



EASYWPGUIDE

WordPress Manual

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The background of the page features a large, abstract graphic composed of numerous overlapping triangles in shades of orange, from light peach to deep burnt orange, creating a sense of depth and movement.

Easy WP Guide WordPress Manual

by Anthony Hortin

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Welcome

It might be easier to say what this guide isn't, rather than what it is. It isn't an in-depth look at every single function available within the WordPress dashboard. Nor is it a guide to help you develop or modify WordPress themes. My aim is to create a simple WordPress guide that will help you to get an understanding of how you use the various features within the WordPress Dashboard to keep your site or blog updated.

If you're looking for more in-depth knowledge, there are heaps of articles in the [WordPress Codex](#) that go into more detail. This is great if you want to get really involved in developing your own WordPress theme or modifying your site with plugins, but it can be a bit daunting for those users who just want a simple guide to using the Content Management side of WordPress or just need to update their site pages every so often.

Introduction

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

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

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

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

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

WordPress powers a staggering amount of websites. In fact, it powers over 33% 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...

Houston Zoo – <https://www.houstonzoo.org>

The Houston Zoo provides a fun, unique, and inspirational experience fostering appreciation, knowledge, and care for the natural world.

ASI – Sacramento State University – <http://www.asi.csus.edu>

Associated Students, Inc. serves as the official governing body of the Sacramento State University students and through operation and sponsorship of programs and services meets the varied needs of students.

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

The National Puerto Rican Day Parade in NYC is the largest parade in the country. The National Puerto Rican Day celebrates and honours the leaders, educators, artists, and celebrities that have left a cultural footprint on this nation.

Felicia Day – <http://feliciaday.com>

Felicia Day is a professional actress who has appeared in numerous television shows including, *Buffy the Vampire Slayer*, *Supernatural* and *Eureka*. Felicia is best known for her work in the web video world. She costarred in Joss Whedon's Emmy Award-winning Internet musical, *Dr. Horrible's Sing-Along Blog*. She also created and starred in the hit web series *The Guild*.

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

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

thisisFINLAND – <http://finland.fi>

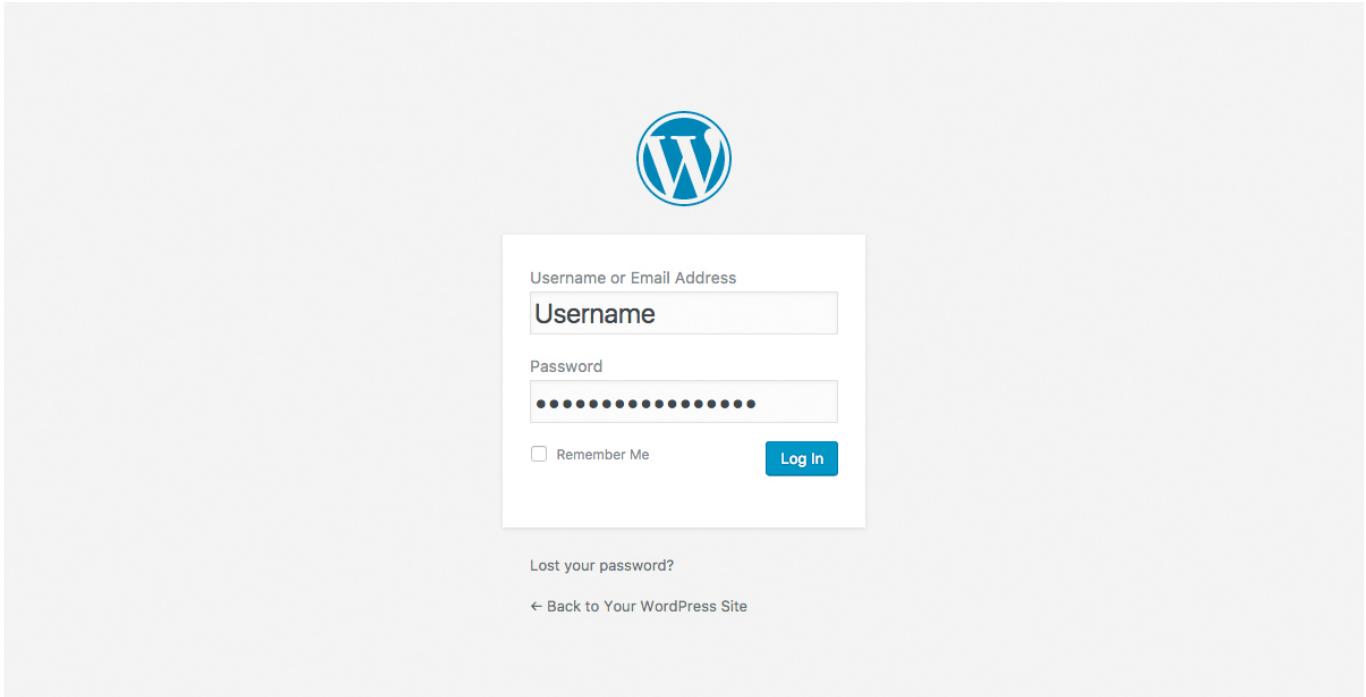
thisisFINLAND forms an attractive window on Finland for everyone interested in our country, its culture and its people. Produced by the Ministry for Foreign Affairs of Finland and published by the Finland Promotion Board, thisisFINLAND was originally established in 1995 as Virtual Finland.

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

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

Login

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



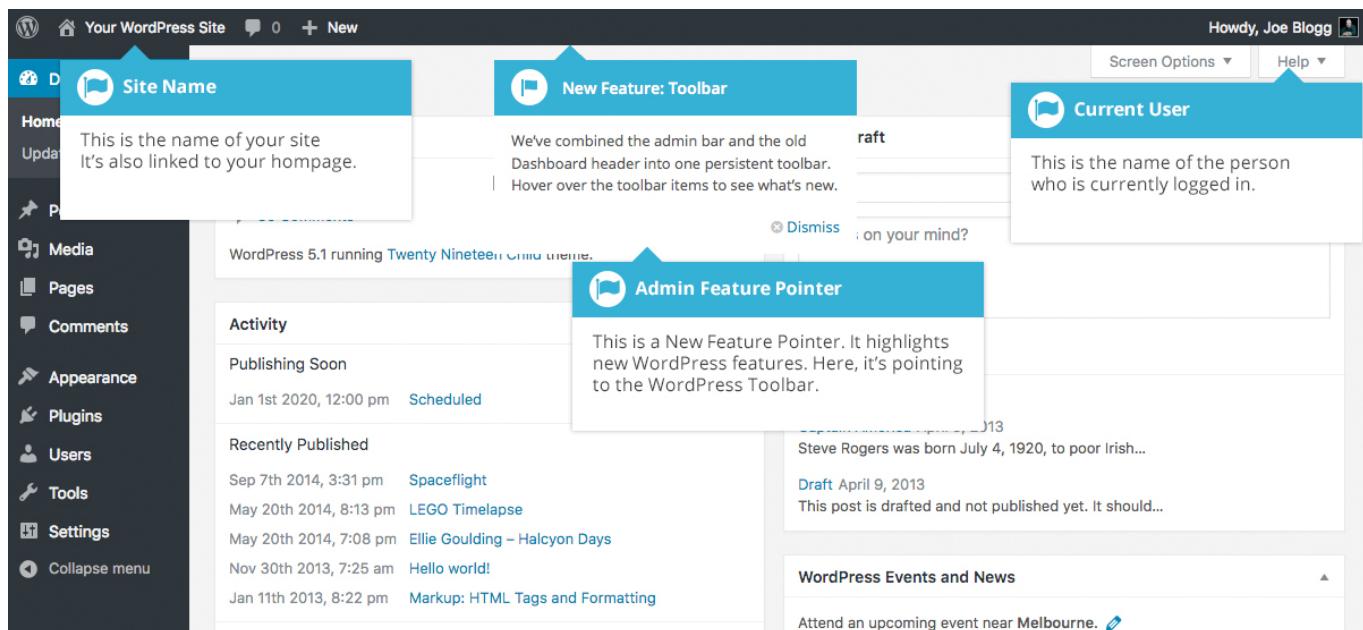
There are exceptions to this of course. For instance, your WordPress setup maybe installed in a subdirectory. For most standard setups though, you'll find the above [URL](#) should work.

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

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.



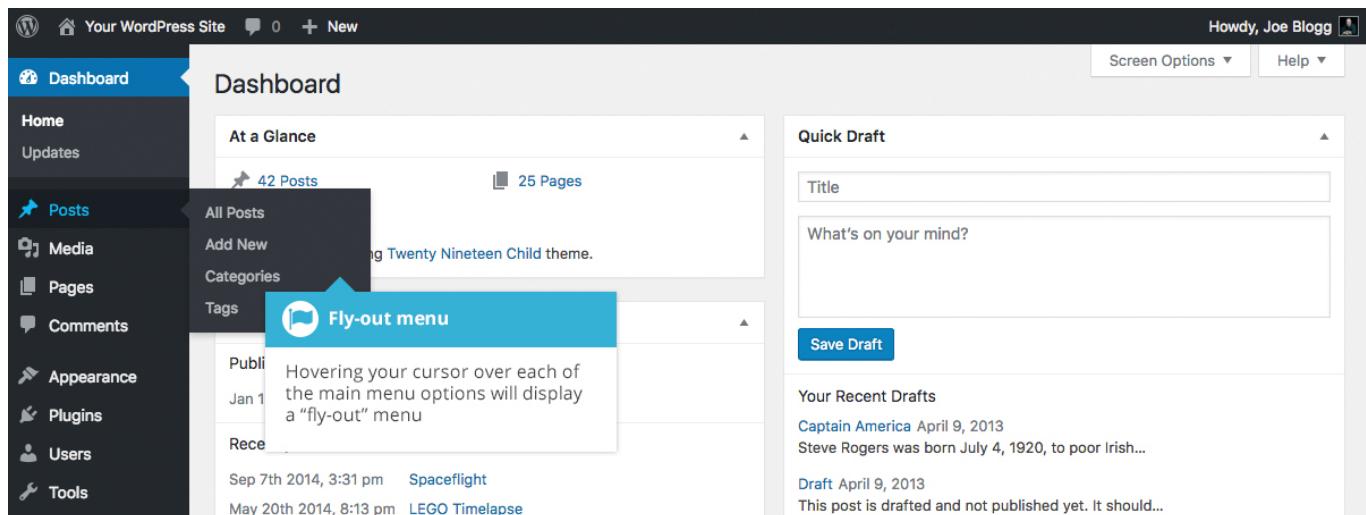
On most pages, just below your Username there are a couple of small inverted tabs. One called *Screen Options* and another called *Help*. Clicking either of these links will cause a panel to slide down from the top of the page. The *Help* link, not surprisingly, displays some help information. The *Screen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

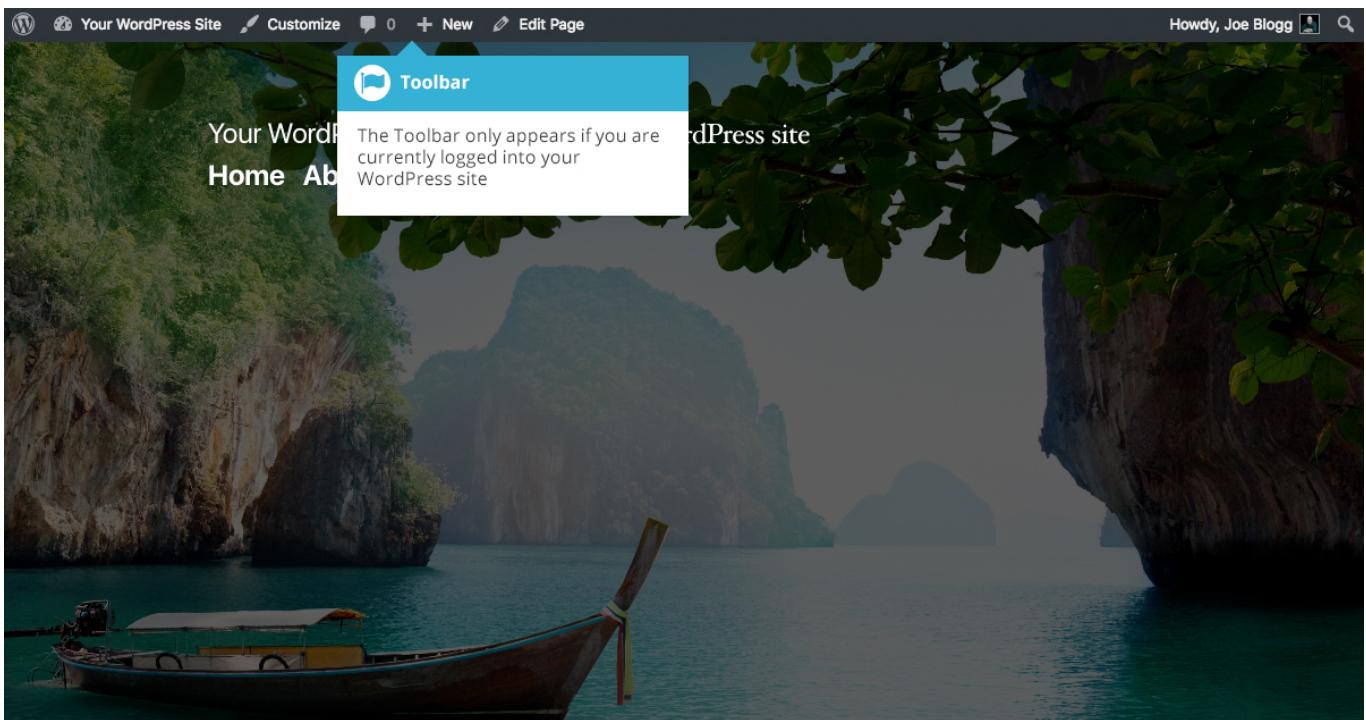
This is where most of your site is configured. Among other things, it allows you to configure your site name and URL , where your Posts appear, whether people can leave Post Comments or not and numerous other settings. Most times, once your site is setup, there's no need to change any of the settings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



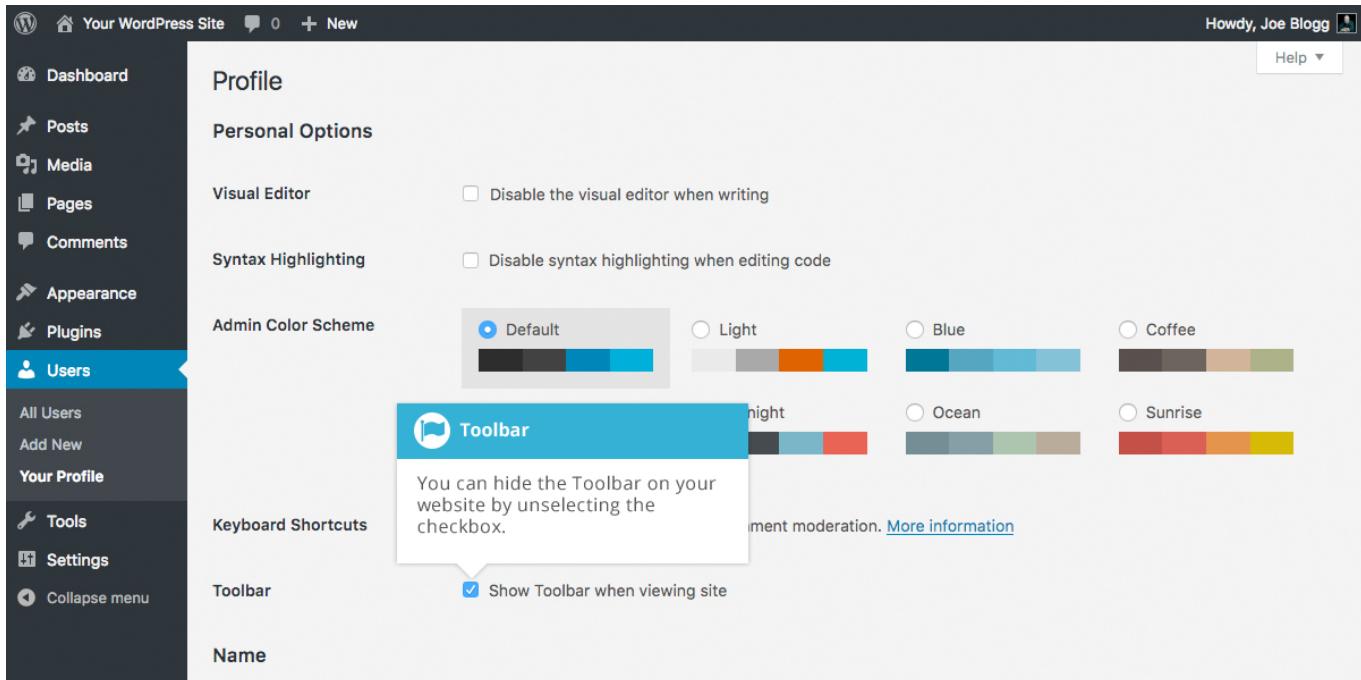
The Toolbar allows you to quickly access the following commonly used features.

- 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 and Menus
- Visit the Customizer to update various site settings and depending on your theme, update your Background and Header images
- View or Edit your blog comments
- Add a new Post, Media, Page or User
- 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 Posts dashboard. At the top, there are links for 'All (45)', 'Mine (42)', 'Published (42)', 'Sticky (1)', 'Scheduled (1)', and 'Drafts (2)'. Below this is a 'Bulk Actions' dropdown menu with options like 'Title', 'Scheduled', 'Spaceflight', 'LEGO Timelapse', 'Ellie Goulding', 'Hello world!', and 'Draft — Draft'. A tooltip for 'Scheduled' says: 'Advises total number of Posts, how many are Mine, Published, Sticky, Scheduled, in Draft or in the Trash'. Another tooltip for 'Hello world!' says: 'Hovering the cursor over each row will show you various options you can perform'. A third tooltip for the 'Bulk Actions' dropdown says: 'Perform actions on multiple Posts at once by selecting the appropriate checkboxes & then choosing an action from the Bulk Actions dropdown & clicking Apply'. The main table lists 45 items, with the first few rows shown:

	Author	Categories	Tags	Date
<input type="checkbox"/> Title	Joe Blogg	Unpublished	content	Scheduled 2020/01/01
<input type="checkbox"/> Scheduled	Joe Blogg	Uncategorized	—	Published 2014/09/07
<input type="checkbox"/> Spaceflight	Joe Blogg	Uncategorized	—	Published 2014/05/20
<input type="checkbox"/> LEGO Timelapse	Joe Blogg	Uncategorized	—	Published 2014/05/20
<input type="checkbox"/> Ellie Goulding	Joe Blogg	Uncategorized	—	Published 2014/05/20
<input type="checkbox"/> Hello world!	Joe Blogg	antiquarianism, Blogroll	tag1, tag2, tag3	Published 2013/11/30
<input type="checkbox"/> Draft — Draft	Joe Blogg	Unpublished	content	Last Modified 2013/04/09
<input type="checkbox"/> Draft — Draft	Joe Blogg	championship	—	Last Modified 2013/04/09
<input type="checkbox"/> Draft — Draft	Joe Blogg	Markup	content, css, formatting, html, markup	Published 2013/01/11
<input type="checkbox"/> Draft — Draft	Joe Blogg	Markup	alignment, captions, content, css, image, markup	Published 2013/01/10

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, No. of Comments and either the Date Published or the Date the Page was Last Modified. The Pages screen will look similar to screen below.

The screenshot shows the WordPress 'Pages' dashboard. At the top, there are links for 'All (28)', 'Mine (27)', 'Published (25)', and 'Drafts (3)'. Below this is a table of pages with columns for 'Author', 'Date', and 'Last Modified'. A context menu is open over the row for 'Blog — Posts Page'. The menu has a blue header 'Pages' and contains the following items: 'Advises total number of Pages & how many are Mine, Published or in Draft', 'Blog — Posts Page' (the current item), 'Contributors', 'Front Page — Front Page' (with sub-links 'Edit', 'Quick Edit', 'Trash', 'View'), 'Gutenberg', 'Gutenberg Block' (with a note about hovering for options), and 'Privacy Policy'. Another context menu is visible at the bottom left, with a note: 'Perform actions on multiple Pages at once by selecting the appropriate checkboxes & then choosing an action from the Bulk Actions dropdown & clicking Apply'. It also lists 'Some sample content — DRAFT'.

	Author	Date
<input type="checkbox"/> Advises total number of Pages & how many are Mine, Published or in Draft	Joe Blogg	Published 2018/12/01
<input type="checkbox"/> Blog — Posts Page	Joe Blogg	Published 2011/06/20
<input type="checkbox"/> Contributors	Luke Skywalker	Published 2013/12/15
<input type="checkbox"/> Front Page — Front Page Edit Quick Edit Trash View	Joe Blogg	Published 2011/05/20
<input type="checkbox"/> Gutenberg	Joe Blogg	Published 2018/08/18
<input type="checkbox"/> Gutenberg Block Hovering the cursor over each row will show you various options you can perform	Joe Blogg	Published 2018/10/29
<input type="checkbox"/> Privacy Policy	Joe Blogg	Published 2018/07/14
<input type="checkbox"/> Some sample content — DRAFT	Joe Blogg	Published 2018/12/01
<input type="checkbox"/> Some sample content — DRAFT	Joe Blogg	Published 2013/11/30
<input type="checkbox"/> Some sample content — DRAFT	Joe Blogg	Last Modified

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 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.

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

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

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

Block Editor

The Block Editor is a brand-new editing experience. As the name suggests, the Block Editor treats all your content as individual blocks. Each block can be inserted, rearranged and styled individually, making this new editor more flexible than the old (TinyMCE) Classic Editor.

The Block Editor provides individual blocks for all your common content such as paragraphs, headings, ordered and unordered Lists (i.e. bullet points), quote, images, galleries and any other content that you could previously add to the Classic Editor. On top of that, the Block Editor also provides additional blocks for easily adding content such as buttons, tables and columns.

Rearranging your content is even easier than before. The Block Editor allows you to drag-and-drop or use the block mover icons, to rearrange the order of individual blocks. Each block can also be styled individually using the toolbar at the top of block. The types of styles that you can add to a block are dependent on the individual block. A Paragraph Block for example, allows you to change the text size, text colour and background colour, whereas a Heading Block will only allow you to change the level (H2, H3 etc.) and the text alignment.

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.

The screenshot shows the WordPress Block Editor interface. On the left, the navigation menu includes 'Dashboard', 'Posts', 'Media', 'Pages' (which is selected), 'All Pages', 'Add New', 'Comments', 'Appearance', 'Plugins', 'Users', 'Tools', and 'Settings'. The main area has a title 'Add title' and placeholder text 'Start writing or type / to choose a block'. A 'Block Content Area' box contains the text: 'This is where you'll add all your content. Your Page will comprise of different types of content, each within its own block. You use the Block Inserter to insert all your different Blocks, such as a Gallery Block or an Image Block.' To the right is the 'Settings Sidebar' which includes sections for 'Status & Visibility' (Visibility set to 'Public', Publish set to 'Immediately'), 'Pending Review' (unchecked), 'Author' (set to 'Joe Blogg'), 'Featured Image' (button to 'Set featured image'), 'Discussion' (unchecked 'Allow Comments'), and 'Page Attributes' (Parent Page dropdown '(no parent)', Order set to '0').

Adding a New Post

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

The screenshot shows the WordPress Block Editor interface. On the left is a dark sidebar with navigation links: Dashboard, Posts (selected), All Posts, Add New, Categories, Tags, Media, Pages, Comments, Appearance, Plugins, Users, Tools, and Settings. The main area has a title 'Add title' and a placeholder 'Start writing or type / to choose a block'. Below this is a 'Block Content Area' box containing text about adding content using the Block Inserter. The right side features a 'Settings Sidebar' with tabs for Document (selected), Block, Status & Visibility, Visibility (Public), Publish (Immediately), Post Format (Standard), and other options like Stick to the Front Page and Pending Review. It also includes sections for Author (Joe Blogg), Categories (with a search bar and list of terms like aciform, sub, antiquarianism, arrangement, asmodeus, Blogroll, broder, and an 'Add New Category' link), Tags (with an 'Add New Tag' input field), Featured Image (with a 'Set featured image' button), Excerpt (with an optional input field and a 'Learn more about manual excerpts' link), and Discussion (with checkboxes for Allow Comments and Allow Pingbacks & Trackbacks).

Block Editor Tools

The new Block Editor provides a completely redesigned editing experience, and along with it, a new set of tools with which to edit your page. Although the editing interface is completely new, you will find many elements that you're already familiar with.

At the top of the page is the main *Block Editor Toolbar*. This new toolbar contains a number of new icons and some old familiar ones:



The Block Inserter icon is used to insert new blocks into your content. Clicking this icon will pop open a small panel that gives you access to all the different types of blocks that you can insert.



The Undo icon allows you to Undo your most recent change(s).



The Redo button allows you to Redo your most recent change(s).

[Switch to Draft](#)

The Switch to Draft button only appears after your Page/Post is published. Clicking this button will unpublish your Page/Post and put it back in Draft mode.

[Save Draft](#)

The Save Draft button allows you to save your Page and will only appear if your Page/Post has not been published yet.



The **Content Structure** button provides information about your page content. It will show you how many Words, Headings, Paragraphs and Blocks your content contains along with showing the document structure and providing links to each of the headings in your content.



The **Block Navigation** button shows a list of all the blocks in your content and provides a quick link to each of them.

Preview

Publish...

Update



The Preview button will allow you to preview your page. The preview page will open a new browser tab/window.

The Publish button allows you to publish your Page/Post. Unlike previous versions of WordPress, publishing your page is now a two-step process. After clicking the Publish button the first time you're then shown a new panel with a confirmation message and another Publish button. This panel also allows you to change the visibility of your content and the publish date and time. Clicking this second Publish button will actually publish your content and make it live on your site.

If your content is published, then the Publish button will be replaced with an Update button. Just like in previous versions of WordPress, clicking the Update button saves your changes.

The Settings Sidebar shows all the settings for your Page/Post including elements like adding Featured Images, specifying your Categories and Tags on Posts, or selecting Page/Post templates. Clicking the Settings icon will show and hide the settings sidebar.

The last icon in the Toolbar is the Show more tools & options icon. This button provides access to a number of adhoc settings. You can turn on/off the *Top Toolbar* and *Spotlight Mode*. You can also display your content using the *Visual Editor* (the default mode for adding blocks) or using the *Code Editor*, which allows you to edit the underlying html. You can also re-show the Block Editor tips, view a list of the editor keyboard shortcuts and also copy all the content in your page with a single click.



A word of caution, with the new Code Editor features. The Block Editor saves your content in a slightly different manner than the old (TinyMCE) Classic Editor. Previously, WordPress would save your content as a simple chunk of HTML. Whilst there is still HTML in your underlying content, the new Block editor also wraps each individual section of your content within HTML comment tags. It uses these comment tags to differentiate the various types of blocks your content is contained within. So, while you can still edit your HTML using the Code Editor view within the Block Editor, please take extra caution not to remove or change any of the HTML comments surrounding your content. Doing so, will cause one or more of your blocks to not display correctly once you switch back to the Visual Editor mode, and may possibly even cause you to lose content. If you feel you do need to edit the Block HTML, it's safer to use the 'Edit as HTML' option under the 'More Options' icon for each individual Block, than using the 'Code Editor' option under the 'Show more tools & options' icon at the top of the page.

Underneath the *Block Editor Toolbar* you'll find your content area. This is where you'll add all your content, comprised of various types of blocks. Each block that you add into your content area, will have its own toolbar, and will either display just above the block (by default) or in the main Block Editor Toolbar at the top of the screen (if the *Top Toolbar* option is turned on).

Each block will have a different toolbar, and the icons in that toolbar will be dependent on the type of content that the block contains. As an example, the toolbar on a Paragraph Block will be different to the toolbar on a Heading Block, because they contain different types of content. After clicking on, or selecting a block, you may even find there are extra options that you can set in the Settings Sidebar. Again this will depend on the individual block that you've selected.

The screenshot shows the WordPress Block Editor interface. On the left is the classic dark-themed sidebar with navigation links like Dashboard, Posts, Media, Pages, Comments, Appearance, Plugins, Users, Tools, and Settings. The main content area displays the title "Spaceflight" and two paragraphs of text. A tooltip from the "Block" tab of the sidebar highlights the "Text Settings" section, which includes options for Font Size (Normal), Drop Cap (disabled), and Color Settings. The "Text Settings" section also has a "Text Color" dropdown with color swatches and a "Clear" button.

Next to your content area on the right hand side of the screen, is the *Settings Sidebar*. The *Settings Sidebar* contains settings for the whole Page/Post that you're currently editing, as well as settings for the currently selected block.

This screenshot is identical to the one above, showing the Block Editor interface. However, the tooltip is now from the "Block" tab of the Settings Sidebar. It points to the "Text Settings" section, specifically the "Text Color" dropdown and the "Clear" button, which are highlighted in yellow. The rest of the interface, including the sidebar and the content area, remains the same.

At the top of the Settings Sidebar there are two tabs that you can select, *Document* or *Block*. The *Document* tab shows the settings for the individual Page/Post that you're currently editing. This may include things like setting your featured image, selecting Categories and Tags (when editing a Post), or selecting a Page/Post template, among other things.

The *Block* tab shows the settings for the currently selected block. These settings will change depending on the type of block that is currently selected, and some blocks have more settings than others. As an example, the Paragraph Block has settings for changing the size of the text, whether to display a Drop Cap, and in some themes, settings for the text colour and the background colour. The Heading Block on the other hand, only has settings to change the Heading Level (H2, H3 etc.) and the alignment.

Adding Content with Blocks

Using the new Block Editor, your page content is made up of blocks of various types. Each individual bit of content in your page will be a different block. Even individual paragraphs will be separate blocks. The Block Editor provides blocks for all your common content such as paragraphs, headings, ordered and unordered Lists (i.e. bullet points), quotes, images, galleries and any other content that you could previously add using the old Classic Editor.

There are several ways to insert blocks into your content. The easiest way is to click the *Add block* icon (+) in the *Block Toolbar* at the top of screen. Clicking this icon will show the Block Inserter popup, which is a small panel that gives you access to all the different types of blocks that you can insert. Simply scroll through the list and click on the type of block that you'd like to insert, or if you know the name of the block, you can start typing its name in the search field to filter the list of blocks shown.

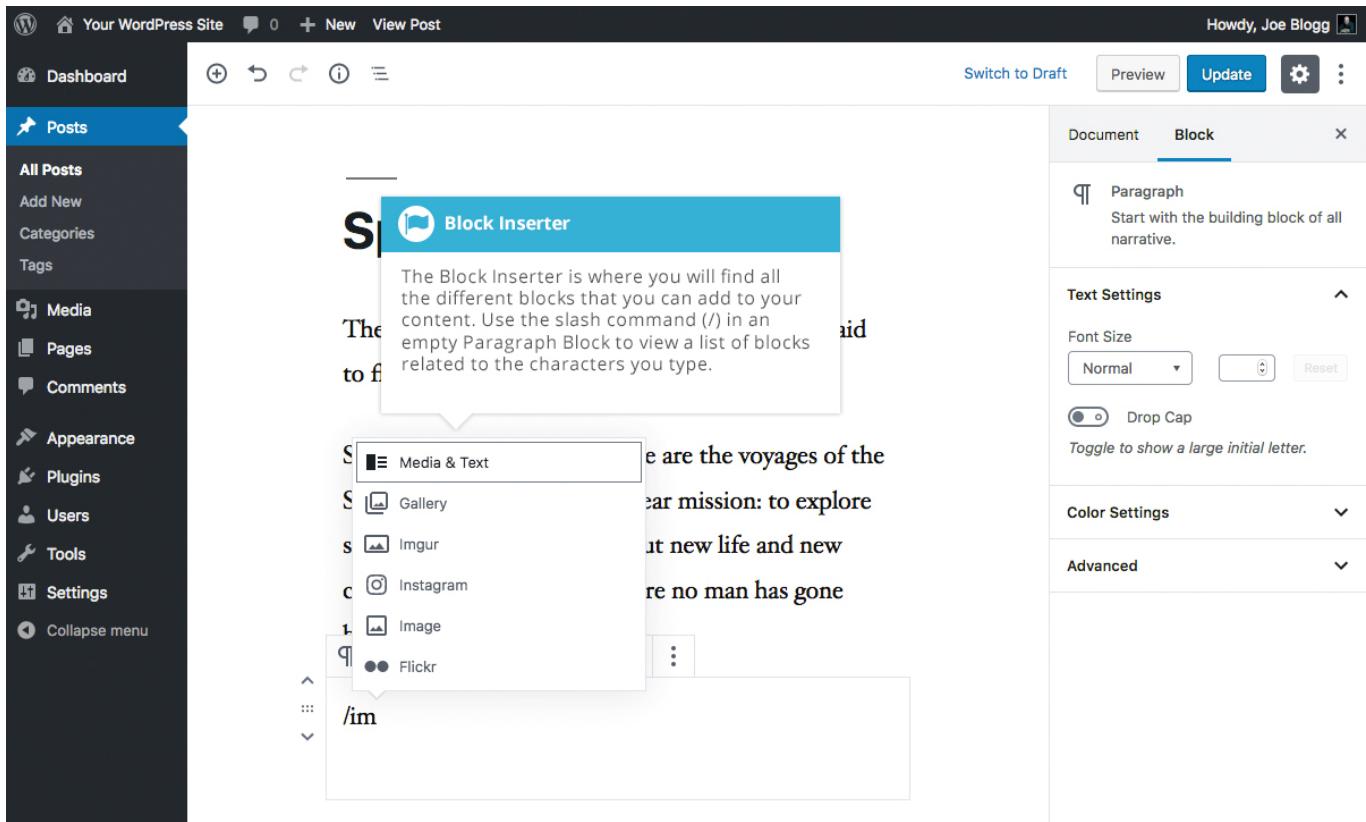
The list of blocks in the popup panel are sorted into different sections based on their type, and you can show/hide each section by clicking the small arrow icon next to each section title. Once you click on a block to insert it, if there are no blocks on the page that are selected then the new block will be appended to the bottom of your content, below all the existing blocks in the page. If you have a block selected in your page when you insert a new block, the new block will be inserted below your currently selected block.

The screenshot shows the WordPress dashboard with the 'Posts' menu item selected. A modal window titled 'Block Inserter' is open, displaying a search bar and sections for 'Common Blocks' and 'Advanced Blocks'. The 'Common Blocks' section lists Paragraph, Heading, Video, Gallery, Quote, List, Audio, Cover, and File blocks, each with a preview image and a snippet of text. To the right, the post editor shows a title 'those who aren't afraid' and a rich text area containing the text 'are the voyages of the ear mission: to explore it new life and new civilizations, to boldly go where no man has gone before.' The right sidebar includes tabs for 'Document' and 'Block', and sections for 'Status & Visibility' (set to 'Public'), 'Publish' (Sep 7, 2014 3:31 pm), 'Author' (Joe Blogg), 'Move to trash', 'Revisions' (14), 'Permalink', and 'Categories'.

You can also insert blocks by clicking the *Add block* icon (—  —) that appears at the top of each individual block. This Add Block icon appears at the top of each block when you move your cursor over the top border of each block. Clicking this icon will show the Block Inserter popup, which is a small panel that gives you access to all the different types of blocks that you can insert. Simply scroll through the list and click on the type of block that you'd like to insert, or if you know the name of the block, you can start typing its name in the search field to filter the list of blocks shown. The list of blocks in the popop panel are sorted into different sections based on their type, and you can show/hide each section by clicking the small arrow icon next to each section title. Once you click on a block to insert it, the new block will be inserted above the currently selected block.

The screenshot shows the WordPress Block Inserter modal open over a post editor. The title of the post is "Spacefli". The Block Inserter has a search bar at the top and a grid of "Most Used" blocks. The blocks are categorized into groups: Paragraph, Heading, Media & Text, Video, Gallery, Quote, Columns, Imgur, and List. The "Paragraph" block is currently selected, indicated by a blue border. The right sidebar of the post editor shows basic details: Publish date (Sep 7, 2014 3:31 pm), Author (Joe Blogg), Visibility (Public), and a link to Move to trash. It also lists 14 Revisions, Permalink settings, Categories (with an option to add new ones), and Tags.

You can also insert a block using what's called the 'slash command'. When your cursor is sitting in an empty Paragraph Block, you can convert that block to another type of block by typing a forward slash (/) and then the name of the block. As you type more characters, the list of blocks being displayed will filter down based on what you've typed. For example, typing '/im' will show you a list of blocks that either start with, or are related to images, such as the Image Block, Instagram Block, Gallery Block, Media & Text Block etc... If there's more than one block showing, you can either type more characters to filter the list further until there's only one option, or you can use your cursor keys to select the one you want and hit Return/Enter to select it, or simply use your mouse to select the block from the list.

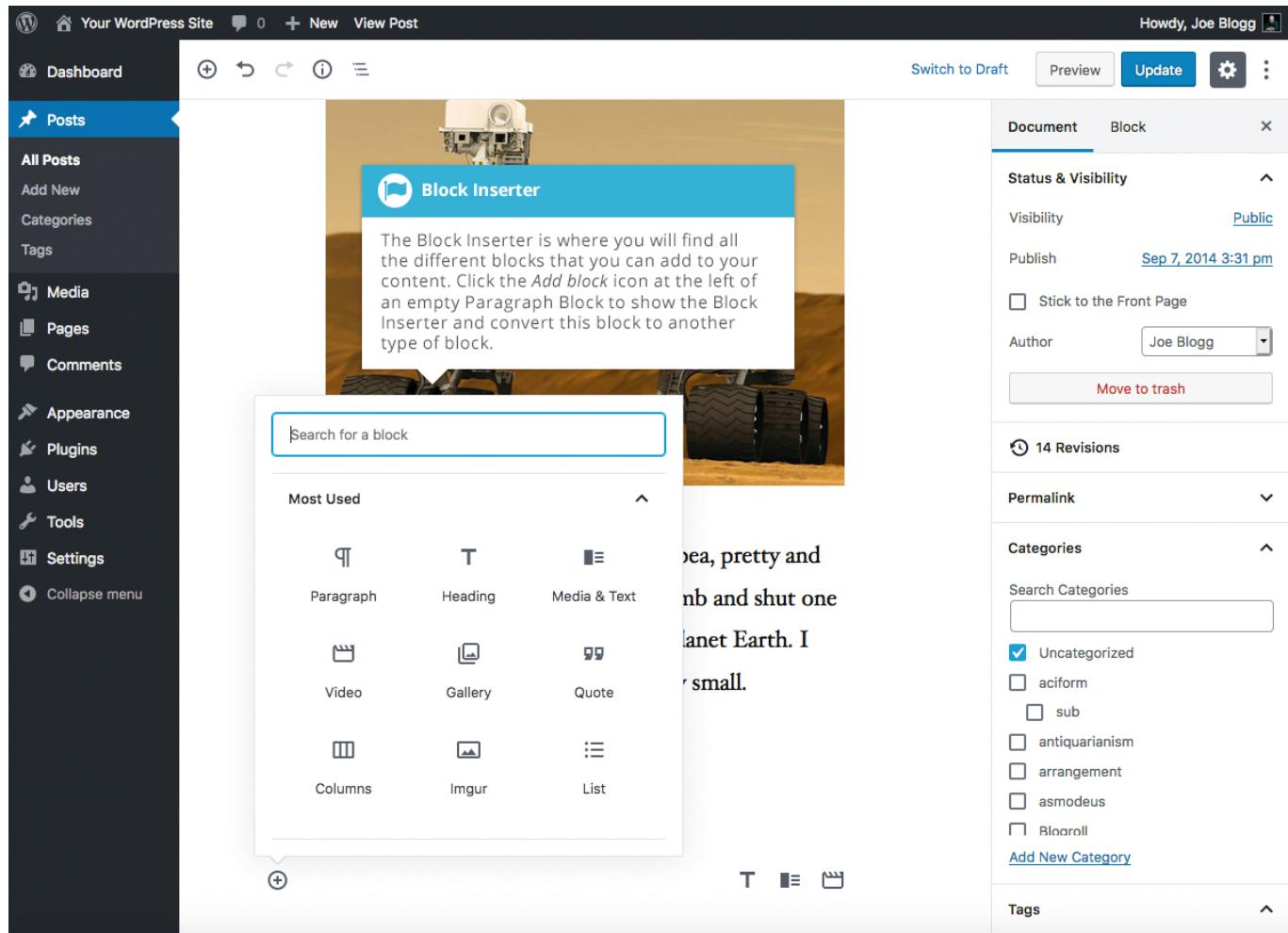


You can also insert a new block using the *Add block* icon below your content. If the last block in your content **isn't** a Paragraph Block, then you will see an empty Paragraph Block at the very bottom of your content.

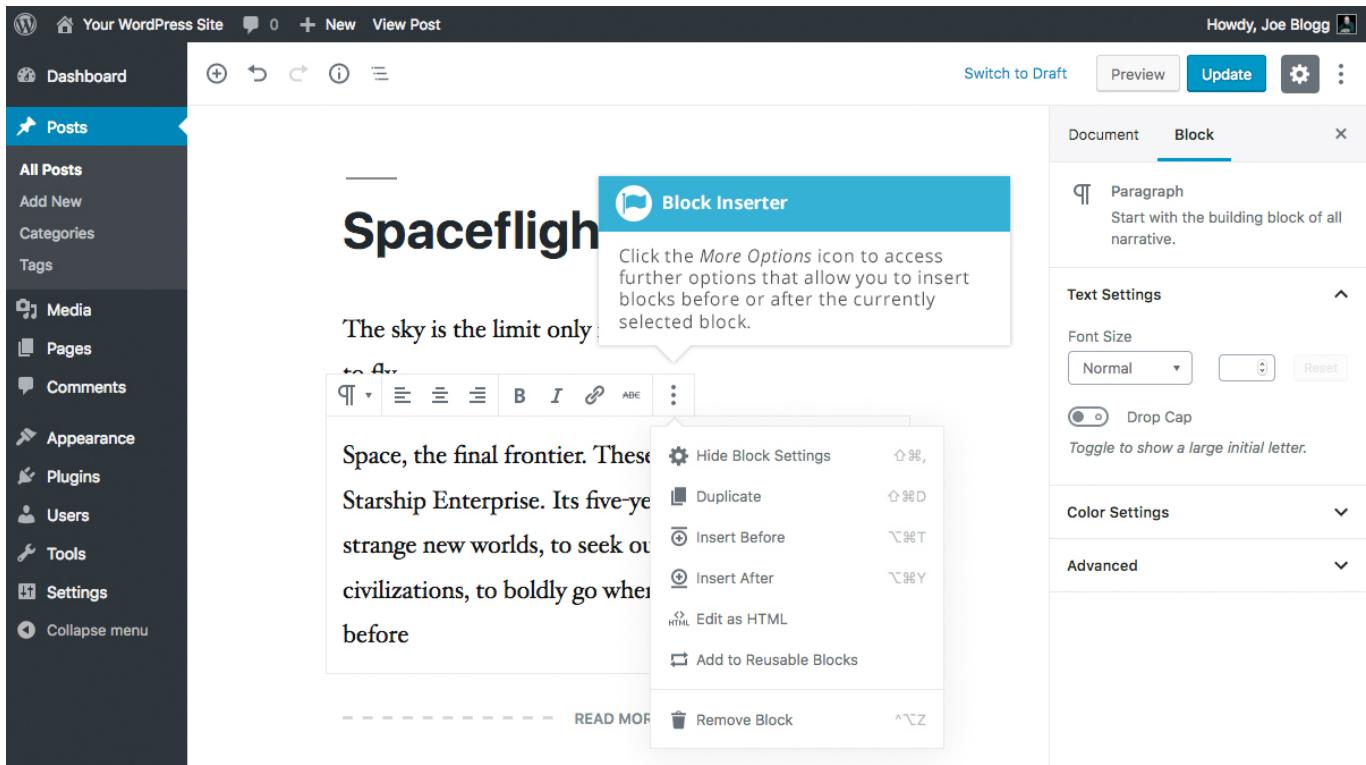
It's important to note that if the last block in your content **is** a Paragraph Block, then this empty Paragraph Block at the bottom of your content, won't appear by default and you'll need to either hit your Return/Enter key in your last Block for the empty Paragraph Block to appear, or use one of the other methods mentioned here to insert a new block.

