



# **WordPress.ORG: for Non-Coding Beginners Day 2**

Easily manage  
your own website or blog

Any Questions from Day 1?  
Based on what course covers

We have a lot to cover today

**Please don't make these changes or jump ahead,  
on the test site.**

It could complicate what I am showing the class

You can **try all this out later** - you have the test site  
for up to two weeks!

# Widgets

The screenshot shows the WordPress 'Widgets' interface. On the left is a sidebar menu with options: Dashboard, Jetpack, Posts, Media, Pages, Comments, Appearance (selected), Themes, Customize, Widgets, Menus, Header, Background, Editor, Plugins (1), Users, Tools, Settings, and Collapse menu. The main content area is titled 'Widgets' and contains two columns. The left column, 'Available Widgets', lists: Archives (monthly archive), Calendar (calendar), Categories (list or dropdown), Custom Menu (add custom menu), Meta (login, RSS, etc.), Pages (list of pages), and Recent Comments. The right column shows three widget areas: 'Primary Sidebar' (main sidebar on the left) containing Search, Recent Posts, Recent Comments, Archives, Categories, and Meta; 'Content Sidebar' (additional sidebar on the right); and 'Footer Widget Area' (appears in the footer). Annotations in pink text are overlaid: 'Widgets are mini pieces of code that automate a process or adds functionality to your sidebar(s) and other areas' at the top; 'These are the default settings, when you install WordPress' pointing to the 'Archives' widget; 'Installing a different theme may affect the widgets. Another theme may or may not have different Widget Areas' with a large pink arrow pointing from the 'Categories' widget to the 'Content Sidebar' and 'Footer Widget Area'.

**Widgets** Widgets are mini pieces of code that automate a process or adds functionality to your sidebar(s) and other areas

**Available Widgets**

To activate a widget drag it to a sidebar or click on it. To deactivate a widget and delete its settings, drag it back.

**Archives** These are the default settings, when you install WordPress

A monthly archive of your site's Posts.

**Calendar**

A calendar of your site's Posts.

**Categories** Installing a different theme may affect the widgets. Another theme may or may not have different Widget Areas

A list or dropdown of categories.

**Custom Menu**

Add a custom menu to your sidebar.

**Meta**

Login, RSS, & WordPress.org links.

**Pages**

A list of your site's Pages.

**Recent Comments**

**Primary Sidebar**

Main sidebar that appears on the left.

Search

Recent Posts

Recent Comments

Archives

Categories

Meta

**Content Sidebar**

Additional sidebar that appears on the right.

**Footer Widget Area**

Appears in the footer section of the site.

# Plugins Section

# What is a Plugin

- Plugins, like Widgets, are **mini software applications**:
  - Plug into WordPress
  - Automate a process
  - More features
- Taking the Kitchen Analogy:
  - an electric can opener
  - speed up preparation
- Anything you want to do on WordPress can probably be completed or enhanced by a plugin



# Managing plug-ins

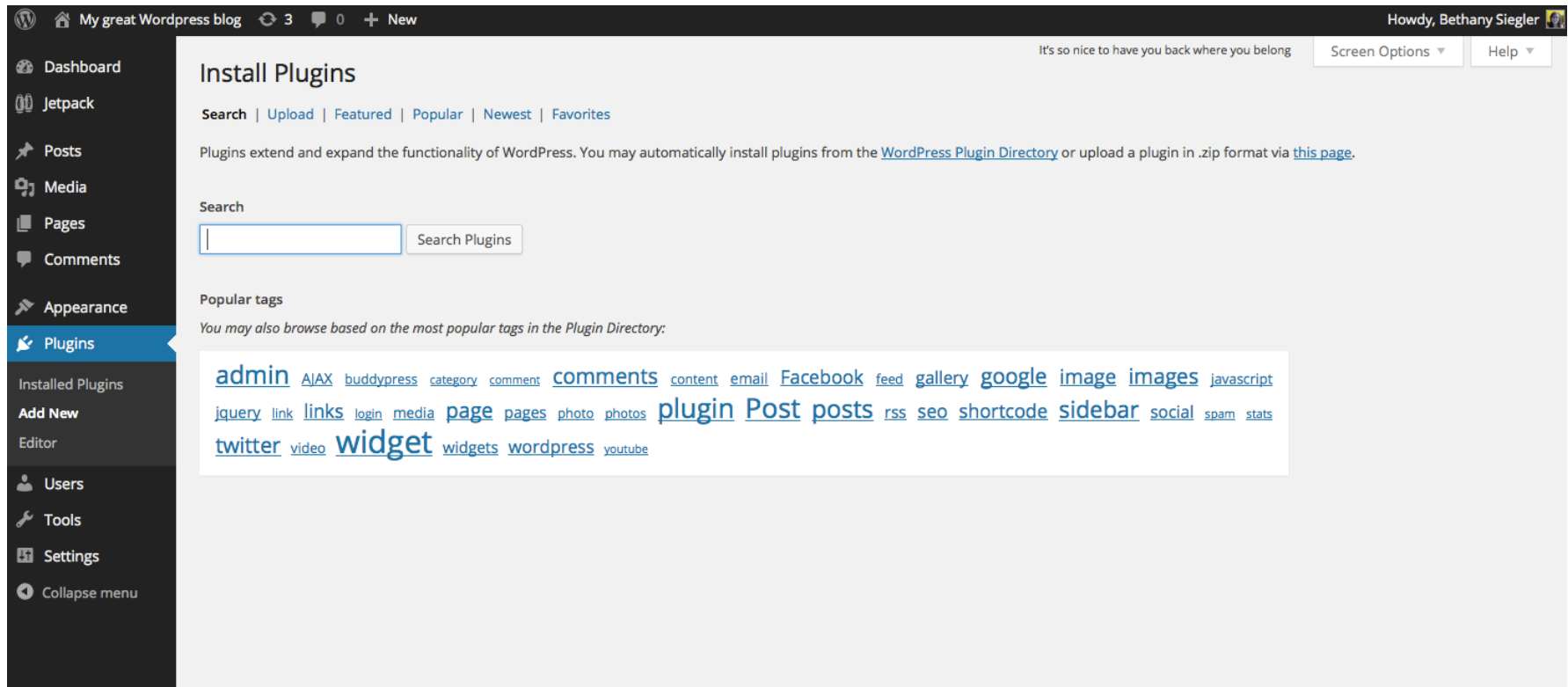
The screenshot shows the WordPress dashboard for 'My great Wordpress blog'. The left sidebar contains navigation links: Dashboard, Jetpack, Posts, Media, Pages, Comments, Appearance, Plugins (highlighted), Installed Plugins, Add New, Editor, Users, Tools, Settings, and Collapse menu. The main content area is titled 'Plugins' with an 'Add New' button. At the top, there are two notification banners: a green one for 'Activate your Akismet account' and a blue one for 'Your Jetpack is almost ready'. Below these, there are filters for 'All (4)', 'Active (4)', and 'Drop-ins (1)'. A 'Bulk Actions' dropdown and an 'Apply' button are also present. A search bar for 'Search Installed Plugins' is on the right. The table below lists four installed plugins: Akismet, Hello Dolly, and Jetpack by WordPress.com, each with a checkbox, description, version, and author information. The 'Jetpack by WordPress.com' plugin is highlighted with a blue border.

