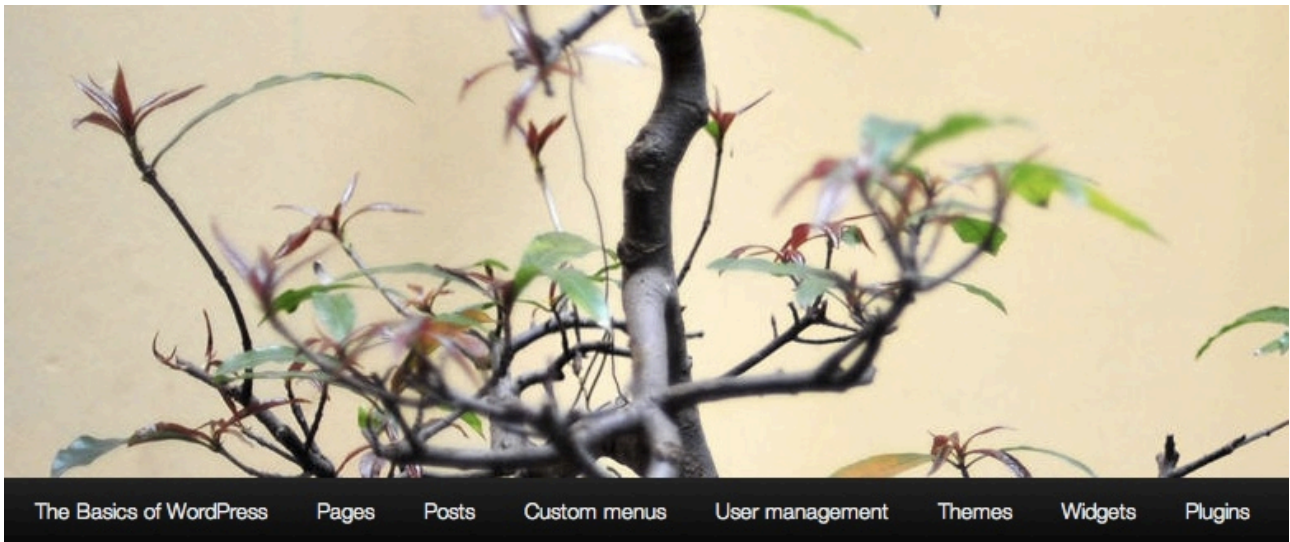


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# WordPress for Beginners, Easy as 1-2-3!



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Written By N.J.

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# WordPress for Beginners, Easy as 1-2-3

## About the author

Hi, my name is Nico and I've been creating websites for over 13 years now.

I studied to become a teacher and graduated in 2002. After my graduation, I started working in a bank where I wrote applications in MS Access and MS Excel.

After 3 years I quit my job to start at a university college where I helped developing the digital learning environment and training the staff. In this period, I also started to create PHP-MySQL applications. I've worked there for 4 years.

Today, I'm full time web developer, developing PHP-MySQL applications. I also run a small company that creates websites running on WordPress. In the free time that's left I run my blogs [wordpressninja.com](http://wordpressninja.com) and [wpbrix.com](http://wpbrix.com) (which is my newest blog).

## About this guide

I created this free guide as a start for people who want to start with WordPress.

After reading this guide, you'll be able to create your own blog or CMS-driven website with WordPress. Although not every aspect of WordPress is described in detail, I enclosed enough links to other sites and books so you'll know where to find the right information.

Please note that much of this publication is based on personal experience. The author is not responsible for any errors, mistakes, any loss of profit or any other commercial damage.

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## Where to find help?

For most of your questions, the official WordPress forum is a great place to find information or to ask a question. You can find this forum at:

[www.wordpress.org/forums](http://www.wordpress.org/forums)

If you have questions about a commercial theme or plugin, it's better to first contact the author. Some of them have their own forum, some of them also use the official WordPress forum.

# Introduction

## What is WordPress?

With WordPress you can easily create and maintain a blog or a website.

## WordPress.com vs WordPress.org

There are 2 versions of WordPress, [WordPress.com](https://WordPress.com) and [WordPress.org](https://WordPress.org).

WordPress.com is very easy to start with. Just go to WordPress.com, sign up and start blogging. The basic version is free, but it will show ads to your visitors. You have to pay to remove the ads and to use your own domain name.

