ITEC321 - Administering Web-based Content Management System

Chapter 3: WordPress Settings, Plugins and Categories

OBJECTIVES

• Learning WordPress Settings

□ General Settings

□ Writing Settings

 \Box Reading Settings

 \Box Discussion Settings

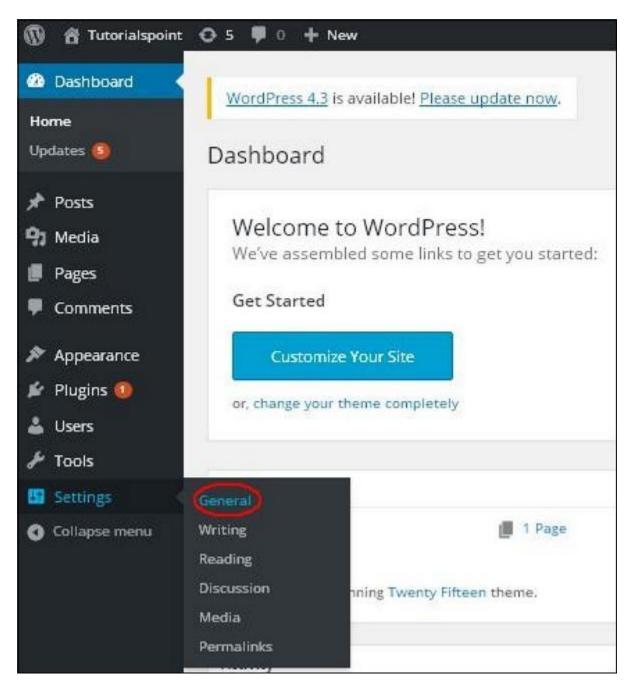
□ Media Settings

□ Permalink Settings

- Plugins and the installation process of it
- WordPress Categories

$\textbf{Settings} \rightarrow \textbf{General}$

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. **Step 1** – Click on **Settings** \rightarrow **General** option in WordPress.



Step 2 – The General Setting page is displayed as shown in the following snapshot.

🕼 🛱 Tutorialspoint	0 5 ♥ 0 + New		Howedy, admins 🚺
Dashboard	WordPress 4.3 is available	Eleve under nou	Help *
Posts	manaria sa navanacie	LINES, MONTO, LINES-	
21 Media	General Settings		
Pages	2.5		
Comments	Site Title	Tutorialspoint	
Appearance	Tagline	Just another WordPress site	
🖗 Plugins 🥘		In a few words, explain what this site is about.	
🛔 Users	WordPress Address (URL)	http://localhost/wordpress	
F Tools			
Settings	Site Address (URL)	http://localhost/wordpress	
Seneral		Enter the address here If you mant your site home page to be different from your WordPress installation directory.	
Witing			
Reading	E-mail Address	rushall.bhatkande@tekbuds.com	
Discussion		This address is used for admin purposes, like new user holification.	
ledia	Membership	Anyone can register	
Permatinits	membership	C. Indene mer officier	
Collapse menu	New User Default Role	Subscriber 🔻	
	Timezone	UTC+0 • UTC time is 2015-00-25 22/20-40	
		Choose a city in the same timezone as you.	
	Date Format	August 25, 2015	
		O 2015-08-25	
		O 06/25/2015	
		0 25/08/2015	
		C Custom: FJ, Y August 25, 2015	
	Time Format	● 12:20 pm	
	time Pormac	O 12:20 PM	
		0 12:20	
		O Custom: g1a 12:20 pm	
		Documentation on date and time formatting	
	Week Starts On	Moeday 🔻	
	Site Language	English (United States)	
	Save Changes		
	Dank you for creating with Wor	aliterat.	Get Version 4.3

Site title

Enter the name of your site (or blog) here. Most themes will display this title, at the top of every page, and in the reader's browser titlebar. WordPress also uses this title as the identifying name for your Syndication feeds.

Tagline

In a few words, explain what your site is about. Your sites's slogan, or tagline, might be entered here. A tagline is short phrase, or sentence, used to convey the essence of the site and is often funny or eye-catching.

WordPress Address (URL)

Enter the full URL of the directory containing your WordPress core application files (e.g., wp-config.php, wp-admin, wp-content, and wp-includes). For example, if you installed WordPress into a directory called "blog", then the WordPress address would be http://example.net/blog (where example.net is your domain). If you installed WordPress into your web root, this address will be the root URL http://example.net. WordPress will trim а slash (/) from the end. lf vou defined the WP_SITEURL constant in your wp-config.php file, that value will appear in this field and you will not be able to make changes to it from the WordPress administration screen.

Site Address (URL)

Enter the address you want people to type in their browser to reach your WordPress site. This is the directory where WordPress's main index.php file is installed. The Site address (URL) is identical to the WordPress address (URL) (above) unless you are giving WordPress its own directory. WordPress will trim a slash (/) from the end. If you defined the WP_HOME constant in your wp-config.php file, that value will appear in this field and you will not be able to make changes to it from the WordPress administration screen.

E-mail Address

Enter the e-mail address to which you want WordPress to send messages regarding the administration and maintenance of your WordPress site. For example, if you allow new users to register as a member of your site (see Membership below), then a notification will be sent through e-mail to this address. In addition, if the option, An administrator must alwavs approve the comment. is set in Administration > Settings > Discussion, this e-mail address will receive notification that the comment is being held for moderation. Please note this is different than the address you supplied for the admin user account; the admin account e-mail address is sent an e-mail only when someone submits a comment to a post by admin. The address you enter here will never be displayed on the site. You can send messages to multiple admins by using an email address which forwards email to multiple recipients.

Membership

Anyone can register - Check this checkbox if you want anyone to be able to register an account on your site.

New User Default Role

This pull-down box allows you to select the default Role that is assigned to new users. This Default Role will be assigned to newly registered members or users added via the Administration > Users > Users Screen. Valid choices are Administrator, Editor, Author, Contributor, or Subscriber.

Timezone

From the pulldown box, choose a city in the same timezone as you. For example, under America, select New York if you reside in the Eastern Timezone of the United States that honors daylight savings times. If you can't identify a city in your timezone, select one of the Etc GMT settings that represents the number of hours by which your time differs from Greenwich Mean Time. Click the Save Changes button and

the UTC time and "Local time" will display to confirm the correct Timezone was selected.

Date Format

The format in which to display dates on your site. The Date Format setting is intended to be used by theme designers in displaying dates on your site, but does not control how the date is displayed in the Administrative Screens (e.g. Manage Posts). Click the Save Changes button and the "Output" example below will show the current date in the format entered. See Formatting Date and Timefor some of the formats available.

Time Format

The format in which to display times on your site. The Time Format setting is intended to be used by theme designers in displaying time on your site, but does not control how the time is displayed in the Administrative Screens (e.g. Write Post edit of timestamp). Click the Save Changes button and the "Output" example below will show the current time in the format entered. See Formatting Date and Time for some of the formats available.

