

## BEFORE YOU BEGIN:

Setting up your MICS WordPress website can be achieved in about 1 hour by carefully following these instructions, however, you may want to consult with an IT officer while attempting to setup this template. This website template and its components are designed to work together in the supplied version of WordPress. Do not update this version of WordPress as this may cause conflicts with the MICS settings.

## What is WordPress?

WordPress is free, open source publishing software that allows users to present information in a dynamic, intuitive way. You can add and change text, and include graphics, photographs, audio and video, and Twitter and RSS feeds.

UNICEF provides a MICS template that can be customized and populated to fit your needs and circumstances.

## To install WordPress, you must have:

Access to your web server; for example, via FTP (File Transfer Protocol)

A text editor. Text editors that can be used with WordPress include:

- Notepad (comes with Windows)
- TextEdit (comes with Mac)
- Notepad++ (Windows, open source, free) — <http://notepad-plus-plus.org>
- TextWrangler (Mac, free) — <http://www.barebones.com/products/textwrangler/index.html>

An FTP client to upload files and edit files. FTP clients that are widely used with WordPress include:

- FileZilla (free) — <http://filezilla-project.org>
- CyberDuck (for Macs) — <http://cyberduck.ch>

A web hosting provider that supports PHP and MySQL. Hosts recommended by WordPress are:

- bluehost — <http://www.bluehost.com>
- DreamHost — <http://www.dreamhost.com>
- MediaTemple — <http://mediatemple.net/wordpress-webhosting.php>
- Laughing Squid — <http://laughingsquid.us>

## Your UNICEF MICS package includes:

- WordPress install files
- MICS Theme install files
- Dashboard Settings file
- MICS User Settings file

## How to Install Wordpress:

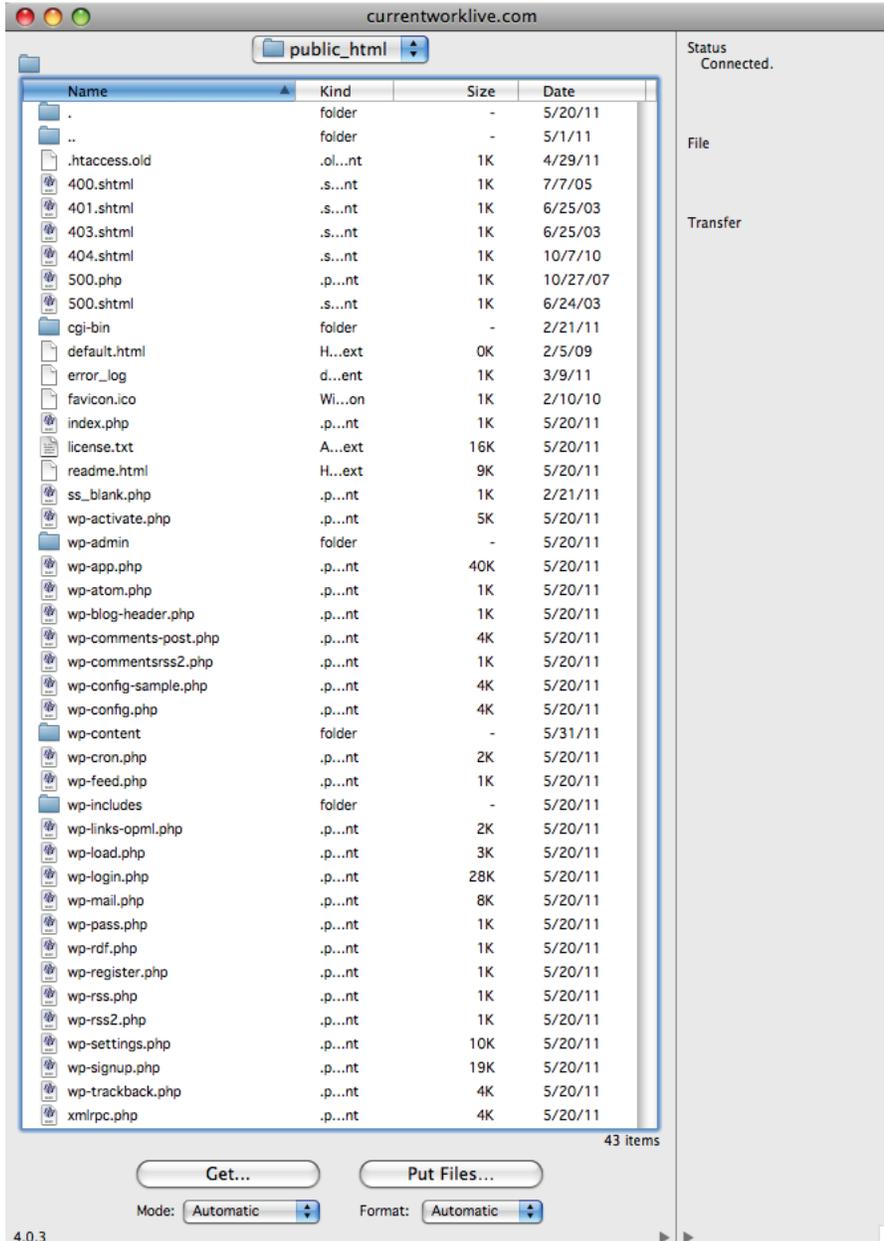
1. Download the **Wordpress-install** files from the UNICEF MICS package to your desktop.
2. Unzip the folder and log on to your FTP.



**WordPress-install.zip**

3. Use an FTP client, such as FileZilla (<http://filezilla-project.org>), to transfer the files.

4. Click and drag the downloaded files (do not import the folder itself) from your desktop into your FTP.



You have now uploaded the WordPress files onto your FTP.

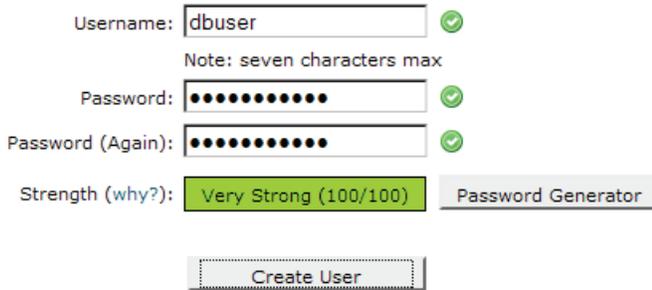
### Setting up your new Database and Users with the MySQL Database Wizard tool

1. Access your web host's control panel (cPanel);
2. Under the Database section, click on the "MySQL Database Wizard" icon;
3. Create a new Database:  
Enter your new Database's name into the empty field and click "Next Step"

New Database: michaelh\_

## 4. Create a Database User:

Enter the new User's Username and Password into the empty fields. Choose a password that registers Very Strong to prevent unwanted access to your new Database. If you prefer, the "Password Generator" will create a password for you. Remember to write your password down and keep for your records.



## 5. Add User to Database

Assign the User to the Database. Click the "All Privileges" checkbox, then click "Next Step." You will be notified that the new User has been added to the newly created Database.

