wordpress

USER GUIDE
COLLEGE OF HUMANITIES

table of contents

section one

section two

section three

section two

section one

THE BASICS

Welcome to the Wordpress guide for the College of Humanities. This manual is intended to give you an overview of the Wordpress processing system and how it functions in relation to the College's main website, as well as each department's personal site.

WHAT IS WORDPRESS?

Wordpress is a website hosting platform that allows business, organizations, and individuals to create blogs and websites. It's easy to use, and is the host service the College of Humanities uses for all of their websites.

YOUR DEPARTMENT SITE.

We use Wordpress, a website creation platform to run both our general college website as well as individual department sites. While there are permanent staff members who work to maintain the college's websites from the back end, it's important for designated members in each department to know how to manage the basics.

This guide is here to make sure you can do that. Each of the departments within the College of Humanities are undergoing transitions from independent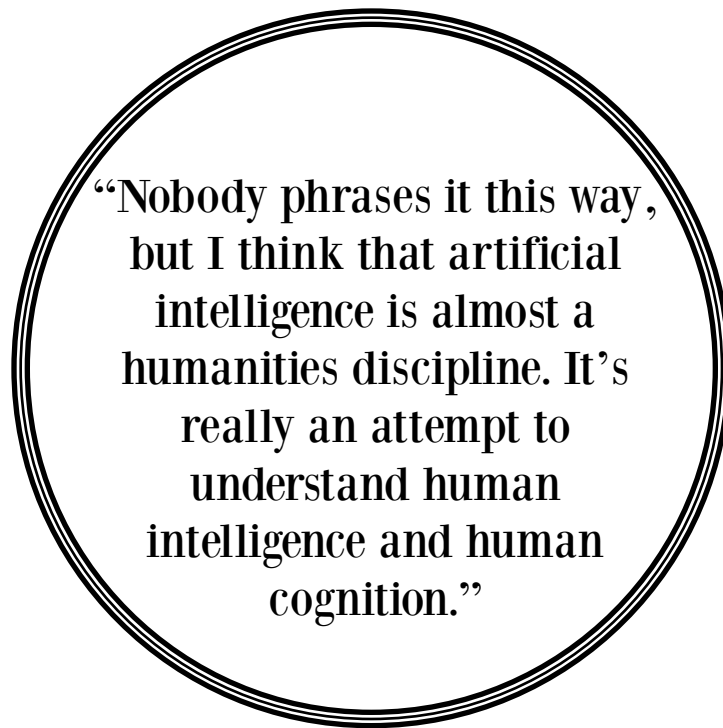ly created websites to a more streamlined design. This transition began in 2015 and is headed by the Office of Digital Humanities.

Each department site is equipped with the main tenants of Wordpress sites, including Posts, Media, Pages, Appearance, Plugins, Users, Tools and Settings. These will be covered in the first few sections of this guide. The later sections will go over specific functions especially designed for the College of Humanities department sites.

WHAT YOU'LL NEED TO DO.

There are three main partners in maintaining your site: you, the College of Humanities communications team, and the Office of Digital Humanities. The graphic on the next page details each department's individual roles and lets you know who to contact about issues that may arise in working with your site.

"Nobody phrases it this way, but I think that artificial intelligence is almost a humanities discipline. It's really an attempt to understand human intelligence and human cognition."

THE DEPARTMENT

you are responsible for

» Accurate Info
» Identifying and securing pictures
» Maintaining calendar and news
» Determining navigation structure
» Any multimedia and/or social media
» Porting (copying/pasting) of initial content

THE COMMUNICATIONS TEAM

we will take care of

» Information architecture (how to label menus, pages, etc.)
» Social media strategy
» Porting (copying/pasting) of initial content

OFFICE OF DIGITAL HUMANITIES

they will work on

» Setting up site structure and data
» Maintaining security and backups
» Functionality, bug fixes, etc.

now lets get started

LOGGING IN

Let's begin with learning how to login.
1. Type the URL of the website you'd like to access into your search bar. (humanities.byu.edu)
2. Add "/wp-admin" to the end of the URL. BYU's NetID login screen should appear.
3. Type in your username and password.

By entering your NetID, a user will automatically be created for the site. You can edit each user's clearance levels by clicking on "Users" once you've reached the Dashboard.

QUICK TIP NO. 1

THE DASHBOARD

The dashboard is the main hub of any Wordpress site. Explore the graphic below to learn the basics for all of the actions available to you from this screen.

(1) **at a glance**

The "At a Glance" feature shows how many published posts and pages you have, as well as the current version of Worpress your site is using.

(2) **quick draft**

Start the draft of a post right from the dashboard! Just start typing.

(3) **activity**

See what's happening on your site--who's making comments, what's been published, etc.

(4) **wordpress news**

What's happening in the Wordpress community? Find out here!

Know that your dashboard might look a little different than the picture below, but never fear! The basic components are still the same!

Posts are the foundation for Wordpress sites. Here's how you make one.

1. **Start by heading to the "Posts" tab on the left hand side of the Dashboard.** This will give you an inventory of all of your posts either published or saved as a draft. This page will also give you details on each post regarding the author, comments that have been published to the post, and the date it was made public. To make a post, go ahead and click "Add New" at the top next to the header for this tab.

2. **Add a title to your post.** Make it something specific! This makes it easy for visitors to your site to search for specific posts, as well as search engines to pull your article to the top of the showcased results. Once you've got a title, click "Add Row." This will allow you to add different types of content to your blog. For normal, normally news-related text-based posts, select "Default Content."

