

# EasyWPGuide

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[easywpguide.com](http://easywpguide.com)

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# Welcome

It might be easier to say what this guide isn't, rather than what it is. It isn't an in depth look at every single function available within the WordPress dashboard. Nor is it a guide to help you develop or modify WordPress themes. My aim is to create a simple WordPress guide that will help you to get an overall understanding of how you use the various features within the WordPress Dashboard to keep your site or blog updated. If you're looking for more in-depth knowledge, there are heaps of articles in the [WordPress Codex](#) that go into more detail. This is great if you want to get really involved in developing your own WordPress theme or modifying your site with plugins, but it can be a bit daunting for those users who just want a simple guide to using the Content Management side of WordPress or just need to update their site pages every so often.

## Introduction

WordPress is an [Open Source](#) software system used by millions of people around the world to create beautiful websites and blogs. It is completely customisable by the use of [themes](#) and [plugins](#).

“WordPress is web software you can use to create a beautiful website or blog. We like to say that WordPress is both free and priceless at the same time.”

Themes can be easily downloaded from the WordPress site or hundreds of other places around the web. The same goes with plugins, which are used to extend the functionality of your WordPress site.

WordPress is built around two basic concepts. Posts and Pages. Posts are what your typical blog contains. A series of articles, listed (usually) reverse-chronologically. Pages are used for more static content (ie. 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 companies “latest news” or even just your own personal updates.

The following are just a very few examples of the millions of diverse sites powered by WordPress...

**Samsung Newsroom** – <http://www.samsungusanews.com>

The latest news on Samsung products and events, powered by WordPress.



**The Ford Story** – <http://www.thefordstory.com>

The Ford Story is a site committed to making Ford's progress towards getting new high-quality, fuel-efficient cars and trucks on the road today transparent and open.

**Web Designer Wall** – <http://www.webdesignerwall.com>

A wall of design ideas, web trends, and tutorials.

**Kobe Bryant** – <http://kb24.com>

Kobe Bryant is an American professional basketball player who plays shooting guard in the NBA for the Los Angeles Lakers.

**Wheaton College** – <http://wheatoncollege.edu>

Wheaton College is a private liberal arts college ranked among the top in the nation. Its beautiful New England campus is near Boston and Rhode Island.

**Mashable** – <http://mashable.com>

With more than 5 million monthly pageviews, Mashable is the world's largest blog focused exclusively on social networks.

# Login

Before you can make any changes to your site, you 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.



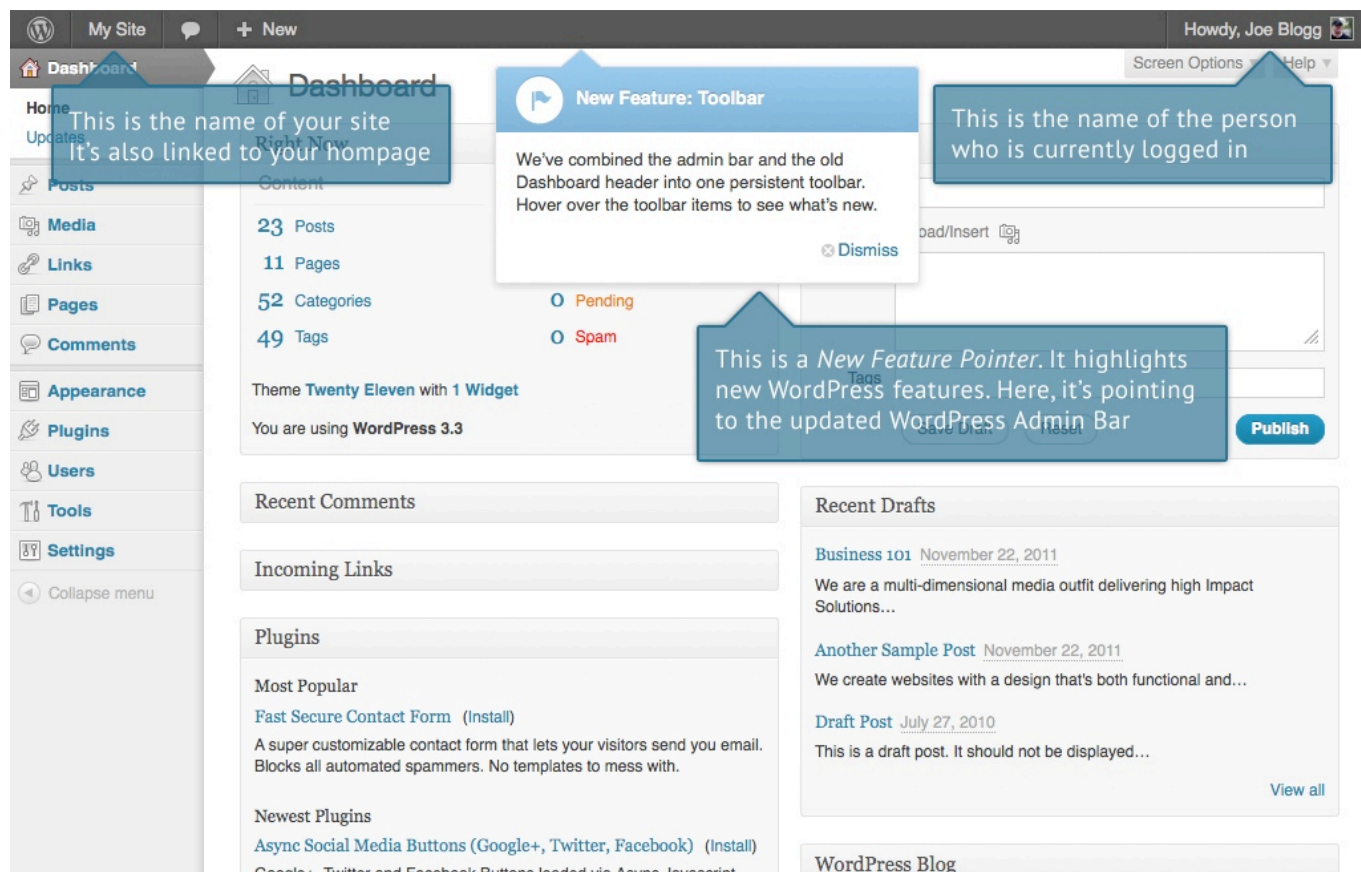
There are exceptions to this of course. For instance, your WordPress setup maybe installed in a subdirectory. For most standard setups though, you'll find the above [URL](#) should work.

# 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 below (and throughout this documentation) the site name is "My Site". This is also hyperlinked to your site's homepage. You will also see the name of the person who is currently logged in (eg. Joe Blogg). Move your cursor over your name to reveal the "Log Out" link as well as a link to edit your Profile.

Prior to WordPress 3.3, the header area and the Admin Bar were separate. In WordPress 3.3 the header area has now been merged with the Admin Bar and it's no longer possible to hide the Admin Bar in the Dashboard as it was previously.

When new or updated features are introduced into WordPress, you'll now be displayed with 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 following Dashboard image, the New Feature Pointer is highlighting the updated Admin Bar. Click Dismiss to hide the pointer.

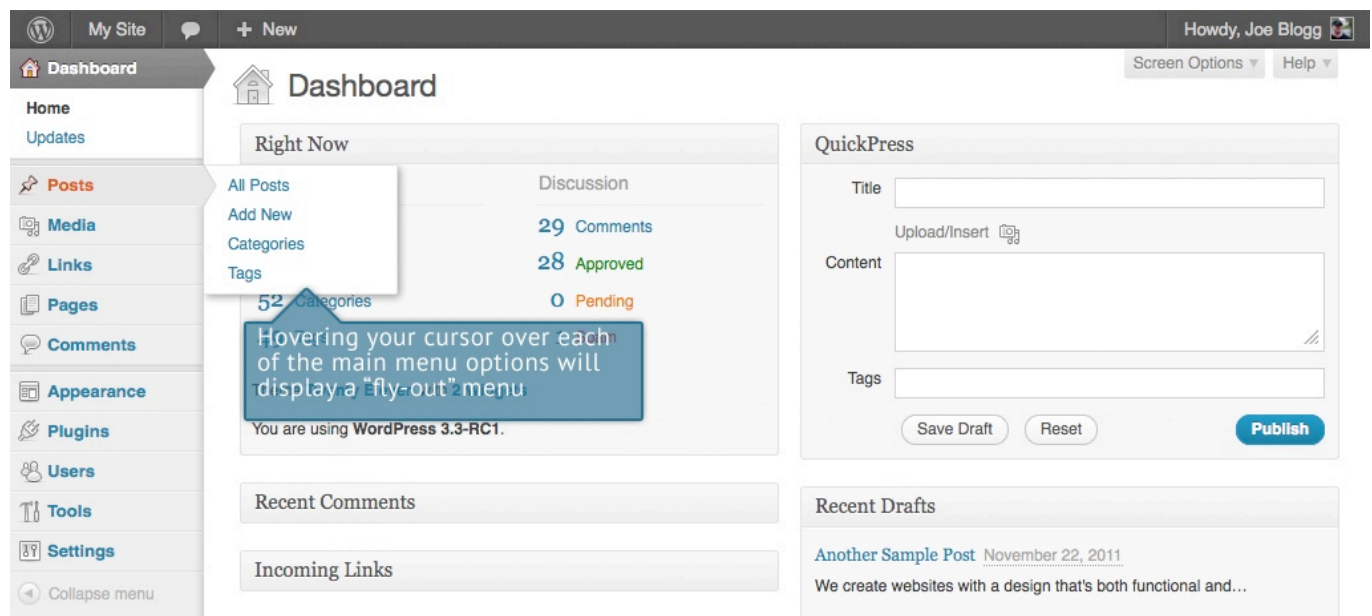


On most pages, just below your Username there are a couple of small inverted tabs. One called *Screen Options* and another called *Help*. Clicking either of these links will cause a panel to slide down from the top of the page. The help link obviously displays some help information. The Screen Options 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 what panels you'd like displayed on the page and also how many columns you'd like the panels to appear across.

## 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, Categories & Tags contained within your site, as well as the total number of comments and approved comments. There's also a summary of how many [Spam Comments](#) you currently have.

### *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.

## *Links*

You can add links here to be displayed on your site. The links added in here are usually displayed using one of the WordPress Widgets (as opposed to links that you simply create within a Post or Page). Links can also be divided into Categories.

## *Pages*

This is where you create and maintain all your Pages.

## *Comments*

You can manage all your Comments within this section, including replying to comments or marking them as Spam.

## *Appearance*

This menu is where you control how your site looks. You can choose a new Theme, manage your site Widgets or Menus and even edit your site theme files.

## *Plugins*

Plugins extend and expand the functionality of WordPress. You can add or delete plugins within here as well as activate or deactivate them.

## *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.

## *Settings*

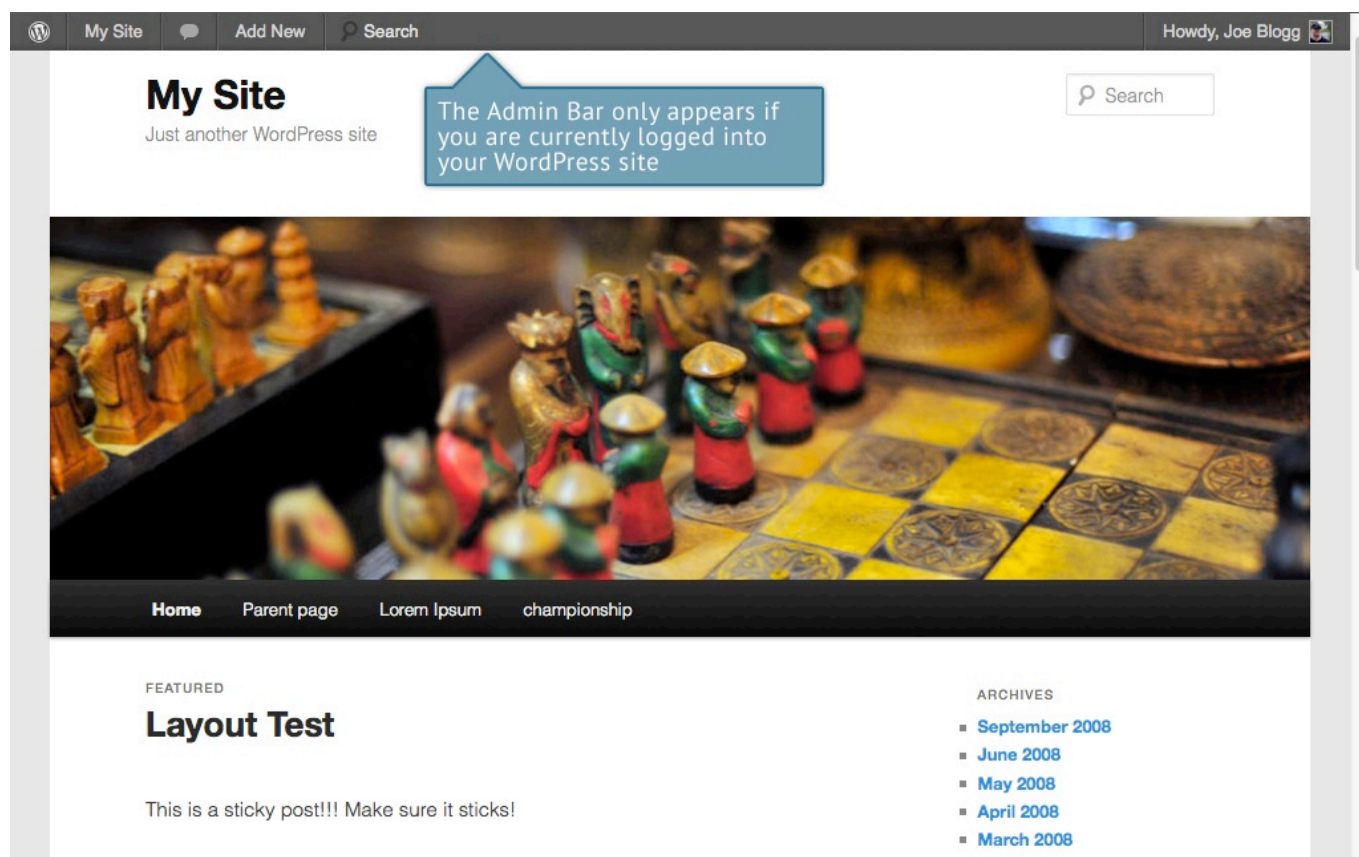
This is where your site is configured. Among other things, it allows you to configure your site name & URL, where your Posts appear, whether people can leave Post Comments or not and numerous other settings. Most times, once your site is setup, there's no need to change any of the settings within this section.

At the bottom of the menu you'll see a link called *Collapse menu*. Clicking this will hide the menu and simply display their icons instead. Click the small arrow icon again to expand the menu.

Occasionally when you install a Plugin, they will have their own configuration or setup pages. The location of these will be entirely dependant on the individual Plugin but most times these pages will either appear within the *Tools* section, the *Settings* section or in a completely new menu section at the bottom of the menu.

## ADMIN BAR

The WordPress Admin Bar 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 Admin Bar 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 Admin Bar won't be displayed.



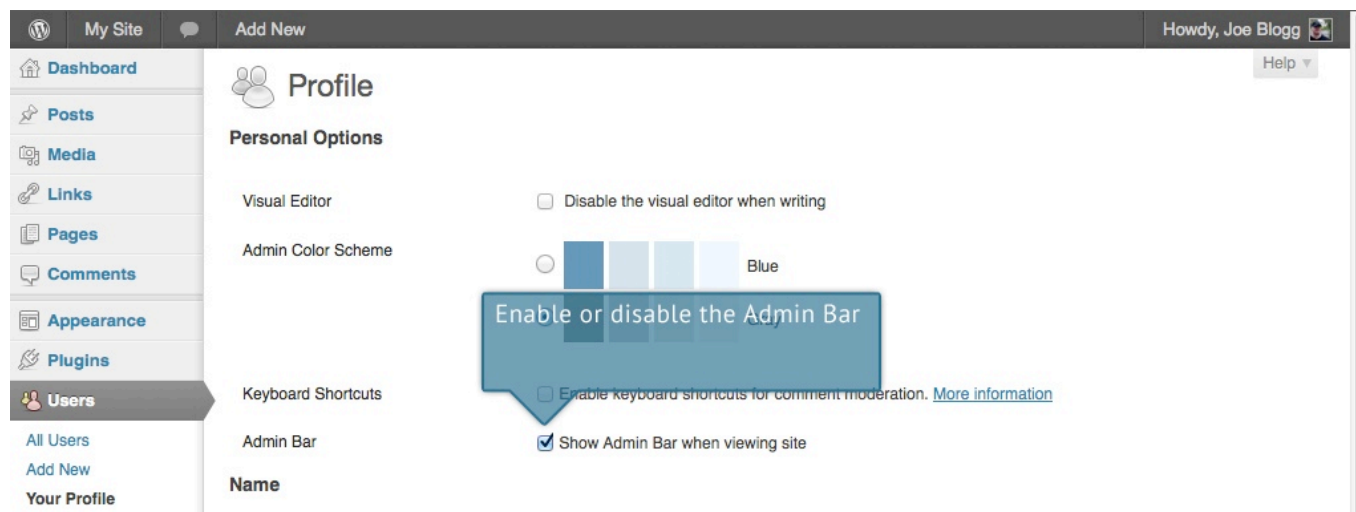
The Admin bar allows you to quickly access the following, commonly used features.

- 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 & Header
- View or Edit your blog comments
- Add a new Post, Media, Link, Page or User
- Perform a site Search
- View or Edit your Profile and logout from the WordPress Dashboard

## HIDING THE ADMIN BAR

You can stop the Admin Bar 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.



When editing your Profile there is an Admin Bar option as shown in the screen above.

- **Show Admin Bar when viewing site** – Checking this box will display the Admin Bar at the very top of your website (only for the person who is currently logged in)

In WordPress 3.3 the header area has now been merged with the Admin Bar and there is no longer an option to hide the Admin Bar in the Dashboard as there was previously.

## Posts

After clicking on the *Posts* menu option you'll be displayed 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.



The screenshot shows the WordPress 'Posts' management interface. At the top, there's a summary bar: 'All (24) | Published (22) | Sticky (1) | Scheduled (1) | Draft (1) | Trash (1)'. Below this are filters for 'Bulk Actions', 'Show all dates', and 'View all categories'. A 'Filter' button and '24 items' are also present. The main table lists posts with columns for checkboxes, titles, authors, categories, tags, comment counts, and dates. Annotations highlight key features:

- Summary Bar:** Advises total no. of Posts, how many are Published, Sticky, Scheduled, in Draft or the Trash.
- View Icons:** Click the icons to view the Posts list in the traditional List View or the Excerpt View.
- Row Hover:** Hovering the cursor over each row will show you various options you can perform (Edit, Quick Edit, Trash, View).
- Bulk Actions:** Perform actions on multiple Posts at once by selecting the appropriate checkboxes & then choosing an action from the Bulk Actions dropdown & clicking Apply.

<input type="checkbox"/>	Title	Author	Categories	Tags	Comments	Date
<input type="checkbox"/>	Scheduled Post	Joe Blogg	Uncategorized			
<input type="checkbox"/>	Draft Post - Draft	Joe Blogg	Uncategorized			
<input type="checkbox"/>	Readability Test	Joe Blogg	Cat A	chattels, privation	0	2008/09/05 Published
<input type="checkbox"/>	Layout Test - Sticky	Joe Blogg	aciform, Cat A, Cat B, Cat C, sub	tag1, tag2, tag3	0	2008/09/04 Published
<input type="checkbox"/>	Images Test	Joe Blogg	Uncategorized	No Tags	0	2008/09/03 Published
<input type="checkbox"/>	Post Format Test: Gallery - Gallery	Joe Blogg	Uncategorized	Post Formats	0	2008/06/10 Published
<input type="checkbox"/>	Post Format Test: Aside - Aside	Joe Blogg	Uncategorized	Post Formats	0	2008/06/09 Published
<input type="checkbox"/>	Post Format Test: Chat	Joe Blogg	Uncategorized	Post Formats	0	2008/06/08 Published
<input type="checkbox"/>	Post Format Test: Link	Joe Blogg	Uncategorized	Post Formats	0	2008/06/07 Published
<input type="checkbox"/>	Post Format Test: Image (Attached)	Joe Blogg	Uncategorized	Post Formats	0	2008/06/06 Published
<input type="checkbox"/>	Post Format Test: Image (Linked)	Joe Blogg	Uncategorized	Post Formats	0	2008/06/06 Published

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

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 & 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 displayed 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.

