

It's recommended that you make your filename 'server friendly'. Make sure the filename has no spaces, apostrophes, slashes or other non-alphanumeric characters (such as \$, % and &). Rename the file before uploading if it does. To preserve readability, some people replace spaces with the underline character or hyphen. For instance, *My File Name.txt* becomes *My_File_Name.txt* or *My-File-Name.txt*

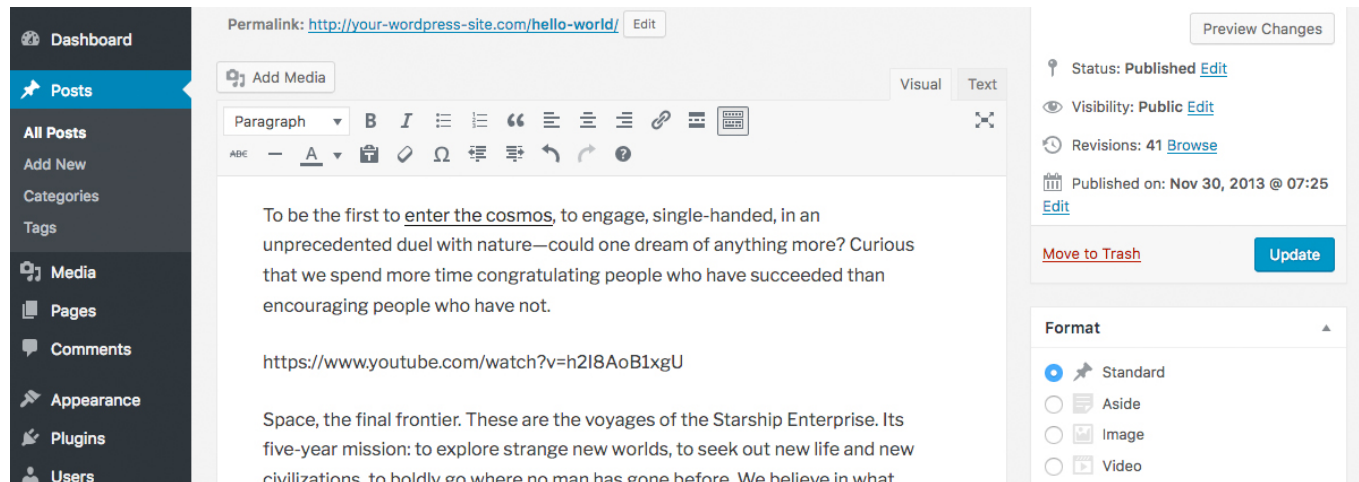
Embedding a Video, Image or Other Content

Another way to add video or other content into your pages is through embedding. A popular example of this is embedding a YouTube video into your page.

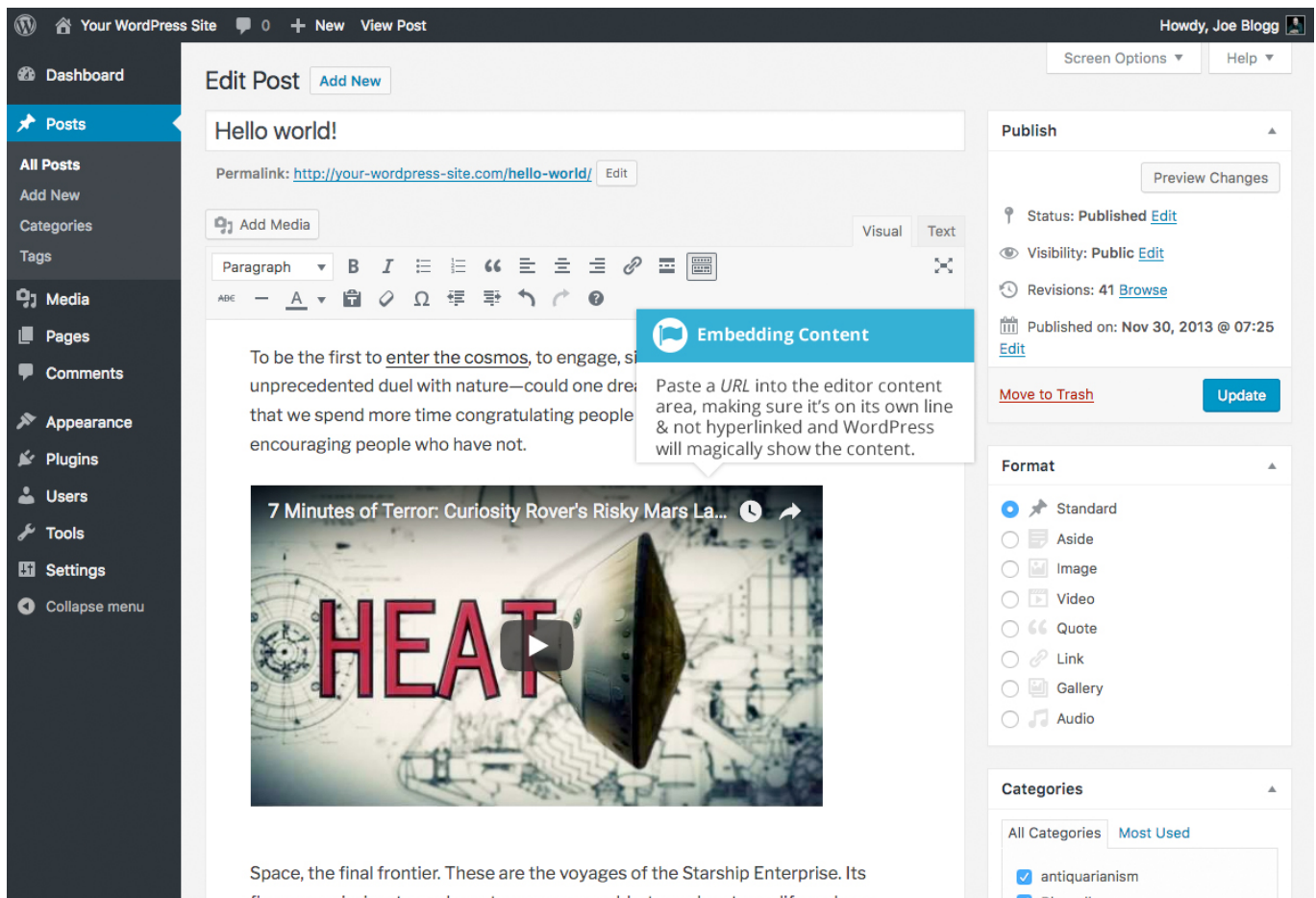
When you're embedding a file, there's no need to upload the file to your site. You're basically just creating a link to the file, from within your own page.

WordPress is able to automatically embed files from a number of different services.

To embed something into your Post or Page, simply paste the URL into your content area. The URL needs to be on its own line and not hyperlinked.



When embedding content in this manner (as opposed to using the embed shortcode mentioned below), your url will change to show a preview of that content. For example, when embedding a video from YouTube, after pasting in the URL to the editor, it will magically change to show the actual video content, right there in the editor.



If you'd like to specify the width and height, you can wrap the URL in the [\[embed\] shortcode](#). Embedding your link using this shortcode does not require the URL to be on its own line. The format for using the shortcode is:

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

WordPress will automatically embed content from the following sites:

- [Animoto](#)
- [blip.tv](#)
- [Cloudup](#)
- [CollegeHumor](#)
- [DailyMotion](#)
- [Facebook](#)
- [Flickr](#)



- [FunnyOrDie.com](#)
- [Hulu](#)
- [Imgur](#)
- [Instagram](#)
- [Issuu](#)
- [Kickstarter](#)
- [Meetup.com](#)
- [Mixcloud](#)
- [Photobucket](#)
- [Polldaddy](#)
- [Reddit](#)
- [ReverbNation](#)
- [Scribd](#)
- [SlideShare](#)
- [SmugMug](#)
- [SoundCloud](#)
- [Speaker Deck](#)
- [Spotify](#)
- [TED](#)
- [Tumblr](#)
- [Twitter](#)
- [VideoPress](#)
- [Vimeo](#)
- [Vine](#)
- [WordPress Plugin Directory](#)

- [WordPress.tv](#)
- [YouTube](#) (only public and "unlisted" videos and playlists)

