



Wordpress 3.0+ User Manual



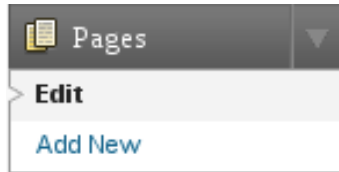
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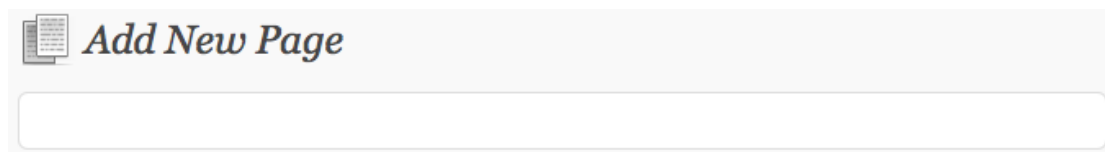


Creating Pages

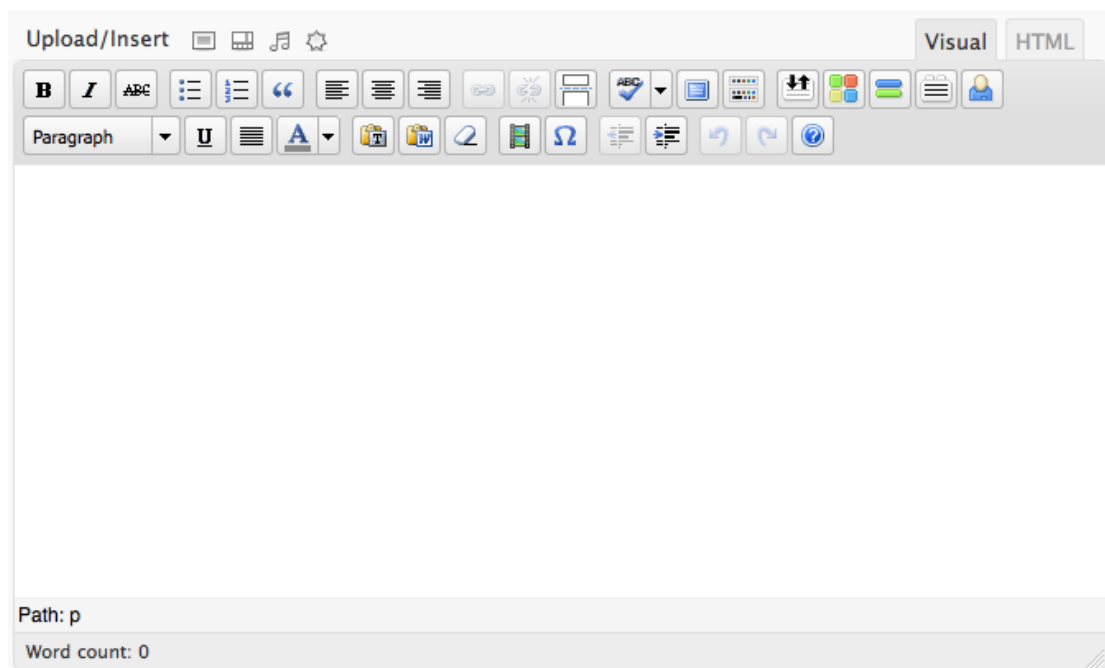
1. Create/Edit Page.
Pages > Add New



2. Add a **title** for the new page.



3. Now write the **body** of the page.

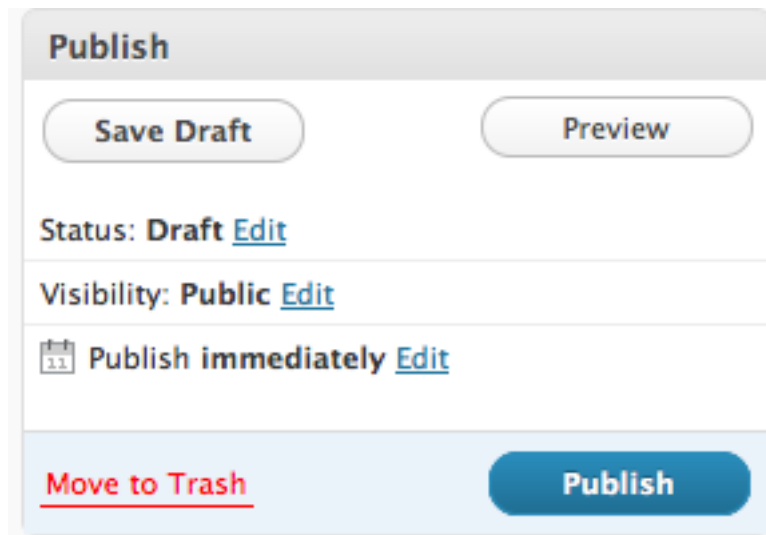


If you make sure the “**Visual**” tab is selected (top right of the editor), rather than “**HTML**,” you’ll be able to use a familiar set of Word Processor-like tools for bolding, italicising and otherwise formatting your content.



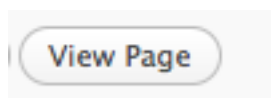
4. Saving the page

You can **save** the page at any time (without sharing it with the world) by hitting the “**Save Draft**” button. When you’re ready to share your content with the world, it’s as simple as hitting “**Publish**.”



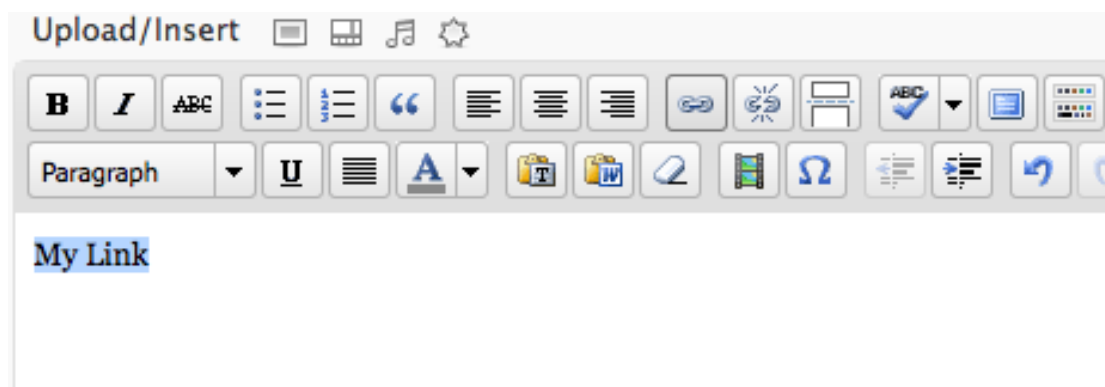
5. View the page

Once you’ve done that, click on “**View Page**” and you can check out exactly how your content looks to the rest of the world.



