

EASY WP GUIDE

WordPress Manual

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Group Leader Version

Plymouth u3a

Easy WP Guide WordPress Manual

by Anthony Hortin

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This version contains help with pages, posts and media. All other sections have been removed. Page numbering remains as in the original document.

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

As well as being a fantastic blogging and content management system, one of the huge benefits is the wealth of information out there. There's a great community of people behind the design & development of the WordPress system itself. People from all over the world contribute their time, knowledge and skill to keeping WordPress updated and secure.

There's also a huge number of designers, developers & bloggers who share their knowledge through blog posts, tutorials, reviews, videos and the creation of thousands of themes & plugins.

WordPress powers a staggering amount of websites. In fact, it powers over 43% of the whole web! Everything from personal blogs to large corporate websites. The following are just a very few examples of the millions of diverse sites powered by WordPress...

Ladybird Education – <https://www.ladybirdeducation.co.uk>

The Ladybird Education site, is an international resource of teaching materials to help school children learn English.

University of Melbourne – <https://blogs.unimelb.edu.au>

At the University of Melbourne, we use WordPress for sites that don't need significant custom features, but do need to be easy to update, and quick to publish.

The JaneGoodall Institute – <http://www.janegoodall.org>

The JaneGoodall Institute promotes understanding and protection of great apes and their habitat and builds on the legacy of Dr. JaneGoodall, to inspire individual action by young people of all ages to help animals, other people and to protect the world we all share.

Snoop Dog – <https://snoopdogg.com>

Multi-platinum artist, actor, philanthropist and entertainment icon SnoopDogg is at the forefront of popular culture with award-winning albums and songs, hit television shows, films, lifestyle products, philanthropic efforts, and digital ventures. SnoopDogg has reigned for more than two decades as an unparalleled musical force who has raised the bar as an entertainer and globally recognised innovator.

The Official Star Wars Blog – <http://www.starwars.com/news>

Star Wars is an American epic space opera franchise conceived by George Lucas. The first film in the franchise was originally released on May 25, 1977, by 20th Century Fox, and became a worldwide pop culture phenomenon. Star Wars is one of the most popular movie series of all time and the series' official blog is powered by WordPress.

thisisFINLAND – <https://finland.fi>

thisisFINLAND forms an attractive window on Finland for everyone interested in the country, its culture and its people.

The Obama Foundation – <https://www.obama.org>

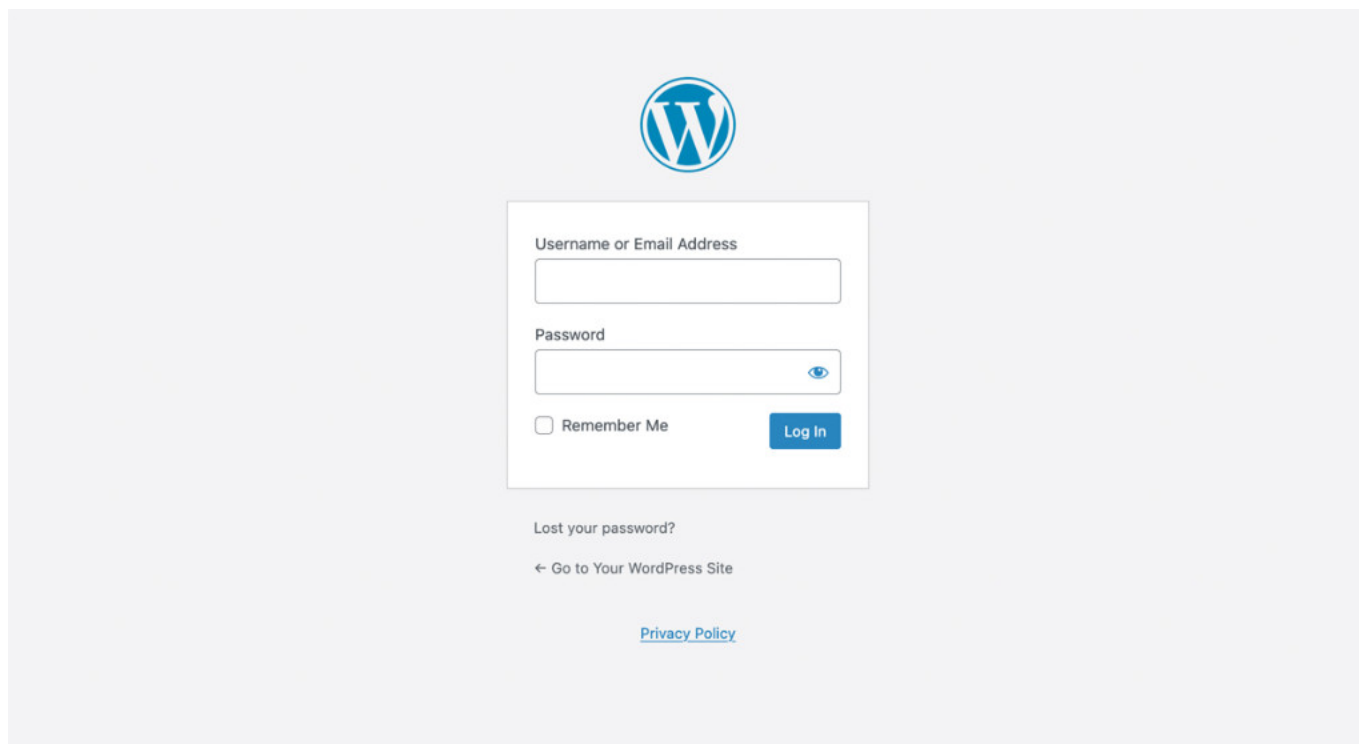
The Obama Foundation was established in January 2014 to carry on the great, unfinished project of renewal and global progress.

The National Puerto Rican Day Parade – <https://www.nprdpinc.org>

The National Puerto Rican Day Parade in NYC is the largest parade in the United States.

Login

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



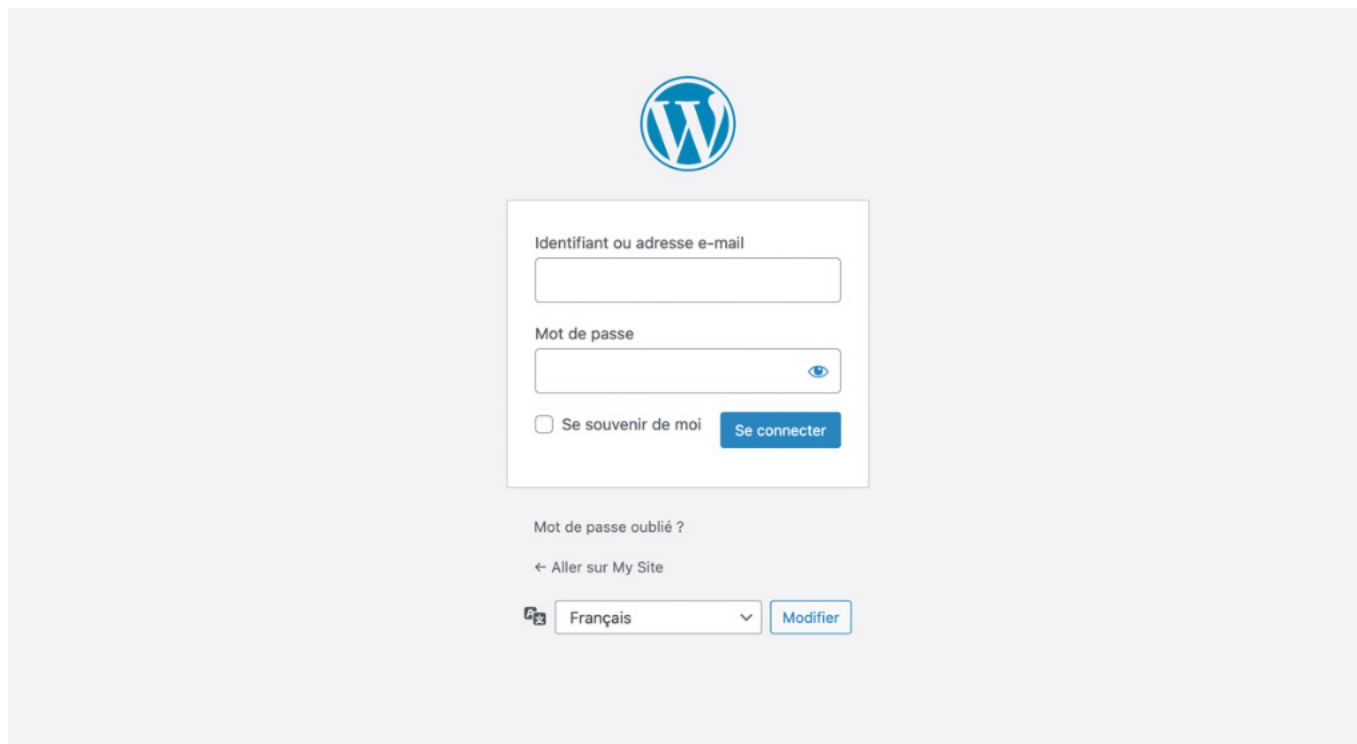
There are exceptions to this of course. For instance, your WordPress setup may be installed in a subdirectory. For most standard setups though, you'll find the above [URL](#) should work.

You can login to your Dashboard using either your Username or your email address associated with your account.

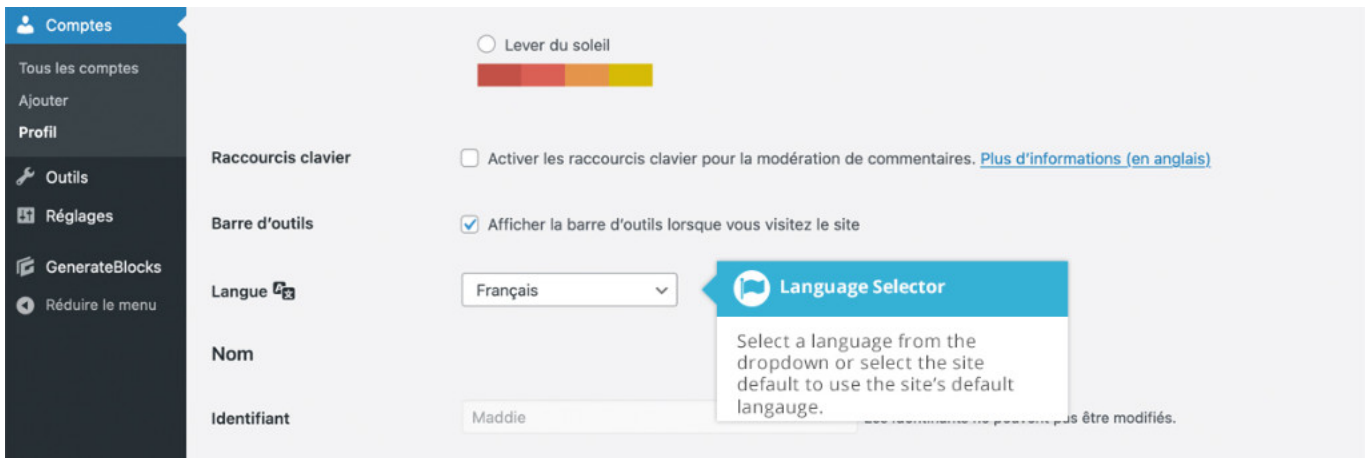
You can click on the 'eye' icon in the Password field to reveal the password that you entered, if you'd like to make sure you typed it correctly.

If you've lost your password, or just can't remember it, click the Lost your password? link. You'll be prompted to enter your username or email address and after clicking the Get New Password button, you'll receive an email with instructions on how to reset your password.

If your site has multiple languages installed, the login screen now shows a dropdown field that allows you to switch languages. Simply select one of the available languages and click the Change button next to the dropdown field.



At the moment, this language selector will only change the language within the Login form. Once you've logged into your site, the Dashboard will still display in the default site language. To actually change the language used within the Dashboard, edit your User Profile by clicking on the Your Profile link underneath the Users menu option in the left-hand navigation. On your Profile page, select a language from the available options in the Language dropdown, and then click the Update Profile button at the bottom of the page to save your changes.

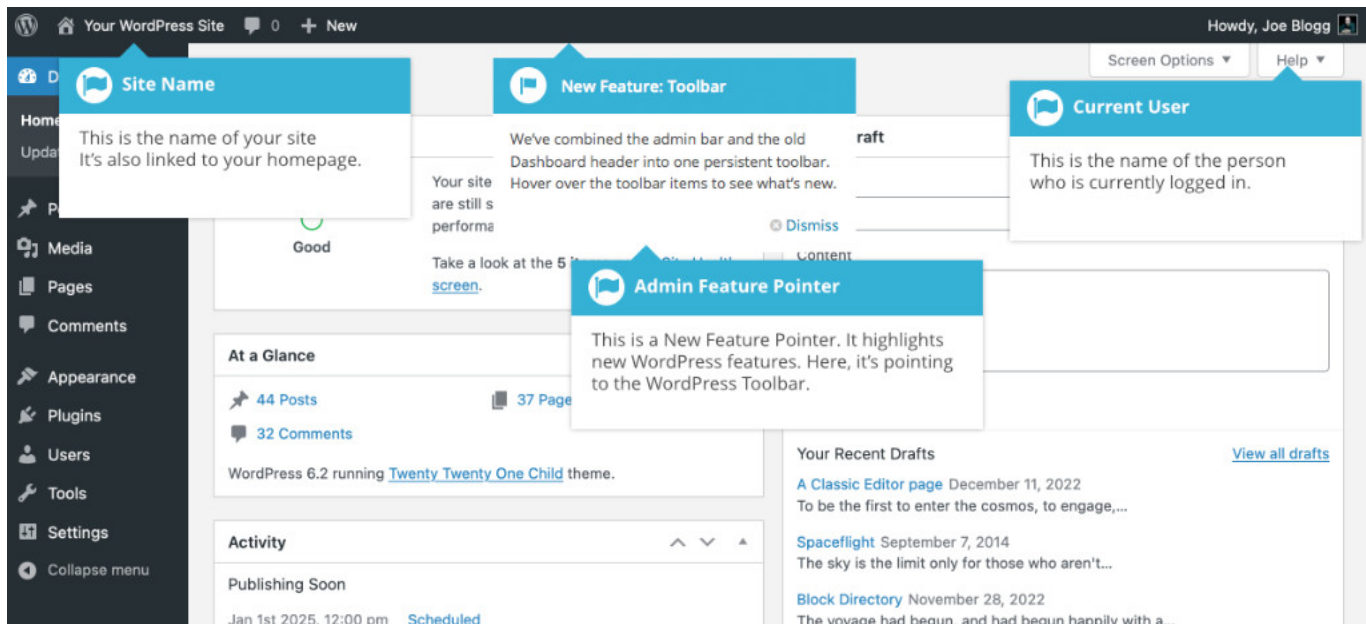


If your website doesn't have any other languages installed and is simply using the default English (United Kingdom), then the language selector will not be displayed on the Login screen or on your Profile page within the Dashboard. If you're a Site Administrator and you wish to add alternate languages to your site, you can do this by selecting a new Site Language on the Settings > General page.

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 Your WordPress Site. This is also hyperlinked to your site's homepage. You will also see the name of the person who is currently logged in (e.g. Joe Blogg). Move your cursor over your name to reveal the Log Out link as well as a link to edit your Profile.

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



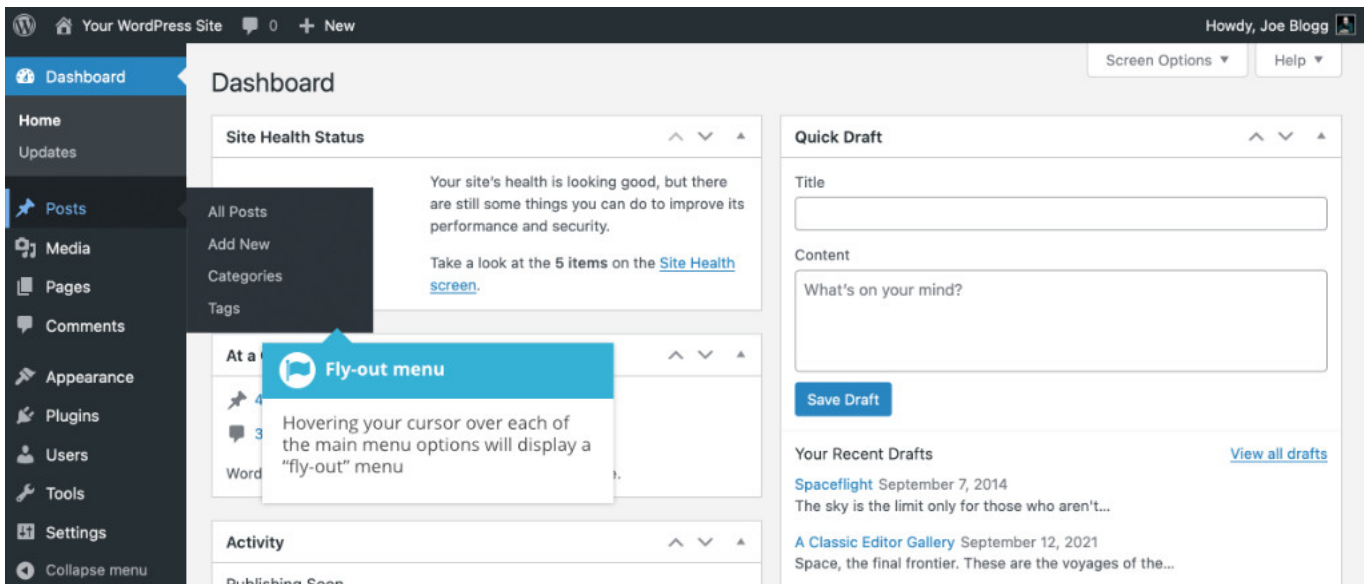
On most pages, just below your Username there are a couple of small inverted tabs. One called Screen Options and another called Help. Clicking either of these links will cause a panel to slide down from the top of the page. The Help link, not surprisingly, displays some help information. The Screen Options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

viewing. As an example, on your main Dashboard page the Screen Options allow you to set which panels you'd like displayed on the page.

Dashboard Menu Options

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

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



The main menu options and their usage are:

Dashboard

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

Posts

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

Media

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

Pages

This is where you create and maintain all your Pages.

Comments

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

Tools

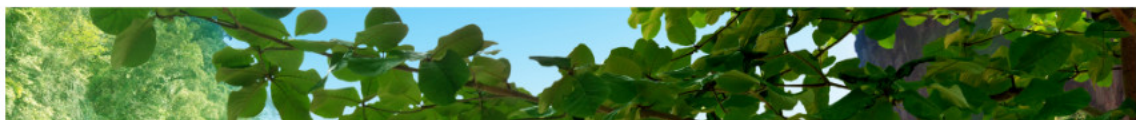
This section gives you access to various convenient tools such as options to import and export data to/from your WordPress site. You can also run a Site Health check, which shows critical information about your WordPress configuration and any items that may require your attention.

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 dependent 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 somewhere within the menu.

Toolbar

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



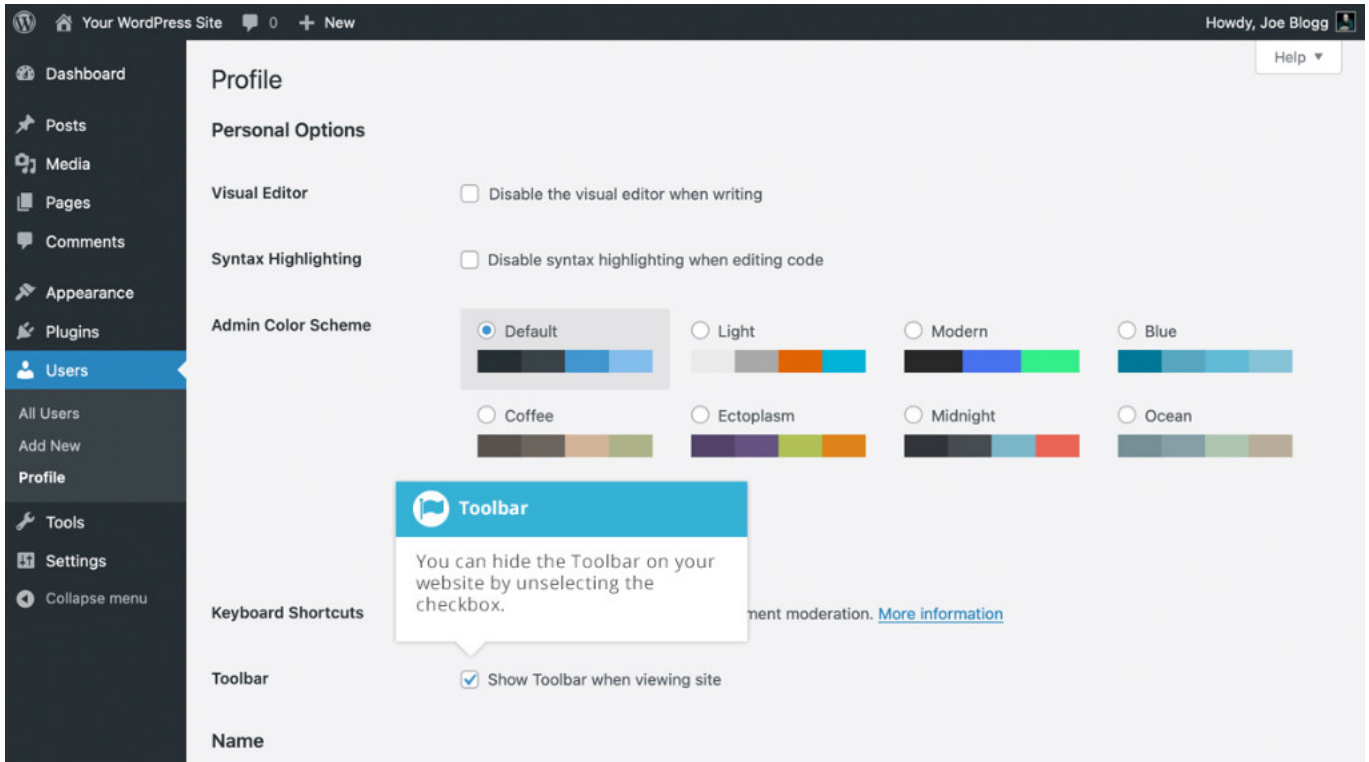
The Toolbar allows you to quickly access the following commonly used features.

- Visit the WordPress.org website, Codex or Support forums

- Display your site Dashboard and other commonly used menu options that allow you to update your site Themes, Widgets and Menus
- Visit the Customizer to update various site settings and depending on your theme, update your Background and Header images
- View or Edit your blog comments
- Add a new Post, Media, Page or User
- Edit the current page
- Perform a site Search
- View or Edit your Profile and logout from the WordPress Dashboard

Hiding the Toolbar

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



When editing your Profile there is a Toolbar option as shown in the screen above.

