



WPI

WPI Project Center
WordPress Manual
For Editors

October 1, 2018

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Who should use this manual

This document contains information specific to the WPI Project Center theme and is geared towards users with the following 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)

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>.

Page Width Limitations

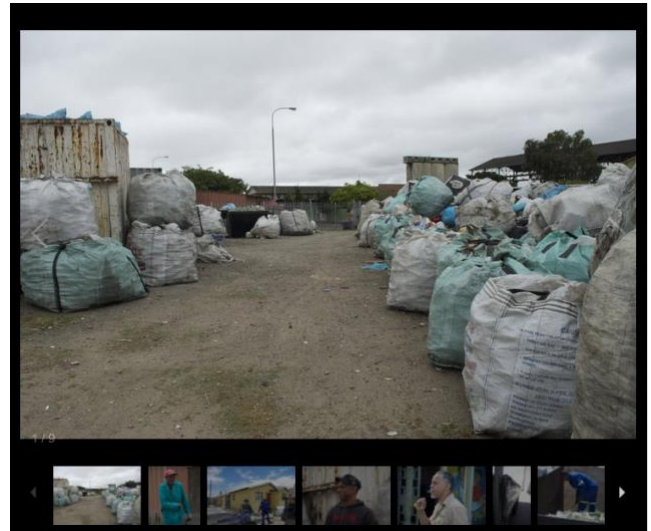
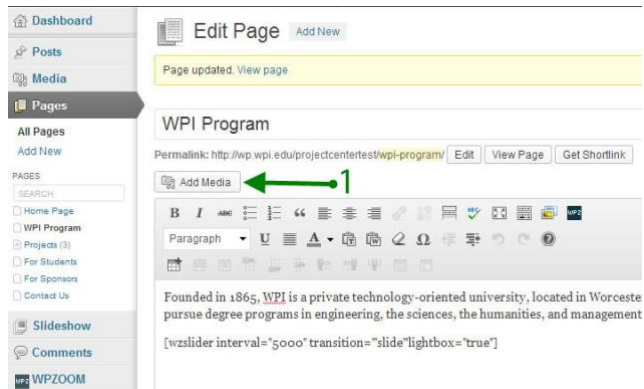
It is important that the images, tables, and other content that you upload to your web pages fall within the width limitations of the page body. Because the left-hand navigation menu takes up roughly one-third of the page width, that leaves 600 pixels for the body width. Make sure that you do not upload 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.

Adding a slide show to your web page

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

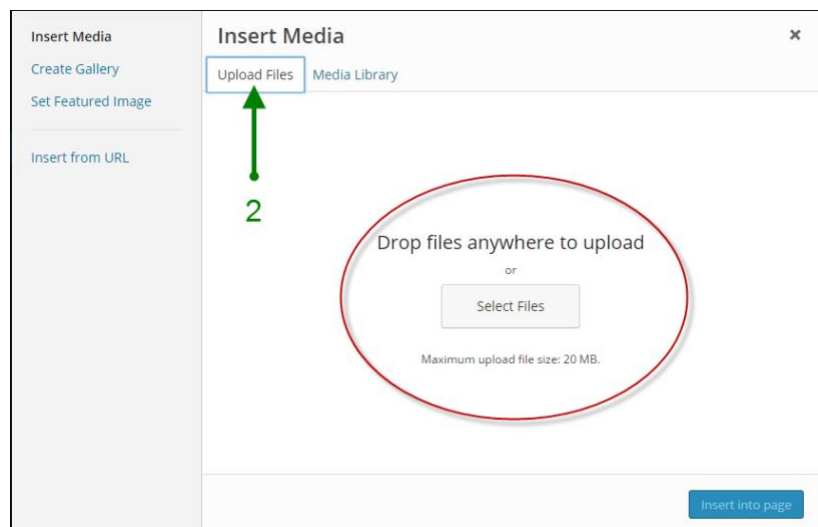
1. Edit the page where you want to add a slide show and click the **Add Media** button.

