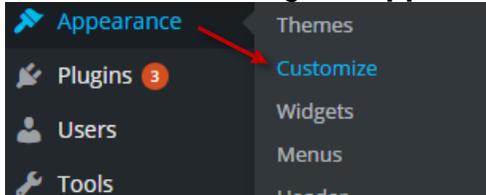


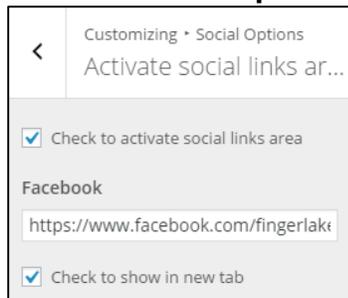
Advanced WordPress Training

Adding Social Media Links

1. On the Dashboard, go to **Appearance** → **Customize**.



2. Click on **Social Options** and then **Activate social links area**.

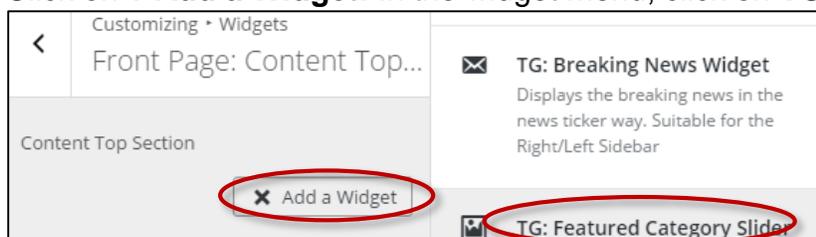


3. Check the box that says, **Check to activate social links area**.
4. Scroll down and enter the website address for any of your social media accounts. It is recommended that you check the box that says, **Check to show in new tab**, for each link.
5. The social media icons will appear at the top of the page, above the header, on the right side.
6. Click on **Save & Publish** before exiting the customization area. Exit by clicking on the **X** in the top left corner.



Adding & Using a Slider

1. First, you will need slides to populate the slider. Under Dashboard, click on **Posts**. Select one of your posts and add the category, *HomeSlider*.
2. You will also need to add featured images for your slider. When you are editing a post, scroll down to the bottom on the page and look for Featured Image on the right hand side, click on **Set featured image**. This will open the media library, you may select the desired image and click Set featured image. Your images should be 800 pixels wide by 445 pixels tall. *For help resizing and cropping images, see the Editing Images handout.*
3. **Update** your post. Complete this for all posts you would like added to the slider.
4. Now you are ready to turn on the slider. On the Dashboard, go to **Appearance** → **Customize**.
5. Click on **Widgets** and then **Front Page: Content Top Section**.
6. Click on **+ Add a Widget**. In the widget menu, click on **TG: Features Category Slider**.



7. You will be presented with options.

- For **Number of posts to display**, choose a number between 3-5
- Choose to show the latest posts or to show posts from a category that you have already added to your posts, ex. *HomeSlider*
- For **Image Size**, choose medium (800x445 pixels)

TG: Featured Category Slider

Number of posts to display:
4

Show latest Posts

Show posts from a category

Select category:
HomeSlider

Image Size:

Image Size medium (800x445 pixels)

Image Size large (1400x600 pixels, suitable for Front Page: Top Full Width Area)

Delete | Close

8. Click on **Save & Publish**.



Adding Photo Galleries

1. Open a post or page, wherever you would like your photo gallery to appear.
2. Click on the green square in the tool bar, **Attach NextGEN Gallery to Post/Page**.



3. First, click on the **Add Gallery/Images** tab. Click on **Add Files**. Enter a name for your gallery.

NextGEN Gallery | Display Galleries | **Add Gallery / Images** | Manage Galleries | Manage Albums

