

# **Web Development and Database Administration Level-II**

**Based on March 2022, Curriculum Version 1**



**Module Title: -Build simple websites using commercial programs**

**Module code: EIS WDDBA2 M02 1221**

**Nominal duration: 80 Hour**

**Prepared by: Ministry of Labour and Skill**

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## Acronym

HTML	Hyper Text Markup Langage
PHP	Hypertext Preprocessor
SEO	Search Engine Optimization
XML	Extensible Markup Language
WCAG	Web Content Accessibility Guidelines
SQL	Structural Query Language

## Introduction to the Module

In web development and database administration field; build simple website using commercial programs helps to achieve the performance outcomes, skills and knowledge required to use web authoring tools to create, modify and test simple web pages and websites.

This module is designed to meet the industry requirement under web development and database administration occupational standard, particularly for the unit of competency: **Build simple websites using commercial programs**

**This module covers the units:**

- Identify authoring requirements
- Create and save files
- Add content to web pages
- Create simple navigation
- Test website

## Learning Objective of the Module

- Identify authoring requirements
- Create and save files
- Add content to web pages
- Create simple navigation
- Test website

## Module Instruction

For effective use this modules trainees are expected to follow the following module instruction:

1. Read the information written in each unit
2. Accomplish the Self-checks at the end of each unit
3. Perform Operation Sheets which were provided at the end of units
4. Do the “LAP test” giver at the end of each unit and
5. Read the identified reference book for Examples and exercise

## Unit one: Identify authoring requirements

This unit is developed to provide you the necessary information regarding the following content coverage and topics:

- Identifying clients and their requirement
- Selecting preferred web authoring tool
- Installing selected web authoring tool
- Setting preference for web authoring tool

This unit will also assist you to attain the learning outcomes stated in the cover page.

Specifically, upon completion of this learning guide, you will be able to:

- Identify requirement of clients
- Select preferred web authoring tool
- Install selected web authoring tool
- Set web authoring tool preference

## Unit One: Identify Authoring Requirements

### 1.1. Identifying clients and their requirement

The importance of identifying customer needs

Identifying customer needs is mission-critical for businesses looking to create a product that truly speaks to their customers' problems. Not to mention, the easiest way to position your brand smartly in the market is to unite your internal teams behind the specific needs of your customers.

While your business provides a solution to a need or problem, think about a typical customer's needs from an emotional perspective. Grow your business by better understanding the audience.

Four key elements to include in a customer-first strategy

1. Identify what the customers want
2. Distribute feedback throughout your organization
3. Create product/service features based on customer feedback
4. Collect further customer feedback on changes you've made based

How to identify customer needs

To identify the needs and wants of your customers, solicit feedback from your customers at every step of your process. You can identify customer needs in a number of ways including:

#### 1. Conduct focus groups

A focus group is a research technique in which you interview a group of people who represent your target audience.

- One of the best ways to identify and understand customer needs is to talk directly with your audience. The goal of a focus group is to foster an open dialogue with attendees—potential customers or targeted customer personas—to get a better understanding of how your customers may feel about your brand and the products or services you provide.

## 2. Use social listening

Identify which social platforms your customers are most active on and study what they talk about. What do they enjoy? What are their pain points? What questions do they ask?

Social listening is a way to monitor conversations, keywords, and hashtags that can help you identify trends and opportunities. Listening can be as simple as searching for relevant topics, or you might use a more advanced tool like social listening software to respond to new opportunities as they happen in real time.

## 3. Do keyword research

Keyword research provides valuable insight into the questions, problems, and solutions your target audience is searching for. This analysis should be the basis for meeting your customers' needs, helping you strategize your approach to content. Target the right keywords with effective research, and you'll be on your way to reaching the right people.

Keyword research is one of the most important tactics for identifying the needs of searchers since it helps connect the right audience to your site.

### 1.2. Selecting the best authoring tools

An **authoring tool** is a software program that enables users to create content, lessons and courses using text, media, and interactions. So If you want to choose the best authoring tool for your needs, to create stunning content and improve web results, you are in the right place.

A user does not actually need any technical programming expertise to utilize the software. Instead, authoring tools are generally pre-programmed and offer a ready-to-use interface complete with templates, media, tools, interactions, and tests that the user can easily arrange and manipulate.

### Authoring tool Features & Capabilities

Let's take a look at some major authoring tool capabilities and the specific features that they offer:

## 1. Content authoring

The core feature of any authoring tool is the ability to create lessons.

This includes adding and editing slides, images, text, video, audio or any other on-screen element.



Fig.1.1.Content authoring

The kind of e-learning course that you create depends on these core content authoring features:

### Images

- Add or import images
- Edit images

### Audio

- Import and export audio files
- Edit audio files
- Record audio for narration
- Include audio files in on-screen interactions

### Video

- Webcam recording
- Screen recording
- Import and export videos
- Insert videos to interactions
- Link to external video sources
- Edit videos

## Animations

- Animate on-screen images or text
- Ability to import Flash animations
- Ability to import HTML5 animations
- Ability to insert text animations

## Formatting

- Text & style editing
- Object alignment & editing
- Background themes
- Create master slides
- Navigation player skin options
- Page transitions
- Responsive design
- Importing a PowerPoint lesson

## 2. Interactivity

Interactivity can help increase learner engagement and retention by enabling the learner to take a more active role in acquiring information; this can be through the discovery of information, solving a problem, or working through scenarios.

Here are some major features that improve interactivity:

- Built-in activities: drag & drop, matching, hotspot reveal, sliders, or dials
- Create custom activities or games
- Create interactions or character scenarios with on-screen objects or images by:
  - Slide layers
  - States
  - Triggers
  - Pop-ups
  - Variables
  - Markers
  - Buttons

- Scrolling panels

### 3. Templates and theme

Whether you have specific organizational branding or you just need to find a consistent look and feel, the theme capability of an authoring tool will help you establish the right design for your course.

A consistent theme and template is especially important if you are developing more than one course for the same audience.

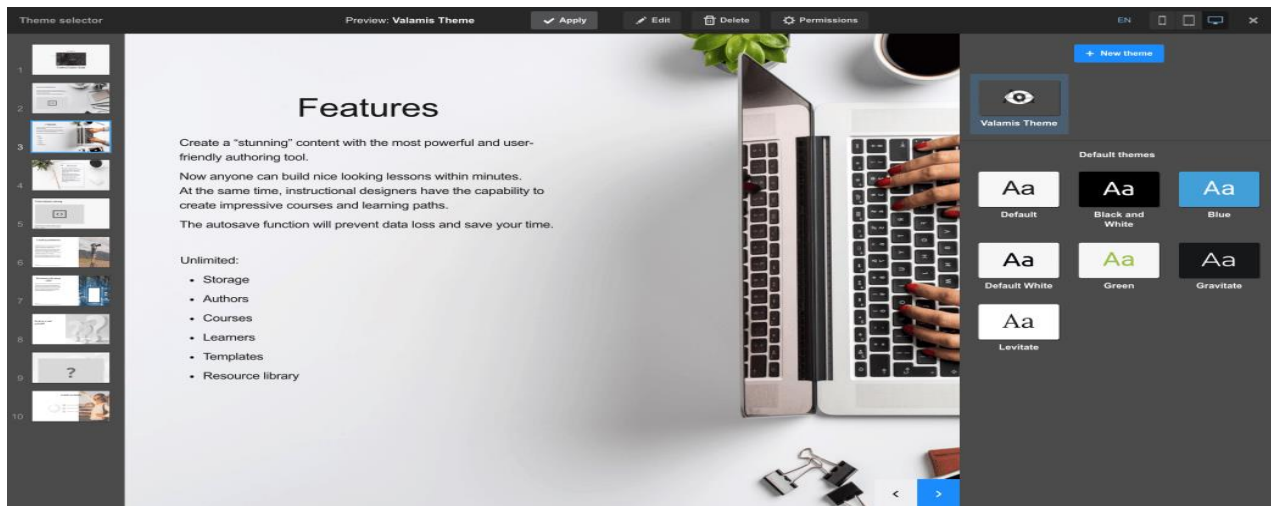


Fig 1.2.Template and theme

Having a consistent look and feel means that your learner's attention is on the content instead of being distracted by different designs.

Here are some template features to consider:

- Custom theme for entire course
- Background themes
- Built-in template shells
- Ability to create custom templates
- Navigation player skin options
- Ability to import external themes or templates

### 4. Content management

It is important to be able to organize your assets, media and other content.

Content management features also enable you to stay in control of all the tools and resources you need during the development of your e-learning.

Here are some core content management features to look for:

- Course and lessons libraries
- Quiz and question bank
- Template library
- Resource & Media library (video, audio, images, etc)

## 5. Collaboration

Collaboration features enable you to quickly and easily share an e-learning with whoever else might need to see it or work on it.

Consider the following features for getting collaboration going on your own e-learning project.

- Review system with feedback
- Co-authoring
- Shared resources
- Share options (email, link, social media, upload)
- User roles
- Author control
- Versioning

## 6. Assessment

Assessment features help determine what your learner has retained in the course, enables a way to track learner achievement and progress, and also helps you to determine the effectiveness of the course.

The following features contribute to assessing the learner:

- Quizzes
  - Form-based questions
  - Open questions
  - Multiple retry attempts
  - Feedback

- Course assessments
  - Question bank
  - Random questions
  - Shuffle
- Scoring
  - Negative scoring
  - Badges
- Analytics
  - Tracking
  - Reporting

## 7. Accessibility

Making sure that everyone can take your e-learning course is at the heart of accessibility.

In order to respect the different audio-visual sensory needs of individuals, accessibility features can change or add on-screen elements, interactions and formatting in order to suit different audience needs.

Here's a list of features to look out for in an authoring tool in order to make your development more accessible:

- Compliance with Section 508 accessibility guidelines
- WCAG 2.0 Support
- Closed Captions (CC)
- Keyboard-accessible navigation
- Accessible font sizes
- Custom tab order
- Skip navigation
- Language ID for screen readers
- Translation file export

## 8. Publishing

It is important to check what your own requirements may be in order to choose an authoring tool that is compliant with your organization's Learning Management System (LMS) or needs.

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Here are the most current publishing formats available:

- HTML5
- Flash
- iOS
- Android
- CD
- File
- Cloud-based
- Publish to Microsoft Word or PDF
- Compliance standards
  - SCORM
  - xAPI
  - AICC

## 9. Administration

Administration features enable you to set-up the tool for the way you need to work.

They also help you to navigate and better utilize the features and functionality of the authoring tool.

Here's a list of administration features that can come in handy:

- Language settings
- Flexible workspace setup (movable windows, tools, dockable panels)
- Preview and view preferences
- Autorecovery
- Roles and permissions
- Single sign-on (security)

## 10. Support & Training

Some authoring tool brands offer help in the form of live chat support, training courses or guides on specific topics, and even dedicated community forums that enable developers to get troubleshooting help or ask questions.

Here are the types of support and training features often available:

- Online community forum
- Live chat support
- E-mail or phone support
- Tutorials and how-to guides
- Video guides
- Consultancy services
- Webinars
- Demos
- Updates & Upgrades

Because there are so many types of authoring tools and LMS platforms, the absence of a standard would mean that authoring tools and platforms would not be able to speak to each other. Content standards, like SCORM and xAPI, ensure smooth integration.

### **How to choose an authoring tool?**

How do you choose an authoring tool for your own training or organizational needs?

In order to make the right decision, it is important to understand the needs and requirements of your specific training project.

Most authoring tools have their own unique combination of features and capabilities catering to different training needs.

Ask questions about your project in order to understand what features and capabilities you may need, such as:

What expertise level will be working with the software?

- Novice level with no programming experience
- Expert level with programming experience

### **What types of authoring tools are available?**

Technology changes quickly over time, and content authoring tools are no exception.

In a bid to keep up with new modes of learning, like mobile or app-based learning, new and revised authoring tools are coming to the market with a variety of features and functionality for every need.

While offering the same core features and functionality as the desktop version, cloud-based authoring tools allow for seamless, synchronous collaboration with other developers or stakeholders. for this documentation we prefer to see word press as an authoring tools for build simple website development.

### 1.3. Installing selected web authoring tool

Trying to figure out how to install Word Press? There are a few different methods you can use, each of which we will see an in-depth guide for.

So if you're just looking for the quickest and easiest way to install Word Press, start with Method 1!

- Method #1: Choose a host that comes with Word Press pre-installed
- Method #2: How to install Word Press via cPanel and autoinstallers
- Method #3: How to install Word Press manually via FTP
- Method #4: How to install Word Press on your own computer

If you are looking for a summary on how to install Word Press manually, here it is:

1. Download the latest version of Word Press from Word Press.org
2. Unzip the file and upload it to the public\_html (or similar) directory
3. Create MySQL Database and User
4. Configure the wp-config.php file.
5. Run the Word Press install

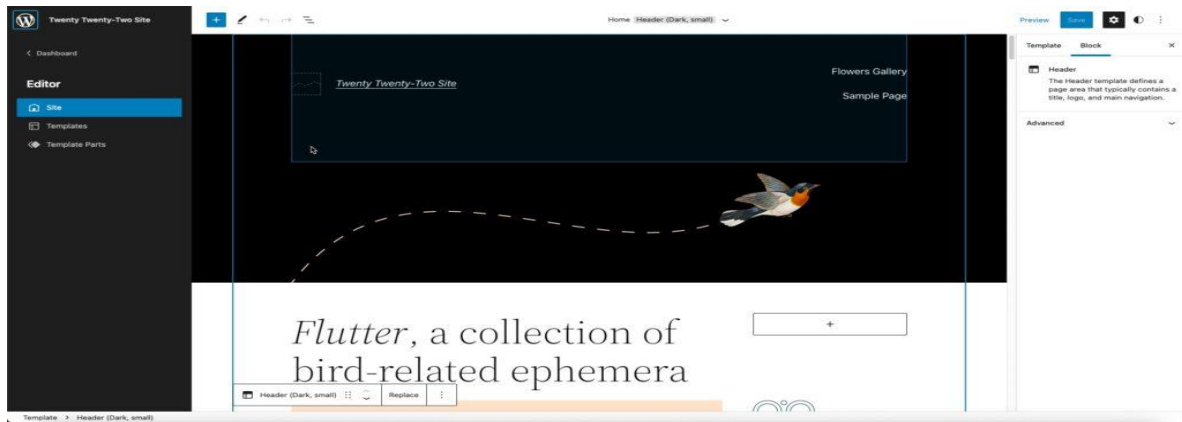
### 1.4. Setting preference for web authoring tool

Understanding the Different Editors in Word Press

Before we review the preferences for the editors, it is important to know the purposes of each editor that you will be using in Word Press. Each editor has specific block preferences or options that can change the behavior of the interface for the benefit of the user. The editors are specific

to the needs of the Word Press site. They include a site or template/template parts editor and the page or post editor.

## Site Editor



The site editor is used for the structure of the site. You can modify your home page and how it will appear. The site editor also gives you access to edit the templates and template parts that make up your site. For example, there are templates for the format of the pages and posts that display your Word Press content. These templates will vary based on the theme, but the

## Self Check1

### I. Say true or false

1. An **authoring tool** is a software program that enables users to create content, lessons and courses using text, media, and interactions
2. In Content management It is important to be able to organize your assets, media and other content.
3. Most authoring tools have their own unique combination of features and capabilities catering to different training needs.

### II. Choose the best answer

1. One is not an element to include in a customer-first strategy
  - A. Identify what the customers want
  - B. Distribute feedback throughout your organization
  - C. Create product/service features based on customer feedback
  - D. Collect further customer feedback on changes you've made based
  - E. None
2. \_\_\_\_\_ provides valuable insight into the questions, problems, and solutions your target audience is searching for.
  - A. Do keyword research
  - B. Use social listening
  - C. Conduct focus groups
  - D. All
3. \_\_\_\_\_ features enable you to set-up the tool for the way you need to work.
  - A. Publishing
  - B. Administration
  - C. Accessibility
  - D. Assessment

## Operation Sheet 1.1. install and set preferences

- **Operation title:** install and set preferences
- **Purpose:** To installing and setting preferences
- **Instruction:** Use each steps below properly :
- **Tools and requirement:**
  1. Computer,
  2. Office Software,
- **Steps in doing the task**

If you are looking for a summary on how to install Word Press manually, here it is:

6. Download the latest version of Word Press from Word Press.org
7. Unzip the file and upload it to the public\_html (or similar) directory
8. Create MySQL Database and User
9. Configure the wp-config.php file.
10. Run the Word Press install

Method #1: Choose a host that comes with Word Press pre-installed

The easiest way to install Word Press is to just pick a host that does it for you. Nowadays, many Word Press-specific hosts will let you choose to have Word Press pre-installed. That means once you sign up for hosting, you can jump straight into your Word Press site. The whole question of “how to install Word Press” is irrelevant in such a case!

Here are a few recommended hosts that will pre-install Word Press for you:

- Bluehost – affordable and comes with pre-installed Word Press. Starts from \$2.75 a month for one site using [this link](#).
- SiteGround – has tons of Word Press-specific features that make your life easier. Starts from \$2.99 a month for one site.

When you’re ready to sign up for a web hosting account, make sure to use one of the [Bluehost links](#) on this page. Going through them will result in two things: (1) they are affiliate links, which means that we receive a small commission if you buy through them, (2) it will unlock a

\$2.75 vs \$3.95 discounted price for you. You won't get this discount if you visit the Bluehost site in any other way.

Also, many managed Word Press hosts will pre-install Word Press for you, but the price tags on those can be higher.

Don't worry if you already picked a different host, though. **Most other hosts still make it super easy to install Word Press.** But you will need to click at least a few buttons. More on that in the next section:

Method #2: How to install Word Press via cPanel and autoinstallers

cPanel is the hosting management dashboard that most web hosts give their customers. When you sign up for hosting, your host should provide you with login details for cPanel. And for most hosts, the cPanel interface looks something like below. *The style of your interface might look a bit different, but the basic layout will be the same:*

In your cPanel interface, your host should give you something called an auto installer. Auto installers basically automate the full Word Press install process that I'll outline in the next section. So instead of needing to do everything manually, you just input some basic information, click a button, and the autoinstaller installs Word Press for you.

There are a few different autoinstallers you might encounter. Here are the most common Word Press autoinstallers:

- **Softaculous**
- **Fantastico**
- **QuickInstall**
- **MOJO Marketplace**

To get started, find the link to the Word Press auto installer in cPanel and give it a click:

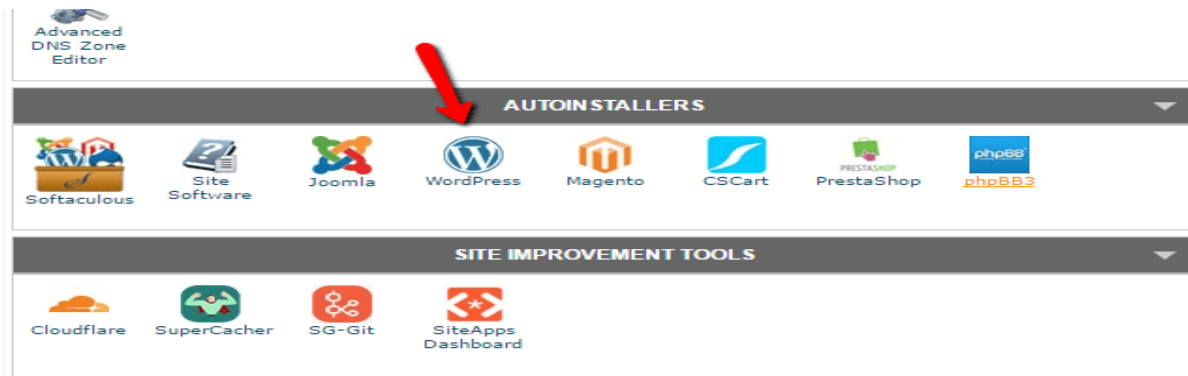


Fig 1.3.cPanel word press auto installer

On the next screen, you should see an **Install Now** link (no matter which autoinstaller you're using). Just give that another click:

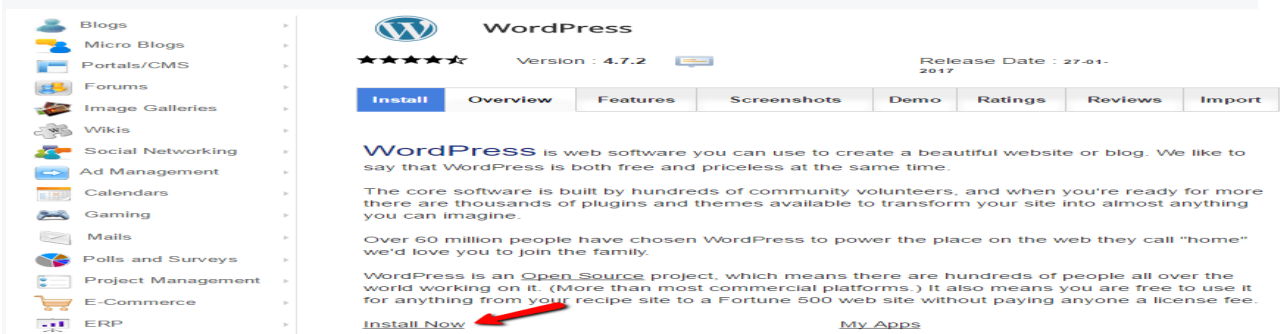


Fig1.4.Install now link

Next, you'll need to enter details for your Word Press install. Again, this interface should generally look the same no matter which auto installer you're using.

First, fill in the protocol and domain name where you want to install Word Press:

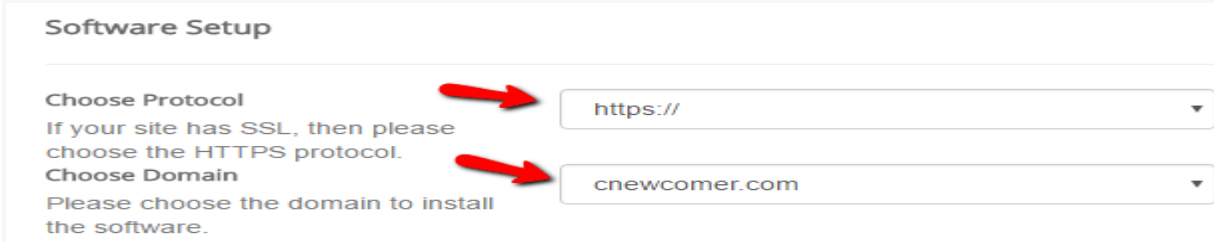


Fig1.5.word press installer

For **Protocol**, if you're using an SSL certificate, you should choose HTTPS. Otherwise, you should choose HTTP. Unless you purposefully installed an SSL Certificate, **the default is HTTP**.

Next, choose the directory in which you want to install Word Press. For 99% of situations, **you should leave this field blank**. Leaving it empty means Word Press will be installed at your main domain. That is, if your domain is YOURDOMAIN.com, then Word Press will be installed at YOURDOMAIN.com rather than something like YOURDOMAIN.com/mywpsite.

#### In Directory

The directory is relative to your domain and **should not exist**. e.g. To install at http://mydomain/dir/ just type **dir**. To install only in http://mydomain/ leave this empty.



Leave empty for  
most situations

Fig 1.6.domain directory

A bit further down, you need to enter your **Site Settings**. These are just the default values for your site's name and description. You can always change them later from the Word Press interface:

#### Site Settings

Site Name

Your Site's Name

Site Description

A short description of your site

Enable Multisite (WPMU) ⓘ


☐

Fig 1.7.Site setting

Do **not** enable Word Press multisite unless you're specifically trying to create a multisite network.

You'll also need to create login credentials for your Word Press account. You'll use this username/password combination to log into your Word Press dashboard after installation, so make sure that you remember it:

**Admin Account**

Admin Username 

Admin Password   **Hide**  
Strong (58/100)


Admin Email 

Fig 1.8.admin account

Depending on the specific auto installer that you're using, you might see a few other options as well. You can safely ignore these. That is, it's fine to leave anything I didn't cover as the defaults.

Once you've filled out everything, make sure to click **Install** at the bottom of the screen. It might take a minute or so to run. Then, you should get a confirmation. You can log into your brand new Word Press install by going to YOURDOMAIN.com/wp-admin.

### Method #3: How to install Word Press manually

Personally, I don't really see a need to use this manual process anymore because of how simple and widespread the auto installers above are. Virtually every single web host will offer some type of tool that lets you install Word Press from your hosting dashboard.

But if you want to learn how to install Word Press manually, keep on reading. **If you're a beginner, just use the auto installer process I outlined above.**

To run the famous Word Press 5-minute install, you will need an FTP program to upload files. I use [FileZilla](#), but you there are plenty of quality free FTP programs. If you're not sure what FTP is or how to use it, that probably means you should be using a Word Press autoinstaller. But if you want to continue, take a quick detour to [our FTP tutorial](#).

Start by downloading the latest version of [Word Press from Word Press.org](#)

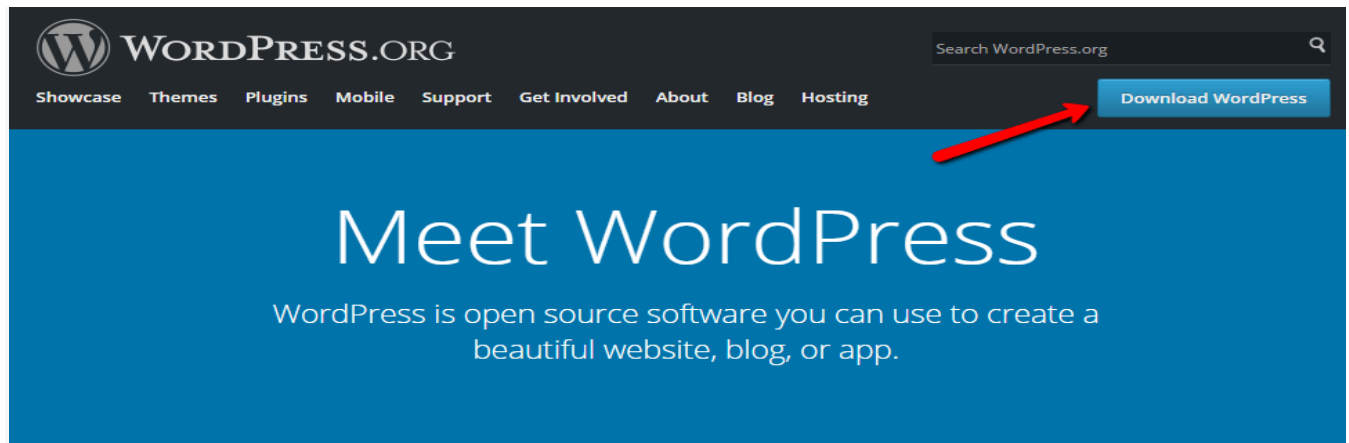


Fig1.9.Word press official site

Then unzip the file and upload it to the public\_html (or similar) directory of your website. If you're not sure how to log in to FTP, ask your host for your FTP account information:

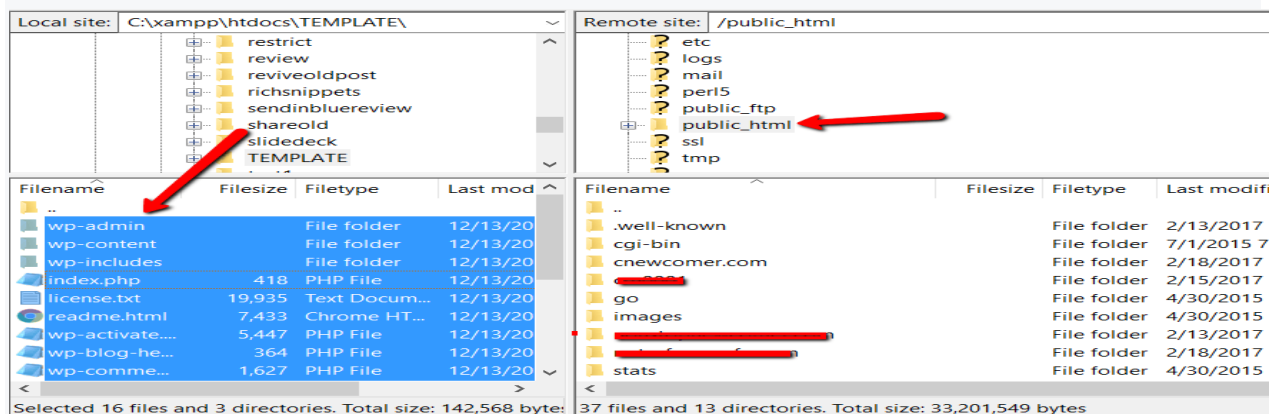


Fig1.10.Public\_html directory

While that's going on, head over to your cPanel account and find the **MySQL Databases** option:

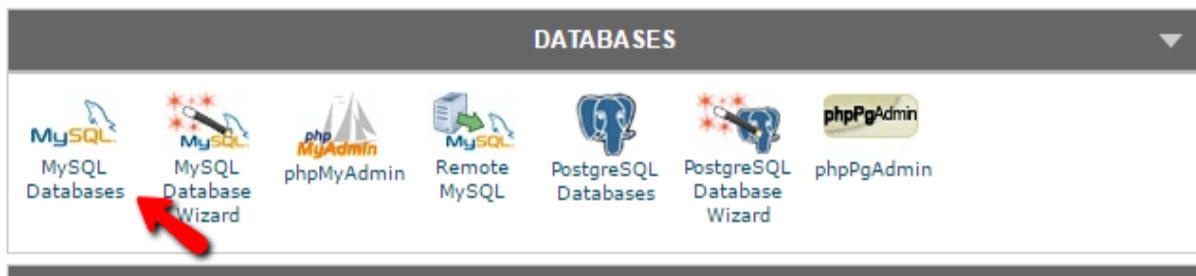


Fig1.11.MySQL Database option

You should see an option to **Create a New Database**. Enter a name for your database and click **Create Database**:

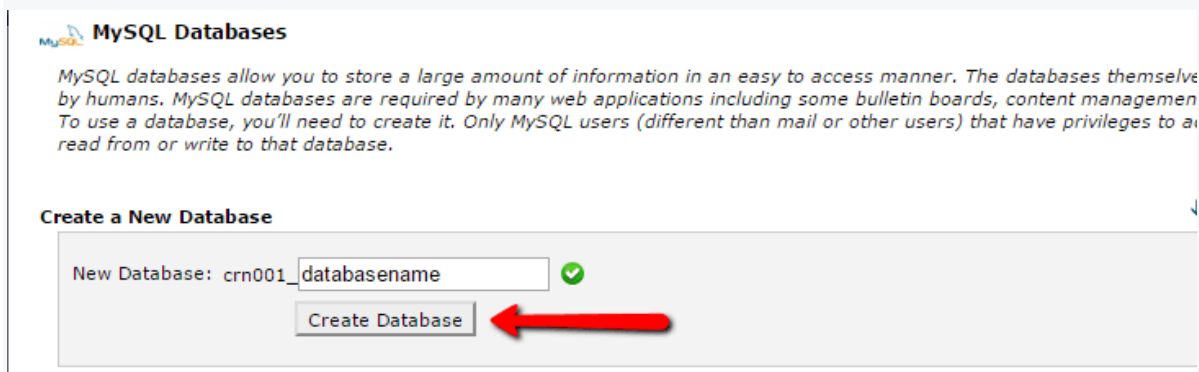
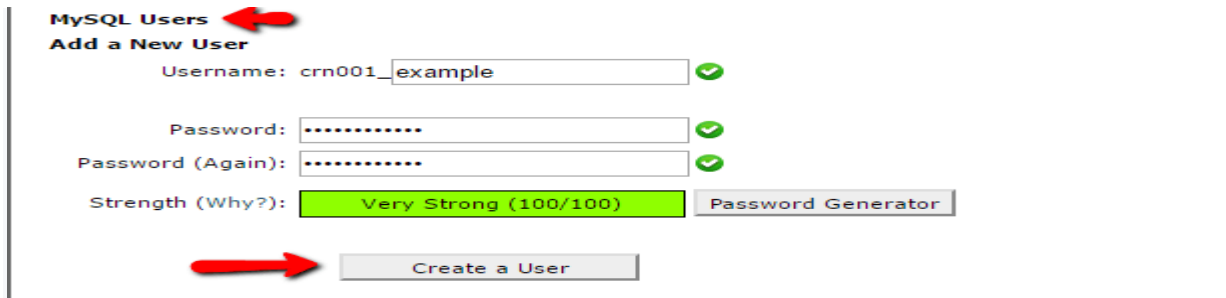


Fig1.12.Create a new database

The name can be whatever you want – just make sure that you remember it. You'll need it later on.

Next, you need to actually create a user for your database. So on that same page, scroll down to **MySQL Users** and create a new user:



**MySQL Users**

**Add a New User**

Username: crn001\_example ✓

Password: ..... ✓

Password (Again): ..... ✓

Strength (Why?): **Very Strong (100/100)** Password Generator

**Create a User**

Fig 1.13.Add a new user

Once you've created the user, make sure to give it access to the database you created:



**Add a User to a Database**

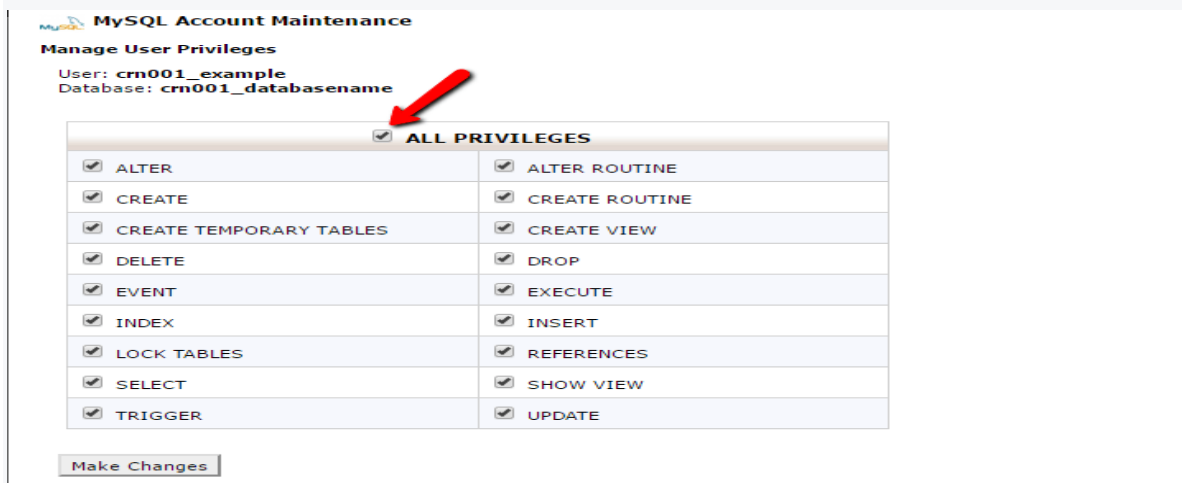
User: crn001\_example

Database: crn001\_databasename

**Add**

Fig1.14.Add a user to a database

On the next page, also make sure to give that username **All Privileges**:



**MySQL Account Maintenance**

**Manage User Privileges**

User: crn001\_example

Database: crn001\_databasename

☒ **ALL PRIVILEGES**

<input checked="" type="checkbox"/> ALTER	<input checked="" type="checkbox"/> ALTER ROUTINE
<input checked="" type="checkbox"/> CREATE	<input checked="" type="checkbox"/> CREATE ROUTINE
<input checked="" type="checkbox"/> CREATE TEMPORARY TABLES	<input checked="" type="checkbox"/> CREATE VIEW
<input checked="" type="checkbox"/> DELETE	<input checked="" type="checkbox"/> DROP
<input checked="" type="checkbox"/> EVENT	<input checked="" type="checkbox"/> EXECUTE
<input checked="" type="checkbox"/> INDEX	<input checked="" type="checkbox"/> INSERT
<input checked="" type="checkbox"/> LOCK TABLES	<input checked="" type="checkbox"/> REFERENCES
<input checked="" type="checkbox"/> SELECT	<input checked="" type="checkbox"/> SHOW VIEW
<input checked="" type="checkbox"/> TRIGGER	<input checked="" type="checkbox"/> UPDATE

**Make Changes**

Fig1.15.All privileges

Now, assuming the FTP transfer has finished, you can go to your domain name to complete the installation process. When you visit your domain, you should see the WordPress installation wizard. First, you need to choose your language:

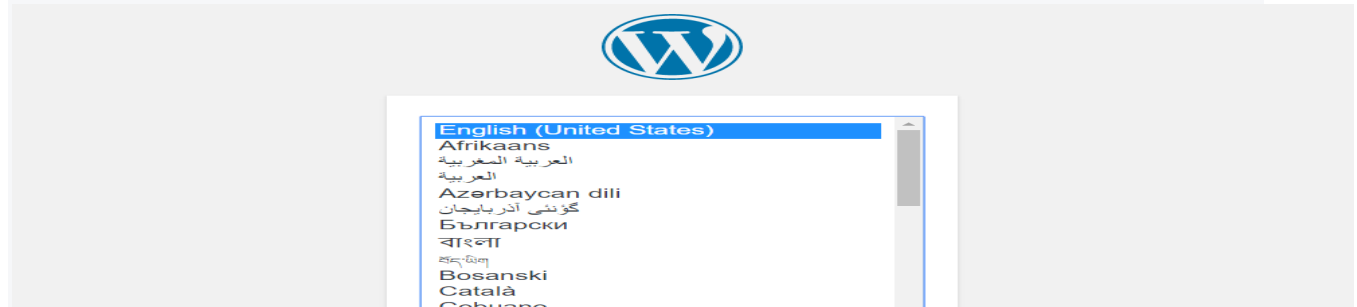


Fig1.16 Choose language option

Then, make sure you have the details for your database name, user, and password handy. Enter them when prompted:

Below you should enter your database connection details. If you're not sure about these, contact your host.

<b>Database Name</b>	<input type="text" value="installwp"/>	The name of the database you want to use with WordPress.
<b>Username</b>	<input type="text" value="root"/>	Your database username.
<b>Password</b>	<input type="password"/>	Your database password.
<b>Database Host</b>	<input type="text" value="localhost"/>	You should be able to get this info from your web host, if localhost doesn't work.
<b>Table Prefix</b>	<input type="text" value="wp_"/>	If you want to run multiple WordPress installations in a single database, change this.

Fig1.17. User details

If all goes well, you should be able to run the WordPress install:

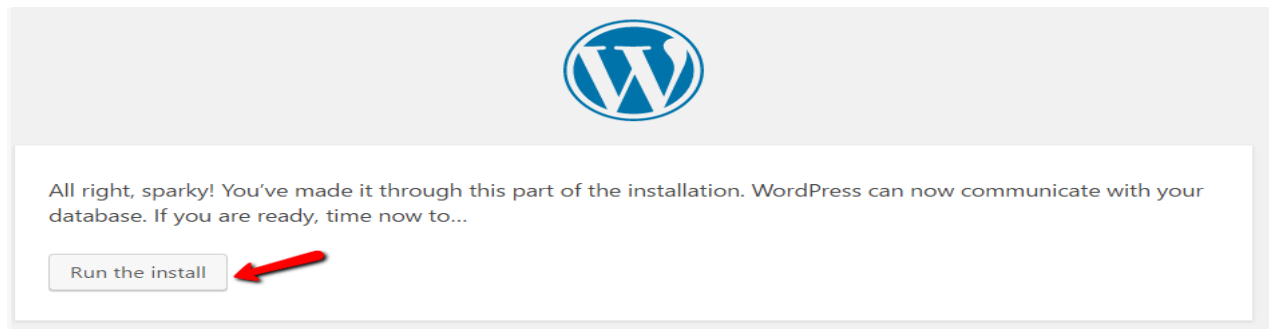


Fig1.18.Run the install

Give your Word Press site a title and enter the information necessary to create your admin account:

The screenshot shows the "Information needed" form. It asks for the following information: Site Title (Example Site), Username (colin), Password (epBoVi%J\$PX5D&^hJC, Strong), Your Email (test@test.com), and Search Engine Visibility (Discourage search engines from indexing this site). A red arrow points to the "Install WordPress" button at the bottom.

Fig1.19.Give a title

Then click **Install Word Press**.

And that's it! You just learned how to install Word Press manually in just five minutes. You can now log in with the account details that you entered during the install process:

The screenshot shows the WordPress login screen. It has a "Username or Email Address" field with "colin" entered, a "Password" field with dots, a "Remember Me" checkbox, and a "Log In" button. Below the login fields, there is a link for "Lost your password?" and a link to "Back to Example Site".

Fig1.20.Enter username and password

#### Method #4: How to install Word Press on your own computer

If you want to create a sandbox where you can learn more about Word Press, you can install Word Press on your own computer. You'll have a fully functioning Word Press install that you can play around with, it just won't be accessible to anyone else.

That is, it will only be available on your own computer. This is also known as a “localhost”.

If you're interested in such a setup, we have several guides that show you how to install Word Press “locally” using different tools:

- [Installing Word Press locally on Windows with WAMP](#)
- [Installing Word Press locally on Windows with XAMPP](#)
- [Installing Word Press locally on MAC](#)
- [Using the free “Local” tool to install Word Press locally](#)

#### Setting preference for web authoring tool

The site editor is used for the structure of the site. You can modify your home page and how it will appear. The site editor also gives you access to edit the templates and template parts that make up your site. For example, there are templates for the format of the pages and posts that display your Word Press content. These templates will vary based on the theme, but the Site editor allows you to modify them for your needs.

#### Page/Post Editor



Fig1.21.Page/Post editor

The page or post editor allows you to modify the content of your Word Press site. Pages tend to be content that is mostly static – meaning they don’t change. And posts can be for content that is frequently updated or changed. Posts can also originate from multiple authors who have been given access to your site.

## Describing the Block Preferences for Each Editor

The block preferences of each editor type can be found in the same location when you’re in an editor. If you click on the 3-vertical dot menu in the top right corner you will see a drop-down menu appear that is identical for the different editors. At the very bottom of that list is the **Preferences** option.

### Site Editor Preferences

When you look at the Site Editor options, you will notice that there are only two options that you can select: **General** or **Blocks**.

When you select the General option you will see that there are two options that are under *Appearance*.

- **Spotlight Mode** – Focuses the interface to show only the block that you’re viewing in the editor. Everything else is faded out to allow you to concentrate on a specific area.
- **Show button text labels** – Removes any icons from the menu toolbar and replaces them with text. It’s pretty easy to see in the screenshots below:

**Blocks** show the block interactions – leaving the text cursor in the block. This helps screen readers by keeping the text caret in the blocks. This keeps them from having to find the caret elsewhere on the page.

Note that the site editor uses the same preferences as the editor used to edit the templates or template parts.

### Post/Page Editor Preferences

There are many options that can be selected in the 3 sections. However, it's best to remember that you can use these options to remove what you don't want to use in order to make your worker quicker.

## General Preferences

The first section under general is *Publishing*. The only option here is a slider to enable the pre-publish checklist. This checklist looks like this when you click on the **Publish** button:

If you disable the option with the slider, then when you click on the **Publish** button the post would be immediately published.

The next section that appears in the general preferences is labeled **Appearance**. Each option can be enabled or disabled with a slider:

- **Reduce the interface** -(defaults as off) | Reduces the options that you see in the top toolbar of the editor. If you bring the mouse pointer up, the options will re-appear.
- **Spotlight mode** – (defaults as off) | Highlights the block you're currently editing and fades out the other content.
- **Display the button labels** – (defaults as off) | shows the buttons in the toolbars as text.
- **Use theme styles** – (defaults as on) | Changes the appearance of the editor to look like your theme.
- **Display block breadcrumbs** – (defaults as on) | Displays the block breadcrumbs at the bottom of the editor. In the screenshot below you can see the image block highlighted and breadcrumbs for the image at the bottom

## Blocks Preferences

There are two main sections under Blocks: **Block interactions** and **Visible blocks**.

Block interactions customize the behavior of blocks that you use from the block library and in the editor.

- **Show most used blocks** – (defaults as off) | This will prioritize the blocks you use most in the library.
- **Contain text cursor inside block** – (defaults as off) | This option helps screen readers by keeping the text cursor from leaving a block.

**Visible Blocks** allow you to disable blocks that you don't want to appear in the block inserter. This does not remove the block and you can re-enable them if needed. The interface lets you search for a block and uncheck it to disable it. Blocks are all enabled by default.

## Panels Preferences

Panels preferences are all enabled or disabled by sliders and grouped as either **Document settings** or **Additional**.