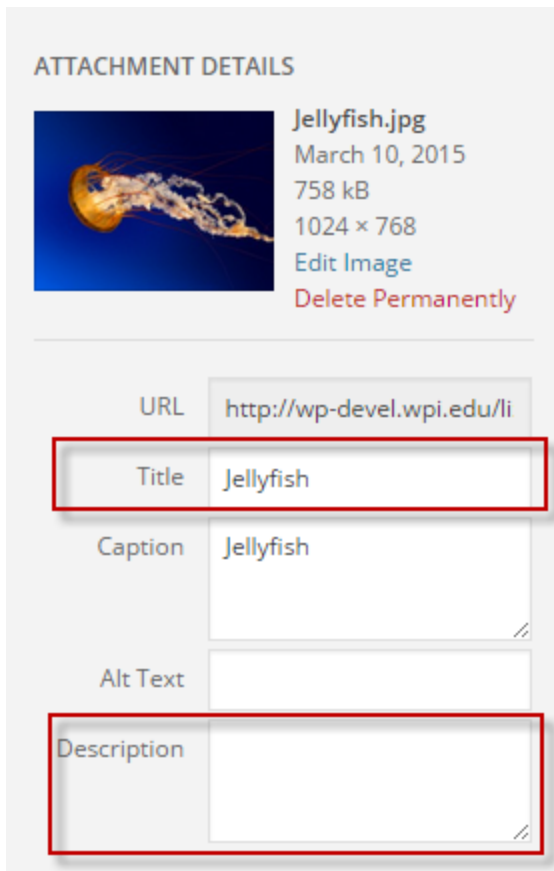


2. A new box will open up. Click on the tab to **Upload Files**. You can either click on the "Select Files" button and navigate to the photos you wish to upload OR just drag & drop your photos into the box. These photos will become your slideshow.

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.



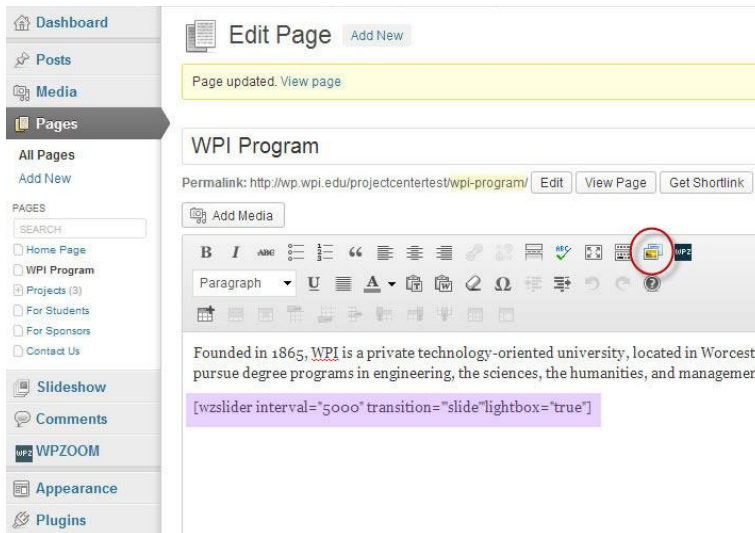


- Once the images are uploaded, they will be displayed on the media library tab. As you click on each photo, you'll notice that the information in the right pane changes to display details about the selected photo.

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.

- 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.

