WORDPRESS
101

Logging in

Follow these steps to log in to your WordPress account so you can access your web page:

- Go to http://sites.jcu.edu/wp-admin
  - We recommend that you bookmark this page
- Use the username and password that was emailed to you (for most people the username will be your first initial and last name).
- You will see your site listed once you log in. Select "Dashboard" under the site name to enter the "back-end" of your web site.

Changing your password

Did someone from IMC give you a password you hate? Did you get an email from WordPress that was a series of nonsensical letters and numbers that could never be remembered? No problem- just change your password yourself!

It's an easy enough process. Take a look at the top right corner of your screen. Do you see where it says Howdy, *username*? Just click that, select "Your Profile" and scroll to the bottom to reenter a new password (you'll have to do it twice). Click "update profile" and you're done!

The Dashboard

Your dashboard is a quick snapshot of what makes up your site.

Pages make up the majority of your site and where most of your information will be placed. **Posts** are used for certain sites for news and announcements.

Click on the "Pages" link (on the left sidebar) to get started.

Pages

Clicking on 'Pages' will take you to a list of all the pages that currently make up your site. If this is a newly created site, there will only be one page listed.
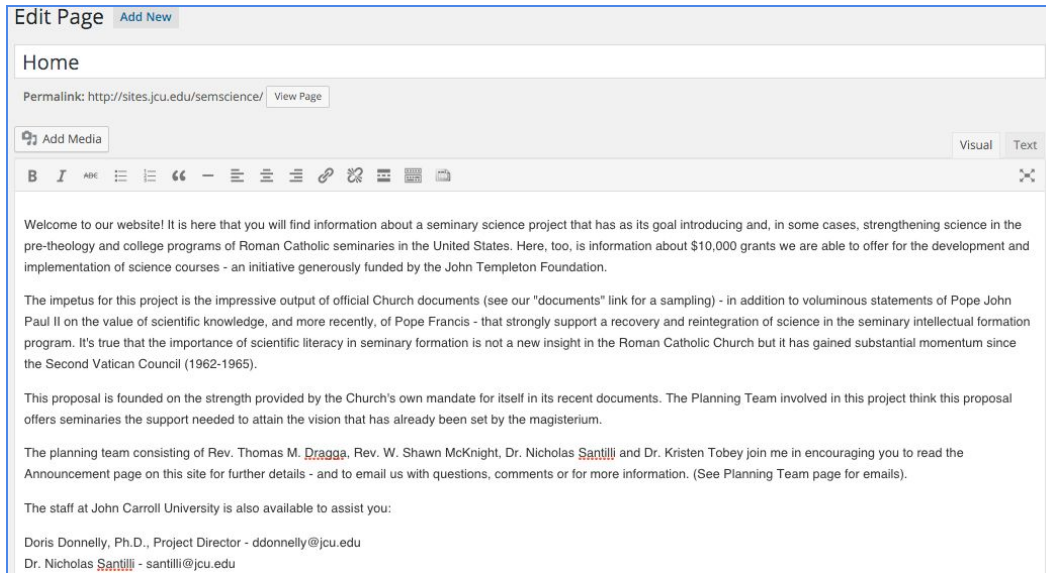
Editing a Page

To edit a page that is already created on your site, just click its name in the list of pages. This will open up a screen that looks similar to a Microsoft Word document. To edit the text of the page it's as simple as typing in the box provided. Just like in Word, there are icons for bolding and italicizing text, as well as to add a picture or a link. Some examples:

 Click to **bold** highlighted text.

 Click to *italicize* highlighted text.

 Click to create a hyperlink.

