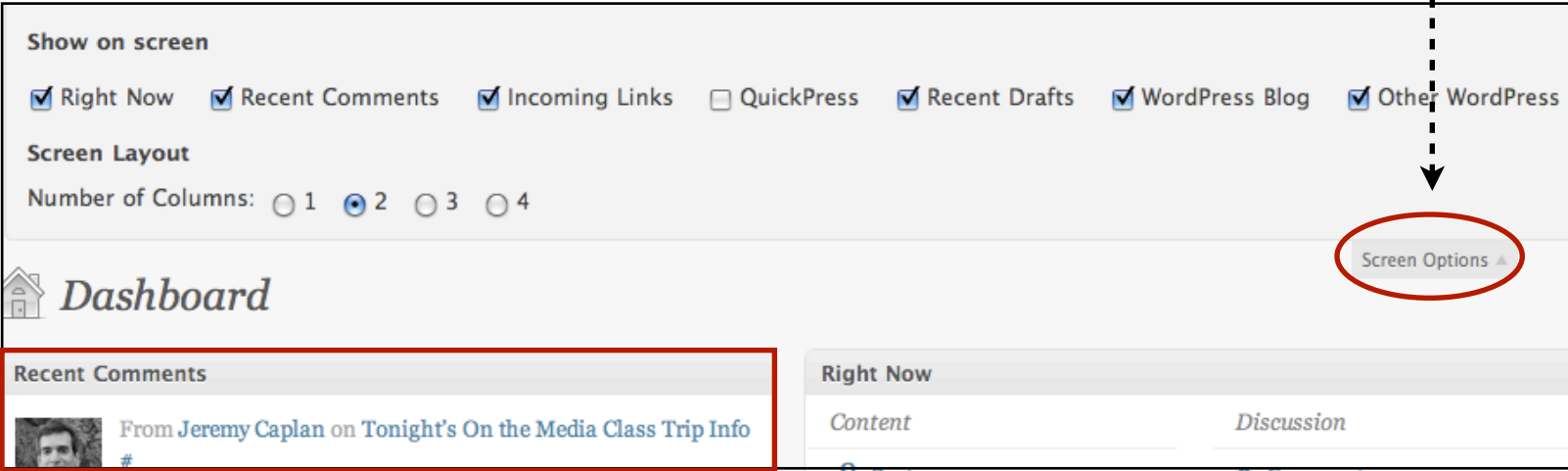# Dashboard

*Your dashboard is customizable*

*You can customize the information seen by expanding the screen options.*

**Show on screen**

☑ Right Now ☑ Recent Comments ☑ Incoming Links ☐ QuickPress ☑ Recent Drafts ☑ WordPress Blog ☑ Other WordPress

**Screen Layout**

Number of Columns: ○ 1 ● 2 ○ 3 ○ 4

Screen Options ▲

## 🏠 *Dashboard*

**Recent Comments**

From Jeremy Caplan on Tonight's On the Media Class Trip Info #

**Right Now**

*Content* | *Discussion*

*Any box with a dark grey bar can be collapsed and expanded with the click of a mouse. Also, you can move the boxes around by clicking and dragging them to the desired destination.*
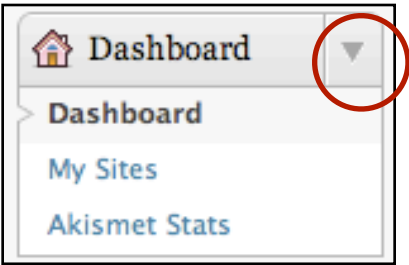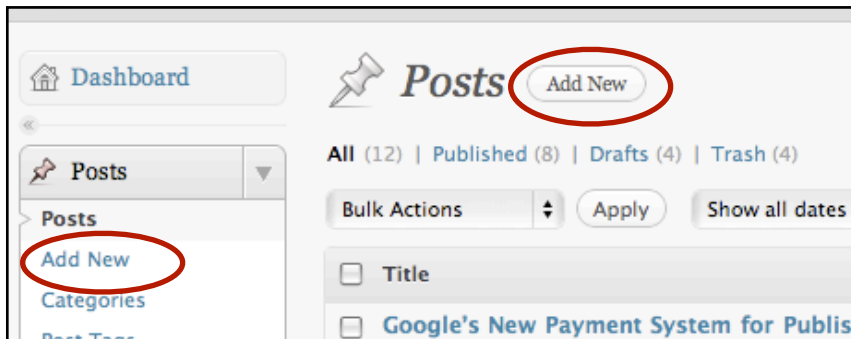
# Sidebar

🏠 Dashboard
Dashboard
My Sites
Akismet Stats

Posts
Media
Library
Add New
Links
Pages
Comments

Appearance
Plugins ④
Users
Users
Your Profile
Your Subscriptions
Tools
Settings
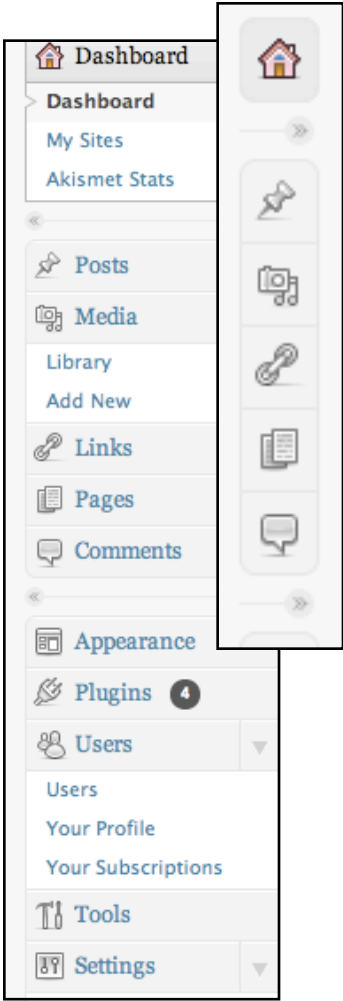
*You can collapse and expand your sidebar by clicking on the arrows along the bar.*

