Chapter 3:

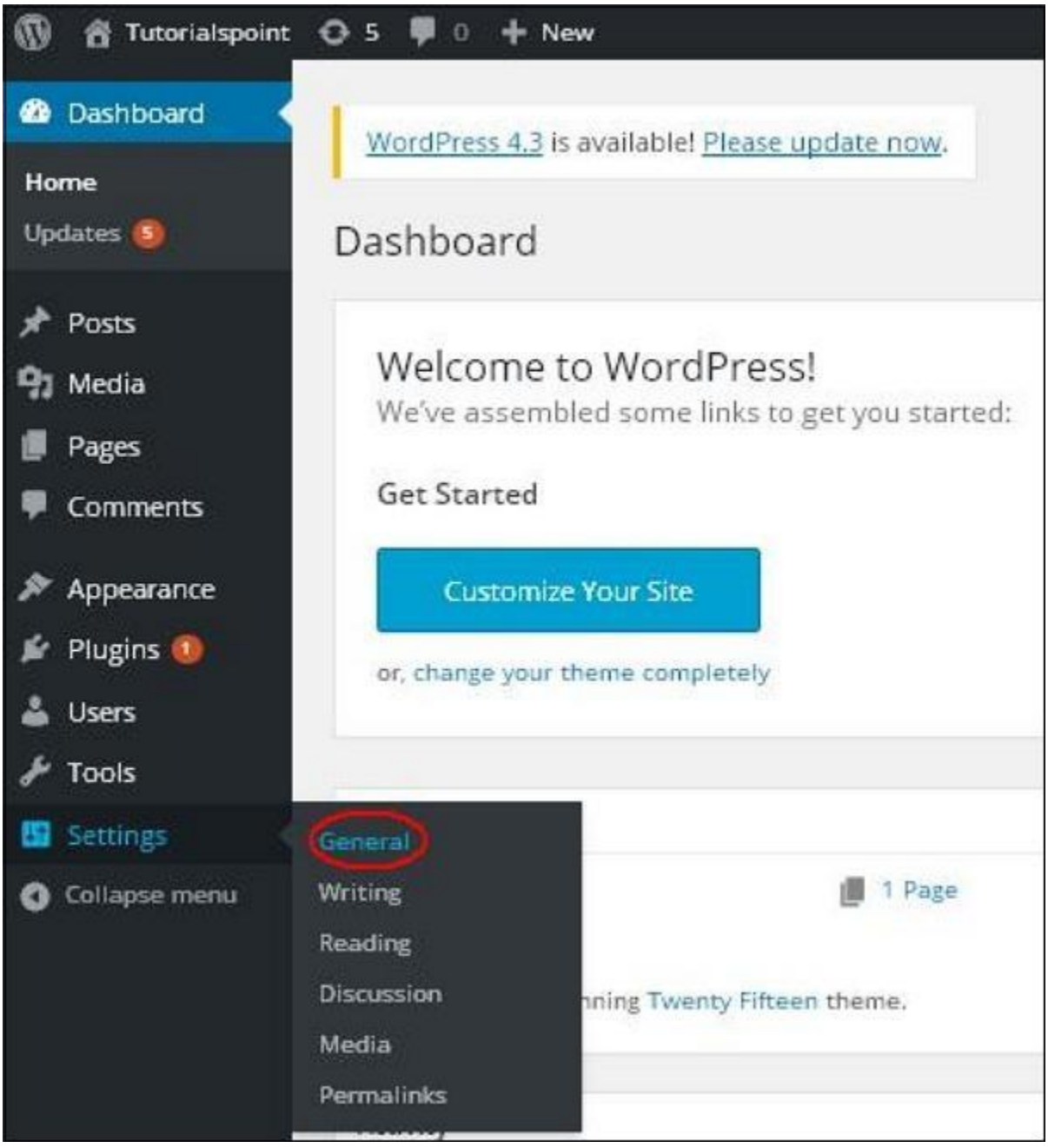
WordPress Settings, Plugins and Categories

OBJECTIVES

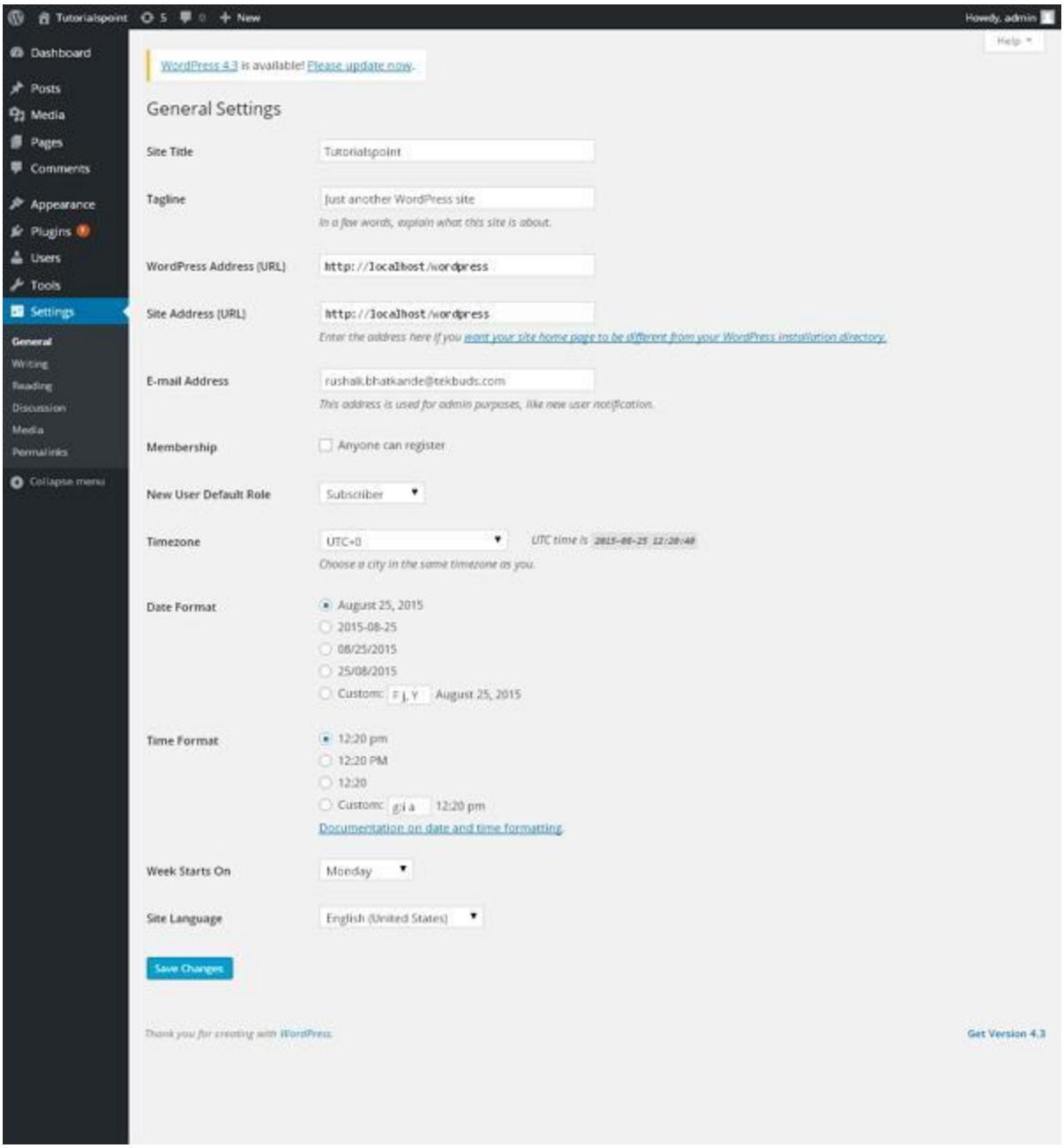
- **Learning WordPress Settings**
  - ☐ **General Settings**
  - ☐ **Writing Settings**
  - ☐ **Reading Settings**
  - ☐ **Discussion Settings**
  - ☐ **Media Settings**
  - ☐ **Permalink Settings**
- **Plugins and the installation process of it**
- **WordPress Categories**

Settings → 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** → **General** option in WordPress.



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



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 a slash (/) from the end. If you 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 always 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

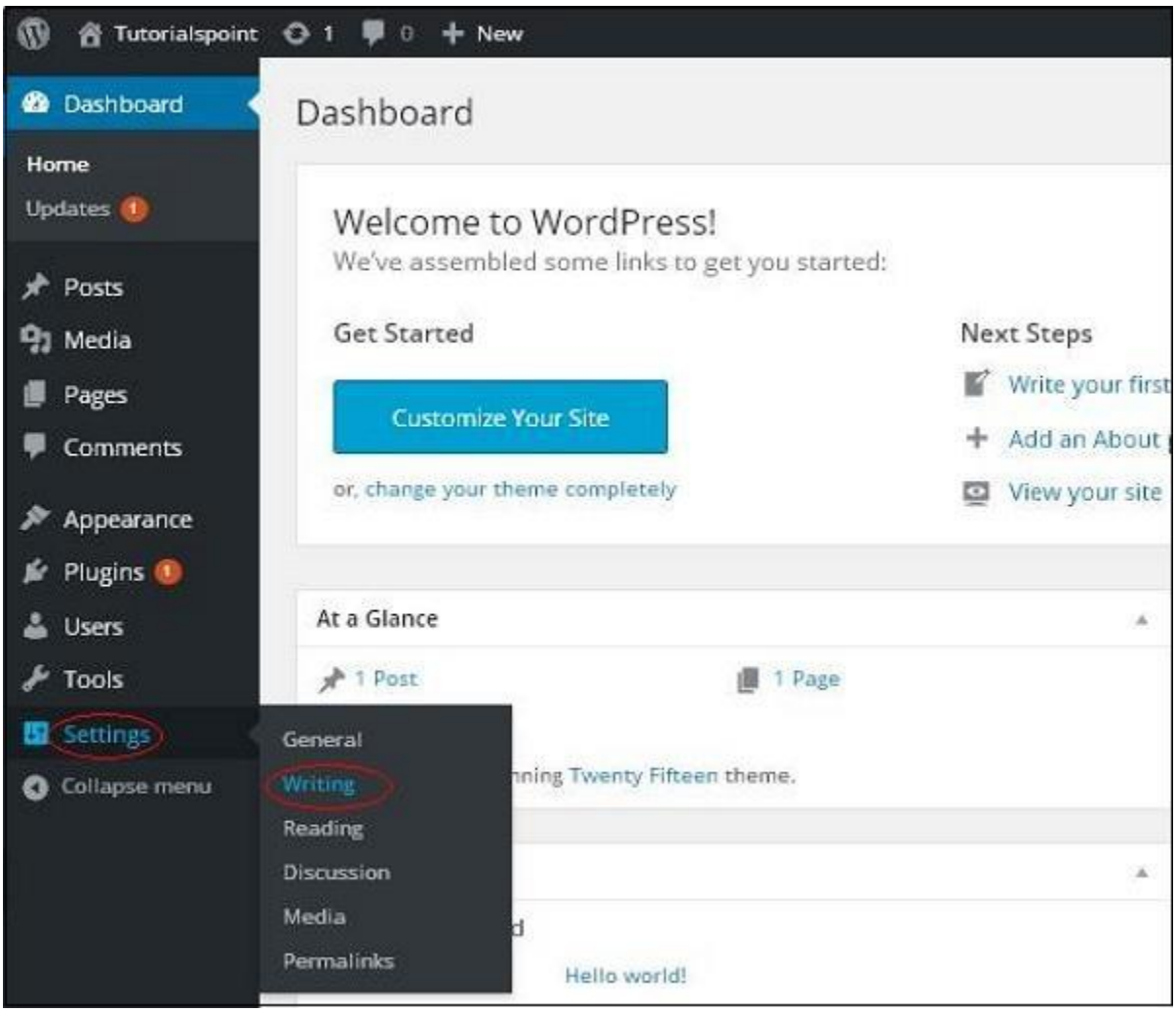
Click the Save Changes button to ensure any changes you have made to your Settings are saved to your database. Once you click the button, a confirmation text box will appear at the top of the page telling you your settings have been saved.

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

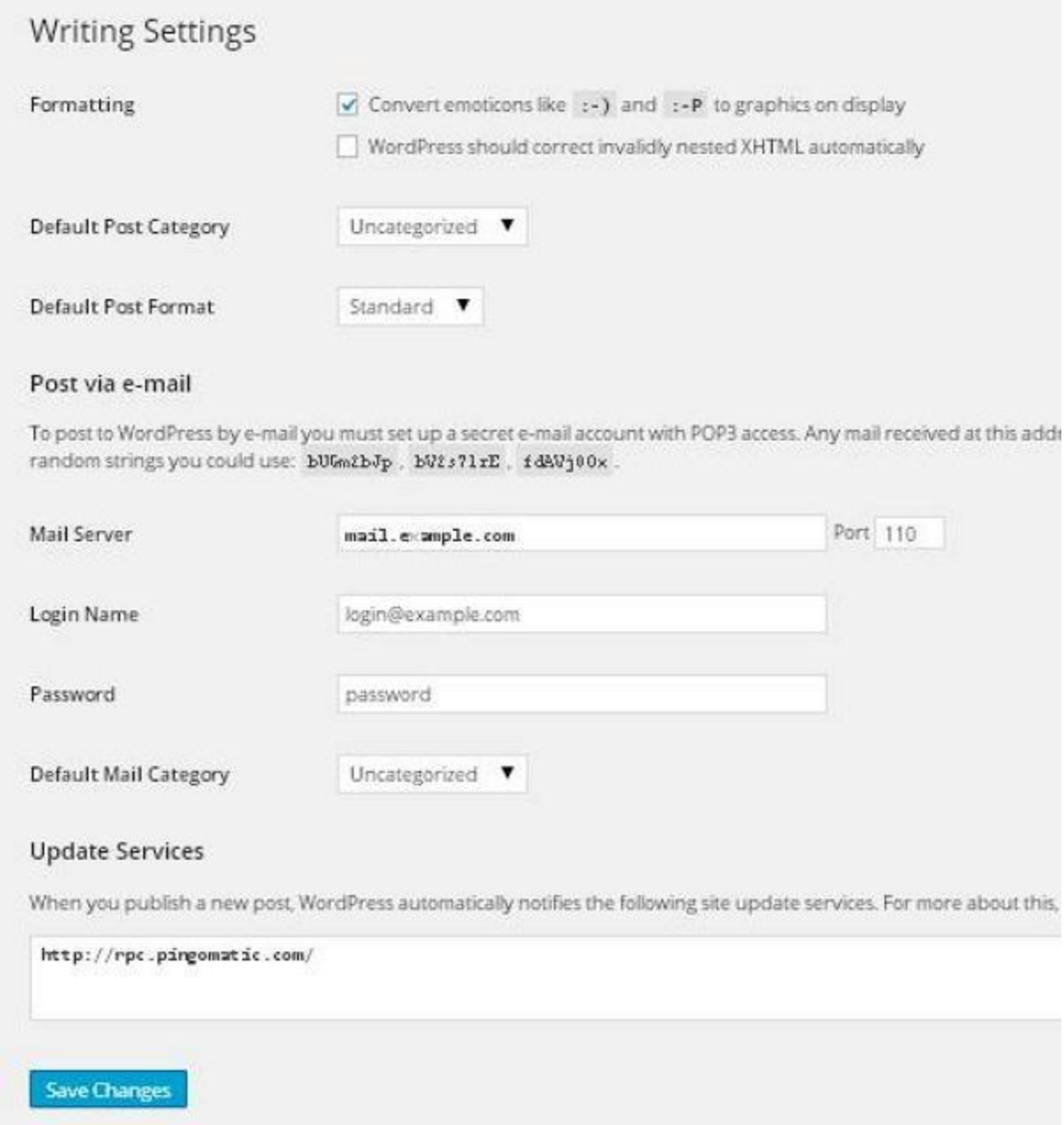
Settings → Writing

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 → Writing option.



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



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.

