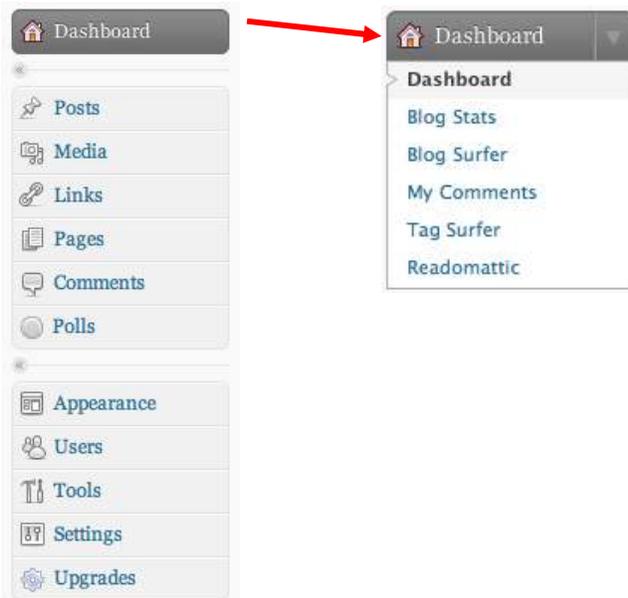


Menu, Modules and Setting of Wordpress.com

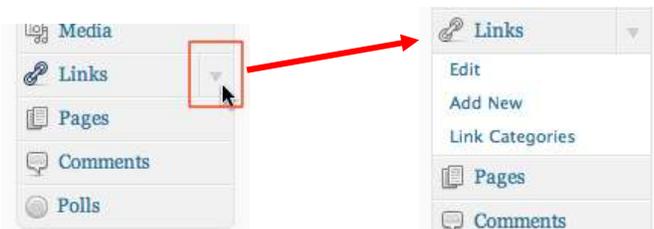
[Collapse](#), [Hide](#), [Icons](#), [Menu](#), [Menus](#)

The left menu is very flexible, allowing you to get to administrations screens with fewer clicks and faster load times.



If you click on any of the section labels, it opens the first screen of that section, and the menu section will expand to show the other options.

You don't need to click through to a new screen to open a section though. Hover over the right part of the section and a triangle will appear.



Separator



The section will slide open without reloading the page or anything else in your browser. Notice how none of the screens in the opened section are highlighted, which would normally let you know that a screen was loaded on the page.

If you want to save some extra space in the user interface and hide most of the menu system, click one of the separators that shows between some of the sections.

The menu will collapse to a single row of icons.

Hover over any of the icons and a pop out will appear to show you any of the sub pages in a section. When you click on one, the appropriate screen will be loaded.



If you want to get the full menu back again, click one of the separators.

Modules

Contents: [Open/Close Modules](#), [Move Modules](#), [List of Modules](#)

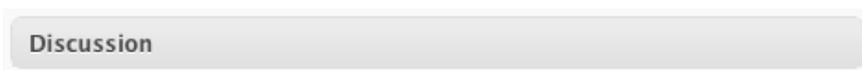
Modules are boxes that can be moved around on the screen, closed to save space, or hidden completely. See [Screen Options](#) for instructions on hiding or showing modules.

Open/Close Modules

We can close modules until they are needed and to save space in the interface. Move your mouse to the upper right corner of a module and click the triangle that appears.



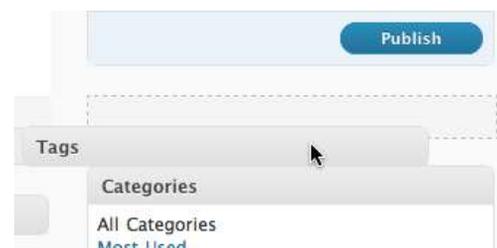
The module will close to a single bar.



Click the triangle (or anywhere on the bar) again to open the module back up.

