



Wordpress User Guide

An insightful and informative guide to help you get the most of your Wordpress website

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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.

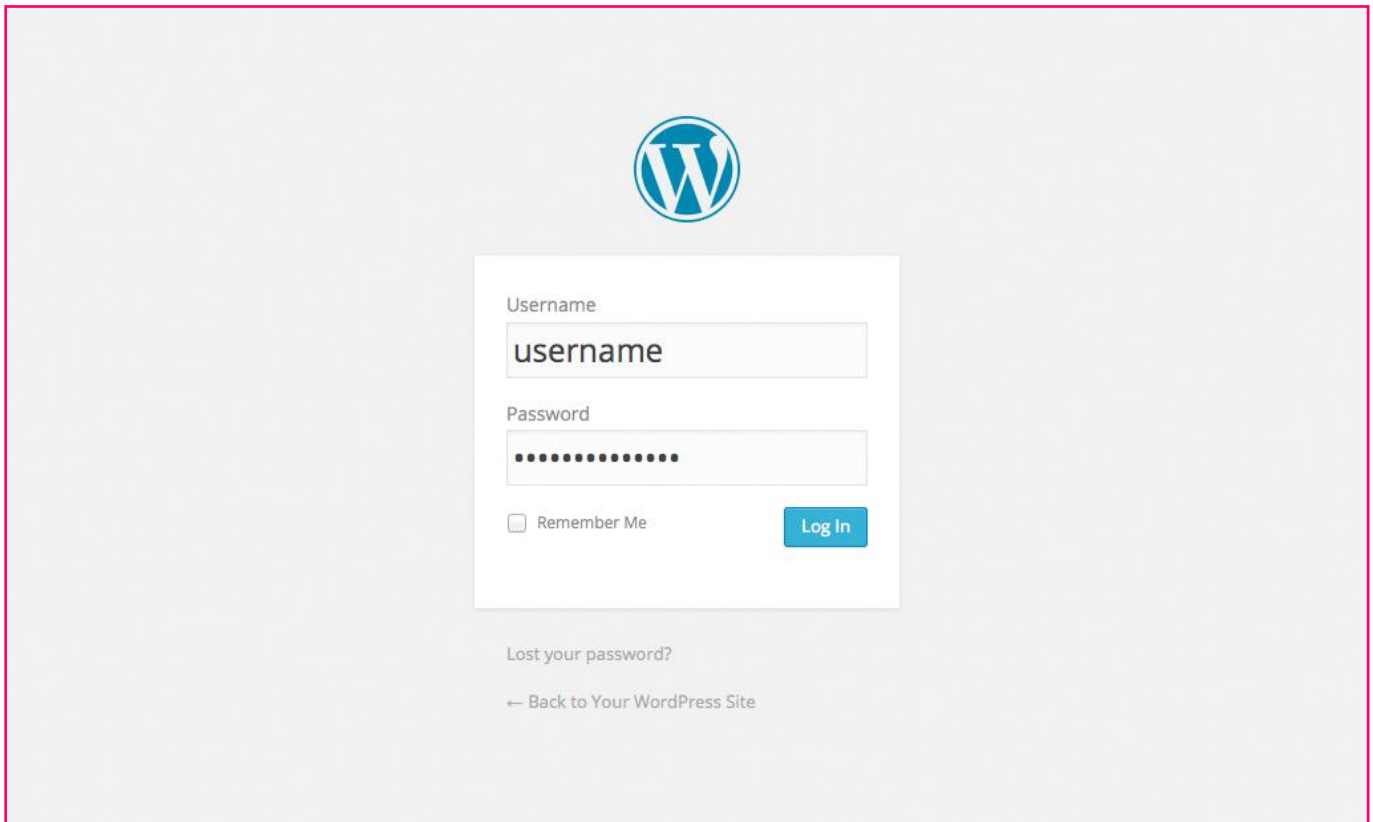
As well as being a fantastic blogging and content management system, one of the huge benefits is the wealth of information out there. There’s a great community of people behind the design & development of the WordPress system itself. People from all over the world contribute their time, knowledge and 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 22% 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...

Login

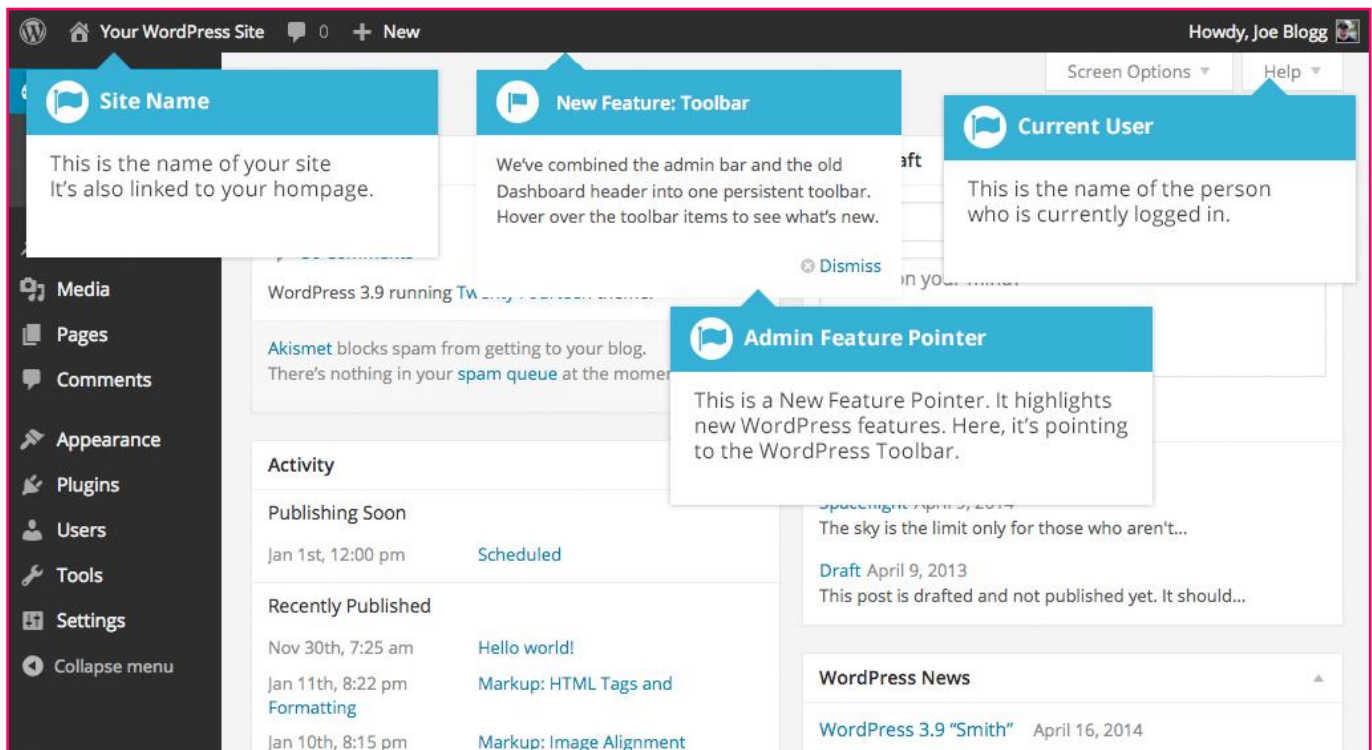
Before you can make any changes to your site, you will need to log in. The login for your site is typically found at the following URL - <http://your-wordpress-site.com/admin>. Obviously, replace your-wordpress-site.com with your actual domain name.

The image shows the WordPress login interface. At the top center is the WordPress logo, a blue circle with a white 'W'. Below the logo is a white login form. The form has two input fields: 'Username' with the text 'username' and 'Password' with a masked password of ten dots. Below the password field is a checkbox labeled 'Remember Me' and a blue 'Log In' button. At the bottom of the form, there is a link 'Lost your password?' and a link '← Back to Your WordPress Site'.

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.



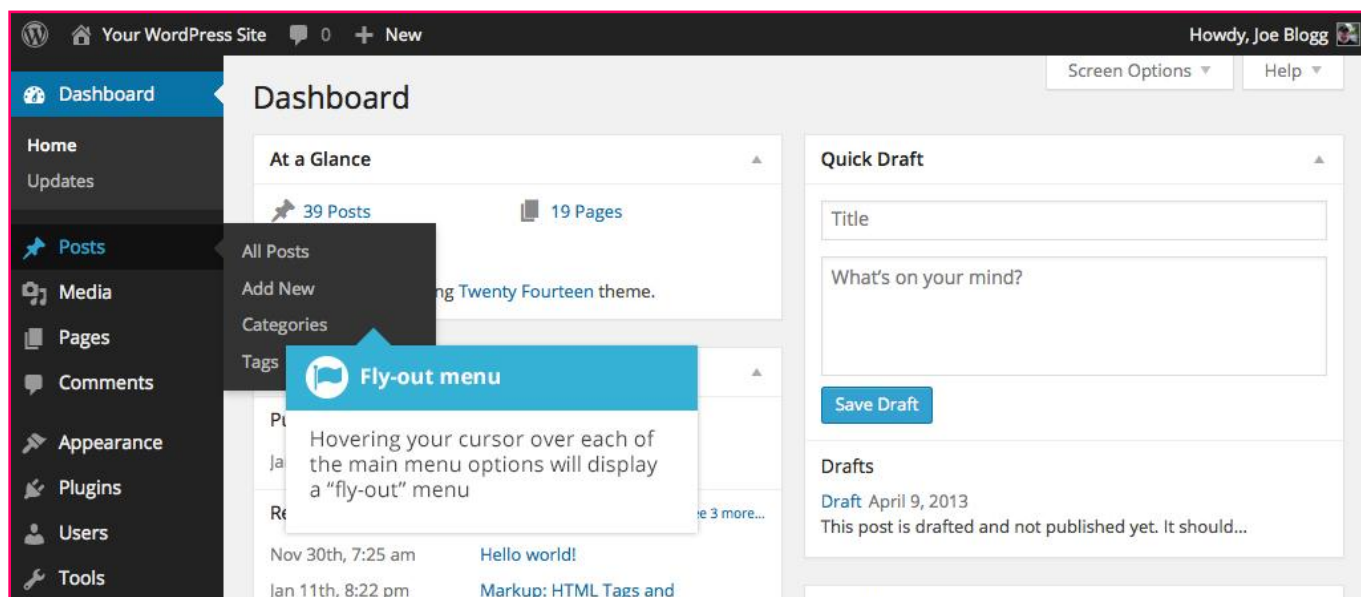
On most pages, just below your Username there are a couple of small inverted tabs. One called Screen Options and another called Help. Clicking either of these links will cause a panel to slide down from the top of the page. The Help link, not surprisingly, displays some help information. The Screen Options 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.

Appearance

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

Plugins

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

Users

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

Tools

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

Settings

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

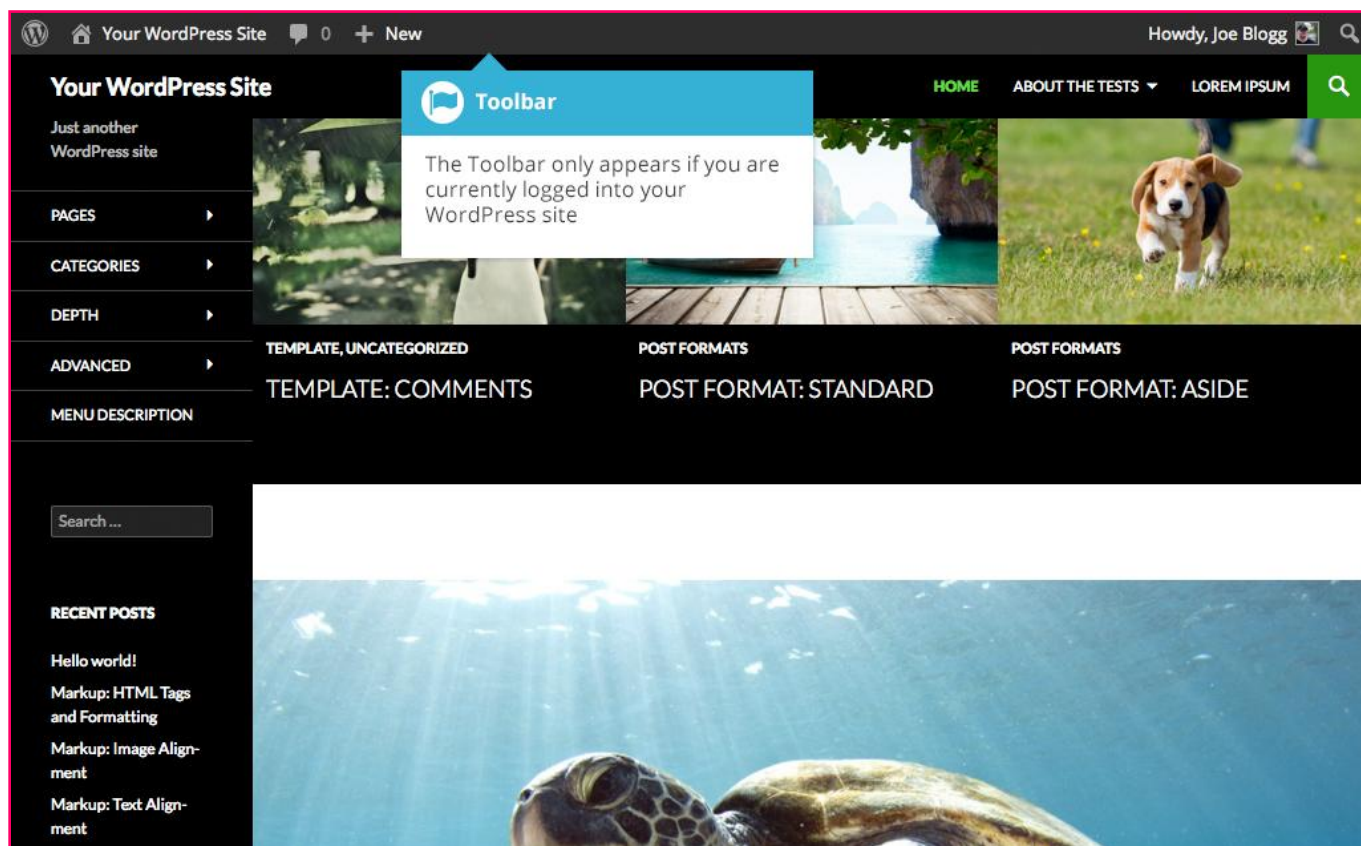
At the bottom of the menu you'll see a link called Collapse menu. Clicking this will hide the menu and simply display their icons instead. Click the small arrow icon again to expand the menu.

Occasionally when you install a plugin, they will have their own configuration or setup pages. The location of these will be entirely 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 at the bottom of 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, Menus and depending on your theme, Background and Header

- View or Edit your blog comments

- Add a new Post, Media, Page or User

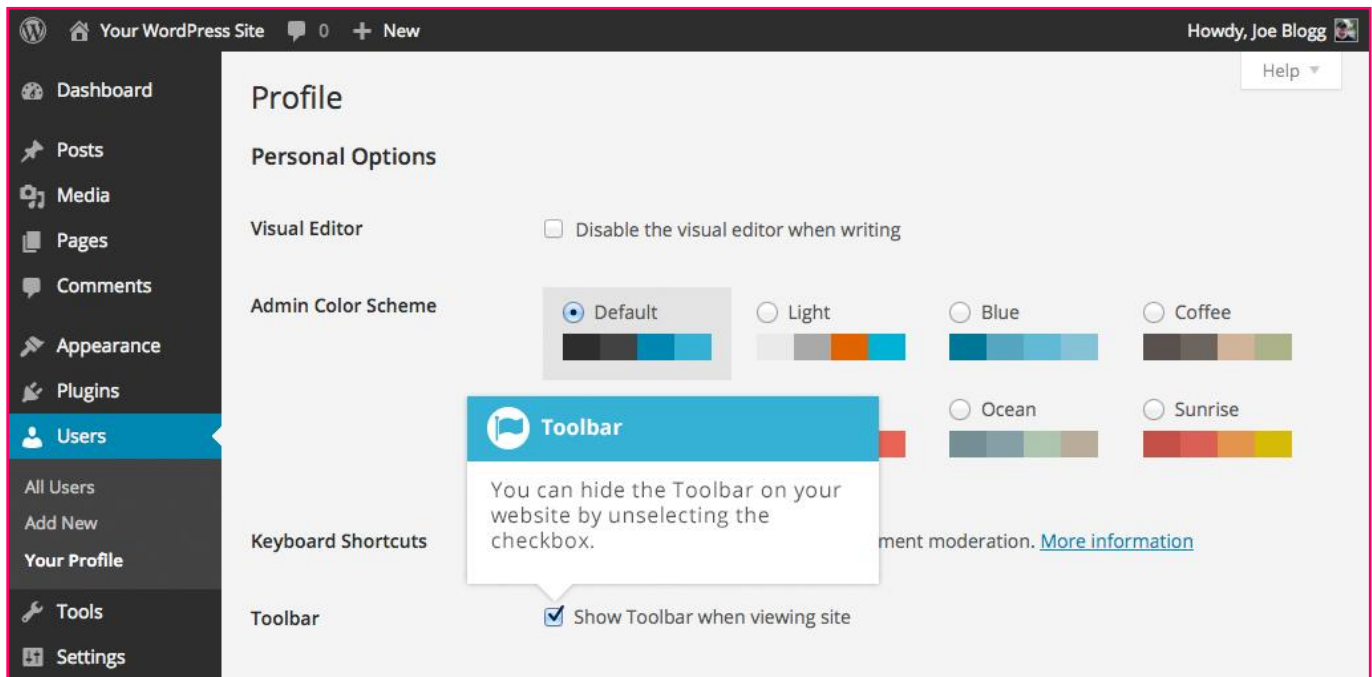
- Edit the current Page or Post

Perform a site Search

View or Edit your Profile and logout from the WordPress Dashboard

Hiding the Toolbar

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



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.

The screenshot shows the WordPress dashboard's 'Posts' section. At the top, it displays 'All (41) | Published (39) | Sticky (1) | Scheduled (1) | Draft (1)'. Below this is a table of posts with columns for Title, Author, Category, Tags, Comments, and Date. Callouts provide the following information:

- Posts (top left):** Advises total number of Posts, how many are Published, Sticky, Scheduled, in Draft or in the Trash.
- Posts (top right):** Click the icons to view the Posts list in the traditional List View or the Excerpt View.
- Posts (middle):** Hovering the cursor over each row will show you various options you can perform.
- Posts (bottom left):** Perform actions on multiple Posts at once by selecting the appropriate checkboxes & then choosing an action from the Bulk Actions dropdown & clicking Apply.

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

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

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

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



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

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

Next to each Post title is a checkbox. This allows you to perform an action on multiple items at once. You simply check the Posts that you would like to affect and then from the Bulk Actions dropdown select either the Edit option or the Move to Trash option and then click the Apply button. The Edit option will allow you to edit the Categories, Tags, Author, whether to allow

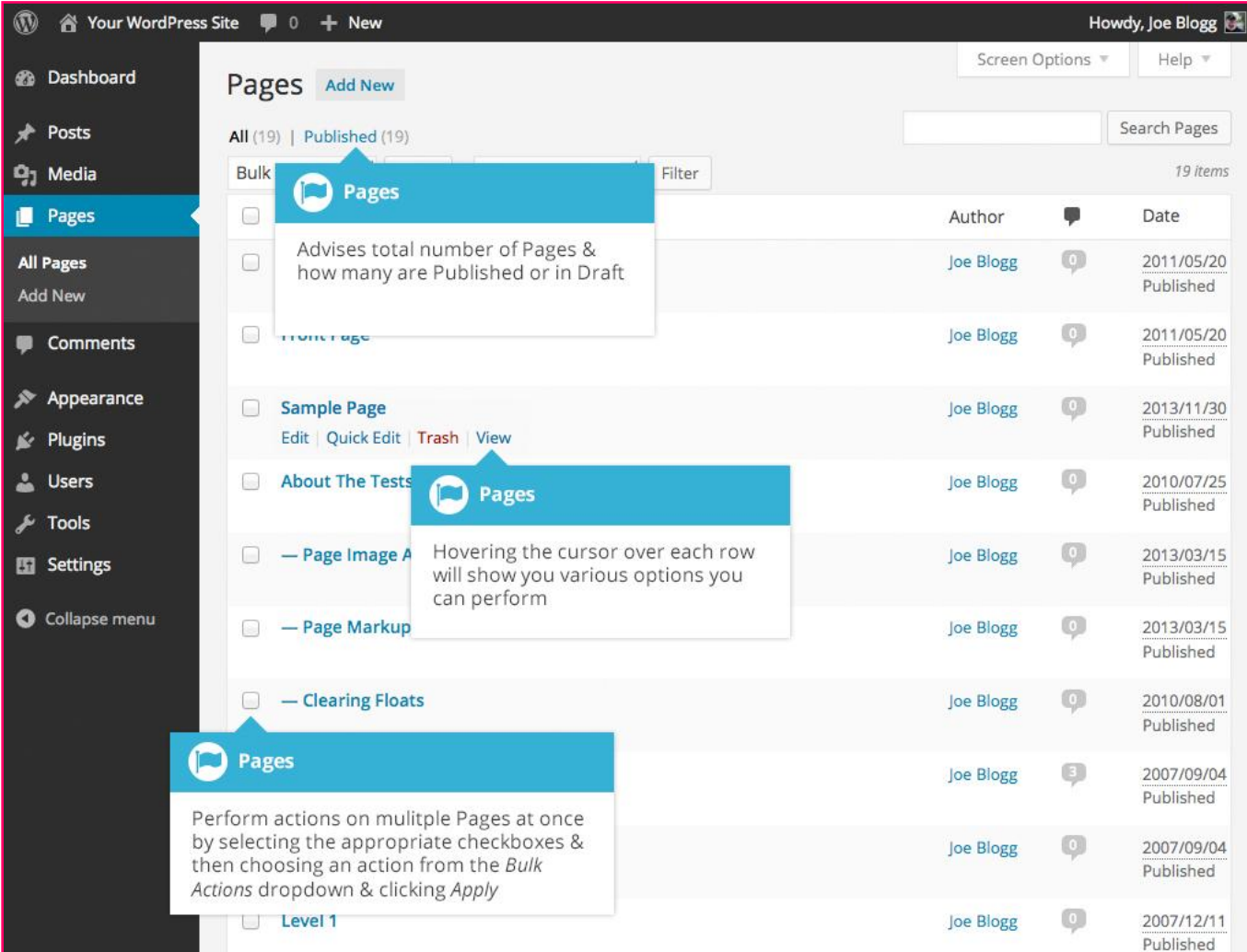
Comments and Pings or not, the Status and whether or not the Posts are 'Sticky'. The Move to Trash option will move the selected items to the Trash.

