

WordPress: Adding Pages, Images, Documents and Links to Your Website

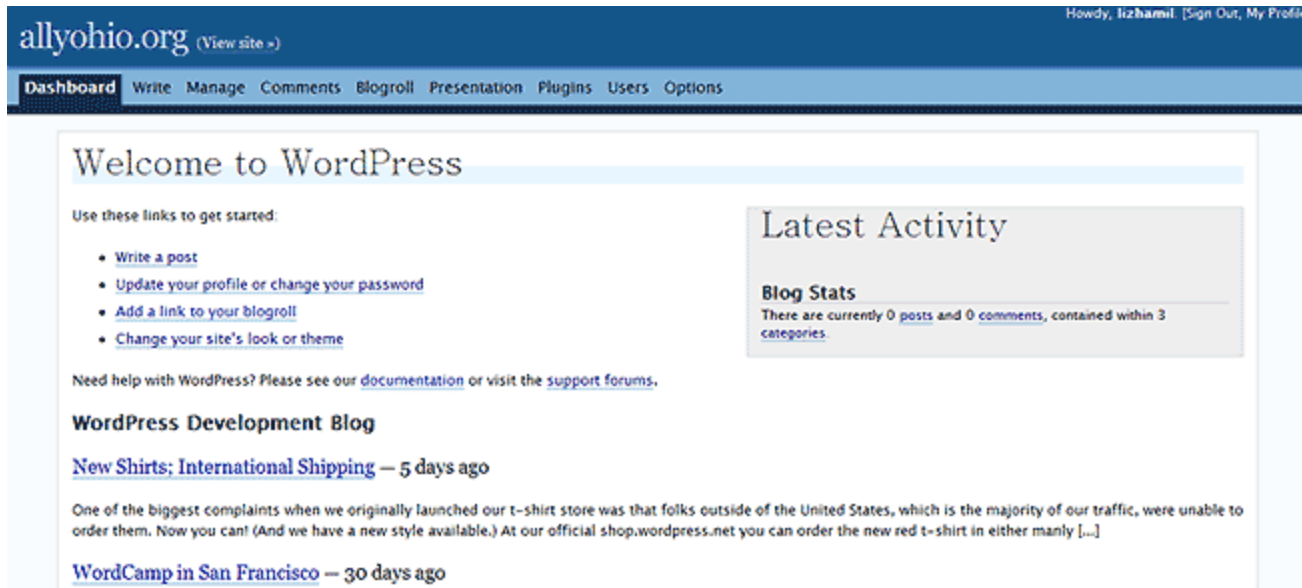
WordPress is a popular and easy to use Web based blogging program that can be adapted to running regular websites as well. These instructions are for those who are using the program to run a regular website. WordPress is sometimes referred to as a *CMS* or *content management system*.

Logging into WordPress

Open a browser, type in your domain followed by a backslash and the words *wp-admin*.

Example: www.mydomain.com/wp-admin where *mydomain.com* is your domain name.

After logging in, you'll see the *Dashboard*. Notice the light blue menu bar with *Dashboard* highlighted.



The screenshot shows the WordPress Dashboard for the website allyohio.org. At the top, there is a dark blue header with the site name and a user profile link. Below this is a light blue navigation menu with 'Dashboard' highlighted. The main content area is white and contains a 'Welcome to WordPress' message, a list of links to get started, a 'Latest Activity' widget showing 'Blog Stats' (0 posts, 0 comments), and a 'WordPress Development Blog' section with two recent posts: 'New Shirts; International Shipping' and 'WordCamp in San Francisco'.

allyohio.org (View site >)

Howdy, lizhamil [Sign Out, My Profile]

Dashboard Write Manage Comments Blogroll Presentation Plugins Users Options

Welcome to WordPress

Use these links to get started:

- [Write a post](#)
- [Update your profile or change your password](#)
- [Add a link to your blogroll](#)
- [Change your site's look or theme](#)

Need help with WordPress? Please see our [documentation](#) or visit the [support forums](#).