If you see an empty Paragraph Block at the very bottom of your content and you simply want to add a new paragraph of text, then all you need to do is put your cursor in the empty block and start typing. If you want any other type of block though, you need to click the *Add block* icon (+) on the left-hand side of the empty Paragraph Block. Clicking this icon will show the Block Inserter popup, which is a small panel that gives you access to all the different types of blocks that you can insert. Scroll through the list and click on the type of block that you'd like to convert this paragraph block to, or if you know the name of the block, you can

start typing its name in the search field to filter the list of blocks shown. The list of blocks in the popop panel are sorted into different sections based on their type, and you can show/hide each section by clicking the small arrow icon next to each section title. Once you click on a block to insert it, it will convert this empty Paragraph Block to the new block that you selected.



Lastly, every block has its own toolbar menu that appears at the top of the block (or at the top of the screen if the *Top Toolbar* option is turned on). The *More options* icon on this toolbar (⋮) has two options for inserting blocks, *Insert Before* and *Insert After*. Selecting either of those options inserts an empty Paragraph Block either above or below the current block respectively. As described above, you can then either simply type in this empty block if want to add a new paragraph of text, or you can convert this empty Paragraph Block to another type of block by clicking the *Add block* icon on the left of the block, as described above.



Blocks

Each individual bit of content in your page will be a block. Even individual paragraphs will be separate blocks. The Block Editor provides blocks for all your common content such as paragraphs, headings, ordered and unordered Lists (i.e. bullet points), quotes, images, galleries and any other content that you could previously add using the old Classic Editor.

The screenshot shows the WordPress Block Editor interface. On the left is a sidebar with navigation links: Dashboard, Posts (selected), All Posts, Add New, Categories, Tags, Media, Pages, Comments, Appearance, Plugins, Users, Tools, Settings, and Collapse menu. The main content area has a heading block with the text "Spa" and a text block with the text "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". A "Block Toolbar" is visible above the text block, containing icons for bold, italic, underline, align, and more. To the right is a "Settings Sidebar" titled "Block" (under Document). It includes sections for Paragraph (with a description and icon), Text Settings (Font Size dropdown set to "Normal", Drop Cap toggle, and a "Reset" button), Color Settings, and Advanced.

Every block has its own toolbar menu that appears at the top of the block (or at the top of the screen if the *Top Toolbar* option is turned on). The icons that appear will depend entirely on the type of block. For example, the icons shown on the Heading Block toolbar will be different to the icons for a Gallery Block.

Most blocks will display a *Change block type* icon for converting the selected block from one type to another. Unfortunately, the *Change block type* icon is different for every type of block, but for each block though, it will be the icon in the toolbar that represents that block type. When you hover your cursor over the *Change block type* icon it changes to an icon that looks like two curved arrows (↗).

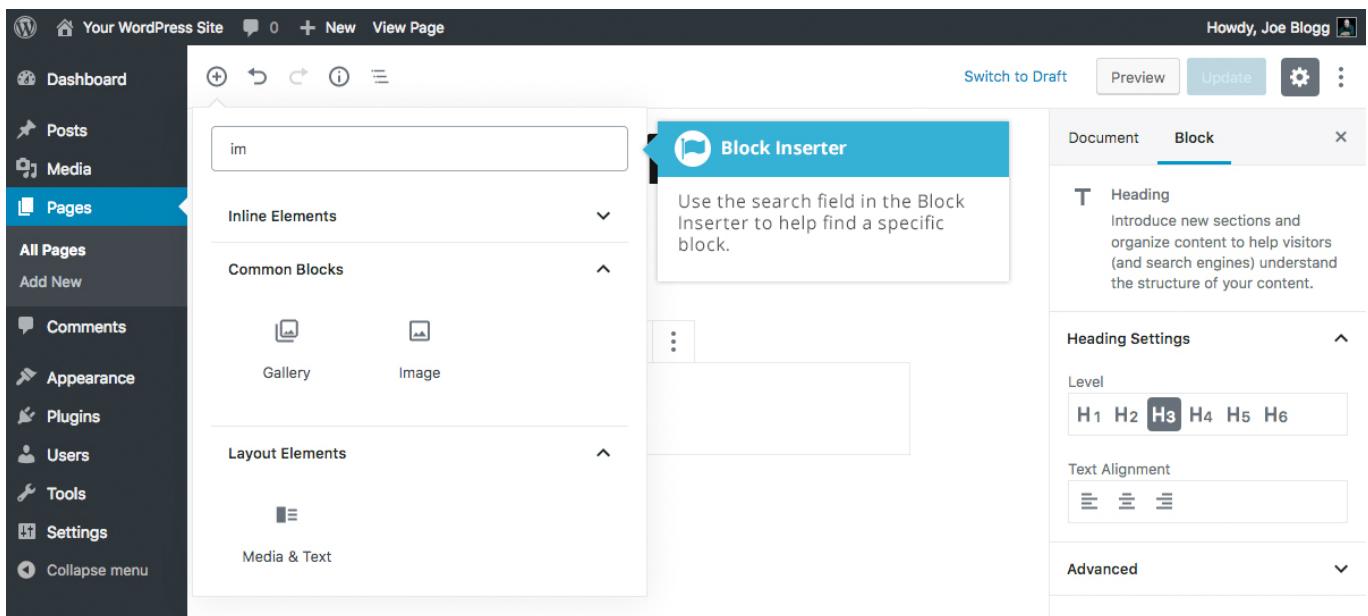
For blocks that allow you to select and/or upload a file, such as the Gallery, Image, Audio and Video blocks, the toolbar will display an Edit icon (✎) that allows you to edit the block by selecting different files.

Every block will also display a *More options* icon (⋮). The *More options* icon allows you to:

- Show/Hide the Block settings (i.e. the Settings Sidebar)
- Duplicate the currently selected Block
- Insert a new Block before the currently selected Block

- Insert a new Block after the currently selected Block
- Edit the HTML for the currently selected block
- Add the currently selected block to your Reusable Blocks
- Remove the currently selected Block

When inserting blocks using the Block Inserter popup panel, you'll notice that they're sorted into different sections based on their type. You can show/hide each section by clicking the small arrow icon next to each section title. At the very top of the Block Inserter is a search field that allows you to filter the list of blocks shown to make it easier to find the block you're looking for. The search field will filter the list based on the blocks name and type. For example, typing 'im' in the search field (without the quotes) will show you a list of blocks that either start with, or are related to images, such as the Image Block, Instagram Block, Gallery Block, Media & Text Block etc....



The first section of blocks within the Block Inserter is the *Most Used Blocks*. The blocks that appear in this section will change based on the blocks that you've added to your content. As the name suggests, this section contains your most used blocks.

The remaining sections include the following:

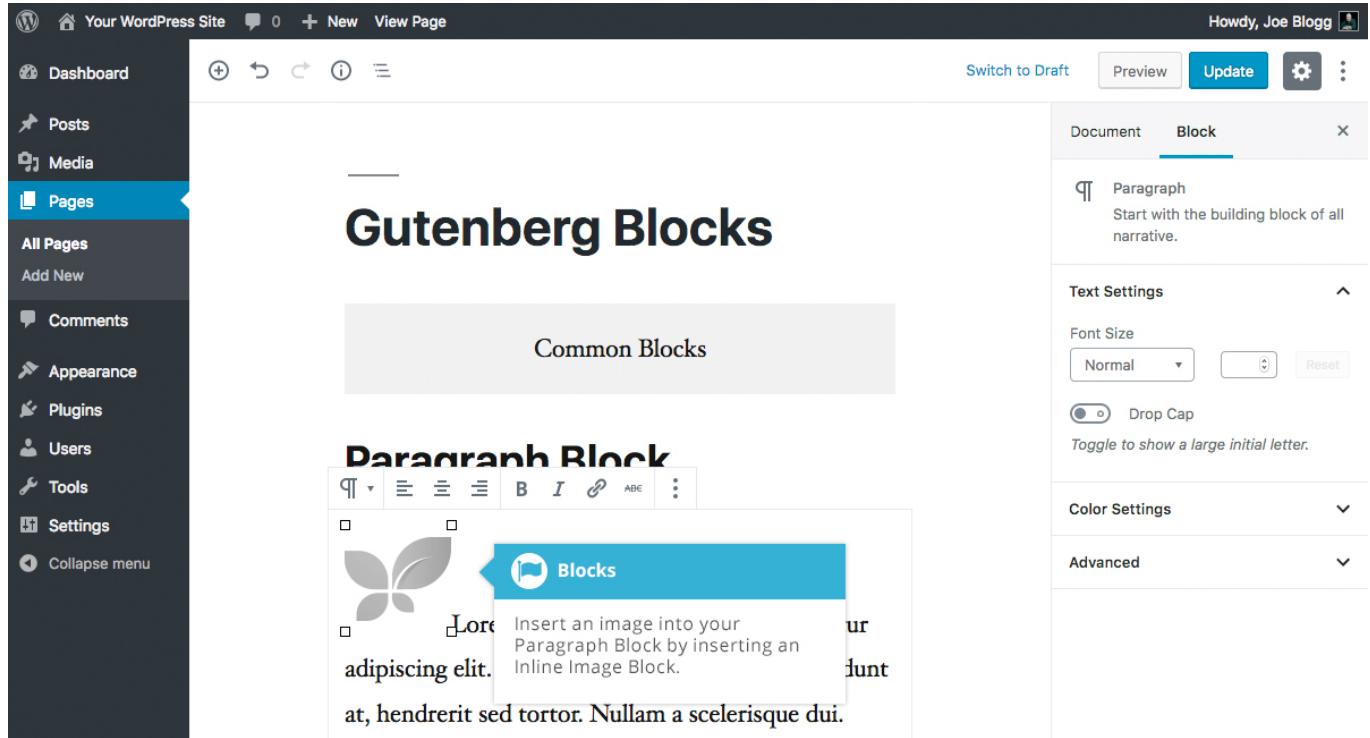
- **Inline Elements** - This section contains blocks that can be inserted within other blocks. Currently the only block available is the Inline Image Block.
- **Common Blocks** - This section contains all the basic content type blocks such as the Paragraph Block, Heading Block, Gallery Block, Image Block, list Block, etc..
- **Formatting** - This section contains more specialised content blocks such as the Code Block, Classic Block, Custom HTML Block, Table Block etc..
- **Layout Elements** - This section contains blocks that help stylise your content such as the Button Block, Columns Block, More Block, Page Break Block etc..
- **Widgets** - This section contains special widgets such as the Shortcode Block, Archives Block, Categories Block, Latest Comments Block and the Latest Posts Block.
- **Embeds** - This section contains blocks for all the familiar Embeds that you're accustomed to using within WordPress. It contains the Instagram Block, Twitter Block, Facebook Block, YouTube Block, Spotify Block, etc...
- **Reusable** - This section contains all your Reusable blocks. These are blocks that you've styled a certain way that can be reused on other pages in your site. If you update a Resuable Block, those changes are applied everywhere that Block has been used.

Inline Elements

Inline Image

The *Inline Image Block* is a special blocks that allows you to insert an image into your other blocks. In the old (TinyMCE) Classic Editor, you could add an image into your content by simply clicking the *Add Media* button and uploading your new image. With the new Block Editor, none of the blocks have this *Add Media* button (except for the Classic Block), so to insert an image into your content, you need to insert an *Inline Image Block*. The Inline Image Block can only be inserted into certain blocks, such as the Paragraph Block, Heading Bock, List Block, Quote Block, and a number of other blocks.

To insert an *Inline Image Block*, place your cursor where you would like the image to appear, and then using the Block Inserter at the top of the page, select the Inline Image Block. Once the image popup appears, select your image and then click the *Select* button to insert the image into your block.

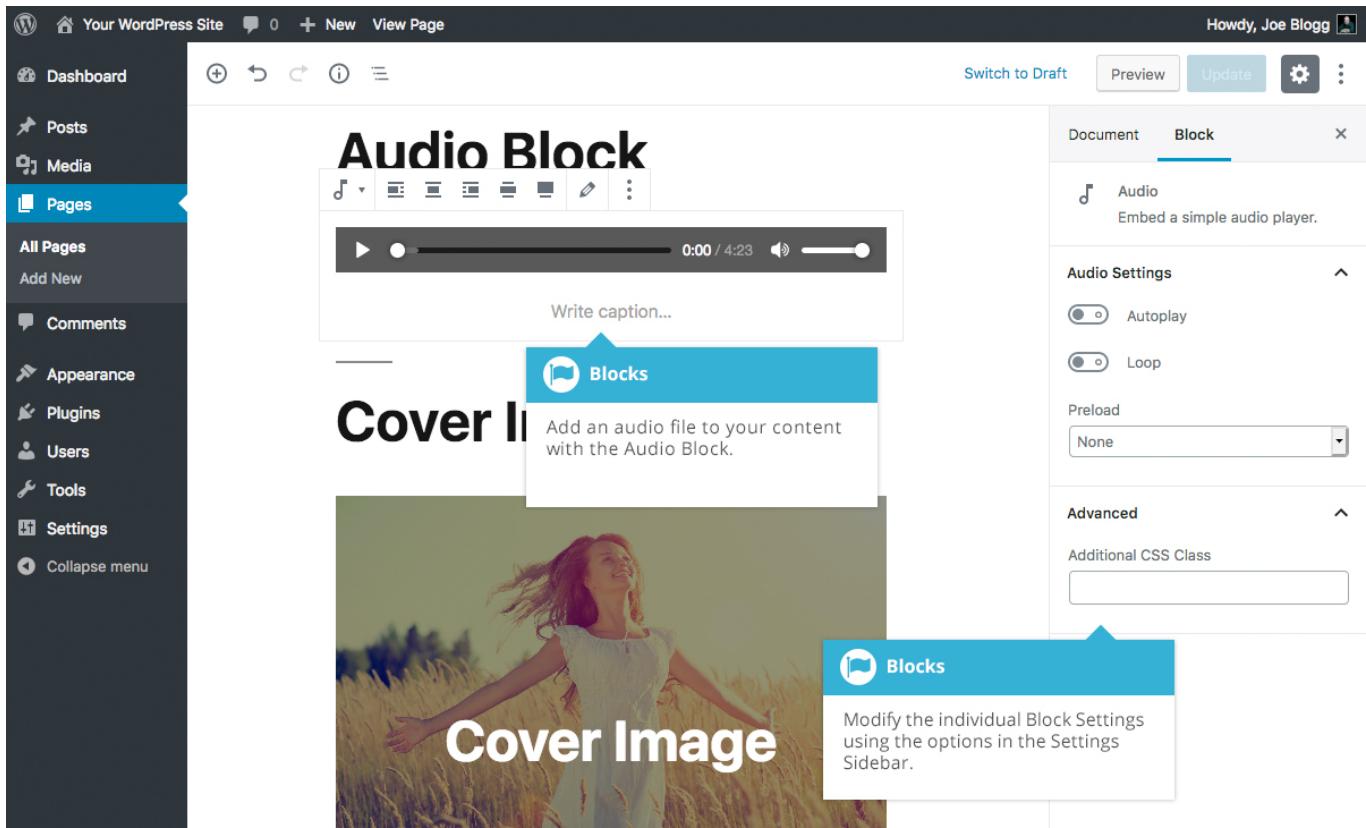


Common Blocks

Audio Block

The *Audio Block* allows you to embed a simple audio player into your content. After inserting the audio block, click the *Upload* button to upload a new audio file to your media library or click the *Media Library* button to show your media library and select an existing file that you've uploaded previously. Clicking the *Insert from URL* button allows you to select a media file that exists at some other URL.

Once you've added your audio file to your block, there are further options available in the Settings Sidebar. You can select *Autoplay* to have the file automatically play, and you can select *Loop* to have the audio continuously loop over and over again.



Cover Block

The *Cover Block* allows you to add an image or video into your content with an optional coloured overlay and text. The Cover block is great for page headers.

After adding your image/video, click the *Write title...* placeholder on the block to insert your cursor within the block. You're then able to type in some text that displays over the centre of your block.

Once you've added your image or video to your block, there are further options available in the Settings Sidebar. Selecting the *Fixed Background* option sets the image or video as a background image/video. This has the effect of your page sliding over the top of the image/video when you scroll the page. When this option is not selected, the image/video will simply scroll along with the rest of the content on your page.

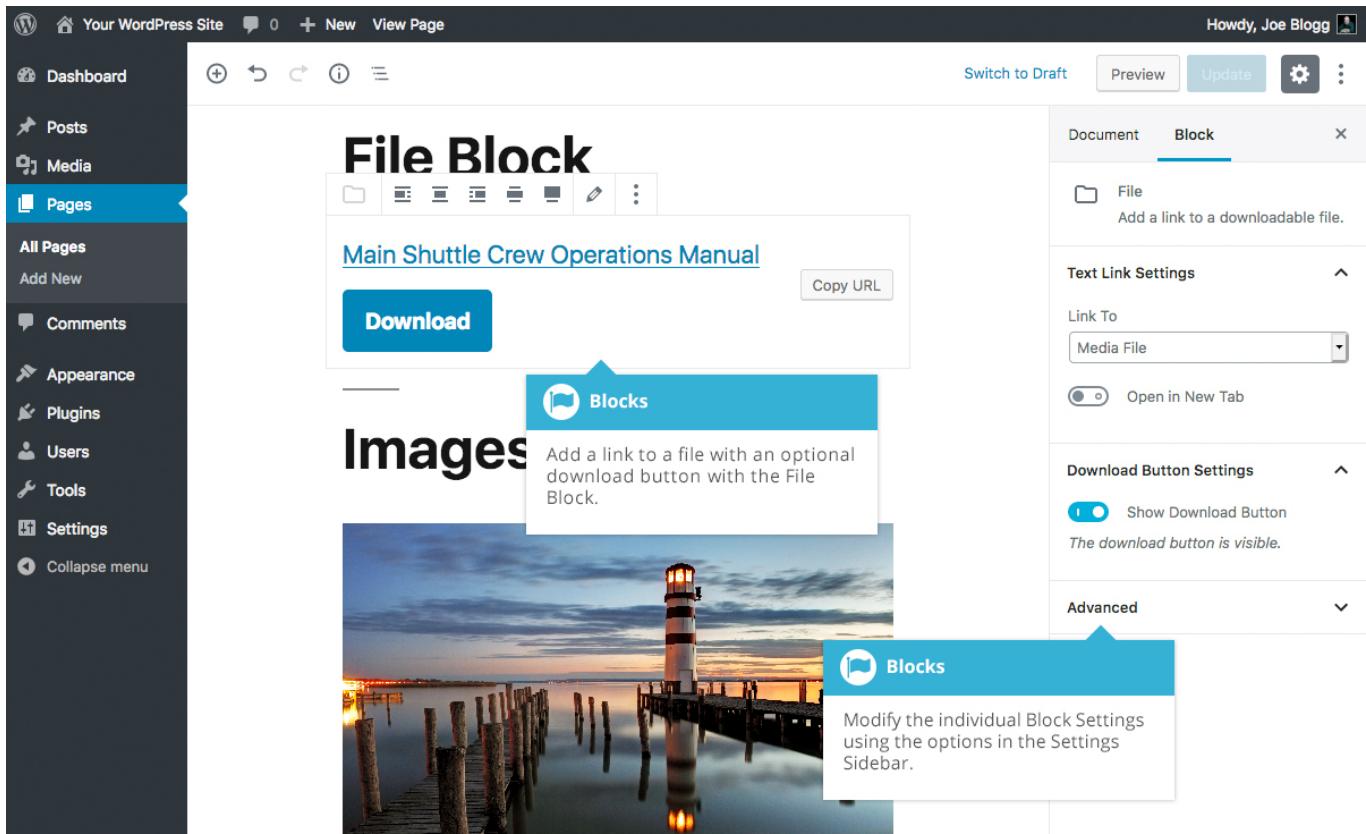
You can also select an overlay colour and the opacity for the selected colour. This has the effect of allowing you to tint the image or video colour which can help your text stand out more.

The screenshot shows the WordPress editor interface. On the left, the sidebar includes links for Dashboard, Posts, Media, Pages (which is selected), All Pages, Add New, Comments, Appearance, Plugins, Users, Tools, Settings, and Collapse menu. At the top, there are buttons for Switch to Draft, Preview, Update, and settings. The main content area displays two blocks: a 'Cover Block' and a 'Video Block'. The 'Cover Block' features a background image of a woman in a field, overlaid with the text 'Cover Image'. The 'Video Block' has the title 'Video Block'. A sidebar on the right provides settings for the 'Cover Block', including options for a fixed background, overlay color (with a color palette and clear button), and background opacity (set to 50%). It also includes an 'Advanced' section. A tooltip for the 'Blocks' icon in the sidebar explains that it allows adding a cover image with optional text to your content.

File Block

The *File Block* allows you to create a text link, with an optional button, to one of your uploaded media files such as a PDF or Word Doc. After inserting the *File Block*, click the *Upload* button to upload a new file to your media library or click the *Media Library* button to show your media library and select an existing file that you've uploaded previously.

Once you've added your file to your block, there are further options available in the Settings Sidebar. You can choose to link to the media file itself, or link to the WordPress attachment page for that file. You can also elect to open the link in a new tab along with electing to display a Download button with the text link. You can change the text on the button by clicking on the button and typing in your new text.

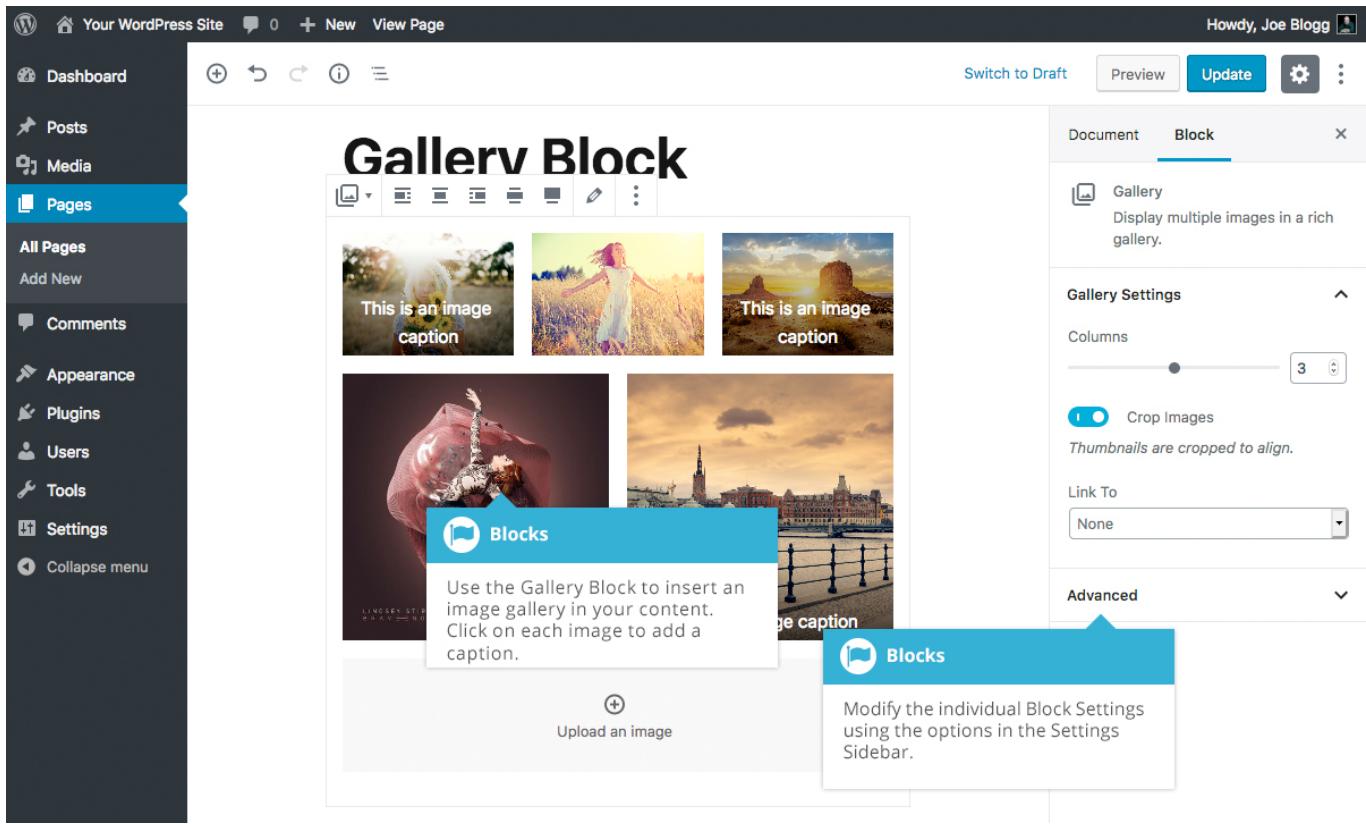


Gallery Block

The *Gallery Block* allows you to add an image gallery. After inserting the *Gallery Block*, click the *Upload* button to upload images to your media library or click the *Media Library* button to show your media library and select existing files that you've uploaded previously. Alternatively, simply drag 'n drop your new images onto the Gallery Block and they will be automatically uploaded to the Media Library and inserted into the Block.

Once you've added your images to your block, there are further options available in the Settings Sidebar. You can choose the number of columns that your image gallery should display. You can also elect to have your thumbnails cropped so that they align more evenly.

Using the *Link To* dropdown field, you can choose to link each gallery image to the media file itself, or link to the WordPress attachment page for that file. Alternatively, you can also choose not to have any links on your gallery images.



Heading Block

The *Heading Block* allows you to insert an HTML Heading into your page. By default, the heading will be a H2 but you can change this using the icons on the Heading Block toolbar.

Once you've added your text to your block, there are further options available in the Settings Sidebar. You change the HTML level for the heading (i.e. H1...H6) along with the alignment for your heading (Left, Centered or Right aligned).

The screenshot shows the WordPress editor interface. On the left, the sidebar includes links for Dashboard, Posts, Media, Pages (which is selected), All Pages, Add New, Comments, Appearance, Plugins, Users, Tools, Settings, and Collapse menu. The main content area displays two heading blocks: 'Heading 1' and 'Heading 2'. A tooltip for 'Heading 1' explains that it's used to introduce new sections and organize content. The 'Blocks' sidebar on the right shows the 'Heading' block settings, which include options for level (H1 to H6), text alignment, and advanced settings. The 'Text Alignment' section has three icons for left, center, and right alignment.

Image Block

The *Image Block* allows you to add an image to your content. After inserting the *Image Block*, click the *Upload* button to upload an image to your media library or click the *Media Library* button to show your media library and select an existing file that you've uploaded previously. Alternatively, click the *Insert from URL* button to enter the URL of the image you would like to display. You can also drag 'n drop your image onto the Image Block and it will be automatically uploaded to the Media Library and inserted into the Block.

Once you've added your image to your block, there are further options available in the Settings Sidebar.

Alternative Text can be added to your image using the *Alt Text* field. You can also choose to link the image to the media file itself, link to the WordPress attachment page for that file, or enter in a custom URL for the link using the *Link To* Dropdown field. You can also select 'None' if you don't want your image to have a link.

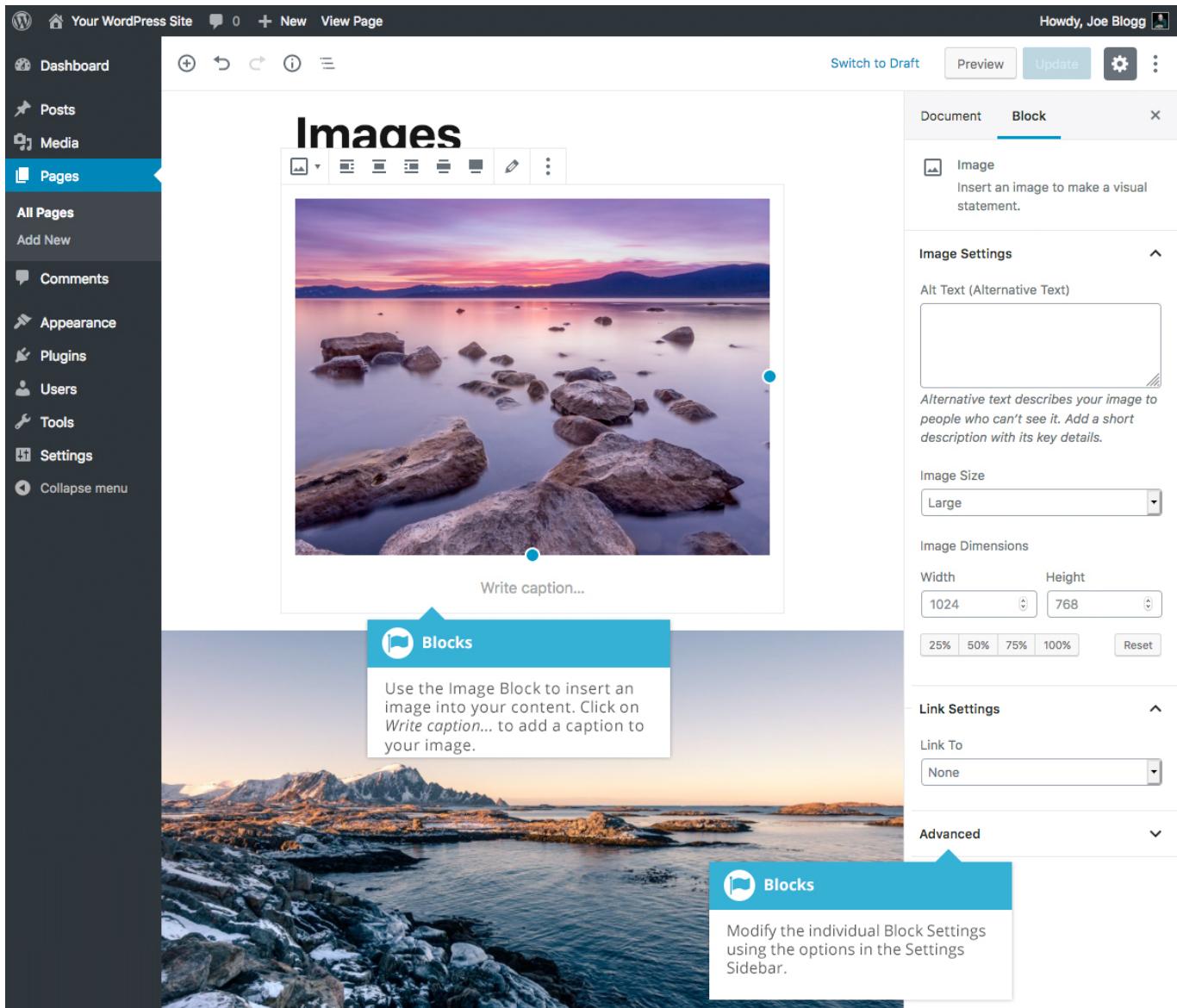
If you want to change the size of your image, there are a number of ways to do it. You can use the Width and Height fields to set the exact pixel width of your image,

or you can use the percentage buttons (e.g. 25%, 50%, 75%, 100%) to change the width accordingly. Alternatively, you can also select the size from the Image Size dropdown field. The default WordPress image sizes are available to select (e.g. Thumbnail, Medium, Large or Full Size), and depending on your theme, you may also have other sizes available to you as well.

You can also change the size of the image using the drag handles on the image itself, within the block. Simply position your cursor over one of the blue dots that appears on the edge of the image and then click and drag the image to the size that you want.

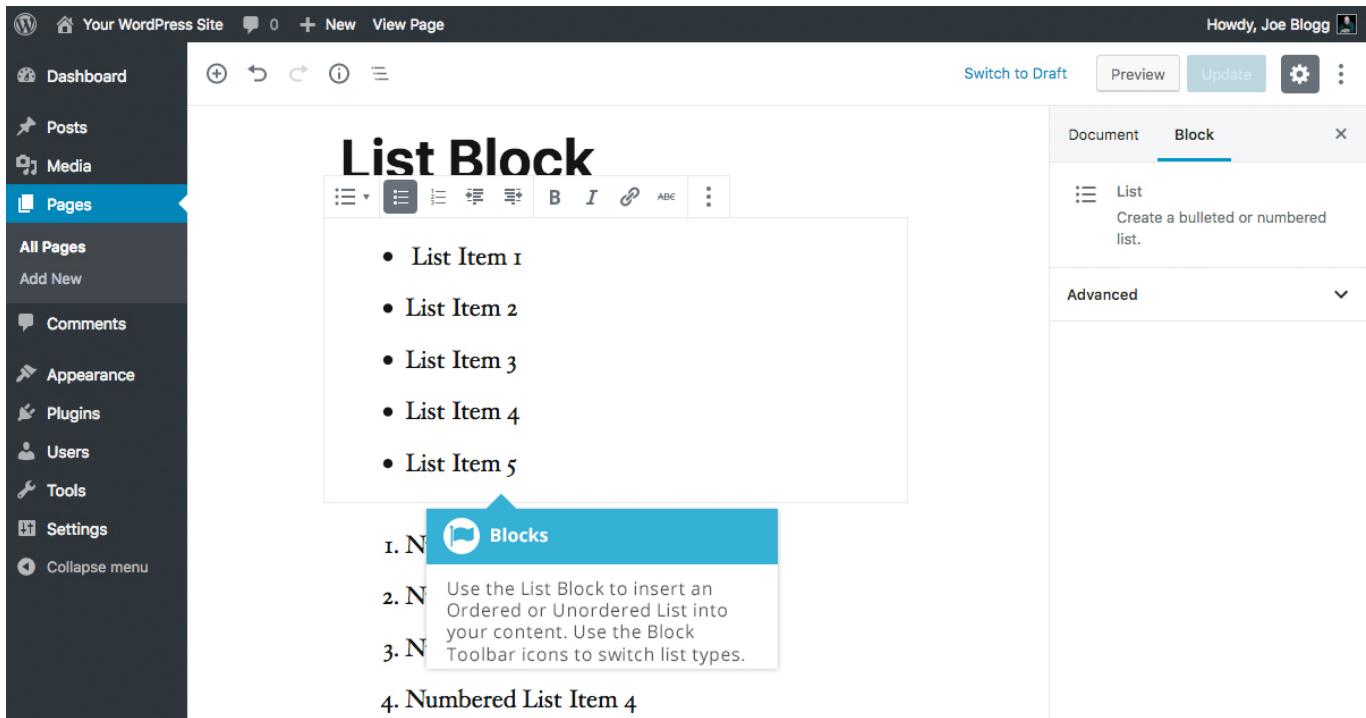
When resizing your images, it's always best to only reduce the size, and not enlarge. If you add a small image to your block, and then increase the size, the image will become pixelated and won't appear crisp when viewing your page.

To display a text caption below your image, click in the *Write caption...* section just below the image and type in your caption.



List Block

The *List Block* allows you to add ordered and unordered lists (i.e. bullet points) to your content. After adding your list items, you can select the appropriate icon on the Block Toolbar to change between an ordered list and an unordered list.



Paragraph Block

The *Paragraph Block* allows you to enter a paragraph of text. Each paragraph is a new block so when you hit the Enter key to start a new paragraph, a new Paragraph Block will be automatically inserted as you continue to type.

Once you've added your content to your *Paragraph Block*, there are further options available in the Settings Sidebar.

You can change the size of the text using the *Font Size* dropdown or the number field next to it. The Dropdown field has some preselected sizes such as Small, Normal, Medium, Large and Huge. The exact size of these, and the names, will be dependent on the theme that you're currently using. If you want to select an exact pixel size, you can use the number field next to the dropdown to enter an exact number. Click the *Reset* button to reset the Font Size back to its default size.

The *Drop Cap* switch allows you to turn the first character in the paragraph to a Drop Cap. A Drop Cap is where the first letter of a paragraph is enlarged to "drop" down two or more lines. Drop Caps are typically used to grab a readers attention. The Drop Cap will only display when the block is selected. When you're adding content to your paragraph block, or editing existing content, the first character will display the same size as the rest of the paragraph text.

The background and text colour can also be selected using the *Color Settings* in the Settings Sidebar. By default, there are a number of pre-selected colours to choose from as well as a custom colour picker, for selecting any colour. Depending on your theme, the available colours may be different to the default colours, so as to match the styles within that theme.

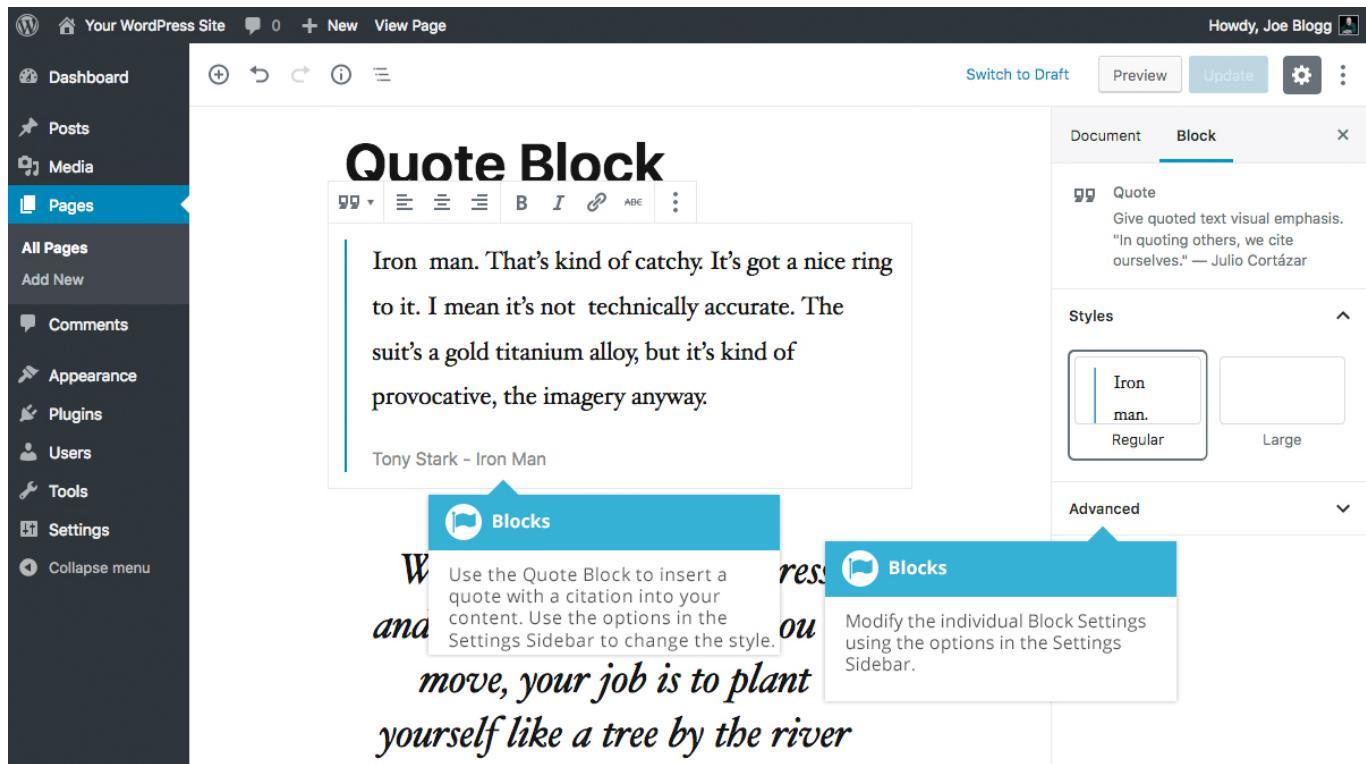
If the colour combination that you select for the background and text are hard to read, you'll be prompted with a warning advising you that "*This color combination may be hard for people to read. Try using a brighter background color and/or a darker text color*". In this instance, it's advisable to use either a brighter background and darker text colour, or a darker background and a brighter text colour.

The screenshot shows the WordPress editor interface. On the left, the sidebar menu is visible with 'Pages' selected. The main content area contains a heading 'Paragraph Block' and a paragraph of text: 'Look again at that dot. That's here. That's home. That's us. On it everyone you love, everyone you know, everyone you ever heard of, every human being who ever was, lived out their'. Below this text is a 'Blocks' button. A tooltip for the 'Blocks' button states: 'Use the Paragraph Block to insert a single paragraph of text into your content. Whenever you hit the Enter key to start a new paragraph, a new Paragraph Block will be inserted automatically.' The right side of the screen shows the 'Block' tab of the settings sidebar, which includes sections for 'Text Settings' (Font Size, Drop Cap), 'Color Settings' (Background Color, Text Color), and 'Advanced' settings. Another tooltip for the 'Blocks' sidebar states: 'Modify the individual Block Settings using the options in the Settings Sidebar.'

Quote Block

The *Quote Block* allows you to add a quote along with a citation.

Once you've added your content to your block, you can select from one of two different styles using the Styles panel in the Settings Sidebar or by clicking on the *Change block type* icon on the Block Toolbar.

