



*"WordPress is web software you can use to create a beautiful website or blog. We like to say that WordPress is both free and priceless at the same time.*

*The core software is built by hundreds of community volunteers, and when you're ready for more there are thousands of plugins and themes available to transform your site into almost anything you can imagine. Over 60 million people have chosen WordPress to power the place on the web they call "home" — we'd love you to join the family." (www.wordpress.org)*

WordPress for [wordz.biz](http://wordz.biz)



# Admin User Guide

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## Table of Contents

|   |    |
|---|----|
| 1. Log-in screen .....                                    | 3  |
| 2. Home Admin screen – Dashboard .....                    | 4  |
| 3. Left Menu – Posts .....                                | 5  |
| 4. Left Menu – Media .....                                | 6  |
| 5. Left Menu – Pages .....                                | 7  |
| 5. Left Menu – Comments .....                             | 10 |
| 6. Left Menu – Appearance .....                           | 11 |
| 6.1 Customize .....                                       | 12 |
| 6.2 Widgets .....   | 12 |
| 6.3 Menus .....   | 14 |
| <i>Changing The Menu Structure</i> .....                  | 15 |
| 6.4 Header .....  | 18 |
| 6.5 Editor .....  | 19 |
| 7. Left Menu – Plug-ins .....                             | 20 |
| 8. Left Menu – Users .....                                | 21 |
| 9. Left Menu – Tools .....                                | 22 |
| 10. Left Menu – Settings .....                            | 23 |
| 11. Plug-in's – Tom M8te .....                            | 24 |
| 12. Search Engine Optimisation (SEO) with WordPress ..... | 25 |

## 1. Log-in screen

URL: <http://wordz.biz/wp-login/>

The image shows the WordPress login interface. At the top center is the WordPress logo, which consists of a circular icon with a 'W' and the word 'WORDPRESS' in a serif font. Below the logo is a white rectangular form with a thin border. Inside the form, there are two input fields: the first is labeled 'Username' and the second is labeled 'Password'. Below these fields is a checkbox labeled 'Remember Me'. To the right of the checkbox is a blue button with the text 'Log In' in white. Below the form, there are two links: a blue link that says 'Lost your password?' and a blue link that says '← Back to Comedy Scripts'.

Enter the required information.

Select *Remember Me* if you want your browser to remember your details (for next time) – this way this screen is bypassed and you go direct to the admin *dashboard*.

## 2. Home Admin screen – Dashboard

This page gathers all of the most relevant info you need access to (and be aware of).

The *Right Now* box (highlighted below) has the information of most importance.

On the left of the box you can see how much content is currently live. Clicking each of the words takes you to the relevant overview page – from which a new piece of content can be added if desired.

If anyone has submitted any comments via the site they will show up in the right-hand column.

The screenshot shows the WordPress Dashboard for a user named Janet's Wordz. The interface includes a sidebar menu on the left with options like Home, Updates, Posts, Media, Pages, Comments, Appearance, Plugins, Users, Tools, and Settings. The main content area features several widgets. The 'Right Now' widget, highlighted with a red border, provides a summary of site statistics: 1 Post, 9 Pages, 5 Categories, 0 Tags, 11 Comments (3 Approved, 0 Pending, 8 Spam), and the current theme 'Twenty Thirteen' with 4 widgets. Below this, the 'Recent Comments' widget displays three comments from users like 'lovatjgmailcom' and 'Maillot de foot pas cher'. The 'QuickPress' widget offers a form to create a new post with fields for title, media, tags, and buttons for 'Save Draft', 'Reset', and 'Publish'. The 'WordPress Blog' widget contains news about the release of WordPress 3.7 Beta 1 and the 3.6.1 maintenance release. The 'Other WordPress News' widget lists several related articles.

The menu items on the far left of the screen give direct access to control of your site – the most important being *Posts* pages and *Appearance*. All items here are explained in further detail.

All of the other boxes on this screen are not as important – they're really just there for your information. If you hover the mouse pointer over the top right corner of each box a grey arrow should show, allowing you to hide the contents of the box (if you don't wish to see it).

At the very top of the screen will be a grey line with some links that are really just additional shortcuts. To the far right of this line is your login name. Here you can modify your profile or logout.

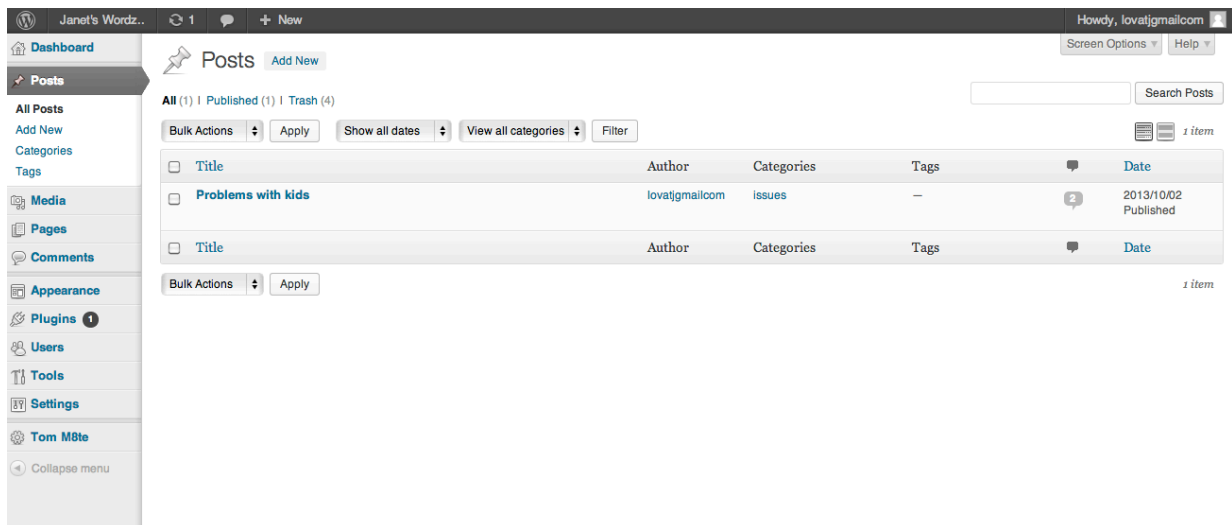
When you hover over *Dashboard* in the far left menu, two items pop out. *Home* (which just brings you to this page, and *Updates*. These also appear below *Dashboard* as shown in the diagram.

Under *Updates* you are notified of your WordPress software version, and whether you are up to date. A small number in a circle will indicate the number of updates that are available.

You will be given the option to update if needed. Updating generally does not affect your site. Plug-ins do not always need to be updated, unless there is a significant change you are aware of.

### 3. Left Menu – Posts

By clicking on *Posts* found in the left menu you will arrive at this screen. It shows all of the posts currently on the site and basic info regarding their status.



In this section other items shown in the left menu are,

*Add New* – create and publish a new post

*Categories* – assign or create new categories

*Tags* – assign or create new tags (none are currently set). Tags become more relevant when there is a lot of content to manage.

By selecting the checkbox to the left of each item you can perform bulk actions, like deleting a number of items if many are selected.

By clicking on a *Post* title (highlighted) you will be taken to a screen where you can edit the content.

As you hover over each item a number of additional links are displayed below the item name.

[Edit](#) | [Quick Edit](#) | [Trash](#) | [View](#)

These are just shortcuts to specific actions. I tend to just click the name to edit an item. So far my most used link is *Trash* as it's a very quick way to delete an item.

## 4. Left Menu – Media

This page is simply a view of your current media library. For example, any images you upload should show here. Once again, items can be managed individually or in bulk.