- Permalink
- Template
- Categories
- Tags
- Featured image
- Excerpt
- Discussion

All of these options are the parts of a post/page. You can access edit these options within the post in the right-hand column.

You can change preferences settings to determine what is active and visible in the post editor. This includes the **Custom Fields** that are visible at the bottom of the post. You can see the options in the screenshot below.

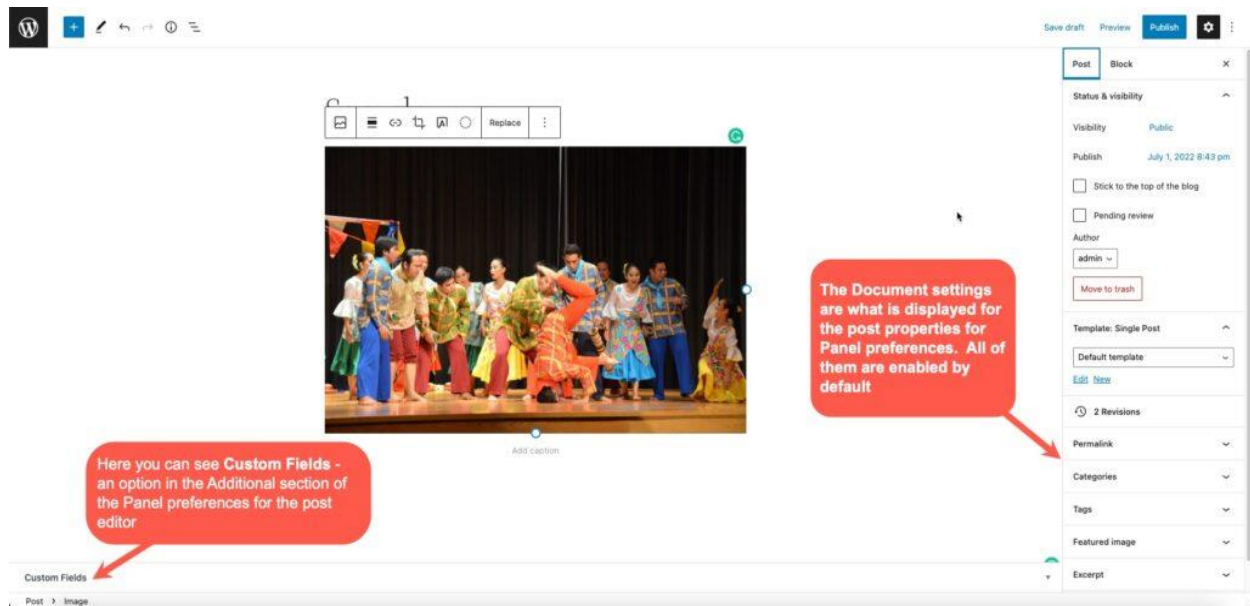


Fig1.22.Preferences

## LAP Test 1

- 1.list main requirements of users
- 2.select two method installation and install word press
- 3.set preferences for your word press in detail

## Unit Two: Create and save files

This unit to provide you the necessary information regarding the following content coverage and topics:

- Creating and saving files in correct location or directory
- Navigating web authoring tool environment or workplace
- Accessing and using a range of features in the web authoring tool
- Maintaining suitable directory structure for site
- Saving in appropriate directory structure

This guide will also assist you to attain the learning outcomes stated in the cover page. Specifically, upon completion of this learning guide, you will be able to:

- Create and save in files in correct location or directory
- Navigate web authoring tool environment or workplace
- Access and use a range of web authoring tool features in the
- Maintain site suitable directory structure
- Save in appropriate directory structure

## Unit Two: Create And Save Files

### 2.1.Creating and saving files in correct location or directory

#### Why You Should Learn About Word Press File and Directory Structure?

Most users can run their Word Press website without ever learning about Word Press files or directories. However, understanding how Word Press stores files and directories can help you solve many common Word Press problems on your own.

#### Accessing Word Press Files and Directories

Your Word Press files and directories are stored on your web hosting server. You can access these files by using an FTP client.

An easier alternative to FTP is the File Manager app that comes built into most Word Press hosting control panel.

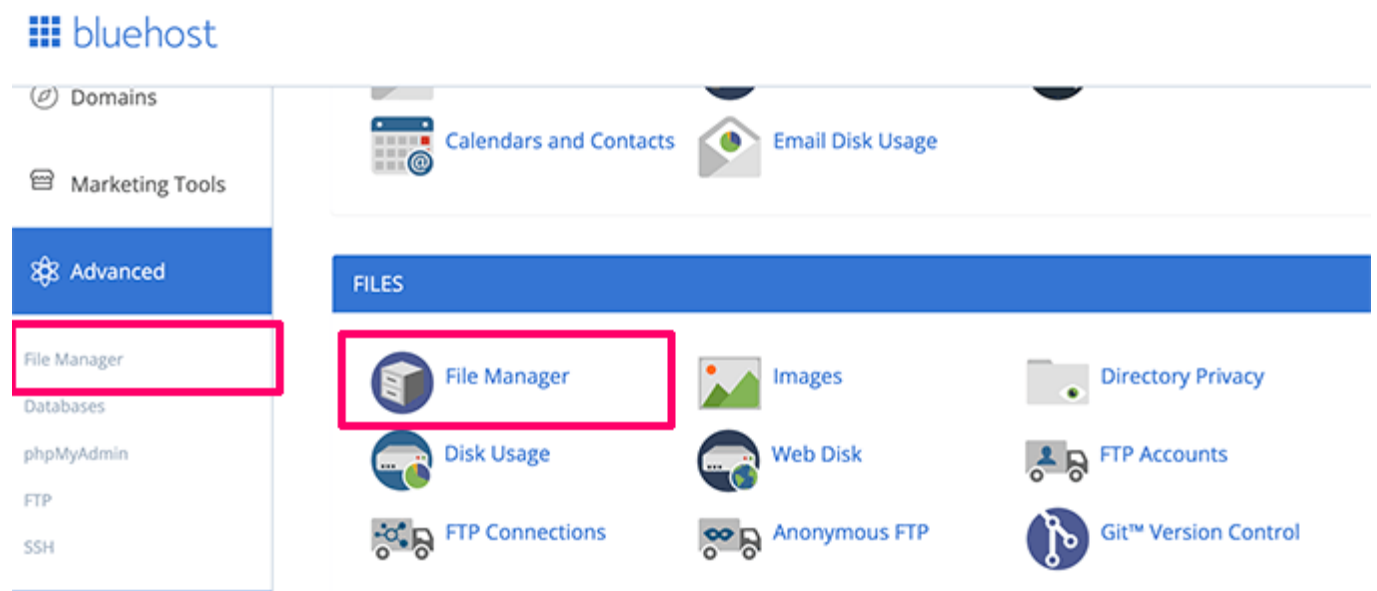


Fig2.1.File manager

Once you have connected to your Word Press site either using FTP or File Manager, you will see a file and directory structure that looks like this:

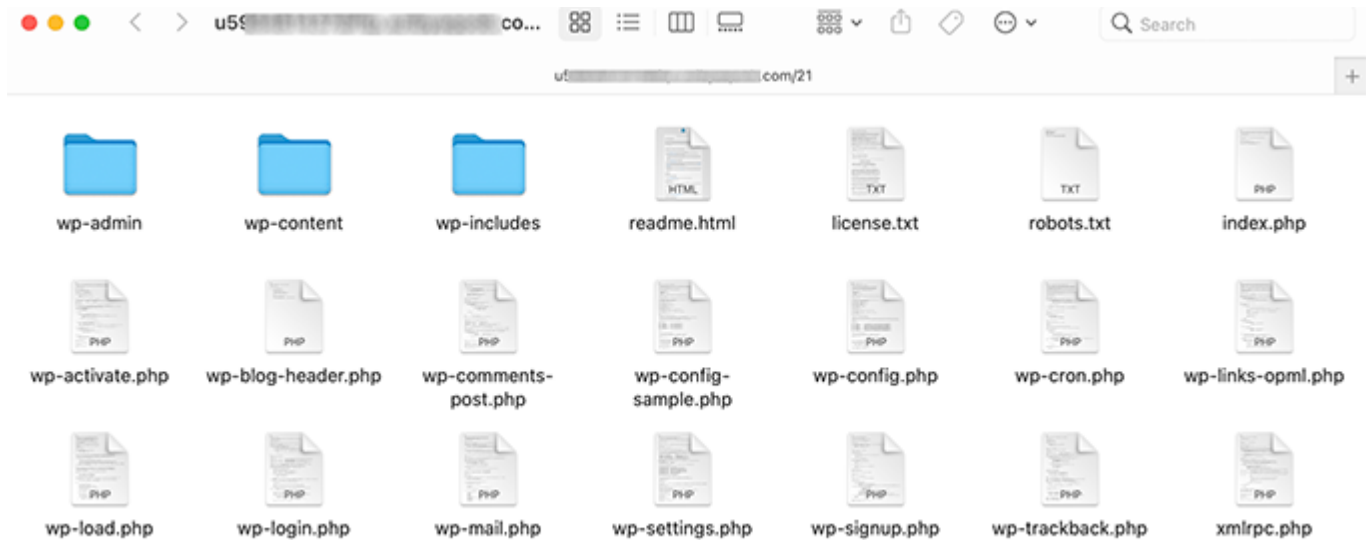


Fig2.2.File and directory structure

Inside the root folder, you'll see the core Word Press files and folders. These are the files and folders that run your Word Press site.

Apart from .htaccess and wp-config.php files, you are not supposed to edit other files on your own.

Here is a list of core Word Press files and folders that you would see in your Word Press site's root directory.

- wp-admin [dir]
- wp-content [dir]
- wp-includes [dir]
- index.php
- license.txt
- readme.html
- wp-activate.php
- wp-blog-header.php
- wp-comments-post.php
- wp-config-sample.php
- wp-cron.php
- wp-links-opml.php
- wp-load.php
- wp-login.php

- wp-mail.php
- wp-settings.php
- wp-signup.php
- wp-trackback.php
- xmlrpc.php

The above list is missing .htaccess and wp-config.php files. That's because those two files are created after Word Press installation.

## Word Press Configuration Files

Your Word Press root directory contains some special configuration files. These files contain important settings specific to your Word Press site.

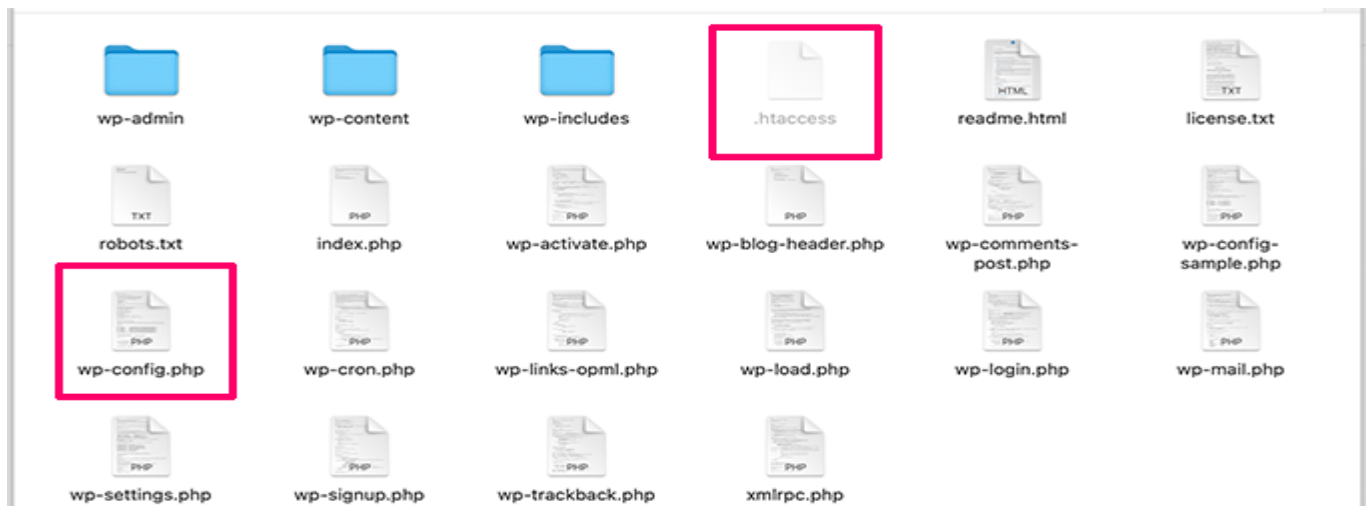


Fig 2.3.Configuration file

- .htaccess – A server configuration file, Word Press uses it to manage permalinks and redirects.
- wp-config.php – This file tells Word Press how to connect to your database. It also sets some global settings for your Word Press site.
- index.php – The index file basically loads and initializes all your Word Press files when a page is requested by a user.

You may need to edit wp-config.php or .htaccess file sometimes. Be extra careful when editing these two files. A slight mistake can make your site inaccessible. When editing these two files, always create backup copies on your computer before making any changes.

If you don't see .htaccess file in your root directory, then checkout our guide on why you can't find .htaccess file in your Word Press root directory.

Depending on how your Word Press site is setup, you may or may not have the following files in your root directory.

- robots.txt – contains instructions for search engines crawlers
- Favicon.ico – A favicon file is sometimes generated by Word Press hosts.

## Inside The wp-content Folder

Word Press stores all uploads, plugins, and themes in the wp-content folder.

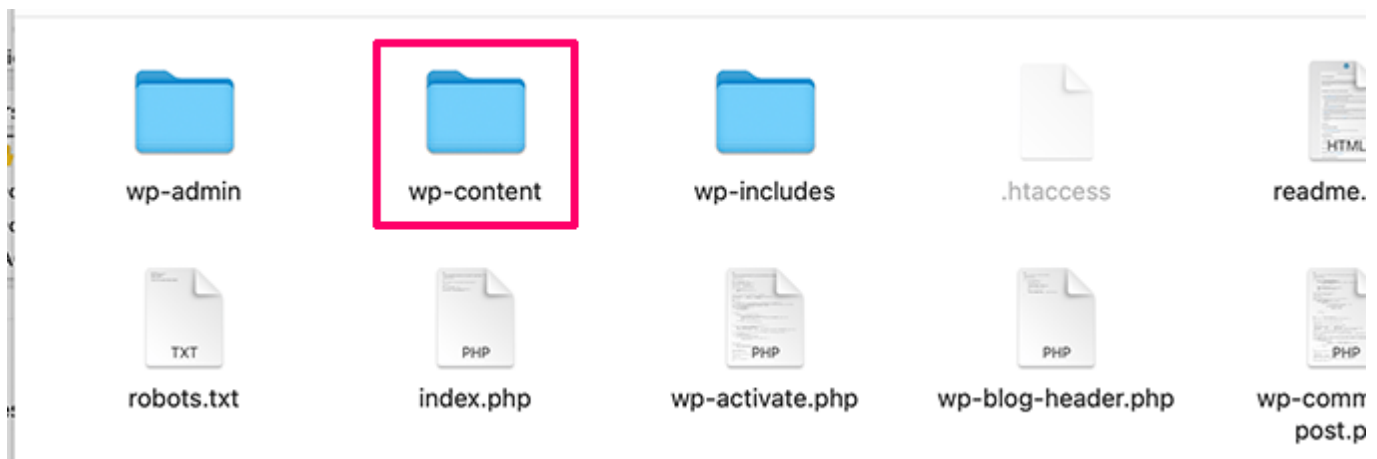


Fig2.4.wp-content

It is generally assumed that you can edit files and folders inside wp-content folder. However, this is not entirely true.

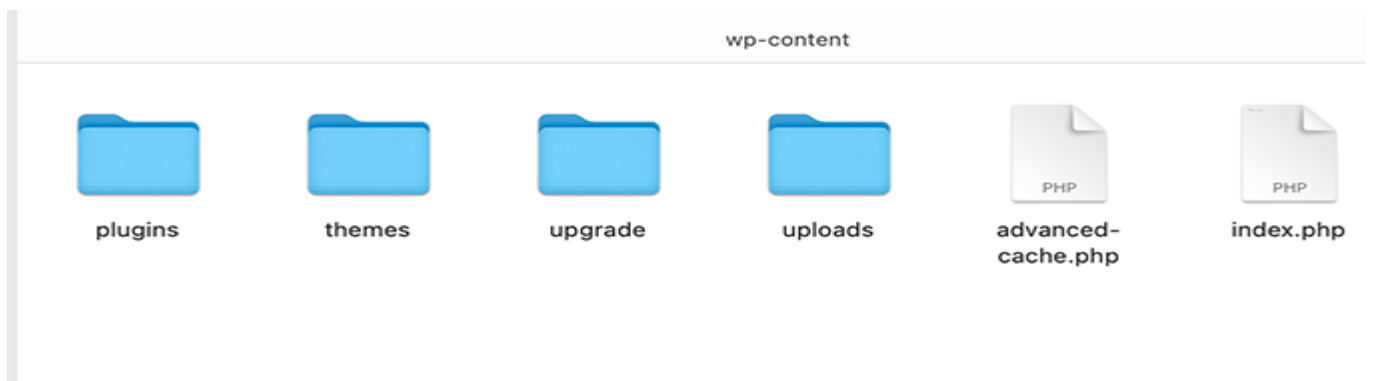


Fig2.5.Content of wp-content

Contents of the wp-content folder may differ from one Word Press site to another. But all Word Press sites usually have these:

- [dir] themes
- [dir] plugins
- [dir] uploads
- index.php

Word Press stores your theme files in /wp-content/themes/ folder. You can edit a theme file, but it is generally not recommended. As soon as you update your theme to a newer version, your changes will be overwritten during the update.

The best way to add custom code to your Word Press site is by adding it to functions.php file of your child theme or by creating a site-specific plugin. Alternately, you can also use custom code snippets plugin to add custom code.

Word Press stores all your image and media uploads in the /wp-content/uploads/ folder. By default, uploads are organized in /year/month/ folders. Whenever you are creating a Word Press backup, you should include the uploads folder.

You can download fresh copies of Word Press core, your theme, and installed plugins from their sources. But if you lose your uploads folder, then it would be very hard to restore it without a backup.

Some other default folders you may see in your wp-content directory.

- languages – Word Press stores language files for non-english Word Press sites in this folder.
- upgrade – This is a temporary folder created by Word Press during upgrade to a newer version.

Many Word Press plugins may also create their own folders inside your wp-content folder to store files.

Some Word Press plugins may create folders inside the /wp-content/uploads/ folder to save user uploads.

2021	4 KB	Jun 9, 2022, 3:09 PM	http://unix-director
2022	4 KB	Jun 1, 2022, 5:01 AM	http://unix-director
ao_ccss	4 KB	Mar 4, 2022, 3:39 AM	http://unix-director
astra-sites	4 KB	May 26, 2022, 7:31 AM	http://unix-director
cache	4 KB	Apr 9, 2022, 6:41 PM	http://unix-director
edd	4 KB	Apr 3, 2022, 3:11 PM	http://unix-director
sb-facebook-feed-images	4 KB	May 28, 2022, 7:48 AM	http://unix-director
sb-twitter-feed-images	4 KB	May 28, 2022, 8:53 AM	http://unix-director
sby-local-media	4 KB	May 28, 2022, 7:03 AM	http://unix-director
seedprod-css	4 KB	May 27, 2022, 4:32 AM	http://unix-director
wc-logs	4 KB	Jun 6, 2022, 2:40 AM	http://unix-director
woocommerce_uploads	4 KB	Mar 21, 2022, 3:26 AM	http://unix-director
wpforms	4 KB	Jun 9, 2022, 5:23 PM	http://unix-director

Fig2.6.Folders created by word press plugins

Some of these folders may contain important files. This is why we recommend backing up all such folders as a precaution.

- How to Change Your Word Press File and Directory Structure

Thanks to the open-source nature of Word Press, anyone – including hackers – can look up the typical file structure of a Word Press website and know *exactly* where to start an attack.

Fortunately, rearranging your core Word Press file structure is one method you can employ from your security arsenal to combat hacks and bolster your site's defenses.

## 2.2.Navigating web authoring tool environment or workplace

If you are not interested in having your own hosting or managing a web server, then Word Press.com may be the way to go the following navigation and features.

- Installing Word Press
- Navigating in Word Press Dashboard
- Publishing Content
- Installing Word Press Plugins

- Installing Word Press Themes
- Optimizing Word Press Performance
- Keeping Word Press Secure

## 2.3 Accessing and using a range of features in the web authoring tool

### Basic Features of Web Authoring Software

#### Feature #1: Views

Most web authoring software provides multiple views of the web page you're working on.

- **Standard, normal, or design view** - This is typically the default view, which is a blank screen on which you type, paste, or insert content. This is very similar to a word processor screen.
- **Code view** - Allows you to view and work directly with the HTML code.
- **Split** - Both of the above views are displayed simultaneously in separate windows.

Typically you can switch between views by selecting a relevant item from the program's main menu (usually within the **View** menu) or by selecting a relevant tab or button.

#### Feature #2: Creating Headings and SubHeadings

In Normal or Design View, Web authoring software is very similar to word processing software. One or more toolbars or panels are available with buttons for adding common features such as headings, subheadings, links, ordered or unordered lists, etc., or for formatting text. The following examples show what this looks like in two of the most popular programs.

#### Feature #3: Inserting Links

In many web authoring software products, you add a link to a document by selecting **Insert** from the menu, then **Link** or **Hyperlink**. If you do this after you have selected existing text in the document, a dialog box will appear prompting you for the destination of the link (and possibly other information) then the text you selected will be converted into a link. Most web authoring software tools additionally provide a button or icon that allows you to quickly insert a link.

## Feature #4: Inserting Images

In many web authoring software products, you add an image to a document by selecting **Insert** from the menu, then **Image** or **Picture**. A dialog box will appear, prompting you for the location of the image, and (if your software is accessibility-aware) for alternate text. After you have inserted the image into your webpage, you can go back later and edit its attributes in a Properties dialog box or panel. Image Properties are typically accessed by right clicking on the image and selecting **Properties** from the popup menu. The following is an example **Picture Properties** dialog.

## And more Activities

The best way to learn a new software application is to explore it. Try adding additional components to your web page, including ordered and unordered lists, tables, form fields, and anything else that you're curious about. Keep your document organized using subheadings. If you add new sections to your document, add corresponding links to these sections from your home page.

<https://www.heliossolutions.co/blog/steps-change-customize-Word-Press-file-directory-structure/>

## 2.4. Maintaining suitable directory structure for site

Your Word Press file and directory structure is essential to getting your website working. Just as your computer needs the right files in the correct places for your programs and features to perform, your site requires the right structure to work as intended.

However, are you familiar with how this structure is supposed to be organized and how to use it effectively?

Word Press is the most popular content management system in the world. It is responsible for powering 34% of all websites on the web while also having a **61% share among CMS solutions**.

Keen to learn more about this? Here is everything you will see in this article:

- Understanding the Word Press file and directory structure;
- Accessing Word Press files and directories;
- 4 Word Press errors and problems solved with FTP access;

## 2.5 Saving in appropriate directory structure

### Understanding Word Press file and directory structure

Word Press file and folder structure is the engine of your site. The files contain code that powers your site. Since most of it is invisible—as it should be—it can be a little confusing to understand and is akin to looking under the hood of a car.

#### Word Press root directory

To use Word Press, you must first install it on your server. Most web hosts will do this for you automatically when you first create a web host account. Alternatively, you can download Word Press, and upload it to the server yourself.

Most commonly, the Word Press installation will go into a **public\_html** or **public** folder. This folder is known as the Word Press root directory, or simply the root, and is where you will then find the Word Press core files and folders. The folder can be called something else entirely, but most often it will be the public\_html folder. It is worth knowing which folder is the root, as it is an important location for several site admin tasks, like migration or backups.

The Word Press root directory contains the following files and folders:

- **wp-admin**
- **wp-content**
- **wp-includes**
- .htaccess
- index.php
- license.txt

- readme.html
- wp-activate.php
- wp-blog-header.php
- wp-comments-post.php
- wp-config-sample.php
- wp-cron.php
- wp-links-opml.php
- wp-load.php
- wp-login.php
- wp-mail.php
- wp-settings.php
- wp-signup.php
- wp-trackback.php
- **xmlrpc.php**
- **wp-feed.php**

## Word Press core files and folders

Word Press Core files and folders are those installed during the Word Press installation. These files power everything from the login page and the admin dashboard, to the database connection and managing users. There are 2 core Word Press folders: **wp-admin** and **wp-includes**, and several core files.

### **wp-admin folder**

As the name suggests, this folder manages the entire experience of your Word Press wp-admin dashboard. There are seven folders in the wp-admin folder as follows:

- **css**
- **images**
- **includes**
- **js**
- **maint**
- **network**

- **user**

There are lots of files too, the important ones being:

- **admin.php** – core file that manages the wp-admin dashboard
- **index.php** – loads pages in response to visitor requests
- **install.php** – installs Word Press
- **plugins.php** – controls all the plugins, active or inactive
- **themes.php** – controls all the installed themes
- **users.php** – manages users and their permissions

Most of the files are fairly self-explanatory as to their function. Essentially, **all the Word Press folders and files within the wp-admin folder centre around the admin.php file**, which controls the dashboard and all the functionality within it.

wp-includes folder

wp-includes **contains all the core software for your Word Press site**. You'll see this referred to in a variety of ways: packages, code libraries, and Word Press source code. The nomenclature isn't important here, but the code is critical.

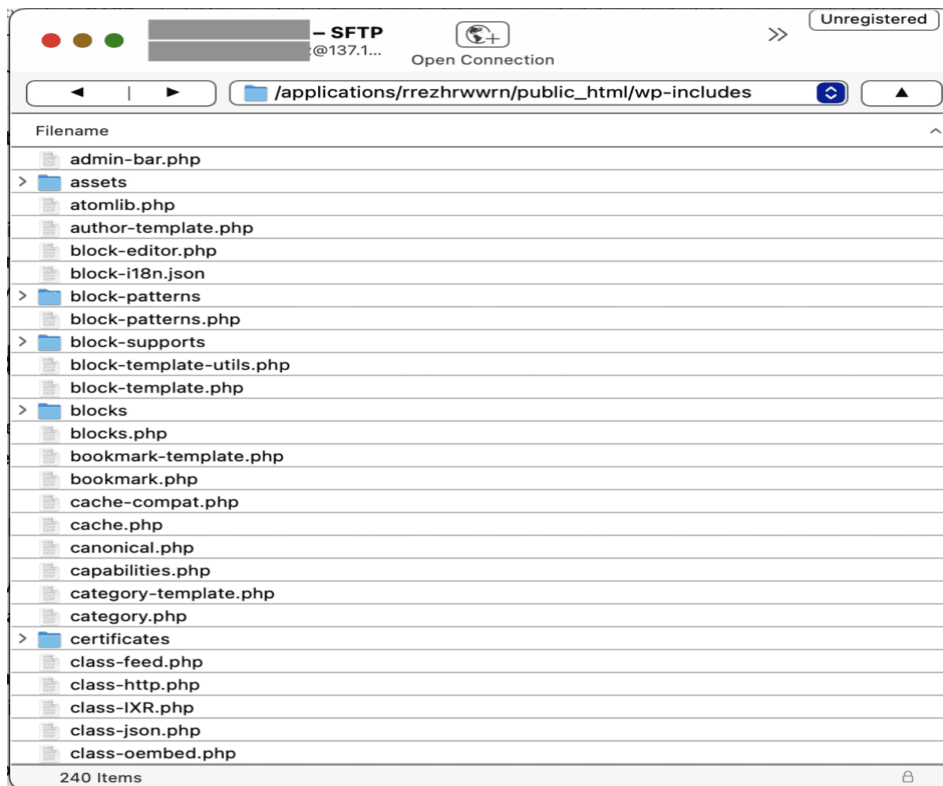


Fig 2.7. Word press include folder

## Word Press core files

In the root folder, you will also see several files. While all of them are important, some of them are worth noting.

- index.php

An index.php file is responsible for showing your site in response to a visitor request. It initialises and loads the right core files when a page is requested. This concept is better understood by seeing what happens when there isn't an index file.

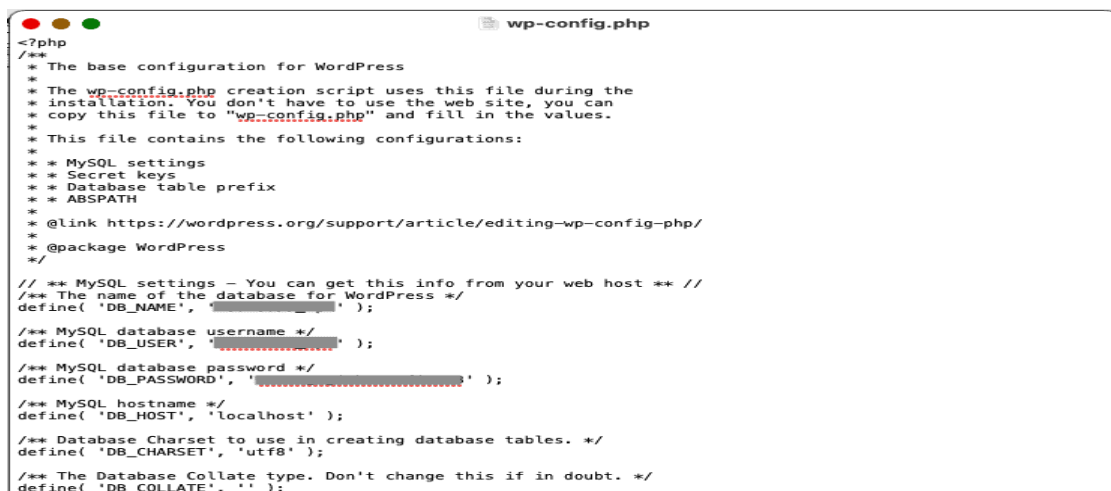
Apart from the one in the root folder, the index.php file is often a blank file with a single-line comment: "Silence is golden."

- Word Press configuration files

There is a special subset of core files known as configuration files. Configuration files are the only core files that you can reasonably expect to edit. That is not to say that they aren't equally important as the other core files, however, there is certain site functionality that you can only toggle from within a configuration file.

### wp-config.php

The wp-config file is used to store **database connection info**, security keys and salts, and the **database prefix**. It is often targeted by hackers for this reason, as the database credentials are stored in cleartext, as are the security keys and salts.



```
<?php
/**
 * The base configuration for WordPress
 *
 * The wp-config.php creation script uses this file during the
 * installation. You don't have to use the web site, you can
 * copy this file to "wp-config.php" and fill in the values.
 *
 * This file contains the following configurations:
 *
 * * MySQL settings
 * * Secret keys
 * * Database table prefix
 * * ABSPATH
 *
 * @link https://wordpress.org/support/article/editing-wp-config-php/
 *
 * @package WordPress
 */

/** MySQL settings - You can get this info from your web host */
/** The name of the database for WordPress */
define( 'DB_NAME', 'wordpress' );

/** MySQL database username */
define( 'DB_USER', 'root' );

/** MySQL database password */
define( 'DB_PASSWORD', '' );

/** MySQL hostname */
define( 'DB_HOST', 'localhost' );

/** Database Charset to use in creating database tables. */
define( 'DB_CHARSET', 'utf8' );

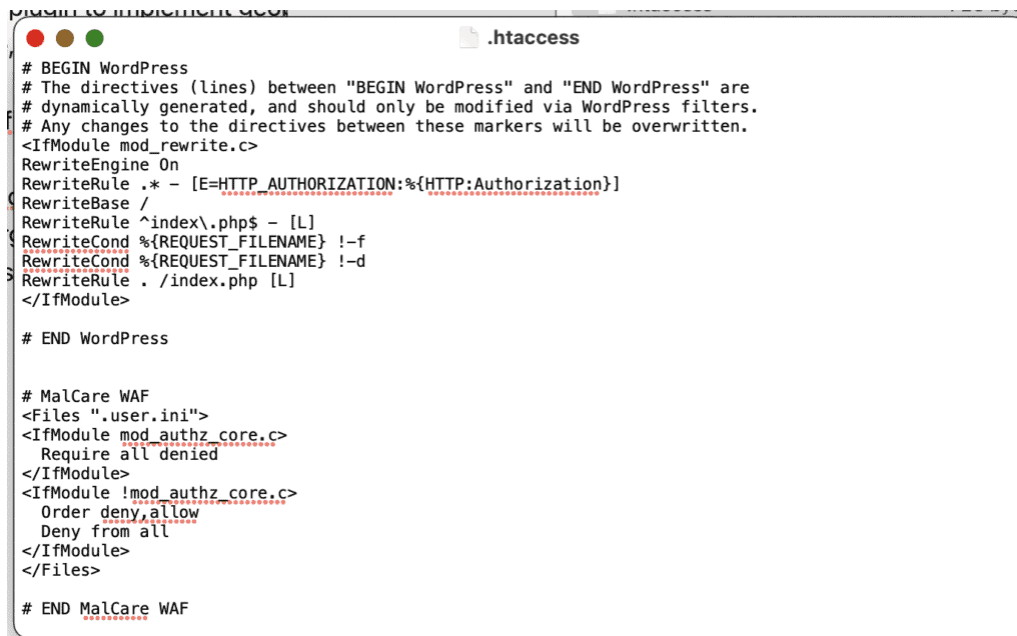
/** The Database Collate type. Don't change this if in doubt. */
define( 'DB_COLLATE', '' );
```

Fig2.8.wp config files

The wp-config file also **contains the built-in Word Press debugging feature**. By default, the debugging feature is disabled. Once enabled from the wp-config file, it will show all errors, warnings, and notices. This is different from typical behaviour which may only show critical errors or fatal errors.

- **.htaccess**

The .htaccess file is another important configuration file that is used to manage site links. Things like **permalink structure**, **URL redirects**, **IP address blocking**, and so on are managed by the .htaccess file. For instance, if you ever want to implement geoblocking manually, you will need to modify the .htaccess file, although we definitely don't recommend it. In addition to links, the .htaccess file can also be used to password-protect your site.



```
# BEGIN WordPress
# The directives (lines) between "BEGIN WordPress" and "END WordPress" are
# dynamically generated, and should only be modified via WordPress filters.
# Any changes to the directives between these markers will be overwritten.
<IfModule mod_rewrite.c>
RewriteEngine On
RewriteRule .* - [E=HTTP_AUTHORIZATION:%{HTTP:Authorization}]
RewriteBase /
RewriteRule ^index\.php$ - [L]
RewriteCond %{REQUEST_FILENAME} !-f
RewriteCond %{REQUEST_FILENAME} !-d
RewriteRule . /index.php [L]
</IfModule>

# END WordPress

# MalCare WAF
<Files ".user.ini">
<IfModule mod_authz_core.c>
    Require all denied
</IfModule>
<IfModule !mod_authz_core.c>
    Order deny,allow
    Deny from all
</IfModule>
</Files>

# END MalCare WAF
```

Fig2.8..htaccess file

Both the .htaccess and the wp-config files are generated on Word Press installation, and thus would not be visible in a downloaded installation package. Even once installed, the .htaccess file is hidden. To be able to see it, enable the option to view hidden files on your FTP client.

The .htaccess file is a configuration file specifically for Apache web servers. Some web hosts use nginx instead of Apache servers, so there will be no .htaccess file for your site altogether.

- wp-content folder

Plugin and theme files and folders are, as the names suggest, installed with plugins and themes. For instance, if you install a contact form plugin, the code for that plugin will be in these files. Similarly, with the theme; the code for displaying images and fonts are in these files.

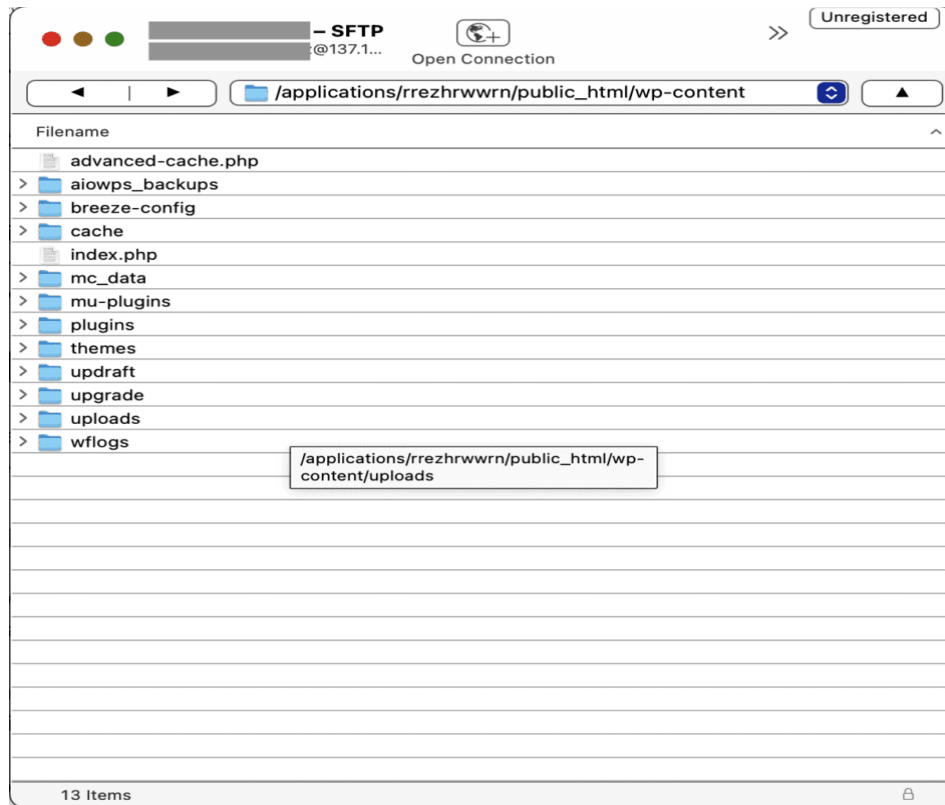


Fig 2.9.wp-content file

Each plugin or theme will mostly have its own folder with the files it needs to function correctly. In fact, plugin and theme installation files can be uploaded via FTP directly to the wp-content folder and then unzipped there.

## • Themes

Plugins have enormous variety, so rarely conform to a template. Themes, on the other hand, usually affect the same elements of a site, so they can look quite similar at a code level.

For instance, **every theme has a functions.php file**. We briefly referred to this while speaking about the functions.php file in the wp-includes folder. The theme functions.php file contains all the code needed to execute the theme. It also often has the extra code needed to run analytics and

trackers on your site. When changing over to a new theme, you need to backup the functions.php file to make sure that you don't lose any of that customization.

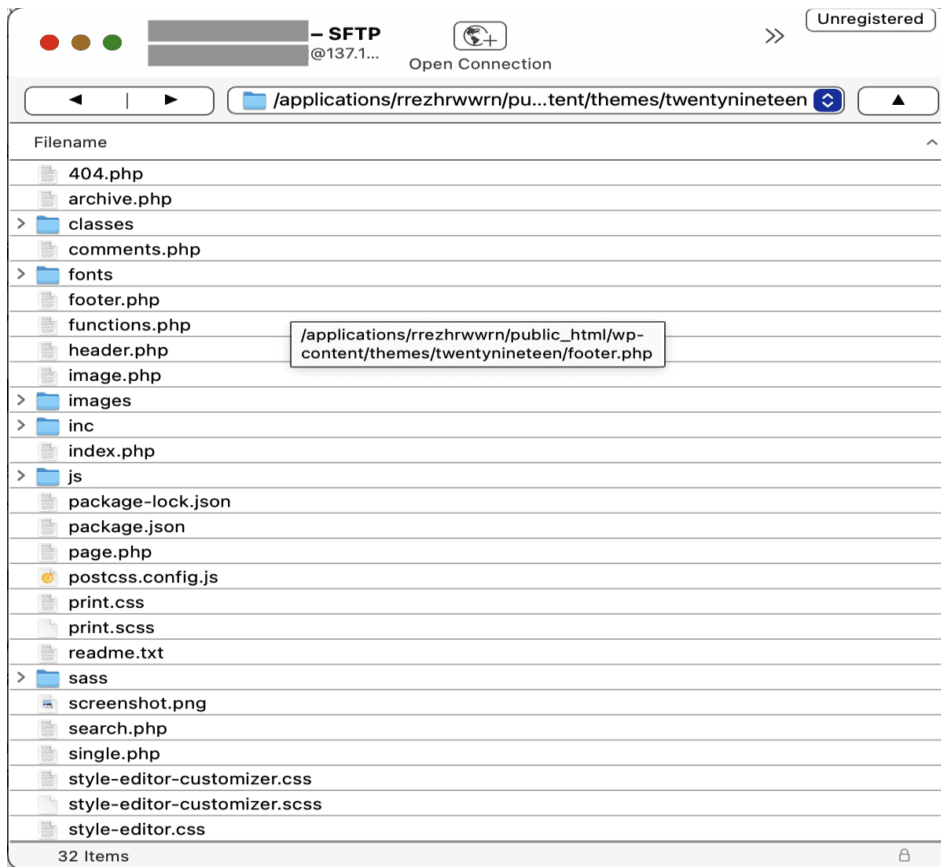


Fig.2.10.theme

Interestingly, although a Word Press site will work without a single plugin—albeit be very boring—it cannot function without a theme. The active theme is indicated in a required field in the database and has to be available for the site to load at all.

- **wp-uploads**

The wp-uploads folder is where the files that visitors upload to the site are stored. It correlates directly to everything visible in the site's media library. The files are stored in yearly and then monthly folders for retrieval.

- Understanding Word Press database tables

A database is a system used to store, organize, and retrieve data to run your website. Along with the files, it forms the other crucial part of your site. The Word Press database is used to store user-generated content like posts, pages, comments, etc. in tables.

Word Press uses a MySQL database to store site information in tables, SQL commands to manipulate the data within, and the programming language PHP to communicate between the files and database. Therefore, when you install Word Press for the first time, during the installation you will need to create a MySQL user for the database. And, as we will see later, you can use an interface like phpMyAdmin or Adminer to access your site's database.

Each site has a single associated database, and each database consists of multiple tables. The core Word Press tables are:

- wp\_options
- wp\_users
- wp\_usermeta
- wp\_posts
- wp\_postmeta
- wp\_terms
- wp\_term\_relationships
- wp\_term\_taxonomy
- wp\_comments
- wp\_commentmeta
- wp\_links

These tables are installed with Word Press. Over the course of time, as the site grows and plugins are added, the database grows with more tables and therefore more data.

## Self check 2

### I. Say true or false

1. Once the download is complete, you can start uploading Word Press files to your hosting account
2. Your Word\_Press file and directory structure is essential to getting your website working
3. The primary purpose of Word Press plugins is to expand Word Press functionality.
4. Once the installation is complete, the first thing you would want to do is log in to the Word Press administrator dashboard.
5. In order to have a successful Word Press site, you must harden its security.

### II. Choose the best answer

- |                         |   |
|-------------------------|---|
| ___1.index.php          | A. Plugin and theme files and folders are                                     |
| ___2. wp-config.php     | B. is responsible for showing your site in response to a visitor request.     |
| ___3. htaccess          | C. is where the files that visitors upload to the site are stored.            |
| ___4. wp-content folder | D. The wp-config file is used to store database connection information        |
| ___5. wp-uploads        | E. is another important configuration file that is used to manage site links. |

## Operation sheet 2.1.Create and format a directory

- Operation title: creating and formating a directory
- Purpose: To create and format a directory
- **Instruction:** Use each steps below properly :
- **Tools and requirement:**
  3. Computer,
  4. Wordpress software,
- **Steps in doing the task**

### 1.Creating a New Directory

Start by creating a new directory in the root of your site. You can choose to do this with SSH and the command line, FTP with a program such as FileZilla or through your control panel's file manager.

In cPanel, go to **Files > File Manager** after logging in and locate your site's files. In the root, click the **Folder** button at the top of the page and enter a name for your new directory.

