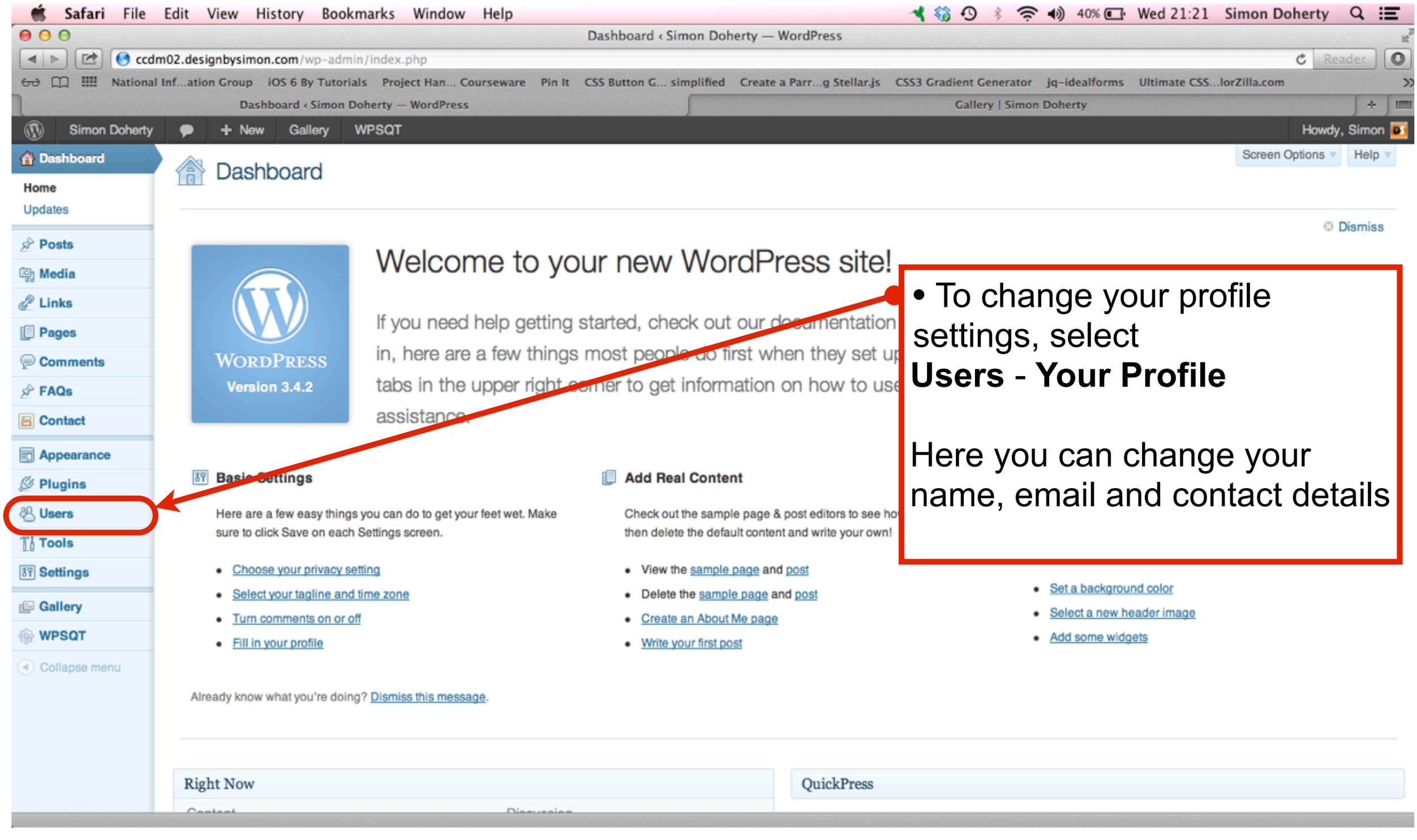
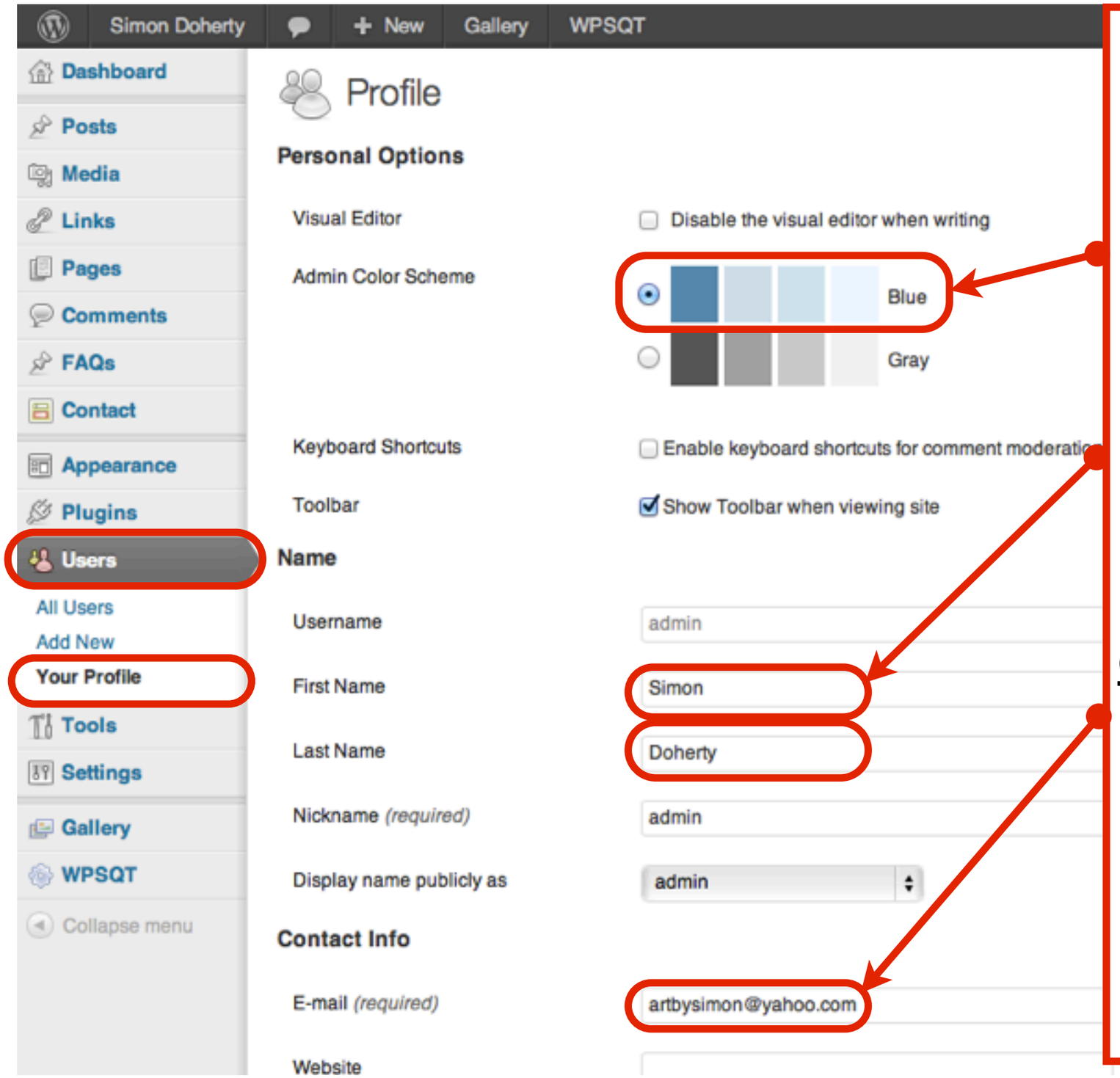
Edit User Profile