The screenshot shows the WordPress Media Library interface. The left sidebar contains the navigation menu with the following items: Dashboard, Posts, Media (selected), Library, Add New, Pages, Comments, Appearance, Plugins (1), Users, Tools, Settings, and Tom M8te. The main content area is titled 'Media Library' and includes an 'Add New' link. Below the title, there are filters for 'All (9)', 'Images (9)', and 'Unattached (1)'. A search bar is located on the right. The media items are displayed in a table with the following columns: File, Author, Uploaded to, and Date. The table contains 9 items, each with a checkbox for selection and a speech bubble icon for comments. The items are: 'head' (PNG, uploaded 7 hours ago), 'rain' (PNG, uploaded 2013/10/03), 'doctor' (PNG, uploaded 2013/10/03), 'kids' (PNG, uploaded 2013/10/03), 'language' (PNG, uploaded 2013/10/03), 'truant' (PNG, uploaded 2013/10/02), 'school' (PNG, uploaded 2013/10/02), 'psych' (PNG, uploaded 2013/10/02), and 'cropped-91437\_2310x.jpg - Header Image' (JPG, uploaded 2013/09/29). The table is paginated to show 9 items.

| File   | Author         | Uploaded to                       | Date        |
|--|----------------|-----------------------------------|-------------|
| <input type="checkbox"/> head<br>PNG                                   | lovatjgmailcom | Home, 2013/10/04                  | 7 hours ago |
| <input type="checkbox"/> rain<br>PNG                                   | lovatjgmailcom | Problems with kids, 2013/10/03    | 2013/10/03  |
| <input type="checkbox"/> doctor<br>PNG                                 | lovatjgmailcom | Problems with kids, 2013/10/03    | 2013/10/03  |
| <input type="checkbox"/> kids<br>PNG                                   | lovatjgmailcom | Problems with kids, 2013/10/03    | 2013/10/03  |
| <input type="checkbox"/> language<br>PNG                               | lovatjgmailcom | The Language Class, 2013/10/03    | 2013/10/03  |
| <input type="checkbox"/> truant<br>PNG                                 | lovatjgmailcom | At the Psychiatrist's, 2013/10/02 | 2013/10/02  |
| <input type="checkbox"/> school<br>PNG                                 | lovatjgmailcom | At the Psychiatrist's, 2013/10/02 | 2013/10/02  |
| <input type="checkbox"/> psych<br>PNG                                  | lovatjgmailcom | At the Psychiatrist's, 2013/10/02 | 2013/10/02  |
| <input type="checkbox"/> cropped-91437_2310x.jpg - Header Image<br>JPG | lovatjgmailcom | (Unattached) Attach               | 2013/09/29  |

There is also an *Add New* link, however it's generally easier, and makes more sense, to add media (upload) at the time of creating a new post/page/comment.

## 5. Left Menu – Pages

This is the section where you create new site pages. In the sub-menu you have options to view *All Pages* or *Add New* page. Clicking on *All Pages* will display a screen similar to the one here, showing a list of all current pages, both live and draft.

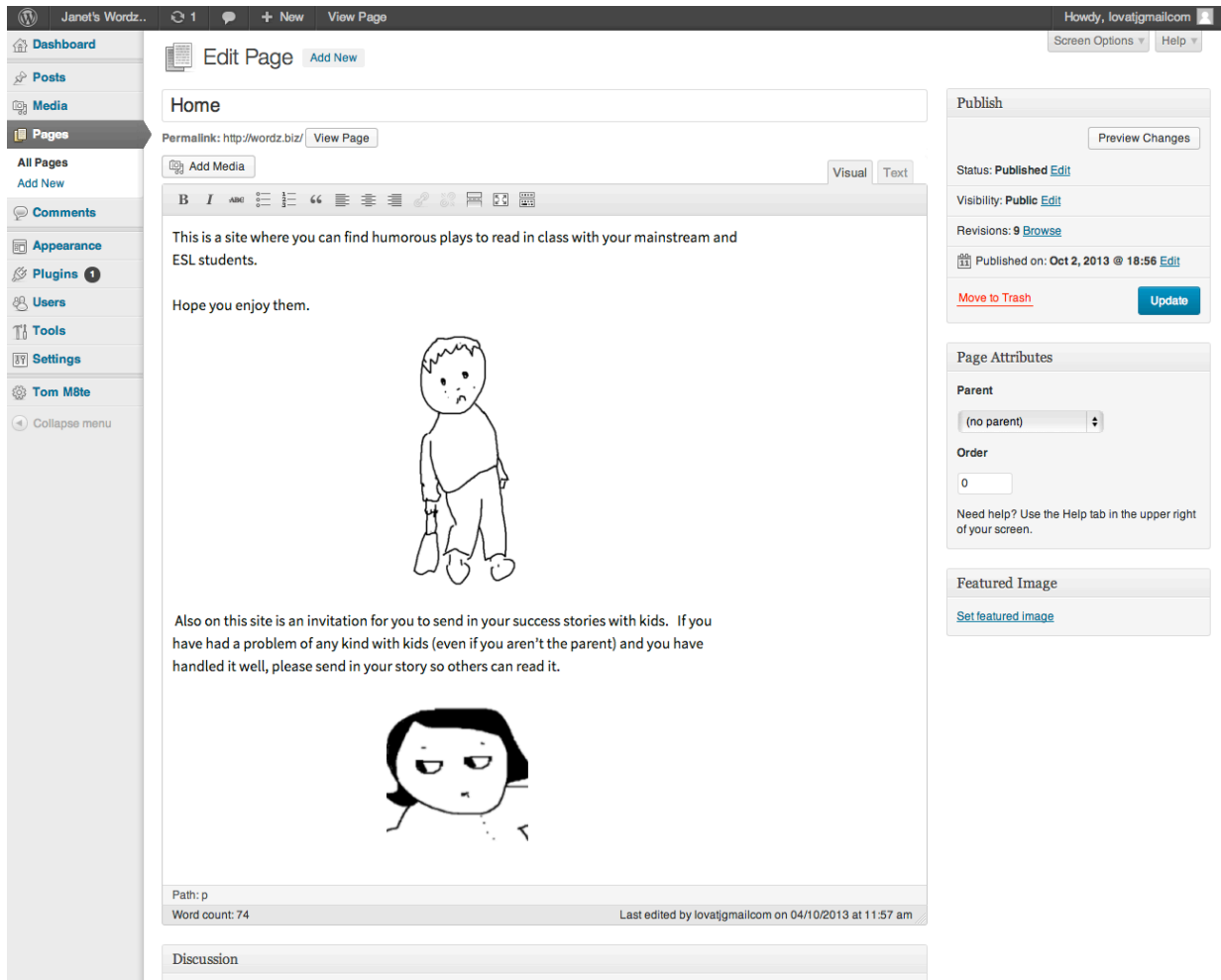
Pages are listed alphabetically, with sub-pages shown accordingly (as below in the diagram).

Actions available here are the same as noted earlier.

The screenshot shows the WordPress dashboard's 'Pages' management screen. The left sidebar contains the navigation menu with 'Pages' highlighted. The main area shows a list of pages with the following data:

| Title                   | Author           | Date                    |
|-------------------------|------------------|-------------------------|
| About                   | lovalt@gmail.com | 2013/09/28<br>Published |
| Comedy Scripts          | lovalt@gmail.com | 2013/09/29<br>Published |
| – At the Psychiatrist's | lovalt@gmail.com | 2013/09/29<br>Published |
| – Sick of School        | lovalt@gmail.com | 2013/09/28<br>Published |
| – The Language Class    | lovalt@gmail.com | 2013/10/03<br>Published |
| – The Truant            | lovalt@gmail.com | 2013/09/29<br>Published |
| – Visiting the Doctor   | lovalt@gmail.com | 2013/10/03<br>Published |
| Home                    | lovalt@gmail.com | 2013/10/02<br>Published |
| Issues                  | lovalt@gmail.com | 2013/10/02<br>Published |

By clicking a page name you are taken to the page EDIT screen, as shown on the next page.



The biggest element here is the content entry box. Directly above it is an ADD MEDIA button. Clicking this allows you to upload or insert a media object (such as an image).

At the top of the content entry area is a row of formatting icons – to format your text.

On the right of the screen are three boxes – *Publish*, *Page Attributes* and *Featured Image*.

The top box (*Publish*) gives you a series of actions, such as UPDATE. Any changes you make on this screen require you to click the UPDATE button for changes to be pushed live.

The second box (*Page Attributes*) contains a very important feature that must be set for every page you create. Every time a page is created you must set its *Parent*. This will define where the page appears in your site navigation (menu).

*No Parent* will make your page appear as part of the top-level menu.

Other options you can select from include other pages already created that have *No Parent* as well as pages that do have a *Parent*. These sub-pages appear as drop-down items in your menu structure (on the live site). Most of the time you will choose one of the dropdown options as your selection. Most of the *No Parent* pages already exist eg. *Home*, *About* etc.

