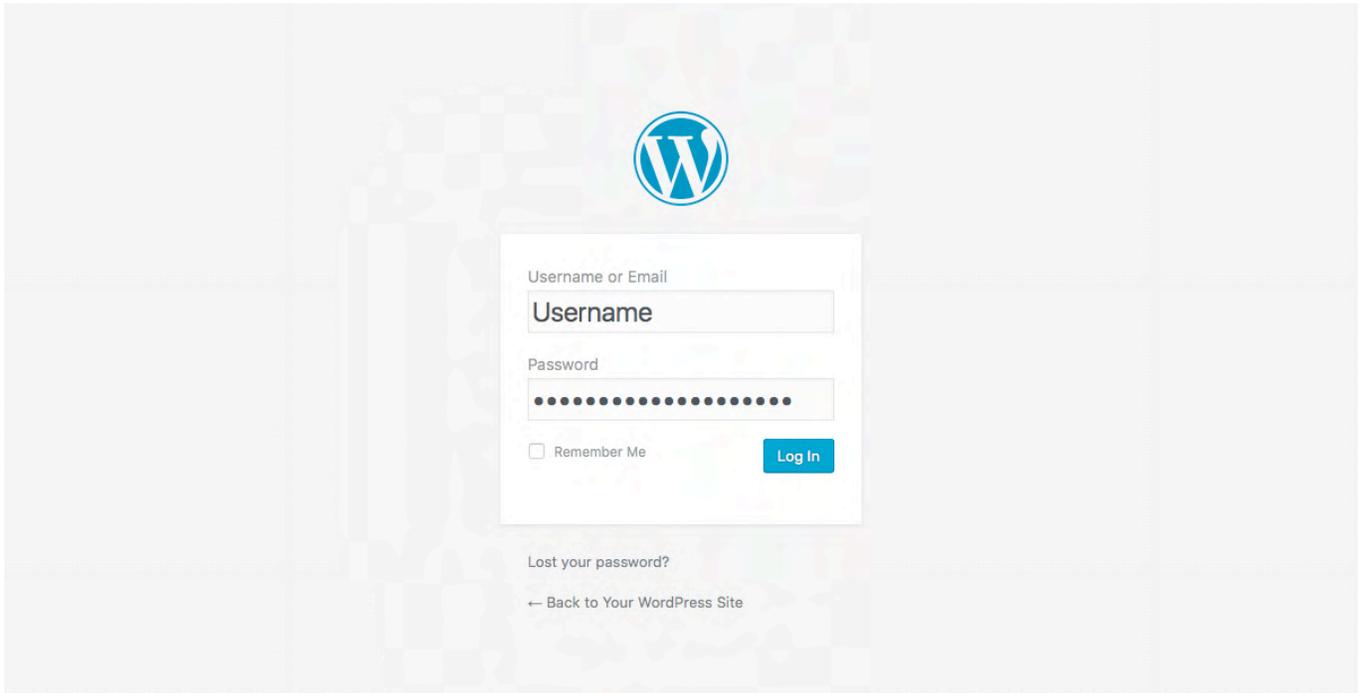


The Gardens Trust
WordPress Manual

thegardenstrust.org

Login

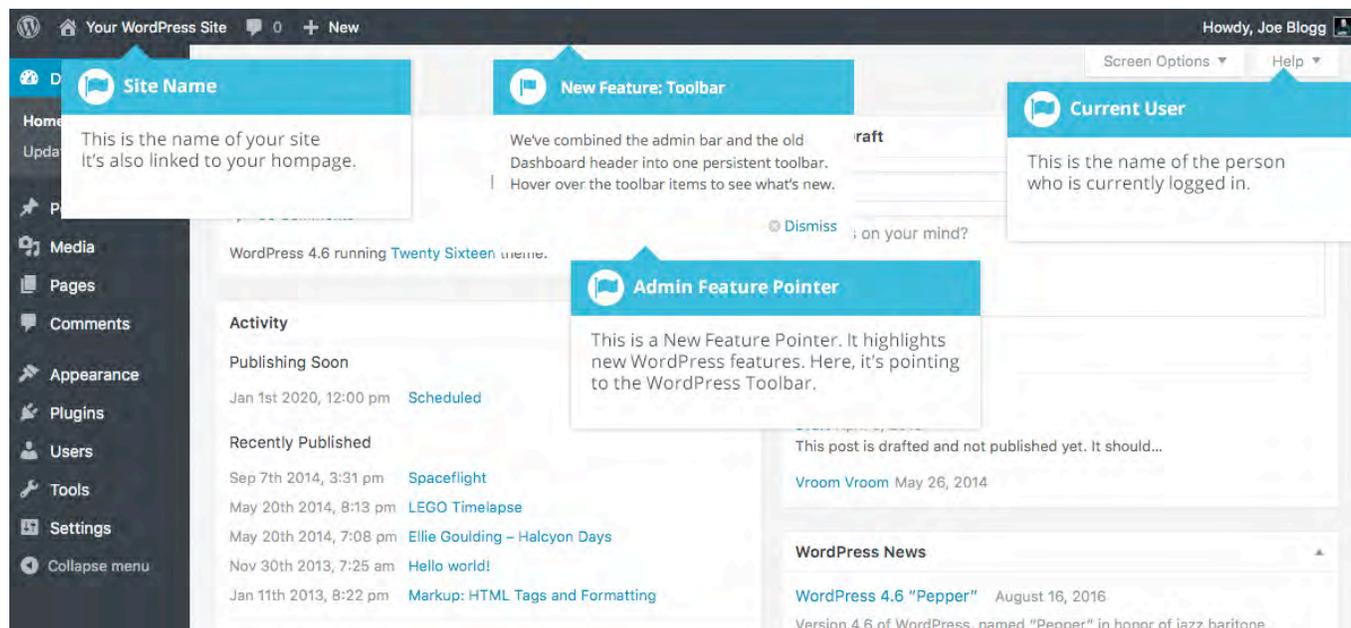
Before you can make any changes to the site, you will need to log in. The login of the site is found at the following URL - <http://thegardenstrust.org/wp-admin>.



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.



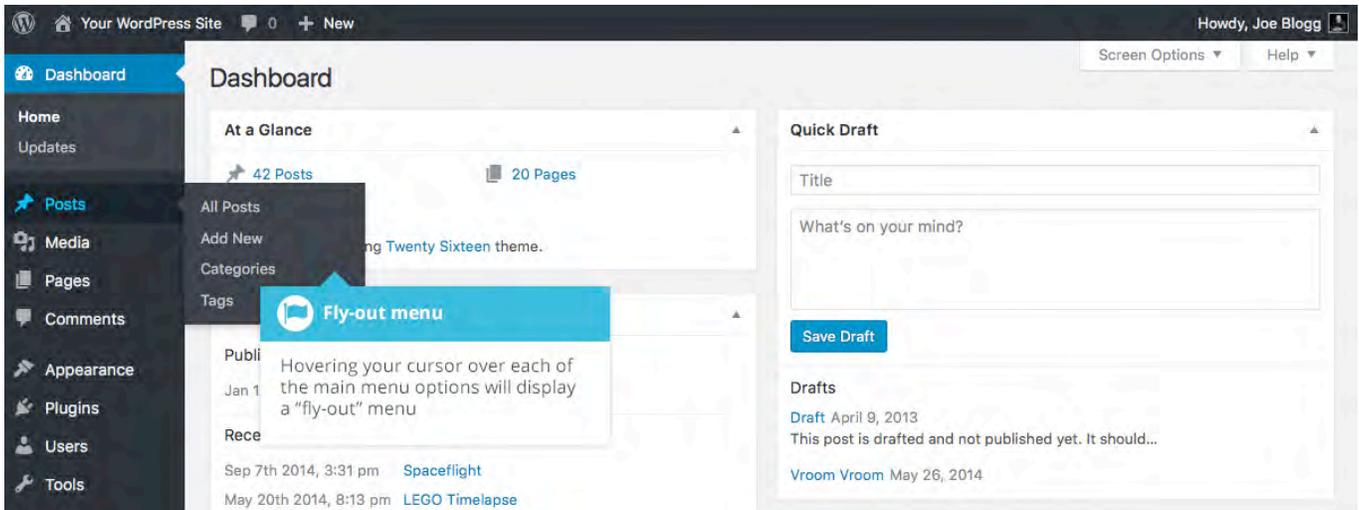
On most pages, just below your Username there are a couple of small inverted tabs. One called *Screen Options* and another called *Help*. Clicking either of these links will cause a panel to slide down from the top of the page. The *Help* link, not surprisingly, displays some help information. The *Screen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

News

This is where you can create news stories. You can also update your Categories.

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

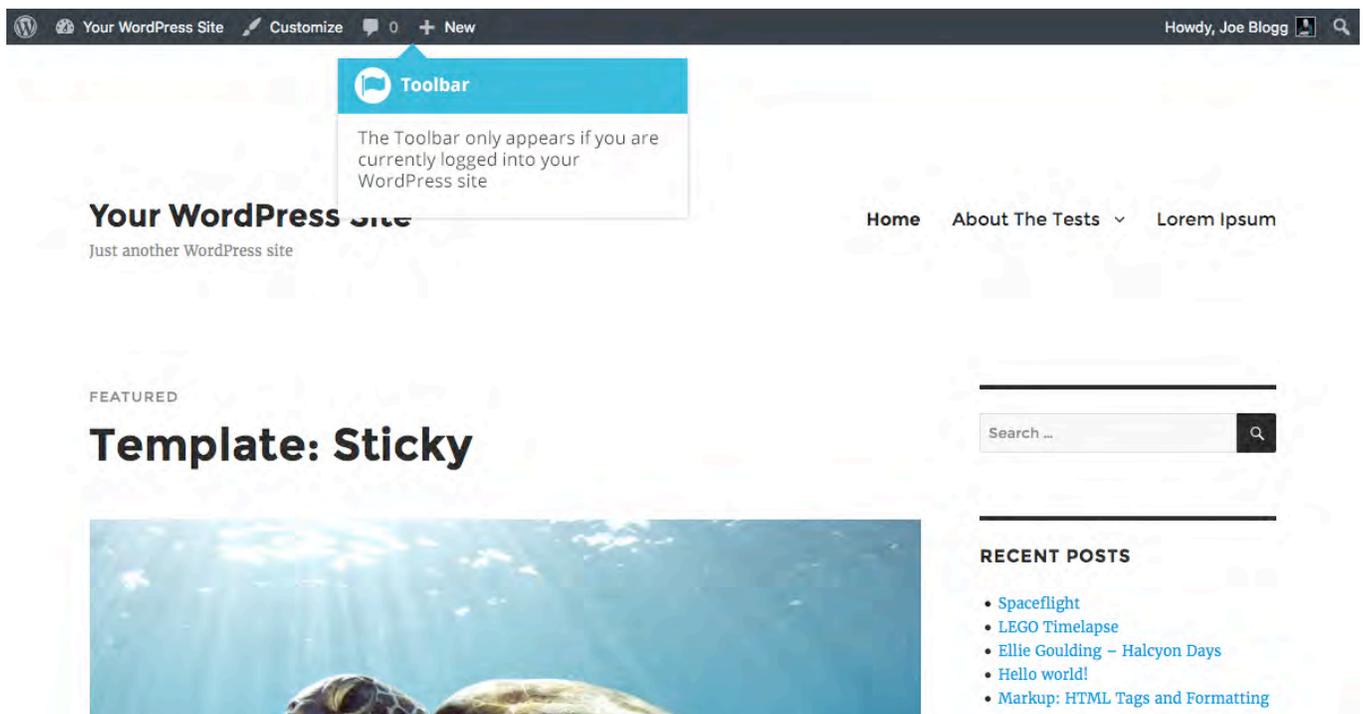
This is where you create and maintain all your Pages.

Events

You can manage all your events within this section.

Toolbar

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



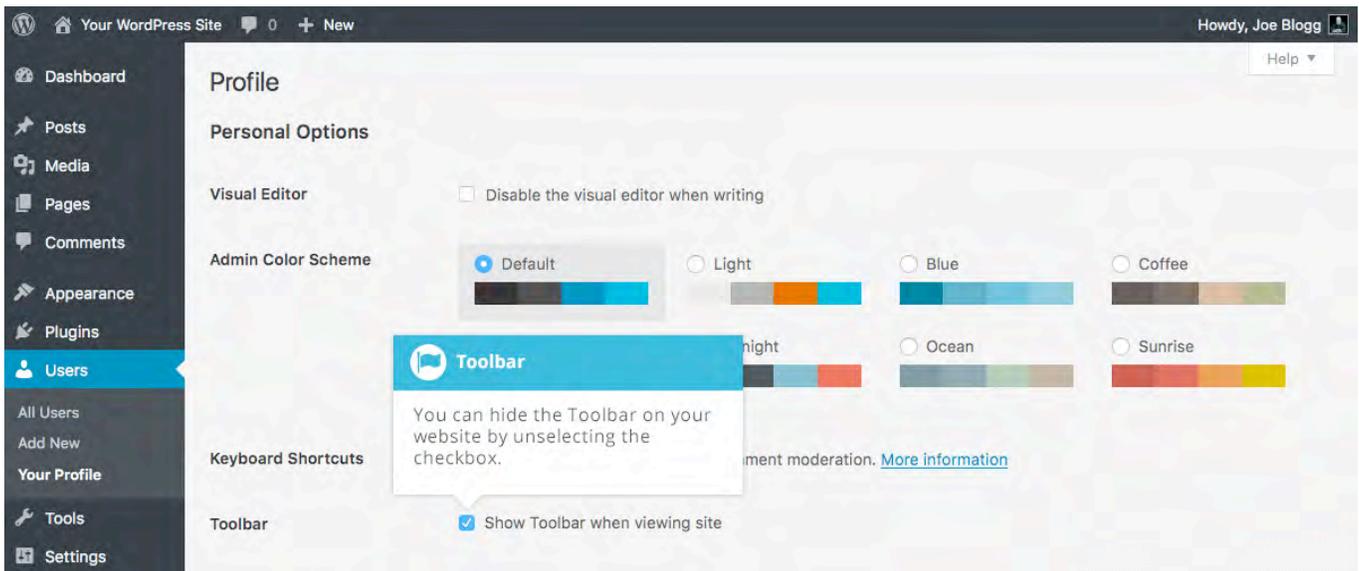
The Toolbar allows you to quickly access the following commonly used features.

- Visit the WordPress.org website, Codex or Support forums
- Display your site Dashboard and other commonly used menu options that allow you to update your site Themes, Widgets and Menus
- Visit the Customizer to update various site settings and depending on your theme, update your Background and Header images

- Add a new Storie, Media, Page or Event
- 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.

