



WordPress User Guide

March 2025



Preface

Welcome to the WordPress User Guide! This guide is designed to help you navigate WordPress with ease, whether you're a beginner or an experienced user.

WordPress is a powerful content management system (CMS) used to create websites, blogs, and online stores. This guide provides step-by-step instructions on setup, content creation, customization, and optimization to help you make the most of WordPress.

Whether you're building a personal blog or a business website, this guide will equip you with essential knowledge. Let's get started!

For more information, visit www.wordpress.org.



Table of Contents

Chapter 1 Introduction to WordPress	5
What Is WordPress?	5
Key Features of WordPress	5
Targeted Audience	6
Chapter 2 Getting Started with WordPress	8
WordPress Installation	8
Choosing a Hosting Provider	8
Method 1: Installing WordPress via a Web Hosting Provider	8
Method 2: Installing WordPress Manually (Without a Web Hosting Provider) ...	11
The WordPress Login	16
Chapter 3 Navigating the WordPress Administration Screens	17
Common Layout	17
Toolbar	18
WordPress logo	18
Visit Site Link	18
Howdy, User.....	18
Screen Options	19
Modify DisplaySettings.....	19
Help	19
Dashboard- Information Central	20
Dashboard.....	20
Updates	20
Hosting	21
Posts	21
All Posts.....	21
Add New Post	21



Categories	21
Tags	22
Media	22
Library	23
Add New Media	23
Import Media	23
Pages.....	23
All Pages.....	23
Add New Pages	23
Comments	23
Feedback.....	24
Appearance	24
Themes	24
Customize.....	24
Widgets	25
Menus	25
Header	25
Plugins	25
Installing Plugins.....	25
Managing Plugins.....	25
Users.....	25
All Users	26
All New User	26
Your Profile	26
Tools.....	26



Settings	26
Chapter 4 Working with Content	28
Block Editor (Gutenberg)	28
Adding Block to Post/Page	28
Creating and Editing Pages	29
Adding a new Page	29
Managing existing Pages	30
Creating a New Post	31
Working With Media	32
Uploading Media to Library	32
Inserting Media to Posts and Pages	33



Chapter 1 Introduction to WordPress

What Is WordPress?

WordPress is a powerful and flexible content management system (CMS) that allows users to create, manage, and publish websites easily. It is an open-source platform, meaning it is freely available and supported by a large community of developers. WordPress is the one of the most widely used website-building tools. WordPress powers more than 40% of websites across the internet. See Figure 1 for the WordPress.org homepage.

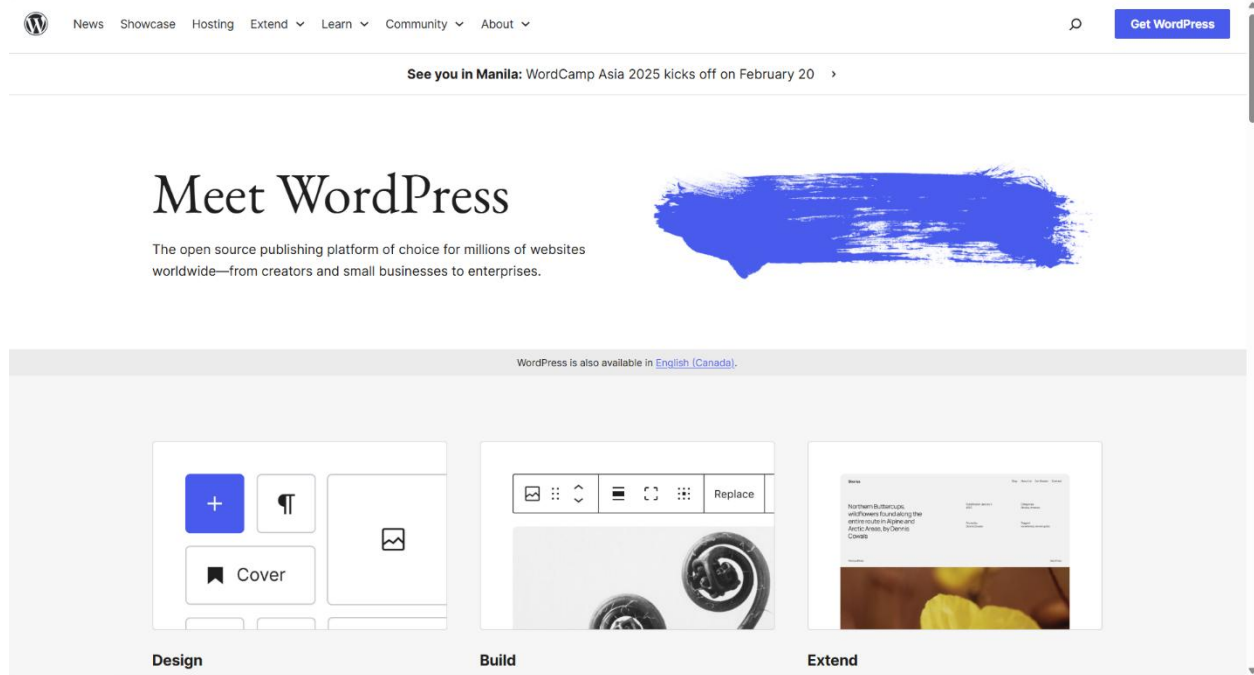


Figure 1 WordPress Homepage

Key Features of WordPress

WordPress offers a wide range of features that make it an excellent choice for website creation and management. Its architecture is designed to provide powerful tools while remaining user friendly. Some of its key features include:

- **User-Friendly Interface:** WordPress provides an intuitive and easy-to-use dashboard for managing website content.



- **Customization with Themes:** A vast library of free and premium themes allows users to personalize the design of their websites.
- **Extensive Plugin Library:** Thousands of plugins enhance the functionality of WordPress websites, including SEO tools and e-commerce solutions.
- **SEO-Friendly:** WordPress is optimized for search engines, helping websites rank better in search results.
- **Mobile Responsive:** WordPress themes and layouts are designed to be mobile-friendly, ensuring a smooth experience across devices.
- **Built-in Blogging Capabilities:** Originally designed as a blogging platform, WordPress continues to offer excellent blogging tools.
- **Security Features:** Regular updates and security plugins help keep WordPress websites protected from threats.
- **Open-Source Platform:** WordPress is open-source software, meaning its source code is freely available for modification and distribution.
- **Multilingual Support:** WordPress supports multiple languages, making it a global solution for website building.
- **Community Support:** A large community of developers and users contributes to extensive documentation and forums for assistance.

Target Audience

WordPress is a versatile platform that serves a wide range of users, including:

- **Bloggers:** Individuals who want to create personal or professional blogs.
- **Businesses:** Small, medium, and large businesses use WordPress to build corporate websites and online stores.
- **Developers:** Web developers leverage WordPress's open-source nature to build and customize websites for clients.
- **E-Commerce Owners:** WooCommerce, a powerful plugin, enables users to create comprehensive online stores.



- **Nonprofits and Organizations:** Many NGOs and community groups use WordPress for online visibility and fundraising.
- **Educational Institutions:** Schools and universities use WordPress for creating learning portals and course management.
- **Governments:** Government agencies use WordPress to develop official websites, provide public services, and share important information with citizens.

See Figure 2 for examples of diverse websites built with WordPress.

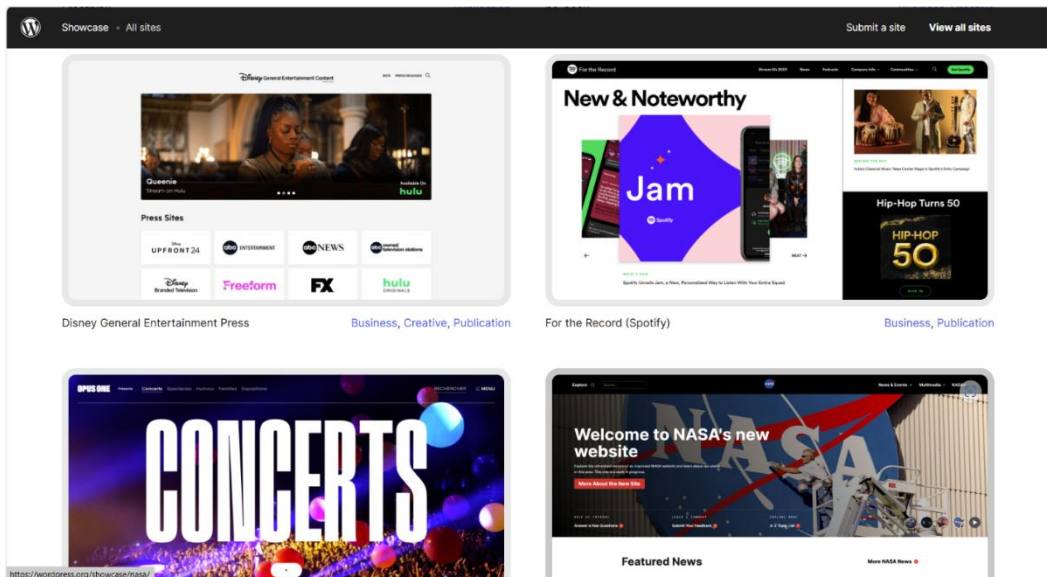


Figure 2 Diverse Websites built with WordPress



Chapter 2 Getting Started with WordPress

WordPress Installation

There are two primary methods to install WordPress.

1. Installing WordPress via Web Hosting Provider.

Many web hosting providers, such as Bluehost, SiteGround, and Hostinger, offer one-click WordPress installation.

Bluehost is a recommended hosting provider for WordPress, offering a seamless installation process.

2. Installing WordPress Manually (Without a Web Hosting Provider)

Choosing a Hosting Provider

Selecting the right web hosting provider is a crucial step in setting up a WordPress website. A hosting provider stores your website's files and makes them accessible on the internet. When choosing a hosting provider, consider the following factors:

- **Performance and Speed:** Look for providers with fast server response times and reliable uptime.
- **Security Features:** Ensure the hosting provider offers SSL certificates, malware protection, and regular backups.
- **Scalability:** Choose a plan that can grow with your website's needs.
- **Customer Support:** Opt for a provider with 24/7 customer support and comprehensive documentation.
- **WordPress Compatibility:** Some hosts offer specialized WordPress hosting with one-click installations and optimizations.