There is a second element to determine your site menus. This is found under *Appearance*>*Widgets*. Here you need to place the page you created as part of the menu. This is discussed in a later section.

The bottom box (*Featured Image*) can be left alone.

On the EDIT page, scrolling further down will reveal another 4 large boxes..



*Discussion* - In The *Discussion* section there are 2 important checkboxes. These determine if you wish to allow comments on the page. For most pages these are un-ticked disallowing comments.

At the moment the only site pages allowing comments are for each of the plays and within the *Issues* section.

*Comments* - The *Comments* section will display any related comments if they are present.

*Revisions* - The *Revisions* section shows each time the page has been UPDATED. If for some reason you need to go back to an older version of the page you can simply click on the relevant link.

*Clever SEO Keywords* - The *Clever SEO Keywords* section shows words in a grey box that have been extracted from this page and are considered somewhat relevant to the content. When you select a word its background turns green. Any selected words will be inserted into page Meta Tags when the page is re-published, remember to click UPDATE after selecting any words.

Selecting Keywords may help with your page being found via a search engine, however there are many other factors involved in this that are out of your control, which play a bigger role.

## 5. Left Menu – Comments

As with previous sections, the layout here is quite similar. This section simply shows all of the comments submitted to date, either via the site or from within this Admin tool.

The screenshot shows the WordPress Admin interface for the 'Comments' section. The left sidebar contains a navigation menu with 'Comments' highlighted. The main content area displays a list of comments. At the top, there are filters for 'All', 'Pending (0)', 'Approved', 'Spam (8)', and 'Trash (12)'. Below the filters are buttons for 'Bulk Actions', 'Apply', 'Show all comment types', and 'Filter'. The comments list has columns for 'Author', 'Comment', and 'In Response To'. Two comments are visible, both from 'lovat@gmail.com'. The first comment is dated 2013/10/04 at 5:47 pm and discusses a 'kid problem' and a sleeping problem. The second comment is dated 2013/10/04 at 7:25 am and discusses a child refusing school. Each comment has a 'View Post' link.

The top row of links (directly under the Comments heading), also show you current stats. How many are pending, how many require approval, how many that have been marked as spam (and removed), and how many have just been trashed.

This time, if you need to edit a comment for any reason, a set of links is displayed below the comment as you hover your mouse anywhere over the comment. By clicking the EDIT link you are displayed the following page.

The screenshot shows the WordPress Admin interface for the 'Edit Comment' page. The left sidebar contains a navigation menu with 'Comments' highlighted. The main content area displays the 'Edit Comment' form. The form has fields for 'Name', 'E-mail (send e-mail)', and 'URL'. The 'Name' field is filled with 'lovat@gmail.com' and the 'E-mail' field is filled with 'lovat@gmail.com'. Below the form is a rich text editor with the text 'Thanks. So glad it turned out alright eventually!!' and 'Congratulations and all the best'. On the right side, there is a 'Status' section with radio buttons for 'Approved', 'Pending', and 'Spam'. The 'Approved' radio button is selected. Below the status section is a 'Submitted on: Oct 5, 2013 @ 7:32 Edit' link. At the bottom right, there are buttons for 'Move to Trash' and 'Update'.

Once again, if you make any changes here you must click the UPDATE button for your changes to be reflected on the live site.

You can edit the main text, modify the name and change or delete the email address.

## 6. Left Menu – Appearance

This is the first of the non-content related sections.

The *Appearance* section is mainly related to you chosen site theme. Sub-sections (visible as sub-menus in the left hand column) include the following,

*Themes* – the starting page

*Customize*

*Widgets*

*Menus*

*Header*

*Editor*

*Themes* dictate the overall style of your site. Currently the *Twenty Thirteen* theme is being used. There are hundreds of other themes that are available.

The *Available Themes* section on the page shows other themes that have been installed, however are not being used.

There are two tabs at the top of this screen – *Manage Themes* (default – links are the same as the sub-menus) and *Install Themes*.

*Install Themes* simply provides a more detailed set of options for searching amongst the many hundreds of WordPress themes.

The screenshot shows the WordPress dashboard interface. On the left, the 'Appearance' menu is expanded, showing options like 'Themes', 'Customize', 'Widgets', 'Menus', 'Header', and 'Editor'. The main content area is titled 'Manage Themes' and 'Install Themes'. The 'Current Theme' section displays 'Twenty Thirteen' by the WordPress team, version 1.0. Below this, the 'Available Themes' section shows two theme cards: 'Fine' by CyberChimps and 'Twenty Twelve' by the WordPress team. Each card includes a preview image, the theme name, author, and links for 'Activate', 'Live Preview', and 'Details'.

## 6.1 Customize

This section allows you to define some of the graphic elements common for the site. A preview of your site home page is displayed on the right.

Those elements include,

*Site Title & Tagline* – very self-explanatory – these can be changed

*Colours* – only allows you to change the colour of the header text

*Header Image* – select which header image is to be used. Either one you have previously uploaded or a default theme image.

*Navigation* – Select a menu style you have created. See ‘Settings>Menus’ for further detail.

*Static Front Page* – Set which page is your home page and which is your blog style page (posts). You can also set whether your home page is a static page or displays your posts.

Clicking on the small down arrow to the right of the menu name expands each section.

## 6.2 Widgets

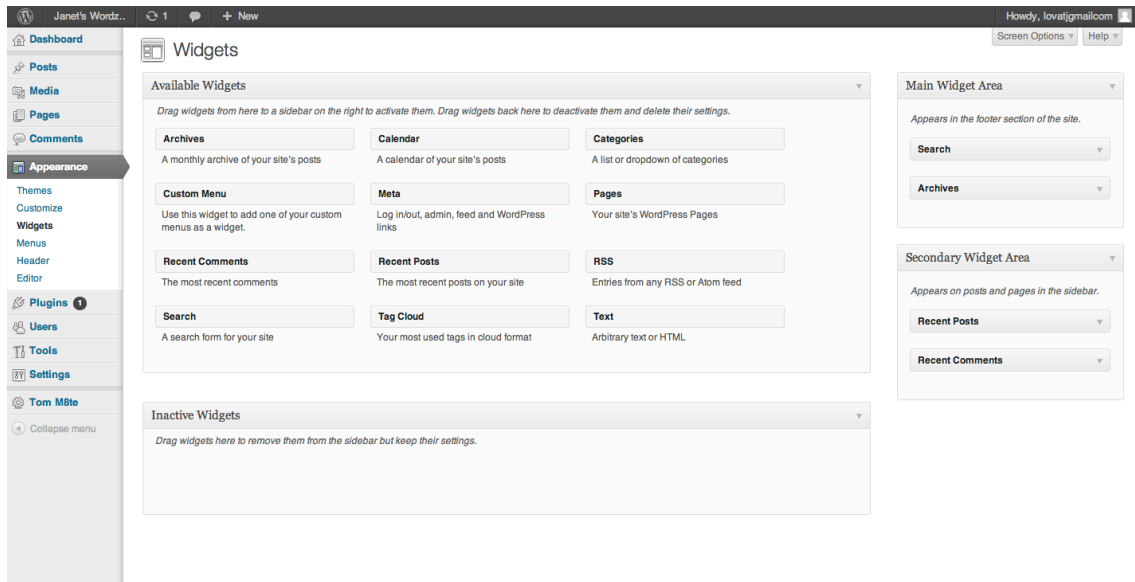
In computing a software widget is, *“a generic type of software application comprising portable code intended for one or more different software platforms”* (Wikipedia, 2013). And when looking at a user interface a widget can be thought of as, *“a reusable element of a graphical user interface”* (Wikipedia, 2013)

Within WordPress a number of widgets are available to help easily define certain sections of the site presentation.

This section allows you to setup which widgets are used across the site, and where.

At the moment 4 widgets are in use. Two are currently used in the *Main Widget Area*, and two in *Secondary Widget Area*.

To select/deselect widgets simply drag them to/from the respective section on this page.

