

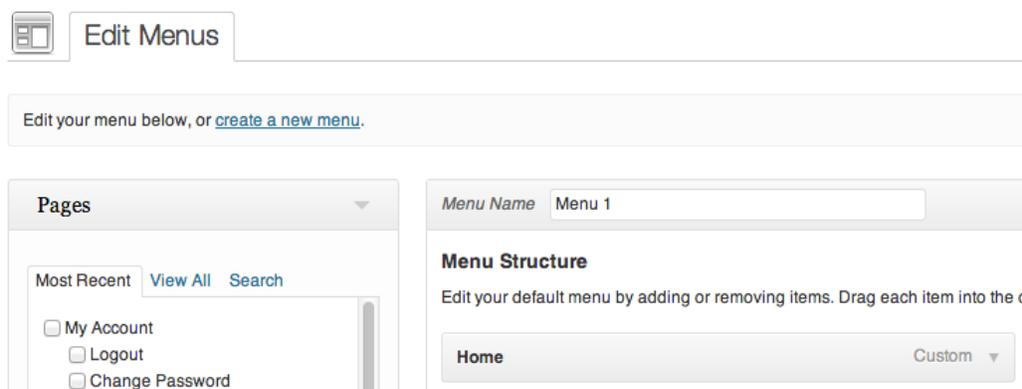
**ITEC321 - Administering Web-based Content
Management System**

Navigation Menu, Image
Gallery, Media and Audio

NAVIGATION MENUS

Navigation Menus, or simply Menus, are a WordPress theme feature which allows users to create navigation menus by using built-in *Menu Editor* located in WordPress admin area under **Appearance » Menu**.

Navigation menus allow theme designers to let users create custom menus of their own. The default menu will just list current WordPress Pages. WordPress supports multiple menus so a theme can have support for more than one navigational menu (e.g. header and footer menus). Users can add posts, pages, and custom links to a menu using drag and drop functionality. Users can also add CSS classes to their menu items and change their appearance by adding custom styles.



Users can use widgets to display custom navigation menus in other areas of their WordPress sites such as sidebars, and footer areas.

What is: Primary Menu

A Primary Menu is the main menu selected as primary menu in the WordPress Menu Editor. A WordPress theme may support single or multiple navigational menus at different locations in theme. These menus can be edited using the built in WordPress Menu Editor located at **Appearance » Menu**.

Most WordPress themes have menu locations that users can edit, filling each menu with their own items. However, if a user does not edit the menus, most themes list pages as the menu items by default. The purpose of a primary menu .is to allow Themes to use more

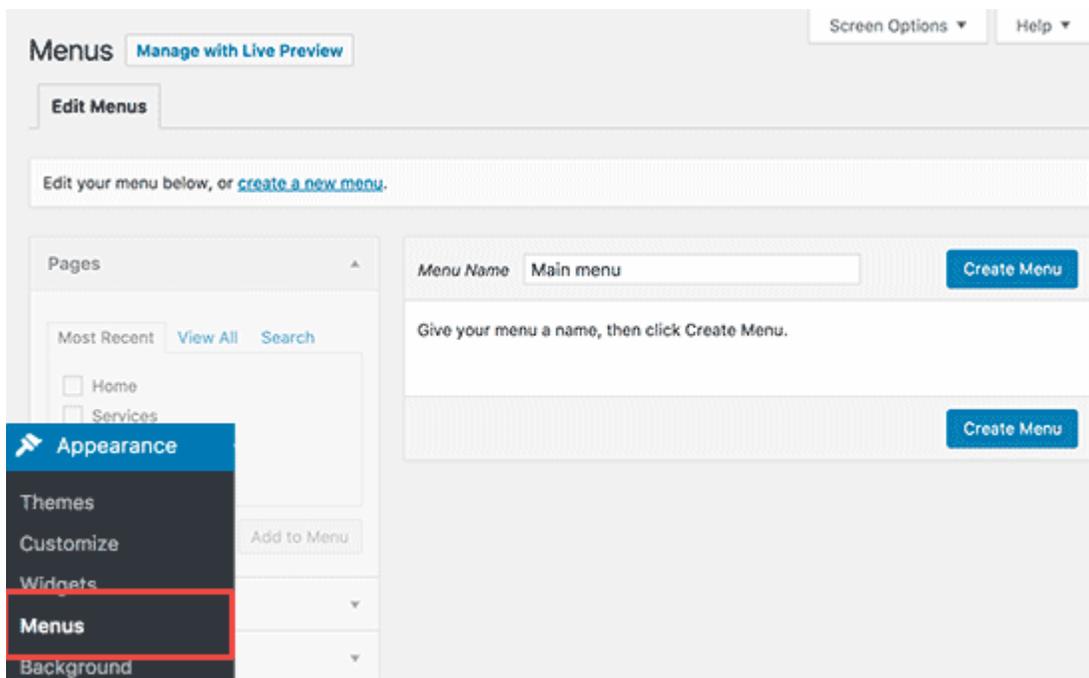
than one menu on a site (e.g. one in the header, one in the footer). It also allows users to save menus and switch between the menus they have created.

Create Navigation Menu

Navigation menus allow your users to browse different pages or sections on your website. WordPress comes with a powerful navigation menu system, and your WordPress theme utilizes this system to display menus.

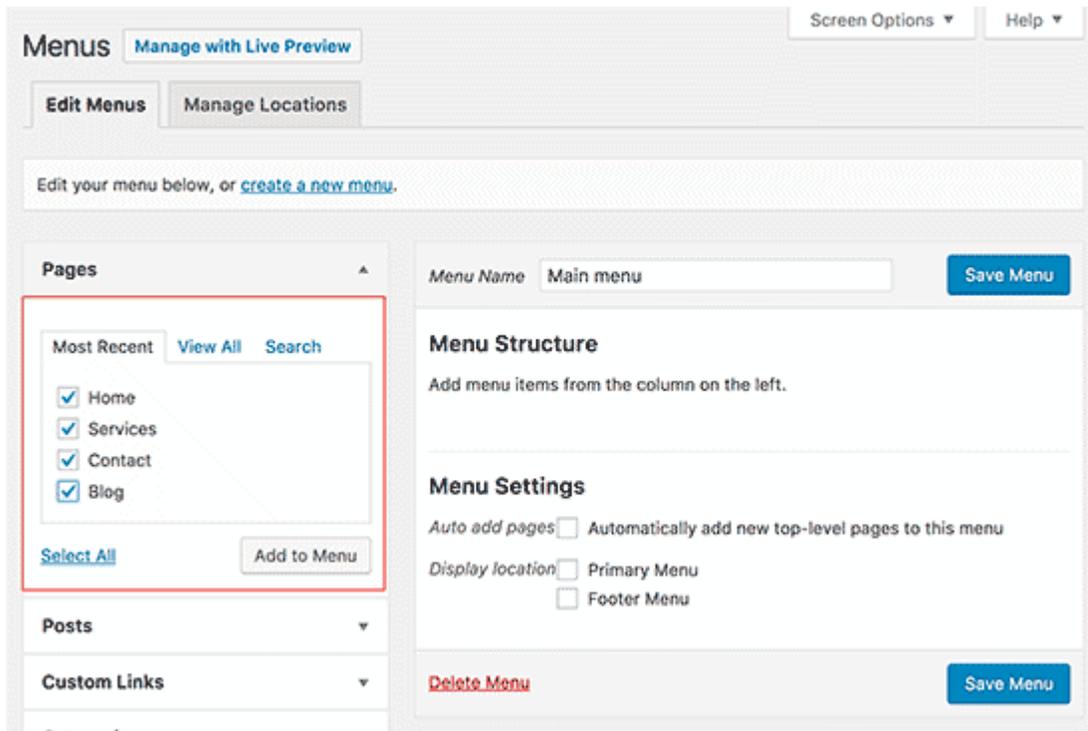


In order to create navigation menu, first, you need to visit **Appearance » Menus** page. Then enter a name for your navigation menu and click on the create menu button.

