

Editors Guide

WordPress Manual

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Welcome

My aim is to create a simple WordPress guide that will help you to get an overall understanding of how you use the various features within the WordPress Dashboard to keep your site updated.

The current WordPress version is 3.4.2

Introduction

WordPress is built around two basic concepts. Posts and Pages. Posts are typical 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.

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://renaissancelbl.com/wp-admin>.



Type your given username and password in the login screen press the blue login button.

If you forget your password you can press the Lost your Password? link and then enter your email address. The information on how to reset your password will be in your email inbox.

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. 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. Nathaniel). Move your cursor over your name to reveal the Log Out link as well as a link to edit your Profile.

Welcome, Admin

Bienvenue à votre site!
Besoin aide? Contactez HostPress ici.
Comment utiliser votre site: HostPress WordPress Guide
Vidéos comment travail avec les Articles: Vedettes • Nouvelles • Secchi • MailChimp-newsletter
Password pour voir les vidéos: "Pierre"
Voici aussi les vidéos sur YouTube: Info-lettre • Tableau de bord • Optimization • Médias sociaux • Courriel • Widgets • Polis • Tables
Newsletter Tips PDF
Twitter username: RenaissanceIbl et le password: lacbrome2011
Vous pouvez enlever ce message en cliquant sur sur l'étiquette vers la droite (Options de l'écran) et en ne pas sélectionner le message d'accueil. (Bienvenue)

Google Analytics Summary

Visits Over the Past 30 Days

Site Usage

388	Visits	55.67%	Bounce Rate
891	Pageviews	00:01:55	Avg. Time on Site
2.30	Pages/Visit	62.63%	% New Visits

Top Pages

- La faune du lac Brome | Renaissance lac Brome - 81 Views
- Conditions actuelles du lac | Renaissance lac Brome - 32 Views
- Cartographie | Renaissance lac Brome - 31 Views
- Inventaires de biodiversité | Renaissance lac Brome - 25 Views
- Les cyanobactéries sont de retour: la situation stable jusqu'au 24 août se dégrade rapidement! Renaissance lac Brome - 21 Views

Top Referrers

- google.ca - 20 Visits
- ville.lac-brome.qc.ca - 13 Visits
- canada411.yellowpages.ca - 9 Visits

Top Searches

- (not provided) - 40 Visits
- renaissance lac brome - 38 Visits
- dancer sante fleur eau categorie 1 - 12

You have a basic Google Analytics Summary, Twitter Posting, FileBase upload and the Guide. You can use the Screen Options to display or not to display the widgets on this screen. All boxes are drag and drop as well for rearranging to suit your needs.

Dashboard Menu Options

Down the left hand side of the Dashboard and on every page you will see your main admin 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 screenshot shows the WordPress dashboard. On the left, there's a vertical sidebar with links: Home, Site Instructions, Posts (which is currently selected), Media, Pages, Appearance, Profile, and Headers. The main content area has a title 'Dashboard' and a sub-section 'Admin Guide'. It includes links for All Posts, Add New, Categories, and Tags. A blue callout box with white text says: 'Hovering your mouse over the menu item a fly out menu will appear'. To the right, there's a box titled 'Anne's Post-it Notes' containing the text: 'Put your notes about the site updates here, and then press Save notes'. Below this is a 'Save notes' button and the text 'Last saved: 2012-07-06 09:49'. At the top right, it says 'Howdy, ATremblay' with a small profile picture.

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, Categories and Tags contained within your site, as well as the total number of comments and approved comments. There’s also a summary of how many [Spam Comments](#) you currently have.

Posts

This is where you can create a new Blog Post. You can also update your Categories and Post Tags.

Conditions lac

This is where you can create a new Secchi Post to the widget on the lower right of the site.

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.

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.

Users

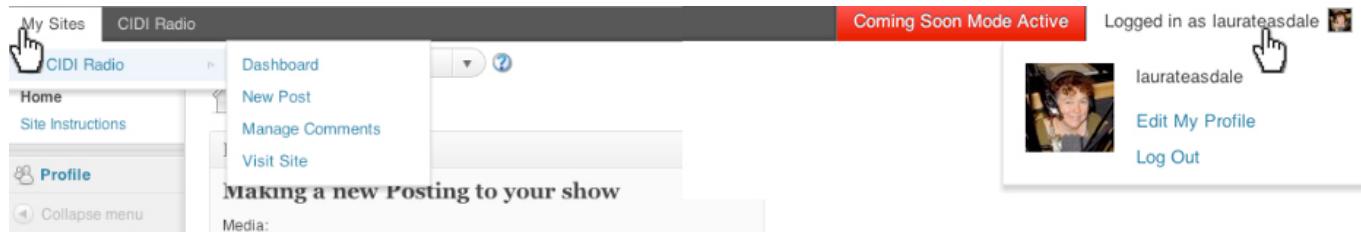
This screen lists all the existing users for your site. Depending on your Role, you can also add new users as well as manage their Roles.

Top Toolbar

The WordPress Toolbar is a way of easily accessing some of the most common WordPress features. It is shown along the top of the dashboard. Most options just repeat what is shown on the left side menu bar. This Toolbar may also be activated when looking at the website when logged in. It is always present in the Dashboard.

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

- Under My Sites you can Add a New Post, manage Comments, and other functions
- View or Edit your Profile and logout from the WordPress Dashboard



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. On the left is a sidebar with links: My Site, Dashboard, Posts (selected), All Posts, Add New, Categories, Tags, Media, Links, Pages, Comments, Appearance, Plugins, Users, Tools, and Settings. Below the sidebar is a 'Collapse menu' link. The main area has tabs for Posts (selected) and Add New. At the top right are links for Screen Options and Help. The main content area is titled 'Posts' with a 'Add New' button. It shows a list of 24 posts. The columns are Title, Author, Categories, Tags, and Date. A 'Bulk Actions' dropdown is open, showing options like 'Edit', 'Quick Edit', 'Trash', and 'View'. A 'Show all dates' and 'View all categories' dropdown are also present. A 'Filter' button and pagination links ('1 of 2') are at the top right of the list. Three callout boxes provide instructions: one points to the 'Bulk Actions' dropdown with the text 'Advises total no. of Posts, how many are Published, Sticky, Scheduled, in Draft or the Trash'; another points to the 'Tags' column with the text 'Click the icons to view the Posts list in the traditional List View or the Excerpt View'; and a third points to the bottom of the list with the text 'Perform actions on multiple Posts at once by selecting the appropriate checkboxes & then choosing an action from the Bulk Actions dropdown & clicking Apply'. The posts listed include titles like 'Scheduled Post', 'Draft Post - Draft', 'Readability Test', 'Layout Test - Sticky', 'Images Test', 'Post Format Test: Gallery', 'Post Format Test: Aside', 'Post Format Test: Chat', 'Post Format Test: List', 'Post Format Test: Image (Attached)', and 'Post Format Test: Image (Linked)'.

At the top of the page you can view how many Posts in total you have in your site, how many are 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

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 drop-down 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, Author, the Status and change the date or status from draft to published. The Move to Trash option will move the selected items to the Trash.

You can also filter the pages that are displayed using the drop-down lists and the Filter button. You may also Search Posts for a particular word to find it quickly.

Pages

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

The screenshot shows the WordPress Admin interface for the 'Pages' section. The left sidebar has a 'Pages' item highlighted. The main area displays a list of 11 pages, each with a title, author (Joe Blogg), and publish date (e.g., 2010/07/25, Published). A 'Bulk Actions' dropdown is open, showing options like 'Edit', 'Move to trash', and 'Publish'. A tooltip explains the dropdown: 'Advise total no. of Pages & how many are Published or in Draft'. Another tooltip over a row says: 'Hovering the cursor over each row will show you various options you can perform'. A third tooltip at the bottom left of the list area says: 'Perform actions on multiple Pages at once by selecting the appropriate checkboxes & then choosing an action from the Bulk Actions dropdown & clicking Apply'.

Title	Author	Date
About The Tests	Joe Blogg	2010/07/25 Published
Clearing Floats	Joe Blogg	2010/08/01 Published
Level 1	Joe Blogg	2007/12/11 Published
— Level 2	Joe Blogg	2007/12/11 Published
— — Level 3	Joe Blogg	2007/12/11 Published
Lorem Ipsum	Joe Blogg	2007/09/04 Published
Page with comments	Joe Blogg	2007/09/04 Published
Page with comments disabled	Joe Blogg	2007/09/04 Published
Parent page	Joe Blogg	2007/09/04 Published
Child page 1	Joe Blogg	2007/09/04 Published
Title	Author	Date

At the top of the page you can view how many Pages in total you have in your site and 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

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 drop-down 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.

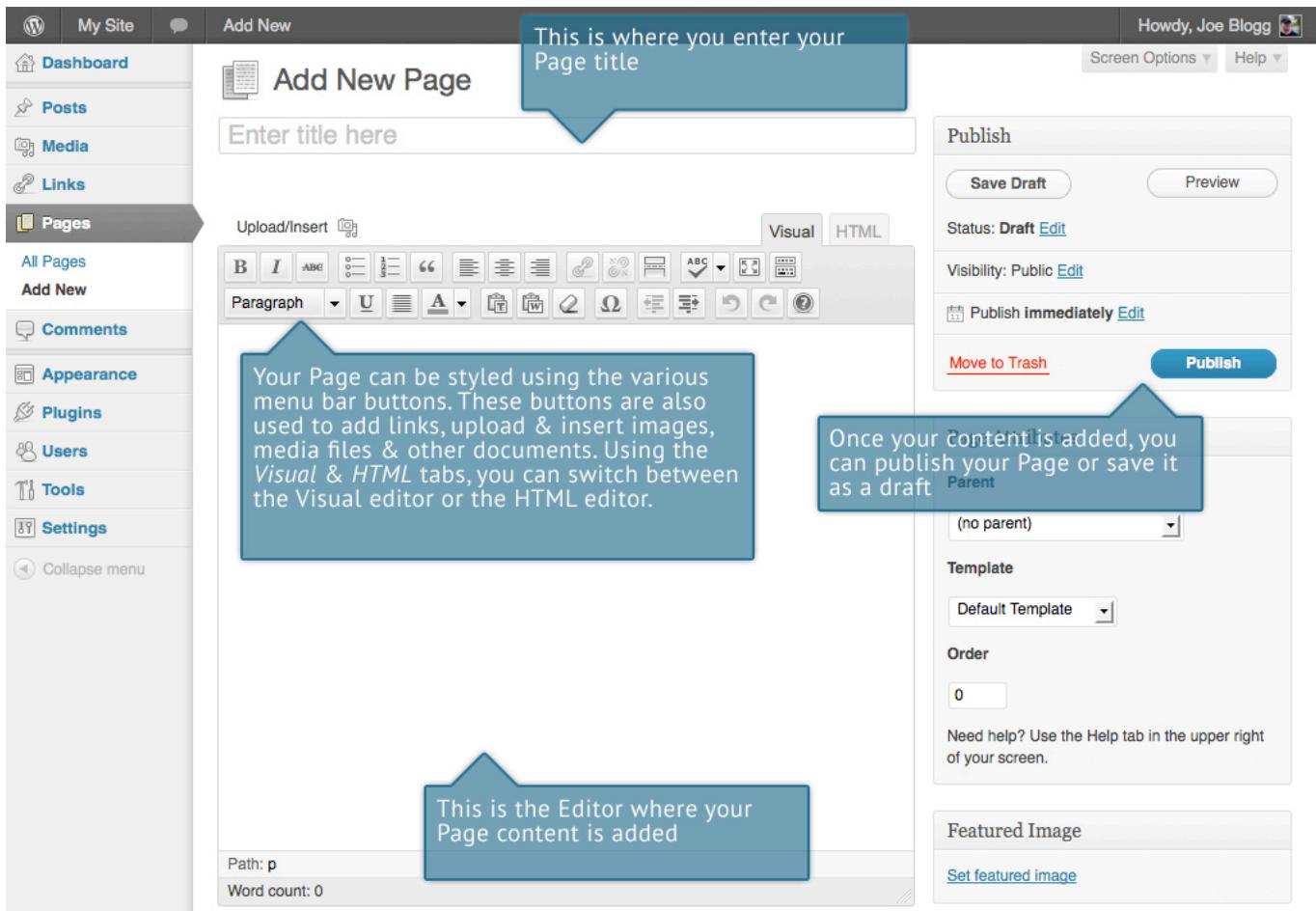
You can also filter the pages that are displayed using the drop-down list and the Filter button.

