


School of Engineering 2016 WordPress Training

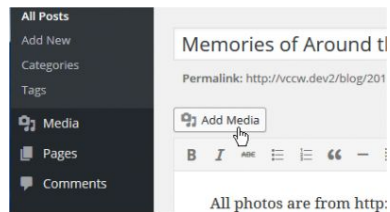
Frequently Asked Questions

1. How do I create links in WordPress?

A. Once you are in edit mode for the page or post, highlight the text that you wish to link. Then, hit the  button in the toolbar on the top of the page. In the pop up box, enter the URL of content you wish to link to and hit enter.

2. How do I add media (photos, videos, etc.) to my post/page?

A. To add media to your post or page, hit the add media button in the top toolbar. Select the file its location on your computer and add it to the library. Then, insert the file into your post or page.



3. What is the difference between a post and a page?

A. A post is created for blog content. Posts are displayed in reverse chronological order. A page is created for content that doesn't change often. For example, an "about me" page is a static page.

4. How do I create a menu bar?

A. To add a new menu:

Appearance > Menus > Add new Menu

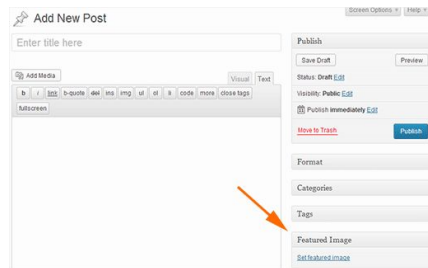
Then, input the title of the menu and hit create new menu.

5. Where can I manage the location of my menu?

A. In the Menus tab, select manage locations. You will see a variety of locations to place your menu depending on your theme.

6. Where do I set a featured image?

A. If your theme allows you to set a featured image, the option will appear on the right hand panel when you are editing your page or post.



7. How do I embed a video?

A. Embedding a video is another way to add videos to your site. To do this, type the URL into your post or page. Make sure it is not hyperlinked. Once you do this, the URL will turn into a preview of the video. If you would like to alter the width or the height of the video you can do so by typing the URL into the following code: `[embed width= "123" height= "456"] url [/embed]`. This does not need to be on its own line.

8. How do I link to a media file?

A. To link a media file, select the media file from your library. Then, change the title of the media (this will be the linked text) and select "Media File" from the "Link To" drop down list. Then insert the media into your page or post.