

Editing your CAsE WordPress Site:

This guide can be located at:

<http://rt.caset.buffalo.edu/documentation/index.php>

In your browser enter/bookmark either of the following:

https://*Department*.buffalo.edu/wp-admin/ or

https://wordpress.caset.buffalo.edu/*Department*/wp-admin/

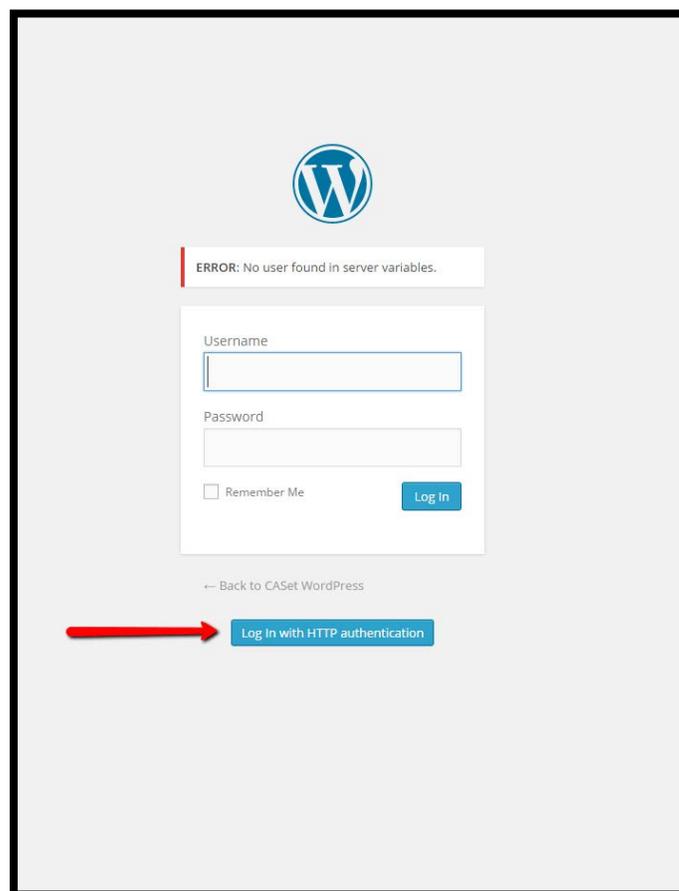
At this point you will be prompted to login. If you see there is a security certificate error do not worry. Proceed anyway.

If you require a more in depth look at all the facets of WordPress feel free to check out this detailed guide: <http://easywpguide.com/wordpress-manual/>

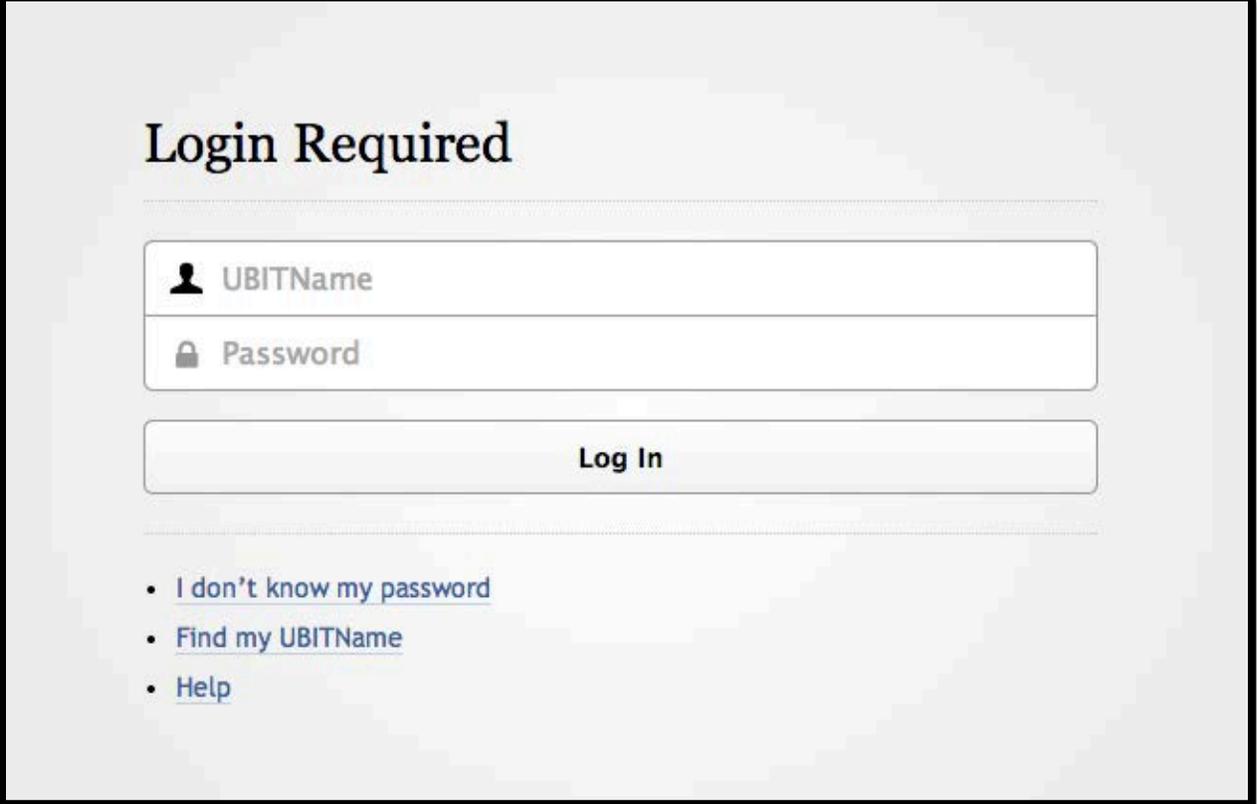
Log in:

The Following screen should appear below:

Please select “Log in with HTTP Authentication”.



Afterwards log in with your UB credentials:



The image shows a screenshot of a WordPress login page. At the top, the text "Login Required" is displayed in a large, bold, serif font. Below this, there are two input fields: the first is labeled "UBITName" with a person icon, and the second is labeled "Password" with a lock icon. A "Log In" button is positioned below these fields. At the bottom of the form, there are three links: "I don't know my password", "Find my UBITName", and "Help".

You should now be viewing what's known as the **DASHBOARD**:

The Dashboard is your homepage. At the top of the page you should see a toolbar. Located on this toolbar is your site name next to a small home icon. Clicking this link will take you directly to the site. To the right of this is a "new" button for adding media and pages to your site. On the far right is your user name which enables you to log out of WordPress or edit your profile.

On the left you should see the following options:

Posts:

This is where you can create a new blog post.

Media:

This is where all your uploaded images, documents or files are stored. You can browse through your Media library, edit, and update the files.

Pages

This is where you create and maintain all of your pages.

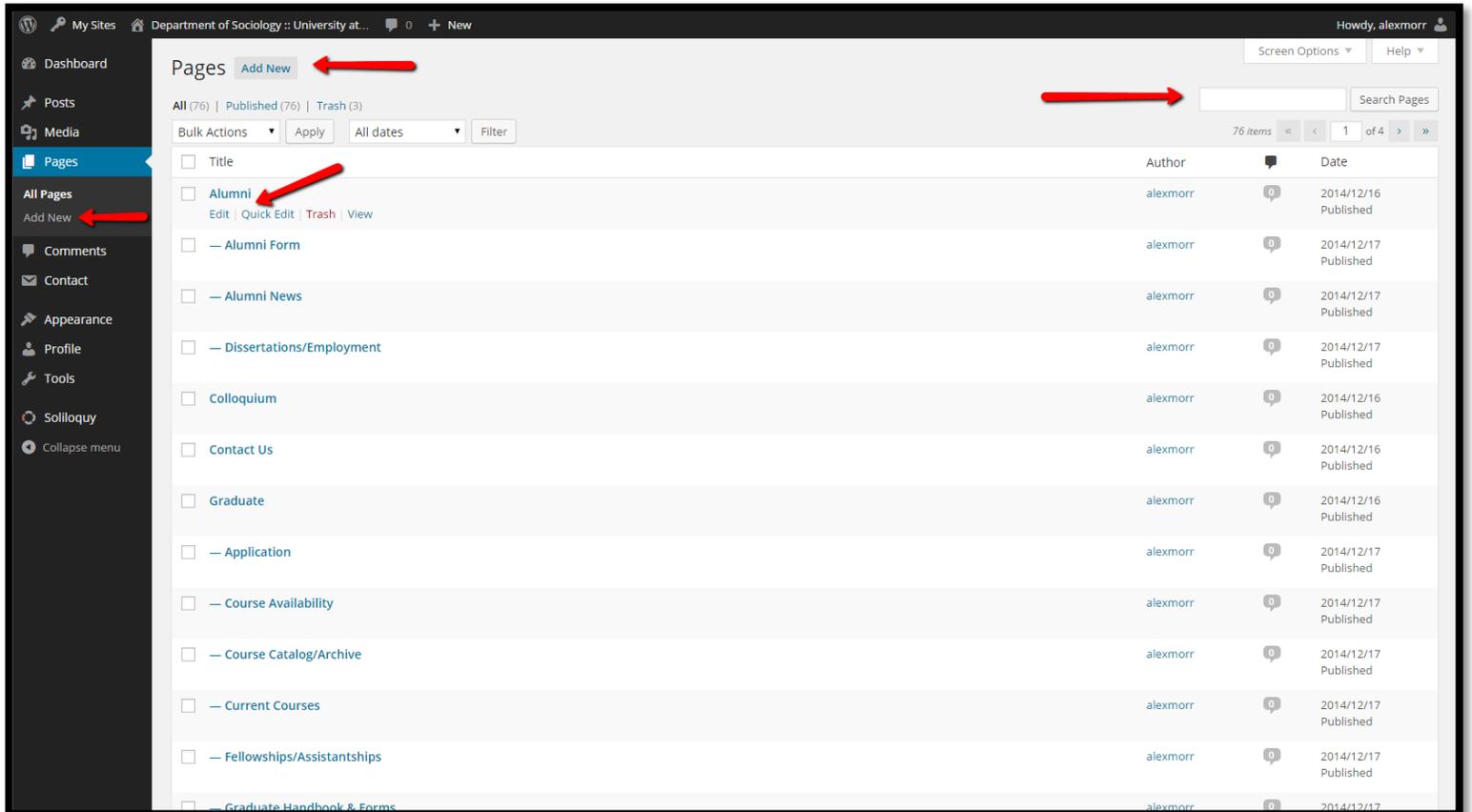
Appearance

This is where you access your menus.

The image shows a screenshot of the WordPress dashboard for a site titled "Department of Sociology :: University at...". The dashboard is divided into several sections. On the left is a dark sidebar menu with options: Dashboard, Home, My Sites, Posts, Media, Pages, Comments, Contact, Appearance, Profile, Tools, Soliloquy, and Collapse menu. Red arrows point to the 'Posts', 'Media', 'Pages', and 'Appearance' menu items. The main content area is titled "Dashboard" and contains several widgets: "At a Glance", "Activity" (with a sub-section "Recently Published" showing a post from Dec 15th, 9:51 pm titled "Hello world!"), "Comments" (showing a comment from "Anonymous on Hello world! #"), "Quick Draft" (with a "Save Draft" button), and "WordPress News" (with a news item about WordPress 4.1 "Dinah" dated December 18, 2014). At the top right, there is a "Screen Options" dropdown and a user profile "Howdy, alexmorr" with a red arrow pointing to it. At the bottom left, it says "Thank you for creating with WordPress." and at the bottom right, "Version 4.1".

Posts and Pages:

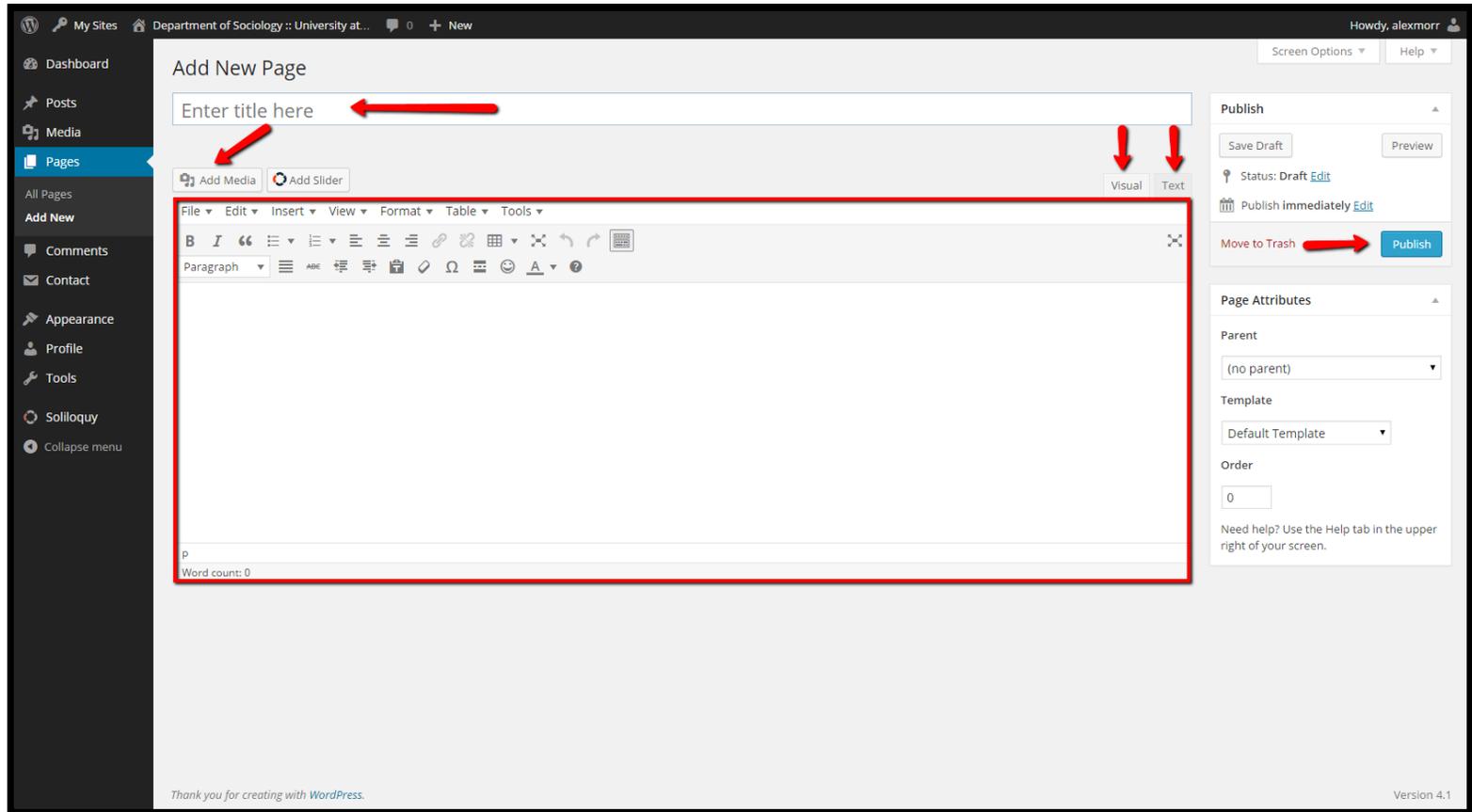
Adding or editing a post/page is a simple process with the new WordPress client. After clicking the posts or pages icon on the left side of the dashboard you will see a screen like the one below.



The arrows point to how you can add a new page, quickly edit a page, trash a page, or search for pages in your site.

Adding/Editing Pages:

This is the screen you will see after selecting “Add New”.



The first thing you should do for a new page is give it an appropriate title. Afterwards you may begin to add content to the page.

Utilizing the text editor in the border is just like using a word processor (i.e. Microsoft Word). You should be familiar with most of the icons and their functions on the toolbar. Once your edits are complete hit the publish button. You may also save it as a draft or preview your page.

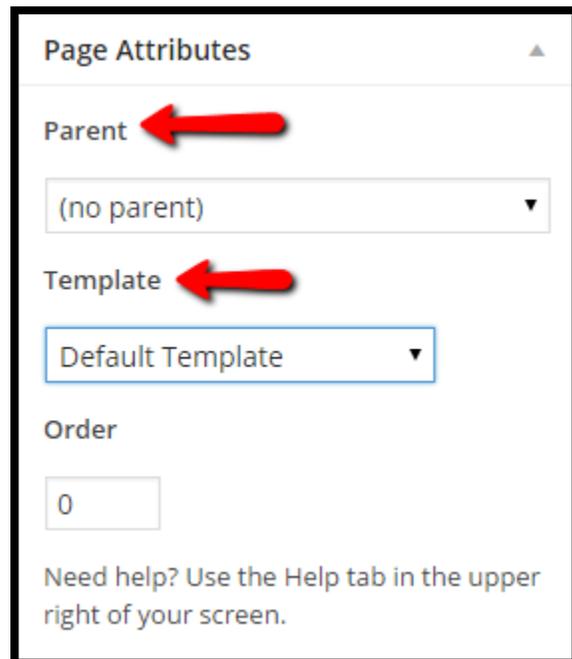
The visual and text icons on the top right of the editor enable the user to switch between the user-friendly “visual view” and the HTML “text view”.