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](#) whereas Pages don't. Categories are pre-determined sections that you can use to organise your posts and display them on particular areas of the website. We have all the Host shows registered as separate categories. This gives each host a sort of blog. They are restricted to their own category (which essentially is their show).

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.

This screenshot shows the WordPress 'Add New Post' screen. The left sidebar includes links for Dashboard, Posts (selected), All Posts, Add New, Categories, Tags, Media, Links, Pages, Comments, Appearance, Plugins, Users, Tools, Settings, and Collapse menu. The main area has tabs for 'Add New Post' and 'Enter title here'. A large blue callout points to the title input field with the text 'This is where you enter your Post title'. Below the title input is a toolbar with 'Upload/Insert' and 'Visual' (selected) or 'HTML' tabs. A second blue callout points to the toolbar with the text 'Your Post can be styled using the various menu bar buttons. These buttons are also used to add links, upload & insert images, media files & other documents. Using the Visual & HTML tabs, you can switch between the Visual editor or the HTML editor.' To the right, there's a 'Publish' section with 'Save Draft' and 'Preview' buttons, and a status dropdown set to 'Draft'. Below that are 'Visibility: Public' and 'Publish immediately' buttons. A third blue callout points to the publish section with the text 'Once your content is added, you can publish your Post or save it as a draft'. The bottom left shows 'Path: p' and 'Word count: 0'. A fourth blue callout points to the content area with the text 'This is the Editor where your Post content is added'. To the right are sections for 'Categories' (listing aciform, sub, antiquarianism, arrangement, asmodeus, Blogroll, border, buying, Cat A, Cat B, Cat C, with a '+ Add New Category' button), 'Tags' (with a text input field and 'Add' button), and 'Featured Image' (with a 'Set featured image' button). The top right shows 'Howdy, Joe Blogg' and 'Screen Options' and 'Help' buttons.

Adding Content with the Visual Editor

The editor used to enter content into your Page or Post is very easy to use. It's much like using a regular word processor, with toolbar buttons that allow you to Bold (B) or Italicize (I) text

or enter in Headings () 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 Cmd key on a Mac).

At the top of the editor there are two tabs, Visual and HTML ( ). These switch the editor view between the Visual editor and the HTML editor. The HTML 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.

Adding Images and Other Media

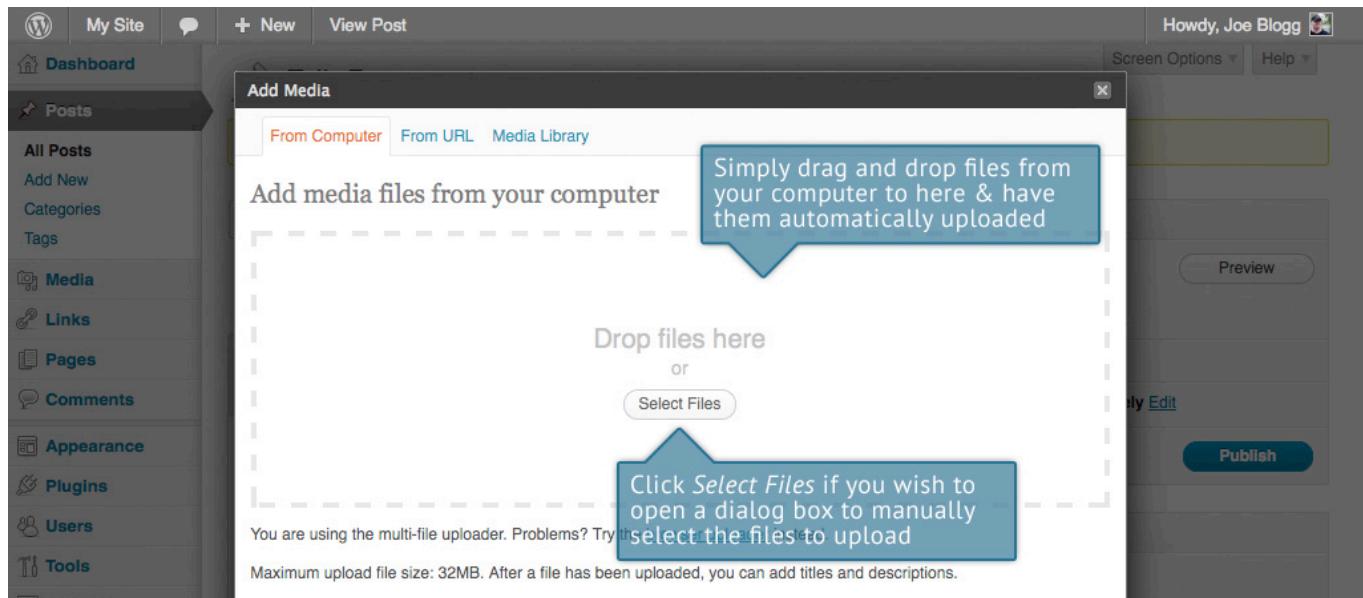
Adding images and other media files such as videos, documents or PDFs is extremely easy within WordPress. All your images and files are stored in the Media Library. Once they're uploaded into the Media Library, it's a very simple matter to insert them into your Page or Post content. In the case of files 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

The image uploader was greatly improved in WordPress 3.3. If you're using one of the more modern browsers such as [Firefox](#), [Safari](#) or [Chrome](#), it will default to using HTML5 for the uploader (rather than Flash). If you're using another browser, it will fallback to using either [Adobe Flash](#), [Silverlight](#) or HTML4. The benefit of using a browser like Firefox, Safari or Chrome is that you are now able to drag and drop files from your desktop, straight into the media uploader.

To insert an image into your Page/Post, click the Add Media button () and then 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.

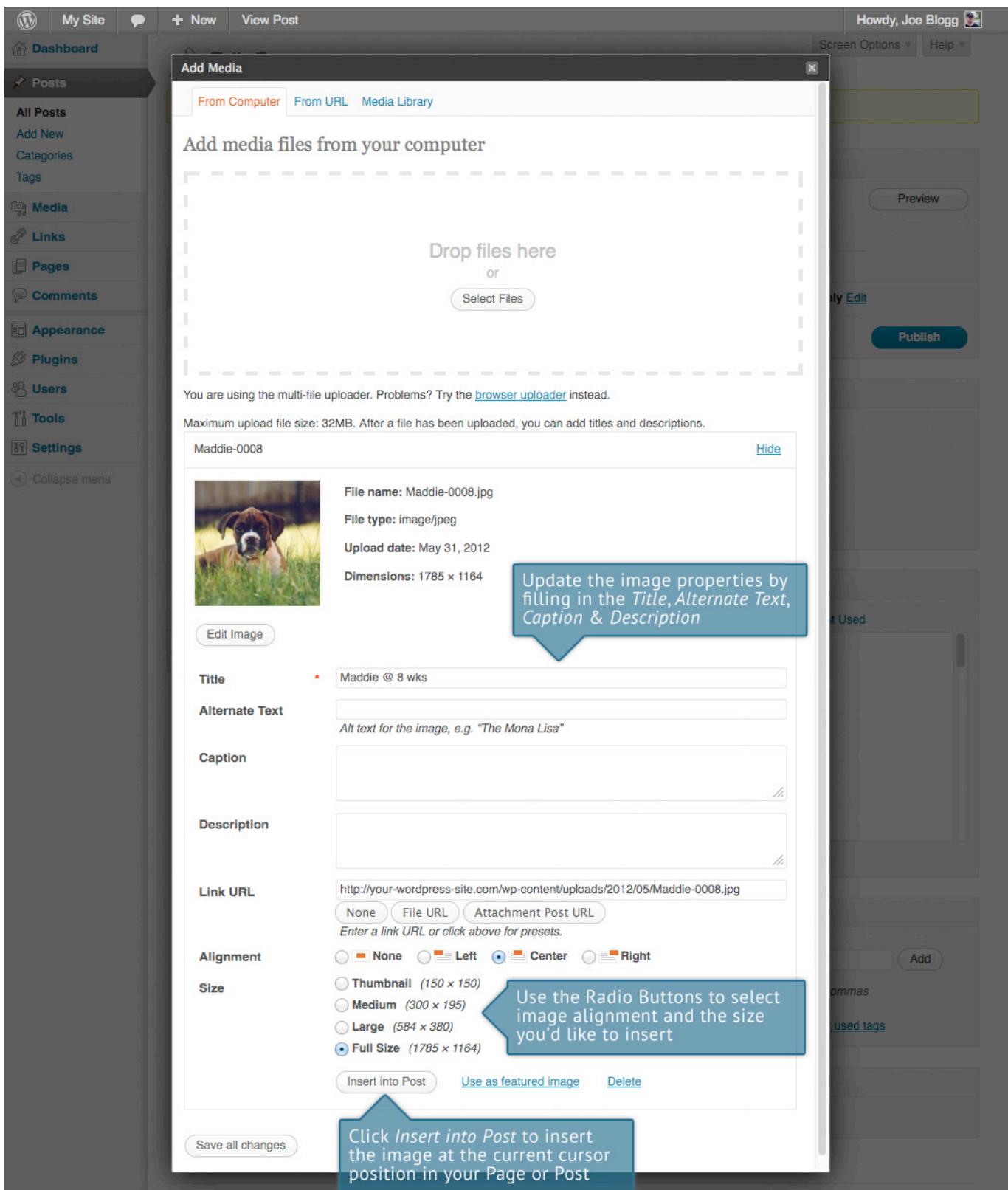
Alternatively, click the Select Files button and then select the files that you'd like to upload, using the dialog window that is displayed.