3. **Write your post.** Add media (either pictures, videos, music, or any combinations of the three) to your post by clicking the "Add Media" button when your cursor is in the right place. Make sure to add a featured image. This is done by clicking on the "Add Featured Image" link on the right side of the page.

4. **Add categories and tags to your post** in order to make it easy for people to find your articles. Posts are collated based on their categories and tags. For example, posts categorized / tagged as "News" will automatically be placed in the "News" carousel, which makes them easy to find in once place.

» **Categories** are broader than tags and are great ways to group large numbers of posts together. The College of Humanities has each specific department labeled as a category. This way, department heads, chairs, and students in related majors can easily access all published information. Categories should be added to post pretty sparingly.

» **Tags** are where the real magic happens. Tags are more specific than categories and can be added in larger quantities to a post. To take a look at your most common tags, click the "Tags" tab on the right hand side once you've selected the main "Posts" tab. A word cloud containing your most used tags will appear. Click on these to see which posts have been tagged.

5. **Publish your post!** Let people know you've got something to say. Make sure people can see your post. If a post is still in the pre-publishing phase, it'll appear as a "Draft." You can change who's able to see the post by toggling the "Visibility" option. (For posts containing information that should only be available to certain people, keep it private and password protected.)

Know that you don't have to publish your work right away. It's sometimes a good idea to write a new blog posts in advance and then release them periodically throughout the week, which will keep your workload light while still maintaining a regular posting schedule for your followers.

You can share the link to your blog post on Facebook, Twitter, and Instagram. This will boost your readership and create more traffic for your sites.

making a list

PAGE TYPES & LAYOUTS

Creating a page is as easy as creating a post. Actually, it's exactly the same! The difference comes in the content.

Posts are for timely pieces of information, such as news reports or feature articles. Pages are for static content, or information that you'd like to have constantly available to visitors to your site.

Pages can be created either as standalone pages or as "umbrella" pages that house other pages, posts, or pieces of media. We'll talk about placing these pages on your website on page 18, but for now, we'll go over how to make the collective or "umbrella" page first.
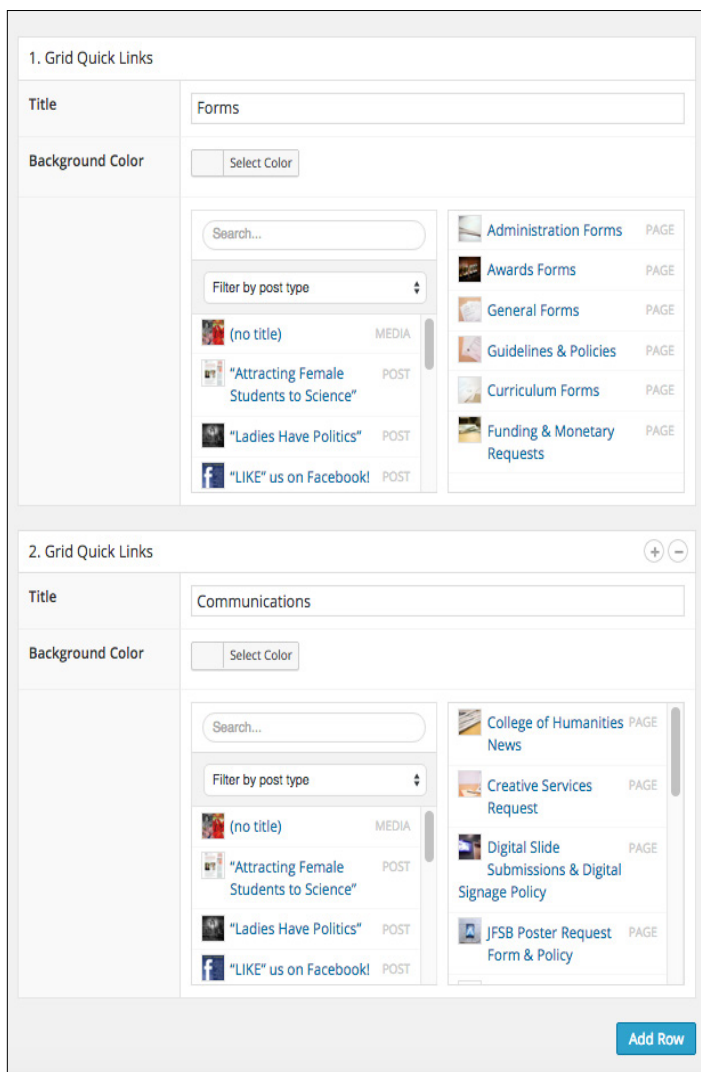
An example of a dashboard page view with two content sections.

1. Begin by creating a new page that works as a general categorizer for all of your additional pages, posts, or media items you'd like to add. Some examples could be "Department Toolkit" (for things like room scheduling request forms, or sign-ups for weekly lectures) or "Department Documents" (for items like department logos or best practices).

2. Click "Add Row." You can add a "Default Content" box first to add a brief description of the page as a whole. Then click "Media List." A content box like the one below will appear. You can add multiple "Rows" or types of content to the same page. Each will have a header over the new type of content so people can differentiate between each section.

3. Enter the name of the pages you'd like to group together in the search bar on the right side of the box. Pages or posts that contain the content you searched for will be filtered in the box below.

4. Hover your cursor over the page or post you'd like to add. You'll see a "plus" sign appear. Click it. The page or post will now be added to the list on the left. Continue to search for your posts and pages.

