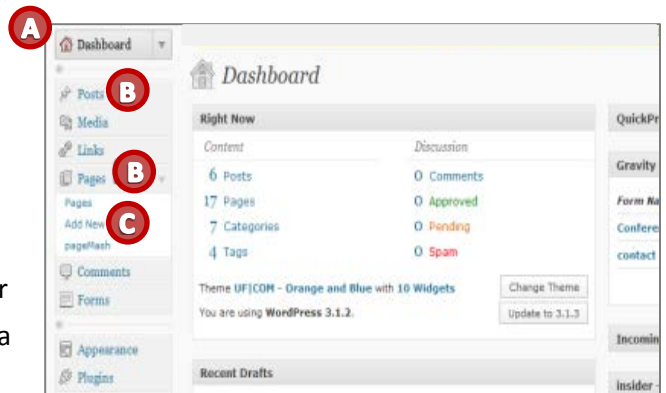


WordPress Quick Start Guide

1. **LOG IN TO SITE:** Log in is located in the **footer** of your site. Use your **Gatorlink** username and password. This brings you to the **Dashboard (A)** or back end of your site.
2. **CREATE NEW PAGES OR POSTS:** Click on either **Pages (B)** or **Posts (B)**. Click on **Add New (C)** to create a brand new page or post.



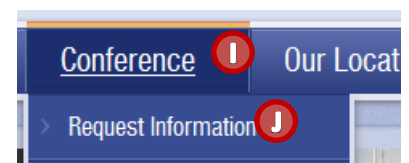
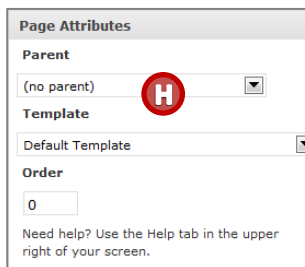
2a. **PAGE OR POST?** **Posts** are items that are associated to the **time** they are created while **Pages** are more **static** and will not be changed very much over time. **Pages** create your **Navigation**.

3. **ADD TITLE:** Both **Pages** and **Posts** need a unique and descriptive title. (D)
4. **ADD BODY TEXT AND FORMAT:**

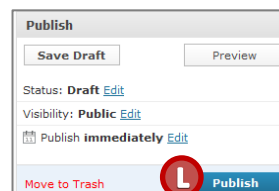
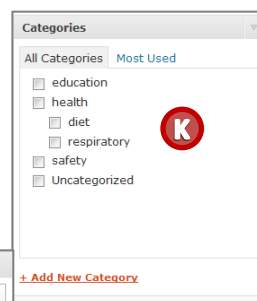
A screenshot of the 'Add New Page' form in WordPress. Callout 'D' points to the title input field. Callout 'E' points to the 'Visual' tab in the editor. Callout 'F' points to the 'Upload/Insert' button. Callout 'G' points to the 'Tags' input field. Below the screenshot is a list of instructions:

- Add Content Here.
- Use formatting buttons as shown above.
- Make sure you are on the Visual Tab (E).
- Use the **Paste Plain Text** icon if you want to place copied text.
- Use the dropdown for **Format** to create styled text and Headings.
- Select text and then click on the **link** button to create or edit links.
- Upload/Insert (F) buttons. The first icon is to Upload files (eg:PDF, DOC, PPT) or insert images. The second icon is to add a form to the page.
- Pages and Posts can be given Tags (G) – labels to link pages and posts

ORGANIZE PAGES: The **Title** of a **Page** is what will appear in the **Main Menu Tabs** in your site. New Pages start off as a **Parent** page. Since this is a Parent Page it has **No Parent (H)** and shows in the **Primary level** of the **Navigation. (I)** Pages that have a Parent are shown in a **drop down** (secondary level (J)) Navigation.



5. **CATEGORIZE POSTS:** Posts can have **Categories (K)** – Categories help you organize your posts, and help your website visitors find other related posts that you have placed in the same category.
6. **PUBLISH:** When you are finished, click on **Publish (L)**. This will save your work and make the page or post visible on your site for all to see.



Customizing the Home Page and Using Widgets

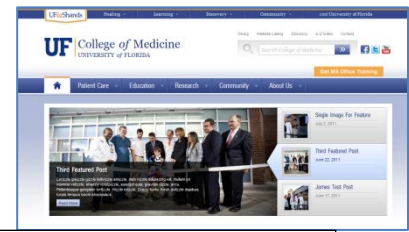
FEATURED CONTENT OPTIONS FOR THE FRONT (HOME) PAGE:



One Header Image



Featured Category Slider
(2 – 6 Featured Posts with image)



Featured Story Stacker
(3 featured Posts with images)

From the **Appearance** menu choose **Theme Options**.

