

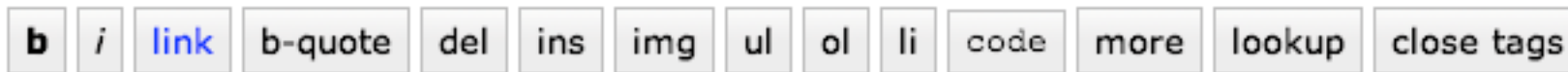
# Editing in Wordpress

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In Firefox, Internet Explorer and others, you have a visual toolbar:

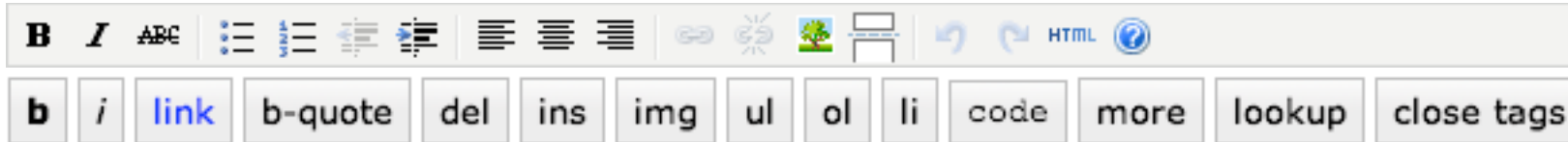


You should turn off the visual editor and work in code, which is preferred to prevent errors.



# Wordpress Toolbar, paragraphs and line breaks

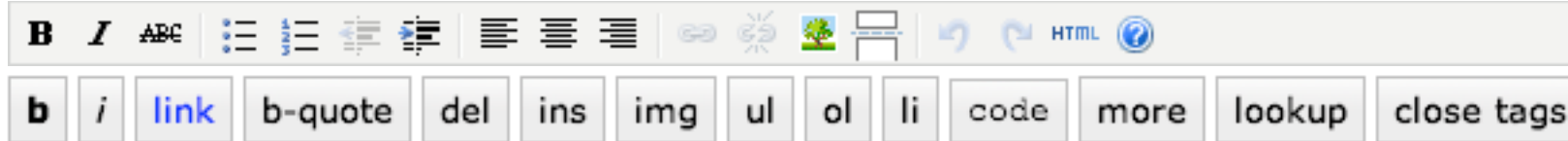
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- To insert a new paragraph, you type return to put your cursor between `<p></p>` tags and then return again to create another new paragraph.
- To insert a break `<br />`, you hit return and then the backspace or back delete key so there's no line between two blocks of text.

# Wordpress Toolbar, basic formatting

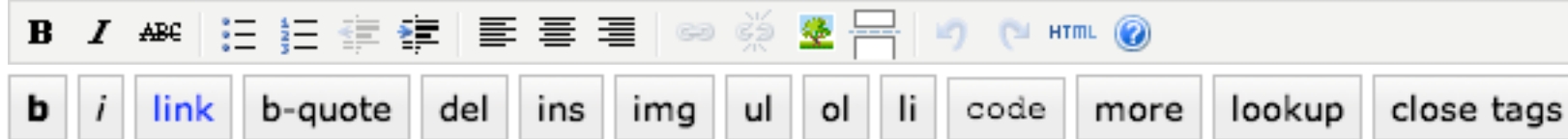
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



- The Wordpress toolbar formats selected text
  - **B** Clicking this will insert `<strong></strong>` tags
  - *I* Clicking this will insert `<em></em>` tags
  - ~~ABC~~ Clicking this will insert `<strike></strike>` tags

# Wordpress Toolbar, Lists

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- Two kinds of lists in Wordpress
  - List items are surrounded by `<li></li>` tags and usually bullets, numbers or letters
  -  Clicking this starts a new unordered list surrounded with `<ul></ul>` tags
  -  Clicking this starts a new ordered list surrounded with `<ol></ol>` tags

# Wordpress Toolbar, more list commands

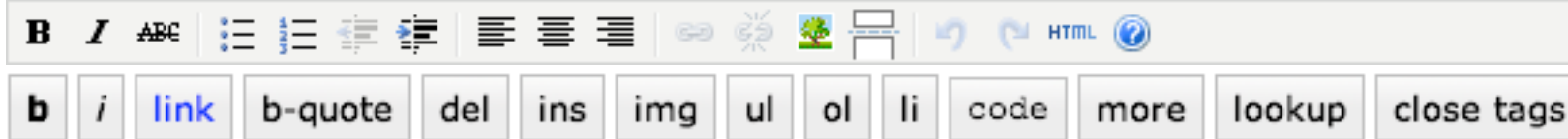
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- After creating a new list, you add list items by typing them and then typing return to close that list item.
- When you've added the last item in your list and typed return to close it, you click on the Outdent  or closing ul/ol button to close the list.

# Wordpress Toolbar, blockquotes and alignment

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-  The indent button either puts the selected paragraph into a `<blockquote></blockquote>` or starts a new blockquote.
- If you have an open blockquote, you click on the Outdent  button to close it.
- As insert tags, you'll notice the non-styled buttons will change to close buttons.

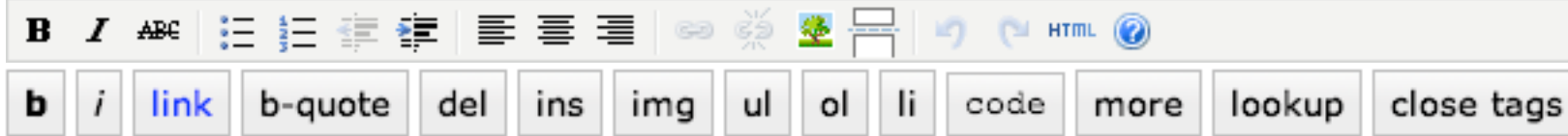
# Wordpress Toolbar, pictures, more and undo


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-  This allows you to insert an image from a location rather than uploading to your site
-  This button will insert a more comment `<!--more-->` that has the effect of linking to more content on a full page

# Wordpress Toolbar, links



-   The link and unlink buttons help you create links to other pages or other sites on the web...

