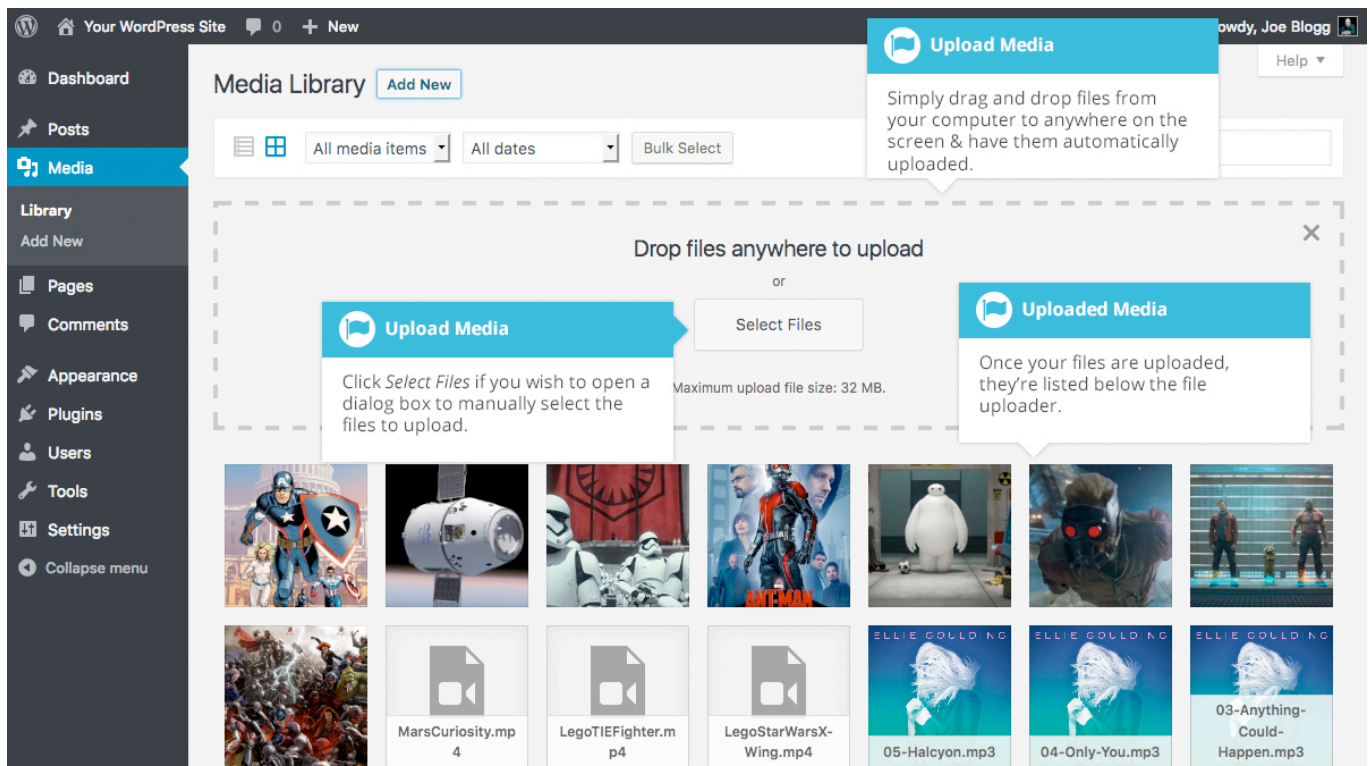


If you click the *Add New* button when you're viewing the Media Library in the *Grid View*, you can drag your images from wherever they are on your computer, to anywhere on the screen. Your file(s) will be automatically uploaded.

Once your images or files are uploaded, they're displayed below the file uploader, with the rest of your media.

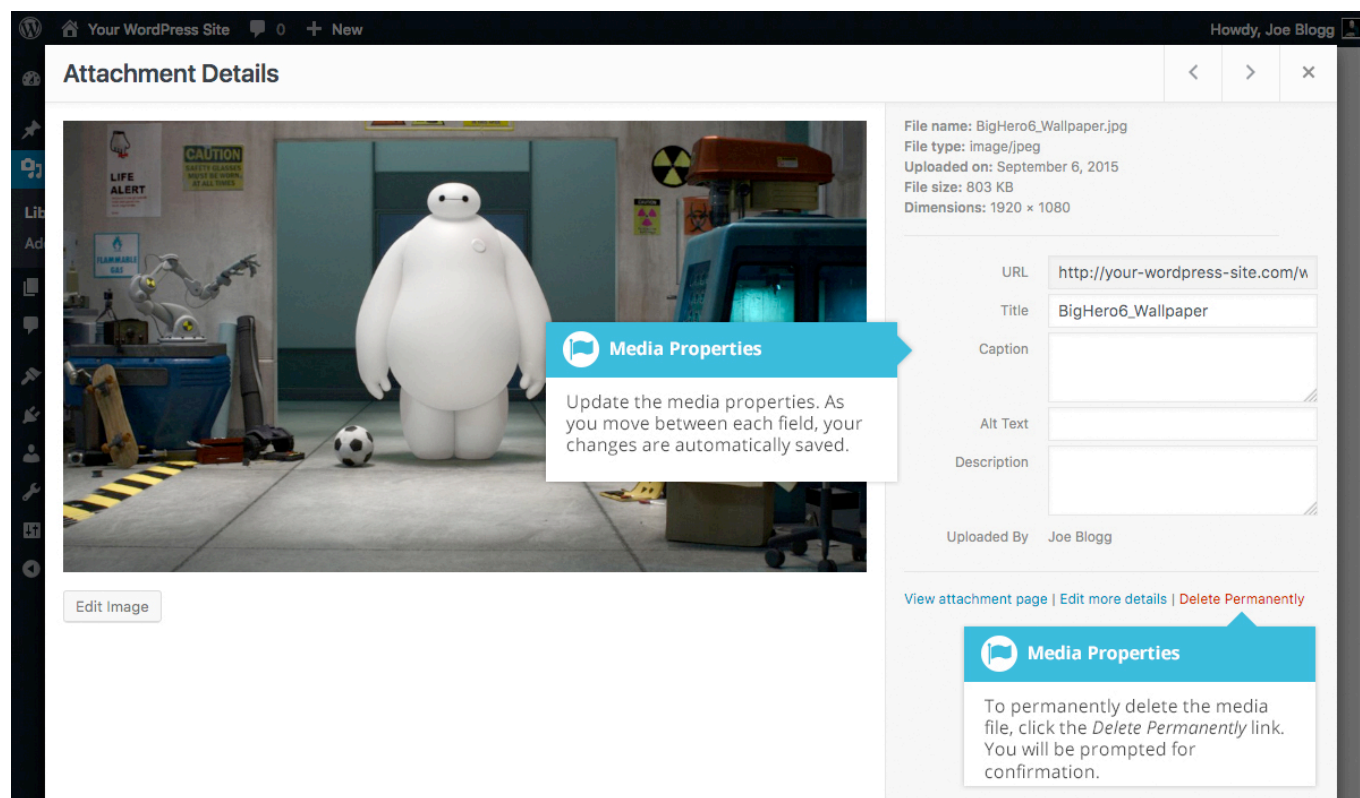


When uploading files, you can also click the *Select Files* button and then select the files that you'd like to upload, using the dialog window that is displayed.

## Editing the File Properties

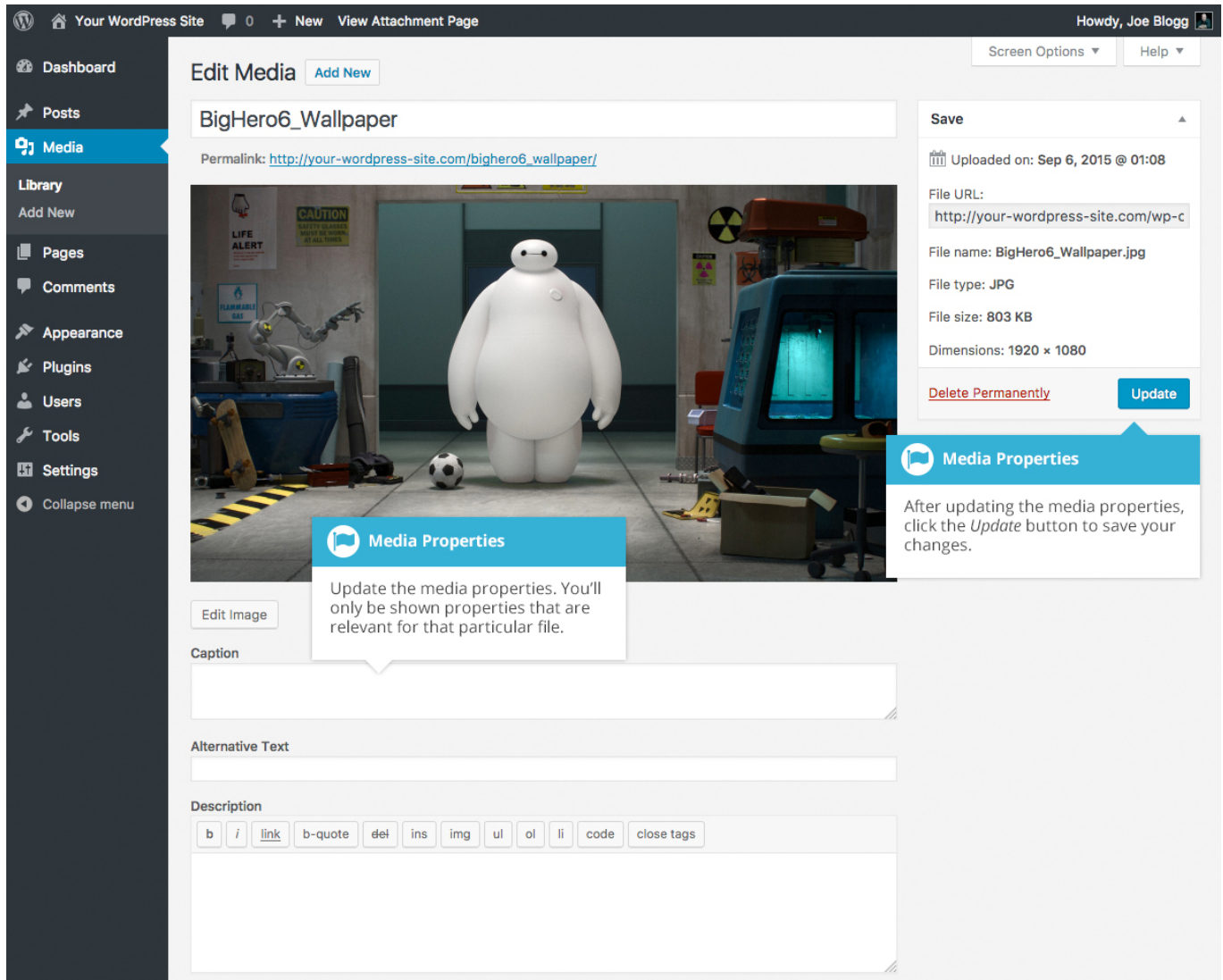
If you're viewing your files using the *Grid View*, simply click on one of your media files and you'll be presented with a pop-up window that displays the relevant properties for that particular file.

After updating each field your changes will be automatically saved. You can use the arrow buttons at the top of the pop-up window to navigate to the previous or next image. Click the 'x' in the top-right of the pop-up window to return to the media Grid View.



To edit the properties of an existing file when using the *List View* within the Media Library, hover the cursor over the particular row that contains the file you wish to edit and click the *Edit* link. Alternatively, you can also click the file title or the thumbnail image. Clicking the *Edit* link next to the file after it's just been uploaded, will also allow you to edit its properties.

After clicking *Edit*, the relevant properties for that particular media file are displayed, including the title, URL, filename, file type and in the case of an image, the file dimensions. When editing the file properties, the *Alternative Text* field will only be displayed for images.



