

What is WordPress?

WordPress is a state-of-the-art semantic personal publishing platform with a focus on aesthetics, web standards, and usability. What a mouthful. WordPress is both free and priceless at the same time.

So how do I log in to start blogging?

If you have the Meta menu on your home page you can click on the Login link to take you to the login page. If you do not you can type in `http://www.example.com/wp-login.php` to login.



You are now logged out.

Username

Password

☐ Remember Me

[Lost your password?](#)

I've Logged In. Now What?

Dashboard
Howdy, admin! | Log Out | Help | Forums

Version 2.5 Test
[Visit Site](#)

Write Manage Design Comments
Settings Plugins Users

Dashboard

Right Now
[Write a New Page](#)
[Write a New Post](#)

You have [3 posts](#), [5 pages](#), [1 draft](#), contained within [1 category](#) and [0 tags](#).

You are using FRBC Missions theme with [3 widgets](#). [Change Theme](#) This is WordPress version 2.5.1.

Recent Comments
[See All](#)

"Hi, this is a comment.To delete a comment, just log in and view the post's comments. There you will have ..."

From [Mr WordPress](#) on [Hello world!](#) #

Incoming Links
[See All](#) | [Edit](#) | [RSS](#)

This dashboard widget queries [Google Blog Search](#) so that when another blog links to your site it will show up here. It has found no incoming links... yet. It's okay — there is no rush.

WordPress Development Blog
[See All](#) | [Edit](#) | [RSS](#)

[Upcoming WordCamps](#) April 30, 2008

WordCamps are my favorite events to go to because there's something about the core WordPress community that attracts smart folks with good philosophies that are fun to hang out with. In this post I've collated the upcoming WordCamps we know about, including the one in San Francisco. Hopefully there will be one nearby so you [...]

[WordPress 2.5.1](#) April 25, 2008

Version 2.5.1 of WordPress is now available. It includes a number of bug fixes, performance enhancements, and one very important security fix. We recommend everyone update immediately, particularly if your blog has open registration. The vulnerability is not public but it will be shortly. In addition to the security fix, 2.5.1 contains many bug fixes. [...]

Plugins
[See All](#) | [Edit](#) | [RSS](#)

Most Popular

[WP Security Scan](#) [\(Download\)](#)

Scans your WordPress installation for security vulnerabilities.

Newest Plugins

[Semisecure Login for WordPress 2.5](#) [\(Download\)](#)

Semisecure Login increases the security of the login process using client-side MD5 encryption on the password when a user logs in. JavaScript is requi

Recently Updated

[Facebook Dashboard Widget](#) [\(Download\)](#)

You can display your Facebook friends status updates, posted items and/or notifications on your WordPress dashboard. Require WP 2.5+.

Other WordPress News
[See All](#) | [Edit](#) | [RSS](#)

[Exporting-Importin:
A Category](#)

Weblog Tools Collection

[WordPress Security
Prevention,
Reactions, and
Scares](#)

Lovelle on WP

[Woopra and
WordPress:
Unofficial Coolness
Guide](#)

Weblog Tools Collection

[What Happened To
PodPress?](#)

Weblog Tools Collection

[WordPress Theme
Releases For 4/26](#)

Weblog Tools Collection

Thank you for creating with WordPress | [Documentation](#) | [Feedback](#) | Version 2.5.1

Dashboard
 Write - Posts, Pages, Links
 Manage - Posts, Pages, Links, Categories, Tags, Link Categories, Media Library, Import, Export
 Design - Themes, Widgets, Editor
 Comments

 Settings - General, Writing, Reading, Discussion, Privacy, Permalinks, Miscellaneous
 Plugins
 Users - Authors & Users, Your Profile









We need to make sure all your profile information is up to date so let's check that out first. Click on Users -> Your Profile. You don't want your username to show up when make a post so go ahead and add in your first name and last name. If you want to add some bio information or change your password then go ahead and make those changes and then click

the Update Profile button.

Your Profile and Personal Options

Personal Options

Visual Editor ☒ Use the visual editor when writing

Admin Color Scheme     Classic
    Fresh

Name

Username Your username cannot be changed

First name

Last name

Nickname

Display name publicly as

Contact Info

E-mail Required

Website

AIM

Yahoo IM

Jabber / Google Talk

About Yourself

Biographical Info

Share a little biographical information to fill out your profile. This may be shown publicly.

New Password: If you would like to change the password type a new one. Otherwise leave this blank.
 Type your new password again.

Password Strength:

Strong

Hint: Use upper and lower case characters, numbers and symbols like !?.\$%^&() in your password.

Update Profile

Ok, so I want to write something. Do I write a post or a page? What's the difference?

Page

Title

Permalink

Page - Text box to enter content and add media through the Media Library

Publish Status - You can change the status of a post and modify the timestamp.

Menus

Custom Fields

Comments & Pings

Password Protect This Post

Page Parent - Pages have parents. Allows for a link hierarchy seen on most sites.

