

Scribe Beginners WordPress Maintenance User Guide

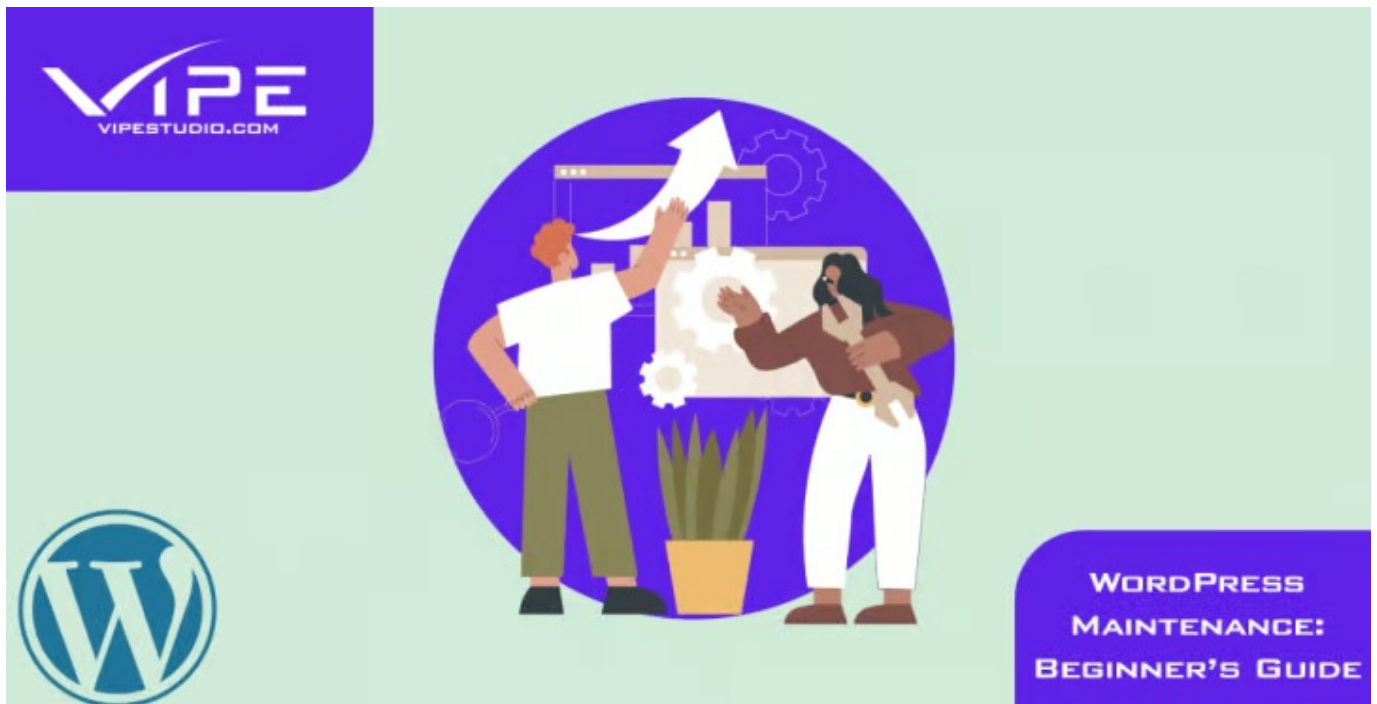
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Scribe⁼⁼

Scribe Beginners WordPress Maintenance



Product Information

Specifications

- **Product Name:** WordPress Maintenance
- **Function:** Updating WordPress, Plugins, and Themes
- **Compatibility:** WordPress websites
- **Backup Plugin:** Updraft (recommended)

Product Usage Instructions

Step 1: Backup Your Website

Before updating anything, always create a backup of your website to avoid data loss in case of any issues.

Step 2: Update Plugins

1. Log in to your WordPress website admin panel.
2. Go to the Dashboard and select Updates.
3. You can choose to either select all plugins or manually select the ones you want to update.
4. Click on “Update Plugins” to start the updating process.
5. Monitor the number of updates remaining and check your website after each update.

Step 3: Update Themes

If there are theme updates available, select the theme you want to update and click on “Update Themes”.

Step 4: Update Translations

Even if you do not use translations, it is recommended to keep them updated. Click on “Go to WordPress Updates page” to update translations.

FAQ

- **Q: Why is it important to update WordPress, plugins, and themes?**
 - **A:** Updating ensures that your website remains secure, performs optimally, and is compatible with the latest features and technologies.
- **Q: What should I do if an update causes issues on my website?**
 - **A:** If an update causes problems, you can restore your website from the backup you created before updating. You can also seek help from support forums or developers.
- **Q: How often should I perform updates?**
 - **A:** It is recommended to regularly check for updates and perform them as needed. Some updates may contain security patches that are crucial for protecting your website.

Beginners Guide: WordPress Maintenance – Updating WordPress, Plugins and Themes

This beginner’s guide provides step-by-step instructions on how to update WordPress, plugins, and themes. It emphasizes the importance of taking backups before updating and provides tips on how to approach updating

plugins based on their version numbers. The guide also covers updating themes and translations, as well as updating the WordPress core. It reminds users to clear their cache and review their website after updates. Overall, this guide is a comprehensive resource for beginners who want to learn how to properly maintain their WordPress website.