1. First highlight the word you would like to be the text of your hyperlink. Then click this icon, a screen will pop onto your screen that asks you to insert the web page URL that you would like that link to take people. Simply paste or type the web page URL in the box (do NOT forget to start the URL with http://).
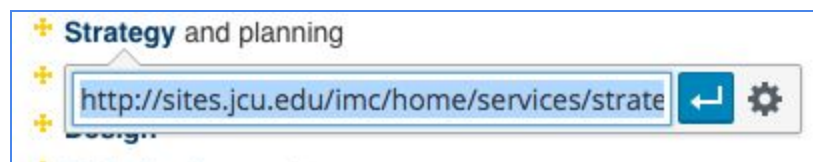
2. Next click the blue arrow that says 'Apply' when you hover over it to save your changes
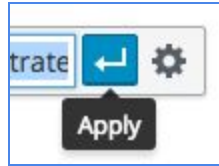
3. It is not necessary but you can also set up your hyperlink by clicking on 'Link options.

4. Here you will find that you can update your 'URL' and 'Link Text'. If you would like the link to open up in a new tab you can select 'Open link in a new tab'. After you are done click update.


Afterwards remember to click update on the page editor itself to save your changes.

Adding a Picture

Web pages with just a bunch of words are boring. While not all pages on your site need to have pictures, it helps to have some visuals on the majority of your pages. Adding a picture to a page is rather simple, just follow these instructions:

1. Make sure that the picture you want to add to your page is saved somewhere on your computer.

2. To add a picture, place your cursor where you want your picture to show and click the "Add Media" button.
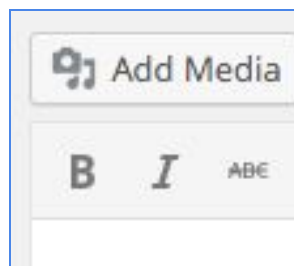
3. Using the upload screen, select the picture you want to add from your computer by clicking "Select Files"
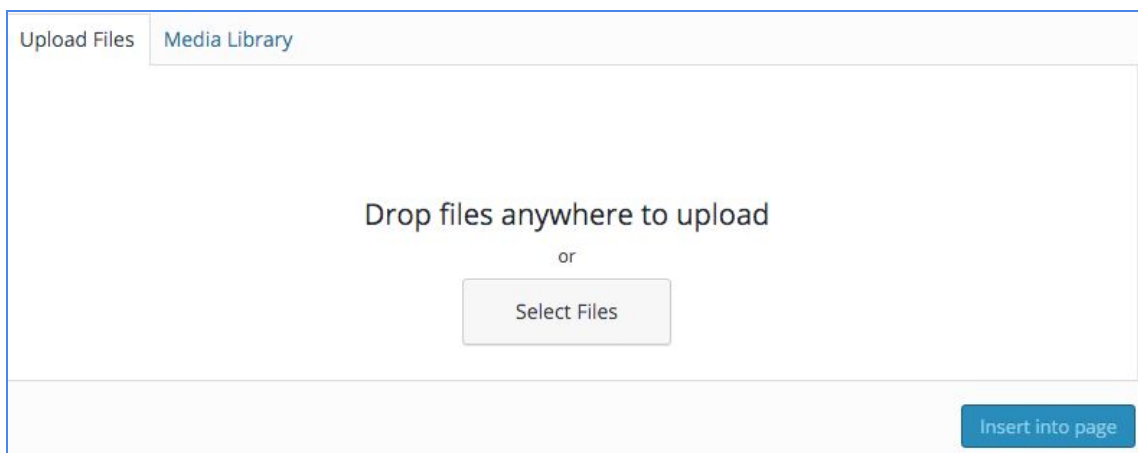
4. Once the picture has finished uploading, there are a few things that you need to do. First, for accessibility reasons, you need to add Alt Text for your photo. Alt text provides text if an image cannot be displayed on the user end. This can happen for a number of reasons including slow connection. It also allows visually impaired users to be able to hear the alternative text if they have an audio browser.

Be specific (e.x. "Grasselli Tower," "Students Studying in the Quad," etc rather than "Image 4" or "JCU1234")! Second, you have to tell WordPress how you want the image to look on the page. Do you want it on the left of the page? Right? Middle? How large do you want the image to be? Once you have made your decisions by clicking the corresponding bubbles, click "Insert into Page" to finish the process.