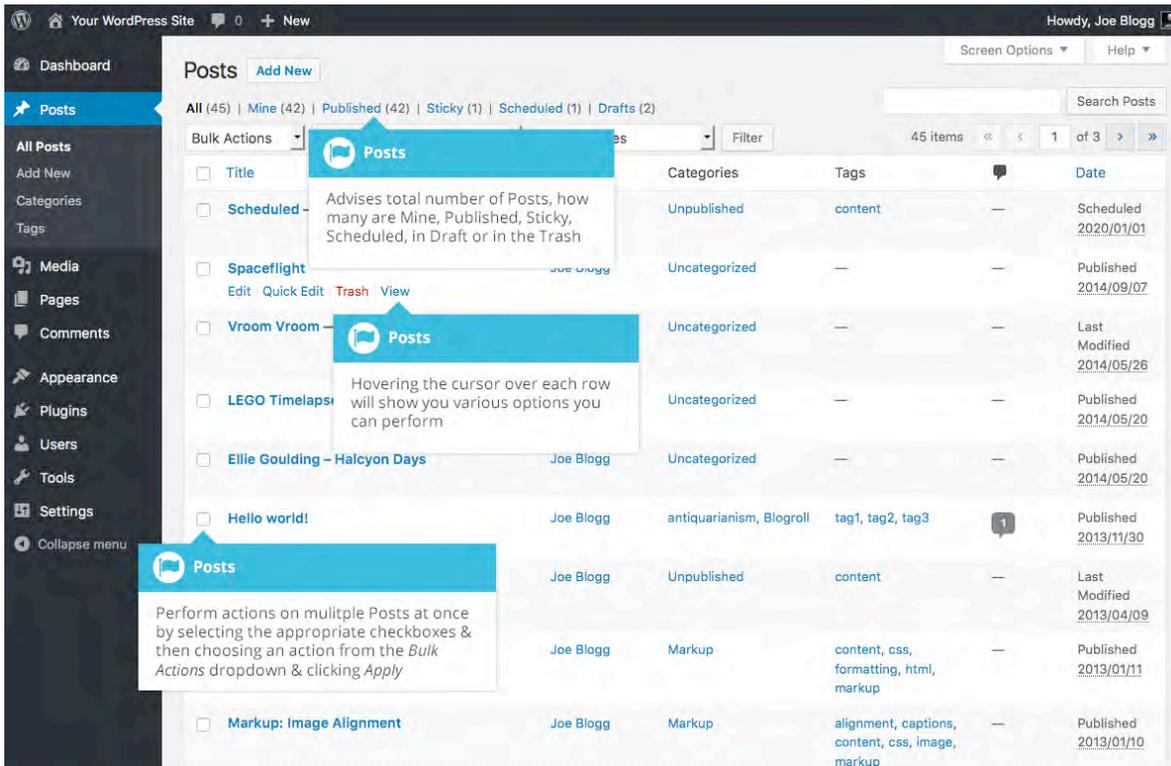


When editing your Profile there is a Toolbar option as shown in the screen above.

- **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)

News

After clicking on the *News* menu option you'll be shown a list of stories that your site contains. Among the information displayed is the News title, the Author, Categories, and either the Date Published, Date Scheduled or the Date the Post was Last Modified. The Posts screen will look similar to the screen below.



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

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

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

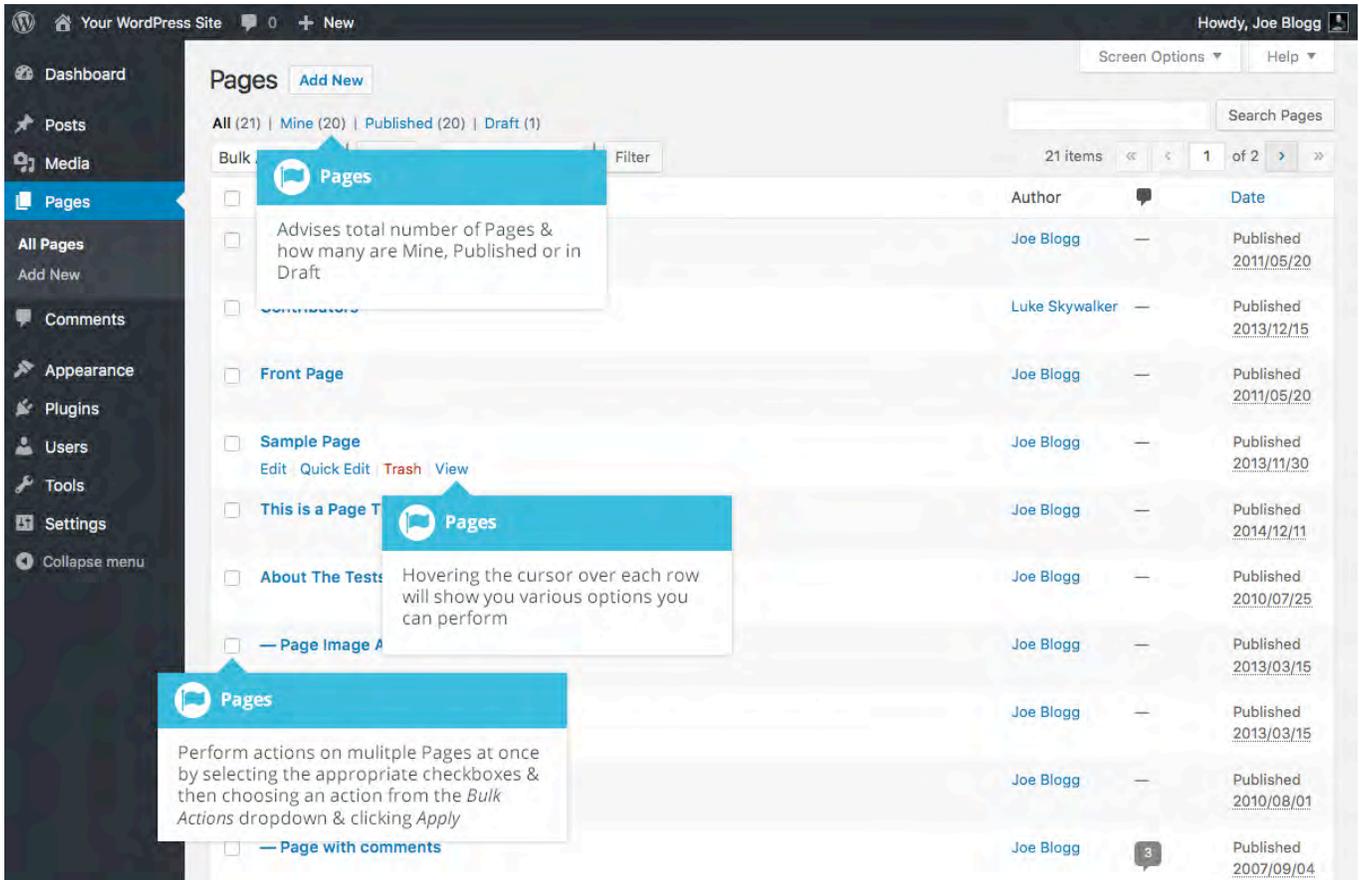
Next to each Post title is a checkbox. This allows you to perform an action on multiple items at once. You simply check the Posts that you would like to affect and then from the Bulk Actions dropdown select either the *Edit* option or the *Move to Trash* option and then click the *Apply* button. The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

Clicking the *Screen Options* button at the top-right of the screen allows you to change how the Posts list is displayed. Click the *List View* option to display the posts in the traditional List View or click the *Excerpt View* option to display a short excerpt from the Post underneath the Post title. You can also hide various columns from view if you don't want to see them. Clicking the *Apply* button will save your changes.

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 and either the Date Published or the Date the Page was Last Modified. The Pages screen will look similar to screen below.



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

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

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

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

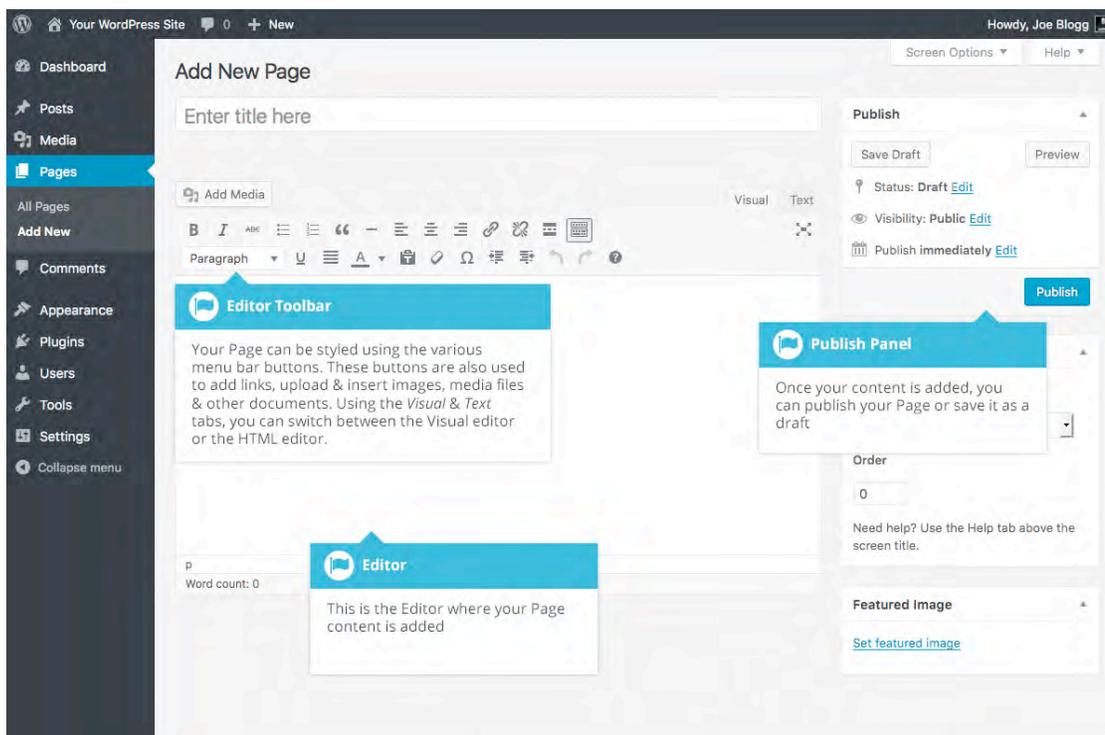
You can also filter the pages that are displayed using the dropdown list and the *Filter* button.

Adding Content

Adding content to the 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](#) whereas Pages don't.

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.

Your WordPress Site 0 + New Howdy, Joe Blog

Dashboard Posts Screen Options Help

Add New Post

Enter title here

Add Media Visual Text

Editor Toolbar

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

Publish Panel

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

Editor

This is the Editor where your Post content is added

Word count: 0

Publish

Save Draft Preview

Status: Draft [Edit](#)

Visibility: Public [Edit](#)

Publish immediately [Edit](#)

Publish

Video

Quote

Link

Gallery

Status

Audio

Chat

Categories

All Categories **Most Used**

- aciform
- sub
- antiquarianism
- arrangement
- asmodeus
- Blogroll
- broder
- buying

[+ Add New Category](#)

Tags

Separate tags with commas

[Choose from the most used tags](#)

Featured Image

[Set featured image](#)

Adding Content with the Visual Editor

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

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

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

The complete list of keyboard shortcuts available are as follows;

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

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

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

When creating a new Page or Post, the first thing to do is enter in your title in the top entry field where it says *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. If no text is selected first, the URL that you enter will also be used for the link text



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



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



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



Underline – Underline your text



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



Text color – Use to change the color of text



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



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



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



Decrease indent – Removes one level of indenting



Increase indent – Indents text by one level



Undo – Undo your last action



Redo – Redo your last action



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

Visual

Text

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

Switching to the Text Editor

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

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



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

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



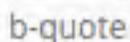
Bold – Bold text



Italic – Italicise text



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



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



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



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



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



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



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



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



Code –Used for indicating a piece of code



More – 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

A rectangular button with a light gray background and a thin border, containing the text "close tags" in a dark gray font.

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

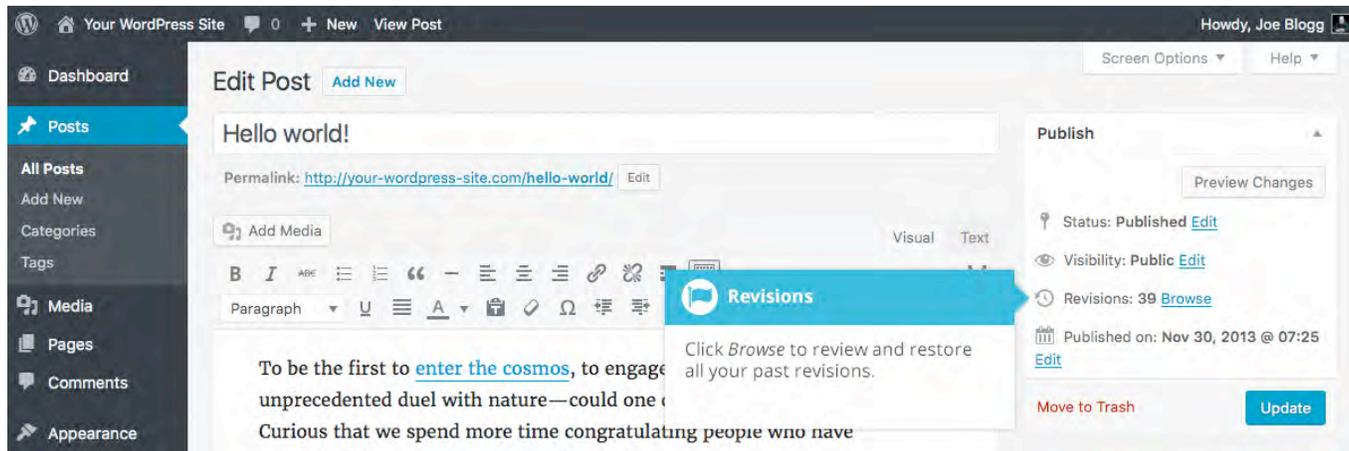


Distraction Free Writing – Clicking this button will enlarge the editor so that it fills the browser window. Clicking the *Exit fullscreen* link at the top of the screen will reduce it back to its original size

Reviewing Past Revisions

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

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

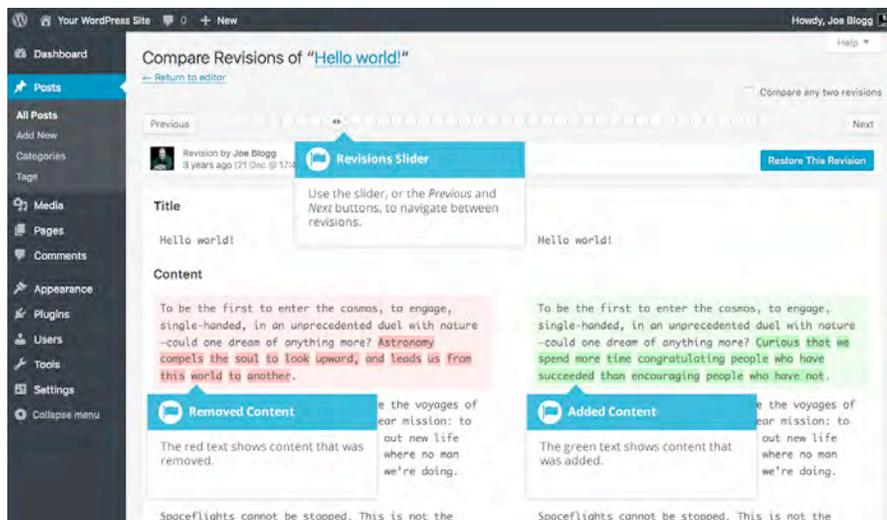


Use the slider at the top of the page or click the *Previous* and *Next* buttons to navigate through your various Post or Page revisions.

