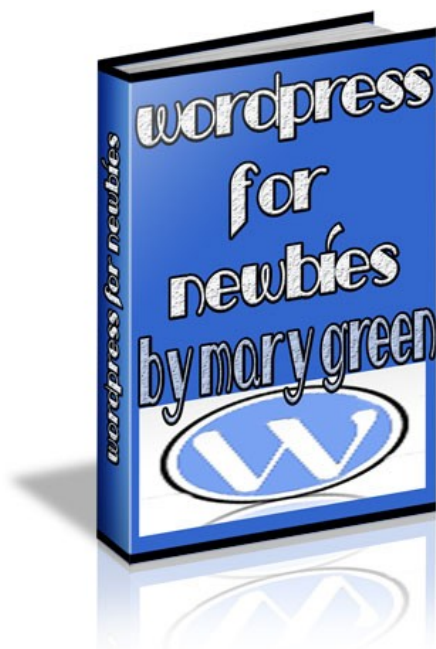


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[Ebook Designed By: Levada Pendry- Get Yours Today!](#)

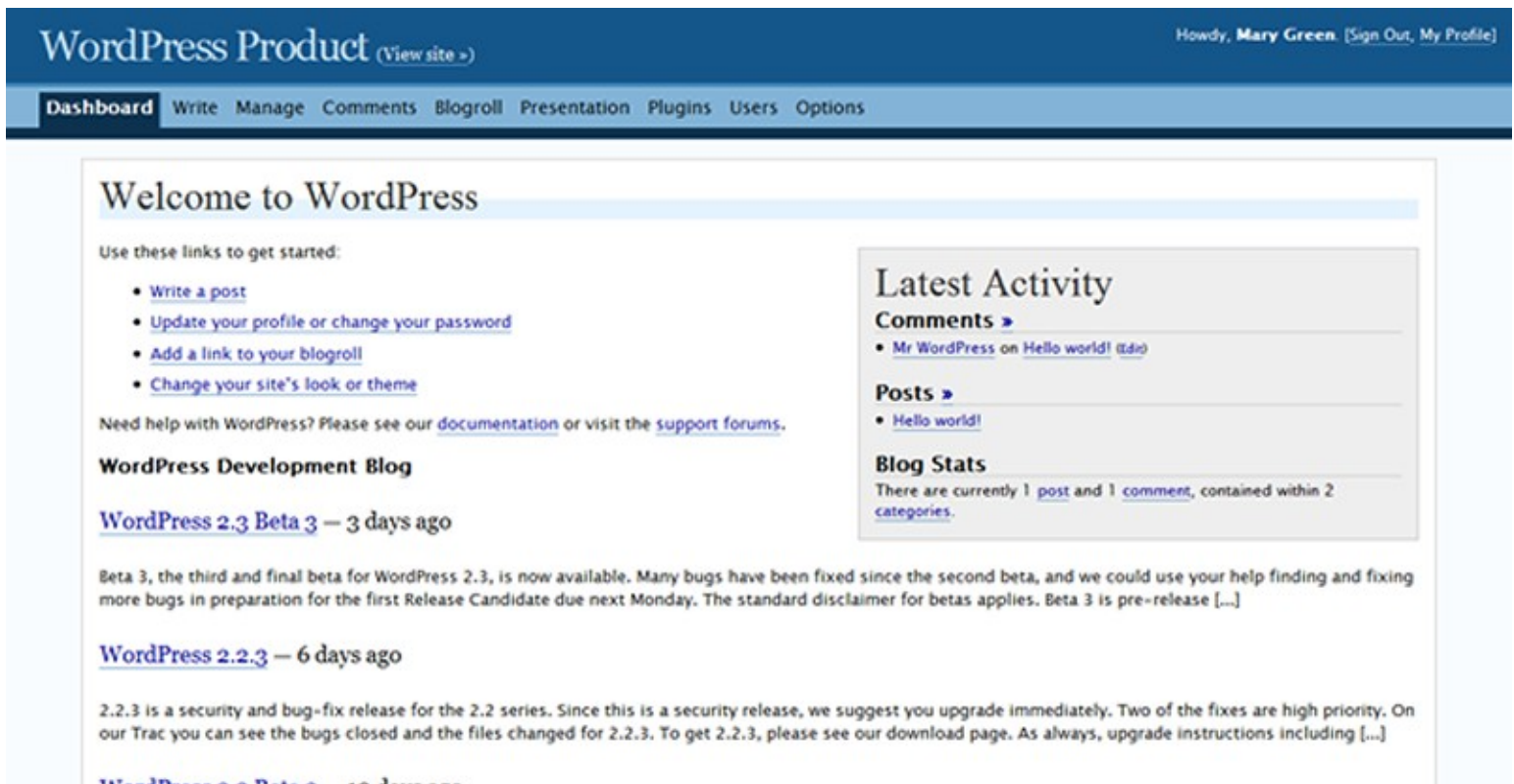
Please Note: I do not intend to make any promises within this book about traffic, ease of use, or anything like that. I have a lot of experience with Wordpress and this is part of my knowledge.