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

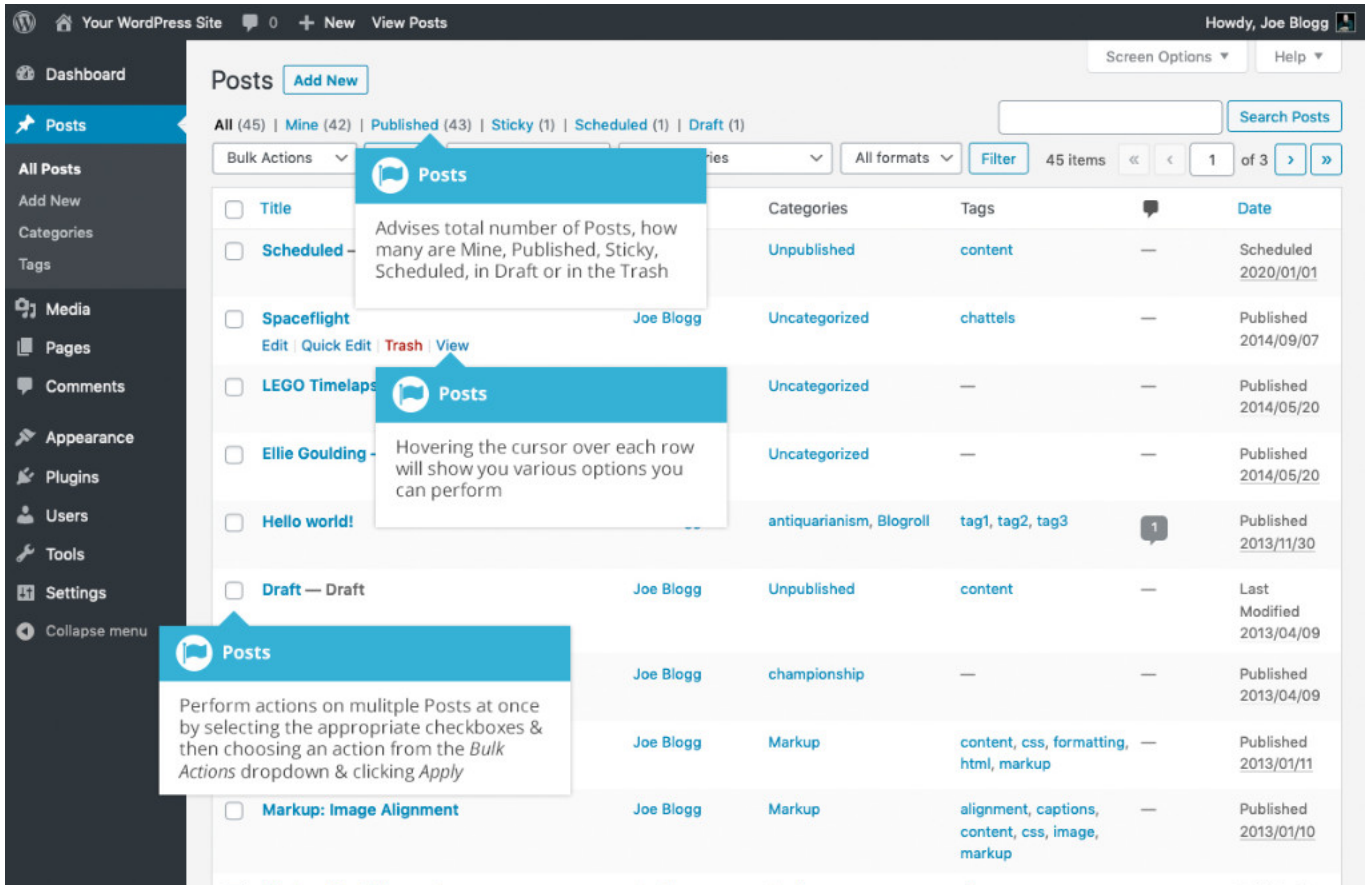
Posts versus Pages

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

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

Posts

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



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

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

- Edit – Will allow you to edit your Post. This is the same as clicking on the Post title
- Quick Edit – Allows you to edit basic Post information such as Title, Slug, Date plus a few other options
- Trash – Will send the Post to the Trash. Once the Trash is emptied, the page is deleted
- View – Displays the Post. If the Post hasn't been published yet, this will say Preview

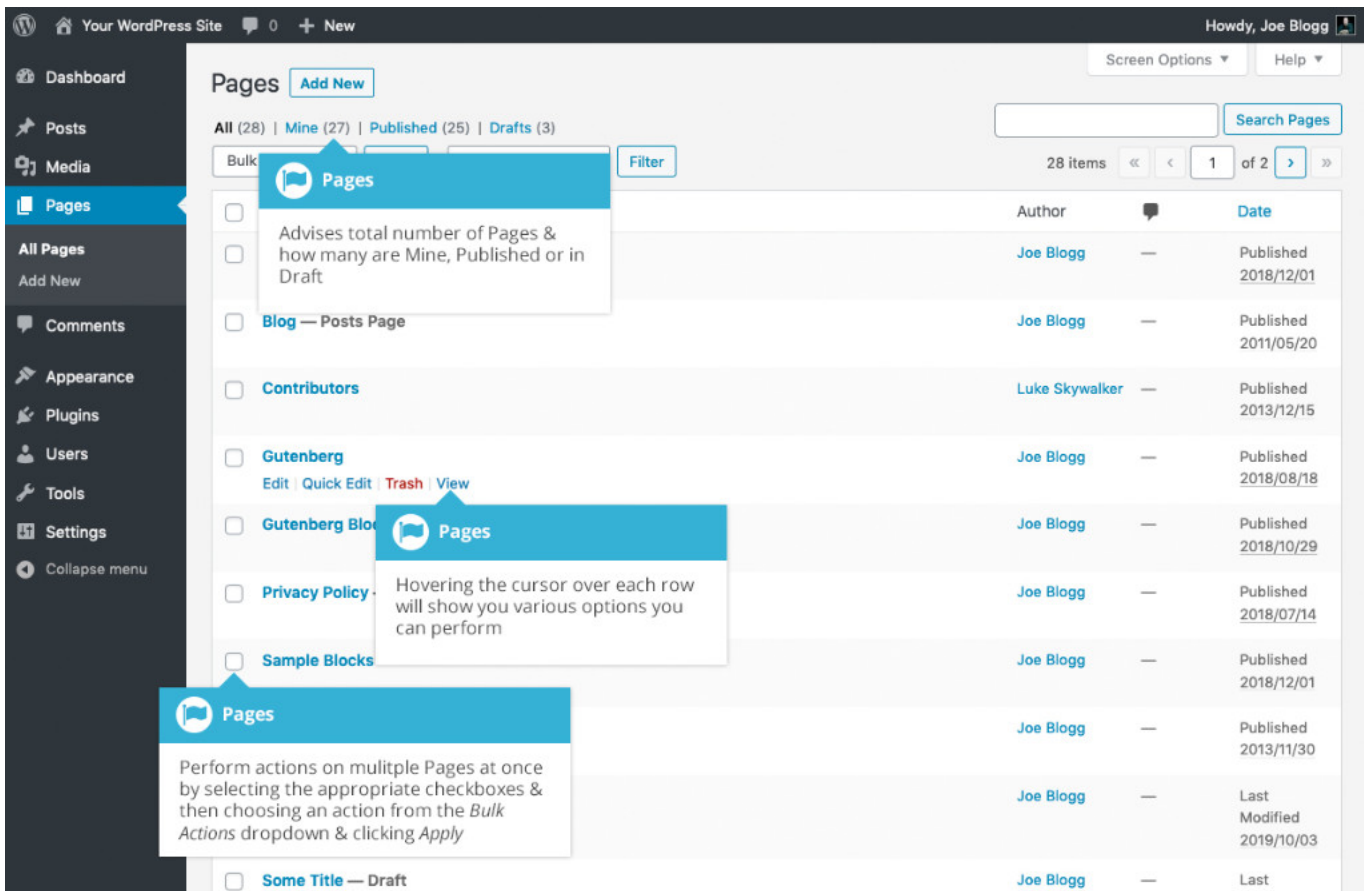
Next to each Posttitle is a checkbox. This allows you to perform an action on multiple items at once. You simply check the Poststhat you would like to affect and then from the Bulk Actionsdropdown selecteither the Edit option or the Move to Trash option and then click the Apply button. The Edit option will allow you to edit the Categories,Tags,Author, whether to allow Comments and Pingsor not, the Statusand whether or not the Postsare 'Sticky'. The Move to Trash option will move the selecteditems to the Trash.

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

Clicking the ScreenOptionsbutton at the top-right of the screen allows you to change how the Postslist is displayed. Click the List View option to display the postsin the traditional List View or click the ExcerptView option to display a short excerpt from the Postunderneath the Posttitle. You can also hide various columns from view if you don't want to seethem. Clicking the Apply button will saveyour changes.

Pages

After clicking on the Pagesmenu option you'll be shown a list of Pagesthat your site contains. Among the information displayed is the Pagetitle, the Author, No. of Comments and either the DatePublished or the Date the Pagewas Last Modified. The Pagesscreenwill look similar to screen below.



At the top of the page you can view how many Pages in total you have in your site, how many have been published by yourself or how many are Published or in Draft.

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

- Edit – Will allow you to edit your Page. This is the same as clicking on the Page title
- Quick Edit – Allows you to edit basic Page information such as Title, Slug, Date plus a few other options
- Trash – Will send the Page to the Trash. Once the Trash is emptied, the page is deleted
- View – Displays the Page. If the Page hasn't been published yet, this will say Preview

Next to each Page title is a checkbox. This allows you to perform an action on multiple items at once. You simply check the Page 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.



In WordPress 5.0, a brand-new editing interface was introduced. The new editor is called the Block Editor, although you may also know it by its development codename, Gutenberg. The editing interface has been rebuilt to make it easier to create media rich Pages and Posts and to provide you with more flexibility.

The Block Editor is now the default editor whenever you're creating a new Page or Post. However, if you wish to continue to use the old (TinyMCE) Classic Editor, you can do so by installing the [Classic Editor plugin](#). The Classic Editor plugin will allow you to disable the new Block Editor and instead, will provide you with the same editing interface that you've been using prior to WP 5.0. The Classic Editor plugin can be downloaded from the Plugin Directory on the WordPress.org website, or you can install it directly onto your site using the Plugins > Add New menu option and then typing in 'Classic Editor' (without the quotes) in the Search plugins... field.

If you find that your theme doesn't work properly with the new Block Editor, or maybe some of your existing plugins don't work as expected, then it's highly recommended to install the Classic Editor plugin to revert the editor back to the same interface you were using prior to WordPress 5.0. If, sometime in future, you change themes or plugins and decide you want to use the new Block editor, then you can simply deactivate the Classic Editor plugin.

Classic Editor

The ClassicEditor, also known as the Visual Editor or TinyMCE Editor, is the default editing experience that came with WordPress prior to version 5.0. Although it's simple in its nature, it has powerful word processing capabilities. Much like a regular word processor, it has toolbar buttons that allow you to Bold () or Italicize () text, add Headings () or bullet points () or even change the colour of your text. You can even use most of the basic keyboard shortcuts used in other text editors.

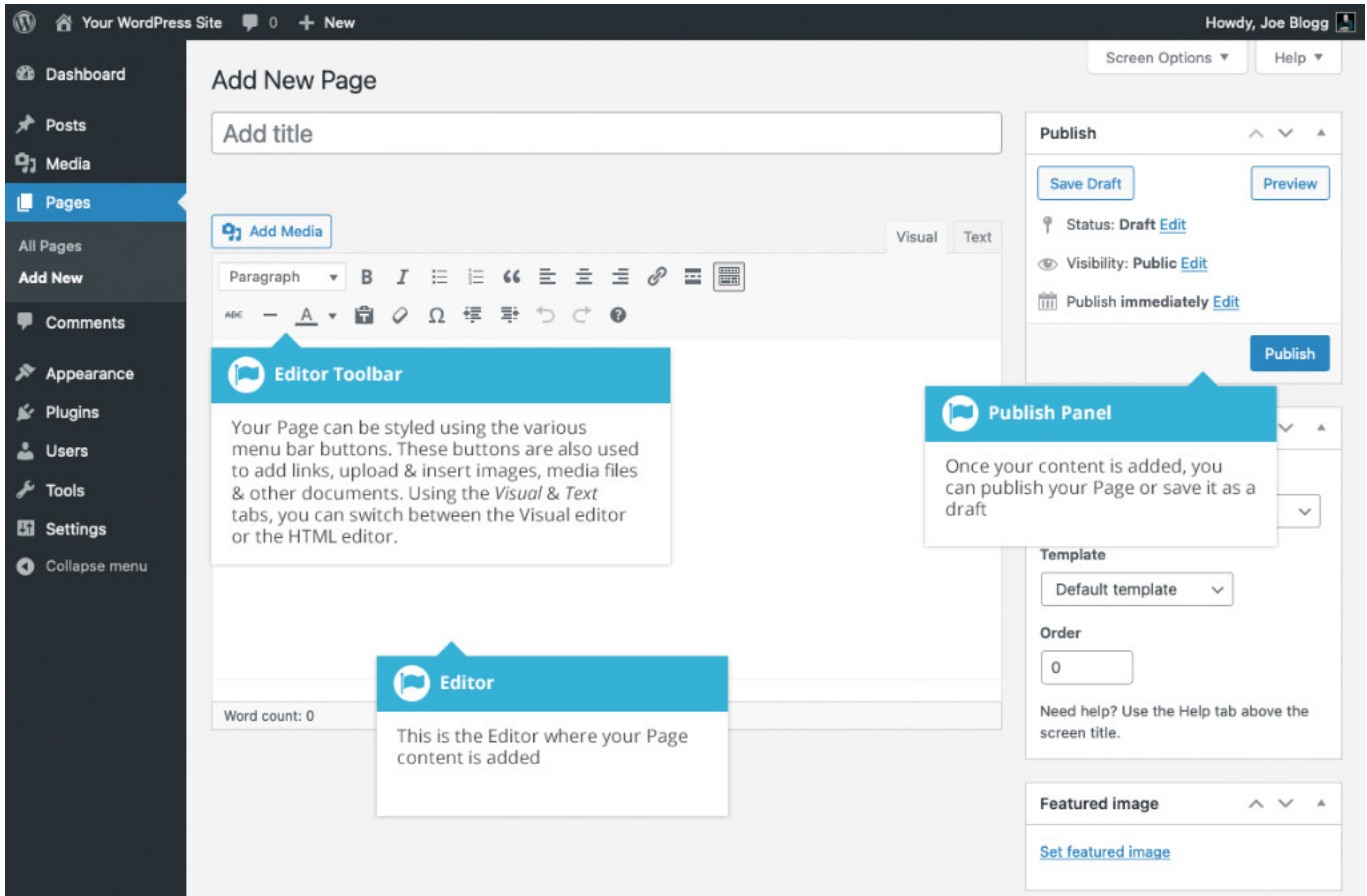
On top of word processing functionality it's easy to embed content such as Twitter Tweets, YouTube and Vimeo videos, and dozens of other types of content. It's also extremely easy to add images and other media into your content, it allows you to easily strip formatting when pasting text into your content with the Paste as text button (), and you can also insert special characters like ¼, ½, ¾, ©, €, ™ etc., with the Special character button ().

The Classic Editor it is perfect for when you have text heavy content and just need a simple editing interface.

Since the Block Editor is now the default editor within WordPress you'll need to install the [Classic Editor plugin](#) to be able to use the old (TinyMCE) Classic Editor. The Classic Editor plugin will allow you to disable the new Block Editor and instead, will provide you with the same editing interface that you've been using prior to WP 5.0. The Classic Editor plugin can be downloaded from the Plugin Directory on the WordPress.org website, or you can install it directly onto your site using the Plugins > Add New menu option and then typing in 'Classic Editor' (without the quotes) in the Search plugins... field.

Adding a New Page

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

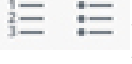


Adding a New Post

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

The image shows the WordPress 'Add New Post' editor interface. On the left is a dark sidebar with navigation options: Dashboard, Posts (selected), All Posts, Add New, Categories, Tags, Media, Pages, Comments, Appearance, Plugins, Users, Tools, Settings, and Collapse menu. The main content area is titled 'Add New Post' and features a text input for 'Add title'. Below this is an 'Add Media' button and a rich text editor toolbar with options for Paragraph, Bold, Italic, Bulleted List, Numbered List, Quote, Link, and more. The editor is currently in 'Visual' mode. A callout box titled 'Editor Toolbar' explains that these buttons are used for styling and adding content. Below the editor is a 'Word count: 0' indicator and a callout box titled 'Editor' stating, 'This is the Editor where your Post content is added'. On the right side, there is a 'Publish' panel with buttons for 'Save Draft', 'Preview', and 'Publish'. It also shows the post status as 'Draft', visibility as 'Public', and an option to 'Publish immediately'. Below the publish panel is a 'Categories' section with a list of categories like 'aciform', 'sub', 'antiquarianism', etc., and a 'Tags' section with an input field and an 'Add' button. At the bottom right, there is a 'Featured Image' section with a 'Set featured image' link.

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 (**B**) or Italicize (*I*) text or enter in Headings (Paragraph ▼) or bullet points (). You can even use most of the basic keyboard shortcuts used in other text editors. For example: Shift+Enter inserts a line break, Ctrl+C/Cmd+C= copy, Ctrl+X/Cmd+X = cut, Ctrl+Z/Cmd+Z = undo, Ctrl+Y/Cmd+Y = redo, Ctrl+A/Cmd+A = select all, etc. (use the Ctrl key on a PC or the Command key on a Mac).


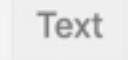
When adding content to your page, the Visual Editor expands to fit your content, rather than simply scrolling. On top of that, no matter how tall the Visual Editor becomes, the toolbar buttons will be available at all times by sticking to the top of the page.

By making use of special keyboard shortcuts, adding content is now even easier. When you want to add different size headings to your content, rather than having to select the heading size from the toolbar dropdown you can now start a line with two or more hashtags (#) and once you hit Enter to go to the next line, the Visual Editor will automatically convert your text to the appropriate heading. Like headings, you can also use * or - to create an unordered list, using 1. will start an ordered list, and > will create a blockquote.


The complete list of keyboard shortcuts available are as follows;






- * – Start an unordered list
- - - Start an unordered list
- 1. – Start an ordered list
- 1) – Start an unordered list
- ## – H2
- ### – H3
- #### – H4
- ##### – H5
- ##### – H6

- > – Add a blockquote
- ---- Add a horizontal line
- `..` – Convert text into codeblock (replace .. with your text)

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

When creating a new Page or Post, the first thing to do is enter in your title in the top entry field where it says Add title. 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 the Edit button next to it. Once you've modified it, click Ok to save or Cancel to cancel your changes.

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

-  Add Media – Used to upload and insert media such as images, audio, video or documents
- Paragraph ▾ Style – Used to format the Page text based on the styles used by the current Theme
-  Bold – Bold text
-  Italic – Italicise text
-  Bulleted List – Create an unordered (bullet point) list
-  Numbered List – Create an Ordered (numbered) list



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



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. If no text is selected first, the URL that you enter will also be used for the link text



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



Toolbar Toggle – Used to show or hide the second row of formatting buttons on the editor toolbar



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



Strikethrough – Add a strikethrough to your text



Horizontal Line – Inserts a horizontal line into your page



Text color – Used to change the color of text



Paste as text – Copying and pasting text from other sites or word processors sometimes leaves the text formatted differently to what you were expecting. The reason for this is that quite often the HTML tags or code that formatted the original text are pasted along with the text itself. To avoid this, Paste as Text will strip all these formatting and HTML tags. The Paste as Text option acts like a toggle, staying on until you turn it off by clicking the button again or until you save your page content



Clear formatting – Use this to remove all the formatting (e.g. Bold, Underline, text color etc..) from the highlighted text



Special character – Used to insert special characters not easily accessible via the keyboard (e.g. ¼, ½, ¾, ©, €, ö etc..)



Decrease indent – Removes one level of indenting



Increase indent – Indents text by one level



Undo – Undo your last action



Redo – Redo your last action



Keyboard shortcuts – Displays information about the WordPress Visual Editor along with keyboard shortcuts

Visual

Text

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

Switching to the Text Editor

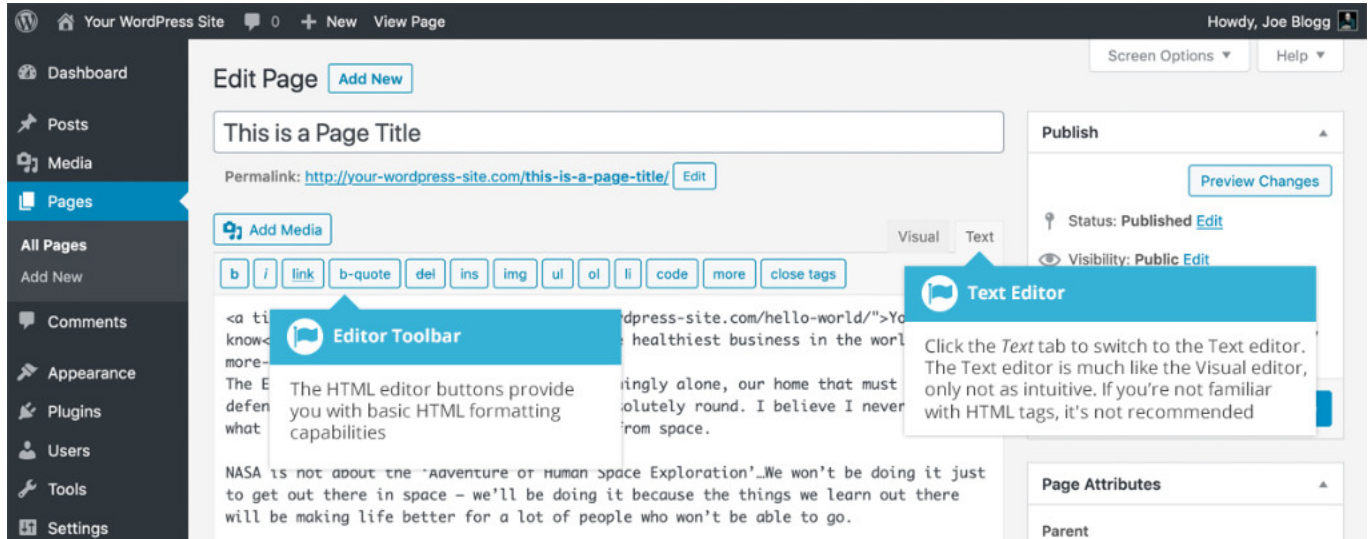
Visual

Text

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

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

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



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

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



Bold – Bold text



Italic – Italicise text



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



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 text. When the button is clicked a pop-up window will appear where you type in the URL of the image that you would like inserted



- Unordered List

 – Used to insert an unordered (bullet point) list



- Ordered List

 – Used to insert an ordered (numbered) list



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



`Code` – Used for indicating a piece of code

 more

More – Inserts the More tag into your Page. Most blogs only display a small excerpt of a Post and you're required to click the Post title or a 'Readmore...' 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

 close tags

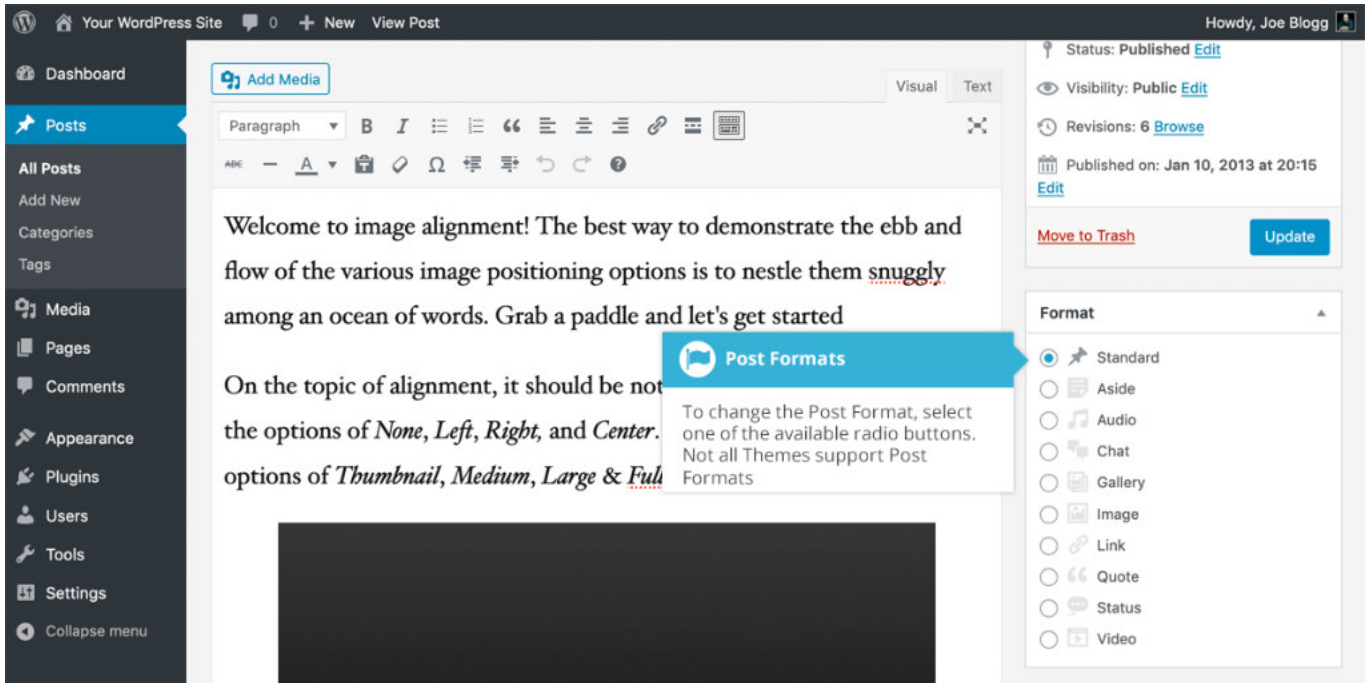
Close Tags – Used to close open tags. If for example, you clicked both the Bold and Italic buttons to insert their opening tags, clicking the Close Tags button will insert both of the matching closing tags, in the correct order



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

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.



