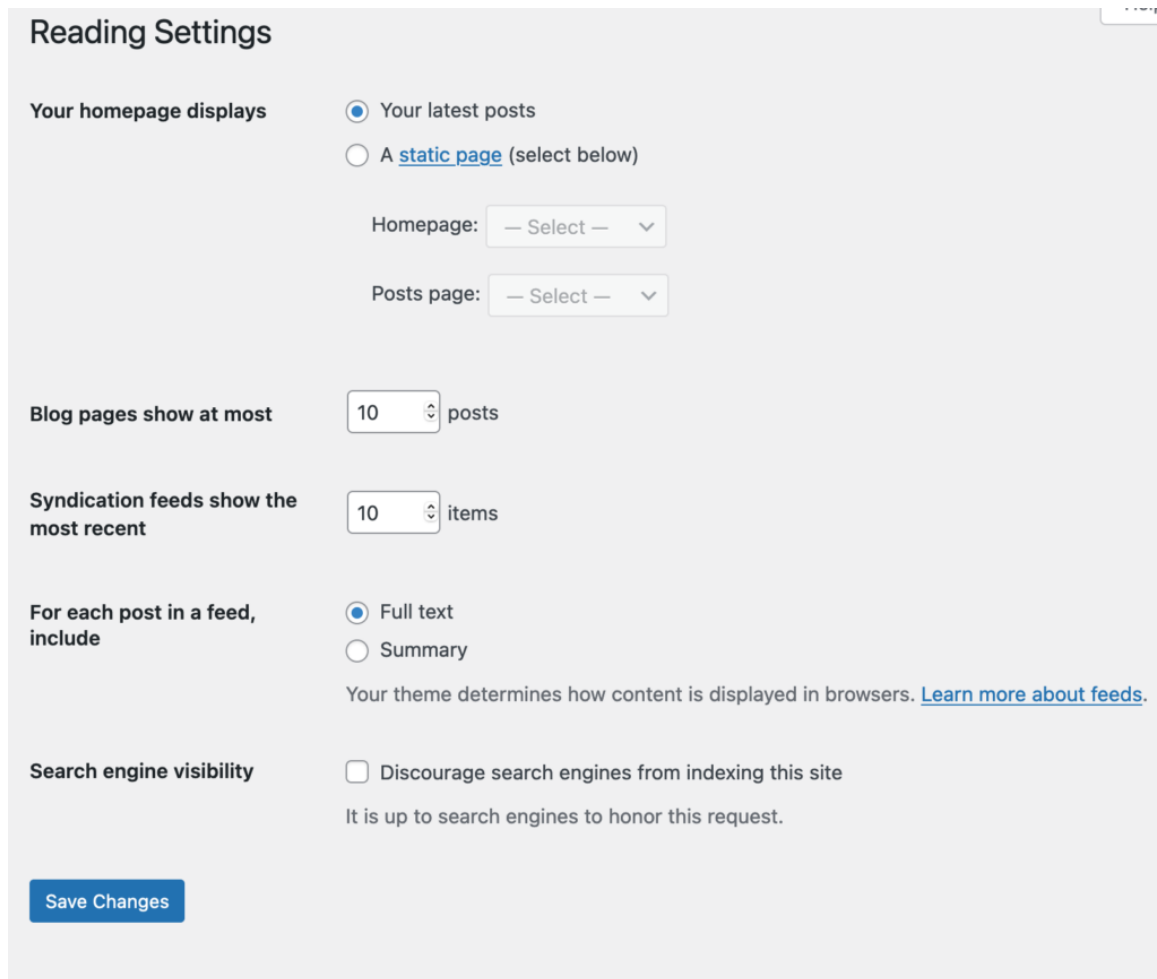
You can post to your site by sending an email to an email address that is configured in this area.

Update Services

When you create a new WordPress post, you can have certain RSS feed services receive the news that you have posted. You can determine which services you want to be contacted.

Reading Settings Page

DASHBOARD >> SETTINGS >> READING



The screenshot shows the 'Reading Settings' page in WordPress. It has a light gray background with a title bar at the top. The settings are organized into sections with labels on the left and controls on the right. The first section, 'Your homepage displays', has two radio buttons: 'Your latest posts' (selected) and 'A static page (select below)'. Below the radio buttons are two dropdown menus for 'Homepage:' and 'Posts page:', both currently set to '— Select —'. The second section, 'Blog pages show at most', has a numeric input set to '10' followed by the word 'posts'. The third section, 'Syndication feeds show the most recent', has a numeric input set to '10' followed by the word 'items'. The fourth section, 'For each post in a feed, include', has two radio buttons: 'Full text' (selected) and 'Summary'. Below this is a link: 'Your theme determines how content is displayed in browsers. [Learn more about feeds.](#)'. The fifth section, 'Search engine visibility', has a checkbox labeled 'Discourage search engines from indexing this site', which is currently unchecked. Below this is the text: 'It is up to search engines to honor this request.' At the bottom left is a blue button labeled 'Save Changes'.

Front page displays

WordPress by default shows your blog posts on the front page of your site. That is great if you're running a blog. If you want to create an actual site, you'll want to change the front page of your site to a page, (Home for example). In order to change from a blog page to a static page, just click "A static page" and from the dropdown choose a page for the front page. You can also choose a page that shows your post. Many people create a page named "blog" and set that as the posts page.

Blog pages show at most

This setting determines how many posts are shown on blog pages at a time. For instance, you may want to only show 5 blog posts at a time, this is where you would set that value.

Syndication feeds show the most recent

Syndication here stands for RSS, (really simple syndication). RSS feeds provide a way for other sites to be able to pull in your posts. You can control how many posts are in your RSS feed.

For each post in a feed, include

Here is where you can choose whether to show your whole article or just a portion of the article in your RSS feed.

Search Engine Visibility

This is a very important checkbox. By checking this box, you are telling google, yahoo, bing and other search engines NOT to put your site in their index. This can be useful while you are building your site, but once you are done, you should uncheck this box so that it can be indexed by search engines.

Discussion Settings Page

DASHBOARD >> SETTINGS >> DISCUSSION

Discussion Settings

Default article settings

- ☒ Attempt to notify any blogs linked to from the article
- ☒ Allow link notifications from other blogs (pingbacks and trackbacks) on new articles
- ☒ 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 email
- ☐ Users must be registered and logged in to comment
- ☐ Automatically close comments on articles older than days
- ☒ Enable threaded (nested) comments levels deep
- ☐ Break comments into pages with top level comments per page and the last
- Comments should be displayed with the comments at the top of each page

Email 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 or more links. (A common character

Default article settings

- **Attempt to notify any blogs linked to from the post** – This is used to send a message to any other WP blogs that you link to in your articles so that they're aware of the link. They may reciprocate that link if the author chooses to. (double check)
- **Allow link notifications from other blogs (pingbacks and trackbacks) on new posts** – This setting will allow you to know if another blog links to one of your articles.
- **Allow people to submit comments on new posts** – This will allow people to post comments on your site. This is a default global setting. If you decide to change behavior on a particular post, you can do so.

Other comment settings

- **Comment author must fill out name and email** – If someone wants to comment on your site, they must put in at least these two pieces of information – unchecking this box will allow anonymous commenting.
- **Users must be registered....** – Before someone can make a comment, they will have to register on your site and login.
- **Automatically close comments....** – This will keep people from posting new comments after the number of days set here.
- **Enable threaded (nested comments)....** – This sets how many levels you can set in the comments. Think of this as an outline – you can keep going until you have a set number of sub levels – for ex.
 - level 1
 - level 2

- level 3
- level 4 you can set how far that can go on this setting
- **Break comments into pages** – If you get a hot topic, you may have a never-ending page of comments. This setting allows you to break the comments into pages based on the number of comments.

Email me whenever

- **Anyone posts a comment** – you can be notified if a comment is posted on your site.
- **A comment is held for moderation** – If you decide to look over comments before they are posted on your site, based on certain configuration settings, you'll get an email.

Before a comment appears

Here you can choose manual or automatic approval based on if a person already has an approved comment.

Comment Moderation

Sometimes you'll get persons who want to promote their own products/services on your blog. They generally have a lot of links in the comments going out to places outside of your site. You can keep their comment from being posted if it has over the number of links that you set here. you can also set a list of words to keep it in moderation – for example “sale” or “buy”

Disallowed Comment Keys

This is a list of words that will cause a comment to go straight to the trash.

Note: this matches inside words as well, so “food” would flag “dogfood”, so carefully think about the moderation and disallowed words.

Avatars

When making comments, a person's avatar (an icon or graphic that they've chosen to represent themselves online at gravatar.com), can be displayed this allows it to be seen.

Maximum Rating

This allows you to give a maturity rating on your blogs content.

Default Avatar

If a person hasn't created an avatar, but you have enabled avatars for your comments, this is the image that will be seen.

Media Settings Page

DASHBOARD >> SETTINGS >> MEDIA

Media Settings

Image sizes

The sizes listed below determine the maximum dimensions in pixels to use when adding an image to the Media Library.

Thumbnail size	Width <input type="text" value="150"/>	Height <input type="text" value="150"/>
<input checked="" type="checkbox"/> Crop thumbnail to exact dimensions (normally thumbnails are proportional)		
Medium size	Max Width <input type="text" value="300"/>	Max Height <input type="text" value="300"/>
Large size	Max Width <input type="text" value="1024"/>	Max Height <input type="text" value="1024"/>

Uploading Files

☒ Organize my uploads into month- and year-based folders

[Save Changes](#)

Image Sizes

In WordPress there are 3 default image sizes, thumbnail, medium, and large. Every image that you upload to your site has 3 additional copies of the image made in these sizes. By changing these settings, you can change the default sizes of your images.

Note: After adjusting the sizes here, you may need to use the [regenerate thumbnails](#) plugin in order to apply the new sizes to your images.

Uploading files

This checkbox allows you to upload images based on month and year – so the structure would be

www.mysite.com/wp-content/uploads/year/month/mypicture.jpg

so march of 2016 would be:

www.mysite.com/wp-content/uploads/2016/3/mypicture.jpg

Permalinks Settings Page

DASHBOARD >> SETTINGS >> PERMALINKS

What are permalinks??

Permalinks are the permanent urls for your posts and pages. Essentially you can think of them as the website address for your content, or what someone linking to your blog post would put into their article. WordPress allows you to choose different formats for your permalinks so that it will be easier for others to find your content. This is also important for SEO ,(Search Engine Optimization).

Permalink Settings

WordPress offers you the ability to create a custom URL structure for your permalinks and archives. Custom URL structures can improve the aesthetics, usability, and forward-compatibility of your links. [A number of tags are available](#), and here are some examples to get you started.

Common Settings

☐ Plain `http://www.wptraining.dev/?p=123`

☒ Day and name `http://www.wptraining.dev/2016/09/24/sample-post/`

☐ Month and name `http://www.wptraining.dev/2016/09/sample-post/`

☐ Numeric `http://www.wptraining.dev/archives/123`

☐ Post name `http://www.wptraining.dev/sample-post/`

☐ Custom Structure `http://www.wptraining.dev /%year%/%monthnum%/%day%/%postname%/`

Optional

If you like, you may enter custom structures for your category and tag URLs here. For example, using `topics` as your category base would make your category links like `http://www.wptraining.dev/topics/uncategorized/`. If you leave these blank the defaults will be used.

Category base

Tag base

[Save Changes](#)

Common Settings

Each one of the permalink settings is shown along with an example of what your url structure would look like. For most websites, the “post name” structure is the best. As a matter of fact, certain plugins will not work if the “post name” structure is not chosen.

To get more information about permalink structures, go to: <https://wordpress.org/support/article/using-permalinks/>

Privacy Settings Page

Privacy

Settings Policy Guide

Privacy Settings

As a website owner, you may need to follow national or international privacy laws. For example, you may need to create and display a Privacy Policy. If you already have a Privacy Policy page, please select it below. If not, please create one.

The new page will include help and suggestions for your Privacy Policy. However, it is your responsibility to use those resources correctly, to provide the information that your Privacy Policy requires, and to keep that information current and accurate.

After your Privacy Policy page is set, we suggest that you edit it. We would also suggest reviewing your Privacy Policy from time to time, especially after installing or updating any themes or plugins. There may be changes or new suggested information for you to consider adding to your policy.

[Edit or preview your Privacy Policy page content.](#) Need help putting together your new Privacy Policy page? [Check out our Privacy Policy guide](#) for recommendations on what content to include, along with policies suggested by your plugins and theme.

Create a new Privacy Policy Page

Change your Privacy Policy page

Settings Page

Privacy

Settings Policy Guide

Privacy Policy Guide

Introduction

This text template will help you to create your web site's privacy policy.

We have suggested the sections you will need. Under each section heading you will find a short summary of what information you should provide, which will help you to get started. Some sections include suggested policy content, others will have to be completed with information from your theme and plugins.

Please edit your privacy policy content, making sure to delete the summaries, and adding any information from your theme and plugins. Once you publish your policy page, remember to add it to your navigation menu.

It is your responsibility to write a comprehensive privacy policy, to make sure it reflects all national and international legal requirements on privacy, and to keep your policy current and accurate.

Privacy Policy Guide

Policies

WordPress

Policy Guide

Privacy Pages are more important than ever for websites.

WordPress helps you out with this by providing a generic privacy policy template to get you started.

On the settings tab, you can click "Create" in order to generate your page. This will provide a page with some basic information.

If you want to change your privacy policy page, you can use the dropdown to choose a different page of your site to house your privacy policy.