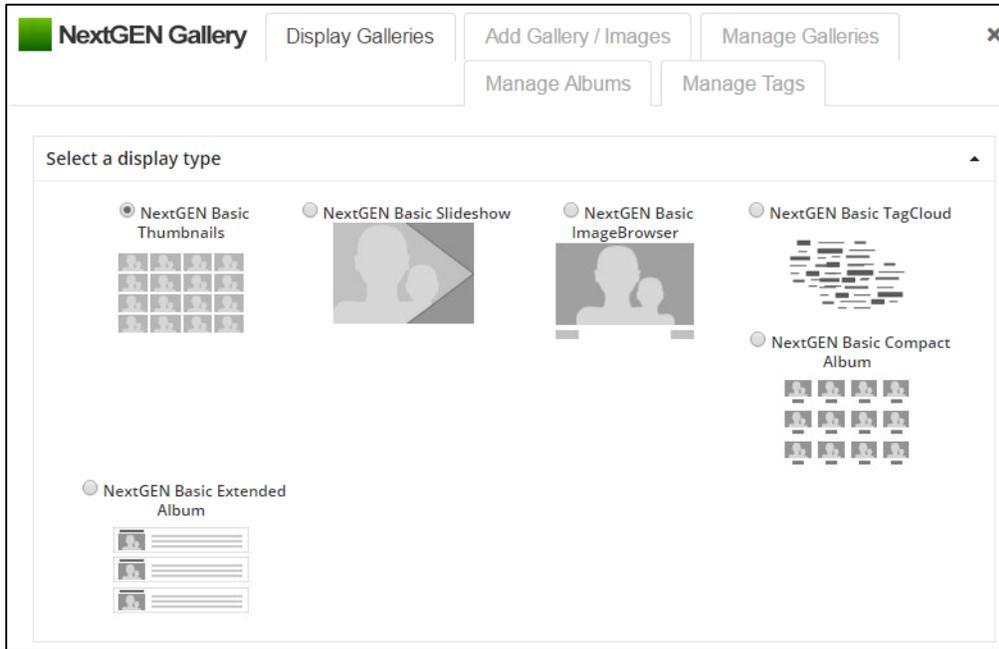
Manage Tags

Upload Images

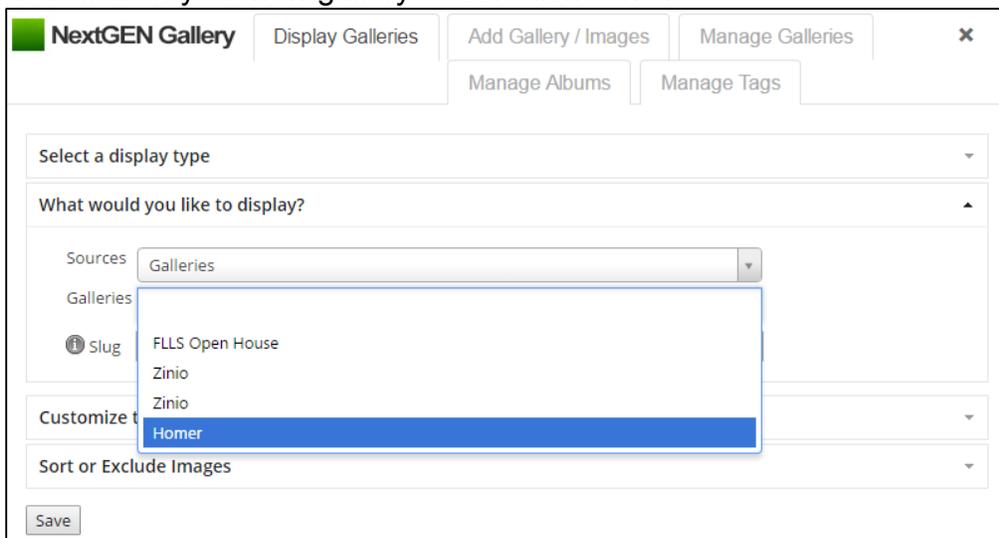
Gallery: Create a new gallery | | **Add Files** | Start Upload

Filename	Size	Status
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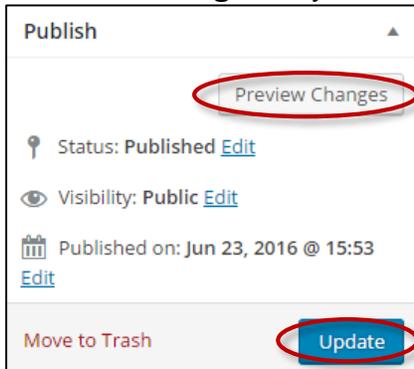
4. Locate your images. Hold down the Ctrl button on your keyboard and click on all of the images you would like to include. Click on **Open**.
5. Click on **Start Upload**. After the files are uploaded, click on the **Display Galleries** tab.
6. Select how you would like your gallery to display: basic thumbnails, a basic slideshow, image browser, etc.



7. Click on **What would you like to display?** Click in the box next to Galleries (under sources) and click on your new gallery's title. Click **Save**.

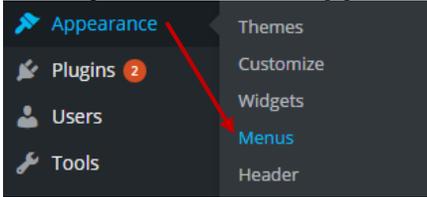


8. You will not get to preview the gallery in the editor. Under Publish on the right hand side, click **Preview Changes**. If you are satisfied, click on **Update** to save your changes.