Adding HTML Links

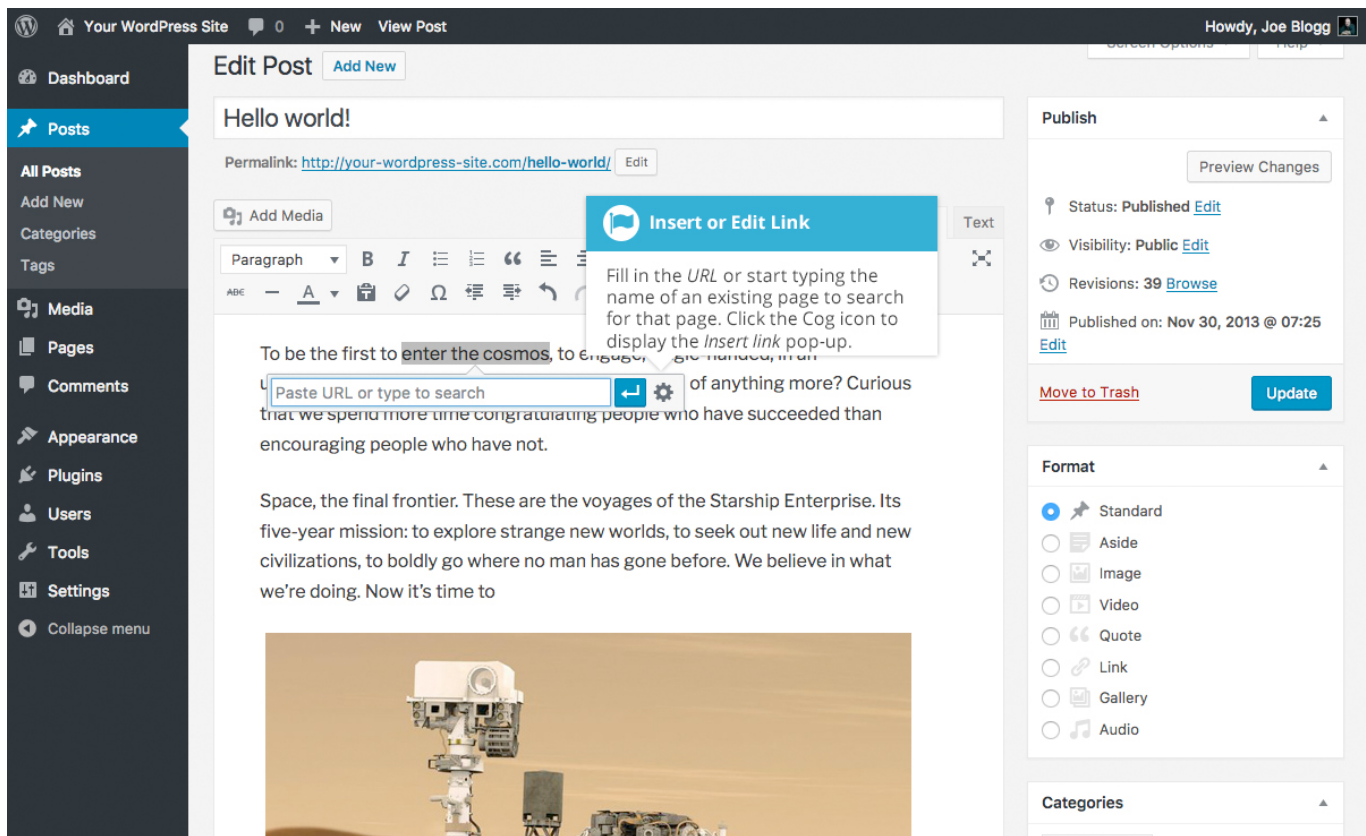
HTML links allow your site visitors to easily navigate around your site. They're also used when you want to allow people to download files from your site, such as PDFs or other documents, for viewing images or even just linking to other websites. HTML links will frequently be shown with an underline to differentiate it from other text, but this may vary depending on the theme you're currently using.


Inserting an HTML Link

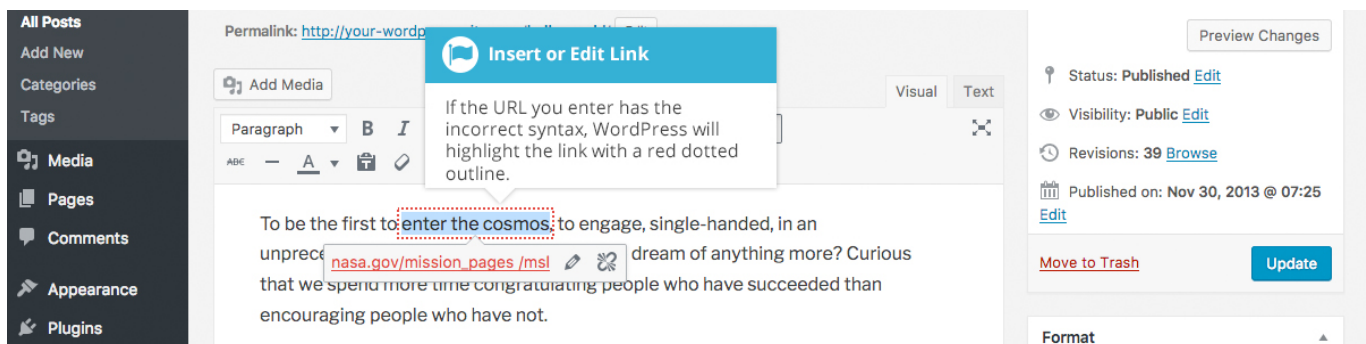
Inserting an html link in your Page/Post to one of your own pages or another site is extremely easy. Simply click and drag the cursor and highlight the text that you want turned into a link and then click the *Insert/edit link* button (). A small inline link toolbar will display where you can enter your link URL. If you enter a URL without including 'http://' in front of it, WordPress will automatically correct it for you. As an example, if you type 'google.com' it will automatically correct this to 'http://google.com'. After you've entered your link url, hit your *Enter* key or click the *Apply* button () to save your changes.


If you don't select any text prior to clicking the *Insert/edit link* button, it will use the URL that you enter as the link text.

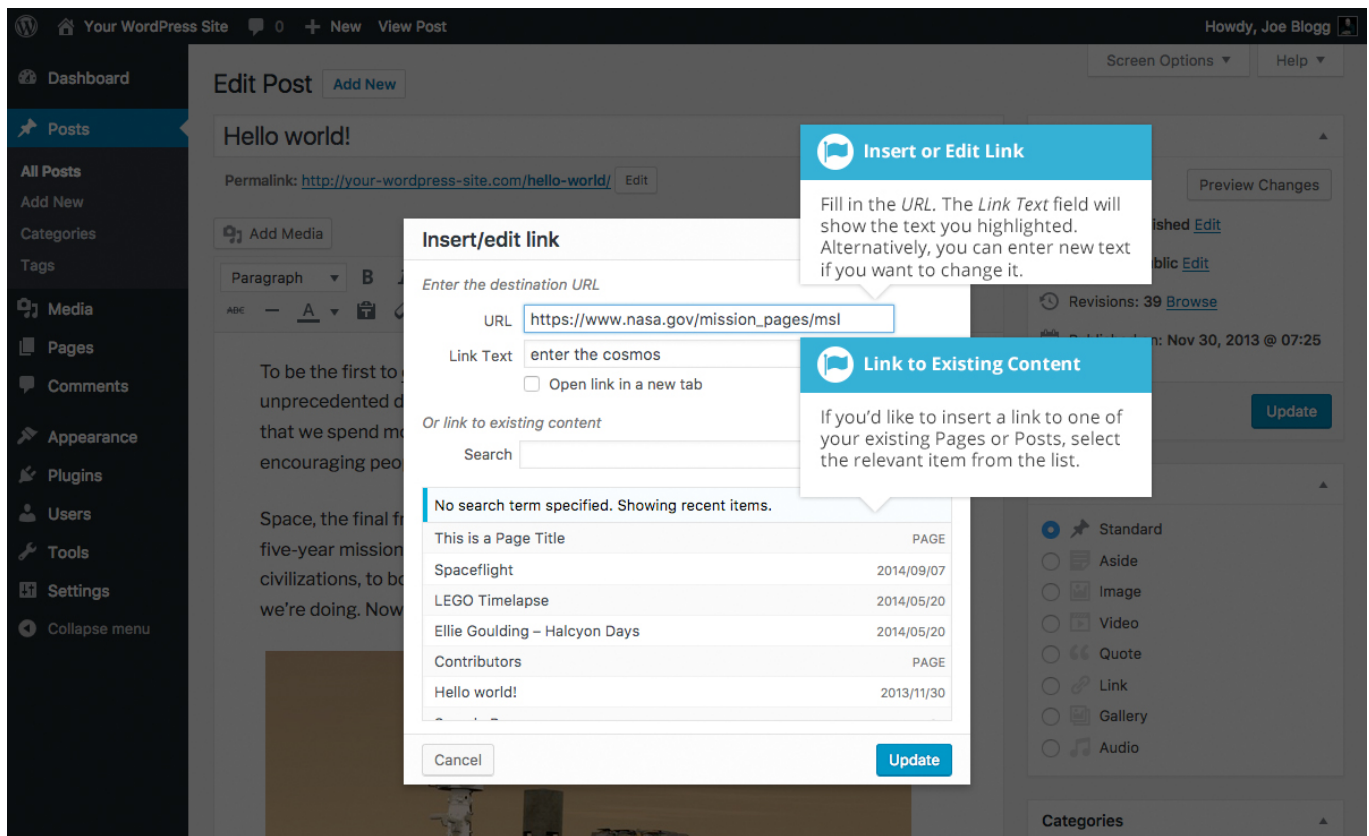
You can also insert a link to one of your existing Posts or Pages by simply typing the Post or Page name and then selecting it from the list that displays. As you type the Post/Page name the list will re-populate based on matching results.