It is advised not to utilize the text view unless you have a strong working knowledge of HTML.

Page Attributes:

Take note of the page attributes box on the right hand side. We will take an in depth look at that now.

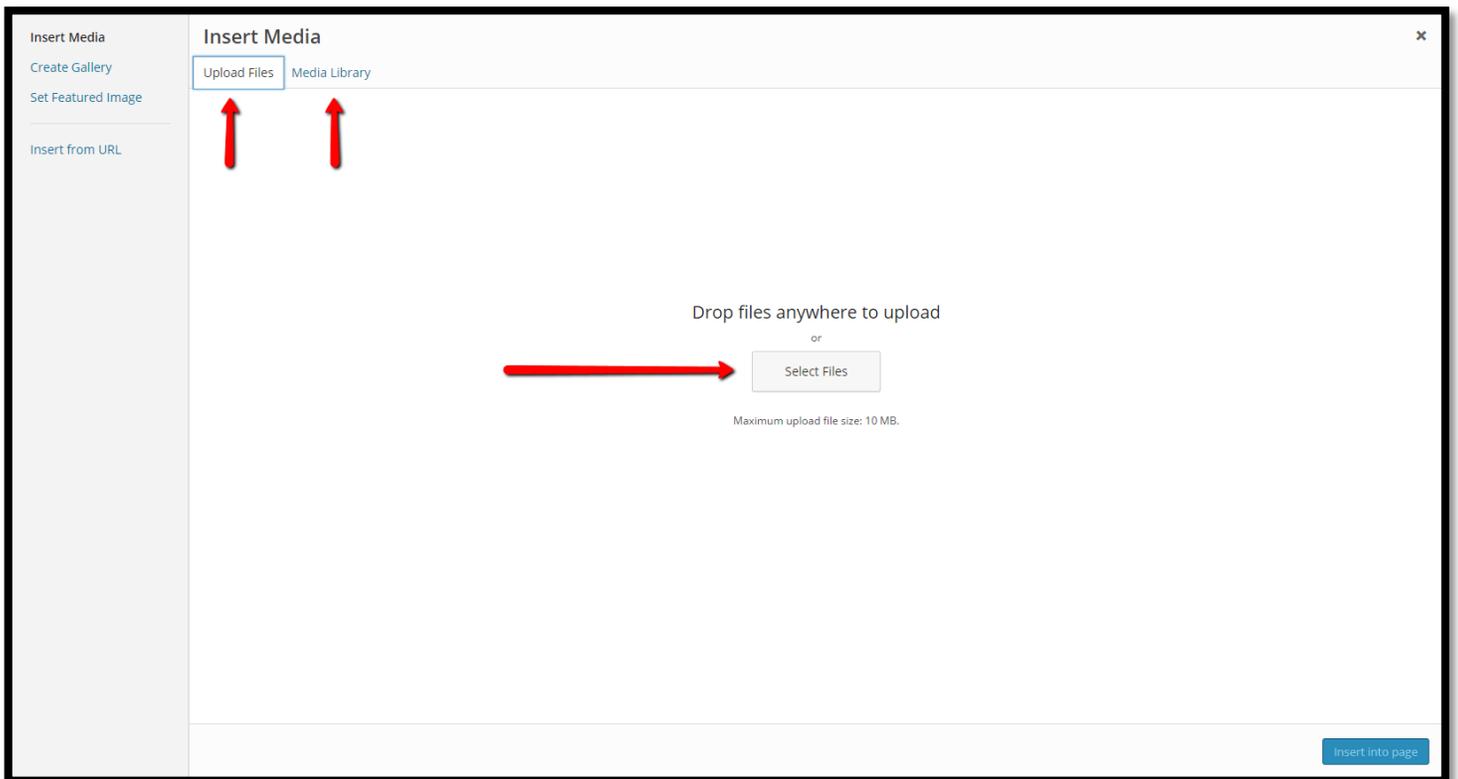
It is very important to make sure that the proper template is selected for the new page you are creating. For example, if you are adding a new page to the undergraduate section select the undergraduate template. This enables the proper page structure and menus to be displayed. Also be sure to select the proper parent for your page. For example, if you are adding a sub-page to “undergraduate” select “undergraduate” as the parent. This ensures that all the pages are nested correctly in the hierarchy.