Week Starts On

Select your preferred start date for WordPress calendars from the drop-down box. Monday is the default setting for this drop-down, meaning a monthly calendar will show Monday in the first column. If you want your calendar to show Sunday as the first column, then select Sunday from the drop-down.

Site Language

The WordPress dashboard language.

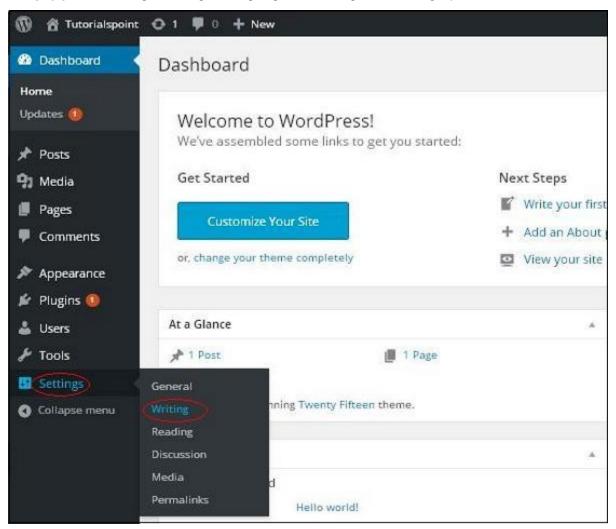
Save Changes

Click the Save Changes button to ensure any changes you have made to your Settings are saved to your database. Once you click the button, a confirmation text box will appear at the top of the page telling you your settings have been saved.

Step3 – After filling all the information about general settings, click on **Save Changes** button. It saves all your general setting information.

$\textbf{Settings} \rightarrow \textbf{Writing}$

The writing settings controls the writing experience and provides options for customizing WordPress site. These settings control the 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. Following are the steps to access the writing settings.



Step (1) – To change writing settings, go to Settings \rightarrow Writing option.

Step (2) - The Writing Setting page is displayed as shown in the following screen.

ormatting		
ormacung	Convert emoticons like :-) and	:-P to graphics on display
	WordPress should correct invalidly	nested XHTML automatically
Default Post Category	Uncategorized V	
Default Post Format	Standard V	
Post via e-mail		
	you must set up a secret e-mail account wit b00m2bJp,b02s?1rE,fd&0j00x,	th POP3 access. Any mail received at this a
Mail Server	mail.example.com	Port 110
.ogin Name	login@example.com	
Password	password	
Default Mail Category	Uncategorized	
Jpdate Services		
When you publish a new post, ¹	NordPress automatically notifies the follow	ing site update services. For more about t
http://rpc.pingomatic.com	V	

Following are the details of the fields on the page.

- Formatting This field defines two sub options for better user experience.
 - The first option Convert emoticons like :-) and :-P to graphics on display will turn text-based emoticons into graphic-based emoticons.
 - The second option WordPress should correct invalidly nested XHTML automatically corrects the invalid XHTML placed within the posts or pages.

- **Default Post Category** It is a category to be applied to a post and you can leave it as Uncategorized.
- **Default Post Format** It is used by themes to select post format to be applied to a post or create different styles for different types of posts.
- Post via e-mail This option uses e-mail address to create posts and publishes
 posts on your blog through e-mail. To use this, you'll need to set up a secret e-mail
 account with a POP3 access, and any mail received at this address will be posted.
- **Mail Server** It allows reading the e-mails that you send to WordPress and stores them for retrieval. For this, you need to have POP3 compatible mail server and it will have URI address such as mail.example.com, which you should enter here.
- Login Name To create posts, WordPress will need its own e-mail account. The Login Name will use this e-mail address and should be kept as a secret as spammers will post links redirecting to their own websites.
- **Password** Set password for the above e-mail address.
- **Default Mail Category** It allows selecting custom category for all the posts that are published via Post by e-mail feature.
- Update Services When you publish a new post, WordPress will automatically notify the site update services in the box. See the Update Services on the codex for the long list of possible services.

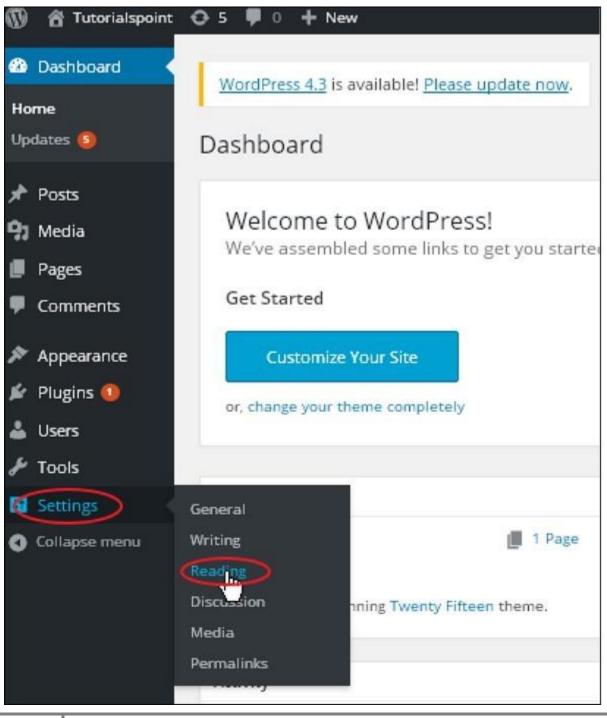
Step (3) – After filling all the above information, click on **Save Changes** button to save your information.

$\textbf{Settings} \rightarrow \textbf{Reading}$

Reading Setting is used to set the content related to the front page. You can set the number of post to be displayed on the main page.

Following are the steps to access the reading settings -

Step (1) – Click on Settings \rightarrow Reading option in WordPress.



Step(2) – The Reading Settings page is displayed as shown in the following screen.

🗑 🖞 Tutorialspoint	© 5 ♥ 0 + New		Howdy, admin 🔟
Bashboard	WordPress 4.3 is available!	Presse update now	Help Y
Posts	12 105 2000		
91 Media	Reading Settings		
Pages	Front page displays	Your latest posts	
Comments		A static gage (select below)	
Appearance		Front page:	
🖌 Plugins 🚳			
👗 Users		Posts page:Select •	
🖈 Tools			
🖬 Settings 🔷 🤇	Blog pages show at most	10 posts	
General			
Writing	Syndication feeds show the most recent	10 Items	
Reading	induction in the second		
	For each article in a feed,	Full text	
Permalinits	show	 Summary 	
Collapse menu	Search Engine Visibility	Discourage search engines from indexing this site	
		It is up to search engines to honor this request.	
	and the second se		
	and Garges		
Settings Georal Writing Reading Discussion Media Permalinks	Syndication feeds show the most recent	Full text Summary Discourage search engines from indexing this site	

Following are the details of the fields on reading settings.

