WordPress Training Contents

http://codex.wordpress.org/WordPress_Lessons

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WordPress Training Documents

http://codex.wordpress.org/Administration_Panels#Dashboard - Information_Central Make sure you have a version (presumably the latest version) of WordPress installed on your system.

I. Installation

A-1. Installing WordPress

In most cases installing WordPress is a simple process and takes less than five minutes to complete. Many web hosts now offer tools to automatically install WordPress for you. However, if you wish to install WordPress yourself, the following guide will help.

Things to Know Before Installing WordPress

There are few things you need to do before you begin the install.

You need access to your site and its directory and software to proceed with the installation. These are:

- 1. Access to your web server (via shell or FTP)
- 2. A text editor
- 3. An FTP Client
- 4. Your web browser of choice

Things You Need to Do to Install WordPress

Begin your installation by:

- 1. Checking to ensure that you and your web host have the minimum requirements to run WordPress.
- 2. Download the latest release of WordPress.
- 3. Unzip the downloaded file to a folder on your hard drive.
- 4. Be prepared with a secure password for your Secret Key
- 5. Print this page out so you have it handy during the installation.

If you are not comfortable with renaming files, Steps 3 and 4 are optional and you can skip them as the install program will create wp-config.php file.

Download and unzip the WordPress package, if you haven't already. Create a database for WordPress on your web server, as well as a MySQL user who has all privileges for accessing and modifying it.

Rename the wp-config-sample.php file to wp-config.php. Open wp-config.php in a text editor and fill in your database details as explained in editing wp-config.php to generate and use your secret key password.

Upload the WordPress files in the desired location on your web server:

If you want to integrate WordPress into the root of your domain (e.g. http://example.com/), move or upload all contents of the unzipped WordPress directory (but excluding the directory itself) into the root directory of your web server.

If you want to have your WordPress installation in its own subdirectory on your web site (e.g. http://example.com/blog/), rename the directory wordpress to the name you'd like the subdirectory to have and move or upload it to your web server. For example if you want the WordPress installation in a subdirectory called "blog", you should rename the directory called "wordpress" to "blog" and upload it to the root directory of your web server.

Hint: If your FTP transfer is too slow read how to avoid FTPing at : Step 1: Download and Extract.

Run the WordPress installation script by accessing wp-admin/install.php in a web browser. If you installed WordPress in the root directory, you should visit: <u>http://example.com/wp-admin/install.php</u>

If you installed WordPress in its own subdirectory called blog, for example, you should visit: <u>http://example.com/blog/wp-admin/install.php</u>

That's it! WordPress should now be installed.

B-1. Running WordPress from a Subfolder

When we install WordPress we should consider installing all core WP files in a sub folder, not at the web server root. We'll call this sub folder the WordPress system folder and a typical name would be wp-system. When we setup WP in this way we can make a simple change to the index.php file at the root to switch between versions of WordPress, or even to move to a new application. This is great if you want to switch over a version as it allows you to switch back in an emergency.

C-1. WP File Acquisition via the Command Line with wget

On many hosts, if you can get to the command line, you can navigate to where you want WP to be installed and run the UNIX command **wget**. (If you are using Dreamhost, you can usually gain command line access by changing one of your FTP users to "shell" access within the admin application). Then you can access the command line via puTTY for windows or the command prompt using the UNIX/Mac SSH command.

D-1. WordPress Address vs Site Address

WP uses two different paths to identify the location of the the **system** files (WordPress Address/WP_SITEURL) and the location of the main **index** file of the site (Site Address/WP_HOME). This allows us to install the system files of WP in a sub folder. If you are installing WP by default in the **one**folder, both of these addresses must be the **same**.

By default these addresses can be changed when logged into the **Dashboard** via the **Settings**. It is unsafe to allow such critical data to be changed by a client as this could bring the entire site down. Luckily we can override this capability by placing PHP constants in the **wp-config.php** file that will identify the correct addresses and disallow changes via the Dashboard. The constants as set for a client with a web address of **example.com** would require the following PHP constants to be placed in **wp-config.php**:

#virtual (web) path to the core (system) wp files - [CLIENT SINGLE FOLDER ROOT INSTALL EXAMPLE] NO LAST SLASH

define('WP_SITEURL', 'http://www.example.com');

#virtual (web) path to the index & .htaccess file - [CLIENT SINGLE FOLDER ROOT INSTALL EXAMPLE] NO LAST SLASH define('WP_HOME', 'http://www.example.com');

Below are the same two settings only this time the **system** files (in gray) are in a subfolder named **wp-system**:

#virtual (web) path to the core (system) wp files - [CLIENT SUB-FOLDER ROOT INSTALL EXAMPLE] NO LAST
SLASH
define('WP_SITEURL', 'http://www.example.com/wp-system');

#virtual (web) path to the index & .htaccess file - [CLIENT SUB-FOLDER ROOT INSTALL EXAMPLE] NO LAST SLASH define (INID_LIONEL_Interviewers and a second by a

define('WP_HOME', 'http://www.example.com');

In the above example the main **index.php** file would reside at the client's root and all of the other WP files are in the subfolder named **wp-system**.

E-1. Common Installation Problems

The following are some of the most common installation problems. For more information and troubleshooting for problems with your WordPress installation, check out FAQ Installation and FAQ Troubleshooting.

I see lots of Headers already sent errors. How do I fix this?

You probably introduced a syntax error in editing wp-config.php. Download wp-config.php (if you don't have shell access). Open it in a text editor. Check that the first line contains nothing but <?php, and that there is no text before it (not even whitespace). Check that the last line contains nothing but ?>, and that there is no text after it (not even whitespace).

If your text editor saves as Unicode, make sure it adds no byte order mark (BOM). Most Unicode-enabled text editors do not inform the user whether it adds a BOM to files; if so, try using a different text editor.

Save the file, upload it again if necessary, and reload the page in your browser. My page comes out gibberish.

When I look at the source I see a lot of "<?php ?>" tags.

If the <?php ?> tags are being sent to the browser, it means your PHP is not working properly. All PHP code is supposed to be executed before the server sends the resulting HTML to your web browser. (That's why it's called a preprocessor.) Make sure your web server meets the requirements to run WordPress, that PHP is installed and configured properly, or contact your hosting provider or system administrator for assistance.

I keep getting an Error connecting to database message but I'm sure my configuration is correct.

Try resetting your MySQL password manually. If you have access to MySQL via shell, try issuing:

SET PASSWORD FOR 'wordpressusername'@'hostname' = OLD_PASSWORD('password');

If you are using a version of MySQL prior to 4.1, use PASSWORD instead of OLD_PASSWORD. If you do not have shell access, you should be able to simply enter the above into an SQL query in phpMyAdmin. Failing that, you may need to use your host's control panel to reset the password for your database user.

