

The WordPress Guidebook

An Instructional Tutorial
On Learning
WordPress

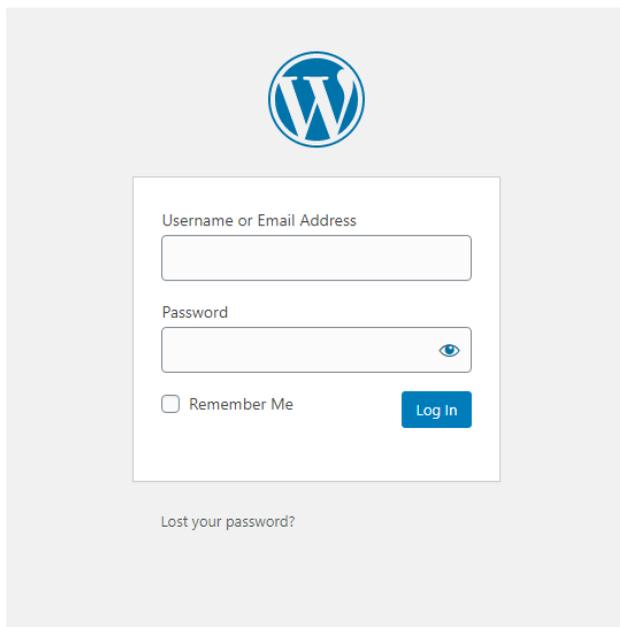
By Joseph Bisharat

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How To Log In To WordPress

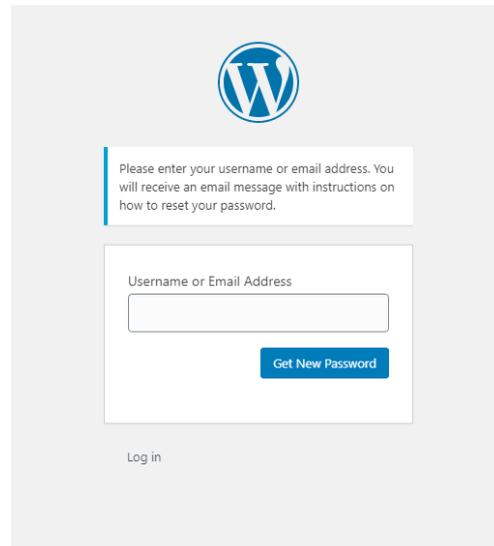
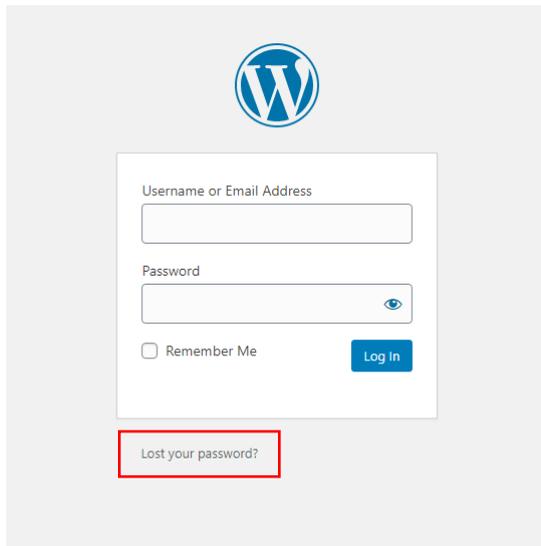
- 01.** In order to access the login screen of your website, click towards the end of the URL in the address bar and type in **/wp-admin**
- 02.** This will only work with URLs that have nothing preceding the website name
Example:
Good: www.websitename.com/wp-admin
Bad: www.websitename.com/about/wp-admin
- 03.** Hit Enter
- 04.** This will take you to the WordPress login screen



- 05.** Enter in your username or email address, followed by your password
- 06.** Click **Log In**