Copyright- You will receive a seperate document stating any rights you have to sell, giveaway, or otherwise use this product. Mary Green 2007

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Dashboard

Once you have wordpress installed on your browser you will see the below webpage. This is your admin area. You had to sign in to get here, and you can do a lot to customize this area and make your wordpress work a little easier, first though you need to know what everything is. That is where I come in, so follow along and learn all you need to know to be familiar with your admin area.



The screenshot shows the WordPress dashboard interface. At the top, there is a blue header with the text "WordPress Product (View site >)" on the left and "Howdy, Mary Green. [Sign Out, My Profile]" on the right. Below the header is a navigation bar with the following items: "Dashboard" (highlighted), "Write", "Manage", "Comments", "Blogroll", "Presentation", "Plugins", "Users", and "Options". The main content area is titled "Welcome to WordPress" and contains several sections:

- Use these links to get started:**
 - [Write a post](#)
 - [Update your profile or change your password](#)
 - [Add a link to your blogroll](#)
 - [Change your site's look or theme](#)
- Need help with WordPress? Please see our [documentation](#) or visit the [support forums](#).
- WordPress Development Blog**
 - [WordPress 2.3 Beta 3](#) — 3 days ago

Beta 3, the third and final beta for WordPress 2.3, is now available. Many bugs have been fixed since the second beta, and we could use your help finding and fixing more bugs in preparation for the first Release Candidate due next Monday. The standard disclaimer for betas applies. Beta 3 is pre-release [...]

 - [WordPress 2.2.3](#) — 6 days ago

2.2.3 is a security and bug-fix release for the 2.2 series. Since this is a security release, we suggest you upgrade immediately. Two of the fixes are high priority. On our Trac you can see the bugs closed and the files changed for 2.2.3. To get 2.2.3, please see our download page. As always, upgrade instructions including [...]

 - [WordPress 2.2.2](#) — 10 days ago
- Latest Activity**
 - Comments >**
 - [Mr WordPress on Hello world! \(tdio\)](#)
 - Posts >**
 - [Hello world!](#)
 - Blog Stats**

There are currently 1 [post](#) and 1 [comment](#), contained within 2 [categories](#).

Dashboard- The first page you see when you login, it is selected in the top left of the page under your chosen site name. At this point there isn't anything too exciting here, but there are a few things that can be helpful.

Use these links to get started:

Get More Great Products like this from <http://www.IMFREEWAY.com>

The write a post link, takes you straight to the area of the site where you can write new posts, to edit posts you go to a different section.

You can update your profile through this area, and change your password, these can also be done by selecting "my profile" in the upper right of the screen. The blogroll section can also be accessed through this area, that is where you add links related to your blog to be displayed on your site. Another helpful link here is the Change your site's look or theme. With wordpress you can select hundreds if not thousands of different themes to use, they are downloadable from all over the Internet, most are free, but there are some that you pay for, it depends on the developers of the themes.

