



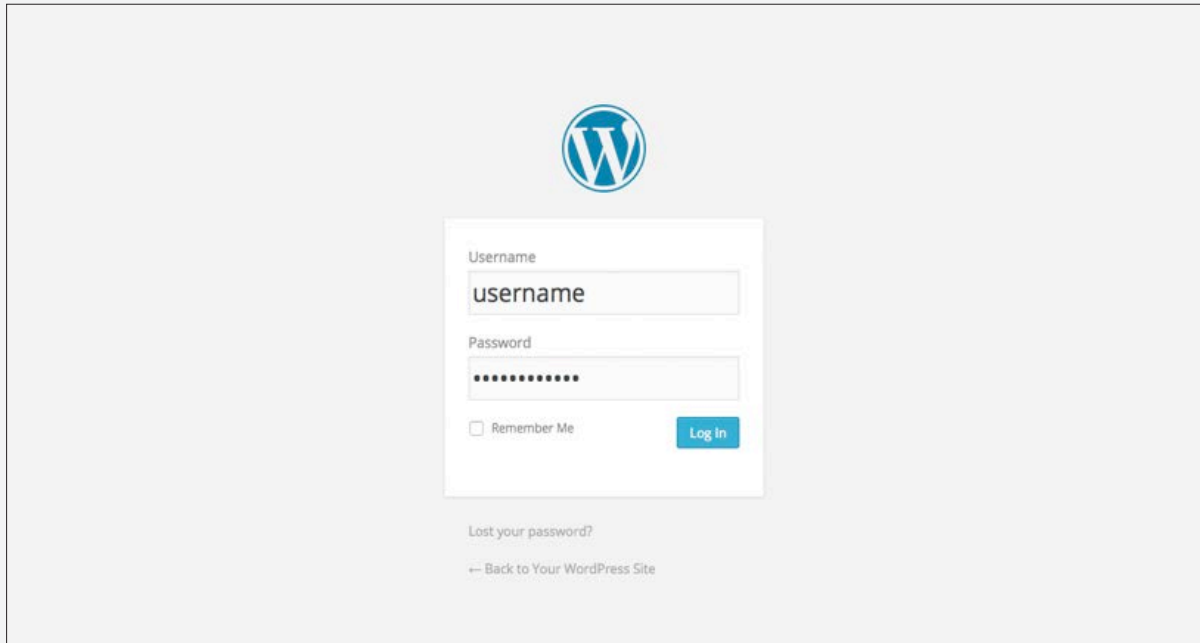
WORDPRESS

Website Reference Guide

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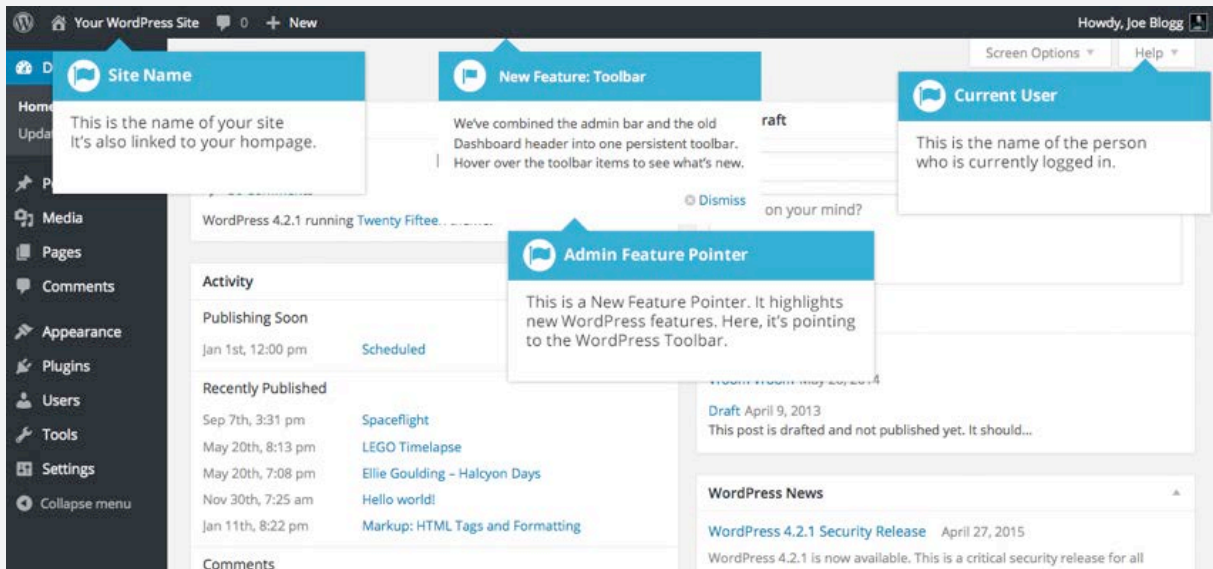
Login



Before you can make any changes to your site, you will need to log in. The login for your site is typically found at the following URL - <http://your-wordpress-site.com/wp-admin>. Obviously, replace your-wordpress-site.com with your actual domain name.

There are exceptions to this of course. For instance, your WordPress setup maybe installed in a subdirectory. For most standard setups though, you'll find the above URL should work.

Dashboard



Once you've logged in, the WordPress Dashboard appears. This is your main administration homepage. At the very top of your Dashboard (and across every page) you will see the name of your site in the header area. In the example screenshot above and throughout this documentation) the site name is Your WordPress Site. This is also hyperlinked to your site's homepage. You will also see the name of the person who is currently logged in (e.g. Joe Blogg). Move your cursor over your name to reveal the Log Out link as well as a link to edit your Profile.

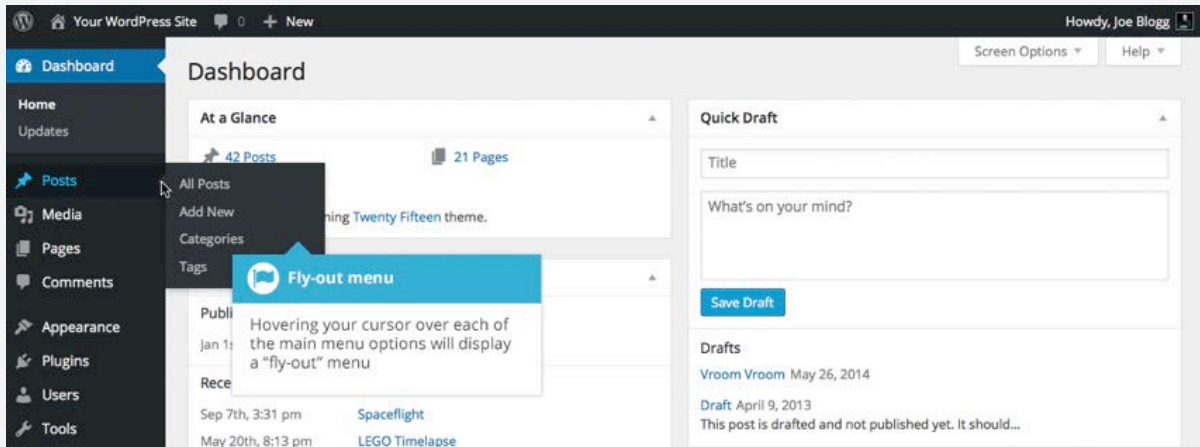
When new or updated features are introduced into WordPress, you'll be shown a New Feature Pointer. This is simply to bring to your attention some feature within the Dashboard that's been added or updated. In the above Dashboard image, the New Feature Pointer is highlighting the updated Toolbar. Click Dismiss to hide the pointer.

On most pages, just below your Username there are a couple of small inverted tabs. One called Screen Options and another called Help. Clicking either of these links will cause a panel to slide down from the top of the page. The Help link, not surprisingly, displays some help information. The Screen Options link will display various options that allow you to configure what is displayed on the current page. The details in this panel change depending on what page you're currently viewing. As an example, on your main Dashboard page the Screen Options allow you to set which panels you'd like displayed on the page.

Dashboard Menu Options

Down the left-hand side of the Dashboard and on every page you will see your main navigation menu. This is where you'll find all the options to update and configure your site.

Hovering your cursor over each of the main menu options will display a 'fly-out' menu with the various choices for that particular menu option. Once you click each of the main menu options, that particular menu will expand to show all the available options within that section (if there are any).



The main menu options and their usage are:

Dashboard

This will display your main Dashboard 'homepage'. In the top left of your Dashboard you'll see some brief stats on the number of Posts, Pages and Comments. If you have the Akismet anti-spam plugin activated, you'll also see the number of Spam Comments or comments awaiting moderation.

Posts

This is where you can create a new Blog Post. You can also update your Categories and Post Tags.

Media

This is where all your uploaded images, documents or files are stored. You can browse through your Media library, as well as edit and update the files.

Pages

This is where you create and maintain all your Pages.

Users

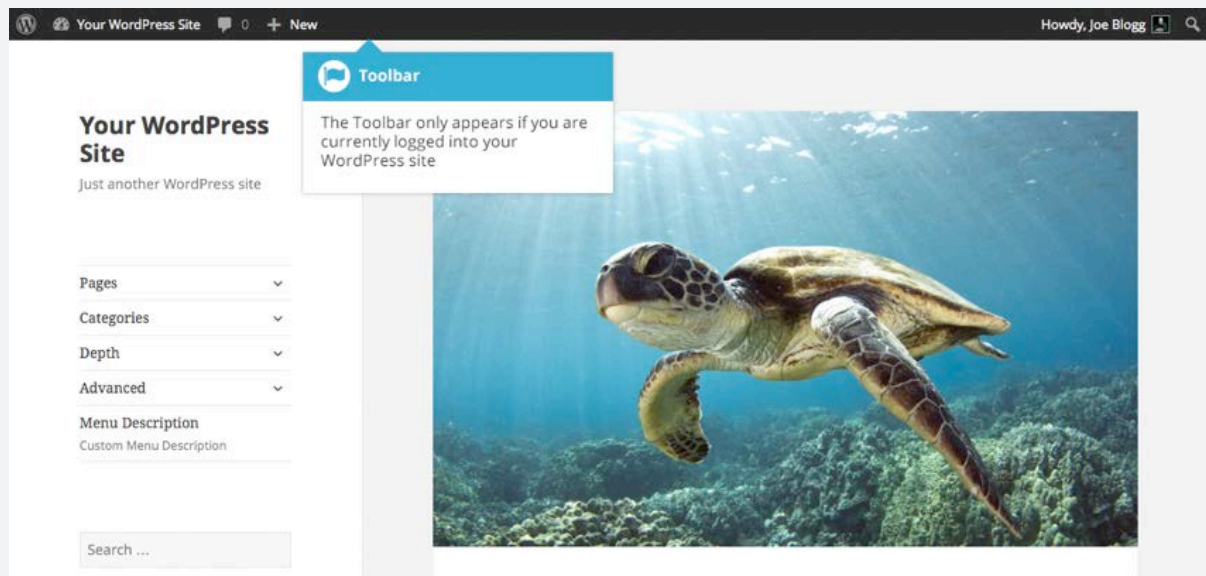
This screen lists all the existing users for your site. Depending on your Role, you can also add new users as well as manage their Roles.

Tools

This section gives you access to various convenient tools. You can also import data to your WordPress site or export all your WordPress data to a file.

Toolbar

The WordPress Toolbar is a way of easily accessing some of the most common WordPress features. When you are logged into your WordPress dashboard and you visit your website, you will see the Toolbar running across the top of your site. This bar only appears if you are currently logged into your WordPress site, which means that it won't be visible to your everyday site visitors. If you are not logged in, the Toolbar won't be displayed.



The Toolbar allows you to quickly access the following commonly used features.

- Visit the WordPress.org website, Codex or Support forums
- Display your site Dashboard and other commonly used menu options that allow you to update your site Themes, Widgets, Menus and depending on your theme, Background and Header
- View or Edit your blog comments
- Add a new Post, Media, Page or User
- Edit the current Page or Post
- Perform a site Search

View or Edit your Profile and logout from the WordPress Dashboard

Hiding the Toolbar

You can stop the Toolbar from displaying by modifying the preferences associated with your Profile. Simply click on the Users link in the left-hand navigation to display the list of Users. From this list of Users, click your user name or click on the Edit link that appears beneath the user name when hovering your cursor over each row. Alternatively, click on the Your Profile link underneath the Users menu option in the left-hand navigation or within the fly-out menu.

