

WordPress “Basic Training”

Texas A&M CVM • June 2019 • VIDI 115

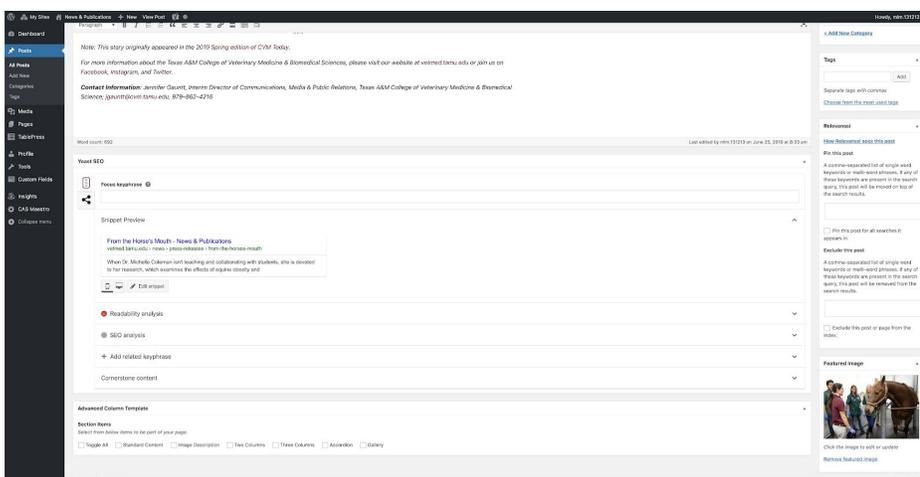
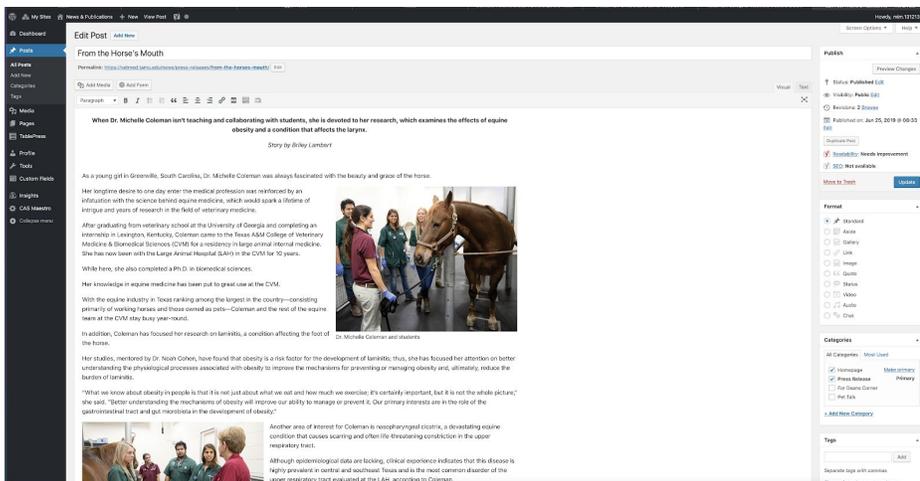
Jennie L. Lamb | Creative Manager/Webmaster | jlamb@cvm.tamu.edu
John Bunch | Student Web Developer • Victoria Wang | Student Web Content Specialist

[Access the recording of the Thu., June 27, 2019 class here.](#)

Introduction

- Credentials to log in to WordPress (WP) are your TAMU Net ID.
- You will need to have access set up for you by Jennie.
- For most people, your level of access will be “Editor.”
- To log in, go to <https://vetmed.tamu.edu/giving/wp-admin>
Where “giving” is replaced with your mini-site’s name.
 - This will take you through Texas A&M’s Central Authentication System (CAS), where you will use your @tamu.edu email and password to log in.
 - You’ll then be placed into the WP Dashboard for your mini-site.