My image/MP3 uploads aren't working.

If you use the Rich Text Editor on a blog that's installed in a subdirectory, and drag a newly uploaded image into the editor field, the image may vanish a couple seconds later. This is due to a problem with TinyMCE (the rich text editor) not getting enough information during the drag operation to construct the path to the image or other file correctly. The solution is to NOT drag uploaded images into the editor. Instead, click and hold on the image and select "Send to Editor."

I. WordPress Login

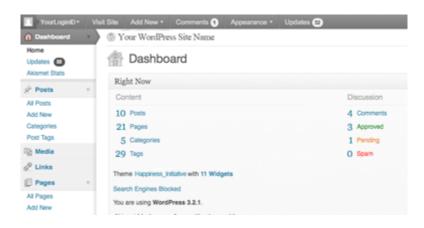
A-1. How to Login

 Start at the WordPress login screen, generally located at http://yoursite.com/wp-login.php or http://yoursite.com/wp-admin/ (note: this is based on the location of your installation, so if WordPress has been installed in a subdirectory, the login screen should be located at http://yoursite.com/subdirectory/wp-login.php).

Username	
Password	
Bemember Me	Log In

- Enter your username and password (note: make sure that caps lock is off, as the information is casesensitive). If you would like WordPress to remember your login information to make it easier next time, check the "Remember Me" option before clicking the Login button (note: anyone who has access to your computer will be able to login as you if this option is selected — not recommended for public computers! use with caution).
- 3. Click the Login button

If you were successful logging in to the WordPress Admin area, you will be greeted by the WordPress "Dashboard", the administrative panel for your site.



II. Adding Content

A-1. Adding pages and posts to your WordPress site

In WordPress, you can write either posts or pages. When you're writing a regular blog entry, you write a post. Posts automatically appear in reverse chronological order on your blog's home page. Pages, on the other hand, are for content such as "About Me," "Contact Me," etc. Pages live outside of the normal blog chronology, and are often used to present information about yourself or your site that is somehow timeless -- information that is always applicable. You can use Pages to organize and manage any amount of content.

Adding Posts

To write a post:

- 1. Log in to your WordPress Administration Panel (Dashboard).
- 2. Click the Posts tab.
- 3. Click the Add New Sub Tab
- 4. Start filling in the blanks.
- 5. As needed, select a category, add tags, and make other selections from the sections below the post. Each of these sections is explained below.
- 6. When you are ready, click Publish.

The Screen Options allow you to choose which Post Fields are displayed, or not displayed, in the underlying SubPanel. These options are saved so that you can customize how your own editing screen looks.

Home Updates 32 Akismet Stats	All (10) Published (10)
🖈 Posts 💎	
All Posts	Bulk Actions Apply Show all dates View all categories Filter
Add New	Title
Categories	
Post Tags	Another experimental post

A-2. Categories

1. There are two "parent" categories: Public and Volunteer. All other categories, current or new, must be a "child" of one of these categories. To view categories: Posts >> Categories.

N Posts M Posts M New Categories Categories Cost Tags Cost Tags M New Category Events Media Links The name is how II appears on your site. Pages Comments Sug The name is how II appears on your site. Pages Comments Sug The name is how II appears on your site. Pages Comments Sug The name is how II appears on your site. Pages Comments Appearance The name is how II appears on your site. Pages Comments Appearance The name is how II appears on your site. Pages Comments Appearance The name is how II appears on your site. Pages Sug The name is how II appears on your site. Pages Comments Sug The name is how II appears on your site. Pages Sug The name is how II appears on your site. Pages Sug Comments Sug Pages Comments Sug Pages Pages Pages Pages Comments Sug Pages Pages Pages Costogories, numbers, and hyphens. </th <th>🛞 Dashboard</th> <th>(1) itc210</th> <th></th> <th></th> <th>Howdy, nick harber</th>	🛞 Dashboard	(1) itc210			Howdy, nick harber
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Add New Category Add New Category Att Answer Att	All Posts Add New Categories	A Categories			Search Catego
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Links The name is how it appears on your site. Pages Pages Comments Sbg Appearance v The name is how it appears on your site. Pages Sbg The same its is apparent category or delete it under Posts >> Categories on the name. It is usually all lowercase and contains only letters, numbers, and hyphens. Pagent None Parent None Categories, unlike tags, can have a hierarchy. You might have a Jazz category, addrese the were inliften of this category. Instead, posts that are private and are children of this category or delete it under Posts >> Categories and there children categories for Bebop and Big Band. Totally aptional. Background statior Pagent None Categories, unlike tags, can have a hierarchy. You might have a Jazz category, aptional. Background statior Pagent Description Station Pages Pages Busers The description is not prominent by default, however, some themes may show it.	ਭੇ Media	Name	Name	Description	Slug Posts
Sug Appearance v The "slug" is the URL-triendly version of the name. It is usually all lowercase and contains only letters, numbers, and hyphens. Wdgets Mobile Theme Mobile Switcher Abolie Switcher Categories, unlike tags, can have a hierarchy. You might have a Jazz category, and big Band. Totally optional. Plugins v Plugins v Busers The description Is not prominent by default; however, some themes may show it. The description Is not prominent by default; however, some themes may show it.	P Links	The name is how it appears on your site.	Public	posts that are public and are	public 0
In proteinance The "stug" is the URL-friendly version of the name. It is usually all lowercase and contains only letters, numbers, and hyphens. Wodgets Wodgets Mobile Three Mobile Switcher Abolie Switcher Abolie Switcher ackground Header callor Plugins Velores The description is not prominent by default; however, some themes may show it. Note: Description Note: Description is not prominent by default; however, some themes may show it.	Comments		Public child 1	Rename this category or delete it	public-child-1 1
Abolie Theme Abolie Theme Abolie Theme Abolie Theme Abolie Switcher Buster Bust	Themes Widgets		Uolunteer	This is a parent category for all blog posts that are private and are	volunteer 0
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Editor			Name	Description	Slug Posts
Installed Plugins Add New Add New Category does not defet the posts in that category. Instead, posts that were only assigned to the defeted category are set to the category Volumteer child 1. Categories can be selectively converted to tags using the <u>category to tag converter</u> . The description is not prominent by default; however, some themes may show it.	Header Editor	Description	Bulk Actions		4 il
The description is not prominent by default; however, some themes may show it.	Plugins v Installed Plugins Add New Editor		Deleting a category does not delete the post are set to the category Volunteer child 1.		ere only assigned to the deleted category
Tools	Users				
Settings v Add New Category	Tools	The description is not prominent by default; however, some themes may show it.			
Seneral		Add New Category			

- 2. To add a new category, type in the name and repeat that name in the "slug" box in lower case and if there are spaces, insert a dash (-) where there would be a space. Select the Parent (Public or Volunteer). Click "Add New Category".
- 3. NOTE about parent categories: all categories and associate posts under "Public" will be available in the public view within the blog. This is where all submissions of artwork, etc. should be placed. all categories and associate posts under "Volunteer" will only be available to logged in users and will not be viewable to the public. This basically separates one blog into two.

