

Wordpress Beginners Guide

It might be easier to say what this guide isn't, rather than what it is. It isn't an in depth look at every single function available within the WordPress dashboard. Nor is it a guide to help you develop or modify WordPress themes. My aim is to create a simple WordPress guide that will help you to get an overall understanding of how you use the various features within the WordPress Dashboard to keep your site or blog updated.

If you're looking for more in-depth knowledge, there are heaps of articles in the [WordPress Codex](#) that go into more detail. This is great if you want to get really involved in developing your own WordPress theme or modifying your site with plugins, but it can be a bit daunting for those users who just want a simple guide to using the Content Management side of WordPress or just need to update their site pages every so often.

INSTALLATION :

Before Installing Wordpress we need the following,

- Access to your [web server](#) (via [shell](#) or [FTP](#))
- A [text editor](#)
- An [FTP Client](#)
- Your web browser of choice

To Do List

1. Checking to ensure that you and your web host have the [minimum requirements to run WordPress](#).
2. [Download](#) the latest release of WordPress.
3. Unzip the downloaded file to a folder on your hard drive.
4. Be prepared with a [secure password for your Secret Key](#)
5. Print this page out so you have it handy during the installation.

DETAILED INSTRUCTION :

Step 1: Download and Extract

Download and unzip the WordPress package from <http://wordpress.org/download/>.

- If you will be uploading WordPress to a remote web server, download the WordPress package to your computer with a web browser and unzip the package.
- If you will be using FTP, skip to the next step - uploading files is covered later.
- If you have [shell](#) access to your web server, and are comfortable using console-based tools, you may wish to download WordPress directly to your [web server](#) using `wget` (or `lynx` or another console-based web browser) if you want to avoid [FTPing](#):
 - `wget http://wordpress.org/latest.tar.gz`
 - Then unzip the package using:
 - `tar -xzf latest.tar.gz`
 - The WordPress package will extract into a folder called `wordpress` in the same directory that you downloaded `latest.tar.gz`.

Step 2: Create the Database and a User

- If you are using a [hosting provider](#), you may already have a WordPress database set up for you, or there may be an automated setup solution to do so. Check your hosting provider's support pages or your [control panel](#) for clues about whether or not you'll need to create one manually.
- If you determine that you'll need to create one manually, follow the instructions for [accessing phpMyAdmin on various servers](#), or follow the instructions for [Using cPanel](#) or [Using phpMyAdmin](#) below.
- If you are installing WordPress on your own web server, follow the [Using phpMyAdmin](#) or [Using the MySQL Client](#) instructions below to create your WordPress username and database.
- If you have only one database and it is already in use, you can install WordPress in it - just make sure to have a distinctive prefix for your tables to avoid over-writing any existing database table.

Step 3: Set up wp-config.php

You can either create and edit the `wp-config.php` file yourself, or you can skip this step and let WordPress try to do this itself [when you run the installation script \(step 5\)](#) (you'll still need to tell WordPress your database information).

(For more extensive details, and step by step instructions for creating the configuration file and

your secret key for password security, please see [Editing wp-config.php.](#))

Return to where you extracted the WordPress package in Step 1, rename the file wp-config-sample.php to wp-config.php, and open it in a text editor.

[Enter your database information](#) under the section labeled

```
// ** MySQL settings - You can get this info from your web host ** //
```

DB_NAME : The name of the database you created for WordPress in Step 2 .

DB_USER : The username you created for WordPress in Step 2.

DB_PASSWORD : The password you chose for the WordPress username in Step 2.

DB_HOST : The hostname you determined in Step 2 (usually localhost, but not always; see [some possible DB_HOST values](#)). If a port, socket, or pipe is necessary, append a colon (:) and then the relevant information to the hostname.

DB_CHARSET : The database character set, normally should not be changed (see [Editing wp-config.php](#)).

DB_COLLATE : The database collation should normally be left blank (see [Editing wp-config.php](#)). [Enter your secret key values](#) under the section labeled

```
* Authentication Unique Keys. Save the wp-config.php file.
```

For information on enabling SSL in WordPress 2.6, see [SSL and Cookies in WordPress 2.6](#).

Step 4: Upload the files

Now you will need to decide where on your domain you'd like your WordPress-powered site to appear:

- In the root directory of your web site. (For example, <http://example.com/>)
- In a subdirectory of your web site. (For example, <http://example.com/blog/>)

Note: *The location of your root web directory in the filesystem on your [web server](#) will vary across hosting providers and operating systems. Check with your [hosting provider](#) or system*

administrator if you do not know where this is.

