

Getting Started for COE Faculty Websites using WordPress

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Getting a WordPress Site

1. Submit an email to mjherman@uncc.edu to have a Mosaic WordPress Site created for you.
2. You will receive an automated email when your new site has been created.
3. The web link will be: <http://coefs.uncc.edu/username> where username is your Mosaic/NinerNet ID.
4. Go to <https://coefs.uncc.edu/username/wp-login.php> and authenticate with your NinerNetID & password.

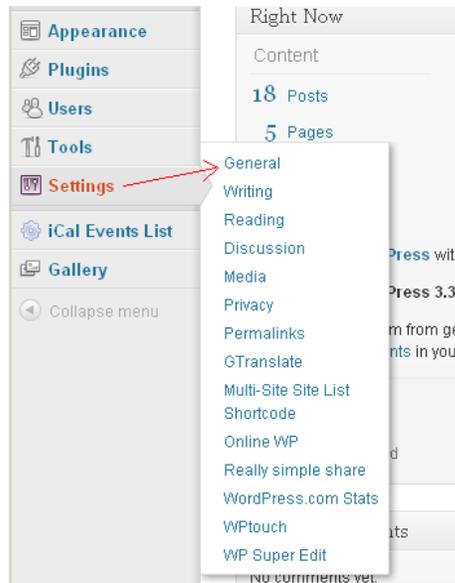


The image shows a screenshot of the WordPress login interface. At the top left is the WordPress logo, which consists of a white 'W' inside a dark circle, followed by the word 'WORDPRESS' in a blue, serif font. Below the logo is a white rectangular login form with a thin border. Inside the form, there are two text input fields: the first is labeled 'Username' and the second is labeled 'Password'. Below the password field is a checkbox labeled 'Remember Me'. To the right of the checkbox is a blue button with the text 'Log In' in white. Below the login form, there are two blue links: the first is '[Lost your password?](#)' and the second is '[← Back to MosaicPress](#)'.

Basic customization of your WordPress site

1. Set your Site Title and Tagline (tagline is the phrase in the upper-right hand corner of your WP site)

- a. Settings -> General
- b. Modify the Site Title and Tagline as desired
- c. Set the Time Zone to “New York” (if not already set)
- d. Click “Save Changes”



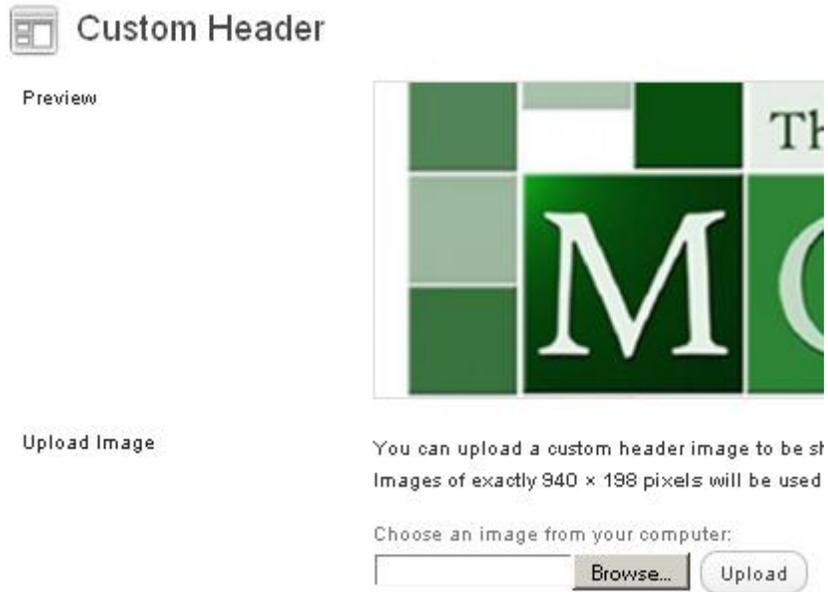
General Settings

Site Title	<input type="text" value="MosaicPress"/>
Tagline	<input type="text" value="WordPress for the COE Faculty & Staff"/> <i>In a few words, explain what this site is about.</i>
E-mail Address	<input type="text"/> <i>This address is used for admin purposes. If you change this we will send you an e-mail at your new address to confirm it. The new address will not become active until confirmed.</i>

2. Set your Header image (the image at the top of your WP site)

- a. Appearance -> Header
- b. You can upload any wide high-res image of your choice (must be least 940x198 pixels or larger).
- c. Go to <http://coefs.uncc.edu/header-gallery/> to choose from our Header Gallery or upload your own.
- d. WP will enable you to upload and automatically “crop” your new header image. (see “Upload Image”)
- e. Or you can choose from one of the default images listed already on the system.

- f. Click “Save Changes”



3. Delete all of the “default” content that gets pre-created on all new WordPress sites.

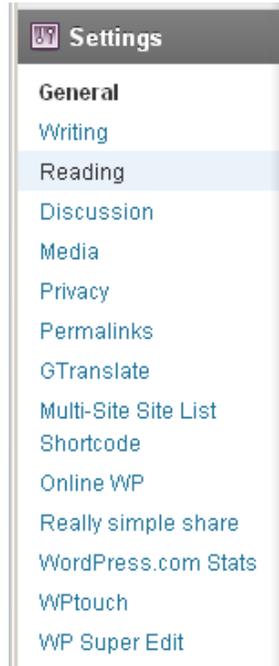
- a. Posts Menu -> Mouse-over any existing Posts and click “Trash”
- b. Pages Menu -> Mouse-over any existing Pages and click “Trash”
- c. Links Menu -> Mouse-over any existing Links and click “Delete” (can delete them in bulk as well)
- d. Comments Menu -> Mouse-over any existing Comments and click “Trash”



How to set your Home page

1. To set your “Home” page

a. Settings -> Reading



b. Change “Front Page displays” to “A static page”

c. Set the “Front Page” to the page you wish to set as your home page for the WP Site

Reading Settings

Front page displays

Your latest posts

A [static page](#) (select below)

Front page:

Posts page:

d. Click “Save Changes”

Permalink Settings

a. Settings -> Permalinks

b. Our recommended choice is “Month and Name”

c. Click “Save Changes”

Disable Comments

1. To disable comments

- a. Global
 - i. To disable globally: Settings -> Discussion -> uncheck "Allow people to post comments on your site"
 - ii. Click "Save Changes" when finished
- b. To disable/enable comments on individual "Pages":
 - i. Pages -> click on the desired Page to edit
 - ii. Uncheck "Allow Comments" in the "Discussion" section near the bottom of the page.
 - iii. If the "Discussion" section is not displayed, then click "Screen Options" at the top-right hand side of the page and then check "Discussion". Click "Screen Options" again to hide it.
 - iv. Click "Update" to save the change when finished
- c. To disable/enable comments on individual "Posts":
 - i. Posts -> click on the desired Post to edit
 - ii. Uncheck "Allow Comments" in the "Discussion" section near the bottom of the page.
 - iii. If the "Discussion" section is not displayed, then click "Screen Options" at the top-right hand side of the page and then check "Discussion". Click "Screen Options" again to hide it.
 - iv. Click "Update" to save the change when finished

To change what gets displayed on the right-hand side of your WP site.

- a. Appearance -> Widgets



- b. The widgets currently being displayed will be over in the "Primary Widget Area"
- c. To change the order of the "widgets" just drag-n-drop them in your desired order
- d. To remove a "widget" just drag-n-drop it from the "Primary Widget Area" into the "Available" area
- e. To add a "widget" just drag-n-drop it from the "Available" area to "Primary Widget Area"

To display your WP Site Menus on a Mobile Device

- f. Your WP site will already work on Mobile Devices, however, you need to choose which menus should be displayed in the “mobile” theme
- g. Settings -> WPTouch
- h. Locate the “Logo Icon // Menu Items & Pages Icons” Section.
- i. In the “Pages + Icons” subsection, check each menu item that you wish to be displayed when viewed by a mobile device.
- j. Click “Save Options”

Tracking of revisions

WordPress automatically tracks revisions to all pages and posts. To view or revert to a previous revision on a page or post, do the following.

