

Adding a News Post / Gallery Image

1. Select "Add New" from the Gallery & News menu in the dashboard

2. TYPE IN YOUR HEADLINE

3. In this box (visual editor) you can now add any type of images and text you like

4. SELECT A CATEGORY

5. SET A FEATURED IMAGE

6. PUBLISH POST

4. SELECT GALLERY CATEGORY

- Each post you create will appear on your news page. The images and text you add to the visual editor will only appear on the news page (and not on the gallery page).
- The featured image is your gallery image. One post creates one gallery image.
- Select the gallery category where you wish your featured image to appear, in this example "Floral".
- To add additional gallery images, repeat the above steps.

Creating a New Gallery Page

The screenshot shows the WordPress 'Add New Page' interface. The page title is 'Floral'. The parent category is set to 'Art' and the template is 'Artboard'. The 'Floral' category is selected under 'Artboard Page Options'. The 'Publish' button is highlighted in the right-hand sidebar.

1. Select "Add New" from the pages menu in the dashboard sidebar

2. TYPE IN THE GALLERY NAME

3. SELECT A GALLERY CATEGORY

4. SELECT PARENT: ART

5. SELECT TEMPLATE: ARTBOARD

6. PUBLISH POST

ANY POST /GALLERY IMAGE WHICH YOU CREATE IN THE SAME CATEGORY (SEE PREVIOUS TUTORIAL) WILL

AUTOMATICALLY OPEN IN THE SLIDESHOW OF THIS PARTICULAR PAGE

Adding A Page To The Menu

The screenshot shows the WordPress Admin Dashboard with the 'Menus' page open. The left sidebar contains navigation options: Dashboard, Gallery & News, Exhibitions, Testimonials, Appearance, Themes, Widgets, Menu, Calendar Themes, Calendar Theme Options, Theme Options, Editor, Plugins, Users, Tools, Settings, Security, Branding, and Collapse menu. The 'Appearance' menu is expanded, and 'Menu' is selected. The 'Menus' page shows the 'main menu' selected. The 'Theme Locations' section has 'main menu' selected for the Top Bar Menu and 'footer' for the Footer Menu. The 'Custom Links' section is empty. The 'Pages' section shows a list of pages: Art, Floral, Abstract, Contact, News, Exhibitions, and Profile. The 'Floral' page is selected. The 'Add to Menu' button is circled in red. The 'main menu' is expanded, showing a list of pages: Home, Profile, Art, Abstract, Floral, Exhibitions, News, Shop, and Contact. The 'Floral' page is highlighted in purple. The 'Save Menu' button is highlighted in blue. Annotations 1 through 6 are present, explaining the steps to add a page to the menu.

1. Select "Menu" from the Appearance menu in the
1. DRAG AND DROP THE PAGE INTO POSITION, PAGES THAT SIT SLIGHTLY OFFSET TO THE RIGHT BECOME DROPDOWN MENUS OF THE MENU ABOVE.
2. THE PAGE WILL NOW APPEAR AT THE BOTTOM OF THE MENU LIST
3. SELECT A PAGE FROM THE PAGES SECTION AND CLICK
4. "ADD TO MENU"
6. SAVE MENU

WHENEVER YOU WISH TO ADD A NEW GALLERY CATEGORY, FOLLOW THE STEPS FROM THE TOP OF THE PAGE (ADDING A POST/GALLERY IMAGE) TO FINALLY ADDING THE PAGE TO THE MAIN MENU OF YOUR WEBSITE. IF YOU ARE ADDING IMAGES TO AN EXISTING CATEGORY, SKIP THIS STEP.

Adding a Testimonial

1. Select "Add New" from the testimonials menu in the dashboard sidebar

2. TYPE IN YOUR HEADLINE, ex. NAME OF CLIENT OR

(YOU CAN FORMAT YOUR TEXT HERE BELOW)

3. In this box (visual editor) you can now type the testimonial

4. PUBLISH POST

Path: p
Word count: 87
Last edited by JanThompson on 08/05/2013 at 8:39 am

Excerpt

Excerpts are optional hand-crafted summaries of your content that can be used in your theme. [Learn more about manual excerpts.](#)

ALL TESTIMONIALS ARE AUTOMATICALLY GRABBED AND DISPLAYED AS A SLIDESHOW IN THE SIDEBAR AND ON THE PROFILE PAGE

Adding An Exhibition Date

2. Select "Add New" from the Exhibitions menu in the dashboard sidebar

2. TYPE IN YOUR HEADLINE, ex. NAME OF COLLECTION + TOWN

3. ADD ALL EXHIBITION DATA (TIME, ADDRESS ETC)

4. IN THE VISUAL EDITOR ADD A "SNEAK PREVIEW" IMAGE FROM YOUR COLLECTION AND ANY ADDITIONAL INFORMATION SUCH AS OPENING HOURS AND DETAILS ABOUT THE COLLECTION

5. SELECT A CATEGORY OR ADD A NEW ONE AND SELECT

6. PUBLISH POST

UPCOMING AND CURRENT EVENTS WILL AUTOMATICALLY BE DISPLAYED FIRST WHILE PAST EVENTS ARE AUTOMATICALLY ARCHIVED

Uploading Images

3. Select "Add New" from the Artwork menu in the dashboard sidebar

The screenshot shows the WordPress 'Add New Media' interface. On the left is a sidebar menu with 'Add New' highlighted. A large purple banner across the top of the main content area contains the instruction: '2. DRAG AND DROP FILES INTO MARKED AREA, OR CLICK "SELECT FILES" TO BROWSE IMAGES TO UPLOAD'. Below the banner, there is a 'Drop files here' area with a 'Select Files' button. Text below the button states: 'You are using the multi-file uploader. Problems? Try the [browser uploader](#) instead. Maximum upload file size: 2MB. Images will be resized to the large image dimensions, as specified in your media settings'. A 'Help' button is visible in the top right corner of the interface.

- You can select one or several images at one time
- Any image you have uploaded is saved on your server and can be used at any time as often as needed, and also deleted at any time

Creating Newsletters

Dashboard

Posts

Wysija

Newsletters

Subscribers

Settings

Appearance

Plugins 1

Users

Tools

Settings

Collapse menu

All Newsletters Create a new email ... or duplicate one below to copy its design.

All (1) | Standard Newsletters (1) | Draft (1)

Name	Lists	Open, clicks, unsubscribed	Modified On	Sent On
...	...	0 - 0 - 0	15/05/2013	---
...	...	Open, clicks, unsubscribed	Modified On	Sent On

Wysija Version: [2.4.4](#) | [Support & documentation](#) | [Request feature](#) | Add your [*****](#) on [wordpress.com](#)

For a complete guide on setting up your newsletters, I advice on carefully following every step in a very clever video which you can find in the FAQ's and Guidelines section of liberateyourweb.co.uk

<http://liberateyourweb.co.uk/faqs/>

Recommended Plugins

Using Wysija Newsletters in WordPress

WYSJA

Super Easy Newsletter Plugin. Drag and drop your content and blog posts and send to your entire contact list.

To install type "wysija" into your plugin search bar. Activate the plugin and follow the video tutorial.