- Front page displays This section is used to display the front page in any of the following format –
 - Your latest posts It displays latest posts on the front page.
 - A static page It displays the static pages on the front page.
 - Front Page You can select the actual page you want to display on front page from the drop down.
 - Posts Page You can select the page from the drop down which contains posts.
- Blog pages show at most The number of posts to be displayed per page or site. By default, it is set as 10.
- Syndication feeds show the most recent The user can view the number of posts when they download one of the site feeds. By default, it is set as 10.
- For each article in a feed, show This section is used to display the post by selecting any of the following formats –
 - Full Text It displays the complete post. It is set as default.

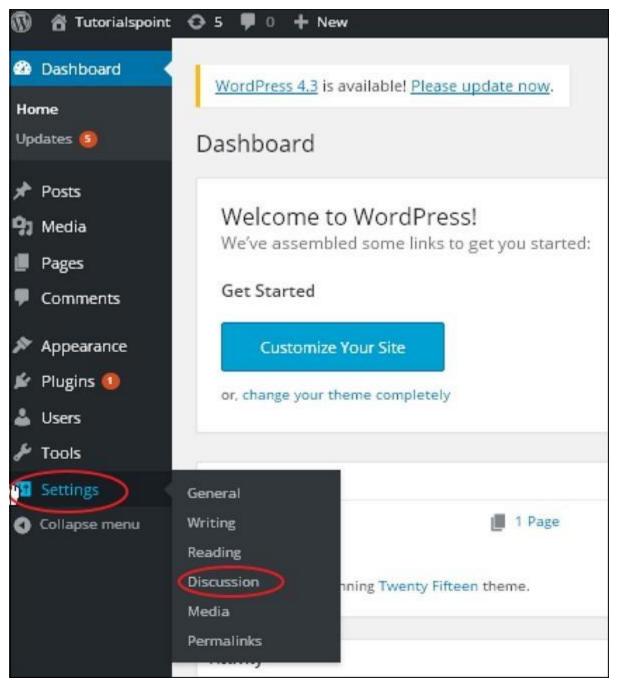
- **Summary –** It displays the summary of the post.
- **Search Engine Visibility** After clicking on the checkbox, Discourage search engines from indexing this site, your site will be ignored by the search engine.

Step(3) – After filling all the information, click on **Save Changes** button to save your Reading Setting information.

$\textbf{Settings} \rightarrow \textbf{Discussion}$

WordPress discussion setting can be defined as the interaction between the blogger and the visitors. These settings are done by the admin to have a control over the posts/pages that come in through users.Following are the steps to access the Discussion setting –





Step (2) - The Discussion Settings page is displayed as shown in the following snapshot.

💮 🛱 Tutorialspoint	⊖ 5 ♥ 0 + New	Howedy, admin
Dashboard	WordPress 4.3 is available!	Heate update now-
Posts	Discussion Settings	
Pages Comments Appearance Plugins	Default article settings	Attempt to notify any blogs linked to from the article Allow link notifications from other blogs (pingbacks and trackbacks) Allow people to post comments on new articles (These settings may be overridden for individual articles.)
Users Tools Settings General Writing Fauding Discussion	Other comment settings	Comment author must fill out name and e-mail Users must be registered and logged in to comment Automatically close comments on articles older than 14 days Comments into pages with 50 top level comments per page and the Lest page displayed by default Comments should be displayed with the lotder comments at the top of each page
Media Permulinks O Collapse menu	E-mail me whenever	 Anyone posts a comment A comment is held for moderation
	Before a comment appears	Comment must be manually approved Comment author must have a previously approved comment
	Comment Moderation	Hold a comment in the queue if it contains a common characteristic of comment spam is a large number of hyperlinks.) When a comment contains any of these words in its content, name, URL, e-mail, or IP, it will be held in the <u>moderation gurue</u> . One word or IP per line, it will match inside words, so "press" will match "WordPress".
	Comment Blacklist	When a comment contains any of these words in its content, name, URL, e-mail, or IP, it will be marked as spam. One word or IP per line. It will match inside words, so "press" will match "WordPress".
	Avatars	
		es you from weblog to weblog appearing beside your name when you comment on avatar enabled sites. Here you can enable the display of it on your site.
	Avatar Display	Show Awatars
	Maximum Rating	G — Suitable for all audiences PG — Possibly offensive, usually for audiences 13 and above R — Intended for adult audiences above 17 X — Even more mature than above
	Default Avatar	For users without a custom avatar of their own, you can either display a generic logo or a generated one based on their e-mail address. Blank B

Following fields are seen in Discussion settings.

- Default article settings These settings are default to the new pages you create or new posts. This contains three more settings. They are –
 - Attempt to notify any blogs linked to from the article When you publish articles then it sends a notification (sends pings and trackback) to other blogs.
 - Allow link notifications from other blogs (pingbacks and trackbacks) –
 Accepts pings from other blogs.
 - Allow people to post comments on new articles You can allow or disallow other people to comment on your article using this setting.

You can change the settings as per your will for individual articles.

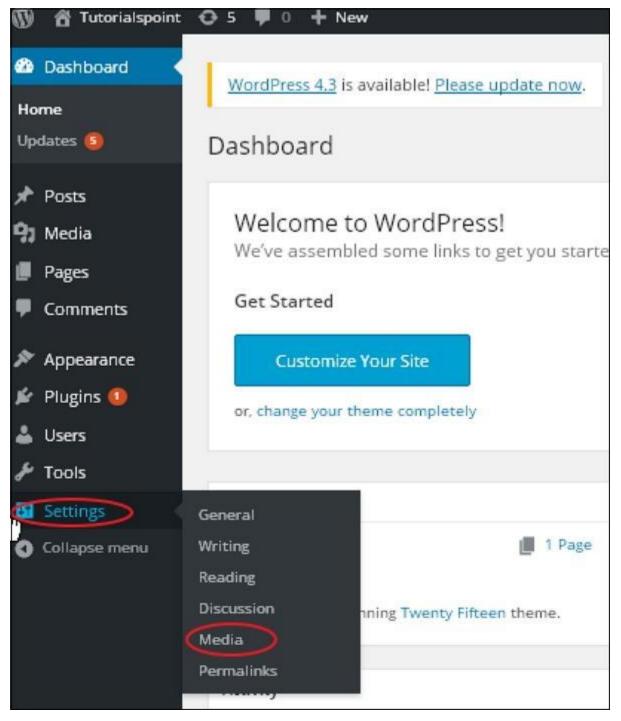
- Other Comment Settings This setting has the following options -
 - Comment author must fill out name and e-mail When you check this box, it is mandatory for visitors to fill their name and email address.
 - Users must be registered and logged in to comment If you check this box, only those registered visitors can leave comments, if not checked anyone can leave any number of comments.
 - Automatically close comments on articles older than days This option allows you to accept comments only for a particular time period as per your wish.
 - Enable threaded (nested) comments When you check this option, visitors can reply or have a discussion and get responses.
 - Break comments into pages with top level comments per page and the page displayed by default – If your pages are getting a lot of comments then you can split them into different pages by checking this box.
 - Comments should be displayed with the comments at the top of each page – You can arrange the comments in the form of ascending or descending order.
- Email me whenever This setting contains two options, namely -

