



Profile

A guide to Profile on your Wordpress Website...

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Profile

You can access your profile by clicking on the **Profile** widget in the sidebar or clicking on your username next to the word "**Howdy**" in the header. This "Howdy" reference is a way of letting you know that you are logged in under your username. Some admin systems may have multiple users logged in at once so this is a useful tool for making sure you are logged in correctly.

The Profile screen looks like this:

The screenshot shows the WordPress Profile page. At the top, there's a navigation bar with 'WordPress', 'New Post', and 'Howdy, editor | Log Out'. The left sidebar contains menu items like Dashboard, Posts, Media, Links, Pages, Comments, Profile, Your Profile, and Tools. The main content area is titled 'Profile' and includes sections for 'Personal Options', 'Name', and 'Contact Info'. Under 'Personal Options', there are checkboxes for 'Disable the visual editor when writing', 'Enable keyboard shortcuts for comment moderation', and 'Show Admin Bar'. The 'Name' section has input fields for Username, First Name, Last Name, and Nickname. The 'Contact Info' section is partially visible.

In the Profile screen you can change your personal options, name and contact information.

Personal Options

The **Visual Editor** is what you will use when writing or editing posts and pages in the website. Disabling the visual editor means you will only be able to write posts and pages using html and will have no visual representation of the content you're working with.



Caution: It is recommended that you **do not tick this box** unless you are an experienced html programmer and are familiar with WordPress.

The **Admin Color Scheme** allows you to change the color scheme of the admin system to your preference.

Keyboard Shortcuts allow you to navigate and perform functions in the comments screen. This is useful if you receive a large number of comments from visitors to your site. If you do not have comments enabled please ignore the following paragraph.

Briefly, if the keyboard shortcuts box is ticked you can move up and down through your list of comments by using the keys "k" and "j" respectively. Once a comment is selected (as shown by a light blue background) you can use the following commands on the keyboard:

- **a** – approves the comment
- **s** – marks the comment as spam
- **d** – deletes the comment
- **u** – unapproves the comment
- **r** – replies to the comment, and
- **q** – allows for a quick edit of the comment

More information is available at the official documentation for WordPress:

http://codex.wordpress.org/Keyboard_Shortcuts

Name

Your username is set when you are established as a user in the system by the administrator and cannot be changed. You can change your **first name**, **last name** and **nickname** as well as how your name will be displayed on the website. Depending on how your website has been designed, your name may be displayed as an author of posts or pages that you have contributed. The option labeled "**Display name publicly as**" is where you can determine how you want your name displayed to the public.

Contact Info

Your email address is required and is entered when the administrator establishes you as a user in the system. If your email address is incorrect or changes, update it here. You can also enter more optional personal information like your website address, AIM (AOL Instant Messenger) name, Yahoo Instant Messenger name and Yabber/Google Talk name as well as a brief biography. Some of this information may be shown publicly on your website depending on how it has been setup.

NB: If you are unsure about any of this, consult with All Things Quilting.

If you have been assigned a password that you did not set, you can change your password here to one that you will remember. Measure the strength of your password with the strength indicator. Maintaining a strong password is important to make sure you are the only person logging in and making changes under your username.



Caution: Strong passwords are at least seven characters long and contain a combination of upper and lower case letters as well as numbers and symbols such as !@#"?\$%^&*()

When you have made all of your changes, click on the "**Update Profile**" button and all of your personal profile details will be updated in the system.