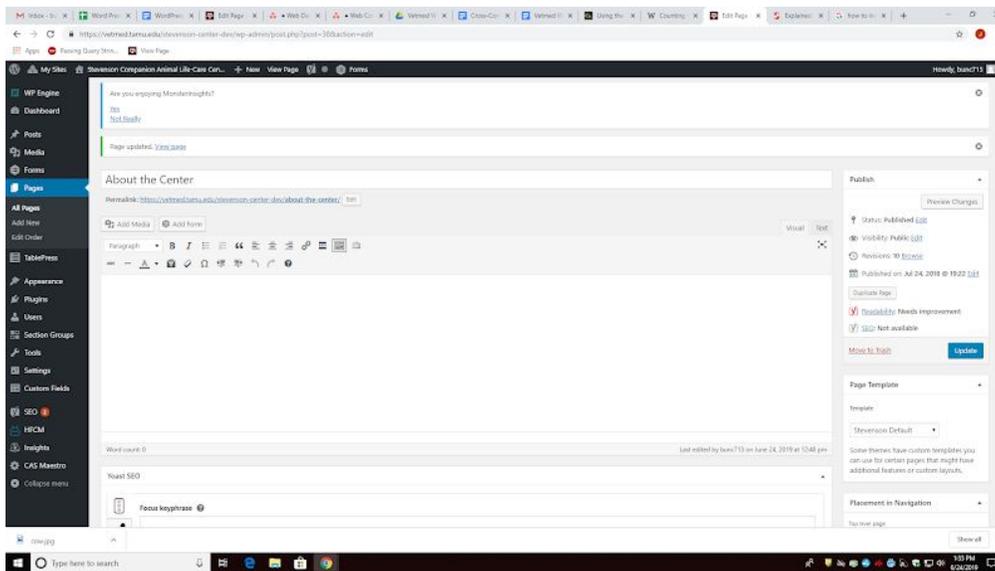
Overview of Editor Access WP Interface



- (Jennie pointed out features in the left column and right columns...)
- **Important:** Don't be afraid to make changes!

- The **Publish** section in the upper right corner of the screen provides a lot of useful functions.
 - For example, you can save a **“Preview”** or draft before you **“Publish”** a new **page** or **post**.
 - **Pro-Tip:** Open **“View Page”** or **“View Post”** in a separate browser page and go back and forth to check your work.
 - If you don’t want to directly publish a page to your site without checking it first—or having someone else check it first—you can set the visibility to private and no browsers will be able to see it that aren’t logged into the WP interface.
 - Just be sure to change it to public when you are done!
- If your changes are not showing, make sure you pressed **“Update.”** After you’ve published a page, that button in the upper right area will become **“Update”** (instead of **“Publish”**).
- Please don’t change the permalink for a page unless you want to break any links to that page that may exist elsewhere.
 - Please talk with Jennie if you would like for your pages or posts to be named differently after they’ve already been published—or *if you would like to re-structure your mini-site.*

Formatting Text + Paragraph Spacing



- When working in the text editors on both pages and posts, there are two methods:
 - **SUGGESTED:** You can do everything as in the **“Visual”** tab of the text editor, which is much like working in Microsoft Word.
 - **OR:** You can attempt to use HTML (if you are familiar with that language) in the **“Text”** editor.
- The **“Visual”** tab has one toolbar by default, but has a button at the right end of the toolbar that shows a second line.
 - This second line lets you have more control over the format of the text (color, tabs, etc.).
- **Paragraph spacing** can be controlled by simply pressing enter on the keyboard, as you would in any other text editor.
 - Some notes on **line spacing/formatting:**
 - **Hard Return** = Enter/Return for end of paragraph
 - **Soft Return** = Shift + Enter/Return for end of line (lines closer together)
A note on soft returns: Formatting defaults to consistency within a paragraph. So for an address, you may need to input and style it as separate paragraphs and then edit the hard returns to be soft returns...