Reset Your Password

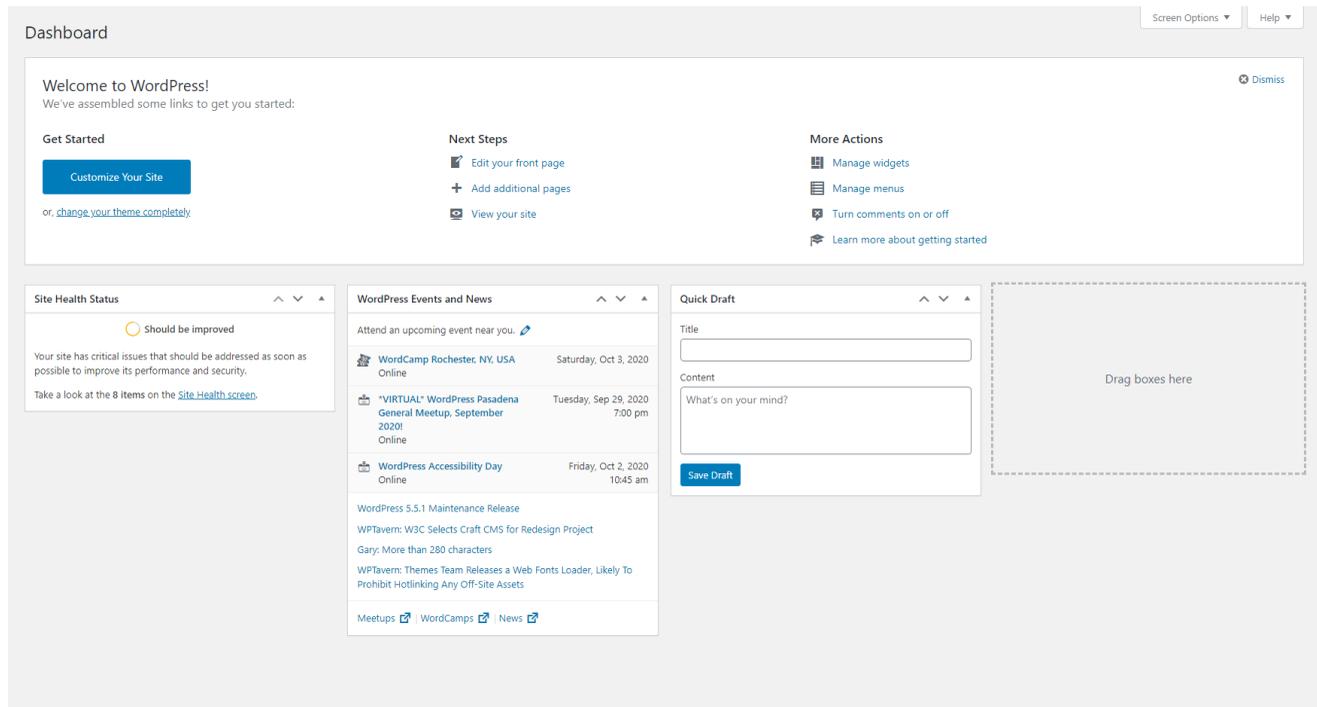
01. If you have forgotten your password, click on the **Lost your password?** link
02. Type in your Username or Email Address associated with your WordPress account
03. Click on the blue **Get New Password** button



04. Instructions on how to update your password will be sent to the email address entered above **if** said email address is the same email address associated with your WordPress account
05. Check your spam or junk folder if nothing has shown up in your inbox
06. If you do not have a WordPress account and would like one set up for you, please contact your website administrator for further assistance
07. Once you have typed in the proper credentials and clicked on the blue **Log In** button, the page will redirect you to the Dashboard screen