- a. Edit the desired post or page.
- b. If the “Revisions” section is not displayed, click “Screen Options” at the top-right hand side of the page and then check “Revisions”. Click “Screen Options” again to hide the “Screen Options” section.
- c. To compare an earlier version of the page/post against the current version, click on the earlier revision.
- d. A new screen will be displayed. Click on the “Compare Revisions” to display the differences.
- e. To restore a page/post to a previous revision, click on “Restore” on the far-right side of the desired reversion.

Events, Photo Gallery

- a. To display events on your WP site automatically from a web calendar (Apple, Google, etc.): Use the iCal Events List menu (contact Mike Hermann).
- b. Photo Gallery/Album and/or slideshows: Use the “Gallery” menu (contact Mike Hermann).

Tools for posting to WordPress site

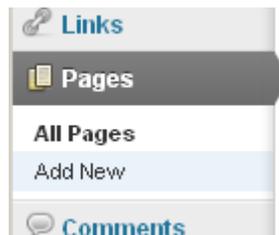
Tools for fast and easy posting to your WP Site (enables you to create content without going to your WP Site)

- a. “Press This”
 - i. Settings -> Writing
 - ii. Drag-n-Drop the “Press This” web link to your Bookmarks/Favorites bar on your browser

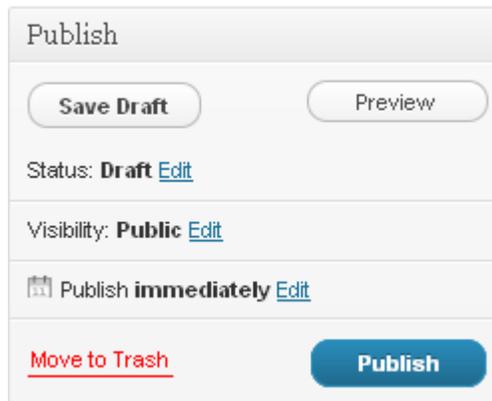
- iii. Click on the “Press This” bookmark to create new posts to your WP Site
- b. ScribeFire – free add-on for web-browsers
 - i. Settings -> Writing
 - ii. Check the “XML-RPC” box and Click Save Changes
 - iii. Install the “ScribeFire Next” browser add-on for Firefox/Safari/Chrome (www.scribefire.com)
 - iv. Configure it with your WP site address, user account and password
 - v. Use ScribeFire Icon on your web browser to create and add new posts to your WP Site
- c. Microsoft Live Writer – free Windows application for creation of content (both pages and posts)
 - i. Settings -> Writing
 - ii. Check the “XML-RPC” box and Click Save Changes
 - iii. Go here: Microsoft Live Writer, download and install this app on your Windows PC.
 - iv. Configure it with your WP site address, user account and password
 - v. Use LiveWriter to write new posts or pages, or update existing ones on your WP Site.
- d. Free WordPress App for Mobile Devices: <http://en.support.wordpress.com/apps/>

How to create Pages

1. To create Pages (pages are “static” web pages, whereas “posts” are blog entries – listed by date content)
 - e. Pages Menu -> Pages



- f. Delete any pages that were pre-created (Mouse-over any existing Pages and click “Trash”)
- g. Click “Add New” to create a new page
- h. Be sure that if you cut and paste from an old website or from Word or other application that you may want to paste it first into a text editor (such as notepad) so that all special characters or formatting is removed before pasting it into your WP page.
- i. Be sure to click “Publish” when you are finished. You can set it to “draft” if it’s not ready to be viewed.



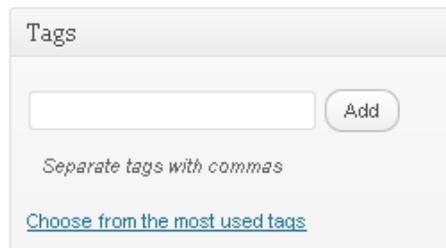
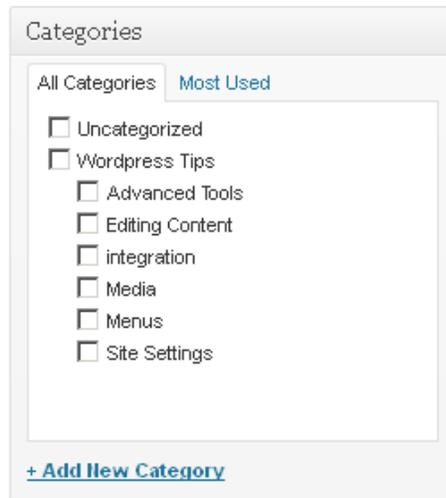
- j. Create as many pages as you need for now. We will setup the menu links to them later.

How to create posts

1. How to Create Posts (posts are date-sensitive and are not static like a page – they are blog posts)
 - a. Posts Menu -> Posts
 - b. Delete all of the posts that were pre-created (Mouse-over any existing Posts and click “Trash”)
 - c. Click “Add New” to create a new post



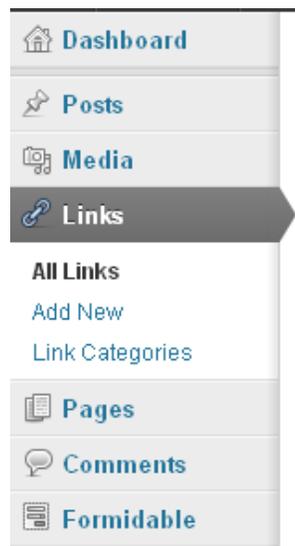
- d. Note that you can categorize your posts by creating multiple categories (multi-level as well)



- e. Note that you can also put keywords for a particular post in the “tags” field, separated by commas
- f. Click “Publish” when finished (or “Draft” if it’s not ready for viewing)

How to Create Links

- 1. To Create Links (Links are used to display or reference external websites and for “blog rolls” as well)
 - a. Links Menu -> Links



- b. Delete all of the links that were pre-created by default
- c. Click “Add New” to create a new link

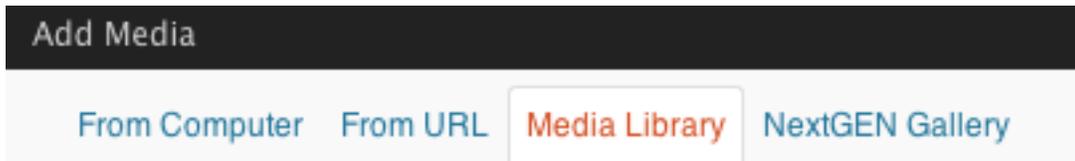
- d. Note that you can categorize your links by creating multiple categories (multi-level as well)
- e. Click “Add Link” when finished

Inserting an image into a post

- a. In the editor view, click the “add media” button



- b. Choose the “Media Library” tab



Note: Make sure your cursor is where you want the image to appear when you insert it

- c. Aligning image in post
 - a. In the editor view, click an image and then click the image icon that pops up:



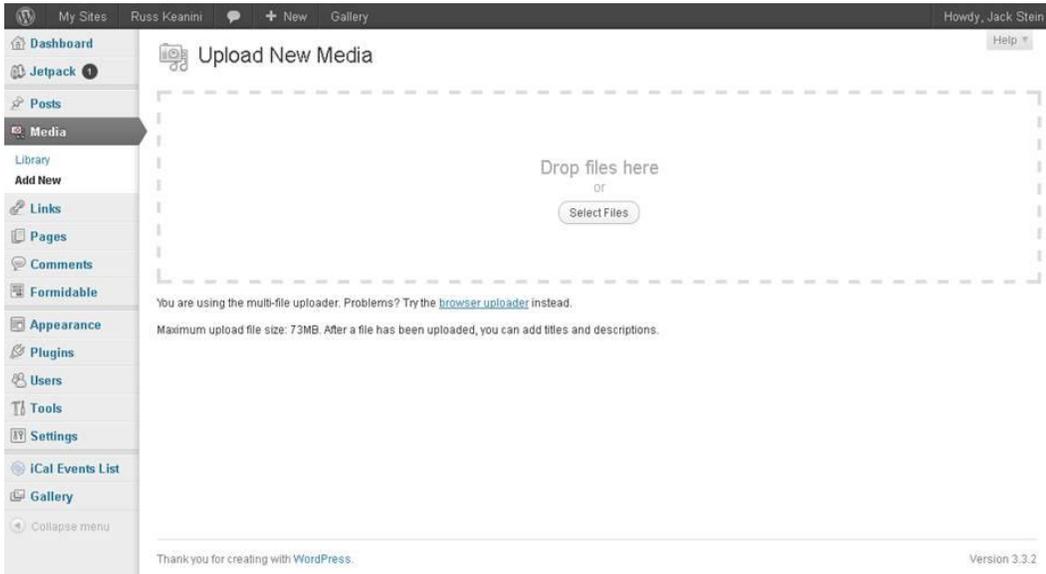
- b. From here, you can set the alignment and sizing of the image:

Alignment

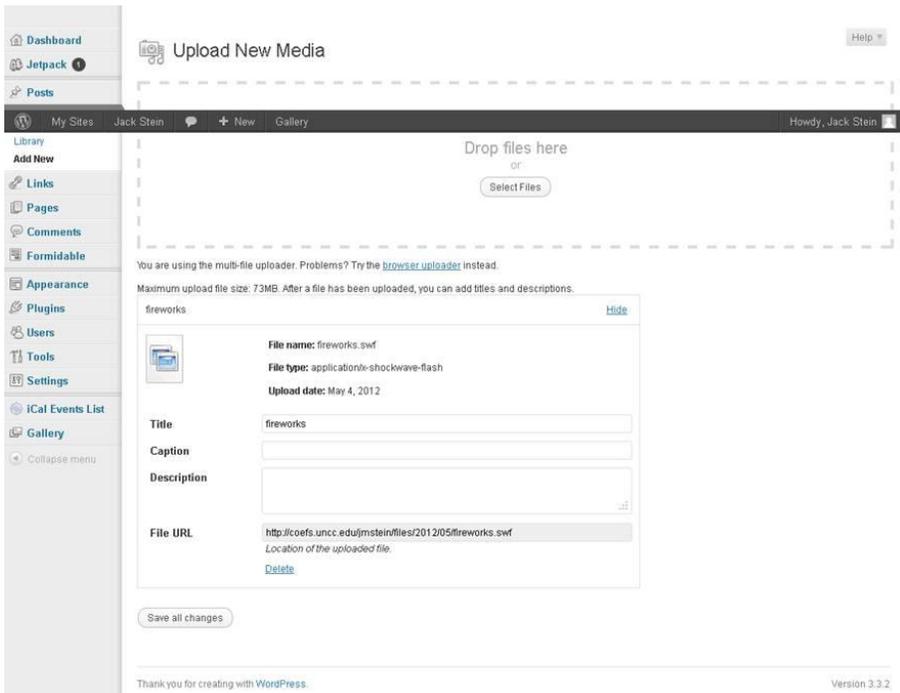


To load documents to WordPress and then link to them in a page

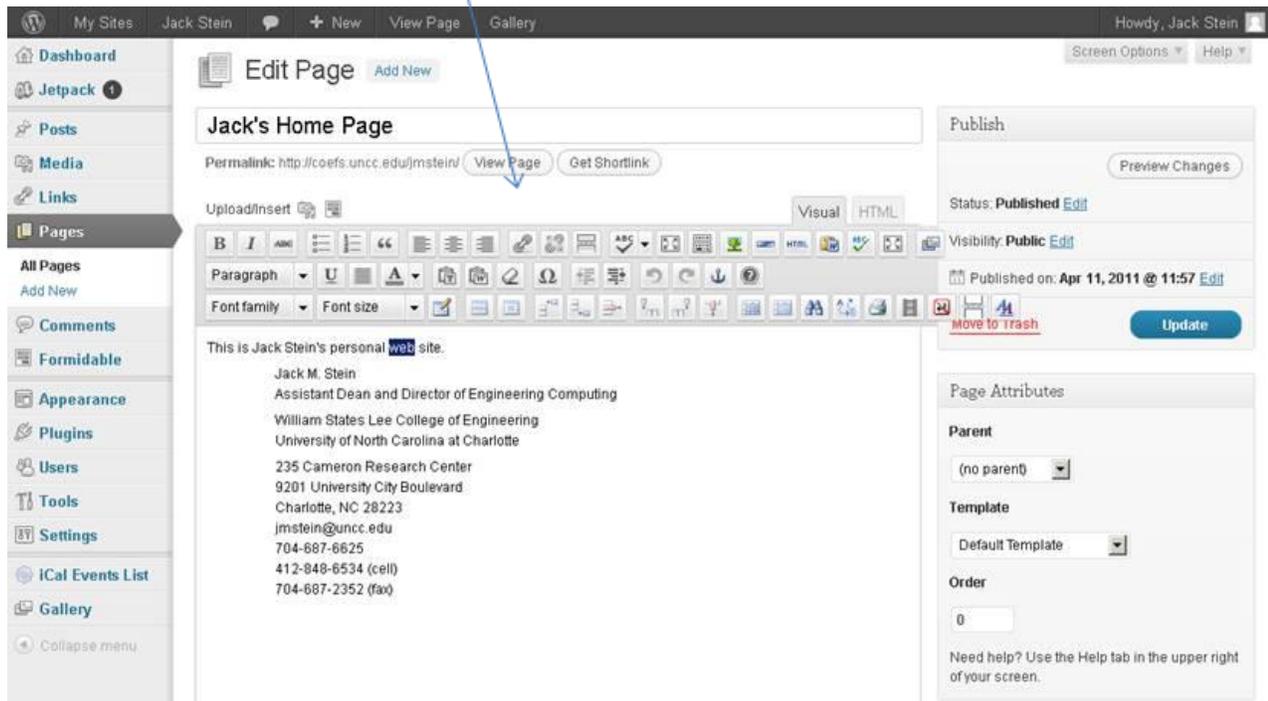
To upload a file to WordPress (PDF, Microsoft Word and many other file types); select the Media menu option on the left. Select Add New. Press the Select Files button. Browse to the folder and file you want to upload to WordPress.



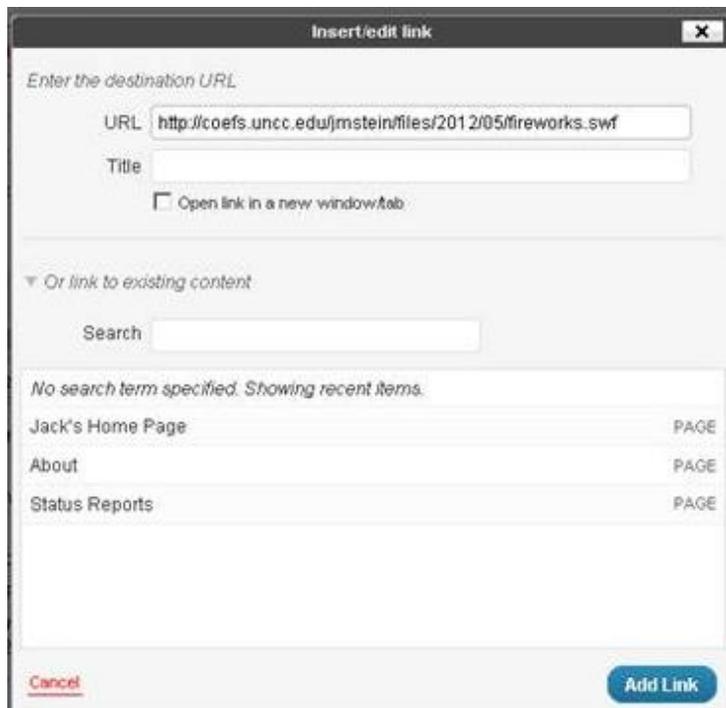
Once it is uploaded, you copy the File URL link. Then press the Save Changes button.