1. Navigate to your WordPress website login. Typically it looks something like

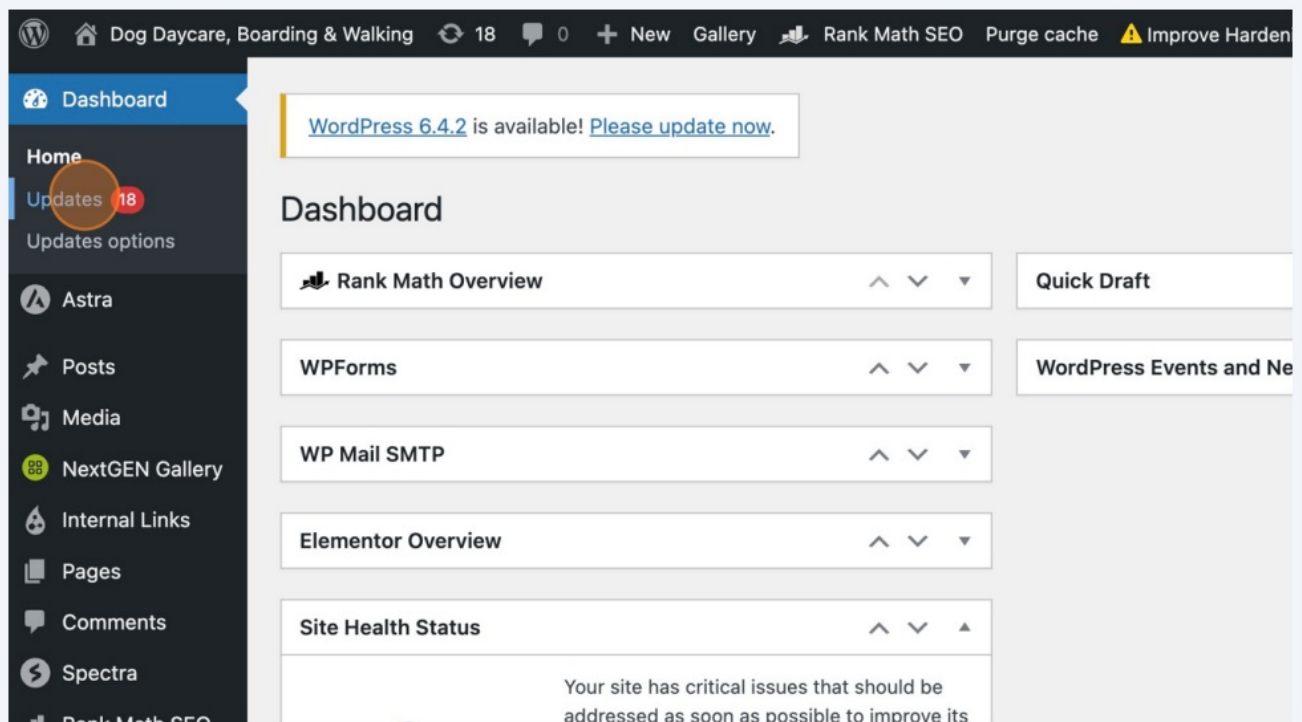
<https://www.yourdomain.co.uk/wp-admin>

Log in with your credentials. You must have full access, so be sure to log in as an administrator.

Notice the red dot with a number – this shows how many items need updating.

2

Notice the red dot with a number - this shows how many items need updating.

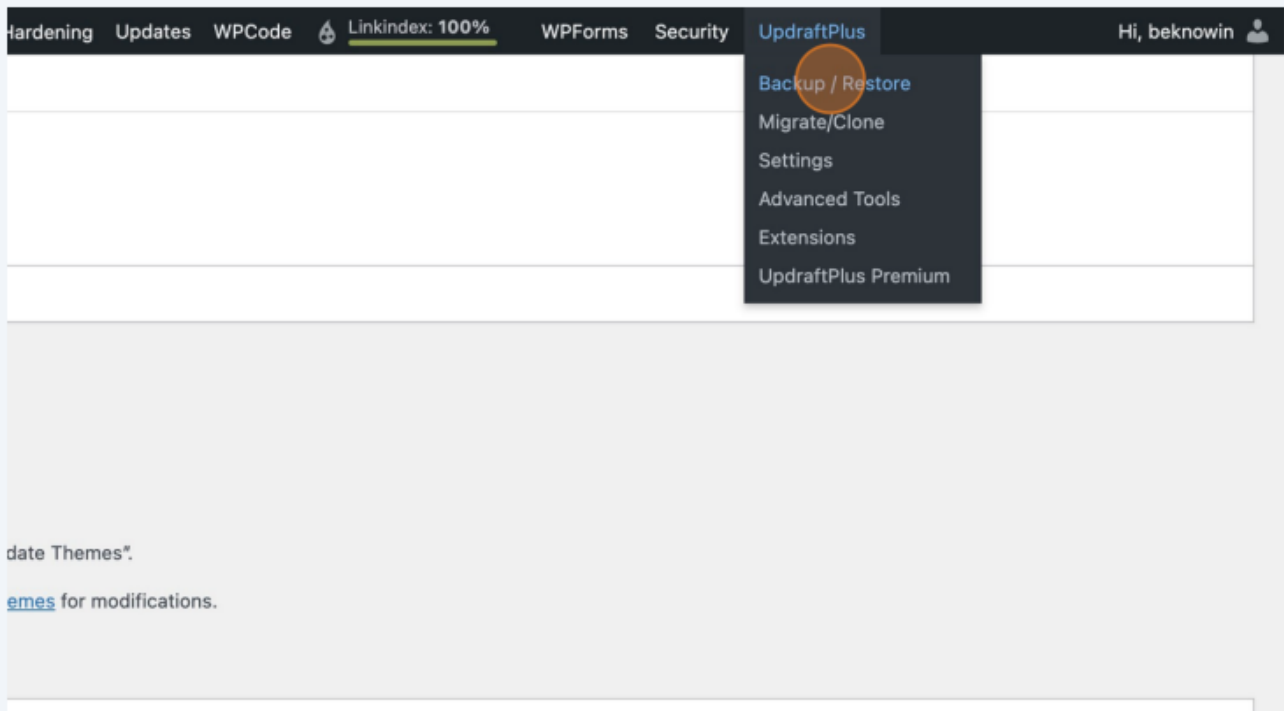


WARNING

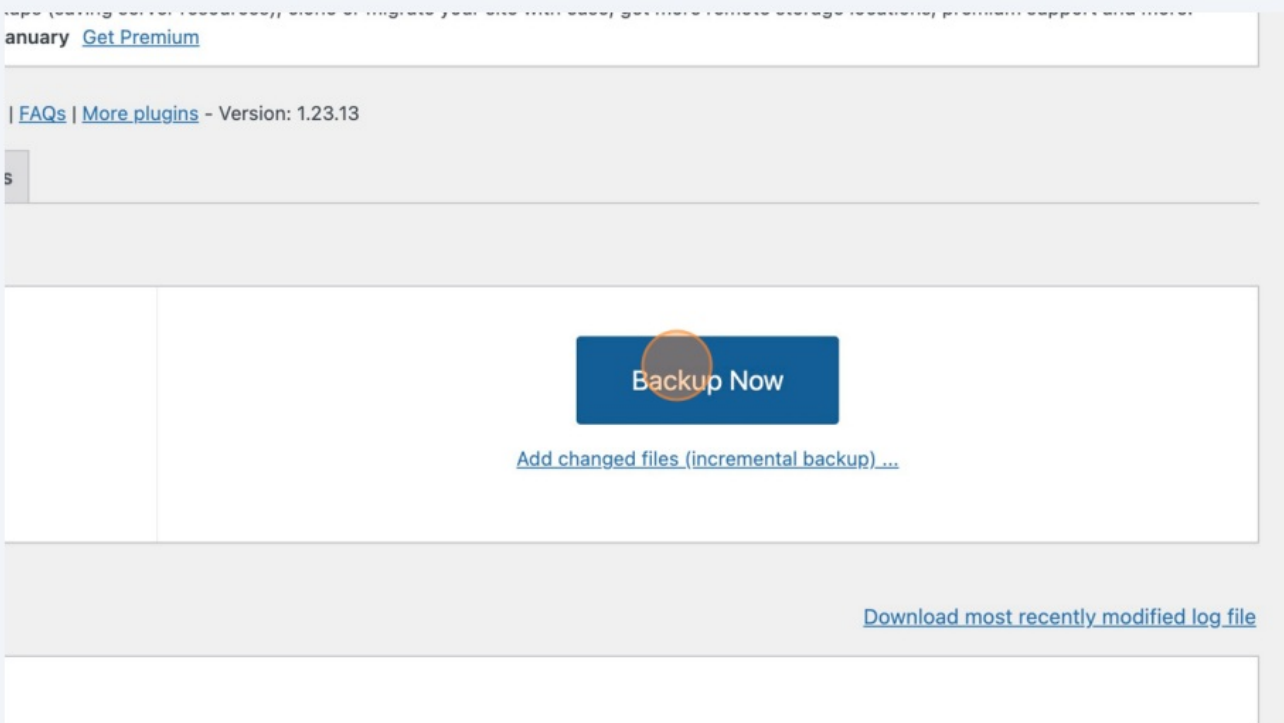
But first, we ALWAYS ALWAYS ALWAYS take a back-up just in case something goes wrong.

