

PART FOUR: USERS, SETTINGS, & PERMALINKS

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WordPress Allows You To Add, Edit, And Delete Users (Writers, Editors, Admins)

Users Screen


<http://www.wpbeginner.com/glossary/user-role/>

David Bisset 15 1,179 + New Howdy, David Bisset

Users [Add New](#) [Screen Options](#) [Help](#)

All (1) | Administrator (1)

Bulk Actions Change role to... 1 item

<input type="checkbox"/>	Username	Name	Email	Role	Posts
<input type="checkbox"/>	 dbisset	David Bisset	dbisset@dimensionmedia.com	Administrator	96

Bulk Actions Change role to... 1 item

Your User Profiles/Settings

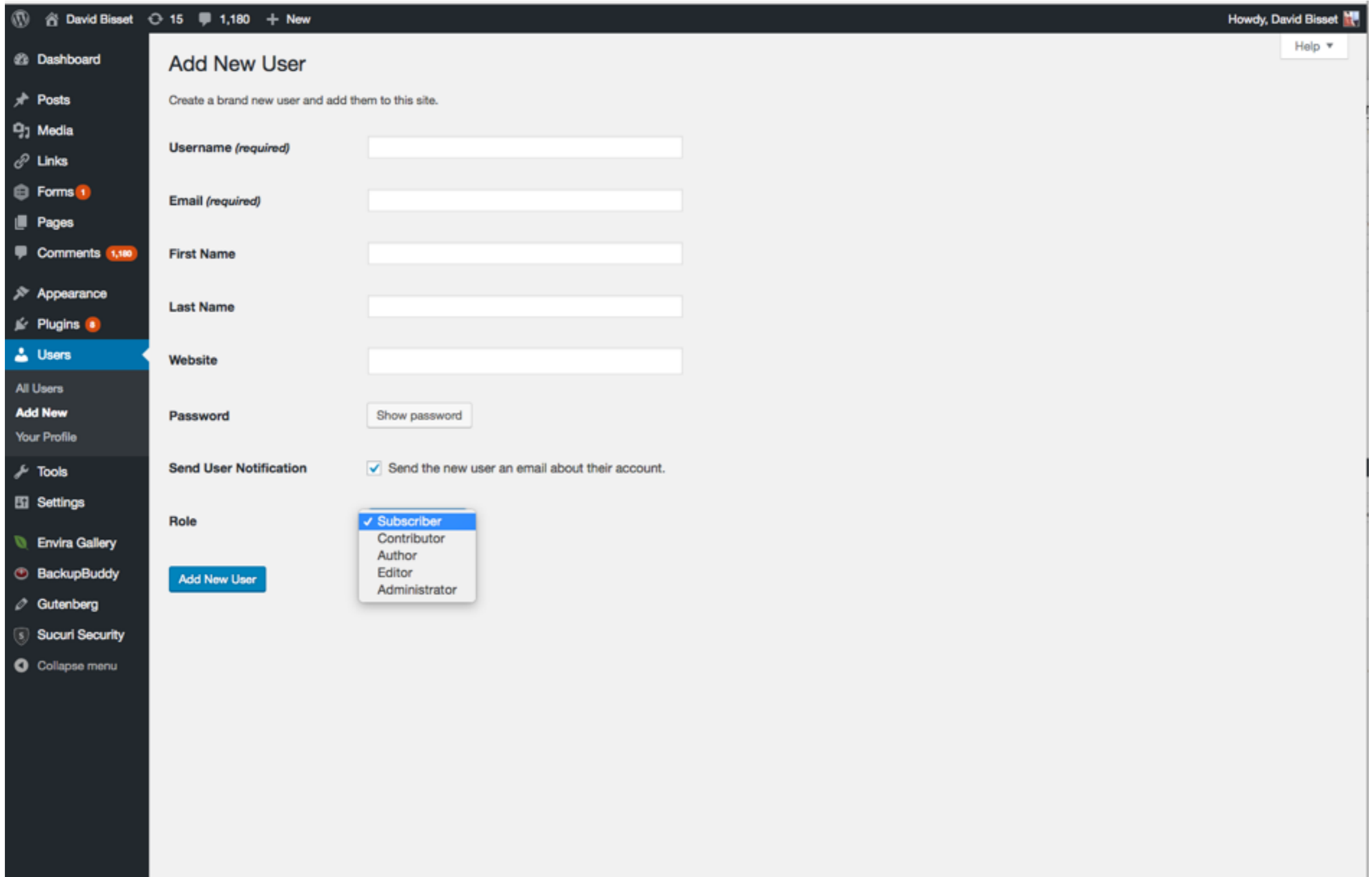
<http://www.wpbeginner.com/glossary/user-role/>

The screenshot shows the WordPress user profile settings page for David Bisset. The interface includes a dark sidebar on the left with navigation options like Dashboard, Posts, Media, Links, Forms, Pages, Comments, Appearance, Plugins, Users, Tools, and Settings. The main content area is titled 'Profile' and is divided into several sections:

- Personal Options**: Includes a checkbox for 'Disable the visual editor when writing'.
- Admin Color Scheme**: Offers eight color scheme options: Default (selected), Light, Blue, Coffee, Ectoplasm, Midnight, Ocean, and Sunrise. Each option is accompanied by a small color palette preview.
- Keyboard Shortcuts**: Includes a checkbox for 'Enable keyboard shortcuts for comment moderation' with a link to 'More information'.
- Toolbar**: Includes a checked checkbox for 'Show Toolbar when viewing site'.
- Name**: Contains input fields for Username (dbisset), First Name (David), Last Name (Bisset), and Nickname (required) (dbisset). A note states 'Usernames cannot be changed.' The 'Display name publicly as' dropdown is set to 'David Bisset'.
- Contact Info**: Includes an input field for Email (required) (dbisset@dimensionmedia.com) and a partially visible field for Website.

Creating New User

<http://www.wpbeginner.com/glossary/user-role/>



The image shows a screenshot of the WordPress administration interface, specifically the 'Add New User' form. The interface is in a dark theme. On the left is a sidebar menu with various options like Dashboard, Posts, Media, Links, Forms (1), Pages, Comments (1,180), Appearance, Plugins (8), Users (selected), All Users, Add New, Your Profile, Tools, Settings, Envira Gallery, BackupBuddy, Gutenberg, Sucuri Security, and Collapse menu. The main content area is titled 'Add New User' and includes a sub-header 'Create a brand new user and add them to this site.' Below this are several input fields: 'Username (required)', 'Email (required)', 'First Name', 'Last Name', and 'Website'. The 'Password' field has a 'Show password' button. There is a checkbox for 'Send User Notification' which is checked, with the text 'Send the new user an email about their account.' Below the notification checkbox is a 'Role' dropdown menu with options: 'Subscriber' (selected), 'Contributor', 'Author', 'Editor', and 'Administrator'. At the bottom left of the form is a blue 'Add New User' button. The top of the page shows the user's name 'David Bisset', a refresh icon, '15' notifications, '1,180' comments, and a '+ New' button. The top right corner shows 'Howdy, David Bisset' and a 'Help' dropdown.

David Bisset 15 1,180 + New Howdy, David Bisset Help

Add New User

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

Username (required)

Email (required)

First Name

Last Name

Website

Password Show password

Send User Notification Send the new user an email about their account.

Role

- ✓ Subscriber
- Contributor
- Author
- Editor
- Administrator

Add New User

WordPress Role: Subscriber

- Usually the subscriber user role has very limited capabilities. Unless the default capabilities are changed, the subscriber user role is the most limited out of all the WordPress user roles.
- They can create and maintain their profile on a WordPress website, but they can not write or publish articles.

WordPress Role: Contributor

- Contributor is one of the user roles in WordPress with predefined capabilities. A user with the contributor role in a WordPress site can edit and delete their own posts, but they can not edit or delete published posts.
- This makes contributor role an ideal choice for WordPress site owners who want to allow other people to come write on their websites.
- There are plugins available which provide website administrators even more control on the capabilities of each user roles.

WordPress Role: Author

- A user with author role can upload files, write, edit, publish and delete their own articles.
- They can also edit their profile and change their passwords.
- Many websites also provide authors with author pages to give biographical information about themselves. This is usually done through the built-in author archive pages which displays a list of all posts written by them.

WordPress Role: Editor

- Users with the editor role have the capability to write, edit, publish, and delete posts. This includes posts written by other users.
- They can also moderate, approve, and delete comments. Their privileges extend beyond just adding and removing content.
- They can also manage categories, tags, custom taxonomies, and even upload files.
- A user with Editor privileges also has the ability to read private posts and pages.

WordPress Role: Administrator

- When a user installs WordPress, it creates a new user with the username and password defined during the installation. That first user is assigned the user role of administrator.
- They can perform all actions on a WordPress website and have full capabilities.
- They can change themes and edit core WordPress files by using the built in theme editor. They also have the ability to add, delete, and modify any plugins on the the site in the same way.
- In most cases there is only one administrator.