Comments
Appearance

*Each sidebar menu item can be expanded for more options by clicking on the Grey Triangle to the right.*

🏠 Dashboard ▼
Dashboard
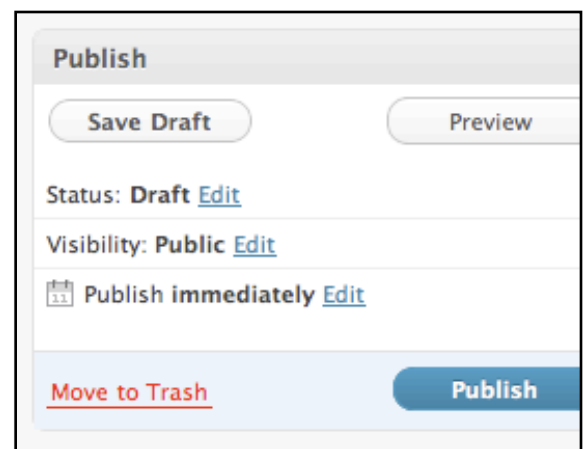My Sites
Akismet Stats

# Posts



*You can add a new post by going to the **Posts** page and clicking the **Add New** button at the top of the page.*
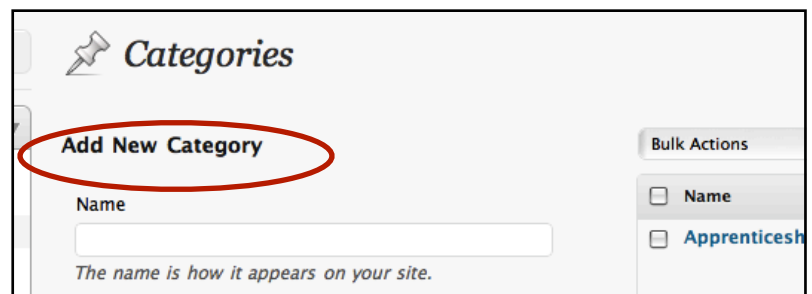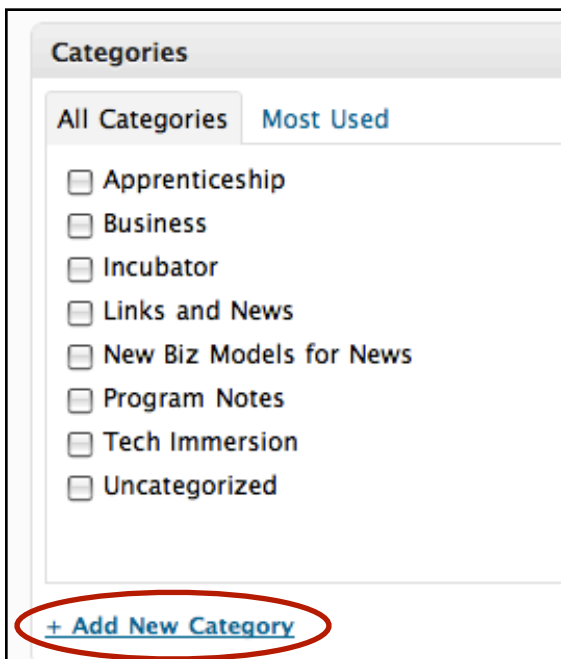
*Or by clicking **Add New** in the drop down in your **sidebar**.*

*You can You can save, preview, and publish your draft in the **Publish** dialogue box to the **right.***

*You can add new categories via the **Categories** dialogue box, to the right of your post*





*OR by navigating to the **Categories** page in your **sidebar.***

# Important Buttons

### Kitchen Sink
*expand your formatting bar for more editorial control.*

### Block Quote
*italicize and indent a block of text.*

### Insert More Tag
*truncate blog posts so that only the first part appears in the home and archived views.*

### Paste as Text
*paste text written in an external word processing software.*

# Users: Your Profile

**Dashboard**

**Posts**

**Media**
Library
Add New

**Links**

**Pages**

**Comments**

**Appearance**

**Plugins** 4

**Users**
Users
› **Your Profile**
Your Subscriptions

**Tools**

**Settings**
General
Writing
Reading
Discussion

Permalinks
Publish2
SimplePie for WP
Subscribe to Comments
Subscribe2

**Embedly**

## Profile

### Personal Options

**Visual Editor**
☐ Disable the visual editor when writing

**WYSIWYG editor.**

**Admin Color Scheme**
○   Blue
●   Gray

**effects color scheme in back end only**

**Keyboard Shortcuts**
☐ Enable keyboard shortcuts for comment moderation. More information

**for moderating comments only**

**Proofreading**

Automatically proofread content when:

☐ a post or page is first published
☐ a post or page is updated

**English Options**

Enable proofreading for the following grammar and style rules when writing posts and pages:

☐ Bias Language
☐ Clichés
☐ Complex Phrases
☐ Diacritical Marks
☐ Double Negatives
☐ Hidden Verbs
☐ Jargon
☐ Passive Voice
☐ Phrases to Avoid

**Language**

The proofreader supports English, French, German, Portuguese, and Spanish. Your WPLANG value is the proofreading language.

☐ Use automatically detected language to proofread posts and pages

**Ignored Phrases**

Identify words and phrases to ignore while proofreading your posts and pages:

[ ] [Add]

**place commonly spell-checked words like "facebook" or "twitter" here.**