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

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

Pages

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



The screenshot shows the WordPress dashboard's 'Pages' section. The left sidebar contains navigation menus for Dashboard, Posts, Media, Pages, Comments, Appearance, Plugins, Users, Tools, Settings, and Collapse menu. The main content area displays a list of pages with columns for Bulk Actions, Page Title, Author, Comments, and Date. A 'Bulk' dropdown menu is open, showing 'Pages' and a tooltip: 'Advises total number of Pages & how many are Published or in Draft'. Another tooltip explains that hovering over a row shows options like 'Edit', 'Quick Edit', 'Trash', and 'View'. A third tooltip at the bottom explains that the 'Bulk' dropdown allows performing actions on multiple pages at once by selecting checkboxes and clicking 'Apply'.

Bulk	Pages	Author	Comments	Date
<input type="checkbox"/>		Joe Blogg	0	2011/05/20 Published
<input type="checkbox"/>	Home Page	Joe Blogg	0	2011/05/20 Published
<input type="checkbox"/>	Sample Page Edit Quick Edit Trash View	Joe Blogg	0	2013/11/30 Published
<input type="checkbox"/>	About The Test	Joe Blogg	0	2010/07/25 Published
<input type="checkbox"/>	— Page Image A	Joe Blogg	0	2013/03/15 Published
<input type="checkbox"/>	— Page Markup	Joe Blogg	0	2013/03/15 Published
<input type="checkbox"/>	— Clearing Floats	Joe Blogg	0	2010/08/01 Published
<input type="checkbox"/>		Joe Blogg	3	2007/09/04 Published
<input type="checkbox"/>		Joe Blogg	0	2007/09/04 Published
<input type="checkbox"/>	Level 1	Joe Blogg	0	2007/12/11 Published

At the top of the page you can view how many Pages in total you have in your site and how many are Published or in Draft.

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

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

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

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

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

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

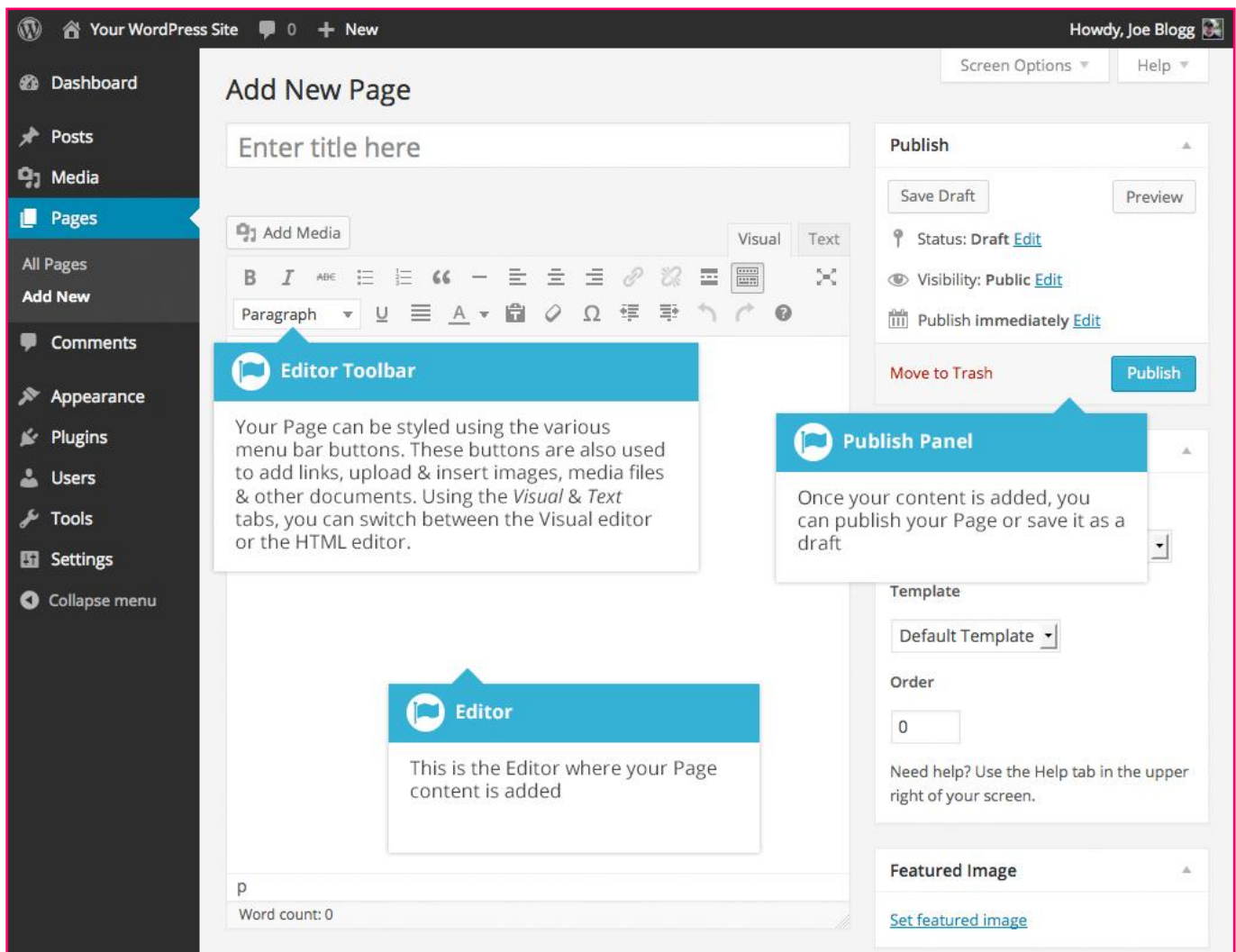
You can also filter the pages that are displayed using the dropdown list and the Filter button.

Adding your Site Content

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

Adding a New Page





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


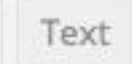


Adding a New Post

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


Adding Content with the Visual Editor


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


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

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


At the top of the editor where your content is written, there are numerous formatting buttons.


Clicking the Toolbar Toggle button () will show or hide a second line of formatting buttons which gives you extra functionality. The editor buttons perform the following functions:

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

 Bold – Bold text

 Italic – Italicise text

 Strikethrough – Add a strikethrough to your text

 Bulleted List – Create an unordered (bullet point) list



Numbered List – Create an Ordered (numbered) list



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



Horizontal Line – Inserts a horizontal line into your page



Align Left – Align text to the left



Align Center – Align text in the center of the page



Align Right – Align text to the right



Insert/edit link – Used to create an html link to another page or website. The text or image that you want to link needs to be selected first before the button will become active



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



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



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



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

Paragraph ▼

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



Underline – Underline your text



Justify – Align text on both the left and right (i.e. justify)



Text color – Use to change the color of text



Paste as text – Copying and pasting text from other sites or word processors sometimes leaves the text formatted differently to what you were expecting. The reason for this is that quite often the html tags or codes that formatted the original text are pasted along with the text itself. To avoid this, Paste as Plain Text will strip all these formatting and html tags. Checking the keep linebreaks checkbox will preserve all HTML
 tags. Unchecking this option will remove them



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

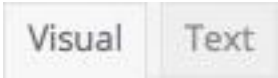


Keyboard shortcuts – Displays information about the WordPress Visual Editor along with keyboard shortcuts

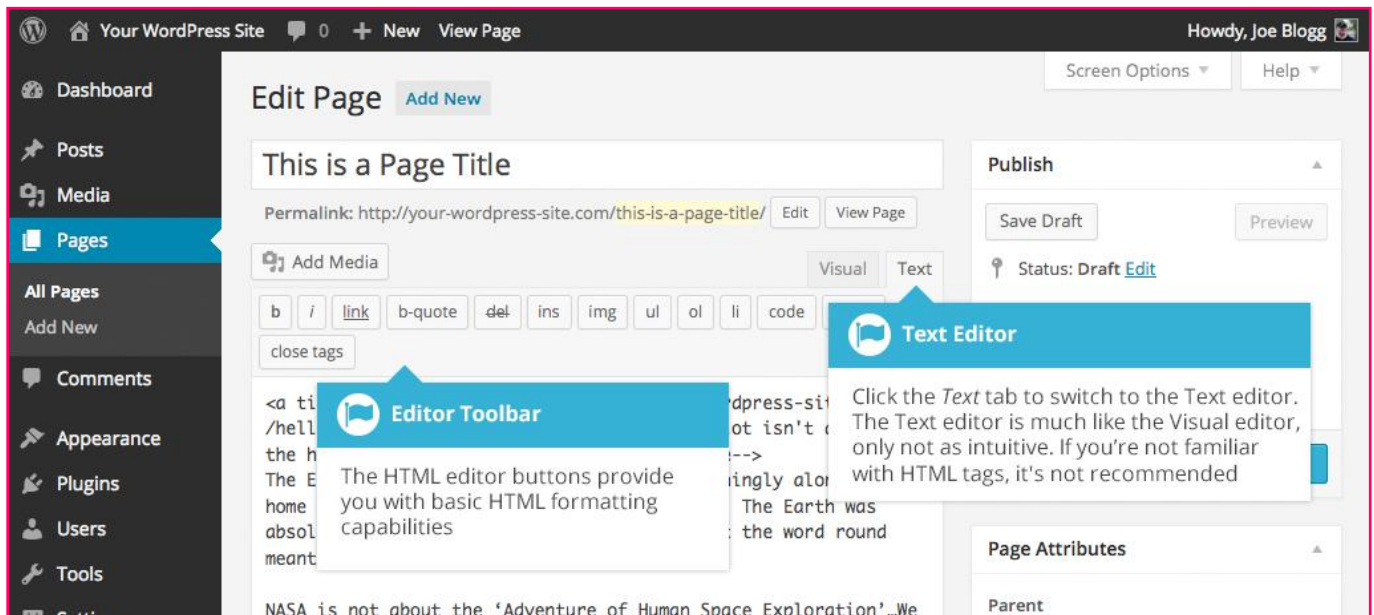


Visual/Text – Switches the editor view between the Visual Editor and the Text editor. The Text view will enable you to view the HTML code that makes up your content. For the more experienced users this can be helpful at times but for those not familiar with HTML tags, it's not recommended

Switching to the Text Editor

At the top of the editor there are two tabs, Visual and Text (). 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



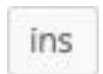
Link – Used to insert a website link. When the button is clicked a popup window will appear where you type in the URL that you would like to link to



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



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



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

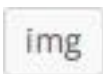


Image – Used to insert an image into the text. When the button is clicked a popup window will appear where you type in the URL of the image that you would like inserted



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 un-ordered list



Code –Used for indicating a piece of code



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



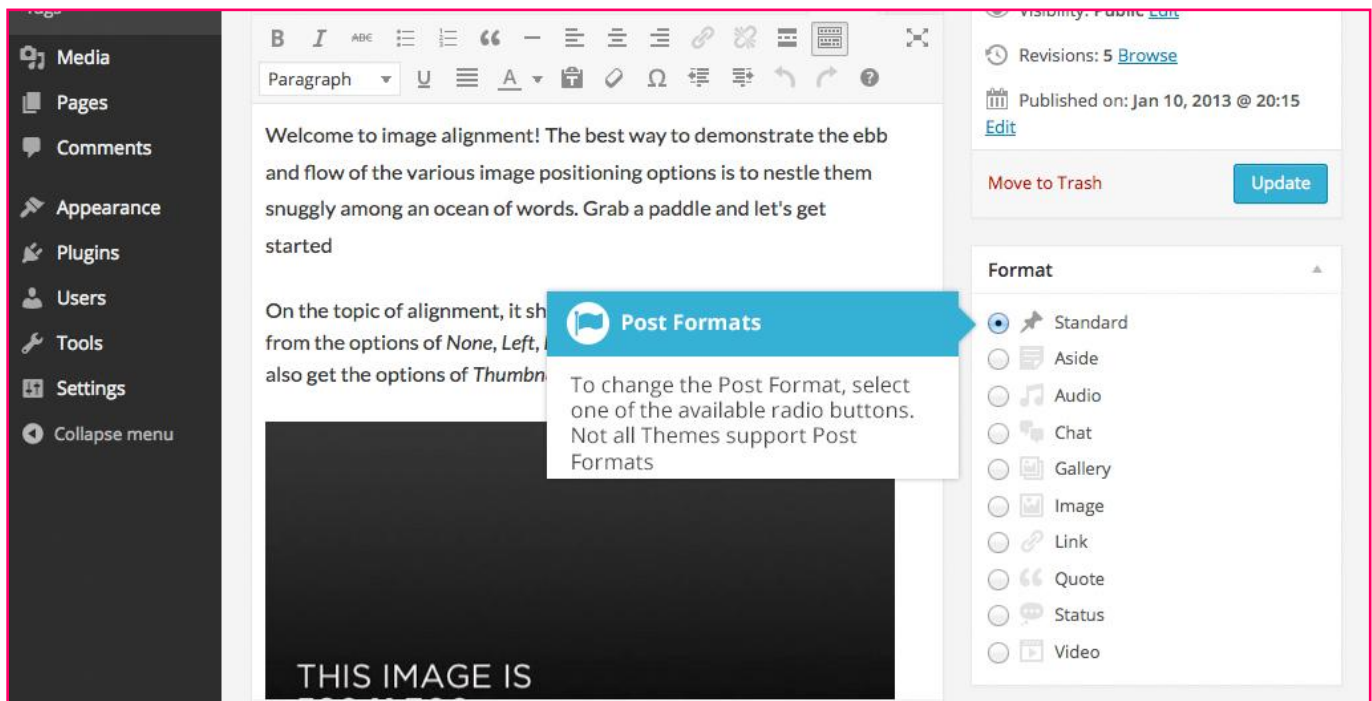
Distraction Free Writing – Clicking this button will enlarge the editor so that it fills the browser window. Clicking the Exit fullscreen link at the top of the screen will reduce it back to its original size



Close Tags – 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

Changing your Post Format

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



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

Aside – Typically styled without a title. Similar to a Facebook note update

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

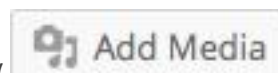
Click the Browse link next to Revisions: in the Publish panel to browse through the various revisions for the current Post or Page.


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

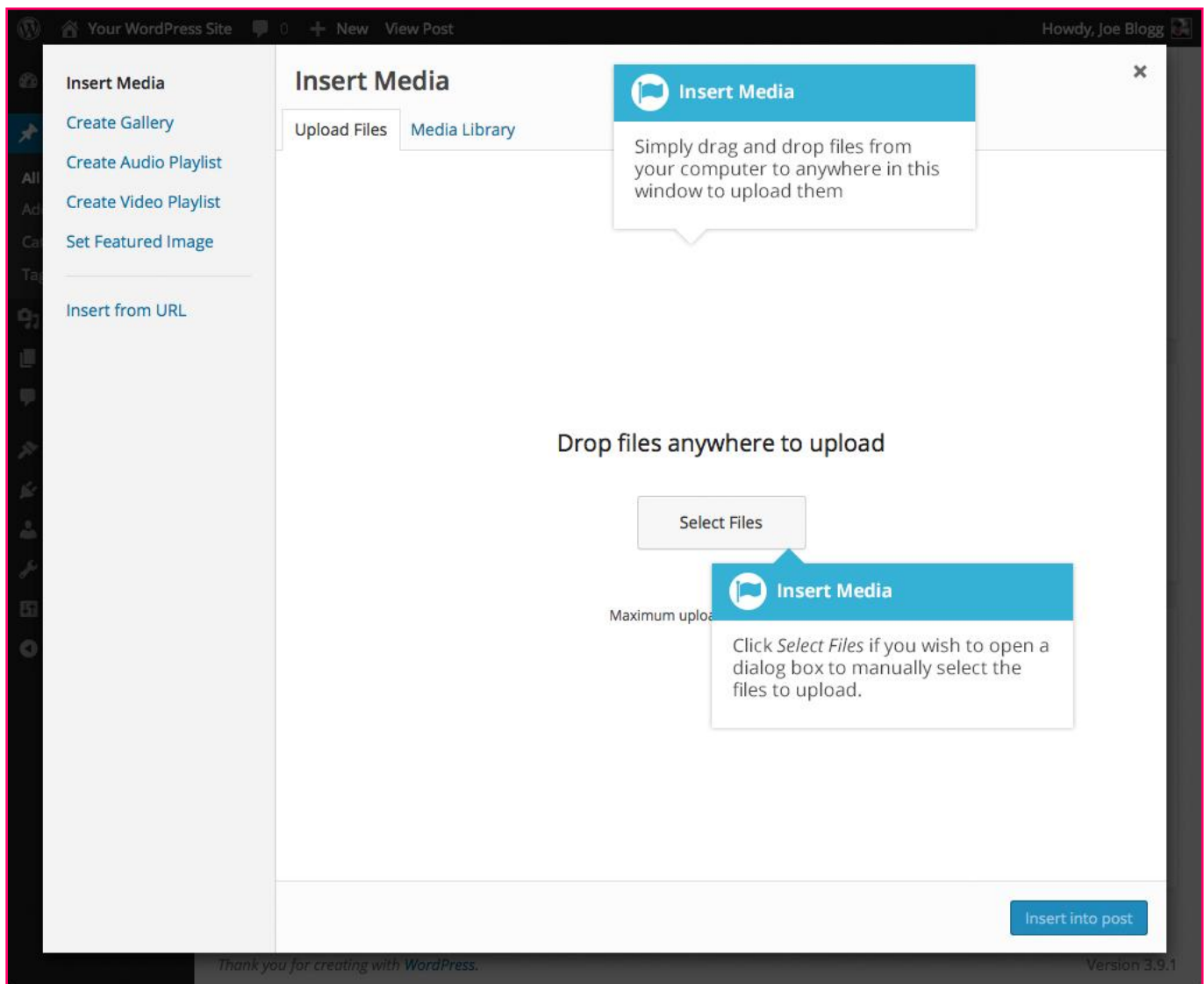
Using the WordPress media manager, it's extremely simple to insert, align and link your individual images and image galleries.



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

With WordPress 3.9, it's now also possible to simply drag your image straight into the Visual Editor, rather than clicking the Add Media button.



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

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

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

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

By default, all previously uploaded images are shown, starting with the most recent uploads. If you'd like to narrow this list down, at the top of the window is a dropdown list that allows you to filter your displayed images by All media items, items Uploaded to this post, or just Images, Audio files or Video files. 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

The screenshot displays the WordPress 'Insert Media' modal window. On the left, a sidebar lists options like 'Create Gallery', 'Create Audio Playlist', and 'Set Featured Image'. The main area is titled 'Insert Media' and has tabs for 'Upload Files' and 'Media Library'. A search bar and a dropdown for 'All media items' are at the top. A grid of image thumbnails is shown, with four images selected (indicated by checkmarks). Three callout boxes provide instructions: 'Selecting Images' (Holding down Ctrl/Cmd and clicking will allow you to select multiple images. Click the 'tick' to unselect it.), 'Image Properties' (Update the image properties by filling in the Title, Caption, Alt Text and Description.), and 'Display Settings' (Select image alignment, where it links to and the size you'd like to insert. Click *Insert into post* to insert the selected image(s).). On the right, the 'ATTACHMENT DETAILS' panel shows the selected image 'Serenity.jpg' with its metadata (December 22, 2013, 1024 x 768) and options to 'Edit Image' or 'Delete Permanently'. Below that, the 'ATTACHMENT DISPLAY SETTINGS' panel shows 'Alignment' set to 'Center', 'Link To' set to 'Media File' (with a custom URL field containing 'http://your-wordpress-site.c'), and 'Size' set to 'Medium - 300 x 225'. An 'Insert into post' button is at the bottom right. The footer of the modal includes 'Thank you for creating with WordPress.' and 'Version 3.9.1'.

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.