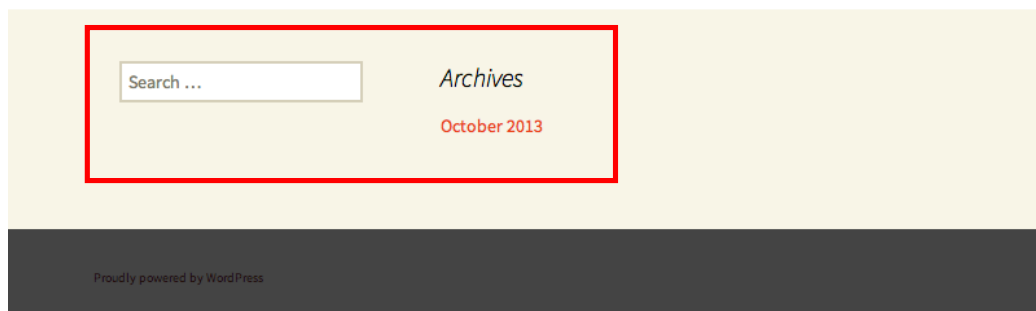


*Available Widgets* – these are all of the widgets that can be used.

*Inactive Widgets* – these widgets are still operational but not visible on the site.

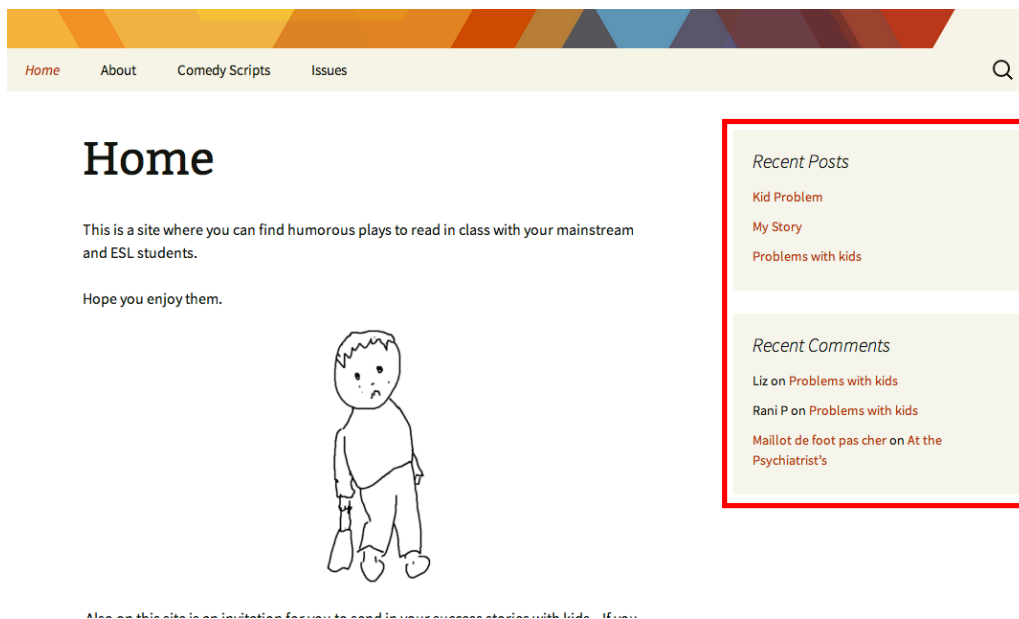
*Main Widget Area* – Currently contains the *Search* and *Archives* widgets

This is the location on the site (in the footer).



*Secondary Widget Area* – currently contains the *Recent Posts* and *Recent Comments* widgets.

This is the location on the site (to the right of every page).



### 6.3 Menus

This is the section in which the navigation structure (menus) needs to be set up.

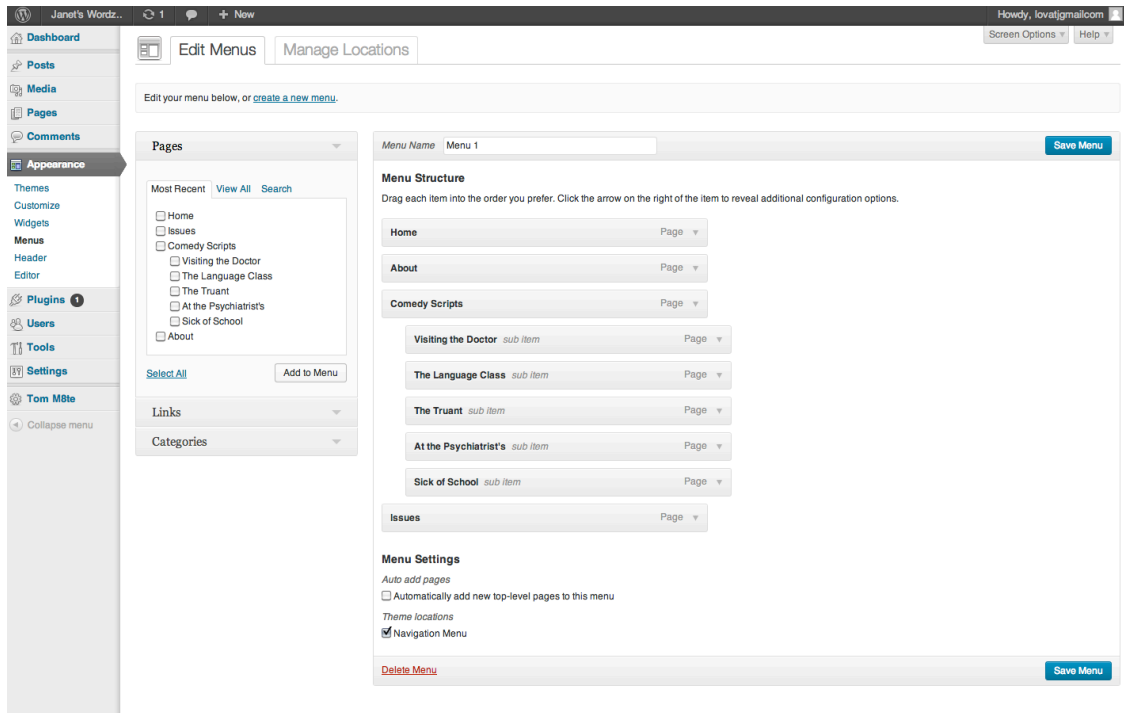
At the top of the screen are two tabs – Edit Menus and Manage Locations. The second tab (manage locations) can be ignored. Within Edit Menus are the following boxes,

*Pages* – this defaults to *Most Recent* – it will contain any pages created so far and be structured as per the *Parent* settings already made. When a new page is created it will appear in this list. For it to appear on your site (in the desired place), select its checkbox then click *Add to Menu*. It should now appear on the right hand side within the menu structure. You will need to click *Save Menu* for your live site to be updated.

*Links* and *Categories* – for these to appear click on the small grey down arrow. Nothing needs to be done in each of these areas.

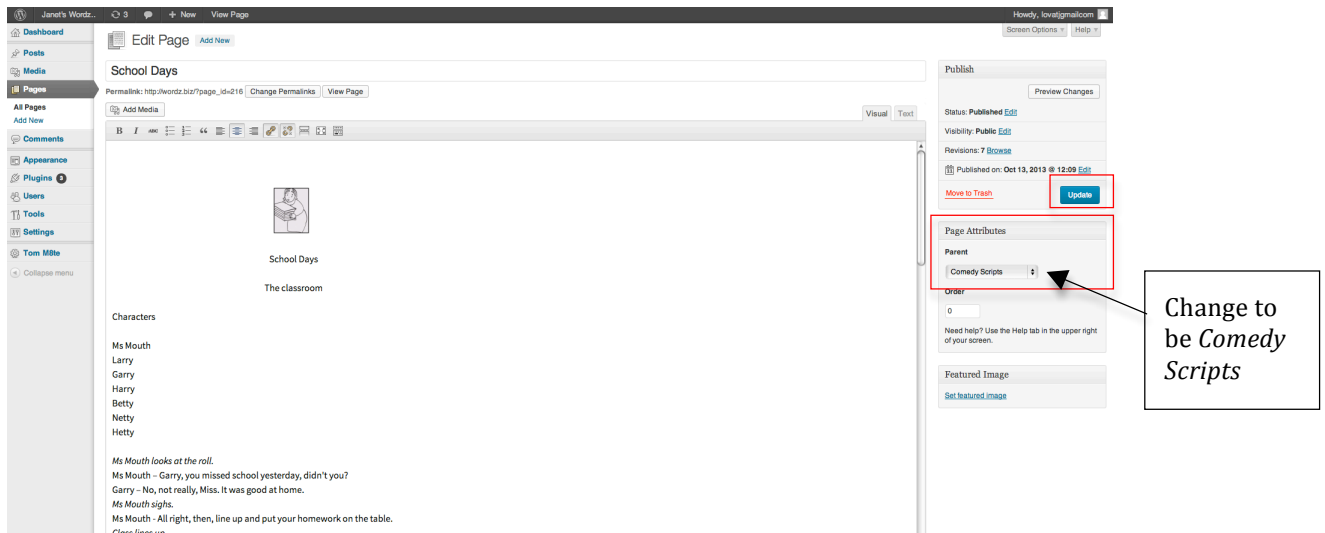
Under *Menu Structure* in the right hand box, you can drag the menus to be in any desired order. Currently this does not need to be altered.