Login to your Wordpress Dashboard



Change Your Profile



- To change your profile settings, select **Users - Your Profile**

- Change your **Admin Color Scheme** by selecting **Blue** or **Gray**

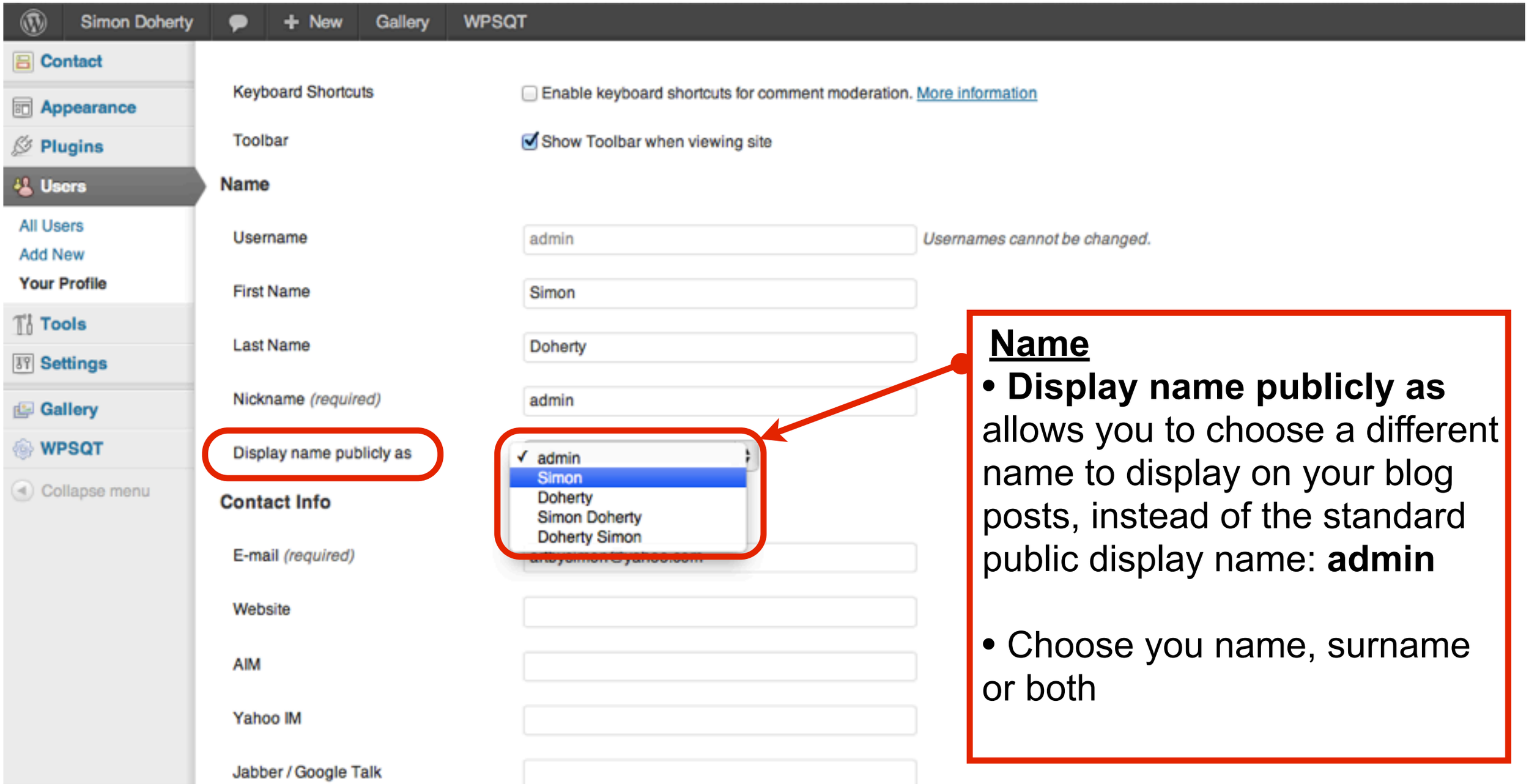
Name

- Enter your **First Name** and **Last Name**

Contact Info