Move Modules

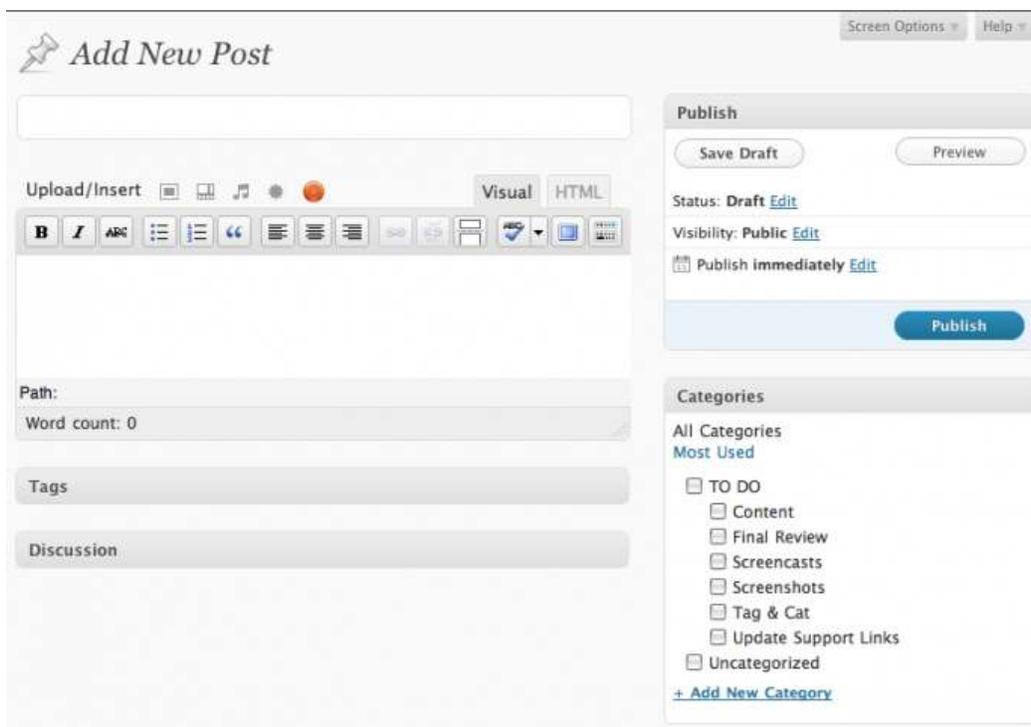
You can use drag and drop to move most of the modules around the screen. If you hover your mouse over the gray bar of a module you'll notice the 4 arrow cursor appears to let you know it can be moved. Start dragging the module to a new location.



As you drag the module, notice the dotted gray box that also moves. This box indicates where the module will be placed when you release the mouse button.



When the box is showing in the correct location, let go of the mouse button, and the module will be saved in the new location.



List of Modules

The modules that can be moved and closed are:

- **Dashboard** – Right Now, Recent Comments, Incoming Links, Your Stuff, What's Hot, QuickPress, Recent Drafts, Stats
- **Post** – Post Tags, Categories, Excerpt, Send Trackbacks, Discussion, Comments, Post Slug, Post Author, Post Revisions, Publish
- **Page** – Attributes, Discussion, Page Revisions, Page Slug, Page Author, Publish
- **Link** – Categories, Target Link, Relationship (XFN), Advanced, Save



Settings

The **Settings** menu of your blog is where you will configure everything about how the blog works and functions.

General Settings

[Blavatar](#), [Calendar](#), [Date](#), [E-mail](#), [Name](#), [Picture](#), [Time](#), [Title](#)

The General Settings let you change many of the items that control how your blog is displayed, such as the title, tagline, timezone, and date/time formats. Click Settings and then General from the left hand menu in your Dashboard to access these settings.

The first setting you will see is **Blog Title**. The Blog Title is displayed in the title bar of a web browser and is displayed in the header for most themes.



Blog Title

The **Blog Picture** (or Blavatar as we like to call it) allows you to upload a picture to be used as your blog image across WordPress.com. This image will be used as the favicon you see to the left of the URL in the address bar and for any pingbacks or trackbacks sent out from your blog.