WordPress Development Blog

[New Shirts; International Shipping](#) — 5 days ago

One of the biggest complaints when we originally launched our t-shirt store was that folks outside of the United States, which is the majority of our traffic, were unable to order them. Now you can! (And we have a new style available.) At our official shop.wordpress.net you can order the new red t-shirt in either manly [...]

[WordCamp in San Francisco](#) — 30 days ago

Adding a New Page

On the light blue menu bar, click *Manage*. On the page that comes up, you'll see two menu bars across the top: a light blue and a dark blue one. The word *Manage* is highlighted on the light blue main menu bar and *Posts* is highlighted on the dark blue secondary menu bar. Since WordPress is usually used as blogging software, *Posts* is the highlighted choice. We want to create a *page* so click *Pages*. On the screen that comes up, click one of the links entitled *Create New Page*.

The screenshot shows the WordPress dashboard for allyohio.org. The top navigation bar includes 'Dashboard', 'Write', 'Manage', 'Comments', 'Blogroll', 'Presentation', 'Plugins', 'Users', and 'Options'. Below this, a secondary bar highlights 'Pages' among other options like 'Posts', 'Uploads', 'Categories', 'Files', 'Import', 'Export', and 'Backup'. The main content area is titled 'Page Management' and contains a table of existing pages. A red circle highlights the 'Create a new page »' link in the introductory text. Another red circle highlights the 'Create New Page »' link at the bottom of the page management section.

allyohio.org (View site ») Howdy, . [Sign Out, My Account]

Dashboard Write **Manage** Comments Blogroll Presentation Plugins Users Options

Posts **Pages** Uploads Categories Files Import Export Backup

Page Management

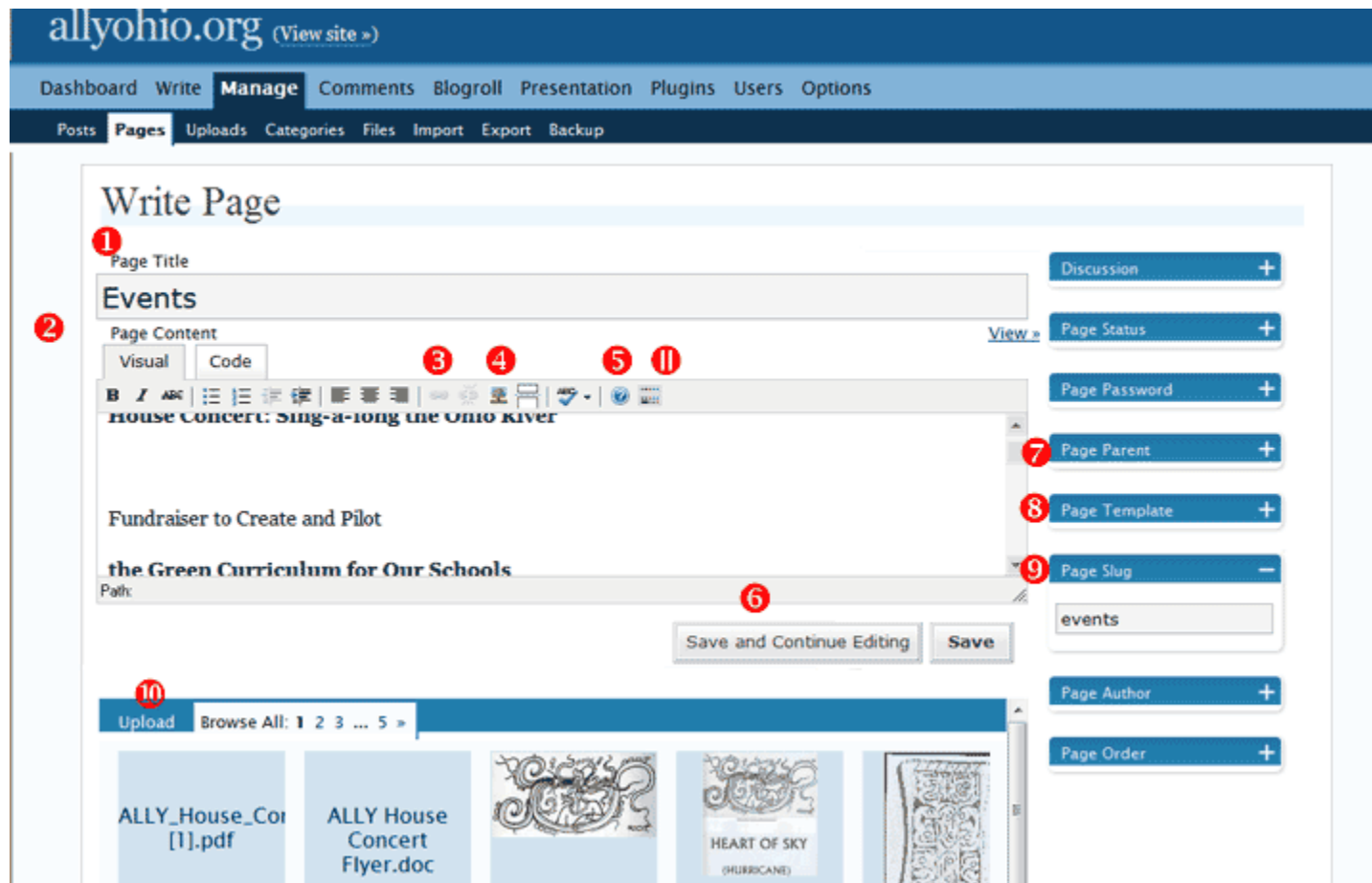
Pages are like posts except they live outside of the normal blog chronology and can be hierarchical. You can use pages to organize and manage any amount of content. [Create a new page »](#)