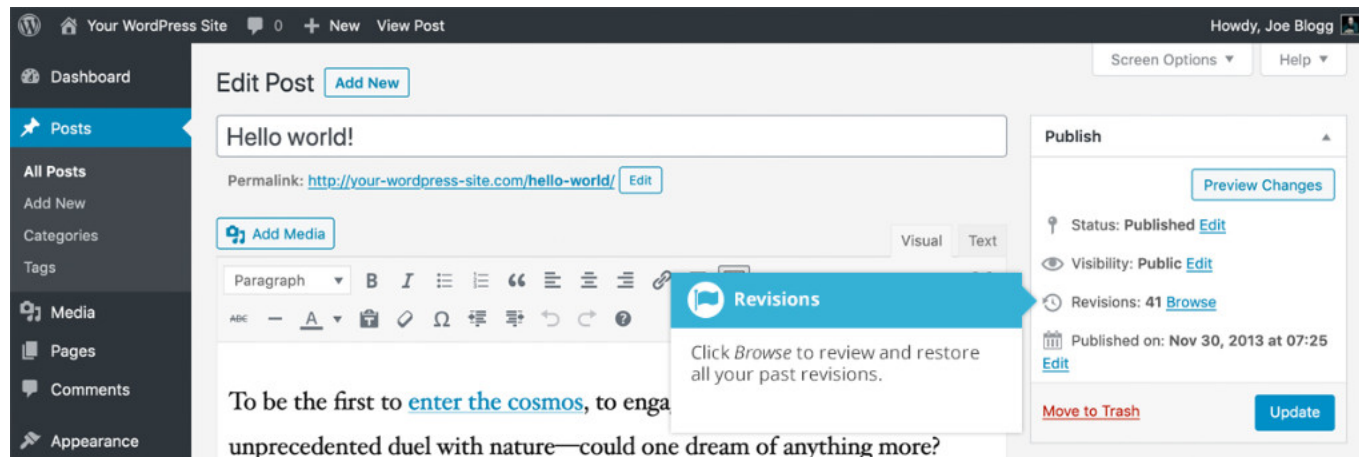
While the actual post content entry won't change, the theme can use the selected Format to display the post differently. How content is displayed is entirely up to the Theme, but the following list of available PostFormats provides some general WordPress guidelines as to how they might be styled.

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

Reviewing Past Revisions

When you're editing your Post or Page, the number of revisions for that particular Post or Page is shown in the Publish Panel, if you have any.

Click the Browse link next to Revisions: in the Publish panel to browse through the various revisions for the current Post or Page.

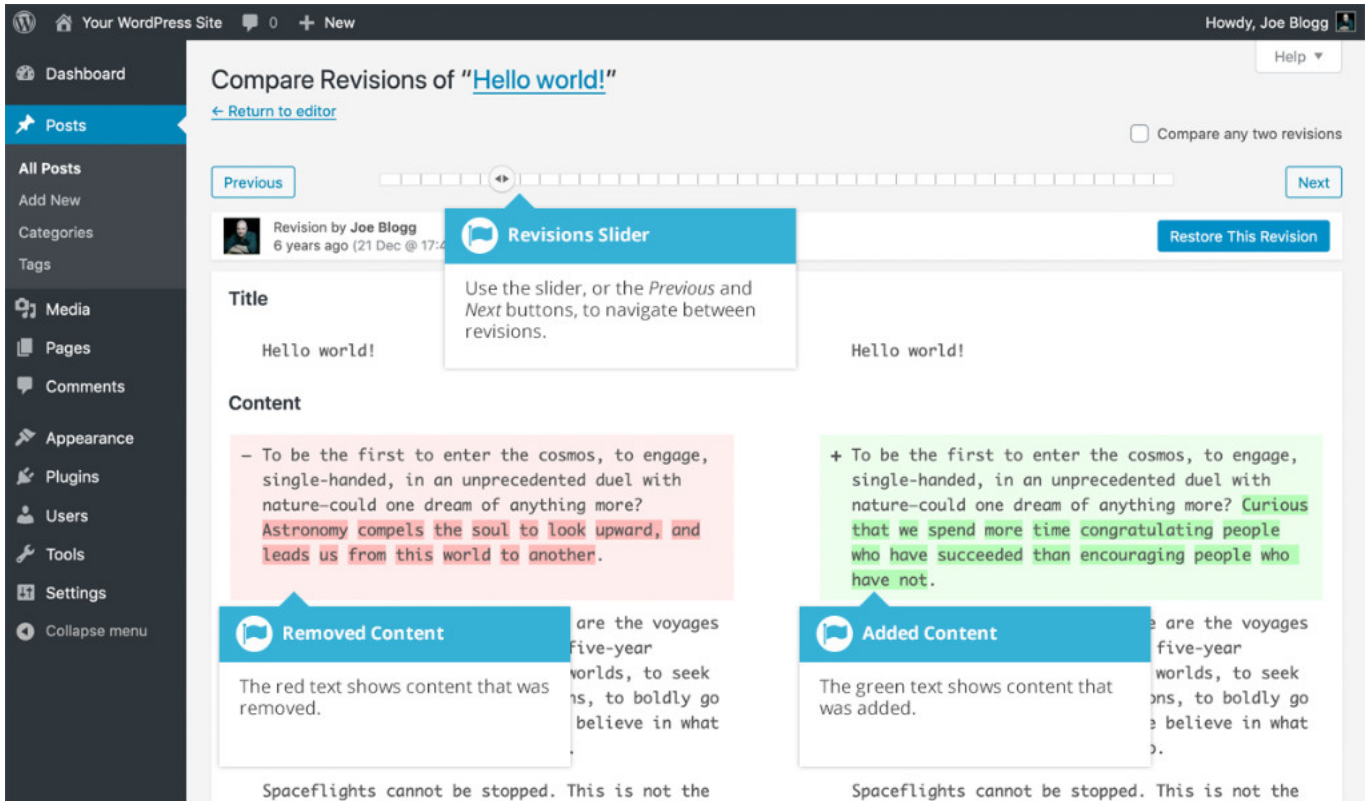


Use the slider at the top of the page or click the Previous and Next buttons to navigate through your various Post or Page revisions.

Content that has been deleted will be shaded red and content that has been added will be shaded green. If there is content that is shaded dark red and/or dark green, it's highlighting specific content that was removed or added. If the paragraph or line is simply light red and/or light green, then the whole paragraph or line was affected by the change.

You can also compare two different revisions by clicking the Compare any two revisions checkbox at the top of the page.

If you'd like to restore a previous revision, click the Restore This Revision button.




Adding Images and Other Media

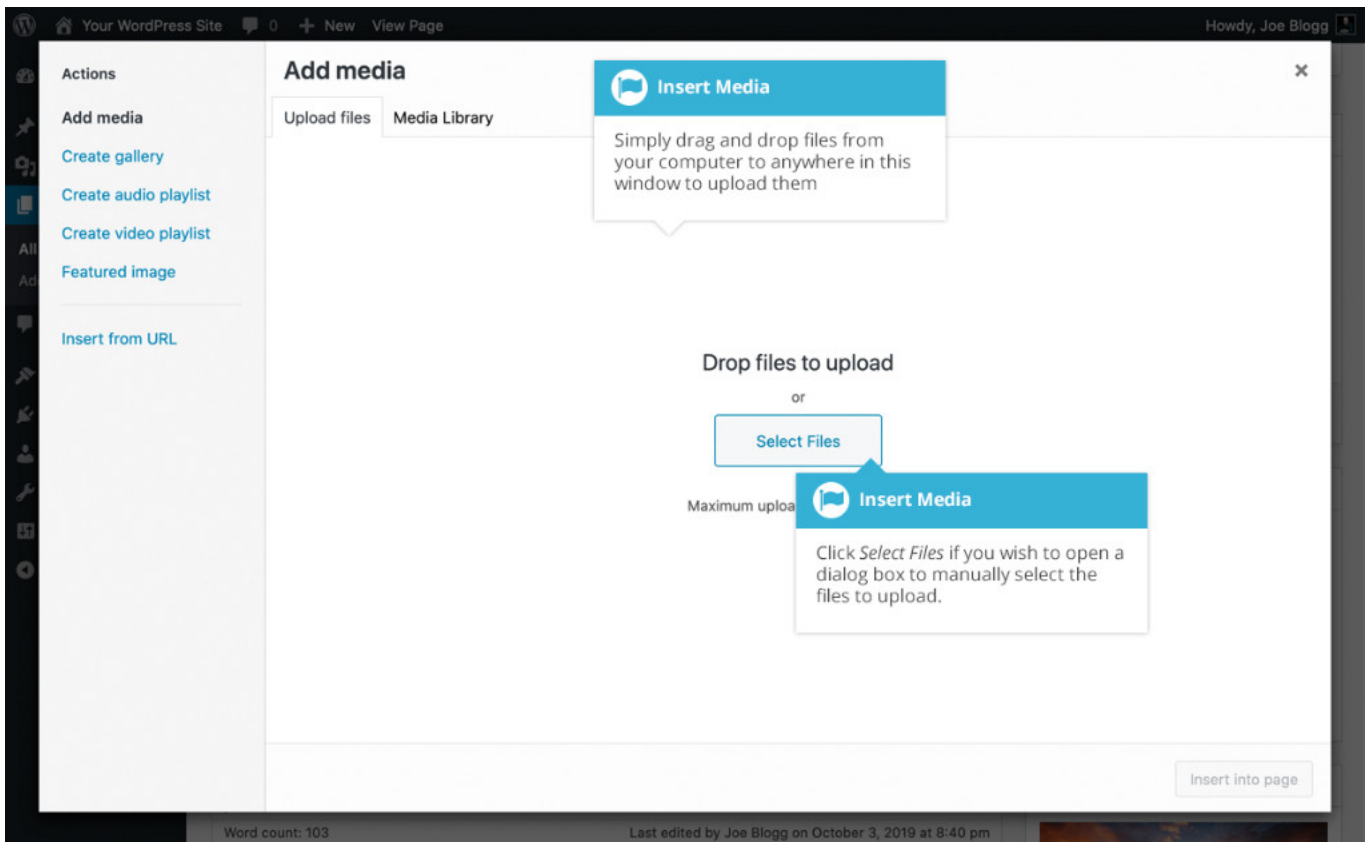
Adding images and other media files such as videos, documents or PDFs is extremely easy within WordPress. All your images and files are stored in the Media Library. Once they're uploaded into the Media Library, it's a very simple matter to insert them into your Page or Post content. In the case of files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

Inserting an Image

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

To insert an image into your Page/Post, click the Add Media button

() and then simply drag your image(s) from wherever they are on your computer, into the browser window. Your file(s) will be automatically uploaded.



Alternatively, click the SelectFilesbutton and then selectthe file(s) that you'd like to upload, using the dialog window that is displayed.

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

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

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

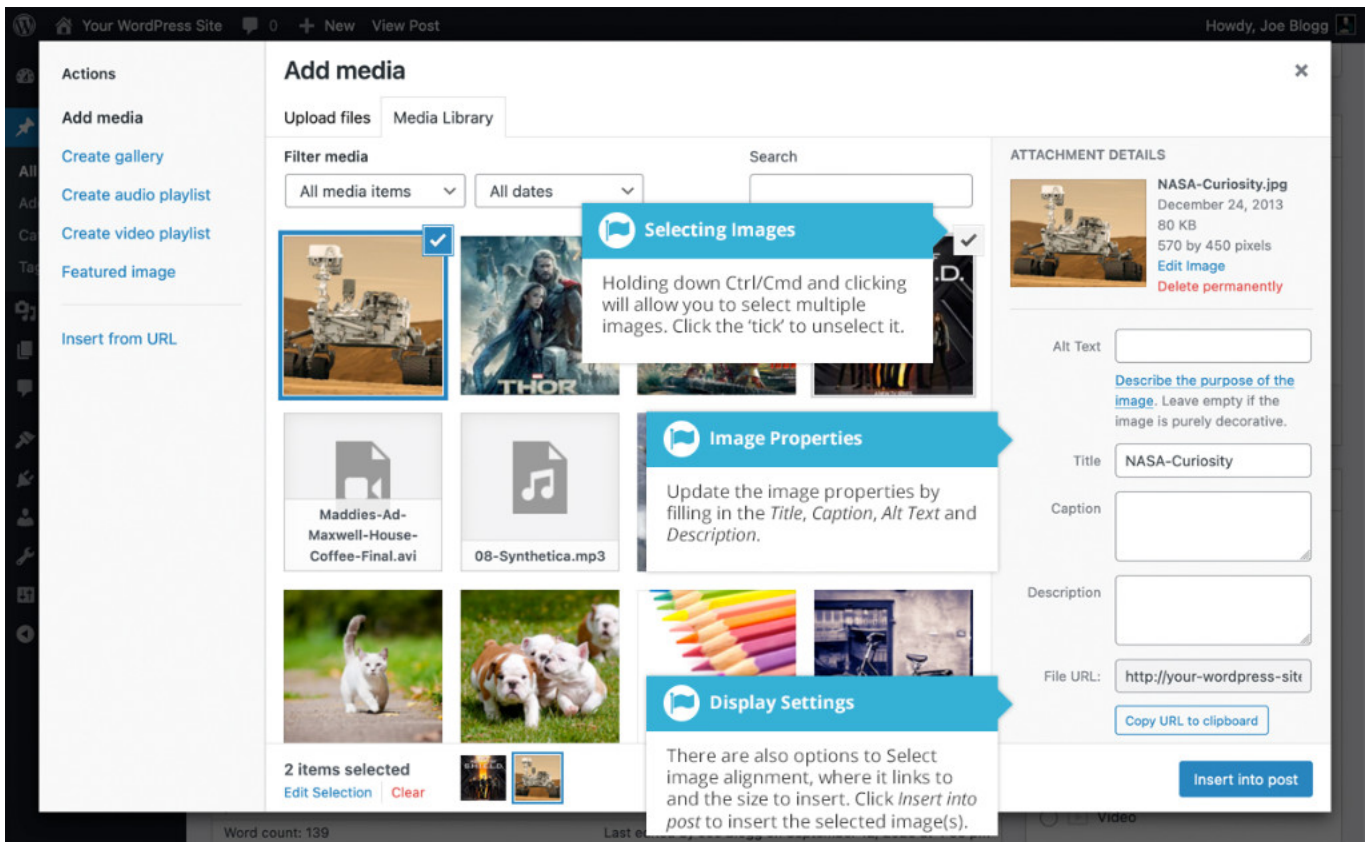
At the bottom of the window you will see a count of the number of images currently selected.

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

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

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

- Title – is displayed as a tooltip when the mouse cursor hovers over the image in the browser
- Caption – is displayed underneath the image as a short description. How this displays will be dependent on the WordPress theme in use at the time. You can also include basic HTML in your captions
- Alt Text – is displayed when the browser can't render the image. It's also used by screen readers for visually impaired users so it's important to fill out this field with a description of the image. To a small degree, it also plays a part in your website Search Engine Optimisation (SEO). Since search engines can't 'read' images they rely on the Alt Text
- Description – is usually displayed on the attachment page for the media, however this is entirely up to the theme that is currently in use



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

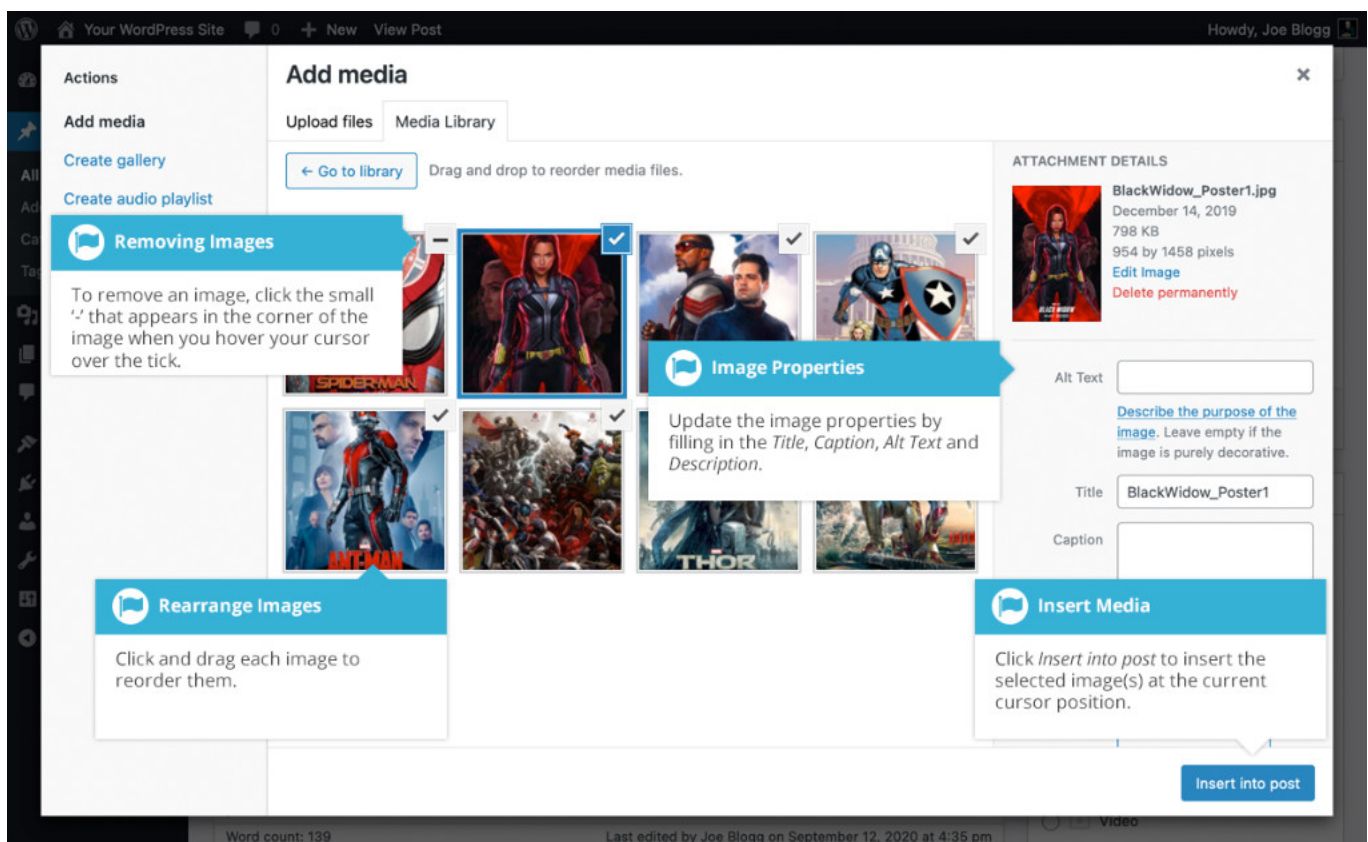
You can also change what your inserted image(s) will link to using the Link To dropdown list. You have the choice of linking to the image's attachment page by selecting Attachment Page, or you can link to the full size image by selecting Media File. You can also link to any URL by selecting Custom URL.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

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

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

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


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



Clicking the Return to library button will take you back to the previous screen that allows you to select or deselect your images. Once you've updated the order and attributes of your images, click the Insert into post button to insert the selected

image(s) into your Post at the current cursor position (when editing a Page, this button will say Insert into page).

When you're editing your Post/Page, if you wish to insert an image that you uploaded earlier (as opposed to uploading a new image), click the Add Media


button again (). Once the pop-up window displays, click the Media Library tab at the top of the pop-up window rather than dragging a new file into the upload window. All your previously uploaded images will be displayed, with the most recent ones shown first.


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


Edit or Delete an Image

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

After clicking on an image that has already been inserted into your Page or Post, a small toolbar will appear over the image. By selecting one of the alignment

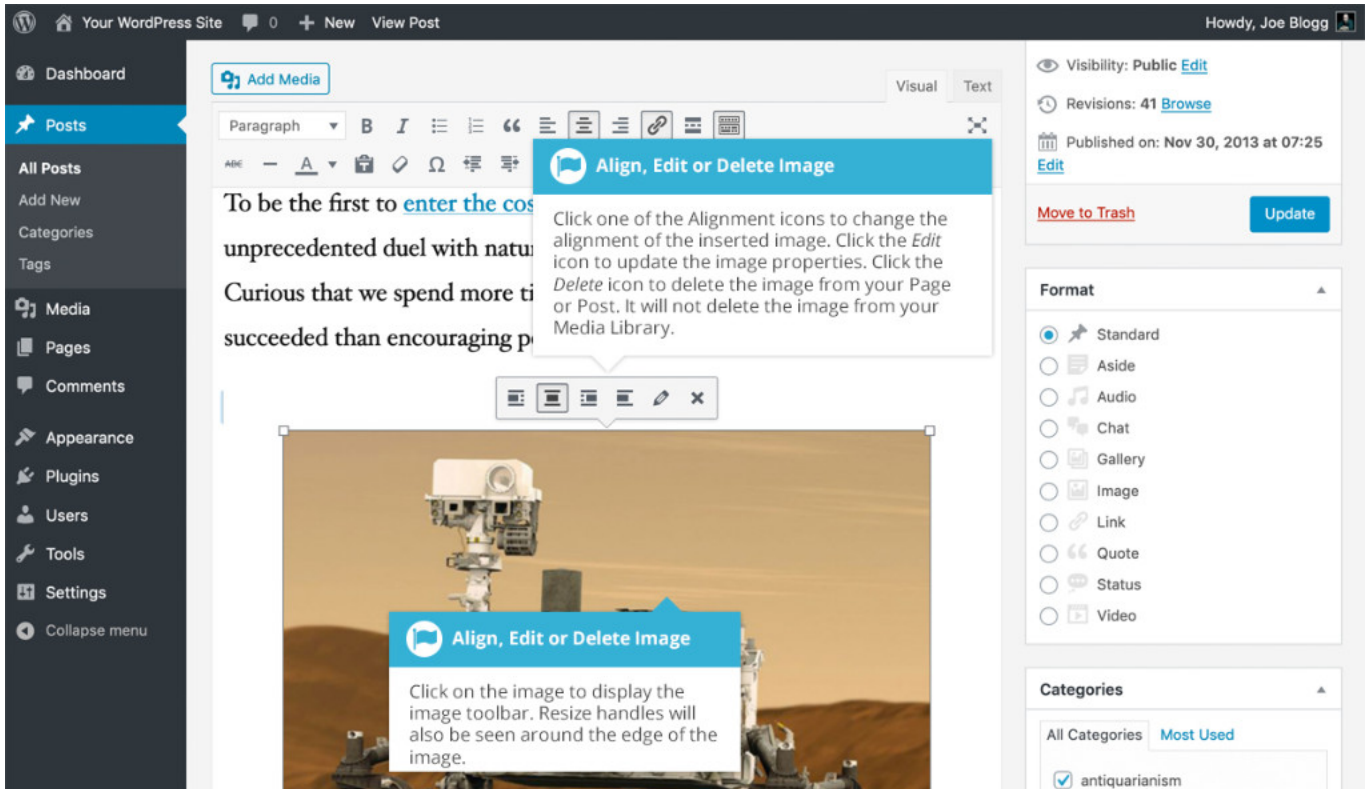
buttons () you can change the alignment of the inserted image.


Clicking the Edit button () allows you to edit the image properties. Clicking the

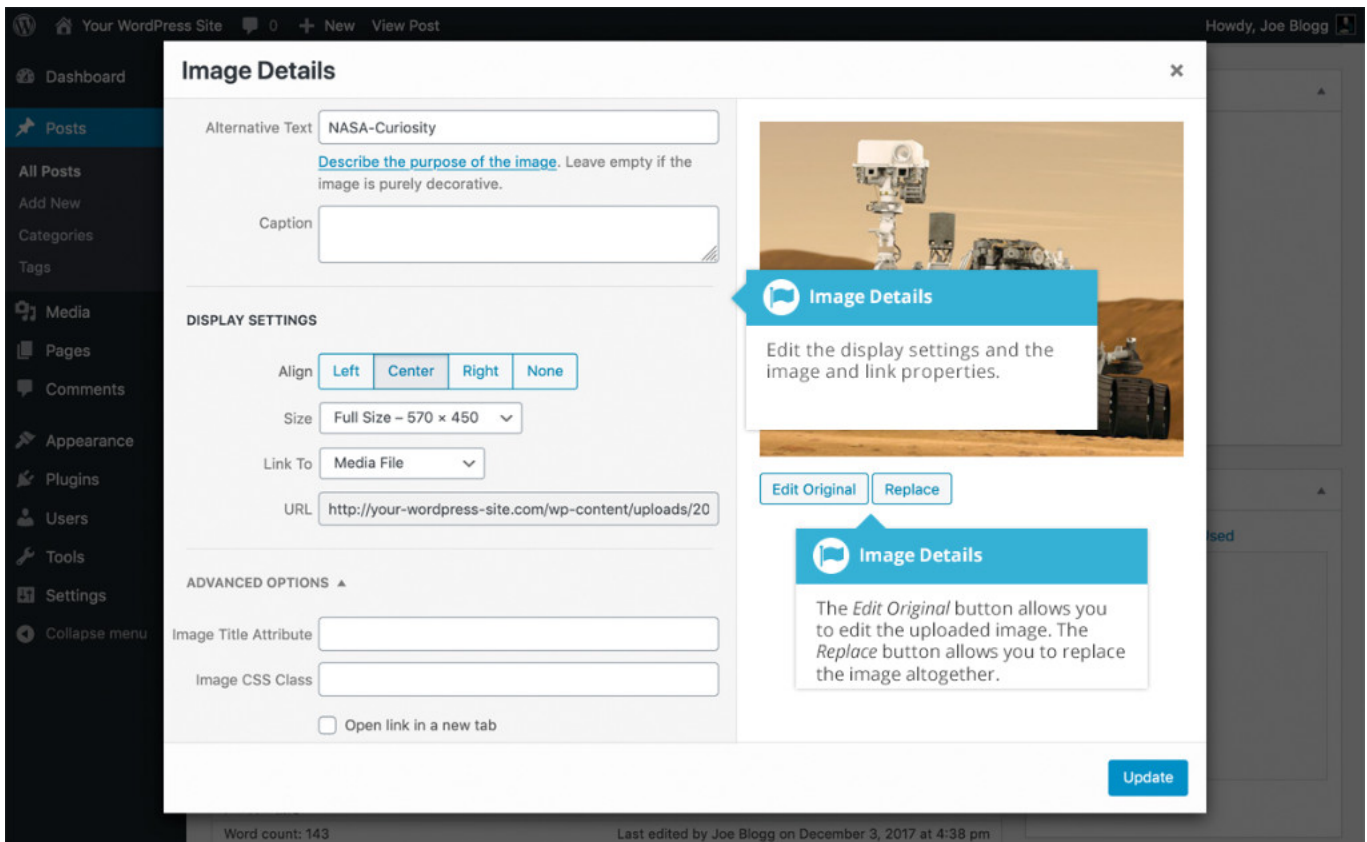
Remove button () will remove the image from your content. It will only remove the image from your Page or Post, it will not delete the image from your Media Library.