Sometimes getting the pictures to look the way you want them to can be tricky, but someone on the Integrated Marketing and Communications (IMC) team can help you. You can call Hiba Anwer, Web Developer, at x4198 or email her at hanwer@jcu.edu for help.

Adding a document

Adding a document to your site is a two step process that may seem a little complicated, but once you do it a few times you'll be a pro.

Step One: Saving your file to the Media Library First, save your file as a .pdf instead of a Word file. Next, click on "Media," then "Add New." You will then be prompted to find the pdf on your computer and upload it to your site. Once it has been uploaded, you can click on it see some information about it on your right side. On the top right, you will see a field called "URL"- copy the entire URL.
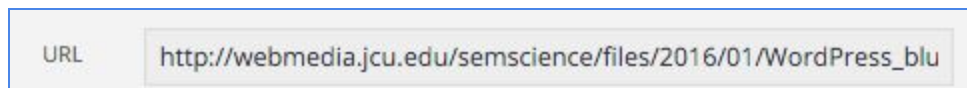

Step Two: Linking the File to your Page
Now that you have the URL location for your file, you need to add it to the page in question (this will be just like adding a "Link" to a page). Go to your page, highlight the word or words you would like to be linked and click the link icon (ex. "click here"). There will be a pop-up window that you will paste the URL into and then click the blue arrow button, "Apply". This will link that word to your pdf document.

Adding a new page

Need to add a new page of information? No problem! On the left side of your Dashboard, you will see the pages section with two options "Pages" and "Add New." Click "Add New" to add a new page to your web site. This will take you to the already familiar page editing screen that we already worked through. The only difference is that instead of "Update" the button that you will use to save your page for the first time will say "Publish" instead. Once you save your page for the first time, it will say "Update" once again.
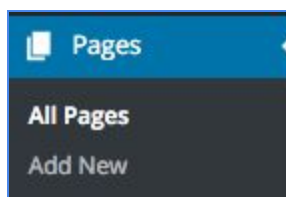
The Parent/Child page relationship
Once you have created a new page, you have to tell WordPress where the page should show up. This is one of the trickier functions in WordPress, but once you do it a few times it will become second nature.

You may have noticed when you were editing your page that there is a box just below the "Update/Publish" button called "Page Attributes." This is the area where you will tell WordPress where to save your pages. The important section for this tutorial is the "Parent" section. Before we select anything here, a little background information on the parent/child page relationship seems appropriate.
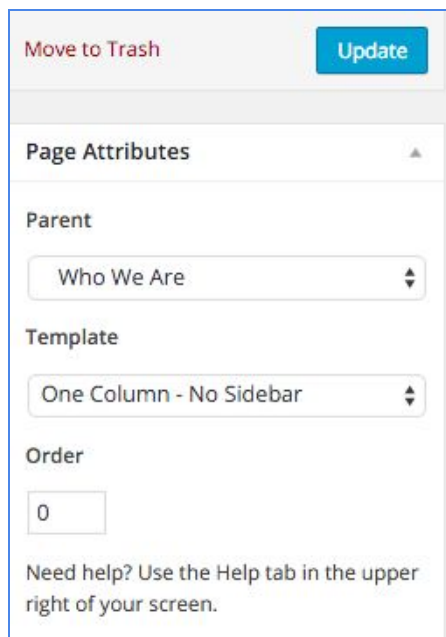
If you are looking at a live WordPress web page, such as sites.jcu.edu/semscience you will see that all site navigation is on the left side of the page. If you click on "Who We Are" you will see that the navigation changes to show all the pages that "live" under the "Who We Are" heading. "Who We Are" is the Parent of all of these pages.

