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Web Design in WordPress

Users, Tools and Settings in WordPress

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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

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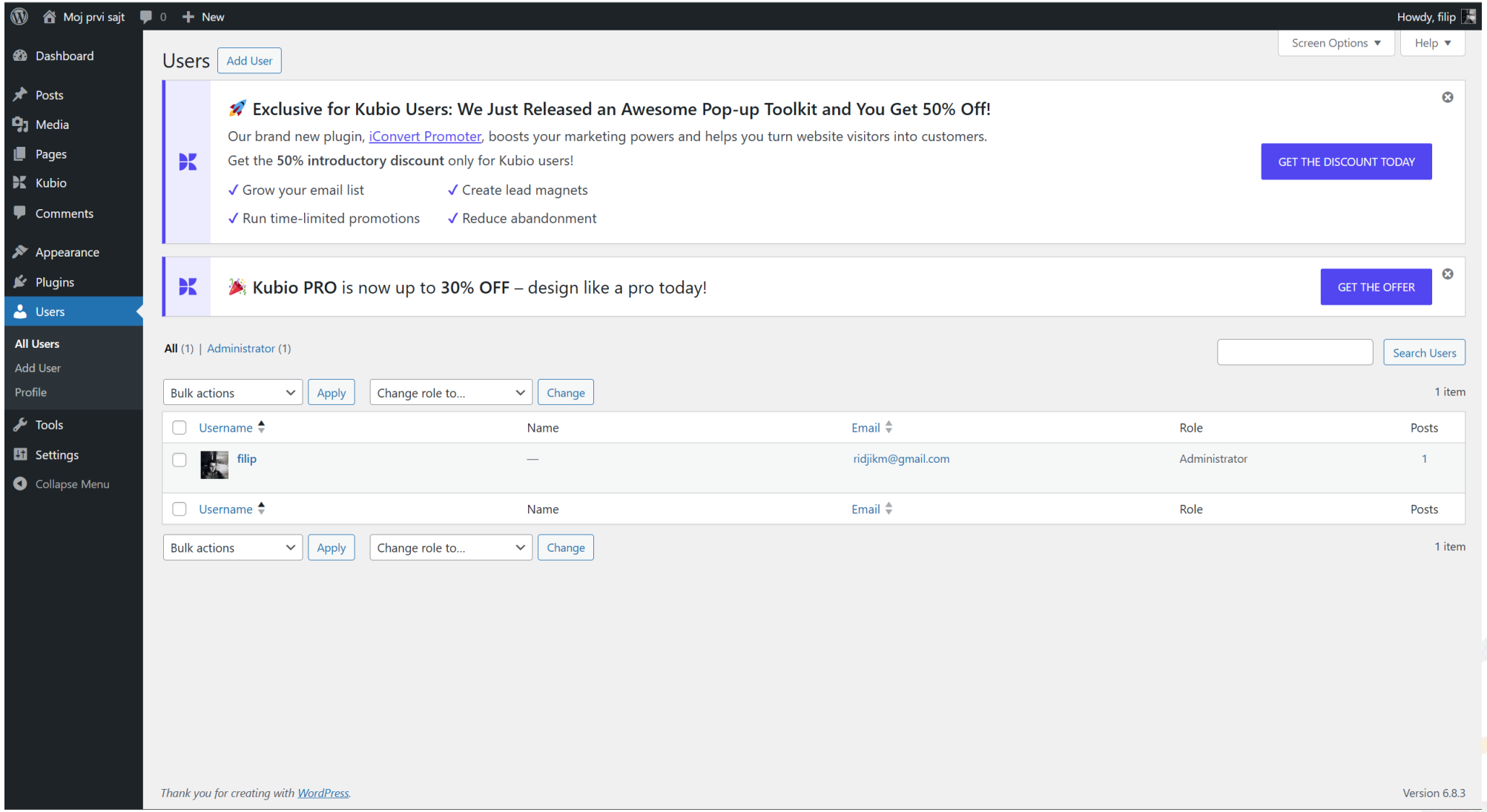
Difference between pages and posts