Plugin	Description
<input type="checkbox"/> Akismet <a href="#">Settings</a>   <a href="#">Deactivate</a>   <a href="#">Edit</a>	Used by millions, Akismet is quite possibly the best way in the world to protect your blog from comment and trackback spam. It keeps your site protected from spam even while you sleep. To get started: 1) Click the "Activate" link to the left of this description, 2) <a href="#">Sign up for an Akismet API key</a> , and 3) Go to your Akismet configuration page, and save your API key. Version 3.0.0   By Automattic   <a href="#">Visit plugin site</a>
<input type="checkbox"/> Hello Dolly <a href="#">Deactivate</a>   <a href="#">Edit</a>	This is not just a plugin, it symbolizes the hope and enthusiasm of an entire generation summed up in two words sung most famously by Louis Armstrong: Hello, Dolly. When activated you will randomly see a lyric from Hello, Dolly in the upper right of your admin screen on every page. Version 1.6   By Matt Mullenweg   <a href="#">Visit plugin site</a>
<input type="checkbox"/> Jetpack by WordPress.com <a href="#">Settings</a>   <a href="#">Deactivate</a>   <a href="#">Edit</a>	Bring the power of the WordPress.com cloud to your self-hosted WordPress. Jetpack enables you to connect your blog to a WordPress.com account to use the powerful features normally only available to WordPress.com users. Version 2.9.3   By Automattic   <a href="#">Visit plugin site</a>

After adding plugins,  
**ACTIVE** (turn them on)

Sometimes plugins  
have additional settings

# How to Add Plugins and Where to Find them?



Go to Add New and  
Search for plugins

To add premium (paid)  
plugins, go to the Upload link

# About Plugins

- Remember, in most cases these developers are doing it **on their own time** and **giving it away free**
- **Not** all plugins are **created equal**
- Sometimes developers **don't continue to support** future changes
- Too many plugins can **weigh down your site**
- Plugin **conflicts** can bring down your whole site
- Look for **up to date** and **highly recommended**
- Check the WordPress's Plugin Directory for more insights: <http://wordpress.org/extend/plugins>

# GetJetpack!



- Lots of tools from this one **WordPress created** plugin. Learn about it: <http://jetpack.me/about/>
- It has options for **stats, comments, subscriptions, contact forms, sharing, photo gallery** extensions, and can even handle the **load time on images** for you.
- You will need a WordPress.com free account to get access

# Plugin Suggestions:

## These are my must have plugins

- **Akismet-** <http://akismet.com/> - Eliminates Spam in Comments
- **All in One SEO Pack** - <http://semperfiwebdesign.com/documentation/all-in-one-seo-pack/all-in-one-seo-faq/> Helps you add keywords to titles and descriptions for search engines
- **Broken Link Checker** <http://wordpress.org/extend/plugins/broken-link-checker/> Checks for broken links and missing images
- **Custom Post Widget** <https://wordpress.org/extend/plugins/custom-post-widget/> Adds 'content blocks' to a widget - without knowing code
- **Google Analyticator:** <http://wordpress.org/extend/plugins/google-analyticator> Adds Google Analytics code (a tool to track visits to your site)
- **Google XML SiteMap:** <https://wordpress.org/extend/plugins/google-sitemap-generator/> Adds a sitemap to help the search engines index you better
- **TinyMCE Advanced** <http://wordpress.org/extend/plugins/tinymce-advanced/> Add on tools for your editor tool bar.
- **WordPress Database Backup** <https://wordpress.org/extend/plugins/wp-db-backup/> On-demand backup of your WordPress database.
- **WordFence** <https://wordpress.org/plugins/wordfence/> Security plugin - with a notification system, of when plugins need to be updated

# Learn about & find even more plugins

- WordPress's Plugin Directory <http://wordpress.org/extend/plugins/>
- Angela Bowman recommends: <http://askwpgirl.com/25-top-wordpress-plugins-you-should-know-about/>

# Backing Up

# Security: Backups

- It is advisable to do backups
  - In case site is lost or hacked
  - Provides a way to recover everything
- There are several options:
  - WP-DB-Backup - Free Plugin
    - <https://wordpress.org/extend/plugins/wp-db-backup/>
  - Backup Buddy - Premium Plugin
    - \* <http://uniquethink.com/backupbuddy>
    - If you have a **very active site** (3 posts or more a day), you should **definitely consider investing in this option**
    - You will need to set up a storage location for larger backups, I recommend AmazonS3 servers

*\*Some links are affiliate link, but I only recommend products I have tried and believe are good, solid solutions*

# Security: Upgrading WP

- Reasons to Upgrade:
  - An **important security release** (make sure you follow the advice to upgrade then)
  - New features (optional to upgrade)
- When you do upgrade, either:
  - Follow the instructions on WordPress.ORG: [http://codex.wordpress.org/Upgrading\\_WordPress\\_Extended](http://codex.wordpress.org/Upgrading_WordPress_Extended)
  - **Use the auto-upgrade feature**
- Either way, you **must** do the following:
  - **Backup Everything before you begin! THIS IS CRITICAL, so if something goes wrong, you can go back to the older version**
  - You must check to make sure your theme and plugins are compatible with the new version. If using a customizable theme, remember there are custom changes that must be backed up
  - Check minimum hosting requirements, too
  - You can always hire someone, like UniqueThink, to do the upgrade for you, if you prefer
- For more insights, Angela Bowman teaches a WordPress Security Essentials Workshop at BDA