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

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

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



Adding Images and Other Media

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

Inserting an Image

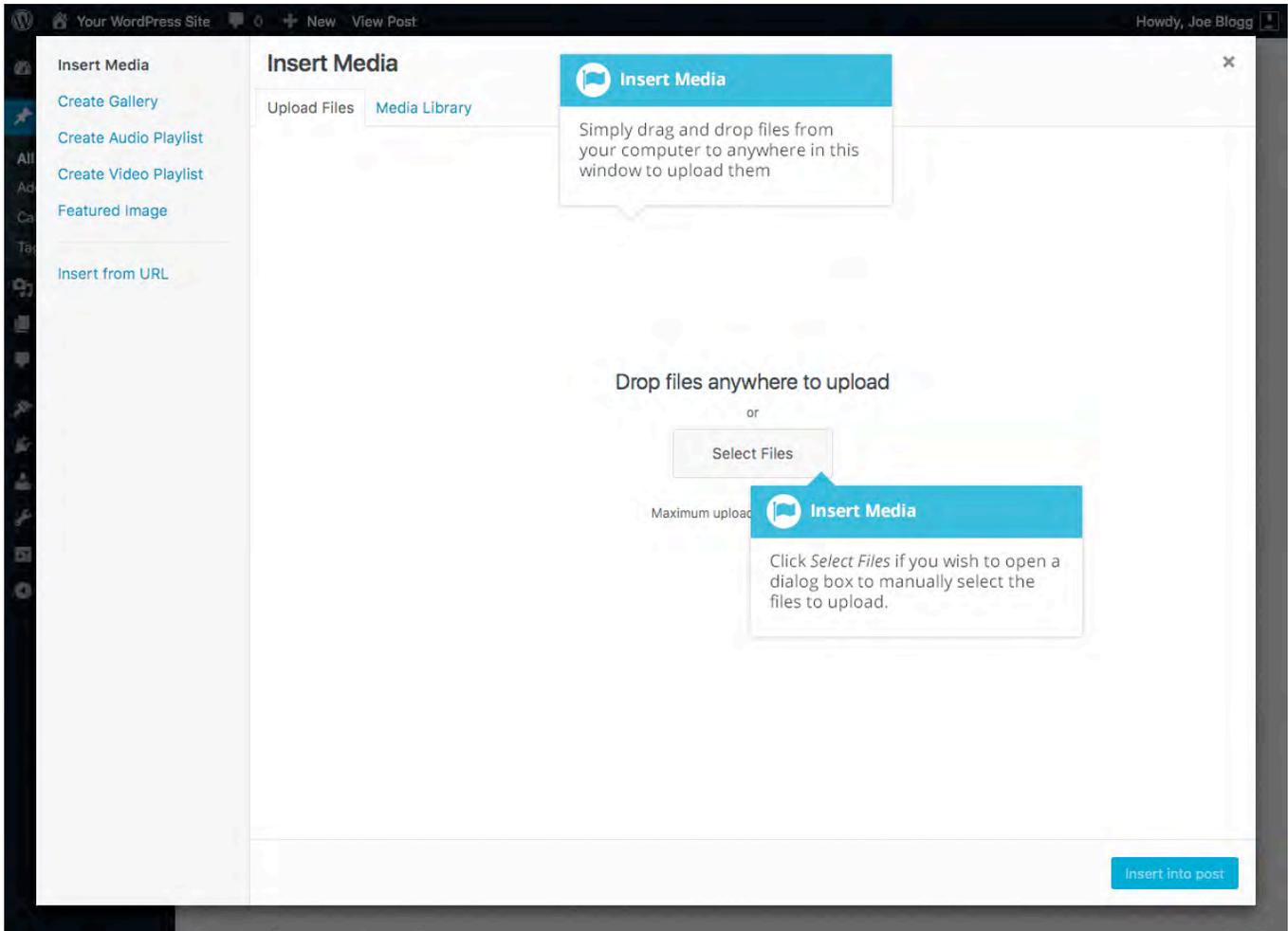
Using the WordPress media manager, it's extremely simple to insert, align and link your individual images and image galleries.

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

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

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

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



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

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

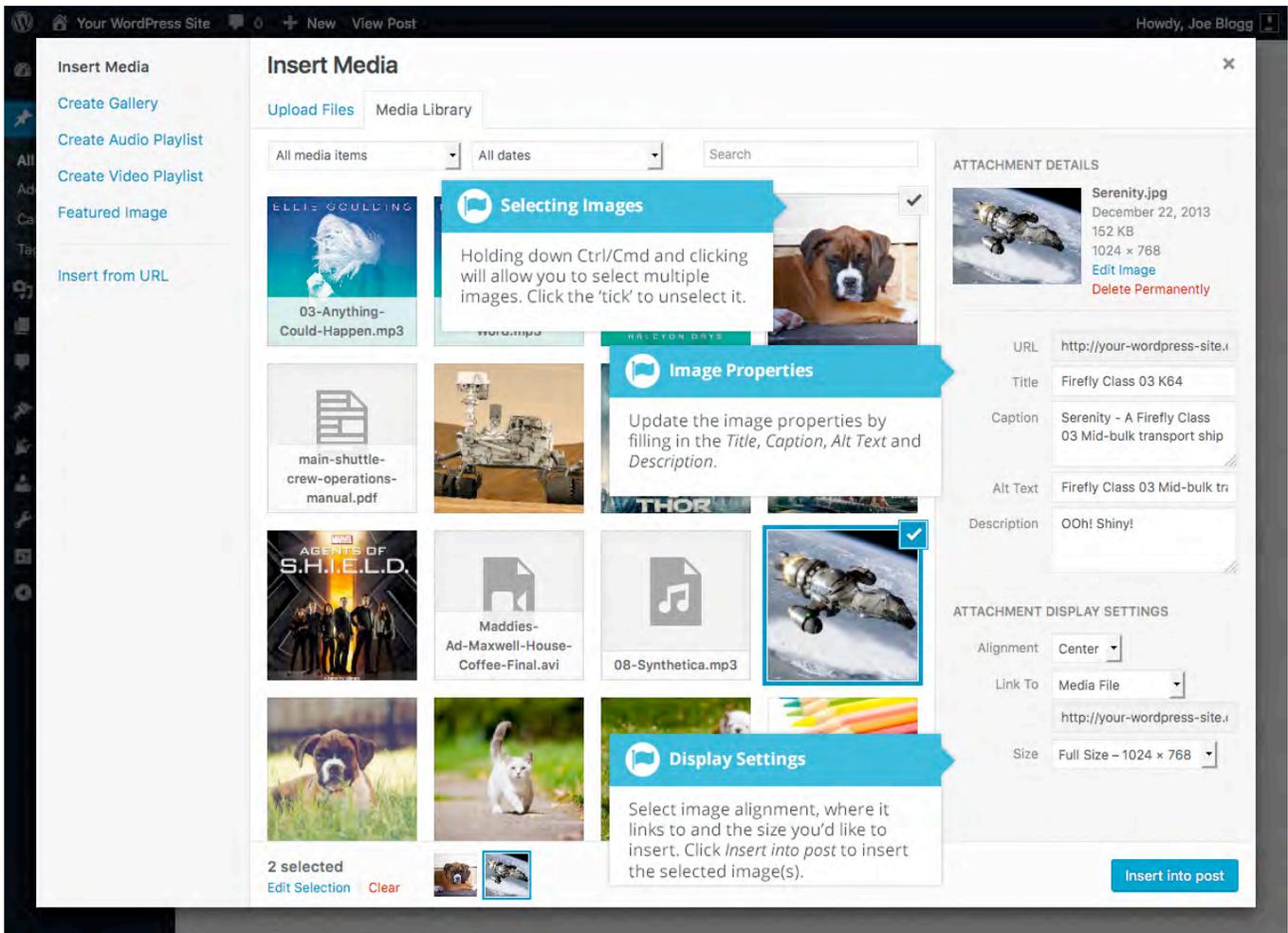
At the bottom of the window you will see a count of the number of images currently selected.

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

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

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

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



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

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

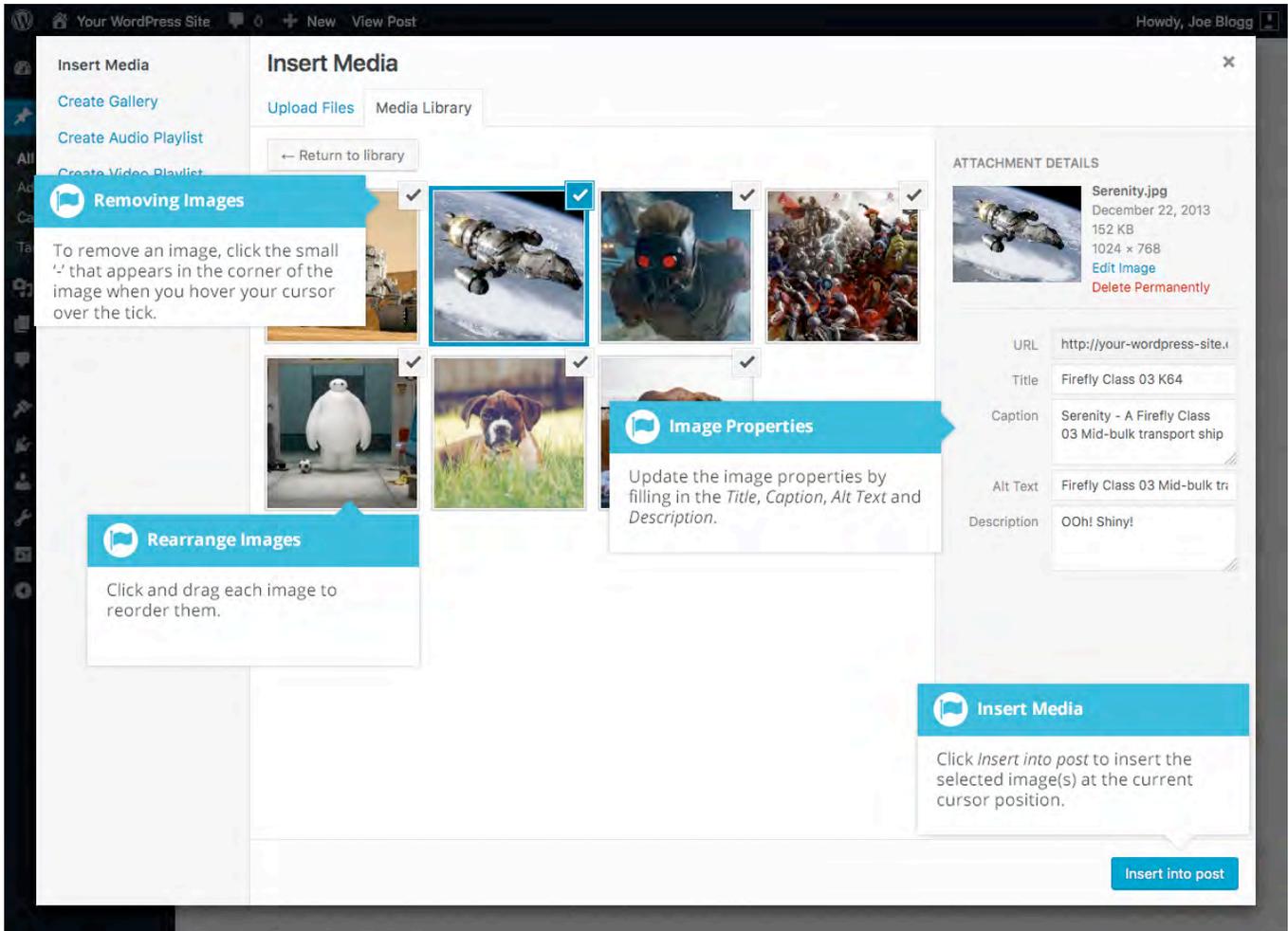
When your image(s) are uploaded, WordPress will also create several copies of your file at various sizes. You can choose which one you'd like to insert into your Page or Post using the *Size* dropdown list. To insert the image at the exact size you

uploaded, simply select *Full Size*. Next to each size listed in this dropdown will be the actual dimensions of the image, in pixels (e.g. 300 x 225).

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

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

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



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

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

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

Edit or Delete an Image

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

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

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

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

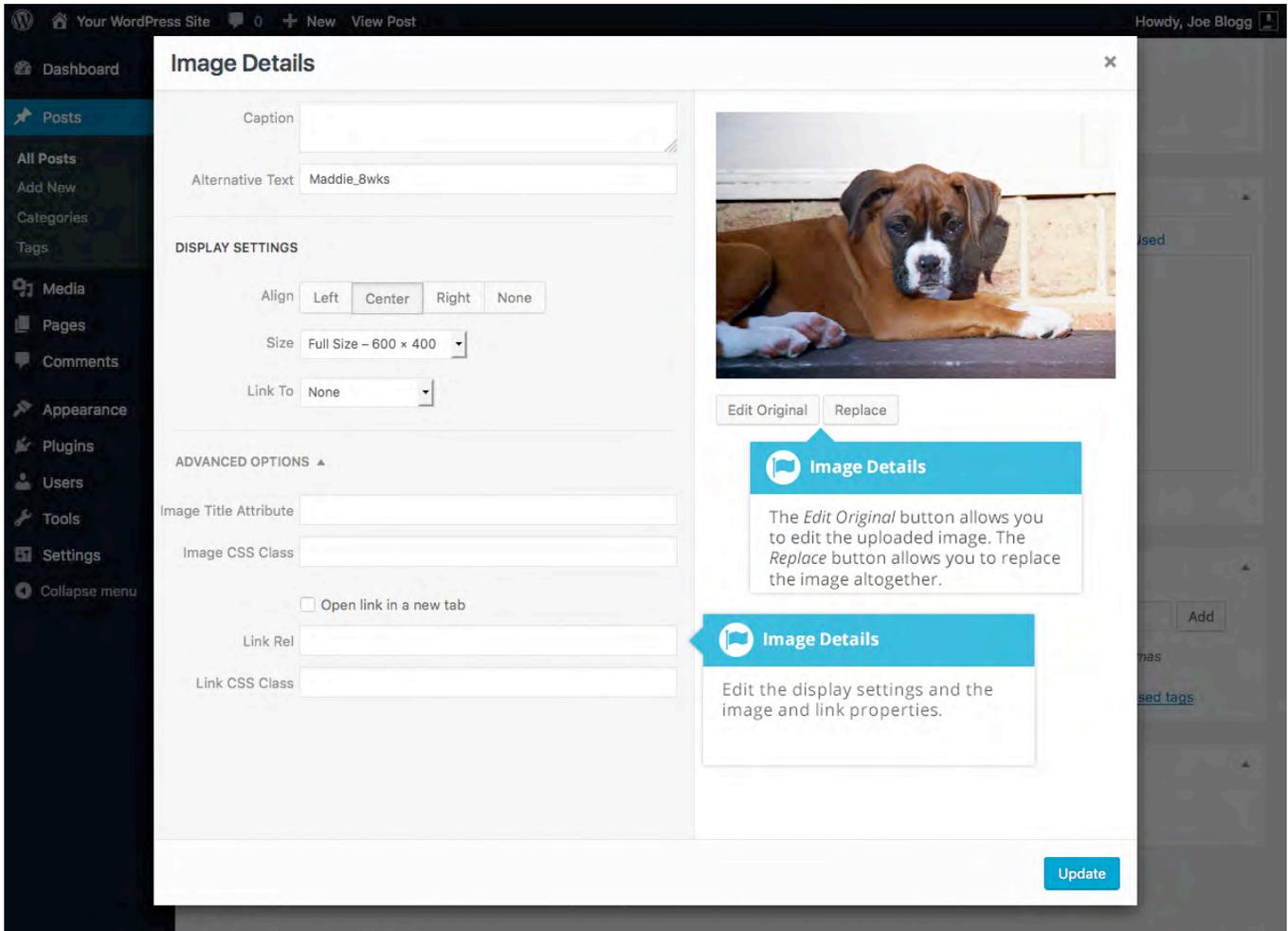
Remove button () will remove the image from your content. It will only remove the image from your Page or Post, it will not delete the image from your Media Library.

