

Wordpress

Finding your way around in wordpress

- The Toolbar
- Main Navigation
- Screen Options
- The Dashboard
- The Footer
- Why does my site look different?

Working with Menu

- Creating a Menu
- Adding Items to a Menu
- Add Another Tab on Top of Website
- Deleting a Menu Item
- Adding Your Menu to Your Site
- Adding Custom Menu – to Right Side of Website

Working with Pages

- Add a New Page
- Edit a Page
- Redirect a Page
- Editor Box
- Adding Images
- Adding PDF's
- Page Status
- Page Visibility
- Creating Hyperlinks
- Schedule a Page to go live
- Deleting a Page
- Restoring a Page from Trash
- Adding New Users
- Pages vs Post
- Adding New Users and User Roles

Using Soliloquy Slideshow

The Toolbar

You may have noticed a gray bar that appears at the top of your pages when logged into your website. This gray bar is called the **Admin Bar** and it is an easy-to-access toolbar with shortcuts to many of the features you already know and love.

The drop-down menu that appears when you hover over the WordPress logo is a quick way to access many of the support features for WordPress.



Main Navigation

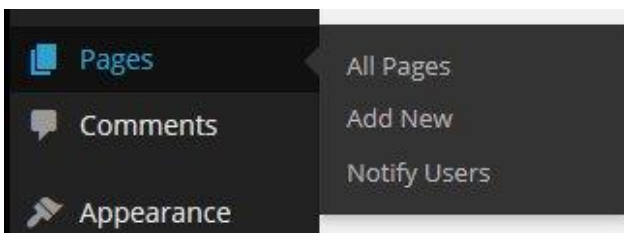
The Main Navigation – Dashboard menu is located on the far left side of the Administration Screen; it contains links to all the major administrative functions within your WordPress site. This Main Navigation bar is visible wherever you are inside the back-end of your site, and gives you quick access to all the work areas, site appearance, and important settings that control your site. Image on right (dashboard opened and collapsed) If collapsed click bottom arrow to open.

The Main Navigation is grouped into major function tabs, each representing the primary work areas inside the admin screen. The following tabs are loaded by default if you are logged in as an Administrator:

- Dashboard
- Posts
- Events
- Media
- Pages
- Comments
- Appearance
- Plugins
- Users
- Tools
- Settings
- Soliloquy
- WordPress Videos



Under each tab there is often grouped many other sub-sections - hovering your cursor opens them



Screen Options

The **Screen Options** pull down tab is located in the upper right corner of your Dashboard. You don't have to worry about saving any of your Screen Options. WordPress saves your configuration automatically for you in a cookie on your computer and in the database so that when you use another browser or a different computer, everything will look the same.





Why does my site look different?

You may notice you are **missing tabs** that you see represented here, when looking at the admin area of your site. WordPress is designed as a multi-user environment, with many different User Roles (permissions) that can be assigned by the site administrator. If your User Account has a role other than Administrator, you may see a reduced set of tabs in your admin screen.

If your WordPress site was set up by someone else, or you used a one-click WordPress installer provided by your web host, you may see **more/different tabs** in your admin screen than you see represented here. This is usually due to additional plugins or themes which have been activated, both of which will often add their own unique tabs and/or unique sub-sections under existing tabs. If in doubt, contact your site developer or hosting provider for documentation.

The Footer

The footer is set in the template. The only thing you can change in the footer is the [Contact information](#). Here's a sample of the Master Naturalist site footer:

| ABOUT US | POPULAR LINKS | REQUIRED LINKS | CONTACT | AGRI LIFE BOOKSTORE |
|---|---|---|--|---|
|  |  |  |  |  |
| Texas Master Naturalists enjoy digging in the dirt and | County Extension Offices | Compact with Texans Privacy and Security | AgriLife Services Building 579 John Kimbrough | AgriLife Extension's online Bookstore offers |

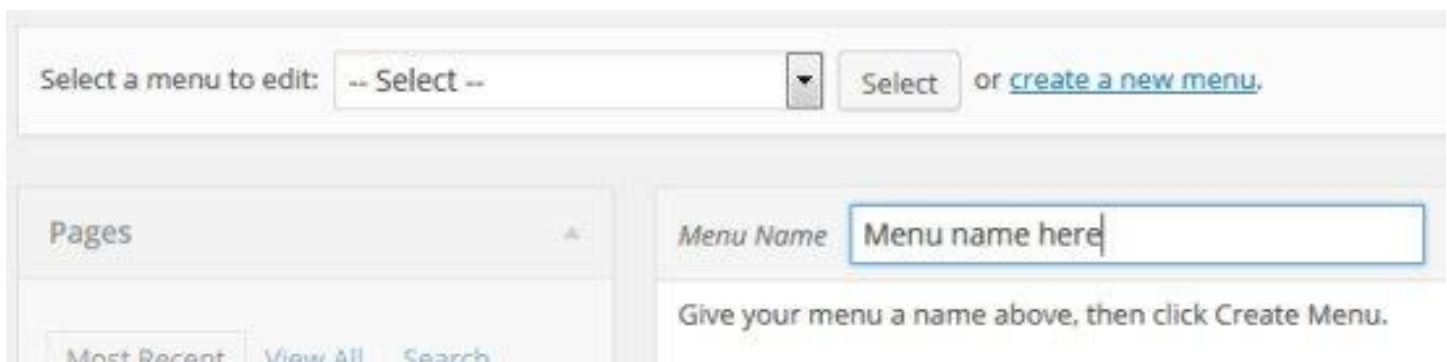
Menus

- Creating a Menu
 - Adding Items to a Menu
 - Add Another Tab on Top of Website
 - Deleting a Menu Item
 - Creating a Dropdown Menu
 - Adding Menu to Website
 - Adding Custom Menu – to Right Side of Website
-

Creating a Menu

You must create a menu before you can add items to it.