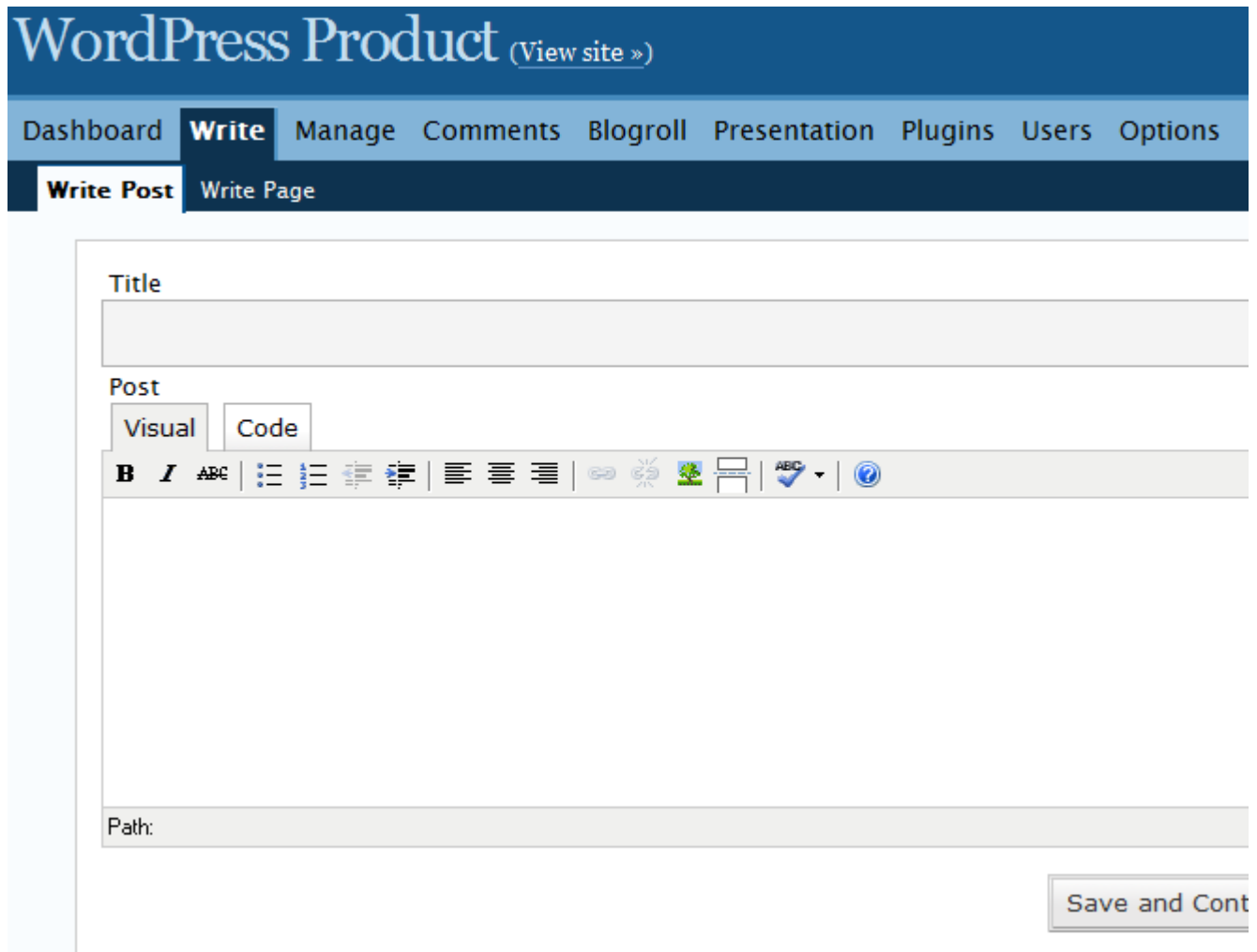
Latest Activity-

In this area you will find all the Incoming Links to your site, this is helpful to let you know who is referring visitors to your site. You also see the latest posts on your blog. From this space on the dashboard you also see recent comments, pages that are posted to and stats for your blog. These stats are about the number of posts, comments, and categories, not traffic.

Wordpress Development Blog & Wordpress News-

These two areas generally are not used much by the average user, but they are there in case you want to keep updated on what is going on with wordpress and how it might affect your site. If you have a host that you are installed through, they should take care of updates to the script. If not you might be able to get a webmaster to do it for you.

Write



The next tab along the top of the page is write, and it is very simple, you can write a new post (for the blog) or write a new page (for the site). The pages are where you can post static content that doesn't change (unless you change it). A note here, the blog posts you make will, by default, always go to the top of the blog page.

