



WPI

Center for Advanced Research in Drying
WordPress Manual

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Who should use this manual

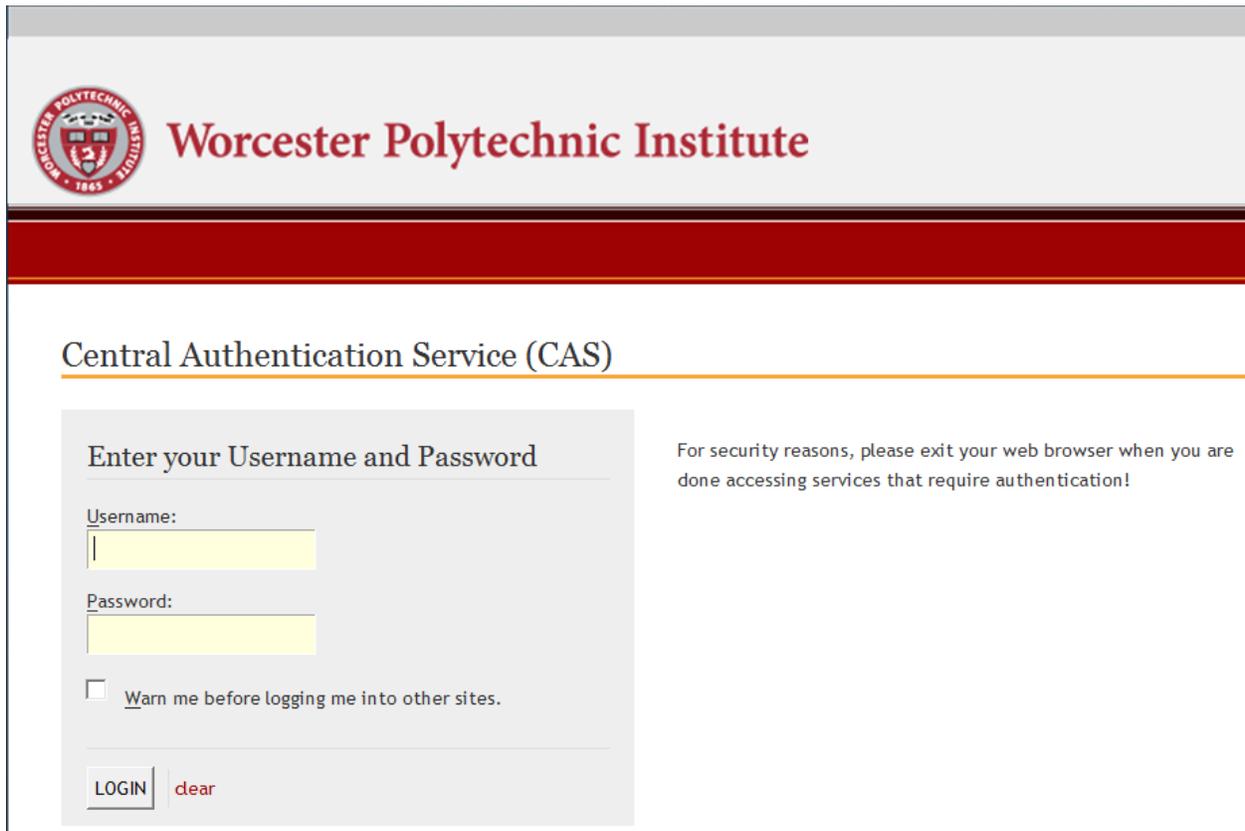
This document contains information specific to the Center for Advanced Research in Drying web site. This document assumes that you are already familiar with the WordPress interface and basic WordPress functions such as editing web pages and creating blog articles. If you haven't already reviewed the basic WordPress Manual, please download it from <http://www.wpi.edu/Images/CMS/Marketing/How-to-Use-WordPress.pdf>.

Signing into WordPress

To access the login page go to: <http://wp.wpi.edu/dryingresearch/wp-admin>.

Important: You must use the <http://wp.wpi.edu> domain for editing the site because this is where your web site physically resides. The <http://www.dryingresearch.org> domain just points to this location.

You will see the familiar WPI login screen as shown below. Use your WPI credentials to sign into your WordPress web site.



The screenshot shows the login interface for the Worcester Polytechnic Institute. At the top, there is a header with the WPI logo on the left and the text "Worcester Polytechnic Institute" in a red serif font. Below the header is a thick red horizontal bar. The main content area is titled "Central Authentication Service (CAS)" and features a light gray login box on the left and a security warning on the right. The login box contains the following elements:

- Title: "Enter your Username and Password"
- Username field: A text input field with a yellow background and a vertical cursor.
- Password field: A text input field with a yellow background.
- Checkbox: An unchecked checkbox with the label "Warn me before logging me into other sites."
- Buttons: A "LOGIN" button and a "clear" link.

