

Wordpress CMS

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Content

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Introduction

First, an explanation – what is **CMS**? **CMS** or Content Management System is, by Wikipedia: „Web content management systems are often used for storing, controlling, versioning, and publishing industry-specific documentation such as news articles, operators' manuals, technical manuals, sales guides, and marketing brochures. A Web content management system may support the following features:

- Identification of all key users and their content management roles.
- The ability to assign roles and responsibilities to different content categories or types.
- Definition of the content work flow tasks, often coupled with event messaging so that content managers are alerted to changes in content.
- The ability to track and manage multiple versions of a single instance of content.
- The ability to publish the content to a repository to support access to the content. Increasingly, the repository is an inherent part of the system, and incorporates enterprise search and retrieval.
- Some content management systems allow the semantic layer of content to be separated to some extent from its layout. For example the CMS may automatically set the color, fonts, or emphasis of text.“

How does Wordpress fit in all that?

WordPress is a powerful personal publishing platform, and it comes with a great set of features designed to make your experience as a publisher on the Internet as easy, pleasant and appealing as possible. It is publishing software with a focus on ease of use, speed and a great user experience.

The WordPress Roles feature is designed to give the web site administrator the ability to control and assign what users can and cannot do in the site.

Summary of Roles:

- **Administrator** - Somebody who has access to all the administration features
- **Editor** - Somebody who can publish posts, manage posts as well as manage other people's posts, etc.
- **Author** - Somebody who can publish and manage their own posts
- **Contributor** - Somebody who can write and manage their posts but not publish posts
- **Subscriber** - Somebody who can read comments/comment/receive news letters, etc.

Wordpress is very easy to use and in next chapters there will be explained, in simplest possible way, how to work in **CMS** environment. In this tutorial, we will go through **Editor** Role.

So, let's start...

Dashboard

You can login and start using Wordpress CMS by writing the given username and password:

search	login	hrvatski	english
Username: <input type="text"/>			
Password: <input type="password"/>			
login <<			

The first page you will see will look similar to next picture. This page is called **Dashboard** and it is the starting page in Wordpress CMS. You can always return to **Dashboard** by clicking on the link in the upper left corner of the page.

Dashboard

Howdy, [tutorial!](#) | [Log Out](#) | [Help](#) | [Forums](#)

MedILS [Visit Site](#)

[Write](#) [Manage](#) [Comments](#) [Gallery](#) [Profile](#)

Dashboard

Right Now [Write a New Page](#) [Write a New Post](#)

You have [91 posts](#), [56 pages](#), [2 drafts](#), contained within [34 categories](#) and [2 tags](#).

You are using MedILS Theme - Basic theme with 0 widgets. This is WordPress version 2.5.

WassUp Stats [More »](#)

Recent Comments [See All](#)

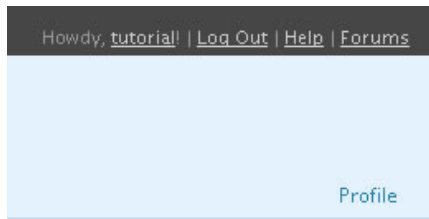
Header is same throughout Wordpress CMS and it consists of some basic links you use to navigate CMS. You will learn about them in next chapters. For now, just some short explanations:

MedILS [Visit Site](#)

[Write](#) [Manage](#) [Comments](#) [Gallery](#)

later.

If you click on *Visit Site*, you go to the first page of MedILS web (www.medils.org). Links *Write*, *Manage*, *Comments* and *Gallery* are most important and are in more detail explained



On the right side of the header are links for logging out of CMS (*Log Out*), help (*Help*) - which takes you to official Wordpress help site, forums (*Forums*) – Wordpress messaging board, where you can ask for help if you have problems, and link for editing your own profile (*Profile*).

Next picture shows the main part of **Dashboard** – here you can see some general information about current condition of the site - how many posts, pages and drafts are written so far, Wordpress version and some other details. Also, here you can find shortcuts to write a new post or new page (difference between posts and pages will be explained in chapter **Write**).

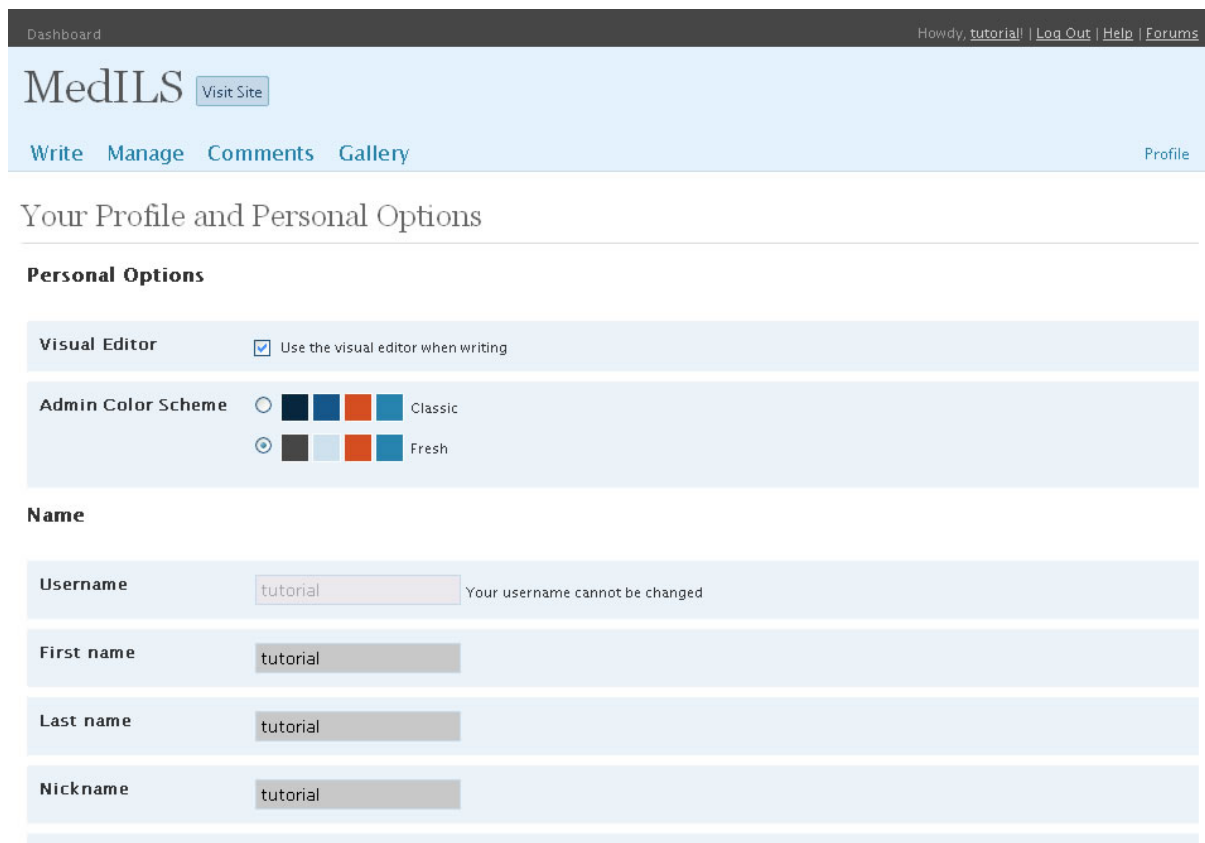
Dashboard



In next chapter you will learn how to change your profile details.

