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SoHE CMS Manual
As edited August 24, 2015
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LOGGING IN

// How to log in:

» Type in this URL: http://sohe.wisc.edu/wordpress/wp-login.php

» First time user: Contact Linda Zwicker for permissions (lazwicker@wisc.edu)

» Thereafter
  › Enter username
  › Enter password

» Click “Log In”

» Note that there are two log in screens, one for the school and one for the site.

(For security purposes, always log out when you are done working in the site. The log out area is in the upper-right hand corner.)
PAGE TYPES WITHIN THE DASHBOARD

- **Posts**
  Create and edit blog posts here.

- **Events**
  Manage and add all of your events and event information here. What you add will be published on the “Calendar of Events” page.

- **Media**
  This section allows you to manage your image library and upload new images/pdfs from your computer.

- **Pages**
  All of the primary and secondary pages within the site (these are the pages that you can find via the site navigation).

- **“Easy Media”**
  Add and edit your photo galleries here. Photo galleries will appear as thumbnails the viewer can flip through in a lightbox (a pop-up window).

- **“Timelinr”**
  Use this plugin in to add and edit timelines. Timelines will appear as visual graphs of dates and events.

- **“TablePress”**
  Use this plugin to add and edit tables.

- **Appearance, Plugins > ADMINISTRATION ONLY**
When you write text for your website in word processing software, such as Microsoft Word, don’t use Word’s formatting options to format your text (i.e. font, bold, centered, etc). The editor is where you should add styles to your text.

Most of the symbols will be recognizable from word processing software. Below is the key to the unique symbols:

- **(A) Add media** – allows you to insert media to the Post WYSIWYG.
- **(B) Easy Media** – this plugin allows you to insert previously created photo galleries.
- **(C) Add Contact Form** – adds an area for visitors to submit comment cards.
- **(D) Create/Break Link** – Add or remove a link on images or inline text.
- **(E) Kitchen sink** – if you only see one line of the tool bar, clicking on the kitchen sink button will expand the toolbar to show the other tools.
When you write text for your website in word processing software, such as Microsoft Word, don’t use Word’s formatting options to format your text (i.e. font, bold, centered, etc). The WYSIWYG editor is where you should add styles to your text.

(F) Timelinr – this plugin allows you to insert previously created timelines.
(G) TablePress – this plugin allows you to insert previously created tables.
(H) Visual/HTML toggle – select the tab for the visual (WYSIWYG) vs. the HTML view of the post content.
(I) Format Text styles – all of the font sizes used on the site are coded and available via this drop down menu.
(J) Paste from Text or Word – Opens a window for you to paste text from Notepad, TextEdit or Microsoft Word. This will remove the majority of the formatting that could cause problems within the post.
(K) Insert a custom character – provides characters that are not used frequently, such as the degree symbol in a temperature.
// Adding a Page

Within the Dashboard, select **Pages** and **Add New**. This will open a new page screen within the editor.

Add a Title within the title field (a).

Establish the order of the site’s navigation by selecting the **Parent** for your new page (b). This will make your new page a sub-page of its parent.

Select the **Template** on the right side of the editor.

Add the title, content, and any additional media. To transform your text into heading (c) or subheading, use the **Heading dropdown** (c). If it has a Meat template, include top and bottom taglines if you wish (learn more on Page 10). Remember to add a featured image.

Switch to the **Text view** (d) to add any shortcodes you’d like, listed in the toolbar (2).

// Preview and Publish

Select **Preview Changes** to view your new post without publishing to the live site (e).

Select **Update** to publish the coverage to the live site (f).
ADDING A PAGE – TEXT VIEW

- Switch to the Text view(d) to add any shortcodes you’d like, listed in the toolbar.

Preview and Publish
- Select Preview Changes to view your new post without publishing to the live site yet(e).
- Select Update to publish the coverage to the live site(f).
EDITING AN EXISTING PAGE

Editing a page

» Within the Dashboard (1), select Pages from the left column. Then select the link All Pages. This will open a list of the pages available. Hover over the title for the page you would like to update.

» Select edit from the menu below the page(a). This will open the page/post within the WYSIWYG(2). Complete your edit.

» Once you are finished with the edit, you can preview your changes by clicking on the Preview Changes button (b) on the upper right of the WYSIWYG. This will allow you to see your changes on the page, but site visitors will not be able to see these changes.

» Once you have completed the changes to your satisfaction and ready to publish, select the Update button (c). This will publish your page to the live site.
As you begin to create and edit pages(1), you will notice that the Meat and Branflakes templates are the most commonly used.