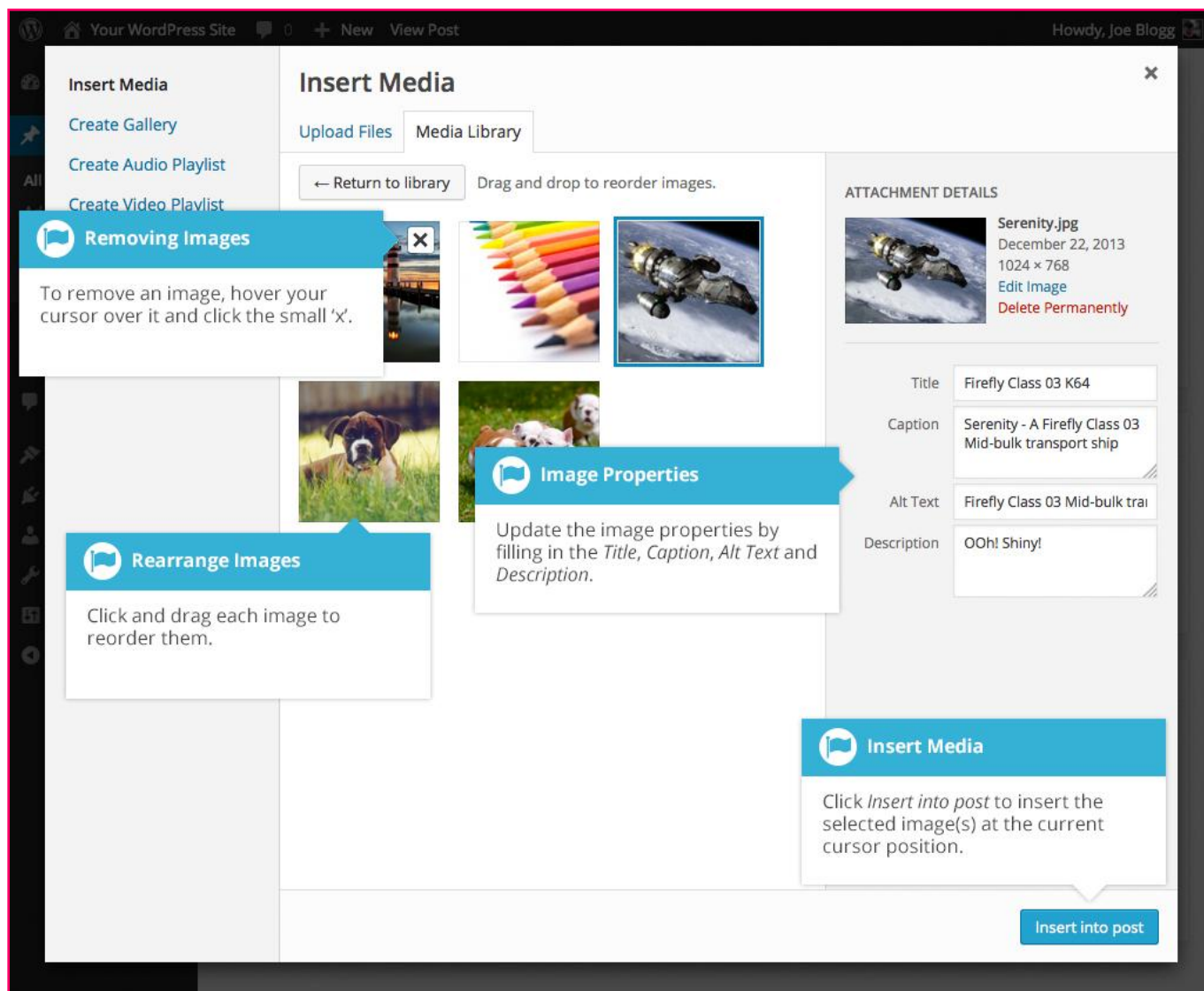
You can also change what your inserted image(s) will link to using the Link To dropdown list. You have the choice of linking to the image's attachment page by selecting Attachment Page, or you can link to the full size image by selecting Media File. You can also link to any URL by selecting Custom URL. 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).

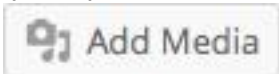
Once you've selected all your images, click the Insert into post button to insert the selected image(s) into your Post at the current cursor position (when editing a Page, this button will say Insert into page).

If you'd like to change the order of your images, click the Edit 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 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.




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


When you're editing your Post/Page, if you wish to insert an image that you uploaded earlier (as opposed to uploading a new image), click the Add Media button again (). Once the popup window displays, click the Media Library link 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 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, two icons will appear over the image. Clicking the left icon () allows you to edit the image properties.

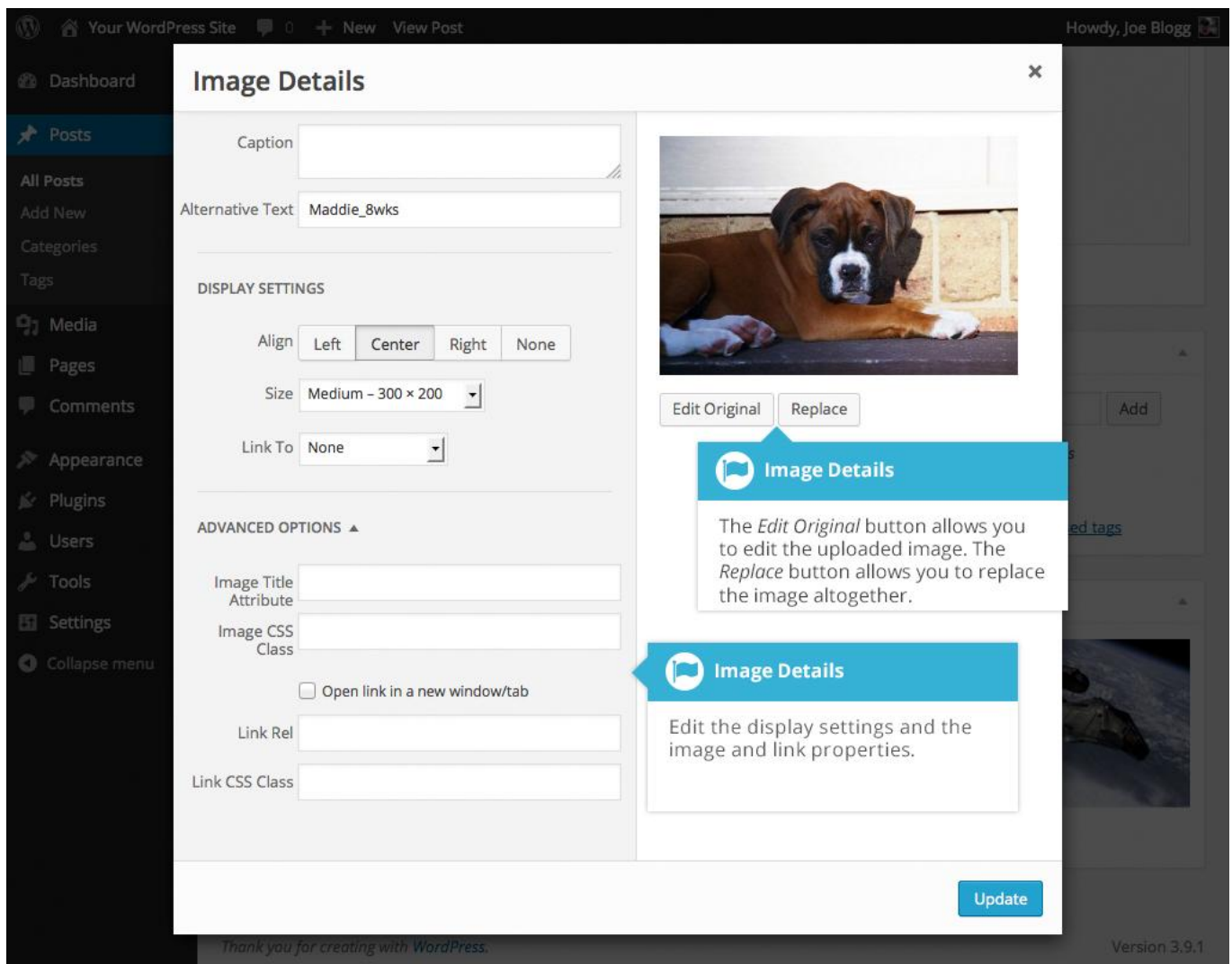
Clicking the right icon () will delete the image from your content. It will only remove the image from your Page or Post, it will not delete the image from your Media Library.

When you click on an image in your Page or Post, as well as the 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.

The screenshot shows the WordPress 'Edit Post' interface. The main content area displays the text 'Hello world!' followed by a paragraph: 'Space has gone to the moon. It was the first step of any one man on the moon, which mankind is proud to have taken. To go places and do things that have never been done before - that's what living is all about.' An image of a brown and white dog is embedded in the text. A blue pop-up window titled 'Edit or Delete Image' is overlaid on the image. The pop-up contains the text: 'Click the *Edit Image* button to update the image properties. Click the *Delete Image* button to delete the image from your Page or Post. It will not delete the image from your Media Library.' The pop-up also features two icons: a pencil for 'Edit Image' and an 'X' for 'Delete Image'. The background interface includes a sidebar with navigation options like 'Dashboard', 'Posts', 'Media', and 'Appearance'. The top right shows the user 'Howdy, Joe Blogg' and options for 'Screen Options' and 'Help'. The right sidebar contains 'Publish' and 'Format' sections.

After clicking the Edit Image icon () 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 – Describes the relationship from the current document to the specified link. More information on the rel HTML attribute can be found on [Wikipedia](#)

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

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

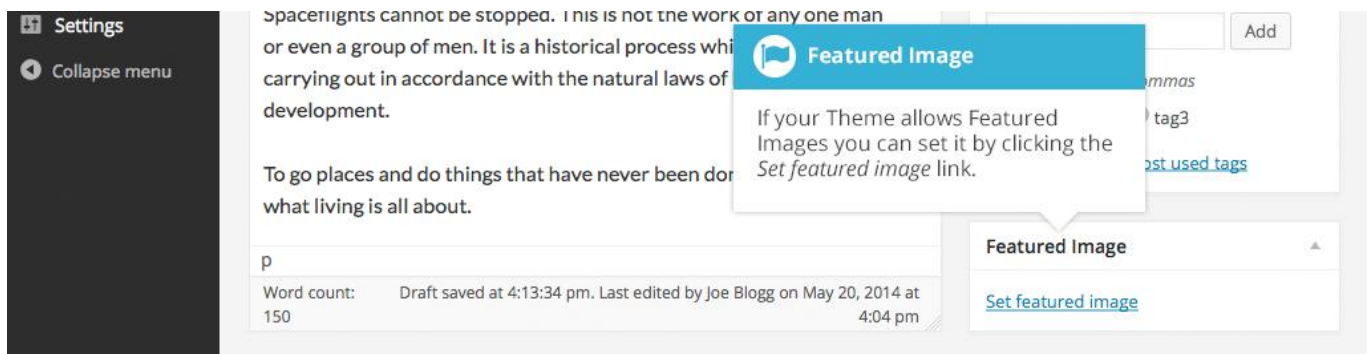
If you’d like to replace the image entirely, click the Replace button and you’ll be shown your Media Library where you can select a new image.

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

Setting a Featured Image

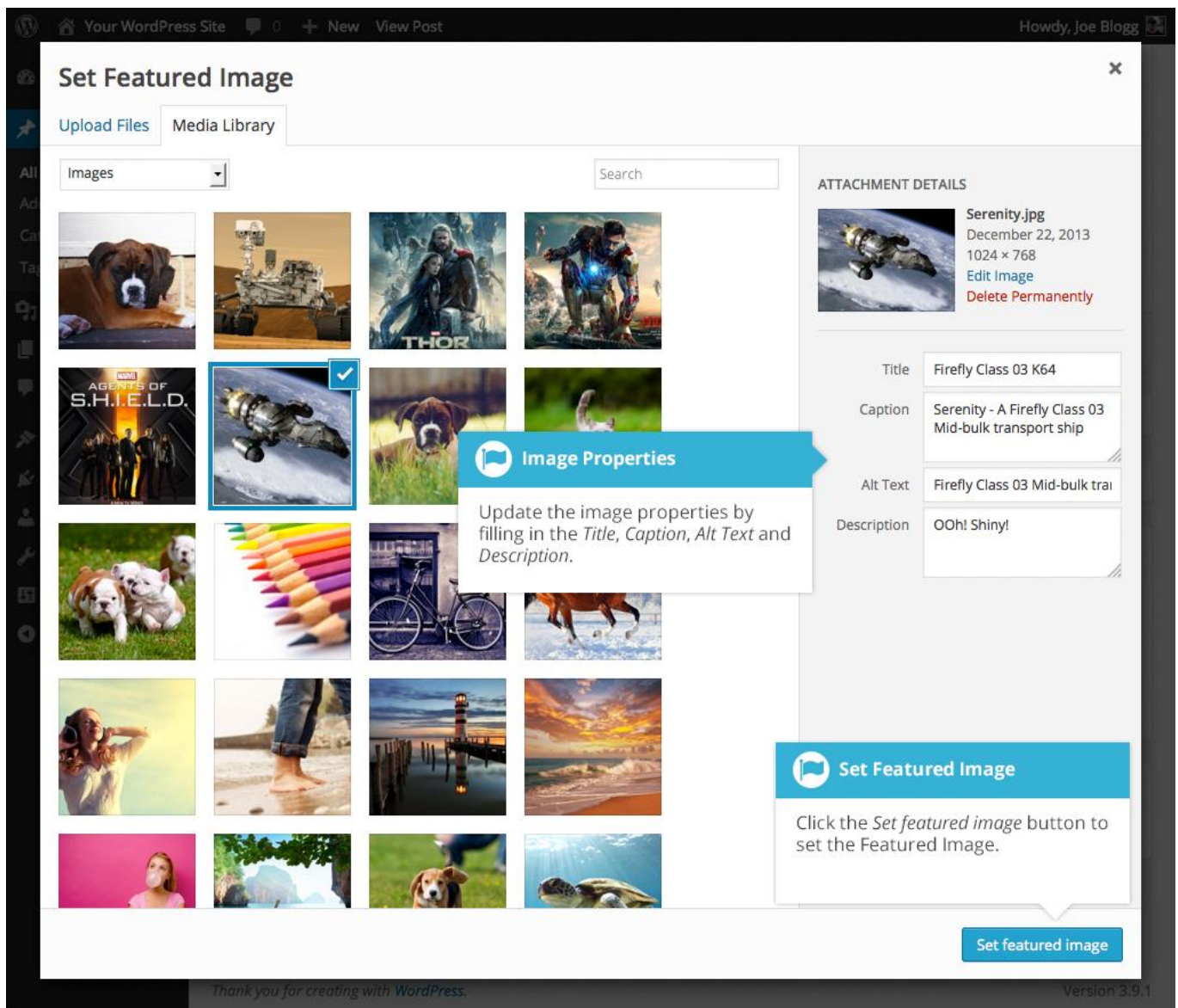
Some themes allow you to specify a Featured Image for your Page and Post. A Featured Image, often called a Post/Page Thumbnail, is usually some sort of image that is representative for that particular Page or Post. How these images are displayed is dependent entirely on the Theme that is currently in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

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




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

By default, you'll be shown a list of the 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. After clicking the image you'd like to use as your featured image you can then update the Title, Caption, Alt Text and Description. To set the image as your Featured Image, click the Set featured image button. Your chosen image will then appear in the Featured Image panel.



Insert an Image Gallery

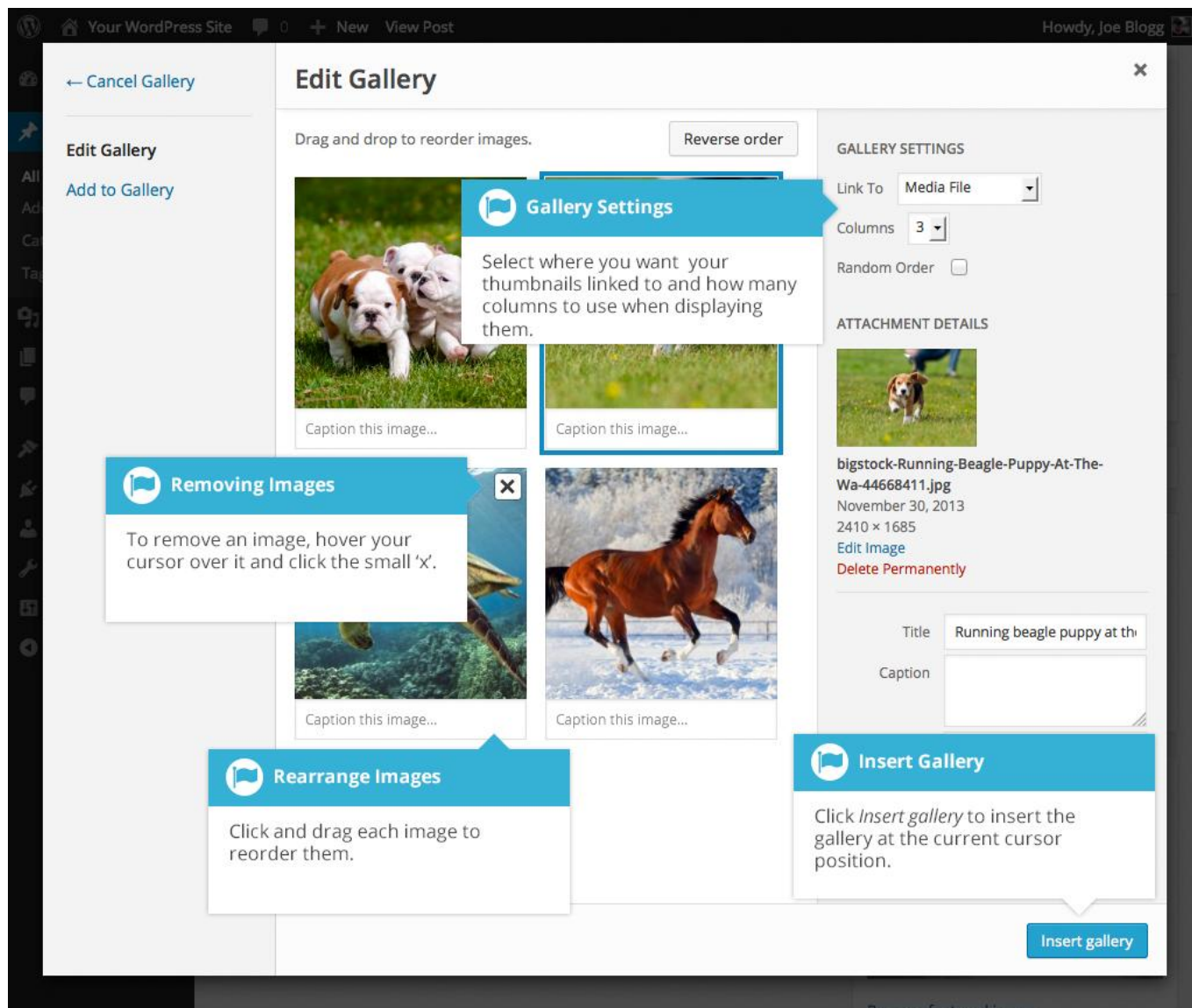
WordPress has its own simple built-in Image Gallery that allows you to add multiple images to a page in one easy step.

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

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 this image..' 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 'x' that appears in the top right corner of the image when you hover your cursor over it.

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

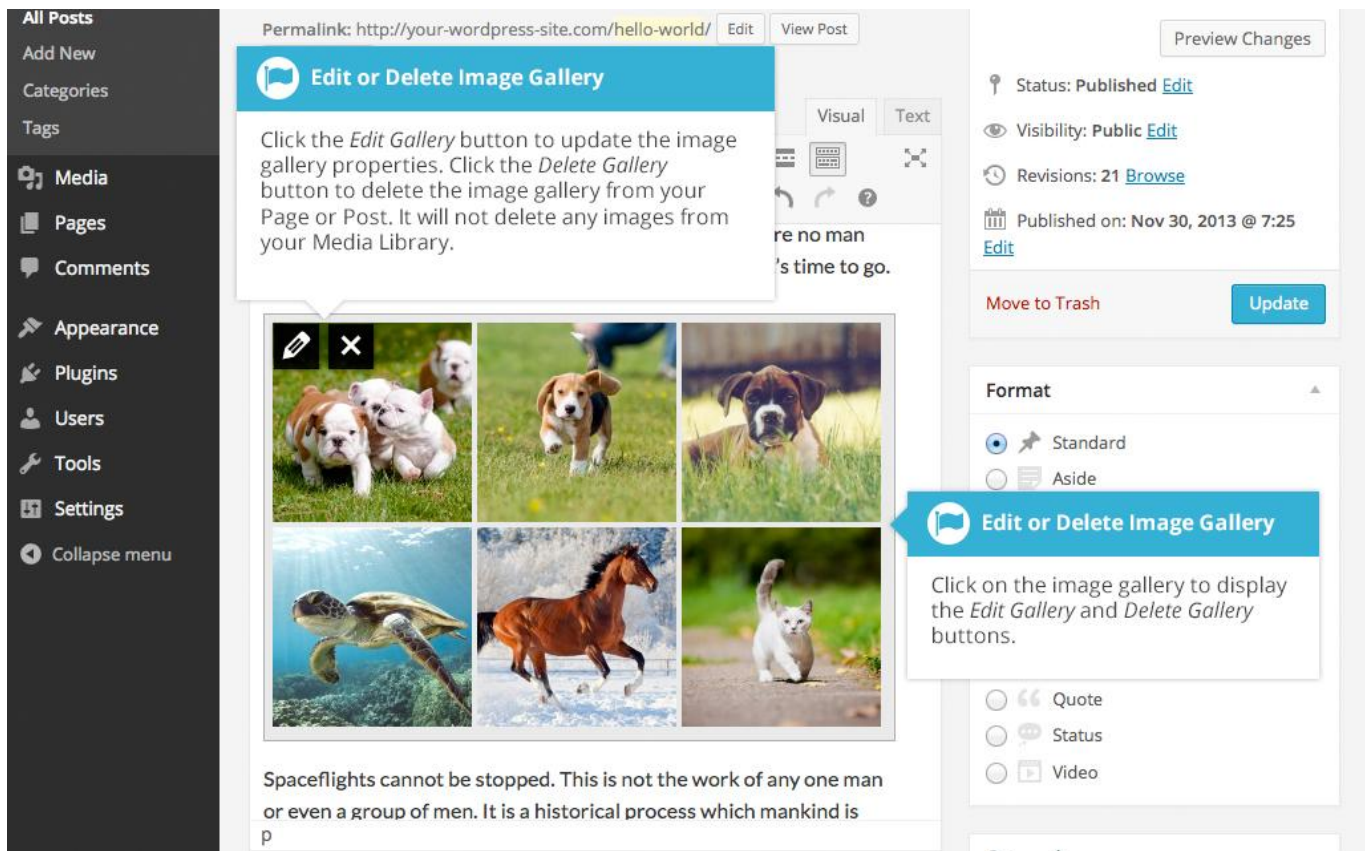
Random Order – Click this checkbox to display your images in a random order

Edit or Delete an Image Gallery

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

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

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



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

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 'x' that appears in the top right corner of the file when you hover your cursor over it.