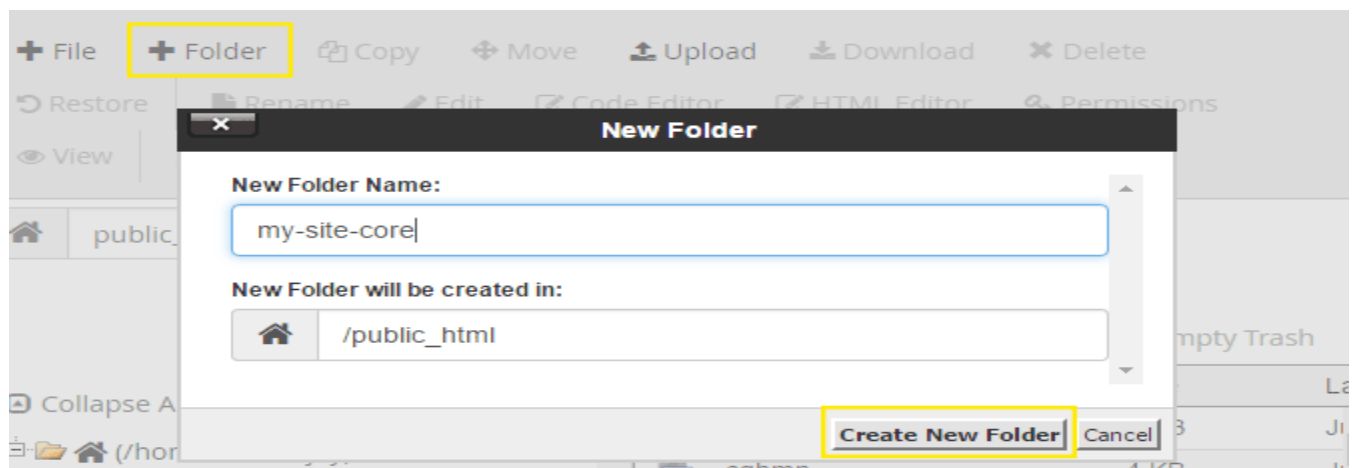
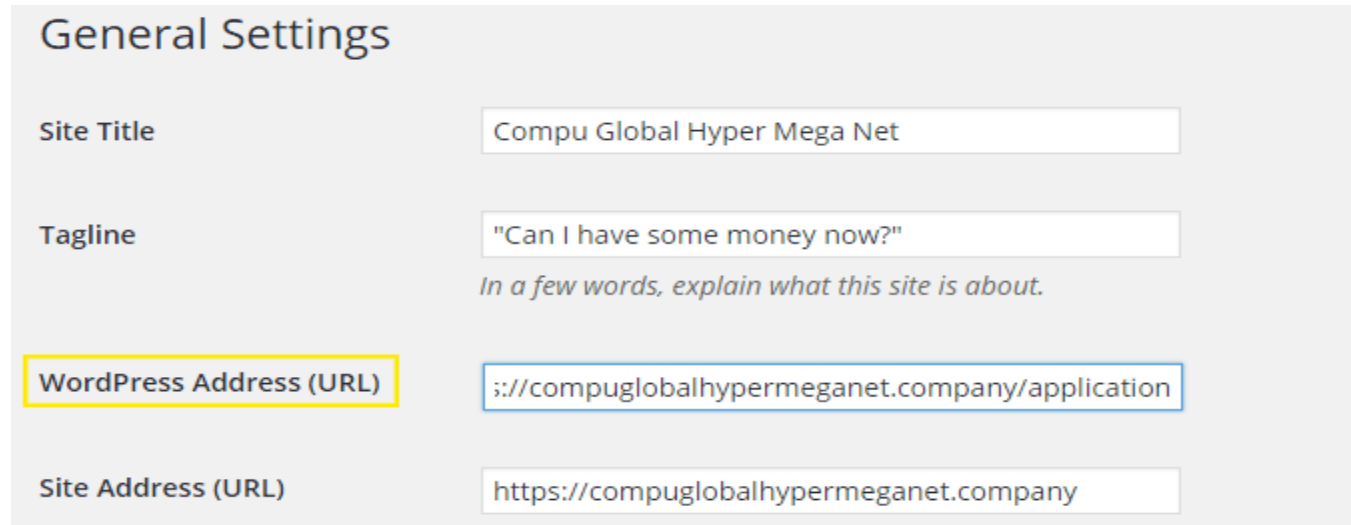


Fig2.11.Create a new directory for your core files in cPanel.

When you're done, click **Create New Folder**. You should see it listed among your other files. Before you move any of your files, you need to update your Word Press address which tells your site where your core files are located.

## 2. Updating the URL for Your Files

Log in to your Word Press site if it's a single install and go to **Settings > General** in your admin dashboard. Add a slash to the end of your site's address in the **Word Press Address (URL)** field, followed by the name of the directory you created. *Don't* add a trailing slash at the end.



**General Settings**

**Site Title**

**Tagline**   
*In a few words, explain what this site is about.*

**WordPress Address (URL)**

**Site Address (URL)**

Fig2.12.Change your Word Press Address to include your new directory.

Click **Save Changes** at the bottom of the page when you're done. Your site should be unavailable now, but don't panic since that's a normal part of the process.

Open your *wp-config.php* file and add the following lines toward the bottom of the page, but before the `/* That's all, stop editing! Happy blogging. */` line:

```
define('WP_SITEURL', 'https://' . $_SERVER['SERVER_NAME'] . '/application');

define('WP_HOME', 'https://' . $_SERVER['SERVER_NAME']);
```

Just be sure to replace `application` with the actual name of the folder you created. If your domain doesn't have an SSL certificated installed, you also need to replace the `https` portion in both lines to `http`.

Save your changes and ignore any error messages or the general unavailability of your site for now. It's time to move your core files.

### 3. Moving Your Files

In cPanel, go back to your file manager and the root of your site. select all your files and folders other than the new folder you just created a bit earlier. Once they're all highlighted, drag and drop them into your new directory.

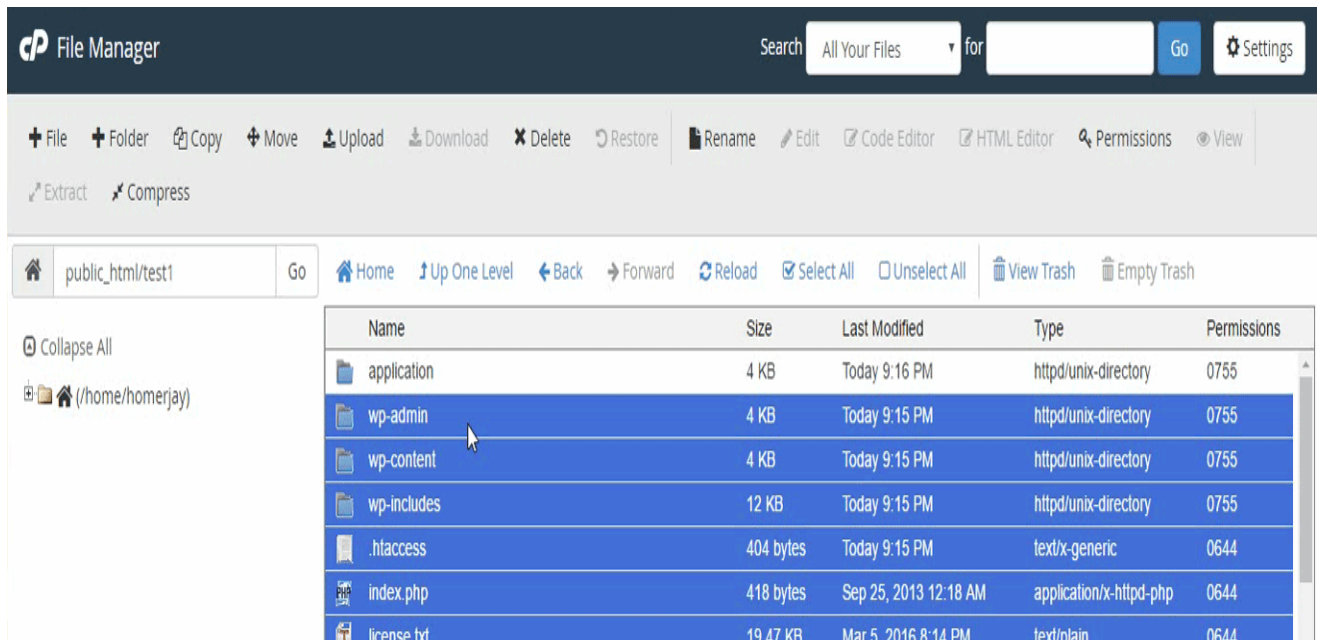


Fig2.13.Drag and drop all your core files into your new folder.

Go into that new folder and select your *.htaccess* file. Click the Copy button at the top of the page and edit the file path in the pop-up to reflect the root of your install. Click **Copy File(s)**.

If you don't see it on the list, click on **Settings** at the top right of the page and click the checkbox to show hidden files, then save. If you see it in the root of your install, move it and any other hidden files to your new directory.

Once your *.htaccess* file has been successfully copied back to its original location, copy your *index.php* file in the exact same way.

### 4. Editing Your Index Page

In order for your site to reflect your new file path, you need to update your *index.php* file. Select the one that you copied to the root of your site and click on the **Edit** button at the top of the page.

Find these lines toward the bottom of the file:

`/** Loads the Word Press Environment and Template */`

`require( dirname( __FILE__ ) . '/wp-blog-header.php' );`

Update `/wp-blog-header.php` to include your new directory. For example, if your new folder is called `application`, you would change the file path to this: `/application/wp-blog-header.php`.

### ***Finishing Up***

Save your changes and log back into your site's dashboard. The URL you visit should include your new directory.

For example, if your new directory is called `application`, you would visit `www.your-site.com/application/wp-admin` or `www.your-site.com/application/wp-login.php`.

Go to **Settings > Permalinks** and click the **Save Changes** button at the bottom of the page. This updates your `.htaccess` file automatically so all your posts still display when a user visits them.

.

### **5. Further Customizing Your File Structure**

If you really want to go all out and further customize the folder structure, you certainly can. You just need to add a bit of code to your `wp-config.php` file along the way.

There are a couple of critical rules you need to keep in mind before you go ahead and make any further customizations:

1. You **can't** move your `wp-includes` folder, other than in a new directory with all your files and folders as shown above.
2. You **can't** move your `uploads` folder. It must stay directly in the `/wp-content/uploads/` folder path, but you can rename it.

Here are the folders you can further customize the locations of with some code:

- `wp-content`
- `plugins`
- `uploads` (rename only)

When changing the *wp-content* or *plugins* folders, be sure to add the necessary code above the `/* That's all, stop editing! Happy blogging.*/` line.

You can create another folder just as you did earlier in the post and place your *wp-content* folder in it. Once you do that, edit your *wp-config.php* to include this code above the “happy blogging” line:

```
define( 'WP_CONTENT_DIR', dirname(__FILE__) . '/directory/wp-content' );

define( 'WP_CONTENT_URL', 'https://your-site.com/directory/wp-content' );
```

Replace both instances of *directory* with the actual folder name you created to house the *wp-content* folder. Also, replace *your-site.com* with your real domain name. If you don’t have an SSL certificate installed, be sure to switch *https* on the second line with *http*.

You can also create a different directory to put your *plugins* folder inside. When you make that change, you can add this code to your *wp-config.php* file:

```
define( 'WP_PLUGIN_DIR', dirname(__FILE__) . '/new-folder/wp-content/plugins' );

define( 'WP_PLUGIN_URL', 'https://your-site.com/new-folder/wp-content/plugins' );
```

Be sure to replace *new-folder* in both lines with the actual name of the new folder you created. Also, don’t forget to update *your-site.com* with your real domain and change *https* to *http* if you don’t have an SSL certificate installed.

To rename the uploads folder, look *below* the “happy blogging” comment and find these two lines:

```
/** Sets up Word Press vars and included files. */

require_once(ABSPATH.'wp-settings.php');
```

Above the `require_once(ABSPATH . 'wp-settings.php');` line, add the following:

```
define( 'UPLOADS', 'wp-content/media' );
```

Change *media* to whatever you want your *uploads* folder to be called. You should end up with something similar to this:

```
/** Sets up Word Press vars and included files. */
```

```
define( 'UPLOADS', 'wp-content/media' );

require_once( ABSPATH . 'wp-settings.php' );
```

Save your *wp-config.php* file when you're done. If you did decide to rename your *uploads* folder, now you need to update name the actual folder.

In cPanel, go to */wp-content/uploads* and double click on your *uploads* folder on the list. You should be able to enter the same name you added to your *wp-config.php* file. Click **Enter** on your keyboard when you're done.

Alternatively, you could select the folder name, then click on **Rename** at the top of the page and enter the new folder name in the pop-up.

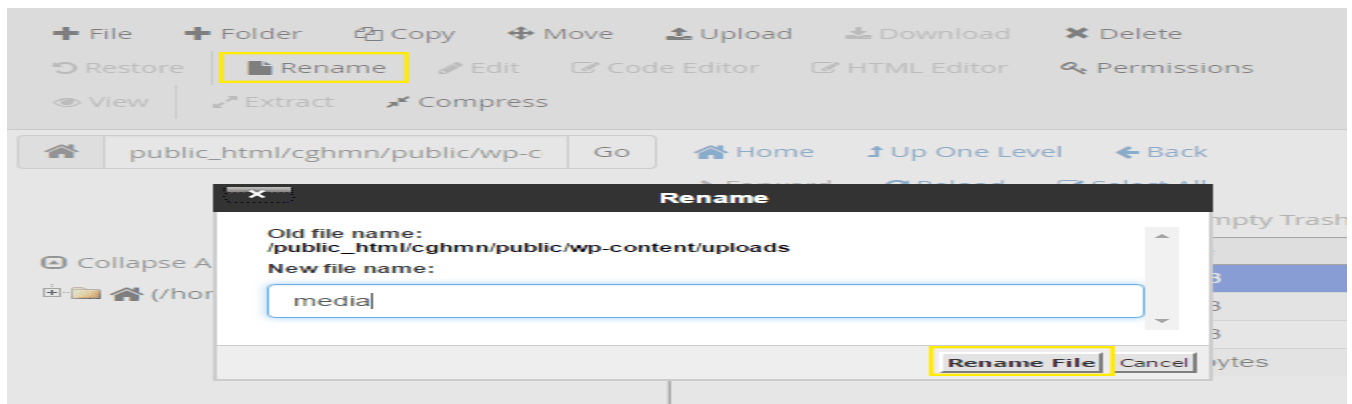


Fig2.14.Enter new folder name

Once you have updated your *wp-config.php* file, you can rename your *uploads* folder.

Click **Rename File** and your new uploads folder is ready to go.

## Operation sheet 2.2. setting up a development environment features, maintain site and save accordingly

- **Operation title:** setting up a development environment features, maintain site and save accordingly
  - **Purpose:** To set up a development environment features, maintain site and save accordingly
- **Instruction:** Use each steps below properly :
- **Tools and requirement:**
  5. Computer,
  6. Office Software,
- **Steps in doing the task**

### WP\_DEBUG

Configuring debugging is an essential part of Word Press theme development. Word Press provides a number of constants to support your debugging efforts. These includes:

#### WP\_DEBUG

The WP\_DEBUG PHP constant is used to trigger the built-in “debug” mode on your Word Press installation. This allows you to view errors in your theme. To enable it:

1. Open your Word Press installation’s *wp-config.php* file
2. Change:

1	define( 'WP_DEBUG', false );
---	------------------------------

to

1	define( 'WP_DISABLE_FATAL_ERROR_HANDLER', true ); // 5.2 and later
2	define( 'WP_DEBUG', true );

Note: While normally set to 'false' in the *wp-config.php* file, development copies of Word Press—alpha and beta versions of the upcoming release—WP\_DEBUG is already set to 'true' by default.

## WP\_DEBUG\_DISPLAY and WP\_DEBUG\_LOG

WP\_DEBUG\_LOG and WP\_DEBUG\_DISPLAY are additional PHP constants which extend WP\_DEBUG.

WP\_DEBUG\_LOG is used in conjunction with WP\_DEBUG to log all error messages to a debug.log within your Word Press /wp-content/ directory. To enable this functionality set WP\_DEBUG\_LOG to true within your wp-config.php file.

```
1 define( 'WP_DEBUG_LOG', true );
```

WP\_DEBUG\_DISPLAY is used to control whether debug messages display within the HTML of your theme pages. To display error messages on the screen as they occur, configure this setting to 'true' within your *wp-config.php* file.

```
1 define( 'WP_DEBUG_DISPLAY', true );
```

With the WP\_DEBUG and WP\_DEBUG\_DISPLAY enabled, error messages will display at the top of your site pages.

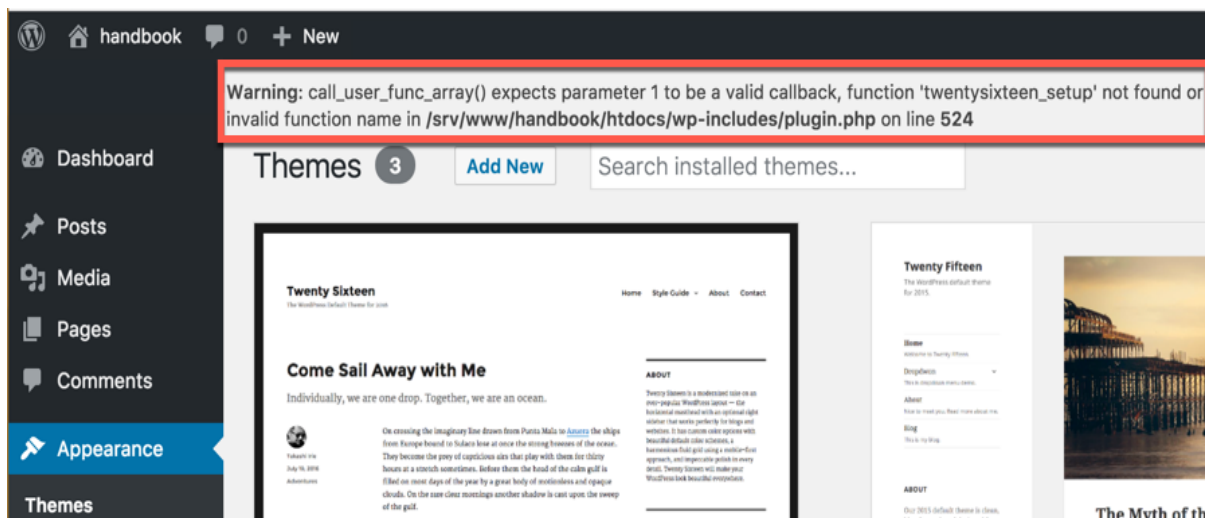


Fig2.15. Bottom of Form

#### Four Word Press errors and problems solved with FTP access

Having FTP access to your file and directory structure allows you to fix several common errors and problems within Word Press. Knowing how to open your directories can help you regain access to your Word Press site or blog, configure its permissions settings and even enable maintenance protocols.

Below, you will see a list of **4 common Word Press errors and problems that can be fixed with the use of FTP access**:

##### 1. Fix database connection errors in Word Press

If you get an **Error Establishing a Database Connection** in Word Press, the first step you should take is to try to enter your admin panel. In case that shows you ‘an unavailable database error’, then you need to repair that connection.

This task can be performed easily through FTP access. Go to your root Word Press folder and edit the wp-config.php file. Add the following line to the end of the file:

```
define('WP_ALLOW_REPAIR', true);
```

After saving and reuploading the wp-config.php file, visit the following URL on your browser:

[www.yoursite.com/wp-admin/maint/repair.php](http://www.yoursite.com/wp-admin/maint/repair.php)

This will open a maintenance utility from Word Press that allows you to repair your databases. Just click the button to begin the process. When you are done, **do not forget to edit the wp-config.php file again to remove the line you added.**

##### 2. Fix the Word Press Memory Exhausted Error

In case your Word Press website or blog is showing a Memory Exhausted Error, this can be fixed with FTP access and some knowledge of how to change the allowed memory usage for your pages and plugins.

**The default memory allocation for Word Press is 64 MB**, which is usually enough for most cases. However, there might be situations where you need more.

All of your site's Word Press functions rely on memory to perform their tasks just like a computer. Also, just like a desktop needs appropriate RAM to run its applications, you need to allocate enough memory for your Word Press site.

To do that, first access your website's FTP directory and open your Word Press root folder. There, you will need to edit the wp-config.php file. At the last line, paste the following text:

```
define( 'WP_MEMORY_LIMIT', '256M' );
```

This will set your allocated memory limit to 256 MB, which should be more than enough for the Memory Exhaust Error to resolve itself.

### 3. Fix the Word Press “White Screen of Death”

Imagine this: you try to access your website, and all that you get is a white, blank screen. Has this ever happened to you? This usually happens whenever there are buggy plugins or Word Press themes active on your site. However, **the same problem can occur when you try to open your admin panel.**

In these situations, the solution is connecting to your Word Press file and directory structure through FTP access. Go to directories wp-content/themes and wp-content/plugins and rename them. Check whether you are able to open your Word Press admin panel now.

The next step involves narrowing down which plugin or theme might have caused the issue. Go back to your FTP access and rename wp-content/themes and wp-content/plugins back. **Then, start renaming each plugin and theme folder inside them while testing your website.**

When the error happens again, you will know which plugin or theme was causing the issue. Just remove it from your files to fix the issue.

#### 4. Fix image upload errors in Word Press

In case you are having issues uploading images to your Word Press website or blog, a possible solution involves FTP access. That is because the cause might be that the folder has the wrong permissions set to enable it to receive your image uploads.

To do that, go to your Word Press “wp-content” folder, which is at your root directory. Inside, you will find a folder named “uploads”, which is the one we are looking for. Open the permissions settings for that directory to take a look.

Set the permissions for the “uploads” folder and its subdirectories to 744. While still editing your permissions, toggle the recurse into subdirectories function, which applies the change to all folders inside of it.

Next, you need to set the permissions for the files in your “uploads” folder. For those, you need to set the permissions to 644. Like before, enable recurse into subdirectories.

After you apply all changes, **go back to your admin panel and try uploading an image into a post again.**

- Changing the location of some folders

You can bring some level of customization to your Word Press file and folder structure by changing the names and locations of some directories. However, be warned that it only applies to the following: wp-content, plugins, and uploads.

After doing a change, you must update your wp-config.php file with a line that points to the new location. Here is an example:

```
define( 'WP_CONTENT_DIR', dirname(__FILE__) . '/newfolder/wp-content' );
```

```
define( 'WP_CONTENT_URL', 'https://your-site.com/newfolder/wp-content' );
```

The same applies to your plugins folder:

```
define( 'WP_PLUGIN_DIR', dirname(__FILE__) . '/newfolder/wp-content/plugins' );
```

```
define( 'WP_PLUGIN_URL', 'https://your-site.com/newfolder/wp-content/plugins' );
```

Lastly, you can rename your uploads folder to whatever you wish. But, before doing that, add the following line to your wp-config.php file above a line that starts with “require\_once”:

```
define( 'UPLOADS', 'wp-content/newname' );
```

After that, rename your uploads folder through FTP access—in this example, we used “newname”.

Your Word Press file structure is essential for your website to stay online and work correctly. Any issues that arise can directly affect your ability to generate results with your website, such as driving sales and growing your brand’s presence. Therefore, it is important to know how to work with these files and folders.

- How to access the Word Press files, directories, and database

Your Word Press site is stored on a web host server, which is essentially a remote computer. To access the Word Press file structure and database, you need to connect to this computer. There are several ways to do this though. Each method has its pros and cons, so it is worth reading about all the methods and deciding which one works best for you.

- cPanel

The most common method talked about in Word Press tutorials is to use cPanel. cPanel is a control panel software offered by most web hosts. It has a variety of tools for different tasks. The ones that we are most interested in for the purposes of viewing Word Press files and the database are the **File Manager** and **phpMyAdmin** respectively.

To access cPanel on your site, enter yourdomain.com in the URL bar, followed by /cpanel. Login with cPanel credentials, which are different from your wp-admin ones.

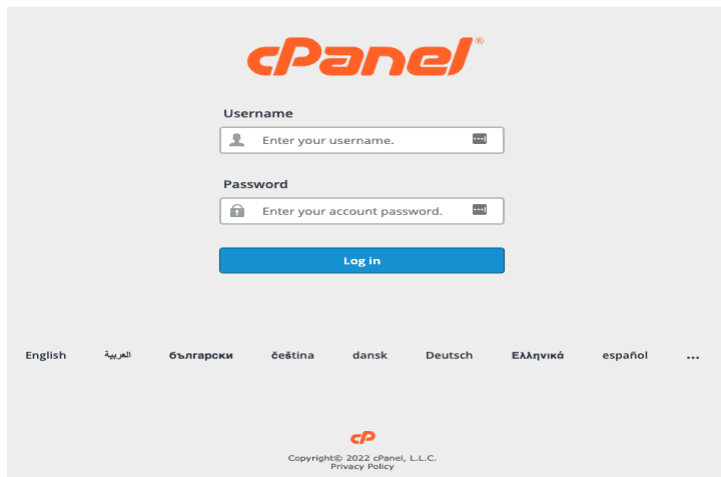


Fig2.16.Enter username and password

Under the Files section, you will find an icon for File Manager.

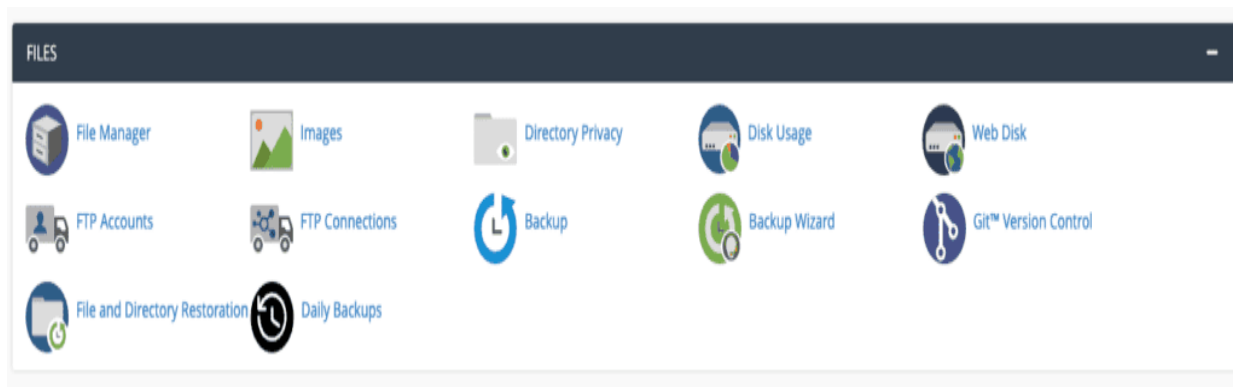


Fig2.17.File manger

File Manager is a bit like your computer's file explorer. You will see Word Press folders and files in a similar interface. To edit any of the files, you need to download them, edit them on your local machine, and then reupload them to the correct folder, after deleting the existing file.

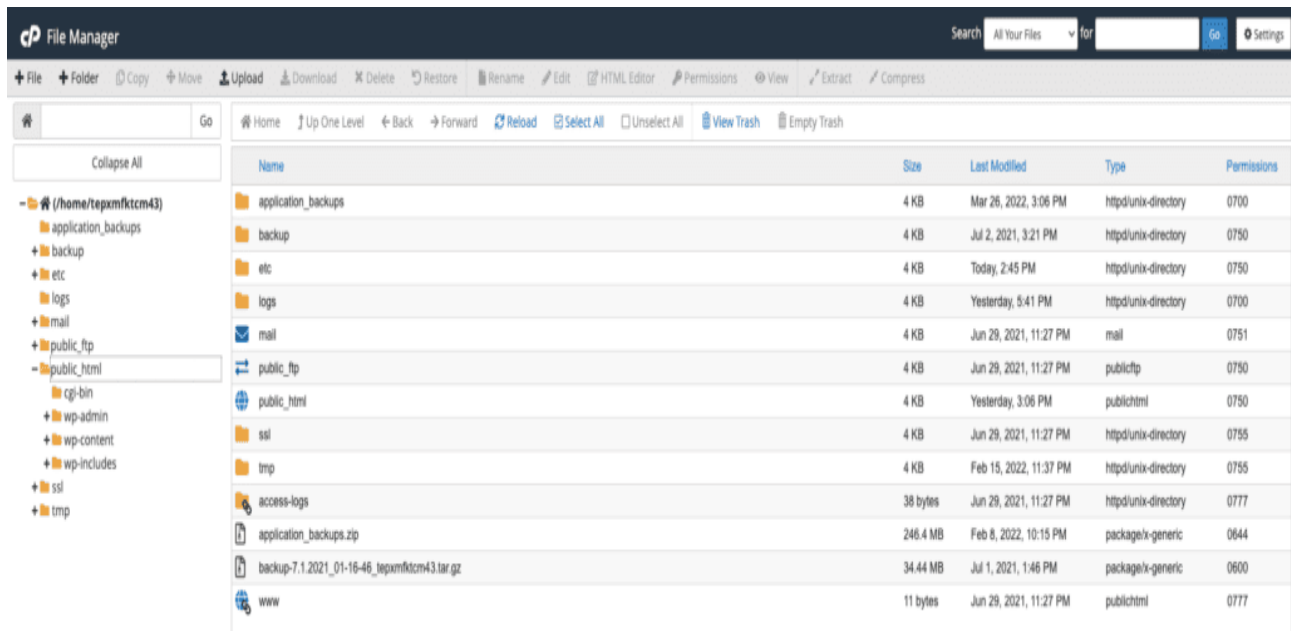
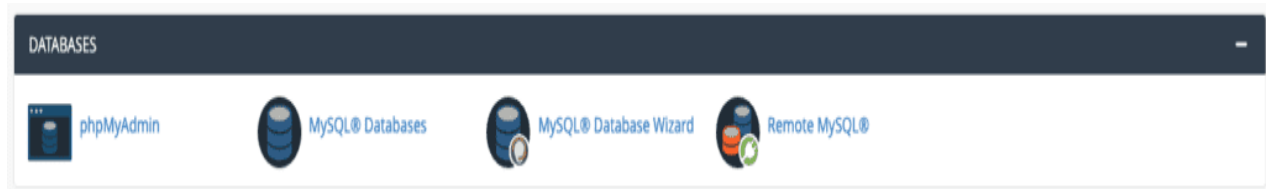


Fig2.18.phpMyadmin database section on cPanel

To access the database, look for the phpMyAdmin icon under the Databases section on cPanel.



F2.19.phpMyadmin separate from cPanel

phpMyAdmin is separate from cPanel, so the icon is merely a shortcut to access it. If you aren't logged in automatically, you can find the database login credentials in the wp-config.php file.

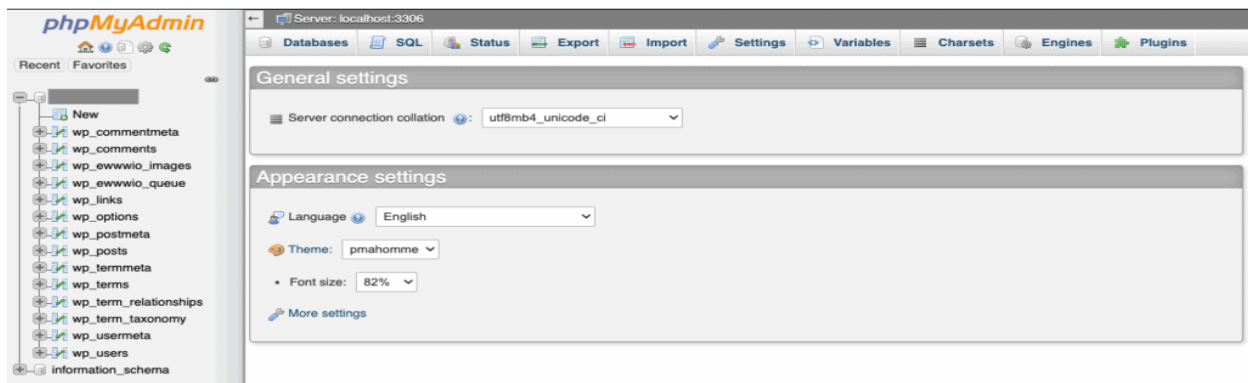


Fig2.20 phpMyadmin

Under the Databases tab or from the left side panel, find the database that is associated with your site if there is more than one database.

Table	Action	Rows	Type	Collation	Size	Overhead
<input type="checkbox"/> wp_commentmeta	★ Browse Structure Search Insert Empty Drop	0	MyISAM	utf8mb4_unicode_520_ci	4.0 KiB	-
<input type="checkbox"/> wp_comments	★ Browse Structure Search Insert Empty Drop	7	MyISAM	utf8mb4_unicode_520_ci	9.5 KiB	-
<input type="checkbox"/> wp_ewwwio_images	★ Browse Structure Search Insert Empty Drop	0	MyISAM	utf8mb4_unicode_520_ci	4.0 KiB	-
<input type="checkbox"/> wp_ewwwio_queue	★ Browse Structure Search Insert Empty Drop	0	MyISAM	utf8_general_ci	1.0 KiB	-
<input type="checkbox"/> wp_links	★ Browse Structure Search Insert Empty Drop	0	MyISAM	utf8mb4_unicode_520_ci	1.0 KiB	-
<input type="checkbox"/> wp_options	★ Browse Structure Search Insert Empty Drop	227	MyISAM	utf8mb4_unicode_520_ci	781.8 KiB	638.4 KiB
<input type="checkbox"/> wp_postmeta	★ Browse Structure Search Insert Empty Drop	25	MyISAM	utf8mb4_unicode_520_ci	18.9 KiB	-
<input type="checkbox"/> wp_posts	★ Browse Structure Search Insert Empty Drop	25	MyISAM	utf8mb4_unicode_520_ci	43.9 KiB	108 B
<input type="checkbox"/> wp_termmeta	★ Browse Structure Search Insert Empty Drop	0	MyISAM	utf8mb4_unicode_520_ci	4.0 KiB	-
<input type="checkbox"/> wp_terms	★ Browse Structure Search Insert Empty Drop	3	MyISAM	utf8mb4_unicode_520_ci	13.1 KiB	-
<input type="checkbox"/> wp_term_relationships	★ Browse Structure Search Insert Empty Drop	6	MyISAM	utf8mb4_unicode_520_ci	3.1 KiB	-
<input type="checkbox"/> wp_term_taxonomy	★ Browse Structure Search Insert Empty Drop	3	MyISAM	utf8mb4_unicode_520_ci	4.1 KiB	-
<input type="checkbox"/> wp_usermeta	★ Browse Structure Search Insert Empty Drop	20	MyISAM	utf8mb4_unicode_520_ci	12.3 KiB	1.1 KiB
<input type="checkbox"/> wp_users	★ Browse Structure Search Insert Empty Drop	1	MyISAM	utf8mb4_unicode_520_ci	8.1 KiB	-
14 tables	Sum	317	InnoDB	latin1_swedish_ci	908.9 KiB	639.6 KiB

Fig 2.22.phpMyadmin tables

- FTP/SFTP

File Transfer Protocol or FTP is an alternative to HTTP. We are all familiar with HTTP, which is a protocol used to transfer information over the internet. They work in different ways and are used interchangeably to access data on a server.

To use FTP or SFTP, which is more secure, you need to download and install a client, like FileZilla. For the purposes of this article though, we are going to use Cyberduck.

First, locate your FTP credentials on your web host dashboard.

### ACCESS DETAILS

Information related to the several ways you can interact with your application.

#### APPLICATION URL

For SSH/SFTP access to your Application. [Read this](#)

#### ADMIN PANEL

URL:

Username:

Password:

#### MYSQL ACCESS

DB Name:

Username:

Password:

**LAUNCH DATABASE MANAGER**

#### APPLICATION CREDENTIALS

You can create and use Application credentials for SFTP or SSH access to this Application. [More Details](#)

Public IP:

Username:

Password: [SSH KEYS](#)

Fig2.23.FTP dashboard

Next, create a new connection on the FTP client, and plug in the credentials.

FTP (File Transfer Protocol)

Server:  Port: 

21

URL: [ftp://](#)

Username: 

Username

Password: 

Password

☐ Anonymous Login

SSH Private Key: 

None

☒ Add to Keychain

[?](#) [Cancel](#) [Connect](#)

Fig2.24.FTP connection

Once the connection has been established, you can view the Word Press files and folders on the server.

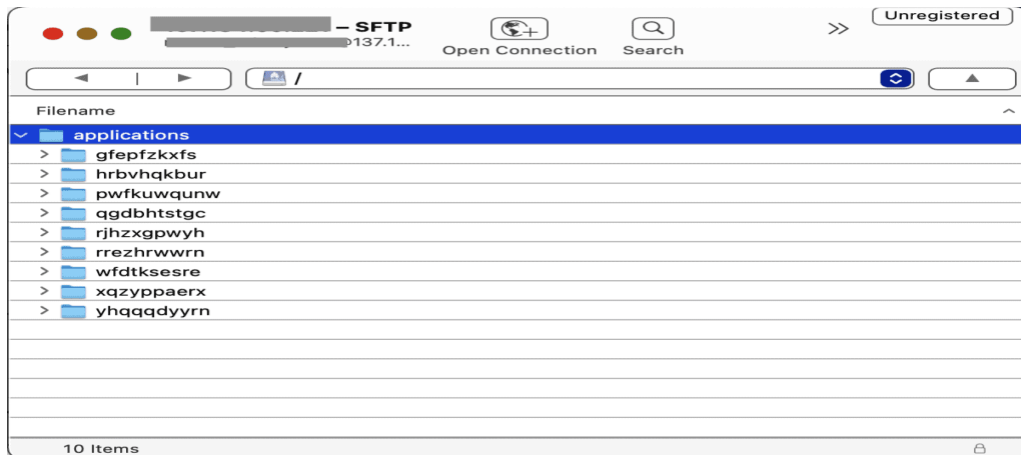


Fig2.25.Word press file and folder

If your web host doesn't have cPanel access, they may not use phpMyAdmin either. However, most web hosts do provide a link to the website database from the dashboard.

In this example, Cloudways has a button to Launch Database Manager from the website dashboard. Cloudways uses Adminer instead of phpMyAdmin.

On the other hand, Dreamhost does, and you can find a Manage link on the website panel.

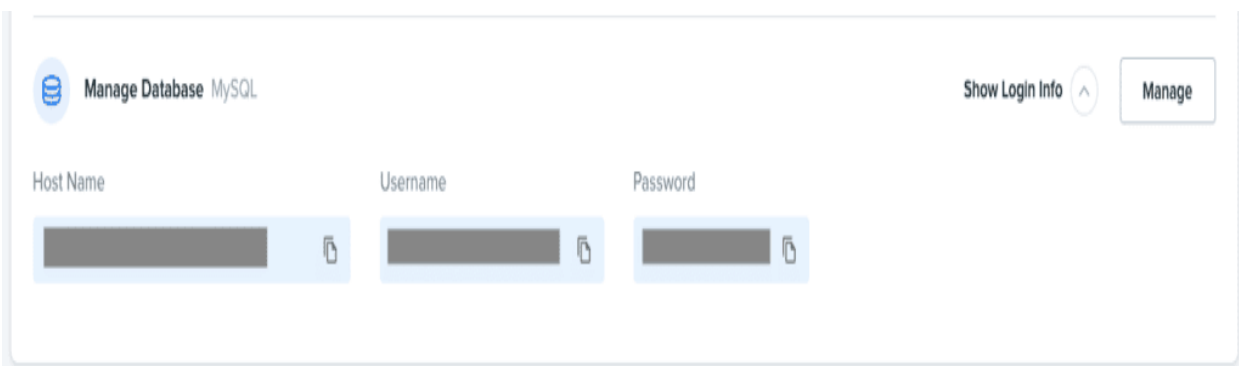
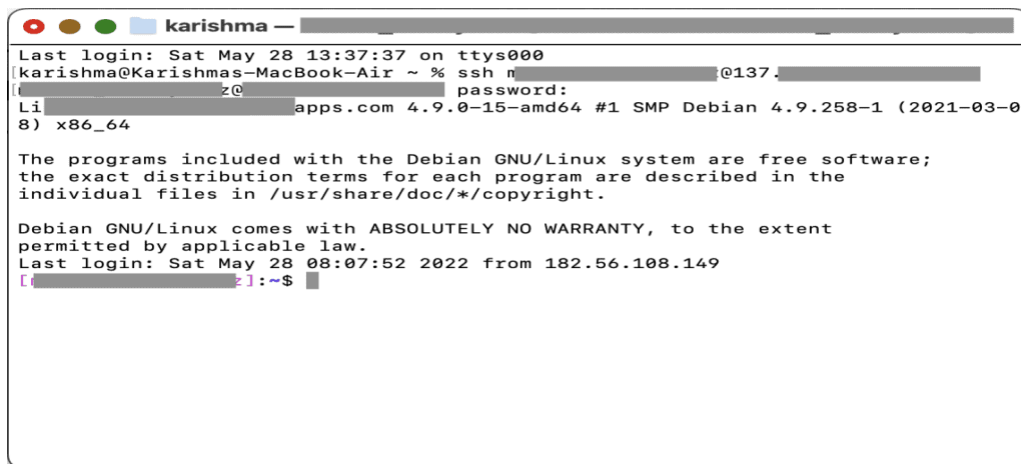


Fig 2.26.Mange link on the website panel

- SSH

Short for ‘secure shell’, SSH is a way to connect securely to a remote computer over potentially insecure networks. In the case of Word Press, you can use it to access files on your site server from anywhere else.

Similar to FTP again, you will need credentials to log in: server address, username, and password. You may or may not need the port number. To connect to your server with SSH, type in `ssh username@serveraddress`. You will be prompted for a password, and once that is in, you will be able to interact with your site files.



```
karishma —
Last login: Sat May 28 13:37:37 on ttys000
karishma@Karishmas-MacBook-Air ~ % ssh n[REDACTED]@137.[REDACTED]
[REDACTED]@[REDACTED]: password:
li[REDACTED]@[REDACTED] apps.com 4.9.0-15-amd64 #1 SMP Debian 4.9.258-1 (2021-03-08) x86_64

The programs included with the Debian GNU/Linux system are free software;
the exact distribution terms for each program are described in the
individual files in /usr/share/doc/*/copyright.

Debian GNU/Linux comes with ABSOLUTELY NO WARRANTY, to the extent
permitted by applicable law.
Last login: Sat May 28 08:07:52 2022 from 182.56.108.149
[REDACTED]:~$
```

Fig 2.27.SSH

With SSH, you need to have some familiarity with the command-line interface or be prepared to look through a ton of documentation. This [list of commands](#) can help you get started, although it is not comprehensive.



```
[REDACTED]:~$ cd ./applications/rrezhrwrn/public_html/
[REDACTED]:public_html$ ls
[REDACTED]:public_html$
```

Fig 2.28.List of commands

Note: Using the command-line interface, you can also leverage WP-CLI commands. WP-CLI is a tool to interact specifically with Word Press site files and its database, and thus has commands that are specific to Word Press.

- Plugins

If you want to avoid cPanel and FTP altogether, you can also install a plugin to view and interact with Word Press files and folders.

We tried out WP File Manager, and it was a breeze to use. Find the plugin from the plugins directory, install it, and you're done.

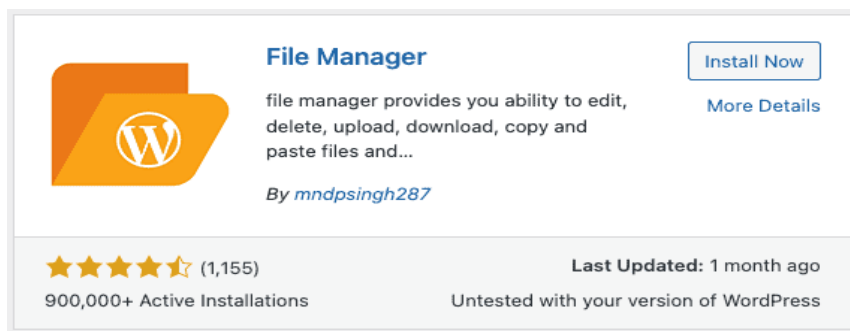


Fig2.29.File manger

The dashboard clearly shows all the files of your site, right from wp-admin.