Write New Post- This is the area to make your new posts in, you will have a title, and the text area. Along the right side of the page are a few different options.

Discussion —

Allow Comments
 Allow Pings

Post Password —

Post Slug —

Post Status —

Published
 Draft
 Private

Post Timestamp —

Edit timestamp

September ▾

14 2007 @

00 : 55

Categories —

Separate multiple categories with commas.

Uncategorized

Write New Page- A new page will come up and you will be allowed to put in static content, articles, interviews, etc. Pages give you the choice to have an area of your site specifically designated to a sub niche of your site's topic. Take for instance a blog that is based on Small Dogs, I might have a page of Miniatures, a page for Toys, and a page for Breeds. In the blog section of the site I would enter posts about new information, new sites, new research, feature pictures of little dogs with their owners, etc. Maybe this isn't the best example but you get the point.

Categories- When you make a post you can choose to categorize the posts so that they are easier for customers to find. You can decide to show your categories on your wordpress site's sidebar. You can choose to have as many categories as you need and each time you have something new and different you just add another one. If you do not categorize your posts they will all go under either blogroll or uncategorized. It is best though to categorize because it is a little easier for your customers and what is

best for them just might be what's best for your pocket.

Discussion- The discussion drop down gives you the options to let each post have comments posted by users and whether you want your post pinged or not. Unless you have a specific reason to not have your posts pinged you should leave allow pings checked, as for the comments that is up to you. Comments are a bit tricky because people can make honest comments and then there are others that try to use software to spam your comment areas.

Post Password- The post password functions locks a post from the general public and only those who have the password you put in this box can read what is written in this post or page. This isn't the most secure way to password protect a page but it does work.

Post Slug- Normally when you start a wordpress site all of your posts and pages have a number assigned to them. That is the default slug so to speak. But in the post slug area you can add a different slug to your post so that it is easier for you and visitors to recall what the link is to. We will go over better ways to "slug" your pages and posts later in the Permalinks section.

Post Status- Just as it sounds, here you see whether or not this specific post or page is live. Published means anyone who comes across your site can easily access this post, the Draft is something you have started but have not decided to post to the public for whatever reason just yet. The private post is one that you make, but is only accessible to those who are registered as part of your site and you allow them to. This might be for administrators of the site only, it is up to you.

Post Timestamp- This is often overlooked by many newbies so let me explain, and then tell you a little trick about it. First of all the timestamp simply states when the post goes live. With all posts the newest is on top of the page, but sometimes we don't want things in that order, actually this happens a lot, so you can edit the timestamp. All you do is come to your admin area and edit the post or page that you want under a different time. You change the timestamp and check the box that says Edit timestamp and publish.

Save and Continue Editing- The first of the three buttons under the text box this saves the text you are currently working on and then lets you continue editing it. This is useful if you are worried about losing a post you are putting a lot into.

Save- All of your drafts are Saved posts. They are not live and you can go into the manage area of the site to edit and publish them. When you want a draft this is the button to select.

Publish- When your post or page is all ready and you are confident in its presentation selecting Publish will make it live to the public. You will still be able to edit the post or page, as long as you know your logins, but now the public can see what you have written.

These are the simple basics of the Write Tab of the admin area, you will see there are other options available on this page, but for newbies it is best to get the basics down before we go into the more complicated options, which I may cover in another ebook later on.

Manage

WordPress Product [\(View site »\)](#)

Dashboard Write **Manage** Comments Blogroll Presentation Plugins Users Options

Posts Pages Uploads Categories Files Import Export

Last 15 Posts

Search Posts...

Search

Browse Month...

September 2007

Show Month

Browse Category...

All

ID	When	Title	Categories	Comments	Aut
1	2007-09-13 6:49:29 pm	Hello world!	Uncategorized	1	Man

Comments

1. **Mr WordPress** | wordpress.org | IP:
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
Sep 13, 6:49 PM — [[Edit](#) | [Delete](#) | [Unapprove](#) | [Spam](#)]

This next tab in Wordpress that we are going to learn. Starting with posts. On the posts page you are going to see your most recent posts. You will have a search posts... box, to be able to search all of your posts, a browse month... drop down that allows you to check posts by the month they are timestamped, and Browse category... which allows you to search by the category the posts are in. This is particularly helpful if you are trying to see all of your uncategorized posts so that you can categorize them.