WordPress.org is the selfhosted version. This means you have to download the software and install it on your own web hosting / server. This might be a little bit more work but you'll also have much more possibilities: there are a lot more plugins available and you can choose or create your own themes.

**In this tutorial, you'll learn how to use the selfhosted version of WordPress (= WordPress.org).**

## Why choose WordPress?

- open source software
- easy to use
- flexible
- used worldwide
- constantly in development

### Open source software

WordPress is open source software. This means that you don't have to pay for a license or you don't have to pay to use it.

### Easy to use

WordPress is easy to use. Not only it's simple to install and to configure, you also don't need any technical knowledge to create and maintain the content.

### Flexible

Because WordPress is a flexible platform, it's easy to suit your needs. The standard configuration contains the basics, but you also can extend WordPress with a lot of interesting and powerful plugins.

### Used worldwide

WordPress is used worldwide; thousands of blogs and websites run on the WordPress platform. Depending on the source, it's reported that 8 to 12% of the websites worldwide are running on WordPress!!

### Constantly in development

A lot of developers work together to constantly make WordPress better.

# Installation

## Preparation

Before starting to install WordPress, you need a couple of things:

- A domain name and web hosting
- WordPress software

### A domain name and web hosting

The first step is choosing a domain name (for example [www.mydomain.com](http://www.mydomain.com)) and web hosting. There are a lot of sorts of web hosting. In most cases the registration of the domain name is included with the web hosting. If you're just starting with WordPress, then I advise you to go for cheap shared web hosting. At any time, you'll be able to move your blog to another web host if you need more power. Examples of companies offering shared hosting are: [Bluehost](http://Bluehost), [Dreamhost](http://Dreamhost) and [Hostgator](http://Hostgator). Of course, there are MUCH more web hosting companies, so feel free to choose your own.

If you're building a professional blog or website for a lot of visitors that has to be fast, then I advise you to take a look at managed WordPress hosting like [WPEngine](http://WPEngine), [Page.Ly](http://Page.Ly) or [ZippyKid](http://ZippyKid).

For more information, reviews and speed tests of web hosting, please check my blog [wpbrix.com/hosting/](http://wpbrix.com/hosting/)

### WordPress software

You can download WordPress for free at [www.wordpress.org](http://www.wordpress.org).

## Step by step installation

WordPress is famous for its "5 minutes installation" (sounds great, isn't it?)

### Step 1: Upload the WordPress software

After you downloaded WordPress and unpacked the zip file, you have to upload WordPress through FTP to your web hosting. Normally you don't have to create an extra folder, unless you want WordPress to be installed in a subfolder.

### Step 2: Start the installation

In your web browser, visit the url where you installed WordPress. In most cases this will be something like <http://www.yourdomain.com>.

### Step 3: Create a configuration file

In this screen you'll see next message:



Click the "Create a Configuration File" button.

*It's possible that WordPress can't create the configuration file. When you experience this problem, search for wp-config-sample.php on your web space. Just make a copy of wp-config-sample.php and rename it to wp-config.php. Now try again.*

#### Step 4: Welcome message

The next screen is a welcome message. It also reminds you to the fact that you need all the information you got from your web host.



Welcome to WordPress. Before getting started, we need some information on the database. You will need to know the following items before proceeding.

1. Database name
2. Database username
3. Database password
4. Database host
5. Table prefix (if you want to run more than one WordPress in a single database)

**If for any reason this automatic file creation doesn't work, don't worry. All this does is fill in the database information to a configuration file. You may also simply open wp-config-sample.php in a text editor, fill in your information, and save it as wp-config.php.**

In all likelihood, these items were supplied to you by your Web Host. If you do not have this information, then you will need to contact them before you can continue. If you're all ready...

Let's go!



## Step 5: Fill In The Database Connection Details

In the following screen you need to fill in the database connection details:



The image shows the WordPress database connection details form. At the top is the WordPress logo. Below it is a message: "Below you should enter your database connection details. If you're not sure about these, contact your host." The form contains five input fields, each with a label, a value, and a description:

Field Label	Value	Description
Database Name	kickstartwordpress	The name of the database you want to run WP in.
User Name	root	Your MySQL username
Password	root	...and your MySQL password.
Database Host	localhost	You should be able to get this info from your web host, if localhost does not work.
Table Prefix	kswp_	If you want to run multiple WordPress installations in a single database, change this.

At the bottom left is a "Submit" button.

