

### **Navigating the Dashboard**

- Dashboard Menu Options
- Toolbar
- Hiding the Toolbar

### **Posts versus Pages**

- Posts
- Pages

### **Adding Your Site Content**

- Adding a New Page
- Adding a New Post
- Adding Content with the Visual Editor
- Switching to the Text Editor
- Changing your Post Format
- Review Past Revisions

### **Adding Images and Other Media**

- Inserting an Image
- Edit or Delete an Image
- Setting a Featured Image
- Insert an Image Gallery
- Edit or Delete an Image Gallery
- Insert an Audio or Video Playlist
- Embedding a Video, Image or Other Content

### **Adding HTML Links**

- Inserting an HTML Link
- Inserting Links to Media Files
- Editing an HTML Link
- Removing an HTML Link

### **Editing Content**

- Editing Existing Content
- Deleting Content
- Full Screen Editing
- Saving and Publishing Content

### **Using Tags**

- Adding Tags within Your Post

### **Media Library**

- Viewing a File in the Media Library
- Adding a File to the Media Library
- Editing the File Properties
- Editing an Image
- Deleting a File from the Media Library

### **Comments & Editing**

- Replying to a Comment
- Editing a Comment
- Quick Edit
- Edit
- Disapproving and Approving Comments
- Marking Comments as Spam and Trash

### **Changing the Appearance**

- Selecting your Theme
- Previewing and Customizing your Theme
- Adding a New Theme
- Customizing your Site
- Widgets
- Headers and Backgrounds

### **Updating the Menu**

- Adding a New Menu
- Editing an Existing Menu Item
- Adding a New Menu Item
- Adding a Custom Link Menu Item
- Deleting a Menu Item
- Managing Menu Locations

### **Using Plugins**

- Adding a New Plugin

### **Managing Users**

- Adding a New User
- Deleting a User
- Editing your Profile

### **Working with Tools**

- Press This
- Categories and Tags Converter
- Import and Export

### **Changing Settings**

- General and Writing Settings
- Reading and Discussion
- Media and Permalinks