B-1. Adding Pages

To create a new Page, log in to your WordPress installation with sufficient admin privileges to create new articles and, on the Dashboard, select the <u>Administration</u> > <u>Pages</u> > <u>Add New</u> option to begin writing a new Page.

You will automatically go to the "Add New Page" screen.

- 1. Give your page a title. Once entered, you may notice that the URL, or permalink, will appear below it. The permalink can be edited by clicking the "Change Permalinks" option.
- 2. Add content to your page.
- 3. Format the content using the formatting toolbar at the top of the visual editor. If necessary, click on the rightmost tool to expand your number of tools. For more control, click on the HTML tag to the right to format with HTML tags.

Enter title here	
lpload/insert 🖂 😅 🎜 🔿	Visual HTM
B / Ε Ε	
Paragraph ・ U II A・ 印 印 2 Ω 注 取 り C 10	

- 4. To add media, such as images, audio or video, click the appropriate icon to the right of "Upload/Insert" just above the toolbar.
 - Use the Media Library, found on the Dashboard sidebar menu, to add, view, edit, manage and delete your uploaded media files, to/from your pages and posts.

Home Updates () Axismet Stats	00	Library Add New () I Audo (1) I Unatached (2)		One of your sid favourite songs from way	back when S	icreen Options v Help v Search Media
🖉 Posts 🛛 🔻	Buk Actions	Apply Show all dates Filter			41 iberus	< < 1 of 3 + *
Add New	0	File	Author	Attached to		Date
Categories Post Tags Media v Library		q_sboulcafe PNG Edit I Delete Permanently I View	JoeSmith07	Assignment 7, 2011/05/24	Ģ	2011/06/09
Add New	0	screenshot_a7	JoeSmith07	Assignment 7, 2011/05/24	Q	2011/05/24

5. Page Attributes:



- To create subpages of an existing page, select an existing page under the "Parent" dropdown menu. To add this subpage to a navigation menu, see C-2: Adding Pages to Your Menu.
- Select the template (page layout) from the "**Template**" dropdown menu. Each template is designed a certain way to provide a certain look.
 - Welcome (public/purple) two column layout. The left column is for 2 photos and the right column is for text.



- To add/edit images to this template:
 - Go to Media Library and upload an image. Copy the path to the image starting with "/wp-content/.....".
 - In the page edit area (under Pages >> select the page with this template), go to "Custom Fields", in the "Name" box, type in "spotlight-01". In the value box, paste the path to your image that you copied from the Media Library. Click "Update".

Again, in "Custom Fields", type in "spotlight-02". In the value box, paste the path to your image that you copied from the Media Library. Click "Update". Save the page.

Custom Fields		
Name	Value	
spotlight-01 Delete Update	/wp-content/uploads/2011/11/outreachPhoto1.jpg	1.
spotlight-02 Delete Update	/wp-content/uploads/2011/11/outreachPhoto2.jpg	



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= F 8

- Resources (public/purple) two-column layout. The left column is for 3 photos and the right column is for text.
 - To add/edit images to this template:
 - Go to Media Library and upload an image. Copy the path to the image starting with "/wp-content/.....".
 - In the page edit area (under Pages >> select the page with this template), go to "Custom Fields", in the "Name" box, type in "spotlight-03". In the value box, paste the path to your image that you copied from the Media Library. Click "Update". Repeat for "spotlight-04" and "spotlight-05". In the value box, paste the path to your image that you copied from the Media Library. Click "Update". Save the page.
- Public: One Box– (public/purple) the most commonly used template for this website. Provides one large box.

 Public: Multiple Box – (public/purple) provides multiboxed areas.



 Volunteer: Main Page – (private/gold) only used for the main page upon user login. Do not use for any other purpose.



 Volunteer: One Box – (private/gold) the most commonly used template for this website. Provides one large box as in Calendar page.



• Volunteer: Multiple Box – (private/gold) provides multiboxed areas.

- Do not add anything to the "Order" box.
- 6. Click "Save Draft", "Preview" to view your page, and "Publish" to post your page to the site.

B-2 Editing pages

- 1. Select *Pages* from the sidebar menu to open a list of all existing pages.
- 2. To edit page metadata (publish date, author, page order) hover over the page title and click Quick Edit.

archives(styling only) Edit Quick Edit The I View

- 3. To edit page content, click Edit.
- 4. Click Update Page to save changes.
 - Use Quick Edit to assign parent pages from the page list.

QUICK ED	т							
Title	archives(styling only)		Parent	Main Page (n	no parent)	•		
Slug	archivesstyling-only		Order	0		_		
Date	Jun 10 , 2011 @	12 : 28	Template	Archives	-			
Author	dgilbert05		🗹 Allow C	Comments	-			
Password		-OR- 🗆 Private	Status	Published	-			
Cancel					_		Up	pdate

C-1. Adding Custom Menus

If you have a theme that supports the Custom Menus feature, you can customize your navigation menu. This allows you to:

- Change the order of pages
- Nest pages to create sub-menus
- Display posts on multiple pages by creating category pages
- Add posts, tag pages, and custom links to your navigation menu

To create a custom menu, go to **Appearance -> Menus** in your blog's dashboard. If you do not see the Appearance menu option, you are not an administrator on the blog.

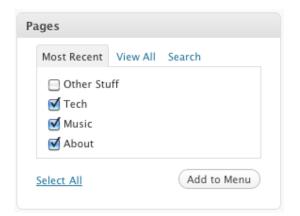
Appearance	•
Themes	
Widgets	
Menus	
Extras	
Theme Options	
Header	
Typekit Fonts	
Edit CSS	

To create a custom navigation menu, type in a name for it (only you will see this) and click **Create Menu**.

+	
Menu Name	My Custom Menu
	Create Mens
	custom menu, give it a name above and click Create Menu. Then choose items like pages, categories or custom he left column to add to this menu.
inks from t After you h	

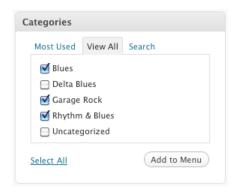
C-2. Adding Pages to Your Menu

Adding pages to your menu is as simple as checking the proper boxes for the pages you want and then clicking **Add to Menu**.



