



Prof. Carlos J. Costa, PhD.

Wordpress 1



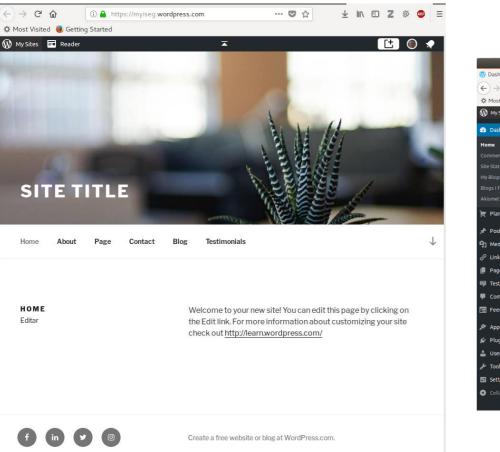
Wordpress vs. Wordpress.com

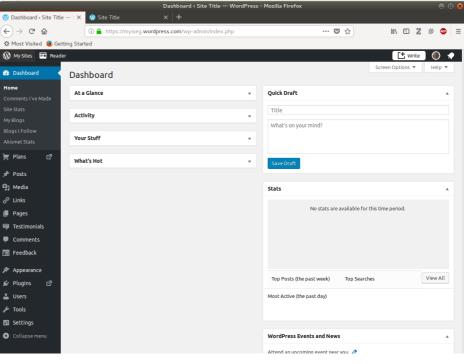
- WordPress is a free and open-source content management system (CMS) based on PHP and MySQL. This software may be downloaded from Wordpress.org.
- WordPress.com is a blogging and wesite platform that is owned and hosted online by Automattic. It is run on WordPress CMS.





Front-end vs. Dashboard





visitors see this page

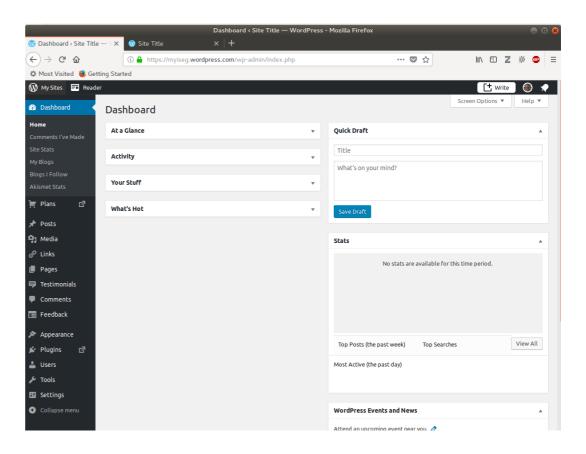
Users need to login



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

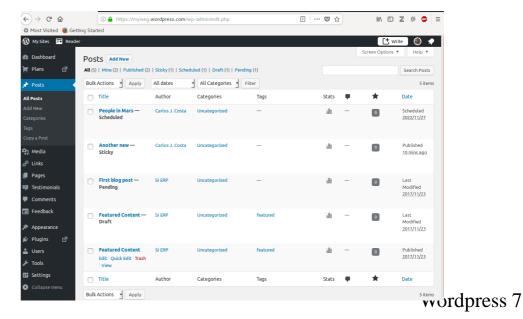
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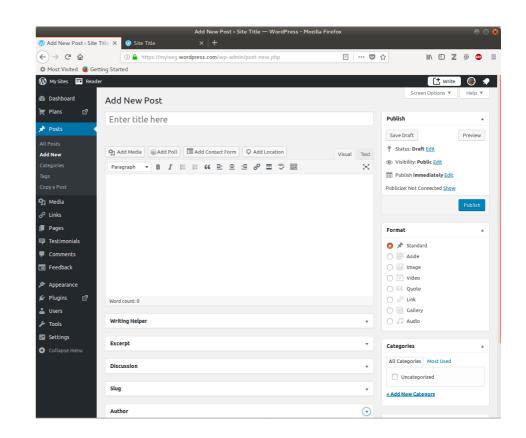
- New Pages
- New Posts