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

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



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



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

- Caption – Displayed underneath the image as a short description. How this displays will be dependent on the WordPress theme in use at the time. You can also include basic HTML in your captions
- Alternative Text – Displayed when the browser can't render the image. It's also used by screen readers for visually impaired users so it's important to fill out this field with a description of the image. To a small degree, it also plays a part in your website Search Engine Optimisation (SEO). Since search engines can't 'read' images they rely on the Alt Text
- Align – Allows you to select how you would like the image aligned. They can be either Left, Centered or Right aligned. Setting alignment to None will remove the other alignment settings. How this affects your image within your content will depend on the current theme in use

- Size – Select a specific size from the dropdown list or select 'Custom Size' and then enter the Width and Height (in pixels) in the input fields that appear
- Link To – Select where you would like to link your image to from the dropdown list. You have the choice of linking to the image attachment page by selecting Attachment Page, or you can link to the full size image by selecting Media File. You can also link to any URL by selecting Custom URL. When you do this, a new field will appear that allows you to enter in the custom URL. You can also choose not to link to anything by selecting None
- Image Title Attribute – Displayed as a tooltip when the mouse cursor hovers over the image in the browser
- Image CSS Class – By default, WordPress will assign several CSS Classes to your image. If, for some reason, there's other CSS Classes that you'd like to assign to your image then you can add them into this input field
- Link Rel – Describe the relationship from the current document to the specified link. More information on the rel HTML attribute can be found on [Wikipedia](#)
- Link CSS Class – If there is a specific CSS Class that needs to be set on the HTML link then you can add it into this input field

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


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

Once you have updated the image properties, click the Update button to save your changes. Alternatively, click the small 'x' in the top-right of the pop-up window to close the pop-up without saving any changes.

Insert an Image Gallery

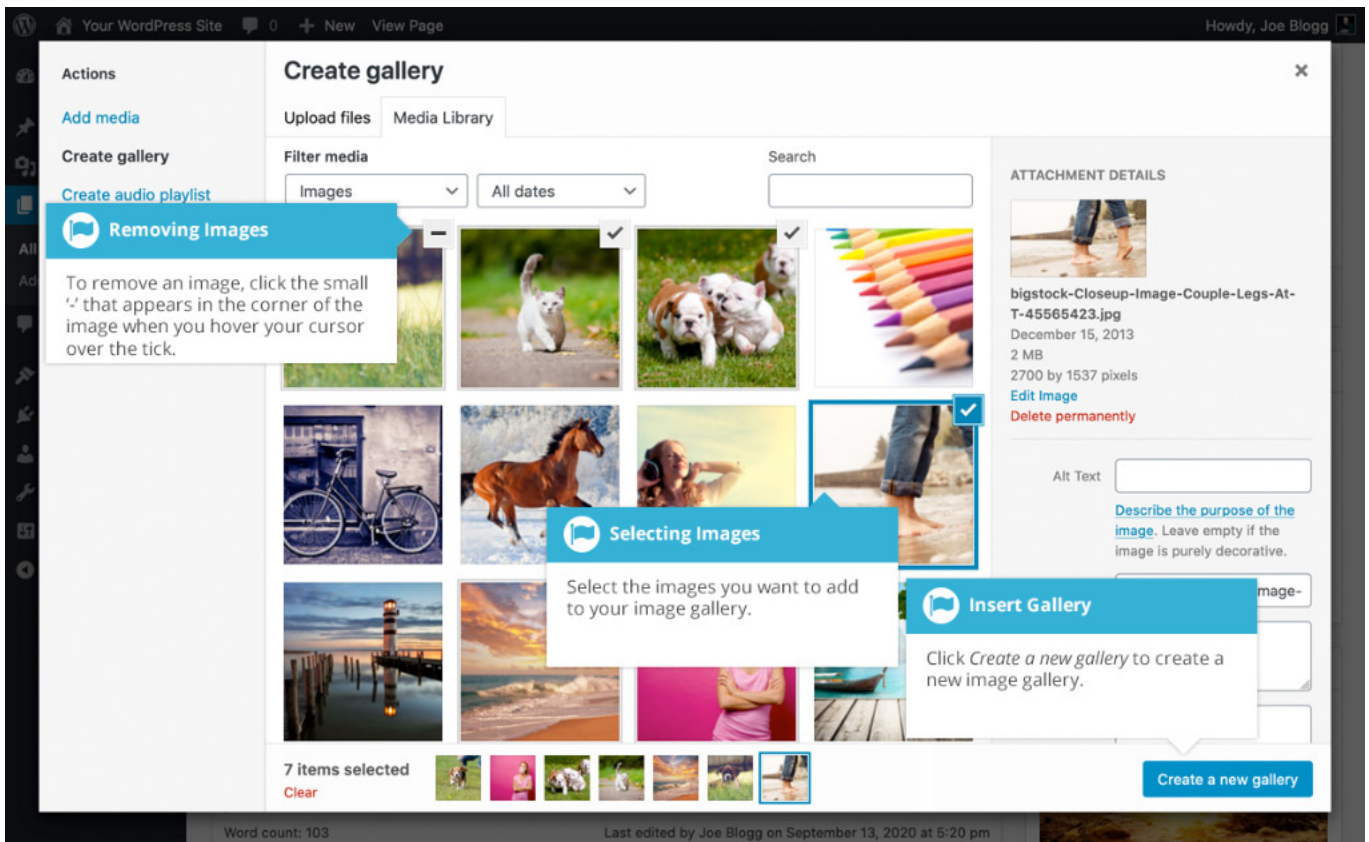
WordPress has its own simple built-in Image Gallery that allows you to add multiple images to a page in one easy step.

To insert an image gallery into your Page/Post, click the Add Media button

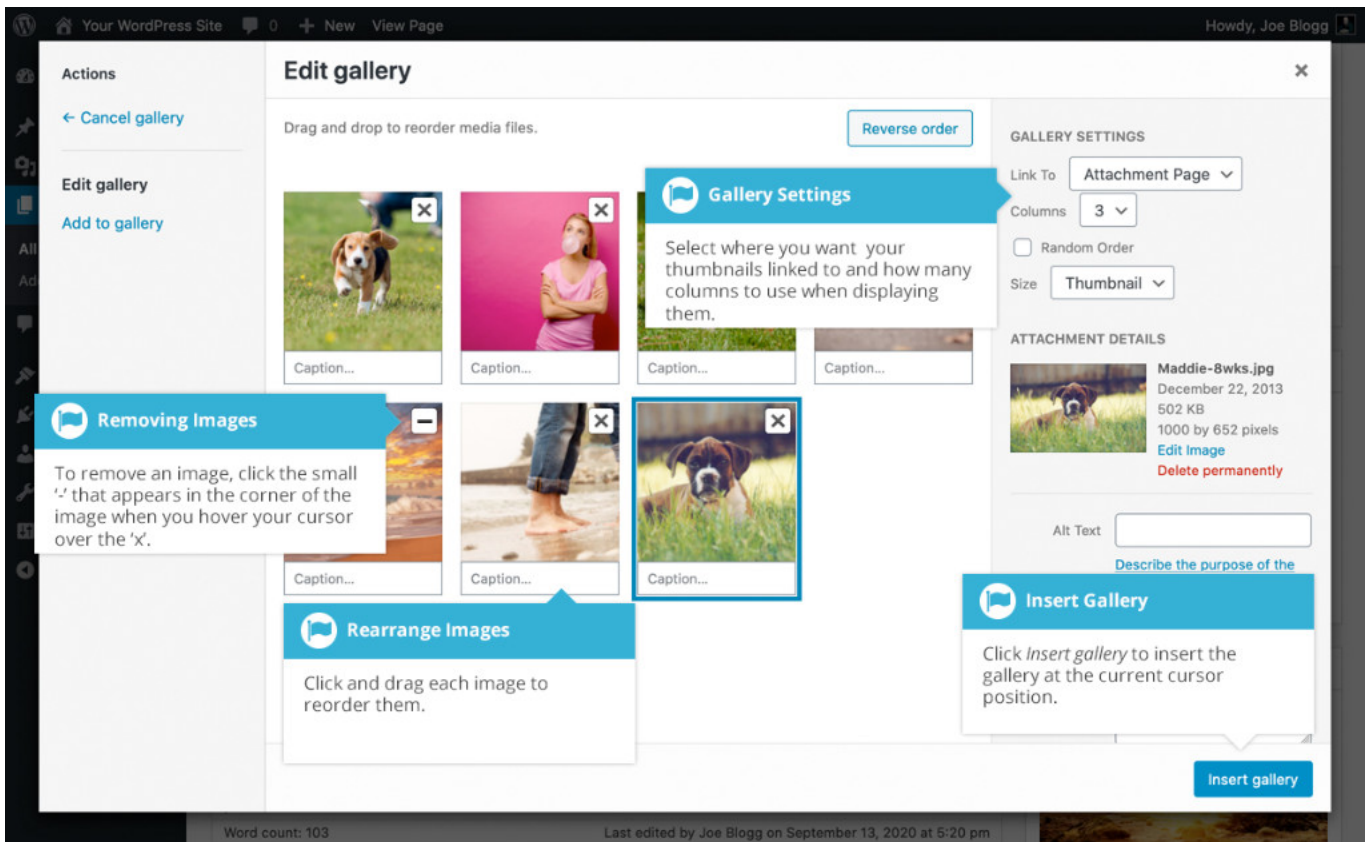
(). A pop-up window will display that looks the same as the one that displays when you add an image to your Page/Post. You can upload new images to use in your gallery or you can simply choose from your previously uploaded images.

By default, you'll be shown a list of your previously uploaded images. If you'd like to upload a new image, click on the Upload Files link at the top of the pop-up window or simply drag 'n drop your new images into the pop-up window.

Click the Create gallery link in the left-hand navigation then select the images that you'd like to insert into your gallery.



After selecting your images, click the **Create a new gallery** button at the bottom of the pop-up window. The window will change so that only the selected images are shown.



All the images that appear will be used within your Image Gallery. To reorder the images simply click on an image and drag it to its new position. If you'd like to add captions to your images, click the 'Caption..' text below each image and then type in your caption. Alternatively, click each image and then update the Title, Caption, Alt Text and Description on the right-hand side of the pop-up window. You can also include basic HTML, such as links, in your captions.



If you decide you no longer want a certain image to appear in your gallery, click the small '-' that appears in the top right corner of the image when you hover your cursor over the 'x'.

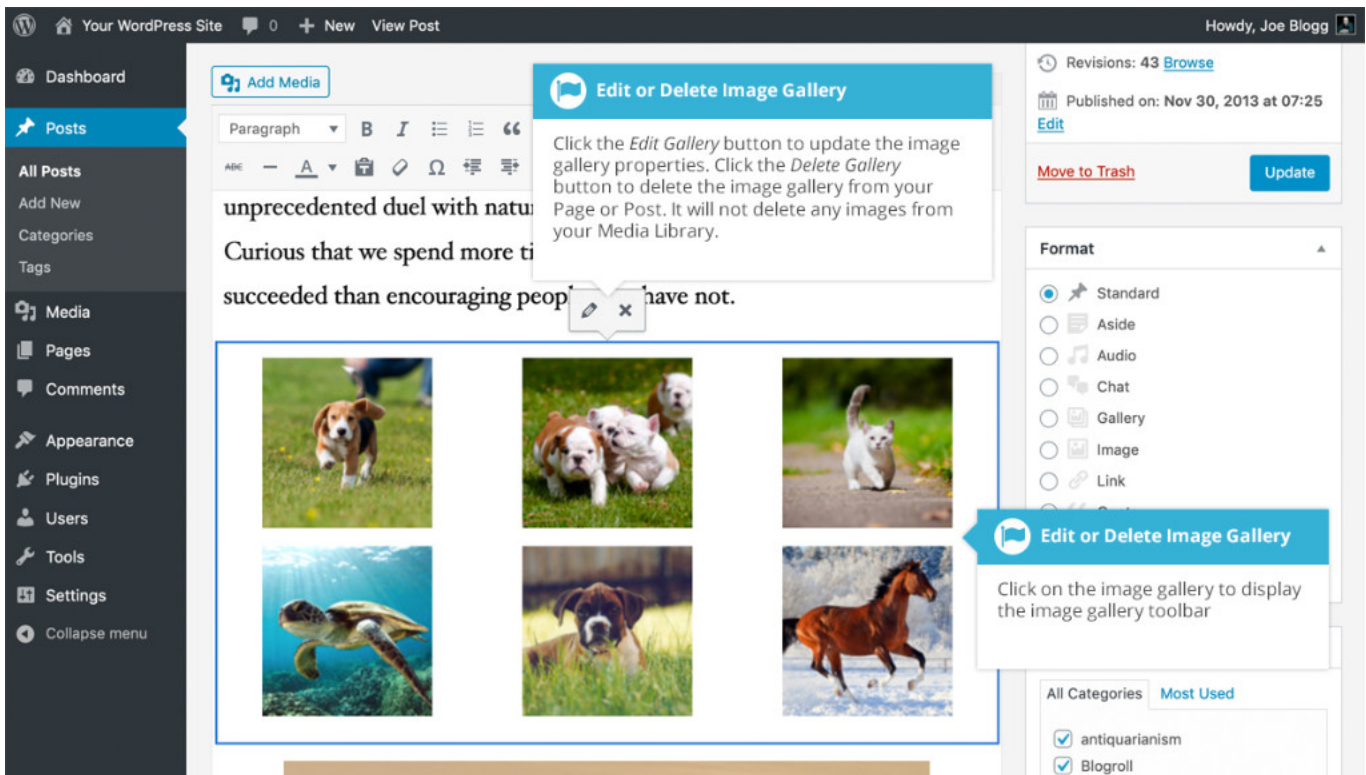
Since the built-in gallery is quite simple, there aren't that many options to choose from when setting it up.

- Link to – This sets what happens when the thumbnail image is clicked. Selecting Media 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

- 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
- Random Order – Click this checkbox to display your images in a random order
- Size – Select the size of the image to use in your gallery

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 Edit button () allows you to edit the image gallery properties. Clicking the Remove button () 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.




The screenshot shows the WordPress editor interface. On the left is a sidebar with navigation options like Dashboard, Posts, Media, Pages, Comments, Appearance, Plugins, Users, Tools, Settings, and Collapse menu. The main content area shows a post with text and an image gallery. The gallery contains six images: a beagle, two bulldogs, a white cat, a sea turtle, a dog's face, and a brown horse. Two blue toolbars with the title 'Edit or Delete Image Gallery' are overlaid on the gallery. The top toolbar contains a pencil icon (Edit) and a cross icon (Remove). A tooltip for the top toolbar explains: '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.' The bottom toolbar has a tooltip that says: 'Click on the image gallery to display the image gallery toolbar'. On the right side of the editor, there is a 'Revisions' section showing 43 revisions, a 'Published on' date of Nov 30, 2013 at 07:25, and buttons for 'Move to Trash' and 'Update'. Below that is a 'Format' section with radio buttons for Standard, Aside, Audio, Chat, Gallery, Image, and Link. At the bottom right, there are 'All Categories' and 'Most Used' sections with checkboxes for 'antiquarianism' and 'Blogroll'.

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

Insert an Audio or Video Playlist

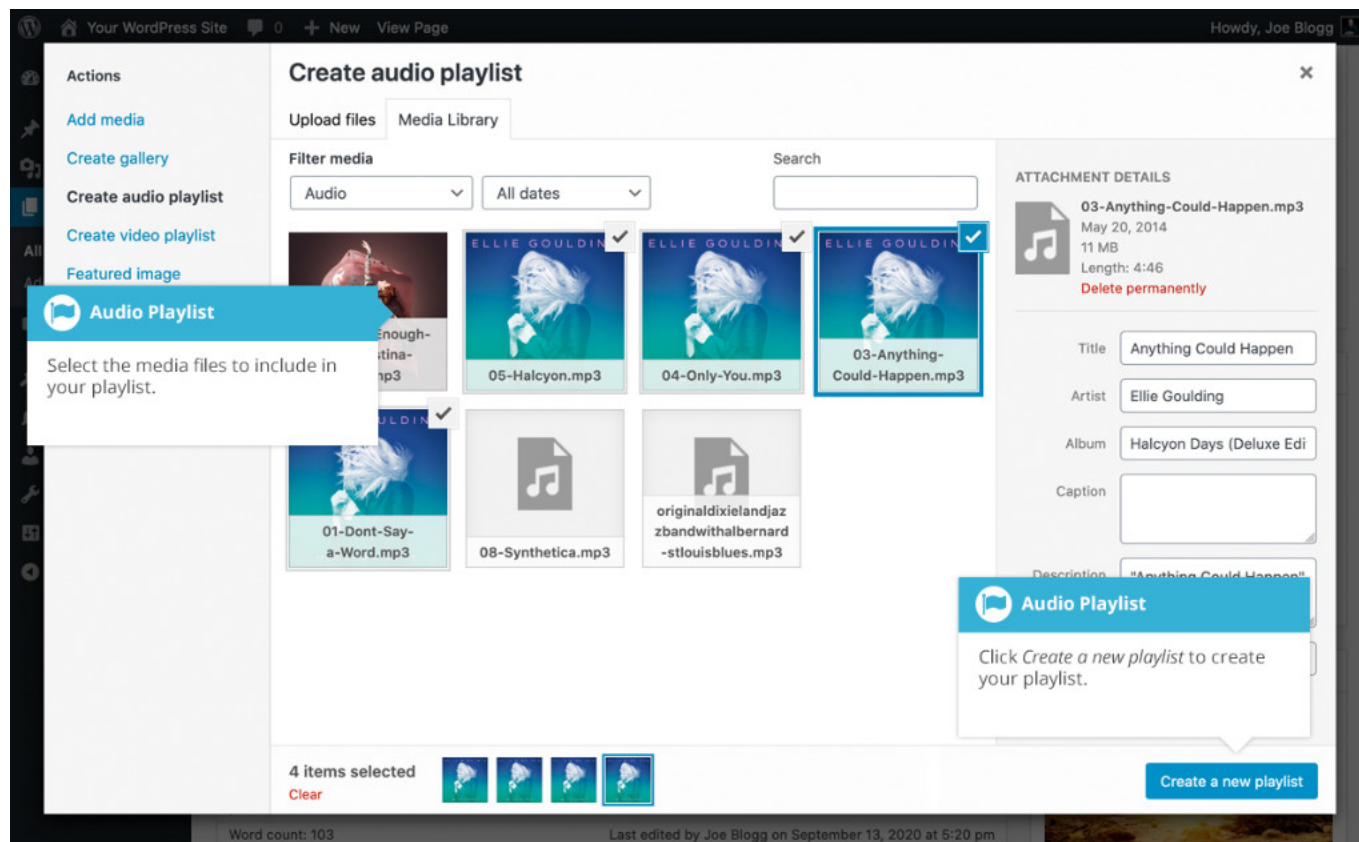
Inserting an audio or video playlist is almost identical to inserting an image

gallery. Click the Add Media button (). 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 new media files to use in your playlist or you can simply choose from your previously uploaded files.

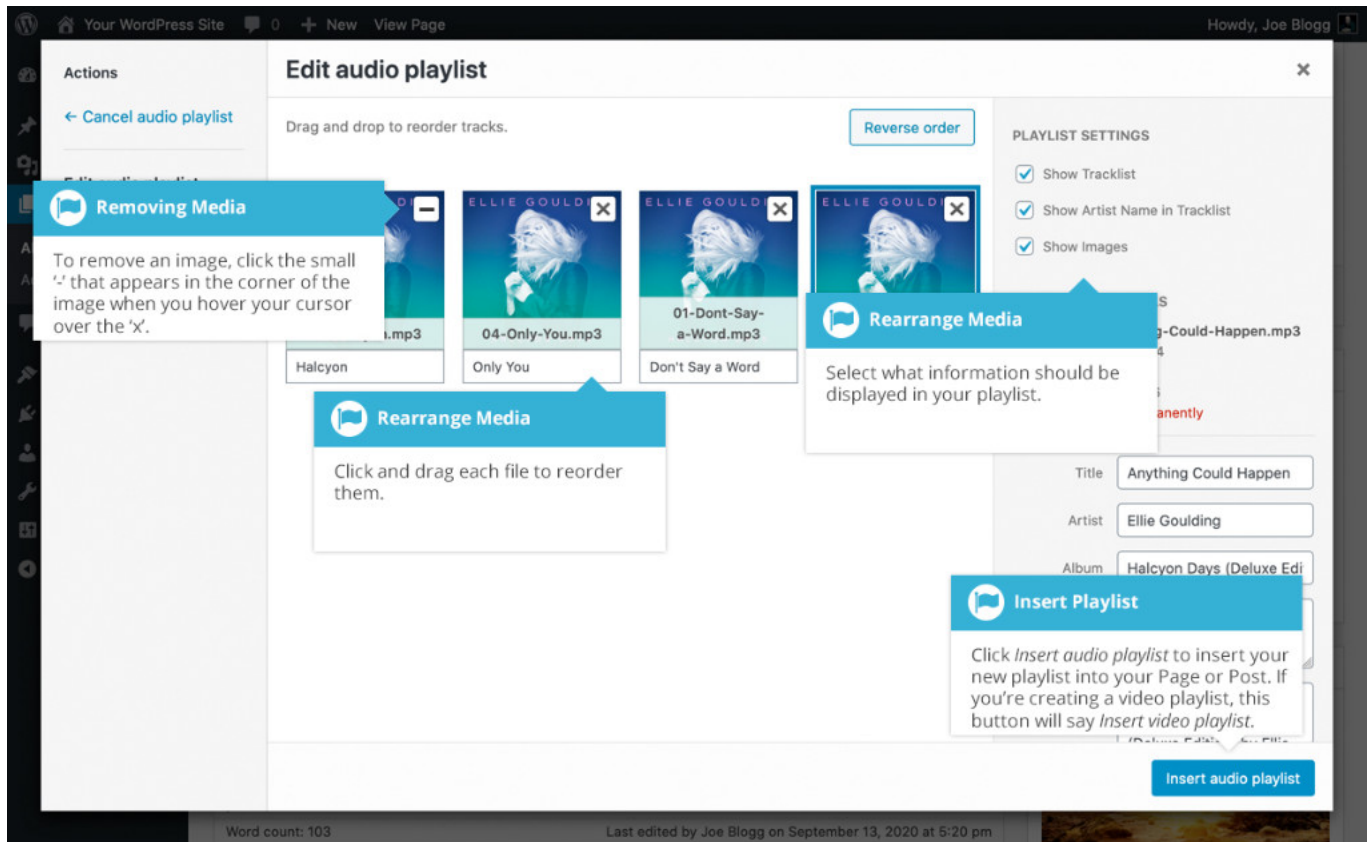
By default, you'll be shown a list of your previously uploaded files. If you'd like to upload a new media file, click on the Upload Files link at the top of the pop-up window or simply drag 'n drop your new images into the pop-up window.

To create an audio playlist, click the Create audio playlist link in the left-hand navigation. The pop-up window will display a list of your audio files.

Alternatively, to create a video playlist, click the Create video playlist link in the left-hand navigation. The pop-up window will display a list of your video files.



After selecting your media files, click the Create new playlist button at the bottom of the pop-up window. The window will change so that only the selected media files are shown.



All the media files that appear will be used within your playlist. To reorder the files simply click on a file and drag it to its new position. You can change the title for each file by clicking the text below each file and then typing in your new title. Alternatively, click each file and then update the Title, Caption and Description on the right-hand side of the pop-up window.

If you decide you no longer want a certain media file to appear in your playlist, click the small '-' that appears in the top right corner of the file when you hover your cursor over the 'x'.

You can change how your playlist appears in your page by selecting which items you'd like to appear.

When inserting an audio playlist you have the following display settings.


