

# **PART FOUR: USERS, SETTINGS, & PERMALINKS**

**DAVID BISSET**

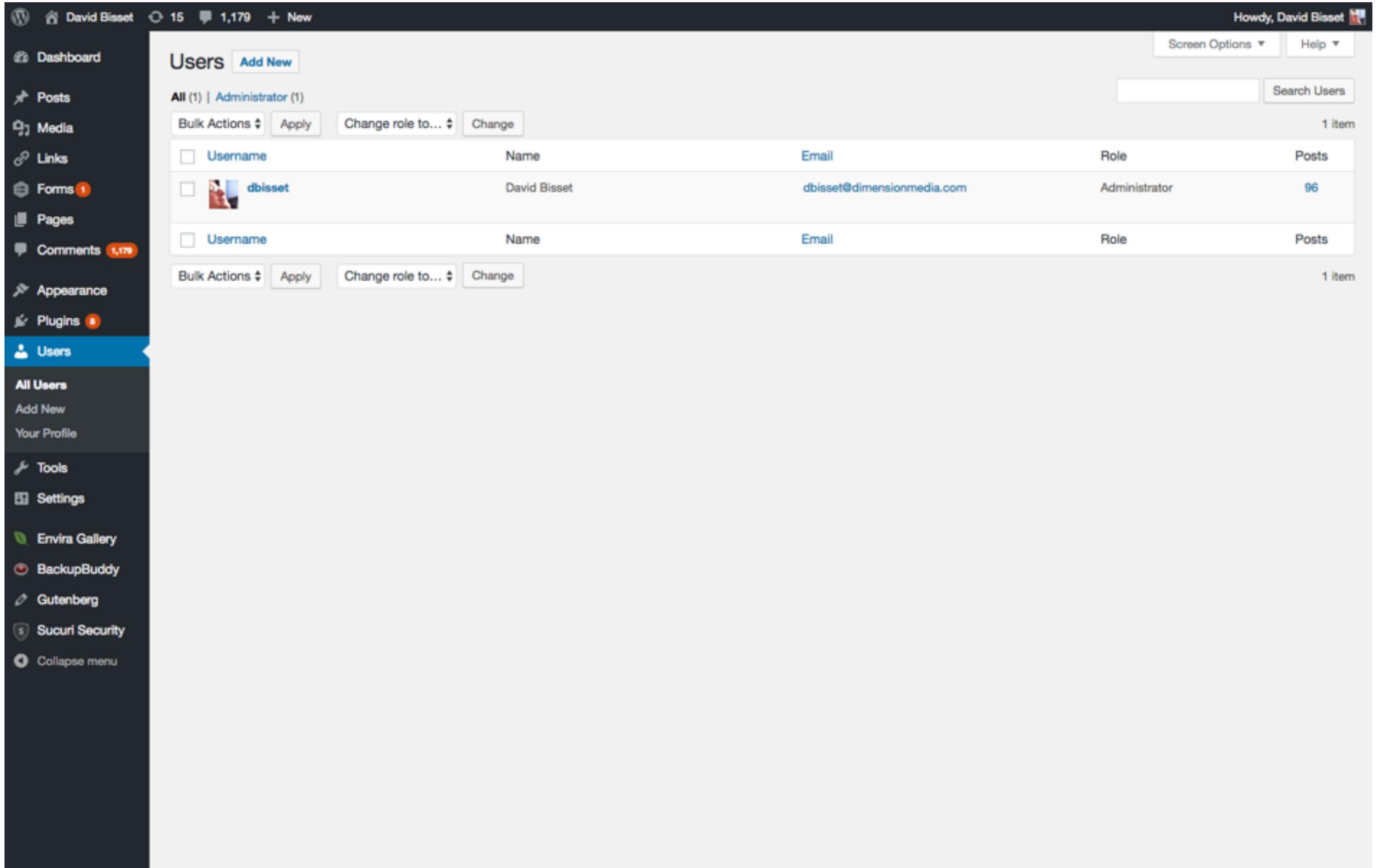
**DAVIDBISSET.COM / @DIMENSIONMEDIA**

**REFRESH MIAMI WORKSHOP / AUGUST 12, 2017**

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

# Users Screen

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



The screenshot displays the WordPress Users management interface. At the top, the user 'David Bisset' is logged in, with 15 notifications and 1,179 comments. The 'Users' menu item is highlighted in the left sidebar. The main content area shows a list of users under the 'All (1) | Administrator (1)' filter. A search bar and 'Search Users' button are present. Below the search bar, there are controls for bulk actions, including 'Bulk Actions', 'Apply', 'Change role to...', and 'Change'. The user list table has the following data:

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

Below the table, there are additional controls for bulk actions, including 'Bulk Actions', 'Apply', 'Change role to...', and 'Change'. The text '1 item' is displayed on the right side of the table.

