



WPI

WordPress Manual

For

Massachusetts Academy of Math and Science

October 1, 2018

Table of Contents

Who should use this manual	4
The Home Page Layout	4
Editing the Home Page	5
Header & Slideshow.....	5
Intro Text	5
The Content Box	5
Right-Handed Content Box	5
Copyright & Contact Information	5
Home Page Widgets.....	5
Home Page Slide Show	7
Add New Slide.....	7
Edit Slides.....	8
Order Slides.....	8
Adding Your Slideshow to the Home Page	8
Banner Images	8
Announcements.....	9
Categories & Tags	10
Photo Gallery	11
Add New Gallery	11
Photo Captions (optional).....	12
Adding a Gallery to a Page.....	12
Edit Gallery.....	12
Video Gallery.....	13
Add a New Video Gallery	13
Add Video Gallery to a Web Page.....	15
Edit Video Gallery	15
Adding a Single YouTube Video to a Web Page.....	15
Testimonials	16
Add a Testimonial	16
Add a Testimonial to a Web Page.....	17
Edit a Testimonial	17
Highlight Box.....	18

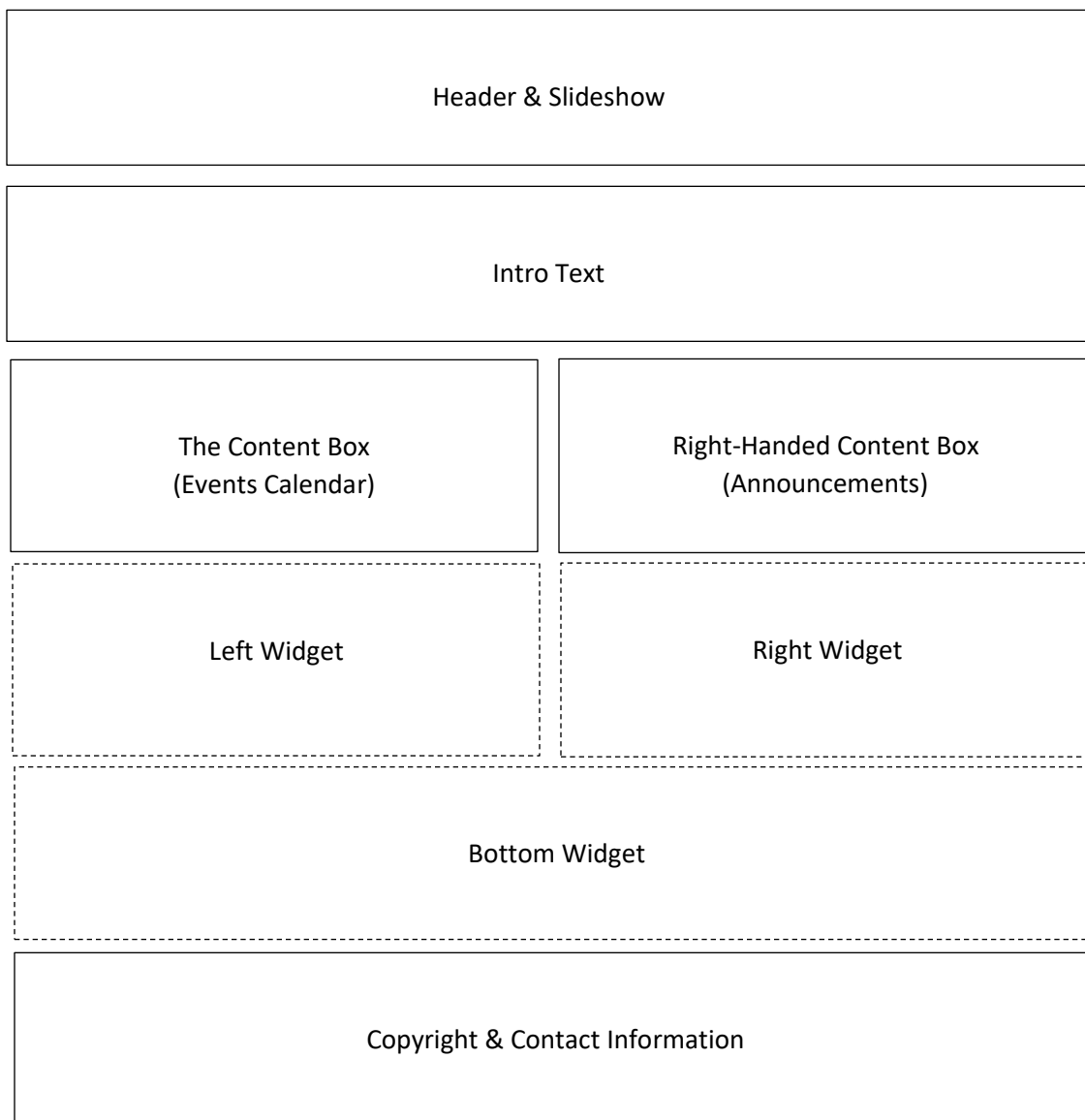
Team Member Bios.....	19
Add New Team Member.....	19
Adding Team Members to a Page	20
Edit a Team Member	20
Shortcodes	21
2-Column Shortcode	21
3-Column Shortcode	21
Buttons.....	22
Timely Notices (Announcements)	23
Image Sizes.....	24

Who should use this manual

This document contains information specific to the Mass Academy theme. This document focuses on the custom features of the theme and 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 are not familiar with WordPress, please review the videos and tips at <https://www.wpi.edu/+wordpress>.