- Anyone posts a comment When you check into this box, the author gets an e-mail for every single comment that is posted.
- A comment is held for moderation This is used in case you do not want your comment to be updated before it's moderated by the admin.
- Before a comment appears This setting allows how your posts are controlled.
 There are two more settings as followed
 - Comment must be manually approved If you check this box then only the approved comments by the admin can be displayed on the posts or pages.
 - Comment author must have a previously approved comment This can be checked when you want to approve a comment of an author whose has commented and his e-mail address matches the e-mail address of the previous posted comment. Otherwise the comment is held for moderation.
- **Comment Moderation** Contain only a specific number of links that are allowed into a comment.
- Comment Blacklist You can input your own spam words which you do not want your visitors to enter into the comments, URL, e-mail etc.; later it would filter the comments.
- Avatars Avatar is a small image that displays at the top-right-hand corner of the dashboard screen beside your name. It is like your profile picture. Here you have a few more options where you can set your avatar for WordPress site.
 - Avatar Display It displays your avatar besides your name when it is checked.
 - Maximum rating You have a four other options of avatars you can use.
 They are G, PG, R and X. This is the age section where you select according to which type of audience you want to display your posts.
 - Default Avatar In this option, there are few more types of avatars with images; you can keep these avatars according to your visitors e-mail address.
- Step (3) Click on Save Changes button to save the changes.

$\textbf{Settings} \rightarrow \textbf{Media}$

It is used to set the height and width of the images which you're going to use on your website.





Step (2) - The Media Settings page is displayed as seen in the following screenshot.

🕼 🛱 Tutoriaispoint	O 5 ♥ 0 + New		Howdy, admin 🔟
🛍 Dashboard	WordPress 4.3 is avail	ablef <u>Etease update now</u>	itep *
y th Posts ¶3 Media	Media Settings		
Pages	Image sizes		
Comments	The sizes listed below det	termine the maximum dimensions in pixels to use when adding an image to the Media Library.	
Appearance Progins (0)	Thumbnail size	Width 150 Height 150 Grop thumbnail to exact dimensions (normally thumbnails are proportional)	
🕹 Users	Medium size	Max Width 300 Max Height 300	
Settings	Lorge size	Max Width 1024 Max Height 1024	
General Writing Reading	Uploading Files		
Discussion	Crganize my upload	s into month- and year-based folders	
Media Permatinis	Lave Changes		
O Collapse menu			

Following are the details of the fields on Media settings -

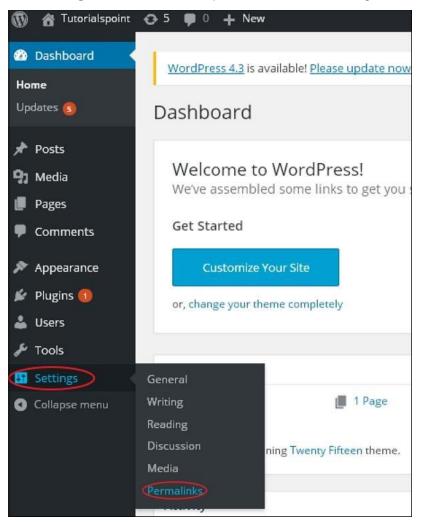
- Thumbnail size Set the size of the thumbnail.
- Medium size Set the height and width of medium size images.
- Large size Set width and height of larger images.
- **Uploading files** After checking this checkbox, the uploaded image will be arranged into year and month based folder.

Step (3) – After setting the dimension in pixels, click on **Save Changes**button. It saves your media setting information.

$\textbf{Settings} \rightarrow \textbf{Permalinks}$

Permalink is a permanent link to a particular blog post or category. It allows setting the default permalink structure. These settings are used to add permalinks to your posts in WordPress. Following are the steps to access permalink settings.

Step (1) – Click on Settings \rightarrow Permalinks option from the left navigation menu.



Step (2) - When you click on Permalinks, the following page appears on the screen.

Ø	🔒 Tutorialspoint	O 2 ♥ 0 + New	Howdy, edmin 🔳
•	Dashboard	In the second second	Help *
		WordPress 4.3 is available! Ple	ase update now.
	Posts Media	Permalink Settings	
	Pages	By default WordPress uses web UF	Ls which have question marks and lots of numbers in them; however, WordPress offers you the ability to create a
	Comments		nalinks and archives. This can improve the aesthetics, usability, and forward-compatibility of your links. A <u>number</u> some examples to get you started.
8	Appearance	Common Settings	
*	Plugins		
*	Users	O Default	http://localhost/wordpress/7p=123
s	Tools	Day and name	http://localhost/wordpress/2015/08/29/sample-post/
5	Settings		
Ge	meral	O Month and name	http://localhost/wordpress/2015/08/sample-post/
w	iting		
	ading	O Numeric	http://localhost/wordpress/archives/123
	scussion		
	rmalinks	O Post name	http://localhost/wordpress/sample-post/
	Polloge		
•	Collapse menu	Custom Structure	http://localhost/wordpress /%year%/%monthnum%/%day%/%postname%/
		Optional	
			ructures for your category and tag URLs here. For example, using topics as your category base would make scalhost/wordpress/topics/uncategorized/ . If you leave these blank the defaults will be used.
		Category base	
		Tag base	
		Save Changes	
		Thank you for creating with WordPr	ts. Get Version 4.3
	15		

Here are a few settings you can make -

Common settings –

Check any of the radio buttons to choose your permalink structure for your blogs

- **Default** It sets the default URL structure in WordPress.
- Day and name It sets URL structure according to the date and name in your posts.
- Month and name It sets the URL structure according to the month and name in your post.

- **Numeric** It sets numbers in the URL structure in your post.
- **Post name** It sets post name in the URL structure in your post.
- Custom Structure It sets the URL structure of your choice by writing the desired name in the given text box.
- Optional

These are optional. You can add custom structure for main category or tag URL. If your text box is empty then default settings is used. Here you have two options.

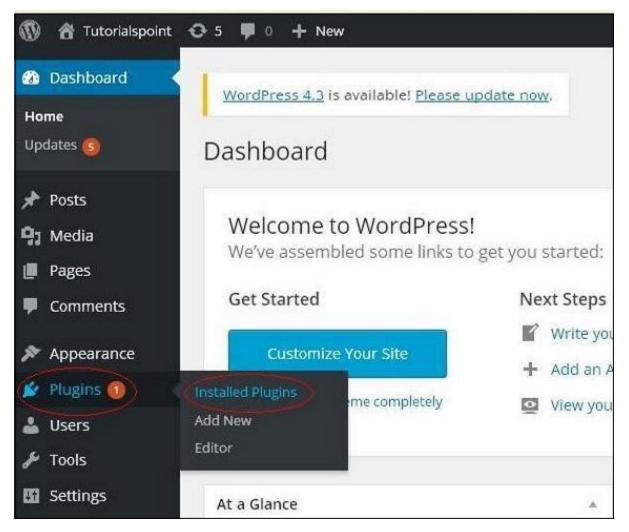
- Category Base Add custom prefix for your category URL.
- Tag Base Add custom prefix to your Tags URL.