Once your image is uploaded, all its properties are displayed, including Title and URL. If you wish, at this point you can also add [Alternate Text](#), a Caption and a Description.

- Title – is displayed as a tooltip when the mouse cursor hovers over the image in the browser

- Alternate 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
- 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. As of WordPress 3.4, you can now also include basic HTML in your captions
- Description – The description is not prominent by default; however, some themes may display it



By default, WordPress will create a link to the image or file when it inserts it into your page. This means that if you click on the image on your published Page, it will simply display in the browser

window. The URL that the image links to is displayed in the Link URL field. Prior to inserting in your Page, you can remove this link by clicking the None button, which will remove the html link entirely, or you can click on the Attachment Post URL button which will link the image to its attachment page. The File URL button will use the image or file URL as the link (default).

You can also select how you would like the image aligned, either Left, Centered or Right aligned, using the Alignment radio buttons. When your image is 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 using the Size radio buttons. To insert the image at the exact size you uploaded, simply select Full Size. Click the Insert into Post button to insert the image into your Page/Post at the current cursor location. If you don't wish to insert the image just yet, click the Save all changes button to save any changes you've made and then click the small X in the top right corner of the Add Media popup window, to close the Add Media popup.

If you wish to insert an image that you uploaded earlier, click the Add Media button again (). Once the popup window displays, click the Gallery link or the Media Library link at the top of the window.

If the image was uploaded whilst editing the current page, the image will be contained on the Gallery page. The number contained within the braces refers to the total number of images in the Gallery tab. If the image was uploaded whilst editing another Page/Post or uploaded through the Media Library links (in the left-hand menu), you will need to click on the Media Library link at the top of this pop-up window.

My Site + New View Post Howdy, Joe Blogg

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

Add Media From Computer From URL Gallery (1) **Media Library**

All Types Images (15) Show all dates Filter Search Media 1 2 »

Click the *Gallery* or *Media Library* tabs to select a previously uploaded image

Maddie @ 8 wks Show Awwww Hide

Update the image properties by filling in the *Title*, *Alternate Text*, *Caption* & *Description*

Edit Image

Title * Awwww

Alternate Text OMG Look at the cute baby porcupine!
Alt text for the image, e.g. "The Mona Lisa"

Caption

Description

Link URL http://your-wordpress-site.com/wp-content/uploads/2012/05/Awwww-e133845644615
None File URL Attachment Post URL
Enter a link URL or click above for presets.

Alignment None Left Center Right

Size Thumbnail (150 x 150) Medium (300 x 225) Large Full Size (400 x 300)
Use the Radio Buttons to select image alignment and the size you'd like to insert

Insert into Post Use as featured image Delete

Wall-E Show boat Show dsc20050901_105100_212 Show

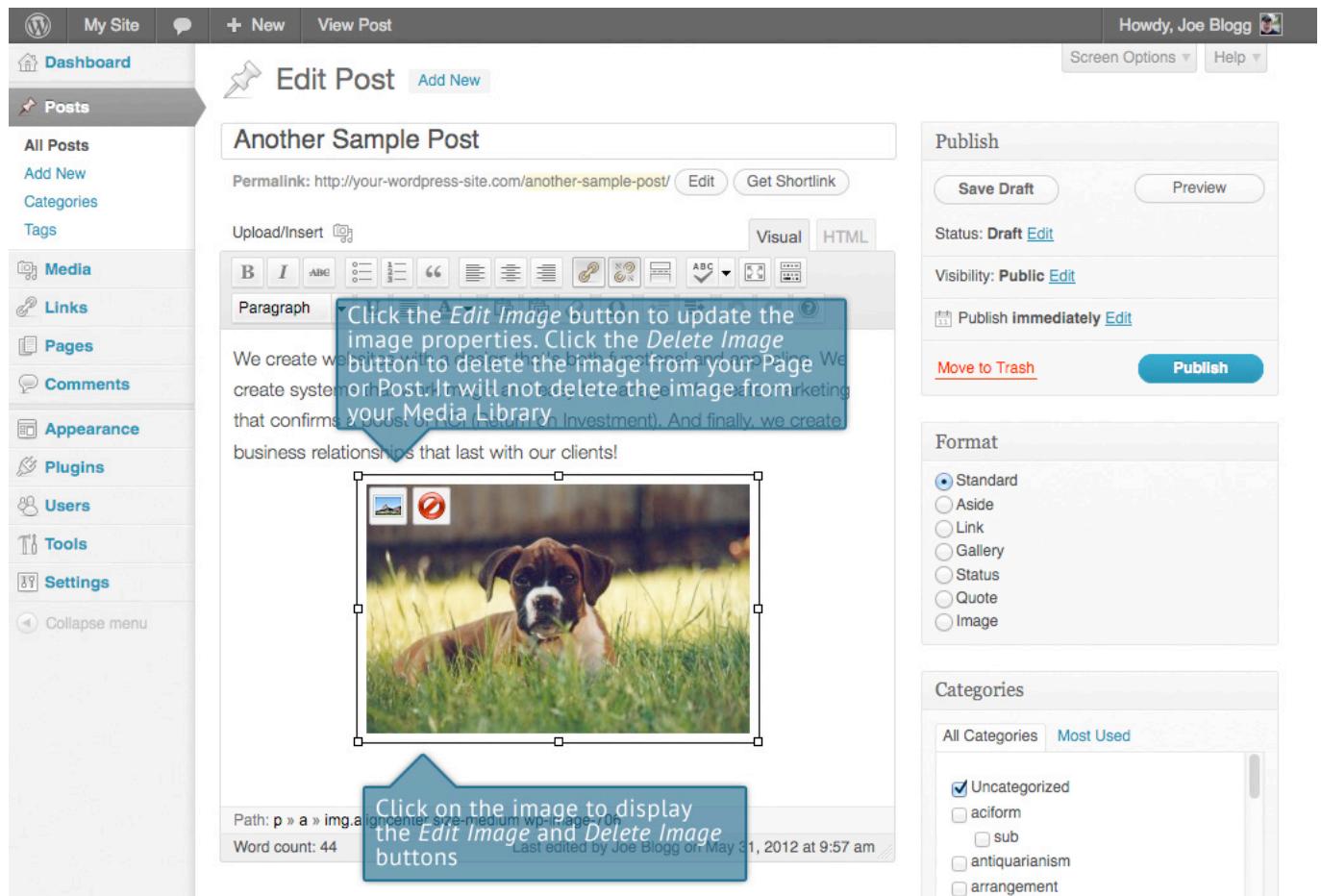
Click *Insert into Post* to insert the image at the current cursor position in your Page or Post

Once you've located your uploaded image, click the Show link to view the image properties. As per before, simply choose the relevant options (Link URL, Alignment, Size etc.) and if need be, update the Title, Alternate Text and Caption. Click the Insert into Post button to insert the image into your Page/Post at the current cursor location.

Edit or Delete an Image

There are various options available for adjusting the layout of inserted images. After clicking on an image that has been inserted into your Page or Post, two icons will appear on top of the image.

Clicking the left icon () allows you to edit the image properties. Clicking the right icon () will delete 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.



The screenshot shows the WordPress 'Edit Post' screen. On the left is the navigation menu. The main area shows a post titled 'Another Sample Post'. An image of a brown dog is inserted into the content area. A callout bubble points to the left icon with the text: 'Click the *Edit Image* button to update the image properties.' Another callout bubble points to the right icon with the text: 'Click on the image to display the *Edit Image* and *Delete Image* buttons.'

After clicking the Edit Image icon () the following pop-up window will appear.



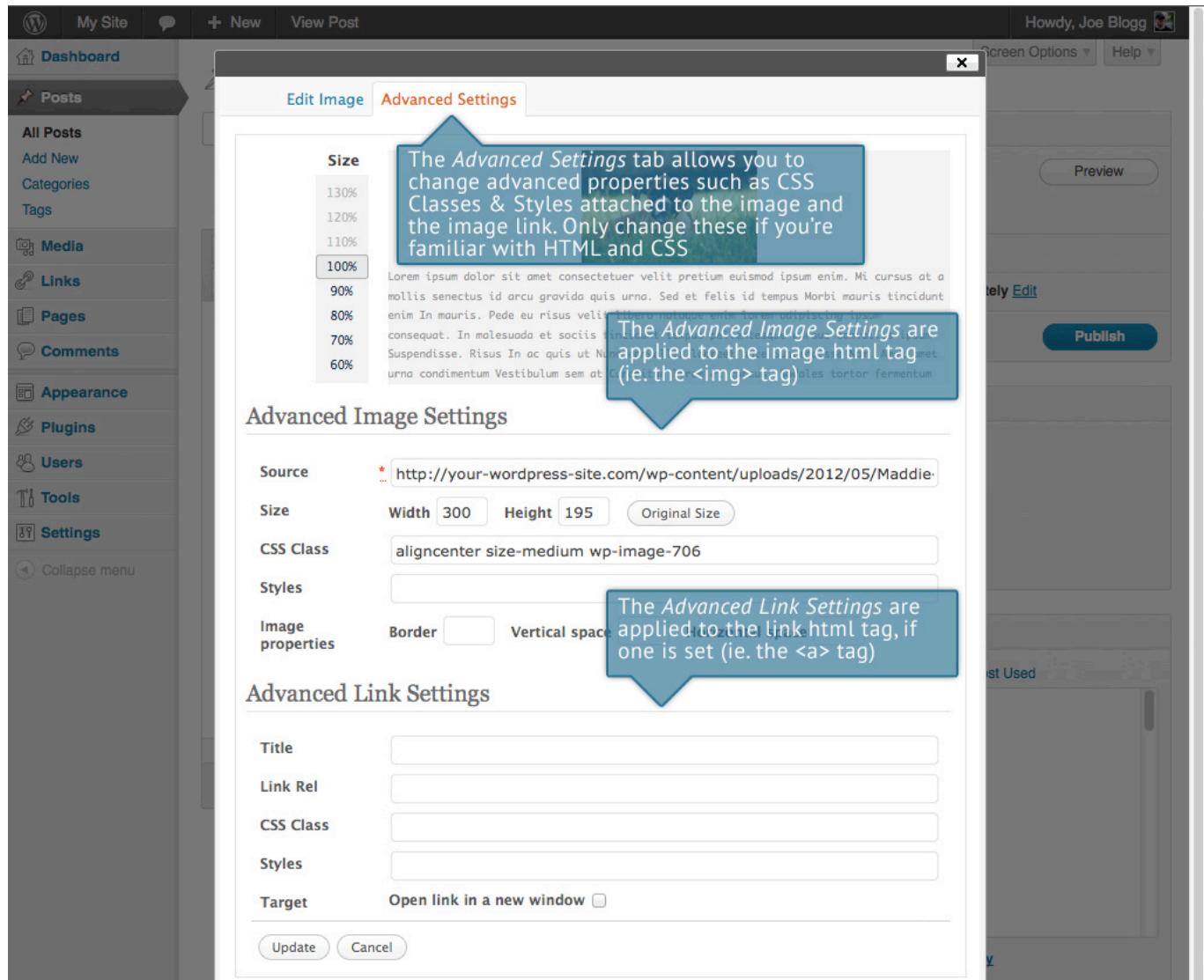
There are two tabs at the top of the pop-up window that contain the various image and link properties. The Edit Image tab allows you to change the following settings:

- **Size** – The size ‘slider’ displayed next to the image allows you adjust the image size. Sizes range from 130% down to 60%. If you want the image to be displayed at the same size that you uploaded, then set this slider to 100%
- **Alignment** – Allows you to select how you would like the image aligned. 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
- **Title** – is displayed as a tooltip when the mouse cursor hovers over the image in the browser
- **Alternate 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
- **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. As of WordPress 3.4, you can now also include basic HTML in your captions

- Link URL – is the URL that the image links to. Leaving this field blank will mean the image will not have an HTML link assigned to it and will therefore do nothing if the image is clicked. Clicking the None button will remove any link currently set in this field. Clicking the Current Link button will set the Link URL to the default URL, if one is currently set for that image. The Link to Image button will use the URL of the actual image.