If we were to look at the "Page Attributes" section of the "Who We Are" page, for example, it would look like this:
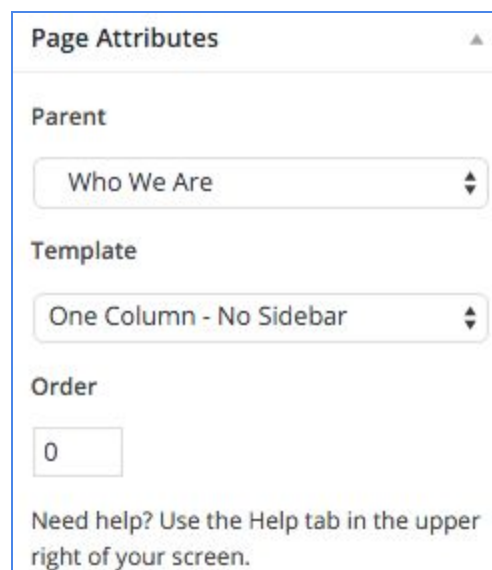
As you can see, we have designated that this page's parent is 'Who We Are', therefore
it will show up in the navigation as such.

A few Notable Exceptions:
- Your home page (which will probably also be called "Home" in WordPress) is the first page that anyone will see. It will not have a parent page.
- Any page that you would like to be a main navigation point (such as the "About Us" page on the Alumni site), will have a parent of "Home".

Any page whose parent is "Home" will be one of your main navigation areas on your web site. For instance, the Alumni site has 7 pages in which the parent is "Home;" Get Involved, Stay Informed, Alumni Chapters & Groups, Benefits and Services, and Lifelong Learning.
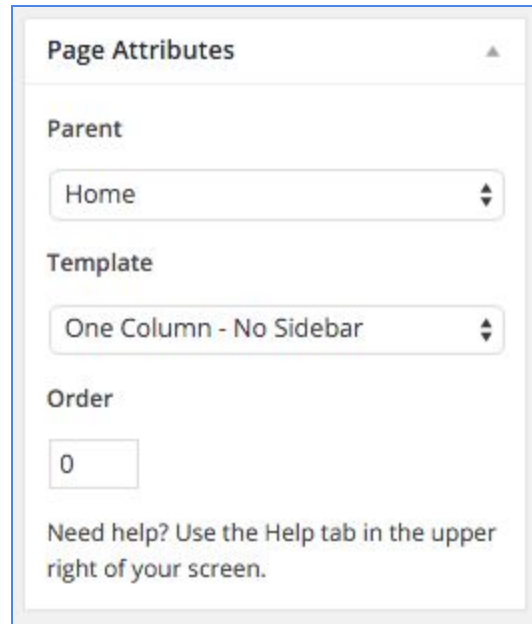

Page Ordering

You also have the option of setting up which order pages appear on side menu. However this is not necessary.

Order

4

Need help? Use the Help tab in the upper
right of your screen.

Under 'Page Attributes' you will find the section 'Order' and in here you can input which order you wish your page to appear. But first you need to order all of the pages that will appear within the side menu for ordering to work properly.
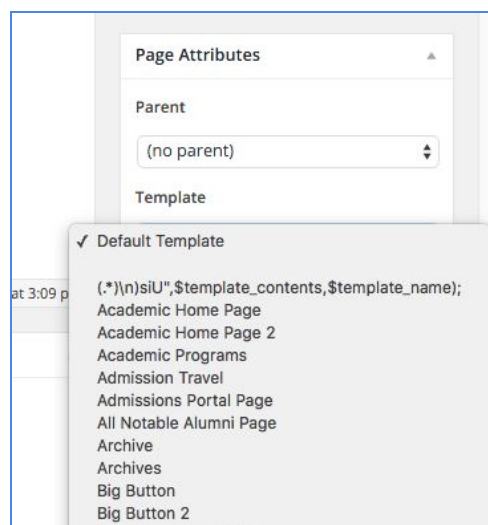
Page Templates

Under page attributes you will also find Templates. This is the layout for your page. These are generally already set up for you so this is not something you need to necessarily touch. However if you would like to change the layout of your page there are some pre made templates available for you.