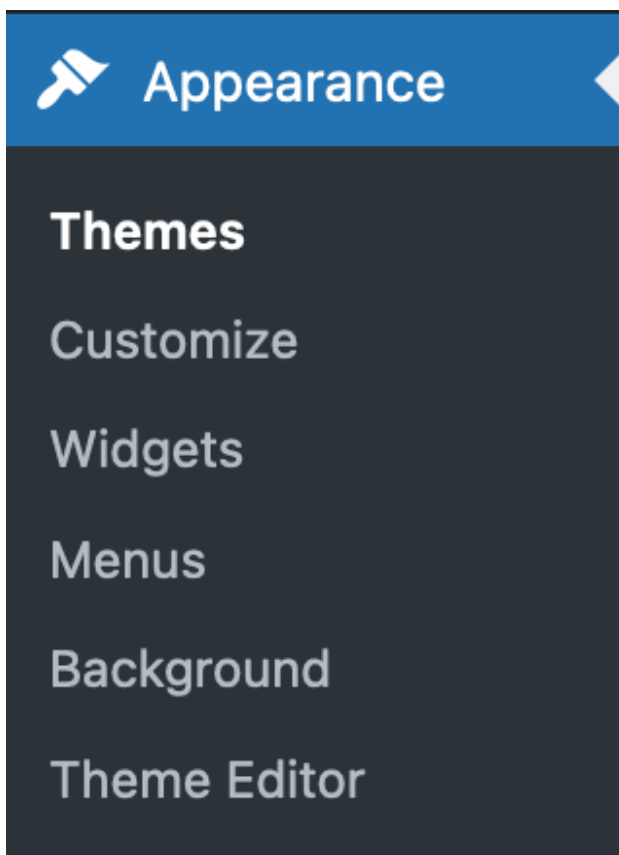
Policy Guide

You can use the two dropdowns on this page to view the privacy policy outline that WordPress recommends.

Note: You should not use just the default outline that WordPress provides. **You should update these provided templates with your own information.**

Appearance Settings

Now that We've set things globally, let's spruce things up.



Appearance Menu

WHAT DOES THE APPEARANCE SETTING DO?

The Appearance section allows you to change the way your site looks and feels, through special customization screens, widgets, menus, and header and background configuration.

The links shown on this tab can change

Depending on the theme and plugins you have installed on your site, you can have more or less links than what is shown by default.

Links can also change due to user roles

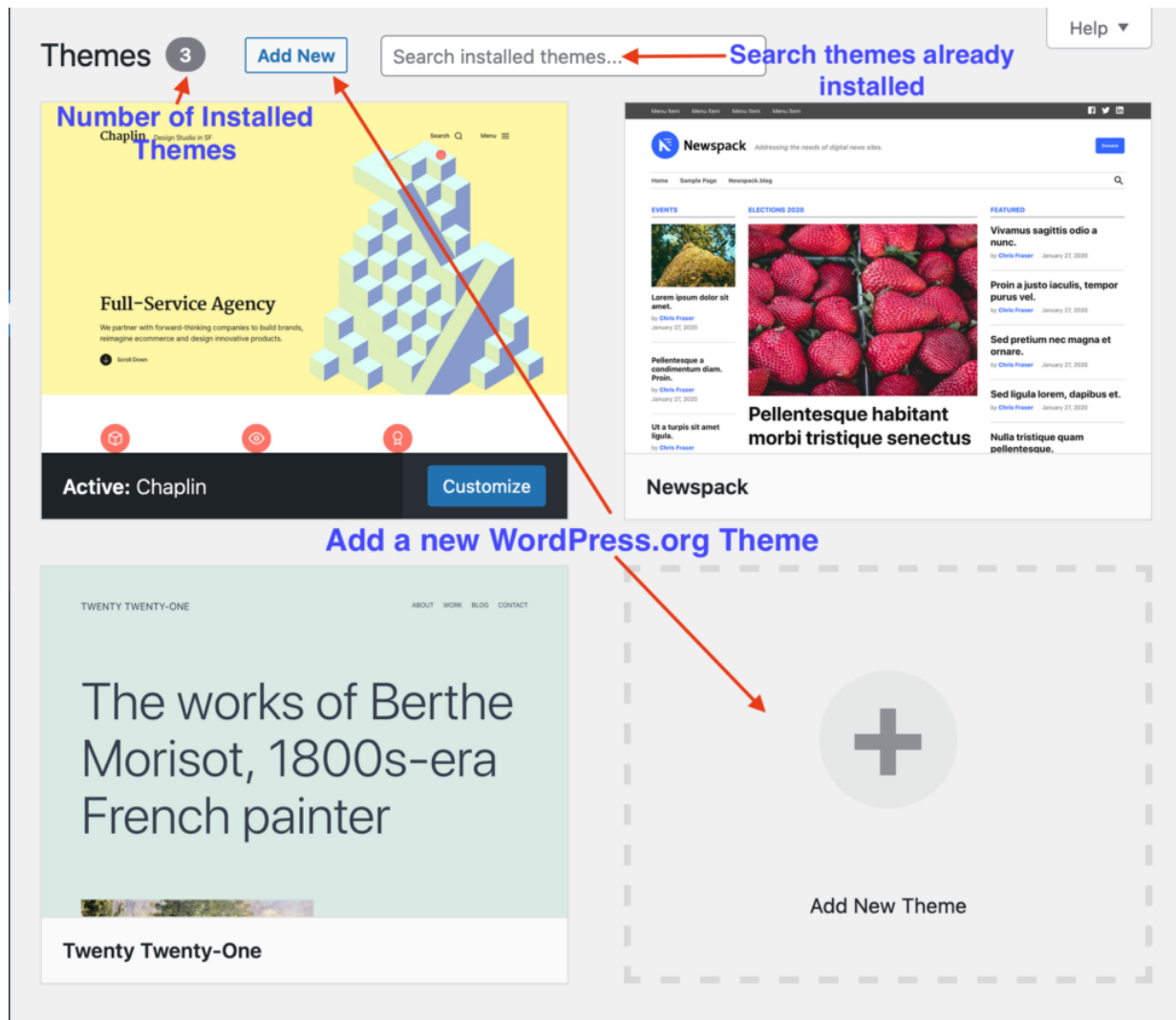
User roles also affect what you are able to see and configure in this tab. For instance, the editor selection is only available to an administrator level user role because it allows editing of the underlying php, css, html, and javascript code that make your website run. That is one of the reasons that not everyone should have administrator access to your site.

Many of these settings can also be changed via the “Customizer”

The customizer is a slideout menu that is designed to allow you to change the majority of the settings here in Appearance, however it is still good to know how to access the items from here as well in order to get more “fine-tuned” control of some items.

Themes Settings

DASHBOARD >> APPEARANCE >> THEMES



You can search for thousands of free themes, or upload a premium one

On the Themes Screen, you can use the search box to search for themes that are already installed on your site, or you can add a new theme. You can also see if your theme(s) needs to be updated.

If you click on one of the themes, you have the option to make the theme active, deactivate, or delete.

Options can also change due to user roles

User roles also affect what you are able to see and configure in this tab. For instance, the **theme editor selection is only available to an administrator-level user role** because it allows editing of the underlying PHP, CSS, HTML, and javascript code that make your website run. That is one of the reasons that **not everyone should have administrator access to your site**.

Steps to install a theme on your WordPress site

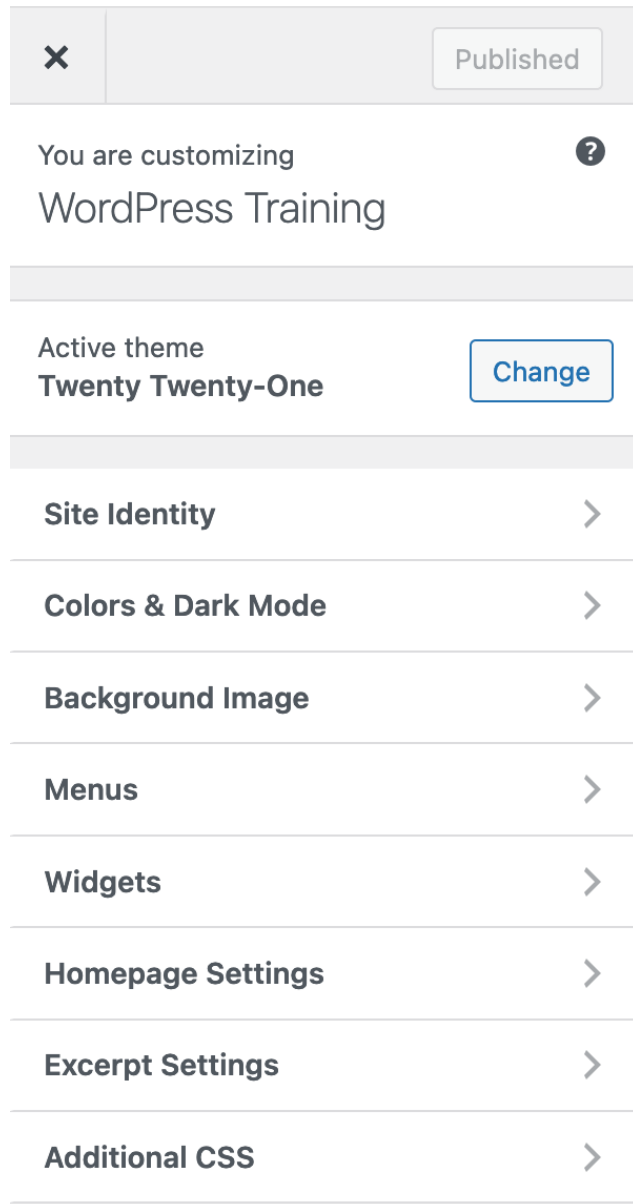
- Click "Add New Theme" icon OR Add new button on the top of the screen
- Either type in the name of the theme you're looking for OR scroll down the page to view what's available. *Don't forget the filtering menu at the top of the page with Featured, Popular, Latest, Favorites, etc...*
- After you've chosen the theme you want, click "install" to place it on your site, or click "preview" to see how it might look on the site.
- If you want to have the theme you just installed to be your current theme, click "activate" to make it active on your live site.

The WordPress Customizer

DASHBOARD >> APPEARANCE >> CUSTOMIZE

NOW WE'RE GETTING TO THE REAL CUSTOMIZATIONS!

Clicking on the customize section underneath appearance will bring you to the theme customizer. The customizer has a menu that allows you to change many of the items that affect the look of your site.



The customizer changes based on the theme that you are using. The one shown here is for the default Twenty Seventeen theme. If you activate another theme however, you'll see more or fewer options on this menu. By default, each theme will have at least the following:

- Site Identity
- Colors
- Header Media
- Menus

Again, the rest of the items are optional and may or may not show up depending on the theme you're using.

The WordPress Customizer Menu

The WordPress Customizer for the Twenty Twenty One Theme



Visual Editing Capabilities

The beauty of the theme customizer is that it allows you to see your edits “real-time” instead of having to make backend changes, save them, and then view the frontend. This gives you a much better idea of how your edits affect the look and layout of your site.

When you are on a page and see the blue pencils, it denotes a place that you can edit your page directly. In the image above, you can see The title and tagline can be edited.

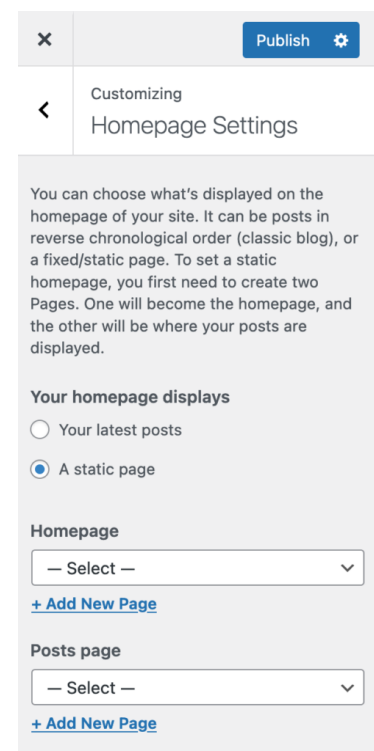
Homepage Settings

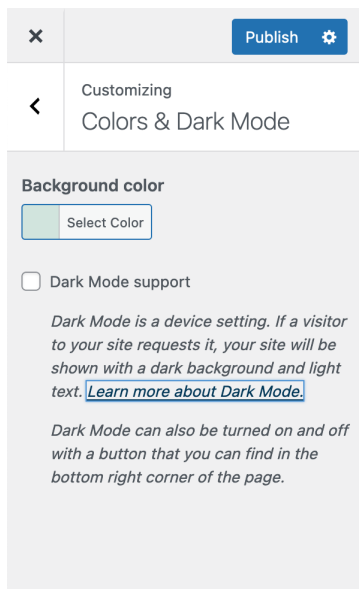
Homepage settings through the customizer are essentially the settings that are on the Reading Settings screen. This is just a quicker way to get to them.

You can determine whether or not your site is in “blog mode”, (Your latest posts on the homepage), or “website mode”, (Having a static page be the homepage).

If you click “A static page” you can use the dropdown to determine which page you want to be your homepage. You can also add a new page.

If you want to define a particular page for your blog posts, i.e. a “Latest News” page. You can define it in the Posts page dropdown.

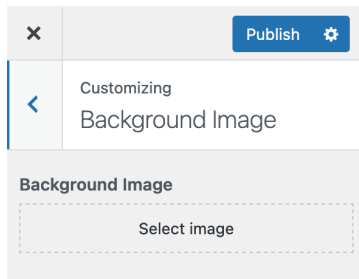




Colors and Dark Mode

In order to support web accessibility, some WordPress themes, (such as the default 2021 theme), support Dark Mode. If you check the box, users will be able to see your site with a dark background and light text.

Background Image



You can use this setting to place a background image site-wide.

Customizing Menus

There are 3 steps to customizing menus:

- Creating a menu
- Assigning a location
- Add items (pages, and posts) to the menu

In order to start doing this in the customizer, click "Create New Menu".

×

Publish ⚙

< Customizing > Menus

New Menu

Menu Name

If your theme has multiple menus, giving them clear names will help you manage them.

Menu Locations

Where do you want this menu to appear? (If you plan to use a menu [widget](#), skip this step.)

☐ Primary menu

☐ Secondary menu

Click "Next" to start adding links to your new menu.

Next

Creating a New Menu by clicking the Create New Menu Button.

×

Publish ⚙

< You are customizing > Menus

Menus

It doesn't look like your site has any menus yet. Want to build one? Click the button to start.