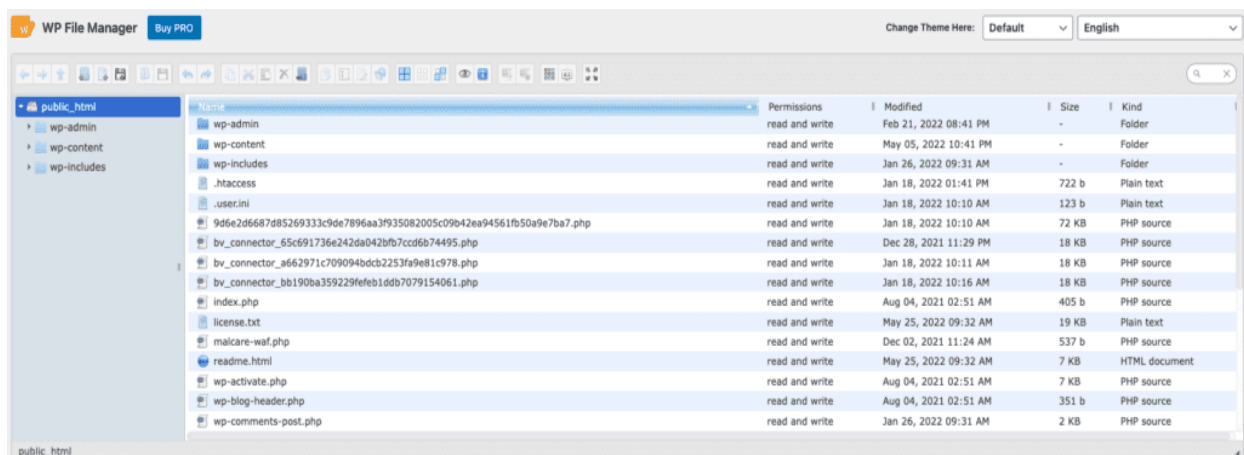


Fig 2.30.Files of the site

One word of caution here is that searching for ‘file manager’ plugins also lists results for media library file managers. Those plugins serve an entirely different purpose.

Similarly, you can install a plugin to view the site database as well.

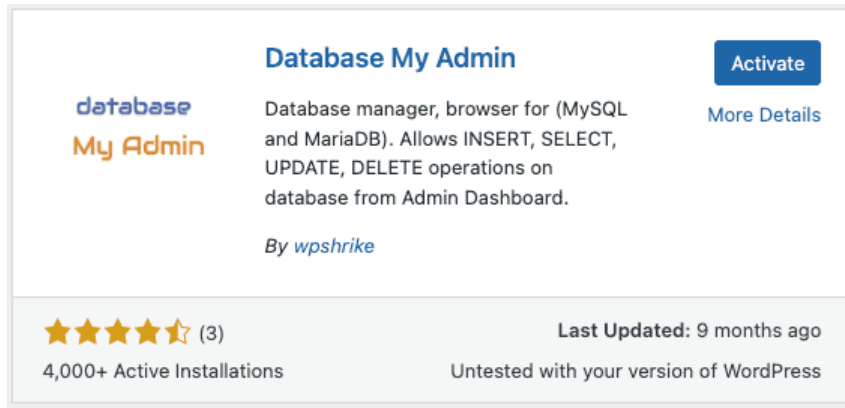


Fig2.31.Database admin

We tried Database Admin and saw that we could select our site database without logging in.

The interface is very basic though, and it helps to have a little understanding of SQL to navigate more effectively.

We also tried WP Adminer as an alternative.

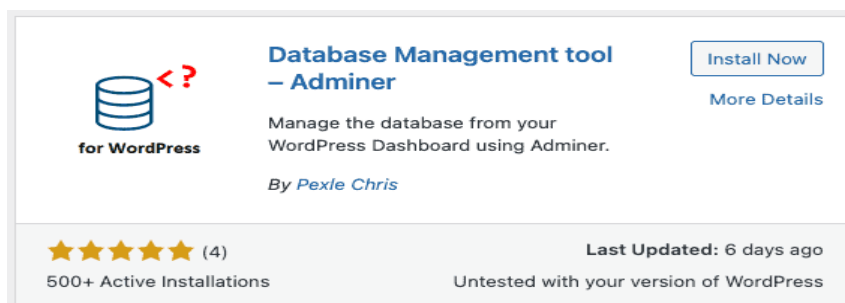


Fig 2.32.database management tool

It was very similar to accessing the database directly. The plugin appears as a shortcut in the Tools menu.

## Lap test 2

Task 1.Creating and saving a directory in your word press

Task 2.Navigate and operate on word press features in details on the following

Task 3.Set the development environment more convenient to use

Task4.Work on maintaining word press problem

Task5.Perform basic operation in changing directory structure of your word press

### Unit Three: Add content to web pages

This learning guide is developed to provide you the necessary information regarding the following content coverage and topics:

- Inserting and formatting text content
- Inserting images, data tables and simple forms in a web page
- Accessing markup language code and making basic modifications to the code

This guide will also assist you to attain the learning outcomes stated in the cover page.

Specifically, upon completion of this learning guide, you will be able to:

- Insert and format text content
- Insert images, data tables and simple forms in a web page
- Access and make basic modifications on markup language code

## Unit three: Add content to webpage

### 3.1. Inserting and formatting text content

One of the best things about Word Press is how easy it is to add and edit your content. You can simply paste you text in from a Word file or type straight into Word Press and with the range of formatting tools built in there's no coding needed (unless you want to, of course) to style it.

- Adding Text

Let's take a look at the standard Word Press content editor. You'll see there are two tabs – the Visual Editor and Text Editor. Most people automatically use the Visual Editor but the Text Editor is really handy. You can use it to view, add and edit HTML or Shortcodes.

- Formatting Text

The way you format text in Word Press is actually very similar to doing it in Word. Using the Visual Editor, you just highlight the piece of text you want to style, then with the click of a button you can make it bold or italic, turn it into a bulleted or numbered list, centre it, or turn it into a link.

- Headings

To create headings don't just make your text bold. Instead, use the pre-defined heading styles given by your theme.

This will give you the best looking results, and it's also better for the SEO and accessibility of your site because your text will be given an HTML tag to show that it's a heading rather than normal paragraph text.

There are 6 sizes of heading tags available – H1 to H6. H1 headings are usually the biggest sized text on the page and so are usually reserved for the page title or main heading of the page. There's usually only one H1 heading on a page.

- Special Characters

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Sometimes you need a special character that isn't on your computer's keyboard. For example if you're using words from another language, or for symbols, such as the copyright sign ©.

- Distraction-free Writing

When you're creating or editing pages and posts, there are many other elements on the screen besides the content editor. If you find the screen way too busy, you can click the 'Distraction-free writing mode' button. This will remove unnecessary elements from the screen so you can focus on your writing.

Step One – Getting There

. *In the image*

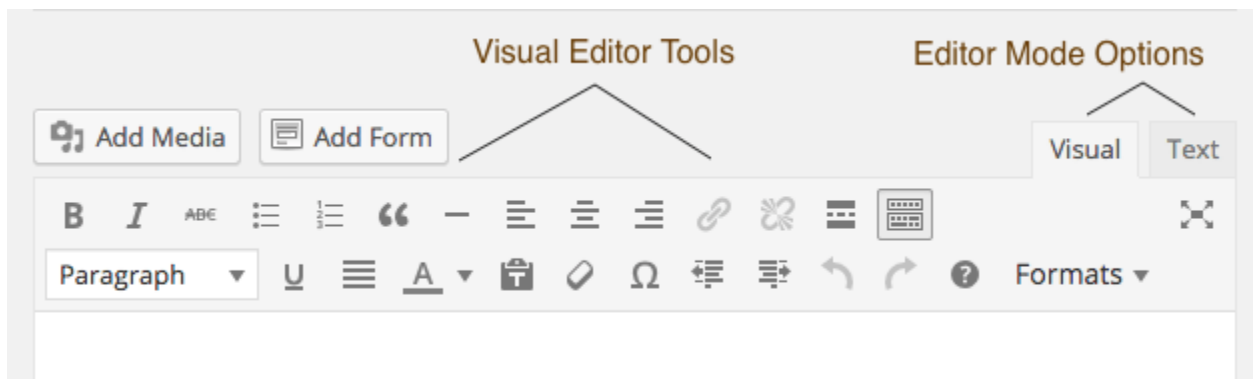
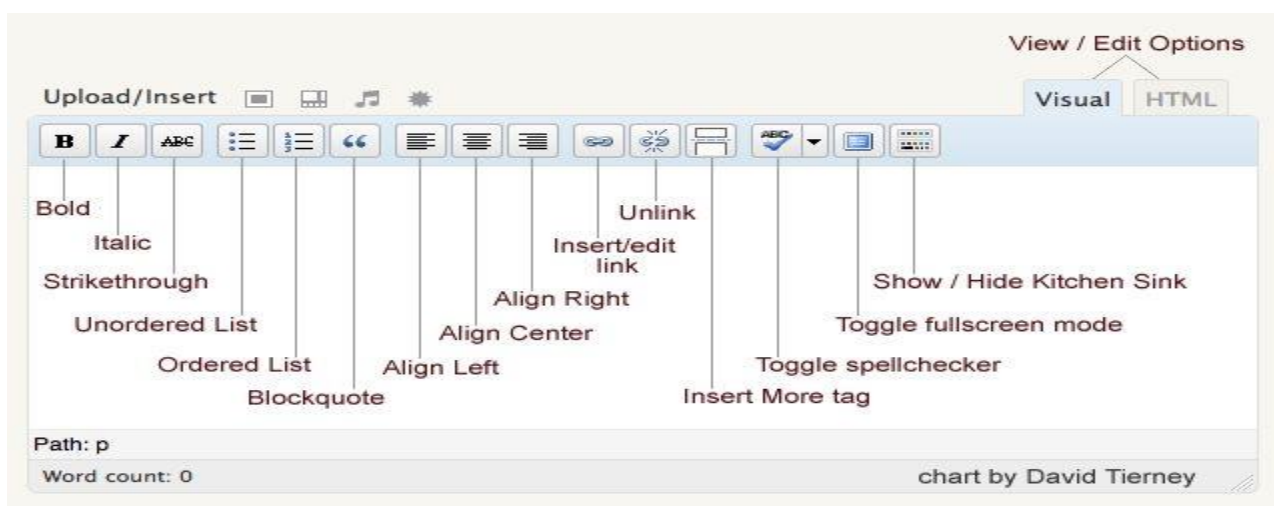


Fig 3.1. Formatting toolbar



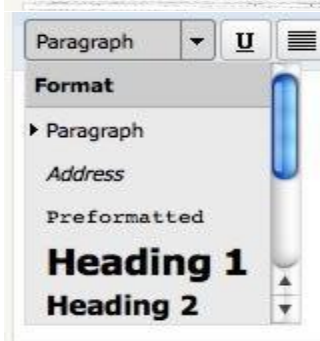


Fig3.2.Formatting toolbar with their name

### Editing Tips

- **Single Spacing** – When you use the carriage return (Return or Enter key), generally the formatting of your website will create spacing to exist between your paragraphs. But what if you want to have several rows of text under each other without the spacing, such as with an address.
- **Advanced Editor** – Word Press comes with a good base of content editing tools built in, but if you want to expand that, you can install and customize your admin panel with the TinyMCE Advanced plugin. (On the left side of your admin panel at the main navigation bar, there is an option for “Plugins” where you can add them. Once this plugin is installed, you would then look under the “Settings” tab for a link to a page to customize it for you.)
- **Use the Indent Tool.** It is a great tool for formatting by separating out sections of content with ease.
- **Nested Bullet Lists** – If you want to create a nested bullet list, such as an outline with 1, 2, 3.1, 3.2, 3.3, 4, 5, etc. You would first

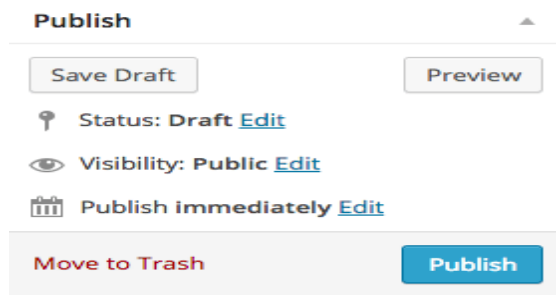


Fig3.3.Publish Options

- **Save Draft** – Once you create a post or page, it will not automatically display on your website, until you use the Publish button for that specific post or page. If you want to simply save your work, either for continued editing or to publish on a later date, then you can use the Save Draft button.
- **Preview** – Preview is not a saving option, just an option displayed under the Publish box along with the others.
- **Publish** – When you hit the Publish button, your article is “published” to your website. That is, it will now show up on your website. Until you use the Publish button, it will still be in a draft mode.
- **Move to Trash** – You can delete your post or page from this screen using the Move to Trash button.
- **Status, Visibility, Publish immediately** – These are further options that allow you to change the status of your article (Draft, Pending Review, Published); specify who can view your article (Publish, Password Protected or Private); and specify a specific date and time to publish your article rather than have it publish immediately once hitting the Publish button.

If your article **has already been published**, then the following changes will appear:

- There will no longer be a “Save Draft” option;
- The “Preview” button will change to a “Preview Changes” button;
- The Publish button will change to an “Update” button.

That’s it.

**Note: Highlight:** Maintain consistent type and text formatting.

Consistent text formatting and type treatment is a principal factor in great documentation and design. The intuitive use of text formatting, color combinations, alignment, spacing, and punctuation enables simplicity and improves readability for the reader.

- **Text highlighting**

Text can be highlighted to distinguish itself from other text using the following text-formatting conventions:

- **Bold**

Use bold formatting, `<b>` in HTML or `**` in Markdown for UI elements and at the beginning of notices.

Although a double underscore (`__`) can be used for bold formatting in Markdown, it can be difficult to distinguish in a text editor. Preferably, use double asterisks (`**`) for bold formatting in Markdown.

- **Italic**

Use italic formatting, `<i>` in HTML or `_` in Markdown, when drawing attention to a specific word or phrase, such as when defining or introducing key terms or using words as words. You can also use a single asterisk (`*`) for italic formatting in Markdown.

- **Underline**

Do not underline.

- **Strikethrough**

Do not use strikethrough.

- **Codetext**

Use `<code>` in HTML or ``` in Markdown to apply a monospace font and other styling to code in text, inline code, and user input.

- Use `<pre>` in HTML or ````` in Markdown for code examples or other blocks of code.

Do not override or modify font styles inline.

- **Quotationmarks**

Use quotation marks in the American (US) English style.

- **Capitalization**

Use standard American (US) English capitalization rules. Use sentence-case capitalization in headings, titles, and other content.

- **Font**

Don't override global styles for font type, size, or color.

## Using type

Clear, legible, as well as aesthetically pleasing typography is one of the primary features in visually appealing content.

Formatting common text elements

## 3.2.Inserting images, data tables and simple forms in a web page

### Spaces between sentences

Leave only one space between sentences; that is, leave only one space between the sentence-ending punctuation and the first character of the next sentence.

- **Adding Images to Posts or Pages in the Classic Editor**

Use this guide to learn how to add images to your site from your computer, another website, or your Media Library using the classic editor. If you are using the **block editor**,

- **How to Add Tables in Word Press Posts and Pages (No HTML Required)**

Do you want to add tables in Word Press posts and pages? Tables are a great way to display data in an understandable format.

- **Create simple form**

### How to Create a Contact Form in Word Press (Step by Step)

Every website needs a contact form, so visitors can easily contact you about your products and services. By default, Word Press does not come with a built-in contact form, but there is an easy way to add contact forms to your site.

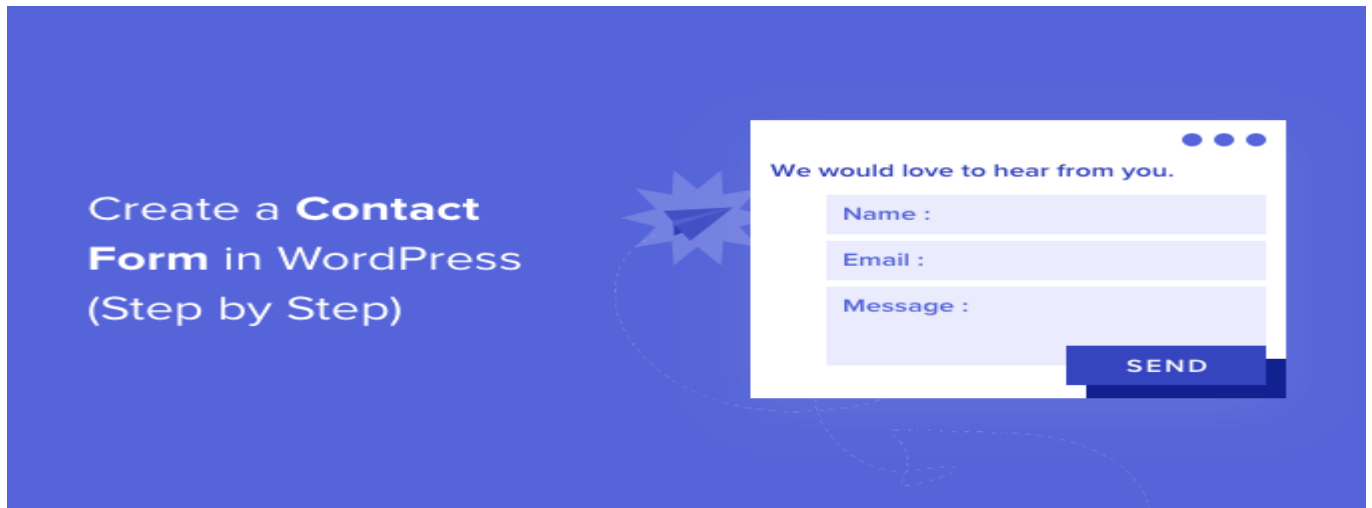


Fig3.4.Simple contact form

### 3.3.Accessing markup language code and making basic modifications to the code

#### How You Can Edit Word Press Code:

To get more control on how your Word Press site looks and functions, you can edit your Word Press code to customize different areas:

- The new block editor and the classic editor allow your to edit HTML code for individual posts or pages.
- If you want to edit your Word Press theme's source code, use a child theme.
- Consider using a plugin to manage code snippets that you add to the <head> or functions.php file of your theme.

- If you just want to add custom CSS, you can use the Additional CSS area in the Word Press Customizer or a plugin like “Simple CSS”.

### How to Edit Word Press HTML for Individual Posts/Pages

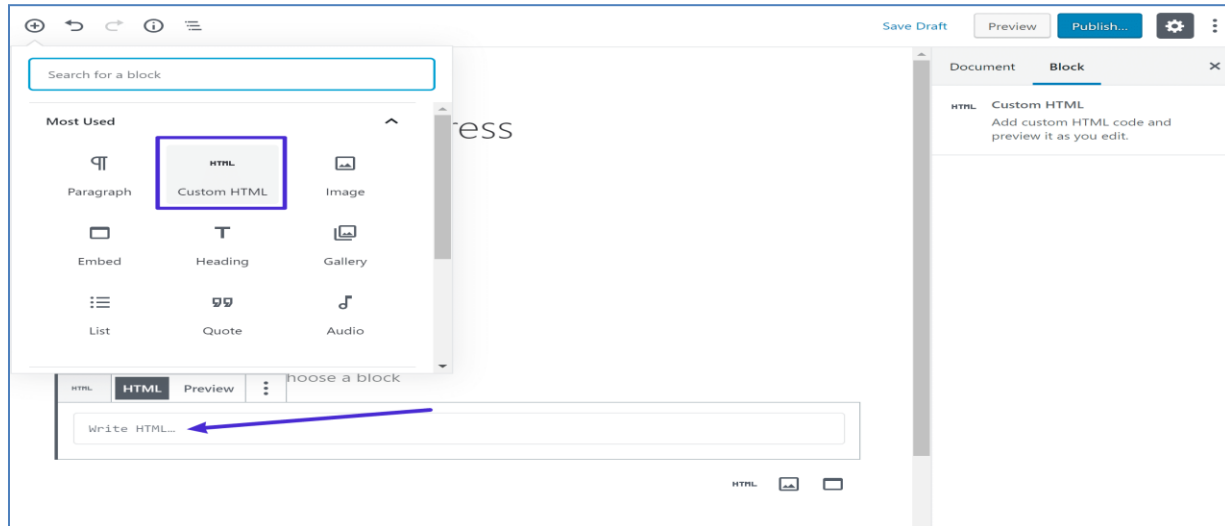


Fig3.5.Custom HTML

### Gutenberg Custom HTML block

However, there also might come a time where you need to directly edit the HTML of a different block. For example, if you want to add a nofollow tag to a link in the block editor, you’ll need to edit the HTML of that block.

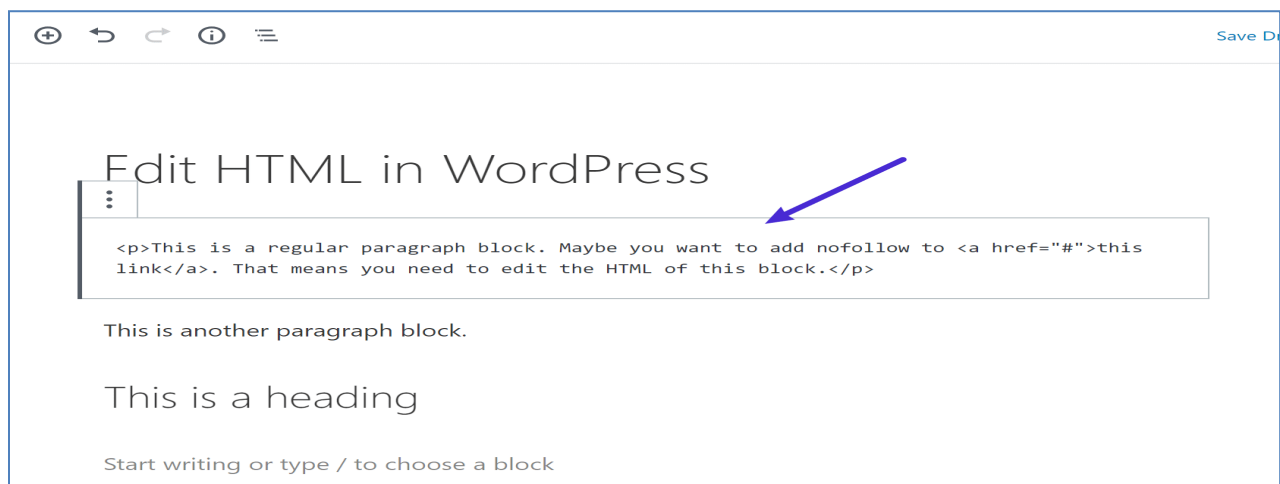


Fig.3.6.Edit HTML

### How to Edit the Source Code in Your Word Press Theme

In recent releases, Word Press has made it a lot harder for you to accidentally do this, but editing the source code of your site is always going to open the door to issues, so you want to make sure you do it safely.

#### Use the In-Dashboard Word Press Code Editor

- If you're planning to edit your theme's code directly, we highly recommend that you make a backup of your site before doing so (either your entire site, or the file you're editing).
- Once you've done that, you can access the in-dashboard theme code editor by going to **Appearance** → **Theme Editor**. Here, Word Press will first give you a warning similar to what you learned above:
  - The warning before accessing the in-dashboard code editor
  - Then, you'll be able to use the sidebar on the right to navigate between different theme files and the code editor itself to make your actual edits:
  - The in-dashboard Word Press code editor

#### Use SFTP to Edit Code in Word Press

As an alternative to the in-dashboard code editor, you can also edit theme files via SFTP. There are two benefits to this approach:

- You can use your preferred code editor.
- If you accidentally break something, you can fix the issue right away. In contrast, if you edit code via your Word Press dashboard, there's always a chance that you could break something that locks you out of your Word Press dashboard, which means you'd need to connect via SFTP to fix the issue (though again – this is less likely thanks to recent changes).

Here's how to connect to your site via FTP.

Once you've done that, navigate to your theme's folder – **.../wp-content/themes/child-theme-name**. Find the file that you want to edit and right-click on it. Most FTP programs will give you an option to edit the file, and will automatically re-upload the file once you make your changes.

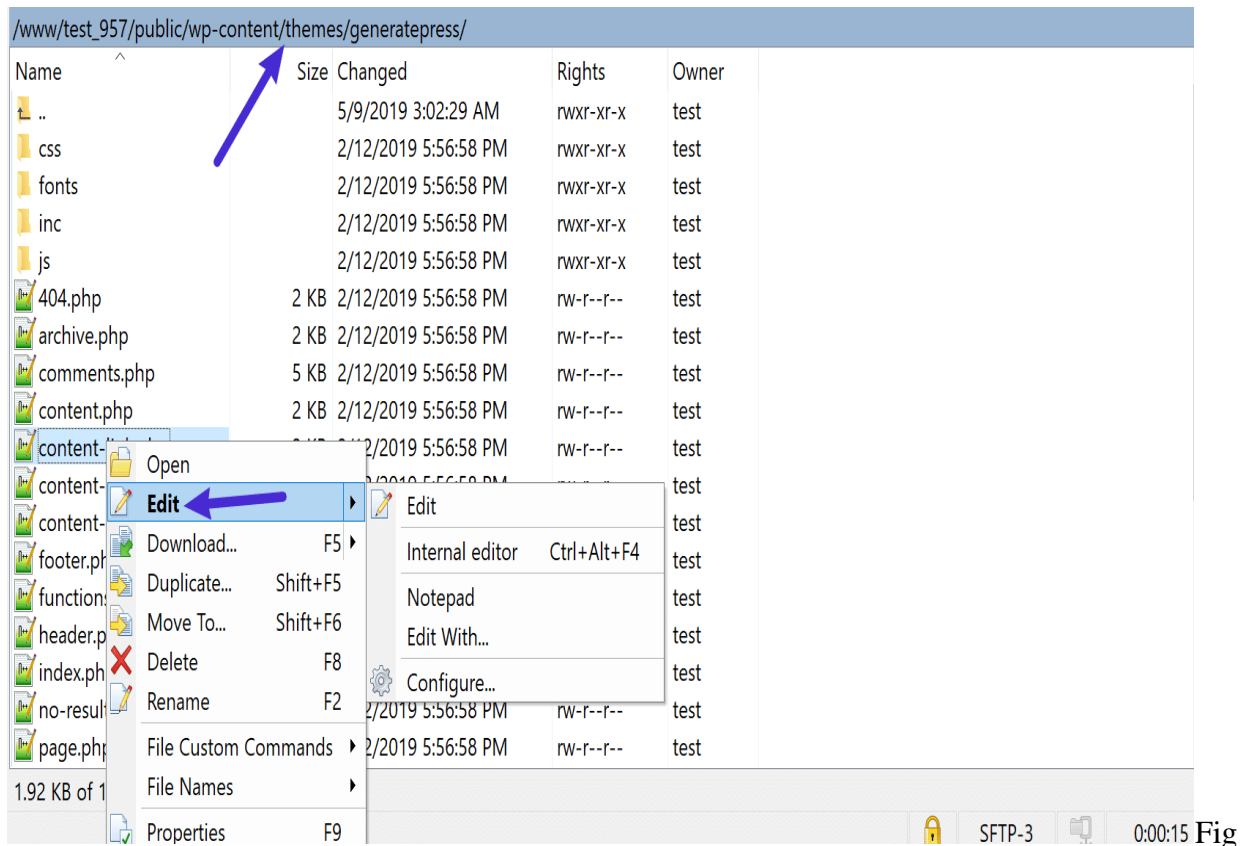


Fig 3.7.How to edit Word Press HTML via SFTP

### How to Add Custom CSS to Word Press

- If you only want to add custom CSS to Word Press, rather than editing Word Press' HTML or PHP code, you don't need to use the in-dashboard code editor or SFTP methods.
- Instead, you can use the Word Press Customizer. Beyond being a simpler option, another benefit of going with this approach is that you'll be able to preview your changes in real-time.
- To get started, go to **Appearance** → **Customize** in your Word Press dashboard:
- **How to access Word Press Customizer**
- Then, look for the **Additional CSS** option in the Word Press Customizer:
- Where to find the Additional CSS option in Word Press Customizer
- That will open a code editor where you can add your desired CSS. As you add CSS, the live preview of your site will automatically update according to those changes:

- How to edit CSS in Word Press Customizer
- Another good option for adding CSS is the Simple CSS plugin from Tom Usborne. It gives you a similar option in the Word Press Customizer, and it also lets you add custom CSS to individual posts or pages via a meta box.
- Finally, if you want to add a ton of custom CSS – like hundreds or thousands of lines – another option is to create your own custom CSS stylesheet and use `wp_enqueue_scripts` to add it to your theme.

### Self check-3

#### I. Say True or False

1. Consistent text formatting and type treatment is a principal factor in great documentation and design.
2. Clear, legible, as well as aesthetically pleasing typography is one of the primary features in visually appealing content.
3. Every website needs a contact form, so visitors can easily contact you about your products and services
4. The new block editor and the classic editor allow your to edit HTML code for individual posts or pages

#### II. Give short short answer

1. Write the text-formatting conventions that a text can be highlighted to distinguish itself from other text

### Operation sheet 3.1. Insert Text,Image,Table,Form And Html Within Your Word Press Posts Or Pages

- Operation title: Inserting Text,Image And Table within Your Word Press Posts or Pages
- Purpose: To Insert Text,Image,Table,Form And Html Within Your Word Press Posts Or Pages
- **Instruction:** Use each steps below properly :
- **Tools and requirement:**
  7. Computer,
  8. Wordpress software,
- **Steps in doing the task**

To edit texts within Word Press posts, click on **Posts** in your Word Press dashboard. Next, click on the title of the post you want to edit – this will take you to the text editor.

Click within the editor at the point you want to add text and a cursor would appear. You can now type in, or paste your text.

To **bold** or *italicize* text, select the text you want to work with and click **B** or *I* in the tool bar.

To align your text, select the text you want to align and use the left, center or right align button in the tool bar.

- Formatting Word Press Posts

In this tutorial, we'll be covering some of the basics of formatting your Word Press posts with the built-in Word Press post editor formatting options.

The majority of your formatting options can be found in the **Post Editor Toolbar**. If you've ever used a word processing software such as Microsoft Word, most of these icons should look familiar.

To get started formatting your Word Press posts, visit **Posts > Add New** or **Post > All Posts** and select the post you'd like to edit.

The formatting icons included in the Word Press post editor include:

- In the first row of the toolbar, we have options to **bold**, *italicize* or ~~strikethrough~~ text. To bold text, Just select the text you'd like to format and click the bold button. You'll see this text has been bolded.

- The next two icons are for **bulleted** and **numbered lists**. If you'd like to add a list to a post, just select the text, then click that icon.
- The **quotation mark icon** is the block quote feature. By default, this will add an indentation and italicized style to your selected text. (Note: your WordPress theme controls how block quotes are styled on the front end of your site.)
- Next are **alignment options**. You can choose to align left, center or align right.
- The next icon is the **insert more tag**. This will change how much text your blog page displays with a read more link.
- If you'd prefer to write your posts in **distraction free mode**, click this icon. This will take you to full-screen writing mode similar to using a Word processing software. To exit out of this mode, we'll click "exit fullscreen."
- If we click the **Show/hide the kitchen sink**, another line of formatting options will be revealed. Here you add **heading styles** to your text, **underline text** or set a **full alignment**.
- If you decide you'd like to change the color of you selected text, just use this icon to select the color.
- The next two icons are for **pasting text** — either as **plain text** or from **Microsoft Word**.

If you ever get stuck using your formatting icons, you can simply hover over the icon to see the name and function.

## **Word Press Editor » Add Content Using Blocks**

A block is a single piece of content in the Word Press Editor. Think of them as the literal building blocks of your website. You can add blocks for text, images, video, audio, columns, spaces, page breaks, payment buttons, calendars, and much more! This guide will teach you how to get started with adding blocks.

### **How to Add a Block**

You can add a block anywhere you see the + button (called the **Block Inserter**). This will appear in several places:

1. Click the + **Block Inserter** at the top left corner of the editor. This option is great for previewing different block styles:

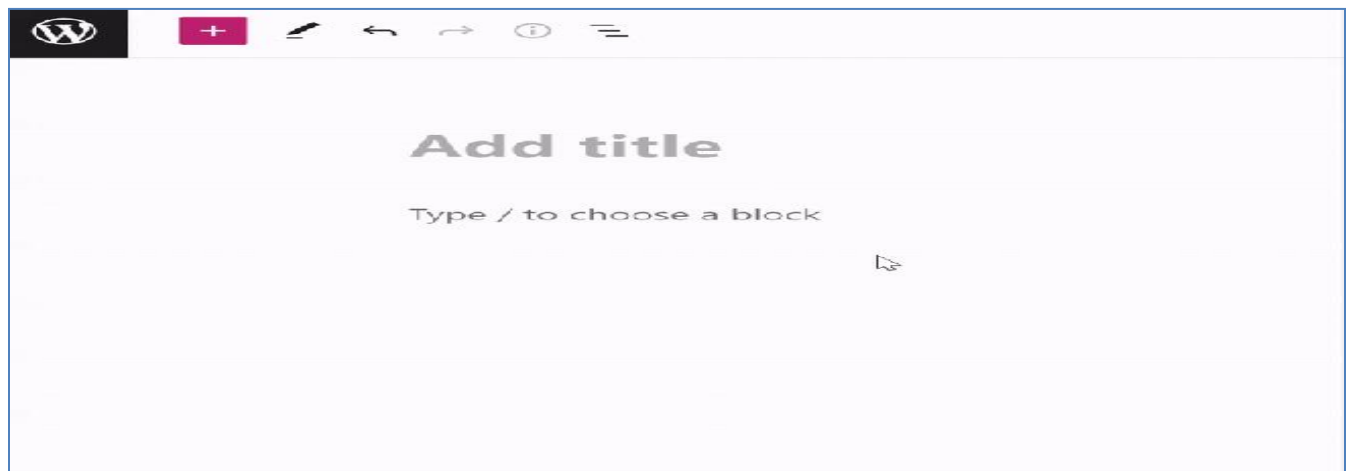


Fig.3.8.Add text

2. Click the + **Block Inserter** at the side of an empty block:
  
3. Press the Enter/Return key on your keyboard to create a new line below it, and click the + **Block Inserter**:

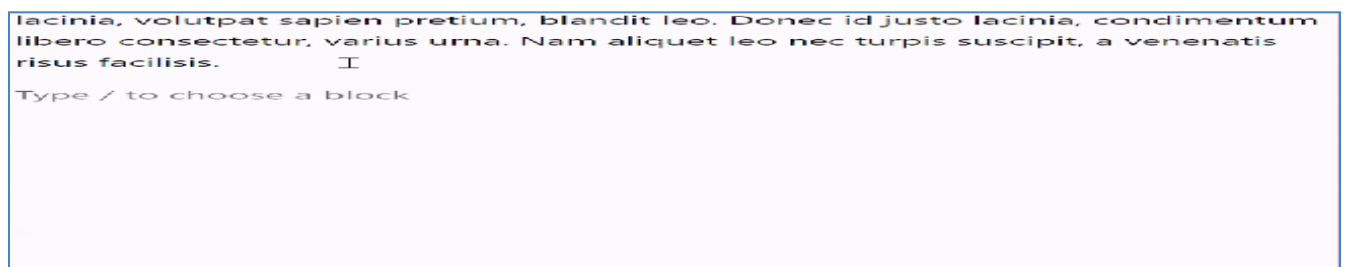


Fig3.9.Block insereter

4. In the toolbar that appears above a block you have clicked on, select the ... (three dots) and choose *Insert before* or *Insert after* to insert a new block above or below the current block:

/image|

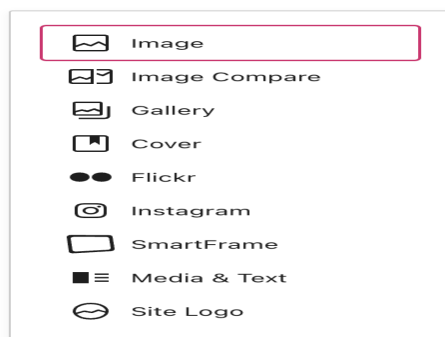
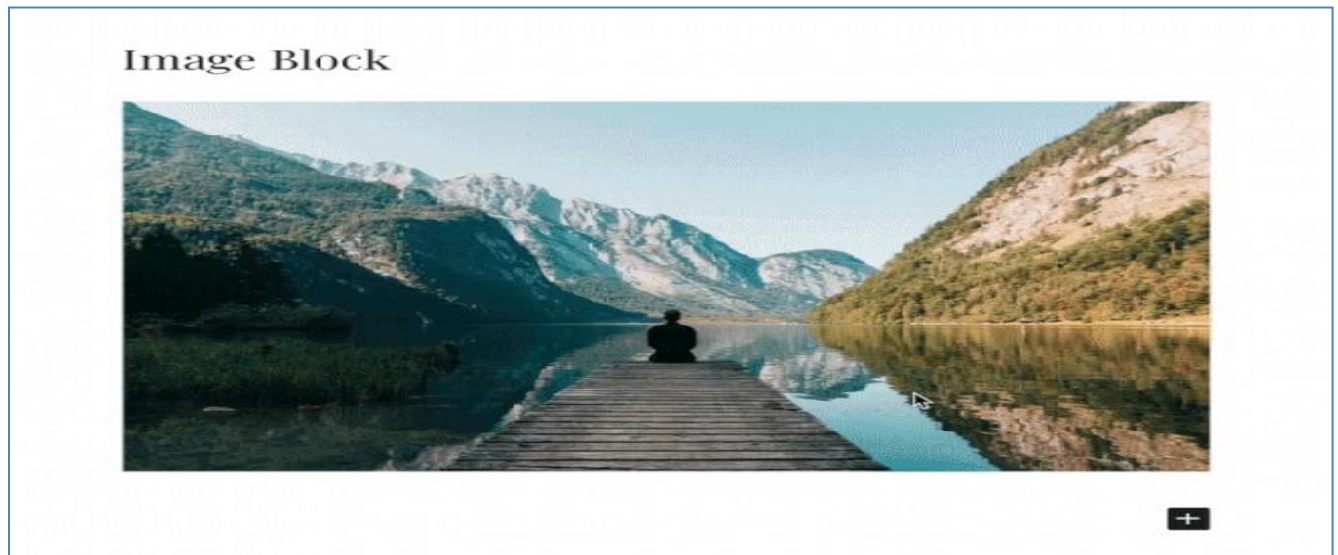


Fig3.10.Inserting image

## How to Remove a Block

To remove a block, click on it and a toolbar will appear immediately above it. Click on the ... (three dots) in the toolbar and select **Remove**:



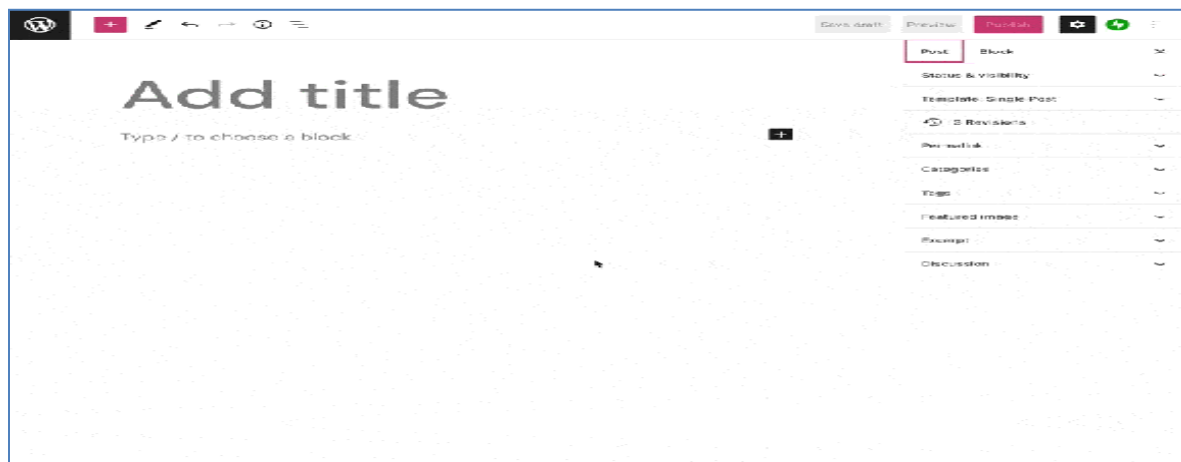
**Fig3.11.Remove a block**

- **Exploring Blocks**

There's a block for every possible element you might want to add to your site. To browse the full list of blocks, click the + **Block Inserter** in the upper left corner of the editor.

Here, you will see all the blocks divided into categories. When you hover over a block, it will show you a preview with more information.

Here is also where you can access block patterns (predefined groups of blocks) and reusable blocks.



**Fig 3.12.Adding blocks and block patterns from the Block Inserter.**

- **Choose the Right Block**

### See Your Most Used Blocks

If you find yourself adding the same few blocks all the time, you can surface your most-used blocks at the top of the list of blocks using the following steps:

1. Click the ellipses icon (the three dots) at the top right corner of the editor screen.
2. Choose *Preferences* → *Blocks*.
3. Toggle on *Show most used blocks*.

This makes it easier for you to choose from the most used blocks on your site.

- **Blocks » Media & Text Block**

Use the **Media & Text block** to place an image or video side-by-side with text.

Add the Media & Text Block

To add the **Media & Text block**, click on the + **Block Inserter** icon and search for “media”. Click it to add the block to the post or page.

Using your keyboard, you can also type /media on a new line and press enter to quickly add a new **Media & Text block**.

Adding a **Media & Text block** with the slash inserter.

### Add Content to the Block

When you first add the **Media & Text block** into your post or page, it will look like this:



Fig3.13.Media and text

You can add your media and text content by clicking into each of the corresponding numbered sections as explained below.

1. **Upload:** Click to upload a new image or video from your computer into the **Media & Text block**.
2. **Select Media:** Click to choose from previously uploaded images or videos in your *Media Library*, or choose from [Google Photos](#), the [Pexels Free Photo library](#), or [Openverse](#).
3. **Content:** Click and type to add your text content into this area. This will automatically add your content into a [Paragraph block](#). You can also type / to choose [any other block](#) you'd prefer to use in this section, not limited to text only.

- **Block Toolbar**

When you click on the block, a toolbar of options will appear above it:



The **Media & Text block** has the following options in its toolbar:

- Change the block type.
- Drag the block.
- Move the block up or down.
- Change the block's horizontal alignment or width.
- Change the block's vertical alignment.
- Show media on the left.
- Show media on the right.
- [Add a link](#) to the media item in the block.
- Replace the media item in the block.
- [More options](#).

## Block Settings

When you click on the block, you will find additional block settings in the right sidebar. If you do not see the sidebar, you may need to click on the (gear/ cog) icon in the top right corner to bring up the settings.

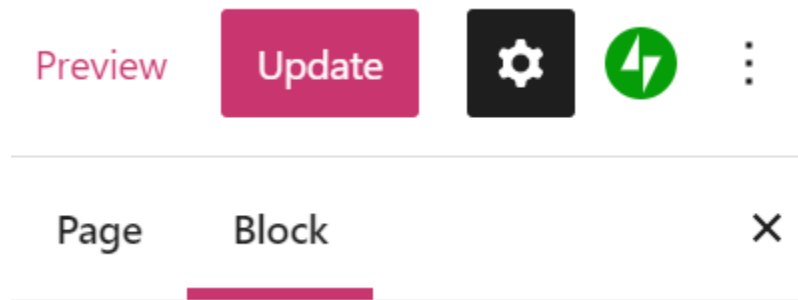


Fig3.14. Click on the icon to open the block settings

- **Stack on mobile**

Use this option to stack the media and text on top of each other for mobile devices.

If the media and text in your block were to stay side-by-side on mobile, they may be too small to view on narrow screens. By enabling **Stack on mobile**, the content on the left will show on top of the content on the right. This provides a better experience for mobile visitors.

- **Crop image to fill entire column\***

If your image does not fit the entire width and height of its half of the column, you can turn on this option to automatically crop the image so that it fills the entire column.

Once this option is toggled on, a colored circle will appear on top of the image in the right sidebar. This is called the **Focal point picker**. You can click and drag it to select which section of the image you'd like to have centered after cropping.

- **Alt text (alternative text)\***

Add alt text to the image to describe what it's about. It is useful for both accessibility (screen readers, for example) and Search Engine Optimization.

### **Image size\***

The drop-down lets you choose which image size to load in the **Media & Text block**.

#### Media width

Click and drag this scale to increase or decrease the width of the media item in the block. This will automatically make the content/text side of the block bigger or smaller in relation to the media width.

## Color

- **Text:** Click to choose a color for the text inside the block.
- **Background:** Click to choose a color for the background of the entire **Media & Text block**.
- **Link:** Click to choose a color for the links within the text inside the block.

\* These options only show for images added to the **Media & Text block**. They will not show if you use a video in the media section of the block instead.

## How to Add Text on Top of an Image in Word Press (3 Methods)

A text overlay is a great way to provide some extra information about an image. It's also a quick and easy way to create banners, headers, and even online advertisements.