If the URL that you enter in the inline link toolbar has the incorrect syntax, WordPress will let you know by highlighting the link with a red dotted outline. When this happens, simply click the link to display the inline link toolbar again and then click the *Edit* button () to edit the URL you entered.



If you wish to display the pop-up window that previously displayed prior to WordPress 4.5, click the *Link options* icon (). This pop-up is also useful if you wish to have your link open in a new tab/window when clicked as it gives you access to the *Open link in a new tab* checkbox.




If you're displaying the pop-up window, simply fill in URL and the Title and then click the *Add Link* button.

- **URL** – URL of the page or website that you would like to create a link to
- **Link Text** – The text that you highlighted prior to clicking the *Insert/edit link* button will be automatically displayed
- **Open link in a new tab** – When someone clicks the link you can have it open in the same window (default setting) or have it open in a new browser window/tab

Alternatively, if you'd like to add a link to one of your existing Posts or Pages, 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 link will be updated in the *URL* field. Click the *Add Link* button to add your link.

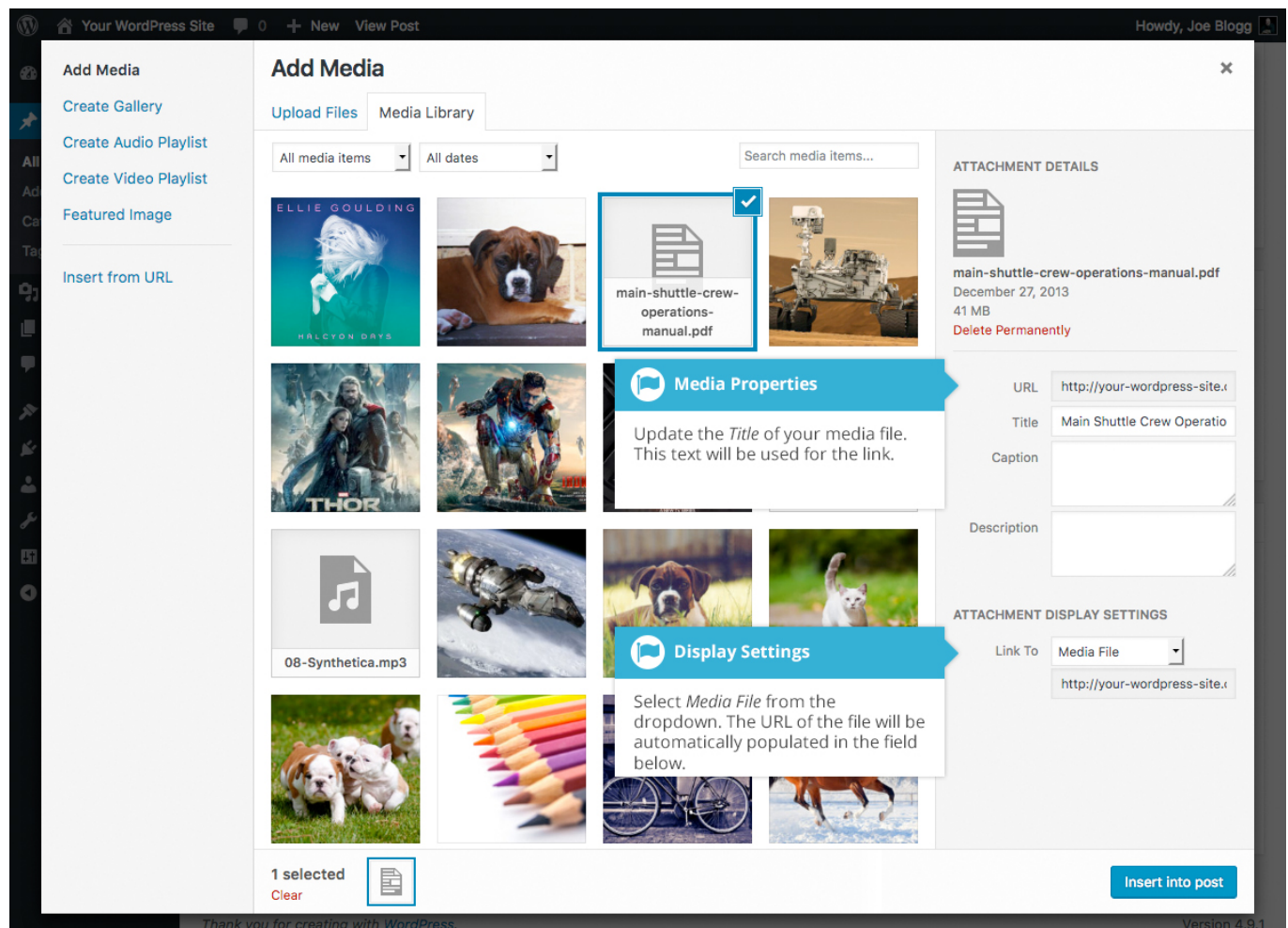
Inserting Links to Media Files

Adding a link to media files such as documents or PDF's is just as easy as adding a standard html link. There are a couple of ways you can go about it.

Click the *Add Media* button ( **Add Media**) and then simply drag your file from wherever it is on your computer, into the browser window. Your file will be automatically uploaded.


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

Once your file is uploaded, your Media Library, which contains all your previously uploaded files, is displayed. The file that you've just uploaded will be automatically 'selected' for easy insertion into your Page or Post.





Update the *Title* for your file. The *Title* will be used for the text link when it's inserted into your content. From the *Link To* dropdown list, select *Media File*. The field just below this will be automatically populated with the URL for the file.

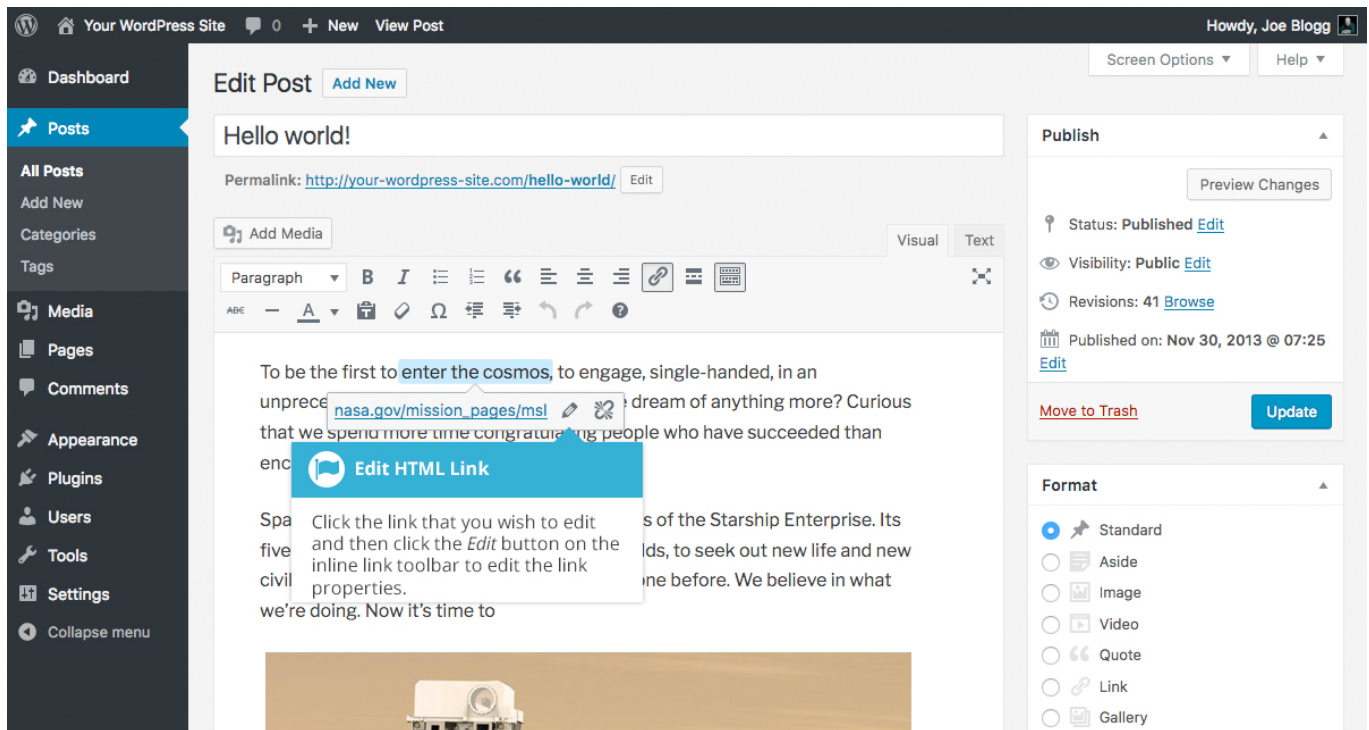
Click the *Insert into post* button to insert a link to the selected file in your Post at the current cursor position (when editing a Page, this button will say *Insert into page*).