Page Template - Allows for customization of a particular page, ie., a registration form on a page for a workshop

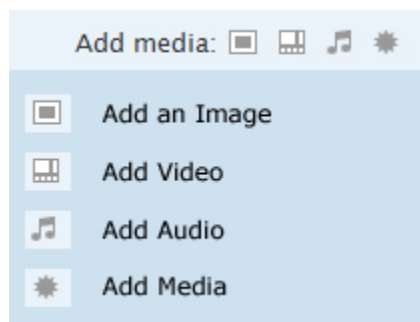
Page Order - Allows the user to override the standard ordering of pages based on time of submission

Choose Write->Write Post. Enter a Title. Write up your post.

Just above the text box you will see buttons for Bold, Italics, Strikethrough, Bullet Lists, Ordered Lists, Un-Indent, Indent, Left Align, Center, Right Align, Insert Link, Remove Link, Image, More Tag, Spellcheck, Help, Show/Hide Advanced Toolbar.

There are a few more options available, so lets click on the Show/Hide Advanced Toolbar button. This is where we find Format, Underline, Justify, Font Color, Paste Plain Text, Paste from Word, Remove formatting, Cleanup Messy code, Insert Custom Characters, Undo, Redo.

If you want to add a picture, video clip, audio clip or other media item, you first need to upload it. Click on the appropriate button next to Add media.



A new window will appear. Click on the "Choose files to upload" button and locate your file.

Choose FileGallery (0)Media Library

From Computer

Choose files to upload

After a file has been uploaded, you can add titles and descriptions.

— OR —

From URL

Image URL *

Description *

Alternate text, e.g. "The Mona Lisa"

Alignment

☒ None

☐ Left

☐ Center

☐ Right

Insert into Post

Once you have chosen your file, the window will change and you will see something similar to the picture below.

Add media: **add_media.jpg**

Add an Image
Add Video
Add Audio
Add Media

image/jpeg
2008-05-12 14:28:13

Title *

Caption
Alternate text, e.g. "The Mona Lisa"

Description

Link URL

Enter a link URL or click above for presets.

Alignment ☒ **None** ☐ **Left** ☐ **Center** ☐ **Right**

Size ☐ **Thumbnail** ☒ **Medium** ☐ **Full size**

[Delete](#)

Next enter a title. You can also enter a caption or a description. If you don't want your image to have a link attached to it, then just click the "None" button under "Link URL". If you are entering an image and you want your text to wrap around the image, then choose an option under "Alignment." If you want the image to be full size or you simply want a thumbnail then make that selection under "Size." When you are done click "Insert into Post". For an image or video clip you'll see the image in your post. In the case of say a PDF document, you will simply see a link to the pdf document.

Once everything is formatted, enter some tags that describe your post. Then mark all the appropriate categories. If you want to add a new one, just type it in the box above the list of categories and click Add.

Tags

Add new tag

Add

Separate tags with commas

Tags used on this post:

books

Categories

+ Add New Category

Parent category

Add

All Categories

Most Used

☒ Ministry

☒ Books

☐ Uncategorized

You're done so click Publish.

Preview this Post

Publish Status

Unpublished

☐ Keep this post private

Publish immediately [Edit](#)

Save

Publish

Delete post

Last edited by admin on May 12, 2008 at 3:10 pm

OK, that was easy. But now I want to write a page. I have some content that is static and won't change much but it is pertinent. So I want to create a page. How do I do that?

You create a page in much the same way. I'll simply discuss the differences.

Add your title, content and uploads. Format as needed. If you want to allow people to post comments or allow pings then leave those boxes checked under Discussion.

trackbacks and pingbacks.'" data-bbox="125 270 875 404"/>

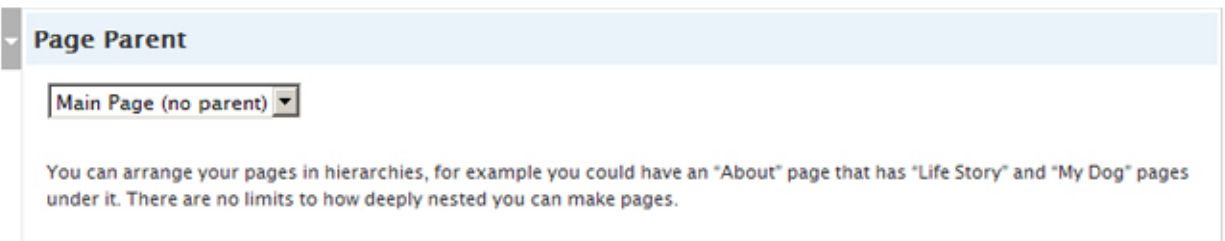
Comments & Pings

☒ Allow Comments

☒ Allow Pings

These settings apply to this page only. "Pings" are [trackbacks and pingbacks](#).

If you want this page to be a sub-page then choose its Parent.