Tagline is next and is a short description or catchy phrase to describe what your blog is about. Some themes will display the tagline in the header or in the sidebar.

Tagline

The **Language** option lets you select the language to use for some of the theme text shown to your blog visitors.

Language

Language this blog is primarily written in.

You can also [modify the interface language](#) in your profile.

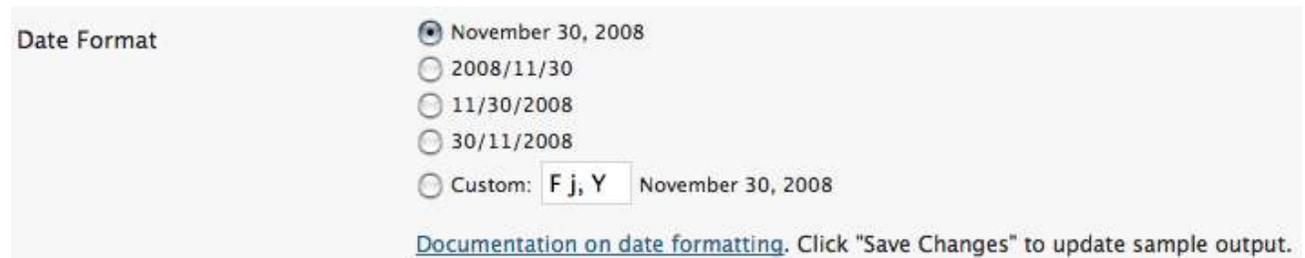
The **Email Address** is where all comment moderation emails are sent. This can be different than the email address used for your user account.

E-mail address

Timezone is set to [Coordinated Universal Time, UTC](#) by default, which is in London, UK. If you live in a different area of the world you will likely want to change this option. The current UTC time is listed to the right to make it easier to determine your timezone offset. As an example, when Daylight Savings Time is not going on, Boston, MA would be UTC-5. You can find the timezones of many cities here: <http://www.timeanddate.com/worldclock>



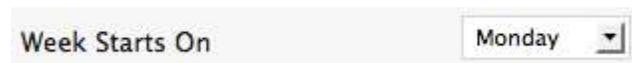
The **Date Format** lets you select how you want dates will be displayed on your blog. Several popular choices are available as well as a custom option. If you use the custom option, make sure to check out the example listed to the right after you have saved.



Time Format is just like date format, but sets how times will be displayed on the blog. The same warning applies if you use the custom option.



The final setting, **Week Starts On**, is only used if you are using the calendar widget. This setting allows you to select what day is displayed in the first column of the calendar.



Reading Settings

The Reading Settings control how a blog is displayed to visitors.

Front page displays allows you to choose what appears on the blog's front: the latest posts or a static page that you have created in the Pages section of your blog. (See also [Post vs. Page](#).)

Front page displays

Your latest posts

A [static page](#) (select below)

Front page:

Posts page:

Blog pages show at most lets you set how many blog posts will be displayed per page.

Blog pages show at most posts

Syndication feeds show the most recent lets you set how many blog posts will be sent out at once via your RSS feed (located at <http://YOUR-DOMAIN.wordpress.com/feed>).

Syndication feeds show the most recent posts

For each article in a feed you can select Full text or Summary. Full text means that the entire contents of a post are included in the feed. Summary means that only the first 55 words are included in the feed.

Which option to use is a matter of some debate. Take a look at [Prologger's view](#) and that of [Feedster](#) for some more information.

For each article in a feed, show

Full text

Summary

Note that this setting also affects what users receive in their [email subscriptions](#).

For each article in an enhanced feed is a setting that allow you to show other items in your feed. You can choose to display categories, tags, the number of comments, and some social web links.

For each article in an enhanced feed, show

Categories

Tags

Comment count

Add to Stumbleupon

Add to Del.icio.us

Add to Digg.com

Add to Reddit

* Note that changes to an enhanced feed may not appear in feed readers until you create a new post or your news reader refreshes. This setting does not affect posts displayed on the blog.

Encoding for pages and feeds lets you change the character encoding you write your blog in ([UTF-8 is recommended](#)).

