

Basic Wordpress Setup

With your installation complete, it's time to set up WordPress so it will work the way you want it to work.

Setup Wordpress

 To access the WordPress dashboard you simply need to add /wp-admin to the end of the URL where you installed WordPress. Example: your-domain.com/wp-admin. Then enter your credentials to login and finally access your Wordpress dashboard.

Username admin Password Business Solutions	Enter username Enter account password
 □ Remember Me Log In Lost your password? ← Back to My Blog 	Click to Login

Note! Your WordPress login is a different login than your cPanel.

2. To publish a post, simply go to the **Posts > Add New.**

My Blog ↔ 1 Gittle Gittle	0 + New 0515	Howdy, admir	_
a Dashboard	Add New Post	3 Enter title of the post	
📌 Posts 💆	Enter title here 🛛 🔺	Click to see how the post looks	
All Posts Add New 2 Categories Tags 9 Media 9 Media 9 Media 9 Comments	Select to add new post 93 Add Media B I Are E E 66 -	You can choose to save the post Save Draft Preview is draft and publish it later Save Draft Preview Visual Text Status: Draft Edit Visual Text Status: Draft Edit OCCEANIA Wisual Publish immediately Edit Business Softherions Publish the post	
 ➢ Appearance ➢ Plugins ③ ▲ Users ➢ Tools ⑤ Settings ④ Collapse menu 	Wood source 0	Format	*

 After you've published a few posts, you can experiment with the full edit or quick edit features in the Posts > Posts panel.

🛞 📸 My Blog 🕹 1	🗭 0 🕂 New	
2 Dashboard	Posts Add New Add new posts by clicking this button	
🖈 Posts	All (1) Published (1)	
All Posts	Bulk Actions Apply All dates All categories Filter	
Add New	Title Oceania	Author
Categories Click this to Tags experiment - with the Full Editor	Hello world! Business Solutions	admin
93 Media	Title Click to delete post Click to open Quick Editor	Author
 Pages Comments Appearance 	Bulk Actions Apply	

4. Edit or delete multiple posts, follow the following steps:

🔞 🖀 My Blog 🔂 1	P 0 + New		
🚳 Dashboard	Posts Add New		
🖈 Posts 🔸	All (2) Published (2)		
All Posts	Bulk Actions Apply All dates All categories Filter		
Add posts or	Title	Author	Cat
Select specific Tage posts by ticking the	Test Oceania Business Solutions	admin	Un
 Pages 	Hello world!	admin	Un
Comments	Title	Author	Cat
	Bulk Actions Apply 3 Click to apply changes		
🖌 Plugins 🕦			

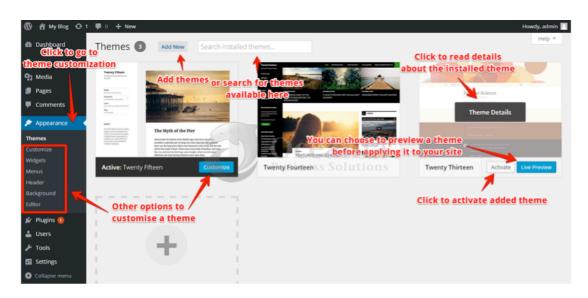
 A WordPress page is a webpage that will show up in your menu bar for your website visitors to access. Add your "About," "Contact," and other information Pages by going to Pages > Add Page.

a Dashboard	Add New Page	Enter page title here	`		Screen Options *	Help 🔻
	Addition age	Inter page time inter	Sele	ect to previ	ew page	
Posts	New Page Title 🥌		ick to save and publish	before pu	blishing	
3 Media	Permalink: http://owhexample.co	m/wp/index.php/new-page-title/ Edit View Pag			2 Draft	Preview
Pages 🗸			the page later			Preview
l Pages	9 Add Media			Text 9 St	atus: Draft <u>Edit</u>	
d New	b / link b-quote del	ins img ut of the code more close	Solutions	× •	sibility: Public Edit	
				11 P	ublish immediately <u>Edit</u>	
Comments	Welcome to Wordpress!!!!	Enter	page contents	Maria	to Trash	Publish
Appearance			Click to discard page -	more		Publish
Plugins 0	v post		Clicks	to publish p	300	

 To add an html code to pages, go to Pages > Add post or Edit > Text View. You can also add html codes to posts by simply clicking Pages > Add post or Edit > Text View.