The screenshot shows the WordPress 'Pages' management interface. On the left is a sidebar menu with options: Dashboard, Posts, Media, Links, Pages (selected), Comments, Appearance, Plugins, Users, Tools, and Settings. The main area displays a list of 11 pages. At the top of the list, it says 'All (11) | Published (11)'. Below this is a 'Bulk Actions' dropdown menu, an 'Apply' button, a 'Show all dates' dropdown, and a 'Filter' button. A search bar labeled 'Search Pages' is on the right. The table has columns: Title, Author, Comments, and Date. The pages listed are: 'About The Tests', 'Clearing Floats', 'Level 1' (with sub-links for 'Edit', 'Quick Edit', 'Trash', and 'View'), 'Level 2', 'Level 3', 'Lorem Ipsum', 'Page with comments', 'Page with comments disabled', 'Parent page', and 'Child page 1'. Annotations highlight the 'Bulk Actions' menu, the row hover options, and the bulk action process.

Advises total no. of Pages & how many are Published or in Draft

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

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

Title	Author	Comments	Date
About The Tests	Joe Blogg	0	2010/07/25 Published
Clearing Floats	Joe Blogg	0	2010/08/01 Published
Level 1 Edit   Quick Edit   Trash   View	Joe Blogg	0	2007/12/11 Published
Level 2	Joe Blogg	0	2007/12/11 Published
Level 3	Joe Blogg	0	2007/12/11 Published
Lorem Ipsum	Joe Blogg	0	2007/09/04 Published
Page with comments	Joe Blogg	3	2007/09/04 Published
Page with comments disabled	Joe Blogg	0	2007/09/04 Published
Parent page	Joe Blogg	0	2007/09/04 Published
Child page 1	Joe Blogg	0	2007/09/04 Published
	Joe Blogg	0	2007/09/04 Published

At the top of the 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

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.

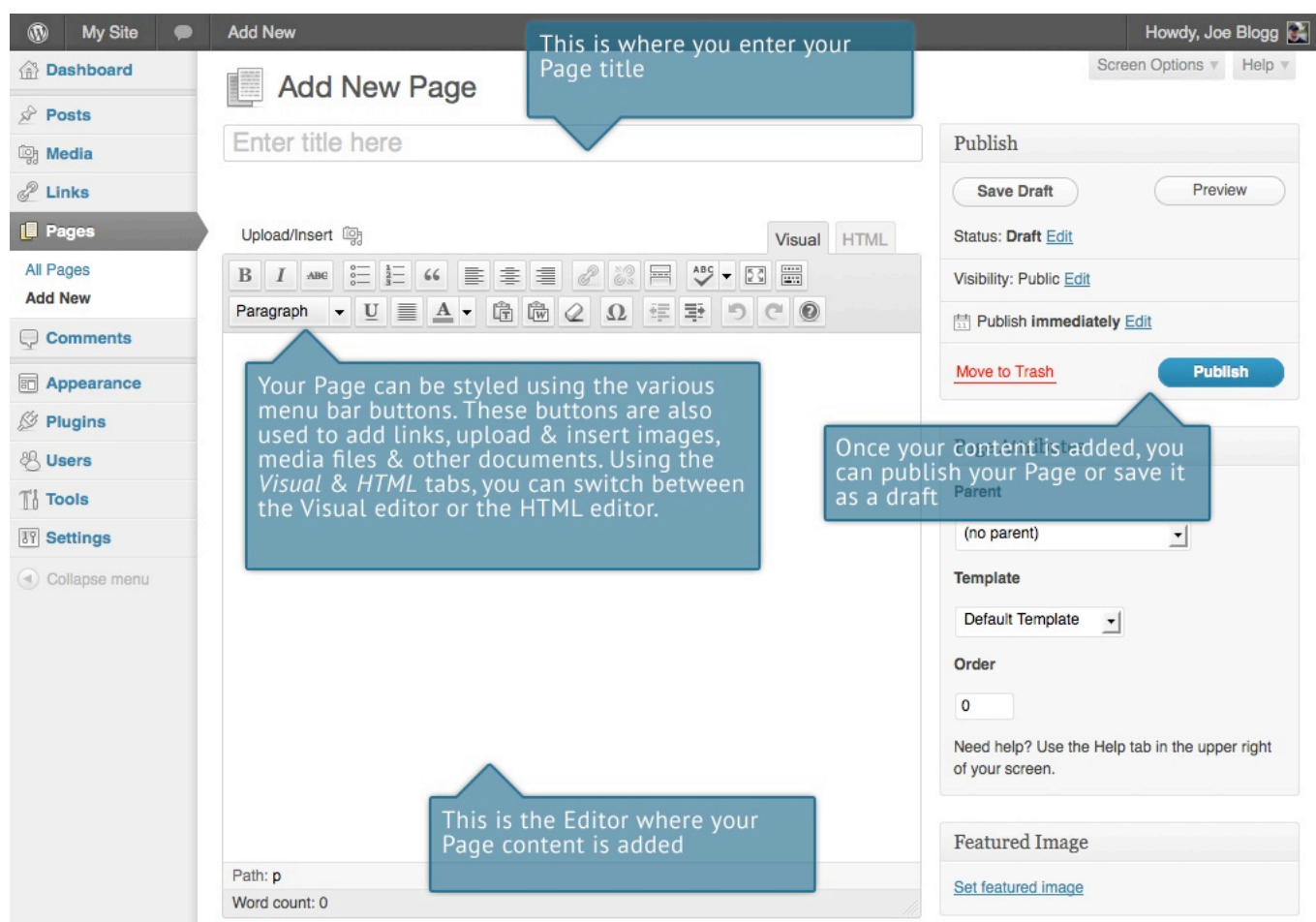
# Adding your site content

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 your cursor 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.

This is where you enter your Post title

Enter title here

Upload/Insert

Visual HTML

Paragraph

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* & *HTML* tabs, you can switch between the Visual editor or the HTML editor.

Once your Content is added, you can publish your Post or save it as a draft

Standard

Aside

Link

Gallery

Status

Quote

Image

Categories

All Categories Most Used

- ☐ aciform
- ☐ sub
- ☐ antiquarianism
- ☐ arrangement
- ☐ asmodeus
- ☐ Blogroll
- ☐ broder
- ☐ buying
- ☐ Cat A
- ☐ Cat B
- ☐ Cat C

+ Add New Category

Tags

Separate tags with commas

Choose from the most used tags

Featured Image

Set featured image

Path: p

Word count: 0

Save Draft

Preview



Status: Draft [Edit](#)

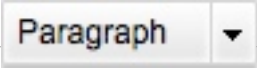
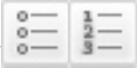
Visibility: Public [Edit](#)

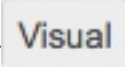
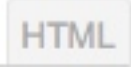
[Publish immediately](#) [Edit](#)

[Move to Trash](#) [Publish](#)

## 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 *Cmd* key on a Mac).

At the top of the editor there are two tabs, *Visual* & *HTML* ( ). These switch the editor view between the *Visual editor* and the *HTML editor*. The HTML 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 *Show/Hide Kitchen Sink* button (the last button with the small boxes) 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



**Unordered List** – Create an unordered (bullet point) list



**Ordered 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



**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 that you want to link needs to be highlighted first before the button will become active



**Unlink** – Remove the html link from the selected link. Your cursor must be sitting on an active link for the button to be active



**Insert 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



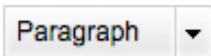
**Toggle Spellchecker** – Used to toggle the spellchecker on and off. You can also select between a range of different languages



**Toggle fullscreen mode** – 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



**Show/Hide Kitchen Sink** – Used to show or hide the second row of formatting buttons on the editor toolbar



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



**Underline** – Underline your text



**Align Full** – Align text on both the left and right (ie. justify)



**Select text color** – Use to change the color of text



**Paste as Plain Text** – Copying & 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 Plain Text will strip all these formatting and html tags. Checking the *keep linebreaks* checkbox will preserve all HTML <br /> tags. Unchecking this option will remove them



**Paste from Word** – Pasting text from MS Word typically includes a huge amount of extra unrequired HTML tags which usually leaves the text formatted incorrectly. Using the Paste from Word option will remove these additional tags and clean up the HTML



**Remove formatting** – Use this to remove all the formatting (eg. Bold, Underline, text color etc..) from the highlighted text



**Insert custom character** – Used to insert special characters not easily accessible via the keyboard (eg. 1/4, 1/2, 3/4, ©, €, ö etc..)



**Outdent** – Removes one level of indenting



**Indent** – Indents text by one level



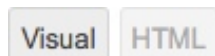
**Undo** – Undo your last action



**Redo** – Redo your last action

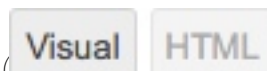


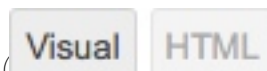
**Help** – Displays information about the WordPress visual editor along with keyboard shortcuts



**Visual/HTML** – Switches the editor view between the Visual Editor and the HTML editor. The HTML 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

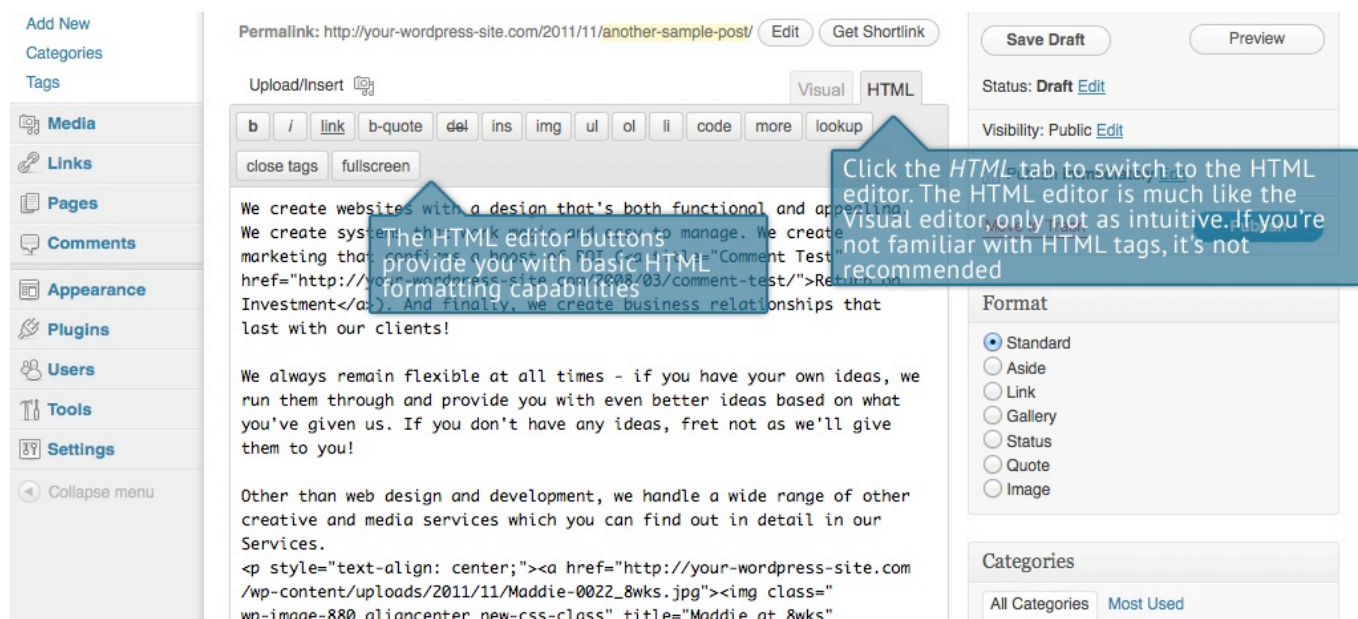
## SWITCHING TO THE HTML EDITOR



At the top of the editor there are two tabs, *Visual* & *HTML* (  ). These switch the editor view between the Visual editor and the HTML editor. The HTML 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.




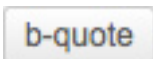



The HTML editor is much like the Visual editor, only not as intuitive. The numerous formatting buttons provide you with basic HTML formatting capabilities when editing your Page or Post content.



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 `<strong>` HTML tag into your comment. Clicking the *Bold* button again will close the tag by inserting the closing `</strong>` 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 “`<strong>`bold text`</strong>`”.

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

- |   |   |
|---|---|
|  | <b>Bold</b> – Bold text   |
|  | <b>Italic</b> – Italicise text  |
|  | <b>Link</b> – Used to insert a website link. When the button is clicked a popup window will appear where you type in the URK that you would like to link to       |
|  | <b>Blockquote</b> – Used as a way of showing a quote. How this looks will be entirely dependent on the Theme that your site is currently using                    |
|  | <b>Delete</b> – 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 |



**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



**Image** – Used to insert an image into the comment. When the button is clicked a popup window will appear where you type in the URL of the image that you would like insert



**Unordered List** – Used to insert an unordered (or un-numbered) list



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



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



**Code** –Used for indicating a piece of code



**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



**Lookup** – Will lookup the highlighted (or entered word, if nothing is highlighted) on Answers.com



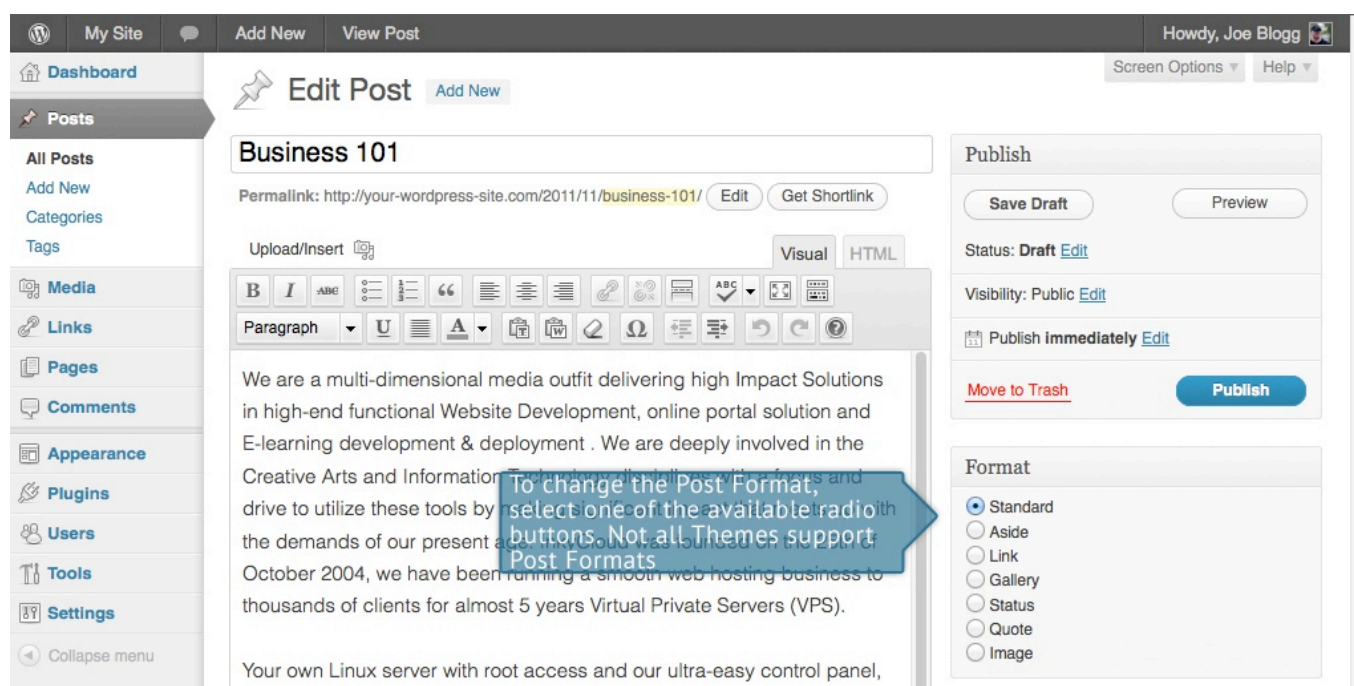
**Close Tags** – Used to close open tags. If for example, you clicked both the Bold and Italic buttons to insert their opening tags, clicking the Close tags button will insert both of the matching closing tags, in the correct order



**Toggle fullscreen mode** – 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

## CHANGING YOUR POST FORMAT

A Post Format is meta information that can be used within a Theme to style or customise the presentation of a Post. The Post Formats feature provides a standardised list of formats that are available to all themes that support the feature. There is no requirement for Themes to support every format on the list and new formats cannot be introduced by themes or even plugins. If your Theme supports Post Formats you can choose how each Post looks by selecting a *Post Format* from a list of radio buttons, similar to the following screen. If your Theme doesn't support Post Formats then the *Format* panel won't be displayed.



While the actual post content entry won't change, the theme can use the selected Format to display the post differently. How content is displayed is entirely up to the Theme, but the following list of available Post Formats provides some general WordPress guidelines as to how they might be styled.

- **Aside** – Typically styled without a title. Similar to a Facebook note update
- **Gallery** – A gallery of images. Post will likely contain a gallery [shortcode](#) and will have image attachments
- **Link** – A link to another site
- **Image** – A single image
- **Quote** – A quotation, most likely contained within a blockquote
- **Status** – A short status update, similar to a Twitter status update
- **Video** – A single video
- **Audio** – An audio file, such as a Podcast
- **Chat** – A chat transcript

## Adding images & other media

Adding images and other media files such as videos, documents or PDF's is extremely easy within WordPress. All your images & 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

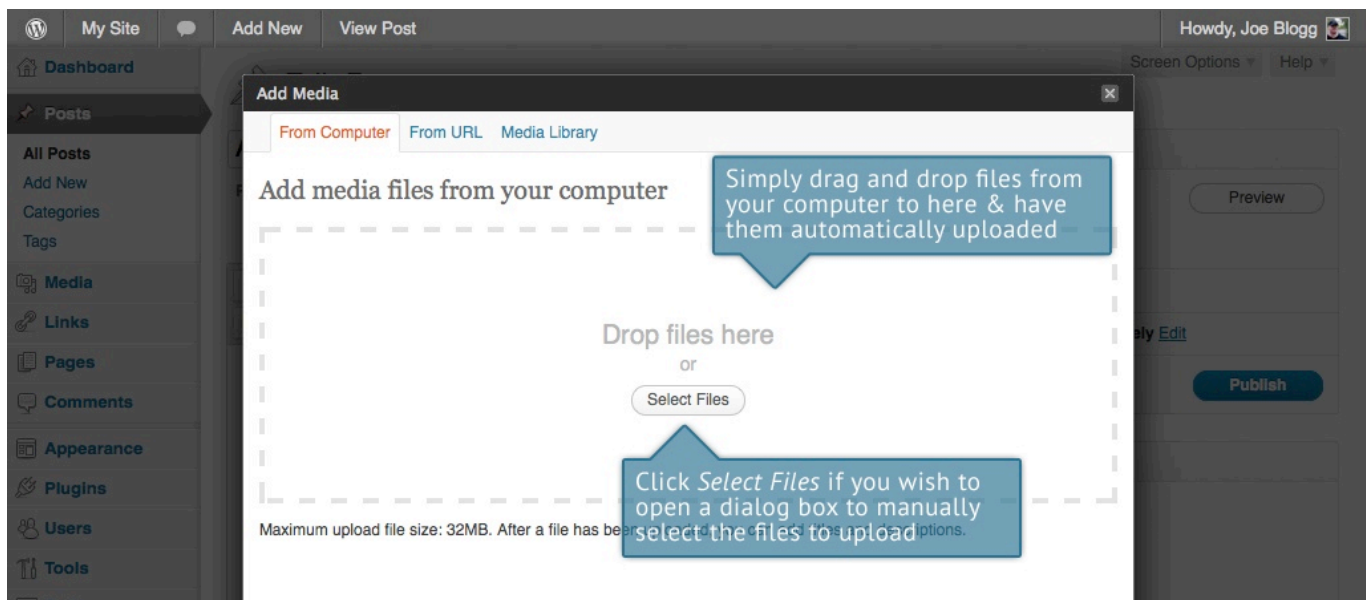
Word Documents or PDF's, if necessary, it's a simple process to create links to those files so that people can then download them.

## INSERTING AN IMAGE

The image uploader has been greatly improved in WordPress 3.3. If you're using one of the more modern browsers such as [Firefox](#), [Safari](#) or [Chrome](#), it will default to using HTML5 for the uploader (rather than Flash). If you're using another browser, it will fallback to using either [Adobe Flash](#), [Silverlight](#) or HTML4. The benefit of using a browser like Firefox, Safari or Chrome is that you are now able to drag and drop files from your desktop, straight into the media uploader.

To insert an image into your Page/Post, click the *Add Media* button (📎) and then 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.

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



Once your image is uploaded, all its properties are displayed, including Title and URL. If you wish, at this point you can also add [Alternate Text](#), a Caption and a Description.

- **Title** – is displayed as a “[tooltip](#)” when the mouse cursor hovers over the image in the browser
- **Alternate 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
- **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
- **Description** – The description is not prominent by default; however, some themes may display it


**Add Media**

From Computer From URL Media Library

Add media files from your computer

Drop files here  
or  
Select Files

Maximum upload file size: 32MB. After a file has been uploaded, you can add titles and descriptions.