This area allows you to customize the way your **Home Page** looks.

All images are pulled from a Post.

- Create a Post.
- Add a Category to the Post
- Add a Featured Image

In Theme Options: Select the desired Post Category. (1)

To add one static **Homepage header image**

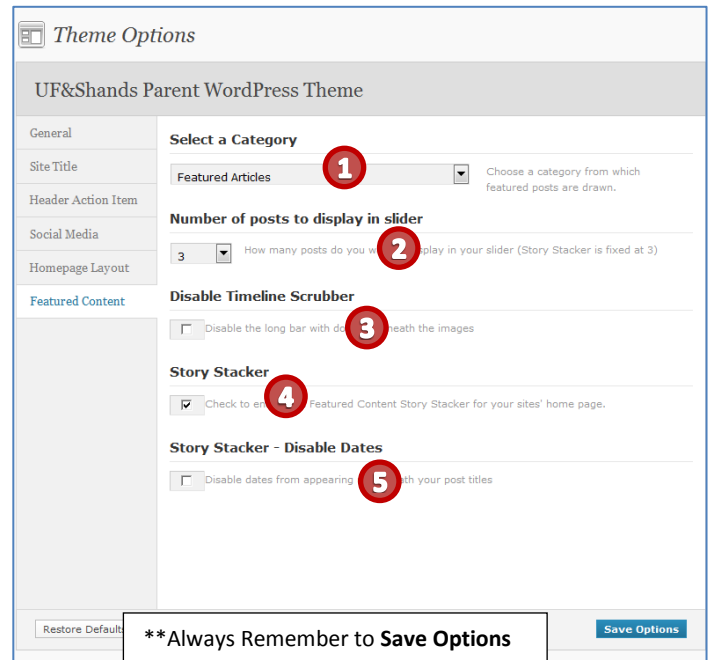
- Set number of Posts to 1. (2)

To use the **Homepage Slider**

- Set the number of Post Images (2)
- Shows 1 – 6 images in Slider
- If desired disable the Timeline Scrubber (3)

To use the **Featured Story Stacker**

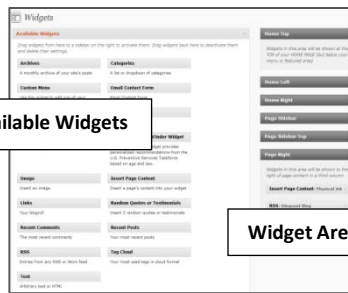
- Check box to show 3 posts and images with animation (4)
- Disable Dates if you do not want the date listed (5)



Always Remember to **Save Options

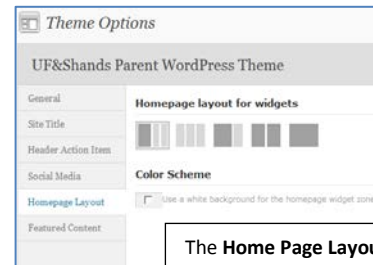
WIDGETS:

Widgets are small objects that will insert different types of content in special **“Widget Areas”**. Some types of content **Widgets** can insert could be an image, a contact form, or a Google Calendar. To add **Widgets**, open the **Appearance** Menu and click on **Widgets**.



Available Widgets

Widget Areas



The Home Page Layout Options showing Available Widget Layouts

This shows available **Widgets** and **Widget Areas**.

****Without adding Widgets, the Home Page will only contain your Recent Posts.**

To Customize your site:

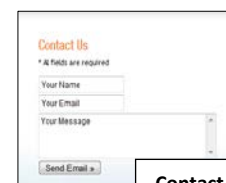
- Click on to open the **Widget Area** you want to insert a Widget into
- **Drag and Drop** an available **Widget** from the left side to the opened **Widget Area** on the right side.
- Set Options as needed



Recent News Widget



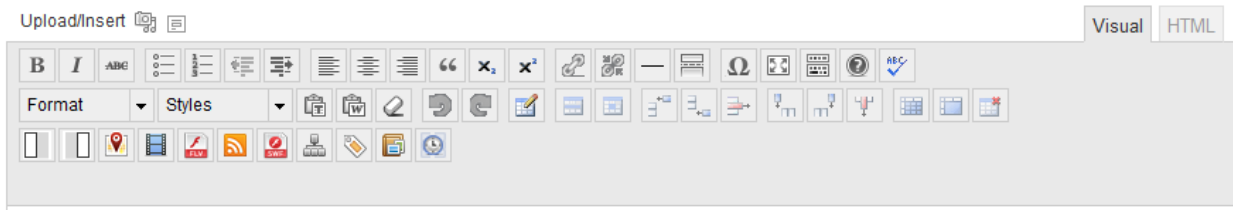
RSS Widget



Contact Us Widget

Customizing a New Page or Post


When creating new Pages or Posts you will see the toolbar with many tools available to customize your page/post.



