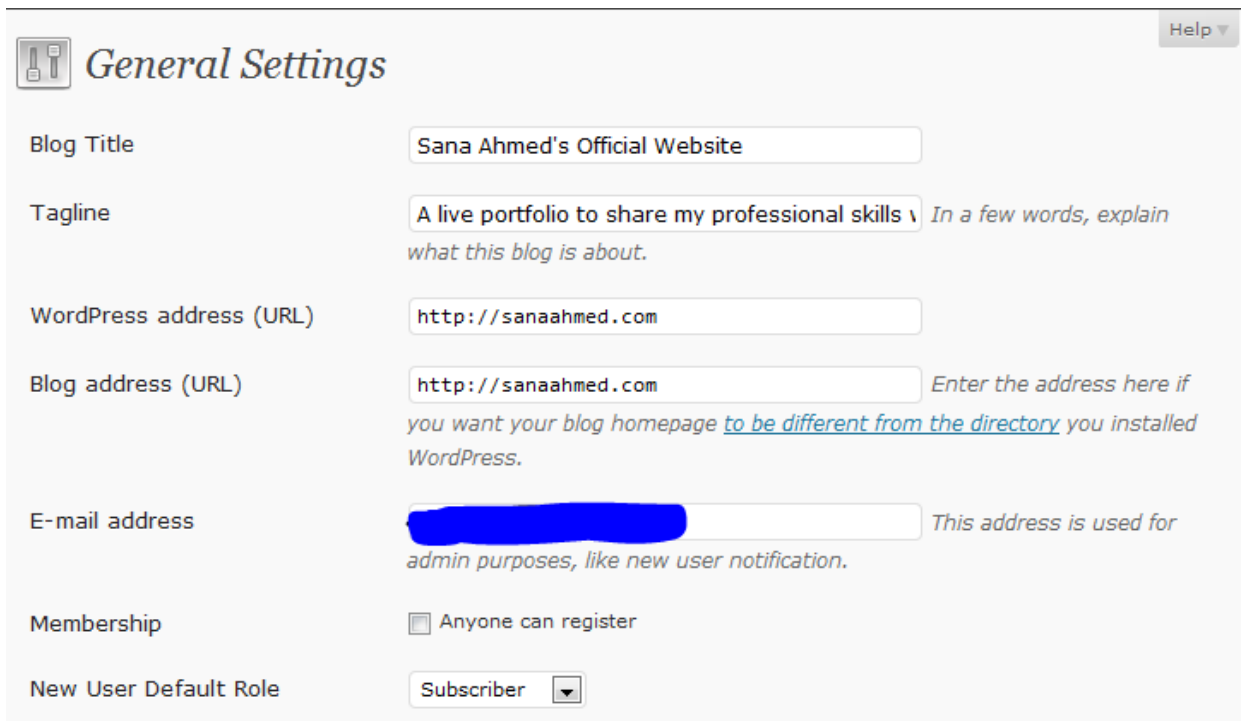


The **Settings** panel allows you to set up general defaults in the areas of:

- General Wordpress settingsg
- Reading
- Discussion
- Media
- Privacy
- Permalinks
- Miscellaneous



The **Blog Title** and **Tagline** will appear in the search engines like this:

[Sana Ahmed's Official Website](http://SanaAhmed.com)
A blog to share my professional skills with people!
sanaahmed.com/ - [Cached](#) - [🗨](#) [📄](#) [✕](#)

(I recently updated my tagline but the search engines haven't updated their record of my website).

Your **Wordpress address** should be what you've set in the cPanel of your hosting.

Visit <http://sanaahmed.com/category/tutorials/> for more tutorials!