- **Title** – Although the field isn't labelled, the *Title* is the field at the very top of the page (when editing the image from the *List View*). The Title is displayed as a tooltip when the mouse cursor hovers over the image in the browser
- **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. You can also include basic HTML in your captions

- **Alternative Text** – This field is only displayed for image files. The Alternative Text is displayed when the browser can't render the image. It's also used by screen readers for visually impaired users
- **Description** – This content is displayed on the file's attachment page
- **Metadata - Artist** – This field is only displayed for audio files. It allows you to specify the recording artist
- **Metadata - Album** – This field is only displayed for audio files. It allows you to specify the album to which the audio file belongs to

Once the file properties are updated click the *Update* button to save your changes.

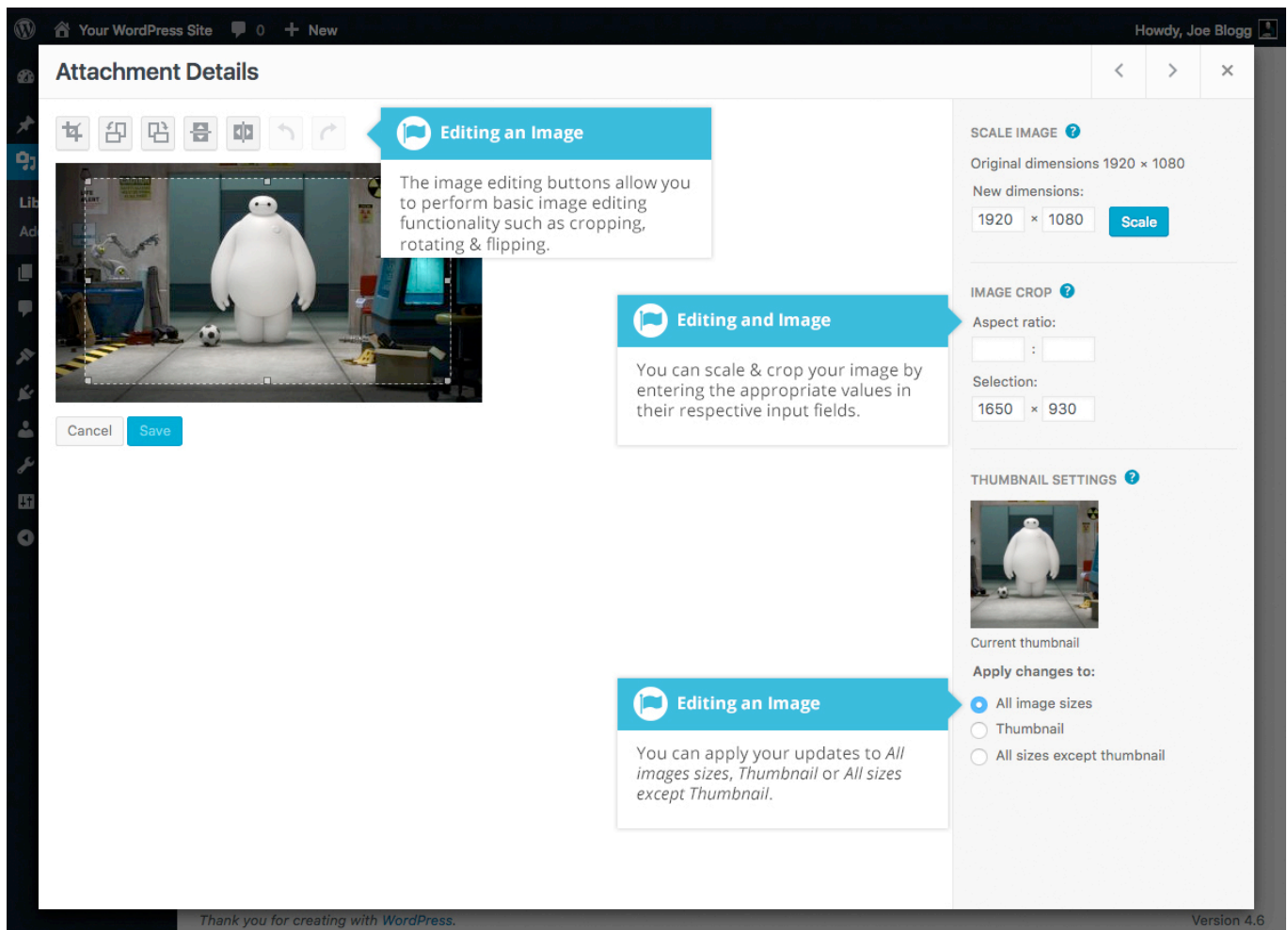
## Editing an Image

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.

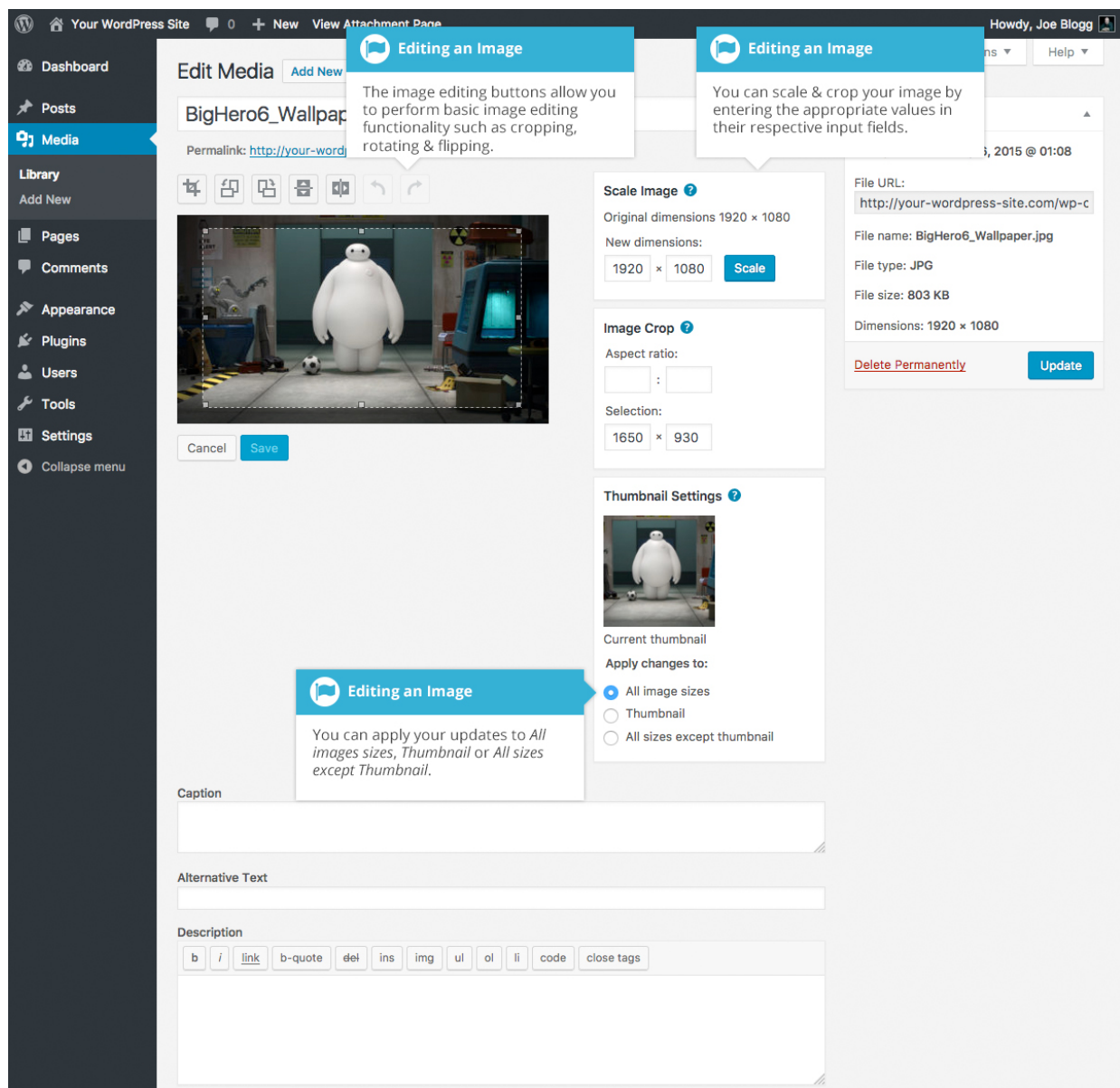
When editing the file properties of an image (as opposed to other file types like documents or PDFs), click the *Edit Image* button that appears just below the image to show the image editing tools.

If you click the *Edit Image* button whilst using the *Grid View*, the image editing tools will appear in the pop-up window.





If you click the *Edit Image* button whilst using the *List View*, your page will look slightly different to the above *Grid View*. As well as the image editing tools, you'll also see the properties of the file such as the file size and dimensions. You can also still update the *Caption*, *Alternative Text* and *Description*.



No matter what view you're using, just above the image you'll find the following image editing buttons:



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

To scale your image to a new size, simply enter the *width* or *height* dimensions in the appropriate field and click the *Scale* button. For best results, scaling should be done before performing any other operations like cropping, flipping or rotating the image. It's important to note that images can only be scaled down, not up.

After entering one scale value, the other value will change automatically so as to keep the image in proportion. The original image dimensions are displayed just above the input fields, for your reference.

There are several ways to crop your image. The easiest is to simply click on the image and drag the selection box to the appropriate size. If you'd like your image cropped to a specific ratio, enter the values in the *Aspect Ratio* input fields (e.g. 1:1 (square), 4:3, 16:9 etc.). You can then hold down the *shift key* and drag one of the edges of your selection to enlarge or reduce the size, while keeping this aspect ratio locked. If there is already a selection made, specifying the aspect ratio will automatically change the selection to match it.

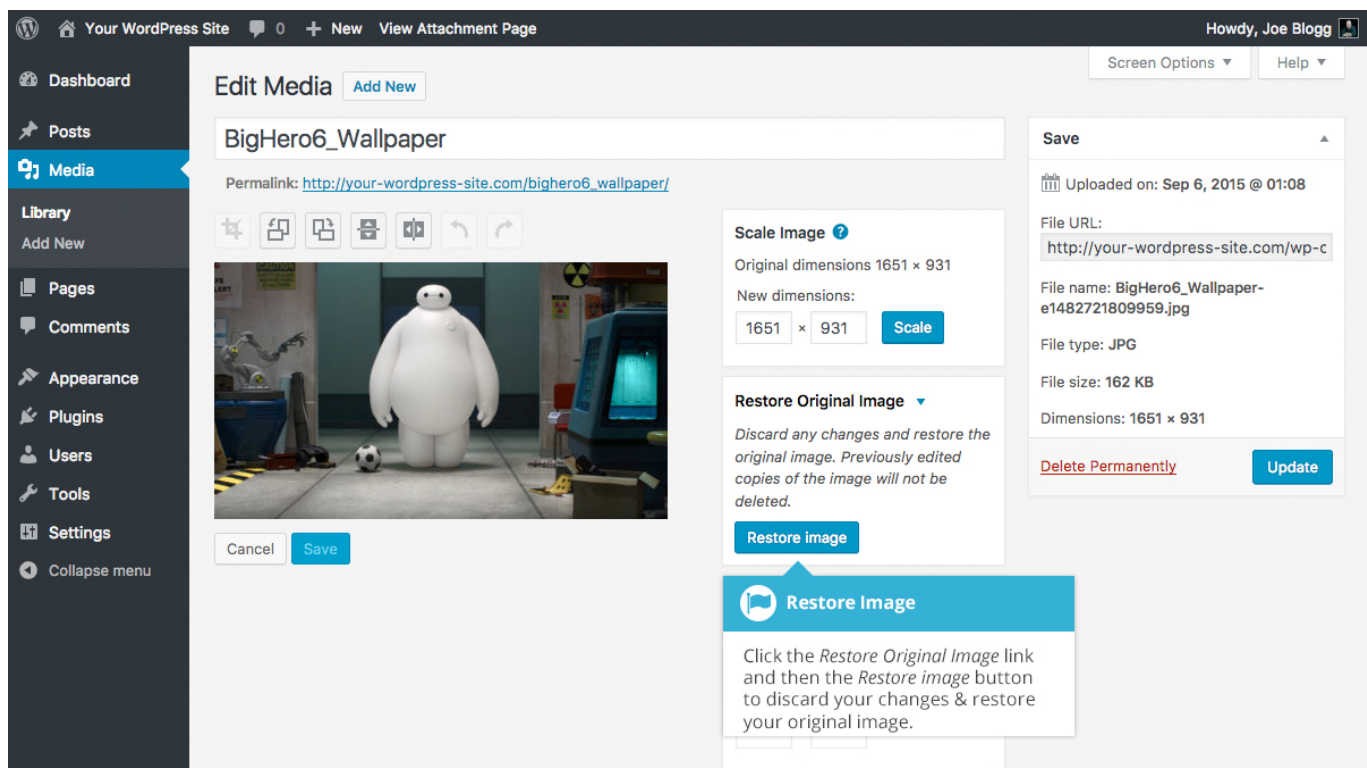
Whenever the selection box is adjusted, the dimensions are displayed in the *Selection* input fields. You can also manually enter the dimensions of the selection box (in pixels) by entering values into these two fields. Once your selection box is adjusted, simply click the *Crop* button just above the image to crop the image to this new size.