1. Login to the WordPress
2. Click on Appearance, Menu this will bring up options to Menu Editor.
3. Select **Create a new menu** at the top of the page
4. Enter a name for your new menu in the Menu Name box
5. Click the **Create Menu** button.

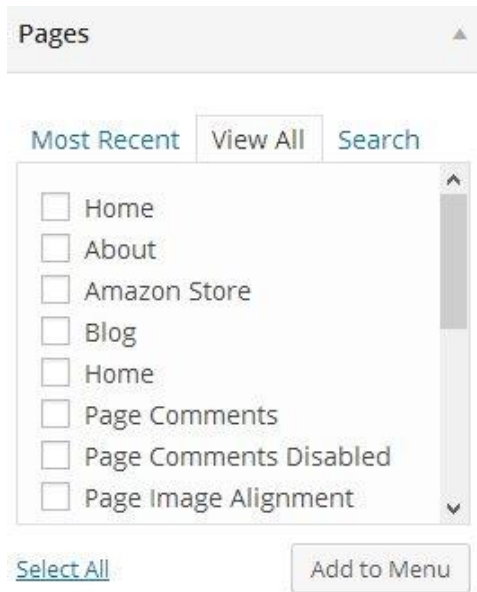


The screenshot shows the WordPress Menu Editor interface. At the top, there is a dropdown menu labeled "Select a menu to edit:" with the text "-- Select --" and a "Select" button. To the right of the "Select" button is a link that says "or [create a new menu.](#)". Below this, there is a "Pages" section with a "Most Recent" tab and "View All" and "Search" options. To the right of the "Pages" section is a "Menu Name" input field with the text "Menu name here" and a "Create Menu" button. Below the "Menu Name" input field is a text prompt: "Give your menu a name above, then click Create Menu."

Adding Items to a Menu

The Screen Options allow you to choose which items you can use to add to a menu. Certain items, like **Posts** are hidden by default.

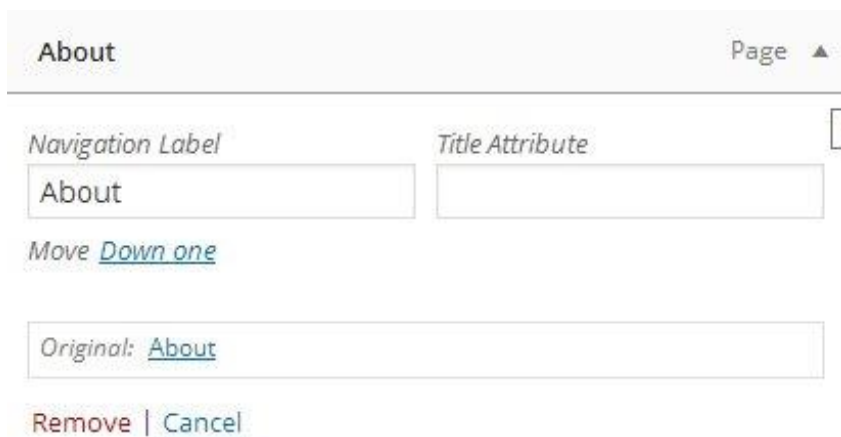
1. In **Pages** box
2. In the Pages box, select the *View All* link to bring up a list of all the published Pages on your site.
3. Select the Pages that you want to add by clicking the checkbox next to each Page's title.
4. Click the **Add to Menu** button located at the bottom of this box (this will add it to the bottom of the menu screen on right)
5. Left mouse click and drag the file where you want it on the menu
6. Click the **Save Menu** button once you've added all the menu items you want.



The screenshot shows the 'Pages' screen options panel. At the top, there is a 'Pages' header with an upward-pointing triangle. Below it are three tabs: 'Most Recent', 'View All', and 'Search'. The 'View All' tab is active. A list of pages is displayed with checkboxes next to each: Home, About, Amazon Store, Blog, Home, Page Comments, Page Comments Disabled, and Page Image Alignment. At the bottom of the panel, there is a 'Select All' link and an 'Add to Menu' button.

Deleting a Menu Item

1. Locate the menu item that you want to remove in the menu editor window
2. Click on the arrow icon in the top right-hand corner of the menu item/box to expand it.
3. Click on the *Remove* link. The menu item/box will be immediately removed.
4. Click the **Save Menu** button to save your changes



The screenshot shows the 'About' page menu editor. The title 'About' is on the left and 'Page' with an upward-pointing triangle is on the right. Below the title is a 'Navigation Label' field containing 'About' and a 'Title Attribute' field which is empty. Below these fields is a 'Move Down one' link. At the bottom, there is a field showing 'Original: About' and two buttons: 'Remove' and 'Cancel'.