Under *Menu Settings*, *Navigation Menu* should remain ticked. This activates your menu structure.



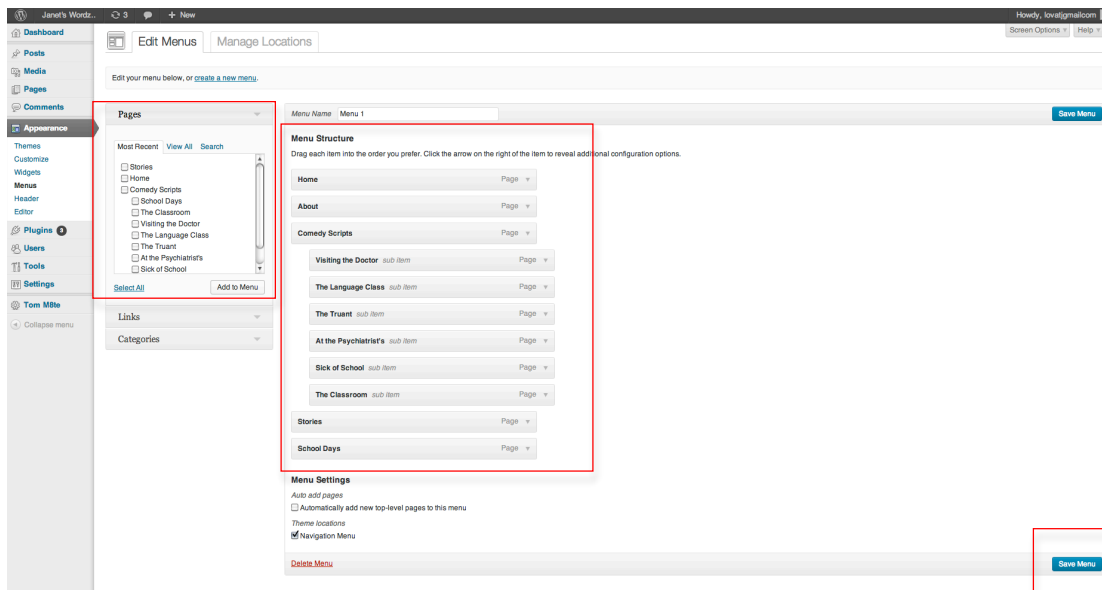
## Changing The Menu Structure

1. go to [www.wordz.biz/wp-admin](http://www.wordz.biz/wp-admin)
2. go to the *Pages* menu item, and click on the *School Days* page
3. change the *Parent* item in the right hand box to *Comedy Scripts* (ie. *School Days* will be under *Comedy Scripts*)



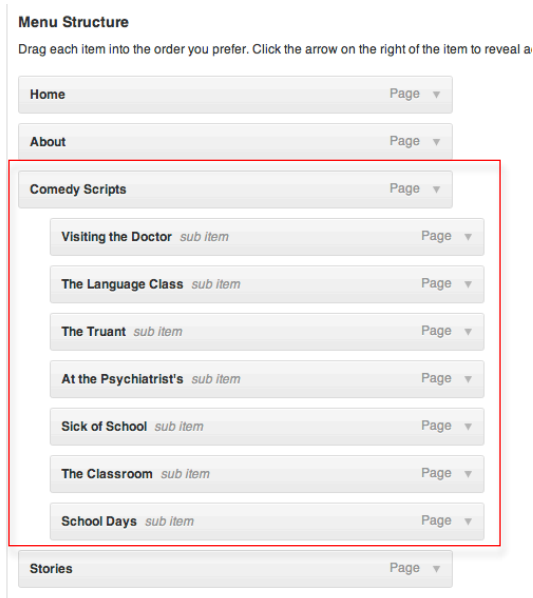
4. click on the blue *Update* button

5. now go to the *Appearance>Menus* section via the left menu



6. if not already added, select *School Days* in the left hand *Pages* box then click *Add Menu*
7. *School Days* will now appear as an item within the *Menu Structure* on the right.
8. Drag the *School Days* item to be where you want it (ie. as part of *Comedy Scripts*)
9. Click the blue *Save Menu* button.
10. It should look like this (below) (*School Days* was placed just below *The Classroom*, as part of *Comedy Scripts*)

*note: the order here will reflect the order as it appears on the live site*



11. Go to the live site and refresh the page. It should now reflect the change just made.



# Janet's Wordz..

*My plays and thoughts*

[Home](#)

[About](#)

[Comedy Scripts](#)

[Stories](#)

