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Web Design in WordPress

Users, Tools and Settings in WordPress

Filip Marković

Faculty of Technical Sciences - University of Mitrovica (UPKM)



UNIVERSITY OF LJUBLJANA
Faculty of Electrical Engineering



University of Pristina
Kosovska Mitrovica



Introduction to administrative sections

- Besides content and design, WordPress has three key administrative sections:
Users, Tools, and Settings
- These areas make up the background part of the system that determines who has access to the site, what operations they can perform, and how the site functions in the background
- Understanding their functions is crucial for every user who wants to move from the creation phase to the management and maintenance phase of the site



Difference between pages and posts

- The **Users** section is used to manage users who have access to the WordPress site
- Each user has their own account, access level, and permissions according to their role
- This system allows collaboration of multiple people on the same site while maintaining control and security
- WordPress uses a hierarchy of roles, from administrators with full rights to subscribers with limited capabilities



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✓ Grow your email list

✓ Create lead magnets

✓ Run time-limited promotions

✓ Reduce abandonment

GET THE DISCOUNT TODAY

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GET THE OFFER

All (1) | Administrator (1)


Bulk actions

Apply

Change role to...

Change

1 item

<input type="checkbox"/>	Username	Name	Email	Role	Posts
<input type="checkbox"/>	 filip	—	ridjikm@gmail.com	Administrator	1

Bulk actions

Apply

Change role to...

Change

1 item

Thank you for creating with [WordPress](#).

Version 6.8.3

User section

Access to the Pages section

- WordPress has five main roles
 - **Administrator** – full control over the site
 - **Editor** – editing and publishing others' and own posts
 - **Author** – publishing own posts
 - **Contributor** – creating drafts without publishing rights
 - **Subscriber** – only reading and editing personal data
- This division ensures security and efficient allocation of responsibilities among team members



Creating a new page

- Through **Users → Add New**, it is possible to add a new user by entering username, email address, password, and role
- The administrator can edit existing accounts, change roles, and reset passwords
- WordPress automatically sends an email with login details to new users
- This process allows simple inclusion of new collaborators without server or database access
- Each user has their Profile, where they can change personal information, password, display name, and interface color
- The Biographical Info field is often used in blogs to display a short author biography under posts. Profile settings contribute to site personalization and greater content transparency



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GET THE OFFER

Create a brand new user and add them to this site.

Username (required)

Email (required)

First Name

Last Name

Website

Password

Generate password

Hide

Send User Notification

☒ Send the new user an email about their account

Role

Subscriber

Subscriber

Contributor

Author

Editor

Administrator

Add User

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Adding New User

Tools section - functional tools

- The Tools section includes a set of functions that facilitate transfer, analysis, and maintenance of content
- It includes options:
 - **Import** – importing content from other platforms (Blogger, Tumblr, RSS)
 - **Export** – exporting content to XML format
 - **Site Health** – diagnostics of the site's technical condition
- These tools allow fast migration and technical control, which is important for long-term site maintenance



Import and Export of content, Site Health

- The **Import** option allows transferring posts and comments from other sites into WordPress format
- The user can install specific import tools for different platforms
- **Export** creates an XML file with all posts, pages, and media, allowing a secure copy or migration to another server
- These functions are especially useful in educational and professional environments where multiple versions of the site are developed in parallel
- **Site Health** analyzes the performance and security of the site
- It displays recommendations such as plugin updates, PHP version, and HTTPS security
- The Info section provides details about the server, database, and WordPress configuration



Settings section


- The **Settings** section contains global site settings that affect its functionality and display
- Settings are divided into six main parts: General, Writing, Reading, Discussion, Media, Permalinks
- Through this section, the administrator defines the basic parameters of site operation – from titles to the way posts are displayed
- Managing these settings is a key part of WordPress project administration



General Settings

- This section defines the site identity
- Includes fields for **Site Title**, **Tagline**, **WordPress Address (URL)**, **Site Address**, **Administrator Email** and **Timezone**
- Correct configuration of the timezone and language is important for accurate display of post dates and automatic updates
- These parameters determine how the site will be recognizable in search engines and among users




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+ New

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Site Title
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Tagline
In a few words, explain what this site is about. Example: "Just another WordPress site."

Site Icon
Choose a Site Icon
The Site Icon is what you see in browser tabs, bookmark bars, and within the WordPress mobile apps. It should be square and at least 512 by 512 pixels.

WordPress Address (URL)
http://localhost/wordpress

Site Address (URL)
http://localhost/wordpress
Enter the same address here unless you [want your site home page to be different from your WordPress installation directory](#).

Administration Email Address
ridjikm@gmail.com
This address is used for admin purposes. If you change this, an email will be sent to your new address to confirm it. The new address will not become active until confirmed.

Membership
☐ Anyone can register

New User Default Role
Subscriber

Site Language
English (United States)

Timezone
UTC+0
Choose either a city in the same timezone as you or a UTC (Coordinated Universal Time) time offset.
Universal time is 2025-10-20 19:21:16 .

Date Format
☒ October 20, 2025 F j, Y
☐ 2025-10-20 Y-m-d
☐ 10/20/2025 m/d/Y

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Appearance of the Settings Section

Discussion, Media and Permalinks Settings

- These three sections define how the site communicates, displays media and organizes links
- **Discussion Settings** allow control of comments — whether they are included, require approval, and how users are notified of new comments. This maintains interaction quality and prevents spam
- **Media Settings** define automatic image sizes (thumbnail, medium, large) and affect loading speed and visual balance
- **Permalinks Settings** define the URL structure (usually “**Post name**”), which is crucial for SEO optimization and link readability





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Questions & Answers

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