

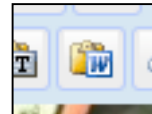
## Handy Tips shared at the training:

### To write a post:

1. Log in to your WordPress site. (<http://yourlibrary.mykansaslibrary.org/wp-admin>)
2. Click the Write tab.
3. Start filling in the blanks.
4. As needed, select a category, add tags, and make other selections from the sections below the post.
5. When you are ready, click Publish.

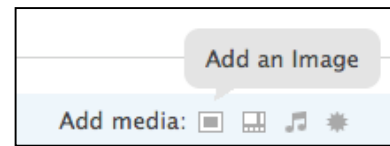
### Pasting Text from an outside source (Word, the Web, etc.)

- When Pasting from Word, use the new “Kitchen Sink” menu
- Click the Kitchen Sink button
- Then click the Paste from Word button
- Use Ctrl+v or Edit > Paste to paste in your text
- Click insert



### Adding an Image to a Post:

1. Open a new Post
2. Select the Add an Image button
3. Browse the computer for your image and click Upload
4. Add a title, caption and description (for users who disable images or use a screen reader)
5. Select, using the radio button, the alignment and size
6. “Insert into Post”



### Editing an image in a post – Many new features!

1. Click on the image to select it
2. Two buttons will appear, one for Edit and one for Delete
3. Select the Edit button (See illustration)
4. The First tab allows editing of the caption, description, size and alignment
5. The Advanced Settings tab has these features:
  - The URL of the image – you will use this when adding an image to a text box
  - Size feature – you can change the height and width
  - Image Properties feature – you can add a dark border or add horizontal or vertical white space around the image
6. Each change is demonstrated on the image shown at the top of the dialog box



## Adding a Hyperlink to an Image in a Text Box:

This is a multi-step process, where you will need to download the image, copy the URL of the image, Add and open a text box in the Widgets section, and then use some very basic HTML code to add the URL of the image and the URL of a Web site to create a hyperlinked “button” that will display on the site’s Home page.

- Open a Post (you will not be saving the post, but this gives you access to the Add Media features)
- Add an Image and Insert it into the post
- Select the image, click Edit and go to the Advanced Settings tab (see instructions above about selecting and editing images)
- From the Source field, highlight and copy the entire URL of the image (ends with .jpg)
- Exit the Imaged editor (X out, no need to save)
- Select Design (You may need to confirm that you want to navigate away from the post)
- Select Widgets
- Chose the sidebar (right or left) for the new Text widget
- Add a Text Widget
- Edit the Widget - give the Text box a Title
- In the Body of the Text Widget:
  - To insert a picture only:
    - Type:  

    - Verify that the quotation marks are before and after the image URL
    - The URL for the image will look similar to:  
<http://upgrade.mykansasklibrary.org/wp-content/uploads/2008/10/pic.jpg>
    - Click Change to close Text box
    - **Save Changes**
  - To insert a picture with a Hyperlink:
    - Type:  
<a href="http://xxx.xxx.xxx"></a>
      - The http://xxx.xxx.xxx would be the URL of the Web site you want to go to when clicking the image
      - The “img src” refers to the Image Source, or the URL of the picture you want to appear
      - If the image is too big, you can change the size by adding
    - Click Change to close Text box
  - **Save Changes**

## HTML Basics for Text Boxes

For Bold Text, use <strong>TEXT</strong>

For Italic Text, use <em>TEXT</em> (for “emphasis”)

For single spacing, use <br> at the end of a line of text

For double spacing, use <p> at the end of a line of text