- Show Tracklist – Ticking this checkbox will show a list of all the audio files within your playlist

- Show Artist Name in Tracklist – Ticking this checkbox will show the artists name next to each track name
- Show Images – Ticking this checkbox will show any associated audio file images

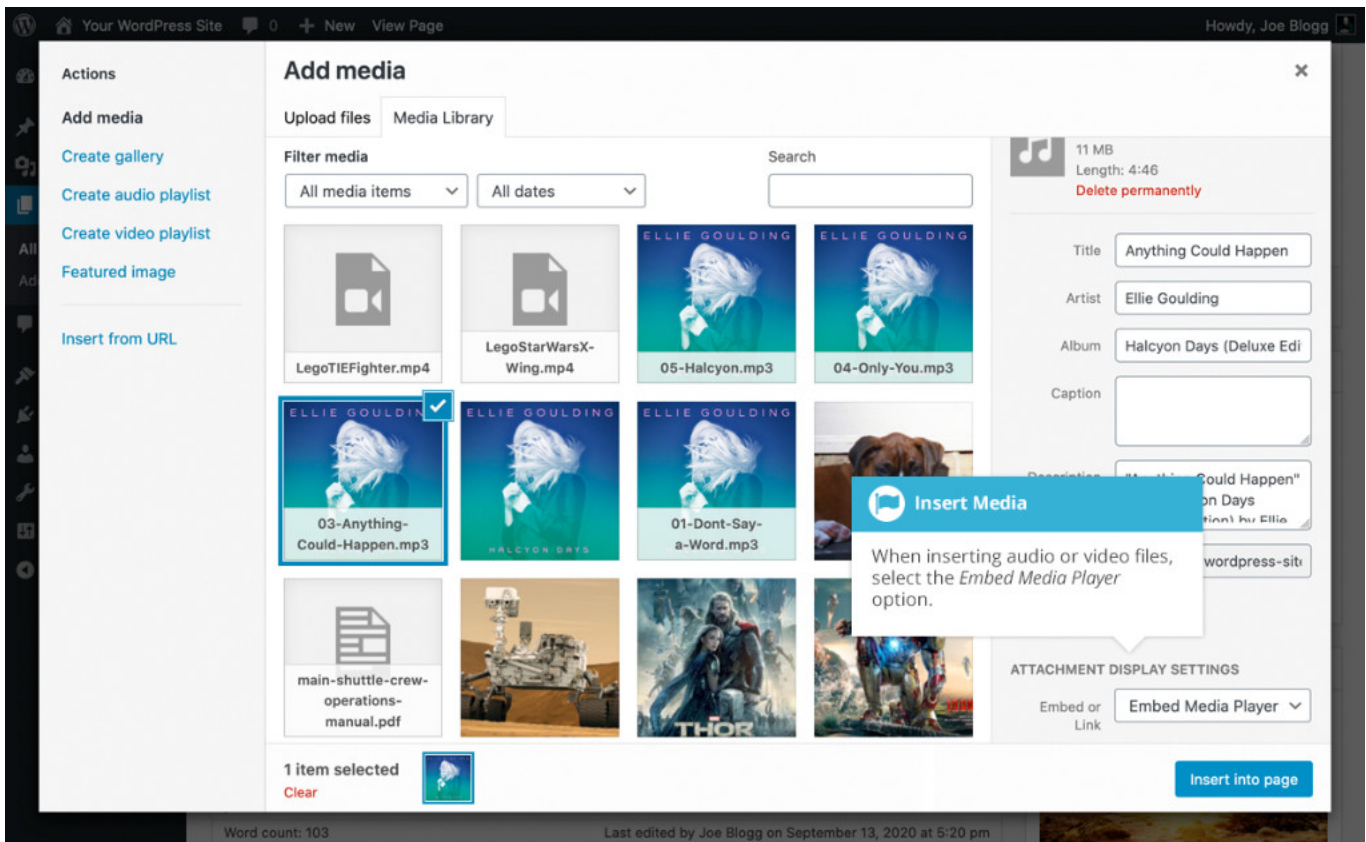
When inserting a video playlist you have the following display settings.

- Show Video List – Ticking this checkbox will show a list of all the video files within your playlist
- Show Images – Ticking this checkbox will show any associated video file images

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 pop-up window displays, perform the same steps to upload your file to your site and to insert it into your Page or Post.

When inserting video or audio files, you can select Embed Media Player from the Embed or Link dropdown list in the Insert Media pop-up window to use the audio and video players that are now built into WordPress. Supported audio/video formats include M4a, MP4, OGG, WebM, FLV, MP3, and WAV files.



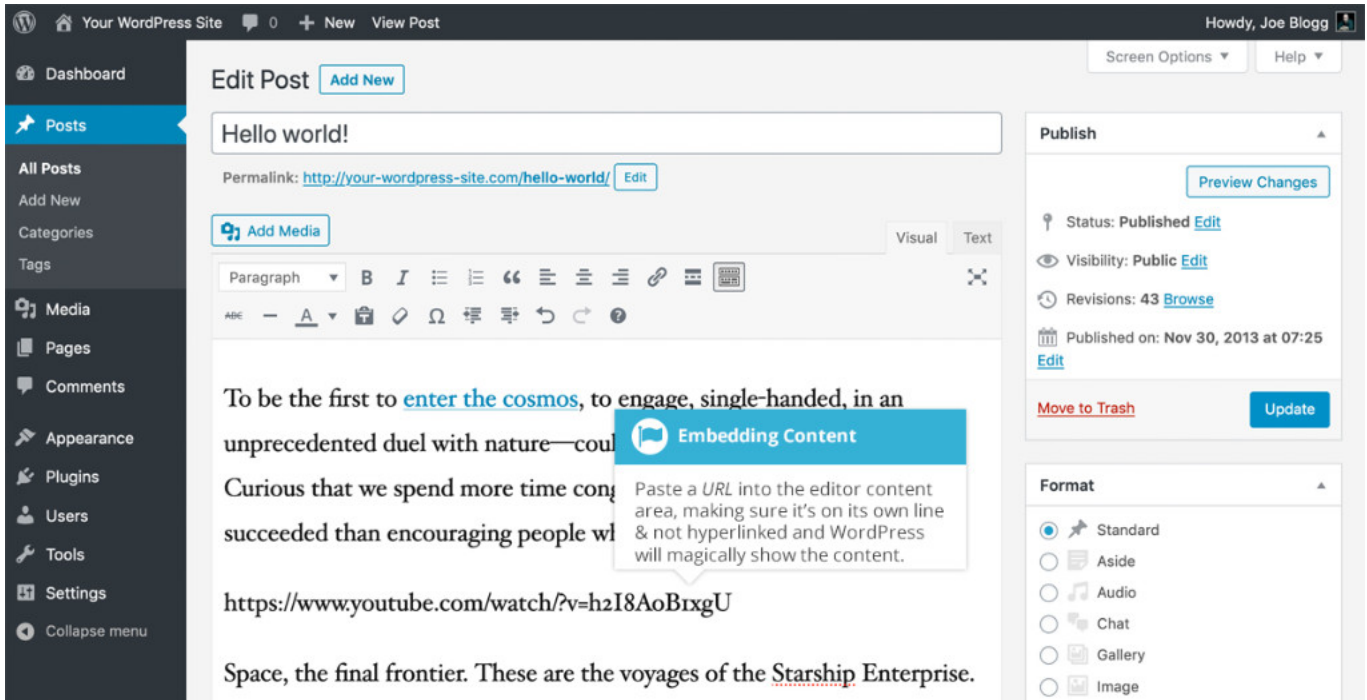
It's recommended that you make your filename 'server friendly'. Make sure the filename has no spaces, apostrophes, slashes or other non-alphanumeric characters (such as \$, % and &). Rename the file before uploading if it does. To preserve readability, some people replace spaces with the underline character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

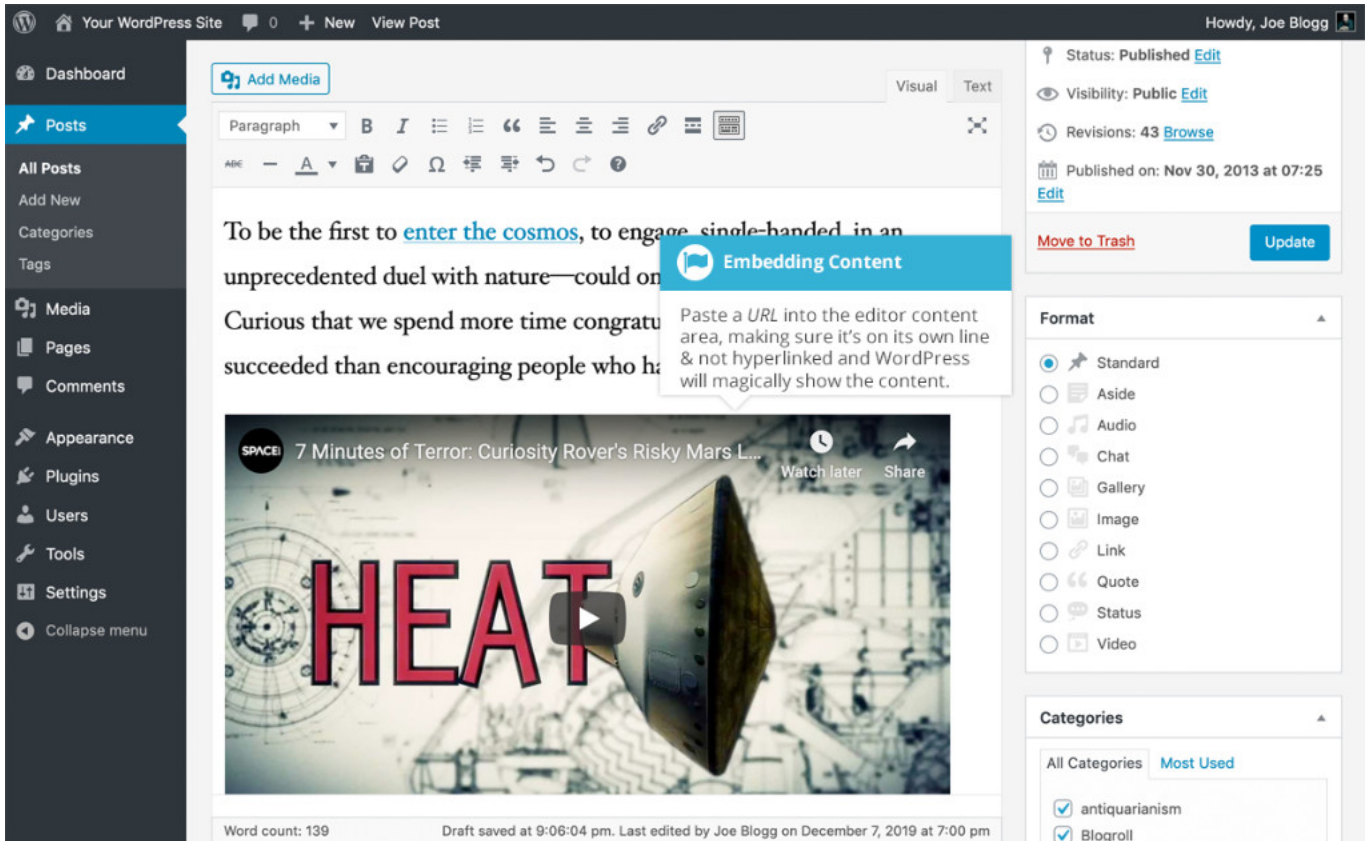
Another way to add video or other content into your pages is through embedding. A popular example of this is embedding a YouTube video into your page.

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 its own line and not hyperlinked.



When embedding content in this manner (as opposed to using the embed shortcode mentioned below), your url will change to show a preview of that content. For example, when embedding a video from YouTube, after pasting in the URL to the editor, it will magically change to show the actual video content, right there in the editor.



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 its own line. The format for using the shortcode is:

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

WordPress will automatically embed content from the following sites:



- [Amazon Kindle](#)
- [Animoto](#)
- [Cloudup](#)
- [Crowdsignal](#)
- [DailyMotion](#)
- [Flickr](#)
- [Imgur](#)
- [Issuu](#)

- [Kickstarter](#)
- [Mixcloud](#)
- [Pinterest](#)
- [Pocket Casts](#)
- [Reddit](#)
- [ReverbNation](#)
- [ScreenCast](#)
- [Scribd](#)
- [SlideShare](#)
- [SmugMug](#)
- [SoundCloud](#)
- [Speaker Deck](#)
- [Spotify](#)
- [TED](#)
- [TikTok](#)
- [Tumblr](#)
- [Twitter](#)
- [VideoPress](#)
- [Vimeo](#)
- [Wolfram Cloud](#)
- [WordPress](#)
- [WordPress.tv](#)
- [YouTube](#) (only public and "unlisted" videos and playlists)

Adding HTML Links

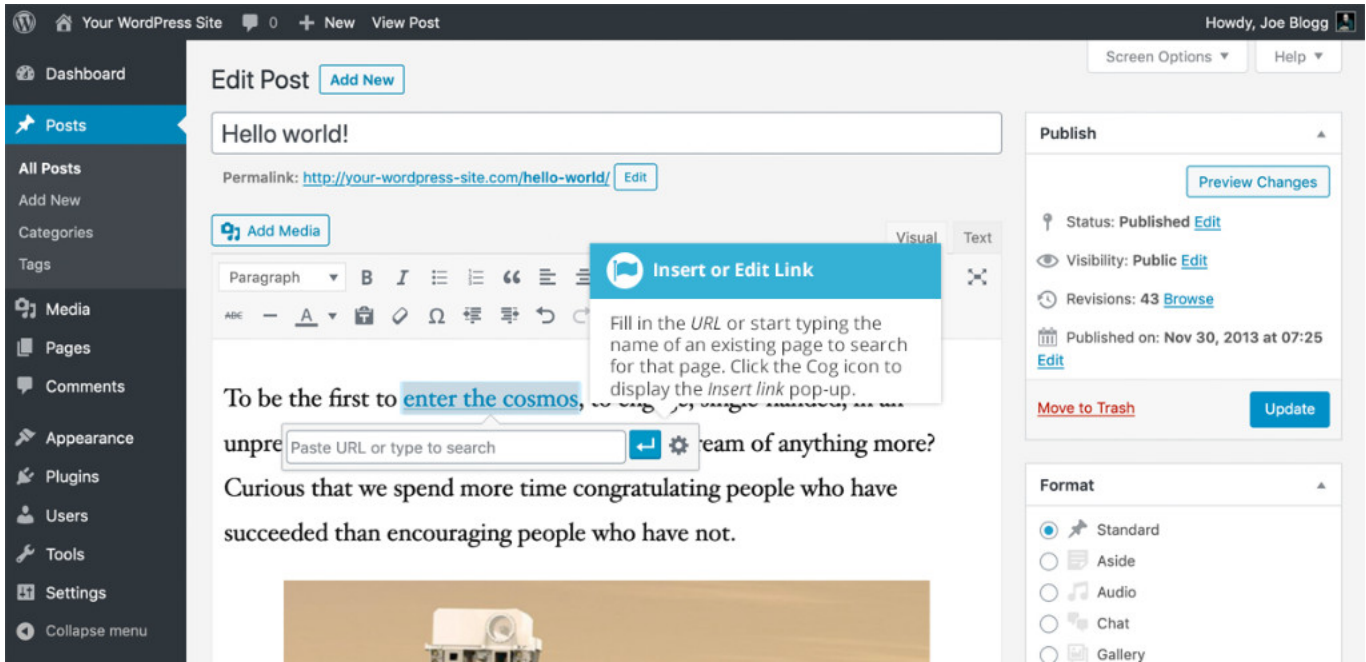
HTML links allow your site visitors to easily navigate around your site. They're also used when you want to allow people to download files from your site, such as PDFs or other documents, for viewing images or even just linking to other websites. HTML links will frequently be shown with an underline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


Inserting an HTML Link

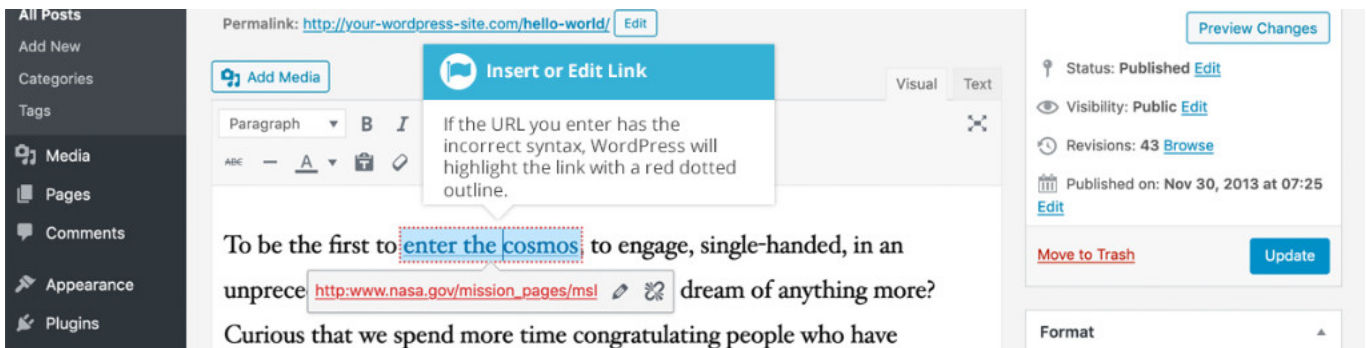
Inserting an html link in your Page/Post to one of your own pages or another site is extremely easy. Simply click and drag the cursor and highlight the text that you want turned into a link and then click the Insert/edit link button (). A small inline link toolbar will display where you can enter your link URL. If you enter a URL without including 'http://' in front of it, WordPress will automatically correct it for you. As an example, if you type 'google.com' it will automatically correct this to 'http://google.com'. After you've entered your link url, hit your Enter key or click the Apply button () to save your changes.


If you don't select any text prior to clicking the Insert/edit link button, it will use the URL that you enter as the link text.

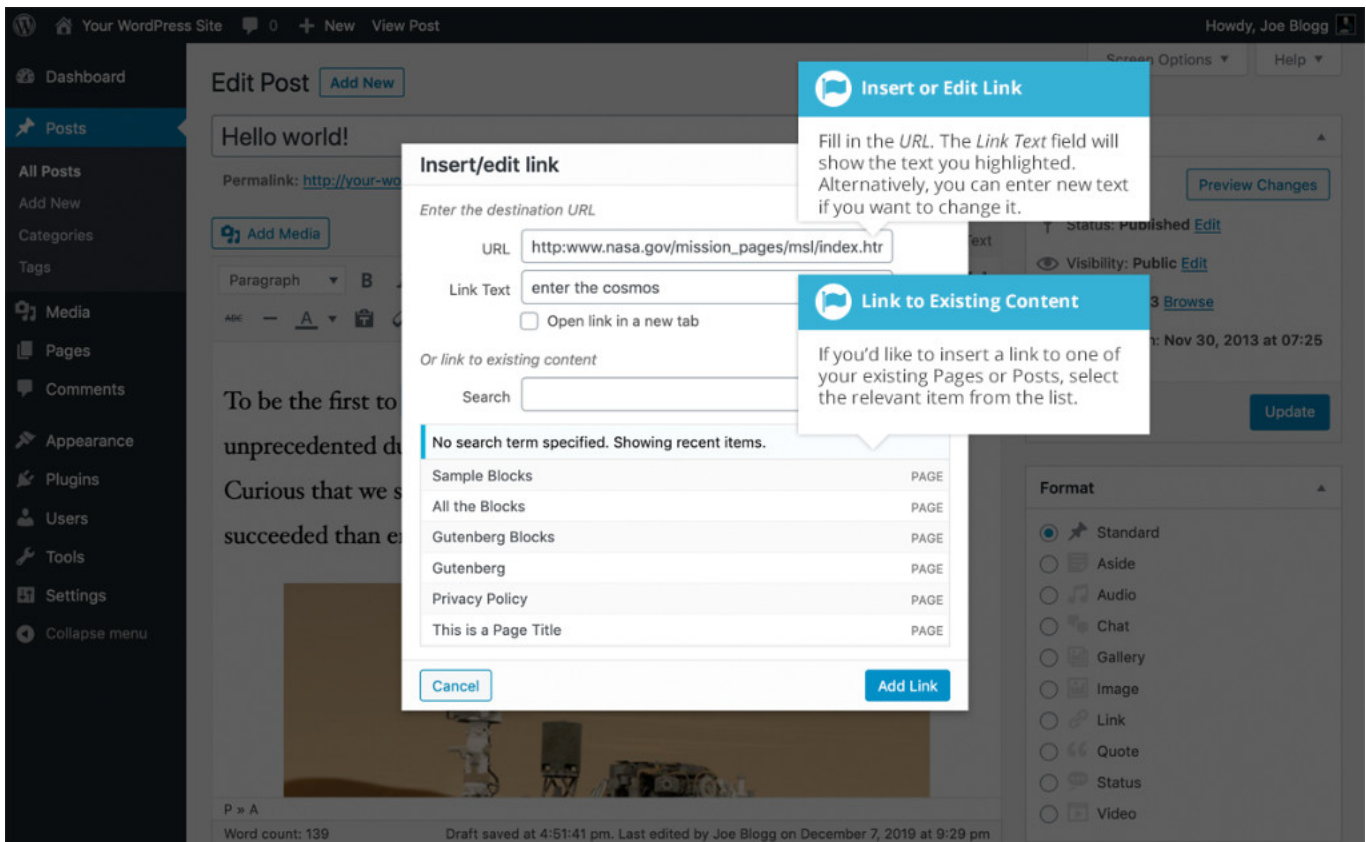
You can also insert a link to one of your existing Posts or Pages by simply typing the Post or Page name and then selecting it from the list that displays. As you type the Post/Page name the list will re-populate based on matching results.



If the URL that you enter in the inline link toolbar has the incorrect syntax, WordPress will let you know by highlighting the link with a red dotted outline. When this happens, simply click the link to display the inline link toolbar again and then click the Edit button () to edit the URL you entered.



If you wish to set additional options or select an existing Post/Page from your site, click the Link options icon (). This pop-up is also useful if you wish to have your link open in a new tab/window when clicked as it gives you access to the Open link in a new tab checkbox.




If you're displaying the pop-up window, simply fill in URL and the Title and then click the Add Link button.

- URL – URL of the page or website that you would like to create a link to
- Link Text – The text that you highlighted prior to clicking the Insert/edit link button will be automatically displayed
- Open link in a new tab – When someone clicks the link you can have it open in the same window (default setting) or have it open in a new browser window/tab

Alternatively, if you'd like to add a link to one of your existing Posts or Pages, 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 link will be updated in the URL field. Click the Add Link button to add your link.

