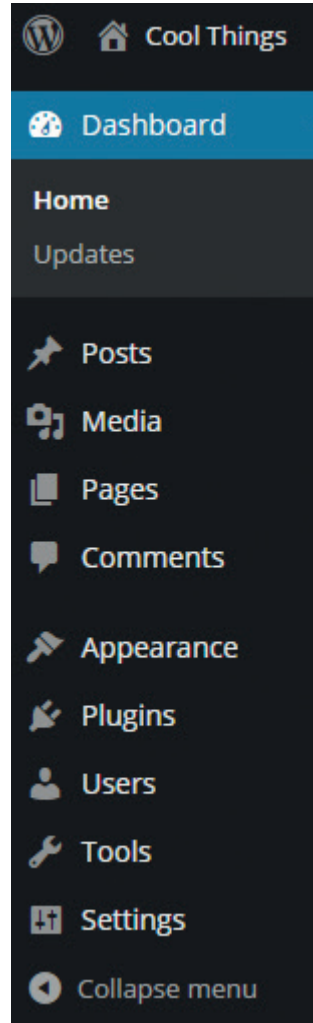




Depending on which hosting provider you used, you may see a number of different menu links because of additional plugin installations. However the ones shown on this page are the main ones you will need to get used to.

Dashboard Menu Options

We have briefly explained all the menus on the top Admin Bar. Now let's look at the menu options on the left-hand side of the dashboard.



Dashboard

If you hover your mouse on the dashboard menu items, a drop-down list will appear that contains two options: Home and Updates. Clicking on **Home** will take you back to the main dashboard, while clicking on the **Updates** link will take you to a new page where all the pending updates will be displayed.

Posts

The Posts section in WordPress allows you to add, edit, delete and publish posts on your website. You can also put these into categories. The process of creating and publishing posts is explained in Chapter 4.

Media

This item is used to add any media file such as an image, an audio file or a video file to your website media library. You can also view your current Library here. If you hover your mouse over this item, you will see two options appear: Library and Add New.

Pages

This option is used to add new pages to your WordPress site or to edit or update existing pages. Hovering your mouse over this option displays a new menu with two options: All Pages and Add New.

...cont'd

Comments

This section allows you to moderate comments posted on your website. If a user decides to post a comment on any of your posts or pages, then it will appear in this section. You can choose to approve, unapprove, mark as spam or move the comment to the bin.

Appearance

This is the section of WordPress where you can set out the look and feel of your website. Here you can add new themes, customize your current theme, create menus and deal with widgets. This section is explained in more detail in Chapter 3.

Plugins

This menu item can be used to edit installed plugins, remove plugins, activate and deactivate them and also add new plugins. If you hover your mouse over the **Plugins** menu item, you will see a new menu appear with three options: **Installed Plugins**, **Add New** and **Editor**. Plugins are covered in Chapter 5.

Users

This is the option that you can use to add, edit and update roles of the registered and authorized users of your website. You can update things like passwords, and role types for each user. You can even make amendments to your own profile.

Tools

This option is basically used to import and export available tools that can be integrated to your website and enhance its functionality. Tools available here vary according to your host and domain provider.

Settings

The Settings panel is located at the bottom of the menu. It contains all the settings related to content writing, reading, commenting on the posts, links and media settings, and – most importantly – the general settings of your website.

Collapse Menu

This will collapse the dashboard menu options, so you can work without distractions.



When adding new plugins to WordPress, you might discover new links being added to your dashboard.