Manage Posts- page has 9 columns (up and down) that give different info about each titled post. Each post on the left side of the table start with an ID, this is the ID used from default to make each post and page have its own link. When column is when the post is timestamped, remember this can be different from when you actually wrote the post depending on whether or not you entered a different timestamp. Title is simply the box you entered into what you want the post called in the write tab. Categories is the name of the category you chose for this post, or uncategorized if nothing was chosen. Comments just tells you how many comments have been placed on that post.

The Author column is not always the same, if you decide to allow others to register and write for your site their name will appear under the author column of the Manage posts page. View, Edit and Delete do what each of them say, if you want to be taken directly to the post on your site as a visitor would see it, choose View. If you want to work on that post, change some things around, you can go to the Edit page for that post. Lastly is Delete, you will have to confirm a deletion after you hit delete, and what this does is completely gets rid of the post, just know in advance this is permanent, unless you have a blog backup on your hard drive.

Manage Pages- Everything you see here was also in the manage posts area, there are just fewer options here. You do not have the archiving, category, or those columns. You will still see the title, ID, and action columns for the View, Edit, Delete options. The biggest difference here is the Updated column, and all this means is that is the last time you changed anything on that page.

The one major difference I almost forgot to include is the dash before some of

the page names. This symbolizes that you have made this a subpage of another page, usually the first one titled above it without a dash.

This will be helpful when you want to hide pages, move them around, or you need to know what page is under what page, you can edit the subpage status through the Edit Action, under Page Parent, just move it back to Main and the page will be just like every other parent to be page. (Meaning you can add pages under it to make it a Parent Page!)

You can see a screenshot of what the subpages and parent pages look like below:

ID	Title
18	Fast Cash
19	— Gigs
31	Home
47	— Forum
76	— chat
20	Advice
28	— FAQ's

The Upload section of Manage is very basic, it just shows you any files you have uploaded to be hosted on your wordpress site. The links you can click on will take you straight to the document, so if you want to copy those links to put on your pages or posts for visitors to see that is an option here.

Uploading files will be covered in the Advanced Wordpress Ebook, remember we are trying to keep this simple, it will all be much easier once you know your way

around Wordpress.

Categories, is a very simple area of the Wordpress admin, 6 columns in this one. The ID, which we covered in the other Page and Post topics, and the Name, which is self explanatory. The description column, is where you can describe what each of the Categories are for.

The Posts column tells you how many posts you have in that category, and if there are any they are hyperlinked to go to all the posts in that category. The links column is where you will see how many links you have under each category, and the Edit and Delete actions are just the same as they were in the Posts and Pages.

Comments

WordPress Product [\(View site »\)](#)

Dashboard Write Manage **Comments** Blogroll Presentation Plugins Users O

Comments Awaiting Moderation (0)

Comments

Show Comments That Contain...

 (Searches within comment text, e-mail, URL, and IP a

[View Mode](#) | [Mass Edit Mode](#)

- Mr WordPress** | [wordpress.org](#) | IP:
Hi, this is a comment.
To delete a comment, just log in and view the post's comments. There you will f
Sep 13, 6:49 PM — [[Edit](#) | [Delete](#) | [Unapprove](#) | [Spam](#)] — [Hello world!](#)

Under this tab are Comments and Awaiting Moderation.

Comments- These are comments that have been posted to your blog, they are either already approved or a low risk of spam. There are a few things you can do on this page.

Edit- Take out or add to a comment so that is better fits your site.

Delete- Take the comment completely off your site.

Unapprove- The comment is taken to the Awaiting Moderation area of the Comments.

Spam- Mark the item as spam so that your Wordpress installation can recognize more spam in the future.

Awaiting Moderation (1)- The number in quotes tells you how many are waiting to be approved or denied. These comments for one reason or another (such as, non registered user comments) are waiting for you to edit, delete, deny, approve, or mark as spam. If you happen to have a large number of comments that you perhaps want to mark as spam.