Profile

If you click on link *Profile*, you will open the following page:



The screenshot shows the MedILS user profile page. At the top, there's a dark header with 'Dashboard' on the left and 'Howdy, tutorial | Log Out | Help | Forums' on the right. Below this is a light blue banner with the 'MedILS' logo and a 'Visit Site' button. A navigation bar contains links for 'Write', 'Manage', 'Comments', 'Gallery', and 'Profile'. The main content area is titled 'Your Profile and Personal Options'. Under 'Personal Options', there are two sections: 'Visual Editor' with a checked checkbox 'Use the visual editor when writing', and 'Admin Color Scheme' with two radio buttons: 'Classic' (selected) and 'Fresh'. Below these are four input fields for 'Name': 'Username' (containing 'tutorial' with a note 'Your username cannot be changed'), 'First name', 'Last name', and 'Nickname', all containing the placeholder text 'tutorial'.

Here you can change your basic options and personal info.

First option is to turn on/off the use of visual editor when writing/editing pages or post. If you know HTML and are skilled in writing the code yourself, you can turn this option off. In other cases, I recommend leaving it turned on. As for the color scheme, you can stay with **Fresh**, or change it to **Classic** – that depends only on your personal taste.

You can't change the username you are given, but you can change your first name, last name, or your nickname. (Notice: for now, MedILS site doesn't show your personal info, so you can leave this options empty)

Also, you can change your e-mail, your website or even add some of the popular instant messaging services, like: AIM, Yahoo IM, Jabber/Google Talk. (Notice: same as the last one – this data isn't shown on MedILS site fow now)

If you like, you can add some biographical info, but the same notice as the last two goes for this option too.

The last option is changing your password and this one is highly recommendable. When you change your password, Wordpress shows you how strong it is – the stronger, the better.

E-mail	<input type="text" value="tutorial@medils.org"/>	Required
Website	<input type="text" value="http://www.medils.org"/>	
AIM	<input type="text"/>	
Yahoo IM	<input type="text"/>	
Jabber / Google Talk	<input type="text"/>	

About Yourself

Biographical Info

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

New Password:

If you would like to change the password type a new one. Otherwise leave this blank.

Type your new password again.

Password Strength:

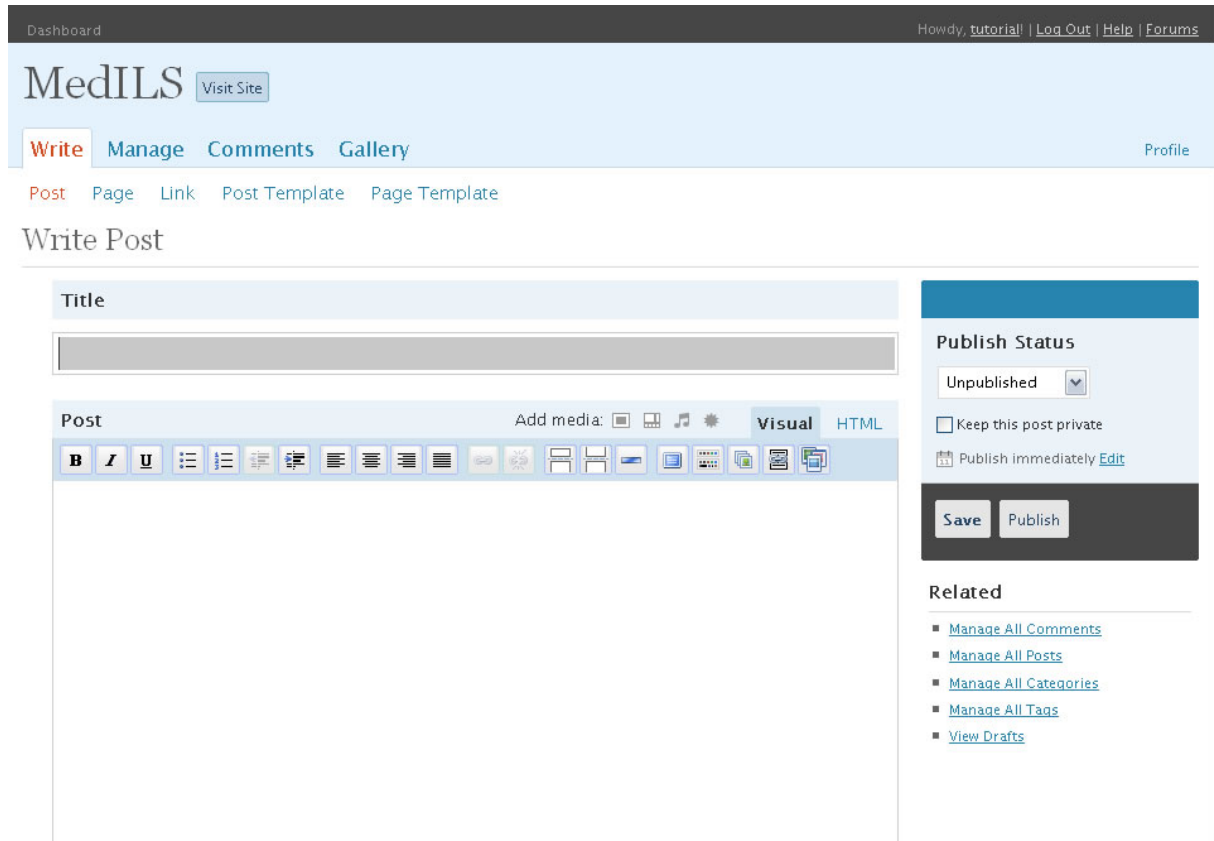
Too short

Hint: Use upper and lower case characters, numbers and symbols like !?.\$%^&() in your password.

When you make all the changes you want, just click on *Update Profile* button.

Write

The most important part of every CMS is adding new content – in Wordpress you do this in **Write** section.



When you click on *Write* button you will go to page that looks like the upper picture. You can see there are different things you can write: *Post*, *Page*, *Link*, *Post Template*, *Page Template*.



We will focus on posts and pages – links aren't used on MedILS web (for now), and Post and Page Template are very similar to writing a post or a page, only difference is you can save them as template (draft) for future posts or pages that are all very similar and need only few modifications – this way you can write posts or pages faster.