5. Set a featured image that will serve as an icon for all of the pages and posts as a collective group.

6. Click "Publish."

Know that if you'd like to make changes to the featured image for the page (the photo icons that appear next to each option) or change the page's title within the list, you'll need to make those edits on the page itself. Once that's been done, those changes will be reflected in the compiled collection.

The dropdown menu for page options.

For each page description, you will see a "Dashboard" view and a "Published" view. The dashboard view will display the fields that need to be completed in order to create the page. The published view will be what appears on the finalized page.

» 1-4 Grid Link List
» Grid Quick Links
» Program Grid
» Quote

» Embedded Content
» Page Preview List
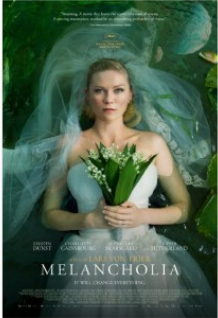» Media List

POSTS & PAGES TUTORIAL #1

Make three sample posts with filler content. Make sure each page has a title, at least one category and one tag, and a featured image. Make sure each is a public, published post. We'll come back to these at the end of the next section.

grid link list

The first type of content is the 1-4 Grid Link List. This content displays a series of photos, each of which is linked to another page or website. This layout is great for sharing photos rather than text. When this page is properly created, by hovering over the picture, a translucent blue box will appear over the photo. People can then click on the arrow to be directed to the associated web page.

DASHBOARD VIEW

1. 1-4 Grid Link List

Image

1

Title   Test Link No. 1

Description This is the first test link.

Link   http://humanities.byu.edu

PUBLISHED VIEW

This is a Test Page   Home | This is a Test Page

TEST LINK NO. 1

This is the first test link.

