



**Office of
Technology
Services**
OTS Training

WordPress

Reference Guide for Faculty/Staff

Table of Contents

Introduction	4
Login	4
Dashboard	5
Dashboard Menu Options	5
Admin Toolbar	6
Posts versus Pages	7
Visiting your site	7
Developing Your TU Faculty/Staff Site	8
The Home Page	9
Adding Content with the Visual Editor	9
Cutting and Pasting Content from Word	13
Adding Media	14
Edit or Delete an Image	15
Saving and Publishing Content	16
The Vitae Page	16
The Announcements Page	17
Announcements Posts/Updates.....	17
Enabling/Disabling Comments in a Post or a Page.....	18
Courses Page	19
Adding Links.....	20
Portfolio Page	21
Adding a Gallery	21
Edit the Image Gallery Settings	22
Widgets	23
Subscribe by Email Widget	23
Text Widget	24
Customization Options	25
Setting a Featured Image	26



Plugins	27
Adding a Plugin	27
Using the MetaSlider Plugin.....	27
Creating a Slider	27
Adding a Slider to a Post or Page.....	29
Removing a Slider.....	30
Removing a Plugin	30
Revising Theme Options	31
Making Your Site Live	31
Requesting an Organization Site	32
Accessing Organization Sites.....	33



Introduction

Through Towson University’s WordPress environment, TU faculty, staff and organizations can create and manage individual websites. WordPress is a self-service web publishing platform designed to be a quick and easy way to showcase your research, share ideas, house a portfolio, highlight special events and more.

Login

1. From your preferred web browser, type **wp.towson.edu** in the address bar. The **Towson landing page** will appear.

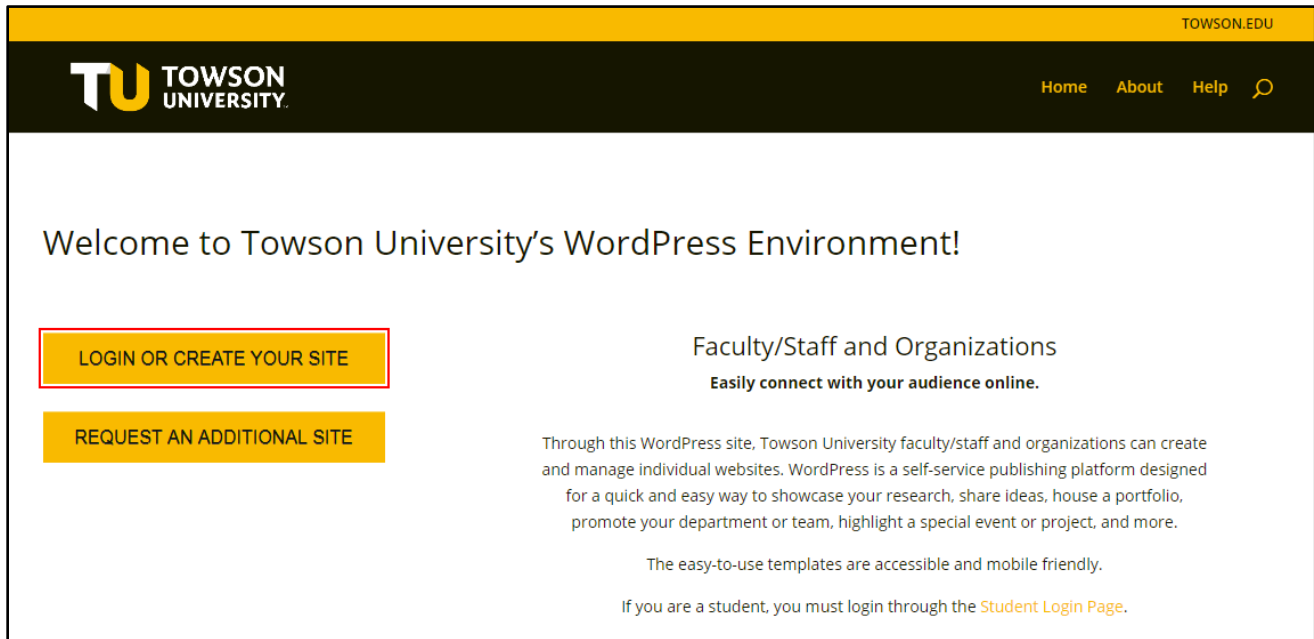


Figure 1

2. Click **LOGIN OR CREATE YOUR SITE**.
3. On the following screen, click the **Log in with Towson University NetID** button.

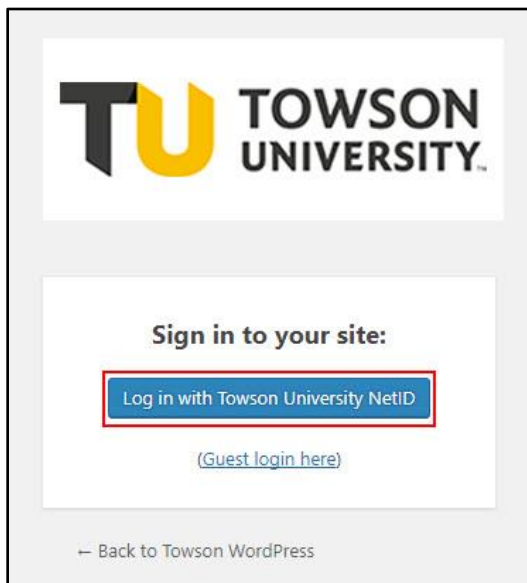


Figure 2

4. The **Towson University Authenticated Login** page will appear.

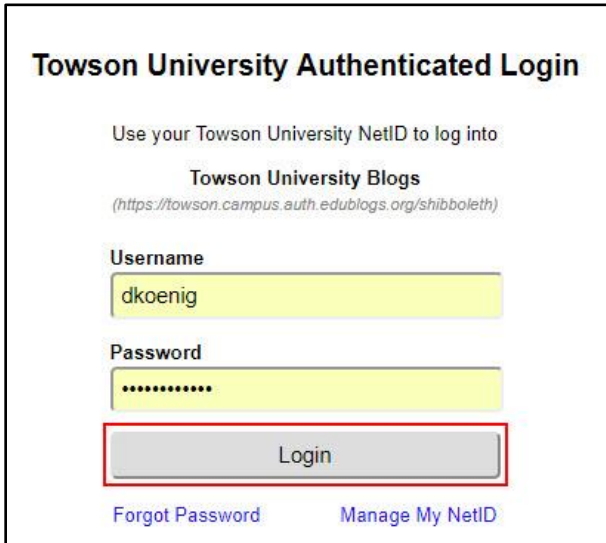


Figure 3

5. Type your **NetID** and **Password** in the appropriate fields and then click the **Login** button.

6. You will be directed to the **WordPress Dashboard**.

Dashboard

The WordPress Dashboard is the main administration homepage. At the very top of your Dashboard (and across every page) you will see the name of your site in the header area. In the example screenshot below (and throughout this documentation) the site name is Your WordPress Site. This is also hyperlinked to your site's homepage. You will also see the name of the person who is currently logged in (e.g. Joe Blogg). Move your cursor over your name to reveal the Log Out link as well as a link to edit your Profile.

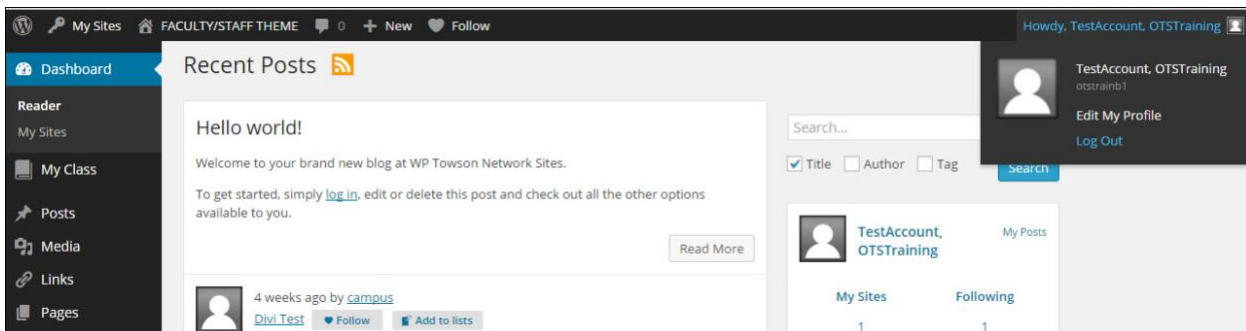


Figure 4

Dashboard Menu Options

Down the left-hand side of the Dashboard, you will see the main navigation menu. This is where you will find all the options to update and configure your site.

Hovering your cursor over each of the main menu options will display a 'fly-out' menu with the various choices for that particular menu option. Once you click each of the main menu options, that particular menu will expand to show all the available options within that section (if there are any).

The main menu options and their usage are:

- **Dashboard** – This will display your main Dashboard 'homepage'. In the top right of your Dashboard you'll see some brief stats on the number of Posts, Pages and Comments.
- **Posts** – This is where you can create a new Blog Post. You can also update your Categories and Post Tags.
- **Media** – This is where all your uploaded images, documents or files are stored. You can browse through your Media library, as well as edit and update the files.
- **Links** – You can add links here to be displayed on your site, these links are displayed usually by using a Widget.
- **Pages** – This is where you create and maintain all your Pages.
- **Comments** – You can manage all your Comments within this section, including replying to comments or marking them as spam.
- **Appearance** – This menu is where you control how your site looks. You can choose a new Theme, manage your site Widgets or Menus and even edit your site theme files.
- **Plugins** – Plugins extend and expand the functionality of WordPress. You can add or delete plugins within here as well as activate or deactivate them.
- **Users** – This screen lists all the existing users for your site. Depending on your role, you can also add new users as well as manage their roles.
- **Tools** - This section gives you access to various convenient tools. You can also import data to your WordPress site or export all your WordPress data to a file.
- **Settings** - This is where most of your site is configured. Among other things, it allows you to configure your site name and URL, where your Posts appear, whether people can leave Post Comments or not and numerous other settings. Most times, once your site is setup, there's no need to change any of the settings within this section.
- **Collapse menu** - At the bottom of the menu you will see a link called Collapse menu. Clicking this will hide the menu and simply display their icons instead. Click the small arrow icon again to expand the menu.

