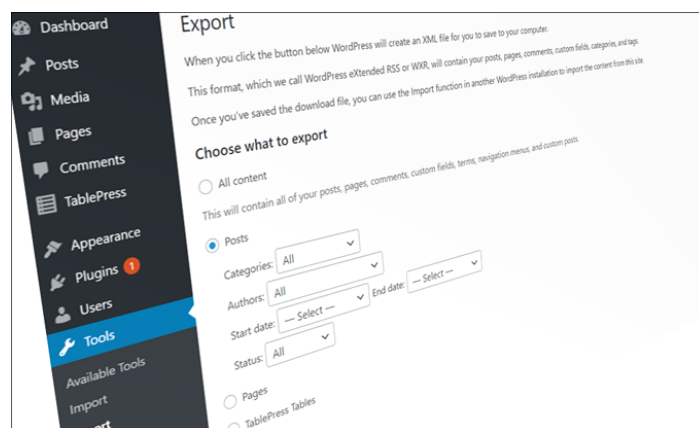


The WordPress Tools Menu



Tutorial Contents



In this tutorial, you will learn about the WordPress Tools menu and how to use its various tools.

Refer to the following tutorials if you need help with this section:

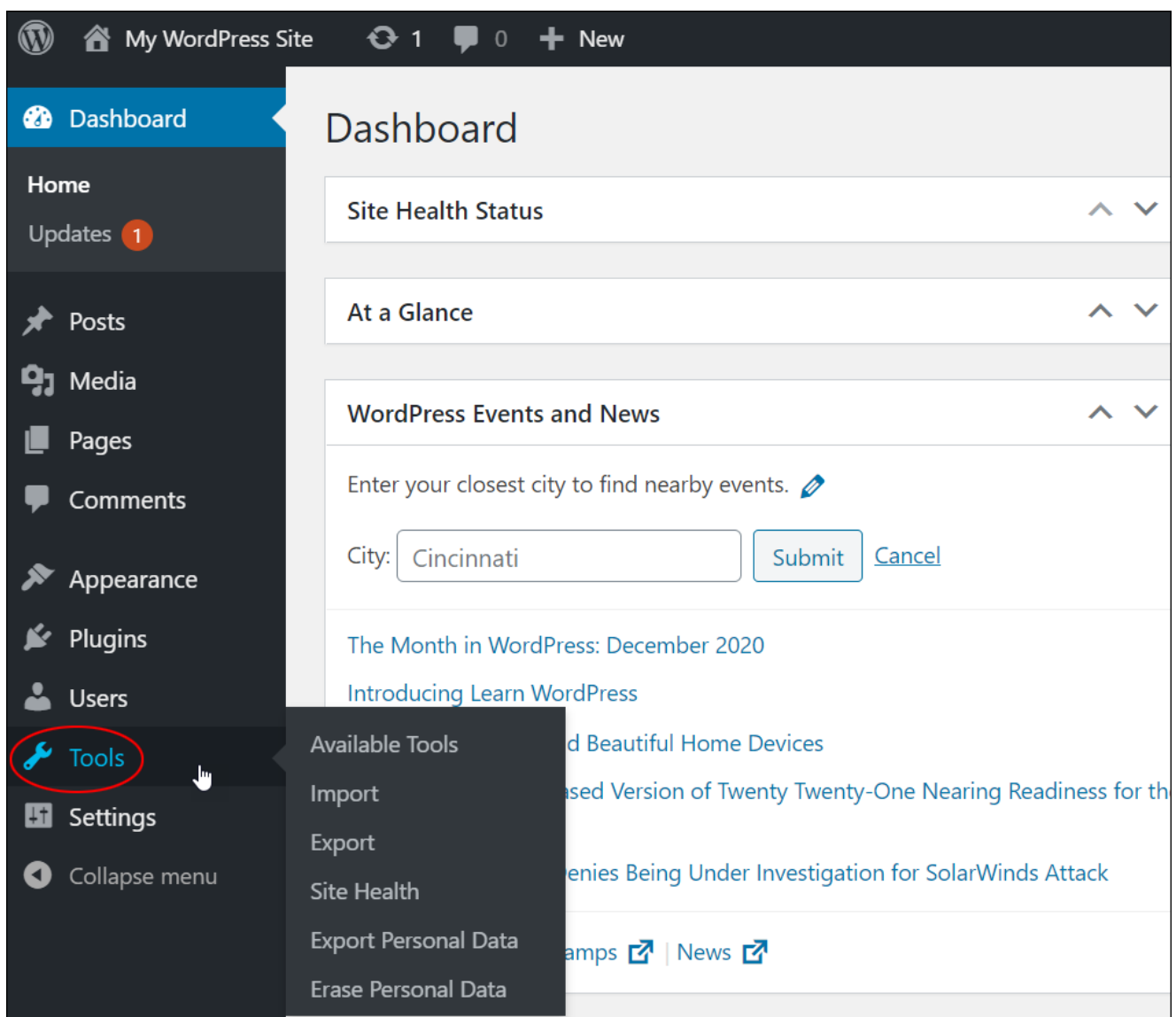
- [How To Import And Export Content In WordPress](#)
- [How To Manage WordPress User Data Requests](#)
- [The WordPress Dashboard](#)