## 6. Linking Your New Database to Your FTP Client

Set up the WordPress Configuration File:

Using a text editor (such as Notepad), open the file **wp.config-sample.php** located now on your ftp.

*\*\* Only use text-only editors to edit WordPress files.*

*Non-text-based word processing programs (such as Microsoft Word) add extra formatting that can cause code problems.\*\**

Locate "*// \*\* MySQL settings*" and enter the new **Database Name**, **Username**, and **Password** that you just chose, and the **Hostname** (for almost all cPanel hosts, this will be 'localhost').

Save the file (as **wp-config.php**) and close the file.

```
// ** MySQL settings - You can get this info from your web host ** //  
/** The name of the database for WordPress */  
define('DB_NAME', 'michaelh_demowp');  
  
/** MySQL database username */  
define('DB_USER', 'michaelh_dbuser');  
  
/** MySQL database password */  
define('DB_PASSWORD', 'abc.123.!@#');  
  
/** MySQL hostname */  
define('DB_HOST', 'localhost');
```

## 7. Point your browser to your site (i.e.: [www.yoursite.com/wp-admin](http://www.yoursite.com/wp-admin)).

The WordPress welcome page will open.

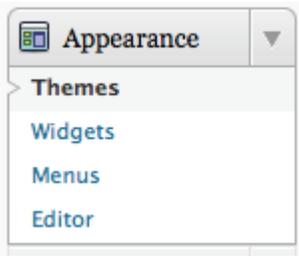
Enter the Site, Login, and Email fields.

Click "Install Wordpress" to complete the installation.

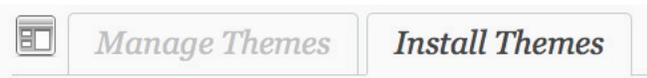
You have now created your Database, added the User to the Database, and linked the Database to your WordPress files through your FTP.

## How to Install the MICS WordPress Theme

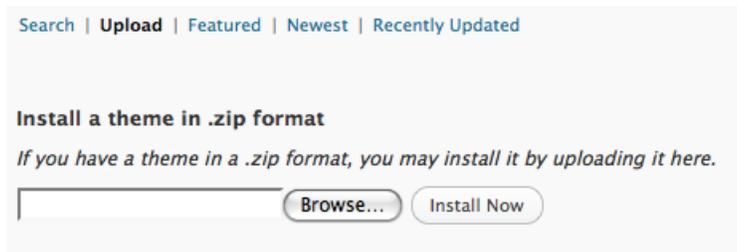
1. Log in to your WordPress account and go to the Dashboard. At this point, the Dashboard will be the default WordPress dashboard.
2. In the Main Navigation Menu at left, click on "Appearance" to open the Appearance menu.
3. Click on "Themes."



4. On the Themes page, click on the "Install Themes" tab.



5. Upload the **MICS-Theme-install.zip** file containing the MICS theme located in the MICS-Theme-install folder.



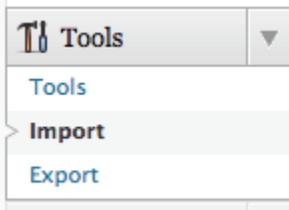
6. Click back to the "Manage Themes" tab.
7. Under "Available Themes," find the MICS theme.
8. Click "Activate."

You have now installed the MICS theme.

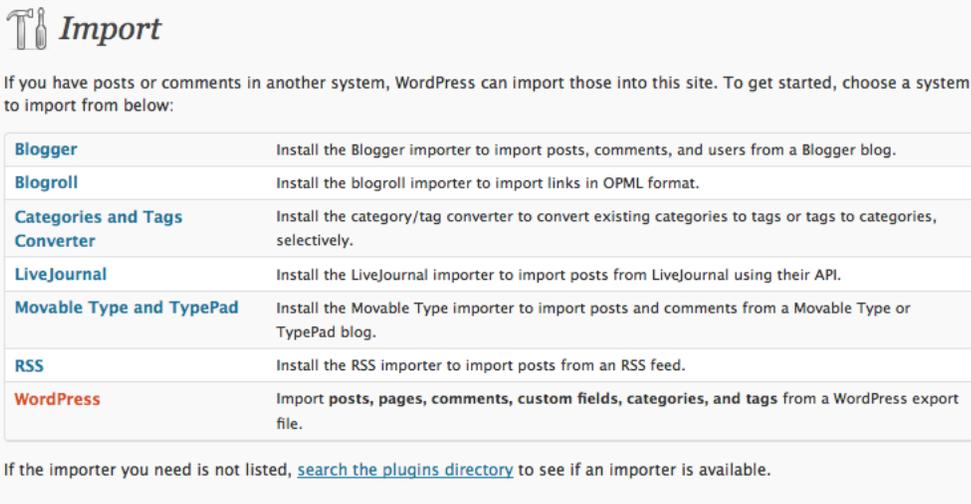
*\*\*\*If you would like to change the default MICS theme color scheme, see "Changing the MICS Theme," below.*

## How to Import the MICS Dashboard Settings

1. In the left-sidebar navigation menu, click on "Tools" to open the Tools menu.
2. Click on "Import."



3. In the Import menu, click on "WordPress."



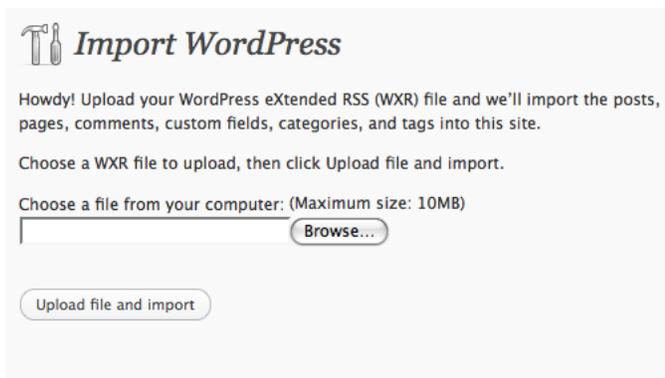
**Import**

If you have posts or comments in another system, WordPress can import those into this site. To get started, choose a system to import from below:

<b>Blogger</b>	Install the Blogger importer to import posts, comments, and users from a Blogger blog.
<b>Blogroll</b>	Install the blogroll importer to import links in OPML format.
<b>Categories and Tags Converter</b>	Install the category/tag converter to convert existing categories to tags or tags to categories, selectively.
<b>LiveJournal</b>	Install the LiveJournal importer to import posts from LiveJournal using their API.
<b>Movable Type and TypePad</b>	Install the Movable Type importer to import posts and comments from a Movable Type or TypePad blog.
<b>RSS</b>	Install the RSS importer to import posts from an RSS feed.
<b>WordPress</b>	Import posts, pages, comments, custom fields, categories, and tags from a WordPress export file.

If the importer you need is not listed, [search the plugins directory](#) to see if an importer is available.