Creating a Dropdown Menu

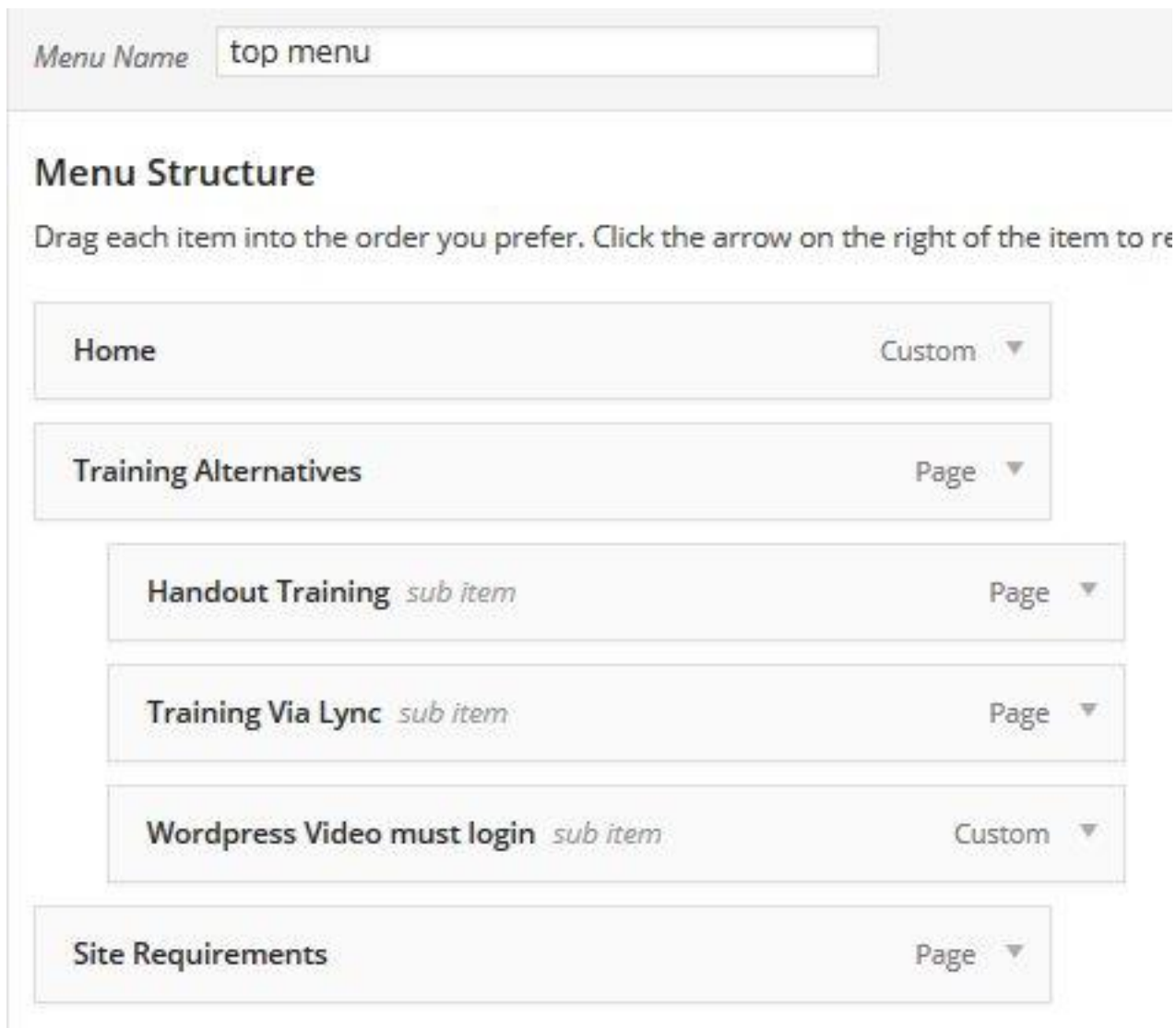
When planning the structure of your menu, it helps to think of each menu item as a heading in a formal report document. In a formal report, main section headings (Level 1 headings) are the nearest to the left of the page; sub-section headings (Level 2 headings) are indented slightly further to the right; any other subordinate headings (Level 3, 4, etc) within the same section are indented even further to the right.

The WordPress menu editor allows you to create multi-level menus using a simple ‘drag and drop’ interface. Drag menu items up or down to change their order of appearance in the menu. Drag menu items left or right in order to create sub-levels within your menu.

To make one menu item a subordinate of another, you need to position the ‘child’ underneath its ‘parent’ and then drag it slightly to the right.

Position the mouse over the ‘child’ menu item.

1. Hold down left mouse button, drag it to the right.
2. Release the mouse button.
3. Repeat these steps for each sub-menu item.
4. Click the Save Menu button in the Menu Editor to save your changes



The screenshot displays the WordPress Menu Editor interface. At the top, there is a text input field labeled "Menu Name" containing the text "top menu". Below this is the "Menu Structure" section, which includes a descriptive instruction: "Drag each item into the order you prefer. Click the arrow on the right of the item to re...". The menu items are arranged in a hierarchical structure:

- Home (Custom)
- Training Alternatives (Page)
 - Handout Training *sub item* (Page)
 - Training Via Lync *sub item* (Page)
 - Wordpress Video must login *sub item* (Custom)
- Site Requirements (Page)