You'll create a menu, assign it a location, and add menu items like links to pages and categories. If your theme has multiple menu areas, you might need to create more than one.

Create New Menu

Menu Locations

Your theme can display menus in 2 locations.

View All Locations >

You'll give your menu a name, and determine where it should go. In this case, there is a primary and a secondary menu.

After you name your menu, and choose the location, then you should click "+ Add Items" button to add posts, pages, and links to your menu.

×

Publish ⚙

<

Customizing ▶ Menus
My Menu

Menu Name

My Menu

Time to add some links! Click "Add Items" to start putting pages, categories, and custom links in your menu. Add as many things as you'd like.

+ Add Items

Menu Locations

Here's where this menu appears. If you'd like to change that, pick another location.

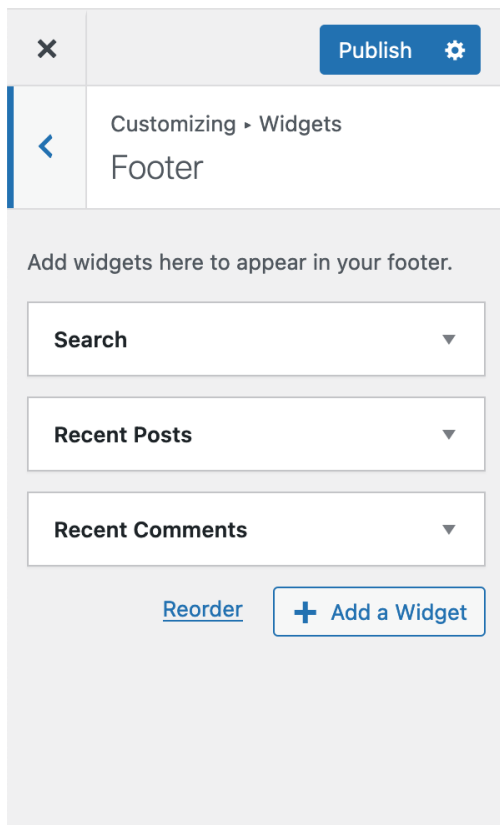
☒ Primary menu (Current: My Menu)

☐ Secondary menu

Menu Options

☐ Automatically add new top-level pages to this menu

[Delete Menu](#)

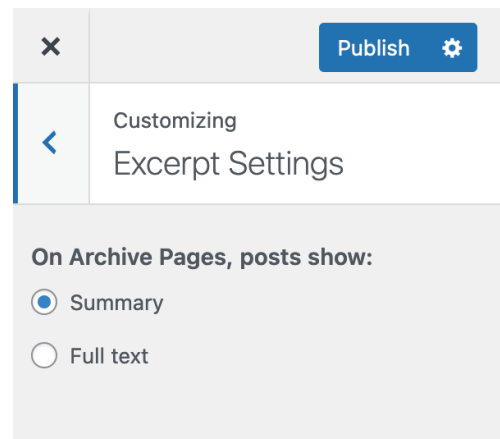


Customizing Widgets

In the Customizer, you can also choose widgets to be placed in widget areas on your site. In the 2021 theme that we have installed there is only one widget area that is located in the footer.

Most themes allow for multiple widget areas such as sidebar areas, and multiple footer areas.

In the adjacent box, you'll see **Excerpt Settings**. Excerpts are generally 2-3 sentences that display under the title of your blog posts when they are listed on an archive page, or in a list format on other pages. Excerpt settings allow you to choose whether you want to display the whole post, or just the first 2-3 sentences.



CSS TIME!!!!

CSS , (Cascading Style Sheets), are a series of commands that allow you to customize your website even further.

While WordPress gives a ton of options - CSS allows you to apply borders, shading, hide or show items, and even add characters and text in a much more granular way.

CSS has a particular syntax. For instance typing the following into the Additional CSS box:

```
#logo{  
display:none;  
}
```

Will hide the site logo on many WordPress sites.

Generally you shouldn't add CSS unless you know what you're doing because it may "break" the layout of your site.

To learn more visit:
<https://codex.wordpress.org/CSS>

×

Publish ⚙

<

Customizing
Additional CSS ?

Add your own CSS code here to customize the appearance and layout of your site. [Learn more about CSS](#) ➞

When using a keyboard to navigate:

- In the editing area, the Tab key enters a tab character.
- To move away from this area, press the Esc key followed by the Tab key.
- Screen reader users: when in forms mode, you may need to press the Esc key twice.

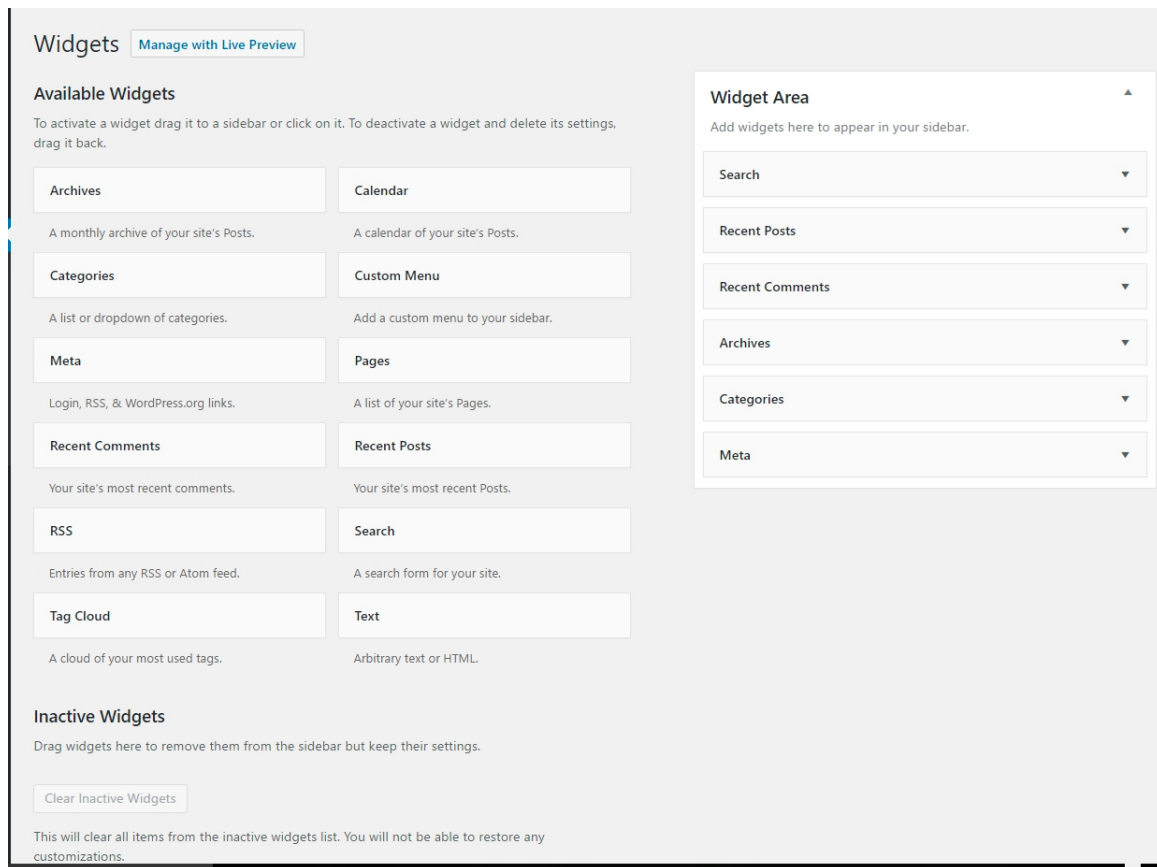
The edit field automatically highlights code syntax. You can disable this in your [user profile](#) ➞ to work in plain text mode.

[Close](#)

1

The Widgets Page

DASHBOARD >> APPEARANCE >> WIDGETS



Widgets

Widgets are pieces of code that can be inserted into Widget Areas. Various items such as post calendars, categories, and recent comments can be placed into certain predefined areas on your website.

Widget Area

Widget areas, (formerly known as sidebars), are pre-defined areas on your website that you can drop in widgets. Based on the theme you use, you can have multiple widget areas that can be in the header, sidebars, content areas, and even footers of your website. Widget areas are quick ways to add content to your website in certain areas without having to code, (or hire a

coder).

As an example, you may need to add a search bar to your site, so that people can easily search your site's articles. You can easily drag a search box from the available widgets to the widget area in order to allow the search bar to show up. The second way to do it is to click on "search" in the available widgets column and then choose which widget area you want the search bar to show up in.

Default WordPress Widgets

Below are examples of the Default WordPress Widgets. Based on the plugins and/or theme that you have installed, you may have more or less widgets than these.

A list of WordPress default widgets

- Archives
- Audio
- Calendar
- Categories
- Custom HTML
- Gallery
- Image
- Meta
- Navigation Menu

- › Pages
- › Recent Comments
- › Recent Posts
- › RSS
- › Search
- › Tag Cloud
- › Text
- › Video

A description of each widget can be found on the widget screen

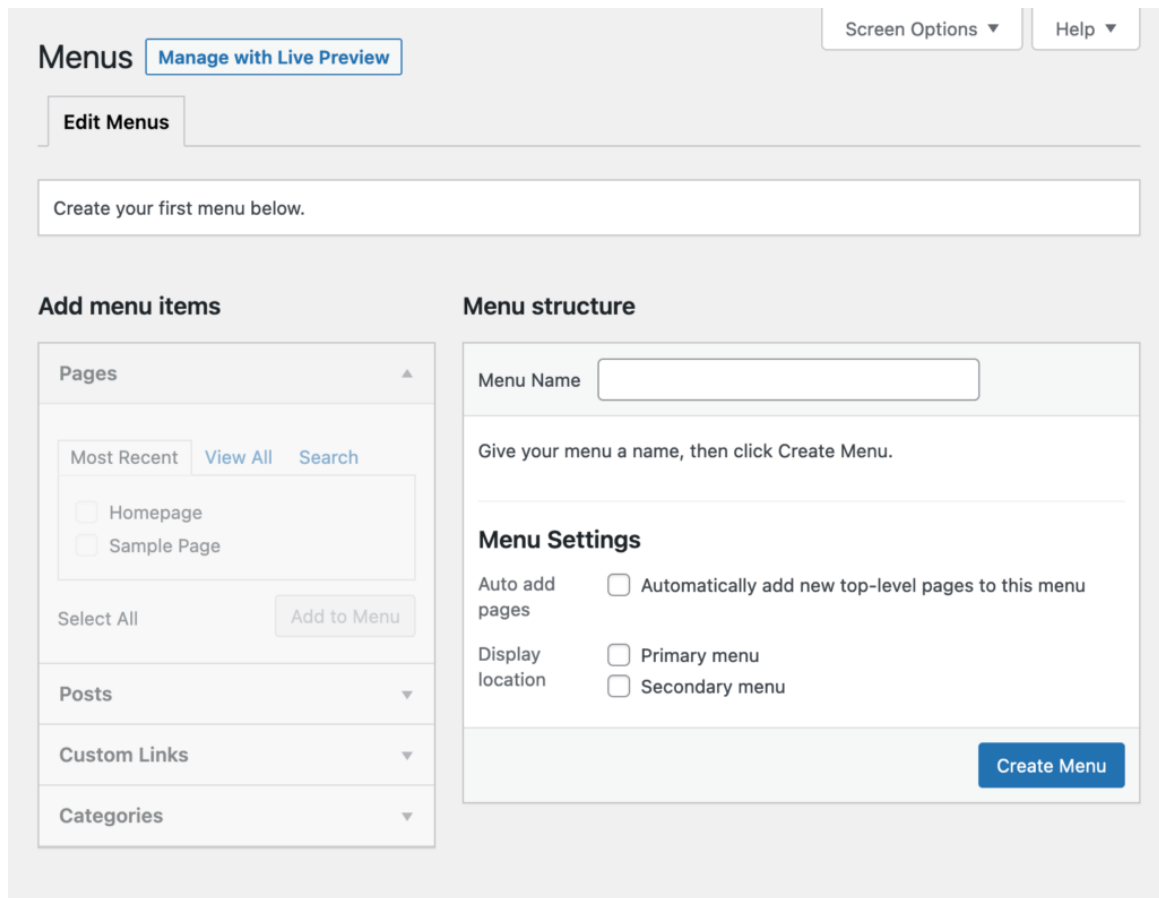
YOU CAN ALSO CLICK "MANAGE WITH LIVE PREVIEW" TO OPEN THE CUSTOMIZER.

WP Tip

Widgets can also be configured in the Customizer, (as we just learned) - however, this screen is handy as well because it provides a slightly larger viewport when managing all of the widgets on your site.

Menu Configuration Screen

DASHBOARD >> APPEARANCE >> MENU



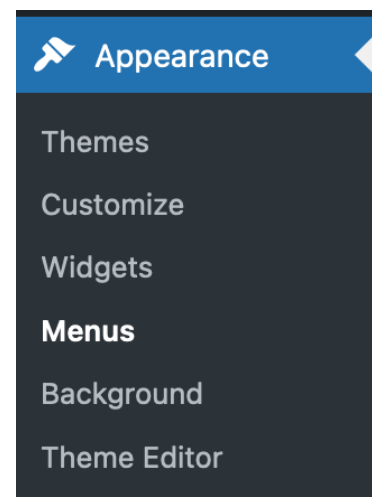
The screenshot shows the 'Menus' screen in the WordPress dashboard. At the top, there's a 'Menus' title and a 'Manage with Live Preview' button. Below this is an 'Edit Menus' tab. A message says 'Create your first menu below.' The main area is divided into two columns. The left column, 'Add menu items', has sections for 'Pages' (with 'Most Recent', 'View All', and 'Search' tabs, and checkboxes for 'Homepage' and 'Sample Page'), 'Posts', 'Custom Links', and 'Categories'. The right column, 'Menu structure', has a 'Menu Name' input field, a prompt 'Give your menu a name, then click Create Menu.', and 'Menu Settings' with options for 'Auto add pages' and 'Display location'. A 'Create Menu' button is at the bottom right.