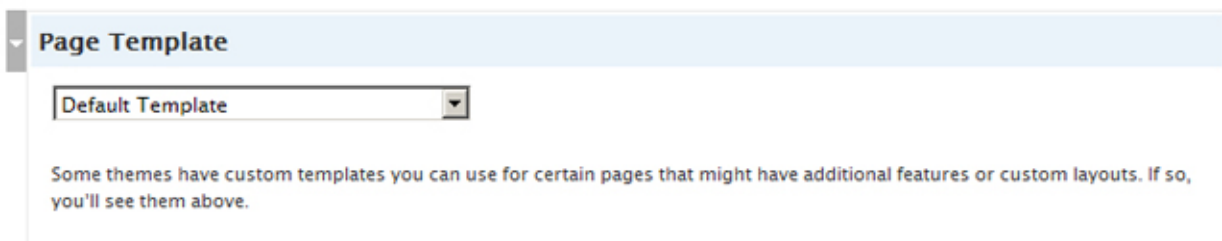


Page Parent

Main Page (no parent)

You can arrange your pages in hierarchies, for example you could have an "About" page that has "Life Story" and "My Dog" pages under it. There are no limits to how deeply nested you can make pages.

Also if you want to use a particular Template, then choose that as well.



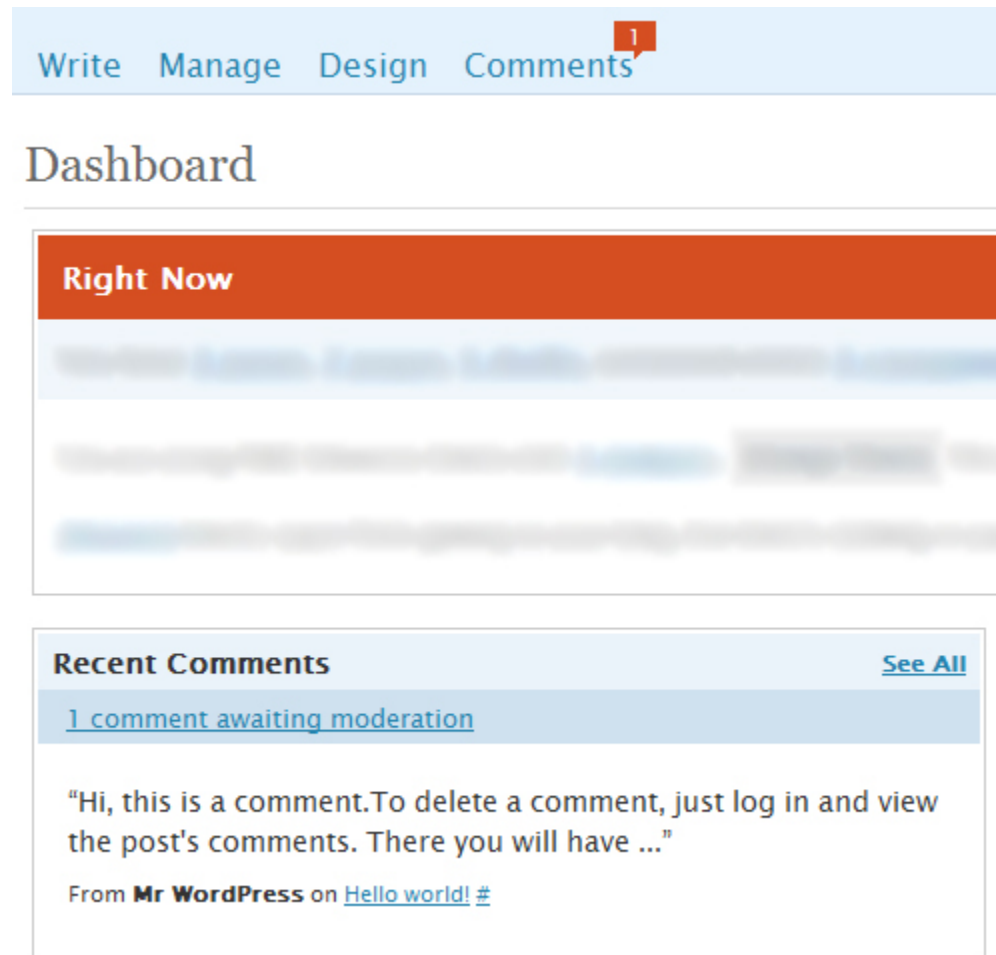
Page Template

Default Template

Some themes have custom templates you can use for certain pages that might have additional features or custom layouts. If so, you'll see them above.

OK, I've written a few posts about anything and everything and I have also created a few pages with pertinent information. People have been leaving me comments. What do i do?

Well, if your site requires that comments be moderated before being posted (****This is highly recommended**), then you will see a box listing recent comments and those requiring moderation on your Dashboard when you first log in. You will also notice a red flag above the "Comments" menu option.



Or if you click on Comments, you'll see Awaiting Moderation with the number of comments waiting in parentheses. You can mark each comment individually as Approve, Spam, or Delete. To perform a bulk update check the box at the top of the comments box and then click the appropriate button.