Note: Occasionally when you install a plugin, they will have their own configuration or setup pages. The location of these will be entirely dependent on the individual plugin but most times these pages will either appear within the Tools section, the Settings section or in a completely new menu section at the bottom of the menu.

Admin Toolbar

The Admin Toolbar is a way of easily accessing some of the most common WordPress features. When you are logged into your WordPress Dashboard and you visit your website, you will see the Admin Toolbar running across the top of your site. This bar only appears if you are currently logged into your WordPress site, which means that it won't be visible to your everyday site visitors.

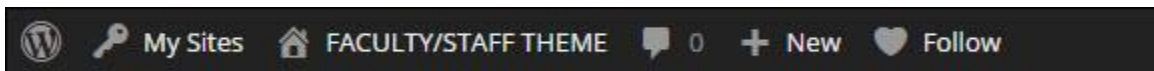


Figure 5

The Admin Toolbar allows you to quickly access the following commonly used features:

- **WordPress** – Links you to the WordPress website for support and community forums
- **My Sites** – Houses a dropdown menu allowing you access to your site(s)
- **Name of site** – Houses a dropdown menu allowing quick access to various site editing features
- **Comment Icon** – Allows you to view and moderate all comments on your site
- **New** – Houses a dropdown menu enabling quick creation of posts, media, links, pages or additional users

- **Follow** – Adds the current site to your **Followed Sites** list on the **Dashboard**

Posts versus Pages

WordPress is built around two basic concepts - Posts and Pages. Posts are typically blog entries. A series of articles, listed (usually) in reverse-chronological order. Pages are used for more static content (i.e. content that doesn't change or changes infrequently). An 'About Us' page is an example of a Page on a typical website. In most cases you'll find that the content in the 'About Us' page doesn't change all that frequently.

Now, you might be thinking, "but I don't need a blog". This might be true, but you can also use the blog concept if you have a site where you need to display your 'latest news' or even just links pertaining to your courses. Basically, any information that gets updated on a semi-regular basis can benefit from the 'blog' functionality. Whether that's a traditional blog, your latest news or even just your own personal updates.

Visiting your site

1. Hover over **My Sites** in the Admin Toolbar.
2. Continue to hover over your site name and then navigate to and click on **Visit Site**. Your site will appear on screen, ready for you to add content.

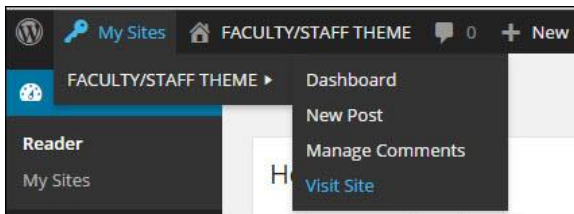


Figure 6

Developing Your TU Faculty/Staff Site

Towson has provided you with an automatic default template for your site. This theme contains six pages that are completely customizable for your needs. You do have the option to add or remove pages and features as you see fit. The areas of your template are defined below:

1. **Title** – This is the title of your page and also of your site, located at the top of the page.
2. **Subtitle** – Helpful for displaying your job title, located below the Title at the top of the page.
3. **HOME** – Your welcome or bio page, located on the left-hand side of the page below the subtitle.
4. **VITAE** – Houses your Curriculum Vitae. Located to the right of the HOME button.
5. **ANNOUNCEMENTS** – Houses news posts or course updates for your visitors. Located to the right of the VITAE button.
6. **COURSES** – A central location for your course offerings. Located beside the ANNOUNCEMENTS button.
7. **PORTFOLIO** – A page for your photos organized in a column format or for links to published works. Located beside the COURSES button.
8. **Contact Widget** – Your contact information located in the site footer. (not shown in *Figure 7*)
9. **Subscribe by Email widget** - Enables site visitors to receive email updates whenever a news post has been made. Located on the right-hand side of the screen below the Social Media Icons.
10. **Social Media Icons** – Links to various social media sites which will show up in your main site header. Located on the right-hand side of the screen below the Subtitle
11. **EDIT** – Click this button to get into Edit mode for a page and add content. Located below the ANNOUNCEMENTS button.

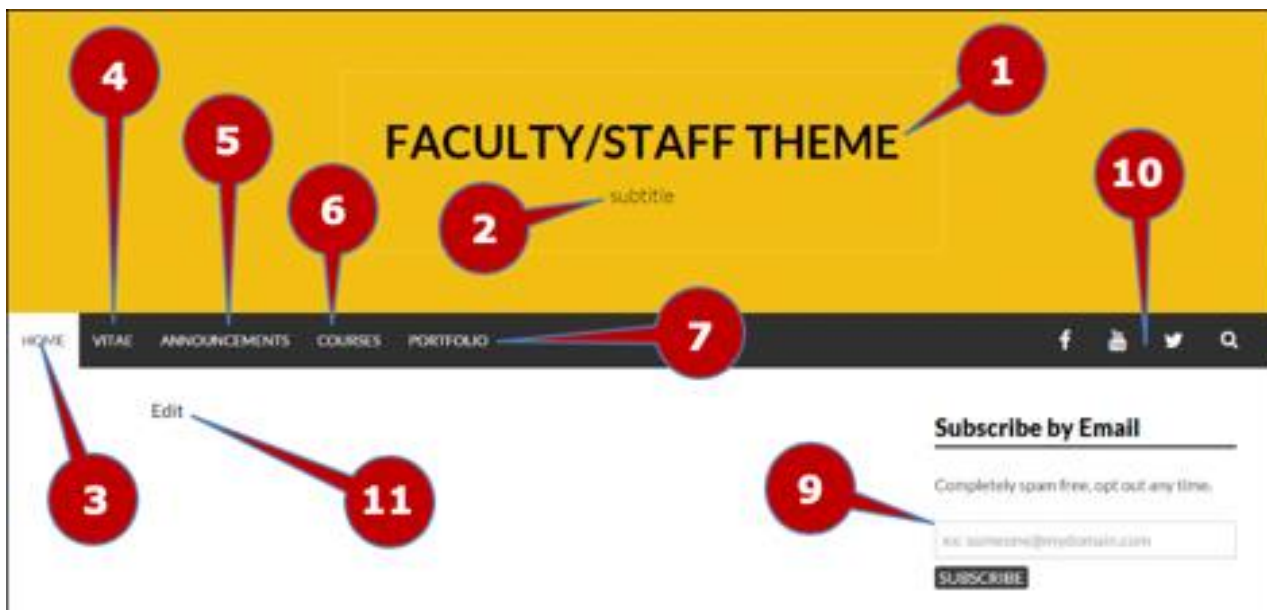


Figure 7

The Home Page

The home or welcome page should include a brief bio and possibly the purpose for your site. You may also include links and images. It is best to keep it simple, as you can get into further detail on other pages of your site.

1. On the **Home** screen, click the **Edit** button in the lower left.



Figure 8

2. The **Edit Page** window appears.

Adding Content with the Visual Editor

The visual editor may be used to enter content into your Page or Post. It works much like using a regular word processor. When adding content to your page, the visual editor expands to fit your content, rather than simply scrolling. On top of that, no matter how tall the Visual Editor becomes, the toolbar buttons will be available at all times by sticking to the top of the page.

At the top of the editor, there are two tabs, **Visual** and **Text**. These switch the editor view between the Visual Editor and the Text editor. The Text view will enable you to view the HTML code that makes up your content. For the more experienced users this can be helpful at times; but, for those not familiar with HTML tags, it's not recommended. **(Click on the tabs to see the different views.)**







Figure 9













At the top of the editor where your content is written, there are numerous formatting buttons. Clicking the Toolbar Toggle button will show or hide a second line of formatting buttons which gives you extra functionality. **(Click the toggle button to view all icons.)**












The editor buttons perform the following functions:



Figure 10

Icon	Description
 Add Media	Add Media – Used to upload and insert media such as images, audio, video or documents Keyboard Shortcut: Shift+Alt+M (PC) / Ctrl+Option+M (Mac)
 B	Bold – Bold text Keyboard Shortcut: Ctrl+B (PC) / Command+B (Mac)
 I	Italic – Italicize text Keyboard Shortcut: Ctrl+I (PC) / Command+I (Mac)
 ABE	Strikethrough – Add a strikethrough to your text Keyboard Shortcut: Shift+Alt+D (PC) / Ctrl+Option+D (Mac)

Icon	Description
	<p>Bulleted List – Create an unordered (bullet point) list</p> <p>Keyboard Shortcut: Shift+Alt+U (PC) / Ctrl+Option+U (Mac)</p>
	<p>Numbered List – Create an Ordered (numbered) list</p> <p>Keyboard Shortcut: Shift+Alt+O (PC) / Ctrl+Option+O (Mac)</p>
	<p>Blockquote – Used as a way of showing a quote. How this looks will be entirely dependent on the Theme that your site is currently using</p> <p>Keyboard Shortcut: Shift+Alt+Q (PC) / Ctrl+Option+Q (Mac)</p>
	<p>Horizontal Line – Inserts a horizontal line into your page</p> <p>Keyboard Shortcut: ---</p>
	<p>Align Left – Align text to the left</p> <p>Keyboard Shortcut: Shift+Alt+L (PC) / Ctrl+Option+L (Mac)</p>
	<p>Align Center – Align text in the center of the page</p> <p>Keyboard Shortcut: Shift+Alt+C (PC) / Ctrl+Option+C (Mac)</p>
	<p>Align Right – Align text to the right</p> <p>Keyboard Shortcut: Shift+Alt+R (PC) / Ctrl+Option+R (Mac)</p>
	<p>Insert/edit link – Used to create an html link to another page or website. The text or image that you want to link needs to be selected first before the button will become active</p> <p>Keyboard Shortcut: Ctrl+K (PC) / Command+K (Mac)</p>
	<p>Remove link – Remove the html link from the selected link. Your cursor must be sitting on an active link for the button to be active</p> <p>Keyboard Shortcut: Shift+Alt+S (PC) / Ctrl+Option+S (Mac)</p>
	<p>Insert Read More tag – Inserts the More tag into your Page. Most blogs only display a small excerpt of a Post and you're required to click the Post title or a 'Read more...' link to continue reading the rest of the article. When you insert a 'More' tag into your Post, everything prior to the tag is considered as this excerpt. Most times you'd only use this button when you're creating a blog Post, rather than a Page</p> <p>Keyboard Shortcut: Shift+Alt+T (PC) / Ctrl+Option+T (Mac)</p>
	<p>Toolbar Toggle – Used to show or hide the second row of formatting buttons on the editor toolbar</p> <p>Keyboard Shortcut: Shift+Alt+Z (PC) / Ctrl+Option+Z (Mac)</p>
	<p>Distraction Free Writing – Clicking this button will enlarge the editor so that it fills the browser window. Clicking the Exit full screen link at the top of the screen will reduce it back to its original size</p> <p>Keyboard Shortcut: Shift+Alt+W (PC) / Ctrl+Option+W (Mac)</p>
<div data-bbox="167 1738 378 1791" style="border: 1px solid #ccc; padding: 2px;">Paragraph ▼</div>	<p>Style – Used to format the Page text based on the styles used by the current Theme</p> <p>Keyboard Shortcuts:</p> <ul style="list-style-type: none"> • Heading 1 – Shift+Alt+1 (PC) / Ctrl+Option+1 (Mac) • Heading 2 – Shift+Alt+2 (PC) / Ctrl+Option+2 (Mac)