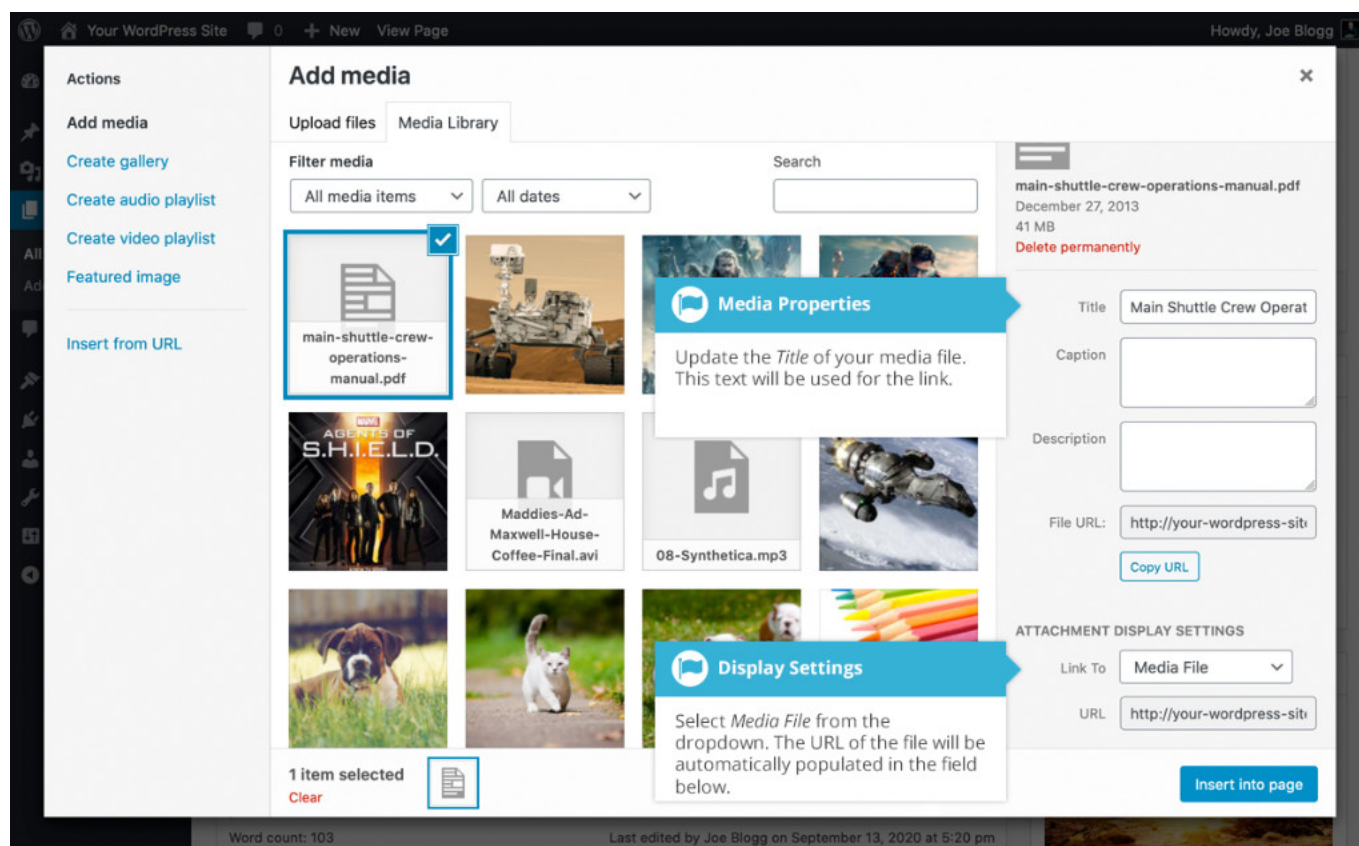
Inserting Links to Media Files

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

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


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

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





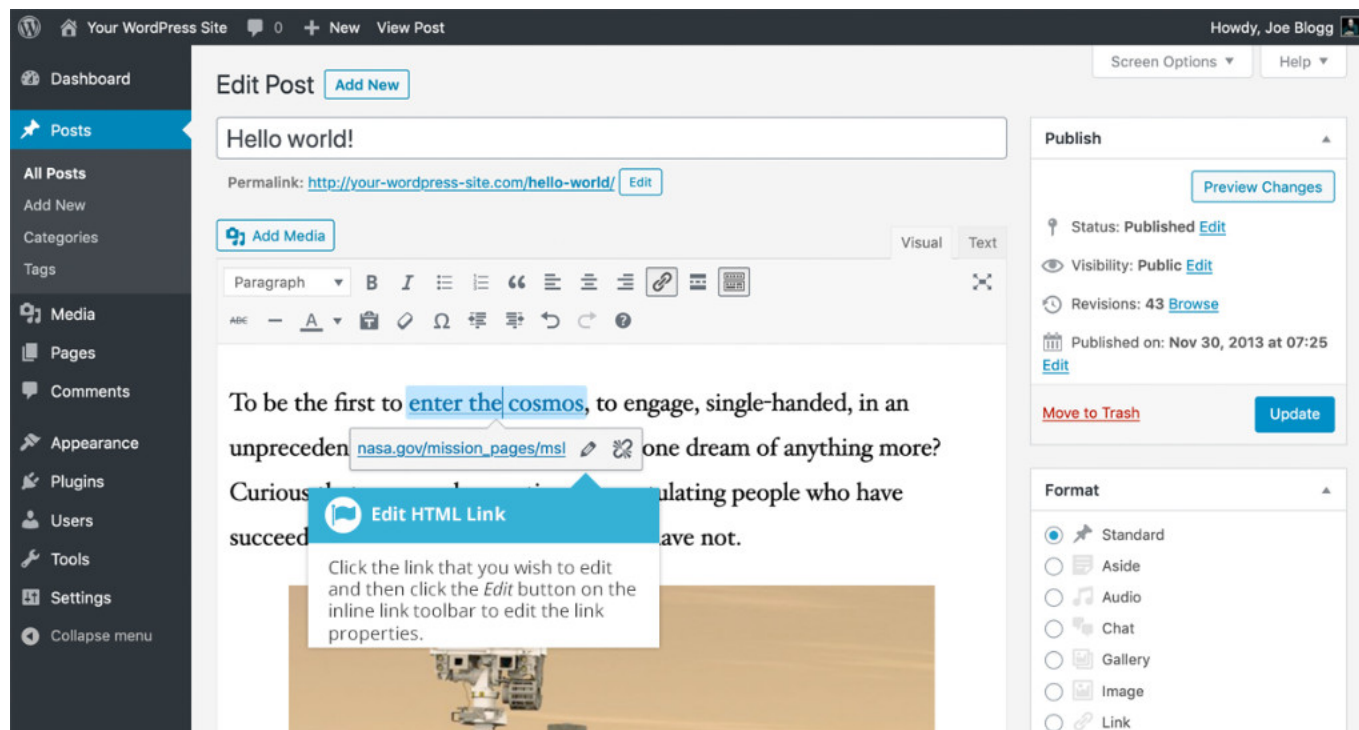
Update the Title for your file. The Title will be used for the text link when it's inserted into your content. From the Link To dropdown list, select Media File. The field just below this will be automatically populated with the URL for the file.



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

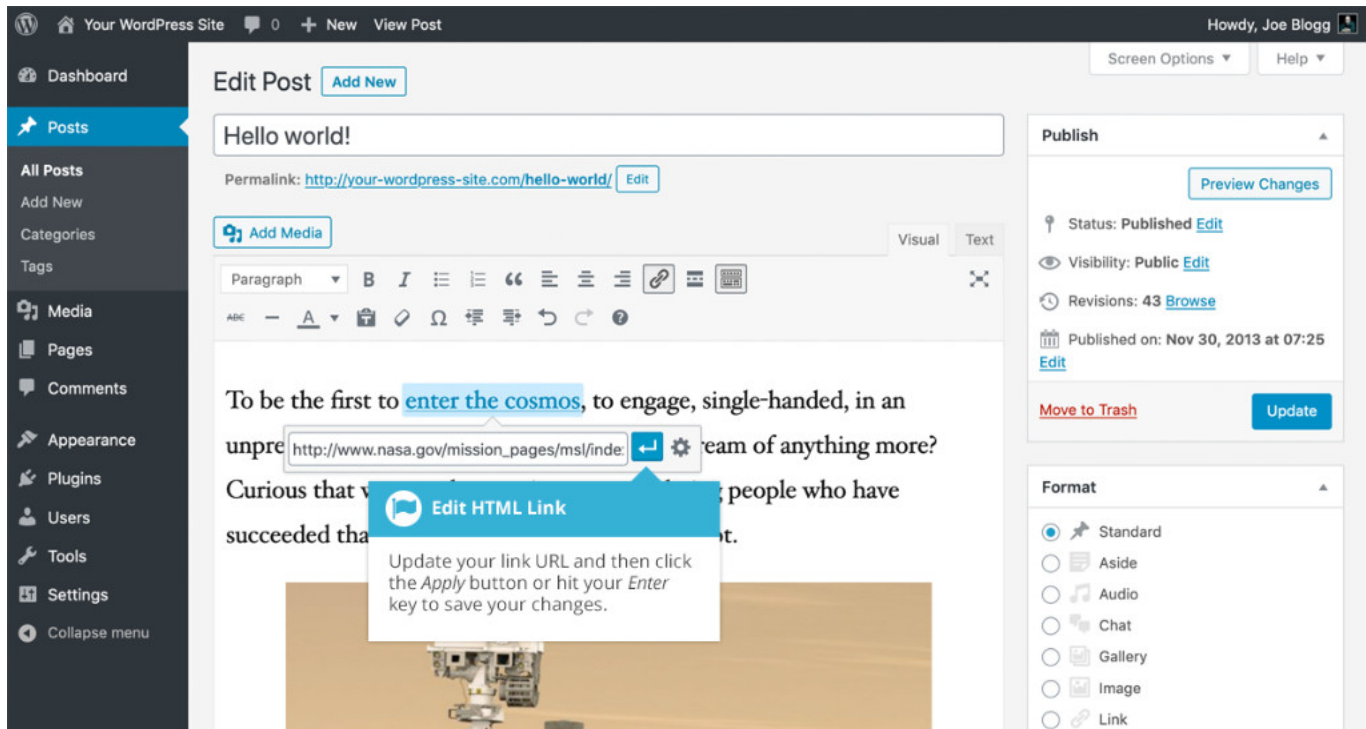
If you happen to know the URL for the media file that you'd like to link to or if you'd like to create a link on some existing text, simply click and drag the cursor and highlight the text that you want turned into a link and then click the Insert/edit link button (). Just like previously, when adding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

Editing an HTML Link




To edit an html link, click the link within your Page/Post that you'd like to edit to display the inline link toolbar. Once the toolbar appears, click the Edit button () to display the edit field. Alternatively, click the link within your Page/Post and then click the Insert/edit link button () on the main Visual Editor toolbar.

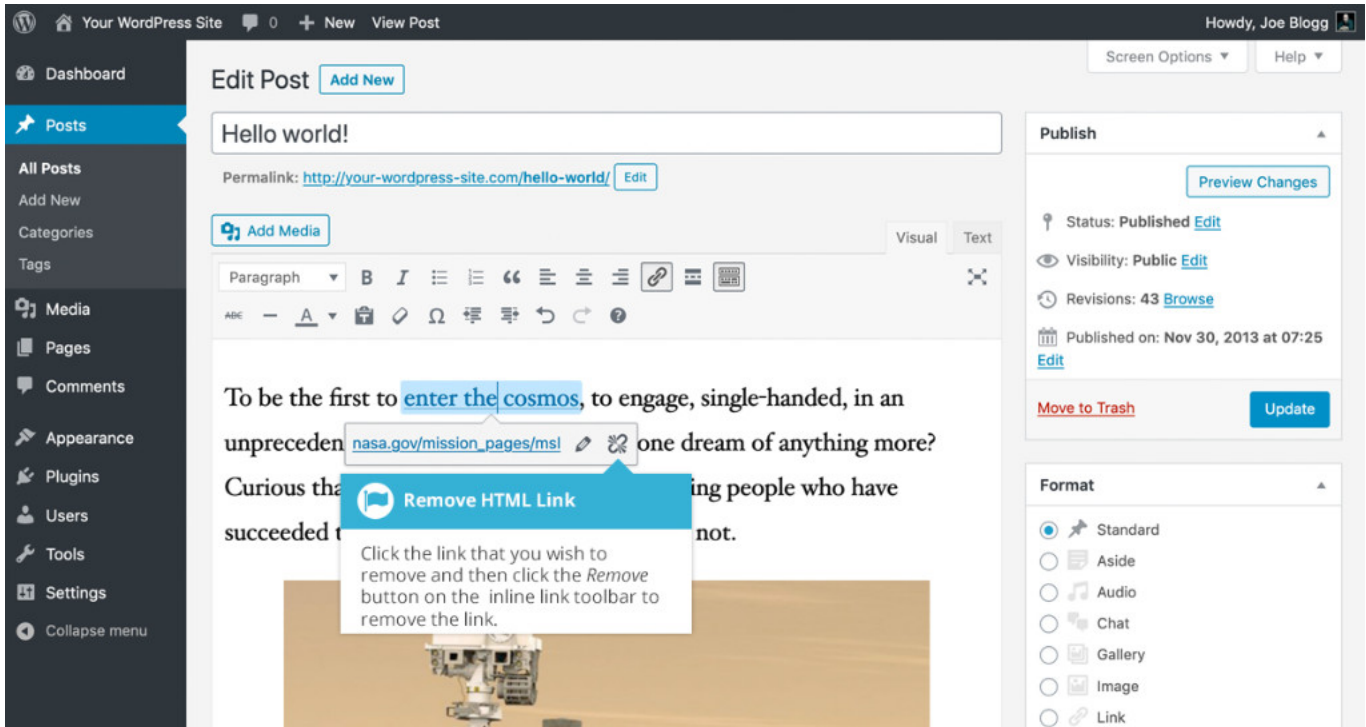


After you've updated the link url, hit your Enter key or click the Apply button () to save your changes. If you wish to display the Insert/edit link pop-up window click the Link options icon ().



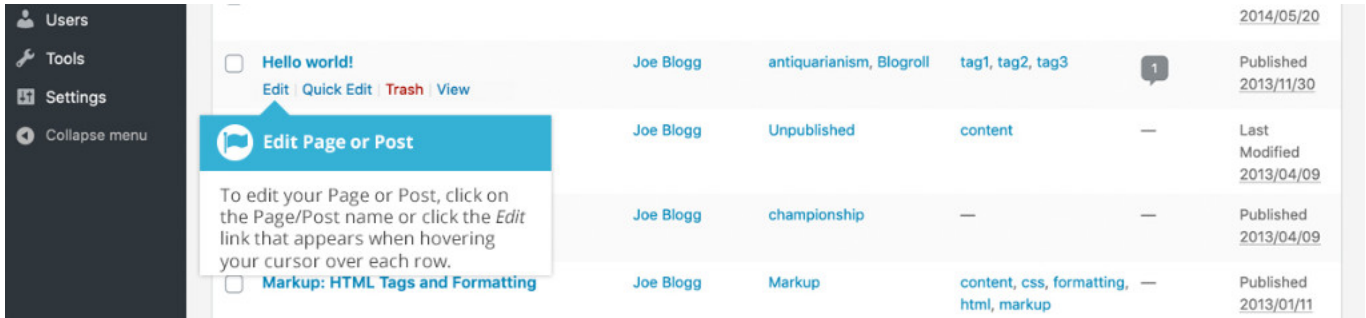
Removing an HTML Link

To remove an html link, click the link within your Page/Post that you'd like to remove to display the inline link toolbar. Once the toolbar appears, click the Remove button () to remove the link. If you want to remove a link from an image, simply click the image once to select it, click the Insert/edit link button () to show the inline link toolbar, then remove the URL and click the Apply button () to accept your change. If the html link is linking to an uploaded file or image, clicking the Remove button won't remove or delete that file, it will simply remove the hyperlink.



Editing Existing Content

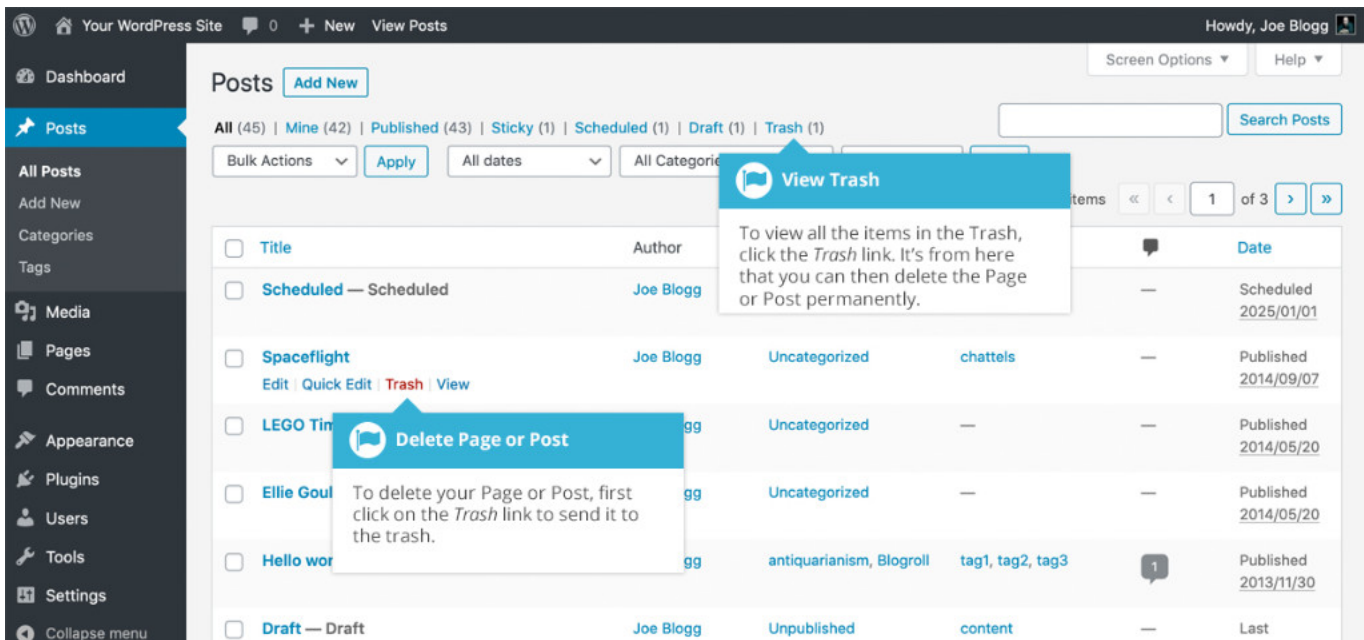
To edit an existing page, simply click on the relevant Page/Post title, when viewing your list of Pages or Posts. Alternatively, click on the Edit link that appears beneath the title when hovering your cursor over each row.



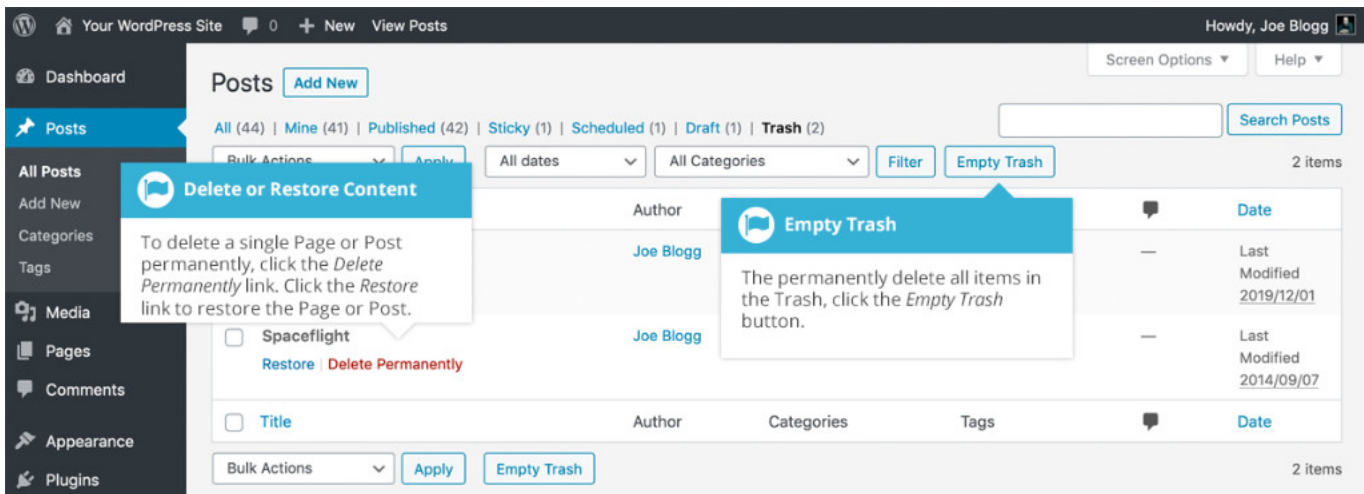
The screen that appears will be exactly the same as the Add New Page/Add New Post screen, only with the existing content displayed. When you've finished editing your Page/Post, click the Update button.

Deleting Content

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




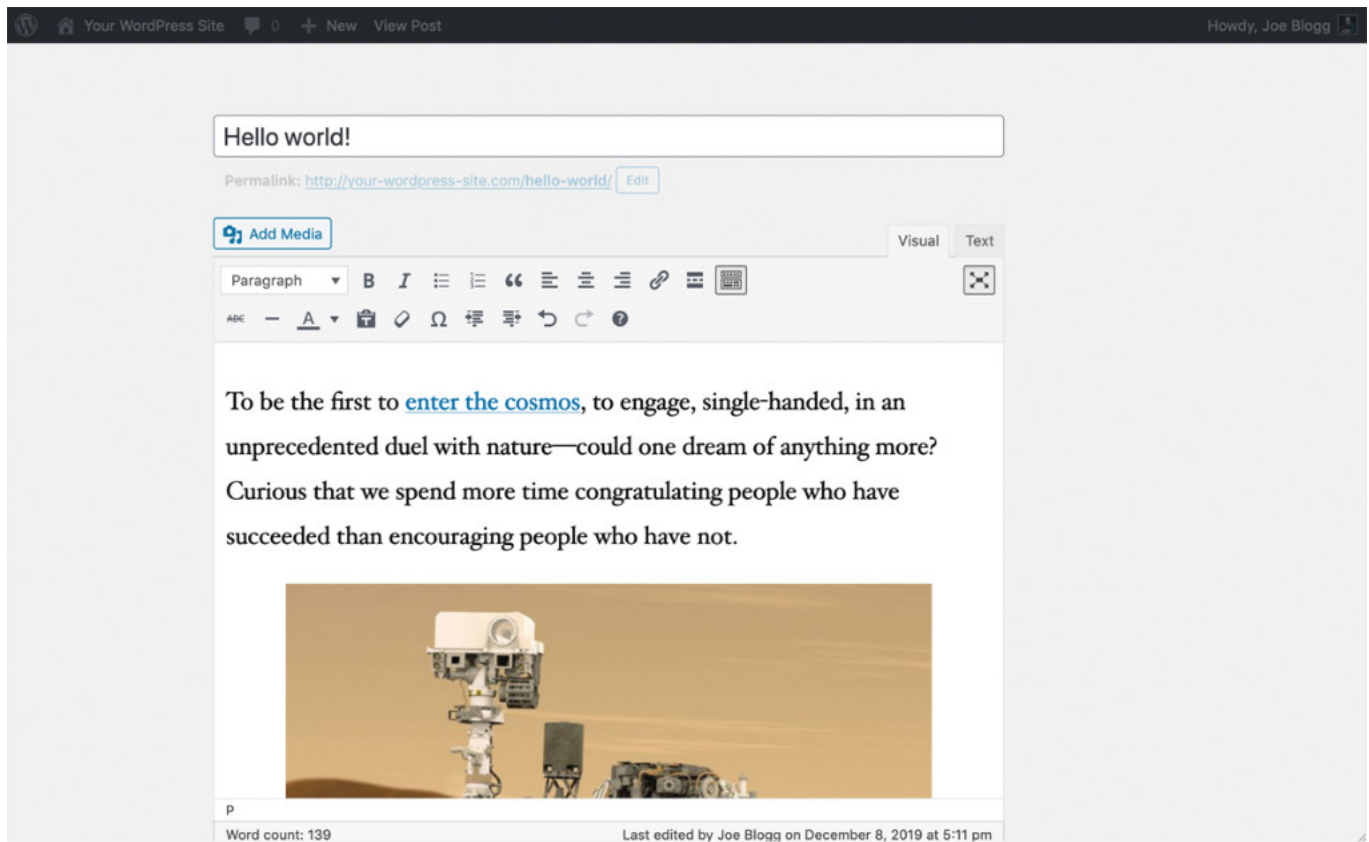
To delete the Page/Post permanently or to restore the Page/Post, click the Trash link at the top of the screen. When the cursor is hovering over each item in the Trash, the Restore and Delete Permanently links appear. Click Delete Permanently to permanently remove a single Page or Post. Clicking Restore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



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

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 Distraction Free Writing button (). With the Distraction Free Writing button turned on, the left-hand menu and the right-hand side panels fade out of view, leaving the screen with just the minimal required to compose your content.



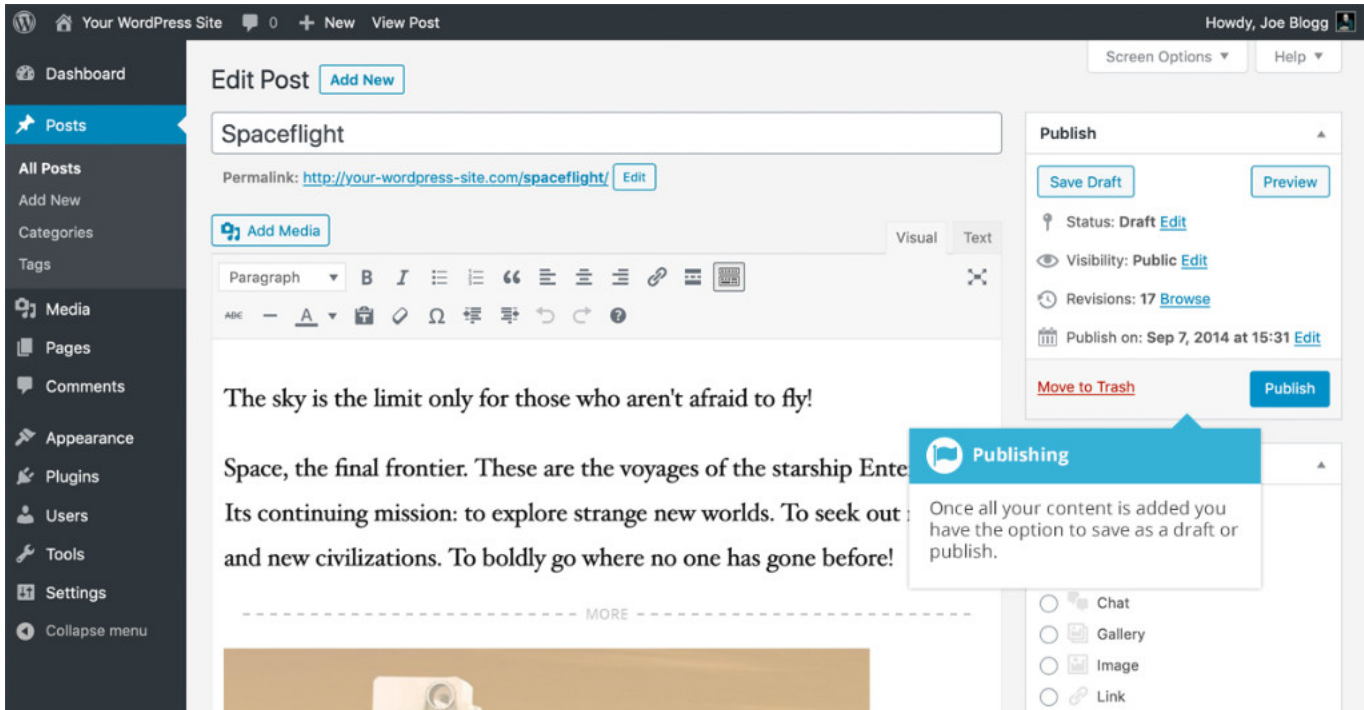
In Distraction Free Writing mode, only the Title field and Visual Editor is displayed until you move your cursor outside of the editor. Once you move your cursor outside of the editor, the menu and side panels fade back into view.