Step (3) – Once you are done with changes, click on **Save Changes** button to save the permalink settings.

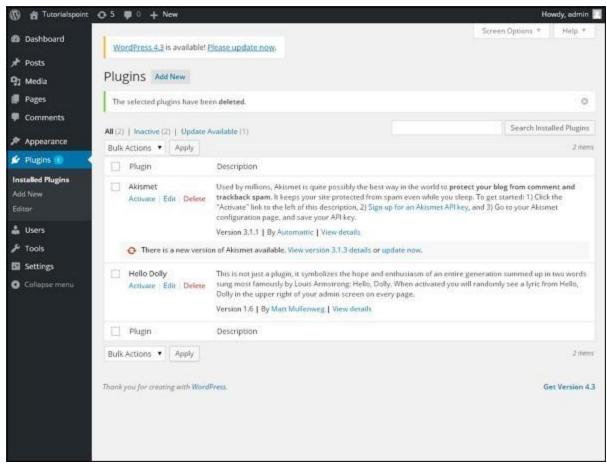
Plugins Settings

The WordPress Plugin is a software that can be uploaded to expand the functionality of the site. Plugins are used to make your work easier. Following are the simple steps to add plugins.

Step (1) – On the left side bar, Click on Plugins \rightarrow Installed Plugins as shown in the screen.

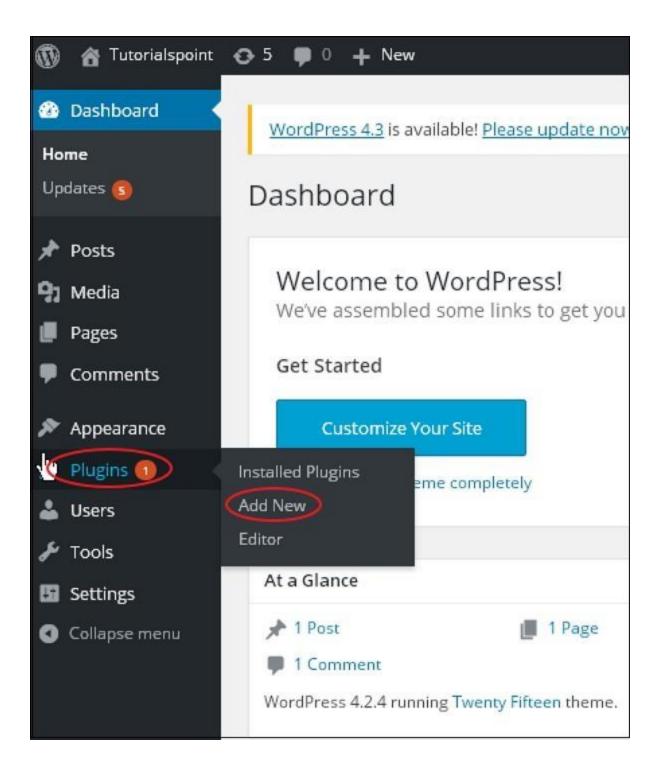


Step (2) - The following page appears.

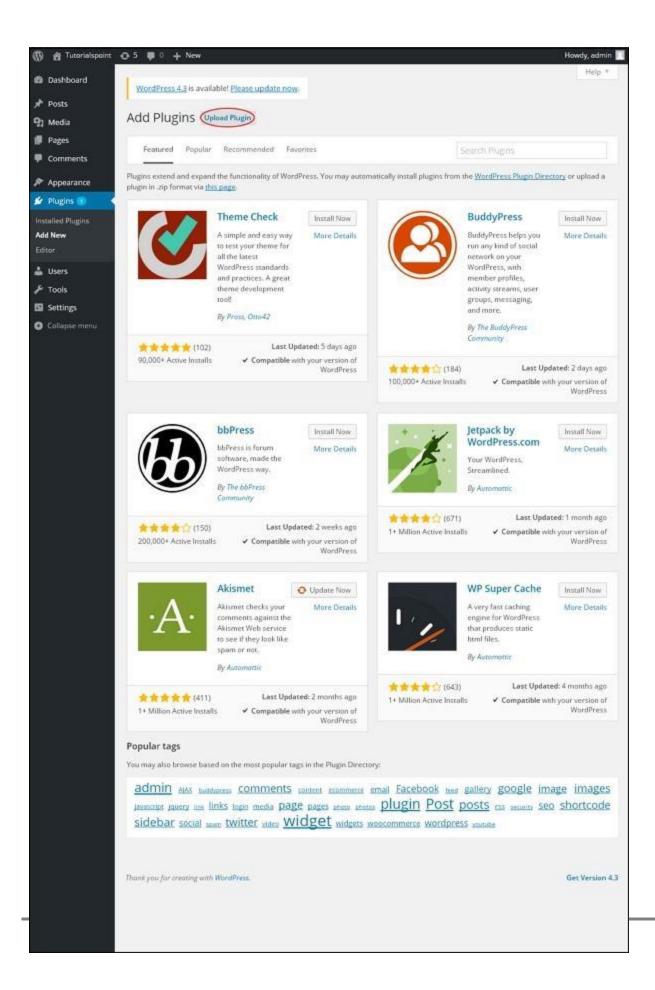


In this section, you can view the already installed plugins.

Step (3) – Click on \rightarrow Plugins \rightarrow Add New menu as shown in the following screen.



Step (4) – A list of plugins appears that are used in WordPress. Here you can directly install plugins from the available list or you can upload it by clicking on **Upload Plugin**.





When you click on Upload Plugin you'll get the following page.

Click on **Browse**, it goes back to the page where you can select plugins from WordPress site. And if you click on **Choose File**, you can add files from your system. Otherwise, you can directly choose the plugin that you need and click on **Install now** as seen in the following screenshot.

Featured Popular	Recommended Favorites
	WP Super Cache
1	Install Now More Details A very fast caching engine for WordPress that produces static html files. By Automattic
(637)	A very fast caching engine for WordPress that produces static html files.

When you click on Install Now, the package starts to download and gets installed. Then, click on **Activate plugin** to active that plugin to use in WordPress as seen in the following screen.

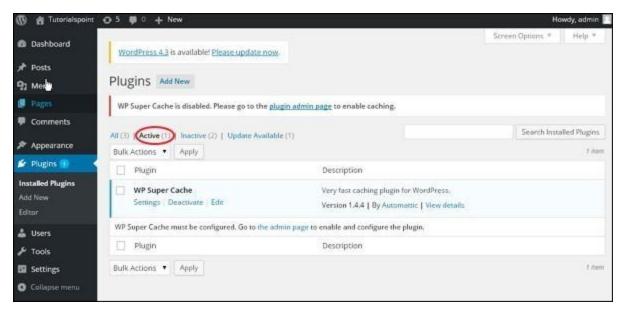


After clicking on Activate Plugin you'll get a message as *Plugin activated* and you can also find the installed plugin in the list.