Icon	Description
	<ul style="list-style-type: none"> • Heading 3 – Shift+Alt+3 (PC) / Ctrl+Option+3 (Mac) • Heading 4 – Shift+Alt+4 (PC) / Ctrl+Option+4 (Mac) • Heading 5 – Shift+Alt+5 (PC) / Ctrl+Option+5 (Mac) • Heading 6 – Shift+Alt+6 (PC) / Ctrl+Option+6 (Mac) • Paragraph – Shift+Alt+7 (PC) / Ctrl+Option+7 (Mac)
	<p>Underline – Underline your text</p> <p>Keyboard Shortcut: Ctrl+U (PC) / Command+U (Mac)</p>
	<p>Justify – Align text on both the left and right (i.e. justify)</p> <p>Keyboard Shortcut: Shift+Alt+J (PC) / Ctrl+Option+J (Mac)</p>
	<p>Text color – Use to change the color of text</p> <p>Keyboard Shortcut: none</p>
	<p>Paste as text – Copying and pasting text from other sites or word processors sometimes leaves the text formatted differently to what you were expecting. The reason for this is that quite often the html tags or codes that formatted the original text are pasted along with the text itself. To avoid this, Paste as Text will strip all these formatting and html tags. The Paste as Text option acts like a toggle, staying on until you turn it off by clicking the button again or until you save your page content</p> <p>Keyboard Shortcut: none</p>
	<p>Clear formatting – Use this to remove all the formatting (e.g. Bold, Underline, text color etc..) from the highlighted text</p> <p>Keyboard Shortcut: none</p>
	<p>Special character – Used to insert special characters not easily accessible via the keyboard (e.g. ¼, ½, ¾, ©, €, ö etc..)</p> <p>Keyboard Shortcut: none</p>
	<p>Decrease indent – Removes one level of indenting</p> <p>Keyboard Shortcut: none</p>
	<p>Increase indent – Indents text by one level</p> <p>Keyboard Shortcut: none</p>
	<p>Undo – Undo your last action</p> <p>Keyboard Shortcut: Ctrl+Z (PC) / Command+Z (Mac)</p>
	<p>Redo – Redo your last action</p> <p>Keyboard Shortcut: Ctrl+Y (PC) / Command+Y (Mac)</p>
	<p>Keyboard shortcuts – Displays information about the WordPress Visual Editor along with keyboard shortcuts</p> <p>Keyboard Shortcut: Shift+Alt+H (PC) / Ctrl+Option+H (Mac)</p>
<div data-bbox="168 1791 375 1833"> Visual Text </div>	<p>Visual/Text – Switches the editor view between the Visual Editor and the Text editor. The Text view will enable you to view the HTML code that makes up your content. For the more experienced users this can be helpful at times but for those not familiar with HTML tags, it's not recommended</p>

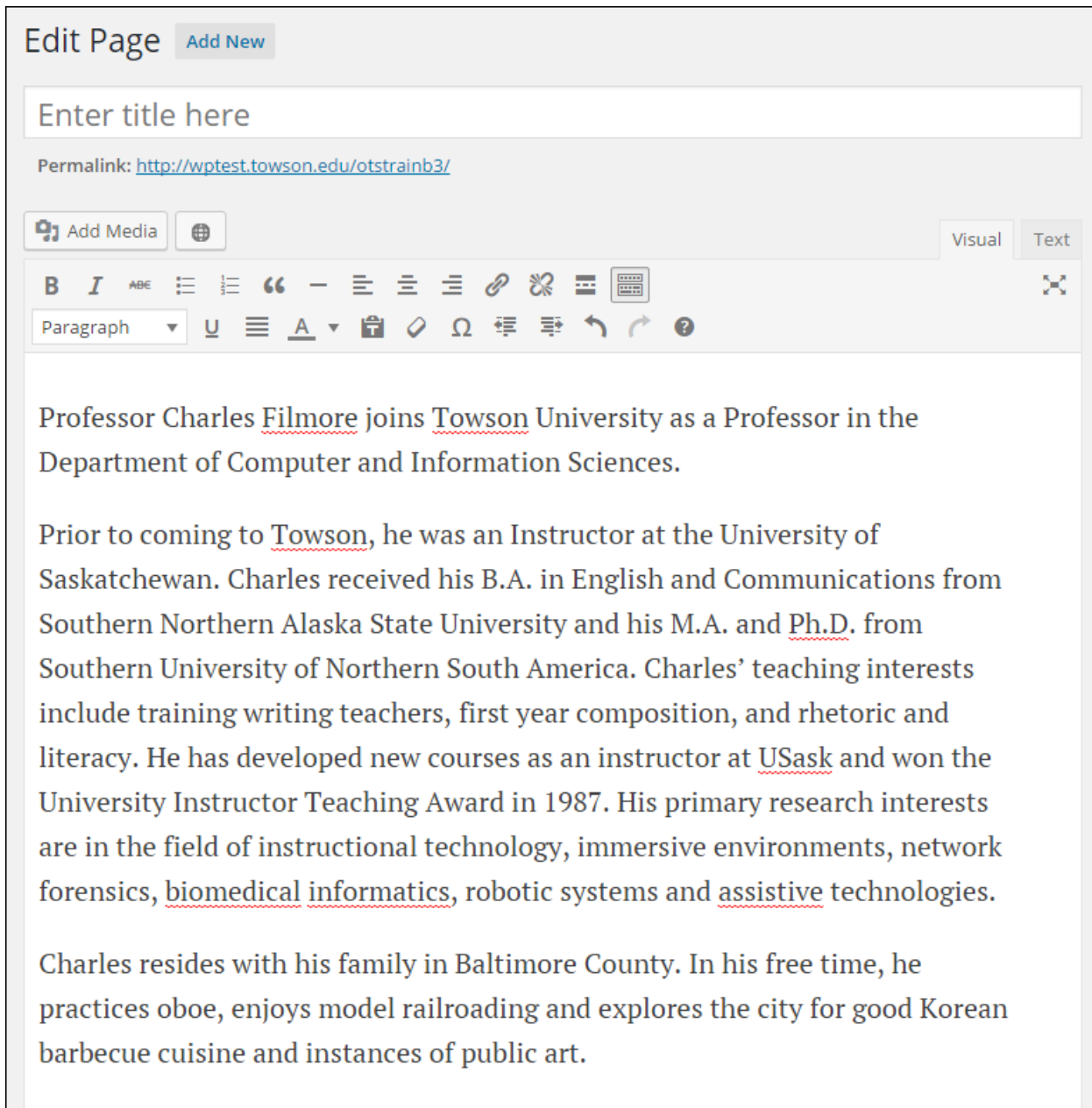
Icon	Description
	Keyboard Shortcut: none

There are also various PC/Mac keyboard combinations that may be used. For example:

- **Shift+Enter** inserts a line break
- **Ctrl+C/Cmd+C** = copy
- **Ctrl+X/Cmd+X** = cut
- **Ctrl+Z/Cmd+Z** = undo
- **Ctrl+A/Cmd+A** = select all, etc.
- **Ctrl+Y/Cmd+Y** = redo

Cutting and Pasting Content from Word

1. Click in the body of the **Home** page.
2. Type your content or copy and paste from a document.
 - a. Open the document. **(Open the fs-home.docx file on your computer)**
 - b. Select and copy the body text. **(Press CTRL+A and then CTRL+C)**
 - c. Paste the text into the text edit box below the editor toolbar. **(CTRL+V)**



The screenshot shows the WordPress editor interface. At the top, there is a header with 'Edit Page' and an 'Add New' button. Below the header is a text input field with the placeholder 'Enter title here'. Underneath the title field is the permalink: <http://wptest.towson.edu/otstrainb3/>. The editor toolbar includes an 'Add Media' button, a globe icon, and tabs for 'Visual' and 'Text'. The main editing area contains three paragraphs of text:

Professor Charles Filmore joins Towson University as a Professor in the Department of Computer and Information Sciences.

Prior to coming to Towson, he was an Instructor at the University of Saskatchewan. Charles received his B.A. in English and Communications from Southern Northern Alaska State University and his M.A. and Ph.D. from Southern University of Northern South America. Charles' teaching interests include training writing teachers, first year composition, and rhetoric and literacy. He has developed new courses as an instructor at USask and won the University Instructor Teaching Award in 1987. His primary research interests are in the field of instructional technology, immersive environments, network forensics, biomedical informatics, robotic systems and assistive technologies.

Charles resides with his family in Baltimore County. In his free time, he practices oboe, enjoys model railroading and explores the city for good Korean barbecue cuisine and instances of public art.

Figure 11

Adding Media

Media can refer to many different things. This includes images, audio, video and documents. In this example, we will be adding an image to the website. All your images and files are stored in the Media Library. Once they are uploaded into the Media Library, it is a simple matter to insert them into your Page or Post content.

(Place your cursor at the beginning of the body of text and Press ENTER two times.)

1. Position the cursor where you want the media to appear. **(Click at the top of the Edit window)**
2. Click the **Add Media** button located above the edit toolbar.

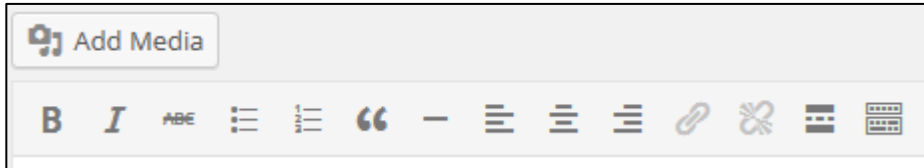


Figure 12

3. You may either drag your file into the window or click the **Select Files** button. **(Choose Select Files)**
4. Maneuver to the correct drive and directory.
5. Select a file. **(Select Charles_filmore.jpg)**
6. Click **Open**.