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 ( Add Media). Once the relevant popup window displays, perform the same steps to upload your file to your site and to insert it into your Page or Post.

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 new audio and video players that are now built into WordPress. Supported audio/video formats include M4a, MP4, OGG, WebM, FLV, WMV, MP3, WAV and WMA files.

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

Insert Media

Upload Files | Media Library

All media items | Search

04-Only-You.mp3 | 03-Anything-Could-Happen.mp3 | 02-My-Blood.mp3

01-Dont-Say-a-Word.mp3

main-shuttle-crew-operations-manual.pdf

Maddies-Ad-Maxwell-House-Coffee-Final.avi

1 selected | Clear

Display Settings

When inserting audio or video files, select the *Embed Media Player* option.

ATTACHMENT DETAILS

01-Dont-Say-a-Word.mp3
May 20, 2014
Length: 4:07
[Delete Permanently](#)

Title: Don't Say a Word

Caption:

Description: "Don't Say a Word" from Halcyon Days (Deluxe Edition) by Ellie Goulding.

ATTACHMENT DISPLAY SETTINGS

Embed or Link: Embed Media Player

Insert Media

Click *Insert into post* to insert the selected file at the current cursor position. If you're editing a Page this button will say *Insert into page*.

Insert into post

Thank you for creating with WordPress. | Version 3.9.1



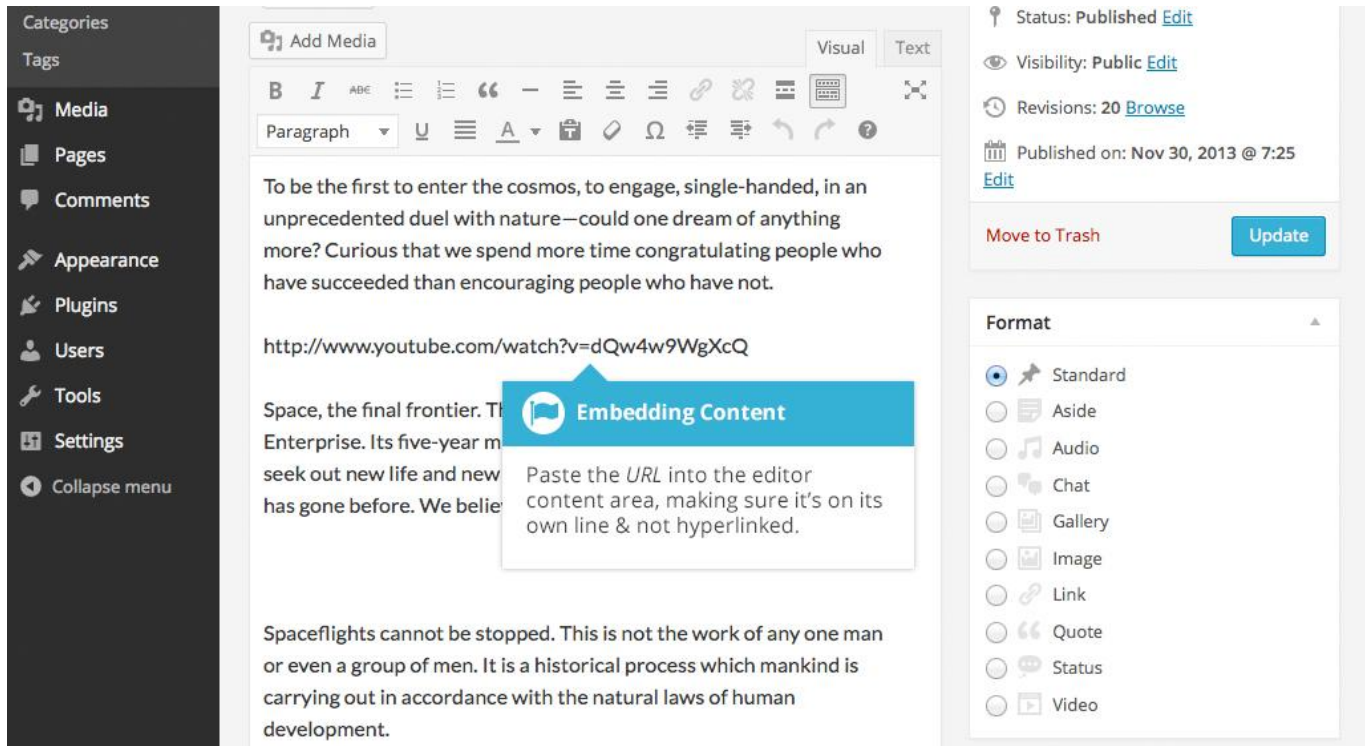
It's recommended that you make your filename 'server friendly'. Make sure the filename has no spaces, apostrophes, slashes or other non-alphanumeric characters (such as \$, % and &). Rename the file before uploading if it does. To preserve readability, some people replace spaces with the underline character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



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:

[blip.tv](#)

[Bunkr](#)

[DailyMotion](#)

[Flickr](#)

[FunnyOrDie.com](#)

[Hulu](#)

[Imgur](#)

Instagram

Meetup.com

Photobucket

Polldaddy

Rdio

Revision3

Scribd

SlideShare

SmugMug

SoundCloud

Spotify

Twitter

Viddler

VideoPress

Vimeo


WordPress.tv (Currently only VideoPress type videos)

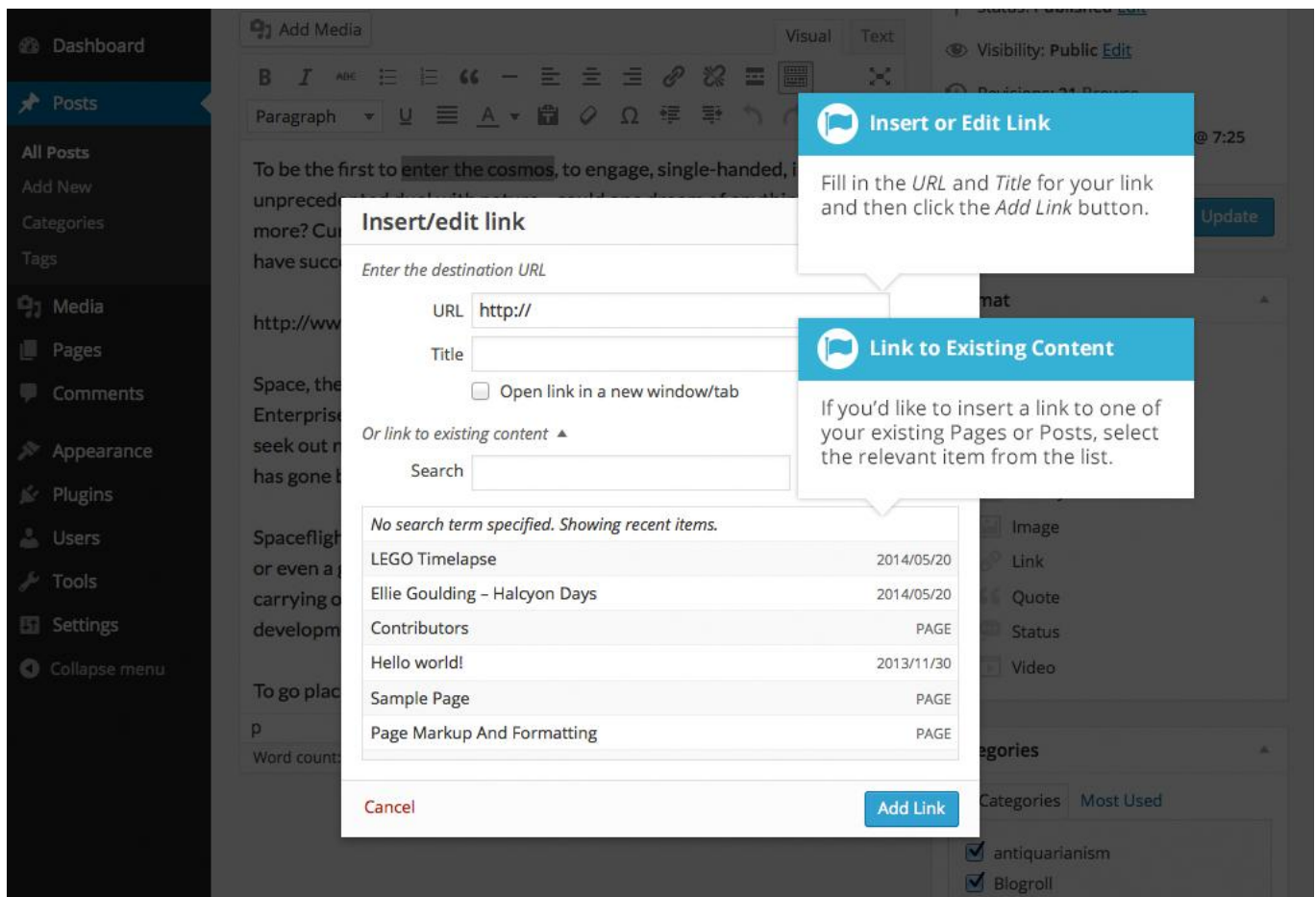
YouTube (Only public and 'unlisted' videos)

Adding HTML Links

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

Inserting an HTML Link

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



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

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

Title – The text to display in tooltip form when the cursor hovers over the link

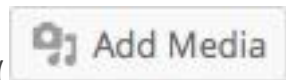
Open link in a new window/tab – When someone clicks the link you can have it open in the same window (default setting) or have it open in a new browser window/tab

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

Inserting Links to Media Files

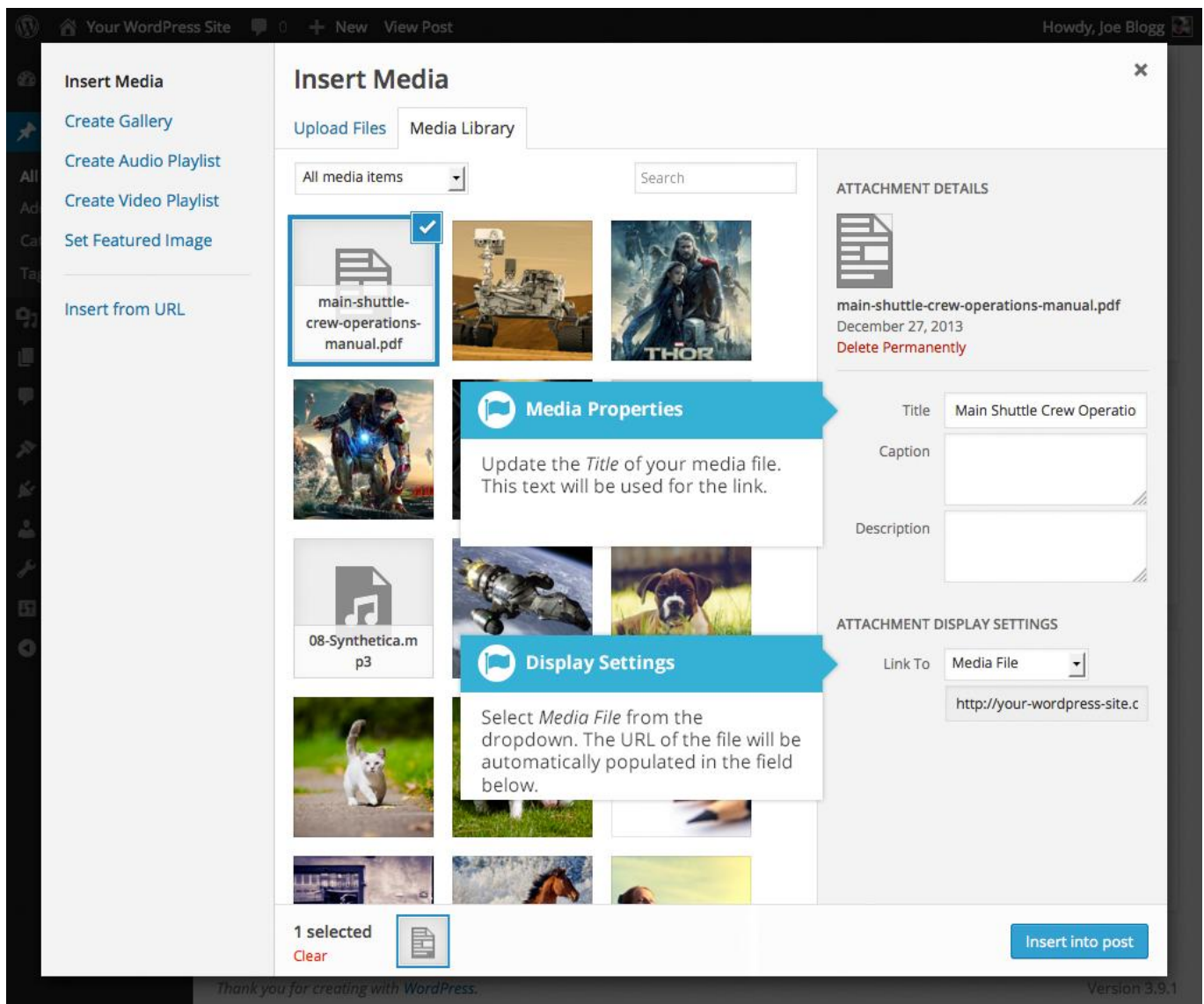
Adding a link to media files such as documents or PDF's is just as easy as adding a standard html link. There are a couple of ways you can go about it.



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


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

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




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


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

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

Editing an HTML Link

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

Removing an HTML Link

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

Editing Existing Content

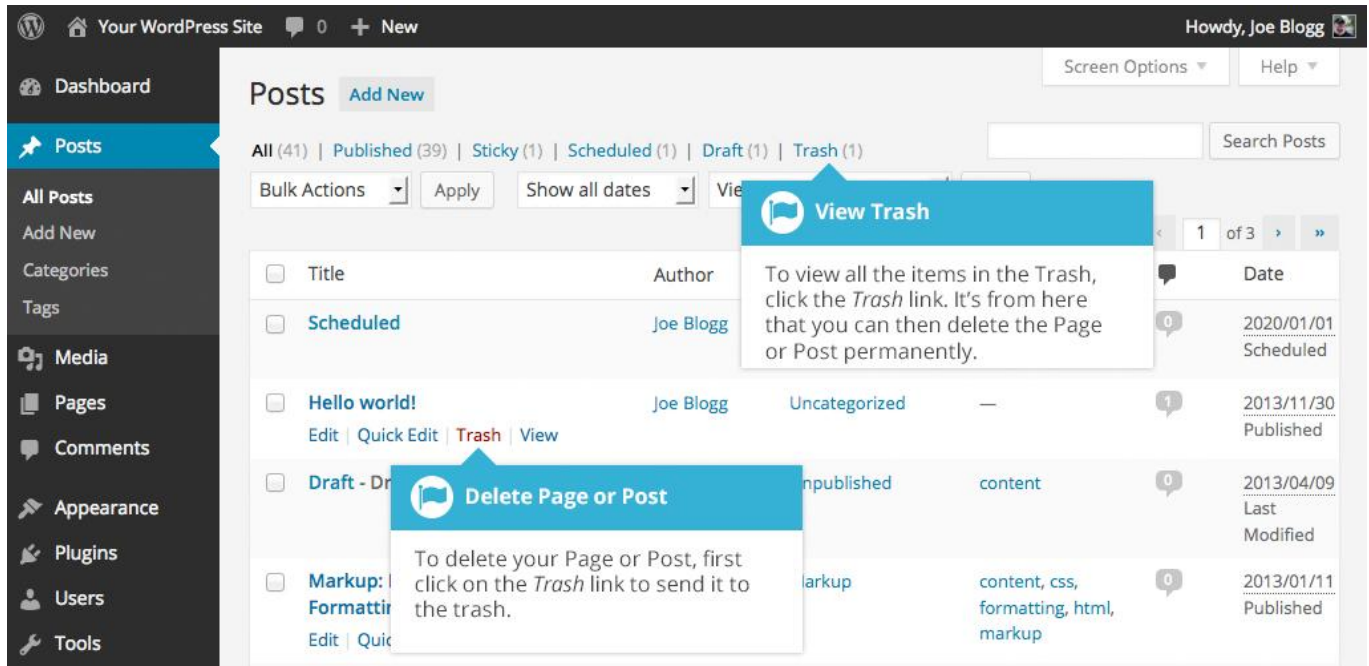
To edit an existing page, simply click on the relevant Page/Post title, when viewing your list of Pages or Posts. Alternatively, click on the Edit link that appears beneath the title when hovering your cursor over each row.



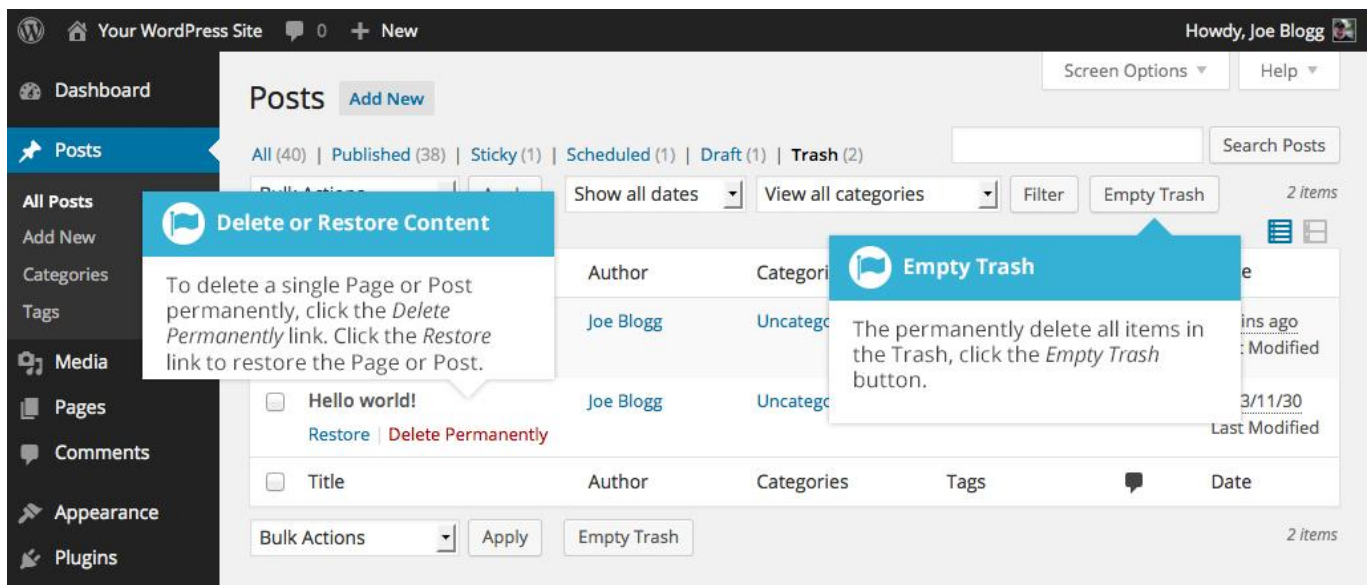
The screen that appears will be exactly the same as the Add New Page/Add New Post screen, only with the existing content displayed. When you've finished editing your Page/Post, click the Update button.

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.



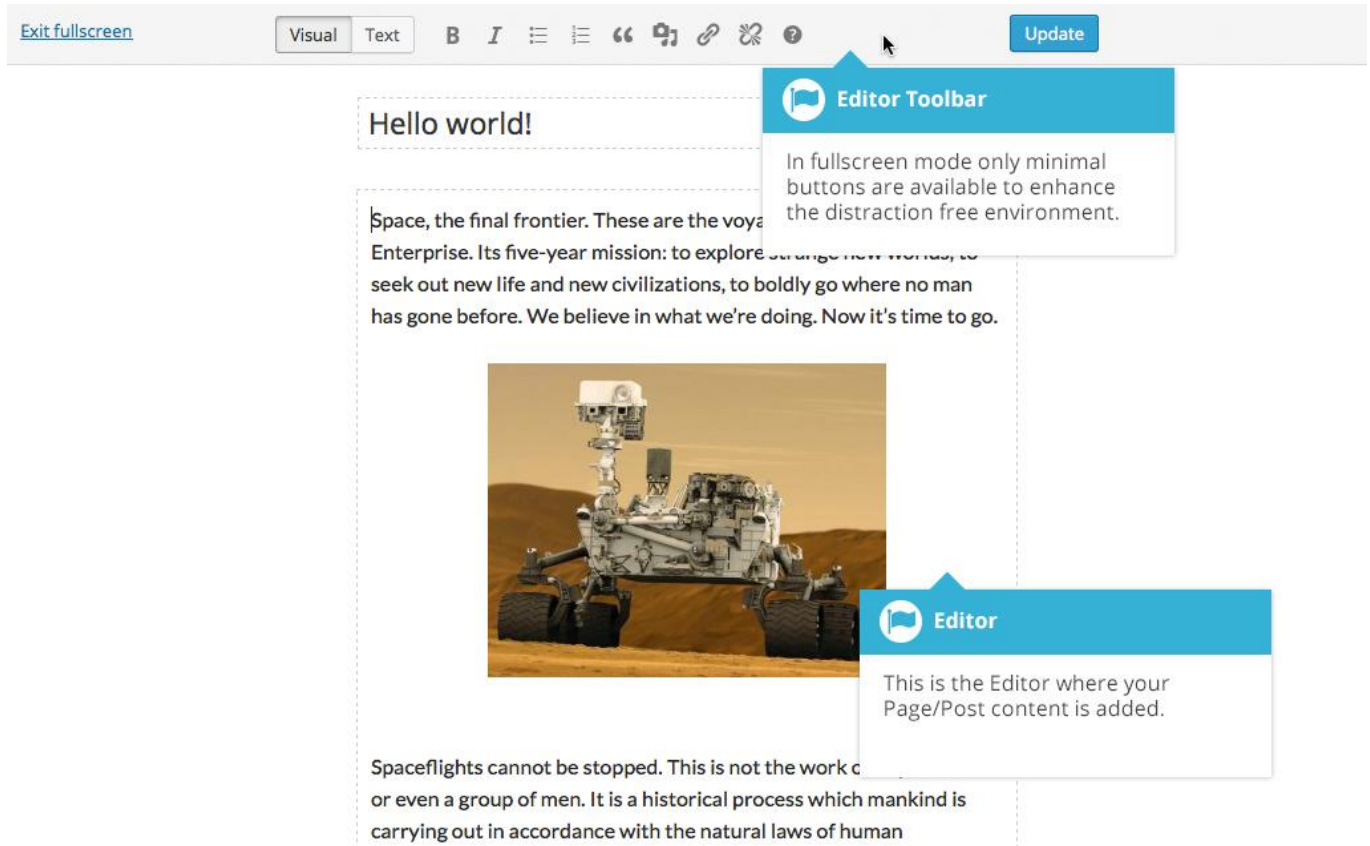
If you would like to permanently delete or restore numerous items at once, click the checkboxes next to the items you would like to delete or restore and then choose either Restore or Delete Permanently from the Bulk Actions dropdown list at the top of the page. After selecting the appropriate action 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 Toggle fullscreen mode button (



). The editor will then takeover the whole browser window.



