WordPress 5 Essential Training: Site Administration

After opening Wordpress, You can open the admin panel by adding /wp-admin to url.

The **WordPress admin** dashboard, often called WP **Admin** or WP **admin panel**, is essentially the control **panel** for your entire **WordPress** website. It's where you create and manage content, add functionality in the form of plugins, change styling in the form of themes, and lots, lots more.

This Settings General Screen is the default Screen in the Settings Administration Screen and controls some of the most basic configuration settings for your site: your site's title and location, who may register an account at your site, and how dates and times are calculated and displayed.

Use the Settings Writing Screen to control the interface you use when writing new posts. These settings control WordPress's features in the adding and editing posts, Pages, and Post Types, as well as the optional functions like Remote Publishing, Post via e-mail, and Update Services.

The options in the **Settings Reading Screen** are few in number, but still important. You can decide if you want posts or a "static" Page displayed as your blog's front (main) page. You can also adjust how many posts are displayed on that main page. In addition, you can adjust syndication feed features to determine how the information from your site is sent to a reader's web browser or other applications.

The **Settings Discussion Screen** allows you to set the options concerning comments (also called discussion). It is here the administrator decides if comments are allowed, if pingbacks and trackbacks are acceptable, and what constitutes Comment Spam. On this Screen you also control the circumstances under which your blog sends you e-mail notification of certain events at your site.

Permalinks are the permanent URLs to your individual pages and blog posts, as well as your category and tag archives. A permalink is the web address used to link to your content. The URL to each post should be permanent and never change — hence the name permalink. The **Settings Permalinks Screen** allows you to choose your default permalink structure. You can choose from common settings or create custom URL structures. You must click the Save Changes button at the bottom of the screen for new settings to take effect.

Post name is better to choose from all the permalinks settings.

Site Identity:

1. Open **My Sites →** Customize and click on the **Site Identity** section.

2. Click **Add Logo** to open the Media Manager.

3. Upload a new image or select one that's already in your Media Library.

4. Click **Set as logo**, and you will see your logo appear in the preview window.

5. Click the **Publish** button at the top right of the Customizer to activate the logo on your site.

Create and Customize Menus:

1. Go to Dashboard > Appearance
2. Click "Menus

3. Name your menu
4. Click Create menu

WordPress, **widgets** are blocks of content that you can add to your site's sidebars, footers, and other areas. Ever visit someone's blog and see a photo, signup form, or menu in the sidebar? Those are all **widgets**. Each **widget** can add a feature or function to your site, without having to write any code.

Change what the front page displays:
If you want to have a static front page / homepage and a separate page that displays your posts, a Blog page, then you have to create both pages and then make the proper selection in Settings -> Reading.

Themes:
In **WordPress**, a **theme** is a collection of templates and stylesheets used to define the appearance and display of a **WordPress** powered website. They can be changed, managed, and added from the **WordPress** admin area under Appearance » **Themes**. There are several free and paid **WordPress Themes** available.

Plugins:
A **plugin** is a piece of software containing a group of functions that can be added to a **WordPress** website. They can extend functionality or add new features to your **WordPress** websites. **WordPress plugins** are written in the PHP programming language and integrate seamlessly with **WordPress**.

Some of the more popular plugins in the [WordPress Plugin Directory](#) fall into these categories:

- Spam control
- SEO
- Data import and export
- E-commerce
- Security
- Caching

Finding Plugins

You can browse and search for plugins in the [WordPress Plugin Directory](#). Each plugin listed there is available for download as a zip file you can upload to your WordPress site.

An alternative way to find and install plugins is from within the WordPress admin screens. Navigate to **Plugins > Add New**, and you can browse and search for plugins from within your dashboard. Each plugin listed there has an "Install Now" button so you can easily add it to your site.