In the Root Directory

- If you need to upload your files to your web server, use an [FTP](#) client to upload all the *contents* of the wordpress directory (but not the directory itself) into the root directory of your web site.
- If your files are already on your web server, and you are using [shell](#) access to install WordPress, move all of the *contents* of thewordpress directory (but not the directory itself) into the root directory of your web site.

In a Subdirectory

- If you need to upload your files to your web server, rename the wordpress directory to your desired name, then use an [FTP](#) client to upload the directory to your desired location within the root directory of your web site.
- If your files are already on your web server, and you are using [shell](#) access to install WordPress, move the wordpress directory to your desired location within the root directory of your web site, and rename the directory to your desired name.

Note: *If your FTP client has an option to convert file names to lower case, make sure it's disabled.*

Step 5: Run the Install Script

Point a web browser to start the installation script.

- If you placed the WordPress files in the root directory, you should visit:
`http://example.com/wp-admin/install.php`
- If you placed the WordPress files in a subdirectory called blog, for example, you should visit:`http://example.com/blog/wp-admin/install.php`

Setup configuration file

If WordPress can't find the wp-config.php file, it will tell you and offer to try to create and edit the file itself. (You can do also do this directly by loading wp-admin/setup-config.php in your web browser.) WordPress will ask you the database details and write them to a new wp-config.php file. If this works, you can go ahead with the installation; otherwise, go back and [create, edit, and upload the wp-config.php file yourself \(step 3\)](#).



The screenshot shows the WordPress installation database configuration screen. At the top is the WordPress logo. Below it, a message reads: "Below you should enter your database connection details. If you're not sure about these, contact your host." The form contains five fields, each with a label, a text input, and a help text:

Field Label	Input Value	Help Text
Database Name	wordpress	The name of the database you want to run WP in.
User Name	username	Your MySQL username.
Password	password	...and your MySQL password.
Database Host	localhost	You should be able to get this info from your web host. If localhost does not work.
Table Prefix	wp_	If you want to run multiple WordPress installations in a single database, change this.

At the bottom left of the form is a "Submit" button.



Enter database information

Finishing installation

The following screenshots show how the installation progresses. Notice in Entering the details screen, you enter your site title, your desired user name, your choice of a password (twice) and your e-mail address. Also displayed is a check-box asking if you would like your blog to appear in search engines like Google and Technorati. Leave the box checked if you would like your blog to be visible to everyone, including search engines, and uncheck the box if you want to block search engines, but allow normal visitors. Note all this information can be changed later in your [Administration Panels](#).

Version 3.0



The screenshot shows the WordPress installation 'Information needed' screen. At the top is the WordPress logo. Below it is a 'Welcome' section with a horizontal line. The text reads: 'Welcome to the famous five minute WordPress installation process! You may want to browse the [ReadMe documentation](#) at your leisure. Otherwise, just fill in the information below and you'll be on your way to using the most extensible and powerful personal publishing platform in the world.'

The 'Information needed' section follows, also with a horizontal line. It says: 'Please provide the following information. Don't worry, you can always change these settings later.'

The form fields are:

- Site Title:** An empty text input field.
- Username:** A text input field containing 'admin'. Below it is a note: 'Usernames can have only alphanumeric characters, spaces, underscores, hyphens, periods and the @ symbol.'
- Password, twice:** Two empty text input fields. Below them is a 'Strength indicator' button. A note below the button says: 'Hint: The password should be at least seven characters long. To make it stronger, use upper and lower case letters, numbers and symbols like ! " \$ % ' & ;'.
- Your E-mail:** An empty text input field. Below it is a note: 'Double-check your email address before continuing.'
- Privacy:** A checkbox that is checked, with the text 'Allow my site to appear in search engines like Google and Technorati.'

At the bottom of the form is a button labeled 'Install WordPress'.



Enter site, login, and email



All done!

LOGIN :

Before you can make any changes to your site, you will need to log in. The login for your site is typically found at the following URL - <http://your-wordpress-site.com/wp-admin>. Obviously, replace your-wordpress-site.com with your actual domain name.



There are exceptions to this of course. For instance, your WordPress setup maybe installed in a subdirectory. For most standard setups though, you'll find the above URL should work.