- Enter an **Email** address, this is used in case you forget your password

Change your public display name

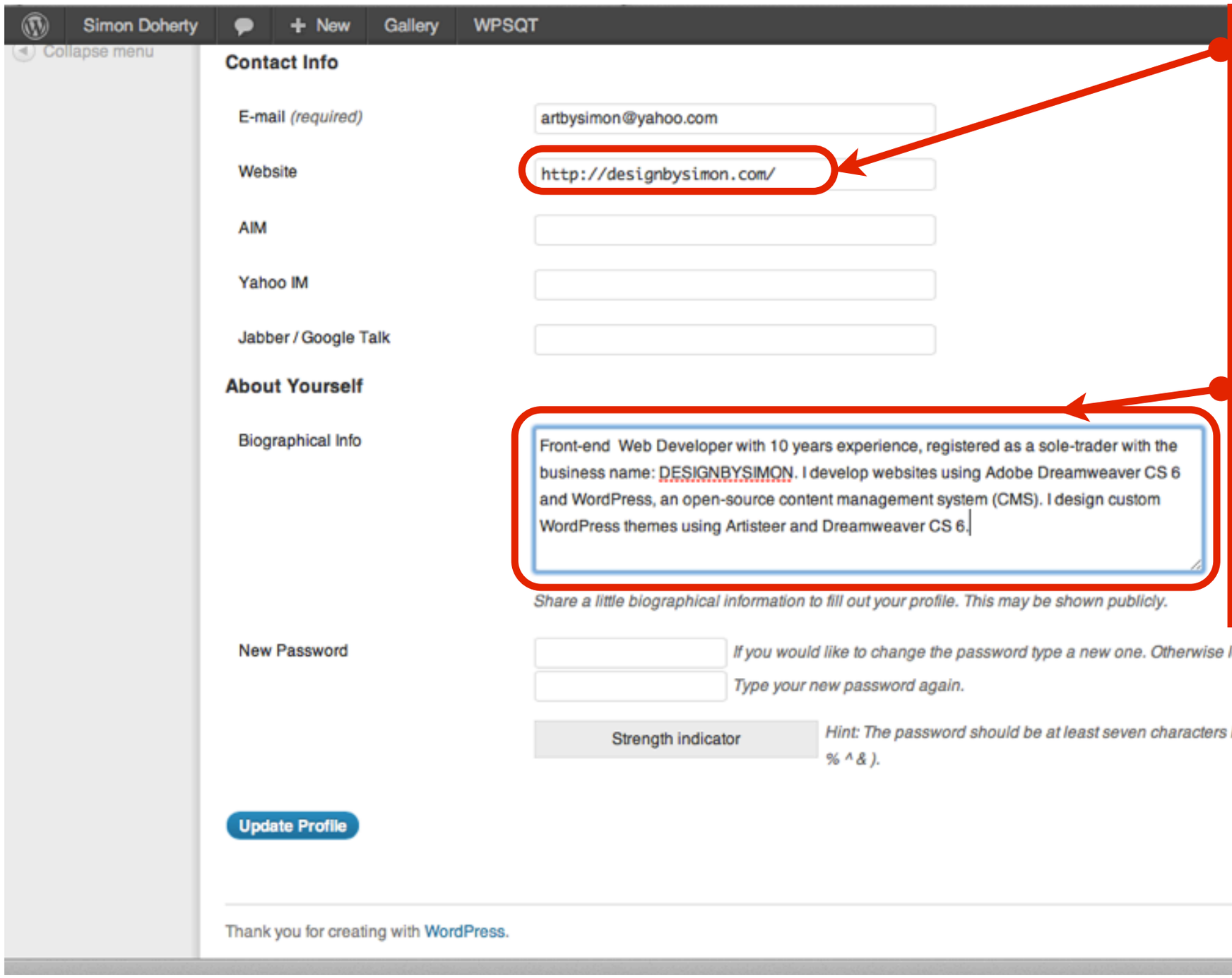


Name

- **Display name publicly as** allows you to choose a different name to display on your blog posts, instead of the standard public display name: **admin**