[Write](#)
[Manage](#)
[Design](#)
[Comments](#)
[Settings](#)
[Plugins](#)
[Users](#)

[Comments](#)
Akismet Spam (0)

Manage Comments

[Show All Comments](#)
[Awaiting Moderation \(1\)](#)
[Approved](#)

[Detail View](#)
[List View](#)

<input type="checkbox"/>	Comment	Date	Actions
<input type="checkbox"/>	 Test User test@example.com 65.65.69.38 This is a comment awaiting moderation. From Hello world! , 2008/05/12 at 3:27 PM	2008/05/12	Approve Spam Delete
<input type="checkbox"/>	Mr WordPress http://wordpress.org/ Hi, this is a comment. To delete a comment, just log in and view the post's comments. There you will have the option to edit or delete them. From Hello world! , 2008/04/04 at 8:23 PM	2008/04/04	Unapprove Spam Delete

To make changes to how comments are handled click on "Settings" and then "Discussion."

[Write](#)
[Manage](#)
[Design](#)
[Comments](#)
[Settings](#)
[Plugins](#)
[Users](#)

[General](#)
[Writing](#)
[Reading](#)
[Discussion](#)
[Privacy](#)
[Permalinks](#)
[Miscellaneous](#)

Discussion Settings

Default article settings
☐ Attempt to notify any blogs linked to from the article (slows down posting.)
☒ Allow link notifications from other blogs (pingbacks and trackbacks.)
☒ Allow people to post comments on the article
(These settings may be overridden for individual articles.)

E-mail me whenever
☒ Anyone posts a comment
☒ A comment is held for moderation

Before a comment appears
☒ An administrator must always approve the comment
☒ Comment author must fill out name and e-mail
☒ Comment author must have a previously approved comment

So I've got content now. But I really hate the way my site looks. I mean it looks

nothing like what Stanley Kubrick would come up with.

Well, for starters, because WordPress is open-source, there are thousands of quality, freely available themes for download. Check out <http://themes.wordpress.net/> to begin your search.

To add a new theme to your WordPress installation, follow these basic steps:

1. Download the theme archive and extract the files it contains. You may need to preserve the directory structure in the archive when extracting these files. Follow the guidelines provided by your theme author. **** If the theme that you are installing provides instructions, be sure to read through and follow those instructions for the successful installation of the theme.**
2. Using an FTP client to access your host web server, navigate to the wp-content/themes directory provided by WordPress. When you extracted the theme from the zip file it should have created a main folder. In this example the theme is called Test. So there should be a folder called Test. If the zip file only contained the template files, then you will need to create a folder on the web server to upload those files to.
3. Upload the folder or the theme files to the new directory on your host server, depending on how the theme was distributed by the author.

To select the active theme for your site:

1. Log in to the WordPress Administration Panel.
2. Select the Design subpanel.
3. From the Available Themes section, click on theme title (or theme screenshot) for the theme you wish to activate. Your selection should immediately become active.
4. To view the new look, click Visit Site at the top of the Panel's screen.

Write

Manage

Design

Comments

Settings

Plugins

Users


Themes

Widgets

Theme Editor

New theme activated. [Visit site](#)

Current Theme




Fielder Road 1.0.0 by [Scott Gottreu and Sarah Post](#)

A modification of the Fielder Road theme.

All of this theme's files are located in `wp-content/themes/fielder_default`.


Available Themes

[FRBC Missions](#)




FRBC Missions website designed by Freedom Technologies

[Mushblue](#)



Nice WP Theme Mushblue is 2 columns, widget ready, theme with right sidebar.

[WordPress Classic](#)



The original WordPress theme that graced versions 1.2.x and prior.

Tags: mantle color, variable width, two columns, widgets

Ok, so what I picked now fits my style and is very sparkly. But I want some of my pages to be laid out differently and I don't like where my sidebar is located? How do I fix that?

Let's start by looking at the basic structure of a WordPress page.

A simple WordPress web page structure is made up of three basic building "blocks": a header, the content, and a footer. Each of these blocks is generated by a template file in your current WordPress Theme.

- The header contains all the information that needs to be at the top — i.e. inside the `<head>` tag — of your XHTML web page, such as the `<doctype>`, `<meta>` tags and links to style sheets. It also includes the opening `<body>` tag and the visible header of your blog (which typically includes the title of your site, and may also include navigation menus, a logo bar, the description of your site, etc.).

- The content block contains the posts and pages of your blog, i.e. the "meat" of your site.
- The footer contains the information that goes at the bottom of your page, such as links to other Pages or categories on your site in a navigation menu, copyright and contact information, and other details.

Here is an example of a basic index.php page.

```
<?php get_header(); ?>

<div id="content" class="narrowcolumn">

<?php if (have_posts()) : ?>

    <?php while (have_posts()) : the_post(); ?>

        <div class="post" id="post-<?php the_ID(); ?>">
            <h2><a href="<?php the_permalink() ?>" rel="bookmark"
title="Permanent Link to <?php the_title(); ?>"><?php the_title();
?></a></h2>
            <small><?php the_time('F jS, Y') ?> <!-- by <?php
the_author() ?> --></small>

            <div class="entry">
                <?php the_content('Read the rest of this entry &raquo;');
?>
            </div>

            <p class="postmetadata">Posted in <?php the_category(', ') ?>
| <?php edit_post_link('Edit', '', ' | '); ?> <?php comments_popup_link('No
Comments &#187;', '1 Comment &#187;', '% Comments &#187;'); ?></p>
            </div>

        <?php endwhile; ?>

        <div class="navigation">
            <div class="alignleft"><?php next_posts_link('&laquo; Previous
Entries') ?></div>
            <div class="alignright"><?php previous_posts_link('Next Entries
&raquo;') ?></div>
        </div>

    <?php else : ?>

        <h2 class="center">Not Found</h2>
        <p class="center">Sorry, but you are looking for something that isn't
here.</p>
        <?php include (TEMPLATEPATH . "/searchform.php"); ?>
```



```
<?php endif; ?>

</div>

<?php get_sidebar(); ?>

<?php get_footer(); ?>
```