- [How To Use WordPress Post Categories](#)
- [How to Use WordPress Post Tags](#)

The WordPress Tools menu contains a number of subsections with useful tools designed to assist you with non-routine management tasks.

These include:

- [Available Tools](#)
- [Site Health](#)
- [Additional Tools](#)

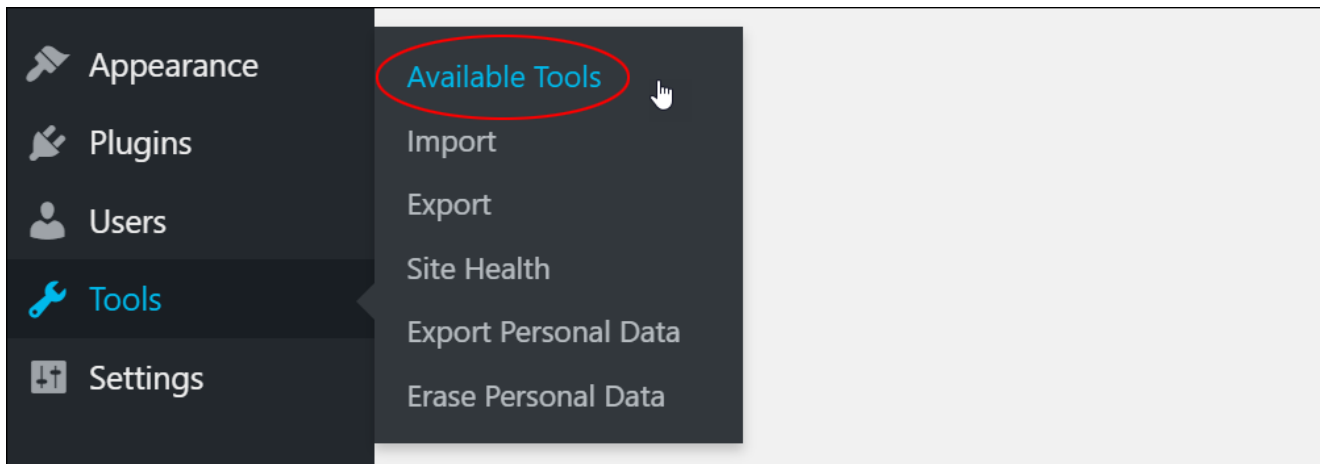


WordPress Tools menu.

Let's go through each of these WordPress Tools sections.