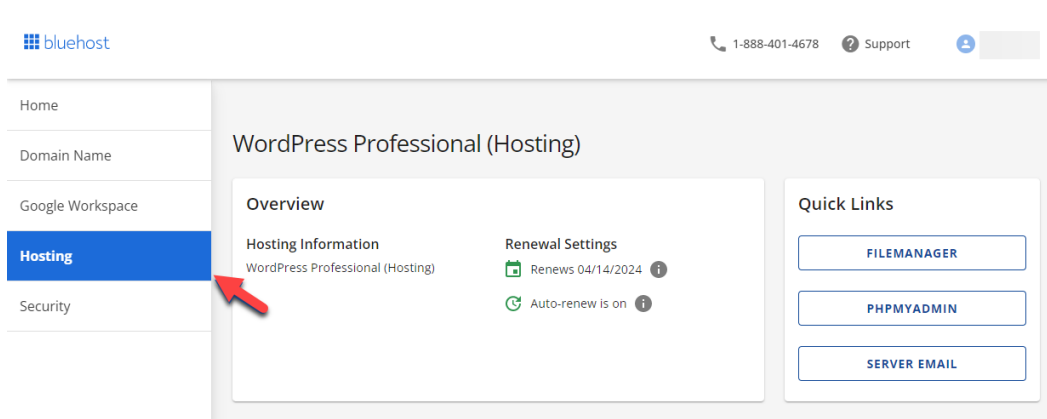
Method 1: Installing WordPress via a Web Hosting Provider

There are many web hosting providers available to use. One of these is Bluehost, recommended by WordPress. Follow these steps to install WordPress using Bluehost:

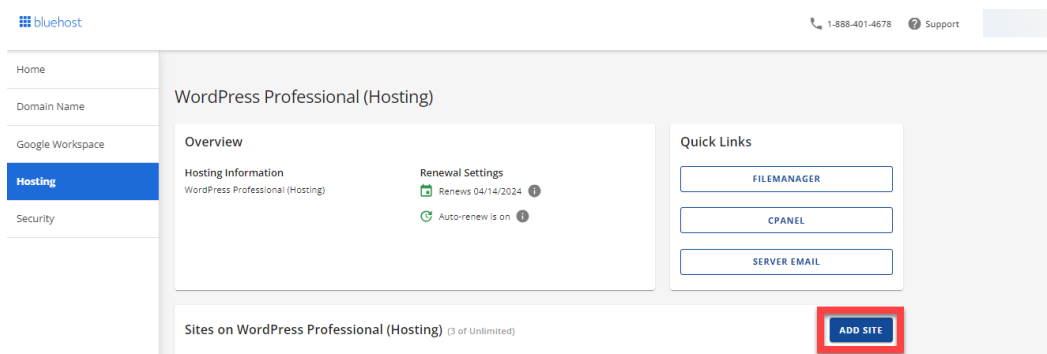
1. Go to www.bluehost.com and Sign Up for a Bluehost Account



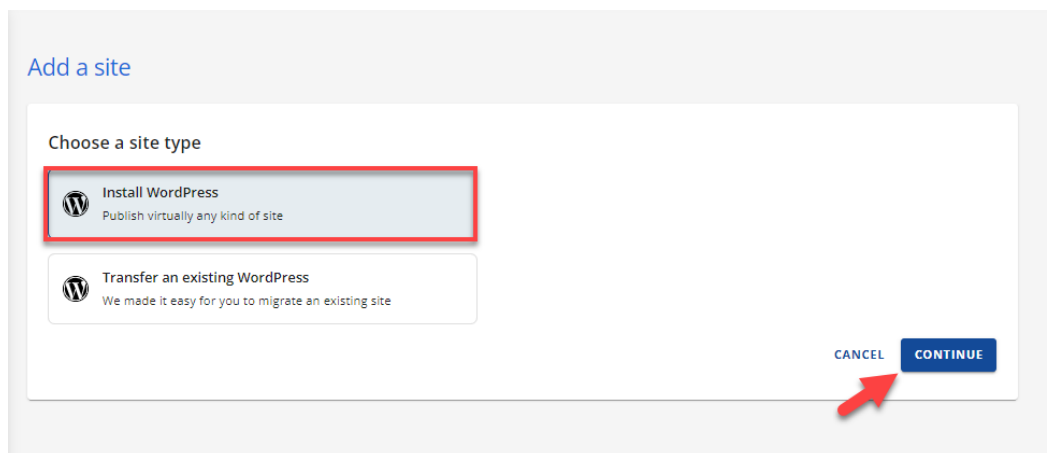
2. Log in to your [Bluehost Account Manager](#).
3. Click **Hosting** in the side navigation menu.



4. Click **Add Site** to install a new WordPress site.



5. Select the **Install WordPress** option and click **Continue**.





6. Type the name of your website in the *Site Title* field and click **Continue**. If you're unsure, you can click **Skip for Now**.

Add a site

< Choose a site title

Give your new site a name. You can change this at anytime.

Site Title
test-website

SKIP FOR NOW CONTINUE

7. Enter your domain name in the **Enter Domain Name** field or select **Use a Temporary Domain Name**. Click **Continue** to proceed.

Add a site

< Connect a domain

What domain name would you like to connect to this site:

Enter Domain Name
exampledomain.com
example.com, blog.example.com, example.com/blog, etc.

OR

Use a temporary domain
A temporary domain will be assigned to this site

SKIP FOR NOW CONTINUE

8. After the process is completed, the installation of your WordPress site will begin.
9. To access your WordPress dashboard, click **Log into WordPress**.

Site Created

✓ WordPress is installed

CLOSE LOG INTO WORDPRESS

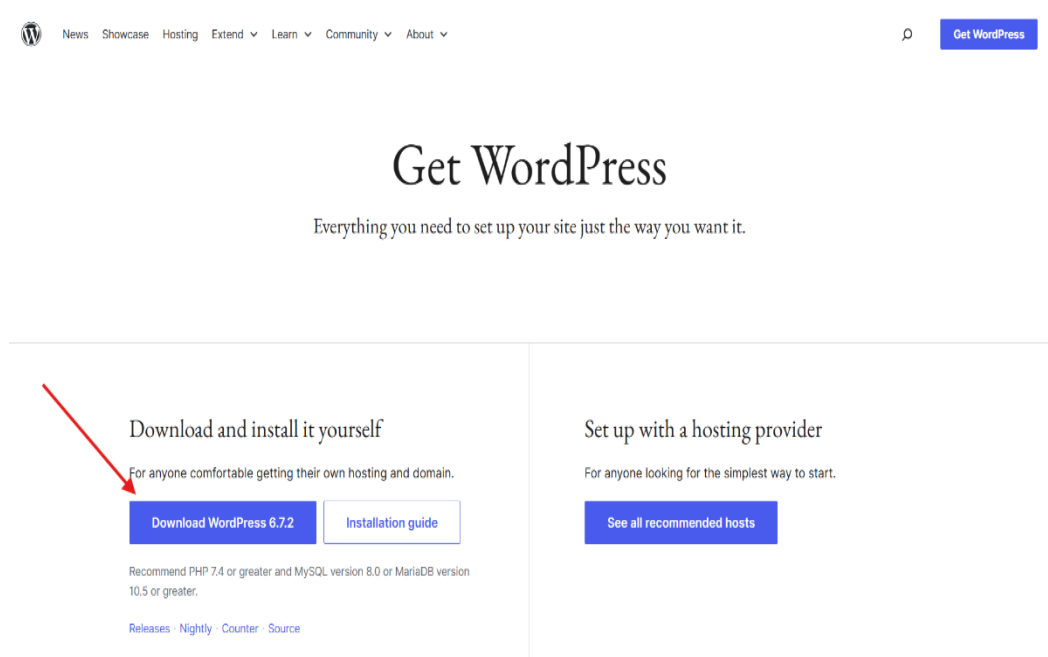


The installation process will take a few minutes to complete. Once it's finished, your application will be installed and ready to use.

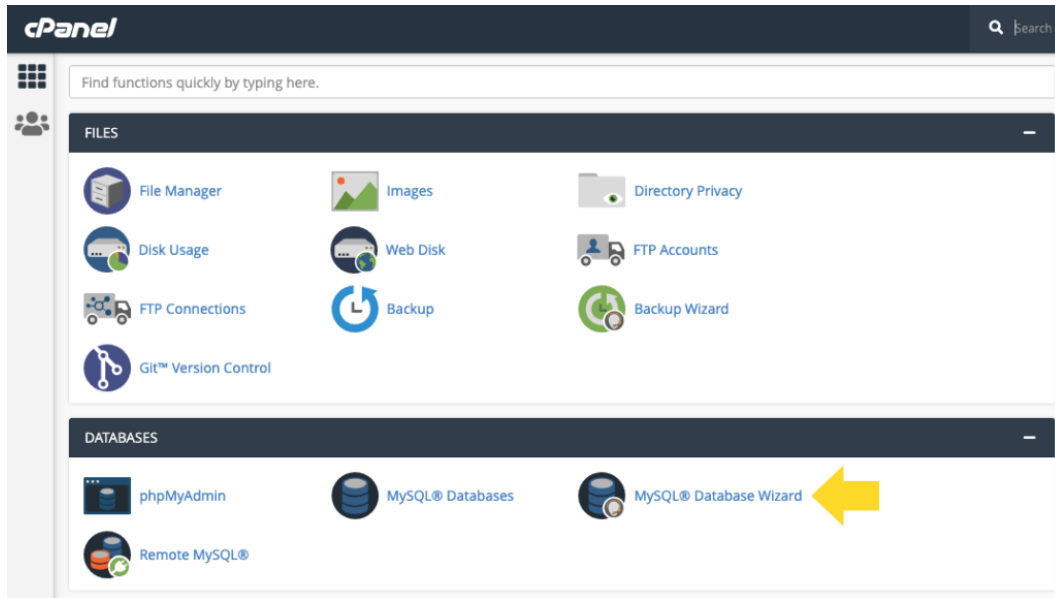
Method 2: Installing WordPress Manually (Without a Web Hosting Provider)