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

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

The screenshot displays the WordPress editor interface. On the left is a dark sidebar with navigation options: Dashboard, Posts, All Posts, Add New, Categories, Tags, Media, Pages, Comments, Appearance, Plugins, Users, Tools, Settings, and Collapse menu. The main content area shows a post being edited. At the top, there's a header with 'Your WordPress Site', 'New', 'View Post', and the user name 'Howdy, Joe Blogg'. Below the header is a 'Revisions: 3 Browse' section and a 'Published on: Sep 7, 2014 @ 15:31' section with 'Move to Trash' and 'Update' buttons. The main text area contains a paragraph: 'Space, the final frontier. These five-year mission: to explore new worlds, to seek out new life and new civilizations, to boldly go where no man has gone before.' Below this text is an image of a brown and white Boxer dog lying down. A blue pop-up window titled 'Align, Edit or Delete Image' is overlaid on the image. The pop-up contains a toolbar with alignment icons (left, center, right, full width) and an 'x' icon. A text box within the pop-up reads: 'Click one of the Alignment icons to change the alignment of the inserted image. Click the *Edit* icon to update the image properties. Click the *Delete* icon to delete the image from your Page or Post. It will not delete the image from your Media Library.' Below the image, another blue pop-up window with the same title is visible, containing text: 'Click on the image to display the image toolbar. Resize handles will also be seen around the edge of the image.' To the right of the main text area is a 'Format' sidebar with options: Standard (selected), Aside, Image, Video, Quote, Link, Gallery, Status, Audio, and Chat. Below that is a 'Categories' sidebar with 'All Categories' and 'Most Used' tabs. Under 'Most Used', there is a list of categories: 'Uncategorized' (checked), 'aciform', 'sub', 'antiquarianism', 'arrangement', 'asmodeus', 'Blogroll', and 'broder'. A '+ Add New Category' link is at the bottom of the categories list. At the bottom of the editor, there is a 'Word count: 92' and 'Last edited by Joe Blogg on August 20, 2016 at 5:25 pm'.

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



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

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

remove the other alignment settings. How this affects your image within your content will depend on the current theme in use

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

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

Featured Image

Upload Files | Media Library

Images | All dates | Search

Image Properties

Update the image properties by filling in the *Title*, *Caption*, *Alt Text* and *Description*.

ATTACHMENT DETAILS

Serenity.jpg
 December 22, 2013
 152 KB
 1024 x 768
[Edit Image](#)
[Delete Permanently](#)

URL:

Title:

Caption:

Alt Text:

Description:

Set Featured Image

Click the *Set featured image* button to set the Featured Image.

[Set featured image](#)

Thank you for creating with WordPress. | Version 4.6

Adding HTML Links

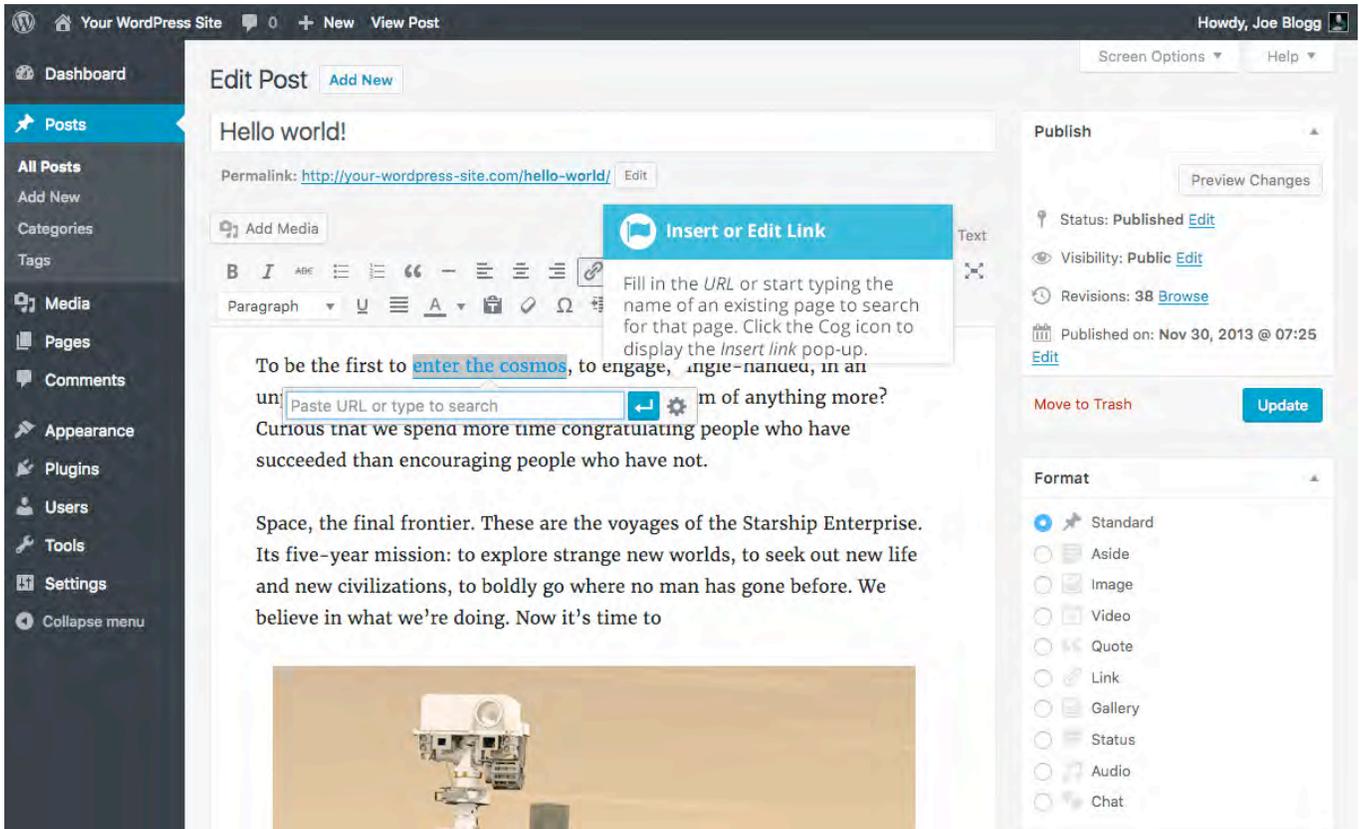
HTML links allow your site visitors to easily navigate around your site. They're also used when you want to allow people to download files from your site, such as PDFs or other documents, for viewing images or even just linking to other websites. HTML links will frequently be shown with an underline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

Inserting an HTML Link

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

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

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

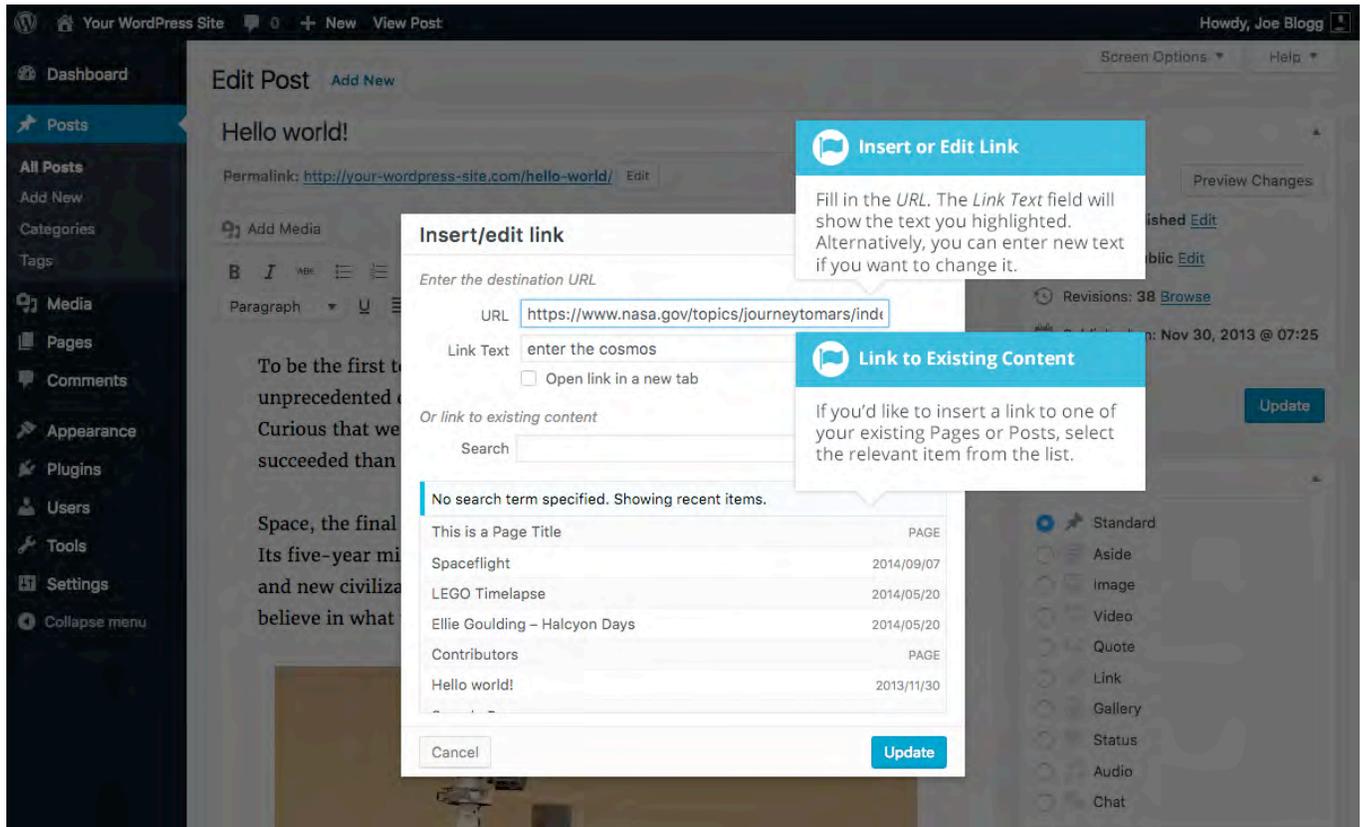


If the URL that you enter in the inline link toolbar has the incorrect syntax, WordPress will let you know by highlighting the link with a red dotted outline. When this happens, simply click the link to display the inline link toolbar again and then click the *Edit* button () to edit the URL you entered.



If you wish to display the pop-up window that previously displayed prior to WordPress 4.5, click the *Link options* icon (). This pop-up is also useful if you

wish to have your link open in a new tab/window when clicked as it gives you access to the *Open link in a new tab* checkbox.



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

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

Alternatively, if you'd like to add a link to one of your existing Posts or Pages, select the relevant page from the supplied list. If you have a large number of pages within your site, you can type the Page or Post name in the *Search* field to make it easier to find. As you type, the list will re-populate based on matching results.

After selecting one of your existing pages, the link will be updated in the *URL* field. Click the *Add Link* button to add your link.

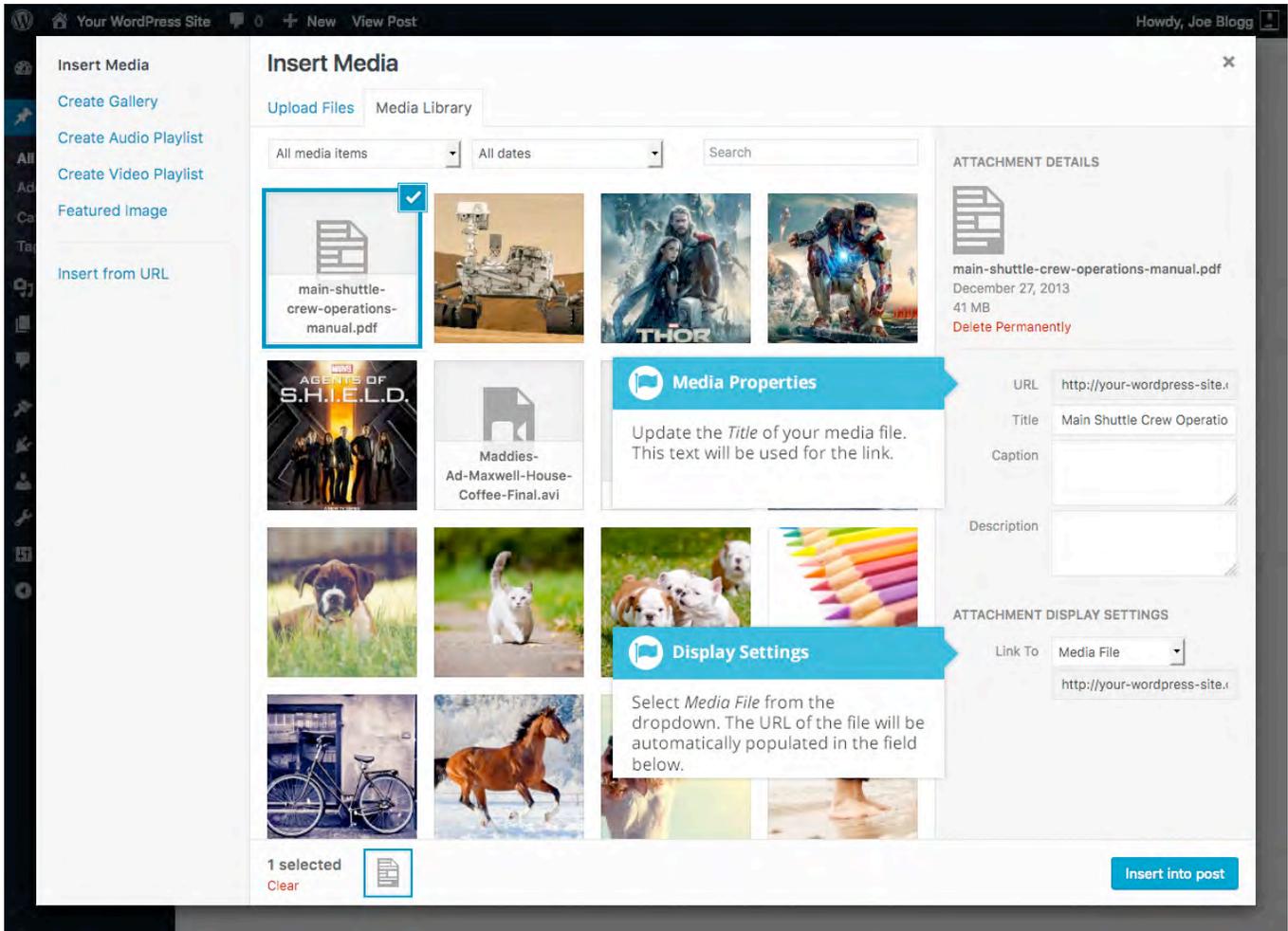
Inserting Links to Media Files

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

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

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

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



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

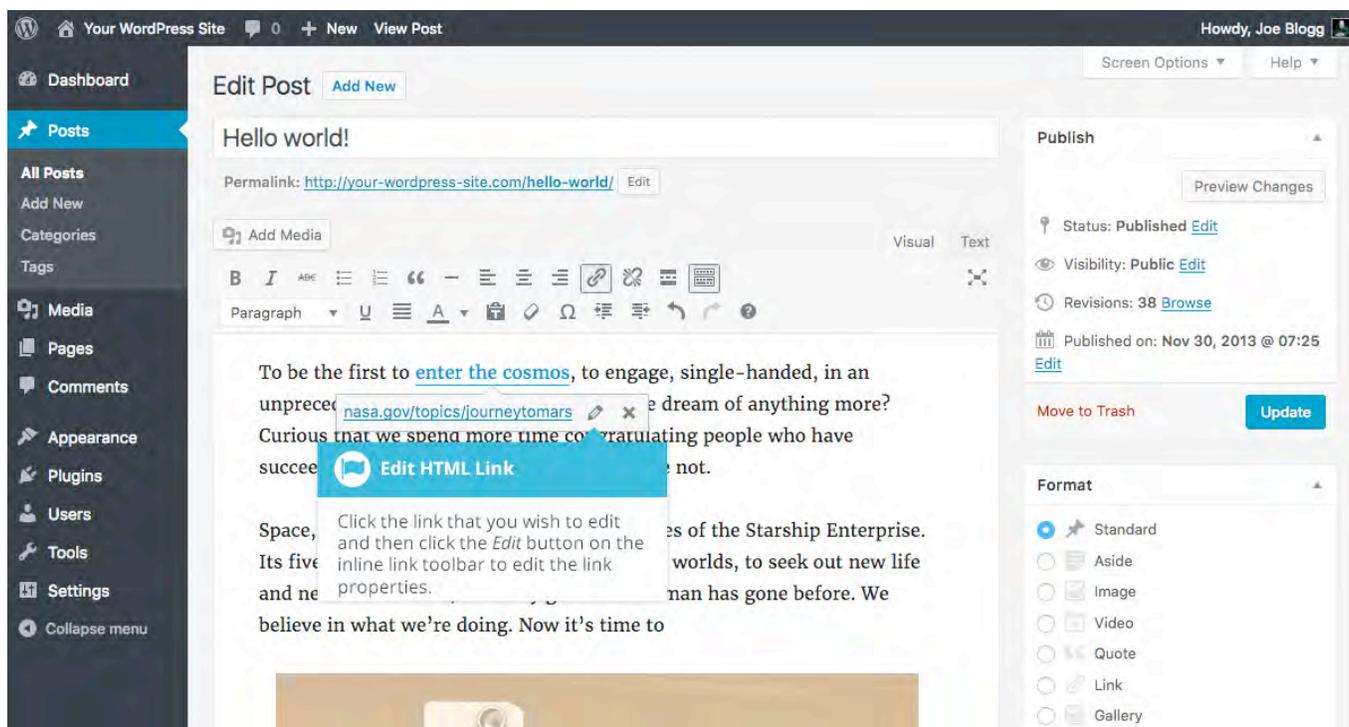
Click the *Insert into post* button to insert a link to the selected file in your Post at the current cursor position (when editing a Page, this button will say *Insert into page*).