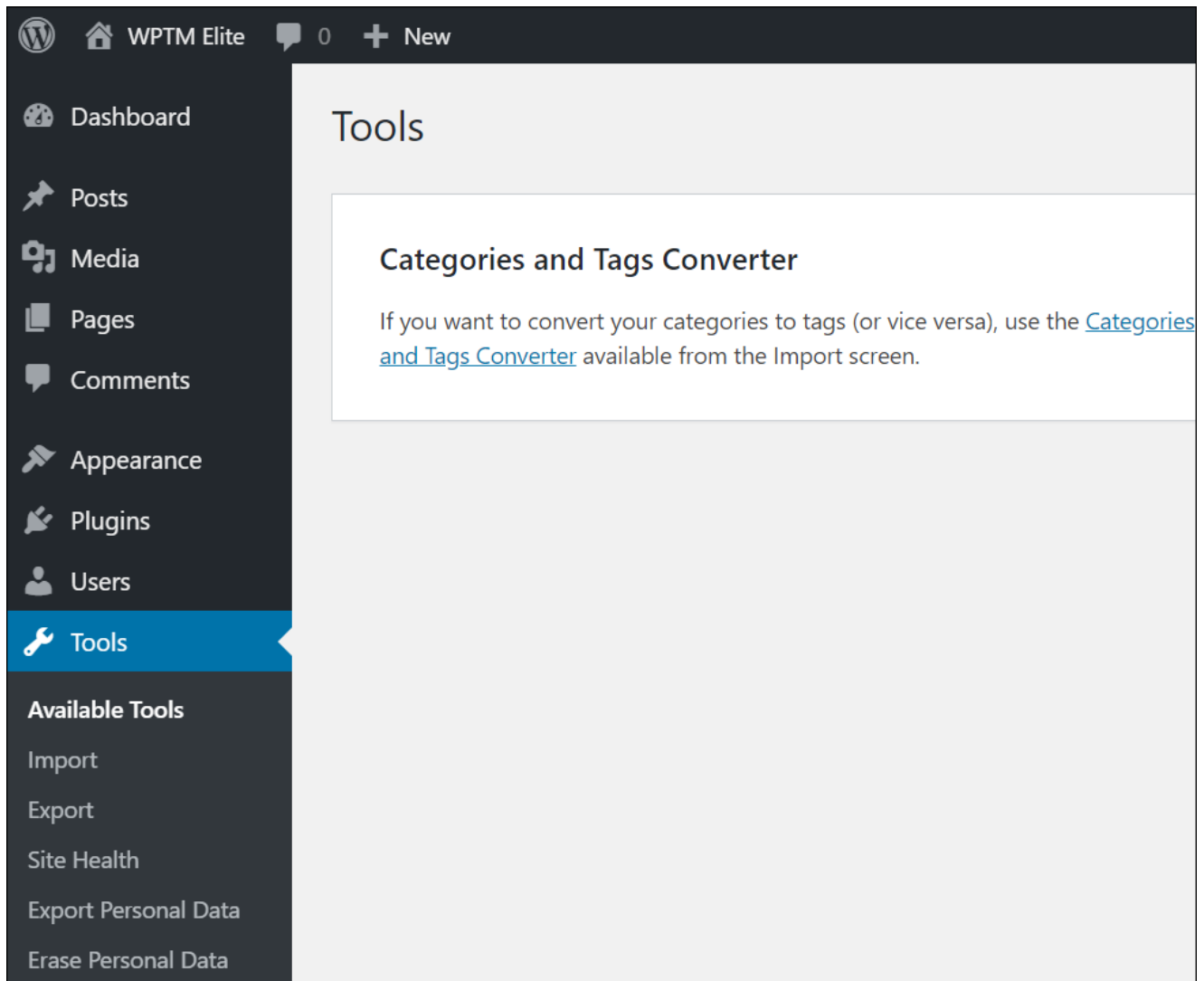
Available Tools

To access this section, log into your WordPress admin and select **Tools > Available Tools** from your main menu.



WordPress Tools Menu – Available Tools.

This brings you to the 'Tools' screen.



The Tools screen.



This section was designed to include useful tools and applications.

Over time, these tools were removed or integrated into the core WordPress software.

Currently, there is only one tool available in this section (see below), so this section may be removed in future versions of WordPress.

Categories and Tags Converter

This handy function lets you convert **post categories** into **post tags** and vice versa.

The tool itself is installed from the 'Import' section (see below).

For a detailed step-by-step tutorial, go here: [How To Convert Post Categories Into Tags and Vice-Versa](#)

Importing And Exporting Content In WordPress

See this section: [How To Import And Export Content In WordPress](#)

How To Export Content In WordPress

To learn how to export content in WordPress, see this tutorial: [How To Export Content In WordPress](#)