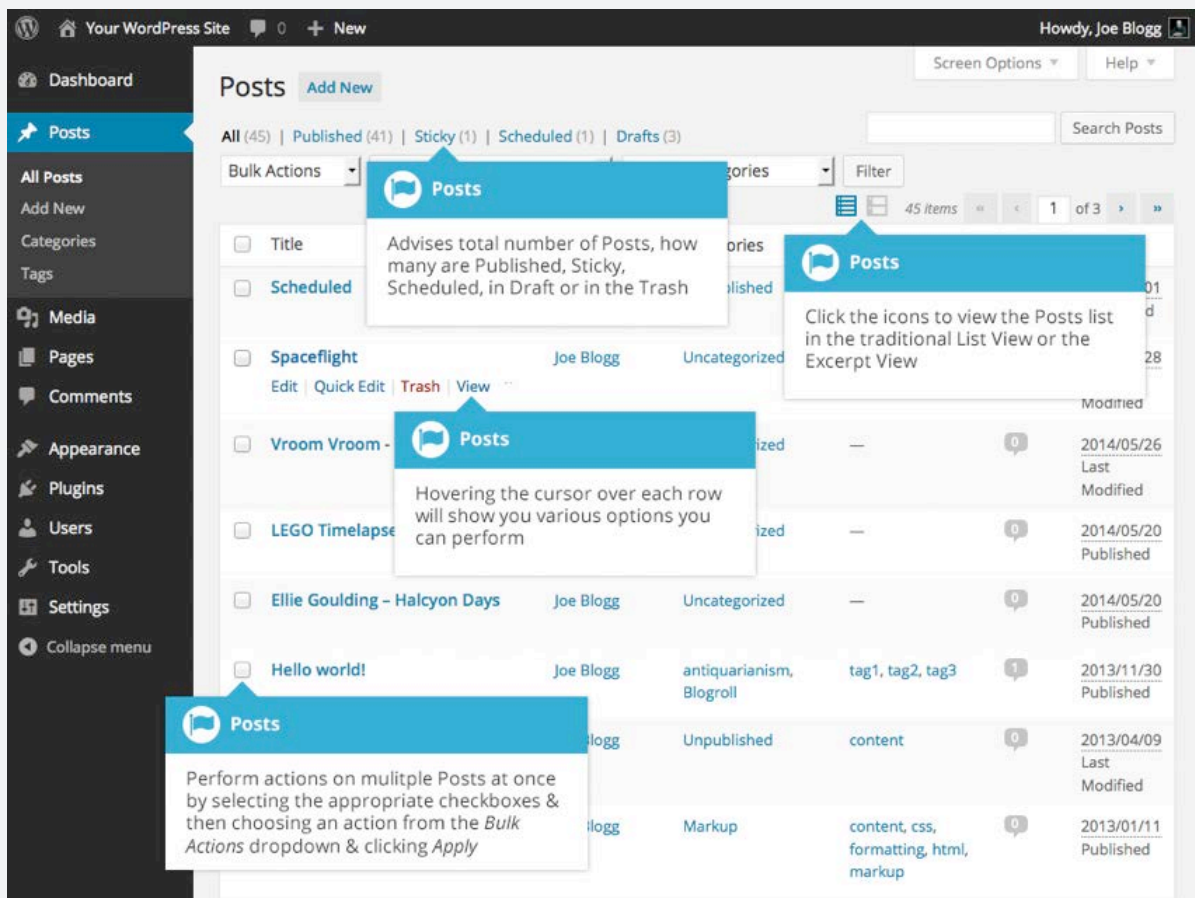
Posts and Pages

WordPress is built around two basic concepts. Posts and Pages. Posts are typically blog entries. A series of articles, listed (usually) reverse-chronologically. Pages are used for more static content (i.e. content that doesn't change or changes infrequently). An 'About us' page is an example of a Page on a typical website. In most cases you'll find that the content in the 'About us' page doesn't change all that frequently.

Now, you might be thinking, "but I don't need a blog". This might be true, but you can also use the blog concept if you have a site where you need to display your 'latest news' or even just company updates. Basically, any information that gets updated on a semi-regular basis can benefit from the 'blog' functionality. Whether that's a traditional blog, your company's 'latest news' or even just your own personal updates.

Posts

After clicking on the Posts menu option you'll be shown a list of Posts that your site contains. Among the information displayed is the Post title, the Author, Categories, Tags, No. of Comments and either the Date Published, Date Scheduled or the Date the Post was Last Modified. The Posts screen will look similar to the screen below.



Posts

At the top of the page you can view how many Posts in total you have in your site, how many are Published, Scheduled, Sticky, Pending, in Draft or in the Trash.

When hovering your cursor over each row, a few links will appear beneath the Post title.

Edit – Will allow you to edit your Post. This is the same as clicking on the Post title

Quick Edit – Allows you to edit basic Post information such as Title, Slug, Date plus a few other options



Trash – Will send the Post to the Trash. Once the Trash is emptied, the page is deleted

View – Displays the Post. If the Post hasn't been published yet, this will say Preview

Next to each Post title is a checkbox. This allows you to perform an action on multiple items at once. You simply check the Posts that you would like to affect and then from the Bulk Actions dropdown select either the Edit option or the Move to Trash option and then click the Apply button. The Edit option will allow you to edit the Categories, Tags, Author, whether to allow Comments and Pings or not, the Status and whether or not the Posts are 'Sticky'. The Move to Trash option will move the selected items to the Trash.

You can also filter the pages that are displayed using the dropdown lists and the Filter button.



At the top of the list of Posts there are also two icons that change how the list is displayed. Click the List View icon () to display the posts in the traditional List View or click the Excerpt View icon () to display a short excerpt from the Post underneath the Post title.

Pages

After clicking on the Pages menu option you'll be shown a list of Pages that your site contains. Among the information displayed is the Page title, the Author, No. of Comments and either the Date Published or the Date the Page was Last Modified. The Pages screen will look similar to screen below.

On the opposite page you can view how many Pages in total you have in your site and how many are Published or in Draft.

When hovering your cursor over each row, a few links will appear beneath the Page title.

Edit – Will allow you to edit your Page. This is the same as clicking on the Page title

Quick Edit – Allows you to edit basic Page information such as Title, Slug, Date plus a few other options

Trash – Will send the Page to the Trash. Once the Trash is emptied, the page is deleted

View – Displays the Page. If the Page hasn't been published yet, this will say Preview

Next to each Page title is a checkbox. This allows you to perform an action on multiple items at once. You simply check the Pages that you would like to affect and then from the Bulk Actions dropdown select either the Edit option or the Move to Trash option and then click the Apply button. The Edit option will allow you to edit the Author, Parent, Template, whether to allow Comments or not and the Status of each of the checked items. The Move to Trash option will move the selected items to the Trash.

You can also filter the pages that are displayed using the dropdown list and the Filter button.

WordPress Dashboard: Your WordPress Site | Howdy, Joe Blogg

Pages | Add New

All (21) | Published (20) | Draft (1)

Bulk: [Pages] Filter

21 items | 1 of 2

	Author	Date
<input type="checkbox"/>	Joe Blogg	2011/05/20 Published
<input type="checkbox"/>	Luke Skywalker	2013/12/15 Published
<input type="checkbox"/>	Joe Blogg	2011/05/20 Published
<input type="checkbox"/>	Joe Blogg	2013/11/30 Published
<input type="checkbox"/>	Joe Blogg	2014/05/17 Last Modified
<input type="checkbox"/>	Joe Blogg	2010/07/25 Published
<input type="checkbox"/>	Joe Blogg	2013/03/15 Published
<input type="checkbox"/>	Joe Blogg	2013/03/15 Published
<input type="checkbox"/>	Joe Blogg	2010/08/01 Published
<input type="checkbox"/>	Joe Blogg	2007/09/04

Pages tooltip: Advises total number of Pages & how many are Published or in Draft

Pages tooltip: Hovering the cursor over each row will show you various options you can perform

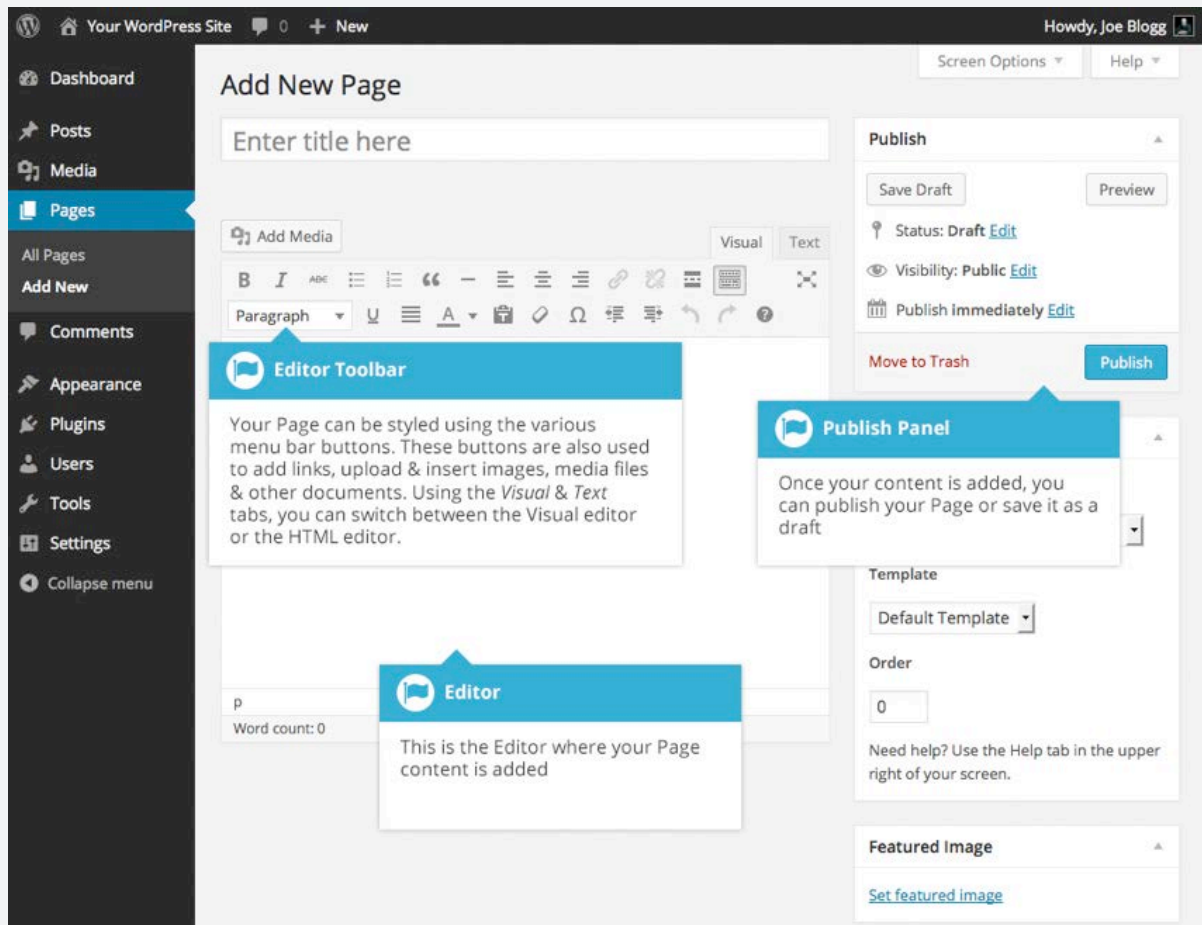
Pages tooltip: Perform actions on multiple Pages at once by selecting the appropriate checkboxes & then choosing an action from the Bulk Actions dropdown & clicking Apply

Adding your Site Content

Adding content to your site is an easy process no matter whether you're creating a Post or a Page. The procedure for both is almost identical. Apart from how they display on your site, which was described earlier, the other main difference is that Posts allow you to associate Categories and Tags whereas Pages don't. What's the difference between categories and tags? Normally, Tags are ad-hoc keywords that identify important information in your Post (names, subjects, etc) that may or may not recur in other Posts, while Categories are pre-determined sections. If you think of your site like a book, the Categories are like the Table of Contents and the Tags are like the terms in the index.

Adding a New Page

To add a new Page, hover your cursor over the Pages menu option in the left-hand navigation menu and in the fly-out menu, click the Add New link. Alternatively, click the Pages menu option and then click the Add New link underneath, or the Add New button at the top of the page. You will be presented with a page similar to the image below.



Adding a New Post

To add a new Post, hover over the Posts menu option in the left-hand navigation menu and in the fly-out menu, click the Add New link. Alternatively, click the Posts menu option and then click the Add New link underneath, or the Add New button at the top of the page. You will be presented with a page similar to the image below.