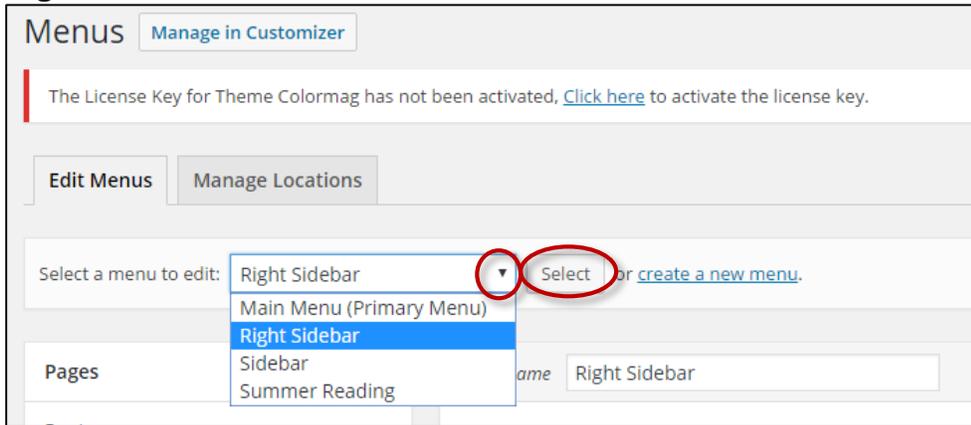


Changing the Sidebar Menu

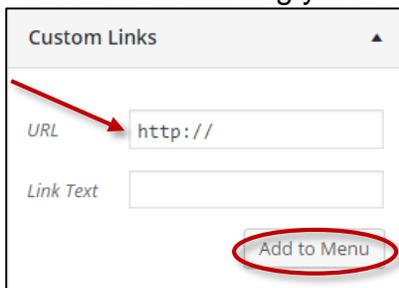
1. Login to your WordPress website.
2. Move your mouse to **Appearance** and left click on **Menus**.



3. Next to "Select a menu to edit:", click the down arrow to show all available menus. Click on **Right Sidebar** and then **Select**.



4. Look to the left side, you will see a list of items including Pages, Posts, Custom Links, and Categories. Click on **Custom links**.
5. Enter the URL for your link. For example, hoopla would be: <https://www.hoopladigital.com>. Enter text describing your link. Click on **Add to Menu**.



6. The next step would be to add images to the link, *if you choose to*. If you do not add an image, a clickable text link will appear instead. Under **Menu Structure**, you will see your newly created link. Click on the down arrow to expand it.



7. There are two images to add, the Menu image and the Image on hover. If you are adding hoopla, these images are already in your media library. First, click on **Set image**. This will open a window allowing you to choose the correct image. Click on the image and then on **Select**. Next, click on **Set image on hover**. Choose your hover image by clicking on the image in the window that pops up and then click on **Select**. For image size, click on the down arrow and click on **Original**. Make sure to click on **Hide** for the Title position.

hoopla Custom Link ▲

URL

Navigation Label Title Attribute

Menu image Image on hover

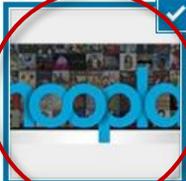
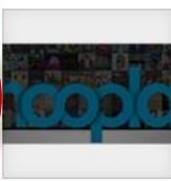
Image size

Title position
 Hide | Above | Below | Before | After

Chose menu image ×

Upload Files Media Library

All dates Search

ATTACHMENT DETAILS


 Hoopla-Banner-304x74.jpg
 June 7, 2016
 35 kB
 304 × 74
[Edit Image](#)
[Delete Permanently](#)

URL

Title

8. One final step to complete this process, click on **Save Menu** to save your new sidebar.

Creating a Drop Down Menu

1. Go to **Appearance → Menus**.
2. Where it says, "Select a menu to edit:", make sure it says **Main Menu (Primary Menu)**. If not, choose Main Menu and click on **Select**.

Select a menu to edit: or [create a new menu.](#)

3. Under **Pages**, click on **View All**. Check the box next to your page that you will be adding to your menu. Click **Add to Menu**.

The screenshot shows the WordPress menu editor. On the left, under the 'Pages' tab, there is a list of pages: Storytime!, WordPress (checked), Book sale June 1-15th, Blog, About, Welcome, and Sample Page. A red circle highlights the checked checkbox for 'WordPress'. Below this list are 'Select All' and 'Add to Menu' buttons. On the right, the 'Menu Name' is 'Main Menu' and there is a 'Save Menu' button. The 'Menu Structure' section contains a list of menu items: 'Sample Page' (Page), 'Book sale June 1-15th sub item' (Page), 'About' (Page), and 'Blog' (Page). Instructions for dragging items and using arrows to reveal options are provided.

4. The new page will appear under **Menu Structure**. Click and hold on the new item and drag it under the main menu item. Dragging to the right will make it a sub item. Release. Click on **Save Menu**.

This screenshot shows the 'Menu Structure' section of the WordPress menu editor. A red arrow points to the 'About' menu item, which is currently being dragged into the menu structure, as evidenced by its dashed border. The menu items listed are 'Blog', 'Events', 'Member Libraries', 'Contact Us', and 'About'. A 'Save Menu' button is visible in the top right corner.



Questions? Comments? Contact:
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