Adding Custom Menu to Website

Created your menu first

Choose Appearance

Under Appearance choose Widgets

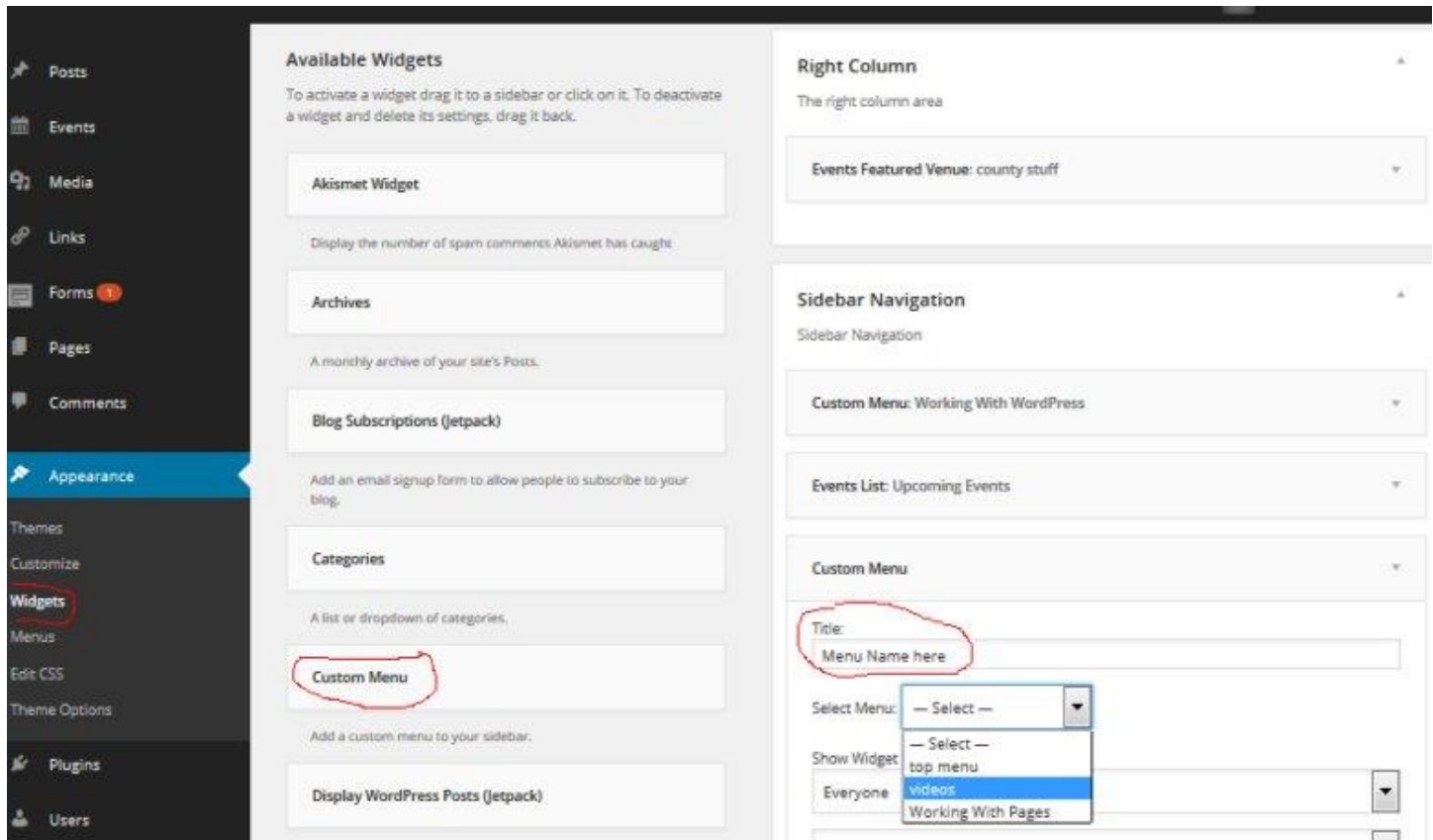
Click on Sidebar Navigation (small gray arrow) to open box

Left mouse click on Custom Menu (under Available Widgets) and drag it into the Sidebar Navigation box and let go

In Custom Menu box Select Menu - choose Menu name

Type a Title name in Title box (this name will be what shows up on the website)

Save



End results should look like this and appear on the right side of your website when viewed by the world.



Working with Pages

- Add a New Page
- Editing a Page
- Redirecting a Page
- Editor Box
- Adding Images into a Page
- Adding PDF's
- Page Status
- Page Visibility
- Creating Hyperlinks
- Schedule a Page
- Delete a Page
- Restoring a Page from Trash
- Pages Vs Post
- Adding New Users and User Roles

Add a New Page

Pages

Add New - Add New Pages window opens (with editor box)

Type Title in the Enter title here box

Enter content into Edit box - to work in full screen click (toolbar Toggle Full Screen Icon)

Under Page Attributes (right side)

If you choose page as NO Parent page (this makes the page a **parent page**)

If you choose another page under parent attributes, this makes the page a **child page**

Under Page Attributes – Template

Choose default template

Publish

Edit a Page

Click on Pages

All Pages

Place cursor under page name

Choose Edit

Click on Toggle Full Screen Mode (enlarge work area)

Edit content

Update

| <input type="checkbox"/> Title | Author | | Date |
|---|---------|--|-----------------------------|
| <input type="checkbox"/> Child Page List - Draft Edit Quick Edit Trash Preview | loretta | | 2010/09/29 Last Modified |
| <input type="checkbox"/> Edit this page | admin | | 2010/09/27 Last Modified |

Redirect a Page

Under Pages

Choose Add New

Type Name in Title box

Copy/Past or type URL in Edit box (<http://agrilife.org>)

Under Page Attributes

Click on Template down arrow

Choose Redirect

Under Discussion -make sure Allow Comments is unchecked

Publish

Redirect a Page

Permalink: <http://agrilife.org/learnwordpress/beginners-wordpress-training/pages/redirect-a-pag...outside-website/> [Edit](#) [View Page](#)

Upload/Insert Visual HTML

B *I* ABC U Paragraph

<http://agrilife.org>

Path: p

Word count: 0 Last edited by Diann on November 11, 2010 at 2:10 pm

Discussion

Allow comments.

Allow [trackbacks](#) and [pingbacks](#) on this page.

Publish [Preview Changes](#)

Status: **Published** [Edit](#)

Visibility: **Public** [Edit](#)

Published on: **Nov 11, 2010 @ 14:10** [Edit](#)

[Move to Trash](#) [Update](#)

Page Attributes

Parent: Pages

Template

Default Template

- Default Template
- Archives
- Child Page List
- Home
- News/Blog Main Page
- Private: Must Be Logged In
- Redirect**
- Slideshow
- _Do Not Use: SM-DIR

Make sure the Discussion Allow comments box is NOT checked

Update

Editor Box

- Row 1
- Row 2
- Alignment
- Styles
- Text Color
- Pasting Text
- Outdent / Indent
- Spacing

The visual editor provides a semi-WYSIWYG (What You See is What You Get) content editor that allows you

This is the default editing mode for WordPress, but if it does not appear to be enabled, you can select the **Visual** tab in the top right corner of the editor area, as depicted below.



There are two (2) rows of editing icons contained within the visual editor. You can find out what any icon means or does by hovering over it with your mouse – a small tooltip will appear describing the icon and its purpose.