The key for working with Wordpress is to understand the difference between posts and pages. Here is a little modified explanation from official Wordpress site:

„In WordPress, you can write either posts or pages. When you're writing a regular news/documents/publications entry, you write a post. Posts automatically appear in reverse chronological order on your news/documents/publications page and they are organized in Categories. Pages, on the other hand, are for content such as „Vision“, „Contact us“, „Address book“, etc. Pages live outside of the normal web site chronology, and are often used to present

information about yourself or your site that is somehow timeless - information that is always applicable. You can use Pages to organize and manage any amount of content.“

Some other important things about pages:

What Pages Are:

- Pages are for content that is less time-dependent than Posts.
- Pages can be organized into pages and SubPages.
- Pages can use different Page Templates

What Pages are Not:

- Pages are not posts, nor are they excerpted from larger works of fiction. They do not cycle through your site's main page.
- Pages cannot be associated with Categories and cannot be assigned Tags. The organizational structure for Pages comes only from their hierarchical interrelationships, and not from Tags or Categories.
- Pages are not files. They are stored in your database just like Posts are.

Let's write one post together...

First thing is the title. Let's call our post „Learning to work in Wordpress“:

Title

Learning to work in Wordpress

Next step is to add post content. You do this in WYSIWYG (What You See Is What You Get) editor or in HTML editor. Recommendation – use the WYSIWYG editor (it is turned on by default) if you're not skilled with HTML coding. You can switch between this two mods at any time:



In Visual mod, you're working with WYSIWYG toolbar:

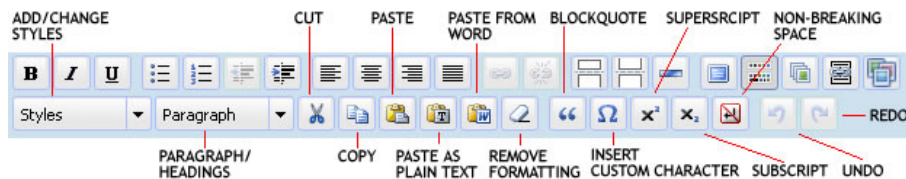


You are already familiar with most of these buttons, so I will explain only new ones:

- **Link** – add link in post
- **Unlink** – delete link from post (only text/image remains)
- **More tag** – extremely important, goes at the beginning of every post – the first thing you do after you write the title for post is to click on the More tag button
- **Page break** – not used on MediLS site

- **Horizontal rule** – not used on MedILS site
- **Full screen** – toggles full screen editing mode on/off
- **Kitchen sink** – opens or closes the second row of WYSIWYG buttons (explained later)
- **Add gallery** – adds a new gallery on Gallery page (not used in posts)
- **Internal links** – adds a link of existing post or page (post or page that is already written and published on MedILS web site)
- **Image manager** – adds a new image in posts (in detail explained later)

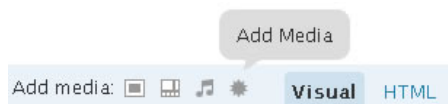
If you open the Kitchen sink, you will have a second row of buttons:



Further explanations:

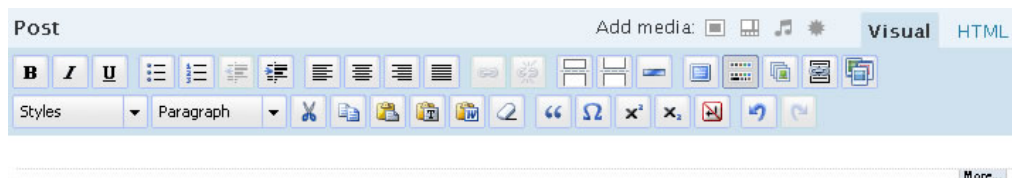
- **Add/change styles** – here you can find different styles to apply in posts or pages (more about that later)
- **Paragraph/heading** – similar as Styles, you will find out more about headings a bit later
- **Cut** – cuts content
- **Copy** – copies content
- **Paste** – pastes content
- **Paste as plain text** – pastes content as simple text, without any formatting
- **Paste from Word** – pastes content with formatting from Word, such as bold, italic, underline and similar
- **Remove formatting** – removes any existing formatting
- **Blockquote** – you use this when adding files to posts or pages, explained later
- **Insert custom character** – if you need to insert some special/unusual characters in post/page this is the way to do it
- **Non-breaking space** – in HTML you can have only one empty space at the time (when you press Space button on your keyboard) – if you want to have more than one, use this button to insert more spaces (not recommended to use)

Also, you can add files for download, by clicking on the icon in the **Add media** section:




First three icons aren't important and you don't have to use them.

So, now we can continue writing our post... First, as said before, we add **More tag**:



After that, we press Enter and now we can write the content of our post. Let's say we're writing a news post which should look something like this when written:



**MEDITERRANEAN
INSTITUTE FOR
LIFE SCIENCES**







search

login

hrvatski

english

search <<

main menu

- Home
- About MedILS
- Events
- Research
- Publications
- Job opportunities
- Forum
- Gallery
- Useful links
- Address book
- Contact us

news

Learning to work in Wordpress


This is the first line.

This is header6.
Here goes the second line.
And also the third line.

If you don't want empty space between paragraphs, you have to use Shift+Enter and not just Enter.
Like this:

This is first paragraph.
This is second paragraph.

Now we will add one picture here:



Now we will add one more heading:


This is header5.
Let's say we want very small letter, like the one for dates of the posts. For that we have header4.

This is header4.
You can also use header3 and header 2. You don't use header1 because it is self generated where it is needed.

So, examples:

This is header3.
This is header2.
I recommend you see what kind of header is used and where before you go writing a post. The easiest way to do that is to check out how old posts are written in Manage section of Wordpress.

Next, we will add one file for download:

 [Agreement on business](#)

Now, we will add one link that leads on external site:

www.bbc.com

And also, we will add one link that leads on an internal page:

[Contact us](#)

May 4th, 2008

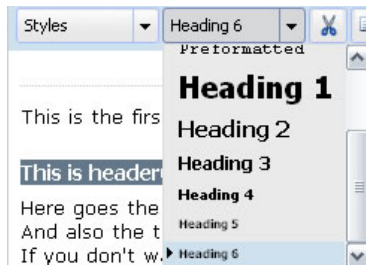
news archive

May 2008

January 2007

Title is self generated:

If you want to add a header, write text, select it and choose the type of the header you'd like to use. You can select between Header2-6 - don't use Header1 because it is self generated where it's needed.



I recommend you see what kind of header is used and where before you write a post. The easiest way to do this is to check out how old posts are written in **Manage** section of Wordpress.