 [Hide](#)

File name: Maddie\_8wks.jpg  
File type: image/jpeg  
Upload date: November 19, 2011  
Dimensions: 600 x 400

[Edit Image](#)

**Title** \* maddie-8wks

**Alternate Text**  
*Alt text for the image, e.g. "The Mona Lisa"*

**Caption**

**Description**

**Link URL**  
http://your-wordpress-site.com/wp-content/uploads/2011/11/Maddie\_8wks.jpg  
[None](#) [File URL](#) [Post URL](#)  
*Enter a link URL or click above for presets.*

**Alignment**  
☒ None ☐ Left ☐ Center ☐ Right

**Size**  
☒ Thumbnail (150 x 150)  
☐ Medium (300 x 200)  
☐ Large  
☐ Full Size (600 x 400)

[Insert into Post](#) [Use as featured image](#) [Delete](#)

[Save all changes](#)

Update the image properties by filling in the *Title, Alternate Text, Caption & Description*

Use the Radio Buttons to select image alignment and the size you'd like to insert

Click *Insert into Post* to insert the image at the current cursor position in your Page or Post

By default, WordPress will create a link to the image or file when it inserts it into your page. This means that if you click on the image on your published Page, it will simply display in the browser window. The URL that the image links to is displayed in the *Link URL* field. Prior to inserting in your Page, you can



remove this link by clicking the *None* button, which will remove the html link entirely, or you can click on the *Post URL* button which will link the image to its attachment page. The *File URL* button will use the image or file URL as the link (default).

You can also select how you would like the image aligned, either Left, Centered or Right aligned, using the *Alignment* radio buttons. When your image is 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 using the *Size* radio buttons. To insert the image at the exact size you uploaded, simply select *Full Size*. Click the *Insert into Post* button to insert the image into your Page/Post at the current cursor location. If you don't wish to insert the image just yet, click the *Save all changes* button to save any changes you've made and then click the small *X* in the top right corner of the *Add Media* popup window.

If you wish to insert an image that you uploaded earlier, click the *Add Media* button again (). Once the popup window displays, click the *Gallery* link or the *Media Library* link at the top of the window.

If the image was uploaded whilst editing the current page, the image will be contained on the *Gallery* page. The number contained within the braces refers to the total number of images in the *Gallery* tab. If the image was uploaded whilst editing another Page/Post or uploaded through the *Media Library* links (in the left-hand menu), you will need to click on the *Media Library* link at the top of this pop-up window.

Click the *Gallery* or *Media Library* tabs to select a previously uploaded image

Update the image properties by filling in the *Title*, *Alternate Text*, *Caption* & *Description*

Use the Radio Buttons to select image alignment and the size you'd like to insert

Click *Insert into Post* to insert the image at the current cursor position in your Page or Post

Once you've located your uploaded image, click the *Show* link to view the image properties. As per before, simply choose the relevant options (Link URL, Alignment, Size etc..) and if need be, update the Title, Alternate Text & Caption. Click the *Insert into Post* button to insert the image into your Page/Post at the current cursor location.

## EDIT OR DELETE AN IMAGE

There are various options available for adjusting the layout of inserted images. After clicking on an image that has been inserted into your Page or Post, two icons will appear on top of the image. Clicking the left

icon (  ) allows you to edit the image properties. Clicking the right 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.

Another Sample Post

Permalink: <http://your-wordpress-site.com/2011/11/another-sample-post/> Edit Get Shortlink

Upload/Insert Visual HTML

Paragraph

We create websites with a design that's both functional and appealing. We create systems that help you grow your business. We create marketing that confirms your vision. We create content that helps you create business relationships that last with our clients!

Click the *Edit Image* button to update the image properties. Click the *Delete Image* button to delete the image from your Page or Post. It will not delete the image from your Media Library.

Click on the image to display the *Edit Image* and *Delete Image* buttons

Path: p » a » img.size=medium wp-image=360 align=center

Word count: 44 Draft saved at 12:48:50 am. Last edited by Joe Blogg on November 19, 2011 at 1:26 am

**Publish**

Save Draft Preview

Status: **Draft** Edit

Visibility: **Public** Edit

Publish immediately Edit

Move to Trash Publish

**Format**

☒ Standard

☐ Aside

☐ Link

☐ Gallery

☐ Status

☐ Quote

☐ Image

**Categories**

All Categories Most Used

☒ Uncategorized

☐ aciform

☐ sub

☐ antiquarianism

☐ arrangement

☐ asmodeus

☐ Blogroll

☐ broder

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



There are two tabs at the top of the pop-up window that contain the various image & link properties. The *Edit Image* tab allows you to change the following settings:

- **Size** – The size “slider” displayed next to the image allows you adjust the image size. Sizes range from 130% down to 60%. If you want the image to be displayed at the same size that you uploaded, then set this slider to 100%
- **Alignment** – Allows you to select how you would like the image aligned. 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
- **Title** – is displayed as a “[tooltip](#)” when the mouse cursor hovers over the image in the browser
- **Alternate 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
- **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
- **Link URL** – is the URL that the image links to. Leaving this field blank will mean the image will not have an HTML link assigned to it and will therefore do nothing if the image is clicked. Clicking the None button will remove any link currently set in this field. Clicking the Current Link button

will set the Link URL to the default URL, if one is currently set for that image. The Link to Image button will use the URL of the actual image.

Once you have updated the image properties, Click the *Update* button to save your changes. Alternatively, click *Cancel* to close the pop-up window without saving any changes.

Clicking on the *Advanced Settings* tab at the top of the above pop-up window allows extra image and link properties to be set. If you're not familiar with HTML and CSS then it's best to leave these settings alone.



The *Advanced Settings* tab allows you to change the following settings. All these settings change the html tag for the actual image (ie. the `<img>` tag):

- **Size** – The size “slider” displayed next to the image allows you adjust the image size. Sizes range from 130% down to 60%. If you want the image to be displayed at the same size that you uploaded, then set this slider to 100%



- **Source** – is the actual source location of the image. This should not be changed! If you need to change the image then it's best to delete the current image from the post and then reinsert the correct image from the Media Library
- **Size Width/Height** – These two input fields allow you specifically set the size to display your image. Care needs to be taken when changing these values as it will distort your image if they aren't changed proportionally. Clicking the Original Size button will return the width & height back to their original sizes
- **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
- **Styles** – is used to specify ad-hoc CSS styles for your image. These are applied as inline styles using the *style* attribute
- **Image properties - Border** – is used to specify the border width (in px) to display around the image. After changing the value in this field the Styles input field will be updated with the appropriate CSS style
- **Image properties - Vertical space** – is used to specify the margin (in px) above and below the image. After changing the value in this field the Styles input field will be updated with the appropriate CSS style
- **Image properties - Horizontal space** – is used to specify the margin (in px) on the left & right of the image. After changing the value in this field the Styles input field will be updated with the appropriate CSS style

The *Advanced Link Settings* change the html link tag assigned to the image, if one is currently set (ie. the `<a>` tag):

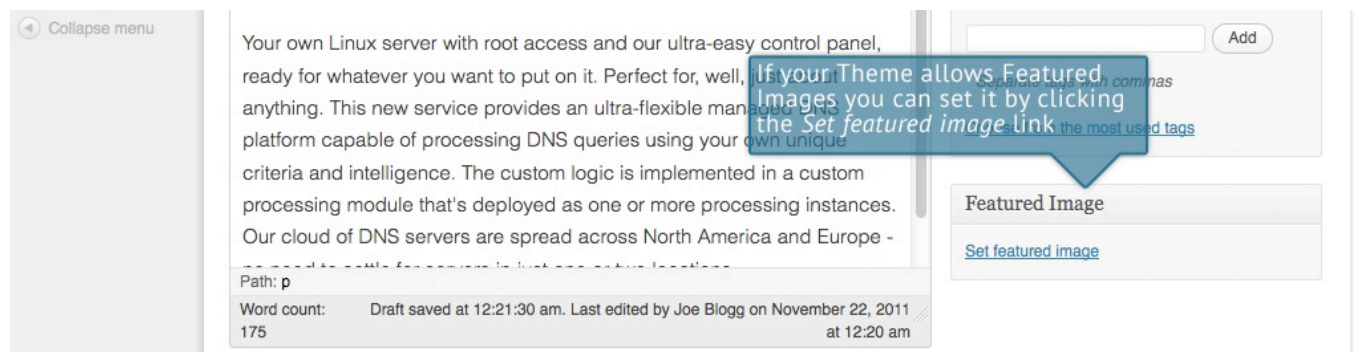
- **Title** – is displayed as a “[tooltip](#)” when the mouse cursor hovers over the image in the browser
- **Link Rel** – describes the relationship from the current document to the specified link. More information on the rel HTML attribute can be found on [Wikipedia](#)
- **CSS Class** – If there is a specific CSS Class that needs to be set on the HTML link then you can add it into this input field
- **Styles** – is used to specify ad-hoc CSS styles for your link. These are applied as inline styles using the *style* attribute
- **Target - Open link in a new window** – When someone clicks the image link you can have it open in the same window (default setting) or, if this box is checked, have it open in a new browser window/tab

Once you have updated the image properties, Click the *Update* button to save your changes. Alternatively, click *Cancel* to close the pop-up window without saving any changes.

## SETTING A FEATURED IMAGE

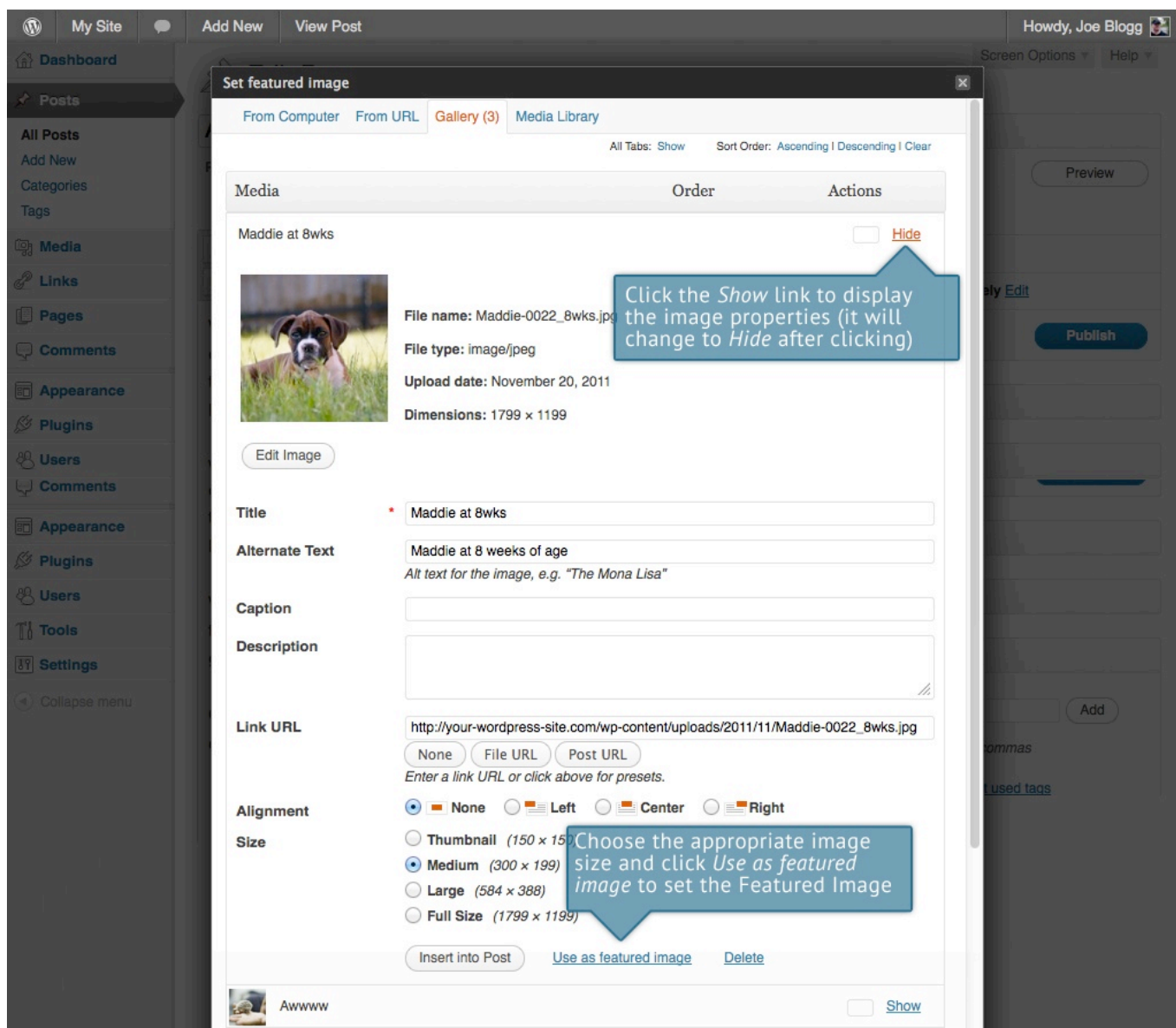
Some themes allow you to specify a Featured Image for your Page and Post. A Featured Image, often called a Post/Page Thumbnail, is usually some sort of image that is representative for that particular Page or Post. How these images are displayed is dependent entirely on the Theme that is currently in use.

If your Theme allows you to set a Featured Image, the following *Featured Image* panel will be displayed when you're editing your Page or Post. If Featured Images can't be set then this panel won't be displayed.



Setting your featured image is very similar to adding an image into your Page or Post. After clicking the *Set featured image* link a pop-up window will display that looks the same as the one that displays when you add an image to your Page/Post. You can upload a new image to use as your Featured Image or you can simply choose from one of your previously uploaded images.

If you'd like to use one of your previously uploaded images, click on either the *Gallery* or *Media Library* tabs at the top of the pop-up window. When you've decided on the image to use, click the *Show* link to reveal the properties for that image. If necessary, you can update the Title, Alternate Text and other properties. To set the image as your Featured Image, click the *Use as featured image* link next to the *Insert into Post* button. You can then close the pop-up window by clicking the small *X* in the top right corner. When you return to the Post or Page edit screen your chosen image should appear in the *Featured Image* panel.



## INSERT AN IMAGE GALLERY

WordPress has its own simple built-in Image Gallery that allows you to add multiple images to a page in one easy step. Only images that have been uploaded whilst working on a particular Page or Post can be inserted into the Gallery for that Page or Post. This is because WordPress will create and store a direct association between each uploaded image and its parent Page (or Post).

To insert an image gallery into your Page/Post, click the *Add Media* button (📷) and then select the *Gallery* tab on the pop-up window that is displayed.

The screenshot shows the WordPress 'Add Media' dialog with the 'Gallery' tab selected. The 'Media' list contains five items, each with a thumbnail, name, and an 'Order' field. The 'Gallery Settings' section below includes options for 'Link thumbnails to' (Image File selected), 'Order images by' (Random selected), 'Order' (Descending selected), and 'Gallery columns' (2 selected). Four blue callout boxes provide instructions: 'Click on the Gallery tab to access the Image Gallery settings', 'Click and drag each row to reorder the images in your Gallery', 'After reordering your images, remember to click Save all changes to save your updates', and 'Select your Image Gallery settings and then click Insert Gallery to insert into your page'.

All the images that appear within the Gallery tab will be used within your Image Gallery. To reorder the images simply click on each row and drag it to its new position. Alternatively, enter in an order number in the small edit field at the end of each image row. Once your images have been arranged, click the *Save all changes* button to save your updates.

Since the built-in gallery is quite simple, there aren't that many options to choose from when setting it up.

- **Link thumbnails to** – This sets what happens when the thumbnail image is clicked. Selecting *Image File* will open the (full size) image directly in your browser window. Selecting *Attachment Page* will open the image within one of your WordPress formatted pages.
- **Order images by** – The order in which the images are displayed. *Menu Order* displays images in the same order as they appear on the screen. *Title* orders the images by title. *Date/Time* orders the images based on their upload time. *Random* orders them randomly.
- **Order** – The order can be *Ascending* or *Descending* and only applies if *Order images by* is set to *Title* or *Date/Time*.
- **Gallery columns** – Specifies the number of columns to use when displaying your thumbnail images. Ultimately, this will be dependent on your Theme and how wide your page is. If you find


the gallery isn't displaying properly after changing this number you may need to change it to another number.

If you want to add an image to your Page/Post but don't want it to appear in the gallery, don't upload the image whilst working on the Page (or Post). Instead, upload the image directly to the Media Library using the *Add New* link under the *Media* menu option in the left hand navigation.

## EDIT OR DELETE AN IMAGE GALLERY

Editing or Deleting an Image Gallery is much like editing or deleting an image. After clicking on an Image Gallery that has been inserted into your Page or Post, two icons will appear on top of the gallery.



Clicking the left icon (  ) allows you to edit the image gallery properties. Clicking the right icon



(  ) will delete the image gallery from your content. It will only remove the image gallery from your Page or Post, it will not delete any images from your Media Library.

Permalink: <http://your-wordpress-site.com/2011/11/my-gallery/> Edit Get Shortlink


Click the *Edit Gallery* button to update the image gallery properties. Click the *Delete Gallery* button to delete the image gallery from your Page or Post. It will not delete any images from your Media Library

Click on the image gallery to display the *Edit Gallery* and *Delete Gallery* buttons

Path: p » img.wpGallery  
Word count: 4  
Last edited by Joe Blogg on November 20, 2011 at 5:43 pm

After clicking the Edit Gallery icon you will be displayed with the same pop-up window and options as when your image gallery was inserted into your Page/Post.

## INSERTING VIDEO, AUDIO OR OTHER FILE TYPE

The procedure for inserting any other type of file into your Page/Post is exactly the same as Inserting an Image. Simply click the *Add Media* button (  ). Once the relevant popup window displays, perform the same steps to upload your file to your site and to insert it into your Page or Post.





It's recommended that you make your filename "server friendly". Make sure the filename has no spaces, apostrophes, slashes or other non-alphanumeric characters (such as \$, % and &). Rename the file before uploading if it does. To preserve readability, some people replace spaces with the underline character or hyphen. For instance, *My File Name.txt* becomes *My\_File\_Name.txt* or *My-File-Name.txt*

## EMBEDDING A VIDEO, IMAGE OR OTHER CONTENT

Another way to add video or other content into your pages is through embedding. A popular example of this is embedding a YouTube video into your page. When you're embedding a file, there's no need to upload the file to your site. You're basically just creating a link to the file, from within your own page. WordPress is able to automatically embed files from a number of different services.

To embed something into your Post or Page, simply paste the URL into your content area. The URL needs to be on it's own line and not hyperlinked. For this to work properly, make sure the *Auto-embeds* checkbox is "ticked" within the *Settings > Media page*.

The screenshot shows the WordPress editor interface. On the left is a sidebar with menu items: Tags, Media, Links, Pages, Comments, Appearance, Plugins, Users, Tools, Settings, and a Collapse menu button. The main content area has a 'Visual' tab selected, showing a rich text editor with a toolbar. The text in the editor reads: 'We are a multi-dimensional media outfit delivering high Impact Solutions in high-end functional Website Development, online portal solution and E-learning development & deployment . We are deeply involved in the Creative Arts and Information Technology disciplines with a focus and drive to utilize these tools by making significant impact that meets up with the demands of our present age. InkyCloud was founded on the 25th of October 2011, we have been running a smooth web hosting business to the benefit of our clients. InkyCloud is a Virtual Private Servers (VPS).'. Below this text, the URL 'http://www.youtube.com/watch?v=XZ5TajZYW6Y' is pasted. A blue callout box with a speech bubble icon points to the URL, containing the text: 'Paste the URL into the editor content area, making sure it's on its own line & not hyperlinked'. To the right of the editor is a sidebar with settings: Status: Draft (with an Edit link), Visibility: Public (with an Edit link), Publish immediately (with an Edit link), Move to Trash, and a Publish button. Below these are sections for Format, Categories, Tags (with an Add button and a link to 'Choose from the most used tags'), and Featured Image (with a link to 'Set featured image'). At the bottom of the editor, a status bar shows 'Path: p', 'Word count: 176', and 'Draft saved at 12:55:37 am. Last edited by Joe Blogg on November 22, 2011 at 1:10 am'.