Once you have updated the image properties, Click the Update button to save your changes. Alternatively, click Cancel to close the pop-up window without saving any changes.

Clicking on the Advanced Settings tab at the top of the above pop-up window allows extra image and link properties to be set. If you're not familiar with HTML and CSS then it's best to leave these settings alone.



The Advanced Settings tab allows you to change the following settings. All these settings change the html tag for the actual image (i.e. the tag):

- Size – The size ‘slider’ displayed next to the image allows you adjust the image size. Sizes range from 130% down to 60%. If you want the image to be displayed at the same size that you uploaded, then set this slider to 100%
- Source – is the actual source location of the image. This should not be changed! If you need to change the image then it’s best to delete the current image from the post and then reinsert the correct image from the Media Library
- Size Width/Height – These two input fields allow you specifically set the size to display your image. Care needs to be taken when changing these values as it will distort your image if they aren’t changed proportionally. Clicking the Original Size button will return the width and height back to their original sizes
- 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
- Styles – is used to specify ad-hoc CSS styles for your image. These are applied as inline styles using the style attribute
- Image properties - Border – is used to specify the border width (in px) to display around the image. After changing the value in this field the Styles input field will be updated with the appropriate CSS style
- Image properties - Vertical space – is used to specify the margin (in px) above and below the image. After changing the value in this field the Styles input field will be updated with the appropriate CSS style
- Image properties - Horizontal space – is used to specify the margin (in px) on the left and right of the image. After changing the value in this field the Styles input field will be updated with the appropriate CSS style

The Advanced Link Settings change the html link tag assigned to the image, if one is currently set (i.e. the <a> tag):

- Title – is displayed as a tooltip when the mouse cursor hovers over the image in the browser
- 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](#)
- 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
- Styles – is used to specify ad-hoc CSS styles for your link. These are applied as inline styles using the style attribute

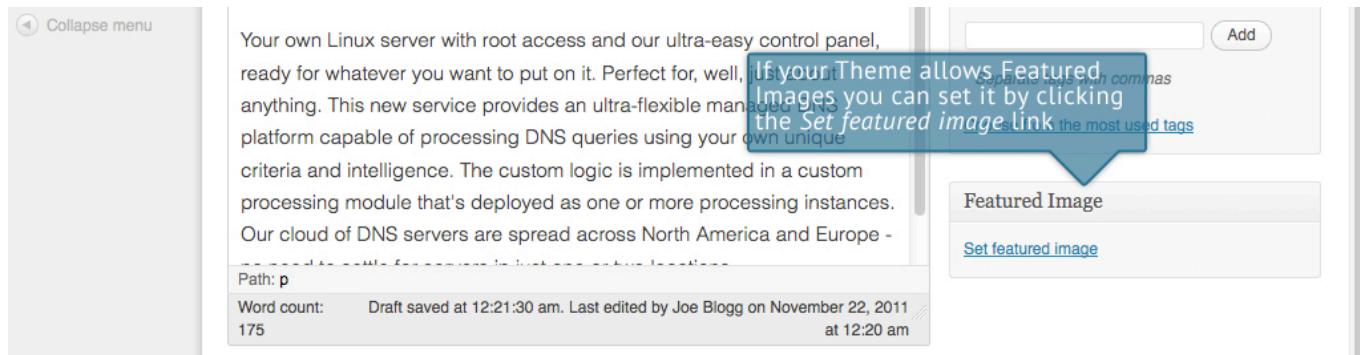
- Target - Open link in a new window – When someone clicks the image link you can have it open in the same window (default setting) or, if this box is checked, have it open in a new browser window/tab

Once you have updated the image properties, Click the Update button to save your changes. Alternatively, click Cancel to close the pop-up window 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 the same as 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.

If you'd like to use one of your previously uploaded images, click on either the Gallery or Media Library tabs at the top of the pop-up window. When you've decided on the image to use, click the Show link to reveal the properties for that image. If necessary, you can update the Title, Alternate Text and other properties. To set the image as your Featured Image, click the Use as featured image link next to the Insert into Post button. You can then close the pop-up window by clicking the small X in the top right corner. When you return to the Post or Page edit screen your chosen image should appear in the Featured Image panel.

My Site

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

Howdy, Joe Blogg

Screen Options Help

Set featured image

From Computer From URL **Gallery (3)** Media Library

All Tabs: Show Sort Order: Ascending | Descending | Clear

Media	Order	Actions
Christmas time with Maddie		<input type="checkbox"/> Show
Maddie's birthday		<input type="checkbox"/> Hide
Maddie's birthday		

File name: maddie-birthday-02.jpg
File type: image/jpeg
Upload date: June 2, 2012
Dimensions: 1024 x 683

Edit Image

Title * Maddie's birthday

Alternate Text
Alt text for the image, e.g. "The Mona Lisa"

Caption

Description

Link URL http://your-wordpress-site.com/wp-content/uploads/2012/05/maddie-birthday-02.jpg
None File URL Attachment Post URL
Enter a link URL or click above for presets.

Alignment None Left Center Right

Size Thumbnail (150 x 150) Medium (300 x 200) Large Full Size (1024 x 683)

Insert into Post [Use as featured image](#) [Delete](#)

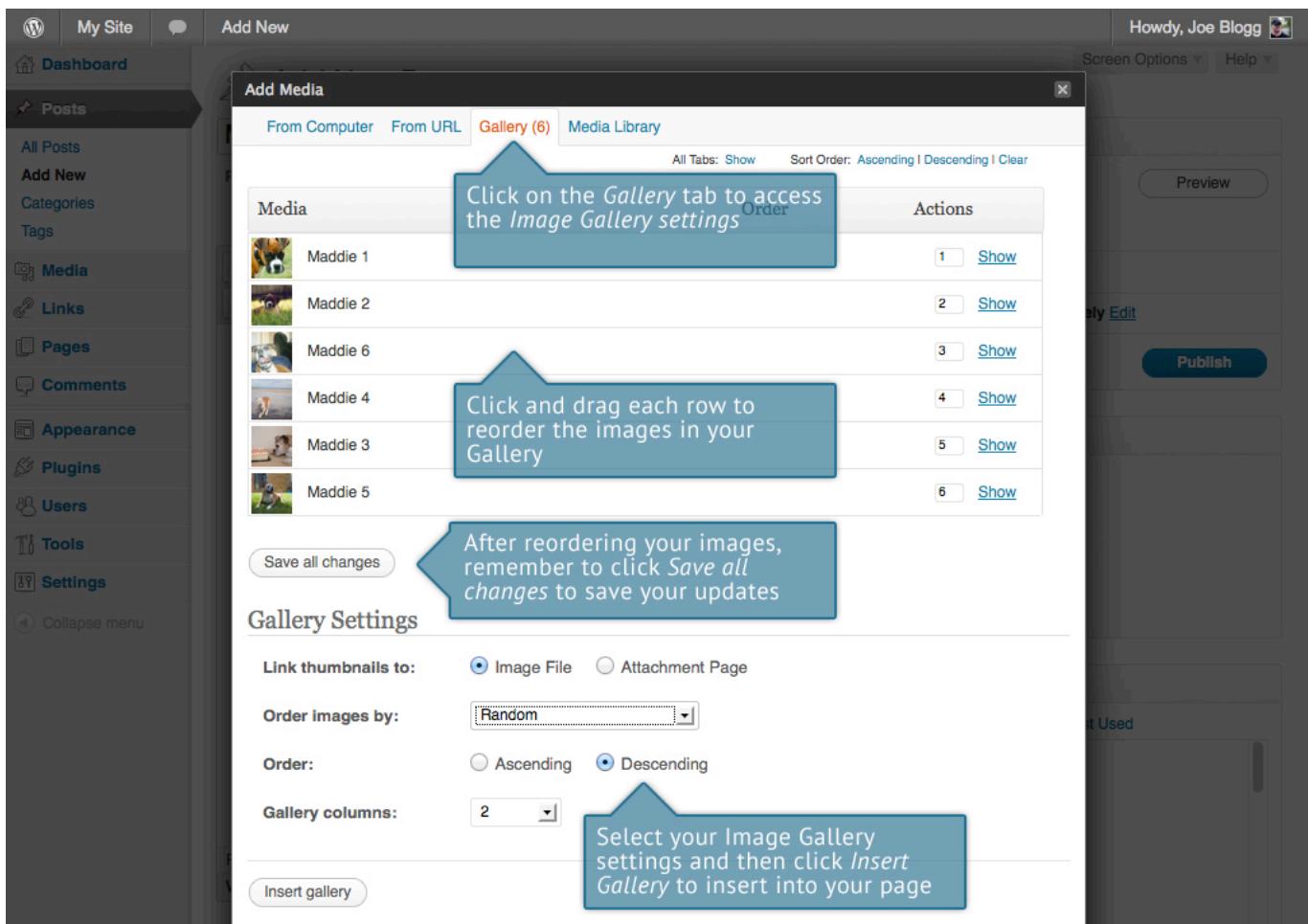
Maddie @ 8 wks Show

Save all changes

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. Only images that have been uploaded whilst working on a particular Page or Post can be inserted into the Gallery for that Page or Post. This is because WordPress will create and store a direct association between each uploaded image and its parent Page (or Post).

To insert an image gallery into your Page/Post, click the Add Media button () and then select the Gallery tab on the pop-up window that is displayed.