If you happen to know the URL for the media file that you'd like to link to or if you'd like to create a link on some existing text, simply click and drag the cursor and highlight the text that you want turned into a link and then click the *Insert/edit link* button (). Just like previously, when adding a simple HTML link, enter the URL to your media file and then click the *Add Link* button. A standard html link will be created that links to the media file that you specified.

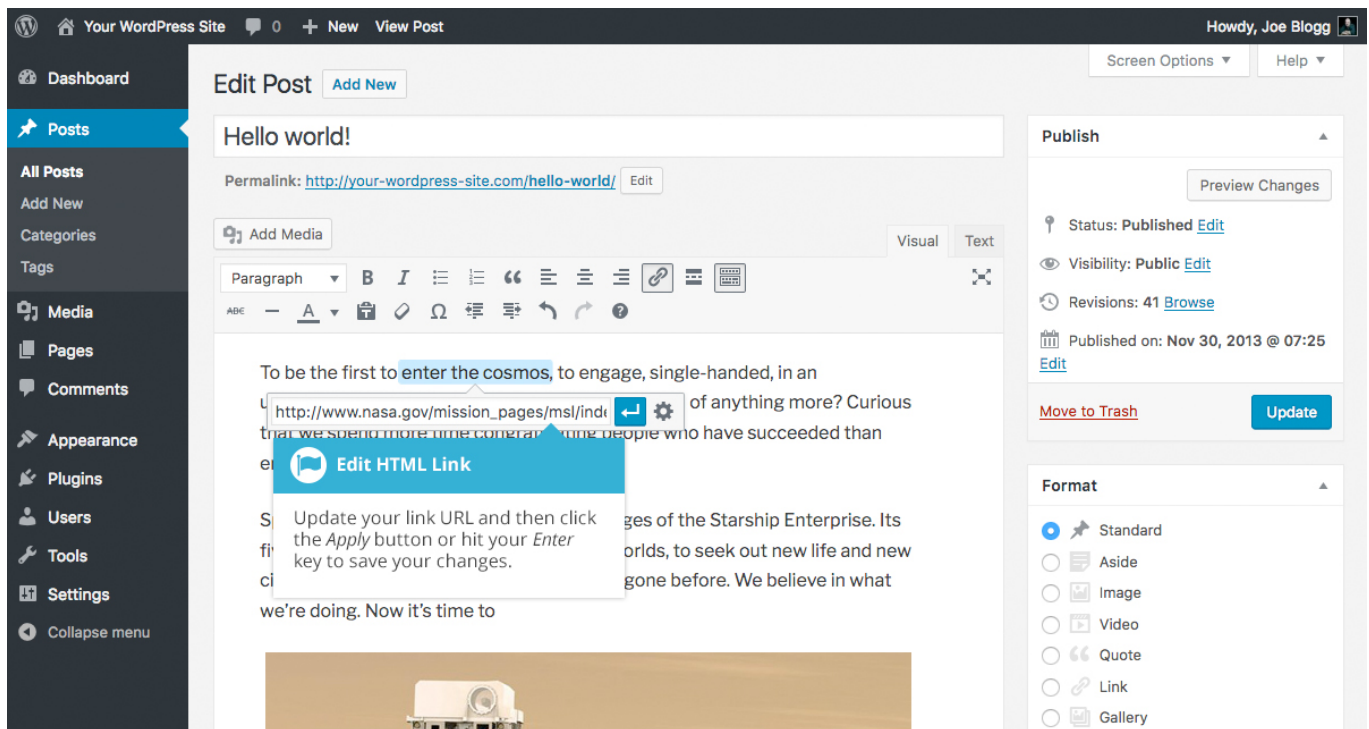
Editing an HTML Link

To edit an html link, click the link within your Page/Post that you'd like to edit to display the inline link toolbar. Once the toolbar appears, click the *Edit* button

() to display the edit field. Alternatively, click the link within your Page/Post and then click the *Insert/edit link* button () on the main Visual Editor toolbar.






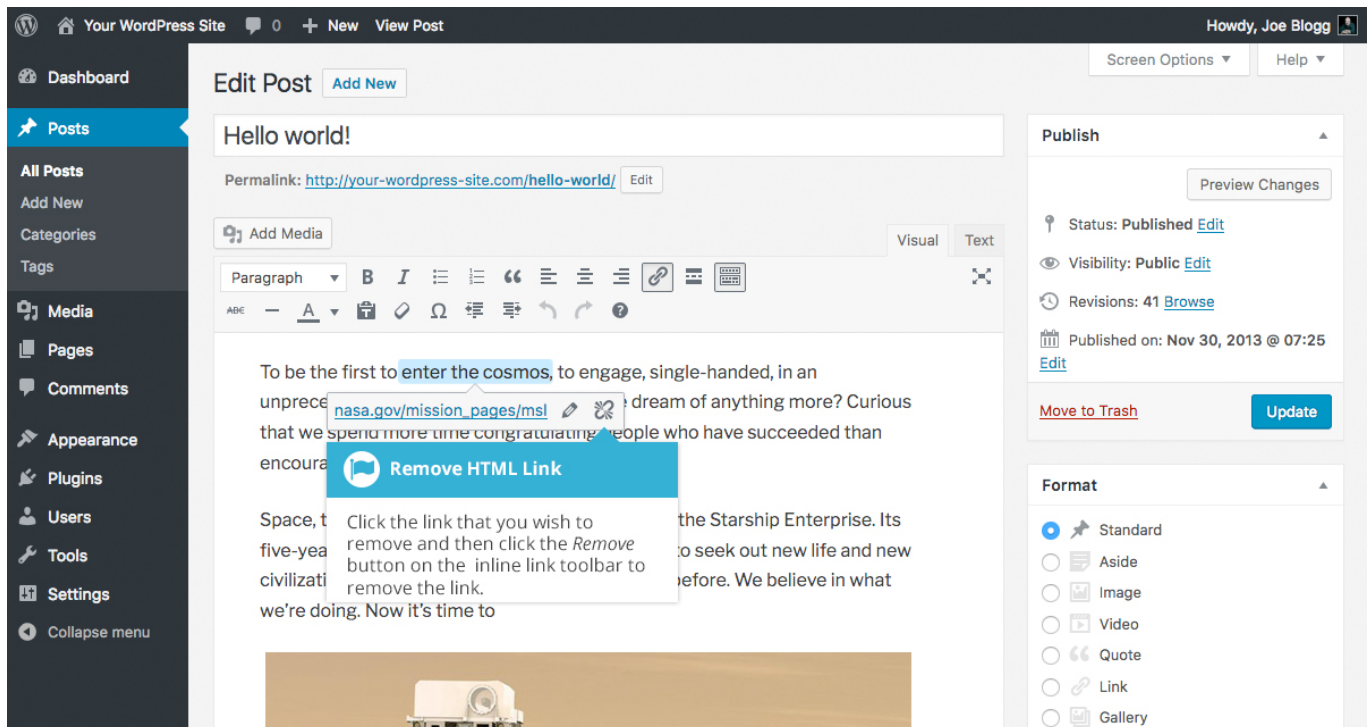
After you've updated the link url, hit your *Enter* key or click the *Apply* button () to save your changes. If you wish to display the Insert/edit link pop-up window click the *Link options* icon ().



