Dashboard Overview

Using WordPress · https://sitecrafter.uk/docs/dashboard-overview/

WordPress is a powerful content management system (CMS) that allows users to create and manage websites with ease. This guide provides a brief overview of logging into WordPress, recovering a forgotten password, and navigating the admin dashboard.

Logging into WordPress

To access your WordPress site, you need to log in using your credentials. Here’s how:

1. **Open Your Browser**: Navigate to your website's URL and append `/wp-admin` or `/wp-login.php`. For example:
   - `www.yoursite.com/wp-admin`
   - `www.yoursite.com/wp-login.php`
2. **Enter Credentials**: Input your username or email address and password. These are the details you set during the installation of WordPress or provided by your hosting service.

Forgotten Password

If you forget your password, you can easily reset it:

1. **Go to the Login Page**: Visit the login page as described above.
2. **Click on "Lost your password?"**: This link is typically found below the password field.
3. **Enter Your Email**: Provide the email address associated with your account.
4. **Check Your Email**: You will receive a link to reset your password. Follow this link to create a new password.

Admin Dashboard Overview

Once logged in, you will be directed to the WordPress Admin Dashboard, which serves as the control centre for your website management. The dashboard is divided into several key components:

Main Components of the Admin Dashboard

- **Dashboard Home Screen**: This area provides an overview of your site’s activity, including recent posts, comments, and updates. It also features widgets like Quick Drafts for jotting down ideas quickly.
- **Left Sidebar Menu**: This vertical menu contains various sections for managing different aspects of your site:
  - **Posts**: Create and manage blog posts.
  - **Pages**: Manage static pages like About or Contact.
  - **Media**: Upload and manage images and files.
  - **Comments**: Moderate comments left by visitors.
  - **Appearance**: Customise themes and menus.
  - **Plugins**: Install and manage plugins for additional functionality.
  - **Users**: Manage user roles and permissions.
  - **Tools**: Access utilities for importing/exporting content and other site management tasks.
  - **Settings**: Configure general site settings like title, tagline, and reading options.

Customising the Dashboard

You can customise the dashboard layout according to your preferences. Options include rearranging widgets on the home screen or using plugins such as "Admin Menu Editor" to modify menu items for easier navigation.

The admin dashboard is designed to be intuitive, making it easier for users to manage their sites effectively once they become familiar with its components.

By understanding these basics, you'll be well-equipped to navigate WordPress efficiently and make the most out of its features.