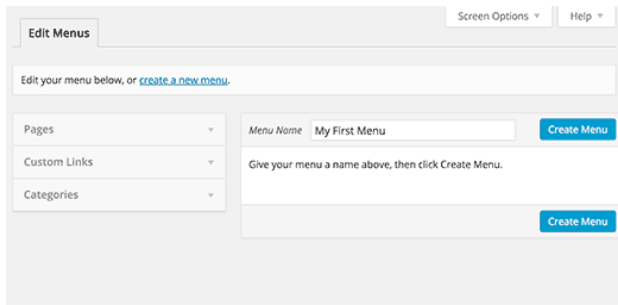
WordPress Menu Screen

No website is any good without menus – WordPress allows you to easily add Pages, Posts, Categories, and Links to your site. Additionally, you can have multiple menu locations such as the header and footer of your site. With the use of plugins, you can even show different users different menus.

Creating a menu on the WordPress Menu Screen

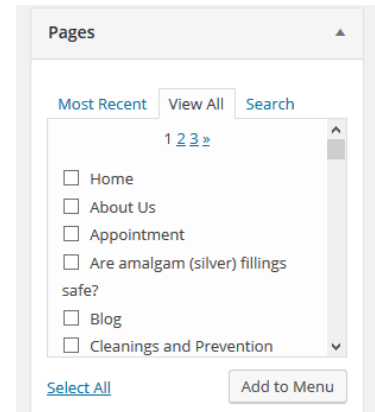
STEP 1: To create a menu in WordPress, find the **Menus** menu in the WordPress Dashboard Navigation menu.



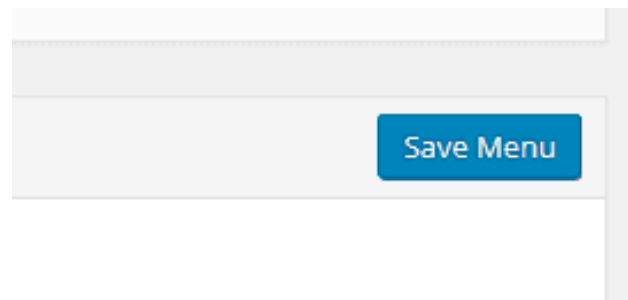


STEP 2 : Provide the name of your desired menu in the **Create Menu** field and click **Create Menu**.

STEP 3 : Select the pages, posts, categories, or links that you want to show in the menu.



STEP 4 : Click **Save Menu** to save the new menu.



Quick Note: Different plugins can add menu options. By default, you can only add Pages, Posts, Custom Links, and Post Categories to your menu. If you add WooCommerce for instance, (an e-commerce plugin), You get additional options such as Product Categories, and Product Tags that you can add to your menu.

Additional WordPress Menu Tutorials:

[Creating a Menu in WordPress](#)

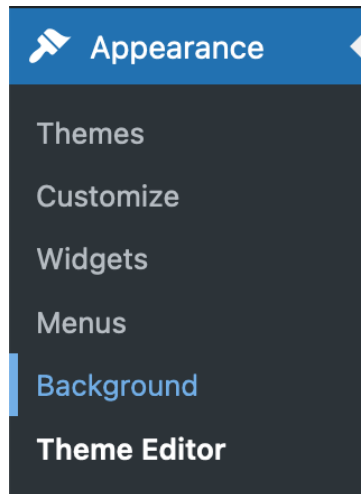
[Assigning a Menu Location in WordPress](#)

[Adding a Page to the WordPress Menu](#)

[Adding Categories to the WordPress Menu](#)

Background and Theme Editor Settings

Dashboard >> Appearance>> Background | Appearance >> Background >> Theme Editor



Note: Only site administrators have access to the theme editor.

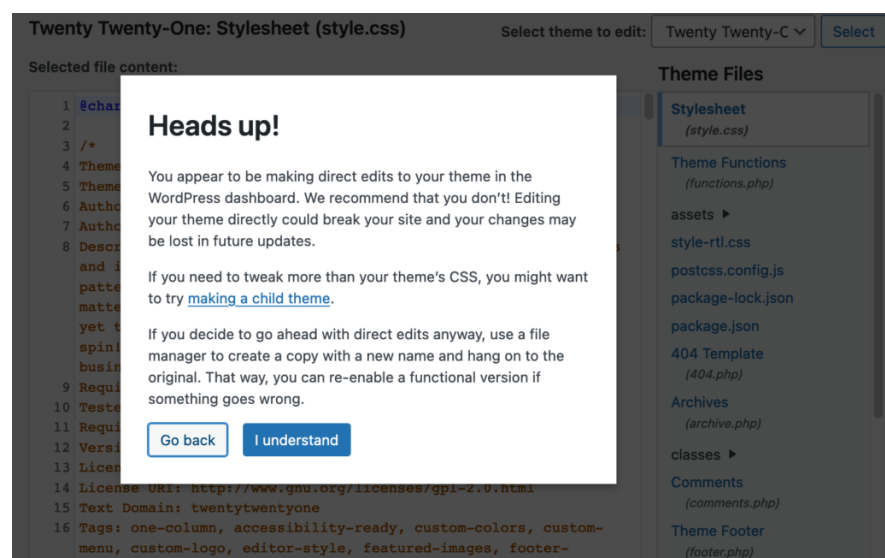
The Background Setting is the same as in the Customizer. If you click that link, you'll be able to add a background image to all the pages on your site.

Theme Editor Setting

The theme editor allows you to directly interact with and change the underlying theme code that runs your website.

Various PHP, Javascript, CSS, and HTML files reside within this page.

In short, unless you know exactly what you are doing, it is best to stay away from this page altogether.



The WordPress Theme Editor Warning Screen

Important - In the past users that made changes to this file could actually crash their site. In newer editions of WordPress, any code changes that would create a fatal error - (in other words crash your site), won't be permitted by WordPress.

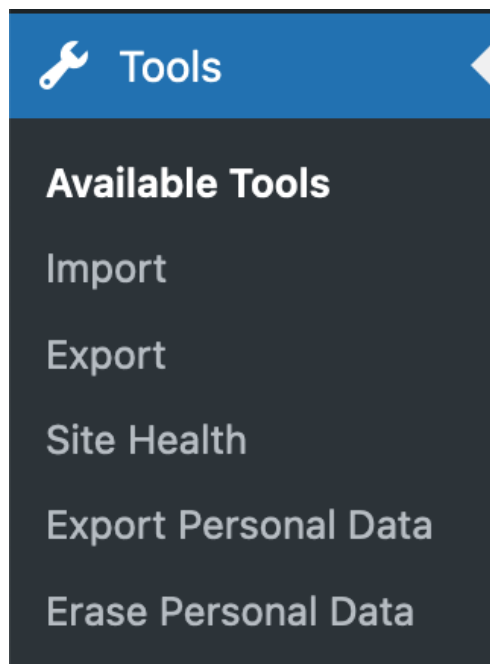
That doesn't mean however, that you can't do some damage by editing these files. While you may not crash your site, you can seriously impair it's looks and functionality.

If you do modify these files, make sure you have a good backup in place.

WordPress Tools

Dashboard >> Tools

Let's use WordPress tools and utilities to take care of our site.



WORDPRESS TOOLS

[Dashboard >> Tools](#)

The Tools page is where you can import and export information to and from your WordPress site. You can also grab portions of the web to publish to your WP site.

Import

Help ▾

If you have posts or comments in another system, WordPress can import those into this site. To get started, choose a system to import from below:

Blogger Install Now Details	Import posts, comments, and users from a Blogger blog.
Categories and Tags Converter Install Now Details	Convert existing categories to tags or tags to categories, selectively.
LiveJournal Install Now Details	Import posts from LiveJournal using their API.
Movable Type and TypePad Install Now Details	Import posts and comments from a Movable Type or TypePad blog.
RSS Install Now Details	Import posts from an RSS feed.
Tumblr Install Now Details	Import posts & media from Tumblr using their API.
WordPress Install Now Details	Import posts, pages, comments, custom fields, categories, and tags from a WordPress export file.

If the importer you need is not listed, [search the plugin directory](#) to see if an importer is available.

WordPress Import

WordPress allows you to import posts into your site from various other platforms, including other WordPress sites.

If you need an additional importer, check the plugin directory to see if there is one available for you to use.

Export Tool

There may be a time when you'll need to export your WordPress data. Maybe you are changing your url, or doing a redesign. The WordPress export tool will create an WXR file that contains the following:

- Comments
- Custom Fields
- Categories
- Tags
- Posts
- Pages
- Blocks
- Media

Export

Help ▾

When you click the button below WordPress will create an XML file for you to save to your computer.

This format, which we call WordPress eXtended RSS or WXR, will contain your posts, pages, comments, custom fields, categories, and tags.

Once you've saved the download file, you can use the Import function in another WordPress installation to import the content from this site.

Choose what to export

☒ All content

This will contain all of your posts, pages, comments, custom fields, terms, navigation menus, and custom posts.

☐ Posts

☐ Pages

☐ Blocks

☐ Media

[Download Export File](#)

Site Health Tool

DASHBOARD >> TOOLS >> SITE HEALTH

What is the Site Health Tool??

The site health tool is an error reporting system that will notify you if have any errors on your website. The report will provide a list of suggested improvements and detailed explanations.

To access your health check report you will need to go to WordPress ***Dashboard > Tools > Site Health***. When you access the report you will see a list of tests performed and the results of each test. If you have any errors on your website, you will see a list of suggested improvements and detailed explanations on how to fix them. These detailed reports will help cut development time by providing detailed information to you, so you don't have to spend time running multiple tests and audits. Not only will this tool fix current issues, it can also allow you to be proactive in preventing any future potential errors for your WordPress website (suggestions will be listed as recommended improvements).

Site Health Status

The site health check shows critical information about your WordPress configuration and items that require your attention.

3 Recommended improvements

You should remove inactive plugins	Security	▼
You should remove inactive themes	Security	▼
Some of the The7 Elements post types can be disabled	Performance	▼

Passed tests ▲

13 Items with no issues detected		
Your WordPress version is up to date (5.2.2)	Performance	▼
SQL server is up to date	Performance	▼
Required and recommended modules are installed	Performance	▼
UTF8MB4 is supported	Performance	▼
Your website is using an active HTTPS connection.	Security	▼
Your site can communicate securely with other services	Security	▼
Scheduled events are running	Performance	▼
HTTP requests seem to be working as expected	Performance	▼
Your site is not set to output debug information	Security	▼
The REST API is available	Performance	▼
Can communicate with WordPress.org	Security	▼
Your site can perform loopback requests	Performance	▼
The7 remote content server is available	The7	▼

As the site health tool becomes more popular, plugin authors may place notices here in order to denote issues with a particular plugin or highlight issues with your hosting environment.

Tips To Get A Good Site Health Score

- Use good quality WordPress Hosting
- Get a SSL certificate
- Keep your WordPress plugins and theme updated
- Use Latest version of PHP
- Use latest version of MySQL

Exporting and Erasing Personal Data of Your Users

Export Personal Data

Screen Options ▾ Help ▾

This tool helps site owners comply with local laws and regulations by exporting known data for a given user in a .zip file.

Add Data Export Request

Username or email address

Confirmation email ☒ Send personal data export confirmation email.

[Send Request](#)

All (0)

<input type="checkbox"/> Requester	Status	Requested	Next steps
No items found.			
<input type="checkbox"/> Requester	Status	Requested	Next steps

Erase Personal Data

Screen Options ▾ Help ▾

This tool helps site owners comply with local laws and regulations by deleting or anonymizing known data for a given user.

Add Data Erasure Request

Username or email address

Confirmation email ☒ Send personal data erasure confirmation email.

[Send Request](#)

All (0)

<input type="checkbox"/> Requester	Status	Requested	Next steps
No items found.			
<input type="checkbox"/> Requester	Status	Requested	Next steps

Exporting Personal Data Page

Erasing Personal Data Page

Exporting and Erasing Personal Data

In order to comply with ever increasing privacy laws, WordPress includes tools to export and erase personal data that users have provided on your site. If a user requests to know what data your website has about them including comments, purchases, and personally identifiable information.

If they request, you can also delete, or anonymize their data so that no one knows that they had performed some activity on your site.

It's just as simple as entering in the user's email address, and WordPress will query it's database to provide either a zip file that you can provide to a user, or provide the option to delete the data.

WordPress Media Library

Media is more than just video

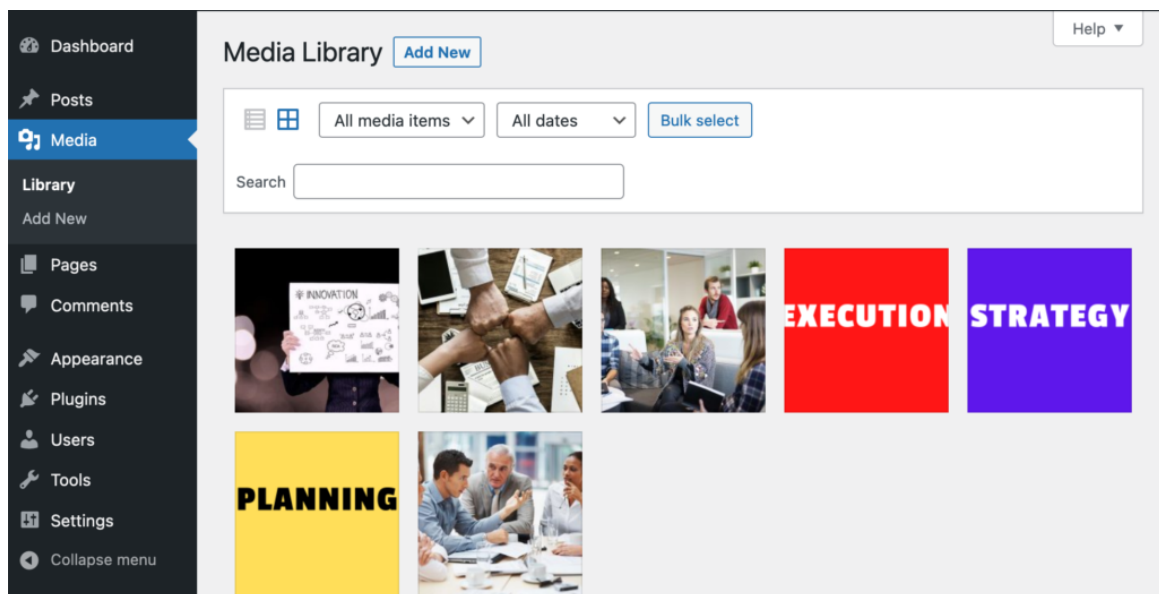
In WordPress media is considered to be audio, video, images and documents. There are certain file types that WordPress will accept for upload.