Row-1

When initially opened, the visual editor will display a single row of icons:



1. **Bold**
2. *Italic*
3. ~~Strike-through~~
4. Unordered list (bullet points):
 - Item 1
 - Item 2
5. Ordered list
 1. Item 1
 2. Item 2
6. Blockquote (a way of displaying quoted text; each theme will style this differently.)
7. Align Left
8. Align Center
9. Align Right
10. Insert/edit link
11. Unlink
12. Insert More tag
13. Proofread/Spell Check
14. Toggle Distraction Free Writing
15. Show/Hide Kitchen sink (enables the [second row](#) of editing icons)

Row-2



To display the second row of icons, select the **kitchen sink** icon



1. Style – various formatting styles defined by your theme
 2. Underline
 3. Align full
 4. Select text color – change the text color
 5. Paste as Plain Text
 6. Paste from Word
 7. Remove formatting
 8. Insert custom character
 9. Outdent – move text further left
 10. Indent – move text further right
 11. Undo – undo your last action
 12. Redo – redo your last action
 13. Help – display some information about using the editor, as well as keyboard shortcuts.
-

Alignment

Both text and images can be aligned using the appropriate icons:



Left

For all these reasons then, and others perhaps too analytic to be verbally developed here, Ahab plainly saw that he must still in a good degree continue true to the natural, nominal purpose of the Pequod's voyage; observe all customary usages; and not only that, but force himself to evince all his well known passionate interest in the general pursuit of his profession.

Right

For all these reasons then, and others perhaps too analytic to be verbally developed here, Ahab plainly saw that he must still in a good degree continue true to the natural, nominal purpose of the Pequod's voyage; observe all customary usages; and not only that, but force himself to evince all his well known passionate interest in the general pursuit of his profession.

Center

For all these reasons then, and others perhaps too analytic to be verbally developed here, Ahab plainly saw that he must still in a good degree continue true to the natural, nominal purpose of the Pequod's voyage; observe all customary usages; and not only that, but force himself to evince all his well known passionate interest in the general pursuit of his profession.

Full

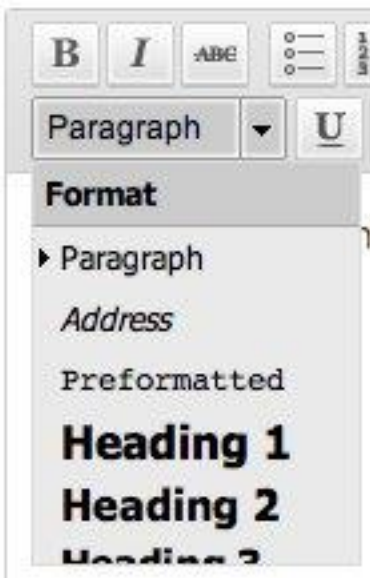
For all these reasons then, and others perhaps too analytic to be verbally developed here, Ahab plainly saw that he must still in a good degree continue true to the natural, nominal purpose of the Pequod's voyage; observe all customary usages; and not only that, but force himself to evince all his well known passionate interest in the general pursuit of his profession.

Note that full alignment can **only** be applied to text and will align both sides of the text.

Styles

The style drop-down menu allows you to change the formatting of any selected text. This includes various headings and other pre-defined styles built into your theme.

Note that your WordPress Theme may come with additional styles that you can apply to your text.



Text Color

To change text color you must first highlight a section of text:

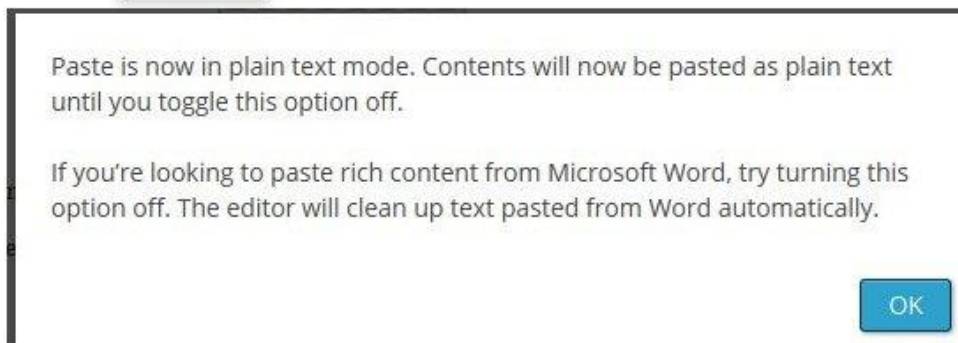
Selecting a color will apply that color to the selected text and make it the default color for the color button.

Clicking on the text color button itself will apply the last default color.



Pasting Text

This button is a toggle button, click small icon with at T, it will open a window, past text (control V) into box.



Outdent / Indent

The indent button will move text in by one level, and the outdent button will take away one level.

← **Outdent (move text left)**

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Donec feugiat at fermentum et, pulvinar nec eros.

→ **Indent (move text right)**

 Lorem ipsum dolor sit amet, consectetur adipiscing elit. Donec feugiat at fermentum et, pulvinar nec eros.

Spacing

Hitting the Enter (Return) key will end the paragraph you are writing and start a new one. If you want to start a new line without creating a new paragraph, press the Shift key while hitting Enter.

Adding PDF's

Open page

Place cursor in content edit box, where you want PDF file to be on page.

Choose the Add Media Icon

Upload files

Select files

Browse your computer to find the PDF file (c: desktop:)

Note: Maximum upload file size: 48MB

Click on file name


Choose Open (files uploads to the Media Library)

Edit the Title Name on top right of screen (what is in this box will appear on page)

Choose Insert

Publish or Update page

ATTACHMENT DETAILS

 Add Media

addmedi1.jpg
August 29, 2014
116 × 46
[Edit Image](#)
[Delete Permanently](#)

Title

Caption

Alt Text

Description

Page Status

Draft Mode (work in progress)

Open page

Under Publish (right menu bar)

Status: **Draft** (Edit)

Choose Draft mode or View Pending mode

Draft is NOT live, must login to see Draft files

Pending is NOT live, it's waiting to be reviewed before going public

OK

Publish

Visibility: Public

Public – is a published page the world can see

Password protected – uses password only

Private -uses user name and password and must choose Private Template (must be logged in)

Under Page Attributes

Under Template

Click down arrow

Choose Template Private Template

OK

Publish

Page Visibility

The Visibility area of the Publish box gives you the option to make a page public, password protected, or completely private.