Uh, yeah. I didn't take Latin in high school and all I know in Greek is "agape"? So what the heck does all that mean?

Let's start with some basics.

<?php *

Those are calls to functions or code in WordPress to complete the command given. So when it says **get_header()**, that tells WordPress to retrieve all the information for the header needed and then begins creating your page. Others are pretty self-explanatory. Such as **the_title** or **the_author**. These retrieve the title and author for that page.

div, id, class

div - These are simply boxes for the presentation side of your site. Just like you wrap presents for Christmas, you wrap your content. I can be in a big box with ribbons and bows or it can be wrap tightly around the object in brown paper. It's up to you how to wrap your content.

id - Just like you would stick a card on your Christmas presents to know who the present is from and who it is for, you mark your content boxes to tell what they are for.

class - Say you've wrapped up three gifts that are all the same but one needs to be sent to your great-aunt in Des Moines. Well, you'd take the box to the Post Office and mark it Fragile. You don't want that fruit cake to get destroyed along the way. The box and item are exactly the same to the two other gifts but it is handled differently.

p

This is a specific box. It just tells the browser to show the content inside as paragraph with a line break before and after.

h1, h2, h3

These are boxes used for headings. The numbers denote importance.

a

This is an anchor tag. These are used for links. There are also states for an anchor tag such as **hover**, **active**, **visited**. This allows you to change the color of a link when you hover over it or after you have visited that link.

ul, li - These are generally used in menus.

ul - Un-ordered list, or bulleted list.

li - Line item.

CSS & Stylesheets

Deciphering your page and CSS

Let's begin by playing CSS detective. You know where the problem is, you just can't *find* the problem. Begin by carefully examining a generated page (or test page) and look for some identifying text, near the item you want to modify. Let's say that listed in the sidebar, you have a post title called "All About Harry". You know you'll find that title in your sidebar when you view the page's source code.

To view a page's source code, go up to the **menu bar** of your browser and choose **VIEW > PAGE SOURCE** or **VIEW > SOURCE**. A page will pop up featuring the source code of the page.

Use your handy detective tool, **Ctrl+F**, to activate your search. Type in "all about harry" and click **FIND**. Odds are, unless you have the words "all about harry" in your post, it will take you to the first showing of the phrase "all about harry" which is probably in your sidebar. If not, hit FIND again until you've found the right phrase in the right area.

Once you've found the phrase, it's time to play CSS detective. Look up through the code from the phrase "All About Harry" for one of two things. It will look something like either of these, using words like **sidebar**, **menu**, or **sidecolumn**:

```
<div id="sidebar">
```

or

```
<div class="sidebar">
```

This is the main section that contains your sidebar menu. You've found the first suspect. Now, click on Presentation in the Administration Panel. Then click on Theme Editor. To the right of the textbox you will see a list of links. Click on the link that says either Stylesheet or `style.css`. Do another search for **sidebar** or whatever the resulting name was that you uncovered. It is usually identified in two ways:

```
#sidebar
```

or

```
.sidebar
```

Look in the styles under these CSS **selectors** and see if there is a mention of the characteristic you want to change:

```
#sidebar {  
    position: relative; float: right; width: 170px;  
    color: blue; font-size: 90%; border-right: solid 1px blue; }
```

Make your change and click Update File.

View your site and look to see if your change was correct. If your change did not have the intended affect, perhaps the culprit is the one you least suspect. Maybe the element is not caused by the obvious suspect, the *sidebar*, but by the **content** section. Return to the generated page source code and search for the first words of your post. Look above that for something like:

```
<div id="content">
```

It could be called **content**, **page**, **post**, **maincolumn**, **widecolumn**, or have another alias, but it should be the CSS *container* that holds your post information. Now, go back to the style sheet and check to see if the suspect element is in that section.

Frisk the Style Sheet

If all of these fail, the CSS detective never gives up the hunt. Return to the hiding place of all styles, the `style.css` file, and *frisk it* by doing a search for the suspect element, for example "border", and look carefully at each suspect. Note the selector ID name, like **sidebar**, **menu**, **content** and **page**, and then go back to the generated page source to see if that might be your culprit.

You can also select the border suspect you've found on the style sheet and **cut and paste** it into a TXT file (like Notepad) that just sits open on your computer like a scratch notepad. Make a note of which selector name you removed it from like this:

Removed

```
border: solid 2px green
```

from `#content`

Click Update File to save the stylesheet. View your site and see if the unwanted border is gone. If so, you found the culprit. If not, return to the Notepad and copy the code and put it back into your `style.css` in the "content" section, putting things back where you found it.

