



# **European IT Certification Curriculum Self-Learning Preparatory Materials**

EITC/WD/WPF  
WordPress Fundamentals



This document constitutes European IT Certification curriculum self-learning preparatory material for the EITC/WD/WPF WordPress Fundamentals programme.

This self-learning preparatory material covers requirements of the corresponding EITC certification programme examination. It is intended to facilitate certification programme's participant learning and preparation towards the EITC/WD/WPF WordPress Fundamentals programme examination. The knowledge contained within the material is sufficient to pass the corresponding EITC certification examination in regard to relevant curriculum parts. The document specifies the knowledge and skills that participants of the EITC/WD/WPF WordPress Fundamentals certification programme should have in order to attain the corresponding EITC certificate.

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**EITC/WD/WPF WORDPRESS FUNDAMENTALS DIDACTIC MATERIALS****LESSON: INTRODUCTION****TOPIC: INTRODUCTION TO WORDPRESS**

WordPress is a highly powerful and versatile content management system (CMS) that is continuously updated and available for free. It allows users to create a wide range of websites, from simple blogs to large, complex sites. Despite its capabilities, newcomers may find it challenging to navigate without prior experience.

The foundational aspects of using WordPress include installation, content management, and customization. Initially, it is crucial to understand what WordPress is and how to install it both locally on a personal computer and on a live server. Familiarity with the WordPress dashboard is also essential as it serves as the central hub for managing all aspects of a WordPress site.

Content management in WordPress involves handling posts and pages, uploading media, managing comments, and working with widgets and menus. Posts and pages are the primary content types in WordPress, with posts typically used for blog entries and pages for static content. Media management includes uploading and organizing images, videos, and other files. Comment management allows site administrators to moderate user comments, enhancing community interaction. Widgets and menus are tools for customizing the site's layout and navigation.

Customization of WordPress encompasses working with themes and plugins, as well as utilizing built-in settings for further personalization. Themes dictate the visual appearance of a site, and numerous free and premium options are available. Plugins extend the functionality of WordPress, enabling features such as SEO optimization, security enhancements, and social media integration. The built-in settings allow for adjustments in site behavior, user roles, and other configurations.

Understanding these core areas equips users with the knowledge to effectively manage and customize their WordPress sites. Mastery of WordPress can significantly enhance one's ability to create and maintain a professional online presence.

**EITC/WD/WPF WORDPRESS FUNDAMENTALS DIDACTIC MATERIALS****LESSON: GETTING STARTED****TOPIC: WHAT IS WORDPRESS?**

Welcome to the foundational material on WordPress fundamentals, focusing on understanding what WordPress is, where to obtain it, and its various applications. This material is designed for individuals with no prior experience with WordPress, providing essential knowledge for getting started.

WordPress can be defined in two primary ways. The simplest definition is that WordPress is a piece of software that can be installed and used to create a blog, an application, a website, and more. A more comprehensive definition is that WordPress is a Content Management System (CMS). As the name suggests, a CMS is designed to manage content, providing a platform to share content with the world efficiently and effortlessly.

WordPress is an open-source software, meaning its source code is freely available, allowing anyone to contribute to its improvement. This collaborative nature has led to continuous updates and enhancements, making WordPress a robust and reliable CMS. The software has evolved significantly since its inception, now surpassing version 5, with each major update introducing new features and bug fixes, further refining the platform.

There are two primary ways to work with WordPress: [wordpress.org](https://wordpress.org) and [wordpress.com](https://wordpress.com). [wordpress.org](https://wordpress.org) offers the standalone version of WordPress, which can be downloaded and installed on your own server. This option provides greater flexibility and control but requires some technical knowledge to set up and manage. In contrast, [wordpress.com](https://wordpress.com) hosts your website on their servers, simplifying the process by handling the technical aspects. While [wordpress.com](https://wordpress.com) offers a free plan, it also provides various paid plans with additional features suitable for different types of users and websites.

When using [wordpress.com](https://wordpress.com), it is advisable to review the comparison table of the available plans to determine which one best meets your needs. For instance, the business or e-commerce plans are necessary for uploading custom themes, whereas the free plan covers basic functionalities.

This material focuses on using [wordpress.org](https://wordpress.org), where you will learn to download and install the standalone version of WordPress on your server or computer, enabling direct interaction with the software.

WordPress's versatility allows for the creation of a wide range of websites and applications. From simple blogs to complex websites, WordPress can handle various projects, including websites for car dealerships, real estate agencies, portfolios for photographers, and even applications, although the latter may require additional coding. This flexibility and the extensive community support, which continuously develops themes and plugins, have transformed WordPress from a mere blogging platform into a powerful tool capable of creating virtually anything on the web.

With a foundational understanding of WordPress, the next step involves installing the software, which will be covered in subsequent materials.

WordPress is a powerful and versatile content management system (CMS) that is widely used for creating and managing websites. It is open-source software, which means it is freely available for anyone to use, modify, and distribute. WordPress is built on PHP and MySQL, making it compatible with a wide range of hosting environments.

To get started with WordPress, one must understand the basic components and requirements necessary for its operation. The primary requirements include a web server, a database server, and PHP. The web server handles HTTP requests, the database server stores website data, and PHP is the scripting language that powers WordPress.

The typical software stack for running WordPress includes:

1. **\*\*Web Server\*\***: Apache or Nginx are the most commonly used web servers for hosting WordPress sites.
2. **\*\*Database Server\*\***: MySQL or MariaDB are the preferred database management systems.
3. **\*\*PHP\*\***: A server-side scripting language that WordPress is built upon. The recommended PHP version for

WordPress is PHP 7.4 or higher.

To install WordPress on a local machine, one can use software packages such as XAMPP, WAMP, or MAMP. These packages provide a complete environment with Apache, MySQL, and PHP pre-configured, making it easier to set up a local development environment.

The installation process involves the following steps:

1. **Download and Install the Software Package**: Choose a package like XAMPP, WAMP, or MAMP and install it on your local machine.
2. **Start the Servers**: Launch the control panel of the software package and start the Apache and MySQL servers.
3. **Download WordPress**: Obtain the latest version of WordPress from the official website.
4. **Extract WordPress Files**: Extract the downloaded WordPress files into the web server's root directory (e.g., `htdocs` for XAMPP).
5. **Create a Database**: Use phpMyAdmin or a similar tool to create a new MySQL database for WordPress.
6. **Configure WordPress**: Open the WordPress setup in a web browser and follow the on-screen instructions. You will need to provide the database name, username, and password during this process.
7. **Complete the Installation**: Once the configuration is complete, WordPress will finalize the setup and you will be able to log in to the WordPress dashboard.

Understanding these fundamentals is crucial for anyone looking to develop, manage, or maintain a WordPress site. With this knowledge, one can effectively set up a local development environment and start exploring the extensive features and capabilities of WordPress.