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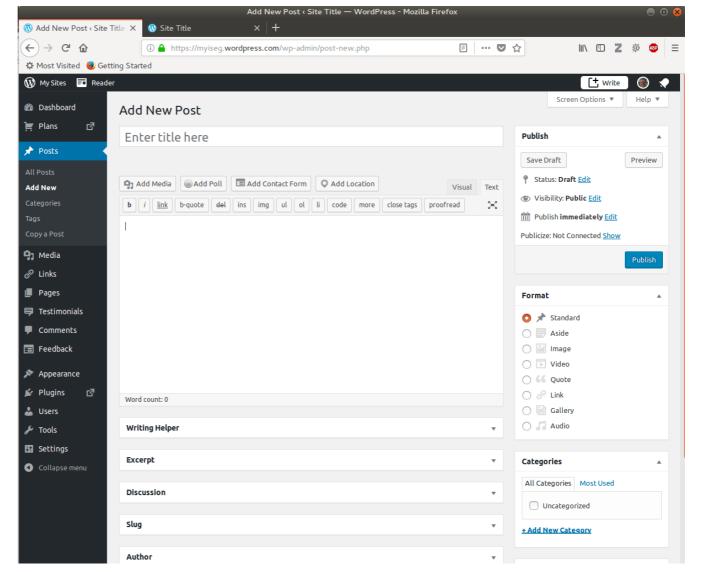


- New Post
 - Editor Toolbar
 - Publish Panel
 - Editor





• Text editor



Wordpress 9

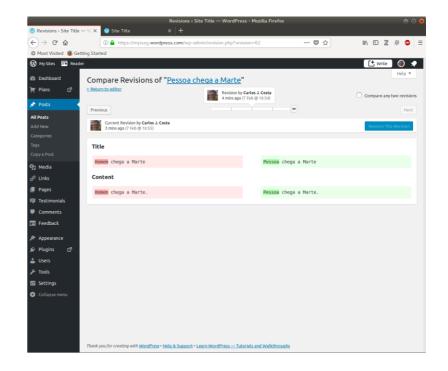


- While the actual post content entry won't change, the theme can use the selected **Format** to display the post differently.
- How content is displayed is entirely up to the Theme, but the following list of available Post Formats provides some general WordPress guidelines as to how they might be styled.
 - 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



Review Past Revision

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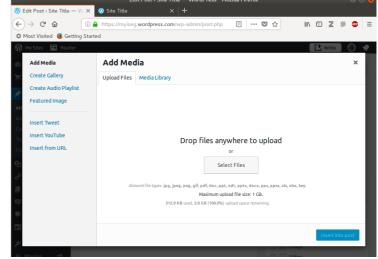


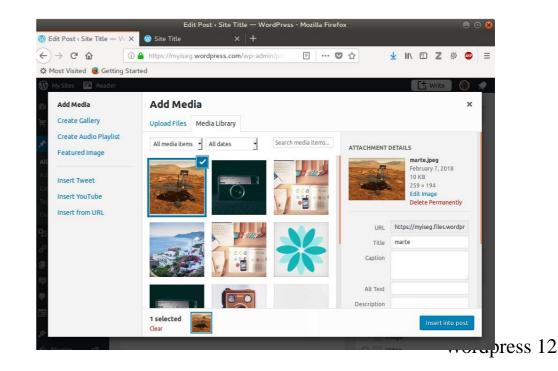
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Adding Images and Other Media

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Adding Images and Other Media

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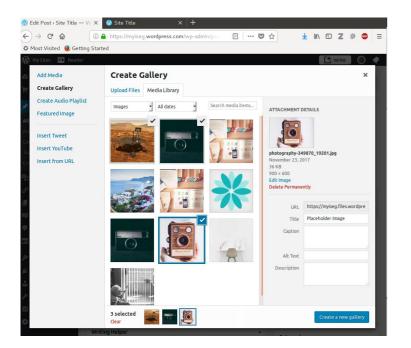
Adding Images and Other Media

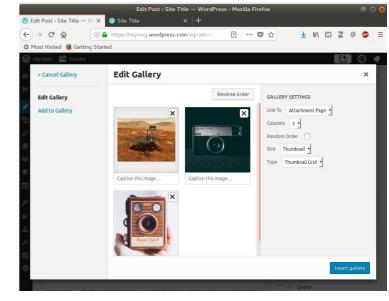
- Setting a Featured Image
- Some themes allow you to specify a Featured Image for your Page and Post. A Featured Image, often called a Post/Page Thumbnail, is usually some sort of image that is representative for that particular Page or Post. How these images are displayed is dependent entirely on the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

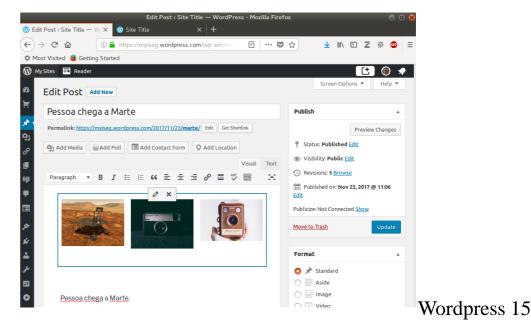


Adding Images and Other Media

Creating and adding a Gallery









Adding HTML Links

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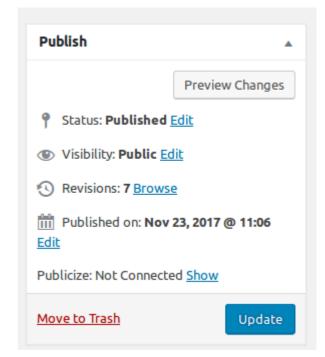
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Saving and Publishing Content

- 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.