C-3. Adding Category Pages to Your Menu

All <u>posts</u> will appear on your main posts page, but you can also create category pages that only display posts that you've designated with a specific <u>category</u>. Simply check the box of the categories for which you want to create a page, and click **Add to Menu**.



Be sure to click Save Menu each time you make changes to your custom menu.

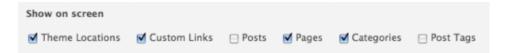


C-4. Adding Tag Pages and Posts to Your Menu

You can also add your tag pages and posts to your custom menu. To display these options in the custom menu editor, click the "Screen Options" drop down at the top right of your screen:

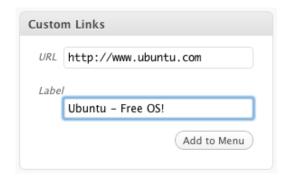


Check the boxes for posts and/or post tags, and those modules will appear in the custom menu editor:



C-5. Adding Custom Links

Want a menu tab to link directly to another website? No problem! Type in the URL, the label name, and then **Add to Menu**.



C-6. Changing Menu Item Titles

You can also change the label and the hover-over text of menu items independently from the page name itself. To edit a page or category title, click the down arrow to the right of the item.

Rhythm & Blues	CATEGORY
----------------	----------

Once expanded, enter the new label name and any desired hover-over text. The underlying page will always show its name in the **Original** section of the menu item.

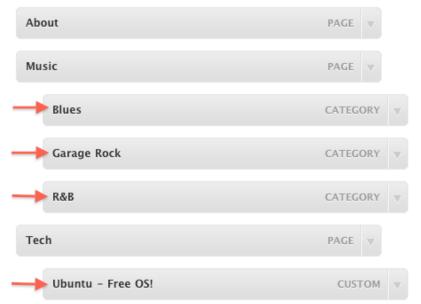
Rhythm & Blues		CATEGORY	
Navigation Label	Title Attribute		
R&B	smooth!		

Your menu item will now look something like this:



C-7. Changing the Order of Menu Items and Creating Sub-Menus

At any time, you can change the order and placement of menu items. Drag and drop the items up and down to change the order of menu items. Drag and drop the items left and right (as shown below) to create sub-menu items.



The final product from the customized menu: For more info on customizing menus go to <u>http://en.support.wordpress.com/menus/.</u>

D-1. To remove the default links

The first time you click Links in the sidebar menu, you'll see a list of several links that WordPress installs by default.

So that you can start with a clean slate:

1. In the sidebar menu, choose Links.

Home Updates 👜 Akismet Stats	Links Add New			Find her a vacant	knee, tellas Screen	Options + Help
P Posts v	Buk Actions · Apply View all catego	ries 🖬 🛛 Filter				
All Posts Add New	Name	URL	Categories	Relationship	Visible	Rating
Categories Post Tags	E Favorite Music Info Site	allmusic.com	Links		Yes	0
Media	E ITC298- Raven's page	ravengildea.com/ttc298	Links		Yes	0
Links •	B NBA	nba.com	Linka		Yes	0
dd New ink Categories	Peets website	peets.com	Linka		Yes	0
ly Link Order						

- 2. On the Edit Links page, click the Name check box to select all the links.
- 3. Choose Delete from the Bulk Actions drop-down menu. You will see "No Links Found" where the list was previously. The default links have been removed.

IV. Managing Accounts

WordPress will let you run multi-author blogs or sites. If you manage your own WordPress installation, you can create and manage accounts in the system by clicking Users | Add New in the left rail of the Dashboard.

A-1. Roles and Permissions

Each new user can be given the role of Contributor, Author, Editor, or Administrator. In a nutshell, the roles are defined as:

- Administrator: Can do anything (this is the "God" role)
- Editor: Can create or edit anyone's posts, but can't activate plugins or edit themes
- Author: Can write or edit their own posts but no one else's
- Contributor: Can submit content to the site but cannot publish it
- Subscriber: User can comment on stories if comment settings are "registered users only"

The exact capabilities of these roles are described <u>here</u>. As with any system, don't give new users any more privileges than they absolutely need! When you have multiple authors in your system and you are posting on behalf of other authors, you can set the byline by using the Author picklist on the Post or Page editing screen.

A-2. Accessing and making changes your account information – Your Profile

- 1. Click your username on the top right of the WordPress admin screen, or choose Users > Your Profile on the sidebar menu.
- On the Profile page, you can make changes to your personal options, name, contact info and bio information. Your bio, email and uploaded image (exact dimensions should be 140px wide, 170px high) will show as up as you "volunteer" profile to logged in users.

A-3. Managing User accounts

- 1. Click Users on the sidebar menu to access a list of all current users. This is where you will go to add new users and edit current user information.
- 2. To add a new user, click Add New either on the Users main page, or on the sidebar under Users.
- 3. On the Add New User screen, provide all name, username, contact, password and role information as needed.
- 4. To delete a user, check the box next to the username you wish to delete, and on the Bulk Actions dropdown menu, choose Delete. Click Apply and, on the Delete Users screen, choose whether you wish to delete or transfer all posts and links from the user.

Dashboard	③ Test Install				Howdy, admin 🔻
🖉 Posts	Users Add New			Screen Opt	ions v Help v
🖏 Media					Search Users
Links	All (1) Administrator (1)				
Pages	Bulk Actions Apply	Change role to 💌 Cha	nge		1 item
Comments	🛅 Username	Name	E-mail	Role	Posts
Appearance	admin		admin@test.com	Administrator	1
Plugins Users	Username	Name	E-mail	Role	Posts
All Users Add New Your Profile	Bulk Actions Apply				1 item
39 Settings					
Collapse menu					
	Thank you for creating with Word	Press. • Documentation • Freedom	s • Feedback • Credits		Version 3.2

For more information, go to http://codex.wordpress.org/Users Screen

V. Plug-ins

A-1. Ajax Event Calendar

Dashboard	@ itc210						Howdy, nick harberg 🔻		
🖉 Posts			We	ndPress 3.3 is available! Please update now.			Help v		
Events	Ajax Event Calendar					Show	Type At Event Deadless Volumber		
ig Media	Nov - 2011 - F Today	Nov - 2011 Kors View November 2011 More View							
& Links	November 2011								
E Pages	3		1	2	1	4	5		
Comments									
Appearance v									
Themes									
Widgets Menus									
Background									
Header		6 1	r a		10	11	12		
Editor									
Plugins v									
Add New									
Editor									
🖑 Users									
Tools	10	3 14	15	16	17	18	19		
III Settings									
General									
Writing Reading									
Discussion									
Nedia									
Privacy Permalinka	2	0 21	22	23	24	25	26		
Login/logout redirects									
Ninja Announcements									
Social Media Tabs Theme My Login									
User Photo									
Contect	1								
Calendar									
Calendar	2:	7 28	29	30			3		
Categories									
Activity Report									
Options									
J J-Shortcodes									
BackWPup							Loading Events ×		
Collapse menu									