If you prefer to install WordPress manually on a local server or a self-hosted environment, follow these steps:

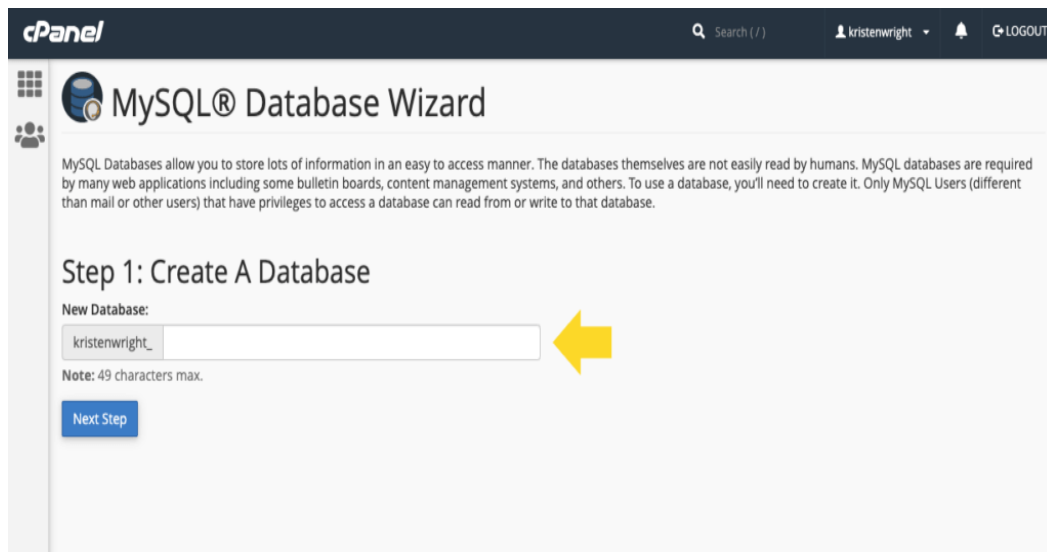
1. Download and unzip the WordPress package from wordpress.org/download/.



2. Create a database for WordPress on your web server, as well as a [MySQL](#) (or MariaDB) user who has all privileges for accessing and modifying it.
 - a) Go to host's cPanel and click **MySQL Database Wizard**. A prompt will open



- b) Enter **New Database** name and create new database. It will ask to create a user for the MySQL account.



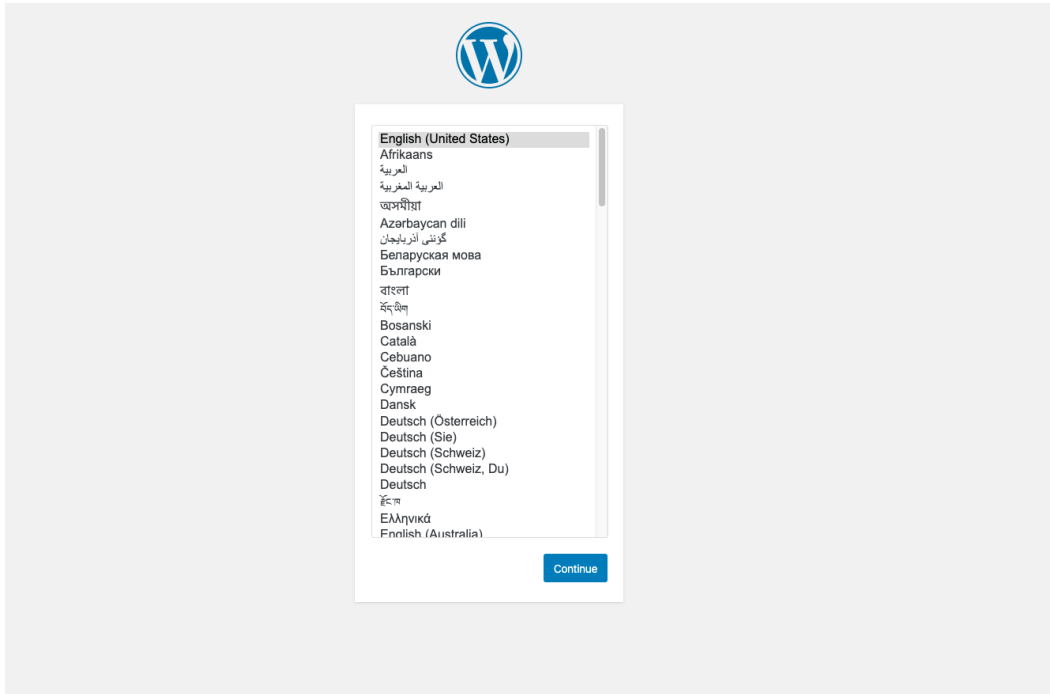
- c) Fill **Username** and **Password**. Click **Create User**.



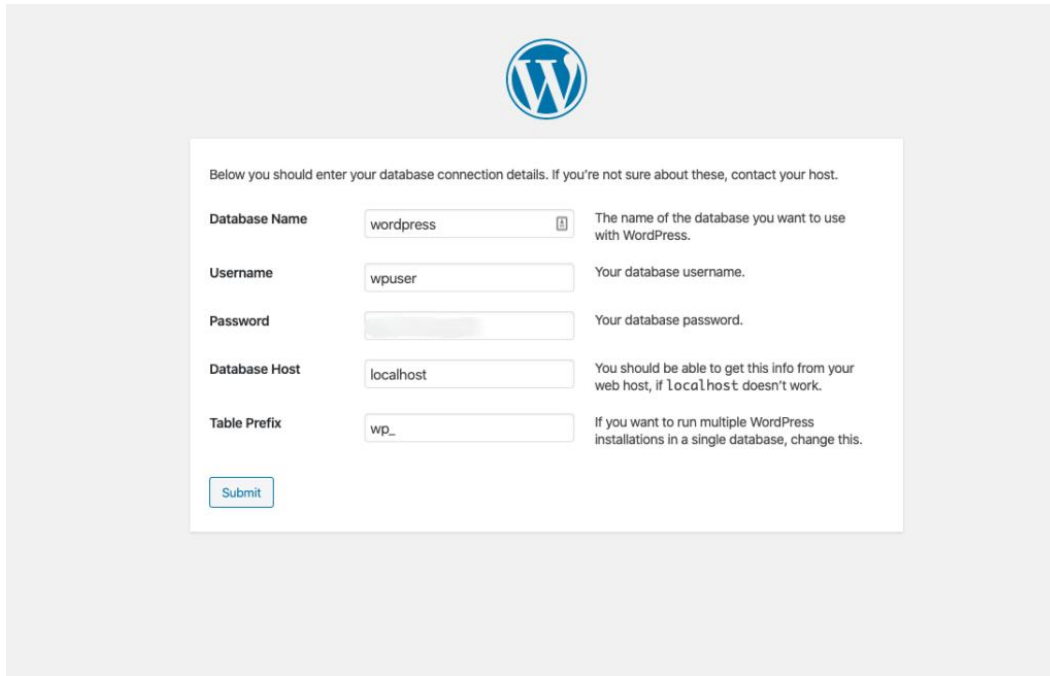
3. Upload the WordPress files to the desired location on your web server:
 - If you want to integrate WordPress into the root of your domain (e.g. <https://example.com/>), move or upload all contents of the unzipped WordPress directory (excluding the WordPress directory itself) into the root directory of your web server.
 - If you want to have your WordPress installation in its own subdirectory on your website (e.g. <https://example.com/blog/>), create the blog directory on your server and upload the contents of the unzipped WordPress package to the directory via FTP.
4. Run the WordPress installation script by accessing the URL in a web browser. This should be the URL where you uploaded the WordPress files.

Point a web browser to start the installation script.

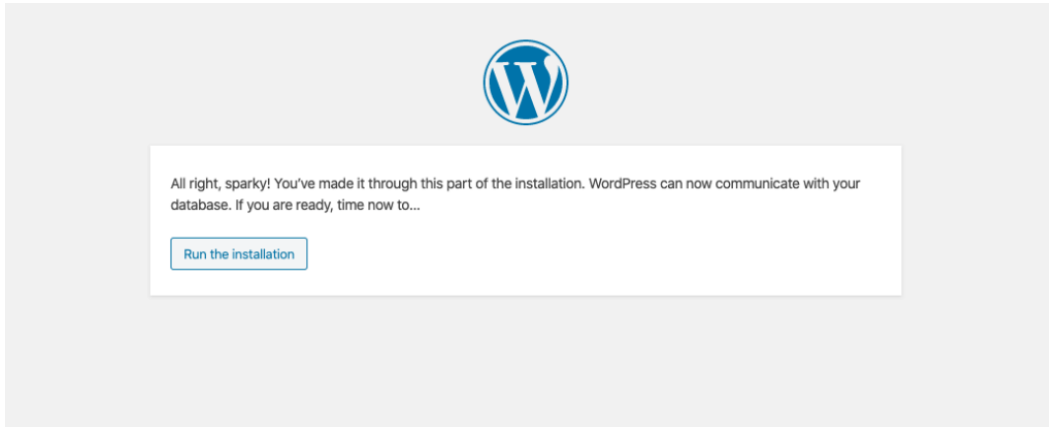
 - If you placed the WordPress files in the root directory, you should visit: <https://example.com/wp-admin/install.php>
 - If you placed the WordPress files in a subdirectory called blog, for example, you should visit: <https://example.com/blog/wp-admin/install.php>
5. Choose the language in WordPress prompt and click **Continue**. A prompt requiring Database information will appear.



