WordPress User Guide

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About WordPress

WordPress enables you to easily create, edit, and publish web pages on your website(s). It also allows our website Editors and Authors more flexibility on when and where they can update their website. One of the best features we can create by using WordPress is responsive, mobile websites.

Getting Connected to Your Website

See procedures for connecting to your website at http://www.uis.edu/webpolicy/procedures/. Once WordPress Training is complete, an order will be sent to connect you to your department, program, or office website. You will be contacted once you have been connected.

Editing and Publishing to Your Website

- When you edit a page on your website, it is edited through a web browser, using your login for WordPress.
- A system is in place that warns you if someone else is currently editing the page or pages you are attempting to edit.
- Updating a page will apply your changes directly to your website.

Understanding Roles and the Review Process

The WordPress review process enables an Author to inform an Editor of updates and changes for review.
- An **Author** may edit content on a Clone (or copy) of a web page, but must have new content approved by an Editor.
- An **Editor** may edit content, review content, and publish content to the website.

Logging into WordPress

- To log into your WordPress site, access the URL provided to you in WordPress training. Always use this URL when logging into WordPress.
- Enter your NetID and password.
- Place your cursor over **My Sites** in the top left corner of WordPress.
- Choose the name of your website to access the Dashboard.

Exploring the WordPress Workspace

You will use your web browser to work in WordPress. You can easily switch between browsing web pages and editing web pages because of this. The WordPress workspace makes it easy for you to access pages.

The WordPress workspace contains three important areas in the sidebar: **Media**, **Pages**, and **Analytics**. You can:

- Media: view any images, documents or other media files on your website in the Media Library
- Pages: edit individual web pages on your website
- Analytics: look at analytics information for your website in each date range
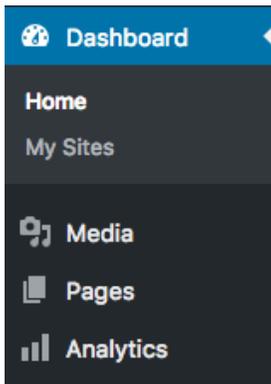
I. Working with Pages

WordPress enables you to edit existing web pages on your website and to create new ones.

- If you are an Editor you will be able to publish these updates.
- If you are an Author, an Editor will publish your updates.

You can edit web pages on websites that you are connected to and have permission to edit. When you choose to edit a page, you may receive a warning that another user is editing the page if there are multiple Editors on your website.

1. Editing Existing Web Pages

You can edit any web pages on your website, if you have permission. After you have connected to a website, you can easily open and edit pages on that website. To open a page for editing:

1. Sign into WordPress at ███████████████████

2. Click on **Pages** in the WordPress sidebar

3. Locate the page you want to edit in the Pages list

4. Place your cursor over the name of a page you'd like to edit

5. Click on **Edit** in the choices that appear

2. Working with Text

You can use WordPress to add text, much as you do with a basic word processor.

*Note: Do not copy text directly from a Microsoft Word document and paste it into WordPress! Text from Microsoft Word contains code that will not appear correctly in WordPress and causes web accessibility errors for your website. Save your file as a plain text file before copying and pasting, or choose the **Paste as text** option in the WordPress toolbar before pasting Word content.*
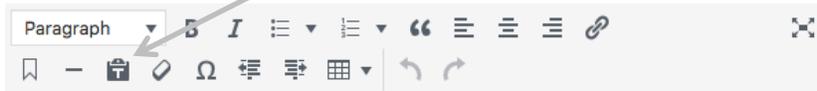
3. Undoing Mistakes

In WordPress, as in most applications, you can undo individual mistakes as you make them. You can also redo an edit if you decide that you do not want to undo it.

The **Undo button** is located on the toolbar.

4. Adding Text to a Web Page

You can add text to a web page by typing text, or copying and pasting plain text.

To add text to a page, do one of the following:

1. While editing a page, place the insertion point in the current text; then type text directly into your draft.

2. Select text that was written elsewhere and copy it. Place the insertion point in your page content, choose the **Paste as Text** button, then paste your text.

5. Changing Text Appearance on a Web Page

To make text bold or italic:

1. While editing your page, select the text you want to change.

2. Choose the **Bold** or **Italic** buttons in the toolbar.

Note: The "Style" dropdown menu is used to create headings on your web page, not to change your text appearance. The "Heading 2, 3, 4…" styles available should be used in order and only for heading purposes for web accessibility.

6. Positioning text on the page

To position text on your page, you can add paragraph spacing, align text, or change indentation.

