

Dashboard Section

Home:

Overview

Welcome to your WordPress Dashboard! This is the screen you will see when you log in to your **site, and site: it** gives you access to all the site management features of WordPress. You can get help for any screen by clicking the Help tab in the top bar.

Navigation

The left-hand navigation menu provides links to all of the WordPress administration screens, with submenu items displayed on hover. You can minimize this menu to a narrow icon strip by clicking on the Collapse Menu arrow at the bottom.

Links in the **"admin bar" Admin Bar** at the top of the screen connect your dashboard and the front end of your site, and provide access to your profile and helpful WordPress information.

Layout of Boxes

You can use the following controls to arrange your Dashboard screen to suit your workflow. This is true on most other administration screens as well.

Screen Options - Use the Screen Options tab to choose which Dashboard boxes to show, and how many columns to display.

Drag and Drop - To rearrange the boxes, drag and drop by clicking on the title bar of the selected box and releasing when you see a gray dotted-line rectangle appear in the location you want to place the box.

Box Controls - Click the title bar of the box to expand or collapse it. In addition, some box have configurable content, and will show a "Configure" link in the title bar if you hover over it.

Content of Boxes

The boxes on your Dashboard screen are:

Right Now - Displays a summary of the content on your site and identifies which theme and version of WordPress you are using.

Recent Comments - Shows the most recent comments on your posts (configurable, up to 30) and allows you to moderate them.

Incoming Links - Shows links to your site found by Google Blog Search.

QuickPress - Allows you to create a new post and either publish it or save it as a draft.

Recent Drafts - Displays links to the 5 most recent draft posts you've started.

WordPress Blog - Latest news from the official WordPress project.

Other WordPress News - Shows the [WordPress Planet](#) feed. You can configure it to show a different feed of your choosing.

[if is not multisite] Plugins - Features the most popular, newest, and recently updated plugins from the WordPress.org Plugin Directory.

Welcome - Links for some of the most common tasks people do when setting up a new site.

Third Column

For more information:

[Documentation on Dashboard](#)

[Support Forums](#)

More of the Dashboard Section

Updates:

This screen lets you update to the latest version of WordPress as well as update your themes and plugins from the WordPress.org repository. When updates are available, the number of available updates will appear **on the left hand menu as a notification in a bubble after Updates (left hand menu) as a notification; Updates will also appear in the Admin Bar if any are needed.** It is very important to keep your WordPress installation up to date for security reasons, so when you see a number appear, make sure you take the time to update, which is an easy process.

Updating your WordPress installation is a simple one-click procedure; just click on the Update button when it says a new version is available.

To update themes or plugins from this screen, use the checkboxes to make your selection and click on the appropriate Update button. Check the box at the top of the Themes or Plugins section to select all and update them all at once.

For more information:

[Documentation on Updating WordPress](#)

[Support Forums](#)

My Sites:

This screen shows an individual user all of their sites in this network, and also allows that user to set a primary site. He or she can use the links under each site to visit either the **frontend front end** or the dashboard for that site.

Up until WordPress version 3.0, what is now called a **Multi-site Multisite** Network had to be installed separately as WordPress MU (multi-user).

For more information:

[Documentation on My Sites](#)

[Support Forums](#)

Posts Section

All Posts:

You can customize the display of this screen in a number of ways:

- You can hide/display columns based on your needs and decide how many posts to list per screen using the Screen Options tab.
- You can filter the list of posts by post status using the text links in the upper left to show All, Published, Draft, or Trashed posts. The default view is to show all posts.
- You can view posts in a simple title list or with an excerpt. Choose the view you prefer by clicking on the icons at the top of the list on the right.
- You can refine the list to show only posts in a specific category or from a specific month by using the dropdown menus above the posts list. Click the Filter button after making your selection. You also can refine the list by clicking on the post author, category or tag in the posts list.

Hovering over a row in the posts list will display action links that allow you to manage your post. You can perform the following actions:

- Edit takes you to the editing screen for that post. You can also reach that screen by clicking on the post title.
- Quick Edit provides inline access to the metadata of your post, allowing you to update post details without leaving this screen.
- Trash removes your post from this list and places it in the trash, from which you can permanently delete it.
- Preview will show you what your draft post will look like if you publish it. View will take you to your live site to view the post. Which link is available depends on your post's status.

You can also edit multiple posts at once. Select the posts you want to edit using the checkboxes, select Edit from the Bulk Actions menu and click Apply. You will be able to change the metadata (categories, author, etc.) for all selected posts at once. To remove a post from the grouping, just click the x next to its name in the Bulk Edit area that appears.

For more information:

[Documentation on Managing Posts](#)

[Support Forums](#)

Add New/Edit Post:

The title field and the big Post Editing Area are fixed in place, but you can reposition all the other boxes using drag and drop, and can minimize or expand them by clicking the title bar of each box. Use the Screen Options tab to unhide more boxes (Excerpt, Send Trackbacks, Custom Fields, Discussion, Slug, Author) or to choose a 1- or 2-column layout for this screen.

Title - Enter a title for your post. After you enter a title, you'll see the permalink below, which you can edit.

Post editor - Enter the text for your post. There are two modes of editing: Visual and HTML. Choose the mode by clicking on the appropriate tab. Visual mode gives you a WYSIWYG editor. Click the last icon in the row to get a second row of controls. The HTML mode allows you to enter raw HTML along with your post text. You can insert media files by clicking the **icons icon** above the post editor and following the directions. You can go the distraction-free writing screen, **new in 3.2**, via the Fullscreen icon in Visual mode (second to last in the top row) or the Fullscreen button in HTML mode (last in the row). Once there, you can make buttons visible by hovering over the top area. Exit Fullscreen back to the regular post editor.

