WordPress Enhancements

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Photo Galleries

Web Services has enhanced the way that you can place photos on your web pages.

When adding photos to your webpage:

1. Choose the Add Media button
2. Choose “Create Gallery” on the left
3. Upload a group of photos or choose a group of photos from the Media Library.
4. Choose the “Create a new gallery” button at the bottom left.
5. On the page that appears, you can define very short captions for each image if you would like.
6. Choose how many columns of thumbnails you would like to appear on the web page.
7. Choose the Insert Gallery button.

Photo Borders

1. Add a photo to your web page.
2. Edit the photo and add `img-thumbnail` in the Image CSS Class field.

Blockquotes

Blockquotes should only be used if you are directly quoting a person, or another source. This is following both MLA standards and W3C web standards.

1. Select the text that is to be used as a blockquote.
2. Choose the blockquote button.

Columns and Tables

Columns should be used to arrange content on your page.

1. `[row]` This opens the column group.
2. `[col]` This opens the first column.
3. Content This opens the first column.
4. `[/col]` This closes the first column.
5. `[col]` This opens the second column.
6. Content This closes the second column.
7. `[/col]` This closes the second column.
8. `[/row]` This closes the column group.
Example:
[row][col]
Here is the content for my first column.
[/col]
[col]
Here is the content for my second column.
[/col][/row]

Tables should only be used to display **tabular data** on your web page.

1. Choose the Table button in the toolbar.

2. Place your cursor on Table in the dropdown and choose the number of rows and columns you would like.

3. To define a header row for your table (**this is required**):
   a. Select the top row by dragging your mouse through the cells of that row.
   b. Choose the Table button and choose Row > Table row properties
   c. In the Row type dropdown, choose Header

4. Define header cells for your table (**this is required**):
   a. Select the row that is to be defined as the header row
   b. Choose the Table button and choose Cell > Table cell properties
   c. In the Cell type dropdown, choose Header cell