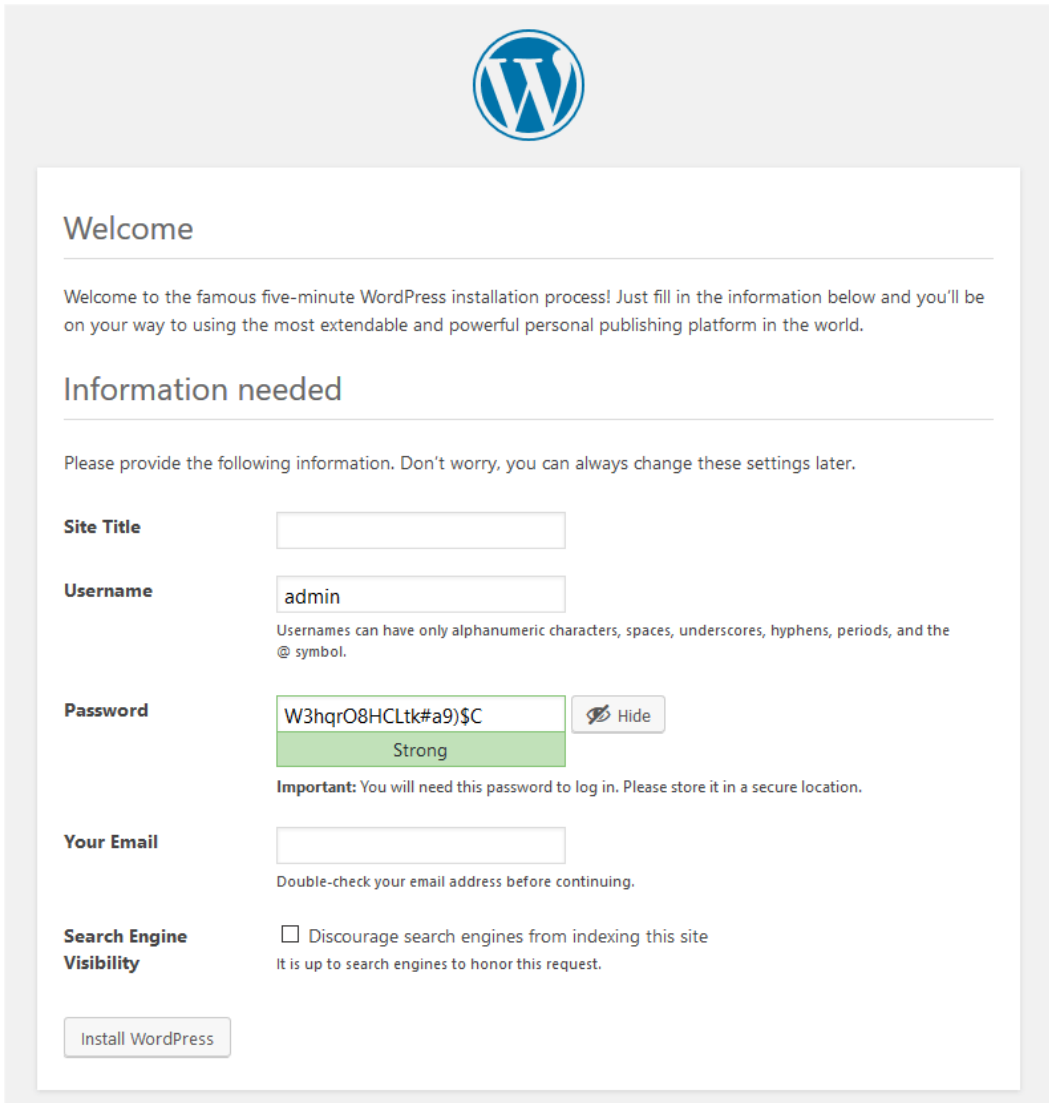
6. Enter the required information and click **Submit**.



7. Click **Run the installation**.



8. Enter Site Title, Username, Password, Your Email and click **Install WordPress**.



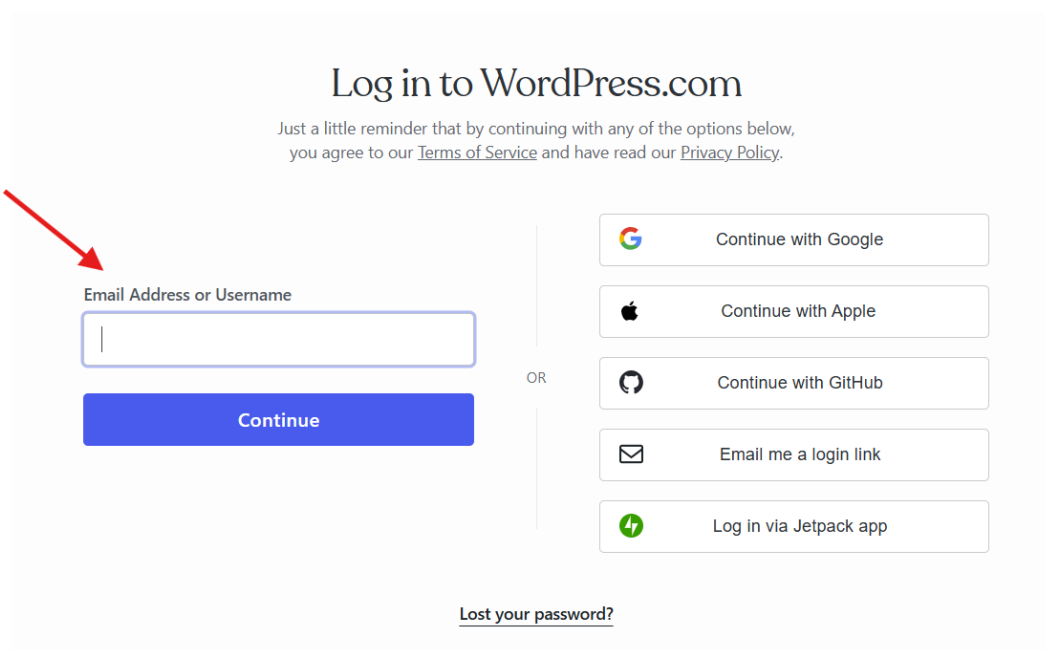


9. If you successfully install the WordPress, login prompt will be displayed. That's it! WordPress should now be installed.

The WordPress Login

After installation, you can log in to your WordPress site using the login screen. To log in to the WordPress admin area, follow the steps below:

1. Open a web browser and go to **yourdomain.com/wp-admin**.
2. Enter your **Email Address or Username** and **password**.
3. Click **Log In**.
4. Once logged in, you will be redirected to the WordPress dashboard.

A screenshot of the WordPress login page. The title is "Log in to WordPress.com". Below the title is a disclaimer: "Just a little reminder that by continuing with any of the options below, you agree to our [Terms of Service](#) and have read our [Privacy Policy](#)." The main form has a label "Email Address or Username" above a text input field. A red arrow points to the input field. Below the input field is a blue "Continue" button. To the right of the input field is the word "OR". To the right of "OR" are five buttons: "Continue with Google" (with the Google logo), "Continue with Apple" (with the Apple logo), "Continue with GitHub" (with the GitHub logo), "Email me a login link" (with an envelope icon), and "Log in via Jetpack app" (with the Jetpack logo). At the bottom of the form is a link that says "Lost your password?".

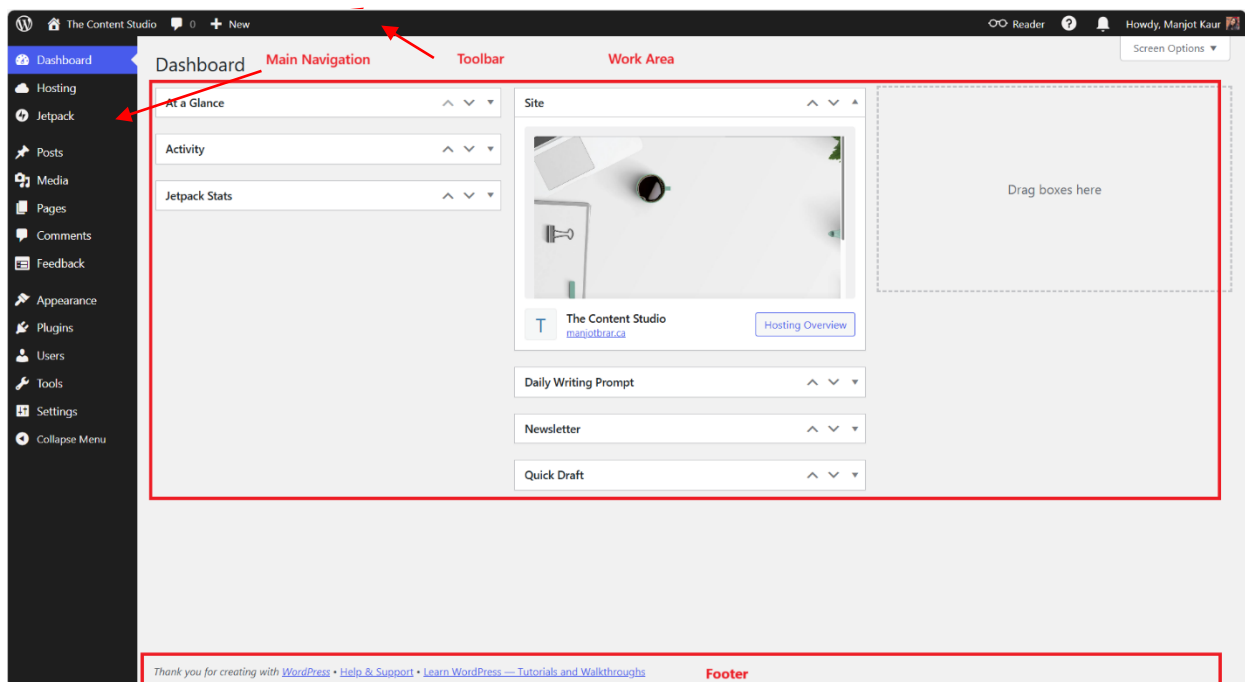


Chapter 3 Navigating the WordPress Administration Screen

The Administration Screen provides access to the control features of your WordPress installation.