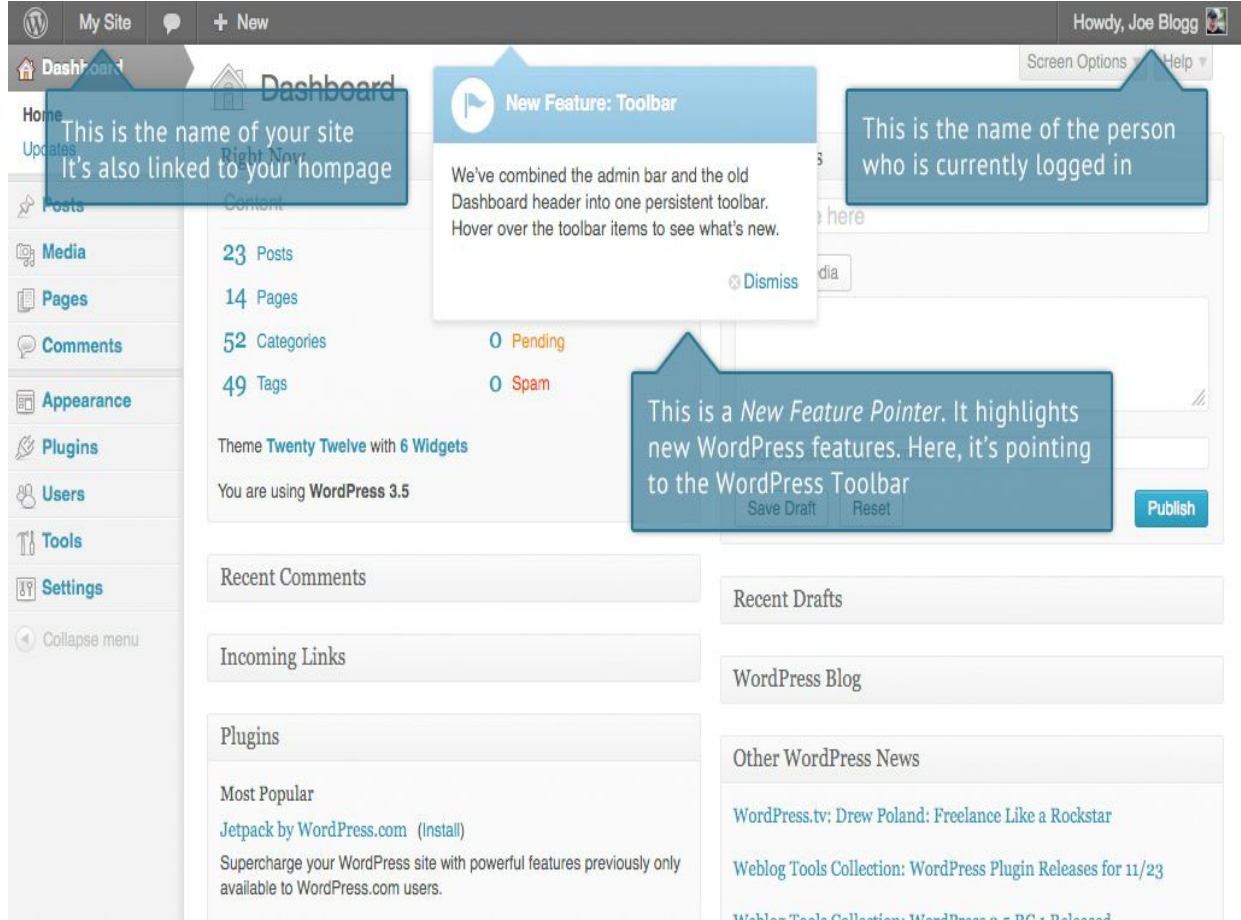
DASHBOARD :

Once you've logged in, the WordPress Dashboard appears. This is your main administration homepage. At the very top of your Dashboard (and across every page) you will see the name of your site in the header area. In the example screenshot below (and throughout this documentation) the site name is My Site.

This is also hyperlinked to your site's homepage. You will also see the name of the person who is currently logged in (e.g. Joe Blogg). Move your cursor over your name to reveal the Log Out link as well as a link to edit your Profile.

When new or updated features are introduced into WordPress, you'll be shown a New Feature Pointer. This is simply to bring to your attention some feature within the Dashboard that's been added or updated. In the following Dashboard image,

the New Feature Pointer is highlighting the updated Toolbar. Click Dismiss to hide the pointer.



