Prof. Carlos J. Costa, PhD.

Wordpress vs. Wordpress.com

- WordPress is a free and open-source content management system (CMS) based on PHP and MySQL. This software may be downloaded from Wordpress.org.

- WordPress.com is a blogging and wesite platform that is owned and hosted online by Automattic. It is run on WordPress CMS.
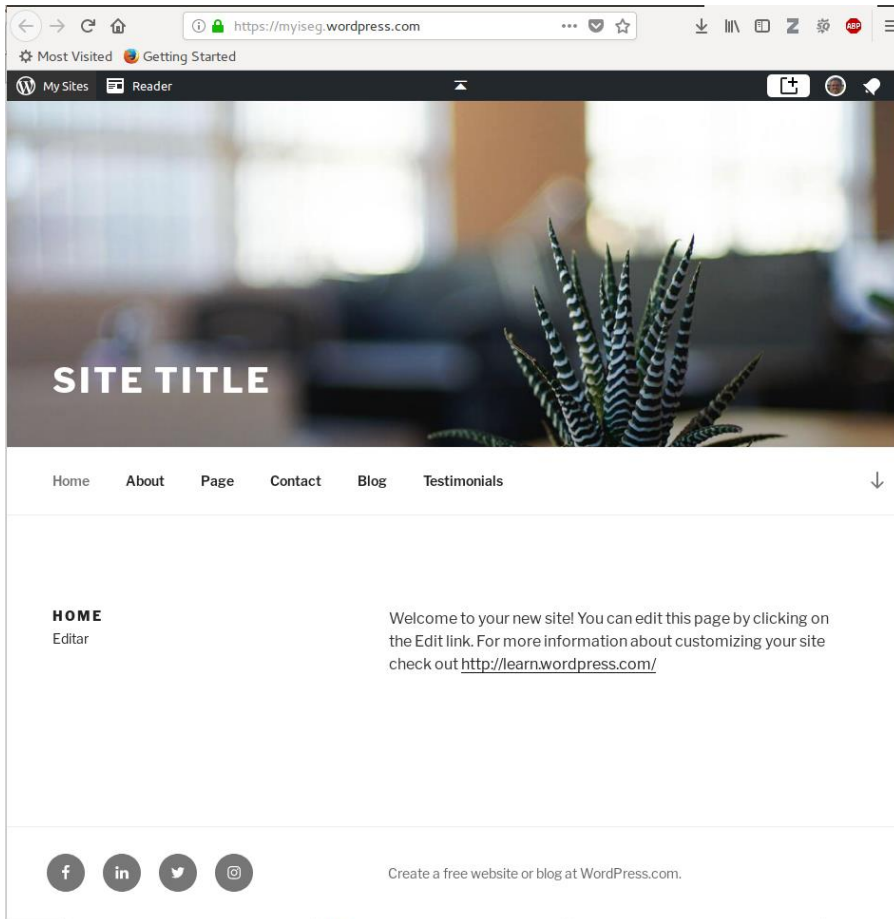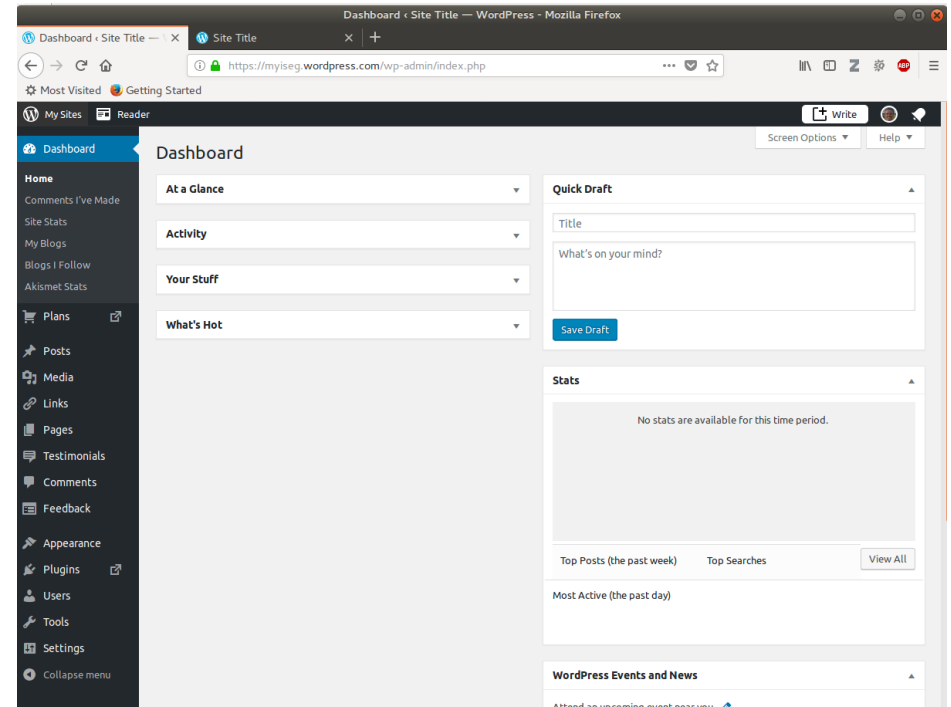
Front-end vs. Dashboard