**Meat**

- **This template is best used as a landing page**, inviting visitors to explore the site further through links to sub-pages.
- **The Meat template includes optional fields for a top and bottom tagline.** It also allows you to create three “columns” consisting of a featured image, a description, and a button which links to the page of your choice. To make a column, select the Meat template from the Page Attributes dropdown(1). Next, scroll down to the Columns section(2) and establish:
  - **What your column will link to.** Choose between an Internal Link, External Link, or No Link. When you click the (+) button in the right hand corner(a) to create your column, you will be prompted with this initial choice before you can proceed.
  - **Featured Image**
  - **Title**
  - **An Excerpt:** a short description of the linked page.
  - **Button Label:** what you’d like the button to say. Ex: “Read More”.
  - **Button Link:** once again, choose between an Internal Link (a page within the SoHE site), an External Link (any page outside of the SoHE site), or No Link.

When you are finished, click Update. Your changes will appear as three columns(3).
PAGE TEMPLATES: BRANFLAKES

Branflakes

This template is best used for large pages with a lot of text and image content (1).

While using this template, you are able to select a Header Image (a) which will appear between the site’s header and the page’s content (b).

Large, high-quality, and horizontally-oriented images are recommended. (1475px width x 756px height)
Adding a Blog Post

Within the Dashboard, select Posts and Add New. This will open a new post screen within the WYSIWYG.

Add a Title within the title field (a).

Check the appropriate “Categories” for your new post on the right side of the WYSIWYG (b). Below Categories, add additional Tags (g) and separate with a comma.

Add the title, content, and any additional media (c).

Switch to the Text view (d) to add any tags to your text (2).

Remember to add a featured image (600px x 600px) (h).

Preview and Publish

Select Preview Changes to view your new post without publishing to the live site yet (e).

Select Update to publish the coverage to the live site (f).
Adding an Event

Within the Dashboard(1), select Events and Add New(a). This will open a new event screen within the WYSIWYG(2).

Add the title, content, and any additional information or media. This includes the date, time, location, contact information, and link to the event(b). Remember to add a featured image (264px x 264px).

If you’d like to add a piece of information about your event but don’t see a field for it, select Custom Fields(c) for a list of more options.

Preview and Publish

Select Preview Changes to view your new post without publishing to the live site yet.

Select Update to publish the coverage to the live site.
DELETING AN EXISTING PAGE OR POST

From the dashboard(1), click “Pages”(a) or “Posts”.

Hover over the page you would like to delete and select “Trash” next to it(b).

A window will pop up asking if you are sure you want to delete the page. If you are sure, select “OK”.

If you want to remove a page from the live site, but not delete it, click “edit”(c) instead of “trash”. Within the WYSIWYG(2), change the page status from Published to Draft(d). Be sure to “Update”(e) the page to save the status change.
ADDING A LINK WITHIN THE EDITOR

Adding an inline text link

▸ Within the editor, highlight the text that will comprise your link(a).
▸ Select the link icon in the top row of the formatting tools(b).
▸ This will pop open the Insert/edit link tool(2).

▸ Adding a link to another site – Paste the URL of the site page you would like to link to in the destination URL field(c). Click Add Link(d).

▸ Adding a link to a SoHE.wisc.edu page: select it from the existing content list at the bottom of the tool(e). Click Add Link(d).

▸ Adding a link to a PDF within the Media Library – Paste the File URL of the PDF you would like to link to in the destination URL field(c). Click Add Link(d).
ADDING TO THE MEDIA LIBRARY: IMAGES AND PDFS

Adding Images and PDFs to the Media Library

Within the dashboard, select Media. This will open your Media Library. To add a new item, select “Add New” at the top of the page.

Note that you should search for a photo before you add one in, it might already be there.

This will open the Upload New Media tool. From this screen, you can drag & drop files or click Select Files to choose a file on your computer to upload the media library.

Once you have selected the correct file, the newly added item will now appear at the top of your media library list.

Now that the item has been uploaded into the media library, you will be able to access it for use on any page you are updating or adding.
ADDING AN IMAGE FROM THE MEDIA LIBRARY TO A POST OR PAGE

Within the post that you would like to add the image to(1), place your cursor in the area that you would like the image to appear (a). Click on the Add Media icon at the top of the tool bar (b).

This will bring up the Insert Media window (2): select the Media Library tab(c). Find the image you wish to use (d).

Within the extended file information(3):

Make sure that the title is user friendly. No underlines or internal language. This title will appear when people hover over an image on the site.

Alternate text - use this area to describe the image. Need to do this for accessibility reasons.

Caption – This text will appear below the image on the site.

Link To – can be used to link to an image. You have 3 options below. If you are inserting the image into a page, select NONE.

Alignment determines where on the page your photo will appear.

Size determines the size of the image that will appear on your page.

When you have finished formatting the image, select Insert into page (e).
LINKING TO A PDF IN THE MEDIA LIBRARY - PAGE 1 OF 2

Adding a PDF to a page:

» Within the post that you would like to add the pdf to, click on the Add Media icon at the top of the tool bar (1). This will bring up the Insert Media window (2), select the Media Library tab (a). Find the PDF you wish to use. Within the extended file information (3), highlight the full URL Link (b) and copy it. Close the Insert Media Window.

» Highlight the text that you would like to be the PDF download link(4). Select the link tool from the tool bar (c) which will open the link tool(5).