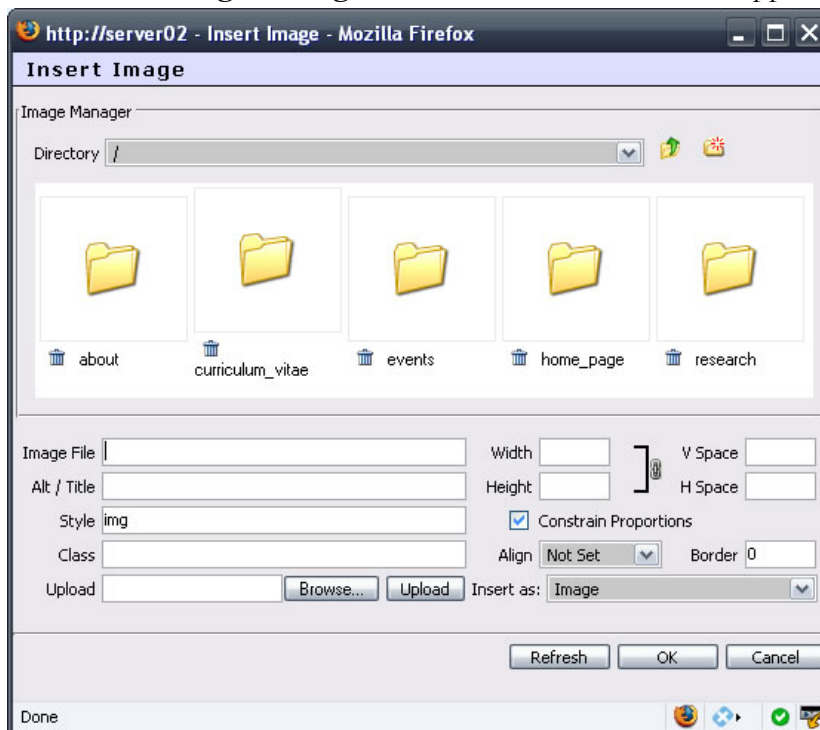
If you don't want empty line between paragraphs, you have to use **Shift+Enter** and not just **Enter**.

If you don't want empty space between paragraphs, you have to use Shift+Enter and not just Enter.
Like this:

This is first paragraph.
This is second paragraph.

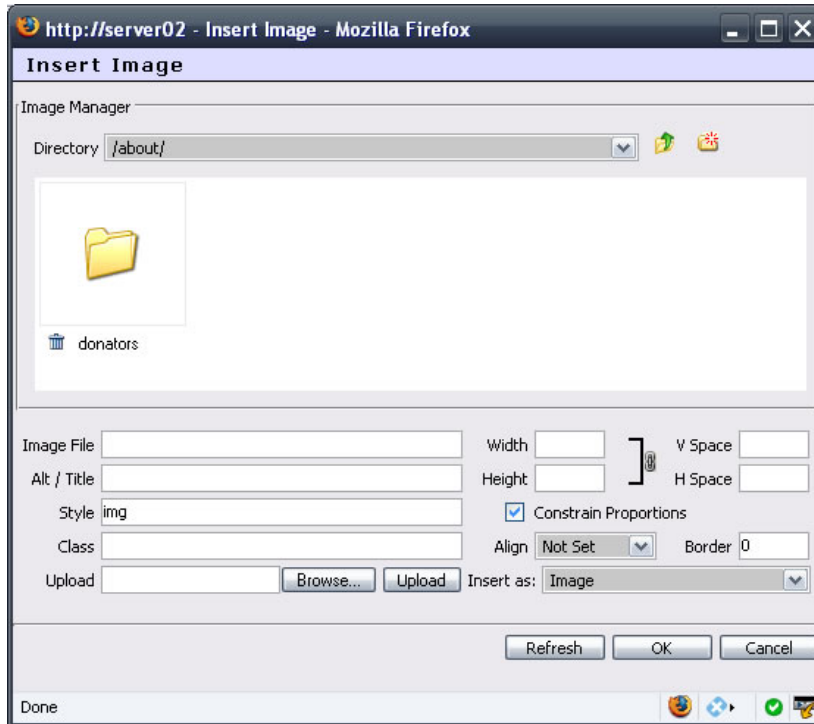
If you want to add an image in post, you have to follow the next procedure:

1. Click on the **Image manager** button. The next screen will appear:



2. If the picture you want to add is already uploaded, you just have to find her in one of the folders and click on the **OK** button. However, if you have to upload picture, just follow the next procedure. Let's say you want to add picture in the **News** category. First, you

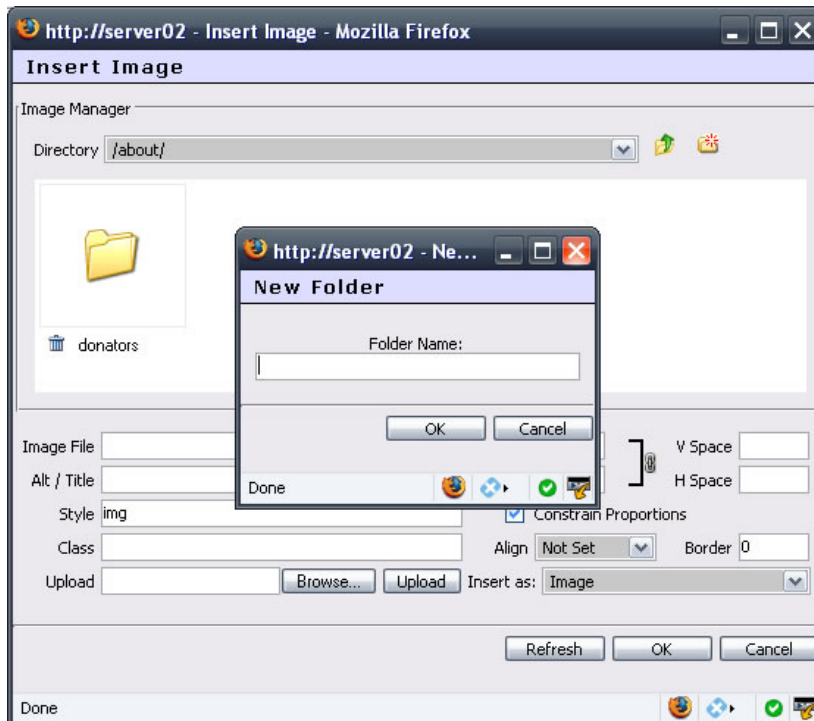
have to click on the **about** directory:



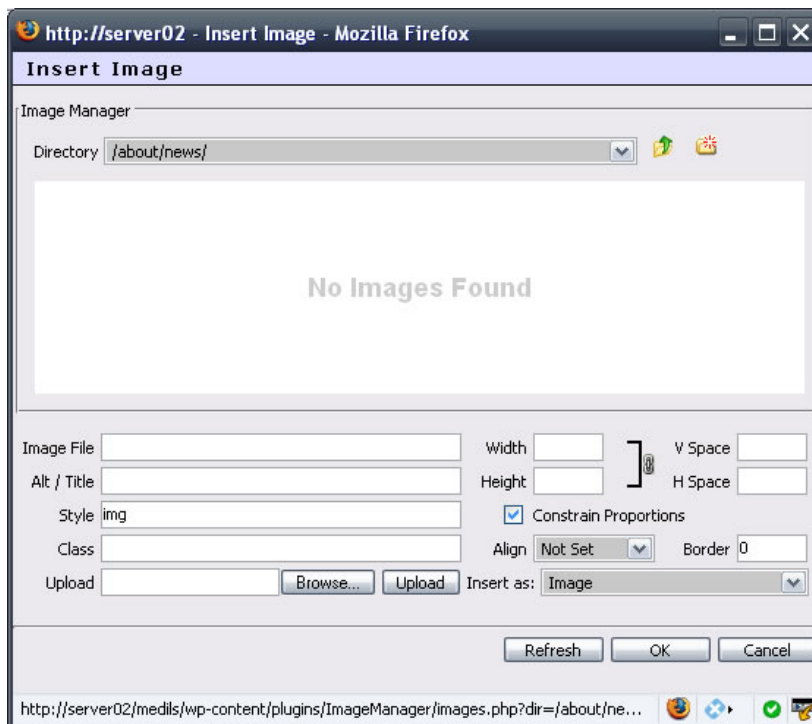
3. Here you can see that folder **News** doesn't exist, so you have to create it. Click on the **New folder** button:



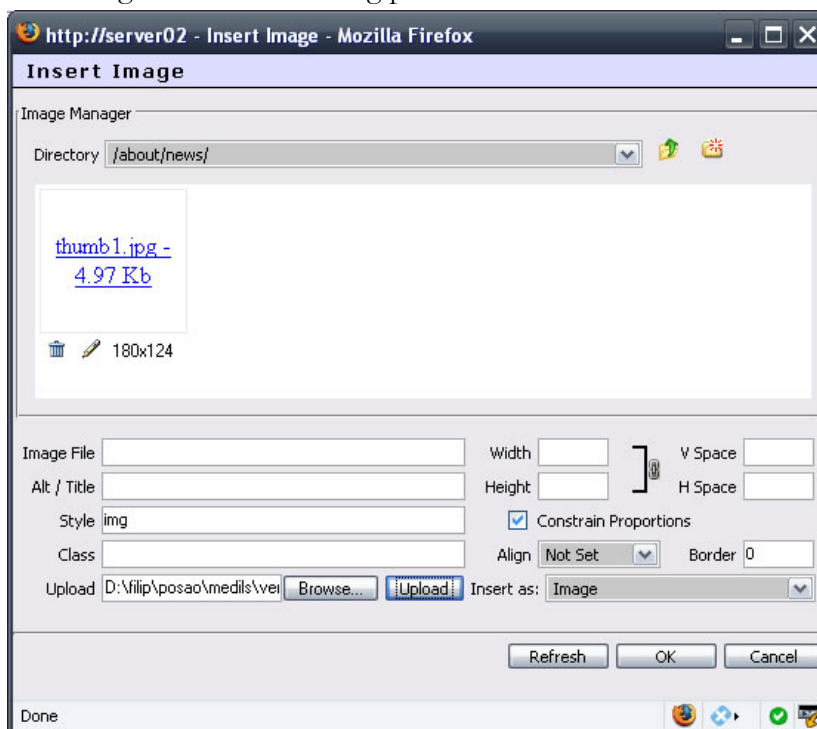
4. Next screen appears – here you write the name for the new folder and then click:



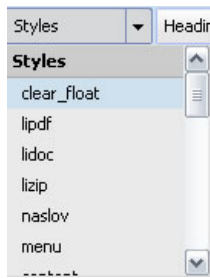
5. You successfully created new folder – now click on the folder you made and you can see that it is empty.



6. You have to upload new image so click on the **Browse** button, find image on your computer, click **OK**, and then click on the button **Upload**. Make sure the names you give images are meaningful and easily recognized. If everything went successful, you will see something similar to following picture:

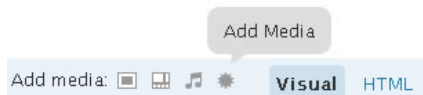


7. Now you just have to click on the image and **OK** button – congratulations, you added your first image to Wordpress. When you add image, it always stays in the exact place you add it – you can use it as many times you like in different posts or pages...
If you don't want text below the picture to be wrapped around the picture, just press Enter right after the picture, go to **Styles** menu and select *clear_float*.



Next, we will add one file for download:

1. Click on the **Add Media** icon:



2. Click on the **Choose files to upload** button for uploading a new file, or **Media library** button for adding an already uploaded file. If you choose to upload new file, just select a file or files on your computer and click **Open**. Your files will be uploaded.

3. When all the files are uploaded, you just have to select the one you want to insert in the post and click on the **Insert into Post** button. Before doing that, make sure the title of the file is correctly written, ie. don't give the file name *aob.pdf* and title *aob* – file name should be *agreement-on-business.pdf* (you can name file *agreement on business.pdf*, Wordpress will take care it's called *agreement-on-business.pdf* when you upload it), and file title *Agreement on business*.

Choose File Gallery (1) Media Library NextGEN Gallery

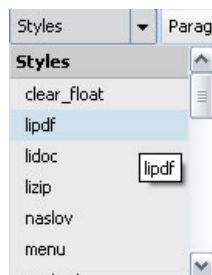
From Computer

Choose files to upload

After a file has been uploaded, you can add titles and descriptions.

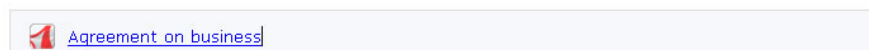
	agreement-on-business.pdf application/pdf 2008-05-04 11:33:08
Title	agreement-on-business
Caption	
Description	
Link URL	http://server02/medils/wp-content/uploads/2008/05/agreement-on-b None File URL Post URL Enter a link URL or click above for presets.
Insert into Post Delete	
Save all changes	

- When the link to file download is inserted in post, you have to select a style for it. Let's say you've uploaded a *.pdf* file. Go to Styles and select *lipdf* (when the link to file you just inserted is selected):



Same goes for *.doc* files (*lidoc*), archive files (*lizip*), movie files (*limovie*)...