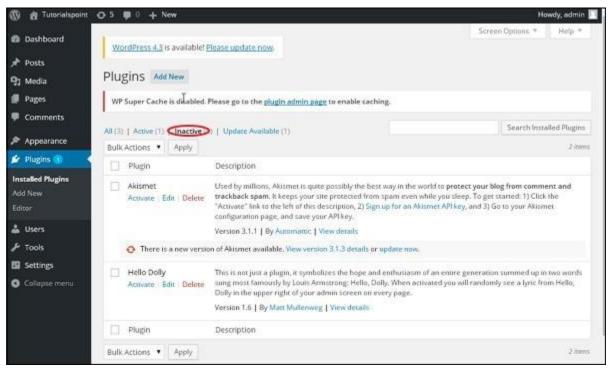
🔞 者 Tutorialspoint	⊙ 5 🗭 0 + New		Howdy, admin
 Bashboard 	WordPress 4.3 is available! Plea	se update now	Screen Options * Help *
및 Media	Plugins Add New		
Pages	WP Super Cache is disabled. Plea	se go to the <u>plugin admin page</u> to enable	e caching.
Comments	Plugin activated.		0
Appearance		and the second	Search Installed Plugins
🖆 Plugins 🕦 🤇	All (3) Active (1) Inactive (2)	Update Available (1)	
Installed Plugins	Bulk Actions Apply		3 dams
Add New Editor	Plugin	Description	
🕹 Users	Akismet Activate Edit Delete	trackback spam. It keeps your site prote	bly the best way in the world to protect your blog from comment and ected from spam even while you sleep. To get started: 1) Click the ion, 2) Sign up for an Akismet API key, and 3) Go to your Akismet ey.
Settings	100	Version 3.1.1 By Automattic Vew de	tails
Callapse menu	O There is a new version of	Akismet available. View version 3.1.3 det	alls or update now.
	Hello Dolly Activate Edit Delete		e hope and enthusiasm of an entire generation summed up in two nstrong: Hello, Dolly. When activated you will randomly see a lyric ur admin screen on every page.
		Version 1.6 By Matt Mullenweg View	details
	WP Super Cache	Very fast caching plugin for WordPress.	
	Settings Deactivate Edit	Version 1.4.4 By Automattic View de	tails
	WD Super Carbo must be configure	ed. Go to the admin page to enable and co	anofice set the elucio
			ungere me progra-
	Plugin	Description	
	Bulk Actions Apply		3 Iourns
	Thank you for creating with WordPres	4	Get Version 4.3

Below the *plugin activated* message, you can view few options such as **AII**, **Active**, **Inactive** and **Update available**.

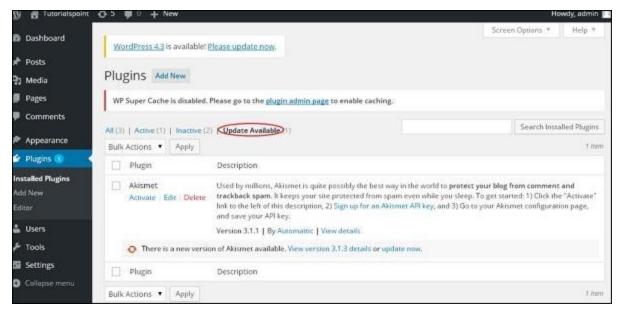
When you click on **Active** the following page appears. Here you can view all the activated plugins.



When we click on **Inactive**, the plugins which are available but are not activated gets displayed. You can activate this plugin by clicking on **Activate**.



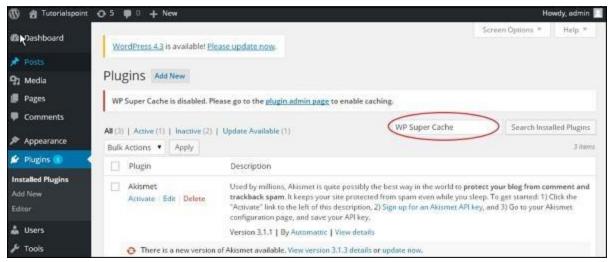
When you click on **Update available**, you'll get a list of plugins that must be updated. Click on **Update** and you get a message as *Updated*.



Click on **Bulk Actions** and select any of the options. Click on **Apply** button to **update**, **delete**, **activate** or **deactivate** each of the plugins by checking the boxes.

🚯 🏫 Tutorialspoint	⊖ 5 ₱ 0 + New		Howdy, admir
Dashboard	WordPress 4.3 is availablet <u>Ple</u>	ase update now.	Screen Options * Help *
🖈 Posts			
91 Media	Plugins Add New		
💋 Pages	WP Super Cache is disabled. Ple	ase go to the <u>plugin admin page</u> to enable cacl	hing.
Comments			
	All (3) Active (1) Inactive (2)	Update Available (1)	Search Installed Plugin
Appearance	Bulk Actions Apply		3 ito
🖆 Plugins 🕦 📢	Buik Actions	Description	
Installed Plugins Add New Editor	Activate Deactivate Update Idit Delece Delete	trackback spam. It keeps your site protected	e best way in the world to protect your blog from comment and from spam even while you sleep. To get started: 1) Click the) Sign up for an Akismet API key, and 3) Go to your Akismet
👗 Users		Version 3.1.1 By Automattic View details	
🖋 Tools	O There is a new version	of Akismet available. View version 3.1.3 details o	r update now.
 Settings Collapse menu 	Hello Dolly Activate Edit Delete		e and enthusiasm of an entire generation summed up in two ng: Hello, Dolly. When activated you will randomly see a lyric dmin screen on every page.
		Version 1.6 By Matt Mullenweg View deta	üls
	WP Super Cache Settings Deactivate Edit	Very fast caching plugin for WordPress. Version 1.4.4 By Automattic View details	

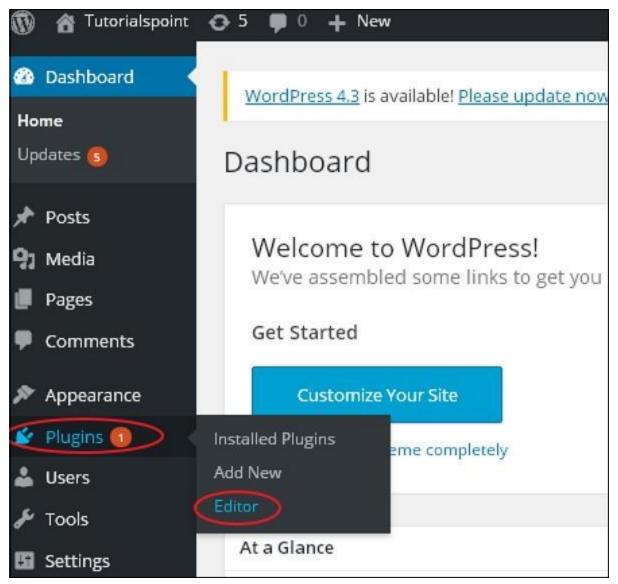
In **Search Installed Plugins** you can just type your plugin name in the text box that is already installed and click on the **Search Installed Plugins** button.