All the images that appear within the Gallery tab will be used within your Image Gallery. To reorder the images simply click on each row and drag it to its new position. Alternatively, enter in an order number in the small edit field at the end of each image row. Once your images have been arranged, click the Save all changes button to save your updates.

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

- Link thumbnails to – This sets what happens when the thumbnail image is clicked. Selecting Image 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.
- Order images by – The order in which the images are displayed. Menu Order displays images in the same order as they appear on the screen. Title orders the images by title. Date/Time orders the images based on their upload time. Random orders them randomly.
- Order – The order can be Ascending or Descending and only applies if Order images by is set to Title or Date/Time.

- **Gallery 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.

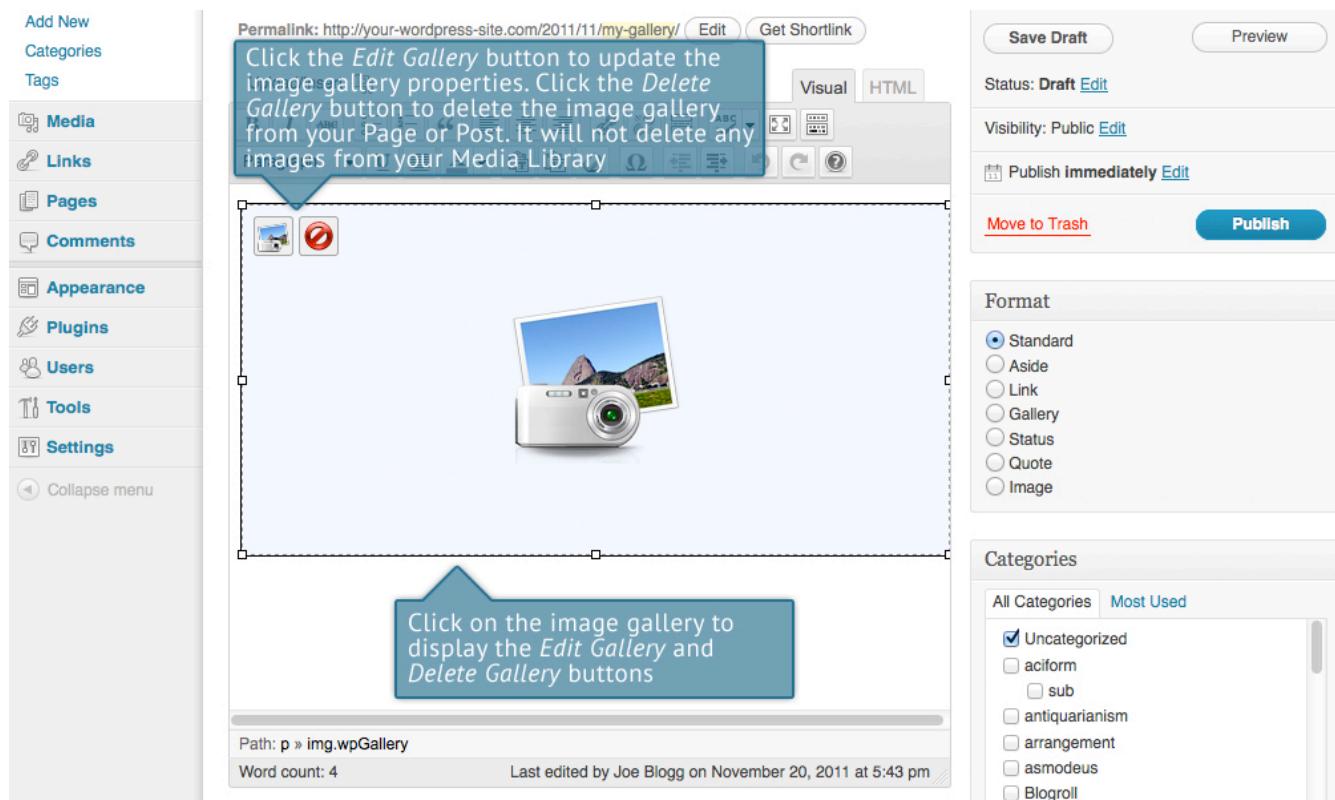
If you want to add an image to your Page/Post but don't want it to appear in the gallery, don't upload the image whilst working on the Page (or Post). Instead, upload the image directly to the Media Library using the Add New link under the Media menu option in the left hand navigation.

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 left icon () allows you to edit the image gallery properties. Clicking

the right icon () 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.



The screenshot shows the WordPress editor interface. On the left is a vertical menu with options like Add New, Categories, Tags, Media (which is selected), Links, Pages, Comments, Appearance, Plugins, Users, Tools, and Settings. Below the menu is a 'Collapse menu' link. The main area contains an image gallery with a camera icon. Two small buttons are visible above the gallery: a blue square with a white camera icon and a red square with a white trash can icon. A blue callout box points to the camera icon with the text: 'Click on the image gallery to display the Edit Gallery and Delete Gallery buttons'. Another blue callout box points to the trash can icon with the text: 'Click the Edit Gallery button to update the image gallery properties. Click the Delete Gallery button to delete the image gallery from your Page or Post. It will not delete any images from your Media Library'. At the top of the editor, there are buttons for Permalink, Edit, Get Shortlink, Visual, and HTML. To the right, there are buttons for Save Draft, Preview, Status (Draft, Edit), Visibility (Public, Edit), Publish Immediately (Edit), Move to Trash, and Publish. On the far right, there are sections for Format (Standard) and Categories (All Categories, Most Used, with 'Uncategorized' checked).

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

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 popup window displays, perform the same steps to upload your file to your site and to insert it into your Page or 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. For this to work properly, make sure the Auto-embeds checkbox is 'ticked' within the Settings > Media page.

The screenshot shows the WordPress editor interface. On the left is a sidebar with links: Tags, Media, Links, Pages, Comments, Appearance, Plugins, Users, Tools, Settings, and a Collapse menu. The main area has a toolbar at the top with buttons for bold, italic, align, and other styles. Below the toolbar is a text area containing a paragraph about InkyCloud and a URL. A blue callout box points to the URL with the text: "Paste the URL into the editor content area, making sure it's on its own line & not hypertinked". Below the URL is the link: <http://www.youtube.com/watch?v=XZ5TajZYW6Y>. At the bottom of the editor area, it says "Path: p", "Word count: 176", and "Draft saved at 12:55:37 am. Last edited by Joe Blogg on November 22, 2011 at 1:10 am".

We are a multi-dimensional media outfit delivering high Impact Solutions in high-end functional Website Development, online portal solution and E-learning development & deployment . We are deeply involved in the Creative Arts and Information Technology disciplines with a focus and drive to utilize these tools by making significant impact that meets up with the demands of our present age. InkyCloud was founded on the 25th of October 2004. We have been running a smooth web hosting business to thousands of clients for almost 7 years. Virtual Private Servers (VPS).

Paste the URL into the editor content area, making sure it's on its own line & not hypertinked

<http://www.youtube.com/watch?v=XZ5TajZYW6Y>

Your own Linux server with root access and our ultra-easy control panel, ready for whatever you want to put on it. Perfect for, well, just about anything. This new service provides an ultra-flexible managed DNS platform capable of processing DNS queries using your own unique criteria and intelligence. The custom logic is implemented in a custom

Path: p
Word count: 176 Draft saved at 12:55:37 am. Last edited by Joe Blogg on November 22, 2011 at 1:10 am

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. It's also not necessary to have the Auto-embeds setting enabled. The format for using the shortcode is:

```
[embed width="123" height="456"] url [/embed]
```

WordPress will automatically embed content from the following sites:

- [YouTube](#) (Only public videos)
- [Vimeo](#)
- [Polldaddy](#)

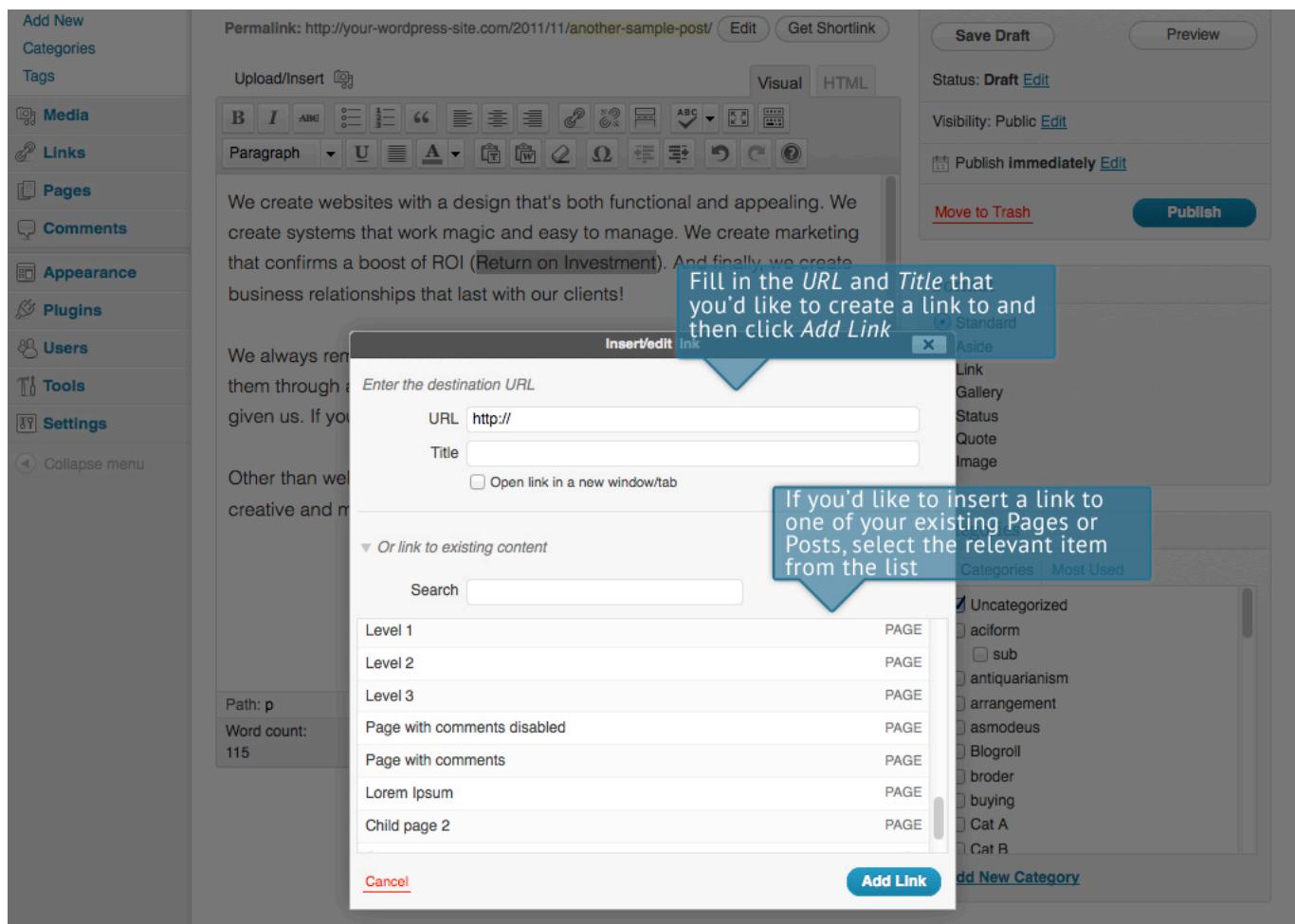
Adding HTML Links

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 (). As well as being able to insert a link to another site, you can also easily insert a link to one of your existing Posts or Pages by simply selecting it from a list.