## Home

This is a site  
and ESL stu

Hope you en

Visiting the Doctor

The Language Class

The Truant

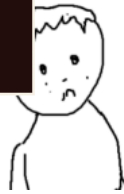
At the Psychiatrist's

Sick of School

The Classroom

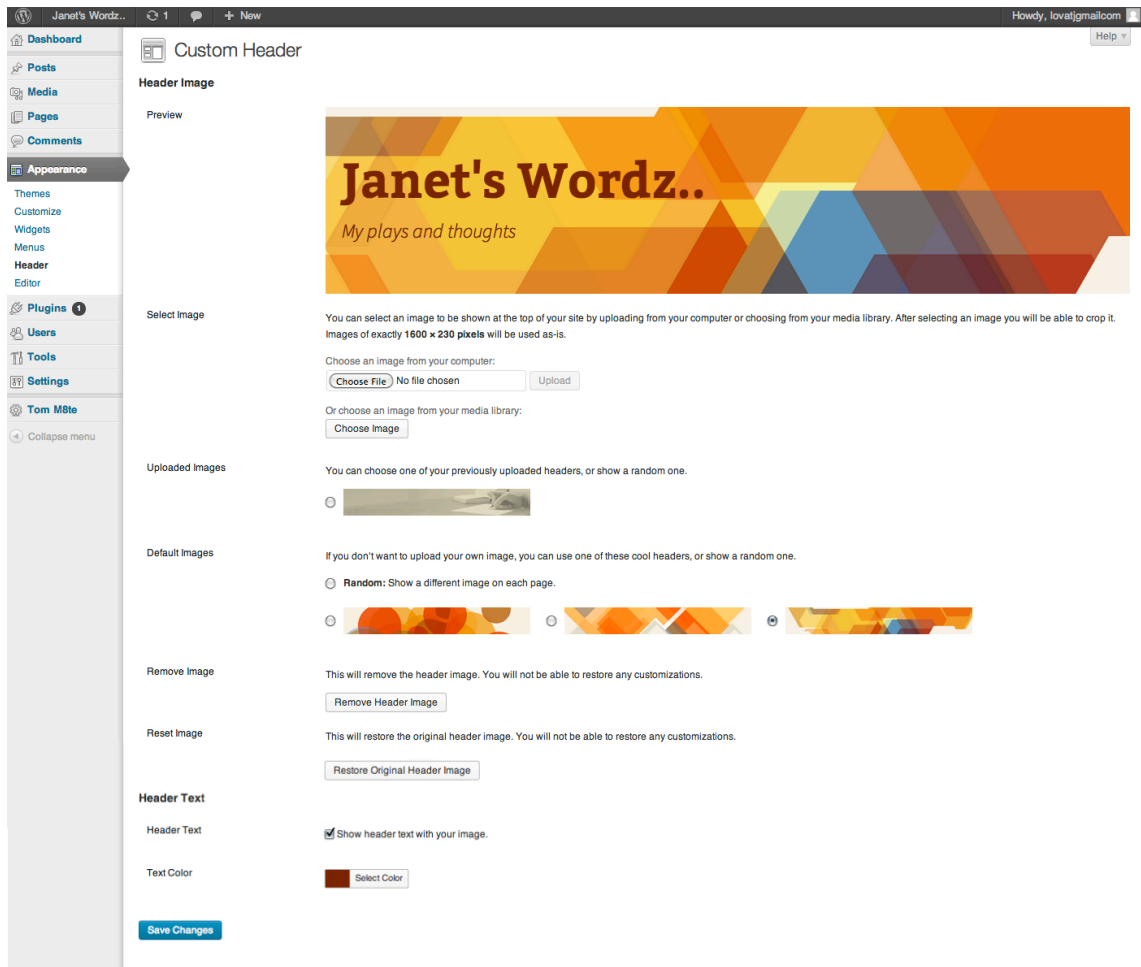
School Days

is plays to read in class with your mainstream



## 6.4 Header

The heading at the top of this screen is *Custom Header*. This screen allows you to change the header image and the colour of the main site title. It shows a Preview of the header as it currently appears, and includes a number of options that are self-explanatory.



The screenshot shows the WordPress Custom Header settings page. The browser title is "Janet's Wordz..". The user is logged in as "Howdy, lovalj@gmail.com". The left sidebar contains the following menu items: Dashboard, Posts, Media, Pages, Comments, Appearance (selected), Plugins (1), Users, Tools, Settings, and Tom Mble. The main content area is titled "Custom Header" and includes a "Header Image" section with a "Preview" tab. The preview shows a header image with the text "Janet's Wordz.." and "My plays and thoughts". Below the preview, there are options to "Select Image", "Uploaded Images", "Default Images", "Remove Image", "Reset Image", "Header Text", and "Text Color".

**Header Image**

Preview

**Select Image**

You can select an image to be shown at the top of your site by uploading from your computer or choosing from your media library. After selecting an image you will be able to crop it. Images of exactly **1600 x 230 pixels** will be used as-is.


Choose an image from your computer:

No file chosen

Or choose an image from your media library:

**Uploaded Images**




You can choose one of your previously uploaded headers, or show a random one.



**Default Images**

If you don't want to upload your own image, you can use one of these cool headers, or show a random one.

**Random:** Show a different image on each page.

**Remove Image**

This will remove the header image. You will not be able to restore any customizations.

**Reset Image**

This will restore the original header image. You will not be able to restore any customizations.

**Header Text**

**Header Text**

Show header text with your image.

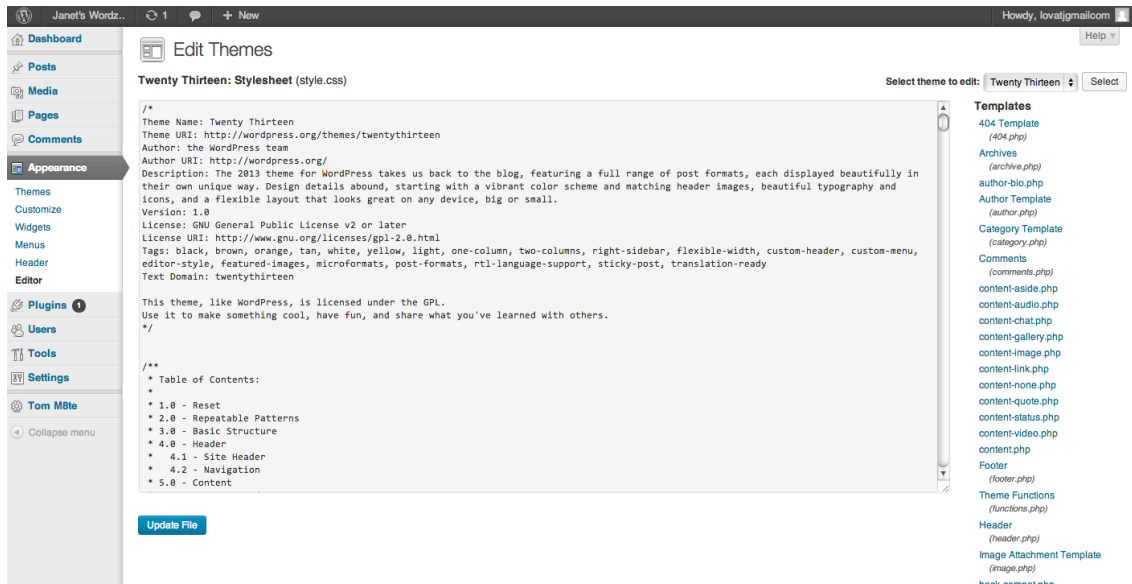
**Text Color**

## 6.5 Editor

This screen is only really for advanced users that know what they are doing. By default it shows the stylesheet template. The stylesheet (style.css) defines the physical presentation of the site. A user can make changes to this and clicks Update file to push any changes to the live site.

A list of all the site templates is on the right hand side of this screen.

Typically, a user does not need to make changes to any of these files.



The screenshot shows the WordPress 'Edit Themes' interface. The main content area displays the 'Twenty Thirteen: Stylesheet (style.css)' file. The code includes theme metadata such as 'Theme Name: Twenty Thirteen', 'Theme URI', 'Author: the WordPress team', 'Version: 1.0', and 'License: GNU General Public License v2 or later'. It also lists tags like 'black, brown, orange, tan, white, yellow, light, one-column, two-columns, right-sidebar, flexible-width, custom-header, custom-menu, editor-style, featured-images, microformats, post-formats, rtl-language-support, sticky-post, translation-ready'. A table of contents is provided, listing files from '1.0 - Reset' to '5.0 - Content'. A 'Update File' button is located at the bottom of the code editor.

On the right side, a 'Templates' sidebar lists various theme files, including '404 Template', 'Archives', 'Author Bio', 'Author Template', 'Category Template', 'Comments', 'Content-aside.php', 'Content-audio.php', 'Content-chat.php', 'Content-gallery.php', 'Content-image.php', 'Content-link.php', 'Content-none.php', 'Content-quote.php', 'Content-status.php', 'Content-video.php', 'Content.php', 'Footer', 'Theme Functions', 'Header', and 'Image Attachment Template'.

## 7. Left Menu – Plug-ins

“...a plug-in ... is a software component that adds a specific feature to an existing software application. When an application supports plug-ins, it enables customization. The common examples are the plug-ins used in web browsers to add new features such as search-engines, virus scanners, or the ability to utilize a new file type such as a new video format. Well-known browser plug-ins include the Adobe Flash Player, the QuickTime Player” (Wikipedia, 2013)

Within the WordPress admin site this section displays the current status of plug-ins available to the administrator. Generally, nothing needs to be done on this screen.

Active plug-ins are in bold, and the interface will tell you if any updates are available. You do not always need the latest version of a plug-in installed.

Each plug-in typically has the following actions available –

Activate/Deactivate | Edit | Delete

Other options in the main menu on the far left include *Add New* (allows you to browse all of the available plug-ins), and *Editor* (again this is only for advanced users and allows editing of plug-in code). The *Editor* screen never needs to be touched.