Common Layout

Each Administration Screen is presented in sections, the toolbar, The main navigation, the work area, and the footer.



Toolbar displays links to various administration functions and appears at the top of each Administration Screen. Many Toolbar items expand (flyout) when hovered over to display more options.

Main Navigation Lists administrative functions available in WordPress. Includes a Collapse menu button at the bottom to shrink the menu into icons or expand it fully. Sub-menus, such as Posts, expand when hovered over and fully expand when clicked.

Work Area displays information relevant to a selected navigation option, such as adding a new post.



Footer appears at the bottom of each Administration Screen with links to WordPress help, support, tutorials and a note of appreciation.

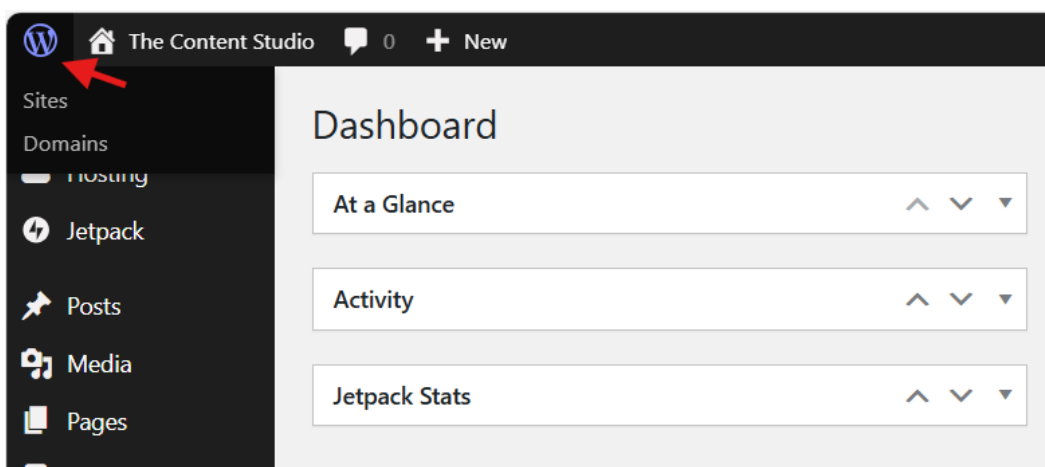
Toolbar

The Toolbar contains links to information About WordPress, as well as quick links to create new posts, pages and links, add new plugins and users, review comments, and alerts to available updates to your site.

Tips: To hide the Toolbar, go to **Administration Screens > Users > Edit Profile**, and turn off **Show Toolbar when viewing site**.

WordPress Logo

Hover over the logo on the left side of the Toolbar, to see links to your sites and Domains that you own.



Visit Site link

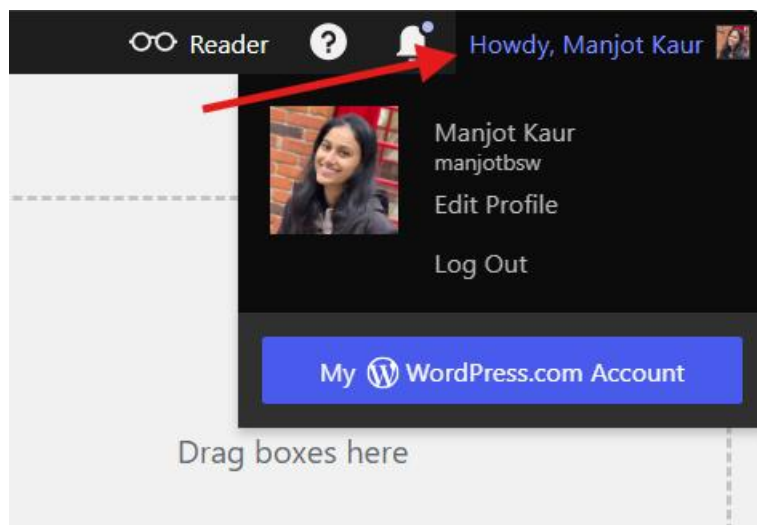
In the Toolbar, to the right of the WordPress logo, your site name is displayed as a link. Hover over the site name to see the View Site link to visit the main page of your site.

Howdy, User

On the right of the Toolbar is "Howdy, User", with an image of your Gravatar. When hovered over, this expands to link you to your Profile Screen as well as



a Log Out Link.

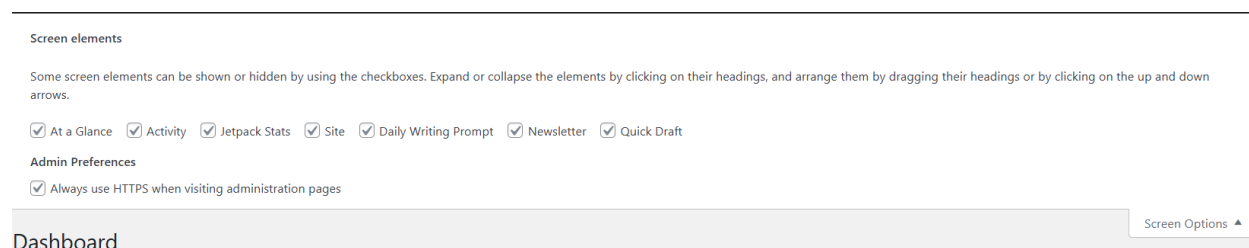


Screen Options

The Screen Options tab, located below the toolbar, allows customization of the **work area** for each Administration Screen. Available options vary based on the selected screen.

Modify Display Settings

1. Click the **Screen Options** tab to expand the available options.
2. Select or deselect the desired checkboxes.
3. Click the **Screen Options** tab again to collapse the menu.



Help

The contextual **Help**, displays as hanging tab under the toolbar, provides



relevant help topics based on the active Administration Screen. The available help topics vary depending on the selected screen.

Dashboard- Information Central

The Dashboard tells you about recent activity both at your site and in the WordPress community, and update information.

Dashboard

Welcome – Shows links for some of the most common tasks when setting up a new site.

At A Glance – Displays a summary of the content on your site and identifies which theme and version of WordPress you are using.

Activity – Shows the upcoming scheduled posts, recently published posts, and the most recent comments on your posts and allows you to moderate them.

Quick Draft – Allows you to create a new post and save it as a draft. Also displays links to the 5 most recent draft posts you've started.

WordPress Events and News – Latest local events and news from the official WordPress project.

PHP Info – Shows the current PHP version your WordPress website is running on and whether the update is needed.

Site Health Status – Overview of current state of your website and if any parts of it needs improvements.

Updates

You can update to the latest version of WordPress, as well as update your themes, plugins, and translations from the WordPress.org repositories.

If an update is available, you'll see a notification appear in the Toolbar and navigation menu. Keeping your site updated is important for security. It also makes the internet a safer place for you and your readers.

When you are notified that a new version is available and want to update, click **Update Now**.

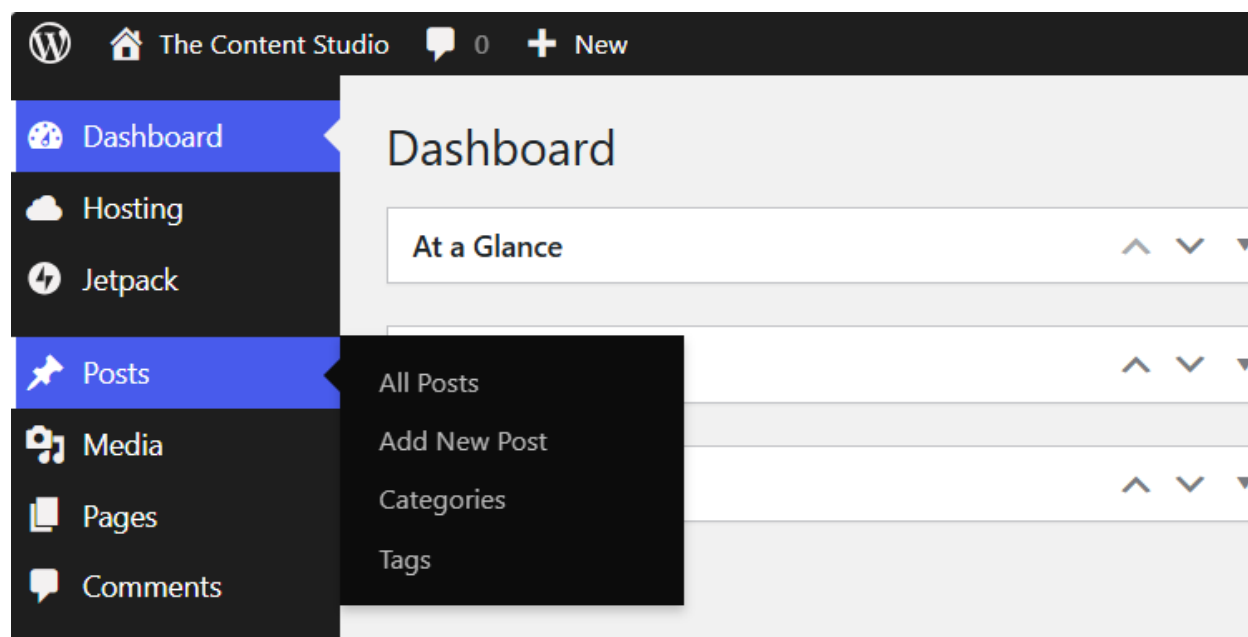


Hosting

This screen provides information about Hosting Provider, including plans, add-ons, Emails, Domains, Purchases and Marketing.

Posts

Posts are the primary content component of a blog, consisting of written articles, compositions, or discussions.



All Posts

All posts screen allows selection of posts for editing, deletion, or viewing. Multiple posts can be selected for bulk editing or deletion. The **Quick Edit** tool enables in-line modification of post attributes. Search and filtering options facilitate locating specific posts.

