



The **Users** panel is a very useful feature of Wordpress.

-If you want to add multiple users, you can do so here.

-You can set up various types of users with different levels of access.

Clicking on **Authors & Users** will show you the following page:



-You will find a list of users and their roles here.

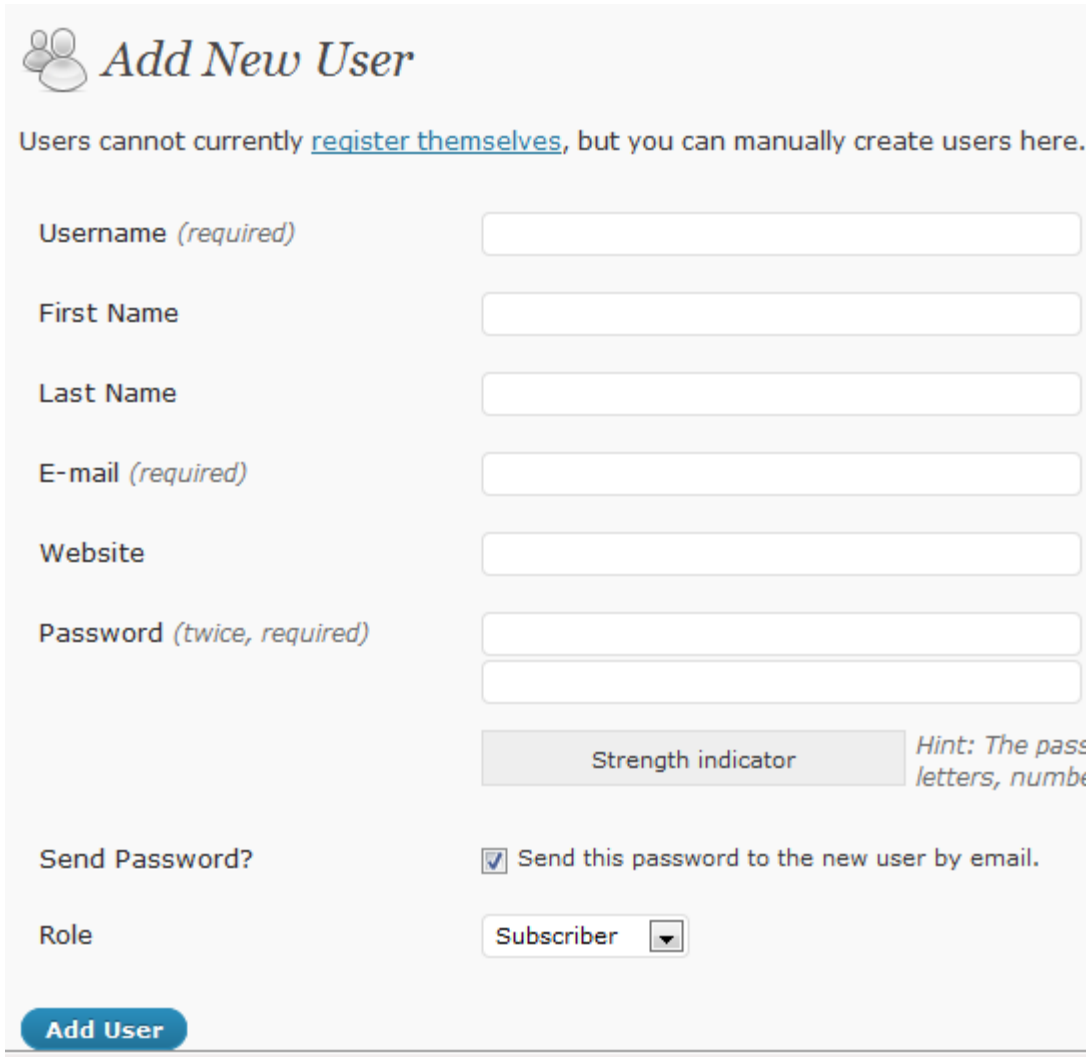
Click  **Users**  or **Add New** from the **Users** menu. You will come across the following page:


A screenshot of the 'Add New User' form in WordPress. The form includes fields for 'Username (required)', 'First Name', 'Last Name', 'E-mail (required)', 'Website', and 'Password (twice, required)'. There is a 'Strength indicator' for the password and a hint: 'Hint: The password should be at least seven characters long. To make it stronger, use upper and lower case letters, numbers and symbols like ! " ? \$ % ^ & .'. There is a checkbox for 'Send Password?' and a dropdown for 'Role' (currently set to 'Subscriber'). An 'Add User' button is at the bottom left.