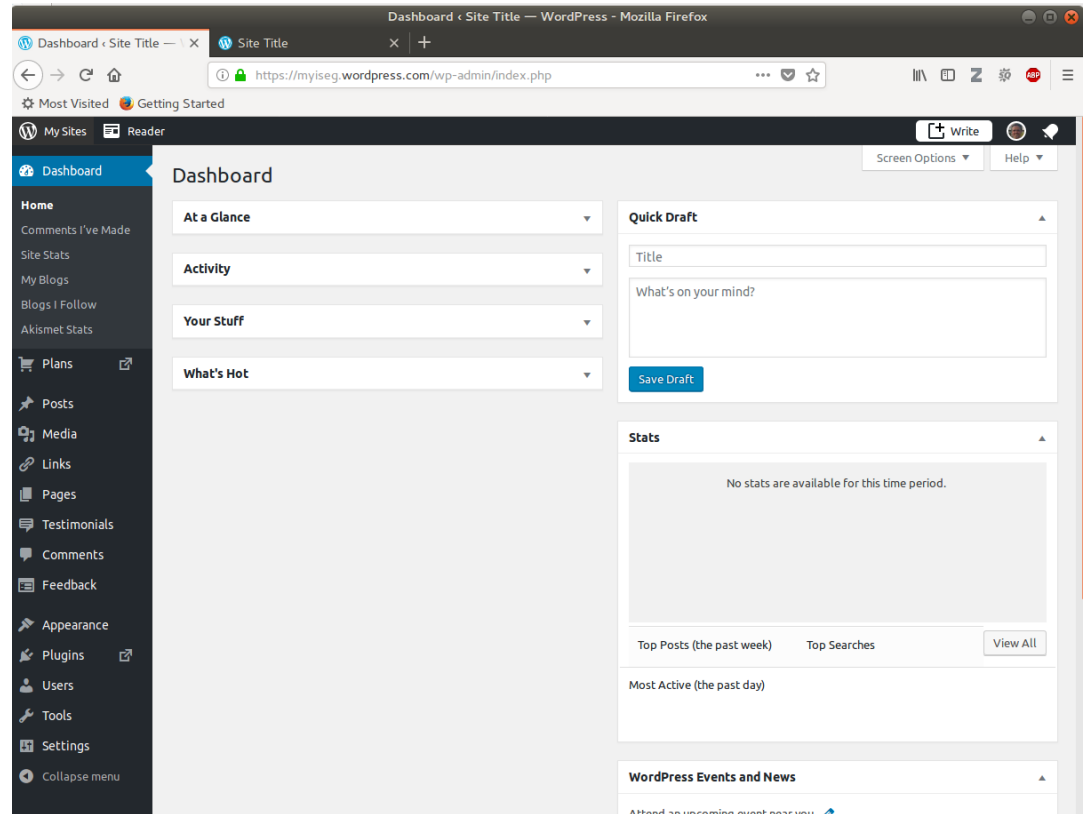visitors see this page

Users need to login

Dashboard

- Dashboard menu options
  - Dashboard
  - Posts
  - Media
  - Pages
  - Comments
  - Appearance
  - Plugins
  - Users
  - Tools
  - Settings

Posts vs. Pages

- WordPress is built around two basic concepts. Posts and Pages.

- **Posts** are typically blog entries. A series of articles, listed (usually) reverse-chronologically.

- **Pages** are used for more static content (i.e. content that doesn't change or changes infrequently). An 'About us' page is an example of a Page on a typical website.

Posts vs. Pages

Adding Content

- ## New Pages
- ## New Posts
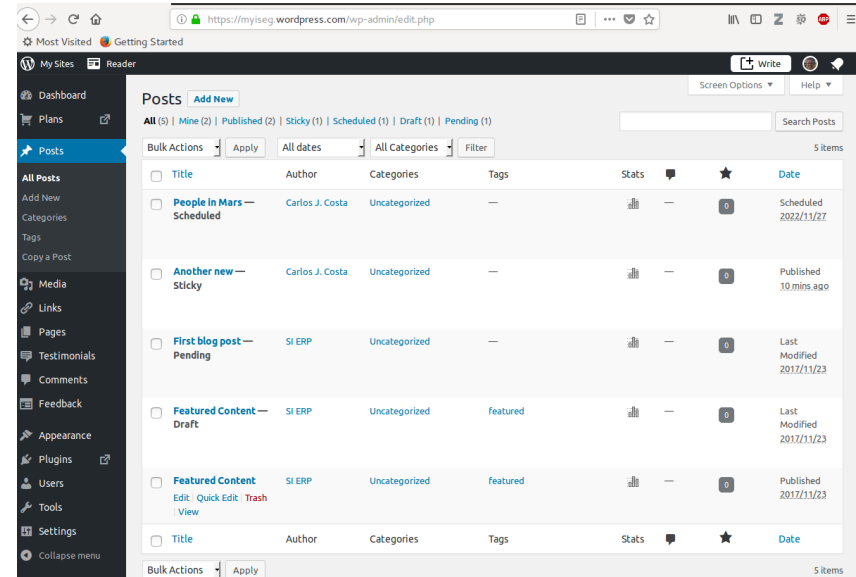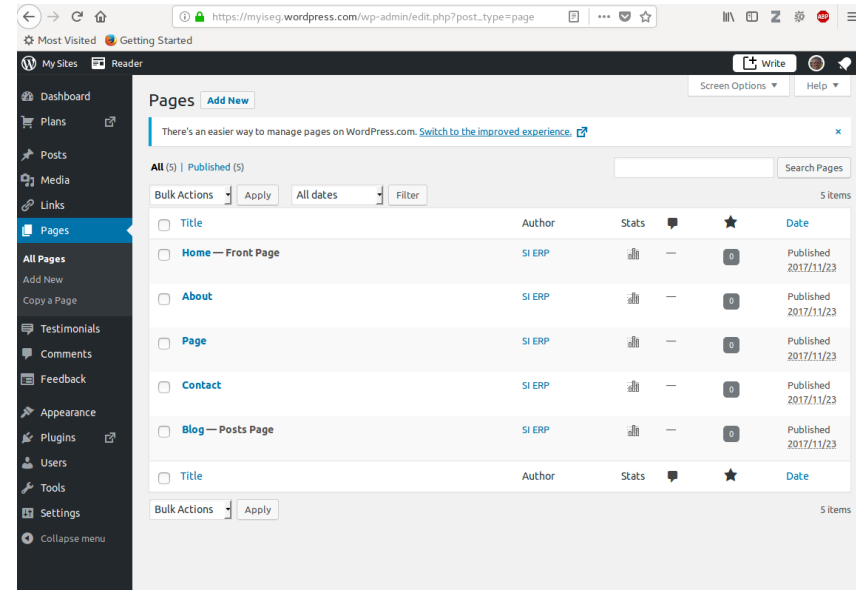
Adding Content

- ## New Post
  - ### Editor Toolbar
  - ### Publish Panel
  - ### Editor
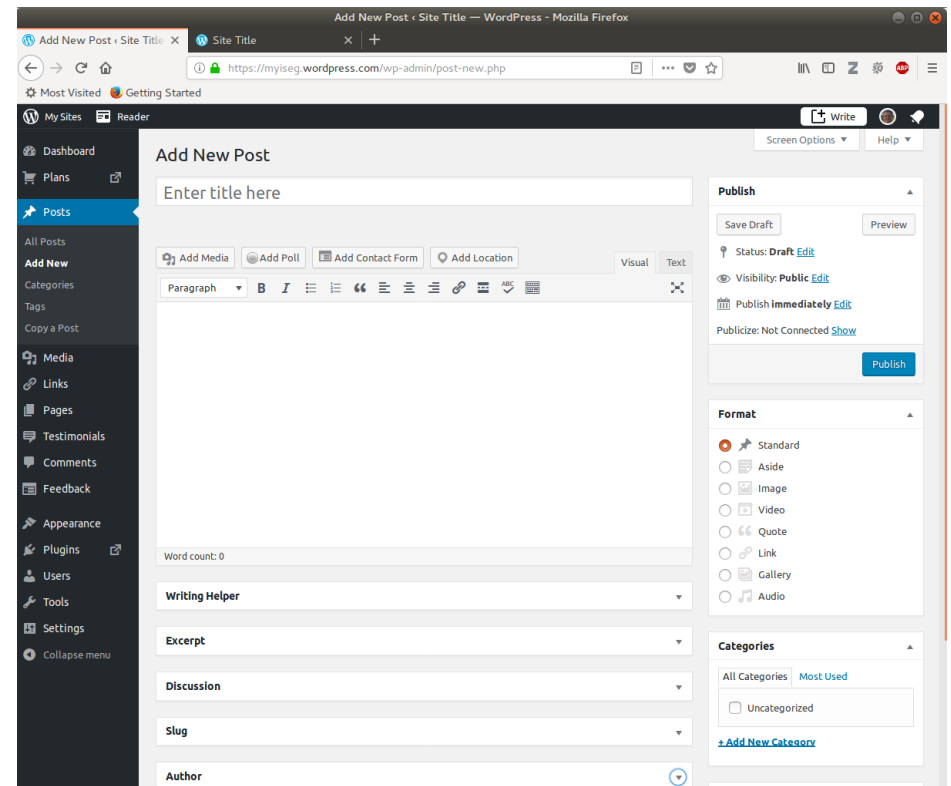
Adding Content