By selecting one of the options in the *Thumbnail Settings* panel, you have the option to apply your changes to *All image sizes*, just the *Thumbnail* image or *All sizes except Thumbnail*.

Click the *Save* button to save your changes.

Click the *Update* button to return to the main Media Library page.

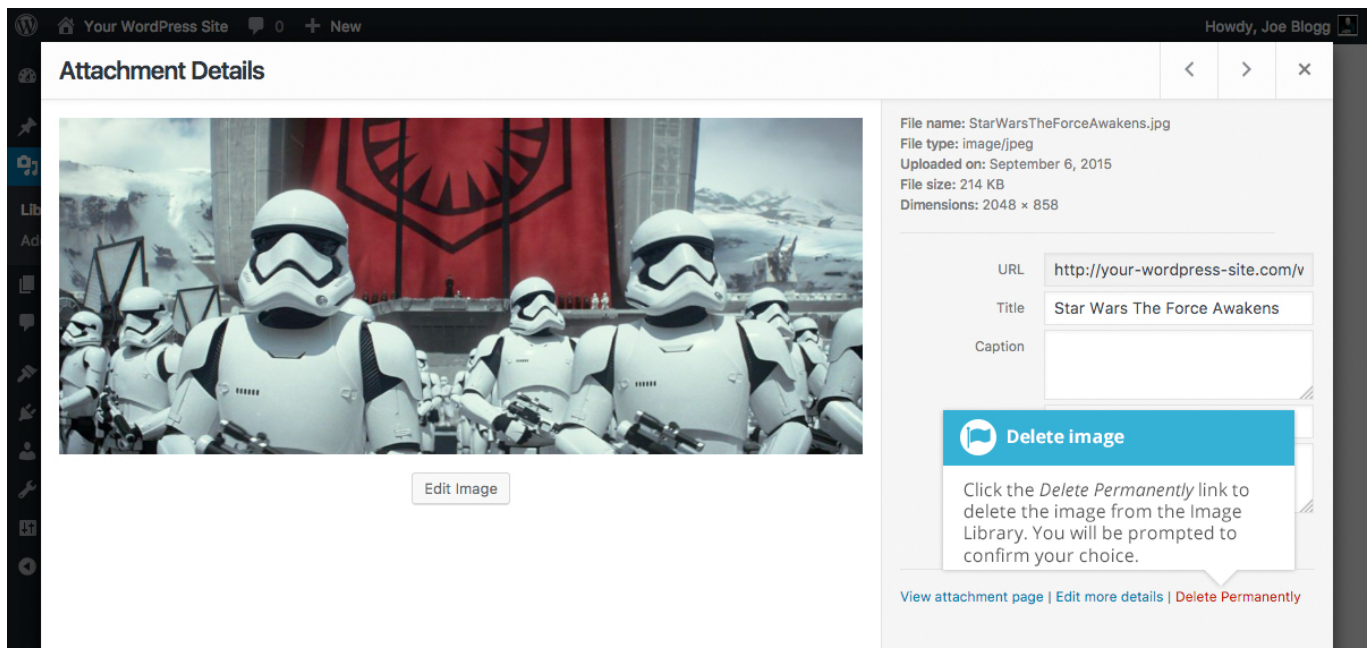
If you'd like to revert back to your original image, click the *Edit Image* button again to return to the image editor. A new *Restore Original Image* link is displayed just below the *Scale Image* link. Click the *Restore Original Image* link and then click the *Restore image* button to discard your changes and restore your original image.



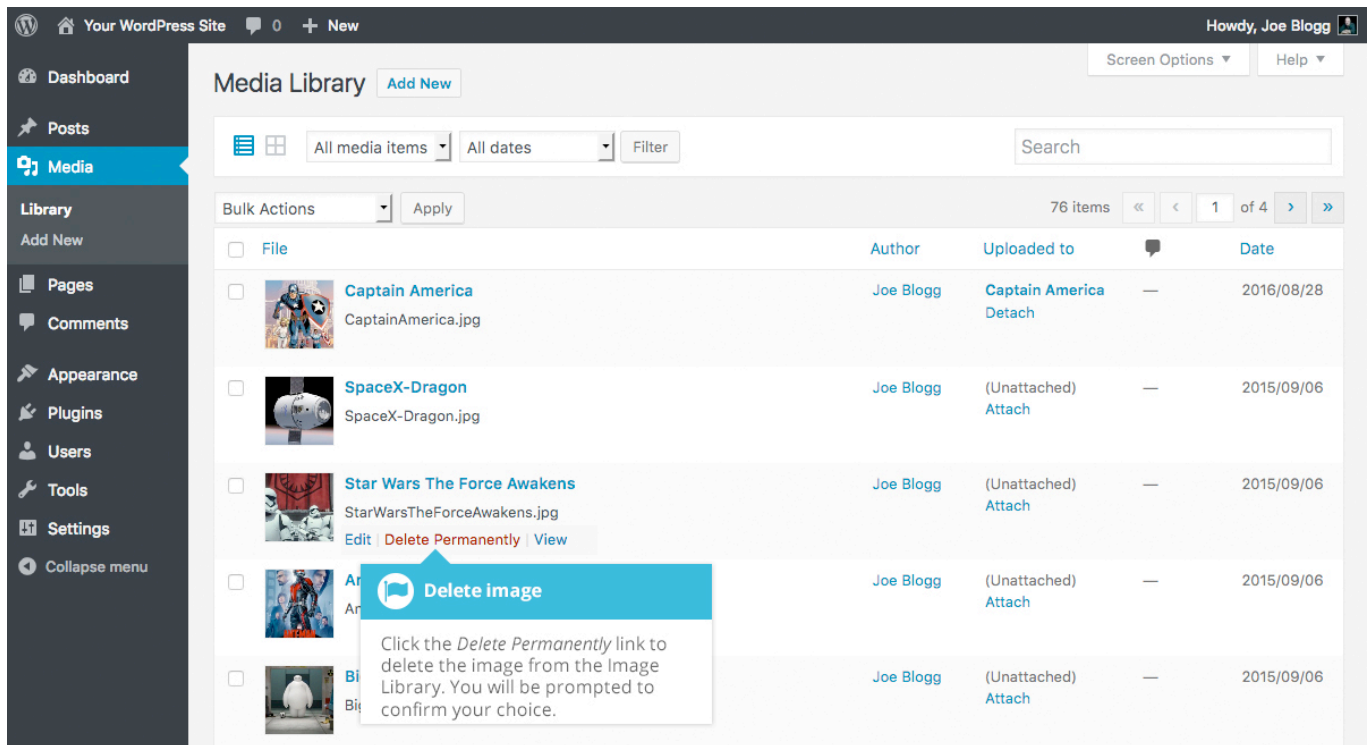
## Deleting a File from the Media Library

To delete a file from the Media Library when using the *Grid View*, first click an image to view the File Properties, then click on the *Delete Permanently* link that appears in the pop-up window.





To delete a file from the Media Library when using the *List View*, click on the *Delete Permanently* link that appears beneath the file name when hovering your cursor over each row.



After you click the *Delete Permanently* link in either view, you'll be prompted with a confirmation message.

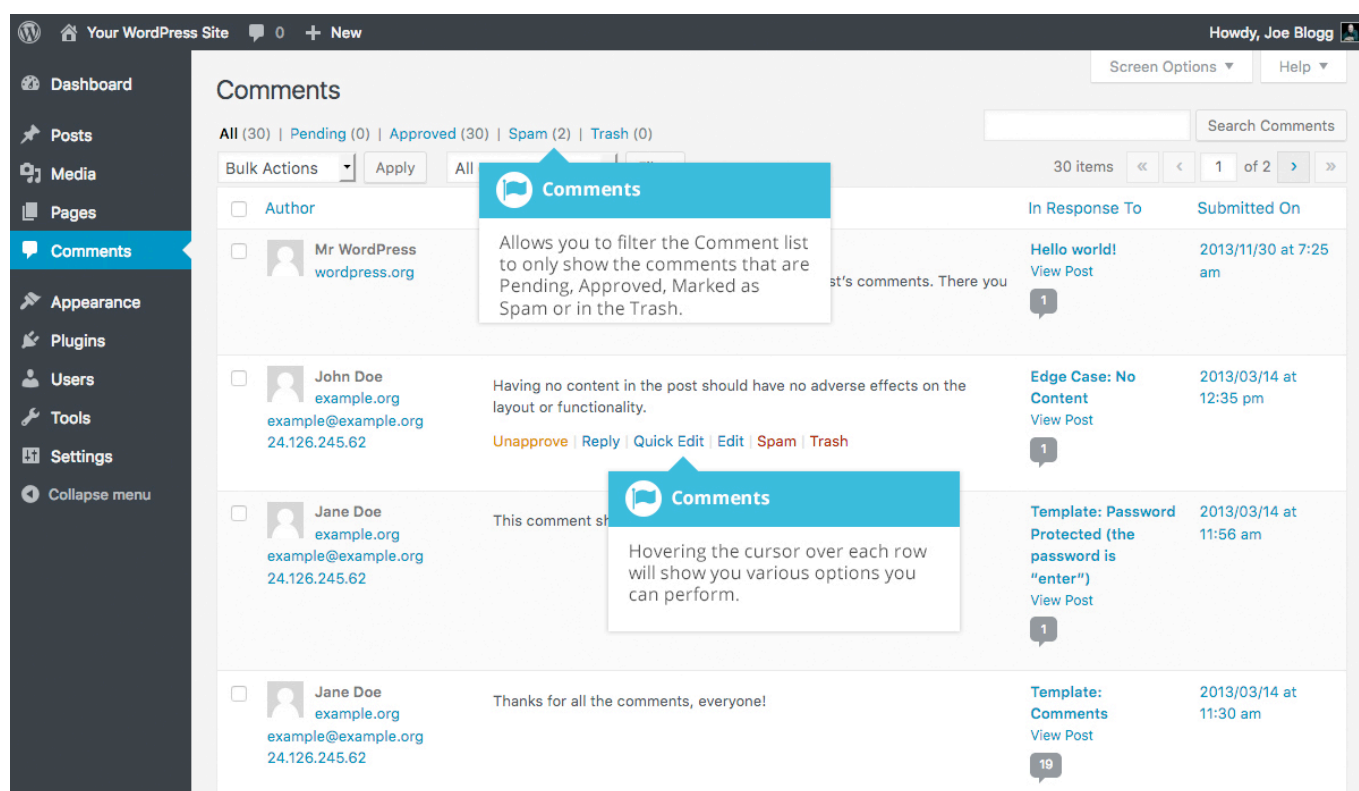
Click the *OK* button to delete the file or click the *Cancel* button to return to the Media Library.

