

# The Word Press User Interface

The features and functions of Word Press are listed down the left hand side of your screen when you log in as administrator. The following Menu items are important to understand.

## ***Dashboard***

This page contains updates on the software components used o create your site. You can ignore most of the updates regarding software as this function is managed by Studia Nova.

You can turn off or add elements to your dashboard using the "Screen Options" button in the upper right of the screen.

## ***Posts***

Posts are blogs and periodic information you would like to share on your website.

## ***File Manager***

The file manager stored files you are using on your website or just in general. Instead of storing company documents on your hard drive, google drive, or other online file storage, you can store important documents in the file manager. Storing documents in Word Press does NOT mean they are available on your public-facing website.

## ***Media***

Media are the pictures and videos you want to show on your website. When you upload and image to show on a page, it will be listed in your media folder.

## ***Pages***

Pages are the web pages that are written and created for your site. If pages are published, they are updated on your website. However, if the pages are not listed in the menu, users will not know how to navigate to your pages.

## ***Login Redirect***

- what is this??

## ***Flamingo***

Flamingo lists all the incoming messaging from your website, anytime someone submits a form or interacts with your website. The address book shows the emails of the people who have interacted with your website, and thee inbound messages shows the information they provided your site.

## ***Contact***

TBD

## ***Memberships***

TBD

***Elementor***

TBD

***Appearance***

TBD

***Plugins***

TBD

***Snippets***

TBD

***User***

TBD

***Tools***

TBD

***Settings***

TBD

***WP Mail SMTP***

TBD

***Amelia***

TBD

***ThePlus Settings***

TBD

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