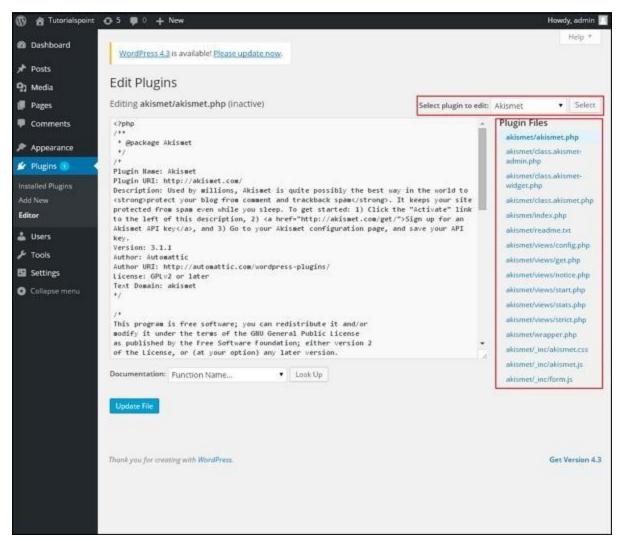
When you click on the **Search installed Plugin** button you get the following page with your respective plugin.

🚯 者 Tutorialspoint	⊙ 5 ♥ 0 + New			н	owdy, admin
 Bashboard <i>№</i> Posts 	WordPress 4.3 is available! Please update now			Screen Options *	Help *
9] Media	Plugins Add New Search results for "WP Supe	r Cache"			
🕼 Pages	WP Super Cache is disabled. Please go to the plugin adm	in page to enable cachi	ing.		
Comments	All (3) Active (1) Inactive (2) Update Available (1)		WP Super Cache	Search Inst	alled Plugins
Appearance	Bulk Actions Apply				7 /68/07
🖆 Plugins 🕕 👘	🗌 Plugin	Description			
Installed Plugins Add New Editor	WP Super Cache Settings Deactivate Eda	13 1975	lugin for WordPress. Automattic View details		
👗 Users	WP Super Cache must be configured. Go to the admin page	e to enable and configur	e the plugin.		
📕 Tools	Dugin	Description			
Settings	Bulk Actions Apply				T Ataess
 Collapse menu 					
	The set of the second second second second				a Handin & S

Step (5) – Click on Plugins \rightarrow Editor from the side bar.



Step (6) - The following page gets displayed.



This page lets you edit your plugins. A few options are explained.

- Select plugin to edit Allows you to select a plugin from the dropdown and edit it.
- Documentation Allows you to select the tools from the dropdown to edit the plugin.
- Plugin files Allows you to select files from the list and edit accordingly.

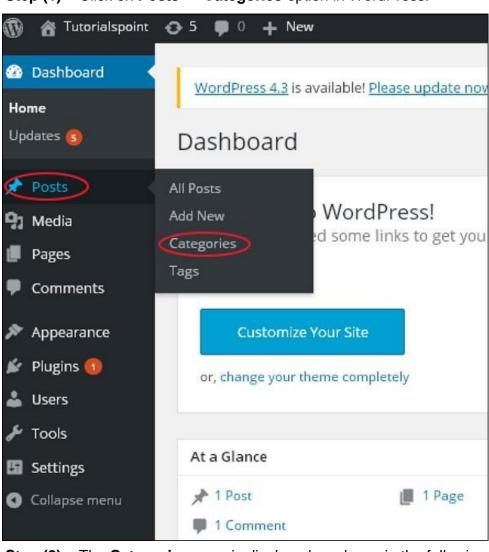
Finally, after editing the plugin files, click on Update file.

WordPress Categories

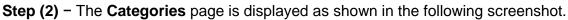
Add Categories

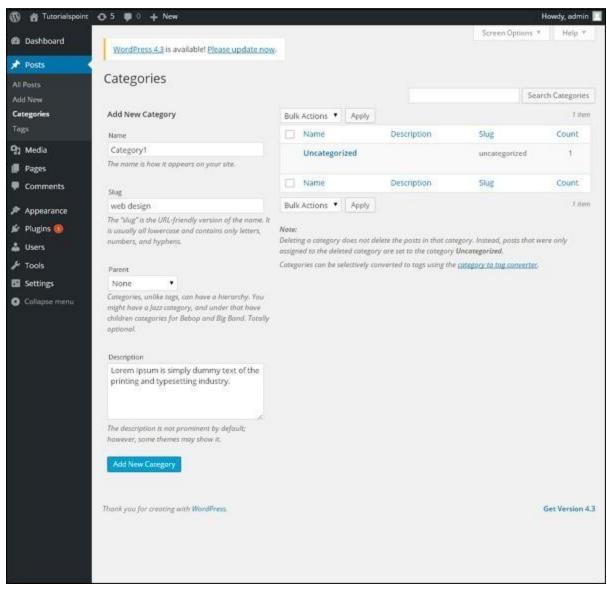
Category is used to indicate sections of your site and group related posts. It sorts the group content into different sections. It is a very convenient way to organize the posts.

To access the Category section, follows the mentioned steps -



Step (1) – Click on Posts \rightarrow Categories option in WordPress.





Following are the details of the fields on Categories.

- Name Enter the unique name of categories.
- Slug A word chosen to describe your post. It is specified in the tags URL.
- **Parent** By selecting the parent category from dropdown, you can set the particular category as sub-category or can keep it as None.
- **Description** Add brief description of your category. It is optional.

Step (3) – After filling all the information about Categories, click on **Add New Category** button.

Step (4) – After clicking on **Add New Category**, the new created category will get displayed on the right side of the page as shown in the following screen.

🚯 😤 Tutorialspoir	nt 💽 5 🛢 0 🕂 New				Howdy, admin
Dashboard	WordPress 4,3 is available! Please update now.			Screen Optio	ns * Help *
📌 Posts					
All Posts	Categories				
Add New					Search Categories
Categories	Add New Category	Bulk Actions Apply			1 item
Tags	Name	Name	Description	Slug	Count
97 Media		Category1	Lorem Ipsum is simply	web-design	0
📕 Pages	The name is how it appears on your site.		dummy text of the printing and		
Comments	Slug		typesetting industry.		
Appearance		Uncategorized		uncategorized	1 1
🖆 Piugins	The "slug" is the URL-friendly version of the name. It is usually all lowercase and cantains anly letters,				
👗 Users	numbers, and hyphens.	Name Name	Description	Slug	Count
F Tools	1.	Bulk Actions Apply			1 item

Edit Categories

Following are the simple steps to edit categories in WordPress.

