



This document contains a manual for the content management system for the ONDERWIJSADVISEURS website as developed by Content Ninjas. The manual is written to enable designated ONDERWIJSADVISEURS staff to add, edit and manage existing and new content on the website. The CMS account for ONDERWIJSADVISEURS has been configured to focus on the existing structure.

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1. Introduction

The Content Ninjas Framework is built around two basic concepts. Posts and Pages. Posts are articles like news, publications, press releases, etc etc. They are listed (usually) reverse-chronologically. Pages are used for more static content (ie. 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.

2. Login

Before you can make any changes to your site, you need to log in. The login for your site is found at the bottom of the page:

Login info:

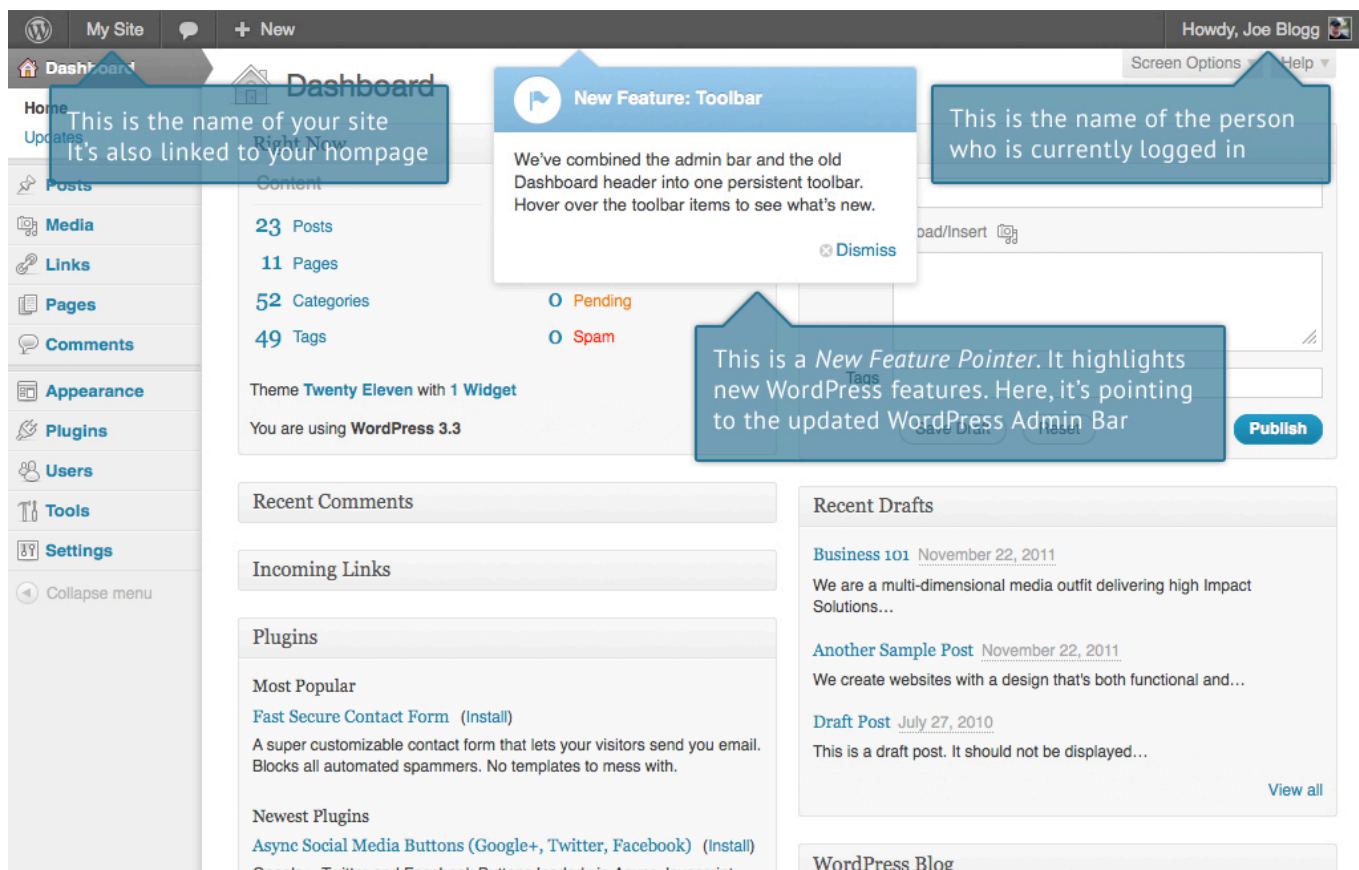
To login on the user account for the Onderwijsadviseurs:

Username: Onderwijsadviseurs

Password: Onderwijs1

3. Dashboard

Once you've logged in, the WordPress "CMS bar" appears in the top of your screen. By Clicking on your name you can navigate to the dashboard. 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 (and throughout this documentation) the site name is "My Site". This is also hyperlinked to your site's homepage. You will also see the name of the person who is currently logged in (eg. Joe Blogg). Move your cursor over your name to reveal the "Log Out" link as well as a link to edit your Profile.



On most pages, just below your Username there are a couple of small inverted tabs. One called Screen Options and another called Help. Clicking either of these links will cause a panel to slide down from the top of the page. The help link obviously displays some help information. The Screen Options link will display various options that allow you to configure what is displayed on the current page. The details in this panel change depending on what page you're currently viewing. As an example, on your main Dashboard page the Screen Options allow you to set what panels you'd like displayed on the page and also how many columns you'd like the panels to appear across.

Dashboard menu options

Down the left hand side of the Dashboard and on every page you will see your main 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).

My Site

+ New

Howdy, Joe Blogg

Dashboard

Home

Updates

Posts

Media

Links

Pages

Comments

Appearance

Plugins

Users

Tools

Settings

Collapse menu

Dashboard

Right Now

All Posts

Add New

Categories

Tags

52 Categories

Discussion

29 Comments

28 Approved

0 Pending

You are using WordPress 3.3-RC1.

Recent Comments

Incoming Links

QuickPress

Title

Upload/Insert

Content

Tags

Save Draft

Reset

Publish

Recent Drafts

Another Sample Post November 22, 2011

We create websites with a design that's both functional and...

Hovering your cursor over each of the main menu options will display a "fly-out" menu.

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 & Tags contained within your site, as well as the total number of comments and approved comments.

Posts

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

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.

Links

You can add links here to be displayed on the ONDERWIJSADVISEURS site in the footer section.

Pages

This is where you create and maintain all the Pages on the ONDERWIJSADVISEURS site

Comments

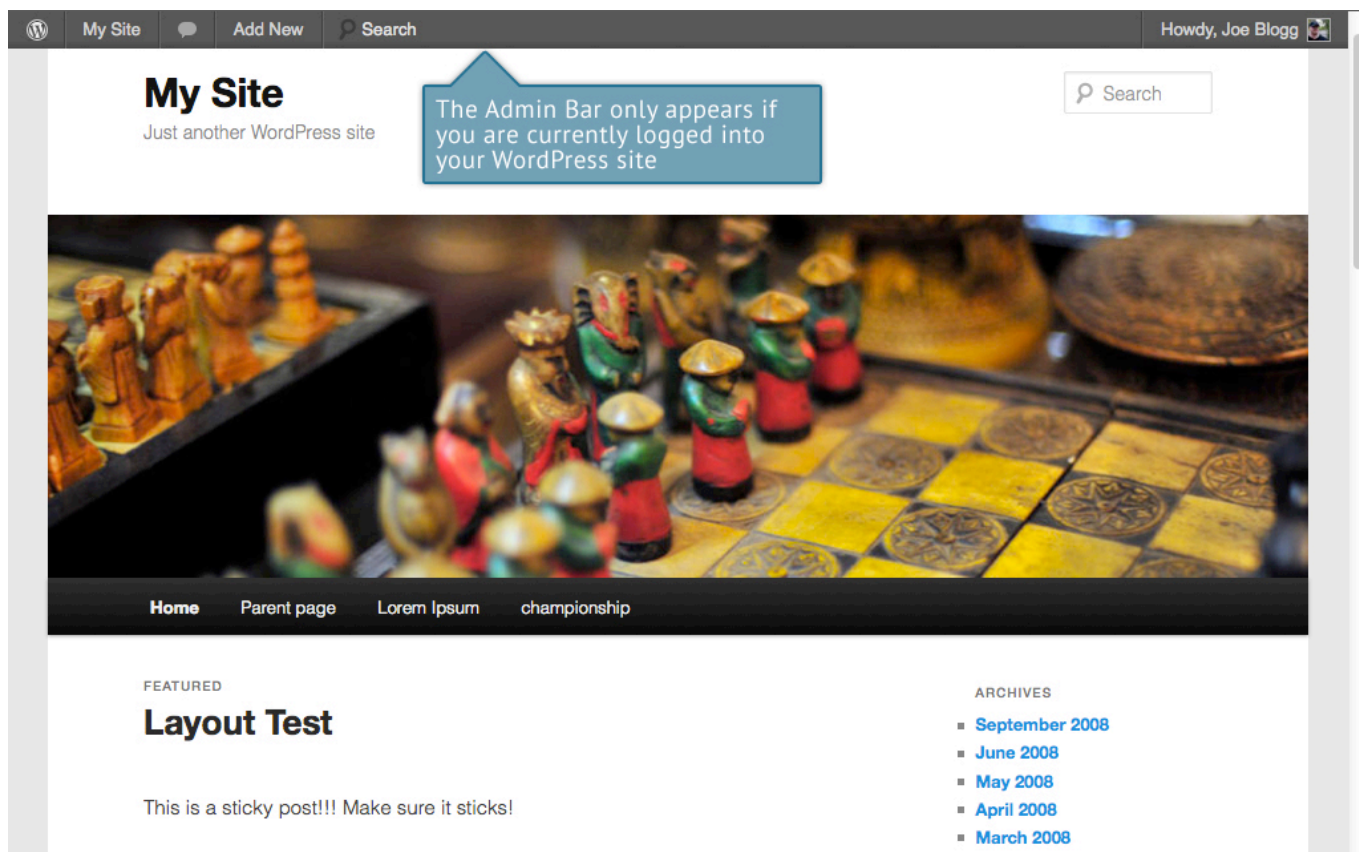
If Comments are active and people react to posts you have created, you can manage the comments here within this section, including replying to comments or marking them as Spam.

Tools

This section gives you access to various convenient tools. You can also Import data to your WordPress site or Export all your WordPress data to a file.

Admin Bar

The WordPress Admin Bar is a way of easily accessing some of the most common WordPress features. When you are logged into your WordPress dashboard and you visit your website, you will see the Admin Bar running across the top of your site. This bar only appears if you are currently logged into your WordPress site, which means that it won't be visible to your everyday site visitors. If you are not logged in, the Admin Bar won't be displayed.