Search Pages...

ID	Title	Owner	Updated			
3	Mission		2006-05-10 5:28 pm	View	Edit	Delete
4	Resources		2006-05-10 5:29 pm	View	Edit	Delete

[Create New Page »](#)

Master Diagram of the WordPress Editing Window



This window allows you to edit pages, add images (left hand side) and provide special page information (right hand side.)

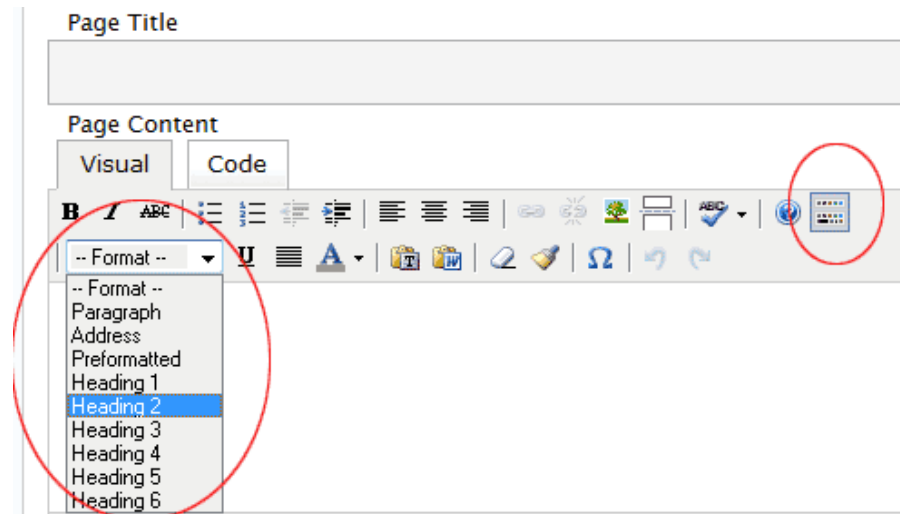
Key: 1 – Page title 2 – Page editing area 3 – Add links 4 – Add Images 5 – Help 6 – Create/Save button
 7 – Page hierarchy 8 – Template 9 – Page slug 10 – Upload area 11 – Visualize Advanced Features Button

Editing the New Page

Number 1 on the master diagram indicates where the title for the page goes. The style sheet* will tell the title how to be displayed. Number 2 is the page editing space or text area. There are two tabs on top of the large editing area: the *Visual* or WYSIWYG editing option and the *Code* tab or HTML editing option.