Wordpress Cheat Sheet Part 1- Back-end Screenshots for Wordpress 2.9.1 courtesy of www.SanaAhmed.com

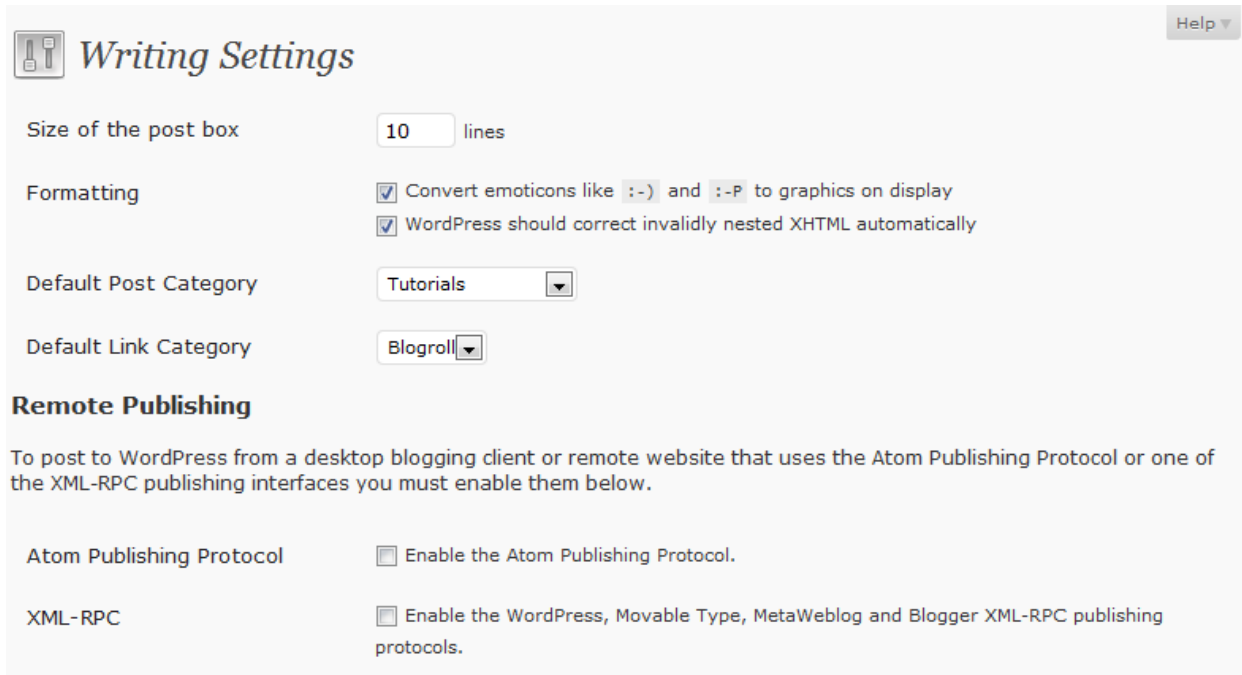
Your **blog address** should be the same as your **Wordpress address** if you want users to reach your content all on this one website.

-Nota bene: Keep both of the URLs as the same. If you're an advanced Wordpress user, you can read about the blog address feature here:

http://codex.wordpress.org/Giving_WordPress_Its_Own_Directory

The screenshot shows the WordPress settings page for Timezone, Date Format, Time Format, and Week Starts On. The Timezone is set to New York, with UTC time 2010-01-18 0:50:42 and Local time 2010-01-17 19:50:42. The Date Format is set to January 17, 2010. The Time Format is set to 7:50 pm. The Week Starts On is set to Monday. A Save Changes button is visible at the bottom.

-The **Timezone, Date Format, Time Format, and Week Starts On** are all things that will affect how your blog posts are labeled in their respective areas.



Writing Settings Help ▾

Size of the post box lines

Formatting

- Convert emoticons like :-) and :-P to graphics on display
- WordPress should correct invalidly nested XHTML automatically

Default Post Category ▾

Default Link Category ▾

Remote Publishing

To post to WordPress from a desktop blogging client or remote website that uses the Atom Publishing Protocol or one of the XML-RPC publishing interfaces you must enable them below.

Atom Publishing Protocol Enable the Atom Publishing Protocol.

XML-RPC Enable the WordPress, Movable Type, MetaWeblog and Blogger XML-RPC publishing protocols.

The **size of the post box** allows a certain number of lines to show up on the frontpage “blurb.” (The feature will vary depending on your theme).

-For basic wordpress users, just leave the box checked that says “Wordpress should correct invalidly nested XHTML automatically.”