# 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 and 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 shown a list of all the comments on your site.



The screenshot displays the WordPress 'Comments' dashboard. At the top, there are filters for 'All (30)', 'Pending (0)', 'Approved (30)', 'Spam (2)', and 'Trash (0)'. A 'Bulk Actions' dropdown menu is set to 'All', and an 'Apply' button is next to it. A search bar labeled 'Search Comments' is on the right. Below the filters, a table lists comments. Each row includes a checkbox, the author's name and email, the comment text, a 'In Response To' link, and the 'Submitted On' date and time. Action buttons like 'Unapprove', 'Reply', 'Quick Edit', 'Edit', 'Spam', and 'Trash' are visible for each comment. Two callout boxes provide additional information: one for the 'Bulk Actions' menu stating 'Allows you to filter the Comment list to only show the comments that are Pending, Approved, Marked as Spam or in the Trash.', and another for the 'Comments' header stating 'Hovering the cursor over each row will show you various options you can perform.'

	Author		In Response To	Submitted On
<input type="checkbox"/>	Mr WordPress wordpress.org		Hello world! <a href="#">View Post</a>	2013/11/30 at 7:25 am
<input type="checkbox"/>	John Doe example.org example@example.org 24.126.245.62	Having no content in the post should have no adverse effects on the layout or functionality. <a href="#">Unapprove</a>   <a href="#">Reply</a>   <a href="#">Quick Edit</a>   <a href="#">Edit</a>   <a href="#">Spam</a>   <a href="#">Trash</a>	Edge Case: No Content <a href="#">View Post</a>	2013/03/14 at 12:35 pm
<input type="checkbox"/>	Jane Doe example.org example@example.org 24.126.245.62	This comment sh	Template: Password Protected (the password is "enter") <a href="#">View Post</a>	2013/03/14 at 11:56 am
<input type="checkbox"/>	Jane Doe example.org example@example.org 24.126.245.62	Thanks for all the comments, everyone!	Template: Comments <a href="#">View Post</a>	2013/03/14 at 11:30 am

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.

As well as the standard settings that allow you to manage your comments, the default WordPress install comes with an excellent plugin that helps to filter out spam from your comments. This plugin is called Akismet.

After activating the Akismet plugin, you need to supply it with an API Key. You can grab an API key and find out more information on the [Akismet website](#).

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

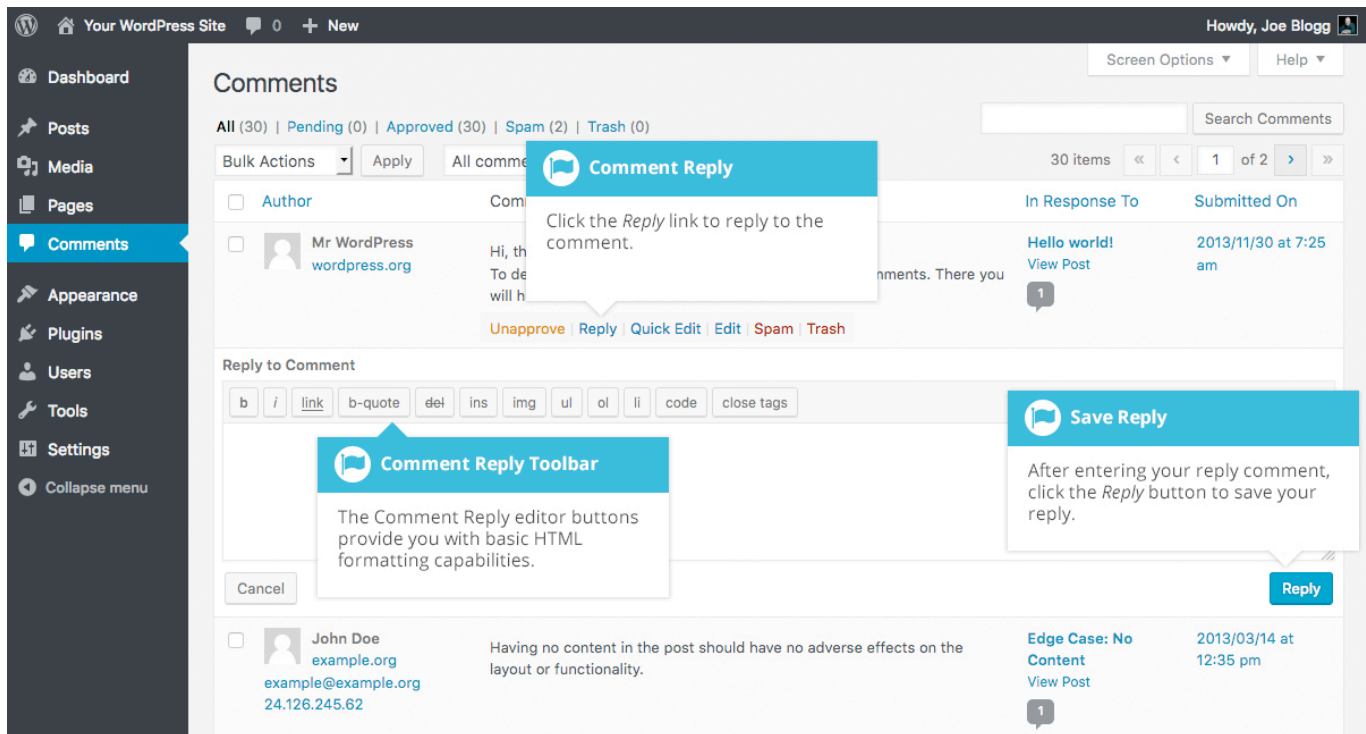
- **Unapprove/Approve** – Allows you to unapprove the comment. This will stop it displaying on your site. If the comment is already unapproved then this link will change to *Approve*, to allow you to approve the comment
- **Reply** – Allows you to write a reply comment
- **Quick Edit** – Allows you to 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 and change the Date and 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.





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 `<strong>` html tag into your comment. Clicking the *Bold* button again will close the tag by inserting the closing `</strong>` 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 '`<strong>bold text</strong>`'.



**Bold** – Bold text



**Italic** – Italicise text

link

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

b-quote

**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

del

**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

ins

**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

img

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

ul

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

ol

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

li

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

code

**Code** – Used for indicating a piece of code

close tags

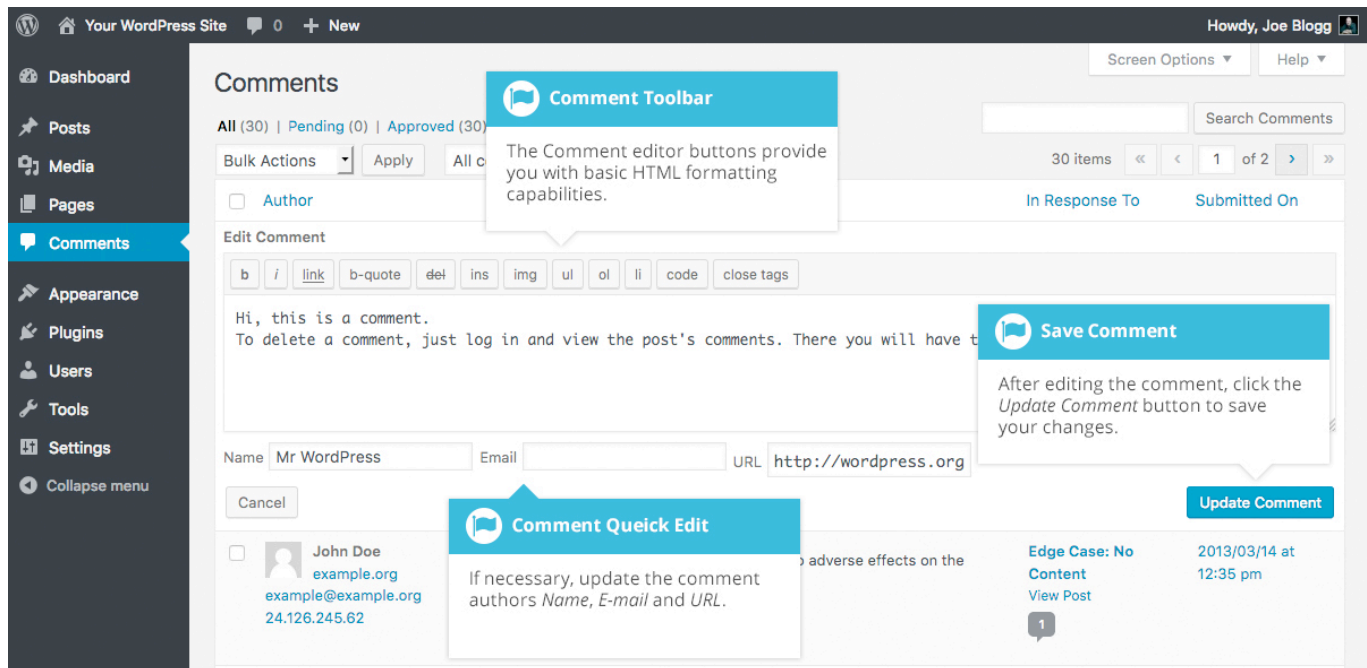
**Close Tags** – Used to close open tags. If for example, you clicked both the *Bold* and *Italic* buttons to insert their opening tags, clicking the close tags button will insert both of the matching closing tags, in the correct order

# 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 as well as change the Date and Time.

## Quick edit

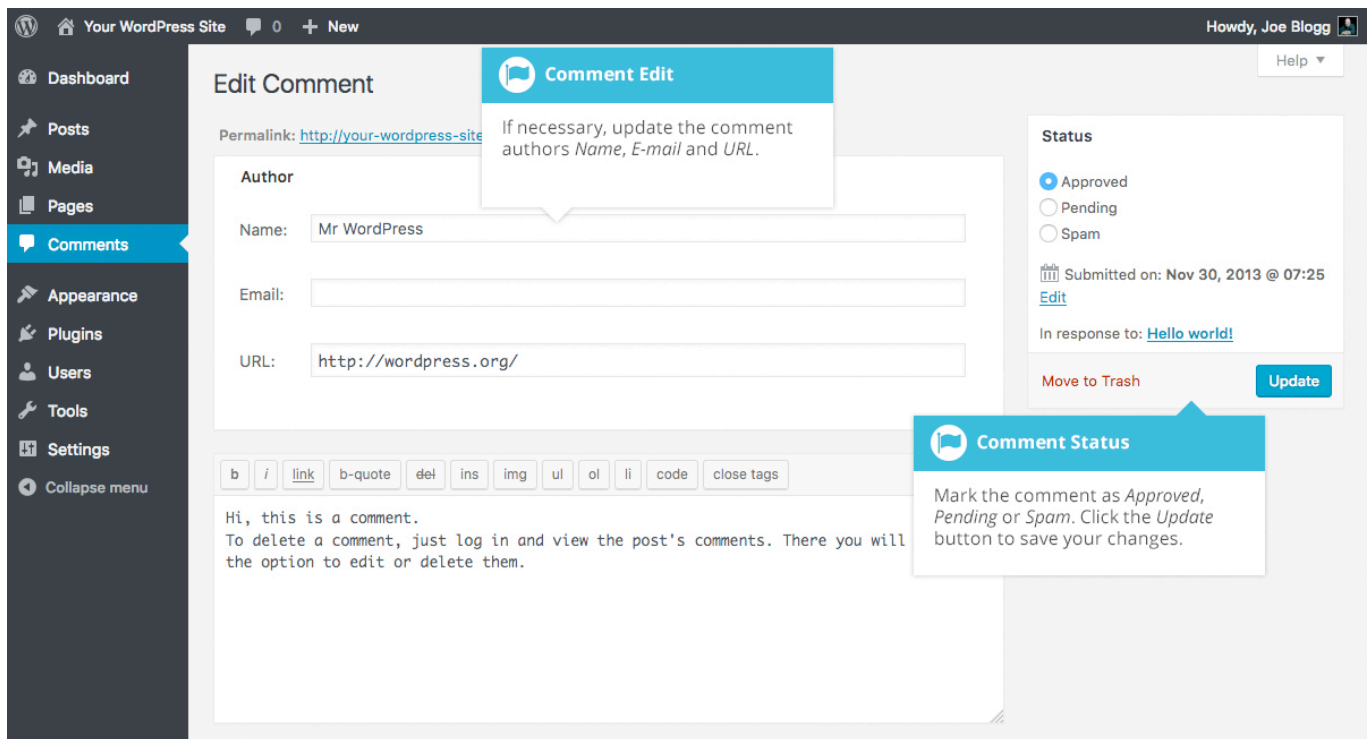
Clicking *Quick Edit* will replace the comment with an editor that allows you to update the comment, the comment authors name, email address and URL.