- PURPOSE: For use on the Volunteer Events Calendar page.
- WHERE TO EDIT: Dashboard >> Calendar
- DOCUMENTATION: <u>http://wordpress.org/extend/p</u> <u>lugins/ajax-event-calendar/</u>

A-2. All-in-One Event Calendar Plugin

Dashboard	1 itc210		Howdy, nick harberg 🔻
Posts	WordPress 3.3 is a	available! Please update now.	Screen Options v Help v
Events VIII Events	Events Add New		
Add New Event Categories Event Tags	All (3) I Published (3) Bulk Actions Apply Show all dates Show All Event Cat	tegories - Filter	Search Events
Settings	Title	Post Date Event date/time	
🜚 Media	-		
P Links	Outreach	2011/12/06 Dec 10 5:00 pm - Dec 10 7:00 pm Published	
Pages	Outreach	2011/12/06 Dec 8 7:00 pm - Dec 8 9:00 pm Published	
Comments	Outreach	2011/12/06 Dec 6 7:00 pm - Dec 6 9:00 pm Published	
Themes Widgets	Title	Post Date Event date/time	
Menus Background Header Editor	Buk Actions 🔄 (Apply)		3 items
Ø Plugins 🔹 🔻			
Installed Plugins Add New Editor			
용 Users			
0			
Ti Tools			
89 Settings v			
General			
Writing	ydevelopments.com/wp-admin/edit.php?post_type=ailec_event		

- PURPOSE: For use on the Public Events Calendar page.
- WHERE TO EDIT: Dashboard >> Events
- DOCUMENTATION: <u>http://theseednetwork.co</u> <u>m/software/all-in-one-</u> <u>event-calendar-</u> <u>wordpress/</u>

A-3. BackWPup

P Posts			WordPress 3.3 is available! Please	pdate now.		Screen Options V Help V
Events	BackWPup Job Settings	Add New				
) Media	C Buontin up coo coninge					
2 Links	Job 'New' changes saved. Jobs overview.					
Pages	-					
Comments	Test					Job Type
Appearance v	Database Jobs					WP XML Export
Themes	Database tables to use:					Database Backup File Backup Optimize Database Tables
Widgets Nenus Background	<pre>df wp_ctraxk_asc_event df wp_ctraxk_asc_event_calogory df wp_ctraxk_aitec_event_calogory_colors df wp_ctraxk_aitec_event_leeds df wp_ctraxk_aitec_event_instances df wp_ctraxk_aitec_event</pre>				٥	Check Database Tables Delete Save Ctanges
Header Editor	✓ wp_ctrzuk_al1ec_events ✓ wp_ctrzuk_booking ✓ wp_ctrzuk_bookingdates				Ă.	_
🖉 Plugins 🚽 🔻	Wp_chtack_combo_gallery W wp_chtack_combo_gallery W wp_chtack_combo_gallery Use short INSERTs instead of full (with keys)				Ŧ	Job Schedule
Installed Plugins Add New	Set Blog Maintenance Mode on Database Operation	ons				Working as Cross job schedule: 10 3 ***
Editor						Next runtime: Frl, 16 Dec 2011, 03:10
8 Users	File Backup					Activate scheduling
Tools	Blog Folders to Backup:					() advanced 😁 basic
	ef root Exclude:	Content Exclude:	Exclude:	Themes Exclude:	Sicg Uploads Exclude:	Type Hour Minute
Settings v General Writing Reading Discussion	G spinckutes G bunctioning volunteer pages G functioning site G spinching G sp	Creptinde ⊖ ache C backup-6a115	sours photo others right indirect ortholio-sideshow adulary shotodos hennen-myllogin dirione-west calendar pho-code-widget	in standuptorkida twontypiovon	distabox gallery	monthy en 1. a 1. a 10. weekky Bunday a 10. 10. 10. 10. 10. 10. 10. 10. 10. 10. 10. 10. 10. 10. 10. 10. <td< td=""></td<>
Media Privacy	Include Folders to Backup: Example: /home/ennifer210/itc210.hardcopydevelopr	ments.com/				
Permalinks						Backup File
Login/logout redirects	Exclude Files/Folders from Backup:					File Prefa:
Ninja Announcements Social Media Tabs	Example: /logs/, log.tmp/temp/,					backwpup_2_ File Formart:
Theme My Login User Photo						©Zp OTar OTar GZp OTar BZp2 Proview: backeppp, 2,2011-12-15_15-04-18.sip
Calendar	Backup to Folder					
J J-Shortcodes	Full Path to folder for Backup Files:					Send log
# BackWPup	Your WordPress dir is: /home/jenniler/210/k:210.hard	loopydevelopments.com/				E-Mail-Adress: nicholasharberg@gmail.com
Jobs	Max. backup files in folder: 0 (Oldest files will	(deleted first.)				Only send an e-mail if there are errors.
Add New						
Working Logs	Backup to E-Mail					
Backups	E-mail address:					
Tools	jmulta01@seatlecentral.edu	MB				
Settings	Max. File Size for sending Backups with mail: 50	MU				

• PURPOSE: For backing up the whole WP site & database.

