



The Editor

A guide to The Editor on your Wordpress Website...

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The Editor

The Toolbar

Above **The Editor** rectangle there is a **toolbar** containing common tools for formatting your content. Similar to some word processing programs like Microsoft Word, the standard tools are, from left to right:



Bold – to make text **bold**.



Italic – to put text in *italics*.



Strikethrough – to mark text as deleted



Bullet List – also known as an unordered list:

- This is an item in a bulleted list
- This is a second bulleted item.



Numbered List – also known as an ordered list:

1. This is an item in a numbered list
2. This is a second item in a numbered list.



Blockquote – used for quoting somebody in an article.



Justify left – align the text in the paragraph left.



Justify Center – align the text in the center.



Justify Right – align the text right.



Link – insert a link to another webpage (also called a **hyperlink**).



Unlink – remove the hyperlink.



Insert 'More' Tag – this splits the page into two parts. This may result in your website displaying the content **before** the '**More**' tag and placing a “**read more**” link for users to click through and read the full page



Spellcheck – check the spelling of the content. Use the drop down arrow to choose a language from the list if required.



Fullscreen – this allows you to edit your page in full screen mode, giving you greater control over your work area.

NB: You cannot save your changes when in full screen mode so always toggle back to normal screen mode to update your content.

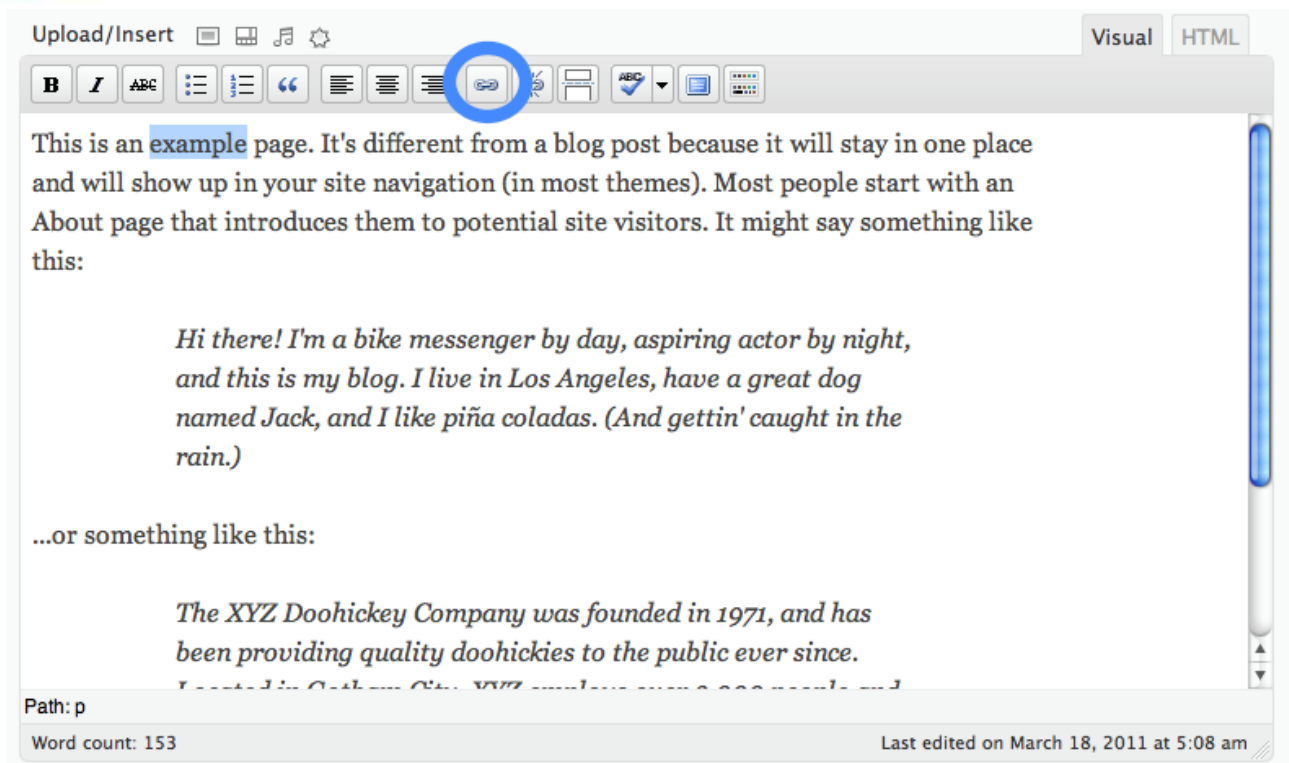


Show/Hide Kitchen Sink – this button turns on or off the extra buttons available on the toolbar.

Insert/Edit Link

To add a link to your page or post, highlight the word that you want to make the link.

Then click on the insert/edit link button.



Upload/Insert [grid] [table] [music] [star] Visual HTML

B *I* ABC [list] [list] [quote] [list] [list] [link] [unlink] [print] ABC [font] [background]

This is an **example** page. It's different from a blog post because it will stay in one place and will show up in your site navigation (in most themes). Most people start with an About page that introduces them to potential site visitors. It might say something like this:

Hi there! I'm a bike messenger by day, aspiring actor by night, and this is my blog. I live in Los Angeles, have a great dog named Jack, and I like piña coladas. (And gettin' caught in the rain.)

...or something like this:

The XYZ Doohickey Company was founded in 1971, and has been providing quality doohickies to the public ever since. Located in Gotham City, XYZ employs over 2,000 people and

Path: p

Word count: 153 Last edited on March 18, 2011 at 5:08 am

A pop up window will appear allowing you to edit your hyperlink according to what page or site you want to link to, the title of the link and if you want your link to open in a new window.

Insert/edit link
✕

Enter the destination URL

URL

Title

Open link in a new window/tab

▼ *Or link to existing content*

Search

No search term specified. Showing recent items.

Hello world!	2011/03/18
Sample Page	PAGE

[Cancel](#)
Add Link

URL is where you enter the address of the website or page where you want to link to.

Title is the title of the link. Users will see this when they hover their mouse over the link.

Enter the destination URL

URL

Title

Open link in a new window/tab

If you want to link to an existing page or post in your site you have two options. One is to **search** for the title of the page or post,

▼ *Or link to existing content*

Search

Or choose a page from the list of **recent** pages or posts that is automatically displayed at the bottom of the pop up window.

Hello world!	2011/03/18
Sample Page	PAGE

Using the search box or choosing one of the recent pages or posts will generate the URL and title for your link.

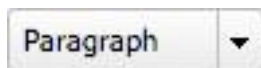
Once satisfied with your changes click the **Save Link** or **Add Link** button.

The Kitchen Sink

With the kitchen sink button turned on the toolbar looks like this:



The following tools are now available to you, from left to right:



Format – this option formats the selected text as a paragraph, address, preformatted, heading or sub-heading.



Underline – to underline text.



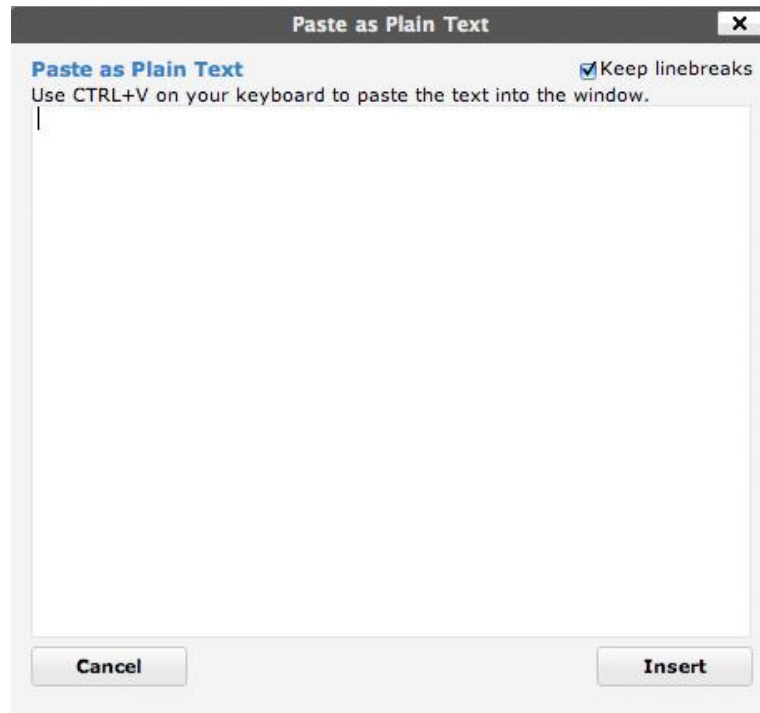
Justified – to justify text both left and right.