## Adding Text Over Images in Word Press

Images can make your Word Press website look more interesting and help to break up large paragraphs of text. However, sometimes your images may need more explanation. For example, you might add text on top of an image to explain what the image shows and why you've added it to your post.

### Method 1. How To Add Text on Top of an Image Using the Cover Block

One way to add text on top of an image in Word Press is by using the Cover block. You can use this block to show any image, and then type text over the image. This makes the Cover block perfect for creating hero images, headers, and banners.

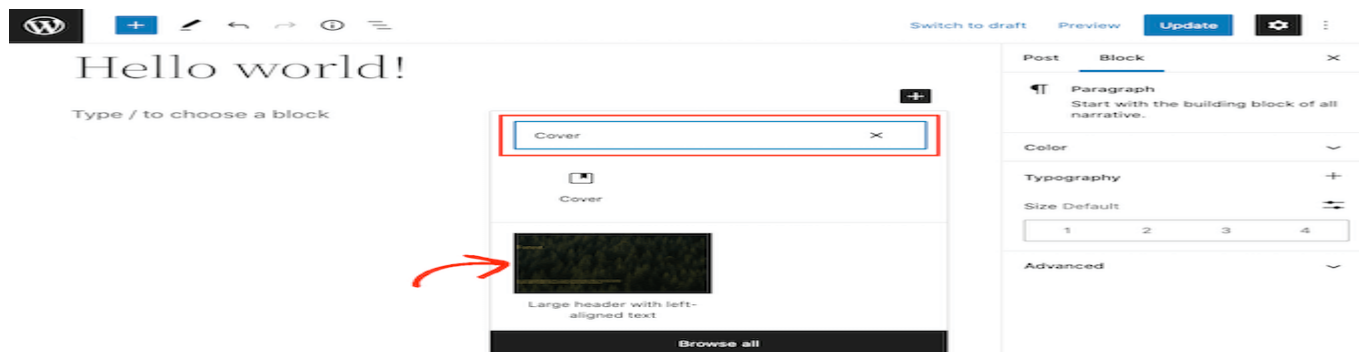


Fig3.15.Cover block

By default, the Cover block has a placeholder image and some placeholder text.

To replace the default image, simply click to select the image. Once you've done that, click on the 'Replace' button.

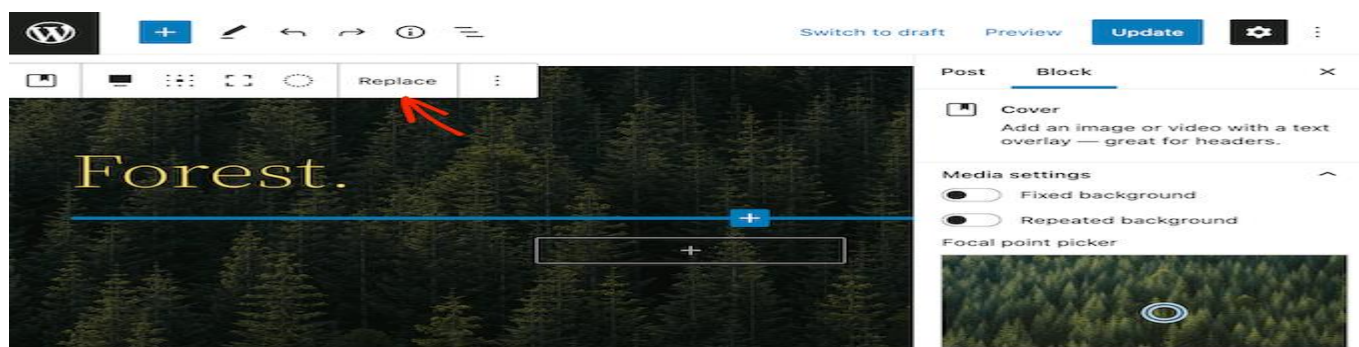


Fig 3.16.Select image

If you want to use an image that's already in your Word Press media library, then simply click on 'Open Media Library.' You can then choose an existing image.

If you want to upload a new image, then click on 'Upload' instead.

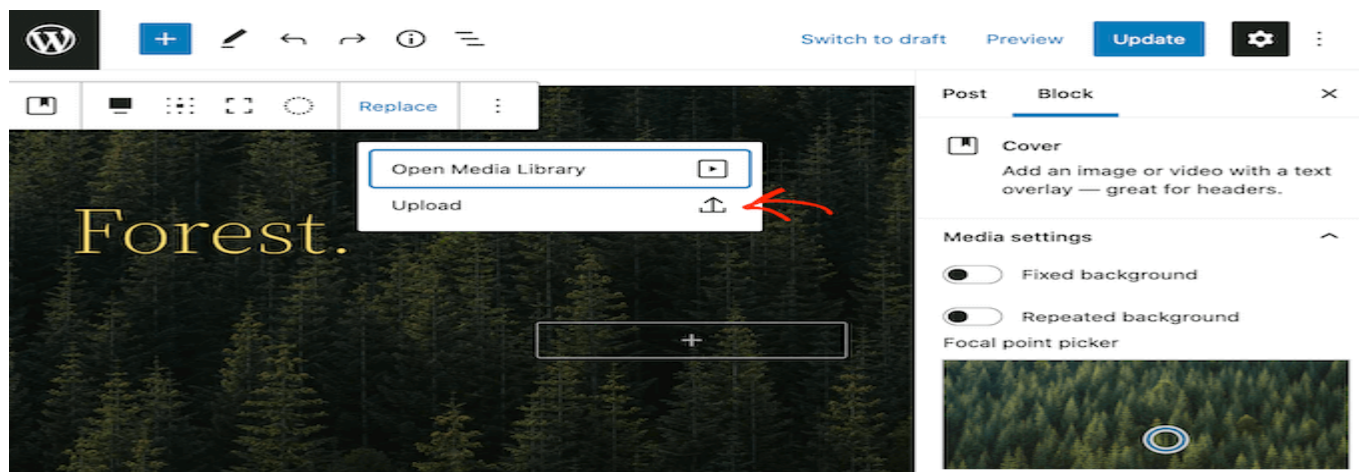


Fig3.17.Upload image

This opens a window where you can choose any file from your computer.

After you choose an image, you can use the block settings to create some interesting and eye-catching effects. For example, you can make the image fixed in place as the visitor scrolls the page, or add a color overlay to the image.

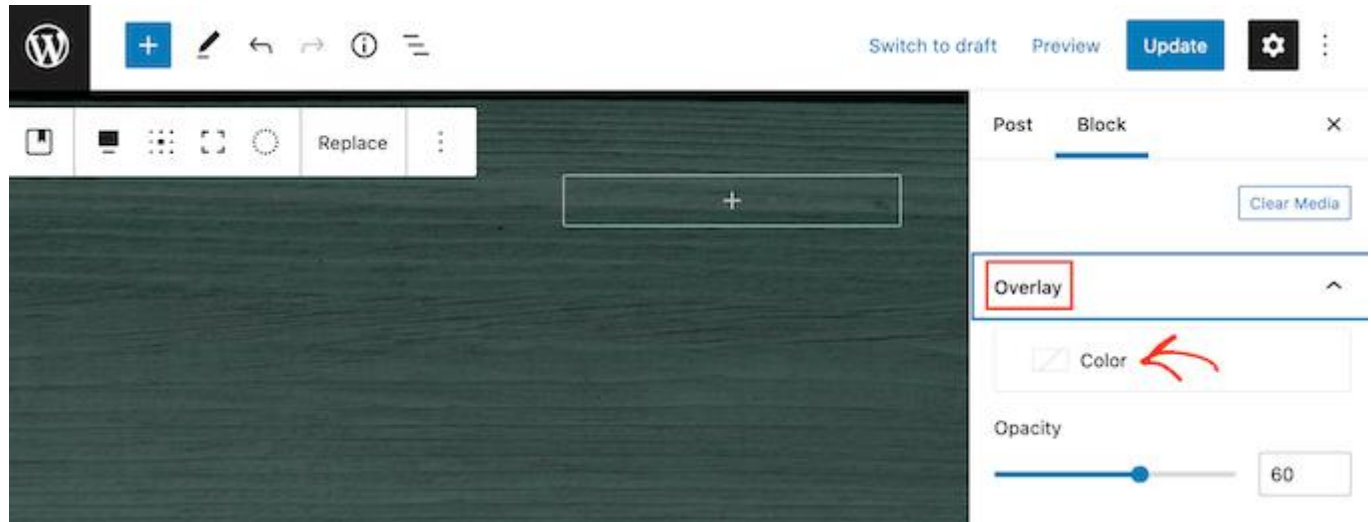


Fig3.18.Add a color

When you're happy with how the image looks, you're ready to add some text.

By default, the Cover block has a Heading and a Paragraph block where you can add text on top of the image.



Fig3.19.Heading

To add some text, simply click to select either the Heading or Paragraph block. Then, go ahead and type in the text that you want to use.

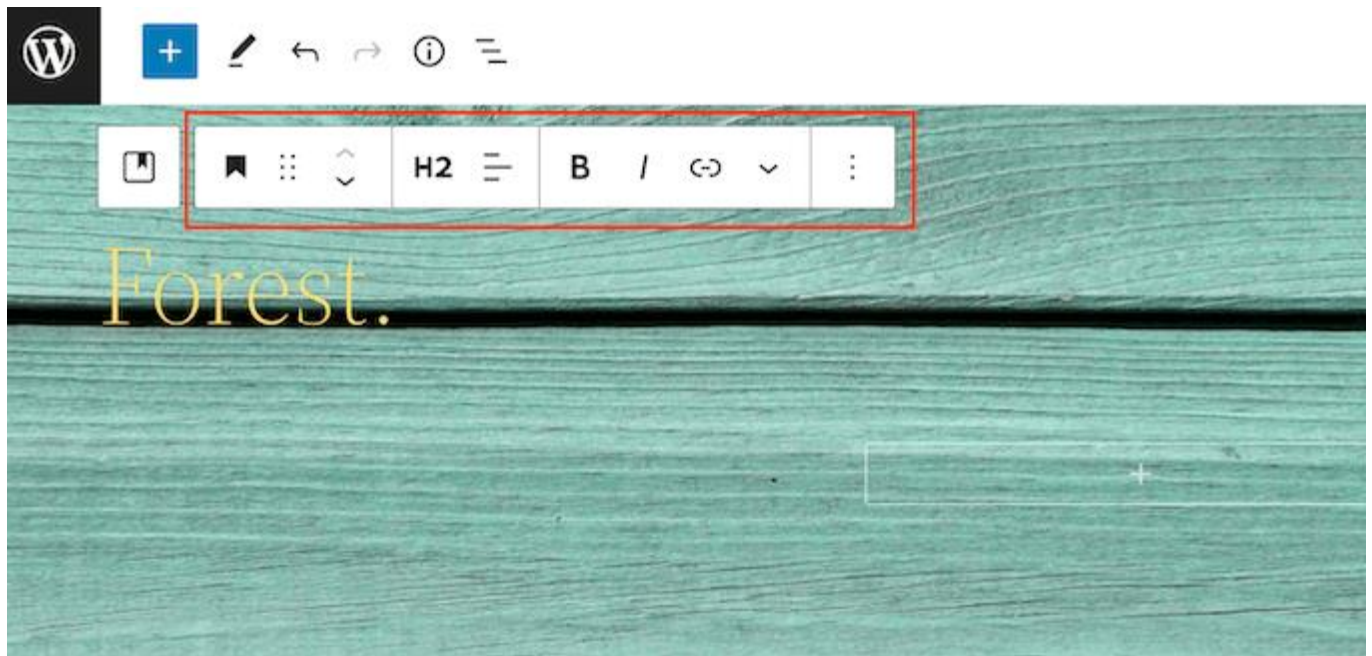


Fig3.20.type text

You can also help your text stand out by using a contrasting color.

To choose a different color, select the 'Block' tab in the right-hand menu. Then, go ahead and click on 'Color' to expand this section.

Once you've done that, click on 'Text.' This opens a popup where you can choose a new color for all the text in the block.

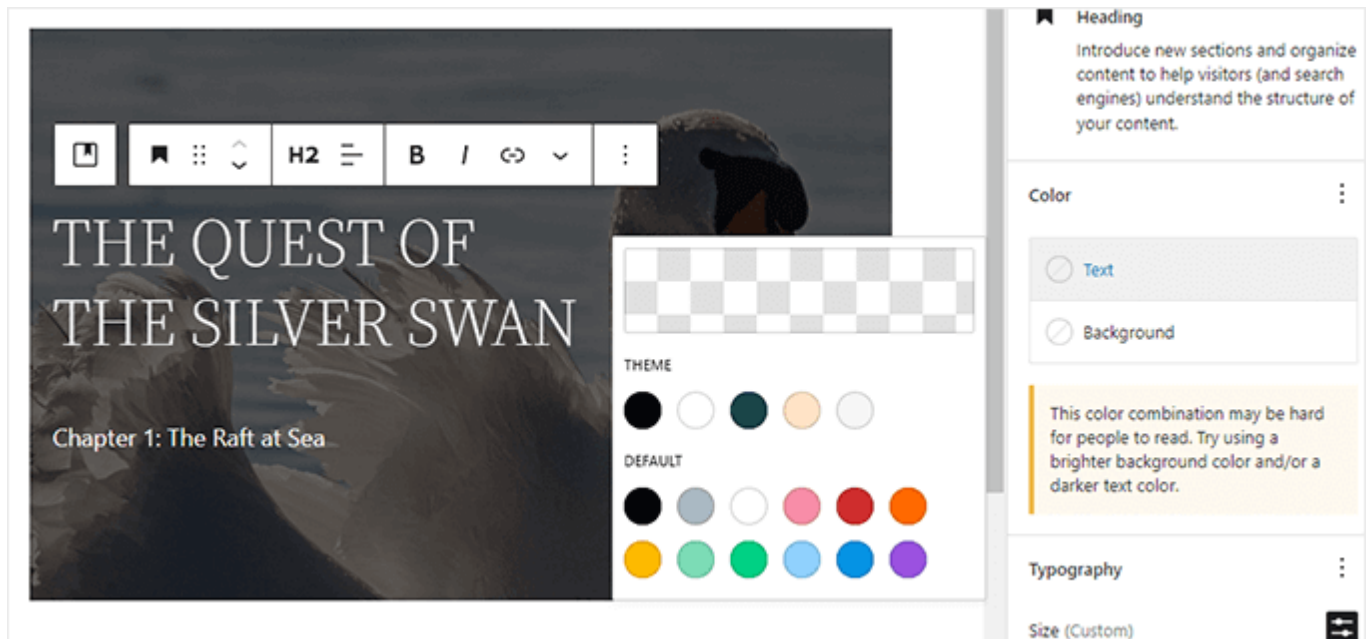


Fig3.21.Choosing color

Typically, larger text is easier to read.

To make your text bigger, go ahead and click on the field next to ‘Size’ and then type a larger number into this field.



Fig3.22.Text size

Once you’re happy with how your Cover block looks, you can publish or update your page as normal. Now if you visit your website you’ll see your text on top of the image.

## Adding images

### Insert an Image from your Computer

1. Place your cursor where you want your image to appear.
2. Drag your image from your computer to the editor.

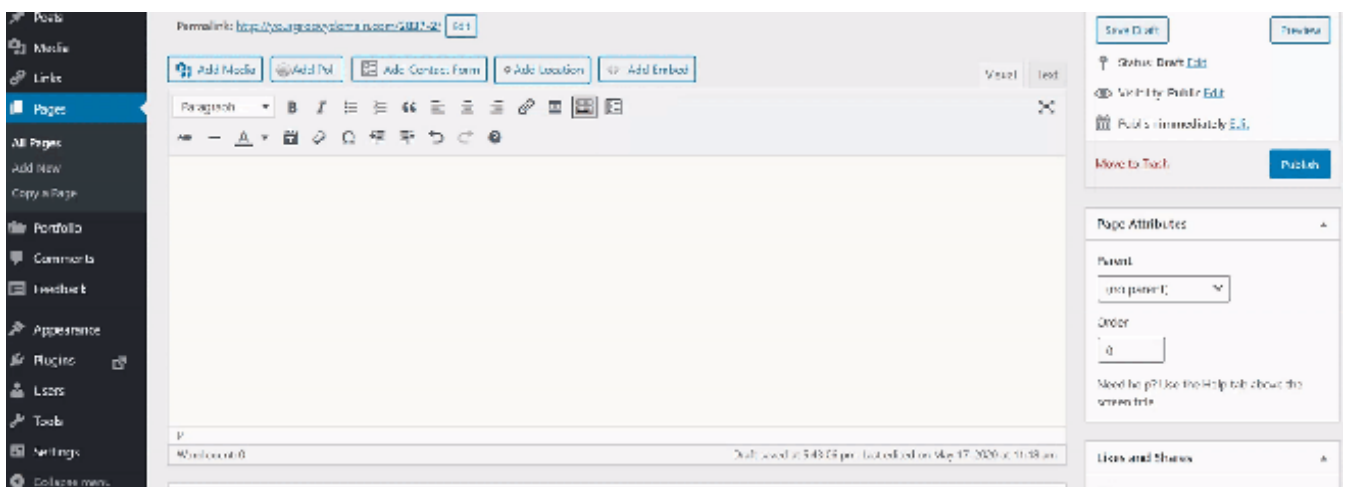
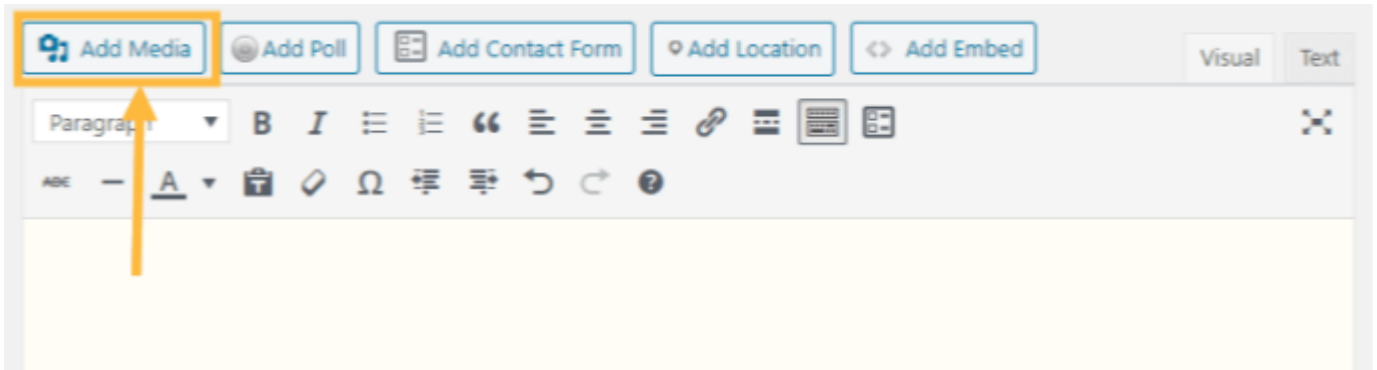


Fig3.22.Insert image

## Insert an Image from the Web

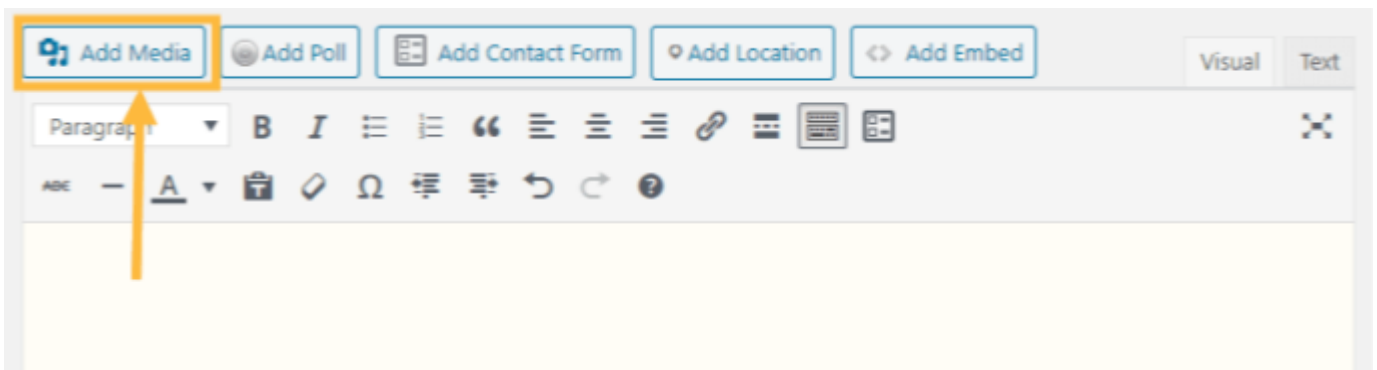
This method will not necessarily upload the document/file to your site's **Media Library**. Files from an external site will be uploaded and your image link will be updated. If the file is hosted elsewhere and does not get automatically uploaded to your **Media Library**, the image will no longer work on your blog if it gets deleted from that site.

1. Place your cursor where you would like the image to appear, and click **Add Media** button.



**Fig3.23.Insert an Image from your Media Library**

1. Place your cursor where you would like the image to appear, and click on the **Add Media** button found directly above your editor.



**Fig3.24.Add media**

2. Locate the image you wish to insert and select it. You'll be able to navigate among Images, Documents, Videos and Audio files.

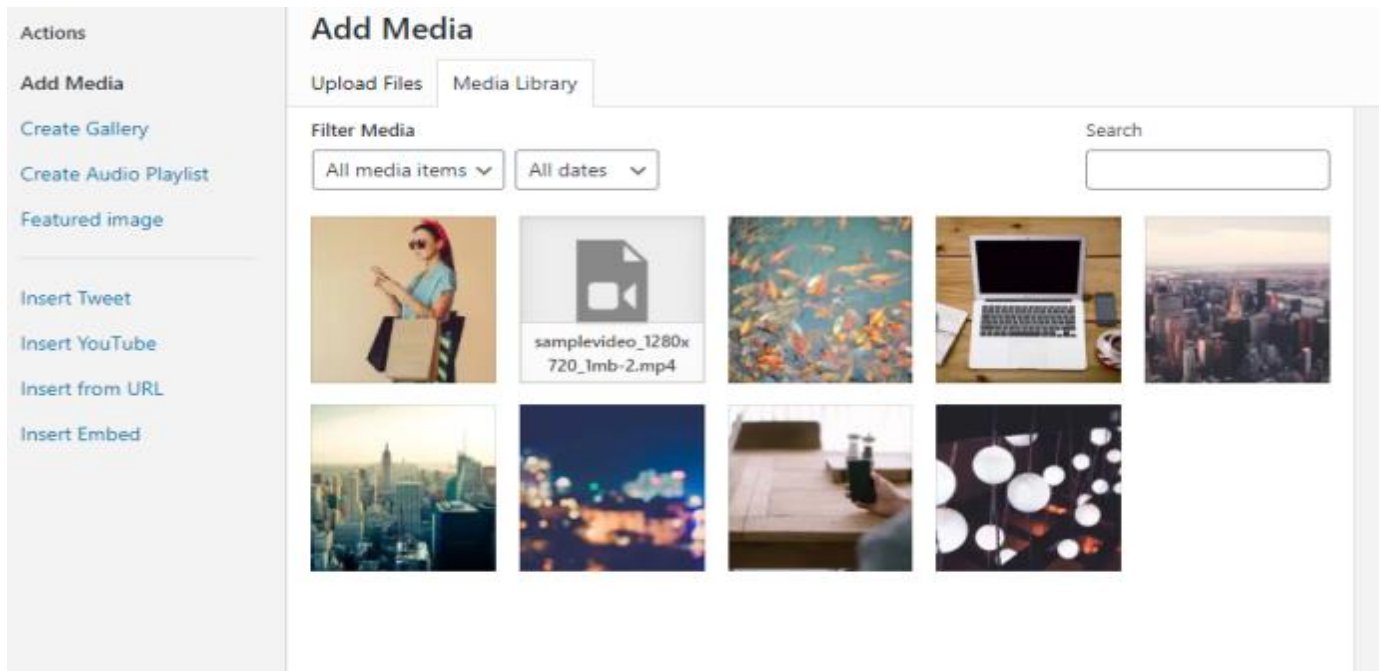


Fig3.25.Navigate among image,document,video and audio

### Image Alignment

When inserting images into your posts and pages, you can have your text wrap around them. Just click on your inserted image to select it, then choose the alignment you want.

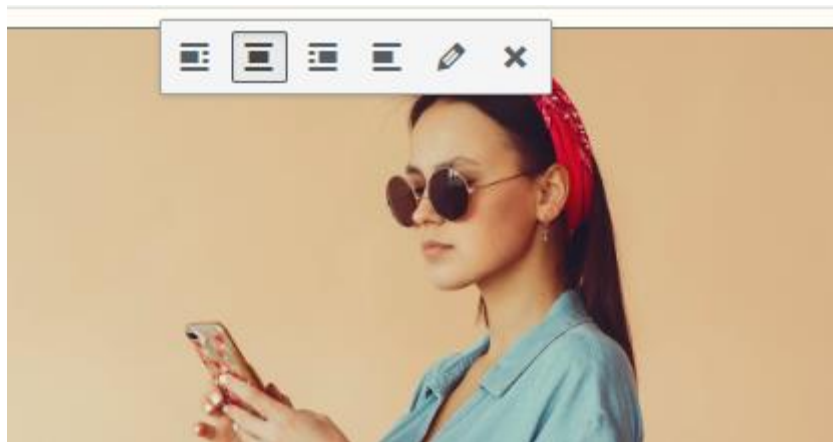


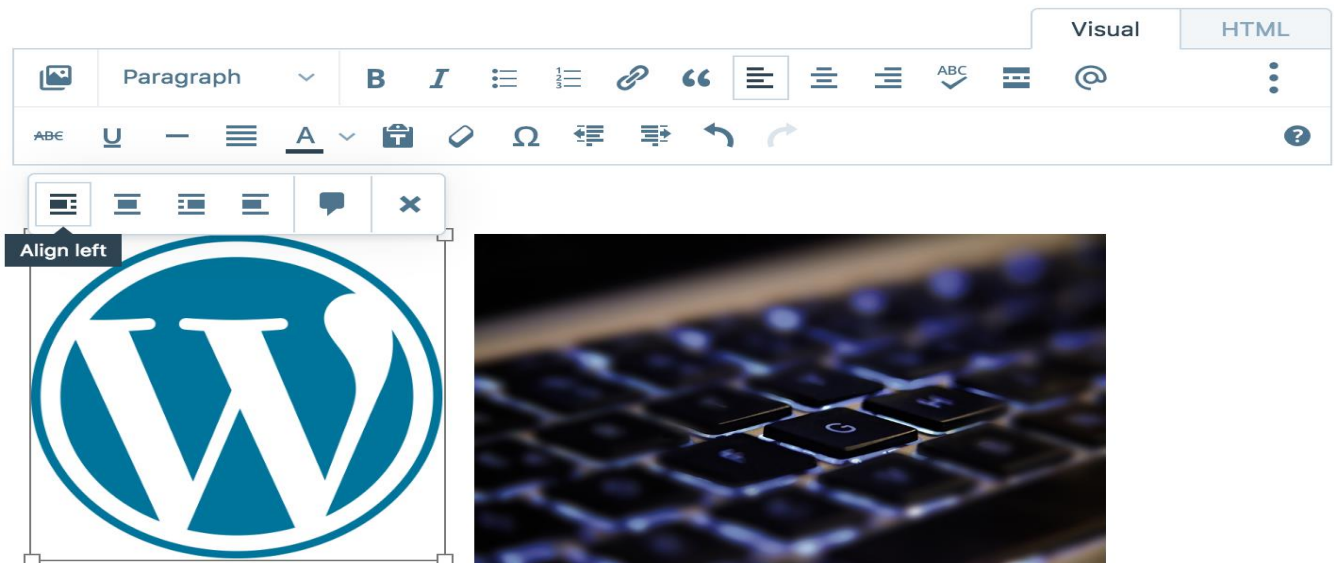
Fig3.26.Align image

Image Alignment options in the Classic Editor

### Side by Side

If you would like to see images appear side by side on the same line, put the images next to each other and give them both either left or right alignment. Make sure the images are small enough that they will both fit on one line, including borders and margins. Otherwise, one of the images

will be bumped to the next line. If this happens, you can resize the images to fit them side by side.



**Fig3.27.No Text Wrapping**

If you don't want the text to wrap around your image, you can remove the left or right alignment from your images. Click the image and select the **No alignment** option. The text will then stop wrapping around your image.



**Fig3.28.Editing your Inserted Images**

When creating a post/page from the WP Admin dashboard, you can edit inserted images to flow with your content in an appealing way. You can access these settings by selecting the image you wish to work with and clicking on the **pencil icon**.



**Fig3.29.Troubleshooting**

If you're having trouble uploading images, please check [our troubleshooting tips](#). You may also want to try some troubleshooting tips listed on the [Browser Issues](#) page.

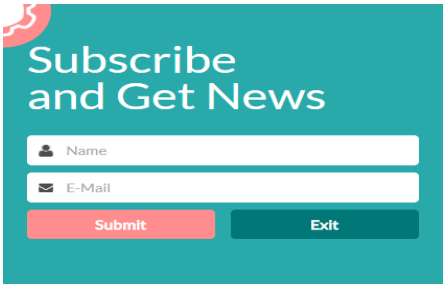
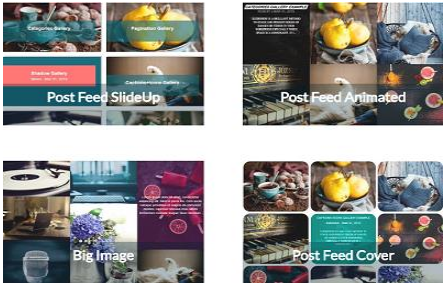


Images should be saved in RGB mode, and you will see the best results if you use the sRGB color profile and the .png format. Animated gifs will not display unless they are displayed at 100% full size.

### Inserting data table

Data table with images, links & video

All tables are very interesting, but sometimes you may want to make them flaming or add attractive spot. And when texts and numbers are not enough, in Data Tables you can add pictures and videos. It can be useful for new employers, for new equipment and other things.

Plugin	Description	Video	Example
--------	-------------	-------	---------

<b><u>Popup plugin</u></b>	Create elegant popups with Subscription Forms, Facebook Like, Option and Social locks, Contact Forms, Slider and more.	
<b><u>Photo Gallery plugin</u></b>	Perform your best ideas, making delightful presentations or photo and video galleries.	
<b><u>Data Table Generator</u></b>	Make data table responsive, sorting, pagination, filtering with graphs and charts.	
<b><u>Google Maps Easy</u></b>	Display custom Google Maps. Set markers and locations with text, images, categories and links.	

1. On the left navigation menu click “Add new table”.
2. Enter the name of data table and choose the number of rows and columns.
3. Click “OK” button.
4. Open “Editor” tab in the table parameters.
5. Add data to the Word Press table.
6. To add image:
  - select the cell,
  - click “Insert Media” button on Editor panel,

- in opened window find the image or video.
- Choose Media File from Media library or upload file.

To add link:

- select the cell,
- click “Create a link” button on Editor panel,
- in opened window type the url link and click “OK” button,
- in the next window type the link text and also click “OK” button.

To add video

#### **via Media library:**

- select the cell,
- click “Insert Media” button on Editor panel,
- in opened window find the image or video.
- Choose Media File from Media library or upload file.

#### **via YouTube Share Link:**

- Open **Editor** tab in the table settings.
- Select the cell for adding video.
- Move to YouTube website and find the necessary video. Press Share button, select the Embed Video share link.
- Set the video size, copy the share link/short-code and insert into cell in data table.

*If you basically know HTML and CSS you can change image or link parameters typing them in the tags, which was automatically created in Word Press table code.*

For example, we specified images width to obtain a small images:

```

```

To set the size of cell with a video, you can click on it and edit <video controls> in Function row, put the value. f.e: <video controls width="220? height="140?>

- Set other table properties and settings.

***Important! After changing the data of table don't forget to click “Save” button.***

Word Press still has no built-in Word Press table editor. It's certainly puzzling.

Fortunately, you don't have to look far to find perfectly adequate table-creating solution. Data Table by Supsysic is perfectly capable to extend table functionality to your Word Press site.

## Create a Word Press Contact Form

Below are the top 3 reasons why a contact form is better than pasting your email address on a page.

- **Spam Protection** – Spam bots regularly scrape websites for the mailto: email address tag.
- **Consistent Information** – When emailing, people don’t always send you all the information that you need.
- **Saves Time** – Contact forms help you save time in more ways than you can imagine.

### Step 1. Choosing the Best Word Press Contact Form Plugin

The first thing you need to do is choose a Word Press contact form plugin.

While there are several free and paid Word Press contact form plugins you can choose from, we use WPForms on our site and believe it’s the best option in the market.

Below are the three reasons why we think WPForms is the best:

1. It is the most beginner friendly contact form plugin available. You can use the drag & drop builder to easily create a contact form in just a few clicks.
2. WPForms Lite is 100% free, and you can use it to create a simple contact form (over 5 million sites use it).
3. When you are ready for more powerful features, then you can upgrade to WPForms Pro.

Now that we have decided on the contact form plugin, let’s go ahead and install it on your site.

### Step 2. Install a Contact Form Plugin in Word Press

For this tutorial, we’ll use WPForms Lite because it’s free and easy to use.

You can install this plugin on your site by logging into your Word Press dashboard and going to **Plugins » Add New**.

Then, in the search field, type ‘WPForms’, and click on the ‘Install Now’ button.

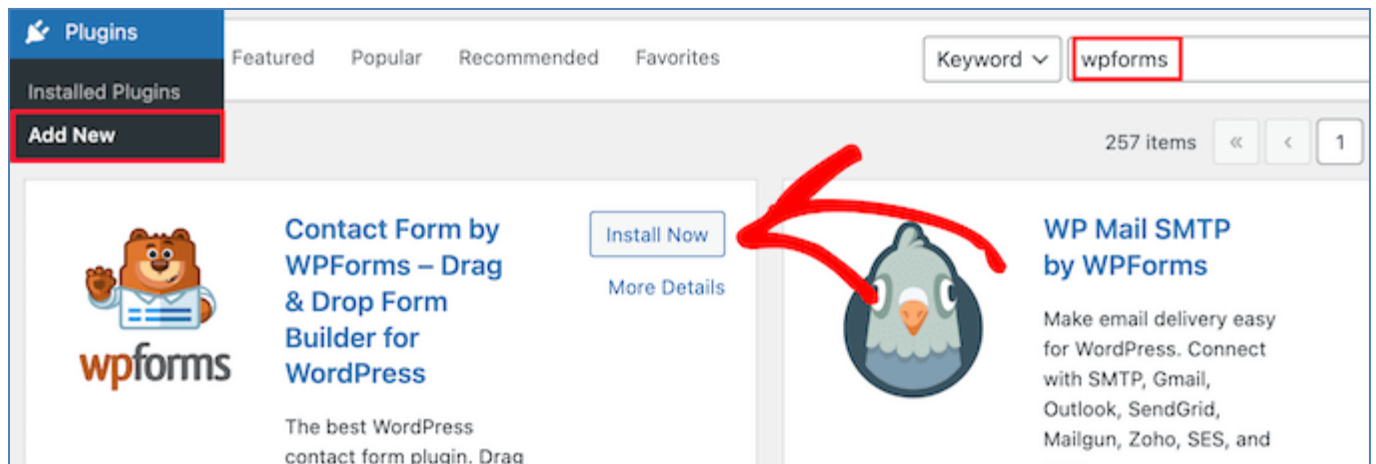


Fig3.30.Add new pluin

This will automatically install the plugin on your site.

Next, you need to activate the plugin by clicking the 'Activate' button.

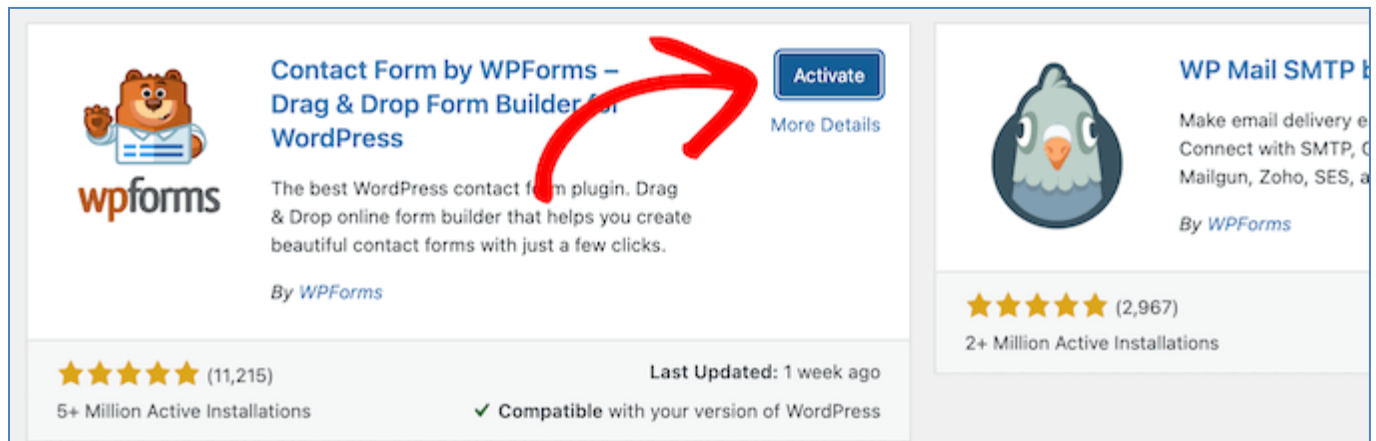


Fig3.31Activate pluin

If you don't see the plugins menu or want more detailed instructions, then see our step by step guide on [how to install a Word Press plugin](#).

### Step 3. Create a Contact Form in Word Press

Now that you have activated WPForms, you are ready to create a contact form in Word Press.

To do this, navigate to **WPForms » All Forms** in your Word Press admin panel. Then, click the 'Add New' button.

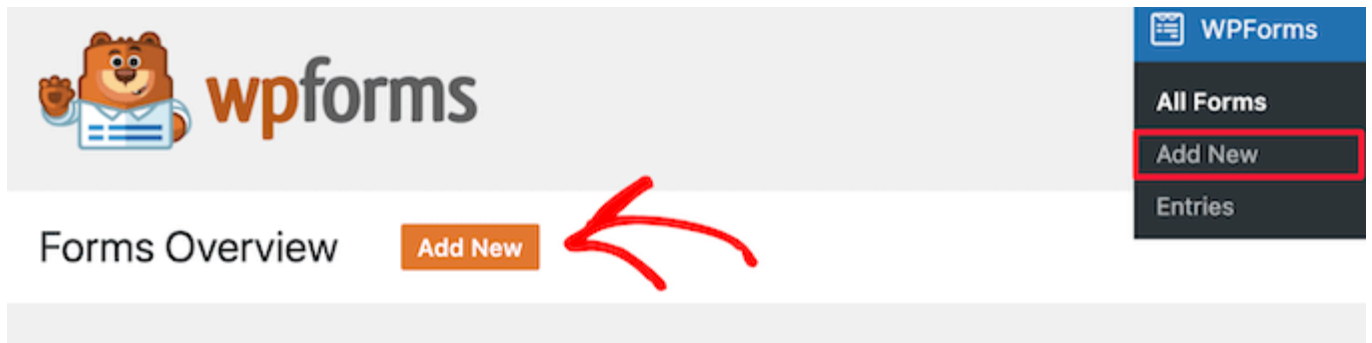


Fig3.32 Add new button

This will open the WPForms drag and drop form builder template library. Start by giving your contact form a name and then select your contact form template.

To choose a template simply hover over it and click the 'Use Template' button.

WPForms Lite comes with over 20+ free form templates to choose from. You can use these to create just about any type of contact form you like.

For the sake of this example, we will go ahead and select the 'Simple Contact Form' template. It will automatically add the Name, Email, and Message fields.

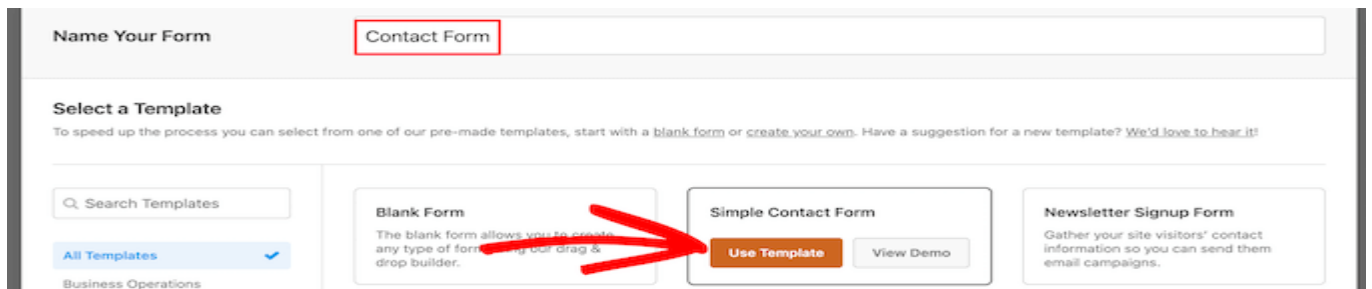


Fig3.33 Use template

You can click on any of the form fields to edit them.

When you click on a form field it will bring up a 'Field Options' panel on the left where you can make changes.

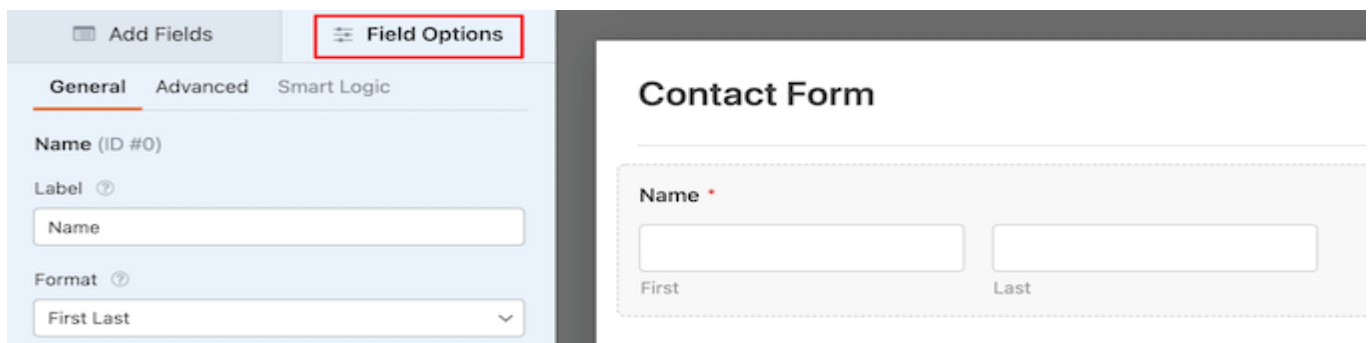


Fig3.34 Field option

You can also use your mouse to drag and drop the fields to change the order.

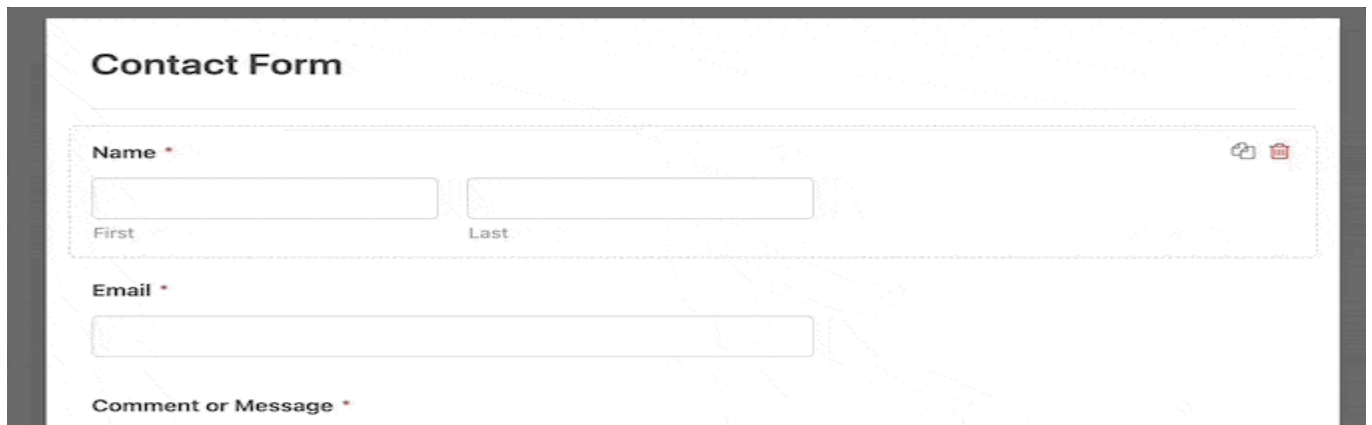


Fig3.35.Drag and drop the field

If you want to add a new field, then simply select from the available fields on the left sidebar.