The Home Page Layout

The home page has a special layout as shown below. Each of these boxes are optional which allows us to customize the look & feel of the home page. The dotted lined boxes represent optional widgets that can be added to the page as needed.



Editing the Home Page

To edit the home page, go to the Pages menu and select Home. The different editing boxes as described below work the same as the standard WordPress editor. As mentioned above, all of the boxes on the home page are optional and if no content is added to a box it will not be displayed.

Header & Slideshow

The header area contains the logo, menu, search box and banner photo or slideshow.

- **Menu:** **The top-level menu on this site cannot accommodate any additional pages.** All new pages need to be added as a sub-page to one of the top-level pages. When adding a new page, make sure to **select a parent page** in the right-hand column in the page attributes box.
- The slideshow can be modified using the Home Page Slideshow section as described later in this document.

Intro Text

When editing the home page, the content for the Intro Text section goes in the topmost box.

The Content Box

The Content Box appears on the left side of the home page and is half-width. It's "sister box" is the Right-Handed Content Box. The Events Calendar appears in this box. Note that the Google Calendar has been added using a custom field that embeds an iframe.

Right-Handed Content Box

The Right-Handed Content Box appears on the right side of the home page next to the Content Box and is also half-width. The Announcements appear in this box. A [shortcode](#) is used to display this content.

Copyright & Contact Information

This is a protected area of the web page that appears on all web pages. Any changes to this section would need to be updated by Marketing.

Home Page Widgets

Widgets are optional sections that can be added from the **Appearance→Widgets** menu. On the far side of this page, you will see two options labelled "**Home Page**" and "**Home Page Footer.**" The widgets in these sections will only appear on the home page and you can add as many widgets to these sidebars as you want.

- **Left/Right Widgets** – These would be placed beneath the events calendar & timely notices.

To add left & right hand boxes as shown in the above diagram:

1. Click on the down arrow next to "Home Page" to open up the sidebar
2. Find the widget you want to add on the left side of the screen and drag it into the Home Page sidebar. The most commonly used widget is the **Visual Editor**.
3. Add a title in the top box and your content in the box below it. Click the Save Button.

- **Bottom Widgets** – To add full width boxes as shown in the above diagram:

1. Click on the down arrow next to “Home Page Footer” to open up the sidebar
2. Find the widget you want to add on the left side of the screen and drag it into the Home Page sidebar. The most commonly used widget is the **Visual Editor**.
3. Add a title in the top box and your content in the box below it. Click the Save Button.

Note: At the launch of this website (Sept 2017) the video gallery and NCSSS timely box at the bottom of the home page are both bottom widgets.

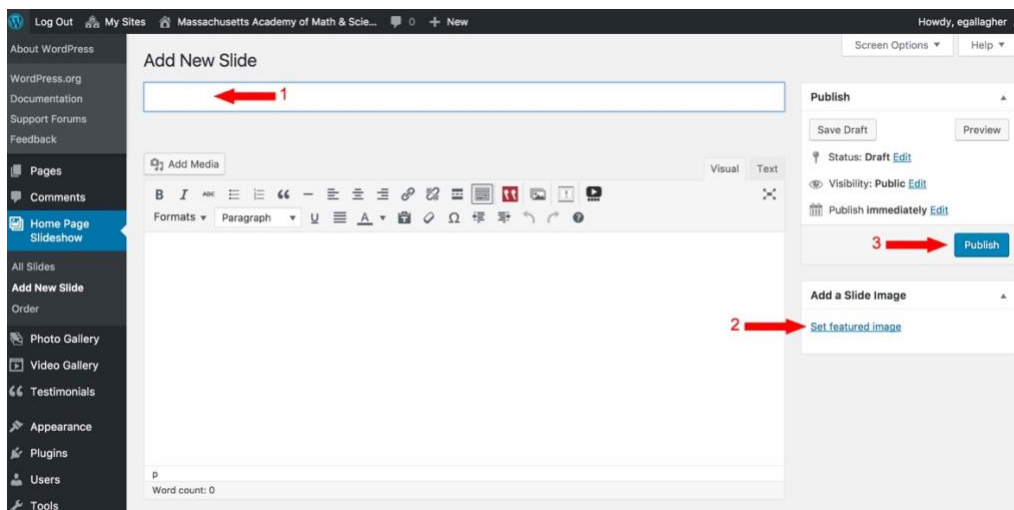
Home Page Slide Show

From the left-hand navigation menu, click on the Home Page Slideshow. You may have one or more images on this page.