The screenshot shows the WordPress 'Add New Post' interface. On the left is a dark navigation sidebar with options like Dashboard, Posts, Media, Pages, Comments, Appearance, Plugins, Users, Tools, Settings, and Collapse menu. The main content area is titled 'Add New Post' and features a text input field for the title. Below the title is an 'Add Media' button and a rich text editor toolbar with various formatting options. The editor is currently in 'Visual' mode. On the right side, there is a 'Publish' panel with buttons for 'Save Draft', 'Preview', and 'Publish', along with status and visibility information. Below the publish panel is a 'Categories' section with a list of categories and an 'Add New Category' link. At the bottom right is a 'Tags' section with an input field and an 'Add' button. Three callout boxes are overlaid on the interface: 'Editor Toolbar' points to the rich text editor toolbar, 'Publish Panel' points to the right-hand publish controls, and 'Editor' points to the main content area where text is entered.

Editor Toolbar
Your Post can be styled using the various menu bar buttons. These buttons are also used to add links, upload & insert images, media files & other documents. Using the *Visual & Text* tabs, you can switch between the Visual editor or the HTML editor.



Publish Panel
Once your content is added, you can publish your Post or save it as a draft

Editor
This is the Editor where your Post content is added


Adding Content with the Visual Editor

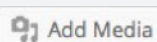
The editor used to enter content into your Page or Post is very easy to use. It's much like using a regular word processor, with toolbar buttons that allow you to Bold () or Italicize () text or enter in Headings () or bullet points ( ). You can even use most of the basic keyboard shortcuts used in other text editors. For example: Shift+Enter inserts a line break, Ctrl+C/Cmd+C = copy, Ctrl+X/Cmd+X = cut, Ctrl+Z/Cmd+Z = undo, Ctrl+Y/Cmd+Y = redo, Ctrl+A/Cmd+A = select all, etc. (use the Ctrl key on a PC or the Command key on a Mac).

With WordPress 4.0 and above, the Visual Editor now expands to fit your content, rather than simply scrolling. On top of that, no matter how tall the Visual Editor becomes, the toolbar buttons will be available at all times by sticking to the top of the page.

At the top of the editor there are two tabs, Visual and Text ( ). These switch the editor view between the Visual Editor and the Text editor. The Text view will enable you to view the HTML code that makes up your content. For the more experienced users this can be helpful at times but for those not familiar with HTML tags, it's not recommended.

When creating a new Page or Post, the first thing to do is enter in your title in the top entry field where it says Enter title here. After moving the cursor down to the editor a new Permalink is created for your page. Permalinks are the permanent URL's to your individual Posts, Pages, Categories etc.. Though not usually necessary, you can manually edit your permalink by clicking on the actual permalink (the part after the domain name with the yellow background) or by clicking the Edit button next to it. Once you've modified it, click Ok to save or Cancel to cancel your changes.

At the top of the editor where your content is written, there are numerous formatting buttons. Clicking the Toolbar Toggle button () will show or hide a second line of formatting buttons which gives you extra functionality. The editor buttons perform the following functions:



Add Media – Used to upload and insert media such as images, audio, video or documents



Bold – Bold text



Italic – Italicise text



Strikethrough – Add a strikethrough to your text



Bulleted List – Create an unordered (bullet point) list



Numbered List – Create an Ordered (numbered) list










Blockquote – Used as a way of showing a quote. How this looks will be entirely dependent on the Theme that your site is currently using



Horizontal Line – Inserts a horizontal line into your page














Align Left – Align text to the left

-  **Align Center** – Align text in the center of the page
-  **Align Right** – Align text to the right
-  **Insert/edit link** – Used to create an html link to another page or website. The text or image that you want to link needs to be selected first before the button will become active
-  **Remove link** – Remove the html link from the selected link. Your cursor must be sitting on an active link for the button to be active
-  **Insert Read More tag** – Inserts the More tag into your Page. Most blogs only display a small excerpt of a Post and you're required to click the Post title or a 'Read more...' link to continue reading the rest of the article. When you insert a 'More' tag into your Post, everything prior to the tag is considered as this excerpt. Most times you'd only use this button when you're creating a blog Post, rather than a Page
-  **Toolbar Toggle** – Used to show or hide the second row of formatting buttons on the editor toolbar
-  **Distraction Free Writing** – Clicking this button will enlarge the editor so that it fills the browser window. Clicking the Exit fullscreen link at the top of the screen will reduce it back to its original size

Paragraph ▾

Style – Used to format the Page text based on the styles used by the current Theme

-  **Underline** – Underline your text
-  **Justify** – Align text on both the left and right (i.e. justify)
-  **Text color** – Use to change the color of text
-  **Paste as text** – Copying and pasting text from other sites or word processors sometimes leaves the text formatted differently to what you were expecting. The reason for this is that quite often the html tags or codes that formatted the original text are pasted along with the text itself. To avoid this, Paste as Text will strip all these formatting and html tags. The Paste as Text option acts like a toggle, staying on until you turn it off by clicking the button again or until you save your page content
-  **Clear formatting** – Use this to remove all the formatting (e.g. Bold, Underline, text color etc..) from the highlighted text
-  **Special character** – Used to insert special characters not easily accessible via the keyboard (e.g. ¼, ½, ¾, ©, €, ö etc..)
-  **Decrease indent** – Removes one level of indenting
-  **Increase indent** – Indents text by one level
-  **Undo** – Undo your last action
-  **Redo** – Redo your last action
-  **Keyboard shortcuts** – Displays information about the WordPress Visual Editor along with keyboard shortcuts

Visual

Text

Visual/Text – Switches the editor view between the Visual Editor and the Text editor. The Text view will enable you to view the HTML code that makes up your content. For the more experienced users this can be helpful at times but for those not familiar with HTML tags, it's not recommended

Switching to the Text Editor

At the top of the editor there are two tabs, Visual and Text (Visual Text). These switch the editor view between the Visual Editor and the Text editor. The Text view will enable you to view the HTML code that makes up your content. **For the more experienced users this can be helpful at times but for those not familiar with HTML tags, it's not recommended.**

The Text editor is much like the Visual Editor, only not as intuitive. The numerous formatting buttons provide you with basic HTML formatting capabilities when editing your Page or Post content.



The buttons work in two ways. Clicking a button without highlighting any text first, will simply insert the opening HTML tag relevant for that button. As an example, clicking the Bold button will insert the `` HTML tag into your text. Clicking the Bold button again will close the tag by inserting the closing `` tag. If you highlight some text prior to clicking a button, both the opening and closing tags will be inserted around that highlighted text. For example, highlighting the text, 'bold text', prior to clicking the Bold button will insert '`bold text`'.

The following editor buttons are available whilst in the Text editor:

b **Bold** – Bold text

i **Italic** – Italicise text

link **Link** – Used to insert a website link. When the button is clicked a pop-up window will appear where you type in the URL that you would like to link to

b-quote **Blockquote** – Used as a way of showing a quote. How this looks will be entirely dependent on the Theme that your site is currently using

del **Delete** – Used as a way of showing deleted text. How this looks will be dependent on the Theme but is usually done by showing the text with a strikethrough

ins **Insert** – Used as a way of showing inserted text. How this looks will be dependent on the Theme but is usually done by showing the text with an underline

img

Image – Used to insert an image into the text. When the button is clicked a pop-up window will appear where you type in the URL of the image that you would like inserted

ul

Unordered List – Used to insert an unordered (bullet point) list

ol

Ordered List – Used to insert an ordered (numbered) list

li

List Item – Used to insert a list item into your ordered or un-ordered list

code

Code –Used for indicating a piece of code

more

More – Inserts the More tag into your Page. Most blogs only display a small excerpt of a Post and you're required to click the Post title or a 'Read more...' link to continue reading the rest of the article. When you insert a 'More' tag into your Post, everything prior to the tag is considered as this excerpt. Most times you'd only use this button when you're creating a blog Post, rather than a Page



Distraction Free Writing – Clicking this button will enlarge the editor so that it fills the browser window. Clicking the Exit fullscreen link at the top of the screen will reduce it back to its original size

close tags


Close Tags – Used to close open tags. If for example, you clicked both the Bold and Italic buttons to insert their opening tags, clicking the Close tags button will insert both of the matching closing tags, in the correct order

Adding Images and Other Media

Adding images and other media files such as videos, documents or PDFs is extremely easy within WordPress. All your images and files are stored in the Media Library. Once they're uploaded into the Media Library, it's a very simple matter to insert them into your Page or Post content. In the case of files such as Word Documents or PDFs, if necessary, it's a simple process to create links to those files so that people can then download them.

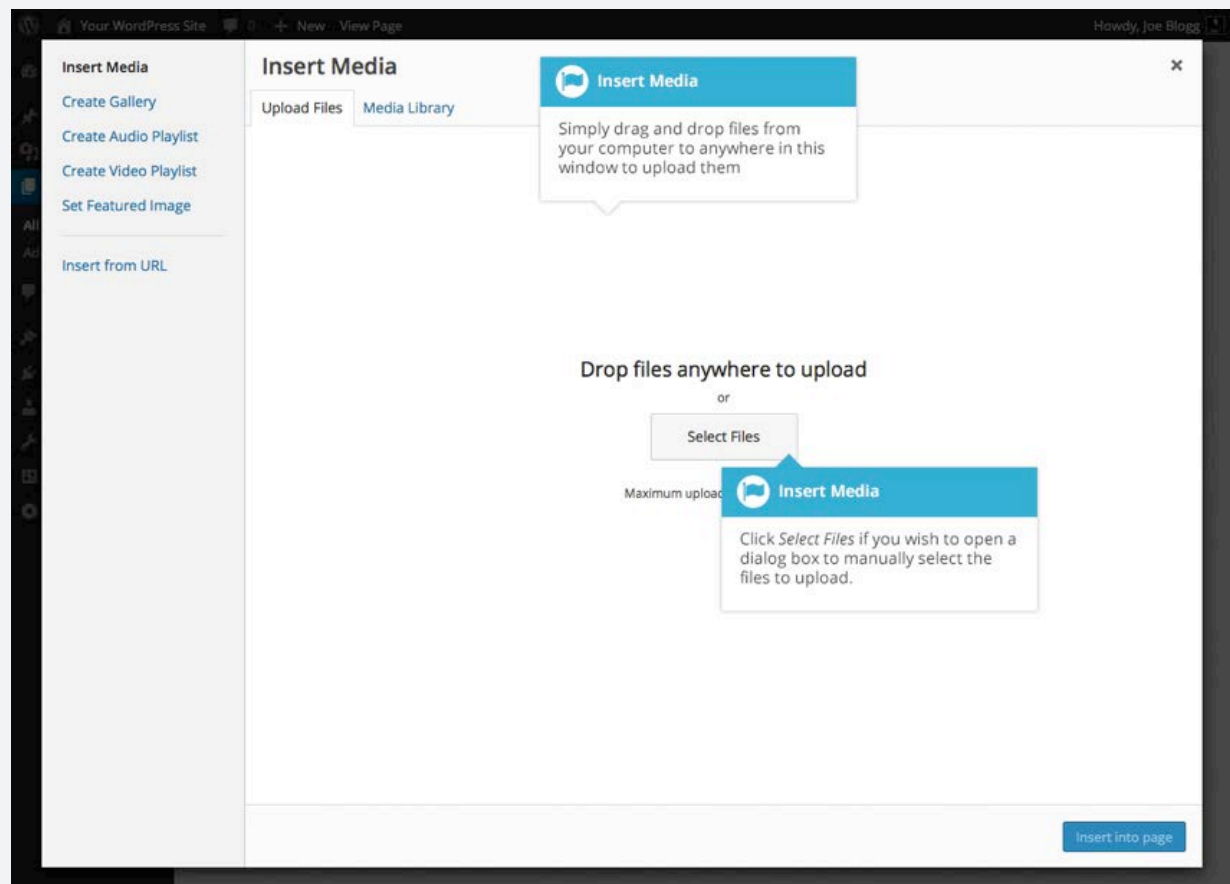
Inserting an Image

Using the WordPress media manager, it's extremely simple to insert, align and link your individual images and image galleries.

To insert an image into your Page/Post, click the Add Media button ( **Add Media**) and then simply drag your image(s) from wherever they are on your computer, into the browser window. Your file(s) will be automatically uploaded.

Alternatively, click the Select Files button and then select the file(s) that you'd like to upload, using the dialog window that is displayed.

It's also possible to simply drag your image straight into the Visual Editor, rather than clicking the Add Media button.



No matter whether you've clicked the Add Media button or simply dragged and dropped your image into the Visual Editor, once your image is uploaded, your Media Library is displayed, which contains all your previously uploaded images. The image(s) that you've just uploaded will be automatically 'selected' for easy insertion into your Page or Post. Selected images are shown with a 'tick' icon in the top right corner of the image.

After uploading your image(s), you can then select other previously uploaded images by holding down the Ctrl key (Cmd key on Macs) and simply clicking on them. To deselect an image, click the 'tick' in the top right corner of the image.

At the bottom of the window you will see a count of the number of images currently selected.