To exit from Distraction Free Writing mode, click on the Distraction Free Writing button again.

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.

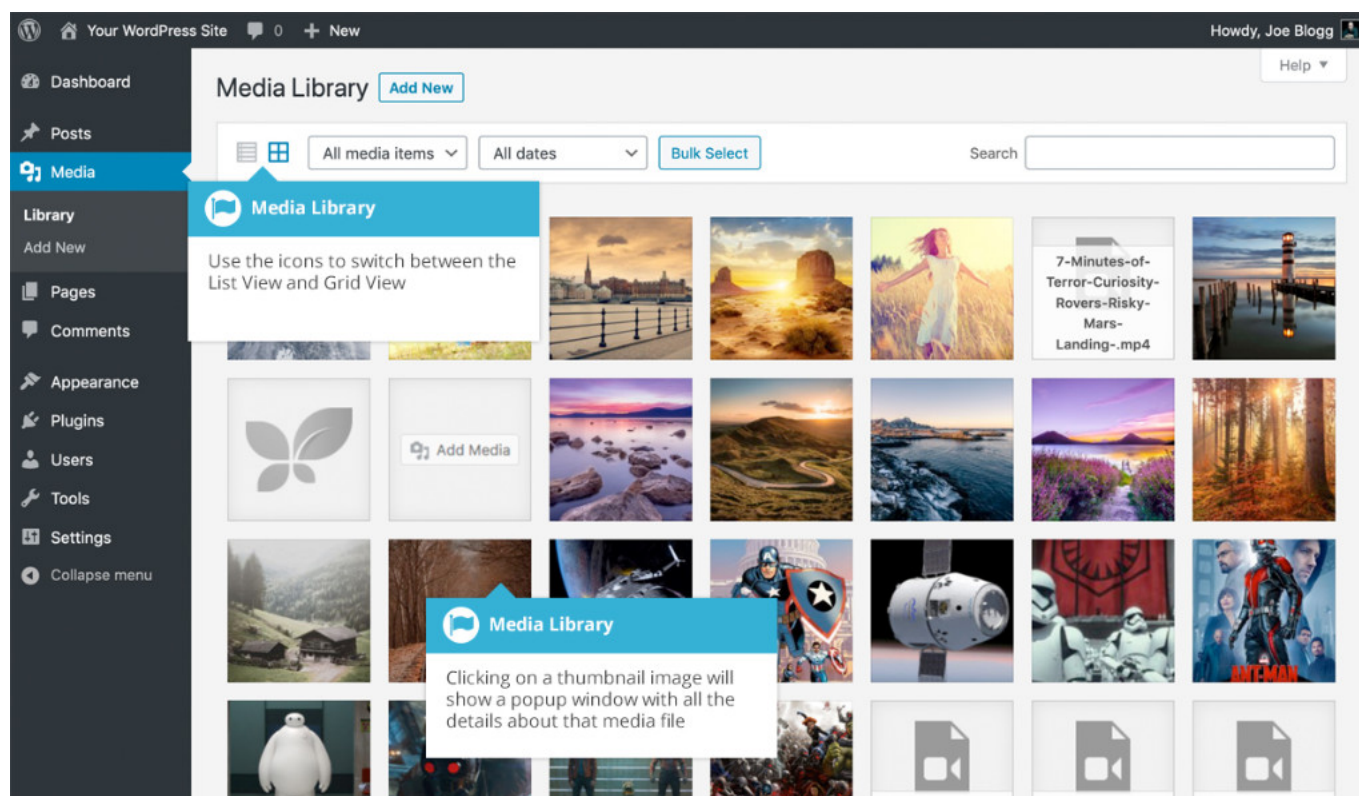
Just below the Title for your content is the full URL for your Page or Post. Clicking this will take you to the published page, or if the page hasn't been published yet, a preview of the page. Clicking the Edit button next to the URL allows you to change the Permalink (i.e. the URL) of the Page or Post. You might decide to do this for improving SEO (Search Engine Optimisation). Most times though, you'll simply leave the default URL which WordPress automatically generates based on your Page/Post Title.

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

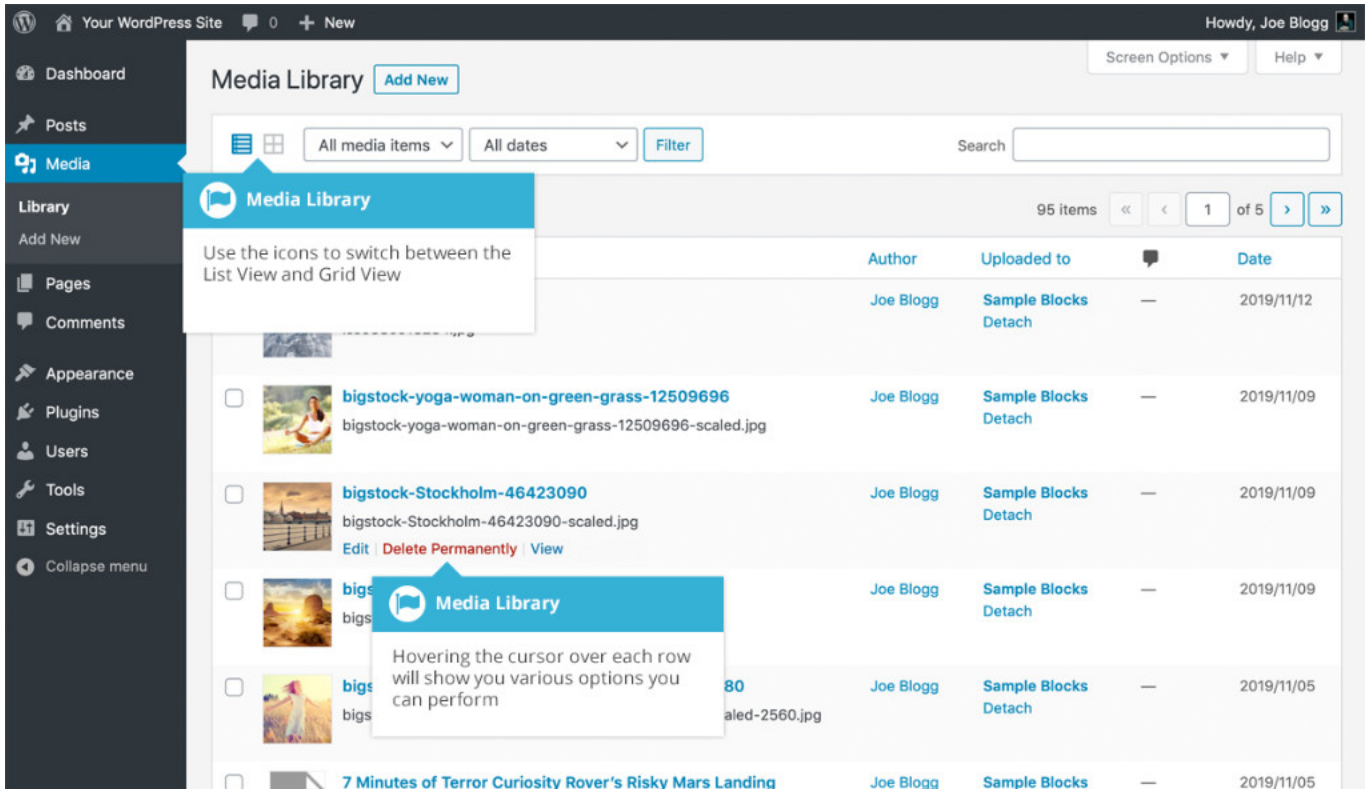
Media Library

The Media Library is where you can find all the files that you've uploaded. There are two different types of views you can select from when viewing your media library. You can click the List View icon (☰) to display your images in a list, or you can click the Grid View icon (☐) to view your images in a Grid layout.

The Grid View will display a grid of thumbnail images for each of your media files. By default, it will show the first 80 images in the Grid view. To view more images, click the Load more button at the bottom of the page.



The List View will display your images vertically down the page, over multiple pages. By default, it will display 20 images per page but you can change this number by clicking the Screen Options link at the top-right of the page and changing the Number of items per page.



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

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

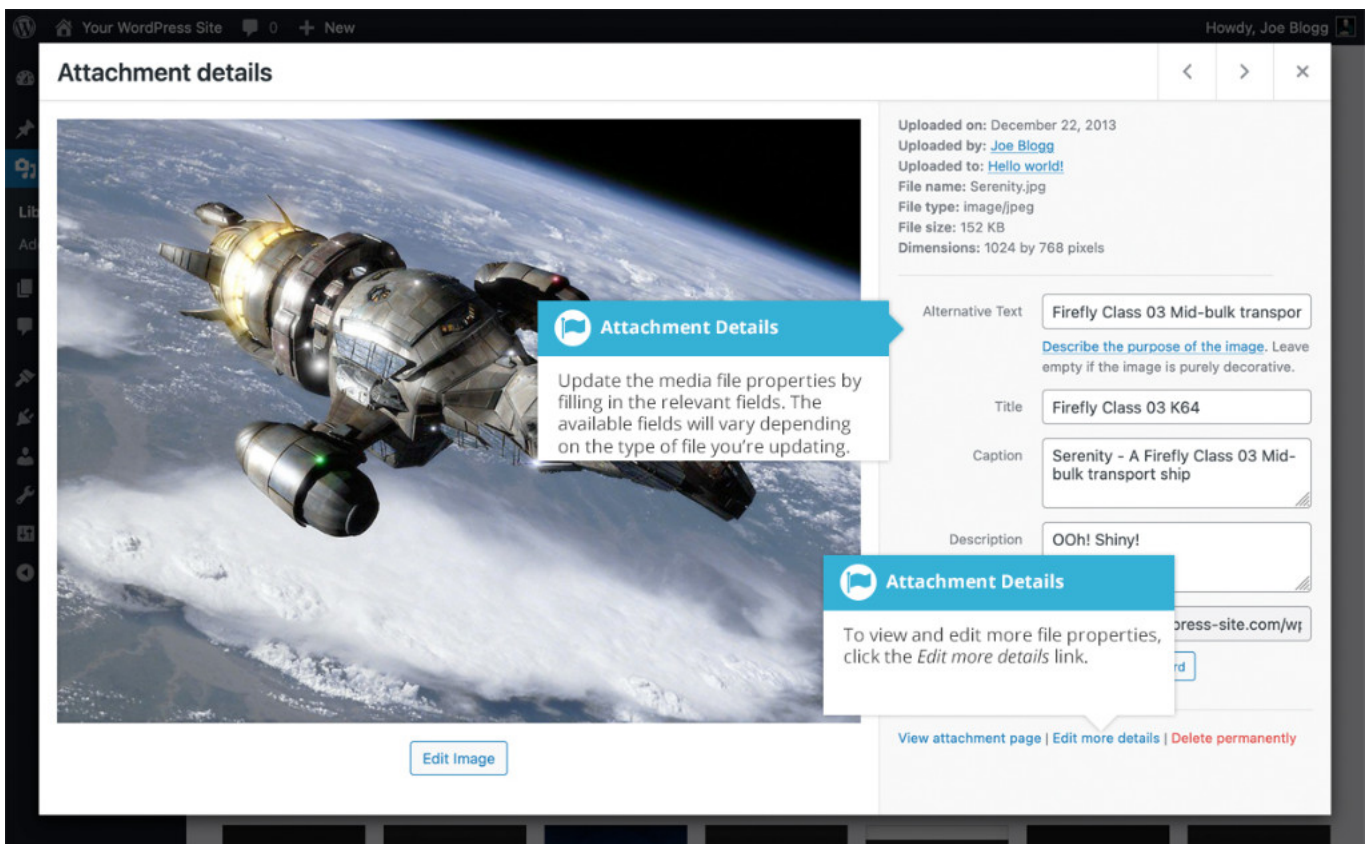
When hovering your cursor over each row in the List View, a few links will appear beneath the file name.

- Edit – Allows you to edit the file properties such as Title, Alt Text, Caption and Description. You can also perform some basic image manipulation
- Delete Permanently – Deletes the file permanently from the Media Library
- View – Will take you to the display page for that file

Viewing a File in the Media Library

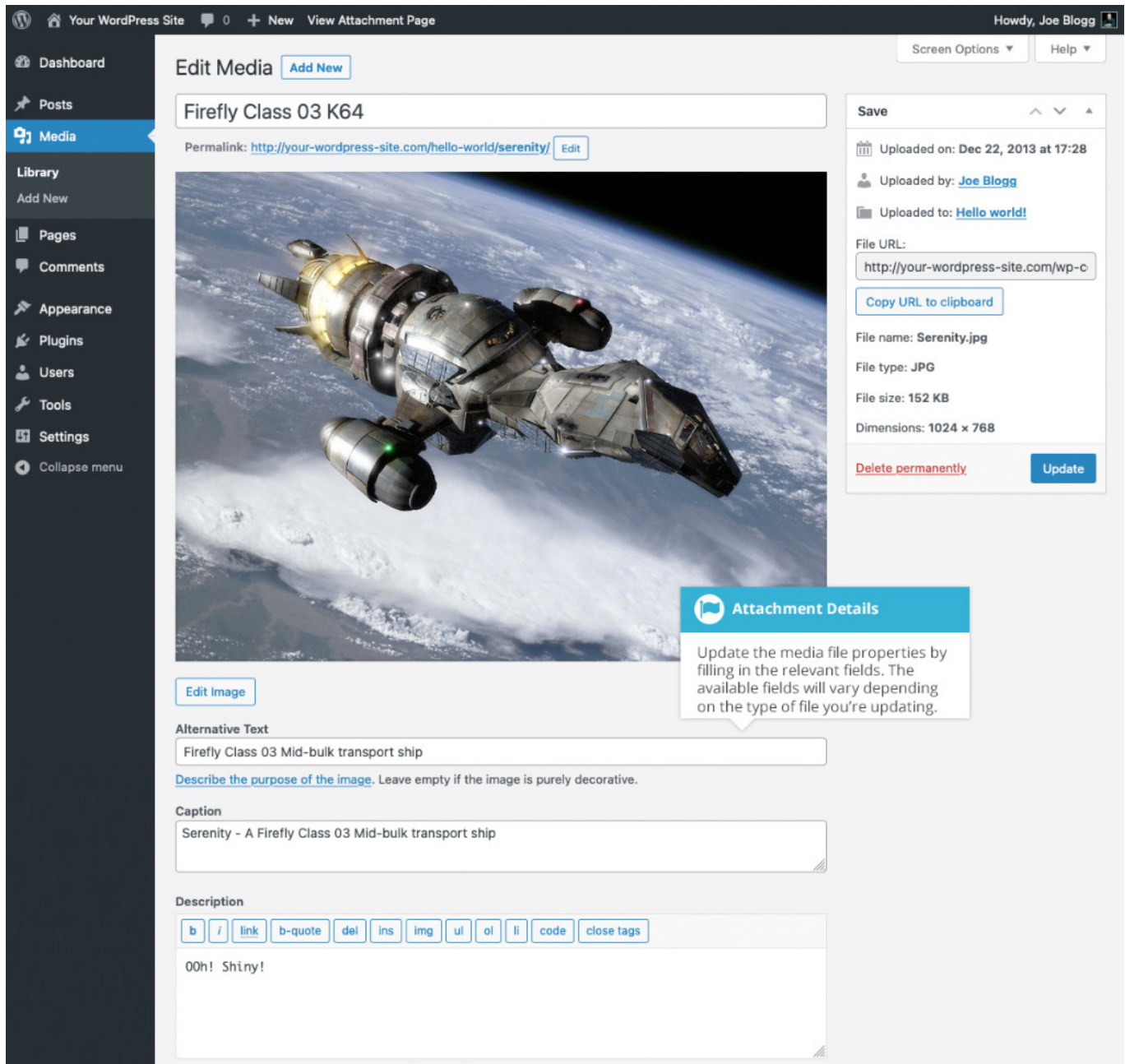
The Grid View will display a grid of thumbnail images for each of your media files. Depending on the file type, you'll either see a thumbnail image for that particular file or an icon representation.

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



Within the List View, you can click the thumbnail image, the media file title or you can hover the cursor over the row and click the Edit link. The various file properties will be displayed, along with giving you the ability to update certain properties. If the file is an image, you'll see a larger version of that image. For supported audio and video files (M4a, MP4, OGG, WebM, FLV, MP3, and WAV)

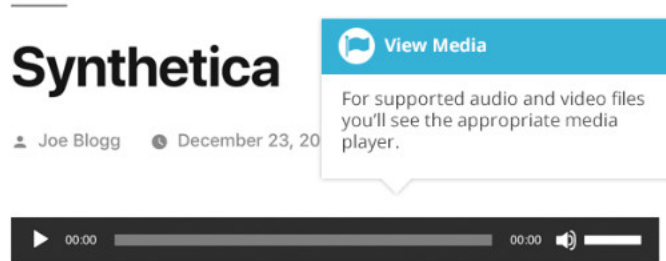
you'll see the appropriate media player. For other file types such as PDF's or Word Documents, you'll simply see the file properties along with a button to view the attachment page which in turn has a link to the actual file.



Clicking the View link, when hovering your cursor over a row, will display the attachment page for that particular media file. If the file is an image, you'll see a larger version of that image. For supported audio and video files you'll see the appropriate media player and for other file types such as PDF's or Word Documents, you'll see a link to the actual file.

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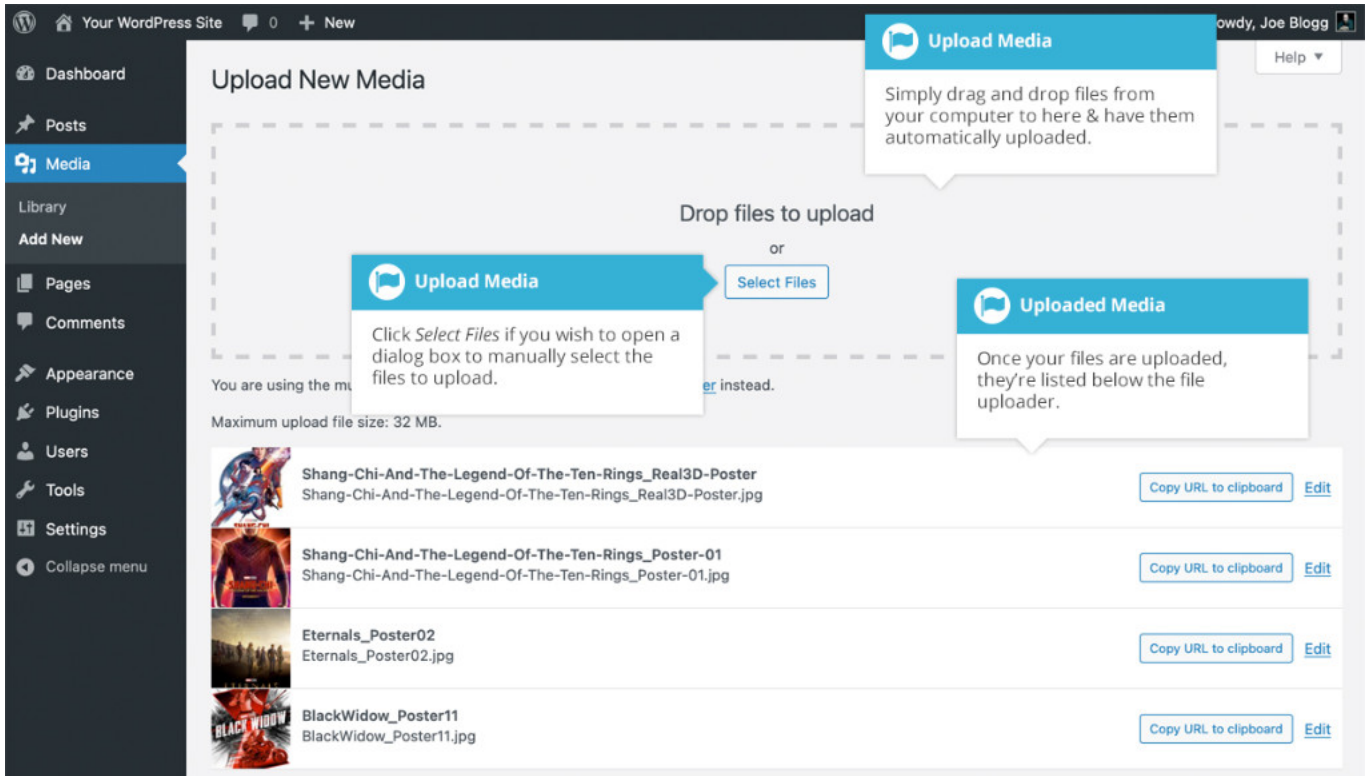
“Synthetica” from Synthetica by Metric. Released: 2012. Track 8 of 11. Genre: Indie Rock.

Adding a File to the Media Library

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

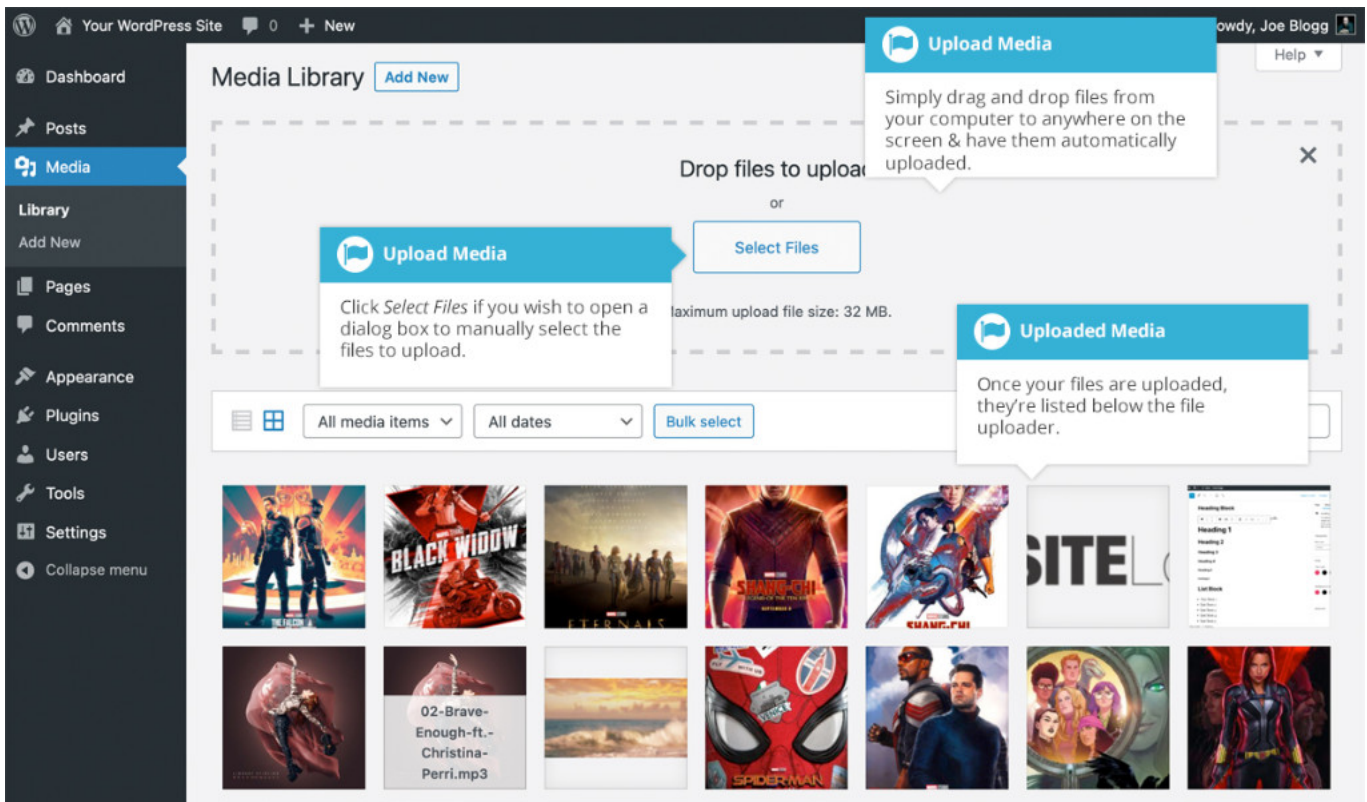
If you click the Add New button when you’re viewing the Media Library in the List View, or click the Add New link in the menu, simply drag your images from wherever they are on your computer, into the area marked Drop files here. Your file(s) will be automatically uploaded.