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 and 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 and time. After clicking *Edit*, several fields appear below the original date and time. Update the fields if required and click the *OK* button to save the new date and time.

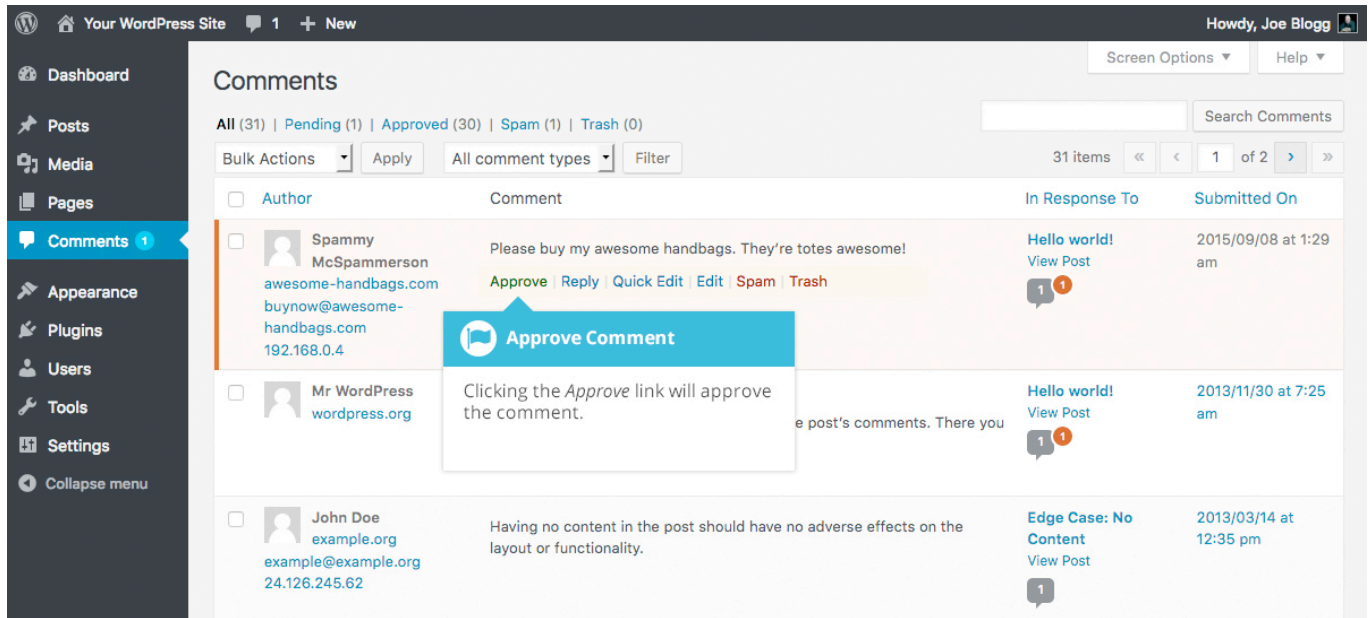
Once you have finished updating the comment, click the *Update* button to save your changes. If you want to cancel your changes, click the browser *Back* button or click on the Comments menu option to return to the list of comments.

## 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. Hover your cursor over the comment and click the *Unapprove* link to unapprove the comment.

Comments that are already Unapproved will be displayed with a different coloured background within your list of comments. They will also be highlighted with a red vertical bar down the left side of the row. Hovering your cursor over the comment will display an *Approve* link instead of an *Unapprove* link.

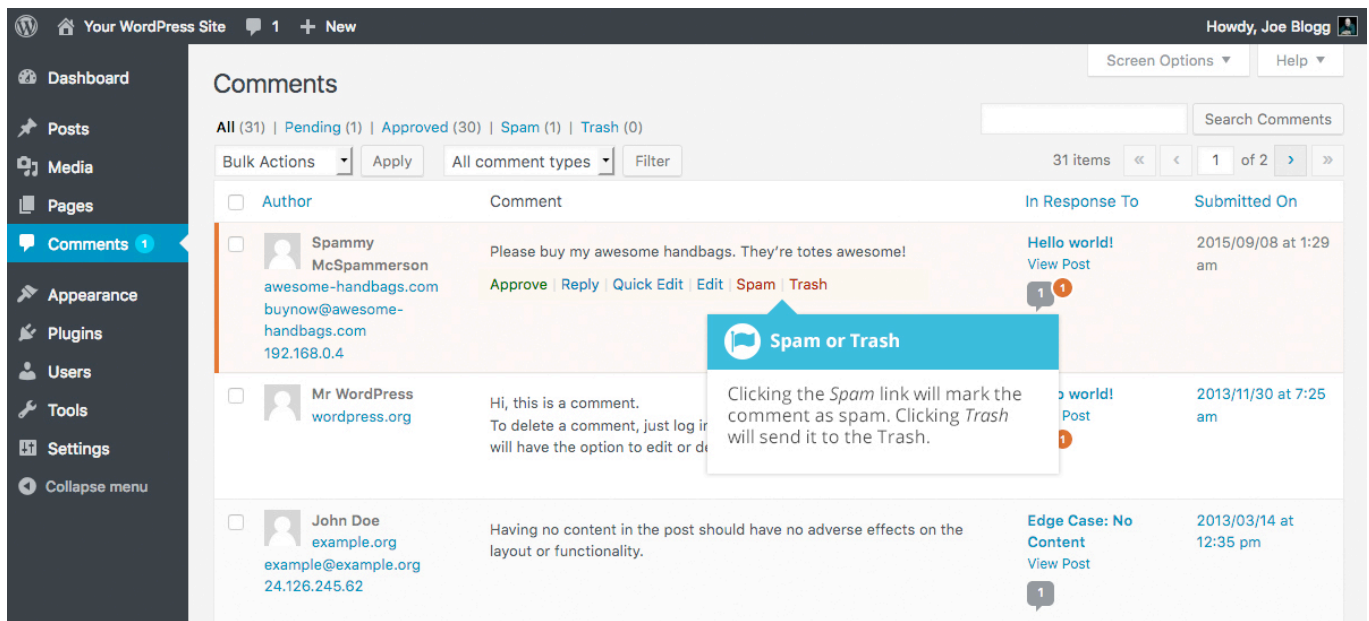




## Marking Comments as Spam and Trash

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're using the Akismet plugin and you come across a spam comment that Akismet missed, marking it as spam will help Akismet learn and it will be less likely to miss similar spam in the future.

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 will be displayed along with a number within brackets which indicates how many comments are marked as Trash. To permanently remove all 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 will be displayed along with a number in brackets which indicates how many spam comments there are. To permanently remove all 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.

The screenshot shows the WordPress dashboard's 'Comments' section. The left sidebar contains navigation links: Dashboard, Posts, Media, Pages, Comments (highlighted), Appearance, Plugins, Users, Tools, Settings, and Collapse menu. The main content area is titled 'Comments' and shows a summary: All (30) | Pending (0) | Approved (30) | Spam (2) | Trash (0). Below this is a 'Bulk Actions' dropdown menu set to 'All comment types', with buttons for 'Apply', 'Filter', and 'Empty Spam'. A search bar labeled 'Search Comments' is on the right. The comments table lists two spam comments from 'Spammy McSpammerson'. The first comment says 'Please buy my awesome handbags' and the second says 'Hey there! Love your blog. How about you come to my casino and win lots of money. Sounds pretty good, right!?'. Both comments have links for 'Not Spam' and 'Delete Permanently'. Three callout boxes provide instructions: 'Empty Spam' (To permanently remove all spam comments, click the Empty Spam button.), 'Mark as Not Spam' (Clicking the Not Spam link will remove a single comment from the list of spam comments.), and 'Delete Permanently' (Clicking the Delete Permanently link will delete a single comment permanently.).

If you find there are comments that have been marked as spam that shouldn't be, click the checkboxes next to them and select *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.

# Appearance

The various Appearance menus allow you to change how your site looks and behaves. If your site has been setup for you by a third party then it's more than likely that you won't need to change any of the settings in here.

Depending on the theme that your site is running, you may find that you don't have all the menu options listed here, or you may have a couple of different ones. The reason for this is that a couple of the options under the *Appearance* section are theme based. For example, the default Twenty Seventeen theme allows you to customize options for how your theme displays. Not all themes will have these option pages, or if they do, they may be under another menu entirely.

## Selecting your Theme

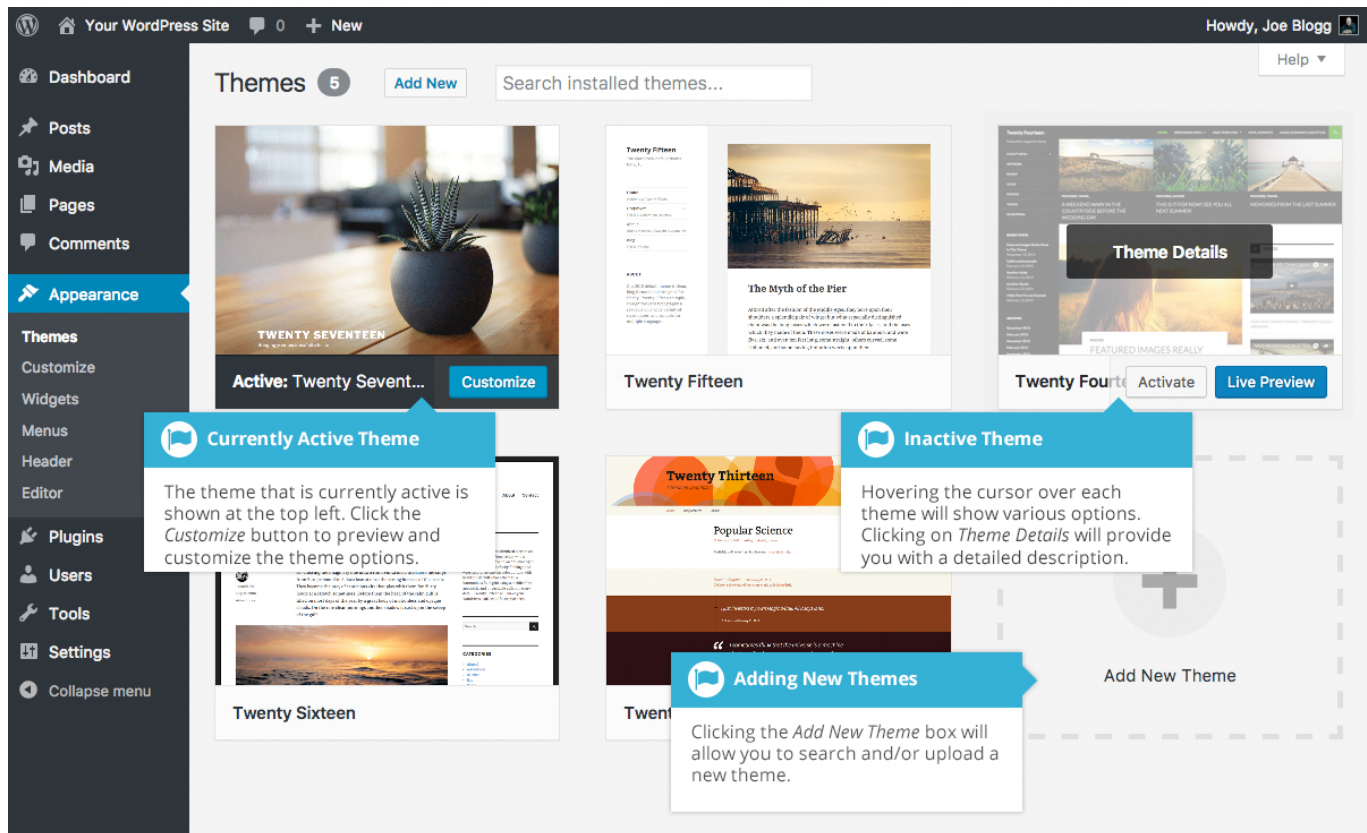
The overall appearance of a WordPress site is controlled by the Theme. Although there is a default theme that comes installed with WordPress, most people will either download a new theme, purchase one, or have one custom designed and built. There are hundreds of places where themes can be downloaded for free and/or for a small fee. One of the best places to start looking for themes is in the official WordPress [Themes Directory](#).