By Default, all media is stored in the Media Library

The media library holds all of the forms of media. Once you click into the library, you can see images, video, audio, and documents in the same area.

There is an upload size limit

There is a size limit for files uploaded to WordPress which is based on your web host and or server configuration. You can tell what that size is if you upload a file to the media library. There will be a message stating “Maximum upload file size: 1 MB”. This limit can be extended via plugins and/or php configurations.



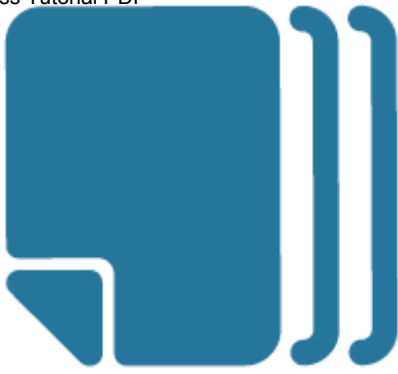
WordPress Media Library

ALLOWED FILETYPES IN WORDPRESS

Images

- › .jpg
- › .jpeg
- › .png
- › .gif
- › .ico





- .pdf (Portable Document Format; Adobe Acrobat)
- .doc, .docx (Microsoft Word Document)
- .ppt, .pptx, .pps, .ppsx (Microsoft PowerPoint Presentation)
- .odt (OpenDocument Text Document)
- .xls, .xlsx (Microsoft Excel Document)
- .psd (Adobe Photoshop Document)

Audio

- .mp3
- .m4a
- .ogg
- .wav



Video

- .mp4, .m4v (MPEG-4)
- .mov (QuickTime)
- .wmv (Windows Media Video)
- .avi
- .mpg
- .ogv (Ogg)
- .3gp (3GPP)
- .3g2 (3GPP2)

WP Frequently Asked Question-

Can you upload video to WordPress?

Yes, you can. The real question is ***should*** you upload videos directly into your WP install. Videos are generally large and if multiple people access the same video(s) at the same time, it may slow down your site. Using a video hosting service such as YouTube, Vimeo, Wistia, or others will generally yield better results.

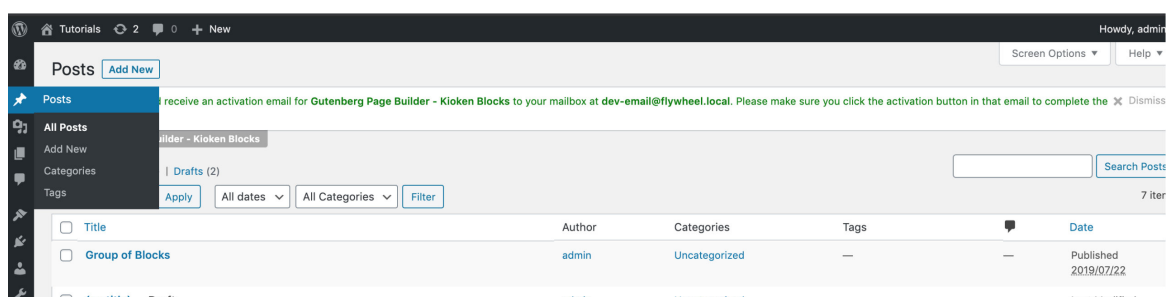
Intro to Posts and Pages

WHAT IS A WORDPRESS POST?

WordPress Posts are a way to add “articles” to you website. They are normally linked together to create a “Blog”.

CHARACTERISTICS OF POSTS:

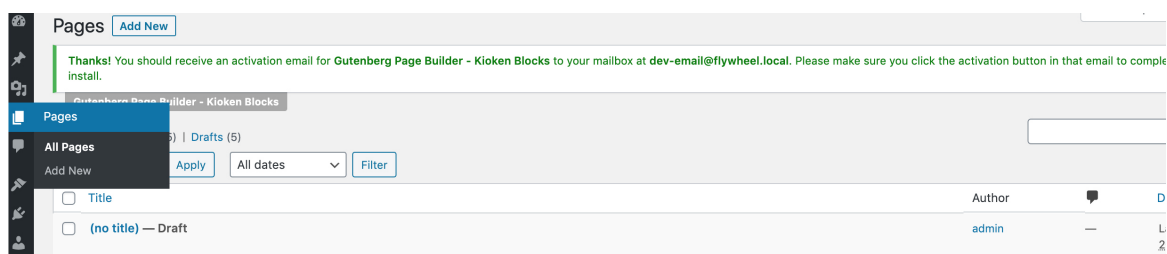
- Posts are listed in chronological order on a blog archive page
- Can use tags and categories
- Generally are “time-based” for instance, “Latest News” or “This months specials”



WHAT IS A WORDPRESS PAGE?

WORDPRESS PAGES ARE STATIC PAGES AND NOT LISTED BY DATE.

- Does not use tags or categories
- Can be found in the Archives, Categories, Recent Posts, and other widgets.
- Not really time based, for example, “Contact Us”, “About Us”



The WordPress Block Editor (AKA Gutenberg)



Gutenberg
By Gutenberg Team

[Download](#)

WHAT IS GUTENBERG?

Gutenberg is the codename that is used for the replacement to the classic WordPress editor. It is used interchangeably with "The block editor" or more recently, "The WordPress Editor". The most correct term however is "The WordPress Editor".

Gutenberg is based on "Blocks"

Gutenberg puts mostly everything in "blocks" of content that can be easily edited and manipulated. It is designed to give you a truly "What you see is what you get experience".

Blocks can be re-arranged

Blocks can be re-arranged on the page in order to allow you flexibility in your page layout. If you have an image, for example, you can move its "block" up and down on the page based on where you need it.



The Block Editor Screen (showing 2021 Theme)

Let's take a look at the parts of the Block Editor Screen



WordPress Editor Top Menu

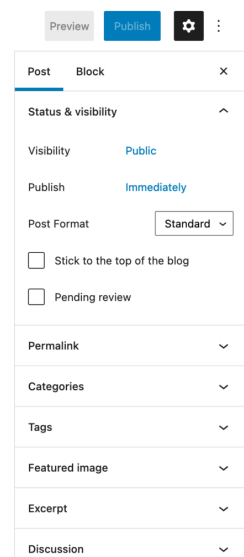
The left side of the WordPress Editor Top Menu contains icons that allow you to open the block selector, switch between editing and selection modes, undo and redo your changes, and get information about your document.

On the right side of the menu, you can preview your content, publish it, open the block editor sidebar menu, and open additional options.

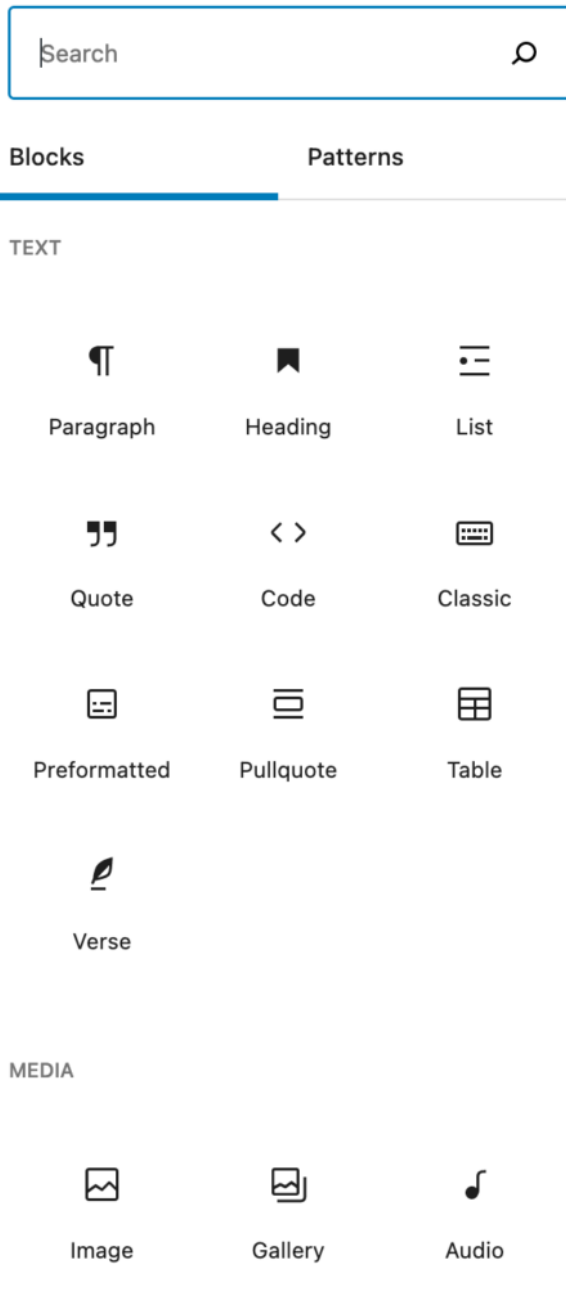
The Block Editor Sidebar Menu provides Post level options and Block Options.

Post Options

- **Status and Visibility** - Options on publishing your document
- **Permalink Settings** - The url of the post or page that you're publishing
- **Categories** - Create or set the category that the post will be in
- **Tags** - Create tags for the page or post that will allow people to find content in a search
- **Featured Image** - An image that you attach to a post that can be displayed on Post archive pages.
- **Excerpt** - Generally 2-3 sentences that describe what the post or page is about.
- **Discussion** - Choose whether or not you'll allow comments on your post.



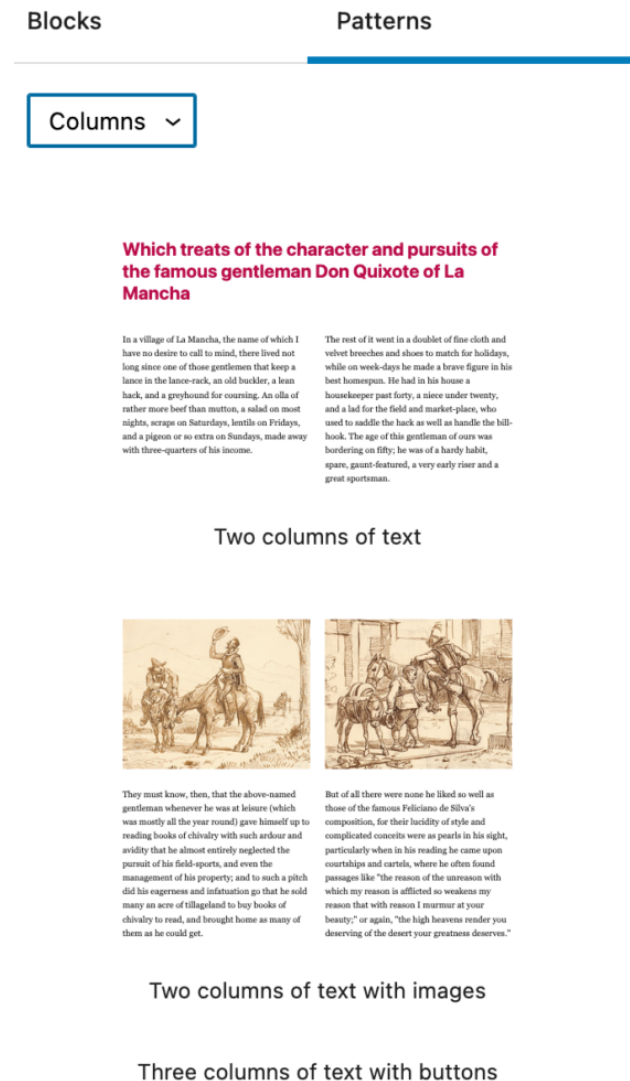
WordPress Editor Sidebar Menu



Block Selector Menu

The **Block Selector Menu** allows you to search for particular blocks to add to your post or page. You can either click on the block, or drag and drop the block into the content area.

Block Patterns are predefined groups of blocks that you can add to your page or post. Once inserted, you can just change the text and images to make the content your own. This makes creating good looking pages much easier.



Block Patterns

Default Blocks in the Gutenberg Editor

TEXT



Paragraph



Heading



List



Quote



Code



Classic



Preformatted



Pullquote



Table



Verse

THIS SET OF BLOCKS IS FOCUSED ON CREATING TEXT ON YOUR PAGE OR POST.

- Paragraph Block – The basic building block for text
- Heading – Introduces new sections and organizes content
- List – Create a bulleted or numbered list
- Quote – Give Quoted text visual emphasis – the look depends on your theme
- Code – a block that helps display any programming code as it was intended
- Classic – a block that uses the classic WordPress editor
- Preformatted – Text that respects the spacing that you give it
- Pullquote – A quote with special visual interest
- Table – Insert a table block for charts and data
- Verse – For poetry or song lyrics

THIS SET OF BLOCKS IS FOCUSED ON ADDING MEDIA TO YOUR PAGE OR POST.