You can drag it over to your form or click on it, and it will automatically be added to your form.

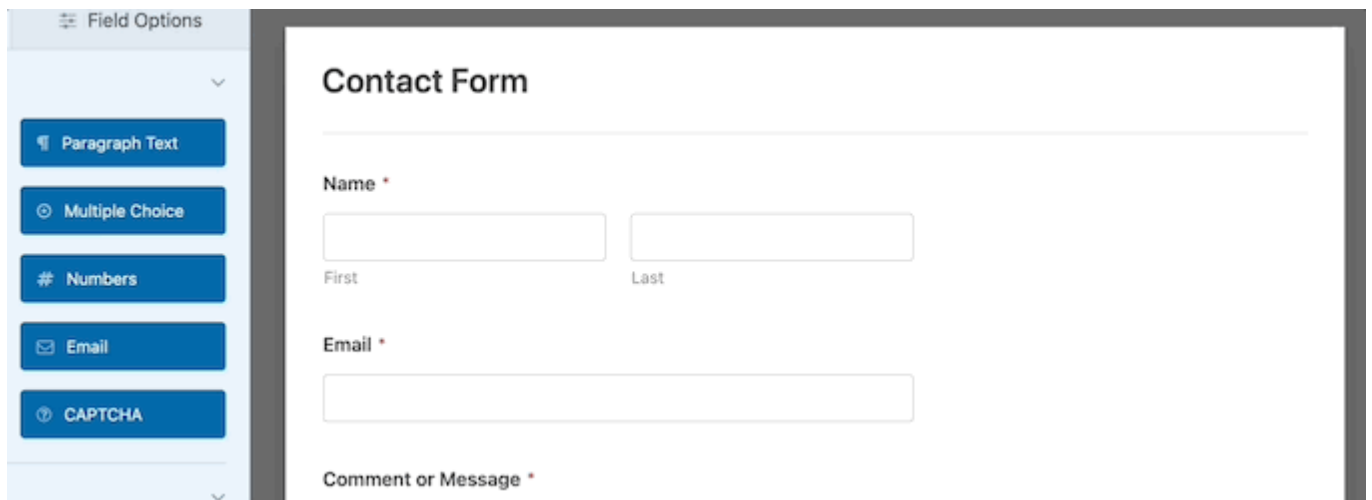


Fig3.36.Add field

When you're done customizing your form, make sure to click on the 'Save' button.

#### Step 4. Configuring Word Press Form Notification and Confirmations

Now that you have created your contact form, it's important that you properly configure the form notification and form confirmation options.

Form confirmation is what your website visitor sees after they submit the form. This can be a simple thank you message, a page where you've uploaded downloadable PDFs, or anything you'd like.

.

you can customize this in the ‘Confirmation Message’ box, if you’d like.

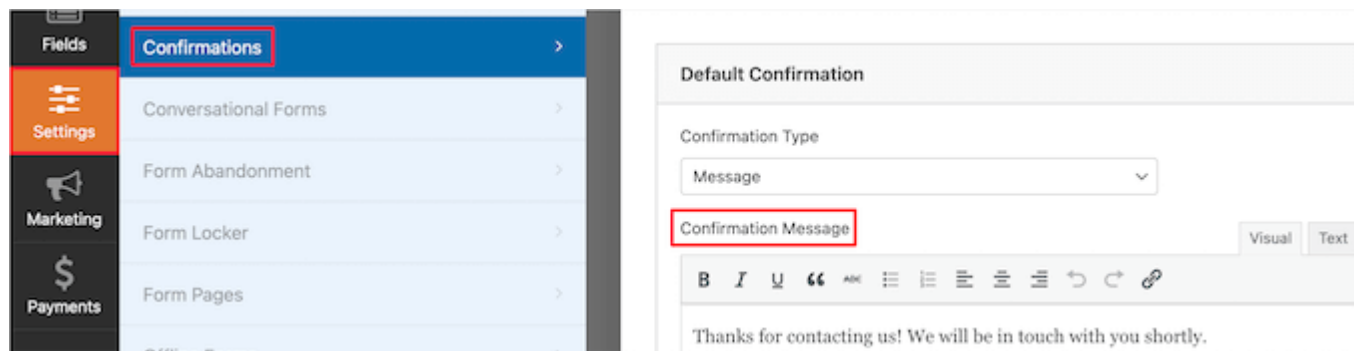


Fig3.37.Conformation message

If you want to redirect users after successful form submission instead of showing a message, then select ‘Go to URL’ from the ‘Confirmation Type’ drop down.

Then, enter the URL where you want to redirect users too.

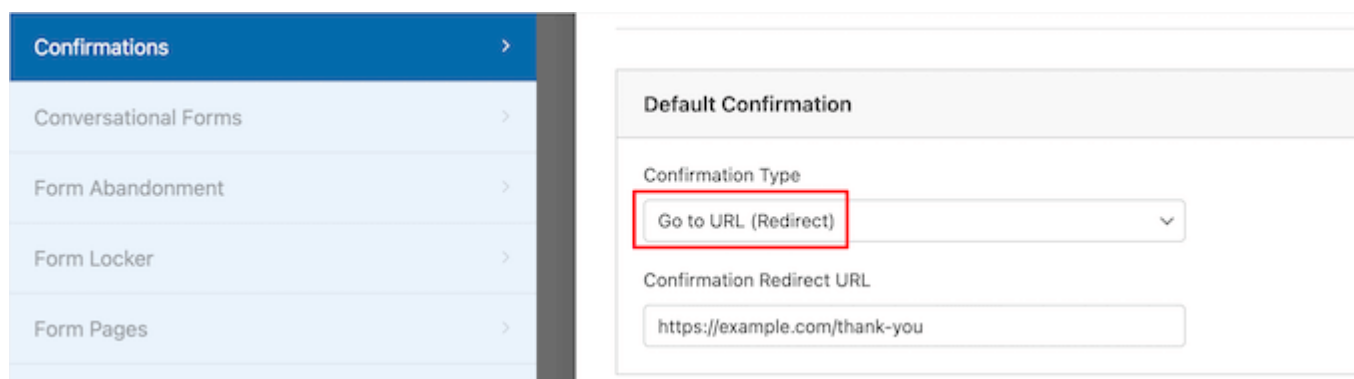


Fig3.38.Enter URL

If you make any changes here, then make sure to click the ‘Save’ button.

After that, you can make sure the form notification settings are correct. Simply click on the ‘Notifications’ tab from the same ‘Settings’ menu.

The best part about WPForms is that the default settings are ideal for beginners. When you go to the notification settings, all fields will be pre-filled dynamically.

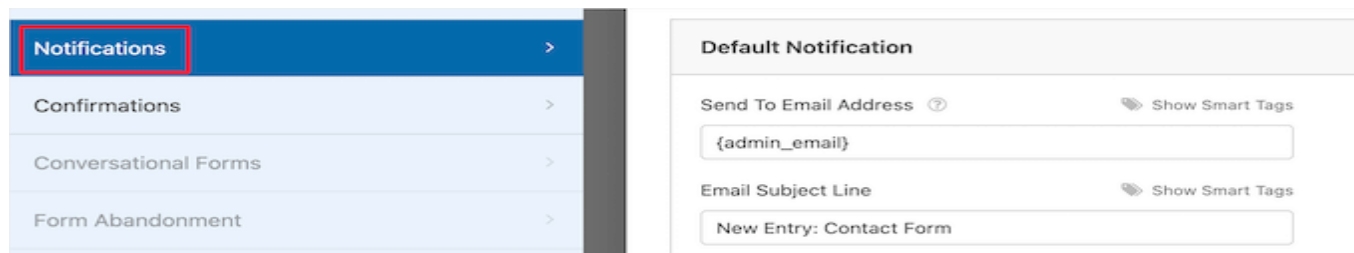


Fig3.39.Notification

The notifications by default are sent to the admin email that you have set up when you created your site.

If you want to send it to a custom email address, then you can change that. If you want to send the notification to multiple emails, then just separate each email address by a comma.

The ‘Email Subject Line’ is pre-filled with your form name. The ‘From Name’ field is automatically populated with your user’s name.

When you reply to the form inquiry, it will go to the email that your user filled in the contact form.

Make sure you click the ‘Save’ button if you make changes here.

### Step 5. Adding Word Press Contact Form in a Page

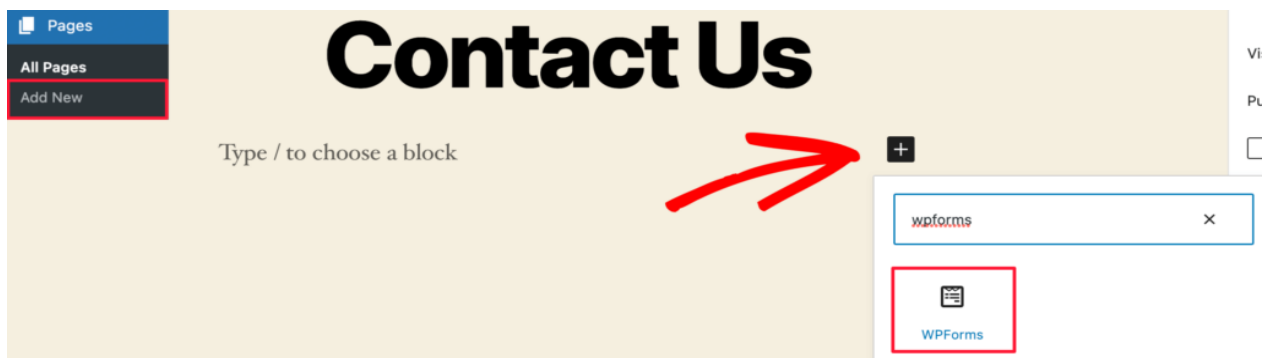
Now that you are done configuring your Word Press contact form, it’s time to add it to a page.

You can either add it to an existing contact page or create a new page in Word Press.

If you want to create a new contact form page simply go to **Pages » Add New** and then give your page a name.

We will be using the WPForms block to add the form in a page. Simply click on the ‘Plus’ add block button and search for ‘WPForms’.

Then, click on the ‘WPForms’ block.



The WPForm block will now appear in the content area of your page.

You need to click on the drop down menu to select the form you created earlier.

Fig3.40.Add the form page

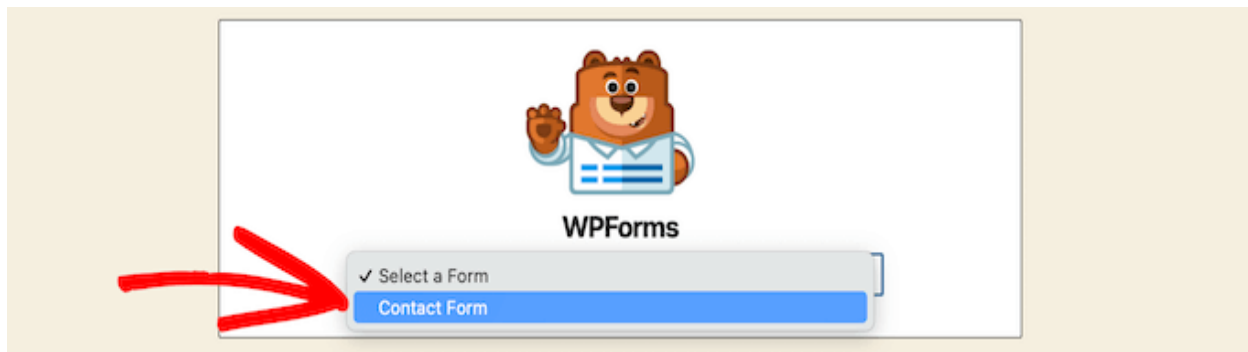


Fig3.41.Dropdown menu

WPForms will load your contact form preview inside the editor. You can now click the ‘Publish’ or ‘Update’ button to save your form.

Now, you can visit your website to see it in action.

Here’s what the form looked like on a sample Word Press contact page:

 A screenshot of a sample WordPress contact page. The page has a light beige background. At the top, the title 'Contact Us' is displayed in a large, bold, black font. Below the title, there is a contact form with the following fields: 'Name' (with a red asterisk) split into 'First' and 'Last' name boxes, 'Email' (with a red asterisk) as a single box, and 'Comment or Message' (with a red asterisk) as a larger text area. A 'Submit' button is located at the bottom of the form.

Fig3.42.Contact page

## Step 6. Adding Word Press Contact Form in a Sidebar

WPForms also comes with a Word Press contact form widget that you can use to add your contact form to a sidebar or any other widget-ready area in your Word Press theme.

To do this, you need to go to **Appearance » Widgets** and then click the ‘Plus’ add block icon in the widget area you want to add your form.

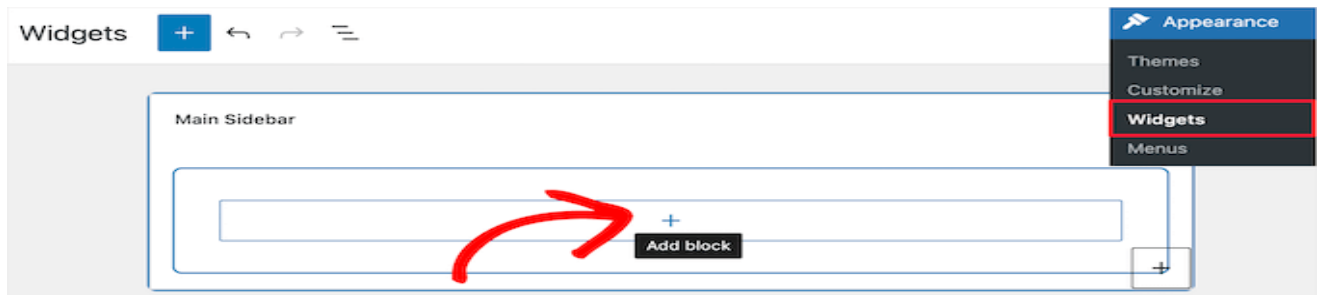


Fig3.43.Widget

Next, search for 'WPForms'.

Then, click on the 'WPForms' block to add it to your sidebar.

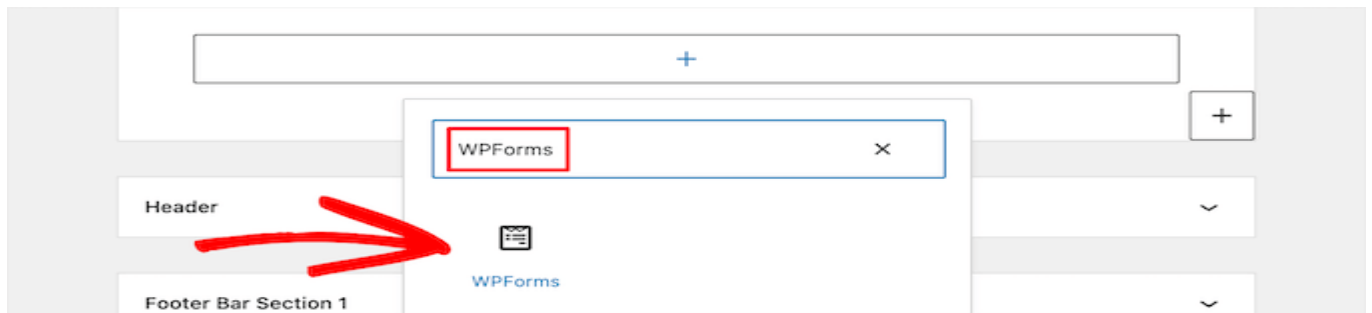


Fig3.44.Search

After that, you need to select your contact form from the drop down.

This will automatically load a preview of your form.

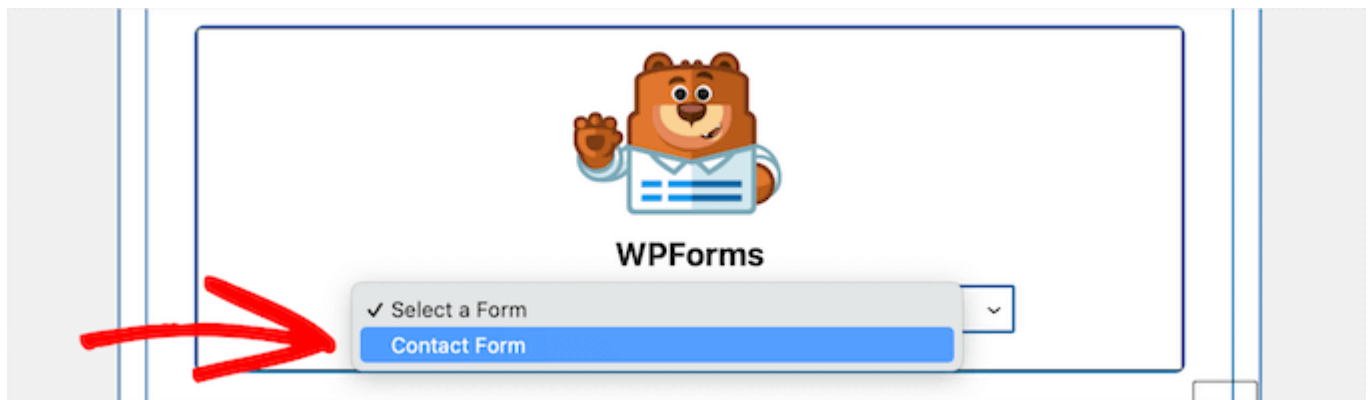


Fig3.45.contact from the dropdown menu

Next, click the 'Update' button to save your changes.

Now, you can visit your site to see your contact form live in your sidebar or other widget area.

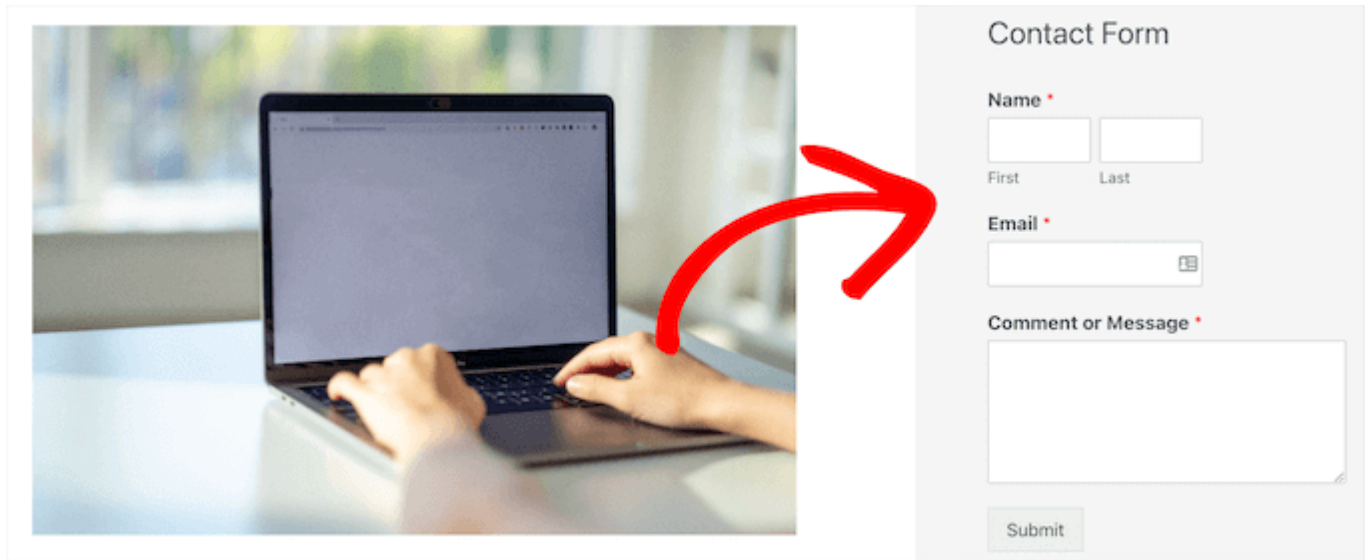


Fig 3.46.Update

## Creating and editing markup language in word press

### How to Edit HTML in Word Press Code Editor

HyperText Markup Language or HTML is a code that tells a web browser how to display the content on your web pages. Editing HTML comes in handy for advanced customization and troubleshooting issues.

In this article, we'll show you how to edit HTML in the Word Press code editor using different methods.

### Why Should You Edit HTML in Word Press?

Word Press offers thousands of themes and plugins to change the appearance of your website and customize different elements without touching a single line of code.

However, plugins and themes have their limitations and might not offer the exact features you're looking for. As a result, you might be unable to style your website the way you want it to look.

This is where editing HTML is really useful. You can easily perform advanced customization using HTML code. It provides a lot of flexibility and control over how your site will look and function.

## How to Edit HTML in Word Press Block Editor

In the Word Press block editor, there are multiple ways to edit the HTML of your post or page.

- First, you can use a Custom HTML block in your content to add HTML code.

To start, head over to your Word Press dashboard and then add a new post/page or edit an existing article. After that, click the plus (+) sign at the top left corner and add a ‘Custom HTML’ block.

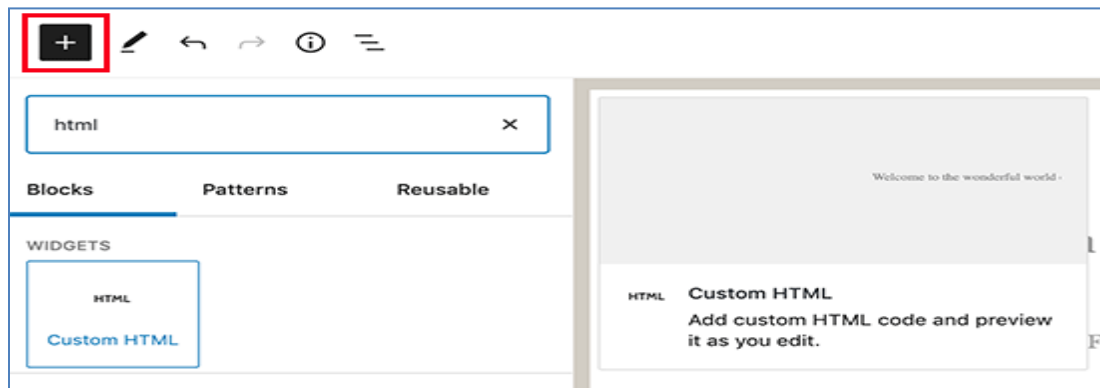


Fig3.47.Custom HTML

- Next, go ahead and enter your custom HTML code in the block. You can also click on the ‘Preview’ option to check if the HTML code is working properly and how your content will look on your live website.

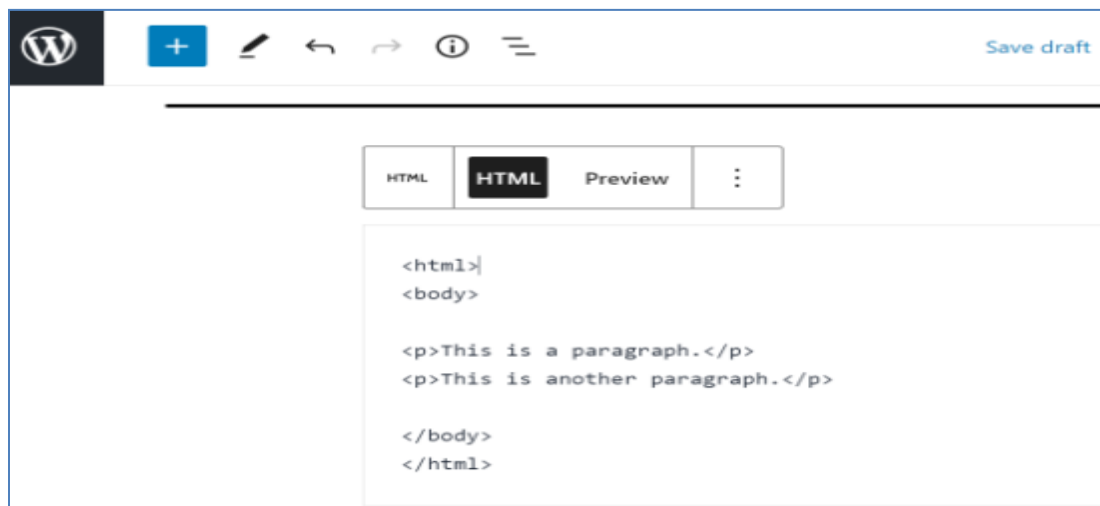


Fig3.48.HTML

Another way to add or change HTML code in the Word Press block editor is by editing the HTML of a particular block.

To do that, simply select an existing block in your content and then click the three-dot menu. Next, go ahead and click the ‘Edit as HTML’ option.

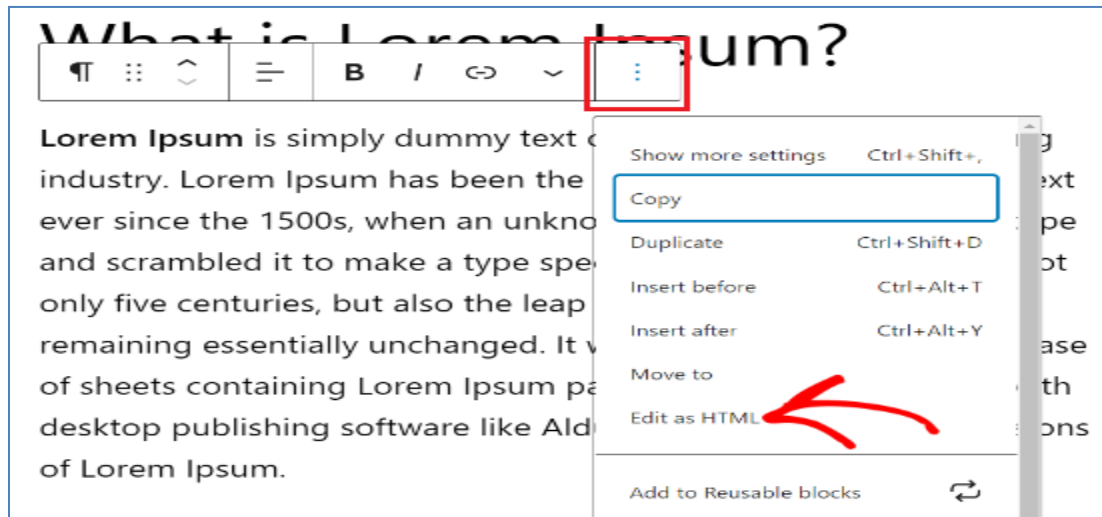


Fig3.49.Edit HTML

You'll now see the HTML of an individual block. Go ahead and edit the HTML of your content. For example, you can add a nofollow link, change the style of your text, or add other code.

If you want to edit the HTML of your entire post, then you can use the 'Code Editor' in the WordPress block editor.

You can access the code editor by clicking the three-dots option in the top right corner. Then select 'Code Editor' from the drop-down options.



Fig3.50.Code editor

### How to Edit HTML in Word Press Classic Editor

If you're using the Word Press classic editor, then you can easily edit the HTML in the Text view.

To access the Text view, simply edit a blog post or add a new one. When you're in the classic editor, click the 'Text' tab to see the HTML of your article.

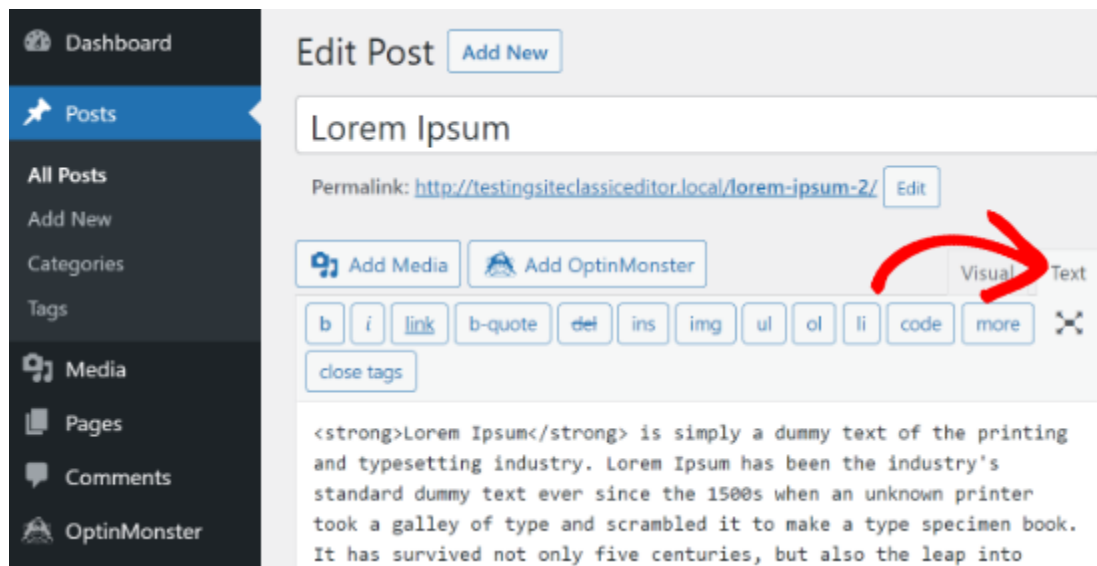


Fig3.51.Accessing text

- After that, you can edit the HTML of your content. For example, you can bold different words to make them prominent, use the italic style in the text, create lists, add a table of contents, and more.

### Lap Test-3

Task 1,Insert text in word press and format accordingly by your text design

Task 2.Design a website in paper and implement on word press software.

Remember your design include : a. Text and Image

b. Data table

c. Simple contact form

d. Basic markup language

Task 3.Access markup language and make basic modification based on your design

## Unit Four: Add content to web pages

This learning guide is developed to provide you the necessary information regarding the following content coverage and topics:

- Creating sitemap and plan navigation
- Creating links between pages using both text and images
- Creating frame using markup language
- Creating form using markup language

This guide will also assist you to attain the learning outcomes stated in the cover page.

Specifically, upon completion of this learning guide, you will be able to:

- Create sitemap plan and navigation
- Create links by using text and images between pages
- Create frame using markup language
- Create form using markup language

## Unit Four: Create Simple Navigation

### 4.1 Creating sitemap and plan navigation

What is a sitemap? You've probably heard the term being thrown around, but you might not know what sitemaps are and how useful they can be. Keep reading to learn how you can utilize this to your advantage and how to create a sitemap in Word Press.

What is a Sitemap?

A sitemap or item map is a file that has information about the pages, posts, and files on your website as well as their relationships. Search engines use it to follow the links on a page to new pages, and continue to find and follow links on new pages to other pages on your site.

Why Do You Need a Sitemap?

Sitemaps also allows you to optimize non-HTML content, which crawlers would otherwise be unable to find. If you have a broken link, crawlers would pick up on it right away to let you know what needs to be fixed, and even provide a temporary remedy for the issue in the meantime. Now that you understand the benefits of sitemaps, let's go over how to create a sitemap in Word Press.

### 4.2 Creating links between pages using both text and images

#### Adding Links in WordPress

The WordPress post and page editor makes it easy to add hyperlinks to other web pages from your content.

#### What does link text mean in WordPress?

(hyperlink TEXT) Also called "anchor text," it is **a word or phrase on a Web page that the user clicks on to jump to another page on the same site or to a page on an external site.** The link can also point to another location on the same page. we will see the practical in operation sheet 4.1

### 4.3 Creating frame using markup language

#### HTML Frames Are Obsolete In HTML5: Here's How To Make Them Responsive

Lots of modern websites have sticky navigation menus that are visible either in the page sidebar or at the top of the page as you scroll up and down the page. However, the CSS features that make sticky navigation possible haven't always been supported by web browsers. Before this effect could be created with CSS, the HTML frameset and frame elements were used to create page layouts in which certain content remained visible while other content was scrollable.

#### The Difference Between Frames and Iframes

When you use frameset you split the visual real estate of a browser window into multiple frames. Each frame has its own contents and the content in one don't spill into the next.

An iframe, on the other hand, embeds a frame directly inline with the other elements of a webpage.

While both frames and iframes perform a similar function – embedding a resource into a webpage – they are fundamentally different.

- Frames are layout-defining elements.
- Iframes are a content-adding elements.

#### The Problem with Frames

- Usability challenges: With the rise in popularity of mobile devices and tablets with small displays it's more important than ever that websites offer multiple views which change based on the size of the device viewport. While frames can be manipulated to provide a certain degree of responsiveness, they are simply not well-suited to creating responsive websites.
- Accessibility challenges: Screen readers and other assistive technologies have a very hard time understanding and communicating websites that use frames.

In addition to the accessibility and usability issues created by frames, the trend within web design is to separate the content of a webpage from its presentation.

- **Content** should be added and defined by markup such as HTML.
- **Presentation** should be manipulated with languages like CSS and JavaScript.

Using frames is primarily about creating a specific look and layout, a presentation task that should really be handled with CSS.

## The Future of Frames

While all modern browser offer support for frames today, the W3C has unequivocally stated that frames “are not to be used by Web developers” and that support for frames in web browsers is offered for historical purposes only.

If you have a website that makes use of frames you should start planning a website migration away from frames. At some point in the future support for frames will be dropped by modern web browsers, and when that happens websites build with frames will become unusable.

## 4.4 Creating form using markup language

### HTML Forms

HTML stands for HyperText Markup Language. It is used to design web pages using a markup language. It is a combination of Hypertext and Markup language. HTML uses predefined tags and elements that tell the browser how to properly display the content on the screen, and form is one of them. So, in this article, we will learn what is exactly HTML form, what are the elements of forms and how can we use HTML form in our webpage.

What is HTML <form>?

<form> is a HTML element to collect input data with containing interactive controls. It provides facilities to input text, number, values, email, password, and control fields such as checkboxes, radio buttons, submit buttons, etc., or in other words, form is a container that contains input elements like text, email, number, radio buttons, checkboxes, submit buttons, etc. Forms are generally used when you want to collect data from the user. For example, a user wants to buy a bag online, so he/she has to first enter their shipping address in the address form and then add their payment details in the payment form to place an order.

Forms are created by placing input fields within paragraphs, preformatted text, lists and tables. This gives considerable flexibility in designing the layout of forms.

## Self Check 4

### I.Say true or False

1. A sitemap or item map is a file that has information about the pages, posts, and files on your website as well as their relationships.
2. The WordPress post and page editor makes it easy to add hyperlinks to other web pages from your content.
3. A frame embeds a frame directly inline with the other elements of a webpage.
4. HTML stands for HyperText Markup Language.
5. The best part of the All in One SEO plugin is that the sitemap is enabled by default.

### II.Give short answer

1.Differentiate between iframe and frame

2.Differentiate between form and frame

## Operation sheet 4.1.Create sitemap in word press page links

### Operation sheet 4.1.Create sitemap in word press page links

- **Operation title:** Create sitemap in word press page links
- **Purpose:** To Create sitemap in word press page links
- **Instruction:** Use each steps below properly :
- **Tools and requirement:**
  9. Computer,
  10. Office Software,
- **Steps in doing the task**

In this section, we will explain how to create a sitemap in Word Press. The recommended and usually the most simple way to generate sitemap in Word Press is by utilizing a plugin. In this case, we'll use the All in One SEO plugin and Yoast SEO plugin. Both will generate a sitemap in Word Press with ease, while providing additional SEO functionality.

#### Step 1: Install and Activate All in One SEO Plugin

The first step is to add the All in One SEO plugin to your Word Press website.

Go to **Plugins** from your dashboard and click **Add New**. Now lookup All in One SEO in the search bar and hit **Install Now**.

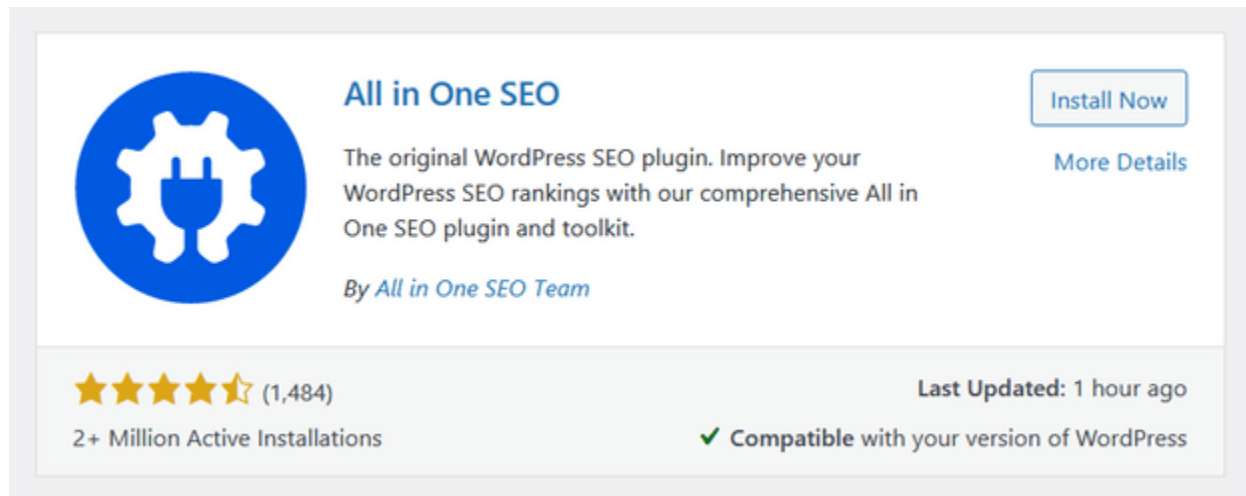


Fig4.1.All inone SEO pluin

Once the plugin installs, click **Activate** and you should see an SEO option in your site's dashboard panel.

If you need more detailed instructions, take a look at this tutorial on [how to install a Word Press plugin](#).

## Step 2: View Enabled Sitemap in All in One SEO

The best part of the All in One SEO plugin is that the sitemap is enabled by default. So, all you have to do is install [All in One SEO](#) and you're all set!

But to double-check that the sitemap is enabled, go to **All in One SEO » Sitemaps** from your Word Press dashboard.

Then, go to the **Enable Sitemap** option and make sure that the button is toggled **On**.

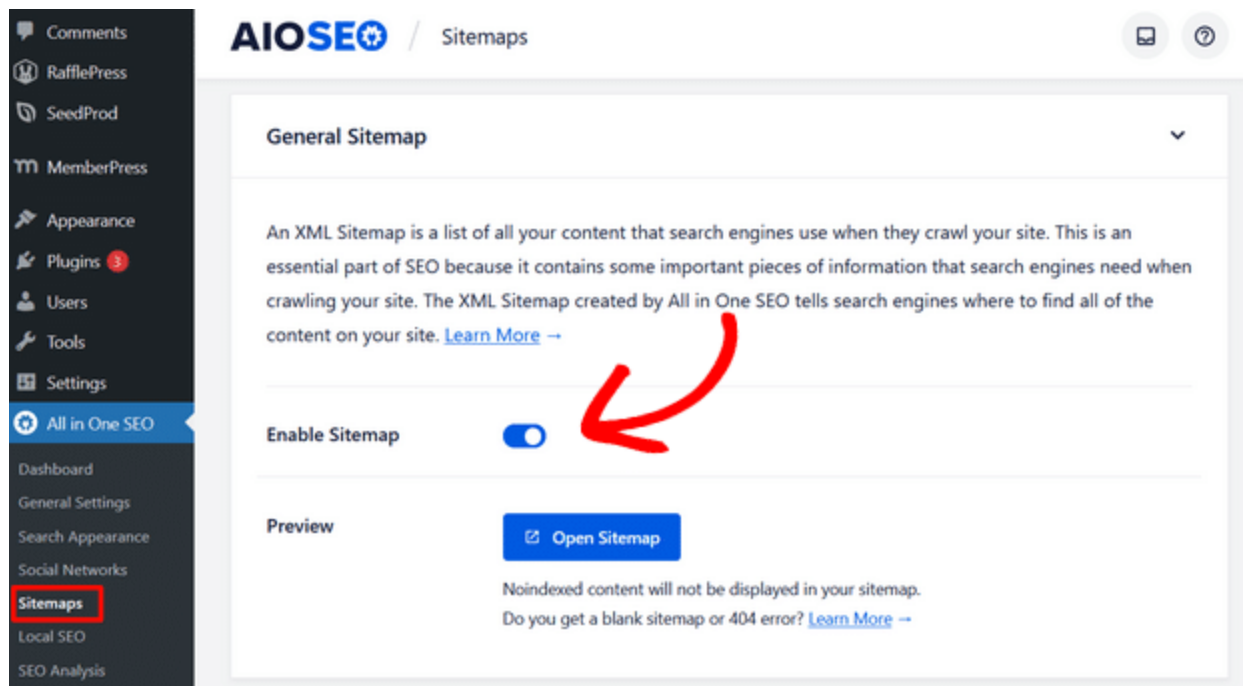


Fig4.2.Enable sitemap

### Step 3: Verify Your Site's Sitemap

After making sure the sitemap is enabled, you can verify your website's sitemap.

To do that, you can simply click on the **Open Sitemap** button.

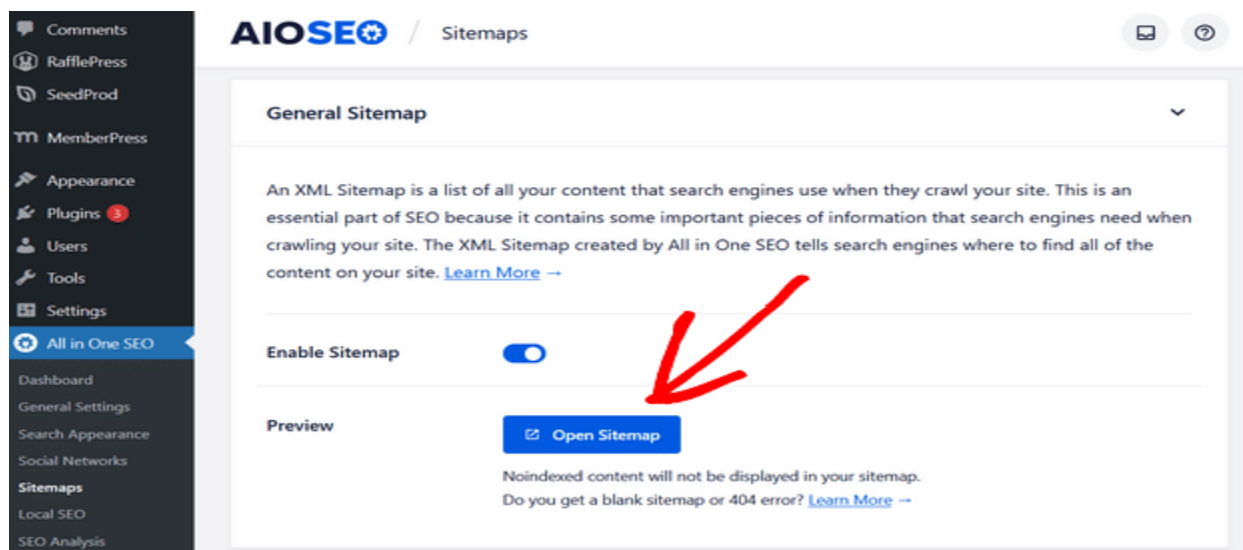


Fig4.3.Open Sitemap

After clicking the button, you'll see an index page for your sitemap that looks something like this:

XML Sitemap	
Generated by <a href="#">All In One SEO</a> , this is an XML Sitemap, meant to be consumed by search engines like Google or Bing.	
You can find more information about XML sitemaps at <a href="#">sitemaps.org</a> .	
This sitemap index contains 5 sitemaps.	
URL	Last Change
<a href="https://mysite.com/addl-sitemap.xml">https://mysite.com/addl-sitemap.xml</a>	2020-07-16 20:20
<a href="https://mysite.com/post-sitemap.xml">https://mysite.com/post-sitemap.xml</a>	2020-07-16 20:20
<a href="https://mysite.com/page-sitemap.xml">https://mysite.com/page-sitemap.xml</a>	2020-07-16 20:20
<a href="https://mysite.com/attachment-sitemap.xml">https://mysite.com/attachment-sitemap.xml</a>	2020-07-29 17:26
<a href="https://mysite.com/category-sitemap.xml">https://mysite.com/category-sitemap.xml</a>	2020-07-16 20:20

Fig4.4.XML Sitemap

By default, All in One SEO will create sitemaps for your posts, pages, and categories. And if you have an online store like a [WooCommerce store](#) or have any products listed, then it will set up a sitemap for them as well.