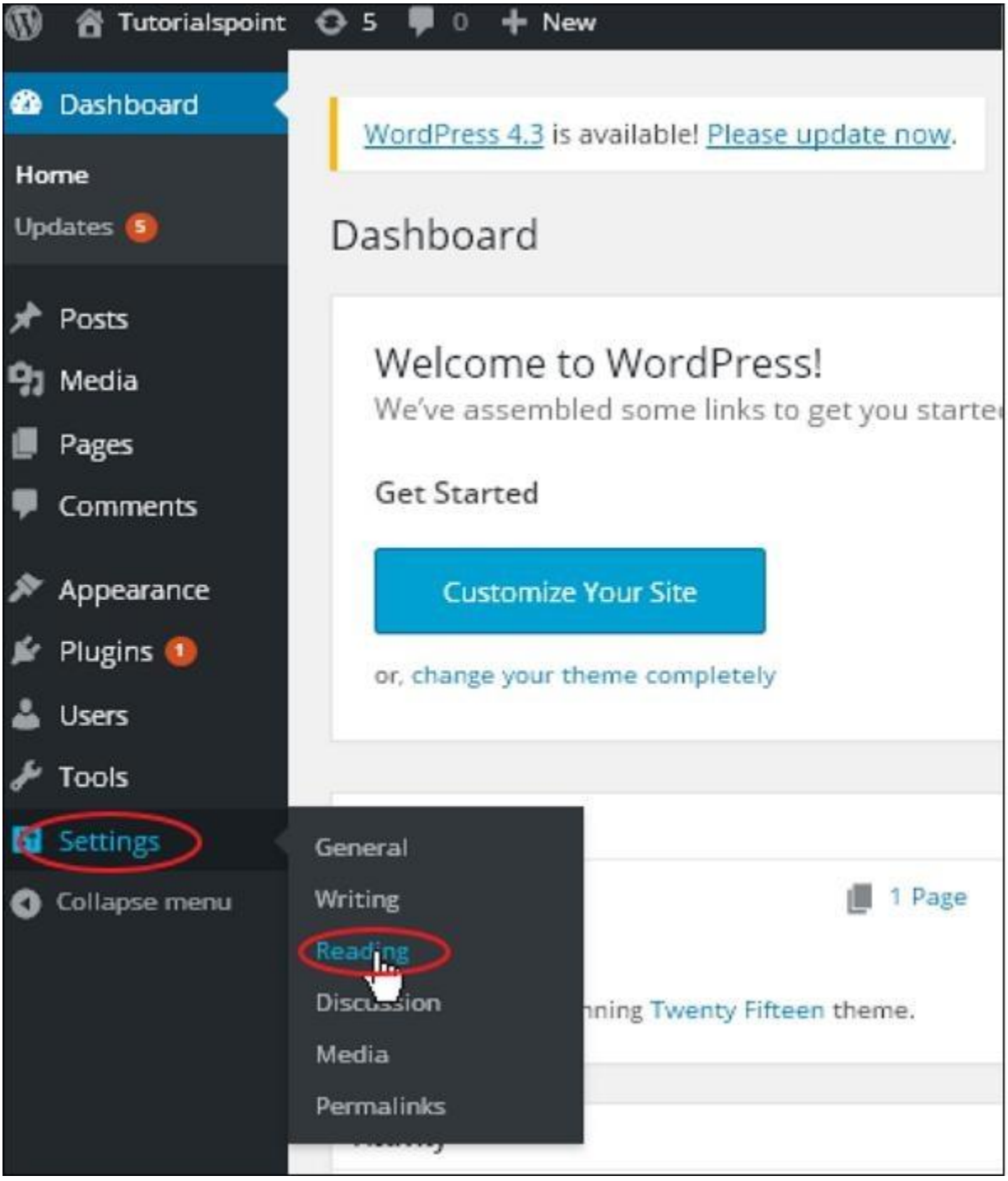
Step (3) – After filling all the above information, click on **Save Changes** button to save your information.

Settings → Reading

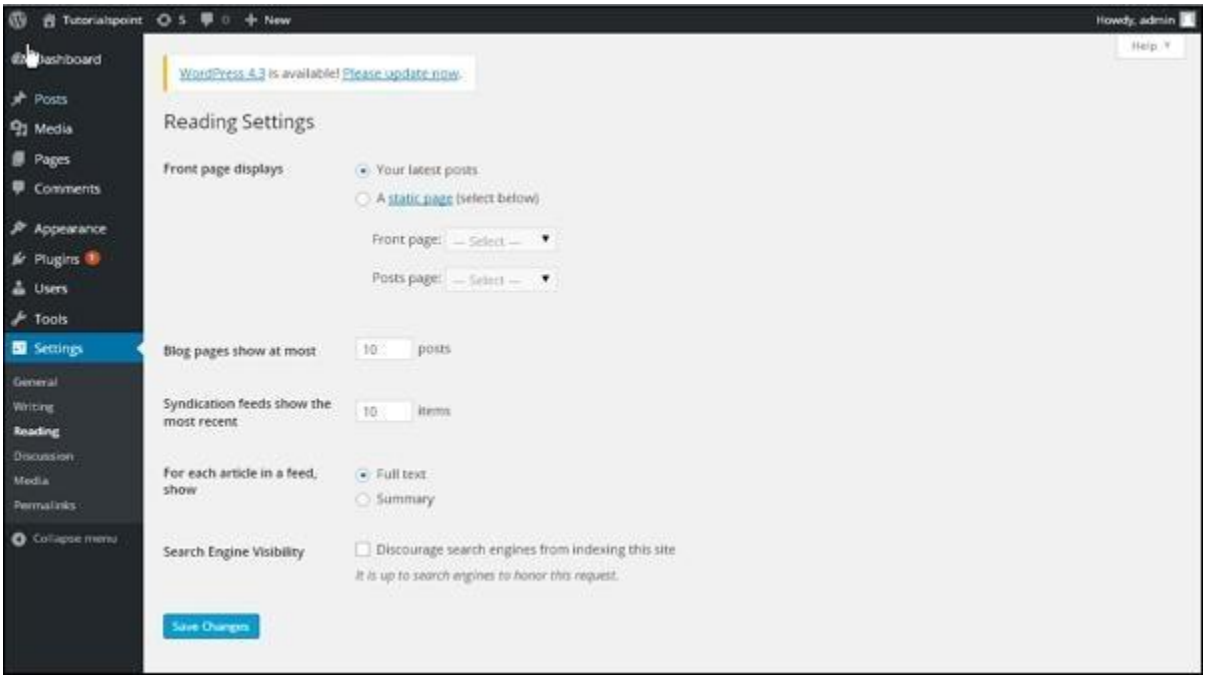
Reading Setting is used to set the content related to the front page. You can set the number of post to be displayed on the main page.

Following are the steps to access the reading settings −

Step (1) − Click on **Settings** → **Reading** option in WordPress.



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



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.

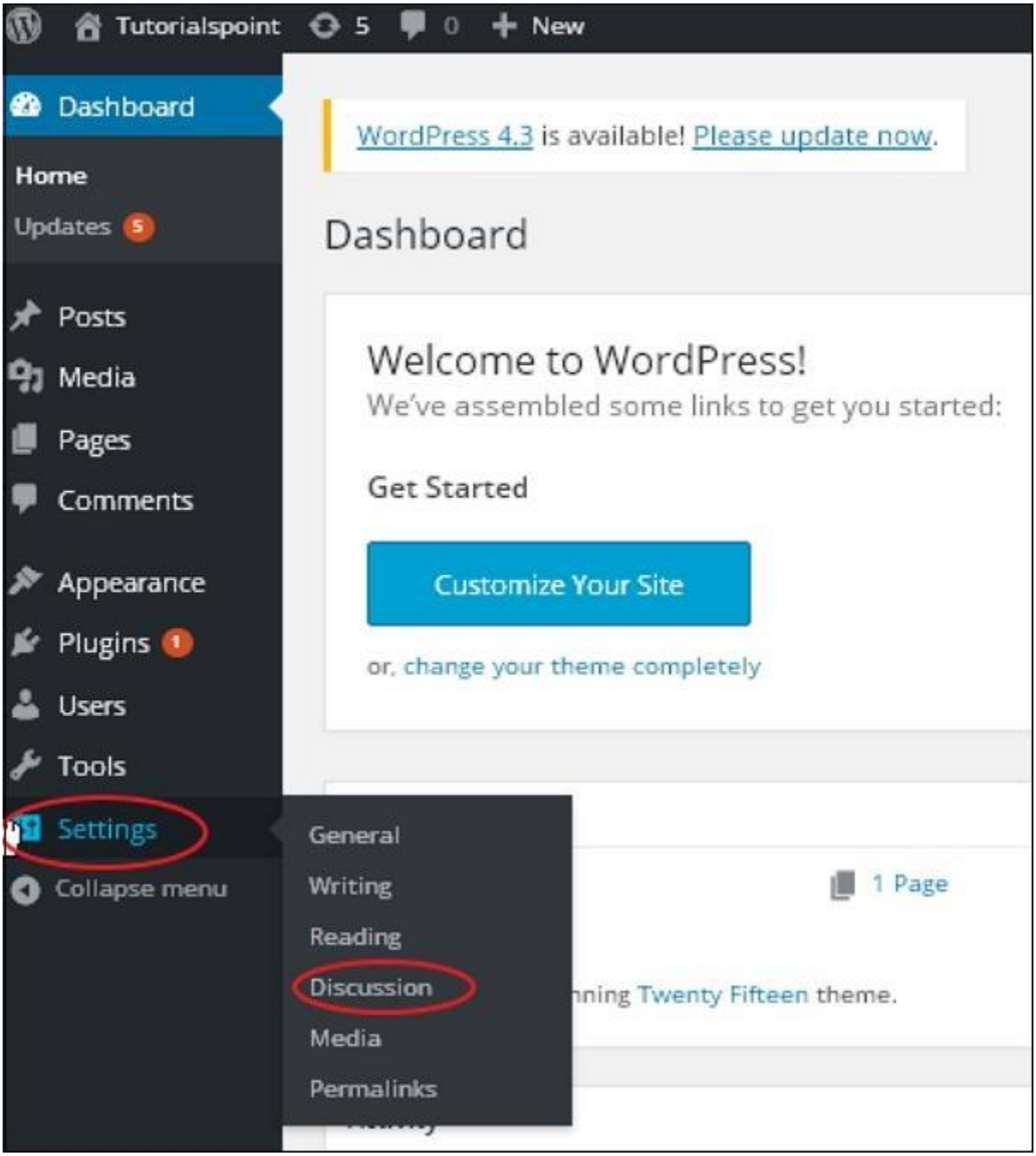
- **Search Engine Visibility −** After clicking on the checkbox, Discourage search engines from indexing this site, your site will be ignored by the search engine.

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

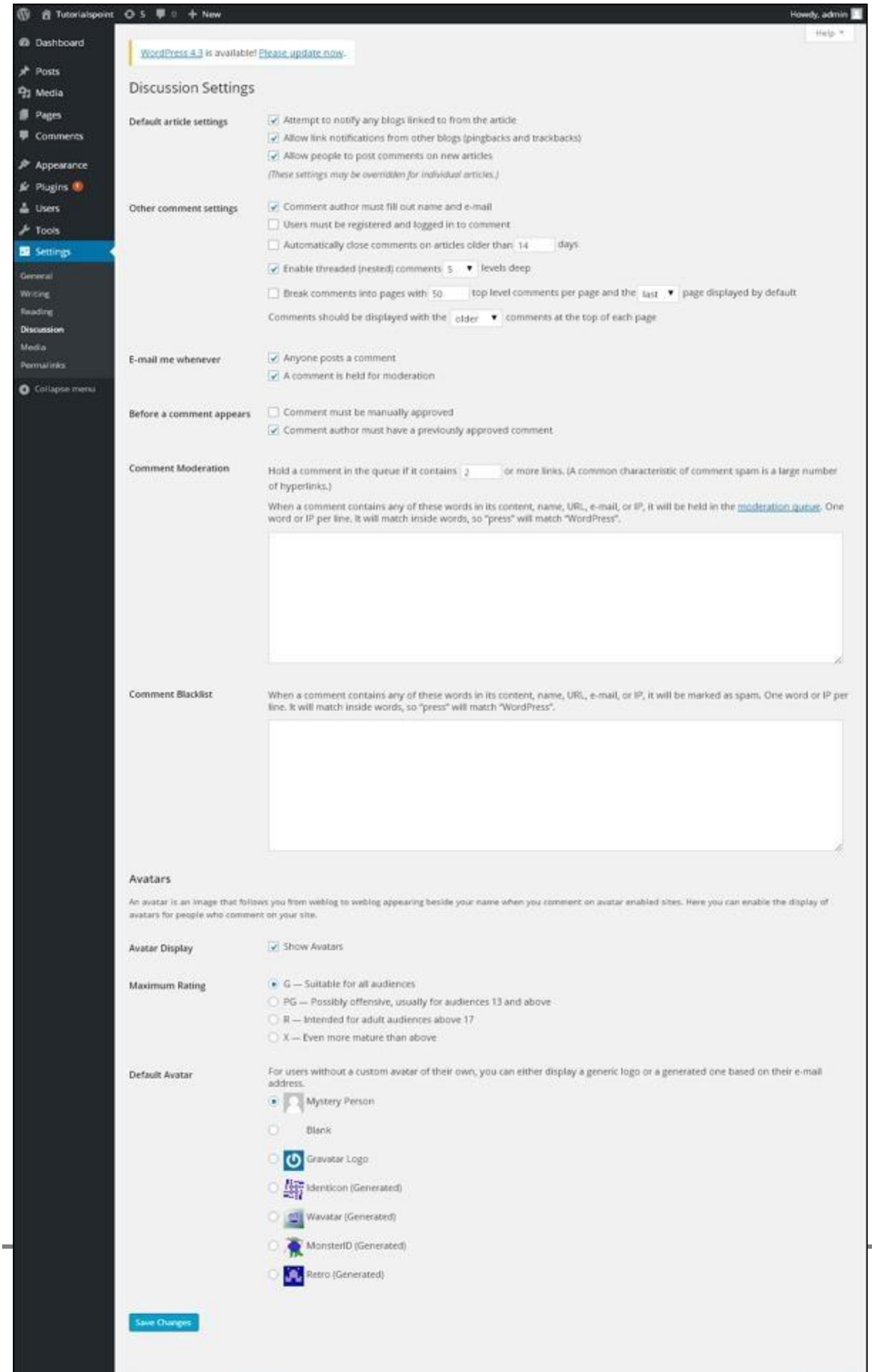
Settings → Discussion

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 (1) − Click on **Settings** → **Discussion** option in WordPress.



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


Tutorialspoint
5
New
Howdy, admin
Dashboard
Posts
Media
Pages
Comments
Appearance
Plugins
Users
Tools
Settings
General
Writing
Reading
Discussion
Media
Permalinks
Collapse menu
Help
WordPress 4.3 is available! Please update now.
Discussion Settings
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.)
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
Enable threaded (nested) comments 5 levels deep
Break comments into pages with 50 top level comments per page and the last page displayed by default
Comments should be displayed with the older comments at the top of each page
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 2 or more links. (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 moderation queue. 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
An avatar is an image that follows you from weblog to weblog appearing beside your name when you comment on avatar enabled sites. Here you can enable the display of avatars for people who comment on your site.
Avatar Display
Show Avatars
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.
Mystery Person
Blank
Gravatar Logo
Identicon (Generated)
Wavatar (Generated)
MonsterID (Generated)
Retro (Generated)
Save Changes

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.