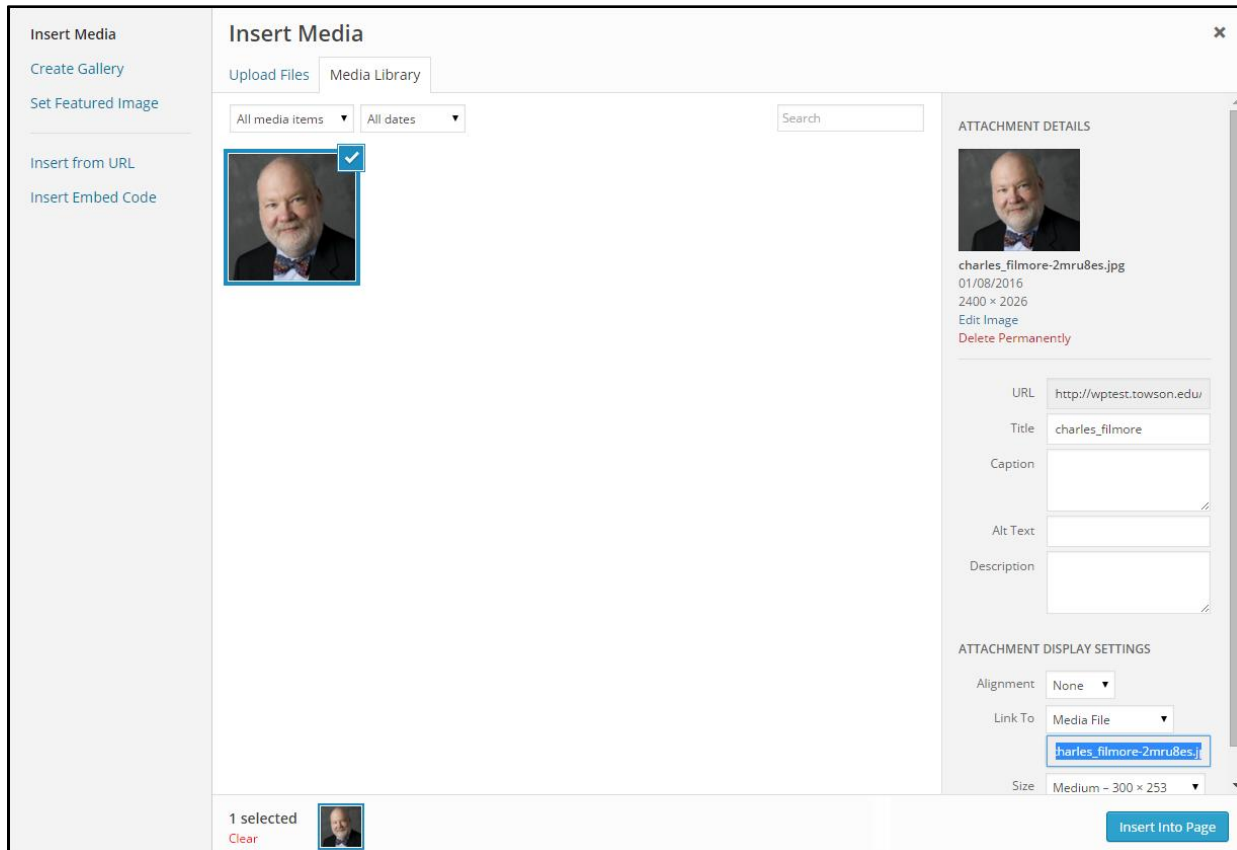


Figure 13

7. The properties of the currently highlighted image (i.e. the image with the blue border) will be shown on the right-hand side of the **Insert Media** window. These properties include the filename, the date the file was uploaded and the image size. It is at this point you can also change the image Title, Caption, Alt Text and Description. You may also change the Alignment, Link and the Size at which the image is inserted.
 - **Title** – is displayed as a tooltip when the mouse cursor hovers over the image in the browser.
 - **Caption** – is displayed underneath the image as a short description. How this displays will be dependent on the WordPress theme in use at the time. You can also include basic HTML in your captions. (**leave blank**)
 - **Alt Text** – is displayed when the browser cannot render the image. It's also used by screen readers for visually impaired users, so it's important to fill out this field with a description of the image. (**Type *Image of Charles Filmore***)
 - **Description** – is usually displayed on the attachment page for the media; however, this is entirely up to the theme that is currently in use. (**Leave blank**)
8. Under **Attachment Display Settings**, select an alignment option from the **Alignment** dropdown menu. (**Choose Left**)
9. Click the **Insert Into Page** button.
10. The image will show up at the top of the site.

Edit or Delete an Image

There are various options available for adjusting the layout of inserted images.

1. Click on the image that has already been inserted into your Page or Post. A small toolbar will appear over the image.
2. By selecting one of the alignment buttons (left, center, right and no alignment), you can change the alignment of the inserted image. (**Practice clicking on each of the alignment button. End with Align left**)



Figure 14

3. Click the **Edit** button to edit the image properties. Those options are listed on the preceding page. (**Do not click the Edit button**)



Figure 15

4. Clicking the **Remove** button (**x**) will delete the image from your content. It will only remove the image from your Page or Post, it will not delete the image from your Media Library. (**Do not click the Remove button**)
5. When you click on an image in your Page or Post, you will also see **resizing handles**. These are the small squares you see around the edge of the image. To resize your image, simply click and drag one of the corner resize handles. (**Practice resizing the image**)

*Please note: holding down the shift button while resizing will distort the image.

Saving and Publishing Content

After making changes to a page, you must publish the page to make the content active on your site.

1. From the **Edit Page**, click the **Update** button located in the **Publish** section on the right side of the screen.

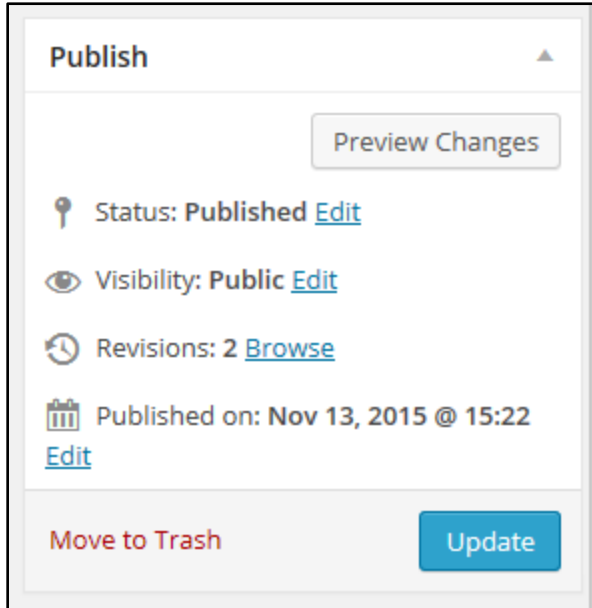


Figure 16

2. The changes you have made are now updated on your site. You may click the **View Page** link in the upper left to view the changes.
3. Click on your internet browser's **back** button to return to the editing screen.

The Vitae Page

The **Vitae Page** houses more detailed information about your education, as well as academic and related employment. It can also contain any references to projects, awards or references to any of your published work.

1. From the **Home/Welcome** page, click **Pages** in the Dashboard.
2. Click on the **Vitae** page from the **Pages** screen. The **Edit Page** screen will appear.
3. Type your content or copy and paste from a document.
 - a. **Open the fs-vitae.docx file.**
 - b. **Select and copy all text starting at Education (CTRL+C).**
 - c. **Paste the text into the main text box in the Edit Page screen (CTRL+V).**
 - d. **Select the header EDUCATION and click Heading 4 in the Paragraph dropdown menu.**
 - e. **Select TEACHING & ADVISING and make that bold as well.**
 - f. **Repeat step d or e for: PUBLICATIONS, HONORS & AWARDS and REFERENCES.**
4. Click **Update** located in the **Publish** section on the right side of the screen.

The Announcements Page

The Announcements page is a good place to share your course updates, pertinent news stories, links and more with your site visitors.

Announcements Posts/Updates

Posts are vital for keeping your site visitors updated as to what is happening with you. All posts are set to populate the **Announcements** page of your site. When you publish a new post, the site can notify your subscribers of the update via Email.

1. Hover over **New** in the Admin Toolbar.

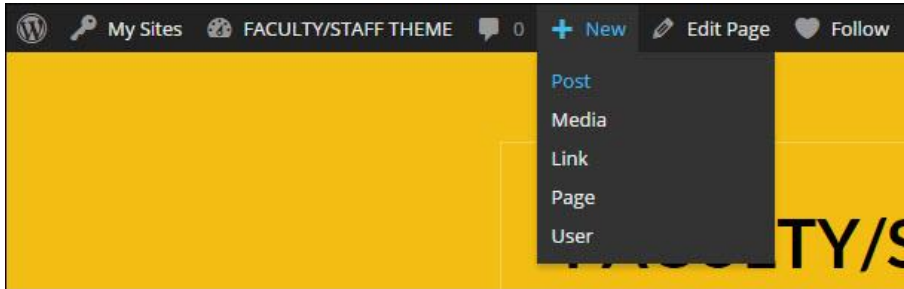


Figure 17

2. When the dropdown menu appears, click on **Post**.
3. Under **Add New Post**, click in the **Enter title here** area.
4. Type your content. (**Type *WordPress 101 Classroom Location Change***)
5. Click in the body of the page. Type content or copy and paste from a document.
 - a. **Open the Microsoft Word document named FS-Announcements.docx.**
 - b. **Select and copy the text from the body for this post. (CTRL+A then CTRL+C)**
 - c. **Paste the text into the main text edit box of the Add New Post page.**
6. To limit how much text is visible on the screen, click the **Insert Read More tag** icon. This adds a Read More tag under the text.



Figure 18

7. Format text as desired.
 - a. **Under *In order to participate*, select the three items you will need to bring.**
 - b. **Click on the Bulleted List icon.**



Figure 19

c. Click the **Publish** button located in the Publish section on the right side of the screen.