Default Post Category is the default category for any blog posts you create through QuickPress. Wordpress will also automatically choose this category if you fail to choose a category when creating blog post from the **Posts** control panel

Default Link Category are the default for any new links you create without a category from the **Links** panel.

Remote Publishing is an advanced feature of Wordpress. If you plan on publishing Wordpress posts from desktop clients, you should research these features on your own.



Wordpress Cheat Sheet Part 1- Back-end Screenshots for Wordpress 2.9.1 courtesy of www.SanaAhmed.com

Post via e-mail

To post to WordPress by e-mail you must set up a secret e-mail account with POP3 access. Any mail received at this address will be posted, so it's a good idea to keep this address very secret. Here are three random strings you could use: `uiq71g#wk`, `FPFxfV0Z`, `cA5q#jcg`.

Mail Server Port

Login Name

Password

Default Mail Category

Update Services

When you publish a new post, WordPress automatically notifies the following site update services. For more about this, see [Update Services](#) on the Codex. Separate multiple service URLs with line breaks.

Post via e-mail is another gem of Wordpress. If you choose to publish posts through your e-mail, you can do from here. You would need to enter the information of your **Mail Server** (look into your email settings for more information) **Login Name** (your email address) **password** (your email address password) **Default Mail Category** (Default Mail Category determines which category all your posts published from your emails will go).

Nota Bene: Wordpress gives many warnings about publishing posts via email.

For starters, if you truly want to publish posts via email, it has to be a completely new email address that you dedicate solely for publishing posts.

ANY EMAIL that comes into your inbox-linked to Wordpress WILL BE PUBLISHED onto your wordpress account.

- Using your personal email addresses for publishing on wordpress is out of the question.
- You take the risk of any incoming spam being published on your website.

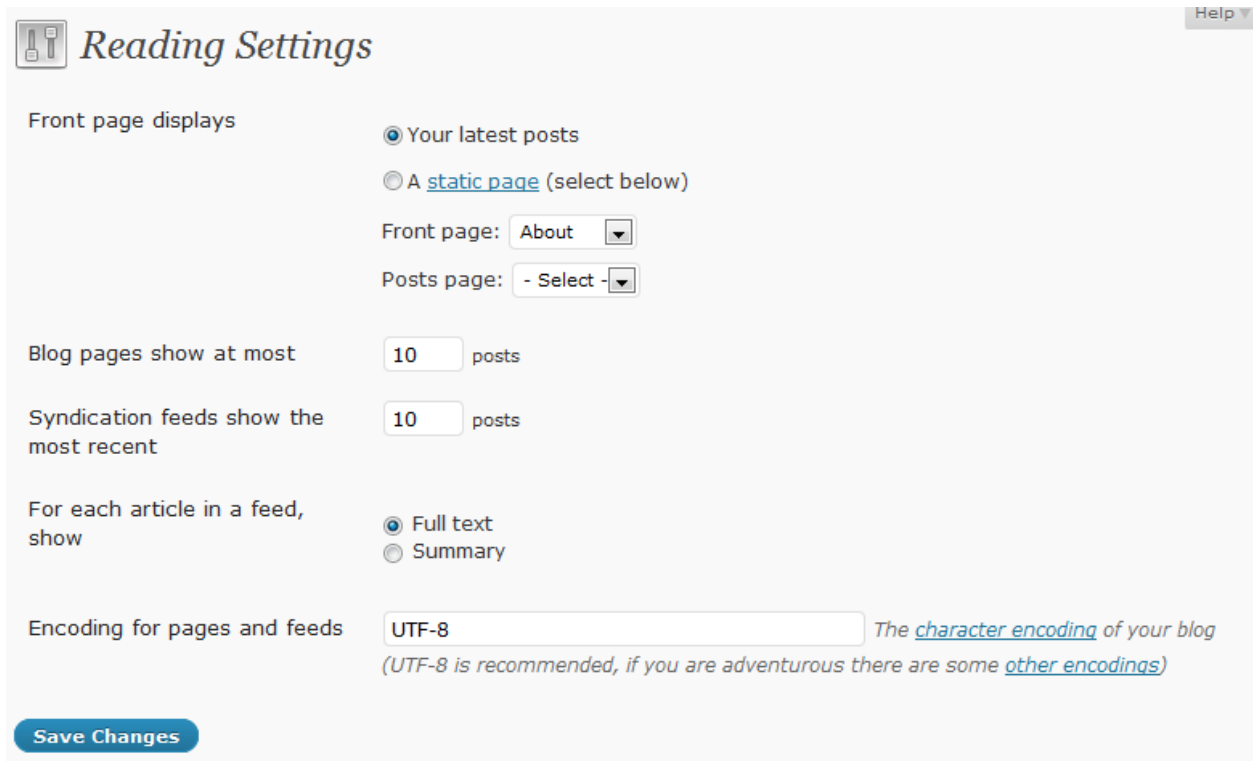
-If you're serious about using this feature, do some more research on wordpress.org !!!