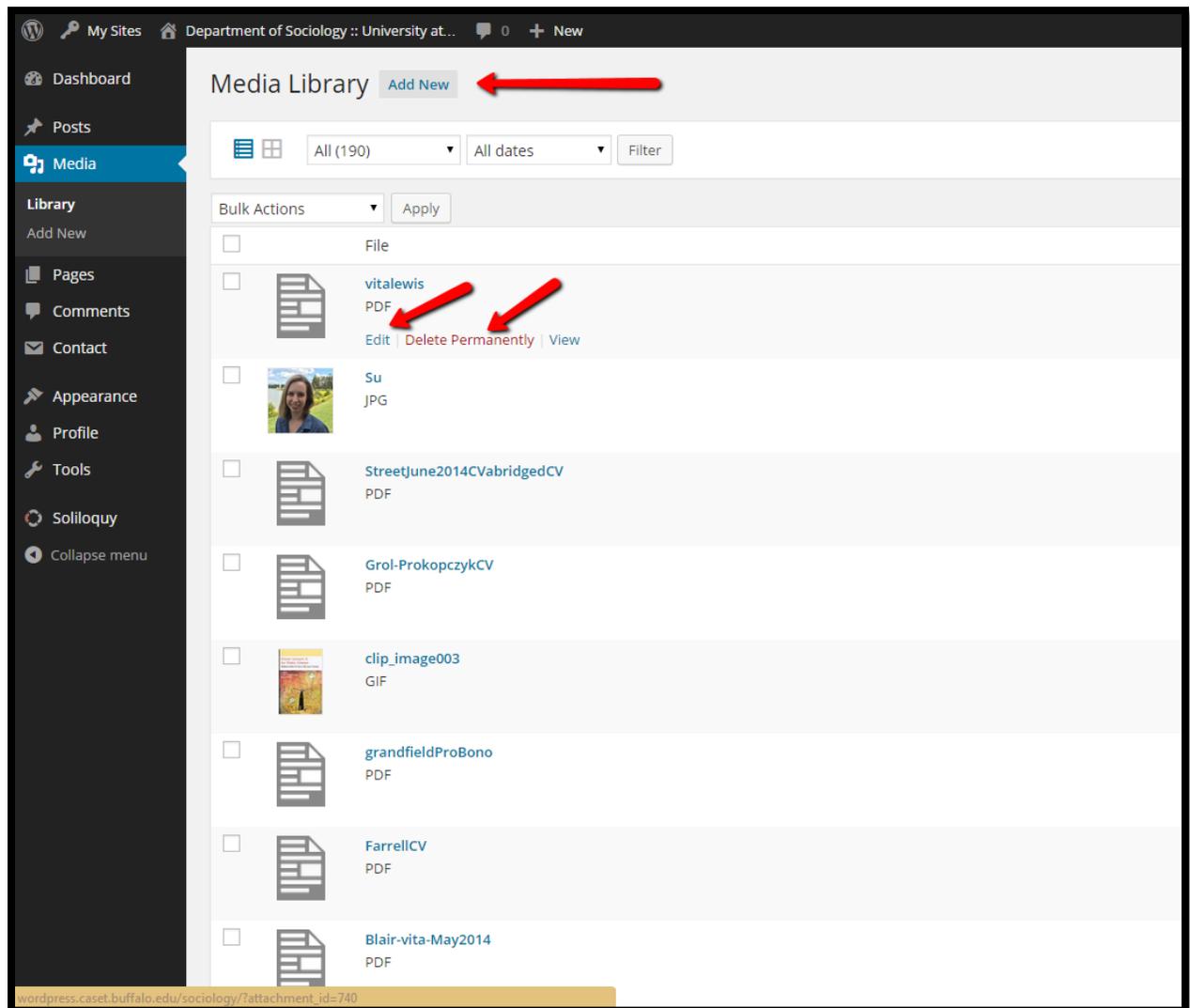
The image shows a screenshot of a 'Page Attributes' panel. At the top, the title 'Page Attributes' is followed by a small upward-pointing triangle. Below this, there are three main sections: 'Parent', 'Template', and 'Order'. The 'Parent' section has a dropdown menu currently showing '(no parent)'. The 'Template' section has a dropdown menu currently showing 'Default Template'. The 'Order' section has a text input field containing the number '0'. Two red arrows point from the right towards the 'Parent' and 'Template' labels. At the bottom of the panel, there is a line of text: 'Need help? Use the Help tab in the upper right of your screen.'