- Link to file still being selected, just click on the **Blockquote** button. Final result is:



Now, all that's left to learn is how to add links to post. Links can be internal (links to different posts or pages on MedILS site) or external (links to different web sites). If you want to add an external link, just select the text, click on the **Link** button and write URL of the site and don't forget to select option to open site in new window or tab:

Insert/edit link

General Popup Events Advanced

General properties

Link URL: www.bbc.com

Anchors: ---

Target: Open in new window (_blank)

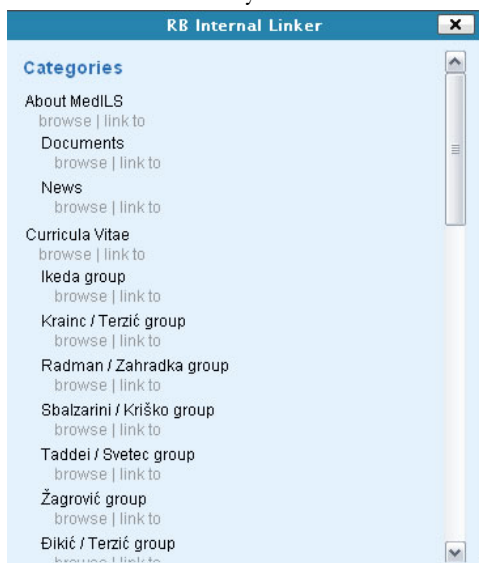
Title:

Class:

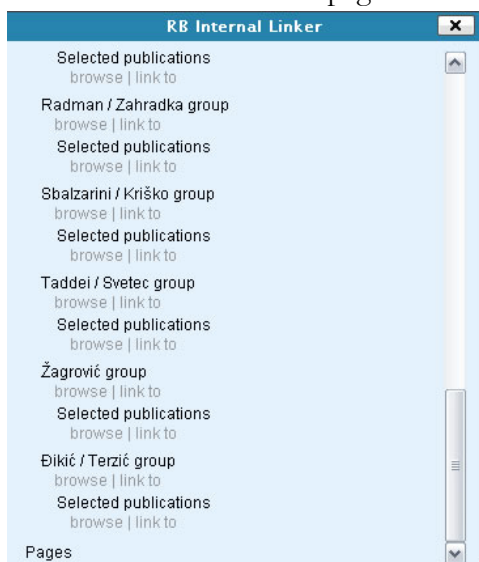
Insert Cancel

Adding an internal link is a bit more complicated:

1. Let's say you want to add a link to Contact us page on MedILS site. Click on the **Internal links** button. Here you see the list of categories/posts.



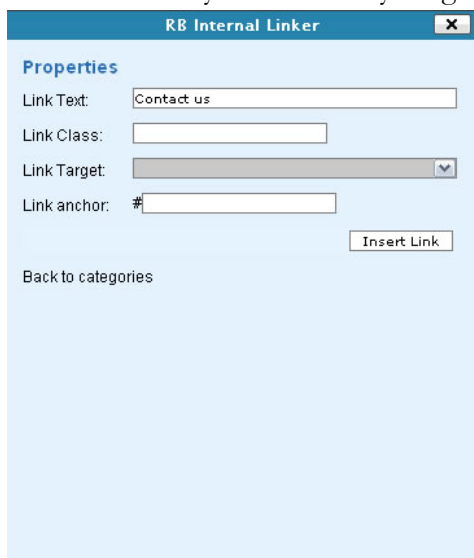
2. You want to add a link to page so scroll to the bottom of the window.



3. Click on the **Pages**. Now you see list of the existing pages on MedILS web site. Choose Contact us page (third one).



4. Now you have a couple of options. You can change link text, class, target or add anchor – I recommend you leave everything as it is. Just click on **Insert link** button.



5. Now the text you selected as link has a yellow background.

Contact us

There, we've gone through the hardest part of the tutorial. All you have to learn now are some details. First, how to publish a post:

You have to select a category in which you wish to publish the post.



After that, you have to write an excerpt (you can just copy the first sentence of your post).



Excerpt

This is the first line.

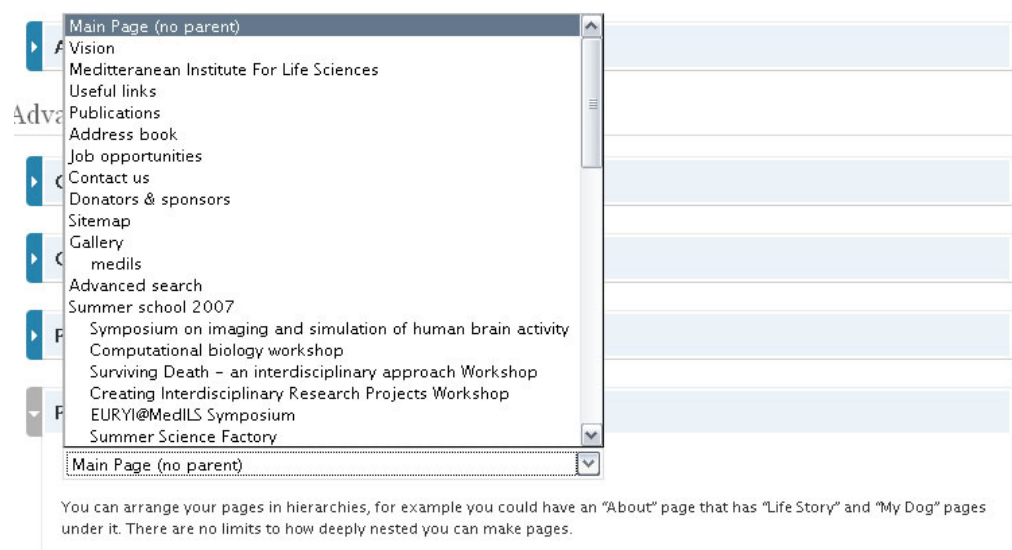
Excerpts are optional hand-crafted summaries of your content. You can [use them in your template](#)

All that's left now is to click on the **Publish** button and your post is published on web site.



Pages are very similar to posts, but there's a few differences. Most important, you don't use **More tag** when writing a page.

You can arrange pages in hierarchies as shown on picture below. You do this with **Page parent** option. There are no limits to how deeply nested you can make pages, but MedILS site is for now adjusted to work with just 2 depths.



Also, MedILS site has a couple of Page templates – you can assign a custom template to a page. Templates add additional features or custom layouts. For example, *Home Page* template gives a 3-column layout of a page, while, by default, pages have a 2-column layout. New templates can be added if neccessary.

In this chapter you could read about some basic things about writing a post/page in Wordpress, but I reccommend you visit the following page and read some great advices about post writing:

http://codex.wordpress.org/Writing_Posts

Manage

Of course, Wordpress CMS offers possibility of editing already written posts, pages, categories and so on... You do this in **Manage** section:

The screenshot shows the WordPress dashboard for 'MedILS'. The top navigation bar includes 'Dashboard', 'Howdy, tutorial!', 'Log Out', 'Help', and 'Forums'. Below this, the 'MedILS' logo and a 'Visit Site' button are visible. The main navigation menu has 'Write', 'Manage' (highlighted), 'Comments', and 'Gallery'. A secondary menu includes 'Posts', 'Pages', 'Links', 'Categories', 'Tags', 'Link Categories', 'Media Library', and 'Templates'. The 'Manage Posts' section is active, showing a search bar and a 'Search Posts' button. Below the search bar, there are filters for 'All Posts', 'Published (92)', and 'Drafts (3)'. A 'Delete' button and a 'Filter' button are also present. The main content area displays a table of posts with columns for 'Date', 'Title', 'Author', 'Categories', 'Tags', 'Status', and 'Template'. The table lists several posts, including 'Learning to work in Wordpress' and 'Computational Study of the Mechanism and the Relative Free Energies of Binding of Anticholesteremic Inhibitors to Squalene-Hopene Cyclase'.