WordPress works similarly to many word processing applications: you press Enter [Windows] or Return [Macintosh] to create a new paragraph.

To add a paragraph return:

1. On your page, place the insertion point at the end of a paragraph.

2. Press Enter [Windows] or Return [Macintosh].

You can select one of three text alignment options: Left, Center, and Right.

To add a "soft" return (one line return):

1. On your page, place the insertion point at the end of a line.

2. Hold down the Shift key and Press Enter [Windows] or Return [Macintosh].

You can select one of three text alignment options: Left, Center, and Right.

To change text alignment:

1. On your page, select text, or place the insertion point within the text.

2. Choose one of the alignment buttons in the text formatting toolbar.

The text alignment changes in your draft.

To increase or decrease the indent:

1. On your page, select the text you want to change or place the insertion point within the text.

2. Click the **Increase Indent** or **Decrease Indent** buttons in the text formatting toolbar.

The text indention changes in your draft.

To create a list:

1. On your page, select the text you want to add to a list.

2. Choose the bullet or numbered list buttons.

II. Creating Links

WordPress can be used to create internal and external links on your website. Understanding the difference between these two links makes it easier to create them.

- **External Links** are links that lead to a website outside of UIS. For example, a link from the Web Services website to an article on CNN.com should be an external link. For external links, it is important to have the link open in a new tab in the browser.

- **Internal Links** are links to other pages or resources that are a part of the website you are working on. All UIS websites are considered the same website. For example, a link from the Web Services website "Projects" page to the "Community" page is an internal link, or a link from the Web Services website to the Biology website is an internal link.

1. Creating External Links

1. Navigate to the page that you would like to create a link on.

2. Drag and select the section of text that you would like to become a link.

3. In the top portion of the screen is the toolbar. The **Insert/edit link** button on this toolbar allows for links to be created on the highlighted text.

4. Choose the **Insert/edit link** button. A link box appears by the text you selected.

5. Paste a URL into the **URL** field.

6. Choose the small gear icon to the right of the URL field

7. Check the box next to **Open link in a new tab**. This will cause a new browser tab to be opened when the link is clicked.
   Note: Only use this option on external links outside of UIS (www.uis.edu)websites.

8. Choose the **Add Link** button. Your link has been created.

9. Click on the **Update** button to save and upload your changes or have an Editor do this for you.

2. Creating Internal Links

1. Navigate to the page that you would like to create a link on.

2. Drag and select the section of text that you would like to become a link.

3. In the top portion of the screen is the toolbar. The **Insert/edit link** button on this toolbar allows for links to be created on the highlighted text.

4. Choose the **Insert/edit link** button. A link box appears by the text you selected.

5. In the URL field, begin to type the name of your page you'd like to link to, or paste a URL.

6. If you searched for a page on your site, choose the page on your site you'd like to link to from the list shown.

7. Press Enter [Windows] or Return [Macintosh]. Your link has been created.

8. Choose the **Update** button to save and upload your changes or have an Editor do this for you.

3. Linking to a PDF

1. Navigate to the page that you would like to create a PDF link on.

2. Drag and select the section of text that you would like to become a link.

3. **Copy the text you are linking**.

4. Choose the **Add Media** button. All of your documents and images are located in the Media Library.

5. If you have already uploaded your document to the Media Library:
   a. Locate your document.
   b. Select it.
   c. Paste the text you copied into the **Title** field.
   d. Choose the **Insert Into Page** button.

6. If you have not uploaded your document yet:
   a. Choose the Upload Files tab at the top of the Media Library
   b. Drag your document(s) into the upload window or choose the **Select Files** button and locate your document on your computer.
   c. Once your file is uploaded, paste the text you are linking into the **Title** field.
   d. Click on the **Insert Into Page** button.

Note: If you do not paste the text you are linking into the Title field for your document, WordPress will place whatever the document title is onto your page and link that text instead.

III. Working with Images

1. About Images and Graphics

Images can be used in a variety of methods in your WordPress posts and Pages. They can be major subject matter, or a referenced detail that enhances information or a story. The first thing you should consider is the "look" of the images on your page. Not what the images are of, but the general look of how they flow and interact with the rest of the content on your page.

Wrapping text around images helps you to begin to understand how images interact with the text around them, changing the margins, padding and borders around the images within the content. It will also help you understand how to create captions under your images. The size of the images depends on their importance and how they work with the text.

2. Inserting Images into Pages

WordPress makes it easy to add images to your content. Images can be used in your pages directly.