## EITC/WD/WPF WORDPRESS FUNDAMENTALS DIDACTIC MATERIALS

### LESSON: INSTALLING WORDPRESS

#### TOPIC: INSTALLING WORDPRESS LOCALLY

To install WordPress locally, one must understand the fundamental requirements and processes involved. WordPress can be run either on a live server or locally on a computer. Working locally allows developers to test and develop their WordPress projects extensively before publishing them on a live server.

WordPress is a web-based software that requires a web server to function. Popular web server software includes Apache and NGINX, with Apache being particularly prevalent. Additionally, WordPress necessitates support for PHP, a programming language in which it is written, and a database management system such as MySQL or MariaDB. Apache supports both PHP and MySQL, enabling the creation of databases that WordPress uses to store website information.

To work with WordPress locally, one must use software that emulates a web server on the local machine. Two prominent options are MAMP and XAMPP. MAMP, which is available for macOS and Windows, is the chosen tool for this guide. XAMPP, on the other hand, is cross-platform, supporting Windows, macOS, and Linux.

Begin by installing MAMP. Upon launching MAMP, the interface will display status indicators for the Apache and MySQL servers. Ensure both servers are running. Next, create a database by accessing the MAMP configuration page and opening PHPMYADMIN. In PHPMYADMIN, navigate to the Databases tab, create a new database named `wp-demo-tuts`, and click Create. This database will store WordPress data, and WordPress will automatically populate it with the necessary structure.

The subsequent step involves downloading WordPress from [wordpress.org](https://wordpress.org). The current version at the time of this guide is 5.2.2. After downloading, extract the WordPress archive. Copy the extracted folder to the MAMP root directory, typically named `htdocs`. This directory can be customized; for instance, it can be set to a folder named `MAMP` on the desktop. Rename the WordPress folder to `wp-demo-tuts` to match the database name, although the folder name can be anything.

To proceed, access the MAMP starting website by opening the MAMP application and clicking Open WebStart page. From there, click My Website, which directs you to the root URL `localhost:8888`. This URL serves as the local host for your WordPress installation.

By following these steps, WordPress will be successfully installed and configured on a local machine, allowing for extensive development and testing before deployment to a live server.

To install WordPress locally, one must follow a series of methodical steps. Initially, ensure that a local server environment is set up. This can be achieved using software such as XAMPP, MAMP, or WAMP, which simulate a server on your local machine and typically run on the default port.

Once the server environment is ready, navigate to the local server's directory where the WordPress files are stored. In this example, we will use a directory named `wp-demo-tuts`. This will initiate the WordPress setup wizard.

The first step in the setup wizard is to choose the preferred language and proceed by clicking 'Continue'. The wizard will prompt for necessary information before proceeding. Click 'Let's go' to move forward.

You will need to provide the following database details:

- **Database Name**: Ensure that the database name matches the one created in your local database management system, e.g., `wp-demo-tuts`.
- **Username**: Typically, the default username for local installations is `root`.
- **Password**: Similarly, the default password is often `root`.
- **Database Host**: This is usually `localhost` for local installations.
- **Table Prefix**: This prefix is added to the name of each table created in the database. The default is `wp\_`, but it can be customized as desired.

After entering the required details, click 'Submit' and proceed to run the installation.

Next, you will be prompted to configure your site settings:

- **Site Title**: Enter a title for your site, such as 'WordPress Demo Tuts'.
- **Username**: Choose a username for the WordPress admin account, for example, `admin`.
- **Password**: Create a secure password. For demonstration purposes, `password` can be used, but it is strongly advised against using such weak passwords in a live environment.
- **Email Address**: Provide an email address for administrative purposes.
- **Search Engine Visibility**: There is an option to discourage search engines from indexing the site. This should be checked when working locally to prevent indexing, but left unchecked on a live site.

With all the information filled in, click 'Install WordPress'. Upon successful installation, a login prompt will appear. Use the admin credentials created earlier to log in.

After logging in, you will have a fully functional local installation of WordPress. To view the front end of the site, hover over the site name in the WordPress dashboard and click 'Visit Site'. This will display the locally installed WordPress site.

**EITC/WD/WPF WORDPRESS FUNDAMENTALS DIDACTIC MATERIALS****LESSON: INSTALLING WORDPRESS****TOPIC: INSTALLING WORDPRESS ON A LIVE SERVER**

When working with WordPress, one can either operate locally on their machine or on a live server. Operating locally is typically for testing and development purposes, where only the developer can view the website. Conversely, to make the website accessible to the public, it must be hosted on a live server.

To transition a WordPress website from a local environment to a live server, two key components are required: a domain name and hosting. The domain name serves as the website's address, such as example.com. Hosting involves a server where the website's files are stored, enabling interactions with users and visitors.

Numerous companies provide domain registration and web hosting services. It is essential to choose a provider that fits one's budget and is reliable. For instance, SiteGround is a popular choice due to its service presentation and recommendations from notable sources. Other reputable hosting providers include Bluehost, HostGator, and Media Temple. It is advisable to research and select the provider that best meets individual needs.

The primary difference between a live server and a local server lies in ease of use. On a local server, tasks such as installing web server software and downloading WordPress must be performed manually. In contrast, many live server hosting providers offer one-click installations for applications like WordPress, simplifying the setup process. This convenience allows users to quickly and easily install WordPress by following a simple wizard and entering necessary information.

To install WordPress on a live server, one would typically follow these steps:

1. **Access the Hosting Account**: Log into the hosting account and navigate to the website management section.
2. **Initiate WordPress Installation**: Select the option to start a new website and choose WordPress as the platform.
3. **Configure Login Details**: Enter the email address and a secure password for the WordPress admin account.
4. **Complete Installation**: Follow the prompts to finalize the setup. The hosting provider will create the site, and a confirmation message will indicate that the website has been created.

After WordPress is installed, the next step is to point the domain name to the new host servers. This involves updating the domain's DNS settings at the domain registrar. For example, if the domain was registered with Porkbun, one would log into the Porkbun account and update the DNS settings to point to the new hosting provider's servers.

By following these steps, a WordPress website can be successfully moved from a local environment to a live server, making it accessible to the public.

To install WordPress on a live server, the following steps are essential for ensuring that the domain is correctly pointed to the hosting server and that WordPress is properly set up.

First, access the domain management section of your hosting account. You need to navigate to the user section and then go to Domain Management. Here, you will see a list of all your domains. Select the appropriate domain and click on Details. In the section labeled "authoritative name servers," select Edit. Remove the default name servers and replace them with the new name servers provided by your hosting service. Submit these changes. Be aware that the propagation of new DNS or name servers can take up to 48 hours. During this period, the changes will not be immediately visible, and you will be unable to proceed with further setup until the propagation is complete.

Once the name server propagation is complete, you can return to your hosting account, such as SiteGround, to manage your site. From the starting page of your hosting account, navigate to the WordPress section and select Install and Manage. Here, you will have the option to log in to the WordPress admin panel and manage your site as you normally would. At this point, your domain should now point correctly to your hosting service, allowing you to fully access and manage your WordPress site.