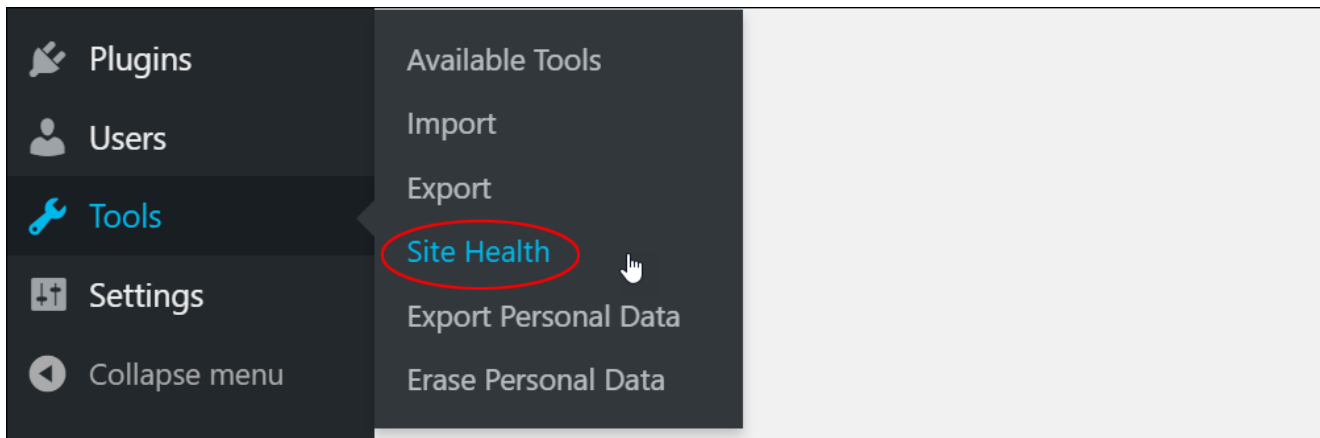
How To Import Content In WordPress

To learn how to import content in WordPress, see this tutorial: [How To Import Content In WordPress](#)

Site Health

Site Health is a tool that monitors the health of your site and notifies you of any issues or improvements to make. You can use this tool to check how your site is doing.

To access this tool, go to **Tools > Site Health**.



WordPress Tools menu – Site Health.

This brings up the Site Health screen.

This screen consists of two tabbed sections:

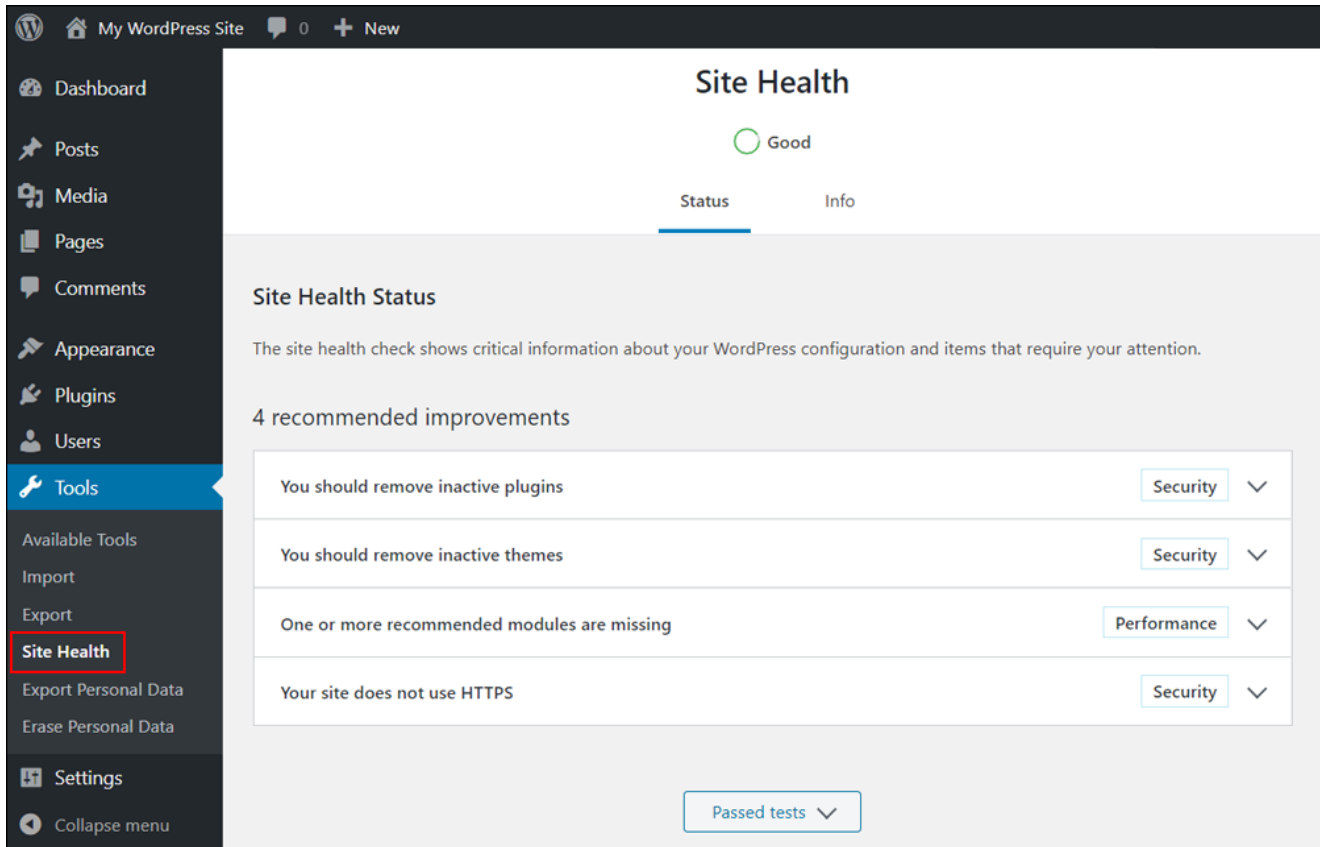
- **Status** – This section checks your site configuration and notifies you of any items that require your attention. The colored circle at the top of the screen gives you a quick ‘at-a-glance’ indication of how healthy your site is (if there are any critical issues that need addressing, you will see a red circle).