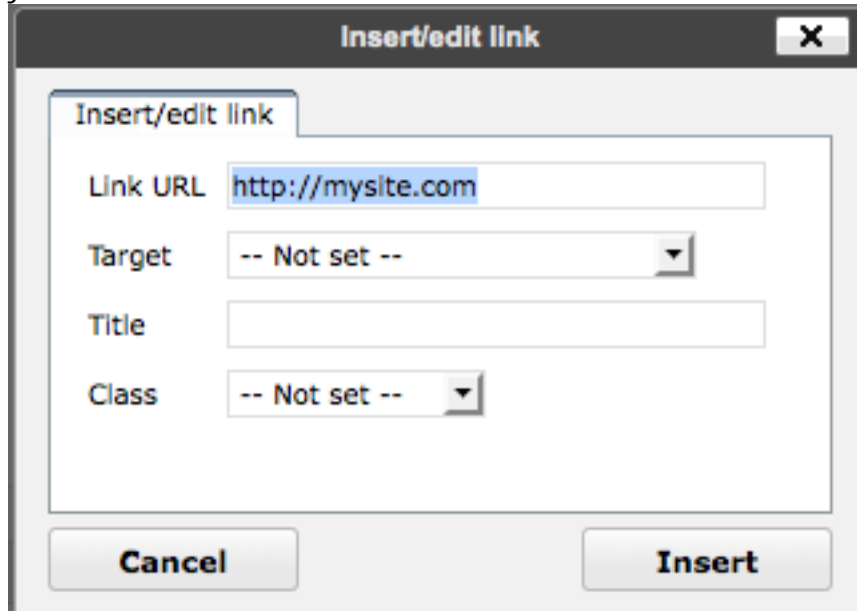
6. Add link to page

Highlight the **text** you’d like to turn into a **link** by left-clicking and dragging over it. Click the button that looks like a **chain**



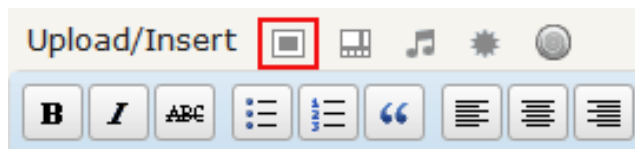
7. Add the **URL** (web address) that you'd like your **text** to **link** to. Make sure to click **insert**.

If you decide to **unlink** your **text**, reselect it and use the second, **broken chain** – your link vanishes.



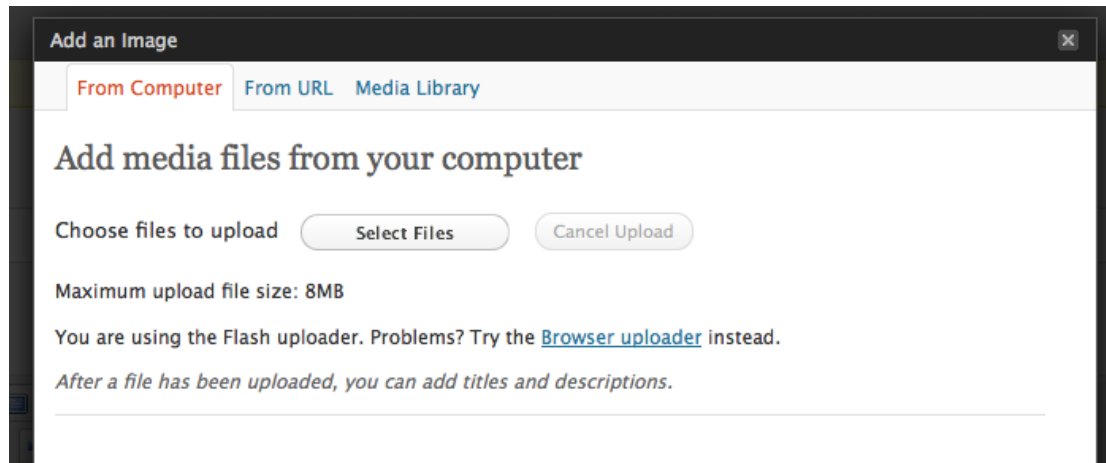
8. Add Images to a page

Click the "**image**" icon on the **toolbar** of your visual editor while you're writing a page:



9. Upload/Choose Image


You can then select a **picture** from your computer to upload. Or from the same pop up screen you can select an image from your **media library**, which is where previously uploaded photos (or videos) are stored. The icons to the right of the photo icon are for similar actions — adding video, audio, media and polls.



You can add as many images as you like this way, or you can leave them in your media library for later use.

10. Image Options

Once the **image** is **uploaded**, you'll get a special screen to plug in lots of details for the **image**.



bbear3.jpg
image/jpeg
2009-08-12 07:31:21

Title

* My Image

Caption

Just another image!

Also used as alternate text for the image

Description

This is my image's description.

Link URL

http://your-domain.wordpress.com/files/2009/08/bbear3.jpg

NoneFile URLPost URL

Enter a link URL or click above for presets.

Alignment

☐ None

☐ Left

☐ Center

☒ Right

Size

☐ Thumbnail
(75 × 49)

☒ Medium
(200 × 133)

☐ Large
(400 × 266)

☐ Full size
(450 × 299)

Insert into Post

Delete



Title - Text displayed as a tooltip (when a mouse is hovered over the image)

Caption - Image caption displayed directly underneath the image (will also serve as the alternate text.)

Description - Text displayed with the image in your dashboard and attachment pages on your blog.

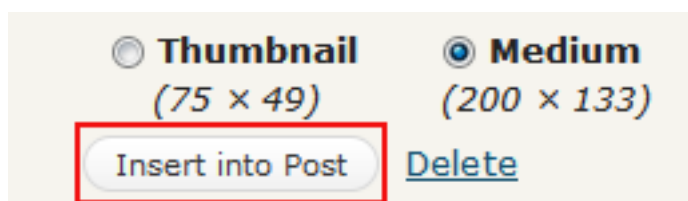
Link URL / Link Image to: – The URL/web address to which the image will be linked. Click the File URL button to link the image to its original, full-size version. Click the Post URL button to have the image linked to its attachment page.