# Appearance Section

# Custom Menu

The screenshot shows the WordPress Custom Menu editor. The left sidebar contains navigation links: Dashboard, Jetpack, Posts, Media, Pages, Comments, Appearance (highlighted), Themes, Customize, Widgets, Menus, Header, Background, Editor, Plugins, Users, Tools, Settings, and Collapse menu. The main content area has tabs for 'Edit Menu' and 'Manage Locations'. Below these is a dropdown to 'Select a menu to edit' (currently 'Main Nav') and a 'Select' button. The 'Pages' section on the left lists 'Most Recent' items: Home, Authors, Features, Bootstrap Integration, Navigation Menus, Contact Forms, and Footer Options. The 'Menu Structure' section on the right says 'Add menu items from the column on the left.' The 'Menu Settings' section includes 'Auto add pages' (with 'Automatically add new top-level pages to this menu' checked) and 'Theme locations' (with 'Top primary menu' and 'Secondary menu in left sidebar' both unchecked). A green callout box at the top right says 'Screen Options will let you add Posts and Link Target to open to a new window'. A green callout box on the right says 'Be sure to choose Menu location' with an arrow pointing to the 'Top primary menu' checkbox. A green callout box at the bottom right says 'After adding to menu, make sure you SAVE MENU' with an arrow pointing to the 'Save Menu' button.

Screen Options will let you add Posts and Link Target to open to a new window

Be sure to choose Menu location

After adding to menu, make sure you **SAVE MENU**

# Default Theme

You can hit Add New to Search for a free theme or Upload a premium one

The screenshot shows the WordPress 'Themes' dashboard. On the left is a sidebar menu with options: Dashboard, Jetpack, Posts, Media, Pages, Comments, Appearance (highlighted), Themes (highlighted), Customize, Widgets, Menus, Header, Background, Editor, Plugins (1), Users, Tools, Settings, and Collapse menu. The main area displays three theme cards: 'Twenty Fourteen' (labeled 'Active: Twenty Fourteen' and 'Customize'), 'Twenty Thirteen', and 'Twenty Twelve'. A green arrow points from the 'Add New' button to a green box containing the text 'You can hit Add New to Search for a free theme or Upload a premium one'. A red arrow points from the 'Add New Theme' button to a red box containing the text 'This is the new default theme for WordPress, if you are blogging, only, you might enjoy this theme'. Another red arrow points from the 'Twenty Twelve' theme card to a red box containing the text 'This Twenty Twelve theme is my suggestion for someone looking to have a full website. You can easily change the background color and even add a header area'. At the bottom, it says 'Thank you for creating with WordPress.' and 'Version 3.8'.

Themes 3 Add New Search installed themes...

Active: Twenty Fourteen Customize

Twenty Thirteen

Twenty Twelve

Add New Theme

This is the new default theme for WordPress, if you are blogging, only, you might enjoy this theme

This Twenty Twelve theme is my suggestion for someone looking to have a full website. You can easily change the background color and even add a header area

Thank you for creating with WordPress.

Version 3.8

# Action Steps: Ask Yourself

- ➡ What is your site's purpose?
- ➡ How do you want it to look?
- ➡ What kind of media (images/videos) do you plan to use?
- ➡ What do you want it to do (functionality)?
- ➡ Will you be Blogging?
- ➡ How will the navigation work?
- ➡ Do you have mobile visitors?

# Finding Themes

(recommender researching thoroughly)

If you purchase a theme,  
Upload it here or  
Search through Free  
themes with these options

The collage consists of three overlapping screenshots. The leftmost screenshot shows the WordPress dashboard's 'Appearance' menu with 'Themes' selected. A green arrow points from the 'Add Themes' button to the 'Upload Theme' button. The middle screenshot shows a preview of the 'Twenty Fourteen' theme. The rightmost screenshot shows the WordPress.org Themes Directory with the 'Themes' tab highlighted in a pink box. The search bar and 'Search Themes' button are also highlighted in a pink box. The search results show 2,189 themes, 88,637,990 downloads, and counting.

<https://wordpress.org/extend/themes/>

# Finding Themes

- **What to Look for:**

- ☒ How it looks and functions
- ☒ Does it have/do what you need
- ☒ Documentation and Support
- ☒ Reviews and Ratings
- ☒ Browser Compatibility
- ☒ Responsive Design - Mobile-Friendly

# Themes:

## Where to look for Themes

- Free Themes
  - Twenty Twelve and others in series (already uploaded)
    - These themes come as defaults with WordPress
    - They offer you a free responsive theme with various features like custom headers and backgrounds
  - WP directory
    - <https://wordpress.org/extend/themes/>
    - There are over 2500 Free themes available via the WordPress repository. But be careful, some are not developed very well
  - Google Searches
    - There are tens of thousands - if not more - free themes outside the repository. But be careful, some are not developed very well or could have dangerous code - read what others users are saying

# Why Pay for a Theme?

- Premium (Paid Themes)
  - StudioPress provides many Premium Theme options for the novice, to use right out the box. Not all are responsive, yet
    - \*<http://bit.ly/studiopresswpthemes>
  - Theme Forest Distribution Site like Amazon for Theme
    - Like any forest, don't get lost and be on the look out for the bad wolf (poorly developed theme - not updated for latest WP and browsers)
      - \* <http://themeforest.net?ref=uniquethink>
      - **Favorite Developer:** <http://themeforest.net/user/ThemeBlvd?ref=uniquethink>

Theme Blvd Themes By far, my favorite theme developer.

Lots of theme options, easy to create child themes to customize, great organization, clean coding, many shortcodes and page templates. Responsive Design

**Favorite Theme by ThemeBlvd is Akita**

» \* <http://uniquethink.com/akita>

*\*Some links are affiliate link, but I only recommend products I have tried and believe are good, solid solutions*

# Installing a Premium Theme

- When you purchase a premium theme, you will download a ZIP file that has many items in it.
- Unzip the zip file
- Locate the folder that has the theme files in it (hopefully this is zipped, if not, zip it)
- In WordPress go to Themes > Install New > Upload
- After uploading, Activate the theme
  - If there is a child, active that one, not the main framework
- Find the Theme Options in the WordPress dashboard (either under Appearance or it's own section) to set the theme's various options
- Read the theme documentation!!!

