



WPI

WordPress Manual

WPI Journal

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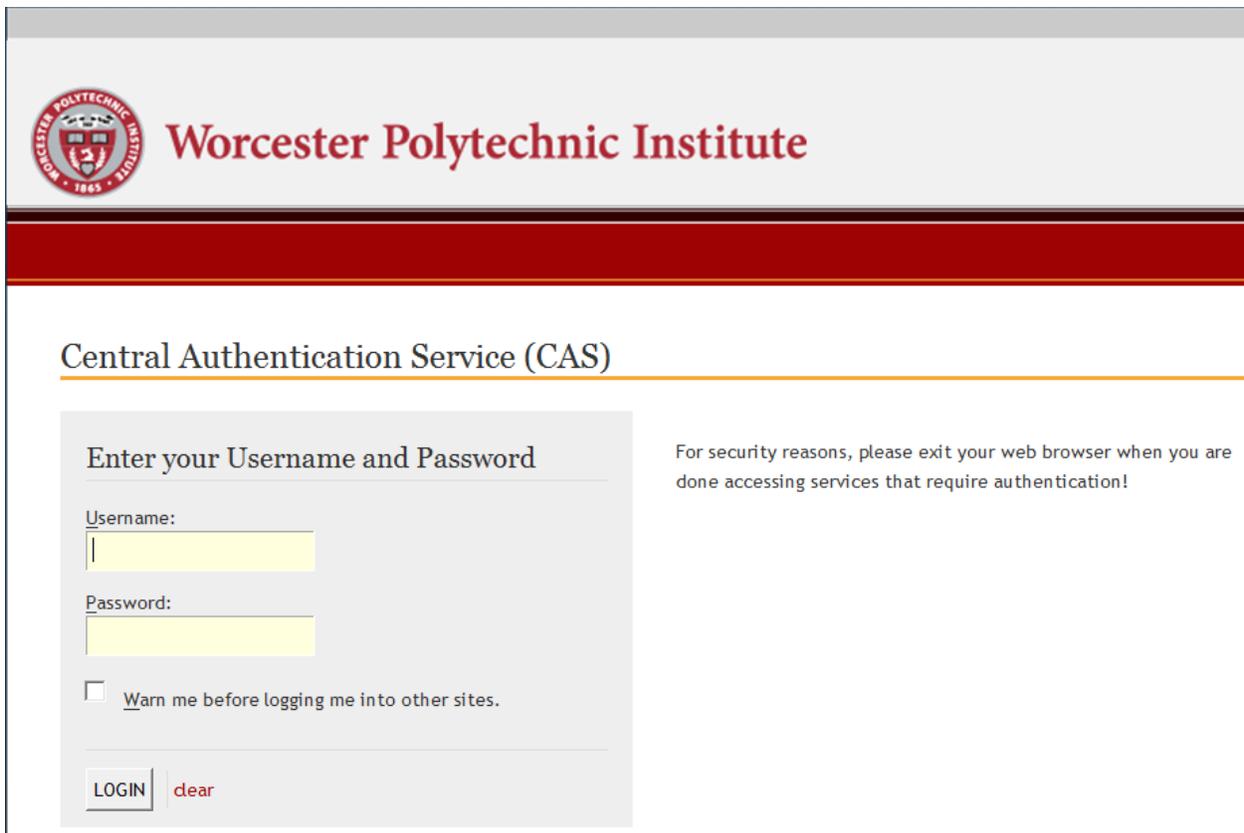
Who should use this manual

This document contains information specific to the WPI Journal theme. 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](http://www.wpi.edu/Images/CMS/Marketing/How_to_Use_WordPress.pdf).

Signing into WordPress

To access the login page in WordPress, add “/wp-admin” to the end of your web site name. For example: <http://wp.wpi.edu/wpijournal/wp-admin>.

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 left is the WPI logo, a circular seal with the text "WORCESTER POLYTECHNIC INSTITUTE" and "1865". To the right of the logo is the text "Worcester Polytechnic Institute" in a red serif font. Below this is a thick red horizontal bar. Underneath the bar, the text "Central Authentication Service (CAS)" is displayed in a black serif font, underlined. The main login area is a light gray box with the heading "Enter your Username and Password". It contains two input fields: "Username:" and "Password:", both with yellow highlights. Below the password field is a checkbox labeled "Warn me before logging me into other sites." At the bottom of the box are two buttons: "LOGIN" and "clear". To the right of the login box, a security warning reads: "For security reasons, please exit your web browser when you are done accessing services that require authentication!"

Important Note on Images

Throughout this document will you see required image sizes in **red** depending upon the page type. Note that this theme will take every image you upload and automatically create different sizes to accommodate different article types. To make sure that the image you upload can be used **anywhere on the site** it must be at least **3840px x 1440px** (full bleed image dimensions).

Home Page Features

From the Pages Menu select "All Pages" and click on Home. At the bottom of the screen, you'll see a box entitled "Home Page Articles" as shown below. It has 4 tabs at the left, one for each of the home page articles.