The following fields have to be filled in:

- Database Name: the name of your database
- User name: the MySQL username
- Password: the MySQL password
- Database Host: by default this is localhost (only change this if you have another database server from your web host)
- Table Prefix: by default this is "wp\_" **but for security reasons it's better to fill in another table prefix.**

Click the "Submit"-button to proceed.

If you see this screen, your database connection details are ok:



Click the "Run the install" button to start the installation of WordPress

## Step 6: fill in the basic information

In the following screen you have to fill in some basic information

This image shows the "Information needed" screen of the WordPress installation process. It features the WordPress logo at the top. Below the logo, a "Welcome" section provides introductory text. The main section, "Information needed", asks the user to provide the following information: Site Title (with the example "Kick Start WordPress"), Username (with the example "myadmin" and a note that usernames can only have alphanumeric characters, spaces, underscores, hyphens, periods, and the @ symbol), Password, twice (with a note that a password will be automatically generated if left blank, a "Strong" strength indicator, and a hint that passwords should be at least seven characters long and include upper and lower case letters, numbers, and symbols like ! \* ? \$ % ^ & .), Your E-mail (with the example "nico.wordpressninja@gmail.com" and a note to double-check the email address), and Privacy (with a checked box for "Allow my site to appear in search engines like Google and Technorati"). At the bottom, there is a button labeled "Install WordPress".

- Site title: fill in the title of your blog or website.
- Username: choose a username. By default “admin” is filled in but **for security reasons I advise you to choose another username**. This makes it harder for hackers to guess your administrator username.
- Password, twice: fill in a password. **For security reasons, pick a strong password that’s not easy to guess!!**
- Your E-mail: fill in a valid e-mail.
- Allow my site to appear in search engines like Google and Technorati: select this so your website can be found and indexed by search engines.

Click the “Install WordPress” button after you filled in the needed information.

## Step 7: installation completed



That’s it!

Click the “Log In” button to get access to the back office where you can manage WordPress.

## Web host with a pre-installed version of WordPress

As you can see, installing WordPress is very easy. But there are some companies offering web hosting with a WordPress 1-click-installation. This makes it even easier to install WordPress!

Another option is managed WordPress hosting. In this case, WordPress will already be installed, together with a selection of plugins. Examples of companies offering managed WordPress hosting are [WPEngine](#), [Page.Ly](#) and [ZippyKid](#).

## More information

Check out the WordPress Codex for more information about the installation of WordPress:

[codex.wordpress.org](http://codex.wordpress.org)

If you have a question or if you need help, check out the Official WordPress forum:

[wordpress.org/support/](http://wordpress.org/support/)

## Getting to know the dashboard

### Front end / back end

#### Front end

The front end is the part of your blog or website your visitors can see.

#### Back end

The Back end is the part where you can log in and manage your blog. This is the CMS (Content Management System) part. Here you can add, edit and delete content. It's also the place to fully configure your blog.

### Log in (to get access to the back end)

You have to log in to get access to the back end (the part where you can manage your blog).

You can log in through <http://www.yourdomain.com/wp-login.php>. Now you'll see the following screen:

The image shows the WordPress login interface. At the top, there is the WordPress logo (a circular 'W' icon) followed by the word 'WORDPRESS' in a serif font. Below this is a white rectangular box containing the login form. Inside the box, there are two text input fields: the first is labeled 'Username' and the second is labeled 'Password'. Below the password field is a checkbox labeled 'Remember Me'. To the right of the checkbox is a blue button with the text 'Log In' in white. Below the login box, there are two links: '[Lost your password?](#)' and '[← Back to Kick Start WordPress](#)'.

WordPress

Username

Password

☐ Remember Me **Log In**

[Lost your password?](#)

[← Back to Kick Start WordPress](#)

Here you have to fill in your username and your password. Click the “Log in” button. After you logged in, you’ll see the back end of your blog:

Kick Start WordPress

Now

Howdy, myadmin

Dashboard

Screen Options

Help

Home

Updates

Posts

Media

Links

Pages

Comments

Appearance

Plugins

Users

Tools

Settings

Collapse menu

WordPress

Version 3.3.1

## Welcome to your new WordPress site!

If you need help getting started, check out our documentation on [First Steps with WordPress](#). If you'd rather dive right in, here are a few things most people do first when they set up a new WordPress site. If you need help, use the Help tabs in the upper right corner to get information on how to use your current screen and where to go for more assistance.

