



## **The Handbook**

### **Codex**

[http://codex.wordpress.org/Administering Your Blog](http://codex.wordpress.org/Administering_Your_Blog)

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# Administering Your Blog

Generally, the daily tasks associated with administering your WordPress site are quick and easy to do, freeing you to concentrate on the content, editorials, and stories you want to share with the world, and allowing you to get back to other activities.

Here is a quick look at the various activities involved in administering your WordPress site. Some of these may need to be done daily, while others can be done weekly, monthly, or less frequently. It depends upon your blogging activity level and the intent of your WordPress site. Your usage may vary. ;-)

## Daily Tasks

### *Login and Write*

Most people begin by logging into their WordPress site because they have news, information, or a story to tell. So they head straight for the [Write Post screen](#). There, the title is set, the information is entered, categories chosen, and any other minor detail noted, and with a click is published.

If you have any new images to upload to your site, you can easily switch to the [Manage > Files](#) screen and upload any images to your WordPress site. You can then either add these to your new posts, or visit the [Manage > Posts](#) panel and click **Edit** to edit the post in which you now wish to add an image. Again, click **SAVE** and it is released to the world.

Ah, but then there are those [Drafts](#) sitting up at the top of the **Write Post** screen, staring at you. Yes, it's time to clean house and send those drafts to the trash or out into the world.

Luckily with WordPress, you have some options for dealing with all those posts. They don't all have to be released today. Many people work ahead with their blog content, setting the dates into the future. When the day and time arrives, WordPress will automatically release the post, without any more effort from you.

### *Checking Comments*

After you have cleaned up the content on your site, it is time to find out what they have been saying about what you say. On the [Manage > Comments](#) panel, you can inspect the comments posted to your site. If a comment has been marked for [moderation approval](#), it will look lighter colored than the rest of the comments. Click [Edit Comment](#) to access the comment and set it to be approved. Click **Delete Comment** if you want it gone!

The [Moderation Panel](#) will segregate the comments awaiting moderation from the rest of the comments if you have set your [Discussion Options](#) to moderate all comments. This allows for quick and easy comment moderation.

Determining which comments to keep and delete is a challenge. Be aware that often nice comments like *"I really like your site. Keep up the great work."* and *"It shows you put a lot of time and effort in this. Thanks."* might be benign comments, or more likely comment [spam](#). To help you determine and check on what might be comment spam, and how to

increase your protection against comment spammers, the Codex has articles to help you out.

- [Introduction to Dealing with Comment Spam](#)
- [Moderating Comments](#)
- [Combating Comment Spam](#)
- [Common Spam Words](#)
- [Denying Access to Comment Spammers with .htaccess](#)
- [WordPress Spam Plugins and Tools](#)

## ***Users and Authors***

If you have set your site set up to [allow users to register](#) and submit articles, stop by your [Users panel](#) to check on those who have registered and make any adjustments to their [User Levels](#) as needed.

If you do allow users to post articles, be sure to check the [Manage](#) > [Posts](#) for any newly posted articles in the the **Drafts** area awaiting your review and release.

## ***Check The Dashboard***

At this point your daily tasks are about complete. Your site is up-to-date and on its way to entertaining and educating the world. But there is one last task you might want to check. Stop by your WordPress [Dashboard](#) panel and check to see if there are any new activities going on in the WordPress Community, especially any announcements about upgrades.

While there, take advantage of your handy "To Do List" featured on the Dashboard called the [Latest Activity](#). This lists your most recently released posts, the next batch of scheduled entries, recent comments, blog stats, and incoming links (referrers). This helpful information lets you know what has been released to the public from your site, what is next on the list, and shows you at a glance, the most recent comments.

The blog stats and incoming links give you different information. The Stats give you information about how many posts, comments, and categories are on your site. While this isn't really critical information, you can use it as a general scoreboard or counter. The incoming links information tells you who has [pinged](#) or [trackbacked](#) to your site. This helps your link popularity for your site and gives you an idea of who thought your site's material was worthy of praise.

And if you need a little guilt, at the bottom of the page you will see a list of your Drafts, waiting to be done.

## ***Administration Tasks***

As the administrator or site owner, there are a few more tasks you should add to your schedule. These do not have to be done daily, but they still need to be done on a regular basis. Many of these are outlined in the articles [WordPress Housekeeping](#) and [WordPress Site Maintenance](#). In general they are:

- [Check and Install WordPress Updates](#) (<http://www.wordpress.org/download>)
- Check for Dead Links Throughout Your Site

- [Check in with WordPress for Changes and Information](http://www.wordpress.org/) (*http://www.wordpress.org/*)
- [Backup Your WordPress Site and Database](#)
- [Update Your Site's Content and/or Look](#)
- Update [Plugins](#) and [Themes](#)
- [Check for Validation Errors](#)
- [Optimize Your WordPress Site](#)

## **More Administration Resources**

- [Administration Panels](#)
- [What Registered Users Can Do](#)
- [Manage Categories](#)
- [Change User Levels](#)
- [Manage WordPress Options](#)
- [Manage Discussion Options](#)
- [Using Permalinks](#)
- [Moderate Comments](#)
- [Manage Plugins](#)
- [Manage Themes](#)