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Who should use this manual

This document contains basic information for editing a Project Center WordPress web site and pertains to anyone has been assigned one of the following Editorials roles:

- Editor – somebody who can publish and manage posts including the posts of other users.
- Author – somebody who can publish and manage their own posts.
- Contributor – somebody who can write and manage their own posts but cannot publish them.

(Note: for purposes of this document, the word Editor will be used for all of the above roles)

Signing into WordPress

To access the login page in WordPress, click on the Login link in the top right corner of your web page. You will see the familiar WPI login screen as shown below. Use your WPI credentials to sign into your WordPress web site.

Important: If you have another domain for your web site, you must use the http://wp.wpi.edu domain for editing the site. This is where your web site physically resides and your other domain just points to this location.

To access the login page go to: http://wp.wpi.edu/your-website-name-goes-here/wp-admin.
The WordPress Dashboard and Left-Hand Navigation Menu

Upon logging in, the first screen that you will see is called the Dashboard screen. The Dashboard provides a quick overview of your web site – the number of blog posts, web pages, comments, spam, etc. You can click on any of these items to go directly to that section of the admin.

The left-hand navigation menu is the main way to navigate through the WordPress Admin. This menu appears to the left on every Admin page and each section is expandable.

The above screen shot displays the menu for an Administrative User. If your menu contains all of the above options, you should be reading the *WordPress Manual for Administrators*. If you are an editor, your menu will not have as many options as the screen shot above.

Below is a brief description of the sections available to Editors:

1. Dashboard – click on this menu item anytime you want to return to this main screen.
2. Posts – this is where WordPress stores blog articles. **The Project Center web sites were not set up with a blog.**
3. Media – the media library stores all photos and documents that you’ve uploaded to your web site.
4. Pages – this is where you create and edit your web site pages.
5. Slideshow – your theme is set up to have an optional slideshow on the home page. This is where you would go to create the slideshow
6. Comments – if you have a blog & comments are turned on, this is where you would go to moderate your comments
7. Tools – most users will never need anything listed under tools, unless you want to export your site to XML or permanently delete your site (be careful – once deleted you cannot get it back!)
Adding & Editing Web Pages

Click on Pages in the sidebar menu to access your web pages.

The Pages Screen lists all of your existing pages.

- If you hover over the title of a web page, a menu will appear beneath the title that allows you to: Edit, Quick Edit, Trash or View.
  - Edit will bring you to the WordPress editor so you can make changes to the page
  - Quick Edit allows you to modify some of the parameters for this page, but not the content
  - Trash will delete the pages (note that it goes into the trash & is not permanently deleted)
  - View allows you to view the web page

- To add a new page, click on the “Add New” button at the top of the page OR from the left Navigation menu.
Whether you are adding a new web page or editing a page, the process is exactly the same.

1. First you add a title for your web page. It’s important to create a meaningful title to make it clear to your readers and the search engines what this page is about.

2. Then you add the content to the text editor.

3. Under Page Attributes in the right sidebar, you must specify a parent page for all sub-menu items. WordPress will automatically build the left-navigation menu based on the parent/child relationship specified here. For Students, make sure you set the page parent to your project’s main page.

4. Make sure you press the Publish (or Update) button to save your changes!

**Note:** New pages need to be added to the drop-down menus by an Administrator.

**Permalinks**

The URL of each page is called a Permalink. You can see the URL beneath the page title in the WordPress editor. You can click on the Edit button next to the URL to change it. **Note that WordPress URLs cannot end in all numbers.** So you can’t use a class year such as “2014” for your permalink. You must include a letter or a dash (i.e. yr-2014) or WordPress will automatically add a “-2” to the link, resulting in a URL that looks like this: http://wp.wpi.edu/projectcenter/2014-2/.

**Page Width Limitations**

It is important that the images, tables, and other content that you upload to your web pages fall within the width limitations of the page body. Because the left-hand navigation menu takes up roughly one-
third of the page width, that leaves 600 pixels for the body width. Make sure that you do not upload images or tables that are wider than 600 pixels, otherwise they will wrap beneath the menu where there is more room.

Note that if you are copying content from an existing web site, you can open 2 different browser windows and copy text from your old web site to your new WordPress site. However, be very careful not to copy images, tables and other content that will exceed the page width limitations and break your web page formatting.

The WordPress Editor & Toolbar

Below is a close-up of the toolbar at the top of the WordPress editor. If you are only seeing one row of icons, click on the “show/hide kitchen sink” button that is circled in green below.

Most of these buttons should look very familiar. Just like Microsoft Word or any other word processing program, you can add bold text, italic text, bullets, numbered lists, etc. just by clicking the buttons in the toolbar.

A few “new” icons that you may not have seen before are:

These 2 chain link icons are for creating & removing hyperlinks. These buttons are grayed out until you highlight a word that you want to format. You can click on the first icon if you want to create a new hyperlink. This could be to another page within your web site or to a page on another web site. A box will open up allowing you to specify the link. If you are linking to a different web site, make sure you click on the button that says to open the link in a new window. If you want to remove a link, just put your cursor on an existing hyperlink and click the broken link icon.

This toggle button will allow you to paste in plain text mode which will remove all formatting. You do not need to turn this on if you are pasting from Microsoft Word. The default editor will retain the basic formatting (bold, bullets, etc.) from Word but will remove all of the extra code Microsoft uses to make your documents look pretty, since this extra code can cause problems for your web site.

The Add Media button allows you to upload photos and documents to your web page (see section on Adding Photos and Documents to the Media Library).