The other icons are like those found in Word processing programs: Bold, Center and Italics and so on. Just as in a word processing program, one need only highlight the text to be formatted and click the *appropriate* icon. At the end of the row of editing icons is a little icon (11) that looks like a lot of little squares inside a big square. It's the *Visualize Advanced Features* button. I've added it to your installation. It's an add-on that WordPress calls a *plug-in*. There are all kinds of plug-ins and like WordPress itself, most are written by volunteers and shared free of charge. They usually fill in some special functionality that WordPress doesn't have. Frequently, they end up becoming part of the next major release of the software.

Click the Advanced Features button and a second row of editing buttons appears. See picture of advanced features below. My style sheet has already formatted these for you to match the color scheme and design of your site. The *Format* drop down box allows you to put HTML headings in your pages without having to know HTML.



Editing window showing the *Visualize Advanced Features* button and *Format* drop down

Start creating your page by giving it a title. Next, give it a post slug. A post slug is the name used by links to call up your page. It should be one word. If it is clearer to use more than one word then separate the words with underscores. On the right hand side of the page counting six down, is the post slug's blue box. Click the plus sign and you'll see a textbox for your post slug. I have set up your installation so that the pages in your site use the following format for their links. The red indicates the post slug.

<http://www.yourdomain.com/contactus>

Notice that the page name doesn't end with *.html*. Keep in mind that WordPress sites don't have actual pages. Instead, they have a database that serves up all the standard components and unique content for a page. There's header information, page content information, images etc. in the database.

A word about single and double spacing: *If you use the return key, you will get a space between the last line edited and the new line. If you simply want to drop down to the next line, hold down the Shift key and then press Enter.*

After creating your page, click *Save and Continue Editing*. You can view your new page using the *Preview* link under the page title textbox on the far right. When you're finished editing and spell checking, click the *Publish* button. That makes the page visible. You'll still have to link to it so people can see it but yes, it is live. Click the *Manage* and then *Pages* tab and choose your new page by clicking the *Edit* link on the far right. Instead of *Preview* the link in the upper right says, *View*.

Adding Pictures, Documents, PDF's, PowerPoint Presentations, Etc. to Your Pages

Uploading Images and Other Files

Under the page editing area, there's an area (Number 10 on the Master diagram of the WordPress editing window) with tabs labeled *Upload*, *Browse*, and *Browse All*. Click the *Upload* tab. Then using the *Browse All* tab, you'll select the images or other files you want to use on your page. Click the *Upload* tab.

To the right of the File text box, click the button labeled "Browse..." You'll see your computer's standard file selection dialog. After you select the file you want, the search box will close and you will see that the File textbox is now filled in with the location of the picture on your hard drive.

Fill in the *Title* and *Description* text areas with any text information that you think is helpful. Note that the *title* information will be used as the link text for documents, PDF's, PowerPoints etc. (i.e. non image uploads) if you simply click and place these in the editing area.

Click the upload button after you have filled in all the information. Your image will be uploaded to WordPress. The *Browse* tab will now be highlighted and a thumbnail of your image will appear in the image browsing area.