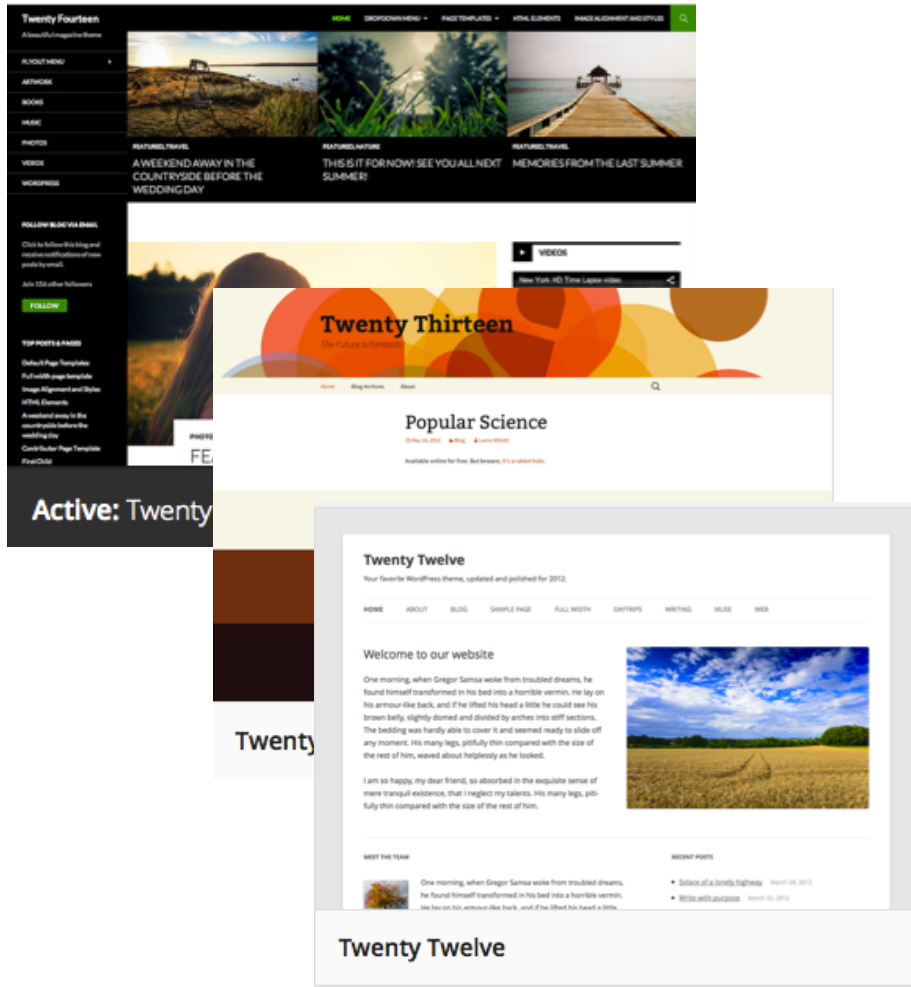
# Tips for Premium Themes Help

- After you unzip the download file, look for the theme's **documentation** folder
- Most premium themes have some sort of online forum or support to ask questions or read documentation
- Email theme developer for support, but **read** the documentation **FIRST**

# Summarizing themes

# Finding Themes (Recommendations)

Free



Premium



# Finding Themes (Recommendations)

## Free

<https://wordpress.org/extend/themes/>

## Premium

<http://themeforest.net/user/ThemeBlvd?ref=uniquethink>

I suggest Akita from ThemeBlvd

<http://bit.ly/studiopresswpthemes>

Some of StudioPress themes aren't Responsive Design - look for ones that note it!

*\*Some links are affiliate link, but I only recommend products I have tried and believe are good, solid solutions*

# Themes:

## What to keep in mind

- Not created equal
  - Anyone can create a theme
  - Hackers can create ones with bad code
  - Read reviews
  - Check specs:
    - Version Support
    - Browser Support
    - Features

# Theme Specific Options

- Since themes are created by individuals, they could have multiple Theme Options or None
- Check the Themes section, you may see:
  - Theme Options
  - Background
  - Header or Custom Header
- Look on Admin Sidebar for Theme name, it may have a whole section dedicated to that specific theme's options

Questions about what we  
covered today?

# Action Step Ideas

- ✓ Explore themes on the test site
  - Don't worry, you can always go back to the default theme
- ✓ Change out Widgets
- ✓ Add a plugin
- ✓ Review the backup and upgrade instructions
- ✓ Take a look at the Bonus Material




- **UniqueThink.com Helps Build Your Complete Online Presence with:**
  - WordPress Websites & Blogs
  - Social Media
  - Email Marketing
  - Web Usability and SEO Lite
- Bethany Siegler can be reached at 720.771.3271 or email at [Bethany@UniqueThink.com](mailto:Bethany@UniqueThink.com)



# Bonus Materials

# Settings

# General Settings

 General Settings

Site Title

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

WordPress Address (URL)


Site Address (URL)   
Enter the address here if you want your site homepage [to be different from the directory](#) you installed WordPress.

E-mail Address   
This address is used for admin purposes, like new user notification.

Membership ☐ Anyone can register

New User Default Role

Timezone 



  
Choose a city in the same timezone as you. UTC time is 2013-01-07 6:03:14

Date Format ☒ January 7, 2013  
☐ 2013/01/07  
☐ 01/07/2013  
☐ 07/01/2013  
☐ Custom:  January 7, 2013  
[Documentation on date and time formatting.](#)

Time Format ☒ 6:03 am  
☐ 6:03 AM  
☐ 06:03  
☐ Custom:  6:03 am


Week Starts On

Make sure you  
go thru this page  
and make appropriate  
changes

Make sure to adjust  
the timezone!!!

If you are doing scheduled  
posts, this is very important

# Writing Settings

 Writing Settings Help

Formatting

☒ Convert emoticons like :- ) and :-P to graphics on display  
☐ WordPress should correct invalidly nested XHTML automatically


Default Post Category

Uncategorized

Default Post Format

Standard

**Press This**  
Press This is a bookmarklet: a little app that runs in your browser and lets you grab bits of the web.  
Use Press This to clip text, images and videos from any web page. Then edit and add more straight from Press This before you save or publish it in a post on your site.  
Drag-and-drop the following link to your bookmarks bar or right click it and add it to your favorites for a posting shortcut.