Publish - You can set the terms of publishing your post in the Publish box. For Status, Visibility, and Publish (immediately), click on the Edit link to reveal more options. Visibility includes options for password-protecting a post or making it stay at the top of your blog indefinitely (sticky). Publish (immediately) allows you to set a future or past date and time, so you can schedule a post to be published in the future or backdate a post.

Post Format - This designates how your theme will display a specific post. For example, you could have a *standard* blog post with a title and paragraphs, or a short *aside* that omits the title and contains a short text blurb. Please refer to the Codex for [descriptions of each post format](#). Your theme could enable all or some of 10 possible formats.

Featured Image - This allows you to associate an image with your post without inserting it. This is usually useful only if your theme makes use of the featured image as a post thumbnail on the home page, a custom header, etc.

Send Trackbacks - Trackbacks are a way to notify legacy blog systems that you've linked to them. Enter the URL(s) you want to send trackbacks. If you link to other WordPress sites they'll be notified automatically using pingbacks, and this field is unnecessary.

Discussion - You can turn comments and pings on or off, and if there are comments on the post, you can see them here and moderate them.

You can also create posts with the [Press This bookmarklet](#).

For more information:

[Documentation on Writing and Editing Posts](#)

[Support Forums](#)

Categories:

You can use categories to define sections of your site and group related posts. The default category is "Uncategorized" until you change it in your [writing settings](#).

What's the difference between categories and tags? Normally, tags are ad-hoc keywords that identify important information in your post (names, subjects, etc) that may or may not recur in other posts, while categories are pre-determined sections. If you think of your site like a book, the categories are like the Table of Contents and the tags are like the terms in the index.

When adding a new category on this screen, you'll fill in the following fields:

- **Name** - The name is how it appears on your site.
- **Slug** - The "slug" is the URL-friendly version of the name. It is usually all lowercase and contains only letters, numbers, and hyphens.
- **Parent** - Categories, unlike tags, can have a hierarchy. You might have a Jazz category, and under that have children categories for Bebop and Big Band. Totally optional. To create a subcategory, just choose another category from the Parent dropdown.
- **Description** - The description is not prominent by default; however, some themes may display it.

You can change the display of this screen using the Screen Options tab to set how many items are displayed per screen and to display/hide columns in the table.

For more information:

[Documentation on Categories](#)

[Support Forums](#)

Post Tags:

You can assign keywords to your posts using Tags. Unlike categories, tags have no hierarchy, meaning there's no relationship from one tag to another.

What's the difference between categories and tags? Normally, tags are ad-hoc keywords that identify important information in your post (names, subjects, etc) that may or may not recur in other posts, while categories are pre-determined sections. If you think of your site like a book, the categories are like the Table of Contents and the tags are like the terms in the index.

When adding a new tag on this screen, you'll fill in the following fields:

- **Name** - The name is how it appears on your site.
- **Slug** - The "slug" is the URL-friendly version of the name. It is usually all lowercase and contains only letters, numbers, and hyphens.
- **Description** - The description is not prominent by default; however, some themes may display it.

You can change the display of this screen using the Screen Options tab to set how many items are displayed per screen and to display/hide columns in the table.

For more information:

[Documentation on Tags](#)

[Support Forums](#)

Media Section

(Media) Library:

All the files you've uploaded are listed in the Media Library, with the most recent uploads listed first. You can use the *Screen Options* tab to customize the display of this screen.

You can narrow the list by file type/status using the text link filters at the top of the screen. You also can refine the list by date using the dropdown menu above the media table.

Hovering over a row reveals action links: *Edit*, *Delete Permanently*, and *View*. Clicking *Edit* or on the media file's name displays a simple screen to edit that individual file's metadata. Clicking *Delete Permanently* will delete the file from the media library (as well as from any posts to which it is currently attached). *View* will take you to the display page for that file.

If a media file has not been attached to any post, you will see that in the *Attached To* column, and can click on *Attach File* to launch a small popup that will allow you to search for a post **or page** and attach the file.

For more information:

[Documentation on Media Library](#)

[Support Forums](#)

Edit Media:

This screen allows you to edit five fields for metadata in a file within the media library.

For images only, you can click on *Edit Image* under the thumbnail to expand out an inline image editor with icons for cropping, rotating, or flipping the image as well as for undoing and redoing. The boxes on the right give you more options for scaling the image, for cropping it, and for cropping the thumbnail in a different way than you crop the original image. You can click on *Help* in those boxes to get more information.

Note that you crop the image by clicking on it (the *Crop* icon is already selected) and dragging the cropping frame to select the desired part. Then click *Save* to retain the cropping.

Remember to click *Update Media* to save metadata entered or changed.

For more information:

[Documentation on Edit Media](#)

[Support Forums](#)

Add New Media:

You can upload media files here without creating a post first. This allows you to upload files to use with posts and pages later and/or to get a web link for a particular file that you can share.