The Admin bar allow you to quickly access the following, commonly used features.

- Display your site Dashboard and other commonly used menu options that allow you to update your site Themes, Widgets, Menus and depending on your theme, Background & Header
- View or Edit your blog comments
- Add a new Post, Media, Link, Page or User
- Perform a site Search
- View or Edit your Profile and logout from the WordPress Dashboard

4. Posts

The ONDERWIJSADVISEURS site uses the post structure for the following content:

- Publicaties (including all subcategories)
- Nieuws (including all subcategories)

After clicking on the Posts menu option you'll be displayed 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' management interface. The left sidebar contains navigation links: Dashboard, Posts, Media, Links, Pages, Comments, Appearance, Plugins, Users, Tools, and Settings. The main content area displays a list of posts with columns for Title, Author, Categories, Tags, Comments, and Date. Annotations highlight key features: a callout for the 'Bulk Actions' dropdown explains its function; a callout for the 'Show all dates' dropdown explains its function; a callout for the 'View all categories' dropdown explains its function; a callout for the 'Filter' button explains its function; a callout for the 'List View' and 'Excerpt View' icons explains their function; a callout for the 'Hovering the cursor over each row' explains the context menu options; and a callout for the 'Bulk Actions' dropdown explains its function.

Title	Author	Categories	Tags	Comments	Date
<input type="checkbox"/> Scheduled Post	Joe Blogg	Uncategorized			
<input type="checkbox"/> Draft Post - Draft	Joe Blogg	Uncategorized			
<input type="checkbox"/> Readability Test Edit Quick Edit Trash View	Joe Blogg	Cat A	chattels, privation	0	2008/09/05 Published
<input type="checkbox"/> Layout Test - Sticky	Joe Blogg	aciform, Cat A, Cat B, Cat C, sub	tag1, tag2, tag3	0	2008/09/04 Published
<input type="checkbox"/> Images Test	Joe Blogg	Uncategorized	No Tags	0	2008/09/03 Published
<input type="checkbox"/> Post Format Test: Gallery - Gallery	Joe Blogg	Uncategorized	Post Formats	0	2008/06/10 Published
<input type="checkbox"/> Post Format Test: Aside - Aside	Joe Blogg	Uncategorized	Post Formats	0	2008/06/09 Published
<input type="checkbox"/> Post Format Test: Chat	Joe Blogg	Uncategorized	Post Formats	0	2008/06/08 Published
<input type="checkbox"/> Post Format Test: Link	Joe Blogg	Uncategorized	Post Formats	0	2008/06/07 Published
<input type="checkbox"/> Post Format Test: Image (Attached)	Joe Blogg	Uncategorized	Post Formats	0	2008/06/06 Published
<input type="checkbox"/> Post Format Test: Image (Linked)	Joe Blogg	Uncategorized	Post Formats	0	2008/06/06 Published

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
- Qui 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 dropdown 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, Tags, Author, whether to allow Comments & Pings or not, the Status and whether or not the Posts are “Sticky”. The Move to Trash option will move the selected items to the Trash.

You can also filter the pages that are displayed using the dropdown lists and the Filter button.

At the top of the list of Posts there are also two icons that change how the list is displayed.

Click the List View icon () to display the posts in the traditional List View or click the Excerpt View icon () to display a short excerpt from the Post underneath the Post title.

5. Pages

The Onderwijsadviseurs site uses the pages structure for all the content placeholders that are NOT posts.

After clicking on the Pages menu option you'll be displayed a list of Pages that your site contains. Among the information displayed is the Page title, the Author, No. of Comments and either the Date Published or the Date the Page was Last Modified. The Pages screen will look similar to screen below.

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.

- Allows you to edit basic Page information such as Title, Slug, Date plus a few other options
- Will send the Page to the Trash. Once the "Trash" is emptied, the page is deleted
- 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 dropdown 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 dropdown list and the Filter button.

6. Adding 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. The main difference is that Posts allow you to associate Categories whereas Pages don't.

Adding a new Post



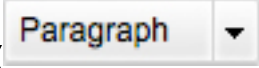

To add a new Post, hover your cursor over the Posts menu option in the left hand navigation menu and in the fly-out menu, click the Add New link. Alternatively, click the Posts menu option and then click the Add New link underneath, or the Add New button at the top of the page. You will be presented with a page similar to the image below.

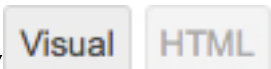
The screenshot shows the WordPress 'Add New Post' interface. The left sidebar contains the navigation menu with options like Dashboard, Posts, Media, Links, Pages, Comments, Appearance, Plugins, Users, Tools, and Settings. The main content area is titled 'Add New Post' and includes a text input field for the title, a rich text editor with a toolbar, and a right-hand sidebar for post settings. Callouts provide the following information:

- Title Field:** 'This is where you enter your Post title' points to the 'Enter title here' text box.
- Editor:** '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.' points to the editor toolbar.
- Editor Area:** 'This is the Editor where your Post content is added' points to the main text area below the toolbar.
- Publishing Options:** 'Once your content is added, you can publish your Post or save it as a draft' points to the 'Save Draft' and 'Publish' buttons.

The right-hand sidebar contains sections for 'Publish' (Save Draft, Preview, Status: Draft, Edit, Visibility: Public, Edit, Publish immediately, Edit, Move to Trash, Publish), 'Categories' (All Categories, Most Used, list of categories like aciform, sub, antiquarianism, etc.), 'Tags' (input field, Add button, Separate tags with commas, Choose from the most used tags), and 'Featured Image' (Set featured image).

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 () or Italicize () 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 & 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. (ALSO CHECK THE SEO CHECKLIST FOR THE TITLE REQUIREMENTS) 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.

At the top of the editor where your content is written, there are numerous formatting buttons. Clicking the Show/Hide Kitchen Sink button (the last button with the small boxes) will show or hide a second line of formatting buttons which gives you extra functionality. The editor buttons perform the following functions:



Add Media – Used to upload and insert media such as images, audio, video or documents



Bold – Bold text



Italic – Italicise text



Strikethrough – Add a strikethrough to your text



Unordered List – Create an unordered (bullet point) list



Ordered List – Create an Ordered (numbered) list



Blockquote – Used as a way of showing a quote. How this looks will be entirely dependent on the Theme that your site is currently using



Align Left – Align text to the left



Align Center – Align text in the center of the page



Align Right – Align text to the right



Insert/edit link – Used to create an html link to another page or website. The text that you want to link needs to be highlighted first before the button will become active



Unlink – Remove the html link from the selected link. Your cursor must be sitting on an active link for the button to be active



Insert More tag – Inserts the More tag into your Page. Most blogs only display a small excerpt of a Post and you're required to click the Post title or a "Read more..." link to continue reading the rest of the article. When you insert a "More" tag into your Post, everything prior to the tag is considered as this excerpt. Most times you'd only use this button when you're creating a blog Post, rather than a Page



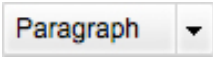
Toggle Spellchecker – Used to toggle the spellchecker on and off. You can also select between a range of different languages



Toggle fullscreen mode – Clicking this button will enlarge the editor so that it fills the browser window. Clicking the Exit fullscreen link at the top of the screen will reduce it back to its original size



Show/Hide Kitchen Sink – Used to show or hide the second row of formatting buttons on the editor toolbar



Style – Used to format the Page text based on the styles used by the current Theme



Underline – Underline your text



Align Full – Align text on both the left and right (ie. justify)



Select text color – Use to change the color of text



Paste as Plain Text – Copying & pasting text from other sites or word processors sometimes leaves the text formatted differently to what you were expecting. The reason for this is that quite often the html tags or codes that formatted the original text are pasted along with the text itself. To avoid this, Paste as Plain Text will strip all these formatting and html tags. Checking the keep linebreaks checkbox will preserve all HTML `
` tags. Unchecking this option will remove them



Paste from Word – Pasting text from MS Word typically includes a huge amount of extra unrequired HTML tags which usually leaves the text formatted incorrectly. Using the Paste from Word option will remove these additional tags and clean up the HTML



Remove formatting – Use this to remove all the formatting (eg. Bold, Underline, text color etc..) from the highlighted text



Insert custom character – Used to insert special characters not easily accessible via the keyboard (eg. ¼, ½, ¾, ©, €, ö etc..)



Outdent – Removes one level of indenting



Indent – Indents text by one level



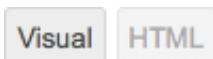
Undo – Undo your last action



Redo – Redo your last action



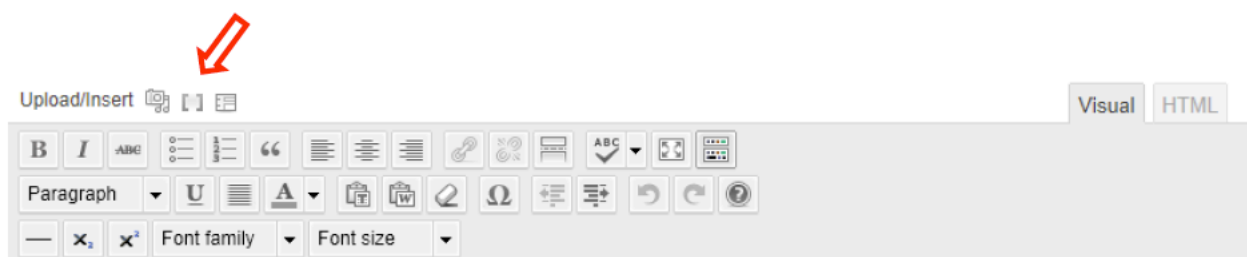
Help – Displays information about the WordPress visual editor along with keyboard shortcuts