If you'd like to specify the width and height, you can wrap the URL in the `[embed]` [shortcode](#). Embedding your link using this shortcode does not require the URL to be on it's own line. It's also not necessary to have the *Auto-embeds* setting enabled. The format for using the shortcode is:

```
[embed width="123" height="456"] url [/embed]
```

WordPress will automatically embed content from the following sites:

- [YouTube](#) (Only public videos)


- [Vimeo](#)
- [DailyMotion](#)
- [blip.tv](#)
- [Flickr](#)
- [Viddler](#)
- [Hulu](#)
- [Qik](#)
- [Revision3](#)
- [Scribd](#)
- [Photobucket](#)
- [Polldaddy](#)
- [Google Video](#)
- [WordPress.tv](#) (Currently only VideoPress type videos)
- [SmugMug](#)
- [FunnyOrDie.com](#)

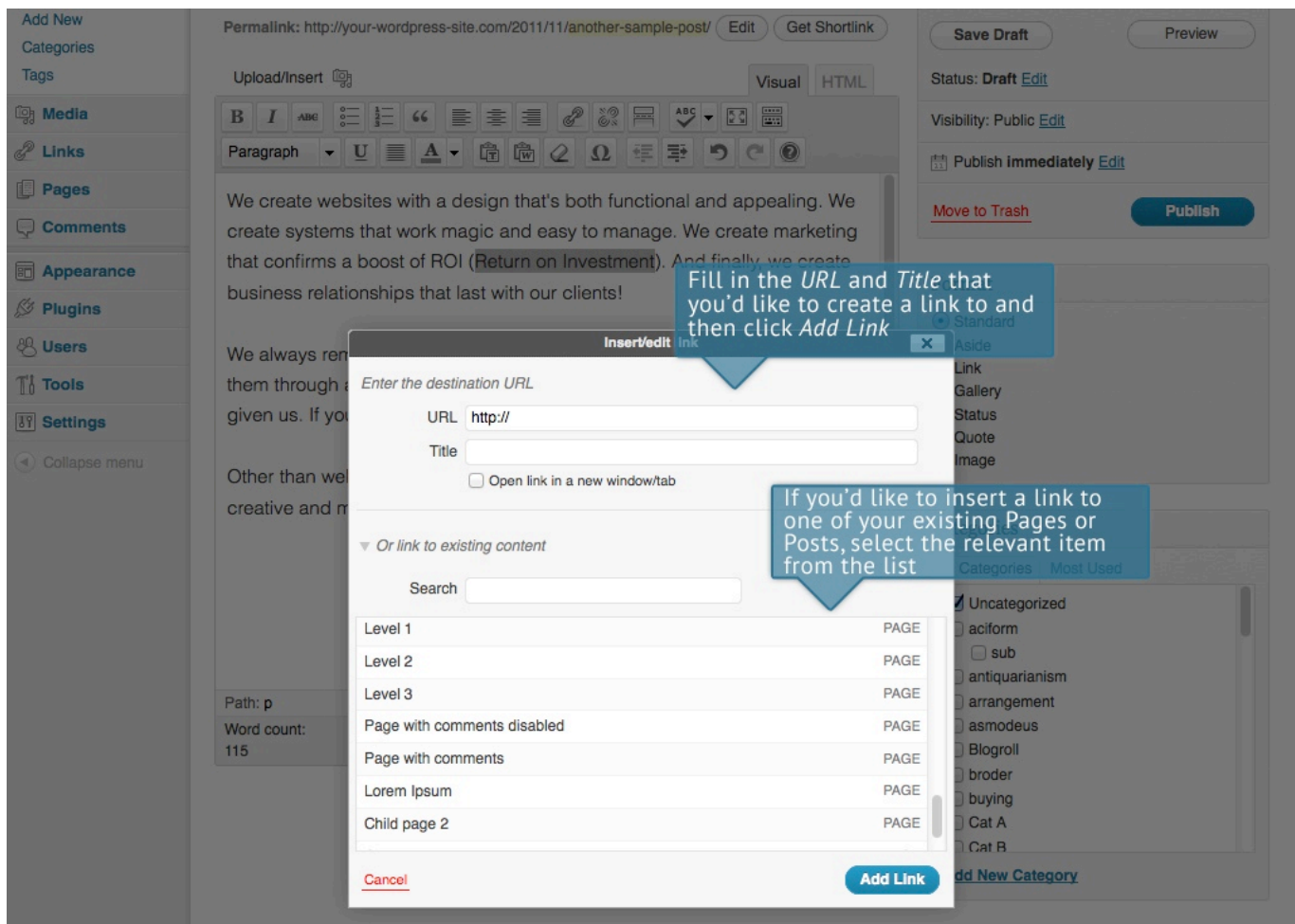
# Adding HTML links

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 PDF's 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 & 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 popup 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
- **Title** – The text to display in *tooltip* form when the cursor hovers over the link
- **Open link in a new window/tab** – (optional) 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.


## EDITING AN HTML LINK

Simply click the link within your post that you'd like to edit, to position the cursor somewhere within it

and then click the *Insert/edit link* button (). A popup 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 screenshot shows the WordPress 'Posts' list table. On the left is a sidebar menu with 'Appearance', 'Plugins', 'Users', 'Tools', and 'Settings'. The main table lists four posts. A blue tooltip box points to the 'Edit' link under the first post, containing the text: 'To edit your Page or Post, click on the Page/Post name or click the Edit link'.

	Post Title	Author	Category	Tags	Comments	Date
<input type="checkbox"/>	Readability Test <a href="#">Edit</a>   <a href="#">Quick Edit</a>   <a href="#">Trash</a>   <a href="#">View</a>	Joe Blogg	Cat A	chattels, privation	0	2008/09/05 Published
<input type="checkbox"/>	Layout Test - Sticky	Joe Blogg	aciform, Cat A, Cat B, Cat C, sub	tag1, tag2, tag3	0	2008/09/04 Published
<input type="checkbox"/>		Joe Blogg	Uncategorized	No Tags	0	2008/09/03 Published
<input type="checkbox"/>	Post Format Test: Gallery - Gallery	Joe Blogg	Uncategorized	Post Formats	0	2008/06/10 Published

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.

WordPress Dashboard - Posts section

Navigation: Dashboard, Posts, Media, Links, Pages, Comments, Appearance, Plugins, Users, Tools, Settings

Post Status: All (24) | Published (22) | Sticky (1) | Scheduled (1) | Draft (1) | Trash (1)

Callout 1: To view all the items in the Trash, click the *Trash* link. It's from here that you can then delete the Page or Post permanently

Callout 2: To delete your Page or Post, first click on the *Trash* link to send it to the trash

Title	Author	Categories	Tags	Date
Scheduled Post	Joe Blogg	Uncategorized	No Tags	2030/07/27 Scheduled
Draft Post - Draft	Joe Blogg	Uncategorized	No Tags	2010/07/27 Last Modified
Readability Test	Joe Blogg	Cat A	chattels, privation	2008/09/05 Published
Layout Test - Sticky	Joe Blogg	aciform, Cat A, Cat B, Cat C, sub	tag1, tag2, tag3	2008/09/04 Published
Images Test	Joe Blogg	Uncategorized	No Tags	2008/09/03 Published
Post Format Test: Gallery - Gallery	Joe Blogg	Uncategorized	Post Formats	2008/06/10 Published

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 the *Restore* link will restore the Page or Post.

WordPress Dashboard - Posts section

Navigation: Dashboard, Posts, Media, Links, Pages, Comments, Appearance, Plugins, Users, Tools, Settings

Post Status: All (25) | Published (21) | Sticky (1) | Scheduled (1) | Drafts (3) | Trash (2)

Callout 1: The delete a single Page or Post permanently, click the *Delete Permanently* link


Callout 2: The delete all items in the Trash, click the *Empty Trash* button

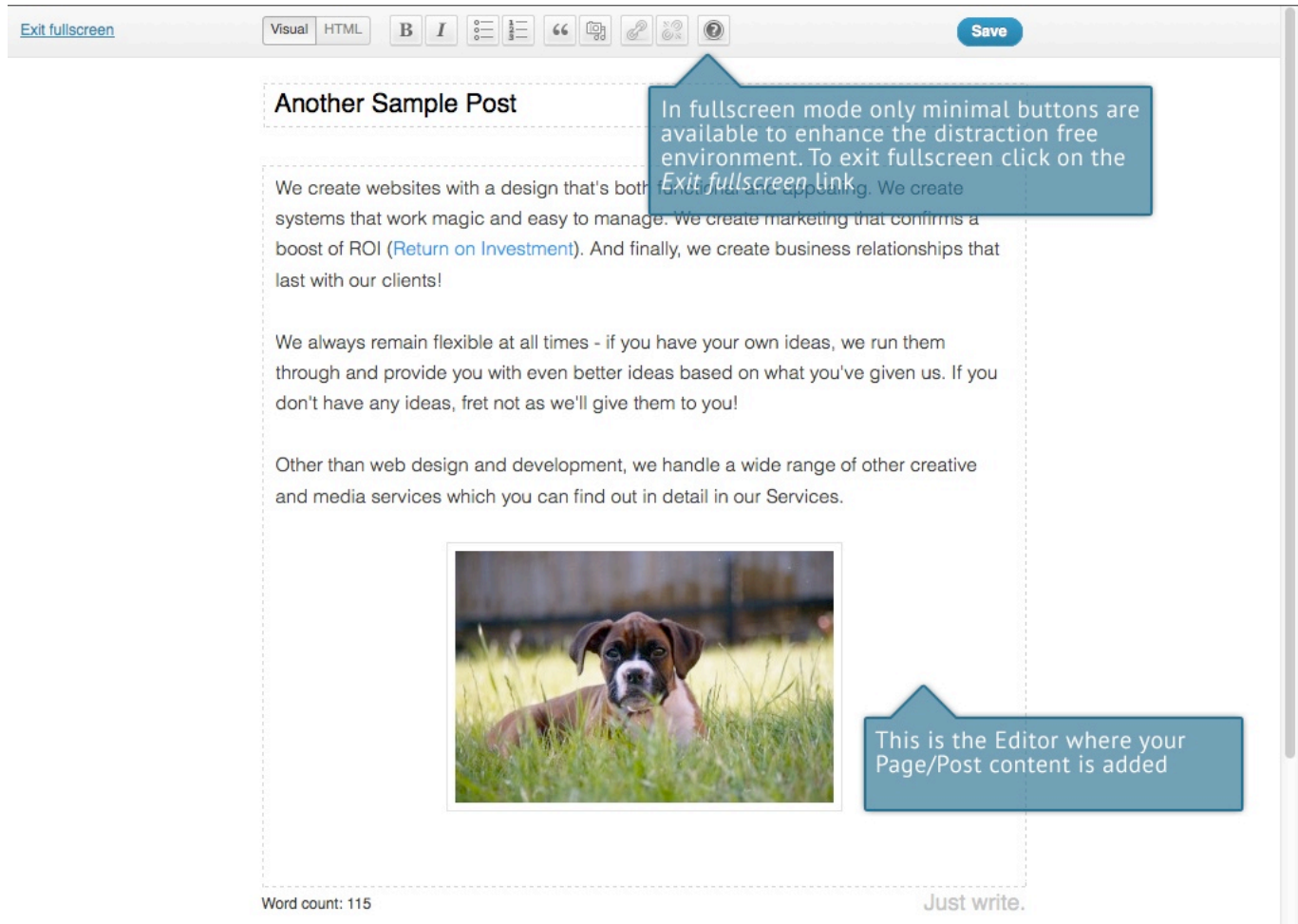
Title	Author	Categories	Tags	Date
Form Test	Joe Blogg	Uncategorized	No Tags	2011/01/17 Last Modified
Readability Test	Joe Blogg	chattels, privation		2008/09/05 Last Modified

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.



# Fullscreen editing

WordPress allows for fullscreen composing. It provides for complete distraction free editing of your Page or Post. To enter fullscreen mode simply click on the *Toggle fullscreen mode* button (  ). The editor will then takeover the whole browser window.



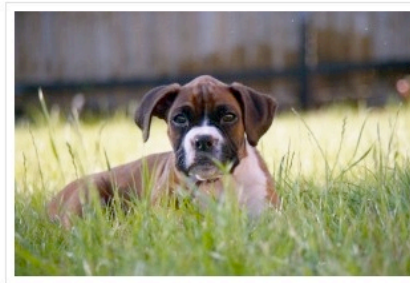
At the top of the screen is a toolbar with only the minimal number of buttons to enhance the distraction free environment. The toolbar and editor borders are displayed when first entering fullscreen mode. After a few seconds, these fade leaving you with a clean and clutter free editor where you can concentrate on updating your content.

## Another Sample Post

We create websites with a design that's both functional and appealing. We create systems that work magic and easy to manage. We create marketing that confirms a boost of ROI ([Return on Investment](#)). And finally, we create business relationships that last with our clients!

We always remain flexible at all times - if you have your own ideas, we run them through and provide you with even better ideas based on what you've given us. If you don't have any ideas, fret not as we'll give them to you!

Other than web design and development, we handle a wide range of other creative and media services which you can find out in detail in our [Services](#).

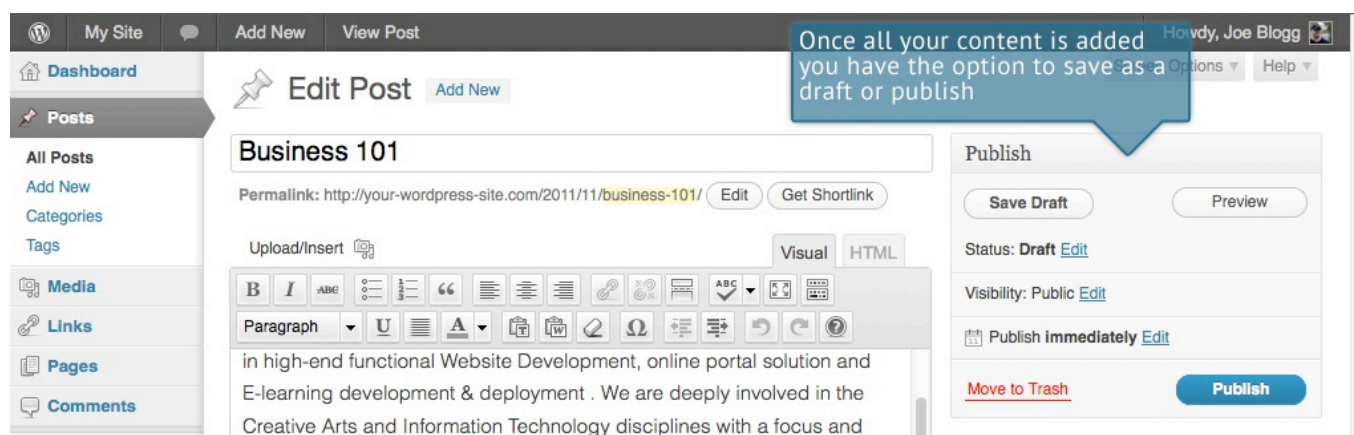


To view the menu toolbar again once they have faded simply move your cursor up towards the top of the screen and they will be displayed again.

To exit from fullscreen mode and return to the standard visual editor, click on the *Exit fullscreen* link at the top of the page.

# Saving and Publishing content

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 & 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 & time fields to publish at the desired date and time.

## Categories

You can use categories to define sections of your site and group related posts. The default category is *Uncategorized* but this can be easily changed in your Settings. Pages cannot be associated with Categories. You can only associate Categories to Posts.

There are two ways to add Categories. They can be added whilst adding or editing your Post or they can be added via the *Categories* menu option. Adding Categories whilst editing your Post, will automatically assign those Categories to your Post. Adding Categories using the *Categories* menu option will simply add them to the list of available Categories.

When you click on the *Categories* menu option you'll be displayed a list of Categories that have already been added along with some blank fields that allow you to add a new Category.

**Add New Category**

**Name**  
The name is how it appears on your site.

**Slug**  
The "slug" is the URL-friendly version of the name. It is usually all lowercase and contains only letters, numbers, and hyphens.

**Parent**  
None

**Description**  
The description is not prominent by default; however, some themes may show it.

**Add New Category**

**Categories List:**

Name	Description	Slug	Posts
aciform		aciform	2
— sub		sub	1
antiquarianism		antiquarianism	1
arrangement		arrangement	1
asmodeus		asmodeus	1
Blogroll		blogroll	0
broder		broder	1
buying		buying	1
Cat A		cat-a	2
equipollent		equipollent	1

**Note:**  
Deleting a category does not delete the posts in that category. Instead, posts that were only assigned to the deleted category are set to the category **Uncategorized**.  
Categories can be selectively converted to tags using the [category to tag converter](#).

To add a new Category, fill in the blank fields and then click the *Add New Category* button:

- **Name** – The name is how it appears on your site

- **Slug** – The “slug” is the URL-friendly version of the name. It’s usually all lowercase and contains only letters, numbers, and hyphens
- **Parent** – Categories, unlike tags, can have a hierarchy. You might have a *Jazz* category, and under that have children categories for *Bebop* and *Big Band*. Totally optional. To create a subcategory, just choose another category from the *Parent* dropdown.
- **Description** – The description is not prominent by default; however, some themes may display it

Once you add a new Category it will appear in the list of Categories on the right side of the screen.

When hovering your cursor over each row in the list of Categories, a few links will appear beneath the Category name.

- **Edit** – Allows you to edit the Category properties such as Name, Slug, Parent & Description
- **Quick Edit** – Allows you to quickly edit the Category Name and Slug
- **Delete** – Deletes the Category permanently from the list of Categories. After clicking Delete you will be prompted to confirm your choice. Click *OK* to delete the Category or *Cancel* if you don’t want to delete it.
- **View** – This will list all the Posts that are currently using this Category

If you would like to permanently delete numerous Categories at once, click the checkboxes next to the Categories you would like to delete and then choose *Delete* from the *Bulk Actions* dropdown list at the top of the page. After selecting Delete, click the *Apply* button to immediately delete the selected Categories (you will not be prompted to confirm your choice).

Deleting a Category does not delete the posts in that Category. Instead, posts that were only assigned to the deleted Category are set to the default Category, which is set to *Uncategorized* by default. The Default Post Category can be configured within the *Settings > Writing* section.

## ADDING CATEGORIES WITHIN YOUR POST

Adding Categories whilst editing your Post will automatically assign those Categories to your Post.

When adding or editing your Post, the *Categories* panel can be found just below the *Format* panel if your Theme supports Post Formats. Alternatively, it will reside just below the *Publish* panel. To add an existing Category, simply tick the checkbox(es) next to the Categories you’d like to assign to the Post.



87 Settings

Collapse menu

Mrs. Darling first heard of Peter when she was tidying up her children's minds. It is the nightly custom of every good mother after her children are asleep to rummage in their minds and put things straight for next expect, lingering humorously over some of your contents, wondering where on earth you had picked this thing up, making discoveries sweet and not so sweet, pressing this to her cheek as if it were as nice as a kitten, and hurriedly stowing that out of sight. When you wake in the morning, the naughtiness and evil passions with which you went to bed have been folded up small and placed in the bottom of your mind and on the top, beautiful thoughts are piled up like clean linen, ready for use.

Path: p

Word count: 815 Draft saved at 12:03:26 am. Last edited on November 21, 2011 at 1:27 am

Status  
Quote  
Image

Categories

All Categories Most Used

- ☐ broder
- ☐ buying
- ☒ Cat B
- ☒ Cat C
- ☐ championship
- ☐ chastening
- ☐ clerkship
- ☐ disinclination
- ☐ disinfection
- ☐ dispatch
- ☐ echappee

+ Add New Category

— Parent Category —

Add New Category

If you would like to create a new Category and assign it to the Post at the same time, click the + *Add New Category* link. Two fields will then appear. Type the name of the Category that you'd like to add into the empty input field. If you'd like the new Category to have a Parent, select it from the *Parent Category* dropdown list. Click the *Add New Category* button when done to create the Category and automatically assign it to the Post.

## Post Tags

Tags are ad-hoc keywords that identify important information in your post (names, subjects, etc) that may or may not recur in other posts. Unlike Categories, Tags have no hierarchy, meaning there's no relationship from one Tag to another. Pages cannot be assigned Tags and cannot be associated with Categories. You can only associate Tags and Categories to Posts.

Like Categories, there are two ways to add Post Tags. They can be added whilst adding or editing your Post or they can be added via the *Tags* menu option. Adding Tags whilst editing your Post, will automatically assign those Tags to your Post. Adding Tags using the *Tags* menu option will simply add them to the list of available Tags.

When you click on the *Tags* menu option you'll be displayed a list of Tags that have already been added along with some blank fields that allow you to add a new Tag. A list of popular Tags is also displayed in "cloud" format. That is, the more often a Tag has been used, the larger the font it's displayed in.

**Popular Tags**

[chattels](#) [cienaga](#) [claycold](#) [crushing](#) [dinarchy](#) [doolie](#) [energumen](#) [ephaltes](#) [eudiometer](#) [figuriste](#) [habergeon](#) [hapless](#) [hartshorn](#) [hostility](#) [impregnability](#) [impropriation](#) [knave](#) [misinformed](#) [moll](#) [mornful](#) [outlaw](#) [pamphilet](#) [pneumatics](#) [portly](#) [portreeve](#) [precipitancy](#) [privation](#) [programme](#) [psychological](#) [puncher](#) [ramose](#) [renegade](#) [retrocede](#) [stagnation](#) [unhorsed](#) [tag1](#) [tag2](#) [tag3](#) [brandnew](#)

**Add New Tag**

**Name**

The name is how it appears on your site.

**Slug**

The “slug” is the URL-friendly version of the name. It is usually all lowercase and contains only letters, numbers, and hyphens.

**Description**

The description is not prominent by default; however, some themes may show it.