There are two options for uploading files: *Select Files* will open the Flash-based uploader (multiple file upload allowed), or you can use the *Browser Uploader*. Clicking *Select Files* opens a navigation window showing you files in your operating system. Selecting *Open* after clicking on the file you want activates a progress bar on the uploader screen. Basic image editing is available after upload is complete. You can drag and drop a media file onto the large dotted box from elsewhere on your computer. Alternatively, you can click on *Select Files* to browse your folder system and then click on a media file within a folder to upload it. Either method activates a progress bar on this Upload screen.

Metadata fields will appear after you upload a single picture. If you upload multiple pictures, they will be available in a table and the fields will become visible when you expand with the *Show* link after the file name. Basic image editing is available after upload is complete. You can find *Edit Image* above the metadata fields and will need to click *show* to find it if you have multiple uploads.

Make sure you click *Save* before leaving this screen.

For more information:

[Documentation on Uploading Media Files](#)

[Support Forums](#)

Links Section

All Links:

You can add links here to be displayed on your site, usually using [Widgets](#). By default, links to several sites in the WordPress community are included as examples.

Links may be separated into categories; these are different than the categories used on your posts.

You can customize the display of this screen using the *Screen Options* tab and/or the dropdown filters above the links table.

If you delete a link, it will be removed permanently, as Links do not have a *Trash* function yet.

For more information:

[Documentation on Managing Links](#)

[Support Forums](#)

Add New (Links):

You can add or edit links on this screen by entering information in each of the boxes. Only the link's web address and name (the text you want to display on your site as the link) are required fields.

The boxes for link name, web address, and description have fixed positions, while the others may be repositioned using drag and drop. You can also hide boxes you don't use [in via](#) the Screen Options tab, or minimize boxes by clicking on the title bar of the box.

XFN stands for [XHTML Friends Network](#), which is optional. WordPress allows the generation of XFN attributes to show how you are related to the authors/owners of the site to which you are linking.

For more information:

[Documentation on Creating Links](#)

[Support Forums](#)

Link Categories:

You can create groups of links by using link categories. Link category names must be unique and link categories are separate from the categories you use for posts.

[Screen Options](#) lets you control the number of link categories per screen and whether to show or hide the columns for Description, Slug, and Links.

You can delete link categories in the Bulk Action pulldown, but that action does not delete the links within the category. Instead, it moves them to the default link category.

[Documentation on Link Categories](#)

[Support Forums](#)

Pages Section

All Pages:

Pages are similar to Posts in that they have a title, body text, and associated metadata, but they are different in that they are not part of the chronological blog ~~stream, kind-~~ stream. They're kind of like permanent posts. Pages are not categorized or tagged, but can have a hierarchy. You can nest Pages under other Pages by making one the "Parent" of the other, creating a Page under another Page by making the latter one the Parent of the first in Edit Page or Quick Edit, and repeating as necessary to create a group of Pages.

Managing Pages is very similar to managing Posts, and the screens can be customized in the same way.

You can also perform the same types of actions, including narrowing the list by using the filters, acting on a Page using the action links that appear when you hover over a row, or using the Bulk Actions menu to edit the metadata for multiple Pages at once.

For more information:

[Documentation on Managing Pages](#)

[Support Forums](#)

Add New/Edit Page:

Pages are similar to Posts in that they have a title, body text, and associated metadata, but they are different in that they are not part of the chronological blog stream, kind of like permanent posts. Pages are not categorized or tagged, but can have a hierarchy. You can nest Pages under other Pages by making one the "Parent" of the other, creating a Page under another Page by making the latter one the Parent of the first in the Page Attributes Box and repeating as necessary to create a group of Pages.

Creating a Page is very similar to creating a Post, and the screens can be customized in the same way using drag and drop, the Screen Options tab, and expanding/collapsing boxes as you choose. This screen also has the new in 3.2 distraction-free writing space, available in both the Visual and HTML modes via the Fullscreen buttons. The Page editor mostly works the same as the Post editor, but there are some Page-specific features in the Page Attributes box:

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 many levels you can nest pages.

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 in this dropdown menu.

Order - Pages are usually ordered alphabetically, but you can choose your own order by entering a number (1 for first, etc.) in this field.

For more information:

[Documentation on Adding New Pages](#)

[Documentation on Editing Pages](#)

[Support Forums](#)

Comments Section

All Comments:

You can manage comments made on your site similar to the way you manage Posts and other content. This screen is customizable in the same ways as other management screens, and you can act on comments using the on-hover action links or the Bulk Actions.

A yellow row means the comment is waiting for you to moderate it.

In the Author column, in addition to the author's name, email address, and blog URL, the commenter's IP address is shown. Clicking on this link will show you all the comments made from this IP address.

In the Comment column, above each comment it says "Submitted on," followed by the date and time the comment was left on your site. Clicking on the date/time link will take you to that comment on your live site. Hovering over any comment gives you options to approve, reply (and approve), quick edit, edit, spam mark, or trash that comment.

In the In Response To column, there are three elements. The text is the name of the post that inspired the comment, and links to the post editor for that entry. The "#" permalink symbol below leads to that post on your live site. The small bubble with the number in it shows how many comments that post has received. If the bubble is gray, you have moderated all comments for that post. If it is blue, there are pending comments. Clicking the bubble will filter the comments screen to show only comments on that post.

Many people take advantage of keyboard shortcuts to moderate their comments more quickly. Use the link [below for that](#) to learn more.

For more information:

[Documentation on Comments](#)

[Documentation on Comment Spam](#)

[Documentation on Keyboard Shortcuts](#)

[Support Forums](#)

Appearance Section

Manage Themes:

Aside from the default theme included with your WordPress installation ([Twenty Eleven in version 3.3](#)), themes are designed and developed by third parties.