Visual/HTML – Switches 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

SHORTCODES

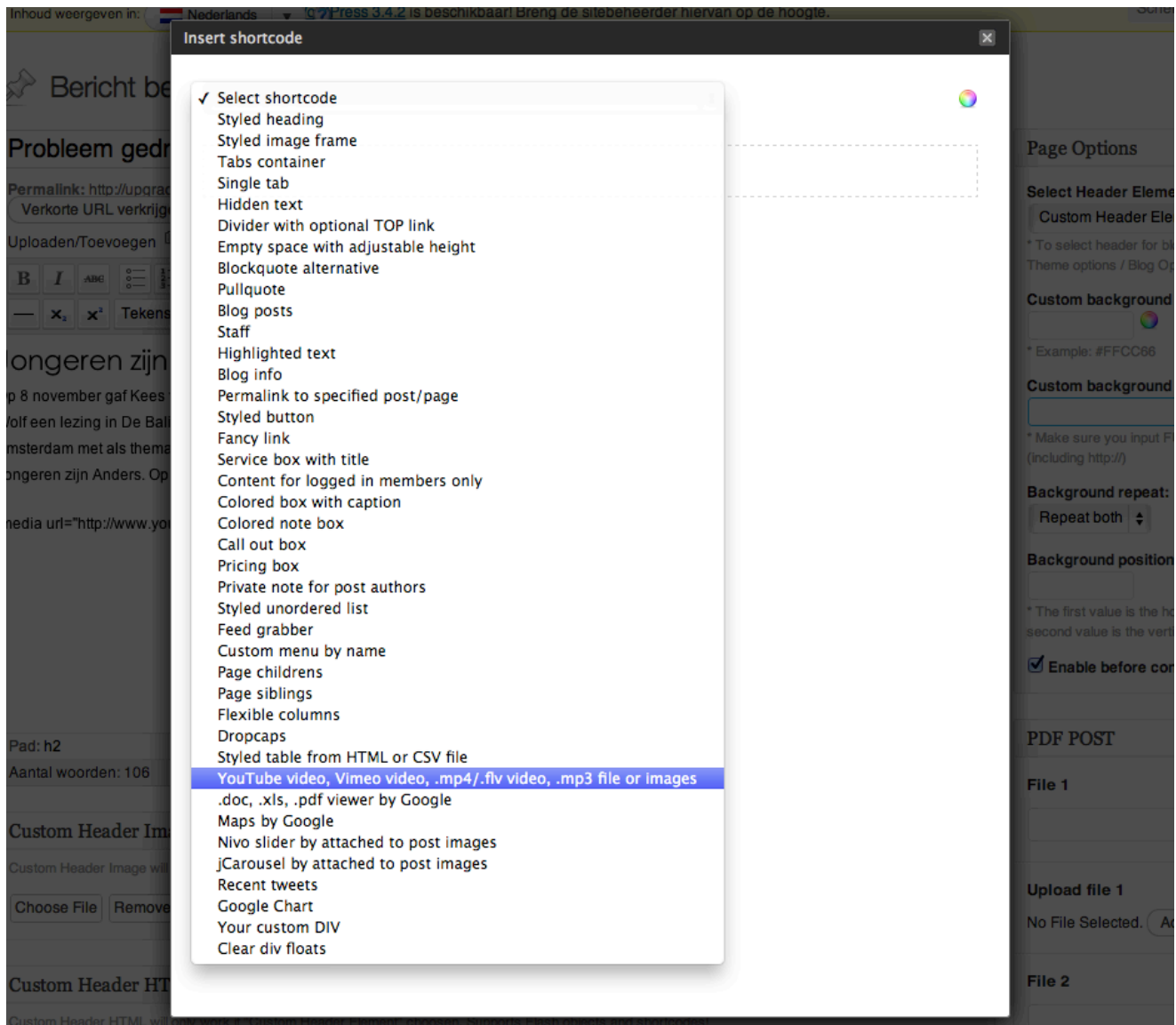
The Content Ninjas Framework includes a number of shortcodes (quick functions which are shown as [function] in your editor. NOTE: when editing the text of a document, leave the shortcodes alone.) to enable numerous functions for layouting pages and easy adding of media like framed images and youtube videos. The shortcodes are accessed through a symbol in the visual editor:



Clicking on this symbol will reveal a list of shortcode functions you can use.

Adding a Youtube video:

Click on the shortcodes symbol and scroll to




In the next dialogue box paste the full URL of the youtube video you would like to add. Click insert and the video will appear on the location of the page where you inserted the shortcode.

7. Adding images & other media

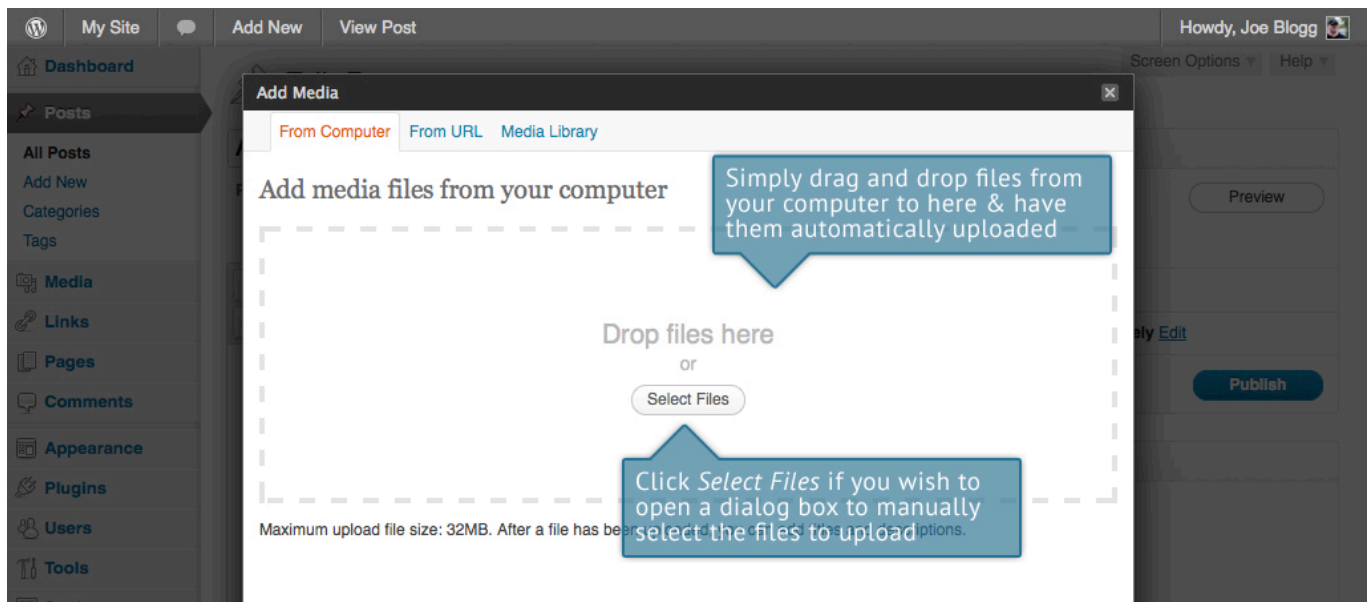
Adding images and other media files such as videos, documents or PDF's is extremely easy within WordPress. All your images & files are stored in the Media Library. Once they're uploaded into the Media Library, it's a very simple matter to insert them into your Page or Post content. In the case of files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

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 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.

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.


The screenshot shows the WordPress 'Add Media' modal. The 'Gallery (2)' tab is selected. A callout points to the 'Media' tab, stating: 'Click the *Gallery* or *Media Library* tabs to select a previously uploaded image'. The image 'Awww.jpg' is displayed with its metadata: File name: Awww.jpg, File type: image/jpeg, Upload date: November 20, 2011, Dimensions: 500 x 325. A callout points to the property fields, stating: 'Update the image properties by filling in the *Title*, *Alternate Text*, *Caption* & *Description*'. The fields are: Title (Awww), Alternate Text (OMG Look at the cute baby porcupine!), Caption (empty), and Description (empty). The Link URL is http://your-wordpress-site.com/wp-content/uploads/2011/11/Awww.jpg. The Alignment is set to None, and the Size is set to Thumbnail (150 x 150). A callout points to the 'Insert into Post' button, stating: 'Click *Insert into Post* to insert the image at the current cursor position in your Page or Post'. Other buttons include 'Edit Image', 'Show', 'Delete', 'Use as featured image', and 'Save all changes'.

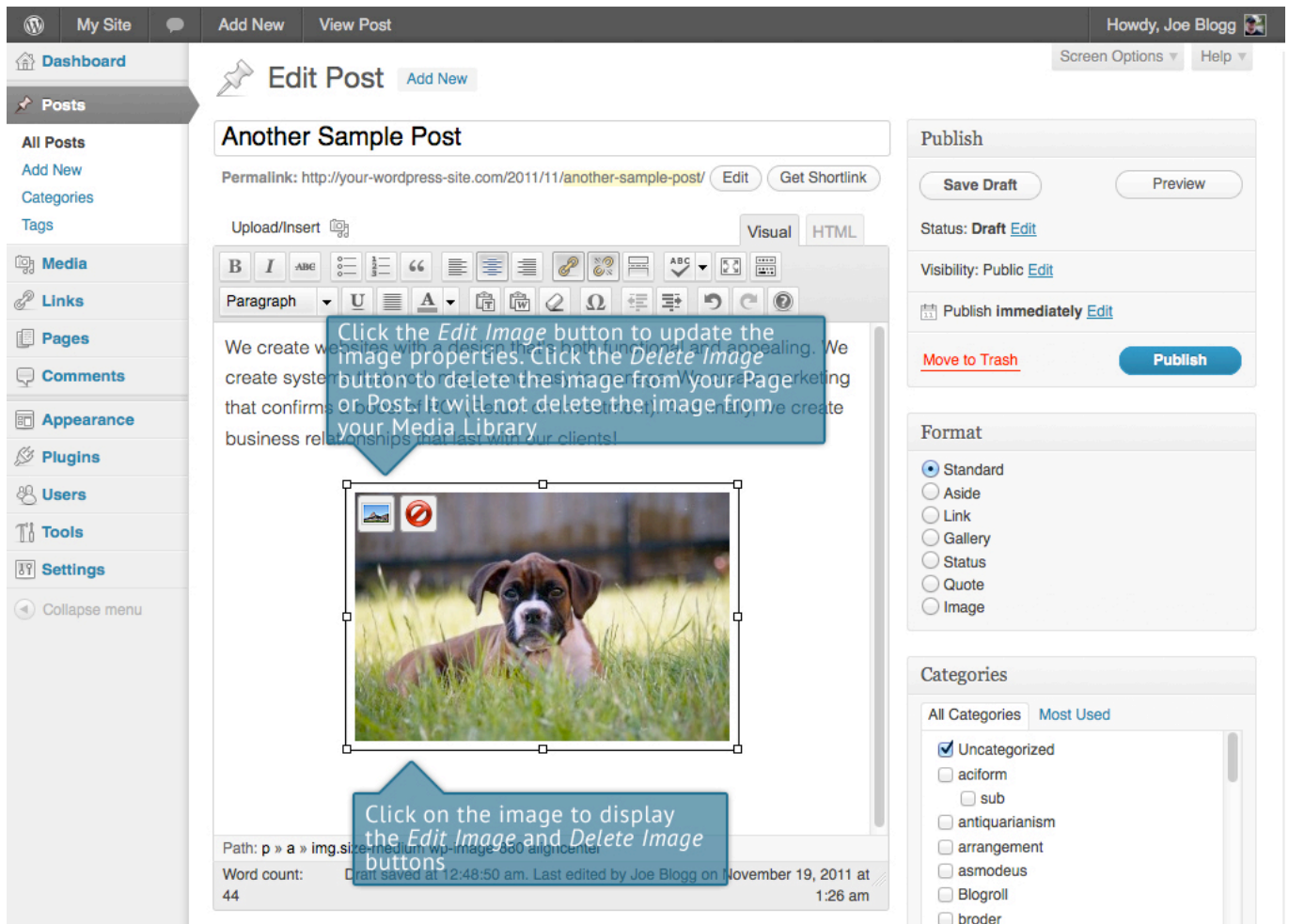
Once you've located your uploaded image, click the Show link to view the image properties. As per before, simply choose the relevant options (Link URL, Alignment, Size etc..) and if need be, update the Title, Alternate Text & Caption. Click the Insert into Post button to insert the image into your Page/Post 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 displays the WordPress 'Edit Post' interface. The main content area shows a post titled 'Another Sample Post' with a paragraph of text and an image of a dog. Two callout boxes are present: one pointing to the 'Edit Image' and 'Delete Image' icons above the dog image, and another pointing to the dog image itself. The right sidebar contains 'Publish', 'Format', and 'Categories' sections. The bottom status bar shows 'Draft saved at 12:48:50 am. Last edited by Joe Blogg on November 19, 2011 at 1:26 am'.