Visit <http://sanaahmed.com/category/tutorials/> for more tutorials!



Wordpress Cheat Sheet Part 1- Back-end Screenshots for Wordpress 2.9.1 courtesy of www.SanaAhmed.com

The remaining screenshots are self explanatory. You should explore these settings and tweak them for your own needs:



The screenshot shows the 'Reading Settings' page in WordPress. At the top left is a settings icon and the title 'Reading Settings'. At the top right is a 'Help' link. The settings are organized into sections:

- Front page displays:** Includes radio buttons for 'Your latest posts' (selected) and 'A static page (select below)'. Below are dropdown menus for 'Front page:' (set to 'About') and 'Posts page:' (set to '- Select -').
- Blog pages show at most:** A text input field containing '10' followed by 'posts'.
- Syndication feeds show the most recent:** A text input field containing '10' followed by 'posts'.
- For each article in a feed, show:** Includes radio buttons for 'Full text' (selected) and 'Summary'.
- Encoding for pages and feeds:** A text input field containing 'UTF-8'. To the right is a note: 'The *character encoding* of your blog (UTF-8 is recommended, if you are adventurous there are some *other encodings*)'.

At the bottom left is a blue 'Save Changes' button.

Visit <http://sanaahmed.com/category/tutorials/> for more tutorials!



Discussion Settings

Default article settings

- Attempt to notify any blogs linked to from the article (slows down posting.)
- Allow link notifications from other blogs (pingbacks and trackbacks.)
- Allow people to post comments on new articles

(These settings may be overridden for individual articles.)

Other comment settings

- Comment author must fill out name and e-mail
- Users must be registered and logged in to comment
- Automatically close comments on articles older than days
- Enable threaded (nested) comments levels deep
- Break comments into pages with top level comments per page and the page displayed by default
- Comments should be displayed with the comments at the top of each page

E-mail me whenever

- Anyone posts a comment
- A comment is held for moderation

Before a comment appears

- An administrator must always approve the comment
- Comment author must have a previously approved comment

Comment Moderation

Hold a comment in the queue if it contains or more links. (A common characteristic of comment spam is a large number of hyperlinks.)

When a comment contains any of these words in its content, name, URL, e-mail, or IP, it will be held in the [moderation queue](#). One word or IP per line. It will match inside words, so "press" will match "WordPress".

Comment Moderation

Hold a comment in the queue if it contains or more links. (A common characteristic of comment spam is a large number of hyperlinks.)

When a comment contains any of these words in its content, name, URL, e-mail, or IP, it will be held in the [moderation queue](#). One word or IP per line. It will match inside words, so "press" will match "WordPress".

Comment Blacklist

When a comment contains any of these words in its content, name, URL, e-mail, or IP, it will be marked as spam. One word or IP per line. It will match inside words, so "press" will match "WordPress".

Avatars

An avatar is an image that follows you from weblog to weblog appearing beside your name when you comment on avatar enabled sites. Here you can enable the display of avatars for people who comment on your blog.

Avatar Display

- Don't show Avatars
- Show Avatars

Maximum Rating

- G — Suitable for all audiences
- PG — Possibly offensive, usually for audiences 13 and above
- R — Intended for adult audiences above 17
- X — Even more mature than above

Default Avatar

For users without a custom avatar of their own, you can either display a generic logo or a generated one based on their e-mail address.