You can see your active theme at the top of the screen. Below are the other themes you have installed that are not currently in use. You can see what your site would look like with one of these themes by clicking the Preview link. To change themes, click the Activate link.

`[if is_not_multisite]` If you would like to see more themes to choose from, click on the "Install Themes" tab and you will be able to browse or search for additional themes from the [WordPress.org Theme Directory](#). Themes in the WordPress.org Theme Directory [are designed and developed by third parties, and](#) are compatible with the license WordPress uses. Oh, and they're free!

`[else is_multisite]` You need to be a Network Administrator and use Network Admin > Themes > Add New to install more themes from the [WordPress.org Theme Directory](#) (which are compatible with the license WordPress uses and are free) or to upload another theme manually. The Network Admin also needs to Enable those themes.

For more information:

[Documentation on Using Themes](#)

[Support Forums](#)

Install Themes:

You can find additional themes for your site by using the Theme Browser/Installer on this screen, which will display themes from the [WordPress.org Theme Directory](#). These themes are designed and developed by third parties, are available free of charge, and are compatible with the license WordPress uses.

You can Search for themes by keyword, author, or tag, or can get more specific and search by criteria listed in the feature filter. Alternately, you can browse the themes that are Featured, Newest, or Recently Updated. When you find a theme you like, you can preview it or install it.

You can Upload a theme manually if you have already downloaded its ZIP archive onto your computer (make sure it is from a trusted and original source). You can also do it the old-fashioned way and copy a downloaded theme's folder via FTP into your /wp-content/themes directory.

`[if is_multisite]` Note that themes for multisite networks need to be both installed and enabled by the Network Admin in order to be then available for activation on a site.

For more information:

[Documentation on Adding New Themes](#)

[Support Forums](#)

Widgets:

Widgets are independent sections of content that can be placed into any widgetized area provided by your theme

(commonly called sidebars). To populate your sidebars/widget areas with individual widgets, drag and drop the title bars into the desired area. By default, only the first widget area is expanded. To populate additional widget areas, click on their title bars to expand them.

The Available Widgets section contains all the widgets you can choose from. Once you drag a widget into a sidebar, it will open to allow you to configure its settings. When you are happy with the widget settings, click the Save button and the widget will go live on your site. If you click Delete, it will remove the widget.

If you want to remove the widget but save its setting for possible future use, just drag it into the Inactive Widgets area. You can add them back anytime from there. **This is especially helpful when you switch to a theme with fewer or different widget areas.**

Widgets may be used multiple times. You can give each widget a title, to display on your site, but it's not required. Enabling Accessibility Mode, via Screen Options, allows you to use Add and Edit buttons instead of using drag and drop.

Many themes show some sidebar widgets by default until you edit your sidebars, but they are not automatically displayed in your sidebar management tool. After you make your first widget change, you can re-add the default widgets by adding them from the Available Widgets area. **If you switch themes, especially to one with fewer or different widget areas, your installation will store your old arrangement of widgets for a set period of time and restore that if you go back to the old theme.**

For more information:

[Documentation on Widgets](#)

[Support Forums](#)

Menus:

This feature allows you to use a custom menu in place of your theme's default menus. If your theme does not support the custom menu feature yet (the new and old default themes, Twenty Eleven and Twenty Ten, do), you can learn about adding this support by following the Documentation link in this tab. You can still use the "Custom Menu" widget to add menus to a sidebar.

You can create custom menus for your site. These menus may contain links to pages, categories, custom links or other content types (use the Screen Options tab to decide which ones to show on the screen). You can specify a different navigation label for a menu item as well as other attributes. You can create multiple menus. If your theme includes more than one menu, you can choose which custom menu to associate with each. You can also use custom menus in conjunction with the Custom Menus widget.

To create a new custom menu, click on the + tab, give the menu a name, and click Create Menu. Next, add menu items from the appropriate boxes. You'll be able to edit the information for each menu item, and can drag and drop to put them in order. You can also drag a menu item a little to the right to make it a submenu, to create menus with hierarchy. Drop the item into its new nested placement when the dotted rectangle target shifts over, also a little to the right. Don't forget to click Save when you're finished.

For more information:

[Documentation on Menus](#)

[Support Forums](#)

Theme Options:

Some themes provide customization options that are grouped together on a Theme Options screen. If you change themes, options may change or disappear, as they are theme-specific. Your current theme, Twenty Eleven, provides the following Theme Options:

1. **Color Scheme:** You can choose a color palette of **"Light" Light** (light background with dark text) or **"Dark" Dark** (dark background with light text) for your site.
2. **Link Color:** You can choose the color used for text links on your site. You can enter the HTML color or hex code, or you can choose visually by clicking the **"Select a Color" Select a Color** button to pick from a color wheel.
3. **Default Layout:** You can choose if you want your site's default layout to have a sidebar on the left, the right, or not at all.

Remember to click **"Save Changes" Save Changes** to save any changes you have made to the theme options.

For more information:

[Documentation on Theme Options](#)

Background:

You can customize the look of your site without touching any of your theme's code by using a custom background. Your background can be an image or a color.

To use a background image, simply upload it, then choose your display options below. You can display a single instance of your image, or tile it to fill the screen. You can have your background fixed in place, so your site content moves on top of it, or you can have it scroll with your site.