→
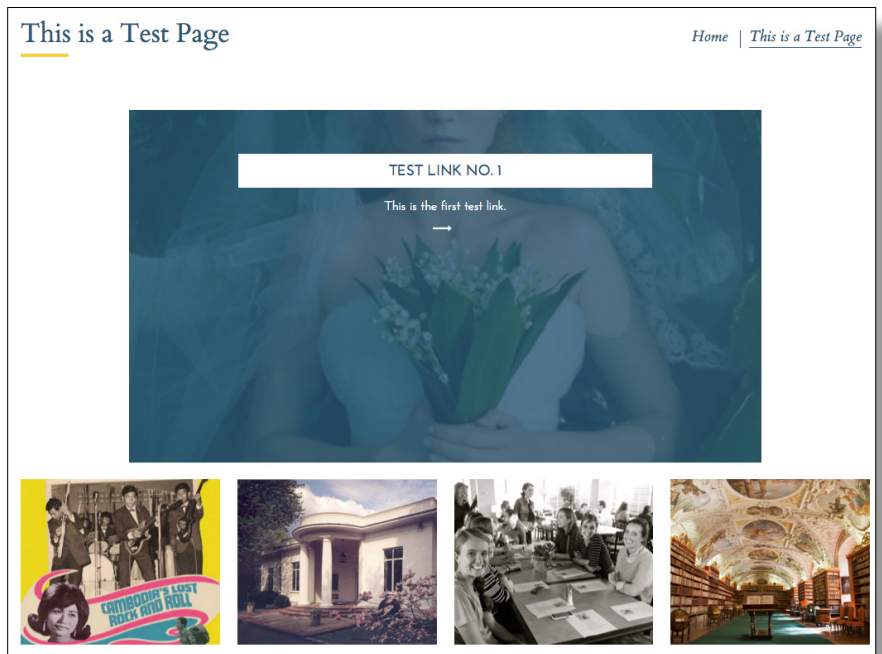
grid quick links

Grid quick links are designed for pages already established on your blog. After you create a Quick Links content box, two columns will appear. The left column is a list of all your published posts, pages, and media items. By hovering your cursor over content in the left column, a "plus" sign will appear. By clicking it, the item you selected will move to the right column. The items in the right column will appear on the page like the bottom picture.
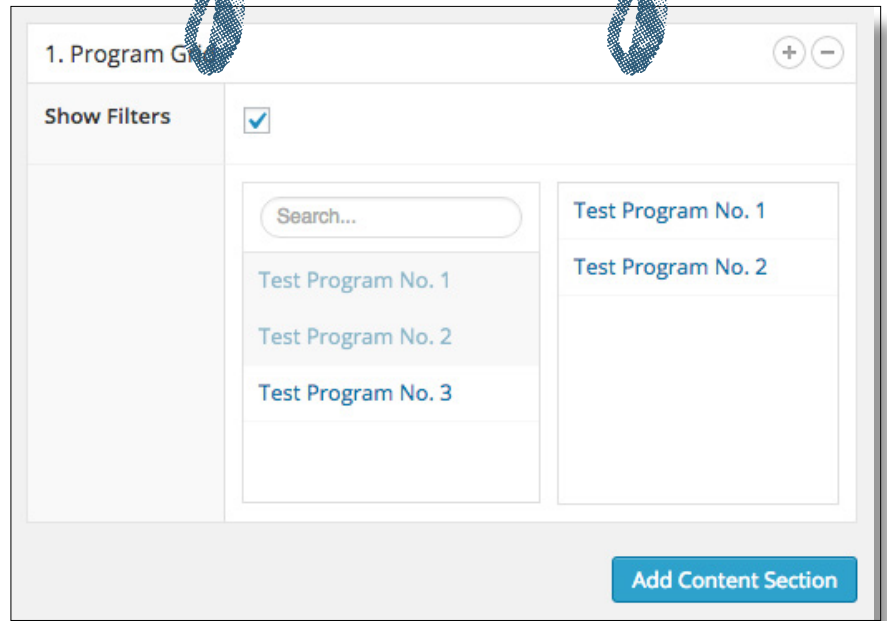
DASHBOARD VIEW
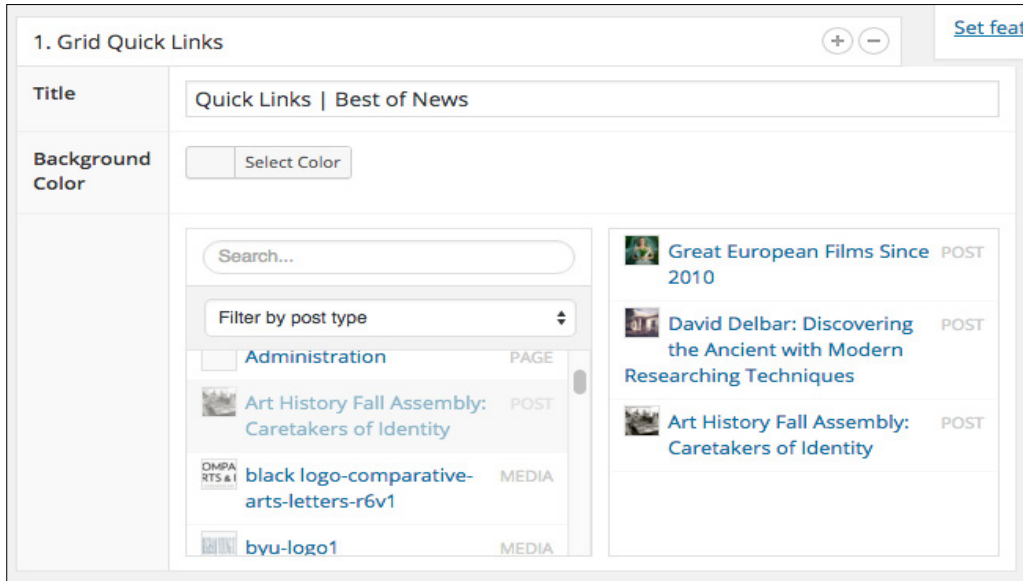
PUBLISHED VIEW

example Faculty & Staff Commons

program grid

A program grid appears as a series of tiles that flip to display more information when clicked.

In order to create the tile layout, add the "Program Grid" content box. Like the "Grid Quick Links," there will be two columns. Selecting programs from the list on the left will make them appear on the right.

The final layout, as displayed below, can be used for more than just programs within your department. Any kind of information you want can be displayed this way. Just create a new program and add a category.

1. Program Grid

Show Filters ☑

Search...

Test Program No. 1

Test Program No. 2

Test Program No. 3

Test Program No. 1

Test Program No. 2

Add Content Section

This is a Test Page

Home | This is a Test Page

ALL ▾

This is a test program.

Learn More →

TEST PROGRAM NO. 1

TEST PROGRAM NO. 3

title
Keep this to one or two lines so the image will still be displayed.

learn more
This text and arrow link to an outside website or another page on your blog.

info blurb
This can be extended to a full paragraph. Keep it as long or as short as you like!

image
Make it colorful and snappy! This will be the main focus of the program tile layout.

quotes

Quotes are exactly what they say they are--quotes! These content blocks are great for grouping with other types of blocks, especially for emphasis. They're easy to put together. Just fill in the "Content" and "Author" boxes and add a background image. Here's an example with a popular Brigham Young quote.

D A S H B O A R D   V I E W

P U B L I S H E D   V I E W
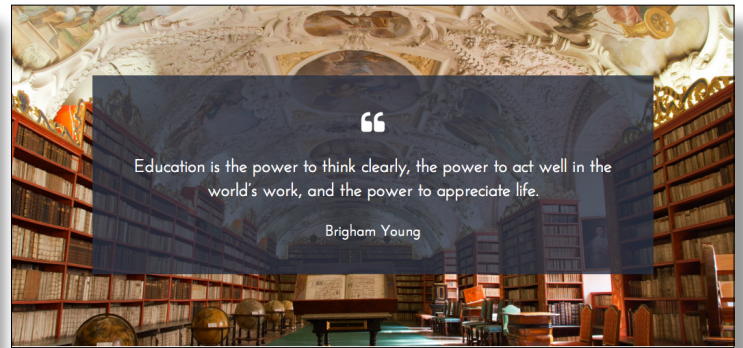
embedded content

D A S H B O A R D   V I E W

Embedded content is used to share video files on your site. To do this, you'll need to copy and paste the embed link from the site in question. You'll find this link in various placed depending on the site, but it should look something like the image on the left.

You can add a section of "Default Content" above or below the media to add a description for the video.

P U B L I S H E D   V I E W

Know that in order to get the embed code, the video you'd like to share on your page has to be uploaded elsewhere (like Youtube or Vimeo).

These videos also don't necessarily have to be your own. You can share any video with an embedded link with this type of page.

page preview list

A page preview list is a great way to feature images, text, and links all together in one place. Once again, just fill in the boxes. To add more lines, click "Add Row." Here's how the Dashboard view corresponds to the Published view.