Encoding for pages and feeds

UTF-8

The

character encoding you write your blog in (UTF-8 is [recommended](#))

Email Settings

You can change the invitation text sent out to [email subscribers](#):

WordPress will automatically add on subscription details.

Email Settings

These settings change emails sent from your blog to subscribers.

Invitation Text

Hello,

You have requested an email subscription.

Introduction text sent when someone subscribes. Site and confirmation details will be automatically added.

Discussion Settings

[Avatars](#), [Blacklist](#), [Comments](#), [E-mail](#), [Moderation](#), [Notifications](#), [Pings](#), [Spam](#)

Contents

- [Default Article Settings](#)
- [Other Comment Settings](#)
- [E-mail Me Whenever](#)
- [Before A Comment Appears](#)
- [Comment Moderation](#)
- [Comment Blacklist](#)
- [Comment Reply Via Email](#)
- [Subscribe to Comments](#)
- [Avatars](#)



The Discussion Settings are used to control how visitors and other blogs interact with your blog.

Default Article Settings

In the **Default article settings** there are three options. These settings are defaults for new posts or pages, which can always be changed individually on each article. The first two options deal with pings and trackbacks. The first determines if your blog will send out pings and trackbacks to other blogs when you publish articles. The second determines if your blog will accept pings and trackbacks from other blogs. The third option sets if comments are enabled or disabled by default.

Default article settings

Attempt to notify any blogs linked to from the article (slows down posting.)

Allow link notifications from other blogs (pingbacks and trackbacks.)

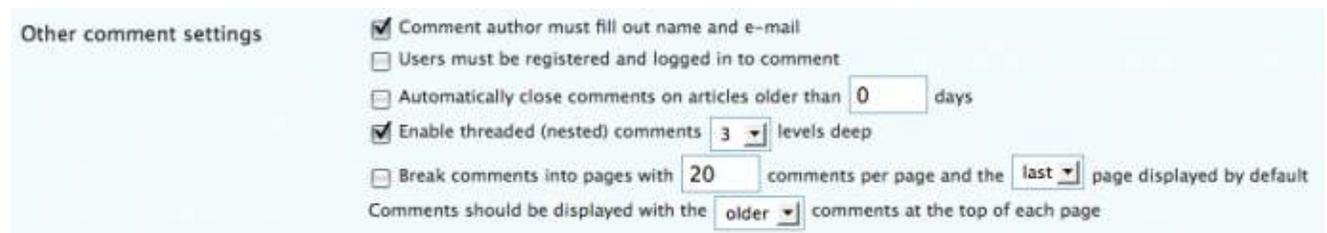
Allow people to post comments on the article

(These settings may be overridden for individual articles.)

Other Comment Settings

Other comment settings has quite a few options, so let's explain them one at a time.

1. **Comment author must fill out name and e-mail** – When this setting is on, anyone leaving a comment will be forced to leave a name and a valid email address. If the setting is off, visitors can leave anonymous comments.
2. **Users must be registered and logged in to comment** – If this box is checked, only logged in WordPress.com users will be allowed to leave comments. If it is not checked, any visitor can leave a comment.
3. **Automatically close comments on articles older than __ days** – This setting can be used to have comments closed on articles that are X days old. As an example, if you only want articles to accept comments for 30 days you would check the box and type 30 into the text field.
4. **Enable threaded (nested) comments __ levels deep** – Turn on this option to allow visitors to reply to other comments inline/nested. When turned on it can allow for better discussions and responses. We suggest using a maximum of 3 levels deep. Anything higher and the theme layouts may not work as expected.
5. **Break comments into pages with __ comments per page and the __ last page displayed by default** – If your posts/pages get a lot of comments, you may want to split the comments into pages. You can choose how many top level comments (nested comments are not counted and will not be split between two pages) to show for each page. You can also choose which page to show by default when a visitor first views the comments.
6. **Comments should be displayed with the __ comments at the top of each page** - This setting allows you to reverse the order of comments. You can display comments in ascending or descending order.