After logging into the WordPress dashboard, you can perform all tasks that you would typically do on a local machine, but now on a live server. This includes customizing your site, installing plugins, and creating content.

Once WordPress is installed and the domain is properly configured, you can proceed to familiarize yourself with the WordPress dashboard. The dashboard is the central hub for managing your WordPress site, allowing you to control various aspects such as posts, pages, themes, plugins, and settings. Customizing the dashboard to fit your workflow can significantly enhance your efficiency and ease of use.

**EITC/WD/WPF WORDPRESS FUNDAMENTALS DIDACTIC MATERIALS****LESSON: WORDPRESS DASHBOARD****TOPIC: GETTING FAMILIAR WITH THE WORDPRESS DASHBOARD**

Upon accessing the WordPress back end, also known as the admin panel, the first interface encountered is the dashboard. This serves as the primary hub for the majority of tasks performed within WordPress. Understanding how to navigate and customize this dashboard is essential for optimizing workflow and personalizing the user experience.

To access the admin panel, append `/wp-admin` to the base URL of your WordPress installation. After logging in, the dashboard is displayed, comprising various informational and functional cards. These cards provide essential statistics, quick links to common actions, and other pertinent information.

The initial panel, "Welcome to WordPress," includes links for site customization, theme changes, widget management, menu configuration, and comment settings. These links facilitate the initial setup and ongoing modifications of the site.

The "At a Glance" card offers a snapshot of the site's content, including the number of posts, pages, and comments. It also indicates the current WordPress version and the active theme. This card is valuable for quickly assessing the site's status.

The "Activity" card displays recently published posts and newly added comments. It provides options to manage comments directly, including unapproving, replying, and editing. This card is crucial for maintaining an active and moderated site.

The "Quick Draft" card allows for the rapid creation of draft posts or pages. A draft is a saved, unpublished version of content, enabling users to develop and refine their work before making it public. This feature is particularly useful for jotting down ideas and starting new content quickly.

Additionally, the dashboard includes a news section with updates about WordPress meetups and events, keeping users informed about community activities.

Customization of the dashboard is a notable feature. Users can hide or collapse specific cards, tailoring the interface to their preferences. The "Screen Options" menu allows for the selection of visible cards, providing further control over the dashboard's layout. Users can also rearrange the cards, positioning them according to their workflow needs.

Another critical component of the dashboard is the "Updates" section, accessible via the left-hand menu. This section informs users about the current status of their WordPress installation, including whether the latest version is installed and if any plugins or themes require updates. Keeping the site up to date is vital for security and functionality.

The WordPress dashboard is a customizable and informative interface that serves as the starting point for managing a WordPress site. Mastery of this interface facilitates efficient site management and enhances the overall user experience.

**EITC/WD/WPF WORDPRESS FUNDAMENTALS DIDACTIC MATERIALS****LESSON: CONTENT MANAGEMENT****TOPIC: WORDPRESS PAGES VS. POSTS**

In the realm of WordPress, understanding the distinction between posts and pages is fundamental to effective content management. WordPress, as a Content Management System (CMS), categorizes content into several types, specifically posts, comments, users, and links. Among these, posts and pages are the primary types of content.

Posts in WordPress are typically used for blog entries or articles. They are time-sensitive and organized chronologically. Each post contains a title, metadata (such as the author, publish date, and number of comments), and the main content. Posts are designed to encourage interaction through comments and are usually displayed with their metadata on the front end of the website.

Pages, on the other hand, are static and meant for content that does not change frequently. Examples of pages include the homepage, about page, contact page, and portfolio page. Unlike posts, pages do not display metadata like the author or publish date and generally do not have comments enabled. This makes pages ideal for presenting timeless information.

To manage posts in WordPress, one can navigate to the Posts section in the backend. This section allows users to add new posts, categorize them, and tag them for better organization. The interface provides quick actions such as editing, quick editing, trashing, or viewing posts. The WordPress Editor, also known as Gutenberg, is used for creating and editing post content.

Adding a new post can be done by clicking the "Add New" button. Users can save drafts of posts, which are stored in the database but not yet published. Once a post is ready, it can be published immediately or scheduled for a future date and time. Visibility settings allow control over who can view the post. Posts can be tagged and categorized to enhance searchability and organization.

If a post needs to be unpublished, it can be reverted to a draft or marked as pending review through the Quick Edit option. Deleting a post moves it to the Trash bin, from where it can be restored or permanently deleted.

Categories and tags are essential for organizing posts. Categories are hierarchical and can be nested, while tags are non-hierarchical keywords that describe the post. Both can be managed from their respective sections in the backend. For instance, a new category can be created with a name and a slug, which appears in the URL.

Understanding these distinctions and management techniques is crucial for efficient content management in WordPress, ensuring that the website remains organized and user-friendly.

In WordPress, content management is facilitated through two primary types of content: posts and pages. Understanding the distinctions between these two is fundamental for effective website management.

Posts are typically used for blog entries and are displayed in reverse chronological order on your blog's home page. They are dynamic and time-sensitive, making them suitable for content that is regularly updated. Posts can be organized using categories and tags, which help in structuring the content and improving navigation.

Categories are hierarchical, meaning you can have parent and child categories. For instance, a parent category could be "Travel," with child categories like "Hotels" and "Restaurants." When editing a post, you can assign it to one or more categories to help visitors find related content more easily. Tags, on the other hand, are non-hierarchical and provide more specific metadata about the post. They function similarly to keywords and can be added to posts to further refine searchability.

Posts can also feature a variety of additional options. You can make a post "sticky," ensuring it remains at the top of your blog regardless of its publication date. This is useful for important announcements or featured articles. The permalink, which is the URL of the post, can be customized for better SEO and user-friendliness. Posts can include a featured image, which is prominently displayed based on the theme's design. An excerpt, a brief summary of the post, can be defined to provide a preview on index pages. Lastly, under the discussion settings, you can enable or disable comments, pingbacks, and trackbacks, which facilitate interaction and

connectivity with other web pages.

Pages, in contrast, are static and timeless. They are used for content that does not change frequently, such as "About Us" or "Contact" pages. Unlike posts, pages do not utilize categories or tags. However, they share similar publishing options, such as permalinks and featured images. Comments can also be enabled or disabled on pages, although this is less common. Pages can be ordered hierarchically, which is useful for organizing content in a logical structure.

To create a new page, you simply add a title, input the desired content, and adjust the publishing options before hitting publish. Pages are not part of the blog's chronological flow and do not appear in the blog feed. Instead, they can be linked through menus or other navigational elements on the site.

Posts and pages serve distinct purposes in WordPress. Posts are ideal for regularly updated content and benefit from organizational tools like categories and tags. Pages are better suited for static content and do not require the same level of categorization. Both types of content offer flexibility in terms of customization and presentation, allowing you to manage your website effectively.