4. Click "Browse" to find the **MICS-Dashboard-Settings** folder and upload the file called **mics.wordpress.2011-06-10.xml**



**Import WordPress**

Howdy! Upload your WordPress eXtended RSS (WXR) file and we'll import the posts, pages, comments, custom fields, categories, and tags into this site.

Choose a WXR file to upload, then click Upload file and import.

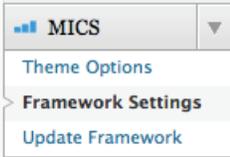
Choose a file from your computer: (Maximum size: 10MB)

5. Click "Upload file and imports."

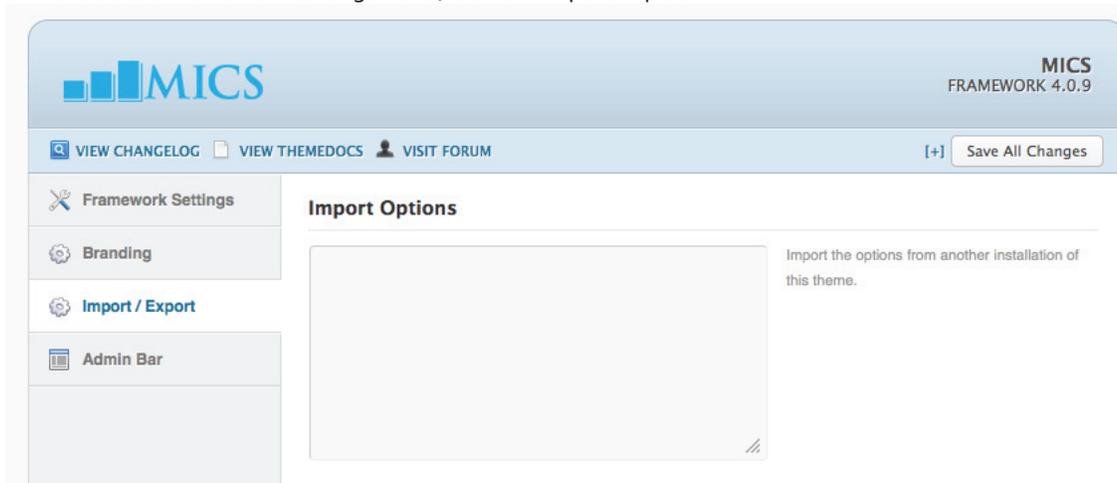
You have now imported the MICS Dashboard settings.

## How to Import the MICS User Settings

1. In the Main Navigation Menu, click on "MICS" to open the MICS settings menu.
2. Click "Framework Settings."



3. In the sidebar Framework Settings menu, click on "Import/Export."



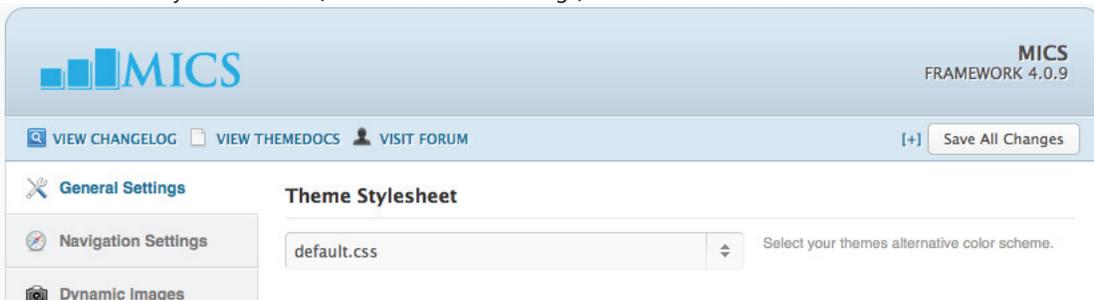
4. Open the **MICS-User-Settings** file provided by UNICEF. Copy and paste the entire file into the "Import Options" field shown above.
5. Click "Save All Changes."

You have now imported the MICS user settings.

## CHANGING THE MICS THEME

You can change the theme of your MICS WordPress site to one of eight alternative color schemes.

1. In the Main Navigation Menu, click on "MICS" to open the MICS settings menu.
2. Click "Theme Options."
3. In the Theme Stylesheet menu, under "General Settings," click on the scheme field and select the desired color scheme.



4. Click "Save All Changes."

## NAVIGATING WORDPRESS

WordPress can be used to present news and information — for instance, about your MICS findings or your organization. Your site can feature text, photos and graphs, audio, and video, as well as comments by readers and links to related sites of interest.

\*\*\* You can click on the “Help” tab at the top right of the Screen for additional explanation of any Screen.

\*\*\* WordPress.org offers detailed information on all of these topics, plus much more. Helpful guidelines about using WordPress can be found at:

[http://codex.wordpress.org/FAQ\\_New\\_To\\_WordPress](http://codex.wordpress.org/FAQ_New_To_WordPress)

[http://codex.wordpress.org/WordPress\\_Lessons](http://codex.wordpress.org/WordPress_Lessons)

[http://codex.wordpress.org/Working\\_with\\_WordPress](http://codex.wordpress.org/Working_with_WordPress)

[http://codex.wordpress.org/Writing\\_Posts](http://codex.wordpress.org/Writing_Posts)

<http://codex.wordpress.org/Pages>

<http://codex.wordpress.org/Glossary>

## ACCESSING THE ADMINISTRATION SCREEN

To begin working with WordPress, first access your Administration Screen through your website by adding “wp-admin” to your site’s URL:

<http://www.yoursite.com/wp-admin>

You will see the MICS Login screen:



After entering your Username and Password, click “Log In” to access your Administration Screen:

\*\*\* You will see a “Please update” alert at the top of the Administration Screen.

*Please DO NOT update your version of WordPress, because that may cause conflicts with your MICS settings.*