Removing an HTML Link

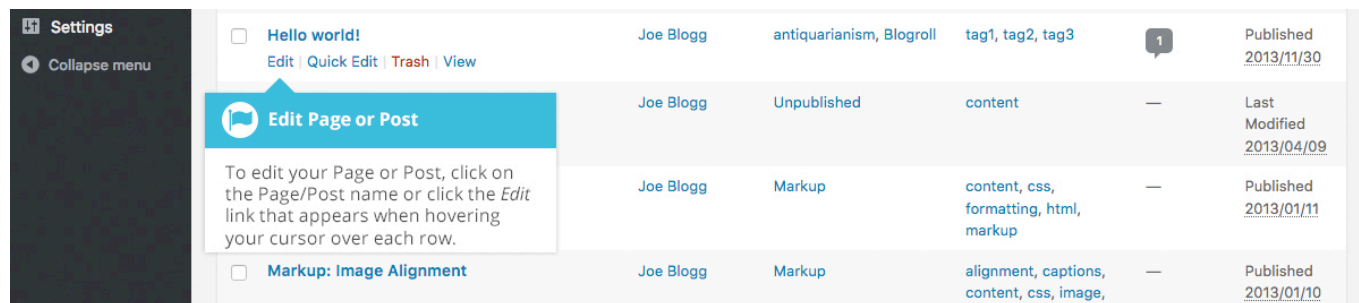
To remove an html link, click the link within your Page/Post that you'd like to remove to display the inline link toolbar. Once the toolbar appears, click the

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



Editing Existing Content

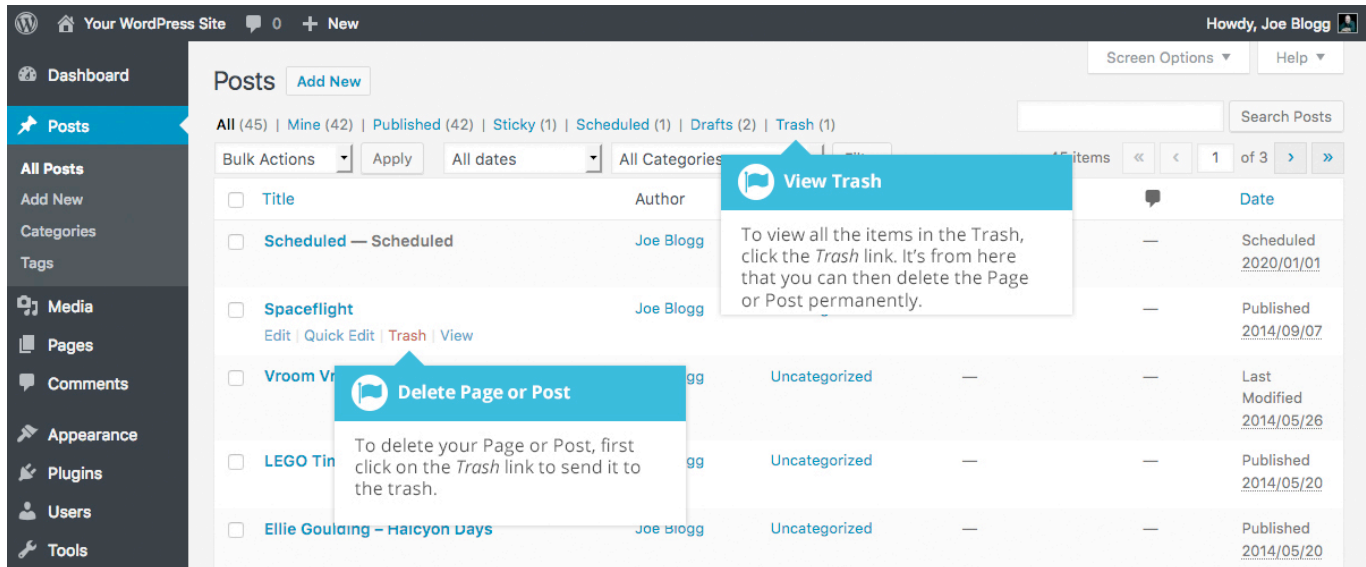
To edit an existing page, simply click on the relevant Page/Post title, when viewing your list of Pages or Posts. Alternatively, click on the *Edit* link that appears beneath the title when hovering your cursor over each row.



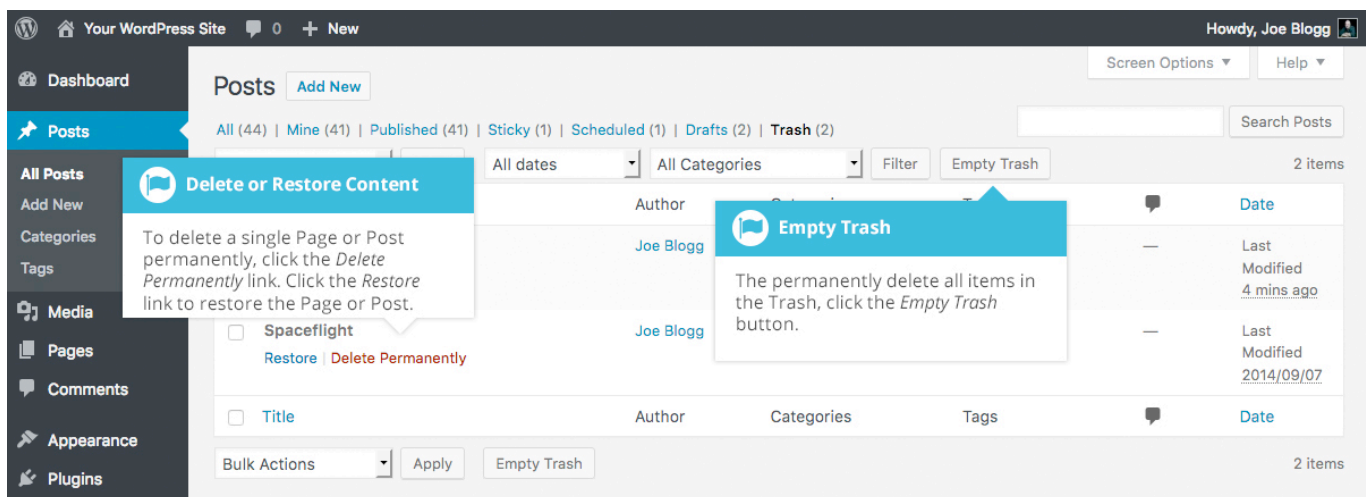
The screen that appears will be exactly the same as the *Add New Page/Add New Post* screen, only with the existing content displayed. When you've finished editing your Page/Post, click the *Update* button.

Deleting Content

If you wish to delete one of your Pages or Posts, click on the *Trash* link that appears beneath the title when hovering your cursor over each row. This will move the Page/Post to the Trash.




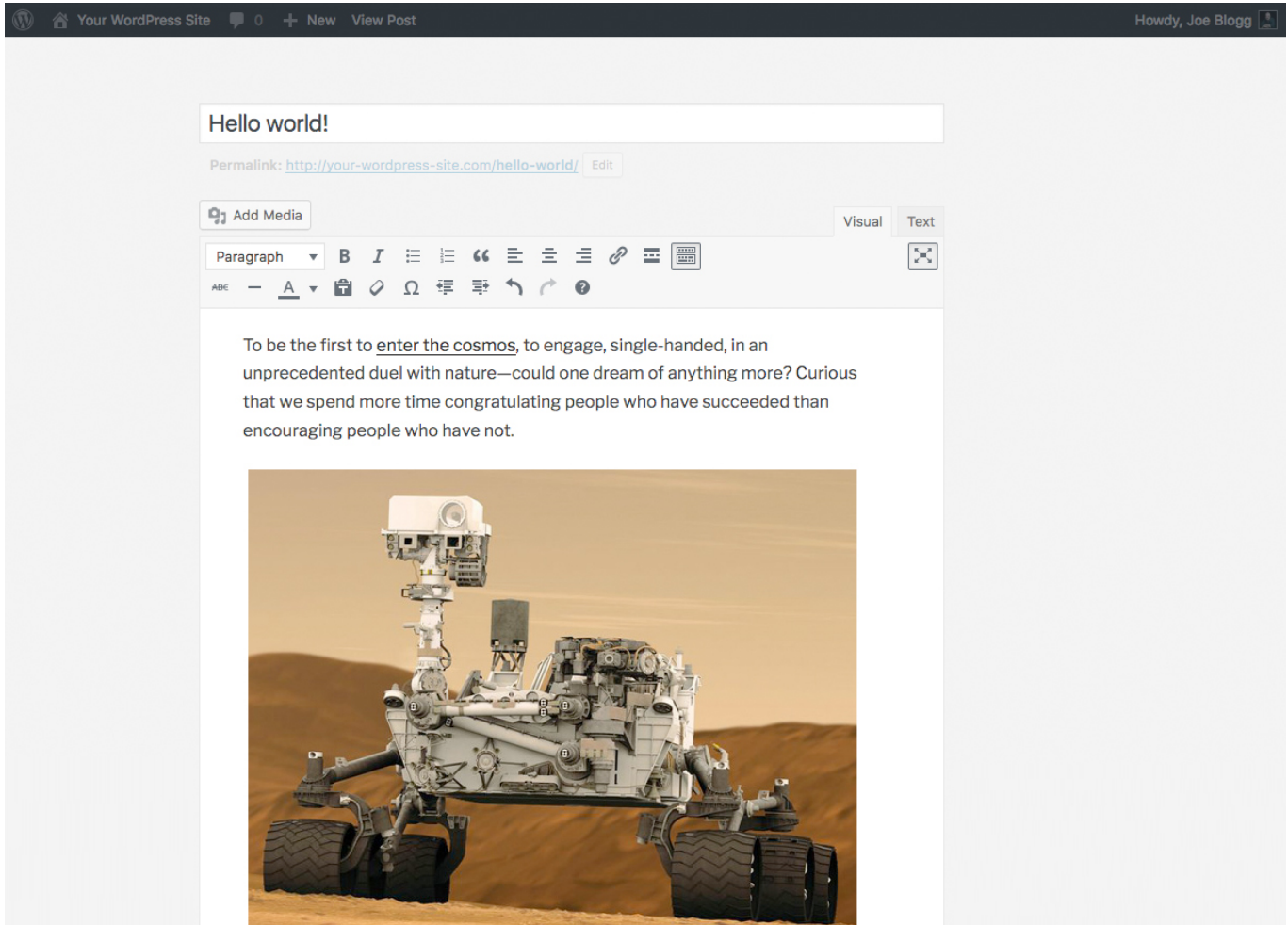
To delete the Page/Post permanently or to restore the Page/Post, click the *Trash* link at the top of the screen. When the cursor is hovering over each item in the Trash, the *Restore* and *Delete Permanently* links appear. Click *Delete Permanently* to permanently remove a single Page or Post. Clicking *Restore* will restore the Page or Post.