In the popup window that is displayed, 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
- Title – The text to display in tooltip form when the cursor hovers over the link
- Open link in a new window/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, simply click the Or link to existing content link to display a list of your existing content then 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 repopulate based on matching results. After selecting one of your existing pages, the relevant details will be updated in the URL and Title fields. Click the Add Link button to add your link.

Editing an HTML Link

Simply click the link within your post that you'd like to edit, to position the cursor somewhere



within it and then click the Insert/edit link button (). A popup window will appear, just like when the link was originally inserted. Update the required details and click the Update button.

Removing an HTML Link

To remove an html link, click the link within your post that you'd like to remove, to position the



cursor somewhere within it and then click the Unlink button (). If you want to remove a link from an image, simply click the image once to select it and then click the Unlink button. If the html link is linking to an uploaded file or image, clicking the Unlink button won't remove or delete that file, it will simply remove the hyperlink.

Editing Existing Content

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

The screenshot shows the WordPress admin dashboard with a sidebar on the left containing links: Appearance, Plugins, Users, Tools, Settings, and a Collapse menu. The main area displays a list of four posts:

Title	Author	Category	Tags	Date
Readability Test	Joe Blogg	Cat A	chattels, privation	2008/09/05 Published
Layout Test - Sticky	Joe Blogg	aciform, Cat A, Cat B, Cat C, sub	tag1, tag2, tag3	2008/09/04 Published
Post Format Test: Gallery	Joe Blogg	Uncategorized	No Tags	2008/09/03 Published
Post Format Test: Gallery	Joe Blogg	Uncategorized	Post Formats	2008/06/10 Published

A blue tooltip box is overlaid on the third post, pointing to its title 'Layout Test - Sticky'. The tooltip contains the text: 'To edit your Page or Post, click on the Page/Post name or click the Edit link'.

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 over each row. This will move the Page/Post to the Trash.

The screenshot shows the WordPress admin interface for Posts. A blue callout box points to a 'Trash' link located below the post title 'Layout Test - Sticky'. Another blue callout box points to the same 'Trash' link, with the text: 'To delete your Page or Post, first click on the **Trash** link to send it to the trash'.

Title	Author	Categories	Tags	Date
Scheduled Post	Joe Blogg	Uncategorized	No Tags	2030/07/27 Scheduled
Draft Post - Draft	Joe Blogg	Uncategorized	No Tags	2010/07/27 Last Modified
Readability Test	Joe Blogg	Cat A	chattels, privation	2008/09/05 Published
Layout Test - Sticky	Joe Blogg	aciform, Cat A, Cat B, Cat C, sub	tag1, tag2, tag3	2008/09/04 Published
Images Test		Uncategorized	No Tags	2008/09/03 Published
Post Format Test: Gallery - Gallery	Joe Blogg	Uncategorized	Post Formats	2008/06/10 Published

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 the Restore link will restore the Page or Post.

The screenshot shows the WordPress admin interface for Posts. Two blue callout boxes point to the 'Delete Permanently' link for a single item and the 'Empty Trash' button at the bottom of the screen, respectively. Both callouts contain the text: 'The delete a single Page or Post permanently, click the **Delete Permanently** link' and 'The delete all items in the **Trash**, click the **Empty Trash** button'.

Title	Author	Categories	Tags	Date
Form Test		Uncategorized	No Tags	2011/01/17 Last Modified
Readability Test		chattels, privation	0	2008/09/05 Last Modified
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 drop-down 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 Toggle fullscreen mode button



(). The editor will then takeover the whole browser window.

Exit fullscreen Visual HTML

Another Sample Post

We create websites with a design that's both **exciting and appealing**. We create marketing that confirms a boost of ROI ([Return on Investment](#)). And finally, we create business relationships that last with our clients!

We always remain flexible at all times - if you have your own ideas, we run them through and provide you with even better ideas based on what you've given us. If you don't have any ideas, fret not as we'll give them to you!

Other than web design and development, we handle a wide range of other creative and media services which you can find out in detail in our Services.



Word count: 115 Just write.

In fullscreen mode only minimal buttons are available to enhance the distraction free environment. To exit fullscreen click on the [Exit fullscreen link](#).

This is the Editor where your Page/Post content is added

At the top of the screen is a toolbar with only the minimal number of buttons to enhance the distraction free environment. The toolbar and editor borders are displayed when first entering fullscreen mode. After a few seconds, these fade leaving you with a clean and clutter free editor where you can concentrate on updating your content.

Another Sample Post

We create websites with a design that's both functional and appealing. We create systems that work magic and easy to manage. We create marketing that confirms a boost of ROI ([Return on Investment](#)). And finally, we create business relationships that last with our clients!

We always remain flexible at all times - if you have your own ideas, we run them through and provide you with even better ideas based on what you've given us. If you don't have any ideas, fret not as we'll give them to you!

Other than web design and development, we handle a wide range of other creative and media services which you can find out in detail in our [Services](#).



To view the menu toolbar again once they have faded simply move your cursor up towards the top of the screen and they will be displayed again.

To exit from fullscreen mode and return to the standard visual editor, click on the Exit fullscreen link at the top of the page.

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 'Edit Post' screen for a post titled 'Business 101'. The left sidebar shows 'Posts' is selected. The main area has a rich text editor with a toolbar for bold, italic, and other styles. The content area contains text about website development. A blue callout bubble points to the 'Publish' panel on the right, which includes buttons for 'Save Draft', 'Preview', 'Status: Draft', 'Visibility: Public', 'Publish immediately', 'Move to Trash', and a large blue 'Publish' button. The status bar at the top right says 'Hello, Joe Blogg'.

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.

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.

My Site | Add New | Categories | Howdy, Joe Blogg | Screen Options ▾ | Help ▾

Dashboard

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

Categories

Add New Category

Add a new Category by filling in the Name, Slug, Parent (if any) & Description

Name:
The name is how it appears on your site.

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

Parent: 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.

Add New Category

After filling in all the fields, click the Add New Category button to add a new Category

	Name	Description	Slug	Posts
<input type="checkbox"/>	aciform		aciform	2
<input type="checkbox"/>	— sub		sub	1
<input type="checkbox"/>	antiquarianism	Edit Quick Edit Delete View	antiquarianism	1
<input type="checkbox"/>	arrangement		arrangement	1
<input type="checkbox"/>	asmodeus		asmodeus	1
<input type="checkbox"/>	Blogroll		blogroll	0
<input type="checkbox"/>	broder		broder	1
<input type="checkbox"/>	buying		buying	1
<input type="checkbox"/>	Cat A		cat-a	2
<input type="checkbox"/>	equipollent		equipollent	1

Bulk Actions | Apply | 52 items | « | « | 1 of 3 | » | »

Note:
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 category **Uncategorized**.
Categories can be selectively converted to tags using the [category to tag converter](#).

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 Jazz category, and under that have children categories for Bebop and Big Band. Totally optional. To create a subcategory, just choose another category from the Parent drop-down.

- 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.

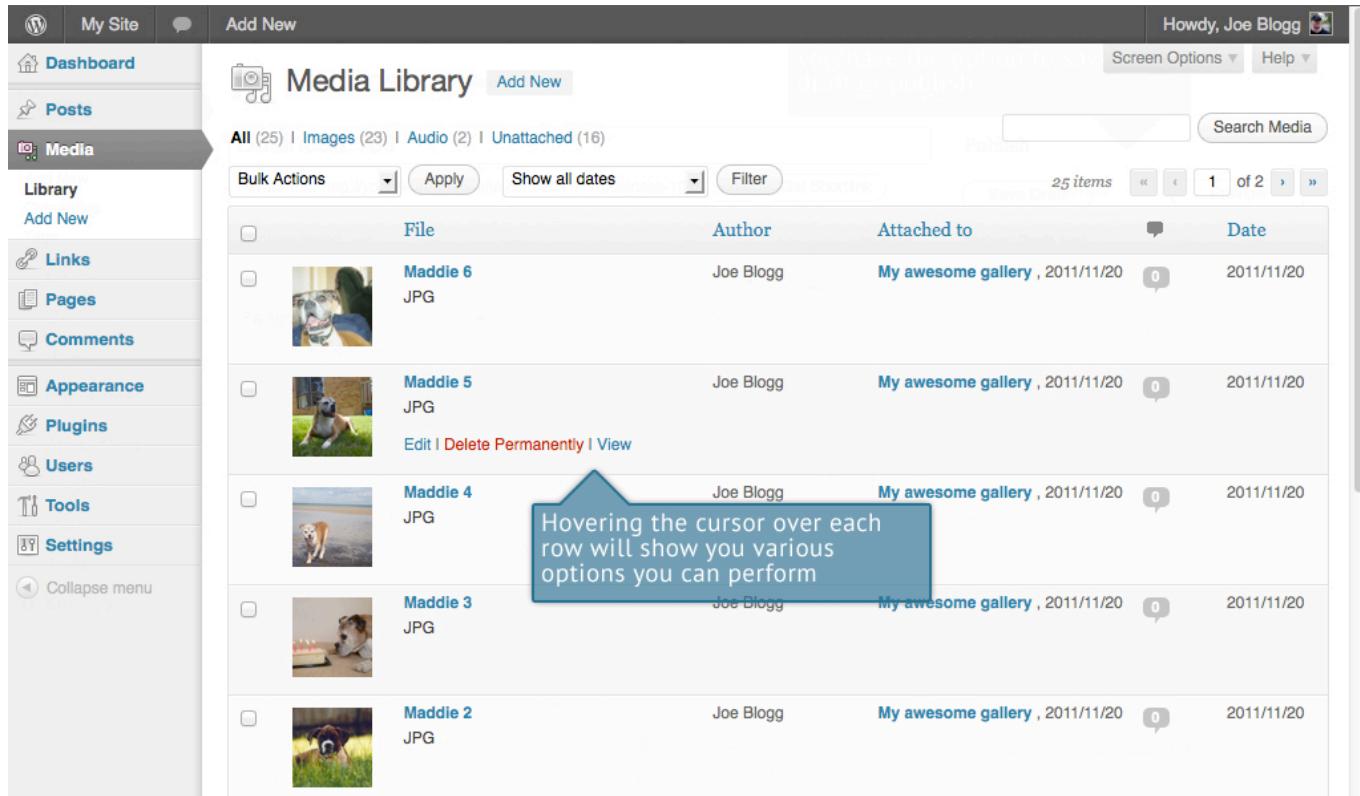
When adding or editing your Post, the Categories panel can be found just below the Format panel if your Theme supports Post Formats. Alternatively, it will reside just below the Publish panel. To add an existing Category, simply tick the checkbox(es) next to the Categories you'd like to assign to the Post.