Please Take Note
But please take note that these changes can only be seen when you publish or update a page. They cannot be seen in the preview. So take note of the original template in case you wish you change it back.
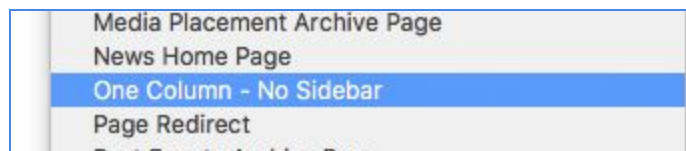
While there are many templates they are only a few that will be important for you. First being the default, that is the original template that has been preset for your page. On the homepage the template will usually be set to Academic Home Page, this allows for the homepage to be a different layout than the rest of the pages.

One Column(No Sidebar)
This template allows you hide side widgets that may appear on the right side of your pages. For example on the Alumni Page, "Get Involved", there are widgets that appear on the right.
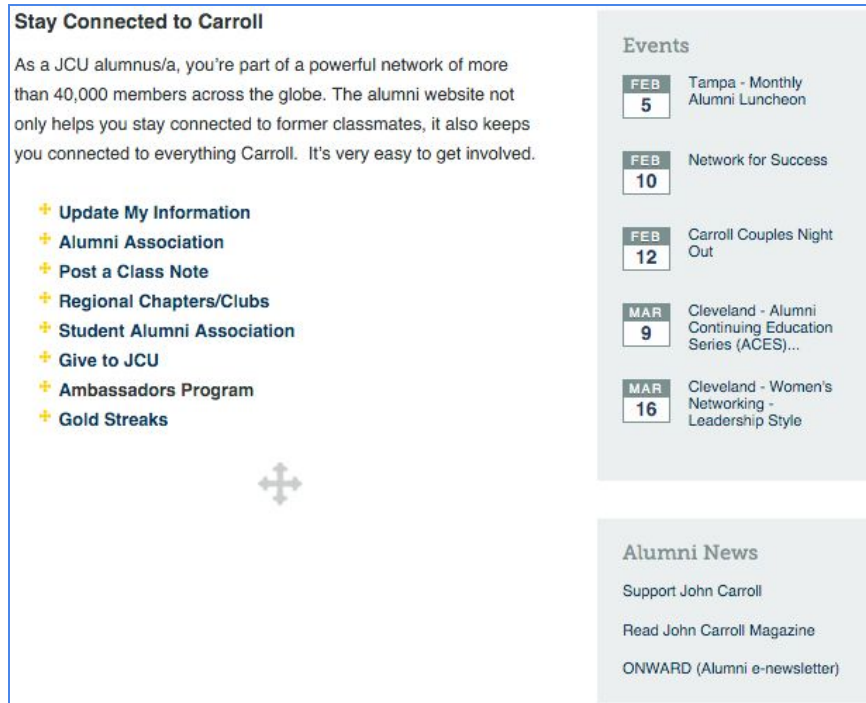
However if do not want your widgets to appear on a particular page you can select One Column(No Sidebar) as your template.

Here is an example of what a page will look like with this template.

The Living Water Award

Major Seminary Programs

Calendar

Essay Competition

Church Documents

Planning Team

Following our inaugural conference, "Retrieving Charisms for the 21st Century," held at John Carroll University in 1996, the Cardinal Suenens Center at John Carroll University has been supported principally through the generosity of Mrs. Margaret F. Grace of New York.

Further information about the Center may be accessed through the following links:

+ Leon Joseph Cardinal Suenens
+ Executive Committee
+ International Advisory Committee

Past Events

+ Major Seminary Programs
+ The Margaret F. Grace Lecturers

Events

Depending on your site you may want to add events. Based off of your template your events may appear on the your homepage and on the right side of all your pages.For example on the Alumni Page, "Stay Informed", events appear on the right.

1. To add an event you need to go back to your dashboard and click on the events tab found under Pages.
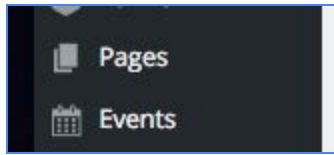
2. Next click add new event next Events on the top left.
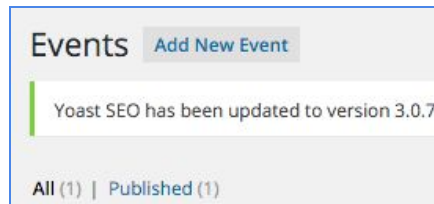
3. You will find the Events editor similar to a page editor with few distinct differences. First the title is what will appear on the right side of the Event Widget. In the Visual Editor is what will appear in the body of your Event page.
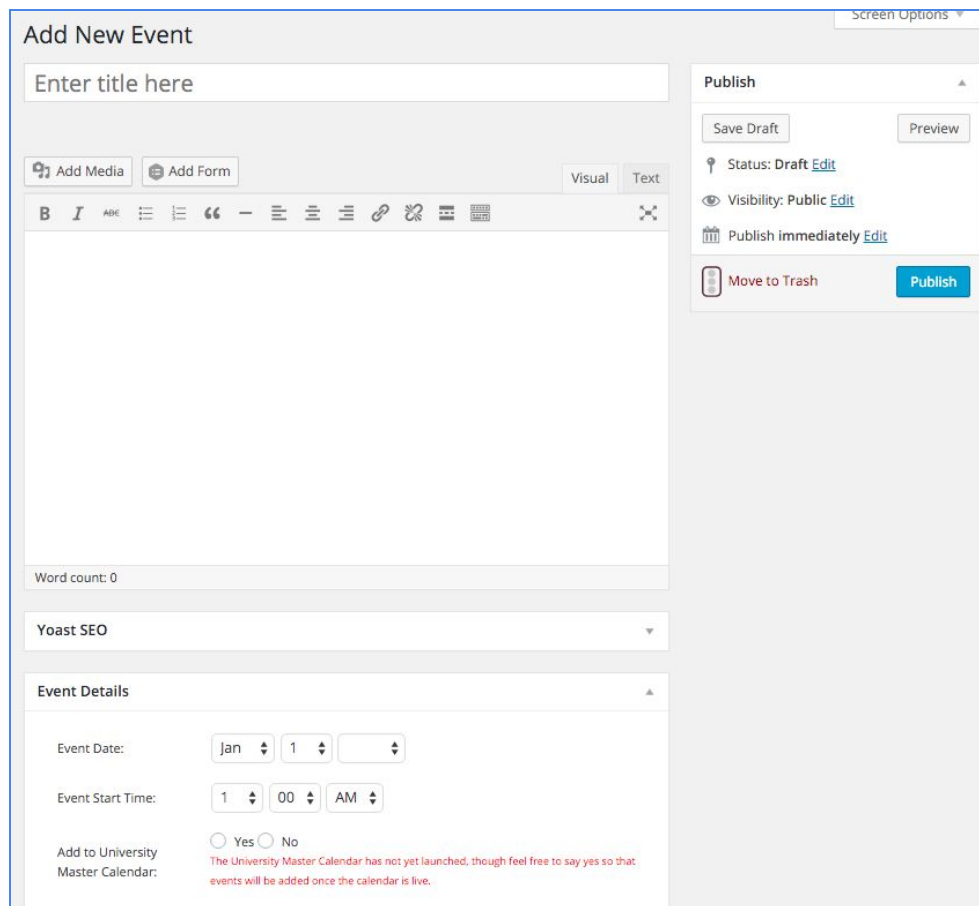
4. Next you will need to fill out the event details. This is the date that appears on the widget. Homepage description and URL are not necessary.Take note that when events date past the event will no longer appear.

But once you are ready to publish your event all you need to do is click [Publish] . To have sidebar setup to display events contact our Web Developer, Hiba at x4198.

Viewing your site

Now that you've made the necessary changes to your website, it's time to view it. When in your Dashboard, click the name of your site at the top of the page (next to the JCU WordPress logo and home icon) and you will be taken to your site.

This should be enough information to get you started on your new web site. Overwhelmed? Don't be. The web guys in IMC are here to help you with any questions that you may have about your site.

Any questions can be directed to:
Hiba Anwer: hanwer@jcu.edu, x4198
Good luck and HAVE FUN!