Text Color – to change the color of the text.



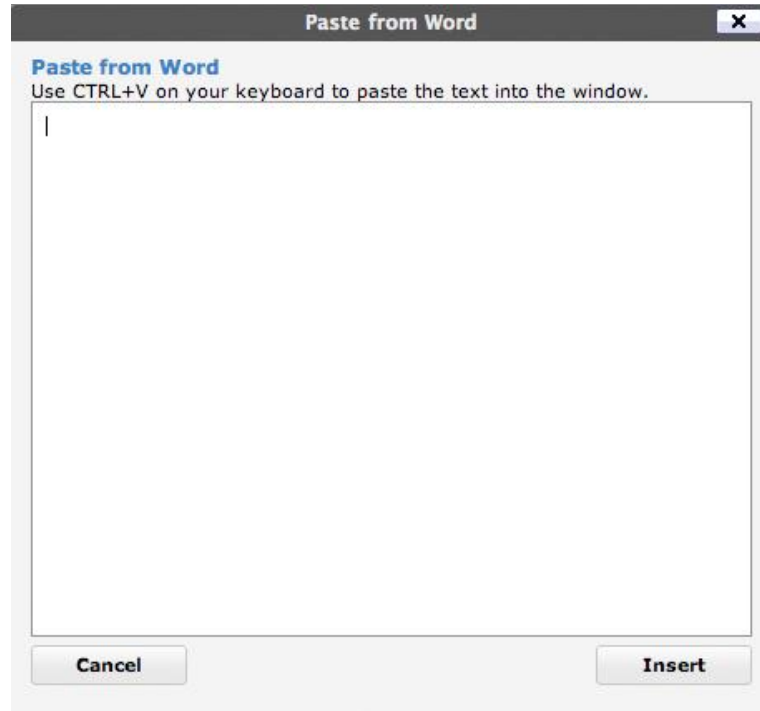
Paste Plain Text – this button will open a pop up dialog box to allow you to paste plain text into your page.



NB: It is advisable to use this button if you are copying text from a text editor like **notepad** or **text edit** as the system will format the text into correct html for your website. Avoid pasting text directly into **The Editor**.



Paste From Word– this button will open a pop up dialog box to allow you to paste text from **Microsoft Word** into your page.



