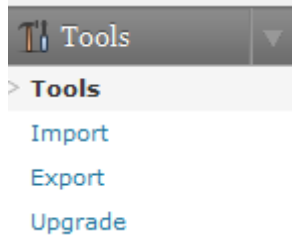




Wordpress Cheat Sheet Part 1- Back-end Screenshots for Wordpress 2.9.1 courtesy of www.SanaAhmed.com



Tools has neat features to make your Wordpress tasks as painless as possible:

-Wordpress 2.9.1 offers Turbo and Press This. You can read about them in the screenshot below.

Tools

Turbo: Gears Status

Gears is installed on this computer, but is not enabled for use with WordPress.

To enable it click the button below.

Note: Do not enable Gears if this is a public or shared computer!

Enable Gears

Press This

Press This is a bookmarklet: a little app that runs in your browser and lets you grab bits of the web.

Use Press This to clip text, images and videos from any web page. Then edit and add more straight from Press This before you save or publish it in a post on your blog.

Drag-and-drop the following link to your bookmarks bar or right click it and add it to your favorites for a posting shortcut.

[Press This](#)

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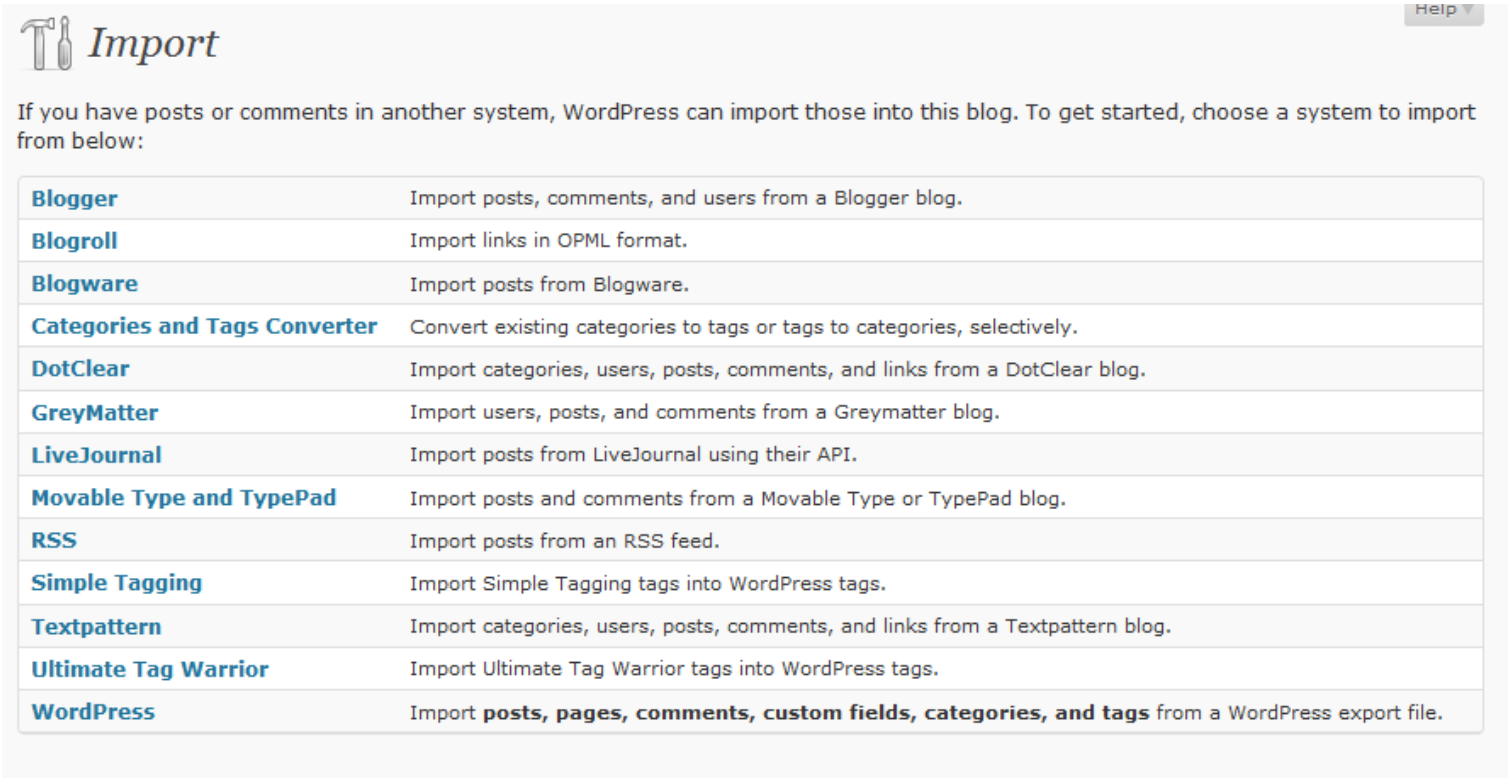
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Import leads to the following page:



The screenshot shows the WordPress 'Import' page. At the top left is the 'Import' header with a wrench and screwdriver icon. A 'Help' dropdown menu is visible in the top right corner. Below the header, a text block states: 'If you have posts or comments in another system, WordPress can import those into this blog. To get started, choose a system to import from below:'. A table lists various import options with their descriptions.

Blogger	Import posts, comments, and users from a Blogger blog.
Blogroll	Import links in OPML format.
Blogware	Import posts from Blogware.
Categories and Tags Converter	Convert existing categories to tags or tags to categories, selectively.
DotClear	Import categories, users, posts, comments, and links from a DotClear blog.
GreyMatter	Import users, posts, and comments from a Greymatter blog.
LiveJournal	Import posts from LiveJournal using their API.
Movable Type and TypePad	Import posts and comments from a Movable Type or TypePad blog.
RSS	Import posts from an RSS feed.
Simple Tagging	Import Simple Tagging tags into WordPress tags.
Textpattern	Import categories, users, posts, comments, and links from a Textpattern blog.
Ultimate Tag Warrior	Import Ultimate Tag Warrior tags into WordPress tags.
WordPress	Import posts, pages, comments, custom fields, categories, and tags from a WordPress export file.

-If you have posts or comments in another *system*, you can import it from here.