WordPress is a widely-used content management system (CMS) that provides two primary content types: pages and posts. Understanding the distinction between these two is fundamental for effective content management.

Posts are typically used for time-sensitive content such as blog entries, news updates, or articles. They are displayed in reverse chronological order on your blog page, meaning the most recent post appears first. Posts are also organized using categories and tags, which facilitate content discovery and improve site navigation. Additionally, posts are included in RSS feeds, allowing subscribers to receive updates.

Pages, on the other hand, are intended for static content that does not change frequently. Examples include the 'About Us' page, 'Contact' page, or 'Privacy Policy' page. Pages do not utilize categories or tags, and they are not included in RSS feeds. Unlike posts, pages can have hierarchical relationships, meaning you can have parent and child pages, which helps in organizing content in a structured manner.

The editor used to create and manage both posts and pages in WordPress is known as Gutenberg. Introduced in WordPress Version 5.0, Gutenberg is a block-based editor that allows users to build content by adding and arranging blocks. Each block serves a specific purpose, such as a paragraph, image, video, or gallery, and can be customized individually. This modular approach simplifies the content creation process and provides greater flexibility in designing page layouts.

Gutenberg replaced the Classic Editor, which was a simple text editor with basic formatting options. The transition to Gutenberg represents a significant advancement in WordPress's editing capabilities, offering a more intuitive and powerful interface for users.

**EITC/WD/WPF WORDPRESS FUNDAMENTALS DIDACTIC MATERIALS****LESSON: CONTENT MANAGEMENT****TOPIC: WORDPRESS GUTENBERG EDITOR**

The Gutenberg editor, introduced in WordPress Version 5.0, is an advanced tool for editing posts and pages. It replaces the former editor, which is now available as a plugin. Gutenberg operates with blocks, which are individual pieces of content that can be dragged and dropped to build a page.

Accessing the Gutenberg editor involves entering the editing mode on a post or page. The left side of the canvas provides an exact preview of how the page will appear on the front end, including colors and fonts. When hovering or clicking on elements within the page, additional options become available.

For instance, hovering over a paragraph reveals its type in the top left corner. Clicking on it selects the paragraph and displays options such as text alignment, bold, italic, link creation, and more. These options are accessible via a menu button that allows duplicating the block, inserting a block before or after the selected block, editing as HTML, adding to Reusable Blocks, or removing it altogether.

Each block, when selected, also presents additional options on the right side. For a paragraph, this includes text settings like font size, drop cap initiation, and color settings for text and background. The Advanced tab allows adding an additional CSS class for further styling.

Adding a new block is straightforward by clicking the "Add block" button. Gutenberg offers a variety of blocks organized into categories, including common typography blocks, code blocks, buttons, columns, and widgets. For example, adding a column block creates two columns where more blocks can be inserted, such as headings or quotes. The order of blocks can be changed by dragging or using the move up/down arrows.

The top of the editor provides content structure statistics, including word count and the number of headings, paragraphs, and blocks. It also offers a document outline and block navigation, showing all available blocks in the page.

Once editing is complete, hitting the "Update" button saves the changes. The front end will reflect the updated content, ensuring that the visual representation in the Gutenberg editor matches the actual content displayed on the site.

The Gutenberg editor in WordPress offers a "What You See Is What You Get" (WYSIWYG) experience, allowing users to visualize their final post or page directly within the editor. This feature represents a significant improvement over the classic editor, providing a more intuitive and efficient content management experience.

Gutenberg includes several predefined blocks of content, such as text, images, and multimedia, which can be easily inserted and customized. However, users are not restricted to these predefined blocks; it is possible to create custom blocks for more specific needs. This advanced functionality can be explored further through various tutorials available in lesson notes.

Despite the transition to Gutenberg, the classic editor remains accessible. Users who prefer the classic editor can download it as a plugin. To do so, navigate to the Plugins section in the WordPress dashboard, select "Add New," search for "Classic Editor," and proceed with the installation and activation. This reverts the post and page editing interface to the classic editor. If at any point users wish to switch back to Gutenberg, they can simply deactivate the Classic Editor plugin, restoring Gutenberg as the default editor.

In addition to content blocks, WordPress also allows for the management of media files through its media library. Users can upload new media files, organize them within the library, and incorporate them into posts and pages seamlessly. This functionality enhances the versatility and richness of the content created using WordPress.

**EITC/WD/WPF WORDPRESS FUNDAMENTALS DIDACTIC MATERIALS****LESSON: CONTENT MANAGEMENT****TOPIC: UPLOADING AND ORGANIZING MEDIA**

Media files, including images, videos, audio tracks, icons, and PDF documents, play a vital role in enhancing the content of a WordPress website. WordPress supports the upload of various file types, with some exceptions. This material provides a comprehensive guide on how to upload, organize, and utilize media files within WordPress.

To begin uploading a file, navigate to the Media section, which opens the media library. Initially, the library may be empty. To upload files, use either the "Add New" link or the corresponding button. This action opens the upload screen, where files can be added via drag-and-drop from the browser or by selecting files directly from the computer. Note that there is a maximum upload file size of 8 MB; files exceeding this limit cannot be uploaded.

Upon successful upload, the media library displays the files. Users can filter files by type (images, audio, video, unattached), date of upload, or perform bulk actions such as deleting multiple items simultaneously. The search function allows for finding specific media items by keywords.

When a media item is selected, the Attachment Details page appears, showing the image and relevant metadata, including file name, type, upload date, file size, and dimensions in pixels. It is crucial to add an alt text for accessibility purposes, ensuring that if the image cannot be displayed, the alt text will be shown instead. Other editable fields include the title, caption (which can appear on the front end), and description. The author of the upload is also noted, and a direct link to the image is provided for future reference. Users can delete the image or edit more details through an advanced edit page.

For image editing, the Edit Image button offers additional options. Users can rotate images, scale them to new dimensions, or crop them. Cropping can be done manually or by entering specific values. Thumbnail settings allow for the creation of smaller image versions, typically used in blog indexes to represent posts without displaying the full-sized image.

To use an uploaded image in a post or page, the media library's images are universally accessible within WordPress. In the post editor, such as Gutenberg, an image block can be added, and an image can be chosen from the media library. This image is then inserted into the post. Additionally, images can be set as featured images for posts, enhancing their visual appeal on the blog index page.

WordPress provides robust tools for uploading, organizing, and utilizing media files, ensuring that users can effectively manage and enhance their website's content.

In WordPress, the management and organization of media files are essential for creating visually engaging content. Media files, such as images, can be incorporated into posts and pages in different ways, each serving distinct purposes.

When adding images to a post, there are two primary methods: inserting images directly into the content and setting a featured image. The featured image serves as a representative image for the post, often displayed prominently in themes and on archive pages. For example, an image added directly within the post content will appear where it is inserted, while the featured image might be displayed differently depending on the theme's design.