Alignment – The position of the image within your post or page.

Size – The size of the image. You can change this later under Settings -> Media.

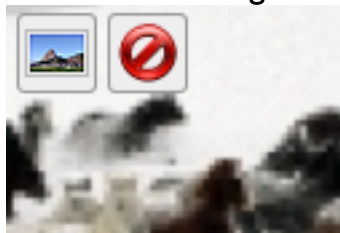
11. Insert Image

When finished choosing your image settings, click on the **Insert into Post** button.



12. Advanced Image Editing

Click the **edit image** button located on top of the **image** in your **page**.




13. Choose Options to edit image

Here you can alter the **size** of your image or **alignment** on the page. You can also attach a **URL** link to the **image**.

[Edit Image](#) [Advanced Settings](#)

Size
130%
120%
110%
100%
90%
80%
70%
60%



Lorem ipsum dolor sit amet consectetur vel it pretium euismod ipsum enim. Mi cursus at a mollis senectus id arcu gravida quis urna. Sed et felis id tempus Morbi mauris tincidunt enim In mauris. Pede eu risus velit libero natoque enim lorem adipiscing ipsum consequat. In malesuada et sociis tincidunt tempus pellentesque cursus convallis ipsum Suspendisse. Risus In ac quis ut Nunc convallis laoreet ante Suspendisse Nam. Amet amet urna condimentum Vestibulum sem at Curabitur lorem et cursus. Sodales tortor fermentum leo dui habitant Nunc Sed Vestibulum. Ut lorem In penatibus libero id ipsum sagittis nec elit Sed. Condimentum eget Vivamus vel consectetur lorem molestie turpis amet tellus id. Condimentum vel ridiculus Fusce sed pede Nam nunc

Alignment ☒ None ☐ Left ☐ Center ☐ Right

Edit Image Title

Edit Alternate Text

Edit Image Caption

Link URL

Enter a link URL or click above for presets.




15. Advanced Options for editing images

Here you can add **advanced editing options** to your **images**.

Add **Vertical** or **Horizontal spacing** to create spacing between the **image** and **text** content.

[Edit Image](#) [Advanced Settings](#)

Size
130%
120%
110%
100%
90%
80%
70%
60%



Lorem ipsum dolor sit amet consectetur velit pretium euismod ipsum enim. Mi cursus at a mollis senectus id arcu gravida quis urna. Sed et felis id tempus Morbi mauris tincidunt enim In mauris. Pedes eu risus velit libero natoque enim lorem adipiscing ipsum consequat. In malesuada et sociis tincidunt tempus pellentesque cursus convallis ipsum Suspendisse. Risus In ac quis ut Nunc convallis laoreet ante Suspendisse Nam. Amet amet urna condimentum Vestibulum sem at Curabitur lorem et cursus. Sodales tortor fermentum leo dui habitant Nunc Sed Vestibulum. Ut lorem In penatibus libero id ipsum sagittis nec elit Sed. Condimentum eget Vivamus vel consectetur lorem molestie turpis amet tellus id. Condimentum vel ridiculus Fusce sed pede Nam nunc