There are several options within this Insert Media window to help make it easier to add images into your Page or Post.

By default, all previously uploaded images are shown, starting with the most recent uploads. If you'd like to narrow this list down, at the top of the window is a dropdown list that allows you to filter your displayed images by All media items, items Uploaded to this post/page, or just Images, Audio files or Video files. You can also filter your media files by selecting a date, or alternatively, there is also a Search field that allows you to search for specific images.

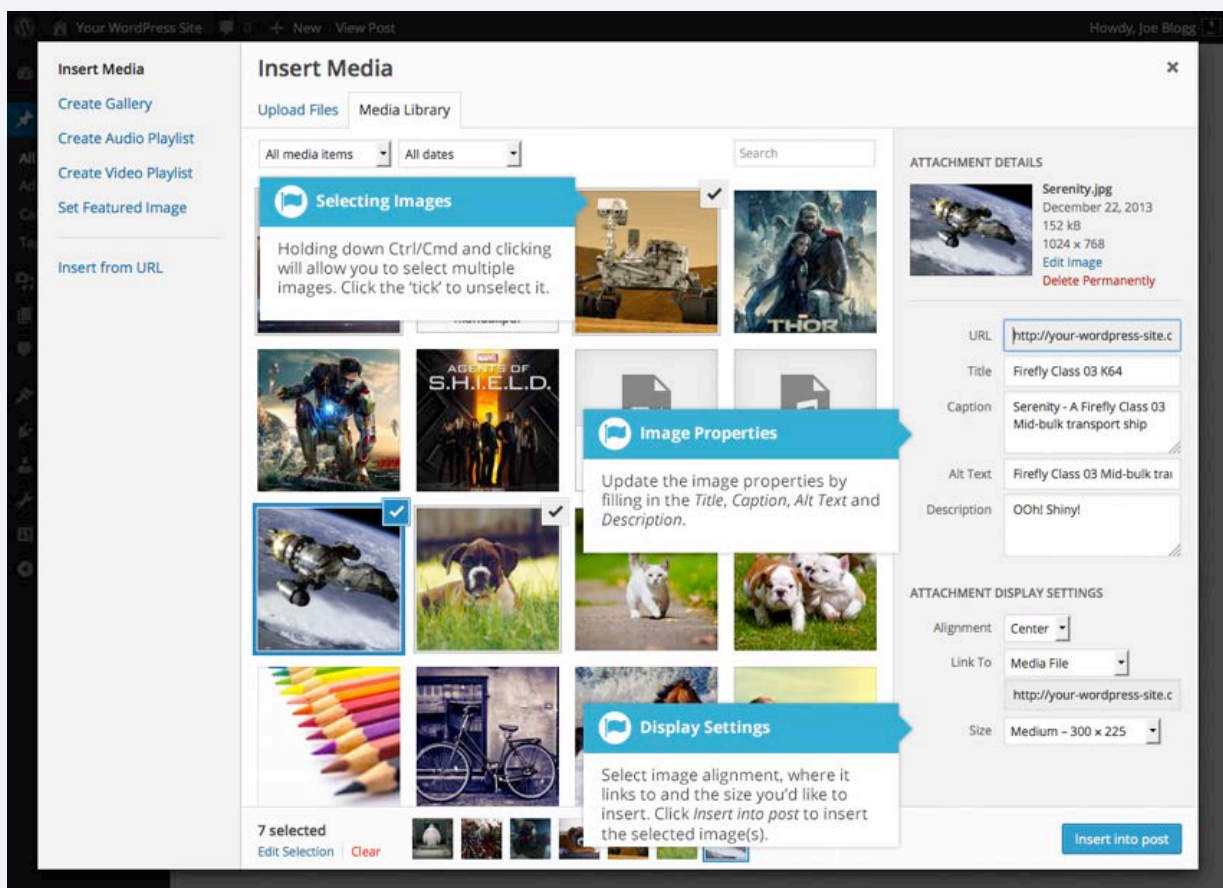
The properties of the currently highlighted image (i.e. The image with the blue border) in the screen below will be shown on the right-hand side of the Insert Media window. These properties include the filename, the date the file was uploaded and the image size. It's at this point you can also change the image Title, Caption, Alt Text and Description for each image, as well as the Alignment, Link and the Size at which the image is inserted.

Title – is displayed as a tooltip when the mouse cursor hovers over the image in the browser

Caption – is displayed underneath the image as a short description. How this displays will be dependent on the WordPress theme in use at the time. You can also include basic HTML in your captions

Alt Text – is displayed when the browser can't render the image. It's also used by screen readers for visually impaired users so it's important to fill out this field with a description of the image. To a small degree, it also plays a part in your website Search Engine Optimisation (SEO). Since search engines can't 'read' images they rely on the Alt Text

Description – is usually displayed on the attachment page for the media, however this is entirely up to the theme that is currently in use



For each image, you can select how you would like the image aligned, either Left, Center or Right aligned, using the Alignment dropdown list. You can also select None for no alignment which will mean the image will display using the default alignment setting for your Theme.

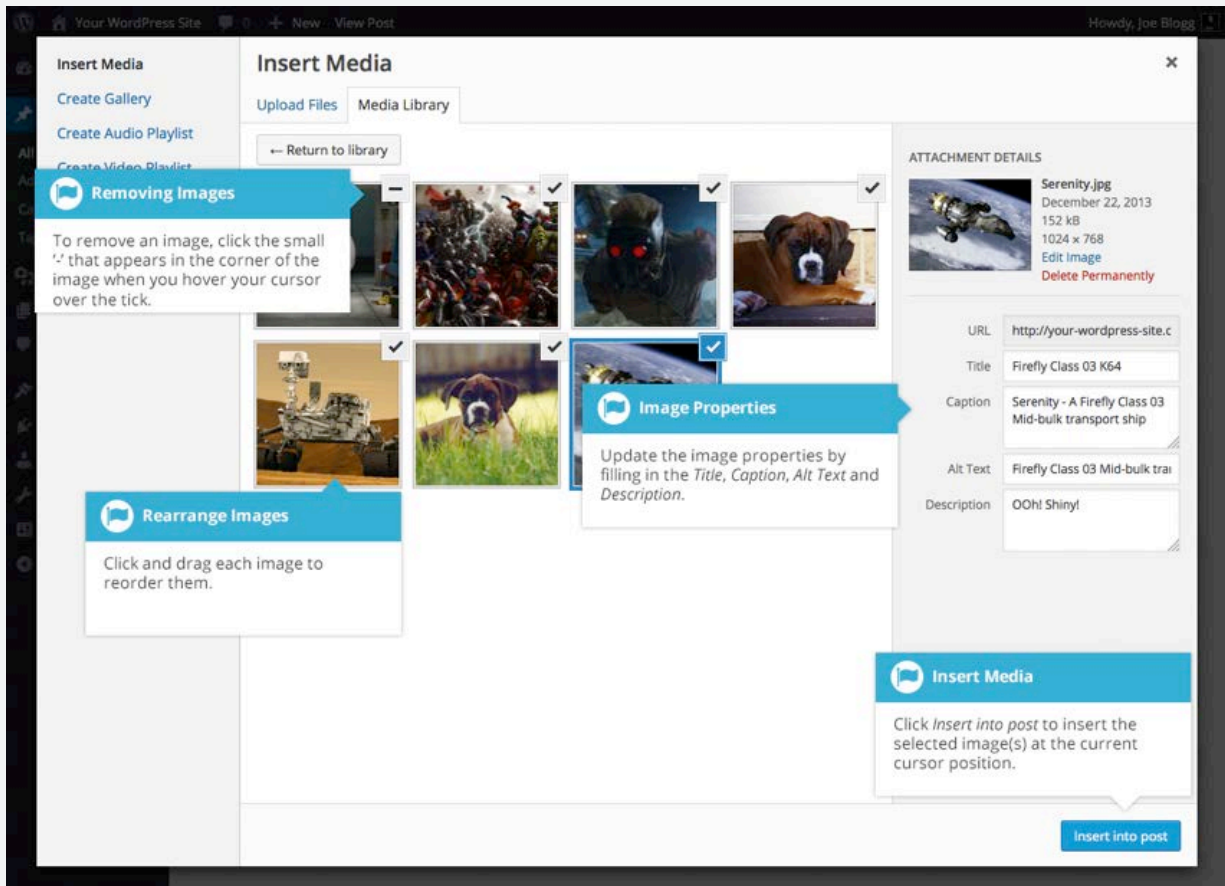
You can also change what your inserted image(s) will link to using the Link To dropdown list. You have the choice of linking to the image's attachment page by selecting Attachment Page, or you can link to the full size image by selecting Media File. You can also link to any URL by selecting Custom URL. When you do this, a new field will appear that allows you to enter in the custom URL. You can also choose not to link to anything by selecting None.

When your image(s) are uploaded, WordPress will also create several copies of your file at various sizes. You can choose which one you'd like to insert into your Page or Post using the Size dropdown list. To insert the image at the exact size you uploaded, simply select Full Size. Next to each size listed in this dropdown will be the actual dimensions of the image, in pixels (e.g. 300 x 225).


Once you've selected all your images, click the Insert into post button to insert the selected image(s) into your Post at the current cursor position (when editing a Page, this button will say Insert into page).

If you'd like to change the order of your images, click the Edit Selection link at the bottom of the Insert Media window. The window will change so that only the selected images are shown. Alternatively, clicking the Clear link will deselect all images.

After clicking the Edit Selection link at the bottom of the Insert Media window, all the currently selected images are shown. You can change the order in which the images will appear in your Page or Post by clicking and dragging each image to reorder them. You can also update the image Title, Caption, Alt Text and Description for each image. To remove one of your selected images, click the small 'x' that appears in the top right corner of the image when you hover your cursor over the tick.









Clicking the Return to library button will take you back to the previous screen that allows you to select or deselect your images.

When you're editing your Post/Page, if you wish to insert an image that you uploaded earlier (as opposed to uploading a new image), click the Add Media button ( Add Media). Once the pop-up window displays, click the Media Library tab at the top of the pop-up window rather than dragging a new file into the upload window. All your previously uploaded images will be displayed, with the most recent ones shown first.

Select the image(s) that you'd like to insert into your Page or Post and then simply click the Insert into post button (or if you're editing a Page, this button will say Insert into page). As mentioned earlier, you can also click the Edit Selection link at the bottom of the window if you'd like to change the order the images are inserted.


Edit or Delete an Image

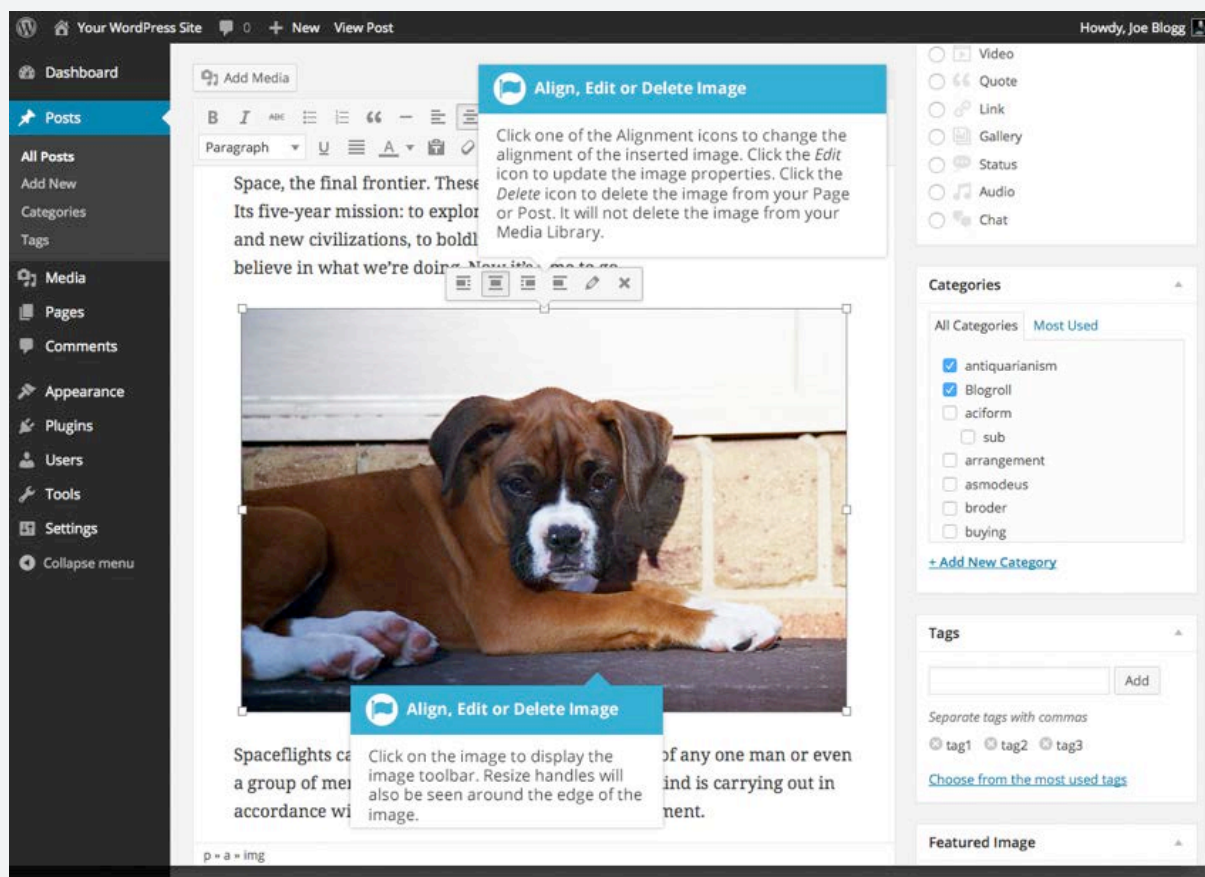
There are various options available for adjusting the layout of inserted images.