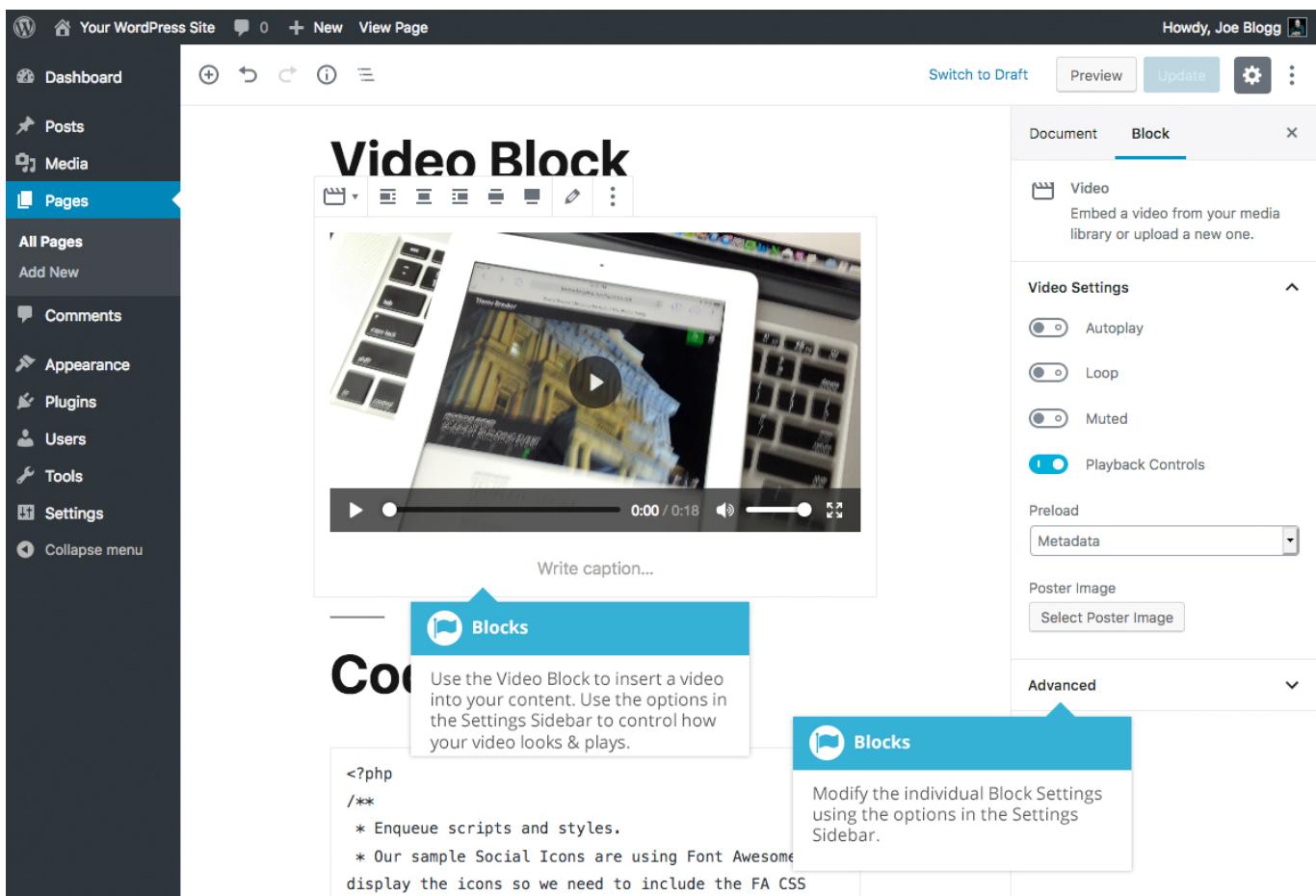


Video Block

The *Video Block* allows you to add a video to your content. You can select a video that you've previously uploaded to your Media Library, or you can upload a new video. You can also just specify the url for a video if you know it. Like the Gallery and Image Blocks, you can also drag 'n drop your video onto the Video Block and it will be automatically uploaded to the Media Library and inserted into the Block.

Once you've added your content to your block, there are further options available in the Settings Sidebar. You can set the video to autoplay and Loop, as well as mute the sound. You can also hide the video controls (i.e. Play/Pause, fullscreen buttons etc.) and specify a poster image for the video. This latter option is really useful if your video doesn't include its own thumbnail image.

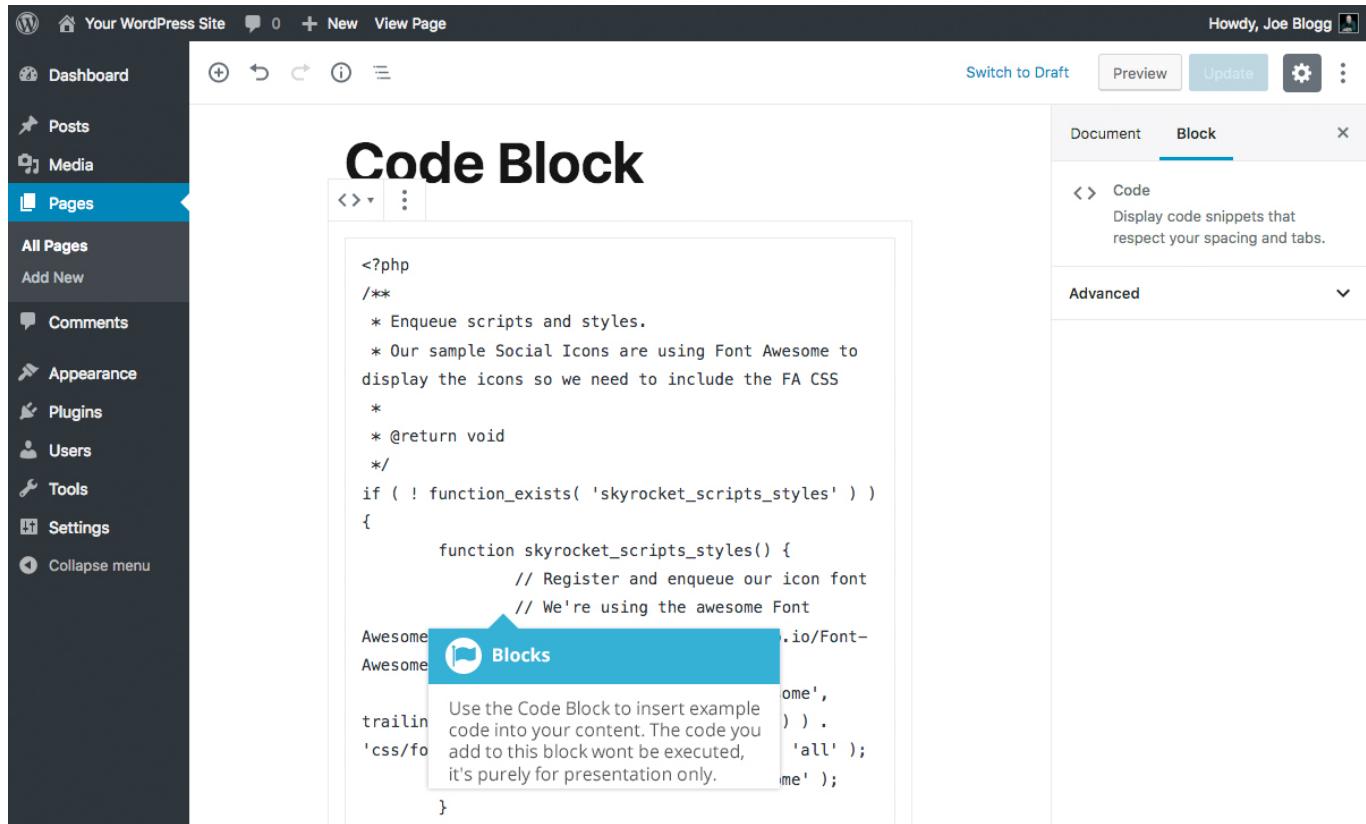
It's important to note that this block is different from the YouTube and Vimeo Embed blocks. If you want to embed a video from YouTube or Vimeo, then you should insert the *YouTube Embed Block* or the *Vimeo Embed Block*. If you try to paste a YouTube or Vimeo URL into a Video block, it will automatically convert the Video Block to a YouTube Embed Block or a Vimeo Embed Block, as appropriate. The same goes for other video sharing services such as VideoPress. If you try to insert a VideoPress URL into the Video Block, the block will automatically convert to a VideoPress Embed Block. If your block converts to one of these Embed Blocks, you won't have the same options available to you in the Settings Sidebar as you would for a Video Block.



Formatting

Code Block

The *Code Block* allows you to add example code to your content. The code you add to this block won't be executed, it's purely for displaying lines of code on your page.



Classic Block

The *Classic Block* allows you to add text content to your site using the traditional TinyMCE interface. The benefit of using the *Classic Block* instead of the Paragraph Block is that you can enter multiple paragraphs of text into the same block.

It's also easier to add inline images and document links into the Classic Block as it provides you with an *Add Media* icon () that allows you to easily upload images and documents, in much the same way that you could in previous versions of WordPress, using the Classic Editor.

The screenshot shows the WordPress classic editor interface. On the left is a dark sidebar with navigation links: Dashboard, Posts, Media, Pages (which is selected), All Pages, Add New, Comments, Appearance, Plugins, Users, Tools, Settings, and Collapse menu. The main content area has a title "Classic Block". Below the title is a toolbar with various text styling options like bold, italic, underline, and alignment. A text area contains the following text:

Look again at that dot. That's here. That's home.
That's us. On it everyone you love, everyone you
know, ev

A blue callout box labeled "Blocks" points to the text area. The text continues:

who eve

The Classic Block allows you to add text content
our joy a
to your site using the traditional TinyMCE
interface. You can enter multiple paragraphs
religions
and it also provides you with an *Add Media* icon
hunter a

creator and destroyer of civilization, every king and

Custom HTML Block

The *Custom HTML Block* allows you to add custom HTML tags into your content. This block will also accept JavaScript code as well, but won't accept server side languages such as PHP code. You can switch between viewing the html source or previewing the HTML, using the options on the Block Toolbar.

The screenshot shows the WordPress custom HTML block editor interface. The sidebar is identical to the previous one. The main content area has a title "Custom HTML Block". Below the title is a toolbar with "HTML" (selected), "Preview", and other options. A code editor window displays the following HTML code:

```
<div class="my-customer-html-block" style="color:#fff;  
background-color:rebeccapurple;padding:50px 0;text-  
align:center;font-weight:700;font-size:30px;">Custom  
HTML Block</div>
```

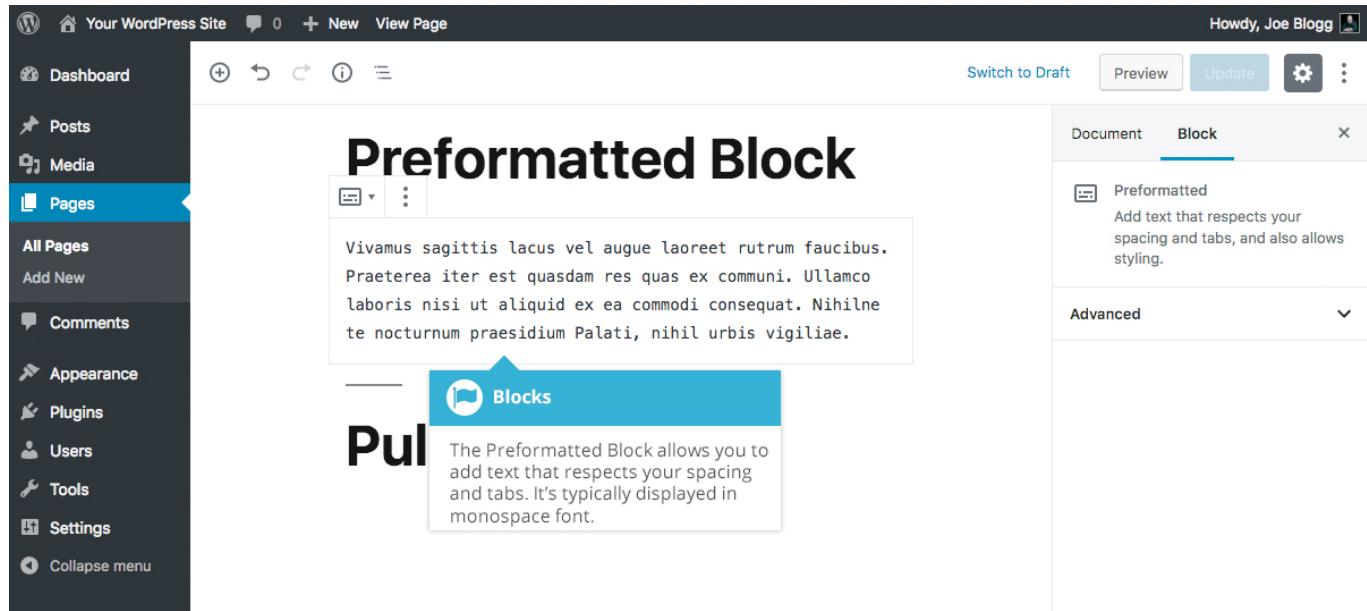
A blue callout box labeled "Blocks" points to the code editor. The text area below the code editor contains the following text:

Use the Custom HTML Block to insert
HTML tags and JavaScript code into
your content.

Preformatted Block

The *Preformatted Block* allows you to add text that respects your spacing and tabs and is usually displayed in a monospace font.

Although this block may appear similar to the *Code Block*, the Code Block should only be used to display a fragment of computer code, whereas the *Preformatted Block* can be any text.



Pullquote Block

The *Pullquote Block* allows you to highlight certain text. Pull quotes are short excerpts from the your content. They're used to pull a text passage out of the content so as to highlight and provide a visual aid to your readers.

Once you've added your content to your block, there are further options available in the Settings Sidebar. You can change the style of a Pullquote Block along with changing the main colour and text colour.

The screenshot shows the WordPress editor interface. On the left, the sidebar includes links for Dashboard, Posts, Media, Pages (which is selected), All Pages, Add New, Comments, Appearance, Plugins, Users, Tools, and Settings. The main content area displays a **Pullquote Block** containing the text:
*Look again at that dot.
That's here. That's
home. That's us.*
Below the quote is a small attribution: "Carl Sagan - Pale Blue Dot: A Vision of the Human Future in Space". The right side features a color palette and style settings for the block, including options for Main Color and Text Color, both with color swatches and a "Clear" button. Two callout boxes provide information about the block: one stating "The Pullquote Block allows you to highlight certain text. Pull quotes are short excerpts from your content." and another stating "Modify the individual Block Settings using the options in the Settings Sidebar."

Table Block

The *Table Block* allows you to add an HTML table to your content. A Table is a structured set of data made up of rows and columns.

Once you've added your content to your block, there are further options available in the Settings Sidebar. When you first add a Table Block, you're prompted for the number of columns and rows that you want. If you wish to add or remove columns or rows, use the various options available under the *Edit Table* toolbar icon (grid icon with a dropdown arrow).

The screenshot shows the WordPress editor interface. On the left, the sidebar includes links for Dashboard, Posts, Media, Pages (which is selected), All Pages, Add New, Comments, Appearance, Plugins, Users, Tools, and Settings. The main content area displays two blocks: a Table Block containing a financial chart and a Verse Block containing a poem. The Table Block has a toolbar above it with various editing icons. The Verse Block has a toolbar below it with a 'Blocks' icon. A sidebar on the right provides options for Document, Block, Table (with styles like Regular and Stripes), Table Settings (with a checkbox for 'Fixed width table cells'), and Advanced settings.

Table Block

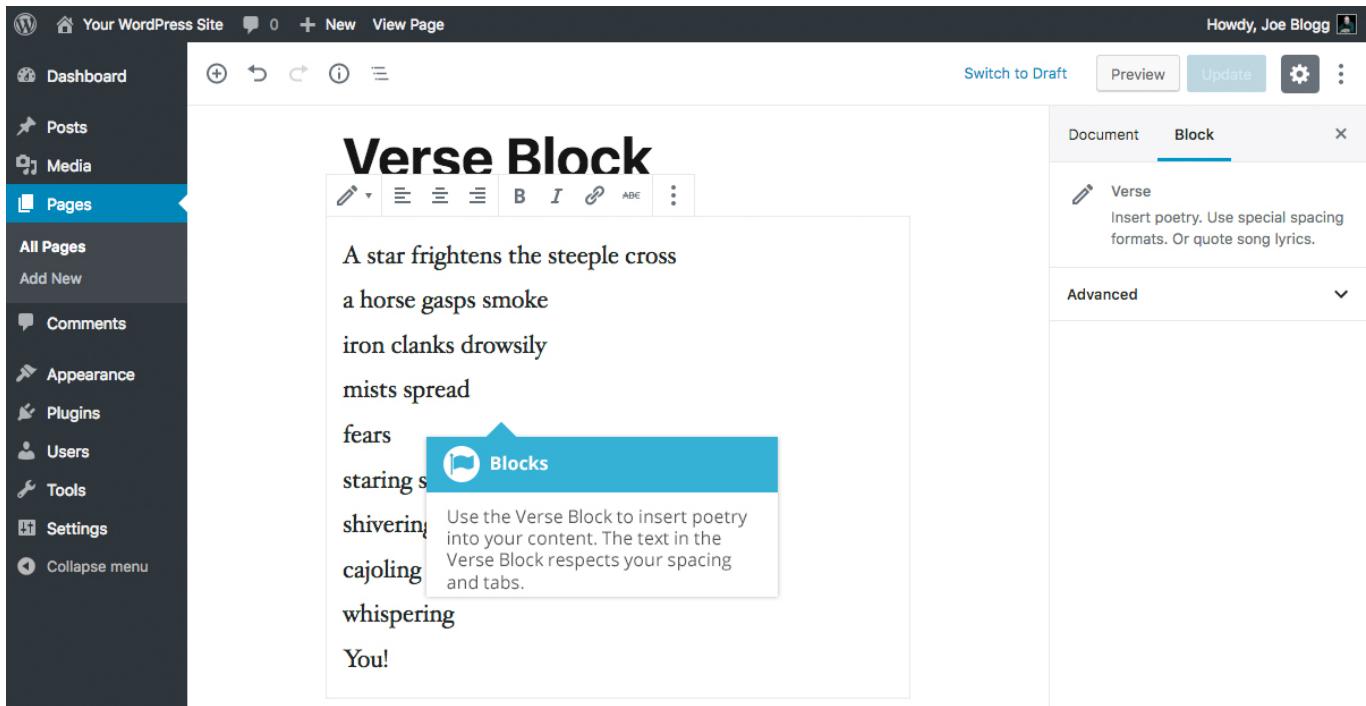
	Qtr 1	Qtr 2
2016	\$16,000	\$14,000
2017	\$24,015	\$16,035
2018	\$23,500	\$19,075

Verse Block

A star frightens the steeple cross
a horse gasps smoke
iron clanks drowsily

Verse Block

The *Verse Block* allows you to add poetry to your content. The Verse block is almost identical to the Preformatted Block in that it respects your spacing and tabs.



Layout Elements

Button Block

The *Button Block* allows you to easily add buttons with HTML links into your content.

Once you've added your content to your block, there are further options available in the Settings Sidebar. You have the choice of a number of different styles for your buttons along with selecting the button colour and the text colour.

To add or edit the text on your button, simply click on the button and type your button text.

The screenshot shows the WordPress Block Editor interface. On the left, the sidebar includes links for Dashboard, Posts, Media, Pages (which is selected), All Pages, Add New, Comments, Appearance, Plugins, Users, Tools, and Settings. The main content area features a large heading "Button Block". Below it is a paragraph of text: "Look again at that dot. That's here. That's home. That's us. On it everyone you love, everyone you know, everyone you ever heard of, every human being who ever was lived out their life...". Underneath the text is a "Download" button with a blue background and white text. To the right, the "Block" tab of the settings sidebar is active, showing options for a "Button" block. It includes a description: "Prompt visitors to take action with a custom button.", three style preview boxes ("Rounded", "Outline", "Squared"), color settings for background and text, and an "Advanced" section with a note about modifying individual block settings.

Columns Block

The *Columns Block* allows you to insert a row with multiple columns. After adding a Columns Block, you're then able to add whatever blocks you want, into those columns. The Columns Block is useful for making more interesting layouts with your content, rather than the typical single column of text that the Classic Editor allowed for.

You can select the number of columns within the Columns Block using the slider in the Settings Sidebar.

The screenshot shows the WordPress editor interface with the 'Pages' menu item selected in the left sidebar. The main content area displays a 'Columns Block' with three columns of Latin text. The right sidebar shows the 'Block' settings for the 'Columns' block, including a description, a 'Columns' slider set to 3, and an 'Advanced' section. A tooltip for the 'Blocks' button in the toolbar is visible, explaining its function.

Document Block

Columns

Add a block that displays content in multiple columns, then add whatever content blocks you'd like.

Columns

Advanced

Blocks

Use the Columns Block to insert a row with multiple columns into your content. Each column can contain multiple blocks.

Media & Text Block

The *Media & Text Block* provides an easy way to add a two-column layout consisting of text content and a media file, such as an image or video. You have the choice of showing the media on the right or on the left by using the *Show media on left* (↔) or the *Show media on right* (↔) icons located on the Block Toolbar. The text content can only consist of Paragraph, Heading, List or Button Blocks.

Once you've added your content to your block, there is an option in the Settings Sidebar to choose whether you would like the content stacked when viewed on smaller devices (i.e. media on top of content or vice-versa, depending on the layout you've chosen).

The screenshot shows the WordPress editor interface. On the left, the navigation menu is visible with 'Pages' selected. The main content area displays a 'Media & Text Block'. This block consists of two columns: an image of a forest on the left and some placeholder text ('Lorem ipsum dolor sit amet, consectetur adipisicing elit.') on the right. A blue tooltip for the 'Blocks' button appears over the text, providing a detailed description of the block's purpose and usage. Another blue tooltip for the 'Blocks' button in the sidebar explains how to modify individual block settings.

More Block

The *More Block* allows you to add a More Tag to your content. Most archive pages (e.g your blog page) only display a small excerpt of a Post and then provide you with a "Read more..." link to continue reading the rest of the article. When you insert a More Block into your content, 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.

You can only insert one More Block into each Page or Post. If you'd like to change the text in your "Read more..." link, simply click the text within the block and change it to whatever you'd like to display. To revert back to the default text that your theme displays, simply remove all the text from the block and save your Post or Page.

The screenshot shows the WordPress Gutenberg editor interface. On the left, the sidebar includes links for Dashboard, Posts, Media, Pages (which is selected), All Pages, Add New, Comments, Appearance, Plugins, Users, Tools, Settings, and Collapse menu. The main content area has a title "More Block". Below the title is some placeholder text: "Curabitur blandit tempus ardua ridiculus sed magna. Cras mattis iudicium purus sit amet fermentum. Non equidem invideo, miror magis posuere velit aliquet. Pellentesque habitant morbi tristique senectus et netus. Vivamus sagittis lacus vel augue laoreet r...". A "READ MORE" button is visible at the bottom of this text. To the right of the content is a sidebar titled "Block" which contains settings for the "More" block. It includes a "More" section with the description: "Mark the excerpt of this content. Content before this block will be shown in the excerpt on your archives page." and a checkbox labeled "Hide the teaser before the 'More' tag". A tooltip for the "Blocks" icon in the sidebar says: "Modify the individual Block Settings using the options in the Settings Sidebar." The "Blocks" icon is highlighted with a blue box.

Page Break Block

The *Page Break Block* allows you to break your content up into multiple pages. This is ideal if your page has a large amount of content. After adding a Page Break Block, your published content will show navigation links for each of the pages.

The screenshot shows the WordPress editor interface. On the left, the sidebar includes links for Dashboard, Posts, Media, Pages (which is selected), All Pages, Add New, Comments, Appearance, Plugins, Users, Tools, and Settings. At the top, there are navigation icons and a header bar with "Your WordPress Site", "New", "View Page", "Howdy, Joe Blogg", and user settings. The main content area has a title "Page Break Block". Below the title is a paragraph of placeholder text: "Lorem ipsum dolor sit amet, consectetur adipisicing elit, sed eiusmod tempor incididunt ut labore et dolore magna aliqua. Contra legem facit qui id facit quod lex prohibet." A "Page Break" block is inserted, indicated by a dashed line and the text "PAGE BREAK". A tooltip for the "Blocks" icon provides information about the Page Break Block. On the right, a sidebar panel titled "Block" shows a "Page Break" block with the description: "Separate your content into a multi-page experience."

Separator Block

The *Separator Block* allows you to add a horizontal separator into your content. Separators represent a thematic break between paragraphs and are typically used when you're changing the scene in a story or switching topics in your content.

Once you've added your Separator Block, you can use the Styles panel in the Settings Sidebar to change the look of the Separator.

The screenshot shows the WordPress Block Editor interface. On the left, the sidebar menu is open, showing 'Pages' as the active section. The main content area has a title 'Separator Block'. Below the title is a paragraph of text: 'Look again at that dot. That's here. That's home. That's us. On it everyone you love, everyone you know, everyone you ever heard of, every human being who ever was, lived out their lives.' To the right of the text is a sidebar titled 'Block' under 'Document'. It includes a description of the Separator block, which creates a break between ideas or sections with a horizontal separator. It also shows 'Styles' for separator lines: 'Short Line' (a thin horizontal line) and 'Wide Line' (a thicker horizontal line). A 'Dots' style is also shown. At the bottom of the sidebar is an 'Advanced' section with a note about modifying individual block settings via the Settings Sidebar.

Spacer Block

The *Spacer Block* allows you to add white space between blocks.

Once you've added your Spacer Block, you can adjust the height in pixels using the control in the Settings Sidebar.

The screenshot shows the WordPress editor interface. On the left, the sidebar includes links for Dashboard, Posts, Media, Pages (which is selected), All Pages, Add New, Comments, Appearance, Plugins, Users, Tools, Settings, and Collapse menu. At the top, there are buttons for Switch to Draft, Preview, Update, and settings. The main content area has a title "Spacer Block". Below the title is a block of text: "The Earth is a very small stage in a vast cosmic arena. Think of the rivers of blood spilled by all those generals and emperors so that, in glory and triumph, they could become the momentary masters of a fraction of a dot." A blue callout box labeled "Blocks" points to this text. To the right, a sidebar titled "Block" is open, showing "Spacer" settings with a height of 50 pixels. A "Blocks" section in the sidebar explains how to modify individual block settings.

Widgets Archives

The *Archives Block* allows you to display a monthly archive of your posts.

Once you've added your Archives Block, you can choose to display the content as an unordered list or as a dropdown list using the toggle switch in the Settings Sidebar. You can also show or hide the post counts for each month.

The screenshot shows the WordPress Block Editor interface. On the left, the sidebar includes links for Dashboard, Posts, Media, Pages (which is selected), All Pages, Add New, Comments, Appearance, Plugins, Users, Tools, and Settings. The main content area displays a title "Archives Block" above a list of months: September 2014, May 2014, November 2013, January 2013, March 2012, January 2012, March 2011, October 2010, September 2010, and August 2010. A tooltip for the "Blocks" icon in the sidebar is visible, stating: "Use the Archives Block to display a monthly archive of your posts. You can display these as a dropdown or as a list." To the right, a sidebar panel titled "Block" contains sections for "Archives" (described as "Display a monthly archive of your posts"), "Archives Settings" (with options for "Display as Dropdown" and "Show Post Counts"), and "Advanced".

Categories

The *Categories Block* allows you to display a list of all your Post Categories.

Once you've added your Categories Block, you can use the toggle switches in the Settings Sidebar to display the content as an unordered list or as a dropdown list, show or hide the Category hierarchy, and also show or hide the post counts for each Category.

The screenshot shows the WordPress editor interface. On the left, the sidebar includes links for Dashboard, Posts, Media, Pages (which is selected), All Pages, Add New, Comments, Appearance, Plugins, Users, Tools, and Settings. The main content area displays a heading "Categories Block" and a list of categories: aciform, – sub, antiquarianism, arrangement, asmodeus, and Blogroll. Under Blogroll, there are entries for border, buying, Cat A, and Cat B. A tooltip for the "Blocks" button in the toolbar says: "Use the Categories Block to display a list of all your Post Categories. You can display these as a dropdown or as a list, along with showing their hierarchy." On the right, the "Block" tab of the settings sidebar is active, showing options for "Categories": "Display a list of all categories.", "Categories Settings": "Display as Dropdown" (off), "Show Hierarchy" (on), "Show Post Counts" (off), and "Advanced". A callout box points to the "Blocks" button with the text: "Blocks Modify the individual Block Settings using the options in the Settings Sidebar."

Latest Comments

The *Latest Comments* Block allows you to display a list of your most recent comments.

Once you've added your Latest Comments Block, you can use the toggle switches in the Settings Sidebar to show or hide the user avatar, show or hide the comment date, and show or hide a short comment excerpt. You can also select the number of comments to display using the *Number of Comments* control.

The screenshot shows the WordPress editor interface. On the left, the sidebar includes links for Dashboard, Posts, Media, Pages (which is selected), All Pages, Add New, Comments, Appearance, Plugins, Users, Tools, and Settings. The main content area displays a block titled "Latest Comments Block". Inside the block, there are three comments listed:

- Mr WordPress** on [Hello world!](#) (November 30, 2013) - Hi, this is a comment. To delete a comment, just log in and view the post's comments. There you...
- John Doe** on [Edge Case: No Content](#) (March 14, 2013) - Having no content in the post should have no additional functionality.
- Jane Doe** on ["enter"](#) (March 14, 2013) - Use the Latest Comments Block to display a list of your most recent comments.

To the right of the content area, a sidebar panel is open for the "Latest Comments Block". It shows the "Block" tab is selected. The panel includes the following sections:

- Latest Comments**: A description: "Display a list of your most recent comments."
- Latest Comments Settings**: Options to "Display Avatar", "Display Date", and "Display Excerpt".
- Number of Comments**: A slider set to 5, with a dropdown menu next to it.
- Advanced**: A section describing how to modify individual block settings.

Latest Posts

The *Latest Posts Block* allows you to display a list of your most recent Posts.

Once you've added your Latest Posts Block, you can select the order in which to display the Posts, whether to display the Posts for all Categories or just one specific Category, and also whether to show the Post date or not. You can also select the number of Posts to display using the *Number of items* control.

The screenshot shows the WordPress Gutenberg editor interface. On the left, the sidebar includes links for Dashboard, Posts, Media, Pages (which is selected), All Pages, Add New, Comments, Appearance, Plugins, Users, Tools, and Settings. The main content area displays a heading "Latest Posts Block" and a list of recent posts: "Spaceflight", "LEGO Timelapse", "Ellie Goulding – Halcyon Days", and "Hello world!". Below this, a section titled "Markup: HTML Tags and Formatting" contains some sample text. A tooltip for the "Blocks" icon in the toolbar is visible, explaining how to use the Latest Posts Block to display a list of recent posts. The right side of the screen shows the "Latest Posts" block settings panel, which includes options for Order by (Newest to Oldest), Category (All), Number of items (set to 5), and a toggle for Display post date. There is also an "Advanced" section at the bottom.

Shortcode Block

The *Shortcode Block* allows you to insert a Shortcode into your content. Simply add the Shortcode into your block in the same way that you previously did using the classic Editor.

A screenshot of the WordPress Block Editor interface. The left sidebar shows navigation links like Dashboard, Posts, Media, Pages (which is selected), All Pages, Add New, Comments, Appearance, Plugins, Users, Tools, Settings, and Collapse menu. The top bar includes icons for back, forward, search, and a gear, along with buttons for Switch to Draft, Preview, Update, and settings. The main content area features a large h1 block with the text "Shortcode Block". Below it is a shortcode block containing the code: [products limit="8" columns="4" orderby="date" category="clothing"]. A tooltip for the "Blocks" button in the toolbar is visible, explaining its function: "Use the Shortcode Block to add a shortcode to your content. Most Shortcodes that worked in the Classic Editor should work here too." The right sidebar shows the "Block" tab is active, with a "shortcode" block listed with the description: "Insert additional custom elements with a WordPress shortcode."

Embeds

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 select the appropriate Embed Block, paste the URL into the field and click the *Embed* button. The block will magically change to show the actual site content, right there in the editor.

The Mars rover, the built, larger, August 5, using a series of complicated landing maneuvers never

WordPress has embed blocks for the following sites:

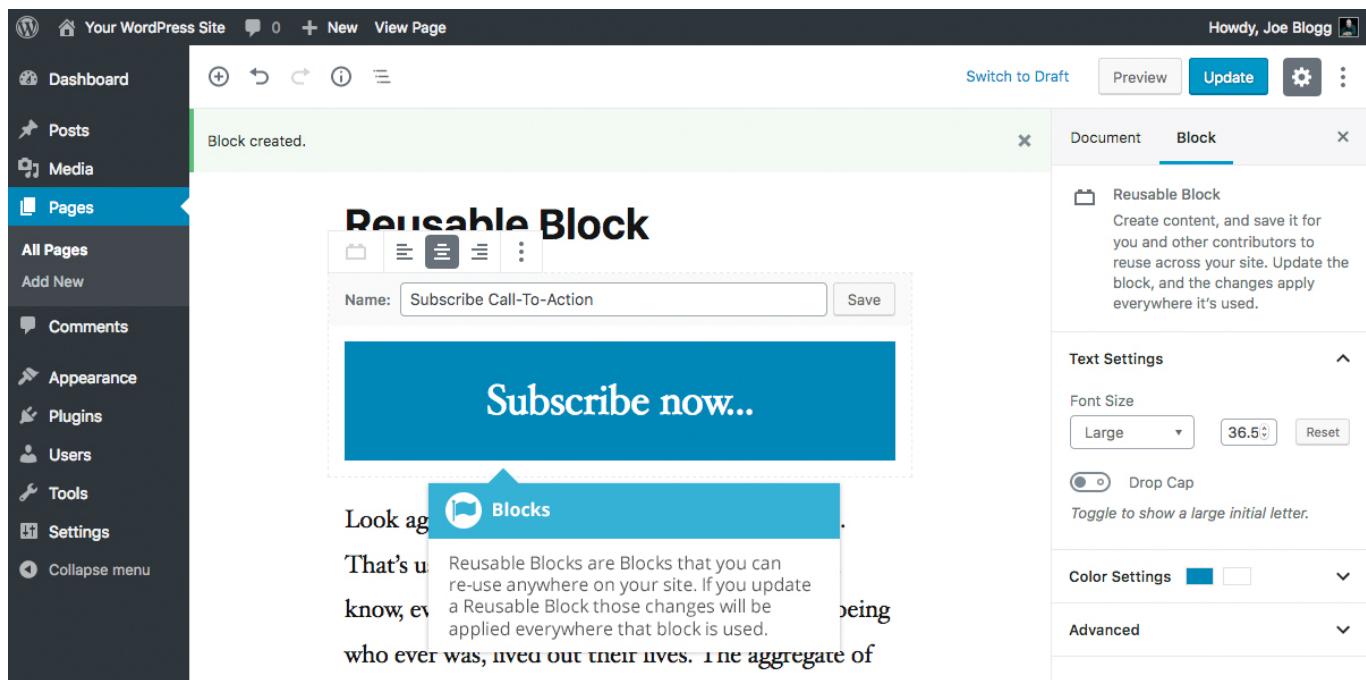
- [Animoto](#)
- [Cloudup](#)
- [CollegeHumor](#)
- [Crowdsignal](#)
- [DailyMotion](#)
- [Facebook](#)
- [Flickr](#)
- [FunnyOrDie.com](#)
- [Hulu](#)
- [Imgur](#)

- [Instagram](#)
- [Issuu](#)
- [Kickstarter](#)
- [Meetup.com](#)
- [Mixcloud](#)
- [Photobucket](#)
- [Reddit](#)
- [ReverbNation](#)
- [Screencast](#)
- [Scribd](#)
- [SlideShare](#)
- [SmugMug](#)
- [SoundCloud](#)
- [Speaker Deck](#)
- [Spotify](#)
- [TED](#)
- [Tumblr](#)
- [Twitter](#)
- [VideoPress](#)
- [Vimeo](#)
- [WordPress](#)
- [WordPress.tv](#)
- [YouTube](#) (only public and "unlisted" videos and playlists)

Reusable

As the name suggests, Reusable Blocks are Blocks that you can re-use anywhere on your site. A Reusable block can be added to any Page or Post, and as many times as you want. If you update or change the style of your Reusable block, the changes are automatically applied to that block, right across your whole site.

To create a *Reusable Block*, simply add a block, add your content to the block then style it how you'd like it to appear. Once you've got the block looking how you want it, click the *Add to Reusable Blocks* option under the *More options* icon on the Block Toolbar. You're then prompted to enter a name for your Reusable Block. After doing so, click the *Save* button to save it. Your new Reusable Block will appear under the Reusable section within the Block Inserter.

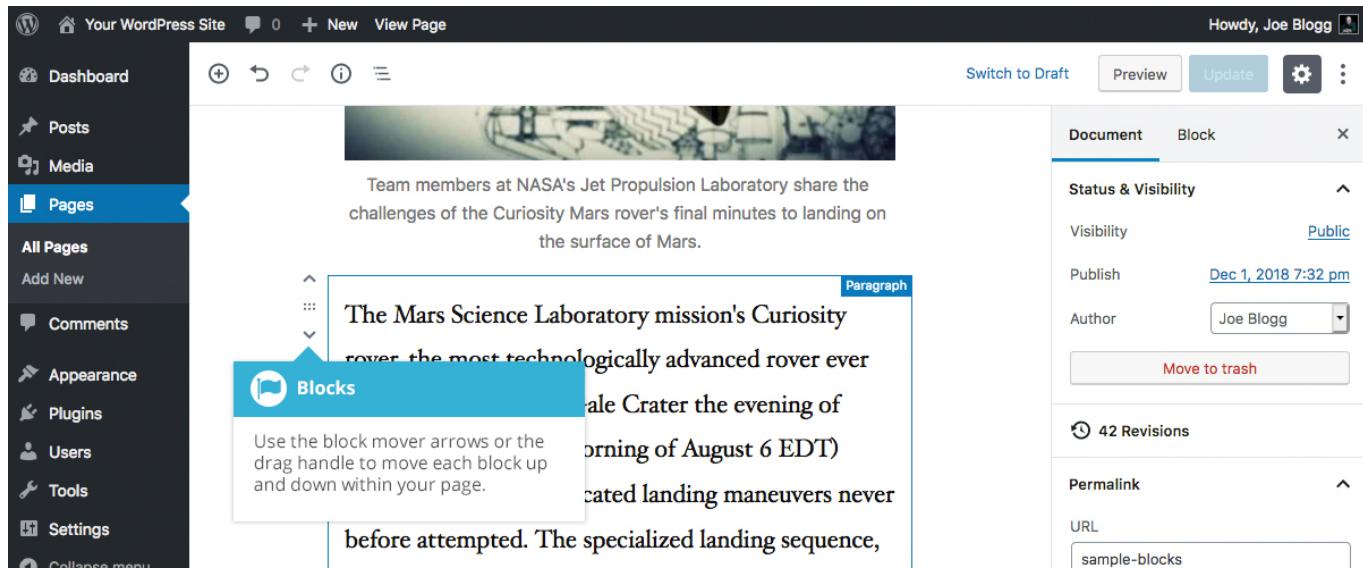


If you'd like to remove or edit any of your Reusable Blocks, you can also click on the *Manage All Reusable Blocks* options under the *Show more tools & options* icon at the top-right of the page. Once you click this option, you're presented with a list of all your existing Reusable Blocks which you can then edit or delete. Before clicking the *Manage All Reusable Blocks* option, ensure that you save your current Page or Post to avoid losing your recent changes.

Rearranging Blocks

Blocks can be rearranged within your page in a couple of different ways. On the left of each block (or just above the block, if the block is set to display full width), are two block mover arrows () , and between these arrow icons is a block mover drag handle (). These block mover arrows and drag handle will only appear when your cursor is hovering over the block.

Clicking on either of the block mover arrows will move that particular block, further up or down within your page. You can also click and drag on the block mover drag handle, and drag the block up or down the page. When dragging your block, you should see a blue horizontal line appear between the blocks in your page, which indicates where you can drop your block.



Converting Existing Content to Blocks

If you have an existing WordPress site and you've just upgraded to WordPress 5.0 (or above), then you'll most likely have existing content that was created using the Classic Editor. When you edit that Page or Post in the new Block Editor, all the content will appear within a Classic Block.

Dashboard Posts Media Pages All Pages Add New Comments Appearance Plugins Users Tools Settings Collapse menu

Your WordPress Site 0 New View Page Howdy, Joe Blogg

Switch to Draft Preview Update :

Sample Page

Classic

This is an example page. It's different from a blog post because it will stay in one place and will show up in your site navigation (in most themes). Most people start with an About page that introduces them to potential site visitors. It might say something like this:

Blocks

Content created with the Classic Editor will appear in a Classic Block, when you first edit the Page or Post in the new block Editor.

Hi there! I'm actor by night, and this is my blog. I live in Los Angeles, have a great dog named Jack, and I like piña coladas. (And gettin' caught in the rain.)

Status & Visibility

Visibility Public

Publish Nov 30, 2013 7:25 am

Author Joe Blogg

Move to trash

4 Revisions

Permalink

URL sample-page

Preview <http://your-wordpress-site.com/sample-page/>

Featured Image



You're free to edit your content in this Classic Block and then simply save your changes and your page should appear exactly like it did previously. If you wish to use the new Block Editor features though, you can easily convert this content to Blocks. After clicking on the Block, the Classic Editor Toolbar will appear, and along with it, a *More options* icon. Within the *More options* menu, click the *Convert to Blocks* option, to convert the content within this Classic Block to individual Blocks.

The screenshot shows the WordPress Block Editor interface. On the left, a sidebar menu includes 'Dashboard', 'Posts', 'Media', 'Pages' (which is selected), 'All Pages', 'Add New', 'Comments', 'Appearance', 'Plugins', 'Users', 'Tools', and 'Settings'. At the top right, there are buttons for 'Switch to Draft', 'Preview', 'Update' (highlighted in blue), and settings. The main content area has a title 'Sample Page'. Below the title is a paragraph of text: 'This is an example page. It's different from a blog post because it will stay in one place and will show up in your site navigation (in most themes). Most sites start with an About page that introduces them to potential site visitors. It might say something like this:'. A context menu is open over the text, with a blue callout pointing to the 'Blocks' option. The menu items include 'Hide Block Settings', 'Convert to Blocks' (which is highlighted with a blue box), and 'More options...'. A tooltip for 'Blocks' says: 'Click the More options icon and then click the Convert to Blocks option to convert the content in this Classic Block to individual Blocks.' At the bottom of the menu are 'Remove Block' and 'undo/redo' buttons.

After clicking the *Convert to Blocks* option, your content will appear in their own individual blocks. Your text paragraphs will now be in Paragraph Blocks, quotes will be in Quote Blocks, images will be in Image Blocks, and so on. If you're happy that everything has converted correctly, click the *Update* button at the top of the page to save your changes.

The screenshot shows the WordPress editor interface. On the left, the sidebar includes links for Dashboard, Posts, Media, Pages (which is selected), All Pages, Add New, Comments, Appearance, Plugins, Users, Tools, Settings, and Collapse menu. The main content area displays a page titled "Sample Page". The page content is as follows:

This is an example page. It's different from a blog post because it will stay in one place and will show up in your site navigation (in most themes). Most people start with an About page that introduces them to potential site visitors like this:

Hi there! I'm an actor by night, and this is my blog. I live in Los Angeles, have a great dog named Jack, and I like piña coladas. (And gettin' caught in the rain.)