You can also choose a background color. If you know the hexadecimal code for the color you want, enter it in the Color field. If not, click on the Select a Color link, and a color picker will allow you to choose the exact shade you want.

Don't forget to click on the Save Changes button when you are finished.

For more information:

[Documentation on Custom Background](#)

[Support Forums](#)

Header:

You can set a custom image header for your site. Simply upload the image and crop it, and the new header will go live immediately.

If you want to discard your custom header and go back to the default included in your theme, click on the buttons to remove the custom image and restore the original header image.

Some themes come with additional header images bundled. If you see multiple images displayed, select the one you'd like and click the Save Changes button.

For more information:

[Documentation on Custom Header](#)

[Support Forums](#)

Theme Editor:

You can use the Theme Editor to edit the individual CSS and PHP files which make up your theme.

Begin by choosing a theme to edit from the dropdown menu and clicking Select. A list then appears of all the template files. Clicking once on any file name causes the file to appear in the large Editor box.

For PHP files, you can use the Documentation dropdown to select from functions recognized in that file. Lookup takes you to a web page with reference material about that particular function.

After typing in your edits, click Update File.

Advice: think very carefully about your site crashing if you are live-editing the theme currently in use.

Upgrading to a newer version of the same theme will override changes made here. To avoid this, consider creating a [child theme](#) instead.

For more information:

[Documentation on Theme Development](#)

[Documentation on Using Themes](#)

[Documentation on Editing Files](#)

[Documentation on Template Tags](#)

[Support Forums](#)

Plugins Section

Installed Plugins:

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

[if is_not_multisite] You can find additional plugins for your site by using the [Plugin Browser/Installer](#) functionality or by browsing the [WordPress Plugin Directory](#) directly and installing new plugins manually. To manually install a plugin you generally just need to upload the plugin file into your /wp-content/plugins directory. Once a plugin has been installed, you can activate it here.

[else is_multisite] For a multisite installation, only Network Admins can install plugins via Network Admin > Plugins > Add New. They can find additional plugins for a site by using the [Plugin Browser/Installer](#) functionality or by browsing the [WordPress Plugin Directory](#) directly and installing new plugins manually. They can manually install plugins by uploading the plugin file into the /wp-content/plugins directory. They can also Network Activate a plugin for all sites.

[if is_multisite] If you believe plugins are causing compatibility problems as described below, please talk with your Network Admin.

Most of the time, plugins play nicely with the core of WordPress and with other plugins. Sometimes, though, a plugin's code will get in the way of another plugin, causing compatibility issues. If your site starts doing strange things, this may be the problem. Try deactivating all your plugins and re-activating them in various combinations until you isolate which one(s) caused the issue.

If something goes wrong with a plugin and you can't use WordPress, delete or rename that file in the

C:\xampplite\xampplite\htdocs\wordpress\wp-content\plugins directory and it will be automatically deactivated.

For more information:

[Documentation on Managing Plugins](#)
[Support Forums](#)

Add New Plugin:

Plugins hook into WordPress to extend its functionality with custom features. Plugins are developed independently from WordPress core by thousands of developers all over the world. All plugins in the official [WordPress.org Plugin Directory](#) are compatible with the license WordPress uses. You can find new plugins to install by searching or browsing the Directory right here in your own Plugins section.

If you know what you're looking for, Search is your best bet. The Search screen has options to search the WordPress.org Plugin Directory for a particular Term, Author, or Tag. You can also search the directory by selecting a popular tags. Tags in larger type mean more plugins have been labeled with that tag.

If you just want to get an idea of what's available, you can browse Featured, Popular, Newest, and Recently Updated plugins by using the links in the upper left of the screen. These sections rotate regularly.

If you want to install a plugin that you've downloaded elsewhere, click Upload in the upper left. You will be prompted to upload the .zip package, and once uploaded, you can activate the new plugin.

For more information:

[Documentation on Installing Plugins](#)
[Support Forums](#)

Plugin Editor:

You can use the editor to make changes to any of your plugins' individual PHP files. Be aware that if you make changes, plugins updates will overwrite your customizations.

Choose a plugin to edit from the menu in the upper right and click the Select button. Click once on any file name to load it in the editor, and make your changes. Don't forget to save your changes (Update File) when you're finished.

The Documentation menu below the editor lists the PHP functions recognized in the plugin file. Clicking Lookup takes you to a web page about that particular function.

If you want to make changes but don't want them to be overwritten when the plugin is updated, you may be ready to think about writing your own plugin. For information on how to edit plugins, write your own from scratch, or just better understand their anatomy, check out the links [below in the sidebar](#).

For more information:

[Documentation on Editing Plugins](#)
[Documentation on Writing Plugins](#)
[Support Forums](#)

Users Section

All Users:

This screen lists all the existing users for your site. Each user has one of five defined roles as set by the site admin: Site Administrator, Editor, Author, Contributor, or Subscriber. Users with roles other than Administrator will see fewer options in the dashboard navigation when they are logged in, based on their role. [Hover links under each name allow you to Edit or Delete user profiles.](#)

You can customize the display of information on this screen as you can on other screens, by using the Screen Options tab and the on-screen filters.

To add a new user for your site, click the Add New button at the top of the screen or Add New in the Users menu section.