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

Editing an HTML Link

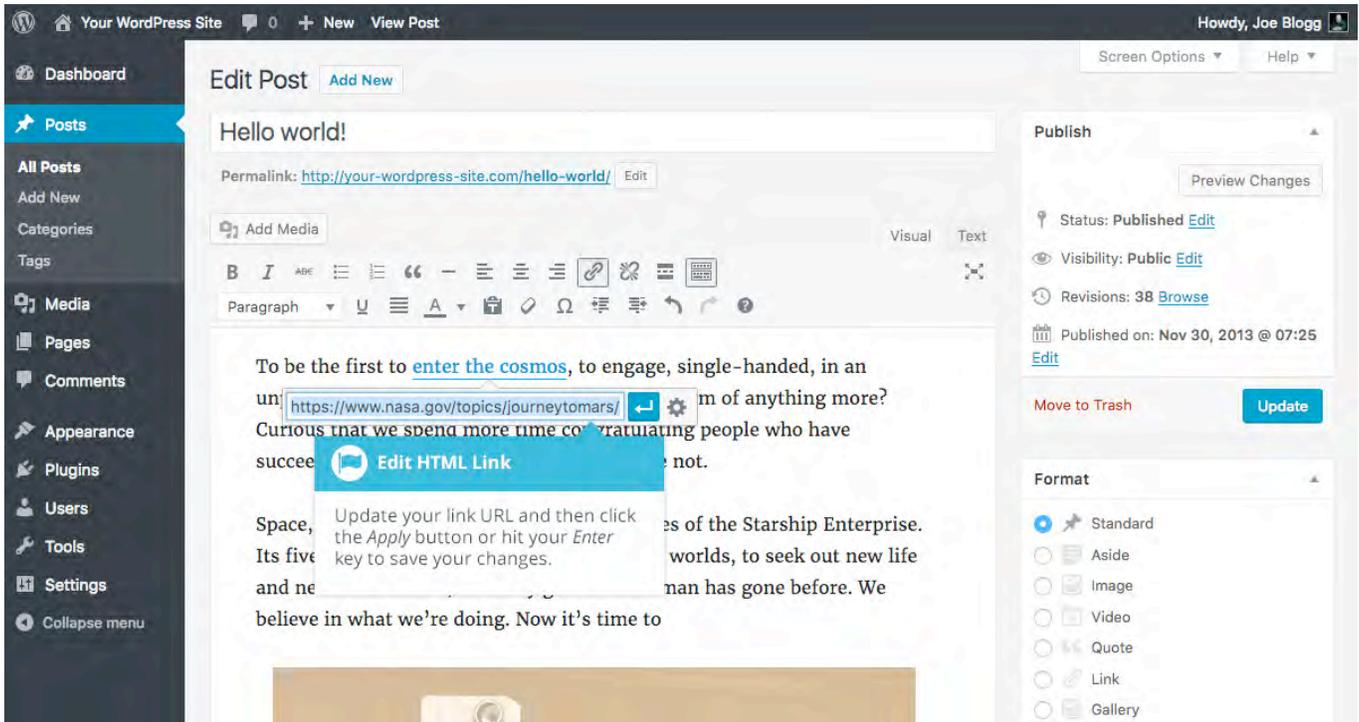
To edit an html link, click the link within your Page/Post that you'd like to edit to display the inline link toolbar. Once the toolbar appears, click the *Edit* button

() to display the edit field. Alternatively, click the link within your Page/Post and then click the *Insert/edit link* button () on the main Visual Editor toolbar.



After you've updated the link url, hit your *Enter* key or click the *Apply* button

() to save your changes. If you wish to display the Insert/edit link pop-up window click the *Link options* icon ().



Removing an HTML Link

To remove an html link, click the link within your Page/Post that you'd like to remove to display an inline link toolbar. Once the toolbar appears, click the *Remove* button (✕) to remove the link. Alternatively, click the link to position the cursor somewhere within it and then click the *Remove link* button (🌀) on the main Visual Editor toolbar. If you want to remove a link from an image, simply click the image once to select it and then click the *Remove link* button (🌀) on the main Visual Editor toolbar. If the html link is linking to an uploaded file or image, clicking the *Remove link* button won't remove or delete that file, it will simply remove the hyperlink.

Editing Existing Content

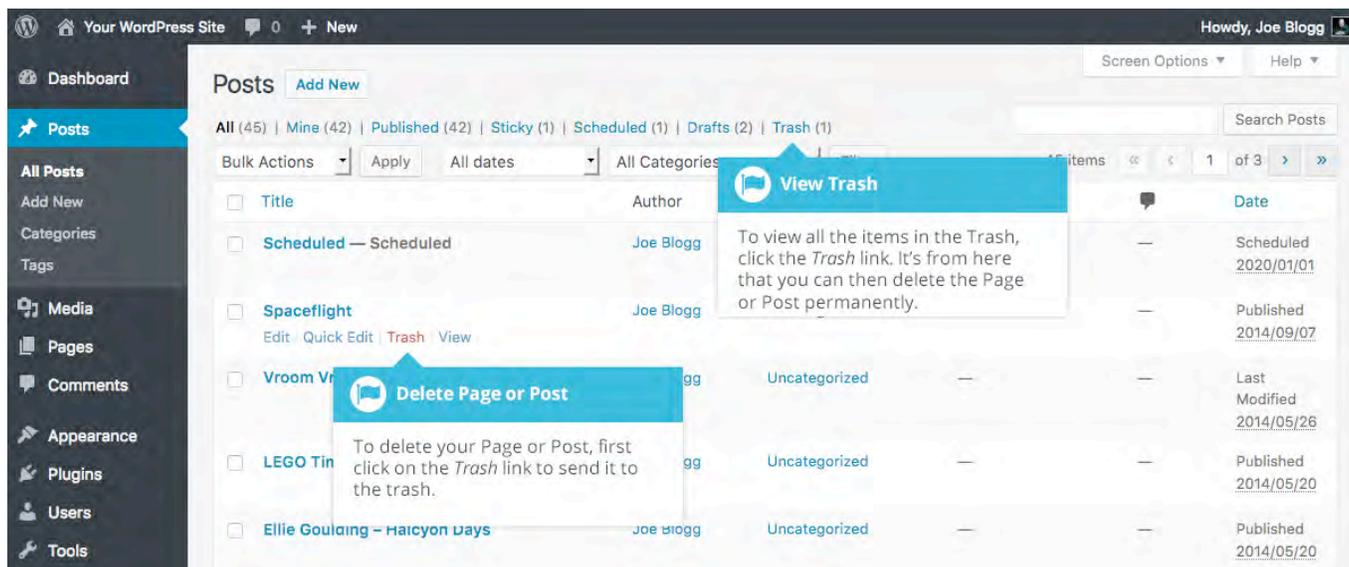
To edit an existing page, simply click on the relevant Page/Post title, when viewing your list of Pages or Posts. Alternatively, click on the *Edit* link that appears beneath the title when hovering your cursor over each row.



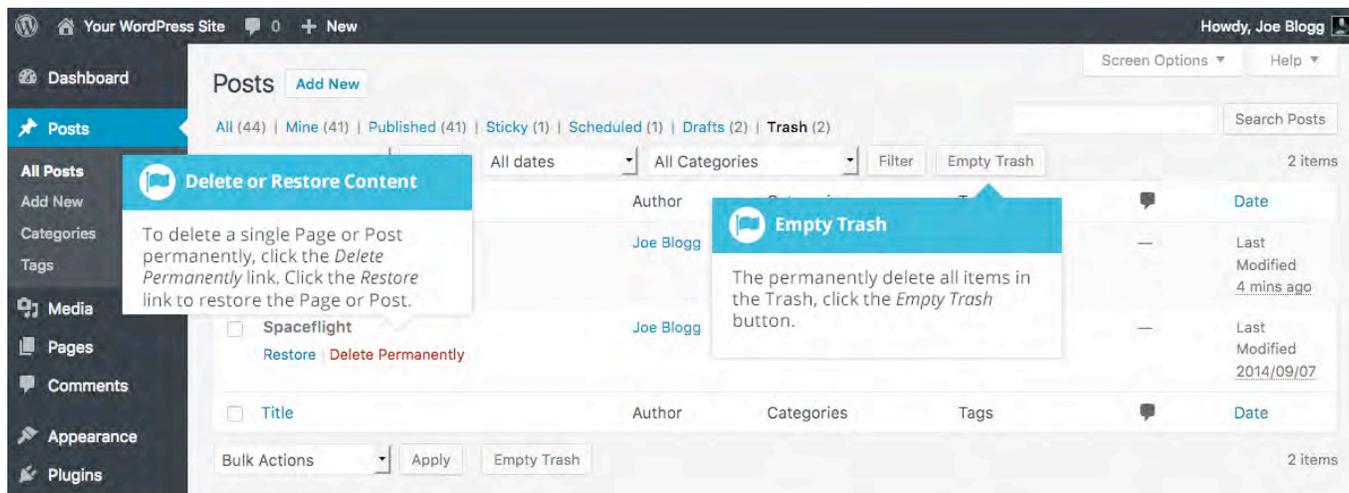
The screen that appears will be exactly the same as the *Add New Page/Add New Post* screen, only with the existing content displayed. When you've finished editing your Page/Post, click the *Update* button.

Deleting Content

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



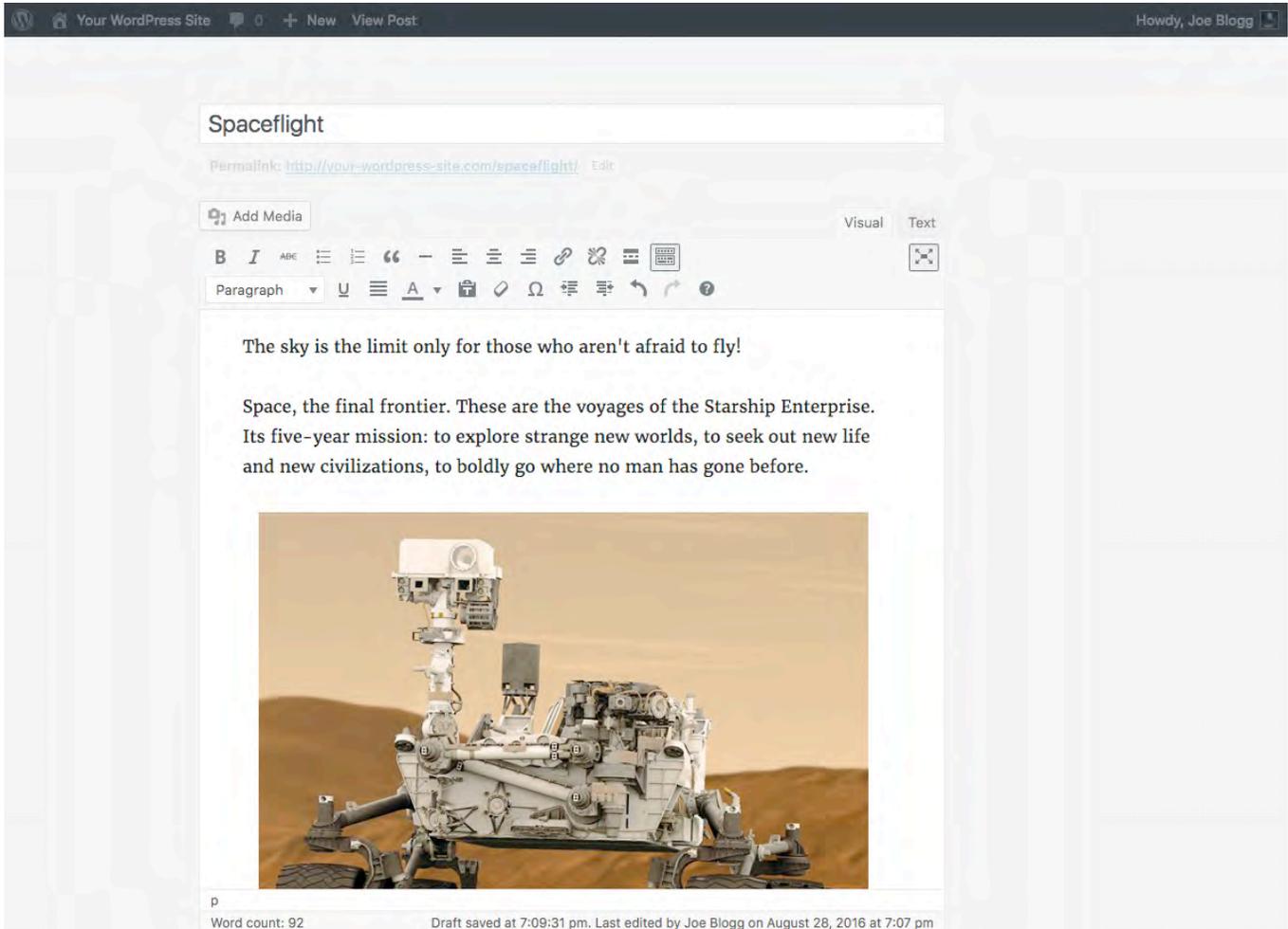
To delete the Page/Post permanently or to restore the Page/Post, click the *Trash* link at the top of the screen. When the cursor is hovering over each item in the Trash, the *Restore* and *Delete Permanently* links appear. Click *Delete Permanently* to permanently remove a single Page or Post. Clicking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



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

Fullscreen Editing

WordPress allows for fullscreen composing. It provides for complete distraction free editing of your Page or Post. To enter fullscreen mode simply click on the *Distraction Free Writing* button (). With the Distraction Free Writing button turned on, the left-hand menu and the right-hand side panels fade out of view, leaving the screen with just the minimal required to compose your content.