## USING THE MAIN NAVIGATION MENU

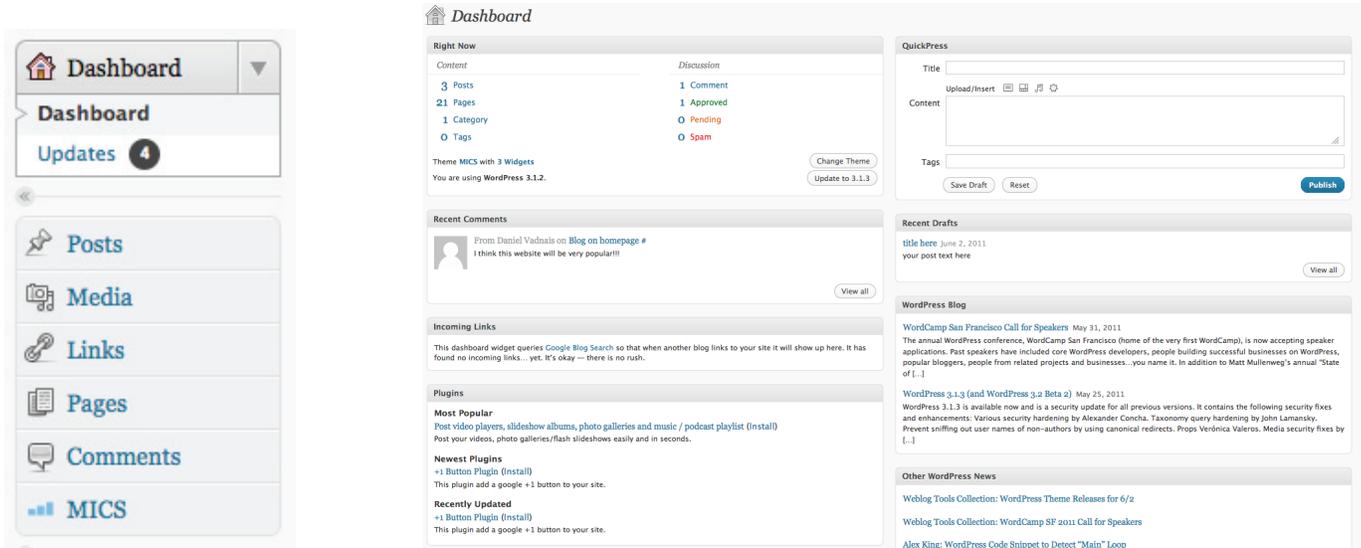
The Main Navigation Menu enables you to access administrative functions, such as Posts, Media, Links, Pages, Comments, Appearance, Users, and more.

The most often used functions are explained in detail below.

\*\*\* To avoid corrupting the UNICEF MICS theme and user settings, please DO NOT edit the MICS menu.

## DASHBOARD SCREEN

The Dashboard is a tool to quickly access features you will use most often and to view information about your blog and other areas of the WordPress community. (You can use "Screen Options," at the top right of the Dashboard, to show or hide modules to suit your needs.)



### Dashboard Modules include:

- Right Now: A summary of statistics about your blog's contents and discussions (e.g., Posts, Pages, Categories, Comments). To manage each area, click on that statistic.
- Recent Comments: A list of the most recent comments submitted to your blog. Each comment is linked to the related post title. Hovering your mouse over a comment opens a menu of actions you can take: approve, unapprove, edit, reply to, mark as spam, or delete that comment.
- Incoming Links: If another blog links to your site, you will see that information here.
- Plugins: Displays featured WordPress plugins available for download.
- QuickPress: Allows you to quickly and easily write new Posts. Enter the Post's title, upload/insert media, enter content, add tags, and click on either "Publish" (to immediately publish your post on your blog) or "Save Draft" (to save your Post as draft before publishing).
- Recent Drafts: Allows you to access your recent drafts of Posts.
- WordPress Blog: Lists "the latest news from the official WordPress blog."
- Other WordPress News: Lists titles of Posts and links to other WordPress blogs.

## POSTS SCREEN

Posts are usually time-oriented "updates" that inform readers of new findings, events, or announcements. They appear on your site in reverse-chronological order.

Example of a video Post, as viewed on a live WordPress site:

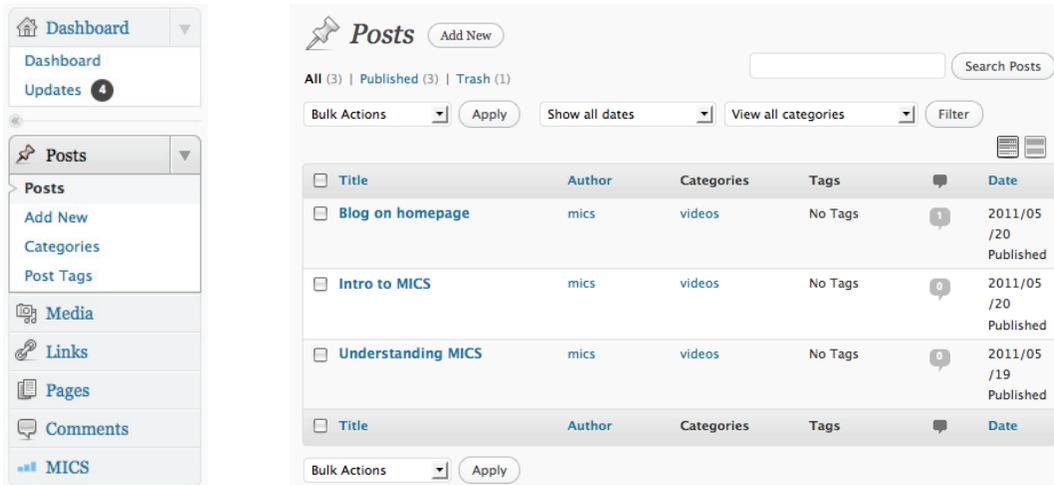
### VIDEOS



The Posts Screen displays your site's Posts.

(See "CREATING AND EDITING POSTS AND PAGES" for information about how to add, edit, and share Posts).

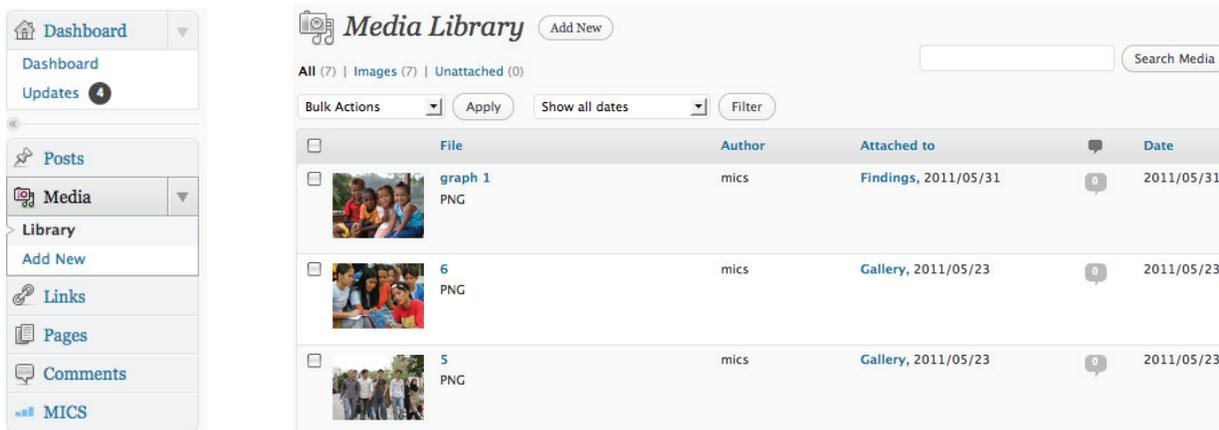
To access the Posts Screen, go to the Administration Screen's Main Navigation Menu and click on "Posts." This will direct you to the Posts Screen. All of your blog's Posts are displayed here, and can be arranged by Author or Category:



## MEDIA SCREEN

### Using the Media Library

The Media Library contains all of the media that has been posted to your site:



Use the Media Library Screen to arrange your media, search for a specific image, and add new media.

Hovering over a row reveals action links: "Edit," "Delete Permanently," and "View."