DASHBOARD VIEW

Image	Title	Description	Link	Link Text	
1	This is a Test	This is test content.	http://human	Click here for	
2	This is a Test	This is test content.	http://human	Click here for	

Add Row

link text
You can change this text to read anything you'd like.

description
You can make this portion as long as you need.

PUBLISHED VIEW

This is a Test Page

Home | This is a Test Page

This is a Test
This is test content.

Click here for more information. →

### This is a Test
This is test content.

Click here for more information. →

media list

A media list is a way to share documents, PDF files, images, or anything else that's download-able. You can make this page password protected by changing the privacy settings, so if you're not okay with everyone having access to these media items, we've got you covered.

Just like the Grid Quick Links, to add media pieces to your media list, click the "plus" sign that will appear once you hover your cursor over the item. You can reorder the media items by simply dragging them up or down in the column on the right. And, like the page preview list, to add another list to your media list section as a whole, just click "Add List Section."
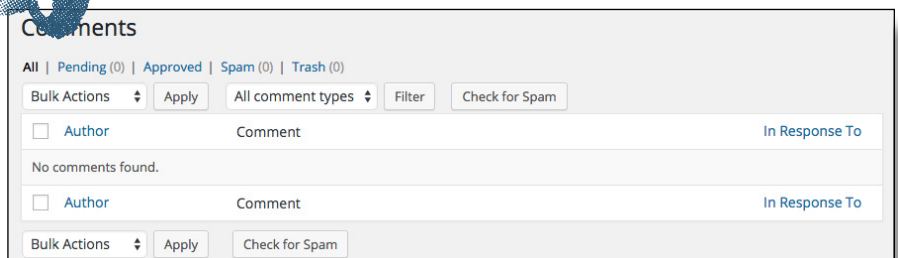
DASHBOARD VIEW
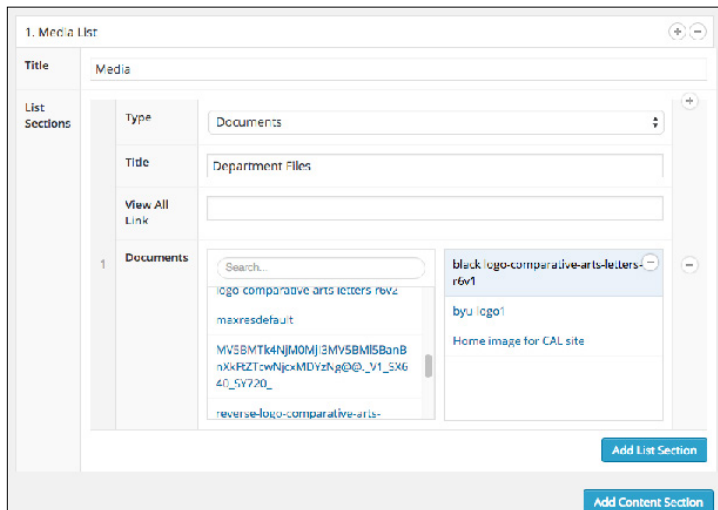
PUBLISHED VIEW

BUT WHAT ABOUT THE OTHER PAGES?

You'll notice there are a couple page types we haven't talked about here. That's because you won't need to use these! The extraneous page types are left over from the building of the original Humanities website. Just focus on the page types covered in this document and you'll be just fine!

comments

Comments offer feedback on individual posts and are a great way to gage how your audience is reacting to your content. Then again, you won't want every single comment to be available to your viewers. To decide which ones to display, start with the "Pending" notification. Comments won't appear until they've been approved. Take a look at the comments waiting to be read by clicking on this link. To check out comments that have been marked "Spam" for their content, click the corresponding link. You can also look at comments that have been deleted in the "Trash" link
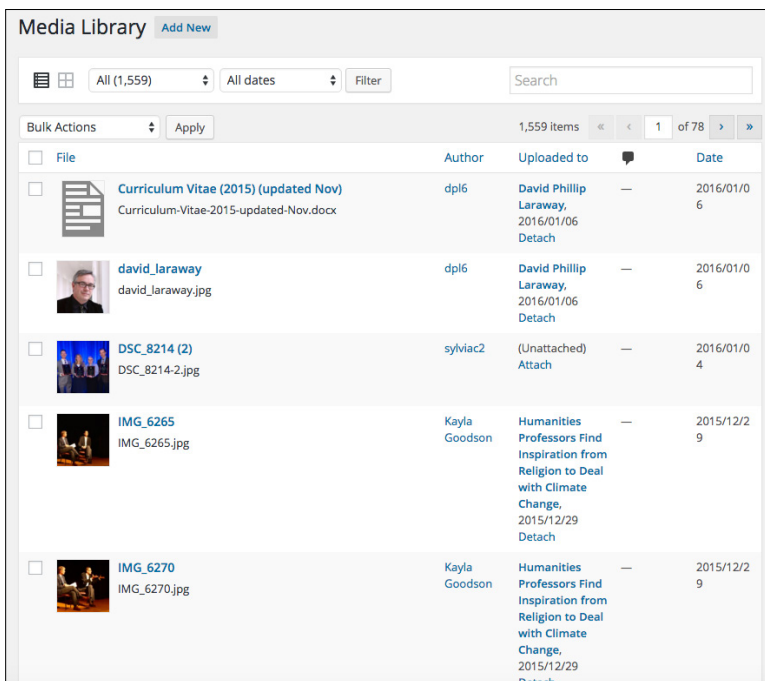
POSTS & PAGES TUTORIAL #2

Make a few different types of pages with the sample posts you created earlier. To add media images, continue to the next section to learn how, then return and spice up what you've already got!

section two

MEDIA

Media in Wordpress consists of just about everything. If you can upload it, it's a media file. This means you can make Word documents, Power Point presentations, and photos (among other things) available to visitors to your site. This will be a short and sweet section, so let's get to it!

the media library

Words are great, but pictures are better. They make your post interesting. Studies show that adding an image can quadruple your post's activity! Woohoo!