...or something like this:

A blue callout box labeled "Blocks" provides information about the new content structure:

After converting your content to Blocks, each bit of content will appear in its own individual block, which you can then edit and move around.

The right side of the screen features the Block Editor sidebar with tabs for Document, Block (selected), and X. Under the Block tab, there are sections for Paragraph (with a description and "Text Settings" dropdown), Text Settings (Font Size, Drop Cap), Color Settings, and Advanced.

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 dropdown list. If your Theme doesn't support Post Formats then the dropdown list won't be displayed.

The screenshot shows the WordPress dashboard with a post titled "Spaceflight" selected. The sidebar on the left includes links for Dashboard, Posts (which is active), All Posts, Add New, Categories, Tags, Media, Pages, Comments, Appearance, Plugins, Users, Tools, Settings, and Collapse menu. The main content area features the post title "Spaceflight" and two paragraphs of text. A blue callout box labeled "Post Formats" is overlaid on the right side of the post content, containing the text: "To change the Post Format, select one of the available options. Not all themes support Post Formats." The right sidebar contains sections for Document, Status & Visibility (Visibility set to Public, Publish date Sep 7, 2014 3:31 pm), Post Format (Standard selected), Stick to the Front Page (unchecked), Author (set to Joe Blogg), Move to trash, 14 Revisions, Permalink (set to spaceflight), and URL.

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.

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

Reviewing Past Revisions

When you're editing your Post or Page, the number of revisions for that particular Post or Page is shown on the Document tab in the Settings Sidebar, if you have any.

Click the Revisions link just under the *Status & Visibility* Panel to browse through the various revisions for the current Post or Page.

The screenshot shows the WordPress dashboard with the 'Posts' menu selected. On the right, the 'Spaceflight' post editor is open. In the sidebar settings, there's a 'Revisions' link with a tooltip: 'Click the Revisions link to review and restore all your past revisions.' Other settings visible include 'Visibility' set to 'Public', 'Publish' date 'Sep 7, 2014 3:31 pm', 'Post Format' as 'Standard', 'Author' as 'Joe Blogg', and 'Permalink' as 'spaceflight'. A note at the bottom says '14 Revisions'.

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.

Compare Revisions of "[Spaceflight](#)"

[← Return to editor](#)

Compare any two revisions

Help ▾

Previous Next

 Autosave by Joe Blogg 1 min ago (28 Dec @ 18:40)

Title
Spaceflight

Content

```
<!-- wp:paragraph -->
<p>T  Removed Content o aren't afraid to explore strange new worlds, to seek out new life and new civilizations, to boldly go where no man has gone before.<br></p>
```

The red text shows the content that was removed.

```
<!-- wp:paragraph -->
<p>The  Added Content o aren't afraid to explore strange new worlds. To seek out new life and new civilizations. To boldly go where no one has gone before!</p>
```

The green text shows the content that was added.

Revisions Slider
Use the slider, or the Previous and Next buttons, to navigate between revisions.

[Store This Autosave](#)

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.

		Author	Category	Tags	Last Modified
<input type="checkbox"/>	Testing 123 — Draft	Joe Blogg	Uncategorized	—	2018/12/18
<input type="checkbox"/>	Spaceflight	Joe Blogg	Uncategorized	—	Published 2014/09/07
	Edit Page or Post	Joe Blogg	Uncategorized	—	Published 2014/05/20
<input type="checkbox"/>		Joe Blogg	Uncategorized	—	Published 2014/05/20
<input type="checkbox"/>		Joe Blogg	antiquarianism, Blogroll	tag1, tag2, tag3	1 Published 2013/11/30
<input type="checkbox"/>	Draft — Draft	Joe Blogg	Unpublished	content	Last Modified 2013/04/09

Edit Page or Post
To edit your Page or Post, click on the Page/Post name or click the *Edit* link that appears 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.

The screenshot shows the WordPress admin interface under the 'Posts' section. A tooltip for the 'View Trash' button is displayed, explaining that it allows viewing all items in the trash and provides links to restore or permanently delete them. The main table lists several posts, including 'Spaceflight', 'LEGO T...', 'Ellie Gou...', and 'Hello wo...', each with a 'Trash' link in its title column. A modal window titled 'Delete Page or Post' is shown over one of the trashable posts, with options to 'Delete Permanently' or 'Restore'.

Title	Author	Date
Scheduled — Scheduled	Joe Blogg	Scheduled 2020/01/01
Spaceflight	Joe Blogg	Published 2014/09/07
LEGO T...	Joe Blogg	Published 2014/05/20
Ellie Gou...	Joe Blogg	Published 2014/05/20
Hello wo...	antiquarianism, Blogroll	tag1, tag2, tag3 Published 2013/11/30

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.

The screenshot shows the WordPress admin interface for the 'Posts' screen. A context menu is open over a post titled 'Spaceflight'. The menu has two main sections: 'Delete or Restore Content' and 'Empty Trash'. The 'Delete or Restore Content' section contains instructions and links for individual items. The 'Empty Trash' section contains instructions and a button to delete all items.

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

Saving and Publishing 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* link 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.

The screenshot shows the WordPress post editor for a page titled 'Spaceflight'. The 'Publishing' metabox is open, displaying options for saving the draft, previewing the post, and publishing it. It also includes settings for visibility (set to 'Public'), publication date ('Immediately'), post format ('Standard'), and whether to stick it to the front page.

If you'd like to see what your Page/Post will look like before you Publish, click the *Preview* button. This will open a preview of the current Page/Post in another browser tab.

There are several options available when saving. By default the Status is set to Draft when you simply click *Save Draft*. Ticking the *Pending Review* checkbox within the *Status & Visibility* panel in the *Settings Sidebar* sets the page Status to Pending Review. This means the draft is waiting for review by an editor prior to publication.

There is also an option to make the Post 'Stick to the Front Page'. Sticky Posts are placed at the top of all blog posts and stay there even after new posts are published. Tick the *Stick to the Front Page* checkbox to make the Post 'Sticky'. This option is only available for Posts. It's not available for Pages.

You can also change the visibility of the Page by clicking the link just to the right of *Visibility* within the *Status & Visibility* panel.

- **Public** is the default and means the page is viewable to all.
- **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.
- **Password Protected** allows you to assign a password to your page. Only people who have the password will be able to access the page.

Within the *Permalink* panel in the *Settings Sidebar* is the full URL for your Page or Post. You'll see this URL after saving your content for the first time, along with the Page/Post Slug that was generated for the page. Clicking this URL link will take you to the published page, or if the page hasn't been published yet, a preview of the page. You can edit this page slug by editing the URL field just above the URL link. 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 link just to the right of *Publish* within the *Status & Visibility* panel. You can then select the date and time that you'd like to

schedule your Page/Post to be published. After setting a date & time to publish, you must still click the Publish button to publish at the desired date and time.

The screenshot shows the WordPress dashboard with a post titled "Spaceflight" in the center. On the right, the "Publishing" panel is open, providing two steps for publishing: a confirmation step ("Click the Publish... button to Publish your page") and a final step ("Click the corresponding links to change the Visibility of the Page/Post and if need be, the date & time you'd like your content published"). Below these, the "Permalink" section shows the URL as "spaceflight". The sidebar on the left shows the navigation menu, and the top bar shows the user "Howdy, Joe Blogg".

Publishing your content is now a two-step process. After clicking the *Publish...* button, you're shown a new publish panel, confirming your selection, along with giving you another chance to update your contents visibility & publish date. Clicking the *Publish* button here will publish your Page/Post and make it live on your website.

The screenshot shows the WordPress dashboard with a post titled "Spaceflight". The right sidebar features a "Publishing" panel with a "Publish" button and a message: "Click the Publish button against o Publish your content." Below this, there's a section for "Are you ready to publish?" with a note: "Double-check your settings before publishing." It also shows visibility set to "Public" and publish set to "Immediately". A second "Publishing" panel is shown below, explaining how to turn off pre-publish checks by unchecking a checkbox. A checkbox labeled "Always show pre-publish checks." is visible at the bottom.

If you want to turn off this extra pre-publish check, you can do so by unticking the checkbox on the bottom of this extra Publish panel. Once turned off, the *Publish* button will publish your content immediately, in the same way it did prior to WordPress 5.0. If you decide at a later time that you want to turn this pre-publish check back on, you can do so using the Options panel. This panel can be found by clicking the *Options* menu option under the *Show more tools & options* icon in the top-right corner of the page (•). Once the Options Panel displays, tick the *Enable Pre-publish Checks* checkbox to re-enable these pre-publish checks.

Classic Editor

The Classic Editor, also known as the Visual Editor or TinyMCE Editor, is the default editing experience that came with WordPress prior to version 5.0. Although it's simple in its nature, it has powerful word processing capabilities.

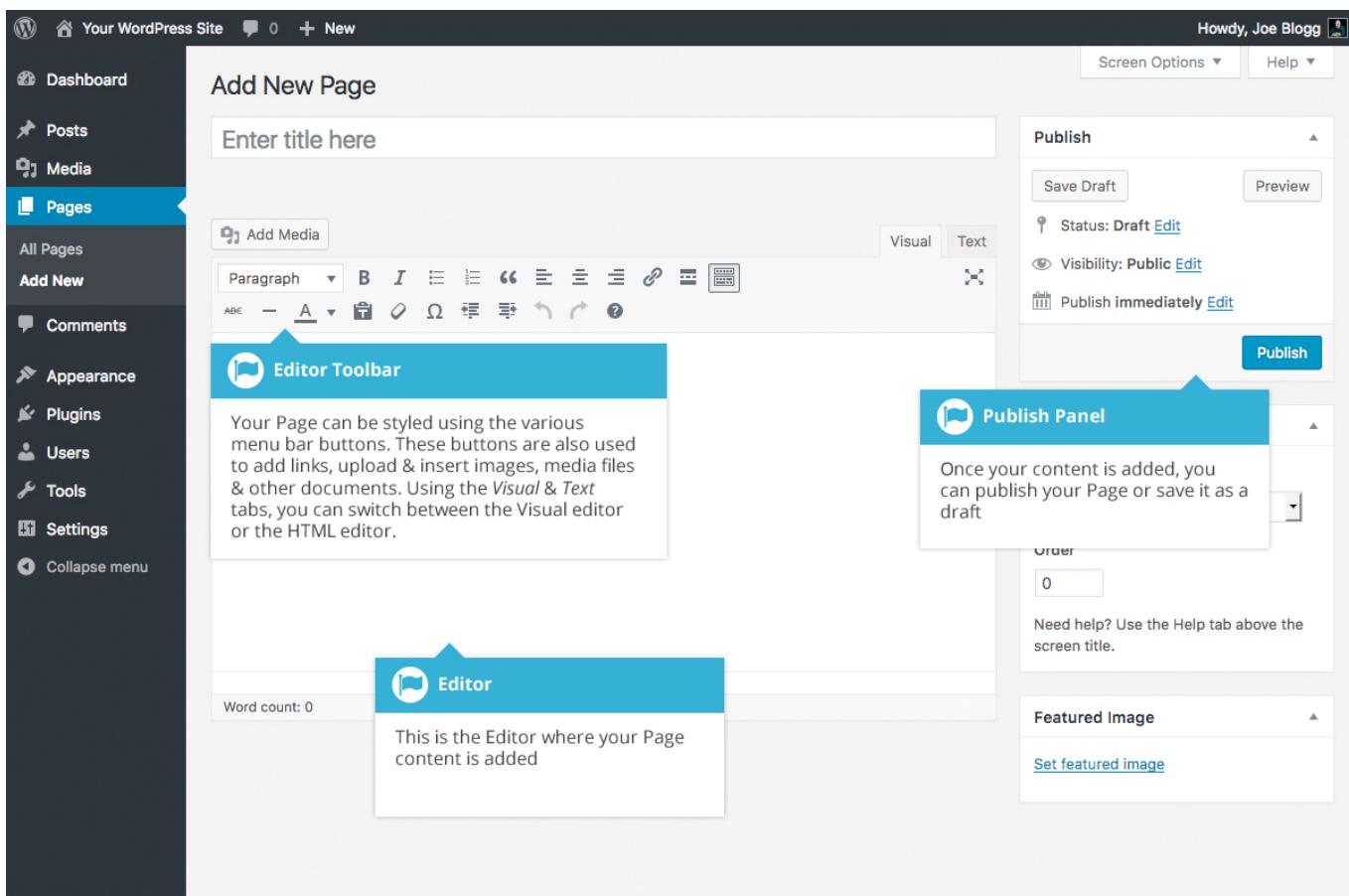
Much like a regular word processor, it has toolbar buttons that allow you to Bold (**B**) or Italicize (*I*) text, add Headings (**Paragraph** ▾) or bullet points () or even change the colour of your text. You can even use most of the basic keyboard shortcuts used in other text editors.

On top of word processing functionality it's easy to embed content such as Twitter Tweets, Facebook posts, YouTube and Vimeo videos, and dozens of other types of content. It's also extremely easy to add images and other media into your content.

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

Adding a New Page

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



Adding a New Post

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

The screenshot shows the WordPress 'Add New Post' page. On the left is a dark sidebar with navigation links: Dashboard, Posts (selected), All Posts, Add New, Categories, Tags, Media, Pages, Comments, Appearance, Plugins, Users, Tools, Settings, and Collapse menu. The main area has a title 'Add New Post' and a text input field 'Enter title here'. Below it is the 'Editor Toolbar' with buttons for Add Media, Paragraph, Bold, Italic, etc., and tabs for Visual and Text. A callout 'Editor' points to the editor area which says 'This is the Editor where your Post content is added' and 'Word count: 0'. To the right is the 'Publish' panel with buttons for Save Draft, Preview, Status: Draft (Edit), Visibility: Public (Edit), and Publish immediately (Edit). Below it is the 'Publish Panel' with a message about publishing or saving as a draft. Further down are sections for Categories (with a list of categories like aciform, sub, antiquarianism, arrangement, asmodeus, Blogroll, broder, buying, and a link to '+ Add New Category'), Tags (with a text input field and 'Add' button, and links to 'Separate tags with commas' and 'Choose from the most used tags'), and Featured Image (with a link to '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 **B**old (**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)

Visual Text

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

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

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

Paragraph



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



Bold – Bold text



Italic – Italicise text



Bulleted List – Create an unordered (bullet point) list



Numbered List – Create an Ordered (numbered) list



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



Align Left – Align text to the left



Align Center – Align text in the center of the page



Align Right – Align text to the right



Insert/edit link – Used to create an html link to another page or website. If no text is selected first, the URL that you enter will also be used for the link text



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



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



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



Strikethrough – Add a strikethrough to your text



Horizontal Line – Inserts a horizontal line into your page



Text color – 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. $\frac{1}{4}$, $\frac{1}{2}$, $\frac{3}{4}$, ©, €, 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



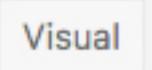
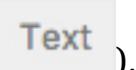
Keyboard shortcuts – Displays information about the WordPress Visual Editor along with keyboard shortcuts

Visual

Text

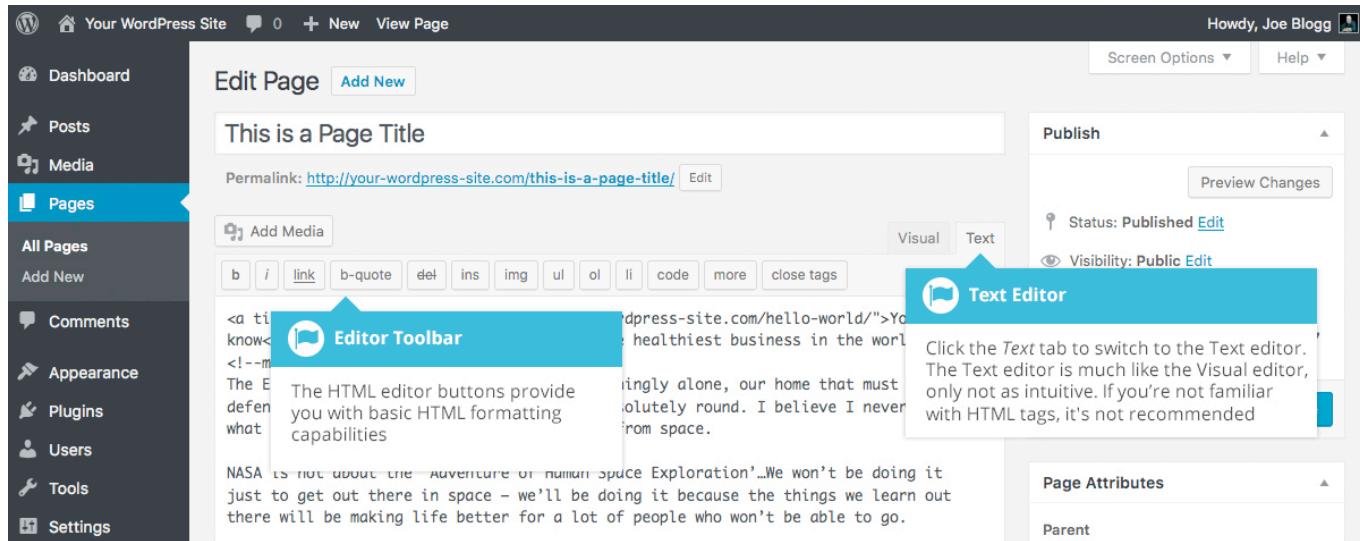
Visual/Text – Switches the editor view between the Visual Editor and the Text editor. The Text view will enable you to view the HTML code that makes up your content. For the more experienced users this can be helpful at times but for those not familiar with HTML tags, it's not recommended

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

b-quote

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

del

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

ins

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

img

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

ul

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

ol

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

li

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

code

Code –Used for indicating a piece of code

more

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

close tags

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



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

Changing your Post Format

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

The screenshot shows the WordPress post editor interface. On the left is a dark sidebar with navigation links: Categories, Tags, Media, Pages, Comments, Appearance, Plugins, Users, Tools, Settings, and Collapse menu. The main area has a toolbar with Add Media, Visual, and Text tabs. Below the toolbar is a rich text editor with various styling options like Paragraph, Bold, Italic, and Alignment. The post content area contains two paragraphs of text. To the right of the content is a sidebar with publishing details: Status: Published, Visibility: Public, Revisions: 5, Published on: Jan 10, 2013 @ 20:15, Move to Trash, and Update buttons. A blue arrow points to a 'Post Formats' section in the sidebar, which contains a list of format types with radio buttons. The list includes: Standard (selected), Aside, Image, Video, Quote, Link, Gallery, and Audio.

Format
<input checked="" type="radio"/> Standard
<input type="radio"/> Aside
<input type="radio"/> Image
<input type="radio"/> Video
<input type="radio"/> “ Quote
<input type="radio"/> Link
<input type="radio"/> Gallery
<input type="radio"/> Audio

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.

- **Standard** – This is the standard/default blog post format.
- **Aside** – Typically styled without a title. Similar to a Facebook note update

- **Audio** – An audio file, such as a Podcast
- **Chat** – A chat transcript
- **Gallery** – A gallery of images. Post will likely contain a gallery [shortcode](#) and will have image attachments
- **Image** – A single image
- **Link** – A link to another site
- **Quote** – A quotation, most likely contained within a blockquote
- **Status** – A short status update, similar to a Twitter status update
- **Video** – A single video

Reviewing Past Revisions

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

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

The screenshot shows the WordPress 'Edit Post' screen. The left sidebar has 'Posts' selected. The main area shows a post titled 'Hello world!' with its permalink. The 'Publish' panel on the right shows the following details:

- Status: Published [Edit](#)
- Visibility: Public [Edit](#)
- Revisions: 41 [Browse](#)
- Published on: Nov 30, 2013 @ 07:25 [Edit](#)
- [Move to Trash](#)
- [Update](#)

A blue callout box points to the 'Revisions' link in the Publish panel, with the text: 'Click Browse to review and restore all your past revisions.'

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.

The screenshot shows the WordPress dashboard with the 'Posts' menu item selected. A modal window titled 'Compare Revisions of "Hello world!"' is open. At the top right of the modal is a checkbox labeled 'Compare any two revisions'. Below the title, there's a 'Revisions Slider' with a circular arrow icon. To the left of the slider is a thumbnail of a user profile picture and the text 'Revision by Joe Blogg 3 years ago (21 Dec @ 17:42)'. To the right is a blue button labeled 'Restore This Revision'. The main content area is divided into two columns. The left column, under 'Title', shows 'Hello world!' in a grey box. The right column, under 'Content', shows the same text in a grey box. Below these are two sections: 'Removed Content' (red background) and 'Added Content' (green background). The 'Removed Content' section contains the text 'To be the first to enter the cosmos, to engage, single-handed, in an unprecedented duel with nature -could one dream of anything more? Astronomy compels the soul to look upward, and leads us from this world to another.' The 'Added Content' section contains the text 'To be the first to enter the cosmos, to engage, single-handed, in an unprecedented duel with nature -could one dream of anything more? Curious that we spend more time congratulating people who have succeeded than encouraging people who have not.' Both sections also mention 'Spaceflights cannot be stopped. This is not the'.

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

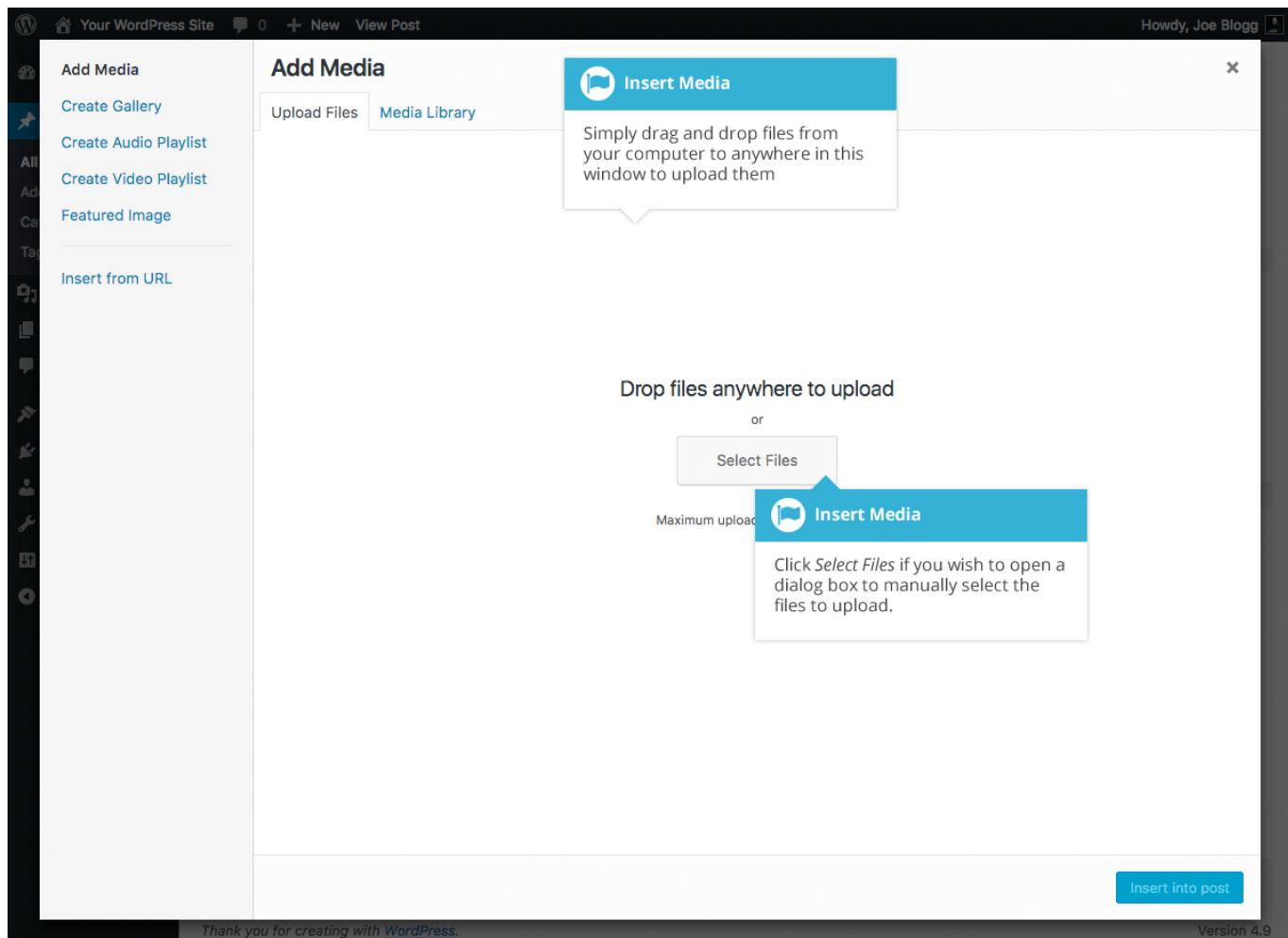
Using the WordPress media manager, it's extremely simple to insert, align and link your individual images and image galleries.

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.

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.

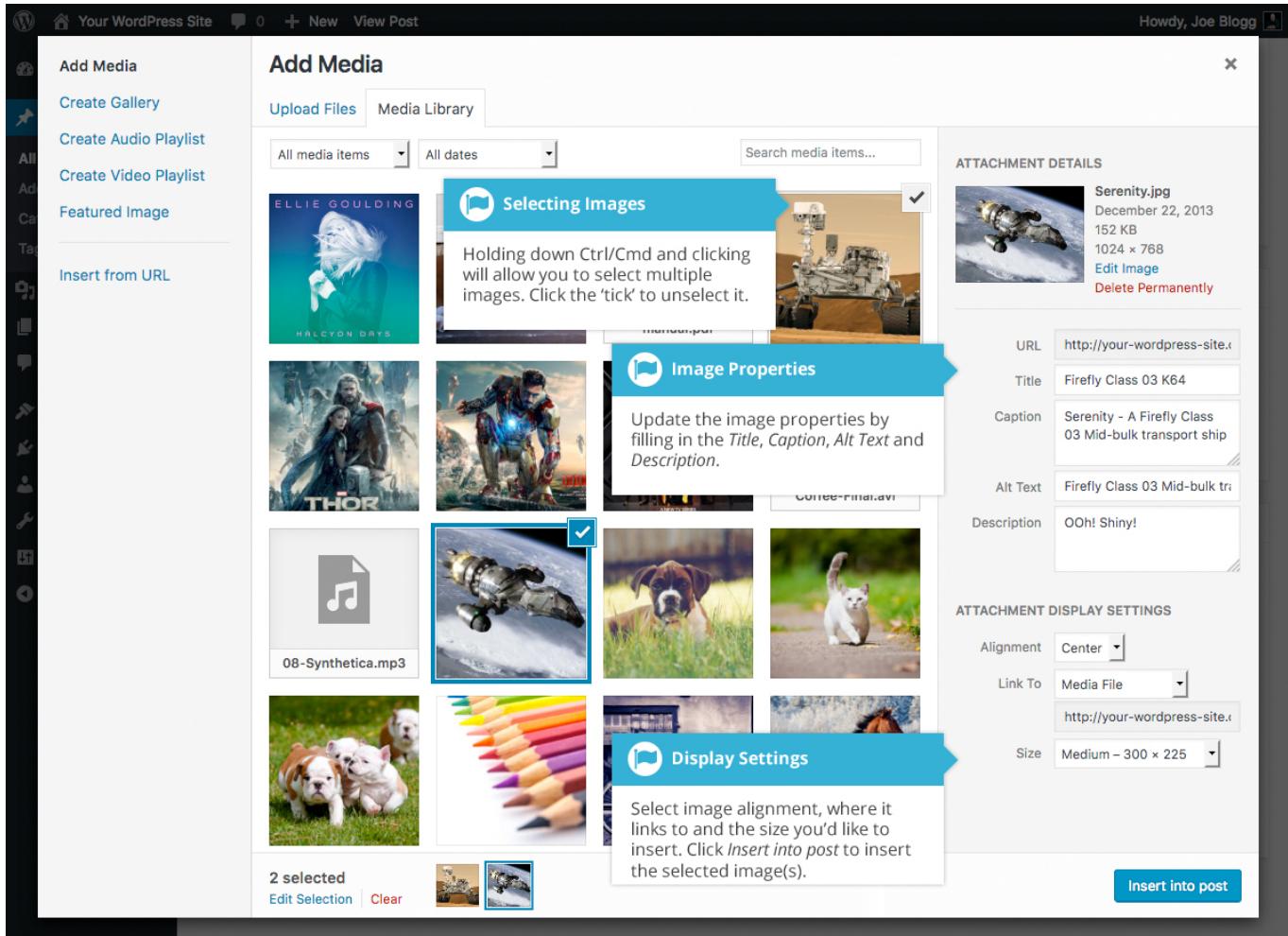
There are several options within this *Insert Media* window to help make it easier to add images into your Page or Post.

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.

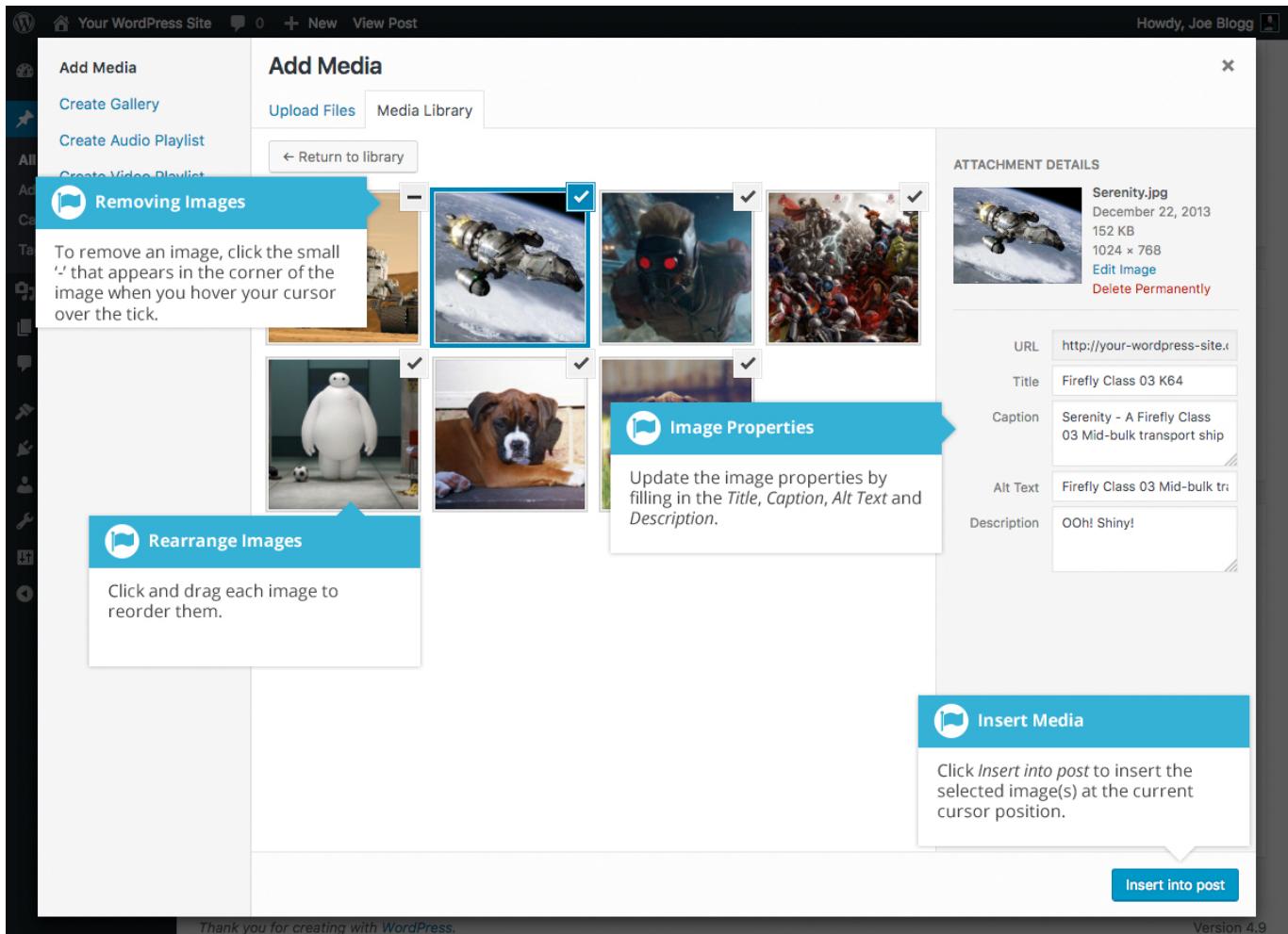
You can also change what your inserted image(s) will link to using the *Link To* dropdown list. You have the choice of linking to the image's attachment page by selecting *Attachment Page*, or you can link to the full size image by selecting *Media File*. You can also link to any URL by selecting *Custom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

Dashboard Posts All Posts Add New Categories Tags Media Pages Comments Appearance Plugins Users Tools Settings Collapse menu

Your WordPress Site 0 + New View Post Howdy, Joe Blogg

Edit Post Add New

Hello world!

Permalink: <http://your-wordpress-site.com/hello-world/> Edit

Add Media

Paragraph B I ABC A

To be the first to enter the cosmic unprecedent duel with nature—that we spend more time congratulating the crew who have succeeded than encouraging people who h

Align, Edit or Delete Image

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.

Align, Edit or Delete Image

Click on the image to display the image toolbar. Resize handles will also be seen around the edge of the image.

Serenity - A Firefly Class 03 Mid-bulk transport ship

Space, the final frontier. These are the voyages of the Starship Enterprise. Its

Publish

Status: Published [Edit](#)

Visibility: Public [Edit](#)

Revisions: 39 [Browse](#)

Published on: Nov 30, 2013 @ 07:25 [Edit](#)

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

Format

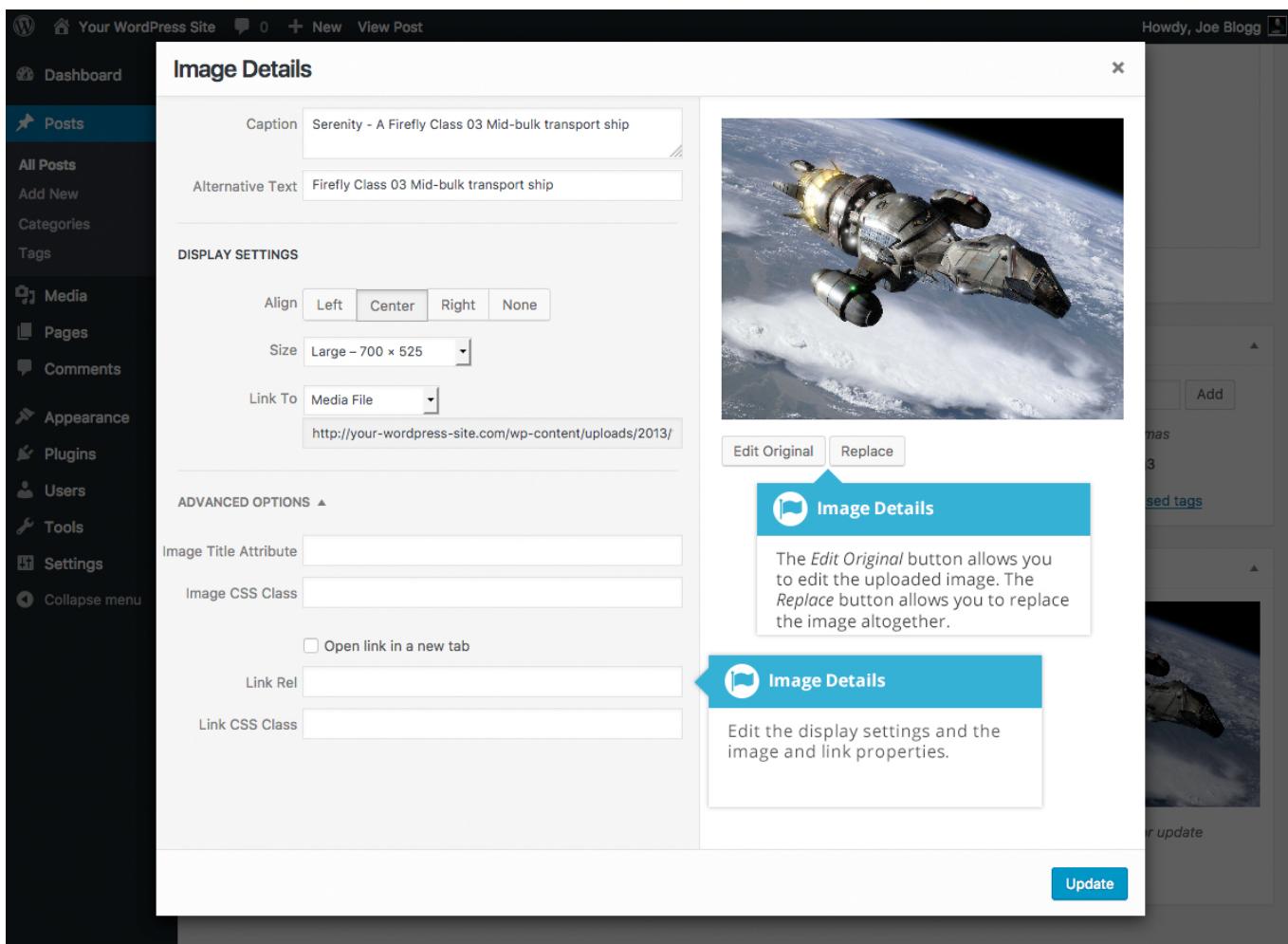
- Standard
- Aside
- Image
- Video
- Quote
- Link
- Gallery
- Audio

Categories

All Categories Most Used

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

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

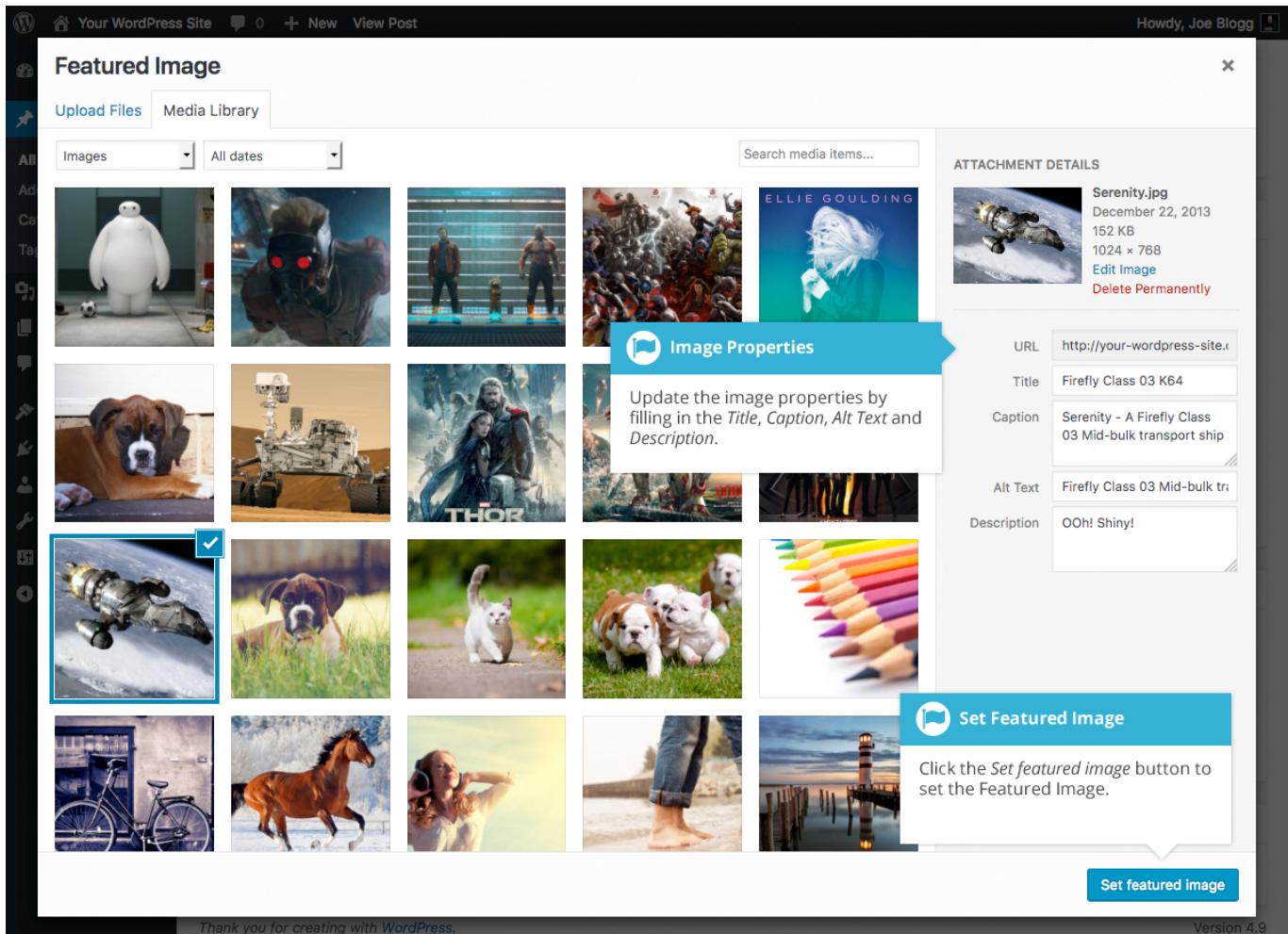
Some themes allow you to specify a Featured Image for your Page and Post. A Featured Image, often called a Post/Page Thumbnail, is usually some sort of image that is representative for that particular Page or Post. How these images are displayed is dependent entirely on the Theme that is currently in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



Insert an Image Gallery

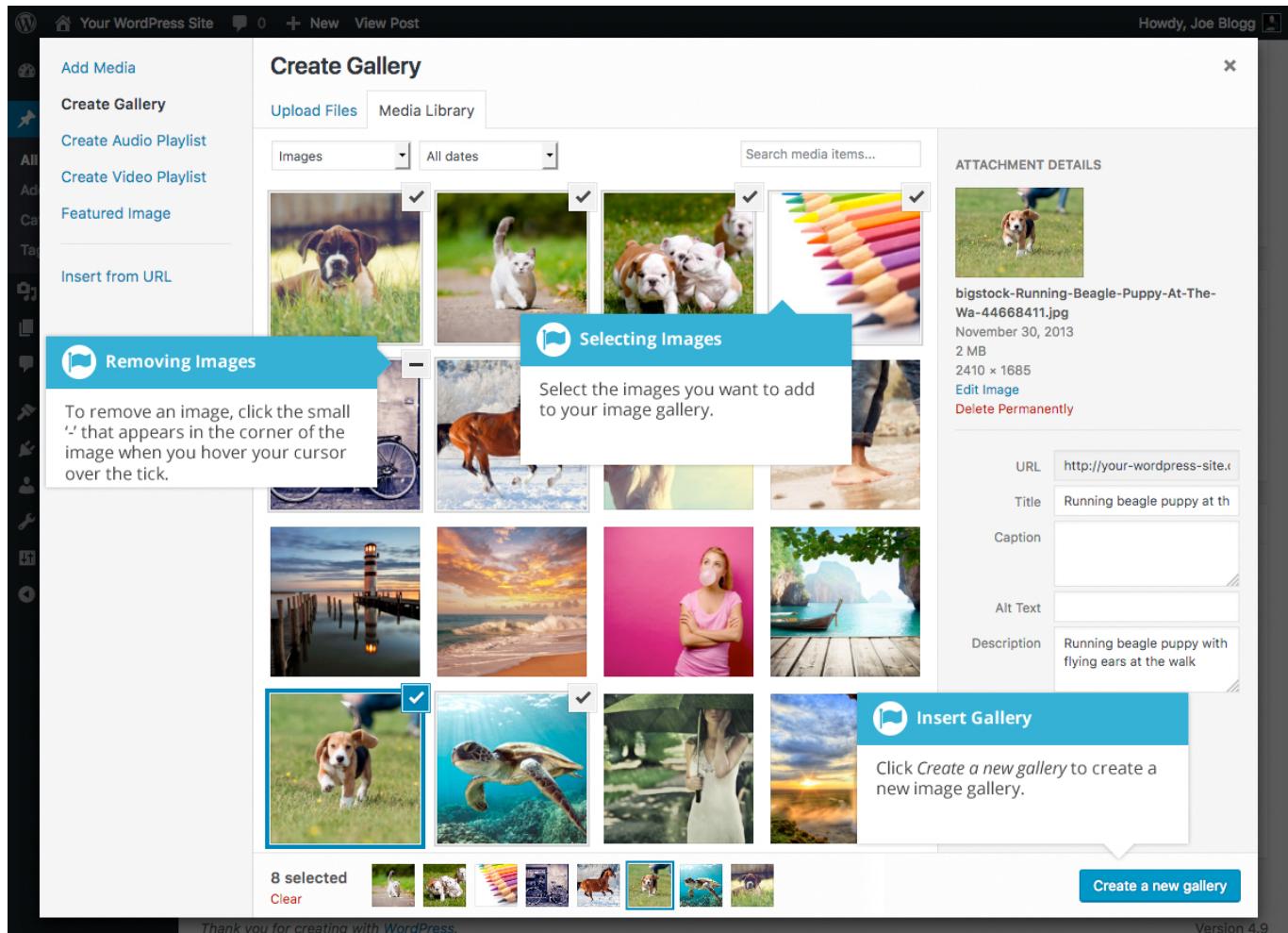
WordPress has its own simple built-in Image Gallery that allows you to add multiple images to a page in one easy step.