[Add New Tag](#)

Name	Description	Slug	Posts
<input type="checkbox"/> <a href="#">chattels</a>		chattels	2
<input type="checkbox"/> <a href="#">cienaga</a>		cienaga	1
<input type="checkbox"/> <a href="#">claycold</a>	<a href="#">Edit</a>   <a href="#">Quick Edit</a>   <a href="#">Delete</a>   <a href="#">View</a>	claycold	1
<input type="checkbox"/> <a href="#">crushing</a>		crushing	1
<input type="checkbox"/> <a href="#">depo</a>		depo	0
<input type="checkbox"/> <a href="#">dinarchy</a>		dinarchy	1
<input type="checkbox"/> <a href="#">doolie</a>		doolie	1
<input type="checkbox"/> <a href="#">energumen</a>		energumen	1
<input type="checkbox"/> <a href="#">ephaltes</a>		ephaltes	1
<input type="checkbox"/> <a href="#">eudiometer</a>		eudiometer	1
<input type="checkbox"/> <a href="#">figuriste</a>		figuriste	1
<input type="checkbox"/> <a href="#">knave</a>		knave	1

Tags can be selectively converted to categories using the [tag to category converter](#).

To add a new Tag, fill in the blank fields and then click the *Add New Tag* button:

- **Name** – The name is how it appears on your site
- **Slug** – The “slug” is the URL-friendly version of the name. It’s usually all lowercase and contains only letters, numbers, and hyphens
- **Description** – The description is not prominent by default; however, some themes may display it

Once you add a new Tag it will appear in the list of Tags on the right side of the screen.

When hovering your cursor over each row in the list of Tags, a few links will appear beneath the Tag name.

- **Edit** – Allows you to edit the Tag properties such as Name, Slug & Description
- **Quick Edit** – Allows you to quickly edit the Tag Name and Slug
- **Delete** – Deletes the Tag permanently from the list of Tags. After clicking Delete you will be prompted to confirm your choice. Click *OK* to delete the Tag or *Cancel* if you don't want to delete it.
- **View** – This will list all the Posts that are currently using this Tag

If you would like to permanently delete numerous Tags at once, click the checkboxes next to the Tags you would like to delete and then choose *Delete* from the *Bulk Actions* dropdown list at the top of the page. After selecting Delete, click the *Apply* button to immediately delete the selected Tags (you will not be prompted to confirm your choice).

## ADDING TAGS WITHIN YOUR POST

Adding Tags whilst editing your Post, will automatically assign those Tags to your Post.

When adding or editing your Post, the *Tags* panel can be found just below the *Categories* panel. To add an existing Tag, click the *Choose from the most used tags* link. This will display a list of previously used Tags (if available). They are arranged alphabetically and in “cloud” format. That is, the more often a Tag has been used, the larger the font it's displayed in. To add a previously used Tag, simply click on the Tag name and it will be assigned to your Post. To add a new Tag, simply write the Tag or Tags (separated with commas) into the edit field and click the *Add* button. Tags that are assigned to the Post will be displayed below the edit field. To remove a Tag from your Post, click the small *x* icon next to the Tag name.

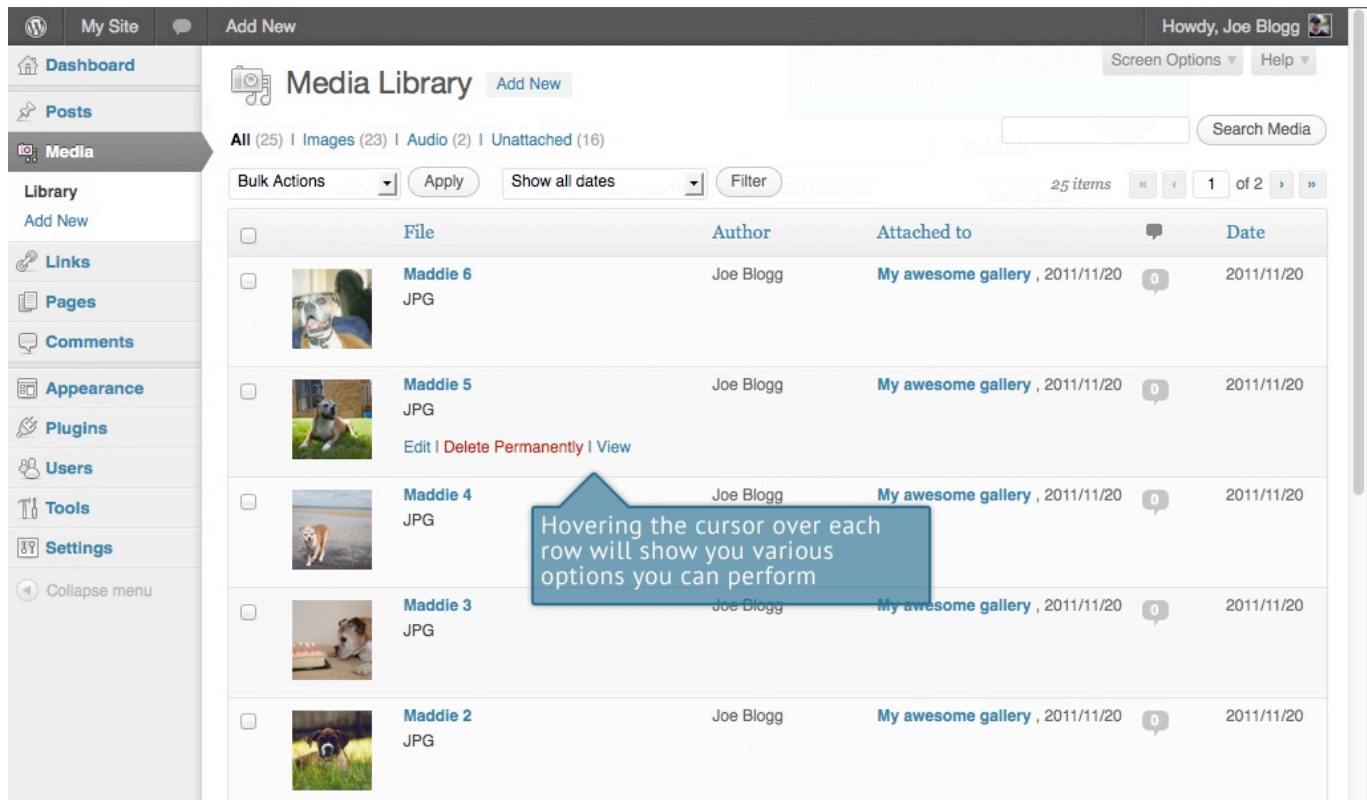
The image shows a screenshot of the WordPress 'Tags' panel. On the left, there is a large grey rectangular area representing the post content. Two blue callout boxes with white text provide instructions:

- The top callout box points to the 'Add' button and says: "To add a new Tag, write the Tag or Tags (separated with commas) into the edit field & then click the *Add* button to assign it to the Post".
- The bottom callout box points to the 'Choose from the most used tags' link and says: "To add an existing Tag, click the *Choose from the most used tags* link and click the appropriate Tag or Tags from the list to automatically assign it to the Post".

The 'Tags' panel itself is on the right. It has a title 'Tags' and an 'Add' button. Below the button is a text input field with the placeholder 'Separate tags with commas'. Underneath the input field, two tags are shown: 'chattels' and 'privation', each with a small 'x' icon to its left. Below these is a link that says 'Choose from the most used tags'. This link leads to a list of tags displayed in a 'cloud' format, where the size of the text indicates how often the tag has been used. The tags listed include: chattels, cienaga, claycold, crushing, dinarchy, doolie, energumen, ephialtes, eudiometer, figuriste, habergeon, hapless, hartshorn, hostility, impregnability, impropriation, knave, misinformed, mail, mornful, outlaw, pamphlet, pneumatics, portly, portreeve, Post, Formats, precipitancy, privation, programme, psychological, puncher, ramose, renegade, retrocede, stagnation, unhorsed, tag1, tag2, tag3, thunderheaded, unculpable, withered, brandnew, xanthopsia.

# Media library

The Media Library is where you can find all the files that you've uploaded. The most recent uploads are listed first. The list of files contains a small thumbnail version of the image, the file name and the type of file (jpg, txt, etc.), the name of the Author who uploaded the file, the Page or Post which the image was uploaded on, the number of comments and the date the file was uploaded.



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

- **Edit** – Allows you to edit the file properties such as Title, Alt Text, Caption & 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

To view a file, hover the cursor over the particular row that contains the file name and click the *View* link. If the file is an image, you'll see a larger version of the image. If the file was another type of file such as a text file or PDF for example, you'll simply see a link to that file. Click the link to view the file.

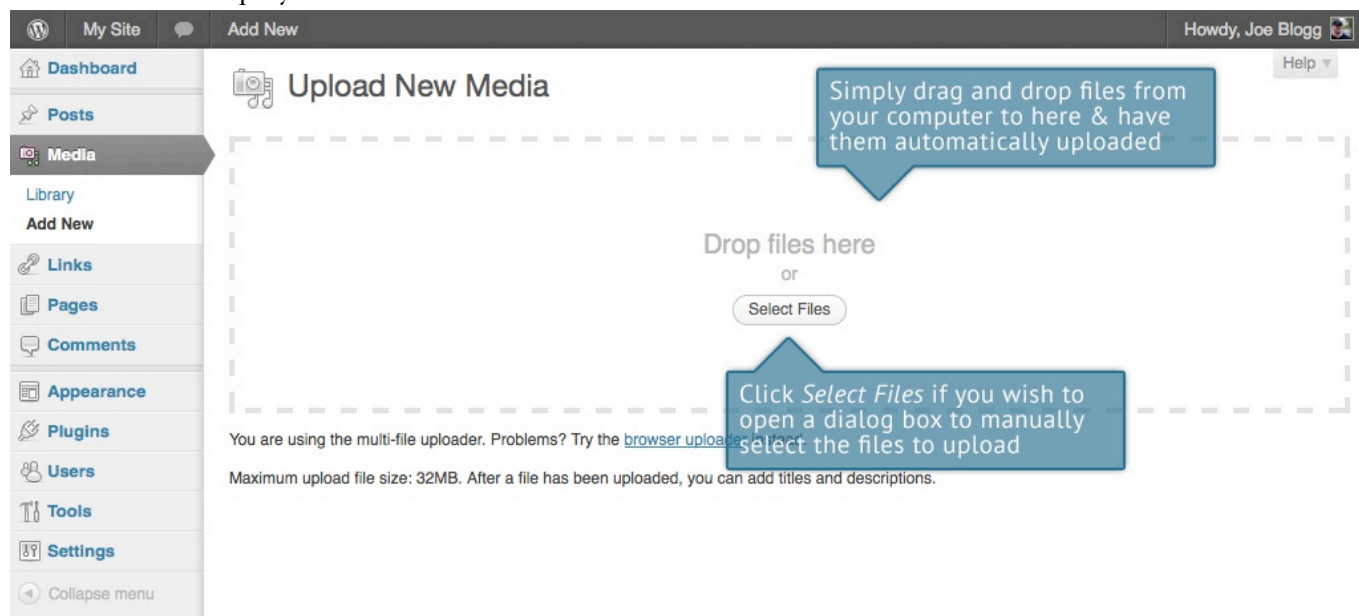
## ADDING A FILE TO THE MEDIA LIBRARY

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. You will be presented with a page similar to the popup window that is displayed when uploading a new image in your Post or Page.

If you're using one of the more modern browsers such as Firefox, Safari or Chrome, it will default to using HTML5 for the uploader (rather than Flash). If you're using another browser, it will fallback to using either [Adobe Flash](#), [Silverlight](#) or HTML4. The benefit of using a browser like Firefox, Safari or Chrome is that you are now able to drag and drop files from your desktop, straight into the media uploader.

To upload a new file to the Media Library, 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.

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



Once your image is uploaded, all its properties are displayed, including Title and URL. If you wish, at this point you can also add [Alternate Text](#), a Caption and a Description.

- **Title** – is displayed as a “[tooltip](#)” when the mouse cursor hovers over the image in the browser
- **Alternate 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
- **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
- **Description** – The description is not prominent by default; however, some themes may display it



WordPress Dashboard: My Site, Add New, Howdy, Joe Blogg


Media Library: Add New, Links, Pages, Comments, Appearance, Plugins, Users, Tools, Settings

## Upload New Media

Drop files here or [Select Files](#)

You are using the multi-file uploader. Problems? Try the [browser uploader](#) instead.

Maximum upload file size: 32MB. After a file has been uploaded, you can add titles and descriptions.

WallE <a href="#">Hide</a>	
	<p>File name: WallE.jpg</p> <p>File type: image/jpeg</p> <p>Upload date: November 25, 2011</p> <p>Dimensions: 670 x 692</p>
<a href="#">Edit Image</a>	
<b>Title</b>	<input type="text" value="WallE"/>
<b>Alternate Text</b>	<input type="text"/> <small>Alt text for the image, e.g. "The Mona Lisa"</small>
<b>Caption</b>	<input type="text"/>
<b>Description</b>	<input type="text"/>
<b>File URL</b>	<input type="text" value="http://your-wordpress-site.com/wp-content/uploads/2011/11/WallE.jpg"/> <small>Location of the uploaded file.</small> <a href="#">Delete</a>

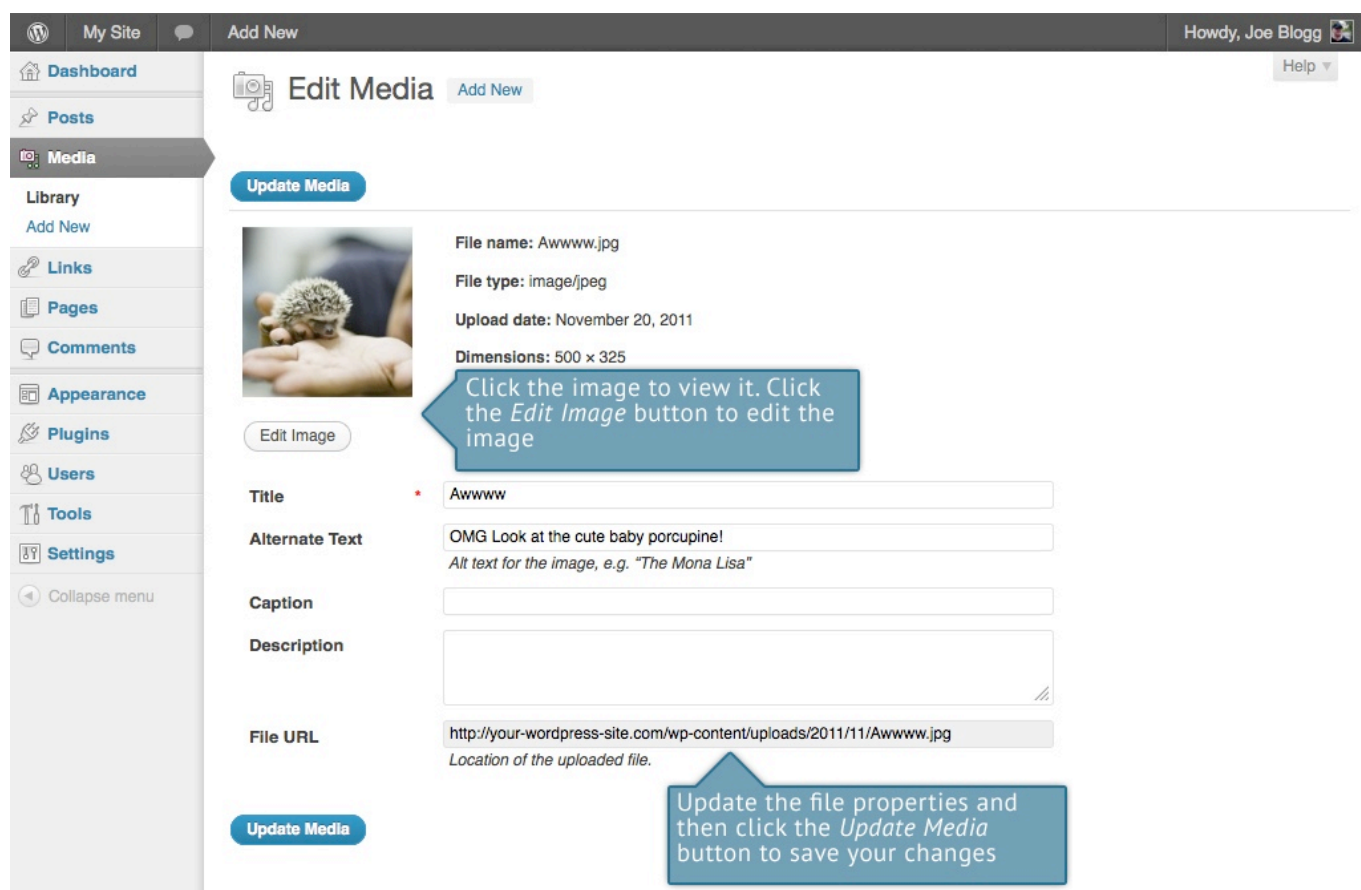
[Save all changes](#)

Update the file properties and then click the *Save all changes* button to save your updates

Once the file is uploaded, simply click the *Save all changes* button.

## EDITING THE FILE PROPERTIES

To edit the file properties of an existing file, hover the cursor over the particular row that contains the file name and click the *Edit* link. Update the Title, [Alternate Text](#), Caption and Description as necessary.



- **Title** – is displayed as a “[tooltip](#)” when the mouse cursor hovers over the image in the browser
- **Alternate Text** – is displayed when the browser can't render the image. It's also used by screen readers for visually impaired users
- **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
- **Description** – A description of the image used simply within WordPress

Once the file properties are updated click the *Update Media* button to save your changes.

## EDITING AN IMAGE

WordPress has a basic image editing tool that allows you to perform some simple manipulation with your uploaded images. You're able to rotate and flip your images as well as scale them and crop them to different sizes.

When editing the properties of an image (as opposed to other file types like documents or PDF's), click the *Edit Image* button just below the thumbnail to show the image editing tools.

The image editing buttons allow you to Crop, Rotate counter-clockwise, Rotate clockwise, Flip vertically, Flip horizontally, Undo & Redo changes

Scale Image

You can proportionally scale the original image. For best results the scaling should be done before performing any other operations on it like crop, rotate, etc. Note that if you make the image larger it may become fuzzy.

Original dimensions 500x325

500 × 325 **Scale**

Image Crop (help)

Aspect ratio: 4 : 3

Selection: 390 : 293

Scale & crop your image by entering the appropriate values in their respective input fields

Cancel Save

Title \* Awww

Alternate Text OMG Look at the cute baby porcupine!  
Alt text for the image, e.g. "The Mona Lisa"

Caption

Description

File URL http://your-wordpress-site.com/wp-content/uploads/2011/11/Awww.jpg  
Location of the uploaded file.

Update Media

Just above the image you'll find the following image editing buttons:



**Crop** – Click on the image and drag the selection box to 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

Click the *Scale Image* link to resize the image proportionally. For best results, scaling should be done before performing any other operations like cropping, rotating, etc.. To scale your image to a new size, simply enter the *width* and *height* dimensions in the two fields (w x h) and click the *Scale* button. 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 (eg. 1:1 (square), 4:3, 16:9 etc.). You can then hold down the *shift key* and drag 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 to crop the image to this new size.

Click the *Save* button to save your changes. Click the *Update Media* 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 & restore your original image.

Media

Library

Add New

Links

Pages

Comments

Appearance

Plugins

Users

Tools

Settings

Update Media

Scale Image

Restore Original Image

Discard any changes and restore the original image. Previously edited copies of the image will not be deleted.