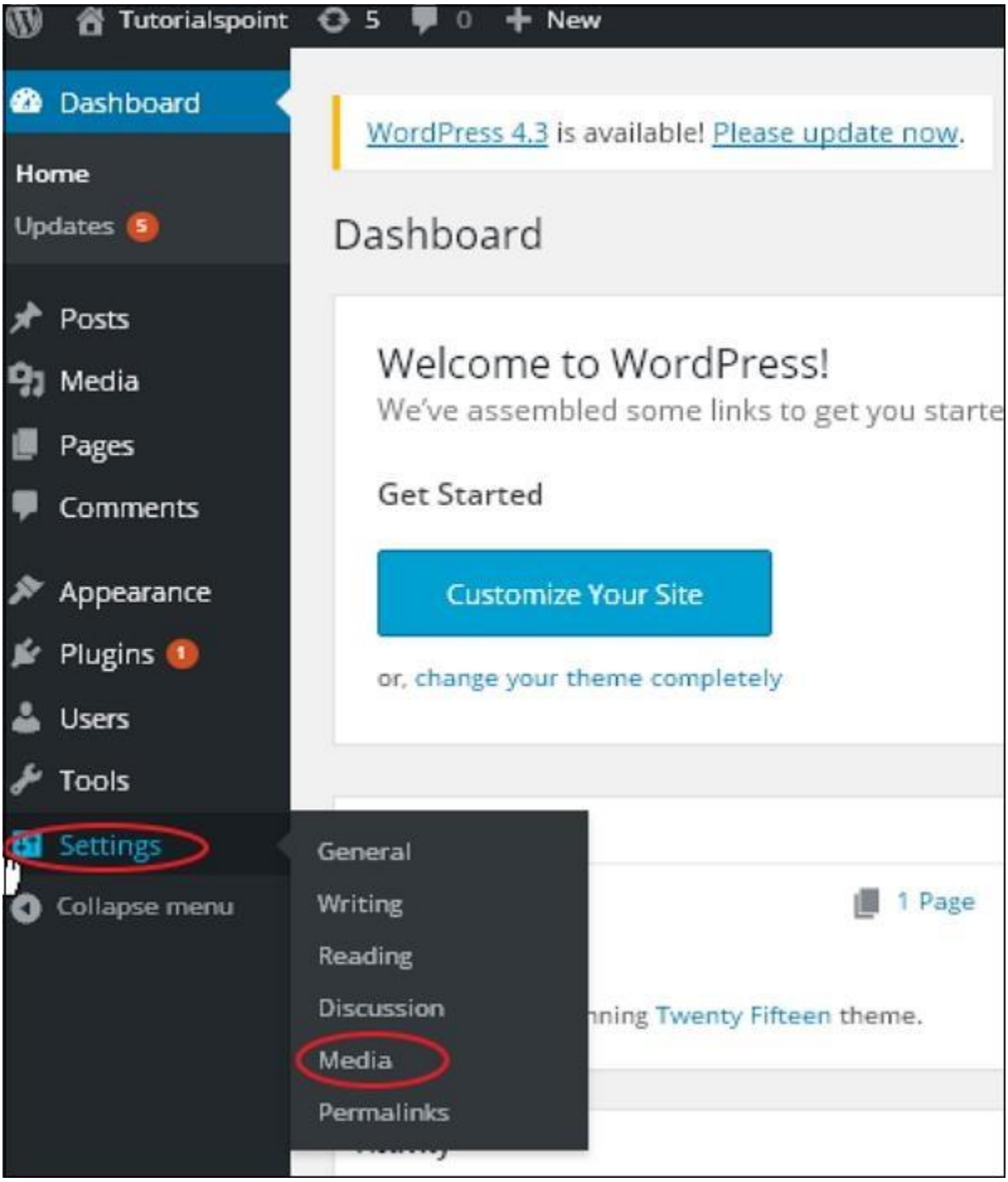
- **Before a comment appears** − This setting allows how your posts are controlled. There are two more settings as followed −
  - **Comment must be manually approved** − If you check this box then only the approved comments by the admin can be displayed on the posts or pages.
  - **Comment author must 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.

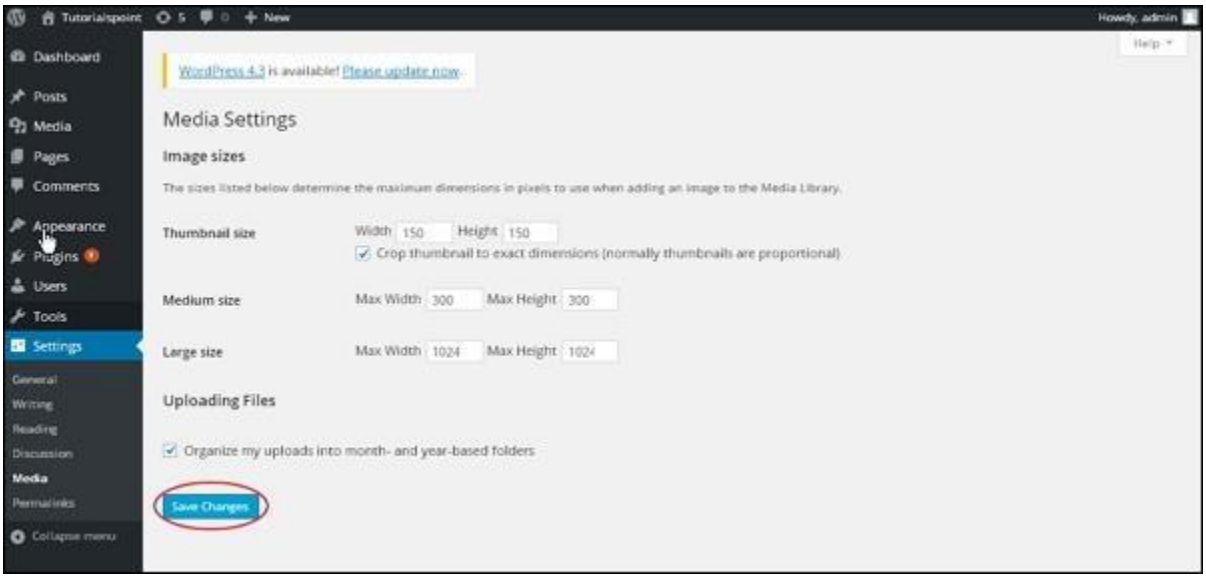
Settings → Media

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

Step (1) − Click on **Settings** → **Media** option in WordPress.



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



Following are the details of the fields on Media settings −

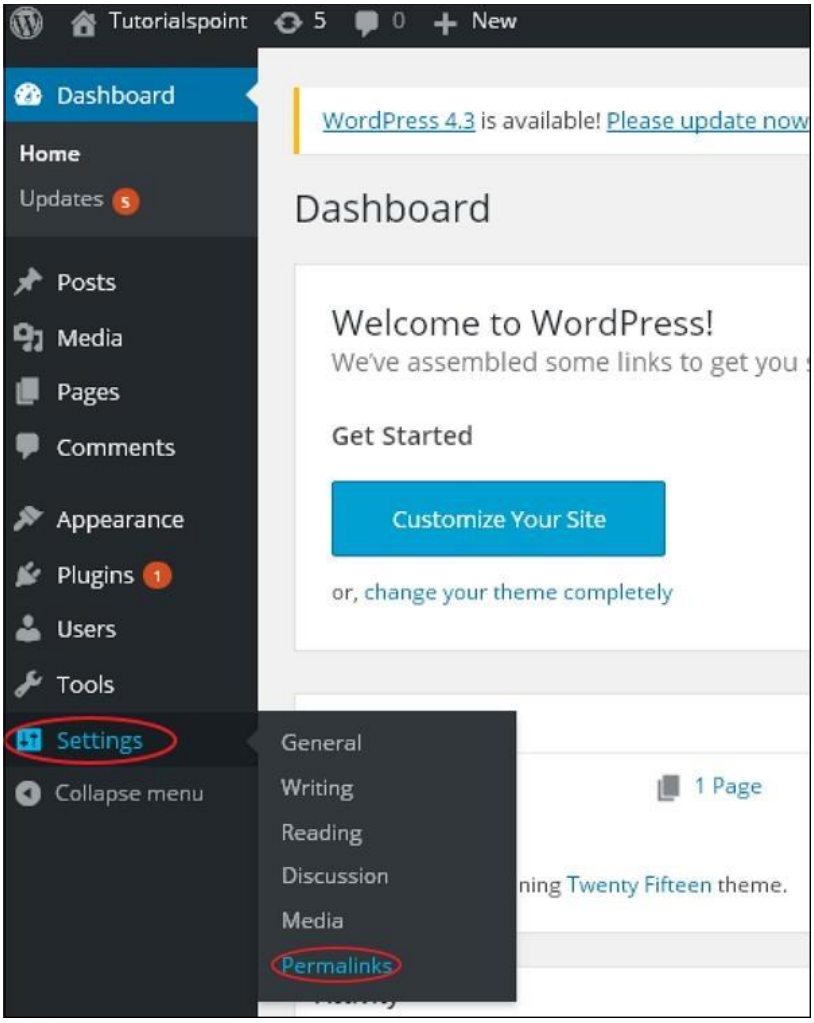
- **Thumbnail size** − Set the size of the thumbnail.
- **Medium size** − Set the height and width of medium size images.
- **Large size** − Set width and height of larger images.
- **Uploading files** − After checking this checkbox, the uploaded image will be arranged into year and month based folder.

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

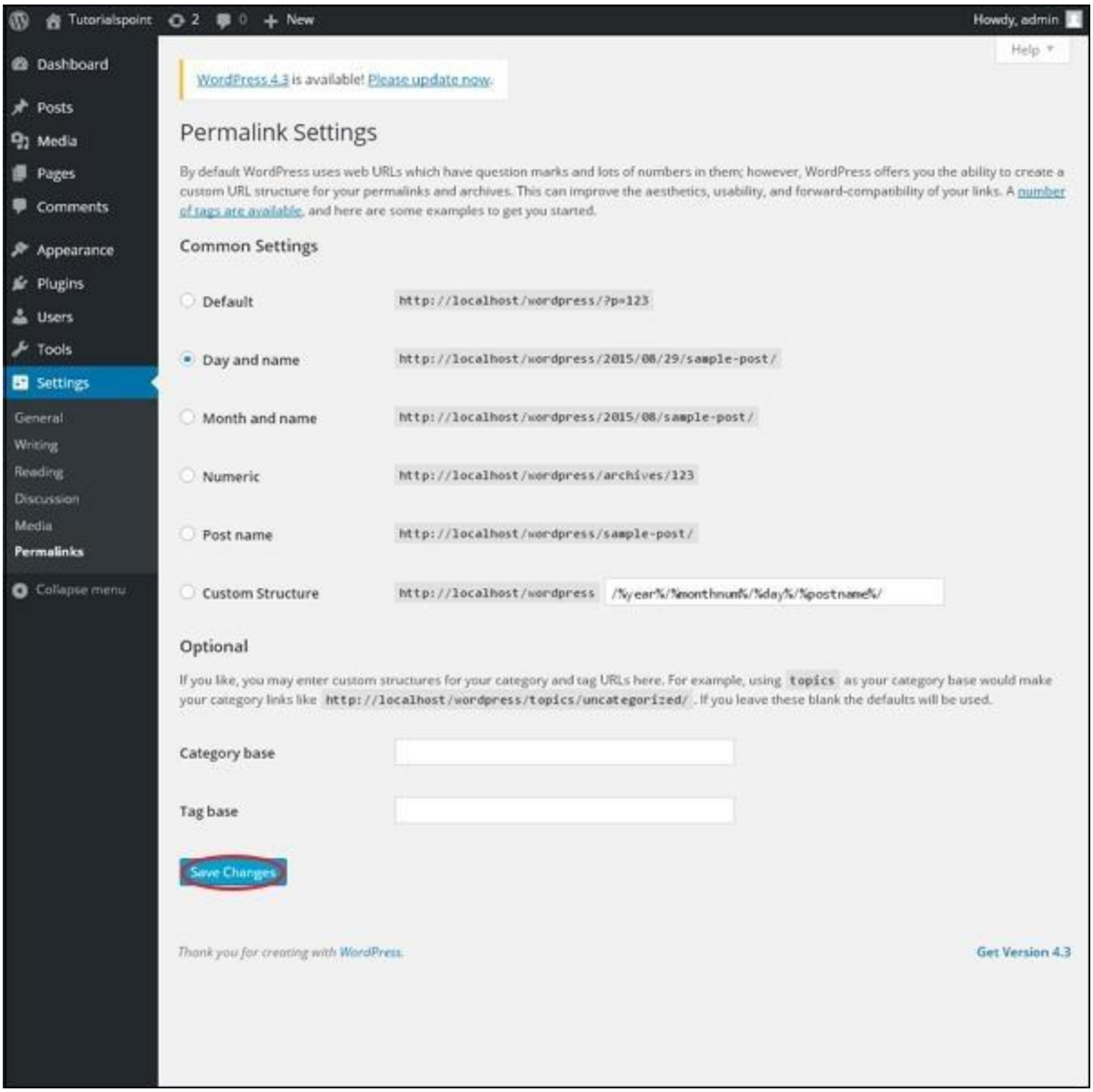
Settings → Permalinks

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** → **Permalinks** option from the left navigation menu.



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



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.

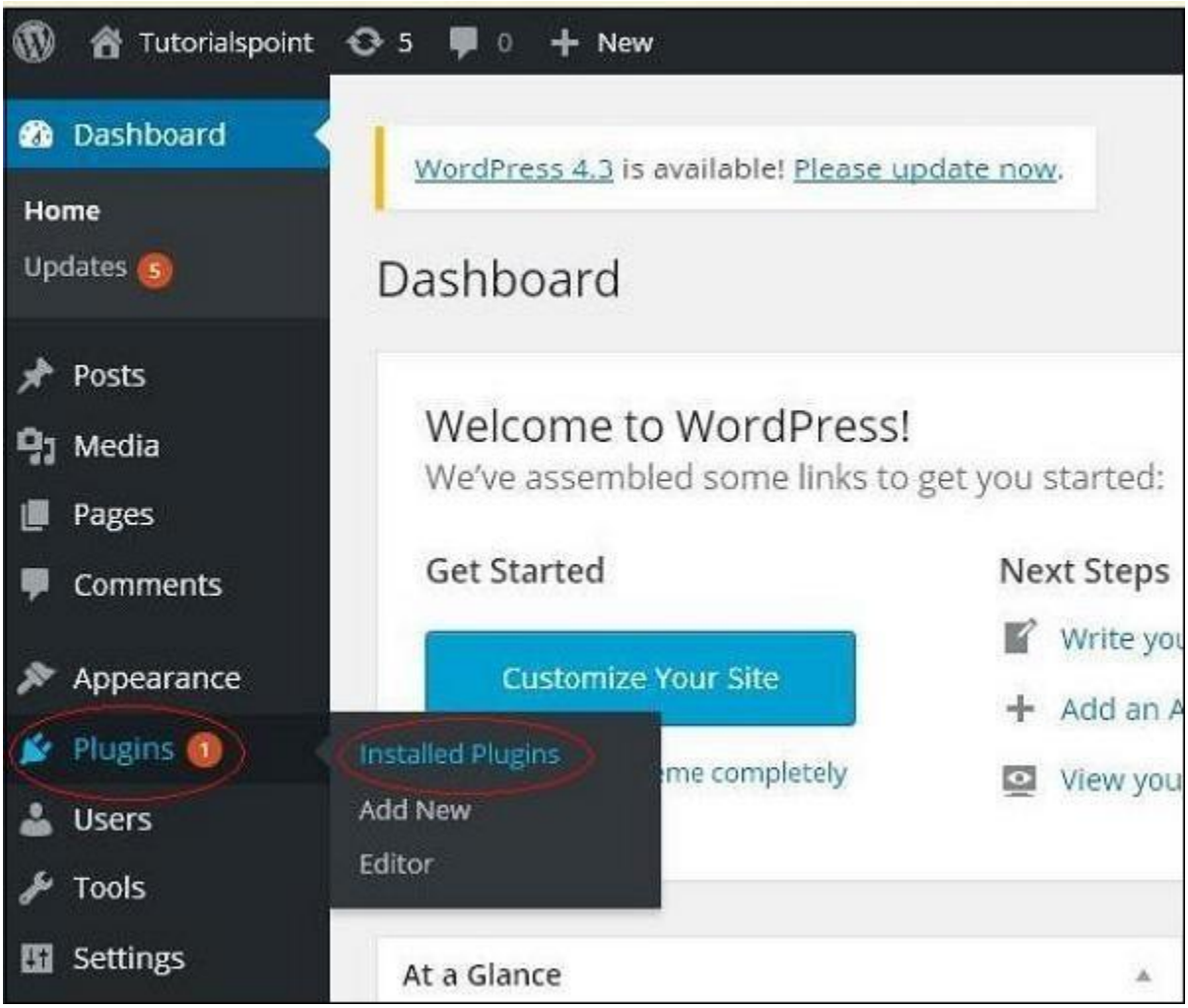
  - **Category Base** − Add custom prefix for your category URL.
  - **Tag Base** − Add custom prefix to your Tags URL.