- Text editor

Adding Content

- While the actual post content entry won't change, the theme can use the selected **Format** to display the post differently.

- How content is displayed is entirely up to the Theme, but the following list of available Post Formats provides some general WordPress guidelines as to how they might be styled.

  - Standard – This is the standard/default blog post format.

  - Aside – Typically styled without a title. Similar to a Facebook note update

  - Audio – An audio file, such as a Podcast

  - Chat – A chat transcript

  - Gallery – A gallery of images. Post will likely contain a gallery shortcode and will have image attachments

  - Image – A single image

  - Link – A link to another site

  - Quote – A quotation, most likely contained within a blockquote

  - Status – A short status update, similar to a Twitter status update

  - Video – A single video

Adding Content

- ● Review Past Revision

Adding Images and Other Media

Adding Images and Other Media

Adding Images and Other Media

- Setting a Featured Image

- Some themes allow you to specify a Featured Image for your Page and Post. A Featured Image, often called a Post/Page Thumbnail, is usually some sort of image that is representative for that particular Page or Post. How these images are displayed is dependent entirely on the Theme that is currently in use.

- If your Theme allows you to set a Featured Image, the Featured Image panel will be displayed when you're editing your Page or Post. If Featured Images can't be set then this panel won't be displayed.

Adding Images and Other Media

- Creating and adding a Gallery
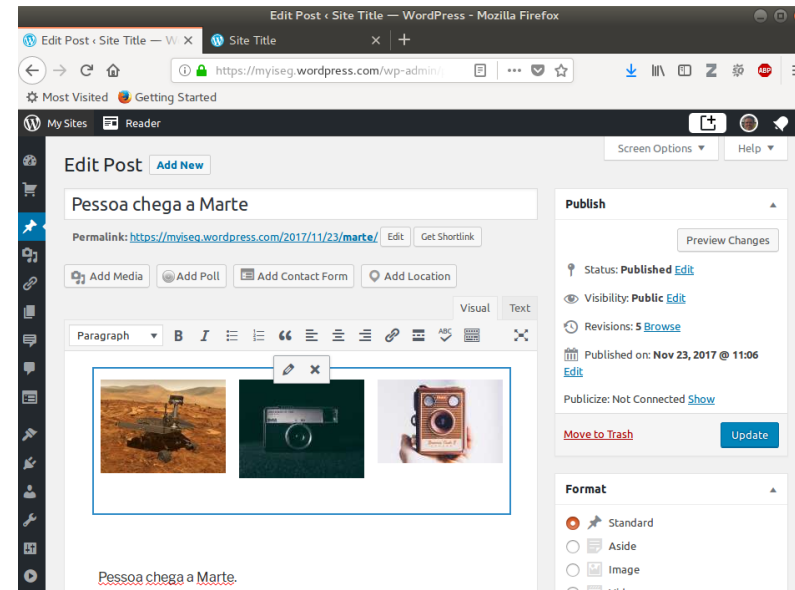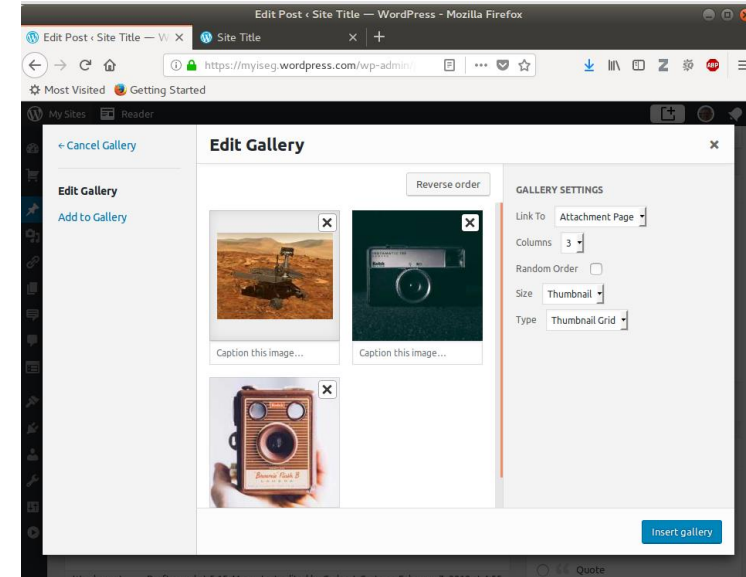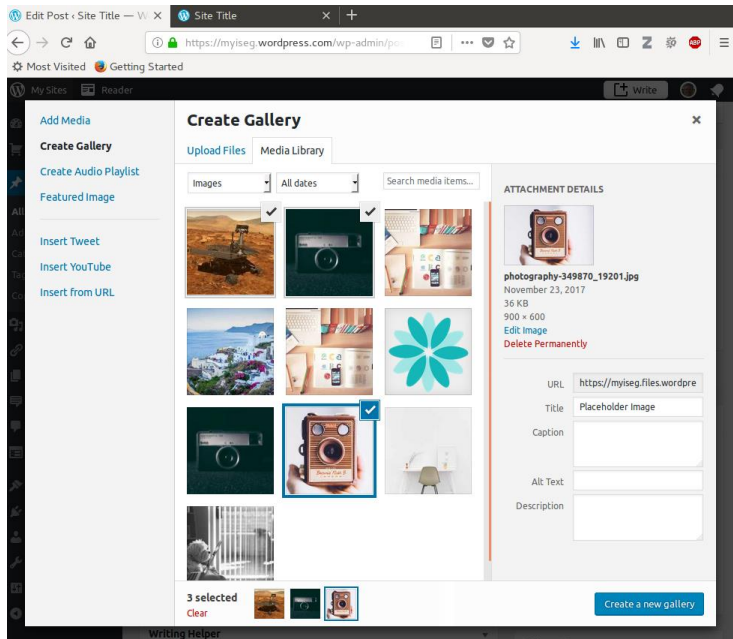
Adding HTML Links
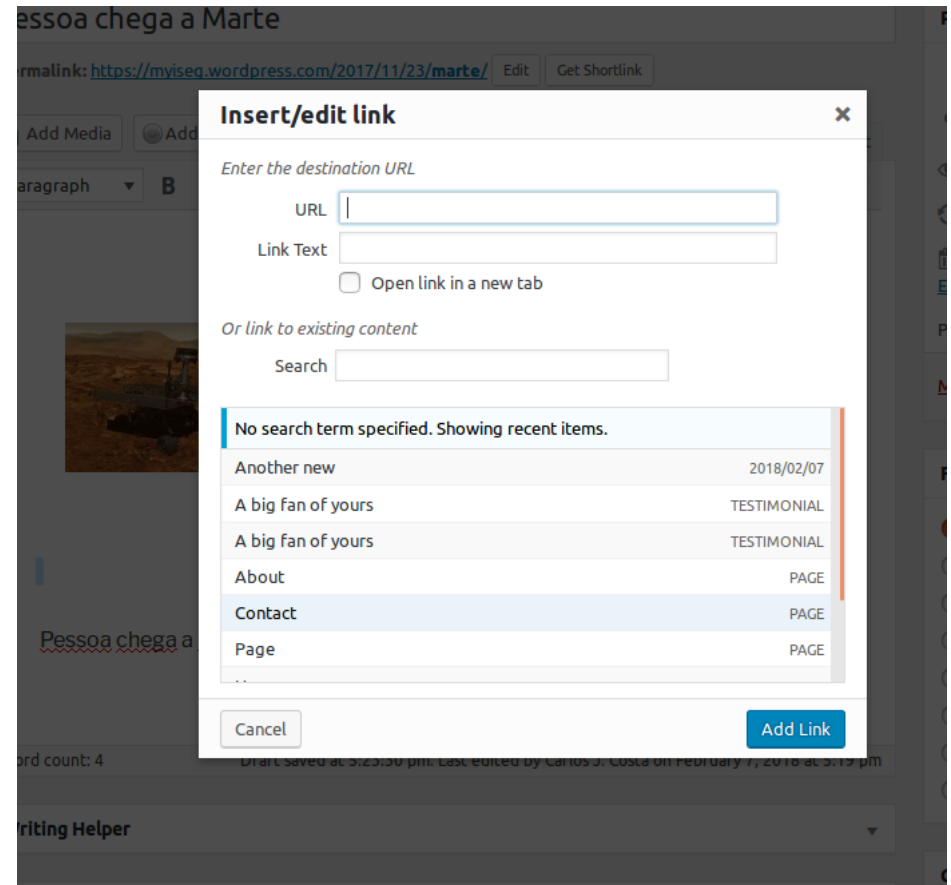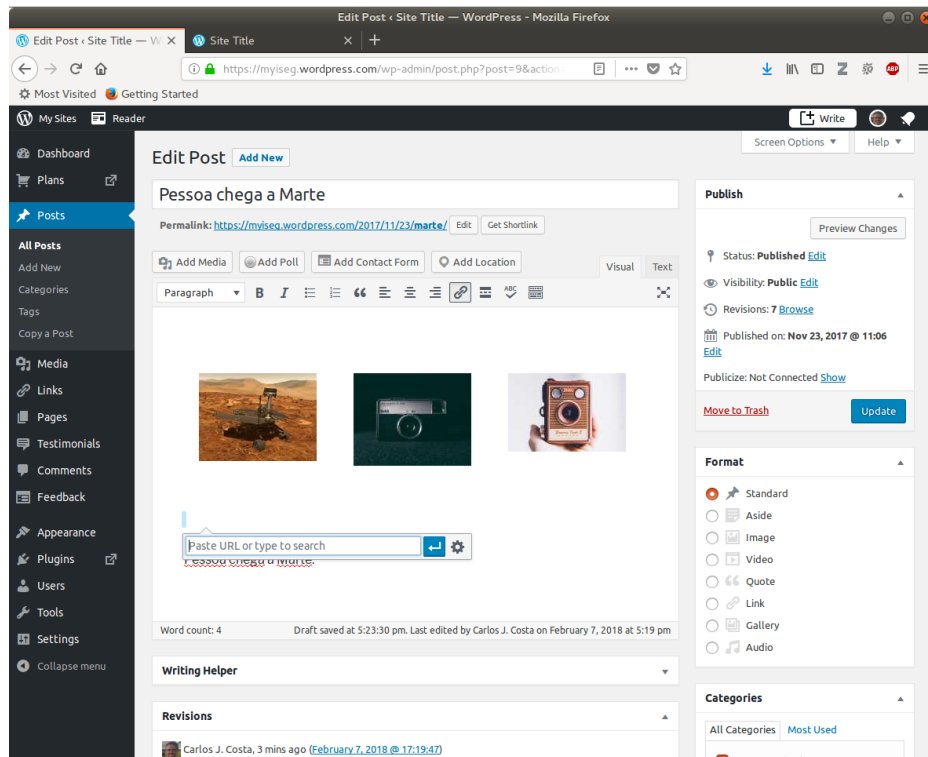
Saving and Publishing Content

- There are also several options available when saving. By default the **Status** is set to Draft but this can be changed by clicking the Edit link just to the right of Status: within the Publish panel.
  - Pending Review means the draft is waiting for review by an editor prior to publication.
  - Draft means the post has not been published and remains a draft for you.
- You can also change the **visibility** of the Page by clicking the Edit link just to the right of Visibility: within the Publish panel.
  - Public is the default and means the page is viewable to all. There is also an option to make the Post 'sticky'. Sticky posts are placed at the top of all blog posts and stay there even after new posts are published.
  - Password Protected allows you to assign a password to your page. Only people who have the password will be able to access the page.
  - Private hides the content from the public completely. Normal users and visitors will not be aware of private content. You will only see the private content when you are logged into your WordPress blog.
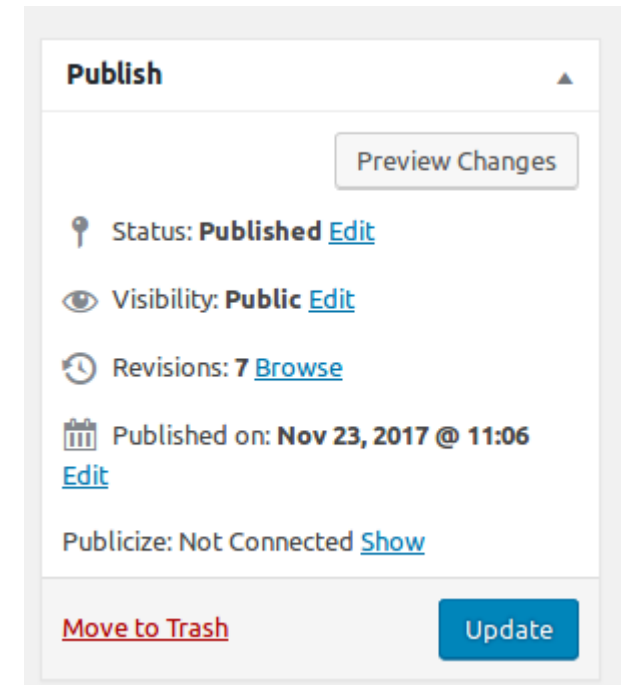
Categories