 Press This

**Post via e-mail**  
To post to WordPress by e-mail you must set up a secret e-mail account with POP3 access. Any mail received at this address will be posted, so it's a good idea to keep this address very secret. Here are three random strings you could use: q4OS6OMH , VcZDABKi , Z5HvxkK7 .

Mail Server

mail.example.com

Port

110

Login Name

login@example.com

Password

password

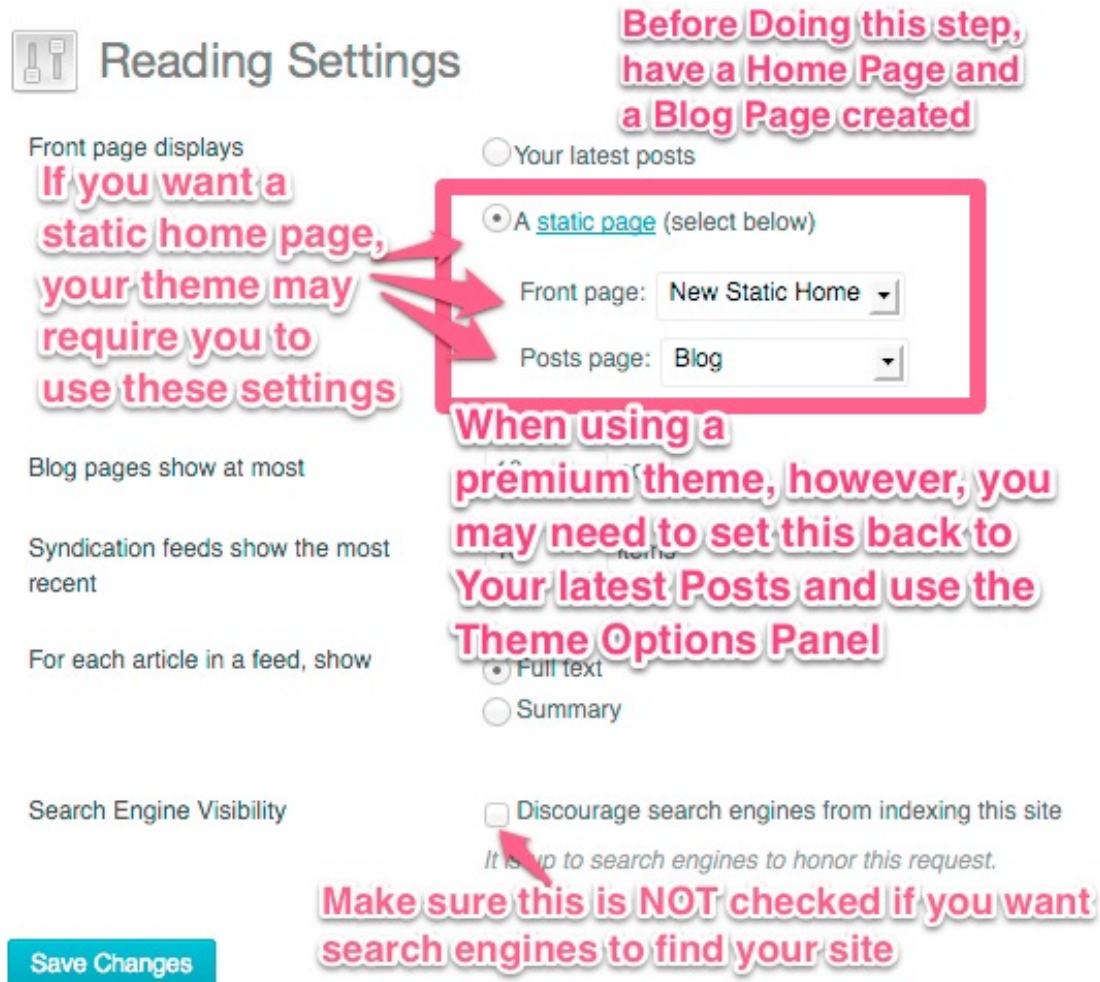
Default Mail Category

Uncategorized

It is up to you if you want to change anything on this page, most of the default will work for most people's sites/blogs

You can set this to allow for posting to your blog through email

# Reading Settings



**Before Doing this step, have a Home Page and a Blog Page created**

**If you want a static home page, your theme may require you to use these settings**

**When using a premium theme, however, you may need to set this back to Your latest Posts and use the Theme Options Panel**

**Make sure this is NOT checked if you want search engines to find your site**

**Save Changes**

**Reading Settings**

Front page displays

- ☐ Your latest posts
- ☒ A [static page](#) (select below)

Front page:

Posts page:

Blog pages show at most

Syndication feeds show the most recent

For each article in a feed, show

- ☒ Full text
- ☐ Summary

Search Engine Visibility

☐ Discourage search engines from indexing this site

*It is up to search engines to honor this request.*

# Media Settings



## Media Settings

### Image sizes

The sizes listed below determine the maximum dimensions in pixels to use when inserting an image into the body of a post.

Thumbnail size

Width  Height

If you don't want  
square thumbnails  
unclick this box

☒ Crop thumbnail to exact dimensions (normally thumbnails are proportional)

Medium size

Max Width  Max Height

Large size

Max Width  Max Height

### Uploading Files

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

Save Changes

If you want all your images  
set to a different default,  
this is where you can set them