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

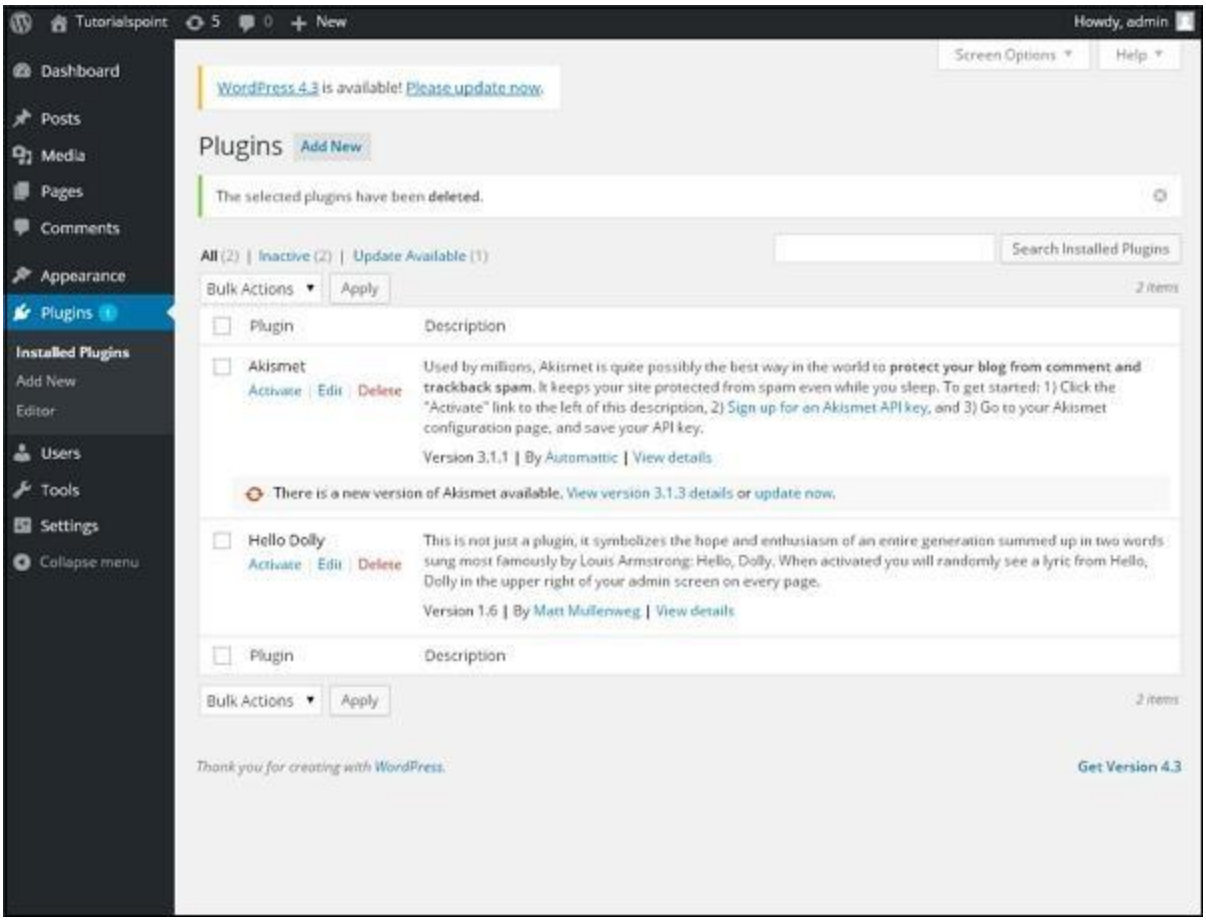
Plugins Settings

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** → **Installed Plugins** as shown in the screen.

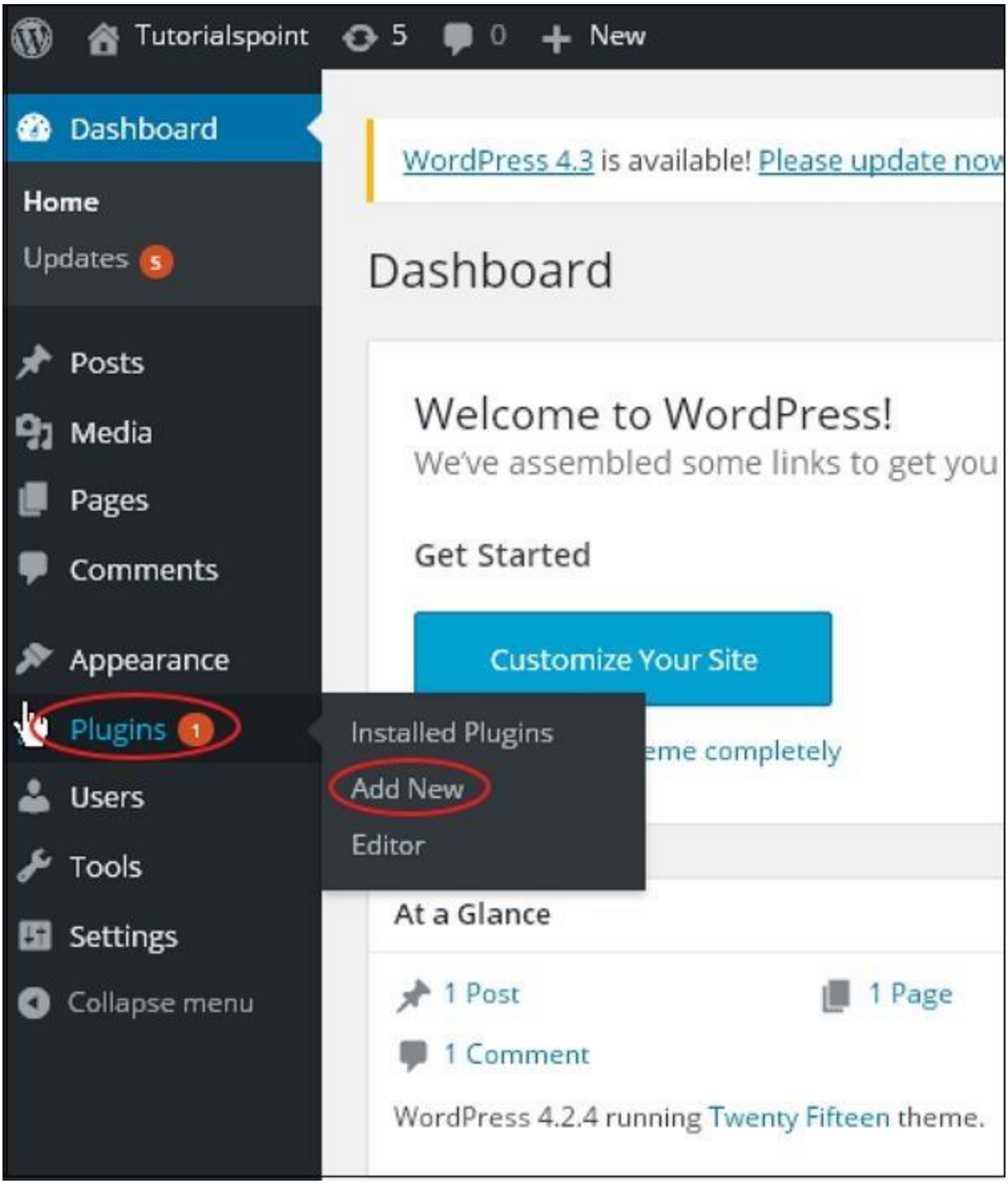


Step (2) − The following page appears.

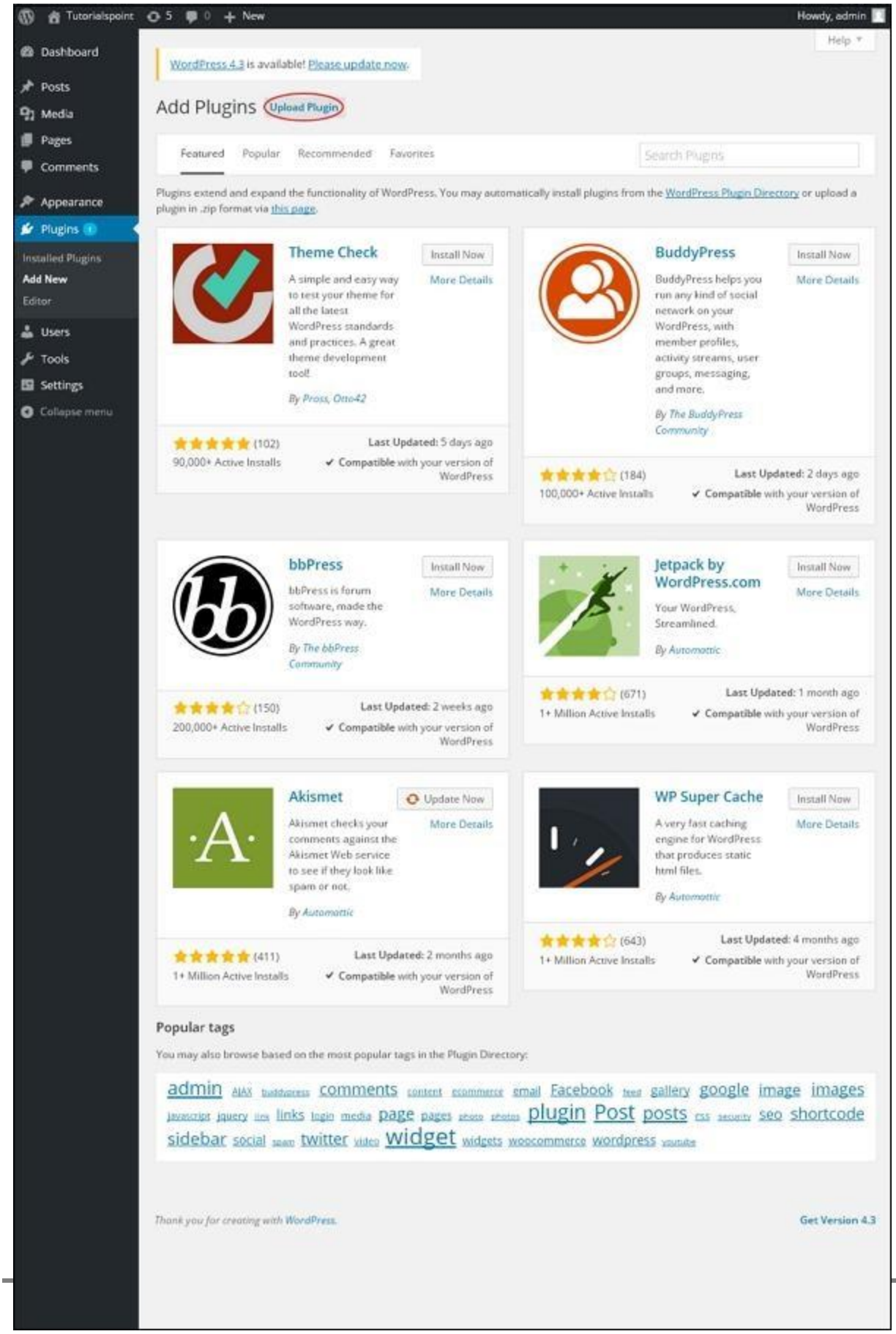


In this section, you can view the already installed plugins.

Step (3) − Click on → **Plugins** → **Add New** menu as shown in the following screen.

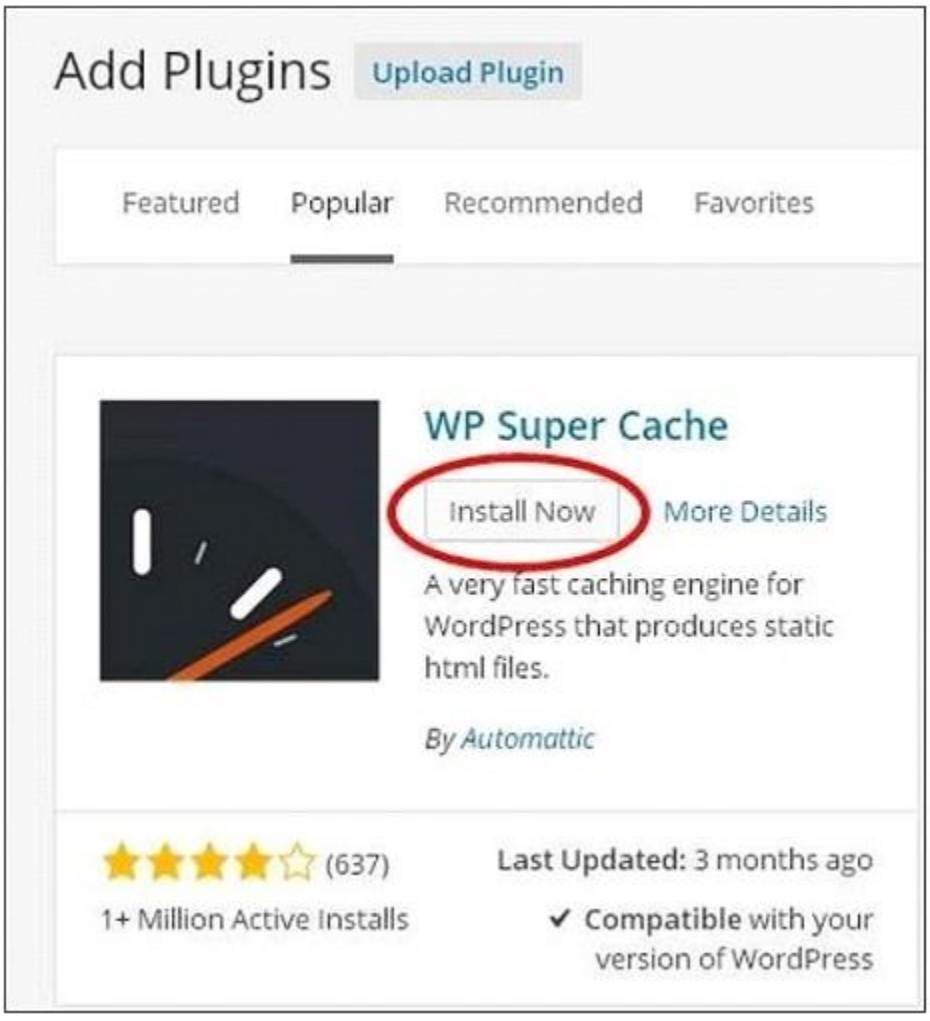


Step (4) − A list of plugins appears that are used in WordPress. Here you can directly install plugins from the available list or you can upload it by clicking on **Upload Plugin**.


Tutorialspoint
5
0
New
Howdy, admin
Dashboard
Posts
Media
Pages
Comments
Appearance
Plugins
Installed Plugins
Add New
Editor
Users
Tools
Settings
Collapse menu
Help
WordPress 4.3 is available! Please update now.
Add Plugins
Upload Plugin
Featured
Popular
Recommended
Favorites
Search Plugins
Plugins extend and expand the functionality of WordPress. You may automatically install plugins from the WordPress Plugin Directory or upload a plugin in .zip format via this page.
Theme Check
Install Now
More Details
A simple and easy way to test your theme for all the latest WordPress standards and practices. A great theme development tool!
By Pross, Otto42
(102)
90,000+ Active Installs
Last Updated: 5 days ago
Compatible with your version of WordPress
BuddyPress
Install Now
More Details
BuddyPress helps you run any kind of social network on your WordPress, with member profiles, activity streams, user groups, messaging, and more.
By The BuddyPress Community
(184)
100,000+ Active Installs
Last Updated: 2 days ago
Compatible with your version of WordPress
bbPress
Install Now
More Details
bbPress is forum software, made the WordPress way.
By The bbPress Community
(150)
200,000+ Active Installs
Last Updated: 2 weeks ago
Compatible with your version of WordPress
Jetpack by WordPress.com
Install Now
More Details
Your WordPress, Streamlined.
By Automattic
(671)
1+ Million Active Installs
Last Updated: 1 month ago
Compatible with your version of WordPress
Akismet
Update Now
More Details
Akismet checks your comments against the Akismet Web service to see if they look like spam or not.
By Automattic
(411)
1+ Million Active Installs
Last Updated: 2 months ago
Compatible with your version of WordPress
WP Super Cache
Install Now
More Details
A very fast caching engine for WordPress that produces static html files.
By Automattic
(643)
1+ Million Active Installs
Last Updated: 4 months ago
Compatible with your version of WordPress
Popular tags
You may also browse based on the most popular tags in the Plugin Directory:
admin AJAX buddypress comments content ecommerce email Facebook feed gallery google image images javascript jquery link links login media page pages photo photos plugin Post posts rss security seo shortcode sidebar social spam twitter video widget widgets woocommerce wordpress youtube
Thank you for creating with WordPress.
Get Version 4.3