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.

Fullscreen Editing

WordPress allows for fullscreen composing. It provides for complete distraction free editing of your Page or Post. To enter fullscreen mode simply click on the *Distraction Free Writing* button (). With the Distraction Free Writing button turned on, the left-hand menu and the right-hand side panels fade out of view, leaving the screen with just the minimal required to compose your content.

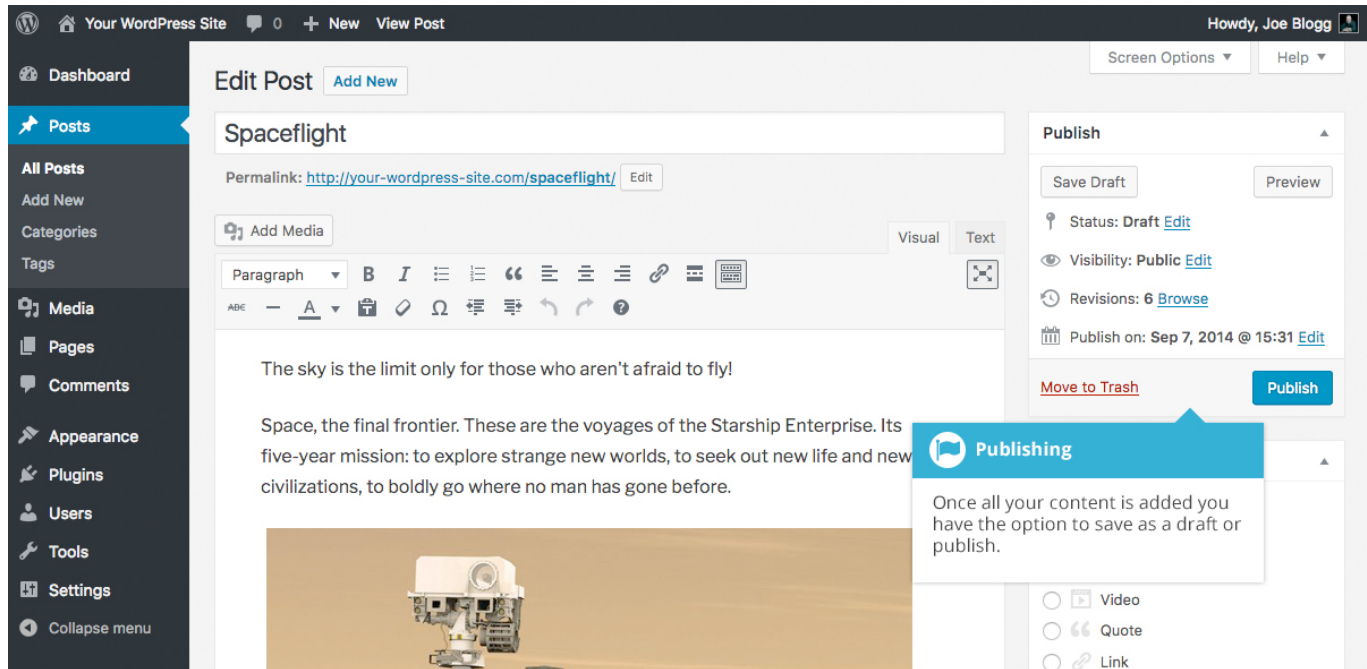


In Distraction Free Writing mode, only the Title field and Visual Editor is displayed until you move your cursor outside of the editor. Once you move your cursor outside of the editor, the menu and side panels fade back into view.

To exit from Distraction Free Writing mode, click on the *Distraction Free Writing* button again.

Saving and Publishing Content

Once you've added all your content to your Page or Post you have the option of Saving the Page as a Draft or Publishing the page. Clicking the *Save Draft* button will simply save your Page/Post. This is handy if you would like to come back at a later date to add more content or if you're simply not ready to publish yet.



Clicking the *Publish* button will save your Page/Post and publish it on your website.

Clicking the *Preview* button will show you a preview of the current Page/Post.

There are also several options available when saving. By default the *Status* is set to Draft but this can be changed by clicking the *Edit* link just to the right of *Status*: within the *Publish* panel.

- **Pending Review** means the draft is waiting for review by an editor prior to publication.
- **Draft** means the post has not been published and remains a draft for you.

You can also change the visibility of the Page by clicking the *Edit* link just to the right of *Visibility*: within the *Publish* panel.

- **Public** is the default and means the page is viewable to all. There is also an option to make the Post ‘sticky’. Sticky posts are placed at the top of all blog posts and stay there even after new posts are published.
- **Password Protected** allows you to assign a password to your page. Only people who have the password will be able to access the page.
- **Private** hides the content from the public completely. Normal users and visitors will not be aware of private content. You will only see the private content when you are logged into your WordPress blog.

Just below the Title for your content is the full URL for your Page or Post. Clicking this will take you to the published page, or if the page hasn’t been published yet, a preview of the page. Clicking the *Edit* button next to the URL allows you to change the Permalink (i.e. the URL) of the Page or Post. You might decide to do this for improving SEO (Search Engine Optimisation). Most times though, you’ll simply leave the default URL which WordPress automatically generates based on your Page/Post Title.

By default, when you click the *Publish* button your Page/Post is published immediately. To change this, click the *Edit* link just to the right of *Publish immediately* within the *Publish* panel. You can then select the date and time that you’d like to schedule your Page/Post to be published. You must also click the *Publish* button when you have updated the date and time fields to publish at the desired date and time.

Categories

You can use categories to define sections of your site and group related posts. The default category is *Uncategorized* but this can be easily changed in your Settings. Pages cannot be associated with Categories. You can only associate Categories to Posts.

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

When you click on the *Categories* menu option you'll be shown a list of Categories that have already been added along with some blank fields that allow you to add a new Category.

Categories

Add New Category

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

Name
The name is how it appears on your site.

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

Parent Category
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.

Add New Category

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

Name	Description	Slug	Count
aciform	—	aciform	1
— sub	—	sub	1
antiquarianism	—	antiquarianism	2
arra	—	arrangement	1
asm	—	asmodeus	1
Blog	—	blogroll	1
broder	—	broder	1
buying	—	buying	1
Cat A	—	cat-a	1
Cat B	—	cat-b	1
Cat C	—	cat-c	1
championship	—	championship	1

To add a new Category, fill in the blank fields and then click the *Add New Category* button:

- **Name** – The name is how it appears on your site
- **Slug** – The Slug is the URL-friendly version of the name. It's usually all lowercase and contains only letters, numbers, and hyphens
- **Parent** – Categories, unlike tags, can have a hierarchy. You might have a Car category, and under that have children categories for Ford, General Motors and Toyota. Totally optional. To create a subcategory, just choose another category from the *Parent* dropdown
- **Description** – The description is not prominent by default; however, some themes may display it

Once you add a new Category it will appear in the list of Categories on the right side of the screen.

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

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

If you would like to permanently delete numerous Categories at once, click the checkboxes next to the Categories you would like to delete and then choose *Delete* from the *Bulk Actions* dropdown list at the top of the page. After selecting Delete, click the *Apply* button to immediately delete the selected Categories (you will not be prompted to confirm your choice).

Deleting a Category does not delete the posts in that Category. Instead, posts that were only assigned to the deleted Category are set to the default Category, which is set to *Uncategorized* by default. The Default Post Category can be configured within the *Settings > Writing* section.

Adding Categories within your Post

Adding Categories whilst editing your Post will automatically assign those Categories to your Post.

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

The screenshot displays the WordPress dashboard interface. On the left is a dark sidebar with navigation links: Dashboard, Posts, All Posts, Add New, Categories, Tags, Media, Pages, Comments, Appearance, Plugins, Users, Tools, Settings, and Collapse menu. The main content area shows a post editor with a title bar, a visual/text toggle, a paragraph block with an image of a tractor, and a text block containing a poem. Below the text is a word count and last edited timestamp. On the right, the 'Categories' sidebar is visible, showing a list of categories with checkboxes. Two callout boxes are overlaid: one titled 'Add Existing Category' pointing to the category list, and another titled 'Add New Category' pointing to the '+ Add New Category' link. The 'Add Existing Category' callout contains the text: 'To add an existing Category, tick the checkbox(es) next to the appropriate Categories to assign them to the Post.' The 'Add New Category' callout contains the text: 'To add a new Category, click the + Add New Category link and type in the Category name. Select the Parent Category from the list if appropriate. Click the Add New Category button to assign it to the Post.'