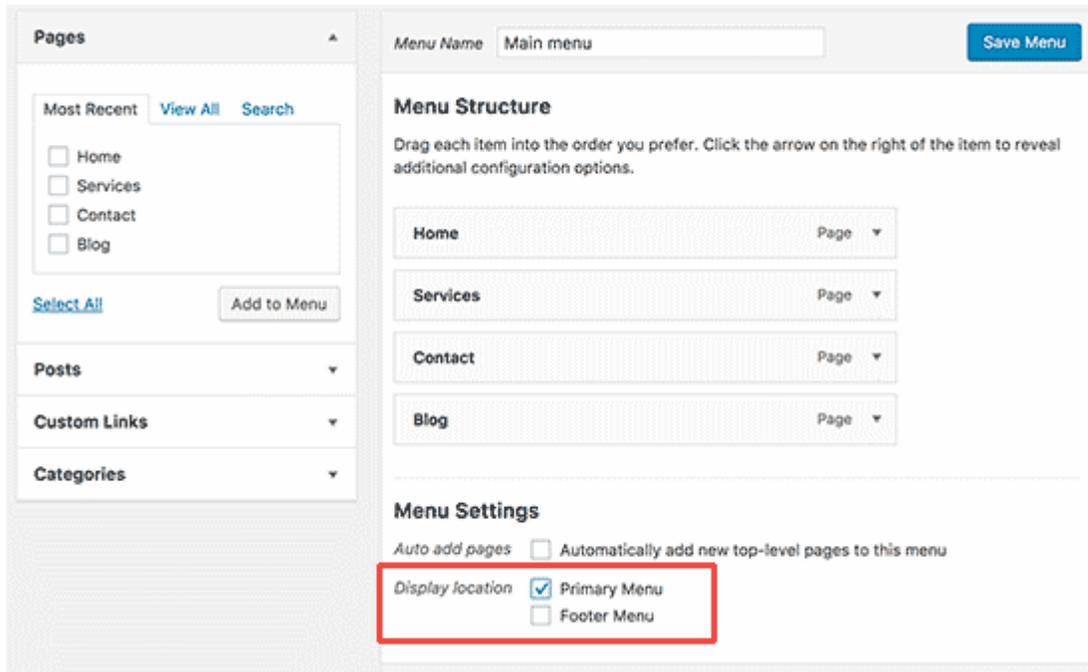


WordPress will now create your navigation menu. But it will be empty at the moment.

Next, you need to select the pages you want to display in your menu and then click on add to menu button.



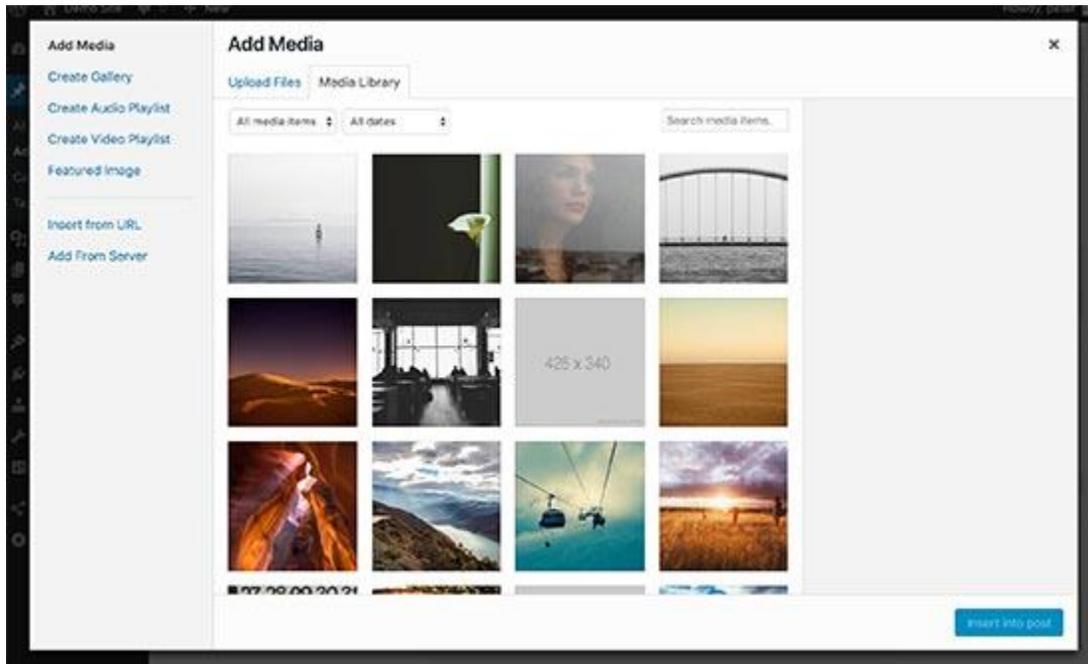
You will notice your selected pages filling the empty area of your navigation menu. You can move them up and down to rearrange their position in the menu.



Now you need to select a display location. These locations are defined by your WordPress theme. Usually, most WordPress themes have a primary menu that appears on top. Finally, click on the **save** menu button to store your navigation menu. You can now visit your website to see the menu in action.

Add Images and Media

In order to add images or media , between the title and content fields, there is a large Add Media button. You will need to click on it when you want to upload an image or any other media to your WordPress post. This will launch the media uploader in a popup window.



Simply click on the select files button to upload images or any other media to your WordPress site. You can also create image galleries and audio playlists from uploaded files. WordPress comes with some basic image editing tools.

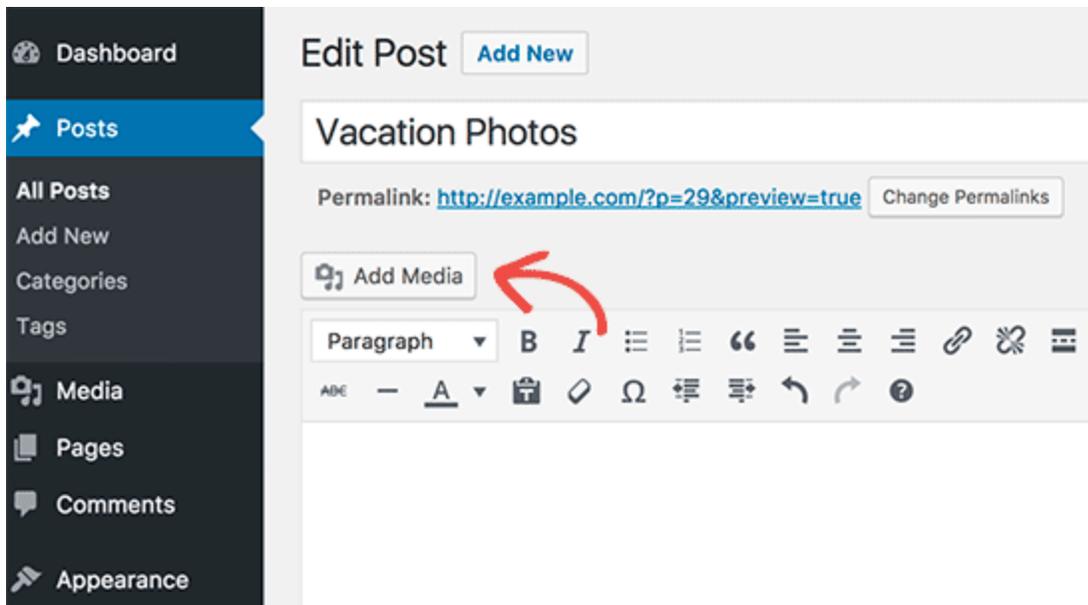
Create an Image Gallery without a Plugin

WordPress comes with a built-in feature that lets you create a gallery. This feature is very basic and does not have many options, but it gets the job done.