Clicking Edit or on the media file's name displays a simple screen to edit that individual file's metadata.

Clicking "Delete Permanently" will delete the file from the media library (as well as from any posts to which it is currently attached).

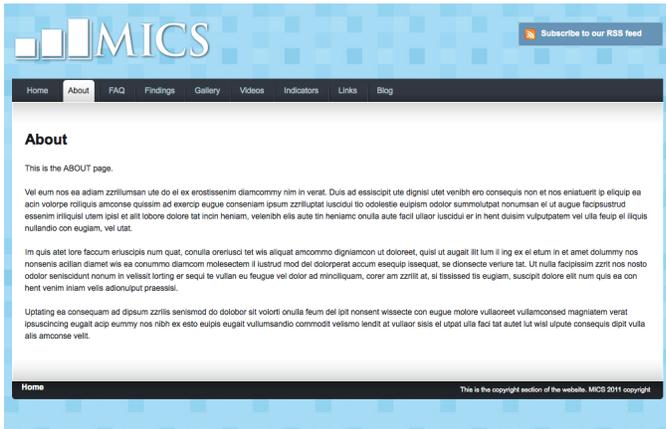
"View" will take you to the display page for that file.

If a media file has not been attached to any post, you will see that in the "Attached To" column; click on "Attach File" to launch a small popup that will allow you to search for a post and attach the file.

## PAGES SCREEN

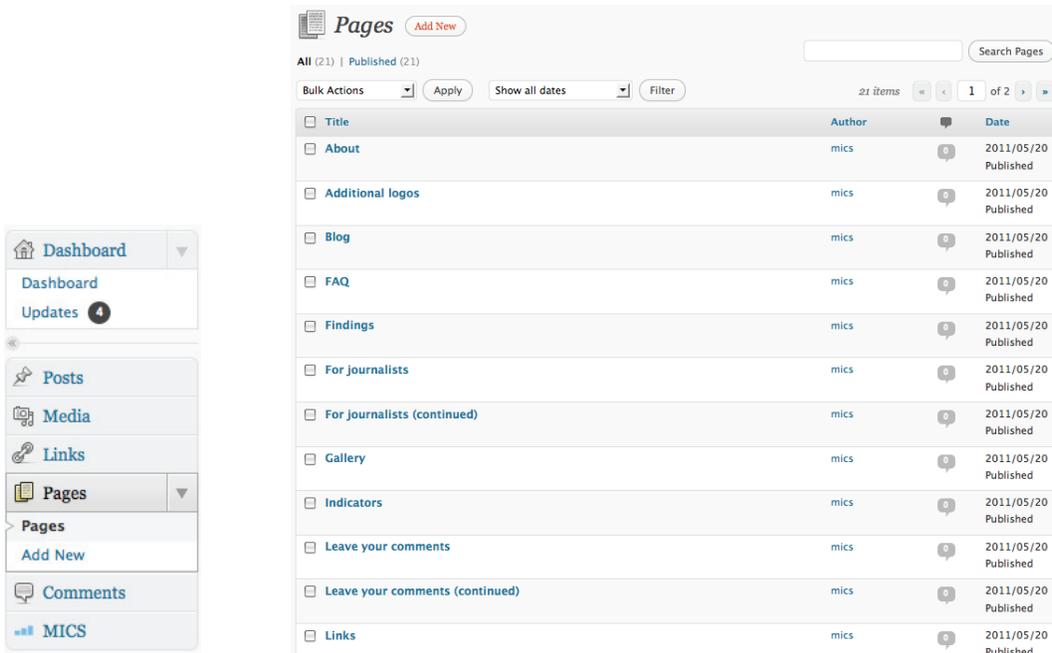
Pages are often used to present “static” information about yourself or your site. Pages are typically “timeless” in nature and live “outside” your blog.

Example of an “About” Page, as viewed on a live WordPress site:



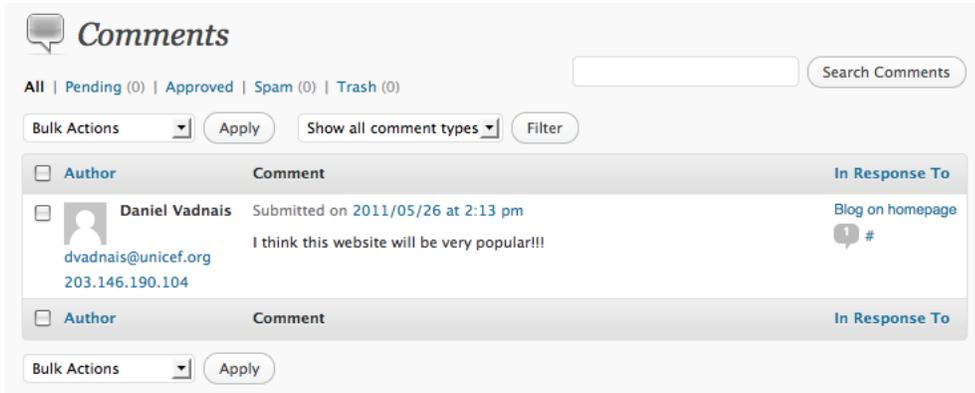
The Pages Screen displays your site’s Pages. (See “CREATING AND EDITING POSTS AND PAGES” for information about how to add, edit, and share Pages). All of your blog’s Pages are displayed here, and can be arranged by Title or Author.

To access the Pages Screen, go to the Administration Screen’s Main Navigation Menu and click on “Pages.” This will direct you to the Pages Screen:



## COMMENTS MENU

The Comments Menu displays comments that readers have made on your site. (See “**POSTS AND PAGES**” for information about how to add, edit, and share Pages). Comments can be arranged by Author or “In Response To”:



You can manage comments made on your site much like you manage Posts and other content.

A yellow row means the comment is waiting for you to moderate it.

The “Author” column displays the author’s name, email address, blog URL, and IP address.

The “Comment” column displays the date and time the comment was left. Clicking on the date/time link will take you to that comment.

In the “In Response To” column, there are three elements:

- The text is the name of the post that inspired the comment, and links to that entry’s post editor.

- The “#” permalink symbol below leads to that post on your live site.

- The small bubble with the number in it shows how many comments that post has received. A gray bubble indicates that you have moderated all comments for that post. A blue bubble indicates that there are pending comments.