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

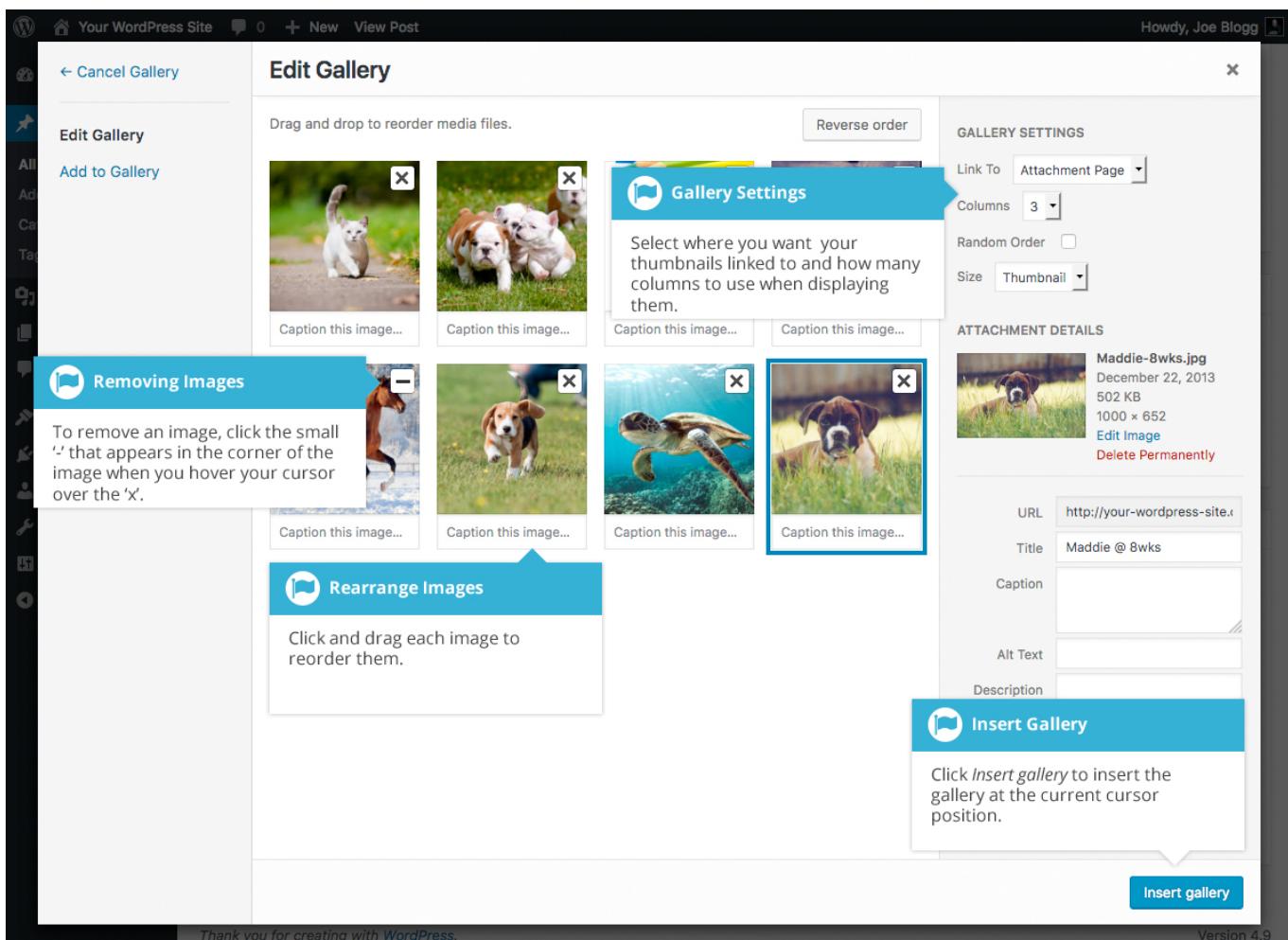
(). A pop-up window will display that looks the same as the one that displays when you add an image to your Page/Post. You can upload new images to use in your gallery or you can simply choose from your previously uploaded images.

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

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.

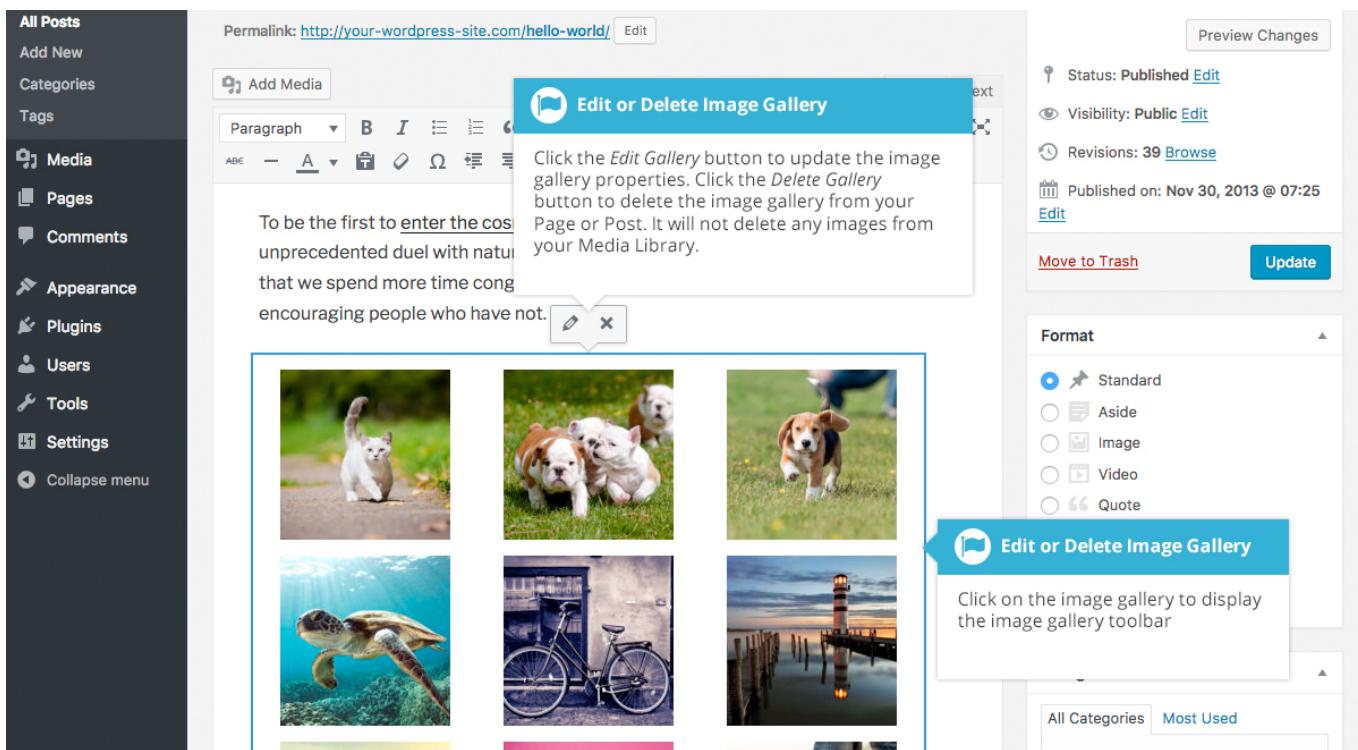
If you decide you no longer want a certain image to appear in your gallery, click the small '-' that appears in the top right corner of the image when you hover your cursor over the 'x'.

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

- **Link to** – This sets what happens when the thumbnail image is clicked. Selecting *Media File* will open the full size image directly in your browser window. Selecting *Attachment Page* will open the image within one of your WordPress formatted pages
- **Columns** – Specifies the number of columns to use when displaying your thumbnail images. Ultimately, this will be dependent on your Theme and how wide your page is. If you find the gallery isn't displaying properly after changing this number you may need to change it to another number
- **Random Order** – Click this checkbox to display your images in a random order
- **Size** – Selects the size of the image to use in your gallery

Edit or Delete an Image Gallery

Editing or Deleting an Image Gallery is much like editing or deleting an image. After clicking on an Image Gallery that has been inserted into your Page or Post, two icons will appear on top of the gallery. Clicking the *Edit* button () allows you to edit the image gallery properties. Clicking the *Remove* button () will delete the image gallery from your content. It will only remove the image gallery from your Page or Post, it will not delete any images from your Media Library.



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

Insert an Audio or Video Playlist

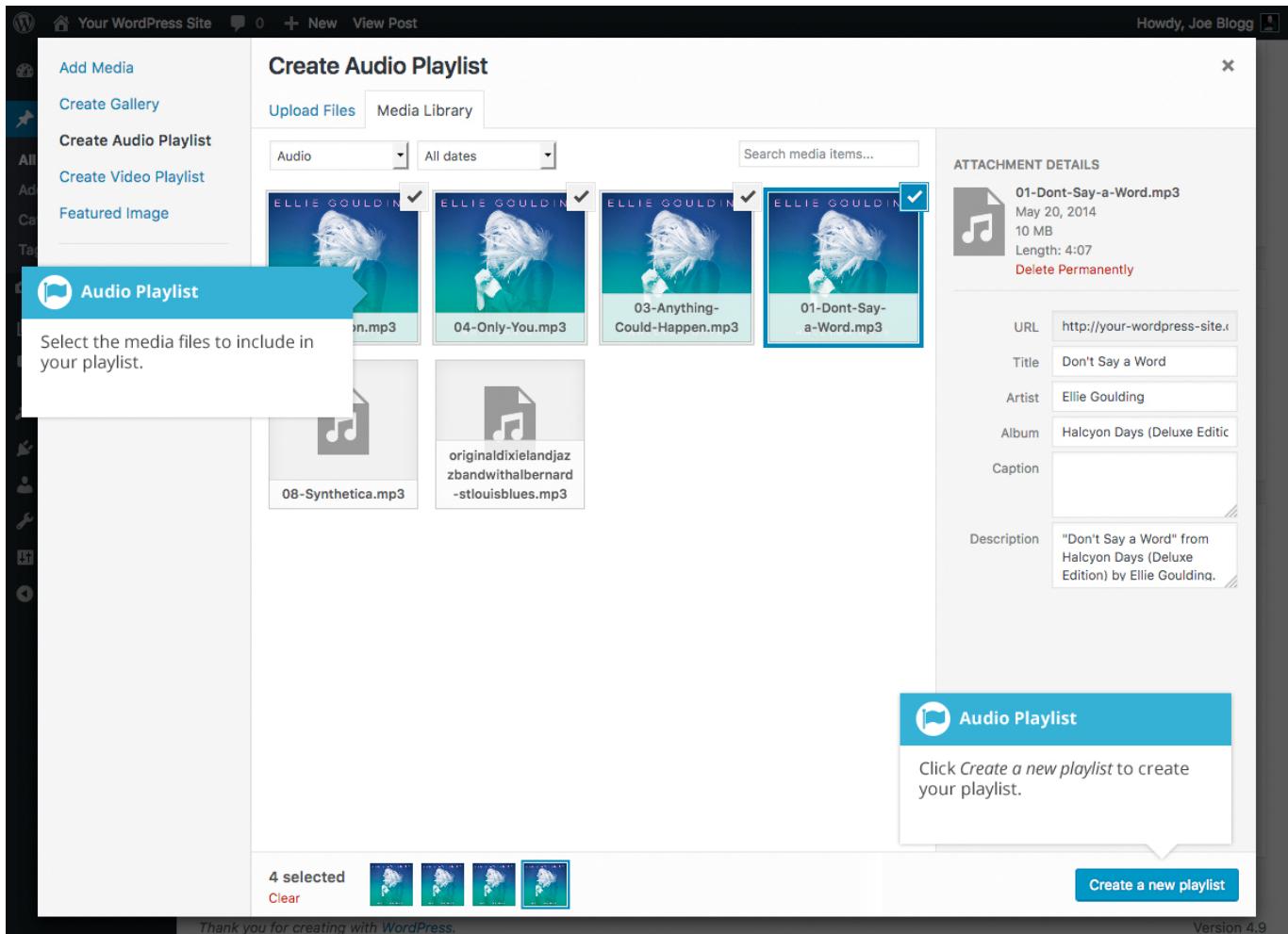
Inserting an audio or video playlist is almost identical to inserting an image

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

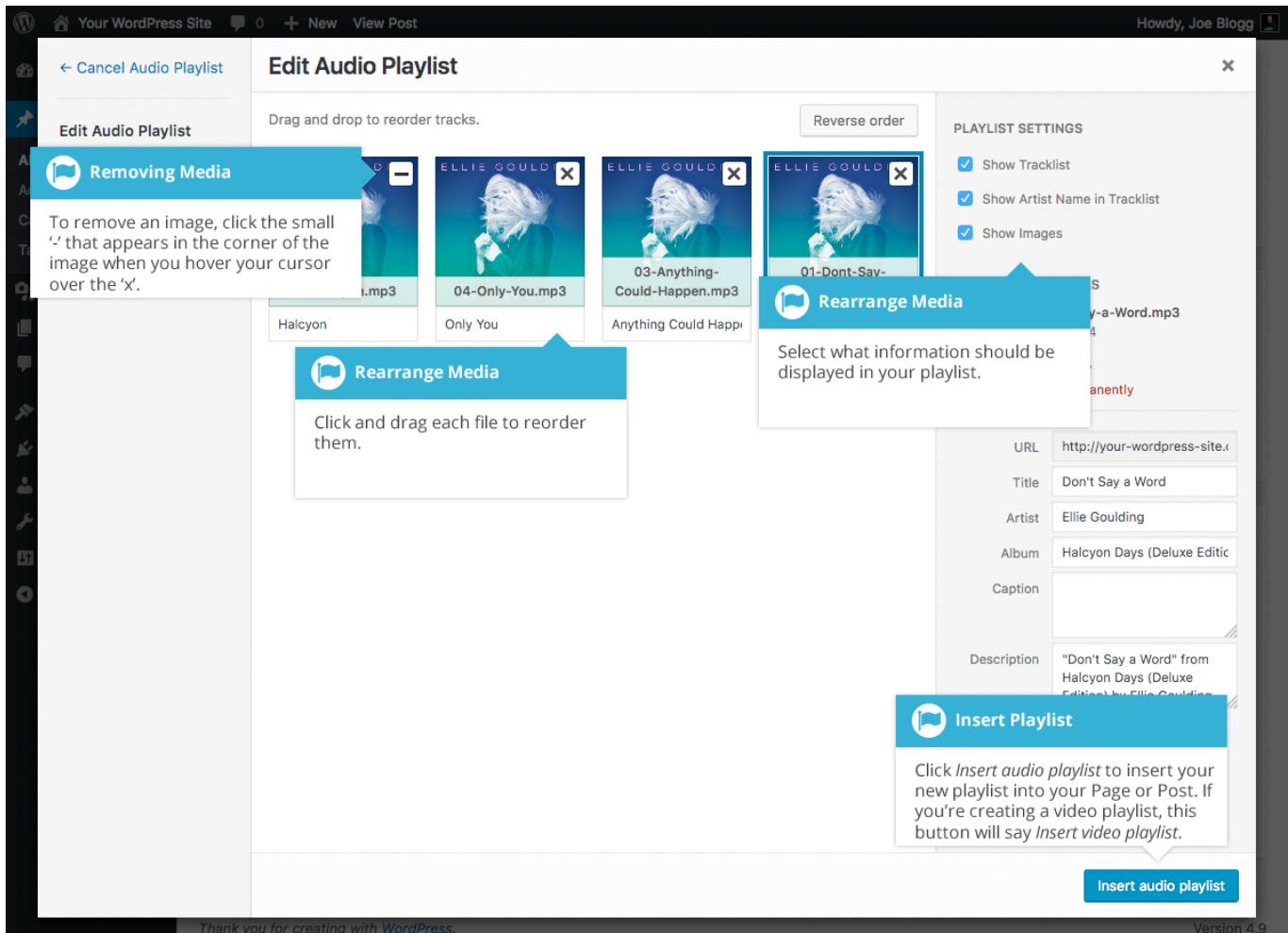
By default, you'll be shown a list of your previously uploaded files. If you'd like to upload a new media file, click on the Upload Files link at the top of the pop-up window.

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

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



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



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

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

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

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

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

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

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

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

Inserting Video, Audio or Other File Type

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

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

The screenshot shows the WordPress media library interface. On the left, a sidebar lists options: Add Media, Create Gallery, Create Audio Playlist, Create Video Playlist, Featured Image, and Insert from URL. The main area is titled 'Add Media' with tabs for 'Upload Files' (selected) and 'Media Library'. It displays a grid of media items, including images from 'Ant-Man', a white robot from 'Big Hero 6', a person in a suit, and a scene from 'Guardians of the Galaxy'. Below these are video thumbnails for 'MarsCuriosity.mp4', 'LegoTIEFighter.mp4', and 'LegoStarWarsX-'. A row of audio files by Ellie Goulding follows: '05-Halcyon.mp3', '04-Only-You.mp3', '03-Anything-Could-Happen.mp3', and '01-Dont-Say-a-Word.mp3'. To the right, 'Attachment Details' for '05-Halcyon.mp3' are shown: May 20, 2014, 8 MB, Length: 3:25, with a 'Delete Permanently' link. Below this are fields for URL, Title, Artist, Album, and Caption. Two blue callout boxes with arrows point to the 'Insert Media' button: one for audio files explaining it's for 'Embed Media Player' and another for video files explaining it's for 'Insert into post'.



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

Embedding a Video, Image or Other Content

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

When you're embedding a file, there's no need to upload the file to your site. You're basically just creating a link to the file, from within your own page. WordPress is able to automatically embed files from a number of different services.

To embed something into your Post or Page, simply paste the URL into your content area. The URL needs to be on its own line and not hyperlinked.

The screenshot shows the WordPress editor interface. On the left is the sidebar with 'Posts' selected. The main area has a 'Visual' tab active. In the content area, there is text and a URL:

To be the first to enter the cosmos, to engage, single-handed, in an unprecedeted duel with nature—could one dream of anything more? Curious that we spend more time congratulating people who have succeeded than encouraging people who have not.

<https://www.youtube.com/watch?v=h2l8AoB1xgU>

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

On the right side, there are status and visibility settings, revision history, and publish/bulk actions buttons.

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

The screenshot shows the WordPress admin interface for editing a post. The left sidebar is dark with white text, showing the navigation menu. The main area is light gray. A modal window titled 'Embedding Content' is open over the editor. It contains a text input field with the placeholder 'Paste a URL into the editor content area, making sure it's on its own line & not hyperlinked and WordPress will magically show the content.' Below the input field is a video thumbnail for a Curiosity Rover landing on Mars. The video title '7 Minutes of Terror: Curiosity Rover's Risky Mars La...' is visible above the thumbnail. The right side of the screen has a sidebar with 'Publish' and 'Format' sections, and a 'Categories' section at the bottom.

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:

- [Animoto](#)
- [Cloudup](#)
- [CollegeHumor](#)
- [Crowdsignal](#)
- [DailyMotion](#)
- [Facebook](#)
- [Flickr](#)

- [FunnyOrDie.com](#)
- [Hulu](#)
- [Imgur](#)
- [Instagram](#)
- [Issuu](#)
- [Kickstarter](#)
- [Meetup.com](#)
- [Mixcloud](#)
- [Photobucket](#)
- [Reddit](#)
- [ReverbNation](#)
- [Screencast](#)
- [Scribd](#)
- [SlideShare](#)
- [SmugMug](#)
- [SoundCloud](#)
- [Speaker Deck](#)
- [Spotify](#)
- [TED](#)
- [Tumblr](#)
- [Twitter](#)
- [VideoPress](#)
- [Vimeo](#)
-
-

- [WordPress](#)
- [WordPress.tv](#)
- [YouTube](#) (only public and "unlisted" videos and playlists)

Adding HTML Links

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

Inserting an HTML Link

Inserting an html link in your Page/Post to one of your own pages or another site is extremely easy. Simply click and drag the cursor and highlight the text that you

want turned into a link and then click the *Insert/edit link* button (). A small inline link toolbar will display where you can enter your link URL. If you enter a URL without including 'http://' in front of it, WordPress will automatically correct it for you. As an example, if you type 'google.com' it will automatically correct this to 'http://google.com'. After you've entered your link url, hit your *Enter* key or click the *Apply* button () to save your changes.

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

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

Howdy, Joe Blogg

Edit Post Add New

Hello world!

Permalink: <http://your-wordpress-site.com/hello-world/> Edit

Add Media

Text

To be the first to enter the cosmos, to engage, single-handed, in an unpreceded dream of anything more? Curious that we spend more time congratulating people who have succeeded than encouraging people who have not.

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



Publish

Preview Changes

Status: Published [Edit](#)

Visibility: Public [Edit](#)

Revisions: 39 [Browse](#)

Published on: Nov 30, 2013 @ 07:25 [Edit](#)

Move to Trash [Update](#)

Format

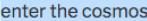
- Standard
- Aside
- Image
- Video
- Quote
- Link
- Gallery
- Audio

Categories

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.

Permalink: <http://your-wordpress-site.com/hello-world/> Edit

Visual Text

To be the first to  enter the cosmos, to engage, single-handed, in an unpreceded nasa.gov/mission_pages/msl  dream of anything more? Curious that we spend more time congratulating people who have succeeded than encouraging people who have not.

Publish

Preview Changes

Status: Published [Edit](#)

Visibility: Public [Edit](#)

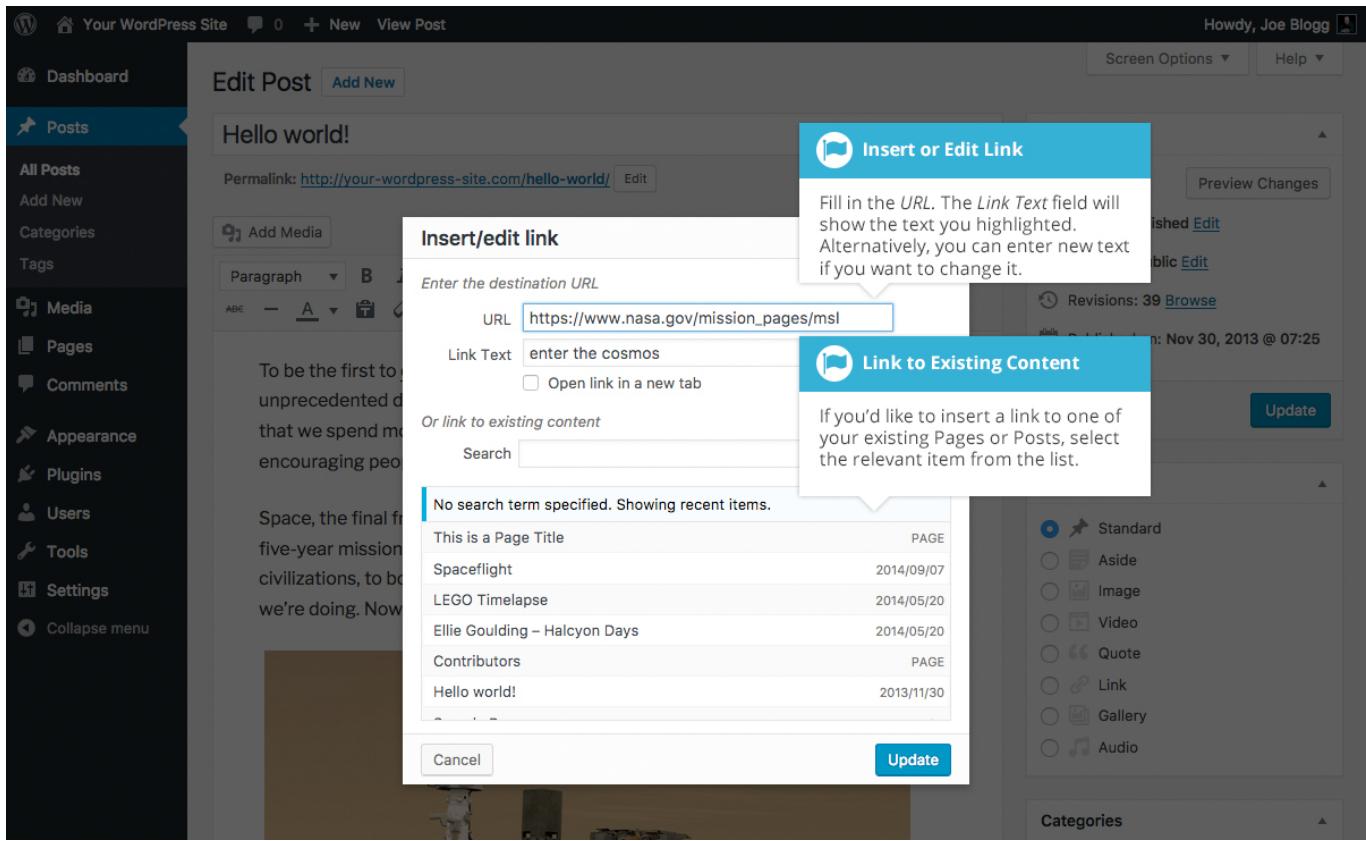
Revisions: 39 [Browse](#)

Published on: Nov 30, 2013 @ 07:25 [Edit](#)

Move to Trash [Update](#)

Format

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.

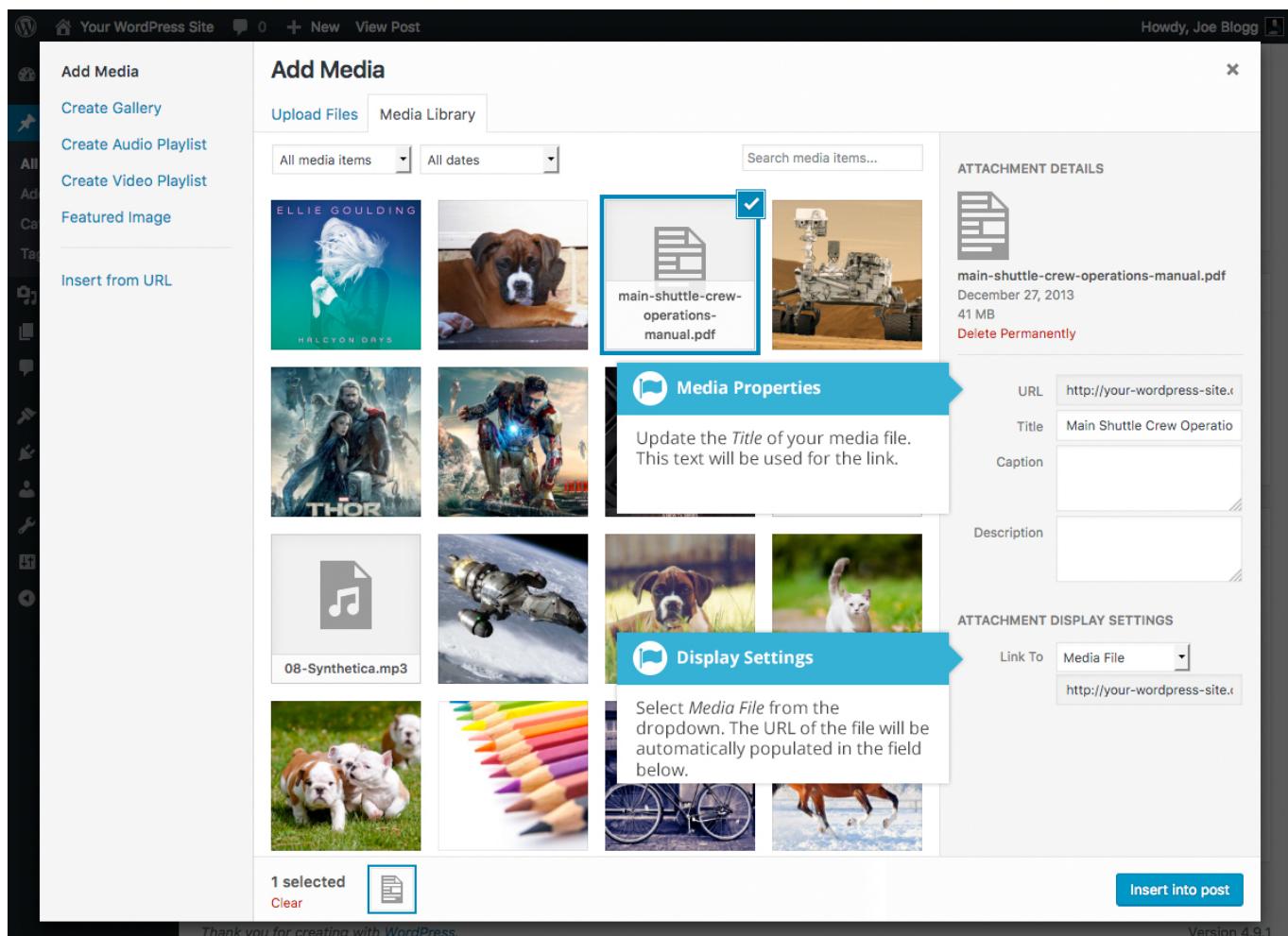
Inserting Links to Media Files

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

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

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



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

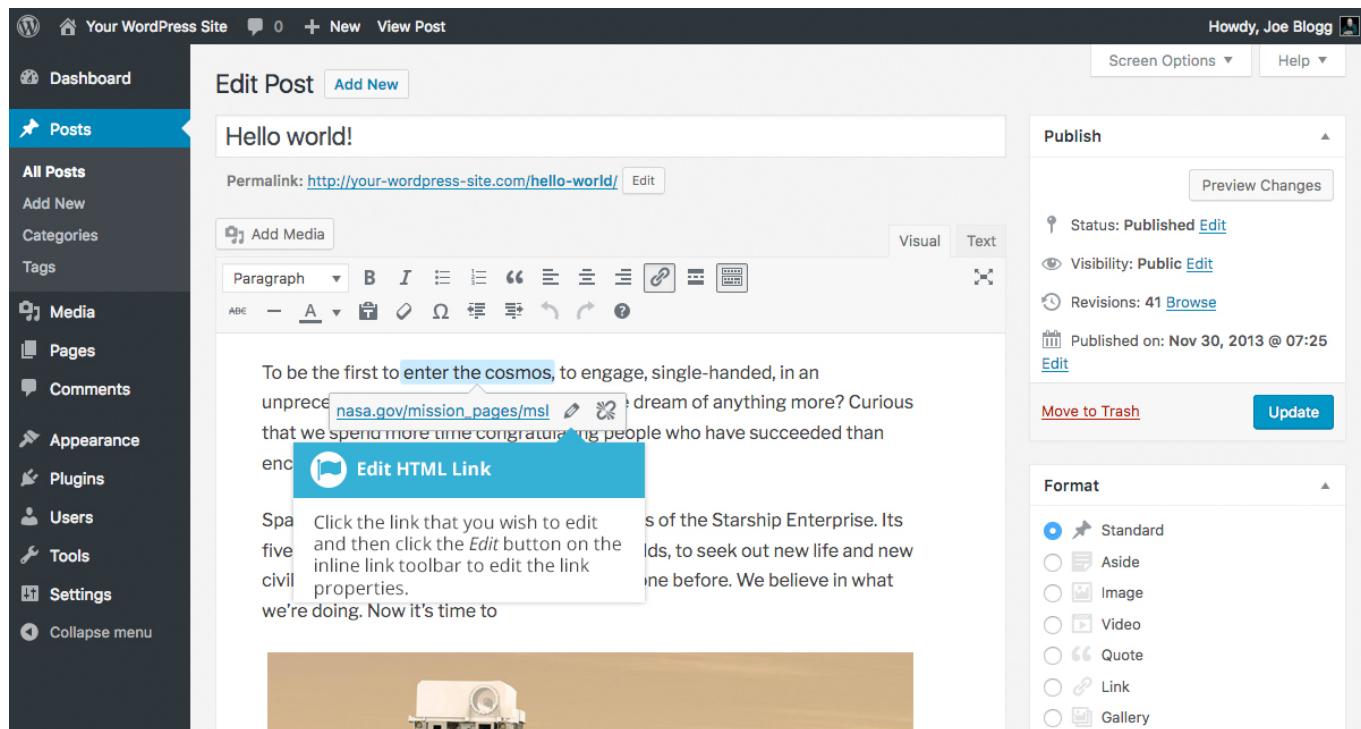
Click the *Insert into post* button to insert a link to the selected file in your Post at the current cursor position (when editing a Page, this button will say *Insert into page*).

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

Editing an HTML Link

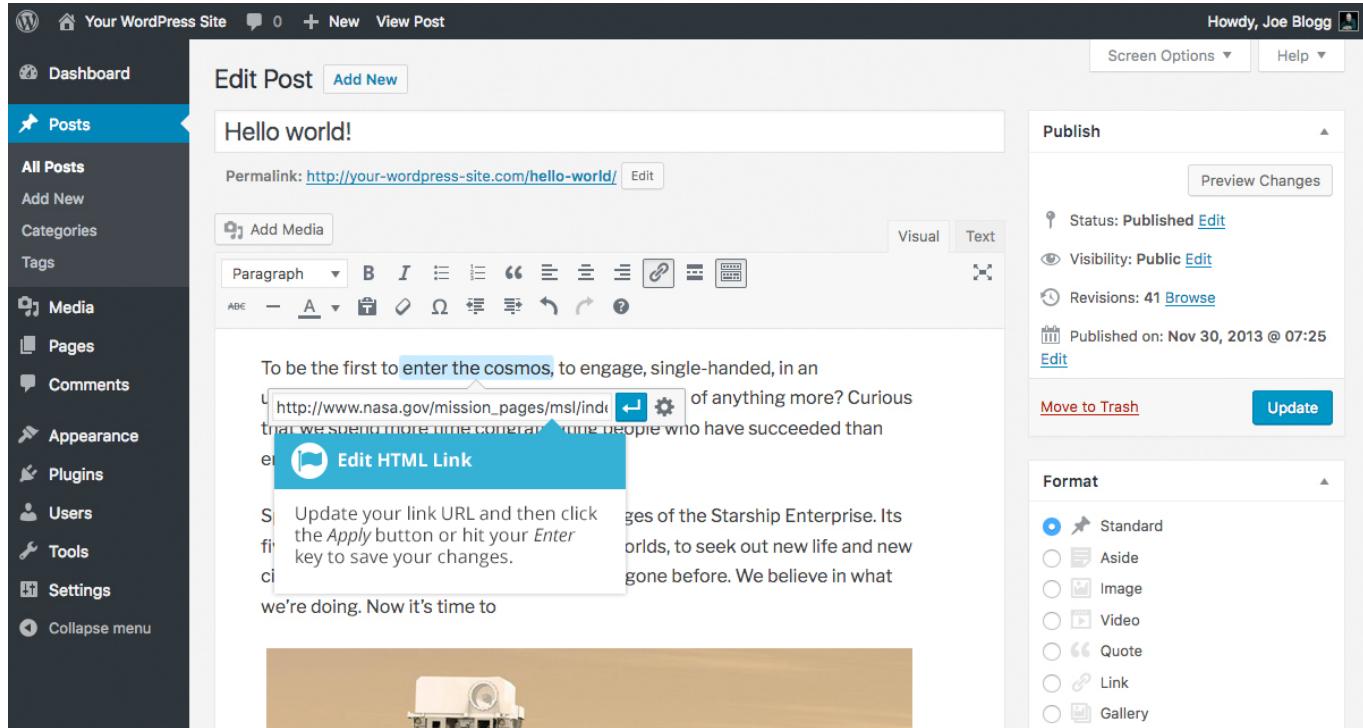
To edit an html link, click the link within your Page/Post that you'd like to edit to display the inline link toolbar. Once the toolbar appears, click the *Edit* button

() 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.



The screenshot shows the WordPress dashboard with the 'Posts' menu item selected. In the main content area, there is a paragraph of text with a blue box highlighting the word 'nasa.gov/mission_pages/msl'. Overlaid on this text is a tooltip with the title 'Edit HTML Link' and a description: 'Click the link that you wish to edit and then click the Edit button on the inline link toolbar to edit the link properties.' To the right of the text, the Visual Editor toolbar is visible, showing various text and media icons. On the far right, the Publish and Format panels are open. The Publish panel shows the post status as 'Published', visibility as 'Public', and a revision count of 41. The Format panel lists various content formats: Standard, Aside, Image, Video, Quote, Link, and Gallery. The 'Standard' option is selected.

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 ().



The screenshot shows the WordPress dashboard with 'Posts' selected. An 'Edit Post' screen is open for a post titled 'Hello world!'. The Visual Editor toolbar is visible above the content area. In the content, there is a link to 'http://www.nasa.gov/mission_pages/msl/index.html'. A blue box highlights the 'Edit HTML Link' button (a blue ribbon icon) next to the link. To the right, the Publish metabox shows the post is published on Nov 30, 2013, at 07:25. The Format metabox shows the post is set to 'Standard'.

Removing an HTML Link

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

Remove button () to remove the link. 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.

The screenshot shows the WordPress 'Edit Post' screen. On the left is a dark sidebar with navigation links: Dashboard, Posts (selected), All Posts, Add New, Categories, Tags, Media, Pages, Comments, Appearance, Plugins, Users, Tools, Settings, and Collapse menu. The main area has a title 'Edit Post' and a sub-link 'Add New'. Below the title is the content area with the text 'Hello world!'. A link 'nasa.gov/mission_pages/msl' is selected, and a tooltip says 'Remove HTML Link'. The right side has a 'Publish' panel with status 'Published', visibility 'Public', revisions '41', and a publish date 'Nov 30, 2013 @ 07:25'. It also includes 'Move to Trash' and 'Update' buttons. A 'Format' panel lists options: Standard (selected), Aside, Image, Video, Quote, Link, and Gallery.

Editing Existing Content

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

The screenshot shows the WordPress 'Posts' list screen. The sidebar on the left includes 'Settings' and 'Collapse menu'. The main area displays a list of posts. The first post, 'Hello world!', has a tooltip 'Edit Page or Post' pointing to its title. The tooltip text reads: 'To edit your Page or Post, click on the Page/Post name or click the Edit link that appears when hovering your cursor over each row.' Other posts in the list include 'Markup: Image Alignment' and 'Markup'.

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.

The screenshot shows the WordPress dashboard with the 'Posts' menu item selected. The main area displays a list of posts, with one post ('Spaceflight') currently in the trash. A tooltip for the 'View Trash' link is visible, explaining that it allows viewing all items in the trash. Another tooltip for the 'Delete Page or Post' link is also present, instructing users to click the 'Trash' link to send the item to the trash.

Title	Author	Date
Scheduled — Scheduled	Joe Blogg	Scheduled 2020/01/01
Spaceflight	Joe Blogg	Published 2014/09/07
Vroom Vroom	Joe Blogg	Last Modified 2014/05/26
LEGO Tin	Joe Blogg	Published 2014/05/20
Ellie Goulding – Halcyon Days	Joe Blogg	Published 2014/05/20

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.

The screenshot shows the WordPress dashboard with the 'Posts' menu item selected. The main area displays a list of posts, with one post ('Spaceflight') currently in the trash. A tooltip for the 'Delete or Restore Content' link is visible, explaining how to delete or restore individual items. Another tooltip for the 'Empty Trash' button is visible, explaining how to permanently delete all items in the trash.