# Permalinks

– makes your urls more useful, easier to read

Permalink Settings help ▾

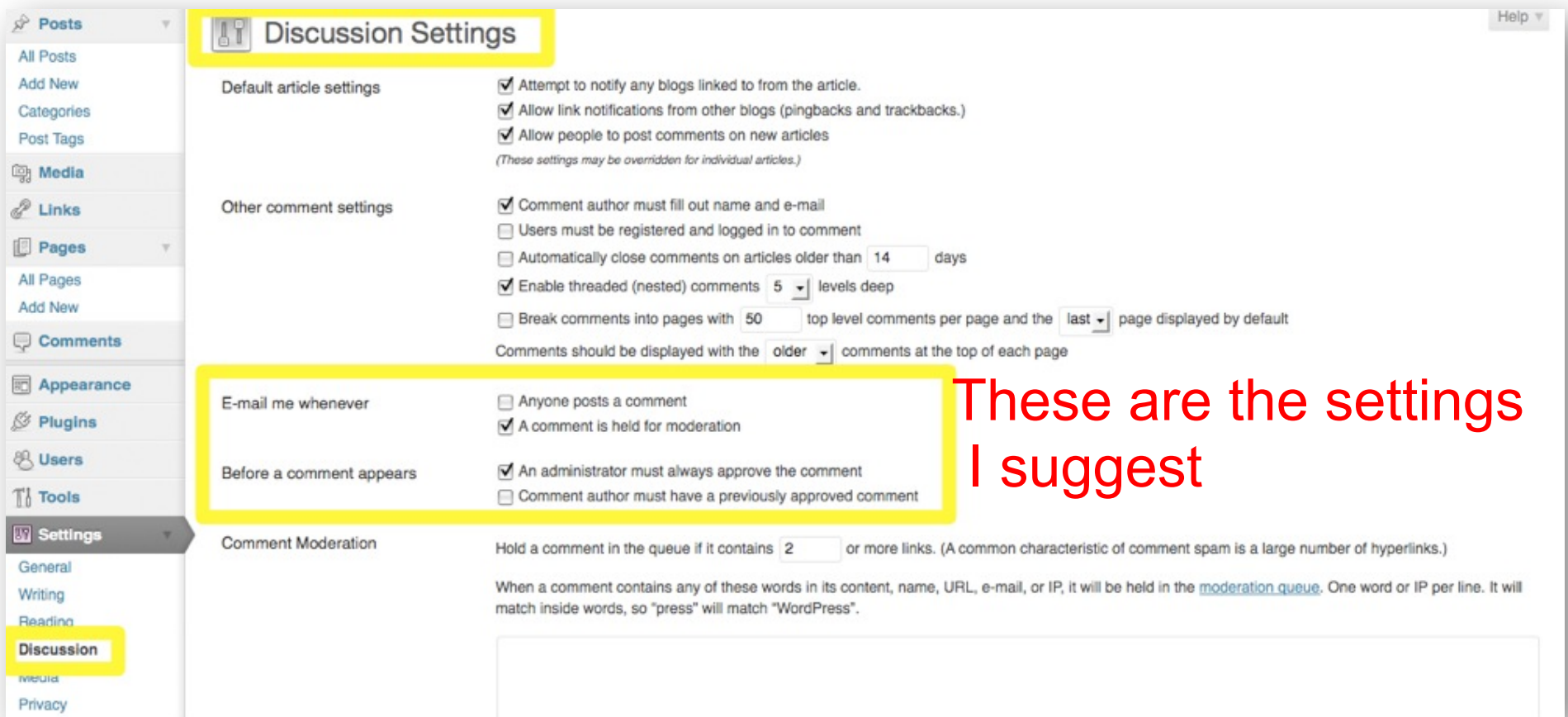
By default WordPress uses web URLs which have question marks and lots of numbers in them; however, WordPress offers you the ability to create a custom URL structure for your permalinks and archives. This can improve the aesthetics, usability, and forward-compatibility of your links. A [number of tags are available](#), and here are some examples to get you started.

### Common Settings

<input checked="" type="radio"/> Default	<code>http://test.teachmemadeeasy.com/?p=123</code>	<b>If your site is set to the default (which displays urls with the <code>/?p=</code>), you will want to change it</b>
<input type="radio"/> Day and name	<code>http://test.teachmemadeeasy.com/2014/01/09/sample-post/</code>	
<input type="radio"/> Month and name	<code>http://test.teachmemadeeasy.com/2014/01/sample-post/</code>	
<input type="radio"/> Numeric	<code>http://test.teachmemadeeasy.com/archives/123</code>	
<input type="radio"/> Post name	<code>http://test.teachmemadeeasy.com/sample-post/</code>	
<input type="radio"/> Custom Structure	<code>http://test.teachmemadeeasy.com</code> <input type="text"/>	

# Comments Section

# Discussion Settings: Comments/Avoiding Spam



The screenshot shows the WordPress 'Discussion Settings' page. The left sidebar contains a menu with 'Posts', 'Media', 'Links', 'Pages', 'Comments', 'Appearance', 'Plugins', 'Users', 'Tools', and 'Settings'. The 'Settings' menu is expanded, showing 'General', 'Writing', 'Reading', 'Discussion' (highlighted), 'Media', and 'Privacy'. The main content area is titled 'Discussion Settings' and is divided into several sections. The 'Default article settings' section has three checked options: 'Attempt to notify any blogs linked to from the article.', 'Allow link notifications from other blogs (pingbacks and trackbacks.)', and 'Allow people to post comments on new articles'. The 'Other comment settings' section has several options: 'Comment author must fill out name and e-mail' (checked), 'Users must be registered and logged in to comment' (unchecked), 'Automatically close comments on articles older than 14 days' (unchecked), 'Enable threaded (nested) comments 5 levels deep' (checked), 'Break comments into pages with 50 top level comments per page and the last page displayed by default' (unchecked), and 'Comments should be displayed with the older comments at the top of each page' (checked). The 'E-mail me whenever' section has two options: 'Anyone posts a comment' (unchecked) and 'A comment is held for moderation' (checked). The 'Before a comment appears' section has two options: 'An administrator must always approve the comment' (checked) and 'Comment author must have a previously approved comment' (unchecked). The 'Comment Moderation' section has a text input field set to '2' for 'Hold a comment in the queue if it contains 2 or more links.' and a text area for 'When a comment contains any of these words in its content, name, URL, e-mail, or IP, it will be held in the moderation queue. One word or IP per line. It will match inside words, so "press" will match "WordPress".' A red text overlay on the right side of the screenshot reads 'These are the settings I suggest'.

Posts

- All Posts
- Add New
- Categories
- Post Tags

Media

Links

Pages

- All Pages
- Add New

Comments

Appearance

Plugins

Users

Tools

Settings

- General
- Writing
- Reading
- Discussion
- Media
- Privacy

## Discussion Settings

Default article settings

- ☒ Attempt to notify any blogs linked to from the article.
- ☒ Allow link notifications from other blogs (pingbacks and trackbacks.)
- ☒ Allow people to post comments on new articles

(These settings may be overridden for individual articles.)