The WordPress Dashboard

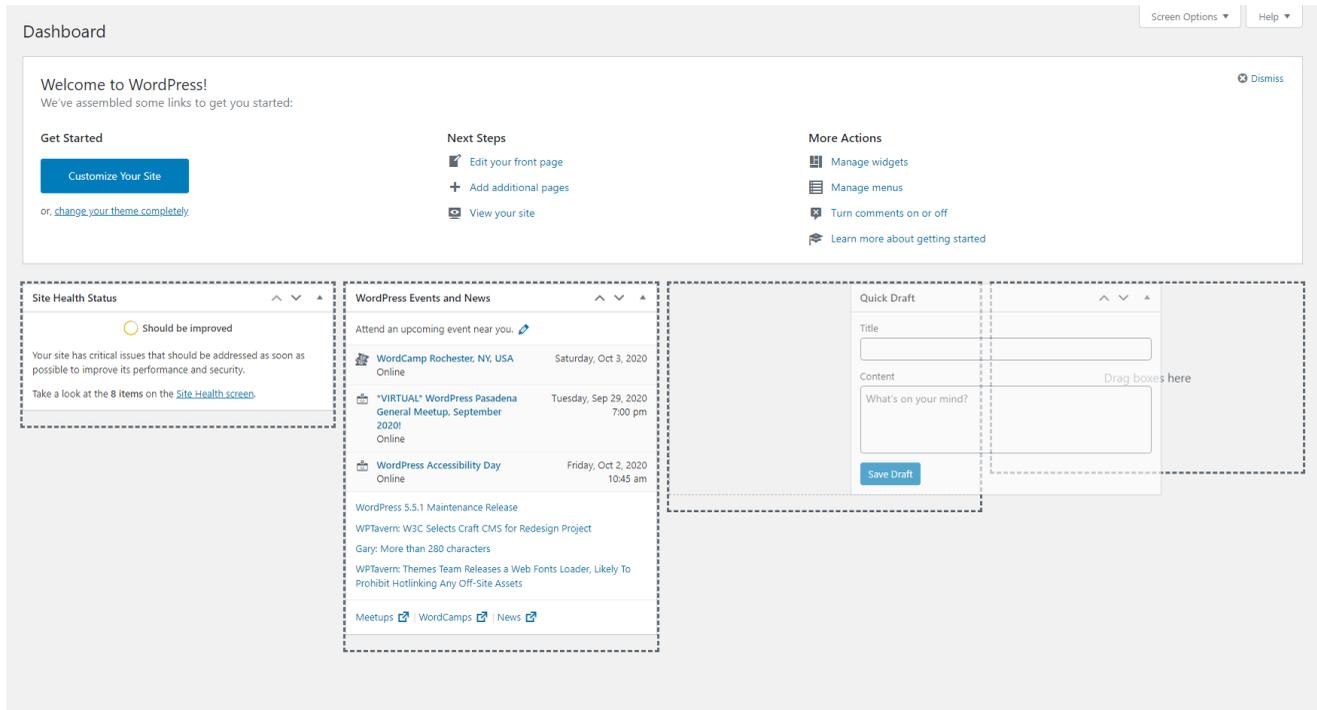
01. Welcome to the WordPress Dashboard screen
02. This is the first page you are redirected to when you have successfully logged in to your WordPress account



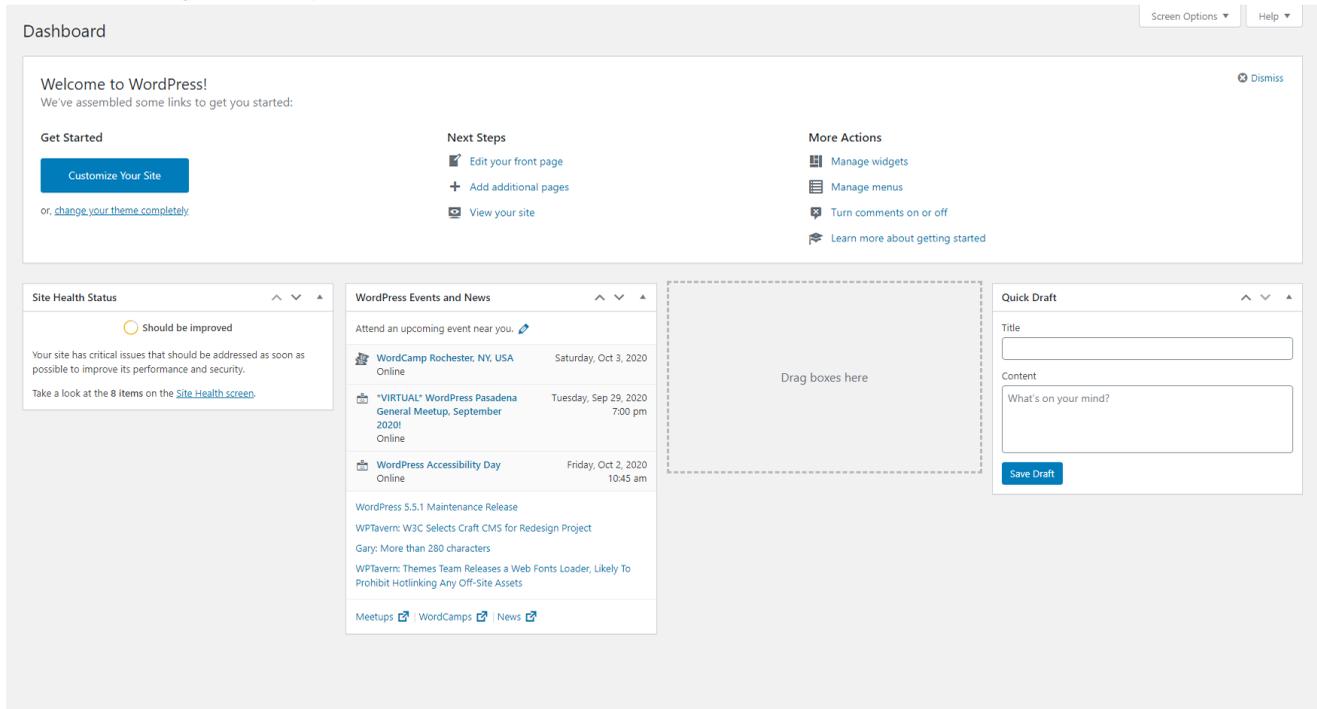
03. Think of the Dashboard as your personal pinboard to display quick, digestible news about your website which come in the form of boxes
04. There is the **Welcome** box, a **Site Health Status** box, and so on and so forth
05. Your Dashboard screen may vary depending on what is installed on your website