Advanced Image Settings

Source *

Size **Width** **Height**

CSS Class

Styles

Image properties **Border** **Vertical space** **Horizontal space**

Advanced Link Settings

Title

Link Rel

CSS Class

Styles

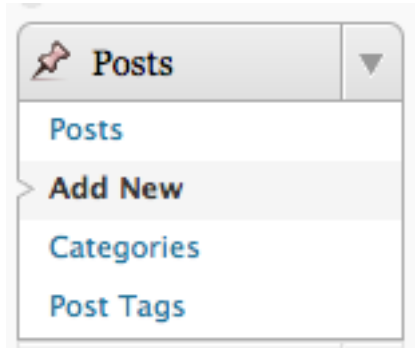
Target **Open link in a new window** ☐



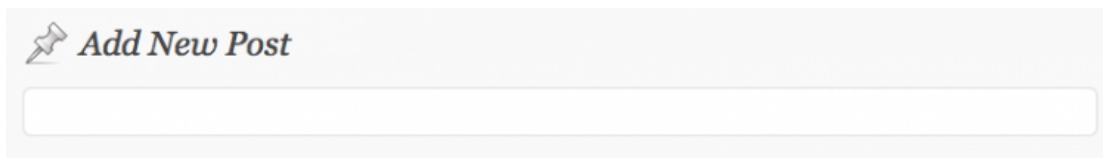


Creating Posts

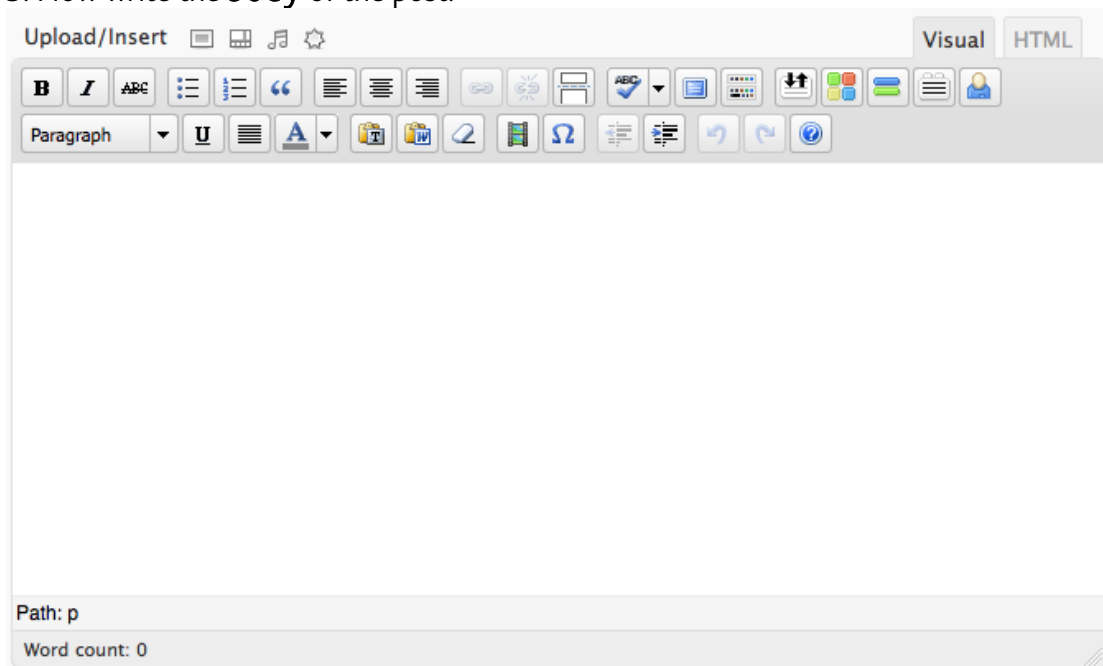
1. Create/Edit Post
Posts > Add New



2. Add a **title** for the new **post**



3. Now write the **body** of the post.



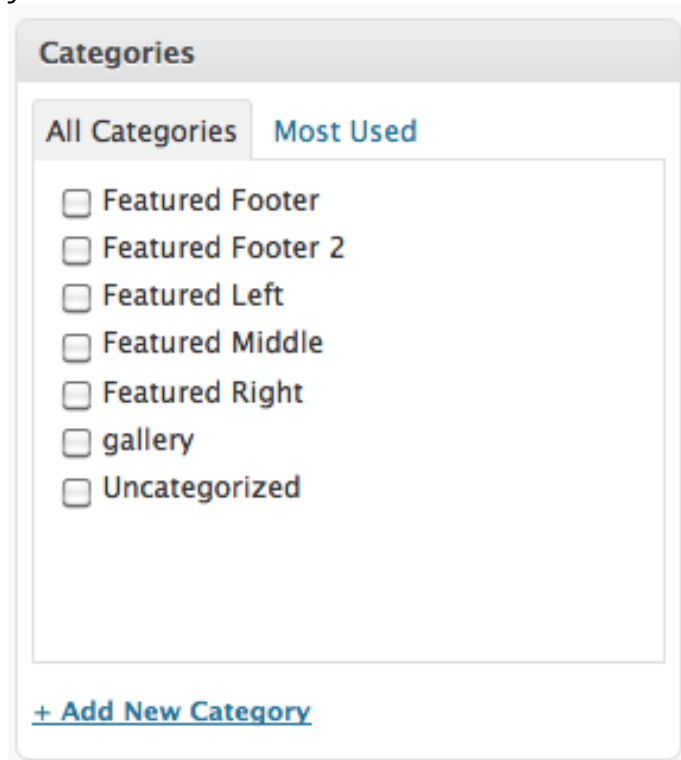
If you make sure the “**Visual**” tab is selected (top right of the editor), rather than “**HTML**,” you’ll be able to use a familiar set of Word Processor-like tools for bolding, italicising and otherwise formatting your content



4. Choose a Category

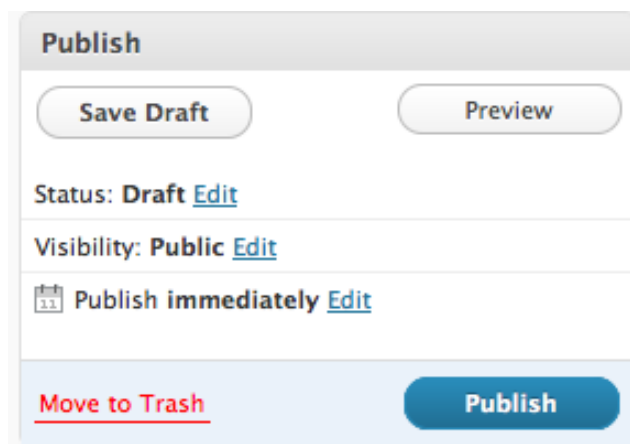
You can choose from a **category** already located in your site, or create a new one. You can **choose 1 or many categories**.

Categories provide a helpful way to **group related posts** together, and to quickly tell readers what a post is about. **Categories** also make it easier for people to find your content.



5. Saving the post

You can **save the page** at any time (without sharing it with the world) by hitting the **"Save Draft"** button. When you're ready to share your content with the world, it's as simple as hitting **"Publish."**



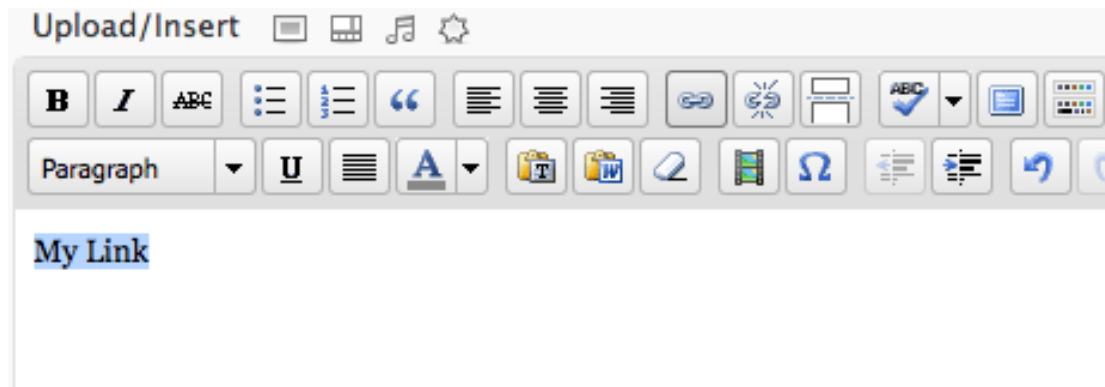
6. View the post

Once you've done that, click on "**View Post**" and you can check out exactly how your content looks to the rest of the world.

[View Post](#)

7. Add link to post

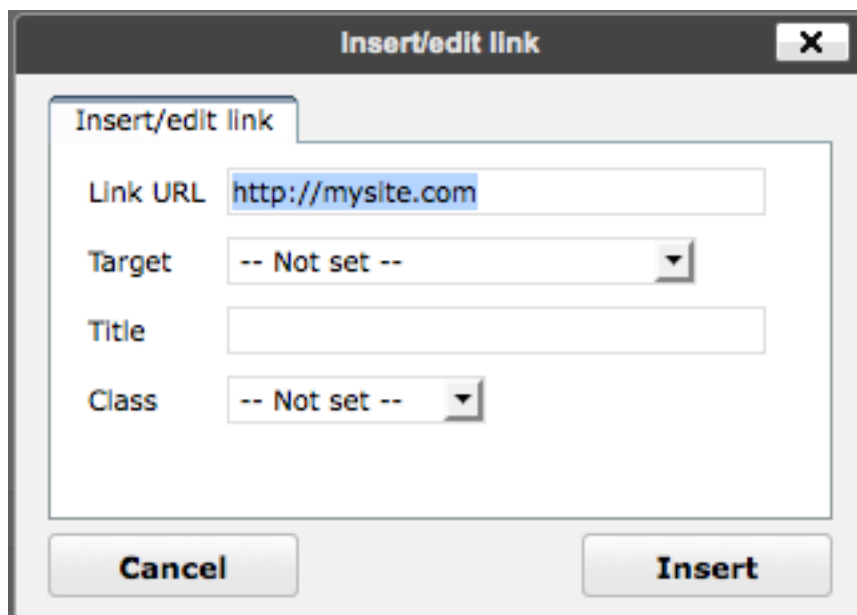
Highlight the **text** you'd like to turn into a **link** by left-clicking and dragging over it
Click the button that looks like a **chain**



8. Add the **URL** (web address) that you'd like your **text** to link to

Make sure to click **insert**.