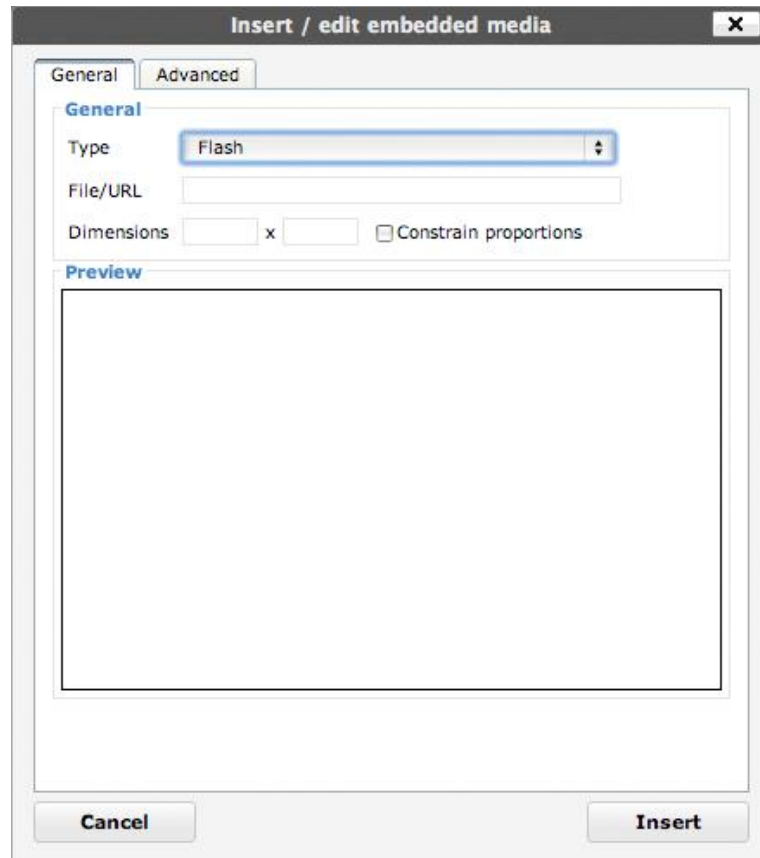
NB: It is advisable to use this button if you are copying text from **Microsoft Word** as the system will format the text into correct html for your website. Avoid pasting text directly into **The Editor**.



Remove Formatting – remove all formatting from the selected text.



Embed Media – this button will open a pop up dialog box allowing you to embed various types of media directly into your page. For example: **Flash, QuickTime, Shockwave, Windows Media or Real Media.**



Select the type of media you want to embed, the **file** or **url** of the media and set the dimensions.

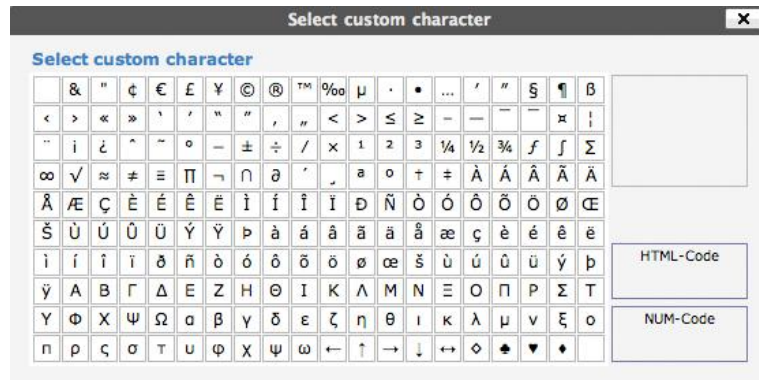
Preview the media and then click on **insert** to embed the media or **cancel** to cancel the process.

There are more settings under the **Advanced** tab that relate to each specific type of media being inserted.

NB: Consult All Things Quilting for the correct settings for your type of media.



Custom Character – this button will open a pop up dialog box allowing you to insert custom characters such as diacritics for words like café and façade as well as various currency and legal symbols.



Simply click on the symbol to insert into your page.



Outdent – removes the indent from the start of a line in a paragraph.



Indent – indents the start of a line in a paragraph.



Undo – this reverses, or “**un-does**” the last thing you did in **The Editor**. If you hit the undo button more than once it will undo your previous actions in reverse order.

NB: You cannot undo an action once you have **Updated** the page or **Saved** it as a draft



Redo – this reverses the undo, or “**re-does**” the last thing you un-did in **The Editor**. So if you hit the undo button by mistake you can re-do with this button.



Help – this button open a pop up dialog box with some more information on the functions of the **Visual Editor**

NB: All Things Quilting may have installed additional buttons on your toolbar to the ones listed above. If this is the case, consult them for explanations.

Use the tools available to you in the toolbar to design your page the way you want it.

Upload/Insert

Directly above the toolbar there are four buttons that allow you to **add media** to your page.



These functions are covered later in the Media section. However, there may be an image already in your page that you want to **edit**.