The screenshot shows the WordPress admin interface for managing plugins. The left sidebar contains the main navigation menu with 'Plugins' highlighted. The main content area is titled 'Plugins' and shows a list of installed plugins. The table has two columns: 'Plugin' and 'Description'. The plugins listed are:

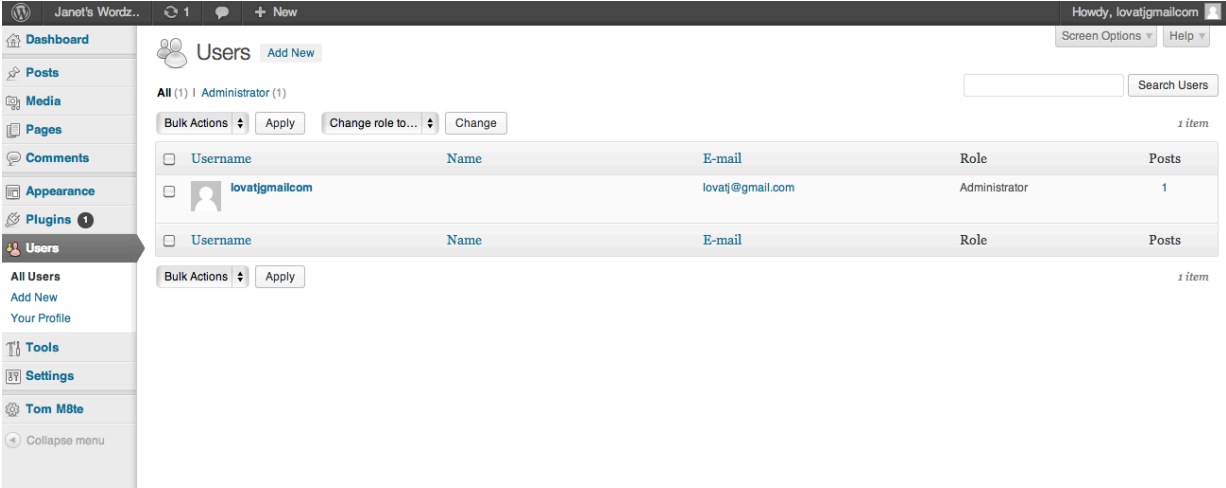
- Akismet** (Version 2.5.9) by Automatic: Used by millions, Akismet is quite possibly the best way in the world to protect your blog from comment and trackback spam. It keeps your site protected from spam even while you sleep. To get started: 1) Click the "Activate" link to the left of this description, 2) Sign up for an Akismet API key, and 3) Go to your Akismet configuration page, and save your API key.
- Clever SEO Keywords** (Version 4.1) by Automatic: A wordpress plugin that allows you to auto create meta keywords and description based on the headers within your pages.
- Go Daddy Quick Setup** (Version 1.04) by GoDaddy.com, LLC: Get your site started in ten minutes by answering some easy questions. Use our beautiful themes and popular plugin configurations to get your website started quickly.
- Hello Dolly** (Version 1.6) by Matt Mullenweg: 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.
- Jetpack by WordPress.com** (Version 2.3.3) by Automatic: 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.
- Tom M8te** (Version 1.4.9.1) by TheOnlineHero - Tom Skroza: Tom-M8te provides useful functions that you can use in your plugins. Such as a nice function for adding social share links and database manipulation functions.
- Welcome to WordPress** (Version 1.0) by Starfield Technologies: Optimal configuration and additional help for your WordPress site. This was installed when your account was setup.

A yellow banner at the bottom of the table states: "There is a new version of Jetpack by WordPress.com available. View version 2.5 details or update now." The bottom of the screen shows 'Bulk Actions' and 'Apply' buttons, and a '7 items' indicator.

# 8. Left Menu – Users

This menu option is quite straightforward. The screen simply displays current registered user (profiles) for the site. If you click on the name (email address) it shoes an Editor screen where you can modify details for the user account.

The main screen defaults to *All Users*. Other sub-menus are *Add New* and *Your Profile*.

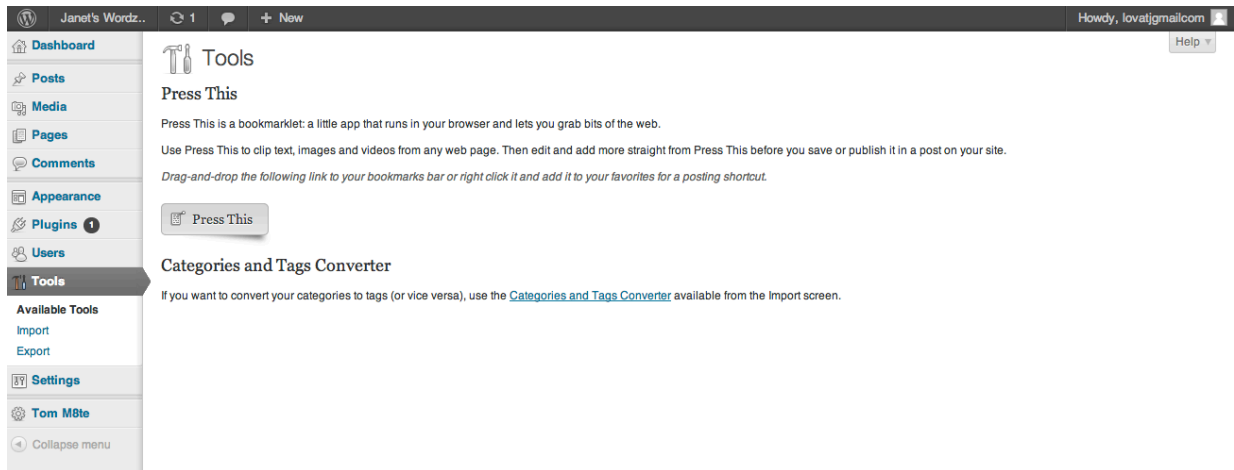


## 9. Left Menu – Tools

Very little requires attention in the *Tools* section. The screen defaults to *Available Tools* with other sub-menus being

*Import* – if you want to load content from another system

*Export* – allows you to export as WordPress XML. A handy feature that allows you to keep a back-up of site content.

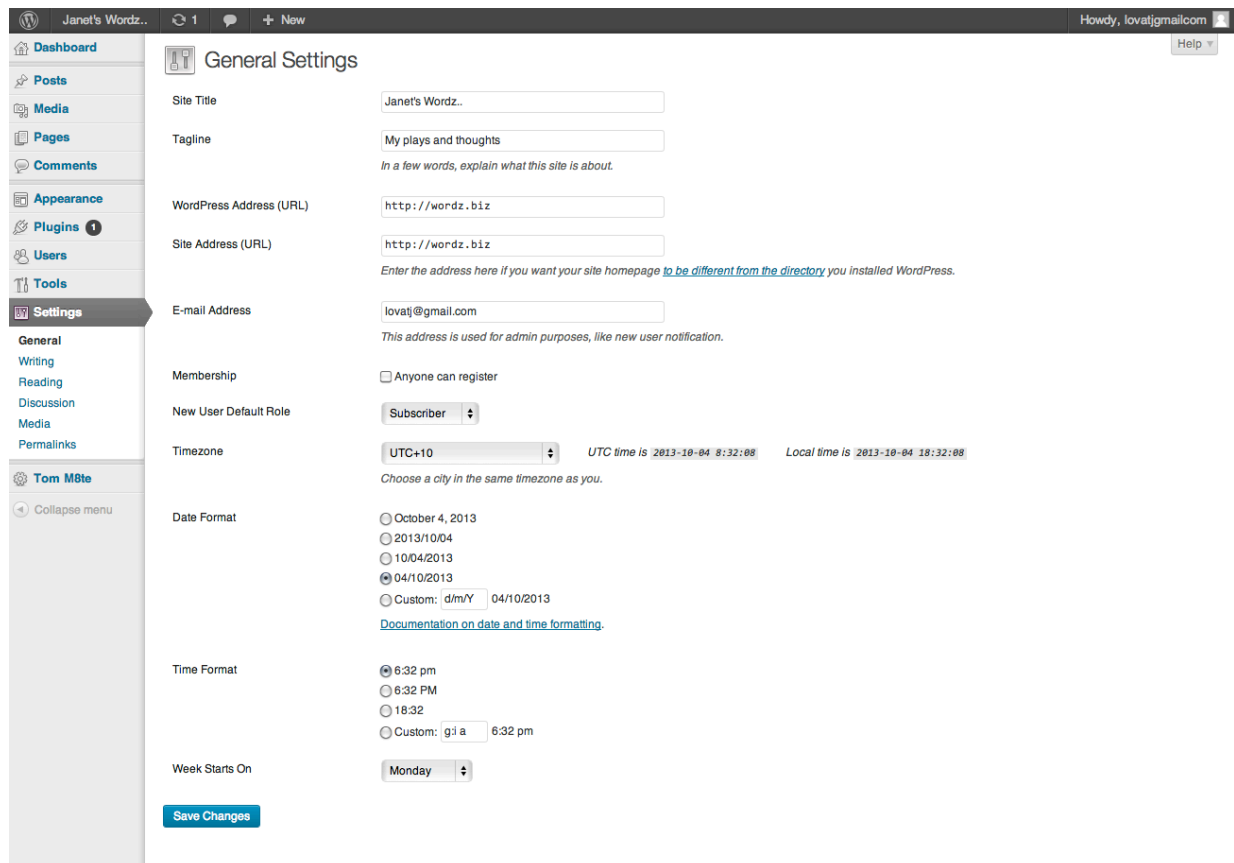


## 10. Left Menu – Settings

The *Settings* section allows you to set up your site to suit your needs. There are a number of important settings here.