Other comment settings

- ☒ Comment author must fill out name and e-mail
- ☐ Users must be registered and logged in to comment
- ☐ Automatically close comments on articles older than 14 days
- ☒ Enable threaded (nested) comments 5 levels deep
- ☐ Break comments into pages with 50 top level comments per page and the last page displayed by default
- Comments should be displayed with the older comments at the top of each page

E-mail me whenever

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

Before a comment appears

- ☒ An administrator must always approve the comment
- ☐ Comment author must have a previously approved comment

Comment Moderation



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

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



































These are the settings I suggest


# Monitoring Comments:

Example of Email You'll Receive  
about moderating a comment







[WordPress for Non-Coder Beginners] Please moderate: "Test of a blog post"  

---

                               12/11/12   

to me 

A new comment on the post "Test of a blog post" is waiting for your approval  
<http://www.onlinemarketinganddesign.com/test-of-a-blog-post/>

Author :  (IP: 78.43.8.12 , )  
  
E-mail :   
URL :   
Whois : 

Comment:  
When someone writes an piece of writing he/she maintains the thought of a user in his/her mind that how a user can be aware of it. Thus that's why this piece of writing is outstanding. Thanks!

Approve it: <http://www.onlinemarketinganddesign.com/wp-admin/comment.php?action=approve&c=13>  
Trash it: <http://www.onlinemarketinganddesign.com/wp-admin/comment.php?action=trash&c=13>  
Spam it: <http://www.onlinemarketinganddesign.com/wp-admin/comment.php?action=spam&c=13>

# Monitoring Comments:

## Comment Management Section: How to Moderate Comments from within Admin Section

The screenshot displays the WordPress Admin Dashboard for 'WordPress Workshop'. The left sidebar contains navigation links: Dashboard, Posts, Media, Links, Pages, Comments (highlighted with a yellow box), and Appearance. The main content area is titled 'Comments' (also highlighted with a yellow box) and shows a list of comments. The top of the main area includes filters for 'All', 'Pending (0)', 'Approved', 'Spam (0)', and 'Trash (0)', along with a search bar and 'Screen Options' and 'Help' links. Below the filters, there are controls for 'Bulk Actions', 'Apply', 'Show all comment types', and 'Filter'. The comment list has columns for 'Author', 'Comment', and 'In Response To'. A single comment is visible, submitted by 'Mr WordPress' from 'wordpress.org/' on 2011/07/12 at 8:13 pm. The comment text is: 'Hi, this is a comment. To delete a comment, just log in and view the post's comments. There you will have the option to edit or delete them.' The 'In Response To' column shows 'Hello world!' with a comment icon. At the bottom of the comment list, there are 'Bulk Actions' and 'Apply' buttons, and a note '1 item'.

# Akismet: Spam Management

**Akismet Configuration**

Akismet is almost ready. You must [enter your Akismet API key](#) for it to work.

For many people, [Akismet](#) will greatly reduce or even completely eliminate the comment and [trackback](#) spam you get on your site. If one does happen to get through, simply mark it as "spam" on the [moderation](#) screen and Akismet will learn from the mistakes. If you don't have an API key yet, you can get one at [Akismet.com](#).

**Akismet API Key**

Please enter an API key. ([Get your key.](#))

[What is this?](#)

☐ Auto-delete spam submitted on posts more than a month old.

☐ Show the number of comments you've approved beside each comment author.

[Update options »](#)

**Server Connectivity**

All Akismet servers are available.

# Users

# Managing Users

- Different user levels give options to do different things:
  - **Administrator** - Somebody who has access to all the administration features
  - **Editor** - Somebody who can publish and manage posts and pages as well as manage other users' posts, etc.
  - **Author** - Somebody who can publish and manage their own posts
  - **Contributor** - Somebody who can write and manage their posts but not publish them
  - **Subscriber** - Somebody who can only manage their profile

\* Above descriptions from: [https://codex.wordpress.org/Roles\\_and\\_Capabilities](https://codex.wordpress.org/Roles_and_Capabilities)

