



APOGEE
design systems

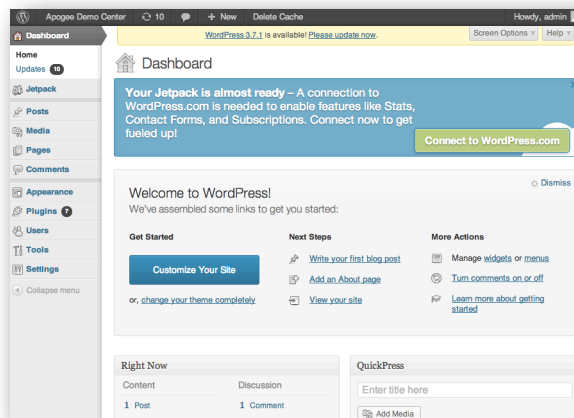
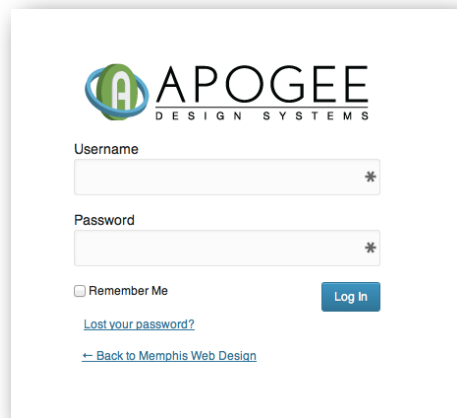
Apogee Design Support Center

User Manual: *WordPress Administration Dashboard*

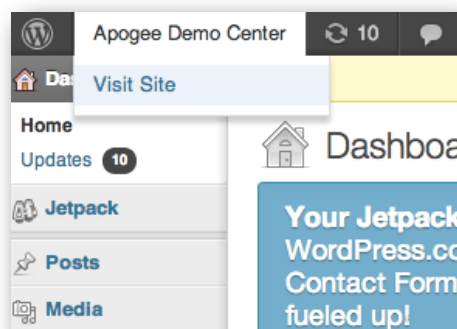
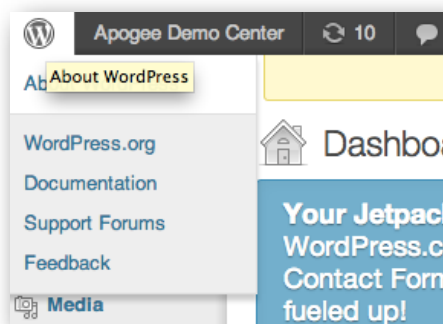
WordPress Administration Dashboard

The Tool Bar

1. Navigate to <http://yourwebsite.com/wp-admin/> and use the credentials you were provided to sign into your website. If you forgot your password, you can reset it by clicking 'Lost your password?'. Once you are signed in, your dashboard will appear as the photo on the right below.

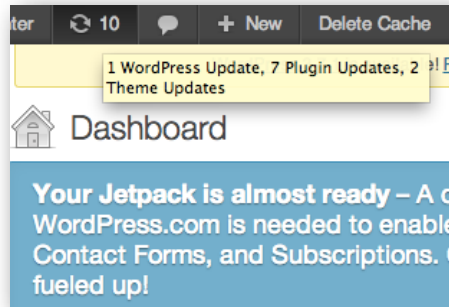


2. The 'About WordPress' tab provides links to WordPress's website, documentation and forums where you can learn more about the WordPress CMS.

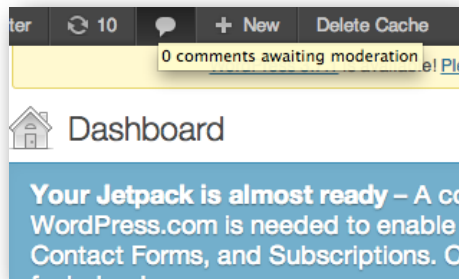


3. The 'Visit Site' tab gives you a quick link to your website's Home page.

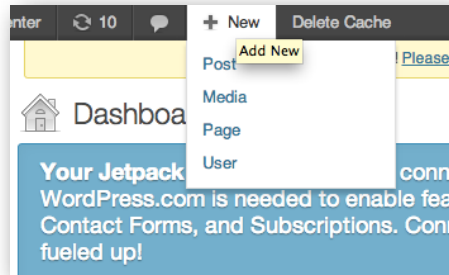
4. The 'Available Updates' tab shows you when you have updates to your WordPress installation, plugins, and theme.



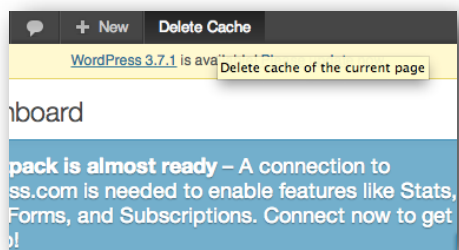
5. The following tab displays comments awaiting your moderation and allows you to quickly manage those comments.