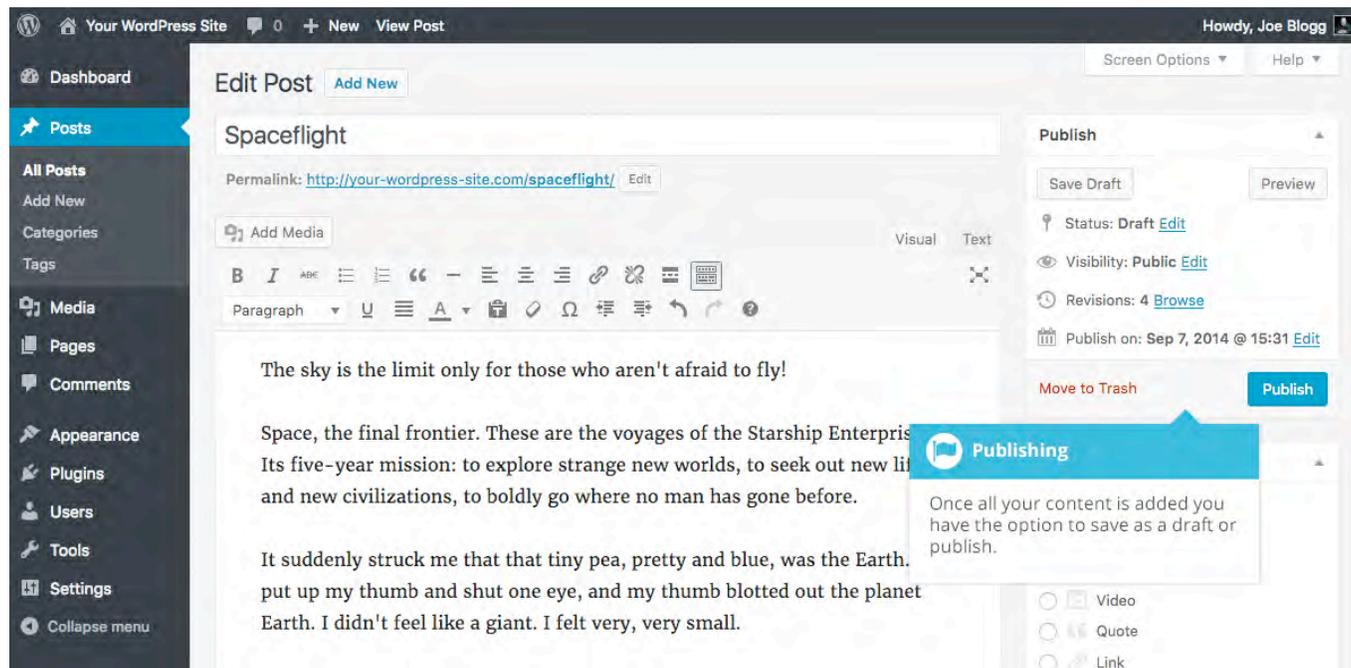


In Distraction Free Writing mode, only the Title field and Visual Editor is displayed until you move your cursor outside of the editor. Once you move your cursor outside of the editor, the menu and side panels fade back into view.

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

Saving and Publishing Content

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



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

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

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

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

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

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

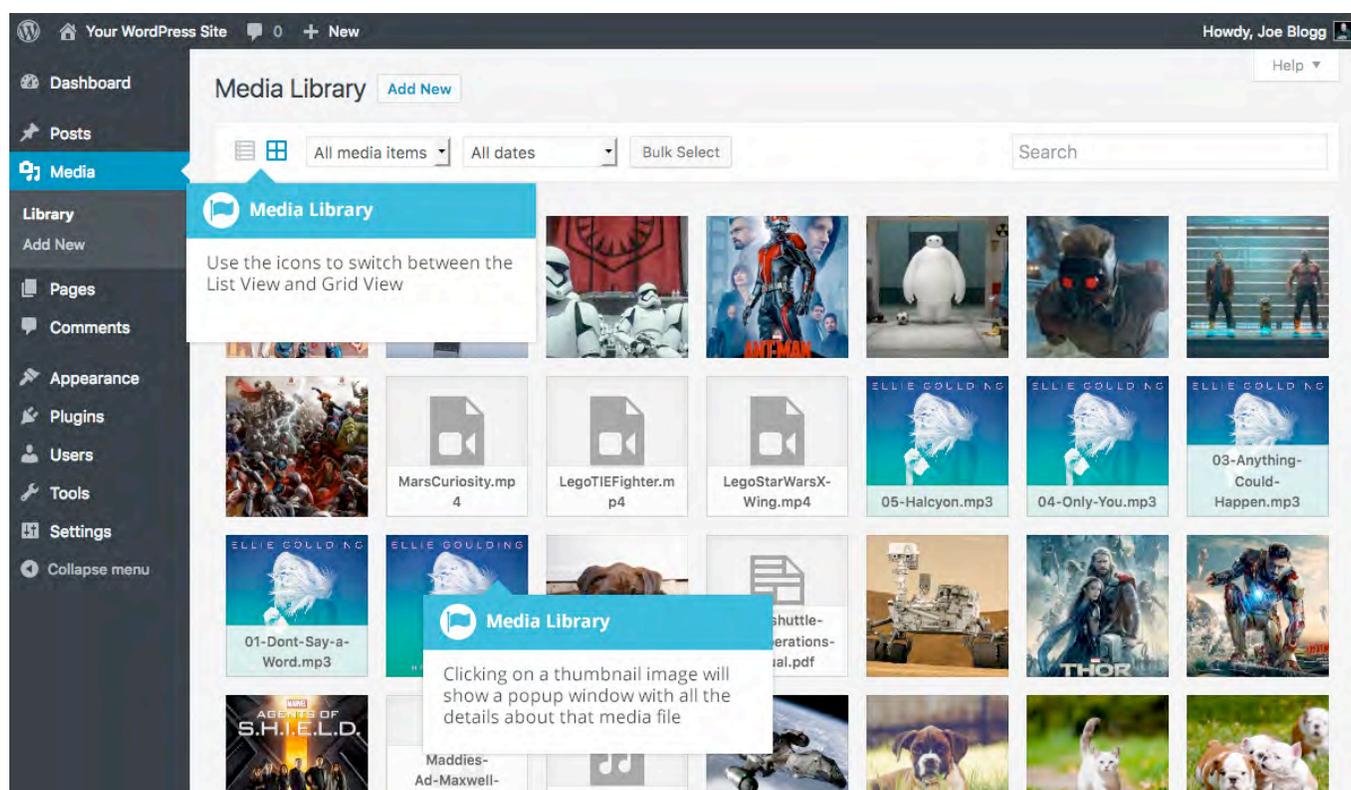
Just below the Title for your content is the full URL for your Page or Post. Clicking this will take you to the published page, or if the page hasn’t been published yet, a preview of the page. Clicking the *Edit* button next to the URL allows you to change the Permalink (i.e. the URL) of the Page or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

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

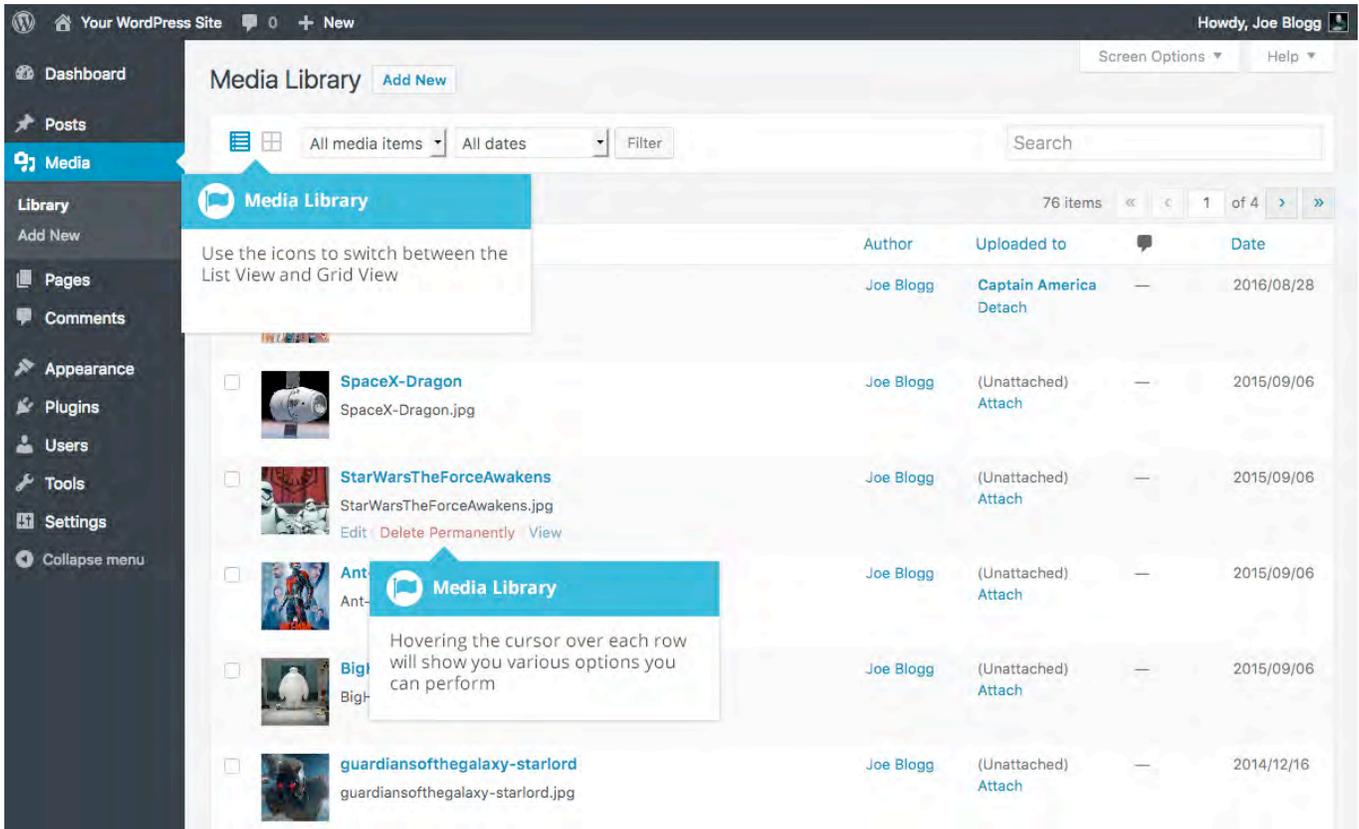
Media Library

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

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



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



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

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

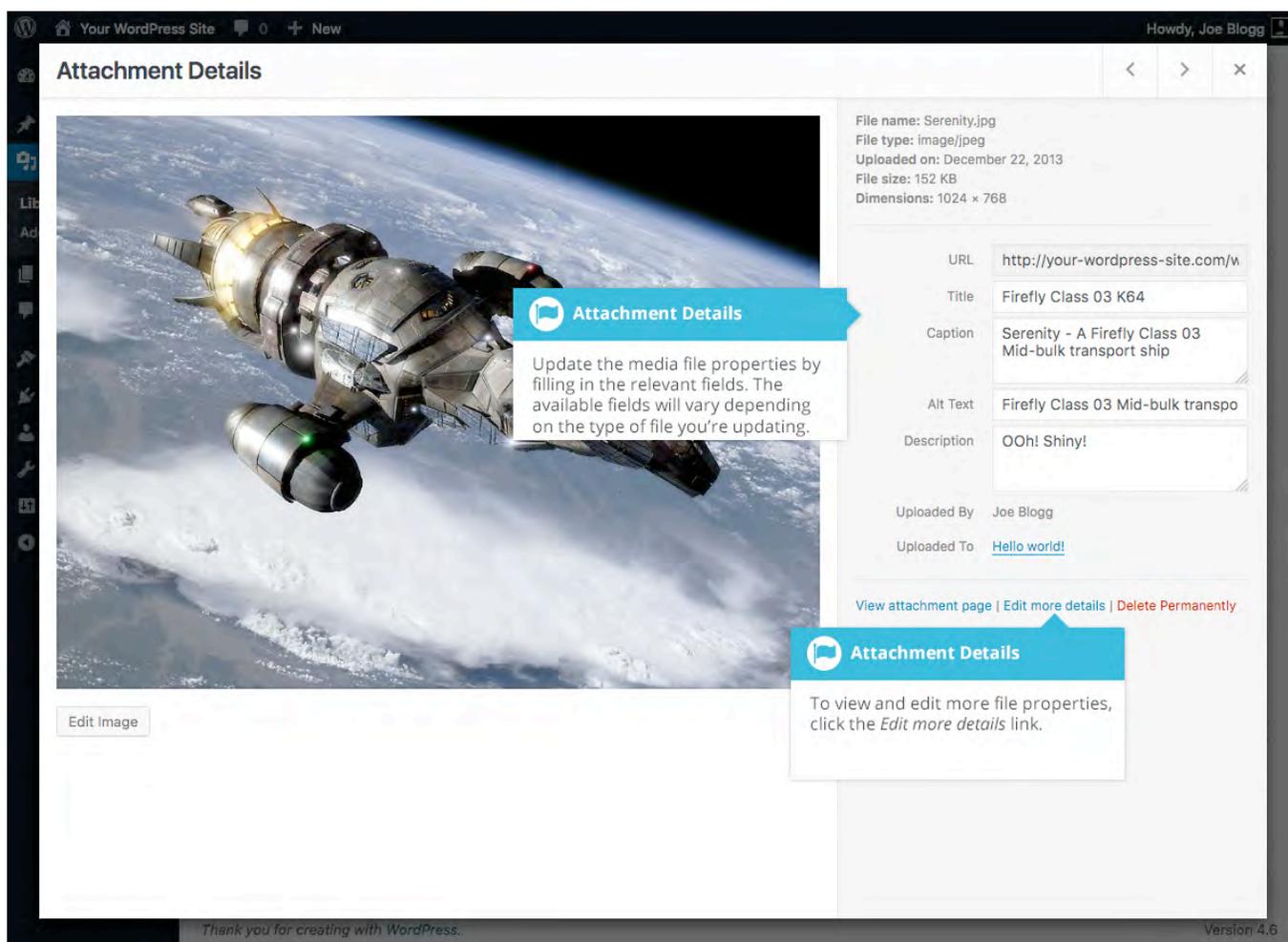
When hovering your cursor over each row in the List View, a few links will appear beneath the file name.