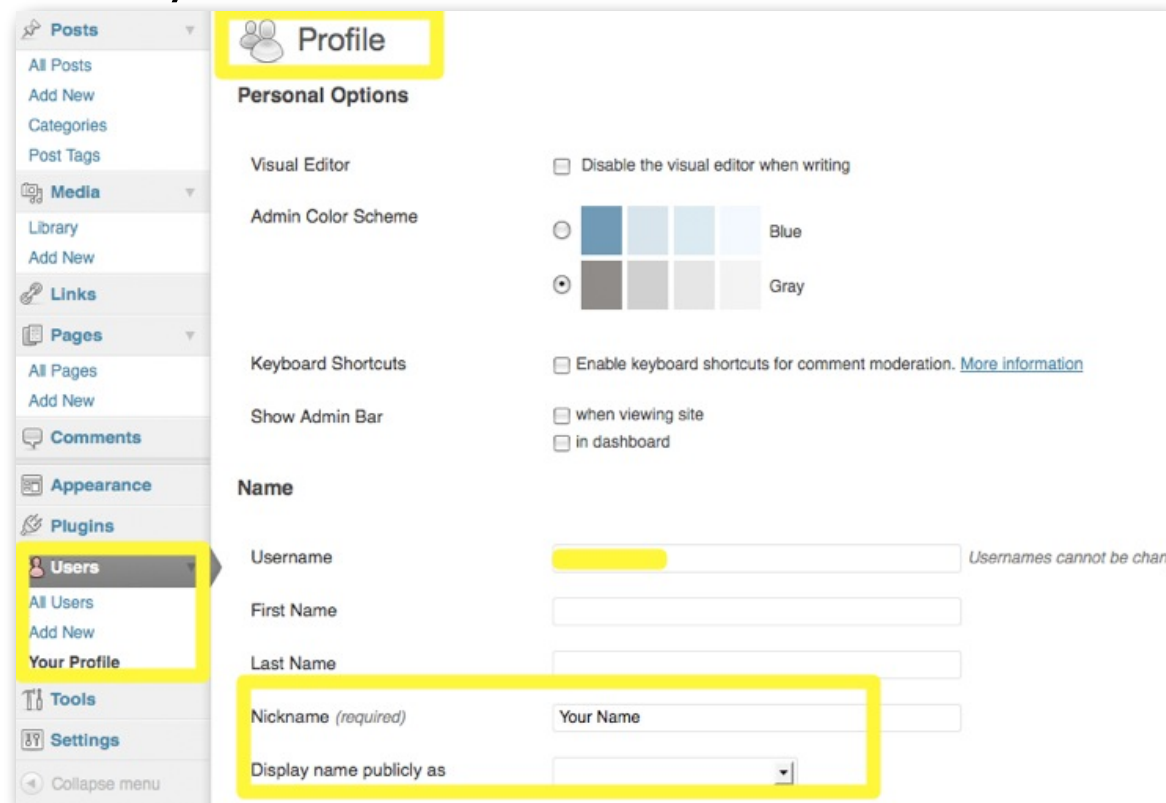
# Managing Users

## – changing admin default, if needed

- Your Username should **NOT** be Admin
  - This is the default for WordPress and known by spammers (Meaning: it is the first thing they will try, if they want to break into your site)
    - Steps, if Admin is your Username:
      - Change the current Admin Username's email address to you@yourdomain.com (it doesn't allow you to have two users with the same email address and this user is going away, so it doesn't need to be a real address)
      - Add a new user (with Admin level rights) and your actual email address
        - Change Your Nickname, to be different than the Username - to hide it from potential hackers
      - Log out and log in as the new user, then delete the Admin account and Assign all Posts to the new user
- Your Password should be unique and secure. You should never share it with anyone. Just create an additional user, with appropriate role, if you have someone else working on the site

# Managing Users

- Setting nicknames and publicly displayed names
  - For security reasons: Don't use your Username publicly



The screenshot shows the WordPress user profile settings page. The left sidebar contains a menu with categories: Posts, Media, Links, Pages, Comments, Appearance, Plugins, Users, Tools, and Settings. The 'Users' category is selected, and the 'Your Profile' option is highlighted. The main content area is titled 'Profile' and contains several sections: 'Personal Options' with checkboxes for 'Visual Editor', 'Admin Color Scheme' (Blue and Gray), 'Keyboard Shortcuts', and 'Show Admin Bar'; 'Name' section with input fields for 'Username', 'First Name', 'Last Name', 'Nickname (required)', and 'Display name publicly as'. The 'Username' field is highlighted in yellow, and the 'Nickname (required)' and 'Display name publicly as' fields are also highlighted in yellow. The 'Display name publicly as' dropdown menu is set to 'Your Name'.

# Tools Section

# Import and Export

- If you are moving to or from WordPress, you may be able to easily import or export your content - which lives within a database

The screenshot shows the WordPress Import and Export tool interface. On the left, the 'Import' tab is selected and highlighted with a red box. It lists various importers: Blogger, Blogroll, Categories and Tags Converter, LiveJournal, Movable Type and TypePad, RSS, Tumblr, and WordPress. Each importer has a brief description of what it does. Below the list, there is a link to 'search the plugin directory' if the needed importer is not listed.

On the right, the 'Export' tab is selected and highlighted with a red box. It provides instructions on how to use the export function: clicking the button will create an XML file for download. It explains that the format is WordPress eXtended RSS (WXR) and lists the content types included: posts, pages, comments, custom fields, categories, and tags. Below this, there is a section titled 'Choose what to export' with three radio button options: 'All content' (selected), 'Posts', and 'Pages'. At the bottom of the 'Export' section is a blue button labeled 'Download Export File'.

**Import**

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:

<b>Blogger</b>	Install the Blogger importer to import posts, comments, and users from a Blogger blog.
<b>Blogroll</b>	Install the blogroll importer to import links in OPML format.
<b>Categories and Tags Converter</b>	Install the category/tag converter to convert existing categories to tags or tags to categories, selectively.
<b>LiveJournal</b>	Install the LiveJournal importer to import posts from LiveJournal.
<b>Movable Type and TypePad</b>	Install the Movable Type importer to import posts and comments from Movable Type or TypePad.
<b>RSS</b>	Install the RSS importer to import posts from an RSS feed.
<b>Tumblr</b>	Install the Tumblr importer to import posts & media from Tumblr.
<b>WordPress</b>	Install the WordPress importer to import posts, pages, comments, and media from a WordPress export file.

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

**Export**

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

**Download Export File**

# Resources

- WordPress.org: <http://wordpress.org/>
- WordPress Plugin Directory: <https://wordpress.org/extend/plugins/>
- WordPress Themes Directory: <https://wordpress.org/extend/themes/>
- **How-To Videos** from WordPress.com: <http://wordpress.tv/category/how-to/>

# Hosting Service Providers

Here are a few hosting solutions I recommend:

**HostMonster:** This company has a low yearly price, 24 hour Utah based “technical support” (not just customer support, but folks who can answer technical questions) and are good with WordPress/security and backup issues:

<http://www.hostmonster.com/track/uniquethink/>

They also recently added a “**PRO**” account – which is more money, but provides faster speed, your own dedicated IP address, and more

**BlueHost** is the sister company of HostMonster and offers the same product for about \$1 more a month – and are a recommended [WordPress.ORG](http://WordPress.ORG) vendor:

<http://www.bluehost.com/track/uniquethink/>

**HostGator:** This company has reasonable monthly plans and uses renewable energy – they are also a good choice for folks with are planning to have a store on their site. They also offer plans for sites that might grow too large or prefer not to be on a shared server (which I can explain better, if you have a need for this):

<http://secure.hostgator.com/cgi-bin/affiliates/clickthru.cgi?id=bethink>

**WP Engine:** This company is considerably more expensive, but has a lot to offer. They specialize in hosting WordPress sites, do backups and upgrades for you, so you don't have to worry about doing them on your own. The one draw back is they do their support via email, not phone. If you are not the type to maintain updates on your site, you should seriously consider this type of option (or one of the other plans and then hire someone to do the maintenance for you): <http://uniquethink.com/wpengine>

HostMonster, BlueHost and HostGator were all recently purchased by EIG, who owns many other hosting companies.

There are a lot of companies I would not recommend, they either for price, security or other factors, so please consider of these as an option.

I typically encourage folks to purchase their domain name registration somewhere else and then point it to your hosting company (think of it like forwarding a phone number). The reason for this is if you ever want to change hosting companies, it is potentially easier.

These are affiliate links, but the reason I recommend them is because I think they are better solutions than other providers like GoDaddy and Network Solutions.



- **UniqueThink.com Helps Build Your Complete Online Presence with:**
  - WordPress Websites & Blogs
  - Social Media
  - Email Marketing
  - Web Usability and SEO Lite
- Bethany Siegler can be reached at 720.771.3271 or email at [Bethany@UniqueThink.com](mailto:Bethany@UniqueThink.com)