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

Hello world!

Space, the final frontier. These are the voyages of the Starship Enterprise. Its five-year mission: to explore strange new worlds, to seek out new life and new civilizations, to boldly go where no man has gone before. We believe in what we're doing. Now it's time to go.



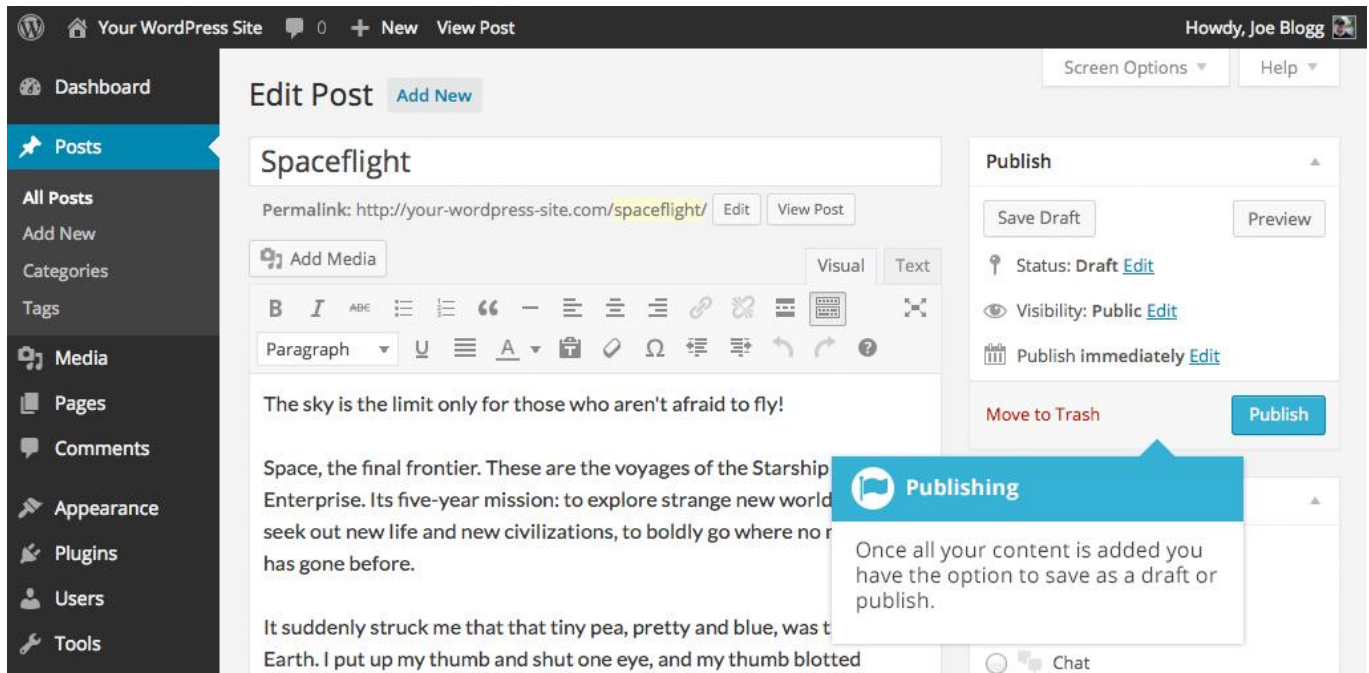
Spaceflights cannot be stopped. This is not the work of any one man or even a group of men. It is a historical process which mankind is carrying out in accordance with the natural laws of human

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

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

Saving and Publishing Content

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



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

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

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

Pending Review means the draft is waiting for review by an editor prior to publication.

Draft means the post has not been published and remains a draft for you.

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

Public is the default and means the page is viewable to all. There is also an option to make the Post 'sticky'. Sticky posts are placed at the top of all blog posts and stay there even after new posts are published.

Password Protected allows you to assign a password to your page. Only people who have the password will be able to access the page.

Private hides the content from the public completely. Normal users and visitors will not be aware of private content. You will only see the private content when you are logged into your WordPress blog.

By default, when you click the Publish button your Page/Post is published immediately. To change this, click the Edit link just to the right of Publish immediately within the Publish panel. You can then select the date 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.

Categories

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

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

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

Categories

Add New Category

Add a new Category by filling in the Name, Slug, Parent (if any) & Description.

Name

The name is how it appears on your site.

Slug

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

Parent
 None
Categories, unlike tags, can have a hierarchy. You might have a Jazz category, and under that have children categories for Bebop and Big Band. Totally optional.

Description

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

Add New Category

After filling in all the fields, click the **Add New Category** button to add a new Category.

Name	Description	Slug	Posts
<input type="checkbox"/> aciform		aciform	1
<input type="checkbox"/> — sub		sub	1
<input type="checkbox"/> antiquarianism		antiquarianism	1
<input type="checkbox"/> arrangement		arrangement	1
<input type="checkbox"/> asmodeus		asmodeus	1
<input type="checkbox"/> Blogroll		blogroll	0
<input type="checkbox"/> dispatch		dispatch	1
<input type="checkbox"/> echappee		echappee	1
<input type="checkbox"/> Edge Case	Posts that have edge-case related tests	edge-case-2	6
<input type="checkbox"/> enphagy		enphagy	1

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

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

Name – The name is how it appears on your site

Slug – The Slug is the URL-friendly version of the name. It's usually all lowercase and contains only letters, numbers, and hyphens

Parent – Categories, unlike tags, can have a hierarchy. You might have a Car category, and under that have children categories for Ford, General Motors and Toyota. Totally optional. To create a subcategory, just choose another category from the Parent dropdown

Description – The description is not prominent by default; however, some themes may display it

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

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

Edit – Allows you to edit the Category properties such as Name, Slug, Parent and Description

Quick Edit – Allows you to quickly edit the Category Name and Slug

Delete – Deletes the Category permanently from the list of Categories. After clicking Delete you will be prompted to confirm your choice. Click OK to delete the Category or Cancel if you don't want to delete it

View – This will list all the Posts that are currently using this Category

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

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

Adding Categories within your Post

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

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

The screenshot shows a CMS interface with a dark sidebar on the left containing 'Plugins', 'Users', 'Tools', 'Settings', and 'Collapse menu'. The main content area displays a post URL, a paragraph of text, and a metadata box with 'Path: p', 'Word count: 144', and 'Last edit'. On the right, a 'Format' sidebar is open to the 'Categories' section. It features two tabs: 'All Categories' and 'Most Used'. A list of categories includes 'Uncategorized', 'aciform', 'sub', 'antiquarianism', 'arrangement', 'asmodeus', 'Blogroll', and 'broder'. 'antiquarianism' and 'Blogroll' are checked. Below the list is a '+ Add New Category' link, an empty input field, a 'Parent Category' dropdown menu, and an 'Add New Category' button. Two callout boxes are present: one titled 'Add Existing Category' with a blue arrow pointing to the category list, and another titled 'Add New Category' with a blue arrow pointing to the '+ Add New Category' link. The 'Add Existing Category' callout contains the text: 'To add an existing Category, tick the checkbox(es) next to the appropriate Categories to assign them to the Post.' The 'Add New Category' callout contains the text: 'To add a new Category, click the + Add New Category link and type in the Category name. Select the Parent Category from the list if appropriate. Click the Add New Category button to assign it to the Post.'

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

Tags

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

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

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

WordPress Dashboard: Your WordPress Site | Howdy, Joe Blogg

Tags

Screen Options | Help

Search Tags

Bulk Actions | Apply | 111 items | 1 of 6

Name	Description	Slug	Posts
<input type="checkbox"/> 8BIT	Tags posts about 8BIT.	8bit	1
<input type="checkbox"/> alignment		alignment-2	3
<input type="checkbox"/> articles	Tags posts about Articles.	articles	1
<input type="checkbox"/> aside		aside	1
<input type="checkbox"/> audio		audio	1
<input type="checkbox"/> captions		captions-2	2
<input type="checkbox"/> categories		categories	2
<input type="checkbox"/> chat		chat	2
<input type="checkbox"/> depo		depo	0
<input type="checkbox"/> dinarchy		dinarchy	0
<input type="checkbox"/> doolie		doolie	0
<input type="checkbox"/> dowork	Tags posts about #dowork.	dowork	1

Bulk Actions | Apply | 111 items | 1 of 6

Add New Tag

Add a new Tag by filling in the Name, Slug & Description.

Name

The name is how it appears on your site.

Slug

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

Description

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

After filling in all the fields, click the Add New Tag button to add a new Tag.

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

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

Name – The name is how it appears on your site

Slug – The Slug is the URL-friendly version of the name. It's usually all lowercase and contains only letters, numbers, and hyphens

Description – The description is not prominent by default; however, some themes may display it

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

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

Edit – Allows you to edit the Tag properties such as Name, Slug and Description

Quick Edit – Allows you to quickly edit the Tag Name and Slug

Delete – Deletes the Tag permanently from the list of Tags. After clicking Delete you will be prompted to confirm your choice. Click OK to delete the Tag or Cancel if you don't want to delete it

View – This will list all the Posts that are currently using this Tag

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

Adding Tags within your Post

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

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

- Categories
- Tags
- Media
- Pages
- Comments
- Appearance
- Plugins
- Users
- Tools
- Settings
- Collapse menu

Enterprise. Its five-year mission: to explore strange new worlds, to seek out new life and new civilizations, to boldly go where no man has gone before. We believe in what we're doing. Now it's time to go.

Spaceflights cannot be stopped or even a group of men. It is a high priority for NASA, carrying out in accordance with the President's policy on development.

Path: p
 Word count: 145 Last edited by Joe Blogg on December 23, 2013 at 6:43 pm

Add New Tag

To add a new Tag, write the Tag or Tags (separated with commas) into the edit field & then click the *Add* button to assign it to the Post.

Tags

Separate tags with commas

✕ tag1 ✕ tag2 ✕ tag3

[Choose from the most used tags](#)

[8BIT](#) [alignment](#) [Articles](#) [aside](#) [audio](#)
[captions](#) [categories](#) [chat](#) [Codex](#)
[comments](#) [content](#) [css](#)
[dowork](#) [edge](#) [case](#) [embeds](#)
[excerpt](#) [Fail](#) [featured](#) [featured](#)
[image](#) [formatting](#) [FTW](#) [Fun](#) [gallery](#)
[html](#) [image](#) [jetpack](#)
[layout](#) [link](#) [lists](#) [Love](#) [markup](#)
[media](#) [Mothership](#) [Must Read](#) [Nailed It](#)
[Post Formats](#) [quote](#)
[shortcode](#) [standard](#)
[template](#) [title](#) [twitter](#)
[video](#) [videopress](#) [wordpress.tv](#)

Add Existing Tag

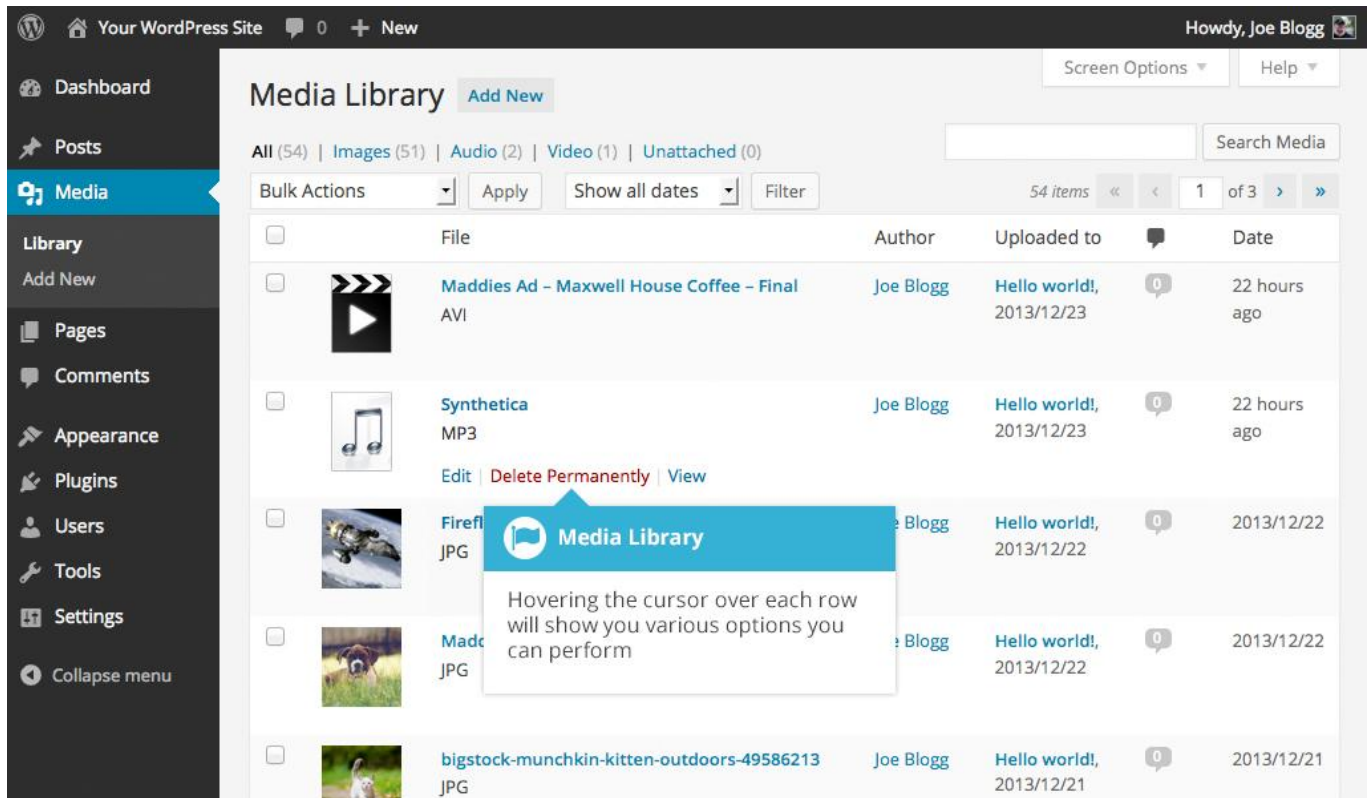
To add an existing Tag, click the *Choose from the most used tags* link and click the appropriate Tag or Tags from the list to automatically assign it to the Post.



[Remove featured image](#)

Media Library

The Media Library is where you can find all the files that you've uploaded. The most recent uploads are listed first. The list of files contains a small thumbnail version of the image or file, the file name and the type of file (JPG, MP3, etc.), the name of the Author who uploaded the file, the Page or Post which the image was uploaded to, the number of comments and the date the file was uploaded.



When hovering your cursor over each row, 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

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

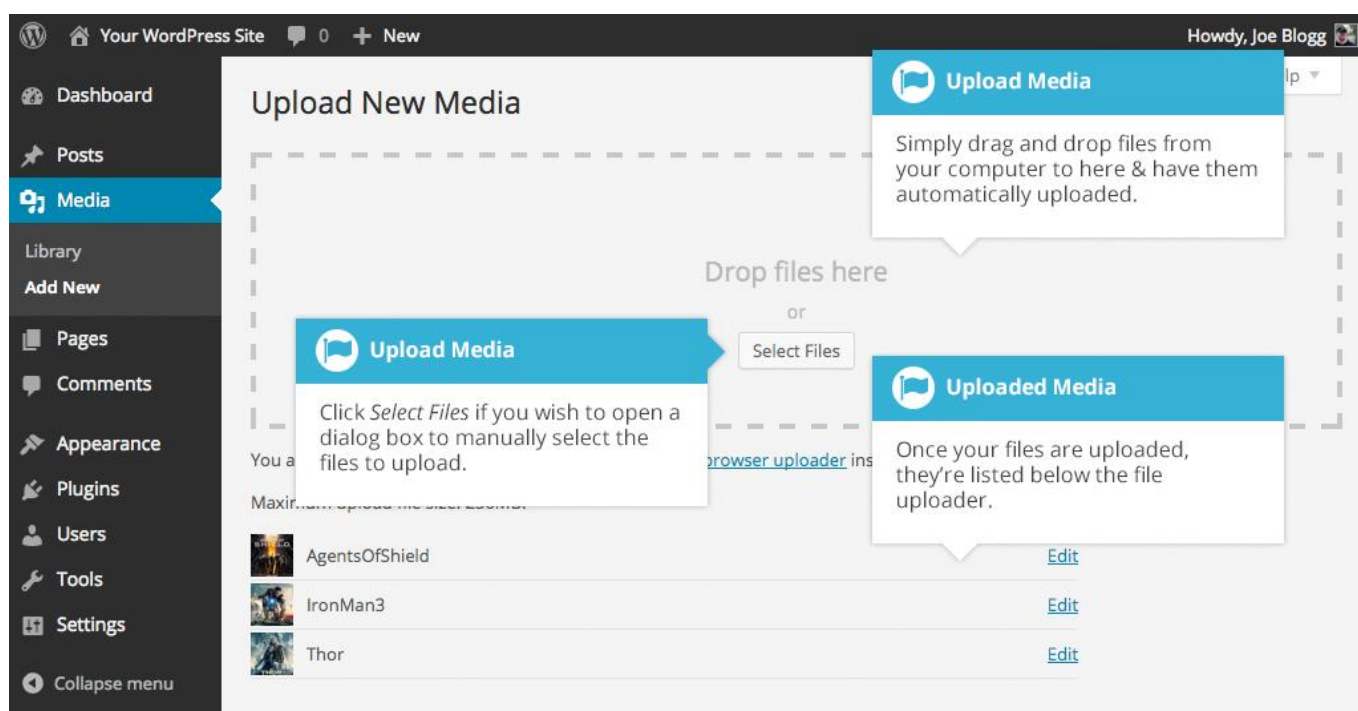
Adding a File to the Media Library

To add a new file to the Media Library, click on the Add New link in the left hand navigation menu or the Add New button at the top of the page. You will be presented with a page similar to the popup window that is displayed when uploading a new image in your Post or Page.

To upload a new file to the Media Library, simply drag your images from wherever they are on your computer, into the area marked Drop files here. Your file(s) will be automatically uploaded.

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

Once your 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.



Editing the File Properties

To edit the properties of an existing file, hover the cursor over the particular row that contains the file, when viewing the list of Media Library files 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 file properties 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.

Media Properties
Update the *Title*, *Caption*, *Alternative Text* and *Description* fields.

Edit Image
Click the *Edit Image* button to edit the image.

Update Media Properties
Update the media properties and then click the *Update* button to save your changes.