How you would create an image gallery in WordPress without using a plugin?

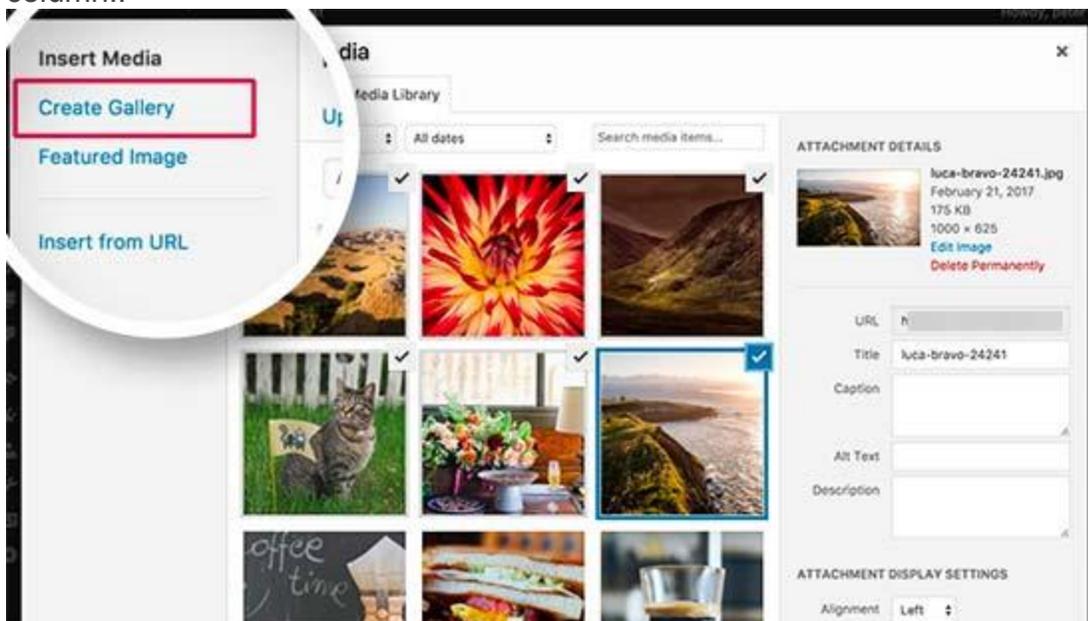
First, you would need to edit the post or page where you want to add the image gallery.

On the post edit screen, click on the '**Add Media**' button to upload your images.

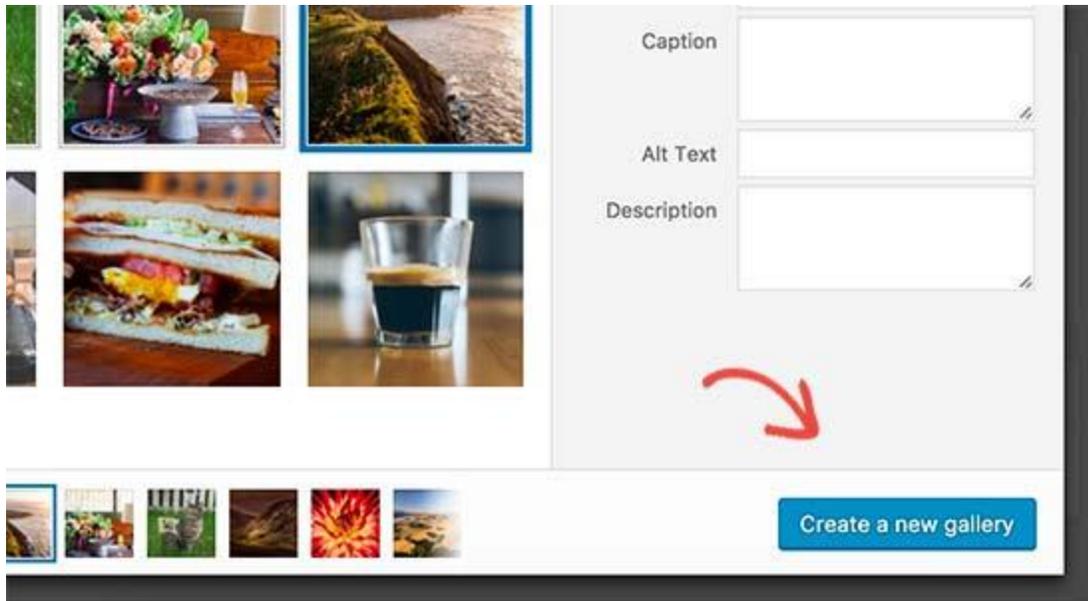


This will bring up the WordPress media uploader where you can click on **'Select files'** button to upload your photos. You can also select photos you have previously uploaded from media library.

After uploading and selecting your images click on the create gallery link from the left column..

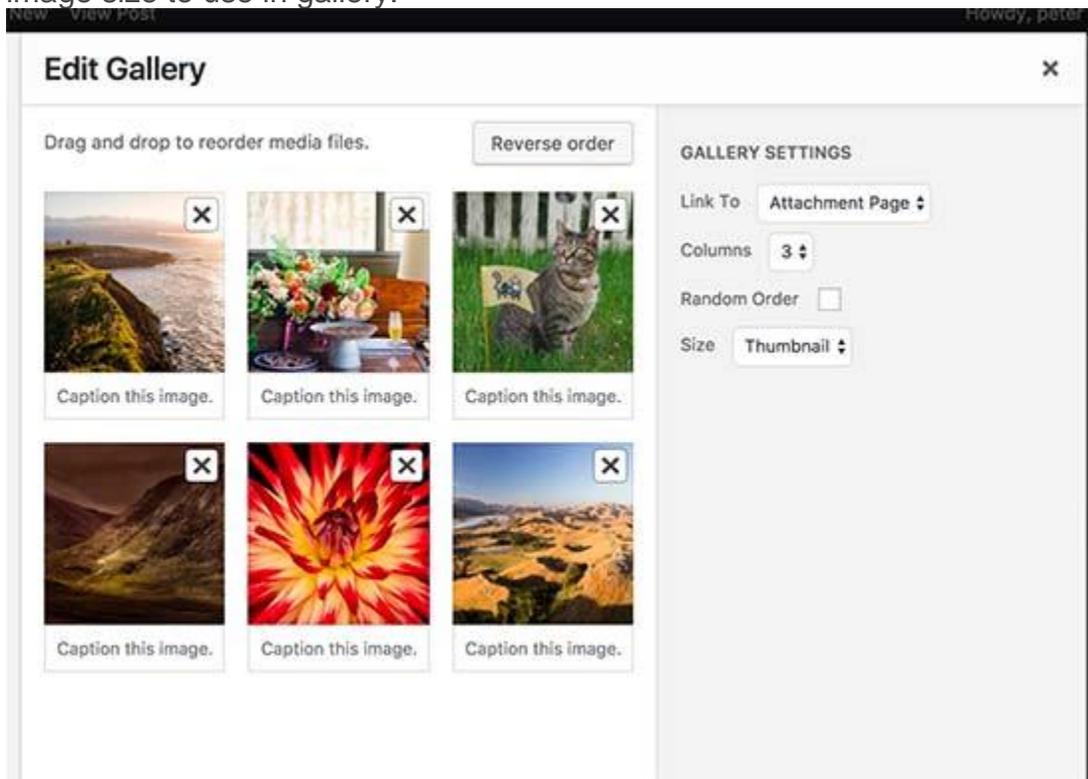


Next, you need to click on the **'Create a new gallery'** button.