- **Info** – This section provides detailed information about the configuration of your site. Use this information if you experience issues with your site and need to get help from your web host or web developer.

Let's take a brief look at each of these sections.

Status Screen

The site health check shows critical information about your WordPress configuration and lists items that require your attention.



Site Health screen – Site Health Status page.

When you visit the Status screen, WordPress runs a performance and security analysis that checks your site and gives you notifications and recommendations via collapsible notification tabs.

Click on a notification title and links to see more information about the issue and how to fix it or what to do about it.

Site Health Status

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

4 recommended improvements

You should remove inactive plugins

Security

Plugins extend your site's functionality with things like contact forms, ecommerce and much more. That means they have deep access to your site, so it's vital to keep them up to date.

Your site has 2 active plugins, and they are all up to date.

Your site has 1 inactive plugin. Inactive plugins are tempting targets for attackers. If you're not going to use a plugin, we recommend you remove it.

[Manage your plugins](#)

[Manage inactive plugins](#)

You should remove inactive themes

Security

One or more recommended modules are missing

Performance

Your site does not use HTTPS

Security

View recommended security and performance improvements for your site.

The bottom of the *Site Health Status* screen also includes a section showing you all the tests run by the tool that your site has passed.

Click on the **Passed tests** button to expand this section.

Site Health Status

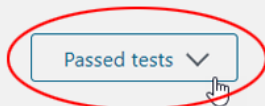
The site health check shows critical information about your WordPress configuration and items that require your attention.

4 recommended improvements

You should remove inactive plugins	Security ▼
You should remove inactive themes	Security ▼
One or more recommended modules are missing	Performance ▼
Your site does not use HTTPS	Security ▲

An HTTPS connection is a more secure way of browsing the web. Many services now have HTTPS as a requirement. HTTPS allows you to take advantage of new features that can increase site speed, improve search rankings, and gain the trust of your visitors by helping to protect their online privacy.

[Learn more about why you should use HTTPS](#) ↗



Click on the Passed tests button.

You can view a detailed list of all items with no issues detected. Click on the notification titles to expand or collapse items and follow the links under each item to learn more about the test.

Passed tests ^

17 items with no issues detected

Your version of WordPress (5.6) is up to date	Performance	∨
Your site is running the current version of PHP (7.4.9)	Performance	∧
<p>PHP is the programming language used to build and maintain WordPress. Newer versions of PHP are faster and more secure, so staying up to date will help your site's overall performance and security. The minimum recommended version of PHP is 7.4.</p> <p>Learn more about updating PHP ↗</p>		
PHP default timezone is valid	Performance	∨
No PHP sessions detected	Performance	∨
SQL server is up to date	Performance	∨
UTF8MB4 is supported	Performance	∨
Your site can communicate securely with other services	Security	∨
Scheduled events are running	Performance	∨
HTTP requests seem to be working as expected	Performance	∨
Your site is not set to output debug information	Security	∨

See all the tests your site has passed.

Info Screen

This section provides you with detailed information about the configuration of your site and lets you easily export a list of all the information on the page.

Click on the title to expand (or collapse) each item and view more detailed information.

Site Health

Good

Status

Info

Site Health Info

This page can show you every detail about the configuration of your WordPress website. For any improvements that could be made, see the [Site Health Status](#) page.

If you want to export a handy list of all the information on this page, you can use the button below to copy it to the clipboard. You can then paste it in a text file and save it to your device, or paste it in an email exchange with a support engineer or theme/plugin developer for example.

Copy site info to clipboard

WordPress	▼
Directories and Sizes	▼
Active Theme	▼
Inactive Themes (4)	▼
Active Plugins (2)	▼
Inactive Plugins (1)	▼
Media Handling	▼
Server	▼
Database	▼
WordPress Constants	▼
Filesystem Permissions	▼

Click on the Info link at the top of the Site Health tool screen to visit the Info page.