Adding media to your library is easy. All you need to do is click the "Add New" button at the top of the Media Library page. After that, drag and drop your images, videos, or music files into the window to upload them. You can rename files within the Wordpress library to make them easier to find later.

In the main media library, you'll also be able to see who uploaded the item, where it was uploaded to, and when it was uploaded. You can sort your items by each of these categories by clicking on the main section header.

inserting media into posts

Adding media to your posts places images alongside the text.

1. Open up a new post. After you've added some text, place your cursor where you'd like your image to appear.
2. Click the "Add Media" button. This will bring you the media gallery where you can choose which item you'd like to insert.
3. Select an image or a video clip. It will be inserted where your cursor was before. You can move the media piece after it's been placed by dragging it with your cursor to another place within the post.

To format your image, highlight it by dragging your cursor over the image. To change the placement to either justified or centered, click the lines of text that correspond with the placement you desire and the image will move to accommodate the request. Make the image larger or smaller by clicking the pencil icon in the hover box. This will bring you to the photo editing station, where you can change the image's size and add a caption.

Remember to add a featured image, which can be selected in the box in the bottom right corner. This will be the image that will headline your post. When you click "Set featured image", the media gallery will reopen and you'll be able to choose an image just as you did when you were inserting it into a post.

However, featured image dimensions often cut either the top or bottom off of pictures unless they are the proper size. To ensure your image will not be distorted, size it either in Photoshop or another photo editing program to be 672 x 372 pixels.
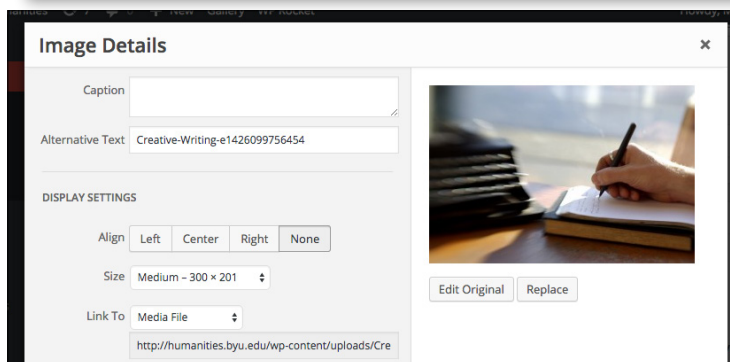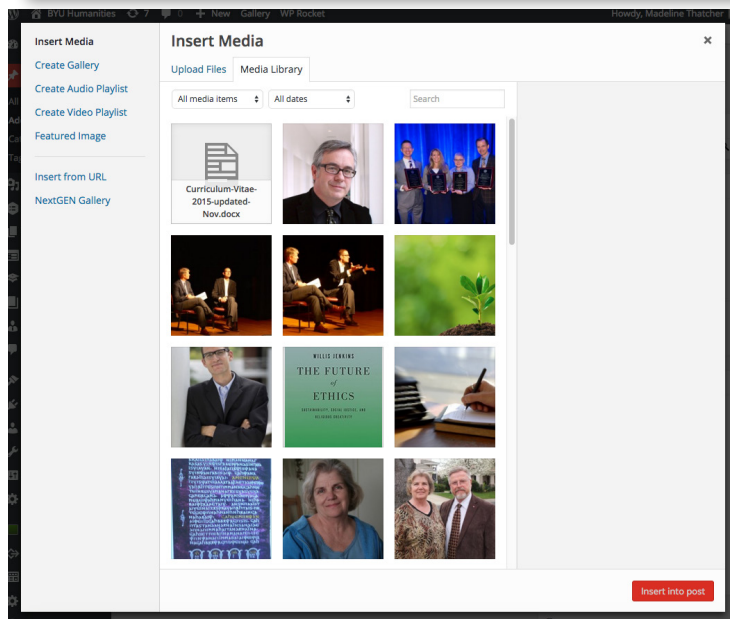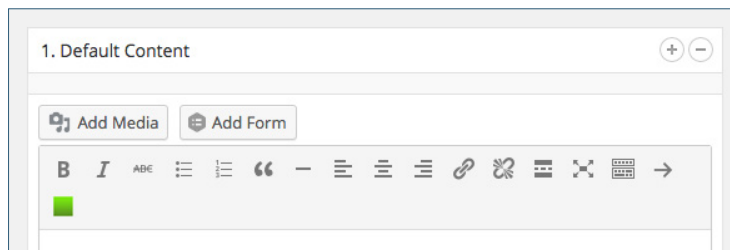
WHY IMAGES?

Images have been proven to sometimes quadruple your activity. Words are more attractive to the eye than text, but make sure you've got content to match!

section three

ADMINISTRATION

The administration function of your site controls the overall look and function of your website. Before we begin, let's talk about clearance levels for each user.