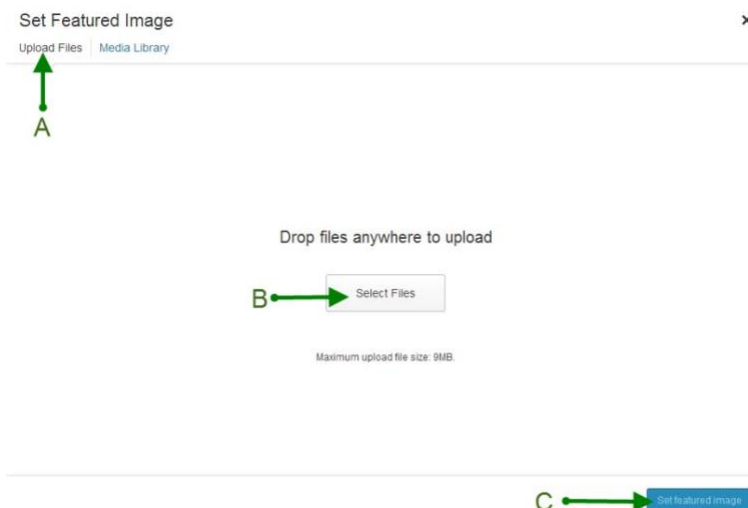
The ideal image size is **1400 wide by 600px high**. The photo size does not have to be exact but you will have more control over the display if you crop the images before uploading to WordPress. Photos will be resized automatically to fit these dimensions, but may become distorted if the image is not in the right proportions. We also recommend that you choose photos with a lot of cropping room at the top and bottom because WordPress needs to adjust the image to fit all screen sizes.

Add New Slide

To add a new slide, select “Add New Slide” from the left-hand navigation menu.



1. Add a title for your slide – this is only used in the admin to identify the photo and is not displayed on the website.
2. Click on “Set Featured Image” in the right sidebar. A new window will pop up where you can either select an existing image from your media library or upload a new one.



- a. Click on Upload Files
- b. Click on Select Files. Browse to the location on your computer where the image is, select the image and click Open. You can also drag & drop photos into this window. The image will be uploaded to your media library.
- c. Click the Set Featured Image button to insert the photo into your slideshow.

3. Click the Publish button to save your changes.

Edit Slides

1. To edit a slide, select “All Slides” from the Home Page Slideshow menu. Hover over the image you wish to update and select Edit from the menu
2. To change the photo, click on the “Remove featured image” link in the right hand column, beneath the image.
3. Once the image has been removed, this text changes to “Set featured image.” Follow the same instructions above for uploading a new slideshow image.
4. Click the Update button to save your changes.

Order Slides

If you’d like to change the order that your slides appear in the slideshow, click on the “Order” option under Home Page Slideshow in the left-hand navigation menu. Drag & drop your photos to re-arrange the order. Click “Update Post Order” to save your changes.

Adding Your Slideshow to the Home Page

You do not need to do anything to add the slideshow to the home page. The template will automatically take care of this for you.

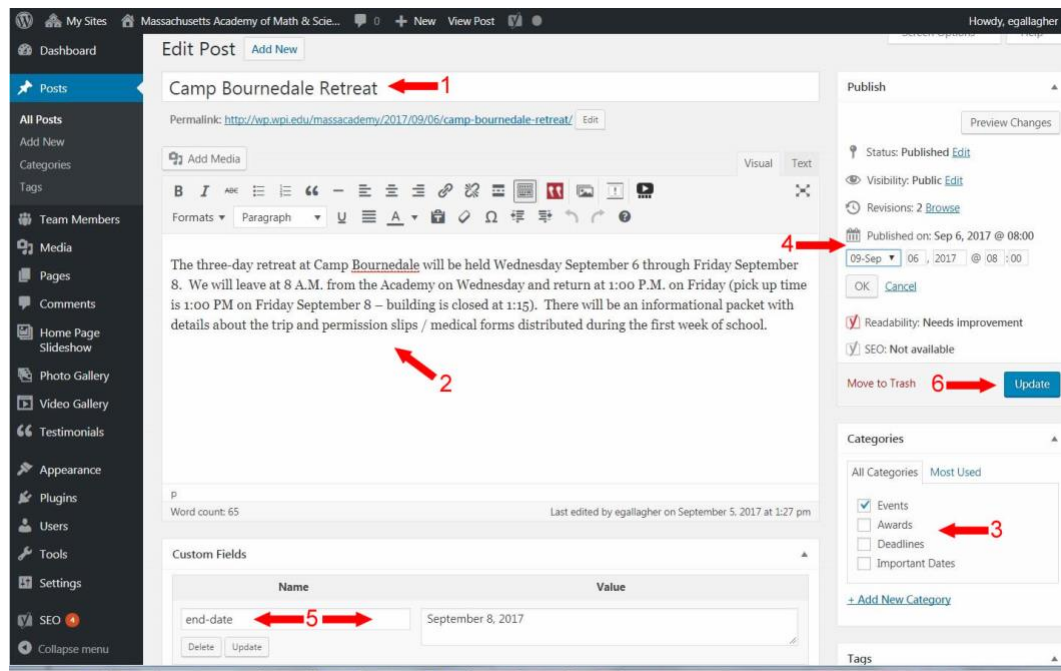
Banner Images

To add a large banner images to a page, click on “Set Featured Image” in the right sidebar. A new window will pop up where you can either select an existing image from your media library or upload a new one. Banner images should be sized to **1400x400 pixels**.

Announcements

The announcements on the home page and on the events page are controlled by the blog feature in WordPress. These notices can be found under the POSTS menu.

The All Posts screen lists all of your existing announcements. Click on the name to edit the post or click on the Add New button at the top to add a new post. Whether you are adding a new post or editing an existing post, the process is exactly the same.