Save
Uploaded on: Dec 24, 2013 @ 12:02
File URL: <http://your-wordpress-site.com/wp-cc>
File name: NASA-Curiosity.jpg
File type: JPG
File size: 80 kB
Dimensions: 570 x 450
[Delete Permanently](#) [Update](#)

Edit Image

Caption

Alternative Text

Description

b i link b-quote del ins img ul ol li code close tags

Title – Although the field isn't labelled, the Title is the field at the very top of the page. 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 – is displayed when the browser can't render the image. It's also used by screen readers for visually impaired users

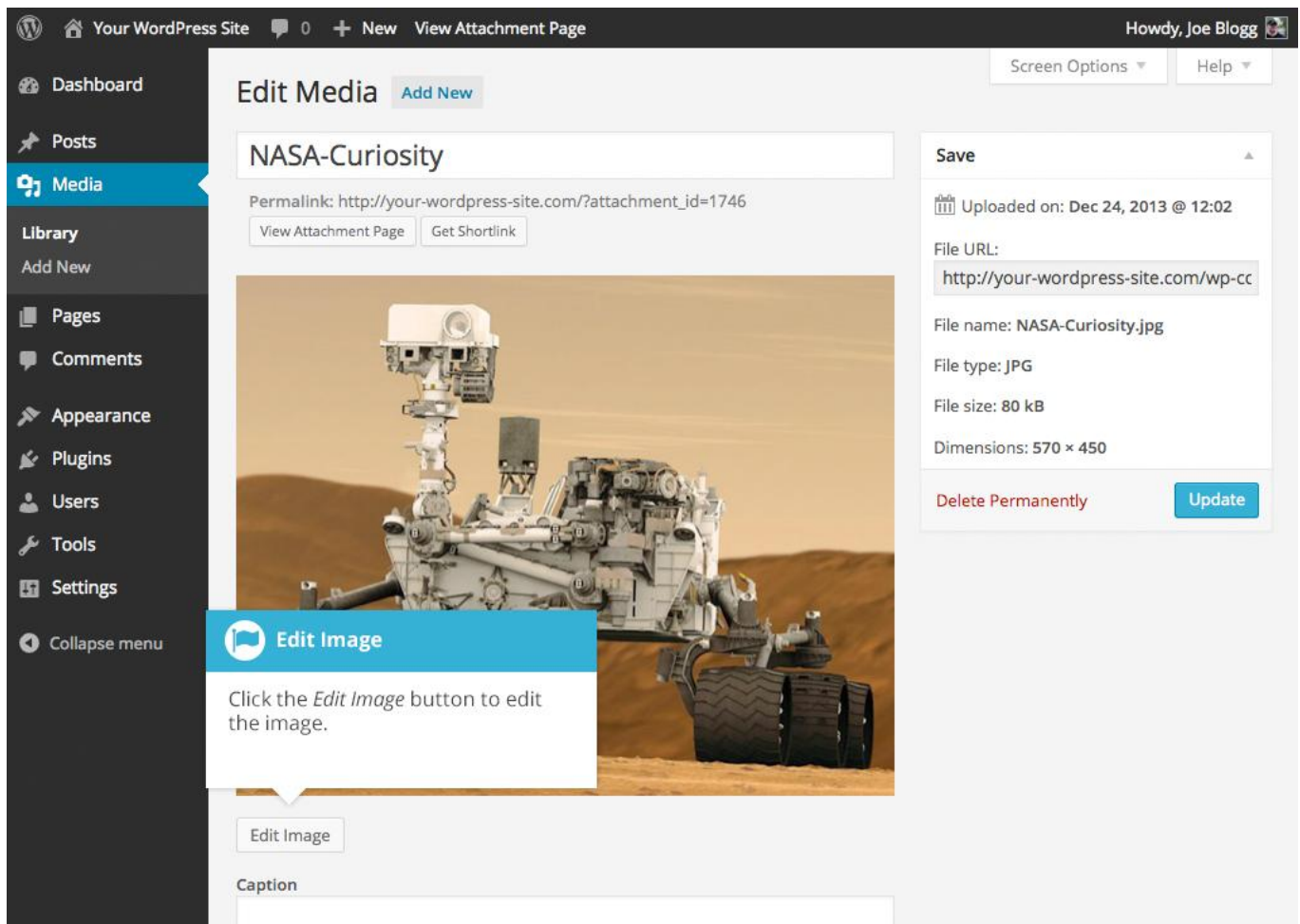
Description – This content is displayed on the file's attachment page

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

The screenshot shows the WordPress 'Edit Media' interface. On the left is a dark sidebar with navigation links: Dashboard, Posts, Media (highlighted), Library, Add New, Pages, Comments, Appearance, Plugins, Users, Tools, Settings, and Collapse menu. The main content area is titled 'Edit Media' with an 'Add New' button. Below the title is a text input field containing 'NASA-Curiosity'. Underneath, it shows the Permalink: 'http://your-wordpress-site.com/?attachment_id=1746' and two buttons: 'View Attachment Page' and 'Get Shortlink'. A large image of the NASA Curiosity rover is displayed in the center. Below the image is a blue 'Edit Image' button. A tooltip points to this button, containing the text: 'Click the *Edit Image* button to edit the image.' Below the image is an 'Edit Image' button and a 'Caption' text input field. On the right side, there is a 'Save' section with a dropdown arrow. It contains: 'Uploaded on: Dec 24, 2013 @ 12:02', 'File URL: http://your-wordpress-site.com/wp-cc', 'File name: NASA-Curiosity.jpg', 'File type: JPG', 'File size: 80 kB', and 'Dimensions: 570 x 450'. At the bottom of this section are two buttons: 'Delete Permanently' and 'Update'. The top of the page shows the site name 'Your WordPress Site', a user profile 'Howdy, Joe Blogg', and 'Screen Options' and 'Help' dropdowns.

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



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



Rotate counter-clockwise – Rotate the image 90° counter-clockwise



Rotate clockwise – Rotate the image 90° clockwise



Flip vertically – Flip the image vertically



Flip horizontally – Flip the image horizontally



Undo – Undo the last change



Redo – Redo the last change

The screenshot displays the WordPress Media Editor interface. On the left is a dark sidebar with navigation options: Dashboard, Posts, Media (highlighted), Library, Add New, Pages, Comments, Appearance, Plugins, Users, Tools, Settings, and Collapse menu. The main content area is titled 'Edit Media' and shows an image of the NASA Curiosity rover. Above the image is the 'Image Editor Toolbar' with various editing icons. To the right of the image is the 'Scale & Crop' panel, which includes fields for 'Image Crop' (Aspect ratio and Selection), 'Scale Image' (width and height), and 'Thumbnail Settings' (Apply changes to: All image sizes, Thumbnail, All sizes except thumbnail). Below the image are 'Cancel' and 'Save' buttons. A 'Caption' field is visible at the bottom left. Three callout boxes provide instructions: one for the toolbar, one for the 'Scale & Crop' panel, and one for the 'Applying Updates' dialog.

Click the Scale Image link to resize the image proportionally. For best results, scaling should be done before performing any other operations like cropping, rotating, etc..

To scale your image to a new size, simply enter the width or height dimensions in the appropriate field (w x h) and click the Scale button. After entering one 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 Media button to return to the main Media Library page.

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

The screenshot shows the WordPress Media Library editor interface. On the left is a dark sidebar with navigation options: Library, Add New, Pages, Comments, Appearance, Plugins, Users, Tools, Settings, and Collapse menu. The main content area is titled 'NASA-Curiosity' and displays a large image of the Mars rover Curiosity. Above the image are several icons for editing: crop, zoom, scale, rotate, and undo. Below the image are 'Cancel' and 'Save' buttons. To the right of the image is a 'Scale Image' panel with a 'Restore Original Image' link and a 'Restore image' button. Below this is a 'Restore Image' panel with a 'Restore Image' button and a text box explaining the process: 'Click the Restore Original Image link and then the Restore image button to discard your changes & restore your original image.' To the right of the image is a 'Save' panel with a 'Delete Permanently' link and an 'Update' button. The 'Save' panel also displays file information: 'Uploaded on: Dec 24, 2013 @ 12:02', 'File URL: http://your-wordpress-site.com/wp-cc', 'File name: NASA-Curiosity.jpg', 'File type: JPG', 'File size: 48 kB', and 'Dimensions: 570 x 374'. At the bottom right, there is a 'Thumbnail Settings (help)' panel.

Deleting a File from the Media Library

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

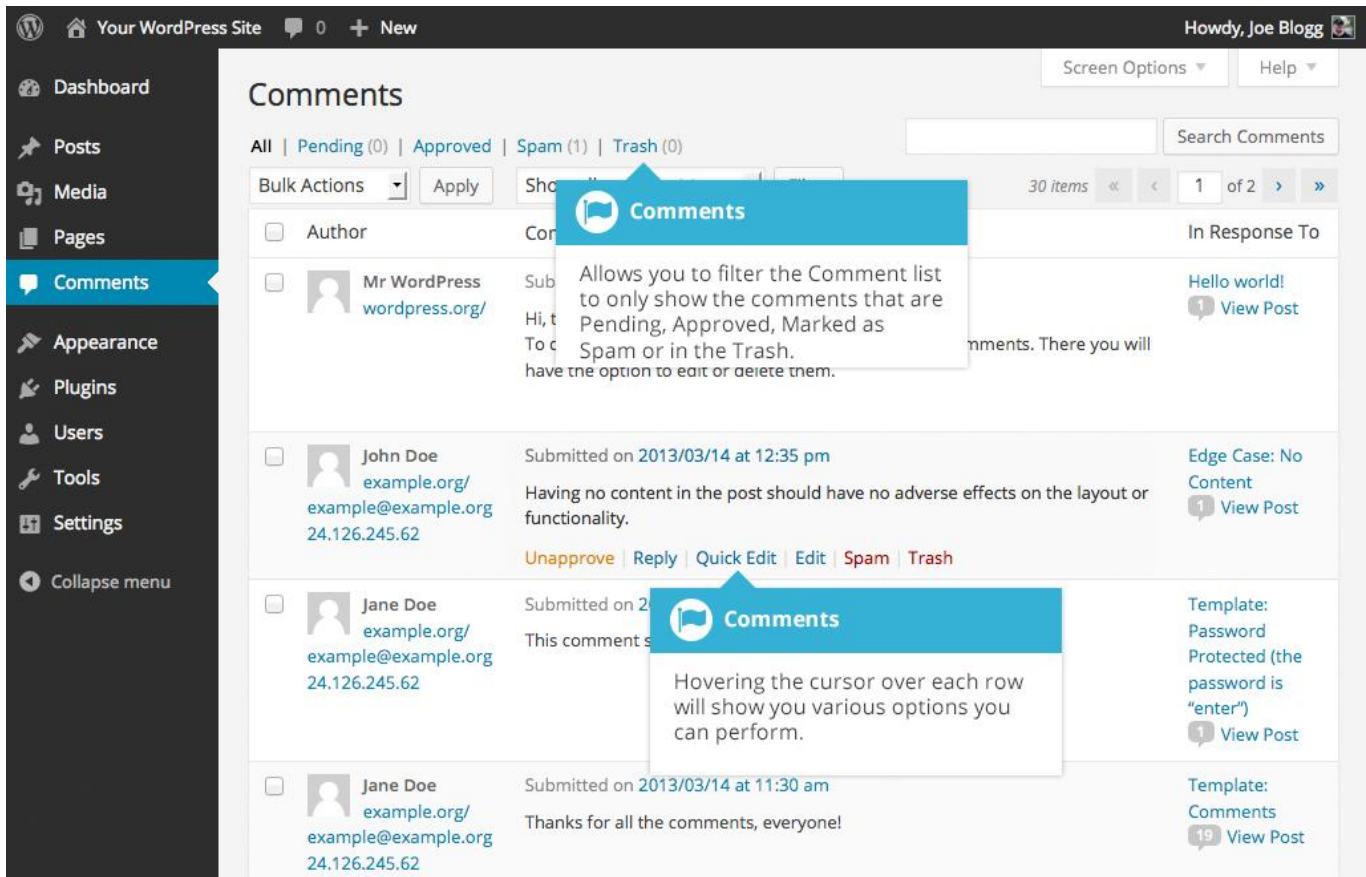
Click the OK button to delete the file or click the Cancel button to return to the Media Library.

Comments

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

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

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



The screenshot shows the WordPress dashboard's 'Comments' section. At the top, there are navigation links for 'All', 'Pending (0)', 'Approved', 'Spam (1)', and 'Trash (0)'. Below this is a search bar and a 'Bulk Actions' dropdown menu. The main area displays a list of comments with columns for 'Author', 'Content', and 'In Response To'. Two blue callout boxes provide information: the first explains that the filter links allow filtering by status (Pending, Approved, Spam, Trash) and that hovering over a comment row shows options like 'Unapprove', 'Reply', 'Quick Edit', 'Edit', 'Spam', and 'Trash'; the second explains that hovering over the 'View Post' link shows the post's title and a 'View Post' button. The comment list includes entries from 'Mr WordPress', 'John Doe', and 'Jane Doe'.

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

As well as the standard settings that allow you to manage your comments, the default WordPress install comes with an excellent plugin that helps to filter out Spam from your comments. This plugin is called Akismet.

After activating the Akismet plugin, you need to supply it with an API Key. You can grab an API key and find out more information on the [Akismet website](#).

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

Unapprove/Approve – Allows you to unapprove the comment. This will stop it displaying on your site. If the comment is already unapproved then this link will change to Approve, to allow you to approve the comment

Reply – Allows you to write a reply comment

Quick Edit – Allows you to quickly edit the commenter's Name, Email or URL as well as the actual comment

Edit – Allows you to edit the commenter's Name, Email or URL as well as the actual comment. It also allows you to mark the comment as either Approved, Pending or Spam and change the Date and Time

Spam – Allows you to mark the comment as Spam

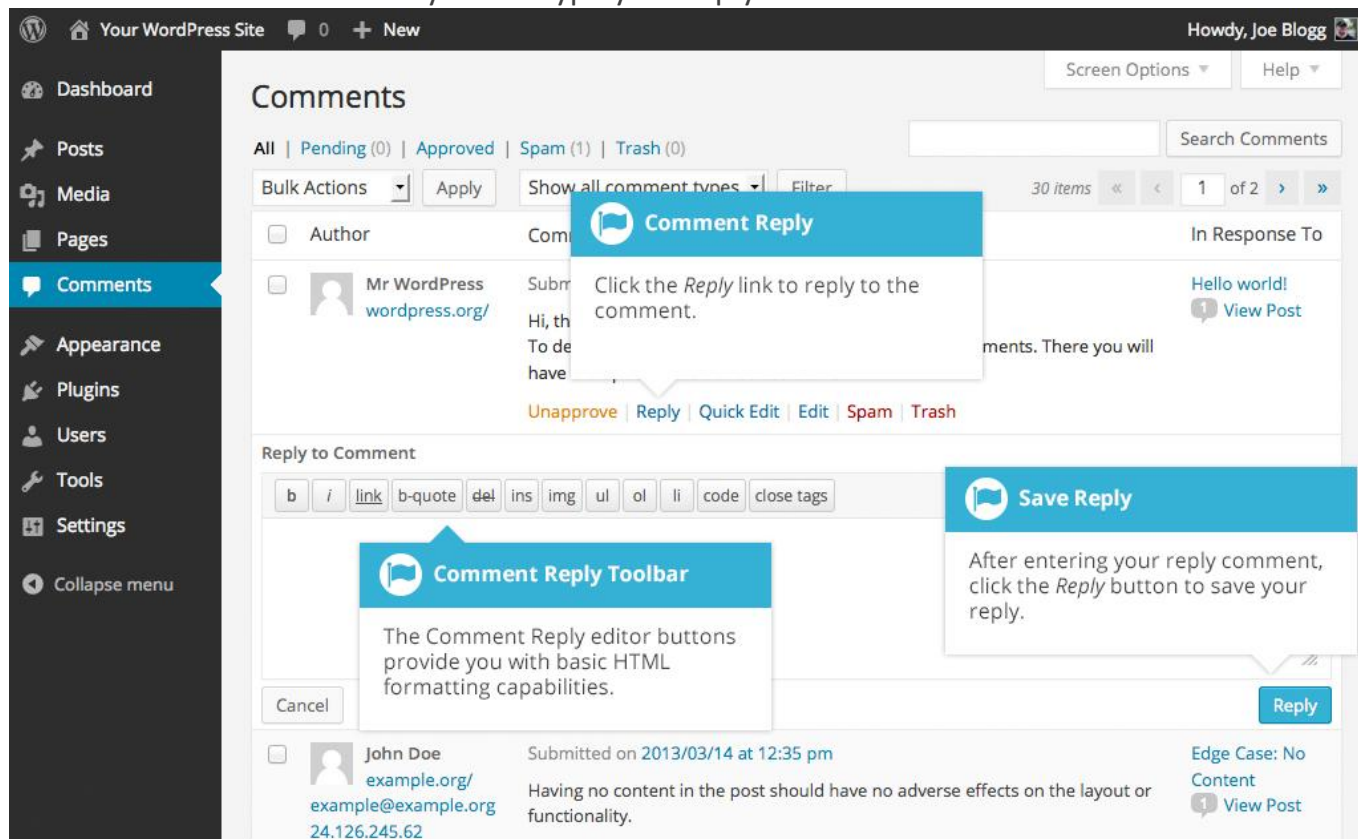
Trash – Allows you to mark the comment as Trash. Once it's in the Trash, you can either restore it if you made a mistake, or delete it permanently

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

Replying to a Comment

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

beneath the comment where you can type your reply.



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

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

The buttons work in two ways. Clicking a button without highlighting any text first, will simply insert the opening html tag relevant for that button. As an example, clicking the Bold button will insert the `` html tag into your comment. 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`'.



Bold – Bold text

i

Italic – Italicise text

link

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

b-quote

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

~~del~~

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

ins

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

img

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

ul

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

ol

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

li

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

code

Code – Used for indicating a piece of code

close tags

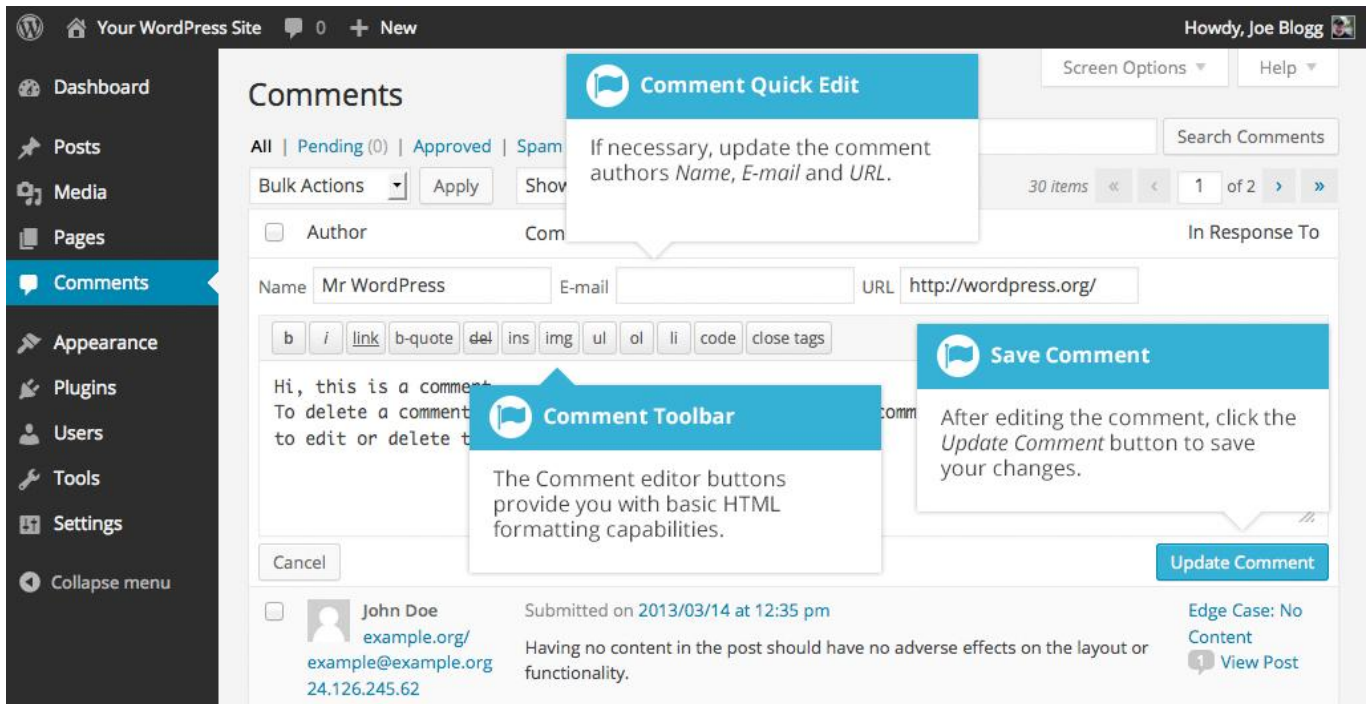
Close Tags – Used to close open tags. If for example, you clicked both the Bold and Italic buttons to insert their opening tags, clicking the close tags button will insert both of the matching closing tags, in the correct order

Editing a Comment

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

Quick edit

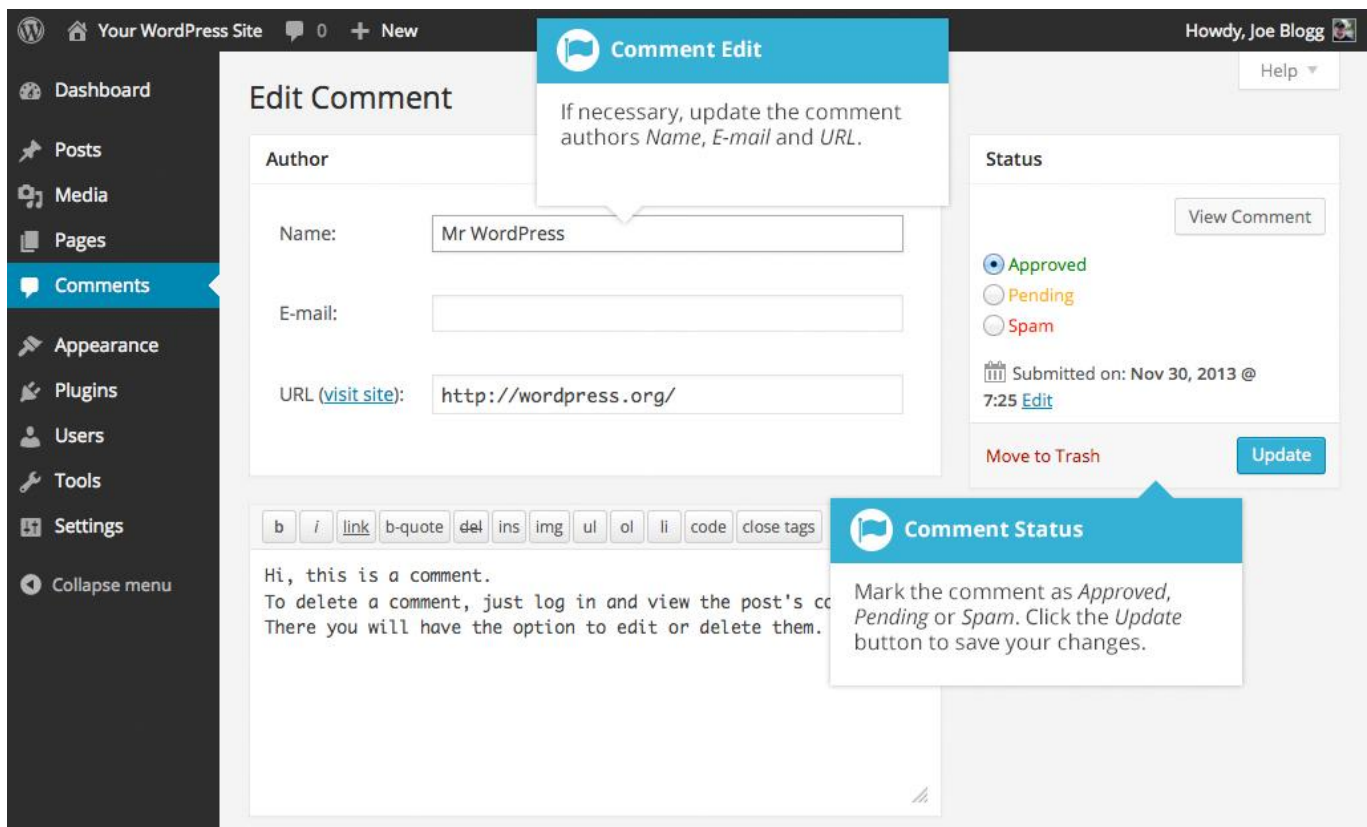
Clicking Quick Edit will replace the comment with an editor that allows you to update the comment, the comment authors name, email address and URL.