For the Large Feature, choose the article name from the drop-down box. For the other 3 features, select the article name and the article format. The articles can either be formatted as squares or rectangles.



The screenshot shows a settings panel titled "Home Page Articles". On the left, there are four tabs: "Large Feature", "Small Feature 1", "Small Feature 2", and "Small Feature 3". The "Large Feature" tab is active. To the right of the tabs, under the heading "Featured Article", there is a dashed horizontal line and a drop-down menu. The drop-down menu currently displays "FIRST DEFENSE" and has a small up/down arrow icon on its right side.

Note that on the home page this setting takes precedence over the "Article Listing Format" that you selected for each individual post.

Make sure you click the blue Update button in the right column near the top of the page to save and publish your changes.

Required Photo Dimensions:

- **Large Feature: 2520 pixels x 1278 pixels**
- **Square Feature: 1192 pixels x 844 pixels**
- **Rectangular Feature: 1980 pixels x 652 pixels**

Archive Page

The only other page listed under the Pages Menu is Archive. DO NOT DELETE this page even though it appears to be a blank page. The content for this page will be auto-generated.

Creating a New Issue

To create a new issue, go to Posts → Issue.

On the left side of the page enter the following information for the new issue:

1. Name (i.e. Fall 2015)
2. Parent (keep this set to None)
3. Description (this for your own purposes and will be displayed in the table at the right. It's optional and won't be displayed anywhere on the website.)
4. Cover Image
 - a. **Size to: 772 pixels x 934 pixels**
 - b. Click the Upload button
 - c. Click on the Upload tab at the top
 - d. Drag the image to this screen or use the Select Files button to navigate to the image on your computer and click Open
 - e. Click on the Select button
5. Issue Date (i.e. November 1, 2015) – this field determines the order that the issues are displayed on the Archive page.
6. Issue PDF URL – this is the URL of the flippable PDF version of the magazine
7. For legacy issues, you must check the box that says “Issue links directly to PDF.” This is only for issues written prior to the launch of the WPI Journal website

Selecting the Current Issue

Go to Appearance → Theme Options → Issue Options → Current Issue and select the current issue from the drop-down box. The current issue is displayed on the top navigation menu as well as on the mobile menu.

Posts

Click on the Posts menu to see your existing articles or to add a new article.

You have a number of options for sorting and filtering the posts to make this page more manageable as the number of articles grows with each issue.

Sort by Title, Date or Number of Comments

The table headings for Title, Date and Comments (comment icon) can be clicked in order to sort the table by these fields.

Sort by Month or Category

The drop-down menus above the table can be used to display all articles written in a given month or all articles that belong to a specific category. The categories are Features, News and $\text{W}\pi$. Choose the option that you want and click the Filter button to see the results.

Add a new post

Click on the “Add New” option from the top of the posts page or from the menu.

The screenshot shows the 'Add New Post' form in WordPress. The form is divided into several sections:

- Title:** A text box at the top left with the placeholder 'Enter title here' and a red '1' next to it.
- Main Content:** A large text area with a red '2' in the top left corner.
- Post Byline:** A section with three text boxes: 'Author Byline' (with a red '3'), 'Photography Byline', and 'Post Byline'.
- Article Listing Format:** A section with a dropdown menu set to 'Square' and a red '4' next to it.
- Format:** A section with radio buttons for 'Standard' (selected), 'Image', 'Gallery', and 'Video', with a red '5' next to it.
- Categories:** A section with checkboxes for 'Features', 'News', 'Uncategorized', and 'Wπ', with a red '6' next to it.
- Tags:** A section with a text box and an 'Add' button, with a red '7' next to it.
- Issue:** A section with checkboxes for various issues like 'Fall 2011', 'Spring 2012', etc., with a red '7' next to it.
- Publish:** A section on the right with buttons for 'Save Draft', 'Preview', 'Publish', and 'Move to Trash'.

1. Enter the article title in the topmost box. The length should be no longer than 20 characters so that it stays on a single line on the landing pages.
2. Enter the article copy.
3. Enter the Author and Photographer Bylines.
4. Choose an Article Format – Square or Rectangle.
5. Choose a post format: Standard, Image, Gallery or Video (see below for descriptions of each.)
6. Choose the category: Features, News or $\text{W}\pi$ (Uncategorized is the WordPress default and should never be used.)
7. Check the appropriate Issue.
8. Click the Publish to make the post live.

Post Format: Standard or Image

This is the article format with the full bleed photo at the top. Standard and Image formats are exactly the same. The only difference is the placement of the set featured image link. On the standard format the link is at the bottom of the right hand column. On the Image format the link is at the top of the center column.

The full bleed images should be sized to 3840 pixels by 1440 pixels.