Cate	gories

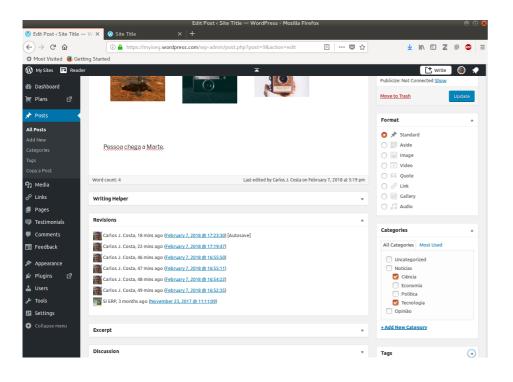
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- Categories may be organized hierarchically.
- We may associate a parent category to another category.



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.



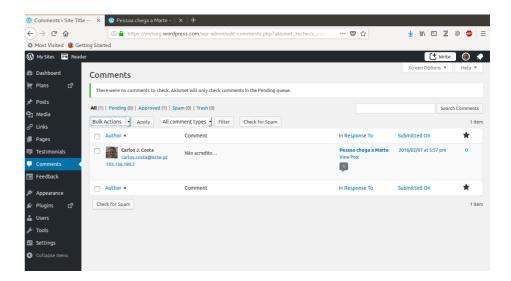
Media Library

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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 available 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

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
 Wordpress 29





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

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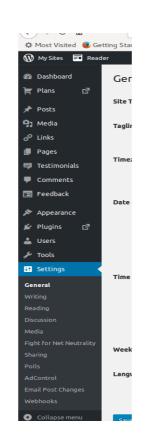


Tools

- 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.



- 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





- 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.

🝈 General Settings ‹ Si	ite Tit × +			
<) → ୯ @	i 🔒 https://myise	g.wordpress.com/wp-admin/options-general.php	·· 🛡 🕁	III\ 🖸 🛛 🛱 🐵
🌣 Most Visited 🔋 Ge	tting Started			
🚯 My Sites 🛛 🖬 Read	ler			📑 Write 🛛 🛞 📢
Dashboard				Help 🔻
	General Settings			
🛒 Plans 🛛 🖓	Site Title	Site Title	Site Icon	
🖈 Posts				
93 Media	Tagline			moved. You can now manage om the Customizer.
🖉 Links		In a few words, explain what this site is about.		
Pages			Customize site i	con
🖶 Testimonials	Timezone	UTC+0 UTC time is		
Comments		2018-02-08 01:46:05 Choose a city in the same timezone as you.		
Feedback				
	Date Format	February 8, 2018		
🔊 Appearance		0 2018-02-08		
🖆 Plugins 🛛 🖓		02/08/2018		
🛓 Users		08/02/2018		
🖋 Tools		Custom: F j, Y February 8, 2018		
IT Settings				
	Time Format	O 1:46 am		
General Writing		○ 1:46 AM		
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Media		Documentation on date and time formatting.		
Fight for Net Neutrality				
Sharing	Week Starts On	Monday		
Polls		as Faslish		
AdControl	Language	en - English		
Email Post Changes		Language this blog is primarily written in. You can also <u>modify the interface language</u> in your profile.		
Webhooks				
Collapse menu				



- 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)

🕔 Writing Settings ‹ Si	ite Titl × +		
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🌣 Most Visited 🧕 Ge	etting Started		
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Dashboard	Writing Settings	Help 🔻	
Ì∰ Plans 🗹	witcing settings		
H tons L	Formatting	✓ Convert emoticons like :-) and :-P to graphics on display	
🖈 Posts		WordPress should correct invalidly nested XHTML automatically	
🔋 Media			
🖉 Links	Default Post Category	Uncategorized 🗸	
📕 Pages			
📮 Testimonials	Default Post Format	Standard -	
Comments			
🔳 Feedback	Default Link Category	Blogroll -	
A		Use Markdown for posts and pages.	
Appearance	Markdown	Learn more about Markdown.	
🖆 Plugins 🛛			
🚢 Users	Your Custom Content Types		
F Tools	Use these settings to display different types of content on your site. Learn More		
👫 Settings 🔍		S Enable Testimonials for this site. Learn More	
General	Testimonials	Testimonial pages display at most 10 🛞 testimonials	
Writing			
Reading	Portfolio Projects	Enable	
Discussion		Portfolio pages display at most 10 🕤 projects	
Media Fight for Net Neutrality			
Sharing	Post by Email		
Polls	You can publish posts using emails with the Post by Email feature. To enable this visit your My Blogs page and create a secret address.		
AdControl	Course Chancers		
Email Post Changes	Save Changes		
Webhooks			