For more information:

[Documentation on Managing Users](#)
[Descriptions of Roles and Capabilities](#)
[Support Forums](#)

Add New User:

To add a new user to your site, fill in the form on this screen. If you're not sure which role to assign, you can use the link below to review the different roles and their capabilities. Here is a basic overview of roles:

- Administrators have access to all the administration features.
- Editors can publish posts, manage posts as well as manage other people's posts, etc.
- Authors can publish and manage their own posts.
- Contributors can write and manage their posts but not publish posts or upload media files.
- Subscribers can read comments/comment/receive newsletters, etc.

[\[if is not multisite\]](#) You must assign a password to the new user, but don't worry; when they log in for the first time they will be prompted to change it. The username, however, cannot be changed.

[if is not multisite] New users will receive an email letting them know they've been added as a user for your site. By default, this email will also contain their password. Uncheck the box if you don't want the password to be included in the welcome email.

[else is multisite] Because this is a multisite installation, this screen just allows you to designate a username, email, and role. For more options, such as specifying a password, you have to be a Network Administrator and use the hover link under an existing user's name to Edit the user profile under Network Admin > All Users.

Remember to click the Add User button at the bottom of this screen when you are finished.

For more information:

[Documentation on Adding New Users](#)

[Support Forums](#)

Your Profile:

Your profile contains information about you (your "account") as well as some personal options related to using WordPress.

You can change your password, turn on keyboard shortcuts, change the color scheme of your WordPress administration screens, and turn off the WYSIWYG (Visual) editor, among other things. **You can toggle the Admin Bar on or off for viewing the site, only; it's permanently in the admin screens as of version 3.3.**

Your username cannot be changed, but you can use other fields to enter your real name or a nickname, and change which name to display on your posts.

Required fields are indicated; the rest are optional. Profile information will only be displayed if your theme is set up to do so.

Remember to click the Update Profile button when you are finished.

For more information:

[Documentation on User Profiles](#)

[Support Forums](#)

Tools Section

Available Tools:

Press This is a bookmarklet that makes it easy to blog about something you come across on the web. You can use it to just grab a link, or to post an excerpt. Press This will even allow you to choose from images included on the page and use them in your post. Just drag the Press This link on this screen to your bookmarks bar in your browser, and you'll be on your way to easier content creation. Clicking on it while on another website opens a popup window with all these options.

The **Use This Link** for the Categories and Tags Converter will take you to the Import page, where that Converter is one of the plugins you can download. Once that plugin is installed, the link on this page takes you to a screen where you can choose conversion either way.

Note: Turbo/Gears is no longer promoted on this screen as it was in previous versions due to the fact that Google has discontinued support for it.

For more information:

[Documentation on Tools](#)

[Support Forums](#)

Import:

This screen lists links to plugins to import data from blogging/content management platforms. Choose the platform you want to import from, and click Install Now when you are prompted in the popup window. If your platform is not listed, click the link to search the plugin directory for other importer plugins to see if there is one for your platform. **If the plugin for a given platform is already installed, clicking that link on this screen will take you directly to the import process.**

In previous versions of WordPress, all the importers were built-in, but they have been turned into plugins as of version 3.0 since most people only use them once or infrequently.

[if is multisite] Only a Network Admin can install these plugins. If that's not you, talk with him or her.

For more information:

[Documentation on Import](#)

[Support Forums](#)

Export:

You can export a file of your site's content in order to import it into another installation or platform. The export file will be an XML file format called WXR. Posts, pages, comments, custom fields, categories, and tags can be included. You can choose for the WXR file to include only certain posts or pages by setting the dropdown filters to limit the export by category, author, date range by month, or publishing status.

Once generated, your WXR file can be imported by another WordPress site or by another blogging platform able to access this format.

For more information:

[Documentation on Export](#)

[Support Forums](#)

Network:

This screen allows you to configure a network as having subdomains (site1.example.com) or subdirectories (example.com/site1). Subdomains require wildcard subdomains to be enabled in Apache and DNS records, if your host allows it.

Choose subdomains or subdirectories; this can only be switched afterwards by reconfiguring your install. Fill out the network details, and click install. If this does not work, you may have to add a wildcard DNS record (for subdomains) or change to another setting in Permalinks (for subdirectories).

The next screen for Network Setup will give you individually-generated lines of code to add to your wp-config.php and .htaccess files. Make sure the settings of your FTP client make files starting with a dot visible, so that you can find .htaccess; you may have to create this file if it really is not there. Make backup copies of those two files.

Add a blogs.dir directory under /wp-content and add the designated lines of code to wp-config.php (just before /*...stop editing...*/) and .htaccess (replacing the existing WordPress rules).

Once you add this code and refresh your browser, multisite should be enabled. This screen will keep an archive of the added code, [now in the Network Admin navigation menu](#). You can toggle between Network Admin and Site Admin by clicking on the [Network Admin or an individual site name under the My Sites dropdown in the Admin Bar](#) [Howdy \(Username\) dropdown in the upper right of the administration area](#).

The choice of subdirectory sites is disabled if this setup is more than a month old because of permalink problems with "/blog/" from the main site. This disabling will be addressed [soon](#) in a future version.

For more information:

[Documentation on Creating a Network](#)

[Documentation on the Network Screen](#)

[Support Forums](#)

Settings Section

General:

The fields on this screen determine some of the basics of your site setup.

Most themes display the site title at the top of every page, in the title bar of the browser, and as the identifying name for syndicated feeds. The tagline is also displayed by many themes.

[\[if is not multisite\]](#) The WordPress URL and the Site URL can be the same (example.com) or different; for example, having the WordPress core files (example.com/wordpress) in a subdirectory instead of the root directory.