Click on the **Copy site info to clipboard** button to export a list of all the information on this page.

Theme Name	Version	Author	Auto-updates
Twenty Nineteen (twentyineteen)	Version 1.9	by the WordPress team	Auto-updates disabled
Twenty Seventeen (twentyseventeen)	Version 2.5	by the WordPress team	Auto-updates disabled
Twenty Twenty (twentytwenty)	Version 1.6	by the WordPress team	Auto-updates disabled
Twenty Twenty-One (twentytwentyone)	Version 1.1	by the WordPress team	Auto-updates disabled

Click the button to copy all the information on this page to your clipboard.

You can paste this information into a text file and save it to your device or paste it in an email if requested by your host, a support engineer, or your web/theme/plugin developer.

```
### wp-core ###
version: 5.6
site_language: en_US
user_language: en_US
timezone: +00:00
permalink: /%postname%/
https_status: false
multisite: false
user_registration: 0
blog_public: 0
default_comment_status: open
environment_type: production
user_count: 2
dotorg_communication: true

### wp-paths-sizes ###
wordpress_path: C:\xampp\htdocs\elite
wordpress_size: 43.22 MB (45317411 bytes)
uploads_path: C:\xampp\htdocs\elite\wp-content/uploads
uploads_size: 0.00 B (0 bytes)
themes_path: C:\xampp\htdocs\elite\wp-content/themes
themes_size: 10.46 MB (10970986 bytes)
plugins_path: C:\xampp\htdocs\elite\wp-content/plugins
plugins_size: 750.95 KB (768968 bytes)
database_size: 85.80 MB (89964544 bytes)
total_size: 140.21 MB (147021909 bytes)

### wp-active-theme ###
name: GeneratePress (generatepress)
version: 3.0.2
author: Tom Usborne
author_website: https://tomusborne.com
parent_theme: none
theme_features: core-block-patterns, automatic-feed-links, post-thumbnails, post-formats, woocommerce, title-tag, html5, customize-selective-refresh-widgets, align-wide, responsive-embeds, custom-logo, menus, editor-style, widgets
theme_path: C:\xampp\htdocs\elite\wp-content/themes/generatepress
auto_update: Disabled

### wp-themes-inactive (4) ###
Twenty Nineteen: version: 1.9, author: the WordPress team, Auto-updates disabled
Twenty Seventeen: version: 2.5, author: the WordPress team, Auto-updates disabled
Twenty Twenty: version: 1.6, author: the WordPress team, Auto-updates disabled
Twenty Twenty-One: version: 1.1, author: the WordPress team, Auto-updates disabled

### wp-plugins-active (2) ###
```