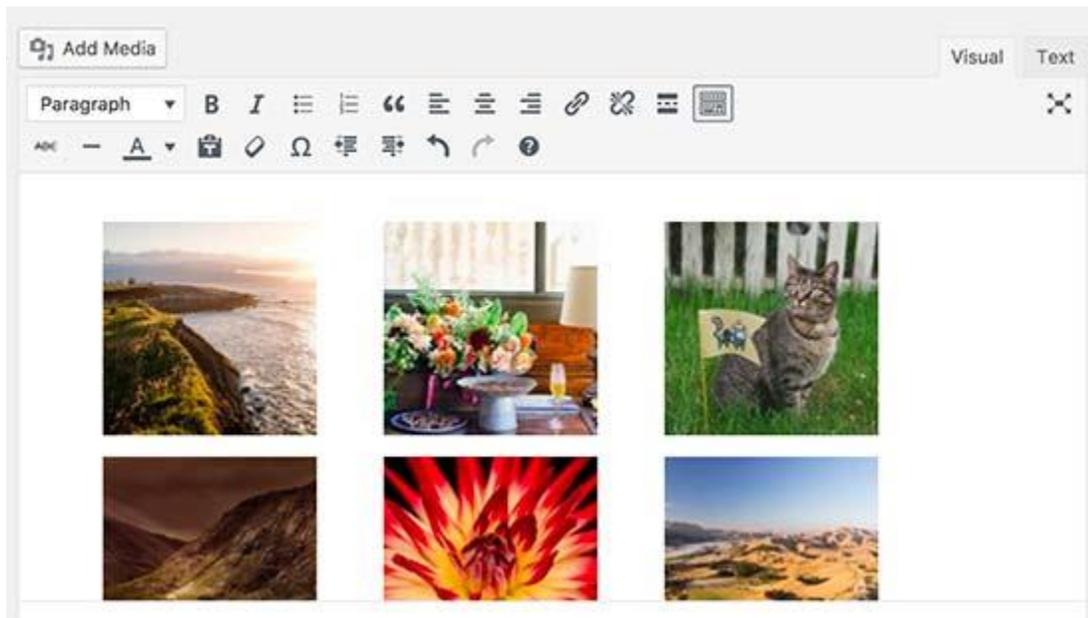
Media uploader will now show your selected images with gallery settings. You can add captions to each image in your gallery.

You can also select how you want the images to be linked, number of columns, and image size to use in gallery.

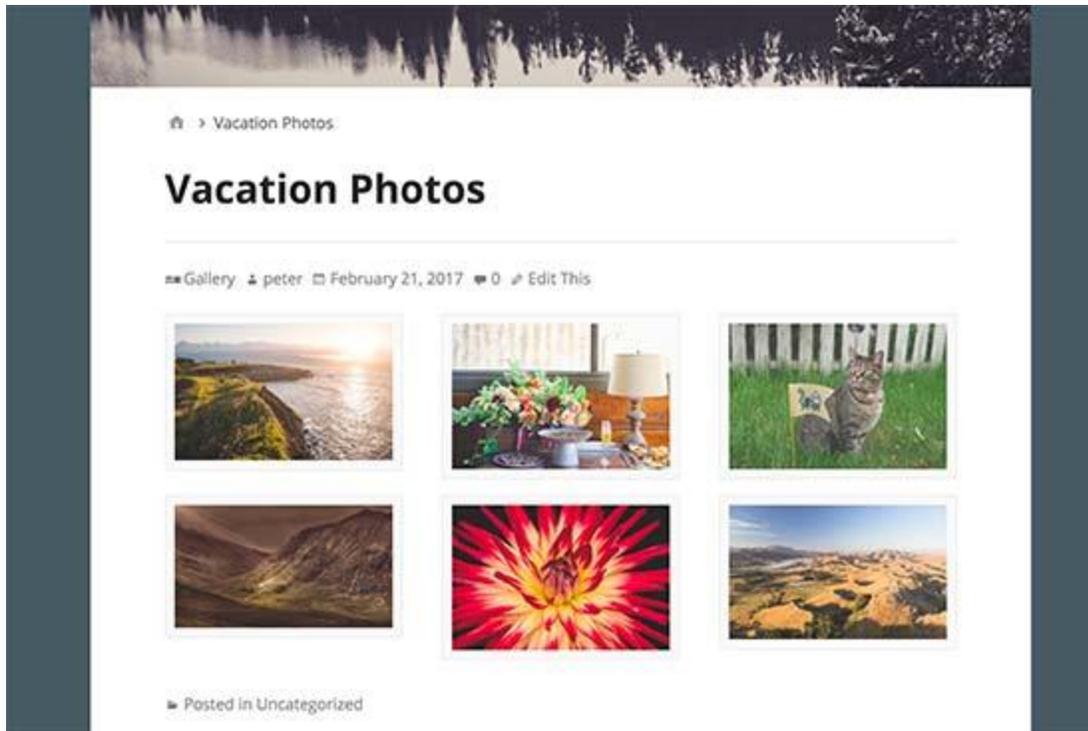


Once you are done, you can click on the **'Insert gallery'** button.

This will close the media uploader popup, and you will be able to see your image gallery in post editor.



You can now save or publish the post/page, and visit your website to see your image gallery in action.



However, if you create image galleries regularly, then you will soon notice that it lacks certain important features.

For example, your images will open in a new page and users will have to click on the back button to view the gallery again. It is not fully mobile-responsive, and your gallery's appearance depends on your theme. In most cases you get just one very generic style. Last but not least, you can't organize your galleries into albums, tag your images, etc.

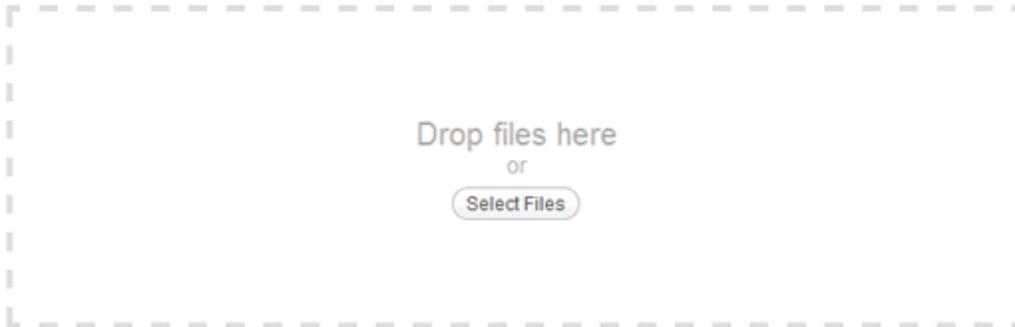
Crop, Rotate, Scale, and Flip Images

First thing you need to do is upload your image. You can add it while you are writing a post or by going to the **Media » Add New tab**.