The screenshot shows the 'Publish' box in WordPress. At the top, there is a 'Preview Changes' button. Below that, the status is 'Published' with a dropdown menu and 'OK' and 'Cancel' buttons. The 'Visibility' section is set to 'Public', with radio buttons for 'Public', 'Password protected', and 'Private'. There are 'OK' and 'Cancel' buttons for the visibility options. At the bottom, it shows 'Published on: Dec 31, 2011 @ 21:30' with an 'Edit' link and a large blue 'Update' button.

- **Public** – The page will be visible to everyone.
- **Protected** – The page is protected with a password you set. Only people who have the password can view a protected page.
- **Private** – Pages are only visible to blog Editors and Administrators. Private pages are not visible in feeds or in any search. A page can be private without being password protected. (we do not recommend using Private pages)

WordPress will prompt you for the password on your initial visit to a protected page.

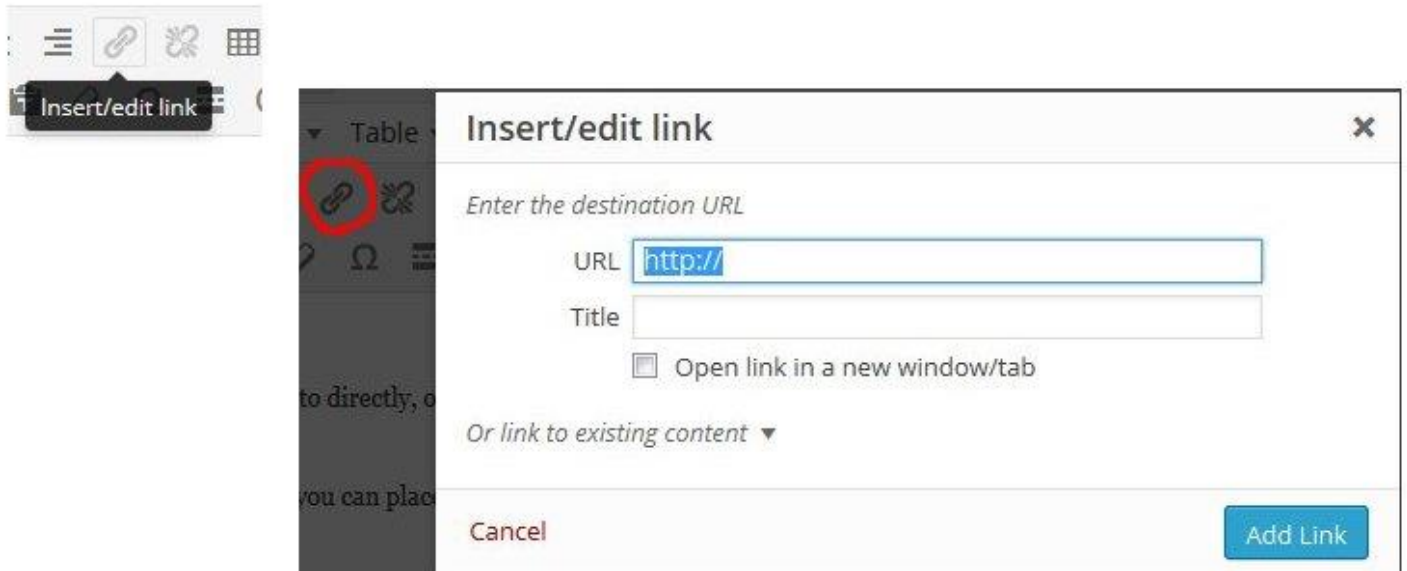


The screenshot shows the 'Publish' box in WordPress. At the top, there is a 'Preview Changes' button. Below that, the status is 'Published' with a dropdown menu and 'OK' and 'Cancel' buttons. The 'Visibility' section is set to 'Password protected', with radio buttons for 'Public', 'Password protected', and 'Private'. A 'Password:' field contains the text 'password here'. There are 'OK' and 'Cancel' buttons for the visibility options. At the bottom, it shows 'Published on: Dec 31, 2011 @ 21:30' with an 'Edit' link and a large blue 'Update' button.

Creating Hyperlinks

To link to another website:

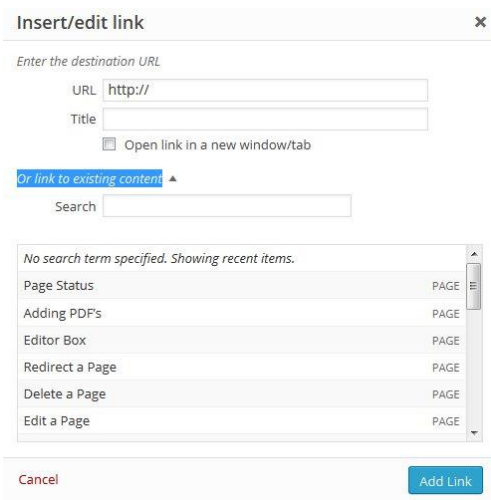
- In edit box, highlight text to link
- Enter URL you'd like to link to directly in URL box
- Click Add Link button
- To open site in new window check the Open link in a new window/tab button



To Link to Existing Page or File

Or link to existing content, by searching through existing content to link to internally. (click on gray arrow next to – Or link to existing content)

- In edit box, highlight text to link
- Or link to existing content (Click on gray arrow to open box)
- Search for page
- Highlight page and click Add Link



Schedule a Page

You can schedule pages to automatically publish at any time in the future. If you want to remove an already published page and automatically republish it at a specific time/date in the future, the directions are the same.