Clicking on the *Appearance* menu option will default you at the Themes screen. The theme that is currently active is shown at the top left of the screen. The other themes shown are ones that are installed, but not currently in use. To see a preview of your site in another theme (that isn't currently active), you can click the *Live Preview* button associated with each theme. While the preview screen is displayed, you're able to click your site links to view your various pages in the new theme layout as well as make various theme changes. To change your site to another Theme, hover your cursor over the theme you'd like to activate and click the *Activate* button that appears underneath the Theme. Alternatively, if the preview window is displaying, you can click the *Save & Activate* button in the top left corner of the window to activate the theme.

To view more details about a particular theme, hover your cursor over a theme thumbnail image and click on *Theme Details*. A pop-up window will appear that displays a larger image along with the theme description and other details.



Clicking on the *Add New* button at the top of the page allows you to upload a new theme to your site as well as search the WordPress Themes Directory for new themes and install them directly from within your Dashboard.

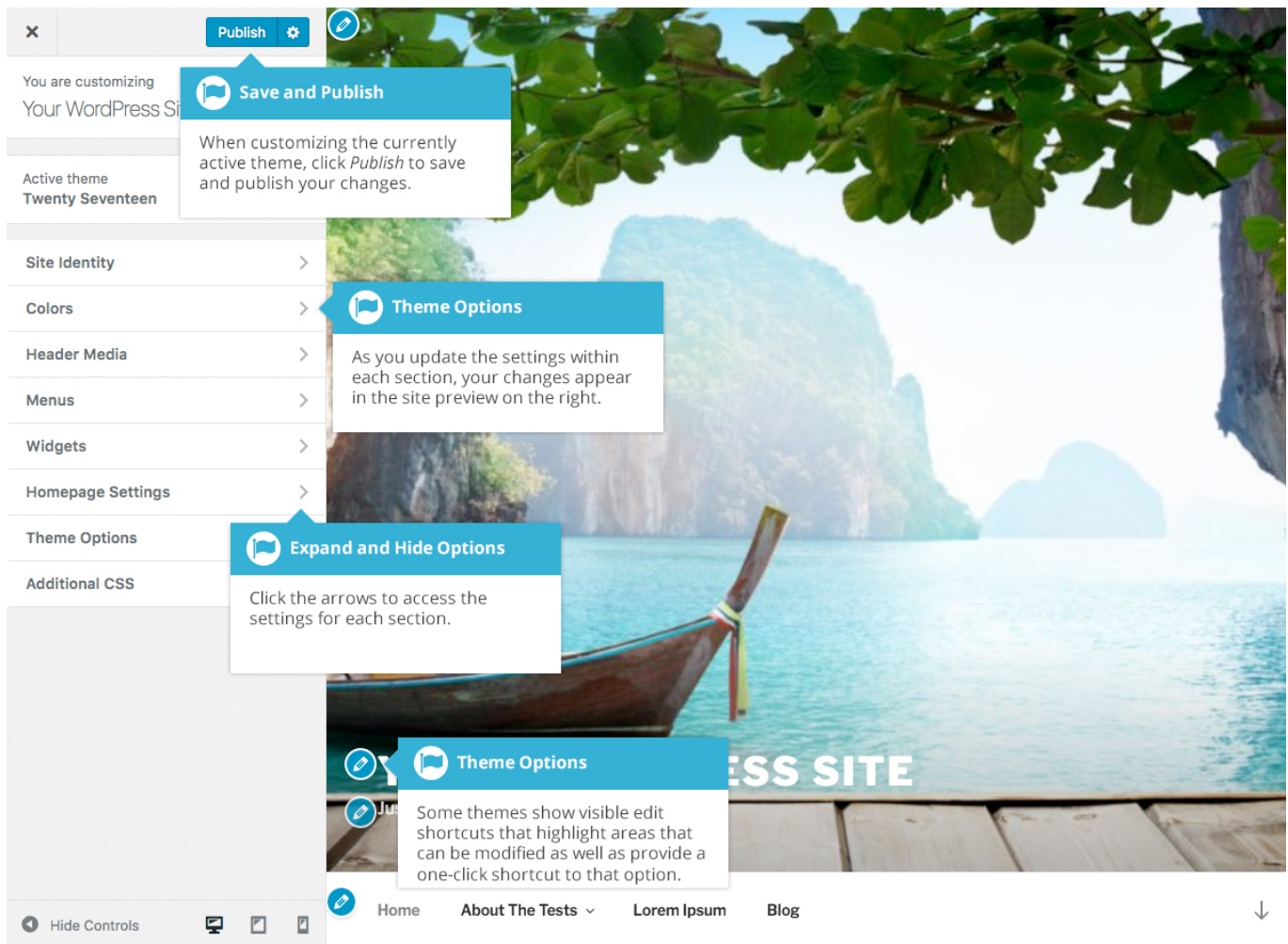


## Previewing and Customizing your Theme

As well as the ability to preview a theme, you can also update various theme settings all while previewing the changes live. The options that you can change will be dependent on the individual theme.

For the currently active theme, clicking the *Customize* button allows you to update various settings whilst also previewing those changes. Until you click the *Publish* button, only the theme preview window is updated, not the theme on your live site.

For all other installed themes that are not currently active, click the *Live Preview* button to preview the theme, update its settings and activate the theme. Until you click the *Activate & Publish* button, only the theme preview window is updated, not the theme on your live site.



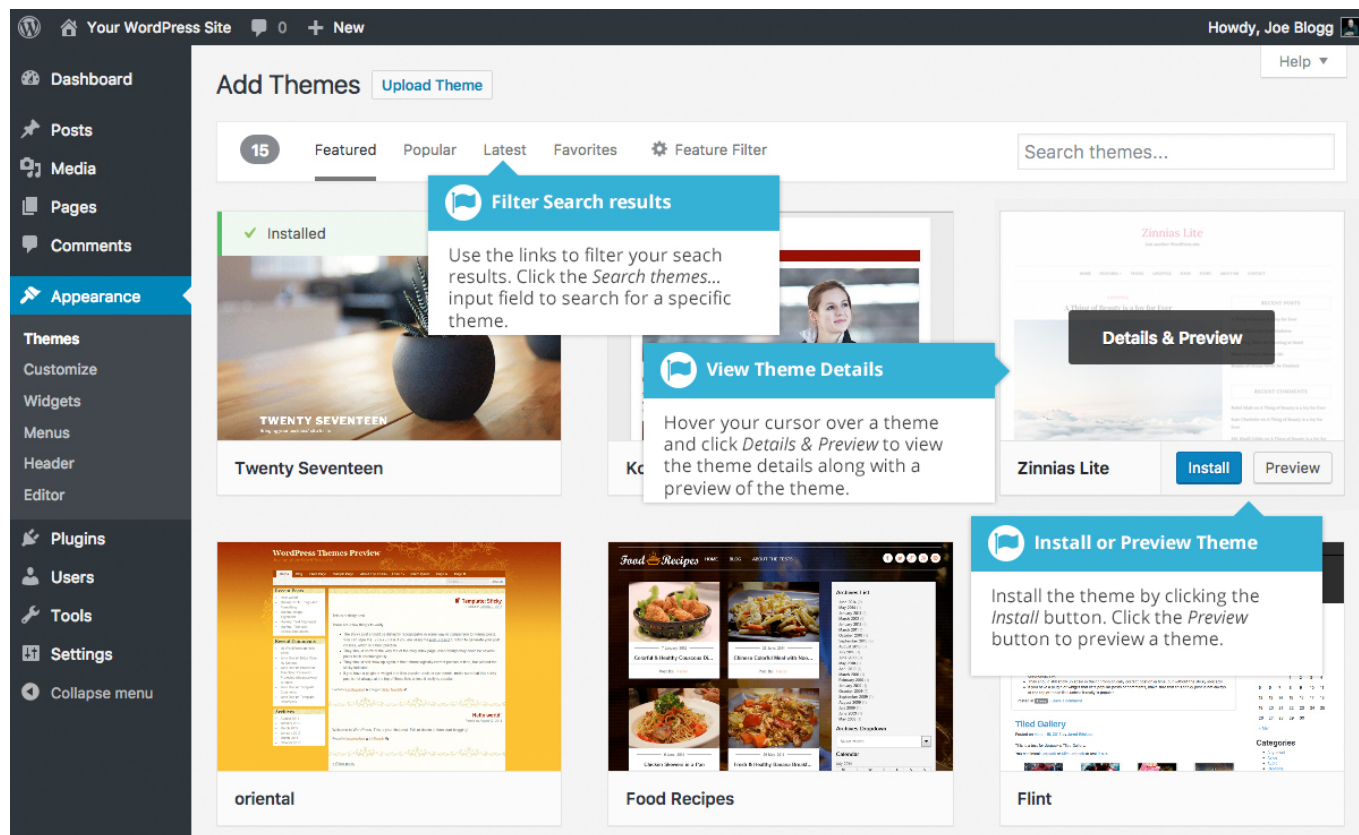
## Adding a new Theme

You're able to add new themes to your site right within the WordPress Dashboard. At the top of the *Themes* screen there is an *Add New* button. Click this button to search and add new themes into your site.

After clicking the *Add New* button, you'll be shown the *Add Themes* screen. It should look similar to the screen below. The *Add Themes* screen allows you to search and install themes directly from the official [WordPress Themes Directory](#). By default, the screen will show a list of Featured themes.