- You can use categories to define sections of your site and group related posts. The default category is *Uncategorized* but this can be easily changed in your Settings.

- Pages cannot be associated with Categories. You can only associate Categories to Posts.

Categories
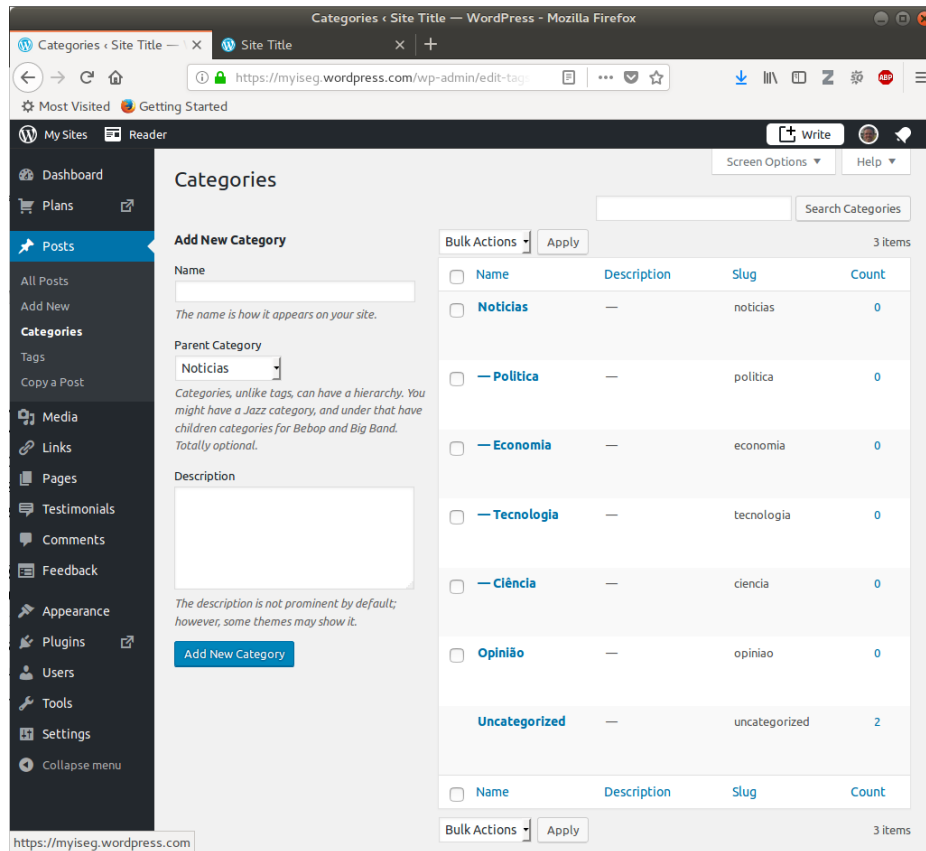
- Categories may be organized hierarchically.

- We may associate a parent category to another category.

Categories

- When a post is edited we may assign several categories to it.
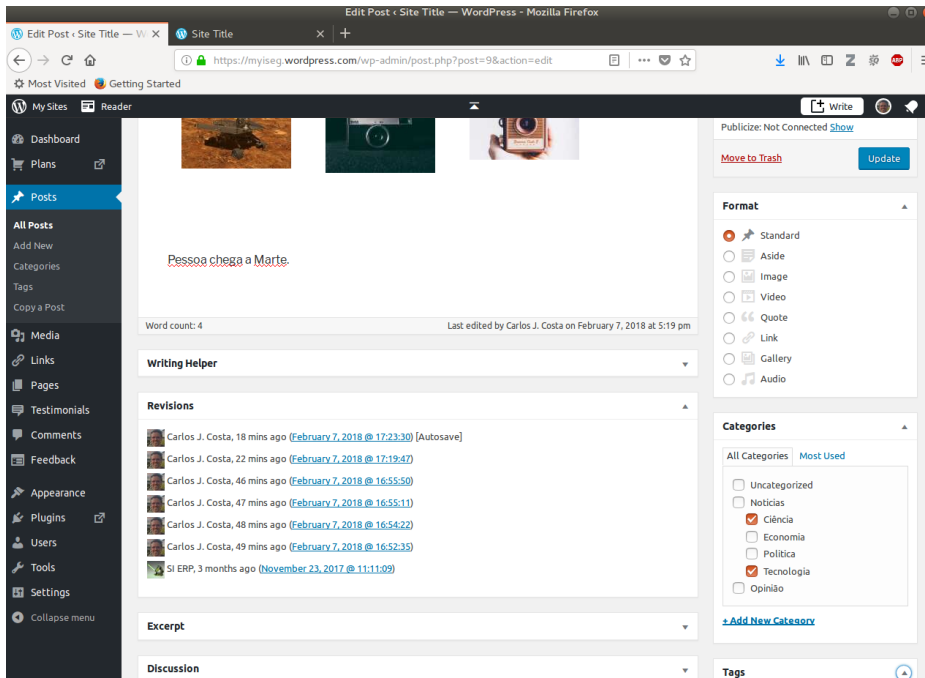
Tags

- Tags are ad-hoc keywords that identify important information in your post (names, subjects, etc) that may or may not recur in other posts. Unlike Categories, Tags have no hierarchy, meaning there's no relationship from one Tag to another.

- Pages cannot be assigned Tags and cannot be associated with Categories. You can only associate Tags and Categories to Posts.

Media Library

- The Media Library is where you can find all the files that you've uploaded.

- There are two different types of views you can select from when viewing your media library.

  1. you can click the List View icon to display your images in a list, or

  2. you can click the Grid View icon   to view your images in a Grid layout.

Media Library

Comments

- A comment is associated to a specific post or page. Each page/post may have several comments.

- Comments are a feature of blogs which allow readers to respond to Posts.