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 & link properties. The Edit Image tab allows you to change the following settings:

- 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%
- 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
- 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.

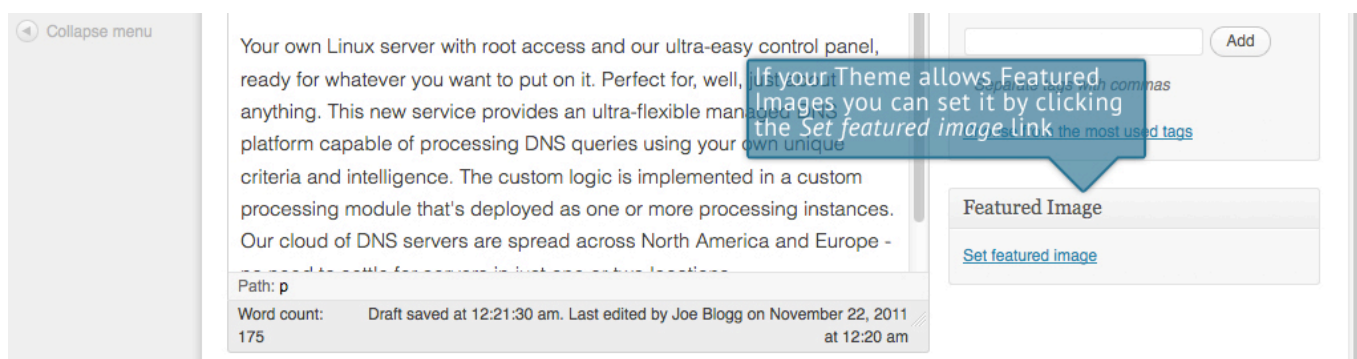
Once you have updated the image properties, Click the Update button to save your changes. Alternatively, click Cancel to close the pop-up window without saving any changes.

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.



Setting a Featured Image

The Content Ninjas Framework allows you to specify a Featured Image for Posts. A Featured Image, often called a Post/Page Thumbnail, is an image that is representative for that particular Post. These images are displayed as thumbnails in you post listings and as a image in your full post on the left upper side. 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 wont 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

Add New

View Post

Howdy, Joe Blogg

Screen Options

Help

Dashboard

Posts

All Posts

Add New

Categories

Tags

Media

Links

Pages

Comments

Appearance

Plugins

Users

Comments

Appearance

Plugins

Users

Tools

Settings

Collapse menu

Set featured Image

From Computer


From URL

Gallery (3)

Media Library

All Tabs: Show

Sort Order: Ascending | Descending | Clear

Media	Order	Actions
<div>Maddie at 8wks</div> <div>  <div> <div>File name: Maddie-0022_8wks.jpg</div> <div>File type: image/jpeg</div> <div>Upload date: November 20, 2011</div> <div>Dimensions: 1799 x 1199</div> </div> <div>Edit Image</div> </div>		<input type="checkbox"/> Hide

Title

Maddie at 8wks

Alternate Text

Maddie at 8 weeks of age

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

Caption

Description

Link URL

http://your-wordpress-site.com/wp-content/uploads/2011/11/Maddie-0022_8wks.jpg

None File URL Post URL

Enter a link URL or click above for presets.

Alignment

☒ None
☐ Left
☐ Center
☐ Right


Size

☐ Thumbnail (150 x 150)
☒ Medium (300 x 199)
☐ Large (584 x 388)
☐ Full Size (1799 x 1199)

Insert into Post

Use as featured image

Delete



Awwwww

☐ Show

Preview

Publish

Add

Used tags

Click the *Show* link to display the image properties (it will change to *Hide* after clicking)

Choose the appropriate image size and click *Use as featured image* to set the Featured Image

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Manual for ONDERWIJSADVISEURS WordPress 3.3 Framework


Page:26

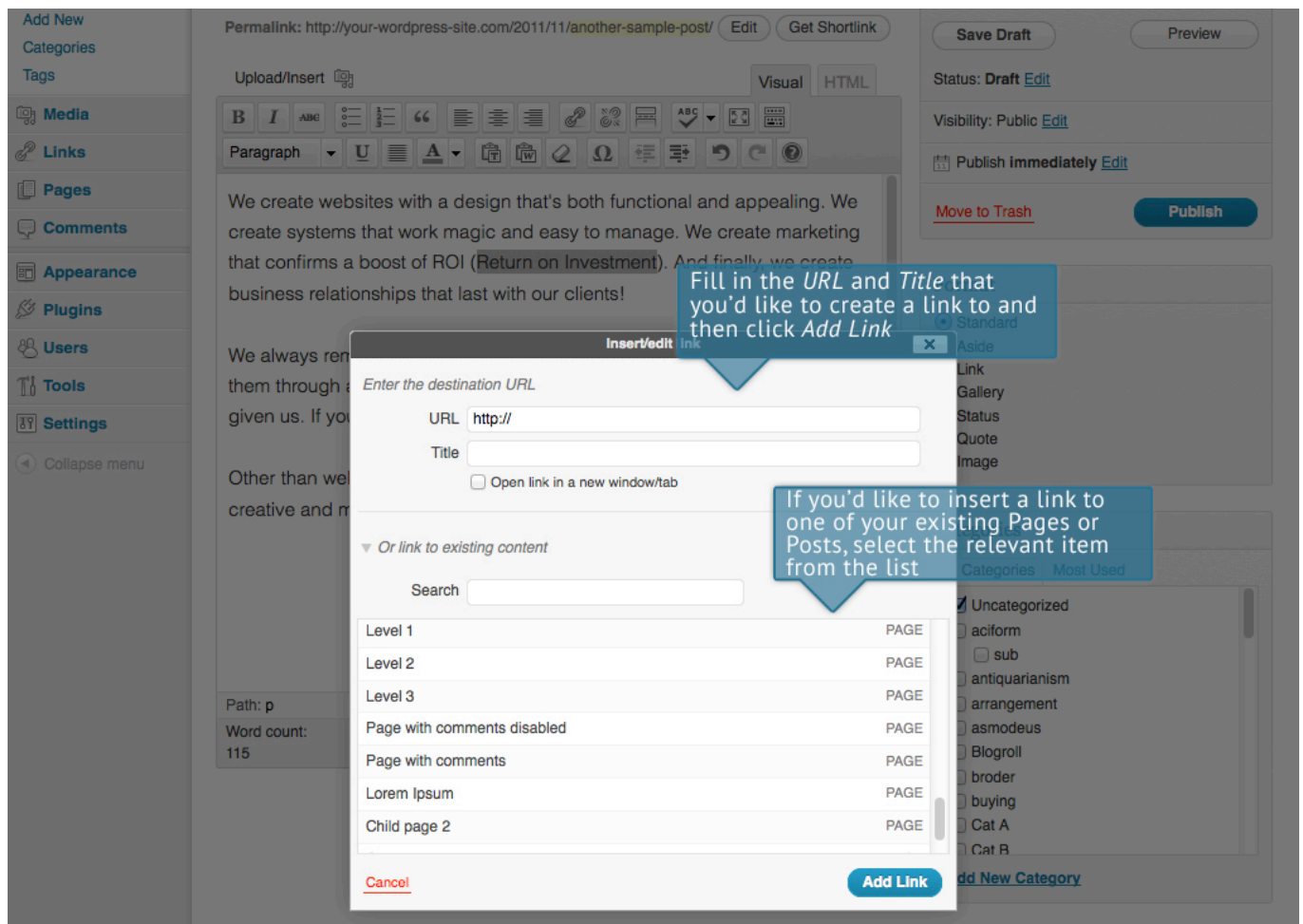
8. Adding HTML links

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 PDF's 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 & 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.



The screenshot shows the WordPress 'Insert/edit link' dialog box overlaid on the WordPress editor. The dialog box has two main sections: 'Enter the destination URL' and 'Or link to existing content'. The 'Enter the destination URL' section has fields for 'URL' (containing 'http://') and 'Title', and a checkbox for 'Open link in a new window/tab'. The 'Or link to existing content' section has a search bar and a list of existing content items. A blue callout box points to the 'URL' and 'Title' fields with the text: 'Fill in the URL and Title that you'd like to create a link to and then click Add Link'. Another blue callout box points to the list of existing content items with the text: 'If you'd like to insert a link to one of your existing Pages or Posts, select the relevant item from the list'. The 'Add Link' button is at the bottom right of the dialog box.

Annotations:

- Fill in the URL and Title that you'd like to create a link to and then click Add Link
- If you'd like to insert a link to one of your existing Pages or Posts, select the relevant item from the list


In the popup window that is displayed, simply fill in URL and the Title and then click the Add Link button.

- URL of the page or website that you would like to create a link to
- The text to display in tooltip form when the cursor hovers over the link
- (optional) 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 re-populate 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.

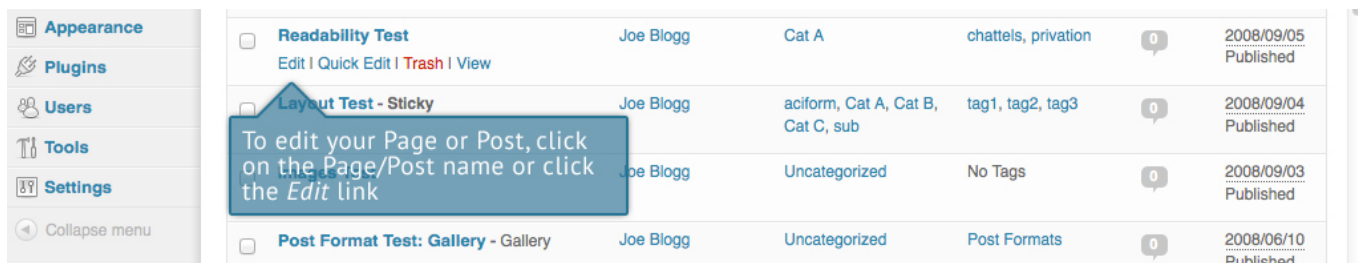
Removing an HTML link

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.