- Choose you name, surname or both

Enter Biographical Info



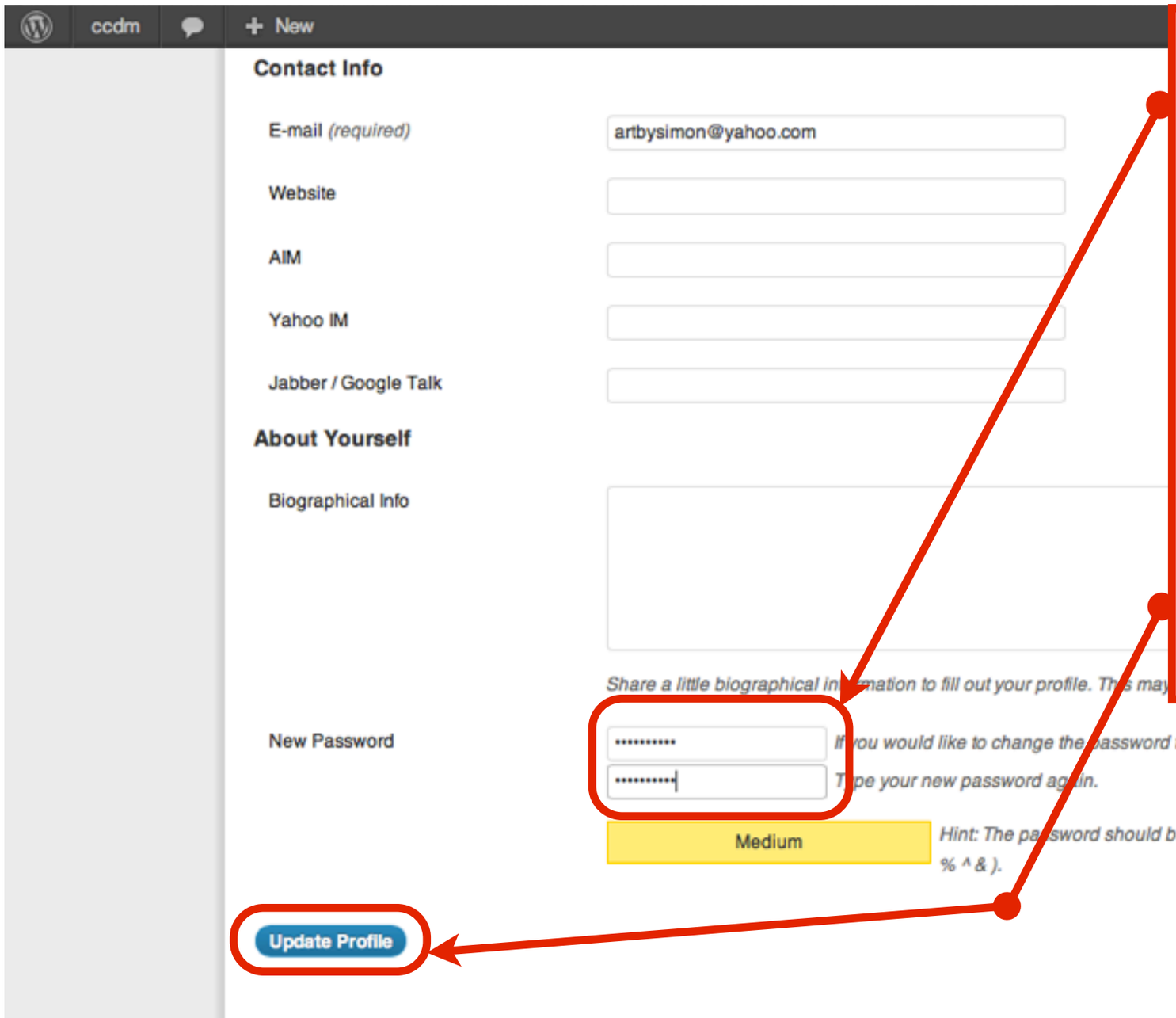
Contact Info

- In the **Website** text field, enter the URL of your personal website, if its not be the same as your Wordpress website URL

About Yourself

- In the **Biographical Info** text box enter a short biography about yourself

Make a new Password



About Yourself