Upload New Media

Help ▾



You are using the multi-file uploader. Problems? Try the [browser uploader](#) instead.

Maximum upload file size: 64MB. After a file has been uploaded, you can add titles and descriptions.

Then once your image is uploaded, you just need to click on the little button that says Edit Image.

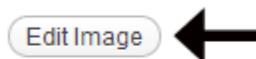


File name: blackfriday.png

File type: image/png

Upload date: November 24, 2011

Dimensions: 300 × 200



Title *

Alternate Text
Alt text for the image, e.g. "The Mona Lisa"

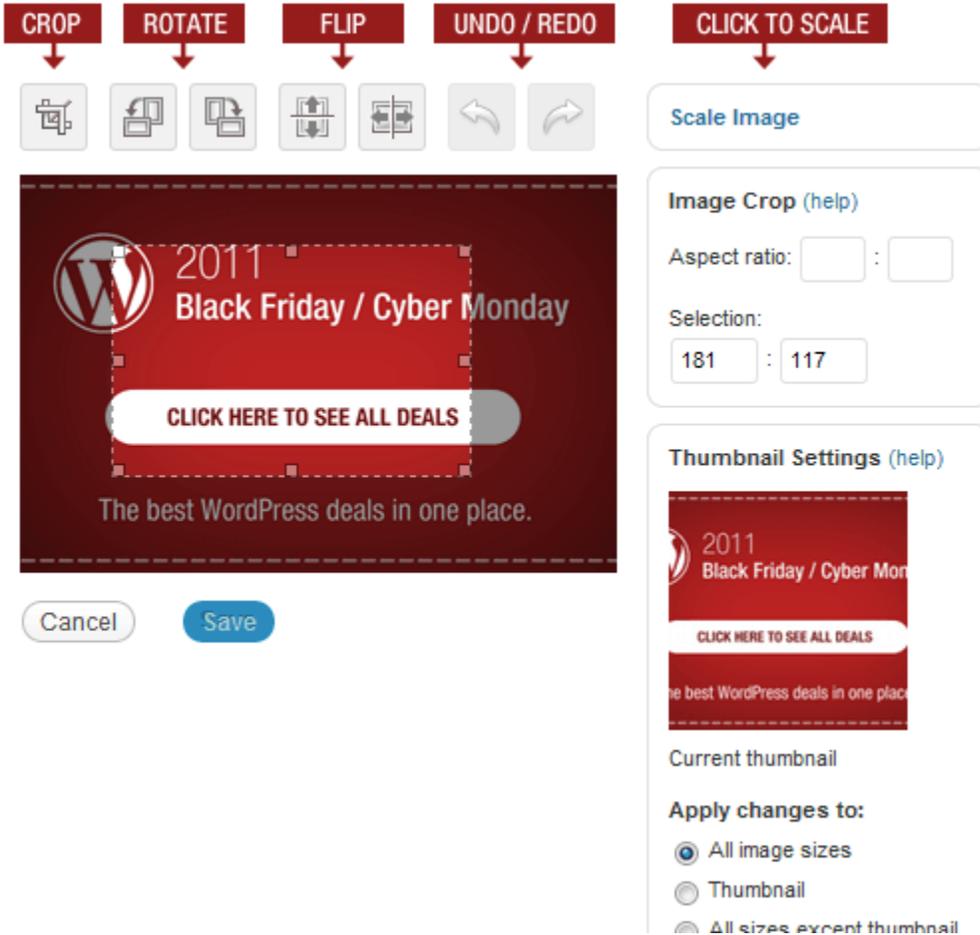
Caption

Description

File URL
Location of the uploaded file.

Update Media

You will be taken to a screen that looks like this:



Just select the area you want to crop. Or click on the rotate / flipping icon. You can click to scale. You can even crop based on ratio.

AUDIO FILE

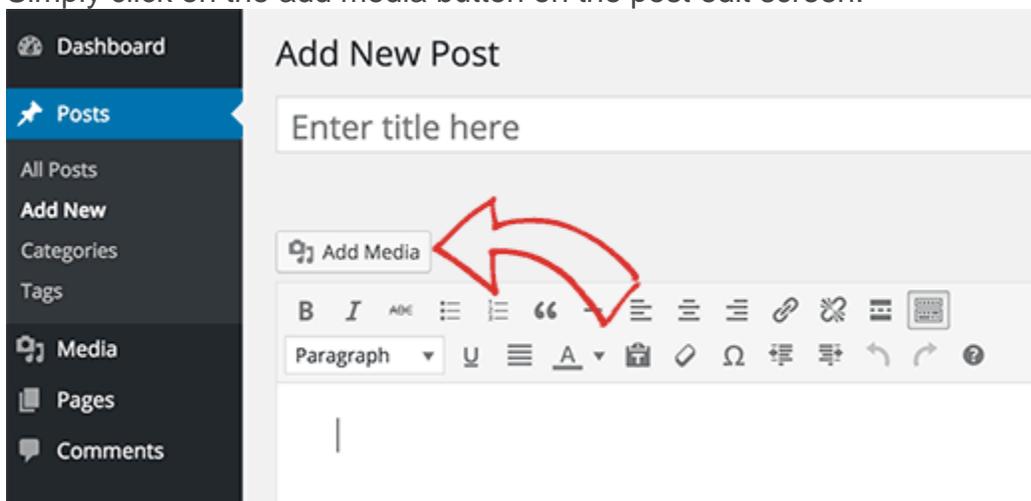
Supported Audio File Formats in WordPress

WordPress uses HTML5 audio tag to embed audio files. It is compatible with most modern devices and works particularly well for mobile devices. HTML5 audio tag supports MP3, OGG, and WAV file formats.

MP3 is the most commonly used and widely supported format for audio files, and we recommend you to use it whenever possible.

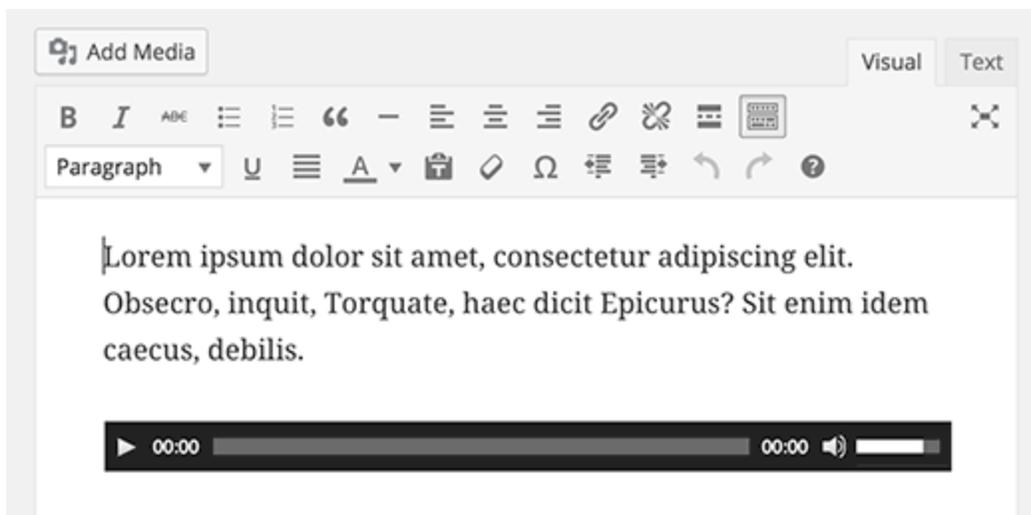
Adding a Single Audio File in WordPress

Adding a single audio file or music track to any WordPress post or page is very easy. Simply click on the add media button on the post edit screen.