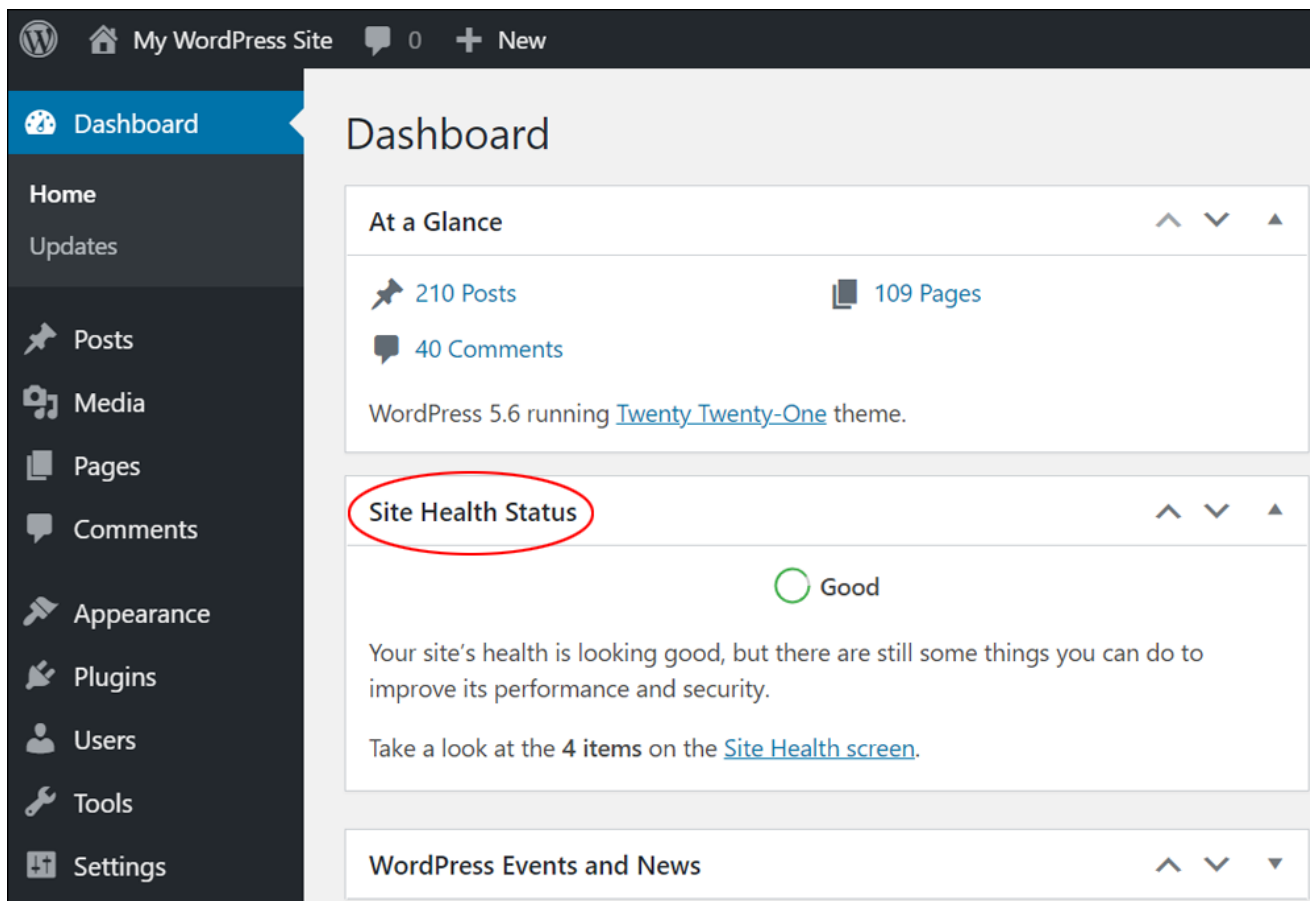
Paste Your Site Info
Into A Text File



Paste your site info into a text file or email.



The Site Health tool also adds a widget to your Dashboard, making it easier to check if there are any issues with your site when you log in.



WordPress displays the Site Health Status widget on your dashboard.

Managing WordPress User Data Requests

This tutorial has been moved to its own section here: [How To Manage WordPress User Data Requests](#)

Export Personal Data

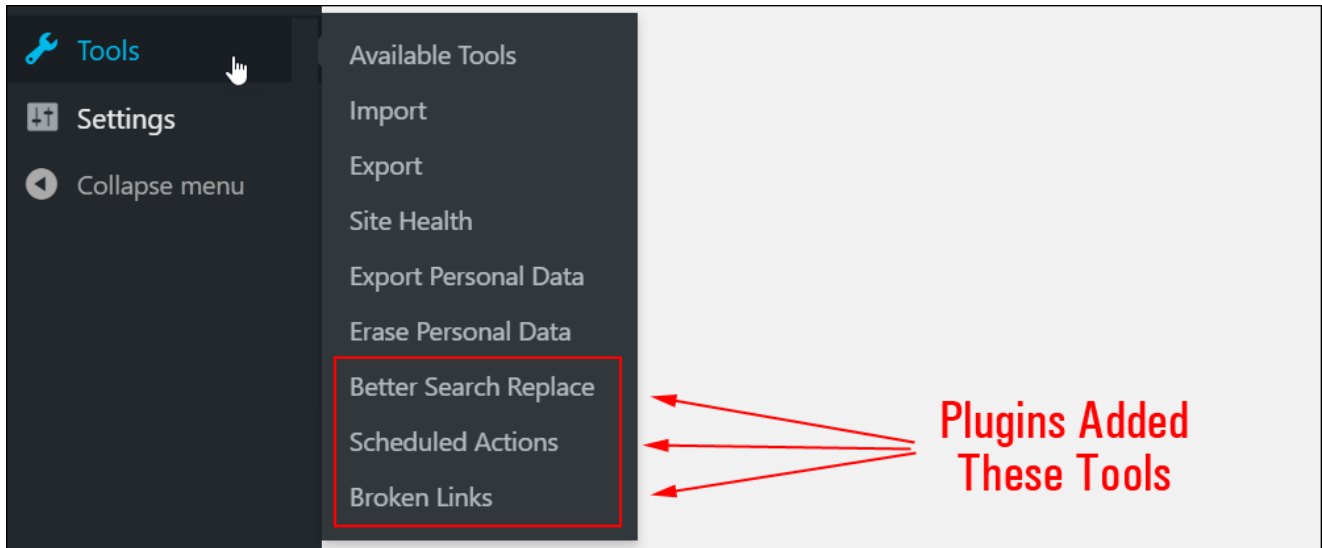
To learn how to export personal data in WordPress, see this tutorial: [How To Export Personal Data In WordPress](#)