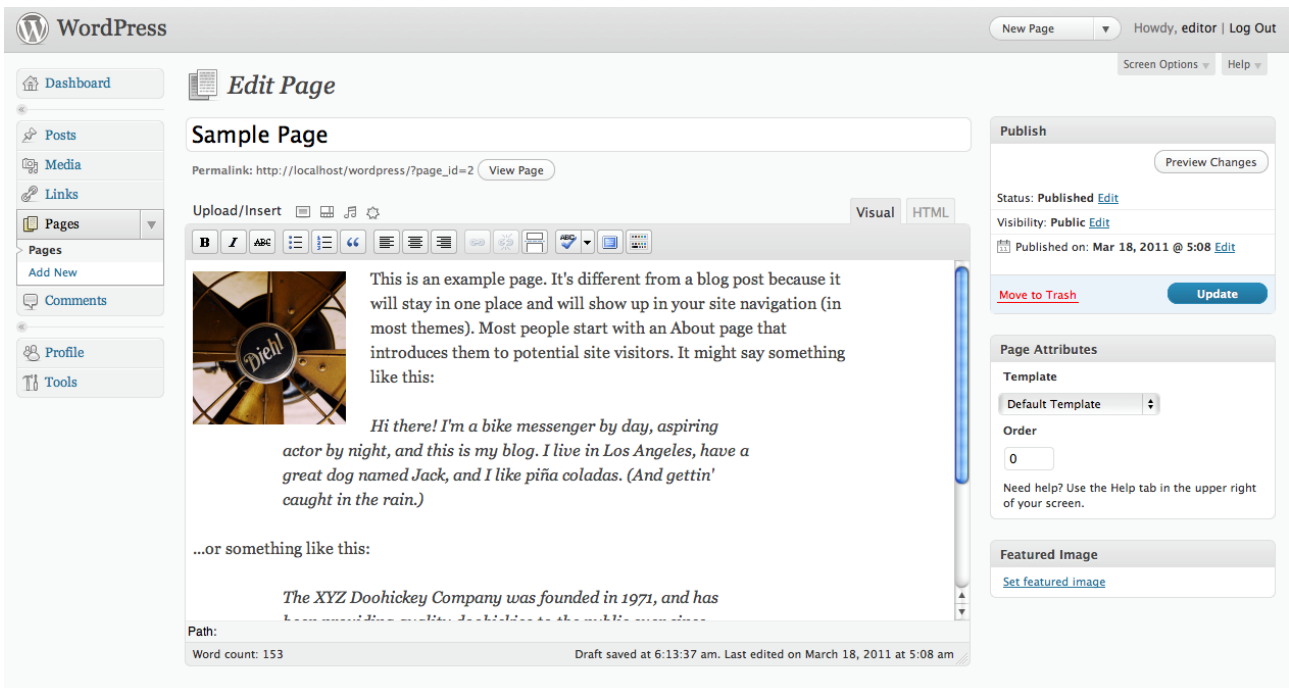


Technical: This help module is designed more for developers and the IT department so more than likely you will not need it. All the help you need should be right here in this user's guide.