Media:

To add media such as an image or a document to a page you must select the add media button at the top of the editor. Unfortunately, you are not able to upload .doc files. Please convert all .doc's to .pdf's prior to uploading them. This can be done in Microsoft Word. From there you will be prompted to upload new media or select something from the library.



Adding new media or editing/deleting existing media can be done from the media library. This is accessible on the left hand side of your dashboard.



From you media library you are free to edit, delete, or add images/documents.

Menus:

Editing menus is now possible thanks to WordPress. To access this feature you must select “Appearance” and then “Menus”. Once that option is selected you will see this screen.

The screenshot displays the WordPress 'Edit Menus' interface. At the top, there are tabs for 'Edit Menus' and 'Manage Locations'. A dropdown menu is set to 'People Menu (People Menu)', with a red arrow pointing to the 'Select' button. Below this, the 'Pages' section is visible, showing a list of pages: Kang (checked), Wagmiller, Trautner, Su, Street, Moore, Mele, and Lee. A red arrow points to the 'Add to Menu' button. The 'Menu Structure' section shows a list of menu items: Home, Contact Us, Graduate, Undergraduate, People, Faculty (sub item), Department (sub item), Emeriti (sub item), Adjunct/Affiliated (sub item), Lecturers (sub item), Staff Listing (sub item), and Graduate Students (sub item). A red arrow points to the 'Save Menu' button in the top right corner.

You can select your desired menu from the dropdown at the top of the page (i.e. About, Graduate...). Once you have decided on the menu you would like to edit click the “Select” button.

From the “Pages” menu on the left you can select pages you’d like to add from “Most Recent”, “View All”, or you can search for your desired page. Once you select that page click “Add to Menu”.

Once a page is added you can simply drag and drop where you would like it to appear on the menu. To make something a sub-item of another drag it inwards until it locks into place.

To finish the process click “Save Menu”.

*Please check with CASet before adding items to the **TOP** level of the Main Menu.

It is also possible to add a link to a menu. For example, if you’d like to link to a page outside of your website follow these steps:

Select the “Links” tab on the left side of the page”

Paste the URL of the desired location in the “URL Box”

Type what you want the link to say in the “Link Text” field and hit “Add to Menu”

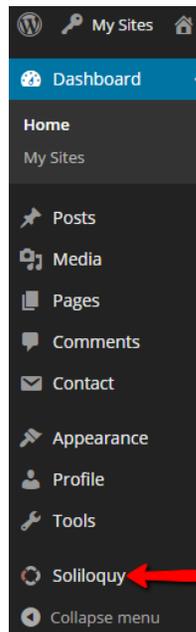
Drag and drop this new menu item into the right place and hit “Save Menu”

The screenshot displays the 'Edit Menus' interface. At the top, there are tabs for 'Edit Menus' and 'Manage Locations'. Below this, a dropdown menu shows 'Undergraduate Menu (Undergraduate Menu)' selected, with a 'Select' button and a link to 'create a new menu'. The left sidebar has a 'Links' tab selected, showing fields for 'URL' (containing 'http://'), 'Link Text' (containing 'Menu Item'), and an 'Add to Menu' button. A red arrow points to this button. The main area is titled 'Menu Structure' and contains a list of menu items, each with a 'Page' dropdown. The items are: 'Home', 'Contact Us', 'Graduate', 'Undergraduate', 'Info for the Major' (sub item), 'Info for the Minor' (sub item), 'Current Courses' (sub item), 'Course Availability' (sub item), 'Course Catalog/Archive' (sub item), 'Transfer Students' (sub item), 'Scholarships & Awards' (sub item), and 'Honors Program' (sub item). A red arrow points to the 'Save Menu' button at the top right of the main area.

Soliloquy Slider:

If your site has an image slider on any of the pages take note of this section.

Look for the Soliloquy button on the left side of the dashboard.



Select the desired slider and add or remove images.