Just above the tools, you will see the Upload/Insert section. The first icon will allow the uploading and/or inserting of “media”. This could be images or other files such as PDF’s, Word, Excel, or Powerpoint Docs. The second icon allows the placement of a previously created Gravity form on the page.

The first row of tools contains pretty standard formatting tools. If you hover your cursor over each tool you will see a pop up to tell you what the tool will do.

The second row starts with a dropdown of some preformatted options such as Headings 2 – 6. Headings are important to use for both Accessibility and Search Engine Optimization. Headings allow users listing to your page to skip Heading to Heading and not have to listen to everything on the page. Words formatted as Headings are given more weight when being evaluated by Search Engines. So you want to make sure you put important key words in your Headings.

The Paste as Plain Text button  is important any time you copy and paste text. Some word processing programs add proprietary codes in the background when you are creating a document. To not bring that extra coding into the WordPress page we copy and then use the Paste as Plain text window to paste. Click on the Insert button at the bottom of the window and then do the formatting within the WordPress window.



There are undo (key stroke - CTRL Z) and redo (key stroke - CTRL Y) buttons. In the picture above table creation tools follow. If you do not see these, let Diane (dmillic@ufl.edu) know and she can activate them for you.

NOTE

A series of guidelines and policies are now available on our website <http://webservices.ahc.ufl.edu/help-support/policies/> Please review these guidelines and pay particular attention to the Appropriate Content Guidelines which can be found at <http://webservices.ahc.ufl.edu/files/2011/07/AppropriateContentguidelines.pdf>

Questions?

Contact:

Diane Millican
352-273-5770
dmillic@ufl.edu

See the back page for explanations of the third row of buttons.

Check out our How To tutorials
<http://webservices.ahc.ufl.edu/help-support/>



- A. Left Column
- B. Right Column
 - a. Add text to the page.
 - b. Select the text for the Left column and click on the left column icon.
 - c. Next select the text for the right column and click on the icon for the right column.
 - d. Alter spacing as needed to line up the columns
- C. Insert Google Map
 - a. Enter address including city, state and zip
 - b. Click on the button "Add Shortcode"
- D. Video
 - a. Click on this icon to insert the code. Place the URL inside the two video codes
`[video] URL of the video [/video]` This code is **not** needed for YouTube or Vimeo videos. For YouTube or Vimeo just place the URL of the video on the page with **NO** formatting or linking.
- E. Insert FLV
 - a. Click on this icon to insert the code. Place the URL inside the two flv codes
`[flv] URL of the video [/flv]`
- F. Add RSS feed
 - a. Click on icon. Add the address to the feed (make sure it has /feed/ on the end of the address.
 - b. Decide how many posts (articles) you want
 - c. Do you want the summary to show ?
 - d. Display the date?
- G. Insert SWF
 - a. Insert the address of the SWF inside the short code `[swf width='100%' height='400']swf address here[/swf]`
- H. Create a Site Map
 - a. Click on icon. Site map will be created for you. (there is now a link in the Global footer that automatically creates a site map for you)
- I. Create a Tag or Category Cloud
 - a. This icon will add a Tag or Category Cloud. (tags attached to most posts are the largest in the list)
 - b. Flat makes a cloud
 - c. Choose post tags or categories
 - d. Columns will set the Tags or Categories in columns
 - e. Choose number of columns if setting up columns
- J. Create a Photo Gallery
- K. Add Recent Posts
 - a. Decide if you want all Categories or a specific Category
 - b. Give it a title
 - c. Choose how many posts you want to see
 - d. Set other options

