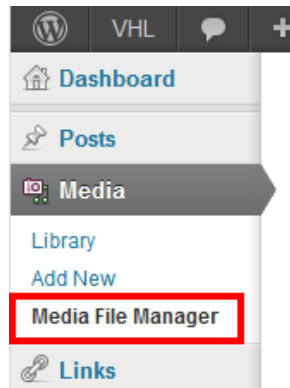


# Wordpress Editor Guide

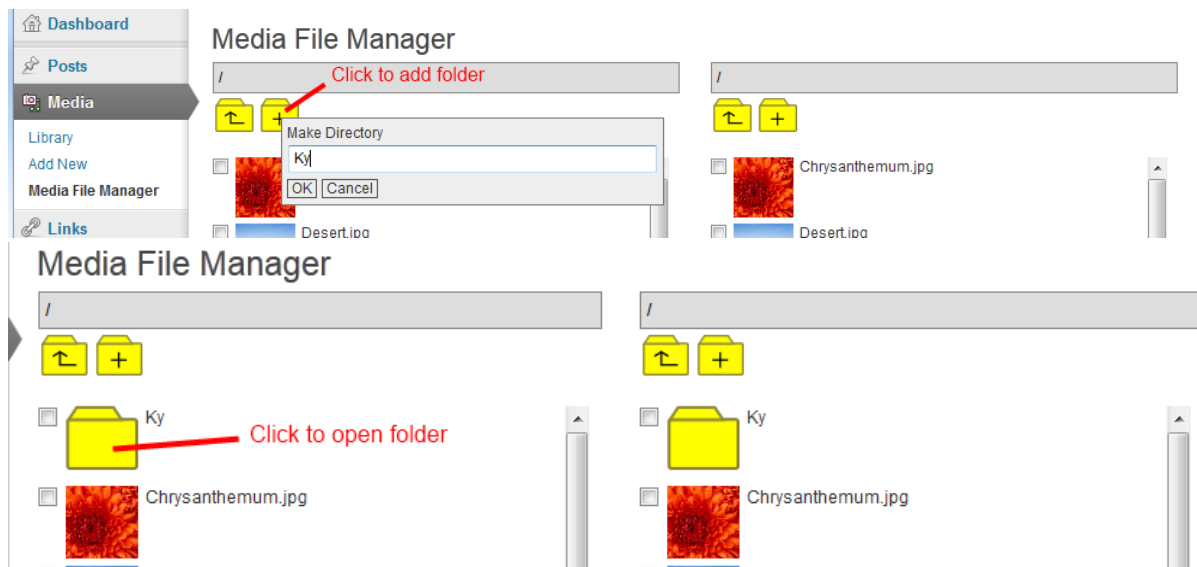
## 1. Pictures

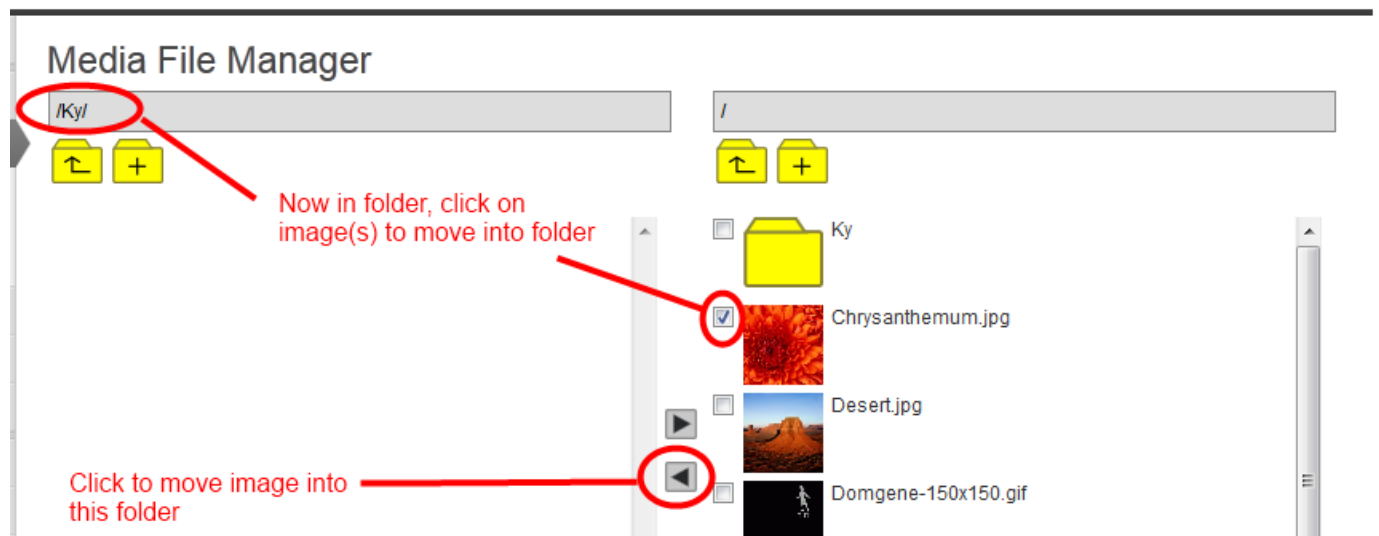
### a. Want to make own folders within library

- 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 CMS interface with the 'Insert/edit link' dialog box open. The text 'Contact Ilene' is selected in the editor. The dialog box has a 'URL' field containing 'mailto:ilene@mail.com' and a 'Title' field containing 'Contact Ilene'. There is a checkbox for 'Open link in a new window/tab'. The 'Add Link' button is highlighted. Red annotations include: 'Select text Click on Link button' pointing to the selected text and the link icon in the toolbar; '"mailto:" tells system to open in new mail' pointing to the URL field; and 'Click on "Add Link" to save' pointing to the 'Add Link' button.



The bottom screenshot shows the same CMS interface after the link has been created. The text 'Contact Ilene' is now a blue, underlined link. A red annotation 'This is now a mail link' points to the link. The 'Add Link' button from the previous screenshot is still visible in the background.

## 3. Metatags







#### 4. 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                                                                                                                                                                                                                                                                                                                                                                                                                                              

## 5. 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 'Main' and shows the permalink 'http://vhl.org/wordpress/main/'. 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 'Main' and shows the permalink 'http://vhl.org/wordpress/main/'. 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 '18px' option in the dropdown 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 'Main' and shows the permalink 'http://vhl.org/wordpress/main/'. 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'.

6. 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. The background shows the 'Pages' sidebar with 'Living with VHL' circled in red. The dialog box has the following elements:

- URL:** `tp://vhl.org/wordpress/patients-families-caregivers/living-with-vhl`
- Title:** (empty field)
- ☐ Open link in a new window/tab
- Or link to existing content:** (expanded dropdown)
- Search:** `Living` (with annotation: "Enter page to search for it")
- Results:**
  - VHL and Cancer (PAGE)
  - Living with VHL (PAGE)** (highlighted with a red arrow and annotation: "Select the page and click 'Add Link'")
- Buttons:** Cancel, Add Link
- Annotation:** "\* Note the URL link will populate above" (with an arrow pointing to the URL field)

7. Handling PDFs