To add an image within the content of a post, navigate to the desired location within the post editor and use the media insertion tool to upload or select an image from the media library. This image becomes part of the post's content and will be displayed accordingly.

Setting a featured image follows a similar process. Within the post editor, locate the "Set featured image" option, typically found in the right-hand sidebar. From there, you can either upload a new image or select an existing one from the media library. Once chosen, the featured image will be displayed based on the theme's configuration, which may include overlays or filters to match the site's design aesthetic.

The same procedures apply to pages in WordPress. To add an image to a page, insert it directly into the content

area using the media insertion tool. To set a featured image for a page, use the "Set featured image" option in the sidebar, following the same steps as for posts.

Organizing media files within the media library is crucial for maintaining a well-structured website. Images and other media can be uploaded directly to the library, where they can be categorized and tagged for easy retrieval. This organization facilitates efficient content management and ensures that media assets are readily accessible for future use.

Working with media files in WordPress involves understanding the distinction between images inserted into content and featured images. Both types of images enhance the visual appeal of posts and pages, contributing to a more engaging user experience. Proper management and organization of these media files within the media library are fundamental practices for maintaining an efficient and visually coherent website.

**EITC/WD/WPF WORDPRESS FUNDAMENTALS DIDACTIC MATERIALS****LESSON: CONTENT MANAGEMENT****TOPIC: MANAGING WORDPRESS COMMENTS**

WordPress, originally launched as a blogging platform, has evolved significantly over time. Despite this evolution, the comment system remains a crucial feature, enabling users to interact with posts by leaving messages known as comments. These comments can be added by both the author of the post and other users.

To access and manage comments, one can navigate to the front end of a WordPress site and open a specific post. For example, selecting a post like "Hello World!" reveals the comments section, either by scrolling down or clicking on a designated link. Each comment displays the author's name, the date and time of submission, and the comment's body. Notably, the initial comment on a new WordPress installation is a default message.

Comments can be managed directly from the front end or the back end. On the front end, users have the option to reply to existing comments. When replying, a new comment is created, identifiable by the user's name (e.g., admin), the current date and time, and the comment's content. This process can be repeated, creating a thread of replies.

A unique feature in WordPress comments is the use of Gravatars (Globally Recognized Avatars). These avatars are linked to users' email addresses and can be managed through the Gravatar website. In the comments section, Gravatars display alongside the comments, providing visual identification of the commenters.

For users wishing to add a new comment that is not a reply, a comment box is available at the bottom of the post. Logged-in users will find their information pre-filled, while visitors who are not logged in must provide their name, email address, and optionally, a website URL. Upon submission, a cookie can be created to save this information for future comments.

In scenarios where a visitor leaves a comment, the process differs slightly. Non-logged-in users do not have access to editing options and must manually enter their details. Once a comment is submitted, it may await moderation. This means the comment will not appear immediately but requires approval from an admin.

Admins can manage comments from the WordPress dashboard. Under the comments section, admins can view all submitted comments, including those awaiting moderation. Each comment entry displays the commenter's name, email, website (if provided), the comment itself, the associated post, and the submission date. Admins have the authority to approve, edit, or delete comments, ensuring the comment section maintains quality and relevance.

This structured approach to managing comments ensures that interactions on a WordPress site are both engaging and controlled, fostering a community while maintaining order and relevance.

In WordPress, managing comments is a fundamental aspect of content management. When a comment is submitted on a post or page, it can be moderated through several actions: replying, editing, marking as spam, or sending it to the trash.

Upon approving a comment, it becomes publicly visible. For instance, after approving a comment and refreshing the page, the comment will be displayed for anyone to view. Conversely, if the decision is made to delete or unapprove a comment, this can be done by navigating back to the comments area and selecting the appropriate action. Unapproving a comment will revert it to a state of moderation, making it invisible to the general public upon refreshing the page.

This straightforward process applies equally to comments on pages. For a page, comments can be managed under the 'Discussion' settings. By enabling the 'Allow comments' option and updating the page, comments can be added to the bottom of the page. For example, after posting a comment such as "Hello" on a page, it will be attached to that specific page rather than a post.

Understanding these functionalities ensures effective comment management, enhancing user interaction and content moderation on a WordPress site.

**EITC/WD/WPF WORDPRESS FUNDAMENTALS DIDACTIC MATERIALS****LESSON: CONTENT MANAGEMENT****TOPIC: WORDPRESS SIDEBARS AND WIDGETS**

Sidebars and widgets are fundamental components in WordPress that allow for the customization of a website's appearance and functionality. Understanding how to effectively utilize these elements can significantly enhance user experience and site management.

A sidebar in WordPress is a designated area where widgets can be placed. Widgets are individual components that add specific features or content to a website, such as recent posts, archives, comments, categories, and meta information. The appearance and location of sidebars and widgets are largely determined by the theme in use. Typically, sidebars are positioned on the right side of the page, occupying about 25% of the layout, with the main content taking up the remaining 75%. However, sidebars can also be found in other positions, such as the footer, where they appear as columns.

To manage sidebars and widgets, navigate to the WordPress dashboard and select Appearance > Widgets. This interface displays all available widgets and the designated sidebars of the active theme. For instance, a sidebar named "footer" might be present, and the widgets within this sidebar will be visible on the front-end of the website.

Adding or removing widgets is straightforward. To remove a widget, simply click on it and select "delete." This action is automatically saved, and refreshing the front-end will reflect the change. To add a new widget, drag it from the list of available widgets to the desired sidebar. For example, to add a calendar widget, drag it into the sidebar, assign it a title such as "My Calendar," and save the changes. The front-end will then display the new widget.

Customizing widgets varies depending on the widget type. Some widgets offer multiple customization options, while others allow only basic modifications. For instance, the "Recent Posts" widget permits editing the title, the number of posts to display, and whether to show the post date. In contrast, the "Meta" widget may only allow title customization.

If a widget needs to be temporarily removed without losing its settings, it can be moved to the "Inactive Widgets" section. This action removes the widget from the sidebar but retains its configuration. The widget can be reactivated by dragging it back to the sidebar, restoring its presence and settings on the front-end.

The number and location of sidebars can vary significantly between themes, and multiple sidebars can be utilized within a single theme. Each sidebar can host numerous widgets, allowing for extensive customization. As different themes are explored, the naming and availability of sidebars may change.

Effective navigation is crucial for any website, and WordPress facilitates this through the creation and management of menus. Understanding how to create, edit, and implement menus will further enhance the functionality and user experience of a WordPress site.

**EITC/WD/WPF WORDPRESS FUNDAMENTALS DIDACTIC MATERIALS****LESSON: CONTENT MANAGEMENT****TOPIC: BUILDING AND MAINTAINING MENUS**

Every website nowadays incorporates some form of menu with links to various pages, serving as the primary means of navigation. WordPress simplifies the task of creating and managing these menus. This material will guide you through the process of creating and editing a menu, and subsequently using it on your website.