3 Use whichever backup plugin you have installed, in this case, I am using Updraft.

Click "Backup / Restore"

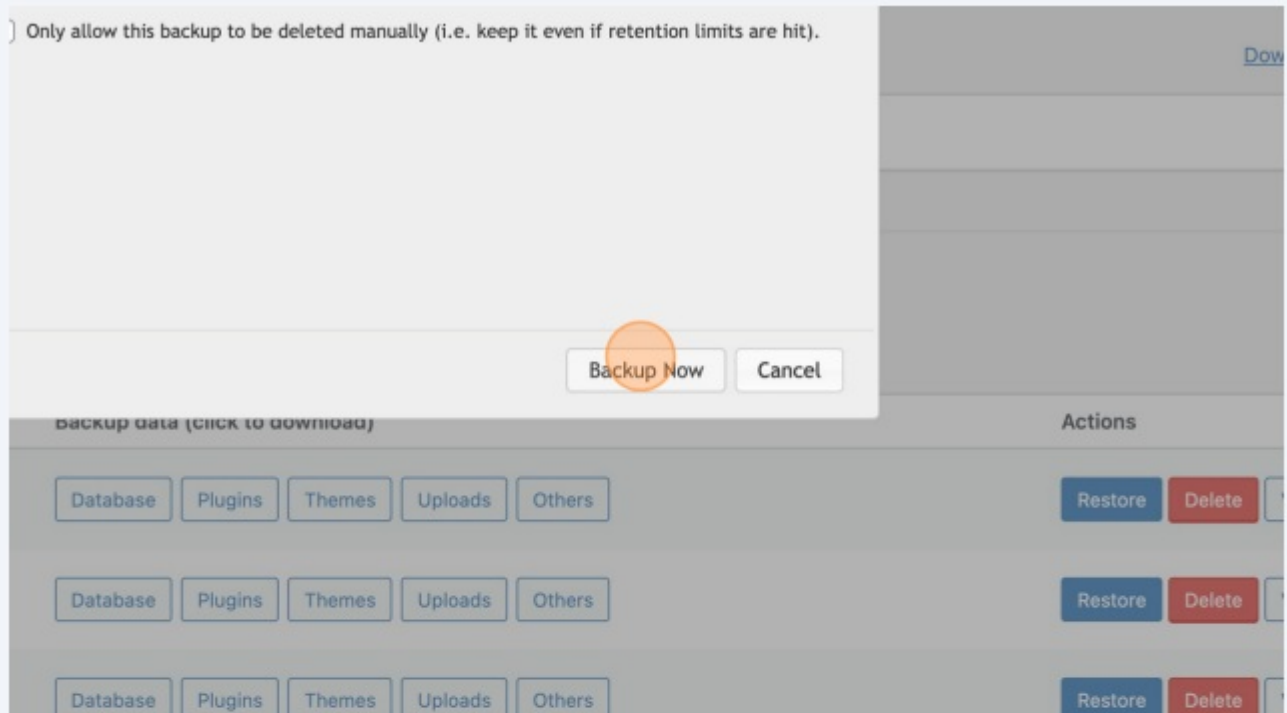


4 Click the blue "Backup Now" button

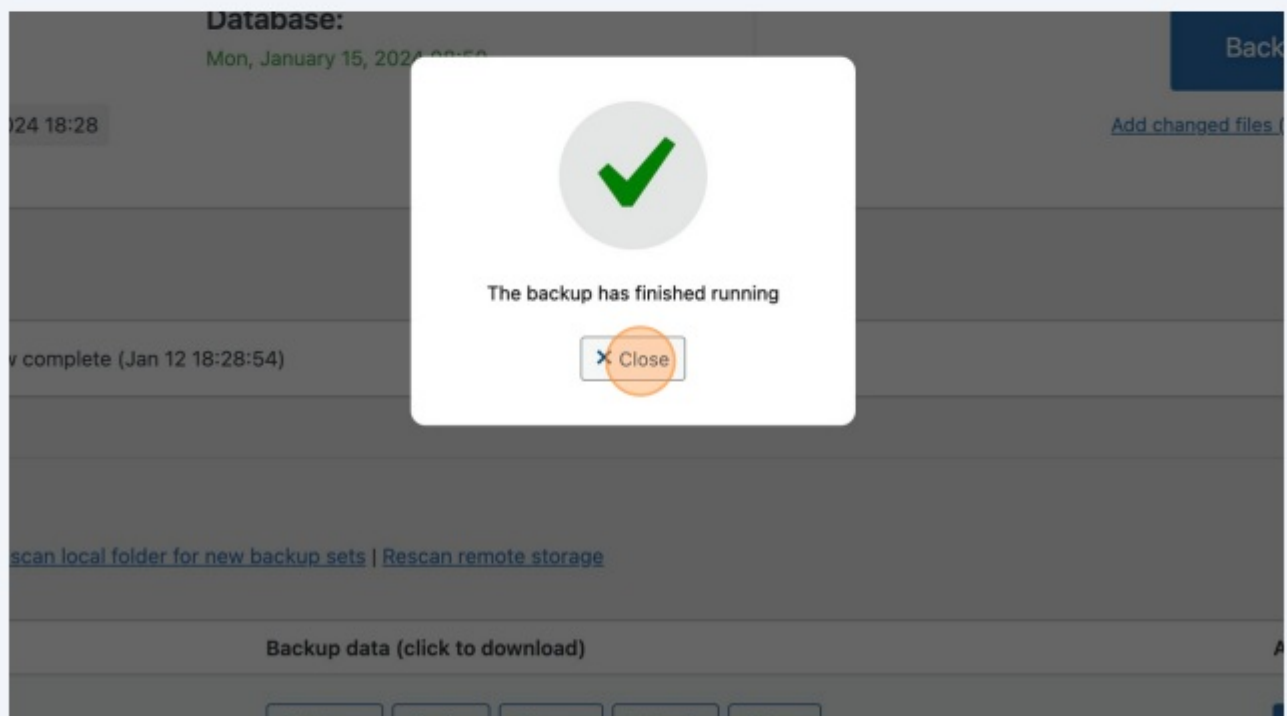


5 Now Click the 2nd "Backup Now" button to start the process

Only allow this backup to be deleted manually (i.e. keep it even if retention limits are hit).