1. First you add a title. The title should briefly convey the gist of the post, since this is what will be displayed on the home page. The user will be able to click on the title to read the details.
2. Next add the detailed information to the text editor.
3. In the right sidebar, choose a category for the post. We have set up categories for Events, Awards, Deadlines & Important Dates. See information on Categories below.
4. In the right sidebar, **you must set the notice date in the Publish box**. The default is today's date which may not be appropriate for this notice. To change the date, click on the Edit link next to Publish Immediately (Note that if you are editing an existing notice, this text will say Published on). Select the date for your notice. Note that you have to enter a time but it is not used on the website so you can just leave the default time. Click OK to save the date. If you've chosen a date in the future, the blue Publish button will now say Schedule. We are overriding the scheduling function so that you can publish notices for upcoming events, deadlines, etc.
5. If you have an event that runs multiple dates and you need an end date, you must use a custom field:
 - a. In the Custom Fields box, click "Enter New"
 - b. For the name enter: end-date
 - c. For the value, enter a date in the format: Month dd, YYYY (i.e. September 01, 2017)
 - d. Click the Add Custom Field button
6. Make sure you press the **Publish/Update/Schedule** button to save your changes!

Categories & Tags

Categories & tags are a way to organize your blog to make it easier for users to find the information that is important to them. It is recommended that you do not have more than 10 to 12 categories to keep your blog manageable. Tags can then be used to further define your content. For more information on categories & tags, please see pages 8-9 of the [How to Use WordPress](#) documentation.

Photo Gallery

The Photo Gallery menu allows you to create slideshows for your pages. These slideshows can be used on your web pages, blog posts, and even in the sidebar. For best results it is recommended that all photos be sized to **1000x600 pixels** before being added to a photo gallery.

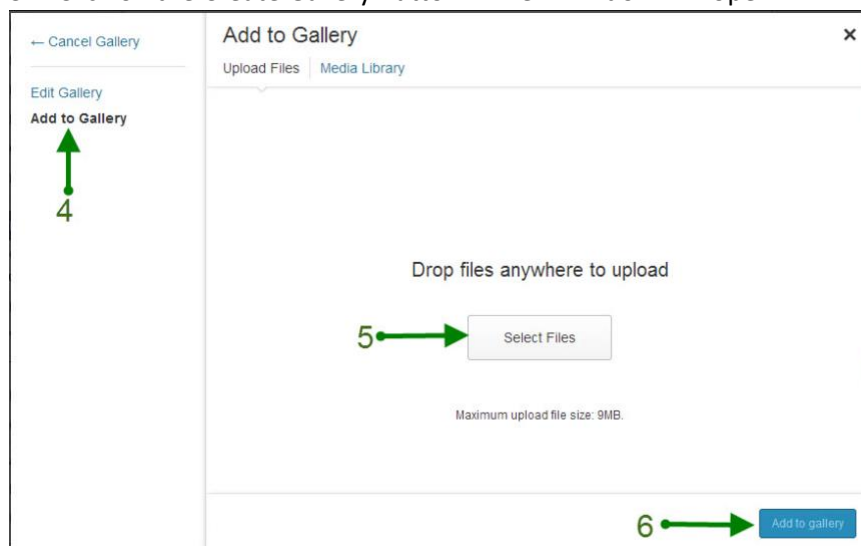
From the left-hand navigation menu, click on Photo Gallery.

Add New Gallery

1. To add a new gallery, select “Add New Gallery” from the left-hand navigation menu.



2. Enter a title for the photo gallery. This does not appear on the web site but will help you to identify your different photo galleries.
3. Click on the Create Gallery Button. A new window will open.



4. Click on Add to Gallery. You can upload photos or choose images from the media gallery. To upload photos, click on the Upload Photos tab at the top of the screen.
5. Click on Select Files. Browse to the location on your computer where your images are. You can select multiple files by holding down the CTRL button as you click. Once you've selected all your images, click Open. You can also drag & drop photos into this window.
6. Click the Add to Gallery button to add the photos to your gallery. Click Update Gallery.
7. Click the Publish button to save your photo gallery.

Photo Captions (optional)

When you are creating a new gallery or editing an existing gallery, you can click on each photo to add a title and caption. The caption can be typed directly below the photo or on the right side of the screen. The title and caption fields will be displayed above each photo in the gallery.