Other comment settings

- Comment author must fill out name and e-mail
- Users must be registered and logged in to comment
- Automatically close comments on articles older than days
- Enable threaded (nested) comments levels deep
- Break comments into pages with comments per page and the page displayed by default
- Comments should be displayed with the comments at the top of each page

E-mail Me Whenever

The **E-mail me whenever** options control when you get notified about new comments. If you would like the author of a post to be notified each time a comment is posted, check the first box. If the second box is checked, anytime a comment is held in the moderation queue, a notification will be emailed to the email address specified in [General Settings](#)



E-mail me whenever

- Anyone posts a comment
- A comment is held for moderation

Before A Comment Appears

Before a comment appears has two different settings. If the first setting is checked, all comments will go into moderation and they will need to be approved by an administrator before appearing on the blog. If the second option is checked, any visitors that have had a comment approved on the blog in the past will get a free pass through approval and only comments from new visitors will go into moderation.

Before a comment appears	<input type="checkbox"/> An administrator must always approve the comment <input checked="" type="checkbox"/> Comment author must have a previously approved comment
--------------------------	---

Comment Moderation

Comment Moderation has a few different options.

1. **Don't discard spam on old posts** – When this option is not checked, comments that Akismet thinks are spam will automatically be deleted for posts published more than 30 days ago. If you want to see all spam comments go into the Akismet spam queue, check this box.
2. **Hold a comment in the queue if it contains __ or more links** – A lot of spam comments includes a large number of hyperlinks. The default setting here is 2 but you can make this higher or lower. If you set this to 0, all comments will be held in moderation, which would be the same as checking **An administrator must always approve the comment** in the previous area.
3. The large box that is next is an area where you can type in characters to match in comments. You would type in one series of characters per line. If one of those lines match something anywhere in the comment's content, name, URL, e-mail, or IP, the comment will be held in the moderation queue. As an example, if one of the lines contained "go", any comments with the words "google", "bongo" and "go" would be held in moderation. Basically if the letter "g" is followed by the letter "o" anywhere in the comment, it will match.

Comment Moderation	<input type="checkbox"/> Don't discard spam on old posts Hold a comment in the queue if it contains <input type="text" value="2"/> or more links. (A common characteristic of comment spam is a large number of hyperlinks.) When a comment contains any of these words in its content, name, URL, e-mail, or IP, it will be held in the moderation queue . One word or IP per line. It will match inside words, so "press" will match "WordPress". <div style="border: 1px solid #ccc; height: 150px; width: 100%;"></div>
--------------------	--

Comment Blacklist

Comment Blacklist is very similar to the Comment Moderation list, but when something matches here, the comment is marked as spam instead of held for moderation.

Comment Blacklist

When a comment contains any of these words in its content, name, URL, e-mail, or IP, it will be marked as spam. One word or IP per line. It will match inside words, so "press" will match "WordPress".

Comment Reply Via Email

Turning **Comment Reply Via Email** on will make it so that you can reply to comments right from the comment notification emails. The “Email me whenever anyone posts a comment” option on this page must be checked for Comment Reply via Email to work. See the [Comments Reply by Email help page](#) for more details.

Comment Reply Via Email Enable sending comment replies via email

Subscribe to Comments

Subscribe to Comments will make a checkbox appear below the comment form on your blog. When visitors check the *Notify me of followup comments via email* checkbox when they submit a comment, they will receive an email notification every time someone else leaves a comment on that post. Subscribe to Comments is on by default. You can turn it off here:

Subscribe To Comments Don't allow visitors to subscribe to the comments made on this blog.

Avatars

This section of the Discussion Settings determines how [avatars](#) will be displayed on the blog.

Avatar Display lets you turn avatars on or off for your blog.

Avatar Display Don't show Avatars
 Show Avatars

The **Maximum Rating** setting is only used when a comment author's [Gravatar](#) is displayed. If you want to limit the maturity level of an avatar, you can change this setting.