Basic Settings

Here are a few easy things you can do to get your feet wet. Make sure to click Save on each Settings screen.

- [Choose your privacy setting](#)
- [Select your tagline and time zone](#)
- [Turn comments on or off](#)
- [Fill in your profile](#)

Add Real Content

Check out the sample page & post editors to see how it all works, then delete the default content and write your own!

- View the [sample page](#) and [post](#)
- Delete the [sample page](#) and [post](#)
- [Create an About Me page](#)
- [Write your first post](#)

Customize Your Site

Use the current theme — Twenty Eleven — or [choose a new one](#). If you stick with Twenty Eleven, here are a few ways to make your site look unique.

- [Choose light or dark](#)
- [Set a background color](#)
- [Select a new header image](#)
- [Add some widgets](#)

Already know what you're doing? [Dismiss this message.](#)

Right Now

Content	Discussion
1 Post	1 Comment
1 Page	1 Approved
1 Category	0 Pending
0 Tags	0 Spam

Theme **Twenty Eleven** with 6 Widgets

You are using **WordPress 3.3.1**.

QuickPress

Title

Upload/Insert

Content

Tags

Save Draft

Reset

Publish

Recent Comments

From Mr WordPress on Hello world! #

Hi, this is a comment. To delete a comment, just log in and view the post's comments. There you will have ...

All

Pending (0)

Approved

Spam (0)

Trash (0)

Incoming Links

RSS Error: WP HTTP Error: Couldn't resolve host 'blogsearch.google.com'

Plugins

Recent Drafts

There are no drafts at the moment

WordPress Blog

RSS Error: WP HTTP Error: Couldn't resolve host 'wordpress.org'

Other WordPress News

RSS Error: WP HTTP Error: Couldn't resolve host 'planet.wordpress.org'

Thank you for creating with WordPress.

Version 3.3.1

The upper part is a welcome message helping you to start with WordPress. To remove this message from the dashboard, click the “Dismiss” link right above or the “Dismiss this message” link on the bottom.

# Configuring WordPress (Settings)

## General Settings

You can find the general settings through “Settings” > “General” in the left menu. In this screen you can configure the basics of your site setup.

The screenshot shows the WordPress 'General Settings' page. The left sidebar contains a menu with 'Settings' expanded, showing sub-items like 'General', 'Writing', 'Reading', 'Discussion', 'Media', 'Privacy', 'Permalinks', and 'SyntaxHighlighter'. The 'General' sub-item is selected. The main content area is titled 'General Settings' and contains several configuration fields:

- Site Title:** Kick Start WordPress
- Tagline:** Just another WordPress site (with a note: 'In a few words, explain what this site is about.')
- WordPress address (URL):** http://localhost:8888/kickstartwordpress
- Site address (URL):** http://localhost:8888/kickstartwordpress (with a note: 'Enter the address here if you want your site homepage to be different from the directory you installed WordPress.')
- E-mail address:** nico.wordpressninja@gmail.com (with a note: 'This address is used for admin purposes, like new user notification.')
- Membership:** ☐ Anyone can register
- New User Default Role:** Subscriber (dropdown menu)
- Timezone:** UTC+0 (dropdown menu) (with a note: 'UTC time is 2011-10-28 5:35:43' and 'Choose a city in the same timezone as you.')
- Date Format:** October 28, 2011 (selected), 2011/10/28, 10/28/2011, 28/10/2011, Custom: F j, Y (with a note: 'Documentation on date and time formatting.')
- Time Format:** 5:35 am (selected), 5:35 AM, 05:35, Custom: g i a (with a note: '5:35 am')
- Week Starts On:** Monday (dropdown menu)

A 'Save Changes' button is located at the bottom of the settings area. At the very bottom of the page, there is a footer with the text 'Thank you for creating with WordPress. • Documentation • Freedoms • Feedback • Credits' and 'Version 3.2.1'.

- Site Title: here you can fill in the title of your site / blog.
- Tagline: in a few words, explain what your site / blog is about.
- WordPress address (url): here you find the url of your site / blog. Be careful when you change this!
- Site address: for regular installations, you can leave this field blank.
- E-mail address: this address is used for admin purposes, like new user notification.
- Membership: can everyone register to your site / blog?
- New User Default Role: what's the role of new users (IF they can register)? Select “Subscriber” here. Users with more experience can also select another default role here.
- Timezone: select your timezone.
- Date Format: select a date format.
- Time Format: select a time format.
- Week starts on: select the first day of the week.