After clicking on an image that has already been inserted into your Page or Post, a small toolbar will appear over the image. By selecting one of the alignment buttons (   ) you can change the alignment of the inserted image. Clicking the edit icon () allows you to edit the image properties. Clicking the delete icon () will delete the image from your content. It will only remove the image from your Page or Post, it will not delete the image from your Media Library.

When you click on an image in your Page or Post, as well as the alignment, edit and delete icons mentioned above, the image also displays 'resizing handles'. These are the small squares you see around the edge of the image. To resize your image, simply click and drag one of the corner resize handles.

As with any image editing software though, if you try to enlarge a small image, it will tend to get quite pixelated. It's always best to insert a large image and then resize down.

After clicking the Edit Image icon () the following pop-up window will appear.



Your WordPress Site | New | View Post | Howdy, Joe Bloggs

Image Details

Caption

Alternative Text

DISPLAY SETTINGS

Align

Size

Link To

ADVANCED OPTIONS

Image Title Attribute

Image CSS Class

Open link in a new window/tab

Link Rel

Link CSS Class

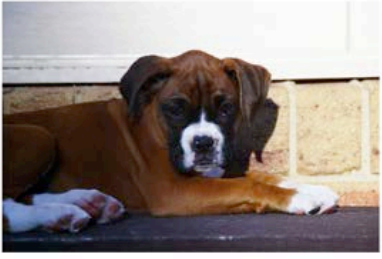


Image Details

The *Edit Original* button allows you to edit the uploaded image. The *Replace* button allows you to replace the image altogether.

Image Details

Edit the display settings and the image and link properties.

The Image Details pop-up window allows you to edit the various image and link properties:

Caption – Displayed underneath the image as a short description. How this displays will be dependent on the WordPress theme in use at the time. You can also include basic HTML in your captions

Alternative Text – Displayed when the browser can't render the image. It's also used by screen readers for visually impaired users so it's important to fill out this field with a description of the image. To a small degree, it also plays a part in your website Search Engine Optimisation (SEO). Since search engines can't 'read' images they rely on the Alt Text

Align – Allows you to select how you would like the image aligned. They can be either Left, Centered or Right aligned. Setting alignment to None will remove the other alignment settings. How this affects your image within your content will depend on the current theme in use

Size – Select a specific size from the dropdown list or select 'Custom Size' and then enter the Width and Height (in pixels) in the input fields that appear

Link To – Select where you would like to link your image to from the dropdown list. You have the choice of linking to the image attachment page by selecting Attachment Page, or you can link to the full size image by selecting Media File. You can also link to any URL by selecting Custom URL. When you do this, a new field will appear that allows you to enter in the custom URL. You can also choose not to link to anything by selecting None

Image Title Attribute – Displayed as a tooltip when the mouse cursor hovers over the image in the browser

Image CSS Class – By default, WordPress will assign several CSS Classes to your image. If, for some reason, there's other CSS Classes that you'd like to assign to your image then you can add them into this input field

Link Rel – Describes the relationship from the current document to the specified link. More information on the rel HTML attribute can be found on Wikipedia

Link CSS Class – If there is a specific CSS Class that needs to be set on the HTML link then you can add it into this input field

Clicking the Edit Original button allows you to perform some simple manipulation with your uploaded image. You're able to rotate and flip your image as well as scale and crop it to different sizes.


If you'd like to replace the image entirely, click the Replace button and you'll be shown your Media Library where you can select a new image.

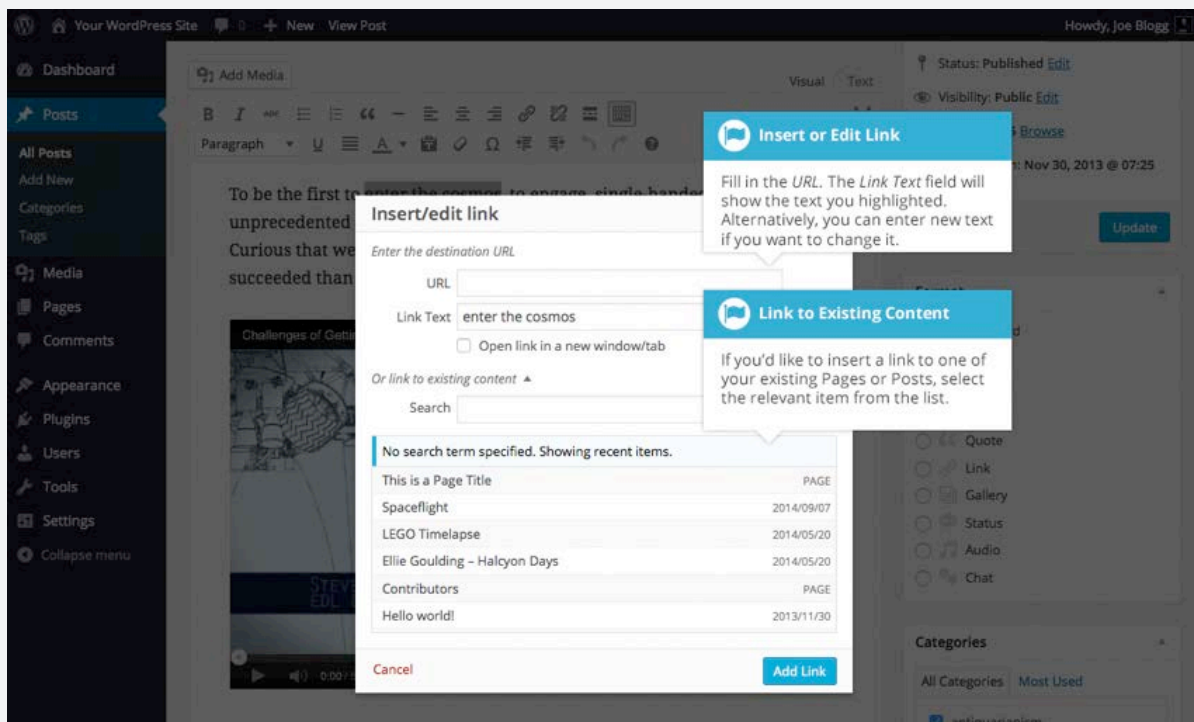
Once you have updated the image properties, click the Update button to save your changes. Alternatively,

Adding HTML Links

HTML links allow your site visitors to easily navigate around your site. They're also used when you want to allow people to download files from your site, such as PDFs or other documents, for viewing images or even just linking to other websites. HTML links will frequently be shown with an underline to differentiate it from other text, but this may vary depending on the theme you're currently using.

Inserting an HTML Link

Inserting an html link in your Page/Post to one of your own pages or another site is extremely easy. Simply click and drag the cursor and highlight the text that you want turned into a link and then click the Insert/edit link button (). As well as being able to insert a link to another site, you can also easily insert a link to one of your existing Posts or Pages by simply selecting it from a list.



In the pop-up window that is displayed, simply fill in URL and the Title and then click the Add Link button.

URL – URL of the page or website that you would like to create a link to


Link Text – The text that you highlighted prior to clicking the Insert/edit link button will be automatically displayed

Open link in a new window/tab – When someone clicks the link you can have it open in the same window (default setting) or have it open in a new browser window/tab

Alternatively, if you'd like to add a link to one of your existing Posts or Pages, simply click the Or link to existing content link to display a list of your existing content then select the relevant page from the supplied list. If you have a large number of pages within your site, you can type the Page or Post name in the Search field to make it easier to find. As you type, the list will re-populate based on matching results. After selecting one of your existing pages, the relevant details will be updated in the URL and Title fields. Click the Add Link button to add your link.

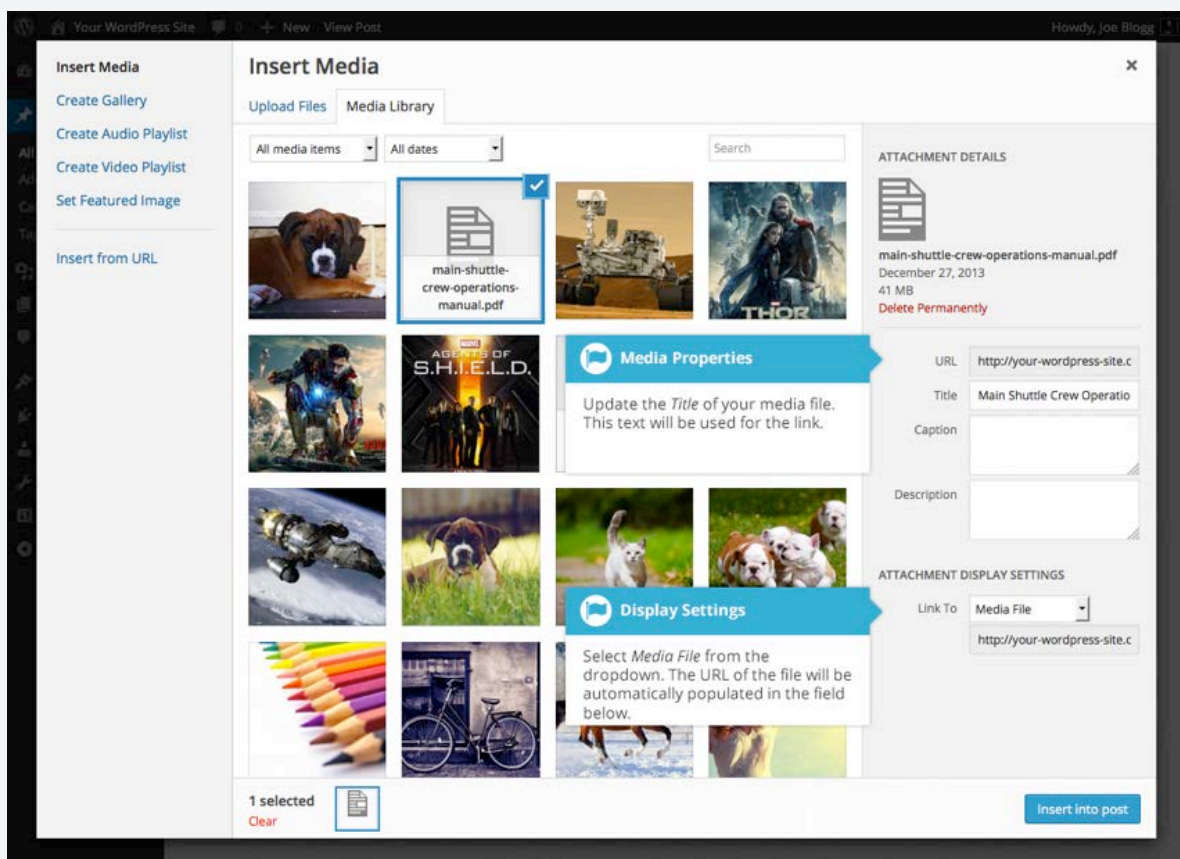
Inserting Links to Media Files

Adding a link to media files such as documents or PDF's is just as easy as adding a standard html link. There are a couple of ways you can go about it.

Click the Add Media button ( Add Media) and then simply drag your file from wherever it is on your computer, into the browser window. Your file will be automatically uploaded.


Alternatively, click the Select Files button and then select the file that you'd like to upload, using the dialog window that is displayed.

Once your file is uploaded, your Media Library, which contains all your previously uploaded files, is displayed. The file that you've just uploaded will be automatically 'selected' for easy insertion into your Page or Post.




Update the Title for your file. The Title will be used for the text link when it's inserted into your content. From the Link To dropdown list, select Media File. The field just below this will be automatically populated with the URL for the file.