You can also manually test or view your sitemap. To do that, visit your website URL and add **/sitemap.xml** in the end.

## Your Sitemap

Now that you've double-checked your sitemap is enabled and you know how to view it, let's look at some settings you can configure.

- First, you can decide whether you want to have an index page for your sitemap.

This setting is recommended for sitemaps that contain over 1000 URLs. So, if you have a smaller site, like less than a few hundred URLs, you can disable this setting.

To do this, go to **All in One SEO » Sitemaps** and toggle the **Enable Sitemap Indexes** button to **Disabled**.

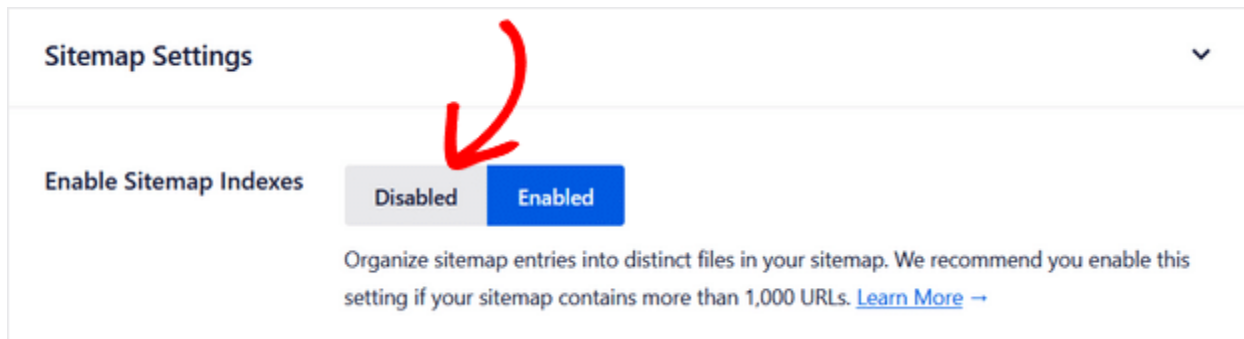


Fig4.5.sitemap enable/Disable

If you're unsure, you can always leave it enabled.

Next, you can change the **Links Per Sitemap** setting if you want. Although, we recommend most users leave this setting as-is.

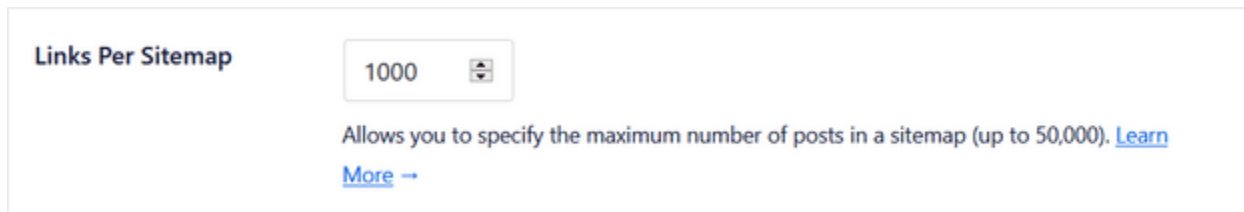


Fig4.6.Links per sitemap

You can also decide which content to include in your sitemap. Here you can choose to include all **Post Types** and all **Taxonomies** by leaving the boxes checked.

**Post Types**
☒ Include All Post Types

Select which Post Types appear in your sitemap. [Learn More →](#)

---



**Taxonomies**
☒ Include All Taxonomies



Select which Taxonomies appear in your sitemap. [Learn More →](#)


Fig4.7.Choose post types

However, if you uncheck these boxes, you'll see a list of all the different post types and taxonomies.

**Post Types**
☐ Include All Post Types

☒  Posts
 ☒  Pages



☒  Media / Attachments
 ☒  Products



☒  Movies


Select which Post Types appear in your sitemap. [Learn More →](#)

---

**Taxonomies**
☐ Include All Taxonomies

☒  Categories
 ☒  Tags

☒  Product Categories
 ☒  Product Tags

☒  Genres

Select which Taxonomies appear in your sitemap. [Learn More →](#)

Fig4.8.Different post type

- Then, you can check the individual boxes to decide exactly what content you want to include in your sitemap.
- Lastly, you can choose whether to include **Date Archives** and **Author Archives** in your sitemap by enabling or disabling the options below:

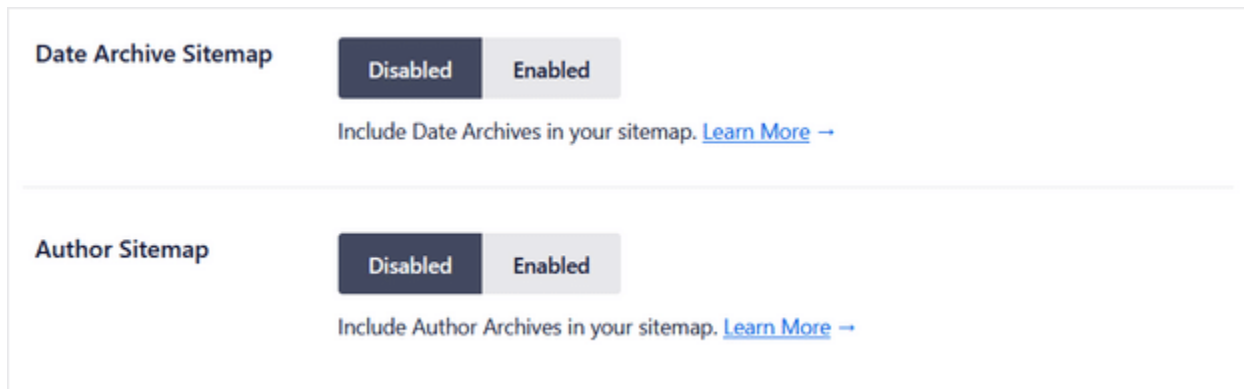


Fig4.9.Data archives and Author An archives

These are automatically created by Word Press when you publish new posts on your site.

But, we recommend leaving these options disabled because they don't have much value in search results.

- How to Create Links and Link Pages in WordPress

Website links allow you to easily move between content on your own site and on other

### Creating Links – The Basics

To create a link you need *a starting point and ending point*.

You can use text or an image to **start a link**.

The starting point of a link is known as an **hotspot**, and is usually a different colour than the surrounding text, often it is **blue and underlined** when viewed in a web browser.



If you are using text for the starting point ( most common) the text with the link (shown in blue) is also known as the **link anchor text**.

If you are **linking to another page** then the **page URL** is the endpoint for the link.

However when linking within a page you will need to create an end point within the page.

This endpoint is known as a **bookmark or named anchor**. (diagram below)


## Creating a Bookmark or Named Anchor In WordPress

The standard WordPress visual editor doesn't let you create bookmarks, and so you will need to switch to **text mode**, and **manually edit the HTML** to create one.

We start by creating the bookmark or named anchor which is the destination of the link.

Here is a picture showing the HTML of the bookmark for the bottom of this page.

`<a name="bottom">Bottom of  
Page</a>`



The bookmark is created using the `<a>` (anchor) tag, the attribute **name=** is the name of the bookmark.

*This name will be used when creating the link.*

The text inside the closing `</a>` tag is the destination of the link.

## Using an ID Selector for A Bookmark

There is an alternative form of named anchor which is more common today, which simply uses **CSS id selector tags**.

So if you had an **header 3 tag** with an id of bottom the HTML for the tag would look like this.

`<h3 id="bottom"> Bottom of Page</h3>`



**Standard CSS id tag can be  
used as named anchor**

You create the link to the selector the same way as shown above.

## Creating a Link in WordPress

To create a link highlight the text you want to use as the starting point and then click on the link icon.



A small text window opens and you can type or paste your link into.

Alternatively click on the link options on the right and another larger window opens.



Fig 4.10.Links

You can use the **search box** to search for internal pages on your site.

Enter the text into the search box and pages matching the text appear in the box below.

Click on the desired result and the URL of the page appears in the **url field** above.

Click **Apply** when done and you should see the link created underlined in blue text.

If you are creating links to external web pages it is a good idea to open the web page in another browser window and copy and paste the URL from the browser. You would also normally click the **open link in new tab** option.

### Creating Links within a Page

When Linking **within the same page** you can create a named anchor or alternatively use a **CSS ID** selector. Prefix the ID/anchor with a # as shown below.



You can remove a or edit an existing link by hovering over or clicking in the link and clicking the **unlink** icon or selecting **edit** then **link options**.



Fig 4.11. Adding a Download Link

When creating a download link you will first need to upload the files that you want to make available by going to the media library.

### Creating Links in a Text Widget.

The easiest way of doing this is to create them as normal in a WordPress page or post and then go to source mode and copy them from there.



Then create the **text widget** or **custom HTML widget** and paste the text you copied into the widget and save.

Link an image in WordPress

Images, videos and other media, Posts and pages / By Kelly Drewett / 31st May 2020 / 4 minutes of reading

Want to link an image in WordPress? When you link an image the image itself becomes clickable.

I explain the difference between internal links (to a post or page) and external links (to a URL) and links to media files and attachment pages.

Click here if you are looking to add a text hyperlink in WordPress.

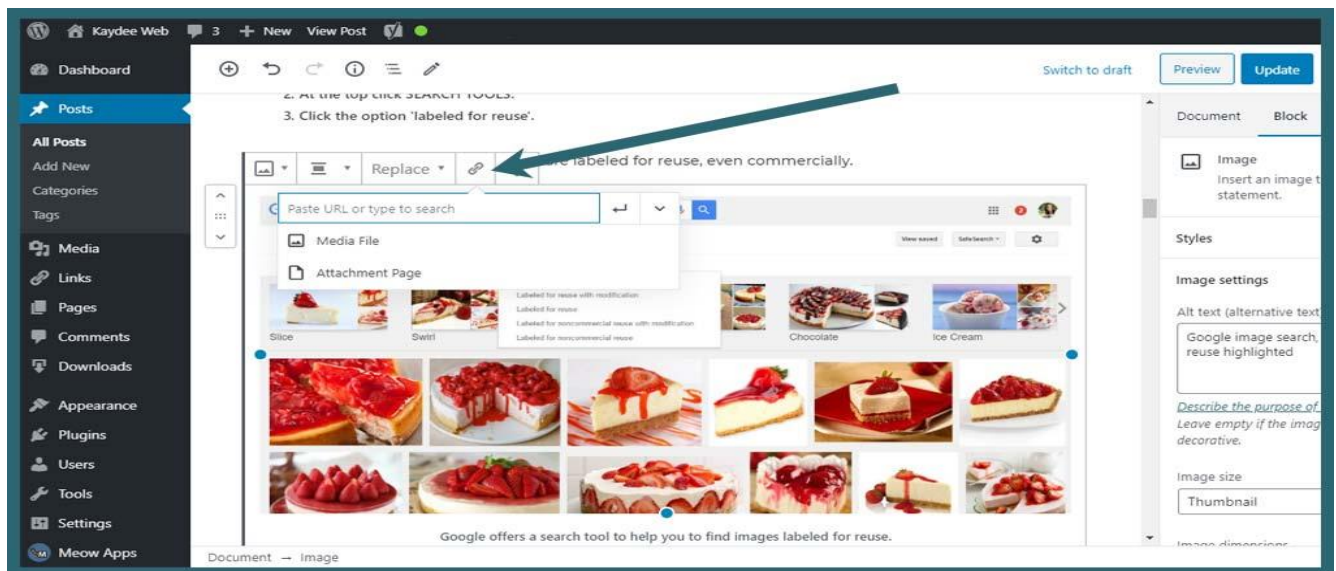


Fig4.12.Link to an internal page or post

1. Open the WordPress post or page in the admin area.
2. Find the image on the page or add the image to the WordPress page.
3. Highlight the image simply by selecting it.
4. A toolbar appears in the top left of the image.
5. Click on the icon resembling a paper clip.
6. Put the cursor in the field that says 'Paste URL or type to search'.
7. Search for the article either by the title or the URL (also known as slug or permalink).  
WordPress makes this really easy by differentiating between posts and pages.
8. Once found, click the page/post – WordPress will link the image straight away.

9. You'll now see an option to EDIT the link if you made a mistake. There is also a toggle button to OPEN IN A NEW TAB – see the bottom of the post for important information on this.
10. Click off the image.
11. Click 'Update' to save the page or post.

#### Link to an external website

1. Find the true URL of the page you'd like to link to by navigating to the web page in a different browser tab. Once there, select the full URL and 'Control-C' (Windows) or 'Command-C' (Apple) to copy the URL.
2. Now, return to the WordPress editor.
3. Follow steps 1 – 6 above.
4. 'Control-P'/'Command-P' to paste the URL into the field or click the URL that appears below. There is a toggle button to open in a new tab, see the text below.
5. Click off the image.
6. Click Update to save the page or post.

#### WordPress link to media file

When linking an image, WordPress gives an option to select MEDIA FILE.

This choice will link the image on the page to the original image.

In many cases, the image on the page will be a smaller version – a thumbnail. The linked MEDIA FILE will be the larger, original version.

This option will produce a link to an enlarged image, which lets visitors see it in more detail. The smaller version downloads quicker to the page.

To link an image to itself:

1. Follow steps 1 – 5 in the first tutorial, above.
2. Click MEDIA FILE, below the search field.
3. 'Update' the page/post to save.

This is not the same as a lightbox effect- which is when the linked image shows over the top of the current page, with a dark or light covering over the rest of the site.

To produce a lightbox effect in WordPress install a third-party plugin such as Responsive Lightbox.

WordPress link to an attachment page

Another option when linking a WordPress image is to link to an attachment page.

An attachment page is a single page that contains the image.

When linking to an attachment page you send the visitor to a completely new page of your site, which has the site design, menu etc. The image sits in the middle and will be the only thing on the page.

Opening an attachment page is not seen so often as it can look untidy.

Opening links in a new tab

When linking, WordPress always gives the option to ‘open in a new tab’.

To follow search engine guidelines, I advise never to open links in a new tab.

In SEO guidelines, search engines request that the user has full control.

Forcing a new tab to open takes away the freedom of choice – we expect links to open in the same tab unless we request something different. No one wants to suddenly find 30 tabs open.

Therefore, search engines penalise websites that do this.

By the way, you can open any link in a new tab, by right-clicking a link and selecting ‘open in new tab’.

## Operation sheet 4.2.Creating Frame And Form Using Markup Language

### Operation sheet 1.1: Add commands to the Quick Access Toolbar

#### Operation title: Creating Frame And Form Using Markup Language

- **Purpose:** To Create Frame And Form Using Markup Language
- **Instruction:** Use each steps below properly :
- **Tools and requirement:**
  11. Computer,
  12. Office Software,
- **Steps in doing the task**

#### The Basic Idea Behind Frames

The basic concept behind frames is pretty simple:

- Use the `frameset` element in place of the `body` element in an HTML document.
- Use the `frame` element to create frames for the content of the web page.
- Use the `src` attribute to identify the resource that should be loaded inside each `frame`.
- Create a different file with the contents for each `frame`.

Let's look at a few examples of how this works. First we need a few HTML documents to work with. Let's create four different HTML documents. Here's what the first will contain:

```
<!DOCTYPE html>

<html>

<body>

<h1>Frame 1</h1>

<p>Contents of Frame 1</p>

</body>

</html>
```

The first document we'll save as *frame\_1.html*. The other three documents will have similar contents and follow the same naming sequence.

## Creating Vertical Columns

To create a set of four vertical columns, we need to use the `frameset` element with the `cols` attribute.

The `cols` attribute is used to define the number and size of columns the `frameset` will contain. In our case, we have four files to display, so we need four frames. To create four frames we need to assign four comma-separated values to the `cols` attribute.

To make things simple we're going to assign the value `*` to each of the frames, this will cause them to be automatically sized to fill the available space.

Here's what our HTML markup looks like.

```
<!DOCTYPE html>

<html>

<frameset cols="*,*,*,*">

<frame src="../file_path/frame_1.html">

<frame src="frame_2.html">

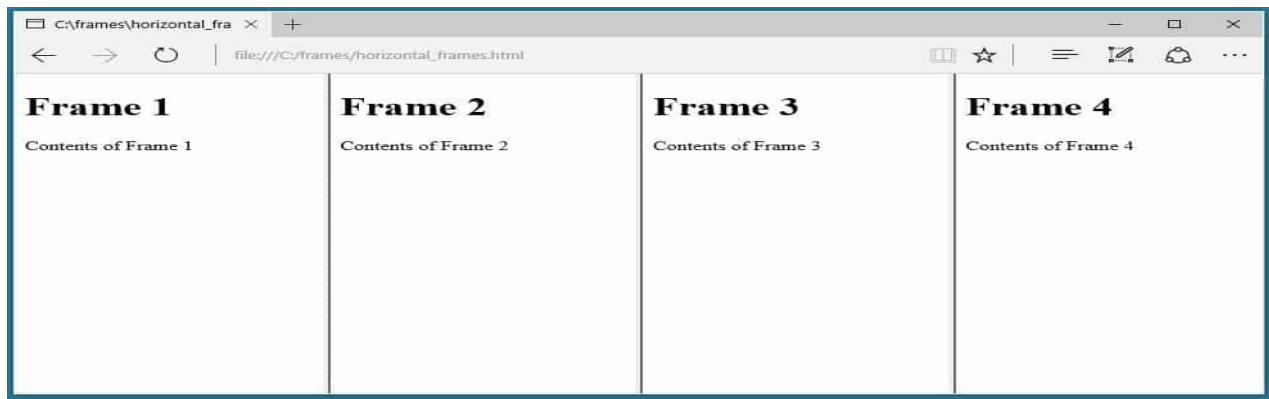
<frame src="frame_3.html">

<frame src="frame_4.html">

</frameset>

</html>
```

And here's how that HTML will render.



## Creating Horizontal Rows

Rows of frames can be created by using the `rows` attribute rather than the `cols` attribute as shown in the HTML below.

```
<!DOCTYPE html>

<html>

<frameset rows="*,*,*,*">

<frame src="frame_1.html">

<frame src="frame_2.html">

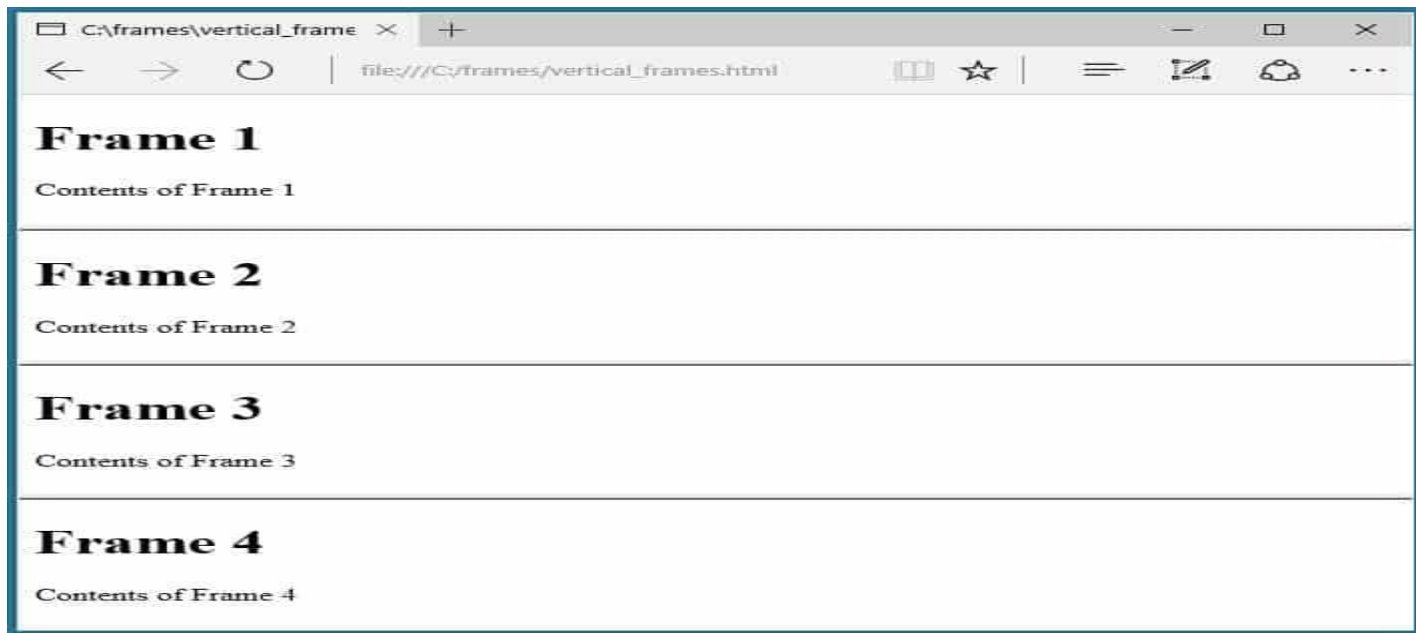
<frame src="frame_3.html">

<frame src="frame_4.html">

</frameset>

</html>
```

By making that one change, the frames now load as four rows stacked up on top of each other.

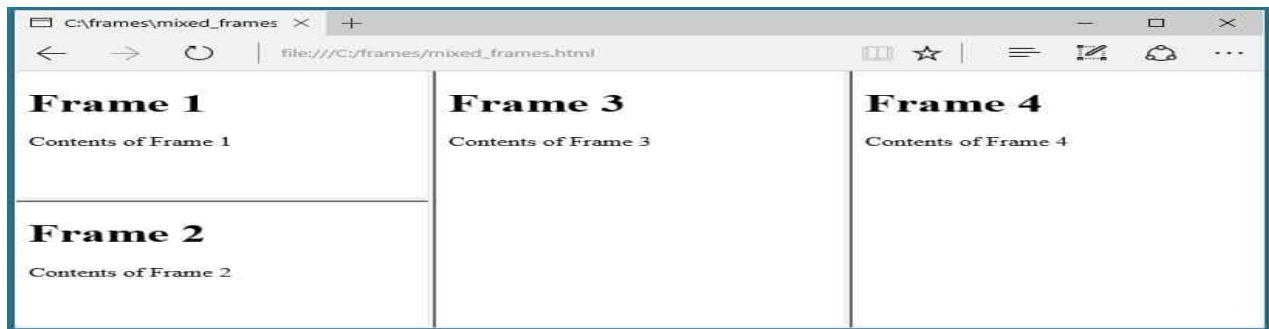


## Mixing Columns and Rows

Columns and rows of frames can both appear on the same webpage by nesting one `frameset` inside of another. To do this, we first create a `frameset` and then nest a child `frameset` within the parent element. Here's an example of how we could nest two rows within a set of three columns.

```
<frameset cols="*,*,*">
  <frameset rows="*,*">
    <frame src="frame_1.html">
    <frame src="frame_2.html">
  </frameset>
  <frame src="frame_3.html">
  <frame src="frame_4.html">
</frameset>
```

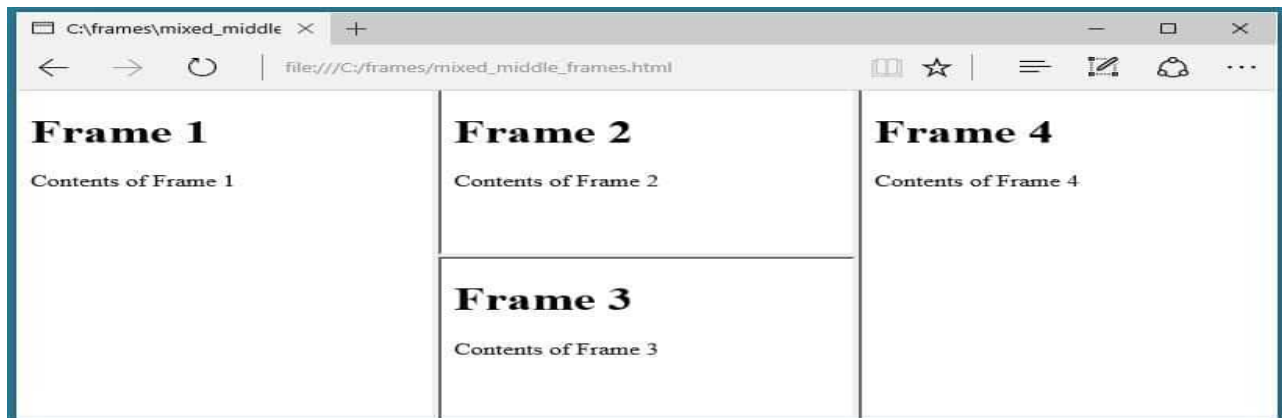
Here's the result of that code:



The nested `frameset` takes the place of the first frame within the parent element. The nested element can be placed in any position. For example, if we wanted the nested element to appear in the center position we would just rearrange the elements like this.

```
<frameset cols="*,*,*">
<frame src="frame_1.html">
<frameset rows="*,*">
<frame src="frame_2.html">
<frame src="frame_3.html">
</frameset>
<frame src="frame_4.html">
</frameset>
```

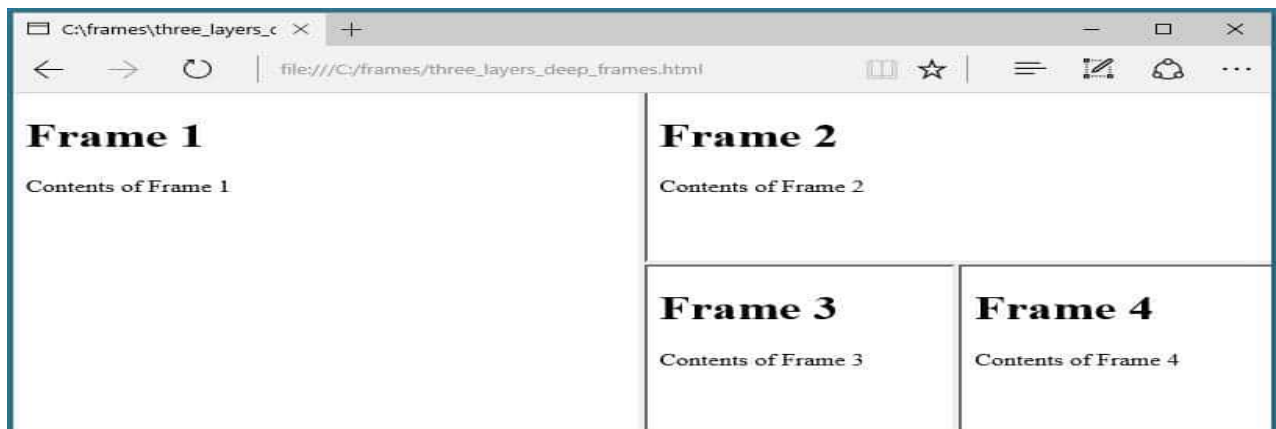
Here's how the rearranged frames would render.



Of course, we can also create additional nested frames if we want to.

```
<frameset cols="*,*">
<frame src="frame_1.html">
<frameset rows="*,*">
<frame src="frame_2.html">
<frameset cols="*,*">
<frame src="frame_3.html">
<frame src="frame_4.html">
</frameset>
</frameset>
</frameset>
```

That code creates a set of two equally sized columns. We then split the second column into two rows. Finally, we split the second row into two columns. Here's what that actually looks like.



One more way to create a combination of rows and columns is to define a grid of columns and rows in a single `frameset`. For example, if you wanted a grid of four equally sized frames, you could use the following code.

```
<frameset rows="*,*" cols="*,*">
```

```
<frame src="frame_1.html">

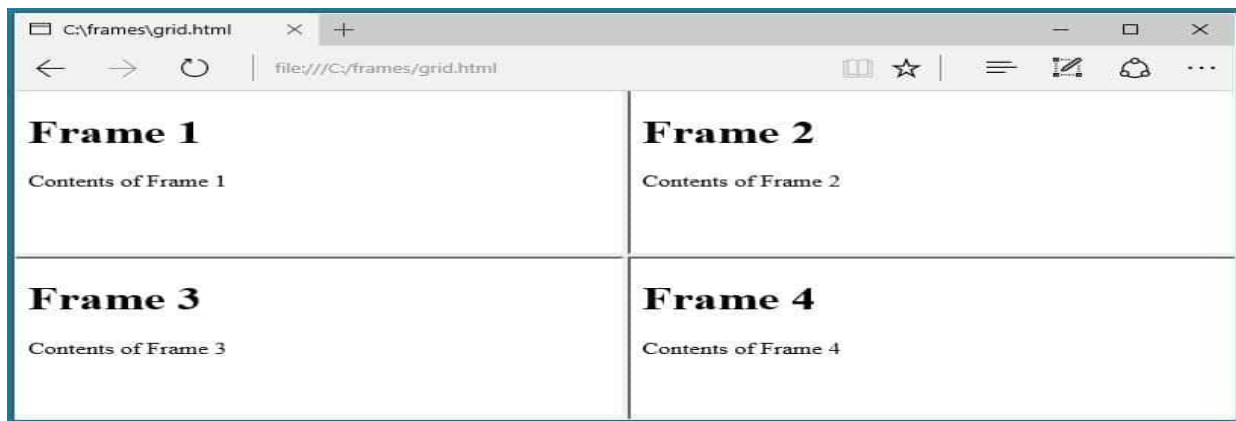
<frame src="frame_2.html">

<frame src="frame_3.html">

<frame src="frame_4.html">

</frameset>
```

The resulting grid of columns and rows looks like this.



## How to Style Frames

When styling the presentation of a webpage that uses frames, there are two different types of styling to consider:

- Styling within each frame.
- Styling the frameset

The presentation of each frame must be defined within the source document. The presentation of the frameset must be defined within the parent document containing the frameset.

In other words, *frame\_1.html* must be styled by CSS rules contained within *frame\_1.html* or within a stylesheet linked to *frame\_1.html*.

## Styling Frame Source Documents

Just as with any webpage, the contents of each frame can be styled with CSS. In order to style the contents of each frame, the styles must be added to the source document itself either by linking to an external stylesheet within the source document or by adding internal or inline styles to the source document.

Considering our four source documents, CSS styles have to be applied to each document individually. Applying CSS styles to the webpage that contains the `frameset` will not cause those styles to apply to each individual document.

If we want to style *frame\_1.html* we need to add styles directly to the document itself either by linking to an external style sheet or by typing them directly into the document. Here's an example of how we might do that:

```
<!DOCTYPE html>

<html>

<head>

<style>

body {background: gray;}

    h1 {color: blue;}

p {margin: 20px;}

</style>

</head>

<body>

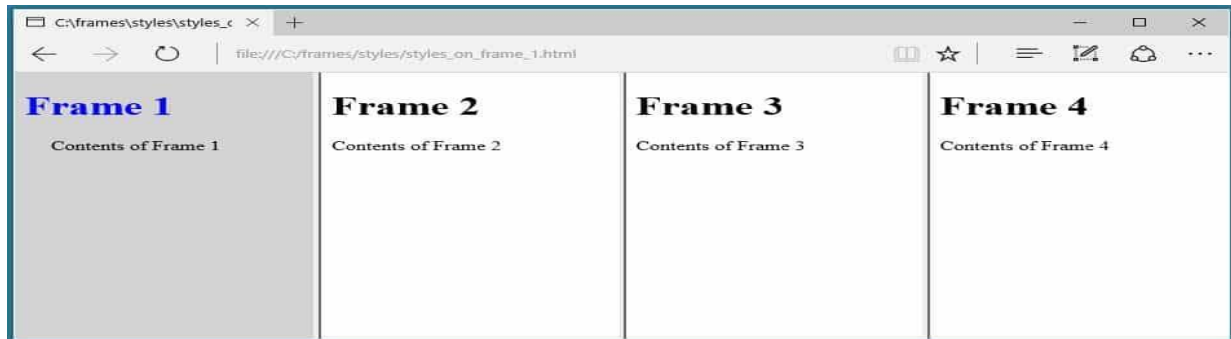
<h1>Frame 1</h1>

<p>Contents of Frame 1</p>

</body>

</html>
```

If we go back to our original example with four equally-sized columns and load the frameset after making these changes to *frame\_1.html*, we get this:



## Styling & Formatting the Frameset

There are a few things you can do to affect the presentation of a frameset beyond styling the documents themselves.

- The size of each frame can be specified and locked.
- The margin between frames can be changed.
- The border around frames can be formatted.

These changes aren't made with CSS. Instead, they are made by adding attributes and values to the frame elements.

## Sizing Frames

Frames can be sized either in pixels or percentages, or they can be set to automatically adjust in size based on the available space. To specify the size of a frame, insert the desired value in the `cols` or `rows` attribute.

By default, unless the attribute `noresize` is added to a frame, website visitors can use their mouse to drag the border between two frames to resize the frames. If this is undesirable, the attribute `noresize` can be applied to a frame element to prevent resizing.

Let's put both of these ideas into practice.

Let's create the following layout:

- One full-width row along the top of the webpage.
- Three columns below the top row.
- The first and third columns sizes to create left and right sidebars.
- The middle column sized to create a larger content area.

We can create this layout with the following code.

```
<frameset rows="150px, *">

<frame noresize src="frame_1.html">

<frameset cols="20%, *, 20%">

<frame src="frame_2.html">

<frame src="frame_3.html">

<frame src="frame_4.html">

</frameset>

</frameset>
```

What that code creates is a **frameset** of two rows.

- The first row is 150px tall. The **noresize** attribute appearing on the **firstframe** means that it cannot be resized.
- The styles we applied earlier to *frame\_1.html* are preserved, but only affect the contents of that frame.
- The second row expands to fill the remaining space.
- A second **frameset** is nested in the second row and includes three columns.
  - The first and third columns will each cover 20% of the available browser window.
  - The second column will resize to fill the space remaining between the first and third columns.

- Since we did not use the `noresize` attribute on the columns, they will initially render based on the sizes included in the code, but a website visitor will be able to manually resize them.

That code would create a webpage that rendered like this.



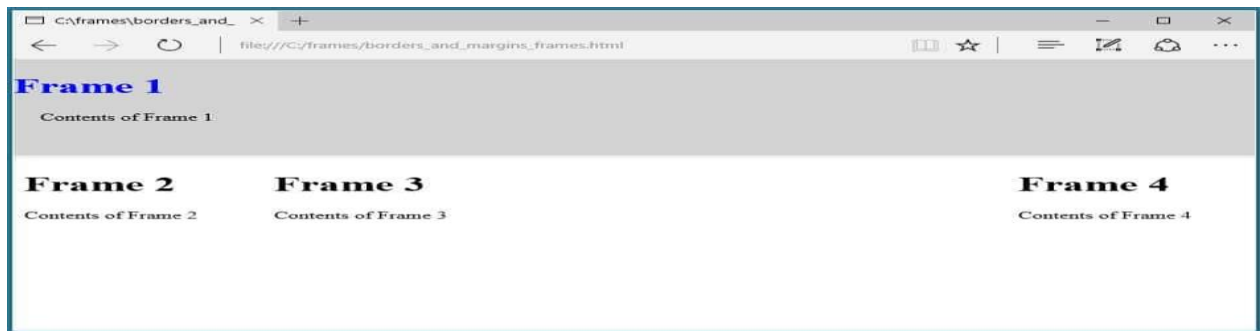
### Formatting Frame Margins & Borders

Now that we have our layout defined, we can increase or decrease the margin between the frames and also remove the border between the frames if we wish to do so. Using the layout we created in the previous step, let's remove the borders between the three columns, but leave the border between the upper and lower rows. Let's also add some margin around the contents of the first frame.

```
<frameset rows="150px,*">
<frame noresize src="frame_1.html" marginheight="15">
<frameset cols="20%,*,20%">
<frame src="frame_2.html" frameborder="0">
<frame src="frame_3.html" frameborder="0">
<frame src="frame_4.html" frameborder="0">
</frameset>
</frameset>
```

The `marginheight` attribute applied to the first frame will add 15px of margin above and below the content loaded in the first frame. The `frameborder` value of 0 removes the borders from around the three bottom frames.

If we pull up this code in a browser, here's what it looks like.



## Targeting Frames with Links

One of the most common uses of frames is to build sticky navigation into a frame that is always visible regardless of the position of the contents of the other frames. When properly implemented, navigation links will cause new resources to load in one frame while the other frames remain static.

Anchors can be formatted to target specific frames by assigning a `name` attribute to a targeted frame element, and using the `target` attributed within the `a` element to load the `href` in the targeted frame.

If all of that is a little confusing, let's take it step-by-step.

The first step in making this happen is to assign a `name` to the frame where we want links to open. Using the layout we created just a minute ago, we would probably want to use the left-hand column for our navigation and the center column as our targeted frame. In order to do this, we need to assign a name to our target.

```
<frameset rows="150px,*">

<frame noresize src="frame_1.html" marginheight="15">

<frameset cols="20%,*,20%">
```

```
<frame src="frame_2.html" frameborder="0">

<frame src="frame_3.html" name="mid_col" frameborder="0">

<frame src="frame_4.html" frameborder="0">

</frameset>

</frameset>
```

Now that we've named the center column `name="mid_col"` we can create a couple of links in our left-hand column source document `frame_2.html` and target the center column.

```
<!DOCTYPE html>

<html>

<body>

<h1>Frame 2</h1>

<p>Contents of Frame 2</p>

<ul>

<li><a href="frame_1.html" target="mid_col">Load frame_1.html</a></li>

<li><a href="frame_2.html" target="mid_col">Load frame_2.html</a></li>

<li><a href="frame_3.html" target="mid_col">Load frame_3.html</a></li>

<li><a href="frame_4.html" target="mid_col">Load frame_4.html</a></li>

</ul>

</body>

</html>
```

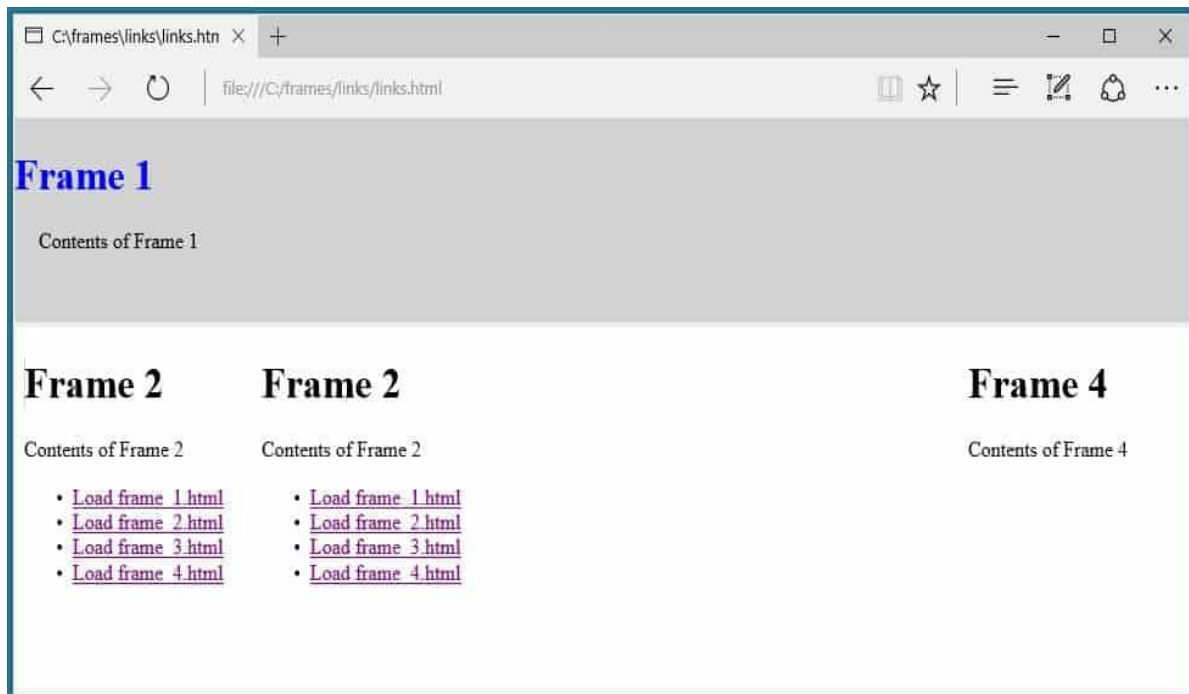
Now when we load our webpage we have four navigation links in the left sidebar, and when we click a link the contents of that file are loaded in the middle column `frame` with the attribute `name="mid_col"`.



If we click the link *Load frame\_1.html* the contents of that file are loaded in the center column and we get this.



If we click the link *Load frame\_2.html* we see the navigation contents both in the left sidebar and the middle column.



Clicking the links *Load frame\_3.html* and *Load frame\_4.html* would behave exactly as you'd expect, loading the contents of those files in the middle column.

If we forgot to add the `target="mid_col"` attribute to one of the links, when we clicked the link the resource will load in the same frame that contained the link. If we want to reload the entire page, such as when linking to an external website, we need to add the `target="_blank"` or `target="_top"` attribute to the anchor element.

### Providing a `noframes` Fallback

In the past, the `noframes` element was used to create a fallback for browsers that did not support the use of frames. However, all modern browsers do support frames for the time being, and support for `noframes` is virtually nonexistent. As a result, it is no longer necessary to have a `noframes` fallback when working with frames.

### How to Make Frames Responsive

One of the problems with frames is that they tend to create usability issues for website visitors using smartphones and small tablets. Since frames have been removed from HTML5 entirely and

deemed obsolete, it's important that the owners of websites built with frames begin planning a redesign that does not include frames. However, until a full redesign can be completed, there are a few things webmasters can do to improve the usability of framed designs.

### Use Rows Rather than Columns

If possible, organize frames into rows rather than columns. It is much easier to navigate through content vertically than horizontally on a small screen and frames that are arranged into rows are much easier to view on a small screen than those arranged into columns.

- **Working on forms**

### Syntax:

`<form>`

`<!--form elements-->`

`</form>`

Form elements

These are the following HTML `<form>` elements:

- **<label>**: It defines label for `<form>` elements.
- **<input>**: It is used to get input data from the form in various types such as text, password, email, etc by changing its type.
- **<button>**: It defines a clickable button to control other elements or execute a functionality.
- **<select>**: It is used to create a drop-down list.
- **<textarea>**: It is used to get input long text content.
- **<fieldset>**: It is used to draw a box around other form elements and group the related data.
- **<legend>**: It defines caption for fieldset elements.
- **<datalist>**: It is used to specify pre-defined list options for input controls.

- **<output>**: It displays the output of performed calculations.
- **<option>**: It is used to define options in a drop-down list.
- **<optgroup>**: It is used to define group-related options in a drop-down list.

Textbox in HTML Form

In an HTML form, we use the `<input>` tag by assigning type attribute value to text to input single line input. To define type attribute see the below syntax.

Tip: The default value of the type attribute is “text”.

### Syntax:

```
<input type="text" />
```

Or shorthand for “text” type:

```
<input />
```

Password in an HTML Form

We can change type value text to password to get the input password

### Example:

```
<!DOCTYPE html>
```

```
<html>
```

```
<head>
```

```
<title>Page Title</title>
```

```
</head>
```

```
<body>
```

<h2>Welcome To GFG</h2>

<form>

<p>

<label>Username : <inputtype="text"/></label>

</p>

<p>

<label>Password : <inputtype="password"/></label>

</p>

<p>

<buttontype="submit">Submit</button>

</p>

</form>

</body>

</html>

## Output:

# Welcome To GFG

Username :

Password :

Fig4.13. Login form

In the above example, we can see the difference between type text and type password. The username will be visible but the password will not be visible.

### Radio Button in an HTML Form

To create a radio button, we use the `<input>` tag following by radio type to provide users to choose a limited number of choices.

#### Syntax:

```
<input type="radio" name="radio_button_name" value="radio_button_value" />
```

**Note:** The radio button must have shared the same name to be treated as a group.

**Note:** The value attribute defines the unique value associated with each radio button. The value is not shown to the user, but is the value that is sent to the server on “submit” to identify which radio button that was selected.

## Checkbox in an HTML Form

To create a checkbox in an HTML form, we use the `<input>` tag followed by the input type checkbox. It is a square box to tick to activate this. It used to choose more options at a time.