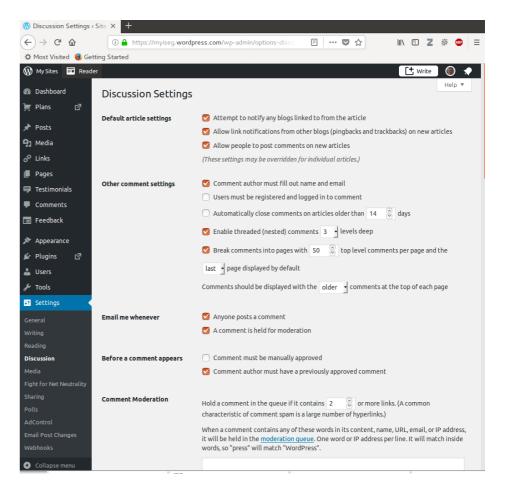
- Reading
- The Reading settings configure how your site is viewed.
- You can define whether your front page displays a static Page or your blog Posts.
- You can define how many blog posts are displayed by default as well as Syndication/RSS options.
- If you configure your site to display a static front page, you can set which page to display and also which page will show your blog posts.

🕔 R	eading Se	ettings «	Site Tit × +	
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¢ №	lost Visite	ed 🦲 G	Getting Started	
Ø,	My Sites	= Rea	ader	📑 🕂 Write 🕘 🔷
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≯ ⊧	Posts		Tour nonnepage displays	O Your latest posts
9 3 M	٩edia			A <u>static page</u> (select below)
θL	.inks			Homepage: Home
	Pages			
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	Comment			
		5	Blog pages show at most	5 🔗 posts
	eedback			
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🔊 F	lugins	ø	most recent	
🕹 ເ	Jsers			
<i>ъ</i> т	īools		For each article in a feed, show	Full text
	Settings			Summary
			Site Visibility	• Allow search engines to index this site
Read				O Discourage search engines from indexing this site
				Note: Neither of these options blocks access to your site — it is up to search engines to honor your request.
Medi				
	for Net N	eutrality		 I would like my site to be private, visible only to myself and users I choose
Shari			Related posts	
			Related posts	Hide related content after posts
AdCo				Show related content after posts Show a "Related" header to more clearly separate the related section from posts
	l Post Cha	nges		Use a large and visually striking layout
Webl				Show entry date
0	Collapse m	nenu		Show context (category or tag)



Discussion

 The Discussion settings define how your readers interact with your site and how your site interacts with other blogs





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

🔞 Media Settings ‹ Site	Title × +		
(←) → ℃ @	🛈 🔒 https://myiseg.wo	ordpress.com/wp-admin/options-media.php \cdots 🛡 🏠 📗 🗉 💈 👼	
🌣 Most Visited 闄 Get	ting Started		
🛞 My Sites 🖬 Read	er	🛃 🛞 🖈	
🚯 Dashboard	Media Settings	Help 🔻	
📜 Plans 🛛	Image sizes		
🖈 Posts	The sizes listed below determine the maximum dimensions in pixels to use when adding an image to the Media Library.		
91 Media	The sizes tisee below determin	ne ene moviment entretatoria in prixeta co case when ecoling on intege co che Media elorora.	
∂ Links	Thumbnail size	Width 150 (a) Height 150 (a)	
Pages			
📮 🔮	Medium size	Max Width 300 🛇 Max Height 300 🛇	
Comments			
Feedback	Large size	Max Width 1024 🐑 Max Height 1024 🐑	
🔊 Appearance	Image Gallery Carouse		
🖆 Plugins 🛛 🖻	Enable carousel	🕑 Display images in full-size carousel slideshow.	
🛓 Users			
🖋 Tools	Background color	Black 🚽	
<mark>↓†</mark> Settings			
General	Metadata	Show photo metadata (Exif) in carousel, when available.	
Writing			
Reading	Tiled Galleries	Display all your gallery pictures in a cool mosaic.	
Discussion Media	Video player		
Fight for Net Neutrality	Podcasting		
Sharing			
Polls	Category to set as feed	Select podcast category: -	
AdControl		_	
Email Post Changes	Save Changes		
Webhooks			



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



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