- 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:

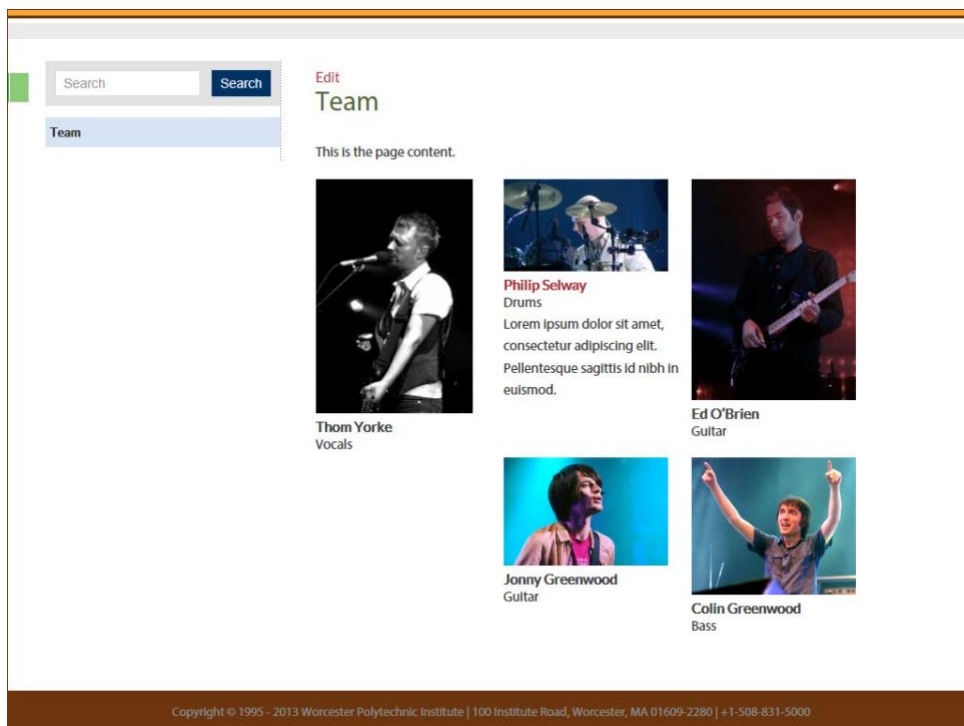
1. Upload your video to YouTube.
2. Copy the URL from the top of the YouTube page (it should look similar to this with a different ending parameter: <http://www.youtube.com/watch?v=pzmishrWqiA>)
3. Paste the URL into your WordPress page where you want the video to display
4. The full size video may be 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.

The screenshot shows the WordPress 'Add New Team Member' interface. The left sidebar contains navigation options like 'Dashboard', 'Posts', 'Team Members', 'Media', 'Pages', 'Slideshow', 'Comments', 'WPZOOM', 'Appearance', 'Plugins', 'Users', 'Tools', 'Settings', 'Custom Fields', and 'Smart Youtube'. The main content area is titled 'Add New Team Member' and features a text input field for the member's name (callout 3), a rich text editor for a description (callout 6), and a 'Featured Image' section with a 'Set featured image' link (callout 4). Below the editor is a 'Team Member Details' section with fields for 'Gravatar E-mail Address', 'Role', 'URL', 'Twitter Username', and 'WordPress Username' (callout 5). On the right, the 'Publish' sidebar includes buttons for 'Save Draft', 'Preview', 'Publish', and 'Move to Trash', along with 'Categories' and 'Attributes' sections (callout 7 and 8). The bottom of the page shows the author 'egallagher' and a 'Version 3.6' footer.

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

Updating Team Members

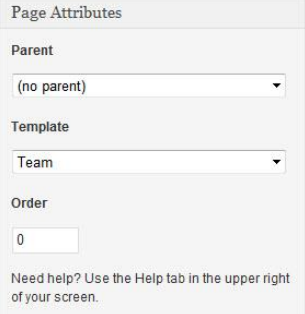
1. Click on the Team Members option in the left navigation
2. Hover over the name you wish to edit and click the Edit link
3. Follow the instructions above for Adding a Team Member

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.



The image shows a screenshot of the 'Page Attributes' sidebar in a WordPress dashboard. It contains three sections: 'Parent' with a dropdown menu set to '(no parent)', 'Template' with a dropdown menu set to 'Team', and 'Order' with a text input field containing the number '0'. At the bottom, there is a small text link: 'Need help? Use the Help tab in the upper right of your screen.'