06. You can click and drag and rearrange these boxes into whichever position that makes your WordPress experience smoother

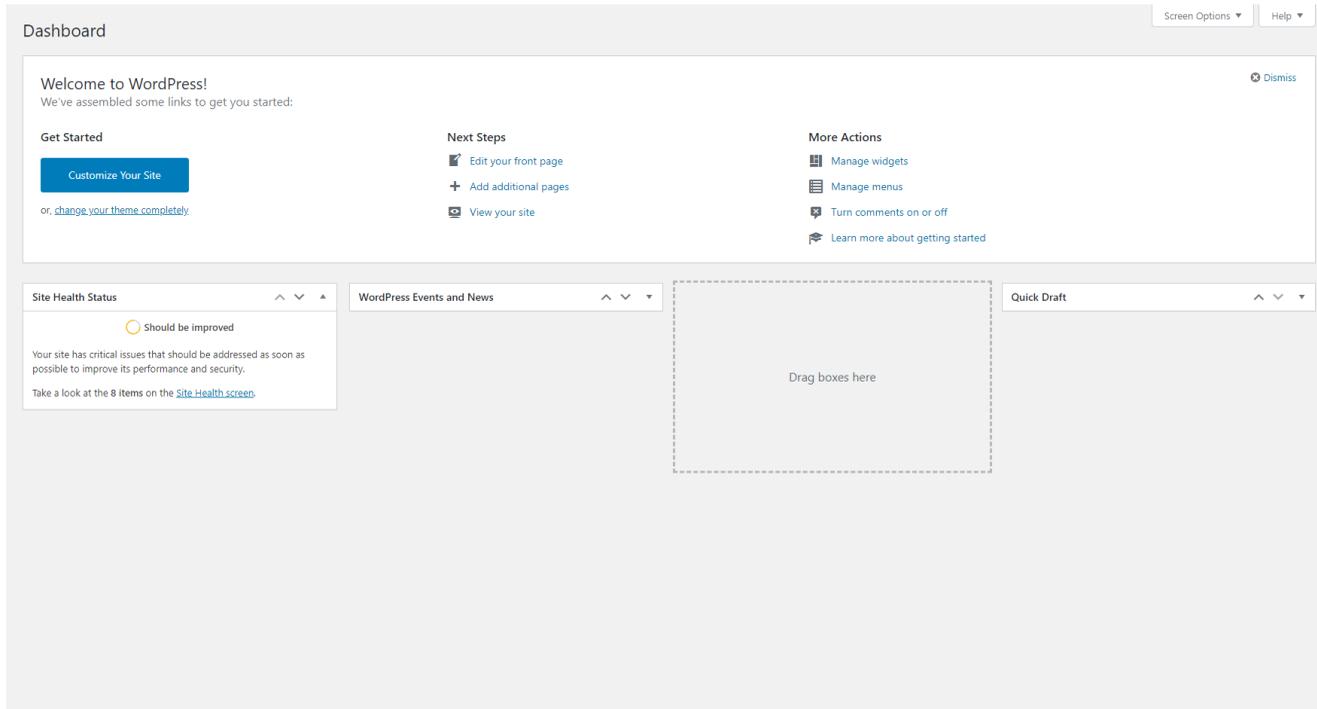
During a drag and drop transition:



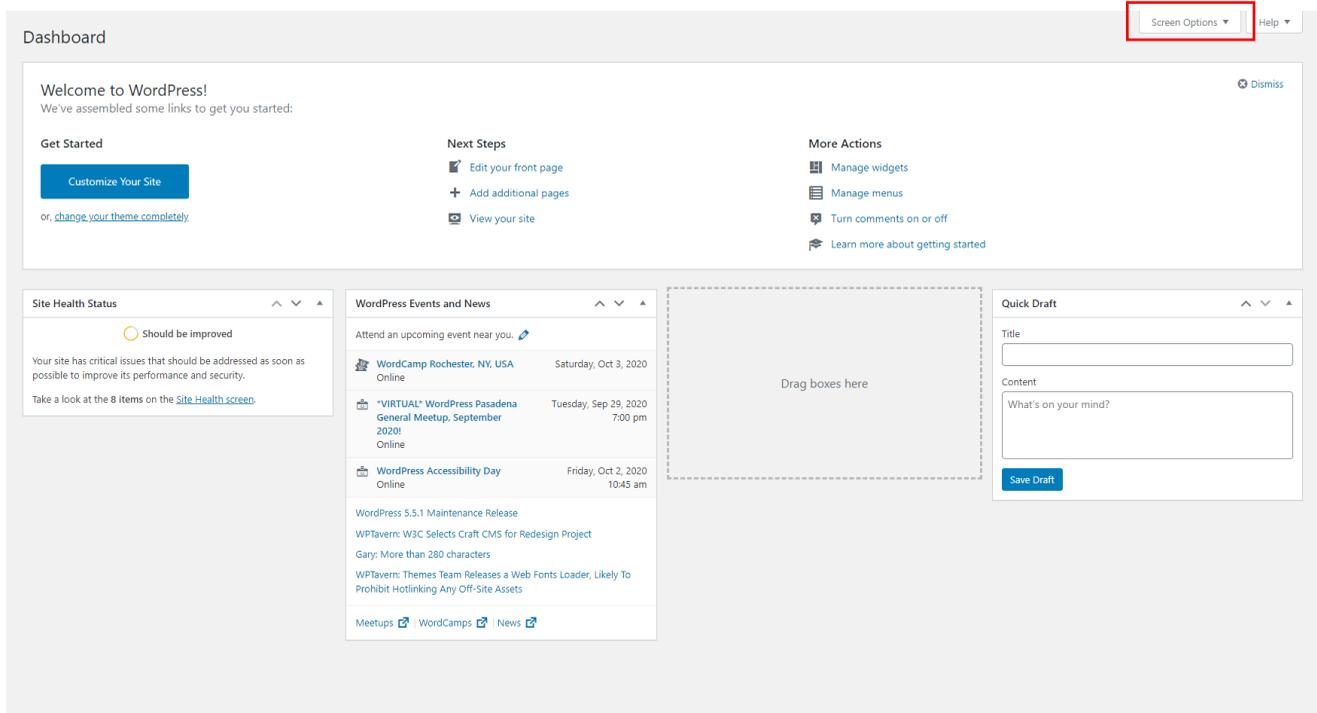
After the drag and drop transition:



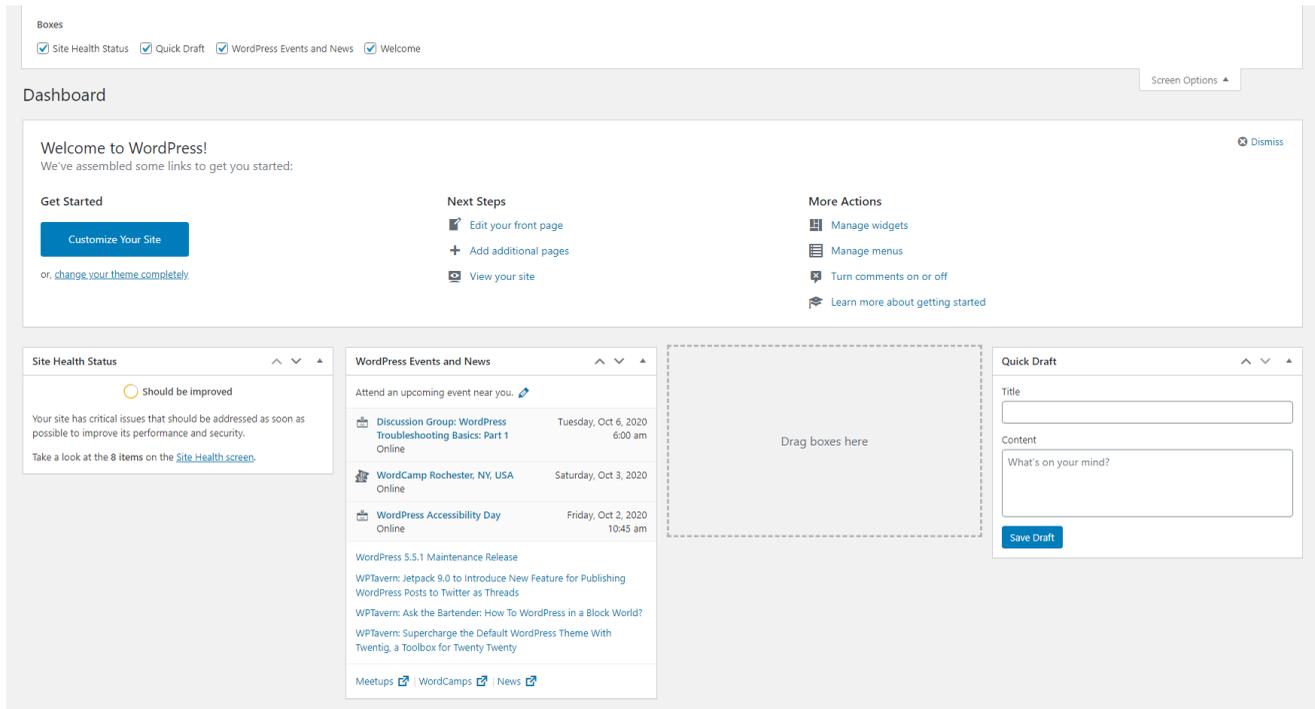
07. You can minimize, maximize, or simply leave the boxes be



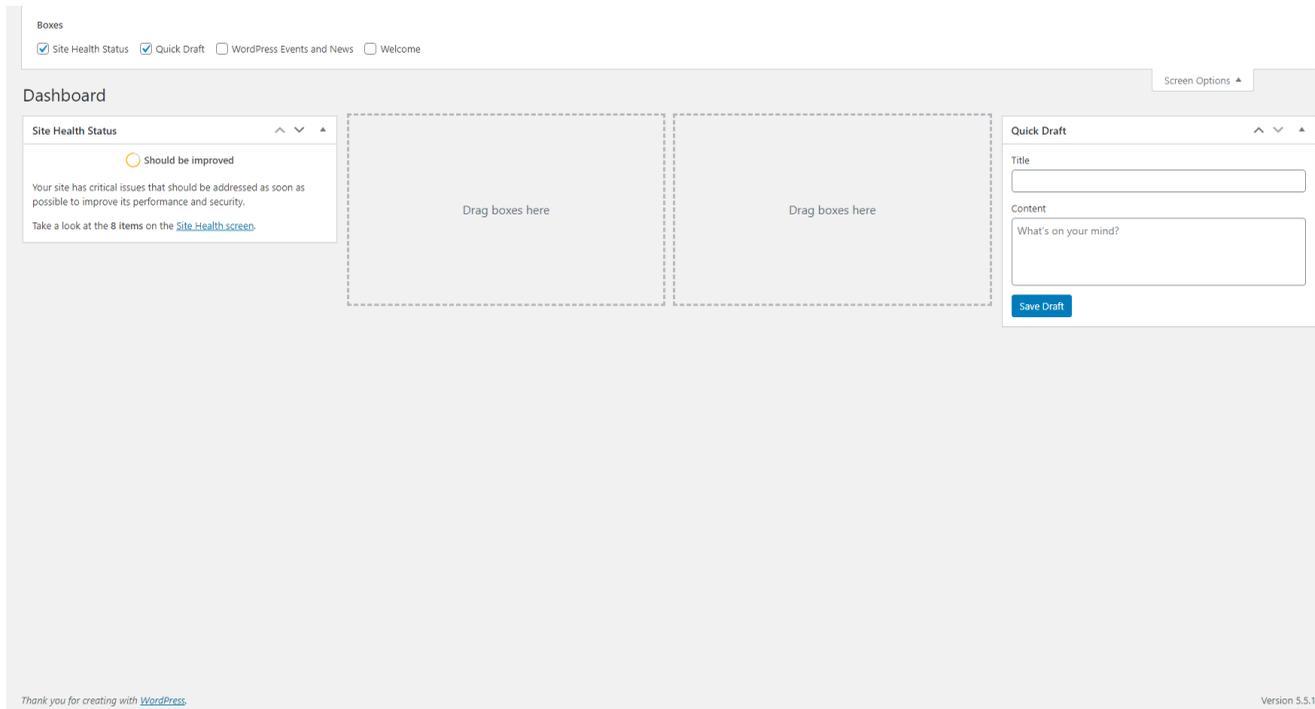
08. You can also omit the boxes entirely from your view by clicking on the **Screen Options** button at the top right-hand corner