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

Edit

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

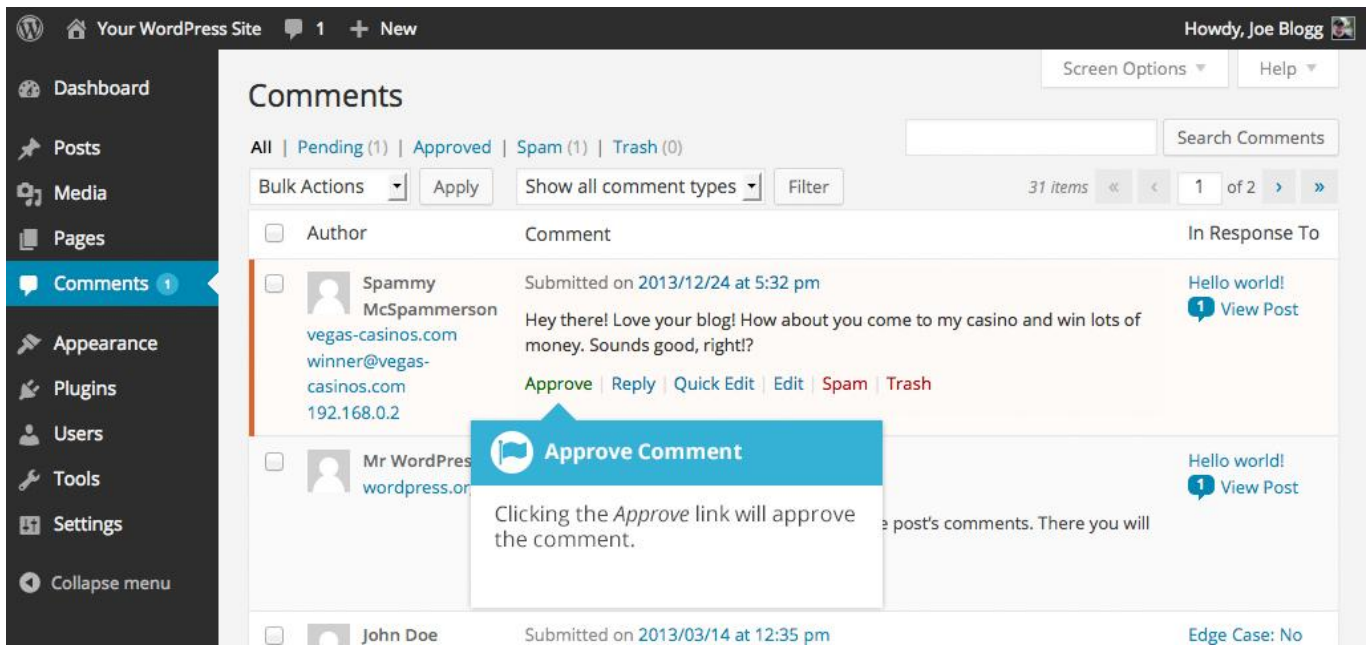


You can change the date and time that the comment was submitted by clicking on the Edit link next to the date and time. After clicking Edit, several fields appear below the original date and time. Update the fields if required and click the OK button to save the new date and time.

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

Unapproving and Approving Comments

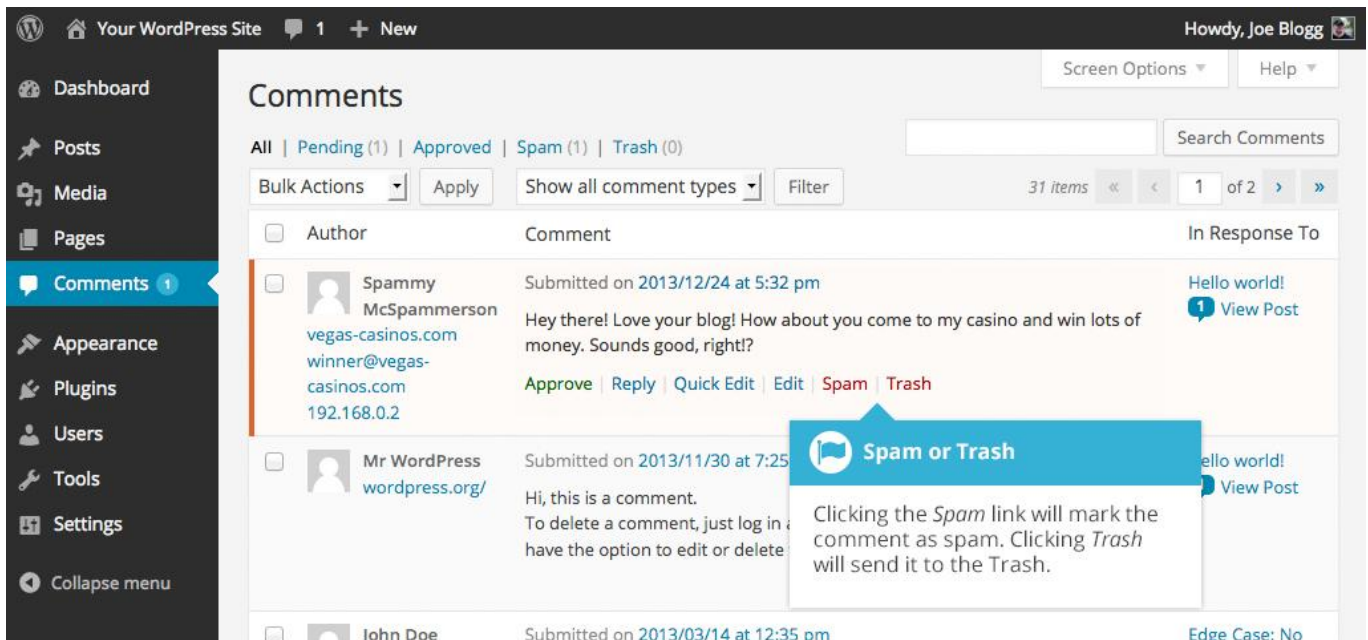
If an inappropriate comment has been submitted, you may wish to Unapprove it. This will stop the comment from displaying on your site. Unapproved comments will be displayed with a different coloured background within your list of comments. They will also be highlighted with a red vertical bar down the left side of the row. Hovering your cursor over the comment will display an Approve link instead of an Unapprove link.



Marking Comments as Spam and Trash

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

If you simply want to remove a comment, hover your cursor over it and click the Trash link.



To empty the Trash, click on the Trash link at the top of the page to display all the comments that have been marked as Trash. This link will be displayed along with a number within brackets

which indicates how many comments are marked as Trash. To permanently remove all these comments, click the Empty Trash button. You will not be prompted for confirmation.

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

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

The screenshot shows the WordPress dashboard's 'Comments' section. The top navigation bar includes 'Your WordPress Site', '0' notifications, '+ New', and the user 'Howdy, Joe Blogg'. The left sidebar lists various dashboard sections, with 'Comments' highlighted. The main content area is titled 'Comments' and shows filters for 'All', 'Pending (0)', 'Approved', 'Spam (2)', and 'Trash (0)'. There are buttons for 'Bulk Actions', 'Apply', 'Show all comment types', 'Filter', and 'Empty Spam'. A table of comments is displayed with columns for checkboxes, Author, Comment, and In Response To. Two spam comments are visible, each with a 'Mark as Not Spam' and 'Delete Permanently' link. Three callout boxes provide instructions: 'Empty Spam' (to remove all spam comments), 'Mark as Not Spam' (to remove a single comment from the spam list), and 'Delete Permanently' (to delete a single comment permanently).

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

Appearance

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

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

Selecting your Theme

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

Clicking on the Appearance menu option will default you at the Themes screen. The theme that is currently active is shown at the top left of the screen. The other themes shown are ones that are installed, but not currently in use. To see a preview of your site in another theme (that isn't currently active), you can click the Live Preview button associated with each theme. While the preview screen is displayed, you're able to click your site links to view your various pages in the new theme layout as well as make various theme changes. To change your site to another Theme, hover your cursor over the theme you'd like to activate and click the Activate button that appears underneath the Theme. Alternatively, if the preview window is displaying, you can click the Save & Activate button in the top left corner of the window to activate the theme.

Clicking on the Add New button at the top of the page allows you to upload a new theme to your site as well as search the WordPress Themes Directory for new themes and install them directly from within your Dashboard.

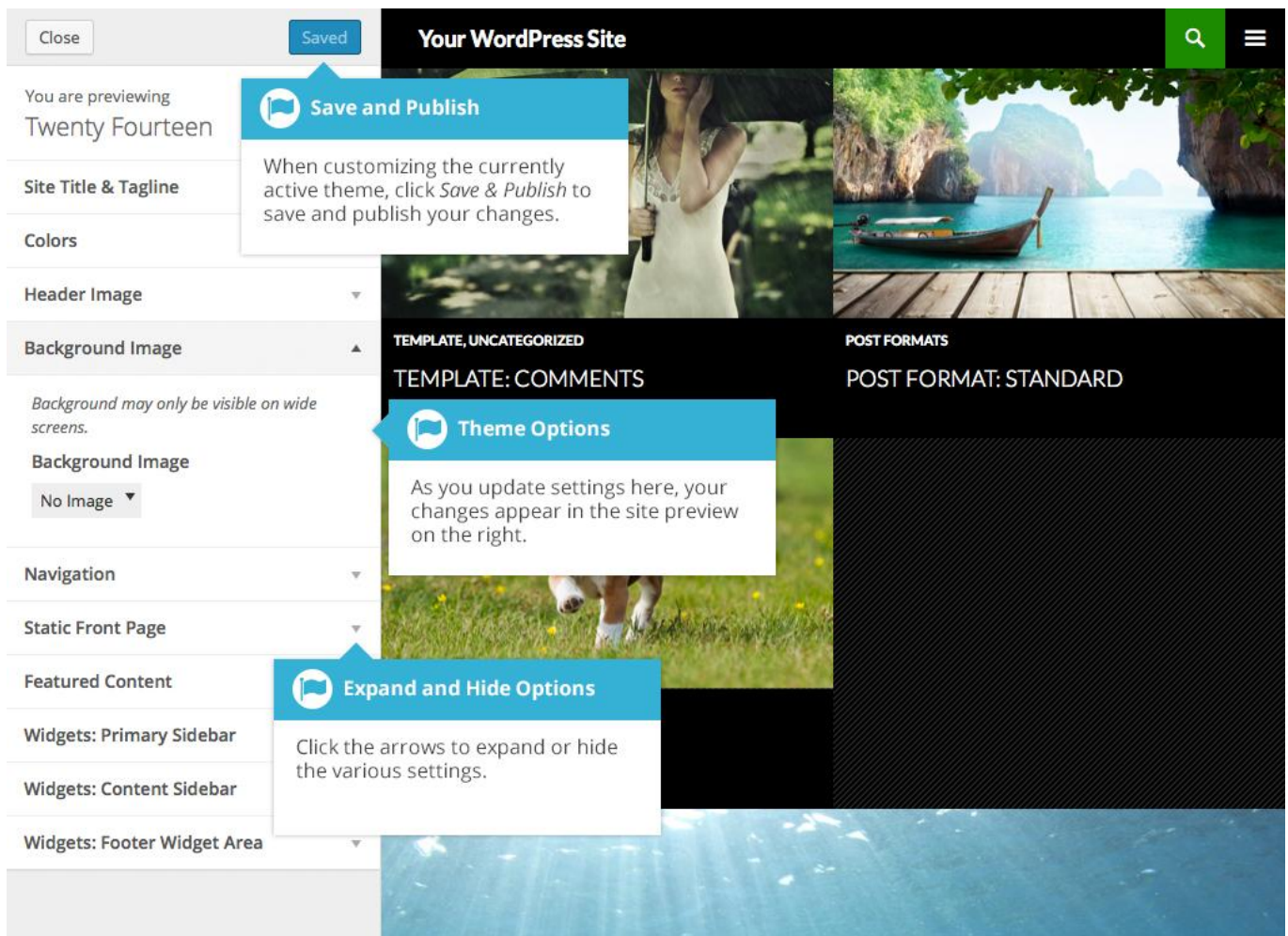
The image shows the WordPress Themes dashboard. On the left is a dark sidebar with navigation options: Dashboard, Posts, Media, Pages, Comments, Appearance (highlighted), Themes, Customize, Widgets, Menus, Header, Background, Editor, Plugins, Users, Tools, Settings, and Collapse menu. The main area is titled 'Themes' and shows 3 installed themes. The 'Twenty Fourteen' theme is currently active, indicated by a blue bar at the bottom of its preview window and a 'Customize' button. The 'Twenty Thirteen' theme is shown as an inactive theme with a 'Live Preview' button and an 'Activate' button. A 'Twenty Twelve' theme is partially visible at the bottom. A search bar for installed themes is at the top right. A 'Help' dropdown is in the top right corner. Three callout boxes provide instructions: 'Currently Active Theme' points to the 'Customize' button; 'Inactive Theme' points to the 'Live Preview' and 'Activate' buttons; 'Adding New Themes' points to the 'Add New Theme' button at the bottom right.

Previewing and Customizing your Theme

As well as the ability to preview a theme, you can also update various theme settings all while previewing the changes live. The options that you can change will be dependent on the individual theme.

For the currently active theme, clicking the Customize button allows you to update various settings whilst also previewing those changes. Until you click the Save & Publish button, only the theme preview window is updated, not the theme on your live site.

For all other installed themes that are not currently active, click the Live Preview button to preview the theme, update its settings and activate the theme. Until you click the Save & Activate button, only the theme preview window is updated, not the theme on your live site.



Adding a new Theme

You're able to add new themes to your site right within the WordPress Dashboard. At the top of the Themes screen there is an Add New button. Click this button to search and add new themes into your site.

After clicking the Add New button, you'll be shown the Add Themes screen. It should look similar to the screen below. The Add Themes screen allows you to search and install themes directly from the official [WordPress Themes Directory](#). By default, the screen will show a list of Featured themes.

You can use the links at the top of the page to filter the results to see Featured themes, Popular themes or the Latest themes. Click the Feature Filter link to filter the results based on the Tags you specify. There are Tags for Colors, Layout, Features and Subject.

Alternatively, click the Search themes... input field and enter text to search for a specific theme.

The screenshot shows the WordPress 'Add Themes' page. On the left is a sidebar menu with 'Appearance' selected. The main area displays a grid of theme thumbnails. Callouts provide the following instructions:

- Filter Search results:** Use the links to filter your search results. Click the *Search themes...* input field to search for a specific theme.
- View Theme Details:** Hover your cursor over a theme and click the *Details & Preview* button to view the theme details along with a preview.
- Install or Preview Theme:** Install the theme by clicking the *Install* button. Click the *Preview* button to preview a theme.

Visible theme thumbnails include 'Sparkling', 'Independent Publisher', 'Twenty Fourteen', and 'GovPress'. A 'WordPress Test Site' thumbnail is also visible at the bottom right.

Hovering your cursor over each theme thumbnail will display extra buttons. To view the details of a theme along with a preview, click the large *Details & Preview* button or the smaller *Preview* button. Clicking the *Install* button will download and install the theme on your site. After the theme is installed, you will be given the choice to view a *Live Preview*, immediately *Activate* the theme or return to the *Theme Installer*.

Widgets

Widgets are independent sections of content that can be placed into any widgetized area provided by your theme. Although these widgetized areas are commonly called 'Sidebars' and are quite often located in the left or right hand column, they can be also located anywhere within your site and are entirely dependent on the current theme as to their location. Lots of themes use these widgetized sidebars in the footer area.

There are numerous widgets available by default which allow you to add extra content to your site, such as Recent Comments, Categories or Custom Menus, just to name a few. New Widgets can also be installed via plugins and again, depending what the plugin is used for the extra functionality it brings to your site will vary.

WordPress Dashboard: Your WordPress Site | 0 | + New | Howdy, Joe Blogg

Screen Options | Help

Widgets

Available Widgets

The *Available Widgets* section contains all the widgets you can choose from.

- Archives**
A monthly archive of your site's Posts.
- Calendar**
A calendar of your site's Posts.
- Categories**
Title:

 Display as dropdown
 Show post counts
 Show hierarchy
[Delete](#) | [Close](#) [Save](#)
- Meta**
- Content Sidebar**
Additional sidebar that appears on the right.
- Footer Widget Area**

Adding Widgets

Once a widget is added to the sidebar, it will expand to show available options (if any). Click the *Save* button to save your changes.

Deleting Widgets

Click the *Delete* link to delete the widget from the sidebar. Click the *Close* link to close the widget panel.

Adding Widgets

To populate a sidebar, drag & drop a widget to the desired location.

Inactive Widgets

If you want to remove a widget from a sidebar but keep its settings, drag it to the *Inactive Widgets* section.

- Recent Posts: Recent posts**
- Recent Comments: Recent Comments**

Available Sidebars

These are the available sidebars for the current theme. Click the title bar to expand them.

Dashboard | Posts | Media | Pages | Comments | Appearance | Themes | Customize | Widgets | Menus | Header | Background | Editor | Plugins | Users | Tools | Settings | Collapse menu

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

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

The small arrow next to the Sidebar title will toggle the sidebar open and closed. If you drag and drop a widget onto a closed sidebar, the sidebar and widget will automatically open.

Updating the Menu

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

The image shows the WordPress 'Edit Menus' interface. At the top, there are tabs for 'Edit Menus' and 'Manage Locations'. Below these, a dropdown menu is set to 'Short (Top primary menu)' with a 'Select' button and a link to 'create a new menu.'. On the left, a sidebar menu is visible with 'Appearance' selected. The main content area contains a list of menu items with checkboxes and an 'Add to Menu' button. Below this are sections for 'Links' and 'Categories'. The right side shows a list of menu items with sub-items, navigation labels, and links for moving items. At the bottom, there is a 'Save Menu' button. Several blue callout boxes with white text and a flag icon provide instructions on how to use the interface.

Add Menu Item
Add a menu item by ticking the appropriate checkbox & then clicking the *Add to Menu* button.

Select Menu
If your Theme supports multiple menus, choose one from the dropdown and click the *Select* button to edit it. Alternatively, click *create a new menu* to create a new menu.

Moving Menu Items
To move the menu options, you can use the provided links or simply drag 'n drop each one to a new position.

Removing Menu Items
Click the *Remove* link to delete the menu item. Click the *Cancel* link to cancel your changes to that menu item.

Opening Menu Panels
Open and close the various panels by clicking the small arrow in the panel header.

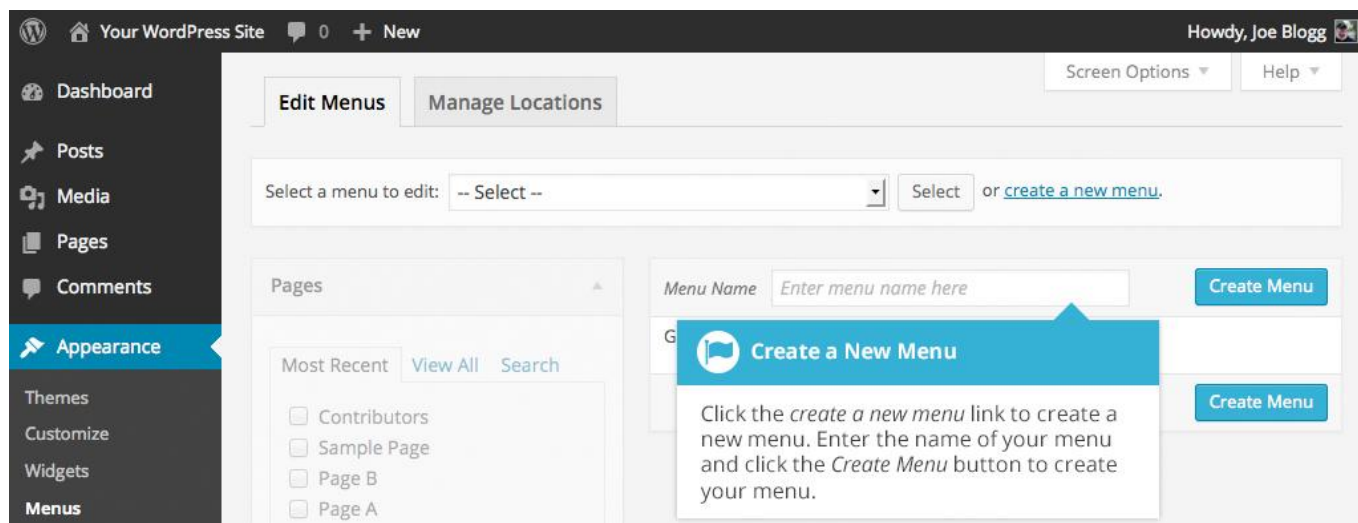
Menu Items
These are all the menu items that will appear on your site. Drag & drop menu items to change their order. Click the small arrow to open the settings panel for each menu item. Once all your updates are made, click the *Save Menu* button to save your changes.