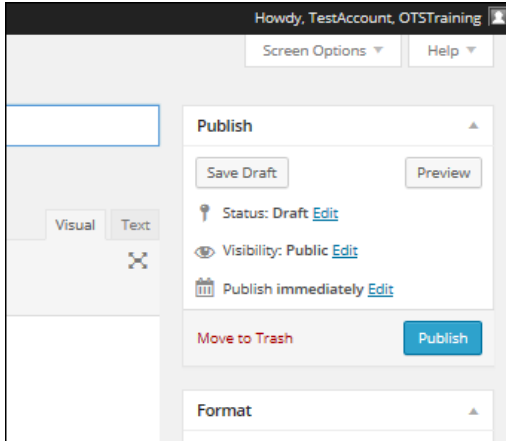


Figure 20

Enabling/Disabling Comments in a Post or a Page

Comments can be a very effective way for site users to communicate with site content creators; however, it does present a double edged sword. How do you know that the comments are acceptable? What if they are spam or contain material of a prurient nature? Luckily, the default setting for comments is that they all must be manually approved.

If you would like to disable comments on a specific post:

1. In the Dashboard navigation menu, click on **Posts**.
2. Hover over the post you would like to disable commenting and click **Quick Edit** from the sub-menu that appears. The **Quick Edit** menu allows you to change various attributes of your post.



Figure 21

3. Uncheck the **Allow Comments** box and then click **Update**.

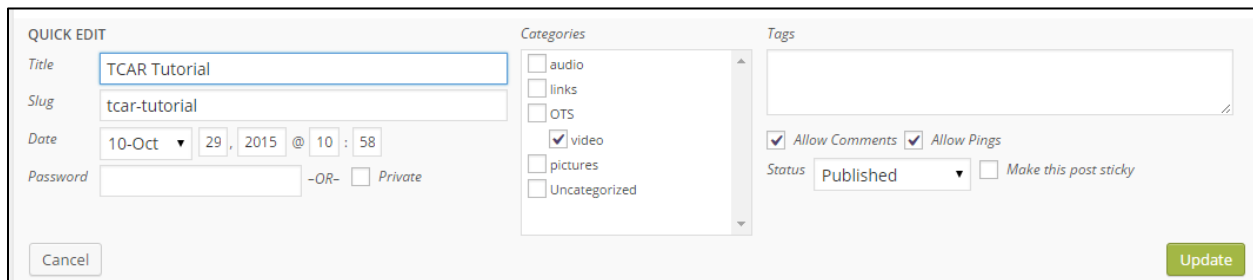


Figure 22

4. Comments have now been disabled for that specific post.
5. To edit comment settings for pages, click on **Pages** in the Dashboard navigation menu and repeat steps 2-4 above.

Courses Page

The **Courses Page** can contain a list of any courses your currently teach along with links to subpages containing course descriptions and syllabi.

(For our training purposes, let's create two courses for WordPress.)

1. From the Dashboard navigation menu click **Pages**.
2. In the **Pages** window, click **Add New**.



Figure 23

3. Type a title in the title bar. **(Type WordPress 101)**
4. In the body of the page type your content or copy and paste from another site or document.
 - a. **Open fs-courses.docx.**
 - b. **Select and copy the body text for WordPress 101, then paste the text into the edit page screen. (CTRL+A and CTRL+V)**
 - c. **Select the objectives and click the bulleted list icon.**
5. Under the Page Attributes section on the right side of the screen, select the parent page. **(Select COURSES)**
6. Under **Template** choose the desired template. **(Choose page with no sidebar)**
7. In the box under **Order** type a number corresponding to the order in which you would like the page to appear under the parent page. **(Type 1)**
8. Click **Publish**.

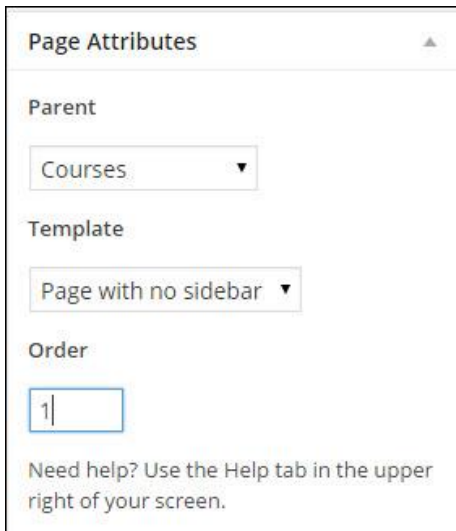


Figure 24

(Repeat steps for WordPress 201, but enter 2 in the text box under order.)

Adding Links

You may add links to another page or website. You must select text or a graphic to link off of first. In this example, we will link to another page on our site.

1. From the Dashboard navigation menu click **Pages**.
2. Click on the **Courses** page.
3. In the page edit window type the text you will be linking. (**Type *WordPress 101 – Intro to WordPress* press enter, then type *WordPress 201 – Advanced WordPress Web Publishing.***)
4. Select the text you wish to make a link. (**Select *WordPress 101 – Intro to WordPress.***)
5. Click the **Insert/edit link** button in the editor toolbar.



Figure 25

6. The **Insert/edit link** window appears. Enter your desired URL link or click the toggle arrow beside **Or link to existing content**. (**Click the toggle arrow next to Or link to existing content**)
7. Select where you would like to link to. (**Select *WordPress 101***)
8. Click the **Add Link** button.

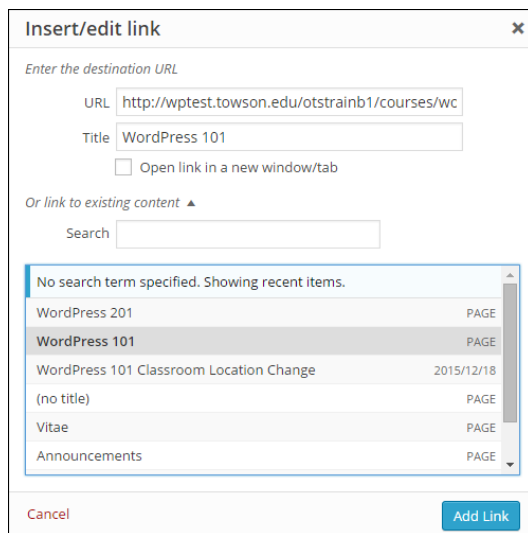


Figure 26

***(Select *WordPress 201 – Advanced WordPress Web Publishing* and repeat the steps, but link to the *WordPress 201* page.)**

9. Format your links as appropriate. (**Select both lines of text in the edit page window and click the bulleted list icon.**)



Figure 27

10. Click the **Update** button in the publish section of the edit page window.

Portfolio Page

The **Portfolio Page** is a great way to house pictures, audio, video, documents or links pertaining to your work. All pictures can be captioned, have descriptions and have alt text for accessibility. The gallery organizes them in a tidy thumbnail table with each thumbnail linking to the full size photo.

Adding a Gallery

1. Hover over **My Sites** in the Admin Toolbar.
2. Continue to hover over your site name and then navigate to and click on **Visit Site**.
3. Click on the **Portfolio** link in the navigation bar.
4. On the **Portfolio** screen, click the **Edit** button in the lower left.
5. In the **Edit Page** window, click on the **Add Media** button.

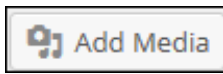


Figure 28

6. The **Insert Media** window appears. On the left side of the window, click **Create Gallery**.

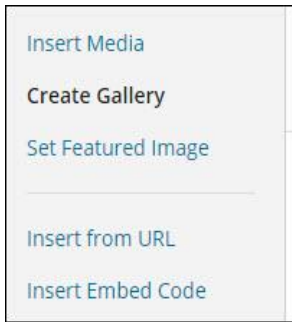


Figure 29

7. Make sure you are on the **Upload Files** tab.
8. Open the Windows Explorer. Select the files you wish to add to the gallery. (**Select the following files: template-1.jpg to template-7.jpg**)
9. Drag the files in the **Upload Files** tab and drop them where it says **Drop files anywhere to upload**. The files will upload to your site's **Media Library** and will be already selected for gallery creation.
10. Click **Create A New Gallery** in the lower right corner of the window. This will take you to the **Edit Gallery** window.



Figure 30

11. Click **Insert Gallery** in the lower right corner of the window. Your pictures have now been added in a gallery format on the body of the page.

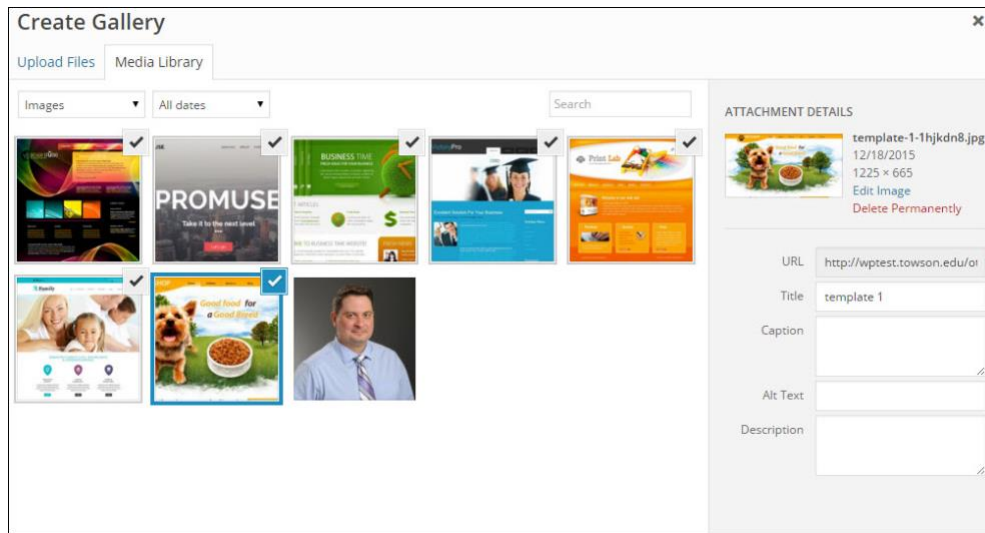


Figure 31

Edit the Image Gallery Settings

All the images that appear will be used within your Image Gallery. There are a variety of other options associate with images.

1. Click anywhere in the gallery on the **Edit Page**. A toolbar will appear over the gallery allowing you to edit or delete the gallery.
2. Click the **Edit** icon. The **GALLERY SETTINGS** pane will appear on the right side of the **Edit Gallery** screen.