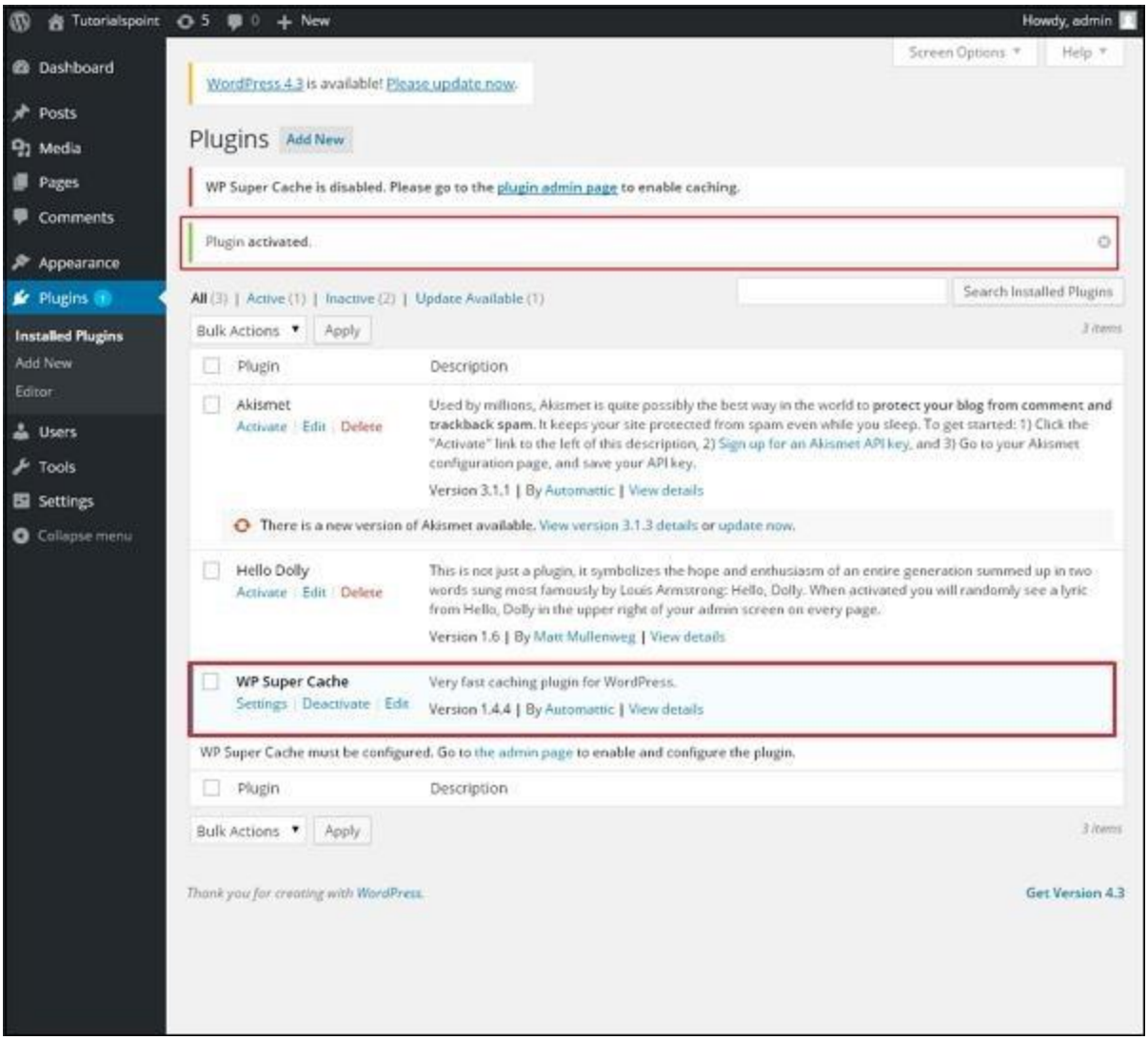
When you click on Upload Plugin you'll get the following page.

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.



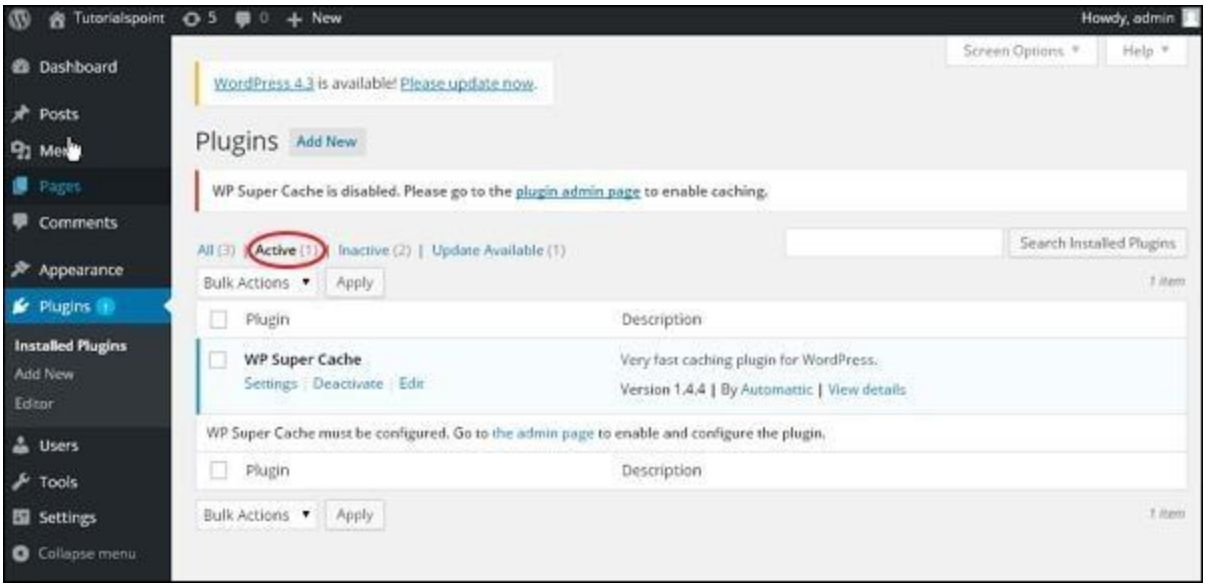
When you click on Install Now, the package starts to download and gets installed. Then, click on **Activate plugin** to active that plugin to use in WordPress as seen in the following screen.

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

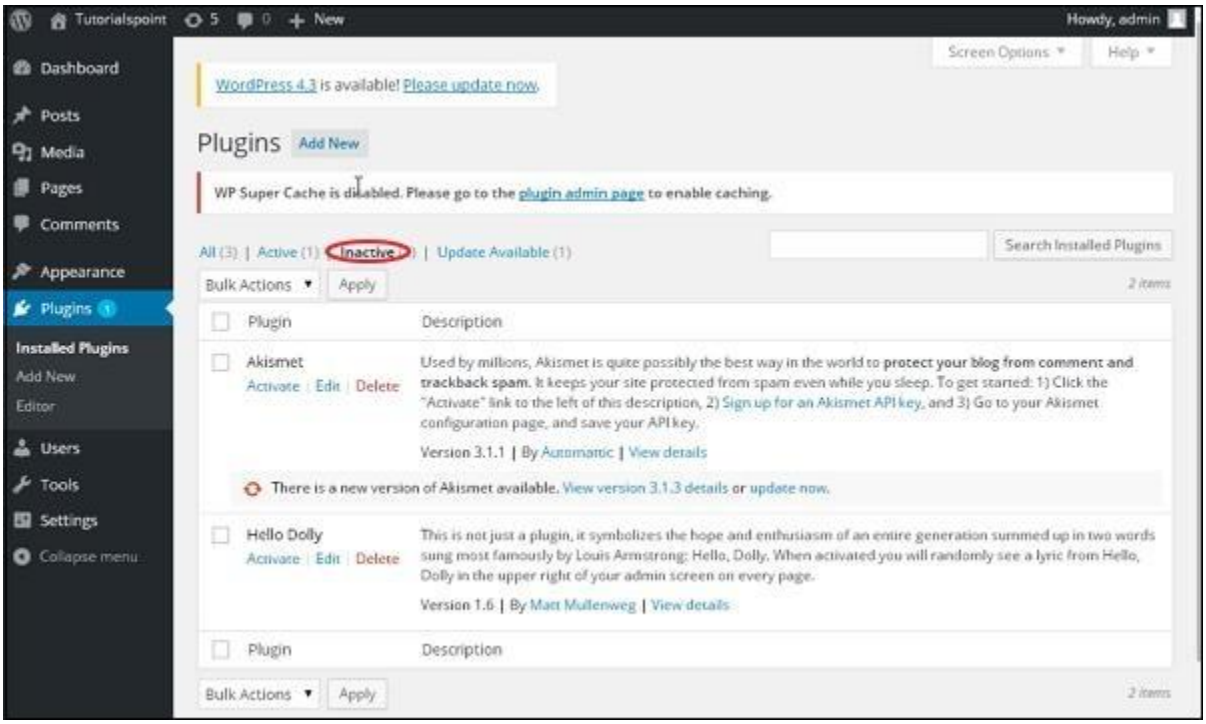


Below the *plugin activated* message, you can view few options such as **All, Active, Inactive** and **Update available**.

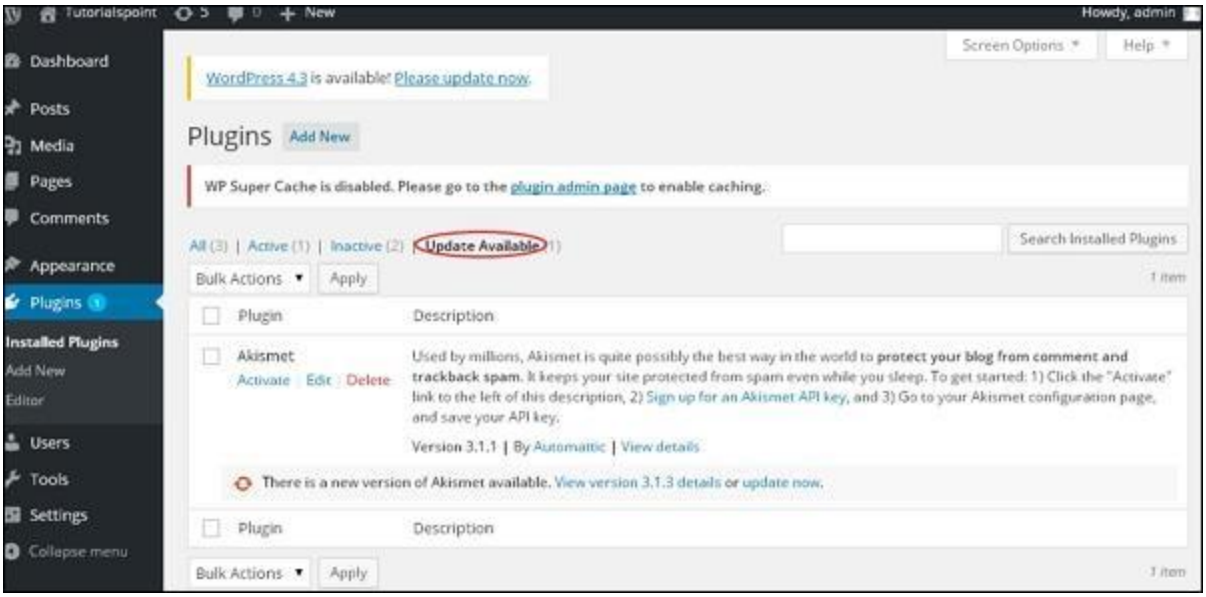
When you click on **Active** the following page appears. Here you can view all the activated plugins.



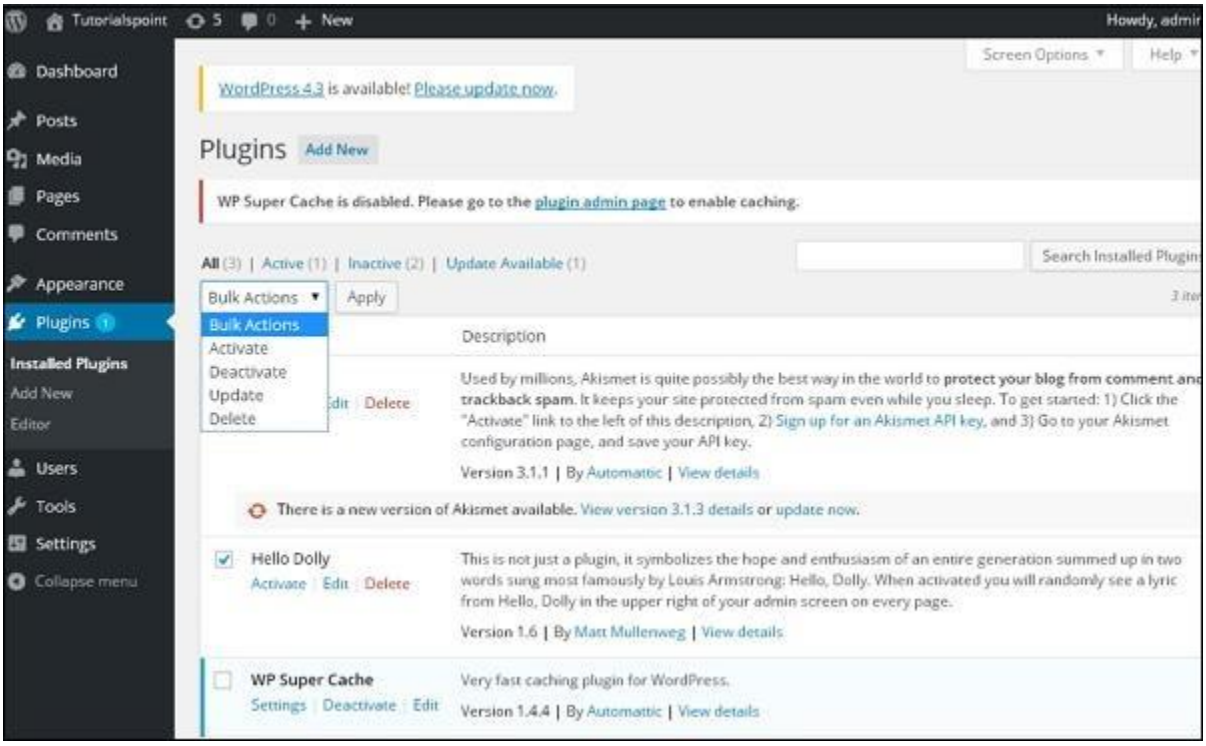
When we click on **Inactive**, the plugins which are available but are not activated gets displayed. You can activate this plugin by clicking on **Activate**.



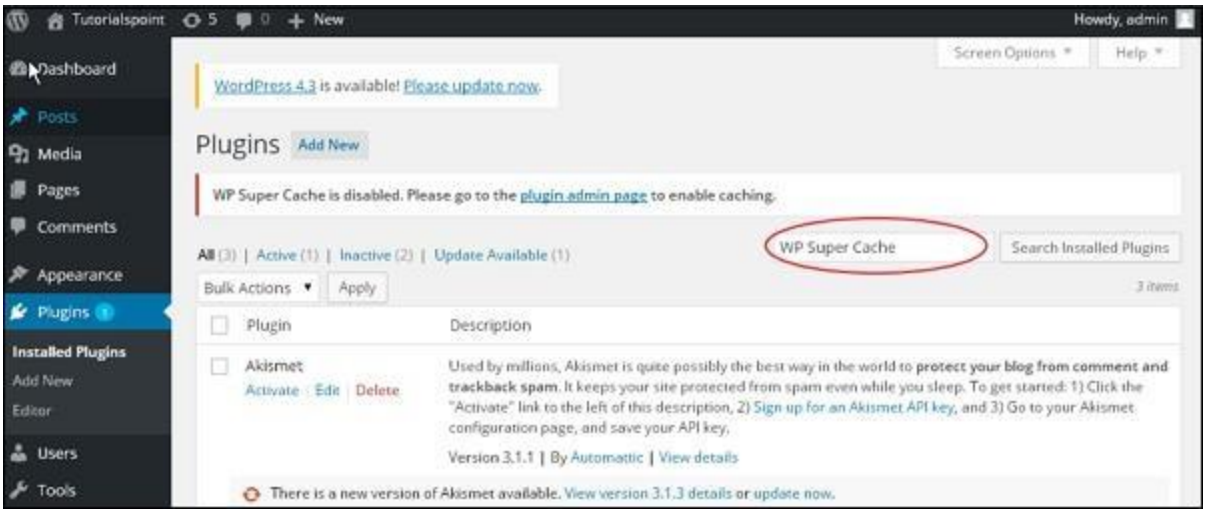
When you click on **Update available**, you'll get a list of plugins that must be updated. Click on **Update** and you get a message as *Updated*.