Go to the page where your article is located. Select the word that needs to be a link. Click on the chain tool to open the edit/insert link



Paste the URL that was copied when the file was uploaded. Click on the Add Link.



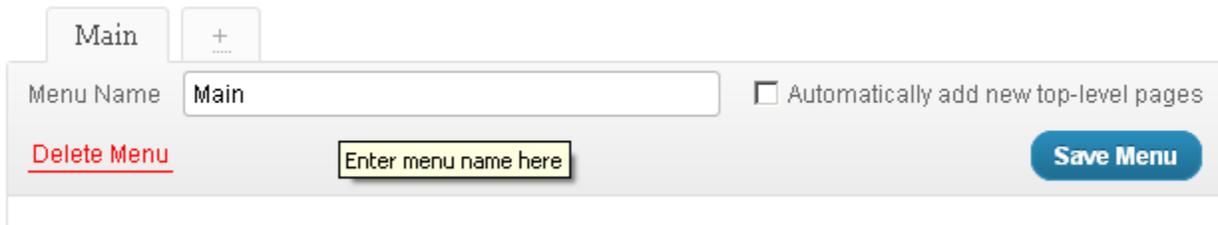
When done, click on the Update button on the right and your change is now in place.

How to create menus

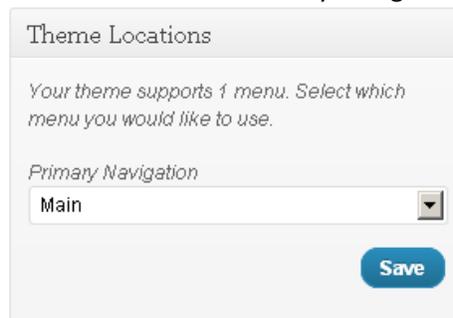
1. To create Menus (they will appear horizontally across the bottom of the header image)
 - a. Appearance Menu -> Menus



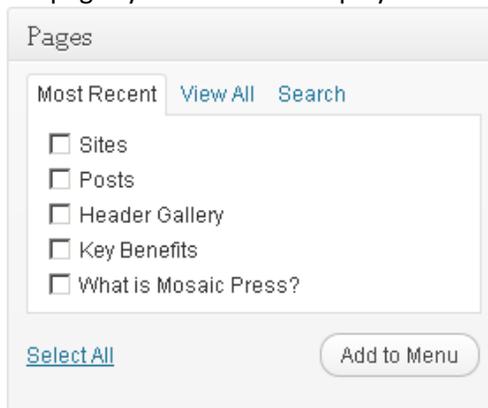
- b. Type in "Main" for the Menu Name and click "Create Menu"



- c. In "Theme Locations" choose "Main" for the Primary Navigation and click "Save"

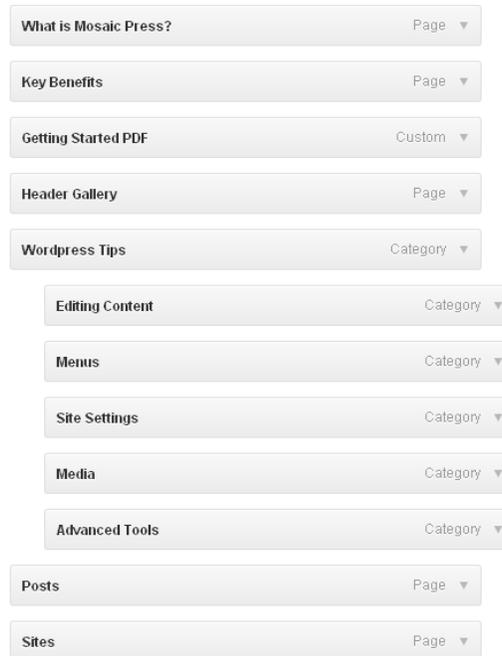


- d. Under "Pages" select which pages you wish to be displayed on the Menu system



- e. Click "Add to Menu" and all of those pages will now be listed under the Menu system

- f. Drag and drop the individual Menu items (pages) into your desired order



- g. Note: You can move pages underneath other pages (indented) as to enable multi-tiered menus
- h. If you wish to add a menu item which is a web-link to an external site do that under “custom links”
- i. You can also add a menu item by Category – so that posts in a particular category can be in a menu
- j. Click “Save Menu” when finished