Erase Personal Data

To learn how to erase personal data in WordPress, see this tutorial: [How To Erase Personal Data In WordPress](#)

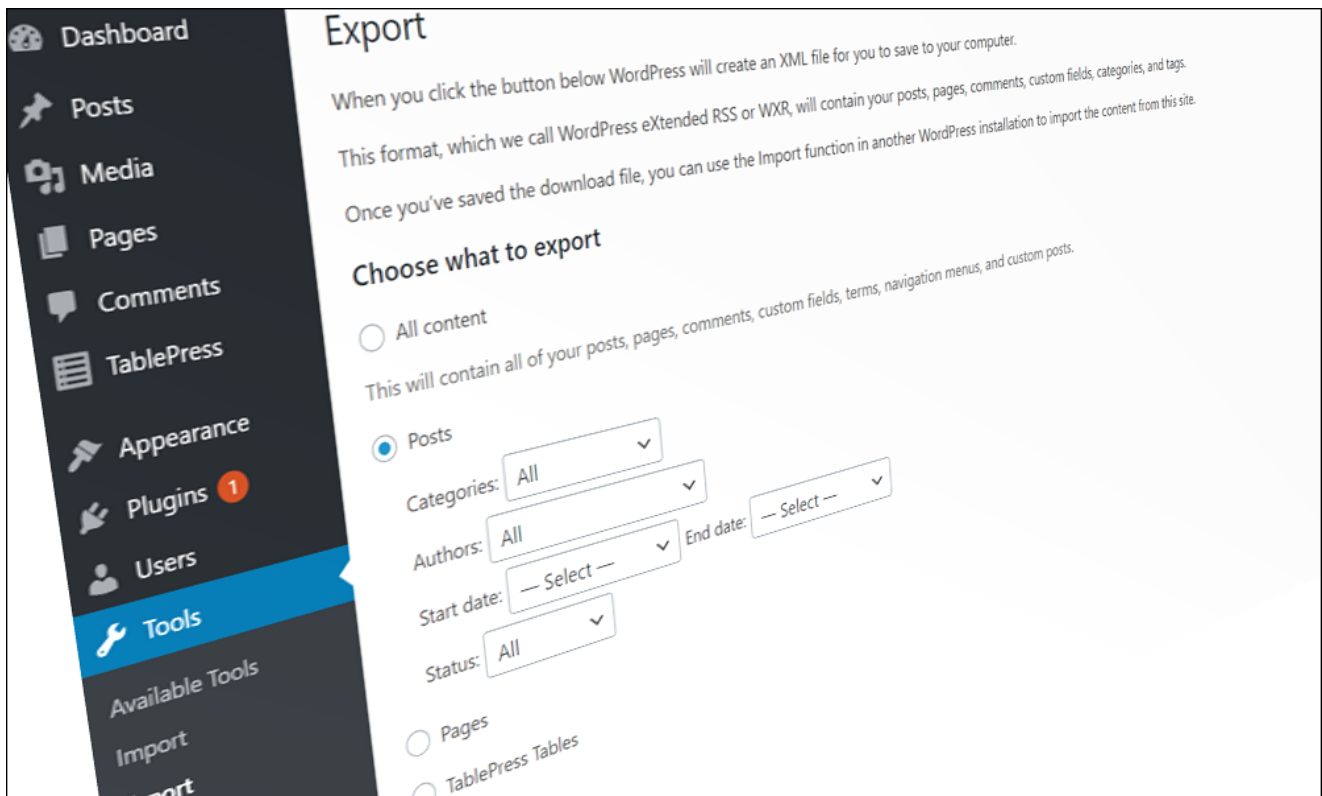
Additional Tools

If you install plugins on your site and can't find the settings section for your newly installed plugin, try looking in the Tools menu. WordPress often assigns plugin settings to this section.



Can't find settings for certain plugins? Check the WordPress Tools menu.

Congratulations! Now you know how to use the WordPress Tools menu.



Learn how to use the WordPress Tools section.

To learn how to export and import content and comply with GDPR-related requests, see the tutorials below:

Updated: April 9th, 2023