- You can change your password by entering a new password into the **New Password** text field.

- When you select **Update Profile**, your new password will be emailed to the email address in your **Profile - Contact Info** section

- Select **Update Profile**

View a Post in your Wordpress Website

Biographical Info appears at the bottom of each Post created by you

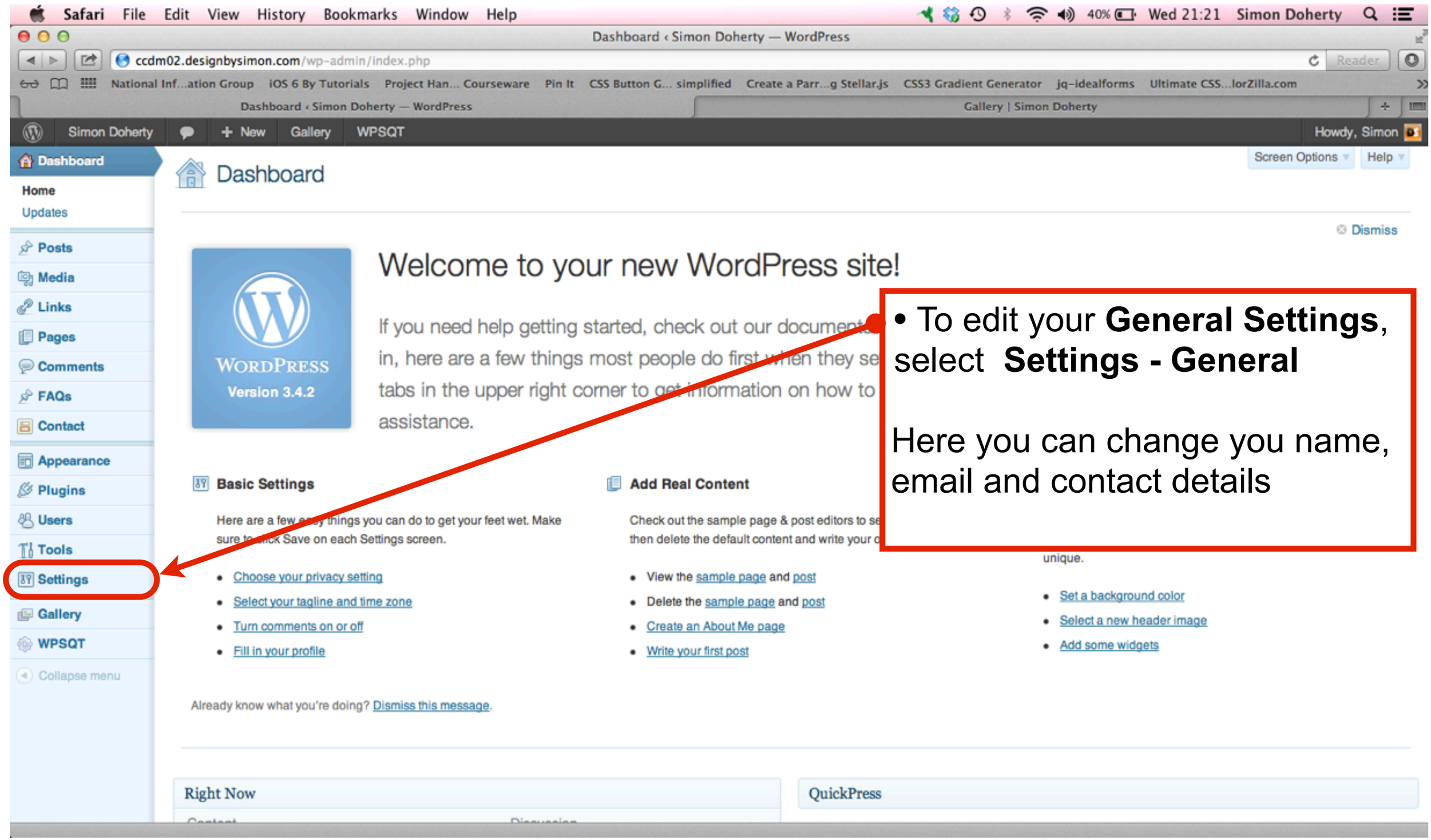
- View the Blog page of your Wordpress website

