

Your Site Settings

Create@USQ User Guide

Last Updated: March 2023



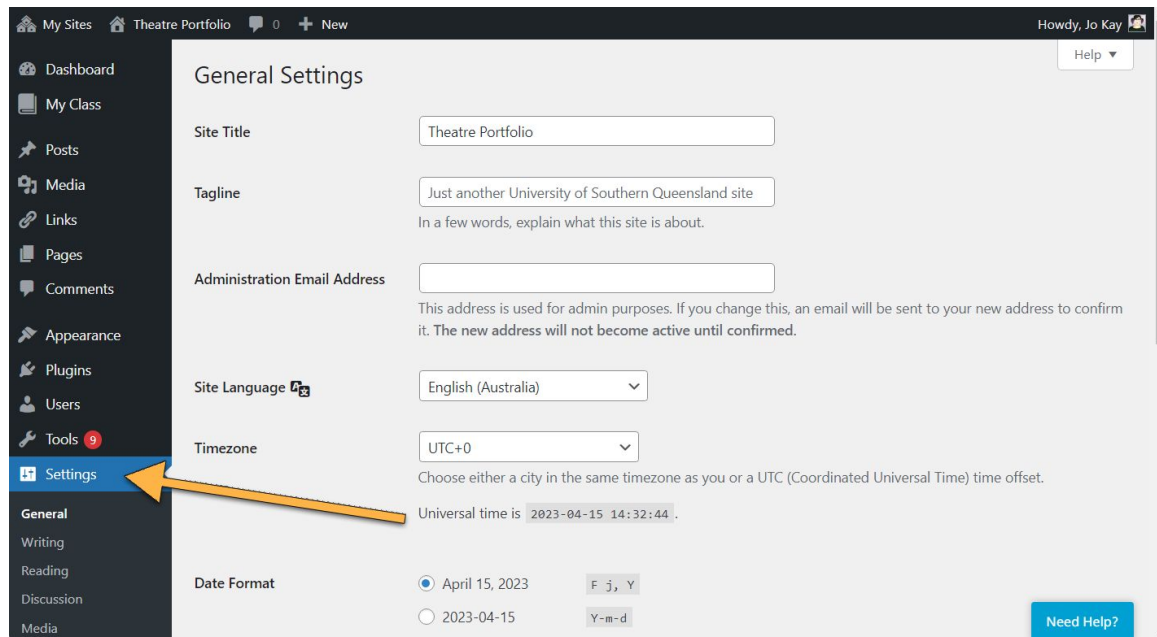
University of
**Southern
Queensland**



Site Settings

The Settings Section inside your blog dashboard is where you configure how your blog works.

To access settings click on the 'Settings' Tab in the left-hand menu:



The screenshot displays the WordPress dashboard for a site named 'Theatre Portfolio'. The left-hand navigation menu is visible, with the 'Settings' tab highlighted in blue and an orange arrow pointing to it. The main content area shows the 'General Settings' page. The settings are as follows:

- Site Title:** Theatre Portfolio
- Tagline:** Just another University of Southern Queensland site. Below the field is the text: "In a few words, explain what this site is about."
- Administration Email Address:** (Empty field). Below the field is the text: "This address is used for admin purposes. If you change this, an email will be sent to your new address to confirm it. The new address will not become active until confirmed."
- Site Language:** English (Australia) (dropdown menu)
- Timezone:** UTC+0 (dropdown menu). Below the field is the text: "Choose either a city in the same timezone as you or a UTC (Coordinated Universal Time) time offset." Below this is the text: "Universal time is | 2023-04-15 14:32:44 |".
- Date Format:** April 15, 2023 (selected radio button). Other options are "2023-04-15". To the right of the date format are two boxes: "F j, Y" and "Y-m-d".

At the top right of the dashboard, there is a user profile for 'Howdy, Jo Kay' and a 'Help' dropdown menu. At the bottom right, there is a blue 'Need Help?' button.



Below is a short description of each section of your site settings:

- **General** - Where you configure the broad settings of your site including your site title and tagline, site admin email address, how you want date and time displayed and your timezone.
- **Writing** - Controls your writing experience.
- **Reading** - Controls how your site displays to visitors, your RSS feed options and your site privacy options. This is where you control who can view your site using site visibility options.
- **Discussion** - Determines how comments are handled on your posts and pages.
- **Media** - Controls how your media is displayed.
- **Blog Avatar** - The blog avatar settings is used to upload an avatar that you can display in your sidebar using the blog avatar widget.