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 **Add New User**

Users cannot currently [register themselves](#), but you can manually create users here.

Username *(required)*

First Name

Last Name

E-mail *(required)*

Website

Password *(twice, required)*

Strength indicator *Hint: The pass letters, numbe*

Send Password?  Send this password to the new user by email.

Role

**Add User**

-You can add new users here.

-**Username** is the name that a user will type in when logging into the website.

-The first and last names along with email is to have the person's contact information on file.

-The email you type in is where the username and password will be emailed.

-You have the option of sending the password via email or not.

-The role of the user is the most important feature of this page.

The various roles include:

- Subscriber
- Administrator
- Editor
- Author
- Contributor

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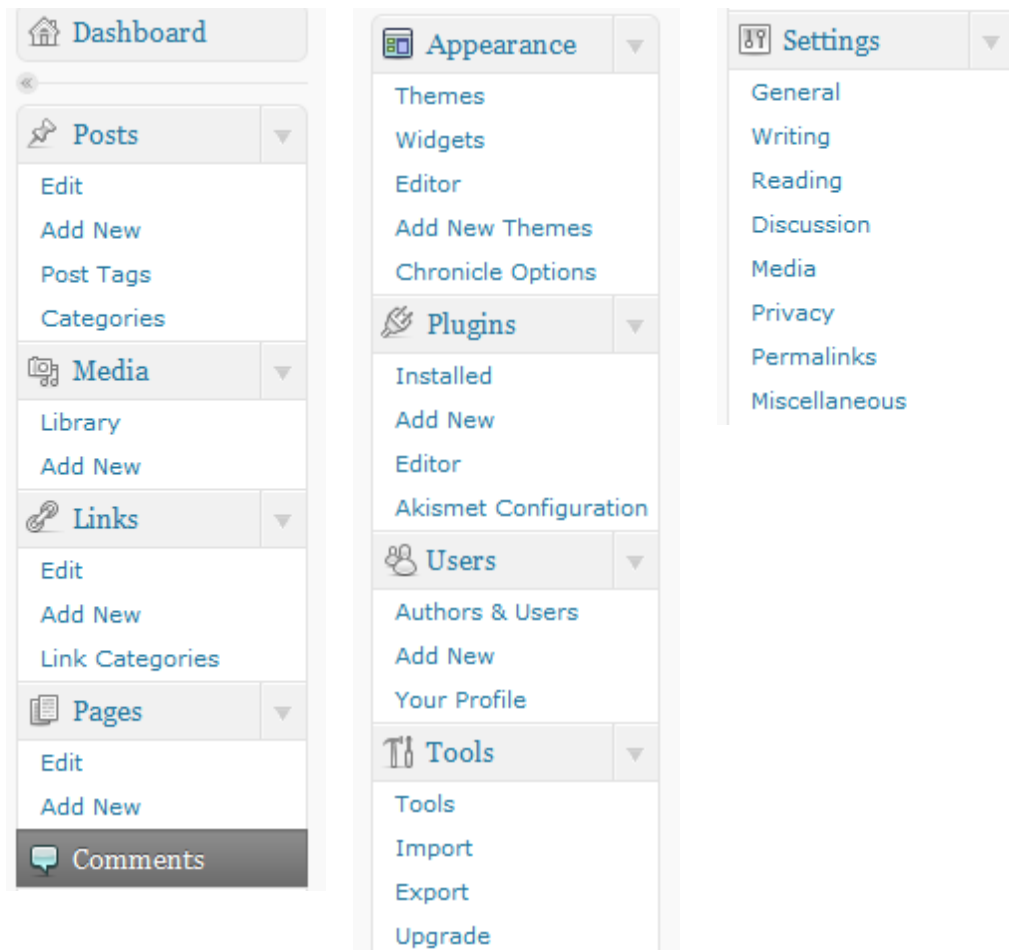


Wordpress Cheat Sheet Part 1- Back-end Screenshots for Wordpress 2.9.1 courtesy of [www.SanaAhmed.com](http://www.SanaAhmed.com)

A **subscriber** only has the following features activated in the back-end.