- Any **Post** created by you will display the **Biographical Info** at the bottom of each **Post** that you entered in the **About Yourself - Biographical Info** text box

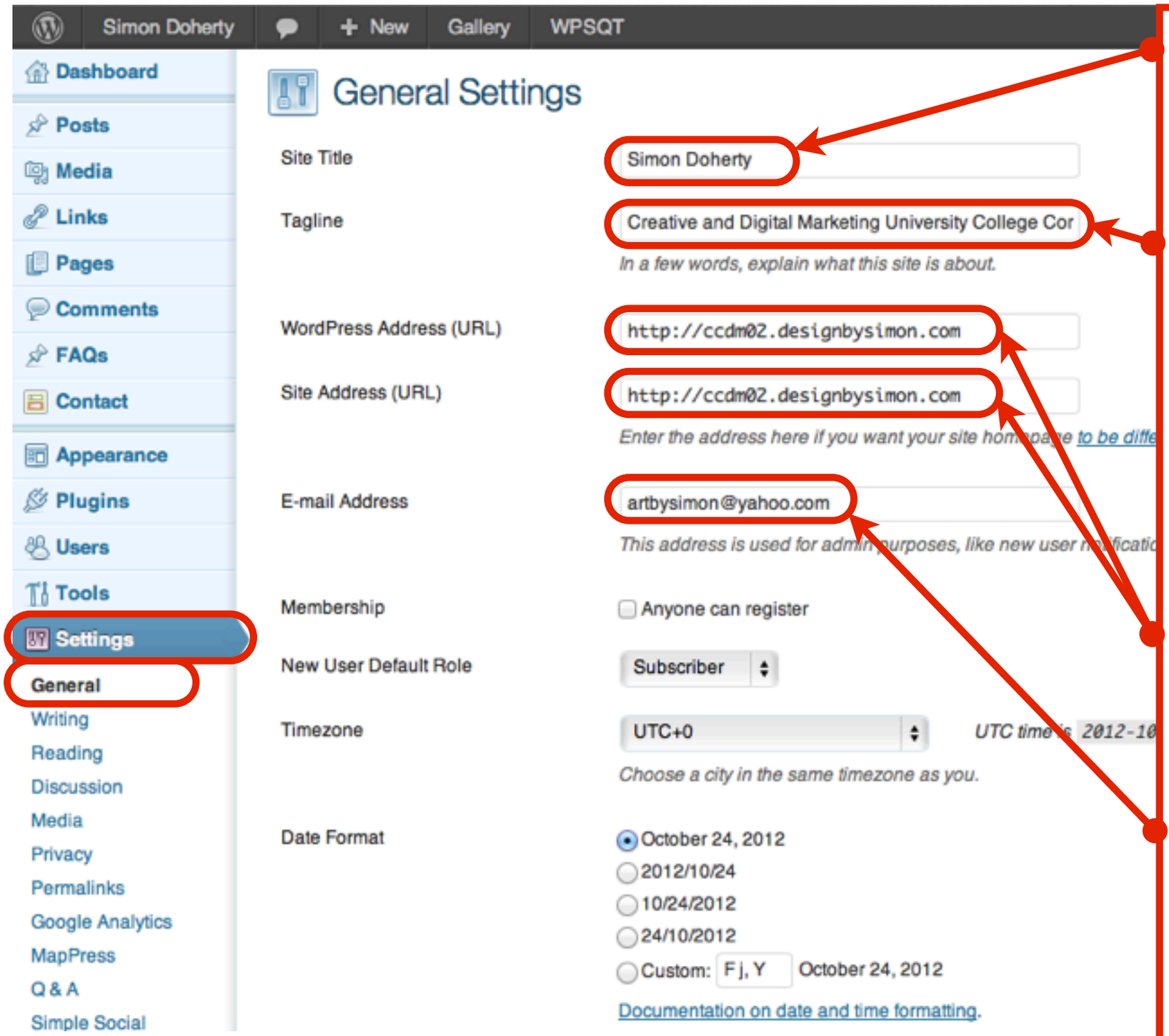
- This will give your Blog Readers a better idea of who you are