Click the Insert into post button to insert a link to the selected file in your Post at the current cursor position (when editing a Page, this button will say Insert into page).

If you happen to know the URL for the media file that you'd like to link to or if you'd like to create a link on some existing text, simply click and drag the cursor and highlight the text that you want turned into a link and then click the Insert/edit link button (). Just like previously, when adding a simple HTML link, enter the URL to your media file and then click the Add Link button. A standard html link will be created that links to the media file that you specified.

Editing an HTML Link

Simply click the link within your Page/Post that you'd like to edit, to position the cursor somewhere within it and then click the Insert/edit link button (). A pop-up window will appear, just like when the link was originally inserted. Update the required details and click the Update button.

Removing an HTML Link

To remove an html link, click the link within your post that you'd like to remove, to position the cursor somewhere within it and then click the Unlink button (). If you want to remove a link from an image, simply click the image once to select it and then click the Unlink button. If the html link is linking to an uploaded file or image, clicking the Unlink button won't remove or delete that file, it will simply remove the hyperlink.

Editing Existing Content

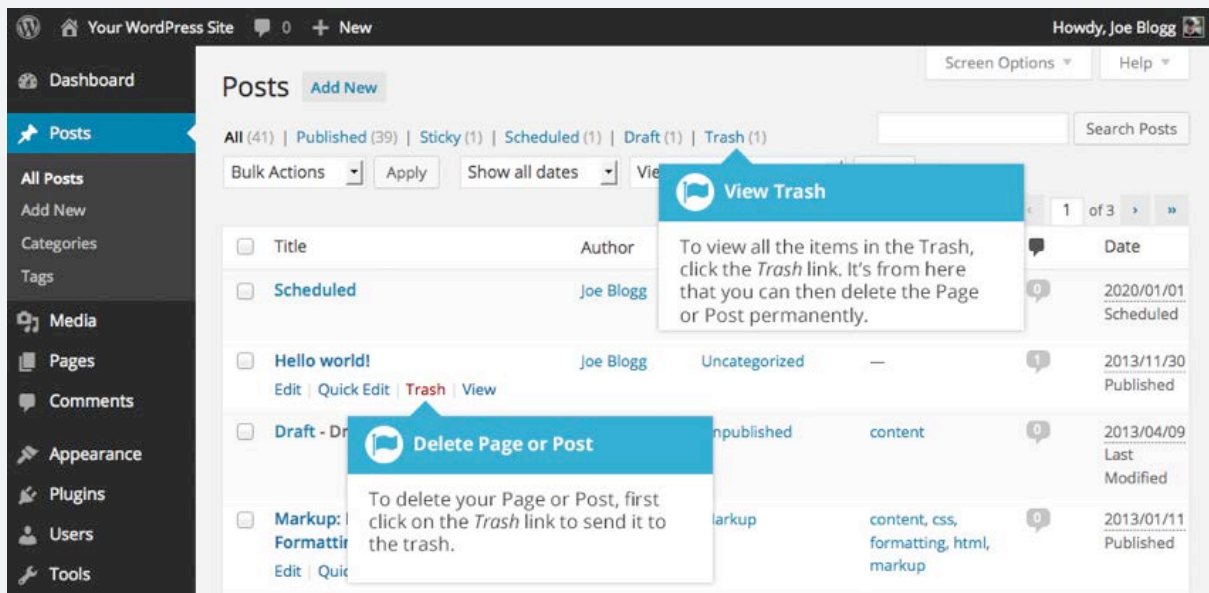
To edit an existing page, simply click on the relevant Page/Post title, when viewing your list of Pages or Posts. Alternatively, click on the Edit link that appears beneath the title when hovering your cursor over each row.



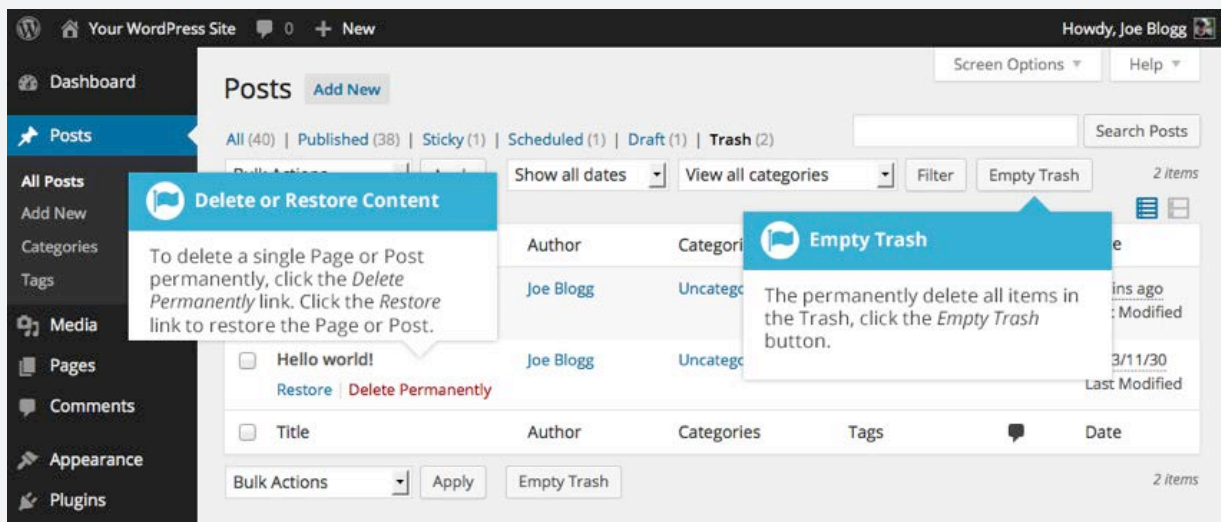
The screen that appears will be exactly the same as the Add New Page/Add New Post screen, only with the existing content displayed. When you've finished editing your Page/Post, click the Update button.

Deleting Content

If you wish to delete one of your Pages or Posts, click on the Trash link that appears beneath the title when hovering your cursor over each row. This will move the Page/Post to the Trash.



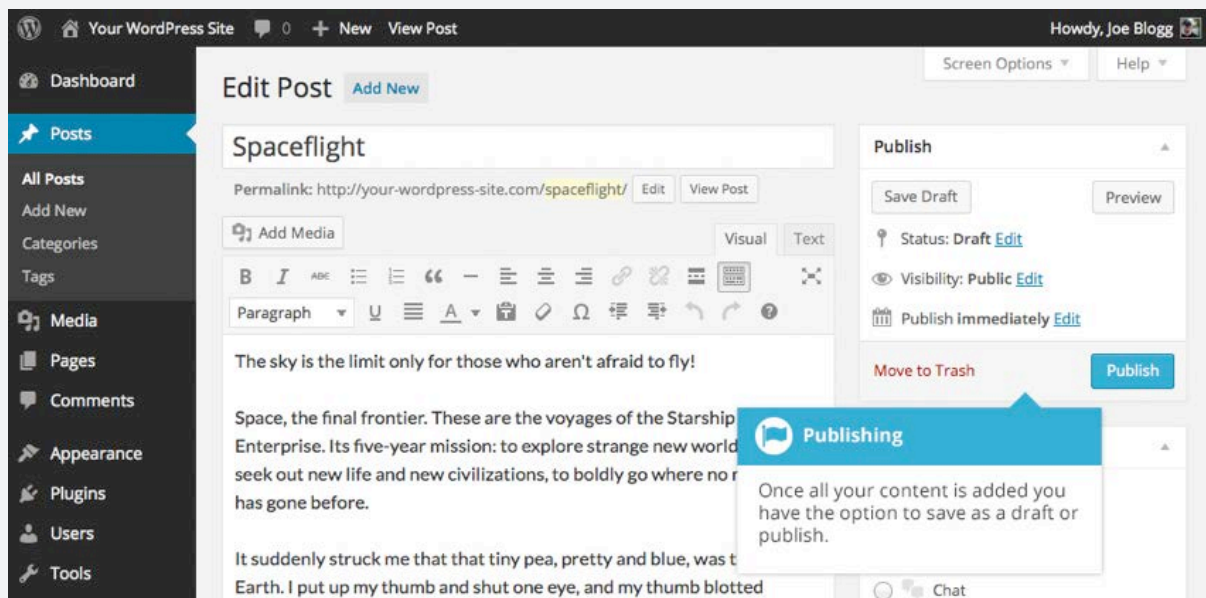
To delete the Page/Post permanently or to restore the Page/Post, click the Trash link at the top of the screen. When the cursor is hovering over each item in the Trash, the Restore and Delete Permanently links appear. Click Delete Permanently to permanently remove a single Page or Post. Clicking Restore will restore the Page or Post.



If you would like to permanently delete or restore numerous items at once, click the checkboxes next to the items you would like to delete or restore and then choose either Restore or Delete Permanently from the Bulk Actions dropdown list at the top of the page. After selecting the appropriate action click the Apply button to make your change. Alternatively, click the Empty Trash button to delete all the items in the Trash.

Saving and Publishing

Once you've added all your content to your Page or Post you have the option of Saving the Page as a Draft or Publishing the page. Clicking the Save Draft button will simply save your Page/Post. This is handy if you would like to come back at a later date to add more content or if you're simply not ready to publish yet.



Clicking the Publish button will save your Page/Post and publish it on your website.

Clicking the Preview button will show you a preview of the current Page/Post.

There are also several options available when saving. By default the Status is set to Draft but this can be changed by clicking the Edit link just to the right of Status: within the Publish panel.

- Pending Review means the draft is waiting for review by an editor prior to publication.
- Draft means the post has not been published and remains a draft for you.

You can also change the visibility of the Page by clicking the Edit link just to the right of Visibility: within the Publish panel.

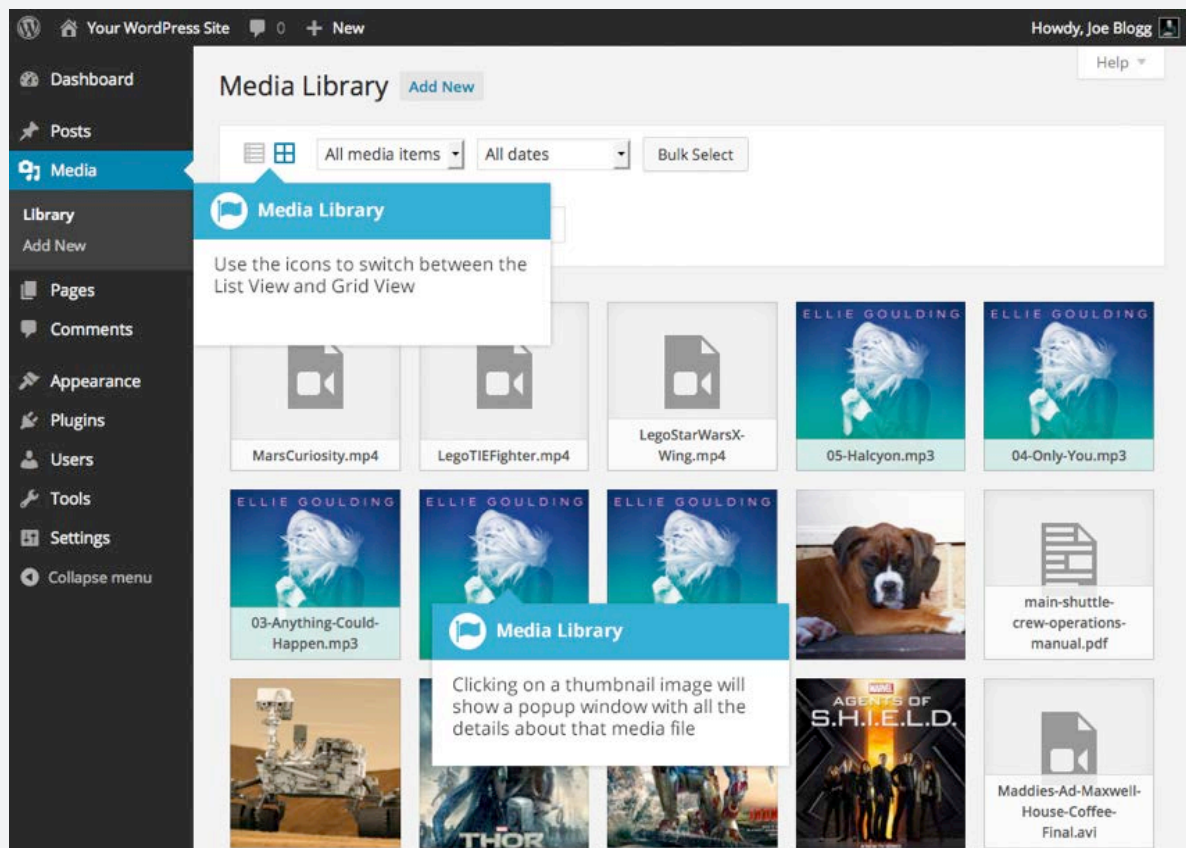
- Public is the default and means the page is viewable to all. There is also an option to make the Post 'sticky'. Sticky posts are placed at the top of all blog posts and stay there even after new posts are published.
- Password Protected allows you to assign a password to your page. Only people who have the password will be able to access the page.
- Private hides the content from the public completely. Normal users and visitors will not be aware of private content. You will only see the private content when you are logged into your WordPress blog.