- 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



User section

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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

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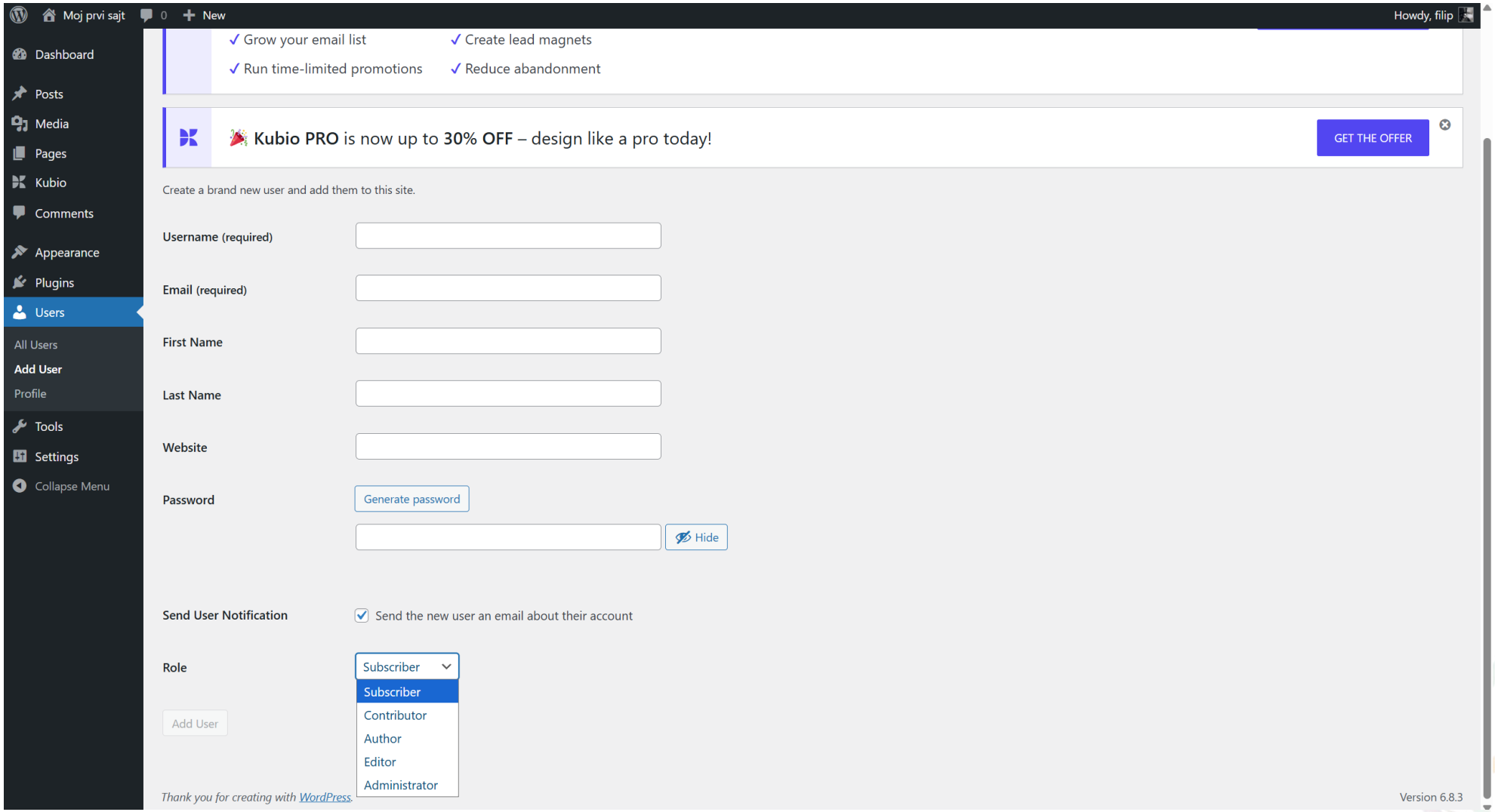
Creating a new page