Plugin Updates

Plugin developers update their plugins occasionally, and those updates will be visible to you on your site's Plugins page. To find any plugins installed on your site that need to be updated:

1. Click the "Plugins" link in the left nav of your site's dashboard.
2. Look down the list of installed plugins for any that include a line reading "There is a new version…"
3. Click the "View version…" link in that note to view details about the plugin's update.
4. Click the "update now" link to update the plugin.

There are 3 ways to install WordPresss plugins.

Automatic Plugin Installation. Any plugin available on the WordPress Plugins Directory can be installed via the built-in plugin installer.

Upload via WordPress Admin. You can easily add a new plugin by uploading a zip archive of the plugin from your local computer.

Manual Plugin Installation. In some cases, you may need to manually upload a plugin directly using an SFTP client.

WordPress user roles include site administrator, editor, author, contributor and subscriber. These **user** roles control the level of site management granted to a **user** — including the ability to write, edit or publish content on your site.

How to add a new user:

1. Go to your WordPress admin page and log in to your website. If you're not sure of your password, you can click "Lost Password" to reset it. There's more detailed instructions for resetting your WordPress password here.
2. Now that you're in the WordPress dashboard, click on **Users** in the left sidebar.
3. Towards the top of the screen, click **Add New**.
4. Now you should be on the **Add New User** screen. Enter a username and email address for your new user. First name, last name, and website are optional.
5. Enter a **SECURE password** for your new user. You can either use the one that WordPress randomly generates, or create your own. However, it's important to use a secure password because hackers will try to use your login to compromise your website. Please choose a password with uppercase, lowercase, numbers and symbols.
6. Keep the **Send User Notification** checked if you would like the new user to receive an email with their login information.
7. Choose a **Role** for your new user. Administrator is the default and it gives the user access to all the features of the website. If you need to limit the permissions of your new user, see the other roles available below.
8. Click the **Add New User** button and you're all set

What Are User Roles?

User roles allow you to assign different levels of permissions to users on your website. If you don't want a user to have all the permissions of the administrator role, you can choose from Editor, Author, Contributor, or Subscriber. In the WordPress Codex, these user roles are defined as the following:

- **Administrator:** somebody who has access to all the administration features within a single site.

- **Editor:** somebody who can publish and manage posts including the posts of other users.
- **Author:** somebody who can publish and manage their own posts.
- **Contributor:** somebody who can write and manage their own posts but cannot publish them.
- **Subscriber:** somebody who can only manage their profile.

Managing comments and spam:

On the comments page you will see four different tabs (all comments, pending, approved, spam and trash). Comments that need your approval will appear under the **Pending** tab.

To approve a comment, take your mouse over to the comment, and you will see action links appear below the comment. Click on *Approve* to make a comment publicly visible on your website. You can also reply to a comment by clicking on the reply link. Replying to a comment automatically approves the comment as well.

If you see a comment that looks or feel spammy, then you can mark it as Spam.

WordPress comes pre-installed with Akismet, but you need to activate the plugin and signup for this anti-spam service for it to help you reduce spam.

Once you mark a comment as spam, Akismet will learn to catch similar comments in the future. All comments marked as spam will appear under the spam tab. You will not need to visit this tab that often. However, if a user complains that their comments are not appearing on your website, then this is the first place you should look. If you find a comment that is wrongly caught by Akismet as spam, then simply click on *Not Spam* link to move it from spam to pending.

The Media Library Screen allows you to edit, view, and delete Media previously uploaded to your blog. Multiple Media objects can be selected for deletion. Search and filtering ability is also provided to allow you to find the desired Media.

Media Library provides two type of views. One is simple visual Grid View, and another is conventional List View. Switch between these views using the icons to the left above the screen.

How to keep your site secure:

1. Choose a Good Hosting Company. ...
2. Don't Use Nulled Themes. ...
3. Install a WordPress Security Plugin. ...
4. Use a Strong Password. ...
5. Disable File Editing. ...
6. Install SSL Certificate. ...
7. Change your WP-login URL.

8. Limit Login Attempts.

Security is arguably the most important reason why you should keep your WordPress website up to date.