The screenshot shows a WordPress post editor interface. On the left, there's a sidebar with 'Settings' and 'Collapse menu' buttons. The main area contains a rich text editor with some placeholder text about Mrs. Darling. Below the editor, it says 'Path: p' and 'Word count: 815'. At the bottom, it shows 'Draft saved at 12:03:26 am. Last edited on November 21, 2011 at 1:27 am'. To the right, there's a sidebar titled 'Categories' with tabs for 'All Categories' and 'Most Used'. It lists several categories with checkboxes: 'broder', 'buying', 'Cat B' (checked), 'Cat C' (checked), 'championship', 'chastening', 'clerkship', 'disinclination', 'disinfection', 'dispatch', and 'echappee'. Below this is a blue callout box containing the text: 'To add an existing Category, tick the checkbox(es) next to the appropriate Categories to assign them to the Post'. Another blue callout box below it says: 'To add a new Category, click the + Add New Category link and type in the Category name. Select the Parent Category from the list if appropriate. Click the Add New Category button to assign it to the Post'. At the bottom of the sidebar, there's a '+ Add New Category' link, an empty input field, a 'Parent Category' dropdown set to '— Parent Category —', and an 'Add New Category' button.

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 drop-down list. Click the Add New Category button when done to create the Category and automatically assign it to the Post.

Media Library

The Media Library is where you can find all the files that you've uploaded. The most recent uploads are listed first. The list of files contains a small thumbnail version of the image or file, the file name and the type of file (jpg, txt, etc.), the name of the Author who uploaded the file, the Page or Post which the image was uploaded on, the number of comments and the date the file was uploaded.



The screenshot shows the WordPress Media Library page. The left sidebar has a 'Media' tab selected. The main area displays a table of media items. Each row contains a thumbnail, the file name ('Maddie 6', 'JPG'), the author ('Joe Blogg'), the attached post ('My awesome gallery', '2011/11/20'), and the date ('2011/11/20'). A tooltip box with a blue arrow points to the third row, containing the text: 'Hovering the cursor over each row will show you various options you can perform'. The 'Edit', 'Delete Permanently', and 'View' links are visible beneath the file names in the rows.

	File	Author	Attached to	Date
<input type="checkbox"/>	Maddie 6 JPG	Joe Blogg	My awesome gallery , 2011/11/20	2011/11/20
<input type="checkbox"/>	Maddie 5 JPG	Joe Blogg	My awesome gallery , 2011/11/20	2011/11/20
<input type="checkbox"/>	Maddie 4 JPG	Joe Blogg	My awesome gallery , 2011/11/20	2011/11/20
<input type="checkbox"/>	Maddie 3 JPG	Joe Blogg	My awesome gallery , 2011/11/20	2011/11/20
<input type="checkbox"/>	Maddie 2 JPG	Joe Blogg	My awesome gallery , 2011/11/20	2011/11/20

When hovering your cursor over each row, 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

To view a file, hover the cursor over the particular row that contains the file name and click the View link. If the file is an image, you'll see a larger version of the image. If the file was another type of file such as a text file or PDF for example, you'll simply see a link to that file. Click the link to view the file.

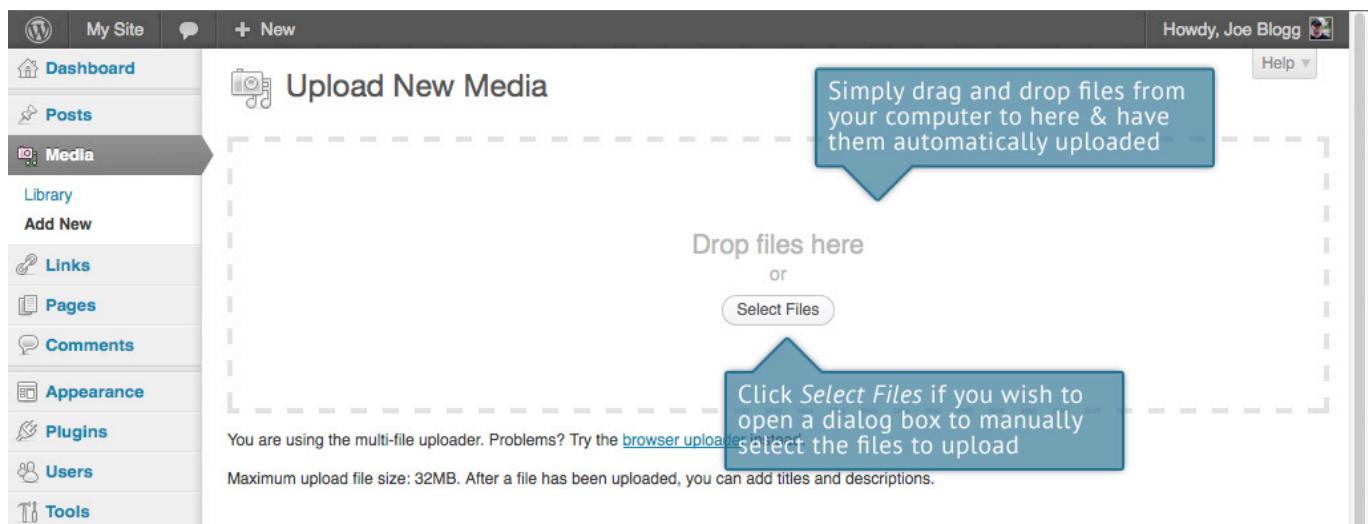
Adding a File to the Media Library

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. You will be presented with a page similar to the popup window that is displayed when uploading a new image in your Post or Page.

If you're using one of the more modern browsers such as Firefox, Safari or Chrome, it will default to using HTML5 for the uploader (rather than Flash). If you're using another browser, it will fallback to using either [Adobe Flash](#), [Silverlight](#) or HTML4. The benefit of using a browser like Firefox, Safari or Chrome is that you are now able to drag and drop files from your desktop, straight into the media uploader.

To upload a new file to the Media Library, 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.

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



Once your image is uploaded, all its properties are displayed, including Title and URL. If you wish, at this point you can also add [Alternate Text](#), a Caption and a Description.

- Title – is displayed as a tooltip when the mouse cursor hovers over the image in the browser
- Alternate 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
- 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. As of WordPress 3.4, you can now also include basic HTML in your captions

- Description – The description is not prominent by default; however, some themes may display it

The screenshot shows the WordPress dashboard with the 'Media' menu item selected. The main area is titled 'Upload New Media' with a placeholder 'Drop files here or Select Files'. Below this, a note says 'You are using the multi-file uploader. Problems? Try the [browser uploader](#) instead.' A message indicates the maximum upload file size is 32MB. The uploaded file 'Wall-E5' is previewed with its thumbnail image of Wall-E from the Pixar movie. File details are listed: File name: Wall-E5.jpg, File type: image/jpeg, Upload date: May 31, 2012, Dimensions: 894 x 772. Below the preview, there are fields for Title, Alternate Text, Caption, and Description. The 'Title' field contains 'Wall-E'. The 'Caption' field contains 'Wall-E'. A callout bubble points to the 'Caption' field with the text: 'The *Caption* field allows you to include basic HTML'. Another callout bubble points to the 'Save all changes' button with the text: 'Update the file properties and then click the *Save all changes* button to save your updates'.

Once the file is uploaded, simply click the Save all changes button.

Editing the File Properties

To edit the properties of an existing file, hover the cursor over the particular row that contains the file name and click the Edit link. Alternatively, you can also click the file name or the thumbnail image. Update the Title, Alternate Text, Caption and Description as necessary.

The screenshot shows the WordPress 'Edit Media' page. On the left is a sidebar with links: Dashboard, Posts, Media (which is selected), Library, Add New, Links, Pages, Comments, Appearance, Plugins, Users, Tools, and Settings. The main area has a title 'Edit Media' and a sub-section 'Update Media'. It displays a thumbnail of a hedgehog held in a hand. To the right of the thumbnail are the file details: File name: Awww.jpg, File type: image/jpeg, Upload date: May 31, 2012, and Dimensions: 500 x 325. Below these details is a tooltip: 'Click the image to view it. Click the *Edit Image* button to edit the image'. Under the image are fields for Title (Awww), Alternate Text (OMG Look at the the cute baby porcupine!), and Caption (empty). Below these are Description and File URL fields, also empty. At the bottom is an 'Update Media' button. A callout bubble points to the 'Update Media' button with the text: 'Update the file properties and then click the *Update Media* button to save your changes'.

- Title – is displayed as a tooltip when the mouse cursor hovers over the image in the browser
- Alternate Text – is displayed when the browser can't render the image. It's also used by screen readers for visually impaired users
- 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. As of WordPress 3.4, you can now also include basic HTML in your captions
- Description – A description of the image used within WordPress

Once the file properties are updated click the Update Media 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 properties of an image (as opposed to other file types like documents or PDFs), click the Edit Image button just below the thumbnail to show the image editing tools.

Just above the image you'll find the following image editing buttons:



Crop – Click on the image and drag the selection box to 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

The image editing buttons allow you to *Crop*, *Rotate counter-clockwise*, *Rotate clockwise*, *Flip vertically*, *Flip horizontally*, *Undo* & *Redo* changes

Update Media

Scale Image
You can proportionally scale the original image. For best results the scaling should be done before performing any other operations on it like crop, rotate, etc. Note that if you make the image larger it may become fuzzy.
Original dimensions 500x325
500 x 325 **Scale**

Image Crop (help)
Aspect ratio: [] : []
Selection: 400 : 300

Thumbnail Settings (help)
Scale & crop your image by entering the appropriate values in their respective input fields

Current thumbnail

Apply changes to:
 All image sizes
 Thumbnail
 All sizes except thumbnail

You can apply your updates to All image sizes, Thumbnail or All sizes except Thumbnail

Title Awwww

Alternate Text OMG Look at the the cute baby porcupine!
Alt text for the image, e.g. "The Mona Lisa"

Caption

Description

File URL http://your-wordpress-site.com/wp-content/uploads/2012/05/Awwww.jpg
Location of the uploaded file.

Update Media



Click the **Scale Image** link to resize the image proportionally. For best results, scaling should be done before performing any other operations like cropping, rotating, etc.. To scale your image to a new size, simply enter the width and height dimensions in the two fields (w x h) and click the **Scale** button. The original image dimensions are displayed just above the input fields, for your reference.