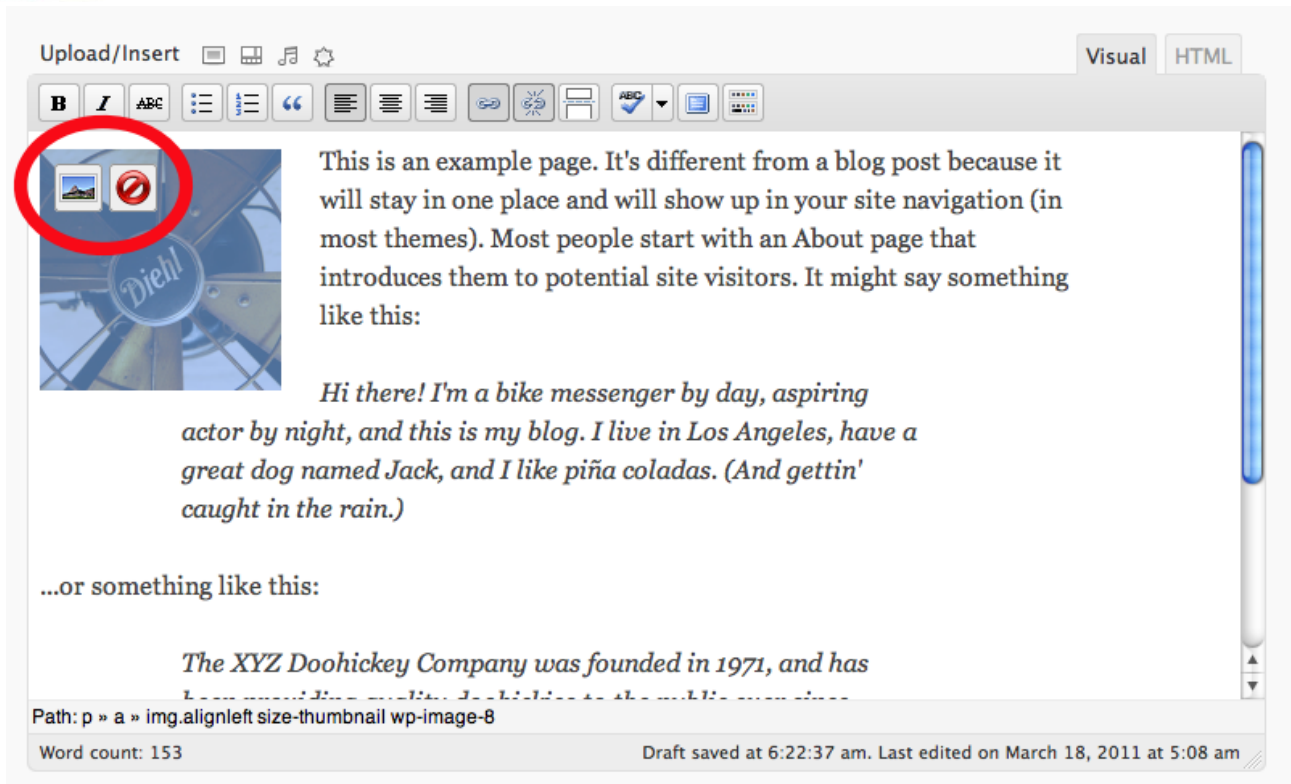
Other media like **video**, **audio** and **pdf** files cannot be edited once they are inserted into a page, they must be deleted and re-inserted.

Edit Image

You can edit images to change the way they appear on your page.