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.

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 you click on the *Tags* menu option you'll be shown a list of Tags that have already been added, along with some blank fields that allow you to add a new Tag. A list of *Popular Tags* is also displayed in 'cloud' format. That is, the Tags are displayed in alphabetical order and the more often a Tag has been used, the larger the font it's displayed in.

Add New Tag

Add a new Tag by filling in the Name, Slug & Description.

Add New Tag

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.

Description

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

Add New Tag

After filling in all the fields, click the **Add New Tag** button to add a new Tag.

Name	Description	Slug	Count
8BIT	Tags posts about 8BIT.	8bit	1
alignment		alignment-2	3
Articles	Tags posts about Articles.	articles	1
aside		aside	1
audio		audio	1
captions		captions-2	2
categories		categories	2
chat		chat	2
chattels		chattels	0
cienaga		cienaga	0
claycold		claycold	0
Codex		codex	3

To add a new Tag, fill in the blank fields and then click the *Add New Tag* button:

- **Name** – The name is how it appears on your site
- **Slug** – The Slug is the URL-friendly version of the name. It's usually all lowercase and contains only letters, numbers, and hyphens
- **Description** – The description is not prominent by default; however, some themes may display it

Once you add a new Tag it will appear in the list of Tags on the right side of the screen.

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 and 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

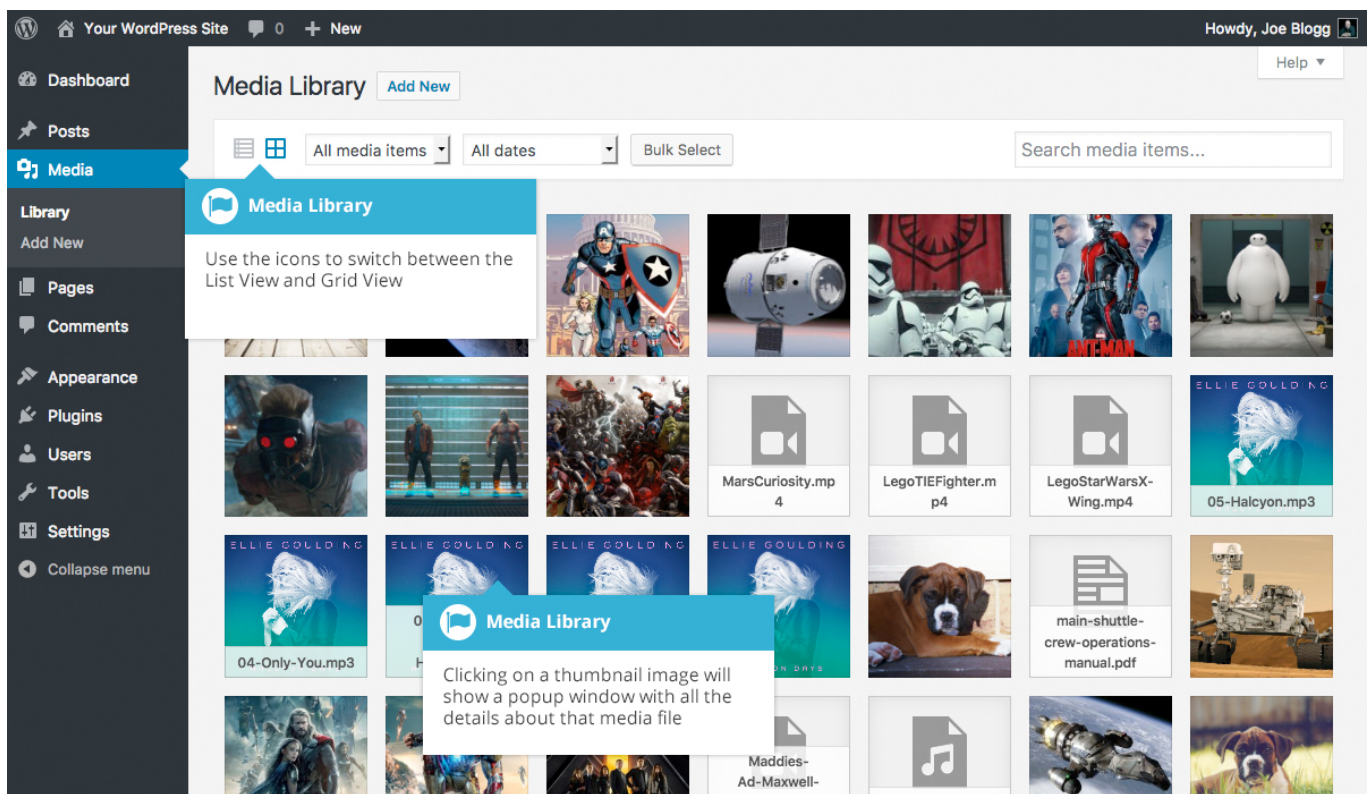
Adding Tags whilst editing your Post, will automatically assign those Tags to your Post.

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.

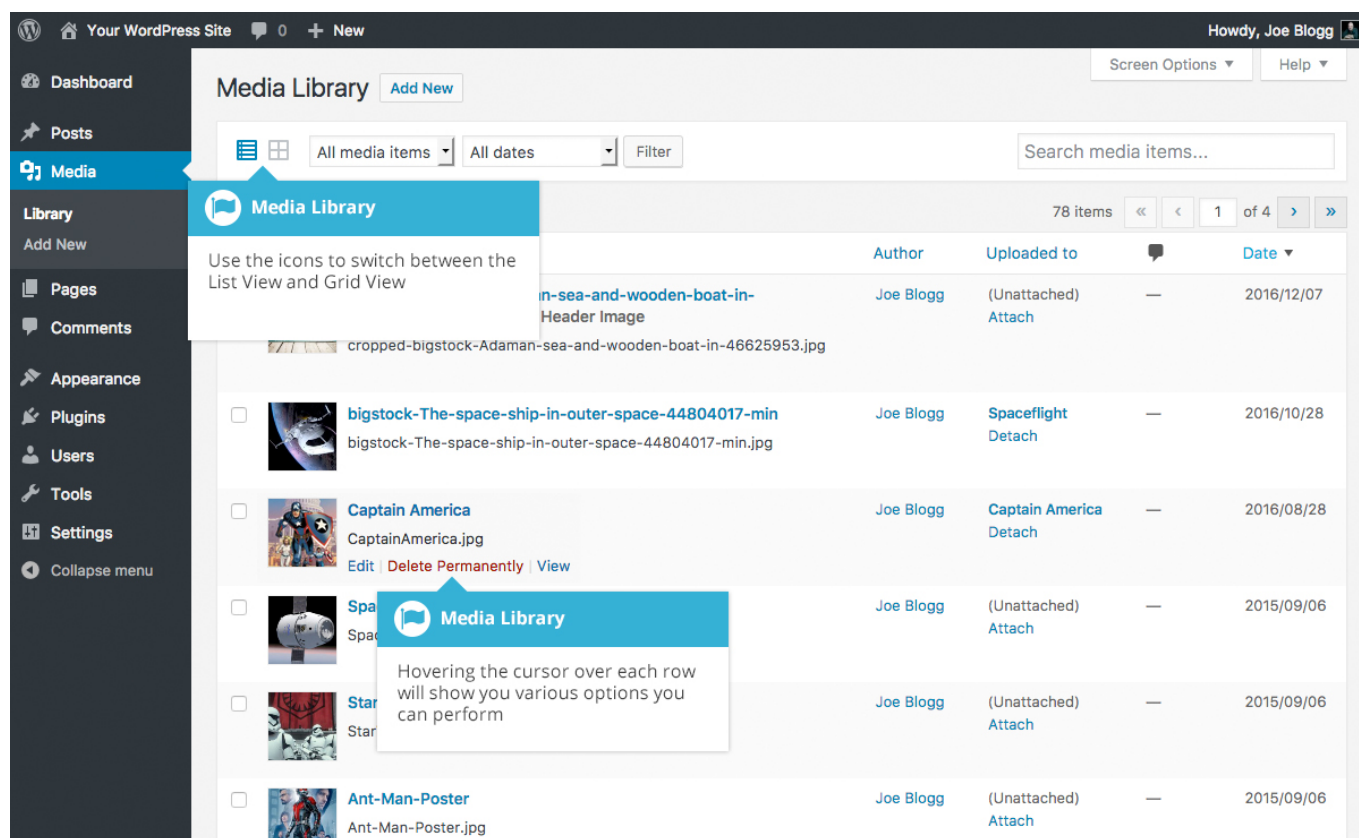
Media Library

The Media Library is where you can find all the files that you've uploaded. There are two different types of views you can select from when viewing your media library. You can click the *List View* icon (☰) to display your images in a list, or you can click the *Grid View* icon (田) to view your images in a Grid layout.