- Typically, readers provide their own thoughts regarding the content of the post.

- Comments allow you to interact more with your site visitors as well as generate feedback and discussion on your Posts.

- The administrator may change the state of the comment from pending to approved, spam or trash.
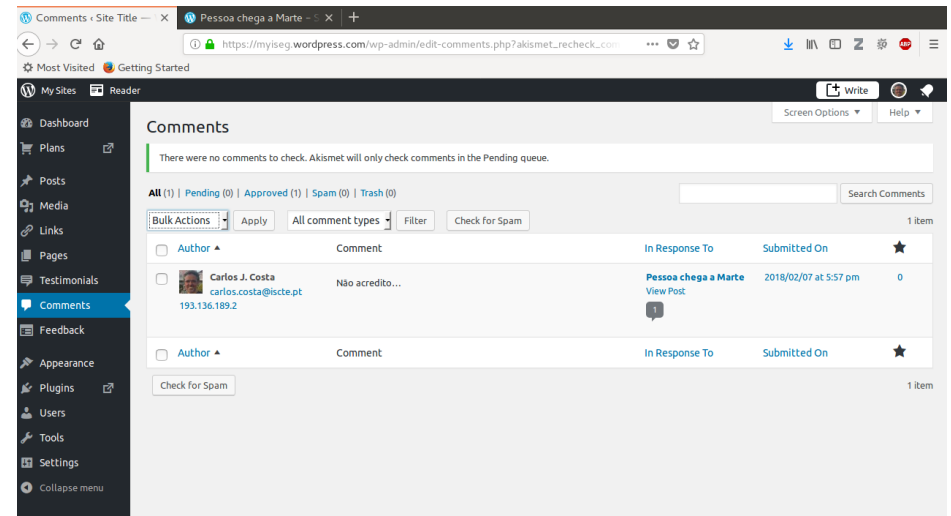
Appearance

- ## Selecting Theme
- ## Customizing the Site
- ## Widgets
- ## Update Menu
- ## Head
- ## Background
- ## Editor

- The various Appearance menus allow you to change how your site looks and behaves.

- If your site has been setup for you by a third party then it's more than likely that you won't need to change any of the settings in here.

- Depending on the theme that your site is running, you may find that you don't have all the menu options listed here, or you may have a couple of different ones.

- The reason for this is that a couple of the options under the Appearance section are theme based.

- For example, the default Twenty Seventeen theme allows you to customize options for how your theme displays.

- Not all themes will have these option pages, or if they do, they may be under another menu entirely.

Plugins

- Plugins extend and expand the functionality of WordPress. Once a plugin is installed, you may activate it or deactivate it here. There are thousands of plugins available that provide a huge range of functionality.

- Some plugins are already pre-installed in the service Wordpress.com.

- Add additional plugins, are availlable only on the Business Plan of Wordpress.com service.

Users

When hovering your cursor over each row in the list of Users, links will appear beneath the user name.

- Edit – Allows you to edit the user profile
- Delete – Allows the User to be deleted. This link won't be available for your own profile

Users

WordPress User Roles

Users

A User can have one of five defined roles as set by the site admin:

- Administrator – has access to all the application.

- Editor – has access to all posts, pages, comments, categories, tags, and links.

- Author – can write, upload photos to, edit, and publish their own posts.

- Contributor – has no publishing or uploading capability, but can write and edit their own posts until they are published.

- Follower (public sites) / Viewer (private sites only) – can read and comment on posts and pages

Users

Capability	Super Admin	Admin	Editor	Author	Contributor	Subscriber
Complete Control of Multi-Site Network	✔					
Change Themes	✔	✔				
Add and Remove Widgets from Sidebar	✔	✔				
Activate and Deactivate Plugins	✔	✔				
Add and Remove Other Users	✔	✔				
Change Roles of Other Users	✔	✔				
Edit, Delete, or Approve Comments	✔	✔	✔			
Add, Edit, or Delete Tags	✔	✔	✔			
Add, Edit, or Delete Categories	✔	✔	✔			
Add and Remove Links	✔	✔	✔			
Edit or Delete Published Posts by Any User	✔	✔	✔			
Publish Posts by Any User	✔	✔	✔			
Write Own Pages	✔	✔	✔			
Edit or Delete Published Pages by Any User	✔	✔	✔			
Edit and Delete Media Files	✔	✔	✔			
Upload Media Files	✔	✔	✔	✔		
View Comments	✔	✔	✔	✔	✔	
Write Own Posts	✔	✔	✔	✔	✔	
Edit Own Posts	✔	✔	✔	✔	✔	
Edit Own Profile	✔	✔	✔	✔	✔	✔

Tools

- The Tools menu provides some handy administration tools.

- Most of the time though, they're used when setting up or configuring your WordPress site.

- The Import option provides you with various tools for importing content from other blogging systems.

- The Export option is used to export your data in XML format, from your WordPress site.

Setting

- The various Settings screens are used to configure your WordPress site. Normally, once your WordPress site is set up there's no reason to change any of these settings.