Adding Images, Documents, PDF's and PowerPoints to Your Pages

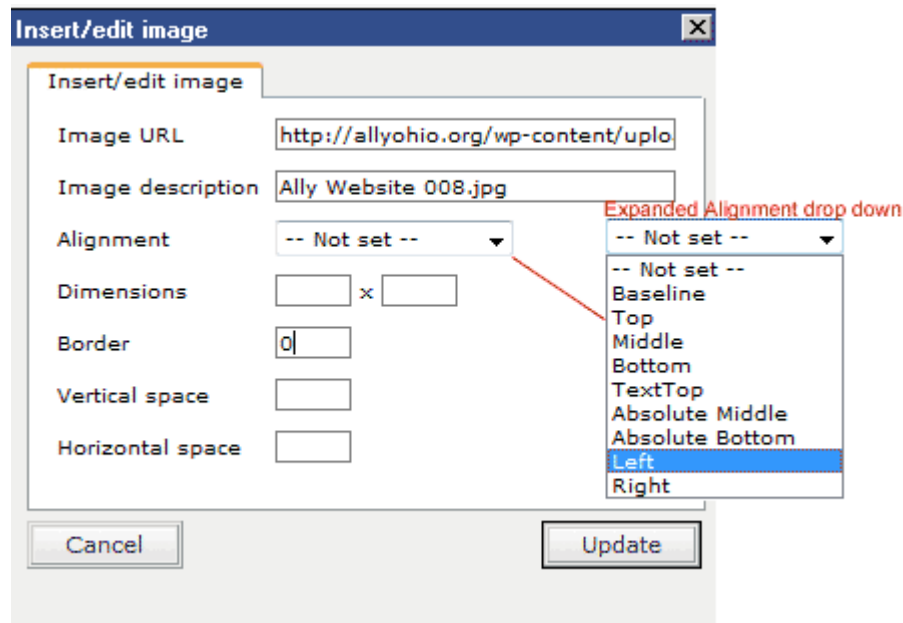
Images

Then choose *Browse All* in the area below the editing box. Click once on the image you want to insert into your page. The following image shows the window that will appear on your screen. Click *Full size* and *File*.



Click inside the page editing area on the exact spot where you'd like to place your image. Then click the *Send to Editor* button.

Click once on the image that you just placed in the editing area. Little handles or tabs will appear all around it to indicate that it is selected. Next, click the image icon on the menu bar (a picture of a tree, number 4 on the master diagram). This will provide you with various image options. The *Alignment* dialog asks you to select how the image will *align with the text*. *Left* or *right* are good choices. The image will be placed to the left or right and the text will go around it. The following is the image properties window:



Insert/edit image window

There are two things you need to specify in the *Insert/edit image* window: the alignment (See expanded alignment drop down) and the *Border* image attribute. If you don't set this to 0 (zero), your image will have an ugly little border around it.

You can also set the *Dimensions* image attribute. This is not necessary. If you leave the dimensions blank, the browser will load the image at its actual size. If you'd like to make the image display smaller than its actual size, use the dimensions attribute. This is tricky because you need to make the ratio of the height and width match the original image or you'll have a distorted image. It's best to size the images to their display size before uploading. This may also save on load time for the image. If you have a very large image, a very large image gets loaded on the viewer's computer not matter how small the display dimensions have been set.

It's also not necessary to set the vertical space and horizontal space but it might be nice. This controls the space around an image.

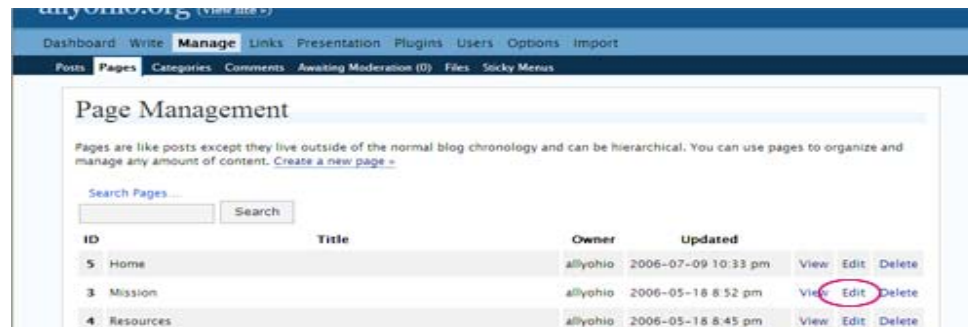
PDF's, PowerPoints and Word Documents

Adding these to your page is the same as adding images. They are uploaded and selected just like images. Click *Browse All* and the document you want. You get just three choices this time. Choose *File*. Click in the editing space where you'd like to place the document and then *Send to Editor*. If you gave your file a *title* when you uploaded it, the title will appear as the link. If you want to use different text for the link or if you didn't give a title to your file, type something else in the editing area, select it and then send your file to the editing window.