Date	Title	Author	Categories	Tags	Status	Template
4 hours ago	Learning to work in Wordpress	tutorial	News	No Tags	Published	Templatize
2008/04/26	Computational Study of the Mechanism and the Relative Free Energies of Binding of Anticholesteremic Inhibitors to Squalene-Hopene Cyclase	admin	Publications	No Tags	Published	Templatize
2008/04/26	Direct visualization of horizontal gene transfer	admin	Publications	No Tags	Published	Templatize
2008/03/21	Ubiquitin signals in the NF-kappaB pathway	admin	Selected publications	No Tags	Published	Templatize
2008/03/21	Involvement of the ubiquitin-like domain of TBK1/IKK-i kinases in regulation of IFN-inducible genes	admin	Selected publications	No Tags	Published	Templatize
2008/03/21	Activation of NFAT signal in vivo leads to osteopenia associated with increased osteoclastogenesis and bone-resorbing activity	admin	Selected publications	No Tags	Published	Templatize

Just click on the name of the post you want to edit and that's all there is to know.

You can filter post by *dates* or by *categories*:

The screenshot shows a filter bar with a 'Show all dates' dropdown menu, a 'Curricula Vitae (0)' dropdown menu, and a 'Filter' button.

Managing pages is as easy as posts, just click on the title of the page you want to edit.

Dashboard
Howdy, [tutorial!](#) | [Log Out](#) | [Help](#) | [Forums](#)

MedILS
[Visit Site](#)









[Write](#)
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[Posts](#)
[Pages](#)
[Links](#)
[Categories](#)
[Tags](#)
[Link Categories](#)
[Media Library](#)
[Templates](#)

Manage Pages
[Search Pages](#)

All Pages | Published (56)

[Delete](#)

<input type="checkbox"/>	Date	Title	Author		Status	
<input type="checkbox"/>	2008/02/07	Vision	admin	 0	Published	Templatize
<input type="checkbox"/>	2008/02/07	Mission	admin	 0	Published	Templatize
<input type="checkbox"/>	2008/02/07	Organization	admin	 0	Published	Templatize
<input type="checkbox"/>	2008/02/07	Mediterranean Institute For Life Sciences	admin	 0	Published	Templatize
<input type="checkbox"/>	2008/02/21	Useful links	admin	 0	Published	Templatize
<input type="checkbox"/>	2008/02/21	Publications	admin	 0	Published	Templatize
<input type="checkbox"/>	2008/02/21	Address book	admin	 0	Published	Templatize
<input type="checkbox"/>	2008/02/21	Job opportunities	admin	 0	Published	Templatize

Posts are organized in categories – more about that from Wordpress documentation:

„Each Post and Link in WordPress is filed under one or more categories. This aids in navigation and allows Posts and Links to be grouped with others of similar nature.

Each category may be assigned to a Category Parent so that you may set up a hierarchy within the category structure. In creating categories, recognize that each category name must be unique. Thus, even if two categories have two different parents, they must still have different names.“

When someone viewing MedILS site clicks on one of the category links, a page with all the posts belonging to that category will be displayed.

DashboardHowdy, tutorial! | [Log Out](#) | [Help](#) | [Forums](#)

MedILS [Visit Site](#)

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Manage Categories ([add new](#)) [Search Categories](#)

[Delete](#)

<input type="checkbox"/> Name	Description	Posts
<input type="checkbox"/> About MedILS		0
<input type="checkbox"/> — Documents		11
<input type="checkbox"/> — News		2
<input type="checkbox"/> Curricula Vitae		0
<input type="checkbox"/> — Ikeda group		1
<input type="checkbox"/> — Krainc / Terzić group		1
<input type="checkbox"/> — Radman / Zahradka group		2
<input type="checkbox"/> — Sbalzarini / Križko group		3

You can also add new categories, or change information about old ones:

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Edit Category

Category Name

The name is used to identify the category almost everywhere, for example under the post or in the category widget.

Category Slug

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

Category Parent

None

Categories, unlike tags, can have a hierarchy. You might have a Jazz category, and under that have children categories for Bebop and Big Band. Totally optional.

Description

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

[Edit Category](#)

Comments

Comments aren't enabled for MedILS web site, and because of that visitors can't leave their remarks or suggestions. Also, because of that, this chapter about writing, deleting and moderating comments won't be explained for now.

Gallery

Gallery is a Wordpress plugin for adding albums of photos on web site. First page of the Gallery section is general overview:

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[Gallery](#) [Add Gallery](#) [Manage Gallery](#) [Album](#) [About](#)

NextGEN Gallery Overview

Welcome to NextGEN Gallery !

[Manage galleries](#) [Upload pictures](#)

There are totally **19** pictures in **2** galleries, which are spread across **1** albums.

Here you can control your images, galleries and albums. You currently have **gallery editor** rights.

Latest News

[NextGEN Addon](#) April 5th, 2008
30 days – Great !! It's highly motivating when other people take NextGEN as base and extended it with new features. In the last two weeks three new addon's are available : NextGEN FlashViewer Boris Glumpler extended my idea to integrate the famous Adobe Flash Plugins (SimpleViewer, TiltViewer, AutoViewer) from Airtight Interactive for NextGEN Gallery. WP-Greet wp-greet from Tuxlog is a WordPress plugin to send greeting [...]

[Gallery is core](#) March 30th, 2008
36 days – I apologize that NextGEN didn't fit with the release of WordPress 2.5, in the very last minute they change the priority of the shortcode, so I need to fix that again in my plugin. Version 0.92 is out and should be working fine now in WordPress 2.5. If you have any problems leave a message [...]