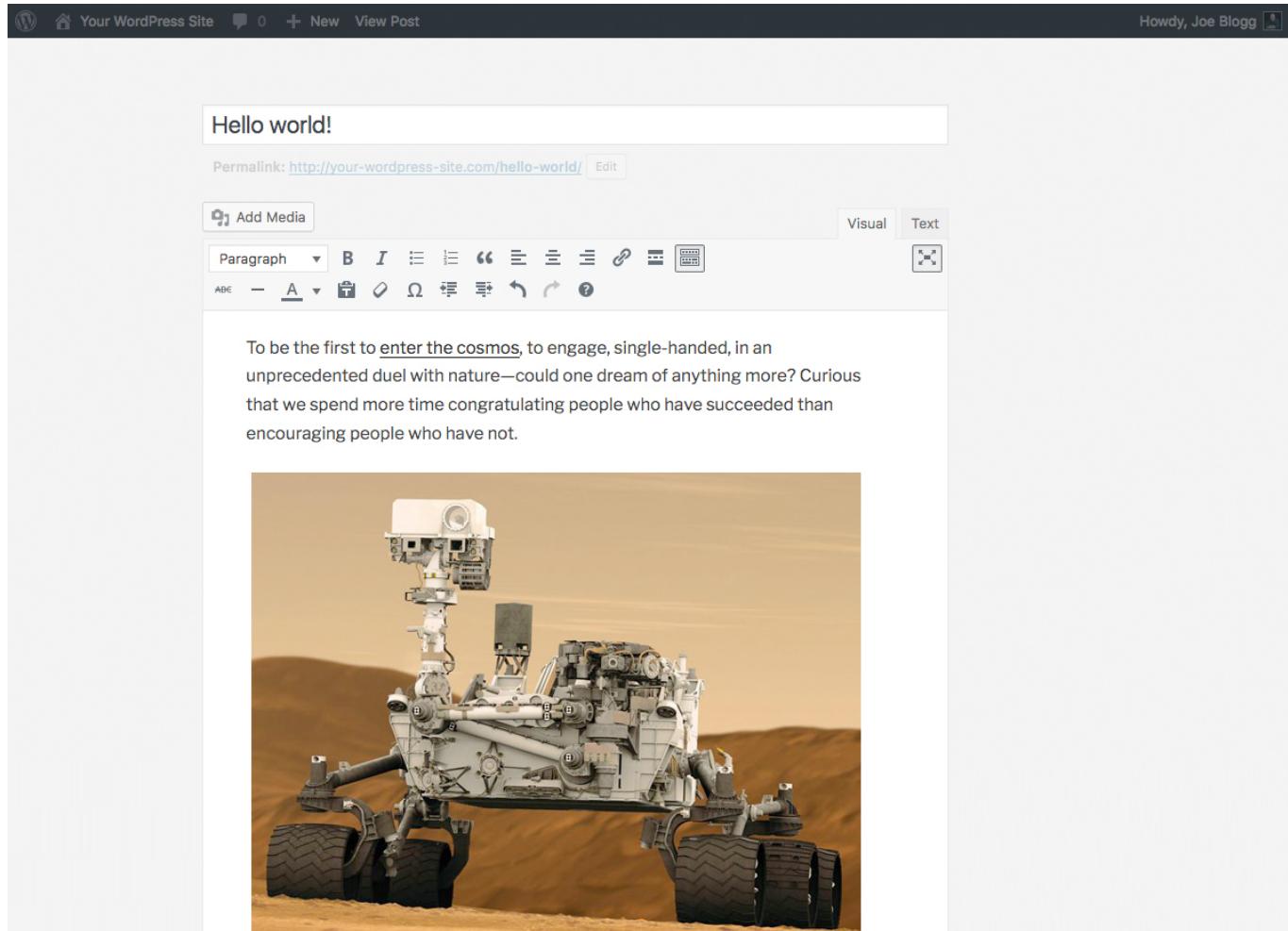
Title	Author	Date
Spaceflight	Joe Blogg	Last Modified 4 mins ago
Title	Author	Categories Tags Date

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.

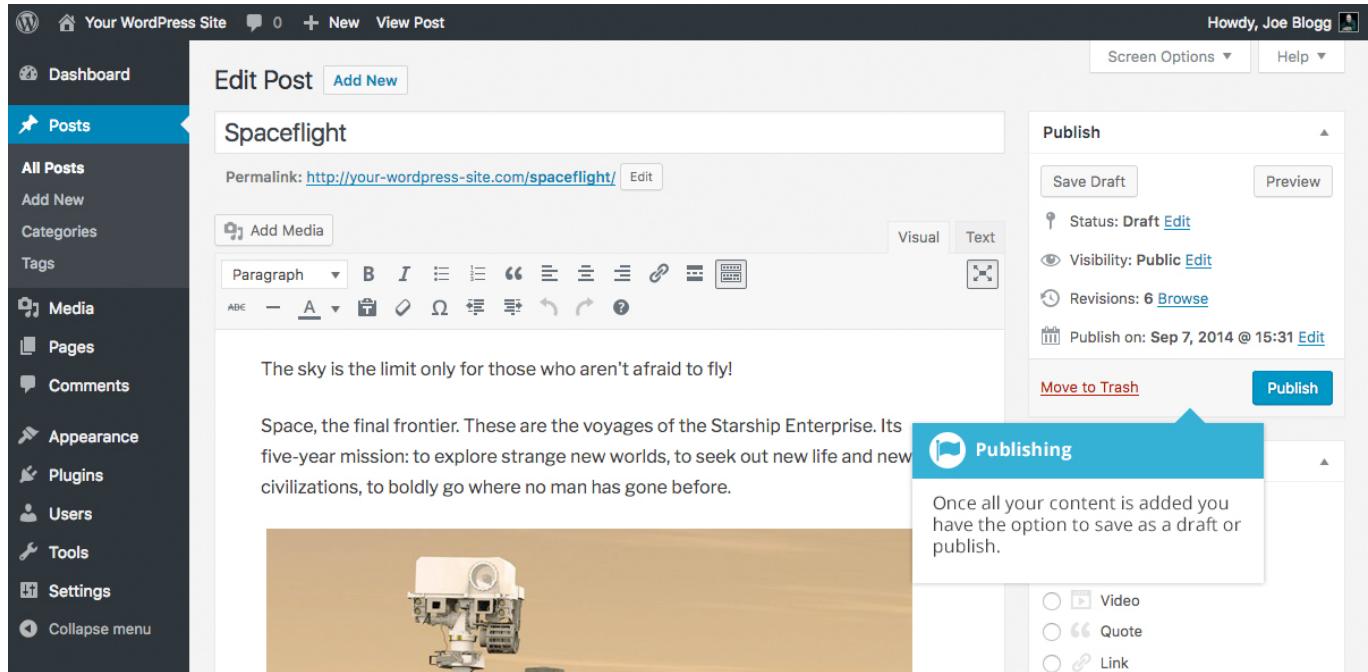


In Distraction Free Writing mode, only the Title field and Visual Editor is displayed until you move your cursor outside of the editor. Once you move your cursor outside of the editor, the menu and side panels fade back into view.

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.



The screenshot shows the WordPress admin interface. On the left is the sidebar with links to Dashboard, Posts, All Posts, Add New, Categories, Tags, Media, Pages, Comments, Appearance, Plugins, Users, Tools, Settings, and Collapse menu. The main area is titled 'Edit Post' with a sub-link 'Add New'. The title 'Spaceflight' is entered. The Permalink is shown as <http://your-wordpress-site.com/spaceflight/>. The Publish panel on the right has a 'Publish' button highlighted. Other buttons include 'Save Draft' and 'Preview'. It shows the status as 'Draft', visibility as 'Public', and publish date as 'Sep 7, 2014 @ 15:31'. A tooltip for the 'Publishing' section states: 'Once all your content is added you have the option to save as a draft or publish.' Below the editor, there is a thumbnail image of a small electronic device.

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.

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.

The screenshot shows the WordPress Admin Categories screen. On the left, there's a sidebar with links like Dashboard, Posts, Categories, Media, Pages, Comments, Appearance, Plugins, Users, Tools, and Settings. The main area has a title 'Categories' and a sub-section 'Add New Category'. It includes fields for 'Name' (with a note: 'The name is how it appears on your site.'), 'Slug' (with a note: 'The "slug" is the URL-friendly version of the name. It is usually all lowercase and contains only letters, numbers, and hyphens.'), 'Parent Category' (set to 'None'), and 'Description' (with a note: 'The description is not prominent by default; however, some themes may show it.'). Below these is a button 'Add New Category'. A large modal window titled 'Add New Category' is open, containing instructions: 'Add a new Category by filling in the Name, Slug, Parent (if any) & Description.' It has an 'Apply' button and a table showing existing categories. The table columns are 'Name', 'Description', 'Slug', and 'Count'. The categories listed are: aciform (slug: aciform, count: 1), — sub (slug: sub, count: 1), antiquarianism (slug: antiquarianism, count: 2), arra (slug: arrangement, count: 1), asm (slug: asmodeus, count: 1), Blog (slug: blogroll, count: 1), broder (slug: broder, count: 1), buying (slug: buying, count: 1), Cat A (slug: cat-a, count: 1), Cat B (slug: cat-b, count: 1), Cat C (slug: cat-c, count: 1), and championship (slug: championship, count: 1). Each category row has options: 'Edit', 'Quick Edit', 'Delete', and 'View'. The 'Edit' option for 'antiquarianism' is highlighted.

Name	Description	Slug	Count
aciform	—	aciform	1
— sub	—	sub	1
antiquarianism	—	antiquarianism	2
arra	Edit Quick Edit Delete View	arrangement	1
asm	Hovering the cursor over each row will show you various options you can perform	asmodeus	1
Blog		blogroll	1
broder	—	broder	1
buying	—	buying	1
Cat A	—	cat-a	1
Cat B	—	cat-b	1
Cat C	—	cat-c	1
championship	—	championship	1

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 the WordPress Post Editor interface. On the left, a sidebar menu includes options like Dashboard, Posts, All Posts, Add New, Categories, Tags, Media, Pages, Comments, Appearance, Plugins, Users, Tools, and Settings. The main area displays a post with a featured image of a large vehicle tire. A modal box titled "Add Existing Category" is overlaid on the image, containing instructions to tick checkboxes for existing categories. Another modal box titled "Add New Category" is shown below, with instructions to click "+ Add New Category" and type the category name. The right side of the screen shows the "Categories" sidebar with a list of available categories and a "Featured Image" section.

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.

The screenshot shows the WordPress admin interface for managing tags. On the left, the navigation menu is visible with 'Tags' selected. The main area displays a list of existing tags and an 'Add New Tag' modal. The modal has fields for 'Name', 'Slug', and 'Description'. A tooltip explains that the name is how it appears on the site, the slug is URL-friendly, and the description is not prominent by default. The list of tags includes items like '8BIT', 'alignment', 'Articles', etc. A cursor is hovering over the 'chat' tag in the list, which triggers a context menu with links for 'Edit', 'Quick Edit', 'Delete', and 'View'.

Name	Description	Slug	Count
8BIT	Tags posts about 8BIT.	8bit	1
alignment		alignment-2	3
Articles	Tags posts about Articles.	articles	1
aside		aside	1
audio		audio	1
captions	Edit Quick Edit Delete View	captions-2	2
cate		categories	2
chat	Hovering the cursor over each row will show you various options you can perform	chat	2
chat		chattels	0
cienaga		cienaga	0
claycold		claycold	0
Codex		codex	3

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.

WordPress Your WordPress Site 0 + New View Post Howdy, Joe Blogg

Dashboard

Posts

All Posts Add New Categories Tags

Media

Pages Comments

Appearance

Plugins Users Tools Settings

Collapse menu

Add Media

Paragraph B I ABC A

Visual Text

Add New Category

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.



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.

Tags

Add Separate tags with commas

Articles jetpack Nailed It

Choose from the most used tags

BBIT 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

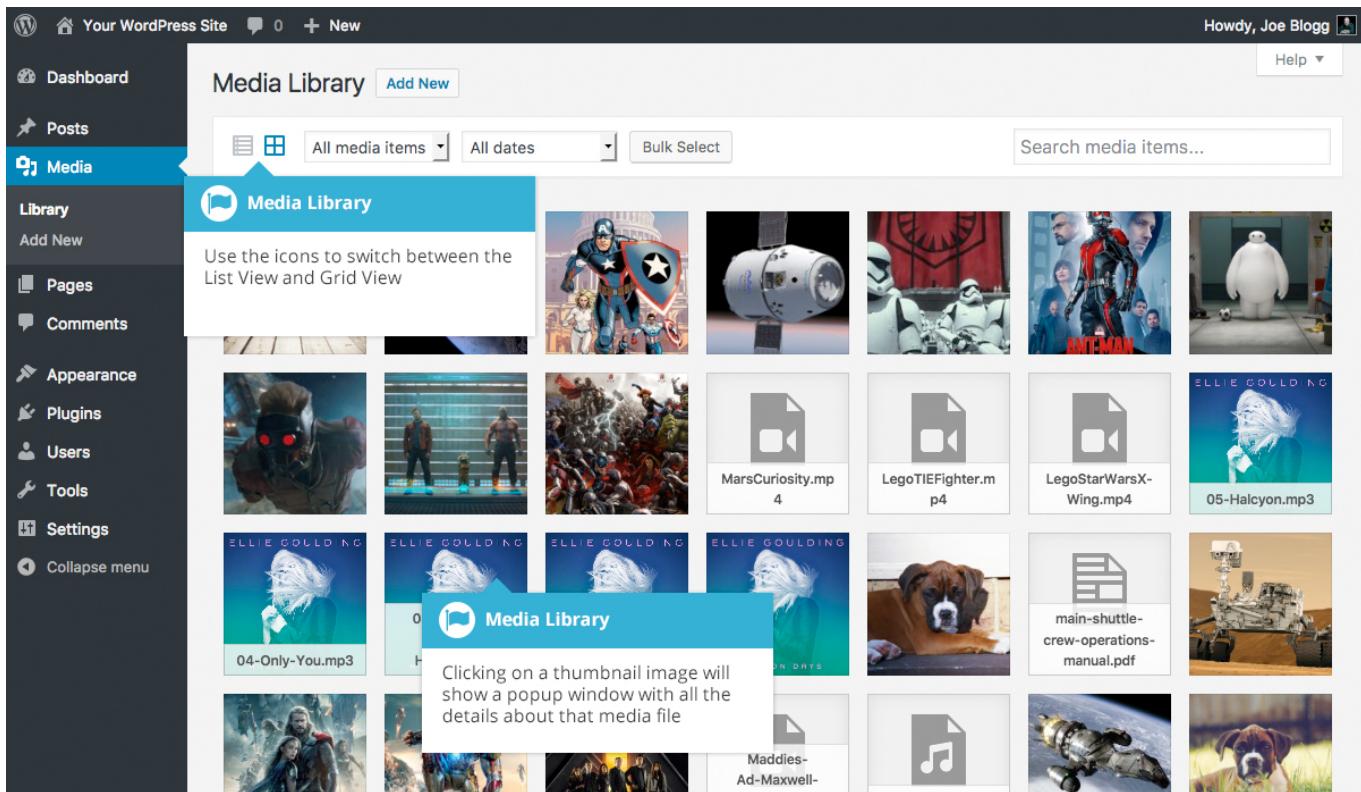
Word count: 92 Last edited by Joe Blogg on December 3, 2017 at 4:56 pm

Featured Image

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 (grid) to display your images in a list, or you can click the *Grid View* icon (grid) 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*.

The screenshot shows the WordPress Media Library interface. On the left, a sidebar lists navigation options: Dashboard, Posts, Media (which is selected), Library, Add New, Pages, Comments, Appearance, Plugins, Users, Tools, and Settings. The main area is titled 'Media Library' with a 'Add New' button. It features a toolbar with icons for List View, Grid View, All media items, All dates, Filter, and a search bar labeled 'Search media items...'. Below this is a table header with columns: Author, Uploaded to, Date, and a small icon. The table contains five rows of file information:

	Author	Uploaded to	Date
<input type="checkbox"/>	Joe Blogg	(Unattached) Attach	2016/12/07
<input type="checkbox"/>	Joe Blogg	Spaceflight Detach	2016/10/28
<input type="checkbox"/>	Joe Blogg	Captain America Detach	2016/08/28
<input type="checkbox"/>	Joe Blogg	(Unattached) Attach	2015/09/06
<input type="checkbox"/>	Joe Blogg	(Unattached) Attach	2015/09/06
<input type="checkbox"/>	Joe Blogg	(Unattached) Attach	2015/09/06

A tooltip in the center of the table says: 'Hovering the cursor over each row will show you various options you can perform'. The 'Edit', 'Delete Permanently', and 'View' links mentioned in the text are visible beneath the file names in the rows.

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

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

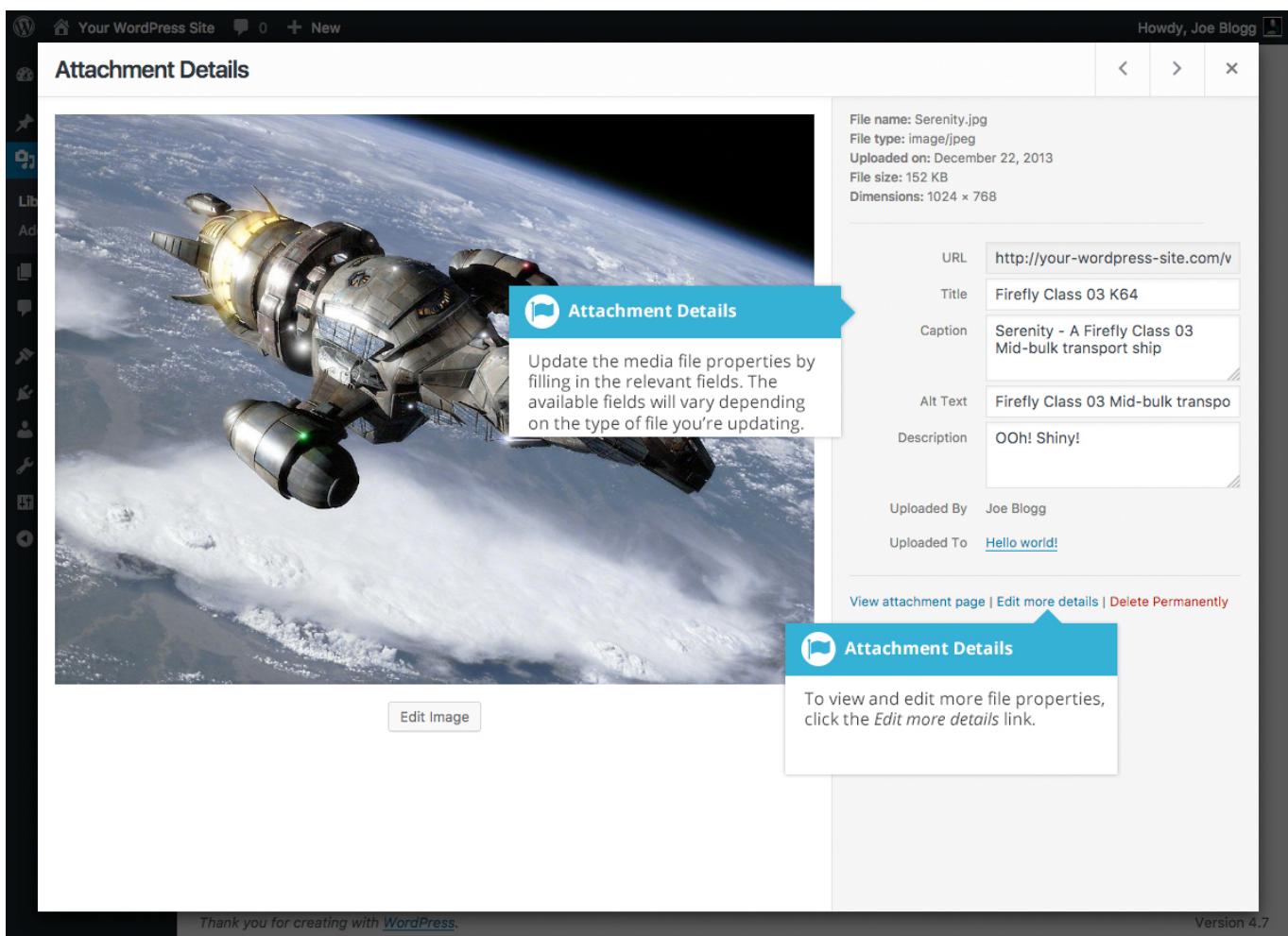
When hovering your cursor over each row in the List View, a few links will appear beneath the file name.

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

Viewing a File in the Media Library

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

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



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

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

Firefly Class 03 K64

Permalink: <http://your-wordpress-site.com/hello-world/serenity/>

Save

- 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
- Dimensions: 1024 x 768

Attachment Details

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.

Caption

Serenity - A Firefly Class 03 Mid-bulk transport ship

Alternative Text

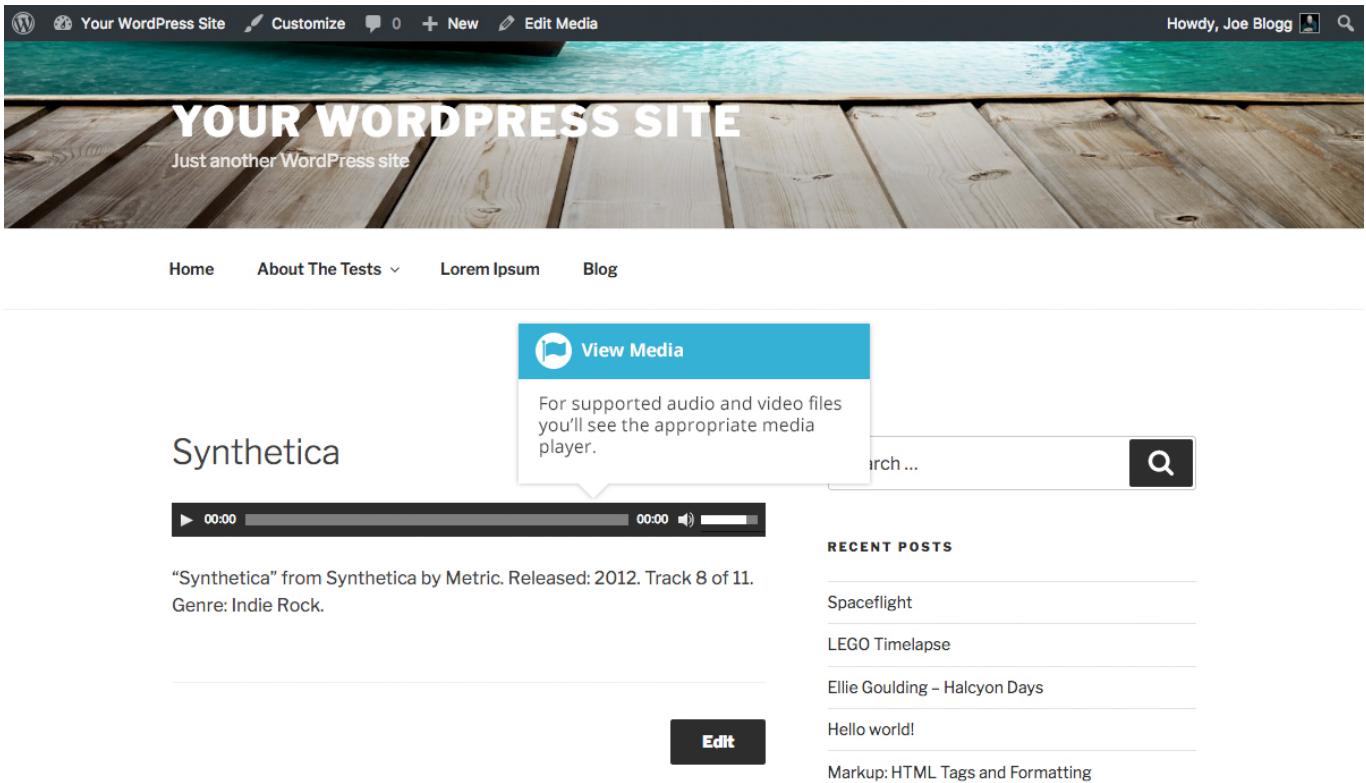
Firefly Class 03 Mid-bulk transport ship

Description

OOH! Shiny!

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.

Upload New Media

Drop files here or Select Files

Click **Select Files** if you wish to open a dialog box to manually select the files to upload.

Maximum upload file size: 32 MB.

Uploaded Media

Once your files are uploaded, they're listed below the file uploader.

Image	Name	Edit
	BigHero6_Wallpaper	Edit
	Ant-Man-Poster	Edit
	StarWarsTheForceAwakens	Edit
	SpaceX-Dragon	Edit

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.

Media Library Add New

All media items All dates Bulk Select

Drop files anywhere to upload or Select Files

Click **Select Files** if you wish to open a dialog box to manually select the files to upload.

Maximum upload file size: 32 MB.

Uploaded Media

Once your files are uploaded, they're listed below the file uploader.

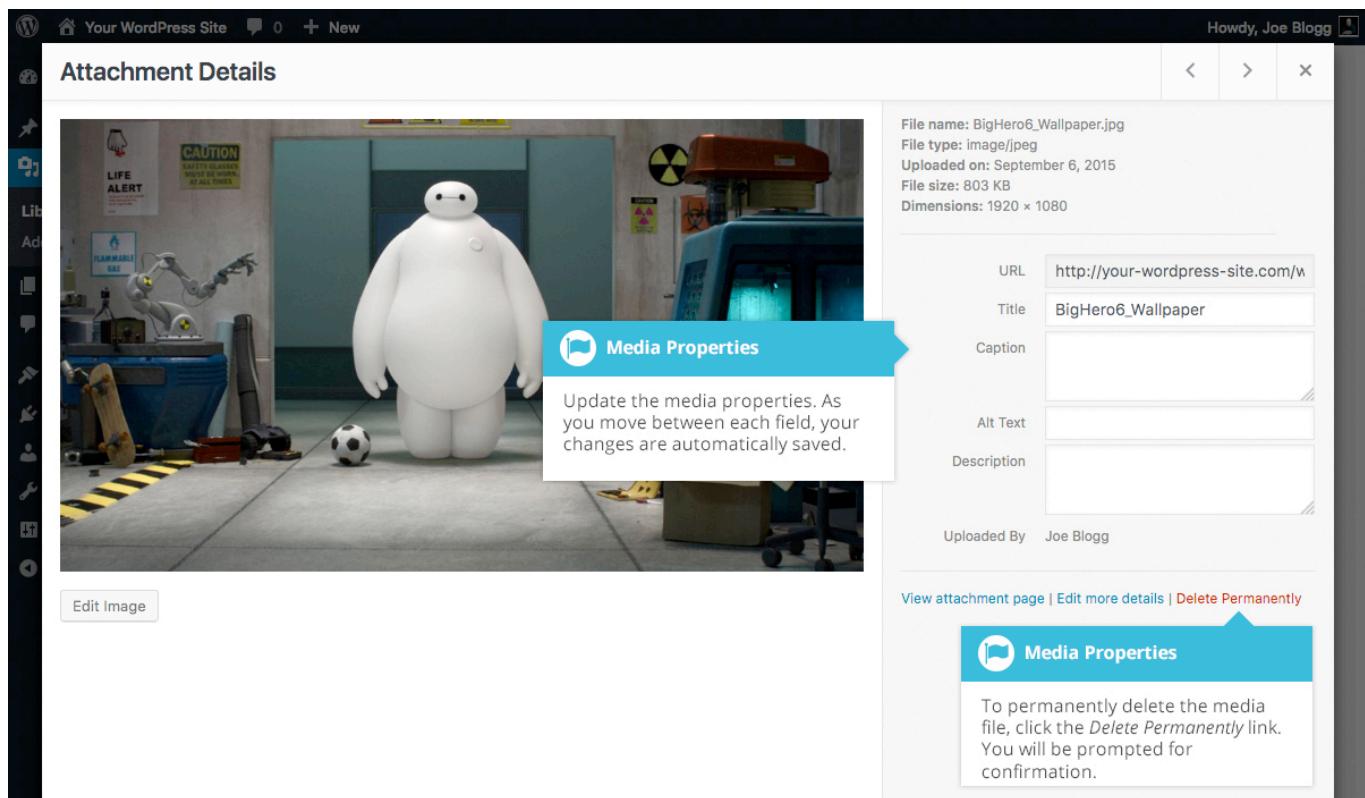
Image	Name	File Type
	Captain America	Image
	MarsCuriosity.mp4	Video
	LegoTIEFighter.mp4	Video
	LegoStarWarsX-Wing.mp4	Video
	ELLIE GOULDING	Image
	05-Halcyon.mp3	Audio
	04-Only-You.mp3	Audio
	ELLIE GOULDING 03-Anything-Could-Happen.mp3	Image

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

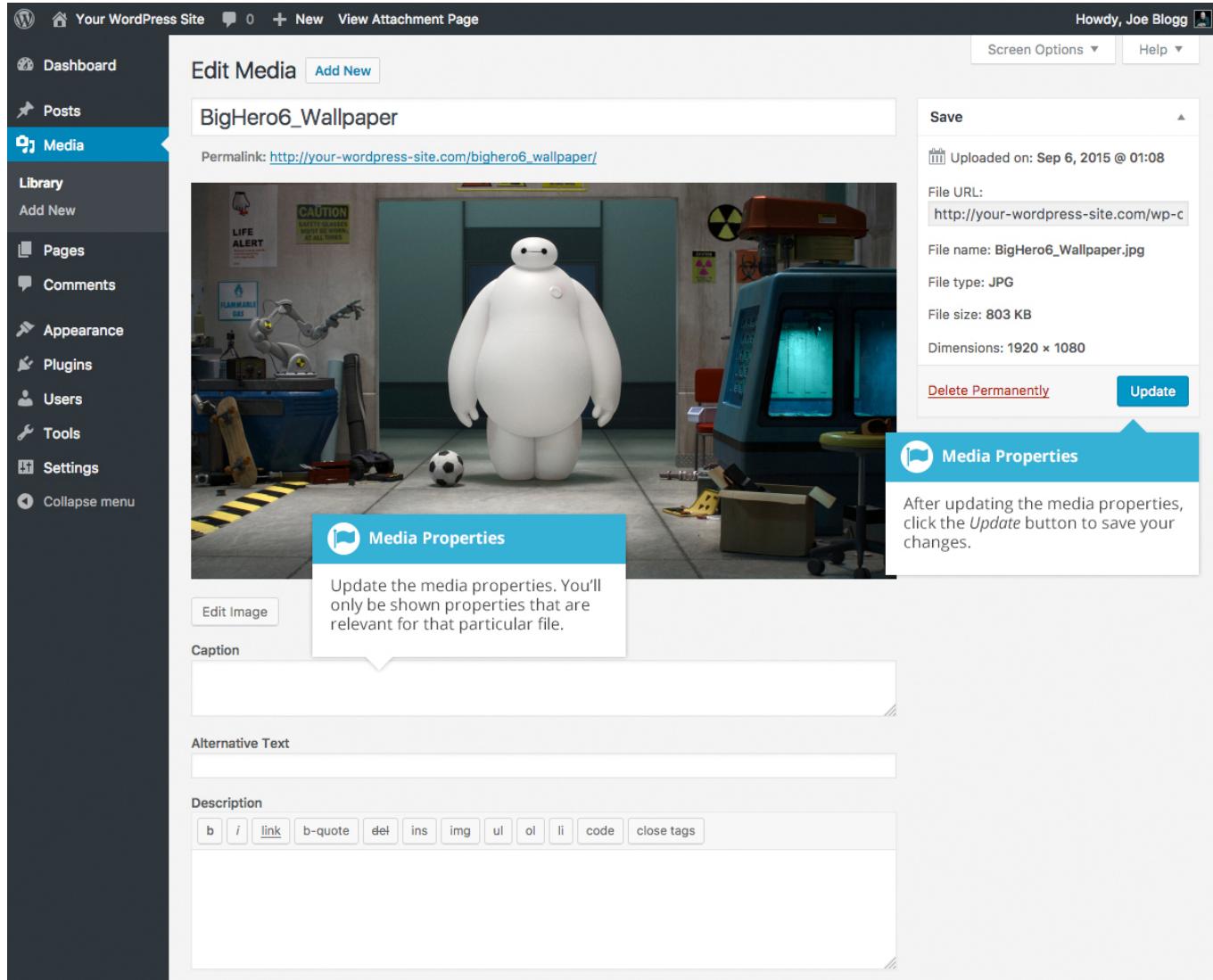
If you're viewing your files using the *Grid View*, simply click on one of your media files and you'll be presented with a pop-up window that displays the relevant properties for that particular file.

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

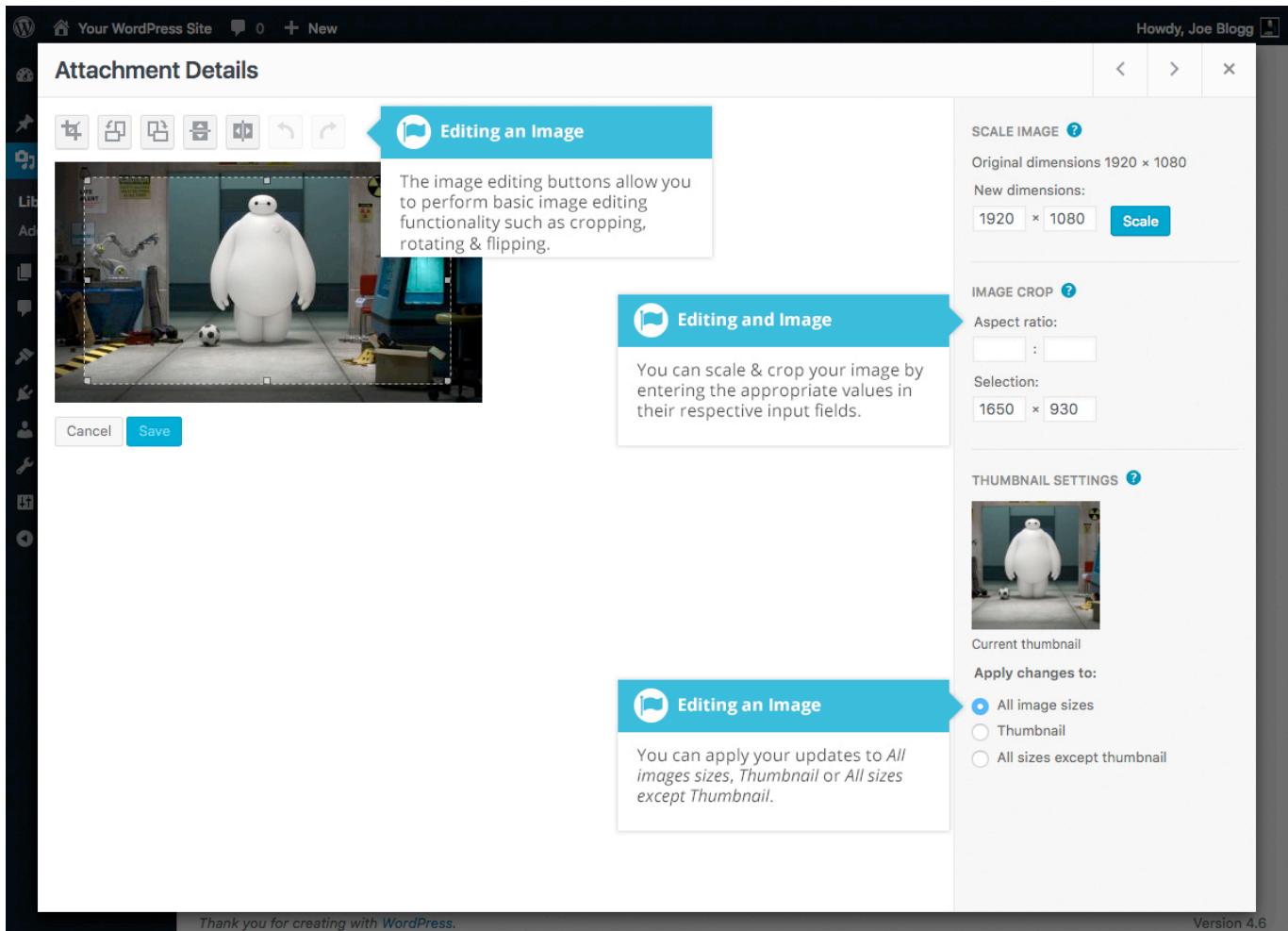
Once the file properties are updated click the *Update* button to save your changes.

Editing an Image

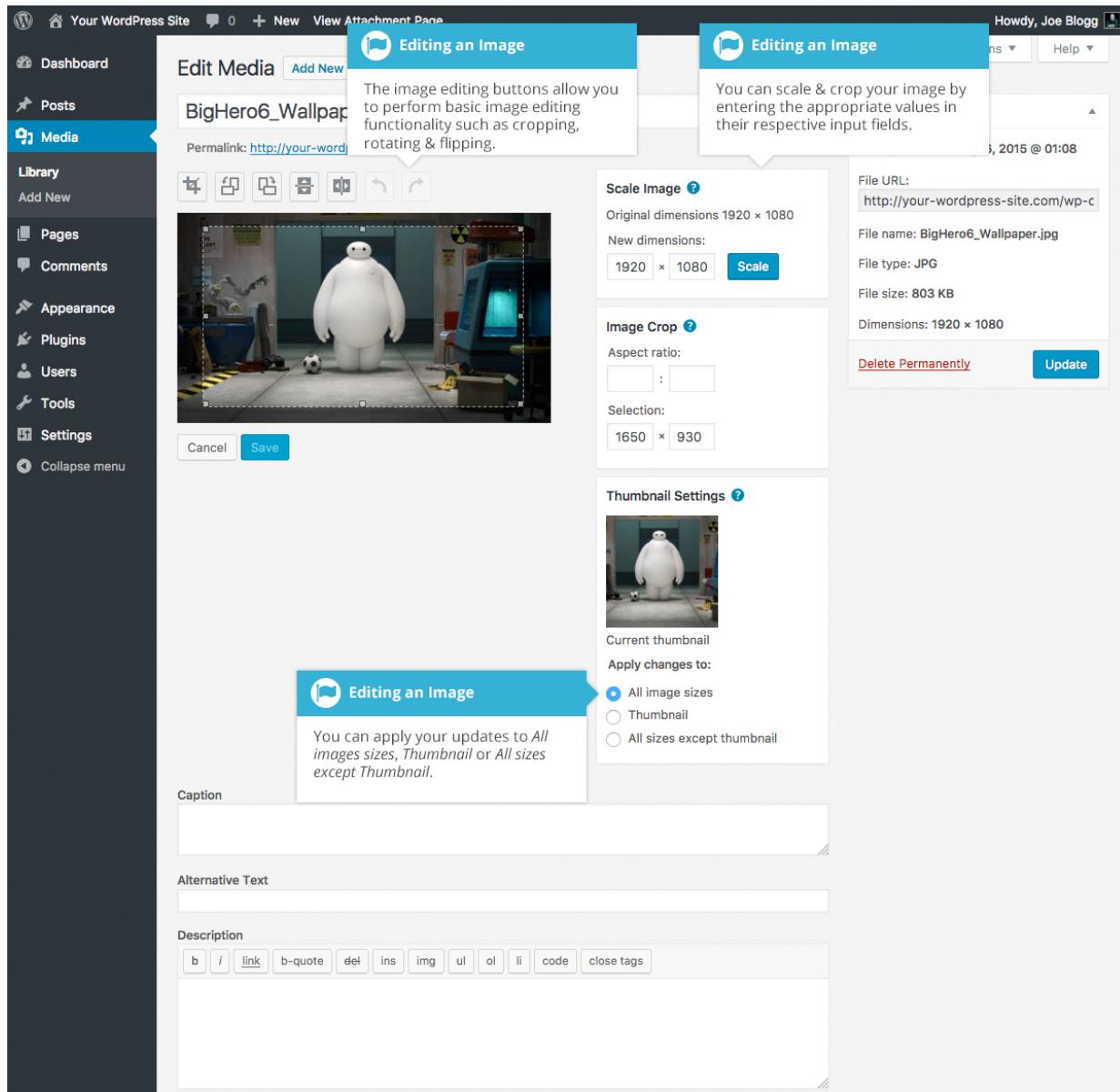
WordPress has a basic image editing tool that allows you to perform some simple manipulation with your uploaded images. You're able to rotate and flip your images as well as scale them and crop them to different sizes.

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.

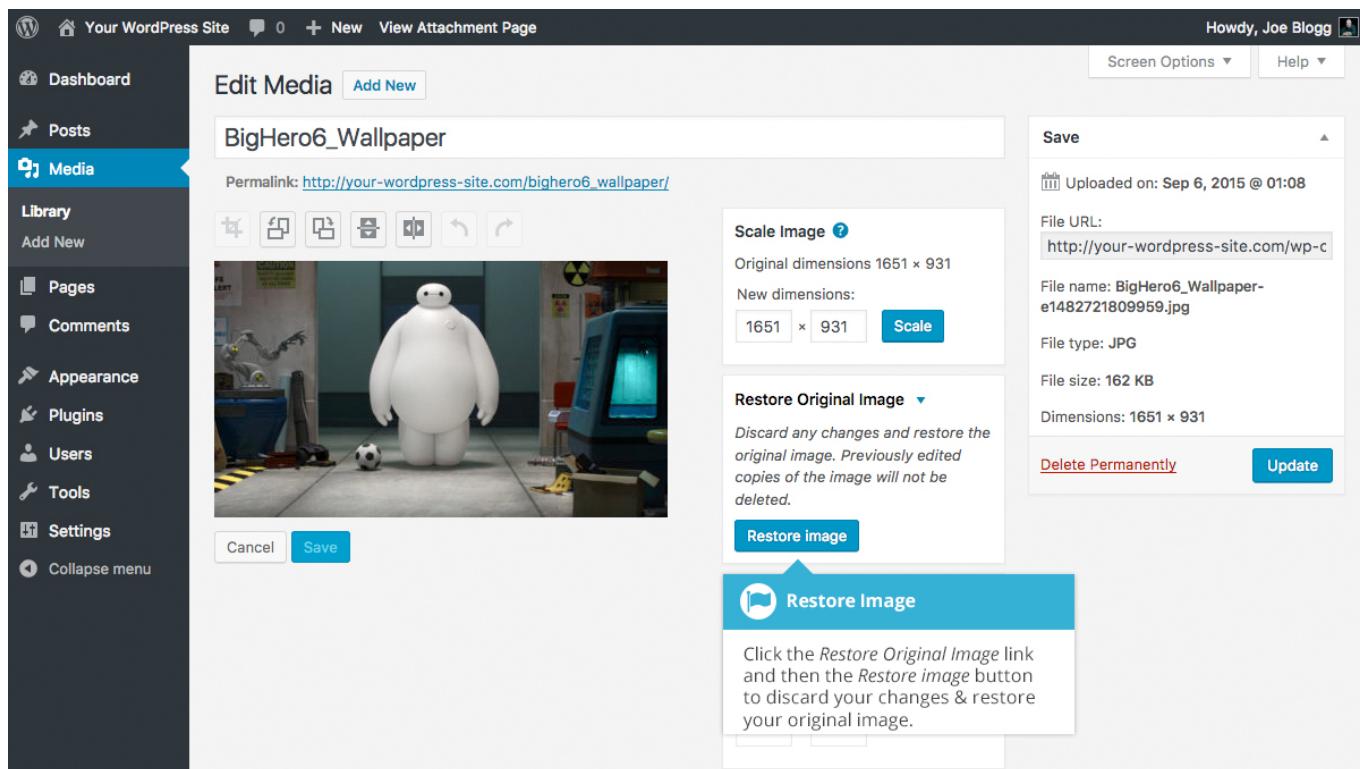
Whenever the selection box is adjusted, the dimensions are displayed in the *Selection* input fields. You can also manually enter the dimensions of the selection box (in pixels) by entering values into these two fields. Once your selection box is adjusted, simply click the *Crop* button just above the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

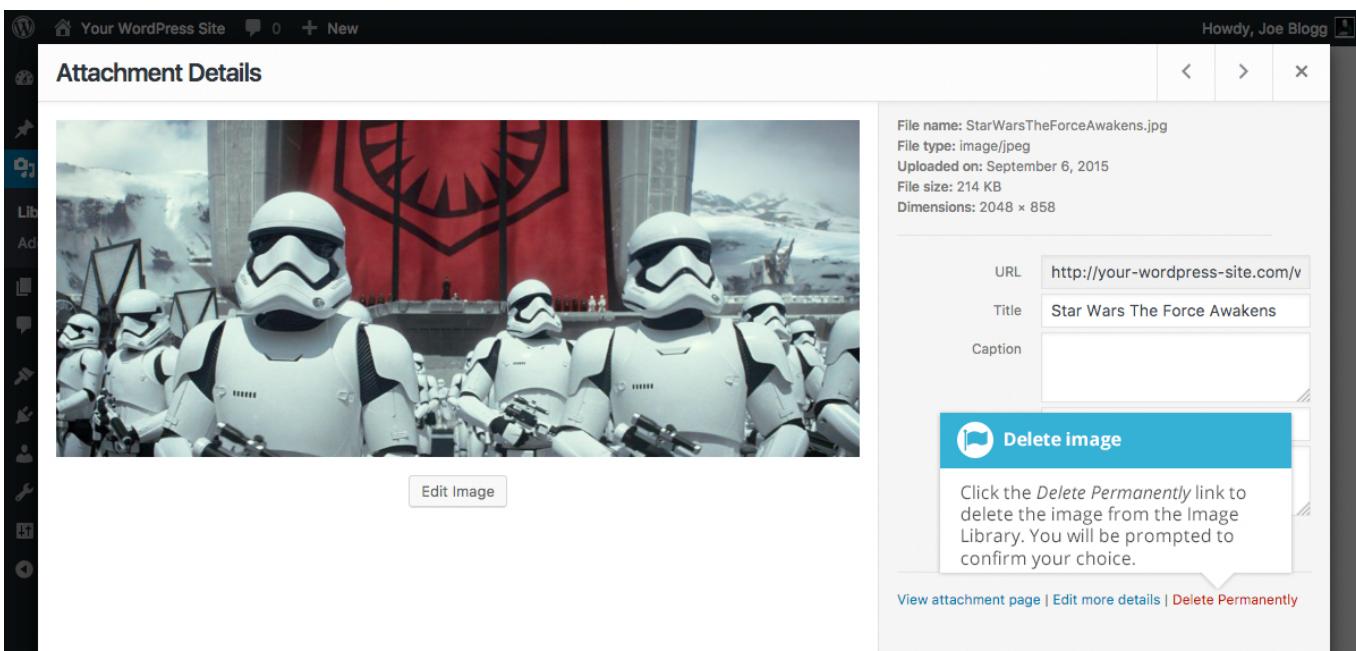
Click the *Update* button to return to the main Media Library page.