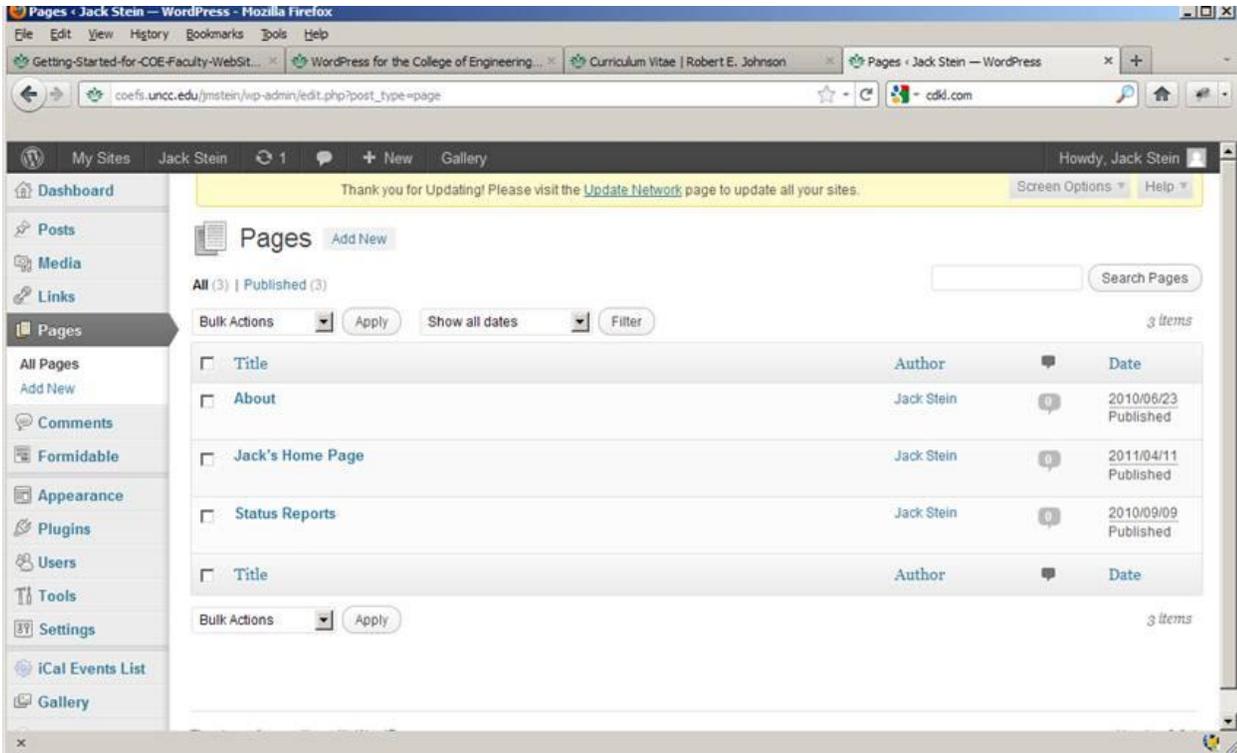


Option 1: selecting the menu opens a an article that you create

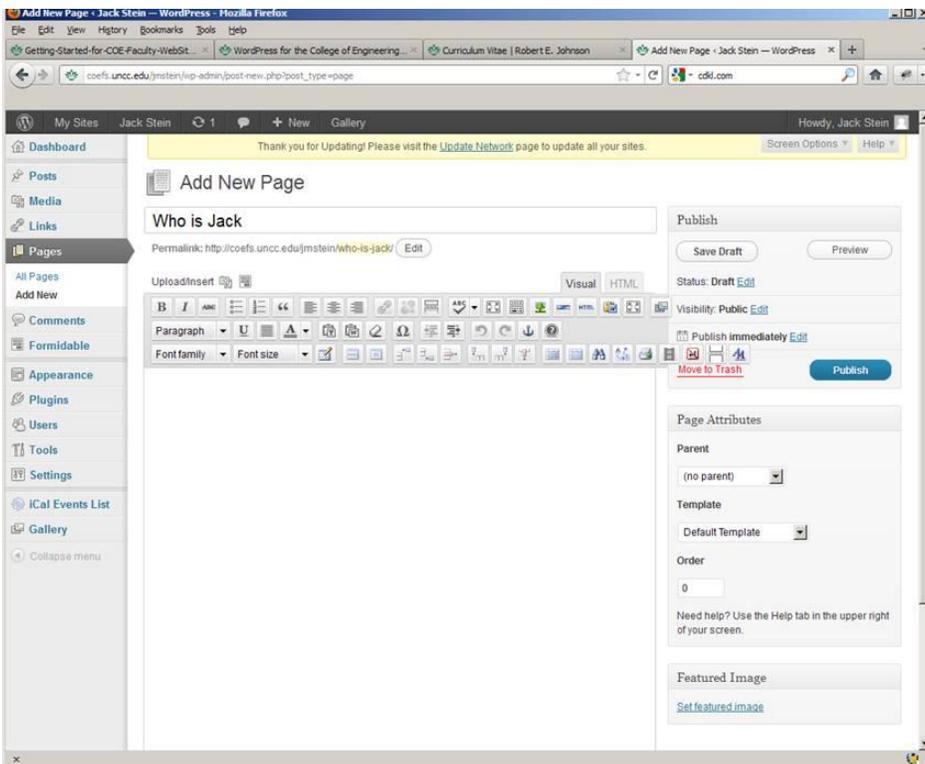
Option 2: selecting the menu opens a web page

Option 1 - selecting the menu opens an article that you create. Log in to your WordPress site and have the Dashboard open. Do the following in WordPress:

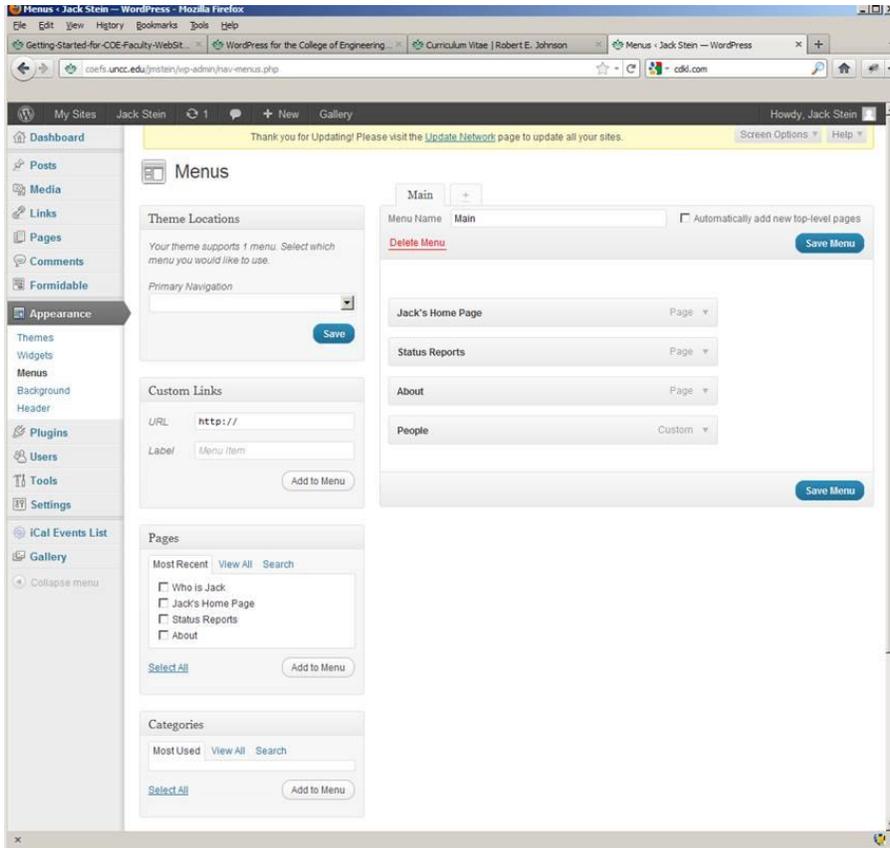
1. Select Pages > All Pages then select the Add New button at the top of the page that opened:



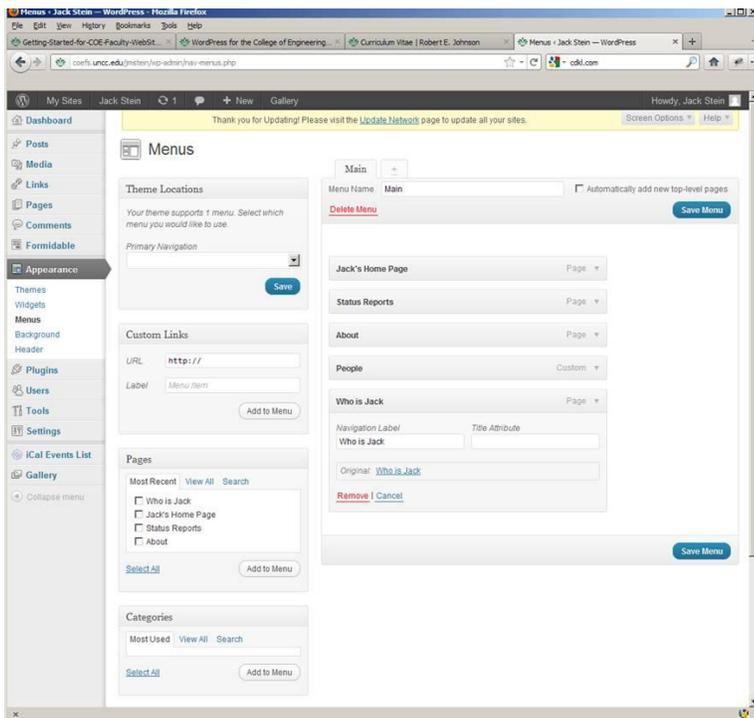
Give the article a title (Who is Jack) and you can place formatted text via the graphical based editor in the contents box. Now click on Publish.



Click on the Appearance > Menus and you will see the following:



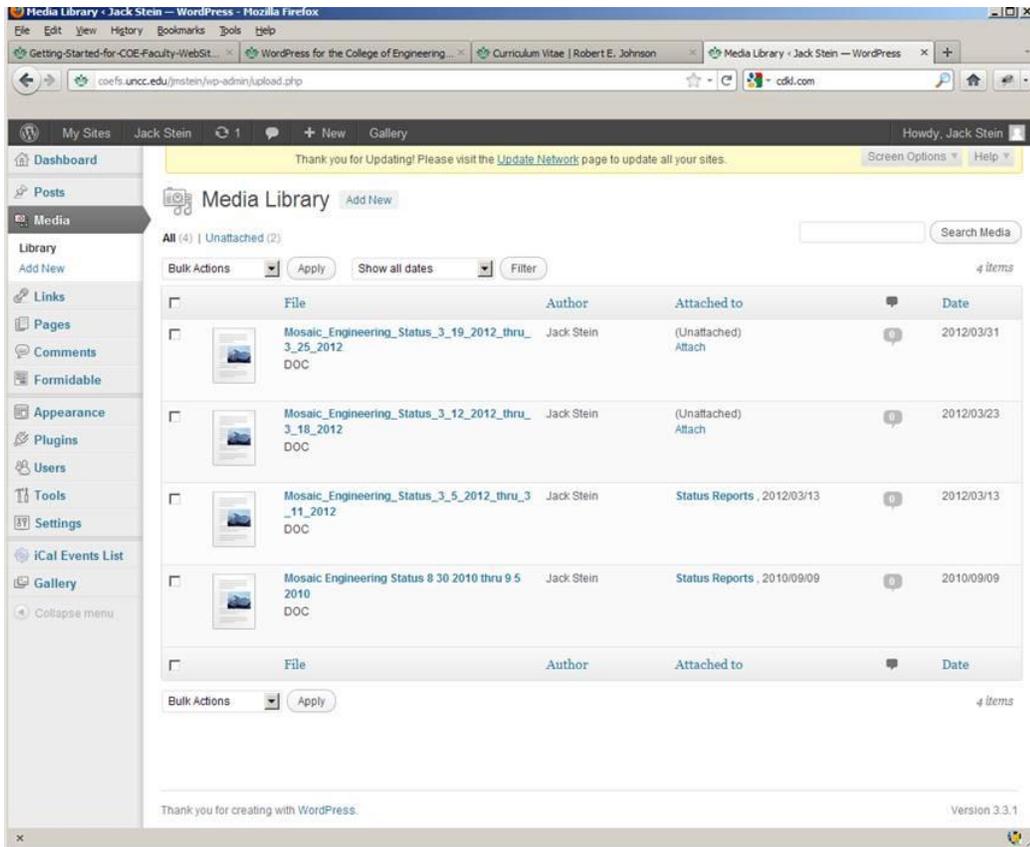
Click on the check box of the Pages frame and select the Add to Menu button. Notice that the article title “Who is Jack” shows up as an item in Main menu list:



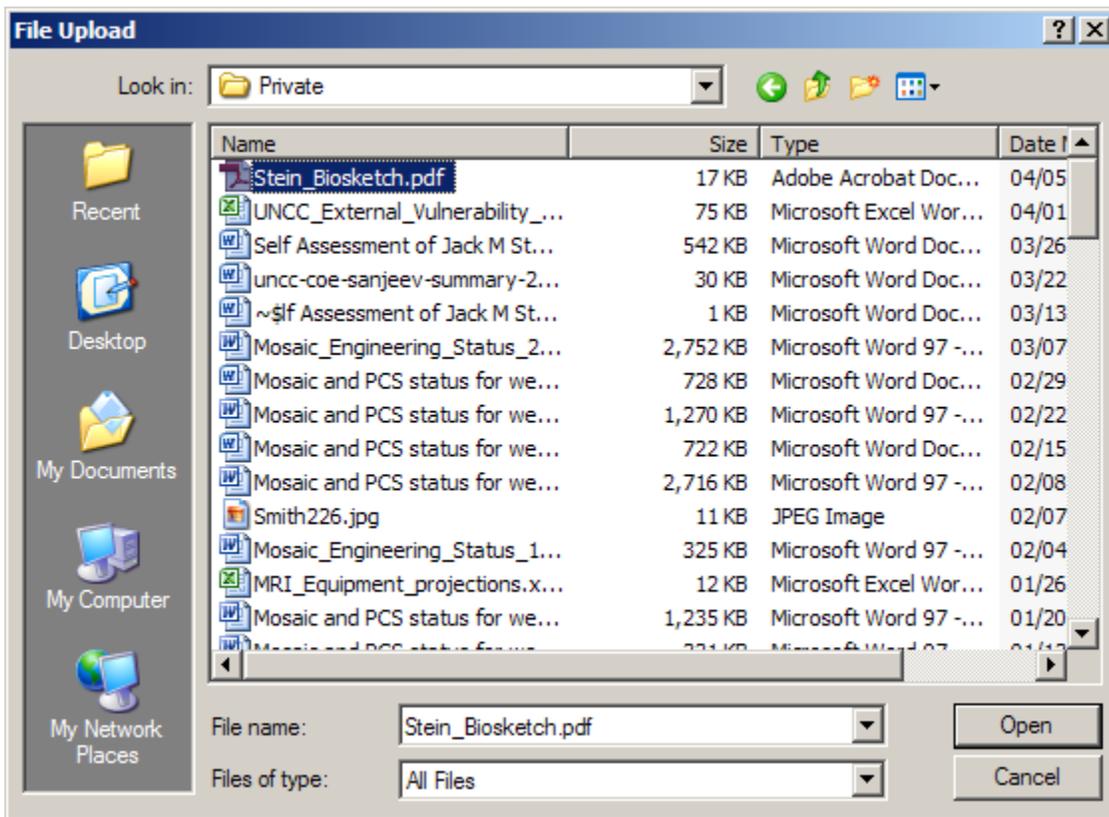
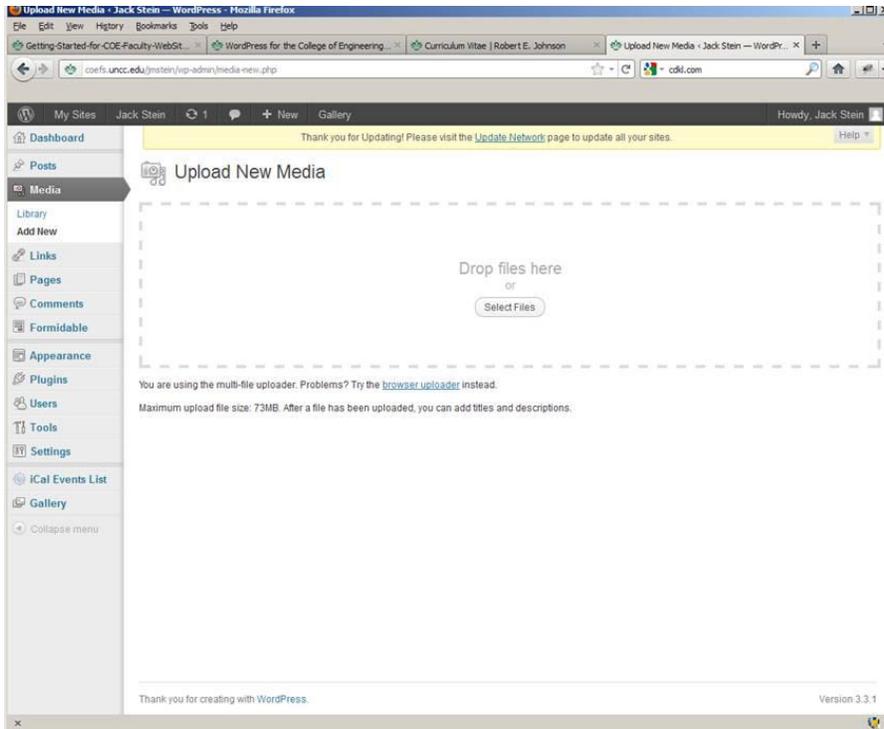
Click on the Save Menu button and now this page will now show up in the horizontal menu of your WordPress site.