To the right of the login box, the following text is displayed:

For security reasons, please exit your web browser when you are done accessing services that require authentication!

Setting up the Home Page

The home page is not located under the Pages section of the WordPress Admin with all of your other web pages. In order to achieve the necessary formatting for the Venture home page layout, the home page was designed using 4 widgets which correspond to the 4 sections highlighted below.

The screenshot shows the website for the Center for Advanced Research in Drying (CARD). At the top, there are logos for WPI and the University of Illinois, followed by a navigation menu: CENTER FOR ADVANCED RESEARCH IN DRYING, HOME, ABOUT THE CENTER, CENTER TEAM, MEMBERSHIP, CONTACTS. The main content area features a large blue header with the center's name and type. Below this is a text block about the center's mission, highlighted with a yellow callout '1'. A section titled 'NSF Funds Efforts to Establish A New Center' includes a 'Learn more' button and a sub-section 'Center Aimed at Making Industrial Drying More Efficient and Sustainable' with a 'Learn more...' link and a yellow callout '2'. To the right of this is an image of people in a lab and a box titled 'First Center Planning Meeting was a Huge Success!' with details on when and where it occurred, highlighted with a yellow callout '3'. At the bottom, a quote from the Director, Jamal S. Yagoobi, PhD, is shown next to his portrait, highlighted with a yellow callout '4'. The footer contains copyright information and a disclaimer about the NSF logo.

1 The Center for Advanced Research in Drying (CARD) is planned to be a National Science Foundation (NSF)-Sponsored Industry/University Cooperative Research Center (IUCRC) devoted to research in drying of porous materials such as food and other agricultural products, forestry products, chemical products, textiles, and biopharmaceuticals. CARD is funded by Worcester Polytechnic Institute (WPI) in Worcester, Massachusetts, lead institution, and the University of Illinois at Urbana-Champaign.

2 Center Aimed at Making Industrial Drying More Efficient and Sustainable
[Learn more...](#)

3 **First Center Planning Meeting was a Huge Success!**
When: August 13-14, 2013
Where: WPI Campus

4 "The CARD mission is to achieve transformative breakthroughs in drying technologies. We expect these technologies will have a profound impact on U.S. manufacturing capabilities. Major innovations in this field, when commercialized, will positively affect production costs, process efficiency, energy sustainability, and product quality."
Jamal S. Yagoobi, PhD
George I. Alden Professor and Head
Department of Mechanical Engineering, WPI
Director of CARD

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Editing the Home Page Widgets

From the **Appearance Menu**, select **Widgets**:

There are 4 boxes that make up the home page and unfortunately, they appear out of order on the widgets screen.

1. Homepage: Wide Below Main – contains the text at the TOP of the home page
2. Homepage: Main – contains the text in the middle section of the home page, on the LEFT
3. Homepage: Right of Main – contains the text in the middle section of the home page, on the RIGHT
4. Homepage: Large Below Wide – contains the bottom text just above the footer

Each of these widgets contain text and HTML formatting codes. **If you are not familiar with HTML code, be careful when you are editing your text widgets.** One small error in a sidebar can break the code for the entire web page.

The screenshot displays four widget areas for the homepage, each with a title, a description, and a text input field. The widget areas are:

- Homepage: Main**: Description: "Main widget area in the upper-left of the homepage. Add here: "WPZOOM: Single Page" widget." Label: **Middle LEFT**. Text input: "Text: NSF Funds Efforts to Establish A I".
- Homepage: Right of Main**: Description: "Smaller widget area to the right of the main widget area. Add here: "WPZOOM: Portfolio Slider Tabs" widget." Label: **Middle RIGHT**. Text input: "Text".
- Homepage: Wide Below Main**: Description: "A wide widget area below the main and right widget areas. Add here: "WPZOOM: Call to Action" widget." Label: **TOP**. Text input: "Text".
- Homepage: Large Below Wide**: Description: "A large widget area below the wide widget area. Add here: "WPZOOM: Recent Posts" widget." Label: **BOTTOM**. Text input: "Text".

Sidebar Content

Widgets

Like most WordPress web sites, most of the information in your sidebar comes from a widget. Widgets allow us to add images, text, menus and even slide shows to your sidebars. By default, WordPress puts the same widget content on all pages. We've installed a plugin module that allows you to specify which widget appears on which page, so that you can vary the sidebar content from page to page.

Sidebar Links

Many of the pages have "See Also" and "Related Links" sections in the sidebar. We used menus to create these lists and a custom menu widget to place them in the sidebar. More information on creating menus can be found in our basic [WordPress Manual](#).