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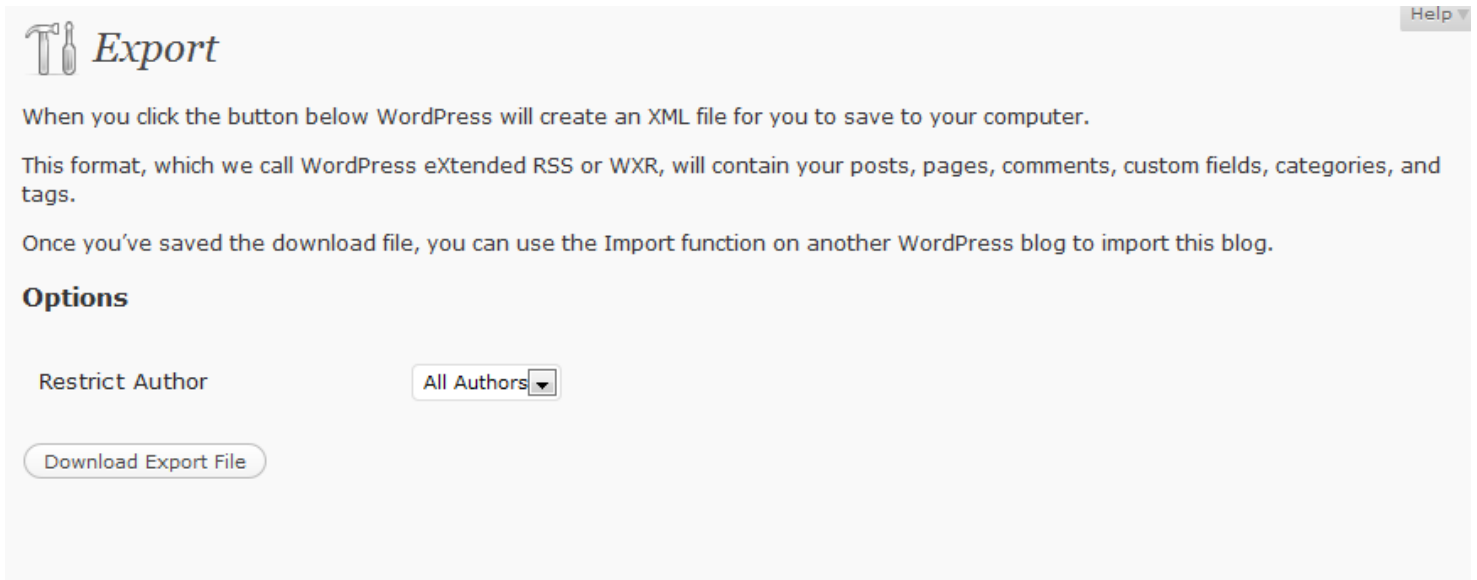
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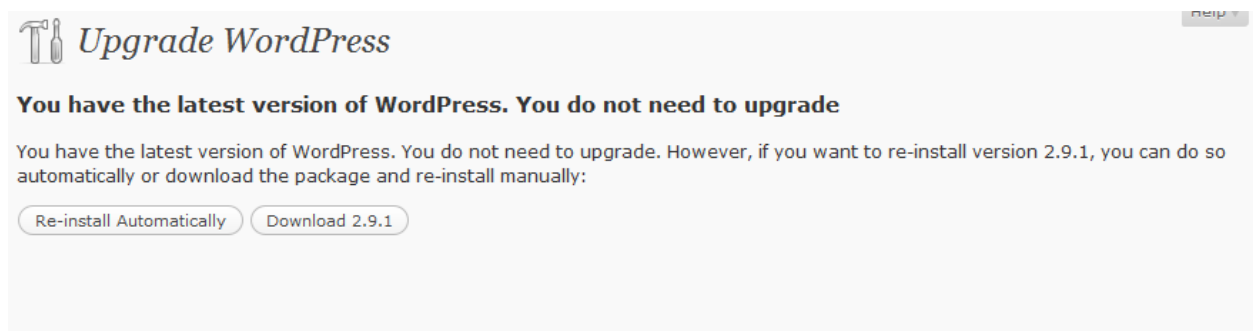
Export leads to the following page:



The screenshot shows the WordPress 'Export' interface. At the top left is a wrench and screwdriver icon followed by the word 'Export'. A 'Help' link is in the top right. The main text explains that clicking the button will create an XML file for download. It specifies the format as WordPress eXtended RSS (WXR) and lists the content included: posts, pages, comments, custom fields, categories, and tags. It also notes that the file can be imported into another WordPress blog. Below this is an 'Options' section with a 'Restrict Author' dropdown menu currently set to 'All Authors'. At the bottom is a 'Download Export File' button.

-By clicking **Download Export Files**, you are creating an XML file of posts, pages, comments, custom fields, categories and tags that can be imported into another Wordpress blog.

Clicking on **Upgrade** leads to the following page:



The screenshot shows the WordPress 'Upgrade WordPress' interface. It features a wrench and screwdriver icon and the title 'Upgrade WordPress'. A 'Help' link is in the top right. The main heading states: 'You have the latest version of WordPress. You do not need to upgrade'. Below this, it explains that while the user has the latest version, they can re-install version 2.9.1 if desired, either automatically or manually. At the bottom, there are two buttons: 'Re-install Automatically' and 'Download 2.9.1'.

-It is recommended that you backup your website from your webhosting cPanel before you update to the latest version of Wordpress.

-Clicking **Install Automatically**, updates version of Wordpress right on the spot.

-**Download 2.9.1** downloads the new version of Wordpress for you to manually upload and upgrade.

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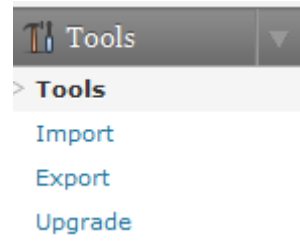
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You have just completely explored the **Tools** panel:



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