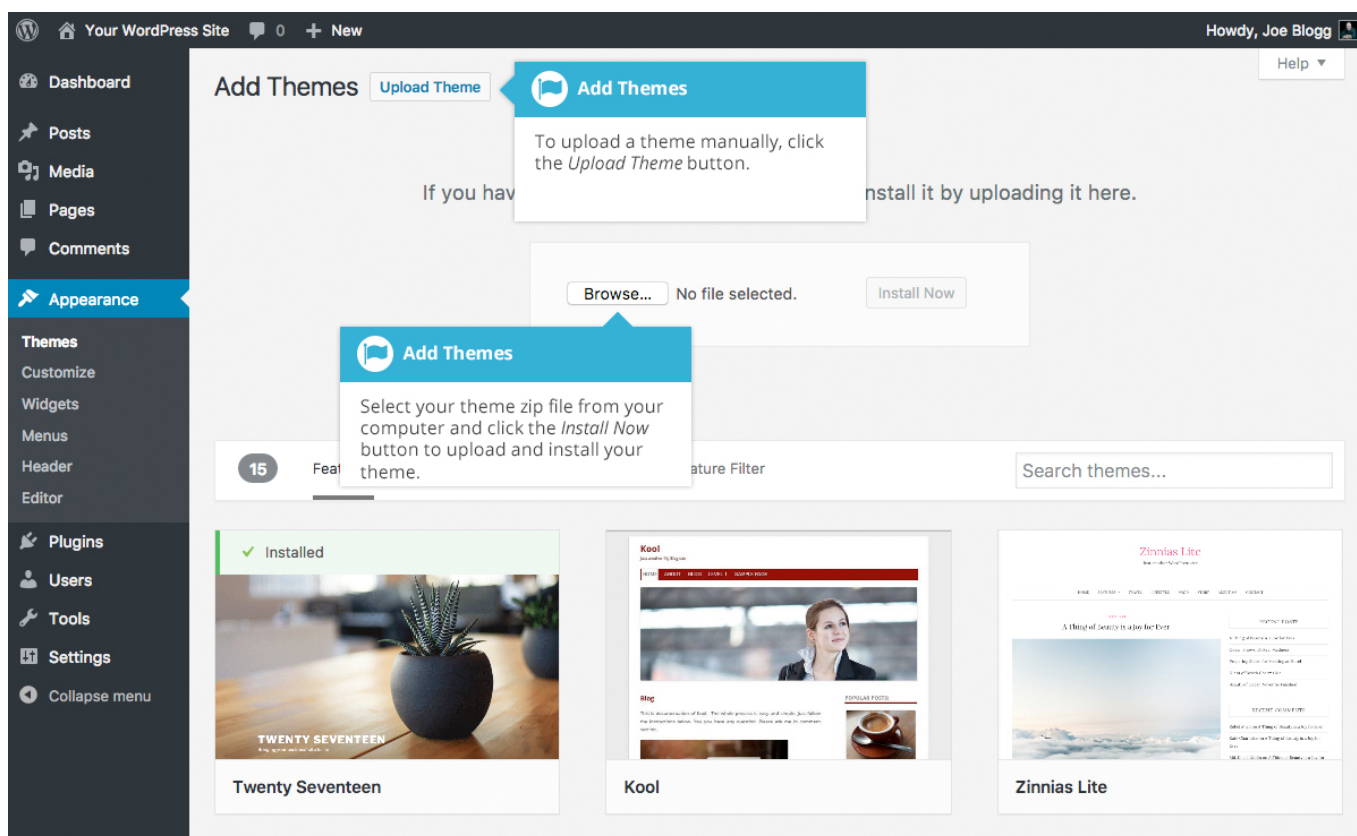
You can use the links at the top of the page to filter the results to see *Featured* themes, *Popular* themes or the *Latest* themes. Click the *Feature Filter* link to filter the results based on the Tags you specify. There are Tags for Layout, Features and Subject.

Alternatively, click the *Search themes...* input field and enter text to search for a specific theme.



Hovering your cursor over each theme thumbnail will display extra buttons. To view the details of a theme along with a preview, click the large *Details & Preview* button or the smaller *Preview* button. Clicking the *Install* button will download and install the theme on your site. After the theme is installed, you will be given the choice to view a *Live Preview*, immediately *Activate* the theme or return to the *Theme Installer*.

On the *Add Themes* page, you also have the option to manually upload a theme to your site. To upload a theme, click the *Upload Theme* button at the top of the page.



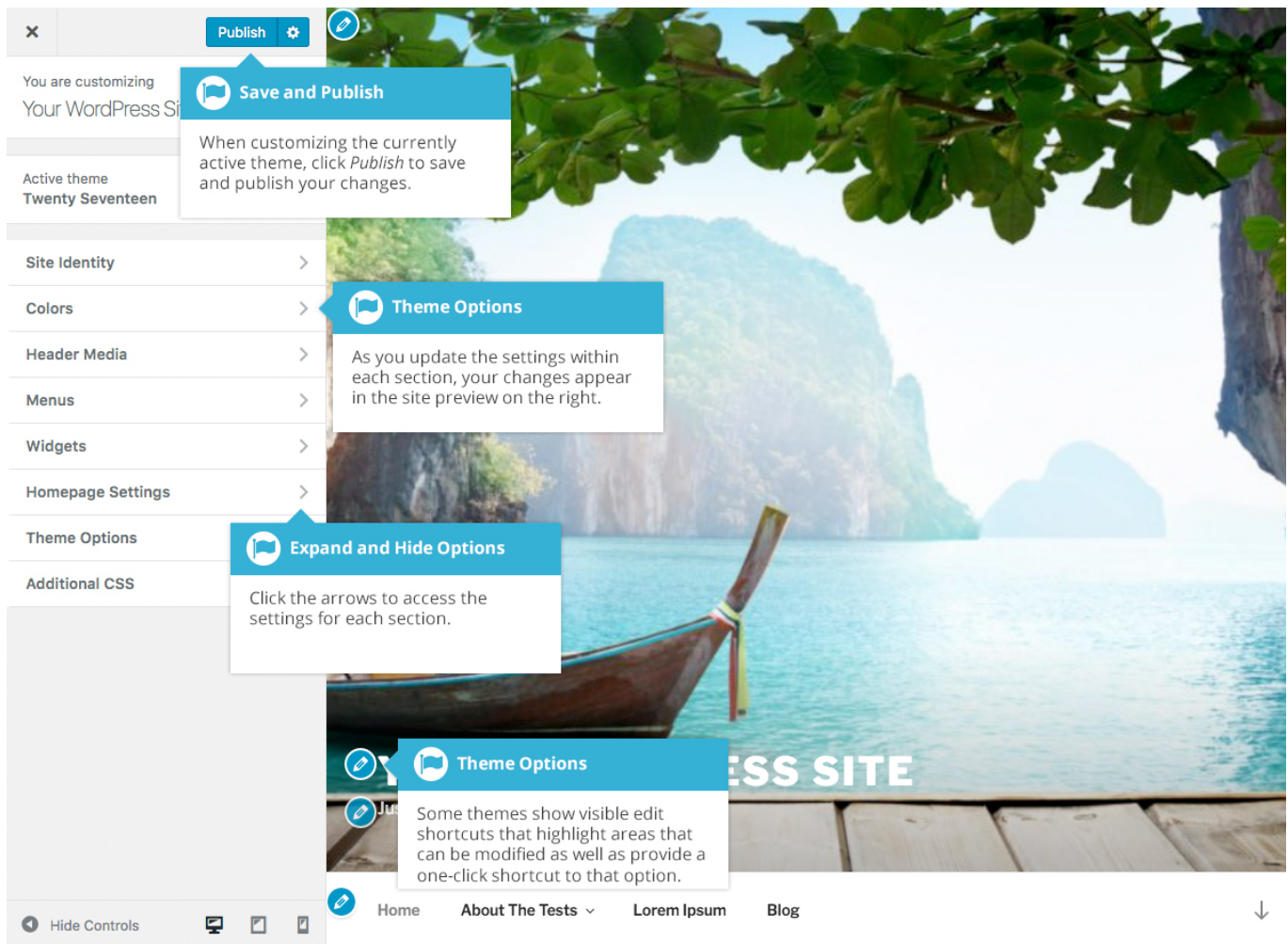
Select your theme file from your computer by clicking the *Browse...* button. Your theme file must be uploaded in .zip format.

After clicking the *Install Now* button, your theme will be automatically uploaded to your site and installed. You are then given the option to preview the theme, activate the theme or return to the Themes page.

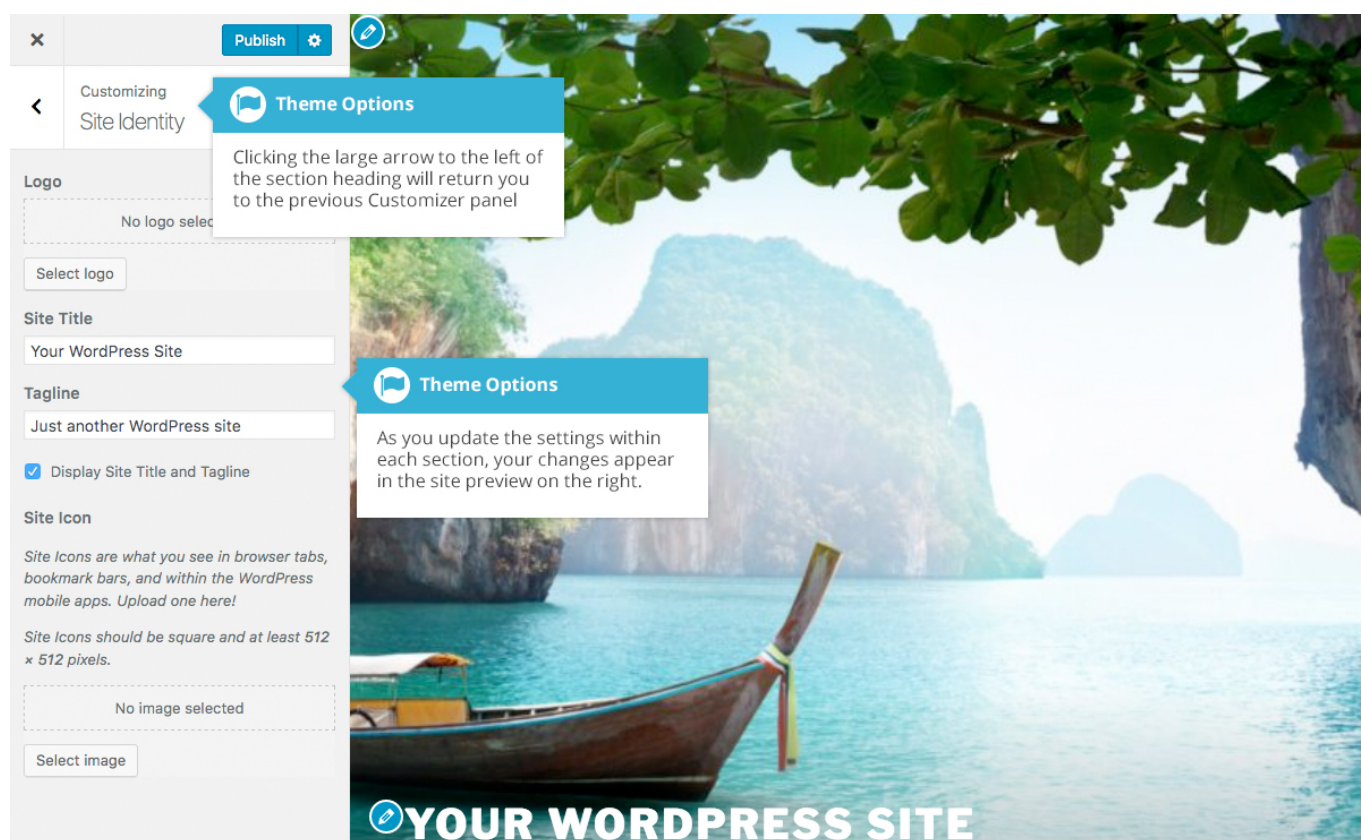
## Customizing your Site

Using the Customizer, you can modify certain parts of your website. When you click on the *Customize* menu option you'll be shown the various theme options that you can change. Depending on the theme that is currently in use, you may see more or less options than those displayed in the following image.





Clicking the small arrows will open and close each of the panels, giving you access to each of the various options. You'll find that some of the options in the Customizer are also available via other menu options. As an example, you can change the *Site Title* and *Tagline* within the *Site Identity* panel in the Customizer, as well as by using the *General* option under the *Settings* menu.