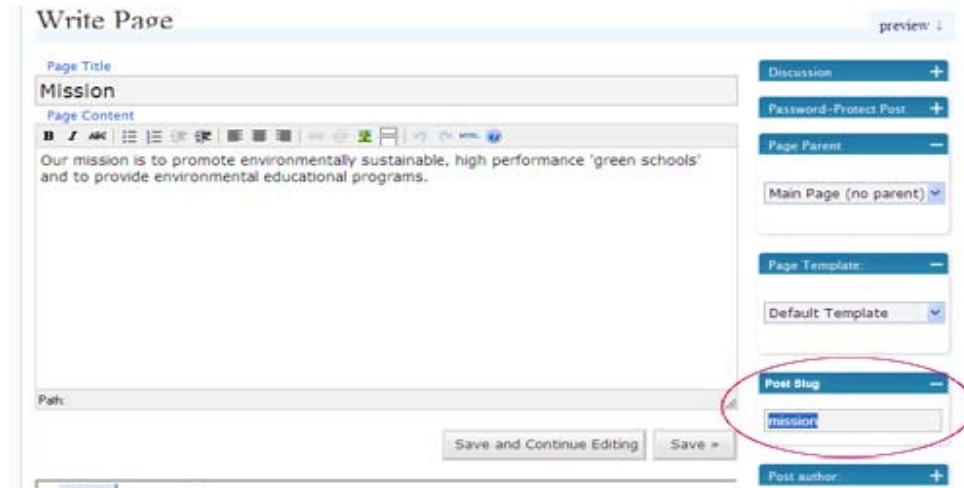
Links

Making Links to Other Pages on Your Site

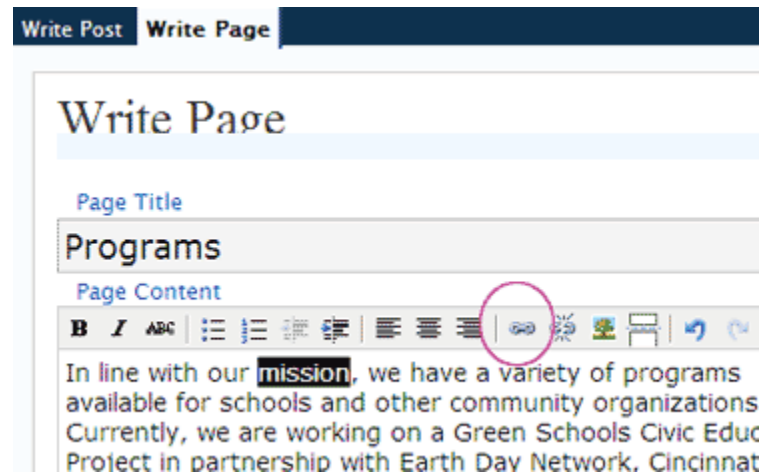
Go to Manage, Pages and click the "Edit" link on the right next to the page to which you'd like to link.



That will bring up the editing screen for that page. We're not going to edit anything. Instead, we're going to select the **post slug** on the right side of the page. Under the blue bar entitled *Post Slug*, circled in pink, I've highlighted *mission* which is the post slug for this page.



Go to the page where the words are that you want to link. Select the phrase you want to link and then click the link icon on the editor toolbar.



The little *Insert/Edit Link* dialog box will pop up. Paste the post slug you selected and copied from the linked page. Then you are offered a choice between “Open link in new window” or “Open link in same window.” “Open link in same window” is the choice you want here and the recommended choice most of the time. The last choice *Title* is what people will see when they mouse over the link. Type something helpful here or simply repeat the link’s name such as “Mission” or “Resources.” Click the insert button and you’re done. View site and check the link. For this option to work one should have their permalinks configured properly. To unlink a link, select it and click the *Unlink* icon, a broken chain to the right of the *Link* icon.

Making Links to Pages outside Your Site

Go out to the Internet and find the page to which you want to link. In the browser’s address bar, you’ll see the page’s URL (address). Select it with your mouse. Then go to the *Edit* menu on the browser and click *Copy*. Go back to the editing screen in WordPress and instead of pasting a post slug into the *Insert/Edit link* dialog box, you are now going to paste the URL that you obtained from the page to which you want to link. Fill in the rest of the information in the little *Insert/Edit Link* dialog box and click *Insert*. View your page and test the link. Unlink a link as described above.