1. Choose **Pages** in the WordPress sidebar.

2. Mouse over the page you would like to add a photo to, and click on **Edit**.

3. Place your cursor where you would like the image to appear on the page, then click on the **Add Media** button above your toolbar:
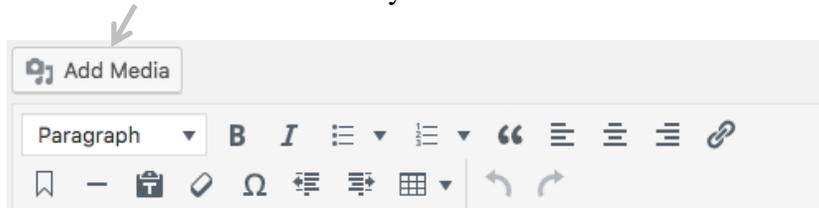
4. Click on **Upload Files** at the top of the screen.

5. You can drag and drop your files into the box that appears, or click on **Select Files** to choose a picture from your computer to upload.

6. Once uploading has completed, you will be given the option to edit some settings before inserting the image into the page.
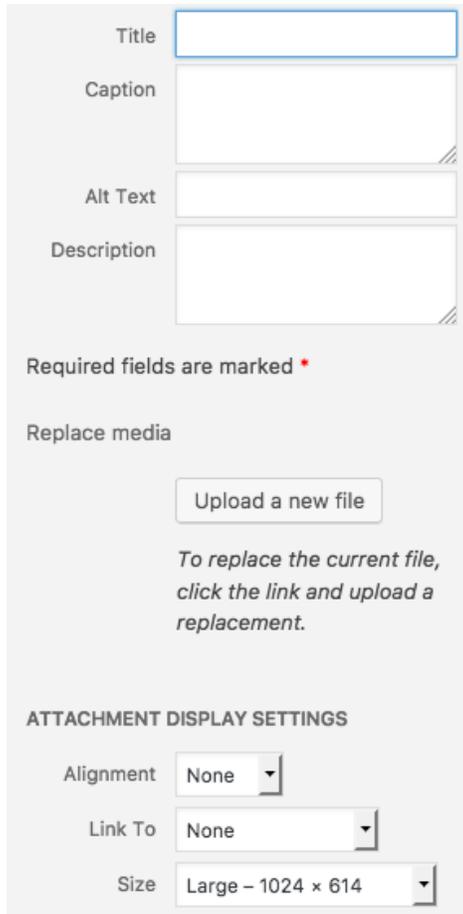
- **Title** – Appears in several different places. This is important and should not contain the file name.
- **Caption** – This will be shown underneath your photo on the web page if you would like.
- **Alt Text**: Alternate text is required and is read aloud to visually impaired users by screen readers. This is a **very important** part of keeping your website free of accessibility errors.
- **Description** – For internal purposes. This description will display in your media library within WordPress.
- **Alignment** – Choose whether your image will be aligned to the left, right, center, or not at all. (Aligning to the left or right will allow text to wrap around your image).
- **Link To** – This gives you the option to link your image and define what URL it links to. **Leave this as "None" in almost all cases**. Images should not link to themselves (the Media File or Attachment Page choices) unless necessary.
- **Size** –WordPress will automatically generate up to three smaller sizes based on the dimensions you choose in your Media Settings and you can choose any of those depending on what fits best in your post.

7. Click **Insert into page** when you're done adjusting the image's settings.

IV. Creating a New Page

1. Choose **Pages** in the WordPress sidebar.

2. Choose the **Add New** button at the top.

3. Enter a title for your page.

4. Add your content in the content area.

5. In the right sidebar, in the Placement in Navigation area, choose what section of your website (i.e. About, Curriculum, etc.) this page will reside in using the **Move page** button. You can drag your new page (which will appear as "Untitled" until you publish it) to any section and drop it off. Once you publish the page, the URL changes to include the website section and name of the page.

6. Choose the **Publish** button when you are finished.

V. Getting Your Edits Reviewed

If you are an Author, ask an Editor to review your Clone page after you've made changes. The Editor will publish your Clone to the website when finished. (*Note: The "Send for Review" button within WordPress is not connected to our email system and does not send an email to the Editor of a website.*)

VI. Deleting a Web Page or Alternate Version

To delete a page:

1. Choose **Pages** in the WordPress sidebar

2. Locate the page you want to delete in the Pages list

3. Place your cursor over the page you'd like to delete

4. Choose **Trash** in the choices that appear [trash appears in red]