By default, when you click the Publish button your Page/Post is published immediately. To change this, click the Edit link just to the right of Publish immediately within the Publish panel. You can then select the date and time that you'd like to schedule your Page/Post to be published. You must also click the Publish button when you have updated the date and time fields to publish at the desired date and time.

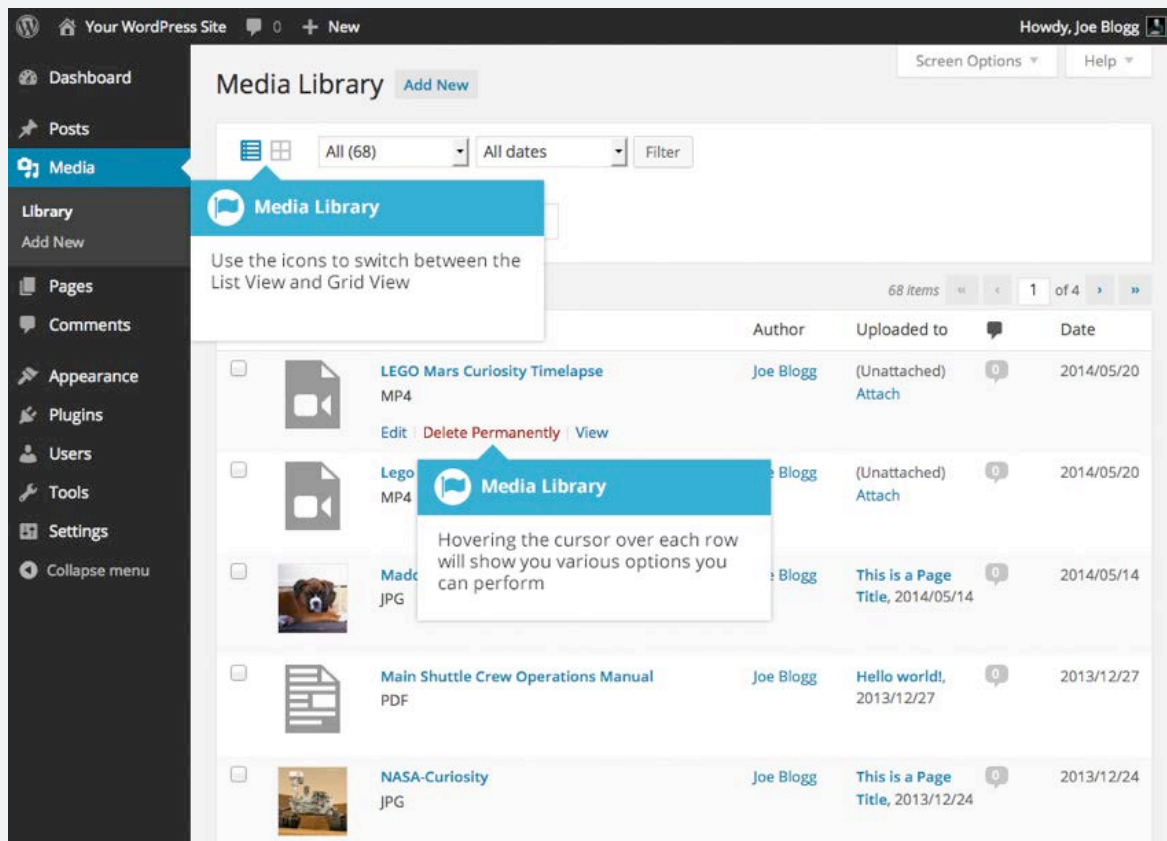
Media Library

The Media Library is where you can find all the files that you've uploaded. In WordPress 4.0 and above there are two different types of views you can select from when viewing your media library. You can click the List View icon (☰) to display your images in a list, similar to how they've been displayed in previous versions of WordPress, or you can click the Grid View icon (田) to view your images in the new Grid layout.

The Grid View will display a grid of thumbnail images for each of your media files. The Grid View employs infinite scrolling, rather than displaying your images over multiple pages. To view more images, simply scroll to the bottom of the page and more thumbnails are automatically loaded.



The List View will display your images similar to how they've been displayed in previous versions of WordPress, in a list over multiple pages.



Both views show the most recently uploaded files first. There are also dropdown lists that allow you to filter the list of files that are currently being displayed, along with a search field to help search for files.

Within the List View, the list of files contains a small thumbnail version of the image or file, the file name and the type of file (JPG, MP3, etc.), the name of the Author who uploaded the file, the Page or Post which the image was uploaded to, the number of comments and the date the file was uploaded.

When hovering your cursor over each row in the List View, a few links will appear beneath the file name.

Edit – Allows you to edit the file properties such as Title, Alt Text, Caption and Description. You can also perform some basic image manipulation

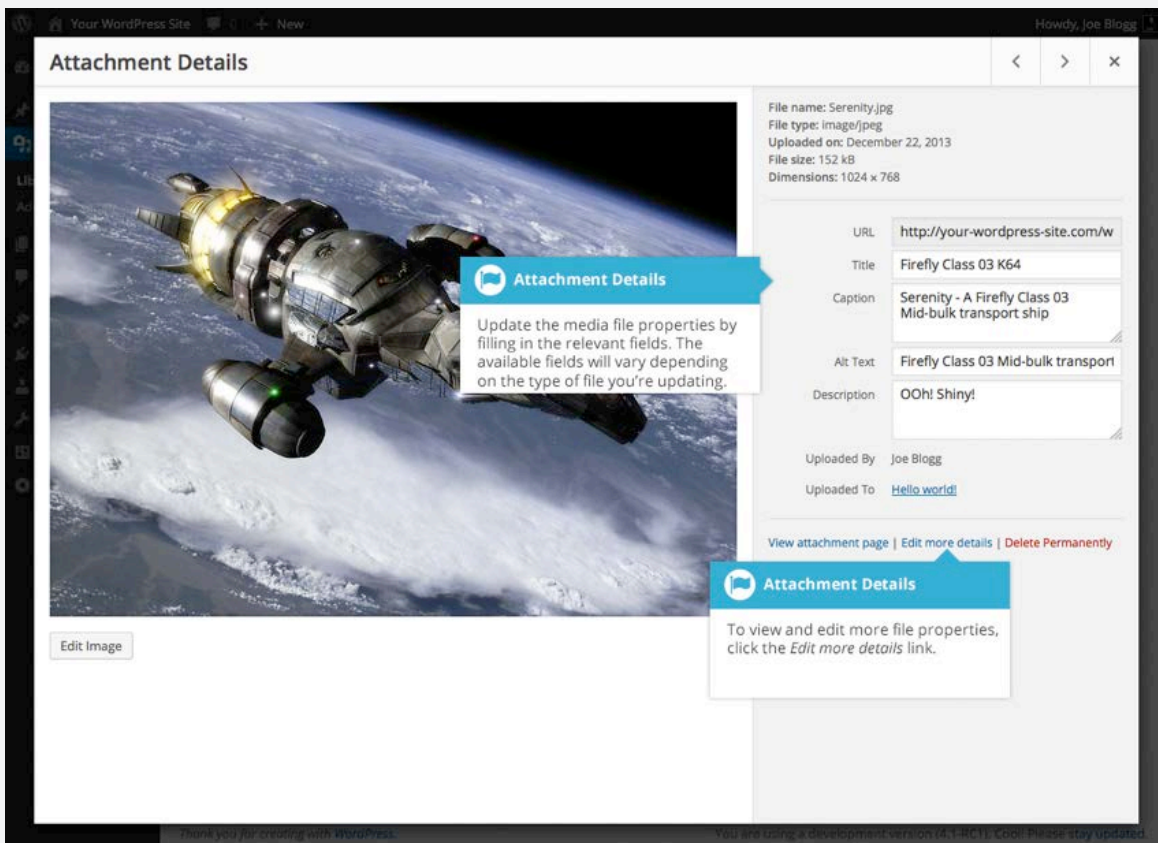
Delete Permanently – Deletes the file permanently from the Media Library

View – Will take you to the display page for that file

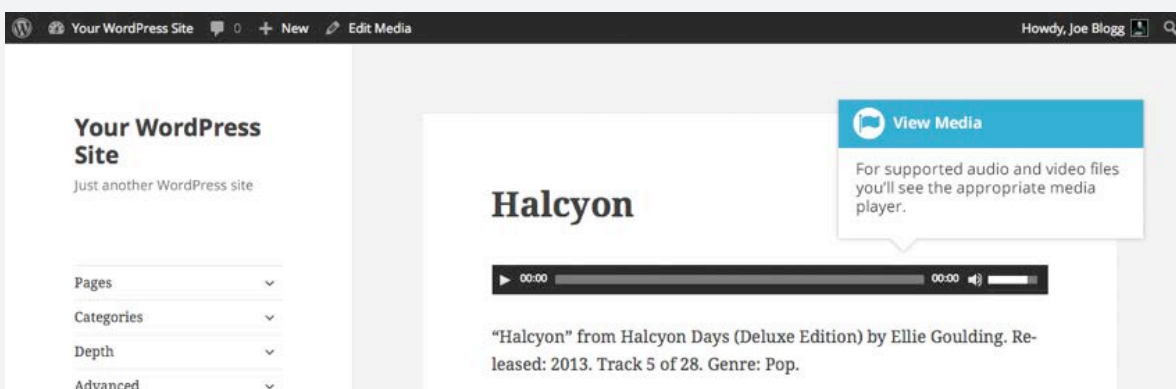
Viewing a File in the Media Library

The Grid View will display a grid of thumbnail images for each of your media files. Depending on the file type, you'll either see a thumbnail image for that particular file or an icon representation.

After clicking on a thumbnail within the Grid View, a pop-up window will display the properties for that particular file. If the file is an image, you'll also see a larger version of that image. For supported audio and video files (M4a, MP4, OGG, WebM, FLV, WMV, MP3, WAV and WMA) you'll see the appropriate media player. For other file types such as PDF's or Word Documents, there is a link to view the attachment page which has a link to the actual file.



Within the List View, hover the cursor over one of the rows and click the View link. If the file is an image, you'll see a larger version of that image. For supported audio and video files (M4a, MP4, OGG, WebM, FLV, WMV, MP3, WAV and WMA) you'll see the appropriate media player. For other file types such as PDF's or Word Documents, you'll see the attachment page which has a link to the actual file.

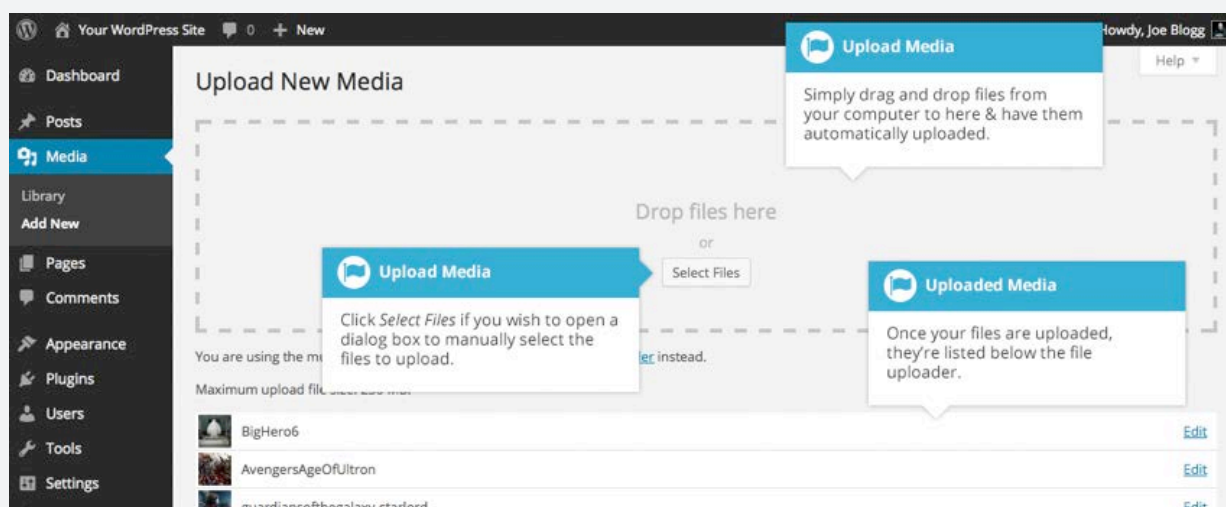


Adding a File to the Media Library

To add a new file to the Media Library, click on the Add New link in the left-hand navigation menu or the Add New button at the top of the page.