Deleting Files

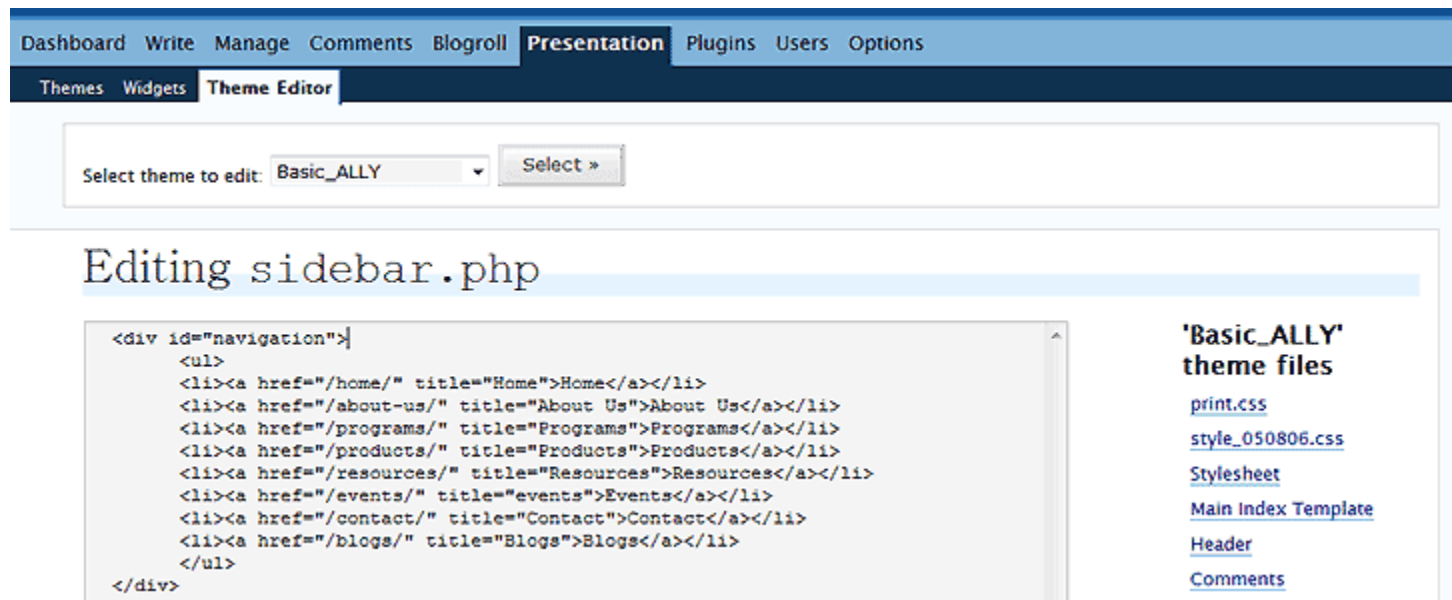
If you would like to delete images or documents from the *Browse All* selection, click the image or document. Scroll down and click the Delete File button.



Editing the Sidebar

The sidebar is the only file that needs to be edited using straight HTML. The good news is that the HTML is already there and all you need to do is copy and paste the basic format and change it to add the appropriate words for the new menu items.

Go to *Presentation* and then *Theme Editor*. On the left is a large editing area. On the right is a list of files. Click once on *Sidebar*. The Sidebar file will open on the left for editing. It will look something like this:



Each menu item is contained each of the lines beginning with `` and ending with ``. Let's say you need to add a menu item called *Staff*. Copy one line (any line) from before the opening `` to after the closing `` tag. You've already created your page called *Staff* with the page slug of *staff*. Just change the specific items within the pattern like this:

`Blogs` New item → `Staff`

Scroll down and click the *Update File >>* button and your new updated sidebar is saved.

* A style sheet is a set of code that manages how your site looks. It tells, for example, all headings to be dark blue and all links to be red. It's very convenient because you only have to change these directives in one place.

by Elizabeth Hamilton – liz@handcraftedsites.com Updated July 26, 2007