[\[if is not multisite\]](#) If you want site visitors to be able to register themselves, as opposed to [being registered](#) by the site administrator, check the membership box. A default user role can be set for all new users, whether self-registered or registered by the site administrator.

UTC means Coordinated Universal Time. [It is a linguistic compromise between English and French acronyms.](#)

Remember to click the Save Changes button at the bottom of the screen for new settings to take effect.

For more information:

[Documentation on General Settings](#)

[Support Forums](#)

Writing:

You can submit content in several different ways; this screen holds the settings for all of them. The top section controls the editor within these administration screens, while the rest control external publishing methods. For more information on any of these methods, use the documentation links [below in the sidebar](#).

You must click the Save Changes button at the bottom of the screen for new settings to take effect.

For more information:

[Documentation on Writing Settings](#)

[Support Forums](#)

Reading:

This screen contains the settings that affect the display of your content.

You can choose what's displayed on the front page of your site. It can be posts in reverse chronological order (classic blog), or a fixed/static page. To set a static home page, you first need to create two [Pages](#). One will become the front page, and the other will be where your posts are displayed.

You can also control the display of your content in RSS feeds, including the maximum numbers of posts to display, whether to show full text or a summary, and the character set encoding.

You must click the Save Changes button at the bottom of the screen for new settings to take effect.

For more information:

[Documentation on Reading Settings](#)

[Support Forums](#)

Discussion:

This screen provides many options for controlling the management and display of comments and links to your posts/pages. So many, in fact, they won't all fit here! :) Use the documentation link [below in the sidebar](#) to get information on what each discussion setting does.

You must click the Save Changes button at the bottom of the screen for new settings to take effect.

For more information:

[Documentation on Discussion Settings](#)

[Support Forums](#)

Media:

You can set maximum sizes for images inserted into your written content; you can also insert an image as Full Size.

The Embed option allows you embed a video, image, or other media content into your content automatically by typing the URL (of the web page where the file lives) on its own line when you create your content.

[\[if is not multisite\]](#) Uploading Options gives you folder and path choices for storing your files in your installation's directory.

You must click the Save Changes button at the bottom of the screen for new settings to take effect.

For more information:

[Documentation on Media Settings](#)

[Support Forums](#)

Privacy:

You can choose whether or not your site will be crawled by robots, ping services, and spiders. If you want those services to ignore your site, click the second option here. Note that your privacy is not complete; your site is still visible on the web.

When this setting is in effect a reminder is shown in the Right Now box of the Dashboard that says, ["Search Engines Blocked."](#) to remind you that your site is not being crawled.

You must click the Save Changes button at the bottom of the screen for new settings to take effect.

For more information:

[Documentation on Privacy Settings](#)

[Support Forums](#)

Permalinks:

This screen provides some common options for your default permalinks URL structure.

If you pick an option other than Default, your general URL path with structure tags, terms surrounded by %, will also appear in the custom structure field and your path can be further modified there.

When you assign multiple categories or tags to a post, only one can show up in the permalink: the lowest numbered category. This applies if your custom structure includes %category% or %tag%.

The Optional fields let you customize the "category" and "tag" base names that will appear in archive URLs. For example, the page listing all posts in the "Uncategorized" category could be /topics/uncategorized instead of /category/uncategorized.

You must click the Save Changes button at the bottom of the screen for new settings to take effect.

For more information:

[Documentation on Permalinks Settings](#)

[Documentation on Using Permalinks](#)

[Support Forums](#)

Footer Section

Credits:

Each name or handle is a link to that person's profile in the WordPress.org community directory.

You can register your own profile at [this link](#) to start contributing.

WordPress always needs more people to report bugs, patch bugs, test betas, work on UI design, translate strings, write documentation, and add questions/answers/suggestions to the Support Forums. Join in!

For more information:

[Documentation on Contributing to WordPress](#)

[Support Forums](#)

Network Admin Screens (some are *duplicates of ones in Site Admin nav menu)

Network Admin Dashboard:

Until WordPress 3.0, running multiple sites required using WordPress MU instead of regular WordPress. In version 3.0, these applications **have** merged. If you are a former MU user, you should be aware of the following changes:

- Site Admin is now Super Admin (we highly encourage you to get yourself a cape!).
- Blogs are now called Sites; Site is now called Network.

The Right Now box provides the network administrator with links to the screens to either create a new site or user, or to search existing users and sites. **Network Admin screens** for Sites and Users are also accessible through the left hand navigation in the Network Admin section. **Note that the 15 screens for Network Admin have a separate side navigation menu. To return to the nav menu for an individual site, use the dropdown menu under My Sites in the Admin Bar.**

For more information:

[Documentation on the Network Admin](#)

[Support Forums](#)

Sites:

Add New takes you to the Add New Site screen. You can search for a site by Name, ID number, or IP address.

Screen Options allows you to choose how many sites to display on one page.

This is the main table of all sites on this network. Switch between list and excerpt views by using the icons above the right side of the table.

Hovering over each site reveals seven options (three for the primary site):

- An Edit link to a separate Edit Site screen.
- Dashboard leads to the Dashboard for that site.
- Deactivate, Archive, and Spam which lead to confirmation screens. These actions can be reversed later.
- Delete which is a permanent action after the confirmation screens.
- Visit to go to the **frontend front end** site live.

The site ID is used internally, and is not shown on the front end of the site or to users/viewers.

Clicking on bold headings can re-sort this table.