If you decide to **unlink** your **text**, reselect it and use the second, **broken chain** – your **link** vanishes.



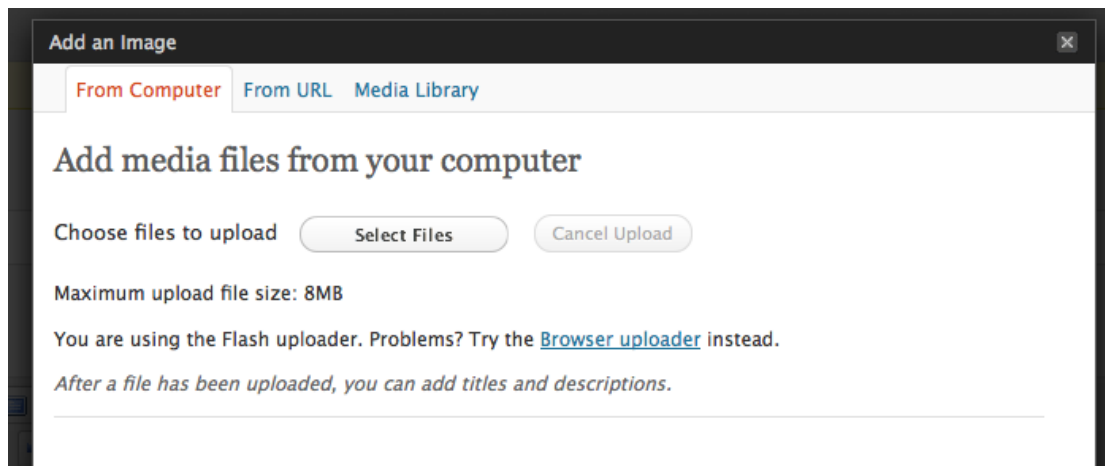
9. Add Images to a post

Click the “image” icon on the toolbar of your visual editor while you’re writing a post:



10. Upload/Choose Image

You can then select a picture from your computer to **upload**. Or from the same pop up screen you can select an **image** from your **media library**, which is where previously uploaded photos (or videos) are stored. The icons to the right of the photo icon are for similar actions — adding video, audio, and media.

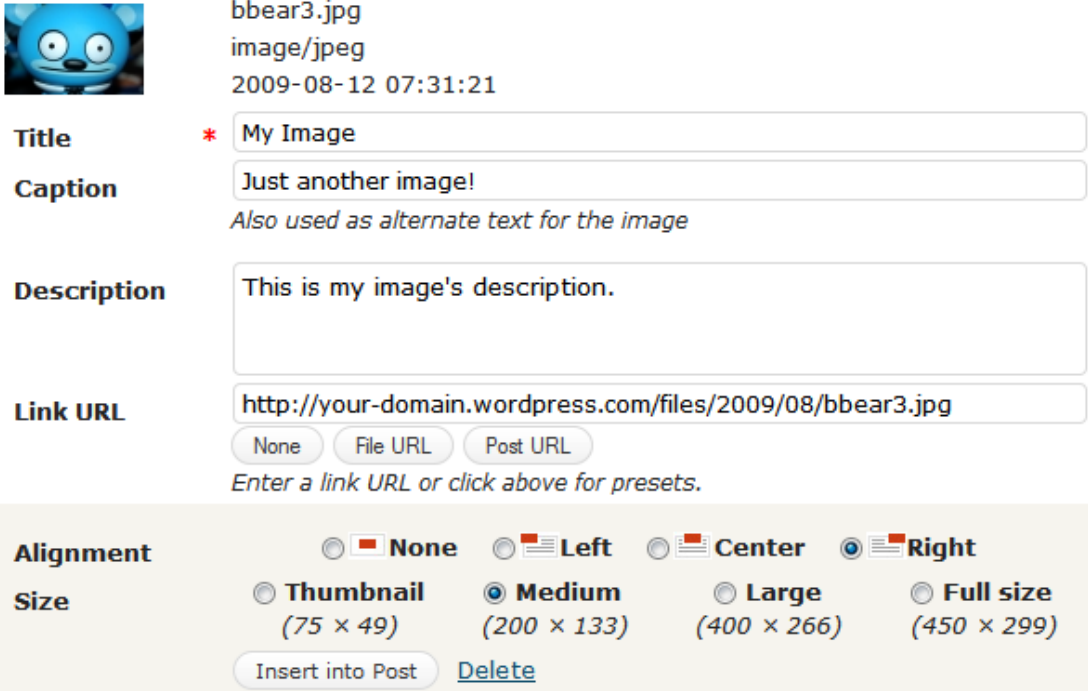


You can add as many images as you like this way, or you can leave them in your media library for later use.



11. Image Options

Once the image is uploaded, you'll get a special screen to plug in lots of details for the image.



The screenshot shows the WordPress image options interface. At the top, a small thumbnail of a blue cartoon bear is displayed next to the filename 'bbear3.jpg', the image type 'image/jpeg', and the upload time '2009-08-12 07:31:21'. Below this, there are four main sections: 'Title' with a red asterisk and a text input field containing 'My Image'; 'Caption' with a text input field containing 'Just another image!' and a note below it stating 'Also used as alternate text for the image'; 'Description' with a larger text area containing 'This is my image's description.'; and 'Link URL' with a text input field containing a full WordPress file URL, three buttons ('None', 'File URL', 'Post URL'), and a note 'Enter a link URL or click above for presets.' At the bottom, there are two rows of radio button options: 'Alignment' with 'None', 'Left', 'Center', and 'Right' (where 'Right' is selected); and 'Size' with 'Thumbnail (75 x 49)', 'Medium (200 x 133)' (selected), 'Large (400 x 266)', and 'Full size (450 x 299)'. At the very bottom are two buttons: 'Insert into Post' and 'Delete'.