- WHERE TO EDIT: Dashboard
 > BackWUp
- DOCUMENTATION: <u>http://backwpup.com/</u>
- MORE INFO:
 - FAQ: <u>http://backwpup.com/faq</u>
 Manual:
 - Manual: <u>http://backwpup.com/man</u> <u>ual</u>
 - Support: <u>http://backwpup.com/foru</u> <u>m</u>

A-4. Contact Form 7

Dashboard	(§) itc210	Howdy, nick harberg v
🖉 Posts	WordPress 3.3 is available	Please update now. Help v
Events	Contact Form 7	Contactions7.com Doos - FAQ - Suppor
Links	General Questions Volunteer Sign Up Add New	
Pages	General Questions	Copy I Delete
Comments	Copy this code and paste it into your post, page or text widget content.	
Appearance v	[contact-form-7 id="15" ttile="General Questions"]	
Themes Widgets Menus		(Sov)
Background Header	Form	· · · · · · · · · · · · · · · · · · ·
Editor	Your Name (or street name) (required) <p;></p;> [text* your-name]	Generate Tag *
🖉 Plugins 🔹		
Installed Plugins Add New Editor	Your Emaildy:/>> (email.your-email.edp>	
😤 Users	Your Phone Number dp://>(text text-your-phone)	
Tools	Subject-ty: />	
89 Settings v	[text your-subject]	
General Writing Reading Discussion Media Privacy	arəbru Managarty b (Batters) var managal dəp qəcilarəti Yard"iqə>	
Permalinks		
Login/logout redirects Ninja Announcements		
Social Media Tabs Theme My Login	Mail	
User Photo	To:	Message body:
Contact	imuta01@seattlecentral.edu	From: (your-name) <(your-email)> Subject: (your-subject)
Calendar	From: [your-name] <gour-email[></gour-email[>	Message Body:
.T J-Shortcodes		Message Body:

- PURPOSE: For creating contact forms.
- WHERE TO EDIT: Dashboard
 > Contact
- DOCUMENTATION: <u>http://contactform7.com/</u>

A-5. Disable WordPress Plugin Updates

- PURPOSE: To prevent update notices from appearing. Many of these installed plugins have custom css and any updates would destroy the custom styling.
- WHERE TO EDIT: N/A
- DOCUMENTATION: <u>http://lud.icro.us/disable-wordpress-plugin-updates/</u>

A-6. Executable PHP widget

Dashboard	③ itc210					Howdy, nick I	harberg 🔻
Posts			WordPress 3.3 is available! Please update now.			Screen Options v	Help v
Events	T Widgets						
3 Media	indgete						
^p Links	Available Widgets				* 1	login Widget Area	
Pages	Drag widgets from here to a sidebar on the right	t to activate them. Drag widgets back here to deact	ivate them and delete their settings.			The login widget area	
Comments	AEC Contributors	AEC Upcoming Events	Archives	Calendar		Theme My Login	*
Appearance	A list of calendar contributors linked to their organization websites	Displays upcoming events with optional filters.	A monthly archive of your site's posts	A calendar of your site's posts		Theme wy Login	
herres /idgets			Categories	Custom Menu			
Venus Sackpround			A list or dropdown of categories	Use this widget to add one of your cust menus as a widget.	om 1	First Widget Area	
Header	Links	Meta	Pages	PHP Code		Second Widget Area	
Editor Plugins v	Your biogroll	Log in/out, admin, feed and WordPress links	Your site's WordPress Pages	Arbitrary text, HTML, or PHP Code		The Second widget area	
nstalled Plugins			Recent Comments	Recent Posts	PHP Code		
dd New ditor			The most recent comments	The most recent posts on your site	The		Y
ß Users	RSS	Search	Social Media Tabs	Tag Cloud			
Tools	Entries from any RSS or Atom feed	A search form for your site	Silding social media profile tabs - Facebook, Google, Twitter, YouTube & RSS Feeds	Your most used tags in cloud format	php<br if (is_user_logged_in()) {		
Settings v			Feeds	Text	?>		
Seneral Vriting				Arbitrary text or HTML	<i>dass="wi</i>	dget-title">Biog Categories	
Reading	Theme My Login	Upcoming Events					
Necussion Aedia Mesoy	A login form for your blog.	All-in-One Event Calendar: Lists upcoming events in Agenda view			php<br wp_list wp_list	categories("child_of=11&title_li="); categories("child_of=12&title_li=");?>	
ermalinks ogin/logout redirects							
inja Announcements	Inactive Widgets				<7ptp		
ocial Media Tabs	Drag widgets here to remove them from the side	ebar but keep their settings.			else{?>		4
'heme My Login Jser Photo	Theme My Login v	Upcoming Events: Upcoming Events v	Pages v	Calendar	dÞ	e-title">Blog Categories	•
Contact	Links v	Text v	RSS v	Tag Cloud	Automatically add paragraph Delete I Close	hs. Sr	
Calendar					Deniese I Crickel	34	
LChorteodae	Custom Menu v	Recent Posts v	Recent Comments v	Archives	w.		

PURPOSE: To create custom php functions within a widgetized sidebar. Do not edit the existing code! This code creates the Categories seen when logged in or out.

- WHERE TO EDIT: Dashboard >> Appearance >> Widgets >>Second Widget Area.
- DOCUMENTATION: <u>http://wordpress.org/extend/plugins/</u> <u>php-code-widget/</u>
 - PURPOSE: Creating Support Team Page. Use these short codes to add new visual elements to the website.
 - WHERE TO EDIT: (Settings: Dashboard >> J-shortcodes). Add shortcodes when creating pages.
 - DOCUMENTATION: <u>http://www.jshortcodes.com/</u>

A-7. J Shortcodes

-							
🖉 Posts	WootPress 3.3 is available/Pessee.update.new-	Help v					
Events							
🗐 Media	J-Shortcodes version: 1.405						
a Links	Your Wordpress version: 3.2.1						
Dages							
Comments	J-Shortcodes						
Appearance 🔹	General Settings						
Thomos							
Widgets	Tutorials, Tips and Notifications						
Menus Background	[jtabs] and [jaccordion] settings						
Header	[jgallery] Settings						
Editor							
🖉 Plugins 🔹 🔻	Wpautop filter						
Installed Plugins	Custom CSS						
Add New							
Editor							
🛞 Users	Bave Settings Reset settings on this page to defaults. Reset ALL settings to all defaults.						
Tools							
IT Settings v							
General							
Writing							
Reading							
Discussion							
Media Privacy							
Permalinks							
Login/logout redirects							
Ninia Announcements							
Social Media Tabs							
Theme My Login							
User Photo							
Contact							