REMEMBER, MEDIA IN WORDPRESS CONSISTS OF IMAGES, AUDIO, VIDEO AND DOCUMENTS

- Image – insert an image to make a visual statement
- Gallery – Display multiple images in a grid format
- Audio – Embed a simple audio player
- Cover – Insert an image with a text overlay
- File – Add a link to a downloadable file
- Media & Text – Set media and text side by side
- Video – Embed a video from the media library or upload one

MEDIA



Image



Gallery



Audio



Cover



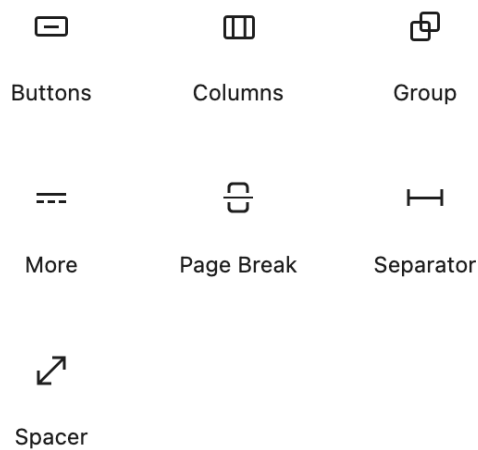
File



Media & Text



Video

**DESIGN BLOCKS**

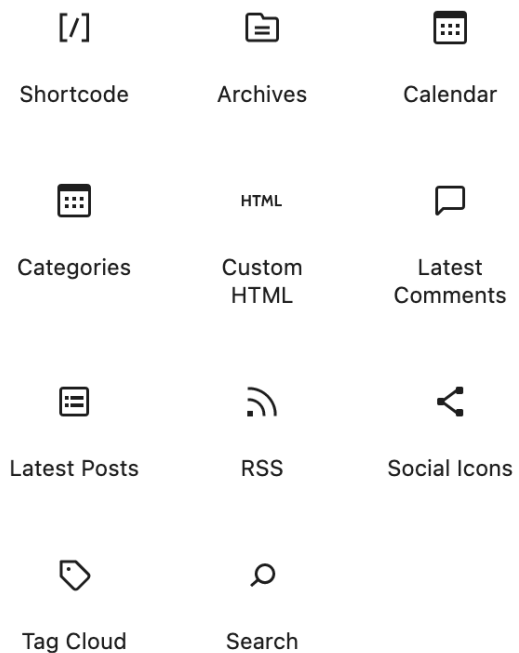
WordPress 5.7

- › Buttons - Create linkable buttons
- › Columns - Break content into vertical columns - you can add whatever content to the columns that you like.
- › Group - Choose multiple blocks and group them together to move them all at once, or to save as a block pattern, or reusable blocks
- › More - Text above this line will be used in your post excerpts
- › Page Break - Separate content into multiple pages
- › Separator - Visually create a break between sections
- › Spacer - Add space before or after a WordPress block

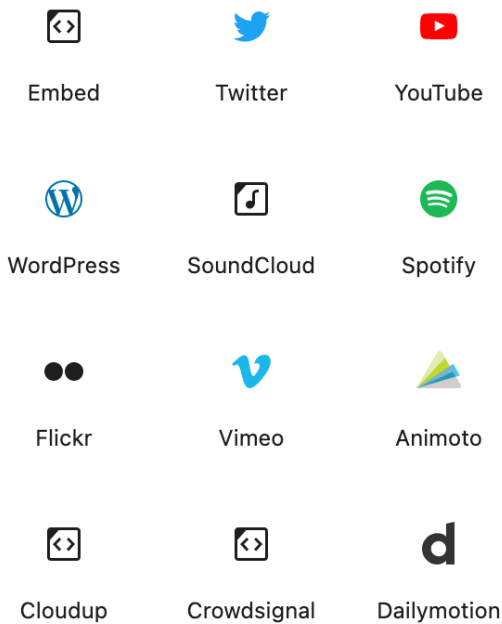
WIDGET BLOCKS

These blocks provide WordPress widgets in block format.

- › Shortcode - Insert any shortcode into a post or page using this block
- › Archives - A list of WordPress posts
- › Calendar - A calendar of your posts
- › Categories - Either a list view, or a dropdown of your WordPress post categories
- › Custom HTML - A block that allows you to insert html code into your document
- › Latest Comments - Display the latest comments
- › RSS - Display an RSS feed of your posts
- › Social Icons - Add social media icons into your page or post.
- › Tag cloud - Provide a styled output of your tags.
- › Search - Insert a site-wide WordPress search bar into your post or page

WIDGETS

EMBEDS



EMBED BLOCKS

Embed blocks allow you to insert over 30 media providers into your WordPress page or post.

YouTube URL

Paste a link to the content you want to display on your site.

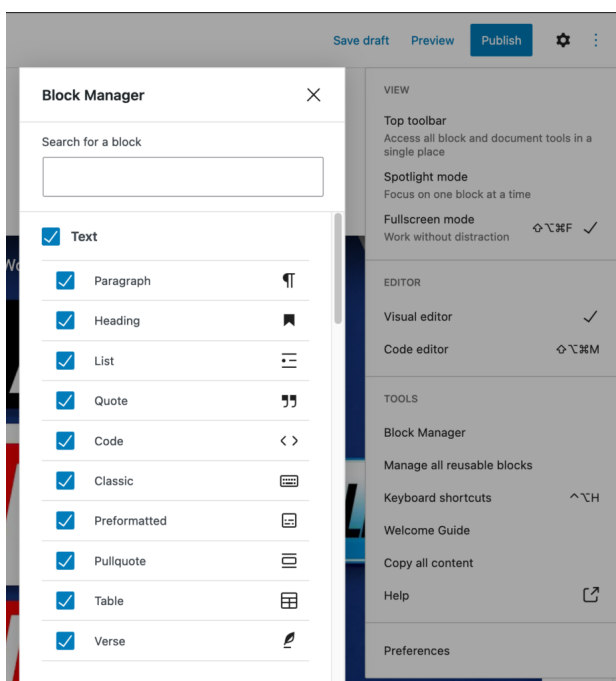
[Learn more about embeds](#)

You can either click or drag an embed block into your page and type in the url and you'll have that media source show up instantly.



Plugins and themes will add even more blocks to your theme with additional styles and functionality. As your website grows, you may want to limit the number of plugins that add blocks to your website, or use the block manager.

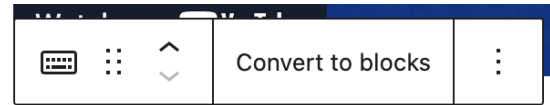
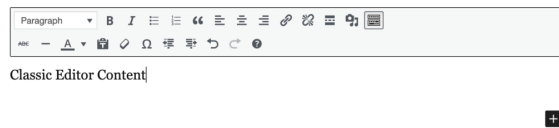
The Block Manager



If you find that you have too many blocks showing in your block selector, you can click the options icon in the upper right corner. Click "Block Manager" under tools, and uncheck the blocks that you don't want to have displayed.

A Note about the Classic Editor

If you have a WordPress site that has content before version 5.0, you may have content that was created using the WordPress Classic Editor. If so, you can use the classic editor block to help preserve your formatting until you're able to re-create the content using Gutenberg blocks.



The Classic Editor Block

The "Convert to blocks" Option

There is also a Convert to blocks option for the Classic editor that will attempt to take the content from the classic block and convert it to Gutenberg based blocks.

Block Global Keyboard Shortcuts

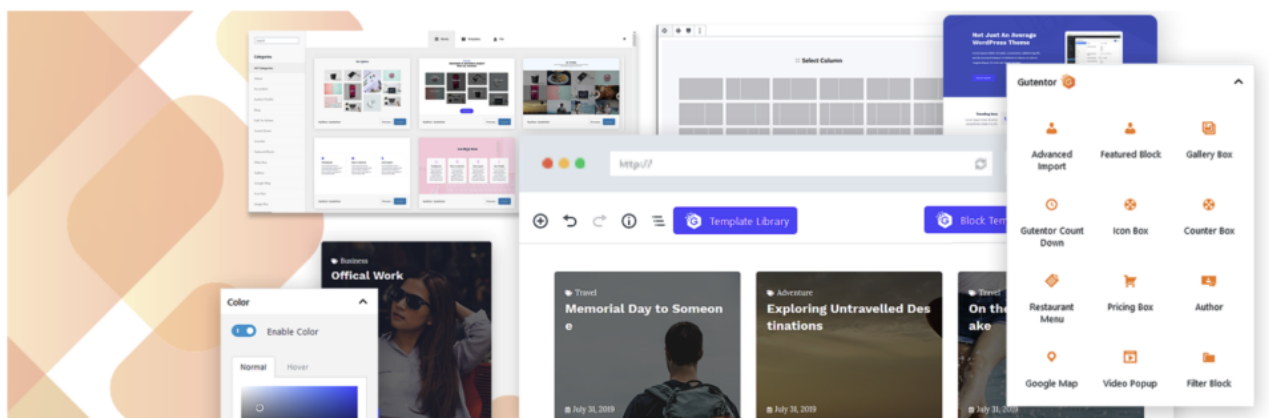
There are a ton of useful keyboard shortcuts for the block editor, they allow you to more quickly edit your pages and posts using Gutenberg.


In order to find out more visit <https://wordpress.org/support/article/block-editor-keyboard-shortcuts/>

Using Gutenberg as a Page Builder

One of the goals of the Gutenberg Block editor is to make building pages more intuitive. With the addition of different types of blocks, you can actually put them together make Block Patterns. These patterns can also be combined to create full-page layouts that essentially do everything for you.

All you have to do is replace the content of the layout with your own images, content, and colors. While a lot of these layouts are early in their progression, a very promising Gutenberg Page Builder is the [Gutentor Plugin](#).



 **Gutentor – Gutenberg Blocks – Page Builder for Gutenberg Editor**
By Gutentor

[Download](#)

This plugin (and others like it), add a number of well-designed blocks to the default WordPress blocks, and provides layouts that utilize those blocks. It's now possible to create a full website without having to necessarily pay for a premium solution. In order to truly unleash the power of these types of plugins, you'll need to use a Gutenberg ready or block based theme such as [Astra](#).

One of the key benefits of using Gutenberg over traditional page builders is that using block-based designs seems to give an overall speed boost to websites. For more information, check out the article here:

<https://wptavern.com/gutenbergs-faster-performance-is-eroding-page-builders-dominance>

Here is a list of some other Gutenberg Page builder plugins:

- › <https://wordpress.org/plugins/ultimate-blocks-for-gutenberg/>
- › <https://wpstackable.com/>
- › <https://wordpress.org/plugins/otter-blocks/>

Writing content within the Block Editor

STEP 1:

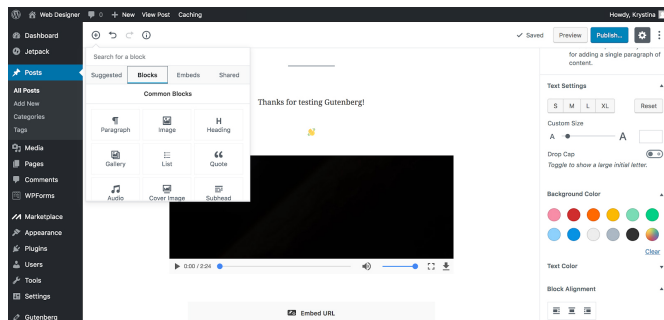
Hover your mouse over the **Add Block** icon (the plus sign in the upper left hand corner within the Gutenberg editor).

STEP 2:

Select **Blocks**. Then scroll to **Text Blocks**. In that section you will see **Paragraph**. Select **Paragraph**.

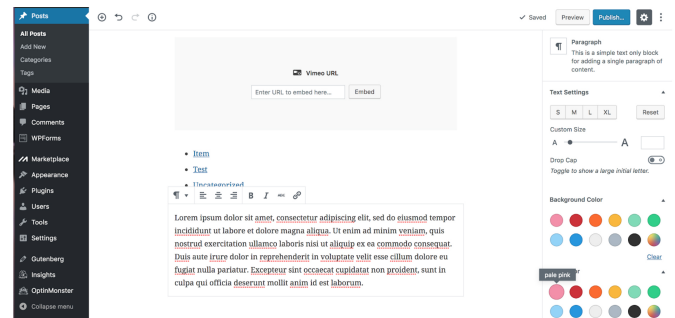
Hint

You can also type “Paragraph” in the search bar to quickly get to the button option.



STEP 3:

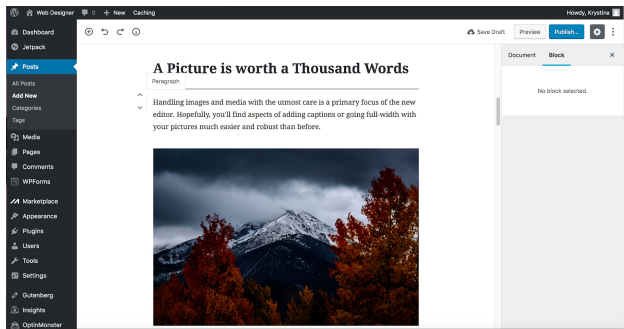
A paragraph block will appear within the editor. Enter your text within the block. You also have other options to style your text (text alignment, bold text, underline, italicize, link, strikethrough). Also within the settings menu, there are other customization items for paragraphs (background color changes, text color, text sizes, adding css classes).



Moving a Block in the Block Editor

STEP 1:

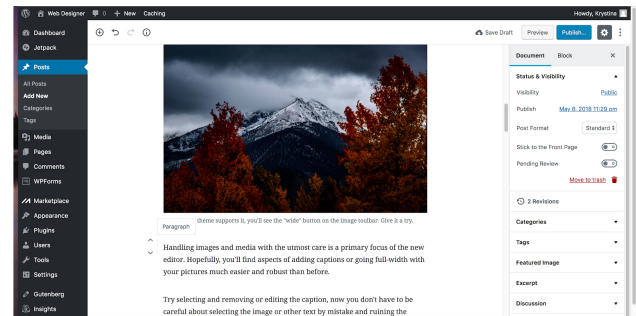
First, hover your cursor over the block you would like to move. When you hover a block, you will see arrows on the block toolbar above the block. The arrows will allow you to adjust your blocks (clicking the up arrow will move it up by one space, click the down arrow twice will move the block down by two spaces).