On most pages, just below your Username there are a couple of small inverted tabs. One called Screen Options and another called Help. Clicking either of these links will cause a panel to slide down from the top of the page. The Help link obviously displays some help information. The Screen Options link will display various options that allow you to configure what is displayed on the current page.

The details in this panel change depending on what page you're currently viewing. As an example, on your main Dashboard page the Screen Options allow

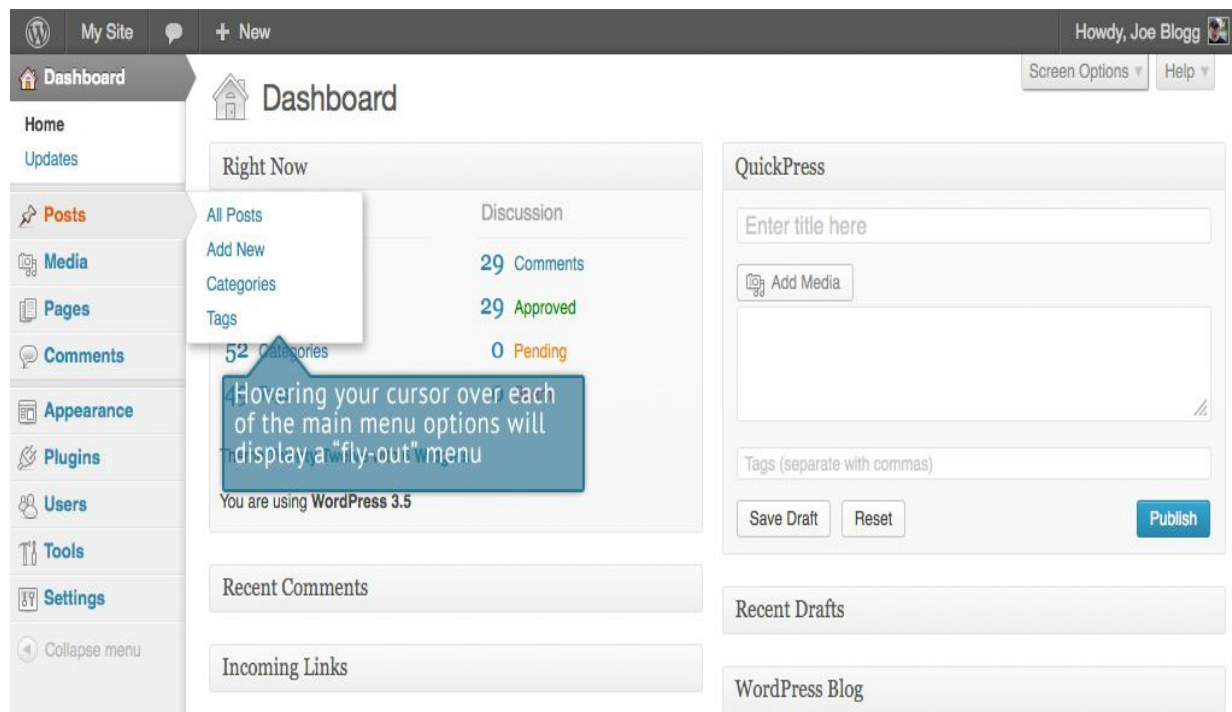
you to set which panels you'd like displayed on the page and also how many columns you'd like the panels to appear across.

DASHBOARD MENU OPTIONS :

Down the left hand side of the Dashboard and on every page you will see your main admin

navigation menu. This is where you'll find all the options to update and configure your site.

Hovering your cursor over each of the main menu options will display a 'fly-out' menu with the various choices for that particular menu option. Once you click each of the main menu options, that particular menu will expand to show all the available options within that section (if there are any).



The main menu options and their usage are:

Dashboard

This will display your main Dashboard 'homepage'. In the top left of your Dashboard you'll see some brief stats on the number of Posts, Pages, Categories and Tags contained within your site, as well as the total number of comments and approved comments. There's also a summary of how many Spam Comments you currently have.

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.

Links

In WordPress 3.5 the Link Manager is disabled by default, to help simplify the Dashboard interface. The previous screenshot shows the Dashboard menu without this Links menu option. When you update to WordPress 3.5, if you are currently using the Links Manager, then it will remain enabled for you. If you're not currently using it or if you're installing WordPress for the first time, and would like to use it, you can download the Link Manager plugin from the

WordPress Plugin Directory. Once activated, this will enable the Links option in your Dashboard menu.