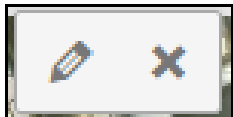


Figure 32

3. You may do any of the of the following:
 - **Reorder the images** - click on an image and drag it to its new position. **(Move the iPhone after the iPad).**
 - **Delete an image** - If you decide you no longer want a certain image to appear in your gallery, click the small dash (-) that appears in the top right corner of the image when you hover your cursor over the 'x'. **(Delete template-6).**
 - **Link to** – This sets what happens when the thumbnail image is clicked. Selecting Media File will open the full size image directly in your browser window. Selecting Attachment Page will open the image within one of your WordPress formatted pages. **(Select Media File for all images)**
 - **Columns** – Specifies the number of columns to use when displaying your thumbnail images. Ultimately, this will be dependent on your Theme and how wide your page is. If you find the gallery isn't displaying properly after changing this number you may need to change it to another number. **(Change this number to 2).**
 - **Random Order** – Click this checkbox to display your images in a random order.
 - **Size** – Selects the size of the image to use in your gallery. **(Keep this on thumbnail).**

4. Make sure to create Alt Text for each picture. Click on the picture and then add a meaningful name in the **Alt Text** fields on the right hand side of the screen under the **ATTACHMENT DETAILS** section. This is required for accessibility purposes.

Add the following Alt Text:

- **template-1 – petshop image**
 - **template-2 – family image**
 - **template-3 – print lab image**
 - **template-4 – victory pro image**
 - **template-5 – business time image**
 - **template-6 – promuse image**
 - **template-7 – design studio image**
5. Click **Update Gallery** at the lower right corner of the screen.
 6. Click **Update** on the right hand side of the screen to update the website.
 7. Click **View Page** and click on an image.

Widgets

Widgets are independent sections of content that can be placed into any widgetized area provided by your theme. Although these widgetized areas are commonly called 'Sidebars' and are quite often located in the left or right-hand column, they can be also located anywhere within your site and are entirely dependent on the current theme as to their location. There are numerous widgets available, however, by default the theme for faculty utilizes two: subscribe and text.

Subscribe by Email Widget

The **Subscribe by Email** widget gives site visitors the option to opt-in for email updates from your site. The default setting is to automatically send your subscribers an email notification when new news posts have been made.

To customize settings for the **Subscribe by Email** widget:

1. From the Dashboard navigation menu, hover over **Appearance** and then click **Widgets**.

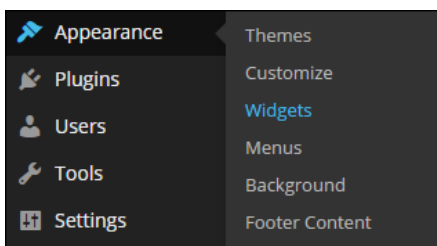


Figure 33

2. The active widgets will be located on the right side of the screen under the heading **Sidebar or Footer. (Click Sidebar)**
3. Click on the down arrow next to **Subscribe by Email: Subscribe by Email**.
4. Available options for this widget will appear.

5. Delete the current text under **Text** and type the new text. (**Type *Subscribe for course updates***)
6. If you do not want viewers to receive an email confirmation when they subscribe, select the **Auto-opt In** setting. (**We will not select this**)
7. Click **Save**.

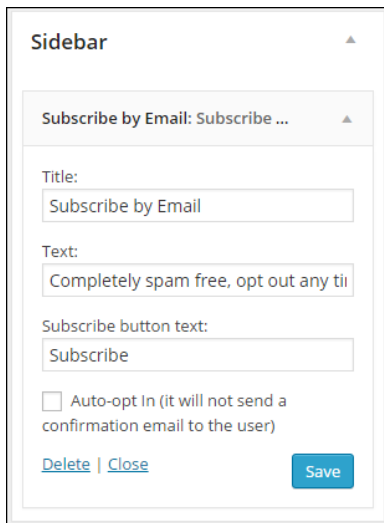
A screenshot of the WordPress 'Subscribe by Email' widget settings. The window title is 'Sidebar'. Inside, the widget title is 'Subscribe by Email: Subscribe ...'. The 'Title' field contains 'Subscribe by Email'. The 'Text' field contains 'Completely spam free, opt out any ti'. The 'Subscribe button text' field contains 'Subscribe'. There is an unchecked checkbox for 'Auto-opt In (it will not send a confirmation email to the user)'. At the bottom, there are links for 'Delete' and 'Close', and a blue 'Save' button.

Figure 34

Note: Further customization is available through the **Subscriptions** menu in the site Dashboard.

Text Widget

The **Text** widget is a great place to house your contact information. This includes things like your email address, phone numbers, office hours, etc. In the default faculty template, the text widget is located in the footer of the site.

1. From the Dashboard navigation menu, hover over **Appearance** and then click **Widgets**.
2. On the **Widgets** screen, click the **Footer Widgets** button in the upper right.
3. Click in the body of the **Text** widget. Type content or copy and paste from a document.
 - a. **Open the fs-contact-widget.docx file located on your computer in Microsoft Word.**
 - b. **Select and copy the contact information.**
 - c. **Paste the information into the main text box in the Edit Widget screen.**
 - d. **Check Automatically add paragraphs box.**
4. Click **Save** in the right hand lower corner of the footer text widget to update the website.
5. View your site to see examine the widget modifications.

Customization Options

For the currently active theme, clicking the Customize button allows you to update various settings whilst also previewing those changes. Until you click the Save & Publish button, only the theme preview window is updated, not the theme on your live site.

1. From the Dashboard navigation menu, hover over **Appearance** and then click on **Customize** in the submenu. This brings up your site with a side menu for customization.

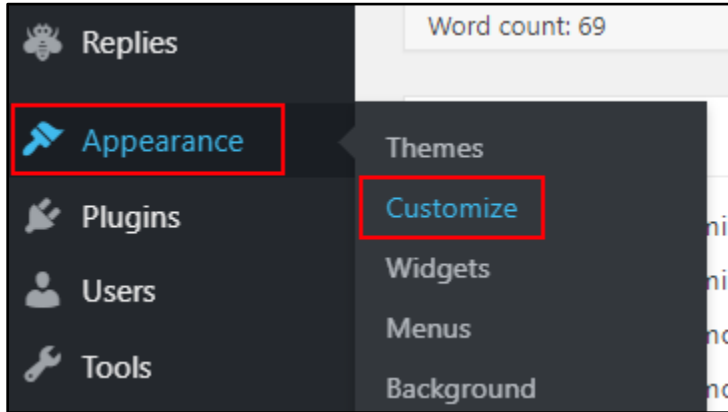


Figure 35

2. You may choose from the options below:
 - **Site Identity** – Click on this menu item to edit the following:
 - **Site Title** – This is the main title of your website and will appear in the header. (**Type Charles Filmore**)
 - **Tagline** – This can be your job title. (**Type Professor of Computer and Information Services**)
 - **Colors** – Click **Select Color** to make changes to any of the fields:
 - **Header Text** - This changes the header text on the entire site. (**Make NO changes**)
 - **Background** – This changes the entire page background color. (**Choose black**)
 - **Header** – This changes the header background color on the entire site. (**Make NO changes**)
 - **Link** – This changes the color of links in the entire site. (**Make NO changes**)
 - **Header Image** – You may add a header image for the site. (**Make NO changes**)
 - **Background Image** – You may add a background image of the entire site. (**Make NO changes**)
 - **Navigation** – This allows the user to define which menus are in the site navigation bar and the social menu locations. (**Make NO changes**)
 - **Widgets** – You may add widgets from here. (**Make NO changes**)
 - **Static Front Page** – Defines whether the front page is static or displays your latest posts. (**Make NO changes**)
 - **Theme Options** – Enables you to change the location for the sidebar as well as how old posts display in your archive.
3. Click the **Publish** button and then the **X** button to get out of the sidebar.



Figure 36

Setting a Featured Image

Some themes allow you to specify a Featured Image for your Page and Post. A Featured Image, often called a Post/Page Thumbnail, is usually some sort of image that is representative for that particular Page or Post. How these images are displayed is dependent entirely on the Theme that is currently in use.

1. Click **Posts** in the Dashboard navigation menu.
2. Click on the post you would like to change. (**Choose WordPress 101 Classroom Location Change**)
3. The **Edit Post** screen will appear.
4. In the bottom right corner, click **Set featured image**.

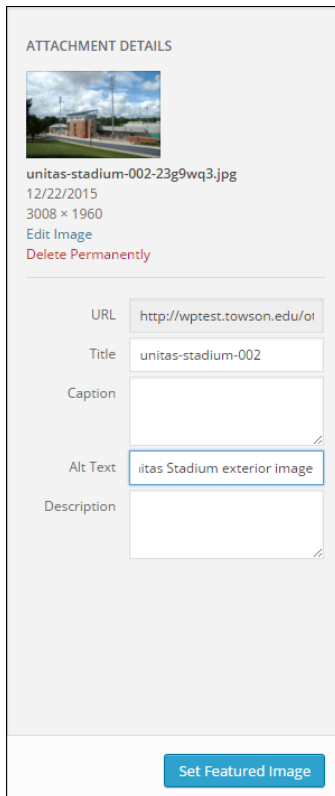


Figure 37

5. Click the **Upload Files** tab.
6. Click **Select Files**. (**Choose unitas-stadium-002.jpg**)
7. Add Alt Text on the right side of the screen. (**Type *Unitas Stadium exterior image***)
8. Click **Set Feature image**.
9. Click **Update**.
10. Click **View Post** to see your changes.

Plugins

Plugins extend and expand the functionality of your WordPress site. There are a variety of plugins including Google maps, forms, tables, and wikis.

Adding a Plugin

1. From the Dashboard navigation menu, click on **Plugins**.
2. The default view for the plugins page shows all available plugins. To add a plugin to your site, simply click the **Activate** link under the plugin you would like to use. (**Activate the *MetaSlider* plugin**)

Note: Depending on the plugin, you might also find that there are settings that need to be configured. Activated plugins will be displayed with a different colored background within your list of plugins. If an activated plugin also has an updated version available, the background color will change and the vertical bar will be red.

Using the MetaSlider Plugin

The MetaSlider plugin enables you to add a slideshow to posts and pages.