Add New Post

Add New Posts screen is where you write new Posts. While you are writing those Posts, you can also create new Categories and new Tags. In addition, any Media can be uploaded and inserted into the Posts.

Categories



Every Post in WordPress is filed under one or more Categories. Categories allow the classification of your Posts into groups and subgroups, thereby aiding viewers in the navigation and use of your site.

In creating categories, recognize that each category name must be unique, regardless of hierarchy.

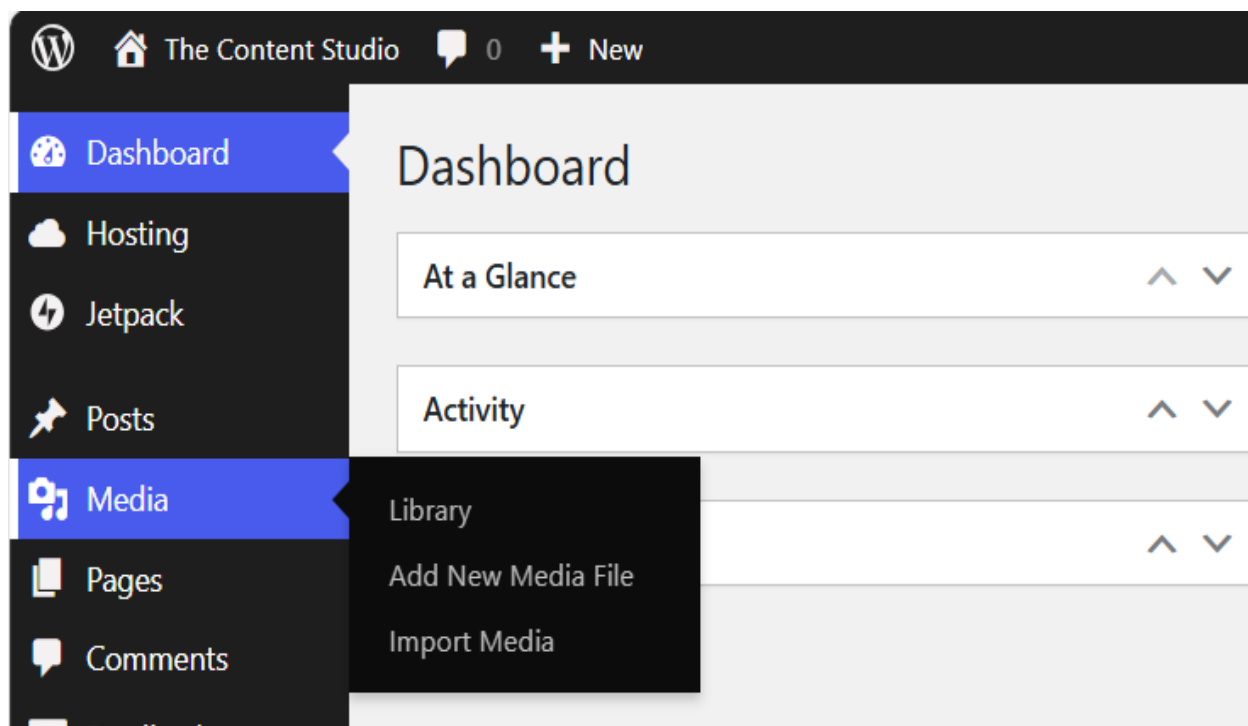
The Posts Categories Screen allows you to add, edit, and delete Categories, as well as organize your categories hierarchically.

Tags

Tags are the keywords assigned to posts that enhance content organization and searchability. Unlike categories, tags do not have a hierarchical structure. The Posts Tags screen allows for adding, modifying, and deleting tags.

Media

Media is the images, video, recordings, and files, you upload and use in your blog. Media is typically uploaded and inserted into the content when writing a Post or Page.





Library

The Media Library Screen allows you add, edit, delete or view Media previously uploaded to your blog. Multiple Media objects can be selected for deletion. Search and filtering ability is also provided to allow you to find the desired Media.

Add New Media

The Media Add New Screen allows you to upload new media to later use with posts and pages.

Import Media

WordPress allows you to import media from various platforms directly into the Media Library. To begin, select a platform from the options **such as**, Google Photos, Pexels free photos, **or** Openverse.

Pages

A Page is another tool to add content to a WordPress site and is often used to present “static” information about the site. A good example of a Page is the information contained in “About” or “Contact” Pages.

All Pages

The All Pages Screen provides the necessary tools to edit, delete or view existing Pages. Multiple Pages can be selected for deletion and for editing. The bulk edit tool allows specific fields to be modified for multiple pages simultaneously. The Quick Edit tool enables in-line updates to individual pages. Various search and filtering options help locate specific pages for editing or deletion.

Add New Page

The Add New Page Screen allows you to create new Pages.

Comments

Comments are a feature of blogs which allow readers to respond to Posts. In the Comments Screen you can edit and delete as well as mark comments as spam.



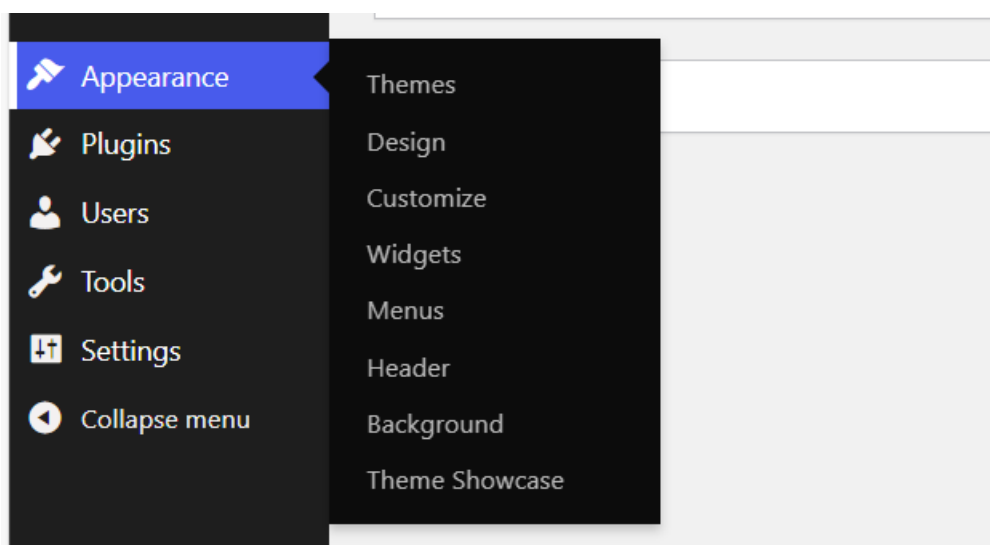
Comments awaiting moderation are indicated at the top of the screen. A search function allows for locating specific comments.

Feedback

Feedback provides insights from form responses and ratings post, blogs and overall performance of content.

Appearance

WordPress allows you to easily style your site by either installing and activating new Themes or customizing existing Themes. In appearance you can customize, Theme, Widgets, Menus and Header.



Themes

A Theme is the overall design of a site and encompasses color, graphics, and text. WordPress offers a selection of themes that can be installed and customized. The Themes screen enables theme selection, previewing, and customization. In addition, under the Install Themes tab you can find and install new Themes.

Customize

The Customize Screen displays the settings that can be customized for a specific theme. The Customize screen provides options such as color adjustments and background image selection.



Widgets

Widgets are gadgets that allow you to add various pieces of information to your Theme's sidebar content. Widgets, for example, can be used to add Categories, Archives, Blogroll, Recent Posts, and Recent Comments to your sidebar.

Menus

The Menus feature allows you to create a navigation menu of pages, categories, custom links, tags, etc. that is presented to your visitors. A custom menu WordPress Widget allows display of a custom menu in the sidebar or other widgetized areas in the Theme.

Header

The Header feature allows you to manage what image is displayed in a Theme's header. WordPress allows you to preview, upload, remove, and set as default, the images you want randomly displayed in the header.

Plugins

Plugins allow you to add new features to your WordPress site that don't come with the default installation. There are a rich variety of Available Plugins for WordPress. Plugin screen allows you to see **Installed Plugins** and to activate. You can **Add New Plugins** as required. Using the **Plugin File Editor** Screen, you can modify the source code of all your plugins.

Installing Plugins

1. Navigate to **Plugins > Add New**.
2. Search for a plugin or upload one manually.
3. Click **Install Now**, then activate it.

Managing Plugins

1. Navigate to **Plugins > Installed Plugins**.
2. Click **Activate**, **Deactivate**, or **Delete** as needed.



Users

Every blog probably has at least two users: admin, the account initially set up by WordPress, and the user account you, as the author/owner of the blog, use to write posts. This section allows to manage user accounts and roles. The Users screen allows for adding, modifying, and deleting user accounts.

All Users

You can manage the accounts of all your site's users at the All Users screen.

Add New User

You can create new users with the Add New User screen.

Your Profile

Your Profile screen allows to change any information related to your user account.

Tools

WordPress Tools provide you the ability to speed up WordPress for your local machine, **Import** content from other sources, **Export** your content, or to upgrade your WordPress software to a new release. It shows **available tools** and tools for **advertising**, **Theme File Editor** and **Plugin File Editor**.

Settings

WordPress settings enable users to manage key aspects of their site, such as the site title, tagline, and logo under **General Settings**.

- **Writing** and **Reading** settings define how content is composed and displayed, including default categories and homepage post visibility.
- **Discussion** settings control comment moderation and approval requirements.
- **Permalink** settings allow for customizing URL structures.
- **Privacy** settings help ensure compliance with regulations by managing privacy policies.



- **Sharing** settings integrate social media features to enhance content distribution.



Chapter 4: Working with Content

Creating and managing content is a fundamental aspect of maintaining a WordPress website. This chapter guides users through the process of creating and editing pages and posts, using the Block Editor (Gutenberg), and managing media files.

Block Editor (Gutenberg)




The Block Editor provides a flexible way to structure and format content using blocks. Each block represents a distinct content element, such as paragraphs, images, headings, or lists.