Restore image

Image Crop (beta)

Click the *Restore Original Image* link and then the *Restore image* button to discard your changes & restore your original image

## DELETING A FILE FROM THE MEDIA LIBRARY

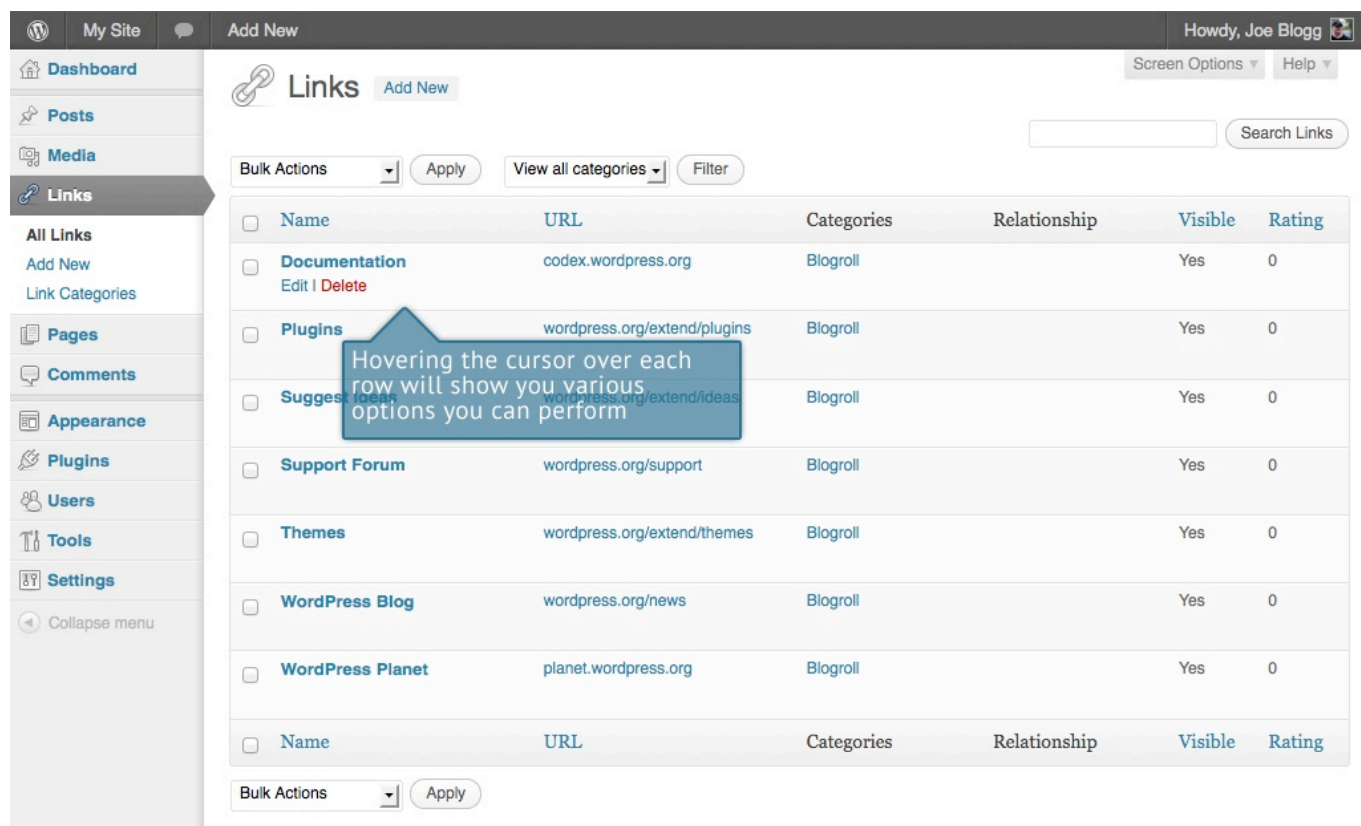
To delete a file from the Media Library, click on the *Delete Permanently* link that appears beneath the file name when hovering your cursor over each row. You will be prompted with the following message; “You are about to permanently delete the selected items. 'Cancel' to stop, 'OK' to delete.”

Click the *OK* button to delete the file or click the *Cancel* button to return to the Media Library.

## Links

Links can be added here, for displaying on your site. They're usually displayed using Widgets. Links may be separated into Categories; these are different from the Categories used on your Posts. How links display on your website will be dependent on the WordPress theme in use.

When you click on the *Links* menu option you'll be displayed a list of the existing website links.



The screenshot shows the WordPress 'Links' management interface. On the left is a sidebar with navigation links: Dashboard, Posts, Media, Links (selected), All Links, Add New, Link Categories, Pages, Comments, Appearance, Plugins, Users, Tools, and Settings. The main content area is titled 'Links' and includes an 'Add New' button. Below the title are controls for Bulk Actions, Apply, View all categories, and Filter. A search bar labeled 'Search Links' is also present. The main table lists links with the following columns: Name, URL, Categories, Relationship, Visible, and Rating. The table contains several links, including 'Documentation', 'Plugins', 'Support Forum', 'Themes', 'WordPress Blog', and 'WordPress Planet'. A tooltip is visible over the 'Documentation' link, indicating that hovering over a row shows options like 'Edit' and 'Delete'.

Name	URL	Categories	Relationship	Visible	Rating
Documentation	codex.wordpress.org	Blogroll		Yes	0
Plugins	wordpress.org/extend/plugins	Blogroll		Yes	0
Suggest ideas	wordpress.org/extend/ideas	Blogroll		Yes	0
Support Forum	wordpress.org/support	Blogroll		Yes	0
Themes	wordpress.org/extend/themes	Blogroll		Yes	0
WordPress Blog	wordpress.org/news	Blogroll		Yes	0
WordPress Planet	planet.wordpress.org	Blogroll		Yes	0

Along with the Link name, by default, you'll also see the URL, Link Category, Relationship, Visibility and Rating.

- **Name** – The name of the Link
- **URL** – The destination URL (Web Address) of the Link
- **Categories** – All Links must belong to at least one Category. The Categories that are assigned to each link are shown here



- **Relationship** – This column displays all of the [XFN](#) relationships for this Link.
- **Visible** – Whether or not the Link is visible on your site
- **Rating** – The rating, from 0 to 9, for this link, where 0 implies that the link is unrated. What the rating system actually defines on your site is up to you to decide

When hovering your cursor over each row, two links will appear beneath the link name.

- **Edit** – Allows you to edit the Link properties such as Name, Web Address, Description etc.
- **Delete** – Deletes the Link permanently from the list of links

## ADDING A NEW LINK

To add a new Link, click on *Add New* link in the left hand navigation menu or the *Add New* button at the top of the page.



Fill in the blank fields and then click the *Add Link* button to add a new Link. Only the link's web address and name (the text you want to display on your site as the link) are required fields.

- **Name** – The name of the link is what is actually displayed on your site
- **Web Address** – This is where the link points. Also called a URL, this is the destination, or the site you want to go to when you click the link.
- **Description** – (Optional) This is the description for your link. How the description is displayed on your site depends on which theme you use
- **Categories** – (Optional) Each Link can have one of more Categories associated with it. If you wish to add a new Category, simply click the + *Add new Category* link, type the new category name into the blank field that appears and then click the *Add* button. If no Categories are selected prior to saving, the Default Link Category will be assigned. The Default Link Category can be changed within your WordPress Settings.
- **Target** – Specifies how the link's destination is displayed when someone clicks the link
- **Link Relationship (XFN)** – [XFN](#) stands for XHTML Friends Network. WordPress allows for the generation of XFN attributes automatically so you can show how you are related to the authors/owners of site to which you are linking. XFN tags are an effort to add meaning to the links. More information on Link Relationship can be found on the [WordPress Codex](#)
- **Advanced** – Allows for more advanced manipulation of your links. How these options affect your site will be dependent on the WordPress theme in use

To keep this link Private, click the *Keep this link private* checkbox, just above the *Add link* button. This will make the link invisible when the Links are displayed on your site.

## EDIT AN EXISTING LINK

To edit an existing link, click the Link name or the *Edit* link that appears underneath the name when hovering your cursor over the row. The screen that appears will be the same as when adding a new Link, except that all the fields will be populated with the values of the Link that you're editing. After making your changes, click the *Update Link* button to save your changes.

## DELETE AN EXISTING LINK

To delete an existing link, click the *Delete* link that appears underneath the name when hovering your cursor over the row. You will be presented with the following message, "You are about to delete this link. 'Cancel' to stop, 'OK' to delete."

Click the *OK* button to delete the Link permanently or click the *Cancel* button to return to the list of Links.

If you would like to permanently delete numerous Links at once, click the checkboxes next to the Links you would like to delete and then choose *Delete* from the *Bulk Actions* dropdown list at the top of the page. After selecting Delete, click the *Apply* button to immediately delete the selected Links (you will not be prompted to confirm your choice).

## UPDATING LINK CATEGORIES

You can use Link Categories to group related links. The default Link Category is “Blogroll” but this can be easily changed in the *Settings > Writing* section. A “blogroll” is simply a list of links to various blogs or news sites. If you prefer, this Category name can be easily changed to “Links” or something similar simply by editing the Link Category and updating the Name and Slug.

There are two ways to add Link Categories. They can be added whilst adding or editing a Link or they can be added via the *Link Categories* menu option. Adding Categories whilst editing your Link, will automatically assign those Link Categories to your Link. Adding Link Categories using the *Link Categories* menu option will simply add them to the list of available Link Categories.

When you click on the *Link Categories* menu option you’ll be displayed a list of Link Categories that have already been added along with some blank fields that allow you to add a new Link Category.

The screenshot displays the WordPress 'Link Categories' interface. On the left is a sidebar with navigation links: Dashboard, Posts, Media, Links (active), Pages, Comments, Appearance, Plugins, Users, Tools, and Settings. The main content area is titled 'Link Categories' and includes a search bar and a 'Bulk Actions' dropdown. Below this is a table of existing link categories:

<input type="checkbox"/>	Name	Description	Slug	Links
<input type="checkbox"/>	Blogroll		blogroll	7
	<a href="#">Edit</a>   <a href="#">Quick Edit</a>   <a href="#">Delete</a>   <a href="#">View</a>			
<input type="checkbox"/>	Links		links	0
<input type="checkbox"/>	Name		Slug	Links

Annotations on the image include:

- A callout pointing to the 'Add New Link Category' form fields: 'Fill in the Link Category properties and click the Add New Link Category button'.
- A callout pointing to the hover actions in the table: 'Hovering the cursor over each row will show you various options you can perform'.

To add a new Link Category, fill in the blank fields and then click the *Add New Link Category* button:

- **Link Category Name** – The name of the Link Category
- **Link Category Slug** – The “slug” is the URL-friendly version of the name. It is usually all lowercase and contains only letters, numbers, and hyphens
- **Description** – (Optional) The description is not prominent by default; however, some themes may display it

Once you add a new Link Category it will appear in the list of Link Categories on the right side of the screen.

When hovering your cursor over each row in the list of Link Categories, a few links will appear beneath the Category name.

- **Edit** – Allows you to edit the Category properties such as Name, Slug & Description
- **Quick Edit** – Allows you to quickly edit the Link Category Name and the Link Category Slug
- **Delete** – Deletes the Link Category permanently from the list of Link Categories. After clicking Delete you will be prompted to confirm your choice. Click *OK* to delete the Link Category or *Cancel* if you don't want to delete it. The *Delete* link won't display for the default Link Category
- **View** – Displays your Link Categories, if possible

If you would like to permanently delete numerous Link Categories at once, click the checkboxes next to the Link Categories you would like to delete and then choose *Delete* from the *Bulk Actions* dropdown list at the top of the page. After selecting Delete, click the *Apply* button to immediately delete the selected Link Categories (you will not be prompted to confirm your choice).

Deleting a Link Category does not delete the Links in that Category. Instead, links that were only assigned to the deleted Link Category are set to the default Link Category. The default Link Category is set to Blogroll but this can be changed within the *Settings > Writing* section.

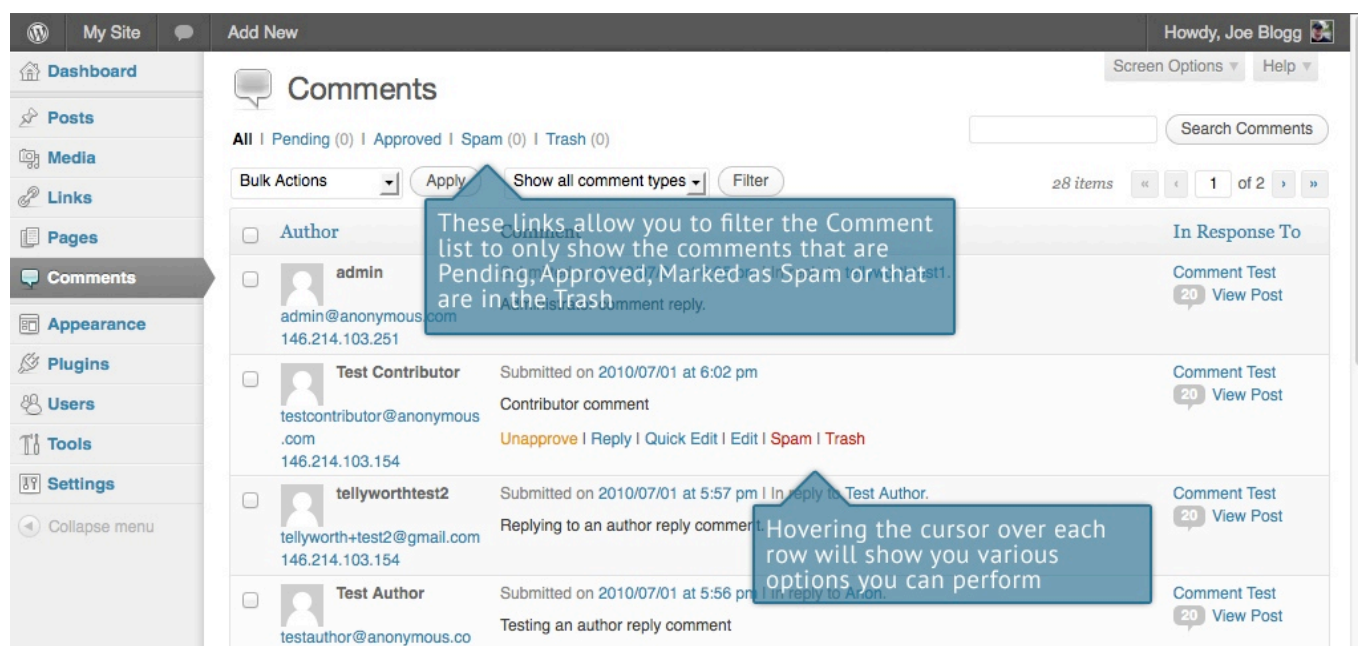
# Comments

Comments are a feature of blogs which allow readers to respond to Posts. Typically, readers simply provide their own thoughts regarding the content of the post, but they may also provide links to other resources, generate discussion, or simply compliment the author for a well-written post. Comments allow you to interact more with your site visitors as well as generate feedback & discussion on your Posts.

Comments can be controlled and regulated through the use of filters for language and content, and if you prefer, can also be queued for approval before they are visible on the web site. This is useful in dealing with [comment spam](#).

When you click on the *Comments* menu option, you'll be displayed a list of all the comments on your site.





At the top of the screen there are links that allow you filter the comment list to only show the comments that are Pending, Approved, Marked as Spam or that are in the Trash. The number in brackets will advise how many there are for that particular type.

As well as the standard settings that allow you to manage your comments, the default WordPress install comes with an excellent Plugin that helps to filter out Spam from your comments. This Plugin is called Akismet. After activating the Akismet plugin, you need to supply it with an API Key. You can grab an API key and find out more information on the [Akismet website](#).

When hovering your cursor over each row in the list of Comments, a few links will appear beneath the comment.

- **Unapprove/Approve** – Allows you to unapproved the comment. This will stop it displaying on your site. If the comment is already unapproved then this link will change to *Approve*, to allow you to approve the comment.
- **Reply** – Allows you to write a reply comment
- **Quick Edit** – Allows you to quickly edit the commenter's Name, Email or URL as well as the actual comment
- **Edit** – Allows you to edit the commenter's Name, Email or URL as well as the actual comment. It also allows you to mark the comment as either Approved, Pending or Spam as well as change the Date & Time
- **Spam** – Allows you to mark the comment as Spam
- **Trash** – Allows you to mark the comment as Trash. Once it's in the Trash, you can either restore it, if you made a mistake, or delete it permanently

If you would like to change the status of numerous Comments at once, click the checkboxes next to the Comment(s) you would like to change and then choose either *Unapprove*, *Approve*, *Mark as Spam* or *Move to Trash* from the *Bulk Actions* dropdown list at the top of the page. After selecting the appropriate option, click the *Apply* button.

## REPLYING TO A COMMENT

To respond to a comment that someone has written on one of your Posts, simply hover the mouse over the comment and click the *Reply* link when it appears. An edit field will then appear beneath the comment where you can type your reply.

The screenshot shows the WordPress 'Comments' management interface. On the left is a sidebar with navigation links: Dashboard, Posts, Media, Links, Pages, Comments (active), Appearance, Plugins, Users, Tools, and Settings. The main content area is titled 'Comments' and shows a list of comments. A callout points to the 'Reply' link for a comment by 'admin'. Below this, the 'Reply to Comment' editor is shown, featuring a row of HTML formatting buttons (b, i, link, b-quote, del, ins, img, ul, ol, li, code, lookup, close tags). A callout points to these buttons. At the bottom of the editor are 'Cancel' and 'Reply' buttons. Another callout points to the 'Reply' button. The comment list below the editor shows a comment by 'Test Contributor'.

When you've written your comment, click the *Reply* button or alternatively, click *Cancel* to stop replying and cancel your editing.

The editor that appears when replying or editing a comment (using either the *Reply*, *Quick Edit* or *Edit* links) is much like the editor when creating or editing a Page or Post, only not as intuitive. At the top of the editor there are numerous formatting buttons. These buttons provide you with basic html formatting capabilities when composing a new reply comment or editing an existing comment.

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 `<strong>` html tag into your comment. Clicking the *Bold* button again will close the tag by inserting the closing `</strong>` 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 "`<strong>`bold text`</strong>`".



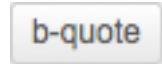
**Bold** – Bold text



**Italic** – Italicise text



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



**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



**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



**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



**Image** – Used to insert an image into the comment. When the button is clicked a popup window will appear where you type in the URL of the image that you would like insert



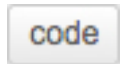
**Unordered List** – Used to insert an unordered (or un-numbered) list



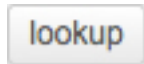
**Ordered List** – Used to insert an ordered (or numbered) list



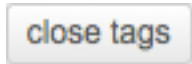
**List Item** – Used to insert a list item into your ordered or un-ordered list



**Code** – Used for indicating a piece of code.



**Lookup** – Will lookup the highlighted (or entered word, if nothing is highlighted) on Answers.com



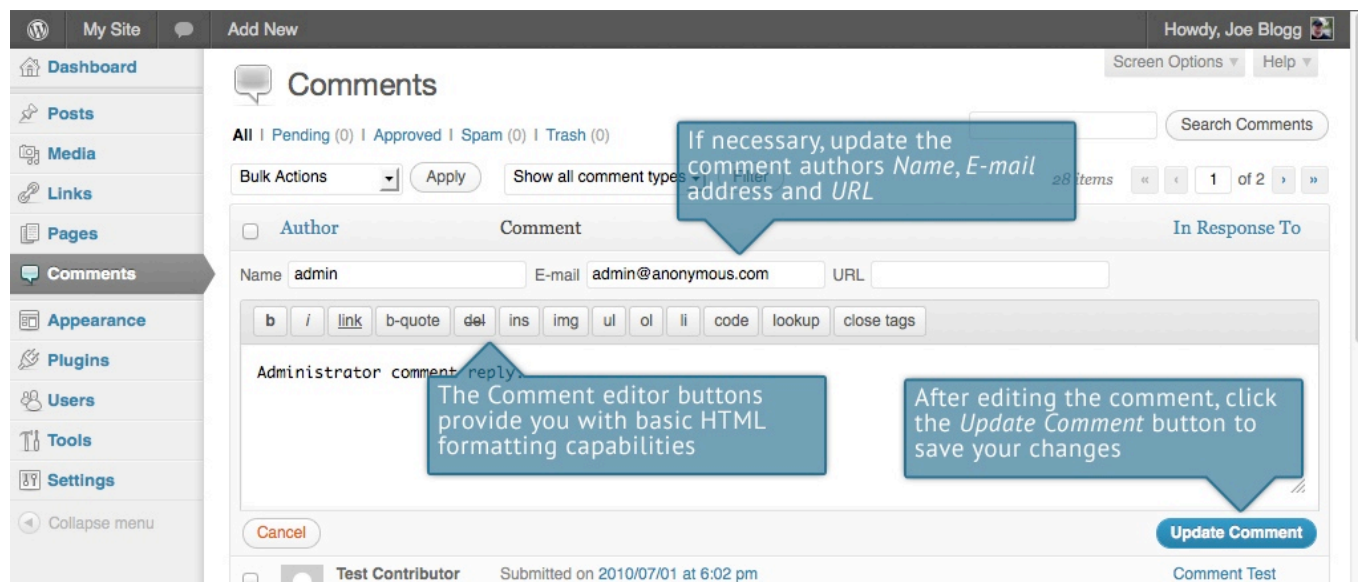
**Close Tags** – Used to close open tags. If for example, you clicked both the *Bold* and *Italic* buttons to insert their opening tags, clicking the close tags button will insert both of the matching closing tags, in the correct order

## EDITING A COMMENT

There are two ways to edit a comment. Once you hover over an individual comment you can click the *Quick Edit* link or the *Edit* link. Both perform a similar function except that the *Edit* option also allows you to mark the comment as either Approved, Pending or Spam and change the Date & Time.