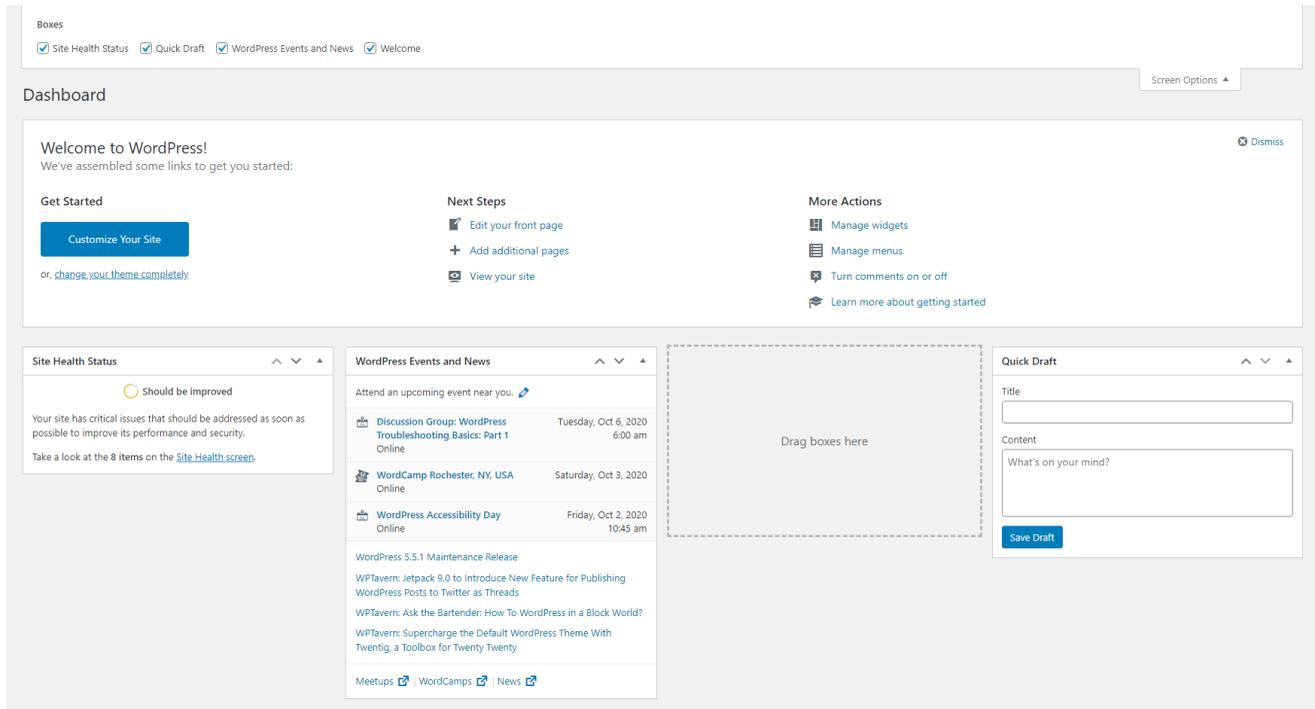
09. This will bring down the Screen Options panel at the top of the window



10. Simply uncheck which boxes you wish to exclude from view



11. To bring the WordPress boxes back into the Dashboard screen, simply check them again and they will appear back on the page



12. Whichever display you prefer, WordPress will take note and remember those preferences