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

Viewing a File in the Media Library

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

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



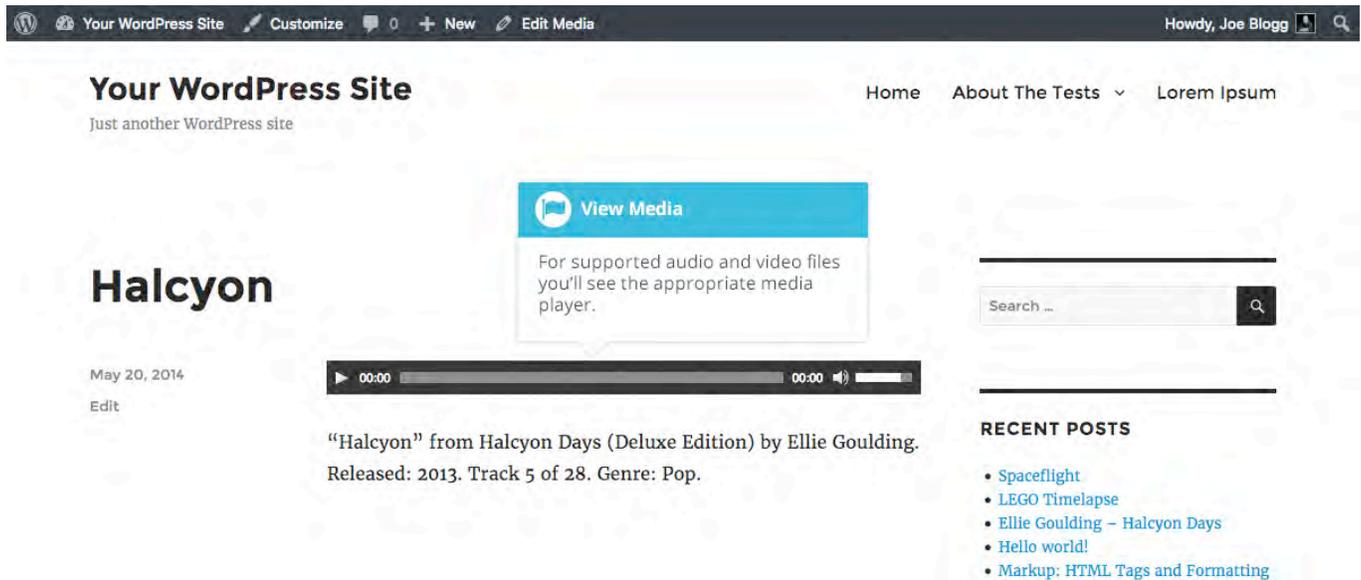
Within the List View, you can click the thumbnail image, the media file title or you can hover the cursor over the row and click the *Edit* link. The various file

properties will be displayed, along with giving you the ability to update certain properties. If the file is an image, you'll see a larger version of that image. For supported audio and video files (M4a, MP4, OGG, WebM, FLV, WMV, MP3, WAV and WMA) you'll see the appropriate media player. For other file types such as PDF's or Word Documents, you'll simply see the file properties along with a button to view the attachment page which in turn has a link to the actual file.

The screenshot shows the WordPress 'Edit Media' interface. At the top, the title is 'Edit Media' with an 'Add New' button. Below the title, the file name 'Serenity.jpg' is displayed. A large image of the Firefly ship 'Serenity' is shown in the center. To the right of the image, a 'Save' panel contains the following information: 'Uploaded on: Dec 22, 2013 @ 17:28', 'File URL: http://your-wordpress-site.com/wp-c', 'File name: Serenity.jpg', 'File type: JPG', 'File size: 152 KB', and 'Dimensions: 1024 x 768'. There are 'Delete Permanently' and 'Update' buttons at the bottom of this panel. Below the image, there is an 'Attachment Details' tooltip that reads: 'Update the media file properties by filling in the relevant fields. The available fields will vary depending on the type of file you're updating.' Below the image, there are three text input fields: 'Caption' (containing 'Serenity - A Firefly Class 03 Mid-bulk transport ship'), 'Alternative Text' (containing 'Firefly Class 03 Mid-bulk transport ship'), and 'Description' (containing '00h! Shiny!'). The 'Description' field has a rich text editor toolbar with buttons for bold, italic, link, b-quote, del, ins, img, ul, ol, li, code, and close tags. On the left side of the interface, there is a sidebar menu with options: Dashboard, Posts, Media (highlighted), Library, Add New, Pages, Comments, Appearance, Plugins, Users, Tools, Settings, and Collapse menu. At the top of the page, there is a navigation bar with 'Your WordPress Site', '0', '+ New', 'View Attachment Page', and 'Howdy, Joe Blogg'.

Clicking the *View* link, when hovering your cursor over a row, will display the attachment page for that particular media file. If the file is an image, you'll see a

larger version of that image. For supported audio and video files you'll see the appropriate media player and for other file types such as PDF's or Word Documents, you'll see a link to the actual file.

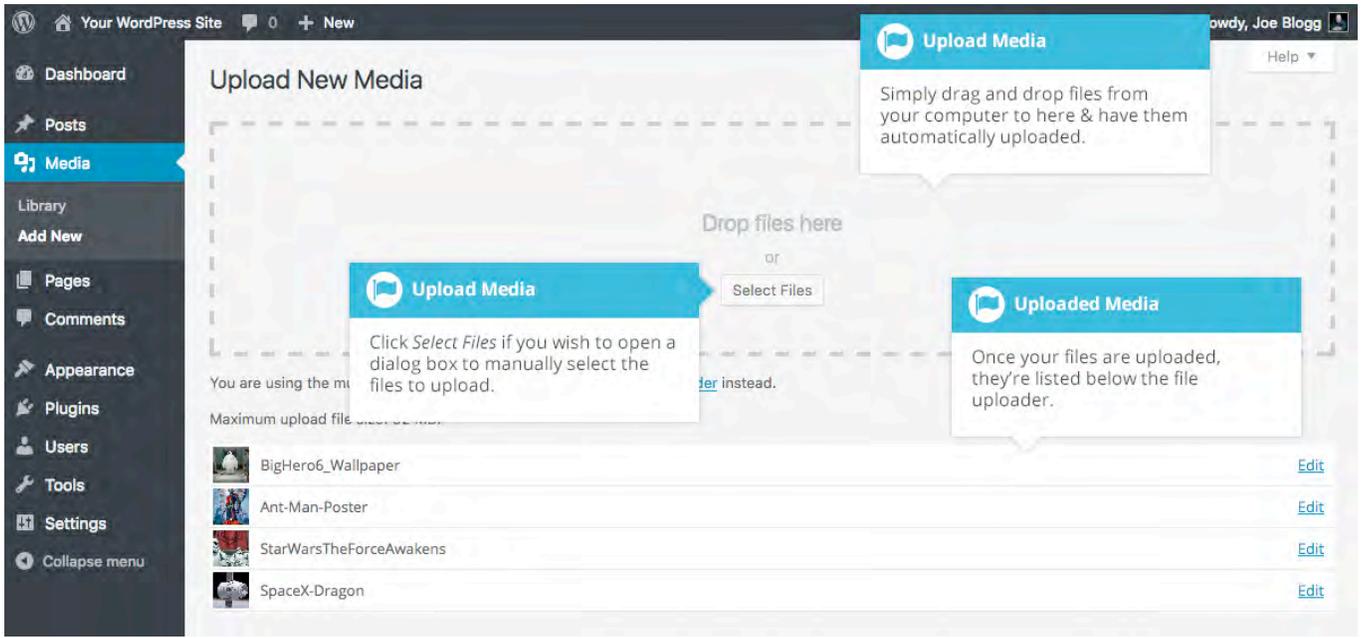


Adding a File to the Media Library

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

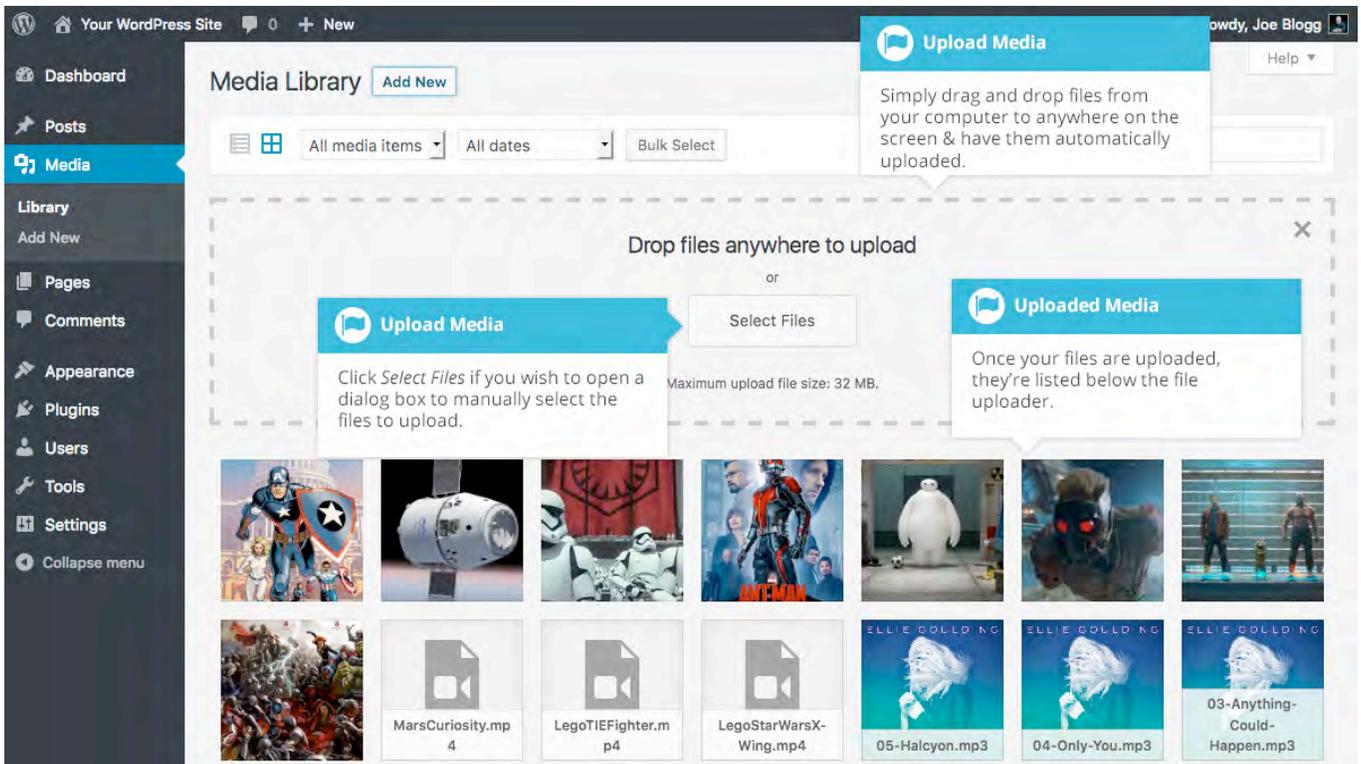
If you click the *Add New* button when you're viewing the Media Library in the *List View*, or click the *Add New* link in the menu, simply drag your images from wherever they are on your computer, into the area marked *Drop files here*. Your file(s) will be automatically uploaded.

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



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

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

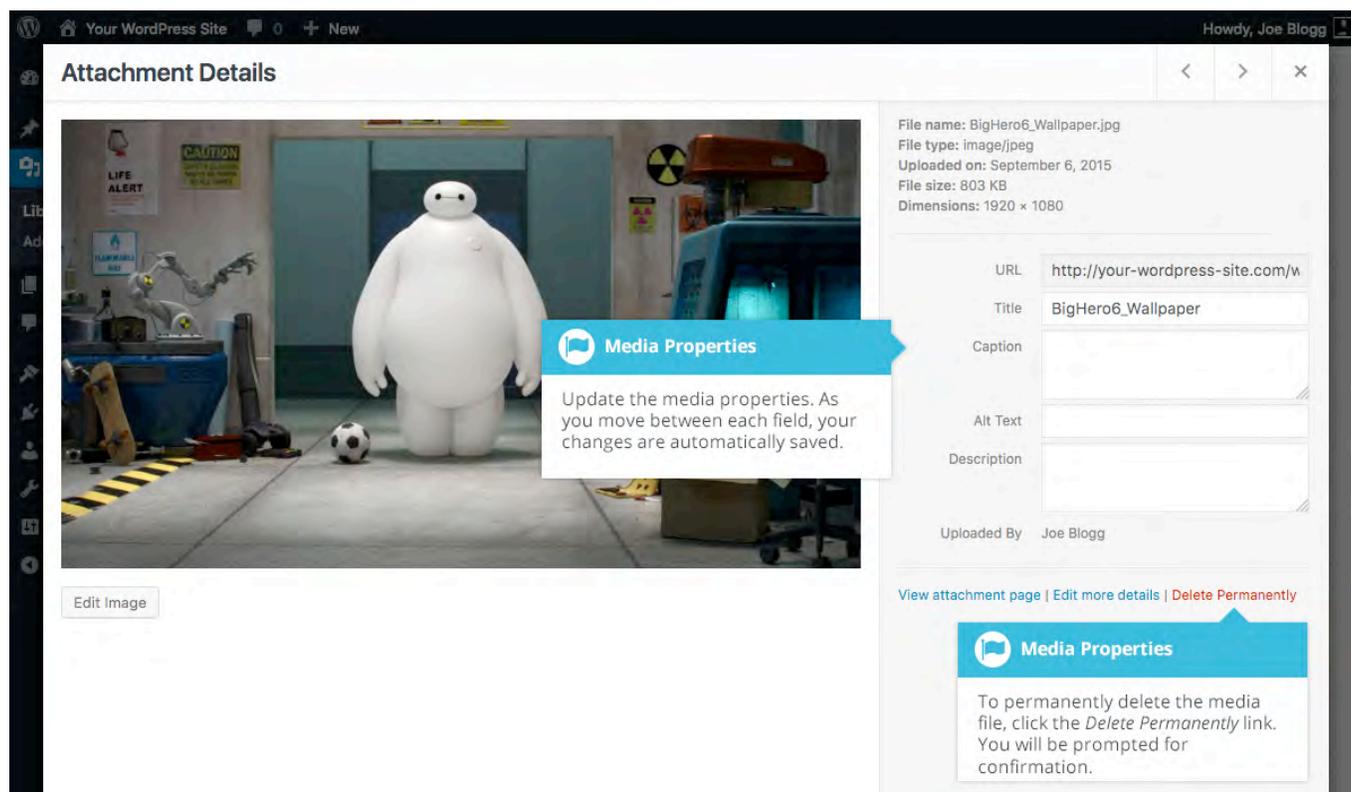


When uploading files, you can also click the *Select Files* button and then select the files that you'd like to upload, using the dialog window that is displayed.

Editing the File Properties

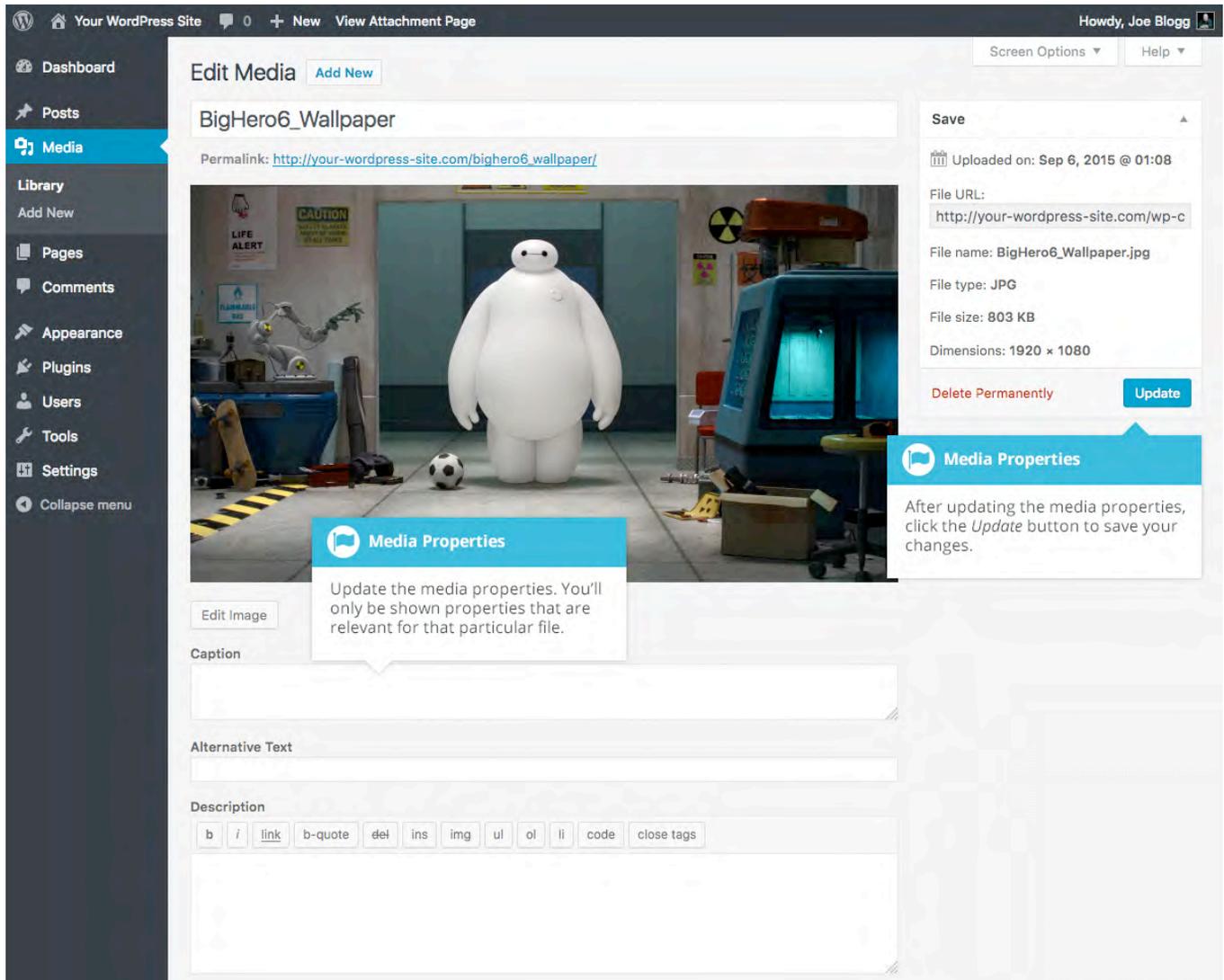
If you're viewing your files using the *Grid View*, simply click on one of your media files and you'll be presented with a pop-up window that displays the relevant properties for that particular file.