If you do find your culprit, do a little dance, squeal and cheer, and make others suspicious and nervous when they are around you. The CSS detective solves another CSS crime!

Changing Fonts, Size & Color

In your Theme's style sheet (`style.css` usually) you can control the font-family (the list of fonts to display), the color, the size, and other aspects of your font. The following example sets the fonts for your sidebar menu, sets the size to 1em high, and sets the color to blue:

```
#menu {
    font-family: Verdana, Arial, Helvetica, sans-serif;
    font-size: 1em;
    color: blue;
}
```

WordPress Themes use fonts in many different ways, and not always consistently. It depends upon the Theme author's decisions and needs in designing a Theme. Different fonts can be found in different areas of the website, one type in the header, another in the sidebar (or maybe two or three), and another font style or type in the post content area.

Since fonts can be anywhere, finding the font you want to change can be a challenge. Generally, an overall font is set in the `body` of a website.

This covers the definition of the fonts found within the site that are not defined by a specific tag, class or div. It's the "fall-back font".

Fonts found within the header of a site are normally found within the header div and same for the sidebar or menu and footer style divisions. The content, though, may be more challenging to track down.

Fonts within the post content area are often found within the following, but not always, CSS classes:

- content
- post
- entry
- post-entry

You can set your fonts to be absolute, which means they are fixed in size, but that too, has disadvantages. The problem with absolute font size is that if a user has their browser set to "see" larger fonts (View > Text Size) or are using special software for the visually or physically disabled, you may have taken away their rights to "see" larger fonts. If you have to set the font to a specific size in order for your layout to work, make sure you don't use that font for your site's more important information. This example shows how to set an absolute font size:

```
#menu ul li {font-size: 12px; color: green; }
```

The more popular method is to set your font-size for the whole document, then, base everything on a relative size from there. A percentage of the base font is used, allowing the font to resize itself based upon the user's preferences, too:

```
body { font-size: 1em; }  
#menu ul li { font-size: 110%; color: green; }
```

Margin, Padding, Background

Background - Allows you to set a background color or image for a particular element

```
body {  
    background-image: url('image.jpg');  
    background-repeat: repeat;  
    background-color: #FFFFFF;  
}
```

Margin - Just like margins on papers. Set the margins for a particular element.

Padding - space between the element border and the element content.

Links

```
a {  
    font-color:red;  
}  
a:hover {  
    font-color:blue;  
}  
a:visited {  
    font-color:black;  
}
```

CSS Shorthand

CSS shorthand properties set several related properties with one declaration. The most common are background, border, font, padding, and margin.

Lengths for margins, padding, and borders are sequenced in clock-wise positions: top, right, bottom, left, e.g. :

```
.box {margin-top: 10px; margin-right: 20px;
      margin-bottom: 10px; margin-left: 20px; }
```

Consolidate all of that into CSS shorthand and it abbreviates to:

```
.box {margin: 10px 20px 10px 20px; }
```

There are other modifications you can use when the margin values are repeated. In the example above, the top and bottom margins of 10px, and the left and right margins of 20px, would condense to:

```
.box {margin: 10px 20px}
```

You can also streamline your border codes. Here is a border CSS code for a box:

```
.box {border-top: 1px; border-right: 1px; border-bottom: 1px;
      border-left: 1px; border-color: blue; border-style: solid}
```

This can all be consolidated down to the CSS shorthand of:

```
.box {border: 1px blue solid}
```

Wrapping Text Around Images

There are times when you want an image on your post to fill the screen, or sit in the middle of text with writing above and below it, but most of the time you want your image to sit on one side or the other of the text and have the text flow or wrap around the image. Let's look at how this can be done.

First, here is a look at a typical image tag in your post, without the instructions for wrapping the text around the image. Note that we've added both the `title` and `alt` attributes to the tag; `alt` is important for accessibility, `title` is for the image tooltip.

```

```

To begin the process of setting your image up to be wrapped, there are a few changes that you may need to make to the style sheet that controls your WordPress site.

When an image sits on the sides of your text, it helps to have space between the text and the image so the words aren't right up against the edge. As some browsers treat the margins and padding differently, the following styles will accommodate most browser's "space requirements" so the image doesn't overlap the text or any lists that appear inline with the image.

```
img.right { padding: 4px; margin: 0 0 2px 7px; display: inline; }
img.left { padding: 4px; margin: 0 7px 2px 0; display: inline; }
```

The declaration of `display:inline` keeps the image inline with the text that you placed it with.