  - General

  - Writing

  - Reading

  - Discussion

  - Media

  - Permalinks
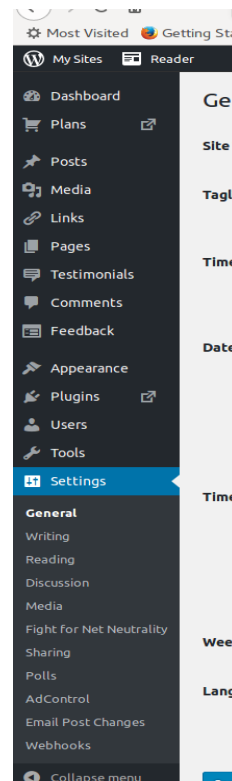
Setting

- **General**

- The General settings configure your basic site preferences such as

  - the Site Title

  - and Tag Line,
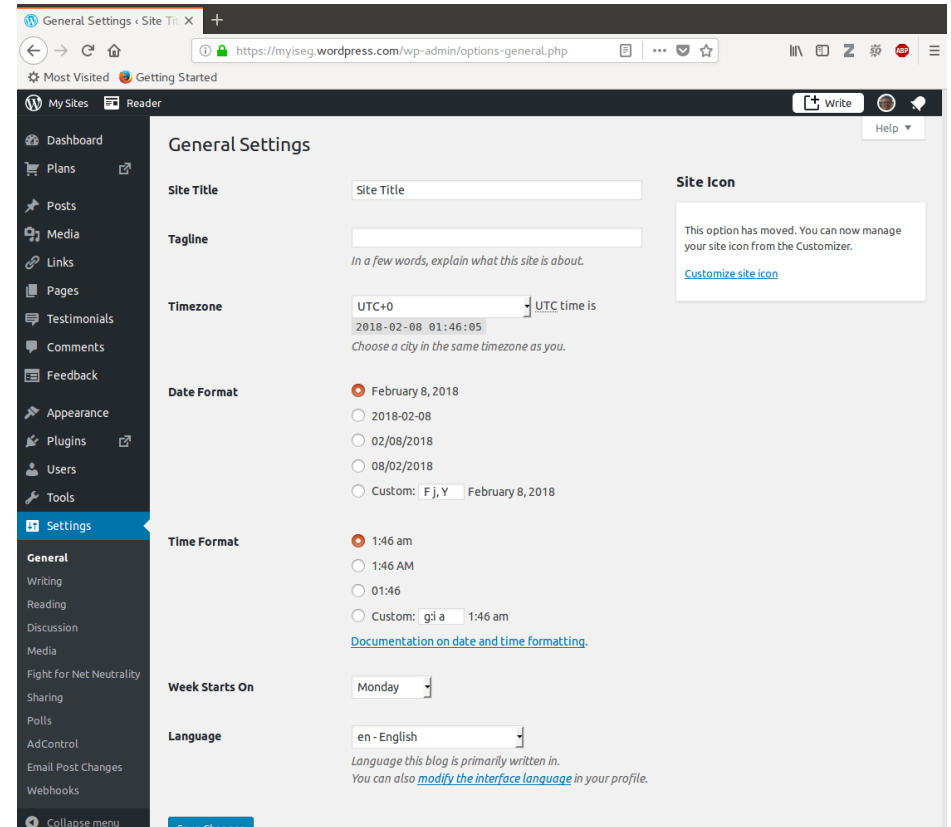
  - Timezone

  - Date Format

  - Time Format

  - Week starts

  - Language

  - Site Icon

- In a selft installed wordpress, it also allows to set the WordPress Address Site Address, the administrators email address and the date and time format, among other things.
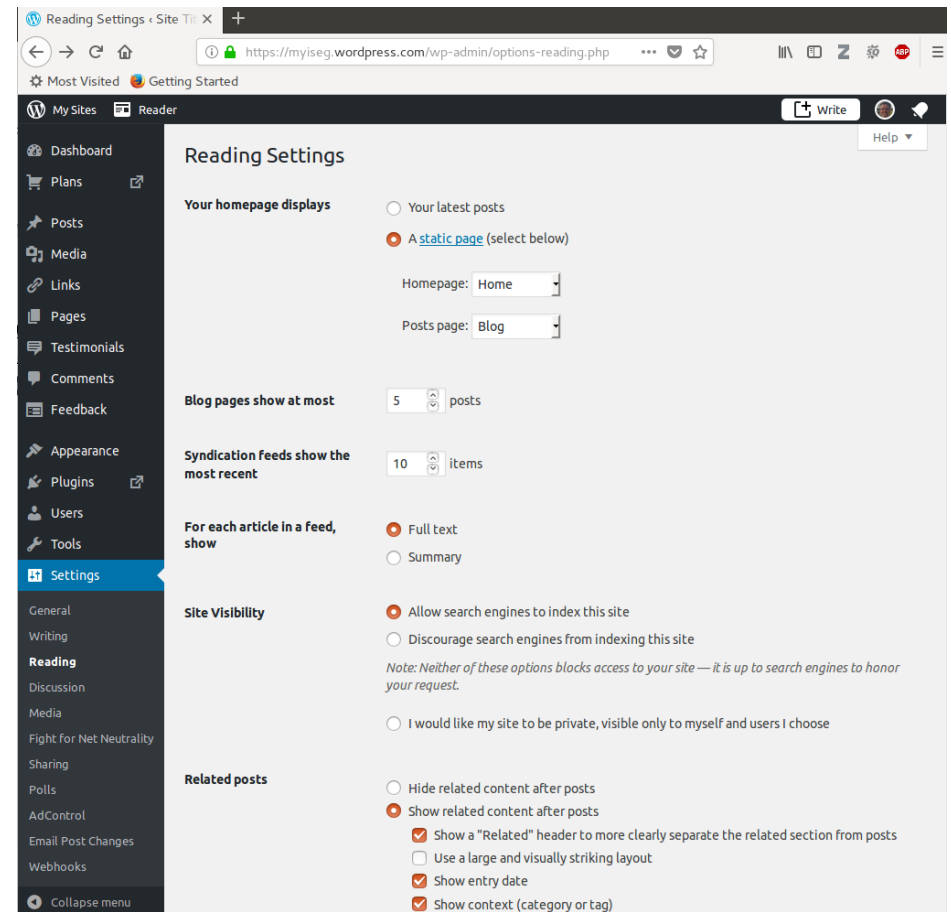
Setting

- **Writing**

- The Writing settings configure various options with regards to your site content.

- Settings include defining the

- Default Post Category,

- Default Post Format (if supported by your Theme)

- Default Link Category (if the Link Manager plugin is installed)
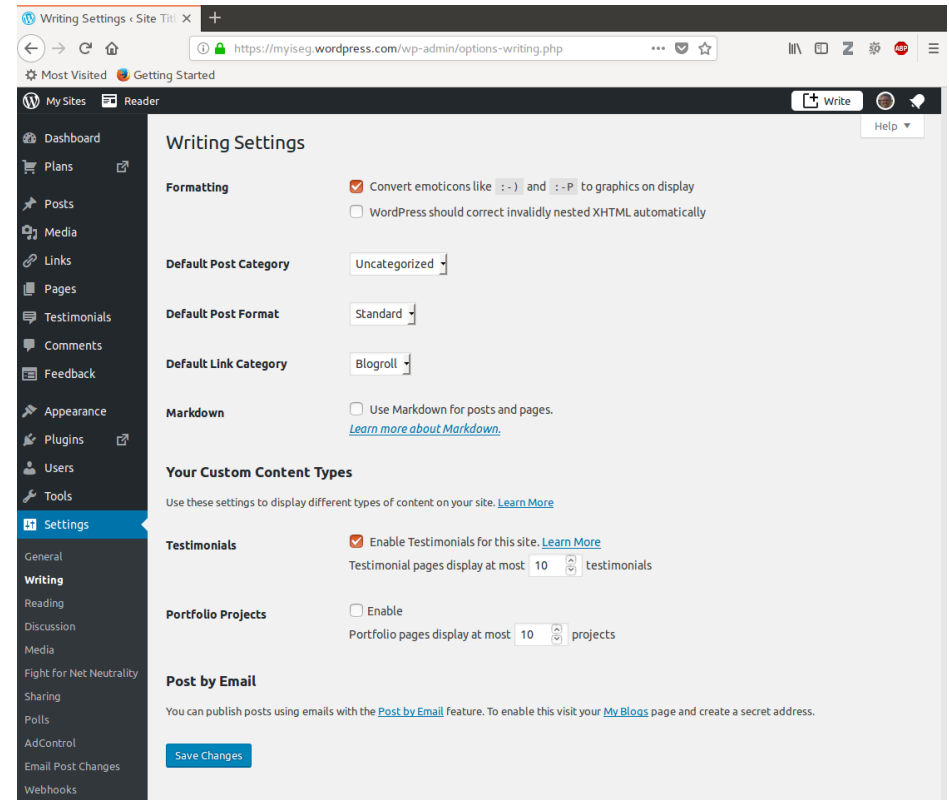
Setting

- **Reading**

- The Reading settings configure how your site is viewed.