To create menus, navigate to the 'Appearance' section and select 'Menus'. Here, you can view all existing menus or create a new one. To create a new menu, assign it a name, for instance, "My menu," and hit Enter. The new menu is now created.

Next, you need to select the items to include in your menu. Options include pages, posts, custom links, and categories. For example, you can add two pages by selecting them and clicking 'Add to Menu'. Similarly, posts, custom links, and categories can be added to the menu. Once these items are added, their order can be rearranged through a simple drag-and-drop interface. Additionally, pages can be made sub-items or sub-menus by positioning them under other items.

After arranging the menu items, save the menu. However, merely saving the menu does not display it on the website. Menus need to be assigned to specific locations defined by the theme. These locations can vary from theme to theme, but typically include areas such as the top of the page (header), the bottom of the page (footer), or a side bar. To manage these locations, go to the 'Manage Locations' section in the back end. Here, you can see the available menu locations for your theme. For instance, a theme might have a primary menu, a footer menu, and a social links menu.

To assign a menu to a location, select the desired location and save the changes. For example, assigning the menu to the primary location and refreshing the page will display the menu at the top of the website. You can also assign the same menu to multiple locations, such as both the primary and footer locations.

Additionally, menu assignments can be managed from the 'Edit Menus' page. Under 'My Menu', you can check the locations where you want the menu to appear. If you want to remove a menu, click the delete link. Creating a new menu is straightforward; click the link to create a new menu, assign it a name, add items, and choose a location.

For instance, creating a menu named "Second menu" with two pages and assigning it to the primary location will display this menu at the top of the website upon refreshing. The first menu can remain in the footer location. To edit a menu, select it from the drop-down menu and you will be directed to the editing page for that specific menu.

Defining a menu involves creating it, adding items, and choosing a location for it to appear. This process is crucial for effective website navigation and user experience.

**EITC/WD/WPF WORDPRESS FUNDAMENTALS DIDACTIC MATERIALS****LESSON: CUSTOMIZATION, PLUGINS, AND SETTINGS****TOPIC: USING THE WORDPRESS CUSTOMIZER**

The WordPress Customizer is an essential tool for customizing the look and feel of a website. To access the Customizer, navigate to the WordPress back end and select "Appearance" followed by "Customize." This action opens an editor where the right side displays a preview of the website, and the left side contains a sidebar with various settings categories.

The "Site Identity" section allows the user to upload a logo, change the site title and tagline, and modify the site icon. The site icon is the small image displayed in the browser tab next to the site title.

The "Colors" section provides options to change the website's color scheme. The default color is typically blue, but it can be customized to any desired hue. The primary color affects links, image overlays, block quote borders, buttons, and more. Depending on the theme, additional options may be available, such as turning off color overlays on images.

To save any changes made in the Customizer, it is necessary to hit the "Publish" button. If this step is skipped, the changes will not be saved.

The "Menus" section in the Customizer allows users to create new menus or edit existing ones. This section also provides the ability to set the menu locations and preview the changes in real-time. The advantage of using the Customizer for menu management is the convenience of having all options in one place.

Similarly, the "Widgets" section allows users to manage widgets in the footer or other widget areas. Users can hover over widgets to highlight them on the screen, remove widgets, reorder them, and tweak their individual settings. Additional widgets can be added by clicking the "Add a Widget" button, which opens a list of available widgets.

The "Homepage Settings" section lets users choose what the homepage displays. Options include displaying the latest posts or a static page. If choosing a static page, a specific page must be selected for the homepage and, optionally, another for the posts page.

The "Additional CSS" section provides an area to add custom CSS for further customization of the website's front end. This feature allows advanced users to apply custom styles beyond the default theme options.

Finally, the Customizer includes options for publishing changes. Users can publish changes immediately, save them as a draft, or schedule them to go live at a specific date and time. This flexibility allows for careful planning and timing of website updates.

WordPress provides a robust customizer tool that allows users to make real-time changes to their website's appearance and functionality. This tool is essential for users who wish to schedule changes for future publication or preview their site across different devices.

The customizer enables scheduling changes to go live at any specified date and time. This feature is particularly useful for planning content releases, such as monthly updates or analytics reports. Once modifications are made, users can choose to either schedule, save as a draft, or publish the changes immediately. The customizer ensures that the appropriate actions are executed based on the user's selection.

An additional feature of the customizer is the ability to preview website changes on three different screen sizes: desktop, tablet, and mobile phone. This functionality is crucial for ensuring that the website is responsive and user-friendly across various devices. By clicking the icons at the bottom of the customizer, users can see how their menus and pages will appear on smaller screens, allowing for necessary adjustments to be made for optimal viewing experiences.

For users seeking a complete overhaul of their website's appearance, switching to a different theme is recommended. Themes control the overall look and feel of a WordPress site, and understanding how to select, install, and modify themes is fundamental for comprehensive customization.

**EITC/WD/WPF WORDPRESS FUNDAMENTALS DIDACTIC MATERIALS****LESSON: CUSTOMIZATION, PLUGINS, AND SETTINGS****TOPIC: WORKING WITH THEMES**

WordPress's success can be largely attributed to its robust theme system. At its core, WordPress functions as a framework or skeleton, which requires a theme to be applied on top to display and style content. This ensures the website aligns with the desired brand and design guidelines.

To understand how themes integrate with WordPress, one must first navigate to the Appearance section and then to Themes. Here, you will find all installed themes, with the currently active one indicated. By selecting the Theme Editor, users are warned about the potential risks of modifying theme files directly, as improper changes can disrupt functionality. Within the editor, all theme files and folders are accessible, allowing users to view and edit the theme code. It's essential to exercise caution and avoid making changes unless you are confident in your understanding of the code, particularly if you are new to WordPress themes.

Theme files can also be accessed through a file manager by locating the wp-content/themes directory. Each theme has its own folder, such as those for the default themes like 2019, 2017, and 2016. These files can be opened and edited in a code editor.

Switching themes is straightforward. By hovering over a theme, details such as the name, version, author, description, tags, and a screenshot are displayed. Users can either activate the theme immediately or use the live preview feature to see how the theme would look on their website without making it live. Once satisfied with the preview, the theme can be activated and published.

Changing themes alters the website's appearance significantly, including colors, fonts, typefaces, spacing, and layout. For instance, switching from the 2019 theme to the 2017 theme might move the sidebar to a different position and provide additional widget areas. The 2017 theme, for example, includes three sidebars: blog sidebar, footer 1, and footer 2. Widgets can be added to these areas to customize the content displayed.

Similarly, menu locations may vary between themes. While one theme might offer three menu locations, another might offer only two. The process of assigning menus to these locations remains consistent across themes.

WordPress comes with a few pre-installed themes, but users have the flexibility to add new themes. The WordPress theme directory, accessible via [wordpress.org](https://wordpress.org/themes/), offers a wide range of themes that can be sorted by Featured, Popular, Latest, and specific features. Users can apply filters to find themes that meet their specific requirements.