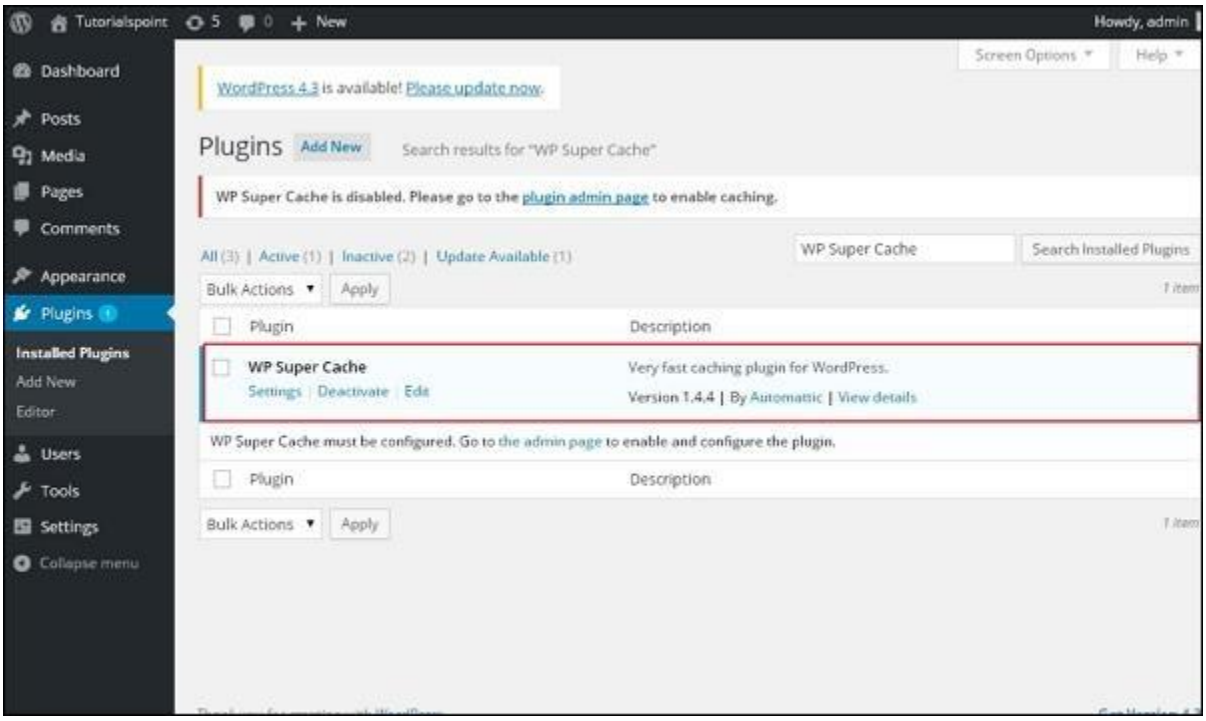
Click on **Bulk Actions** and select any of the options. Click on **Apply** button to **update, delete, activate** or **deactivate** each of the plugins by checking the boxes.



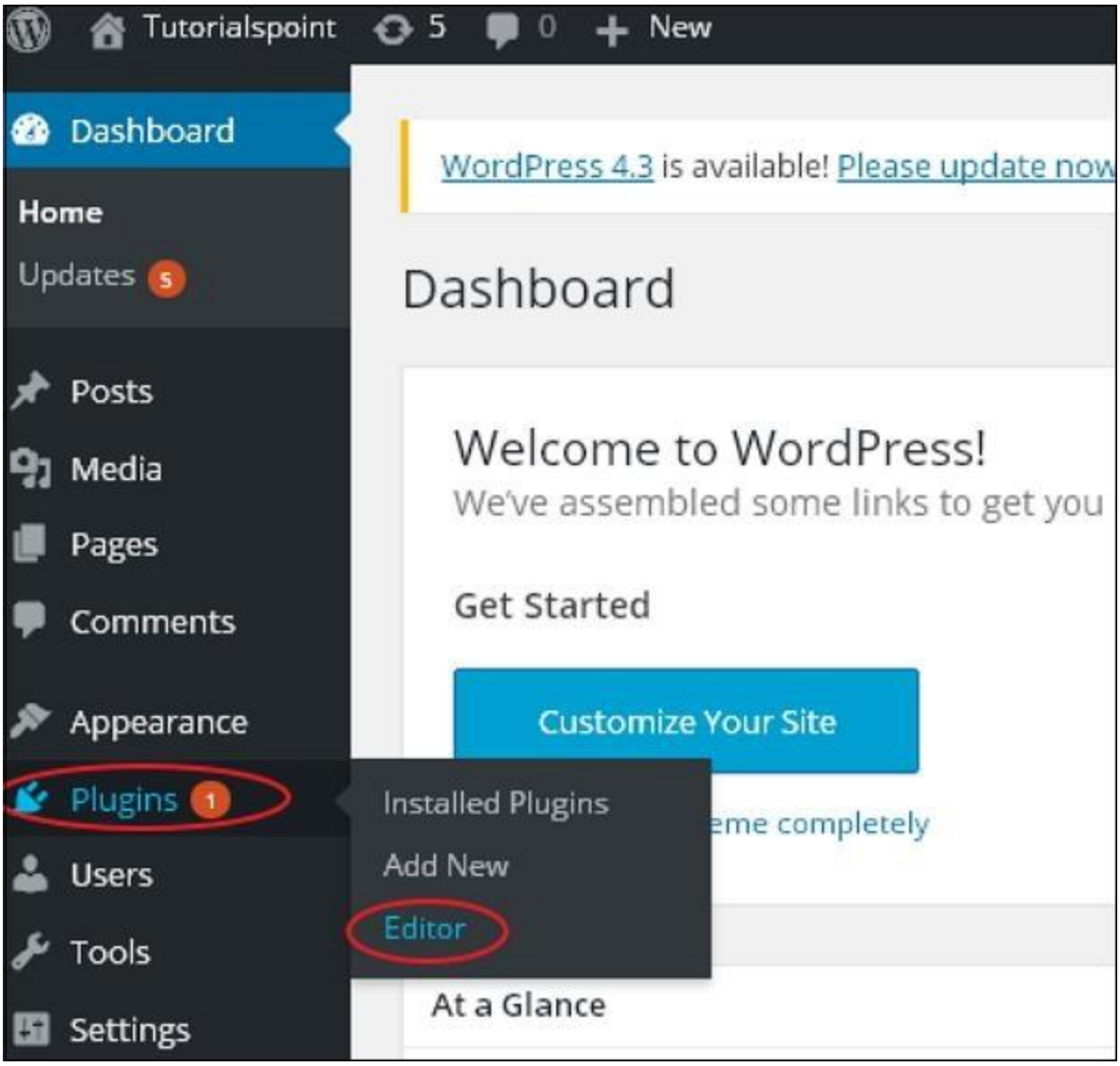
In **Search Installed Plugins** you can just type your plugin name in the text box that is already installed and click on the **Search Installed Plugins** button.



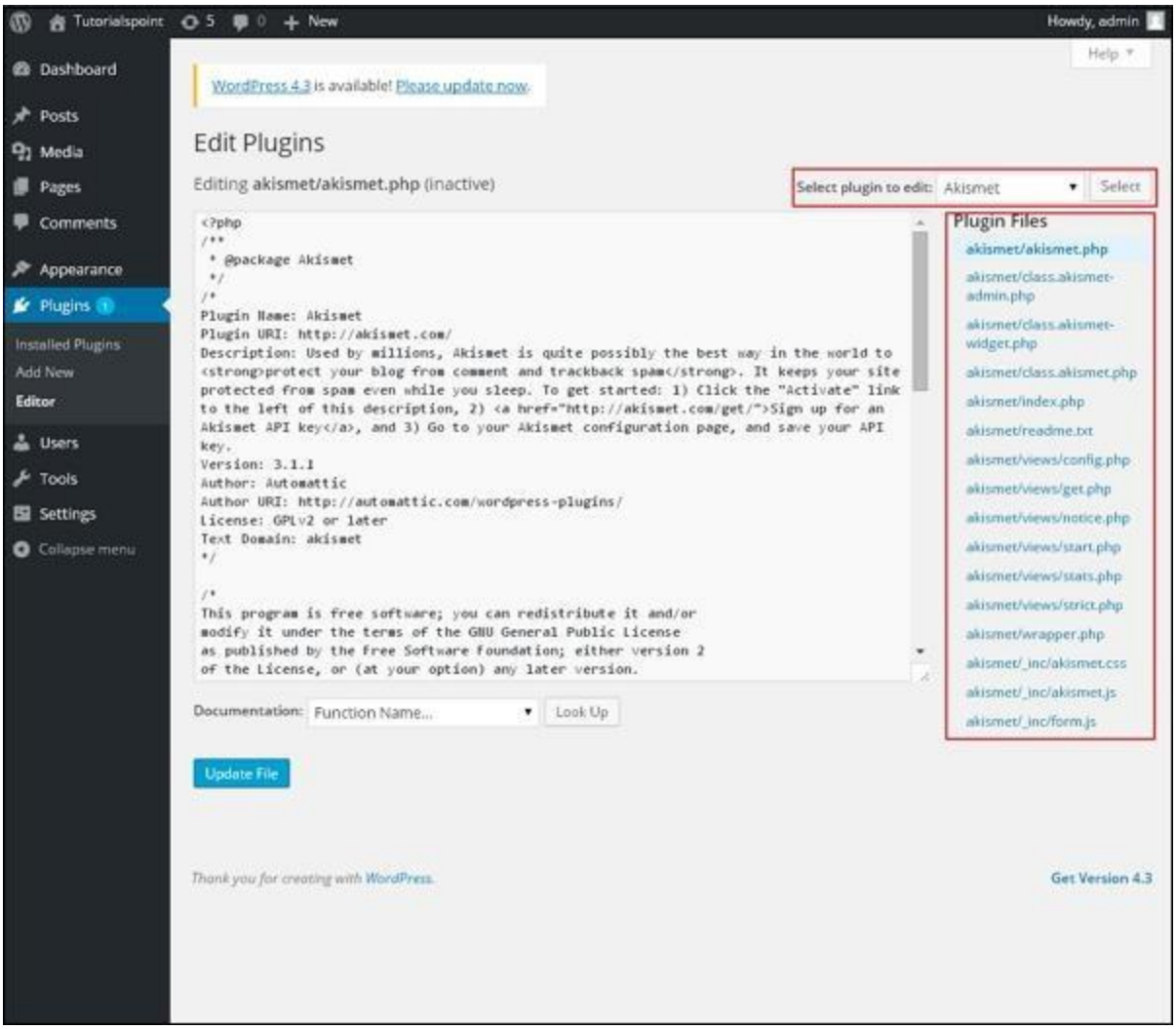
When you click on the **Search installed Plugin** button you get the following page with your respective plugin.



Step (5) − Click on **Plugins** → **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.

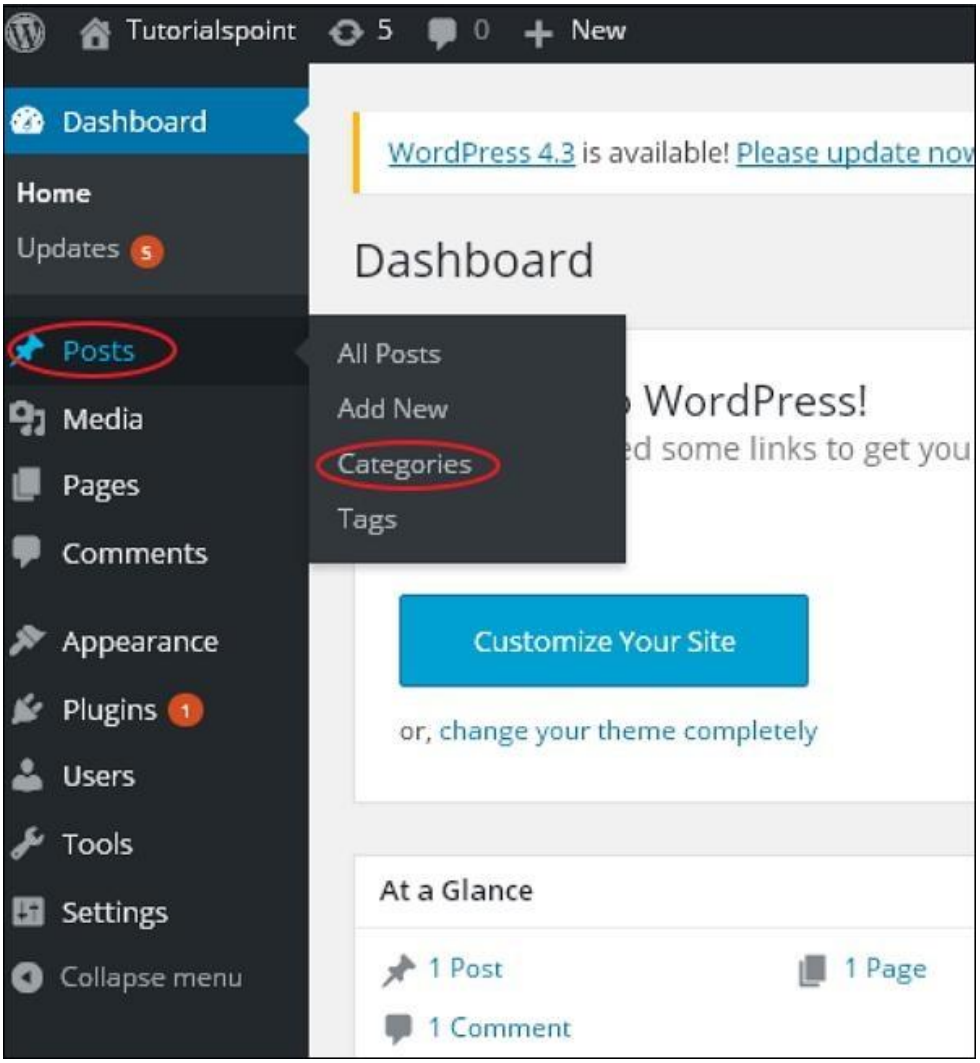
WordPress Categories

Add Categories

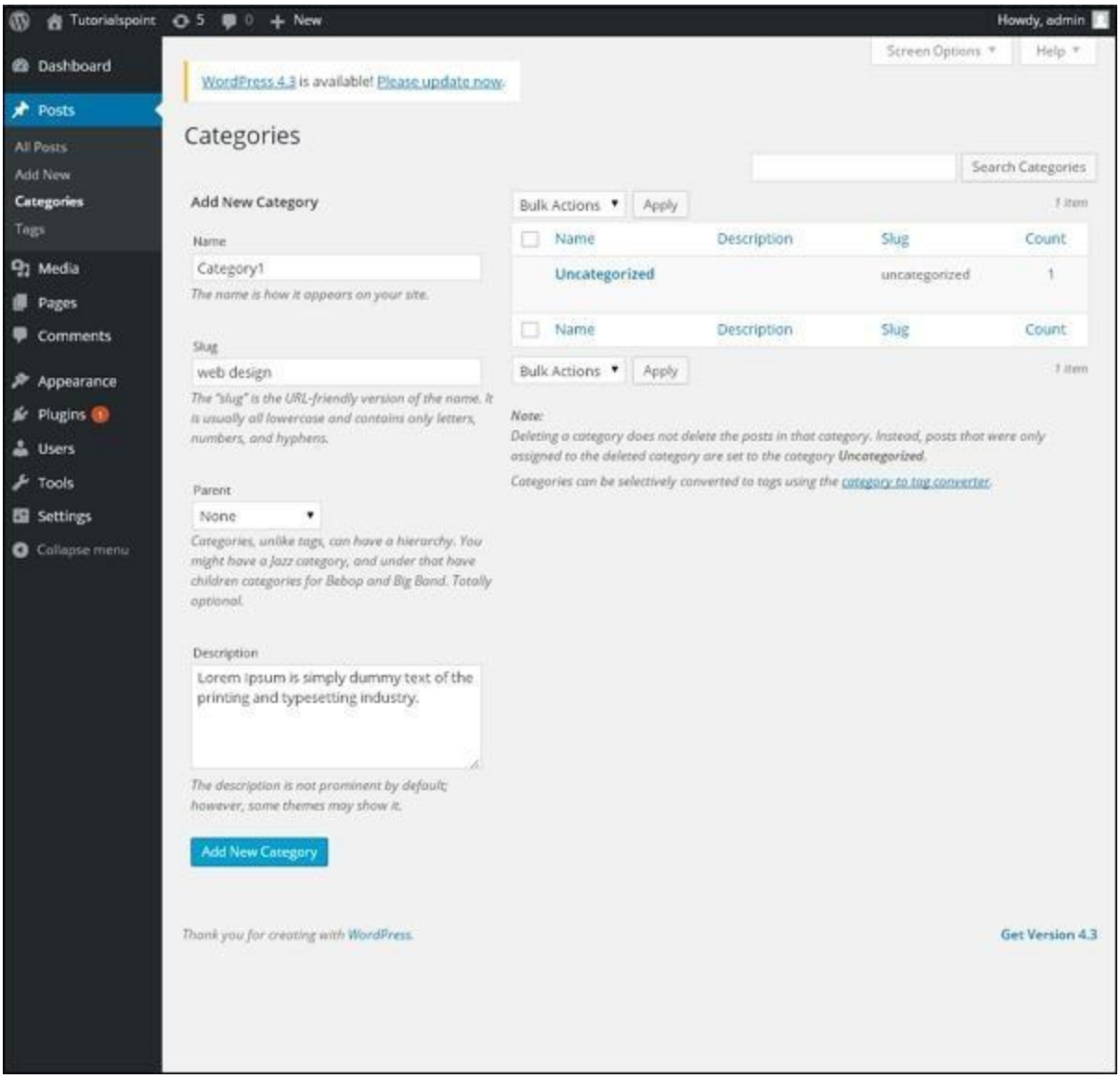
Category is used to indicate sections of your site and group related posts. It sorts the group content into different sections. It is a very convenient way to organize the posts.