- You can define whether your front page displays a static Page or your blog Posts.

- You can define how many blog posts are displayed by default as well as Syndication/RSS options.

- If you configure your site to display a static front page, you can set which page to display and also which page will show your blog posts.

Setting

- **Discussion**

- The Discussion settings define how your readers interact with your site and how your site interacts with other blogs
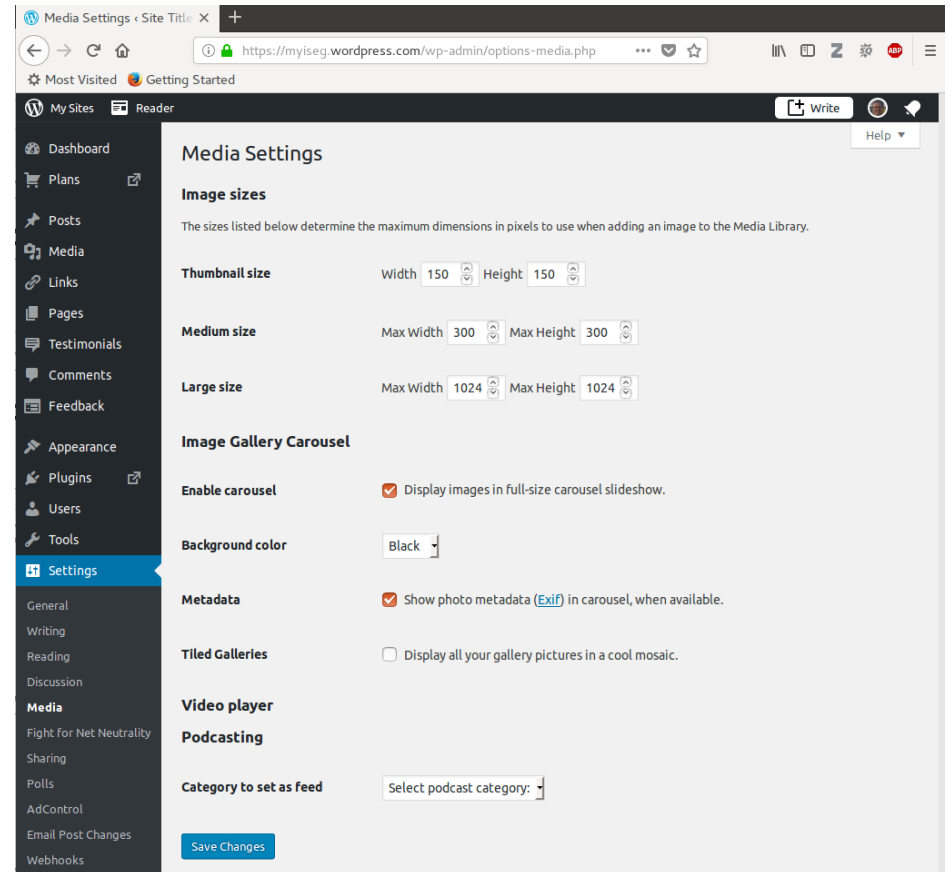
Setting
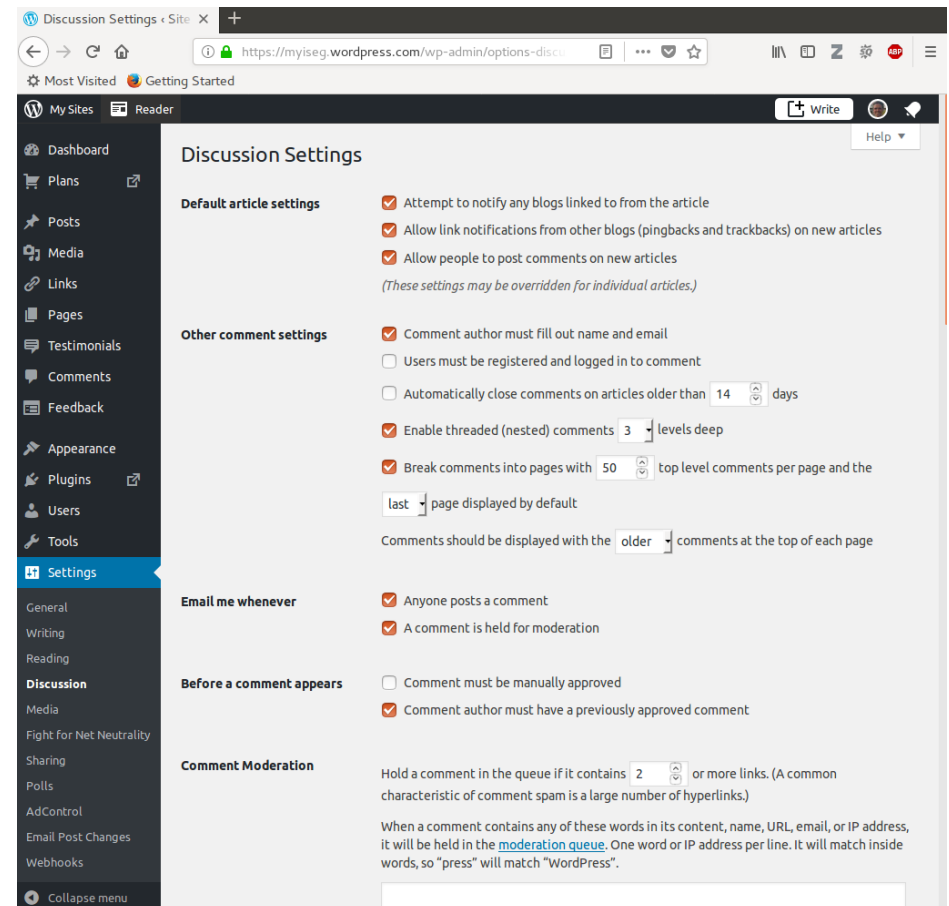
- **Media**

- The Media settings define the default image sizes that are created when an image is uploaded.

Setting

- **Permalinks**

- The Permalink settings enable you to configure the URL format that is displayed in the web browser when someone browses your site.

Bibliography

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