Creating a Slider

1. In the Dashboard menu, click the **MetaSlider** option. The **MetaSlider** screen will appear.

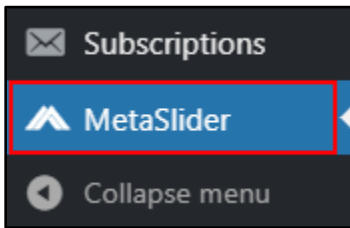


Figure 38

2. Click the **+New** tab.



Figure 39

3. Click in the **New Slideshow** tab and type your desired slideshow name. (**Type *Site Previews***)

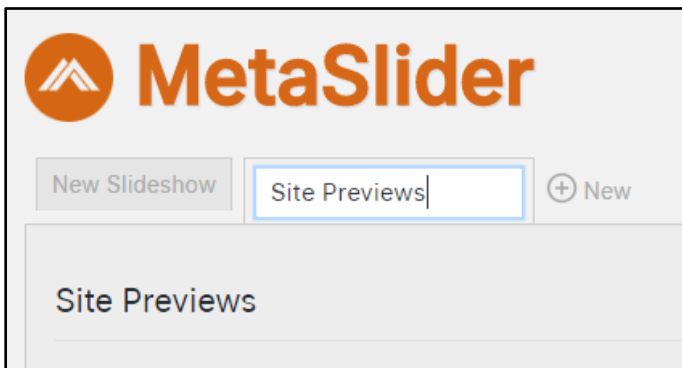


Figure 40

4. Click the **+Add Slide** button.

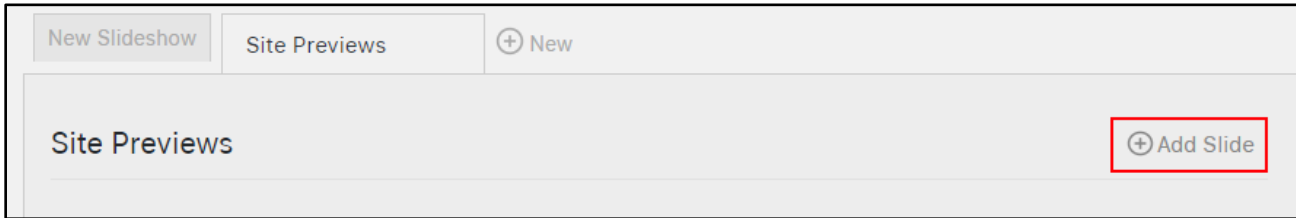


Figure 41

5. A new window will open enabling you to **Upload Files** and access your site's **Media Library**. Click the **Media Library** tab and then select an image you wish to use. To select multiple images, hold down the **CTRL** key while clicking on the desired images. (**Select multiple images**)
6. Click the **Add to Slideshow** button.

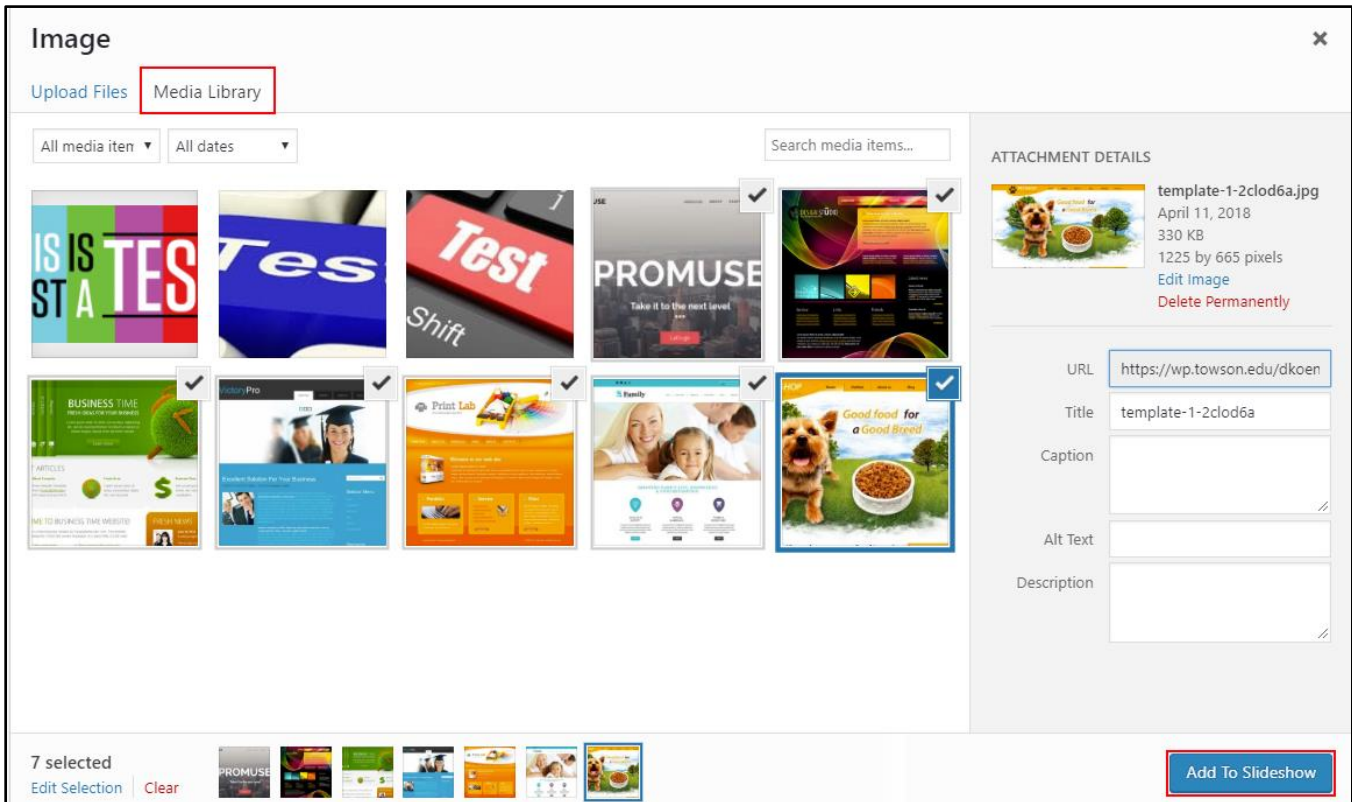


Figure 42

7. When you have finished adding images, click the **Save** button.

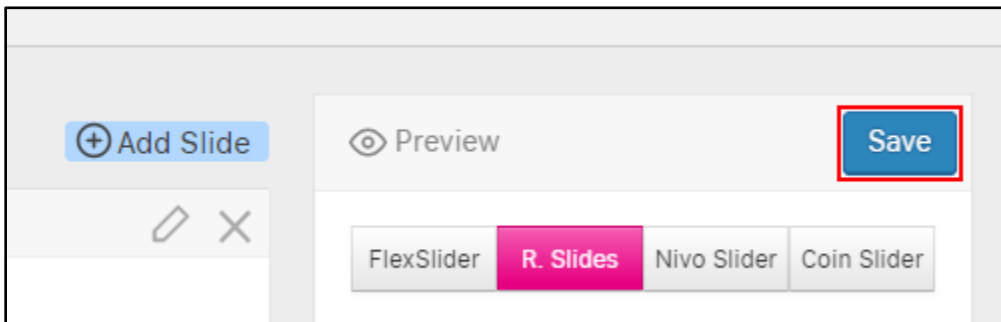


Figure 43

Adding a Slider to a Post or Page

1. Navigate to the page or post where you want to place the MetaSlider. (**Click *Pages>Home***)
2. Notice that the plugin is now available above the text edit toolbar. Place your cursor where you want the plugin to appear. (**Place the cursor on a blank line above the text**)
3. Click the **Add Slider** button.

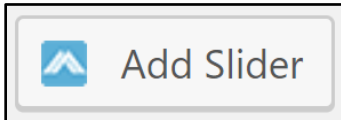


Figure 44

4. In the drop-down menu of the **Select slideshow to insert into post window**, choose which slideshow you wish to insert. (**Select *Site Previews***)
5. Click the **Insert Slideshow** button beside the drop down menu.

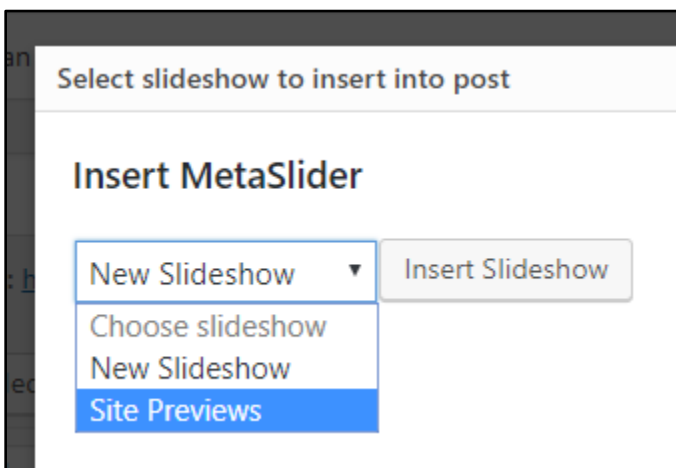


Figure 45

6. Click the **Update** button in the **Publish** section of the **Edit Page** screen.

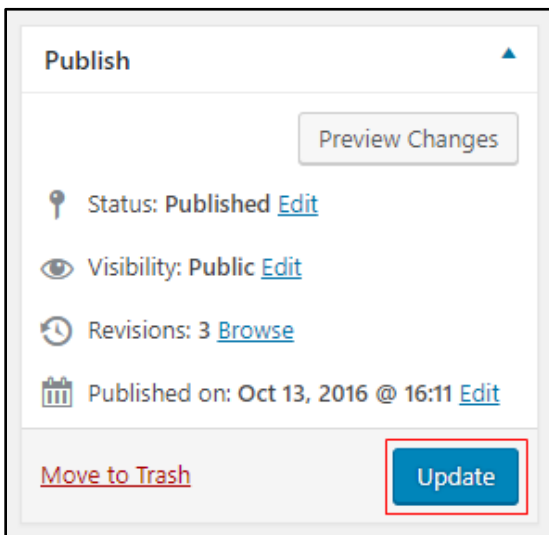


Figure 46

Removing a Slider

1. Navigate to the **Edit** view of your post or page.
2. Select the **metaslider id** code and press the **Delete** key.