To access the Category section, follows the mentioned steps −

Step (1) − Click on **Posts** → **Categories** option in WordPress.



Step (2) − The **Categories** page is displayed as shown in the following screenshot.

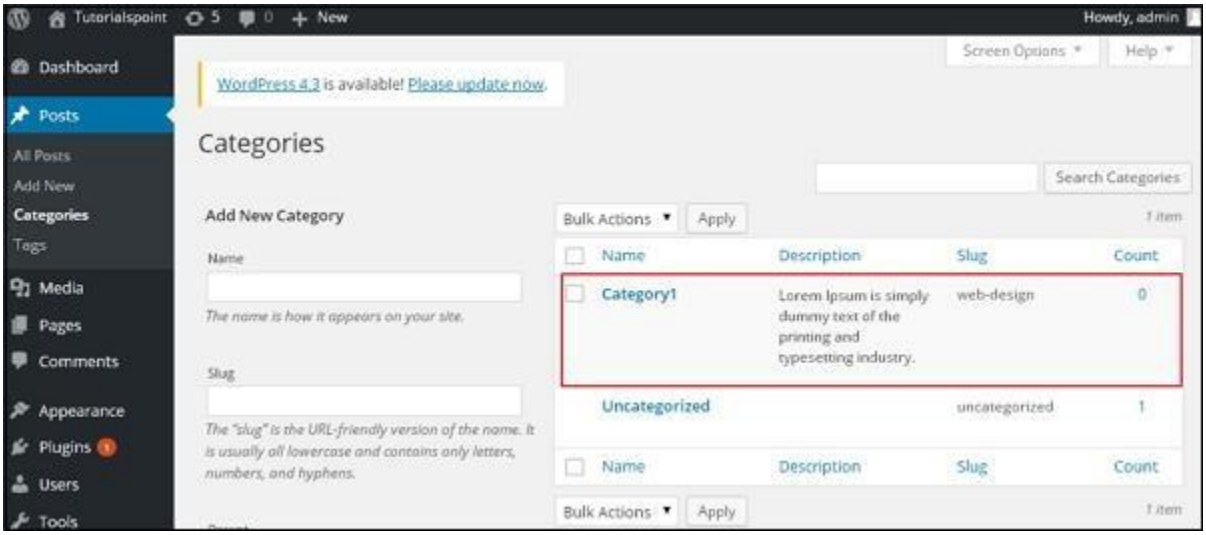


Following are the details of the fields on Categories.

- **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.



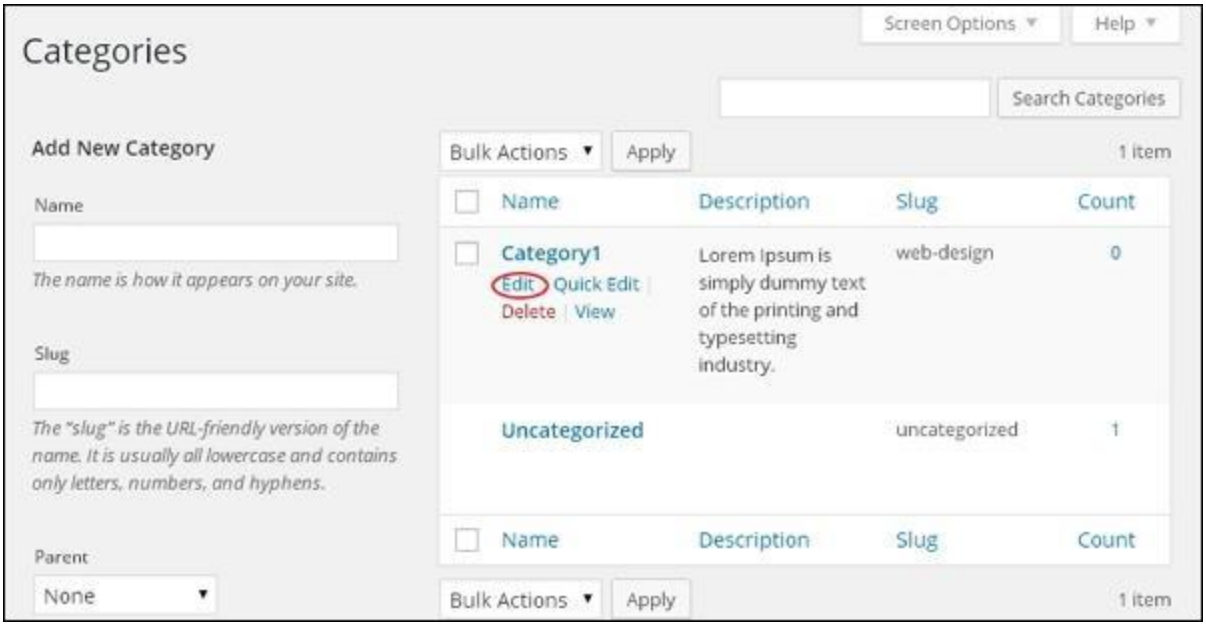
Edit Categories

Following are the simple steps to edit categories in WordPress.

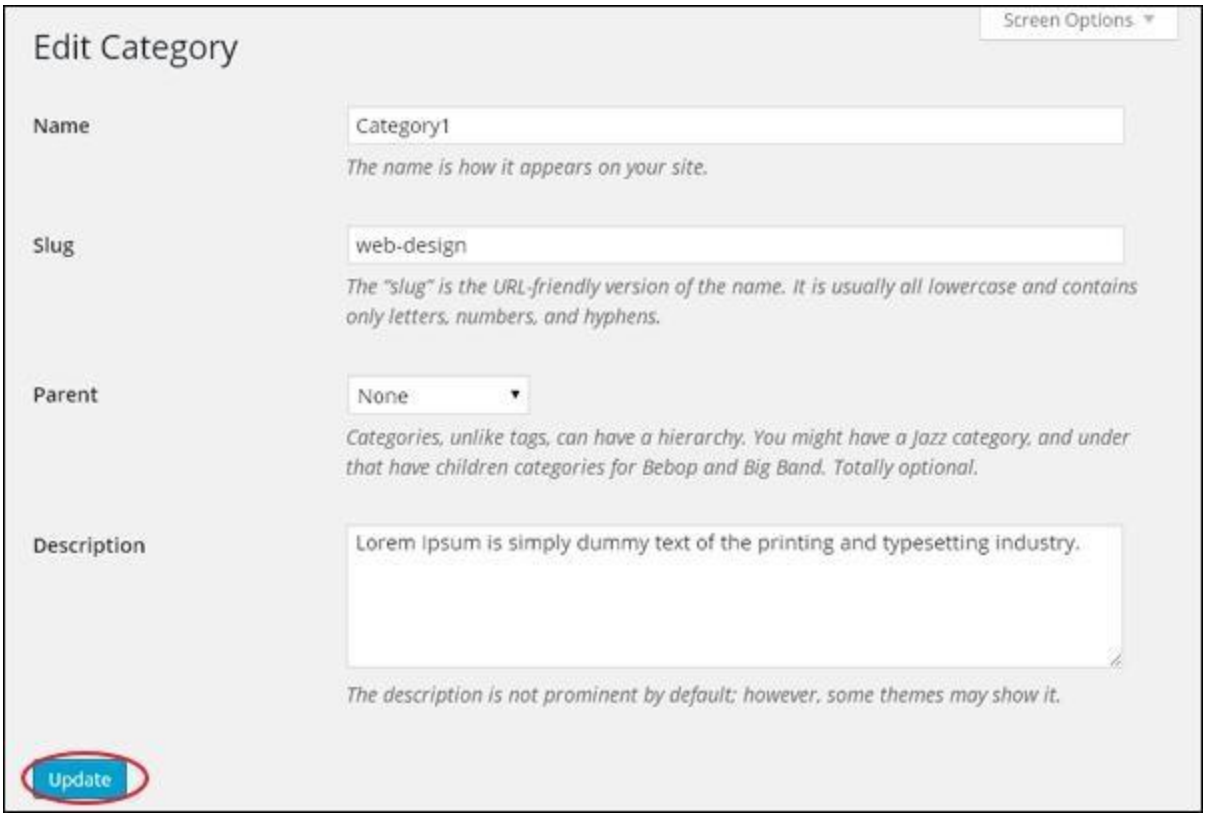
Step (1) − Click on **Posts** → **Categories** in WordPress.

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.

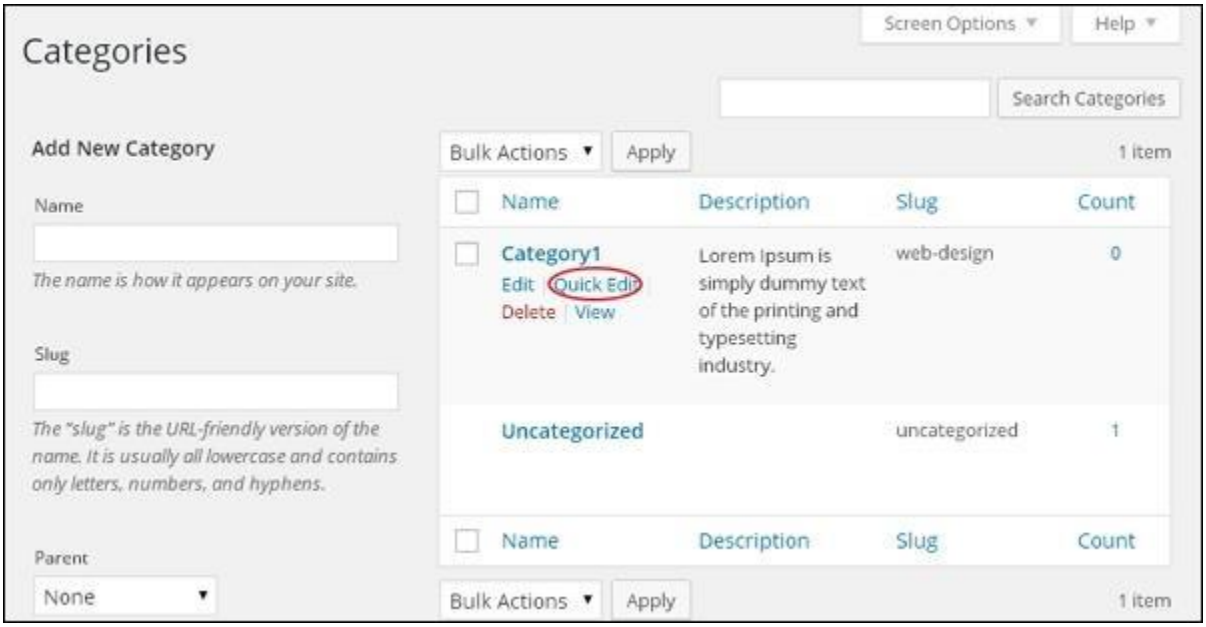


You can edit any of the required field, and then click **Update** button as shown in the following screen.

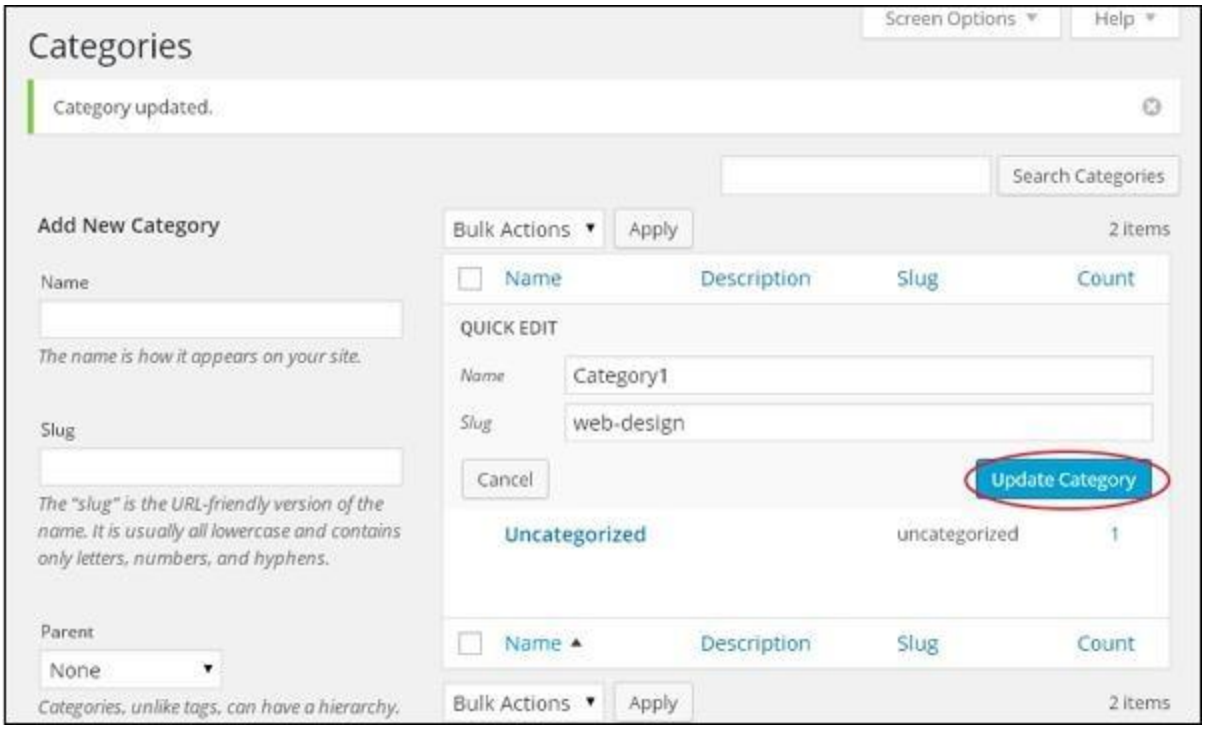


Category fields are same from the chapter WordPress - Add Category.

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



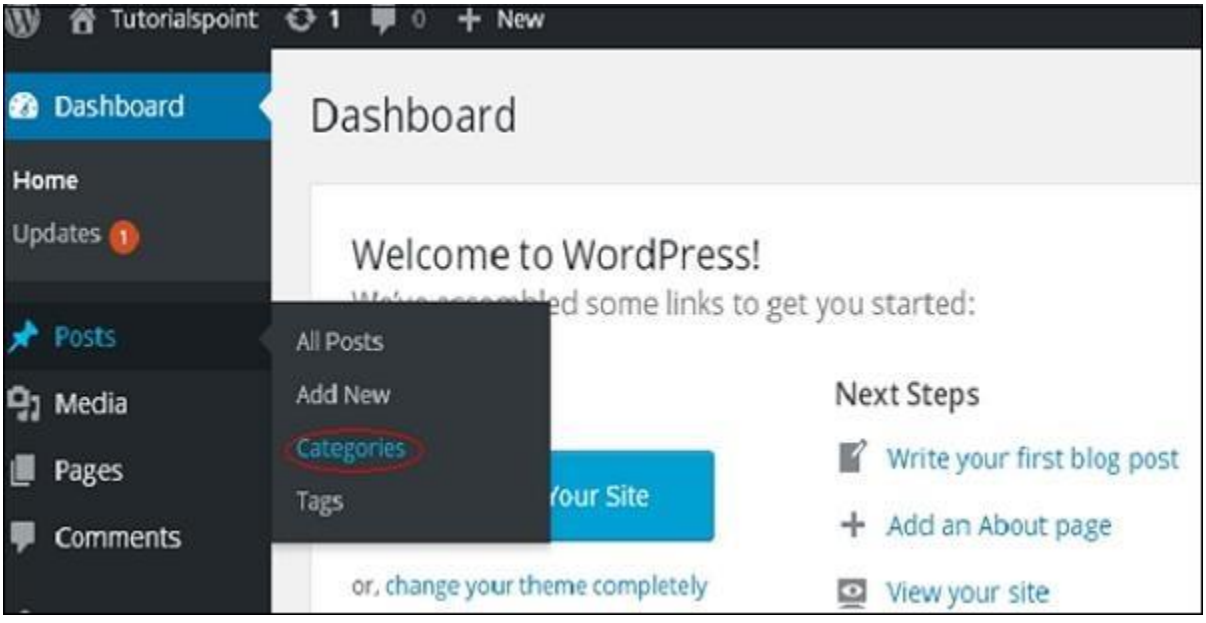
Here, you can only edit the Name and Slug of the category as seen in the following screen and then finally click on **Update Category** button.