## QUICK EDIT

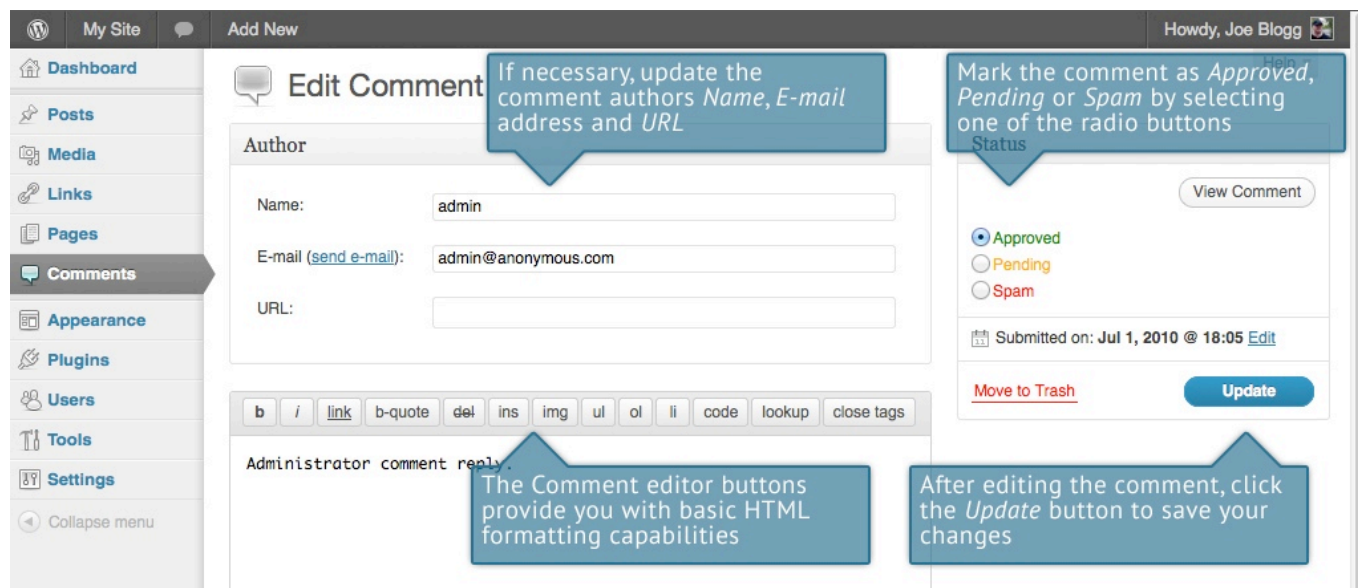
Clicking *Quick Edit* will replace the comment with an editor that allows you to update the comment, the comment authors name, email address and URL.



Once you have finished, click *Update Comment* to save your changes or click *Cancel* to cancel your changes and return to the list of comments.

## EDIT

Clicking *Edit* will display the editor on a new page. Like the Quick Edit option, you can update the comment, the comment authors name, email address and URL. The Edit option also gives you the ability to set the comment Status and change the comment Date & time. The comment status can be set to Approved, Pending or Spam. You also have the option to move the item to the Trash by clicking on the *Move to Trash* link.



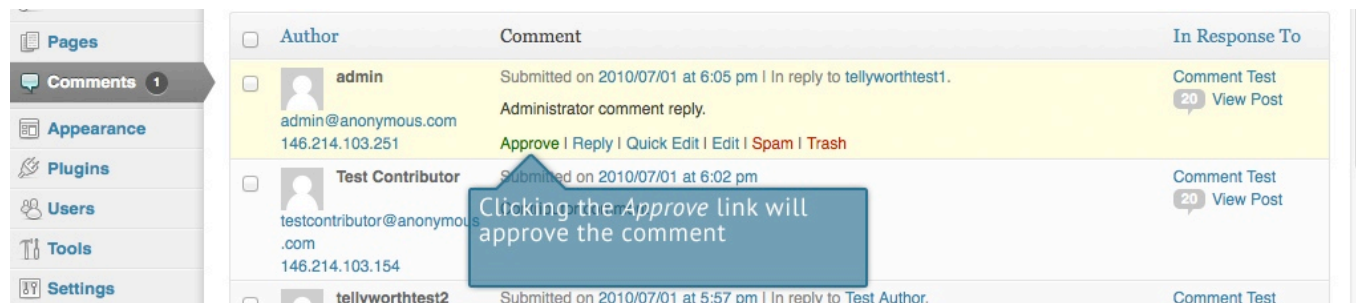


You can change the date and time that the comment was submitted by clicking on the *Edit* link next to the date & time. After clicking Edit, several fields appear below the original date & time. Update the fields if required and click the *OK* button to save the new date & time.

Once you have finished updating the comment, click the *Update* button to save your changes. If you want to cancel your changes, click the browser *Back* button or click on the Comments menu option to return to the list of comments.

## UNAPPROVING AND APPROVING COMMENTS

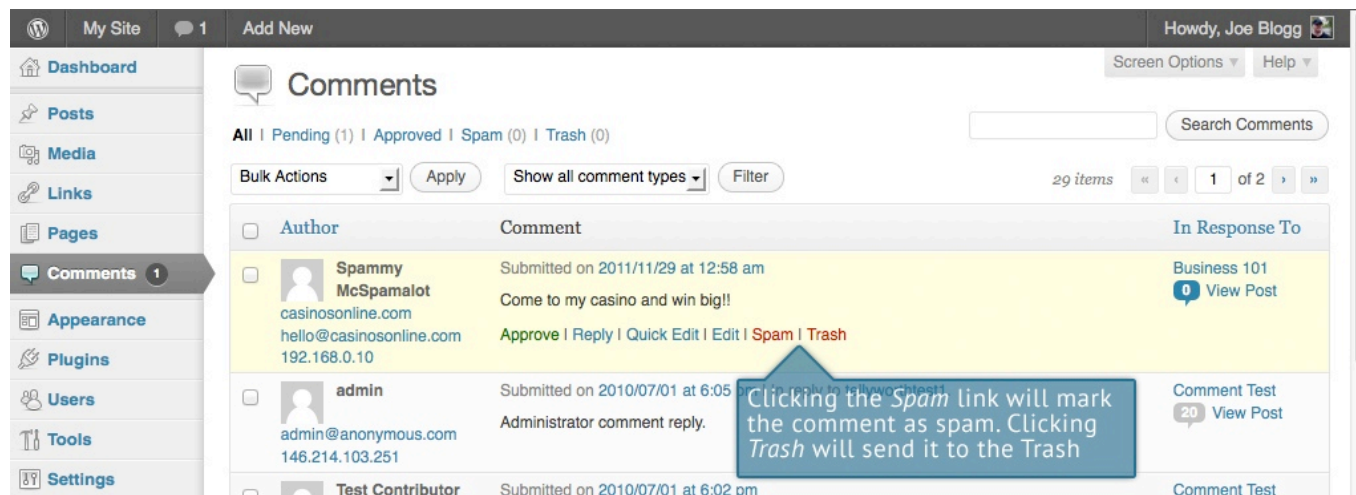
If an inappropriate comment has been submitted, you may wish to Unapprove it. This will stop the comment from displaying on your site. Unapproved comments will displayed with a yellow background within your list of comments. Hovering your cursor over the comment will display an *Approve* link instead of an *Unapprove* link.



## MARKING COMMENTS AS SPAM AND TRASH

If a Spam comment has been posted to your site you can mark it as Spam simply by hovering your cursor over the comment and clicking the *Spam* link.

If you simply want to remove a comment, hover your cursor over it and click the *Trash* link. To “empty” the Trash, click on the *Trash* link at the top of the page to display all the comments that have been marked as Trash. This link should be displayed along with a number within brackets which indicates how many comments are marked as Trash. To permanently remove these comments, click the *Empty Trash* button. You will not be prompted for confirmation.





To remove all the Spam comments, click on the *Spam* link at the top of the page to display all the comments that have been marked as Spam. This link should be displayed along with a number within brackets which indicates how many Spam comments there are. To permanently remove these comments, click the *Empty Spam* button. You will not be prompted for confirmation.

You can also delete a single spam comment permanently by clicking on the *Delete Permanently* link that appears when hovering your cursor over each row. You will not be prompted for confirmation.



If you find there are comments that have been marked as Spam that shouldn't be, click the checkboxes next to them and select *Approve* or *Not Spam* from the *Bulk Actions* drop down at the top of the page. Click the *Apply* button to confirm your choice. Alternatively, click the *Not Spam* link that appears when hovering your cursor over each row.

# Appearance

The various Appearance SubPanels allow you to change numerous options in regards to how your site looks and behaves. If your site has been setup for you by a third party then more than likely you won't need to change any of the settings in here.

Depending on the theme that your site is running, you may find that you don't have all the menu options listed here, or you may have a couple of different ones. The reason for this is that a couple of the options under the *Appearance* section are theme based. That is, for the default Twenty Eleven theme, they allow you to set various options for how your theme displays. Not all themes will have these option pages, or if they do, they may be under another menu entirely.

## SELECTING YOUR THEME

The overall appearance of a WordPress site is controlled by the Theme. Although there is a default theme that comes installed with WordPress, most people will either download a new theme, purchase one or have one custom designed and built. There are hundreds of places where themes can be downloaded for free and/or for a small fee. One of the best places to start looking for themes is in the [Theme Directory](#) on the WordPress site itself.

Clicking on the *Appearance* menu option will default you at the Themes screen. The theme that is currently active is shown at the top of the screen. Underneath this are all the other themes that are installed, but not currently in use. To see a preview of your site in another theme, you can click the *Preview* link associated with each theme. While the preview screen is displayed, you're able to click your site links to view your various pages in the new theme layout. To change your site to another Theme, click the *Activate* link underneath the Theme you would like to switch to. Alternatively, if the preview window is displaying, you can click the *Activate* link in the top right corner of the window to activate the theme.

Clicking on the *Install Themes* tab at the top of the page allows you to search the WordPress site for new themes as well as install them directly from the within your Dashboard.



which allows you to add extra content to your site, such as Recent Post Comments, Category lists or Link/Blogroll lists, just to name a few. New Widgets can also be installed via Plugins and again, depending what the plugin is used for will enable you to add extra functionality to your site.

The screenshot shows the WordPress 'Widgets' screen. On the left is a sidebar menu with options like Dashboard, Posts, Media, Links, Pages, Comments, Appearance (selected), Themes, Widgets, Menus, Theme Options, Background, Header, Editor, Plugins, Users, Tools, and Settings. The main area is titled 'Widgets' and contains three sections: 'Available Widgets', 'Inactive Widgets', and a list of active sidebars on the right. The 'Available Widgets' section lists various widgets like Archives, Calendar, Categories, Custom Menu, Links, Tag Cloud, Text, and Twenty Eleven Ephemera. The 'Inactive Widgets' section shows widgets that have been removed from the sidebar but keep their settings. The right sidebar shows active widgets in 'Main Sidebar', 'Showcase Sidebar', 'Footer Area One', 'Footer Area Two', and 'Footer Area Three'. The 'Recent Comments' widget is expanded in 'Footer Area Two', showing fields for Title, Number of comments to show (set to 5), and buttons for Delete, Close, and Save. Several blue callout boxes provide instructions: 'The Available Widgets section contains all the widgets you can choose from', 'To populate a Sidebar, drag & drop a widget to the desired location', 'Once a widget is added to the Sidebar, it will expand to show available options (if any)', 'Click the Delete link to delete the widget from the Sidebar. Click the Close link to close the widget panel. Click the Save button to save any changes you've made to the widget settings', 'If you want to remove a widget from a Sidebar but keep its settings, drag it to the Inactive Widgets section', and 'These are the available Sidebars for the current theme. Click the title bar to expand them'.

The *Available Widgets* section contains all the widgets you can choose from. To populate one of your Sidebars, drag & drop a widget to the desired location. Once the Widget is dragged to the Sidebar, it will open up to allow you to configure its settings. Click the *Save* button within the Widget to save your settings.

If you want to remove a widget from a Sidebar but save its setting for future use, just drag it into the *Inactive Widgets* section. If you simply want to delete the Widget from your Sidebar, click the *Delete* link within the Widget.

## UPDATING THE MENU

If your theme supports custom menus, you can make modifications to them from the *Menus* option. Menus can contain links to Pages, Posts, Categories, Custom Links or other content types.



The screenshot shows the WordPress 'Menus' interface. On the left is a sidebar with navigation links: Dashboard, Posts, Media, Links, Pages, Comments, Appearance, Themes, Widgets, Menu, Theme Options, Background, Header, Editor, Tools, and Settings. The main area is titled 'Menus' and contains several sections: 'Theme Locations' (Primary Menu: Main menu), 'Custom Links' (URL: http://, Label: Menu Item), 'Pages' (Most Recent, View All, Search), and 'Categories' (Most Used, View All, Search). On the right, the 'Main menu' is being edited, showing a list of menu items: Home, Parent page, Child page 1, Child page 2, Lorem Ipsum, and championship. Each item has a 'Navigation Label' and a 'Title Attribute'. A 'Save Menu' button is at the bottom right. Several blue callout boxes provide instructions: 'Add a Custom Link by typing the URL & Label and then clicking the Add to Menu button' (pointing to the Custom Links section), 'Add a Page link by ticking the appropriate checkbox & then clicking the Add to Menu button' (pointing to the Pages section), 'Add a Category link by ticking the appropriate checkbox & then clicking the Add to Menu button' (pointing to the Categories section), 'If your Theme supports multiple menus, there may be multiple tabs across the top' (pointing to the 'Main menu' tab), and 'Click the Remove link to delete the menu item. Click the Cancel link to cancel your changes to that menu item' (pointing to the 'Remove' link for 'Child page 1').

## EDITING AN EXISTING MENU ITEM

Your current list of menu items resides in the right hand column on the menu screen. If there are multiple menus on your site, then there may be multiple menu “tabs” at the top of the screen. Simply select the

appropriate menu tab to update that particular menu. The items in this right-hand column panel will match the menu items that appear on your website. Clicking on the down arrow next to each menu item name will show an options panel for that particular menu item. In this options panel, there are several items that can be updated/changed. You can show or hide extra fields such as *Link Target* or *CSS Classes* using the *Screen Options* tab at the very top-right of the screen.

- **URL** – Used within Custom Links and will contain the URL to navigate to when that menu item is clicked
- **Navigation Label** – This is the label that will display within the actual menu on your website
- **Title Attribute** – This is the “tooltip” that appears when the mouse cursor hovers over the menu item
- **Link Target** – (Hidden by default) You can set the menu item to open in the Same window or tab (which is the default) or in a New window or tab
- **CSS Classes** – (Hidden by default) Optional CSS Classes to add to this menu item
- **Link Relationship (XFN)** – (Hidden by default) Allows for the generation of XFN attributes so you can show how you are related to the authors/owners of site to which you are linking
- **Description** – (Hidden by default) The description for the link. This may or may not appear, depending on the theme

## ADDING A NEW MENU ITEM

By default, only the Pages, Categories & Custom Links panels are shown. If you'd like to add Posts or Tags as menu items, you simply use the *Screen Options* tab at the top-right of the screen to enable these panels as well.

To add a new Page as a menu item, tick the checkboxes in the *Pages* panel, next to each of the Pages that you'd like to add. You can select one Page at a time or multiple. After selecting your Pages, click the *Add to Menu* button. The new menu items will append to the bottom of the current list of menu items. The menu item name will default to the Page name. To change this, simply click on the down arrow next to the menu item name to view the options panel and then update the *Navigation Label* to your preferred name. After making your updates, click the *Save Menu* button at the top of the screen. The steps to add a Post, Category or Tag as a menu item are exactly the same as adding a Page.

To change the order that the menu options appear in, simply place your cursor over the title area of the menu item you'd like to move. When the cursor changes to a hand, click and drag the menu item to its new location. Depending on how your menu is configured within your theme, it's even possible to create the multi-level hierarchy required for drop-down menus. After moving your menu items around, don't forget to click the *Save Menu* button at the top of the screen to save your changes.

## ADDING A CUSTOM LINK MENU ITEM

Use the *Custom Links* panel to add a custom link to your menu, such as a link to an external website. Simply type in the website URL in the *URL* field and the menu name in the *Label* field. Click the *Add to*

*Menu* button when done. Use the same steps outlined above to adjust the order of the menu item and click the *Save Menu* button at the top of the screen to save your changes.

## DELETING A MENU ITEM

To delete a menu item click on the down arrow next to the menu item name to view the options panel for that item and then click the *Remove* link. After making your updates, click the *Save Menu* button at the top of the screen.

## THEME OPTIONS

The *Theme Options* menu is an option specifically added for the default Twenty Eleven theme. It allows you to easily change specific options related to that theme, such as the colour scheme, link colours and Layout style. Depending on the theme you're using you may or may not have this, or a similar option. Not all themes have "option" pages.

## BACKGROUND

The *Background* menu option is another theme specific menu for the default Twenty Eleven theme. It allows you to choose a background image and the background colour for the theme. Again, depending on the theme you're using you may or may not have this, or a similar option.

## HEADER

The *Header* menu option is another theme specific menu for the default Twenty Eleven theme. It allows you to choose an image to display in the header area. You can choose one of the images that comes with the theme or you can upload your own image. You can also choose to display a static image or a random image. The Site Title and Tagline in the header area can be turned on or off using the *Display Text* option on this page. Again, depending on the theme you're using you may or may not have this, or a similar option.

## EDITOR

The Editor menu allows you to edit the individual [CSS](#) and [PHP](#) files which make up your Theme. Normally once a theme is installed and configured on your site, there's no need to make any changes within here. Extreme care should be taken with this option to avoid making changes to files that will affect how your site is displayed. Incorrectly modifying any files within this section can cause your site to display incorrectly or at worst, not at all. Extra caution must be taken if you intend to make any changes here.



It cannot be stressed enough how dangerous this option is if you know nothing about HTML, CSS or PHP. Modifying your theme files can drastically change how your site displays and depending on what gets changed, can even stop your site from displaying altogether.

# Plugins

Plugins extend and expand the functionality of WordPress. Once a Plugin is installed, you may activate it or deactivate it here. There are thousands of plugins available that provide a huge range of functionality. The easiest place to find them is within the [Plugin Directory](#) on the WordPress site. If one of your installed Plugins has updates available, a small number will appear next to the *Plugins* menu option. The number will advise you as to how many Plugins have updates available. Prior to updating a Plugin, it's wise to verify that the Plugin functionality hasn't changed significantly as to adversely affect your site. It's also recommended to check that the Plugin still works as expected, once it has been upgraded.

# Users

This screen lists all the existing users for your site. Users with roles other than Administrator will see fewer options when they are logged in. Depending on your Role, you can also add new users as well as manage their Roles.

At the top of the screen there are links that allow you filter the list of Users based on the User Roles. The number in brackets will advise how many there are for that particular type.

These links allow you to filter the list of users based on the Roles

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

Username	Name	E-mail	Role	Posts
admin	Joe Blogg	joe@your-wordpress-site.com	Administrator	24
Cals			Subscriber	0
Chip Bennett			Subscriber	0
Ian Stewart			Subscriber	0
Lance Willett		test@email.com	Author	0

When hovering your cursor over each row in the list of Users, links will appear beneath the user name.

- **Edit** – Allows you to edit the user profile
- **Delete** – Allows the User to be deleted. This link wont be available for your own profile

A User can have one of five defined roles as set by the site admin: Site Administrator, Editor, Author, Contributor, or Subscriber.

- **Super Admin** – (Only relevant when running multiple sites from one WordPress installation). Someone with access to the blog network administration features controlling the entire network.
- **Administrator** – Somebody who has access to all the administration features
- **Editor** – Somebody who can publish and manage posts and pages as well as manage other users' posts, etc.
- **Author** – Somebody who can publish and manage their own posts
- **Contributor** – Somebody who can write and manage their posts but not publish them
- **Subscriber** – Somebody who can only manage their profile

When WordPress is first installed, an Administrator account with all capabilities is automatically created.

The [avatar](#) that is displayed in the list of Users is using what's called a Gravatar. A Gravatar is a Globally Recognized Avatar. Gravatars are currently used by a huge number of blogs, forums, chat sites and the like. Rather than having to upload an avatar on each and every system you sign up to, Gravatars allow you to have one avatar that is viewable everywhere. To create a Gravatar, simply go to [gravatar.com](http://gravatar.com) and sign up. To use your Gravatar within WordPress, simply add an email address to your Profile that you've configured within the Gravatar site and it will automatically display.

## ADDING A NEW USER

To add a new user, click on the *Add New* link in the left hand navigation menu or the *Add New* button at the top of the page.



**Add New User**

Create a brand new user and add it to this site.

Username (required)

E-mail (required)

First Name

Last Name

Website

Password (twice, required)

Strength indicator Hint: The password should be at least seven characters long. To make it stronger, use upper and lower case letters, numbers and symbols like ! " ? \$ % ^ & ).

Send Password? ☐ Send this password to the new user by email.