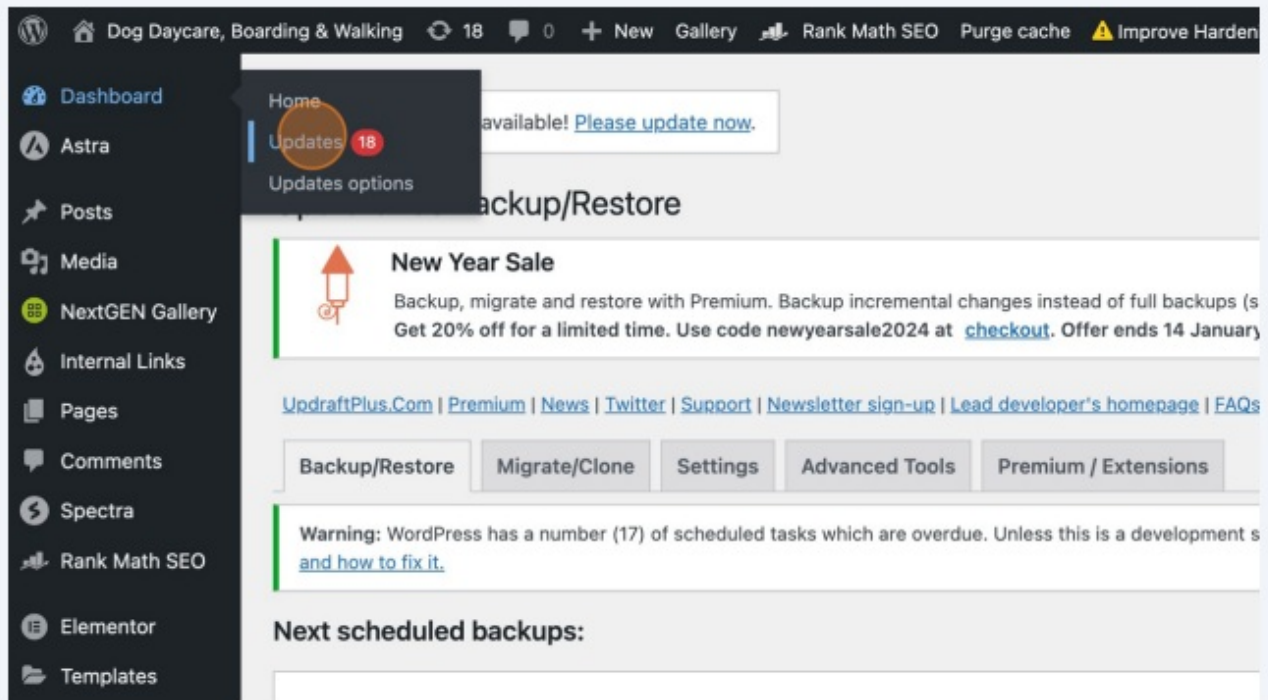


6 Once it's complete, you can click "Close"



7

Let's start updating - You can go to Dashboard and select "Updates"



- **8.** If you want to, you can Click the "Select all" field. This will do a blanket update of all plugins. Since we have so many plugins to update, I prefer to start with a more considered approach. Have you ever wondered why version numbers have 2 to 3 digits 1.2.11 or 2.3, well generally these denote whether the update is minor or major. 2.3.11 to 2.3.12 suggests a small update has been made, possibly a tweak or quick bug fix (x.x.11 update to x.x.12) 2.3.12 to 2.4 however suggests a more important update but is still relatively minor (2.3.x to 2.4)

When we see updates to the first number, eg 3.4 to 4.0 this is a major update and more fundamental changes to code have been made, which in turn can have bigger impacts to your website (3.x.x to 4.x).

For that reason, I like to start with updating the plugins with minor updates, then the slightly more important updates and finish with the major ones. Each time clearing my cache and checking how the website appears on the front end to visitors.

You can also update each plugin one by one with a check following each update, just to make sure.

Posts

Media

NextGEN Gallery

Internal Links

Pages

Comments

Spectra

Rank Math SEO

Elementor

Templates

WPForms

Appearance

Plugins15

While your site is being updated, it will be in maintenance mode. As soon as your updates are complete, this message will disappear.

Plugins (15)


The following plugins have new versions available. Check the ones you want to update and then click "Update Plugins".

Update Plugins

☐


Select all

☐



Anti Spam by Fullworks Pro
You have version 1.3.11 installed. Update to 1.3.12. [View version 1.3.12 details.](#)
Compatibility with WordPress 6.4.1: 100% (according to its author)
Compatibility with WordPress 6.4.2: unknown

☐



Elementor
You have version 3.17.3 installed. Update to 3.18.3. [View version 3.18.3 details.](#)
Compatibility with WordPress 6.4.1: 100% (according to its author)
Compatibility with WordPress 6.4.2: 100% (according to its author)

9 Click the "Select all" field.

Posts

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NextGEN Gallery

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Plugins15

While your site is being updated, it will be in maintenance mode. As soon as your updates are complete, this message will disappear.

Plugins (15)


The following plugins have new versions available. Check the ones you want to update and then click "Update Plugins".

Update Plugins

☒


Select all

☒



Anti Spam by Fullworks Pro
You have version 1.3.11 installed. Update to 1.3.12. [View version 1.3.12 details.](#)
Compatibility with WordPress 6.4.1: 100% (according to its author)
Compatibility with WordPress 6.4.2: unknown

☒




Elementor
You have version 3.17.3 installed. Update to 3.18.3. [View version 3.18.3 details.](#)
Compatibility with WordPress 6.4.1: 100% (according to its author)
Compatibility with WordPress 6.4.2: 100% (according to its author)


10 Or select the plugins you want to update

- Spectra
- Rank Math SEO
- Elementor
- Templates
- WPForms
- Appearance
- Plugins 15
- Users
- Tools
- Settings
- Code Snippets
- WP Mail SMTP
- WP File Manager


☒

**NextGEN Gallery**
You have version 3.54 installed. Update to 3.57. [View version 3.57 details.](#)
Compatibility with WordPress 6.4.1: 100% (according to its author)
Compatibility with WordPress 6.4.2: 100% (according to its author)


☒

**Rank Math SEO**
You have version 1.0.207 installed. Update to 1.0.210. [View version 1.0.210 details.](#)
Compatibility with WordPress 6.4.1: 100% (according to its author)
Compatibility with WordPress 6.4.2: 100% (according to its author)


☐

**Really Simple SSL**
You have version 7.2.0 installed. Update to 7.2.1. [View version 7.2.1 details.](#)
Compatibility with WordPress 6.4.1: 100% (according to its author)
Compatibility with WordPress 6.4.2: 100% (according to its author)

☐

**Redirection**
You have version 5.3.10 installed. Update to 5.4.1. [View version 5.4.1 details.](#)
Compatibility with WordPress 6.4.1: 100% (according to its author)
Compatibility with WordPress 6.4.2: 100% (according to its author)

☐

**Solid Security Basic**
You have version 9.1.0 installed. Update to 9.2.0. [View version 9.2.0 details.](#)

11 Click "Update Plugins"

- Media
- NextGEN Gallery
- Internal Links
- Pages
- Comments
- Spectra
- Rank Math SEO
- Elementor
- Templates
- WPForms
- Appearance
- Plugins 15
- Users

Update to version 6.4.2-en_GB

While your site is being updated, it will be in maintenance mode. As soon as your updates are complete, this message will disappear.

Plugins (15)


The following plugins have new versions available. Check the ones you want to update and then click "Update Plugins".