9. Editing existing content

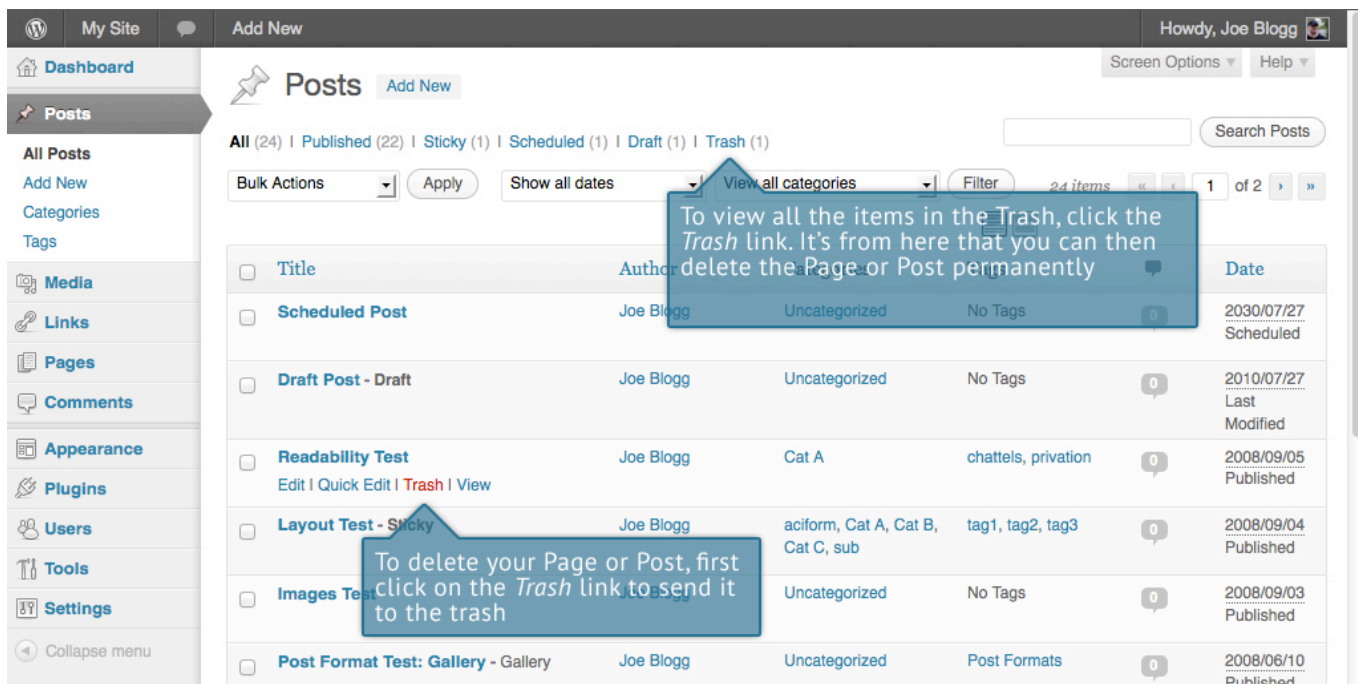
To edit an existing page, simply click on the relevant Page/Post title, when viewing your list of Pages or Posts. Alternatively, click on the Edit link that appears beneath the title when hovering your cursor over each row.



The 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.

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



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 delete a single Page or Post permanently, click the *Delete Permanently* link

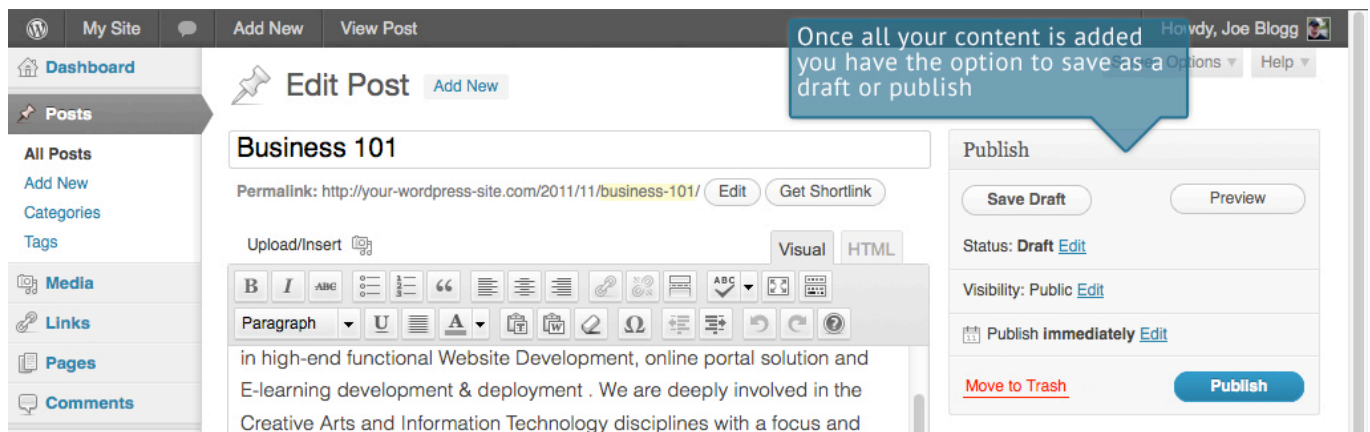
The delete all items in the Trash, click the *Empty Trash* button

Title	Author	Categories	Tags	Date
Form Test		Uncategorized	No Tags	2011/01/17 Last Modified
Readability Test			chattels, privation	2008/09/05 Last Modified

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 dropdown 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.

11. Saving and Publishing

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.



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.

- means the draft is waiting for review by an editor prior to publication.
- 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.

- 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.
- allows you to assign a password to your page. Only people who have the password will be able to access the page.
- 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 & 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 & time fields to publish at the desired date and time.

12. 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 displayed a list of Categories that have already been added along with some blank fields that allow you to add a new Category.

Add New Category

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 None
Categories, unlike tags, can have a hierarchy. You might have a Jazz category, and under that have children categories for Bebop and Big Band. Totally optional.

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

Categories Table:

<input type="checkbox"/>	Name	Description	Slug	Posts
<input type="checkbox"/>	aciform		aciform	2
<input type="checkbox"/>	— sub		sub	1
<input type="checkbox"/>	antiquarianism		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

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:

- The name is how it appears on your site
- The “slug” is the URL-friendly version of the name. It’s usually all lowercase and contains only letters, numbers, and hyphens
- 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 dropdown.

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.

- Allows you to edit the Category properties such as Name, Slug, Parent & Description
- Allows you to quickly edit the Category Name and Slug
- 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.
- 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.

Settings

Collapse menu

Mrs. Darling first heard of Peter when she was tidying up her children's minds. It is the nightly custom of every good mother after her children are asleep to rummage in their minds and put things straight for next expect, lingering humorously over some of your contents, wondering where on earth you had picked this thing up, making discoveries sweet and not so sweet, pressing this to her cheek as if it were as nice as a kitten, and hurriedly stowing that out of sight. When you wake in the morning, the naughtiness and evil passions with which you went to bed have been folded up small and placed at the bottom of your mind and on the top, beautiful

Path: p

Word count: 815

Draft saved at 12:03:26 am. Last edited on November 21, 2011 at 1:27 am

Categories

All Categories Most Used

- ☐ broder
- ☐ buying
- ☒ Cat B
- ☒ Cat C
- ☐ championship
- ☐ chastening
- ☐ clerkship
- ☐ disinclination
- ☐ disinfection
- ☐ dispatch
- ☐ echappee

[+ Add New Category](#)

— Parent Category —

Add New Category

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

13. Post Tags

Tags are ad-hoc keywords that identify important information in your post (names, subjects, etc) that may or may not recur in other posts. Unlike Categories, Tags have no hierarchy, meaning there's no relationship from one Tag to another. Pages cannot be assigned Tags and cannot be associated with Categories. You can only associate Tags and Categories to Posts.

Like Categories, there are two ways to add Post Tags. They can be added whilst adding or editing your Post or they can be added via the Tags menu option. Adding Tags whilst editing your Post, will automatically assign those Tags to your Post. Adding Tags using the Tags menu option will simply add them to the list of available Tags.

When hovering your cursor over each row in the list of Tags, a few links will appear beneath the Tag name.

- [Edit](#) – Allows you to edit the Tag properties such as Name, Slug & Description
- [Quick Edit](#) – Allows you to quickly edit the Tag Name and Slug
- [Delete](#) – Deletes the Tag permanently from the list of Tags. After clicking Delete you will be prompted to confirm your choice. Click OK to delete the Tag or Cancel if you don't want to delete it.
- [View](#) – This will list all the Posts that are currently using this Tag

If you would like to permanently delete numerous Tags at once, click the checkboxes next to the Tags 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 Tags (you will not be prompted to confirm your choice).

[Adding Tags within your Post](#)

Adding Tags whilst editing your Post, will automatically assign those Tags to your Post.

When adding or editing your Post, the Tags panel can be found just below the Categories panel. To add an existing Tag, click the Choose from the most used tags link. This will display a list of previously used Tags (if available). They are arranged alphabetically and in “cloud” format. That is, the more often a Tag has been used, the larger the font it's displayed in. To add a previously used Tag, simply click on the Tag name and it will be assigned to your Post. To add a new Tag, simply write the Tag or Tags (separated with commas) into the edit field and click the Add button. Tags that are assigned to the Post will be displayed below the edit field. To remove a Tag from your Post, click the small x icon next to the Tag name.