When customizing a WordPress website, themes play a crucial role in defining the site's visual appearance and layout. Themes can be sourced from various places, including the official WordPress theme directory, ThemeForest, and Envato Elements. Each platform offers a range of themes, from basic free options to more complex, premium choices.

To install a theme, the process is straightforward. When a theme is downloaded, it typically comes in a compressed archive file (e.g., trade-line-1.6.2.zip). This file can be installed directly through the WordPress back end by navigating to the "Add New Theme" section, selecting "Upload Theme," browsing for the file, and clicking "Install Now." This method simplifies the installation process without requiring the user to unzip the file manually.

Alternatively, themes can be installed manually by unzipping the archive and placing its contents into the themes directory of the WordPress installation. This directory is typically located at wp-content/themes within the WordPress installation folder. Once the files are copied, the theme will appear in the WordPress themes section, where it can be activated or previewed.

WordPress also allows for the installation of themes directly from the official theme directory. This can be done by navigating to the "Add New Theme" section in the WordPress back end, where a list of available themes is displayed. Users can browse, preview, and install themes without needing to download them manually.

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Once a theme is installed, it can be activated to change the site's appearance. Each theme offers unique features, such as different color schemes, layouts, and fonts. Some themes may also add additional customization options to the WordPress Customizer, allowing users to adjust settings like background images and social icons.

If a theme needs to be removed, it can be done easily by clicking on the theme and selecting the "Delete" link or by deleting the theme's folder from the wp-content/themes directory. It is important to ensure that the theme being deleted is not the active theme to avoid breaking the site's layout.

The WordPress Customizer also allows users to switch between installed themes and browse the theme directory for new themes. Some themes may add new features to the Customizer, enhancing the customization options available.

In addition to themes, WordPress functionality can be extended through the use of plugins. Plugins provide additional features and capabilities, allowing users to tailor their WordPress site to meet specific needs.

**EITC/WD/WPF WORDPRESS FUNDAMENTALS DIDACTIC MATERIALS****LESSON: CUSTOMIZATION, PLUGINS, AND SETTINGS****TOPIC: WORKING WITH PLUGINS**

A plugin is a piece of software that adds specific functionality to an existing application. In the context of WordPress, plugins are essential for extending the capabilities of a WordPress site. The WordPress ecosystem supports a wide variety of plugins, and users can choose from a plethora of options to suit their needs.

To manage plugins, navigate to the WordPress backend and select the "Plugins" menu. Here, you will see a list of all installed plugins, each with options such as activation, deactivation, and deletion. For a plugin to be operational, it must be active. Activation can be done by clicking the activation link next to the plugin or by selecting multiple plugins and choosing the 'Activate' action from the bulk actions dropdown, then clicking 'Apply'.

Plugins serve various purposes. For example, anti-spam plugins help filter unwanted comments, while others, like the classic editor plugin, restore the old WordPress editor interface. Some plugins come pre-installed but inactive, such as those that display humorous messages on your site when activated.

Plugins can be sourced from several places. The primary repository is the official WordPress plugin directory available at [wordpress.org](https://wordpress.org). This directory hosts a vast array of plugins. For more complex or premium plugins, marketplaces like CodeCanyon and Envato Elements offer additional options. CodeCanyon, for instance, has around 7000 plugins available for purchase, while Envato Elements hosts over 400 plugins.

Installing plugins is straightforward and akin to installing themes. You can download a plugin as a zip file and either upload it through the WordPress backend or place it directly in the `WPContent/plugins` folder on your server. To install a plugin from the official repository, navigate to the 'Add New' section in the 'Plugins' menu, search for the desired plugin, and click 'Install Now'. For example, installing the Jetpack plugin involves searching for it, installing, and then activating it. Jetpack adds significant functionality to WordPress and is highly recommended.

Once installed, some plugins add new menu entries to the WordPress sidebar, providing access to their features. It is crucial to ensure that any plugin you install is compatible with your current WordPress version. The plugin repository provides compatibility information, indicating whether a plugin is tested and safe to use with your version of WordPress. Plugins that are untested with your version might still work but could potentially cause errors or unexpected behavior.

**EITC/WD/WPF WORDPRESS FUNDAMENTALS DIDACTIC MATERIALS****LESSON: CUSTOMIZATION, PLUGINS, AND SETTINGS****TOPIC: ADDING AND MANAGING USERS**

WordPress, by default, starts with one user, the admin. However, it allows the creation of multiple users with individualized permissions. This material provides a comprehensive guide on adding new users and setting their permissions.

To view the list of currently registered users, navigate to the WordPress backend and select "Users." Initially, this list contains only the admin, who is the person that installed WordPress or the one defined during the initial setup. The admin's profile can be edited to include various options such as color schemes, personal information (first name, last name, nickname), contact information, website, email address, and biographical info. This biographical info might be displayed below articles depending on the theme. Additionally, the profile picture and password can be changed.

To add a new user, click "Add New." Assign a username, email address, name, website, and a password. Although a strong password is recommended, a weak password can be used if confirmed. Next, select the role of the new user from the following options: Subscriber, Contributor, Author, Editor, or Administrator. Each role has different permissions. For example, if the user is set as a Contributor, they can add new posts but cannot publish them directly; the posts need to be submitted for review.

Upon logging in with the new user credentials, the limitations of their actions become evident. Compared to the admin, a Contributor has restricted access, primarily to the dashboard and post lists, without the ability to make changes to existing posts. They can add new posts but must submit them for review. The admin can then review, edit, preview, or approve these posts. WordPress intelligently indicates if a post is already being edited by another user.

To change a user's permissions, go to "Users," select the user (e.g., aditest), and click "Edit." The color scheme can be changed, and the role can be updated to another, such as Author or Editor. After updating, the changes are reflected in the user's account, granting access to additional areas like media pages, comments, and tools, depending on the new role. The role can also be changed directly from the users' view by selecting the user and using the dropdown menu to assign a new role, such as Subscriber.

Managing multiple users efficiently is crucial for collaborative work in WordPress. The ability to adjust roles and permissions ensures that each user has appropriate access levels, enhancing both security and productivity.

**EITC/WD/WPF WORDPRESS FUNDAMENTALS DIDACTIC MATERIALS****LESSON: CUSTOMIZATION, PLUGINS, AND SETTINGS****TOPIC: MOVING A WORDPRESS SITE**

Migrating a WordPress website from one installation to another or importing specific posts or pages can be efficiently achieved using WordPress's built-in import and export tools. This material will guide you through utilizing these tools and provide insights into the Site Health tool.

To begin with exporting content, navigate to the WordPress backend and select Tools. Within this section, you will find the options for Import and Export. Selecting Export allows you to choose the type of content you wish to export, whether it be all content, specific posts, pages, or media. Each of these categories offers additional filters. For instance, when exporting posts, you can filter by category, author, start and end dates, and status. Similar filters are available for pages and media. Once the desired content is selected, downloading the export file will generate an XML file named with the current date, containing all the chosen information.