STEP 2:

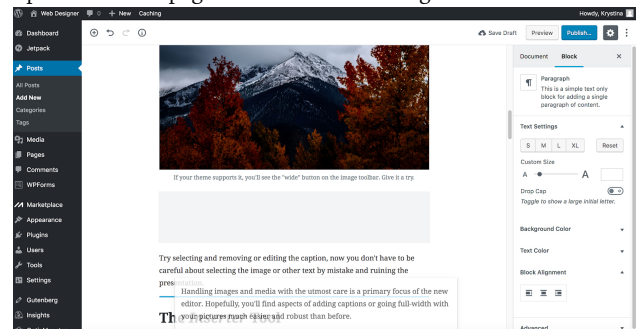
You can also move your block by dragging it and dropping it to your desired location. First hover your cursor over the block you would like to move. When you hover it, your cursor will appear as an open hand icon. Click and hold on the block and

place where you would like it to go.



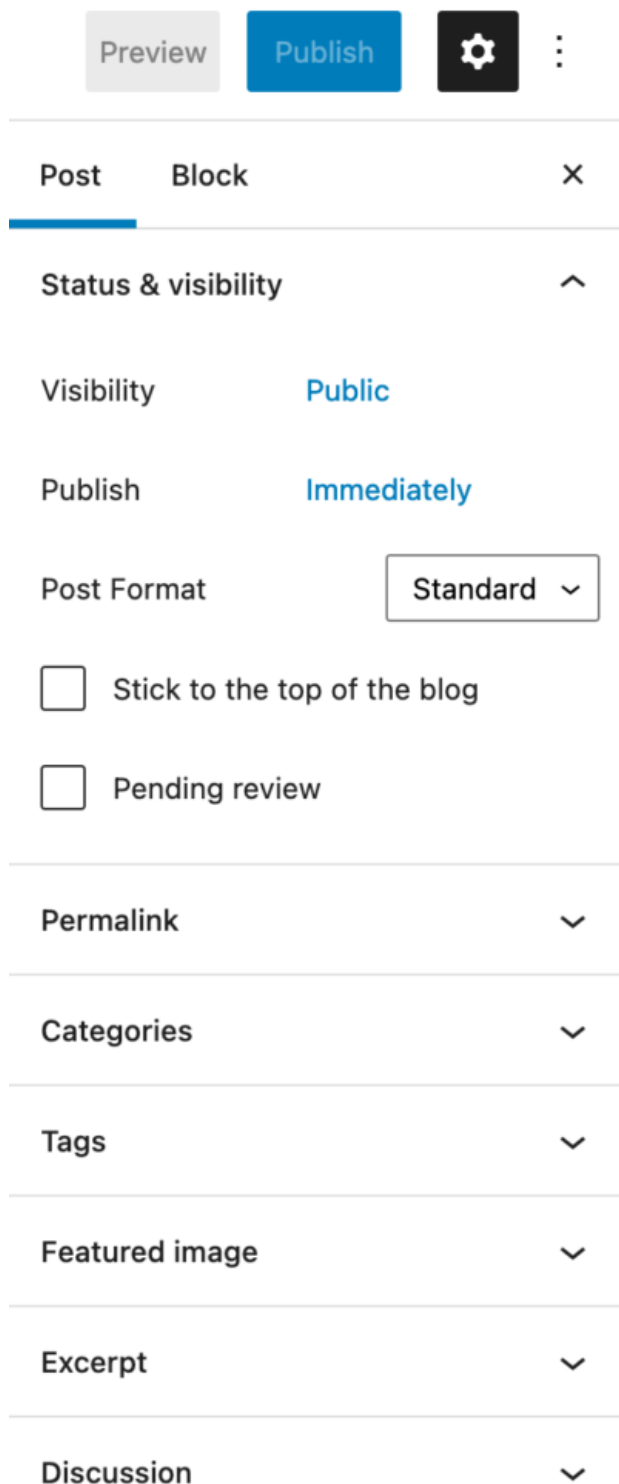
Selecting the paragraph to be moved

While you're holding the block you should also see a blue line. The blue line represents where the block will be placed after you let go of the mouse. The blue line will move as you move up or down the page within the Gutenberg editor.



Dragging the above paragraph to where the blue line is.

Publishing WordPress Posts and Pages



The screenshot shows the WordPress publishing sidebar. At the top are buttons for 'Preview' (grey), 'Publish' (blue), a settings gear icon, and a vertical ellipsis. Below these are tabs for 'Post' (active) and 'Block'. The sidebar is divided into sections: 'Status & visibility' (expanded), 'Permalink', 'Categories', 'Tags', 'Featured image', 'Excerpt', and 'Discussion'. Under 'Status & visibility', there are options for 'Visibility' (set to 'Public'), 'Publish' (set to 'Immediately'), 'Post Format' (set to 'Standard'), and checkboxes for 'Stick to the top of the blog' and 'Pending review'.

PREVIEW BUTTON

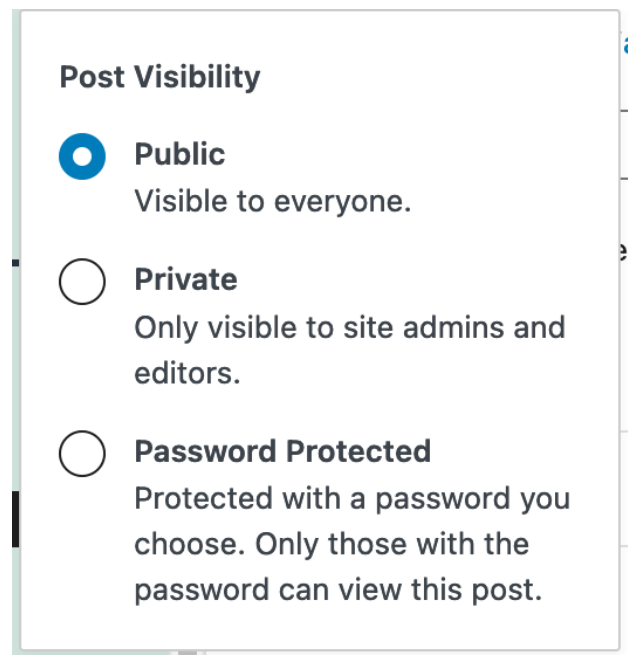
Clicking this button allows you to see a version of the page before you actually publish it out to the world

PUBLISH BUTTON

This button publishes your page or post for visitors to see.

Status & visibility

> **Visibility** - You can make your page public, private, or password protected as shown below:



The screenshot shows a 'Post Visibility' dialog box with three radio button options: 'Public' (selected), 'Private', and 'Password Protected'. Each option has a brief description of its visibility level.

> **Publish** - This option allows you to schedule when you want your post to go "live". If you want it to publish sometime other than immediately, you can choose a time on the calendar that is displayed like below

Publish

Immediately

Post Format

Standard

10

March

2021

08

:

08

AM

PM

UTC+0

←

March 2021

→

Mon	Tue	Wed	Thu	Fri	Sat	Sun
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

[Reset](#)
[Calendar Help](#)

Standard

WordPress Post Format - Most will be Standard

The WordPress Post Format tells us what kind of data this post contains. The options are:

▶

Aside

▶

Audio

▶

Chat

▶

Gallery

▶

Image

▶

Link

▶

Quote

▶

Standard

▶

Status

▶

Video

Scheduling when a post goes live

☐ Stick to the top of the blog

Permalink



☐ Pending review

View Post

<http://wordpress-training.local/?p=69>

Stick to the top of the blog keeps this post at the top of the blog listing on archive pages, even if there are newer posts after it. Pending review will keep this post from being published until it is reviewed.

This controls the URL of your particular page or post. You may visit the post on the front end by clicking this link OR you can change the "slug", (the part of the url that happens after your site name).

Categories

☐ Uncategorized

[Add New Category](#)

You can set the category that your post is in or add a new category in the dropdown section.

Tags

You can type multiple tags, (or keywords) here.

Featured image

Clicking Set featured image will allow you to either upload an image from your computer, or choose one from the media library.

Excerpt

Type your custom excerpt here

Discussion

By checking these boxes you can enable or disable comments for this post or allow notification of links from other websites.

Tags



Add New Tag

Separate with commas or the Enter key.

Featured image



Set featured image

Excerpt



Write an excerpt (optional)

[Learn more about manual excerpts](#) 

Discussion



Allow comments

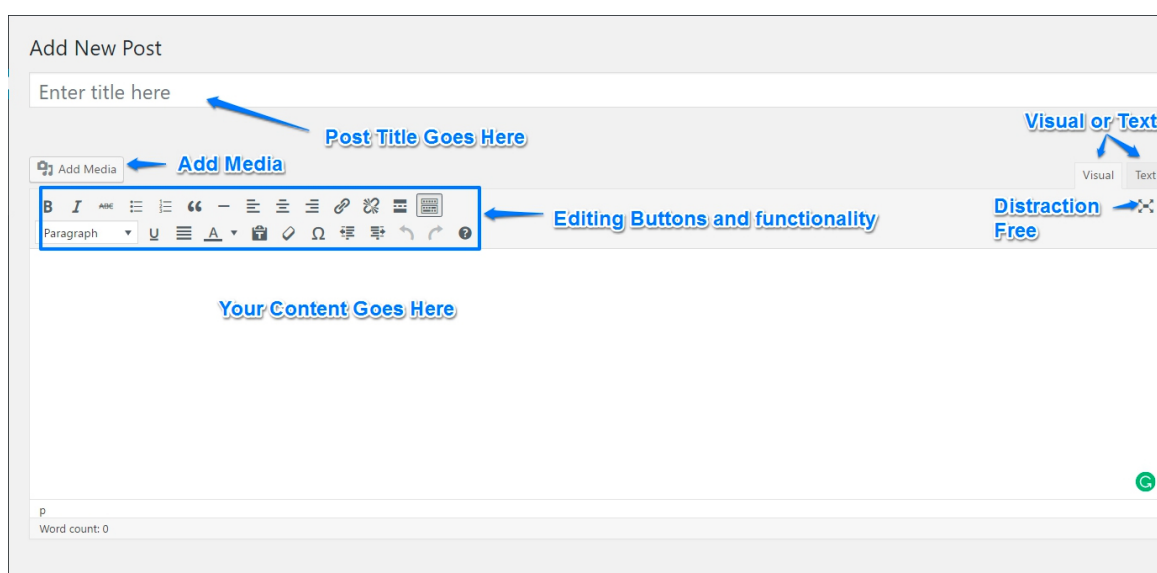


Allow pingbacks & trackbacks

Creating Content with the Classic Editor

You may have to work on a WordPress site that doesn't have the new block editor enabled. This section describes how to use the older editor, also called the classic editor. If for some reason you have to disable the block editor, you can read our WordPress tutorial on [disabling the block editor](#), or watch the YouTube video linked to below:

<https://youtu.be/VdluCvI6Pes>



Title — Enter a title for your post. After you enter a title, you'll see the permalink below, which you can edit.

Post editor — Enter the text for your post. There are two modes of editing: Visual and Text. Choose the mode by clicking on the appropriate tab.

Visual mode gives you an editor that is similar to a word processor. Click the Toolbar Toggle button to get a second row of controls.

The **Text mode** allows you to enter HTML along with your post text.

You can insert media files by clicking the icons above the post editor and following the directions. You can align or edit images using the inline formatting toolbar available in Visual mode.

You can enable distraction-free writing mode using the icon to the right. This feature is not available for old browsers or devices with small screens, and requires that the full-height editor be enabled in Screen Options.

Keyboard users: When you're working in the visual editor, you can use Alt + F10 to access the toolbar.

You can upload and insert media (images, audio, documents, etc.) by clicking the Add Media button. You can select from the images and files already uploaded to the Media Library, or upload new media to add to your page or post. To create an image gallery, select the images to add and click the "Create a new gallery" button.

You can also embed media from many popular websites including Twitter, YouTube, Flickr and others by pasting the media URL on its own line into the content of your post/page. Please refer to the Codex to learn more about embeds.

Classic Editor Keyboard Shortcuts

The Keyboard shortcuts button when clicked gives you a list of short codes that you can use which are built in hot keys. Here are Some shortcuts you can use when your creating posts,(and pages) in the WordPress visual editor. The WordPress Shortcuts this list are from the official codex.

Default shortcuts, Ctrl + letter:

Letter	Action
c	Copy
v	Paste
z	Undo
b	Bold
u	Underline
Letter	Action
x	Cut
a	Select All
y	Redo
i	Italic
k	Insert/edit link

Additional shortcuts, Shift + Alt + letter:

Letter	Action
1	Heading 1
3	Heading 3

5	Heading 5
l	Align left
r	Align right
d	Strikethrough
u	Bulleted list
a	Insert/edit link
m	Insert/edit image
h	Keyboard Shortcuts
p	Insert Page Break tag
Letter	Action
2	Heading 2
4	Heading 4
6	Heading 6
c	Align center
j	Justify
q	Blockquote
o	Numbered list
s	Remove link

t	Insert Read More tag
x	Code
w	Distraction-free writing mode

When starting a new paragraph with one of these formatting shortcuts followed by a space, the formatting will be applied automatically. Press Backspace or Escape to undo.

*	Bulleted list
-	Bulleted list
1.	Numbered list
1)	Numbered list

The following formatting shortcuts are replaced when pressing Enter. Press Escape or the Undo button to undo.

>	Blockquote
##	Heading 2
###	Heading 3
####	Heading 4
#####	Heading 5
#####	Heading 6
---	Horizontal line

Focus shortcuts:

Alt + F8	Inline toolbar (when an image, link or preview is selected)
Alt + F9	Editor menu (when enabled)

Alt + F10

Editor toolbar

Alt + F11

Elements path

To move focus to other buttons use Tab or the arrow keys. To return focus to the editor press Escape or use one of the buttons.

Comments in WordPress

Comments in WordPress

Comments can be turned on or off.