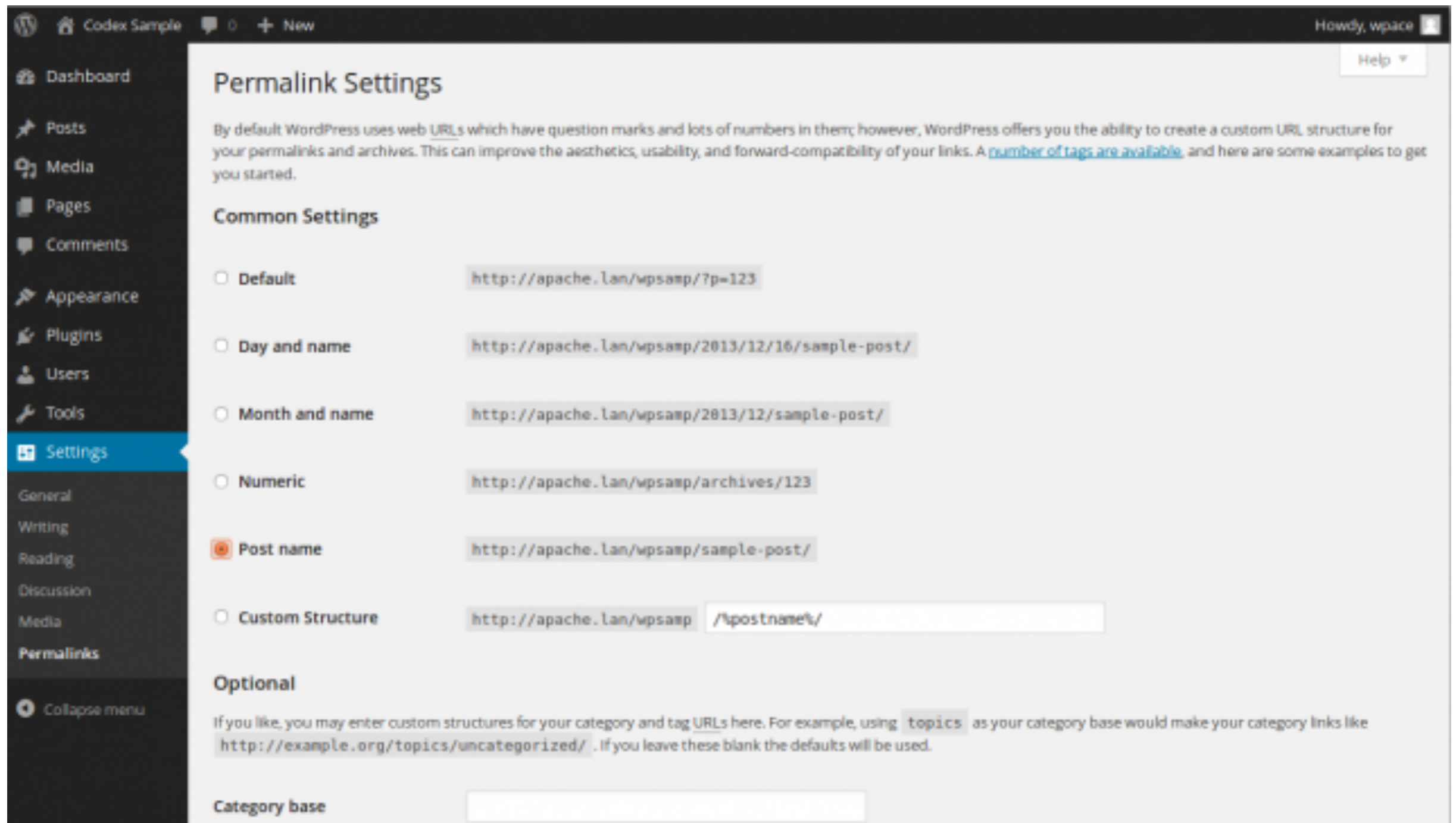
Exercise:

Create New User?

Guided Tour Of WordPress Settings

What Are Permalinks?

Permalinks are the permanent URLs to your individual pages and blog posts, as well as your category and tag archives. A permalink is the web address used to link to your content. The URL to each post should be permanent, and never change — hence the name permalink.



The screenshot shows the WordPress admin interface for the 'Permalink Settings' page. The left sidebar contains a navigation menu with 'Settings' highlighted. The main content area is titled 'Permalink Settings' and includes a 'Help' button. Below the title is an introductory paragraph explaining that WordPress allows for custom URL structures. The 'Common Settings' section lists five options: 'Default' (http://apache.lan/wpsamp/?p=123), 'Day and name' (http://apache.lan/wpsamp/2013/12/16/sample-post/), 'Month and name' (http://apache.lan/wpsamp/2013/12/sample-post/), 'Numeric' (http://apache.lan/wpsamp/archives/123), and 'Post name' (http://apache.lan/wpsamp/sample-post/), which is selected. The 'Custom Structure' option is also visible with a text input field containing '/postname/'. The 'Optional' section provides instructions for customizing category and tag URLs, with a 'Category base' input field at the bottom.

Permalink Settings

By default WordPress uses web URLs which have question marks and lots of numbers in them; however, WordPress offers you the ability to create a custom URL structure for your permalinks and archives. This can improve the aesthetics, usability, and forward-compatibility of your links. A [number of tags are available](#), and here are some examples to get you started.

Common Settings

- Default `http://apache.lan/wpsamp/?p=123`
- Day and name `http://apache.lan/wpsamp/2013/12/16/sample-post/`
- Month and name `http://apache.lan/wpsamp/2013/12/sample-post/`
- Numeric `http://apache.lan/wpsamp/archives/123`
- Post name `http://apache.lan/wpsamp/sample-post/`
- Custom Structure `http://apache.lan/wpsamp`

Optional

If you like, you may enter custom structures for your category and tag URLs here. For example, using `topics` as your category base would make your category links like `http://example.org/topics/uncategorized/`. If you leave these blank the defaults will be used.

Category base

THANK YOU.

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