### Syntax:

```
<input type="checkbox" name="select_box_name" value="select_box_value" />
```

**Note:** the “name” and “value” attributes are used to send the checkbox data to the server.

### Example:

In this example, we use checkboxes to select language.

## Combobox in an HTML Form

Combobox is used to create a drop-down menu in your form which contains multiple options. So, to create an Combobox in an HTML form, we use the `<select>` tag with `<option>` tag. It is also known as a drop-down menu.

### Syntax:

```
<select name="select_box_name">
<option value="value1">option1</option>
<option value="value2">option2</option>
<option value="value3">option3</option>
</select>
```

**Note:** the “name” and “value” attributes are used to send the Combobox data to the server.

## Submit button in an HTML Form

In the HTML form, submit button is used to submit the details of the form to the form handler. A form handler is a file on the server with a script that is used to process input data.

### Syntax:

```
<button type="submit">submit</button>
```

## TextArea in an HTML Form

In the HTML form, a text area is used to add comments or reviews, or addresses to the form, in other words, the text area is a multi-line text input control. It contains an unlimited number of characters, the text renders in a fixed-width font, and the size of the text area is given by the <rows> and <cols> attributes. To create a text area in the form use the <textarea> tag.

### Syntax:

```
<textarea name="textarea_name">content</textarea>
```

**Note:** the name attribute is used to reference the textarea data after it is send to a server.

### *Create an HTML form to input the basic details of a student*

In this example, we will take input such as Salutation, First Name, Last Name, Email, Phone, Gender, Date of Birth, and Address.

To create this form, we need to use the <legend> tag to defined caption, <select> tag for Salutation, <option> tag to define elements of Salutation, <input> tag for First Name, Last Name, Email, Phone, Date of Birth by changing <input> tag type attribute, <textarea> to input address, radio button for gender. After defining all these stuffs, we will use a <button> to submit this form data.

The final output for the above code would result look like

Personal Details

Salutation  
--None--

First name:

Last name:

Gender :
☐ Male
☐ Female

Email:

Date of Birth:
dd / mm / yyyy

Address :

Submit

Fig4.14.Registration form

## Lap Test 4

Task 1.Perform a site navigation on your website

Task2.Code or perform a link using text

- With in a site
- From page to page

Task 3.Code or perform a link using image

- With in a site
- From page to page

Task 4.code a simple frame of your design using markup language

Task 4.code a simple form of your design using markup language

## Unit Five: Test Website

This learning guide is developed to provide you the necessary information regarding the following content coverage and topics:

- Testing web page content for consistency
- Testing elements of website content across a number of different browsers and browser versions
- Confirming that web page meets client requirement and web content accessibility guidelines

This guide will also assist you to attain the learning outcomes stated in the cover page. Specifically, upon completion of this learning guide, you will be able to:

- Test consistency of web page content
- Test elements of website content across a number of different browsers and browser versions
- Confirm that web content accessibility guidelines for web page to meets client requirement

## Unit Five: Test Website

### 5.1. Testing web page content for consistency

Understanding Functional Testing (and What it Means for Your Word Press Site)

Functional testing is an important part of most software development cycles, giving testers a cohesive, consistent way to check that the project they are working on is working as it should.

This is particularly important in a web development context and can have benefits for Word Press sites as well as for all sorts of other online services.

If you're new to the concept of functional testing, read on to get a straightforward explanation of what it involves and how it applies to Word Press sites in particular.

#### Defining Functional Testing

When you go to perform functional testing, the broad goal is to see if the software is fulfilling the functions that it was designed for.

This is achieved by submitting an input, and observing how the output compares with the specific requirements of the software.

Most significantly, this is a type of black box testing. This keeps the nuts and bolts of how the software is actually functioning out of sight of the testers. As such, testers do not need to be coding experts in order to glean valuable insights from functional testing.

#### Exploring Testable Functions

Now you have an idea of the general purpose of functional testing, it's helpful to look at some aspects of the software that can be scrutinized using it. This should begin to reveal the relevance to Word Press websites as well.

Aside from the wide-ranging question of whether or not the software works at a basic level, the next area of focus for functional testing is usability. So in the case of a website, usability testing will determine how straightforward it is for users to move from page to page, navigating to where they want to go.

Barriers to usability on a Word Press site are many and varied, ranging from inconsistent formatting and unintuitive menu behavior to poor performance and bad page load speeds.

Unless you are aware that these problems exist, you won't be able to fix them, and they are pretty fundamental to guaranteeing a good user experience.

Accessibility is also explored as part of functional testing. So for a website, that means checking to see whether the goals for accessibility have been met, and also whether there are any unforeseen issues with the way pages are presented to visitors.

If you are intending to appeal to as many audience members as possible, and if your Word Press site is the public face of your business on the web, then these are all things you need to take seriously.

Lastly, functional testing can also account for known error conditions; so for a Word Press site, this might mean someone entering an incorrect URL, and the site serving them with a 404 error page letting them know that the page they are looking for does not exist, or could not be found on the server at this time.

**Error conditions** are a function of a website, as well as of many other types of software, so it is logical that they would be covered by functional testing.

## How to Handle Functional Testing?

The way functional testing is orchestrated is the same whether you are working on a Word Press site or any other project across the sphere of modern software.

- First, it's necessary to know what functions are being tested and determine the input data needed to check if they work as intended.
- Next, you need to calculate the anticipated outcome, based on the input values being used. Then you can follow through with the testing itself, whether using manual methods or automated tools.
- Finally, you can compare the results you receive from testing with the expected results you calculated earlier.

So in the case of a Word Press site, say you wanted to test the login function for users who had already created accounts. You would set the input values as the login details and the interactions

needed to enter and confirm them on the site and have the expected outcome being a smooth login and progress to the relevant target page.

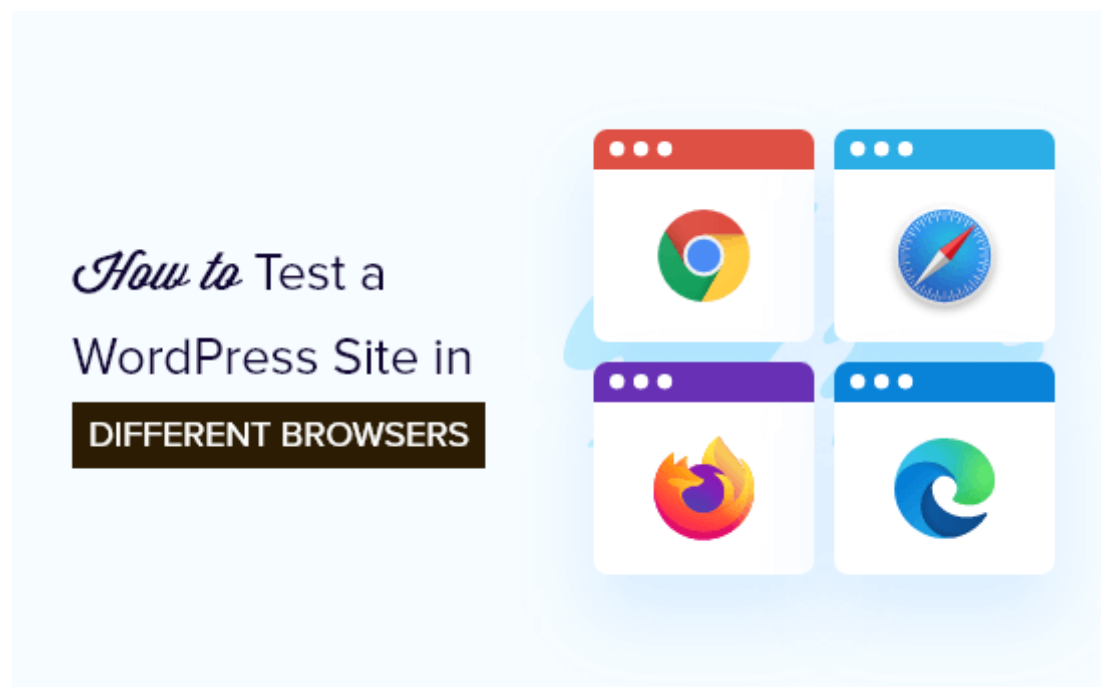
If the test is executed and the actual results match the expected results, all is well. If something goes awry, you have a point of comparison on which to base your troubleshooting.

## 5.2. Testing elements of website content across a number of different browsers and browser versions

### How to Test a Word Press Site in Different Browsers

Cross browser testing is essential when switching Word Press themes or changing your design because it helps to make sure your website looks good on different browsers, screen sizes, operating systems, and mobile devices.

In this article, we'll show you how to easily test a Word Press site in different browsers.



**Fig5.1.What is Cross Browser Testing**

Cross browser testing is the process of testing your website across multiple different browsers, screen sizes, operating systems, and mobile devices to make sure your site works correctly.

Testing a Word Press site in different browsers lets you see what your site looks like for all of your visitors.

You might be using a popular browser like Google Chrome, which has a 69% market share on desktop computers and 64% on mobile devices. However, other browsers like Firefox, Microsoft Edge, Safari, and Opera are still widely used by hundreds of millions of users worldwide.

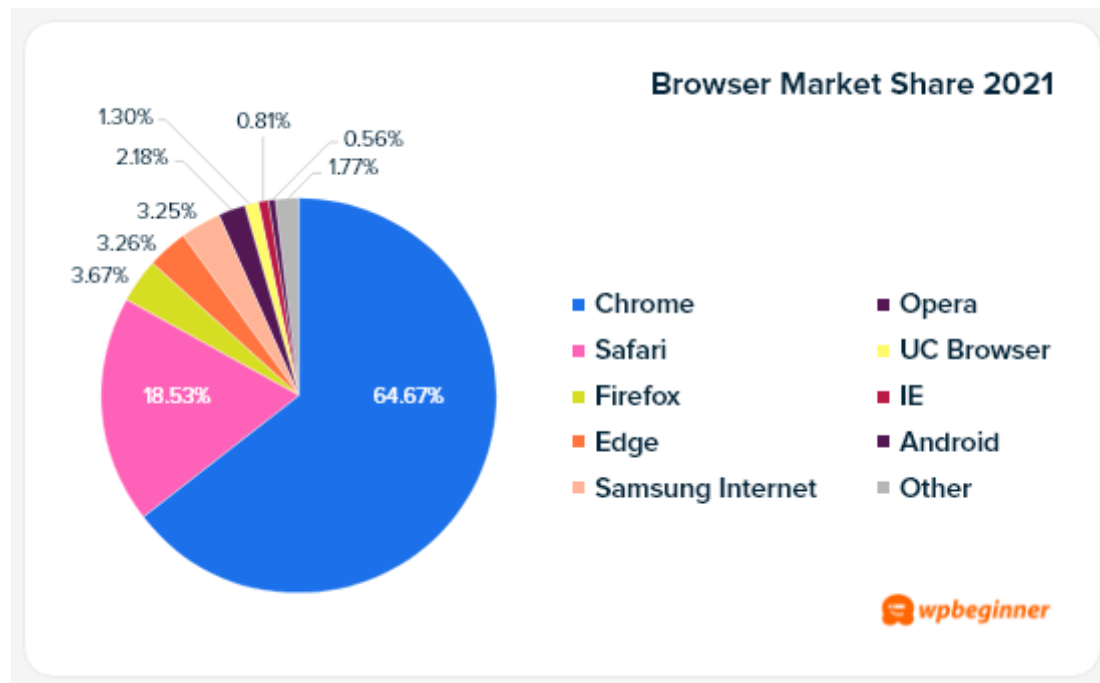


Fig5.2.Pie chart for browsers

While all browsers may seem similar, they all use different code, which means they may handle website elements differently from time to time. As a website owner, this means that your website may look different across browsers.

And if your website doesn't work right on one of those browsers, then you're missing out on all those visitors and traffic.

Since these are not common Word Press errors that are visible to everyone, you may go months without ever knowing about the issue until someone reports it.

This is why it's considered best practice to test your Word Press site across different browsers on multiple platforms and screen sizes, so you can make sure that your website offers the same user experience to all your users.

Luckily there are cross browser testing tools that can help automate the process with just one click.

But before we share the list of best cross browser testing tools for Word Press, it's important to know which browsers are popular among your users, so you know which ones to test.

### *How to Find Which Browsers and Devices Your Website Visitors Use?*

Considering the number of available operating systems, browsers, and browser version combinations, cross-browser testing can be tedious for small business owners.

However, if you know the popular browsers, operating systems, and devices that your website visitors use, then you can make the process much easier. Depending on your specific stats, you may be able to get away with testing only a few popular combinations.

The easiest way to find out which browsers, operating systems, and devices are popular with your users is by using Google Analytics.

However, setting up Google Analytics the right way can be challenging for a lot of website owners.

That's why we recommend using MonsterInsights. It's the best analytics solution for Word Press used by over 3 million websites.

After that, you can view which devices your visitors use to access your website by going to **Insights » Reports** in your Word Press dashboard.

As you scroll down the page, you'll see a 'Device Breakdown' section that shows you the devices your visitors use to access your website.

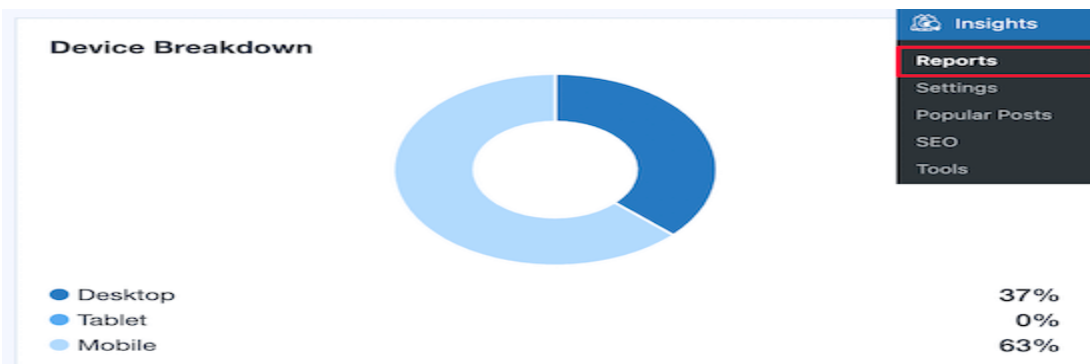


Fig5.3.Google analytic report

To find out which browsers are popular among your users, you need to log in to your Google Analytics account, then go to **Audience » Technology**, and click 'Browser & OS'.

From here, you can find out which website browsers are most commonly used by your website visitors.

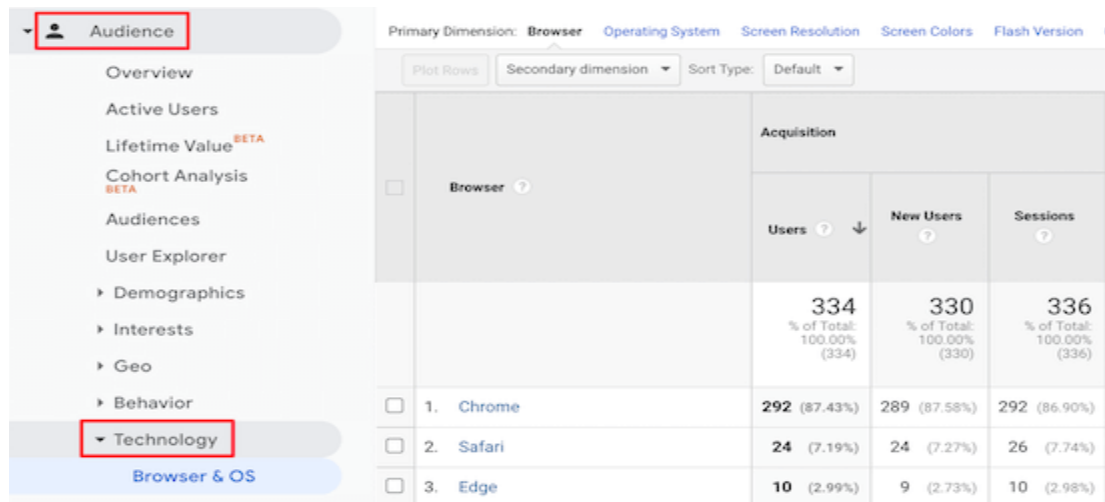


Fig 5.4. Google analytic Browser and OS

You can also go to **Mobile » Devices**.

This gives you a breakdown of the actual mobile devices visitors are using to access your website.

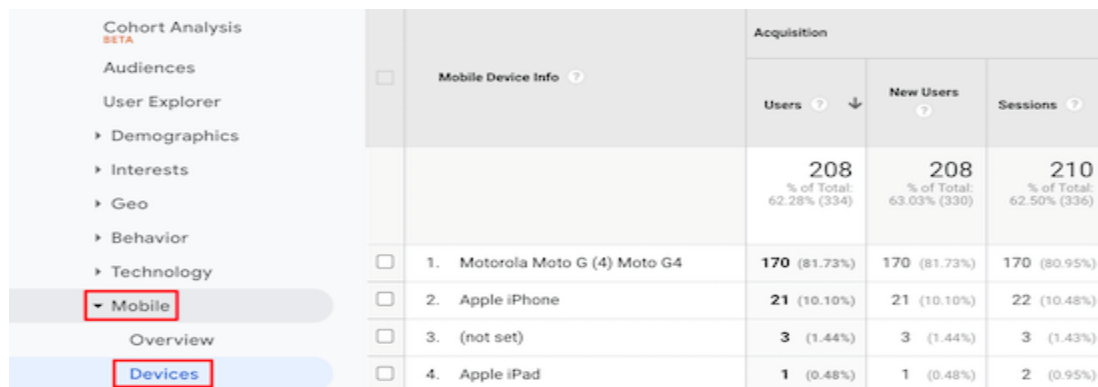


Fig5.5. Mobile device access the website

Once you have this list, you can save time by focusing on the top combinations and avoiding the rest.

### 5.3. Confirming that web page meets client requirement and web content accessibility guidelines

Websites have become an inevitable part of our life and an essential element for businesses.

Business managers and different companies from all over the globe are working hard to keep up with the trends in the technology sector to provide the best experience to their customers.

When it comes to experience and targeting customers most businesses tend to forget a major section of our society; people with disabilities.

Did you know more than 1 billion people around the globe have some sort of disability? Now think about how many of these people can be your direct target audience. But the problem is; most people with disabilities find it difficult to use the internet or even a computer or smart phone. Hence most founders and startup owners miss out on a large portion of their target audience.

This is the reason that we have decided to write this detailed guide about WCAG standards for every business. We have tried to cover everything that you need to know to make your web content ready for people with disabilities. Let's start with a quick introduction.

Already know you want your business to be accessible and in compliance with WCAG? We can help! At Iterators, we design, build, and maintain custom software for startups and enterprise businesses.

The Web Content Accessibility Guidelines (WCAG) is a standard for online content which is internationally recognized and created by the World Wide Web Consortium (W3C). In simple terms; WCAG is a document that explains how developers can make web content more accessible for individuals, groups, or organizations from all over the globe.

WCAG is created with an objective to make content available on the internet more accessible for people with disabilities. It includes almost all the disabilities like physical, visual, speech, auditory, language, learning, cognitive, and neurological disabilities.

WCAG standard is also helping elder adults whose abilities are changing with age and who aren't able to access online content easily.

Who is WCAG intended for?



Fig5.6. WCAG two group

Technically WCAG is intended for two groups; the developing group and the business decision-maker group. Yes, we know you might be wondering what that means. We'll explain everything; there's a reason we've named this blog a detailed guide. Let's start with the **developers' group**.

Building a website involves two parties; one who needs a website and one who builds it. Developers' groups come under the group that builds a website for any individual or group. The developers' group involves; analysts, researchers, developers, designers, and testers. These people are the core of web content; they can make it more or less accessible easily. In simple terms, WCAG is for a developing group that includes:

- Web content developers like page authors, site designers, etc.
- Tool developers responsible for web authors
- Tool developers responsible for web accessibility evaluation
- Testers who work to check the standard for web accessibility, as well as mobile accessibility

With the hope that you are now clear on one part of the web content accessibility group; let's check the other part: **business decision-makers**. For every web content of a business, you will find a decision-maker who will decide the look and feel of your web content. These decision-makers have proper knowledge of the customer base and goal of the business and they decide how they will leverage the WCAG standard. Below are some decision-makers who will be working with the developing team to implement WCAG:

- Policymakers of any business, who have in-depth knowledge about the legal aspect of the business.
- Managers who are aware of the customer and company's expectations.
- Researchers who work on the behavior of customers and its impact on the business.

What are the 4 principles of accessibility?

The principles of accessibility can be defined by P.O.U.R: Perceivable, Operable, Understandable, and Robust.

1. **Perceivable:** The first and most basic principle of accessibility is the ability to process the information of the website easily. The content on the website or app should be easy to process for those who cannot see or hear. Your web content should be easy to convert into an audio file for the visually impaired and into a text file for the deaf and hard of hearing. The best example of this is Netflix; the subtitles of Netflix include an explanation of background sounds that keeps the deaf audience engaged too.
2. **Operable:** People with different disabilities use different devices to access the content on the internet. Your web content should be easily operable on different devices to make it easy for everyone. For example, there are few people who use a keyboard only because they aren't able to operate a mouse; your content should be easy to track with it. Now there are some other people who can only operate the touch screen devices so your web content should be accessible accordingly.
3. **Understandable:** It is not advised to expect your target audience to have the same level of IQ. Things which are easy or basic knowledge for some people might not be that easy or common for others. This is important for the call to action, flow, and interactions in your website or application. The flow should be intuitive and easy to understand. Try not to get confused between creativity and confusion. Sometimes we get so into the creative

side that we forget about the usability of the website or app. Your website should be easy to understand for everyone.

4. **Robust:** Every user has their own set of technology, devices, and way of using the internet. They won't adjust for one query, one need, or one business. But we can adjust for them! You might have customers using internet explorer 1.0 or Firefox and you can't ask them to use Google Chrome only. But you can make your website accessible on all browsers and platforms.

## Self Check 5

### I. Matching

- \_\_\_ **1. Perceivable:**                      A. The first and most basic principle of accessibility is the ability to process the information of the website easily.
- \_\_\_ **2. Operable:**                        B. People with different disabilities use different devices to access the content on the internet.
- \_\_\_ **3. Understandable:**            C. It is not advised to expect your target audience to have the same level of IQ.
- \_\_\_ **4. Robust:**                          D. Every user has their own set of technology, devices, and way of using the internet.

### II. Give short answer

**Discuss briefly how to handle functional testing**

## Operation sheet 5.1: Testing website functionality

- **Operation title:** Testing website functionality
- **Purpose:** To Test website functionality
- **Instruction:** Use each steps below properly :
- **Tools and requirement:**
  13. Computer,
  14. Office Software,
  15. Google analytics
- **Steps in doing the task**

We'll use them to connect the website with Google Analytics and insert Google Optimize's code snippets.

### 1. Link the Word Press Site to Google Analytics

The first step is to connect Word Press and Google Analytics using the MonsterInsights plugin. We have a complete guide on [adding Google Analytics to Word Press](#), but here's a summary of how to do it:

1. If you don't have one, create a Google account and use it to sign up for Google Analytics.
2. Install and activate the MonsterInsights plugin from the Word Press admin dashboard.
3. Navigate to the plugin page by clicking **Insights** on the side panel. Use the setup wizard and follow the instructions to connect to Google Analytics.

### 2. Set Up Google Optimize and Link It to the Word Press Site and Google Analytics

The next process is to set up a Google Optimize account. Head to the Google Optimize website and log in using your Google account.

After that, follow these steps to link Google Optimize to Google Analytics and the Word Press site.

1. Click **Get started** on the account home page.
2. Tick the boxes that are relevant to your testing purposes and the terms of service. Click **Done**.
3. Click the **Settings** button on the top-right corner of the page to open the container settings.

4. The **Container settings** contain important information and instructions to set up Google Optimize. Link your Google Optimize account to Google Analytics by clicking **Link to Analytics**.

5. Use the drop-down menu to select your account's Google Analytics property and data streams, then click **Save**.

You'll have to insert the Google Optimize code snippet into your Word Press site – copy the code from the **Setup Instructions** section.

Go to your Word Press dashboard and navigate to **Settings -> Google Analytics**. Click the **Plugin Settings** to open the section.

Paste the code snippet in the **Custom Code** field. Select **include tracking code in the page head** on the **Tracking Code Location**, and check the **Custom Code Location** check box. Click **Save Changes** once you've finished.

Go back to the Google Optimize container settings and click **Install Extension** to install the Google Chrome extension. This will allow you to use the visual editor to edit the test page and perform the installation diagnostics.

### 3. Create a Google Optimize Experience

Now that the tools are linked, it's time to create an experience in Optimize. This is where you set up and run the test. Follow these steps to do so:

1. Create a Google Optimize Experience by clicking on the **Let's Go** button on the landing page.
2. Enter the name of the experience and the URL of the page you want to test, and select **A/B test** as the test type.

3. Click **Create** to finish the process and start configuring the A/B test.

### 4. Set Up the Page for A/B Testing

You need to take a few steps on the Google Optimize dashboard before running the test. The top panel in the Google Optimize interface helps you keep track of the progress as it displays a green checkmark for any preparation process you've completed.

The first step is to create a variant page for the A/B testing:

1. Click the **Add variant** button on the **Targeting and variants** section.
2. Enter the name of the variant page.
3. The new web page should appear on the list. Click **Edit** to customize it.
4. Use the page builder to modify the variant landing page. Once you've finished editing it, click **Save** -> **Done**.

Repeat the process by clicking the Add variant button to test multiple variations. Google Optimize allows you to test up to seven different versions.

#### 5. Configure the Objectives and Settings

The first configuration to set is the variant weight. This will define how Google Optimize will distribute traffic to all page versions. By default, Google Optimize distributes it evenly, but you can set a custom percentage.

Click the percentage weight and use the drop-down menu to select **Custom percentages**. Then, define the preferred variant weight.

After that, set a test objective. Head to the **Measurement and objectives** section and click **Add experiment objective**.

Select one primary objective from the available options.

If you want to have more than one test objective, click on **Add additional objective**. Google Optimize lets you have up to three objectives per experience.

After that, go to the **Settings** section to configure email notifications, traffic allocation, and other items.

## 6. Run the Test

Before starting the test, we recommend checking the Google Optimize installation to ensure that you have installed the tracking code snippet correctly. Go to the **Settings** section and click **Check installation**.

It will direct you to the visual editor and display a pop-up screen if Google Optimized has been installed correctly.

Now you can run the test. Go back to the **Experience** dashboard and click on the **Start** button.

To schedule a specific time to start and end the test, click the **clock** icon next to the **start** button.

## 7. Collect the Reports

Once the test is running, open the **Reporting** tab to see the collected data.

Note that Google may take up to 12 hours to push the data from Google Analytics to Google Optimize. Therefore, it's normal to see no results in the first few hours after the test started. The test will run for 35 days unless you specify a different end time. Go back to the **Details** tab and click the **End** button to end the test before that.

By ending the test, Google will stop pushing the data from Google Analytics to Google Optimize. The **Reporting** tab will display the last data received from Google Analytics before the end of the test.

The **Google Optimize report** contains data from Google Analytics, such as **experiment sessions**, **experiment conversions**, and **calculated conversion rate**.

The Google Optimize analysis section presents metrics for each variant, like the **probability to be the best**, the **probability to beat the original**, and **modeled improvement** to determine the best page version.

## 7 Best Word Press A/B Testing Plugins and Tools

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We've demonstrated how to conduct A/B testing for your Word Press site using Google Optimize. It's one of the most powerful third-party tools that you can easily integrate into Word Press and Google Analytics.

That said, there are other alternatives. You can install a Word Press plugin to conduct A/B tests from the dashboard. Other third-party platforms also offer advanced testing features for bigger business websites.

## BROWSER

### *Best Cross Browser Testing Tools for Word Press*

Cross browser testing tools make it easy for you to test your Word Press site across multiple browsers, operating systems, and devices in just a few clicks.

Below is the list of top cross browser testing tools for Word Press sites:

#### *1. CrossBrowserTesting*

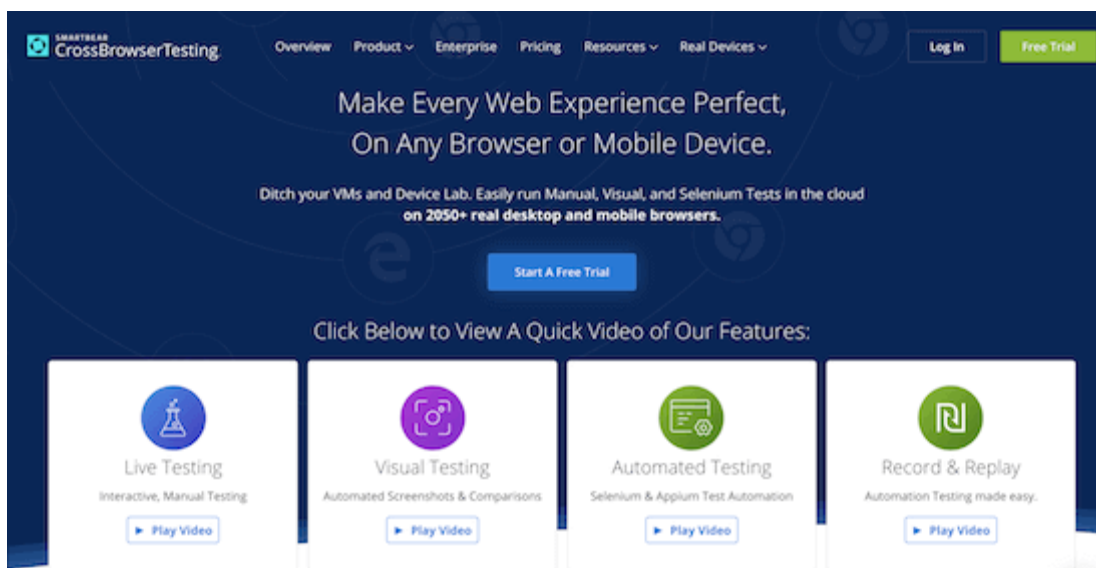


Fig5.7.Cross browser testing

CrossBrowserTesting is an easy to use and highly powerful cross-browser testing tool with live testing and screenshot features.

We use this tool here at Awesome Motive to test our websites like WPBeginner and our premium Word Press plugins.

It is a paid service, but they do offer a free trial account with 100 minutes to test out the product.

After creating your trial account, go to the ‘Live Test’ tab, where you can select an operating system and browser. It will load your website URL and show you what it looks like in the browser you selected.

If you’d like to get multiple screen grabs at once quickly, then click on the ‘Screenshots’ tab and run a new screenshots test.

The CrossBrowserTesting tool will automatically fetch screenshots on Mac, Windows, Android, and iOS devices running Chrome, Firefox, Safari, Microsoft Edge, Internet Explorer, and hundreds of other web browsers.

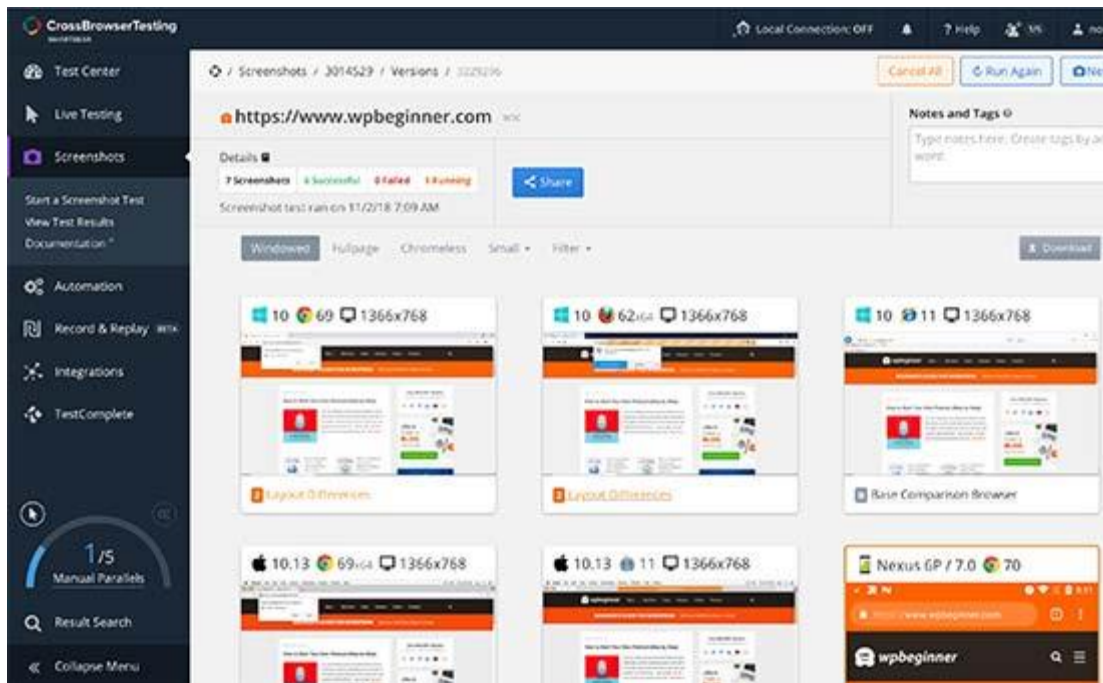


Fig5.8. Automatically fetch screenshot

It also shows you the layout differences below each screenshot which you can click to compare the layout with the base layout. You can also compare different layouts side-by-side or download all screenshots to your computer.

The free account is limited in terms of browsers and operating systems combinations that you can run. However, it covers the most popular browsers on top mobile and desktop platforms.

**Pricing:** Starts from \$29 per month when billed annually and allows for unlimited screenshots, manual tests, and more.

## 2. BrowserStack

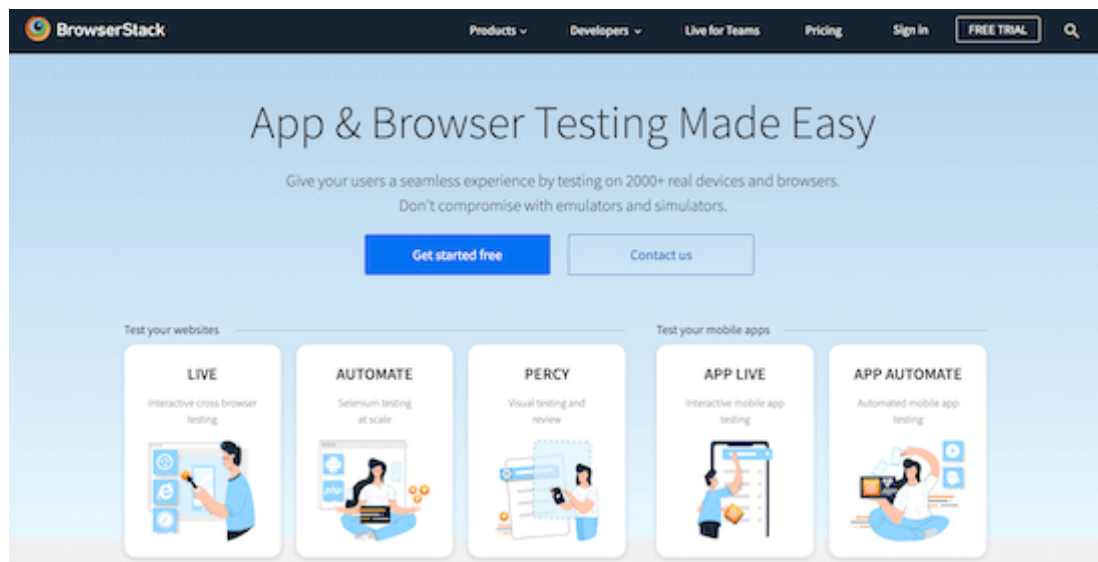


Fig5.9.Browser stack

BrowserStack is a paid cross-browser and cross-platform testing tool for mobile apps and websites.

They also offer a limited free trial account which gives you 30 minutes of interactive browser testing, 100 minutes of automated testing, and 5000 screenshots.

It comes with both live testing and screenshots features. You can select the platform you want to test and then select a browser.

BrowserStack will load the virtual emulator with an actual browser window. You can simply enter the URL you want to test to start the test.



Fig5.10.Load virtual emulator

The results are pretty accurate, and the speed is quite satisfying. However, you will still have to perform the tests manually by opening up each browser.

**Pricing:** Starts from \$29 per month when billed annually and gives you unlimited testing minutes and support for both Windows and macOS.

### 3. *LambdaTest*

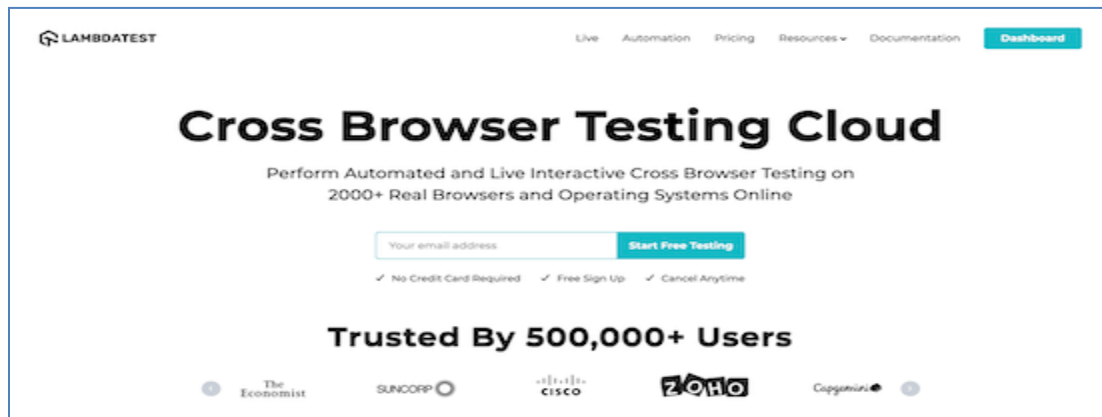


Fig5.11.Lambdatest

LambdaTest is another premium cross-browser testing tool for both live and screenshot testing.

It comes with a free lifetime plan that gives you 60 minutes of browser testing, 10 responsive tests, and 10 responsive screenshots per month.

After creating a free account, you can choose whether to run a live test, responsive test, or screenshot test in different browsers. You have complete control over the devices and web browsers you want the test to run.

LambdaTest will then automatically give you results based on the type of test you're running.

Simply click on a screenshot and it'll open in a popup for you to inspect.



Fig5.12.Lamda test give result

The free account is limited in terms of the number of tests you can run, but the results are pretty in depth and will give you a ton of actionable information to improve your website.

**Pricing:** Starts at \$15 per month when billed annually and offers support for unlimited real-time testing, screenshots, and responsive testing.

You'll need the higher priced plan for \$99 per month when billed annually for mobile browser testing.

#### 4. Word Press Theme Customizer

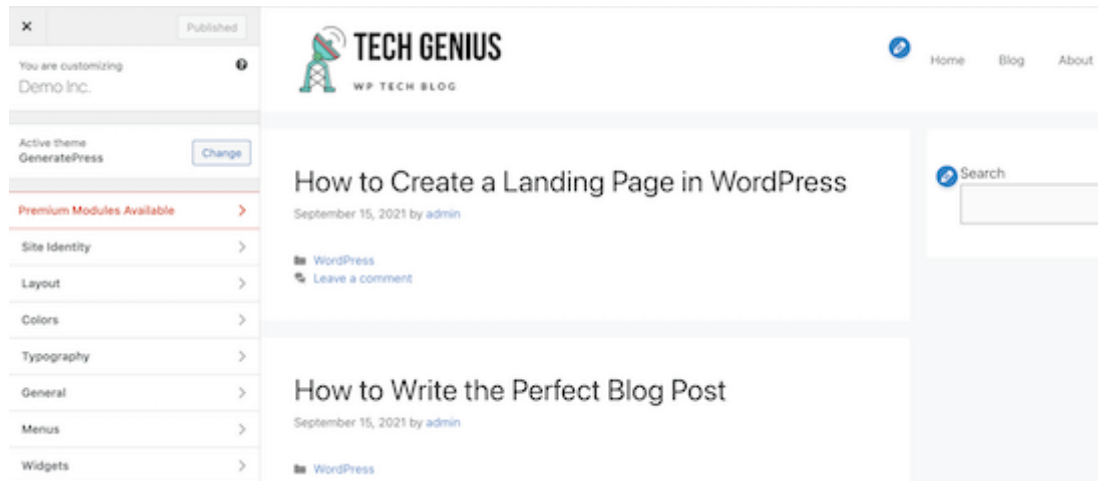


Fig5.13.Wordpress theme customizer

Another way to test your website is with the built in Word Press theme customizer. This tool is a part of every Word Press installation and lets you completely customize your website.

Once you're finished customizing your site, you can preview your changes and live site in different screen sizes.

There's a responsive view section at the bottom of your customizer that lets you view your site on desktop, tablet, and mobile.

Simply select the screen size you want to preview your website, and the window will automatically adjust.

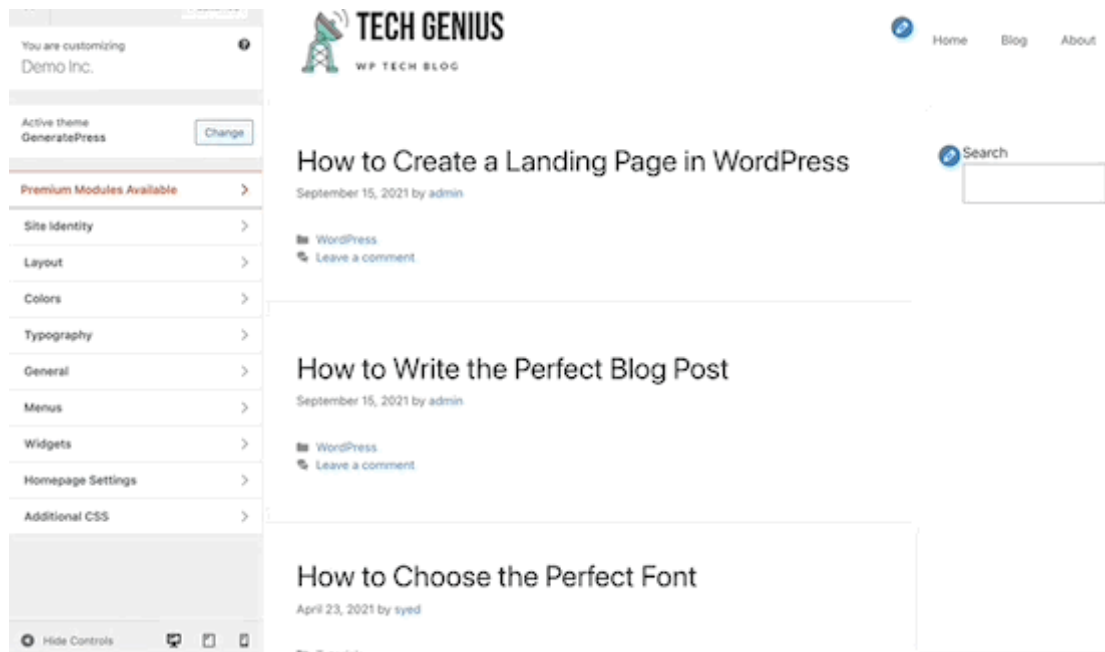


Fig3.14.Select screen size

Although this won't let you preview your website in different browsers automatically, you can test the responsiveness of your website in real time.

### ***How to Analyze Cross Browser Test Screenshots?***

Now that you've learned the easiest way to test your Word Press site in different browsers, the next step is to analyze your results to see if something is broken that needs fixing.

If you are using a responsive Word Press theme with good quality code behind it, then most of your screenshots will look pretty much the same.

However, in some cases, website elements may look slightly different from one browser to another. If this difference is minor and doesn't impact user experience, aesthetics, or functionality, then you can ignore it.

On the other hand, if the difference is too noticeable, affects user experience, looks unpleasant, or prevents users from using your website as intended, then it needs your attention.

In most cross-browser tests, you will discover CSS issues with your theme.

This can be fixed by using the Inspect Element feature to find out which CSS rules need to be updated. After that, you can add custom CSS to fix those issues.

If you're unable to fix the issues yourself, then you can always hire a Word Press developer to help you fix them.

We hope this article helped you learn how to easily test a Word Press site in different browsers. You may also want to see our guide on how to register a domain name and our expert picks of the best live chat software for small businesses.

## Lap Test 5

**Task1. Manually test functionality of your website**

**Task 2. Use cross browser testing tools and test your website**

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