Option 2 - selecting the menu opens a web page that you create or to another site:

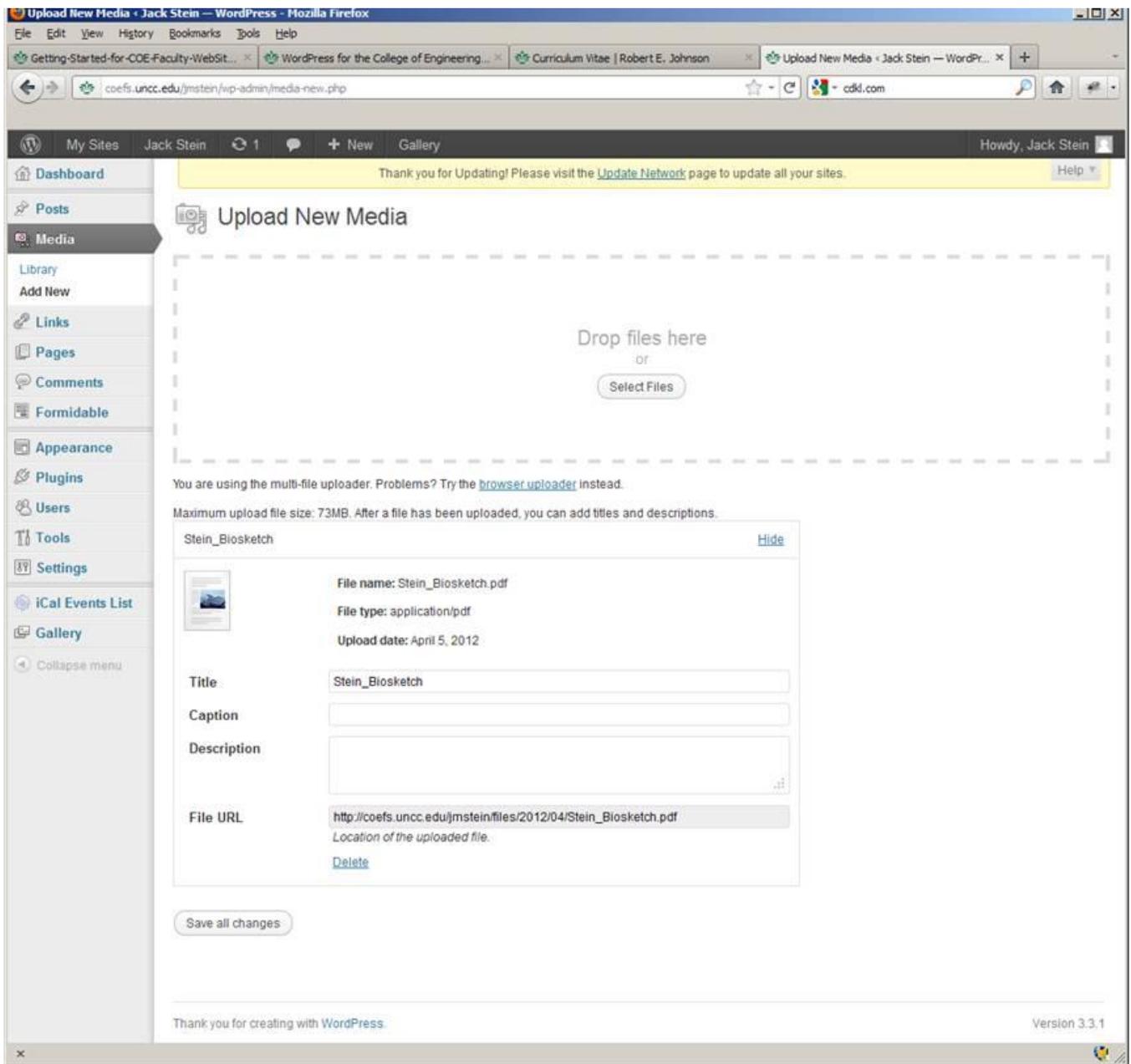
You will need to upload your document such as a resume, upload it via selecting the Media > Library and pressing on the Add New option:



When you will get the following screen press on the Select Files option and select the file you want to have uploaded to your WordPress media area.

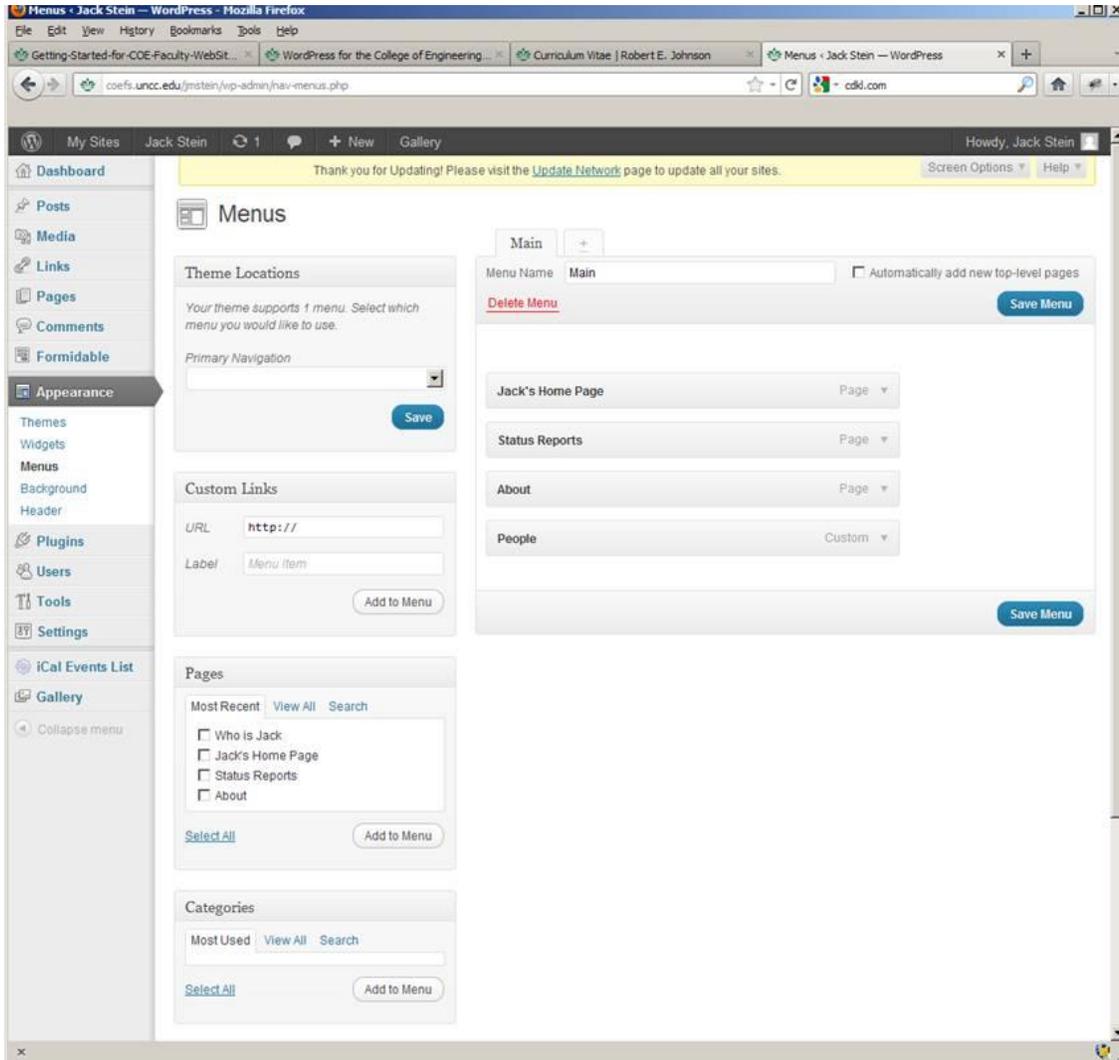


You will then get a screen that looks like this:

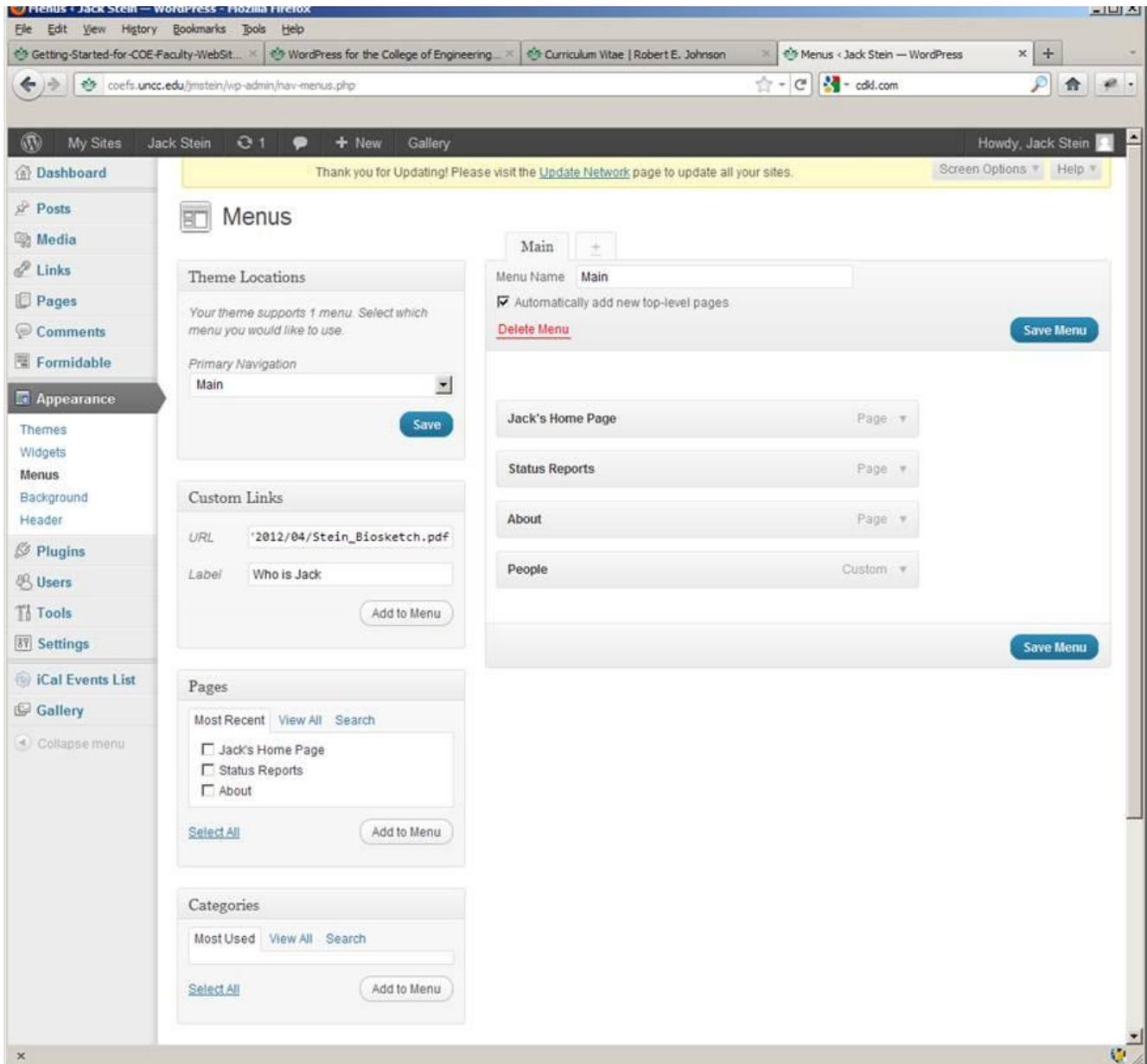


Copy to your clipboard the link in the File URL and then click on the Save all changes button. This URL is where Wordpress saved your uploaded document.

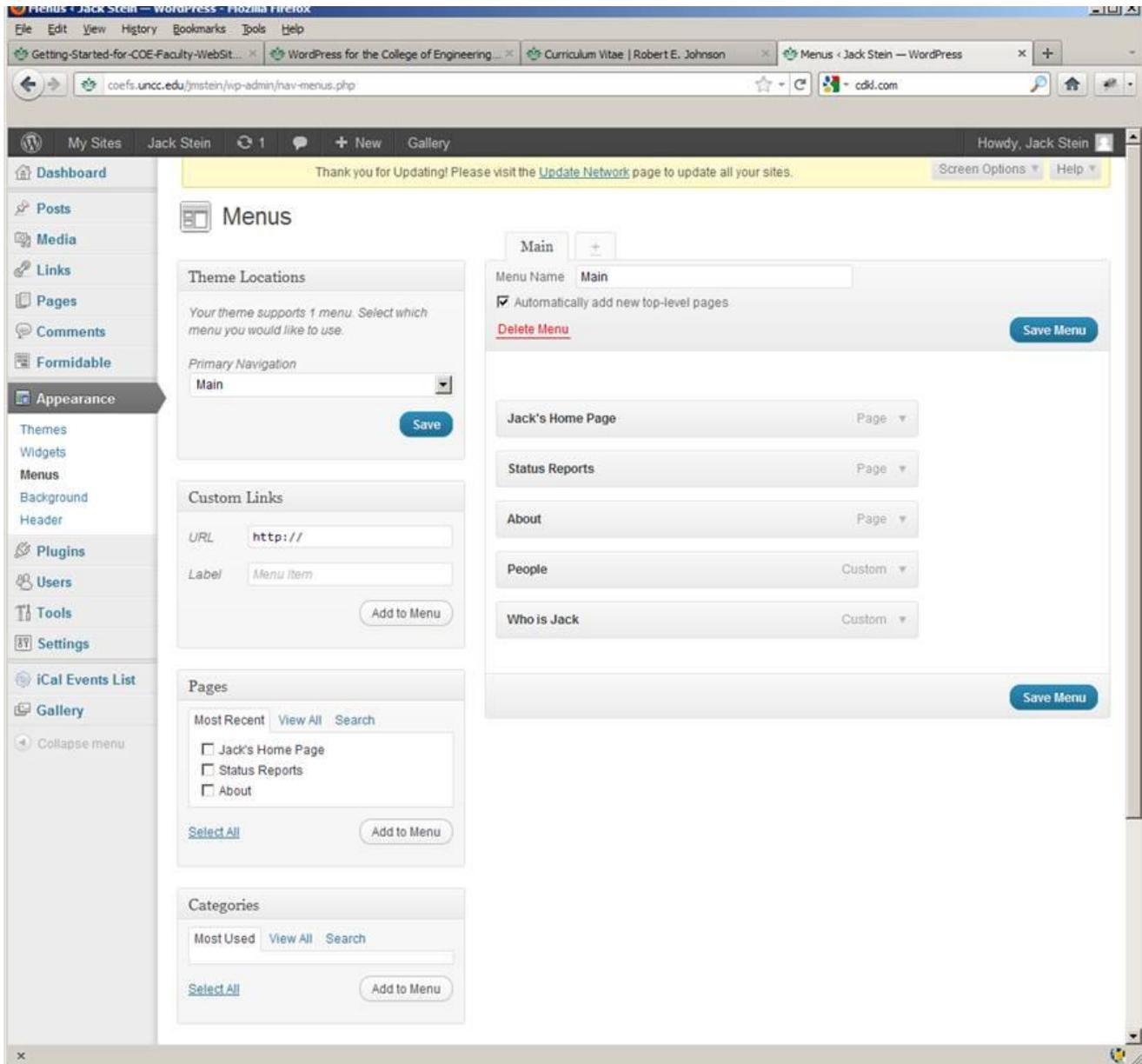
Click on the Appearance > Menus and you will see the following:



Paste the URL you copied above into the URL text area of the Custom Links frame, give it a Label such as Who is Jack and click the Add to Menu button. Be sure that in the Theme Locations frame, the Primary Navigation drop down shows Main as the menu and that you clicked on the Save button.



This page will now show up in the horizontal menu. When you click this menu item it will open the URL.



Jack Stein | Assistant Dean, Engineering Computing, Lee College of Engineering, UNC at Charlotte - Mozilla Firefox

File Edit View History Bookmarks Tools Help

Getting-Started-for-COE-Faculty-WebSit... WordPress for the College of Engineering... Curriculum Vitae | Robert E. Johnson Jack Stein | Assistant Dean, Engineering ...

coefs.unc.edu/jmstein/ cdi.com

My Sites Jack Stein 1 + New Edit Page Howdy, Jack Stein



Jack Stein
Assistant Dean, Engineering Computing, Lee College of Engineering, UNC at Charlotte



Jack's Home Page Status Reports About People Who is Jack

Jack's Home Page

This is Jack Stein's personal web site.

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