To add a new Tag, write the Tag or Tags (separated with commas) into the edit field & then click the *Add* button to assign it to the Post

To add an existing Tag, click the *Choose from the most used tags* link and click the appropriate Tag or Tags from the list to automatically assign it to the Post

Tags

Separate tags with commas

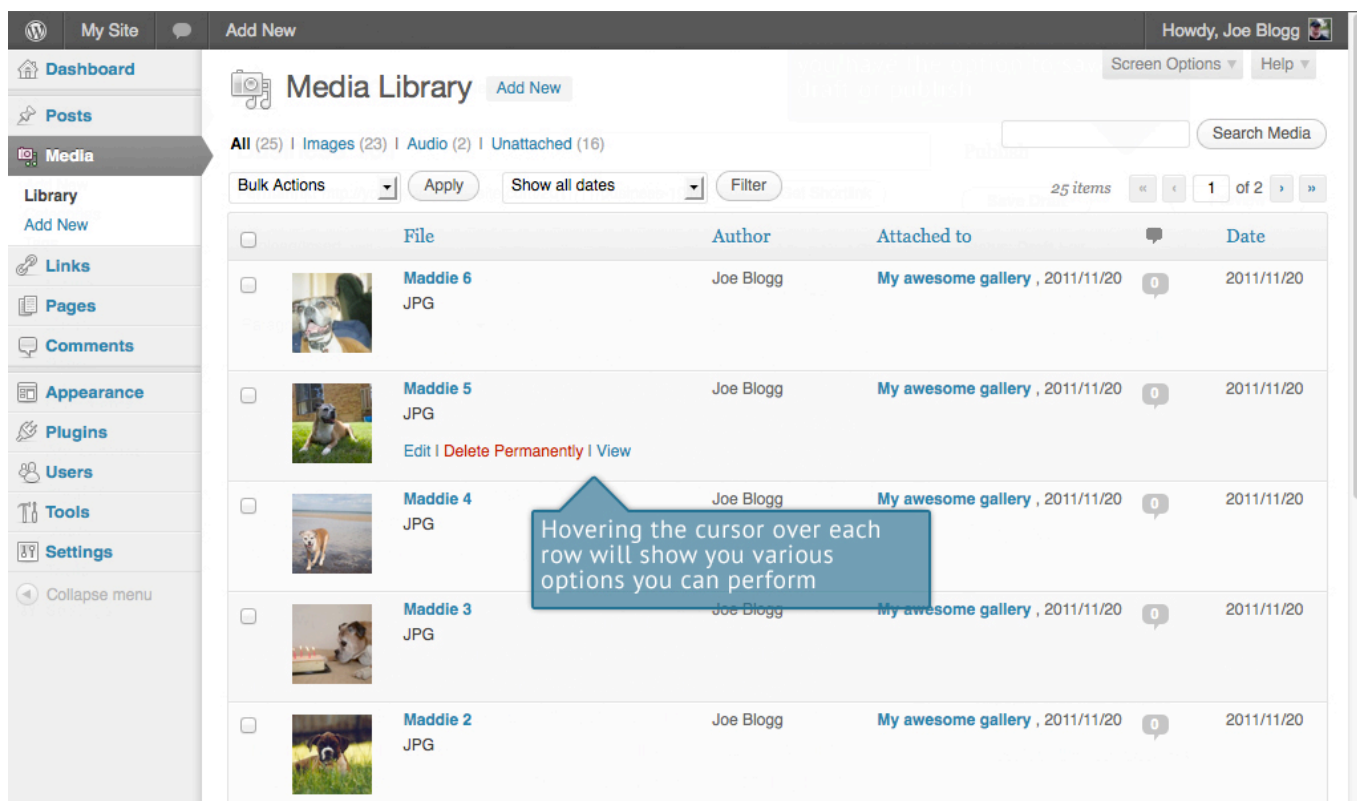
☒ chattels ☒ privation

[Choose from the most used tags](#)

[chattels](#) [cienaga](#) [claycold](#) [crushing](#) [dinarchy](#)
[doolie](#) [energumen](#) [ephialtes](#) [audiometer](#)
[figuriste](#) [habergeon](#) [hapless](#) [hartshorn](#) [hostility](#)
[impregnability](#) [impropriation](#) [knave](#) [misinformed](#)
[moll](#) [mornful](#) [outlaw](#) [pamphilet](#) [pneumatics](#)
[portly](#) [portreeve](#) [precipitancy](#) [privation](#)
[programme](#) [psychological](#) [puncher](#) [ramose](#)
[renegade](#) [retrocede](#) [stagnation](#) [unhorsed](#) [tag1](#)
[tag2](#) [tag3](#) [thunderheaded](#) [unculpable](#) [withered](#)
[brandnew](#) [xanthopsia](#)

14. 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, 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.



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 & 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.

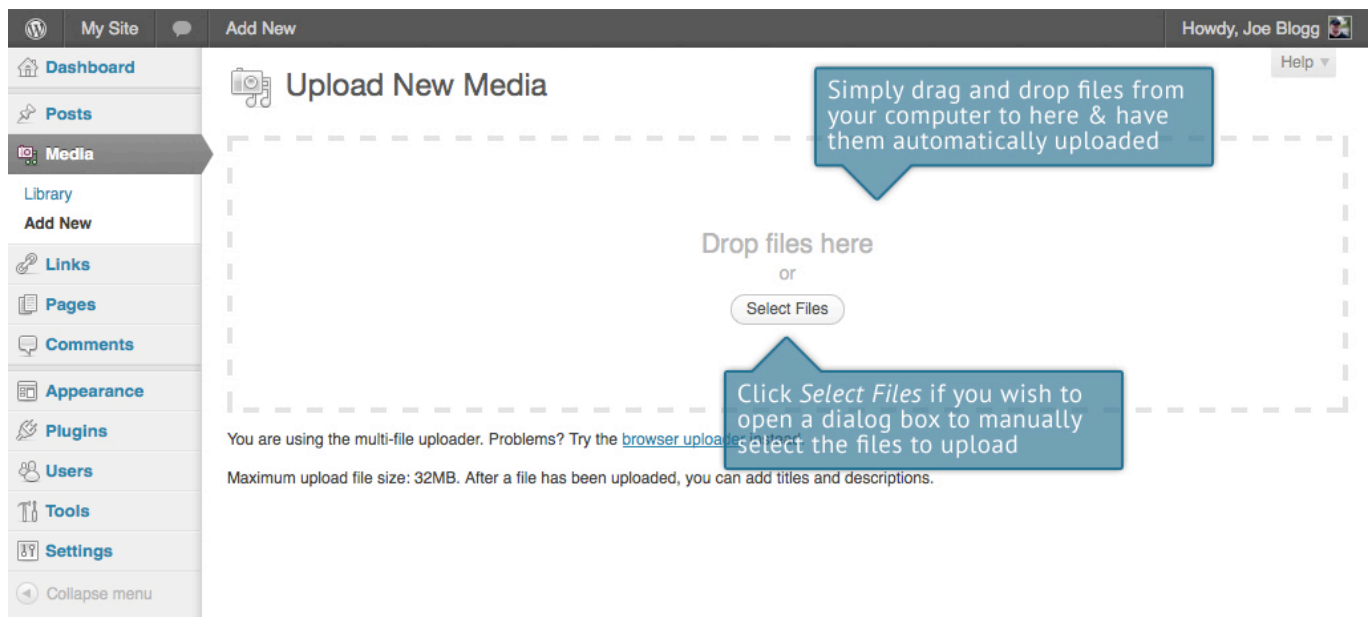
Adding a file to the Media Library

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

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


Dashboard | My Site | Add New | Howdy, Joe Blogg

Upload New Media

Drop files here
or
[Select Files](#)

You are using the multi-file uploader. Problems? Try the [browser uploader](#) instead.

Maximum upload file size: 32MB. After a file has been uploaded, you can add titles and descriptions.

WallE Hide	
	<p>File name: WallE.jpg</p> <p>File type: image/jpeg</p> <p>Upload date: November 25, 2011</p> <p>Dimensions: 670 x 692</p>
Edit Image	
Title	<input type="text" value="WallE"/>
Alternate Text	<input type="text"/> <small>Alt text for the image, e.g. "The Mona Lisa"</small>
Caption	<input type="text"/>
Description	<input type="text"/>
File URL	<input type="text" value="http://your-wordpress-site.com/wp-content/uploads/2011/11/WallE.jpg"/> <small>Location of the uploaded file.</small>
	Delete

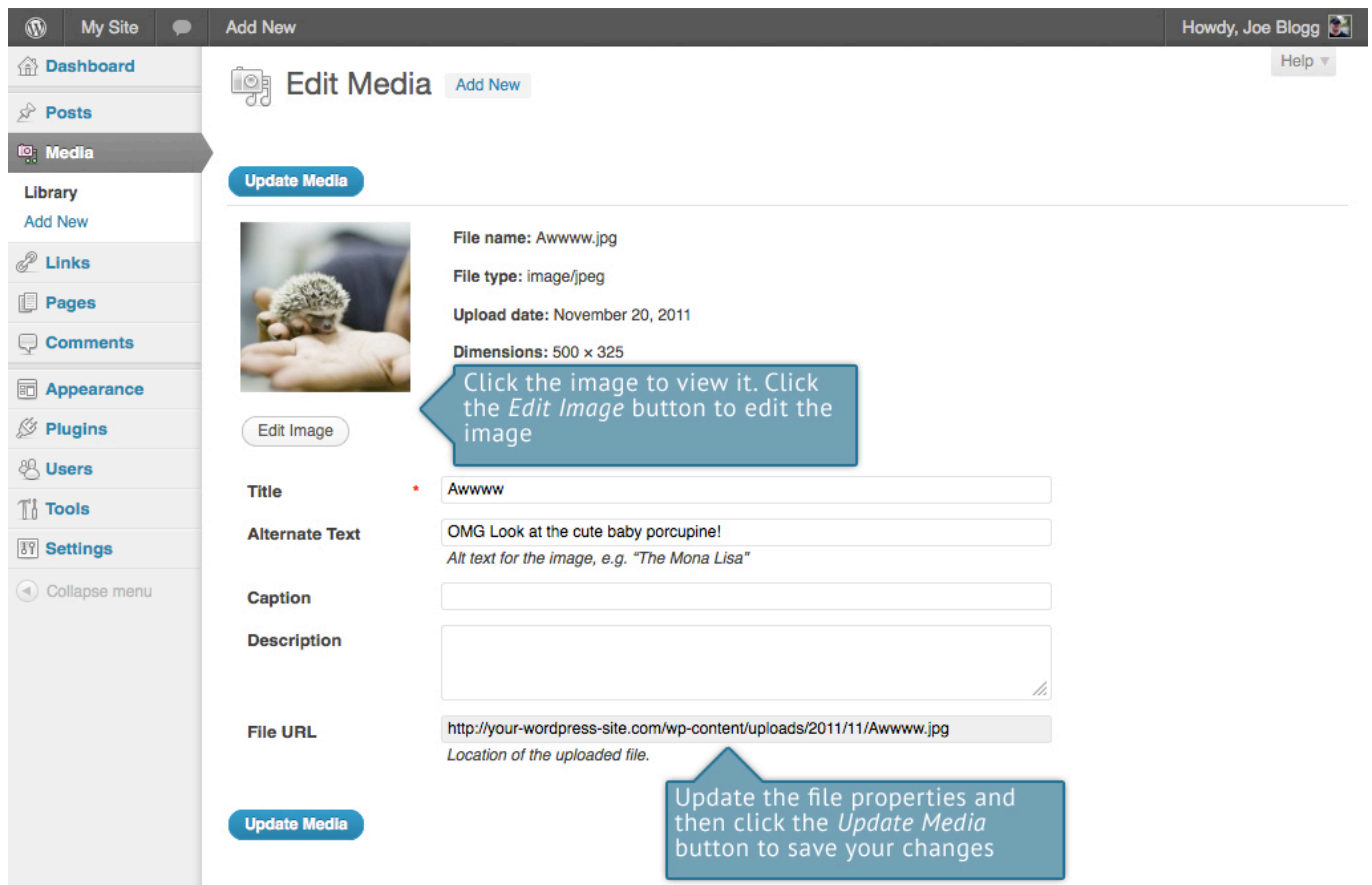
[Save all changes](#)

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 file properties of an existing file, hover the cursor over the particular row that contains the file name and click the Edit link. Update the Title, Alternate Text, Caption and Description as necessary.