# Your User Profiles/Settings

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

The screenshot shows the WordPress user profile settings page for David Bisset. The page is divided into several sections:

- Profile**
  - Personal Options**
    - Visual Editor**:  Disable the visual editor when writing
    - Admin Color Scheme**:  Default,  Light,  Blue,  Coffee,  Ectoplasm,  Midnight,  Ocean,  Sunrise
  - Keyboard Shortcuts**:  Enable keyboard shortcuts for comment moderation. [More information](#)
  - Toolbar**:  Show Toolbar when viewing site
- Name**
  - Username**: dbisset (Usernames cannot be changed.)
  - First Name**: David
  - Last Name**: Bisset
  - Nickname (required)**: dbisset
  - Display name publicly as**: David Bisset
- Contact Info**
  - Email (required)**: dbisset@dimensionmedia.com
  - Website**: <http://www.davidbisset.com>

# Creating New User

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

The screenshot shows the WordPress administration interface for creating a new user. The top navigation bar includes the user name 'David Bisset', a refresh icon, '15' items, '1,180' comments, and a '+ New' button. The right side of the top bar says 'Howdy, David Bisset' and has a 'Help' dropdown. The left sidebar contains a menu with 'Users' selected. 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.' The form fields are: 'Username (required)', 'Email (required)', 'First Name', 'Last Name', and 'Website', each with a text input field. The 'Password' field has a 'Show password' button. The 'Send User Notification' section has a checked checkbox for 'Send the new user an email about their account.' The 'Role' dropdown menu is open, showing 'Subscriber' selected, with other options: Contributor, Author, Editor, and Administrator. An 'Add New User' button is located at the bottom left of the form area.

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.

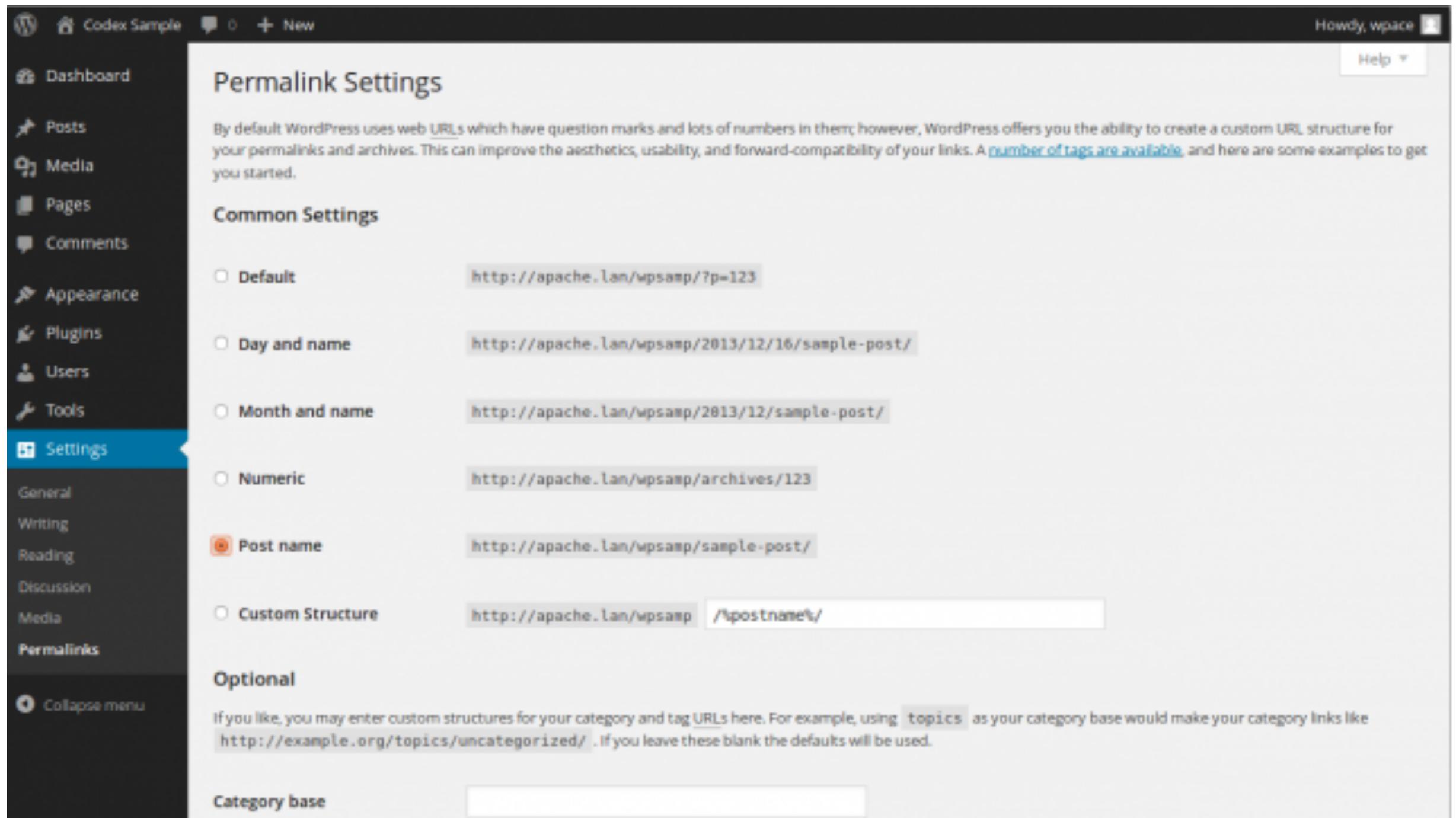
# Exercise:

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 items like Dashboard, Posts, Media, Pages, Comments, Appearance, Plugins, Users, Tools, Settings (highlighted), General, Writing, Reading, Discussion, Media, and Permalinks. 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 currently selected. The 'Custom Structure' option is also visible with a text input field containing '/postname/'. The 'Optional' section at the bottom provides instructions for customizing category and tag URLs, with a 'Category base' input field.

**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.**

**DAVID BISSET**

**DAVIDBISSET.COM / @DIMENSIONMEDIA**