*In the Publish module to the right of the page editor, click **Edit** in blue next to **Publish immediately***



Publish

Save Draft **Preview**

Status: **Draft** [Edit](#)

Visibility: **Public** [Edit](#)

 **Publish immediately** [Edit](#)

Publish

Set the future date/time when you want the page to publish itself and click **OK**.



Publish

Save Draft **Preview**

Status: **Draft** [Edit](#)

Visibility: **Public** [Edit](#)

 **Publish immediately**

06-Jun ▾ 30, 2012 @ 21 : 47

OK [Cancel](#)

Publish


Instead of **Publish immediately**, it will now say **Schedule for:** followed by the date and time you specified, and the button has changed from **Publish** to **Schedule**.

Publish

[Save Draft](#) [Preview](#)

Status: **Draft** [Edit](#)

Visibility: **Public** [Edit](#)

 Schedule for: **06-Jun 30, 2012 @ 21:47** [Edit](#)

[Schedule](#)

Delete a Page

Choose Pages (a list of pages will show)
Check the box next to the page
On top in Bulk Action box choose down arrow
Choose Move to Trash
The file will stay in trash until Permanently delete

OR

Choose Pages (a list of pages will show)
Place cursor under name of page
Choose Trash
The file will stay in trash until Permanently delete

OR

Choose Pages (a list of pages will show)
Place cursor under name of page
Choose Edit (page will open)
Choose Move to Trash (right side in blue box)

To Permanently Delete page or Retrieve from trash

Click on Trash (in blue) above Bulk Action
check the box next to the file
Choose Bulk Action choose down arrow
Choose Restore or Delete Permanently

Restoring a Page From Trash

To recover a deleted file from trash

Open Pages

All Pages

Click on Trash

Click Restore under page you want to recover

Click Apply – page will appear back under all pages



The screenshot displays the SharePoint Pages interface for the Trash view. At the top, there are navigation links for 'All (36)', 'Published (36)', and 'Trash (1)'. Below these are controls for 'Bulk Actions', 'Apply', 'All dates', 'Filter', and 'Empty Trash'. A list of items is shown, each with a checkbox and a title. The first item is 'Title'. The second item is '— Training Via Lync | Parent Page: Training Alternatives', with a 'Restore' button highlighted in red and a 'Delete Permanently' link. The third item is 'Title' with a tooltip that says 'Restore this item from the Trash'. At the bottom, there are 'Bulk Actions', 'Apply', and 'Empty Trash' buttons.

Adding New Users and User Roles

- Administrator
 - Editor
 - Author
 - Contributor
 - Subscriber
 - Adding Users
 - Changing User Roles
-

Administrator

If you're an Administrator and you'd like to make someone a Contributor, Author, or Editor on your site, go to **Users** → **Add New**. Fill in the required info, choose a password for them, check the box "Send this password to the new user by email" and select the [role](#) you wish to give them using the dropdown. Your new user will get their password in the email with instruction on how to log in.

Once logged in they can change their password and any other info (except their username) by editing their profile.

Editor

An administrator has full and complete ownership of a website, and can do absolutely everything. This person has complete power over posts/pages, comments, settings, themes, plugins, import, users – everything. Nothing is off-limits, including deleting everything.

Author

An author can edit, publish and delete *their* posts, as well as upload files/images.

Contributor

A contributor can edit *their* posts but cannot publish them. When a contributor creates a post, it will need to be submitted to an administrator for review. Once a contributor's post is approved by an administrator and published, however, it may no longer be edited by the contributor.

A contributor does not have the ability to upload files/images.

Subscriber

In your comment settings, if you've selected "Users must be registered and logged in to comment", once they have created an account, they will be given subscriber role. Subscribers only have the ability to leave comments.

Adding Users

If you're an Administrator and you'd like to make someone a Contributor, Author, or Editor on your site, go to **Users** → **Add New**. Fill in the required info, choose a password for them, check the box "Send this password to the new user by email" and select the role you wish to give them using the dropdown. Your new user will get their password in the email with instruction on how to log in. Once logged in they can change their password and any other info (except their username) by editing their profile.

Changing User Roles

As an Administrator of a site, you can change other users' roles by following the steps below.

1. Head to **Users** → **All Users** in your WordPress admin.
 2. Check the box(es) next to user avatar(s).
 3. Using **Change role to...** dropdown menu, select the new user role(s) you want to assign.
 4. Click **Change**.
-

Pages vs Post

Pages

Pages **are static and are not listed by date**. Pages do not use tags or categories. An About page is the classic example. Pages can be displayed in the sidebar using the Pages widget, and some themes display pages in the navigation at the top of the site.

Posts

Posts **are entries listed in reverse chronological order** on the site homepage or on the posts page if you have set one in Reading Settings. Posts can be found in the Archives, Categories, Recent Posts, and other widgets. Posts are also displayed in the RSS feed of the site. You can control how many posts are displayed at a time in the Reading Settings.