## EDITING PAGES AND CREATING POSTS

### PAGES

The MICS front page, displaying Pages as tabs, carousel headlines, and section headlines:



The WordPress Pages Screen, listing the 21 pre-built Pages that come with your MICS template, ready to be populated with your data, findings, graphics, and videos:

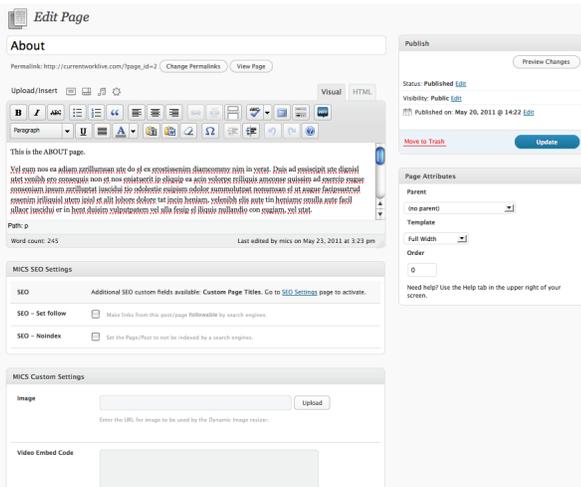
Title	Author	Date
About	mics	2011/05/20 Published
Additional logos	mics	2011/05/20 Published
Blog	mics	2011/05/20 Published
FAQ	mics	2011/05/20 Published
Findings	mics	2011/05/20 Published
For journalists	mics	2011/05/20 Published
For journalists (continued)	mics	2011/05/20 Published
Gallery	mics	2011/05/20 Published
Indicators	mics	2011/05/20 Published
Leave your comments	mics	2011/05/20 Published
Leave your comments (continued)	mics	2011/05/20 Published
Links	mics	2011/05/20 Published
Survey Instruments	mics	2011/05/20 Published

## Customizing a Page

In the Main Navigation Menu, go to “Pages.”

Select the Page you want to populate and click on the Page title.

You will be taken to the “Edit Page” screen:



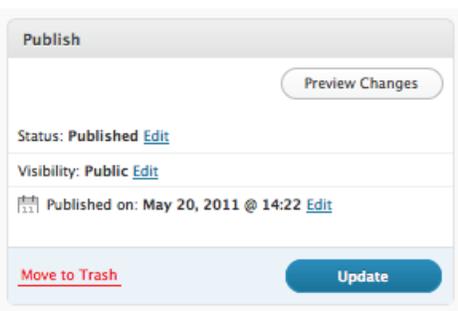
Use the text box to enter your text.

In most cases, users will want to select the “Visual” tab (rather than “HTML”).

The “Visual” screen includes many of the formatting tools common to most word processing applications, such as Microsoft Word, and is used in a similar way to enter content.

After you have entered your text and uploaded your images (see “Uploading Images to Your Page,” below), click “Update” in the Publish Menu to publish your Page.

\*\*\* Your Page is live on your site immediately after you click “Update” in the Publish menu.



## The Publish Menu

Use the Publish menu to configure the Status, Visibility, and Publish settings:

If you want to save your Page without publishing it, go to “Status” and click “Draft.”

Clicking “Preview Changes” generates a preview of the new Page. \*\*\*

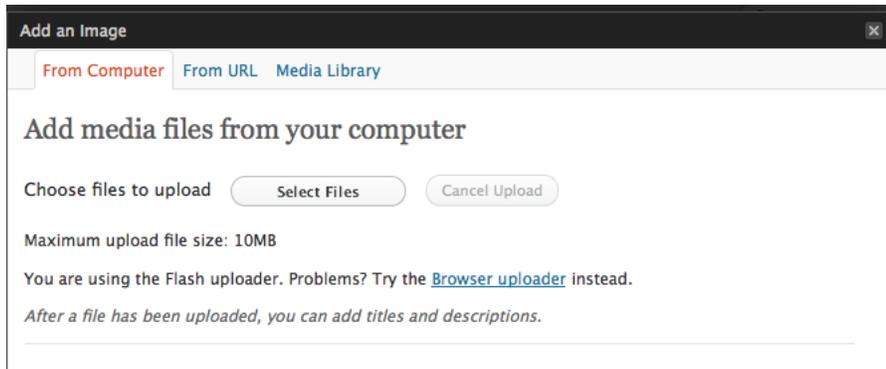
## Uploading Images to Your Page

You may choose to add a graph, chart, or photo to a Page for illustrative purposes.

In the Upload/Insert menu, located above the formatting toolbar, click on the add-image icon (first icon from left) to upload. Follow the prompts.



image upload screen:



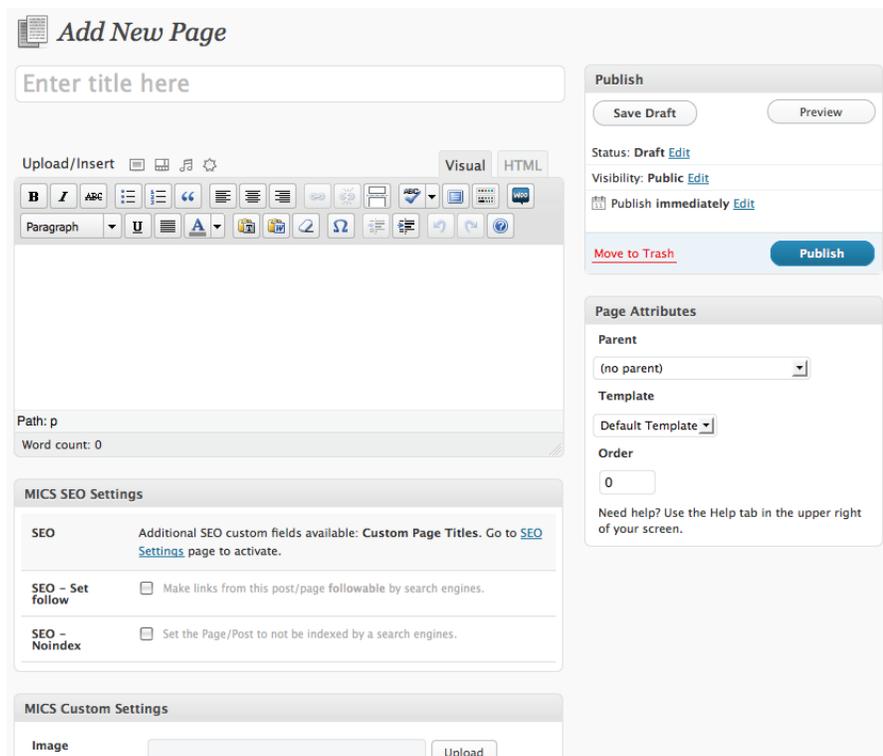
You can add up to three additional Logos to your front page by going to the **Additional logos Page**.

On the **Additional logos Page** Screen, select the logo and click the **edit icon**. In the Advanced Image Settings, change the source of the URL by entering the URL location of your new logo. Your new logo should be **150x75 pixels** large to match the image placeholder's dimensions.