Now, it is time to add the `float` declaration to the images. BUT WAIT. Why should we waste our left and right floats on just images? Why not use them on anything that we want to sit on the right or left of the page and have the text float around it? You can do that, you know. But that's for another tutorial. We're not going to waste this, so if it isn't there in your style sheet already, add the following:

```
.right { float: right; }  
.left { float: left; }
```

So what about centering the image? Yes, you can still do that too. The `center` tag isn't valid any more, so you can create a style for centering things:

```
.centered { display: block; margin-left: auto; margin-right: auto; }
```

So now to make your image wrapped, click on the Code button on the Write Page or Write Post page. Locate the `` tag, for our example you would find:

```

```

Now we are going to add a class tag and we want to put the picture on the left so we would have the tag look like this.

```

```

The other way to wrap a picture is to put the style inline. You won't need to edit the stylesheet but would put the style inside the `` tag. Instead of adding `class` we add a `style` attribute. We will put in a float attribute and padding. We want the picture to float to the left and we want a 5 pixel padding around the entire picture.

```

```

Widgets

So you notice there are all these pieces in your sidebar. You may see all or some of the following items there:

- Pages - A menu listing of the pages on your site.
- Blogroll - A listing of all the links you have entered in through the "Add Link" section.
- Archives - Links to posts by month.
- Meta - Login information and links to your RSS feeds.
- Recent Posts - A listing of recent posts.
- Categories - A listing of categories for your site. When a user clicks on a category, they will see all the posts under that category.
- RSS Feeds - You can import RSS feeds from other sites.

Well, that's nice but I just want Pages & Archives in my sidebar. How do I get rid of the rest?

Begin by clicking on "Design" in your Administration Panel. Then click on Widgets.

[Write](#)[Manage](#)[Design](#)[Comments](#)[Settings](#)[Plugins](#)[Users](#)

[Themes](#)[Widgets](#)[Theme Editor](#)

Widgets

Search Widgets

Available Widgets

Show all widgets

Show

Pages	Your blog's WordPress Pages
Calendar	Add A calendar of your blog's posts
Archives	Add A monthly archive of your blog's posts
Links	Edit Your blogroll
Meta	Log in/out, admin, feed and WordPress links
Search	Add A search form for your blog
Recent Posts	Add The most recent posts on your blog
Tag Cloud	Add Your most used tags in cloud format
Categories	Add A list or dropdown of categories
Text	Add Arbitrary text or HTML
RSS	Add Entries from any RSS or Atom feed
Recent Comments	Add The most recent comments

Current Widgets

Sidebar

Show

You are using 4 widgets in the sidebar.

Add more from the Available Widgets section.

Pages

Edit

Categories

Edit

Meta

Edit

Links

Cancel

There are no options for this widget.

Remove

Save Changes

To add a widget, click on the "Add" link next to the widget title. It will then appear under your "Current Widgets." If you want to re-order your widgets, then click on the one you wish to move and drag it to its new location. If you wish to modify or remove a widget, click on the "Edit" link next to the title and the box will expand to reveal any option related to that widget and a button to remove it.

Plugins

Plugin Management

Plugins extend and expand the functionality of WordPress. Once a plugin is installed, you may activate it or deactivate it here.

Deactivate All Plugins				
Plugin	Version	Description	Status	Action
Akismet	2.1.4	Akismet checks your comments against the Akismet web service to see if they look like spam or not. You need a WordPress.com API key to use it. You can review the spam it catches under "Comments." To show off your Akismet stats just put <code><?php akismet_counter(); ?></code> in your template. See also: WP Stats plugin . <i>By Matt Mullenweg.</i>	Active	Deactivate Edit
Dagon Design Sitemap Generator	3.13	Generates a fully customizable sitemap & Modified by Scott Gottreu @ Fielder Road <i>By Dagon Design.</i>	Inactive	Activate Edit
FRBC Contact Form	1.01	Allows you to add a contact form. Deactivating the plugin will cause your contact form page to fail. Do not deactivate the plugin. <i>By Scott Gottreu.</i>	Active	Deactivate Edit
FRBC Registration Forms	1.71	Allows you to create registration forms. Deactivating the plugin will cause your forms as well as the Administration pages to fail. Do not deactivate the plugin. <i>By Scott Gottreu.</i>	Active	Deactivate Edit
Hello Dolly	1.5	This is not just a plugin, it symbolizes the hope and enthusiasm of an entire generation summed up in two words sung most famously by Louis Armstrong: Hello, Dolly. When activated you will randomly see a lyric from Hello, Dolly in the upper right of your admin screen on every page. <i>By Matt Mullenweg.</i>	Inactive	Activate Edit
TinyMCE Advanced	3.0	Enables advanced features and plugins in TinyMCE. <i>By Andrew Ozz.</i>	Inactive	Activate Edit
There is a new version of TinyMCE Advanced available. Download version 3.0.1 here or upgrade automatically .				
WordPress.com Stats	1.2.1	Tracks views, post/page views, referrers, and clicks. Requires a WordPress.com API key. <i>By Andy Skelton.</i>	Inactive	Activate Edit

WordPress offers simple and easy ways of **adding Plugins** to your blog. From the Administration Panels, click on the Plugin tab. Once you have uploaded a plugin to your WordPress plugin directory, activate it from the Plugins Management page, and sit back and watch your plugin work.

Not all Plugins are so easily installed, but WordPress plugin authors and developers make the process as easy as possible. We've included more detailed information on how to install Plugins below, as well as some things you need to know before you install.

To install a plugin, the following are the general directions to follow. Be sure and follow the specific instructions provided by the Plugin author.

