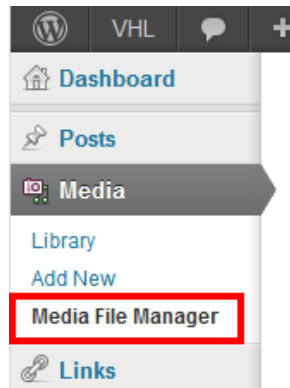


Wordpress Editor Guide

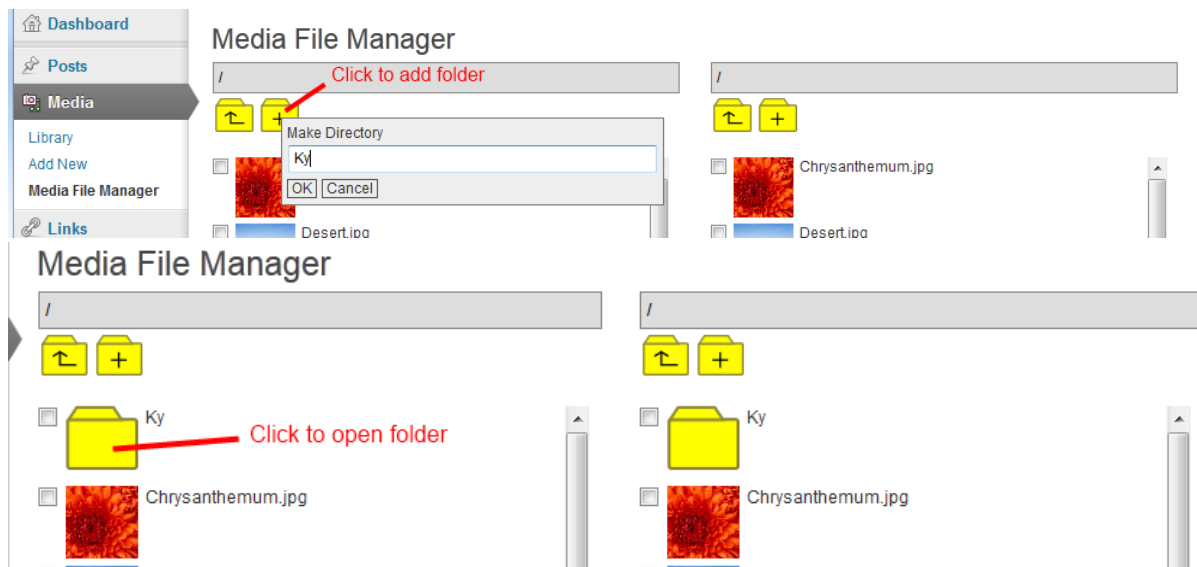
1. Pictures

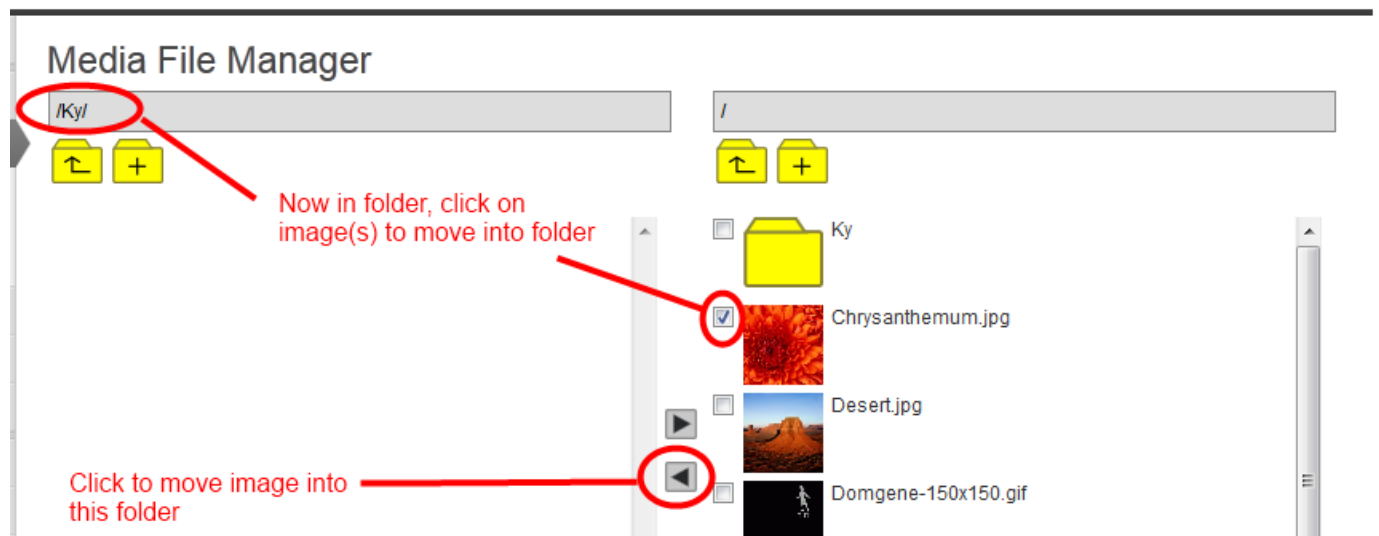
a. Want to make own folders within library

- i. Added "Media File Manager" plugin and made "library" a default folder for all media uploads
- ii. Select Media / Media File Manager



- iii. The default location is <http://vhl.org/wordpress/images>, which will show up as "/" on the Media File Manager screen.