## Adding a Page

If you require more Pages than the MICS template provides, it is possible to add a new Page:

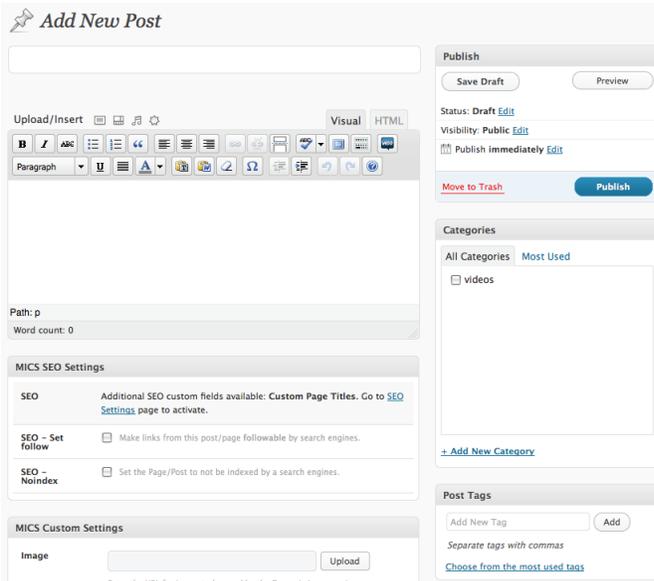
Click "Add New" in either the Pages menu of your Administration Screen's main navigation menu or the Pages Screen itself.



## POSTS

### Add a New Post

Click "Add New" in either the Posts menu of your Administration Screen's main navigation menu or the Posts Screen itself. This will direct you to the "Add New" Screen, where you can write and edit the Post:



Use the text box to enter your text.

In most cases, users will want to select the "Visual" tab (rather than "HTML").

The "Visual" screen includes many of the formatting tools common to most word processing applications, such as Microsoft Word, and is used in a similar way to enter content.

After you have entered your text and uploaded your images (see "Uploading Images to Your Post," below), click "Update" in the Publish Menu to publish your Post.

**\*\* Your Post is live on your site immediately after you click "Publish" or "Update."**

### The Publish Menu

Use the Publish menu to configure the Status, Visibility, and Publish settings:

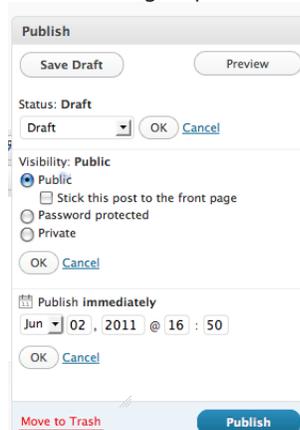
If you want to save your Post without publishing it, click "Save Draft."

Clicking "Preview" generates a preview of the new Post. \*\*

collapsed:

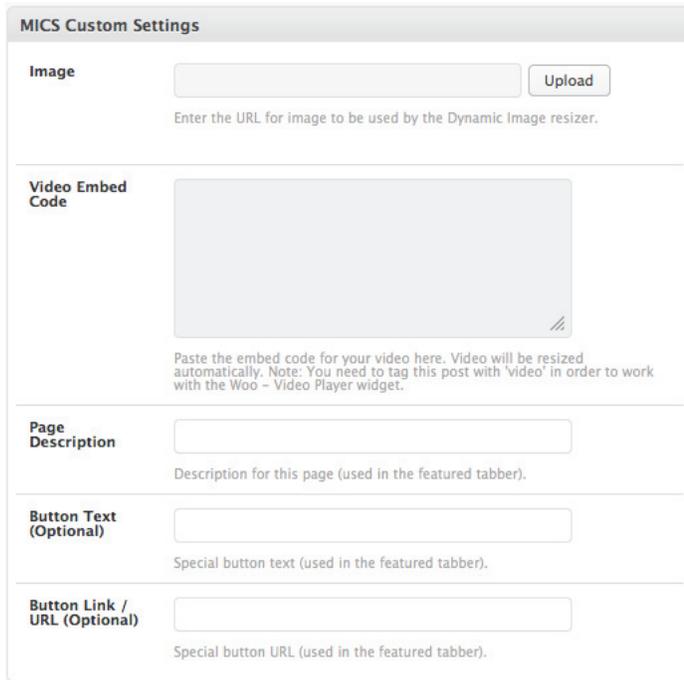


with all settings expanded:



## Uploading a Video Post

To stream a video to the video widget on the front page of your site, use the MICS Custom Settings menu in the “Add New Post” Screen:



The screenshot shows the 'MICS Custom Settings' form with the following sections:

- Image:** A text input field with an 'Upload' button. Below it, the text reads: "Enter the URL for image to be used by the Dynamic Image resizer."
- Video Embed Code:** A large text area with a small icon in the bottom right corner. Below it, the text reads: "Paste the embed code for your video here. Video will be resized automatically. Note: You need to tag this post with 'video' in order to work with the Woo - Video Player widget."
- Page Description:** A text input field. Below it, the text reads: "Description for this page (used in the featured tabber)."
- Button Text (Optional):** A text input field. Below it, the text reads: "Special button text (used in the featured tabber)."
- Button Link / URL (Optional):** A text input field. Below it, the text reads: "Special button URL (used in the featured tabber)."

To add a video that will play on the front page, first create a new post. Inside the post, copy and paste your video’s embed code in the MICS Custom settings, under Video Embed Code section. Make sure that “Video” is checked in the Categories menu (see “Post Categories Menu” below for information on Categories).

**\*\* To acquire the embed code, go to your channel of the video sharing site (e.g., YouTube or Vimeo) where that video is hosted. Copy the embed code that is generated for you under the video. \*\***

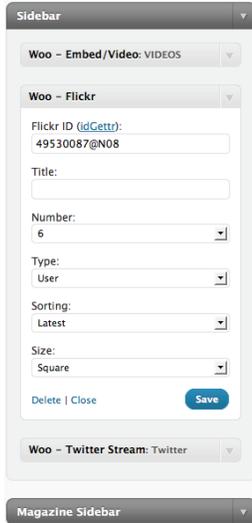
Once your post is published, the video will pop into the video widget on the front page.

## Link Feeds to Your Site

### Linking Your Flickr Feed

In the main navigation menu, click on “Appearances” and then select “Widgets.”

In the Sidebar menu at the right of the Widgets Screen, click on “Woo - Flickr.”



The screenshot shows the WordPress Widgets screen. The 'Sidebar' menu is open, and the 'Woo - Flickr' widget is selected. The widget configuration form includes the following fields: 'Flickr ID (idGettr):' with the value '49530087@N08', 'Title:' (empty), 'Number:' with a dropdown set to '6', 'Type:' with a dropdown set to 'User', 'Sorting:' with a dropdown set to 'Latest', and 'Size:' with a dropdown set to 'Square'. There are 'Delete | Close' and 'Save' buttons at the bottom of the widget configuration.

Enter your Flickr ID (if you don't know your ID, click on “idGettr” and follow the prompts).

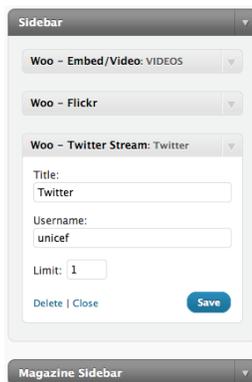
Configure the remaining fields.

Click “Save.”

### Linking Your Twitter Feed

In the main navigation menu, click on “Appearances” and then select “Widgets.”

In the Sidebar menu at the right of the Widgets Screen, click on “Woo - Twitter Stream.”