- 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
- Description – A description of the image used simply 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 PDF's), click the Edit Image button just below the thumbnail to show the image editing tools.


My Site Add New Howdy, Joe Blog Help

Dashboard Posts Media Library Add New Links Pages Comments Appearance Plugins Users Tools Settings Collapse menu

Edit Media

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 × 325 Scale

Image Crop (help)

Aspect ratio: 4 : 3

Selection: 390 : 293

Scale & crop your image by entering the appropriate values in their respective input fields

Cancel Save

Title Awwww

Alternate Text OMG Look at 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/2011/11/Awwww.jpg
Location of the uploaded file.

Update Media

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



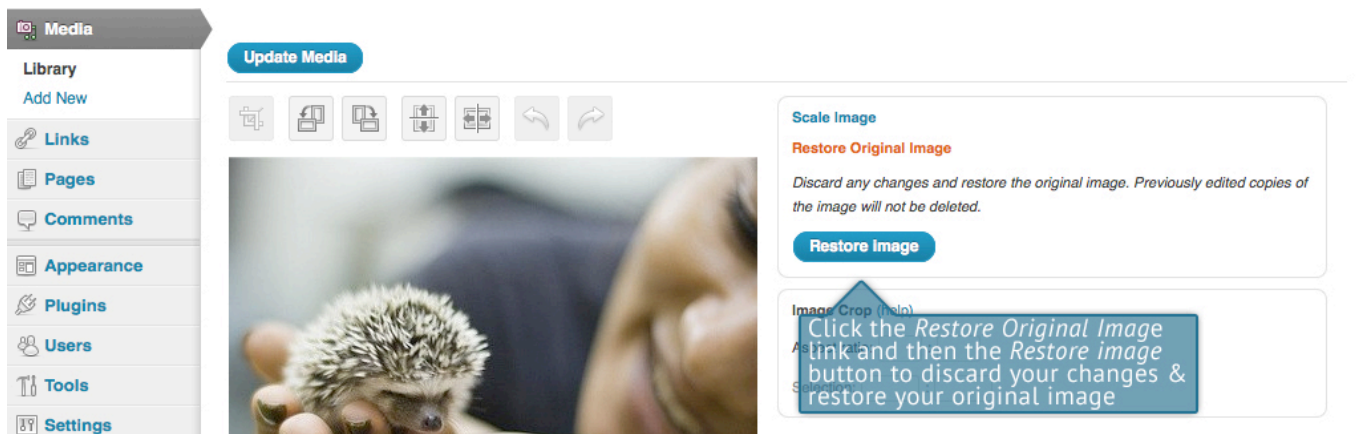
Redo – Redo the last change

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 (eg. 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 to crop the image to this new size.

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 & 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.

15. Comments

Comments are a feature of blogs which allow readers to respond to Posts. Typically, readers simply provide their own thoughts regarding the content of the post, but they may also provide links to other resources, generate discussion, or simply compliment the author for a well-written post. Comments allow you to interact more with your site visitors as well as generate feedback & discussion on your Posts.

Comments can be controlled and regulated through the use of filters for language and content, and if you prefer, can also be queued for approval before they are visible on the web site. This is useful in dealing with [comment spam](#).

When you click on the Comments menu option, you'll be displayed a list of all the comments on your site.

At the top of the screen there are links that allow you filter the comment list to only show the comments that are Pending, Approved, Marked as Spam or that are in the Trash. The number in brackets will advise how many there are for that particular type.

When hovering your cursor over each row in the list of Comments, a few links will appear beneath the comment.

- Unapprove/Approve – Allows you to unapproved the comment. This will stop it displaying on your site. If the comment is already unapproved then this link will change to Approve, to allow you to approve the comment.
- Reply – Allows you to write a reply comment
- Quick Edit – Allows you to quickly edit the commenter's Name, Email or URL as well as the actual comment
- Edit – Allows you to edit the commenter's Name, Email or URL as well as the actual comment. It also allows you to mark the comment as either Approved, Pending or Spam as well as change the Date & Time
- Spam – Allows you to mark the comment as Spam
- Trash – Allows you to mark the comment as Trash. Once it's in the Trash, you can either restore it, if you made a mistake, or delete it permanently

If you would like to change the status of numerous Comments at once, click the checkboxes next to the Comment(s) you would like to change and then choose either Unapprove, Approve, Mark as Spam or Move to Trash from the Bulk Actions dropdown list at the top of the page. After selecting the appropriate option, click the Apply button.

Replying to a comment

To respond to a comment that someone has written on one of your Posts, simply hover the mouse over the comment and click the Reply link when it appears. An edit field will then appear beneath the comment where you can type your reply.

The screenshot shows the WordPress 'Comments' management interface. On the left is a sidebar with navigation links: Dashboard, Posts, Media, Links, Pages, Comments (highlighted), Appearance, Plugins, Users, Tools, and Settings. The main area is titled 'Comments' and shows a list of comments. A callout bubble points to the 'Reply' link in the comment actions, stating: 'Click the Reply link to reply to the comment'. Below the comment list is a 'Reply to Comment' editor. A callout bubble points to the formatting buttons (b, i, link, b-quote, del, ins, img, ul, ol, li, code, lookup, close tags) and states: 'The Comment Reply editor buttons provide you with basic HTML formatting capabilities'. Another callout bubble points to the 'Reply' button at the bottom right of the editor and states: 'After entering your reply comment, click the Reply button to submit your reply'. The comment list shows a comment from 'admin' and a comment from 'Test Contributor'.

When you've written your comment, click the Reply button or alternatively, click Cancel to stop replying and cancel your editing.

The editor that appears when replying or editing a comment (using either the Reply, Quick Edit or Edit links) is much like the editor when creating or editing a Page or Post, only not as intuitive. At the top of the editor there are numerous formatting buttons. These buttons provide you with basic html formatting capabilities when composing a new reply comment or editing an existing comment.

The buttons work in two ways. Clicking a button without highlighting any text first, will simply insert the opening html tag relevant for that button. As an example, clicking the Bold button will insert the html tag into your comment. Clicking the Bold button again will close the tag by inserting the closing tag. If you highlight some text prior to clicking a button, both the opening and closing tags will be inserted around that highlighted text. For example, highlighting the text, "bold text", prior to clicking the Bold button will insert "bold text".



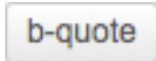
Bold – Bold text



Italic – Italicise text



Link – Used to insert a website link. When the button is clicked a popup window will appear where you type in the URL that you would like to link to



Blockquote – Used as a way of showing a quote. How this looks will be entirely dependent on the Theme that your site is currently using



Delete - Used as a way of showing deleted text. How this looks will be dependent on the Theme but is usually done by showing the text with a strikethrough



Insert - Used as a way of showing inserted text. How this looks will be dependent on the Theme but is usually done by showing the text with an underline



Image – Used to insert an image into the comment. When the button is clicked a popup window will appear where you type in the URL of the image that you would like insert



Unordered List – Used to insert an unordered (or un-numbered) list



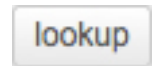
Ordered List – Used to insert an ordered (or numbered) list



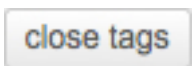
List Item – Used to insert a list item into your ordered or un-ordered list



Code – Used for indicating a piece of code.



Lookup – Will lookup the highlighted (or entered word, if nothing is highlighted) on Answers.com



Close Tags – Used to close open tags. If for example, you clicked both the Bold and Italic buttons to insert their opening tags, clicking the close tags button will insert both of the matching closing tags, in the correct order

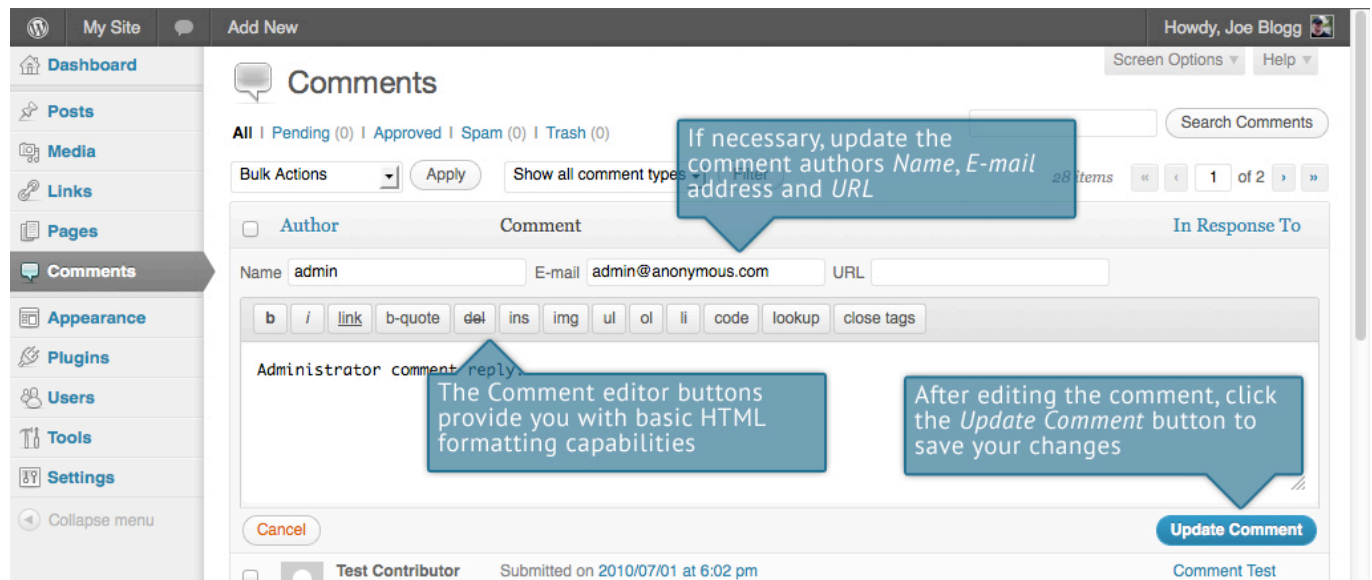
Editing a comment

There are two ways to edit a comment. Once you hover over an individual comment you can click the Quick Edit link or the Edit link. Both perform a similar function except that the Edit

option also allows you to mark the comment as either Approved, Pending or Spam and change the Date & Time.