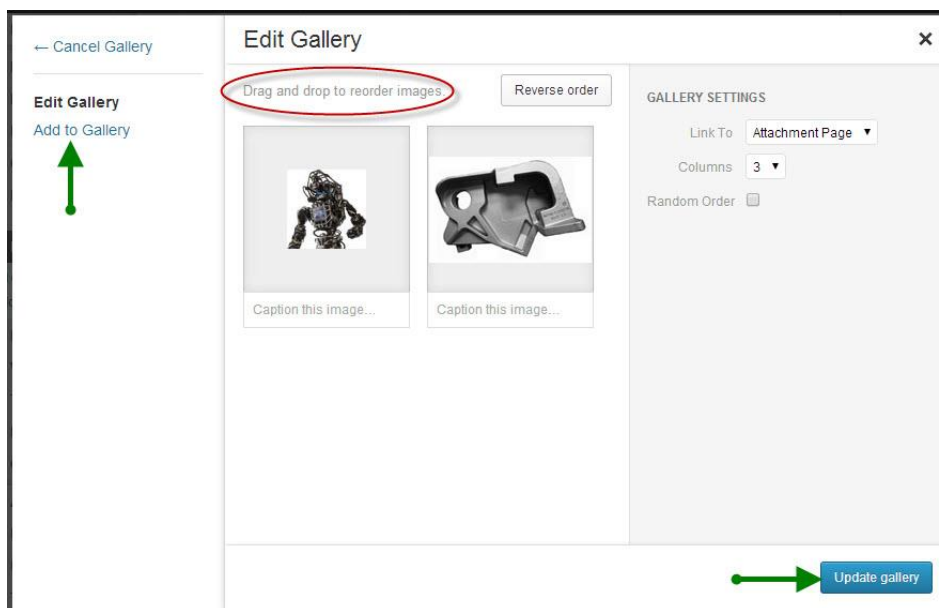
Adding a Gallery to a Page



To add a photo gallery to your web page, place your cursor in the location where you'd like your photos to be displayed and click on the Photo Gallery Button on the toolbar. Select the name of the Photo Gallery from the drop-down menu and click the "Insert Shortcode" button. Note that the editor does not format the gallery and will display the photos in a grid. To preview the gallery, you'll need to click on the Preview Changes button in the Publish box. The preview will open in a new tab. To save your changes, make sure you click on the Publish/Update button in the right sidebar.

Edit Gallery

1. To edit a gallery, select "All Galleries" from the Photo Gallery menu. Hover over the gallery you wish to update and select Edit from the menu
2. To change the photos, click on the "Edit Gallery" button.



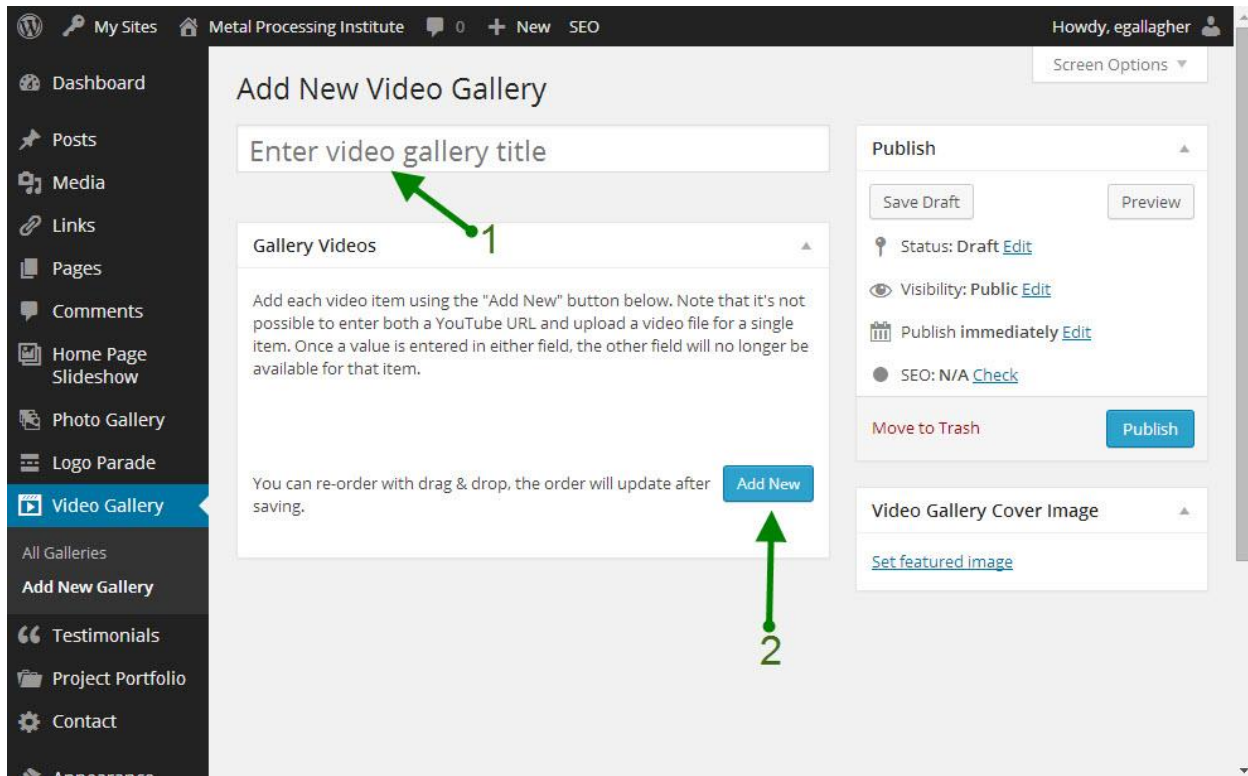
3. To add additional photos, click on the "Add to Gallery" button and follow the instructions above (under Add New Gallery.)
4. You can also re-order the photo display by dragging the images.
5. Click the Update Gallery button to save your changes.
6. Click the Update button to save your changes.

Video Gallery

The video gallery allows you to add a video player to your web site. From the left-hand navigation menu, click on Video Gallery.

Add a New Video Gallery

To add a new video gallery, select “Add New Gallery” from the left-hand navigation menu.



1. Enter the name of the video gallery. This name is not displayed on the web page but is for your reference so that you can differentiate between video galleries.
2. Click on the Add New Button. The screenshot on the following page displays the fields for adding a new video.

Gallery Videos

Add each video item using the "Add New" button below. Note that it's not possible to enter both a YouTube URL and upload a video file for a single item. Once a value is entered in either field, the other field will no longer be available for that item.