As you make your changes on the left-hand side of the Customize screen, the live preview on the right-hand side is automatically updated. You can also use the live preview window on the right-hand side of the page to navigate around your site.

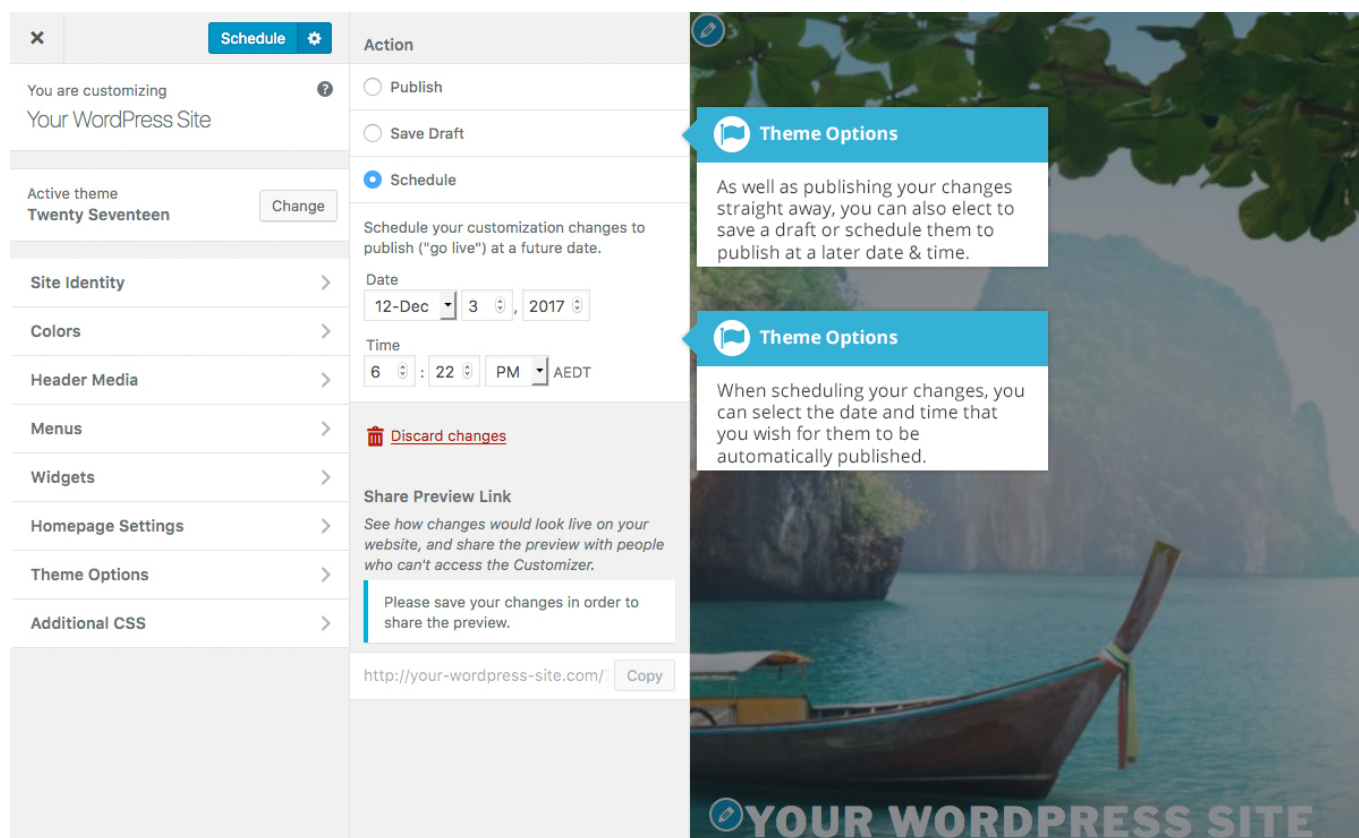
By default, the Customizer will show your homepage in the preview window. Not all Customizer options affect the homepage though. You'll find that some options in the Customizer may also affect other parts of your site such as your blog, or static Pages. You can browse around your site in the live preview window to view these other pages, just like you would when viewing your site in a separate browser window.

Until you click the *Publish* button, only the theme preview is updated, not the theme on your live site.




By default, your changes are published immediately when you click the *Publish*

button. By clicking on the small cog icon (  ) next to the *Publish* button, you can also elect to save a draft of your changes, or have them automatically published at a later scheduled date and time of your choosing.





To help with testing your site across various devices, the Customizer also allows you to preview your site in mobile, tablet and desktop views. At the bottom of the

Customizer panel, click one of the view icons (    ) to change your site preview so that you can get an idea of how it will display on a regular desktop, a tablet or smartphone device.

## Widgets

Widgets are independent sections of content that can be placed into any widgetized area provided by your theme. Although these widgetized areas are commonly called ‘Sidebars’ and are quite often located in the left or right-hand column, they can be also located anywhere within your site and are entirely dependent on the current theme as to their location. Lots of themes use these widgetized sidebars in the footer area.

There are numerous widgets available by default which allow you to add extra content to your site, such as Recent Comments, Categories or Custom Menus, just to name a few. New Widgets can also be installed via plugins and again,

depending what the plugin is used for the extra functionality it brings to your site will vary.

WordPress Dashboard: Your WordPress Site | 0 | + New | Howdy, Joe Blogg

**Widgets** | Manage widgets

**Available Widgets**

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

**Adding Widgets**

Once a widget is added to the sidebar, it will expand to show available options (if any). Click the *Save* button to save your changes.

**Deleting Widgets**

Click the *Delete* link to delete the widget from the sidebar. Click the *Close* link to close the widget panel.

**Adding Widgets**

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

**Inactive Widgets**

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

**Available Sidebars**

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

**Available Widgets**

To activate a widget drag it to the sidebar and deactivate a widget and deactivate it.

**Archives**

A monthly archive of your site's Posts.

**Calendar**

A calendar of your site's Posts.

**Categories**

A list or dropdown menu of your site's categories.

**Custom Menu**

Add a custom menu to your site.

**Meta**

Login, RSS, & WordPress.org links.

**Pages**

A list of your site's pages.

**Recent Comments**

Your site's most recent comments.

**Recent Posts**

Your site's most recent posts.

**RSS**

Entries from any RSS or Atom feed.

**Search**

A search form for your site.

**Tag Cloud**

A cloud of tags for your site's posts.

**Footer 1**

Add widgets here to appear in your footer.

**Footer 2**

Add widgets here to appear in your footer.

**Search**

Search

**Recent Posts**

Recent Posts

**Recent Comments**

Recent Comments

**Archives**

Archives

**Categories**

Categories

Title:

☐ Display as dropdown

☐ Show post counts

☐ Show hierarchy

[Delete](#) | [Close](#)

**Save**

**Meta**

Meta

**Footer 1**

Footer 1

**Footer 2**

Footer 2

**Inactive Widgets**

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

**Recent Posts: Recent posts**

**Recent Comments: Recent Comments**

**Clear Inactive Widgets**

This will clear all items from the inactive widgets list. You will not be able to restore any customizations.

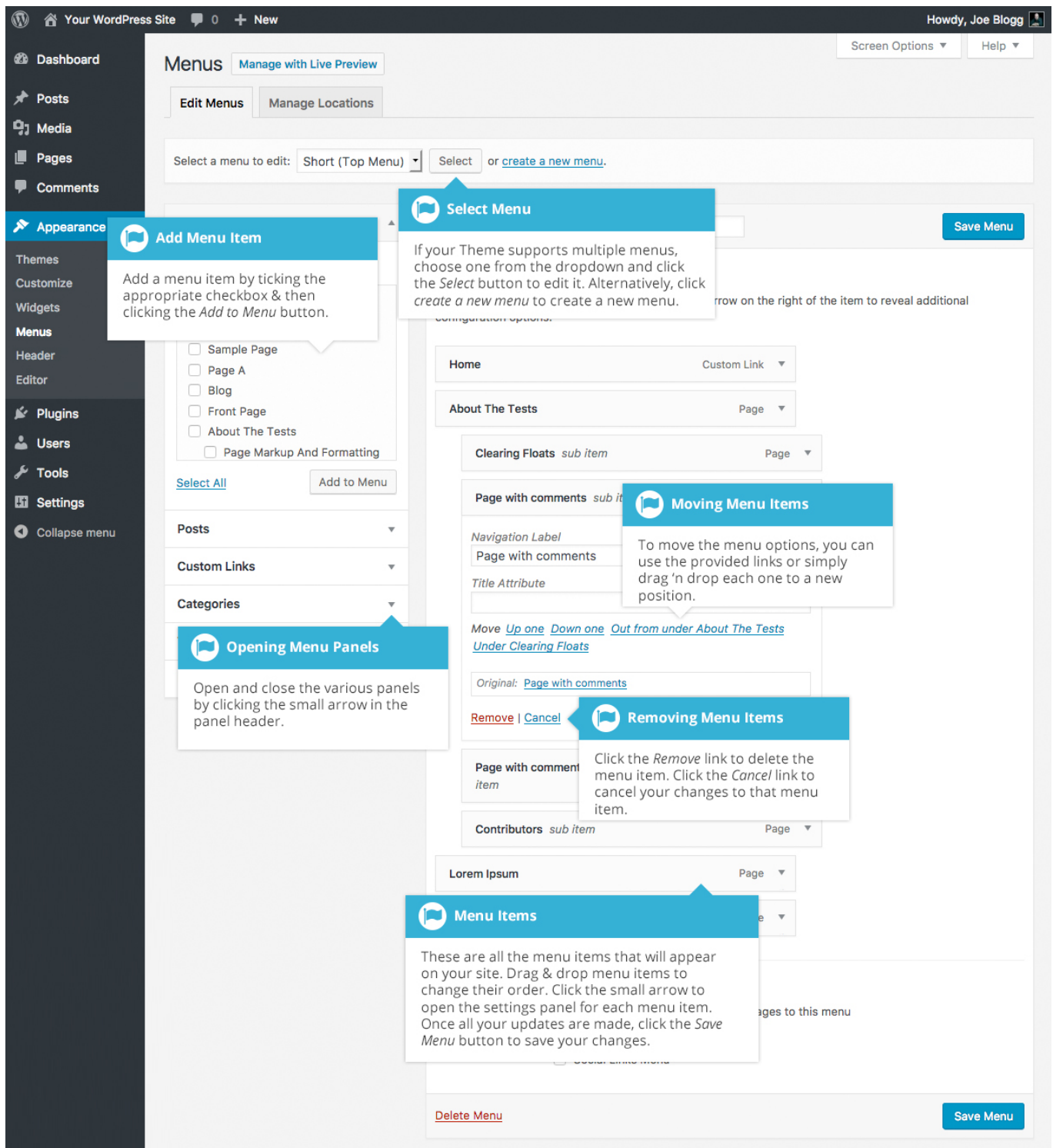
The *Available Widgets* section contains all the widgets you may choose from. To populate one of your Sidebars, drag and drop a widget to the desired location. Once the Widget is dragged to a Sidebar, the widget will open up to allow you to configure its settings. Click the *Save* button within the Widget to save your settings.

If you want to remove a widget from a Sidebar but save its settings for future use, drag it into the *Inactive Widgets* section. If you simply want to delete the Widget from your Sidebar, click the *Delete* link within the Widget.

The small arrow next to the Sidebar title will toggle the sidebar open and closed. If you drag and drop a widget onto a closed sidebar, the sidebar and widget will automatically open.

## Updating the Menu

If your theme supports custom menus, you can make modifications to them from the *Menus* option. Menus can contain links to Pages, Posts, Categories, Custom Links or other content types.



## Adding a New Menu

Depending on the current Theme being used, your site may make use of more than one navigation menu. Sometimes you might have multiple menus in your