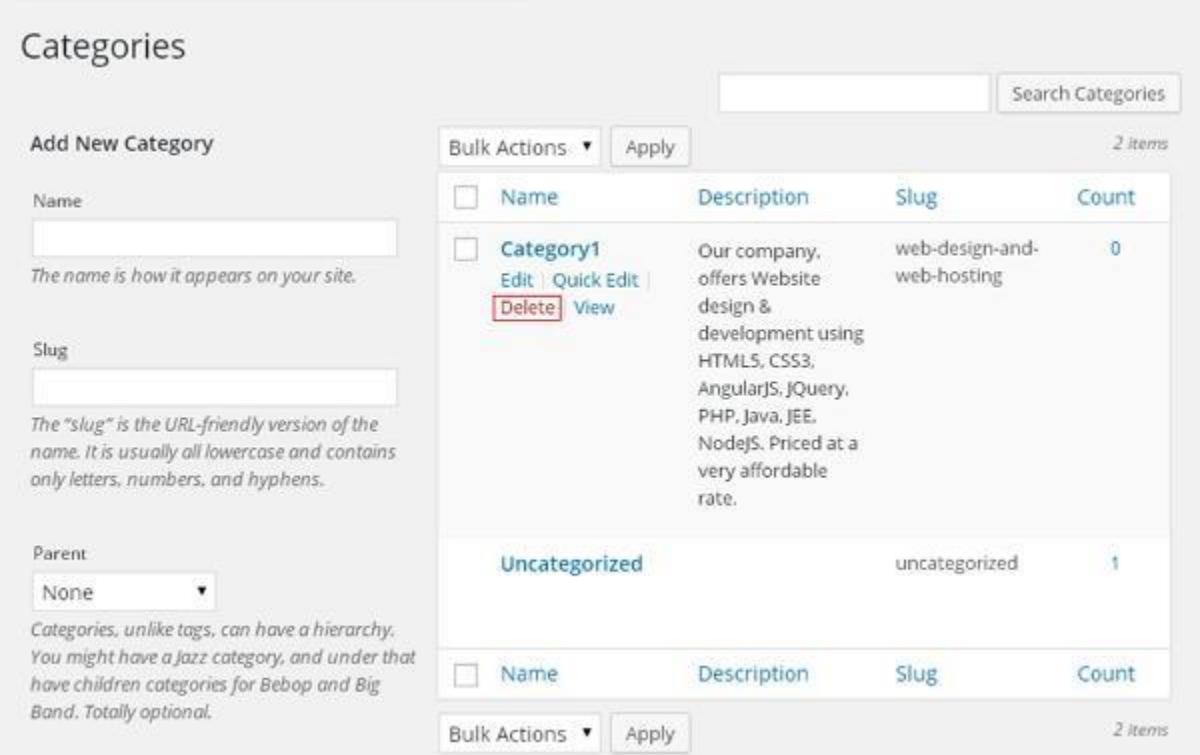
Delete Categories

Following are the simple steps to delete categories in WordPress.

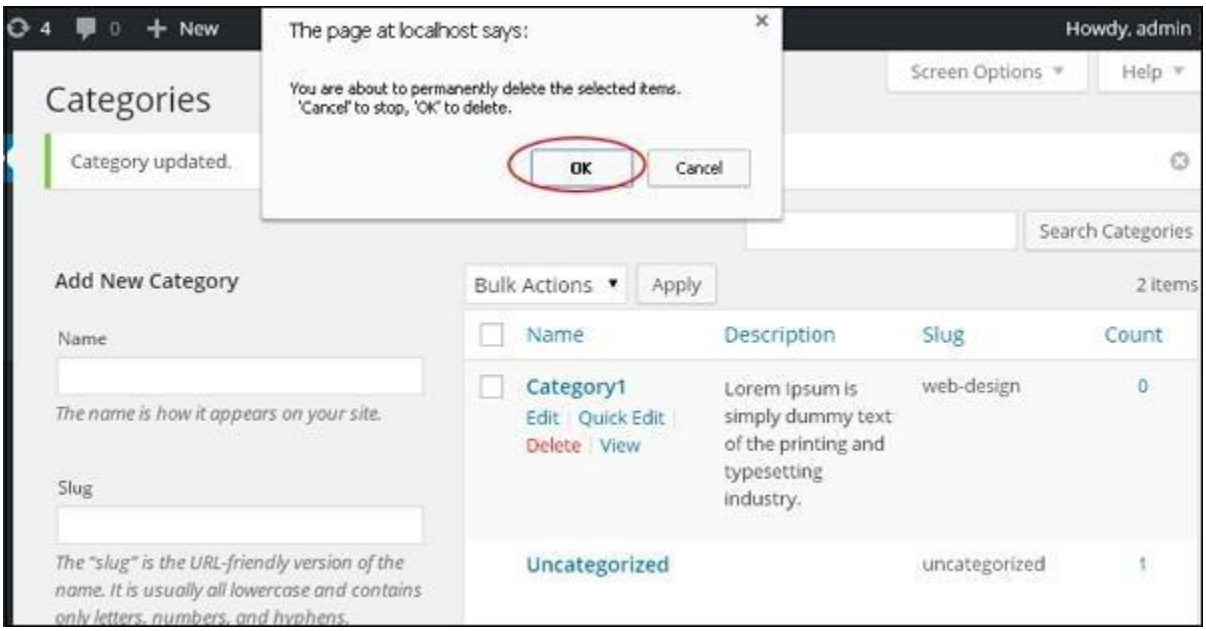
Step (1) − Click on **Posts** → **Categories** in WordPress.



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.



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.



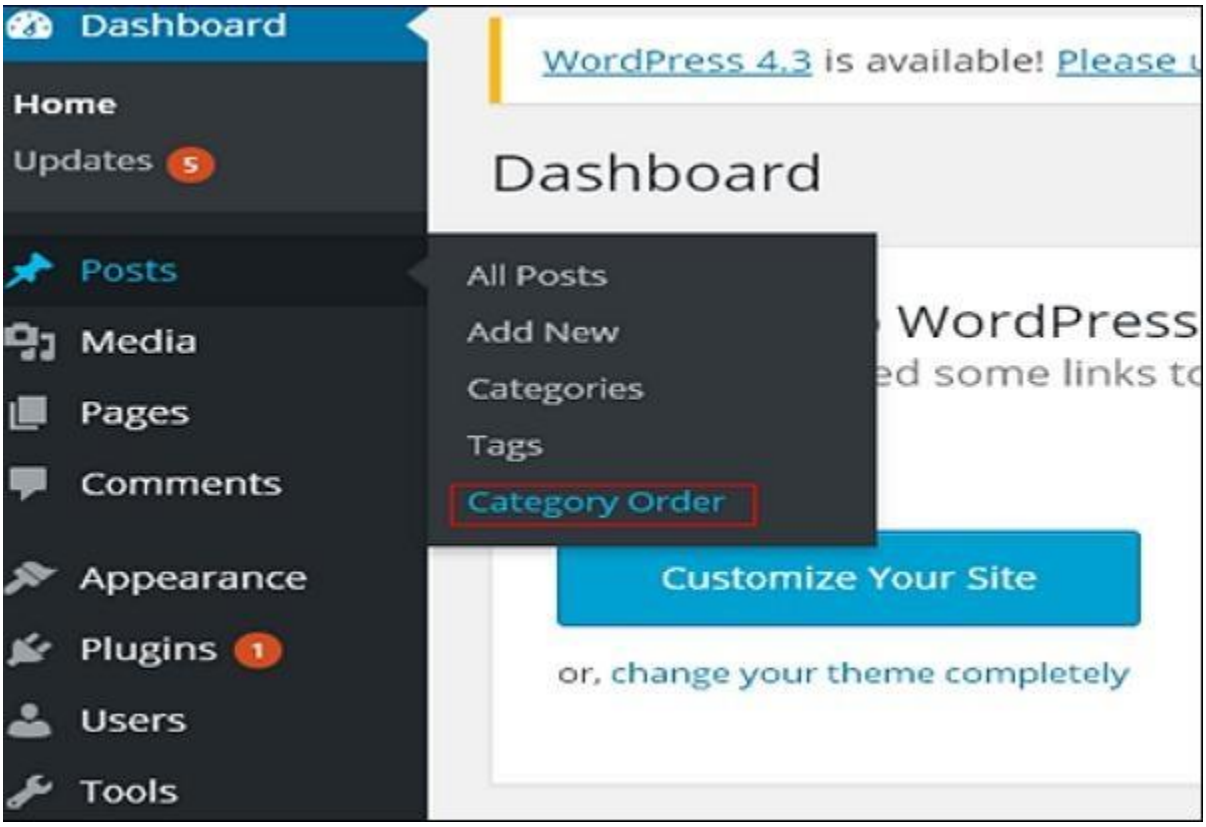
You can click on **OK** button and delete the category permanently.

Arrange Categories

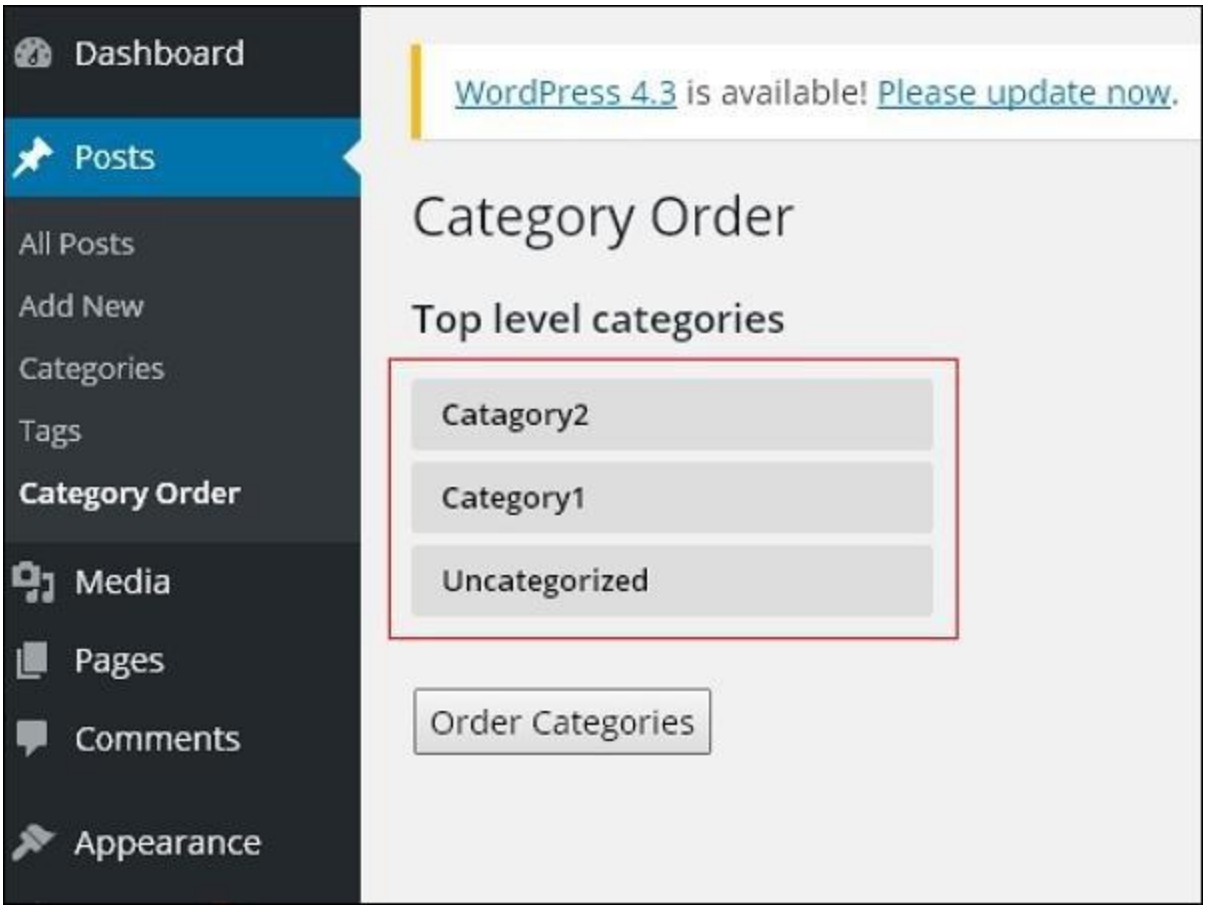
How to **Arrange Categories** in WordPress?

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

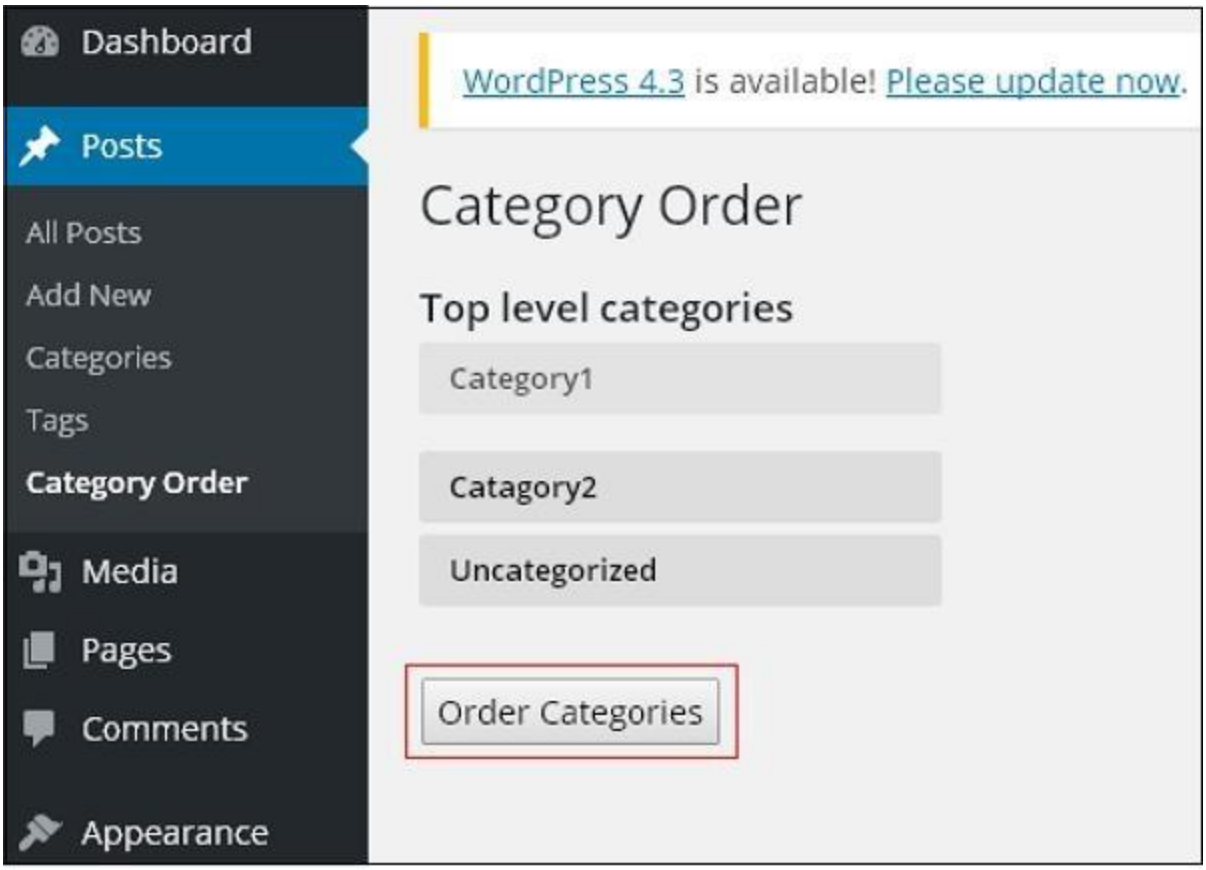
Step (1) − Click on **Posts** → **Category Order** in WordPress. The **Category Order** menu displays after adding the **Category Order** plugin. You can study how to install plugins in the chapter Install Plugins.



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



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.



Copy protected with Online-PDF-No-Copy.com