What can I do?	Administrator	Editor	Author	Contributer	Subscriber
activate or delete plugins	■				
add, edit, or delete users	■				
install or delete themes	■				
edit or switch themes	■				
edit any theme options	■				
edit or customize dashboard	■				
moderate comments	■	■			
manage categories	■	■			
manage tags	■	■			
edit / delete all posts or pages	■	■	■		
upload media files	■	■	■		
publish posts	■	■	■		
delete any published posts	■	■	■	■	
edit or delete posts	■	■	■	■	
read all public posts or pages	■	■	■	■	■

With the introduction of streamlined department websites, each department now has the freedom to utilize the professional design of the College site while still maintaining their autonomy. It's true that it takes several people to run a website, but that doesn't mean each person needs to have the same capabilities. This is where user clearance levels come in.

A new user is automatically created by following the steps for logging in found on page 4. To change their access to the Dashboard site of the website, go to the "Users" tab on the left side of the main Dashboard screen. You can edit a user to change their clearance levels that were described on the previous page.

appearance

The "Appearance" tab does just what its label suggests—changes the look of your site.

Themes & Customize

The theme controls the overall look of your site, including the layout and color schemes. This won't need to be changed, since the theme is determined by the OIT department and has been carefully crafted to work specifically for our College.

The "Customize" tab may come in handy if your department chooses to change its name, for whatever reason. You can go to this section of the website and change the site name and tag line, but you probably won't need to do this. This tab will also allow you to add widgets to your site; see below for what exactly widgets do.

Widgets

Widgets are Wordpress "apps" that allow you to customize your site specifically to your department, such as a calendar or form. They can be added and deleted in the "Customize" tab.

Menus

"Menus" are basically the control panels for your site that allow visitors to select the posts and pages they'd like to view. To edit a menu, use the following steps:

1. Select a menu to edit at the top of the page. Your main menu that appears on the home page is called the "Main Navigation" menu.
2. Menus are constructed of already-created pages, which you can drag and drop from the box on the left. Know that if the page has not

been created, it will not appear.

3.   To create headers and subheaders, simply move the box either towards the left or right. The farther to the right, the higher the page will be on the menu hierarchy.

4.   Click "Save Menu" when you're finished to ensure your changes appear on the homepage of your site.

Editor

This page contains all the HTML coding that makes your site work, so please do not change anything in this section. HTML coding is extremely fragile, in that one out-of-place character can change the look of the entire site. OIT is really the only qualified department to alter anything here, so if you have any questions, please contact them.

settings

The settings tab houses all of the minute details of your site. Take a look at the graphic below to determine which tab you'll need to click on to make your desired changes.

General Settings

Site Title	BYU Humanities
Tagline	Think Clearly. Act Well. Appreciate Life.
	In a few words, explain what this site is about.
WordPress Address (URL)	http://humanities.byu.edu
Site Address (URL)	http://humanities.byu.edu

Enter the address here if you want your site home page to be different from your WordPress installation directory.

Writing Settings

Formatting	☑ Convert emoticons like :-) and :-P to graphics on display
	☐ WordPress should correct invalidly nested XHTML automatically
Default Post Category	News
Default Post Format	Standard

Writing settings control how your posts are formatted once they're published, as well as how they're archived.

Settings
General
Writing
Reading
Discussion
Media
Permalinks
Akismet
ShareThis

General settings alter basic elements of your site, like the URL, the way the date is formated, and the time zone of your website.

Reading settings affect the way your visitors access your materials, including how many posts they can see at one time and what your homepage will be.

Reading Settings

Front page displays	○ Your latest posts
	● A static page (select below)
	Front page: Home
	Posts page: — Select —
Blog pages show at most	10 posts

Media settings configure the overarching size limits for your images.

Discussion Settings

Default article settings	☐ Attempt to notify any blogs linked to from the article
	☐ Allow link notifications from other blogs (pingbacks and trackbacks) on new articles
	☐ Allow people to post comments on new articles
	(These settings may be overridden for individual articles.)
Other comment settings	☑ Comment author must fill out name and e-mail
	☐ Users must be registered and logged in to comment
	☐ Automatically close comments on articles older than 14 days
	☑ Enable threaded (nested) comments 5 levels deep
	☐ Break comments into pages with 50 top level comments per page and the

Media Settings

Image sizes

The sizes listed below determine the maximum dimensions in pixels to use when adding an image to the Media Library.

Thumbnail size	Width 150 Height 150
	☑ Crop thumbnail to exact dimensions (normally thumbnails are proportional)
Medium size	Max Width 300 Max Height 300
Large size	Max Width 1024 Max Height 1024

Discussion settings determine how visitors to your site will be able to comment, including how long the comments section will be available.
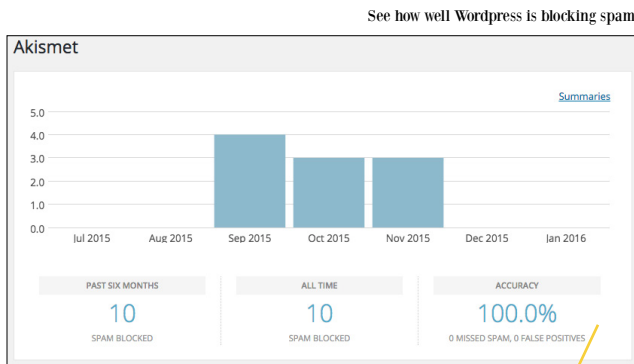
more settings

Permalink Settings

By default WordPress uses web URLs which have question marks and lots of numbers in them; however, WordPress offers you the ability to create a custom URL structure for your permalinks and archives. This can improve the aesthetics, usability, and forward-compatibility of your links. A number of tags are available, and here are some examples to get you started.