Title

Video Cover Image

1

Upload a video cover image:

2

YouTube URL

3

Enter the YouTube URL of the video:

4

Upload a Video

3

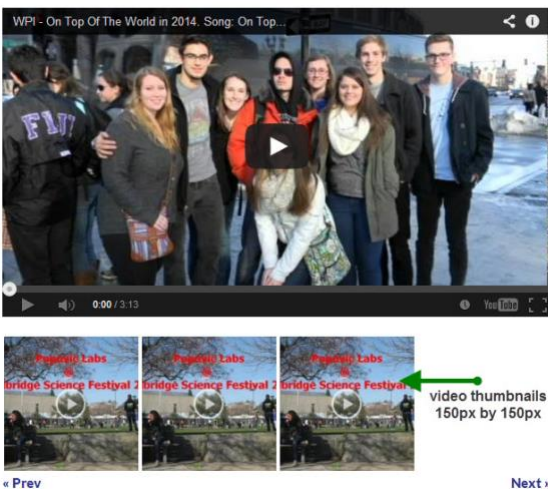
Upload a supported video file (mp4/webm/ogg):

4

You can re-order with drag & drop, the order will update after saving.

Add New

1. Enter a title for your video. This is for your reference only and is not displayed on the website.
2. Click the plus button to upload a video cover image. The recommended image size is **150x150** pixels. This will be displayed as a thumbnail image beneath the video gallery and will allow the user to click from one video to another.



3. Enter the URL of the YouTube Video
4. Alternatively, you can choose to upload your own video. Click on the plus button and click on the Upload Files link. As with uploading images, click on the Select Files button and navigate to the video that you wish to upload. The maximum upload size is 9 MB. The supported video types are MP4, WebM and Ogg.

After you've added all of your videos, you can drag & drop the videos to get them into the preferred order. Click on the Publish button to save your video gallery.

Add Video Gallery to a Web Page



To add a video gallery to your web page, place your cursor in the location where you'd like your videos to be displayed and click on the Video Gallery Button on the toolbar. Select the Gallery name from the drop-down box and click the "Insert Shortcode" button. To preview the video gallery, you'll need to click on the Preview Changes button in the Publish box. The page will open in a new tab. To save your changes, make sure you click on the Publish/Update button in the right sidebar.

Edit Video Gallery

To edit a video gallery, select "All Galleries" from the Video Gallery menu. Hover over the gallery you wish to update and select Edit from the menu

On this page, you can:

1. Update the Gallery Name
2. Add a new video by clicking on the Add New button and following the instructions above.
3. Update an existing video by clicking on the pencil next to the video title.
4. Delete a video by clicking on the red trashcan next to the video title.

Make sure you click the Update button to save your changes.

Adding a Single YouTube Video to a Web Page

To add a single video to a WordPress page:

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. You should be on the visual tab, not the text tab. The video will automatically appear on the page. Click Publish/Update to save your changes.

Testimonials

To add testimonials to your web site, click on Testimonials in the left-hand navigation menu.

Add a Testimonial

To add a new testimonial, select “Add New Testimonial” from the left-hand navigation menu.

The screenshot shows the 'Add New Testimonial' form. At the top, there is a text input field labeled 'Enter author name' with a green arrow and the number 1 pointing to it. Below this is a rich text editor with a toolbar and a large text area, with a green arrow and the number 2 pointing to the text area. To the right of the editor is a 'Publish' sidebar. In this sidebar, there is a 'Publish' button with a green arrow and the number 5 pointing to it. Below the 'Publish' button is a 'Set featured image' link with a green arrow and the number 3 pointing to it. At the bottom of the form, there is a 'Properties' section with two input fields: 'Title' and 'Company', with a green arrow and the number 4 pointing to the 'Company' field.

1. In the top box, enter the author's name.
2. In the editor, enter the quote. Be sure to include quotation marks around the testimonial.
3. Click on the Set Featured Image to upload the author's photo. The photo should be sized to **120x150 pixels**.
4. At the very bottom of the page, you can enter the person's title and company name. These are optional fields.

The screenshot shows the 'Properties' section of the form. It has a title 'Properties' and two input fields: 'Title' and 'Company'. A green arrow and the number 4 point to the 'Company' field.

5. Make sure you click on the Publish button in the right sidebar to save your changes.

Add a Testimonial to a Web Page



To add a testimonial to your web page, place your cursor in the location where you'd like your testimonial to appear and click on the Testimonial Button on the toolbar. In the pop up box, select the name of the person's whose quote you would like placed on the page. Click on the Insert Shortcode button.

Edit a Testimonial

To edit a testimonial, select "All Testimonials" from the Testimonials menu. Hover over the quote you wish to update and select Edit from the menu

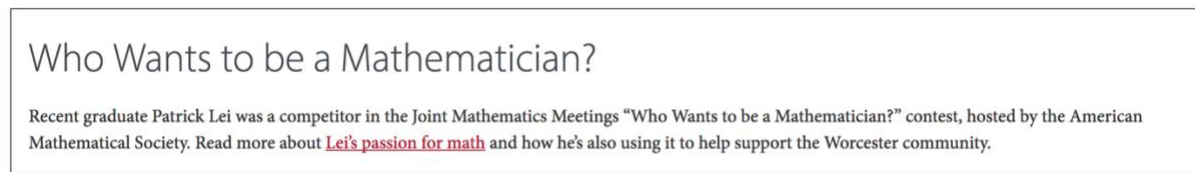
On this page, you can:

1. Update the author's name
2. Update the quote
3. Update the author's title and company name
4. Remove the author's photo & add a new one

Make sure you click the Update button to save your changes.

Highlight Box

The highlight box allows you to add a heading, image and text to a box as shown below:



To add a highlight box to your web page, place your cursor in the location where you'd like the box to be displayed and click on the Highlight Box Button on the toolbar.



A box will pop up where you can enter the content for the highlight box. A highlight box can be used in the main body of a page or in the sidebar. Note that the size of the box will adjust to fit the content.

1. Add an optional heading
1. Upload an optional image (a small thumbnail image no larger than **150x150 pixels** is recommended)
2. Enter the content for the highlight box
3. Click on the Insert Shortcode button. A shortcode will be displayed in the editor.
4. You will need to preview the page or publish the page to see the highlight box.

Highlight Box ✕

Insert Highlight Box

Highlight Box

Heading

Enter an optional heading 1

Image URL

Upload Image 2

Upload or enter an optional image URL

Content

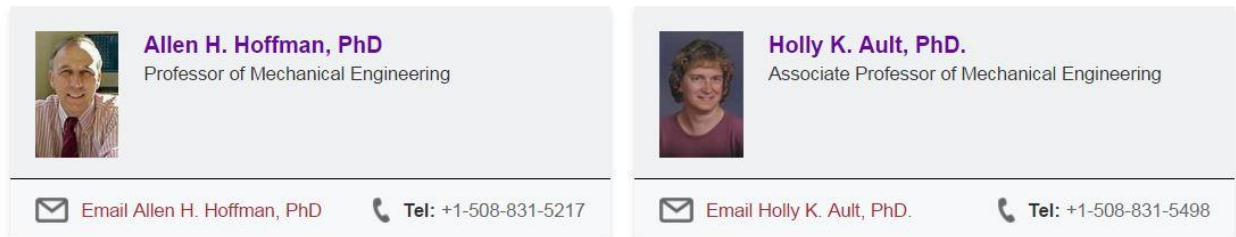
3

Insert Shortcode 4

Cancel

Team Member Bios

The Team Members menu allows you to create bios for your team members and add them to a page where they will be nicely formatted similar to the image below:



This could be used for faculty, students or alumni. The page layout will look neater if the bios are roughly the same length.

From the left-hand navigation menu, click on Team Members.

Add New Team Member

1. To add a new team member, select “Add New” from the left-hand navigation menu.

2. Enter the team member's name into the title box at the top.
3. Enter the team member's bio into the main editor box.

4. Under Team Member Details, enter the person's title under "Role" if applicable.
5. Click on "Set featured image" in the right sidebar to upload the team member's photo. The team member photos should all be the same size for a consistent layout. **The recommended image size is 145x195.**
6. Click the publish button to save the team member's bio.

Adding Team Members to a Page

Once you've created a profile for each member of your team, edit the page where you would like to display your team members. Add the following shortcode into the page where you want the bios to appear: **[woothemes_our_team]**

Note that you can have additional content above and below the shortcode.

Edit a Team Member

To edit a team member's bio, select "All Team Members" from the Team Members menu. Click on the name of the person you wish to update. The layout for the edit page is exactly the same as the add team member page.

On this page, you can:

1. Update the member's name
2. Update their bio.
3. Change their photo:
 - a. Click "Remove featured image" link to remove the old photo.
 - b. The text will change to "Add featured image" – click this link to upload the new image.
4. Update their role.

Make sure you click the Update button to save your changes and make them live.

Shortcodes

Shortcodes indicate to the WordPress preprocessor that it needs to do something special with the content between the starting and ending shortcode before rendering a web page. This is typically used for special styling of content.

Shortcodes have very specific formatting as noted in **yellow highlights** below. It is important that you always have both a beginning and ending tag so that WordPress knows where to start and end!

2-Column Shortcode

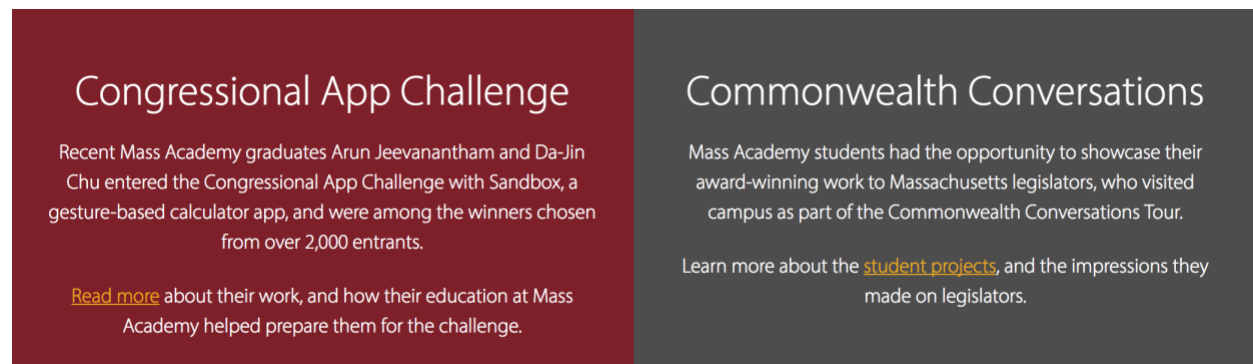
Use the 2-Column Shortcode to divide your page content into 2 equal width columns:

[column half] This content will appear in the first column (first half) of the page. **[/column]**

[column half last] This content will appear in the second column (last half) of the page. **[/column]**

You can also add an optional background color to a column to give it the appearance of a box surrounding your content as shown below. The default color is white. The other options are light-gray, dark-gray, and red. The background color attribute would be added to the column shortcode as follows:

[column half background_color="dark-gray"]



3-Column Shortcode

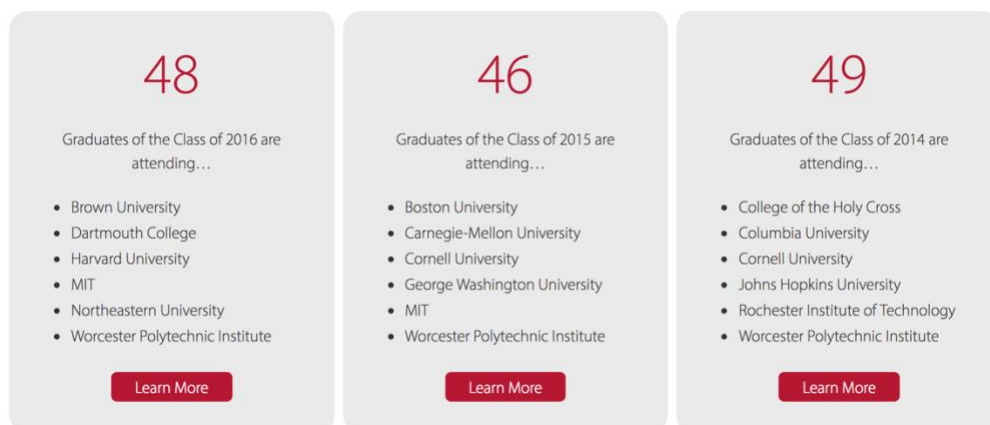
The 3-column shortcode is very similar to the 2-column shortcode and is written as follows:

First column: **[column third]**Text goes here**[/column]**

Middle column : **[column third middle]**Text goes here**[/column]**

Last column: **[column third last]**Text goes here**[/column]**

This shortcode also allows you to change the background color and add a large number at the top as shown in the image below. This was designed as a means to highlight Mass Academy statistics. Note that the red button in this image is a separate shortcode.



To create the columns as shown in this image, use the following shortcodes:

`[column third first background_color="light-gray" large_text="48"]` Text goes here `[/column]`
`[column third middle background_color="light-gray" large_text="46"]` Text goes here `[/column]`
`[column third last background_color="light-gray" large_text="49"]` Text goes here `[/column]`

3-column shortcode on mobile devices

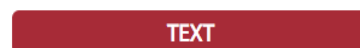
Because there is not enough room to put 3 columns across on a mobile device, only the first column will be displayed by default. If you would prefer to display one of the other 2 columns, you can override the default by adding a `show_on_mobile` parameter to the shortcode you wish to display. For example, the following shortcode will display the middle column:

`[column third middle show_on_mobile]` Text goes here `[/column]`

Buttons

You can add buttons to a page using the button shortcode with the following parameters:

- first, middle, last: for positioning the button on the page
- url: the link that the button redirects to
- button_color: optional; defaults to white background with a gray arrow as shown below. Other color options are gray and red.



1 Button (requires both first and last parameters):

`[button first last url="http://www.massacademy.org" button_color="color-name"]` Button Text `[/button]`

2 Buttons (first parameter on first button and last parameter on second button):

`[button first url="http://www.massacademy.org" button_color="color-name"]` Button Text `[/button]`
`[button last url="http://www.massacademy.org" button_color="color-name"]` Button Text `[/button]`

3 Buttons (first parameter on first button, middle on the second button, and last on third button):

`[button first url="http://www.massacademy.org" button_color="color-name"]Button Text[/button]`

`[button middle url="http://www.massacademy.org" button_color="color-name"]Button Text[/button]`

`[button last url="http://www.massacademy.org" button_color="color-name"]Button Text[/button]`

Timely Notices (Announcements)

The Announcements block on the home page is created with a shortcode. The shortcode pulls in and formats the 3 latest blog posts. The optional parameters for this shortcode allow you to change the title, change the number of items displayed, and add a see more link. Any combination of these parameters can be used.

`[timely_content]` is the basic shortcode with the default title of “Timely Notices” and no “See More” link

`[timely_content title="My New Title"]` changes the default title to “My New Title”

`[timely_content items="5"]` changes the number of items displayed to 5 (default is 3)

`[timely_content see_more_link="events/"]` adds a “See More” link which redirects the user to the Events page

Timely Notices

SEPTEMBER 23, 2017

Parents Academy

SEPTEMBER 06, 2017 - SEPTEMBER 8, 2017

Camp Bournedale Retreat

AUGUST 21, 2017

School Opening for Class of 2018

► See More

Image Sizes

The following chart lists the recommended image sizes. These values can also be found in **red** in the appropriate sections throughout this document. Keeping your photos as close as possible to guidelines will help to ensure that your photos look their best on all screen sizes.

Image	Width	Height
Home Page Slide Show Image	1400	600
Secondary Page Banner Image	1400	400
Video Thumbnail	150	150
Team Member Photo	145	195
Photo Gallery Image	1000	600
Highlight Box Thumbnail*	150	150
Testimonial Photo	120	150

* Highlight box thumbnail should be no larger than 150x150 pixels. Size should be adjusted to fit the content of the box