All of the following settings have already been configured for *wordz.biz*

The screen defaults to *General Settings*. Here you will find things such as *Time Zone* and *Date Format*. Typically, once set, nothing needs to be changed here – the same goes for the following sub-menus



The screenshot shows the WordPress dashboard for 'Janet's Wordz...'. The left-hand menu is expanded to 'Settings', with 'General' selected. The main content area displays the 'General Settings' configuration page. The settings shown are:

- Site Title:** Janet's Wordz..
- Tagline:** My plays and thoughts  
*In a few words, explain what this site is about.*
- WordPress Address (URL):** http://wordz.biz
- Site Address (URL):** http://wordz.biz  
*Enter the address here if you want your site homepage to be different from the directory you installed WordPress.*
- E-mail Address:** lovat@gmail.com  
*This address is used for admin purposes, like new user notification.*
- Membership:**  Anyone can register
- New User Default Role:** Subscriber
- Timezone:** UTC+10  
*Choose a city in the same timezone as you.* UTC time is 2013-10-04 8:32:08 Local time is 2013-10-04 18:32:08
- Date Format:**  October 4, 2013  
 2013/10/04  
 10/04/2013  
 04/10/2013  
 Custom: d/m/Y 04/10/2013  
[Documentation on date and time formatting.](#)
- Time Format:**  6:32 pm  
 6:32 PM  
 18:32  
 Custom: g:i a 6:32 pm
- Week Starts On:** Monday

A 'Save Changes' button is located at the bottom of the settings list.

Other sub-menus are,

*Writing* – Settings specific to writing (or submitting content). Once set little needs to be changed.

*Reading* – Settings specific to Reading (or viewing) site content. Once set little needs to be changed.

*Discussion* – Settings specific to site discussion (typically via blog posts and comments). Additionally here you can set your comment moderation workflow (if required), and Blacklist any comments with specific words.

In this section you are also given the ability to modify your *Avatar* if desired.

Once all of this has been set initially little needs to be changed.

*Media* – Here you are given a few media settings. You can define the sizes you wish to have as options for any Media you upload. Once set little needs to be changed.

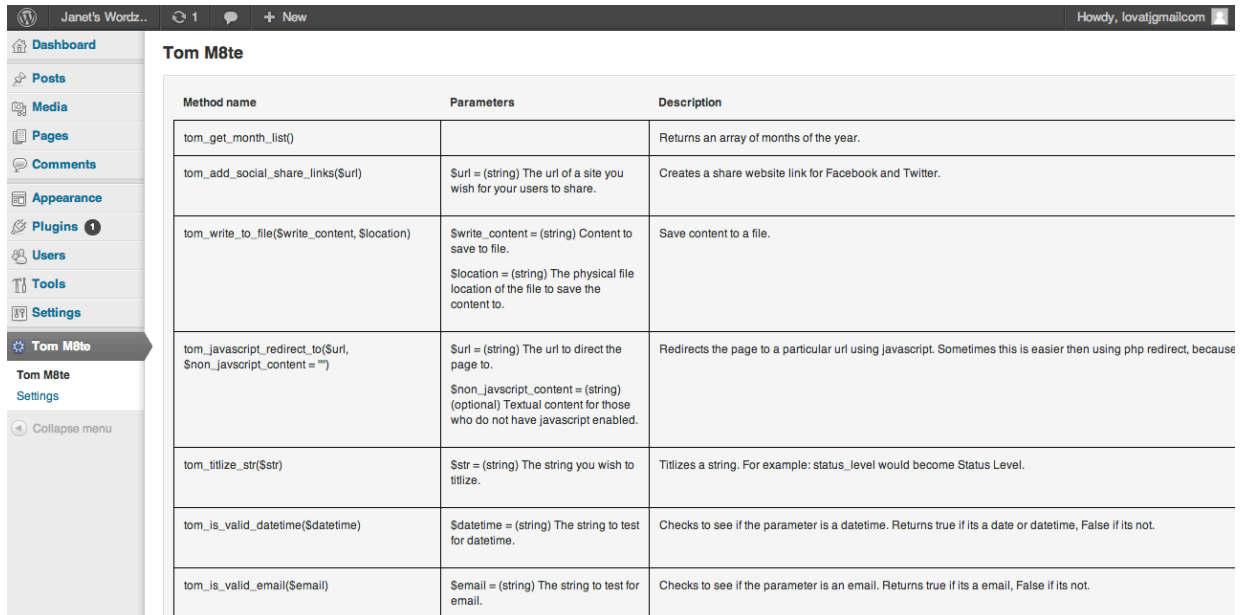
*Permalinks* – This screen typically requires no action. Here your site URL structure is set, and you can select from a number of common options or define a custom URL structure. Once set little needs to be changed.

## 11. Plug-in's – Tom M8te

The Tom M8te plug-in is required for the Clever SEO plug-in to operate.

Sometimes some plug-ins show in the left menu – this does not happen for most plug-ins.

There is nothing to do here, and nothing that needs to be done. Further activities are entirely optional, and are typically for very advanced users with Database skills.



The screenshot shows the WordPress dashboard for 'Janet's Wordz...' with the user 'Howdy, lovatjgmailcom'. The left sidebar menu includes Dashboard, Posts, Media, Pages, Comments, Appearance, Plugins (1), Users, Tools, Settings, and Tom M8te. The Tom M8te menu item is expanded to show 'Tom M8te' and 'Settings'. The main content area displays the 'Tom M8te' plugin documentation table.

| Method name  | Parameters  | Description  |
|--|---|--|
| tom_get_month_list()   |   | Returns an array of months of the year.  |
| tom_add_social_share_links(\$url)                                | \$url = (string) The url of a site you wish for your users to share.  | Creates a share website link for Facebook and Twitter.   |
| tom_write_to_file(\$write_content, \$location)                   | \$write_content = (string) Content to save to file.<br>\$location = (string) The physical file location of the file to save the content to.                     | Save content to a file.  |
| tom_javascript_redirect_to(\$url, \$non_javascript_content = '') | \$url = (string) The url to direct the page to.<br>\$non_javascript_content = (string) (optional) Textual content for those who do not have javascript enabled. | Redirects the page to a particular url using javascript. Sometimes this is easier then using php redirect, because |
| tom_titlize_str(\$sstr)  | \$sstr = (string) The string you wish to titlize.   | Titlizes a string. For example: status_level would become Status Level.  |
| tom_is_valid_datetime(\$datetime)                                | \$datetime = (string) The string to test for datetime.  | Checks to see if the parameter is a datetime. Returns true if its a date or datetime, False if its not.            |
| tom_is_valid_email(\$email)                                      | \$email = (string) The string to test for email.  | Checks to see if the parameter is an email. Returns true if its a email, False if its not.                         |



## 12. Search Engine Optimisation (SEO) with WordPress

Typically, all WordPress does is open up your site and make it available to be crawled by search engines. If you don't want this to happen, this can be changed under *Settings*.

By default WordPress does not include Meta Tags in site headers (these are where you put keywords).

It takes time for keywords to have any effect, maybe weeks. At the same time, others are most likely using the same keywords and have probably had their site live longer.

Today, due to the sophistication of browsers and through better accuracy of content, keywords do not play as important a role as they used to. More detail is available here,

<http://www.googlekeywordtool.com/>

The *Clever SEO* plug-in has been installed, thus allowing keywords to be extracted, selected and published in Meta Tags for each page. This may help with appearing on search engine pages, but in no way guarantees it.

If you are interested in further reading on Search Engine Optimisation techniques and tips, read the following manual (although it gets very technical).

[Search Engine Optimization Starter Guide](#) *(please note, many of the techniques offered here cannot be implemented using a WordPress site)*

And also this, <http://www.google.com/submityourcontent/>