- 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



Adding New User

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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

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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

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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

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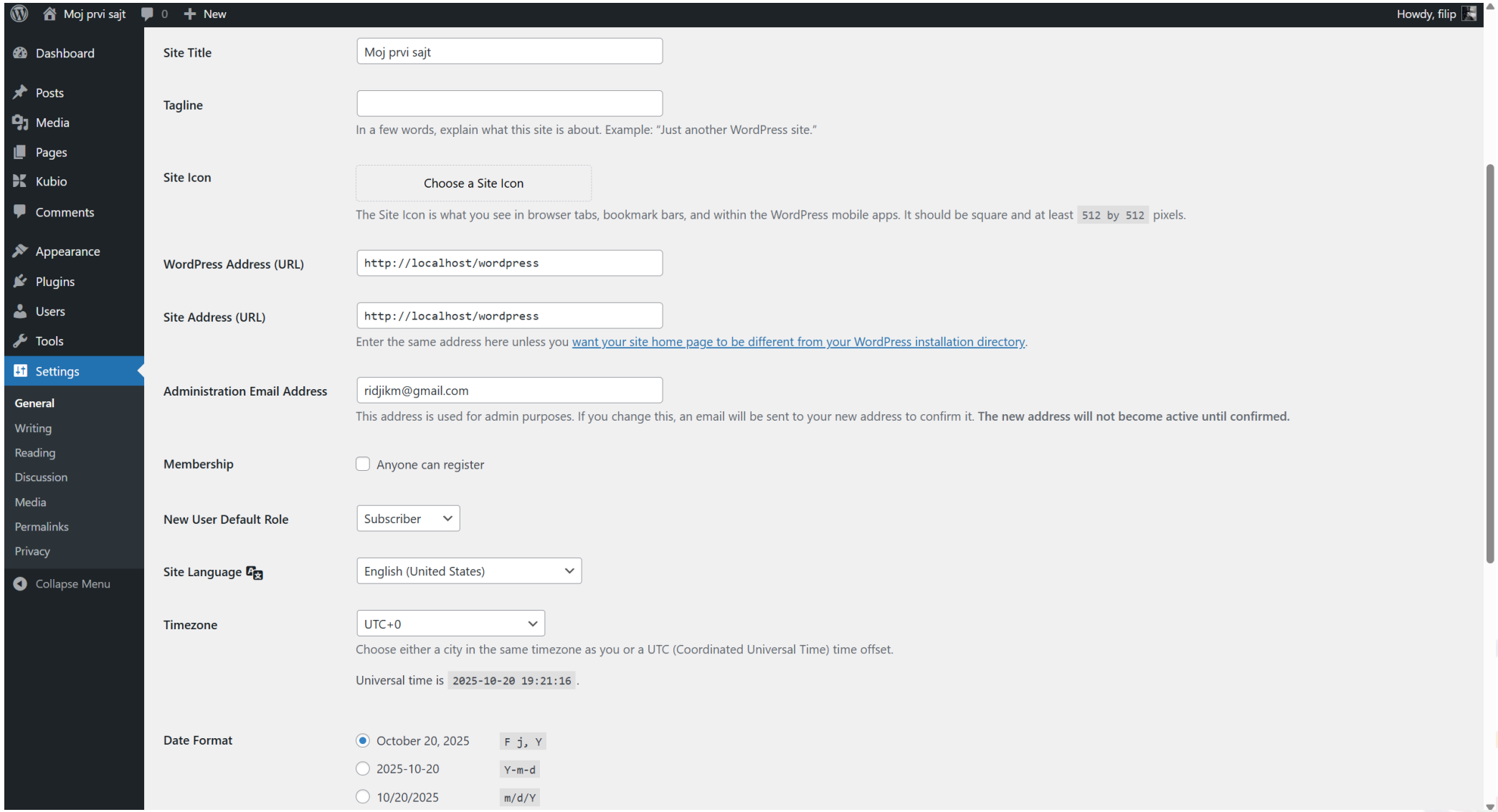
General Settings

- 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



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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