Media File Manager



- b. Post picture to a page / Put picture in left, right or middle of text - Added a plugin for using pictures in a post. Please see <http://vimeo.com/26777428> for a video tutorial on how to use it. Here's another link for further information (non-video format) - <http://www.mihaivalentin.com/image-pro-wordpress-image-management/>

2. Linking Emails - How to create the command to have the email address open a new email?

The top screenshot shows the 'Insert/edit link' dialog box in a CMS. The text 'Contact Ilene' is selected in the editor. The dialog box has the following fields and options:



- URL: `mailto:ilene@mail.com` (An annotation points to this field with the text: "mailto:" tells system to open in new mail)
- Title: `Contact Ilene`
- ☐ Open link in a new window/tab
- Buttons: `Cancel` and `Add Link` (An annotation points to the `Add Link` button with the text: Click on "Add Link" to save)

The bottom screenshot shows the result after clicking 'Add Link'. The text 'Contact Ilene' is now a blue link. An annotation points to the link with the text: This is now a mail link.







3. Tables - There's now a table button on the editor

Main

Permalink: <http://vhl.org/wordpress/main/> Edit View Page

Upload/Insert  

Visual HTML

Paragraph                               

4. Font colors/size - Added font controls to the editor

a. Change Font type

The screenshot shows the WordPress 'Edit Page' interface. The left sidebar contains navigation links: Dashboard, Posts, Media, Links, Pages (highlighted), All Pages, Add New, Pages Tree View, Comments, Appearance, Plugins, and Users. The main content area is titled 'Edit Page' with an 'Add New' button. Below the title is the 'Main' section with a permalink and 'Edit'/'View Page' buttons. The 'Visual' tab is selected in the top right corner. The 'Font family' dropdown menu is open, showing options: Terminal, Times New Roman, Trebuchet MS, Verdana, Webdings, and Wingdings. A red box highlights the text 'Changing the font type' in the editor. A red arrow points from this text to the 'Font family' dropdown. Another red arrow points from the 'Visual' tab to the text 'Make sure in Visual mode'.

b. Change font size

The screenshot shows the WordPress 'Edit Page' interface. The left sidebar is the same as in the previous screenshot. The main content area is titled 'Edit Page' with an 'Add New' button. Below the title is the 'Main' section with a permalink and 'Edit'/'View Page' buttons. The 'Visual' tab is selected in the top right corner. The 'Font size' dropdown menu is open, showing options: 12px, 14px, 16px, 18px, 20px, 22px, and 24px. A red box highlights the text 'Changing the font type' in the editor. A red arrow points from this text to the 'Font size' dropdown. Another red arrow points from the 'Visual' tab to the text 'Select text, then select font size'.

c. Change font color

The screenshot shows the WordPress 'Edit Page' interface. The left sidebar is the same as in the previous screenshots. The main content area is titled 'Edit Page' with an 'Add New' button. Below the title is the 'Main' section with a permalink and 'Edit'/'View Page' buttons. The 'Visual' tab is selected in the top right corner. The 'Font color' picker is open, showing a grid of color swatches. A red box highlights the text 'Changing the font' in the editor. A red arrow points from this text to the 'Font color' picker. The 'Font family' dropdown is set to 'Trebuchet MS' and the 'Font size' dropdown is set to '20px'.

5. Internal links - Link to internal page. Changing the Page Name or Title will not break the link as Wordpress tracks all changes and will redirect to the new page.

The screenshot shows the WordPress 'Insert/edit link' dialog box. In the background, the 'Pages' sidebar is visible with 'Contact Ilene' and 'Living with VHL' listed. The 'Living with VHL' link is circled in red. The dialog box has a title bar 'Insert/edit link' and a close button. It contains the following elements:

- Enter the destination URL:** A section with a 'URL' field containing 'tp://vhl.org/wordpress/patients-families-caregivers/living-with-vhl' and a 'Title' field.
- Open link in a new window/tab:** A checkbox that is currently unchecked.
- Or link to existing content:** A dropdown menu that is expanded, showing a search bar with 'Living' and a list of results: 'VHL and Cancer' and 'Living with VHL'.
- Annotations:** Red arrows and text provide instructions: 'Expand to see internal pages for linking' points to the dropdown; 'Enter page to search for it' points to the search bar; 'Select the page and click "Add Link"' points to the 'Living with VHL' result; '* Note the URL link will populate above' points to the URL field.
- Buttons:** 'Cancel' and 'Add Link' buttons are at the bottom.