Update Plugins


☐

Select all

☒

**Anti Spam by Fullworks Pro**
You have version 1.3.11 installed. Update to 1.3.12. [View version 1.3.12 details.](#)
Compatibility with WordPress 6.4.1: 100% (according to its author)
Compatibility with WordPress 6.4.2: unknown

☐

**Elementor**
You have version 3.17.3 installed. Update to 3.18.3. [View version 3.18.3 details.](#)
Compatibility with WordPress 6.4.1: 100% (according to its author)
Compatibility with WordPress 6.4.2: 100% (according to its author)

12

You'll see the number of updates remaining changes, following each update made.

Update Plugins

The update process is starting. This process may take a while on some hosts, so please be patient.

Enabling Maintenance mode...

Updating Plugin Anti Spam by Fullworks Pro (1/4)

Anti Spam by Fullworks Pro updated successfully. [More details.](#) ▼

Updating Plugin NextGEN Gallery (2/4)

NextGEN Gallery updated successfully. [More details.](#) ▼

Updating Plugin Rank Math SEO (3/4)

Rank Math SEO updated successfully. [More details.](#) ▼

Updating Plugin Really Simple SSL (4/4)

13

Don't forget to check on your website during each update

Update Plugins

The update process is starting. This process may take a while on some hosts, so please be patient.

Enabling Maintenance mode...

Updating Plugin Spectra (1/6)

Spectra updated successfully. [More details.](#) ▼

Updating Plugin UpdraftPlus - Backup/Restore (2/6)

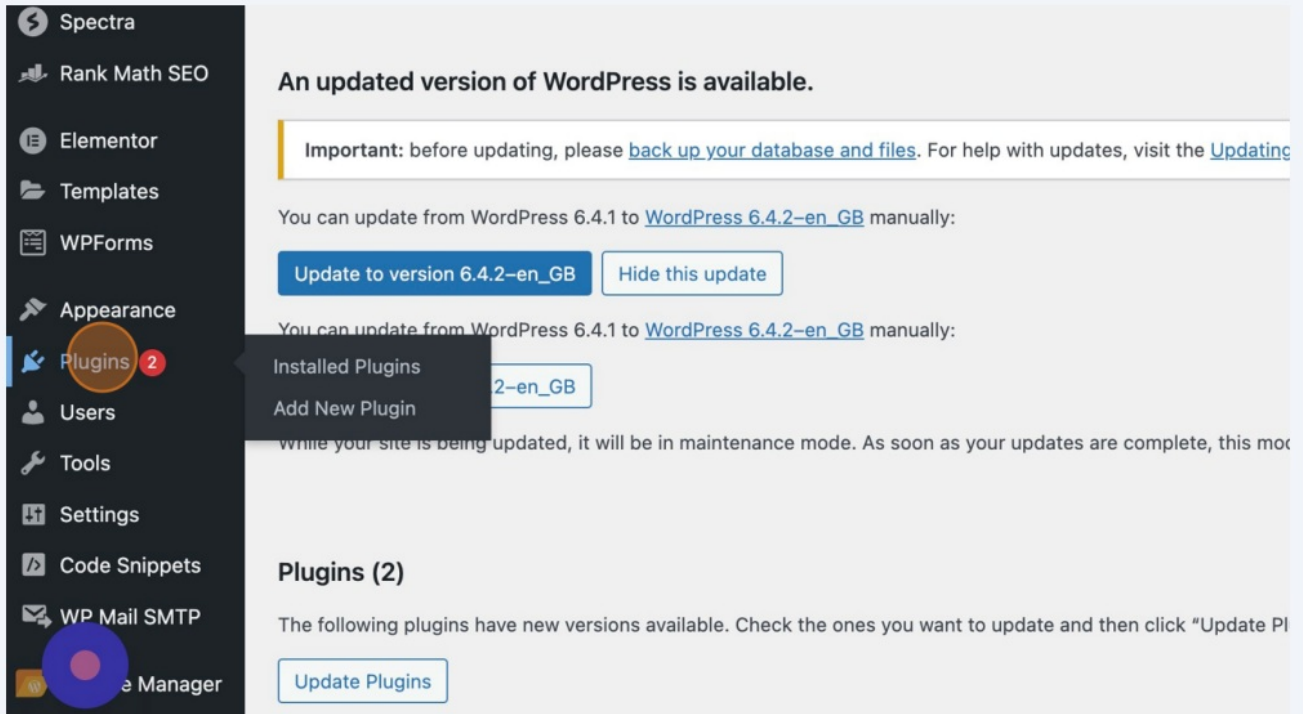
UpdraftPlus - Backup/Restore updated successfully. [More details.](#) ▼

Updating Plugin Widgets for Google Reviews (3/6)

Widgets for Google Reviews updated successfully. [More details.](#) ▼

Updating Plugin WPCode Lite (4/6)

14 You can also click on "Plugins" to make updates



The screenshot shows the WordPress dashboard with the left-hand menu. The 'Plugins' menu item is highlighted with a red circle and has a red badge with the number '2'. To the right, a notification banner states 'An updated version of WordPress is available.' Below this, it says 'Important: before updating, please [back up your database and files](#). For help with updates, visit the [Updating](#)'.

You can update from WordPress 6.4.1 to [WordPress 6.4.2-en_GB](#) manually:

[Update to version 6.4.2-en_GB](#) [Hide this update](#)

You can update from WordPress 6.4.1 to [WordPress 6.4.2-en_GB](#) manually:

[Update to version 6.4.2-en_GB](#)

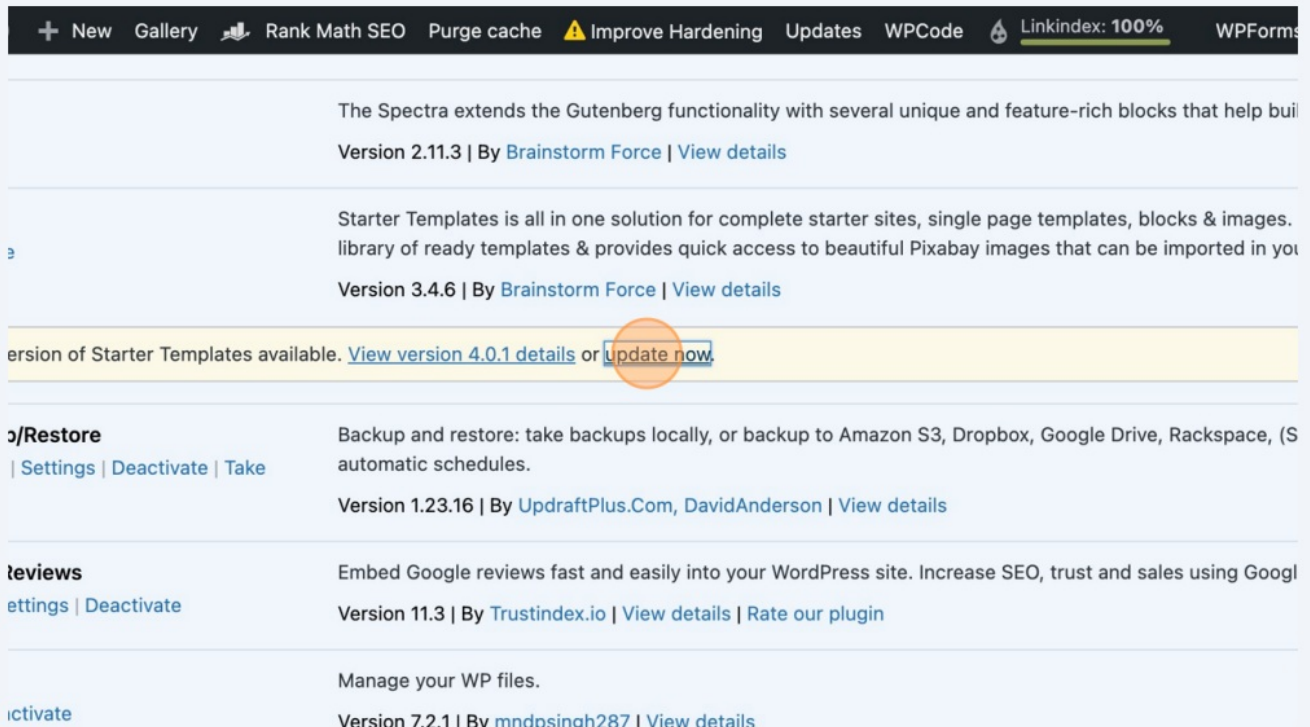
While your site is being updated, it will be in maintenance mode. As soon as your updates are complete, this message will disappear.