## Writing Settings

You'll find the "Writing Settings" page through "Settings" > "Writing" in the left menu

**Writing Settings**

Size of the post box: 20 lines

Formatting: ☒ Convert emoticons like :-D and :-P to graphics on display  
☐ WordPress should correct invalidly nested XHTML automatically

**Default Post Category:** Uncategorized

Default Post Format: Standard

Default Link Category: Blogroll

**Press This**

Press This is a bookmarklet: a little app that runs in your browser and lets you grab bits of the web. Use Press This to clip text, images and videos from any web page. Then edit and add more straight from Press This before you save or publish it in a post on your site. Drag-and-drop the following link to your bookmarks bar or right click it and add it to your favorites for a posting shortcut.

[Press This](#)

**Post via e-mail**

To post to WordPress by e-mail you must set up a secret e-mail account with POP3 access. Any mail received at this address will be posted, so it's a good idea to keep this address very secret. Here are three random strings you could use: yvpvjKnx, iTobqLWY, F03oTF6Q.

Mail Server: mail.example.com Port: 110

Login Name: login@example.com

Password: password

Default Mail Category: Uncategorized

**Remote Publishing**

To post to WordPress from a desktop blogging client or remote website that uses the Atom Publishing Protocol or one of the XML-RPC publishing interfaces you must enable them below.

Atom Publishing Protocol: ☐ Enable the Atom Publishing Protocol.

**XML-RPC:** ☒ Enable the WordPress, Movable Type, MetaWeblog and Blogger XML-RPC publishing protocols.

**Update Services**

When you publish a new post, WordPress automatically notifies the following site update services. For more about this, see [Update Services](#) on the Codex. Separate multiple service URLs with line breaks.

http://rpc.pingomatic.com/

[Save Changes](#)

Thank you for creating with WordPress. • [Documentation](#) • [Freedoms](#) • [Feedback](#) • [Credits](#) Version 3.2.1

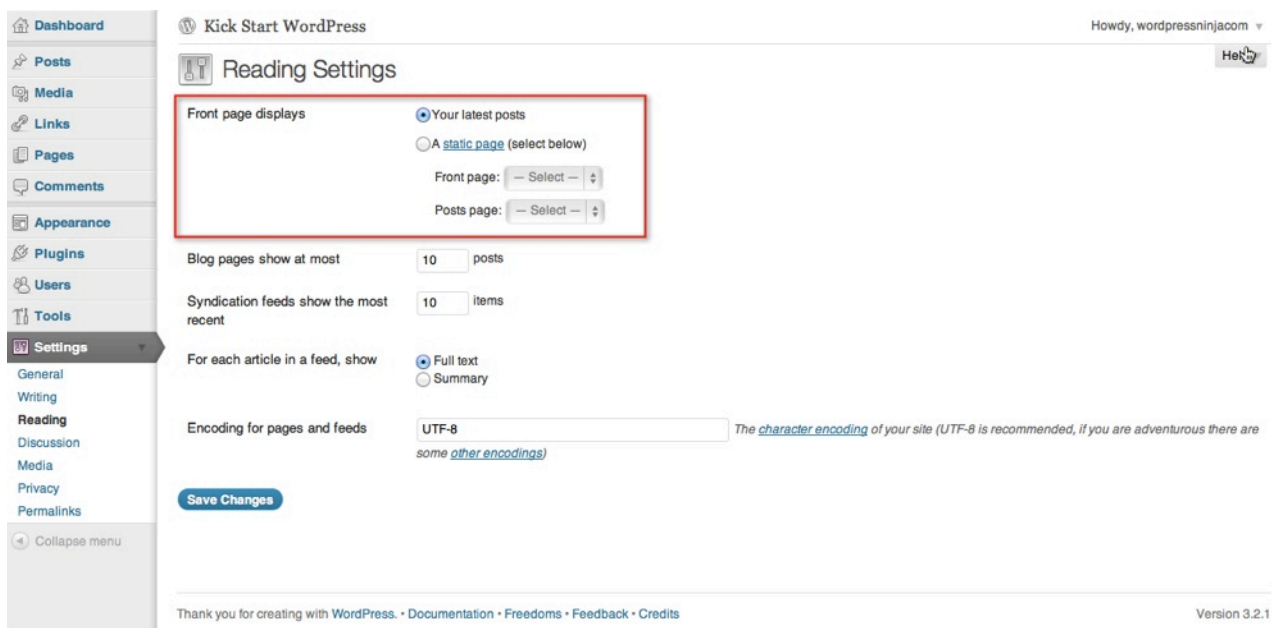
For now, only 2 settings are important:

- **Default Post Category:** here you can choose the default post category. But you'll first need to create other categories (you'll learn this later in this tutorial).
- **XML-RPC:** check this option to update your blog / site from mobile devices (smartphone, tablet,...).