Maximum Rating G — Suitable for all audiences
 PG — Possibly offensive, usually for audiences 13 and above
 R — Intended for adult audiences above 17
 X — Even more mature than above

Default Avatar can be used to pick a generic logo or a computer generated avatar for users that don't have their own custom avatar. If a user comments on your blog but doesn't have a WordPress.com avatar or an email address associated with Gravatar, this is the avatar that will be shown.

Default Avatar For users without a custom avatar of their own, you can either display a generic logo or a generated one based on their e-mail address.

Mystery Man
 Blank
 Gravatar Logo
 Identicon (Generated)
 Wavatar (Generated)
 MonsterID (Generated)



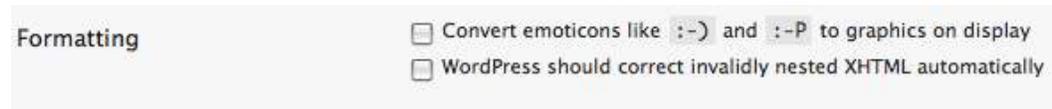
Writing Settings

The Writings Settings control your WordPress writing experience Click Settings and then Writing from the left hand menu in your Dashboard to access these settings.

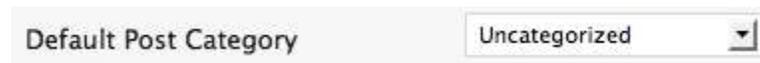
The first setting is **Size of the post box** and controls how tall the box is where you type your posts or pages. You can always drag the lower right corner of the post box to make it larger, but this option controls the default size.

Size of the post box lines

Formatting has two options. The first option will allow you to type emoticon symbols like the smiley face when you are writing. If this option is checked, the symbols will be converted into a graphical emoticon. If the second option is enabled, WordPress will fix any of your invalid XHTML code. Invalid XHTML code can cause problems with your layout, so this is a good option to turn on.



The **Default Post Category** lets you select the category to be applied to a post if you forget to assign categories before publishing.



The **Default Link Category** is similar to the previous settings but is for your links.



Privacy Settings

The Privacy Settings control what type of visitors can read your blog.



Blog Visibility has three options which we'll cover individually.

1. **I would like my blog to be visible to everyone, including search engines (like Google, Bing, Technorati) and archivers** – This is the setting used by most blogs. It lets everyone read your blog and allows your blog to be included in search engines and other content sites.
2. **I would like to block search engines, but allow normal visitors** – If you want all human visitors to be able to read your blog, but want to block web crawlers for search engines, this is the setting for you.
3. **I would like my blog to be visible only to users I choose** – You would use this setting to create a private blog. If selected, another area will appear (see the last

screenshot) where you can control the WordPress.com usernames with access to the blog.



Here you can add and remove WordPress.com usernames from the access list. By adding WordPress.com usernames to the access list you are not giving the users access to the Dashboard of the blog. This list only gives users access to read the the blog.

Blog Visibility

I would like my blog to be visible to everyone, including search engines (like Google, Sphere, Technorati) and archivers

I would like to block search engines, but allow normal visitors

I would like my blog to be visible only to users I choose

Up to 35 users allowed to access blog. [Want more?](#)

Username:

matt

Note: WordPress.com employees can read all blog regardless of Privacy setting.



Media Settings

[Height](#), [Images](#), [Sizes](#), [Thumbnail](#), [Width](#)

The Media Settings control default behaviors for inserting images or other media into your posts or pages.

Image sizes can be set here and will be used when inserting images into a post or page. When setting a thumbnail size, the image will be cropped and resized to the setting. Medium and large images will keep the dimension proportions, taking the maximum width and height into account.

Image sizes

The sizes listed below determine the maximum dimensions in pixels to use when inserting an image into the body of a post.

Thumbnail size	Width <input type="text" value="150"/>	Height <input type="text" value="150"/>
Medium size	Max Width <input type="text" value="300"/>	Max Height <input type="text" value="300"/>
Large size	Max Width <input type="text" value="500"/>	Max Height <input type="text" value="500"/>

Some of the previous settings for defaults have been removed. WordPress will now save the state of those settings from the last time you used them. For example, if you last inserted a Full Size image, that option will be set the next time you insert an image.