For more information:

[Documentation on Site Management](#)

[Support Forums](#)

Edit Site:

The menu is for editing information specific to individual sites, particularly if the admin area of a site is unavailable.

Info - The domain and path are rarely edited as this can cause the site to not work properly. The Registered date and Last Updated date are displayed. Network admins can mark a site as archived, spam, **deleted and mature, deleted, and/or mature** to remove from public listings or disable.

Users - This displays the users associated with this site. **You can also change their role, reset their password, or remove them from the site. Removing the user from the site does not remove the user from the network. You can use the dropdown menu to change the role of one or more users and click the hover links under each username to edit that user's profile (such as to change a password) or remove that user. You can also remove one or more user(s) from the site via Bulk Actions but either method does not remove the user(s) from the network.**

Themes - This area shows themes that are not already enabled across the network. Enabling a theme in this menu makes it accessible to this site. It does not activate the theme, but allows it to show in the site's Appearance menu. To enable a theme for the entire network, see the [Network Themes](#) screen.

Settings - This page shows a list of all settings associated with this site. Some are created by WordPress and others

are created by plugins you activate. Note that some fields are grayed out and say Serialized Data. You cannot modify these values due to the way the setting is stored in the database.

For more information:

[Documentation on Site Management](#)

[Support Forums](#)

Add New Site:

This screen is for Super Admins to add new sites to the network. This is not affected by the registration settings.

If the admin email for the new site does not exist in the database, a new user will also be created.

For more information:

[Documentation on Site Management](#)

[Support Forums](#)

All Users:

This table shows all users across the network and the sites to which they are assigned.

Hover over any user on the list to make the edit links appear. The Edit link **on the left under a Username** will take you to his or her Edit User profile page; the Edit link **on the right** by any site name goes to an Edit Site screen for that site. You can also go to the user's profile page by clicking on the individual username.

You can sort the table by clicking on any of the bold headings and switch between list and excerpt views by using the icons in the upper right.

The bulk action will permanently delete selected users, or mark/unmark those selected as spam. Spam users will have posts removed and will be unable to sign up again with the same email addresses.

You can make an existing user an additional super admin by going to the Edit User profile page and checking the box to grant that privilege.

For more information:

[Documentation on Network Users](#)

[Support Forums](#)

Add New User:

Add User will set up a new user account on the network and send that person an email with username and password.

Users who are signed up to the network without a site are added as subscribers to the main or primary dashboard site, giving them profile pages to manage their accounts.

These users will only see Dashboard and My Sites in the main navigation until a site is created for them. Any such user will only see Dashboard and My Sites in the main navigation until a site is created for him or her.

For more information:

[Documentation on Network Users](#)

[Support Forums](#)

Themes:

This screen enables and disables the inclusion of themes available to choose in the Appearance menu for each site.

It does not activate or deactivate which theme a site is currently using.

If the network admin disables a theme that is in use, it can still remain selected on that site. If another theme is chosen, the disabled theme will not appear in the site's Appearance > Themes screen.

Themes can be enabled on a site by site basis by the network admin on the Edit Site screen (which has a Themes tab); get there via the Edit action link on the All Sites screen. Only network admins are able to **install, install, enable,** or edit themes.

For more information:

[Documentation on Network Themes](#)

[Support Forums](#)

***Add New Theme:** same content as Site Admin Nav

***Theme Editor:** same content as Site Admin Nav

***Installed Plugins:** same content as Site Admin Nav

***Add New Plugin:** same content as Site Admin Nav

***Plugin Editor:** same content as Site Admin Nav

Network Settings:

This screen sets and changes options for the network as a whole. The first site is the main site in the network and network options are pulled from that original site's options.

Operational settings has fields for the network's name and admin email.

Dashboard Site is an option to give a site to users who do not have a site on the system. Their default role is Subscriber, but that default can be changed. The Admin Notice Feed can provide a notice on all dashboards of the latest post via RSS or Atom, or provide no such notice if left blank.

Registration settings can disable/enable public signups. If you let others sign up for a site, install spam plugins.

Spaces, not commas, should separate names banned as sites for this network.

New site settings are defaults applied when a new site is created in the network. These include welcome email for when a new site or user account is registered, and what's put in the first post, page, comment, comment author, and comment URL.

Upload settings control the size of the uploaded files and the amount of available upload space for each site. You can change the default value for specific sites when you edit a particular site. Allowed file types are also listed (space separated only).

Checkboxes for media upload buttons set which are shown in the visual editor. If unchecked, a generic upload button is still visible; other media types can still be uploaded if on the allowed file types list.

Menu setting enables/disables the plugin menus from appearing for non super admins, so that only super admins, not site admins, have access to activate plugins.

Super admins can no longer be added on the Options screen. You must now go to the list of existing users on Network Admin > Users and click on Username or the Edit action link below that name. This goes to an Edit User page where you can check a box to grant super admin privileges.

For more information:

[Documentation on Network Settings](#)

[Support Forums](#)

***Network Setup:** same content as Site Admin Nav

***Updates:** same content as Site Admin Nav

Update Network:

Only use this screen once you have updated to a new version of WordPress through Updates/Available Updates (via the Network Administration navigation menu or the Admin Bar). Clicking the Update Network button will step through each site in the network, five at a time, and make sure any database updates are applied.

If a version update to core has not happened, clicking this button won't affect anything.

If this process fails for any reason, users logging in to their sites will force the same update.

For more information:

[Documentation on Update Network](#)

[Support Forums](#)