Plugins (2)

The following plugins have new versions available. Check the ones you want to update and then click "Update Plugins".

[Update Plugins](#)

15 Here, you can click on "update now" to individually update your plugin. Note the "view version..." link which tells you more about the changes made.

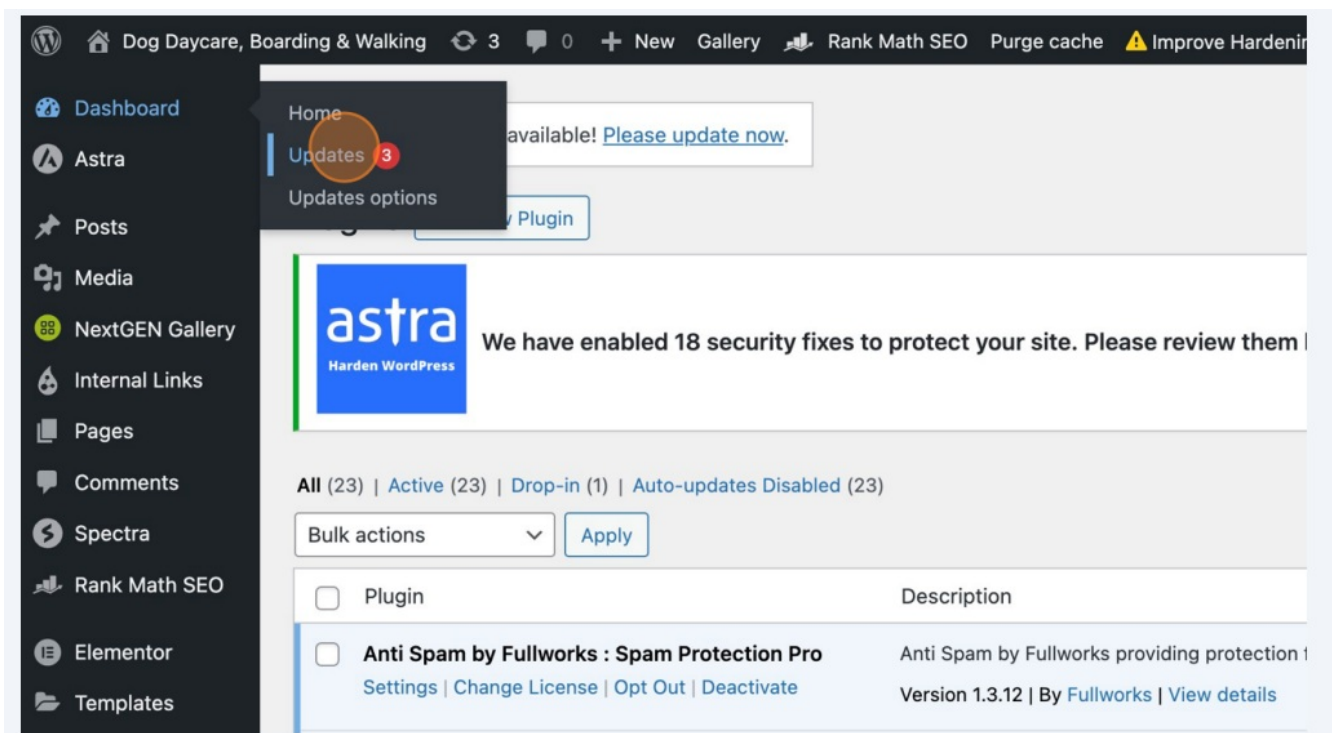


The screenshot shows the 'Updates' section of the WordPress dashboard. At the top, there's a navigation bar with links: '+ New', 'Gallery', 'Rank Math SEO', 'Purge cache', 'Improve Hardening', 'Updates', 'WPCode', 'Linkindex: 100%', and 'WPForms'.

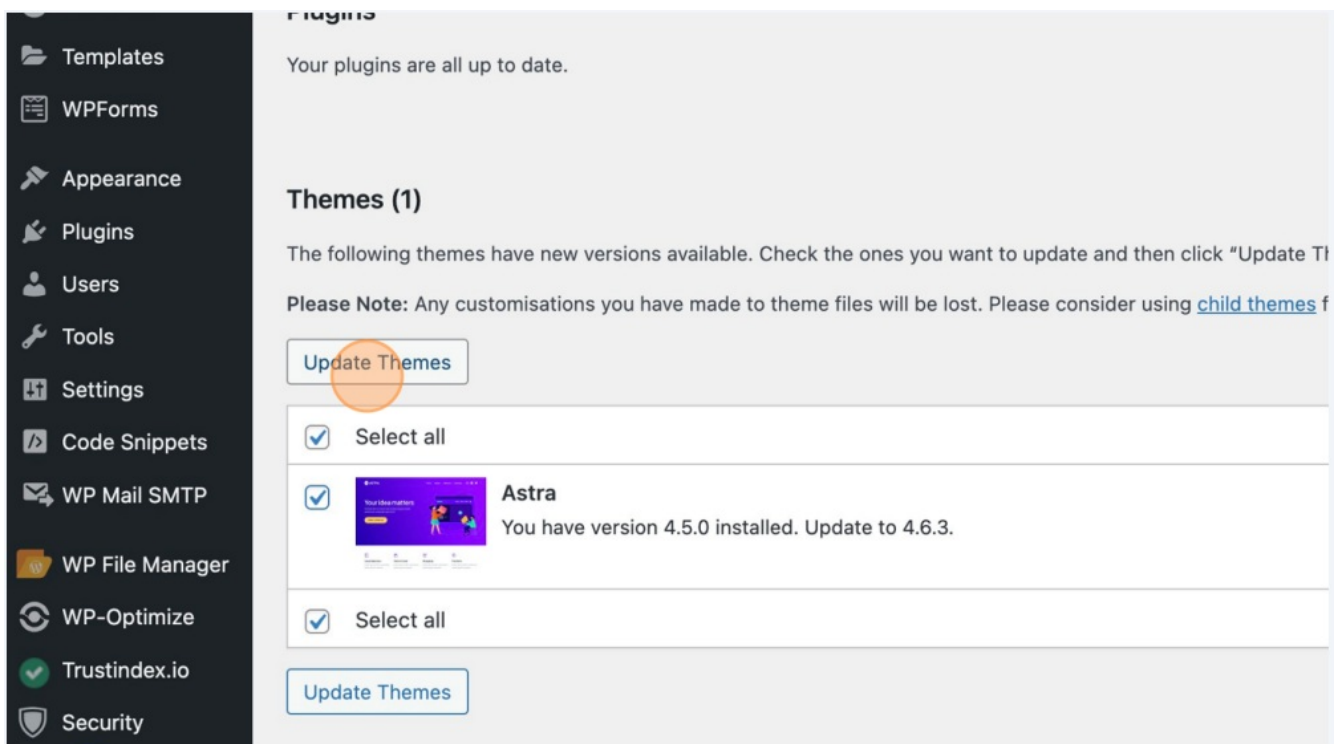
The main content area lists several plugins with their current versions and update links:

- Spectra**: The Spectra extends the Gutenberg functionality with several unique and feature-rich blocks that help build your site. Version 2.11.3 | By [Brainstorm Force](#) | [View details](#)
- Starter Templates**: Starter Templates is all in one solution for complete starter sites, single page templates, blocks & images. It provides a library of ready templates & provides quick access to beautiful Pixabay images that can be imported in your site. Version 3.4.6 | By [Brainstorm Force](#) | [View details](#)
- WP Mail SMTP**: A version of Starter Templates available. [View version 4.0.1 details](#) or [Update now](#).
- UpdraftPlus**: Backup and restore: take backups locally, or backup to Amazon S3, Dropbox, Google Drive, Rackspace, (S3) and more. Version 1.23.16 | By [UpdraftPlus.Com](#), [DavidAnderson](#) | [View details](#)
- Trustindex**: Embed Google reviews fast and easily into your WordPress site. Increase SEO, trust and sales using Google reviews. Version 11.3 | By [Trustindex.io](#) | [View details](#) | [Rate our plugin](#)
- WP File Manager**: Manage your WP files. Version 7.2.1 | By [mndosinh287](#) | [View details](#)

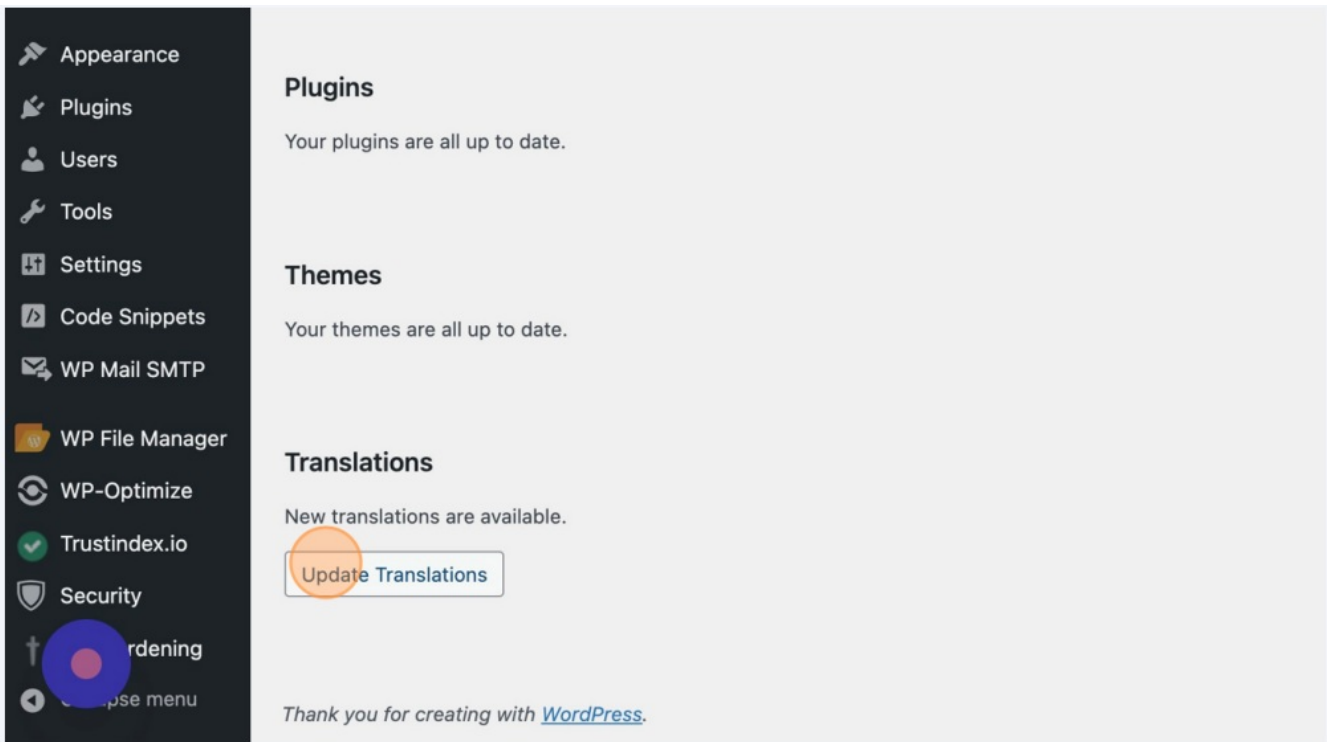
- 16. If we go back to Dashboard and click "Updates" and scroll down, we can see there are also Themes to update.