Editing General Settings

Login to your Wordpress Dashboard



Edit Site Title and Tagline



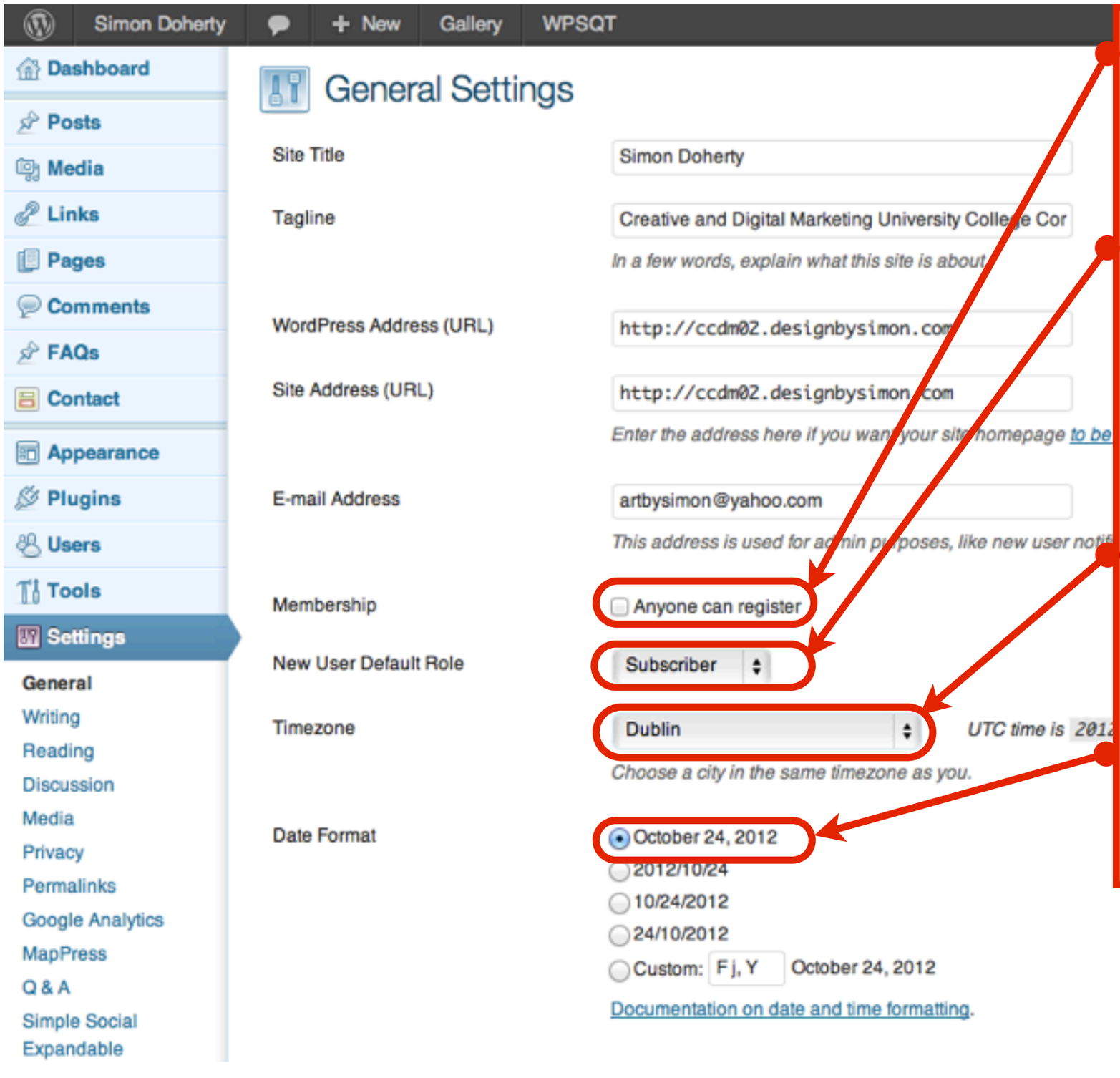
- Edit the **Site Title,** this is the name of the Website that appears in the **Header**

- Edit the **Tagline** text, this is a description or catch-phrase relating to the Website name, eg: a company's motto: "Striving for Excellence in Sales", it appears below the **Site Title** text in the **Header**