On the far right side of the editor you’ll notice 2 tabs at the top: Visual and Text. Most people should only use the Visual Tab. If you are seeing HTML code in the editor, you are probably in Text Edit mode and need to change tabs. Unless you are very comfortable editing HTML code, I recommend that you only use the Visual Tab.
Adding Photos and Documents to the Media Library

If you click on Media in the left navigation menu, you will see all of the photos that are on your web site and possibly some documents. You can click on the “Add New” button at the top of the Media page or choose “Add New” from the left-hand menu, but it is usually easier to just upload documents and images while you are editing a web page or blog post. Everything that you upload into WordPress is stored in your Media Library and can be re-used as needed.

When editing a web page or blog post, you’ll notice the “Add Media” button directly above the WordPress editor.

Uploading Images
When you click on the Add Media button, it will open up a window that allows you to either select a photo from the Media Library or Upload a new file. Notice the 2 links at the top of the page that lets you indicate where you want to select the photo from.

If you want to upload a photo from your computer, click on the Upload Files link and then the Select Files button. Navigate to the photo you want to upload. Once the file has been uploaded, you are given a few options to choose from before inserting the image into your page. You can choose the photo alignment in relation to the text (left, right or centered); you can choose to link the photo to a URL (note that the default link is to the photo itself – which I usually delete); and you can select the image size. You can also add a caption and some meta data (description and alt text) to the photo.

Uploading Documents
The process is pretty much the same for uploading a document. Click on the “Add Media” button. Click the link to “Upload Files.” Navigate to the file you want to upload and click Open. The file will be uploaded to your web site. Before clicking on the button to “Insert into Page,” change the Title text to whatever you would like the link to say on your web page.
Adding a slide show to your web page

Follow the steps below to create a slide show similar to the one at the right.

1. Edit the page where you want to add a slide show and click the **Add Media button**.

2. A new box will open up. Click on the tab to **Upload Files**. You can either click on the “Select Files” button and navigate to the photos you wish to upload OR just drag & drop your photos into the box. These photos will become your slideshow.

Note that you must upload the images for the slideshow to the page you are editing. You cannot use existing photos from your media library.

ALL photos uploaded to this page will appear in the slideshow.
3. Once the images are uploaded, they will be displayed on the media library tab. As you click on each photo, you'll notice that the information in the right pane changes to display details about the selected photo.

In this pane, as shown to the left, you can enter in an optional title and description for each photo. This information will be displayed beneath the photo if you select the captions option (see below.) Note that the title field defaults to the file name, so you should either change or delete this value.

4. **Important:** When you are done editing, do not insert the photos into the page. Just click on the “x” in the top right corner to close the box.

5. Put your cursor in the editor where you want to place the slide show and then click on the WPZOOM Slideshow Shortcode” button circled in red in the screen shot below.

This will pop up a window with your slideshow options:

- Autoplay Slideshow
- Slide Interval in milliseconds
- Slideshow Height (in pixels)
- Transition Effect (Fade, Slide or Flash)
- Lightbox (Yes or No)
- Captions (Yes or No)

After you click on the “Insert Gallery” button, you will see the wzslider shortcode similar to the one highlighted in purple above. The parameters may vary depending upon the options you selected. You will not be able to view the actual slide show in the editor. You must click the preview or publish button to see your slide show. Make sure you click the update button to save your changes.
Videos
To add a video to a WordPress page, follow these 4 steps:

1. Upload your video to YouTube.
2. Copy the URL from the top of the YouTube page (it should look similar to this with a different ending parameter: http://www.youtube.com/watch?v=pzmishrWqiA)
3. Paste the URL into your WordPress page where you want the video to display
4. The full size video may be too wide for the page, especially if it is placed at the top of the page next to the left navigation menu. If necessary, you can adjust both the height and width by surrounding your video link with an [embed] shortcode as shown below.

[embed width="600" height="500"]http://www.youtube.com/watch?v=pzmishrWqiA[/embed]

**Remember:** The width limitation is 600 pixels for the area to the right of the left-hand menu.

Team Profile Page
The Project Center web site has a special template designed to showcase the members of your project team as shown below:

On this page you can add photos, names, and some optional information such as project role, web site URL, twitter name and a brief description. Although you can display different size images as shown above, it will look more uniform if all photos are the same size.

**Note:** If you do not see the “Team Members” menu in the left hand navigation menu, ask your administrator to activate the “Our Team” Plugin.
Adding Team Members
The first step in creating a team page is to add your team members.

1. Click on the Team Members option in the left navigation
2. Select Add New
3. Enter Team Member’s Name
4. Set Featured Image — click to upload Team Member’s Photo [Recommended Size 300 pixels square]
5. Enter any optional information you want to enter (you should be consistent for all team members)
6. Enter a very brief description (optional)
7. Select a category (optional) — see more about categories below
8. Click the Blue Publish button to save your changes.

Important: To ensure a consistent page layout, you should use the same photo size and descriptive information for all members.
Updating Team Members
1. Click on the Team Members option in the left navigation
2. Hover over the name you wish to edit and click the Edit link
3. Follow the instructions above for Adding a Team Member

Creating a Team Page
Once you’ve added your Team Members, you’ll need to go to the Pages menu to create the Team Page.

1. Click on Pages → Add New
2. Add your page content (see section on Adding & Editing Web Pages)
3. In the Page Attributes box in the sidebar, choose the Team Template
4. Click Publish

This will automatically put all of your team photos beneath the content on the page.