The Featured Content

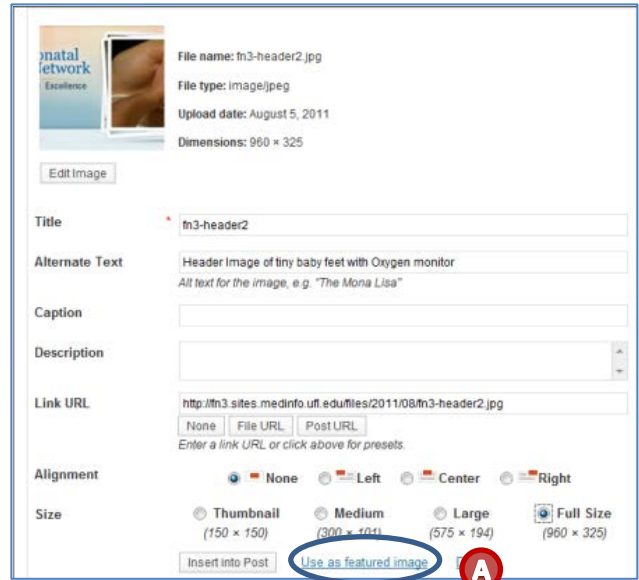
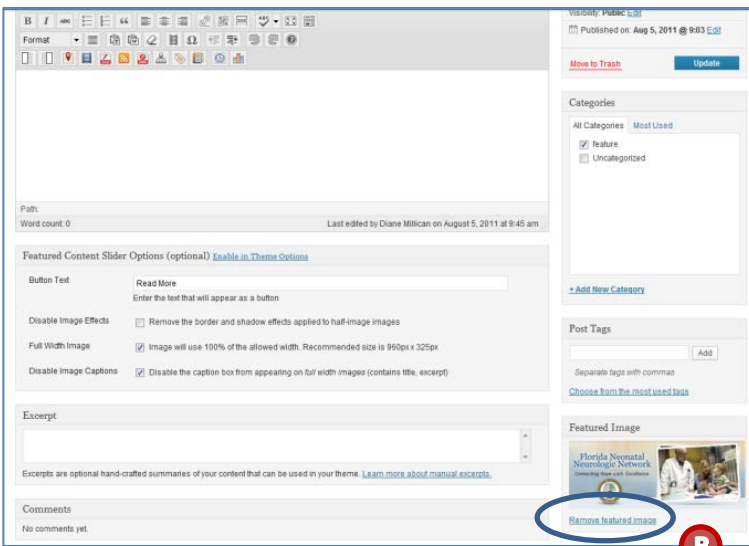
(images below the navigation and above the body)

All the **Featured Content** comes from **Posts**

Create a Post and set a Featured image

To Set the Featured Image:

1. Go to upload an image but set as featured image instead of/ or in addition to inserting into post **A**
2. In the Add New Post or Edit Post area on the bottom right there is a place to add Featured Image **B**



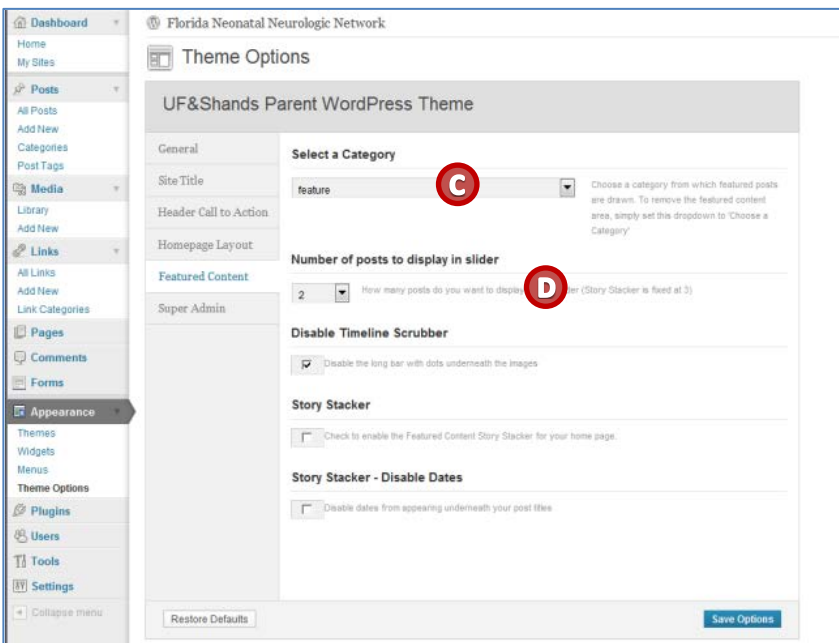
The Posts do not have to have any content

Best minimum size:

For a full frame featured image is 930 x 325

For half frame with Post content is 450 x 305

For the Story Stacker is 630 x 305



Set a **Category** for the Featured Post – I have set the Category for the Featured Content to feature, but it can be set to any one category. Once you start writing posts, the featured content will pull the newest posts in the category you set in Theme Options. **C**

For the **Image Slider**, set the number of images to 2 – 6. **D**

To have **one image** in the Theme Options set the number of posts to 1.

For the **Story Stacker** set the number to 3, and check the box for Story Stacker.

Questions?

Contact: Diane Millican

dmillic@ufl.edu 352-273-5770

Check out our How to Tutorials at

<http://webservices.ahc.ufl.edu/help-support/>