Title - Text displayed as a tooltip (when a mouse is hovered over the image)

Caption - Image caption displayed directly underneath the image (will also serve as the alternate text.)

Description - Text displayed with the image in your dashboard and attachment pages on your blog.

Link URL / Link Image to: – The URL/web address to which the image will be linked. Click the File URL button to link the image to its original, full-size version. Click the Post URL button to have the image linked to its attachment page.

Alignment – The position of the image within your post or page.

Size – The size of the image. You can change this later under Settings -> Media.



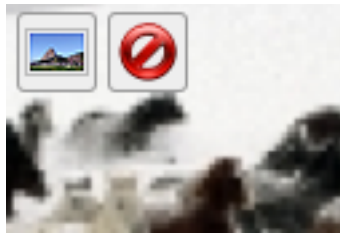
12. Insert Image

When finished choosing your image settings, click on the **Insert into Post** button.



13. Advanced Image Editing

Click the **edit image** button located on top of the **image** in your post.



14. Choose Options to edit image

Here you can alter the **size** of your **image** or **alignment** on the post. You can also attach a **URL** link to the **image**.

Edit Image

Advanced Settings

Size

130%

120%

110%


100%

90%

80%

70%

60%



Lorem ipsum dolor sit amet consectetur velit pretium euismod ipsum enim. Mi cursus at a mollis senectus id arcu gravida quis urna. Sed et felis id tempus Morbi mauris tincidunt enim In mauris. Pede eu risus velit libero natoque enim lorem adipiscing ipsum consequat. In malesuada et sociis tincidunt tempus pellentesque cursus convallis ipsum Suspendisse. Risus In ac quis ut Nunc convallis laoreet ante Suspendisse Nam. Amet amet urna condimentum Vestibulum sem at Curabitur lorem et cursus. Sodales tortor fermentum leo dui habitant Nunc Sed Vestibulum. Ut lorem In penatibus libero id ipsum sagittis nec elit Sed. Condimentum eget Vivamus vel consectetur lorem molestie turpis amet tellus id. Condimentum vel ridiculus Fusce sed pede Nam nunc

Alignment

☒ None

☐ Left

☐ Center

☐ Right

Edit Image Title

Edit Alternate Text

snow-horses

Edit Image Caption

Link URL

None

Current Link

Link to Image

Enter a link URL or click above for presets.

Update

Cancel



15. Advanced Options for editing images

Here you can add advanced editing options to your images.

Add **Vertical** or **Horizontal** spacing to create spacing between the **image** and **text** content.

Edit Image

Advanced Settings

Size

130%

120%

110%


100%

90%

80%

70%

60%



Lorem ipsum dolor sit amet consectetur vel it pretium euismod ipsum enim. Mi cursus at a mollis senectus id arcu gravida quis urna. Sed et felis id tempus Morbi mauris tincidunt enim In mauris. Pede eu risus velit libero natoque enim lorem adipiscing ipsum consequat. In malesuada et sociis tincidunt tempus pellentesque cursus convallis ipsum Suspendisse. Risus In ac quis ut Nunc convallis laoreet ante Suspendisse Nam. Amet amet urna condimentum Vestibulum sem at Curabitur lorem et cursus. Sodales tortor fermentum leo dui habitant Nunc Sed Vestibulum. Ut lorem In penatibus libero id ipsum sagittis nec elit Sed. Condimentum eget Vivamus vel consectetur lorem molestie turpis amet tellus id. Condimentum vel ridiculus Fusce sed pede Nam nunc

Advanced Image Settings

Source

* trek/thumbs/thumbs_snow-horses.jpg

Size

Width 245

Height 183

Original Size

CSS Class

ngg-singlepic ngg-none alignnone

Styles

Image properties

Border

Vertical space

Horizontal space

Advanced Link Settings

Title

Link Rel

CSS Class

thickbox

Styles

Target

Open link in a new window ☐

Update

Cancel

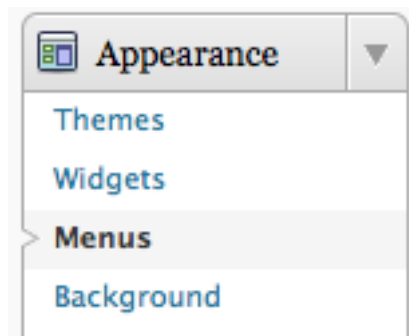




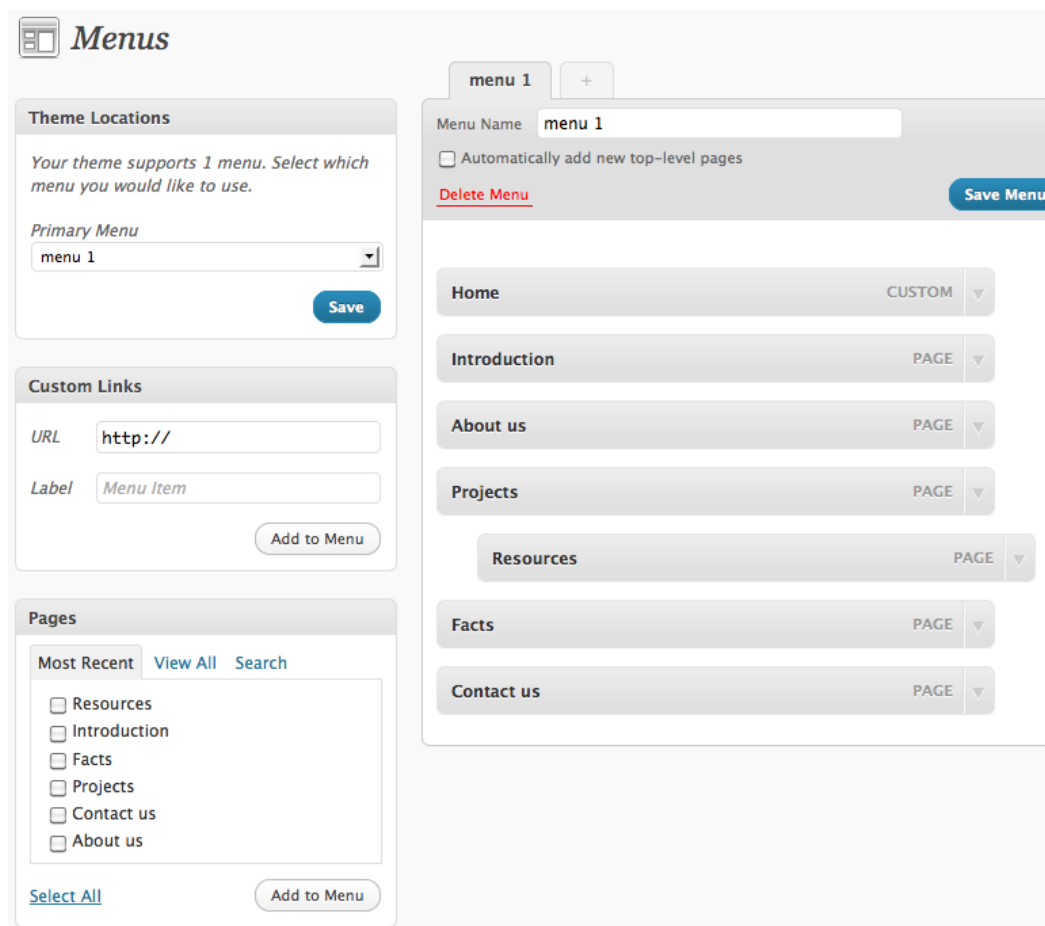
Worpdress Menus (3.0 +)