Step (1) – Click on Posts \rightarrow Categories in WordPress.

Step (2) – You can view Category1 (Category1 was created in the chapter WordPress - Add Category). When the cursor hovers on the Categories, then a few options get displayed below the Category name. There are two ways to edit the categories i.e. **Edit** and **Quick Edit**

Edit - Click on Edit option in Categories section as seen in the following screenshot.

Categories				Screen Options	r Help *
				Se	arch Categories
Add New Category	Bulk Actions	Apply			1 item
Name	Name Name		Description	Slug	Count
The name is how it appears on your site. Slug	Category1		Lorem Ipsum is simply dummy text of the printing and typesetting industry.	web-design	0
The "slug" is the URL-friendly version of the name. It is usually all lowercase and contains only letters, numbers, and hyphens.	Uncategori	zed		uncategorized	1
Parent	Name		Description	Slug	Count
None •	Bulk Actions	Apply			1 item

You can edit any of the required field, and then click **Update** button as shown in the following screen.

E l'inc. i		Screen Options *
Edit Category		
Name	Category1	
	The name is how it appears on your site.	
Slug	web-design	
	The "slug" is the URL-friendly version of the name. It is usually all low only letters, numbers, and hyphens.	ercase and contains
Parent	None	
	Categories, unlike tags, can have a hierarchy. You might have a Jazz c that have children categories for Bebop and Big Band. Totally optione	
Description	Lorem Ipsum is simply dummy text of the printing and typesetti	ing industry.
	The description is not prominent by default; however, some themes m	nay show it.
Update		

Category fields are same from the chapter WordPress - Add Category.

Quick Edit – Click on **Quick Edit** option in Categories section as shown in the following screen.

Categories				Screen Options	* Help *
0				1	Search Categories
Add New Category	Bulk Actions	Apply			1 item
Name	Name		Description	Slug	Count
The name is how it appears on your site.	Edit Quick Delete View		Lorem Ipsum is simply dummy text of the printing and typesetting industry.	web-design	0
The "slug" is the URL-friendly version of the name. It is usually all lowercase and contains only letters, numbers, and hyphens.	Uncategori	ized		uncategorized) 1
Parent	Name		Description	Slug	Count
None •	Bulk Actions	Apply			1 item

Here, you can only edit the Name and Slug of the category as seen in the following screen and then finally click on **Update Category** button.

Categories				Screen Options *	Help *
Category updated.					0
				Sea	arch Categories
Add New Category	Bulk Actio	ns • Appl	y I		2 items
Name	Nam	ne	Description	Slug	Count
The name is how it appears on your site.	QUICK EDI	T Category1			
Slug	Slug	web-desig	n	-	-
The "slug" is the URL-friendly version of the name. It is usually all lowercase and contains only letters, numbers, and hyphens.	Unca	ategorized		uncategorized	te Category
Parent	Nam	ne 🔺	Description	Slug	Count
None Categories, unlike tags, can have a hierarchy.	Bulk Actio	ns • Appl	y		2 items

Delete Categories

Following are the simple steps to delete categories in WordPress.

```
Step (1) – Click on Posts \rightarrow Categories in WordPress.
```

🚯 👸 Tutorialspoin	t 😋 1 🗭 0 🕂 New	
Dashboard	Dashboard	
Home	F	
Updates 🕦	Welcome to WordPress!	
🖈 Posts	All Posts	get you started:
9) Media	Add New	Next Steps
Pages	Categories	Write your first blog post
Comments	Tags (our Site	+ Add an About page
	or, change your theme completely	View your site

Step (2) – You can delete Category1. When the cursor hovers on the Categories, a few options get displayed below the Category name. Click on **Delete** button as shown in the following screen.

		Sear	ch Categories
Bulk Actions • Apply			2 items
Name	Description	Slug	Count
Category1 Edit Quick Edit Delete View	Our company, offers Website design & development using HTML5, CSS3, AngularJS, JQuery, PHP, Java, JEE, NodeJS, Priced at a very affordable rate.	web-design-and- web-hosting	0
Uncategorized		uncategorized	1
Name	Description	Slug	Count
	Name Category1 Edit Quick Edit Delete View Uncategorized	Name Description Category1 Our company, offers Website Delete View Delete View HTML5, CSS3, AngularJS, JQuery, PHP, Java, JEE, NodeJS, Priced at a very affordable rate. Uncategorized	Name Description Slug Category1 Our company, offers Website design & development using HTMLS, CSS3, AngularJS, JQuery, PHP, Java, JEE. NodeJS. Priced at a very affordable rate. web-design-and-web-hosting Uncategorized uncategorized uncategorized

When you click on delete, you will get a pop message asking for confirmation to delete the particular category as shown in the following screenshot.

😋 4 👎 0 🕂 New	The page at localh	iost says:	×		Howdy, admin
Categories	You are about to perm 'Cancel' to stop, 'OK' (anently delete the selected items. to delete.		Screen Options *	Help *
Category updated.		ОК Са	ncel		٥
_				Se	arch Categories
Add New Category		Bulk Actions • Appl	у		2 items
Name		Name	Description	Slug	Count
The name is how it appears	i on your site.	Category1 Edit Quick Edit Delete View	Lorem Ipsum is simply dummy text of the printing and typesetting industry.	web-design	0
The "slug" is the URL-friend name. It is usually all lower only letters, numbers, and l	case and contains	Uncategorized		uncategorized	1

You can click on **OK** button and delete the category permanently.

Arrange Categories

How to Arrange Categories in WordPress?

You can't arrange categories directly in WordPress. Hence, you will need to install **Category Order** <u>plugin</u> to arrange the created categories in a particular way.

Step (1) – Click on Posts \rightarrow Category Order in WordPress. The Category Order menu displays after adding the Category Order plugin. You can study how to install plugins in the chapter Install Plugins.

🐼 Dashboard	WordPress 4.3 is available! Please u
Home Updates 🜀	Dashboard
 Posts Media Pages Comments 	All Posts Add New Categories Tags Category Order
 Appearance Plugins (1) Users Tools 	Customize Your Site or, change your theme completely

Step (2) – In the following screen, you can see that the create categories section are not in order.

🚳 Dashboard	WordPress 4.3 is available! <u>Please update now</u> .
🖈 Posts 🔷	
All Posts	Category Order
Add New	Top level categories
Categories	
Tags	Catagory2
Category Order	Category1
9] Media	Uncategorized
📕 Pages	
Comments	Order Categories
🔊 Appearance	

Step (3) – Now, you can rearrange your categories by just dragging the categories as per your choice. Click on **Order categories** button to save the ordered categories.

Dashboard	WordPress 4.3 is available! Please update now.
🖈 Posts 🔷	
All Posts	Category Order
Add New	Top level categories
Categories	Category1
Tags	
Category Order	Catagory2
9] Media	Uncategorized
📕 Pages	
Comments	Order Categories
🔊 Appearance	