An **administrator** has all of the control panel menus activated:



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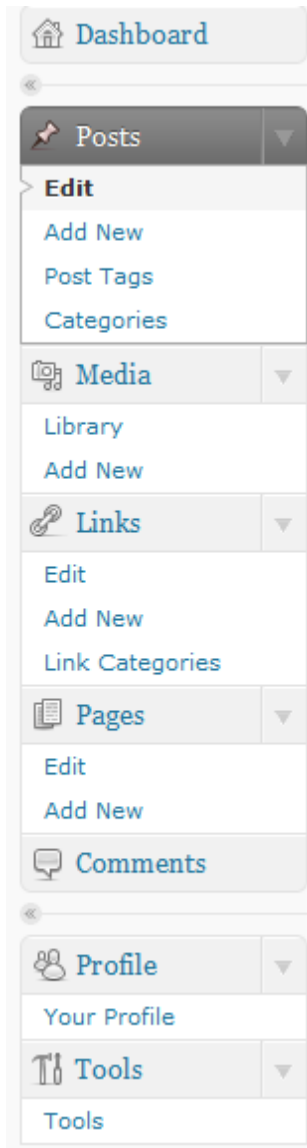
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An **Editor** has the following level of access:

-An **Editor** can edit and publish posts without the administrator's permission.



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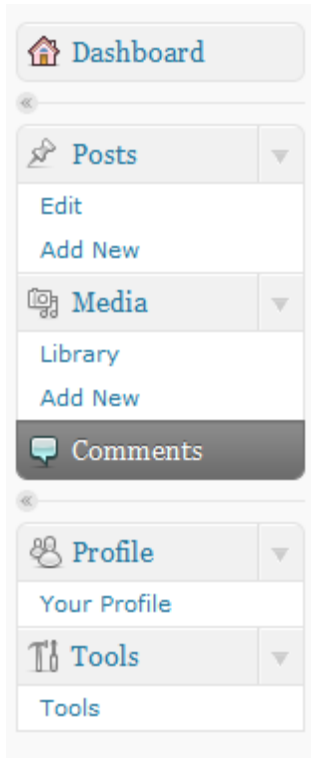
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An **Author** has the following access:



-Posts have a “published” button but they aren’t published until approved by the administrator.

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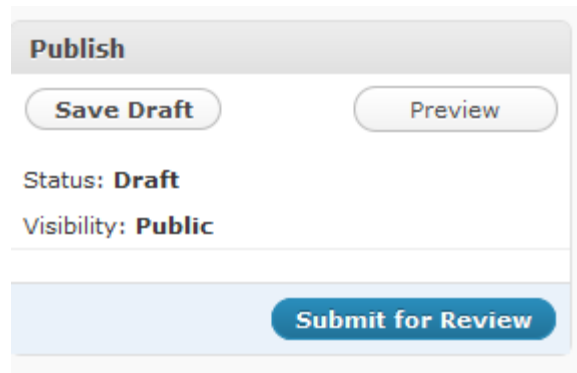


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A **contributor** has the following access:



-A contributor must submit a post for review:

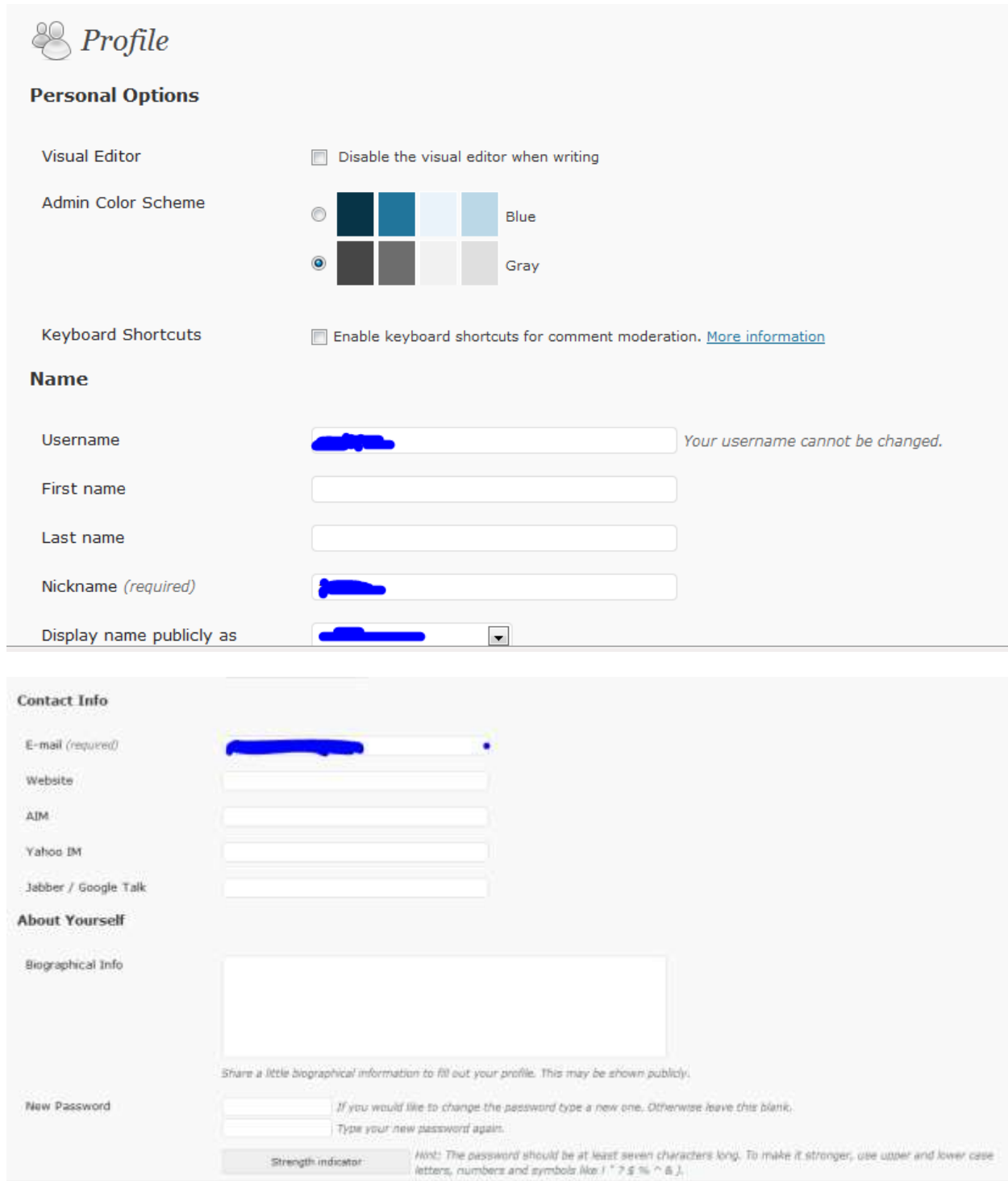


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**Your Profile** leads to a page where you can update your contact information, some which may be shown publicly:



**Profile**

**Personal Options**

Visual Editor  Disable the visual editor when writing

Admin Color Scheme

Blue

Gray

Keyboard Shortcuts  Enable keyboard shortcuts for comment moderation. [More information](#)

**Name**

Username  *Your username cannot be changed.*

First name

Last name

Nickname (required)

Display name publicly as  ▼

---

**Contact Info**

E-mail (required)

Website

AIM

Yahoo IM

Jabber / Google Talk

**About Yourself**

Biographical Info

Share a little biographical information to fill out your profile. This may be shown publicly.

New Password  If you would like to change the password type a new one. Otherwise leave this blank.

Type your new password again.

Strength indicator Hint: The password should be at least seven characters long. To make it stronger, use upper and lower case letters, numbers and symbols like ! " ? \$ % ^ & ;.

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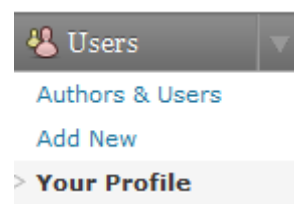
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You have just finished exploring the **Users** panel .



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