» Paste the URL Link into the URL area(d).

» Click Add Link (e). You will now see the highlighted text has turned blue and an underline will appear when you hover over the text.

» If you need to remove a link, highlight the linked text and use the Unlink button within the toolbar (f).
LINKING TO A PDF IN THE MEDIA LIBRARY
(PAGE 2 OF 2)

Interior Design Major
The interior design major is a four-year professional program accredited by the Council for Interior Design Accreditation. It emphasizes the process and application of interior spaces, preparing students for careers in the field.

4. Circle "Recent Graduates".
6. Click "Add Link".

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Inserting a table

To include a table in your page or post, you must create the table separately using the “TablePress” (a) plugin. In the dropdown menu, select “Add New Table”.

On the table customization page:

- Name your table.
- Enter a description (if needed).
- Determine the number of rows and columns.
- Select “Add Table” (c).

Use the next page to enter your table’s content (3). The Text Manipulation (d) section allows you to insert links and images into the table cells. The Features of the DataTables Javascript Library (4) section is where you will check two boxes: Use DataTables (e) and Enable Horizontal Scrolling (f). Click Save Changes when you are finished.

To add the table, return to your page’s WYSIWYG (5) and select “Insert a Table from Tablepress” from the toolbar (g). This will insert a shortcode (h) and your table will appear after saving.
INSERTING A TABLE (PAGE 2 OF 2)

3. Table Manipulation
   - Insert Link
   - Insert Image
   - Advanced Editor
   - Selected rows: Hide/Show
   - Add 1 row

4. Features of the DataTables JavaScript library
   - Use DataTables:
     - Sorting:
     - Paging:
     - Show 10 rows per page.
     - Enable pagination of the table (viewing only a certain number of rows at a time) by the visitor.
     - Visitor to change the number of rows shown when using pagination.
     - Horizontal scrolling, to make viewing tables with many columns easier.

5. Insert a Table from TablePress

A Typical Day for a Child in the Bu

Winter schedule for after nap (December, January, February)

Last edited by Jill Addy on 04/23/2014 at 11:19 am

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Creating a Photo Gallery

To create a new photo gallery, use the Easy Media plugin by selecting Easy Media > Add New Media (a) from the dashboard(1).

While customizing your gallery, give it a title and check its appropriate categories. Under the Media Type drop-down menu, select “Multiple Images (Slider)” (c).

Under Gallery Options (3), begin selecting the images you want by clicking on them from your media library.

When you are finished, click Save Media.
Next, return to the page in which you’d like your photo gallery to appear(1). In the toolbar, select the blue icon for **Easy Media Shortcodes**(a).

When you select your new media, a shortcode will be added to the **WYSIWYG**(b).

Preview your work to browse the image gallery on your page(3).
Inserting a Sidebar

Sidebars are useful for short snippets of information and links. Add shortcodes in the Text toggle of the WYSIWYG to turn your text into a sidebar. Highlight your chosen text and select either `sidebar-left` or `sidebar-right` on the toolbar menu.

In this example, the “sidebar-right” button was chosen. Click preview to view your sidebar.
CREATING ANCHOR LINKS

Anchor links are used to jump to a specific portion of a page (either the same page or another). To add an anchor link:

- Use the Text toggle(a) in the WYSIWYG(1) to add the following code(b) before your anchor link text:

  ```html
  <div class="well well-lg">
    <div class="row">
      <div class="col-md-4">
        (Add this specific row of text before each anchor link.)
      </div>
    </div>
  </div>

- Use the Text toggle(a) in the WYSIWYG(1) to add the following code(b) around the text you’d like to make into a link:

  ```html
  <a href="#TAG">
    TEXT
  </a>

- Use the following code(c) before the text you’d like to link to:

  ```html
  <a id="TAG" name="TAG"></a>

Note: tags of the same anchor link must be identical, or the anchor link will not work. They cannot be used for more than one anchor link.

- Use the Visual toggle(a) to see a small anchor icon to indicate that the link has been created.

- Click Preview to view your anchor link(2).
ANCHOR LINK CODE EXAMPLE

Example: Adding anchor link

Add the following code around the text you’d like to make into a link:

`<a href="#TAG">TEXT</a>`

`<a href="#Atkins">Cathy Gilford Atkins</a>`

Use this code before the text you’d like to link to:

`<a id="TEXT" name="TAG"></a>`

`<a id="Cathy Gilford Atkins" name="Atkins"></a>`
ADDING A BLOCK QUOTE

Within the WYSIWYG(1), highlight the text you would like to be made into a quote(a). On the toolbar, select the quotation mark button(b).

Your text will appear slightly larger with a light gray bar to the left(2) in the Visual toggle, indicating the block quote has been applied.

In the Preview window, you will see your block quote the way it will appear in the live site(3).

NEARLY 97 PERCENT OF EMPLOYERS PLAN TO HIRE INTERNS AND CO-OP STUDENTS IN 2014.