The Grid View will display a grid of thumbnail images for each of your media files. The Grid View employs infinite scrolling, rather than displaying your images over multiple pages. To view more images, simply scroll to the bottom of the page and more thumbnails are automatically loaded.



The List View will display your images vertically down the page, over multiple pages. By default, it will display 20 images per page but you can change this number by clicking the *Screen Options* link at the top-right of the page and changing the *Number of items per page*.



Both views show the most recently uploaded files first. There are also dropdown lists that allow you to filter the list of files that are currently being displayed, along with a search field to help search for files.

Within the List View, the list of files contains a small thumbnail version of the image or file, the file title and the file name along with the file extension which shows the type of file (JPG, MP3, etc.), the name of the Author who uploaded the file, the Page or Post which the image was uploaded to, the number of comments and the date the file was uploaded.

When hovering your cursor over each row in the List View, a few links will appear beneath the file name.

- **Edit** – Allows you to edit the file properties such as Title, Alt Text, Caption and Description. You can also perform some basic image manipulation
- **Delete Permanently** – Deletes the file permanently from the Media Library
- **View** – Will take you to the display page for that file

Viewing a File in the Media Library

The Grid View will display a grid of thumbnail images for each of your media files. Depending on the file type, you'll either see a thumbnail image for that particular file or an icon representation.

After clicking on a thumbnail within the Grid View, a pop-up window will display the properties for that particular file, along with giving you the ability to update certain properties. If the file is an image, you'll also see a larger version of that image. For supported audio and video files (M4a, MP4, OGG, WebM, FLV, MP3, and WAV) you'll see the appropriate media player. For other file types such as PDF's or Word Documents, there is a link to view the attachment page which in turn has a link to the actual file.

The screenshot shows the 'Attachment Details' pop-up window in the WordPress Media Library. On the left is a large image of a Firefly-class transport ship, the Serenity, in space. Below the image is an 'Edit Image' button. On the right is a form with the following fields: File name (Serenity.jpg), File type (image/jpeg), Uploaded on (December 22, 2013), File size (152 KB), Dimensions (1024 x 768), URL (http://your-wordpress-site.com/v), Title (Firefly Class 03 K64), Caption (Serenity - A Firefly Class 03 Mid-bulk transport ship), Alt Text (Firefly Class 03 Mid-bulk transpo), and Description (OOh! Shiny!). Below the form are fields for 'Uploaded By' (Joe Blogg) and 'Uploaded To' (Hello world!). At the bottom of the form are links: 'View attachment page', 'Edit more details', and 'Delete Permanently'. Two callout boxes are present: one pointing to the 'Attachment Details' header with the text 'Update the media file properties by filling in the relevant fields. The available fields will vary depending on the type of file you're updating.', and another pointing to the 'Edit more details' link with the text 'To view and edit more file properties, click the Edit more details link.'

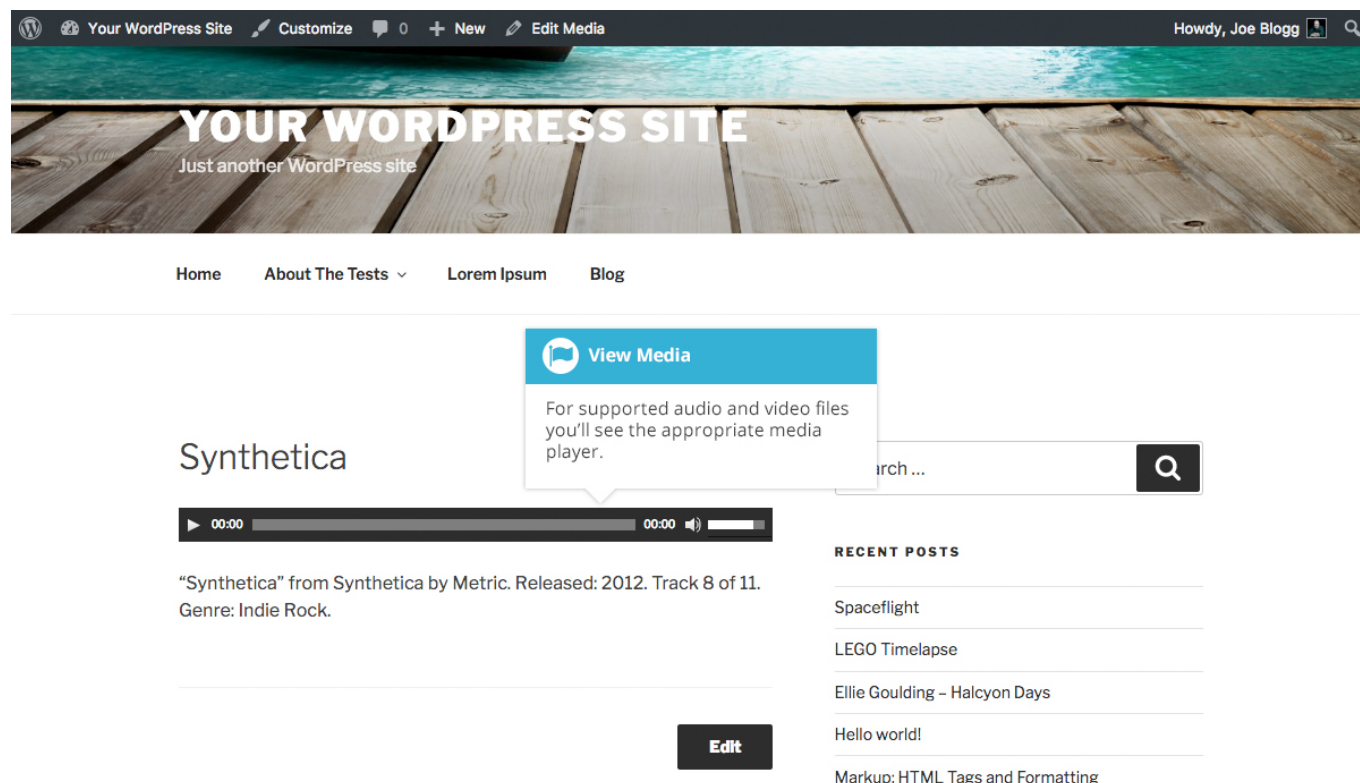
Within the List View, you can click the thumbnail image, the media file title or you can hover the cursor over the row and click the *Edit* link. The various file

properties will be displayed, along with giving you the ability to update certain properties. If the file is an image, you'll see a larger version of that image. For supported audio and video files (M4a, MP4, OGG, WebM, FLV, MP3, and WAV) you'll see the appropriate media player. For other file types such as PDF's or Word Documents, you'll simply see the file properties along with a button to view the attachment page which in turn has a link to the actual file.

The screenshot shows the WordPress 'Edit Media' interface. On the left is a sidebar with navigation links: Dashboard, Posts, Media (highlighted), Library, Add New, Pages, Comments, Appearance, Plugins, Users, Tools, Settings, and Collapse menu. The main content area is titled 'Edit Media' with an 'Add New' button. Below this, the title 'Firefly Class 03 K64' is entered. The permalink is shown as 'http://your-wordpress-site.com/hello-world/serenity/' with an 'Edit' button. A large image of the Firefly ship 'Serenity' is displayed. To the right of the image is a 'Save' panel with the following information: 'Uploaded on: Dec 22, 2013 @ 17:28', 'File URL: http://your-wordpress-site.com/wp-c', 'File name: Serenity.jpg', 'File type: JPG', 'File size: 152 KB', and 'Dimensions: 1024 x 768'. There are 'Delete Permanently' and 'Update' buttons. Below the image is an 'Edit Image' button. Further down are fields for 'Caption' (filled with 'Serenity - A Firefly Class 03 Mid-bulk transport ship'), 'Alternative Text' (filled with 'Firefly Class 03 Mid-bulk transport ship'), and 'Description' (filled with '00h! Shiny!'). A tooltip titled 'Attachment Details' is visible, stating: 'Update the media file properties by filling in the relevant fields. The available fields will vary depending on the type of file you're updating.'

Clicking the [View](#) link, when hovering your cursor over a row, will display the attachment page for that particular media file. If the file is an image, you'll see a

larger version of that image. For supported audio and video files you'll see the appropriate media player and for other file types such as PDF's or Word Documents, you'll see a link to the actual 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.

If you click the *Add New* button when you're viewing the Media Library in the *List View*, or click the *Add New* link in the menu, 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.

Once your images or files are uploaded, they're listed below the file uploader. If you'd like to edit the file properties, click the *Edit* link next to the file.