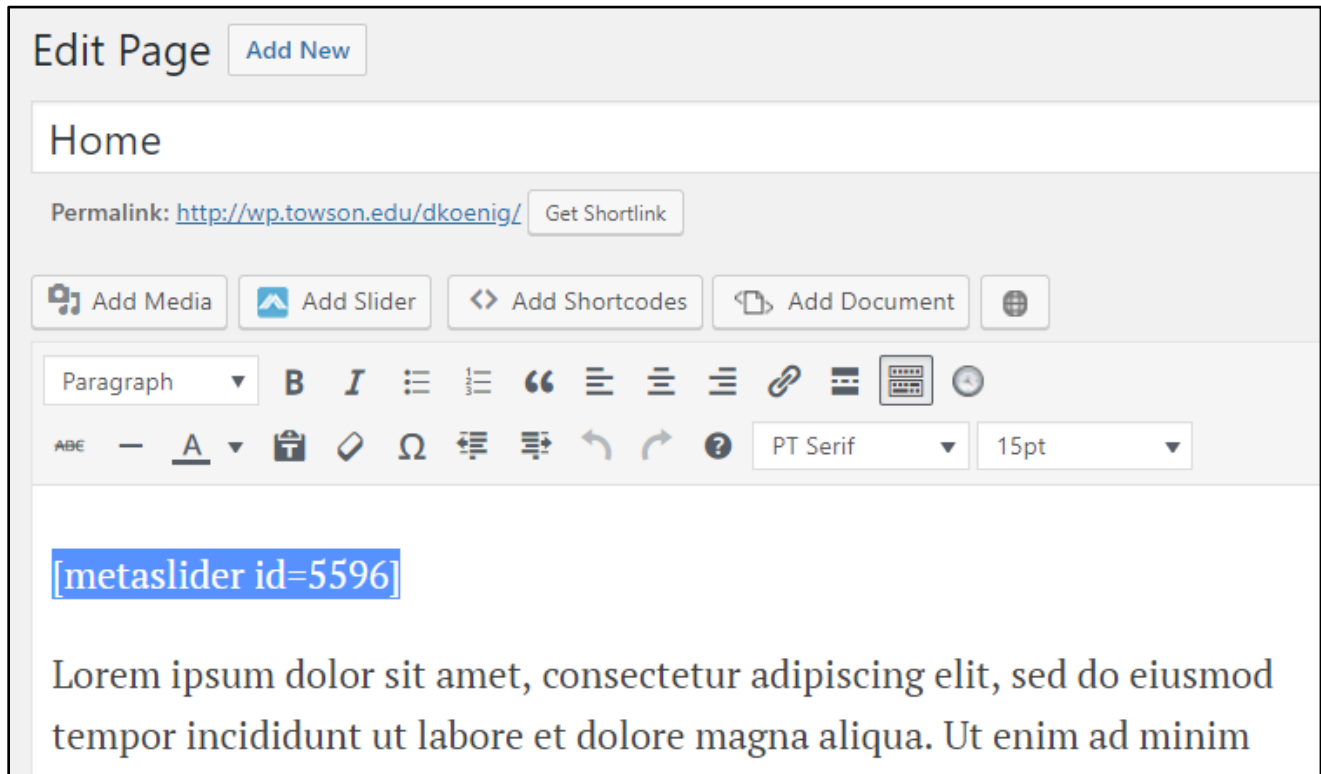


Figure 47

Removing a Plugin

1. Navigate to your site's Dashboard by hovering over **My Sites** in the Admin Toolbar, select your site name and click **Dashboard**.
2. On the Dashboard navigation menu, click on **Plugins**.
3. Navigate to the plugin you would like to remove and click the **Deactivate** link beneath that plugin.

Revising Theme Options

Including in the faculty theme are a variety of social media icons in the site header. You may choose to activate these icons or you may remove them from the site.

1. From the Dashboard navigation menu, hover over **Appearance**, then click on **Menus** in the fly-out menu.
2. In this screen, you are able to create many different menus. Make sure **Social Media** is in the **Menu Name** box.
3. For each site you wish to add a specific link to, click the **Custom Links** down arrow
4. In the URL box, type the address of the specific link. (**Type <http://www.facebook.com/towsonuniversity>**)
5. Under **Link Text**, type the name of the link. (**Type [Towson University's Facebook Page](#)**)
6. Click the **Add To Menu** button.

***Create a link to Towson University's YouTube channel using the steps above (<http://youtube.com/towsonuniversity>)**

7. Under **Menu Settings**, make sure that the box is checked next to **Social Menu**.

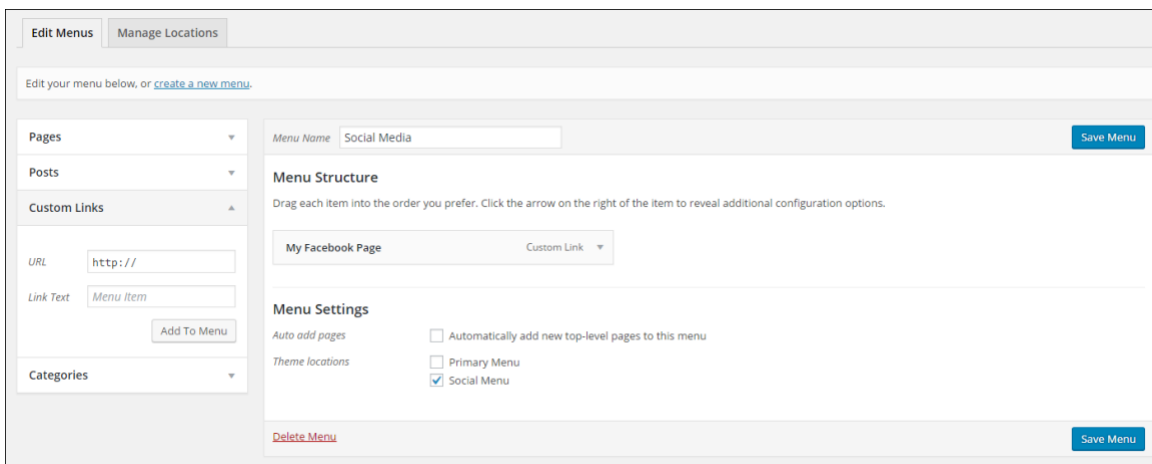


Figure 48

8. Click **Save Menu** at the bottom of the screen.

Making Your Site Live

1. From the Dashboard navigation menu, hover over the **Settings**.
2. In the **Settings** fly-out menu, click on **Reading**.
3. Under the **Site Visibility** section of the **Reading** page, select one of the following options according to your preference:
 - **Allow search engines to index this site** – allows your site to be crawled by robots, ping services and spiders.
 - **Discourage search engines from indexing this site** – your site is still visible on the web, however it sends back code to the search engines to ignore your site.
4. Click **Save Changes**. Your site is now live.

Requesting an Organization Site

Additional WordPress sites can be requested for faculty and staff organizations, faculty courses, or approved student organizations. In order to request a new site, the site sponsor and administrator must log in to wp.towson.edu before submitting this request.

If you would like to request an additional site, please submit a TechHelp service request. Use the steps below:

1. From your favorite browser, type techhelp.towson.edu in the address bar.
2. Select the following Request Types from the drop-down menus:
 - Employee Role
 - Website Development (University)
 - WordPress
 - Request a New Site



The screenshot shows a form titled "Help Request". It contains four dropdown menus. The first dropdown is labeled "Request Type" and is set to "Employee Role (Faculty, Staff, Student Workers, etc.)". The second dropdown is set to "Website Development (University)". The third dropdown is set to "WordPress". The fourth dropdown is set to "Request New Site".

Figure 49

3. In the Request Detail box, enter the following information:
 - Organization Name
 - Organization Description
 - Sponsor (Faculty or Staff)
 - Site Administrator
 - Requested URL (wp.towson.edu/~)
 - Requested Site Title
4. Click the **Save** button in the lower right corner of the page.

Accessing Organization Sites

As an organization site administrator, you are able to access the organization site through your TU WordPress account.

1. Follow steps 1-4 on page 3 of this guide to login to the TU WordPress environment.
2. In the **Admin Toolbar**, hover over **My Sites**.
3. Continue to hover over the desired site's name and then navigate to and click on **Dashboard**. You will be redirected to the site's dashboard.

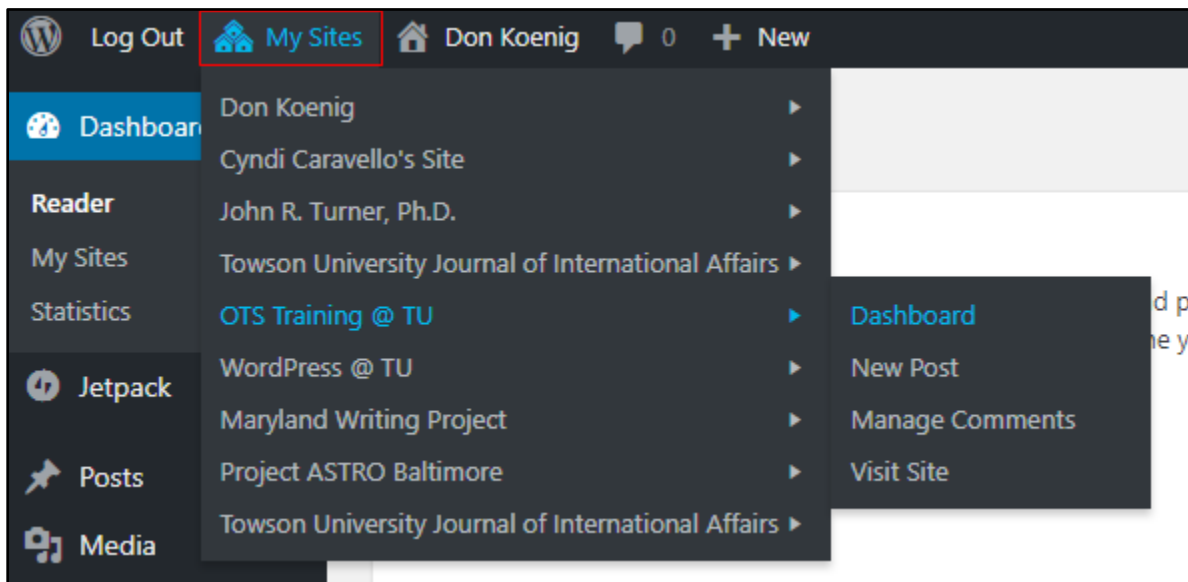


Figure 50