🕅 🛱 My Blog 🕂 1	■ 0 + New	н	owdy, admin
2 Dashboard	Add New Page	Screen Options 🔻	Help 🔻
🖈 Posts	New Page Title	Publish	
🕽 Media	Permalink: http://owhexample.com/wp/index.php/new-page-title/	Save Draft	Preview
Pages 🔸	9) Add Media	P Status: Draft Edit	
II Pages		Wisibility: Public Edit	
Add New	b / Ink b-quote del ins img pi of it code more close tags Enter html codes like this	Publish immediately Edit	
Comments	Welcome to Wordpress!!!! Click this/a	Move to Trash	Publish
Appearance			
Plugins 🕕		Page Attributes	
Users		Parent	
F Tools		(no parent)	

7. For adding and choosing themes, go to **Appearance > Themes.**



8. To review comments, go to **Comments > Comments Panel**.

0	🔒 My Blog 👴 1	🛡 0 🕂 New			Howo	dy. admin 📃
æ	Dashboard	Comments			Screen Options 🔻	Help 🔻
*	Posts	All Pending (0) Approved Spam (0)) Trash (0)		Search Co	omments
91	Media	Bulk Actions Apply All con	mment types 🔻 Filter	Post where an		1 item
۲	Pages	Author	Comment	author commented	In Response To	
	Comments	Mr WordPress	Submitted on 2015/07/	17 at 650 am Ceania	Hello world!	
s	Appearance	e interviewerse b	He this is a comment.	ust log in and view the post's comments. There you will have the option to edit or delete	go nurrox	
si.	Plugins Coption	ns in reviewing		uick Edit Edit Spam Trash		
4	Users COM	nents on posts	Comment		In Response To	
s	Tools		comment		in Response to	
53	Settings	Bulk Actions Apply				1 item
0	Collapse menu					

 For help on creating your user profile information, of which some or all may appear on your WordPress Theme, go to Users > Your Profile section.

🛞 📸 My Blog O 1	I 👎 0 🕂 New					Howdy, admin 📃
2 Dashboard	Profile					Help *
🖈 Posts	Personal Options					
93 Media						
Pages	Visual Editor	Disable the visual editor wh	en writing			
Comments	Admin Color Scheme	• Default	🔿 Light	O Blue	O Coffee	
🔊 Appearance						
🖆 Plugins 🕕		O Ectoplasm	Midnight	Ocean	 Sunrise 	
📥 Users 🔍						
All Users						
Add New Your Profile	Keyboard Shortcuts	Enable keyboard shortcuts				
🔑 Tools	Toolbar	Show Toolbar when viewing	; site			
5 Settings						
Collapse menu	Name					
	Username	admin		Usernames cannot be changed.		
	First Name					

10. To set the site name and other information, go to Administration > Settings > General.

🕅 🛱 My Blog O 1	🛡 0 🕂 New		Howdy, admin 🗾
Dashboard	General Settings		Help 🔻
Posts ¶] Media	Site Title	My Blog	
PagesComments	Tagline	My WordPress Blog In a few words. explain what this site is about.	
Appearance Plugins 0	WordPress Address (URL)	http://owhexample.com/wp	
🚢 Users 🎤 Tools	Site Address (URL)	http://owhexample.com/wp Enter the oddress here if you want your site home page to be different from your WordPress installation directory.	
General	E-mail Address	admin@owhexample.com This address is used for admin purposes, like new user notification.	
Writing Reading Discussion	Membership	Anyone can register	
Media Permalinks	New User Default Role	Subscriber •	
Collapse menu	Timezone	UTC+0 • UTC time is 2015-07-19 15:14:37 Choose a city in the same timezone as you.	

For everything you need to know about WordPress, please go to <u>https://codex.wordpress.org</u>, the online manual for WordPress and a living repository for WordPress information and documentation.

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