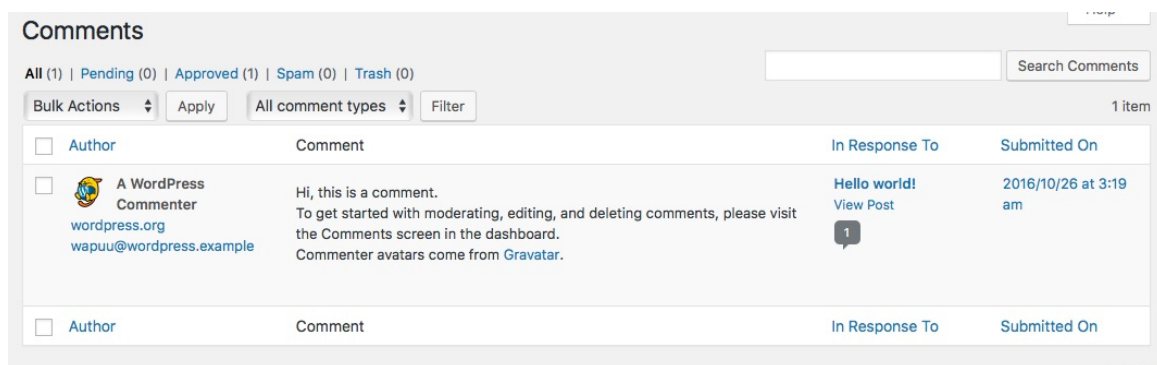
If your site is a site that doesn't need to take user comments, then you can turn them off altogether on your site.

Reduce Spam comments by using plugins

Certain spam comments can be reduced through the use of plugins such as Akismet. The use of recaptchas also help deter spammy comments on your site

Comments can be handled by external applications.

You can allow applications such as Jetpack and Disqus to handle comments for your site. It takes the load off of your hosting.



Pending

Pending comments are those that are waiting to be approved, classified as spam, or deleted. They don't show up on the front end of your site.

Approved

Approved comments are those that you have deemed acceptable to be viewed publicly on the front end of your site.

Spam

Spam comments are those that have been flagged by WordPress for some reason or another, (too many outgoing links for example, or certain keywords) Spam comments are classified that way until approved, or trashed.

Trash

Of course, comments that are sent here are not seen on the site until you remove them from the trash and approve them. You can empty the trash which will permanently delete the comment from your WordPress database.

A red bar on the left means the comment is waiting for you to moderate it.

In the **Author** column, in addition to the author's name, email address, and blog URL, the commenter's IP address is shown. Clicking on this link will show you all the comments made from this IP address.

In the **Comment** column, hovering over any comment gives you options to approve, reply (and approve), quick edit, edit, spam mark, or trash that comment.

In the **In Response To** column, there are three elements. The text is the name of the post that inspired the comment, and links to the post editor for that entry. The View Post link leads to that post on your live site. The small bubble with the number in it shows the number of approved comments that post has received. If there are pending comments, a red notification circle with the number of pending comments is displayed. Clicking the notification circle will filter the comments screen to show only pending comments on that post.

In the **Submitted On** column, the date and time the comment was left on your site appears. Clicking on the date/time link will take you to that comment on your live site.

Many people take advantage of keyboard shortcuts to moderate their comments more quickly. Use the link to the side to learn more.

A note about SPAM

Spammers often like to target blogs in order to attempt to link to other websites to bolster their own web traffic. There are a number of plugins that can help combat the problem.

For more info – visit the codex here- https://codex.wordpress.org/Comment_Spam

WordPress Plugins

Plugins are part of what make WordPress Great – Let's learn how to use them

WordPress Plugins extend your website's functionality

WordPress by default doesn't come with certain functionality such as google maps, or calendars. This can be handled very easily by installing plugins.

There are 1000's of plugins available for free or pay

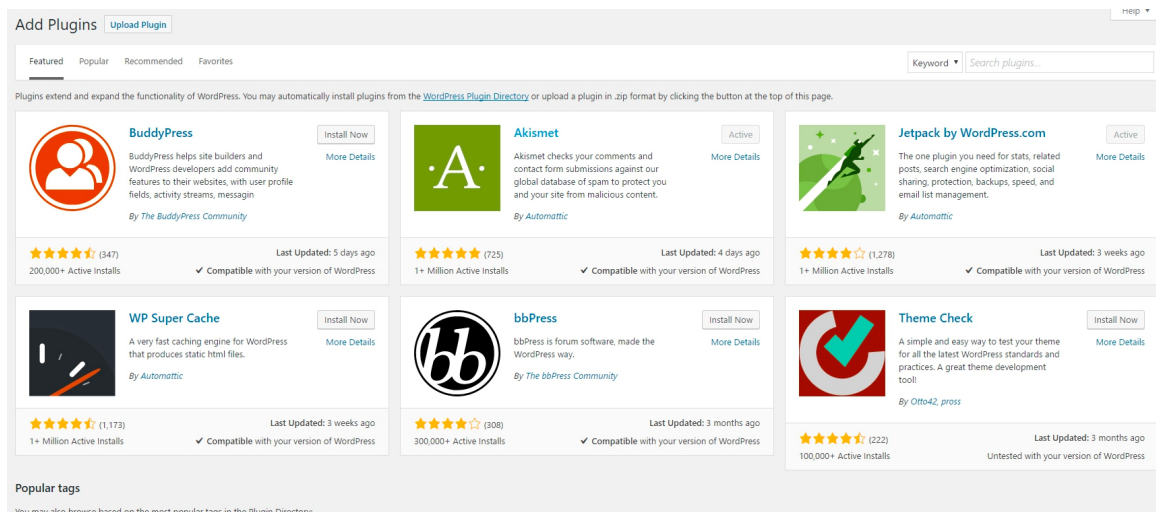
The WordPress Plugin Directory has over 49k plugins to do pretty much anything you need. Many plugins are free or "freemium" and give you great functionality without having to hire a coder.

Plugins sometimes don't play well together – look at reviews carefully

Plugins are developed by coders of varying experience. Sometimes a plugin can clash with another one giving unexpected results. You want to check reviews before installing them.

Over 50K PLUGINS TO PLAY WITH

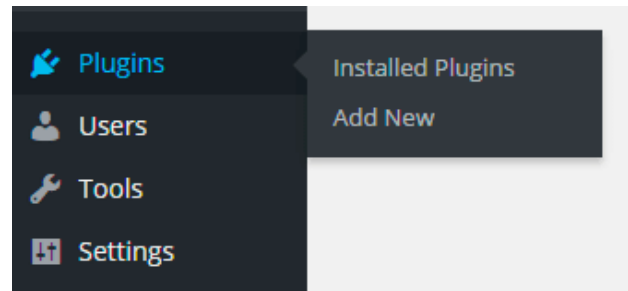
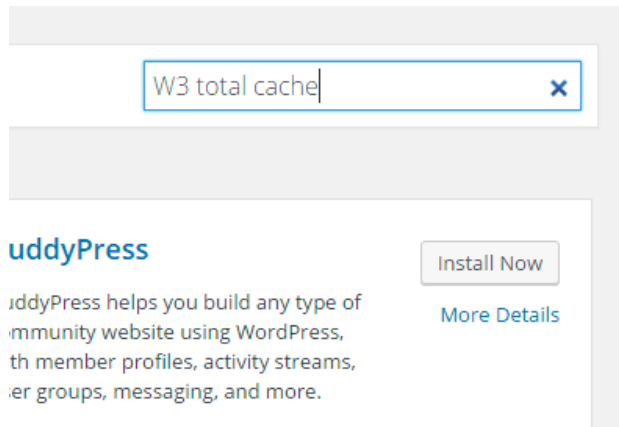
WordPress.Org is where the plugin repository is located. WordPress has a built in plugin installer that gives you access to those plugins without having to leave your WordPress install.



Installing a Plugin

STEP 1:

First thing you need to do is go to your WordPress Dashboard area and click on **Plugins » Add New**.

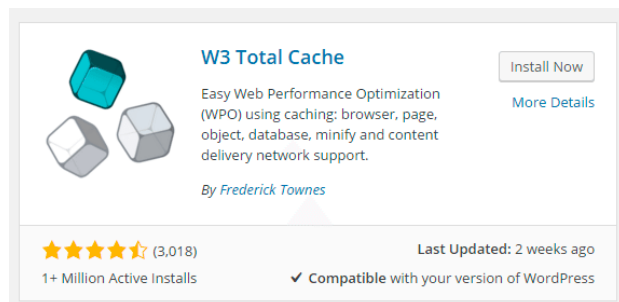


STEP 2:

Find the plugin by typing the plugin name or the functionality you are looking for.

STEP 3:

Click the Install Now button to install it for your site.



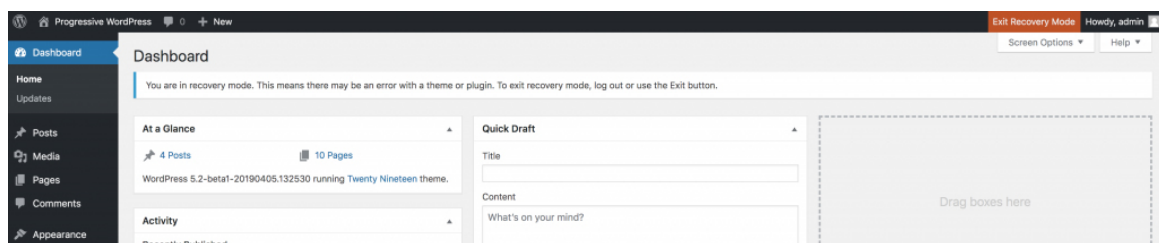
STEP 4:

WordPress will now download and install the plugin for you. After this, you will see the success message with a link to **Activate the plugin** or **Return to plugin installer**.



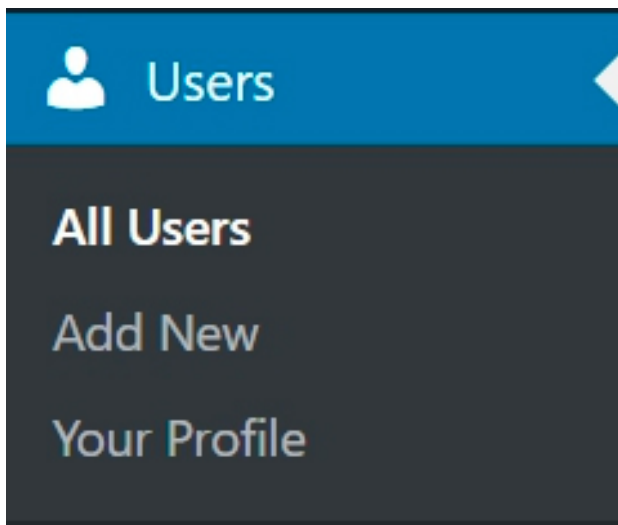
RECOVERY MODE

Sometimes you will face errors where you can't access the backend normally. WordPress 5.2 introduced a feature called **Recovery Mode**. When a fatal error occurs, an email will be sent to the admin email address, informing the admin of the issue and will provide a secret link that will give you backend access. Once logged in, recovery mode will activate and you will be able to run tests to remove the fatal error. Once you believe you fixed the issue, you can exit recovery mode by clicking the orange “**Exit Recovery Mode**” button.



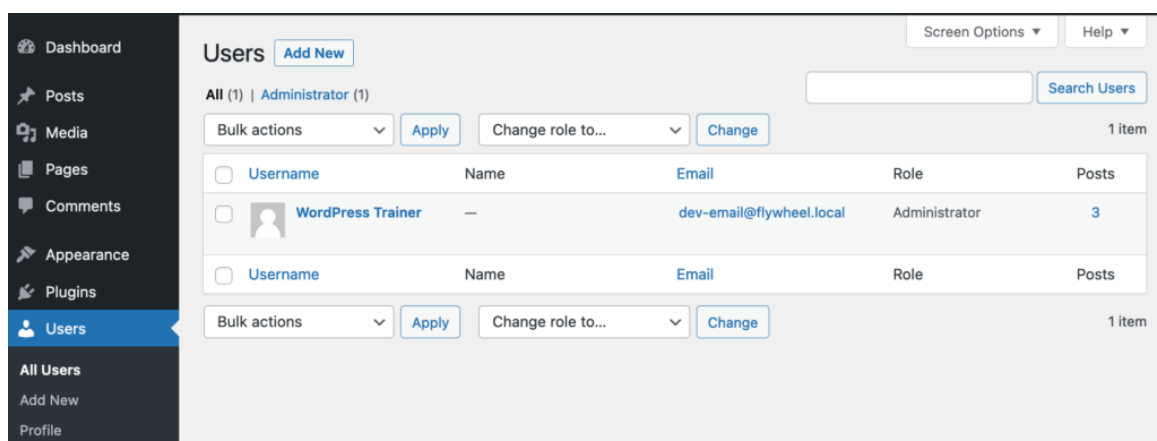
WordPress Users

Let's Manage who can log in and out of our site



WordPress Users

Depending on your site, you'll have to have other people who can log in to your site. WordPress has a very robust user login system with different user levels and permissions.



The WordPress User Screen

By Default, WordPress Users are able to Login to your site

WordPress users have at minimum a username, email address, and password to log into your website. As we'll see, they can also have other information such as a website, avatar, and other associated items with their Profile.

Users Have Roles

By Default in WordPress Users can have one of 5 different roles. Each role is given a certain levels of permissions in order to perform certain things on your website. The lowest level can just read content, while the highest level can change everything on your site up to deleting it altogether.

Multiple users can have the same role

For instance, if you are running a news-style site, you can have one editor and 5 contributor users. The contributors would write and submit articles, while the editor would be able to edit all of the contributor's posts as well as delete them. The contributors would only have the ability to submit and edit their own posts.

Administrator

An administrator is able to edit every part of a WordPress site. They can change themes, plugins, and edit code. Additionally, they can create, update and edit posts. Administrators can also add and delete users. You should have as few users with administration permissions as possible for security reasons.

Author

An author can create, edit, and delete their own posts. They can also upload files.

Subscriber

A subscriber can read posts but have no ability to create or edit posts.

Editor

An editor can create, edit, and delete their own AND other's posts. Additionally, they can upload files.

Contributor

Contributors can create, and edit their own posts, they cannot, however, publish their own posts. They also cannot upload to the site either. They need someone of the editor level to publish their posts for them. This level is good for those who will guest post on your blog, but you want to have someone else publish it to the world.