Using the Soliloquy Slideshow

About Soliloquy slideshow

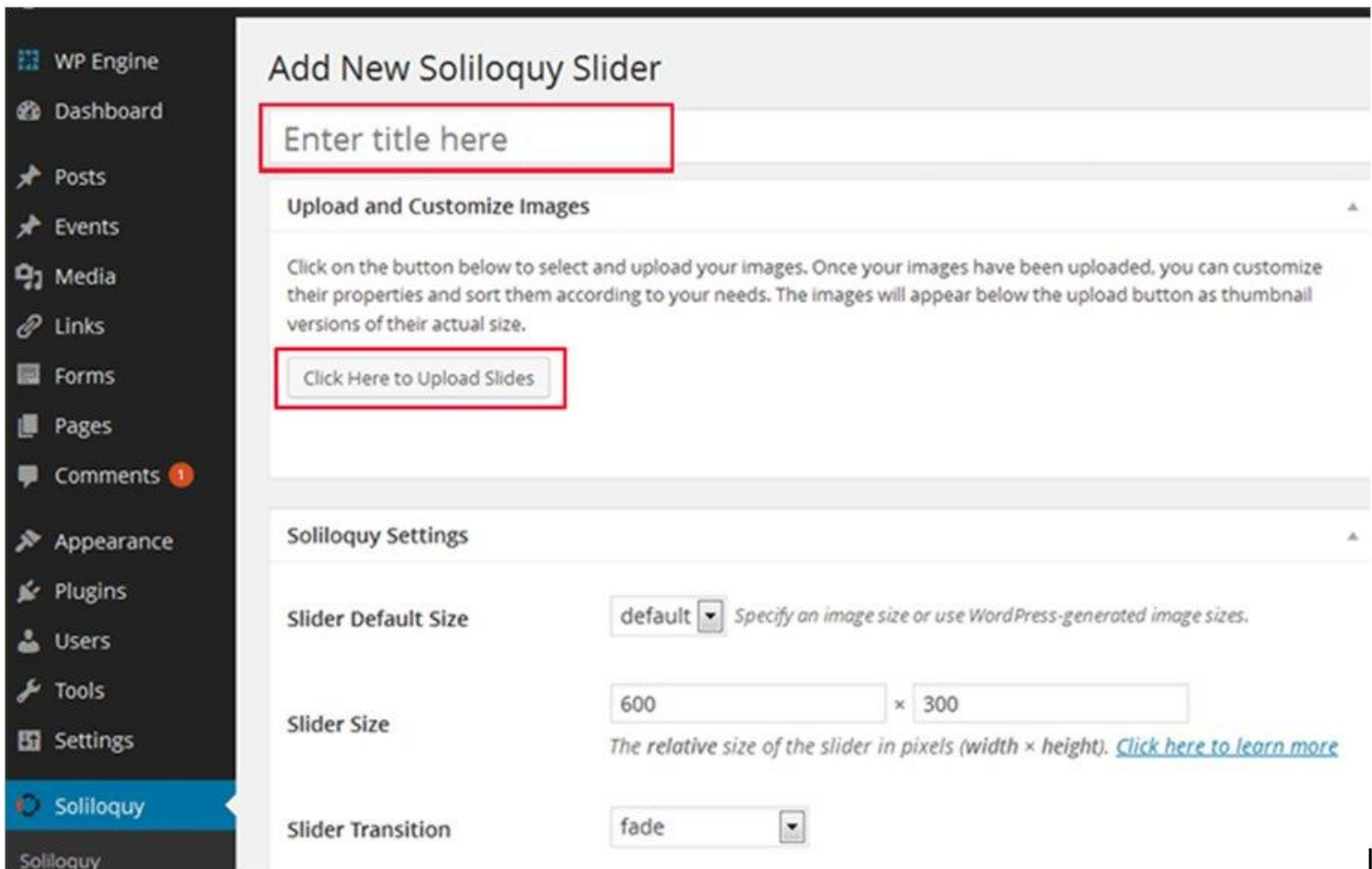
The Soliloquy slideshow plugin has now been activated and the link can be found on the left pane; scroll down almost to the end.

With this slide show you can now have multiple slideshows on your site, and you're not limited to only 5 photos; however, be aware that the more photos you add to the slideshow will affect the load time on the page. It's a good idea to have all your images resized to about the same dimensions.

Creating a new slideshow

Scroll down the left page to Soliloquy>>Add new

Give the slider a name; click the Click Here to Upload Slides button



The screenshot shows the WordPress dashboard with the Soliloquy plugin settings. The left sidebar contains the following menu items: WP Engine, Dashboard, Posts, Events, Media, Links, Forms, Pages, Comments (1), Appearance, Plugins, Users, Tools, Settings, and Soliloquy (highlighted). The main content area is titled 'Add New Soliloquy Slider' and contains the following sections:

- Enter title here**: A text input field with a red border.
- Upload and Customize Images**: A section with a red border containing the text: "Click on the button below to select and upload your images. Once your images have been uploaded, you can customize their properties and sort them according to your needs. The images will appear below the upload button as thumbnail versions of their actual size." Below this text is a button labeled "Click Here to Upload Slides" with a red border.
- Soliloquy Settings**: A section with a red border containing the following settings:
 - Slider Default Size**: A dropdown menu set to "default" with the text "Specify an image size or use WordPress-generated image sizes."
 - Slider Size**: Two input fields containing "600" and "300" separated by an "x" symbol. Below the fields is the text "The relative size of the slider in pixels (width x height). [Click here to learn more](#)"
 - Slider Transition**: A dropdown menu set to "fade".

Select and upload your photos



Once the photos have been uploaded, click the pencil icon on the top left corner of the thumbnail to add alt text, Captions, and the destination URL of the page you want to be sent to when you click the photo.

Once the slideshow has been created, open the page you want to add the slideshow to – e.g., the home page (pages>>all pages). You'll now see a button above the rows of icons that says Add Slider. Select the slider and click the Add Slider button on the bottom right corner.

WP Engine
Dashboard
Posts
Events
Media
Links
Forms
Pages
All Pages
Add New
Comments 1
Appearance
Plugins
Users
Tools
Settings

Edit Page [Add New](#)

Home

Permalink: <http://counties.agrilife.org/williamson/> [View Page](#) [Get Shortlink](#)


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Heading 2 [U](#) [A](#) [W](#) [Ω](#) [↶](#) [↷](#) [?](#)

[soliloquy id="725"]

Welcome to Williamson County Extension Service!



Path: h2

Helpful Links:

- [Texas Master Gardeners](#)
- [4-H & Youth Development](#)
- [Aggie Horticulture](#)
- [Weather Station Information](#)
- [Texas Master Naturalists](#)
- [Dinner Tonight!](#)

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