QUICK EDIT

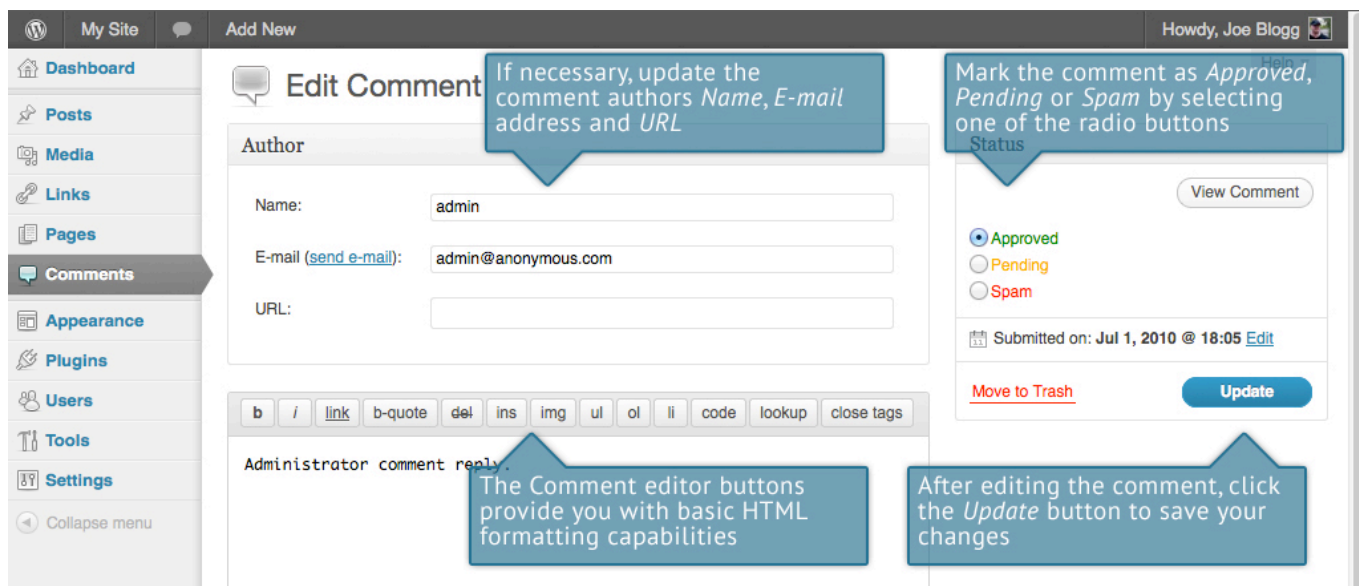
Clicking Quick Edit will replace the comment with an editor that allows you to update the comment, the comment authors name, email address and URL.



Once you have finished, click Update Comment to save your changes or click Cancel to cancel your changes and return to the list of comments.

EDIT

Clicking Edit will display the editor on a new page. Like the Quick Edit option, you can update the comment, the comment authors name, email address and URL. The Edit option also gives you the ability to set the comment Status and change the comment Date & time. The comment status can be set to Approved, Pending or Spam. You also have the option to move the item to the Trash by clicking on the Move to Trash link.

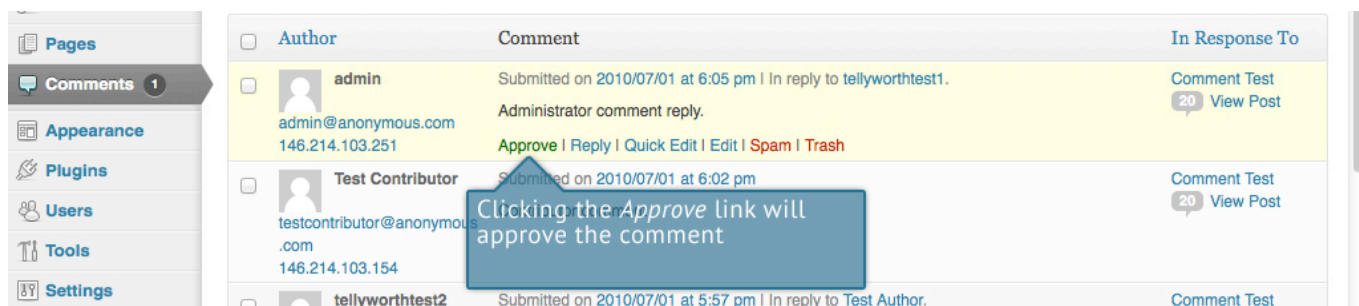


You can change the date and time that the comment was submitted by clicking on the Edit link next to the date & time. After clicking Edit, several fields appear below the original date & time. Update the fields if required and click the OK button to save the new date & time.

Once you have finished updating the comment, click the Update button to save your changes. If you want to cancel your changes, click the browser Back button or click on the Comments menu option to return to the list of comments.

Unapproving and Approving comments

If an inappropriate comment has been submitted, you may wish to Unapprove it. This will stop the comment from displaying on your site. Unapproved comments will be displayed with a yellow background within your list of comments. Hovering your cursor over the comment will display an Approve link instead of an Unapprove link.

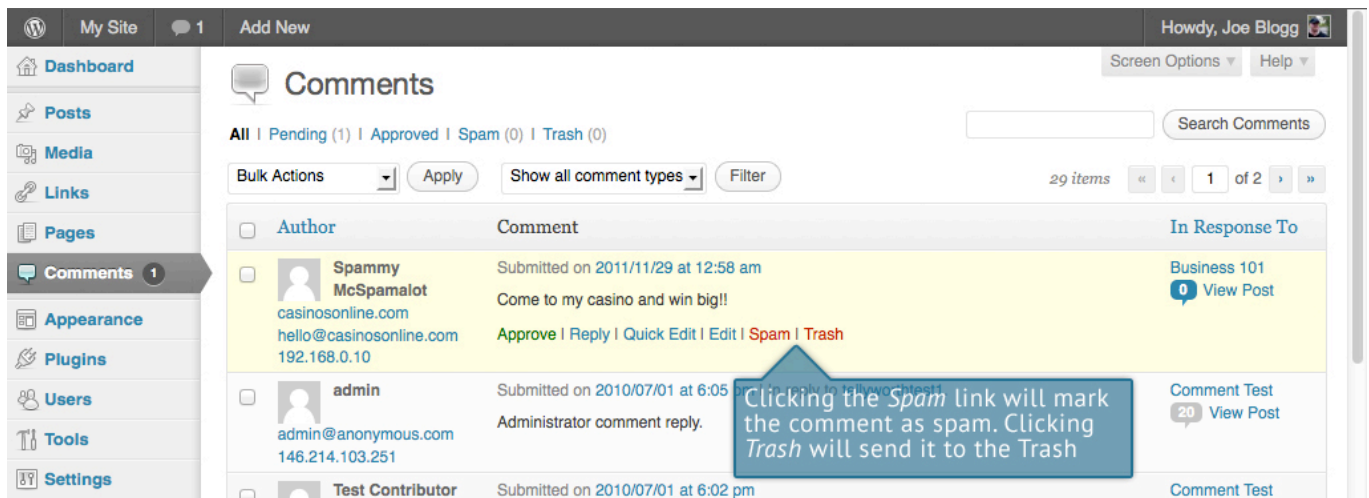


Marking comments as Spam and Trash

If a Spam comment has been posted to your site you can mark it as Spam simply by hovering your cursor over the comment and clicking the Spam link.

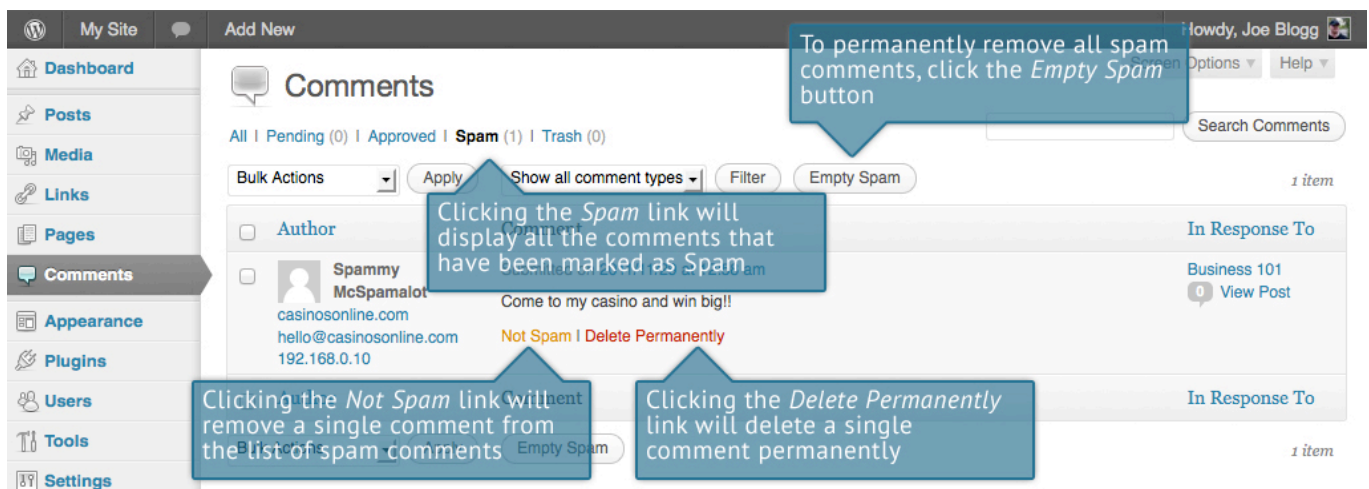
If you simply want to remove a comment, hover your cursor over it and click the Trash link. To “empty” the Trash, click on the Trash link at the top of the page to display all the comments that have been marked as Trash. This link should be displayed along with a number within brackets

which indicates how many comments are marked as Trash. To permanently remove these comments, click the Empty Trash button. You will not be prompted for confirmation.



To remove all the Spam comments, click on the Spam link at the top of the page to display all the comments that have been marked as Spam. This link should be displayed along with a number within brackets which indicates how many Spam comments there are. To permanently remove these comments, click the Empty Spam button. You will not be prompted for confirmation.

You can also delete a single spam comment permanently by clicking on the Delete Permanently link that appears when hovering your cursor over each row. You will not be prompted for confirmation.



If you find there are comments that have been marked as Spam that shouldn't be, click the checkboxes next to them and select Approve or Not Spam from the Bulk Actions drop down at the top of the page. Click the Apply button to confirm your choice. Alternatively, click the Not Spam link that appears when hovering your cursor over each row.

THE END.