The Link Manager is used to add website links on your site. The links added in here are usually displayed in list form using one of the WordPress Widgets (as opposed to links that you simply create within a Post or Page). Links can also be divided into Categories.

Pages

This is where you create and maintain all your Pages.

Comments

You can manage all your Comments within this section, including replying to comments or marking them as Spam.

Appearance

This menu is where you control how your site looks. You can choose a new Theme, manage your site Widgets or Menus and even edit your site theme files.

Plugins

Plugins extend and expand the functionality of WordPress. You can add or delete plugins within here as well as activate or deactivate them.

Users

This screen lists all the existing users for your site. Depending on your Role, you can also add new users as well as manage their Roles.

Tools

This section gives you access to various convenient tools. You can also Import data to your WordPress site or Export all your WordPress data to a file.

Settings

This is where your site is configured. Among other things, it allows you to configure your site name and URL , where your Posts appear, whether people can leave Post Comments or not and numerous other settings. Most times, once your site is setup, there's no need to change any of the settings within this section.

At the bottom of the menu you'll see a link called Collapse menu. Clicking this will hide the menu and simply display their icons instead. Click the small arrow icon again to expand the menu.

Occasionally when you install a Plugin, they will have their own configuration or setup pages. The location of these will be entirely dependent on the individual Plugin but most times these pages will either appear within the Tools section, the Settings section or in a completely new menu section at the bottom of the menu.

Toolbar

The WordPress Toolbar is a way of easily accessing some of the most common WordPress features. When you are logged into your WordPress dashboard and you visit your website, you will see the Toolbar running across the top of your site.

This bar only appears if you are currently logged into your WordPress site, which means that it won't be visible to your everyday site visitors. If you are not logged in, the Toolbar won't be displayed.

The screenshot shows the WordPress 'My Site' toolbar at the top. The toolbar includes a WordPress logo, 'My Site', a speech bubble icon, '+ New', 'Edit Page', and a user profile for 'Howdy, Joe Blogg'. A blue callout box points to the toolbar with the text: 'The Toolbar only appears if you are currently logged into your WordPress site'. Below the toolbar, the page content includes a 'My Site' header, a subtitle 'Just another WordPress site', a navigation menu with 'HOME', 'PARENT PAGE', and 'SAMPLE PAGE', and a 'Home' section with placeholder text and an image of the robot WALL-E.