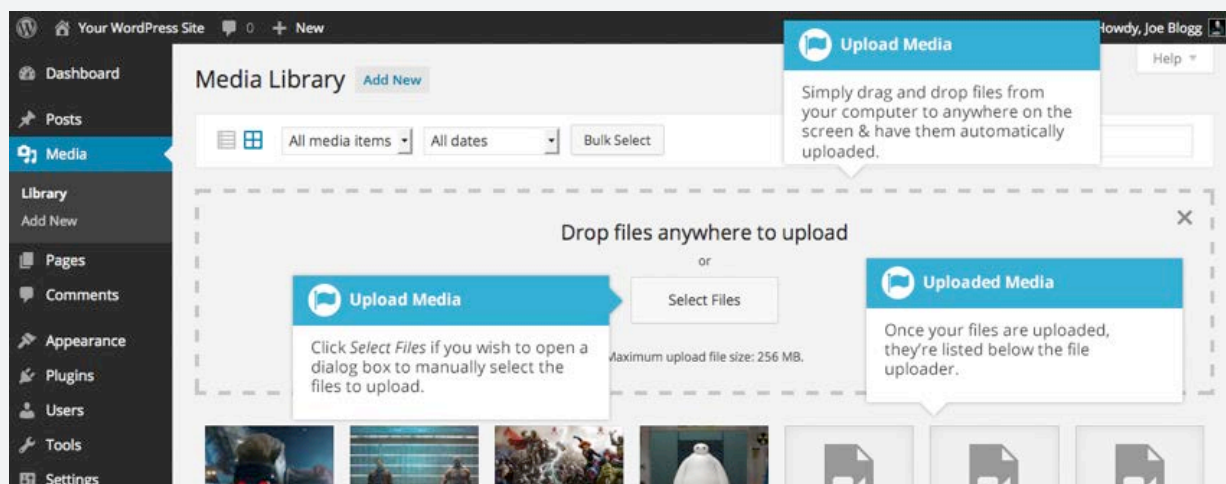
If you click the Add New button when you're viewing the Media Library in the List View, or click the Add New link in the menu, simply drag your images from wherever they are on your computer, into the area marked Drop files here. Your file(s) will be automatically uploaded.

Once your images or files are uploaded, they're listed below the file uploader. If you'd like to edit the file properties, click the Edit link next to the file.



If you click the Add New button when you're viewing the Media Library in the Grid View, you can drag your images from wherever they are on your computer, to anywhere on the screen. Your file(s) will be automatically uploaded.

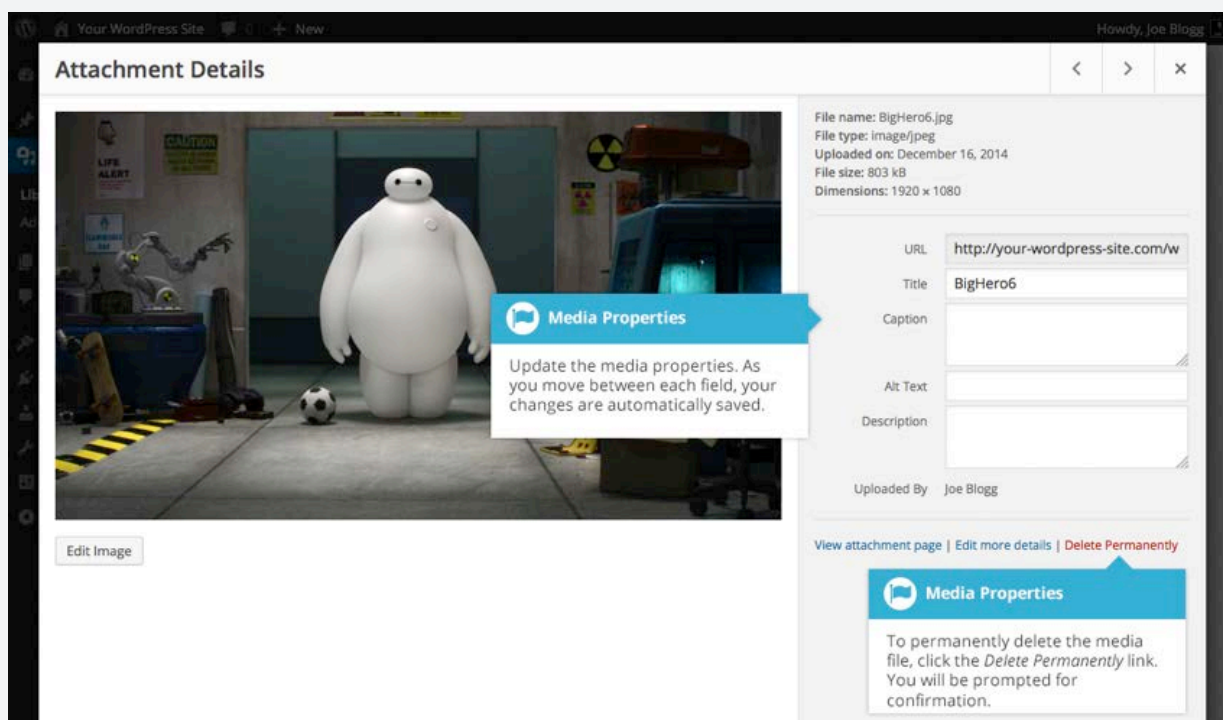
Once your images or files are uploaded, they're displayed below the file uploader, with the rest of your media. When uploading files, you can also click the Select Files button and then select the files that you'd like to upload, using the dialog window that is displayed.



Editing the File Properties

If you're viewing your files using the Grid View, simply click on one of your media files and you'll be presented with a pop-up window that displays the relevant properties for that particular file.

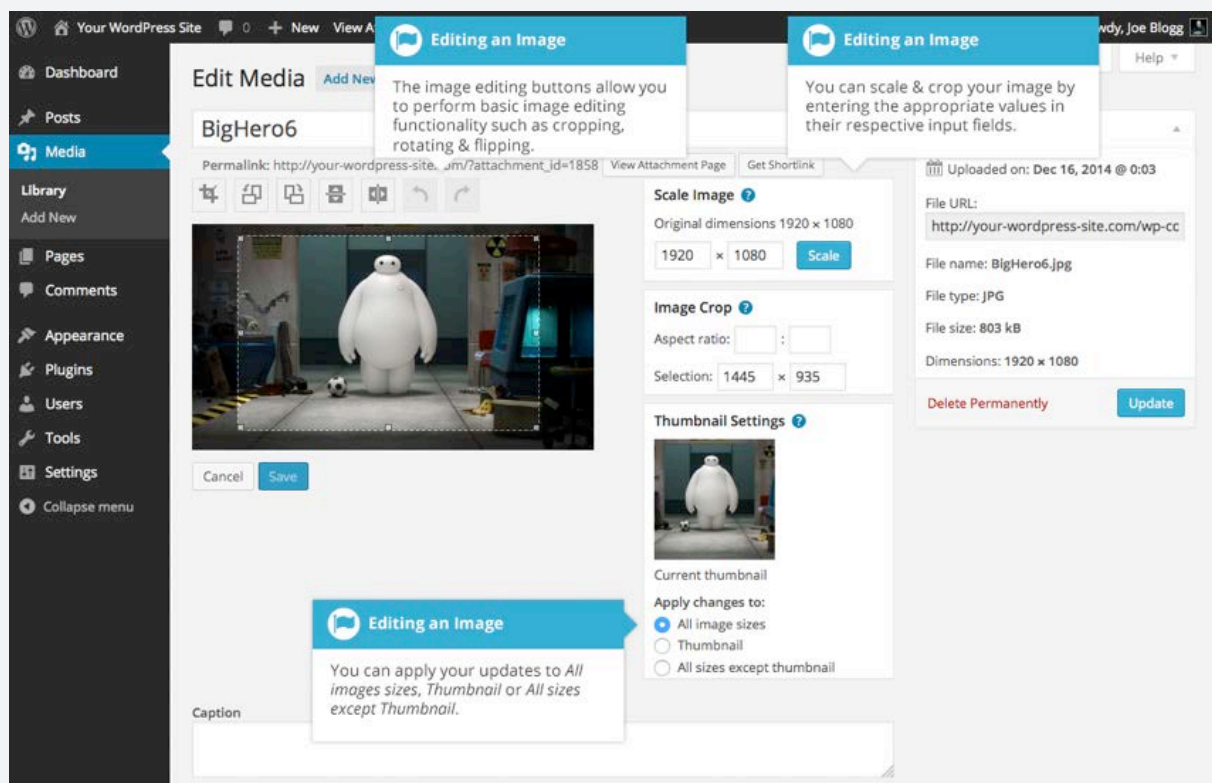
After updating each field your changes will be automatically saved. You can use the arrow buttons at the top of the pop-up window to navigate to the previous or next image. Click the 'x' in the top-right of the pop-up window to return to the media Grid View.










To edit the properties of an existing file when using the List View within the Media Library, hover the cursor over the particular row that contains the file you wish to edit and click the Edit link. Alternatively, you can also click the file title or the thumbnail image. Clicking the Edit link next to the file after it's just been uploaded, will also allow you to edit its properties.

After clicking Edit, the relevant properties for that particular media file are displayed, including the title, URL, filename, file type and in the case of an image, the file dimensions. When editing the file properties, the Alternative Text field will only be displayed for images.

Editing an Image



No matter what view you're using, just above the image you'll find the following image editing buttons:

-  **Crop** – Click on the image and drag the selection box to the size that you'd like the image cropped. Click the Crop button to crop the image to the new size
-  **Rotate counter-clockwise** – Rotate the image 90° counter-clockwise
-  **Rotate clockwise** – Rotate the image 90° clockwise
-  **Flip vertically** – Flip the image vertically
-  **Flip horizontally** – Flip the image horizontally
-  **Undo** – Undo the last change
-  **Redo** – Redo the last change

To scale your image to a new size, simply enter the width or height dimensions in the appropriate field and click the Scale button. For best results, scaling should be done before performing any other operations like cropping, flipping or rotating the image. It's important to note that images can only be scaled down, not up.

After entering one scale value, the other value will change automatically so as to keep the image in proportion. The original image dimensions are displayed just above the input fields, for your reference.

There are several ways to crop your image. The easiest is to simply click on the image and drag the selection box to the appropriate size. If you'd like your image cropped to a specific ratio, enter the values in the Aspect Ratio input fields (e.g. 1:1 (square), 4:3, 16:9 etc.). You can then hold down the shift key and drag one of the edges of your selection to enlarge or reduce the size, while keeping this aspect ratio locked. If there is already a selection made, specifying the aspect ratio will automatically change the selection to match it.

Whenever the selection box is adjusted, the dimensions are displayed in the Selection input fields. You can also manually enter the dimensions of the selection box (in pixels) by entering values into these two fields. Once your selection box is adjusted, simply click the Crop button just above the image to crop the image to this new size.

By selecting one of the options in the Thumbnail Settings panel, you have the option to apply your changes to All image sizes, just the Thumbnail image or All sizes except Thumbnail.

Click the Save button to save your changes.

Click the Update button to return to the main Media Library page.

If you'd like to revert back to your original image, click the Edit Image button again to return to the image editor. A new Restore Original Image link is displayed just below the Scale Image link. Click the Restore Original Image link and then click the Restore image button to discard your changes and restore your original image.

The screenshot shows the WordPress 'Edit Media' interface for an image titled 'BigHero6'. The interface includes a sidebar with navigation options like Dashboard, Posts, Media, Library, Pages, Comments, Appearance, Plugins, Users, Tools, and Settings. The main content area features a central image of Baymax from 'Big Hero 6'. To the right of the image are several panels: 'Scale Image' with input fields for width (1396) and height (825) and a 'Scale' button; 'Restore Original Image' with a dropdown arrow and a 'Restore image' button; and 'Save' with a 'Save' button. Below the image is a 'Caption' field. A tooltip is visible over the 'Restore Image' button, providing instructions: 'Click the Restore Original Image link and then the Restore image button to discard your changes & restore your original image.'

Settings

The various Settings screens are used to configure your WordPress site. Normally, once your WordPress site is set up there's no reason to change any of these settings. These Settings options will only be touched upon very briefly. You can find out lots more information in regards to configuring your site within the WordPress Codex.

Support

For further support feel free to visit www.en.support.wordpress.com/

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