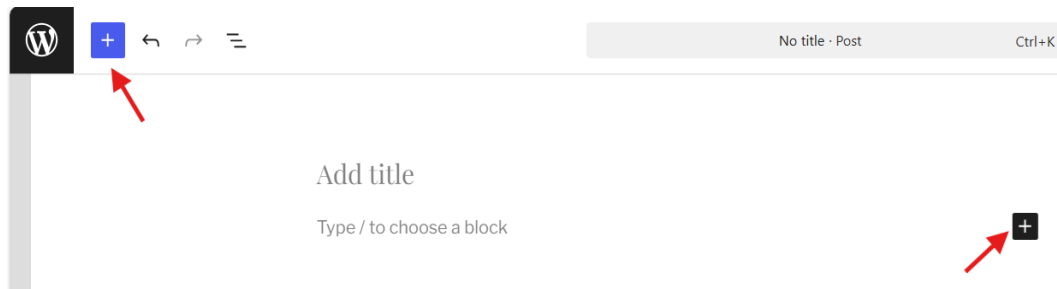
Key Features

- **Customization:** Customizing become much easier by utilizing features like full-site editing, patterns, block themes, and more.
- **Editing:** With the release of Gutenberg in WordPress 5.0, the way of creating and editing posts/pages changed utterly.
- **Designing:** Gutenberg editor uses a drag-and-drop approach to design pages. This also reduces the need to design all the pages in third-party page builder plugins.
- **Formatting Options:** Customize text appearance, alignment, and more.
- **Reusable Blocks:** Save frequently used blocks for later use.

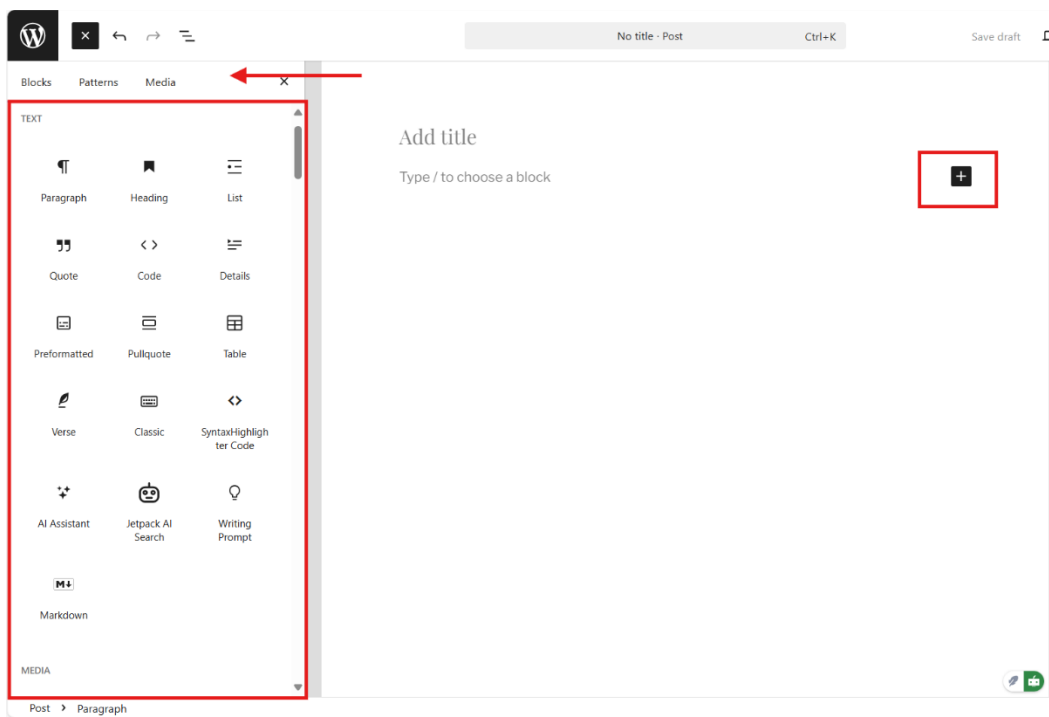
WordPress Block Editor provides various block categories such as Text, Media, Design, Widgets.

Adding Block to Post/Page

1. Open New Page or New Post.
2. Click  Block Inserter, on the top left corner of the editor, to open categorized list of all the blocks. OR
3.  icon below Add title; also lets you add a block. Click , It will open a Dropbox with standard block.



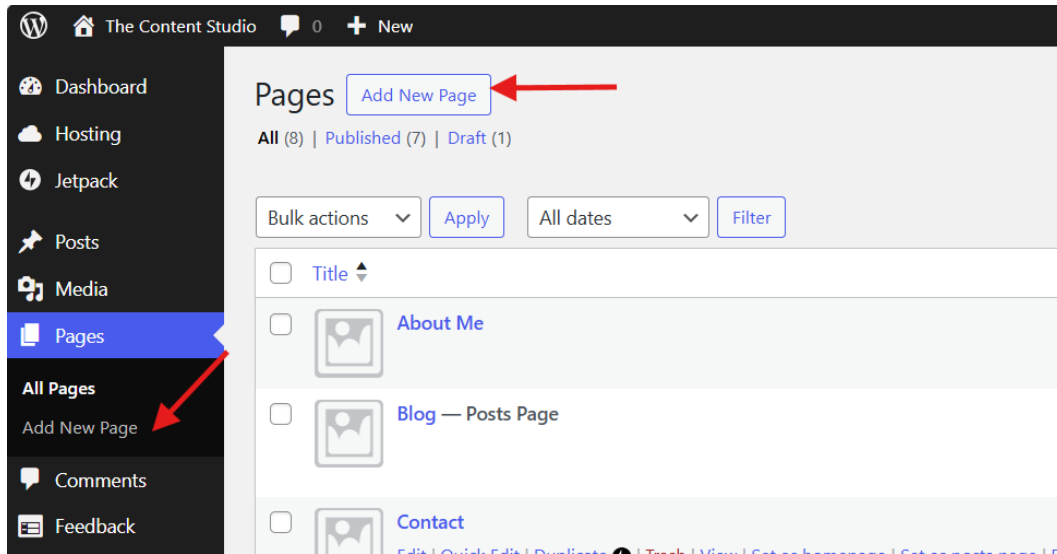
4. Click **Brows All**. It will open categorized list of the all the blocks to choose from.
5. Select and click required block. It will be added to your post or page.



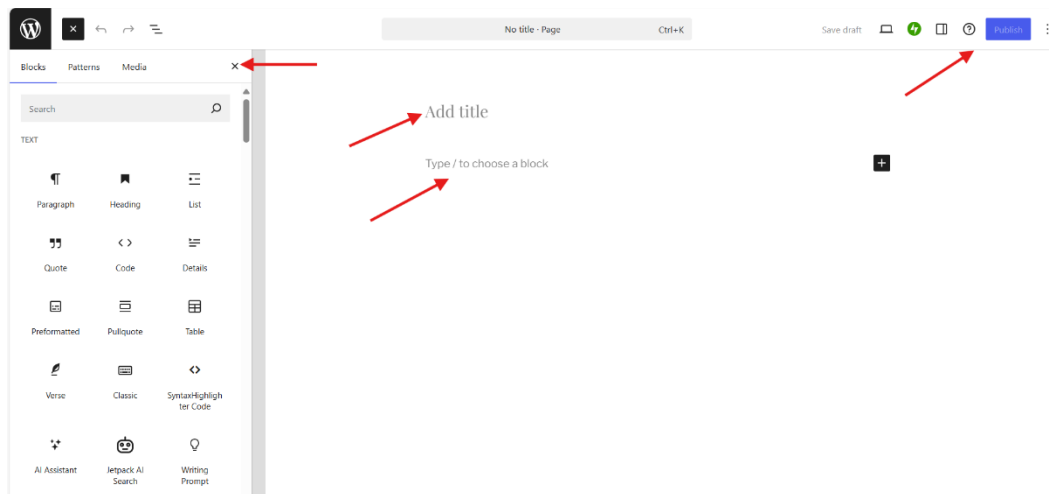
Creating and Editing Pages

Adding a new page

1. Log in to your WordPress admin screen.
2. Click the **Pages > Add New Page** in the left sidebar.
3. Alternatively, you can also click the *Add New Page* in the Pages screen.

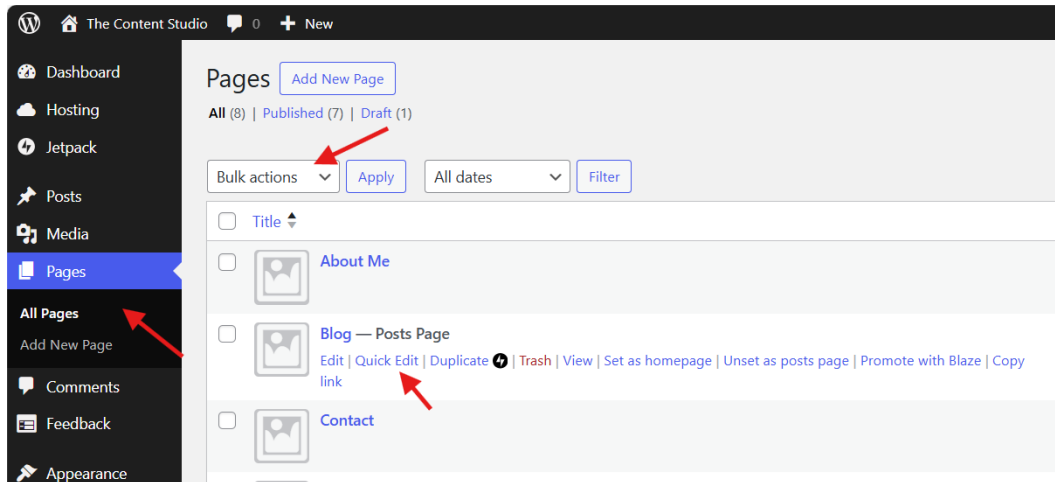


4. Add a title for the page.
5. Use the Block Editor to add content such as text, images, and other elements.
6. Click **Publish** to make the page live or **Save Draft** to continue editing later.