1. Add/Edit Menu

Appearances > Menus



2. Menu Screen



The left column allows you to choose the type of link you want to add to your menu. There are three types of menu items you can add:

Custom Links allow you to add menu items that link to external web pages. Enter the page's address in the URL box and the name you want to use in the label box.

Pages is where you add menu items that link to the WordPress pages you have created.

Categories is the final option, and if you have created categories of blog posts, pages that list all posts in that category appear here.

3. Select Item For Menu

Select the **check boxes** next to the **pages** you want and click add to your **menu**.

4. Order the menu Items

Now **click and drag the items** in the right column – you will notice that you can arrange them and adjust them left and right. The **order** you arrange them in is the order in which they appear. The adjustments you make left and right determine their **hierarchy** in the site. The leftmost items are your **primary navigation**. Items nested one notch to the right are the **secondary navigation** of their **parent**, and so on.

5. Save Menu

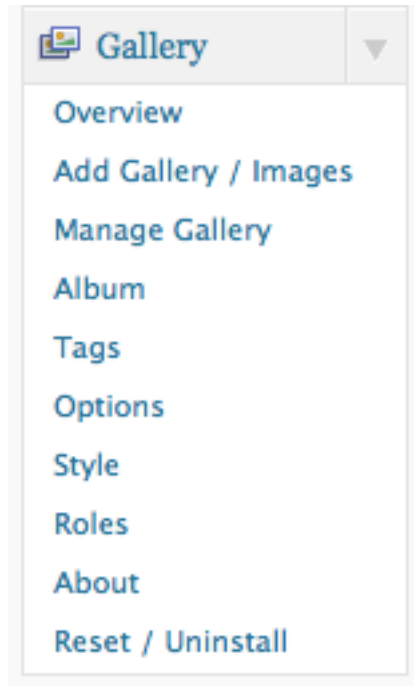
View site to make sure the menu is working and ordered correctly.





Wordpress Gallery (Nextgen)

1. Gallery



2. Add Gallery / Images

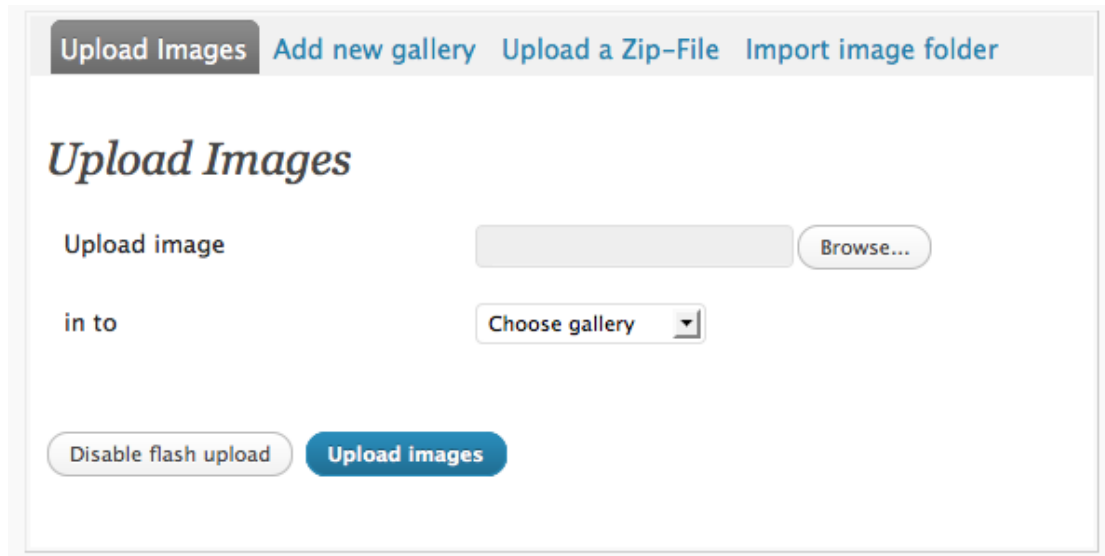
Gallery > Add Gallery/Images

3. Add name of new gallery

A screenshot of the 'Add new gallery' form in WordPress. The form has a header with four tabs: 'Upload Images', 'Add new gallery' (which is active and highlighted), 'Upload a Zip-File', and 'Import image folder'. Below the tabs, the title 'Add new gallery' is displayed in a large, italicized font. Underneath, there is a label 'New Gallery:' followed by a text input field. Below the input field, there is a paragraph of text: 'Create a new , empty gallery below the folder wp-content/gallery/' followed by a note in parentheses: '(Allowed characters for file and folder names are: a-z, A-Z, 0-9, -, _)'. At the bottom left of the form, there is a blue button labeled 'Add gallery'.

4. Upload Images to new gallery.

Browse your computer for the **images** and make sure to select the **gallery** to put images into!