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.

	File	Author	Uploaded to	Date
<input type="checkbox"/>	Captain America	Joe Blogg	Captain America Detach	2016/08/28
<input type="checkbox"/>	SpaceX-Dragon	Joe Blogg	(Unattached) Attach	2015/09/06
<input type="checkbox"/>	Star Wars The Force Awakens	Joe Blogg	(Unattached) Attach	2015/09/06
<input type="checkbox"/>	Another Image	Joe Blogg	(Unattached) Attach	2015/09/06
<input type="checkbox"/>	Big Image	Joe Blogg	(Unattached) Attach	2015/09/06

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.

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 admin interface under the 'Comments' menu. At the top, there are links for 'All (30)', 'Pending (0)', 'Approved (30)', 'Spam (2)', and 'Trash (0)'. Below these are 'Bulk Actions' and 'Apply' buttons. A search bar and a 'Screen Options' dropdown are also present. The main area displays a list of comments with columns for 'In Response To', 'Submitted On', and 'Status'. Each comment row has a 'Comments' icon with a tooltip explaining the function: hovering over it shows options like Unapprove, Reply, Quick Edit, Edit, Spam, and Trash. The comments listed are:

In Response To	Submitted On	Status
Hello world!	2013/11/30 at 7:25 am	Pending
Edge Case: No Content	2013/03/14 at 12:35 pm	Approved
Template: Password Protected (the password is "enter")	2013/03/14 at 11:56 am	Approved
Template: Comments	2013/03/14 at 11:30 am	Approved

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.

Replies to a Comment

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

The screenshot shows the WordPress admin interface under the 'Comments' section. A modal window titled 'Comment Reply' is open, overlaid on the main comments list. The modal contains a message: 'Click the Reply link to reply to the comment.' Below this is a text area with placeholder text: 'Hi, th... To de... will h...'. At the bottom of the modal are buttons for 'Unapprove', 'Reply', 'Quick Edit', 'Edit', 'Spam', and 'Trash'. The main comments list shows one comment from 'Mr WordPress' with the text 'Hello world!'. The 'Reply' button is highlighted with a blue border.

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

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 comment. 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 (or un-numbered) list

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

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

Code – Used for indicating a piece of code

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 as well as change the Date and Time.

Quick edit

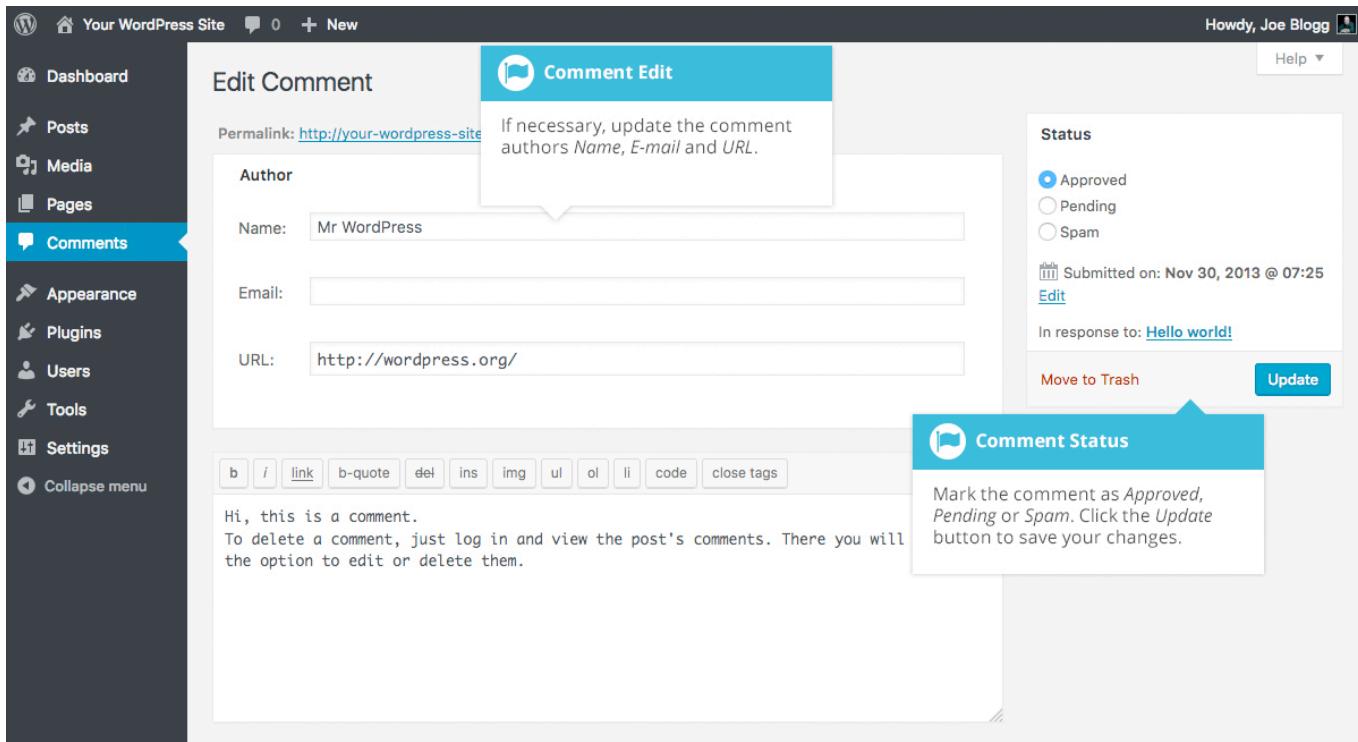
Clicking *Quick Edit* will replace the comment with an editor that allows you to update the comment, the comment authors name, email address and URL.

The screenshot shows the WordPress admin interface for comments. On the left, there's a sidebar with links like Dashboard, Posts, Media, Pages, and Comments (which is highlighted). The main area is titled 'Comments' and shows a list of 30 items. A specific comment is selected for editing. A large blue 'Comment Toolbar' box contains buttons for basic HTML formatting (bold, italic, link, etc.). Below it, a tooltip explains the toolbar. Another box, 'Comment Quick Edit', provides instructions for updating the comment author's information. To the right, a 'Save Comment' button is visible, along with the comment's status ('Edge Case: No Content'), date ('2013/03/14 at 12:35 pm'), and a 'View Post' link. The bottom right corner of the screen shows the page number '1 of 2'.

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. Hover your cursor over the comment and click the *Unapprove* link to unapprove the comment.

Comments that are already Unapproved 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.

The screenshot shows the WordPress admin interface for managing comments. The left sidebar has a 'Comments' section with a blue badge indicating 1 new comment. The main area is titled 'Comments' and shows a list of 31 items. The columns are 'Author', 'Comment', 'In Response To', and 'Submitted On'. The first comment is from 'Spammy McSpammerson' with the message 'Please buy my awesome handbags. They're totes awesome!'. Below it is a tooltip with the text 'Clicking the Approve link will approve the comment.' and a large blue button labeled 'Approve Comment'. Other comments include one from 'Mr WordPress' and one from 'John Doe'.

Author	Comment	In Response To	Submitted On
Spammy McSpammerson awesome-handbags.com buynow@awesome-handbags.com 192.168.0.4	Please buy my awesome handbags. They're totes awesome! Approve Reply Quick Edit Edit Spam Trash	Hello world! View Post	2015/09/08 at 1:29 am
Mr WordPress wordpress.org	Clicking the Approve link will approve the comment.	Hello world! View Post	2013/11/30 at 7:25 am
John Doe example.org example@example.org 24.126.245.62	Having no content in the post should have no adverse effects on the layout or functionality.	Edge Case: No Content View Post	2013/03/14 at 12:35 pm

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're using the Akismet plugin and you come across a spam comment that Akismet missed, marking it as spam will help Akismet learn and it will be less likely to miss similar spam in the future.

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

The screenshot shows the WordPress admin interface for managing comments. The left sidebar has a 'Comments' section with a red notification badge. The main area is titled 'Comments' and shows a list of 31 items. At the top of the list is a comment from 'Spammy McSpammerson' with the message: 'Please buy my awesome handbags. They're totes awesome!'. Below the message are links: 'Approve', 'Reply', 'Quick Edit', 'Edit', 'Spam' (with a red badge showing '1'), and 'Trash'. A blue tooltip box is overlaid on this row, pointing to the 'Spam' link. The tooltip contains the text: 'Clicking the *Spam* link will mark the comment as spam. Clicking *Trash* will send it to the Trash.' To the right of the comment list are columns for 'In Response To', 'Submitted On', and a small preview of the post.

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 admin interface for managing comments. The left sidebar has a 'Comments' link selected. The main area is titled 'Comments' and shows a list of 30 comments. Two comments are highlighted as spam:

- Spammy McSpammerson** (IP: 192.168.0.4) posted "Please buy my awesome handba...". A blue tooltip over the 'Empty Spam' button says: "To permanently remove all spam comments, click the *Empty Spam* button."
- Spammy McSpammerson** (IP: 192.168.0.4) posted "Hey there! Love your blog. How about you come to my casino and win lots of money. Sounds pretty good,right?". A blue tooltip over the 'Not Spam | Delete Permanently' link says: "Clicking the *Not Spam* link will remove a single comment from the list of spam comments." Another blue tooltip over the 'Delete Permanently' button says: "Clicking the *Delete Permanently* link will delete a single comment permanently."

At the top, there are filters for 'All (30)', 'Pending (0)', 'Approved (30)', 'Spam (2)', and 'Trash (0)'. There are also 'Bulk Actions' dropdowns, an 'Apply' button, and a search bar.

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 Seventeen 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.

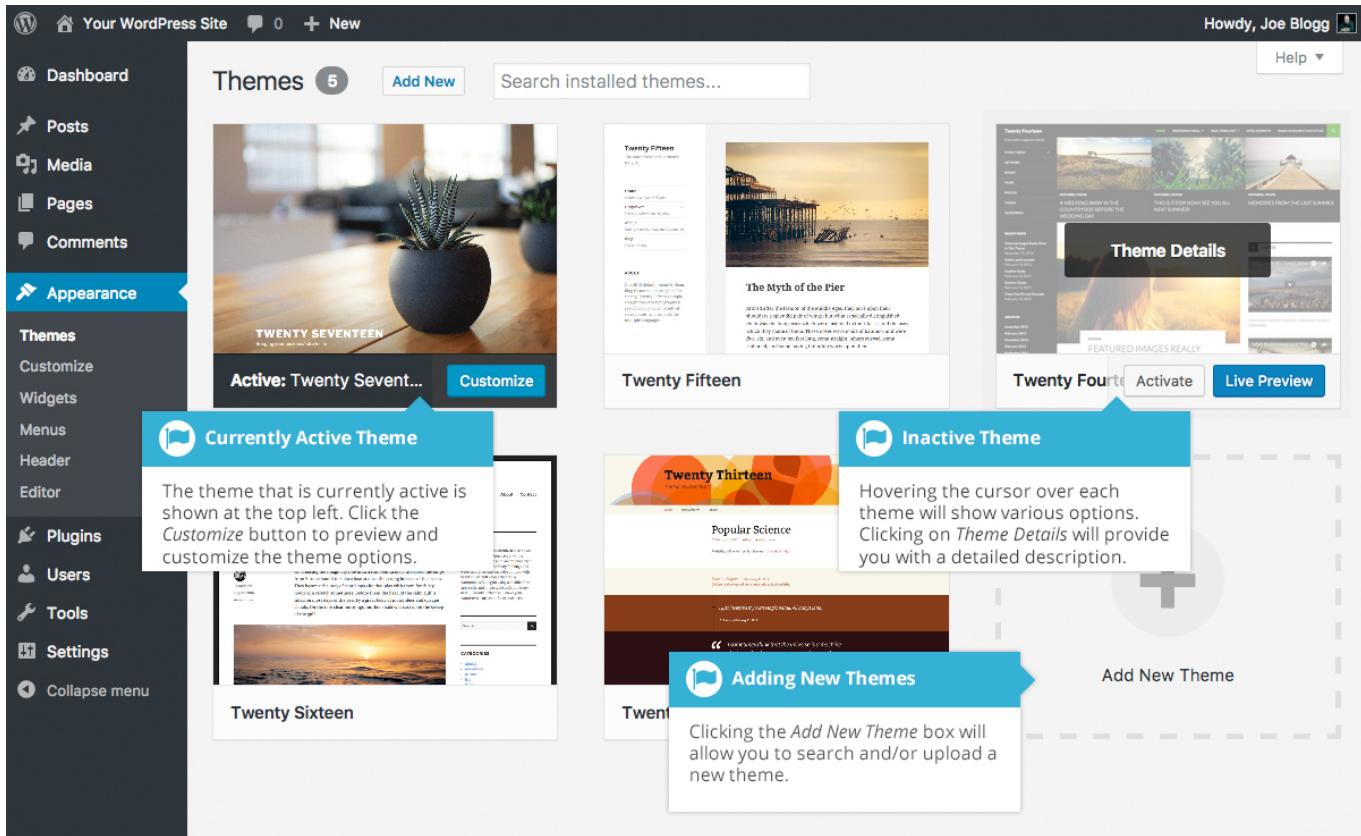
Selecting your Theme

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.

To view more details about a particular theme, hover your cursor over a theme thumbnail image and click on *Theme Details*. A pop-up window will appear that displays a larger image along with the theme description and other details.

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.

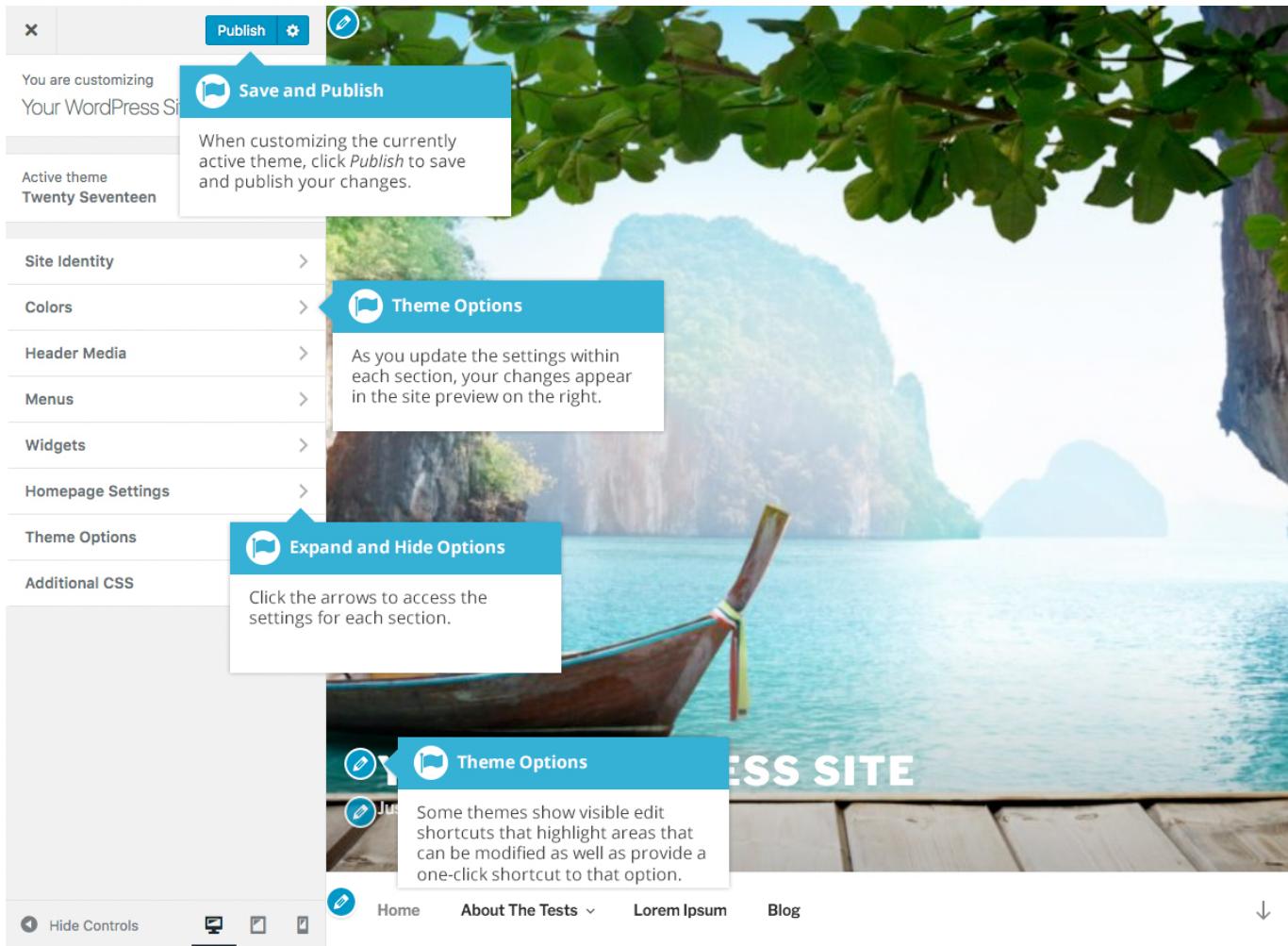


Previewing and Customizing your Theme

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 *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 *Activate & Publish* 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.

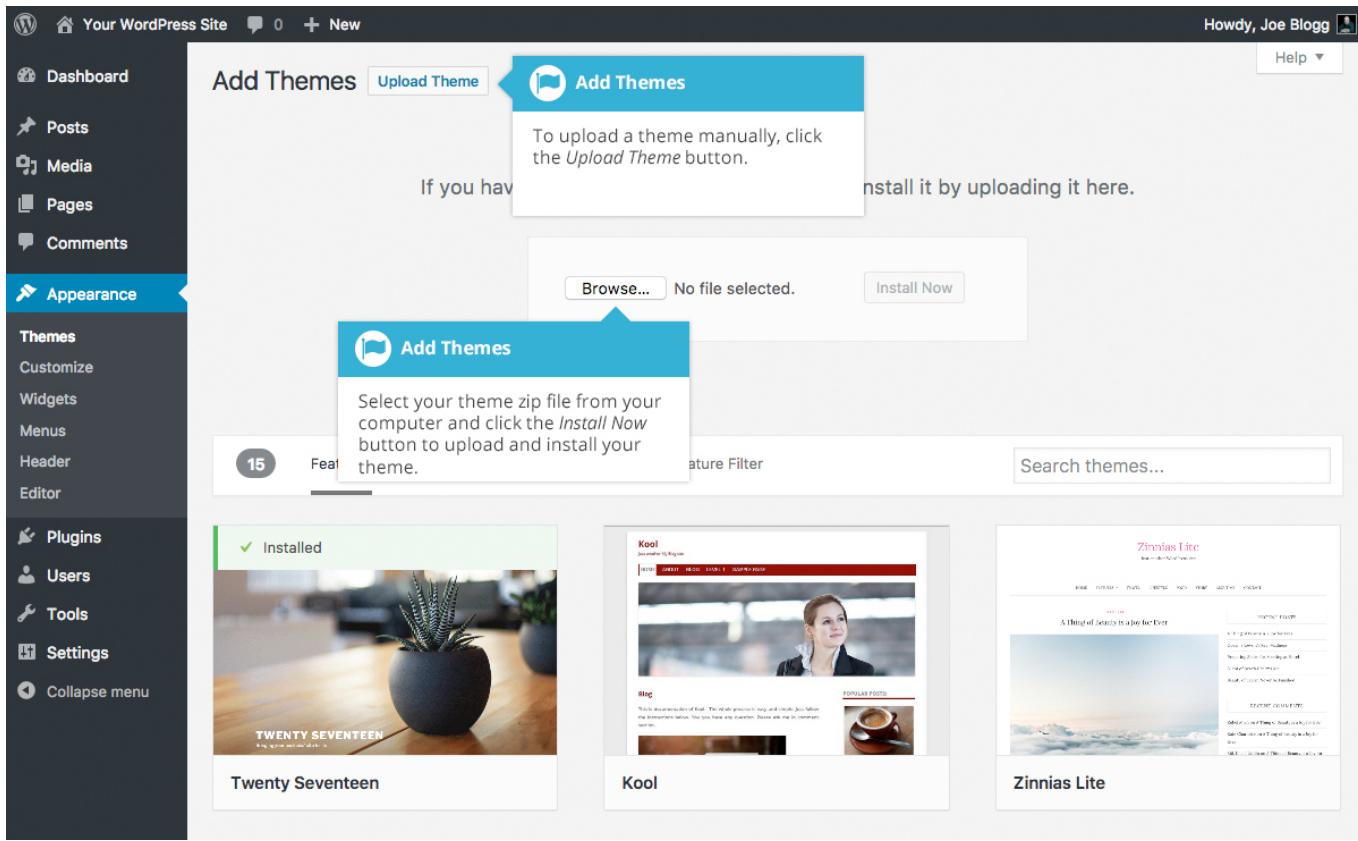
You can use the links at the top of the page to filter the results to see *Featured* themes, *Popular* themes or the *Latest* themes. Click the *Feature Filter* link to filter the results based on the Tags you specify. There are Tags for Layout, Features and Subject.

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

The screenshot shows the 'Add Themes' page in the WordPress admin dashboard. The left sidebar is dark with white text, showing the 'Appearance' menu item as active. The main area has a light background. At the top, there's a search bar labeled 'Search themes...'. Below it, a 'Filter Search results' section allows filtering by 'Installed' status. A 'View Theme Details' section shows a preview of the Twenty Seventeen theme, including a thumbnail, title, and a 'Details & Preview' button. Another section shows a preview of the Zinnias Lite theme. At the bottom, there are two more theme previews: 'oriental' and 'Food Recipes'. A large callout box on the right side, titled 'Install or Preview Theme', provides instructions: 'Install the theme by clicking the **Install** button. Click the **Preview** button to preview a theme.'

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*.

On the *Add Themes* page, you also have the option to manually upload a theme to your site. To upload a theme, click the *Upload Theme* button at the top of the page.

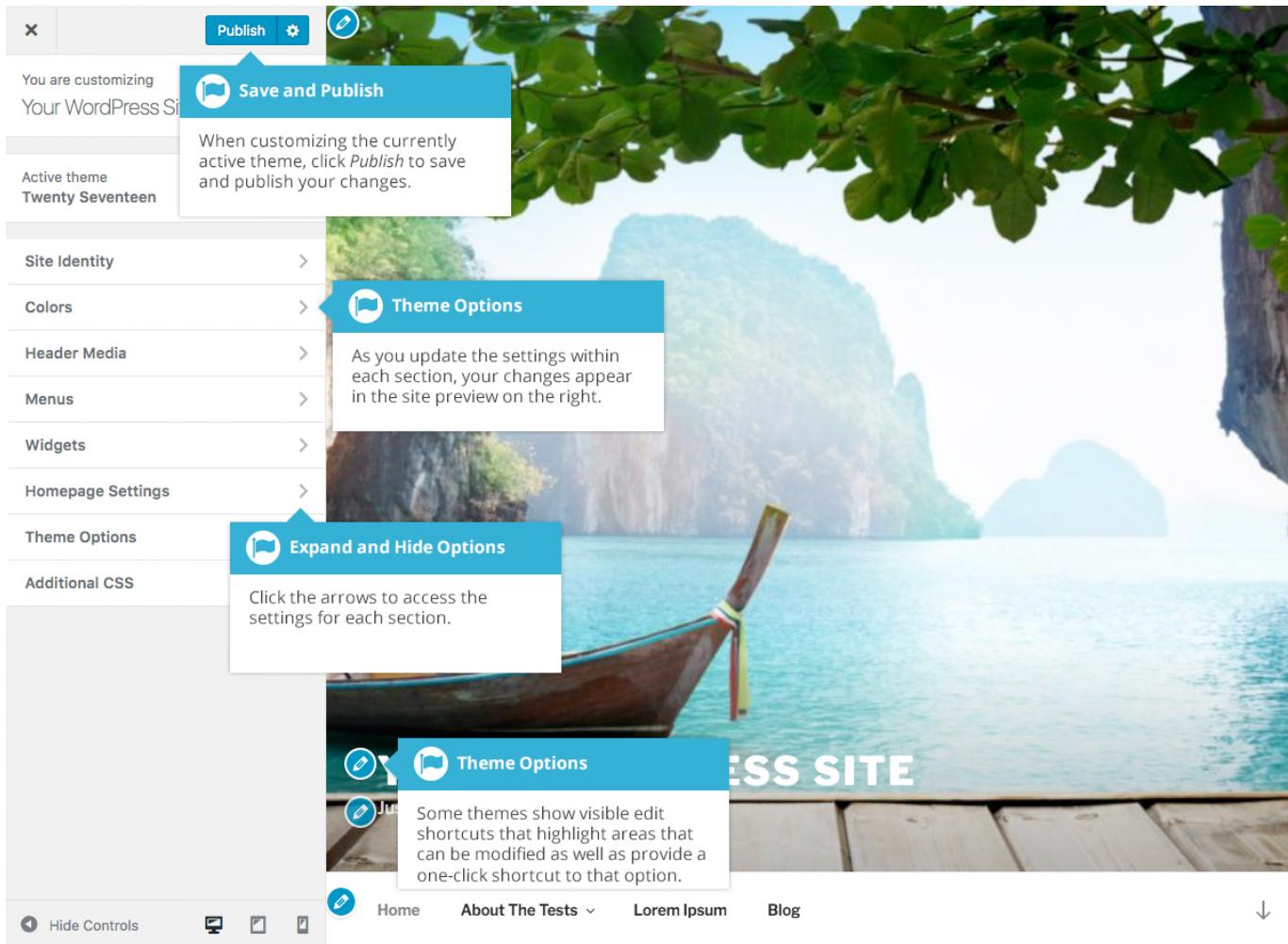


Select your theme file from your computer by clicking the *Browse...* button. Your theme file must be uploaded in .zip format.

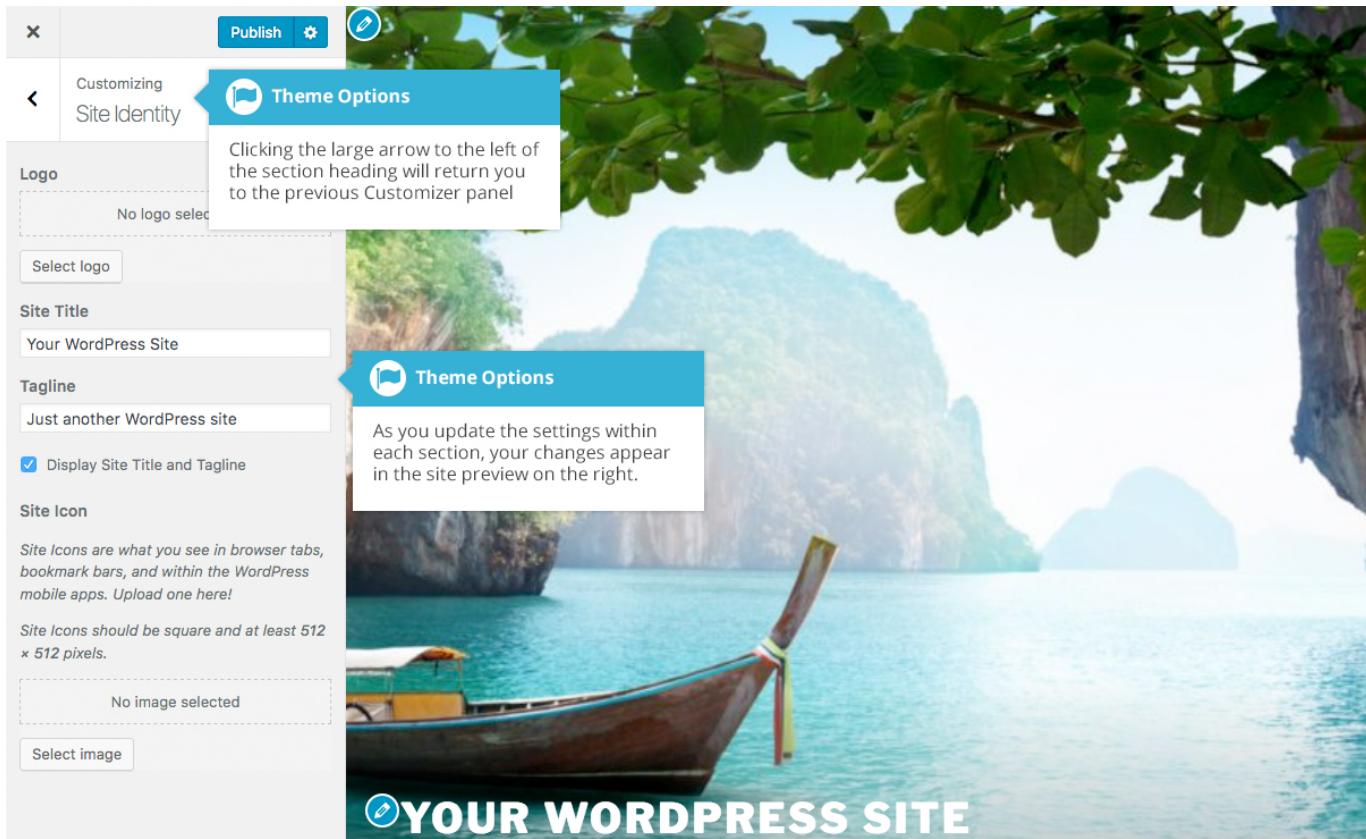
After clicking the *Install Now* button, your theme will be automatically uploaded to your site and installed. You are then given the option to preview the theme, activate the theme or return to the Themes page.

Customizing your Site

Using the Customizer, you can modify certain parts of your website. When you click on the *Customize* menu option you'll be shown the various theme options that you can change. Depending on the theme that is currently in use, you may see more or less options than those displayed in the following image.



Clicking the small arrows will open and close each of the panels, giving you access to each of the various options. You'll find that some of the options in the Customize screen are also available via other menu options. As an example, you can change the *Site Title* and *Tagline* within the *Site Identity* panel in the Customizer, as well as by using the *General* option under the *Settings* menu.



As you make your changes on the left-hand side of the Customize screen, the live preview on the right-hand side is automatically updated. You can also use the live preview window on the right-hand side of the page to navigate around your site.

By default, the Customizer will show your homepage in the preview window. Not all Customizer options affect the homepage though. You'll find that some options in the Customizer may also affect other parts of your site such as your blog, or static Pages. You can browse around your site in the live preview window to view these other pages, just like you would when viewing your site in a separate browser window.

Until you click the *Publish* button, only the theme preview is updated, not the theme on your live site.

By default, your changes are published immediately when you click the *Publish*

button. By clicking on the small cog icon (⚙️) next to the *Publish* button, you can also elect to save a draft of your changes, or have them automatically published at a later scheduled date and time of your choosing.

You are customizing Your WordPress Site

Active theme Twenty Seventeen Change

Action

- Publish
- Save Draft
- Schedule

Schedule your customization changes to publish ("go live") at a future date.

Date: 12-Dec 3, 2017

Time: 6 : 22 PM AEDT

[Discard changes](#)

[Share Preview Link](#)
See how changes would look live on your website, and share the preview with people who can't access the Customizer.

Please save your changes in order to share the preview.

<http://your-wordpress-site.com/> Copy

Theme Options

As well as publishing your changes straight away, you can also elect to save a draft or schedule them to publish at a later date & time.

Theme Options

When scheduling your changes, you can select the date and time that you wish for them to be automatically published.

YOUR WORDPRESS SITE

To help with testing your site across various devices, the Customizer also allows you to preview your site in mobile, tablet and desktop views. At the bottom of the

Customizer panel, click one of the view icons (  ) to change your site preview so that you can get an idea of how it will display on a regular desktop, a tablet or smartphone device.

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.

Widgets Manage widgets

Available Widgets

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

To activate a widget drag it into a sidebar. To deactivate a widget and delete it, drag it to the Inactive Widgets section.

- Archives**: A monthly archive of your site's Posts.
- Calendar**: A calendar of your site's Posts.
- Categories**: A list or dropdown menu of categories.
- Custom Menu**: Add a custom menu to the sidebar.
- Meta**: Login, RSS, and other meta links.
- Pages**: A list of your site's pages.
- Recent Comments**: Your site's most recent comments.
- Recent Posts**: Your site's most recent posts.
- RSS**: Entries from any RSS or Atom feed.
- Search**: A search form for your site.
- Tag Cloud**: A tag cloud of your site's tags.

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.

[Delete](#) | [Close](#)

Save

Deleting Widgets

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

Inactive Widgets

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

Drag widgets here to remove them from the sidebar but keep their settings.

Recent Posts: Recent posts

Recent Comments: Recent Comments

Clear Inactive Widgets

This will clear all items from the inactive widgets list. You will not be able to restore any customizations.

Available Sidebars

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

Footer 1: Add widgets here to appear in your footer.

Footer 2

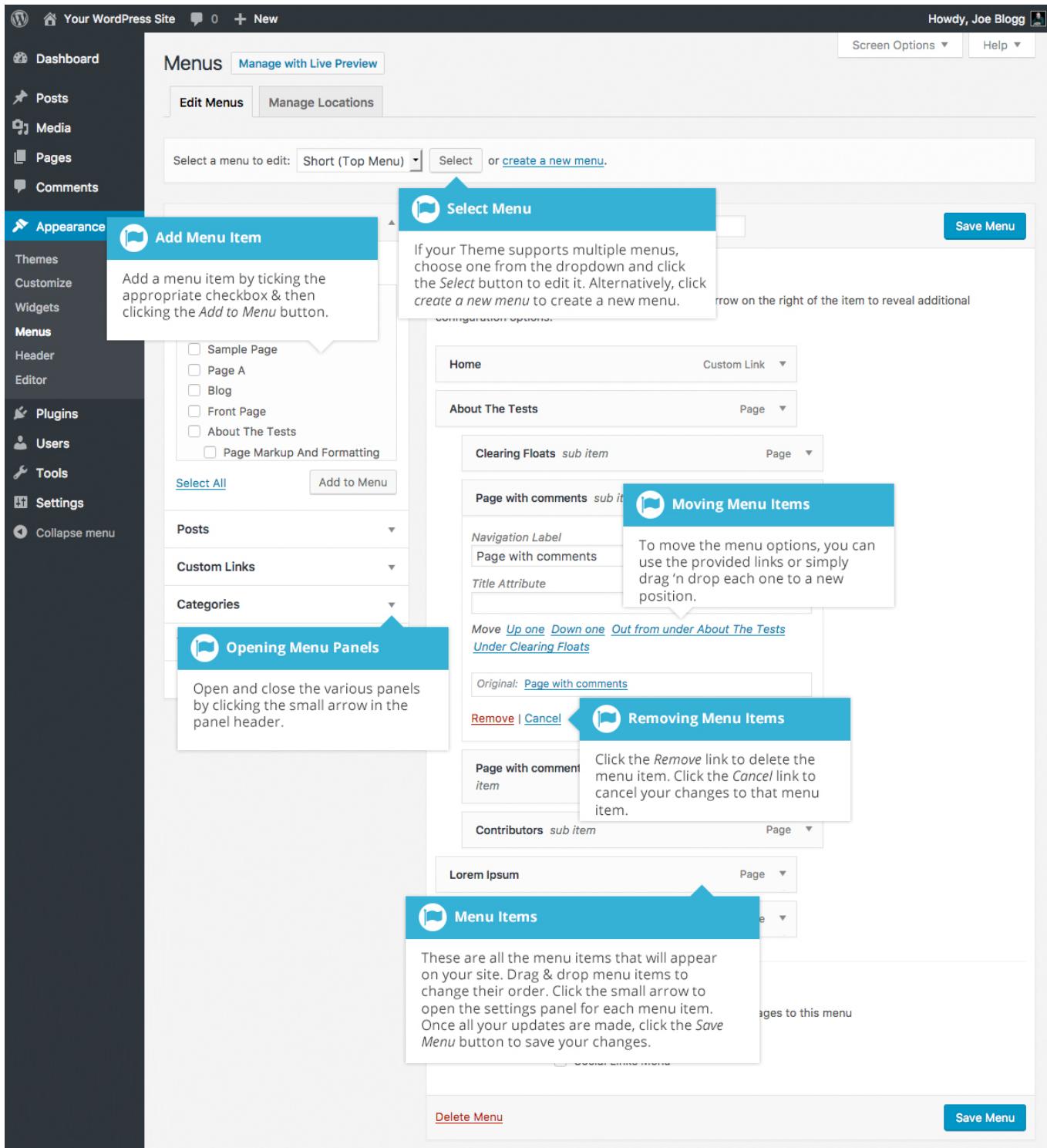
The *Available Widgets* section contains all the widgets you may choose from. To populate one of your Sidebars, drag and drop a widget to the desired location. Once the Widget is dragged to a Sidebar, the widget will open up to allow you to configure its settings. Click the *Save* button within the Widget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



Adding a New Menu

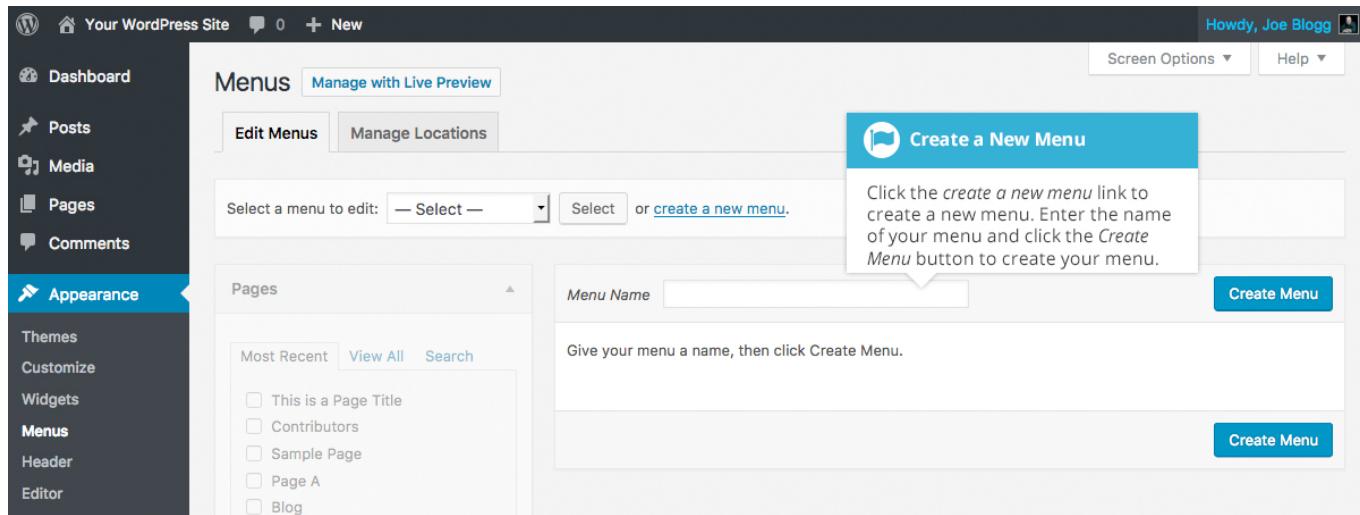
Depending on the current Theme being used, your site may make use of more than one navigation menu. Sometimes you might have multiple menus in your

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 screenshot shows the WordPress 'Menus' page. The left sidebar has 'Appearance' selected under 'Menus'. A tooltip on the left says: 'Add a menu item by ticking the appropriate checkbox & then clicking the *Add to Menu* button.' Another tooltip on the right says: '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.' The main area shows a dropdown for 'Select a menu to edit: Short (Top Menu)'. A 'Select' button is shown, along with a link to 'create a new menu'. Below this is a list of menu items: Home, About The Tests, Clearing Floats sub item, Page with comments sub item. The 'About The Tests' item is selected. A 'Select Menu' dialog is open over the list, and an 'Updating Menu Items' panel is open for the 'Clearing Floats' item, showing fields for 'Navigation Label' (set to 'Clearing Floats'), 'Title Attribute' (empty), and buttons for 'Move Up one', 'Down one', 'Out from under About The Tests', 'Original: Clearing Floats', 'Remove', and 'Cancel'.