The screenshot shows the WordPress Widgets screen. The 'Sidebar' menu is open, and the 'Woo - Twitter Stream: Twitter' widget is selected. The widget configuration form includes the following fields: 'Title:' with the value 'Twitter', 'Username:' with the value 'unicef', and 'Limit:' with the value '1'. There are 'Delete | Close' and 'Save' buttons at the bottom of the widget configuration.

Enter your Twitter Username

Configure the number of “tweets” you'd like to display on your site's home page.

Click “Save.”

## GLOSSARY

All definitions are courtesy of WordPress.org. For more information about WordPress terminology or use, please visit WordPress.org.

### Blog

A blog, or weblog, is an online journal, diary, or serial published by a person or group of people. Blogs are typically used by individuals or peer groups, but are occasionally used by companies or organizations as well. In the corporate arena, the only adopters of the blog format so far have tended to be design firms, web media companies, and other “bleeding edge” tech firms. Blogs often contain public as well as private content.

### Category

Each post in WordPress is filed under a category. Thoughtful categorization allows posts to be grouped with others of similar content and aids in the navigation of a site. Please note, the post category should not be confused with the Link Categories used to classify and manage Links.

### cPanel

cPanel is a popular web-based administration tool that many hosting providers provide to allow users to configure their own accounts using an easy-to-use interface.

### Database

A database in computing terms is software used to manage information in an organized fashion. WordPress uses the MySQL relational database management system for storing and retrieving the content of your blog, such as posts, comments, and so on.

### Feed

A feed is a function of special software that allows “Feedreaders” to access a site automatically looking for new content and then posting the information about new content and updates to another site. This provides a way for users to keep up with the latest and hottest information posted on different blogging sites. Some Feeds include RSS (alternately defined as “Rich Site Summary” or “Really Simple Syndication”), Atom or RDF files. Dave Shea, author of the web design weblog Mezzoblue has written a comprehensive summary of feeds. Feeds generally are based on XML technology.

### FTP

FTP, or File Transfer Protocol, is rather predictably, a client-server protocol for transferring files. It is one way to download files, and the most common way to upload files to a server. An FTP client is a program which can download files from, or upload files to, an FTP server. You may need to use an FTP client to upload your WordPress files to your web server, particularly if you use a hosting provider.

### Hosting provider

A hosting provider is a company or organization which provides, usually for a fee, infrastructure for making information accessible via the web. This involves the use of a web server (including web server software such as Apache), and may involve one or more related technologies, such as FTP, PHP, MySQL, and operating system software such as Linux or Unix.

### Media Library

The Media Library contains all of the graphs, photos, video, audio, and other media that have been uploaded to your site.

### MySQL

MySQL is a popular open source SQL (Structured Query Language) database implementation, available for many platforms, including Windows, Unix/Linux and Mac OS X. WordPress requires a MySQL database to store all blog information, including posts, comments, metadata, and other information.

### Page

A Page is often used to present “static” information about yourself or your site. A good example of a Page is information you would place on an About Page. A Page should not be confused with the time-oriented objects called posts. Pages are typically “timeless” in nature and live “outside” your blog. The word “page” has long been used to describe any HTML document on the web. In WordPress, however, “Page” refers to a very specific feature first introduced in WordPress version 1.5.

### Posts

Posts are often the principal content of a blog. They are usually time-oriented “updates” that inform readers of new findings, events, or announcements. Posts can include text, images, audio, and video elements. They appear on your site in reverse-chronological order.

### PHP

PHP is a recursive acronym for PHP: Hypertext Preprocessor. It is a popular server-side scripting language designed specifically for integration with HTML, and is used (often in conjunction with MySQL) in Content Management Systems and other web applications. It is available on many platforms, including Windows, Unix/Linux and Mac OS X, and is open source software. WordPress is written using PHP and requires it for operation.

### Plugin

A **Plugin** is a group of php functions that can extend the functionality present in a standard WordPress weblog. These functions may all be defined in one php file, or maybe spread among more than one file. Usually, a plugin is a php file that can be uploaded to the “wp-content/plugins” directory on

your webserver, where you have installed WordPress. Once you have uploaded the plugin file, you should be able to “turn it on” or Enable it from the “Plugins” page in the administration interface of your weblog. The WordPress source code contains hooks that can be used by plugins.

## RSS

“Really Simple Syndication”: a format for syndicating many types of content, including blog entries, torrent files, video clips on news-like sites; specifically frequently updated content on a Web site, and is also known as a type of “feed” or “aggregator”. An RSS feed can contain a summary of content or the full text, and makes it easier for people to keep up to date with sites they like in an automated manner (much like e-mail). The content of the feed can be read by using software called an RSS or Feed reader. Feed readers display hyperlinks, and include other metadata (information about information) that helps you decide whether they want to read more, follow a link, or move on. The original intent of RSS is to make information come to you (via the feed reader) instead of you going out to look for it (via the Web). Programs called news aggregators permit users to view many feeds at once, providing ‘push’ content constantly. See [Category:Feeds](#) for Codex resources about bringing RSS feeds into WordPress.

## Sidebar

The sidebar, sometimes called the menu, is a narrow vertical column often jam-packed with lots of information about a website. Found on most WordPress sites, the sidebar is usually placed on the right or left-hand side of the web page, though in some cases, a site will feature two sidebars, one on each side of the main content where your posts are found. A sidebar is also referred to as a Theme Template file and is typically called sidebar.php.

## Tag

A tag is a keyword which describes all or part of a Post. Think of it like a Category, but smaller in scope. A post may have several tags, many of which relate to it only peripherally. Like Categories, Tags are usually linked to a page which shows all posts having the same tag. Unlike Categories, Tags can be created on-the-fly, by simply typing them into the tag field. Tags can also be displayed in “clouds” which show large numbers of Tags in various sizes, colors, etc. This allows for a sort of total perspective on the blog, allowing people to see the sort of things your blog is about most. Many people confuse Tags and Categories, but the difference is easy: Categories generally don’t change often, while your Tags usually change with every Post.

## Text editor

A text editor is a program which edits files in plain text format, as compared to binary format. Using a non-text based word processing program (e.g. using Microsoft Word to edit PHP scripts) can cause major problems in your code. This is because non-text based word processing programs insert extra format-

ting into text files, and can corrupt the files when they need to be interpreted by the interpreter. An editor like Notepad does not insert any extra formatting. Edit WordPress Files with a text only editor.

## Web server

A web server is a computer containing software for, and connected to infrastructure for, hosting, or serving, web sites written in HTML. The most common web server software on the internet is Apache, which is frequently used in conjunction with PHP, Perl, and other scripting languages. It is possible to create one’s own web server, hosted on any speed of internet connection, but many people choose to purchase packages from hosting providers, who have the capacity and facilities to provide adequate bandwidth, uptime, hardware, and maintenance for frequently-visited web sites.

## Widget

A WordPress Widget (WPW) is like a plugin, but designed to provide a simple way to arrange the various elements of your sidebar content (known as “widgets”) without having to change any code.