} Dashboard	(1) itc210	Howdy, nick harberg 🔻
Posts	WordPress 3.3 is available! Please update now.	Screen Options v Help v
Events	Edit Page Add Now	
💱 Media		
2 Links	Page updated. <u>View page</u>	
Pages v		
All Pages	Support Team	Publish
Add New	Permalink: http://www.itc210.hardcopydevelopments.com/support-team/ Edit View Page	Preview Changes
Comments	Upload/Insert T II I	Status: Published Edit
Appearance v		Visibility: Public Edit
Themes Widgets	b / Int b-quote 444 ins img ul ol i code more bodup close tags fullcoreen [jbox title="Betty" icon="/we-content/uploads/2811/11/Betty16.jpg"]She has been passaggio del Loree Insue, bene essene	ti Published on: Nov 28, 2011 @ 20:09 Edit
Menus Background	certi che non contenga nulla di imbarazzante. In genera, i generatori di testo segnaposto disponibili su internet tendono a ripetere paragrafi predefiniti, rendendo questo il primo vero generatore automatico su intenet.[/jbox]	Move to Trash Update
Header Editor	[jbox title="Brenda" icon="/wp-content/uploads/2011/11/Brenda5.jpg"]Brenda has been passaggio del Lorem Ipsum, bene essere certi che non contenga nulla di imbarazzante. In genere, i generatori di testo segnaposto disponibili su	Page Attributes
🖉 Plugins 👘 🔻	internet tendono a ripetere paragrafi predefiniti, rendendo guesto il primo vero generatore automatico su intenet.	Parent
Installed Plugins	[/ <u>jbox]</u>	(no parent)
Add New Editor	[jbox title="Sriram" icon="/wp-content/uploads/2011/11/Sriram3.jpg"]Sriram has been passaggio del Lorem Ipsum, bene	Template
8 Users	essere certi che non contenga nulla di imbarazzante. In genere, i generatori di testo segnaposto disponibili su internet tendono a ripetere paragrafi predefiniti, rendendo guesto il primo vero generatore automatico su intenet.	Public: Multiple Box
Tools	[/jbox]	Order
Settings v		0
General Writing		Need help? Use the Help tab in the upper right of your screen.

A-8. Ninja Announcements

		uncements New Announcemen	•		
3 Media	Actions	Location		n 1n -	
[©] Links			Begin Date	End Date	Message
Pages	Deactivate I Edit I Delete	Manual (See Edit Page For Function)	//	//	It was absolutely absurd how long it took me to find the activate button
Comments	Deactivate I Edit I Delete	Manual (See Edit Page For Function)	//	//	So this is how the ninja announcements will look at the top of the main page. This is how a secon
Appearance v	Actions	Location	Begin Date	End Date	Message
Themes					
Midgets					
Vienus					
Background Header					
Editor					
Plugins v					
Installed Plugins					
Add New					
Editor					
S Users					
1 Tools					
Settings	•				
General					
Writing					
Reading					
Discussion					
Viedia					
Privacy					
Permalinks					
Login/logout redirects					
Ninja Announcements					

- PURPOSE: To create news announcements on pages.
- WHERE TO EDIT: Dashboard >> Settings >> Ninja Announcements
- DOCUMENTATION: <u>http://wpninjas.net/plugins/</u>

A-9. Peter's Login Redirect

Dashboard	1 itc210	Howdy, nick harberg 👻
🖉 Posts	WordPress 3.3 is available! Please update now.	Help 🔻
Events	Manage redirect rules	
බබු Media	Define custom URLs to which different users, users with specific roles, users with specific levels, and all other users will be redirected upon login.	
d Links	Come accurate of accurate many datasets will be referenced upon logout	
[] Pages	Note that you can use the syntax (variable)username(variable) in your URLs so that the system will build a dynamic URL upon each login, replacing that text with the users username.	
Comments	Specific users	
Appearance 🔹		
Themes	Username URL	
Widgets Menus	C Jose http://www.ts210.hardcopydevelopments.com/	
Background Header Editor	Add. Select a usemanne -	
Ø Plugins		
Installed Plugins	Update	
Add New Editor		
85 Users	Specific roles	
Tools	Role URL	
Settings	Add: Select a role	
General Writing	URL	
Reading		
Discussion	Update	
Media Privacy		
Permalinks	Specific levels	
Login/logout redirects Ninja Announcements	Level Order URL	
Social Media Tabs	Add: Select a level	

- PURPOSE:
- WHERE TO EDIT: Dashboard >> Settings >> Login/logout Redirects
- DOCUMENTATION: <u>http://www.theblog.ca/wplogi</u> <u>n-redirect</u>

A-10. Social Media Tabs

Appearance	A list of calendar contributors linked to their organization websites	Displays upcoming events with optional filters.	A monthly archive of your site's posts	
Themes			Calendar	
Widgets Menus			A calendar of your site's posts	First Widget Area
Background Header	Categories	Custom Menu	Links	
Editor	A list or dropdown of categories	Use this widget to add one of your custom menus as a widget.	Your biogroll	Second Widget Area
🖉 Plugins 🛛 🔻		-	Meta	Third Widget Area
Installed Plugins Add New Editor			Log in/out, admin, feed and WordPress links	The Third widget area
8 Users	Pages	PHP Code	Recent Comments	Social Media Tabs
T ¹ Tools	Your site's WordPress Pages	Arbitrary text, HTML, or PHP Code	The most recent comments	Tabs: O Slide Out Static
31 Settings	Recent Posts	RSS	Search	Slider: Horizontal Vertical
General Writing	The most recent posts on your site	Entries from any RSS or Atom feed	A search form for your site	Width: 194 Height: 290
Reading	Social Media Tabs	Tag Cloud	Text	Location Left
Discussion Media	Silding social media profile tabs - Facebook, Google, Twitter, YouTube & RSS	Your most used tags in cloud format	Arbitrary text or HTML	Offset: 50
Privacy	Feeds	Theme My Login	Upcoming Events	Slide Speed: 600 (ms)
Permalinks Login/logout redirects		A login form for your blog.	All-in-One Event Calendar: Lists upcoming events in Agenda view	Auto-Close 🗆 Load Open 🗹
Ninja Announcements Social Media Tabs				Tabs
Theme My Login User Photo	Inactive Widgets	1 Twitter v 2 Facebook v		
Contact	Drag widgets here to remove them from the side	3 Google +1 • 4 RSS Feed •		
Calendar	Theme My Login v	Upcoming Events: Upcoming Events v	Pages v	5 None 💌
T J-Shortcodes				Open Tab Tab 4 +
BackWPup	Calendar v	Links v	Text v	Facebook
Collapse menu	RSS	Tag Cloud v	Custom Menu v	ID:
				Size: 240 x 270

- PURPOSE: Widget to add social media to pages.
 Includes YouTube, Google+, Facebook and Twitter.
- WHERE TO EDIT: Dashboard
 >> Appearance >> Widgets >> Third Widget Area
- DOCUMENTATION: <u>http://www.designchemical.co</u> <u>m/blog/index.php/wordpress-</u> <u>plugin-social-media-tabs/</u>

A10-1. Social Media Tabs Configuration Settings

Under settings (left hand column) you will find the Social Media Tabs link. Clicking this will take you to the Social Media Configuration Settings. This is where you can make changes to the icons and some of the twitter features. Most of the functionality is under the widgets.