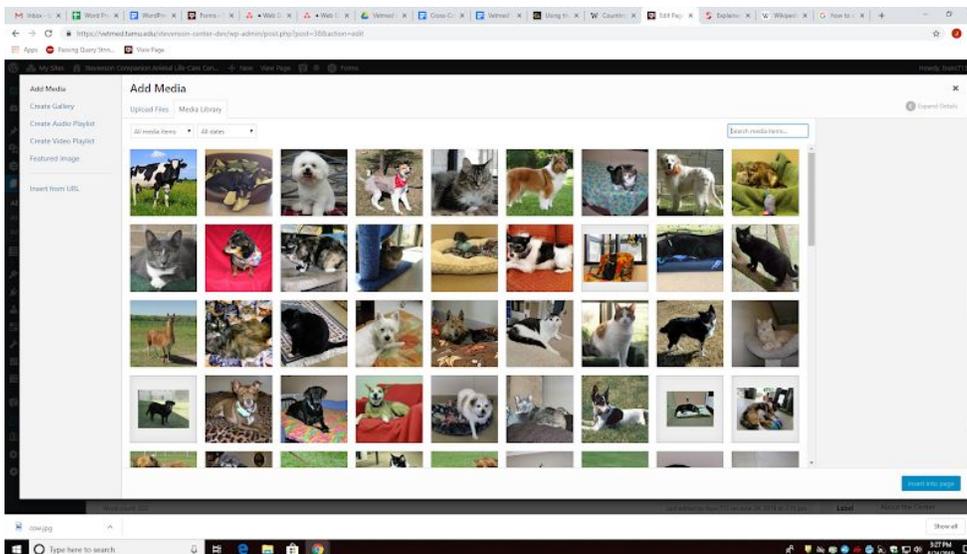
Posts vs. Pages – When to Use What

- See more information at: <https://www.shoutmeloud.com/wordpress-pages-vs-posts.html>
- **Major difference:**
 - **Pages** are meant for *static content* and have a template assigned to display their content.
 - **Posts** are meant for *content that updates* (“blogs,” news, articles, etc.) and can be assigned to one of more **Categories**, and can be given one or more **Tags** (helpful for searching posts for keywords or phrases).
 - Use **News Page** or a similar **Page Template** and designate a **Featured Image** in the post to make a “blog” feed page that shows all of the posts in a certain category in chronological order.
 - Please talk with Jennie if you need help in setting up this functionality and if you’d like to have the feed of posts show up in multiple locations (i.e., a blog feed page + a mini feed on the home page).

Changing Layouts or “Page Templates”

- Each **Page** lets you select a **Page Template** on the right side of the screen. This template governs where and how the page content is placed.
- You are welcome to change this to something else, if you believe it suits your page better. However, a large number of the templates are specifically designed for certain functions.
 - If you have a specific functionality in mind that you either cannot find in the templates or do not think the template layout is adequate for, talk with Jennie and our team can custom build a Page Template with the functionality you desire.

Media + Media Library



- Any type of **media**—**images** (in PNG or JPG), **videos** (talk to Jennie), **PDF** files, **Word** docx files, etc.—can be uploaded to use on a Post or a Page.
- You can see all of the media uploaded in a particular mini-site in its **Media Library**.
- Use the **Add Media** button above the text editor toolbar to add as you are editing or composing within the Visual text editor.
- When media is added, there is an option in the bottom right of the screen to choose if the media is **linked** to something.

- You have several options, one of which is a custom url should you want it to function as a button that leads to another webpage. Any url can be placed there... which *is how you make an image clickable to behave like a button.*
- *When uploading an image, please fill in the **Alternative (Alt) Text** for the image. This will provide a description to those individuals who use a screen reader to access our website and is a part of maintaining our Section 508 compliance. Please ask Jennie if you have questions or concerns about **Alt Text!***
- When **adding a link to download a PDF file**, find the URL of the uploaded PDF in the media library, and use it as the linked URL through the link function in the text editor toolbar...

Images

- Images are a form of media and can be added via the **Add Media** button, above the text editor toolbar.
- Images that have been **previously uploaded can also be chosen** to display.
- Images can be **resized and the resolution can be changed** from within WP...
- Every now and then, **images can become stretched or compressed and appear distorted** on a Page or a Post.
 - This can be fixed by *modifying the size of the image within WP* and then choosing to use the **Full Size** image....
- After any media is placed on a Page or Post, *it can be set to left, center, or right alignment.*
 - By default it is set to no alignment.
- The **Media** can also be dragged around the screen to place it in the desired location. *Depending on the alignment, the text will wrap around it accordingly.*