5. Adding gallery to your post or page

Post > Edit/Add New

Or

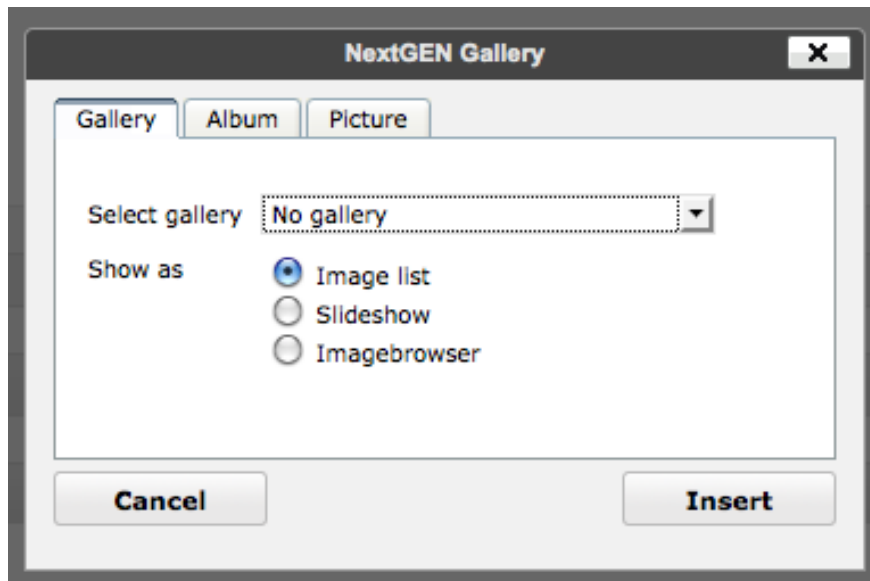
Page > Edit/Add New

Use the button "**add NextGEN Gallery**". Located amongst the tools when writing content into your post or page.



Select the **gallery name**, choose a **display option** (3 examples listed below) and click **Insert**. There will be a piece of code inserted in the post and when you preview the post you will see the gallery appear.





6. Preview the page/post

Click on “Preview” and you can check out exactly how your gallery looks.





Featured Slider

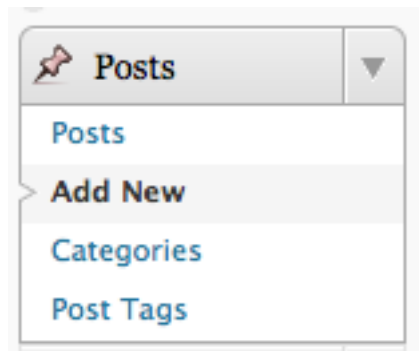
Featured slider content is almost always populated with Posts.

1. Add post to featured slider

Posts > Add New

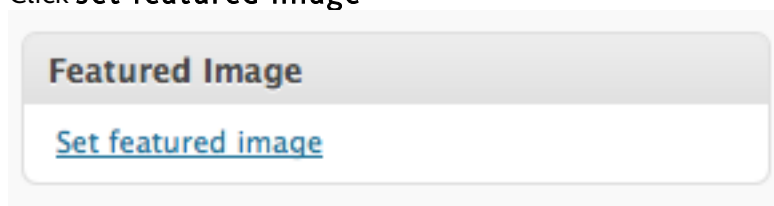
Or

Posts > Edit



2. Add Featured Image

Click **set featured image**



3. Image Options

Browse your media library or upload a new image.

Once the image is uploaded, you'll get a special screen to plug in lots of details for the image.

Make sure to click "**Use as featured image**" when done.



snow-horses
[Hide](#)




Image ID:15
snow-horses.jpg
snow-horses

Alt/Title text

Description

Alignment

☒ None
☐ Left
☐ Center
☐ Right

Size

☒ Thumbnail
☐ Full size
☐ Singlepic

[Use as featured image](#)

4. Choose a Category

Choose the **category** from **categories** that displays the **featured slider content**. We usually set up a certain category called “**Featured**” for you to select from.

5. View the post

Click on “**View Post**” and you can check out exactly how your post looks. Make sure to check the featured slider page, usually the home page, to make sure the post is showing up in the slider.



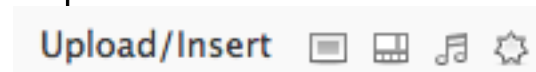


Create PDF for download

This can be performed both in a Post or Page.

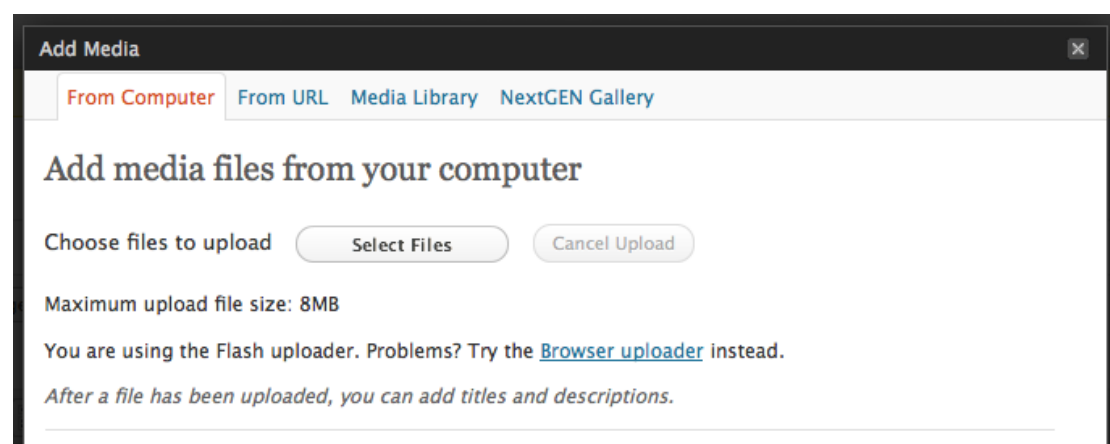
1. Upload PDF

Use the **upload media button** to upload the PDF. The media button is the **star shaped button**.




2. Choose PDF to upload

Click the **"Select Files"** button and browse your computer to find the **PDF**



3. Insert PDF into Post/Page

Add any extra details to the **PDF** and **Insert** into **Post/Page**. The result will be a **link** that anyone can click on to **download** or **view** the **PDF**.

Media	Order	Actions
Wordpress-3.0_user_guide		<input type="checkbox"/> Hide
	File name: Wordpress-3.0_user_guide.pdf File type: application/pdf Upload date: December 14, 2010	
Title	<input type="text" value="My PDF"/>	
Caption	<input type="text"/>	
Description	<input type="text"/>	
Link URL	<input type="text" value="http://mypdfsite.com"/> <input type="button" value="None"/> <input type="button" value="File URL"/> <input type="button" value="Post URL"/> <i>Enter a link URL or click above for presets.</i> <input type="button" value="Insert into Post"/> Delete	