To add the banner image:

1. Click on the “Set Featured Image” link
2. Click on the Upload tab
3. Drag & drop or click on the Select File button to navigate to the file and click Open
4. Click the Set Featured Image button at the bottom right hand corner of the screen.

Post Format: Gallery

This page format allows you to choose from 2 different page layouts:

1. Lightbox photo gallery in which the user click on an icon to open the photos in a lightbox. This option should be chosen if you have **more than 4 photos** to display.
2. Thumbnails photo gallery is limited to 4 photos. You can upload more than four but it was designed to only display the first 4 images.

Once you’ve chosen the appropriate Gallery Format, you can select the desired photo gallery from the drop-down box. Note that you will need to create the photo gallery first before it will show up in this list. (see [Create Photo Gallery](#) section in this document.)

Gallery photos should be sized to 1624 pixels by 960 pixels. Note that this size will be too small to use as the large or rectangular home page feature (see [home page photo dimensions](#)). Use the larger size if you plan to feature this article on the home page.

Post Format: Video

The video format takes a YouTube id. The id in the YouTube URL is the string that comes after the “v=” parameter as shown in the example below.

<https://www.youtube.com/watch?v=pzmishrWqiA>

Post Categories

The post categories represent the 3 sections of the magazine: Features, News and Wπ. Make sure to select one of these 3 categories for every article. If no category or uncategorized is selected, the article will not be displayed on the website.

Post Issue

Make sure you select the appropriate post issue for each article. If you do not choose an issue, the article will not be displayed on the website.

Edit a post

Editing a post works exactly the same way as adding a post. On the “All Posts” page, click on the post that you would like to edit. All of the fields will be exactly as described above for adding a post. When you are done with your changes, make sure you click the Update button at the top of the right hand column.

Quote Shortcode

If you would like to add a nicely formatted quote to your article similar to the one below, you’ll need to add a quote shortcode to the page where you want the quote to be displayed.

“Cum sociis natoque penatibus et magnis dis parturient montes, mus.”

***- Jane Doe
VP, Marketing & Communications, WPI***

An example of a shortcode is shown below. It is enclosed by opening [quote] and closing [/quote] tags. The quote itself goes between these 2 tags. You’ll notice that the opening tag allows for 3 optional parameters: author, title and company. These parameters should be formatted exactly as shown below.

```
[quote author="Jane Doe" title="VP, Marketing & Communications" company="WPI"]  
Cum sociis natoque penatibus et magnis dis parturient montes, mus.  
[/quote]
```

Comments

Comments can be viewed by clicking on the Comments menu. All comments have been set up for moderation, so you will have to approve any comment before it will be displayed on the site. The administrator will receive an email notification every time a comment has been posted. Comments should be approved within a timely matter to encourage users to interact with the site.

When you hover over a comment, you will see a menu pop up with the following options: Approve, Reply, Quick Edit, Edit, History, Spam and Trash.

- Click Approve to approve a comment and allow it to be displayed on the website
- Click Reply if you want to approve the comment and add a reply to the user
- Click Quick Edit if you'd like to edit the comment right there on the comments page
- Click Edit if you'd like to open a separate page to edit the comment
- Click History to see how often this comment has been edited and by whom
- Click Spam to move the comment to the spam folder. This also helps to “train” the Akismet spam filtering software on how to distinguish spam from real comments.
- Click Trash to move the comment directly to the trash.

Create Photo Gallery

Click on the Photo Gallery menu option to see a list of photo galleries on your website.

[Edit an existing gallery](#)

Click the name of the gallery that you wish to edit. Click the Edit Gallery button. Follow the same instructions below for adding files to a gallery and editing image details.

[Add a new gallery](#)

Click on the Add New option at the top of the Photo Gallery page or from the menu. Enter the title of the photo gallery in the topmost box. This will not be displayed on the website but it's important to give it a meaningful name so that you'll recognize it in the drop-down box on the posts page.

Click on the Create Gallery button. On the left, click on Add to Gallery. This will open up the familiar Upload files tab where you can drag & drop your images or select files from your computer.

ATTACHMENT DETAILS



RopePull3-copy.jpg
 November 6, 2015
 765 kB
 2048 × 1365
[Edit Image](#)
[Delete Permanently](#)

URL

Title

Caption

Alt Text

Description

Replace media

To replace the current file, click the link and upload a replacement.

After your photos have uploaded, you can click on each individual image to see the image details on the right side of the screen.

If you plan to use the lightbox option for your photo gallery, you can add the following information to display next to each photo.

- Title – which displays in a large font next to the image
- Caption – this can be used for photographer byline information or a description
- Description – if you are using the caption area for a byline, you can put the description in this box so that they appear on separate lines.

All of these fields are optional. Note that WordPress defaults the title field to the filename. Make sure you clear this field so that it does not display.

Gallery photos should be sized to 1624 pixels by 960 pixels. Note that this size will be too small to use as the large or rectangular home page feature (see [home page photo dimensions](#)). Use the larger size if you plan to feature a photo from a gallery on the home page.