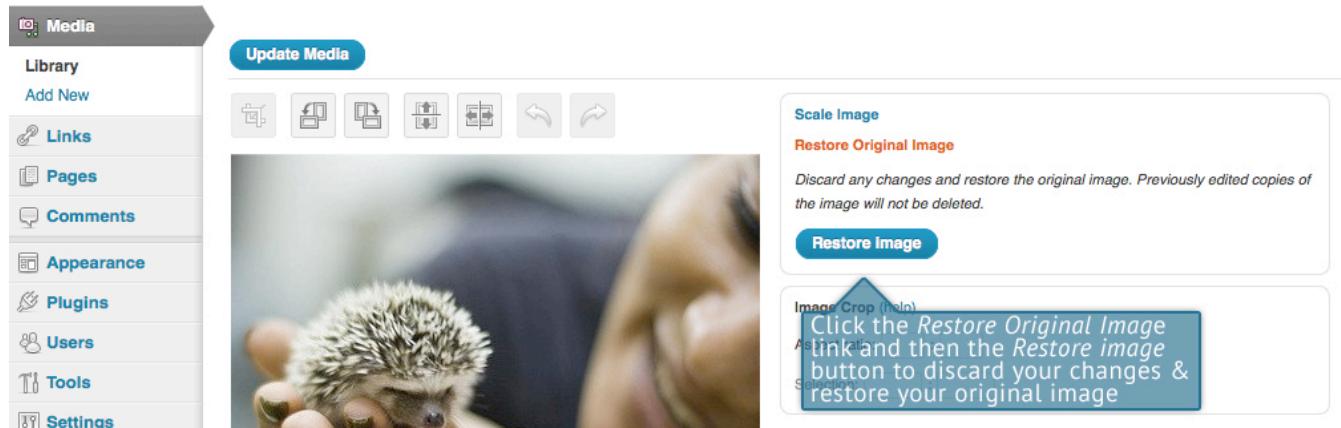
There are several ways to crop your image. The easiest is to simply click on the image and drag the selection box to the appropriate size. If you'd like your image cropped to a specific ratio,

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 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 Media 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, click on the Delete Permanently link that appears beneath the file name when hovering your cursor over each row. You will be prompted with the following message; "You are about to permanently delete the selected items. 'Cancel' to stop, 'OK' to delete."

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

Appearance

The various Appearance SubPanels allow you to change numerous options in regards to 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. That is, for the default Twenty Eleven theme, they allow you to set various 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.

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. There are numerous widgets available by default which allow you to add extra content to your site, such as Recent Post Comments, Category Lists or Link/Blogroll Lists, just to name a few. New Widgets can also be installed via Plugins and again, depending what the plugin is used for will enable you to add extra functionality to your site.

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

Available Widgets

Drag widgets from here to a sidebar on the right to activate them. Drag widgets back here to deactivate them and delete their settings.

- Archives**
A monthly archive of your site's posts
- Calendar**
A calendar of your site's posts
- Categories**
A list or dropdown of categories
- Custom Menu**
Use this widget to add one of your custom menus as a widget.
- Links**
Your blogroll
- Tag Cloud**
Your most used tags
- Text**
Arbitrary text or HTML
- Twenty Eleven Ephemera**
Use this widget to list your recent Aside, Status, Quote, and Link post.

To populate a Sidebar, drag & drop a widget to the desired location

Once a widget is added to the Sidebar, it will expand to show available options (if any)

Click the Delete link to delete the widget from the Sidebar. Click the Close link to close the widget panel. Click the Save button to save any changes you've made to the widget settings

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

Main Sidebar

Showcase Sidebar

Footer Area One

An optional widget area for your site footer

Footer Area Two

An optional widget area for your site footer

Recent Comments

Title:

Number of comments to show:

Delete | Close Save

Footer Area Three

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

Inactive Widgets

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

- Pages
- Calendar
- Links

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 the Sidebar, it 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 setting for future use, just 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.

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.

The screenshot shows the WordPress Admin Menus screen. On the left, there's a sidebar with links like Dashboard, Posts, Media, Links, Pages, Comments, Appearance, Themes, Widgets, Menus, Theme Options, Background, Header, Editor, Tools, and Settings. The 'Appearance' link is currently selected. The main area is titled 'Menus' and contains four sections: 'Theme Locations', 'Custom Links', 'Pages', and 'Categories'. Each section has a list of items with checkboxes and an 'Add to Menu' button. A large blue callout box points to the 'Custom Links' section with the text: 'Add a Custom Link by typing the URL & Label and then clicking the Add to Menu button'. Another blue callout box points to the 'Pages' section with the text: 'Add a Page link by ticking the appropriate checkbox & then clicking the Add to Menu button'. A third blue callout box points to the 'Categories' section with the text: 'Add a Category link by ticking the appropriate checkbox & then clicking the Add to Menu button'. To the right, a larger panel shows the 'Main menu' configuration. It includes fields for 'Menu Name' (set to 'Main menu'), a checkbox for 'Automatically add new top-level pages', a 'Delete Menu' link, and a 'Save Menu' button. A blue callout box here says: 'If your Theme supports multiple menus, there may be multiple tabs across the top'. Below these are sections for 'Home' (Custom), 'Parent page' (Page), 'Child page 1' (Page), 'Child page 2' (Page), 'Lorem ipsum' (Page), and 'championship' (Category). A 'Remove' link is visible next to the 'Parent page' entry. A final blue callout box at the bottom right says: 'These are all the menu items that will appear on your site. Drag & drop menu items to change their order. Click the small arrow to open the settings panel for each menu item. Once all your updates are made, click the Save Menu button to save your changes'.

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, then there may be multiple menu ‘tabs’ at the top of the screen. Simply select the appropriate menu tab to update that particular menu.

The items in this right-hand column panel 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/changed. You can show or hide extra fields such as Link Target or CSS Classes using the Screen Options tab at the very top-right of the screen.

- URL – Used within 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
- Link Target – (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
- CSS Classes – (Hidden by default) Optional CSS Classes to add to this menu item
- 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
- Description – (Hidden by default) The description for the link. This may or may not appear, depending on the theme

Adding a New Menu Item

By default, only the Pages, Categories and Custom Links panels are shown. If you’d like to add Posts or Tags 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 of the screen. The steps to add a Post, 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 hand, 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 drop-down menus. After moving your menu items around, don't forget to click the Save Menu button at the top 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 Label field. Click the Add to Menu button when done. Use the same steps outlined above to adjust the order of the menu item and click the Save Menu button at the top of the screen to save your changes.

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 of the screen.

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 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' page. At the top, there are links for 'All (5)', 'Administrator (1)', 'Author (1)', and 'Subscriber (3)'. Below this is a 'Bulk Actions' dropdown and a 'Change role to...' button. A tooltip over the 'Change role to...' button says: 'These links allow you to filter the list of users based on the Roles'.

Username	Name	E-mail	Role	Posts
admin	Joe Blogg	joe@your-wordpress-site.com	Administrator	24
Cais			Subscriber	0
Chin Bennett			Subscriber	0
lunstewart			Subscriber	0
Lance Willett		test@email.com	Author	0

A tooltip over a user row says: 'Hovering the cursor over each row will show you various options you can perform'.

At the bottom left is a 'Bulk Actions' dropdown and an 'Apply' button. On the right, it says '5 items'.

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.

Fill in the various fields for the new user. The *Username*, *E-mail* & *Password* fields are mandatory

Username (required)

E-mail (required)

First Name

Last Name

Website

Password (twice, required)

Strength indicator

Hint: The password should be at least seven characters long. To make it stronger, use upper and lower case letters, numbers and symbols like ! " ? \$ % ^ &).

Send Password?

Send this password to the new user by email.

Role

Subscriber

Add New User

After filling in all the relevant fields, click the *Add New User* button to save their details

Once the above page is displayed, simply fill in the various fields and click the Add 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 – (mandatory, twice) Enter a password for the new user twice here, once in each text box.
- Strength indicator – This indicates if the password you entered is Very Weak, Weak, Medium, or Strong (displayed in green). The stronger the password the more secure the login. Hint: The password should be at least seven characters long. To make it stronger, use upper and lower case letters, numbers and symbols like ! " ? \$ % ^ &)
- Send Password? – Check the box to send this password to the new user by email

- Role – Select the desired Role for this user from the drop-down list

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 screenshot shows the WordPress admin interface with the 'Users' menu item highlighted in the left sidebar. The main content area is titled 'Delete Users' and displays the message: 'You have specified this user for deletion: ID #4: Ian Stewart'. Below this, it asks 'What should be done with posts and links owned by this user?'. Two radio button options are shown: 'Delete all posts and links.' (selected) and 'Attribute all posts and links to: Joe Blogg'. A callout bubble points to the second option with the text: 'Select what you would like done with this User's content then click the *Confirm Deletion* button'. At the bottom is a 'Confirm Deletion' button.

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 posts and links – This will delete all the content which this user created.
- Attribute all posts and links to – This will assign all the content currently linked to this User, to another User of your choosing. Simply select the User from the drop-down 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 the user name when hovering your cursor over each row. Alternatively, click on the Your Profile link in the left hand navigation.

My Site + New Howdy, Joe Blogg Help

Profile

Personal Options

Visual Editor Disable the visual editor when writing

Admin Color Scheme Blue Gray

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

Toolbar Show Toolbar when viewing posts

Name

Username: admin Usernames cannot be changed.

First Name:

Last Name:

Nickname (required): Joe Blogg

Display name publicly as: Joe Blogg

Contact Info

E-mail (required): joe@your-wordpress-site.com

Website:

AIM:

Yahoo IM:

Jabber / Google Talk:

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.

Strength indicator Hint: The password should be at least seven characters long. To make it stronger, use upper and lower case letters, numbers and symbols like ! " ? \$ % ^ &).

Update Profile

Always use a strong password! Click the *Update Profile* button to save your changes

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
- Admin Color Scheme – Check this radio button next to the colour scheme desired for the administrative panels. You have the choice of Blue or Grey
- 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
- Admin Bar – 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 User Name 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 drop-down list. You can choose from several choices: Nickname, Login name, 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 drop-down list

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

- AIM – Enter your AIM screen name here
- Yahoo IM – Enter your Yahoo Messenger ID here
- Jabber / Google Talk – Enter your Jabber / Google Talk name here

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
- New Password – Enter your password twice, once in each of the two text boxes. Leaving these text boxes blank will keep the password you are currently using
- Strength Indicator – This indicates if the password you entered is Very Weak, Weak, Medium, or Strong (displayed in green). The stronger the password the more secure your login. Hint: The password should be at least seven characters long. To make it stronger, use upper and lower case letters, numbers and symbols like ! " ? \$ % ^ &)

Where To From Here?

If you have read this far you have learned many things that will make you an expert at updating and editing your website. There are also video resources available for most things discussed in this manual in your website dashboard.

You may also contact Todd Munro at Hostpress by email info@hostpress.ca or phone 450-263-9956.