## Reading Settings

Select “Settings” > “Reading” in the left menu:



An interesting option here is “Front page displays”. Here you can choose what will be shown on your front page. **If you want to use WordPress as a website**, select “a static page” and pick a page to act as your frontpage. And just like the front page, you can also select another posts page.

*Don't forget, these pages have to be existing pages, so you have to create them before you can select them.*

## Discussion Settings

You'll find the Discussions Settings page through “Settings” > “Discussion” in the left menu. On this page you'll retrieve the settings for several options. Let's take a look!

*This part is important for bloggers. If you're planning to use WordPress as a CMS, this part is less important.*

### Default Article Settings

- Default article settings
- ☒ Attempt to notify any blogs linked to from the article.
  - ☒ Allow link notifications from other blogs (pingbacks and trackbacks.)
  - ☒ Allow people to post comments on new articles
- (These settings may be overridden for individual articles.)

- Attempt to notify any blogs linked to from the article: if you publish an article with links to other blogs in it, your blog will try to notify those other blogs to “tell” them you linked to them (and you published an article). This will result in a automatic comment on that blog (only when you checked this option).
- Allow link notifications from other blogs: when other blogs link to you and they notify you, they'll place an automatic comment. Uncheck this setting to not publish these comments (I always uncheck these setting).
- Allow people to post comments on new articles: give your visitors the possibility to write a comment under your article.



## Other Comment Settings

Other comment settings

- ☒ Comment author must fill out name and e-mail
- ☐ Users must be registered and logged in to comment
- ☐ Automatically close comments on articles older than  days
- ☒ Enable threaded (nested) comments  levels deep
- ☐ Break comments into pages with  top level comments per page and the  page displayed by default
- Comments should be displayed with the  comments at the top of each page

- Comment author must fill in name and e-mail: when someone leaves a comment, he or she must fill in a name and email address.
- Users must be registered and logged in to comment: if you check this option, readers first have to log in before they can place a comment. For most blogs, it's better not to check this option.
- Automatically close comments on articles older then XX days: when you check this option, your visitors will not be able to place comments after XX days. If you check this option, be sure to leave enough time for your readers to place a comment. 14 days is way to short. On my blog, I have topics of over 6 months old, and still a lot of readers are placing comments!
- Enable threaded (nested) comments X levels deep: checking this option makes it easier to read comments on other comments. So be sure to check this option, the default of 5 levels should be enough.
- Break comments into pages with XX top level comments per page and the last page displayed by default: this could be interesting if you have a VERY popular blog with a lot of comments. This means that WordPress will split articles with more than XX top level comments in multiple pages.
- Comments should be displayed with the older / newer comments at the top of the page: here you can select older / newer to choose how to sort your comments. Note that most bloggers choose to display the newer comments on top.

## E-mail me whenever

E-mail me whenever

- ☒ Anyone posts a comment
- ☒ A comment is held for moderation

- Anyone posts a comment: when checked, you'll receive an e-mail when someone places a new comment.
- A comment is held for moderation: if checked, you'll receive an e-mail when someone places a new comment that's held for moderation.

*I advise you to check these both because if you have a lot of articles. This is the easiest way to follow up the (new) comments.*

## Before a comment appears

Before a comment appears

- ☐ An administrator must always approve the comment
- ☒ Comment author must have a previously approved comment

- An administrator must always approve the comment: when someone places a new comment, an administrator always has to approve this comment.
- Comment author must have a previously approved comment: when someone places a first comment, you'll have to approve this comment. After that, comments of that user will show up without any approval.
- Comment moderation: Hold a comment in the queue if it contains a certain amount of links (defined by you). You also have a field where you can fill in words. Fill in one word per line. When a comment contains those words, it will be held in the moderation queue.

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