To import content, use the Import tool. For example, an XML file named themeunittestdata.wordpress.xml, provided by a WordPress theme for testing purposes, can be used. This file includes various users, posts, pages, attachments, and comments. Upon selecting Import, you can choose the platform and tool for the import process. For WordPress, install the importer tool, run it, and browse for the XML file to upload and import. During the import, you have the option to create new users for the authors in the file or assign their posts to existing users. Additionally, you can choose to download and import all file attachments. Once submitted, WordPress will process the import, adding the new content to your site.

After a successful import, checking the Posts, Pages, and Media sections will reveal the newly added content. The front end of the site will now display the imported posts, pages, and media files, effectively populating the site with the content from the XML file.

The Tools section in WordPress also includes the Site Health tool, which provides a status report of your WordPress installation. It identifies issues that need fixing or improvements, such as removing inactive plugins or themes and performance suggestions. The tool runs several tests and displays detailed results, ensuring your website is running optimally.

Additionally, the Tools section offers options to export and erase personal data. Exporting personal data sends user-specific data from the WordPress database to a specified email address. This is useful for users who wish to obtain their data. Erasing personal data allows users to remove their personal information from the website, ensuring their data is no longer stored.

WordPress provides robust tools for migrating and managing content, as well as maintaining site health and handling user data. These features facilitate efficient website management and ensure optimal performance and data privacy.

Moving a WordPress site involves several critical steps to ensure that the entire website, including its content, settings, and functionalities, is transferred without any issues. This process can be necessary for various reasons, such as changing hosting providers, moving from a local development environment to a live server, or cloning a site for testing purposes.

The first step in moving a WordPress site is to back up all the website files and the database. The website files include themes, plugins, images, and other media files, while the database contains all the content, settings, and user data. This can be done manually through FTP (File Transfer Protocol) and phpMyAdmin, or by using a backup plugin that automates the process.

To back up the website files manually, connect to the current web host using an FTP client, navigate to the WordPress root directory, and download all the files to your local machine. For the database, access phpMyAdmin through the hosting control panel, select the WordPress database, and use the export function to create a SQL file.

After creating the backups, the next step is to upload the files and import the database to the new hosting environment. Using an FTP client, connect to the new web host and upload the previously downloaded files to

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the root directory. For the database, access phpMyAdmin on the new host, create a new database, and import the SQL file.

Once the files and database are uploaded, it is necessary to update the wp-config.php file with the new database credentials. This file is located in the root directory of the WordPress installation. Open the wp-config.php file in a text editor and update the following lines with the new database name, username, and password:

1.	<code>define('DB_NAME', 'new_database_name');</code>
2.	<code>define('DB_USER', 'new_database_user');</code>
3.	<code>define('DB_PASSWORD', 'new_database_password');</code>
4.	<code>define('DB_HOST', 'localhost');</code>

Additionally, it may be necessary to update the site URL and home URL in the database if the domain name changes. This can be done by accessing the wp\_options table in phpMyAdmin and updating the 'siteurl' and 'home' options with the new URL.

After updating the wp-config.php file and the database, it is important to check the site for any broken links, missing images, or other issues that may have occurred during the transfer. This can be done by navigating through the site and ensuring that all content and functionalities are working as expected.

In some cases, it may also be necessary to update the permalinks structure. This can be done by accessing the WordPress dashboard, navigating to Settings > Permalinks, and simply clicking the 'Save Changes' button to refresh the permalink settings.

By carefully following these steps, one can successfully move a WordPress site to a new hosting environment or domain, ensuring that the site remains fully functional and accessible to users.

**EITC/WD/WPF WORDPRESS FUNDAMENTALS DIDACTIC MATERIALS****LESSON: CUSTOMIZATION, PLUGINS, AND SETTINGS****TOPIC: CUSTOMIZING WORDPRESS VIA SETTINGS**

To customize WordPress through its built-in settings, one must navigate to the WordPress backend and access the settings menu. This menu is divided into various categories, each addressing different aspects of the website's configuration.

The General Settings section allows customization of fundamental site details such as the site title, tagline, site language, timezone, and date and time formats. For instance, changing the date format here will directly affect how dates are displayed on the frontend of the site.

In the Writing settings, users can define default settings for creating new posts. This includes selecting the default category for new posts, which can be left as Uncategorized or set to any other available category. Additionally, users can choose a default post format, which is particularly useful if a specific format, such as quotes, is frequently used. This section also allows setting up posting via email by configuring the mail server and login credentials, enabling new blog posts to be created automatically from emails sent to a specified address.

The Reading settings provide options for determining what the homepage displays—either the latest posts or a static page. Users can also specify the number of posts displayed on blog pages and control whether search engines can index the website.

Under the Discussion settings, one can manage the comments system. This includes enabling or disabling comments globally or on a per-post basis, setting up email notifications for new comments, and creating a blacklist for certain words to automatically filter out unwanted comments. Additionally, there are options for managing avatars, which are small images displayed next to commenter names. Users can choose to display avatars or not and select a default avatar for users without a custom one.

The Media settings define the sizes of images uploaded to the media library. WordPress automatically generates several image sizes (thumbnail, medium, and large) for each uploaded image, and these dimensions can be customized in this section.

Permalinks settings allow customization of the URL structure for posts and pages. Users can select from several predefined formats, such as including the year, month, and day in the URL, or opt for a simpler format like the post name only.

Lastly, the Privacy settings enable the selection or creation of a Privacy Policy page, which is a recent addition to WordPress. This ensures that the website complies with privacy regulations by providing a clear and accessible privacy policy to visitors.

By thoroughly understanding and utilizing these settings, users can significantly customize their WordPress site to better meet their needs and preferences.

WordPress provides an extensive range of customization options that allow users to tailor their websites to their specific needs. The platform offers flexibility through settings available in the WordPress Customizer, which can be accessed via the WordPress dashboard. These settings enable users to modify various aspects of their website's appearance and functionality without delving into the code.

Users can also enhance their WordPress sites by installing plugins. Plugins are add-ons that extend the core functionality of WordPress, allowing for new features and capabilities. Whether you need SEO tools, contact forms, or e-commerce solutions, there is likely a plugin available to meet your requirements.

For those with coding knowledge, further customization can be achieved by directly modifying theme files, such as CSS files. This allows for precise control over the website's design and layout. By editing these files, users can implement custom styles and functionalities that are not possible through the default settings or plugins.

WordPress themes play a crucial role in determining the look and feel of a website. If a different aesthetic is

desired, users can easily switch to another theme. Themes can be found in the WordPress repository or purchased from third-party developers. Each theme comes with its own set of customizable options, which can be adjusted to better align with the user's vision.

WordPress is a highly versatile platform that offers numerous ways to customize a website. By leveraging the settings in the WordPress Customizer, installing plugins, and modifying theme files, users can create a unique and functional online presence.