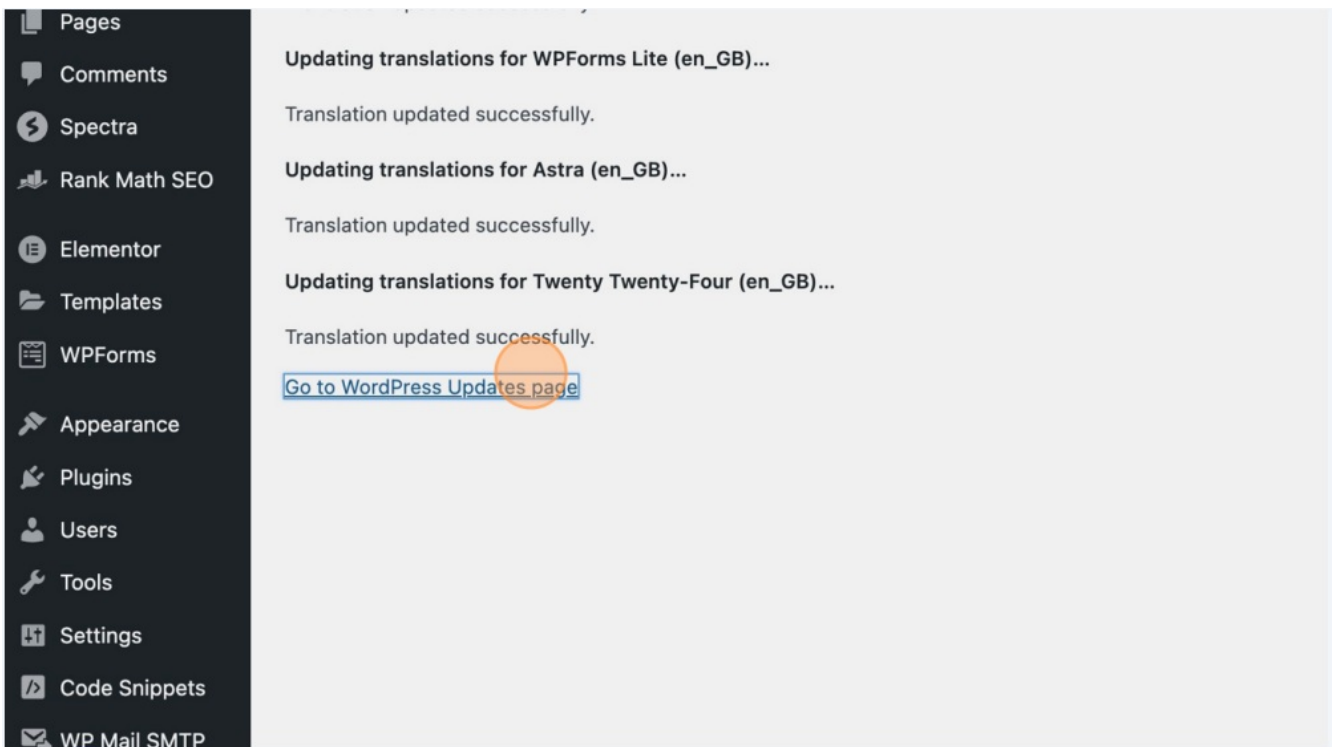
- 17 Select the theme to update and Click “Update Themes”



- 18 We may also have Translations available to update. Even if you don't use translations, keep them updated.



- 19 Click “Go to WordPress Updates page”



- 20 WordPress is the core code that runs your website. It’s important to keep this updated. All of your plugins have to work flawlessly with WordPress so keep in mind that when plugins are updated and WordPress is updated, there’s always room for incompatibility and there may be a few more iterations to come! Click “Update to version xx” to update WordPress

This site will not receive automatic updates for new versions of WordPress.

An updated version of WordPress is available.

Important: before updating, please [back up your database and files](#). For help with updates, visit the [Updating](#)

You can update from WordPress 6.4.1 to [WordPress 6.4.2-en_GB](#) manually:

[Update to version 6.4.2-en_GB](#) [Hide this update](#)

You can update from WordPress 6.4.1 to [WordPress 6.4.2-en_GB](#) manually:

[Update to version 6.4.2-en_GB](#)

While your site is being updated, it will be in maintenance mode. As soon as your updates are complete, this message will disappear.

Plugins

Your plugins are all up to date.

- **21** If you have a caching plugin, don't forget to purge the cache to ensure the changes filter through to your website. In this case we hit, "Purge cache for all pages"

Walking 0 + New Gallery Rank Math SEO [Purge cache](#) [Improve Hardening](#) Updates WPCode Linkindex: 100%

PAGE CACHE
Cache size: 144 bytes (2 files)
[Purge cache for all pages](#)

Site Health

Should be improved

Status Info

Site Health Status

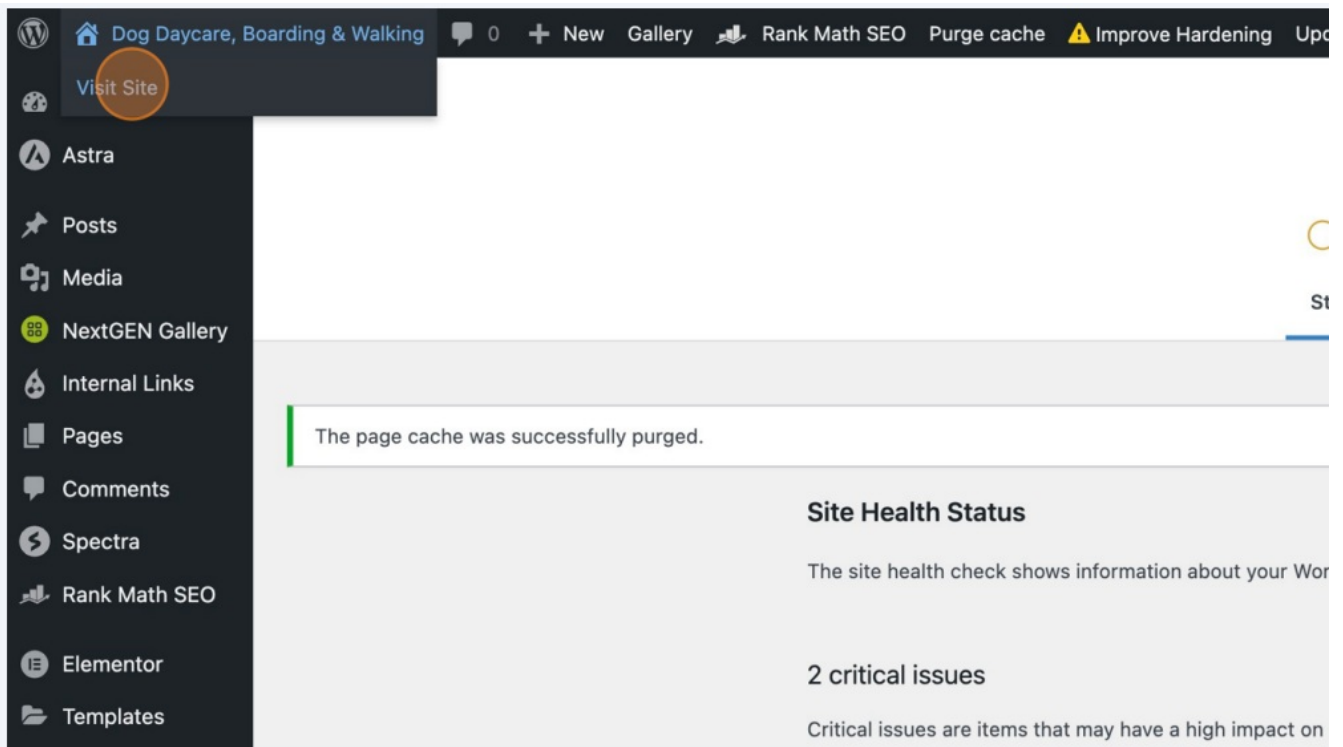
The site health check shows information about your WordPress configuration and items that need attention.

2 critical issues

Critical issues are items that may have a high impact on your sites performance or security, and are prioritised.


Your site may have problems auto-updating plugins and themes

- **22** Now perform a last review of your website to make sure everything looks AND operates as it should.



- 23 Congratulations you've updated your website!
- Made with Scribe – <https://scribehow.com>

Documents / Resources

	Scribe Beginners WordPress Maintenance [pdf] User Guide Beginners WordPress Maintenance, Beginners, WordPress Maintenance, Maintenance
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References

-  [Scribe | Create Step-by-Step Guides — Fast.](#)
- [User Manual](#)

[Manuals+](#), [Privacy Policy](#)

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