1. Read through the "readme" file thoroughly that usually accompanies a plugin, or the website article from where you found the plugin. It is often helpful to print out the instructions so you can check off the installation steps as you complete them.
2. Upload the plugin to the `wp-content/plugins` folder in your WordPress directory online.
3. Make any changes to templates or files as required by the Plugin instructions including adding Plugin template tags.
4. Activate the Plugin:
 1. Access the Plugin Panel in your Administration Panels
 2. Scroll down through the list of Plugins to find the newly installed Plugin (if not visible, start from the beginning to check to see if you followed the instructions properly and uploaded the file correctly).
 3. Click on the **Activate** link to turn the Plugin **on**.

5. Continue making any modifications necessary from the "readme" file instructions to make the plugin's actions meet your needs.

If the plugin you installed was written properly you can upgrade the plugin automatically from the Plugin Management page.

Roles

- Administrator - Somebody who has access to all the administration features
- Editor - Somebody who can publish posts, manage posts as well as manage other people's posts, etc.
- Author - Somebody who can publish and manage their own posts
- Contributor - Somebody who can write and manage their posts but not publish posts
- Subscriber - Somebody who can read comments/comment/receive news letters, etc.

Capability vs. Role Table

Capability	admin	editor	author	contributor	subscriber
switch_themes					
edit_themes					
activate_plugins					
edit_plugins					
edit_users					
edit_files					
manage_options					
import					
moderate_comments					
manage_categories					
manage_links					
unfiltered_html					
edit_published_posts					
edit_others_posts					
edit_pages					
upload_files					
publish_posts					
edit_posts					
read					

Additional Resources

http://codex.wordpress.org/Introduction_to_Blogging

http://codex.wordpress.org/First_Steps_With_WordPress

http://codex.wordpress.org/Writing_Posts
http://codex.wordpress.org/Theme_Development
http://codex.wordpress.org/Stepping_Into_Templates
http://codex.wordpress.org/Roles_and_Capabilities

Glossary

Administration Panel - The area where the user can set options for the behavior and presentation of your weblog.

Archive - based on dates (like a monthly or yearly archive). The front page of a blog may feature a calendar of dates linked to daily archives. Archives can also be based on categories featuring all the articles related to a specific category.

Blog - from "Weblog". Used to describe web sites that maintain an ongoing chronicle of information. A blog is a frequently updated, personal website featuring diary-type commentary and links to articles on other Web sites.

Blogroll - a list, sometimes categorized, of links to webpages the author of a blog finds worthwhile or interesting.

Comment Moderation - allows the website owner and author to monitor and control the comments on the different article posts, and can help in tackling comment spam.

Comment Spam - useless comments (or trackbacks, or pingbacks) to posts on a blog.

Content Management System - (CMS) Software that provides a method of managing your website.

CSS - Cascading Style Sheets. It allows you to store style presentation information (like colors and layout) separate from your HTML structure. This allows precision control of your website layout and makes your pages faster and easier to update.

Feed - a way for users to keep up with the latest and hottest information posted on different blogging sites. Two types include RSS & Atom.

FTP - File Transport Protocol. Allows for remote access to a web server.

Link Manager - the place where you can manage all your links to other websites, blogs, etc.

Meta - information about. Usually refers to administrative-type information.

Page - present static information, such as "About Me", or "Contact Us", Pages. Typically "timeless" in nature.

Permalinks - the permanent URLs to your individual weblog posts, as well as categories and other lists of weblog postings.

Pingbacks - similar to trackbacks. Step: 1. Person A posts something on his blog. 2. Person B posts on her own blog, linking to Person A's post. This automatically sends a

pingback to Person A when both have pingback enabled blogs. 3. Person A's blog receives the pingback, then automatically goes to Person B's post to confirm that the pingback did, in fact, originate there.

Plugin - bits of programming script that adds additional functionality to your blog, by either enhancing already available features or adding them to your site.

Post - the principal element (or content) of a blog and typically time-oriented. The posts are the writings, compositions, discussions, discourses, musings, pictures, and graphics.

Post Meta Data - the information associated with each post and includes the author's name and the date posted as well as the post categories. Also refers to Custom Fields where you assign specific words, or keys, that can describe posts.

Roles - control what functions a registered user can perform as those functions can range from just being able to login at a blog to performing the role administrator.

Slug - the title of your post or page within the link.

Syndication - Producing a feed that is a machine readable (usually XML) content publication that is updated regularly.

Template - controls the structure and flow of a WordPress site.

Theme - the overall design of a site and encompasses color, graphics, and text.

Trackback - was designed to provide a method of notification between websites. Steps:
1. Person A writes something on their blog. 2. Person B wants to comment on Person A's blog, but wants her own readers to see what she had to say, and be able to comment on her own blog. 3. Person B posts on her own blog and sends a trackback to Person A's blog. 4. Person A's blog receives the trackback, and displays it as a comment to the original post. This comment contains a link to Person B's post.

Widget - like a plugin, but designed to provide a simple way to arrange the various elements of your sidebar content (known as "widgets") without having to change any code.