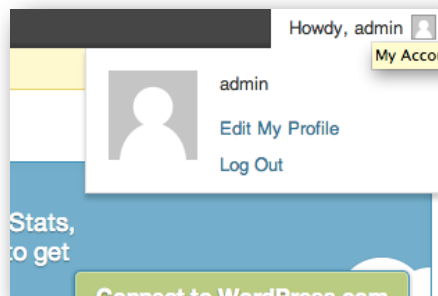
6. The '+ New' tab allows you to quickly create a new post, page, user, or add new media.



7. The 'Delete Cache' button comes in handy when you've made several changes to your website, but can't see them happening. Sometimes you should delete the cache to refresh the display.



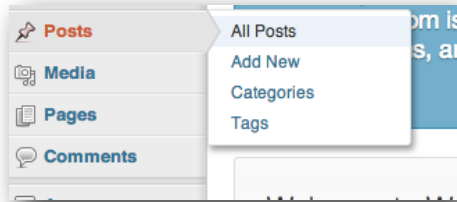
8. The final tab provides a quick link to your User Profile and to sign out of your website.



Menu Options

1. The options listed below are standard options. Depending on your specific needs, you may see additional options on your website dashboard.

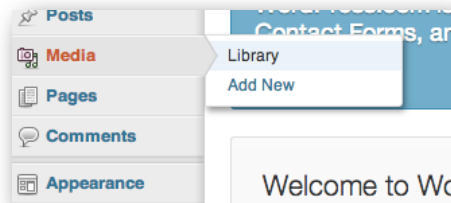
2. Posts



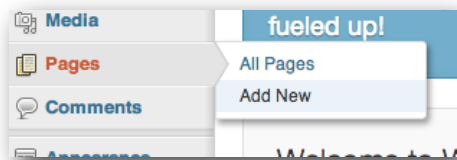
Links to all of your posts, add a new post, categories, and tags

3. Media

Links to your media library and to add a new file



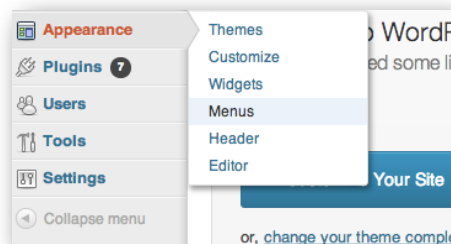
4. Pages



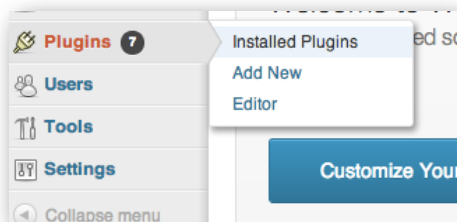
Links to a list of all your website's pages and to create a new page

5. Appearance

Links to change your theme, customization options, widgets, menu, and header. The editor is where you can implement changes to the code

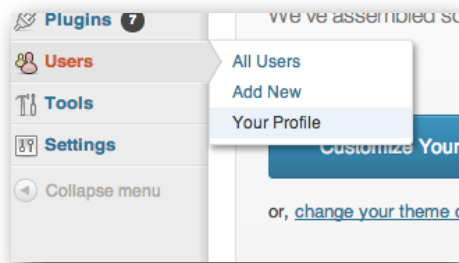


6. Plugins



Links to a list of installed plugins, add a new plugin, and the plugin editor where you can customize plugins

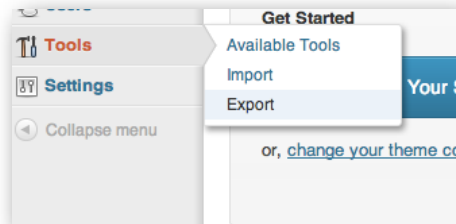
7. Users



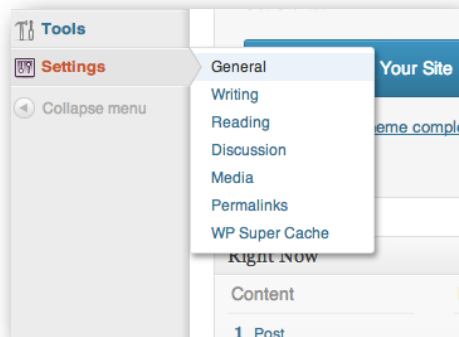
Links to a list of all users, create a new user, and your user profile. This is where you can control user permissions if you have multiple contributors.

8. Tools

Links to a list of all available tools and a content import/export option

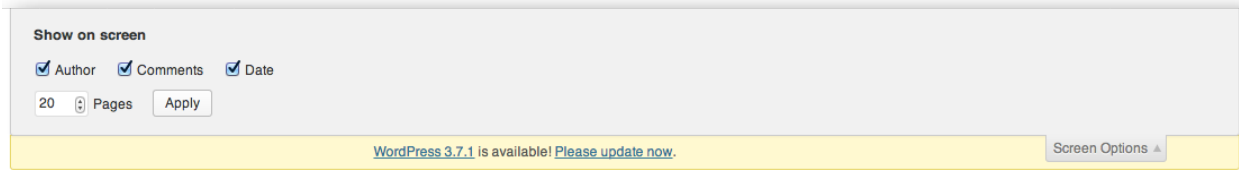


9. Settings



Links to miscellaneous settings on your website

10. Screen Options: Modify the options shown on your screen



11. Help: Quick overview and tips to help you manage your website