- **Do not edit the Wordpress Address (URL) nor the Site Address (URL)**

- The **E-mail Address** is used by **Wordpress** for **password recovery**, or to notify you of any **Comments** or **New User Registrations**

Choose a Timezone and Date Format



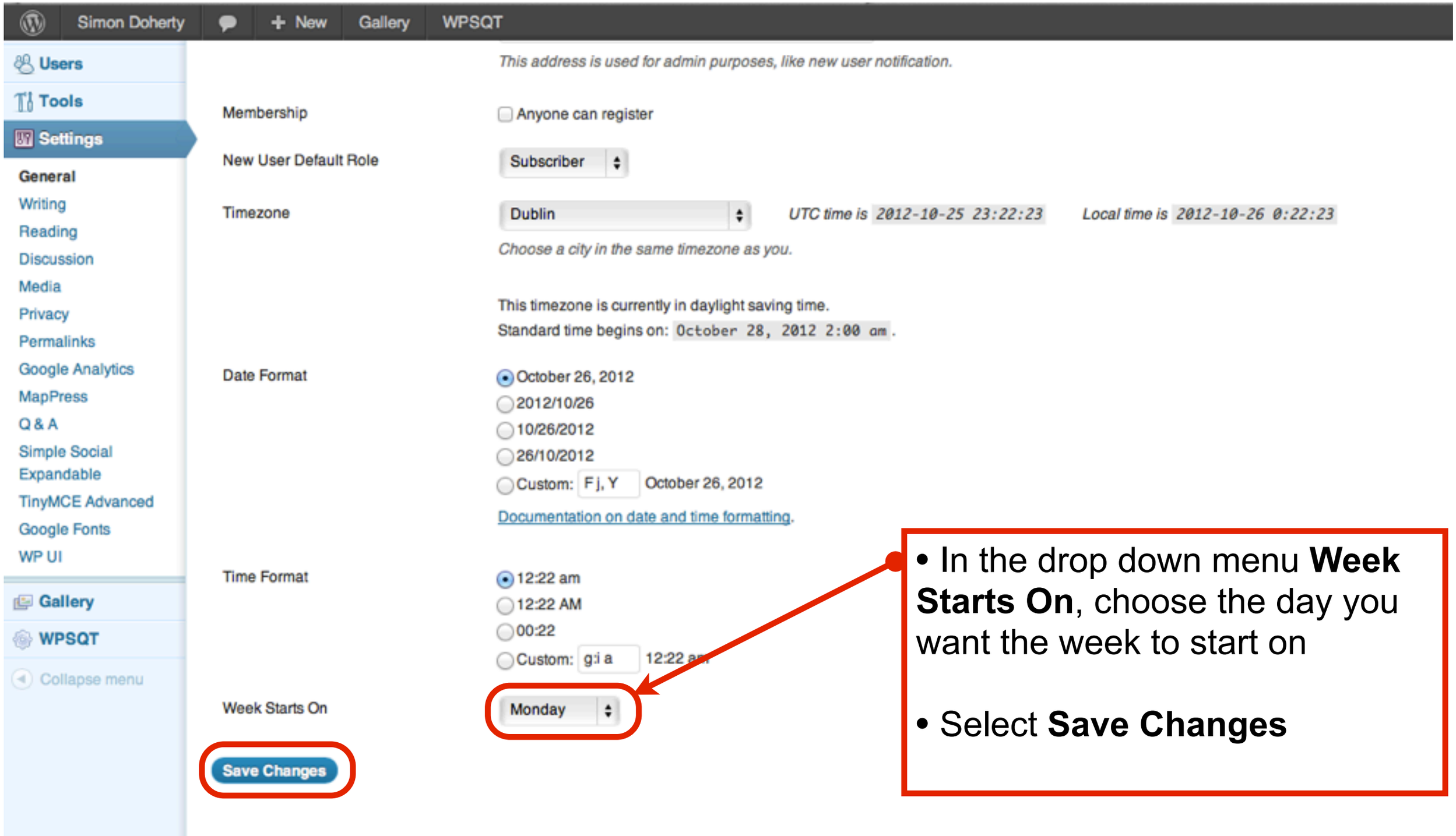
- For a **Magazine** type blog open to **Public Membership**, select **Anyone can register**

- Choose a **New User Default Role** to control the level of access the **New User** receives on registration: **Editor, Author, Contributor or Subscriber**

- In the **Timezone** menu, select a city in your timezone to display the correct time

- In the **Date Format** section, choose your own style of date format

Save Changes



- In the drop down menu **Week Starts On**, choose the day you want the week to start on
- Select **Save Changes**