- Mystery Man
- Blank
- Gravatar Logo
- Identicon (Generated)
- Wavatar (Generated)
- MonsterID (Generated)

[Save Changes](#)

Media


 *Media Settings* Help ▾

Image sizes

The sizes listed below determine the maximum dimensions in pixels to use when inserting an image into the body of a post.

Thumbnail size	Width <input type="text" value="150"/> Height <input type="text" value="150"/>
	<input checked="" type="checkbox"/> Crop thumbnail to exact dimensions (normally thumbnails are proportional)
Medium size	Max Width <input type="text" value="300"/> Max Height <input type="text" value="300"/>
Large size	Max Width <input type="text" value="1024"/> Max Height <input type="text" value="1024"/>

Embeds

Auto-embeds	<input checked="" type="checkbox"/> Attempt to automatically embed all plain text URLs
Maximum embed size	Width <input type="text" value="300"/> Height <input type="text" value="300"/>

[Save Changes](#)



Privacy Settings


Help ▾

Blog Visibility

I would like my blog to be visible to everyone, including search engines (like Google, Bing, Technorati) and archivers

I would like to block search engines, but allow normal visitors

[Save Changes](#)



Permalink Settings

Help ▾

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

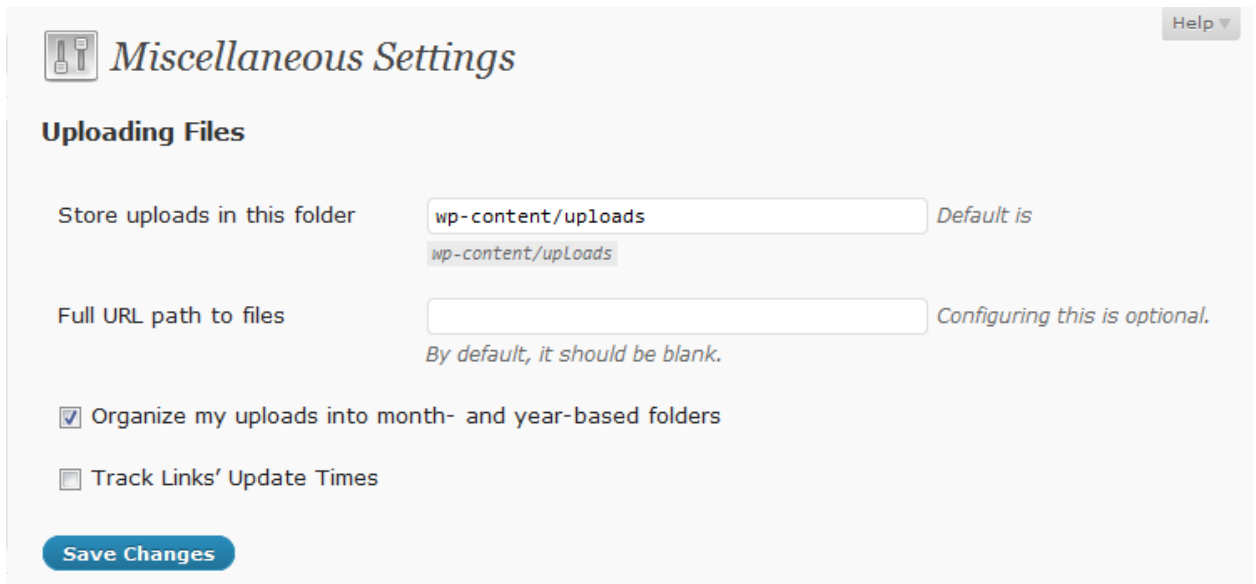
<input type="radio"/> Default	<code>http://sanaahmed.com/?p=123</code>
<input type="radio"/> Day and name	<code>http://sanaahmed.com/2010/01/18/sample-post/</code>
<input type="radio"/> Month and name	<code>http://sanaahmed.com/2010/01/sample-post/</code>
<input type="radio"/> Numeric	<code>http://sanaahmed.com/archives/123</code>
<input checked="" type="radio"/> Custom Structure	<input type="text" value="/%category%/%postname%/"/>

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

Tag base



You have just completely explored the **Settings panel**:

