WPI Project Center

WordPress Manual

For

Administrators

October 1, 2018

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Who should use this manual

This document contains information specific to the WPI Project Center 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.

How to determine which page is your Home Page

Unless it is named Home, it is not always obvious which page is your home page. You can find out this information under Appearance > Widgets. In the right column, look for the section entitled "Homepage: Main" and expand it using the down-arrow. Then expand the "WPZOOM Single Page" widget to see which page is selected as the "page to display."

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.

Sidebar Widgets

Most of the content that you see in your sidebar is contained in what's called a Widget.

From the Appearance Menu, select Widgets.

On the left side of the screen are the available widgets you can use in your sidebar. On the right side of the screen are the sections of your web site that you can drag widgets into.

Although there are numerous sidebar sections installed with this template, only 3 are being used:

1. **Sidebar** – This is the left sidebar on your interior pages. This sidebar contains your left-hand navigation menu, the search box, and any other widgets that you install
2. **Homepage: Main** – this determines which page contains your home page content
3. **Homepage: Right of Main** - This is the right sidebar on the home page. It contains the search box and some optional image widgets
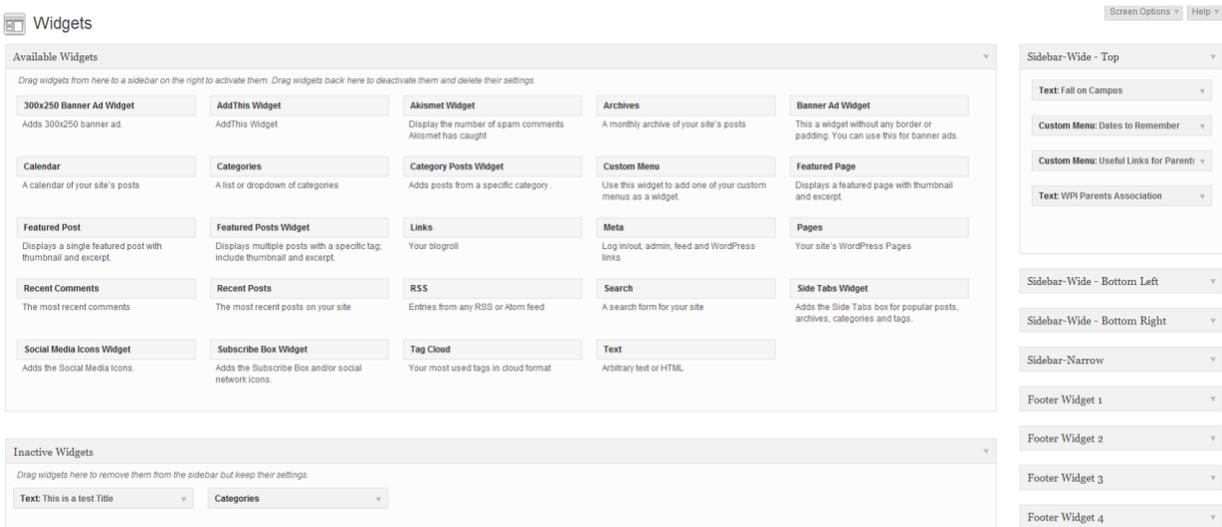
Slide Shows

The Venture theme that your web site is based on has several slide show options as described below.

Home Page Banner Image & Slide Show

Whether you want just a simple banner image or a slide show on your home page, the process is exactly the same. Click on Slideshow from the sidebar menu. On this page you can either add a new slide or edit an existing one.

Add: To add a new slide, click Add New from the left navigation bar or at the top of the page.
Edit: To edit an existing slide, hover over the slide name and click the Edit link.

1. Add a title to the slide (optional.) This is the larger text that appears on the slide. If you do not want any text on the slide, you can leave this field blank.
2. Click Add Featured Image and upload your photo. The program will resize your image to 1014 pixels wide by 279 pixels high. You may want to size the photos yourself before uploading to control the quality.
3. Add subtitle text to the body editor. This is the smaller text on the slide. You want to keep it short – the visitor only has a few seconds to read it. Keeping it to under 70 characters will also prevent the text from wrapping.

Note that you do not have to have multiple slides. If you choose to have only a single slide, it will appear as a static image on the page.

After completing the above steps, if you still do not see a photo or slideshow on your home page you need to adjust some of your web site settings.

1. First check to make sure that your home page is set to your latest posts: Under Settings -> Reading, make sure the top radio button is selected for "Front page displays your latest posts." You do not want to set a static home page for this theme if you are using a slide show or even just a banner image.

Click on the Homepage menu. Make sure the checkbox for "Display the slider on homepage?" has been checked. On this page you can also adjust other settings, including:

- Autoplay slider (so that it starts without user interaction)
- Slider interval in milliseconds
- Slide effect: Slide or Fade
- Number of images

Make sure to click the "Save all Changes" button when you are done.

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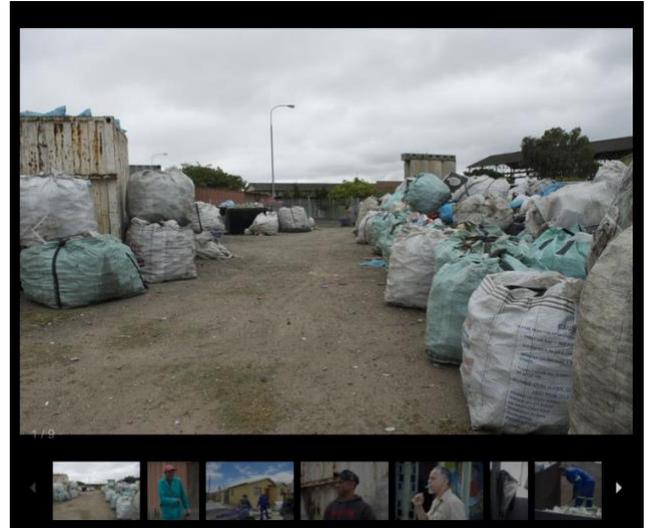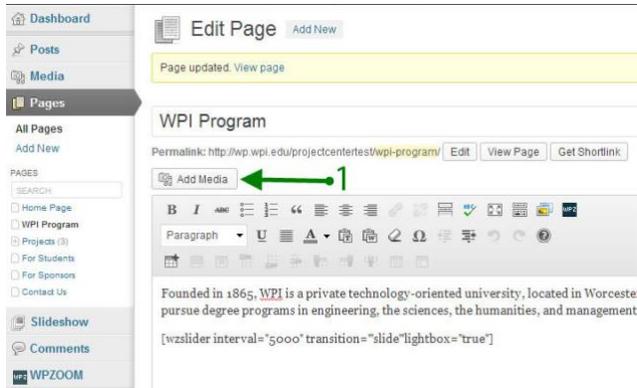
2. A new box will open up. Click on the tab to **Upload Files**. You can either click on the "Select Files" button and navigate to the photos you wish to upload OR just drag & drop your photos into the box. These photos will become your slideshow.

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.

ATTACHMENT DETAILS

Jellyfish.jpg
March 10, 2015
758 kB
1024 × 768
Edit Image
Delete Permanently

URL	http://wp-devel.wpi.edu/li
Title	Jellyfish
Caption	Jellyfish
Alt Text	
Description	
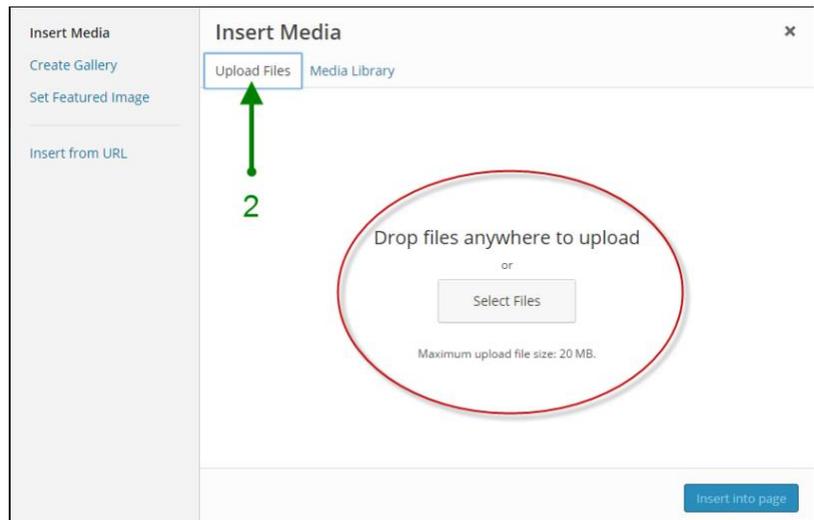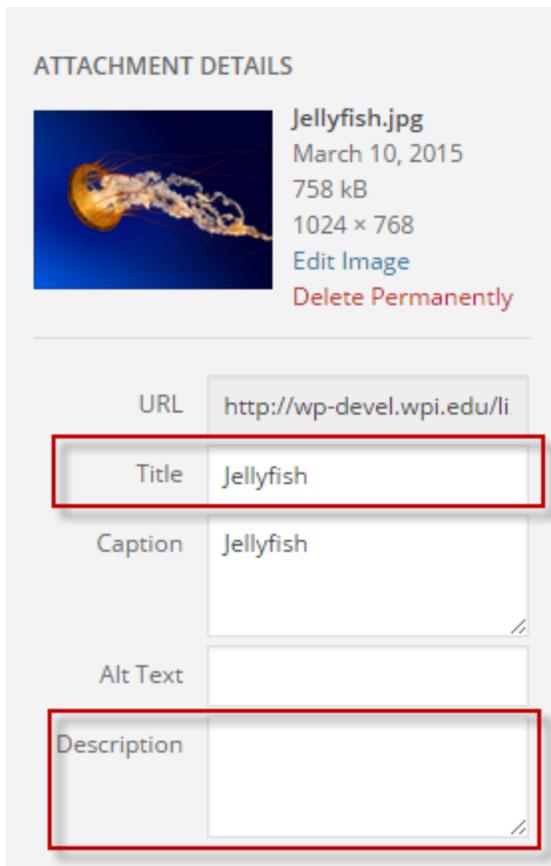
3. Once the images are uploaded, they will be displayed on the media library tab. As you click on each photo, you'll notice that the information in the right pane changes to display details about the selected photo.

   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.

Dashboard	Edit Page Add New
Posts	
Media	Page updated. View page
Pages	
All Pages	WPI Program
Add New	
PAGES	Permalink: http://wp.wpi.edu/projectcentertest/wpi-program/ Edit View Page Get Shortlink
SEARCH	Add Media
Home Page	
WPI Program	B I ABC ≡ ≡ " ≡ ≡ ≡ ⌐ ⌐ ⌐ ≡ ABC ⌐ ⌐ 📷 WP2
Projects (3)	Paragraph U ≡ A ▾ ⌐ ⌐ ⌐ Ω ≡ ≡ ⌐ ⌐ ⌐
For Students	⌐ ⌐ ⌐ ⌐ ⌐ ⌐ ⌐ ⌐ ⌐ ⌐ ⌐ ⌐
For Sponsors	Founded in 1865, WPI is a private technology-oriented university, located in Worcester
Contact Us	pursue degree programs in engineering, the sciences, the humanities, and management
Slideshow	[wzslider interval="5000" transition="slide"lightbox="true"]
Comments	
WPZOOM	
Appearance	
Plugins	

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.

Theme Color Options

Your theme comes in 6 different colors. To change the color of your web site, go to Appearance -> Spectrum CSS and select the desired color. The options are:

1. Cranberry
2. Green
3. Blue
4. Burnt Sienna (Brown)
5. Eggplant (Purple)
6. Black

Team Profile Page

The Project Center web site has a special template designed to showcase the members of your project team as shown below:
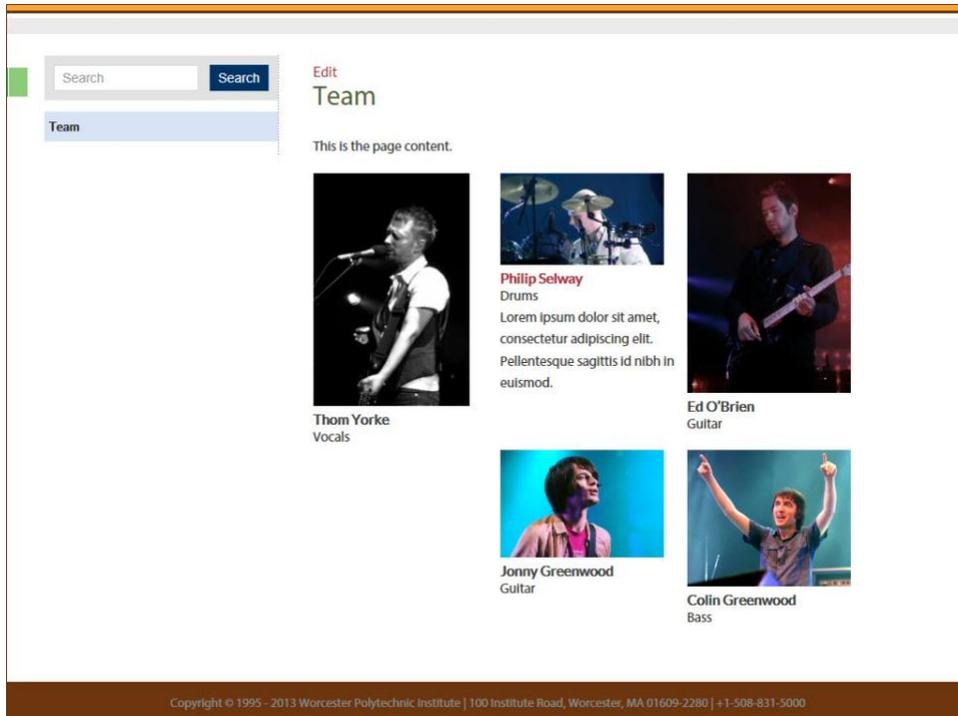
On this page you can add photos, names, and some optional information such as project role, web site URL, twitter name and a brief description. Although you can display different size images as shown above, it will look more uniform if all photos are the same size.

Activate Our Team Plugin

If you do not see Team Members in the left hand navigation, you need to first activate the Our Team Plugin. Go to the plugins page, scroll down to "Our Team" and click Activate.

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.
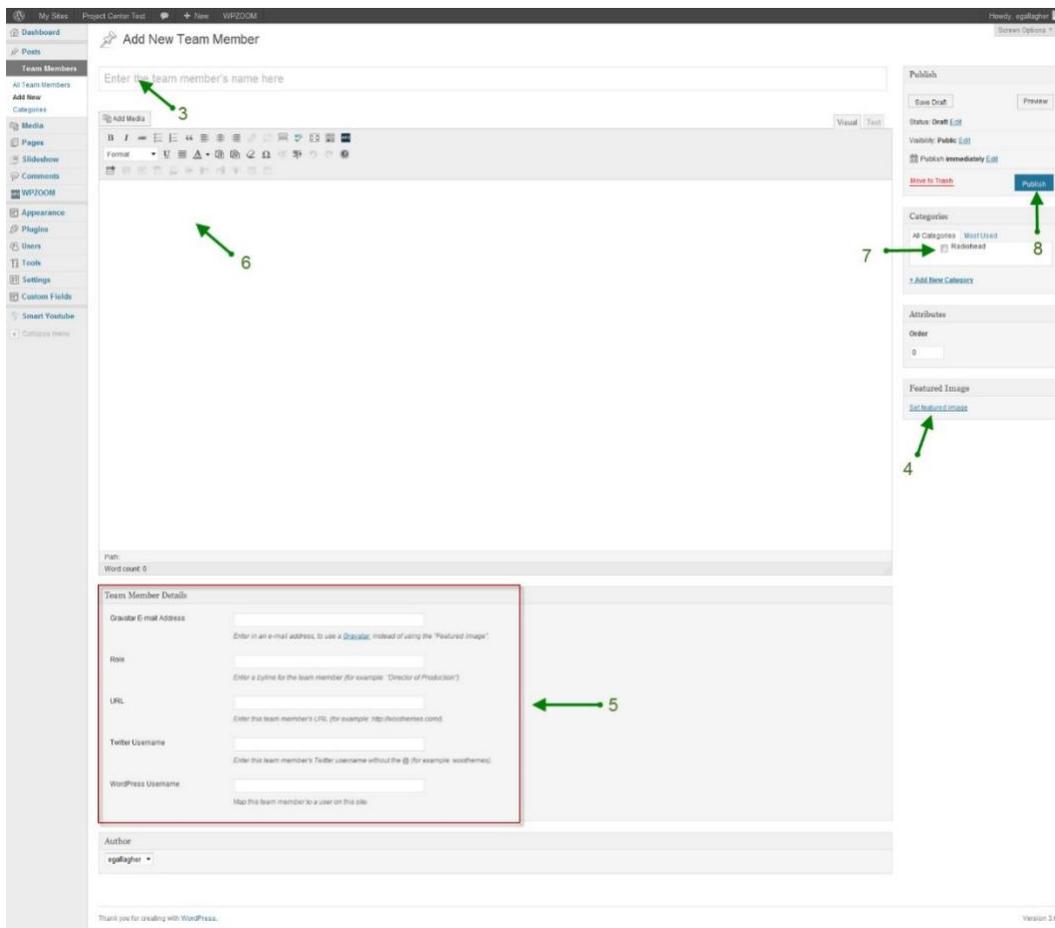
Important: To ensure a consistent page layout, you should use the same photo size and descriptive information for all members.

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.

Putting Team Members in a Sidebar Widget (Administrators Only)

Team Members can also be added to a sidebar widget.

1. Click on Appearance → Widgets
2. On the right side of the page, click on the down arrow next to "Sidebar"
3. Find the text widget in the center and drag it over into the sidebar
4. Add this short-code to the text widget: [woothemes_our_team]
5. In the drop-down box, make sure you select the option "Show on checked pages"
6. Check the box next to the page where you want the team to display in the sidebar
7. Note that it also give you an option to enter a post ID for any page or post. The easiest way to find a page or post ID is to edit the page. The id will be displayed in the URL at the top of your browser as shown in the image below. In this case the post id is 197.

Using Categories (optional)

If you have more than one team, you can use categories to distinguish between the teams. From the Team Member menu, select Categories. Give each Category a distinct name, with an optional parent category and an optional description. Click Add New Category. Now when you are adding new team members, you can choose the appropriate Team Category. The benefit to this is that you can use a short-code in a web page to display a single category – so that you can create separate team pages. The short-code should look like this:

[woothemes_our_team category="71401"]

Just like pages & posts, the categories are given a unique id. The best way to find the id is to edit the category. The tag_ID will be display in the URL as shown in the image below.