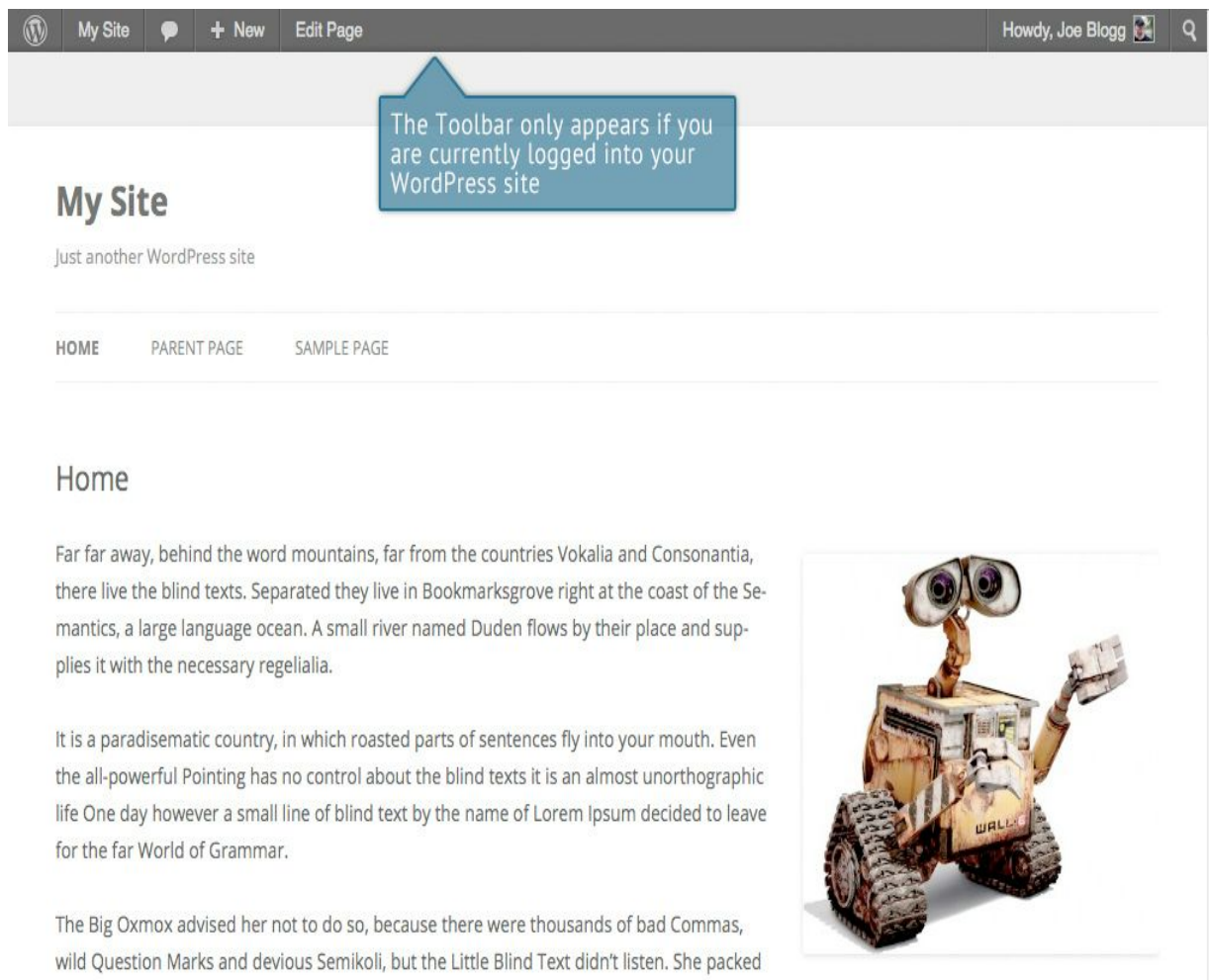
The Toolbar allows you to quickly access the following commonly used features.

- Visit the WordPress.org website, Codex or Support forums
- Display your site Dashboard and other commonly used menu options that allow you to update your site Themes, Widgets, Menus and depending on your theme, Background and Header
- View or Edit your blog comments
- Add a new Post, Media, Page or User
- Edit the current Page or Post
- Perform a site Search
- View or Edit your Profile and logout from the WordPress Dashboard

Hiding the Toolbar

You can stop the Toolbar from displaying by modifying the preferences associated

with your Profile. Simply click on the Users link in the left hand navigation to display the list of Users. From this list of Users, click your user name or click on the Edit link that appears beneath the user name when hovering your cursor over each row. Alternatively, click on the Your Profile link underneath the Users menu option in the left hand navigation or within the fly-out menu.



The screenshot shows the WordPress dashboard interface. At the top, there is a toolbar with the following items: a WordPress logo, 'My Site', a speech bubble icon, '+ New', and 'Edit Page'. On the right side of the toolbar, it says 'Howdy, Joe Blogg' next to a profile picture icon and a search icon. A blue callout box with a pointer to the toolbar contains the text: 'The Toolbar only appears if you are currently logged into your WordPress site'. Below the toolbar, the main content area shows 'My Site' with the subtitle 'Just another WordPress site'. There is a navigation menu with 'HOME', 'PARENT PAGE', and 'SAMPLE PAGE'. The main content area has a heading 'Home' followed by three paragraphs of placeholder text. The first paragraph reads: 'Far far away, behind the word mountains, far from the countries Vokalia and Consonantia, there live the blind texts. Separated they live in Bookmarksgrove right at the coast of the Semantics, a large language ocean. A small river named Duden flows by their place and supplies it with the necessary regelialia.' The second paragraph reads: 'It is a paradisematic country, in which roasted parts of sentences fly into your mouth. Even the all-powerful Pointing has no control about the blind texts it is an almost unorthographic life One day however a small line of blind text by the name of Lorem Ipsum decided to leave for the far World of Grammar.' The third paragraph reads: 'The Big Oxmox advised her not to do so, because there were thousands of bad Commas, wild Question Marks and devious Semikoli, but the Little Blind Text didn't listen. She packed'. To the right of the text is an image of the robot WALL-E holding a small object.

When editing your Profile there is a Toolbar option as shown in the screen above.