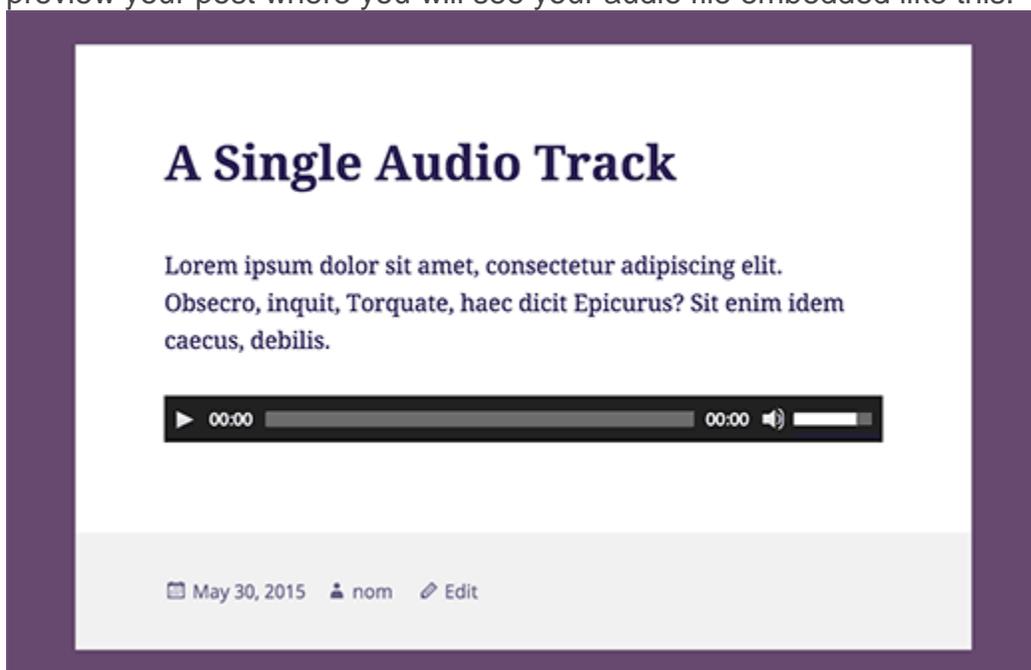


Next, a media uploader popup will appear on your screen. You need to click on the **upload file button** to select and upload your audio file. Once it's uploaded, you need to click on **insert into post** button.

WordPress will insert your audio file in the post. If you are using the visual post editor, then you will be able to see the file embedded into your post. If you are using the text editor, then you will see the audio shortcode.



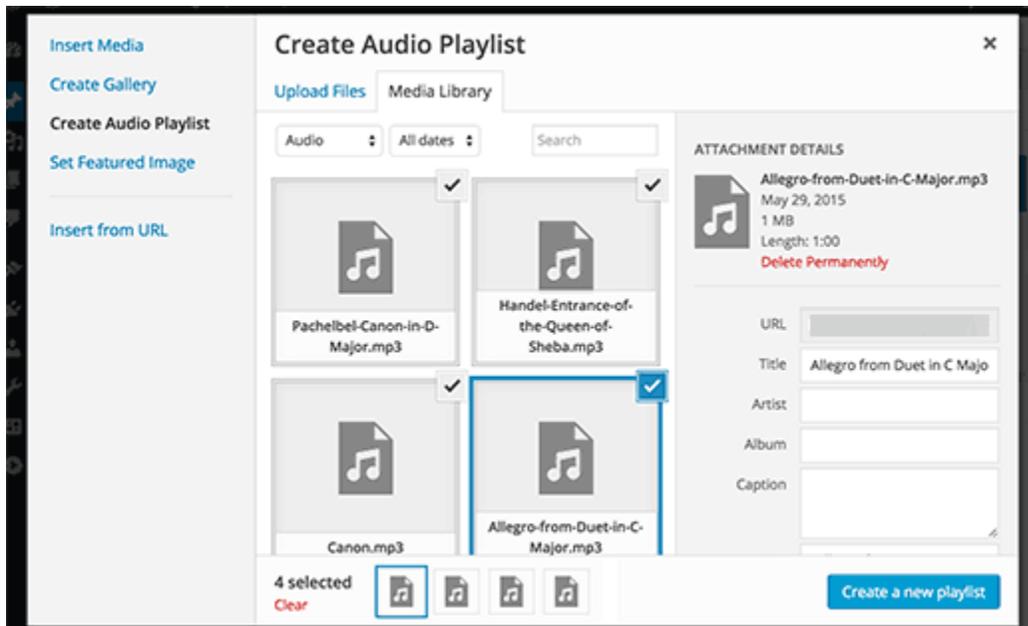
You can continue editing your post, or save and publish it. Once published, you can preview your post where you will see your audio file embedded like this.



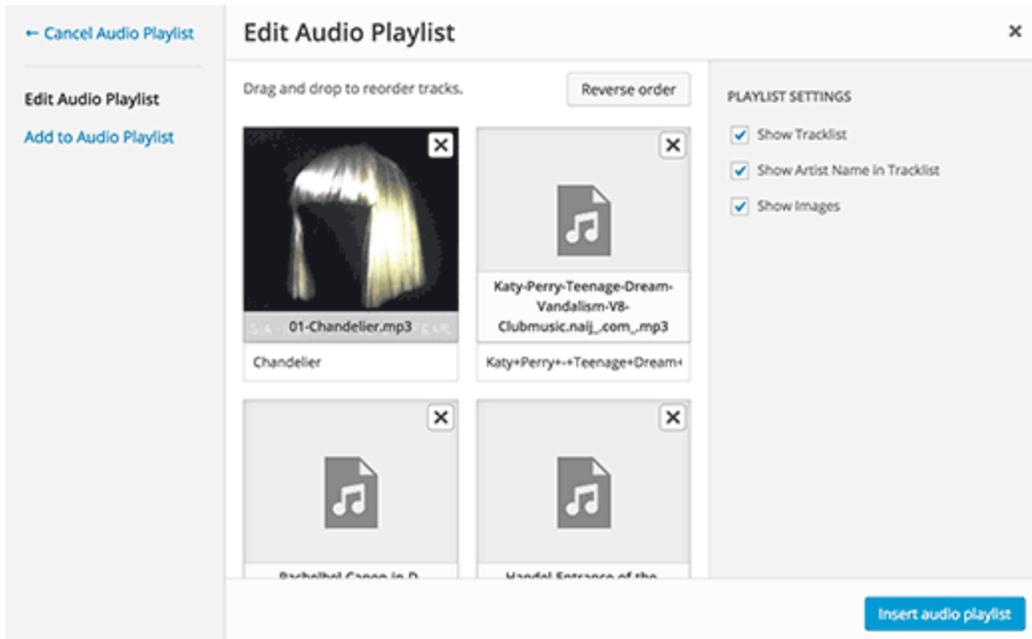
Another easier way to add a single audio file is to upload the file to the media library. After that simply copy the file URL and paste it in the visual editor. WordPress will automatically embed the URL for you. This is similar to how you embed videos in WordPress where you just paste the URL of a YouTube video and WordPress automatically embeds it.