Role Subscriber ▼

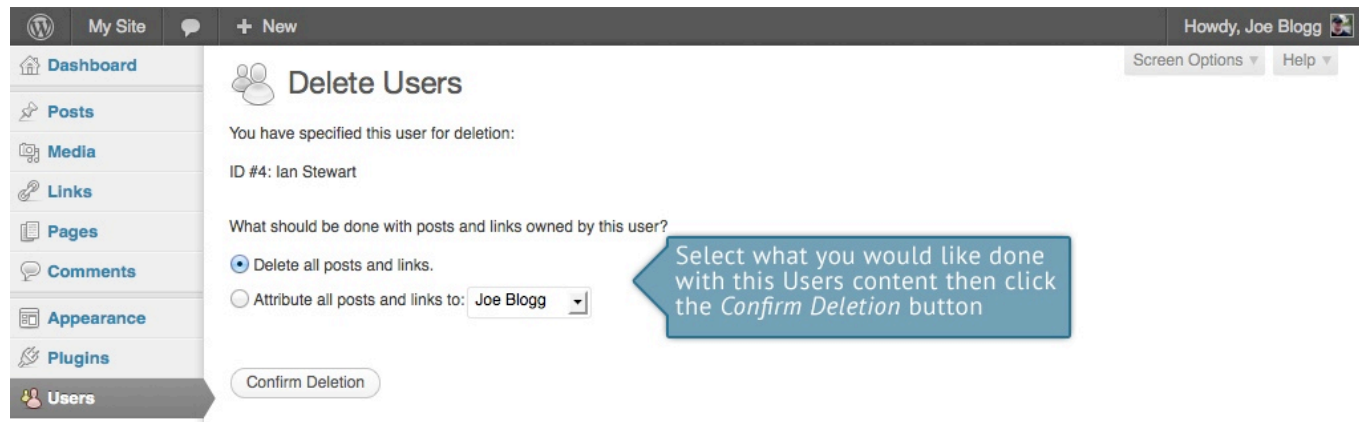
**Add New User**

Once the above page is displayed, simply fill in the various fields and click the *Add User* button.

- **Username** – (mandatory) Enter the username of the new user here. This will also be used as the Login name for the user. Once saved, the Username can't be changed
- **E-mail** – (mandatory) Enter a valid email address of the new user here. The email address must be unique for each user. If a published Post or Page is authored by this user and approved comments are made to that post or page, a notification email is sent to this email address
- **First Name** - Enter the first name of the new user here
- **Last Name** – Enter the last name of the new user in this text box
- **Website** – You may enter the new user's website URL in this text box
- **Password** – (mandatory, twice) Enter a password for the new user twice here, once in each text box.
- **Strength indicator** – This indicates if the password you entered is Very Weak, Weak, Medium, or Strong (displayed in green). The stronger the password the more secure the login. *Hint:* The password should be at least seven characters long. To make it stronger, use upper and lower case letters, numbers and symbols like ! " ? \$ % ^ & )
- **Send Password?** – Check the box to send this password to the new user by email
- **Role** – Select the desired Role for this user from the drop-down list

## DELETING A USER

To delete a user, click on the *Delete* link that appears beneath the user name when hovering your cursor over each row.



Along with deleting the user you will be given the choice of what to do with all the content currently assigned to that User. The available choices are:

- **Delete all posts and links** – This will delete all the content which this user created.
- **Attribute all posts and links to** – This will assign all the content currently linked to this User, to another User of your choosing. Simply select the User from the drop-down list

After making your selection, click the *Confirm Deletion* button to remove the User.

## EDITING YOUR PROFILE

To edit your profile details, simply click on your user name, when viewing the list of Users 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 in the left hand navigation.

W

My Site

+ New

Howdy, Joe Blogg

Help

Dashboard

Posts

Media

Links

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Comments

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Users

All Users

Add New

Your Profile

Tools

Settings

Collapse menu

Profile

Personal Options

Visual Editor

Admin Color Scheme

Keyboard Shortcuts

Admin Bar

Name

Contact Info

About Yourself

☐ Disable the visual editor when writing

Blue

Gray

☐ Enable keyboard shortcuts for comment moderation. [More information](#)

☒ Show Admin Bar when viewing posts

admin

Usernames cannot be changed.

Joe

Blogg

admin

Joe Blogg

E-mail (required)

joe@your-wordpress-site.com

Website

AIM

Yahoo IM

Jabber / Google Talk

Biographical Info

Share a little biographical information to fill out your profile. This may be shown publicly.

New Password

If you would like to change the password type a new one. Otherwise leave this blank.

Type your new password again.

Strength indicator

Hint: The password should be at least seven characters long. To make it stronger, use upper and lower case letters, numbers and symbols like ! " ? \$ % ^ & ).

Update Profile

Update the various fields for your profile. The Username field can't be changed

The Biographical Info may or may not be displayed when creating Posts. It depends entirely on the Theme that is currently in use

Always use a strong pasword! Click the Update Profile button to save your changes

If you're an Administrator and would like to edit someone else's profile, click on their user name when viewing the list of Users or click on the *Edit* link that appears beneath their user name when hovering your cursor over each row.

Update the appropriate fields and then click the *Update Profile* button to save all your changes.

### *Personal Options*

- **Visual Editor** – Checking this box disables the visual editor when writing and uses the plain html editor
- **Admin Color Scheme** – Check this radio button next to the colour scheme desired for the administrative panels. You have the choice of Blue or Grey
- **Keyboard Shortcuts** – Checking this box Enables keyboard shortcuts for comment moderation. Keyboard shortcuts are designed to allow you to rapidly navigate and perform actions on comments
- **Admin Bar** – Checking this box will display the Admin Bar at the very top of your website (only for the person who is currently logged in)

### *Name*

- **Username** – You cannot edit your Username because it is used as your Username during the login process. Even an Administrator cannot change your Username. Usually, no one else ever needs to see your Username
- **First name** – Enter your first name in this text box
- **Last name** – Enter your last name in this text box
- **Nickname** – (mandatory) The nickname is a requirement for every user. It may be the same as your User Name or it can be different. If you don't supply a Nickname, then the Username will be placed in this field
- **Display name publicly as** – Select how your name is cited on your blog, from the drop-down list. You can choose from several choices: Nickname, Login name, First Name, Last Name, "First Last", or "Last First". If you prefer "Last, First", insert a comma after your last name in the *Last Name* text field and choose the last option from the dropdown list

### *Contact Info*

- **E-mail** – (mandatory) All users are required to list an email address in their respective Profiles. The email address must be unique for each user. Your blog will use this address to notify you of new comments to your posts and for other administrative purposes. Only other registered users of your blog will have access to this email address. It is never sent anywhere
- **Website** – Enter your website address
- **AIM** – Enter your AIM screen name here
- **Yahoo IM** – Enter your Yahoo Messenger ID here
- **Jabber / Google Talk** – Enter your Jabber / Google Talk name here

## About Yourself

- **Biographical Info** – Enter a short description or profile of yourself here. Depending on your theme, this optional information may be displayed when creating new Posts
- **New Password** – Enter your password twice, once in each of the two text boxes. Leaving these text boxes blank will keep the password you are currently using
- **Strength Indicator** – This indicates if the password you entered is Very Weak, Weak, Medium, or Strong (displayed in green). The stronger the password the more secure your login. *Hint:* The password should be at least seven characters long. To make it stronger, use upper and lower case letters, numbers and symbols like ! " ? \$ % ^ & )

# Tools

The *Tools* menu provides some handy administration tools. Most of the time though, they're used when setting up or configuring your WordPress site and so as such, they won't be covered here in great detail.

## PRESS THIS

Press This is a bookmarklet: a little app that runs in your browser that lets you grab bits of the web. It provides you with a handy shortcut within your browser to creating new Posts.

Simply Drag-and-drop the *Press This* link to your bookmarks bar or right click it and add it to your browser favourites for a posting shortcut.

## CATEGORIES AND TAGS CONVERTER

The Categories and Tags Converter is a tool to convert existing Categories to Tags or Tags to Categories. Before it can be used it must be installed via the *Import* menu option.

## IMPORT

The *Import* option provides you with various tools for importing content from other blogging systems. You can import content from Blogger, LiveJournal, Moveable Type, TypePad and Tumblr. You can also import content from Blogrolls that use the [OPML Format](#), posts from an RSS feed or content from other WordPress sites. To import content from another WordPress site you first need to install the [WordPress Importer](#) plugin.

## EXPORT

The *Export* option is used to export your data in XML format, from your WordPress site. The export format is called *WordPress eXtended RSS* or WXR and will contain your posts, pages, comments, custom fields, categories, and tags. Once you've saved the download file, you can use the *Import* function on another WordPress site to import the content from this site.



# 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](#).

## GENERAL

The *General* settings configure your basic site preferences such as the Site Title & Tag Line, the WordPress Address & Site Address and the date and time format, among other things.

The screenshot shows the WordPress dashboard's 'General Settings' page. The left sidebar contains navigation links: Dashboard, Posts, Media, Links, Pages, Comments, Appearance, Plugins, Users, Tools, and Settings (highlighted). Under 'Settings', there are links for General, Writing, Reading, Discussion, Media, Privacy, and Permalinks. The main content area is titled 'General Settings' and includes the following fields:

- Site Title:** My Site
- Tagline:** Just another WordPress site (with a note: 'In a few words, explain what this site is about.')
- WordPress Address (URL):** http://your-wordpress-site.com
- Site Address (URL):** http://your-wordpress-site.com (with a note: 'Enter the address here if you want your site homepage to be different from the directory you installed WordPress.')
- E-mail Address:** anthony@maddisondesigns.com (with a note: 'This address is used for admin purposes, like new user notification.')
- Membership:** ☐ Anyone can register
- New User Default Role:** Subscriber
- Timezone:** Melbourne (with a note: 'Choose a city in the same timezone as you. This timezone is currently in daylight saving time. Standard time begins on: April 1, 2012 3:00 am.'). It also shows UTC time as 2011-12-01 23:30:00 and Local time as 2011-12-02 10:30:00.
- Date Format:** December 2, 2011 (selected). Other options: 2011/12/02, 12/02/2011, 02/12/2011, and Custom: F j, Y December 2, 2011. A link to 'Documentation on date and time formatting.' is provided.
- Time Format:** 10:30 am (selected). Other options: 10:30 AM, 10:30, and Custom: g:i a 10:30 am.
- Week Starts On:** Sunday

At the bottom left of the settings area is a 'Collapse menu' button. At the bottom right is a blue 'Save Changes' button. Two blue callout boxes with white text provide additional instructions:

- One box points to the Site Title, Tagline, WordPress Address (URL), and Site Address (URL) fields, stating: 'Configure your Site Title, Tagline, WordPress Address (URL) and Site Address (URL)'.
- Another box points to the Timezone field, stating: 'Select the correct Timezone for your site along with the Date Format and Time Format'.

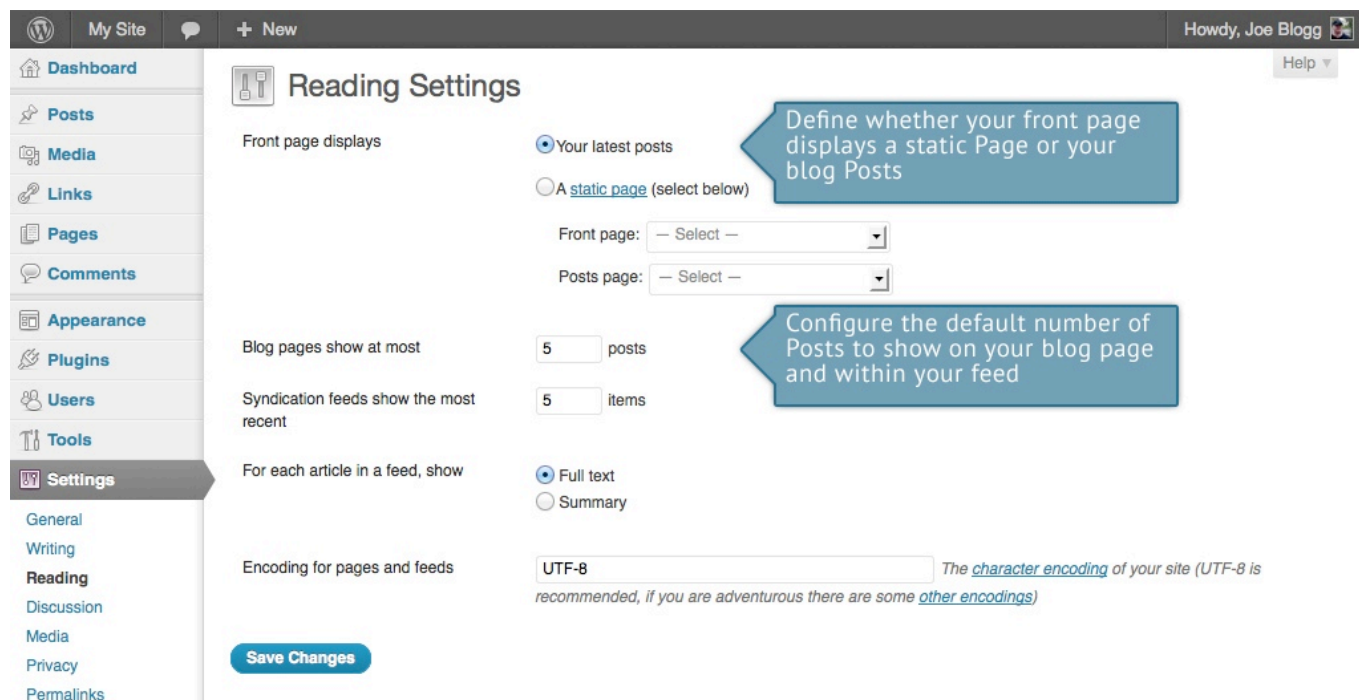
## WRITING

The Writing settings configure various options with regards to writing your site content. Settings include defining the default size of the Post Box (ie. The height of the Visual editor), the default Post Category, Post Format (if supported by your Theme) and Link Category and publishing options.

If you plan on creating Posts from a desktop blogging client or an application on a mobile device such as an Apple iPad, you may need to enable the Atom Publishing Protocol or the XML-RPC publishing interface on this screen.



options. If you configure your site to display a static front page, you can set which page to display and also which page will show your blog posts.



## DISCUSSION

The Discussion settings define how your readers interact with your site and how your site interacts with other blogs. You can configure [Pingbacks](#) and [Trackbacks](#), whether readers can post Comments or not and if so, how those Comments are moderated and displayed on your site.

This screen also lets you configure whether the Post Author should be emailed whenever someone posts a comment on your site. If you are receiving emails whenever someone posts a comment, simply uncheck the box next to *Anyone posts a comment* within the *E-mail me whenever* section on this screen and then save your changes.

If you would like to be notified whenever a comment is held for moderation, it can be configured on this screen as well within the *E-mail me whenever* section. The email notification is sent to the email address listed in the *Settings > General* SubPanel.

My Site

+ New

Howdy, Joe Blogg

Dashboard

Posts

Media

Links

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Comments

Appearance

Plugins

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Tools

Settings

General

Writing

Reading

Discussion

Media

Privacy

Permalinks

Collapse menu

Discussion Settings

Help

Default article settings

☒ Attempt to notify any blogs linked to from the article  
☒ Allow link notifications from other blogs (pingbacks and trackbacks)  
☒ Allow people to post comments on new articles  
(These settings may be overridden for individual articles.)

Other comment settings

☒ Comment author must fill out name and e-mail  
☐ Users must be registered and logged in to comment  
☐ Automatically close comments on articles older than 14 days  
☒ Enable threaded (nested) comments 3 levels deep  
☐ Break comments into pages with 5 top level comments per page and the last page displayed by default  
 Comments should be displayed with the older comments at the top of each page

E-mail me whenever

☒ Anyone posts a comment  
☒ A comment is held for moderation

Before a comment appears

☐ An administrator must always approve the comment  
☒ Comment author must have a previously approved comment

Comment Moderation

Hold a comment in the queue if it contains 2 or more links. (A common characteristic of comment spam is a large number of hyperlinks.)  
  
 When a comment contains any of these words in its content, name, URL, e-mail, or IP, it will be held in the moderation queue. One word or IP per line. It will match inside words, so "press" will match "WordPress".

Comment Blacklist

When a comment contains any of these words in its content, name, URL, e-mail, or IP, it will be marked as spam. One word or IP per line. It will match inside words, so "press" will match "WordPress".

Avatars

An avatar is an image that follows you from weblog to weblog appearing beside your name when you comment on avatar enabled sites. Here you can enable the display of avatars for people who comment on your site.

Avatar Display

☐ Don't show Avatars  
☒ Show Avatars

Maximum Rating

☒ G — Suitable for all audiences  
☐ PG — Possibly offensive, usually for audiences 13 and above  
☐ R — Intended for adult audiences above 17  
☐ X — Even more mature than above

Default Avatar

For users without a custom avatar of their own, you can either display a generic logo or a generated one based on their e-mail address.
 

☒ Mystery Man  
☐ Blank  
☐ Gravatar Logo  
☐ Identicon (Generated)  
☐ Wavatar (Generated)  
☐ MonsterID (Generated)  
☐ Retro (Generated)

Save Changes

Configure how your site interacts with other sites and whether visitors can post comments

Configure how your visitors interact with your site and how comments are displayed

Configure whether your site will display a users avatar when they post a comment. You can also specify a default avatar to display

Crafted by Maddison Designs . [maddisondesigns.com](http://maddisondesigns.com)

Page:86

Easy WP Guide V2.1 for WordPress 3.3+ . [easywpguide.com](http://easywpguide.com)



# MEDIA

The Media settings define default image sizes that are created when an image is uploaded along with the location where those images are uploaded and how they are categorised.

The screenshot shows the WordPress Media Settings page. The left sidebar contains a menu with options: Dashboard, Posts, Media, Links, Pages, Comments, Appearance, Plugins, Users, Tools, and Settings. The Settings menu is expanded, showing sub-options: General, Writing, Reading, Discussion, Media, Privacy, and Permalinks. The main content area is titled 'Media Settings' and includes sections for Image sizes, Embeds, and Uploading Files. Annotations are present: a blue box points to the 'Image sizes' section with the text 'Configure the sizes that WordPress will use when resizing your uploaded images.'; another blue box points to the 'Auto-embeds' section with the text 'Allow WordPress to automatically embed media from certain sites (eg. YouTube)'; and a third blue box points to the 'Store uploads in this folder' field with the text 'Configure the location to store your uploaded files. By default it will store images in the wp-content/uploads folder'.

**Media Settings**

**Image sizes**

The sizes listed below determine the maximum dimensions in pixels to use when inserting an image into the body of a post.

Thumbnail size: Width 150 Height 150  
☒ Crop thumbnail to exact dimensions (normally thumbnails are proportional)

Medium size: Max Width 300 Max Height 300

Large size: Max Width 1024 Max Height 1024

**Embeds**

Auto-embeds: ☒ When possible, embed the media content from a URL directly onto the page. For example: links to Flickr and YouTube.

Maximum embed size: Width Height 0  
If the width value is left blank, embeds will default to the max width of your theme.

**Uploading Files**

Store uploads in this folder:  Default is wp-content/uploads

Full URL path to files:  Configuring this is optional. By default, it should be blank.

☒ Organize my uploads into month- and year-based folders

**Save Changes**

# PRIVACY

The privacy setting enables you to block your site from search engines or allow it to be visible.

The screenshot shows the WordPress Privacy Settings page. The left sidebar contains a menu with options: Dashboard, Posts, Media, Links, Pages, Comments, Appearance, and Plugins. The main content area is titled 'Privacy Settings' and includes a section for Site Visibility. An annotation is present: a blue box points to the 'Site Visibility' section with the text 'The privacy setting enables you to block your site from search engines'.

**Privacy Settings**

**Site Visibility**

☒ Allow search engines to index this site.  
☐ Ask search engines not to index this site.

Note: Neither of these options blocks access to your site — it is up to search engines to honor your request.

**Save Changes**

# PERMALINKS

The Permalink settings enable you to configure the URL format that is displayed in the web browser when someone browses your site. By default WordPress uses web URLs which have question marks and lots of numbers in them however you can change this so that the URL is more “user friendly”. This also helps considerably with Search Engine Optimisation (SEO). To change the way your site URL is displayed simply select one of the radio button options within the *Common Settings* section on this screen. Next to each option is an example of how the URL would be displayed.

**Permalink Settings**

By default WordPress uses web URLs which have question marks and lots of numbers in them. However WordPress offers you the ability to create a custom URL structure for your permalinks and archives. This can improve the aesthetics, usability, and forward-compatibility of your links. A [number of tags are available](#), and here are some examples to get you started.

**Common Settings**

<input type="radio"/> Default	<code>http://your-wordpress-site.com/?p=123</code>
<input type="radio"/> Day and name	<code>http://your-wordpress-site.com/2011/12/02/sample-post/</code>
<input checked="" type="radio"/> Month and name	<code>http://your-wordpress-site.com/2011/12/sample-post/</code>
<input type="radio"/> Numeric	<code>http://your-wordpress-site.com/archives/123</code>
<input type="radio"/> Post name	<code>http://your-wordpress-site.com/sample-post/</code>
<input type="radio"/> Custom Structure	<input type="text" value="/%year%/%monthnum%/%postname%/"/>

**Optional**

If you like, you may enter custom structures for your category and tag URLs here. For example, using `topics` as your category base would make your category links like `http://example.org/topics/uncategorized/`. If you leave these blank the defaults will be used.

Category base	<input type="text"/>
Tag base	<input type="text"/>

**Save Changes**