BlogRoll

The screenshot shows the WordPress dashboard's Blogroll management section. At the top, there's a navigation bar with 'WordPress Product (View site >>)' and a menu with 'Dashboard', 'Write', 'Manage', 'Comments', 'Blogroll', 'Presentation', 'Plugins', 'Users', and 'Options'. Below this is a sub-menu with 'Manage Blogroll', 'Add Link', and 'Import Links'. The main heading is 'Blogroll Management'. Below the heading, there's a text block: 'Here you [add links](#) to sites that you visit often and share them on your blog. When you have a list'. Below that, there are filters: 'Currently showing' with a dropdown set to 'All', 'links ordered by' with a dropdown set to 'Name', and an 'Update >>' button. The main content is a table with three columns: 'Name', 'URL', and 'Categories'. The table lists seven entries: Alex (alexking.org), Donncha (inphotos.org), Dougal (dougal.gunters.org), Matt (photomatt.net), Michel (zengun.org/weblog), Mike (zed1.com/journalized), and Ryan (boren.nu). All categories are 'Blogroll'.

Name	URL	Categories
Alex	alexking.org	Blogroll
Donncha	inphotos.org	Blogroll
Dougal	dougal.gunters.org	Blogroll
Matt	photomatt.net	Blogroll
Michel	zengun.org/weblog	Blogroll
Mike	zed1.com/journalized	Blogroll
Ryan	boren.nu	Blogroll

The above section is a screen capture of most of what you are going to see under the Blogroll: Manage Blogroll area.

Manage Blogroll- You can decide how or if you want any links to show up on your blog in the sidebars, you are able to have categories of the different links and as with the posts and pages you can see how many links you have in a category.

The above picture is what you see when you first install Wordpress.

Add Links- There is a link to this from the manage page, and it is one of the tabs under Blogroll, in the darkest blue area of the screenshot. Either way this is where you go specifically to enter a new link.

In this area of the Add link section you will name your link in the Name field, Put the URL in the Address field, and then if you choose you can write in a little description of what this links goes to.

Link Relationship is where you can classify if the link is a friend's, a family member's, or another of your site. At this point this area is not necessary.

Advanced is where you can add image links to your blog also, or rss feeds with notes. This can be useful if you are trying to show an rss field, but want to describe it to your visitors before they click through.

The only things you do not see in this screenshot is the Category area, Target and Visible, so let's cover them now.

Category- this is the same as for the posts area, you can add a Category or select a category.

Target- `_blank` is to have the link open in a new page or tab, `_top` is to have the link open in a window on top of the current window.

Visible- You can decide if you want the link to show up in the Category for the

public visitors or if you do not want them to see it.

Next Tab- Import Links- this is an area where you can upload your bookmarks if you choose to do so, they have to be in a OPML format to upload them though, and many programs save bookmarks to HTML, so we will not be discussing this topic further.

This is what your Blogroll Links area Widget looks like from the visitors point of view, on a default installation.



Presentation



Current Theme



WordPress
The default
All of this t

Available Themes

WordPress Classic 1.5



There are thousands of themes available for free all over the Internet (check my resources for some links) and then there many other ways to customize each theme to make your Wordpress site your own. This area Presentation is for selecting a theme you have saved to your site, editing the theme and designing

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your sidebars.

Widgets- These are the many pieces you can use to build your sidebars. In default mode you get Archives, Calendar, Categories (yes from posts & links), Links, Meta (admin login section), Pages, Recent Comments, Recent Posts, Search, RSS 1, and Text 1. You can have up to 9 text areas, and you can put HTML in them just as they are.

You must Save Options after changing anything different in your widgets area.

These are other areas of the Presentation Section that we have not covered: Theme Editor, and Header Image & Color, and this is why. The theme editor is something you should have much more training for to know what you are doing as you do not want to mess up your site, to know what you are doing here you should have a good idea of PHP and CSS. Now the Header Image & Color area is not a staple for every theme, and is very basic, you can play around with it, and if you don't like what you get from it, you can revert or just not save anything.