Adding Audio Playlist in WordPress

Just like image galleries, you can also add audio playlists to your WordPress posts using the media uploader. Simply click on the add media button to upload your audio files. After uploading your audio files, you need to select the files you want to include in the playlist and then click on create new playlist link in the left hand column.



You can now drag and drop to rearrange songs in the playlist. You can also enable the display of track name, artist name, and image. This information is embedded with your MP3 file's ID3 meta tags and is automatically displayed by WordPress.



Once you are done, simply click on the insert audio playlist button. Your playlist will be added to your post, and you will be able to see it in visual editor. You can now save your post and preview your playlist.

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Obsecro, inquit, Torquate, haec dicit Epicurus? Sit enim idem caecus, debilis.

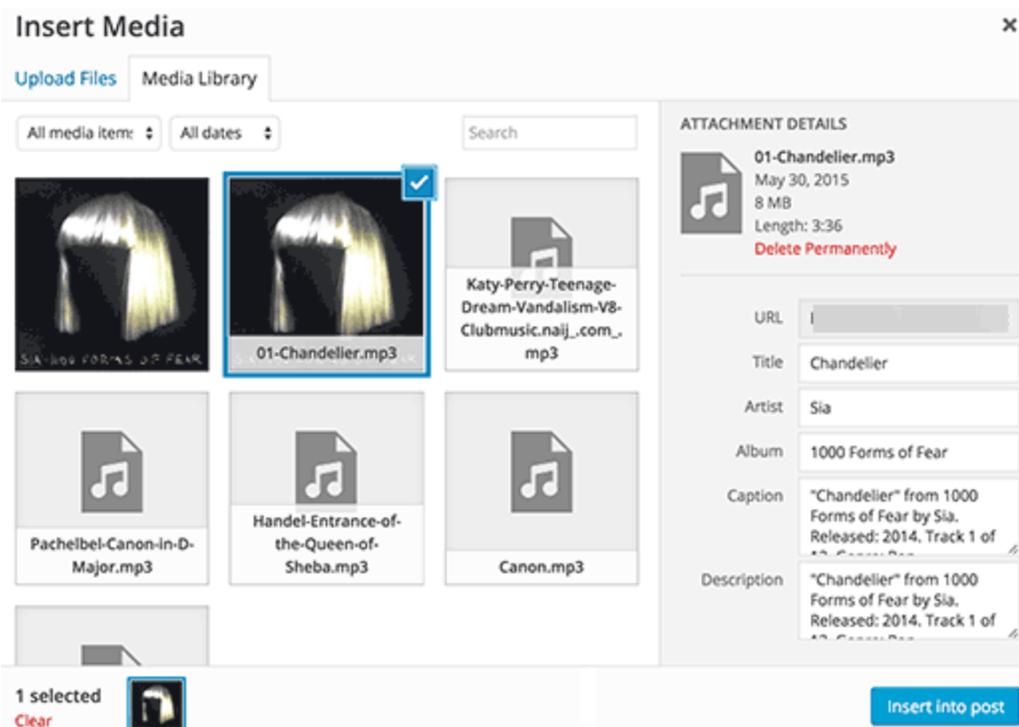
	"Chandelier" <i>1000 Forms of Fear</i> SIA
▶ 00:00	00:00
1. "Chandelier" — SIA	3:36
2. "Katy+Perry+Teenage+Dream+(Vandalism+V8+Club)..."	5:49
3. "Pachelbel - Canon in D Major" — QUINN STRING QUARTET	2:02
4. "Handel - Entrance of the Queen of Sheba" — QUINN ST...	1:16

Editing Meta Information of Audio Files in WordPress

WordPress can automatically get the meta information from your MP3 file. However, if your file does not have any meta information, or you would like to change it, then you can do so in the media uploader.

Click on the **Add Media button** to launch the media uploader. You can upload your **audio file** or if you have already uploaded the audio file, then click on it in the Media Library.

Once the audio file is selected, you will notice the attachment details column on the right. This is where you can provide track **title**, **artist name**, **album name**, **caption** and **short description** for the track. This information will be displayed in the playlists and on single attachment pages.



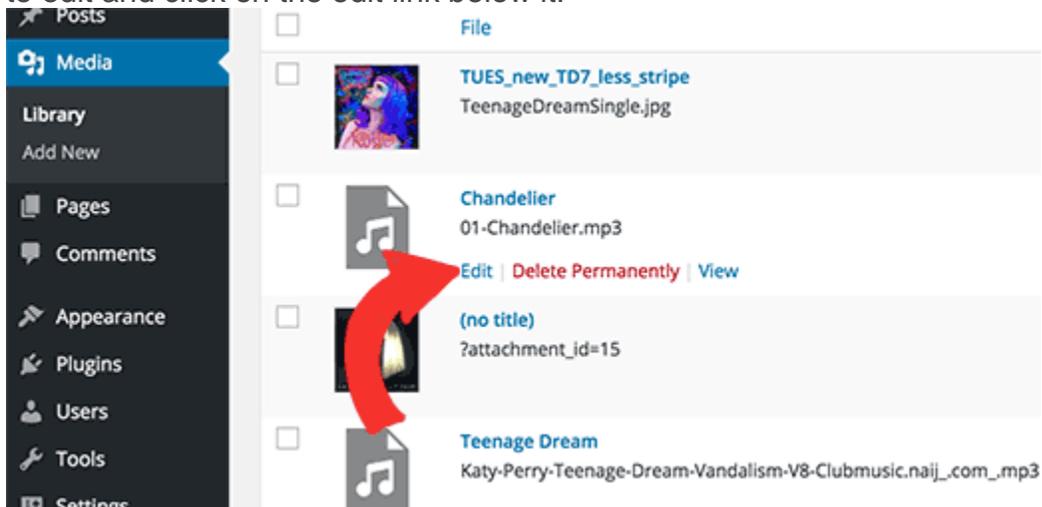
The screenshot shows the 'Insert Media' dialog box in WordPress. It has two tabs: 'Upload Files' and 'Media Library'. Under 'Media Library', there are filters for 'All media items' and 'All dates', and a search bar. A grid of media items is displayed, with '01-Chandeller.mp3' selected, indicated by a blue checkmark. Below the grid, it says '1 selected' and 'Clear'. To the right, the 'ATTACHMENT DETAILS' panel is open, showing the following information:

- File name: 01-Chandeller.mp3
- Date: May 30, 2015
- Size: 8 MB
- Length: 3:36
- Action: Delete Permanently
- URL:
- Title: Chandeller
- Artist: Sia
- Album: 1000 Forms of Fear
- Caption: "Chandeller" from 1000 Forms of Fear by Sia. Released: 2014. Track 1 of 13.
- Description: "Chandeller" from 1000 Forms of Fear by Sia. Released: 2014. Track 1 of 13.