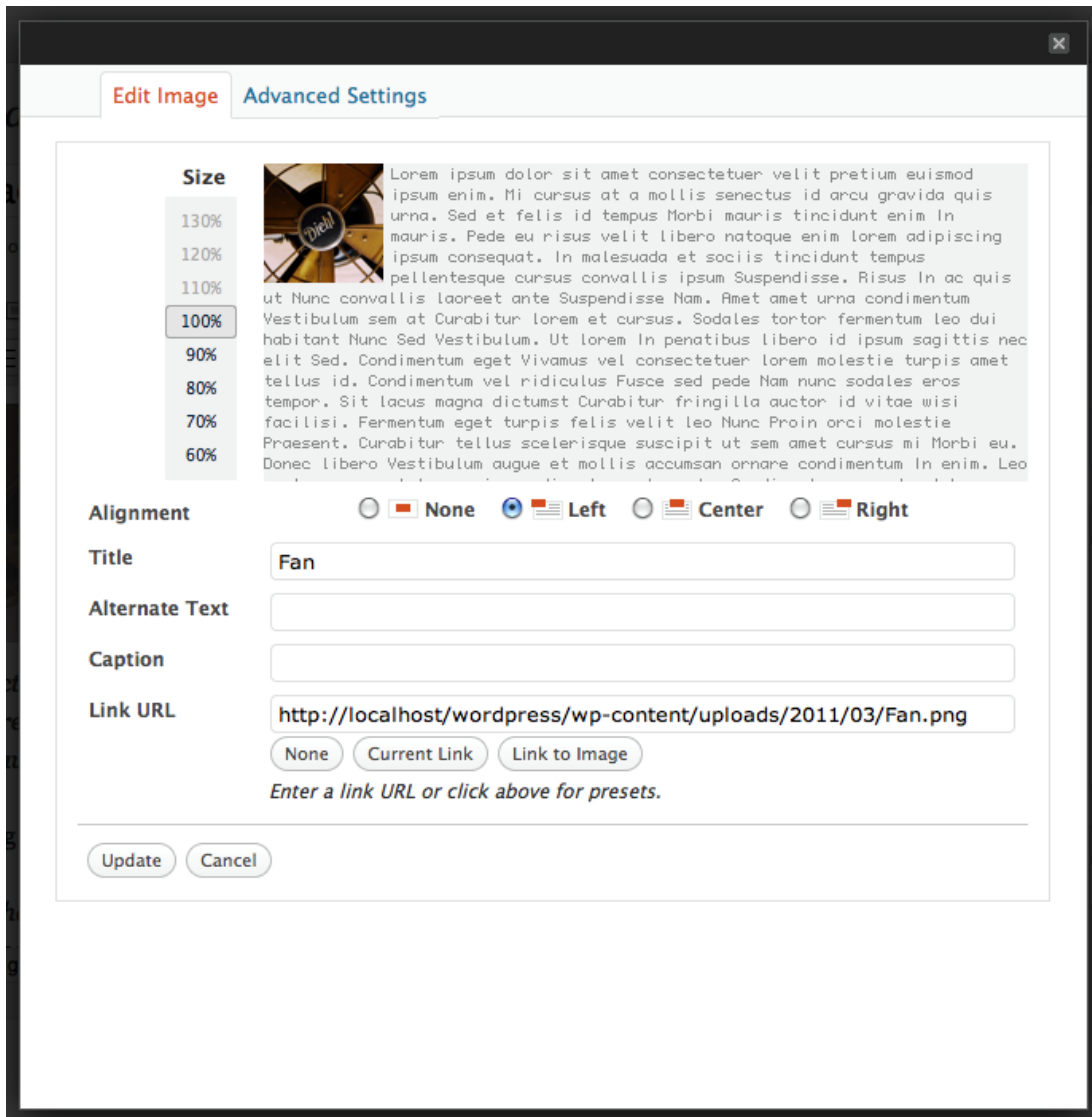


To edit an image, click on the image to reveal the **Edit Image** and **Delete Image** buttons:



The screenshot shows the WordPress Visual editor interface. At the top, there is a toolbar with various icons for text formatting and media. The 'Delete Image' icon, which consists of a small image thumbnail with a red 'X' over it, is circled in red. Below the toolbar, there is a text area containing an image of a bicycle wheel with the word 'Diehl' on it. To the right of the image, there is a paragraph of text: 'This is an example page. It's different from a blog post because it will stay in one place and will show up in your site navigation (in most themes). Most people start with an About page that introduces them to potential site visitors. It might say something like this:'. Below this is a block of italicized text: 'Hi there! I'm a bike messenger by day, aspiring actor by night, and this is my blog. I live in Los Angeles, have a great dog named Jack, and I like piña coladas. (And gettin' caught in the rain.)'. Further down, there is another paragraph of italicized text: '...or something like this:'. At the bottom of the editor, there is a status bar showing the path 'p » a » img.alignleft size-thumbnail wp-image-8', a word count of 153, and a draft save timestamp: 'Draft saved at 6:22:37 am. Last edited on March 18, 2011 at 5:08 am'.

The **Delete Image** button will delete the image from the page immediately. The **Edit Image** button will open the following pop up dialog box:



Use the **Size** slider to alter the size of the image on the page and edit the alignment by choosing **None**, **Left**, **Center** or **Right**. You can also change the **Title**, **Caption** and **Link URL** of the image.

There are more detailed settings under the **Advanced Settings** tab that may affect the way your image is displayed on your website.

NB: You should consult All Things Quilting about whether or not to use these settings.

When you are happy with your settings, click the **Update** button or choose the **Cancel** button to cancel your changes.