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. 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 *Title Attribute* 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.

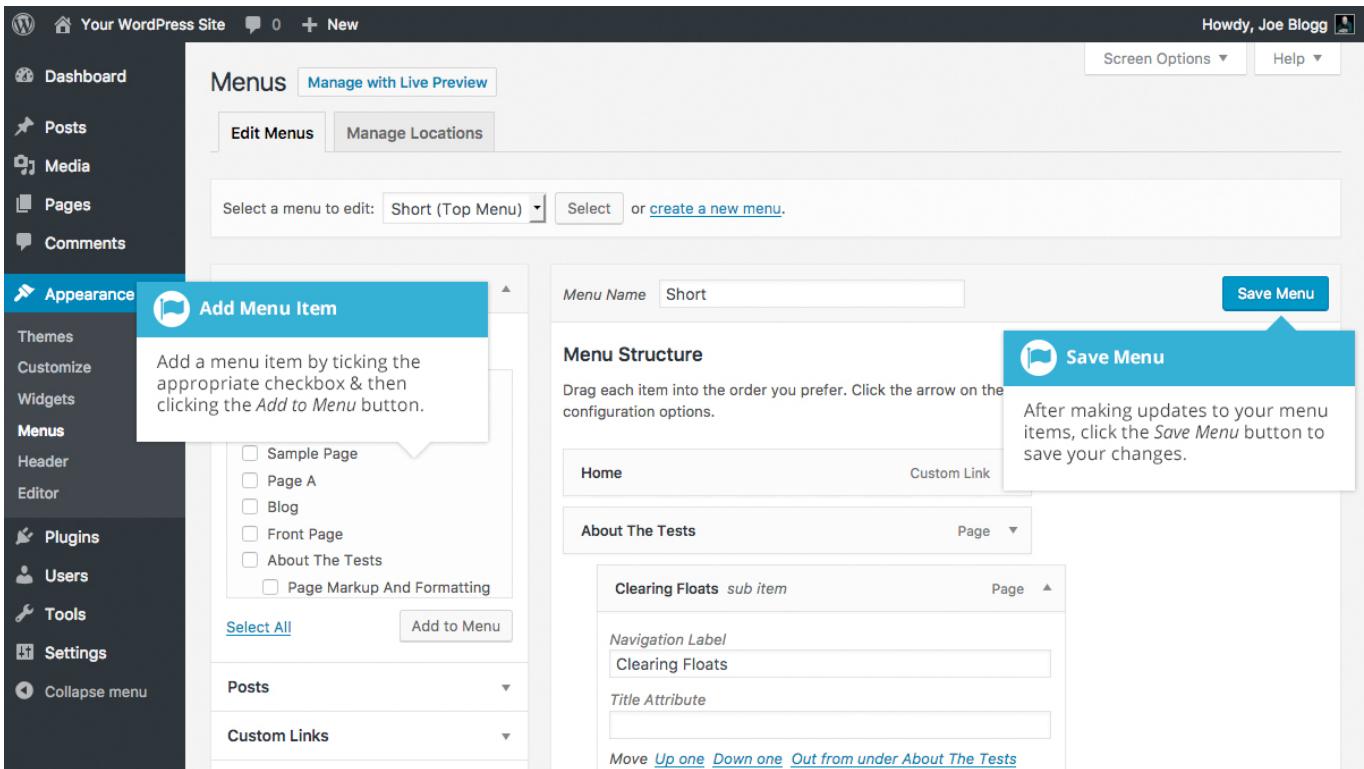
After making updates to your menu items, click the *Save Menu* button at the top or bottom of the screen.

Adding a New Menu Item

By default, only the Pages, Custom 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 *Custom Links* panel to add a custom link to your menu, such as a link to an external website. Simply type in the website URL in the *URL* field and the menu name in the *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.

The screenshot shows the WordPress 'Menus' screen under the 'Appearance' menu. A modal dialog titled 'Add Custom Link' is open. It contains fields for 'URL' (http://) and 'Link Text'. Below these fields is a button labeled 'Add to Menu'. To the right of the dialog, the 'Menu Structure' panel is visible, showing a list of menu items: 'Home' (Custom Link), 'WordPress' (Custom Link), and 'About The Tests'. The 'WordPress' item has its URL set to http://wordpress.org. At the top of the screen, there are tabs for 'Edit Menus' and 'Manage Locations'. On the right side, there are buttons for 'Save Menu' and a note about saving changes. The left sidebar lists various WordPress admin menus.

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.

The screenshot shows the 'Menus' page in the WordPress admin dashboard. The left sidebar is dark with various menu items like Dashboard, Posts, Media, Pages, Comments, Appearance, Plugins, Users, Tools, Settings, and a 'Collapse menu' option. The 'Appearance' item is currently selected. The main area has tabs for 'Edit Menus' and 'Manage Locations'. A dropdown menu says 'Select a menu to edit: Short (Top Menu)'. Below it, there's a 'Menu Name' field set to 'Short'. A 'Save Menu' button is visible. On the right, a large blue callout box says 'Save Menu' and 'After making updates to your menu items, click the Save Menu button to save your changes.' In the center, there's a 'Menu Structure' section with two items: 'Home' (Custom Link) and 'WordPress' (Custom Link). Both have 'URL' fields pointing to 'http://'. A modal window titled 'Delete Menu Item' is open over the 'WordPress' item, with the message 'Delete a menu item by clicking the Remove link.' At the bottom of the modal are 'Remove' and 'Cancel' buttons.

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 '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.

The screenshot shows the WordPress dashboard with the 'Appearance' menu selected. Under 'Menus', there are tabs for 'Edit Menus' and 'Manage Locations'. A note says 'Your theme supports 2 menus. Select which menu appears in each location.' Below is a table:

Theme Location	Assigned Menu
Top Menu	Short Edit Use new menu
Social Links Menu	— Select a Menu — Use new menu

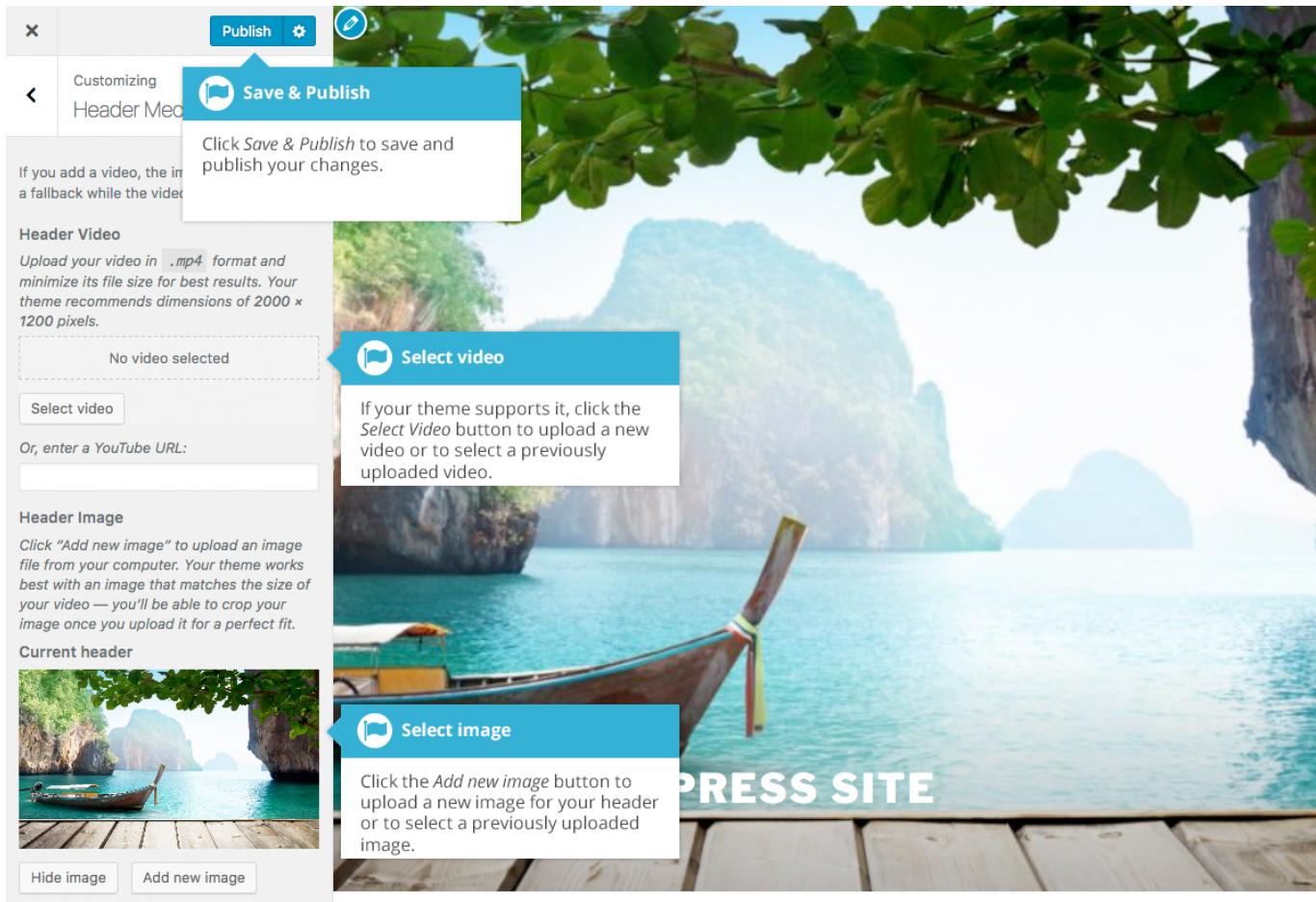
[Save Changes](#)

Assign Menus
Assign a menu to each menu location by selecting it from the dropdown. Click the [Save Changes](#) button to save your changes.

Header

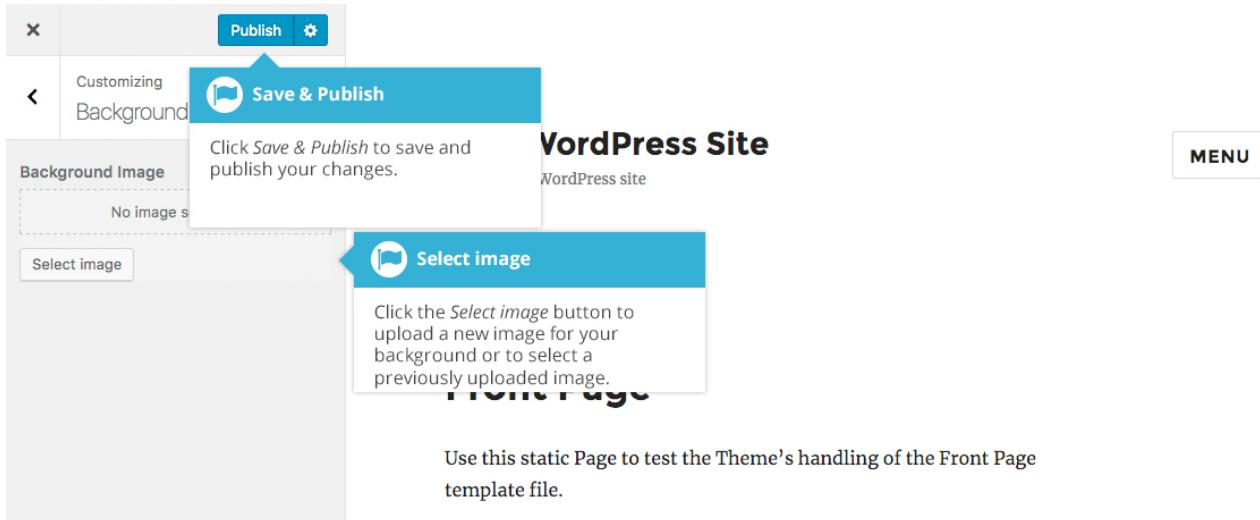
The *Header* menu option will only be available if your current Theme is making use of this option. It allows you to choose an image (or if your theme supports it, a video) to display in the header area of your site. Clicking the *Header* menu option will take you to the *Header Media* panel in the Customizer. In the default Twenty Seventeen theme, the Customizer panel is called *Header Media* as it supports both images and video. In other themes it may be called *Header Image* if the theme doesn't support video headers.

You can select one of your previously uploaded images or you can upload a new image by clicking the *Add new image* button. If you're using the Twenty Seventeen theme, the header also supports video so you can select one of your previously uploaded videos or you can also choose to upload a new video by clicking the *Select Video* button. If you have videos that you've previously uploaded to YouTube, you can also enter a YouTube URL in the appropriate field. To save your changes, click the *Save & Publish* button at the top of the page. Again, depending on the theme you're using you may or may not have this *Header* option.



Background

The *Background* menu option is another theme specific menu. It allows you to choose a background image for your site. Clicking the *Background* menu option will take you to the *Background Image* panel in the Customizer. You can select one of your previously uploaded images or you can upload a new image by clicking the *Select Image* button. To save your changes, click the *Save & Publish* button at the top of the page. Again, depending on the theme you're currently using you may or may not have this *Background* option.



Editor

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



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

Plugins

Plugins extend and expand the functionality of WordPress. Once a plugin is installed, you may activate it or deactivate it here. There are thousands of plugins available that provide a huge range of functionality. The easiest place to find them is within the official WordPress [Plugin Directory](#). You can search and install new plugins by clicking on the *Add New* button at the top of the page or the *Add New* link in the left-hand navigation menu.

Once a plugin has been added to your site, it needs to be ‘turned on’. To do this, click the *Activate* link to activate it. Depending on the plugin, you might also find that there are settings that need to be configured.

Activated plugins will be displayed with a different coloured background within your list of plugins. They will also be highlighted with a blue vertical bar down the left side of the row.

If any of your installed plugins have available updates, a small number will appear next to the *Plugins* menu option. The number will advise you as to how many plugins have updates available. A message will also be displayed just below the plugin name and description, advising that it has an update, along with a link that allows you to view the details for the new version and another link for updating the plugin.

Prior to updating a plugin, it’s wise to verify that the plugin functionality hasn’t changed significantly as to adversely affect your site. It’s also recommended to check that the plugin and your site still works as expected, once it has been updated.

When you click the *update now* link just below the plugin description, the plugin will automatically update whilst you remain on the *Plugins* page. You will be notified when the plugin has completed updating.

If you have plugins that have been deactivated because you’re no longer using them, it’s good practice to remove them from your site. You can do this by clicking the *Delete* link underneath the plugin name.

The screenshot shows the WordPress dashboard with the 'Plugins' menu item selected. The main content area is titled 'Plugins' with a sub-section 'Add New'. A large blue callout box highlights the 'Add new Plugins' button. Below it, a text box says: 'Click the Add New button to search the WordPress Plugin Directory and install new plugins.' To the right, there's a search bar and a note about Akismet. The list of installed plugins includes 'Akismet', 'BackupBuddy', 'WordPress Importer', and 'Hello Dolly'. Each plugin entry has an 'Activate' or 'Deactivate' link, an 'Edit' link, and a 'View details' link. A second blue callout box highlights the 'Update Plugin' button for the 'BackupBuddy' plugin.

Adding a New Plugin

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

The *Add Plugins* page will display a list of the current featured plugins from the WordPress.org Plugin Directory. You can use the links at the top of the page to filter the results to see Featured plugins, Popular plugins, Recommended plugins or a list of the plugins that you've marked as 'Favorite' within the WordPress.org Plugin Directory. If you click the *Favorites* link, you'll need to enter in your WordPress.org username and then click the *Get Favorites* button so that it can retrieve your list.

You can also click the *Search Plugins* input field and enter text to search for a specific plugin.

The screenshot shows the WordPress dashboard with the 'Plugins' menu item selected. The 'Add Plugins' page is displayed, featuring a search bar and filter options. A tooltip for the 'Filter Search results' button is shown, explaining its function. The page lists four plugins: Akismet, Jetpack by Automattic, BuddyPress, and bbPress.

Plugin	Author	Last Updated	Active Installs	Compatibility
Akismet	Automattic	5 days ago	1+ Million Active Installs	✓ Compatible with your version of WordPress
Jetpack by Automattic	Automattic	3 days ago	1+ Million Active Installs	✓ Compatible with your version of WordPress
BuddyPress	The BuddyPress Community	1 month ago	200,000+ Active Installs	Untested with your version of WordPress
bbPress	The bbPress Community	2 months ago	-	Untested with your version of WordPress

To view more information about a particular plugin, click the thumbnail image, the plugin name or the *More Details* link. A pop-up window will display more information about the plugin such as the plugin *Version*, *Author* and the date it was *Last Updated*. You can also read the full plugin description, installation notes, view screenshots and read any reviews that have been left.

The screenshot shows the WordPress Admin Dashboard with the 'Plugins' menu selected. A modal window for the 'Akismet' plugin is open. The modal has a green header with the title 'Akismet' and three numbered steps: 1. Visitors submit comments on your blog. 2. Your blog runs each comment through Akismet. 3. Akismet tells your blog whether it's ham or spam. Below the steps is a large 'Add Plugins' button. The main content area shows the Akismet plugin details: Version 3.2, Author Automattic, Last Updated 5 days ago, Requires WordPress Version 3.7 or higher, Compatible up to 4.6.1, Active Installs 1+ Million, and links to the WordPress.org Plugin Page and Plugin Homepage. It also shows an average rating of 4.5 stars based on 533 ratings and a reviews section with 5 stars and 481 reviews. At the bottom of the modal is an 'Install Update Now' button. The footer of the modal says '200,000+ Active Installs' and 'Untested with your version of WordPress'.

After clicking the *Install Now* button, the plugin will be automatically downloaded to your site and installed. You are then given the option to activate the plugin or return to the plugin installer page.

On the *Add Plugins* page, you also have the option to manually upload a plugin to your site. To upload a plugin, click the *Upload Plugin* button at the top of the page.

The screenshot shows the WordPress Admin Dashboard with the 'Plugins' menu item selected. The main area is titled 'Add Plugins' with a 'Upload Plugin' button. A note says, 'If you have a plugin in a .zip format, you may install it by uploading it here.' Below is a file upload interface with 'Browse...' and 'Install Now' buttons. A modal window titled 'Add Plugins' instructs users to select a plugin zip file and click 'Install Now'. Below the modal are tabs for 'Featured', 'Popular', 'Recommended', and 'Favorites', with 'Featured' selected. A search bar 'Search Plugins' is also present. At the bottom, there's a note about installing from the WordPress Plugin Directory or uploading a .zip file, followed by two plugin cards: 'Akismet' and 'Jetpack by WordPress.com'.

Select your plugin file from your computer by clicking the *Browse...* button. Your plugin file must be uploaded in .zip format.

After clicking the *Install Now* button, your plugin will be automatically uploaded to your site and installed. You are then given the option to activate the plugin or return to the plugins page.

Users

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

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

The screenshot shows the WordPress 'Users' screen. On the left, the navigation menu is visible with 'Users' selected. The main area displays a table of users with columns for Email, Role, and Posts. At the top of the table, there are 'All (4)' and role-specific counts: 'Administrator (1)', 'Editor (1)', and 'Author (2)'. A 'Bulk Actions' dropdown is open, showing 'Users' and 'Edit | Delete' options. Two callout boxes provide additional information: one about filtering by role and another about the bulk actions menu. The user data table includes rows for Chewie, Ishotfirst, Joe Bogg, and Luke Skywalker.

Email	Role	Posts
chewie@rebel-base.com	Author	1
ishotfirst@rebel-base.com	Editor	0
support@maddisondesigns.com	Administrator	39
luke@aol.com	Author	2

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

- **Edit** – Allows you to edit the user profile
- **Delete** – Allows the User to be deleted. This link won't be available for your own profile

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

- **Super Admin** – (Only relevant when running multiple sites from one WordPress installation). Someone with access to the blog network administration features controlling the entire network

- **Administrator** – Somebody who has access to all the administration features
- **Editor** – Somebody who can publish and manage posts and pages as well as manage other users' posts, etc.
- **Author** – Somebody who can publish and manage their own posts
- **Contributor** – Somebody who can write and manage their posts but not publish them
- **Subscriber** – Somebody who can only manage their profile

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

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

Adding a New User

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

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

- **Username** – (mandatory) Enter the username of the new user here. This will also be used as the Login name for the user. Once saved, the Username can't be changed
- **E-mail** – (mandatory) Enter a valid email address of the new user here. The email address must be unique for each user. If a published Post or Page is authored by this user and approved comments are made to that post or page, a notification email is sent to this email address
- **First Name** - Enter the first name of the new user here
- **Last Name** – Enter the last name of the new user in this text box
- **Website** – You may enter the new user's website URL in this text box
- **Password** – Clicking the *Show password* button will show you the password that has automatically been generated for the new user

- **Send User Notification** – When ticked, WordPress will send your new user an email about their account
- **Role** – Select the desired Role for this user from the dropdown list

WordPress will automatically generate a strong password when you create a new user. Clicking the *Show password* button will display the password that was generated and if you want, will also allow you to change it. The password strength indicator, shown just below the password field, must indicate at least Medium before WordPress will allow you to save the new user. It goes without saying, the stronger the password the more secure the login so it's advisable that the strength indicator shows your password as being Strong. To make a password stronger, use upper and lower case letters, numbers and symbols like ! " ? \$ % ^ &).

The screenshot shows the 'Add New User' page. On the left, there's a sidebar with 'Add New' and 'Your Profile' buttons, and icons for 'Tools', 'Settings', and 'Collapse menu'. The main area has fields for 'Website' (empty), 'Password' (containing '3268*Hog7WHq9&rj1zbASM4t'), and 'Role' (set to 'Subscriber'). A 'Send User Notification' checkbox is checked. A 'Strength Indicator' box is overlaid on the password field, showing a green bar labeled 'Strong'. Below the password field is a note: 'The password strength indicator must indicate at least Medium before you can save the new user.' At the bottom left is a blue 'Save New User Details' button with a flag icon. A note below it says: 'After filling in all the relevant fields, click the Add New User button to save their details.'

Deleting a User

To delete a user, click on the *Delete* link that appears beneath the user name when hovering your cursor over each row. The *Delete* link wont appear for the user that is currently logged in.

The screenshot shows the WordPress Admin interface under the 'Users' section. A user named 'Chewbacca' (ID #5) is selected for deletion. A modal dialog box titled 'Delete User' is open, asking 'Select what you would like done with this User's content then click the *Confirm Deletion* button.' It contains two options: 'Delete all content.' (radio button) and 'Attribute all content to:' (dropdown menu showing 'Han Solo (Han)'). A 'Confirm Deletion' button is at the bottom left of the modal.

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

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

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

Editing your Profile

To edit your profile details, simply click on your user name, when viewing the list of Users or click on the *Edit* link that appears beneath your user name when hovering your cursor over each row. Alternatively, click on the *Your Profile* link in the left-hand navigation.

Your WordPress Site 0 + New Howdy, Joe Blogg Help ▾

Profile

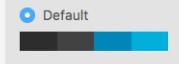
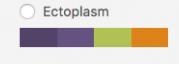
Personal Options

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

Disable the visual editor when writing

Disable syntax highlighting when editing code

Admin Color Scheme

Default Light Blue Coffee
   
 Ectoplasm Midnight Ocean Sunrise
   

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

Toolbar Show Toolbar when viewing site

Name

Username Usernames cannot be changed.

First Name

Last Name

Nickname (required)

Display name publicly as

Contact Info

Email (required)

Website

About Yourself

Biographical Info

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

Profile Picture 

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

Account Management

New Password

Sessions

You are only logged in at this location.

Update Profile 

Thank you for creating your account.

After updating your profile, click the *Update Profile* button to save your changes.

Version 4.9.1

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

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

Personal Options

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

Name

- **Username** – You cannot edit your Username because it is used as your Username during the login process. Even an Administrator cannot change your Username. Usually, no one else ever needs to see your Username
- **First name** – Enter your first name in this text box
- **Last name** – Enter your last name in this text box
- **Nickname** – (mandatory) The nickname is a requirement for every user. It may be the same as your Username or it can be different. If you don't supply a Nickname, then the Username will be placed in this field

- **Display name publicly as** – Select how your name is cited on your blog, from the dropdown list. You can choose from several choices: Nickname, Username, First Name, Last Name, ‘First Last’, or ‘Last First’. If you prefer ‘Last First’, insert a comma after your last name in the *Last Name* text field and choose the last option from the dropdown list. For security reasons, it’s a good idea to keep this different from your Username

Contact Info

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

About Yourself

- **Biographical Info** – Enter a short description or profile of yourself here. Depending on your theme, this optional information may be displayed when creating new Posts
- **Profile Picture** – The avatar that is displayed is called a Gravatar. A Gravatar is a Globally Recognized Avatar. To create a Gravatar, simply go to gravatar.com and sign up. To use your Gravatar within WordPress, simply add an email address to your Profile that you’ve configured within the Gravatar site and it will automatically display

Account Management

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

Tools

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

Available Tools

The *Available Tools* menu option gives you access to the *Categories and Tags Converter*. The *Categories and Tags Converter* is a tool for converting *Categories* to *Tags* or vice versa. Before it can be used it must be installed via the *Import* menu option.

Import

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

Export

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

Export Personal Data

The *Export Personal Data* option is used to export the personal data for your users. It's one of the new tools to help with the European Union's *General Data*

Protection Regulation (GDPR). After entering a Username or Email Address, an email will be sent to that user to confirm the request. Once the request has been confirmed, you can then generate a zip file which contains the personal data that exists for that particular user within your WordPress site. WordPress will also send that user an email with a link allowing them to download the generated zip.

Erase Personal Data

The *Erase Personal Data* option is used to erase the personal data for your users. This is another tool to help with the European Union's *General Data Protection Regulation (GDPR)*. After entering a Username or Email Address, an email will be sent to that user to confirm the request. Once the request has been confirmed, you can then use the *Erase Personal Data* button to erase that users personal information from your site. Upon erasure of their data, that user will be sent a confirmation email advising them that the erasure has been completed.

It's important to note that this option will not remove the data from your site backups or archive files. If at any time you need to restore an archived copy of your site, your requests for erasure should be respected.

Settings

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

General

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

The *WordPress Address (URL)* is the location of your main WordPress core files. The *Site Address (URL)* is the address you want to use for your site homepage. Usually these two URL's are the same but they can be different if, for example, you have your WordPress files stored in a subdirectory.

When you install WordPress, you get the option to select the language that you'd like to use within the Dashboard. After installation, if you'd like to change the language, you can select this using the *Site Language* dropdown at the bottom of the page.

General Settings

Site Title: Your WordPress Site

Tagline: Just another WordPress site
In a few words, explain what this site is about.

WordPress Address (URL): <http://your-wordpress-site.com>

Site Address (URL): <http://your-wordpress-site.com>
Enter the address here if you want your site home page to be different from your WordPress installation directory.

Email Address: joe@your-wordpress-site.com
This address is used for admin purposes. It will receive notifications about new comments, new posts, and other activity on your site. The new address will not become active until you confirm it at your new address by clicking the link in the confirmation email.

Membership: Anyone can register

New User Default Role: Subscriber

Site Language: English (United States)

Timezone: Melbourne
Choose either a city in the same timezone as you or a UTC timezone.
Universal time (UTC) is 2018-07-14 08:31:49 . Local time is 2018-07-14 18:31:49 .
This timezone is currently in standard time.
Daylight saving time begins on: October 7, 2018 1:00 am.

Date Format: July 14, 2018 2018-07-14 07/14/2018 14/07/2018 Custom: F j, Y
F j, Y
 2018-07-14 Y-m-d
 07/14/2018 m/d/Y
 14/07/2018 d/m/Y
 Custom: F j, Y
Preview: July 14, 2018

Time Format: 6:31 pm 6:31 PM 18:31 Custom: g:i a
g:i a
 6:31 PM g:i A
 18:31 H:i
 Custom: g:i a
Preview: 6:31 pm
[Documentation on date and time formatting.](#)

Week Starts On: Monday

General Settings
Configure your Site Title, Tagline, WordPress Address (URL) and Site Address (URL).

General Settings
Select the correct Site Language for your site. This will change the language that is displayed in the Dashboard.

General Settings
Select the correct Timezone for your site along with the Date Format and Time Format.

Save Changes

Writing

The *Writing* settings configure various options with regards to your site content. Settings include defining the *Default Post Category*, *Default Post Format* (if supported by your Theme) and if the Link Manager plugin is installed, the *Default Link Category*.

The screenshot shows the 'Writing' section of the WordPress settings. It includes fields for 'Default Post Category' (Uncategorized), 'Default Post Format' (Standard), and 'Post via email' settings. The 'Mail Server' field contains 'mail.example.com' with port 110. The 'Login Name' is 'login@example.com' and the 'Password' is 'password'. A 'Default Mail Category' dropdown is set to 'Uncategorized'. Below these, there's a 'Update Services' section with a text input containing 'http://rpc.pingomatic.com/'. A 'Save Changes' button is at the bottom.

Howdy, Joe Blogg

Dashboard Posts Media Pages Comments Appearance Plugins Users Tools Settings

Writing Settings

Formatting

Convert emoticons like :-D and :-P to graphics on display
 WordPress should correct invalidly nested XHTML automatically

Default Post Category Uncategorized

Default Post Format Standard

Post via email

To post to WordPress by email you must set up a secret email account with POP3 access. Any mail received at this address will be posted, so it's a good idea to keep this address very secret. Here are three random strings you could use: ElPV9ooh , WNf1P81S , gluJuAudy .

Mail Server mail.example.com Port 110

Login Name login@example.com

Password password

Default Mail Category Uncategorized

Update Services

When you publish a new post, WordPress automatically notifies the following site update services. For more about this, see [Update Services](#) on the Codex. Separate multiple service URLs with line breaks.

http://rpc.pingomatic.com/

Save Changes

If you decide to install the *Classic Editor* plugin, which allows you use the Classic Editor rather than the Block Editor, you'll see two extra options on this *Writing* settings page.

The *Default editor for all users* option allows you to select the default editor to use. This can either be the Classic Editor or the new Block Editor. If you've installed the Classic Editor plugin then you'll most likely want to select the *Classic Editor* radio button for this option.

If you have multiple editors on your site, the *Allow users to switch editors* option allows your users to select which editor that they'd like to use. If you allow your users to switch editors, their individual User Profile page will show a new option that allows them to select between the Classic Editor and the Block Editor.

Special care should be taken if you allow your users to select which editor to use. If a user edits a Page or Post with the Block Editor and then another user edits that same Page/Post later on with the Classic Editor, then you may end up causing issues with your content, especially if that first user re-edits the page with the Block Editor again. There's a very good chance that you could lose content or break blocks within the Block Editor. If a page is added with the Block Editor, or an existing page is converted to Blocks, then it's best if only the Block Editor is used to edit that page from then on. Likewise, if a page is added with the Classic Editor, then its best to only edit that page with the Classic Editor from then on.

The screenshot shows the WordPress admin dashboard with the 'Settings' menu selected. In the 'Writing' tab of the settings, there is a section titled 'Writing Settings'. This section contains several configuration options:

- Formatting:**
 - Convert emoticons like :-D and :-P to graphics on display
 - WordPress should correct invalidly nested XHTML automatically
- Default Post Category:** Uncategorized
- Default Post Format:** Standard
- Default editor for all users:** Classic Editor (highlighted)
- Allow users to switch editors:** No (highlighted)

A tooltip is displayed over the 'No' radio button, stating: "With the Classic Editor plugin installed, a new option is shown allowing you to select which editor you'd like to use."

Below this section, there is another 'Writing Settings' header for 'Post via email'.

Post via email:

- To post to WordPress by email, keep this address very secret: [redacted]
- If you allow users to switch editors, their individual User Profile page will show a new option allowing them to select which editor they want to use.
- Mail Server:** Port 110
- Login Name:** login@example.com
- Password:** password
- Default Mail Category:** Uncategorized

Update Services:

When you publish a new post, WordPress automatically notifies the following site update services. For more about this, see [Update Services](#) on the Codex. Separate multiple service URLs with line breaks.

`http://rpc.pingomatic.com/`

Save Changes

Reading

The *Reading* settings configure how your site is viewed. You can define whether your front page displays a static Page or your blog Posts, how many blog posts are displayed by default as well as Syndication/RSS options. If you configure your site to display a static front page, you can set which page to display and also which page will show your blog posts.

The *Search Engine Visibility* setting enables you to block your site from search engines or allow it to be visible.

The screenshot shows the 'Reading' section of the WordPress admin settings. On the left, the 'Settings' menu is open, with 'Reading' selected. The main area is titled 'Reading Settings'. It has three main sections: 1) 'Your homepage displays' where 'A static page (select below)' is selected, with 'Homepage: Front Page' and 'Posts page: Blog' fields. A tooltip explains: 'Define whether your front page displays a static Page or your blog Posts.' 2) 'Blog pages show at most' with a dropdown set to '5 posts'. A tooltip explains: 'Configure the default number of Posts to show on your blog page and within your feed.' 3) 'Search Engine Visibility' with a checkbox for 'Discourage search engines from indexing this site' and a note: 'It is up to search engines to honor this request.' A 'Save Changes' button is at the bottom. Three blue callout boxes point to each of the three sections with their respective descriptions.

Discussion

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

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

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

Discussion Settings

Default article settings

- Attempt to notify any blogs linked to from the article
- Allow link notifications from other blogs (pingbacks and trackbacks)
- Allow people to post comments on new articles

(These settings may be overridden for individual articles.)

Other comment settings

- Comment author must fill out name and email
- Users must be registered and logged in to comment
- Automatically close comments on articles older than 14 days
- Enable threaded (nested) comments: 5 levels deep
- Break comments into pages with 50 top level comments per page
- last page displayed by default

Comments should be displayed with the older comments at the top of each page

Email me whenever

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

Before a comment appears

- Comment must be manually approved
- Comment author must have a previously approved comment

Comment Moderation

Hold a comment in the queue if it contains 2 or more links. (A common characteristic of comment spam is a large number of hyperlinks.)

When a comment contains any of these words in its content, name, URL, email, or IP address, it will be held in the [moderation queue](#). One word or IP address per line. It will match inside words, so "press" will match "WordPress".

Comment Blacklist

When a comment contains any of these words in its content, name, URL, email, or IP address, it will be put in the trash. One word or IP address per line. It will match inside words, so "press" will match "WordPress".

Avatars

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

Avatar Display

- Show Avatars

Maximum Rating

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

Default Avatar

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

- Mystery Person
- Blank
- Gravatar Logo
- Identicon (Generated)
- Wavatar (Generated)
- MonsterID (Generated)
- Retro (Generated)

Save Changes

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.

The screenshot shows the 'Media Settings' page in the WordPress admin. On the left, the 'Settings' menu is open, with 'Media' selected. The main area has two tabs: 'Image sizes' and 'Uploading Files'. The 'Image sizes' tab is active, displaying settings for Thumbnail, Medium, and Large image sizes. The 'Uploading Files' tab shows an option to 'Organize my uploads into month- and year-based folders' with a checked checkbox. A 'Save Changes' button is at the bottom. Two callout boxes provide additional context: one for 'Image sizes' explaining it configures sizes for resized images, and another for 'Uploading Files' explaining it organizes uploads by month and year.

Permalinks

The *Permalink* settings enable you to configure the URL format that is displayed in the web browser when someone browses your site. WordPress will default your Permalinks to the *Day and name* format 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.

The screenshot shows the 'Permalink Settings' page in the WordPress admin dashboard. The left sidebar is dark-themed and includes links for Dashboard, Posts, Media, Pages, Comments, Appearance, Plugins, Users, Tools, and Settings. The 'Settings' link is highlighted. The main content area has a light background. At the top, there's a blue header bar with the title 'Permalink Settings'. Below it, a large callout box with a blue border and white text says 'Permalink Settings' with a small icon. The main content area contains text about custom URLs and compatibility, followed by a section titled 'Common Settings' with several radio button options. The 'Post name' option is selected, showing its URL structure as 'http://your-wordpress-site.com/sample-post/'. Below this, there's a 'Custom Structure' field containing the placeholder 'http://your-wordpress-site.com /%postname%/'. A list of available tags is provided: %year%, %monthnum%, %day%, %hour%, %minute%, %second%, %post_id%, and %postname%. At the bottom, there's an 'Optional' section for category and tag bases, and a 'Save Changes' button.

Privacy

With the introduction of the European Union's *General Data Protection Regulation* (GDPR), WordPress now makes it easier to add a Privacy Policy page to your website.

Whilst the GDPR is a European regulation, its requirements applies to all sites no matter where they're located, and its purpose is to help inform EU residents how a website collects, stores and processes their personal data.

The *Privacy* settings enables you to select an existing Privacy Policy page, if you already have one. If you don't already have a Privacy Policy page, you can click the *Create New Page* button and WordPress will create a new page for you and

also populate it with some suggested text. Prior to publishing this Privacy Policy page, please ensure you read it thoroughly to ensure that the content accurately reflects your website and policies. This pre-populated content also includes several blank sections which are recommended to be filled in.

Your selected Privacy Policy page will be shown on your Login and Registration pages. It's also recommended that you add a link to your Privacy Policy on every page of your website. If you have a footer section on your site, this is a great place to add it.

The screenshot shows the WordPress dashboard with the 'Settings' menu selected. On the right, the 'Privacy Settings' page is displayed. A blue tooltip box is overlaid on the 'Privacy Settings' button, containing the text: 'Select an existing Privacy Policy page. If you don't have one, you can create one using the Create New Page button.' Below the tooltip, there are two buttons: 'Use This Page' and 'Create New Page'. To the left, there is a sidebar with various settings options like General, Writing, Reading, Discussion, Media, Permalinks, and Privacy.

Keeping your Site Updated

From time to time, themes, plugins & WordPress will require updating. Updates typically happen when developers release security patches or add extra functionality.

It's good practice to keep your themes, plugins & WordPress version updated to the latest versions. The top two reasons for sites being hacked are insecure passwords & outdated (vulnerable) software.

In an effort to promote better security and to streamline the update experience, WordPress will automatically update itself, if it's able to, whenever a minor version is released (e.g. v5.0.2, v5.1.1). These minor releases are usually for maintenance and security purposes or translation file updates. Only core WordPress files will be auto-updated. Your themes or plugins won't be automatically updated.

Once your site is auto-updated your site administrator will be notified by email. If your WordPress installation can't update itself automatically for one reason or another, your site administrator will be notified of this as well.

To update your WordPress version manually or to update your themes and plugins, hover your cursor over the *Dashboard* menu option in the left-hand navigation menu and in the fly-out menu, click the *Updates* link. Alternatively, click the *Dashboard* menu option and then click the *Updates* link underneath.

The *Updates* page is divided into three sections. If your version of WordPress requires updating, this will be displayed at the top of the page. Below that, you'll be notified of any plugin updates and below that again, theme updates.

Updating your WordPress version is as simple as clicking the *Update Now* button. WordPress will download the necessary files, perform a validation of those files and then automatically update your site.

Before updating your site, it's always wise to perform a backup first, just in case something unfortunate happens during or after the installation.

Dashboard Home Updates 3 Posts Media Pages Comments Appearance Plugins 1 Users Tools Settings Collapse menu

WordPress Updates

Important: before updating, please [back up your database and files](#). For help with updates, visit the [Updating WordPress](#) Codex page.

Last checked on March 3, 2019 at 6:21 pm. [Check Again](#)

An updated version of WordPress is available.

You can update to [WordPress 5.1](#) automatically:

[Update Now](#)

While your site is being updated, it will be in maintenance mode. As soon as your update is complete, you will be notified.

Updating WordPress

You will be notified if your WordPress version is out of date. Click the *Update Now* button to update your WordPress files.

Plugins

The following plugins have new versions available. Check the ones you want to update and then click "Update Plugins".

[Update Plugins](#)

<input type="checkbox"/> Select All	Select the plugins you wish to update and click the <i>Update Plugins</i> button.
<input type="checkbox"/>  Akismet Anti-Spam	You have version 4.0.8 installed. Update to 4.1. View version 4.1 details Compatibility with WordPress 5.0.2: 100% (according to its author)
<input type="checkbox"/> Select All	

[Update Plugins](#)

Themes

The following themes have new versions available. Check the ones you want to update and then click "Update Themes".

Please Note: Any customizations you have made to theme files will be lost. Please consider using [child themes](#) for modifications.

[Update Themes](#)

<input type="checkbox"/> Select All	Select the themes you wish to update and click the <i>Update Themes</i> button.
<input type="checkbox"/>  Twenty Seventeen	You have version 1.7 installed. Update to 1.9.
<input type="checkbox"/>  Twenty Sixteen	You have version 1.5 installed. Update to 1.7.
<input type="checkbox"/> Select All	

[Update Themes](#)

If there are any plugins that can be updated, these will be listed in the *Plugins* section on the page. To update your plugins, tick the boxes next to each of the plugins you wish to update and then click the *Update Plugins* button. The new plugin files will be downloaded and automatically installed.

If there are any themes that can be updated, these will be listed in the *Themes* section on the page. To update your themes, tick the boxes next to each of the

themes you wish to update and then click the *Update Themes* button. The new theme files will be downloaded and automatically installed.

After your site has been updated, no matter whether it's been done automatically, manually or just themes and plugins, it's a good idea to give your site a quick test to make sure it's functioning as expected. This will ensure that the new themes, plugins or even WordPress itself hasn't introduced new functionality that adversely affects your site or changes how your site operates.

Where To From Here?

If you're looking for more resources to further your WordPress knowledge the first place to check out is the [WordPress.org](#) website. There you'll find technical support and new resources like plugins which are a fantastic way to add extra functionality to your site without having to modify your theme files. The [Plugin Directory](#) has over 54,000 different plugins that are available to download, for free. Furthermore, if you want to change how your site looks, have a look in the WordPress [Themes Directory](#) which is also there on the WordPress site.

If you find you need more information on a particular topic, have a search through the [WordPress Codex](#) which goes into greater detail about how WordPress works. Not only will you find information about updating your site content but there is all sorts of other useful information that will help you with installing WordPress, troubleshooting, using plugins & themes and also theme development, for the more technically minded.

Once your website is humming along nicely, you might want to think about getting involved in the awesome WordPress community. One of the easiest ways to get involved is simply by helping others within the [WordPress Support Forums](#). There is always someone there who's newer to the learning curve than you, and learning is so much improved while you're teaching others! There are topics there for all ability levels, from installation issues, theme and template issues, and general troubleshooting all the way through to more advanced areas of theme and plugin development.

It's a great benefit not just for yourself, but for others as well in getting more involved in the WordPress community. This could be through core commits, UI design, testing beta releases or even just helping people on the WordPress forums. Or, how about getting along to Meetups where users and developers alike get together and learn from and teach each other, show off the projects they're working on and meet others to collaborate with. The more we work together to make WordPress great, the more robust the platform becomes. Everyone wins!

Last but not least, don't forget to keep in touch with us on the web;
<http://easywpguide.com>