A10-2. Third Widget / Social Media Tabs

he Third widget area	
Social Media Tabs	Ŧ
Tabs: 🔘 Slide Out 💿 Stati	ic
Slider: 💿 Horizontal 🔘 Ve	rtical
Width: 194 Height: 2	90
Location Left	•
Offset: 50	
Slide Speed: 600 (m	ıs)
onde opeed.	

This is the area where you determine which twitter account you are using, which facebook account to use. On a side not, the facebook must be a "Page", not a "Profile". There is currently a customer RSS feed created using Google news. The current search is set for Homeless Kids + Seattle. These parameters can be changed to any thing you would like. By going to news.google.com you then enter in the search terms you would like into the search bar. You will see that fewer stories begin to appear if there are more search terms. To add terms in use a '+' and to remove terms form your search use '-'.

The Open Tab option determines which social media option you would like to have load by default. Currently it is set for the RSS feed. Each tab option has 'none' as an option, so if you only want Twitter and RSS, then you can just have those two.

The height and width options should be left where they are. Height will determine how far down the page the tabs will be. Width is more important to the structure of the design. Things will start to disappear if the width is changed from 194px.

A-11. Theme My Login

Dashboard	① itc210		Howdy, nick harberg 🔻
🖉 Posts		WordPress 3.3 is available! Please update now.	Help 🔻
Events	Theme My	/ Login Settings	
ିଆ Media			
d Links	Did You Know?		
Pages	Jeff is available for hire!		
Comments	General E-mail	Redirection User Links Moderation	
Appearance v	Administrator Editor	Author Contributor Subscriber Event Contributor Calendar Contributor	
Themes Widgets Menus Background Header	Log in	Default Default Default Dreak this option to send the user to their WordPress Dashboard/Profile. Perform Dreak this option to send the user back to the page they were visiting before logging in.	
Editor		http://www.itc210.hardcopydevelopments.com/main-pa	imain-pa
Plugins V Installed Plugins Add New Editor Control Editor Control Contro Control Contr	Log out	Check this option to send the user to a custom location, specified by the textbox above. Obtaut Orack this option to send the user to the log in page, displaying a message that they have successfully logged out. O Reference	
Users Til Tools Settings General		Check this option to send the user back to the page they were visiting before logging out. (Note: If the previous page being visited was an admin page, this can every second to be the second be user to a custom location, specified by the textbox above.	n have unexpected results.)
Writing Reading Discussion Media Privacy	Save Changes		

- PURPOSE: Creates login capability for the website.
- WHERE TO EDIT: Dashboard
 > Settings >> Theme My Login
- DOCUMENTATION: <u>http://www.jfarthing.com/wordp</u> <u>ress-plugins/theme-my-login/</u>

A11-1. Modules.

Go to Settings on the left hand side of the page. Under Theme My Login you will find the following page.

eral <mark>E-mai</mark>	l Redirection	User Links	Moderation		
sic Modules					
age ID	174				
	This should I	e the ID of the W	ordPress page tha	includes the [theme-my-login] shortcode. By default, this page is titled "Login".	
agelist	🕼 Show Page In Pagelist				
-	Enable this setting to add login/logout links to the pagelist generated by functions like wp_list_pages() and wp_page_menu().				
tiosheat	Trable "#	one nu legin es			
tylesheet	Enable "theme-my-login.css"				
	In order to keep changes between upgrades, you can store your customized "therne-my-login.css" in your current therne directory.				

Modules allows you to determine what settings you allow people when they log in. Currently everything but the security setting is checked. This gives you the most amount of control over how you manage peoples profiles and their ability to log in.

A11-2. User Links

User links is where you determine what pages a user will have access to. This will show under their image in the upper right hand corner when they log in. The only person who should have access to the dashboard is the Admin. Currently, the Author user role is the role set up for the volunteers. For more information on Roles in Wordpress go to http://codex.wordpress.org/Roles_and_Capabilities

It is important to double check what Role has been assigned to a specific user. This is done under Users in the left hand side column. This will also influence how your redirection works(see below)

A11-3. Redirection

The moderation panel allows you to set the pages that users go to when they log into the site. Currently it is set to redirect to the Main page on the volunteer side. When they log out, it will take the user to Welcome page (home page).

A11-4. Widgets / Theme My Login



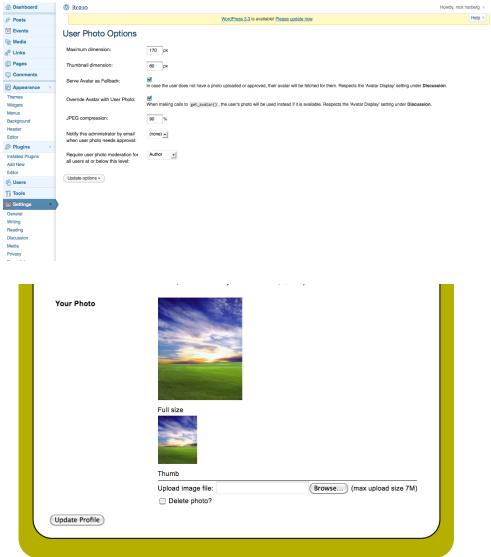
Under Appearance in the left hand side bar click on Widgets.

Theme My	l nain	
Default Act		
Login		
🔽 Show V	Vhen Logged In	
🔽 Show T	itle	
🔽 Show L	ogin Link	
Show F	Register Link	
🔽 Show L	ost Password Link	
🔽 Show C	∂ravatar	
Gravatar S	ize: 50	
Allow R	egistration	
Allow P	assword Recovery	

There you will see on the right hand side

This area allows you easy control over what will appear in the upper right hand corner when the user is logged in.

A-12. User Photo



All images, text, and code, unless otherwise noted: 🕲 Thursday - December 15, 2011 | Stand Up For Kids | Home | Back To Top | Site Admin | Log out

- PURPOSE: Allows users to associate photos with their accounts by accessing their "Your Profile" page.
- WHERE TO EDIT: (settings: Dashboard >> Settings >> User Photo). To add a photo to a profile: Dashboard >> Users >> Your Profile
- DOCUMENTATION: <u>http://wordpress.org/extend</u> /plugins/user-photo/

A-13. WordPress Database Backup

2 Desribuaru	1 mc210		roway, non naroan				
Posts		WoodPress 3.3 is availabled Please update now.	Help				
Events							
Necla	_ Progress						
Links	DO NOT DO THE FOLLOWING AS IT WILL CAUSE YOUR BACKL						
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- PURPOSE: For backing up the whole WP site & database.
- WHERE TO EDIT: Dashboard >> Tools >> Backup
- DOCUMENTATION:
 <u>http://austinmatzko.com/wordpress</u>
 -plugins/wp-db-backup/