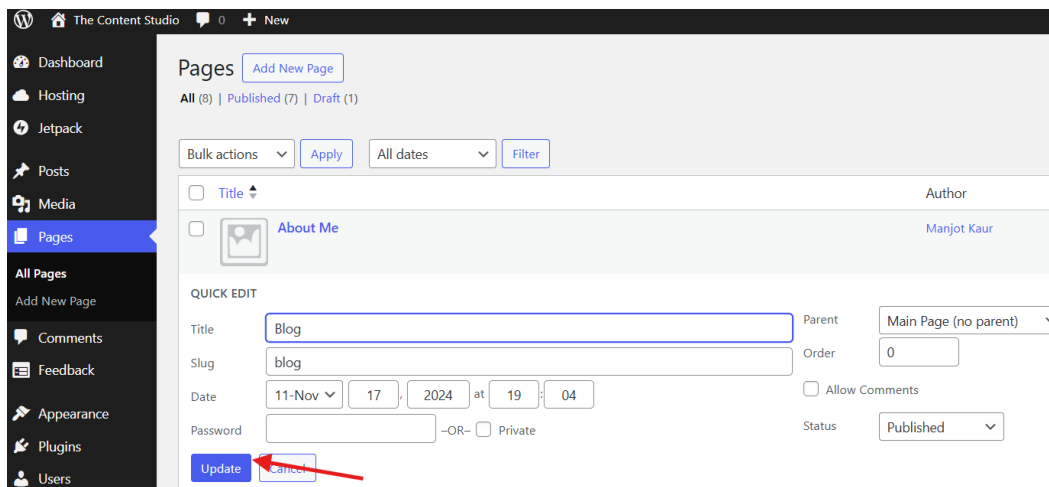


Managing existing page

1. Click **Pages > All Pages**.
2. Use *Quick Edit* for in-line modifications.

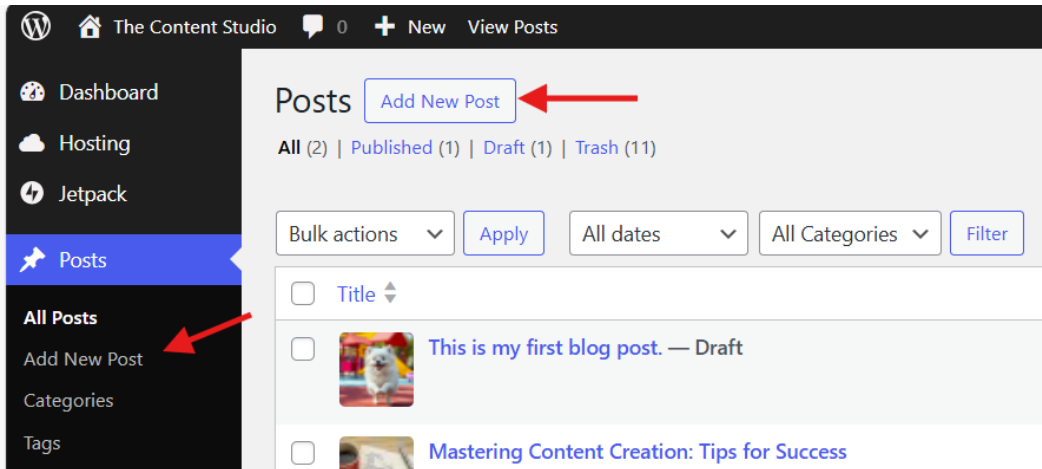


3. Apply bulk editing to modify or delete multiple pages simultaneously.
4. Utilize search and filtering tools to locate specific pages.
5. Click **Update** to save changes.

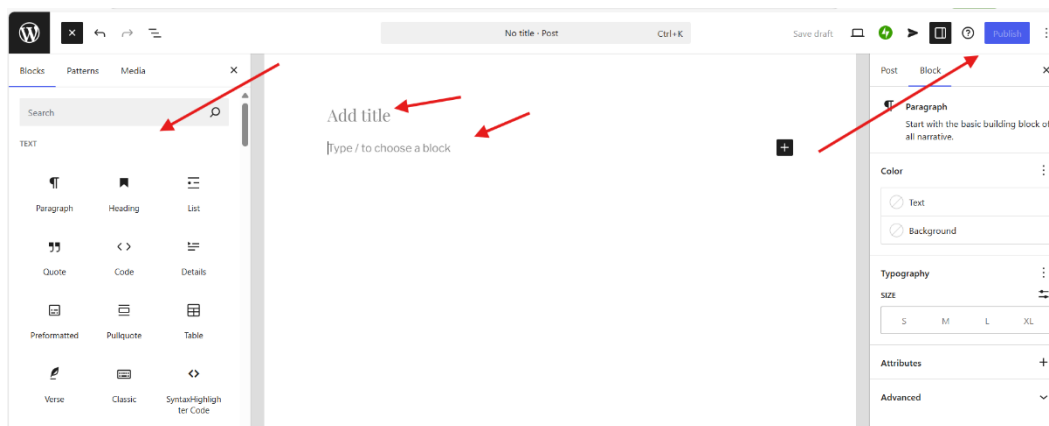


Creating a New Post

1. Navigate to **Posts > Add New Post**. This will open the Block Editor.



2. Enter appropriate post title.
3. Click **+** Block Inserter, on the top left corner of the editor.
4. Choose and click available blocks like Paragraph, Heading, Image, List and more to add.
5. Use formatting options to structure content effectively.
6. Add categories and tags to enhance organization.
7. Click **Publish** to make the post live or **Save Draft** to continue later.

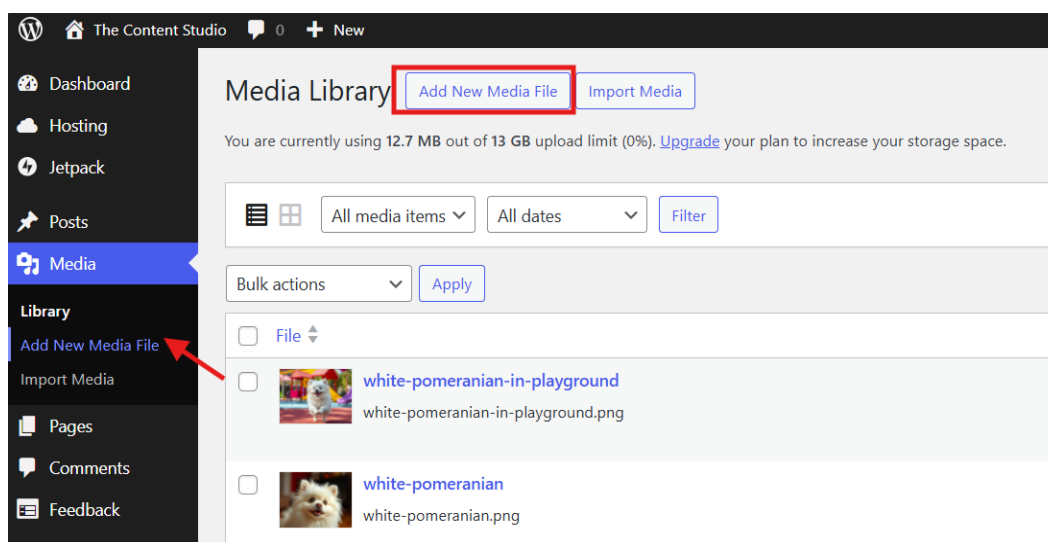


Working With Media

Uploading Media to Library



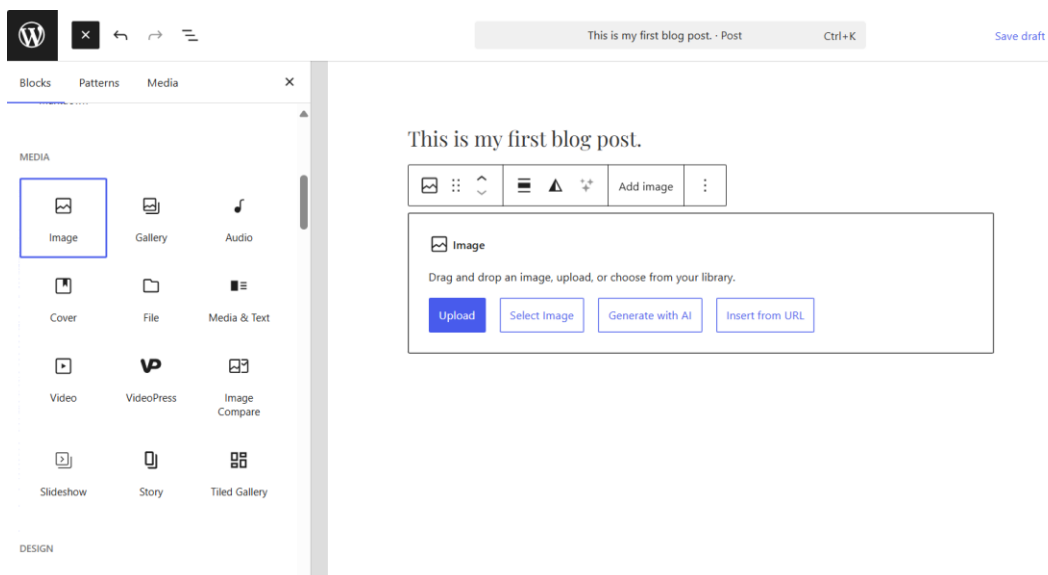
1. Navigate to **Media > Add New Media File**.



2. Drag and drop files or click **Select Files** to upload media.
3. Uploaded files appear in the Media Library for future use.

Inserting Media to Posts and Pages

1. Open a post or page in the Block Editor.
2. Click **+** and select the appropriate media block (Image, Video, Audio, etc.).





3. *Upload from your device, Select Image from Media Library, Generate with AI, or Insert from URL.*
4. Adjust alignment, captions, and other settings.