Plugins

WordPress Product [\(View site »\)](#) Howdy, **Mary Green**. [\[Sign Out\]](#)

Dashboard Write Manage Comments Blogroll Presentation **Plugins** Users Options

Plugins Plugin Editor

Plugin Management

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

Plugin	Version	Description	Action	
Akismet	2.0.2	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. <i>By Matt Mullenweg.</i>	Activate	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>	Activate	Edit

[Deactivate All Plugins](#)

My favorite part of using Wordpress is the Plugins, there are so many and so much you can do with them. I have about 20 or more plugins active on many of my Wordpress sites. Basically though there isn't much to this area, you have a list of plugins that are in your plugin folder (through ftp).

From here you can activate them, which makes them usable, You can edit them, which you should only do if you know what you are doing with PHP, and you can Delete them.

If you have some that are already activated you can deactivate them as well.

Plugins can get your wordpress site to conform to your liking, you can have a chat area, a forum, password protected areas, adsense, opt in lists, forms and lots more, you can even blog through different wordpress blogs through one installation.

This is what some of my favorite plugins can do:

Edit N Place- lets you edit a post or page without going through the admin area first.

StatPress- shows you all sorts of stats for your Wordpress site, where the visitors come from, how many visitors you have, the referring pages, if you are getting people on your rss feeds, and more.

Admin Menus- makes the admin areas have a drop down so that you dont have to load and reload pages you dont want to use. Such as Plugins would have a drop down of Plugins and Plugin Editor.

Plugininstaller- you can install plugins without using ftp, I love this, all you do is plug in a link to the download (link has to end in .zip) and click install and there is the plugin.

Options

Weblog title: What is your site called?

Tagline: a description of your site or In a few words, explain what this weblog is about.

Do Not Change These URL's, it can delete your site!

WordPress address (URL): the url to where wordpress is installed

Blog address (URL): the url to where the blog is.

In a few words, explain what this weblog is about.

WordPress address (URL):

Blog address (URL):

Enter the address here if you want your blog homepage [to be different](#) from the WordPress address.

E-mail address:

This address is used only for admin purposes.

Membership: Decide whether Anyone can register or Users must be registered and logged in to comment.

New User Default Role: Subscriber, for anyone who registers will be set up as a Subscriber, so if you want them to have more rights you will have to change that under the Users Menu.

The biggest options you can use in the Writing section of Options is the Update Services area at the very end of the page, and post box lines, and maybe the default link and post categories (these are the boxes that are automatically checked when you add a link or post, but do not specify the category).

The Update Services box is where you can add links so that when you post to the blog Wordpress will automatically let sites and directories know about the update. The more posts you do the more pings sent and the more traffic you get back from them.

Reading- Front Page, this is where you decide how you want your home page to be presented, you can choose to leave it on recent posts or you can choose a page for it, and a post (blog) page for the blog.

Blog Pages- Decide how many posts you want to show up on each page of your blog.

Syndication Feeds- How many past posts do you want to show up when a new person subscribes to your feeds, and do you want them to see the whole post or just a summary. [Hint: a summary might be able to persuade them to visit your site more often.](#)

Discussion Options include:

Articles- whether or not to notify the owners of sites you link to in articles, whether or not to accept notifications yourself, and whether articles (pages) automatically have comments turned on or off.

You can decide if you want to be e-mailed for comments and new posters, or when something goes into Awaiting Moderation. And you can decide what a comment poster must do before being allowed to post a comment, such as entering their email address, registering, etc.

Privacy is just about deciding if you want the general public to be allowed to stumble onto your site, or if you would rather only those given the link find it.

Permalinks-

» <http://imfreeaway.com/wordpress/archives/123>

Custom, specify below

Custom structure:

Optional

The permalink area is where you decide how you want your links to look to access your different pages. What you see above is how I set mine up for most of my sites, and this is the reason why.

The default way to do this is www.mydomain.com/p=8 or something along those lines, now a visitor is not going to remember what that link is to, and neither will I.

So, I change the custom field to `/%postname%/` so that my links look like this instead www.mydomain.com/blog/ Much better right? You can set these up to include the dates, categories, and more by reading about them through the [NUMBER OF TAGS ARE AVAILABLE](#) link in the permalinks area.

The last part, is the Miscellaneous area, and all you do there is decide where your uploads go in your wordpress directory, and then you are all set.

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