Once your images or files are uploaded, they’re listed below the file uploader. If you’d like to edit the file properties, click the Edit link next to the file. If you simply want to copy the URL of the uploaded file, click the Copy URL to clipboard button.



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

Once your images or files are uploaded, they're displayed below the file uploader, with the rest of your media.

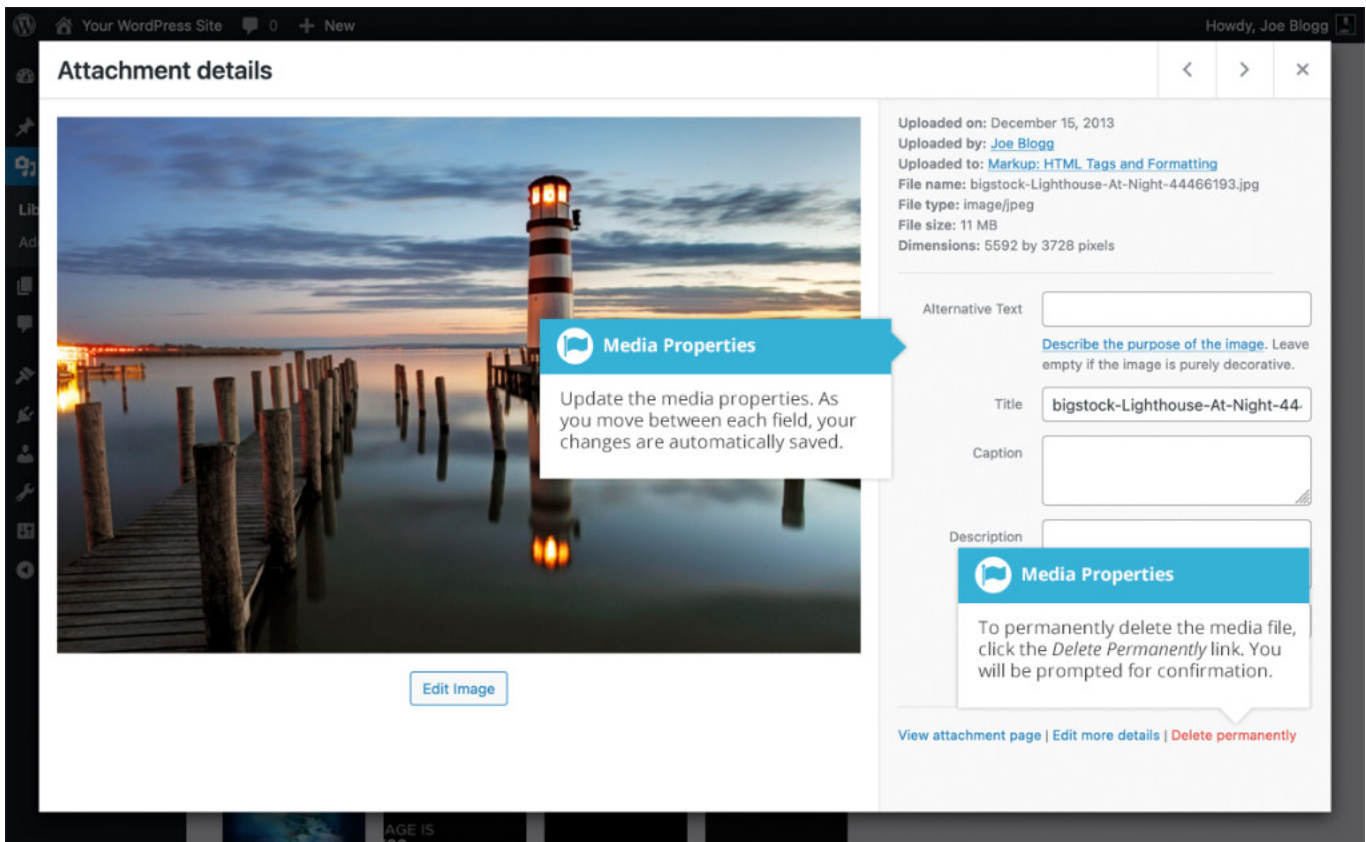


When uploading files, you can also click the SelectFiles button and then select the files that you'd like to upload, using the dialog window that is displayed.

Editing the File Properties

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

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



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

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

- Title – Although the field isn't labelled, the Title is the field at the very top of the page (when editing the image from the List View). The Title is displayed as a tooltip when the mouse cursor hovers over the image in the browser
- Caption – is displayed underneath the image as a short description. How this displays will be dependent on the WordPress theme in use at the time. You can also include basic HTML in your captions

- **Alternative Text** – This field is only displayed for image files. The Alternative Text is displayed when the browser can't render the image. It's also used by screen readers for visually impaired users
- **Description** – This content is displayed on the file's attachment page
- **Metadata - Artist** – This field is only displayed for audio files. It allows you to specify the recording artist
- **Metadata - Album** – This field is only displayed for audio files. It allows you to specify the album to which the audio file belongs to

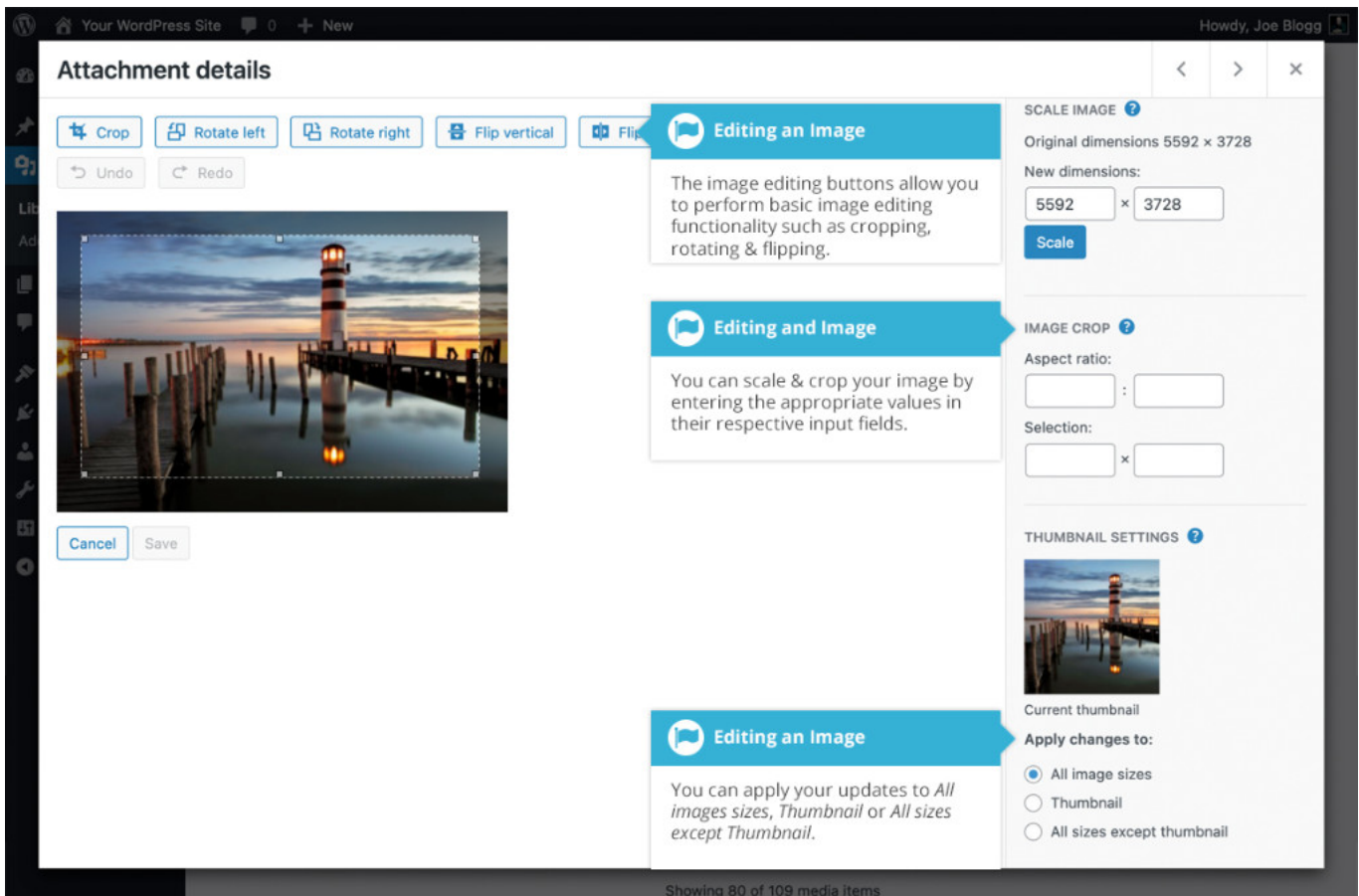
Once the file properties are updated click the Update button to save your changes.

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 file properties of an image (as opposed to other file types like documents or PDFs), click the Edit Image button that appears just below the image to show the image editing tools.

If you click the Edit Image button whilst using the Grid View, the image editing tools will appear in the pop-up window.



If you click the Edit Image button whilst using the List View, your page will look slightly different to the above Grid View. As well as the image editing tools, you'll also see the properties of the file such as the file size and dimensions. You can also still update the Caption, Alternative Text and Description.

The screenshot displays the WordPress 'Edit Media' interface. At the top, there are navigation links for 'Dashboard', 'Posts', 'Media', 'Library', 'Pages', 'Comments', 'Appearance', 'Plugins', 'Users', 'Tools', 'Settings', and 'Collapse menu'. The main content area is titled 'Edit Media' and shows a lighthouse image. Above the image are buttons for 'Crop', 'Rotate left', 'Rotate right', 'Flip vertical', and 'Flip horizontal', along with 'Undo' and 'Redo' buttons. To the right of the image are three panels: 'Scale Image' with input fields for dimensions (5592 x 3728) and a 'Scale' button; 'Image Crop' with aspect ratio and selection input fields; and 'Thumbnail Settings' with a thumbnail preview and radio buttons for 'All image sizes', 'Thumbnail', and 'All sizes except thumbnail'. Below the image are fields for 'Alternative Text', 'Caption', and 'Description'. A sidebar on the right shows file information: 'File URL: http://your-wordpress-site.com/wp-c...', 'File name: bigstock-Lighthouse-At-Night-44466193.jpg', 'File type: JPG', 'File size: 11 MB', 'Dimensions: 5592 x 3728', and buttons for 'Delete permanently' and 'Update'. Three callout boxes provide instructions: one above the image editing buttons, one above the 'Scale Image' panel, and one above the 'Thumbnail Settings' panel.

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



Crop – Click on the image and drag the selection box to the size that you'd like the image cropped. Click the Crop button to crop the image to the new size



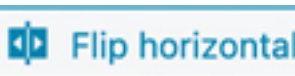
Rotate Left – Rotate the image 90° counter-clockwise



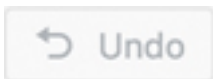
Rotate Right – Rotate the image 90° clockwise



Flip vertical – Flip the image vertically



Flip horizontal – Flip the image horizontally



Undo – Undo the last change



Redo – Redo the last change

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

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

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

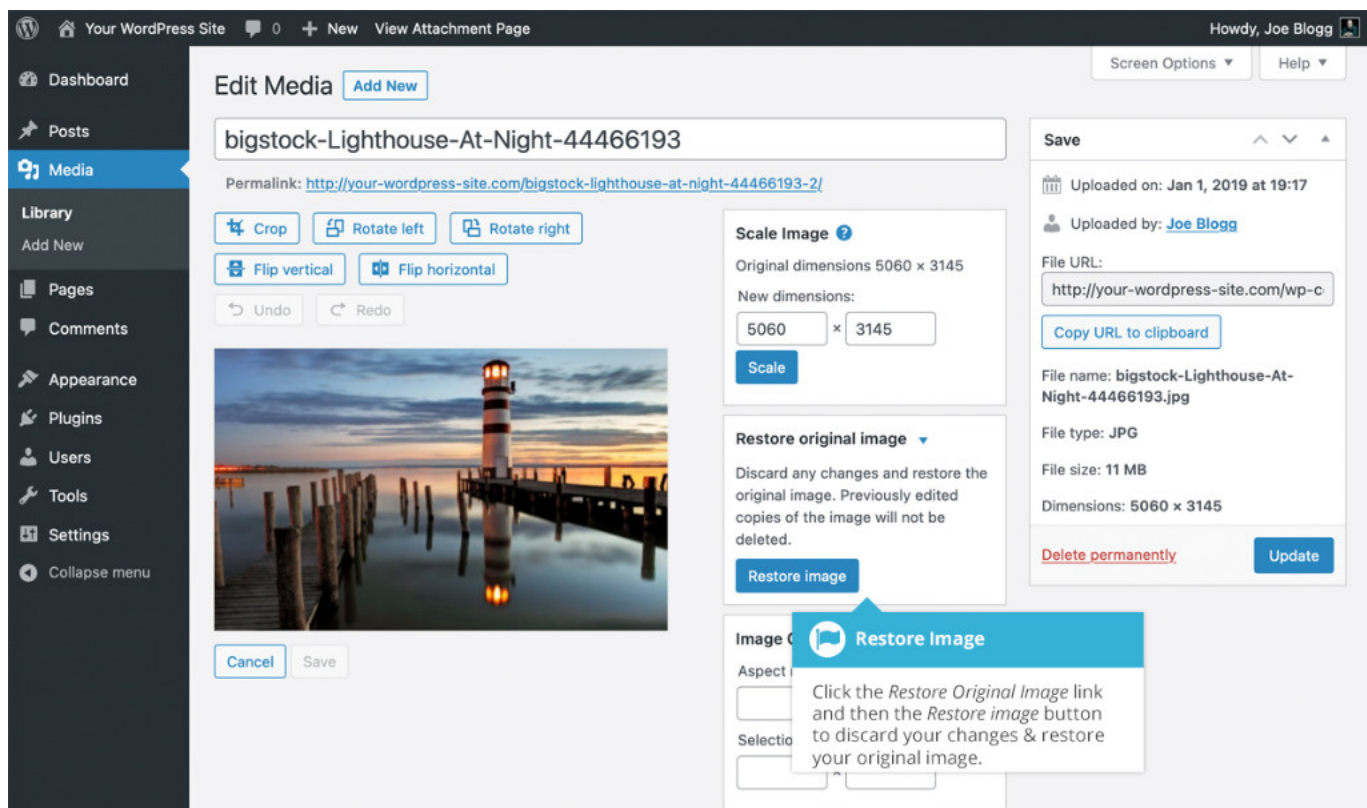
Whenever the selection box is adjusted, the dimensions are displayed in the Selection input fields. You can also manually enter the dimensions of the selection box (in pixels) by entering values into these two fields. Once your selection box is adjusted, simply click the Crop button just above the image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

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

Click the Save button to save your changes.

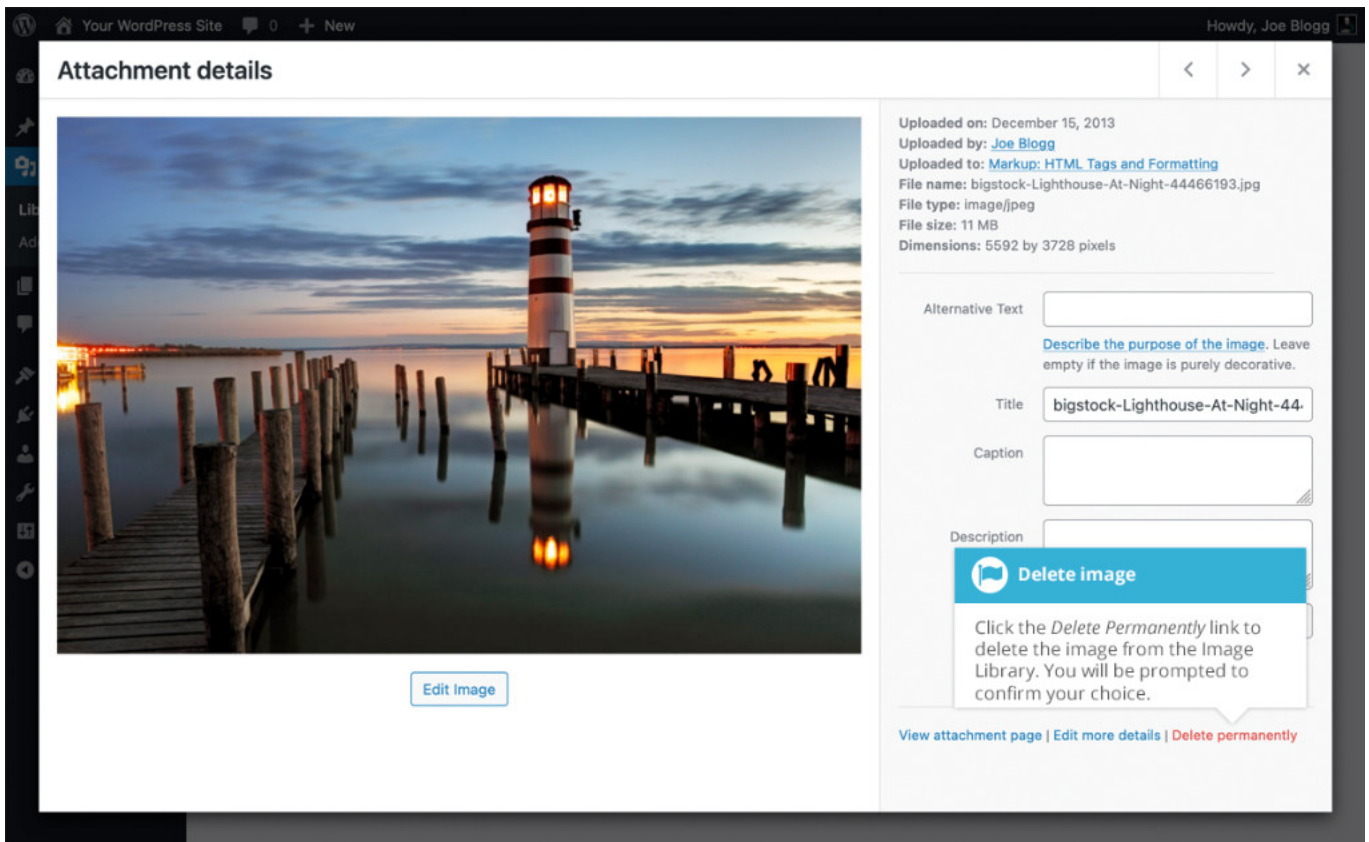
Click the Update button to return to the main Media Library page.

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



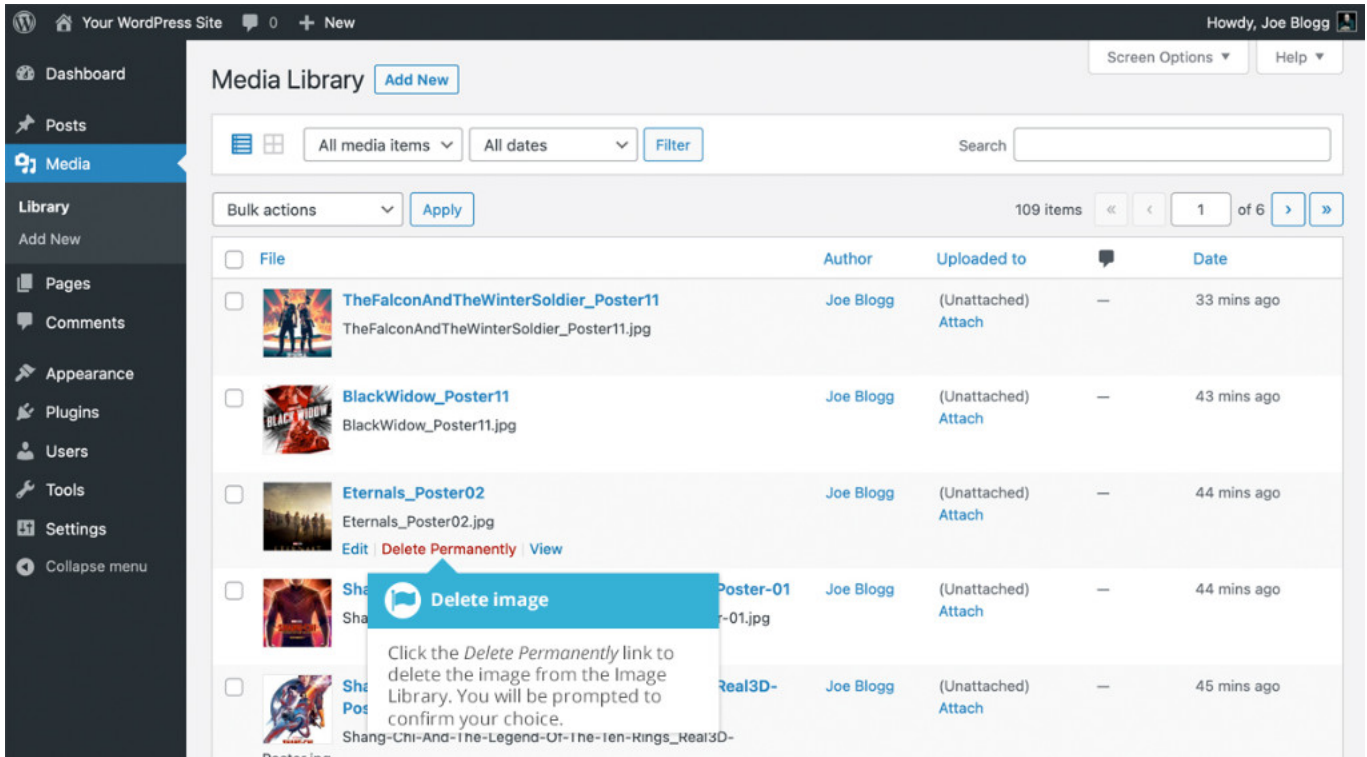
Deleting a File from the Media Library

To delete a file from the Media Library when using the Grid View, first click an image to view the File Properties, then click on the Delete Permanently link that appears in the pop-up window.



You can also bulk delete multiple images at once in the Grid View by clicking the Bulk select button when viewing your grid of images, selecting all the images you want to delete, and then lastly, clicking the Delete permanently button.

To delete a file from the Media Library when using the List View, click on the Delete Permanently link that appears beneath the file name when hovering your cursor over each row.



After you click the Delete Permanently link in either view, you'll be prompted with a confirmation message.

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

Editing your Profile

To edit your profile details, simply click on your user name, top right corner, then click on the Edit Profile link that appears beneath your user name. Alternatively, click on the Profile link in the left-hand navigation.

Your WordPress Site 0 + New Howdy, Joe Blogg [Help](#)

Edit your Profile

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

Profile

Personal Options

Visual Editor Disable the visual editor when writing

Syntax Highlighting Disable syntax highlighting when editing code

Admin Color Scheme

Default Light Modern Blue

Coffee Ectoplasm Midnight Ocean

Sunrise

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

Toolbar Show Toolbar when viewing site

Name

Username Usernames cannot be changed.

First Name

Last Name

Nickname (required)

Display name publicly as

Contact Info

Email (required)
If you change this, we will send you an email at your new address to confirm it. The new address will not become active until confirmed.


Website

About Yourself

Biographical Info

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

Profile Picture



[You can change your profile picture on Gravatar.](#)

Account Management

New Password

Sessions
You are only logged in at this location.

Application Passwords

Application passwords allow authentication via non-interactive systems, such as XML-RPC or the REST API, without providing your actual password. Application passwords can be easily revoked. They cannot be used for traditional logins to your website.

New Application Password Name

Required to create an Application Password, but not to update the user.

After updating your profile, 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
- Syntax Highlighting – Checking this box disables the syntax highlighting when editing code in the built-in editor
- Admin Color Scheme – Check this radio button next to the colour scheme desired for the administrative panels. You have the choice of eight different color schemes
- 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
- Toolbar – 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 Username 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 dropdown list. You can choose from several choices: Nickname, Username, 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. For security reasons, it’s a good idea to keep this different from your Username

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

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
- Profile Picture – The avatar that is displayed is called a Gravatar. A Gravatar is a Globally Recognized Avatar. To create a Gravatar, simply go to 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

Account Management

- New Password – Click the Generate Password button to generate a new Strong password. A password strength indicator will be shown just below the password field
- Sessions – If you’ve left your account logged in at a public computer or you’ve lost your phone, you can click the Log Out Everywhere Else button to log you out of everywhere except for your current browser