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



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

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



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

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

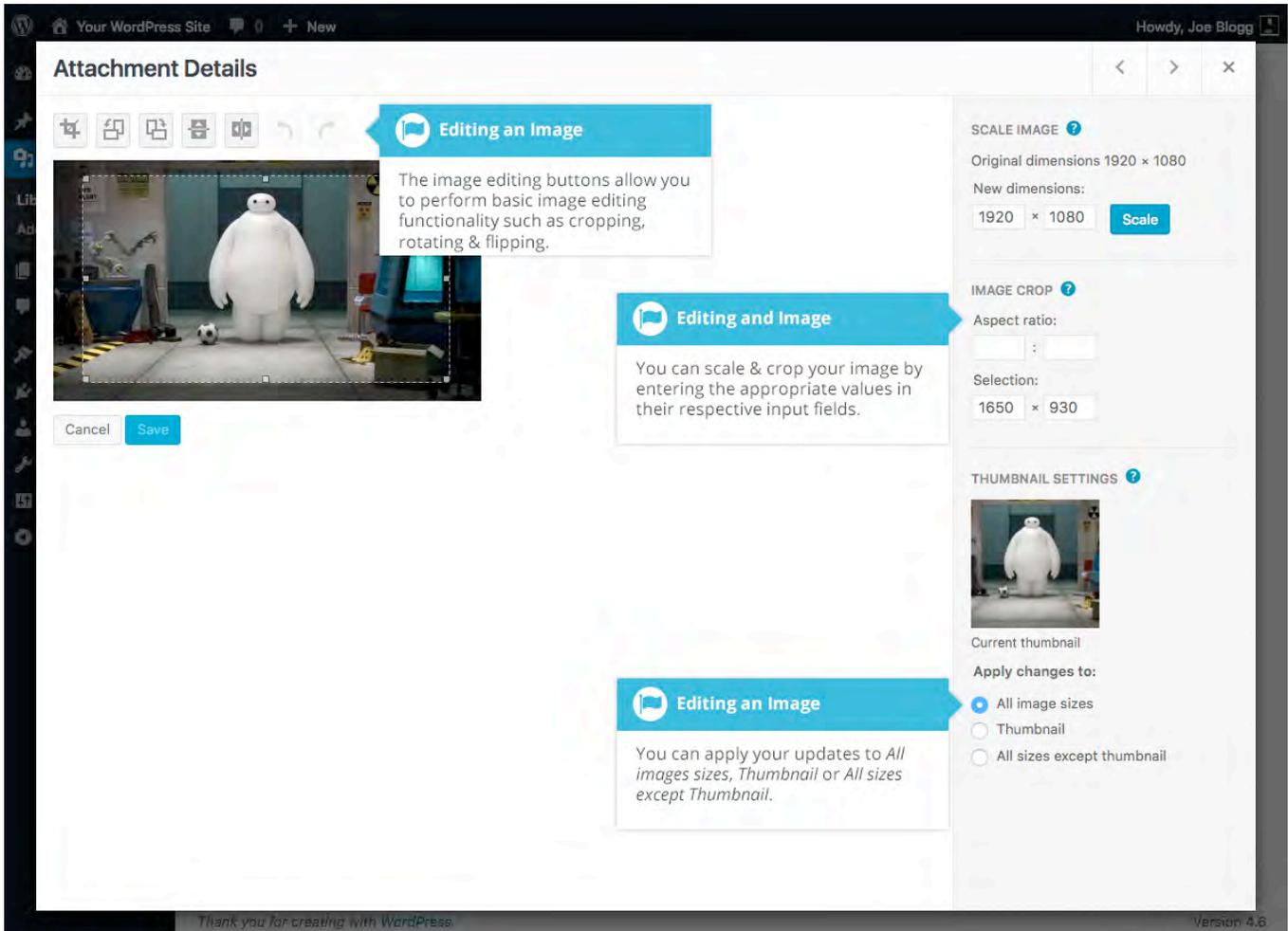
Once the file properties are updated click the *Update* button to save your changes.

Editing an Image

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

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

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



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

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



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



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



Rotate clockwise – Rotate the image 90° clockwise



Flip vertically – Flip the image vertically



Flip horizontally – Flip the image horizontally



Undo – Undo the last change



Redo – Redo the last change

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

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

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

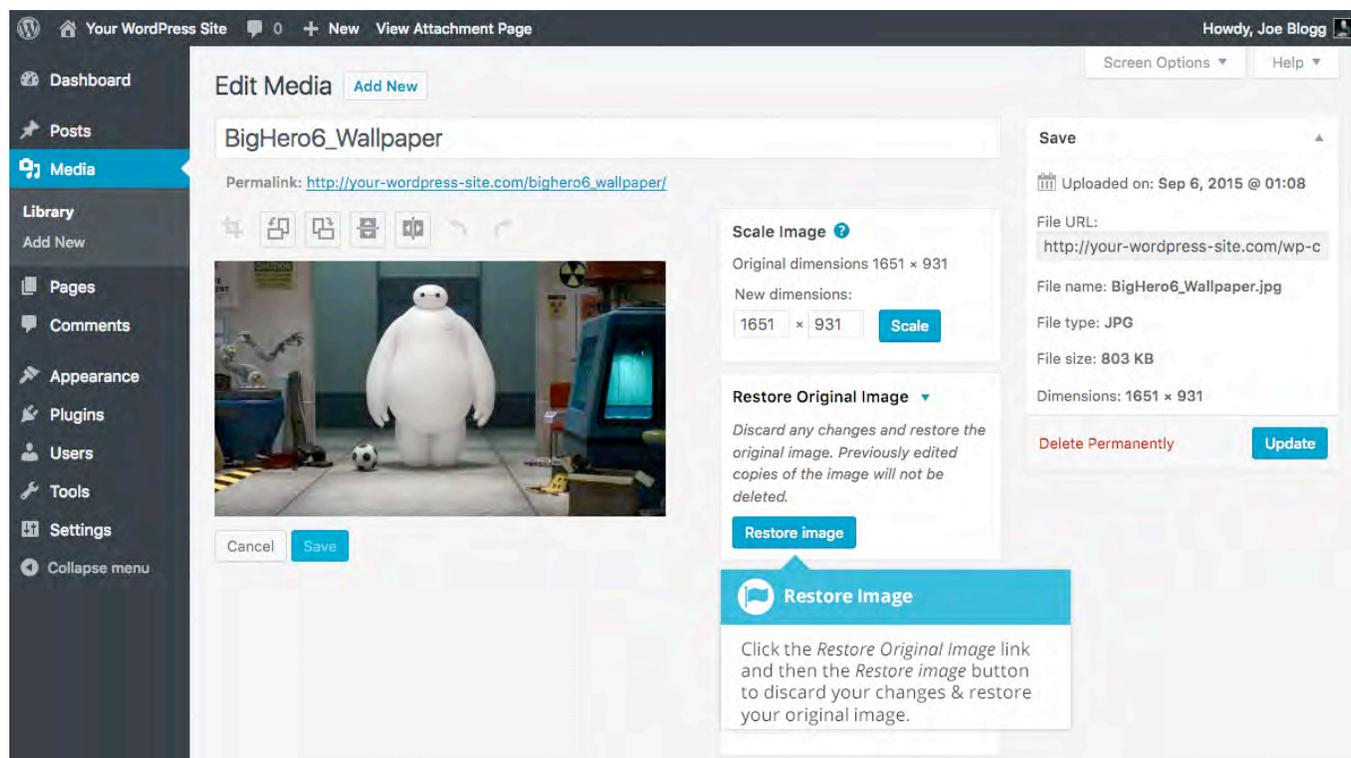
Whenever the selection box is adjusted, the dimensions are displayed in the *Selection* input fields. You can also manually enter the dimensions of the selection box (in pixels) by entering values into these two fields. Once your selection box is adjusted, simply click the *Crop* button just above the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

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

Click the *Save* button to save your changes.

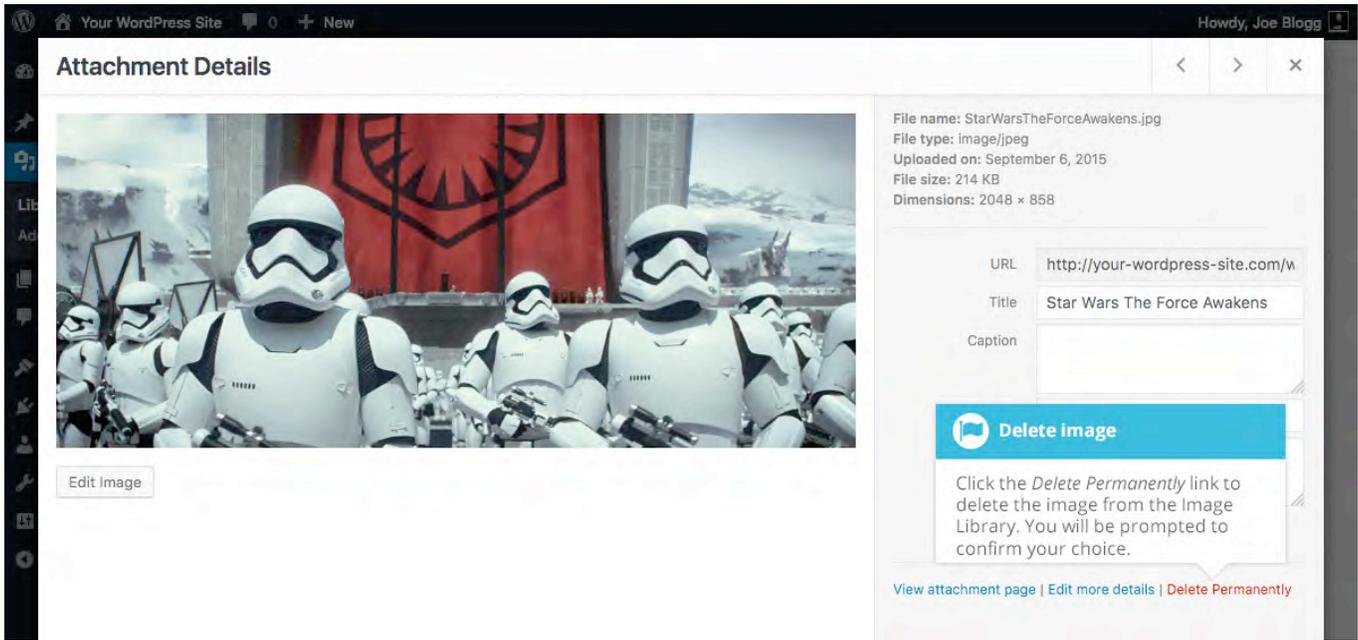
Click the *Update* button to return to the main Media Library page.

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

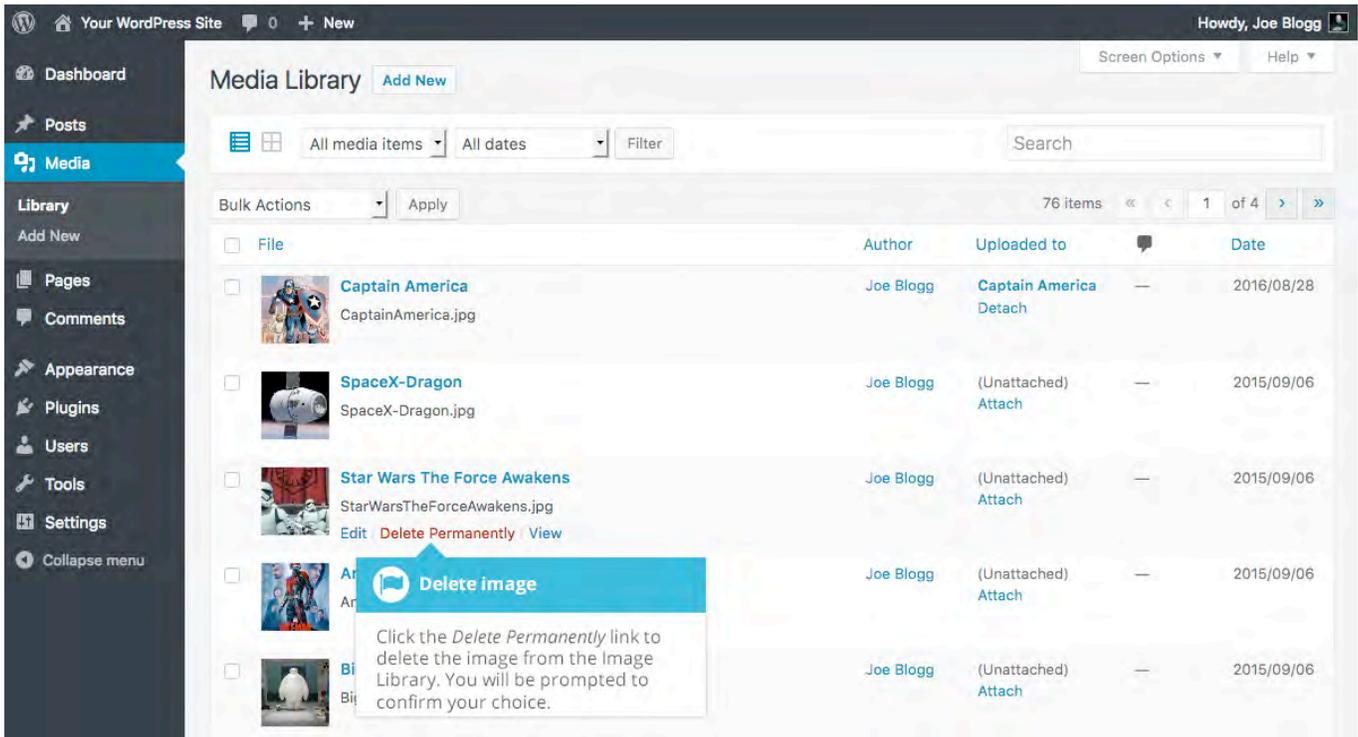


Deleting a File from the Media Library

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



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



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

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