Common Settings

○ Default   http://humanities.byu.edu/?p=123

○ Day and name   http://humanities.byu.edu/2016/01/12/sample-post/

Change your URL settings to create web addresses that are easy to search for.

Akismet

Summaries

PAST SIX MONTHS	ALL TIME	ACCURACY
10	10	100.0%
SPAM BLOCKED	SPAM BLOCKED	0 MISSED SPAM, 0 FALSE POSITIVES

WP Rocket 2.6.11

Save Changes

Basic options   Advanced options   CDN   Tools   FAQ   Support

Discussion settings determine how visitors to your site will be able to comment, including how long the comments section will be available.

Welcome to ShareThis for WordPress

◄ Back : Sign In   6. Your Current Configuration

Preview (or Current Configuration):

Determine how your blog will interact with social media.

General
Writing
Reading
Discussion
Media
Permalinks
Akismet
ShareThis
WP Rocket

plugins

Plugins can help add additional functionality to your site (things like a calendar or special types of users). However, these can only be installed by a member of the Digital Humanities office, so if you have a question about something plugin-related, contact them.

ADMIN TUTORIAL

Add three new users with different clearance levels. Have them work within the parameters of their role.

---

calendar

Each department site comes equipped with a calendar that is synced to the College of Humanities' calendar and a department-specific calendar. Events are added to a specific Google calendar (depicted below in different colors), which then appear on the main calendar on your website.

section four

THE COLLEGE

This final section will go over specific information regarding the College of Humanities and your website, including the proper protocol for using the College logo and who to contact when you run into trouble (because regardless of how well you know Wordpress, that can happen!).

special options and settings

The "BYUH Tools" tab includes feeds from all over campus, including Learning Suite information. All you need to do with this page is periodically "Refresh" each section (bi-monthly should do it).

Options

| Header | Footer | Google API | Other |
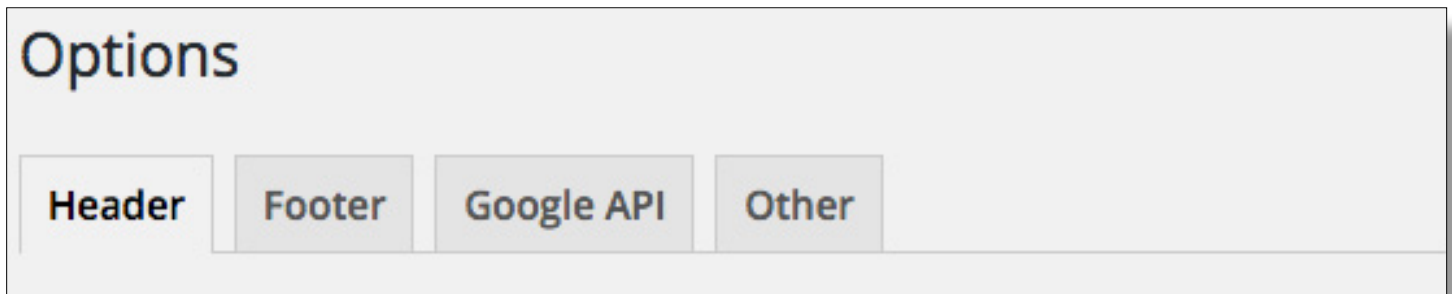
This "Options" header is found under the "BYUH Options" tab on the left side of the main Dasboard page. Here, you can change a few big things about your site, like:

① **header**

On this page, you can change the background image for your site, the color of your menu runner, and your logo.

② **footer**

Use this tab to change the links at the bottom of the page, or add more. You can also update your contact info.

③ **google api**

Here you can make adjustments to the text displayed by search engines when people search for your site.

④ **other**

This page functions in the same way as the Google API page.

who you gonna call

There are a lot of people who are invovled with the College of Humanities' department sites. Here's a quick, go-to list of people who act as department contacts or College contacts for anything website related.

department contacts

ENGLISH	TESSA HAUGLID tessa _ hauglid@byu.edu ext. 2-4939	PHILOSOPHY	BRITNI EXTON britni _ exton@byu.edu ext. 2-2721
LING. & ELANG	LORIANNE SPEAR lorianne _ spear@byu.edu ext. 2-9010	ASIAN & NEAR EAST	JENNIFER POLLEI jennifer _ pollei@byu.edu ext. 2-3054
GERMAN & RUSSIAN	TOM SPENCER tom _ spencer@byu.edu ext. 2-1563	HAC	STUDENT SECRETAR humanities - advisement@byu.edy ext. 2-0309
SPANISH & PORTUGUESE	JASMINE LOWE jasmine _ lowe@byu.edu ext. 2-2838	CAL	ANDREA KRISTENSEN slidelib@byu.edu ext. 2-2996
FRENCH& ITALIAN	STUDENT SECRETARIES french _ italian@byu.edu ext. 2-0260	WRITING CENTER	LISA BELL teresa _ bell@byu.edu ext. 2-4961
CLS	AGNES WELCH agnes _ welch@byu.edu ext. 2-5199	UNIV. WRITING	BRIAN JACKSON brian _ jackson@byu.edu ext. 2-8086

comms team

MELINDA SEMADENI
melinda _ semadeni@byu.edu
ext. 2824

digital humanities

TORY ANDERSON
tory _ anderson@byu.edu
ext. 2-2739