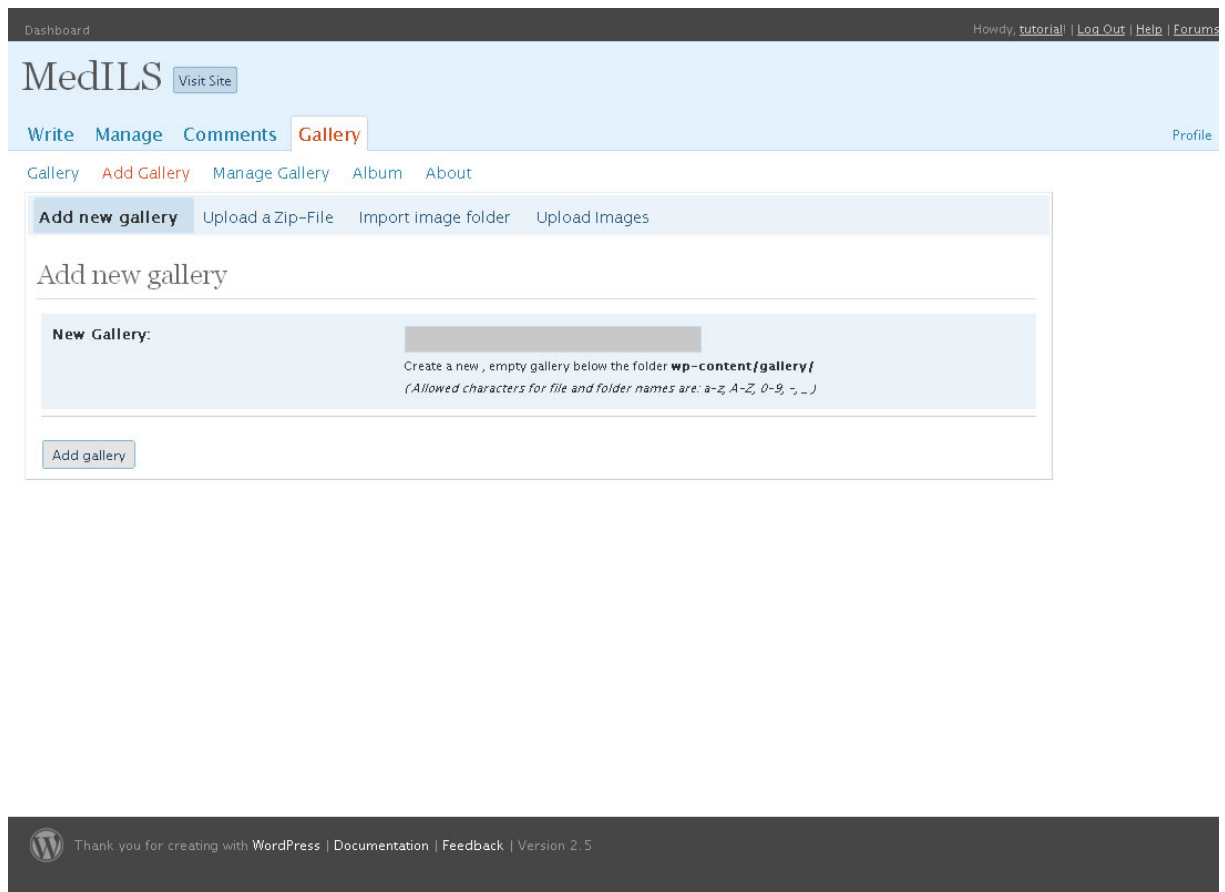
[1 & 1 = 3 ???](#) March 21st, 2008
45 days – In the last weeks several users report a failure of NextGEN Gallery. All of the users are using a web hosting of 1&1, current

Server Settings

- Operating System : **WINNT**
- Server : **Apache/1.3.33 (Win32) PHP/4.3.10**
- Memory usage : **N/A**
- MYSQL Version : **4.1.9-max**
- SQL Mode : **Not set**
- PHP Version : **4.3.10**
- PHP Safe Mode : **Off**
- PHP Allow URL fopen : **On**
- PHP Memory Limit : **N/A**
- PHP Max Upload Size : **1000M**
- PHP Max Post Size : **8M**
- PHP Max Script Execute Time : **30s**
- PHP Exif support : **No**
- PHP IPTC support : **Yes**
- PHP XML support : **Yes**

GD support

If you want to add new gallery, you have to go click on **Add Gallery**:



Here you can add new gallery and upload new photos. I recommend you put photos you want to upload in a *.zip* file, and you name the *.zip* file as you wish to name the gallery – for instance, *summer-school-07.zip*.

The screenshot shows the 'Upload a Zip-File' form in the MedILS dashboard. The form has a tabbed interface with 'Add new gallery', 'Upload a Zip-File' (which is active), 'Import image folder', and 'Upload Images'. The 'Upload a Zip-File' tab is active. It contains a 'Select Zip-File:' section with a text input field and a 'Browse...' button. Below this is a note 'Upload a zip file with images'. The 'in to' section has a dropdown menu with 'a new gallery' selected and a downward arrow. Below this is a note 'Note : The upload limit on your server is 1000MByte'. The 'Add Metadata :' section has a checked checkbox for 'Import EXIF, IPTC or XMP data (if available)'. At the bottom of the form is a 'Start upload' button.

When you've uploaded photos, you can manage the gallery by clicking on **Manage Gallery** button and then **Edit** link:

Gallery Overview

ID	Gallery name	Title	Description	Page ID	Quantity	Action
4	summer-school-07	Summer School 2007 Gallery	Some photos from Summer School 2007	199	10	Edit Delete
5	medils	MedILS	A few photos of MedILS	200	9	Edit Delete

You can edit things like *Title* or *Description* of the Gallery, and change the *Preview image*. You can also add description of every image, as well as alternative and title text of the image.

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Gallery Add Gallery Manage Gallery Album About

Gallery : Summer School 2007 Gallery [Edit gallery](#)

Title: Summer School 2007 Gallery

Page Link to: Summer Schoo

Description: Some photos from Summer School 2007

Preview image: DSC05064.jpg



Path: wp-content/gallery/summer-school-07

Create new page: Main page (No) Add page

[Scan Folder for new images](#) [Save Changes >](#)


No action
OK Hide thumbnails Show tags Sort gallery

[Save Changes >](#)

ID	File name	Thumbnail	Description	Alt & Title Text	exclude	Action
<input type="checkbox"/> 32	DSC05069.jpg			DSC05069.jpg	<input type="checkbox"/>	View Meta Delete
						

When you've edited the gallery, you have to add it to an album. First, you select the album you wish to add gallery to:



Manage Albums

Select album No album selected  Add new album Update »

After you create and select a album, you can drag and drop a gallery into your album below

[\[Show all\]](#) | [\[Maximize\]](#) | [\[Minimize\]](#)

No album selected!	
--------------------	--

Select Gallery	
ID : 4 Title: Summer School 2007 Gallery	[~]
 ID : 4 Name : summer-school-07 Title : Summer School 2007 Gallery Page : Summer School 2007 Gallery	
ID: 5 Title: MedILS	[~]
 ID : 5 Name : medils Title : MedILS Page : MedILS	



After that, you just have to drag and drop the gallery to album, and click on the **Update** button.

Manage Albums

Select album Add new album

After you create and select a album, you can drag and drop a gallery into your album below

[\[Show all\]](#) | [\[Maximize\]](#) | [\[Minimize\]](#)

Album Page ID 2 : medils	Select Gallery
ID: 5 Title: MedILS [-]  ID : 5 Name : medils Title : MedILS Page : MedILS	ID: 4 Title: Summer School 2007 Gallery [-]  ID : 4 Name : summer-school-07 Title : Summer School 2007 Gallery Page : Summer School 2007 Gallery

FAQ (Frequently Asked Questions)

Awaiting your questions.. :)

Also, feel free to e-mail me if/when you find mistakes (language or content-wise) in this tutorial or if you have some suggestions how to improve it. Thank you.

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