Adding a New Menu

Depending on the current Theme being used, your site may make use of more than one navigation menu. Sometimes you might have multiple menus in your site header, other times you may even have menus located in the sidebar or footer of your site.

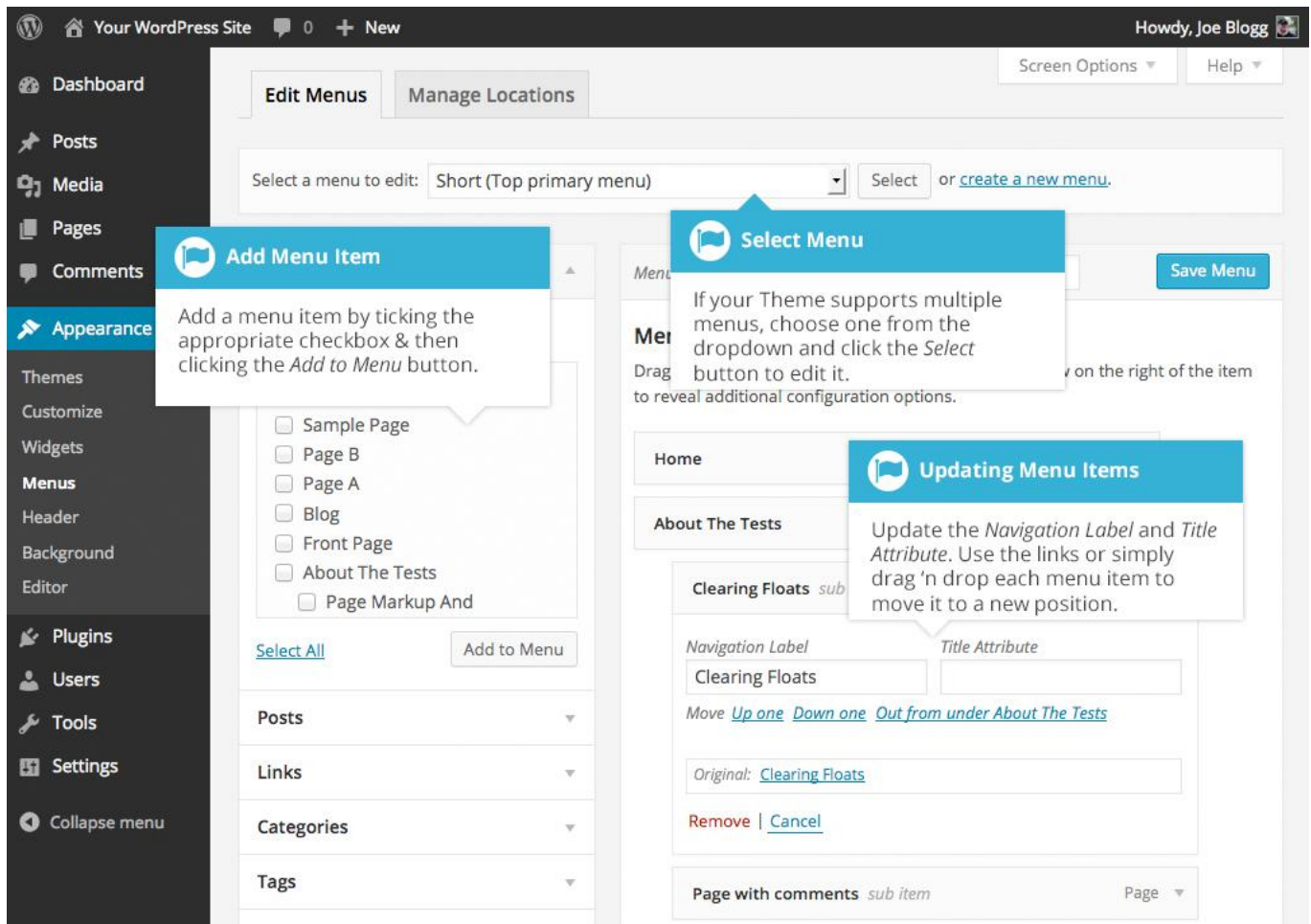
To add a new menu, hover your cursor over the Appearance menu option in the left hand navigation menu and in the fly-out menu, click the Menus link. Alternatively, click the Appearance menu option and then click the Menus link underneath.

On the screen that's displayed, click the create a new menu link. You'll be presented with a screen similar to below. Enter a name for your new menu in the Menu Name input field. Click the Create Menu button to create your new menu.



Editing an Existing Menu Item

Your current list of menu items resides in the right hand column on the menu screen. If there are multiple menus on your site, there will be a dropdown list displayed at the top of the page that enables you to select the menu that you would like to edit. Simply select the menu you would like to edit from the Select a menu to edit dropdown list and then click the Select button. The menu items for your selected menu will then be displayed.



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

URL – Only displayed for Custom Links and will contain the URL to navigate to when that menu item is clicked

Navigation Label – This is the label that will display within the actual menu on your website

Title Attribute – This is the tooltip that appears when the mouse cursor hovers over the menu item

Open link in a new window/tab – (Hidden by default) You can set the menu item to open in the same window or tab (which is the default) or in a new window or tab. This option is made visible by ticking the Link Target option on the Screen Options panel

CSS Classes – (Hidden by default) Optional CSS Classes to add to this menu item. This option is made visible by ticking the CSS Classes option on the Screen Options panel

Link Relationship (XFN) – (Hidden by default) Allows for the generation of XFN attributes so you can show how you are related to the authors/owners of site to which you are linking. This option is made visible by ticking the Link Relationship (XFN) option on the Screen Options panel

Description – (Hidden by default) The description for the link. This may or may not appear, depending on the theme This option is made visible by ticking the Description option on the Screen Options panel

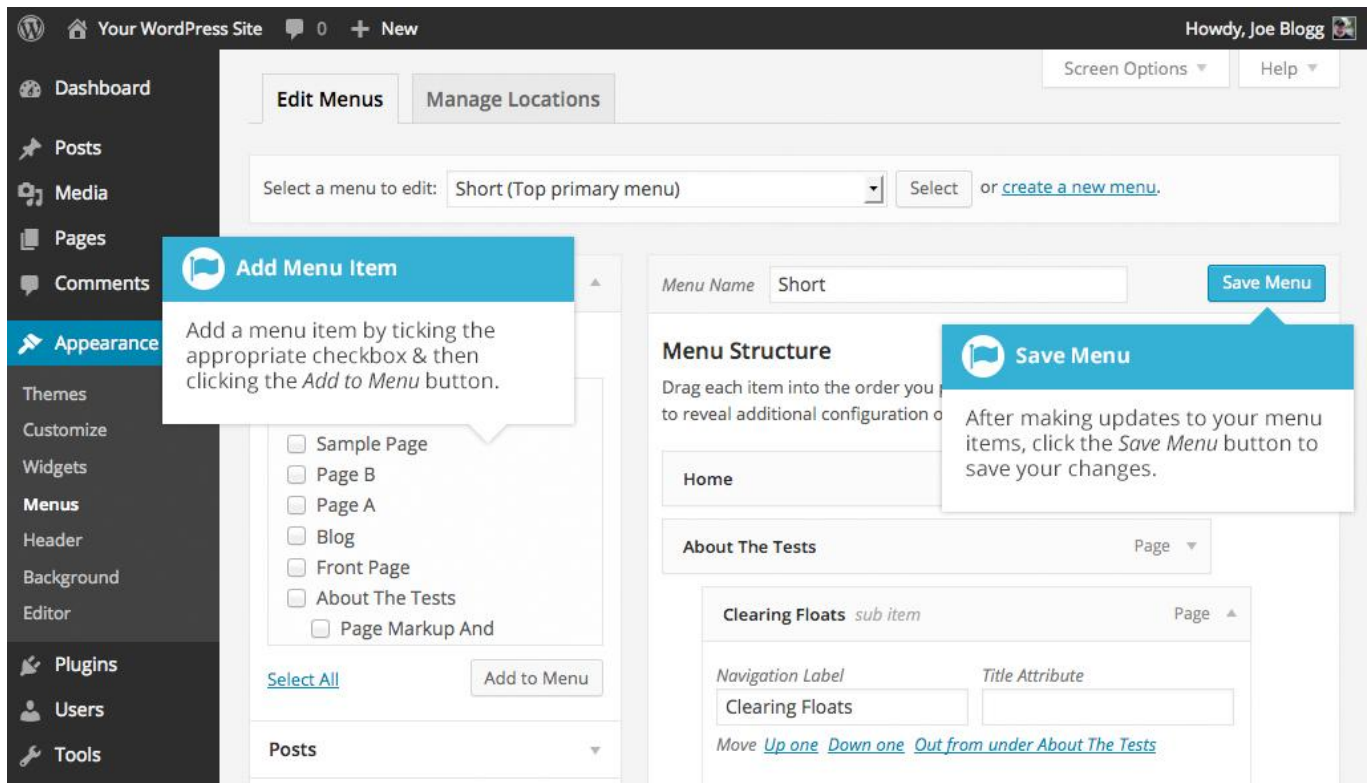
Each menu item can be moved to a new location in the menu hierarchy by using either the links underneath the Navigation Label input field or by clicking on the title area of the menu item and dragging ‘n dropping the menu to new location. If you choose to drag ‘n drop your menu items, the cursor will turn into a four-pointed arrow when you’re hovering over the correct area.

After making updates to your menu items, click the Save Menu button at the top or bottom of the screen.

Adding a New Menu Item

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

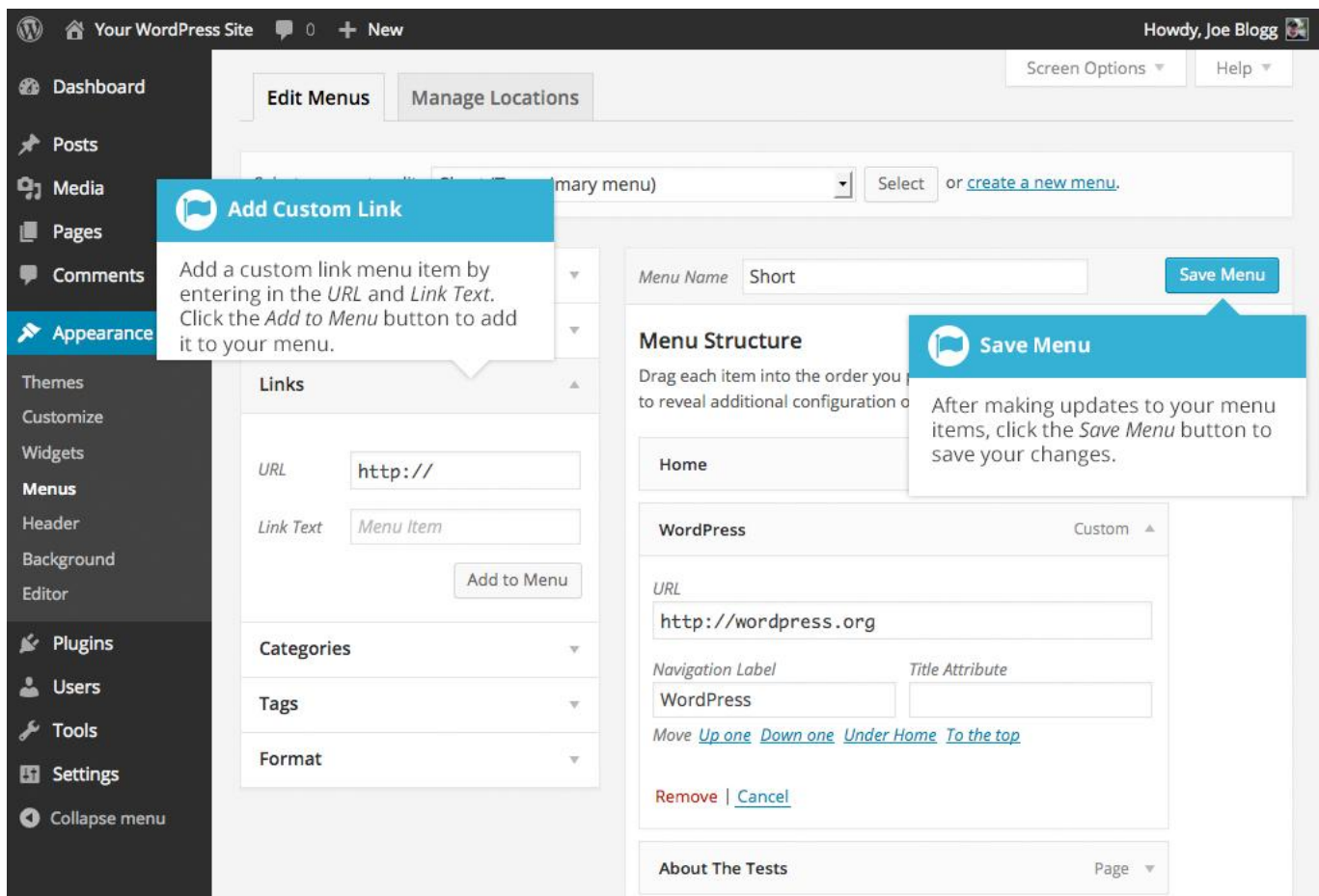
To add a new Page as a menu item, tick the checkboxes in the Pages panel, next to each of the Pages that you’d like to add. You can select one Page at a time or multiple. After selecting your Pages, click the Add to Menu button. The new menu items will append to the bottom of the current list of menu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



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

Adding a Custom Link Menu Item

Use the Links panel to add a custom link to your menu, such as a link to an external website. Simply type in the website URL in the URL field and the menu name in the Link Text field. Click the Add to Menu button when done. Use the same steps outlined previously to adjust the order of the menu item and click the Save Menu button at the top or bottom of the screen to save your changes.



Deleting a Menu Item

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

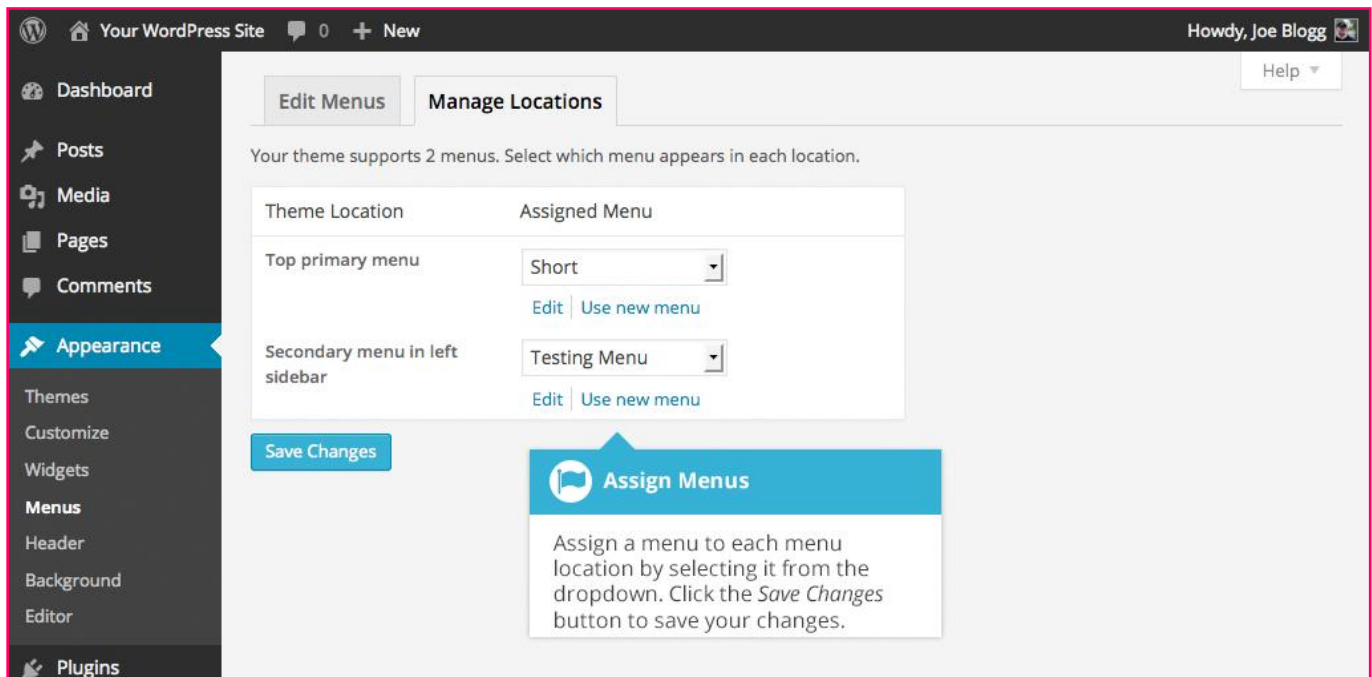
Managing Menu Locations

After you create a menu, you also need to tell WordPress where to use it. This is where the Manage Locations tab on the Menus page comes in.

After clicking the Manage Locations tab on the Menus page, you will be shown a page similar to below, with a list of the various menu locations used in your Theme. You may have one menu location or you may have multiple, depending on the Theme currently in use. Your menu location won't necessarily be called 'Top primary menu' either, as shown below. Again, that will depend entirely on your Theme.

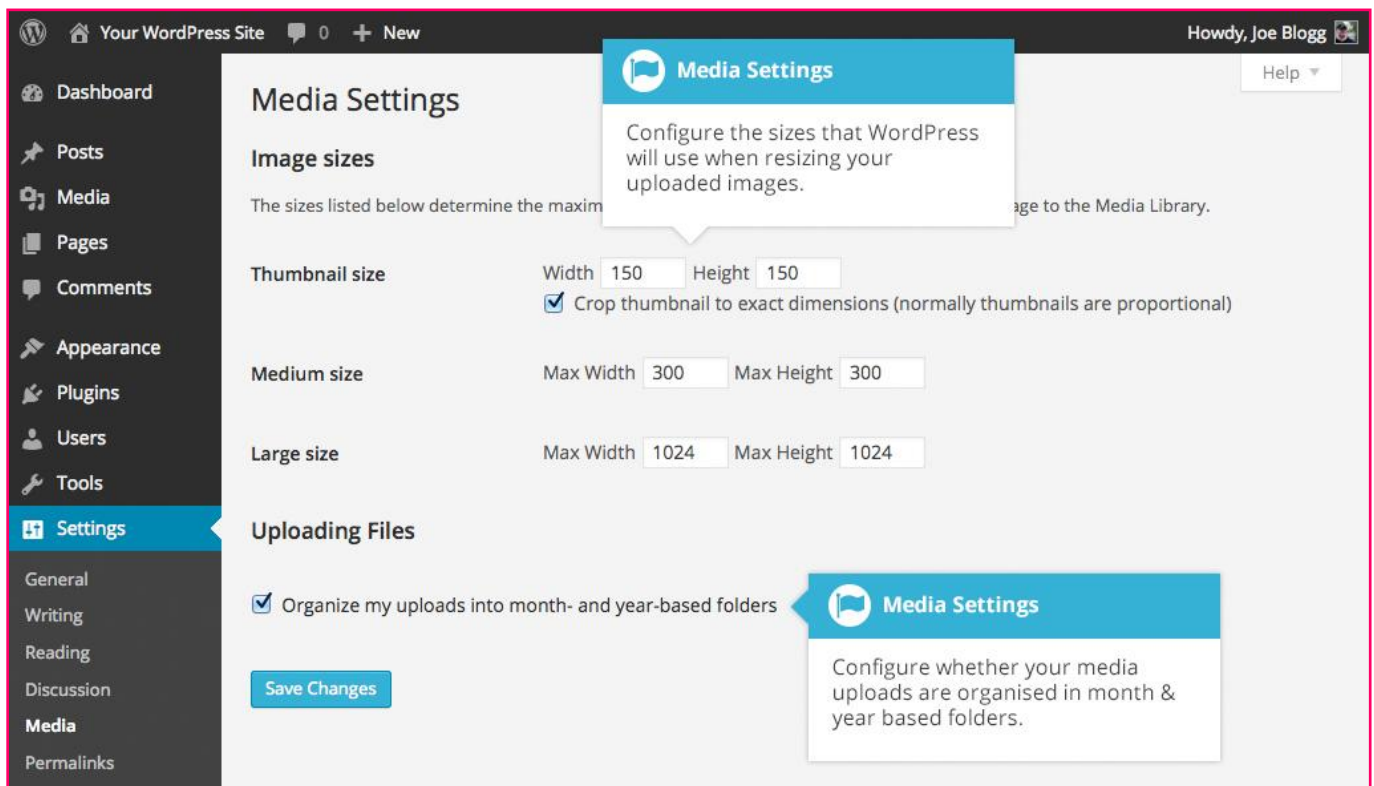
Assign an existing menu that you've created to the appropriate location by selecting it from the dropdown list. Click the Save Changes button to save your changes.

Alternatively, you can choose to create a new menu and automatically assign it to the location by clicking the Use new menu link.



Media

The Media settings define the default image sizes that are created when an image is uploaded. You can also configure whether your uploaded media files are stored in folders based on the year and the month of the upload.



Permalinks

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