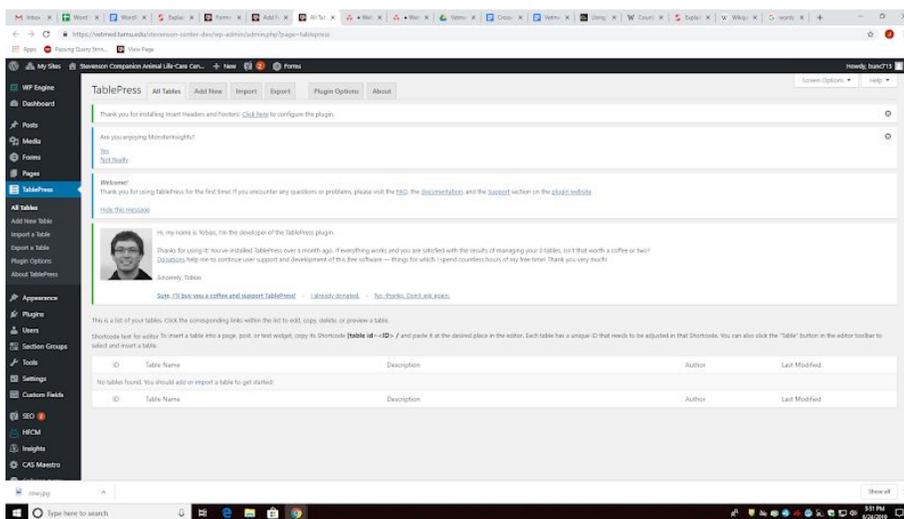
Can we change our Hero image on our mini-site's homepage to be multiple photos or a video?

- It's doable. But, please talk with Jennie about how to get that implemented.

Plugins

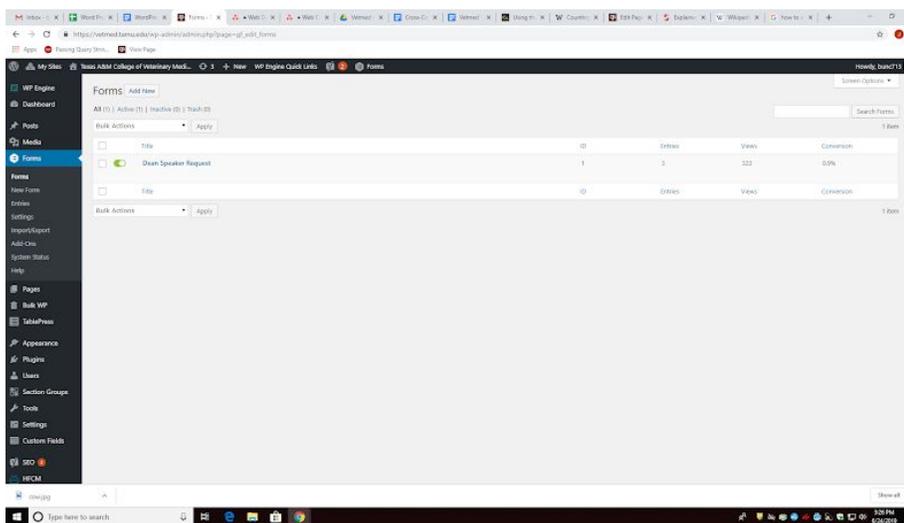
- These are powerful add-ons to the standard WP interface. They can provide a lot of functionality to a website and editors will have the ability to use many of them.
- These can only be **added/implemented** by our team. They may be a part of a custom solution for you. Please talk with Jennie about how you want your site to function and we can go from there.
- **TablePress** and **Gravity Forms** are two that are available right now.
 - See below for very basic introductions to these and talk with Jennie if you want to schedule some one-on-one instruction time to learn more.

Tables (TablePress Plugin)



- Tables can be created via the **TablePress** plugin button on the left sidebar.
- Once a table has been made, it can be added to a Post or Page via the text editor toolbar (using its **table ID** or “**shortcode.**”) It is the furthest right button.
- Jennie will demonstrate the functionality briefly, but is happy to provide in-depth, one-on-one instruction, if you need this functionality.

Forms (Gravity Forms Plugin)



- **Forms** are for when you want to collect the information of browsers for something (e.g. an event, fundraiser, etc.).
- They can be created and viewed after clicking on the **Forms** drop down button on the left sidebar or at the top of the screen.
- This plugin is activated at the mini-site level as needed by Jennie. If it's not showing for you, please let Jennie know and she is happy to activate it and provide in-depth, one-on-one instruction, if you need this functionality.