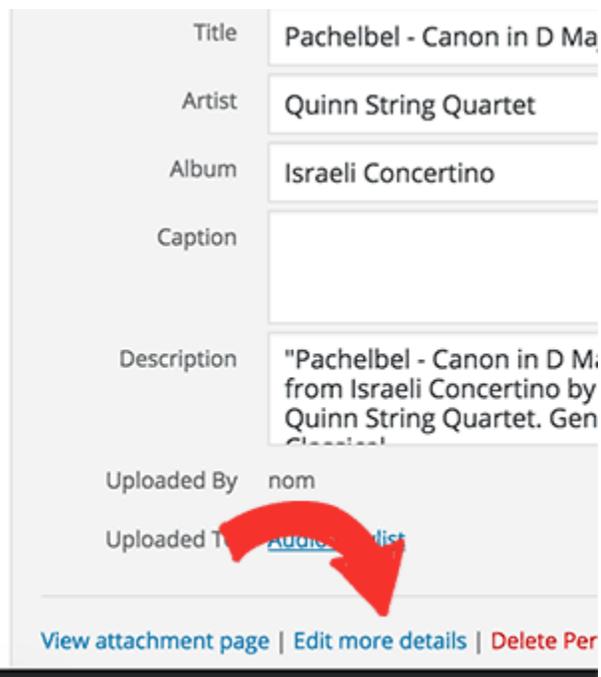
At the bottom right of the dialog, there is a blue button labeled 'Insert into post'.

If the audio file you uploaded has an embedded image to be used as album cover, then this image will be automatically extracted by WordPress. It will be stored in your media library and will be used when this track is added to a playlist.

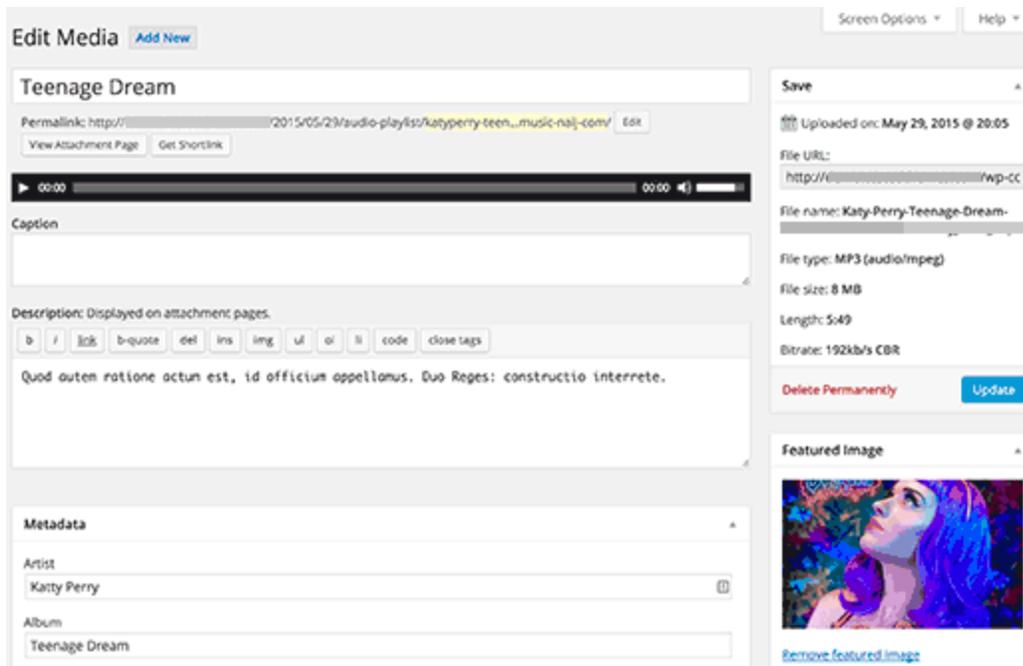
However, if your audio file does not have a cover image, then you can edit the file in WordPress and upload an image. Simply go to **Media » Library** select the file you want to edit and click on the edit link below it.



If you are viewing the media library in grid view, then clicking on the audio file will open a popup. You can click on the Edit more details link at the bottom of the popup to edit the file.



You will now reach the edit media page, where you can not only edit all the meta information for your audio file, but you can also upload a featured image. This image will then be used when the audio file is added to a playlist.



Adding Audio Files and Playlists to Sidebar Widgets

By default WordPress does not automatically embeds audio file URLs. First we need to enable automatic embedding for text widgets, and then we need to enable shortcodes. Simply paste this code in your theme's `functions.php` file or a site-specific plugin.

```
1 add_filter( 'widget_text', array( $wp_embed, 'run_shortcode' ),  
2 8 );  
3 add_filter( 'widget_text', array( $wp_embed, 'autoembed' ), 8 );  
4 add_filter( 'widget_text', 'do_shortcode');
```

Now you can upload a file to the media library and copy its URL. Add a text widget to WordPress sidebar and paste the URL inside it.

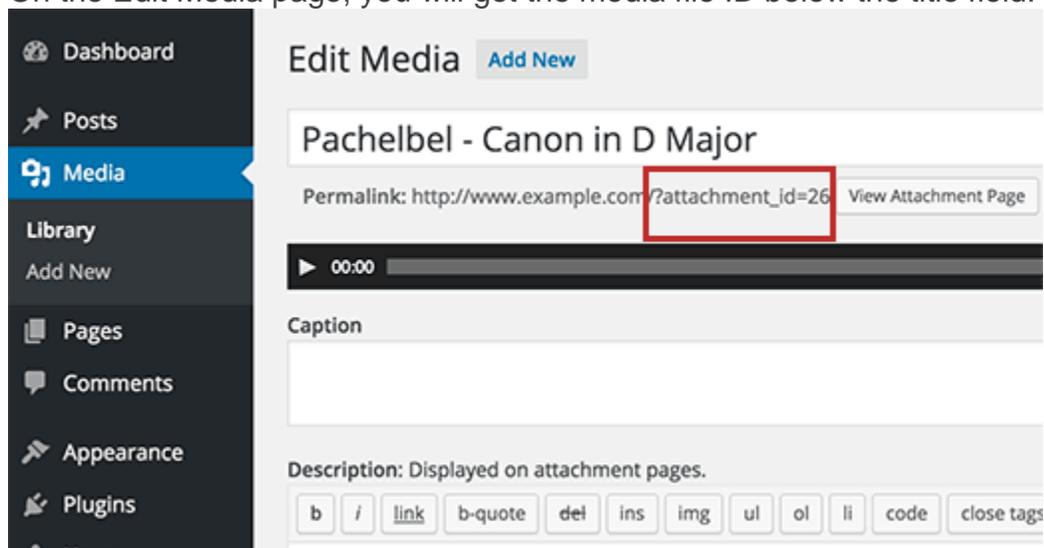
WordPress will automatically embed the URL into media player to play your audio file.

To add a playlist, you will need to use shortcode `[playlist]` with the IDs of media files you want to include into the playlist.

First you will need to upload the audio files you want to include in the playlist by visiting **Media » Add New**.

Now you need to edit each audio file you want to add in the playlist. Simply click on the edit link below the file in media library or click on edit more details link if you are viewing media library in the grid view.

On the Edit Media page, you will get the media file ID below the title field.



Now that you have the IDs of the file you want to add into the playlist, you can use the shortcode like this:

```
[playlist ids="14,24,36"]
```

Don't forget to replace the ids with your own file IDs. You can use this shortcode in a text widget. This is how it looked on our test site:

TODAY'S PLAYLIST



"Chandelier"
1000 Forms of...
SIA



1. "Chandelier" f... 3:36
2. "Teenage Drea... 5:49
3. "Pachelbel - Ca... 2:02
4. "Handel - Entra... 1:16

Sit Enin

Lorem ipsum dol
inquit, Torquate,
debilis. Lorem ip

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Invidiosum nom