Slide Shows

We installed a very flexible slide show module on your web site that will allow you to customize each slide show with a different look and feel. When you create a new slide show or edit an existing one, the left hand side of the page lists all of your slide show options as shown in the screen-shot below.

You can choose the type of slide transition, the timing, how many slides to show at once, slide size, whether or not to display titles and descriptions, and even what controls to give the user. This allows you to create many slide show variations with just a few clicks of the mouse.

Slideshow Settings		
Animation settings		
Animation used for transition between slides	<input type="text" value="Slide Left"/>	Default: 'Slide Left'
Number of seconds the slide takes to slide in	<input type="text" value="1"/>	Default: '1'
Number of seconds the description takes to slide in	<input type="text" value="0.4"/>	Default: '0.4'
Seconds between changing slides	<input type="text" value="5"/>	Default: '5'
Display settings		
Number of slides to fit into one slide	<input type="text" value="2"/>	Default: '1'
Maximum width. When maximum width is 0, maximum width is ignored	<input type="text" value="420"/>	Default: '0'
Slideshow's height	<input type="text" value="180"/>	Default: '200'
Image behaviour	<input type="text" value="Natural and centered"/>	Default: 'Natural and centered'
Shrink slideshow's height when width shrinks	<input checked="" type="radio"/> Yes <input type="radio"/> No	Default: 'No'
Enable responsiveness (Shrink slideshow's width when page's width shrinks)	<input checked="" type="radio"/> Yes <input type="radio"/> No	Default: 'Yes'
Show title and description	<input checked="" type="radio"/> Yes <input type="radio"/> No	Default: 'Yes'
Hide description box, pop up when mouse hovers over	<input checked="" type="radio"/> Yes <input type="radio"/> No	Default: 'Yes'
Control settings		
Automatically slide to the next slide	<input checked="" type="radio"/> Yes <input type="radio"/> No	Default: 'Yes'
Return to the beginning of the slideshow after last slide	<input checked="" type="radio"/> Yes <input type="radio"/> No	Default: 'Yes'
Pause slideshow when mouse hovers over	<input checked="" type="radio"/> Yes <input type="radio"/> No	Default: 'Yes'
Activate navigation buttons	<input checked="" type="radio"/> Yes <input type="radio"/> No	Default: 'Yes'
Hide navigation buttons, show when mouse hovers over	<input type="radio"/> Yes <input checked="" type="radio"/> No	Default: 'No'
Activate pagination	<input type="radio"/> Yes <input checked="" type="radio"/> No	Default: 'Yes'
Activate control panel (play and pause button)	<input type="radio"/> Yes <input checked="" type="radio"/> No	Default: 'No'
Miscellaneous settings		
Wait until the next slide has loaded before showing it	<input checked="" type="radio"/> Yes <input type="radio"/> No	Default: 'Yes'
Show a loading icon until the first slide appears	<input checked="" type="radio"/> Yes <input type="radio"/> No	Default: 'Yes'
Randomize slides	<input type="radio"/> Yes <input checked="" type="radio"/> No	Default: 'No'
Avoid content filter (disable if '!slideshow_deploy!' is shown)	<input checked="" type="radio"/> Yes <input type="radio"/> No	Default: 'Yes'

Adding or Updating a Slide Show

When you go to the slideshow menu from the left navigation menu, it shows you a list of the existing slideshows you have created. Hover over the slideshow you want to edit and click the Edit link. You can add a new slide show by clicking the Add New option at the top of the page or from the left hand menu.

<input type="checkbox"/>	Title	Date
<input type="checkbox"/>	Directors	2014/02/03 Published
<input type="checkbox"/>	Facilities Slideshow on University Expertise Page	2014/02/03 Published
<input type="checkbox"/>	Planning Meeting Slide Show	2014/02/03 Published
<input type="checkbox"/>	Title	Date

The center of the page shows all of your slide show settings as discussed on the previous page. The slides are displayed in the right hand column. An example of an Image Slide is shown in the screen-shot on the right.

To add a new slide, click on one of the 3 buttons at the top: Image Slide, Text Slide, or Video Slide. Each slide has a Title, Description, URL and alternative text boxes – which are all optional. The text slide also allows you to customize text color & background.

You can use this module to create a simple slide show with no text, a text slide show with no images or a slide show that combines text with images and videos. The options are endless.

Adding a Slide Show to a Web Page or Blog Post

While editing a web page or blog post, just click on the Insert Slideshow button above the editor and choose your slide show and it will be inserted into the page. It's as easy as that!

Slides List

Insert:

Image slide Text slide Video slide

Image slide



Title

Description

URL

http://www.wpi.edu/academics/facultydir/fjy

Open URL in New window

Don't let search engines follow link

Alternative text

Delete slide