Show Toolbar when viewing site – Checking this box will display the Toolbar at the very top of your website (only for the person who is currently logged in)

In WordPress 3.3 the header area was merged with the Toolbar and there is no longer an option to hide the Toolbar in the Dashboard as there was previously.

POSTS :

After clicking on the Posts menu option you'll be shown a list of Posts that your site contains. Among the information displayed is the Post title, the Author, Categories, Tags, No. of Comments and either the Date Published, Date Scheduled or the Date the Post was Last Modified. The Posts screen will look similar to the screen below.

The screenshot shows the WordPress dashboard's Posts management interface. At the top, there's a navigation bar with 'My Site', '+ New', and the user profile 'Howdy, Joe Blogg'. Below this is a sidebar with navigation options like Dashboard, Posts, All Posts, Add New, Categories, Tags, Media, Pages, Comments, Appearance, Plugins, Users, Tools, and Settings. The main content area is titled 'Posts' and includes an 'Add New' button. It displays a summary of post counts: 'All (26) | Published (23) | Sticky (1) | Scheduled (1) | Drafts (2) | Trash (1)'. There are also search and filter options, including 'Bulk Actions', 'Apply', 'Show all dates', 'View all categories', and 'Filter'. A pagination bar shows '26 items' and '1 of 2' pages. The main table lists individual posts with columns for checkboxes, Title, Author, Categories, Tags, Comments, and Date. Callouts provide instructions: one explains the summary counts, another points to view icons, a third describes bulk actions, and a fourth explains how to perform actions on multiple posts.

<input type="checkbox"/>	Title	Author	Categories	Tags	Comments	Date
<input type="checkbox"/>	Scheduled Post	Joe Blogg	Uncategorized			
<input type="checkbox"/>	Another Sample Post - Draft	Joe Blogg	Uncategorized		0	2012/06/02 Last Modified
<input type="checkbox"/>	Hello world!	Joe Blogg	Uncategorized		1	2012/04/17 Published
<input type="checkbox"/>	Draft Post - Draft	Joe Blogg	Uncategorized		0	2010/07/27 Last Modified
<input type="checkbox"/>	Readability Test Edit Quick Edit Trash View	Joe Blogg	Cat A	chattels, privation	0	2008/09/05 Published
<input type="checkbox"/>	Layout Test - Sticky	Joe Blogg	aciform, Cat A, Cat B, Cat C, sub	tag1, tag2, tag3	0	2008/09/04 Published
<input type="checkbox"/>	Images Test	Joe Blogg	Uncategorized		0	2008/09/03 Published
<input type="checkbox"/>	Post Format Test: Gallery - Gallery	Joe Blogg	Uncategorized	Post Formats	0	2008/06/10 Published
<input type="checkbox"/>	Post Format Test: Aside - Aside	Joe Blogg	Uncategorized	Post Formats	0	2008/06/09 Published
<input type="checkbox"/>	Post Format Test: Image - Image	Joe Blogg	Uncategorized	Post Formats	0	2008/06/08 Published
<input type="checkbox"/>	Post Format Test: Link	Joe Blogg	Uncategorized	Post Formats	0	2008/06/07 Published

At the top of the page you can view how many Posts in total you have in your site, how many are Published, Scheduled, Sticky, Pending, in Draft or in the Trash.

When hovering your cursor over each row, a few links will appear beneath the


Post title.

- Edit – Will allow you to edit your Post. This is the same as clicking on the Post title
- Quick Edit – Allows you to edit basic Post information such as Title, Slug, Date plus a few other options
- Trash – Will send the Post to the Trash. Once the Trash is emptied, the page is deleted
- View – Displays the Post. If the Post hasn't been published yet, this will say Preview

Next to each Post title is a checkbox. This allows you to perform an action on multiple items at once. You simply check the Posts that you would like to affect and then from the Bulk Actions dropdown select either the Edit option or the Move to Trash option and then click the Apply button. The Edit option will allow you to edit the Categories, Tags, Author, whether to allow Comments and Pings or not, the Status and whether or not the Posts are 'Sticky'. The Move to Trash option will move the selected items to the Trash.

You can also filter the pages that are displayed using the dropdown lists and the Filter button.

At the top of the list of Posts there are also two icons that change how the list is displayed.

Click the List View icon () to display the posts in the traditional List View or click the excerpt View icon () underneath the Post title.

